

California Environmental Protection Agency



# **Compliance Instrument Tracking System Service (CITSS)**

## **User Reference CITSS Version 3.0**

August 2013

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## List of Acronyms

AAR	Alternate Account Representative
ARB	California Air Resources Board
AVA	Account Viewing Agent
CAG	Corporate Association Group
CEA	Consolidated Entity Account
CITSS	Compliance Instrument Tracking System Service
GHG	greenhouse gas
ID	identification
MRR	Mandatory Reporting Regulation
MTCO <sub>2</sub> e	metric tons carbon dioxide equivalent
NAICS	North American Industry Classification System
PAR	Primary Account Representative

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## 1.0 User Reference Introduction

The Compliance Instrument Tracking System Service (CITSS) supports the implementation of California's Cap-and-Trade Program (Program). The CITSS is the record of ownership of compliance instruments; records information related to accounts; enables and records compliance instrument transfers; facilitates compliance instrument surrender; and supports market oversight through the collection of relevant information. The CITSS was initiated for User Registration and Account Application in July 2012 (Version 1.0) and additional functionality was added in November 2012 (Version 2.0).

The CITSS can be accessed at <https://www.wci-citss.org>.

CITSS Version 3.0 (CITSS 3.0) went live on August 1, 2013. This CITSS Version 3.0 User Reference document is provided to introduce users to the new features as a supplement to the current CITSS User Guides (Volumes I, II, and III). User Guides are being updated to incorporate all current CITSS features.

CITSS 3.0 provides expanded functionality and information, including:

- Entity and facility data (addition of facilities)
- Facility management (entity information /account consolidation)
- Corporate association management
- Holding limit management
- Auction purchase limit information
- Enhanced reporting features

Following the release of CITSS 3.0, ARB began updating entity CITSS accounts with account consolidation and corporate association data previously submitted to ARB, as well as limited exemption data based on verified emissions. The CITSS automatically sent emails to account representatives informing them of updates during this data entry period. ARB completed this data entry August 19, 2013.

Account representatives should review the information under the new "Corporate Associates," "Facilities," and "Holding Limits" tabs.

CARB operates the CITSS Help Desk during normal business hours (8 a.m. to 5 p.m., Pacific Time), Monday through Friday excluding holidays. If you have questions regarding the use of CITSS, contact the CARB CITSS Help Desk by email at: [CACITSSHelpdesk@arb.ca.gov](mailto:CACITSSHelpdesk@arb.ca.gov) or by phone at: 916-324-7659.

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## 2.0 Entity – Facility Relationships

A primary update in CITSS 3.0 is a change in how entity and facility relationships are displayed in a CITSS account.

Per the Cap-and-Trade Regulation (Regulation), each entity applying for a CITSS account must provide specific information related to corporate associations. The *CITSS Corporate Associations and Structure Form* (CITSS Corporate Associations Form) generated from the CITSS during the account application process is used to submit the required information about corporate associations.

Section 95833 of the Regulation stipulates that the Executive Officer will consolidate the accounts held by entities registered into the Program pursuant to Section 95830 that are part of a direct corporate association into a consolidated set of accounts. In the CITSS, entities that are part of a direct corporate association are referred to as Direct Corporate Associates. Direct Corporate Associates are by default consolidated into a Consolidated Entity Account (CEA).

ARB recognizes that some entities may elect to manage their emissions and obligations under the Regulation individually despite having direct corporate associations with other entities in the program. Direct Corporate Associates can choose to opt-out of consolidation and hold separate accounts. If an entity opts-out of consolidation, then the separate CITSS accounts for the Direct Corporate Associates are considered a Corporate Association Group (CAG) in the CITSS. CITSS 3.0 provides improved features that reflect account consolidations pursuant to Section 95833 of the Regulation, as well as the entities that opt-out of consolidation.

When CITSS was initially released, entities provided information for a CEA or opt-out requests through the *Consolidated Entity Account Form*. Prior to CITSS 3.0, each CEA was represented by one facility identified as the primary facility for the CEA. The CITSS did not have the ability to identify other facilities included in the CEA. Similarly, each member of a CAG had individual CITSS accounts but the relationship to other entities in the CAG could not be reflected in the CITSS.

Regulated entities in the Program are required to enter information about their facilities into the CITSS. Only facilities that are subject to the Regulation should be entered into the CITSS.

ARB provides an annual list of facilities that are subject to Program at:

<http://www.arb.ca.gov/cc/capandtrade/capandtrade.htm>

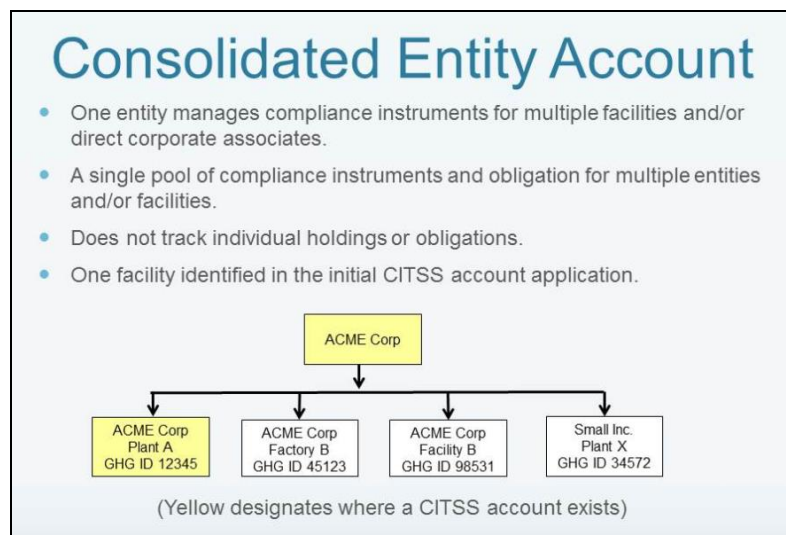
This list will change each year based on reported emissions. Facilities with emissions over the 25,000 MTCO<sub>2</sub>e threshold or have opted-in to the Program will be added while facilities that are no longer subject to the Regulation will be removed.

For the purpose of required facility information, a “facility” is a facility that has been assigned an ARB GHG emissions reporting identification number (GHG emissions reporting ID). However, in some circumstances an entity without a facility may have an emission reporting requirement and a GHG reporting identification number, e.g., a transportation fuel importer. In such a situation, the entity information is entered as the required facility information.

## 2.1 Consolidated Entity Accounts

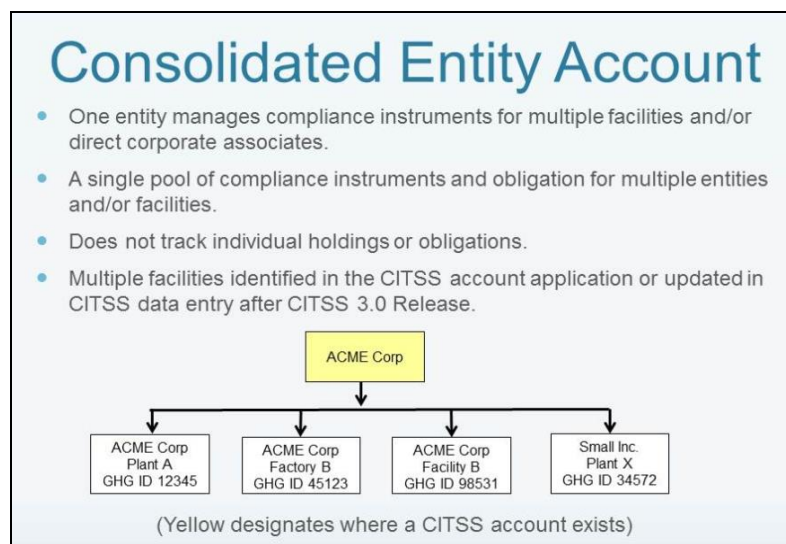
As illustrated in Figure 1, prior to CITSS 3.0 the CITSS CEA for ACME Corp identified only Plant A in the CITSS data entry. The boxes shaded in yellow show the initial CITSS account information. In this example, there would be one CITSS account representing the CEA for ACME Corp, with information entered for Plant A. Factory B, Facility B, and Small Inc. are all facilities in the CEA that would not be recorded in CITSS, but would be listed on the CITSS *Consolidated Entity Account Form* submitted by ACME Corp.

**Figure 1 – Initial Organization of Data in the CITSS**



One of the new features of CITSS 3.0 is the functionality to identify members of the CEA under the account that represents the CEA. Figure 2 illustrates the updated structure of the CEA for ACME Corp in CITSS 3.0. In this example, there is a CITSS account for ACME Corp that is an “entity level” account not identified as that of an individual facility. The ACME Corp account represents three ACME facilities and the corporate associate Small Inc.

**Figure 2 – Consolidated Entity Accounts in CITSS**

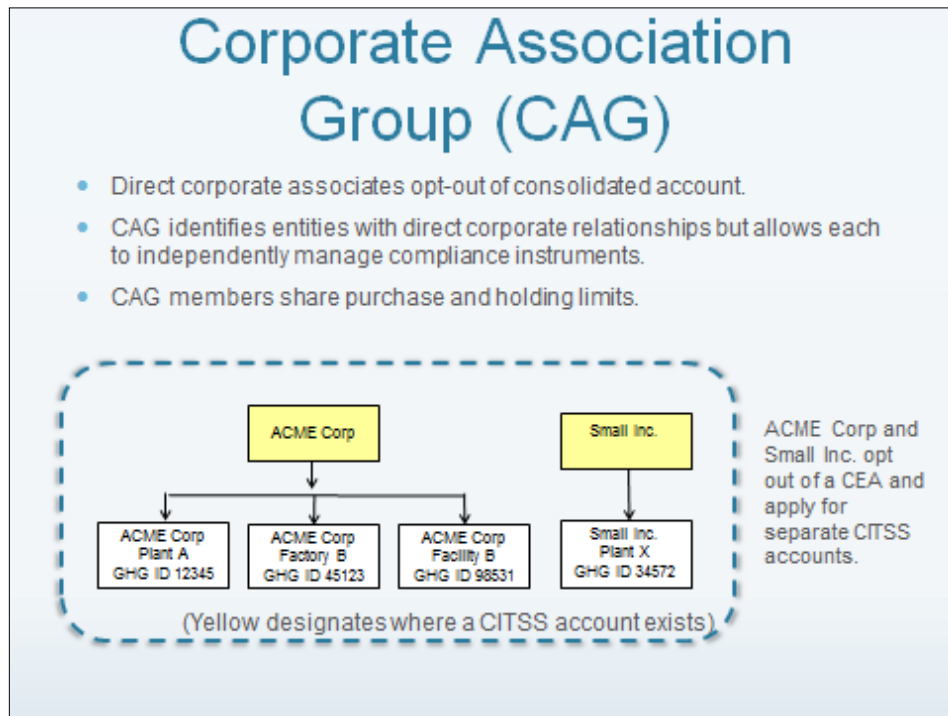


## 2.2 Corporate Association Groups

Direct Corporate Associates can choose to opt-out of consolidation and hold separate accounts. The Regulation provides specific guidance for an entity to opt-out of participation in a CEA. If an entity opts-out of consolidation, then the separate CITSS accounts for the Direct Corporate Associates are considered a CAG in the CITSS. Members of a CAG must share purchase and holding limits and must agree to the distribution of the limits among the members. CITSS 3.0 includes new or revised displays of data related to CAGs.

Continuing with our example, Figure 3 shows the organization of a CAG in which ACME Corp and Small Inc. are Direct Corporate Associates that have chosen to maintain separate CITSS accounts. In the example illustrated below, there are CITSS accounts for ACME Corp and Small, Inc. (illustrated by the yellow shading). ACME Corp, as a CEA, manages its three facilities in the CEA account. Another possible configuration that ACME Corp could choose would be that each facility maintains a CITSS account, where the individual members of the CAG would be Plant A, Factory B, Facility B, and Small, Inc.

**Figure 3 – Direct Corporate Associates that DO NOT Consolidate**



### 3.0 Account Application Changes in CITSS 3.0

CITSS 3.0 distinguishes between an entity and a facility. For all account applications, the entity is the owner of the account. Account application changes in CITSS 3.0 for Covered Entities and Opt-in Covered Entities (Covered Entities) include the entry of facility data.

Previously, when submitting an account application in the CITSS for a Covered Entity the application information was related to a facility. A CEA had to identify one facility as the primary facility and could only identify one facility in the CITSS data entry. Additional facilities under a CEA were identified in the CITSS *Corporate Associations Form* and the *Consolidated Entity Account Form*, which ARB tracks outside of CITSS.

In CITSS 3.0 all account applications for Covered Entities will have at least one entity-facility relationship. For a CEA, multiple entity-facility relationships will be identified.

All account applications, for Covered Entities or General Market Participants, now include the ability to indicate an interest in auction participation. In addition, CITSS 3.0 includes updates to the forms submitted in the account application process to reflect updated entity-facility data entry and additional corporate associations and structure data previously provided through separate forms. Information previously provided through the CITSS *Corporate Associations Form* and the *Consolidated Entity Account Form* is now all provided through the CITSS *Corporate Associations Form*.

### 3.1 Account Application – Covered Entities

Prior to CITSS 3.0, the first step in account applications for Covered Entities in the CITSS provided two options:

- Option A: Search for a Covered Entity, Covered Source, or Opt-in Entity
- Option B: Start a new Covered Entity, Covered Source, or Opt-in Entity

Option A was provided for use during the initial CITSS registration period to allow existing users the ability to locate facilities that had registered with ARB through Program registration, prior to availability to the CITSS. At this time, all new account applications should be submitted using Option B.

