

California Environmental Protection Agency



Air Resources Board

**Low Carbon Fuel Standard Reporting Tool (LCFS RT)
User Guide Version 1.0**

A decorative graphic at the bottom of the page consisting of several overlapping, semi-transparent blue and grey rectangular blocks with a grid pattern, arranged in a staggered, horizontal line.

2010

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Introduction

The California Air Resource Board has created a tool for the input fuel information into the Low Carbon Fuel Standard program. Regulated Parties and CARB staff will use this IIS solution in lieu of a paper process.

This document will provide step by step instruction how to the access the site, perform any account management and most importantly how to input reporting fuel information.

Each section represents a major function in the site.

Section 1. Create Organization Account

The purpose of this section is to demonstrate how process to create an organization account within the CARB LCFS-RT.

The primary end user will be the initial account creator of the organization.

The screenshot shows the homepage of the Low Carbon Fuel Standard Reporting Tool. At the top left is the logo for the California Environmental Protection Agency (CA.GOV) and the Air Resources Board. A link for "Contact ARB" is located at the top right. The main content area is split into two sections: on the left, the title "Low Carbon Fuel Standard Reporting Tool"; on the right, a "Regulated Party Sign On" section with input fields for "User Name" and "Password", and a "Login" button. Below this is a section for "FIRST TIME USERS" with instructions and a list of steps for administrators. A "Register Organization and Users" button is highlighted with a red circle. At the bottom, a navigation bar contains links for "LCFS Home", "Visit ARB LCFS Page", and "Back to Top".

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

[Contact ARB](#)

Low Carbon Fuel Standard Reporting Tool

Regulated Party Sign On

User Name *

Password *

Login

FIRST TIME USERS

If this is your first time using the system, contact your organization's administrator(s).

Each organization must designate administrators who will be responsible for creating and maintaining the organization's profile and user accounts.

If you are an administrator, you must do the following to register your organization and users with ARB.

1. Enter Organization and facility details
2. Create user accounts for each user under your organization, including yourself
3. Create user roles and assign role to each user
4. Determine who can view or edit information and who has signatory authority to submit reports

Once a user account is created, give the username and password information to the user. The password can be changed when the user logs in.

Register Organization and Users

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1. To begin the register organization process start by clicking the Register Organization and Users button.

This will take to the screen on the next page.

LCFS Organization Registration

Organization Details

Organization Name * Federal Employer Identification Number (FEIN) *

Address Line 1 * Address Line 2

City Or Province * State *

Zip Code * Country *

Business Phone Number Business Fax Number

Business Email

User Profile Details

First Name * Middle Initial

Last Name * Business Phone Number *

Mobile Phone Number Business Fax Number

Email *

User Name *

Password * Confirm Password *

Note: Password length must be between 7 and 16 alphanumeric characters. Include at least one upper and lower case letter and one numeric character.

4N7LP
[Generate New Image](#)
 Type the code from the image

[LCFS Home](#) | [Visit ARB LCFS Page](#) | [Back to Top](#)

2. Upon entering the registration screen there are two sets of information that are required Organization Details and User Details. Fill out the form for all information
3. Click Register Organization

Note: The user that initially creates the account will be made an administrator. This first user will therefore be the person who creates all other users. Roles will be covered later in this document.



[Sign in](#)

LCFS Organization Registration Acknowledgment

Dear User,

Your request for an LCFS Reporting Tool Administrative Account for your organization has been received. You will be notified by email when your account has been activated. This will typically be within 24 hours of receipt Monday through Friday. As an Administrator you will be able to create and manage additional accounts for users within your organization.

Send questions and comments to LRTAdmin@arb.ca.gov

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4. This is the confirmation screen you should receive upon successfully filling out the registration form.

Note: A confirmation email will be sent out to the registering user when the account has been activated.

Section 2. Log In to Organization Account

The purpose of this section is to demonstrate the initial account login and the initial navigation into the LCFS RT site.

The primary end user for this section is any member of the regulated party group who has a login credentials for this tool.

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Low Carbon Fuel Standard Reporting Tool

Regulated Party Sign On

User Name *

Password *

Login

FIRST TIME USERS

If this is your first time using the system, contact your organization's administrator(s).

Each organization must designate administrators who will be responsible for creating and maintaining the organization's profile and user accounts.

If you are an administrator, you must do the following to register your organization and users with ARB.

1. Enter Organization and facility details
2. Create user accounts for each user under your organization, including yourself
3. Create user roles and assign role to each user
4. Determine who can view or edit information and who has signatory authority to submit reports

Once a user account is created, give the username and password information to the user. The password can be changed when the user logs in.

