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CLEAN FUEL REGULATIONS CREDIT AND TRACKING SYSTEM:

USER GUIDE FOR PRIMARY SUPPLIERS, REGISTERED CREATORS AND FOREIGN SUPPLIERS

VERSION 2.1

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Canada

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Foreword

This is the second version of the user guide for primary suppliers, registered creators and foreign suppliers for the Clean Fuel Regulations' Credit and Tracking System (CATS). This document provides guidance to Primary Suppliers, Registered Creators and Foreign Suppliers and their Authorized Agents, Authorized Administrators, Read/Write users and Read-Only users on using CATS for the purpose of conducting their report or notice submission activities under the *Clean Fuel Regulations*.

The first version of the CATS platform for CFR, available since July 2022, allowed the above-mentioned users to create an account in CATS; create and submit a registration report; and create and submit the following applications: recognition of CO_2e-Emission-Reduction Project, Approval of Carbon Intensity, and Approval of New Pathway. Administrative functions included adding users and performing other general functions according to the level of permission granted for each user role. This second version of CATS will allow the applicable user groups to conduct credit-creation and trading activities. More functions are expected in future releases. Questions should be addressed to Environment and Climate Change Canada at the following email addresses: cfsncp@ec.gc.ca (regulations related) or cfscats-scscncp@ec.gc.ca (CATS related).

Disclaimer

This document does not in any way supersede or modify the *Canadian Environmental Protection Act*, 1999 or the *Clean Fuel Regulations*, or offer any legal interpretation of those Regulations. Where there are any inconsistencies between this document and the Act or the Regulations, the Act and the Regulations take precedence.

The full text of the Regulations and associated documents are available on ECCC's website: www.canada.ca/clean-fuel-regulations.

Should you have questions about the *Clean Fuel Regulations*, please send them to:
Email: cfsncp@ec.gc.ca

Summary of Changes

The Summary of changes table provides an overview of changes to this document as compared to the previous version.

Section	Type	Change
1.1	Clarification	CATS allows only one account per email address within CFR.
1.3	Revision	Exception removed (approval for a new pathway for electricity).
2.3.4	Addition	New section: read-only user added.
3.1	Clarification	CATS allows only one account per email address within CFR.
3.1	Addition	New fields added to CATS (organization phone number and email).
3.2.2.6.1	Clarification	Step 2: Organization Name (Other Party to Agreement) field needs to be populated
4	Revision	Previous section 5 (CATS Features) moved to current section 4.
4	Addition	Addition of new tabs (functionalities).
5	Revision	Previous section 4 (Applications) moved to current section 5.
6	Addition	New section on Credit-Creation Reports.
7	Addition	Placeholder for a new section on Compliance Credits – will be available in the next version of the User Guide.
8	Addition	New section on Agreement to Transfer Credits.
9	Addition	Placeholder for a new section on Credit Transfers – will be available in the next version of the User Guide.
11	Clarification	Authorized Agents must communicate with ECCC if name/email change is required

Reference Documents

In addition to the *Clean Fuel Regulations: Credit and Tracking System User Guide for Primary Suppliers, Registered Creators and Foreign Suppliers - Version 2.1*, the following supporting documents for the use of CATS are available to users. References to these documents, if any, in this *User Guide* apply to the most current versions. You may find these documents on the Government of Canada's Clean Fuel Regulations web page, otherwise, click on "Contact us" hyperlink at the bottom of the page to request copies of technical presentations pertaining to the Regulations and supporting documents.

Title and description
Credit and Tracking System (CATS)
Clean Fuel Regulations: Credit and Tracking System User Guide for Primary Suppliers, Registered Creators and Foreign Suppliers - Version 2.1
Clean Fuel Regulations: Credit and Tracking System User Guide for Verification Bodies - Version 2.1
Regulations and Regulatory Impact Analysis Statement
Clean Fuel Regulations
Regulatory Impact Analysis Statement – Clean Fuel Regulations
Verification and Certification
Methods for Verification and Certification
Fuel LCA Model
Specifications for Fuel LCA Model CI Calculations
Clean Fuel Regulations Data Workbook
Quantification Methods
Quantification Method Development Guidance Document
Quantification Method for Low-Carbon-Intensity Electricity Integration
Quantification Method for CO_2 Capture and Permanent Storage
Quantification Method for Enhanced Oil Recovery with CO_2 Capture and Permanent Storage
Generic Quantification Method
Quantification Method for Co-processing in Refineries
Quantification Method for the integration of low-carbon-intensity hydrogen **(will be available in winter 2023)**

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Definitions

Account means a dedicated space in CATS[1] for a Primary Supplier, a Registered Creator, a Foreign Supplier and Verification Bodies to perform applicable transactions.

Authorized Administrator means an individual, a corporation or any other entity who is authorized to act on behalf of a Primary Supplier, a Registered Creator or/and a Foreign Supplier in CATS. Authorized Administrator has similar Account permissions as the Authorized Agent, including managing obligations of the entity they represent and onboarding of Read/Write or Read-Only Users to the Account. This role may be assigned by the Authorized Agent to one or more Users per Account. Given that an authorized administrator has the ability to sign and submit reports, applications and credit trades as per the Regulations, they must meet the definition of Authorized Agent.

Authorized Agent has the same meaning as section 1(1) of the CFR[2] and for the purpose of CATS use has full Account permissions including onboarding of all other Users to the Account. Only one User per Account may be assigned this role.

ECCC means the Department of the Environment that is also referred to as Environment and Climate Change Canada.

Foreign Supplier has the same meaning as section 1(1) of the CFR.

Minister means the Minister of the Environment.

Primary Supplier means a person as defined in section 1(1) of the CFR.

Read-Only User means an individual who has been identified and authenticated by the Authorized Agent or the Authorized Administrator of a Primary Supplier, a Registered Creator, or a Foreign Supplier and has been provided with read-only access.

Read/Write User means an individual who has been identified and authenticated by the Authorized Agent or the Authorized Administrator of a Primary Supplier, a Registered Creator, or a Foreign Supplier and has been provided with read/write limited access and with ability to propose transactions to Authorized Agent or to Authorized Administrator for approval.

Registered Creator means a person as defined in section 1(1) of the CFR.

Registered Creator by Agreement is a terminology used in CATS to refer to a Registered Creator that has entered into an agreement with a person as defined in subsection 21(1) of the Regulations.

User means

a. a Primary Supplier, a Registered Creator or a Foreign Supplier or their Authorized Agent, an Authorized Administrator, a Read/Write user or a Read-Only User,
b. or a Verification Body or their Authorized Agent.

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[1] CATS is the Credit and Tracking System for the Clean Fuel Regulations
[2] CFR is the *Clean Fuel Regulations*, available from the Canada Gazette, Part II website

Verification Body has the same meaning than in section 1(1) of the CFR. A Verification Body is mandated by a Primary Supplier, a Registered Creator or a Foreign Supplier to conduct verification activities.

1 Introduction

1.1 General Overview

The *Clean Fuel Regulations* (CFR), a key component of Canada's 2030 Emissions Reduction Plan, require producers and importers of gasoline and diesel, called primary suppliers, to reduce the lifecycle carbon intensity of the gasoline and diesel they produce or import in Canada.

The Regulations use a performance-based lifecycle approach and establish a credit market that will incent the use of a broad range of low-carbon-intensity fuels (e.g. ethanol, biodiesel, renewable diesel), energy sources (e.g. hydrogen and electricity) and technologies (e.g. carbon capture and storage).

According to subsection 164(1) of the *Clean Fuel Regulations* (the Regulations), any report or notice that is required to be submitted, must be sent electronically in the form specified by the Minister and must bear the signature of the Authorized Agent, which is a defined person in subsection 1(1) of the Regulations. In addition, according to subsection 164(3) of the Regulations, a carbon intensity calculation must also be submitted electronically in the form specified by the Minister[3].

The *Clean Fuel Regulations*' Credit and Tracking System (CATS) is the specified electronic form for these submissions. It is a secure, web accessible platform being developed to enable registration, reporting, credit creations, credit transactions for primary suppliers and registered creators. Foreign suppliers and verification bodies also register in CATS. CATS is accessible at the following web link: https://marchescarbone-carbonmarkets.canada.ca/en/Welcome.

CATS is a platform that has a shared, common access point with the federal Output Based Pricing System and Canada's GHG Offset Credit System. Separate accounts are required in order to register with each program (the same email address can be used between programs, but only one email address is allowed within CFR). This manual is specifically for users accessing the *Clean Fuel Regulations*' (CFR) section of CATS, referred to as "CATS" in this document.

1.2 Purpose of this manual

This is the second version of the user guide for primary suppliers, registered creators and foreign suppliers for the *Clean Fuel Regulations*' Credit and Tracking System (CATS). This document provides guidance to Primary Suppliers, Registered Creators and Foreign Suppliers and their Authorized Agents, Authorized Administrators, Read/Write and Read-Only users on using CATS for the purpose of conducting their report or notice submission activities under the *Clean Fuel Regulations*.

This second version of the CATS platform for CFR will allow the above-mentioned users to perform credit-creation and transfer actions, and maintain the first version of the platform capabilities which allowed users to create an account in CATS; create and submit a registration report; and create and submit the following applications: recognition of CO_2e-Emission-Reduction Project, Approval of Carbon Intensity, and Approval of New Pathway. Administrative functions include adding users and perform other general functions according to the level of permission granted for each user role. More functions are expected in future releases. Questions should be addressed to Environment and Climate Change Canada at

[3] If it is impractical to submit reports or notices electronically in accordance because of circumstances beyond a person's control, the report or notice must be sent on paper, signed by an Authorized Agent, and in the form and format specified by the Minister. In this event, please contact Environment and Climate Change Canada, at cfscats-scscncp@ec.gc.ca for guidance.

the following email addresses: cfsncp@ec.gc.ca (regulations related) or cfscats-scscncp@ec.gc.ca (CATS related).

The user guide for Verification Bodies is available as a separate document. Refer to Reference Documents section for more information.

1.3 Exceptions: required action outside CATS

To carry out the following actions, please contact ECCC at cfsncp@ec.gc.ca:

- The organization is a carbon intensity contributor and wishes to register under the *Clean Fuel Regulations.*

2 Introduction to CATS

2.1 Designating the Authorized Agent

The first step of creating an account in CATS for the *Clean Fuel Regulations* consists of designating an Authorized Agent to act on behalf of a Primary Supplier, a Registered Creator or a Foreign Supplier.

As defined in the *Clean Fuel Regulations*:

Authorized Agent means,

(a) in respect of a corporation, any officer of the corporation who is authorized to act on its behalf;

(b) in respect of an individual, that individual or any person authorized to act on behalf of that individual; and

(c) in respect of any other entity, any person authorized to act on behalf of that entity.

The Authorized Agent is someone who meets the definition above, and is the first user to register in CATS by creating an account.

Refer to **section 3.5** for further information and requirement on documents to submit upon registration.

2.2 Accessing and Logging in to CATS

The latest versions of browsers such as *Firefox*, *Microsoft Edge*, *Google Chrome*, and *Safari* support CATS; however, *Internet Explorer* does not.

If you have not created a CATS account for CFR, follow the registration steps in **section 3** to create a CFR account.

If you already have CATS login credentials for CFR but the registration has not been completed (i.e. full access to CATS has not been granted, due to documents not submitted and registration report information not completed), follow the registration steps starting in **section 3.1**, step 10.

Otherwise, for approved and active accounts, follow the steps below to log in to CATS.

1. Navigate to CATS via this link: https://marchescarbone-carbonmarkets.canada.ca

2. Select **Login**

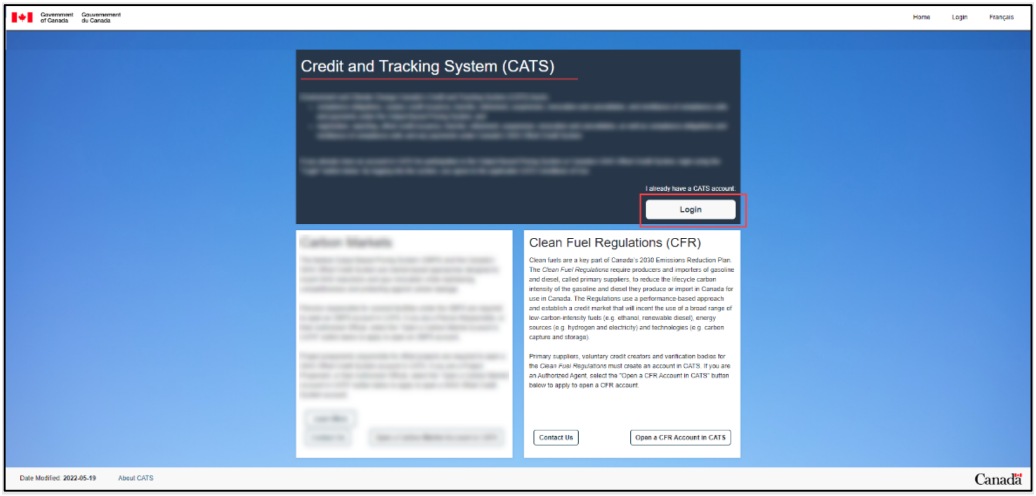


Figure 1: Login for CATS existing users

3. On the **Choose a Secure Sign-In Method** page, choose the same option as initially selected upon the account creation (**Figure 8**).

   Each user must use their own sign-in method and credentials must not be shared.

4. Enter the Two-Factor Authentication Code sent to your email on file (or by SMS) and select **Sign-In** (**Figure 9**).

   - The two-factor authentication code is valid for 3 minutes. After that time users will have to select **Resend Code**.
   - If the code is not received, please refer to **section 15.2**.

2.3 User Roles and Permissions

Within CATS, various user roles have different permissions associated with them. Organizations authorize and onboard their own users, and must ensure to assign the correct role for individuals acting on their behalf.

ACTIVITY	ROLE			
	AAG	AAD	Read/ Write	Read- Only
Initiate creation of account	✓			
Add an Authorized Administrator	✓			
Submit Registration Report	✓			
Request to cancel an account (organization withdrawing from CFR)	✓			
Add read/write and read-only users	✓	✓		
Execute transactions and approve transaction proposed by read/write users	✓	✓		
Submit applications	✓	✓		
Delete/request cancellation of regulatory reports/applications	✓	✓		
Create/sign/submit agreement to create credits	✓	✓		
Propose transactions to Authorized Administrator for approval			✓	
Submit Credit-Creation Reports	✓	✓		
Agreement to transfer credits on creation	✓	✓		
Transfer credits and accept credit transfers	✓	✓		
View/download reports/applications	✓	✓	✓	✓
Submit Identity document (PS & RC only)	✓			
Submit Authorization document	✓	✓		
AAG = Authorized Agent; AAD = Authorized Administrator				

Figure 2: User Roles and Permissions

2.3.1 Authorized Agent (AAG)

The Authorized Agent acts on behalf of the organization and has the full account permissions. This is the main user role and the first role that is created for an organization upon the first instance of registration. There can only be one Authorized Agent representing the organization.

For Primary Suppliers, Registered Creators and Foreign Suppliers, the Authorized Agent's full account permissions allow to:

- Submit a registration report.
- Add an Authorized Administrator.
- Request to cancel an account (organization withdrawing from CFR).
- Perform the same activities as the Authorized Administrator.

The Authorized Agent is the only user that must go through the identity authentication process, providing the identity verification document (not applicable to the Authorized Agent of Foreign Suppliers). This step is part of the registration process. When the registration report is submitted in CATS, the Authorized Agent must also upload a letter of authorization before requesting participation in CATS. More information on these documents is available in appendixes **Appendix A: Identity Verification Document** and **Appendix B: Authorization Document**.

The letter of authorization and identity verification document must be submitted prior to approval for full access to CATS, but do not affect the effective date of credit creation.