Choosing Option B will allow the entry of entity data, starting with the legal and operating name of the entity.

Figure 4 illustrates the first step in the account application process for new Covered Entities.

**Figure 4 – Account Application: Entity Information**

**CITSS** Compliance Instrument Tracking System Service

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**Account Application: Entity Information**

Compliance Instrument accounts are associated with an entity such as a facility, business, or organization, each of which would typically have one general holding account. Users can either search for a preloaded entity record or start a new application for compliance instrument accounts from this page. **IMPORTANT: Before creating a new account, please ensure that an account for your facility, business, or organization hasn't already been created by another user.**

**Legal Name of Entity**  
Enter the legal name that is on record with the California Secretary of State. Legal names can be found at: <http://kepler.sos.ca.gov/>. If this does not apply to your entity, please enter the operating or trade name (same value that is requested in the following field).

**Operating / Trade Name of Entity**  
Enter the name of the entity that is used for the ARB Mandatory Greenhouse Gas Emission Reporting Regulation (MRR), if applicable. If the legal name and the operating/trade name are the same, enter that name in both fields. If you are unsure of any of the information used for reporting under MRR, please confirm by checking the "Reported Emissions by Facilities" information at: <http://www.arb.ca.gov/ghgreporting/ghg-rep/ghg-rep.htm>

\* = Required field

**Entity Information**

Jurisdiction: California

Entity Type: Covered Entity, Covered Source, or Opt-In Entity

**Option A: Search for a Covered Entity, Covered Source, or Opt-In Entity.**

Legal Name:

Operating Name:

**Search**

**Option B: Start a new Covered Entity, Covered Source, or Opt-In Entity.**

Legal Name:

Operating Name:

**Continue** **Back**

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### 3.1.1 Account Application: Identifiers

Figure 5 shows the continuation of the account application process for a Covered Entity after selecting Option B (Figure 4).

CITSS 3.0 distinguishes between an entity and a facility and the data entry on the *Account Application: Identifiers Page* is now specific to entity information.

**Figure 5 – Account Application: Identifiers Page**

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**Account Application: Identifiers**

The CITSS requires entry of a U.S. Federal Tax Employer Identification Number (EIN). Incorporated entities are required to provide information about their incorporation. If your entity is not incorporated, you may enter a zero in these fields and use the current date. Additional identifiers that can assist verification of accounts include a Dunn & Bradstreet Data Universal Numbering System (DUNS) number. Companies doing business in California should provide the ID number assigned by the California Secretary of State. Companies doing business in Quebec should provide the Numéro d'entreprise du Québec. Electrical generation units should provide their U.S. Department of Energy, Office of Regulatory Information Systems (ORIS) identifier. Further guidance for completion of this page may be obtained from the CITSS Help Desk at [help@wci-citss.org](mailto:help@wci-citss.org) or 1-866-682-7561.

\* = Required field

**Entity Information**

Jurisdiction: California

Entity Type: Covered Entity, Covered Source, or Opt-in Entity

Legal Name: ABC Company

Operating Name: ABC Company

**Identifiers and Registration Codes**

**Entity Identification**

U.S. Federal Tax Employer Identification Number (EIN) \*

ID Number Assigned by Incorporating Agency \*

Incorporation Province or State \*

Incorporation Country \*

Date of Incorporation \*

DUNS Number

ID Number Assigned by the California Secretary of State

Numéro d'entreprise du Québec

ORIS Number

**Continue** **Back**

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Entity information no longer includes the NAICS code and GHG Emissions Reporting ID previously listed under the Entity Identification information. This data is specific to facilities and the two fields have been moved to a facility specific page that is completed later in the account application process.



### 3.1.2 Account Application: Contact Information

In CITSS 3.0, the contact information in the account application process is now entity specific (Figure 6).

**Figure 6 – Account Application: Contact Information**

**CITSS** Compliance Instrument Tracking System Service English • Français • LOGGED IN AS: jsmith

**Account Application: Contact Information**

Log Out  
Home  
Contact Us  
My User Profile  
Account Registration  
Representative Reports

**Entity Information**

– \* = Required field

Jurisdiction California  
Entity Type Covered Entity, Covered Source, or Opt-In Entity  
Legal Name ABC Company  
Operating Name ABC Company

**Physical Address**  
If applicable, please use the same physical address of the entity used for reporting under MRR.

Address Line 1 \*  
Address Line 2 \*  
City \*  
Province or State \* -- Select --  
Postcode or Zip Code \*  
Country \* -- Select --

**Mailing Address**  
Enter the address that you would like mail correspondence sent to.

Is the mailing address the same as the physical address? ☐

Address Line 1 \*  
Address Line 2 \*  
City \*  
Province or State \* -- Select --  
Postcode or Zip Code \*  
Country \* -- Select --

**Entity Contact Information**  
Enter any additional contact information here for the entity.

Telephone \*  
Telephone Extension  
Mobile phone  
Facsimile Number  
E-mail Address \*  
Website Address

**Continue** **Back**

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### 3.1.3 Account Application: Facility Management

Again, CITSS 3.0 distinguishes between entities and facilities for covered entities. As the account information is entity specific, there is now a *Account Application: Facility Management Page* where the information specific to facilities must be entered (Figure 7). The *Account Application: Facility Management Page* is only provided for account applications for a Covered Entity. General Market Participants will not have a *Account Application: Facility Management Page* in the account application process. All account applications for a Covered Entity require at least one facility to be added. If the account application is for an entity that manages a CEA, multiple facilities will be added.

**Figure 7 – Account Application: Facility Management**

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**Account Application: Facility Management**

Each covered entity must identify at least one facility to be managed under their CITSS account. Some entities may manage multiple facilities. Selecting the "Add Facility" button will allow the user to enter information about the facility or facilities that will be managed under their CITSS account. If the entity will manage a facility that is already in the CITSS, selection of the "Facility is in CITSS" box will alert the CITSS Registrar to identify the CITSS facility or facilities using the information in the submitted hardcopy account application forms.

Upon reaching this screen, you have the ability to switch between the key pages required to complete account registration. The pages, represented by the six buttons below, are Entity Data, Contact Information, Facility Management, Representatives, Auction, and Review and Submit. The CITSS will automatically progress to each page, but the buttons allow you to go back or skip forward as may be needed to complete or correct information. The CITSS will show completed status (✓) as you complete the information on each page.

At this point, you may exit the account application process and your information will be saved, but not submitted to the Registrar. This allows you to return at a later time to enter additional information, print documentation, and submit the completed application to the Registrar. Once the application has been submitted to the Registrar, it cannot be modified until the Registrar has acted upon the application.

Entity Data > Contact Information > **Facility Management** > Representatives > Auction > Review and Submit

✓ Required Data Complete   ✓ Required Data Complete   **A facility is required.**   PAR Required AAR Required   Auction Data Required

**Entity Information**

Jurisdiction: California  
 Entity Type: Covered Entity, Covered Source, or Opt-in Entity  
 Legal Name: ABC Company  
 Operating Name: ABC Company

**Facility Information for Facility Management**

Facility Name	Operating Name	GHG Emissions Reporting ID	Physical Address	Actions
<b>Add Facility</b>				

If your facility or facilities are already recorded in CITSS, check the box below. The Jurisdiction will add the facilities to your account application after your account application is submitted. This is uncommon, call the WCI, Inc. Help Desk at 1-800-682-7561 to verify your eligibility before selecting this option.

Facility is in CITSS ☐

**Continue**

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### 3.1.4 Account Application: Facility Information

There are two ways to associate an entity with a facility or facilities. If the facility has not been previously registered in the CITSS, pressing the **Add Facility** button (Figure 7) presents the *Account Application: Facility Information Page* where the user will enter facility information.


Figure 8 provides a view of the *Account Application: Facility Information Page* used to enter facility data. You can select the option to use the previously completed entity information for the facility if appropriate. If selected, you will still need to provide the NAICS code, GHG emissions reporting ID, and you have the option to provide contact information for the GHG reporter. You can also choose to manually enter all data.

As with other data entry in the CITSS, the asterisks indicate required fields.

When data entry for the first facility is completed, select save and you can then select the **Add Facility** button again if needed to enter additional facilities.

Although uncommon, if the facility is already in the CITSS, but is being associated with a different entity, e.g., purchase of the facility by a new owner, then the user must check the “Facility is in CITSS” box presented on the *Account Application: Facility Management Page* (Figure 7). The information is provided to the CITSS Registrar who can associate the existing facility with the new owner.

**Figure 8 – Account Application: Facility Information**


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Log Out  
 Home  
 Contact Us  
 My User Profile  
 Account Registration  
 Representative Reports

### Account Application: Facility Information

Each covered entity must associate at least one facility with their CITSS account. This page is used to enter information about that facility or facilities. If your entity consists of a single facility, and the entity information in the CITSS is the same as the facility information requested on this page, you may select the "Use Entity Data" button to populate the facility fields. After entering the information for a facility, pressing "Save" will commit the information to the CITSS and return to the previous menu, allowing users to re-select this page to enter information about additional facilities. Fields preceded by a single asterisk are required fields.

**ARB GHG Reporting ID**  
 If this facility has reported emissions in the ARB Mandatory Reporting Regulation (MRR), the ARB GHG Emissions Reporting ID used in the CITSS is the same as that in MRR. The GHG Reporting ID can be up to six digits in length. For shorter numbers, precede the ID number with zeros to fill the six digit field, e.g. 001234. If you do not have a GHG Reporting ID you may enter all zeros in the field. If you have not historically reported emissions under MRR or you are an opt-in entity, leave this field blank.

**NAICS Code**  
 The NAICS code is typically same as that used in MRR. If you have not historically reported emissions under MRR, are an opt-in entity, or are unsure of your NAICS code, you can look up your entity's six digit NAICS code at <http://www.census.gov/eos/www/naics>.

\* = Required field

#### Entity Information

Jurisdiction	California
Entity Type	Covered Entity, Covered Source, or Opt-In Entity
Legal Name	ABC Company
Operating Name	ABC Company

#### Facility Information for Facility Management

Name	*	<input type="text"/>
Operating Name	*	<input type="text"/>

#### Physical Address

Address Line 1	*	<input type="text"/>
Address Line 2		<input type="text"/>
City	*	<input type="text"/>
State/Province	*	-- Select --
Postal Code	*	<input type="text"/>
Country	*	-- Select --

#### Mailing Address

Is the mailing address the same as the physical address? ☐



Address Line 1	<input type="text"/>
Address Line 2	<input type="text"/>
City	<input type="text"/>
State/Province	-- Select --
Postal Code	<input type="text"/>
Country	-- Select --

#### Facility Identifiers

NAICS Code	*	-- Select --
GHG Emissions Reporting ID	*	<input type="text"/>

#### Facility GHG Reporter Contact

Contact First Name	<input type="text"/>
Contact Last name	<input type="text"/>
Contact Job Title	<input type="text"/>
Contact Phone Number	<input type="text"/>
Contact Mobile Phone Number	<input type="text"/>
Contact Email Address	<input type="text"/>


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### 3.1.5 Account Application: Auction Participation

During the account application process, users can now indicate the entity's interest in participating in upcoming auctions and reserve sales (Figure 9). Previously, this selection could only be made after an account had been approved. The selection is set by default to "No" and requires active selection by a representative to select "Yes." If the representative completing the account application is unsure of this data entry it can be left as a "No" and updated at any time after account application has been approved.

**Figure 9 – Account Application: Auction Participation**

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**Account Application: Auction Participation**

Representative information successfully added.

The Auction Participation selection is used to indicate interest in participating in auctions and reserve sales of allowances. The default selection is "No." By selecting the "Yes" box for auction participation, you are indicating your entity's interest in participating in any upcoming auction or reserve sale, and you are agreeing to have account information including entity and representative details sent to the Auction and Reserve Sale Administrator and the Financial Services Administrator to facilitate participation in any upcoming auction or reserve sale. Only covered entities or opt-in entities can participate in reserve sales.

You may disable the "Auction Participation" option in the future if you wish to stop sharing your entity's account information with the Auction and Reserve Sale Administrator and the Financial Services Administrator and no longer wish to participate in any future auction or reserve sales. The selection may be changed at any time, but participation in an auction or reserve sale requires that the box be enabled no later than one (1) day prior to the end of the application period for an auction or reserve sale an entity wishes to participate in.

Upon reaching this screen, you have the ability to switch between the key pages required to complete account registration. The pages, represented by the six buttons below, are Entity Data, Contact Information, Facility Management, Representatives, Auction, and Review and Submit. The CITSS will automatically progress to each page, but the buttons allow you to go back or skip forward as may be needed to complete or correct information. The CITSS will show completed status (✓) as you complete the information on each page.

At this point, you may exit the account application process and your information will be saved, but not submitted to the Registrar. This allows you to return at a later time to enter additional information, print documentation, and submit the completed application to the Registrar. Once the application has been submitted to the Registrar, it cannot be modified until the Registrar has acted upon the application.

Entity Data > Contact Information > Facility Management > Representatives > **Auction** > Review and Submit

✓ Required Data Complete ✓ Required Data Complete ✓ Required Data Complete ✓ PAR ✓ AAR **Auction Data Required**

**Entity Information**

Jurisdiction: California

Entity Type: Covered Entity, Covered Source, or Opt-in Entity

Legal Name: ABC Corp.