Register Organization and Users

[LCFS Home](#) | [Visit ARB LCFS Page](#) | [Back to Top](#)

1. Fill out login credential
2. Click login



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Welcome: **Stanley Yee for TTGTestUser**

LCFS System User Agreements

Terms of System Use Agreement

ACCEPTANCE OF TERMS

The services that the California Air Resources Board ("ARB, STATE OF CALIFORNIA") provides to you are subject to the following Terms of Use ("TOU"). The California Air Resources Board reserves the right to update the TOU at any time without notice to you. The most current version of the TOU will be provided to you upon your request.

DESCRIPTION OF SERVICES

Through its network of web and network applications, the ARB, STATE OF CALIFORNIA provides you with access to a variety of resources, (collectively "Services"). The Services, including any updates, enhancements or new features, are subject to the TOU.

I understand and agree to the terms of use for this system.

Certification of Signatory Authority

By your clicking on 'Electronically Sign' below, you are confirming that you, the user signed in and identified by the username above, understand that an electronic signature is taking place and you intend to be bound by and authenticate this electronic record and attest to the statements contained within, and that you understand that submitting another individual or company's electronic signature or attesting to false statements in an electronic record is a false statement that is punishable under Title XXXIII of the California Penal Code and may constitute other crimes such as perjury, theft, attempted theft, criminal mischief, forgery, criminal impersonation, scheme to defraud or criminal use of a computer; or other criminal offenses under state, municipal, or federal law.

I certify that information supplied herein is correct and that I have the authority by the company above to electronically sign this document.

Please type: "First name, Last name"

Example : John Doe

By typing in my name I certify the above with my digital signature :

Electronically Sign

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3. The initial user will have to fill out the signatory authority user agreement form. Click the two check boxes and fill out the box for your name.
4. Click Electronically Sign

Note: The name that you must use to electronically sign is name used to fill out the registration form. This will also be located on the upper right hand corner. It is case sensitive.



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- [LCFS Home](#)
- [Organization Profile](#)
- [User Profile](#)
- [LCFS Report](#)

Welcome: Trinity Technology Group for Demo Organization

Important Reminders

Notice :

In accordance with the LCFS July Regulatory Advisory 10-02, first quarter (Q1) and second quarter (Q2) 2010 reports are due September 30, 2010. For additional details, please see the [advisory](#).

Quick Links

Account Information

- [Change Your Contact Information](#)
- [Change Your Username](#)
- [Change Your Password](#)

LCFS Reports

- [LCFS Reports](#)

Administrator's Corner

- [View or Change Organization Details](#)
- [Add or Change User Accounts](#)

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5. Upon completing the form you should be brought to the LCFSRT homepage.

Note (Quick Links): All the different links on the bottom represent functionality that can be accessed through the tabs as well.

Note (Important Reminders): This section will primarily be used for upcoming compliance dates. In future releases it may also display any other important information that CARB needs to show.

Section 3. Update Organization Profile and Facilities

The primary purpose of this section is to demonstrate how to alter the organization profile and add facilities

The primary end user for this section is the administrator of an organization account.

The screenshot shows the user interface for the LCFS Reporting Tool. At the top, there is a navigation bar with the following tabs: **LCFS Home**, **Organization Profile** (highlighted with a red circle), **User Profile**, and **LCFS Report**. To the right of the navigation bar are links for [Contact Us](#) and [Sign out](#). Below the navigation bar, a welcome message reads: "Welcome: Trinity Technology Group for Demo Organization".

The main content area is divided into two sections:

- Organization Profile:** This section contains a form for updating organization details. The fields are:
 - Organization Name: Demo Organization
 - Address Line 1: 3947 Lennane Drive
 - City Or Province: Sacramento
 - Zip Code: 95812-__
 - Business Phone Number: (800) 242-4450-__
 - Business Email: aahuja@trinitytg.com
 - Federal Employer Identification Number (FEIN): 22-2222222
 - Address Line 2: Suite # 275
 - State: California
 - Country: UNITED STATES
 - Business Fax Number: (916) 445-5025
 Below the form are two buttons: **Update Organization Profile** and **Back**.
- Facilities:** This section features an **Add Facility** button (highlighted with a red circle) and a table of existing facilities.

Name	Type	Address	Edit	Delete
Concord Production Facility	PRODUCTION	1843 Sample St. , Concord , CA , US , 94837		

Below the Facilities section is the **Business Partners** section, which includes an **Add Business Partner** button and a table of existing partners.