2.3.2 Authorized Administrator (AAD)

The Authorized Administrator has similar account permissions as the Authorized Agent. This role may be assigned by the Authorized Agent to one or more users per account. The Authorized Administrator's account permissions allow to:

- Add read/write and read-only users.
- Execute and approve transactions proposed by read/write users.
- Submit applications.
- Delete/request cancellation of regulatory reports/applications.
- Create/sign/submit agreement to create credits.
- Create and submit Credit-Creation Reports.
- Transfer compliance credits.

2.3.3 Read/Write User

The Read/Write User is provided with the read/write limited access and with ability to propose transactions to Authorized Administrator or Authorized Agent. This role may be assigned to one or more users per account. The Read/Write user's account permissions allow to:

- View, write and download reports/application.
- Propose transactions for approval.

2.3.4 Read Only User

The Read-Only User is provided with the read-only access to CATS. This role may be assigned to one or more users per account. The Read-Only user's account permission allows to:

- View and download reports/applications.

2.4 Communicating with ECCC

One of the following options will be used by ECCC to communicate with users:

- Automated CATS notification emails that send administrative information or notices from CATS
    - Email address: scscnepasrepondre-catsnoreply@ec.gc.ca
    - Please add to safe sender list
    - DO NOT REPLY

- CFR Operations Office for communications with ECCC about using CATS
    - Email address: cfscats-scscncp@ec.gc.ca
    - Please add to safe sender list
    - 1-833-849-9160

2.5 Usability Tips

In any of the screens in CATS, users can zoom in by pressing CTRL + or zoom out by pressing CTRL -.

Where the content does not fit the page, scroll bars will appear on the right hand side of their browser, as well as at the bottom of pages.

3 Creating an Account in CATS and submitting Registration Reports

This section applies to new users who do not have a CATS account for CFR and for existing users who have not completed their identity authentication and registration, and received full access to CATS. For existing users, return to section **2.2 Accessing and Logging in to CATS** for information to log in to CATS.

Before opening a CFR account in CATS, ensure that:

- Organization is a Primary Supplier, a Registered Creator or a Foreign Supplier as defined in the *Clean Fuel Regulations*;
- User has been authorized to act on behalf of the organization as an Authorized Agent;
- Authorized Agent has obtained or initiated the process of obtaining the Authorization Letter and Identity Verification Document as applicable to the organization role.

3.1 Creating an account in CATS

The following steps must be performed for registering in CATS as a Primary Supplier, a Registered Creator or a Foreign Supplier.

Only the Authorized Agent may register an organization account.

Note: An email address cannot be associated with more than one account in CATS for *Clean Fuel Regulations*.

To create an organization account in CATS, the Authorized Agent must perform the following steps:

1. Navigate to CATS via this link: https://marchescarbone-carbonmarkets.canada.ca
2. Select **Open a CFR Account in CATS**.

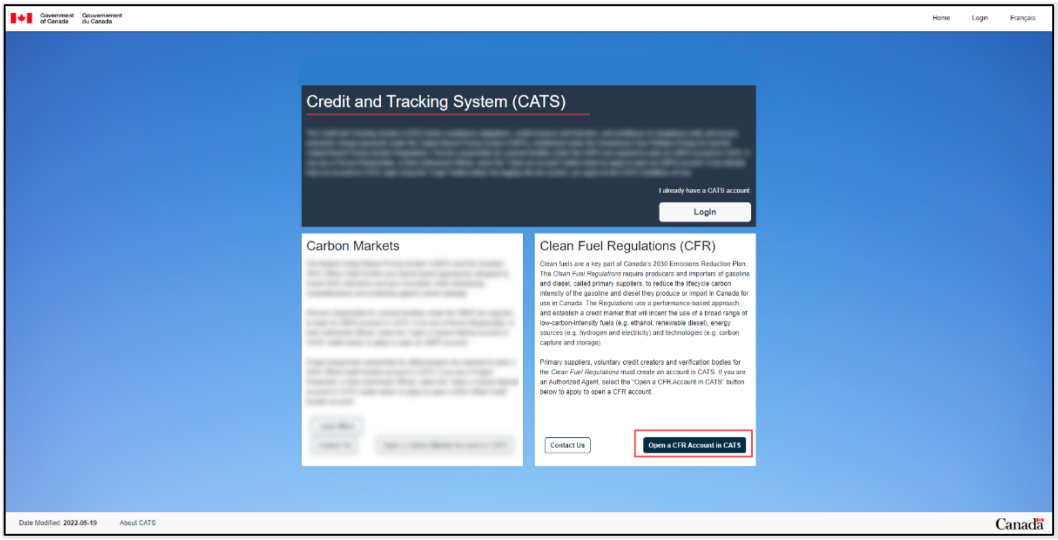


Figure 3: CATS Home Page

3. **Select** the organization role Primary Supplier, Registered Creator, Foreign Supplier option as illustrated below.

   Steps for Verification Bodies can be found in a separate user Guide listed in Reference Documents section.

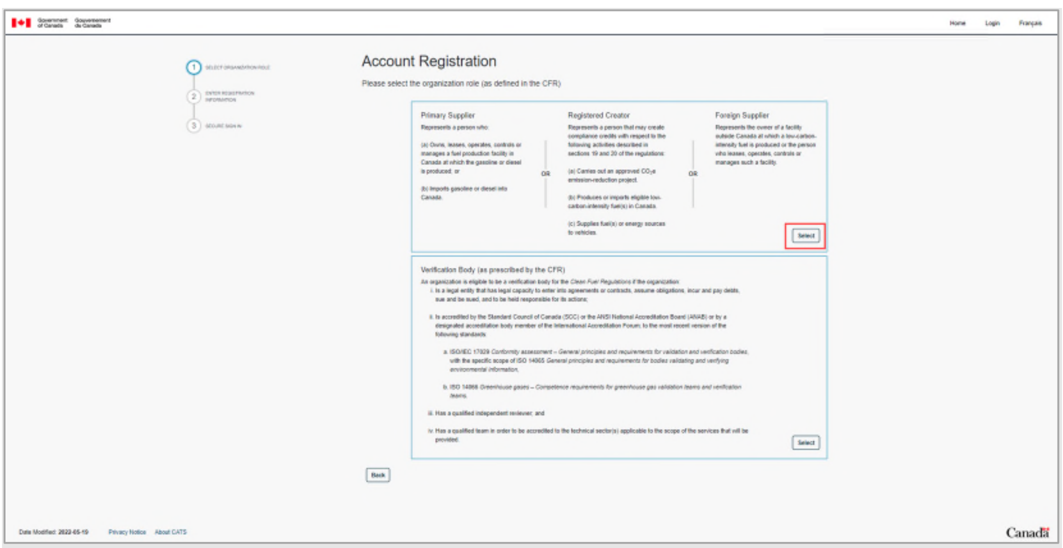


Figure 4: Selecting Primary Supplier/Registered Creator/Foreign Supplier Organization Role

4. Enter the requested information in the next screen (*mandatory fields are marked by an asterisk* *):

   - Organization information, including postal/mailing address.

     Business Registration Number (CRA BN) is not mandatory but is highly suggested in order to accelerate the organization approval process.

   - Authorized agent contact information.

   - Authorized agent business postal/mailing address

If applicable, the user has the option to select **Same as Organization Address?** box and avoid entering the same information again.

NOTE: If some sections become greyed out and user is unable to continue entering the information, click on/off the **Same as Organization Address, Same as Authorized Agent, Same as Postal/Mailing Address** boxes in different sections on the same page to reset.

- Select **Proceed to Next Step** at the bottom of the page.

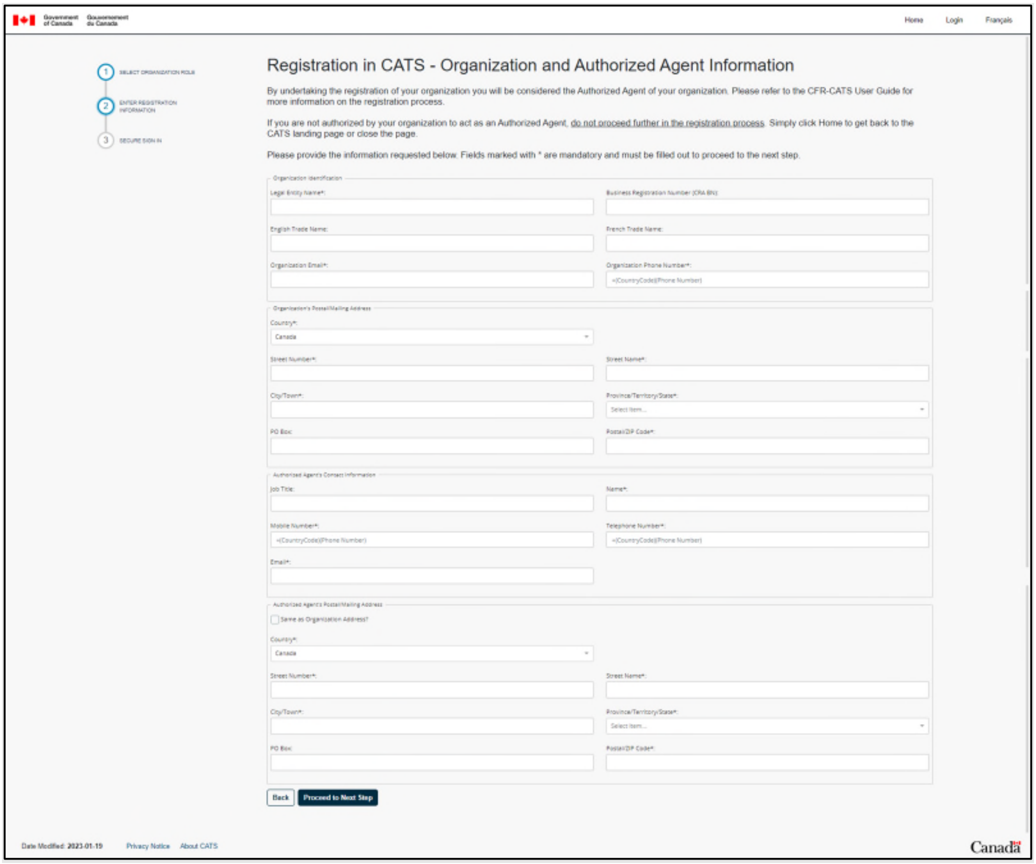


Figure 5: Primary Supplier/Registered Creator/Foreign Supplier Account Registration

5. After proceeding to the next step, the user will be prompted to verify that the entered email address is accurate and does not contain errors. Verify the email address as it will be associated to the account being requested for the organization.

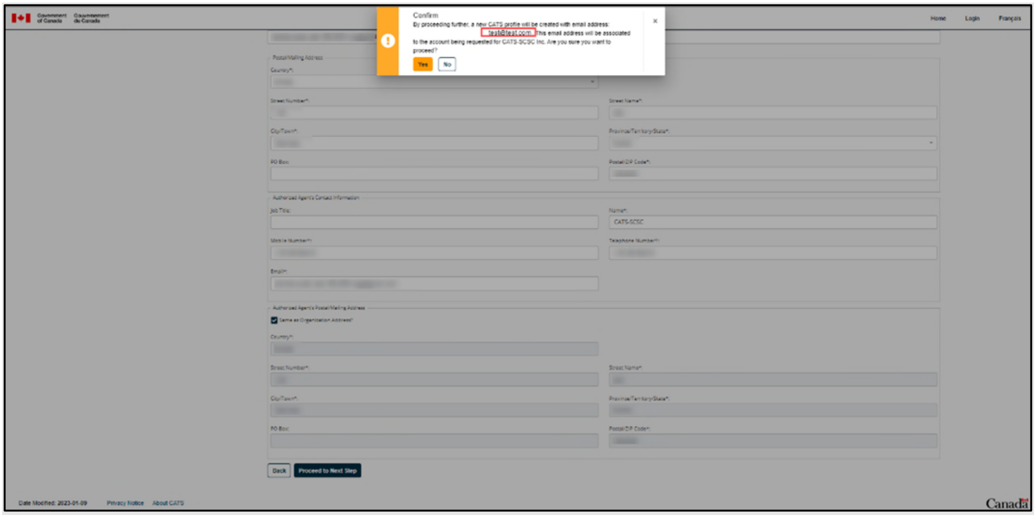


Figure 6: Primary Supplier/Registered Creator/Foreign Supplier Account Email Confirmation

6. The user now has the option to **Continue** with the registration process or close the page and complete the registration process within the next 24 hours by clicking on the link provided in the email.

   Clicking on the link after it has expired will generate a new one. In case of any issues, user must communicate with ECCC (**section 2.4**).

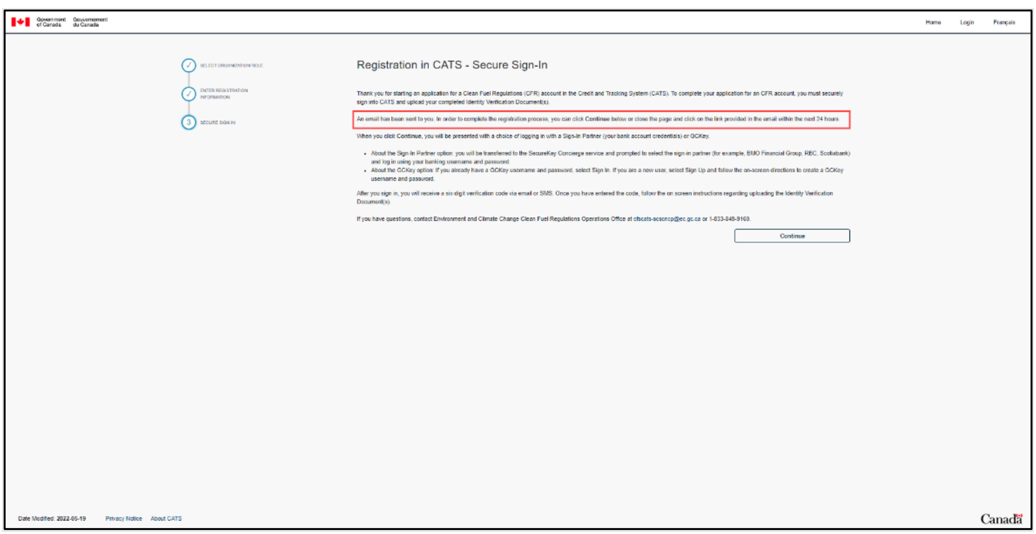


Figure 7: Secure Sign-In

7. Choose the preferred method of secure login

The chosen method will be used each time the user logs in to CATS. Ensure to keep record of it.

- Use a Sign-In partner or GCKey.
  - **Sign-In Partner**: uses the same sign-in information used for other online services (e.g. online banking). None of user's information will be shared with CATS.

- o **GCKey**: requires users to create an account, password and recover questions. The GCKey can be used to access multiple Government of Canada online enabled services. More information on this service can be found here.

  To proceed with the GCKey option, select **Continue to GCKey** > **Sign Up** and follow the instructions on the screen.

NOTE: Each user must use their own sign-in method and credentials must not be shared.

Figure 8: Secure Login Method

8. Enter the Two-Factor Authentication Code received by email and select Sign In.

The two-factor authentication code is valid for 3 minutes. After that time, users will have to select **Resend Code** option.

Figure 9: Two-Factor Authentication Code

9. Accept the Conditions of Use

All users must read and accept the Conditions of Use before the access to CATS is allowed.

- To accept, select **Accept**. A success message will be displayed.
- To refuse, select **Log out**. Users will not be able to perform any actions in CATS.