Operating Name: ABC Corp.

**Auction Participation**

Auction Participation

☐ Yes, please share my entity data with the Auction Administrator.

☒ No, I do not want to participate in the auction.

**Continue**

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The remainder of the data entry for a Covered Entity account application remains the same as in prior versions of the CITSS.

## 3.2 Changes in Account Application Forms

The forms generated by the CITSS at the end of the account application process have been updated to reflect the changes in the account application process and to consolidate the information previously provided in the *Consolidated Entity Account Form* into the CITSS Corporate Associations Form. The following is an overview of changes by form.

### 3.2.1 Account Application with Attestations

- Entity information and facility information listed separately as entered in the online CITSS data entry.
- Facility information is listed as entered in the account application to include all facilities in a CEA.
- Facility information for each facility includes all data entered for the facility, including the legal and operating name, physical and mailing addresses, and GHG contact (if provided).
- “Auction Participation” box selection is included.

### 3.2.2 Corporate Associations and Structure Form

- Section 3.0 of the form, which includes all data pertaining to corporate associations, has been expanded to include confirmation by the entity applying for the account of an entity with a direct corporate association that is opting-out of a CEA and reporting of purchase and holding limit distribution among the Direct Corporate Associates.
- New section 5.0 is included to obtain confirmation by representatives of each entity that is identified as a member of a CAG (Direct Corporate Associates that opted-out of a CEA) and confirmation of the distribution of purchase and holding limits among the Direct Corporate Associates.

## 4.0 Account Information Updates in CITSS 3.0

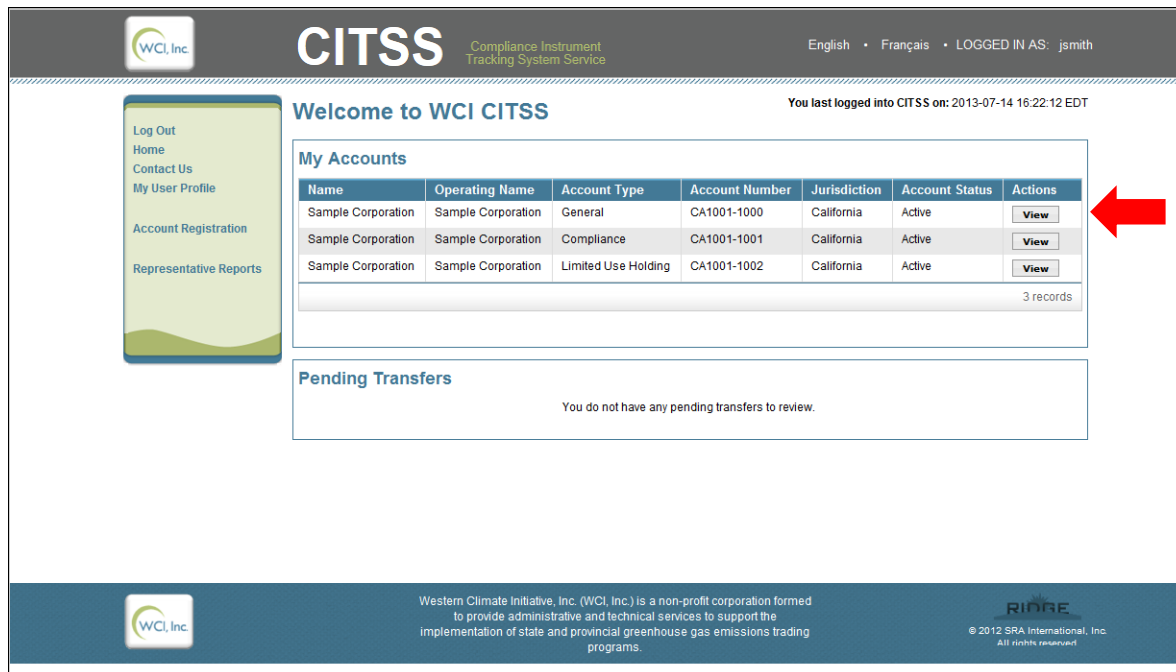
The most significant change in CITSS 3.0 is the additional information that is now provided for existing and new CITSS account holders. Account representatives can manage the account information previously recorded in the CITSS, as well as additional information related to corporate associations, holding limits, and purchase limits. There are new tabs in the account detail pages and some changes in how information is displayed in previously available tabs.

### 4.1 User Home Page

The User Home Page is largely unchanged (Figure 10). The Transfer History link in the left menu bar has been replaced with a Representative Reports link, which includes a Transfer History report.

The new functionality provided in CITSS 3.0 is seen primarily in the Account Detail pages of the CITSS. To access this information, select the **View** button in the Actions column to go to the Account Page.

**Figure 10 – User Home Page**



The screenshot displays the CITSS 3.0 User Home Page. At the top, there is a header with the WCI Inc. logo, the CITSS logo, and the text 'Compliance Instrument Tracking System Service'. The header also includes language options (English, Français) and the user's login status (LOGGED IN AS: jsmith). Below the header, the main content area is divided into a sidebar and a main panel. The sidebar contains links for Log Out, Home, Contact Us, My User Profile, Account Registration, and Representative Reports. The main panel features a 'Welcome to WCI CITSS' message, a 'You last logged into CITSS on: 2013-07-14 16:22:12 EDT' timestamp, and a 'My Accounts' table. The table has columns for Name, Operating Name, Account Type, Account Number, Jurisdiction, Account Status, and Actions. A red arrow points to the 'View' button in the Actions column for the first account. Below the table, there is a 'Pending Transfers' section with a message: 'You do not have any pending transfers to review.' The footer contains the WCI Inc. logo, a description of the Western Climate Initiative, Inc. (WCI, Inc.) as a non-profit corporation, and the RIDGE logo with copyright information for SRA International, Inc.

Name	Operating Name	Account Type	Account Number	Jurisdiction	Account Status	Actions
Sample Corporation	Sample Corporation	General	CA1001-1000	California	Active	<a href="#">View</a>
Sample Corporation	Sample Corporation	Compliance	CA1001-1001	California	Active	<a href="#">View</a>
Sample Corporation	Sample Corporation	Limited Use Holding	CA1001-1002	California	Active	<a href="#">View</a>

3 records

**Pending Transfers**

You do not have any pending transfers to review.

## 4.2 Account Page

To view account information, from any account page, select the **Account Detail** button (Figure 11).

**Figure 11 – General Account Page**

**CITSS** Compliance Instrument Tracking System Service English • Français • LOGGED IN AS: jsmith

**Sample Corporation General Account (CA1001-1000)**

Your account information is provided below. If you would like to change the Primary Account Representative (PAR) or Alternate Account Representative (AAR), add or remove Account Viewing Agents for this account, update the contact data for the account holder, or indicate your intent to participate in the next quarterly auction or reserve sale select "Account Detail".

Account Number: CA1001-1000  
 Account Type: General  
 Account Status: Active  
 Account Balance: 0  
 Available Account Balance: 0

**Account Detail**

Holdings Transfers

Vintage	Jurisdiction	Type	Sub-Type	Category	Project Code	Quantity	Initiate Transfer
CSV Excel 0 records							

There are no holdings for this account.

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## 4.3 Account Detail

Prior to CITSS 3.0, the CITSS Account Detail view included five tabs for all account holders. With CITSS 3.0, up to three (3) additional tabs may be included depending on the entity. The example in Figure 12 includes all potential tabs except Proposed Data Changes, which only appears when there is a proposed change in information awaiting Registrar approval.

**Figure 12 – CITSS 3.0 Account Detail View (New Tabs)**

**CITSS** Compliance Instrument Tracking System Service English • Français • LOGGED IN AS: jsmith

**Sample Corporation**

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your intent to participate in the next scheduled auction under the Auction Tab.

General Account Compliance Account Limited Use Holding Account

General Contact Information Representatives Account Viewing Agents Holding Limits Corporate Associates

Auction Facilities

**General Identification**

CITSS Entity ID: CA1001  
 Legal Name: Sample Corporation  
 Operating Name: Sample Corporation  
 Entity Reference Code: 18910855  
 Jurisdiction: California  
 Entity Type: Covered Entity, Covered Source, or Opt-in Entity

Most entities will not see all of the potential Account Detail tabs. Tabs are included in an entity's account detail as described below:

<b>Tab</b>	<b>Entity Type</b>	<b>Condition for Tab Display</b>
General	All entity types	Always provided Presents account information
Contact Information	All entity types	Always provided Presents account information
Representatives	All entity types	Always provided Presents active and pending PAR and AARs
Account Viewing Agents	All entity types	Always provided Presents active and pending AVAs
Holding Limits	All entity types	Always provided Presents data used to manage account holdings
Corporate Associates	All entity types	Tab is only displayed if the entity is a member of a CAG (Direct Corporate Associates with at least one entity opting out of a consolidated entity account)
Auction	All entity types	Always provided Presents required entry of “Yes” or “No” to indicate interest in auction participation
Facilities	Covered Entities and Opt-in Covered Entities Only	Always provided Displays at least one facility; multiple facilities if a CEA
Proposed Data Changes	All entity types	Tab is only displayed if an entity representative has entered a proposed change that is waiting Registrar approval

### 4.3.1 Account Detail: General Tab

The General Tab, shown in Figure 13, shows entity identification information that was entered during the account application process. Near the bottom of the window is account status information, the CITSS user that submitted the online portion of the account application (Created By), and when the account was created and last updated.

In CITSS 3.0, fields that are specific to a facility have been removed from the General Tab –

Under General Identification: The NAICS code

Under Entity Identification: The GHG Emissions Reporting ID

**Figure 13 – Account Detail: General Tab**

**CITSS** Compliance Instrument Tracking System Service

English • Français • LOGGED IN AS: bcaaut

**Electric1**

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your intent to participate in the next scheduled auction under the Auction Tab.

General Account | Compliance Account | Limited Use Holding Account

**General** | Contact Information | Representatives | Account Viewing Agents | Holding Limits | Auction | Facilities

**General Identification**

CITSS Entity ID	CA1029
Legal Name	Electric1
Operating Name	Electric1
Entity Reference Code	33675041
Jurisdiction	California
Entity Type	Covered Entity, Covered Source, or Opt-in Entity

**Entity Identification**

ID Number Assigned by Incorporating Agency	123456
Incorporation Province or State	California
Incorporation Country	United States
Date of Incorporation	2013-07-21
U.S. Federal Tax Employer Identification Number (EIN)	123456

**Status**

Entity Status	Active
Created By	A Caauct
Date Created	2013-07-21
Last Updated	2013-07-21


Edit Information | View Name History

### Making changes

Changes can be made to the General Identification information on the General Tab by selecting the **Edit Information** button at the bottom of the page. Updates that require approval before taking effect are identified by an exclamation point (!) (Figure 14). The Registrar may require the submittal of new documentation to support the requested changes.



Figure 14 – Account Detail: General Tab, Edit Entity


**CITSS** Compliance Instrument Tracking System Service
 English • Français • LOGGED IN AS: boasaut

Log Out  
 Home  
 Contact Us  
 My User Profile  
 Account Registration  
 Representative Reports

### Edit Entity

This page allows a registered user to update the contact information for an account. The user may update one or more of the fields. Fields preceded by a single asterisk are required fields. After modifying the fields to be updated, click the "Submit Changes" button. Some fields will be automatically updated. Other fields require the Jurisdiction Registrar's approval before taking effect. Fields followed by a double asterisk contain data which has not yet been approved by the Jurisdiction Registrar.

\* = Required field  
! = Data requires jurisdiction approval before it is final

Legal Name

Electric1

Operating Name

Electric1

Physical Address

Street 1

123 Main Street

Street 2

City

Any City

State/Province

California

Postal Code

12345-6789

Country

United States

Mailing Address

Mailing Address Same as Physical Address

☐

Street 1

123 Main Street

Street 2

City

Any City

State/Province

California

Postal Code

12345-6789

Country

United States

Contact Information

Phone Number

1234567890

Phone Extension

Mobile Phone Number

Fax Number

E-mail Address

Electric1@testing.arb.ca

Website Address

Contact Information

Phone Number

1234567890

Phone Extension

Mobile Phone Number

Fax Number

E-mail Address

Electric1@testing.arb.ca

Website Address

Contact Person

First Name

Last Name

Job Title

Phone Number

Mobile Phone Number

E-mail Address

Entity Identification

U.S. Federal Tax Employer Identification Number (EIN)

123456

ID Number Assigned by Incorporating Agency

123456

Incorporation Province or State

California

Incorporation Country

United States

Date of Incorporation

21 July 2013

DUNS Number


ID Number Assigned by the California Secretary of State


Numéro d'entreprise du Québec

ORIS Number

Submit Changes

Cancel


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### 4.3.2 Account Detail: Contact Information Tab

The Contact Information Tab, shown in Figure 15, shows entity contact information that was entered during the account application process. The fields on this tab have not changed with CITSS 3.0, but the entity may wish to update the information to be entity specific if it is currently facility specific.