Name	Type	ID Number	Contact Person	Phone Number	Email	Address	Edit	Remove
Demo Organization	REG_PARTY	22-2222222	Trinity Group			3947 Lennane Drive Suite # 275 , Sacramento , CA , US , 95812		
Abengoa Bioenergy - York	BIO_FUEL	4776-70099				1414 Road , O York , NE , US , 68467		

At the bottom of the page, there is a footer with links: [LCFS Home](#), [Visit ARB LCFS Page](#), and [Back to Top](#).

To Access: Click Organization Profile Tab

To Edit Organization Profile:

1. Apply changes to the Organization Details section.
2. Click Update Organization Profile

Add Facilities

1. To Add click the Add facility button



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Add Facility

Facility Name *	<input type="text" value="Enter Facility Name"/>	Facility Type *	<input type="text" value="Import Facility"/>
Address Line 1 *	<input type="text" value="Enter Address Line 1"/>	Address Line 2	<input type="text" value="Enter Address Line 2"/>
City Or Province *	<input type="text" value="Enter City/Province"/>	State *	<input type="text" value="California"/>
Zip Code *	<input type="text" value="_ -"/>	Country *	<input type="text" value="UNITED STATES"/>

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2. Upon clicking the Add Facility button you should be taken to the Add Facility page. Fill out the form
3. Click Add Facility

Facilities

Name	Type	Address	Edit	Delete
<input type="text" value=""/>				
Concord Production Facility	PRODUCTION	1843 Sample St., Concord, CA, US, 94837		

4. The organization will appear on the Facilities Grid

Edit Facilities

1. the edit icon on the facility line which will prompt you back to the Add Facility Page where you can edit the facilities information
2. Click Update Facility to finalize changes

Delete Facilities

1. To delete click the “x” on the facility lines
2. On confirmation the facility will be deleted

Note: The term facilities in Organization Profile page refer to the facilities that the organization account is representing. So in place of having every facility report to the LCFSRT one organization can submit a report that is represent the activity of all its facilities.

Section 4. Add Business Partner

The purpose of this section is to demonstrate how to add business partners to an organization profile.

The primary end user of this section is the administrator of an organization account.

The screenshot displays the 'Organization Profile' page for 'Trinity Technology Group for Demo Organization'. It includes a navigation bar with 'LCFS Home', 'Organization Profile', 'User Profile', and 'LCFS Report'. The 'Organization Details' section contains form fields for organization name, address, city, zip code, phone number, and email. Below this is a 'Facilities' table with one entry: 'Concord Production Facility'. The 'Business Partners' section features a table with two entries: 'Demo Organization' and 'Abengoa Bioenergy - York'. A red circle highlights the 'Add Business Partner' button in the top right corner of the Business Partners section.

Name	Type	ID Number	Contact Person	Phone Number	Email	Address	Edit	Remove
Demo Organization	REG_PARTY	22-2222222	Trinity Group			3947 Lennane Drive Suite # 275 , Sacramento , CA , US , 95812		
Abengoa Bioenergy - York	BIO_FUEL	4776-70099				1414 Road , O York , NE , US , 68467		

Business Partner functionality is accessible through the Organization Profile Tab.

1. To add click the Add Business Partner button



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Welcome: Trinity Technology Group for Demo Organization

Add Business Partner

Add Business Partner

Business Partner Name *	<input type="text" value="Enter Business Partner Name"/>	Federal Employer Identification Number(FEIN) *	<input type="text" value="___-____"/>
Address Line 1 *	<input type="text" value="Enter Address Line 1"/>	Address Line 2	<input type="text" value="Enter Address Line 2"/>
City Or Province *	<input type="text" value="Enter City/Province"/>	State *	<input type="text" value="California"/>
Zip Code *	<input type="text" value="___-____"/>	Country *	<input type="text" value="UNITED STATES"/>
Primary Contact *	<input type="text" value="Enter Primary Contact"/>	Business Phone Number	<input type="text" value="() ___-____"/>
Business Fax Number	<input type="text" value="() ___-____"/>	Business Email	<input type="text" value="Enter Email"/>

[Add Business Partner](#) [Back](#)