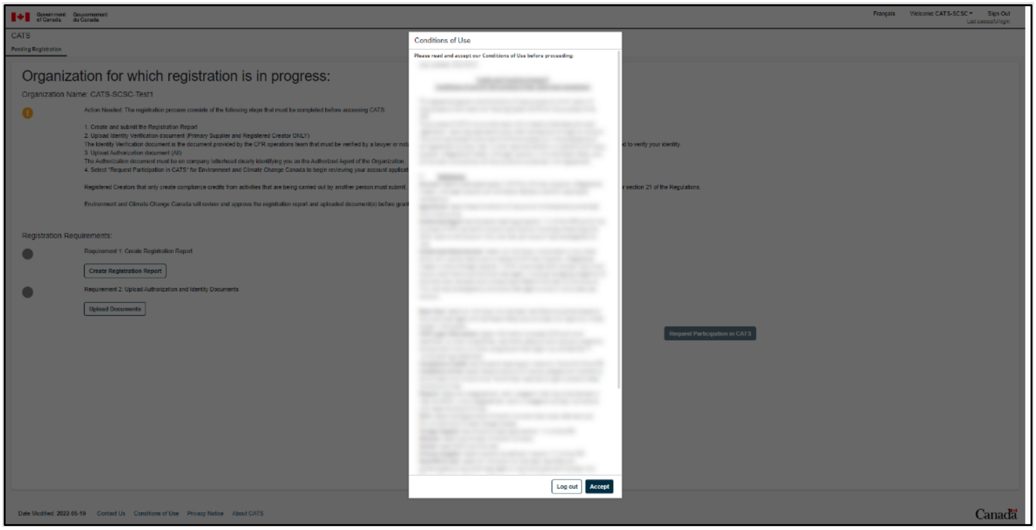


Figure 10: Accepting Conditions of Use

10. Partial access to CATS

Once the Conditions of Use have been accepted and the Success message displayed, the user has partial access to CATS. The on-screen information indicates that the following steps must be completed before accessing CATS:

- Creation of the Registration Report (**section 3.2**)
- Uploading of the Agreement to create credits, if applicable (**section 3.4**)
- Uploading of required identity documents (**section 3.5**)
- Requesting Participation in CATS as a Primary Supplier, Registered Creator or Foreign Supplier (**section 3.6**)

Upon completion of all the required steps by the user, Environment and Climate Change Canada will review the registration report and uploaded documents before granting full access to CATS.

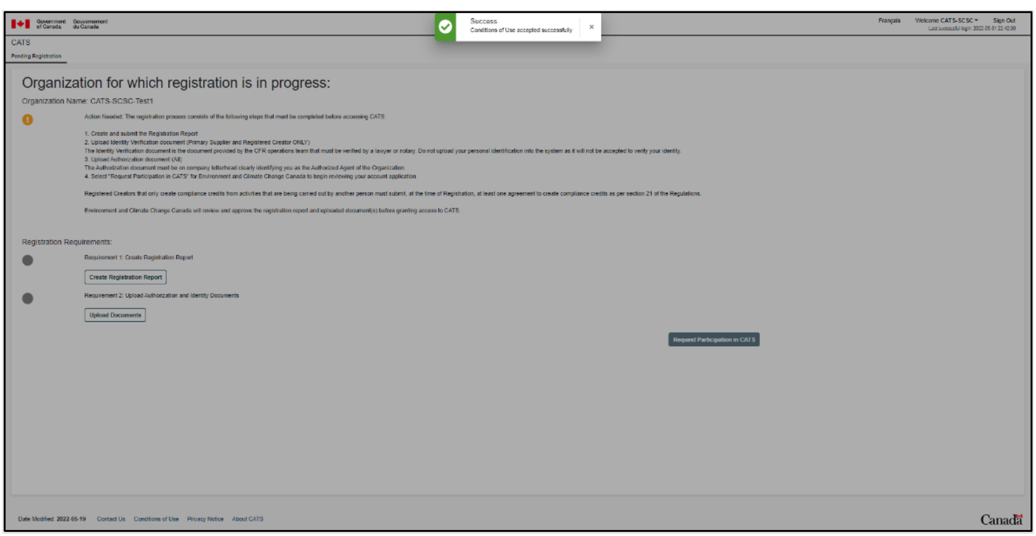


Figure 11: Partial access to CATS

3.2 Creating a Registration Report

The creation of a Registration Report consists of the following five on-screen steps prompting the user to:

- enter organization information
- enter Authorized Agent and contact person information
- enter Primary Supplier activity information
- enter Registered Creator activity information
- enter Foreign Supplier activity information

1. Select Create a Registration Report.

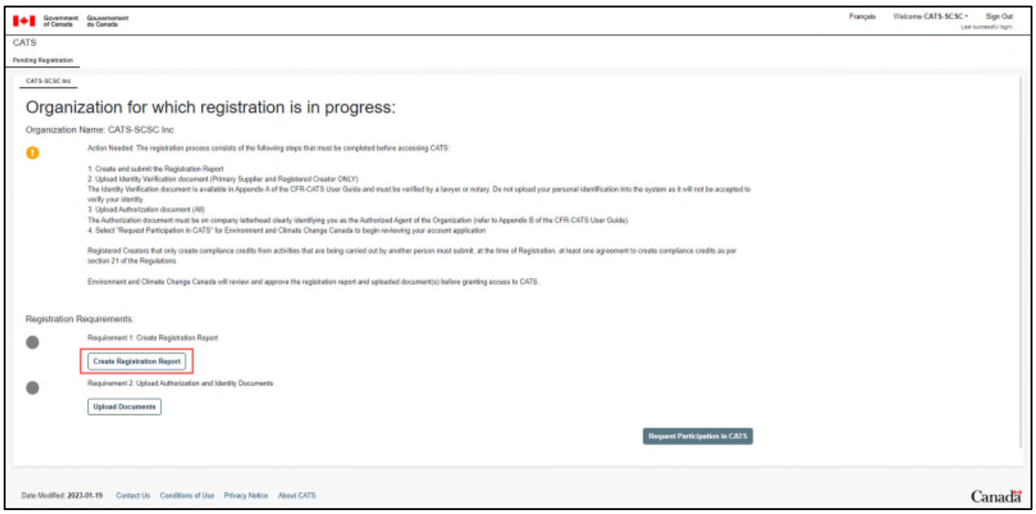


Figure 12: Create a Registration Report

2. **STEP 1:** Enter organization information and click **Proceed to Next Step** button.

   Certain information is already automatically transferred from the initial account creation step.

   At any stage during the creation of the registration report, the user may select **Save as Draft** and logout of CATS. Upon logging in, the user will have the ability to continue the process.

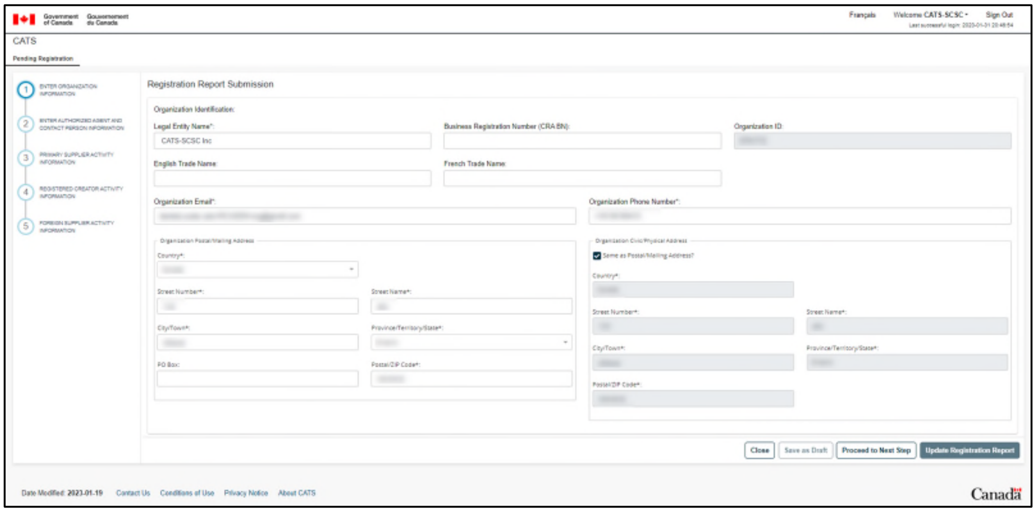


Figure 13: Entering organization information

3. **STEP 2:** Enter Authorized Agent and contact person information and click **Proceed to Next Step** button.
   NOTE: If some sections become greyed out and user is unable to continue entering the information, click on/off the **Same as Organization Address, Same as Authorized Agent, Same as Postal/Mailing Address** boxes in different sections on the same page to reset.

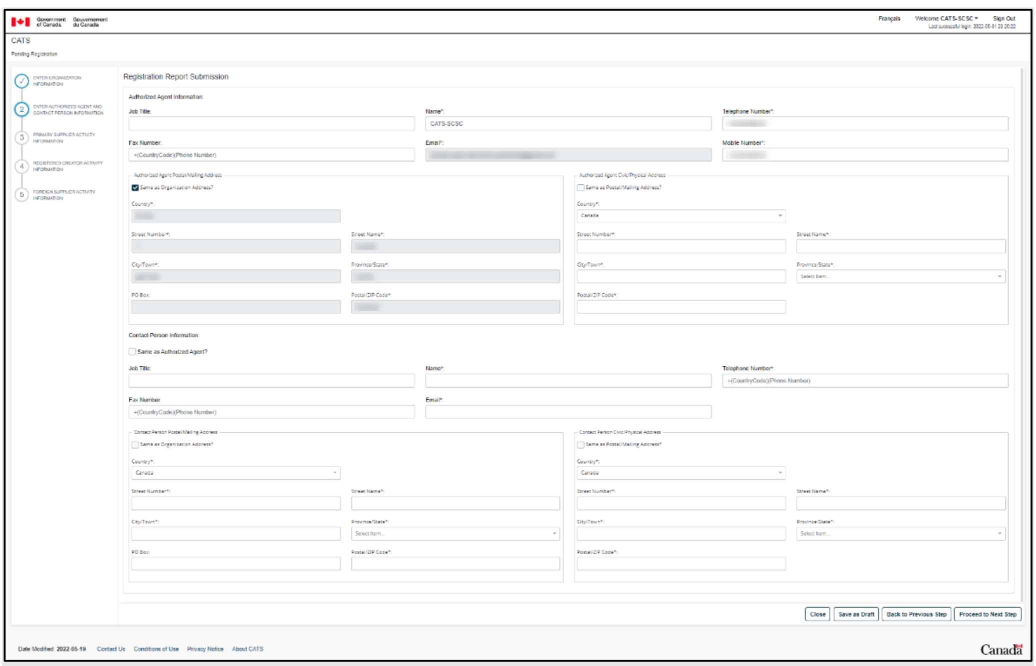


Figure 14: Entering Authorized Agent and contact person information

4. **STEPS 3-4-5** determine the organization role: Primary Supplier, Registered Creator or Foreign Supplier. An organization can have one or more roles.

   - For each of the steps on the left-hand side of the screen (3-4-5), a definition is provided on the screen allowing the user to determine if the step is applicable or not to their activities.

   - If the step is applicable, additional sub-steps will be displayed.

- If the step is not applicable, user must select the second radio button to proceed to next organization role:
  - Organization is not a Primary Supplier (Step 3); or
  - Organization does not intend to create compliance credits (Step 4); or
  - Organization is not a Foreign Supplier (Step 5).

3.2.1 Registering as a Primary Supplier (STEP 3)

a) If Primary Supplier is selected in this step as shown in the figure below, additional steps are displayed on the left-hand side of the screen.

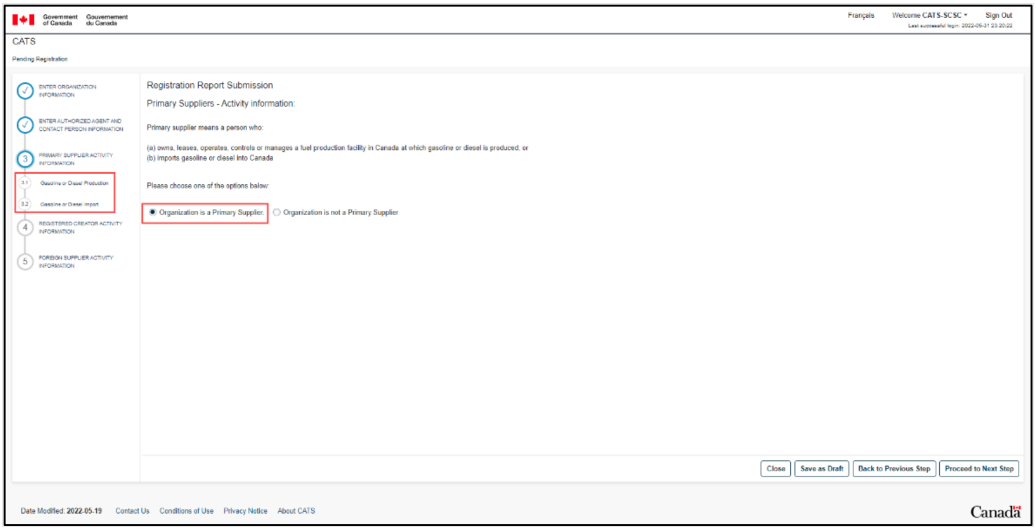


Figure 15: Registering as a Primary Supplier

b) If your organization produces gasoline or diesel follow the steps below:

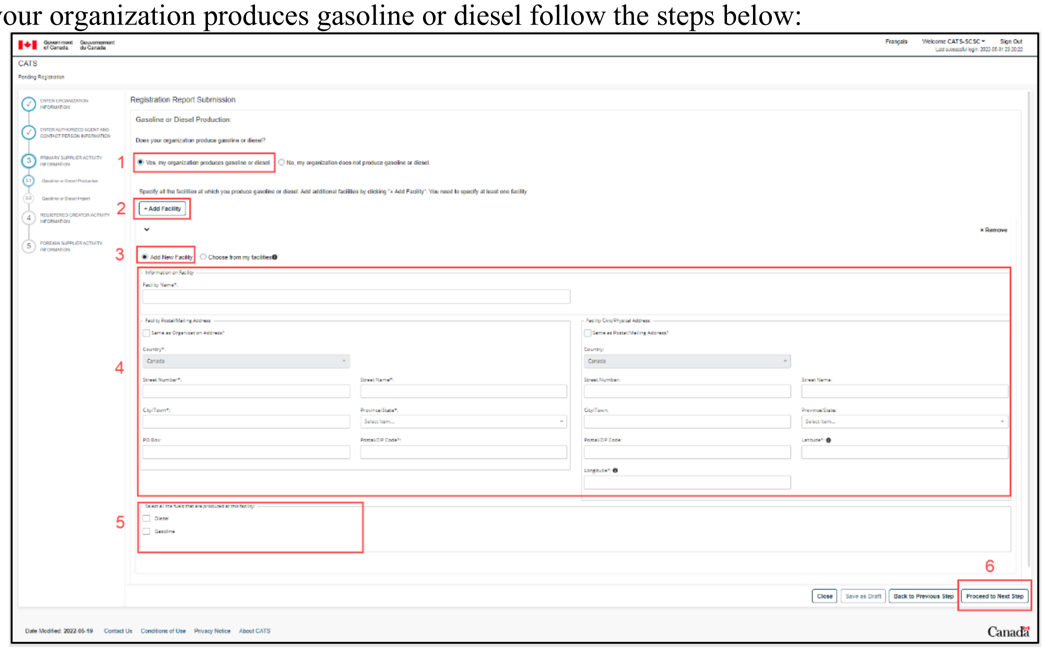


Figure 16: Primary Supplier - Gasoline or Diesel Production

1. Confirm your organization produces gasoline or diesel.

2. If the answer is yes, select **+Add Facility** where gasoline or diesel is produced. Add multiple facilities if applicable.
3. Select **Add New Facility** radio button for a new facility not yet entered in CATS.

   Choose from my facilities: select this option when the activity takes place at a facility already registered in CATS. For example, if a gasoline production facility starts creating low-carbon-intensity fuel, or multiple activities are carried out at the same facility this option would be selected.