**Figure 15 – Account Detail: Contact Information Tab**

The screenshot shows the CITSS 3.0 web interface. At the top, the header includes the WCI, Inc. logo, the CITSS logo, the text "Compliance Instrument Tracking System Service", and language options (English, Français) along with the user login "LOGGED IN AS: jsmith". On the left, a sidebar menu contains links: Log Out, Home, Contact Us, My User Profile, Account Registration, and Representative Reports. The main content area is titled "Sample Corporation" and includes a descriptive paragraph. Below this, there are tabs for "General Account", "Compliance Account", and "Limited Use Holding Account". Under the "General Account" tab, there are sub-tabs: "General", "Contact Information" (highlighted with a red box), "Representatives", "Account Viewing Agents", "Holding Limits", and "Corporate Associates". The "Contact Information" sub-tab is active, displaying a form with the following fields and values: Legal Name (Sample Corporation), Operating Name (Sample Corporation), Physical Address (100 Headquarters Ave., Corporate City, CA 90000, United States), Mailing Address (100 Headquarters Ave., Corporate City, CA 90000, United States), Telephone (8008008000), Telephone Extension (100), Mobile phone, Facsimile Number, E-mail Address (email@hqemail.com), Website Address (ABCCorp.net), Contact First Name, Contact Last Name, Contact Position, Contact Telephone, Contact Mobile Number, and Contact Email Address. At the bottom of the form is an "Edit Information" button.

### **Making Changes**

The PAR or an AAR may enter updates to contact information by selecting the **Edit Information** button at the bottom of this page or the General Tab. Updates to the contact information do not require approval by the Registrar before taking effect. The Registrar may contact the entity's representatives to verify changes and identify any documentation that needs to be updated.

### 4.3.3 Account Detail: Representatives Tab

The Representatives Tab, shown in Figure 16, shows the current status of all representatives assigned during the account application process or added or retired from the account after account approval. The fields on this tab have not changed with CITSS 3.0.

**Figure 16 – Account Detail: Representatives Tab**

**CITSS** Compliance Instrument Tracking System Service

English • Français • LOGGED IN AS: hudson

**Sample Corporation**

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your intent to participate in the next scheduled auction under the Auction Tab.

General Account | **Compliance Account** | Limited Use Holding Account

General | Contact Information | **Representatives** | Account Viewing Agents | Holding Limits | Corporate Associates

Representative Type	Current Representative	Status	Effective Date	End Date	Actions
Primary Account Representative	James Smith, ABC Corporation	Active	2013-07-14		<a href="#">Change</a>
Alternate Account Representative	<a href="#">Hank Hudson, Mega Power Corp.</a>	Active	2013-07-14		

2 records

**Add Alternate Account Representative**

Account Representatives are individuals with the authority to represent the entity in the CITSS, edit entity information, propose to add or change representatives and account viewing agents, and report the transfer of compliance instruments. Each CITSS account must have at least two representatives. Each account may have up to four AARs. New AARs can be identified by entering the CITSS User ID Reference Code for each individual. Each individual will have to provide their twelve-digit User Reference Code (e.g., J1RG93KP8376) which can be found on their respective "My User Profile" page. AARs can be removed from an account by an AAR or the PAR as long as a minimum of one AAR remains. "Retired" representatives have been removed from an account and no longer represent the entity.

**Request to Change Account Representatives/Account Viewing Agents Form**

This Form must be completed and mailed to the Jurisdiction Registrar before a PAR change or the addition of an AAR can be approved. The ARB form is available here:  
<http://www.arb.ca.gov/cc/capandtrade/markettrackingssystem/markettrackingssystem.htm#forms>.

User Reference Code \*

[Add](#)

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Account representatives are individuals with the authority to represent the entity in the CITSS, edit entity information, propose to add or change representatives and Account Viewing Agents (AVAs), and report the transfer of compliance instruments. All accounts except those held by individuals acting as General Market Participants must have one PAR and a minimum of one (and maximum of four) AARs. New AARs can be designated by entering the CITSS User Reference Code for each individual. AARs can be removed from an account by an AAR or the PAR as long as a minimum of one AAR remains.

To add a new AAR or change an existing PAR, the *Request to Change Account Representatives/Account Viewing Agents Form* must be completed and mailed to the Registrar.

#### 4.3.4 Account Detail: Account Viewing Agents Tab

The Account Viewing Agents Tab, shown in Figure 17, shows the current status of all AVAs added or retired from the account after account approval. The fields on this tab have not changed with CITSS 3.0.

**Figure 17 – Account Detail: Account Viewing Agents Tab**

**CITSS** Compliance Instrument Tracking System Service

English • Français • LOGGED IN AS: pplants

**Sample Corporation**

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your intent to participate in the next scheduled auction under the Auction Tab.

Compliance Account Limited Use Holding Account **General Account**

General Contact Information Representatives **Account Viewing Agents** Holding Limits Auction Facilities

Current Account Viewing Agent(s)	Status	Effective Date	End Date	Actions
0 records				

**Add Account Viewing Agent**

Account Viewing Agents (AVAs) are individuals with the capability to view the entity registration, account holdings, and transfer information in the CITSS. AVAs cannot edit entity information, propose to change representatives, or report the transfer of compliance instruments. The PAR or an AAR on an account may identify up to five AVAs by entering the CITSS User ID Reference Code for each individual. Each individual will have to provide their twelve-digit code (e.g., J1RG93KP8376) which can be found on their respective "My User Profile" page. The PAR or an AAR on an account may remove AVAs from an account. "Retired" AVAs have been removed from an account and no longer represent the entity.

**Request to Change Account Representatives/Account Viewing Agents Form**

This Form must be completed and mailed to the Jurisdiction Registrar before a new AVA or change of existing AVAs can be approved. The ARB form is available here: <http://www.arb.ca.gov/cc/capandtrade/markettrackingsystem/markettrackingsystem.htm#forms>.

User Reference Code \*

**Add**

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The Account Viewing Agents Tab provides access for a current PAR or AAR to propose the addition of up to five AVAs, any time after an initial application for accounts has been approved. AVAs are individuals with the capability to view information related to an entity's registration, account holdings, and compliance instrument transfers in the CITSS. AVAs cannot edit entity information, propose to change representatives, or report the transfer of compliance instruments. The PAR or an AAR on an account may propose the addition of up to five AVAs by entering the CITSS User Reference Code for each individual. The PAR or an AAR on an account may remove AVAs from an account. Removal of AVAs does not require Registrar approval and will become effective after proposal and confirmation by a PAR or AAR.

### 4.3.5 Account Detail: Auction Tab

With CITSS 3.0, the Auction Tab, shown in Figure 18, continues to provide an opportunity for an approved PAR or AAR of an entity to indicate the entity's interest in participating in the quarterly allowance auctions and reserve sales. CITSS 3.0 adds the ability to indicate interest in auction participation during the account application process and following account approval, the Auction Tab will reflect the selection made. The selection may be updated at any time by an approved PAR or AAR. By selecting the "Auction Participation" box in the CITSS you agree to have information transferred to the Auction and Reserve Sale Administrator for the purpose of facilitating participation in any upcoming auction or reserve sale.

The Auction Tab has also been updated with CITSS 3.0 to include information about the current vintage purchase limit percentage assigned to the entity based on the entity type. Per the Regulation, Electrical Distribution Utilities are assigned 40 percent; Covered Entities (including Opt-In Covered Entities) are assigned 15 percent; and General Market Participants are assigned 4 percent. If an entity or facility has opted out of consolidation and is part of a CAG, the purchase limit percentages displayed on this tab may not be applicable because the purchase limit is divided among all members of the CAG. The purchase limit distribution for each member of the CAG is presented on the Corporate Associates Tab.

**Figure 18 – Account Detail: Auction Tab**

**CITSS** Compliance Instrument Tracking System Service

English • Français • LOGGED IN AS: hudson

**Sample Corporation**

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your intent to participate in the next scheduled auction under the Auction Tab.

General Account | Compliance Account | Limited Use Holding Account

General | Contact | **Information** | Representatives | Account Viewing Agents | Holding Limits

Corporate Associates | **Auction** | Facilities

**Auction Participation**

The CITSS has been designed to streamline your entity's participation in the quarterly allowance auctions and reserve sales. By selecting the "Auction Participation" box below, you are indicating your willingness to participate in any upcoming auction or reserve sales, and you are agreeing to have your entity name, entity contact information, account numbers, representative names, representative phone numbers, and representative email addresses transferred to the Auction and Reserve Sale Administrator and Financial Services Administrator for the purpose of facilitating your participation in any upcoming auction or reserve sale. You may disable the "Auction Participation" option if you wish to stop sharing your entity's information with the Auction and Reserve Sale Administrator and Financial Services Administrator and wish to no longer participate in any future auction or reserve sales. While you may change this setting at any time, this setting must be disabled at least 61 days prior to an auction or reserve sale to avoid having your information sent to the Auction and Reserve Sale Administrator and Financial Services Administrator and must be enabled no later than 31 days prior to the next auction if you wish to participate in the next auction or reserve sale. NOTE: Only covered and opt-in entities are eligible to participate in reserve sales.

Auction Participation ☒

Updated By James Smith

Last Updated 2013-07-14 16:30:29 EDT

**Submit**

**Current Vintage Purchase Limit %**

This screen provides information about auction participation. Each entity in the Cap-and-Trade program is assigned a Current Vintage Purchase Limit percentage. Designated Electrical Distribution Utilities (EDU) are assigned 40 percent; Covered Entities are assigned 15 percent; and General Market Participants are assigned 4 percent. The number of current vintage allowances that may be purchased at a given auction is the Current Vintage Purchase Limit percentage multiplied by the number of allowances being offered at the auction. The number of future vintage allowances that may be purchased at a given auction is 25 percent of the number of allowances being offered at the auction. These purchase limits do not consider the balances of allowances in an entity's accounts, and consequently the holding limit may be more restrictive than the purchase limit.

If an entity or facility has opted out of consolidation and as a consequence is part of a Corporate Association Group (CAG), the purchase limit percentages assigned to an individual entity or facility may not be applicable because the purchase limit is divided among all members of the group.

Current Vintage Purchase Limit 15 %

Last Updated 2013-07-14 16:47:52 EDT

#### 4.3.6 Account Detail: Facilities Tab

The Facilities Tab, shown in Figure 19, is a new display in CITSS 3.0 that shows the facilities included in this CITSS account and managed by the entity identified at the top of the screen. The entity identified is responsible for managing compliance instruments and compliance obligations for all facilities. The CITSS account for each Covered Entity will have at least one facility identified. Entities in a CEA will have more than one facility identified.

Regulated entities in the Program are required to enter information about their facilities into the CITSS. Only facilities that are subject to the Regulation should be entered into the CITSS. ARB provides an annual list of facilities that are subject to the Program at:

<http://www.arb.ca.gov/cc/capandtrade/capandtrade.htm>

This list will change each year based on reported emissions. Facilities with emissions over the 25,000 MTCO<sub>2</sub>e threshold or have opted-in to the Program will be added while facilities that are no longer subject to the Regulation will be removed.

For the purpose of required facility information, a “facility” is a facility that has been assigned a GHG emissions reporting ID. However, in some circumstances an entity without a facility may have an emission reporting requirement and a GHG emissions reporting ID, e.g., a transportation fuel importer. In such a situation, the entity information is entered as the required facility information.

During August 2013, ARB staff performed a one-time data entry of facilities that have reported 2011 emissions over the 25,000 MTCO<sub>2</sub>e threshold or have opted-in to the Program. Future addition of facilities is the responsibility of regulated and opt-in entities. Facilities should be entered into the CITSS when they have reportable GHG emissions over the 25,000 MTCO<sub>2</sub>e threshold or have opted-in to the Program.

If a Covered Entity does not have a physical facility but has a compliance obligation, e.g., an electricity importer or fuel importer, the facility page in the CITSS should be completed using entity-level information consistent with the entity page. In addition, the facility page includes the GHG emissions reporting ID and the NAICS code.

Public-Owned Utilities (POUs) that do not have a compliance obligation do not have any facilities with an emissions reporting requirement, and consequently should not enter any facilities in the CITSS. Entity-level information should be entered in the *Account Detail: Facility Information Page*. If a POU has obtained an entity-level GHG emissions reporting ID, i.e., a GHG emissions reporting ID for the POU and not an individual facility, that GHG emissions reporting ID should be entered in the *Account Detail: Facility Information Page*. If the POU does not have an entity-level GHG emissions reporting ID, then “000000” should be entered in the CITSS in the *GHG Emissions Reporting ID* field.



**Figure 19 – Account Detail: Facilities Tab**

**CITSS** Compliance Instrument Tracking System Service

English • Français • LOGGED IN AS: jsmith

**Company-J**

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your intent to participate in the next scheduled auction under the Auction Tab.

General Account Compliance Account Limited Use Holding Account

General Contact Information Representatives Account Viewing Agents Holding Limits Auction **Facilities**

The Facilities tab shows the facilities managed by the entity identified at the top of the screen. The entity is responsible for managing compliance instruments and compliance obligations for these facilities. Information about each facility is available by selecting the link in the Facility Name column. Additional facilities may be added by selecting the Add Facility button. Any facility changes must be accompanied with signed forms authorizing the changes. CITSS forms can be downloaded from the ARB CITSS website, <http://www.arb.ca.gov/citss>. For guidance on how to change facility information, contact the CITSS Help Desk at [help@wci-citss.org](mailto:help@wci-citss.org) or 1-866-682-7561.

Facility Name	Facility Operating Name	GHG Emissions Reporting ID	Status	Effective Date	Retirement Date	Actions
<a href="#">Factory-J1</a>	Factory-J1	12345	Active	2013-06-16		No Action
<a href="#">Factory-J2</a>	Factory-J2	12345	Active	2013-06-16		No Action

[CSV](#) [Excel](#) 2 records

**Add Facility**

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Information about each facility is available by selecting the link in the Facility Name column.