Associate Existing Business Partner

Name	Type	ID Number	Contact Person	Phone Number	Email	Address	Associate
<input type="text" value=""/>	<input type="text" value=""/>	<input type="text" value=""/>					
Abengoa Bioenergy of Nebraska	BIO_FUEL	4097-70098				35955 Navaho Road , Ravenna , NE , US , 68869	Associate Business Partner
AGP Corn Processing Inc	BIO_FUEL	4777-70062				2801 East 7th Street P.O. Box 49 , Hastings , NE , US , 68902	Associate Business Partner
Aventine Nebraska Energy	BIO_FUEL	4729-70018				1205 S. O Road , Aurora , NE , US , 68818	Associate Business Partner
Blue Sky Biofuels	BIO_FUEL	4881-82800				851 49th Avenue , Oakland , CA , US , 94601	Associate Business Partner
Bridgeport Ethanol	BIO_FUEL	5934-70217				10106 S. Railroad Ave , Bridgeport , NE , US , 69336	Associate Business Partner

Page size: 5 75 items in 15 pages

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- You should be taken to this page in which has two pieces: the top section is for adding new business partner and the bottom are the currently available business partners.
- To add a new business partner fill out the form above and click Add Business Partner
- You can also find a business partner from the list and click Associate Business Partner



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Welcome: Trinity Technology Group for Demo Organization

Organization Profile

Organization Details

Organization Name *	<input type="text" value="Demo Organization"/>	Federal Employer Identification Number(FEIN) *	<input type="text" value="22-2222222"/>
Address Line 1 *	<input type="text" value="3947 Lennane Drive"/>	Address Line 2	<input type="text" value="Suite # 275"/>
City Or Province *	<input type="text" value="Sacramento"/>	State *	<input type="text" value="California"/>
Zip Code *	<input type="text" value="95812-___"/>	Country *	<input type="text" value="UNITED STATES"/>
Business Phone Number	<input type="text" value="(800) 242-4450-___"/>	Business Fax Number	<input type="text" value="(916) 445-5025"/>
Business Email	<input type="text" value="aahuja@trinitytg.com"/>		

[Update Organization Profile](#) [Back](#)

Facilities

[Add Facility](#)

Name	Type	Address	Edit	Delete
<input type="text"/>				
Concord Production Facility	PRODUCTION	1843 Sample St. , Concord , CA , US , 94837		

Business Partners

[Add Business Partner](#)

Name	Type	ID Number	Contact Person	Phone Number	Email	Address	Edit	Remove
<input type="text"/>		<input type="text"/>						
Demo Organization	REG_PARTY	22-2222222	Trinity Group			3947 Lennane Drive Suite # 275 , Sacramento , CA , US , 95812		
Abengoa Bioenergy - York	BIO_FUEL	4776-70099				1414 Road , O York , NE , US , 68467		

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Either method of association or adding will put the business partner on your list of associated Business Partners.

To edit

1. Click the edit icon. You will be taken to a business partner form page.
2. Update information and click update business partner

To Delete

1. Click the “x” on the business partner line
2. Upon Confirmation it will be removed from your list

Note (Adding Business Partners): When a business partner is created by one user it will be place on the list of Existing Business Partners for anyone to associate. When an organization is created then that organization is automatically put on the Existing Business Partner list.

Note (Editing Business Partner): This functionality only comes into play when you are the original creator of the business partner. You lose the ability to edit a business partner if that business partner later comes in to create an organization in LCFS.

Section 5. Manage Users

The purpose of this section is to describe the how to add new and manage existing users of an organization account

The primary end user of this section would be the administrator of an organization account.

This section allows you to add new users as well as edit your own information.

Administrator: Edit Organization Profile, Add/Edit Facilities, Add/Edit Business Partners, Add/Edit Users, Add/Edit Fuel Information.

Contributor: Edit own information, Add/Edit Fuel Information

Reviewer: Edit own information

All Roles have full view access.

To Add New User:

1. Fill out form, applying appropriate user role and permissions (make sure to check the box “Is User Active?”)
2. Click Add User Profile

To Edit User

1. Click the Edit User Button on the user you wish to edit
2. Edit user information then click “Update User Profile”

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LCFS Home Organization Profile User Profile LCFS Report

Welcome: Stanley Yee for TGTTestUser

Manage User Profile

Password has been successfully regenerated for user **TGTTestUser** , to: LCFS249702735

User Details

First Name * Middle Initial

Last Name * Business Phone Number *

Mobile Phone Number Business Fax Number

Email *

Is User Locked? Is User Active? Is Primary Contact? Needs Password Reset?

User Role

User Role * Signatory Authority Has digitally certified statement of signatory authority

User Name And Password

User Name *

Password *

Confirm Password *

Note: Password length must be between 7 and 16 alphanumeric characters. Include at least one upper and lower case letter and one numeric character.

