

CITSS

Compliance Instrument
Tracking System Service

#1 User Registration Checklist

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

CITSS User Reference Code #: _____

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

- Print¹ the #2 User Registration Form (Button 2) and the #3 Proof of Identity Form (Button 3).
- Review, sign, and date the #2 User Registration Form.
- Assemble supporting proof of identity documents; complete, sign, and date the #3 Proof of Identity Form.
- Have one of the supporting proof of identity documents notarized.
- Send the signed #2 User Registration Form, the signed #3 Proof of Identity Form, proof that one of the proof of identity documents has been notarized, and all required supporting proof of identity documents to the Jurisdiction Registrar **via the below options:**
 - Electronic Submission: Email all documents to CACITSSUserManagement@arb.ca.gov.
 - If emailing documents, CARB recommends that you submit all documents in one file (scanned PDF or Zip file) and password protect the file. Once sent with password protection, please call CARB staff or CITSS Help Desk at 916-324-7659 to provide the password.
 - Postal Mail Submission: Send all documents via postal mail to the address below:

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

You must have an approved User ID in CITSS to perform any actions in the system. The Jurisdiction Registrar will notify you of any changes to the status of your User Registration application at the email address that you provided during your initial registration in CITSS. After the California Air Resources Board approves your CITSS User Account, you will be able to log into the system with the User ID and Password you created during the initial User Registration process.

¹ Please Note: If you close your browser after you submit your user registration in CITSS and do not print the forms, you will not be able to log in to CITSS to print the forms again.