Additional facilities may be added by selecting the **Add Facility** button. Any facility changes must be accompanied with signed forms authorizing the changes that are sent to the Registrar. Adding a facility requires Registrar approval.

### 4.3.7 Account Detail: Facilities Information Page

The *Account Detail: Facility Information Page* shown in Figure 20 shows detailed information about a selected facility. This information is available to the PAR and AARs managing the CITSS accounts, and viewable by AVAs. For accounts that were approved prior to CITSS 3.0 going live, the facilities information was entered by jurisdiction staff based on the information in the CITSS, account application forms, and data reported pursuant to the MRR. After the initial data entry is completed, if facility data changes are needed, facility information displayed on this page can be edited by the PAR or an AAR by selecting the **Edit Facility** button at the bottom of the page. The *Account Detail: Facility Information Page* shows the history of the facility's ownership. The Registrar can retire a facility when a facility changes ownership, ceases operation, or is no longer in the Program.

**Figure 20 – Facility Information Page**

**CITSS** Compliance Instrument Tracking System Service English • Français • LOGGED IN AS: jsmith

**Factory-J1**

Detailed information about a selected facility is shown on this page. This information is available to the Primary Account Representative (PAR) and Alternate Account Representatives (AARs) of the entity managing the CITSS accounts for that facility. Information on this page can be edited by the PAR or AARs by selecting the Edit Facility button at the bottom of the page. The representatives are only able to view information during the period in which they manage the CITSS accounts for the facility. If a facility changes ownership, the former representatives are no longer able to view the information. This page provides the ability for the Registrar to retire a facility-entity relationship. Facility-entity relationships are retired when a facility changes ownership, ceases operation, or is no longer in the cap-and-trade program.

**Entity Information**

Jurisdiction	California
Entity Type	Covered Entity, Covered Source, or Opt-in Entity
Legal Name	Company-J
Operating Name	Company-J

**Relationship Information**

Status	Active
Effective Date	2013-06-16

**Facility Information**

Facility Name	Factory-J1
Operating Name	Factory-J1
Physical Address	123 Factory Road Industrial City, CA 12345-6789 United States
Mailing Address	123 Factory Road Industrial City, CA 12345-6789 United States

**Facility Identifiers**

NAICS Code	221112 Fossil-Fuel Electric Power Generation
GHG Emissions Reporting ID	12345

**Facility GHG Reporter Contact**

Contact First Name	
Contact Last Name	
Contact Job Title	
Contact Phone Number	
Contact Mobile Phone Number	
Contact Email Address	

**Facility Ownership History**

Entity Legal Name	Entity Operating Name	Status	Effective Date	Retirement Date
Company-J	Company-J	Active	2013-06-16	

[Back](#) [Edit Facility](#)



Upon selecting the **Edit Facility** button, the *Account Detail: Facility Information Page* allows the PAR or an AAR to update the information for a facility. As seen in Figure 21, fields preceded by a single asterisk are required fields. Fields with an exclamation point require Registrar approval before proposed changes take effect. The Registrar may request additional information or documentation prior to approving proposed changes.

**Figure 21 – Facility Information**

**CITSS** Compliance Instrument Tracking System Service English • Français • LOGGED IN AS: jsmith

**Facility Information**

This page allows the Primary Account Representative (PAR) or an Alternate Account Representative (AAR) to update the contact information of a facility. The user may update one or more of the fields. Fields preceded by a single asterisk are required fields. After modifying the fields to be updated, click the "Submit" button. Some fields will be automatically updated. Other fields require the Jurisdiction Registrar's approval before taking effect.

**ARB GHG Reporting ID**  
If this facility has reported emissions in the ARB Mandatory Reporting Regulation (MRR), the ARB GHG Emissions Reporting ID used in the CITSS is the same as that in MRR. The GHG Reporting ID can be up to six digits in length. For shorter numbers, precede the ID number with zeros to fill the six digit field, e.g. 001234. If you do not have a GHG Reporting ID you may enter all zeros in the field. If you have not historically reported emissions under MRR or you are an opt-in entity, leave this field blank.

**NAICS Code**  
The NAICS code is typically same as that used in MRR. If you have not historically reported emissions under MRR, are an opt-in entity, or are unsure of your NAICS code, you can look up your entity's six digit NAICS code at <http://www.census.gov/eos/www/naics>.

\* = Required field  
! = Data requires Jurisdiction approval before it is final

**Entity Information**

Jurisdiction	California
Entity Type	Covered Entity, Covered Source, or Opt-in Entity
Legal Name	Company-J
Operating Name	Company-J

**Facility Information for Facility Management**

Name	* !	Factory~J1
Operating Name	* !	Factory~J1

**Physical Address**

Address Line 1	*	123 Factory Road
Address Line 2		
City	*	Industrial City
State/Province	*	California
Postal Code	*	12345-6789
Country	*	United States

**Mailing Address**

Is the mailing address the same as the physical address? ☐

Address Line 1	123 Factory Road
Address Line 2	
City	Industrial City
State/Province	California
Postal Code	12345-6789
Country	United States

**Facility Identifiers**

NAICS Code	* !	221112 Fossil-Fuel Electric Power Generation
GHG Emissions Reporting ID	* !	12345

**Facility GHG Reporter Contact**

Contact First Name	
Contact Last name	
Contact Job Title	
Contact Phone Number	
Contact Mobile Phone Number	
Contact Email Address	

**Submit** **Cancel**

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### 4.3.8 Account Detail: Corporate Associates Tab

Entities with a direct corporate association may choose to opt-out of a CEA. If one or more Direct Corporate Associates choose to opt-out of consolidation, the group of entities is referred to as a CAG. The Corporate Associates Tab is a new display in CITSS 3.0 that shows information related to the members of a CAG. Only entities that are members of a CAG will have a Corporate Associates Tab (Figure 22).

The Corporate Associates Tab shows the registered CITSS entities that have a direct corporate association, the current vintage purchase limit that is shared by the CAG, and the distribution of holding limits and purchase limits among the members of the CAG.

**Figure 22 – Account Detail: Corporate Associates Tab**

**Company-D**

This page shows information for your account or set of accounts. You may propose changes to the information listed under the General and Contact Information pages by selecting Edit Information at the bottom of the pages. You can remove or propose changes to Representatives, and Account Viewing Agents under their respective tabs. You can indicate your intent to participate in the next scheduled auction under the Auction Tab.

General Account Compliance Account Limited Use Holding Account

General Contact Information Representatives Account Viewing Agents Holding Limits **Corporate Associates**

Auction Facilities

This table shows the registered CITSS entities that have a Corporate Association with this entity and their respective Holding Limit Share (%), Purchase Limit Share (%), Effective Current Vintage Purchase Limit (%) and Effective Future Vintage Purchase Limit (%). Any updates or changes to Corporate Associations must be reported to the CITSS Jurisdiction Registrar. For guidance on how to change the corporate association information, contact the CITSS Help Desk at [help@wci-citss.org](mailto:help@wci-citss.org) or 1-866-682-7561.

Group Current Vintage Purchase Limit % 40

Entity ID	Legal Name	Holding Limit Share (%)	Purchase Limit Share (%)	Effective Current Vintage Purchase Limit (%)	Effective Future Vintage Purchase Limit (%)
CA1013	Company-D	30.00	37.50	15.00	9.38
CA1021	GMPorg-K	10.00	10.00	4.00	2.50
CA1000	Utility-A	60.00	52.50	21.00	13.12

3 records

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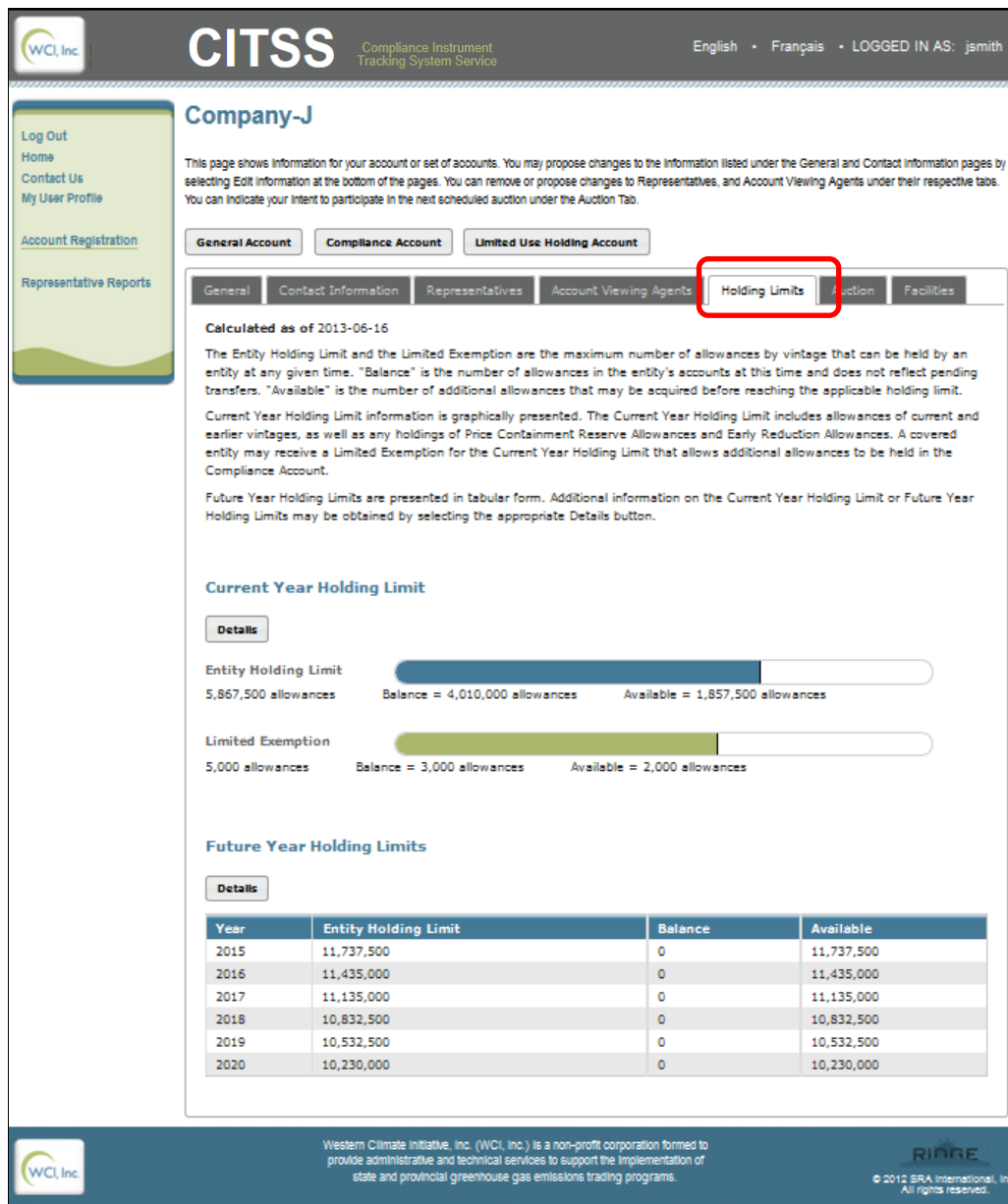
Corporate association data is entered into the CITSS by the Registrar and any changes that are needed must be submitted to the Registrar through hard copy forms. Following review and approval, the Registrar will enter the changes in the CITSS.

### 4.3.9 Account Detail: Holding Limits Tab

The Holding Limits Tab, shown in Figure 23, is a new display in CITSS 3.0. This tab shows information related to the current and future vintage holding limits for the entity and is included for all entities regardless of entity type. The entity display in Figure 23 is specific to a Covered Entity, the display for a General Market Participant will be slightly different.