FullName	User Name	Role	Email	Is User Locked	Is User Active	Edit	Regenerate Password
Stanley Yee	TGTTestUser	ADMIN	toyru@hotmail.com	No	Yes	Edit User	Regenerate Password

LCFS Home Visit ARB LCFS Page Back to Top

For Forgotten Passwords

1. Click Regenerate Password on the line for the user that needs the password reset
2. The Regenerated password will appear right above the User Details form section
3. When the user logs on with the temporary password that user will be prompted a password reset.

For Locked Accounts

If a user within your organization has failed logging on too many times than that account will be locked. An administrator of the organization needs to unlock that account.

1. Click “Edit User” on the locked account
2. Uncheck the box that says “Is User Locked

Note: Signatory Authority is a permission that can be assigned by an Administrator however the user does have to fill out the signatory authority form prior to its activation. This is the same form that the initial user must fill out.

Section 6. Creating a Fuel Report

The purpose of this section is to demonstrate how to build a fuel report through either manual UI based entry or through mass XML upload.

The primary end user of this section is any user of an organization account with Contributor or Administrator rights.

LCFS Reports

Select the reporting year for which you would like to view or enter data.

Report options: All Reports for current year
 Reports From: Quarter-1 2011 To: Quarter-4 2011 **Go**

	Year	Quarter	Report Status	Is Late Submission	Begin Report	Report Details	Request Correction	Submit Report
>	2011	4	Report has not been created	No	Begin Report			
>	2011	3	Report has not been created	No	Begin Report			
>	2011	2	Report has not been created	No	Begin Report			
<input checked="" type="checkbox"/>	2011	1	Report has not been created	No	Begin Report			

Status Changes Change Date Change By Comments

No child records to display.

Annual Report Submission

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All report creation will be initiated on this page

1. The Page will default to the current year. Select the Quarter and click Begin Report to start a report

Note: Click the arrow on the left of the quarters will display the Report Status history of the each report. This tracks things such as submit times and report opening dates.



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Welcome: Trinity Technology Group for Demo Organization

LCFS Quarterly Report Details

Organization: Demo Organization Reporting Period: Quarter-1, 2011
 Status: Open Quarterly Balance: 0

The carbon intensities of the gasoline and diesel for year 2010 are : Gasoline: 95.61 gCO2/MJ, Diesel: 94.47 gCO2/MJ

Import Fuel Details

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Physical Pathway Code *

Carbon Intensity (g/MJ) : **86.8** Fuel Units : **gal** Energy Economy Ratio : **1.0**

Add Fuel **Reset**

Transaction Details	Fuel Name	Fuel Pathway Code	Physical Pathway Code	Fuel Application	Total Obligated Amount	Credits	Deficits	Incremental Deficit	% HCICO	Delete Fuel
Go To Details	Corn Ethanol	ETHC011	PHY02	Light Duty or Medium Duty Vehicles	0	0	0	0	0	✕

[Upload Documents](#)

File Name *

Remarks

Upload Document

Document Name	Submitter By	Submitted On	Remarks	Download	Delete
No records to display.					

Back To Reports Home

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After beginning a report you will be taken here. If the report has already been opened clicking “Go To Report Details” will also take you to this page.

There are three different sections in this page: Import Fuel Details, Manual Addition of Fuels and Upload Document

Add New Fuel

Fuel Name *

Fuel Application *

Fuel Pathway Code *

Physical Pathway Code *

Carbon Intensity (g/MJ) : 86.8 Fuel Units : gal Energy Economy Ratio : 1.0

Transaction Details	Fuel Name	Fuel Pathway Code	Physical Pathway Code	Fuel Application	Total Obligated Amount	Credits	Deficits	Incremental Deficit	% HCCO	Delete Fuel
Go to Details	Corn Ethanol	ETHC011	PHY02	Light Duty or Medium Duty Vehicles	0	0	0	0	0	X

6.1 Manual Addition of Fuel Information

Manual entry of fuel information is the method to be utilized when XML is not possible for the organization. This method involves using the UI based forms to create fuel report.

1. Fill out the Add New Fuel form by making selections for the required fields
2. Click "Add Fuel"

To Delete

1. Click the "x" icon next on the fuel line in the grid
2. Click okay on the confirmation pop-up

To access Transaction Detail

1. Click Go to Details

Note (Duplicate Fuels): A Fuel with the same Fuel Name, Fuel Application, Fuel Pathway Code and Physical Pathway Code is a duplicate fuel entry and will not be accepted.