4. Enter the requested information for each facility in your organization.
5. Select all the fuels that are produced at the facility.
6. Select **Proceed to Next Step** button.

c) If your organization imports gasoline or diesel, follow the steps below:

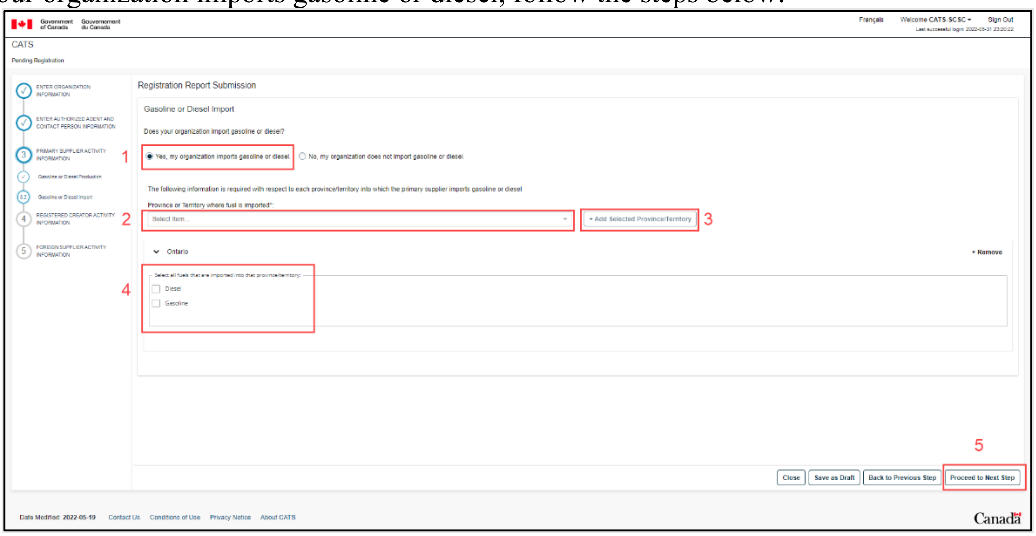


Figure 17: Primary Supplier - Gasoline or Diesel Import

1. Confirm your organization imports gasoline or diesel.
2. If the answer is yes, from the drop-down menu select the province or territory where the fuel is imported into.
3. Select **+Add Selected Province/Territory** for as many provinces/territories that the fuel is imported into.
4. Select the fuel types imported into that province.
5. Select **Proceed to Next Step** button.

d) This completes the Primary Supplier section (**STEP 3**)

3.2.2 Registering as a Registered Creator (STEP 4)

If Registered Creator (**Organization intends to create compliance credits** radio button) is selected in this step as shown in the Figure 18 below, additional steps are displayed on the left-hand side of the screen.

For each of these additional steps, except for Import of Low-Carbon-Intensity Fuel, a checkbox referencing subsection 21(1) of the Regulations will be displayed and needs to be selected, if applicable, in order to proceed to the Agreement to create credits steps. Registered Creators that create compliance credits from activities that are being carried out by another person must submit, at the time of the registration, at least one agreement to create compliance credits. Refer to **section 3.2.2.6** for further guidance.

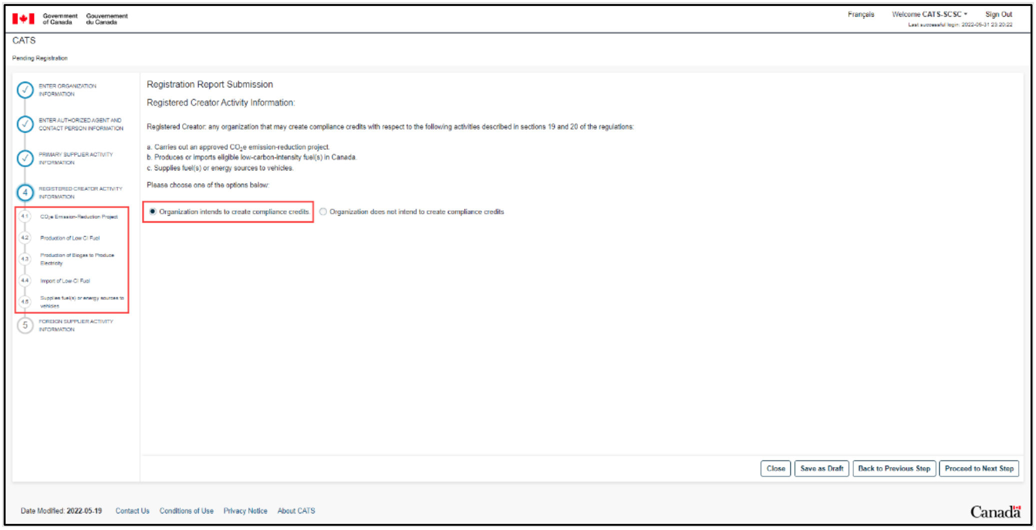


Figure 18: Registering as a Registered Creator

3.2.2.1 CO_2e Emission-Reduction Project

If your organization intends to create compliance credits by carrying out a CO_2e emission-reduction project, follow the steps below.

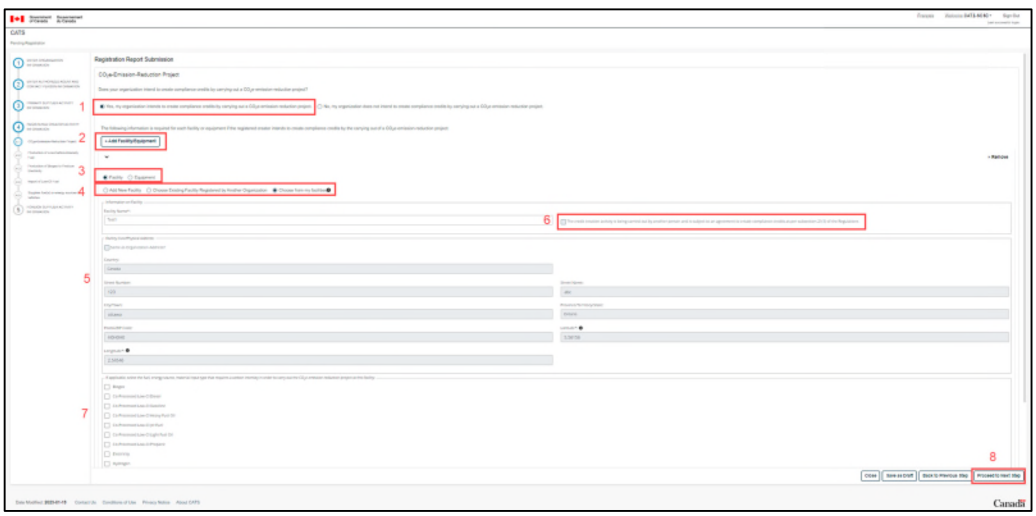


Figure 19: Registered Creator - CO_2e Emission-Reduction Project

1. Confirm your organization carries out CO_2e emission-reduction projects.
2. If the answer is yes, select **+Add Facility/Equipment**.
3. Select the appropriate radio button for **Facility** or **Equipment**.
4. The three options to select for your facility or equipment are:
   - **Add New Facility** or **Equipment**: for a new facility or equipment.

- **Choose Existing Facility** (or **Equipment**) **Registered by Another Organization**: for a facility or equipment entered by another organization. This option is specific to Subsection 21(1) Agreements to create credits.

- **Choose from my facilities** (or **equipment**): for a facility or equipment that your organization previously entered. For example, one of your diesel or gasoline fuel production facilities also carries out activities to create credits, instead of entering the information again for a given facility, user would be able to select it.

5. Enter the required information for your facility or equipment.

6. If the facility or equipment is subject to an agreement to create credits, the checkbox referencing subsection 21(1) of the Regulations needs to be selected in order to proceed to the Agreement to Create Credits steps.

   If you have an agreement, please refer to **section 3.2.2.6** to select the applicable option.

7. If applicable, select the fuel, energy source, material input type that requires a carbon intensity in order to carry out the CO_2e-emission-reduction project at the facility.

8. Select **Proceed to Next Step** button.

3.2.2.2 Production of Low-Carbon-Intensity Fuel

If your organization intends to create compliance credits by producing low-carbon-intensity fuel for use in Canada, follow the steps below:

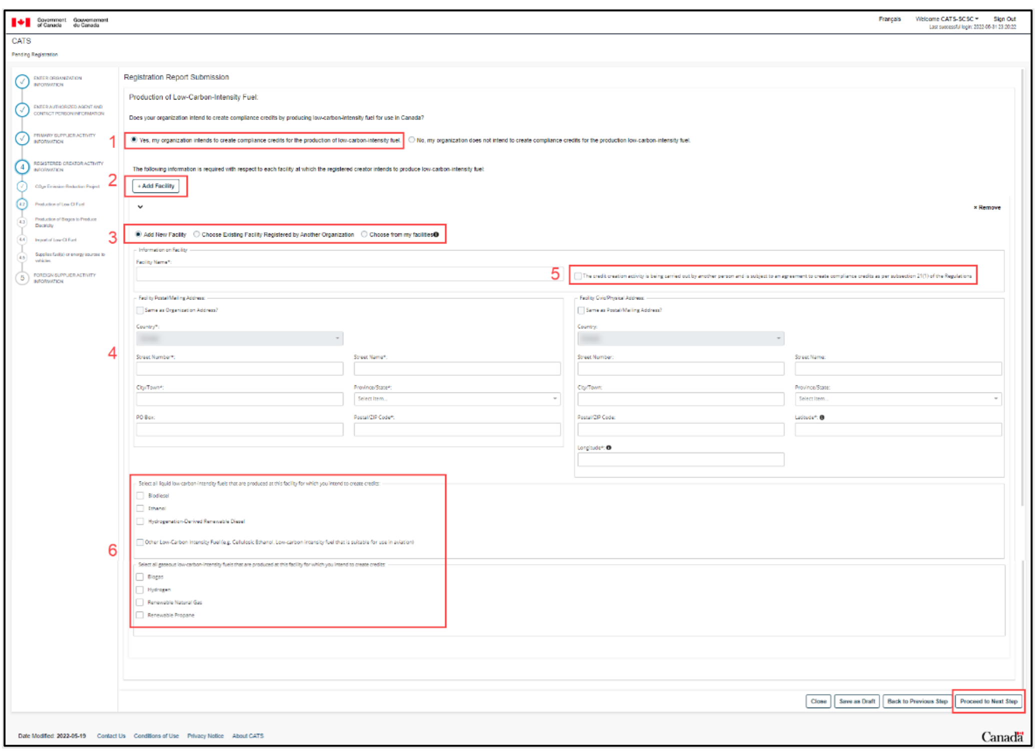


Figure 20: Registered Creator - Production of low-carbon-intensity fuel

1. Confirm your organization carries out production of low-carbon-intensity fuel.

2. If the answer is yes, select **+Add Facility**.

3. The three options to select from are:

   - **Add New Facility**: for a new facility.

   - **Choose Existing Facility Registered by Another Organization**: for a facility entered by another organization. This option is specific to Agreements to create credits.

   - **Choose from my facilities**: for a facility that your organization has previously entered. For example, one of your diesel or gasoline fuel production facilities also carries out activities to create credits, instead of entering the information again for a given facility, user would be able to select it.

4. Enter the required information for your facility.

5. If the facility is subject to an agreement to create credits, the checkbox referencing subsection 21(1) of the Regulations needs to be selected in order to proceed to the Agreement to Create Credits steps.

   If you have an agreement, please refer to **section 3.2.2.6** to select the applicable option.

6. Select the applicable fuel types.

7. Select **Proceed to Next Step** button.

3.2.2.3 Production of Biogas to Produce Electricity

If your organization intends to create compliance credits from the production of biogas for use in equipment to produce electricity, follow the steps below:

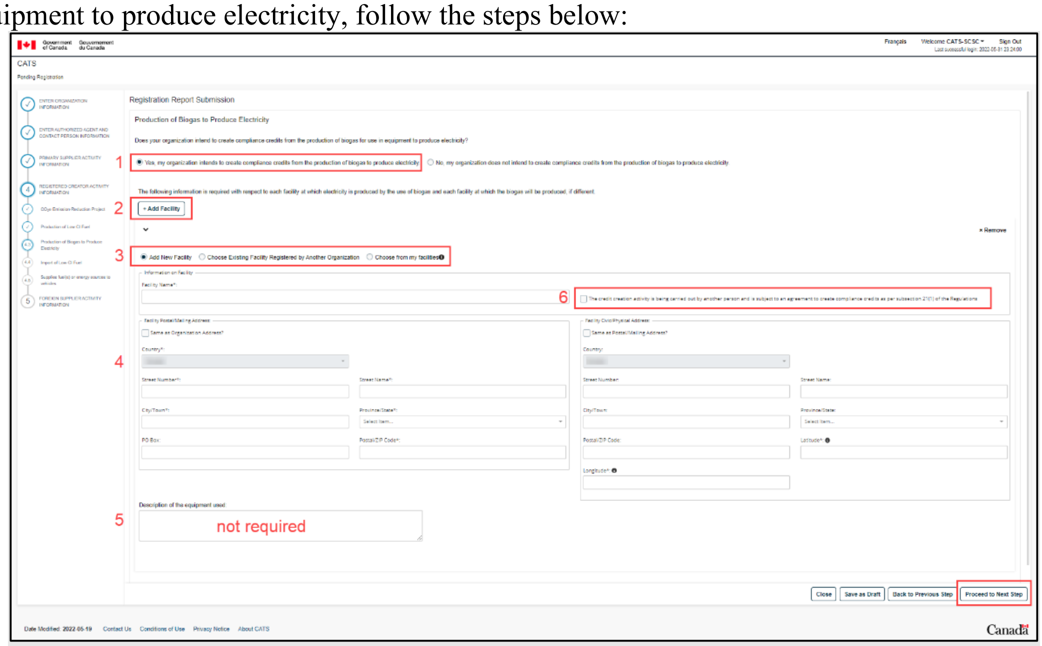


Figure 21: Registered Creator - Production of biogas to produce electricity

1. Confirm your organization carries out activities related to the production of biogas to produce electricity.

2. If the answer is yes, select **+Add Facility**.

3. The three options to select for your facility are:

   - **Add New Facility**: for a new facility.

   - **Choose Existing Facility Registered by Another Organization**: for a facility entered by another organization. This option is specific to Agreements to create credits.

   - **Choose from my facilities**: for a facility that your organization has previously entered. For example, one of your diesel or gasoline fuel production facilities also carries out biogas production activities to create credits, instead of entering the information again for a given facility, user would be able to select it.

4. Enter the required information for your facility.

5. The **Description of equipment used** field is not required to be completed.

6. If the facility is subject to an agreement to create credits, the checkbox referencing subsection 21(1) of the Regulations needs to be selected in order to proceed to the Agreement to Create Credits steps.

   If you have an agreement, please refer to **section 3.2.2.6** to select the applicable option.

7. Select **Proceed to Next Step** button.

3.2.2.4 Import of Low-Carbon-Intensity Fuel

If your organization imports low-carbon-intensity fuels, follow the steps below.