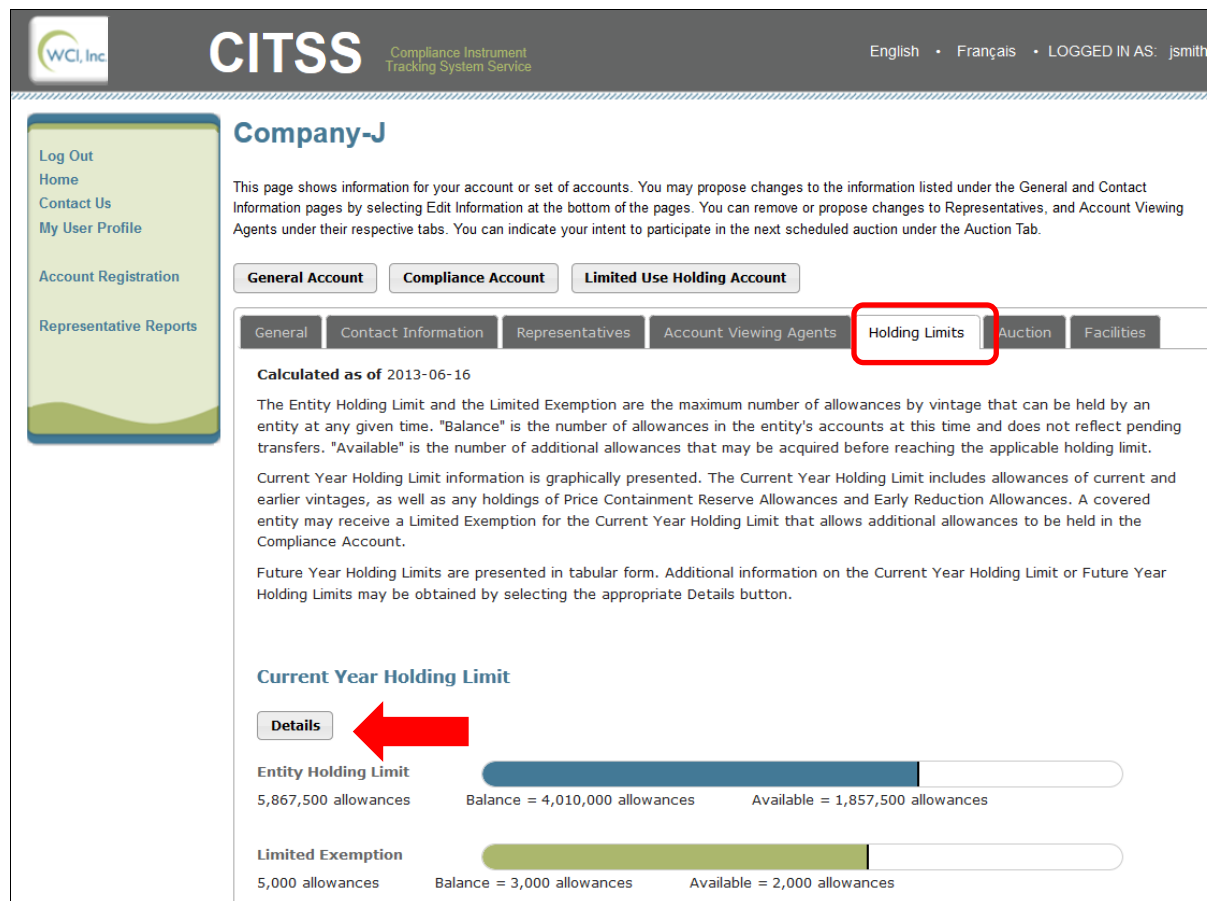
The holding limit is the maximum number of allowances that may be held by an entity or jointly held by a group of entities with a direct corporate association. Detailed information about holding limits is provided in the Regulation and the Regulatory Guidance documents available on the ARB Cap-and-Trade webpage.

**Figure 23 – Account Detail: Holding Limits Tab**



As illustrated in Figure 24, the Current Year Holding Limit information is graphically presented. The Current Year Holding Limit includes allowances of current and earlier vintages, as well as any holdings of Price Containment Reserve Allowances and Early Reduction Allowances. A Covered Entity may receive a limited exemption for the Current Year Holding Limit that allows additional allowances to be held in the Compliance Account.

**Figure 24 – Current Year Holding Limit**




"Balance" is the number of allowances in the entity's accounts at the point in time the data is being viewed and does not reflect pending transfers. "Available" is the number of additional allowances that may be acquired before reaching the applicable holding limit. This is also referred to as remaining room under the holding limit and it also does not reflect pending transfers. Additional information on the Current Year Holding Limit is available by selecting the **Details** button to view the *Current Year Holding Limit Detail Page*.

The *Current Year Holding Limit Detail Page* shows the Base Holding Limit and for a Covered Entity will include the entity's limited exemption information.

Note that on this page if the entity is not in a CAG it receives 100% of the Holding Limit Share (Figure 25). If the entity were in a CAG, the percentage would reflect the agreed upon percentage of the overall limit assigned to this entity.

**Figure 25 – Current Year Holding Limit Detail Page – NOT in a Corporate Associate Group**


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### Holding Limit Detail - Current Year

"Current Year" includes allowances of current and earlier vintages, as well as any holdings of Price Containment Reserve Allowances and Early Reduction Allowances. The holding limit for an individual entity may be adjusted when the entity is a member of a Corporate Association. Covered entities have a history table of Limited Exemption values. The Limited Exemption is only applied to allowances held in the Compliance Account.

CITSS Entity ID	CA1019
Legal Name	Company-J
Operating Name	Company-J
Calculated as of	2013-08-16 15:43:24 EDT
Applicable allowances	Price Containment Reserve Allowances, Early Reduction Allowances, 2013, 2014

#### BASE HOLDING LIMIT

A	Base holding limit for the market		5,867,500
B	Your entity's percentage share of the base holding limit (100% if NOT in a corporate association group)		100%
C	Your entity's holding limit	(A x B)	5,867,500

#### ALLOWANCE BALANCES

D	Your point in time balance of applicable allowance holdings from your entity's General Holding and Compliance Accounts (excluding your limited exemption holdings, if applicable)		4,010,000
E	Your remaining room under the holding limit	(C - D)	1,857,500

#### LIMITED EXEMPTION (does not apply to future year holding limits)



F	Your Maximum Potential Holding Limit Exemption - the sum of your CITSS recorded emissions (verified or assigned)		5,000
G	Balance of applicable allowances in your Compliance Account		3,000
H	Your Remaining Holding Limit Exemption - number of allowances you may place in the compliance account to be exempted from the holding limit	(F - G)	2,000

#### LIMITED EXEMPTION HISTORY (does not apply to future year holding limits)

Budget Year	Limited Exemption	Effective Date	Last Updated
2013	5,000	2013-08-16	2013-08-16

1 record

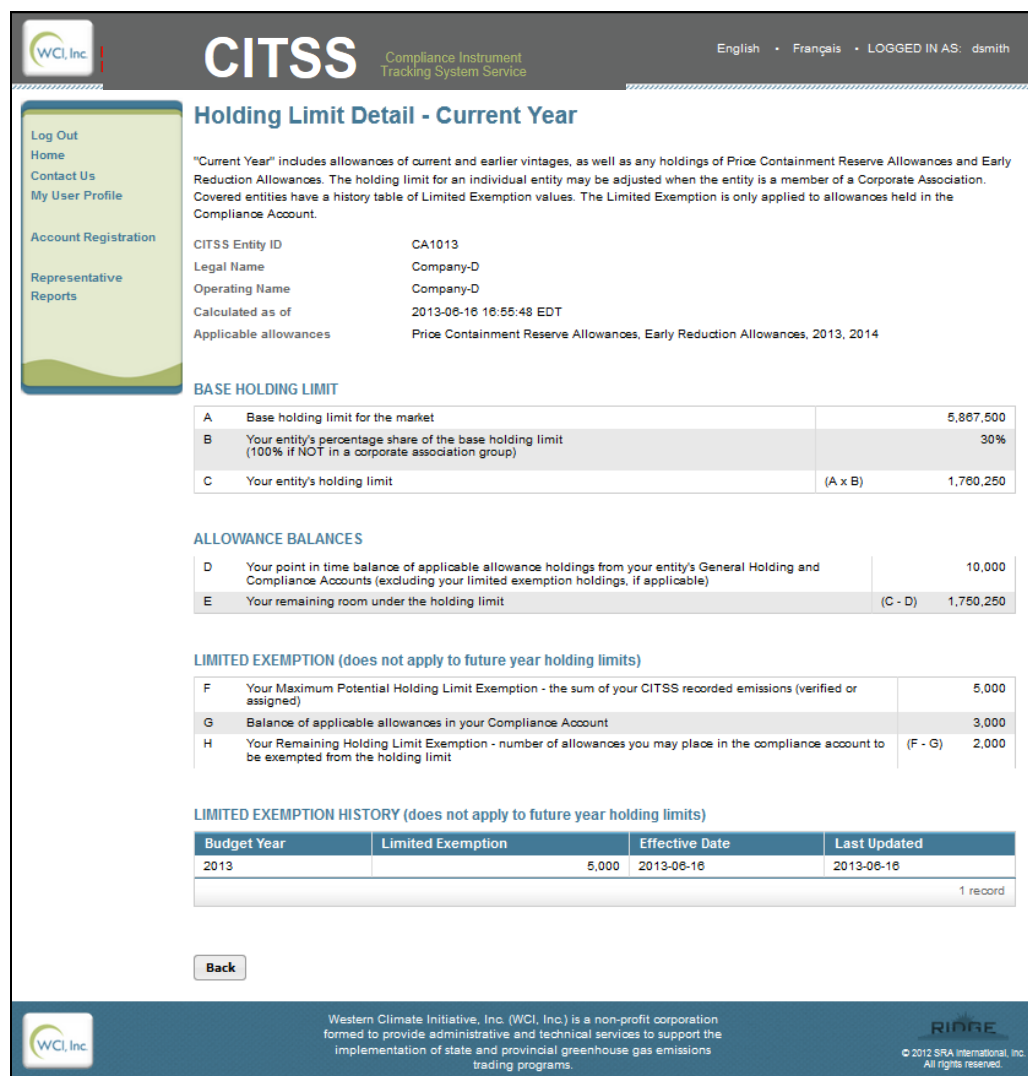
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The limited exemption is the number of allowances that can be placed in a Compliance Account and not be counted against the holding limit and is based on the prior year's verified GHG emissions. The Limited Exemption display shows the maximum potential limited exemption, the balance of allowances in the entity's Compliance Account and the remaining number of allowances that may be placed in the Compliance Account that can be exempted from the holding limit calculation (Figure 26).

Starting with 2013, the limited exemption increases each year on October 1 by the amount of emissions in the most recent emissions data report during that year. The limited exemption is subject to periodic reductions associated with the end of a compliance period. Specifically, on December 31 of the calendar year following the end of a compliance period, the limited exemption will be reduced by the sum of an entity's compliance obligation during that compliance period. The Limited Exemption History at the bottom of the page will display the changes in the limited exemption over time.

**Figure 26 – Holding Limit Detail - Limited Exemption**



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**Holding Limit Detail - Current Year**

"Current Year" includes allowances of current and earlier vintages, as well as any holdings of Price Containment Reserve Allowances and Early Reduction Allowances. The holding limit for an individual entity may be adjusted when the entity is a member of a Corporate Association. Covered entities have a history table of Limited Exemption values. The Limited Exemption is only applied to allowances held in the Compliance Account.

CITSS Entity ID: CA1013  
 Legal Name: Company-D  
 Operating Name: Company-D  
 Calculated as of: 2013-06-16 16:55:48 EDT  
 Applicable allowances: Price Containment Reserve Allowances, Early Reduction Allowances, 2013, 2014

**BASE HOLDING LIMIT**

A	Base holding limit for the market	5,867,500
B	Your entity's percentage share of the base holding limit (100% if NOT in a corporate association group)	30%
C	Your entity's holding limit	(A x B) 1,760,250

**ALLOWANCE BALANCES**

D	Your point in time balance of applicable allowance holdings from your entity's General Holding and Compliance Accounts (excluding your limited exemption holdings, if applicable)	10,000
E	Your remaining room under the holding limit	(C - D) 1,750,250

**LIMITED EXEMPTION (does not apply to future year holding limits)**

F	Your Maximum Potential Holding Limit Exemption - the sum of your CITSS recorded emissions (verified or assigned)	5,000
G	Balance of applicable allowances in your Compliance Account	3,000
H	Your Remaining Holding Limit Exemption - number of allowances you may place in the compliance account to be exempted from the holding limit	(F - G) 2,000

**LIMITED EXEMPTION HISTORY (does not apply to future year holding limits)**

Budget Year	Limited Exemption	Effective Date	Last Updated
2013	5,000	2013-06-16	2013-06-16

1 record

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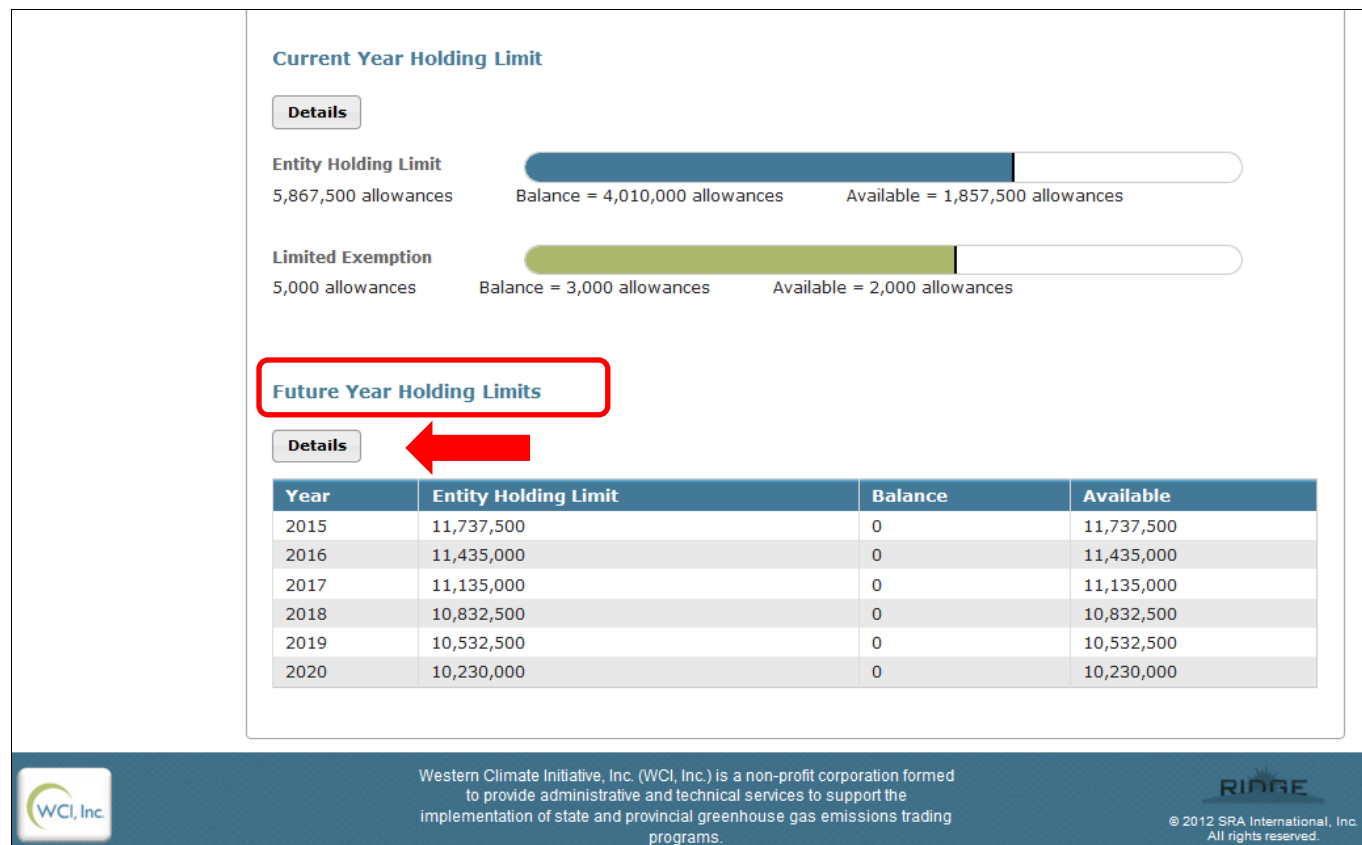
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At the bottom half of the *Holding Limits Page* is the Future Year Holding Limits information (Figure 27). A Future Year Holding Limit is set for each year through 2020. The Base Holding Limit is established using the formula from the Regulation. The Future Year Holding Limits are presented in tabular form.