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Welcome: Trinity Technology Group for Demo Organization

LCFS Fuel Transaction Details

Organization: Demo Organization Reporting Period: Quarter-1 , 2011 Status: Open
 Fuel Name: Corn Ethanol Physical Pathway: PHY02 Fuel Pathway: ETHC011
 Total Obligated Amount: 2000000 Fuel Application: Light Duty or Medium Duty Vehicles

Transaction Details

Invoice Date *

Transaction Type *

Transaction Description

Business Partner *

Transaction Amount *

Invoice Date	Transaction Type	Description	Entered Amount	(+) Amount	(-) Amount	(O)Amount	Business Partner	Edit	Delete
01/12/2011	Production	Production Transaction	2,000,000	2,000,000	0	0	Not Applicable	Edit	<input type="button" value="X"/>

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To access click “Go To Details” on a fuel line on the Fuels Grid (located on the Reports Details Page)

1. Fill out Transaction Details Form
2. Click Add Transaction

To Edit

1. Click Edit on the transaction line on the grid
2. Edit the Transaction Details Form
3. Click Update Transaction

To Delete

1. Click the “x” icon on the transaction line on the grid
2. Click okay on the pop-up

Note (Business Partners): The business partner dropdown is populated with the business partners that you have associated to your organization. If you can’t find the business partner you wish to use then you must first add that business partner to your organization profile.

Note (Duplicate Transactions): A transaction (given the same fuel/quarter/year) will be considered duplicate and not accepted if it has the same Invoice Date, Transaction Type and Business Partner


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Welcome: Trinity Technology Group for Demo Organization

Upload XML File

Organization: Demo Organization

Reporting Period: Quarter-3 , 2010

Status: Open

File Name *

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6.2 Import Fuel Detail (XML File Upload)

This method is intended for those organizations that have large amount of fuel information and require a method for direct mass information entry.

1. Click Browse
2. Select File and click open
3. Click Upload XML File

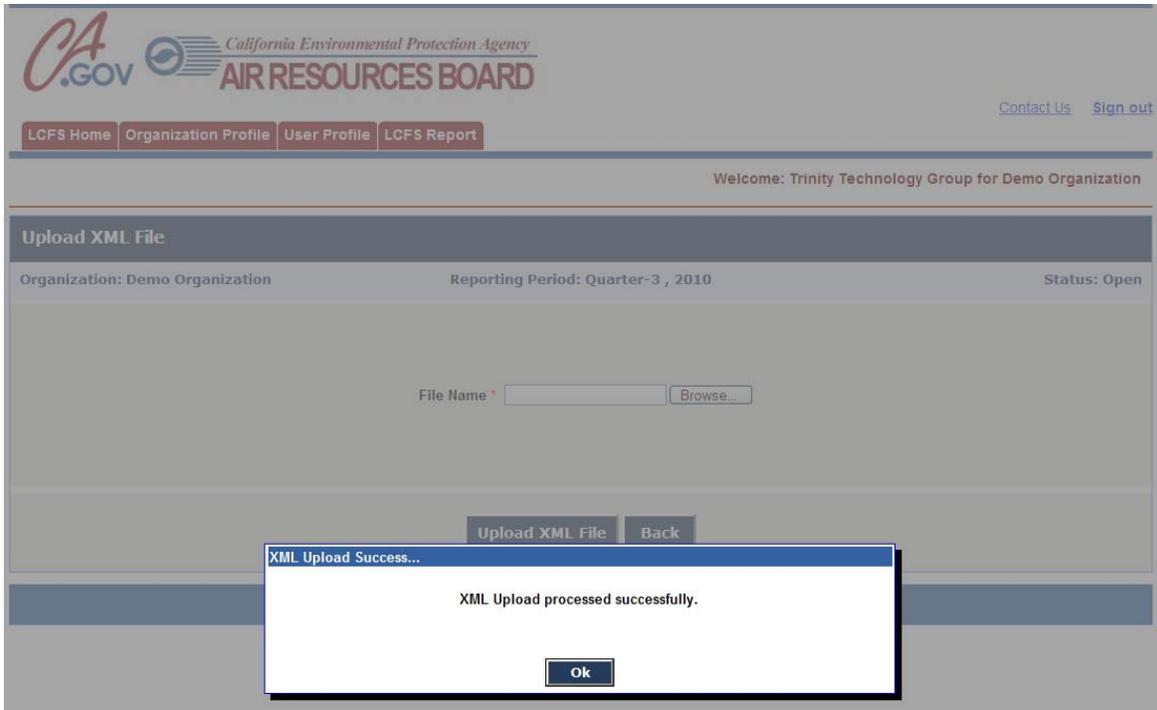
Two things can occur: it can come back with validation errors or without

Note (XML Duplicate Transactions): When uploading an XML file the system will overwrite duplicate transactions (on the basis of invoice date, transaction type and business partner).