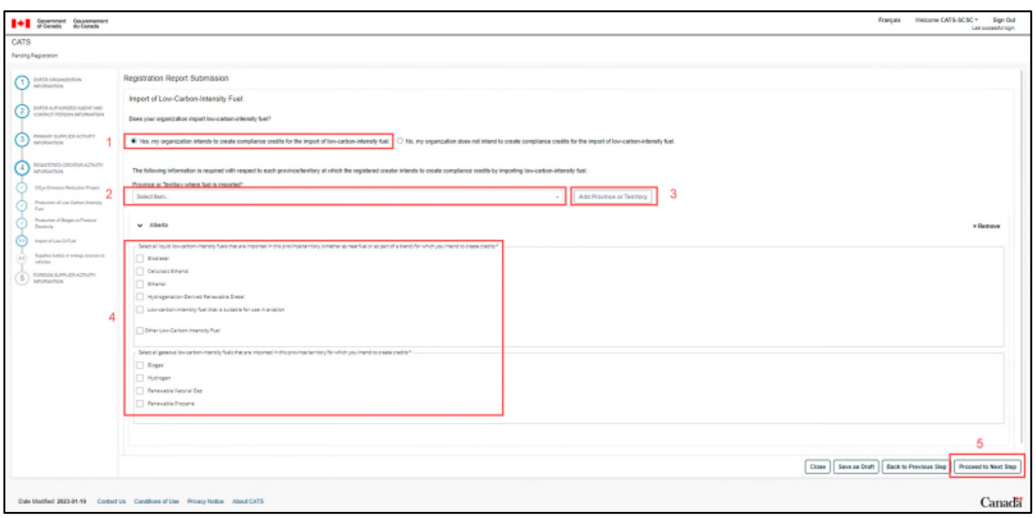


Figure 22: Registered Creator - Import of Low-Carbon-Intensity Fuel

1. Confirm your organization imports low-carbon-intensity fuel.

2. If the answer is yes, from the drop-down menu select the province or territory where fuel is imported.

3. Select **+Add Selected Province/Territory**.

4. Select the fuel type imported into that province.

5. Select **Proceed to Next Step** button.

3.2.2.5 Supplies fuel(s) or energy sources to vehicles

If your organization intends to create compliance credits by supplying fuel(s) or energy sources to vehicles follow the steps below:

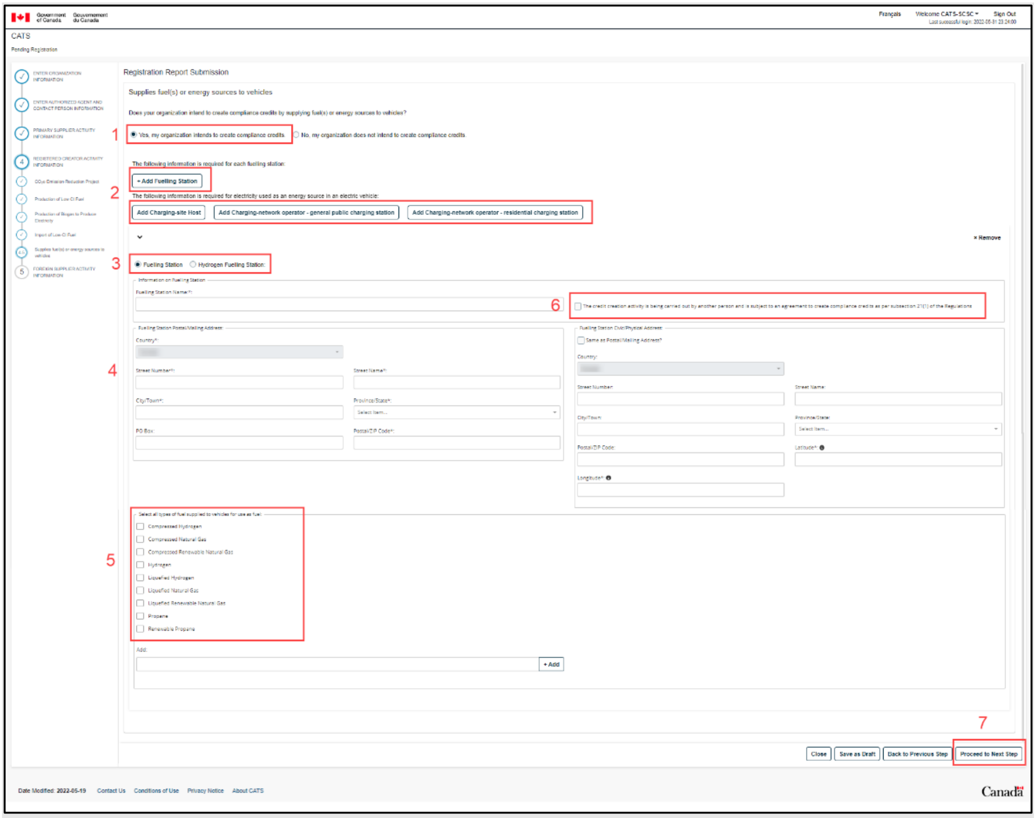


Figure 23: Registered Creator - Supplies Fuel(s) or energy sources to vehicles (Fuelling Station)

1. Confirm your organization supplies fuel(s) or energy sources to vehicles.

2. If the answer is yes, select any of the four options:
   - **Add Fuelling Station**.
   - **Add Charging-site Host**.
   - **Add Charging-network operator - general public charging station**.
   - **Add Charging-network operator - residential charging station**.

3. If selecting a fuelling station, select either **Fuelling Station** or **Hydrogen Fuelling Station**.

   If selecting any of the other options (charging activity), skip to step 5.

4. Enter all the required information for fuelling/hydrogen fuelling station.

5. Select all applicable fuel types.

   If any charging activity is selected at step #2, user is prompted to select the province/territory in which the specified activity occurs (**Figure 24**).

6. If the fuelling station or charging activity is subject to an agreement to create credits, the checkbox referencing subsection 21(1) of the Regulations needs to be selected in order to proceed to the Agreement to Create Credits steps.

   If you have an agreement, please refer to **section 3.2.2.6** to select the applicable option.
7. Select **Proceed to Next Step** button.

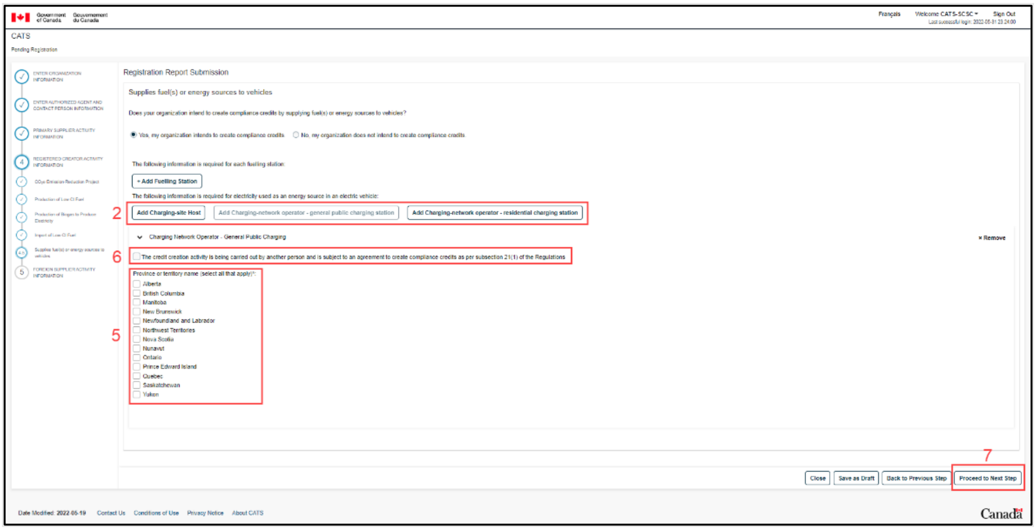


Figure 24: Registered Creator - Supplies Fuel(s) or energy sources to vehicles (Charging activity)

This completes the Registered Creator section (**STEP 4**)

3.2.2.6 Subsection 21(1) - checkbox

According to subsection 21(1) of the Regulations:

A registered creator may, before they have created any provisional compliance credits, enter into an agreement to create compliance credits for a compliance period

a) with a person who is carrying out a CO_2e-emission-reduction project described in section 30 or a person who is referred to in subsection 98(1), 99(1), 101(1), 102(1) or 104(1); or

b) with a producer who is referred to in subsection 94(1), 95(1), 96(1) or 100(1), if the agreement applies only to the creation of compliance credits through the production of a quantity or low-carbon-intensity fuel in Canada.

In CATS, that person entering in the agreement with the Registered Creator is referred to as Other Party to the Agreement. To generate an agreement, the checkbox **The credit creation activity is being carried out by another person and is subject to an agreement to create compliance credits as per subsection 21(1) of the Regulations** must be selected and the user is prompted to select one of the tree radio buttons displayed on the screen:

- **Other Party to the Agreement is not registered in CATS**
  For this option to be selected, the Other Party to the Agreement is not registered in CATS and all the information related to the facility/equipment or fuelling stations/charging activities must be entered manually on behalf of the Other Party to the Agreement. The generated agreement form will have to be provided to the Other Party to the Agreement for signature and the signed copy will need to be uploaded to CATS.

- **Other Party to the Agreement already registered in CATS**
  For this option to be selected, the Other Party to the agreement must already be registered in CATS and all information will be auto-populated. The organization ID must be entered for the system to link the facility/equipment/fuelling stations/charging activities to your account and the Other Party to Agreement organization name will be displayed in order to confirm the information. The generated agreement form will be provided to the Other Party to the Agreement for electronic signature and approval within CATS.

- **Choose from my list of Other Party to the Agreement.**
  For this option to be selected, the Other Party to the agreement must already be linked to the account and have multiple facility/equipment/fuelling stations/charging activities from which to chose via the drop-down menu.

  The sections below provide guidance for each option.

3.2.2.6.1 Other Party to the Agreement is not registered in CATS

If the **Other Party to the Agreement is not registered in CATS** radio button has been selected, follow the steps below.

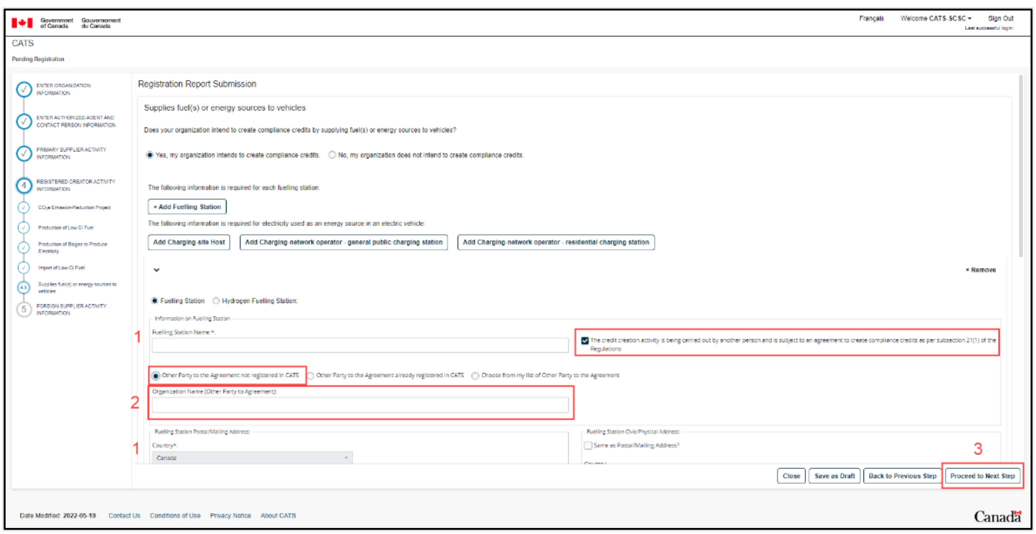


Figure 25: Other Party to the Agreement is not registered in CATS

1. Enter all the required information for the applicable facility/equipment/fuelling stations/charging activities.

2. Enter information in the **Organization Name (Other Party to Agreement)** field.

   NOTE: Although this field is not marked as mandatory in CATS, it needs to be filled out. Otherwise, the user will not be able to proceed with the creation of the agreement.

3. Select **Proceed to Next Step** until the registration report is completed.

3.2.2.6.2 Other Party to the Agreement already registered in CATS

If the **Other Party to the Agreement already registered in CATS** radio button has been selected, follow the steps below.

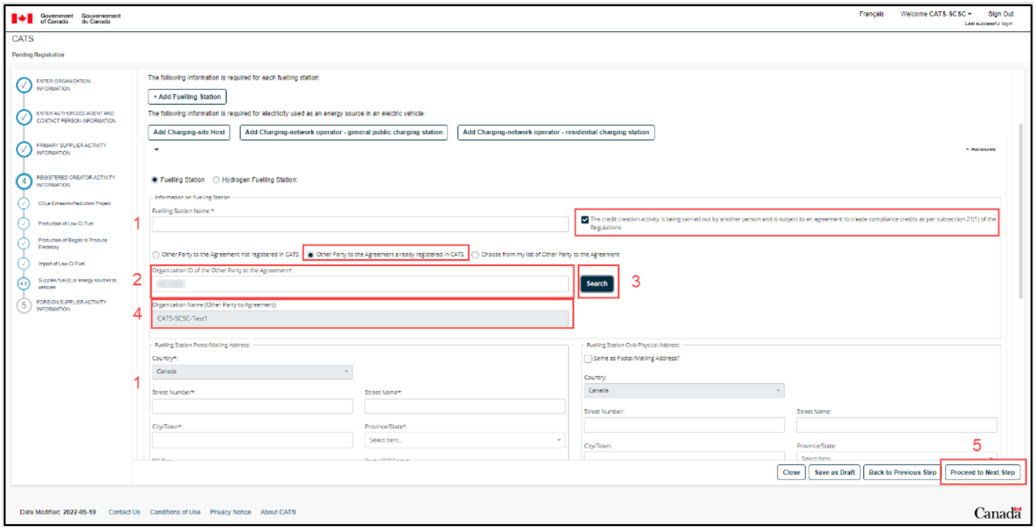


Figure 26: Other Party to the Agreement already registered in CATS

1. Enter all the required information for the applicable facility/equipment/fuelling stations/charging activities.

2. Enter the Organization ID in the **Organization ID of the Other Party to Agreement** field.

3. Select **Search**.

4. The Other Party to the Agreement Organization Name is displayed and greyed out.

   If the displayed information is not providing the expected result, please communicate with the Other Party to the Agreement and verify the Organization ID provided and try again.

5. If the step 4 has been completed successfully, select **Proceed to Next Step** until the registration report is completed.

3.2.2.6.3 Choose from my list of Other Party to the Agreement

If **Choose from my list of Other Party to the Agreement** radio button has been selected, follow the steps below.

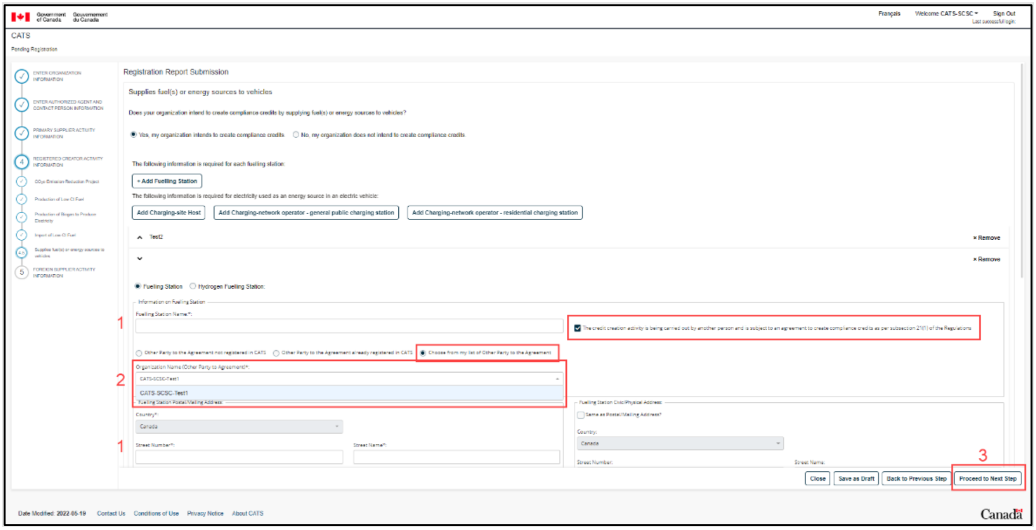


Figure 27: Choose from my list of Other Party to the Agreement

1. Enter all the required information for the applicable facility/equipment/fuelling stations/charging activities.

2. From the **Organization Name (Other Party to Agreement)** drop-down menu, select the applicable Organization name.

3. Select **Proceed to Next Step** until the registration report is completed.

3.2.3 Registering as a Foreign Supplier (STEP 5)

If Foreign Supplier is selected in this step as shown in the figure below, an additional step is displayed on the left-hand side of the screen prompting the Production of Low-Carbon-Intensity Fuel screen.