**Figure 27 – Holding Limit Detail - Future Year Holding Limits**



"Balance" is the number of allowances in the entity's accounts the point in time the data is being viewed and does not reflect pending transfers. "Available" is the number of additional allowances that may be acquired before reaching the applicable holding limit. This is also referred to as remaining room under the holding limit and it also does not reflect pending transfers.

Additional information on the Future Year Holding Limits may be obtained by selecting the **Details** button.

For each year, the Entity's Holding Limit (C) is calculated as the Base Holding Limit (A) multiplied by the Holding Limit Share (B). The Allowance Balance (D) is the number of specific vintage allowances currently held. The Allowance Balance is the current balance and does not reflect any pending transfers. Available Room (E) is the number of allowances of each vintage that can be acquired without exceeding the holding limit.

If an entity is a member of a CAG, the Holding Limit Share (%) indicates the percentage of the CAG holding limit that is assigned to the entity. Entities that are not a member of a CAG will always have a Holding Limit Share of 100% (Figure 28).

**Figure 28 – Future Year Holding Limit Detail Page**

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**Holding Limit Detail - Future Year**

A Future Year Holding Limit is set for each year through 2020. The Base Holding Limit is established using the formula from the regulation. If an entity is a member of a Corporate Association Group (CAG), the Holding Limit Share (%) indicates the percentage of the CAG holding limit that is assigned to the entity. If a single entity is designated to hold all of the allowances for a CAG, the Holding Limit Share will be 100%. Entities that are not a member of a Corporate Association will always have a Holding Limit Share of 100%. The Entity's Holding Limit is calculated as the Base Holding Limit (A) multiplied by the Holding Limit Share (B). The Allowance Balance (D) is the number of specific vintage allowances currently held. The Allowance Balance is the current balance and does not reflect any pending transfers. Available Room (E) is the number of allowances of each vintage than can be acquired without exceeding the Entity's Holding Limit.

Selecting the Back button returns to the Holding Limits tab.

CITSS Entity ID: CA1019  
 Legal Name: Company-J  
 Operating Name: Company-J  
 Calculated as of: 2013-06-16 15:50:00 EDT  
 Applicable allowances: 2015, 2016, 2017, 2018, 2019, 2020

**HOLDING LIMIT DETAILS**

	A. Base Holding Limit	B. Holding Limit Share (%)	C. Entity's Holding Limit	D. Allowance Balance	E. Available Room
2015	11,737,500	100%	11,737,500	0	11,737,500
2016	11,435,000	100%	11,435,000	0	11,435,000
2017	11,135,000	100%	11,135,000	0	11,135,000
2018	10,832,500	100%	10,832,500	0	10,832,500
2019	10,532,500	100%	10,532,500	0	10,532,500
2020	10,230,000	100%	10,230,000	0	10,230,000

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In the example in Figure 29, Company-D is in a CAG and is assigned 30% of the Holding Limit Share.

**Figure 29 – Future Year Holding Limit Detail Page (In a Corporate Associate Group)**


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## Holding Limit Detail - Future Year

A Future Year Holding Limit is set for each year through 2020. The Base Holding Limit is established using the formula from the regulation. If an entity is a member of a Corporate Association Group (CAG), the Holding Limit Share (%) indicates the percentage of the CAG holding limit that is assigned to the entity. If a single entity is designated to hold all of the allowances for a CAG, the Holding Limit Share will be 100%. Entities that are not a member of a Corporate Association will always have a Holding Limit Share of 100%. The Entity's Holding Limit is calculated as the Base Holding Limit (A) multiplied by the Holding Limit Share (B). The Allowance Balance (D) is the number of specific vintage allowances currently held. The Allowance Balance is the current balance and does not reflect any pending transfers. Available Room (E) is the number of allowances of each vintage than can be acquired without exceeding the Entity's Holding Limit.


Selecting the Back button returns to the Holding Limits tab.

CITSS Entity ID CA1013  
 Legal Name Company-D  
 Operating Name Company-D  
 Calculated as of 2013-06-16 17:01:41 EDT  
 Applicable allowances 2015, 2016, 2017, 2018, 2019, 2020


### HOLDING LIMIT DETAILS

	A. Base Holding Limit	B. Holding Limit Share (%)	C. Entity's Holding Limit	D. Allowance Balance	E. Available Room
2015	11,737,500	30%	3,521,250	0	3,521,250
2016	11,435,000	30%	3,430,500	0	3,430,500
2017	11,135,000	30%	3,340,500	0	3,340,500
2018	10,832,500	30%	3,249,750	0	3,249,750
2019	10,532,500	30%	3,159,750	0	3,159,750
2020	10,230,000	30%	3,069,000	0	3,069,000

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## 5.0 Representative Reports

The *Representative Reports Page* shown in Figure 30 is new functionality provided in CITSS 3.0. This page provides the user the added ability to generate and download reports for oversight and administration of CITSS accounts. There are four reports available in CITSS 3.0: Transfer History, Transfer Event Audit Report, Entity Account Balance Report, and Entity Monthly Statement.

- The Transfer History Report provides a record of transfer activities. The Transfer History was previously available from the navigation menu on the left hand side of the User Home Page screen and has been moved to the Representative Reports Page.
- The Transfer Event Audit Report provides a detailed record of the actions taken by individual representatives on an account related to transfer activities.
- The Entity Account Balance Report allows the user to generate a report of compliance instrument balances based on account and compliance instrument criteria.
- The Entity Monthly Statement provides a record of balances and transfers for an entity's accounts for a selected month.

**Figure 30 – Representative Reports Page**

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**Representative Reports**

Representative Reports are provided to enhance user oversight and administration of CITSS accounts. Reports can be viewed or downloaded. The Transfer History lists all compliance instrument transfers for accounts the user represents. The Transfer Event Audit Report allows the user to search for transfers based on selected transfer criteria. The Entity Account Balance Report allows the user to list compliance instrument balances based on account and compliance instrument criteria. The Entity Monthly Statement lists balances and transfers for an entity's accounts for a selected month. To prepare a Representative Report, select the Continue button in the Action column on the right. CITSS will open a report screen to select criteria for inclusion in the selected report.

Report Name	Action
Transfer History	<a href="#">Continue</a>
Transfer Event Audit Report	<a href="#">Continue</a>
Entity Account Balance Report	<a href="#">Continue</a>
Entity Monthly Statement	<a href="#">Continue</a>

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## 5.1 Transfer History Report Page

*The Transfer History Report Page* (Figure 31) allows the user to configure and generate a Transfer History Report which provides a record of transfer activities on accounts that the user is associated with. *The Transfer History Report Page* is accessed from the *Representative Reports Page* by clicking on the **Continue** button in the Action column next to Transfer History.

- The search function allows a user to locate transfers based on the following fields:
  - Transfer ID
  - Status (Transfer Status)
  - Transfer Type
  - Transferring Account Name
  - Transferring Account Number
  - Transferring Account Type
  - Receiving Account Name
  - Receiving Account Number
  - Receiving Account Type
  - Last Updated Date From
  - Last Updated Date To
- When conducting a search, select the desired search criteria; click the **Search** button to initiate the search. The list of transfers will change to reflect the search results. The list of transfers can include transfers for multiple accounts associated with the user.
- Clicking on the **Clear** button resets the search fields, clearing all selected criteria.
- The Transfer History table in the bottom half of the screen provides key information about each transfer, including:
  - Transfer ID
  - Last Updated (Date and Time)
  - Status (Transfer Status)
  - Transfer Type
  - Transferring Account Name
  - Transferring Account Type
  - Receiving Account Name
  - Receiving Account Type
  - Quantity (Quantity of Instruments)
- The table is sortable (ascending or descending) by clicking on the column titles.
- The table may be more than one page in length; additional pages are accessed using the page numbers at the bottom left hand corner of the table.

**Figure 31 – Transfer History Report Page**


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### Transfer History for All Accounts

This page lists all compliance instrument transfers for your accounts. Select the Transfer ID number to view more details on the individual compliance instrument transfer. Compliance instruments are not transferred in the CITSS until the transfer status is listed as "Complete."

Transfer ID:   
 Status: 

Approved  
Cancelled  
Complete

  
 Transfer Type: 

Administrative  
Compliance  
Consignment

  
 Transferring Account Name:   
 Transferring Account Number:   
 Transferring Account Type: 

Allocation  
Auction  
Compliance

  
 Receiving Account Name:   
 Receiving Account Number:   
 Receiving Account Type: 



Allocation  
Auction  
Compliance

  
 Last Updated Date From:     
 Last Updated Date To:     
 Results per page: 10

Search Clear

Transfer ID	Last Updated	Status	Transfer Type	Transferring Account Name	Transferring Account Type	Receiving Account Name	Receiving Account Type	Quantity
<a href="#">100067</a>	2013-06-16 17:51:54 EDT	Complete	General Transfer	Utility-E (CA1004-1012)	General	Company-J (CA1019-1057)	General	6,250
<a href="#">100071</a>	2013-06-16 17:51:28 EDT	Complete	General Transfer	Utility-F (CA1005-1015)	General	Company-J (CA1019-1057)	General	1,200
<a href="#">100066</a>	2013-06-16 17:47:37 EDT	Complete	General Transfer	Utility-A (CA1000-1000)	General	Company-J (CA1019-1057)	General	3,500
<a href="#">100065</a>	2013-06-16 15:34:41 EDT	Complete	Jurisdiction	California (CAJ996-994)	Issuance	Company-J (CA1019-1057)	General	1,000,000
<a href="#">100064</a>	2013-06-16 15:34:25 EDT	Complete	Jurisdiction	California (CAJ996-994)	Issuance	Company-J (CA1019-1057)	General	3,000,000
<a href="#">100047</a>	2013-06-16 13:36:20 EDT	Complete	Jurisdiction	California (CAJ996-989)	Allocation	Utility-J (CA1009-1028)	Compliance	3,000
<a href="#">100051</a>	2013-06-16 13:36:20 EDT	Complete	Jurisdiction	California (CAJ996-989)	Allocation	Company-J (CA1019-1058)	Compliance	3,000
<a href="#">100033</a>	2013-06-16 13:36:18 EDT	Complete	Jurisdiction	California (CAJ996-989)	Allocation	Company-J (CA1019-1059)	Limited Use Holding	5,000
<a href="#">100031</a>	2013-06-16 13:36:18 EDT	Complete	Jurisdiction	California (CAJ996-989)	Allocation	Utility-J (CA1009-1027)	General	10,000
<a href="#">100003</a>	2013-06-16 13:36:15 EDT	Complete	Jurisdiction	California (CAJ996-989)	Allocation	Utility-J (CA1009-1029)	Limited Use Holding	5,000

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### 5.1.1 Transfer History Report

The Transfer History table can be exported as a report in its entirety to CSV or Excel format by selecting the appropriate link at the bottom right hand corner of the table. The following data fields are included on the exported report:

- Transfer ID
- Last Updated ( Date)
- Status (Transfer Status)
- Transfer Type
- Transferring Account Name
- Transferring Account Type
- Receiving Account Name
- Receiving Account Type
- Quantity (Quantity of Instruments)
- Settlement Date
- Agreement Date
- Type of Contract
- Trading Venue
- Price
- Currency
- Vintage
- Jurisdiction
- Compliance Instrument (Type, Sub-Type, and Category)
- Offset Project Code
- Proposed Comment
- Approve or Deny Comment
- Accept or Decline Comment

Note: Not all fields are applicable to every transfer, so there will be unpopulated data fields on the exported Transfer History Report.

## 5.2 Transfer Event Audit Report Page

The *Transfer Event Audit Report Page* (Figure 32) allows the user to configure and generate a Transfer Event Audit Report which provides a detailed record of the actions taken by individual representatives on an account related to transfer activities. The *Transfer Event Audit Report Page* is accessed from the *Representative Reports Page* by clicking on the **Continue** button in the Action column next to Transfer Event Audit Report.