Note (Multiple Files): The validation occurs on a transaction by transaction basis so the system will update the report with new additions. Uploading an additional file won't wipeout all previous data; it will amend previous data.

Note (Deletion): The system cannot however track deletion to source information. (Example: You upload a file with 30 transactions and then you delete 15 of them and re-upload. The system will maintain 30 transactions). If you wish to overwrite all prior data you should delete the associated fuels (deleting a fuel deletes all transactions under it) then re-upload.

Note (Business Partners): You must first add Business Partners to your organization before using them on XML. For **Not Applicable** business partners use the number "00000000" this option is for the category of **production** only.



No Validation Errors

1. Click "Ok"

The screenshot shows the 'Upload XML File' page for 'Demo Organization' with a reporting period of 'Quarter-3, 2010'. The status is 'Open'. A file upload section includes a 'File Name' field and a 'Browse...' button. Below this are 'Upload XML File' and 'Back' buttons. A section titled 'XML data validation Messages' contains an 'Export to Pdf' button and a table of errors. The table has two columns: 'Row Description' and 'Validation message'. The errors listed are:

Row Description	Validation message
Invoice Date: 2010-06-02, Trans Type: Acquire: With Obligation, BP FEIN #: 477670099, Desc: Transaction 1	Invalid Invoice Date for the quarter, value '2010-06-02'
Invoice Date: 2010-06-02, Trans Type: Transfer: Release Obligation, BP FEIN #: 477670099, Desc: Transaction 2	Invalid Invoice Date for the quarter, value '2010-06-02'
Invoice Date: 2010-01-02, Trans Type: Transfer: Release Obligation, BP FEIN #: 477670099, Desc: B	Invalid Invoice Date for the quarter, value '2010-01-02'
Invoice Date: 2010-01-02, Trans Type: Import, BP FEIN #: 477670099, Desc: C	Invalid Invoice Date for the quarter, value '2010-01-02'

At the bottom of the page are links for 'LCFS Home', 'Visit ARB LCFS Page', and 'Back to Top'.

With Validation Error

The errors will be shown on the bottom. Correct the errors and then re-upload. The fuels and transactions that passed the validation will still go through.

Note: If you have an error such as incorrect Quarter/Year/Organization heading the file can be reject all together. An error will inform you of this reaction.

The screenshot shows the 'Upload Documents' form. It includes a 'File Name' field with a 'Browse...' button, a 'Remarks' text area, and an 'Upload Document' button. Below the form is a table header with columns: 'Document Name', 'Submitter By', 'Submitted On', 'Remarks', 'Download', and 'Delete'. The table currently displays 'No records to display.'

To access: Click the Upload Documents text on the Fuel Details Page to expand

6.3 Upload Documents

This section is to be used to upload any supporting document for the fuel report.

1. Click Browse

2. Select a file and click open
3. Add any comments in the “Remarks” field
4. Click Upload Document

To Delete

1. Click the “x” icon on the document line in the grid
2. Click okay on the popup

To Download

1. Click Download on the document line in the grid
2. Click okay to begin download

Section 7. Report Submission

The purpose of this section is to demonstrate how submit a quarterly fuel report.

The primary end users of this section are an organization account users with signatory authority permission.

The screenshot displays the LCFS Reporting Tool interface. At the top, there is a navigation bar with the California Environmental Protection Agency (CA.GOV) logo and the text "AIR RESOURCES BOARD". Below the logo, there are links for "Contact Us" and "Sign out". A secondary navigation bar contains buttons for "LCFS Home", "Organization Profile", "User Profile", and "LCFS Report". A welcome message reads "Welcome: Trinity Technology Group for Demo Organization".

The main content area is titled "LCFS Reports" and contains a form for selecting reporting options. The form includes a heading "Select the reporting year for which you would like to view or enter data." and two radio button options: "All Reports for current year" (selected) and "Reports From:". The "Reports From:" option is active, showing a dropdown menu for "Quarter-1" and a year dropdown for "2011". A "To:" section shows a dropdown for "Quarter-4" and a year dropdown for "2011". A "Go" button is located to the right of the "To:" dropdowns.

Below the form is a table with the following columns: Year, Quarter, Report Status, Is Late Submission, Begin Report, Report Details, Request Correction, and Submit Report. The table contains four rows of data for the year 2011, corresponding to quarters 4, 3, 2, and 1. The status for quarters 4, 3, and 2 is "Report has not been created", while the status for quarter 1 is "Open". Each row has a "Begin Report" link and a "Submit Report" link. The "Submit Report" link for quarter 1 is highlighted in blue.