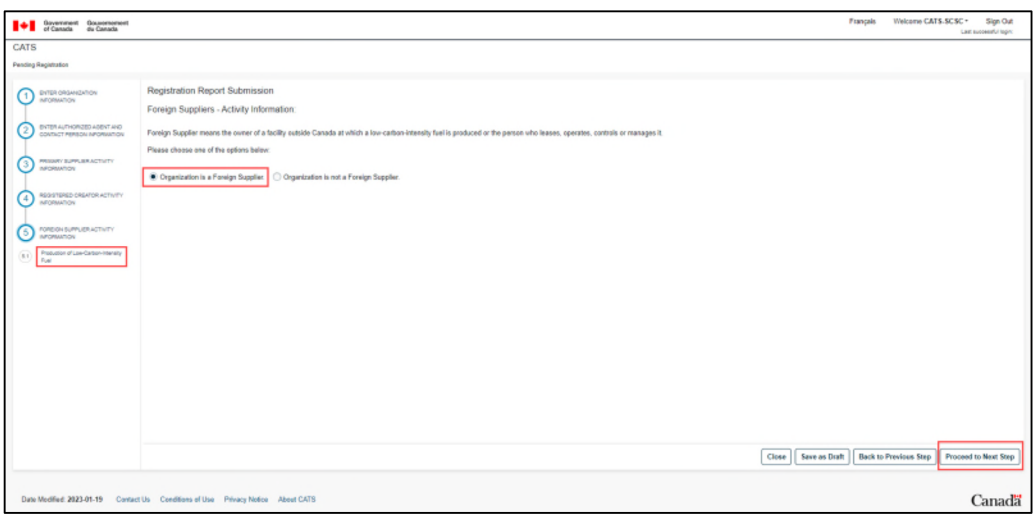


Figure 28: Registering as a Foreign Supplier

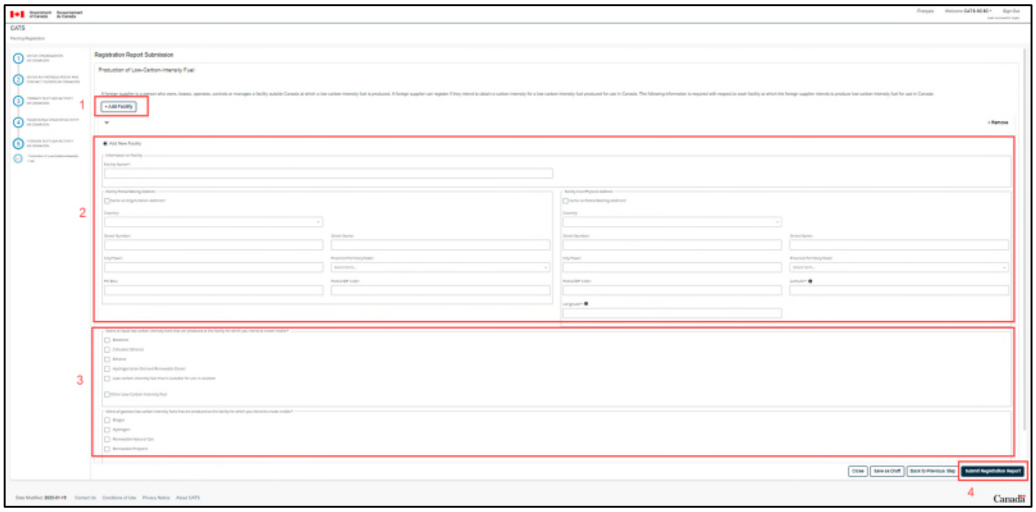


Figure 29: Foreign Supplier - Production of low-carbon-intensity fuels

If your organization produces low-carbon-intensity fuels, follow the steps below:

1. Select **Add Facility**.
2. Enter all required information.
3. Select all liquid and gaseous applicable fuels.

3.3 Submitting the Registration Report

As this is the last step of the registration report process, select **Submit Registration Report** button.

A success message is displayed and a green check mark indicates that the first requirement has been completed (**Figure 30**).

If the checkbox referencing subsection 21(1) of the Regulations has been selected in any of steps in **section 3.2.2 Registering as a Registered Creator (STEP 4)**, prior to the success message, a confirmation message will be displayed informing the user that at least one agreement will need to be submitted prior to requesting participation in CATS. Once the user selects **OK** (**Figure 31**), the success message will display confirming the submission of the registration report and an added requirement will be displayed under **Registration Requirements**.

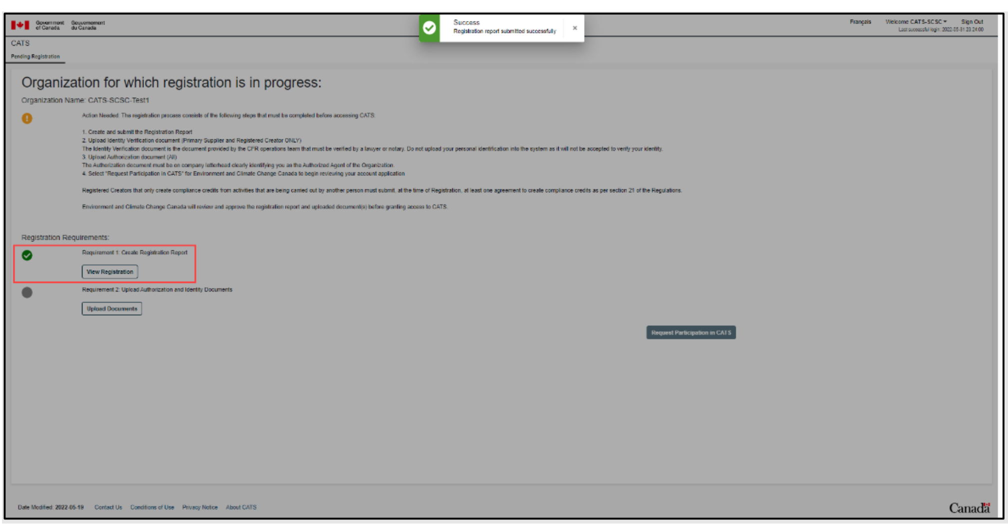


Figure 30: Registration Report Submitted

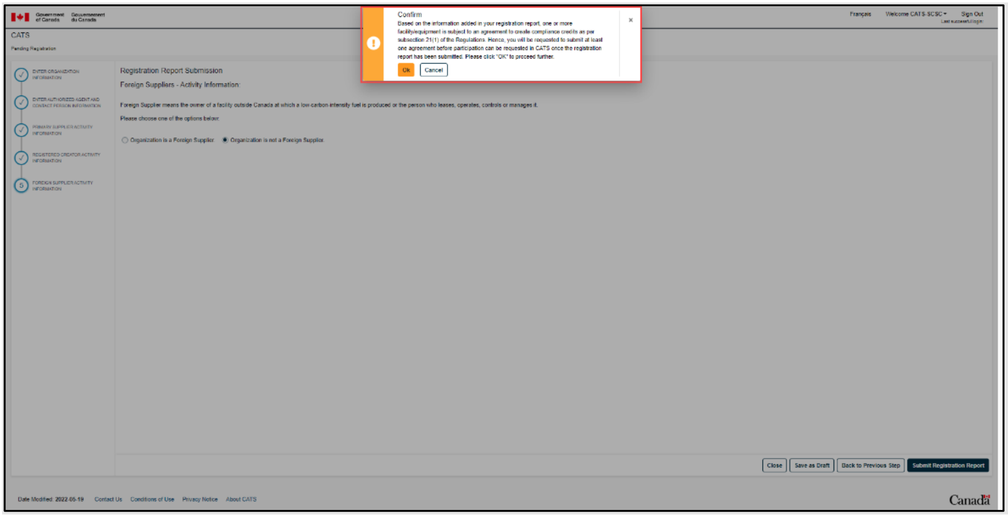


Figure 31: Registration Report - Confirmation message agreement required

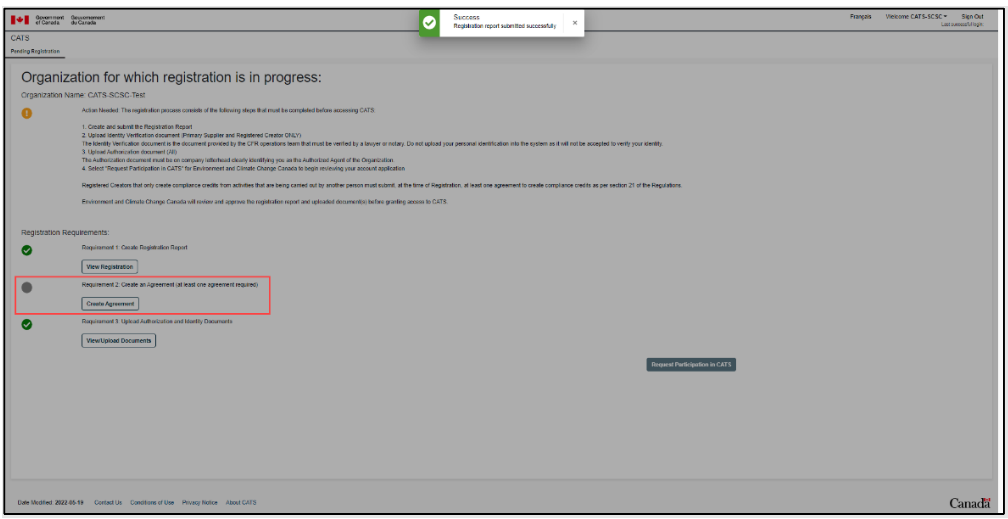


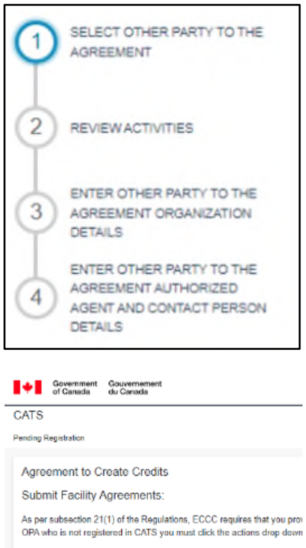
Figure 32: Registration Report Submitted - Agreement Requirement Added

Once the registration report has been submitted to ECCC, the user will receive an email notification confirming the submission of the registration report. The user may continue the registration process or logout and complete the remaining requirements at a later time.

3.4 Agreement to Create Credits (s.21)

As indicated in **section 3.2.2**, users having selected a checkbox referencing subsection 21(1) of the Regulations during the registration process are prompted to create an Agreement to Create Credits.

The creation of the Agreement consists of the following four on-screen steps prompting the user to:



- Select other party to the agreement
- Review activities
- Enter/Review other party to the agreement organization details
- Enter/Review other party to the agreement Authorized Agent and contact person details

The process (Steps 3-4) will slightly defer based on one of the two scenarios:

- Other Party to the Agreement is not registered in CATS.
- Other Party to the Agreement is already registered in CATS.

To begin the process:

a) Select **Create Agreement** (**Figure 32**).
b) A new page will be displayed, select **Create New Agreement** (**Figure 33**).

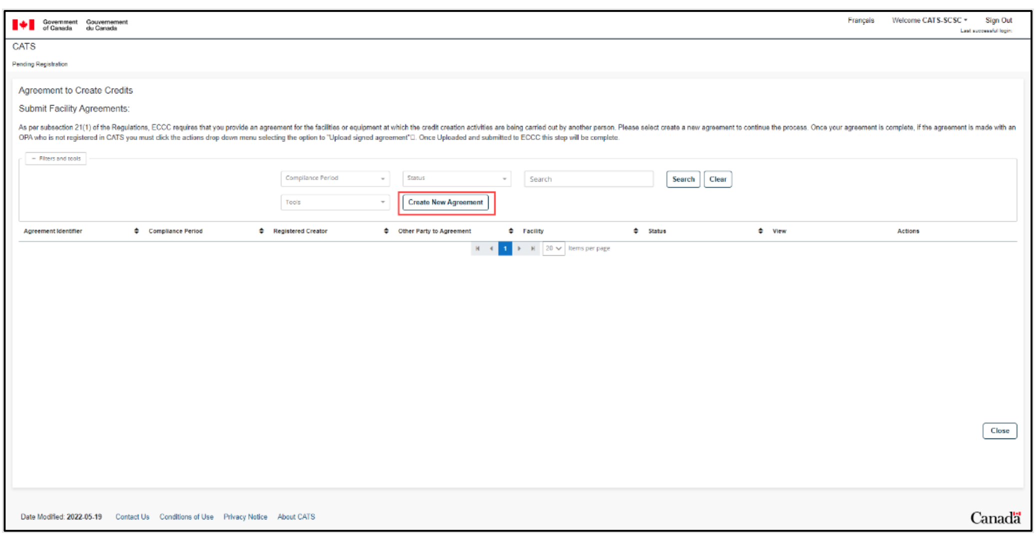


Figure 33: Create New Agreement to Create Credits

c) **STEP 1**: Select the Other Party to the Agreement

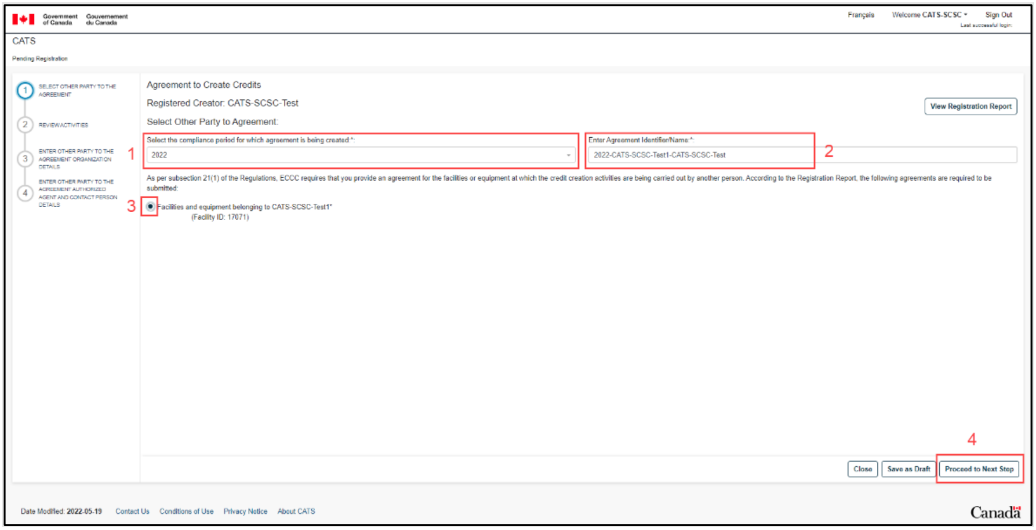


Figure 34: Agreement to Create Credits - Select Other Party to the Agreement (STEP 1)

1. From the drop-down menu, select the compliance period for which the agreement is being created.

2. Enter the Agreement Identifier or Name.

3. Confirm the selection with the radio button.

4. Select **Proceed to Next Step**.

d) **STEP 2:** Review the details of the agreement and select **Proceed to Next Step**. To correct any erroneous information, the user may return back to the registration report by selecting **View Registration Report**, correct the information and submit the registration report again.

