

# CITSS

Compliance Instrument  
Tracking System Service

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## #1 User Registration Checklist

*Print this form (page) using your browser print function. After printing, you should close this window/tab (not your browser) to return to the CITSS application.*

**CITSS User Reference Code #:** \_\_\_\_\_

To finish user registration, you must complete the following steps:

- Print/Sign the User Registration Form (Button 2)
- Complete and notarize the Proof of Identity Form and documents (Button 3), and,
- Mail all documents (this checklist, the signed User Registration Form, and notarized Proof of Identity Form and documents) to the Jurisdiction Registrar at the address below.

**Mail the completed forms to:**

California ARB  
Attn: The CITSS User Registration  
1001 I Street, 6th Floor  
Sacramento, CA 95814

You must have an approved User ID in the CITSS to perform any actions in the system. Once you receive email notification from the Jurisdiction Registrar of being approved as a user in the CITSS, you will be able to log into the system with your chosen User ID and password.