At the bottom of the main content area, there is a button labeled "Annual Report Submission". Below this, a footer bar contains links for "LCFS Home", "Visit ARB LCFS Page", and "Back to Top".

To Access: Click the LCFS Reports Tab

1. After completing a fuel report select that quarter
2. click the Submit button on the quarter line on the grid

Note: The Submit button appears for all users in order for the purpose of review. Only quarters that have had a report start (via Begin Report link) will have an available “Submit” button.

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

[Contact Us](#) [Sign out](#)

[LCFS Home](#) [Organization Profile](#) [User Profile](#) [LCFS Report](#)

Welcome: Trinity Technology Group for Demo Organization

Submit Quarterly Report

Organization: Demo Organization Reporting Period: Quarter-1 , 2010 Status: Open

Quarterly Fuel Details

Transaction Details	Fuel Name	Fuel Pathway Code	CI (g/MJ)	Physical PathwayCode	EER	Total Obligated Amount	Unit	Credits	Deficits	Incremental Deficit	Fuel Application
No records to display.											

Total Credits/Deficits Generated : 0

Uploaded Documents

Document Name	Submitter By	Submitted On	Remarks	Download
No records to display.				

Comments

Enter Text

Legal Responsibility:

I, **Trinity Technology Group**, as person with Signatory Authority, am submitting this report on behalf of **Demo Organization**, with the understanding that the information contained in this report is considered an official submission to the Air Resources Board for purposes of compliance with the Low Carbon Fuels Standard (LCFS) regulation.

Furthermore, by submitting this report, I understand that I am bound by, and authenticate this record, and attest to the statements contained within. I also understand that submitting or attesting to false statements may constitute a serious crime, punishable under the California Penal Code, or other criminal offenses punishable under state, municipal, or federal law. I certify that information supplied herein is correct and that I have the authority by the company identified herein to submit this report.

[Submit Quarterly Report](#) [Back To Reports Home](#)

[LCFS Home](#) | [Visit ARB LCFS Page](#) | [Back to Top](#)

To Access: Upon click the submit button you will be taken to this page.

1. Add any comments into the “Comments” Box
2. Click Submit Quarterly Report

Note (User Roles): Signatory Authority regulates who can submit the quarterly report. This current page is the view for an Administrator with Signatory Authority. The Submit Quarterly Report button will be inactive for users without signatory authority.

Note (Submission Date): Only after the end of a quarter will a report be available to be submitted.

Section 8. Corrections

The purpose of this section is to demonstrate to complete the corrections process.

The primary end user of this section would any organization account user that is either a Contributor or an Administrator.

CA.GOV California Environmental Protection Agency
AIR RESOURCES BOARD

[Contact Us](#) [Sign out](#)

[LCFS Home](#) [Organization Profile](#) [User Profile](#) [LCFS Report](#)

Welcome: Trinity Technology Group for Demo Organization

LCFS Reports

Select the reporting year for which you would like to view or enter data.

Report options: All Reports for current year
 Reports From: To:

	Year	Quarter	Report Status	Is Late Submission	Begin Report	Report Details	Request Correction	Submit Report
>	2010	4	Open	No				
>	2010	3	Open	No				
>	2010	2	Initial report submission	No				
>	2010	1	Initial report submission	Yes		Goto Report Details	Request Correction	

[LCFS Home](#) | [Visit ARB LCFS Page](#) | [Back to Top](#)

To Access: Click LCFS Reports Tab

1. Select a report that has already been submitted
2. Click Request Correction on the quarter line in the grid

The screenshot shows the LCFS Reporting Tool interface. At the top, there is a navigation bar with the CA.GOV logo and the California Environmental Protection Agency AIR RESOURCES BOARD. Below this, there are links for 'Contact Us' and 'Sign out'. A welcome message reads 'Welcome: Trinity Technology Group for Demo Organization'. The main section is titled 'LCFS Reports' and contains a form for selecting reporting years and quarters. A table lists reports for 2010, with columns for Year, Quarter, Report Status, Is Late Submission, Begin Report, Report Details, Request Correction, and Submit Report. A dialog box titled 'Request Correction Confirmation' is overlaid on the table, containing the following text:

Request Correction Confirmation

By submitting this correction request your report will revert to a "Correction in Progress" state and will require resubmission.

In order to complete your correction request please fill out the box below detailing the corrections that you need to make.

Reason for correction

Enter reason for correction request

Proceed Cancel

3. Fill out the Request Correction Confirmation Form
4. Click Proceed

The quarter report will be unlocked and you can proceed like you would for an initially created report. A resubmission is required.