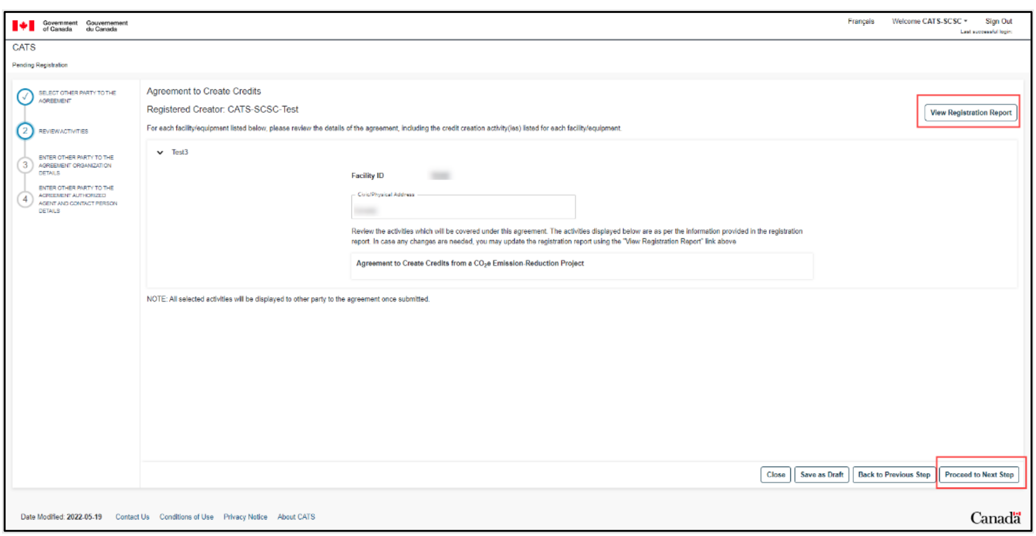


Figure 35: Agreement to Create Credits - Review Activities (STEP 2)

If the Other Party to the Agreement is already registered in CATS, proceeding to the next step at this stage will display a confirmation message indicating that the Agreement to Create Credits will be auto-generated. Select **OK** and **Proceed to Next Step**.

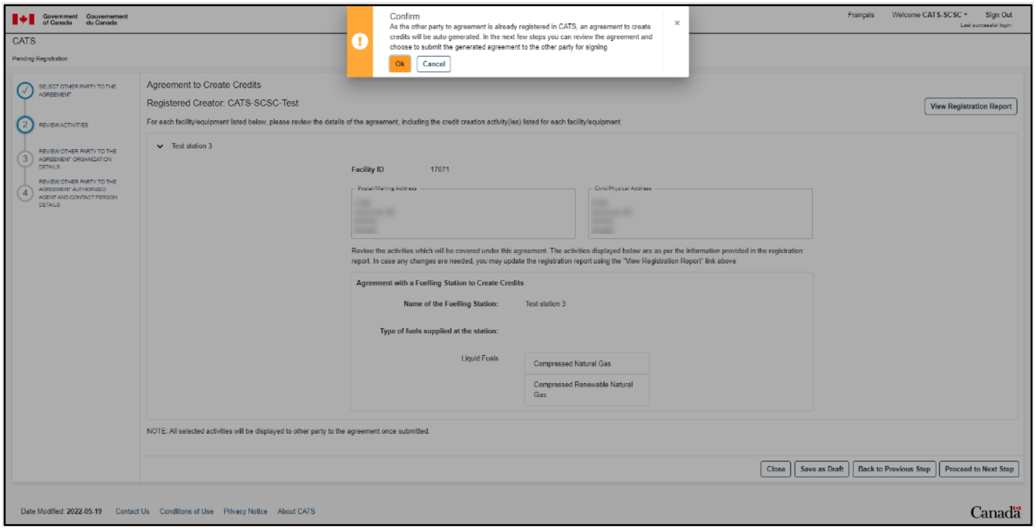


Figure 36: Agreement to Create Credits - Other Party Registered in CATS - Review Activities (STEP 2)

e) **STEP 3**: Enter or review the required information.

1. If the Other Party to the Agreement is not registered in CATS, the Registered Creator will have to enter the organization information on their behalf and select **Proceed to Next Step**.

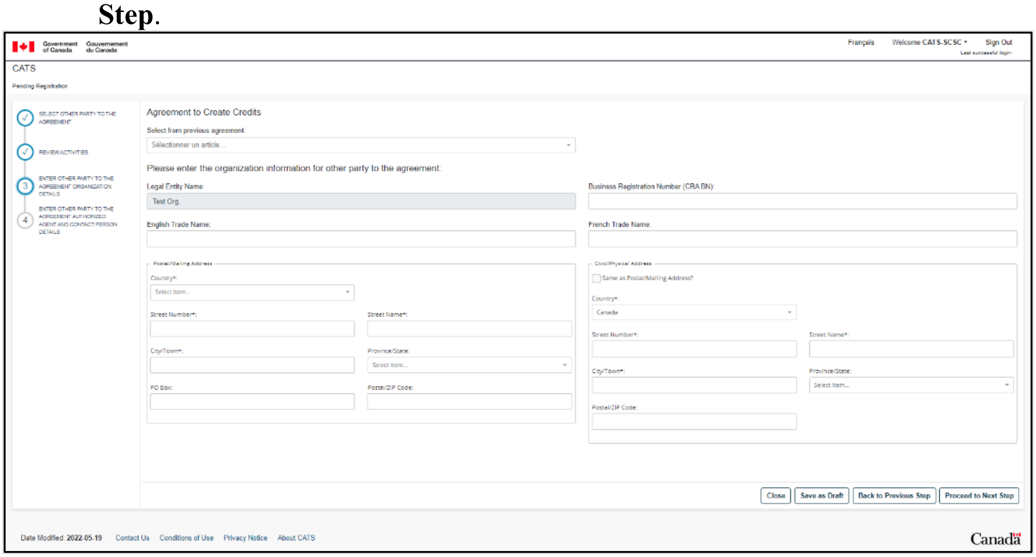


Figure 37: Agreement to Create Credits - Enter Other Party Organization Details (STEP 3)

2. If the Other Party to the Agreement is registered in CATS, the information will be pre-populated. Review the organization information and select **Proceed to Next Step**.

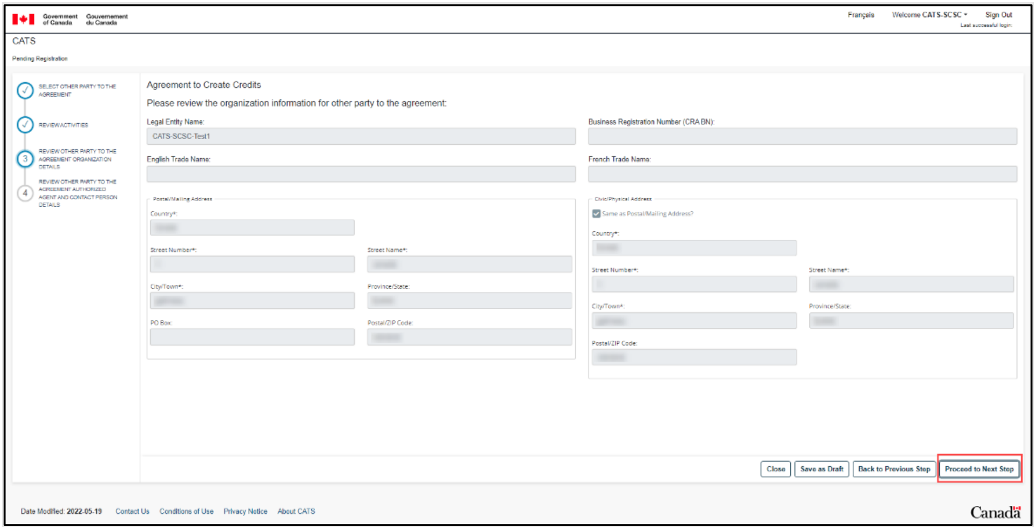


Figure 38: Agreement to Create Credits - Review Other Party Organization Details (STEP 3)

f) **STEP 4**: Enter or review the required information.

1. If the Other Party to the Agreement is not registered in CATS, the Registered Creator will have to enter the Authorized Agent and contact person information on their behalf and select **Submit and Generate Agreement**. A confirmation message will be displayed, select **OK** to proceed to the next step.

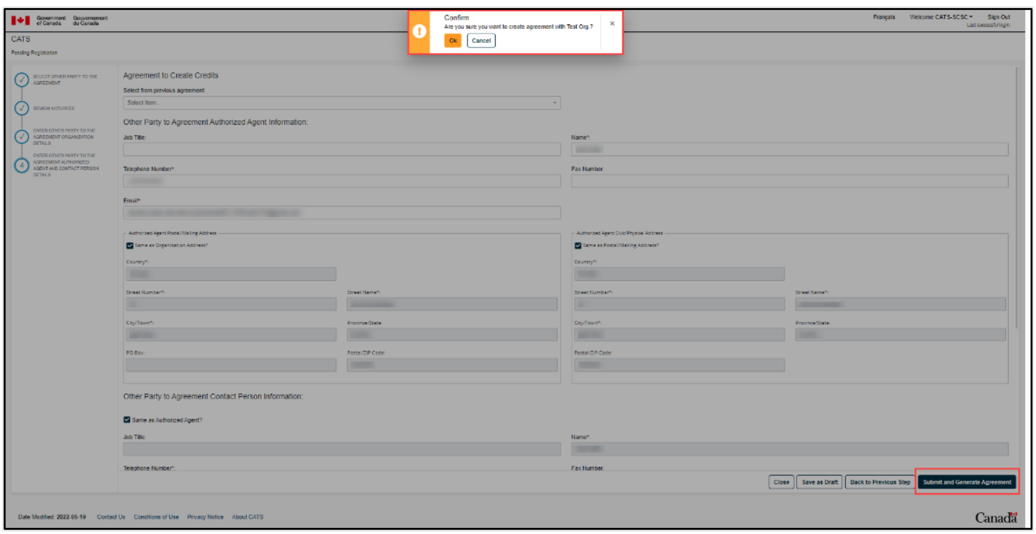


Figure 39: Agreement to Create Credits - Submit and Generate Agreement (STEP 4)

2. If the Other Party to the Agreement is registered in CATS, the information will be pre-populated. Review the Authorized Agent and contact person information and select **Generate Agreement and Submit to Other Party to the Agreement**. A confirmation message will be displayed, select **OK** to proceed to the next step.

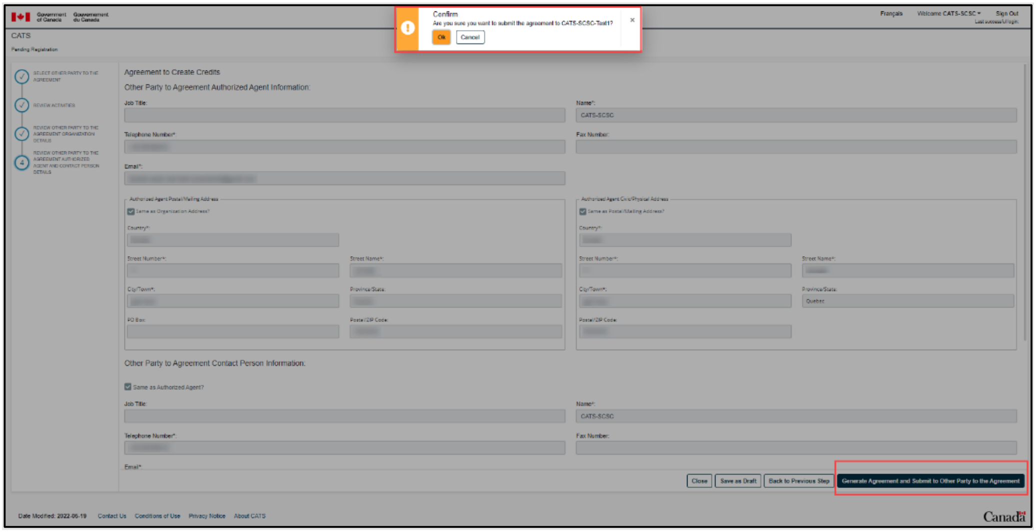


Figure 40: Agreement to Create Credits - Generate Agreement and Submit to Other Party (STEP 4)

3.4.1 Other Party to the Agreement not registered in CATS - Upload Agreement

a) After having generated an agreement in the previous step, the user will be presented with an option to **Download Agreement** or **Print Agreement**. Once completed, select **Close** to proceed to the next page where the agreement can be found. The agreement must be signed by both parties and uploaded to CATS.

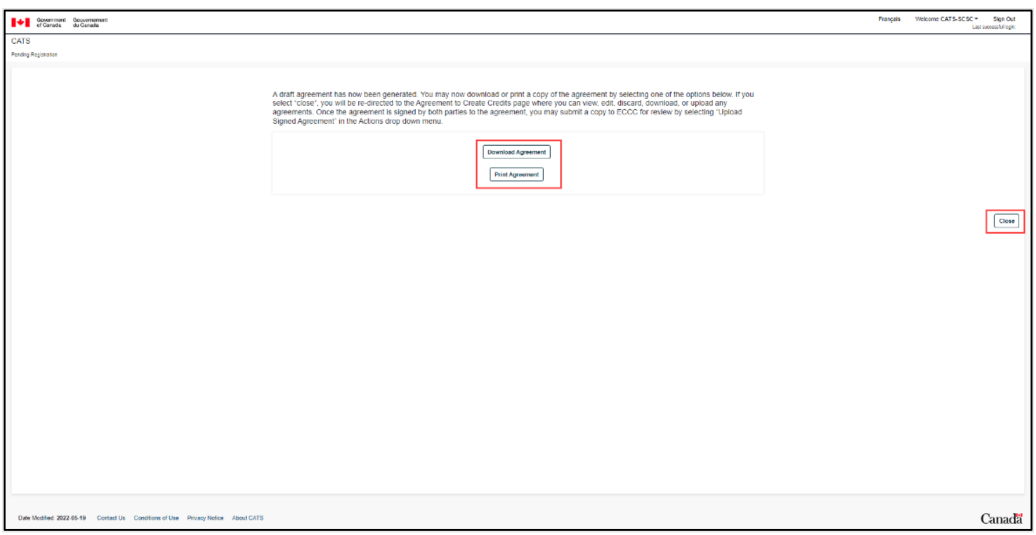


Figure 41: Agreement to Create Credits - Download/Print for signature

b) Once the agreement has been signed by both parties, upon logging back in to CATS, the user must click on the requirement action **Create Agreement** (**Figure 32**) in order to access the Agreement to Create Credits page.

At this step, select **Actions** > **Upload Signed Agreement**.

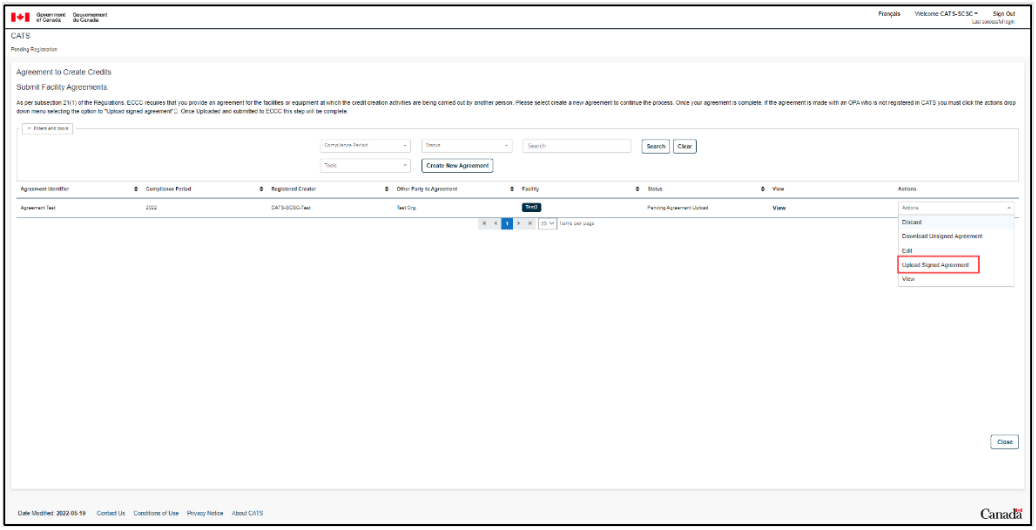


Figure 42: Agreement to Create Credits - Actions menu - Upload Signed Agreement

c) Select **Upload Document** and browse to select the file

Uploading of documents can be achieved by selecting **Upload Document** blue button or by selecting specific **Upload Document** link to a document type. OTHER document type option is available from the drop-down menu for any other relevant documents to be uploaded.