- The search function allows a user to search transfer events based on the following search fields:
  - Account Number
  - Entity Legal Name
  - Transfer ID
  - Representative Name
  - Event Date From
  - Event Date to
  - Jurisdiction
  - Account Type
  - Transfer Type
  - Transfer Event (Status)
- When conducting a search, select the desired search criteria; click the **Search** button to initiate the search. The transfer events will change to reflect the search results.
- Clicking on the **Clear** button resets the search fields, clearing all selected criteria. The transfer events can include transfers for multiple accounts associated with the user.
- The Transfer Event Audit table in the bottom half of the screen provides key information, including:
  - Account Number
  - Entity Legal Name
  - Account Type
  - Transfer ID
  - Transfer Event (Status)
  - Event Date
  - Representative Name
- The table is sortable (ascending or descending) by clicking on the column titles.
- The table may be more than one page in length; additional pages are accessed using the page numbers at the bottom left hand corner of the table.

**Figure 32 – Transfer Event Audit Report Page**

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### Transfer Event Audit Report

This screen allows the user to configure and generate a Transfer Event Audit Report. The search function allows filtering by Account Number, Entity Legal Name, Transfer ID, Representative Name, Event Date From, Event Date To, Jurisdiction, Account Type, Transfer Type, and Transfer Event (Status). Selecting the "Search" button produces the Transfer Event Audit Report for the selected criteria. The search results are presented in table form in the bottom half of the screen and may be more than one page in length. The table is sortable (ascending or descending) by clicking on the column titles. Additional pages are accessed using the page numbers below the table on the left. This table can be exported in its entirety to CSV or Excel format by selecting the appropriate link below the table on the right. Selecting the "Clear" button clears the search fields.

Account Number:

Entity Legal Name:

Transfer ID:

Representative Name:

Event Date From:

Event Date To:

Jurisdiction:  (Dropdown: British Columbia, California, Ontario)

Account Type:  (Dropdown: Exchange Clearing Holding, General, Limited Use Holding)

Transfer Type:  (Dropdown: Compliance, Consignment, From Clearing Provider)

Transfer Event:  (Dropdown: Proposal, Cancellation, Approval)

Results per page:  10

Account Number	Entity Legal Name	Account Type	Transfer ID	Transfer Event	Event Date	Representative Name
CA1019-1057	Company-J	General	100073	Approval	2013-06-16 18:05:07 EDT	J Smith
CA1019-1057	Company-J	General	100073	Proposal	2013-06-16 18:04:32 EDT	J Jones
CA1019-1057	Company-J	General	100072	Approval	2013-06-16 18:02:34 EDT	J Jones
CA1019-1057	Company-J	General	100072	Proposal	2013-06-16 18:01:53 EDT	J Smith
CA1019-1057	Company-J	General	100067	Acceptance	2013-06-16 17:51:54 EDT	J Smith
CA1019-1057	Company-J	General	100071	Acceptance	2013-06-16 17:51:28 EDT	K Lewis
CA1019-1057	Company-J	General	100066	Acceptance	2013-06-16 17:47:37 EDT	J Jones

[CSV](#) [Excel](#) 7 records

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### 5.2.1 Transfer Event Audit Report

The Transfer Events Audit table can be exported as a report in its entirety to CSV or Excel format by selecting the appropriate link at the bottom right hand corner of the table. The following data fields are included on the exported report:

- Account Number
- Entity Legal Name
- Account Type
- Transfer ID
- Transfer Type
- Transfer Event
- Event Date
- Event Comment
- Representative Name




### 5.3 Entity Account Balance Report Page

The *Entity Account Balance Report Page* (Figure 33) allows the user to configure and generate an Entity Account Balance Report and can be accessed from the *Representative Reports Page* by clicking on the **Continue** button in the Action column next to Entity Account Balance Report.

- The search function allows a user to locate account balances based on the following search fields:
  - Account Number
  - Entity Legal Name
  - Account Type
  - Vintage
  - Jurisdiction of Offsets
  - Type
- When conducting a search, select the desired search criteria; click the **Search** button to initiate the search. The list of accounts will change to reflect the search results.
- Clicking on the **Clear** button resets the search fields, clearing all selected criteria. The list of accounts includes all accounts associated with the entity.
- The Entity Account Balance table in the bottom half of the screen provides key information about accounts included in the search, including:
  - Account Number
  - Entity Legal Name
  - Account Type
  - Vintage
  - Type
  - Account Balance
- The table may be more than one page in length; additional pages are accessed using the page numbers at the bottom left hand corner of the table.
- The table is sortable (ascending or descending) by clicking on the column titles.

**Figure 33 – Entity Account Balance Report Page**


**CITSS** Compliance Instrument Tracking System Service
 English • Français • LOGGED IN AS: jsmith

Log Out  
 Home  
 Contact Us  
 My User Profile  
 Account Registration  
 Representative Reports

### Entity Account Balance Report

This screen allows the user to configure and generate an Entity Account Balance Report. The search function allows searching by Account Number, Entity Legal Name, Account Type, Vintage, Jurisdiction of Offsets, and Type. The search results are presented in table form in the bottom half of the screen and may be more than one page in length. The table is sortable (ascending or descending) by clicking on the column titles. Additional pages are accessed using the page numbers below the table on the left. This table can be exported in its entirety to CSV or Excel format by selecting the appropriate link below the table on the right. Selecting the "Clear" button clears the search fields.

Account Number:   
 Entity Legal Name:   
 Jurisdiction of Entity: 

British Columbia  
California  
Ontario

  
 Account Type: 

Compliance  
Exchange Clearing Holding  
General

  
 Vintage:   
 Jurisdiction of Offsets: 

British Columbia  
California  
Ontario



  
 Type: 

Allowance  
Offset

  
 Results per page: 10

Account Number	Entity Legal Name	Account Type	Vintage	Type	Account Balance
CA1009-1027	Utility-J	General	2013	Allowance	10,000
CA1009-1028	Utility-J	Compliance	2013	Allowance	3,000
CA1009-1029	Utility-J	Limited Use Holding	2013	Allowance	5,000
CA1019-1057	Company-J	General	2014	Allowance	3,000,000
CA1019-1057	Company-J	General	2013	Allowance	1,010,000
CA1019-1058	Company-J	Compliance	2013	Allowance	3,000
CA1019-1059	Company-J	Limited Use Holding	2013	Allowance	5,000

[CSV](#)
[Excel](#)
7 records


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### 5.3.1 Entity Account Balance Report

The Entity Account Balance table can be exported in its entirety to CSV or Excel format by selecting the appropriate link at the bottom right hand corner of the table. The following data fields are included on the exported report:

- Date Generated
- Account Number
- Entity Legal Name
- Jurisdiction of Entity
- Account Type
- Vintage
- Jurisdiction of Offsets
- Type (i.e. Compliance instrument)
- Sub-Type
- Category
- Project Code (i.e. Offsets)
- Account Balance

## 5.4 Entity Monthly Statement Page

The *Entity Monthly Statement Page* (Figure 34) allows the user to configure and generate a Monthly Statement for each Entity the user is associated with. The *Entity Monthly Statement Page* is accessed from the Representative Reports Page by clicking on the **Continue** button in the Action column next to the Entity Monthly Statement.

Users can generate Entity Monthly Statements using the following search fields:

- CITSS Entity ID
- Statement Date (month/year)

When generating a monthly statement, select the desired criteria; click the **Submit** button to generate the Entity Monthly Statement. Entity Monthly Statement generation may take several minutes. The CITSS will prompt the user to return to this page to check if the statement is ready.

**Figure 34 – Entity Monthly Statement Page**

**Entity Monthly Statement**

This screen allows the user to configure and generate an Entity Monthly Statement. The search function allows selection of the CITSS Entity ID and Statement Date (month and year). Monthly Statements are not available prior to July 2013. Selecting the "Submit" button generates the Entity Monthly Statement. Report generation may take several minutes. The CITSS will prompt the user to return to this page to check if the report is ready. This webpage can be refreshed by selecting the browser refresh button, pressing F5 on most Windows computers, or using command-R in Mac and Linux. A hyperlink will be presented on this page when the report is ready to be viewed or downloaded.

CITSS Entity ID \*

Statement Date \*

**Submit**

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Note: Monthly statements are not available for months prior to August 2013.

The *Entity Monthly Statement Page* (Figure 35) can be refreshed by selecting the browser refresh button, pressing F5 on most Windows computers, or using command-R in Mac and Linux.

- A hyperlink will appear at the bottom of the *Entity Monthly Statement Page* when the statement is ready to be viewed or downloaded.

Click the hyperlink to download the report in pdf format.

**Figure 35 – Entity Monthly Statement Page – Statement Ready**

The screenshot shows the CITSS (Compliance Instrument Tracking System Service) web interface. The header includes the WCI, Inc. logo, the title "CITSS", and the text "Compliance Instrument Tracking System Service". There are links for "English" and "Français", and a "LOGGED IN AS: jsmith" indicator. The main content area is titled "Entity Monthly Statement". It contains a sidebar with links: "Log Out", "Home", "Contact Us", "My User Profile", "Account Registration", and "Representative Reports". The main form has two fields: "CITSS Entity ID" (with an asterisk) and "Statement Date" (with an asterisk). Below these fields is a "Submit" button. A paragraph explains that the screen allows users to configure and generate an Entity Monthly Statement, and that report generation may take several minutes. Below this paragraph, a hyperlink is displayed: [entityMonthlyStatementReport\\_CA1019\\_06-2013.pdf](#). The footer includes the WCI, Inc. logo, a description of the Western Climate Initiative, Inc. as a non-profit corporation, and the RIDGE logo with copyright information: "© 2012 SRA International, Inc. All rights reserved."


### 5.4.1 Entity Monthly Statement

The Entity Monthly Statement (Figures 36 and 37) is generated in pdf format by following the steps outlined above. For the selected CITSS Entity ID, the following data fields are included in the exported report:

- Account Information
  - CITSS Entity ID
  - Entity Legal Name
  - Entity Operating Name
  - Account Type
  - Account Number
- Account Balance
  - Vintage
  - Jurisdiction
  - Type
  - Sub-type
  - Category
  - Project
  - Account Balance
- Transfer History
  - Transfer ID
  - Last Updated (date, time)
  - Transfer Status
  - Transfer Type
  - Transferring Account Name
  - Receiving Account Name
  - Type
  - Quantity

Please note, Figures 36 and 37 display a fictional report for June 2013 generated for the purposes of testing and training. June and July 2013 reports will not be available. Monthly statements are not available for months prior to August 2013.

**Figure 36 – Entity Monthly Statement (page 1)**



# CITSS

Compliance Instrument  
Tracking System Service

## Monthly Statement - Aug 2013

Date Generated: 2013-06-16

CITSS Entity ID	CA1019
Entity Legal Name	Company-J
Entity Operating Name	Company-J


Account Type	General
Account Number	CA1019-1057

**Account Balance**

Vintage	Jurisdiction	Type	Sub-type	Category	Project	Account Balance
2013		Allowance				1,019,750
2014		Allowance				3,001,200

**Transfer History**

Transfer ID	Last Updated	Transfer Status	Transfer Type	Transferring Account Name	Receiving Account Name	Type	Quantity
100004	2013-06-16 13:36:15 EDT	Complete	Jurisdiction	California (CAJ996-989)	Company-J (CA1019-1057)	Allowance	10,000
100064	2013-06-16 15:34:25 EDT	Complete	Jurisdiction	California (CAJ996-994)	Company-J (CA1019-1057)	Allowance	3,000,000
100065	2013-06-16 15:34:41 EDT	Complete	Jurisdiction	California (CAJ996-994)	Company-J (CA1019-1057)	Allowance	1,000,000
100066	2013-06-16 17:47:37 EDT	Complete	General	Utility-A (CA1000-1000)	Company-J (CA1019-1057)	Allowance	3,500
100067	2013-06-16 17:51:54 EDT	Complete	General	Utility-E (CA1004-1012)	Company-J (CA1019-1057)	Allowance	6,250
100071	2013-06-16 17:51:28 EDT	Complete	General	Utility-F (CA1005-1015)	Company-J (CA1019-1057)	Allowance	1,200




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Figure 37 – Entity Monthly Statement (page 2)



# CITSS

Compliance Instrument  
Tracking System Service

## Monthly Statement - Aug 2013

Date Generated: 2013-08-18

Account Type
Compliance

Account Number
CA1019-1058

**Account Balance**

Vintage	Jurisdiction	Type	Sub-type	Category	Project	Account Balance
2013		Allowance				3,000

**Transfer History**

Transfer ID	Last Updated	Transfer Status	Transfer Type	Transferring Account Name	Receiving Account Name	Type	Quantity
100051	2013-06-16 13:36:20 EDT	Complete	Jurisdiction	California (CAJ996-989)	Company-J (CA1019-1058)	Allowance	3,000

Account Type
Limited Use Holding


Account Number
CA1019-1059

**Account Balance**

Vintage	Jurisdiction	Type	Sub-type	Category	Project	Account Balance
2013		Allowance				5,000

**Transfer History**

Transfer ID	Last Updated	Transfer Status	Transfer Type	Transferring Account Name	Receiving Account Name	Type	Quantity
100033	2013-06-16 13:36:18 EDT	Complete	Jurisdiction	California (CAJ996-989)	Company-J (CA1019-1059)	Allowance	5,000



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