NOTE: As the documents are being uploaded and scanned by the system, a loading icon will be displayed until the upload is completed.

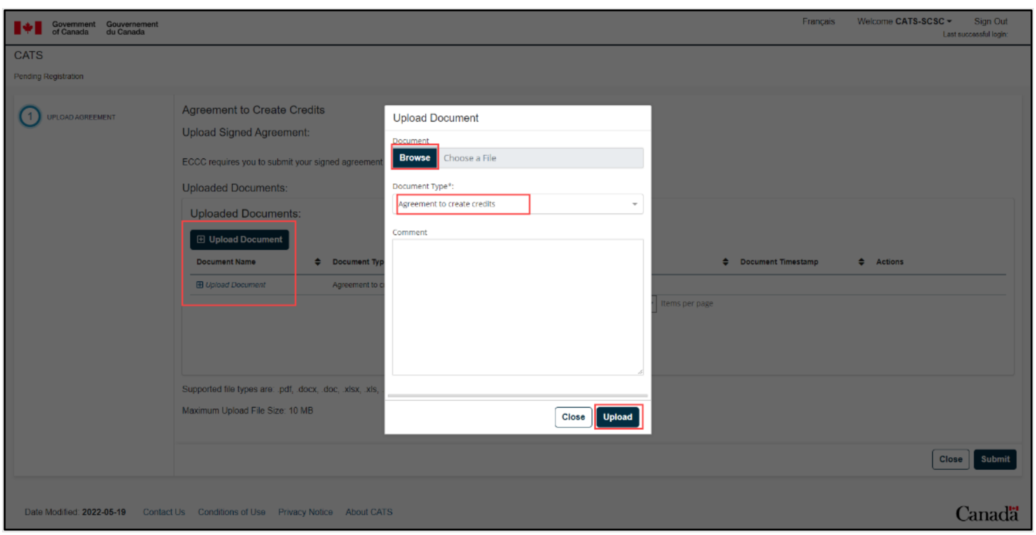


Figure 43: Agreement to Create Credits - Browse and Upload Signed Agreement

d) Once the document has been uploaded successfully, select **Submit** to complete the requirement. A confirmation prompt will be displayed, select **OK**.

A success message is displayed and a green check mark indicates that the requirement has been completed. The Registered Creator will receive an email notification confirming that the agreement has been submitted to ECCC.

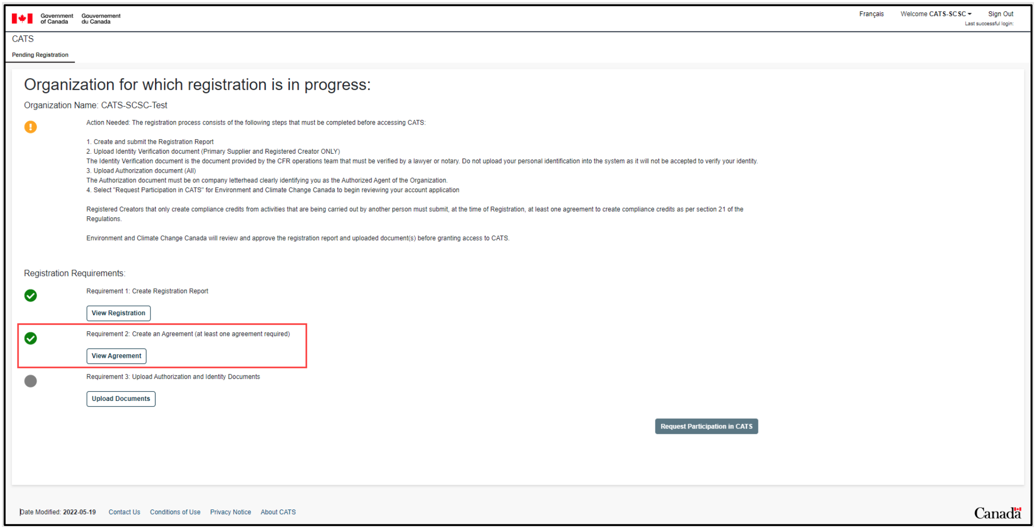


Figure 44: Agreement to Create Credits - Other Party not in CATS - Requirement Met

3.4.2 Other Party to the Agreement is already registered in CATS - Approve Agreement

a) After having generated an agreement in the previous step, a confirmation that the agreement has been submitted to the Other Party to the Agreement is displayed on the screen.

An email notification is also sent to both parties informing the Other Party to the Agreement that the consent is required.

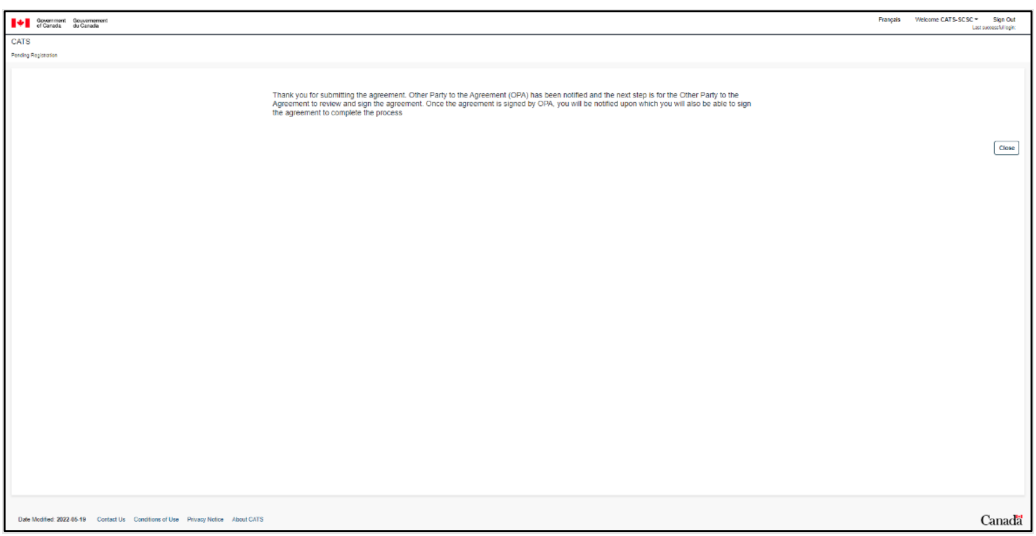


Figure 45: Agreement to Create Credits - Submitted to Other Party registered in CATS

b) Upon selecting **Close** in the previous screen, the Agreement to Create Credits screen displays an updated status: “Pending Other Party to the Agreement Approval”.

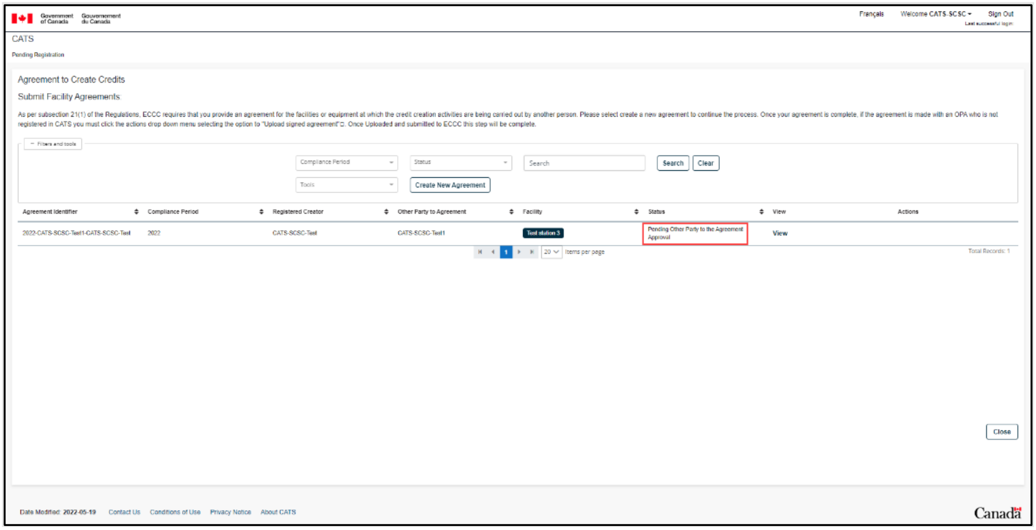


Figure 46: Agreement to Create Credits - Status Updated

c) The Other Party to the Agreement will receive a task to complete in CATS.

Select **Action Required: Review and Sign Agreement** > **Take Action** to proceed to the next step.

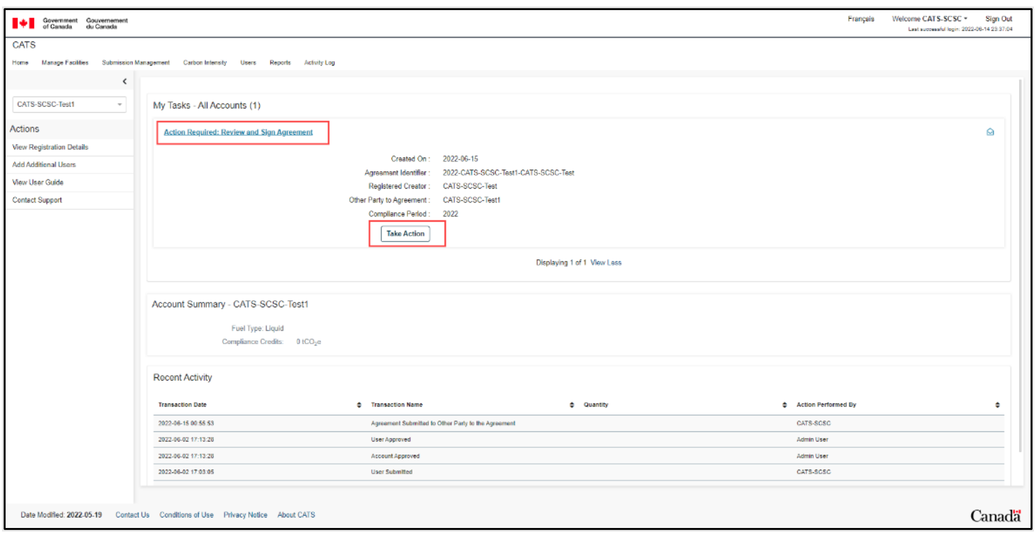
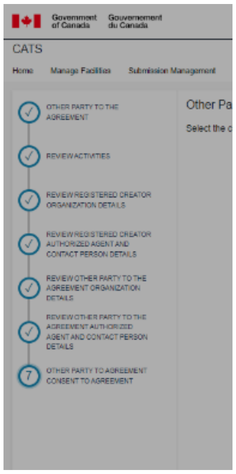


Figure 47: Agreement to Create Credits - Other Party - Approve Agreement

d) Review the agreement information displayed under the below seven steps:



- Other party to the agreement
- Review activities
- Review registered creator organization details
- Review registered creator Authorized Agent and contact person details
- Review other party to the agreement organization details
- Review other party to the agreement authorized agent and contact person details
- Other party to agreement consent to agreement

Upon the last step, the Other Party to the Agreement must check the box **I confirm that all the information provided in this agreement is correct** prior to selecting **Sign Agreement**.

After having confirmed the intention to sign, an email notification is sent to both parties indicating that the Registered Creator's consent is now required.

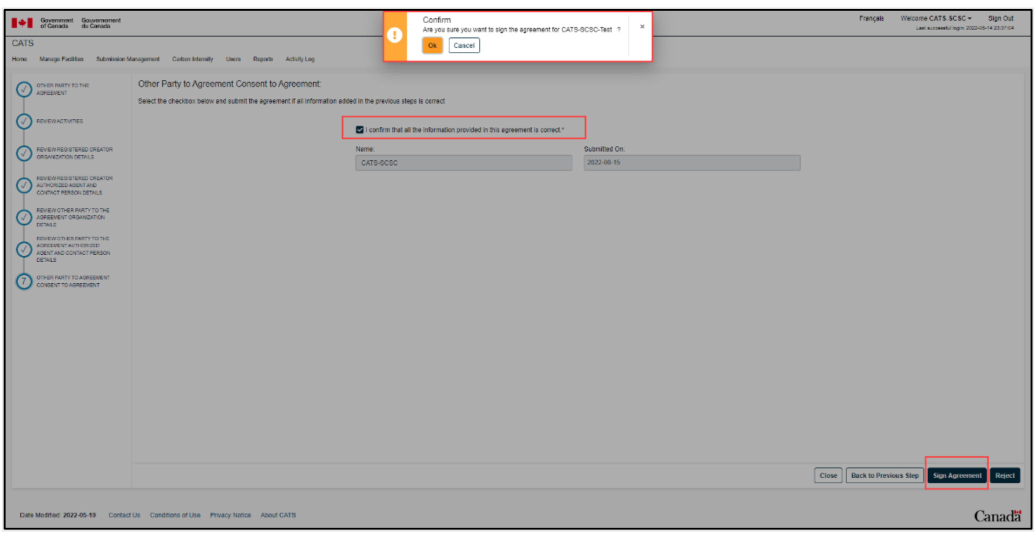


Figure 48: Agreement to Create Credits - Signed by Other Party to the Agreement

e) Upon the approval of the agreement by the Other Party to the Agreement, the Registered Creator will see the status of the created agreement change to Pending RCA Approval. In order to approve, the user must select **Review Agreement** from the **Actions** drop-down menu.

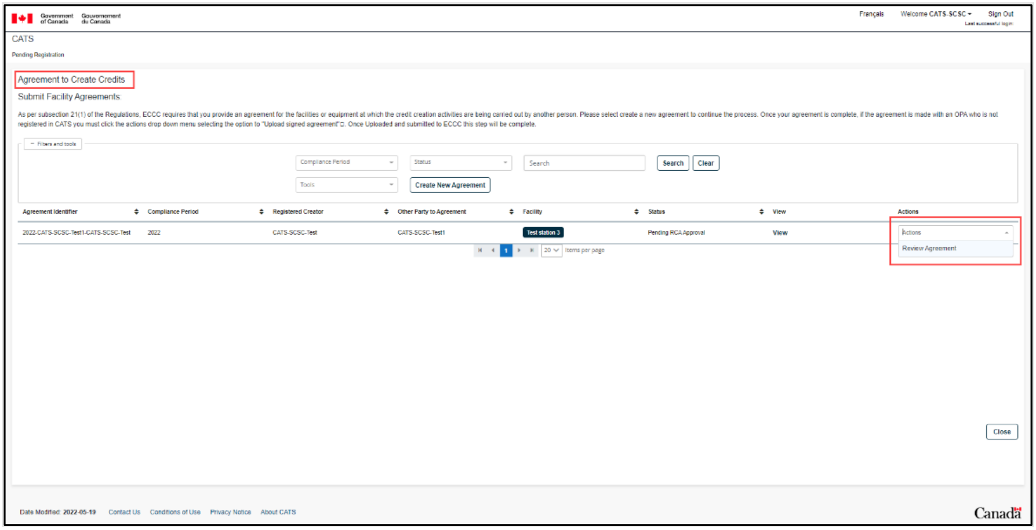


Figure 49: Agreement to Create Credits - Registered Creator Reviews Agreement

f) The last step of the process is displayed (step 8) and requires the Registered Creator to check the box **I confirm that all the information provided in this agreement is correct** and select **Sign Agreement**. A success message is displayed and a green check mark indicates that the requirement has been completed.

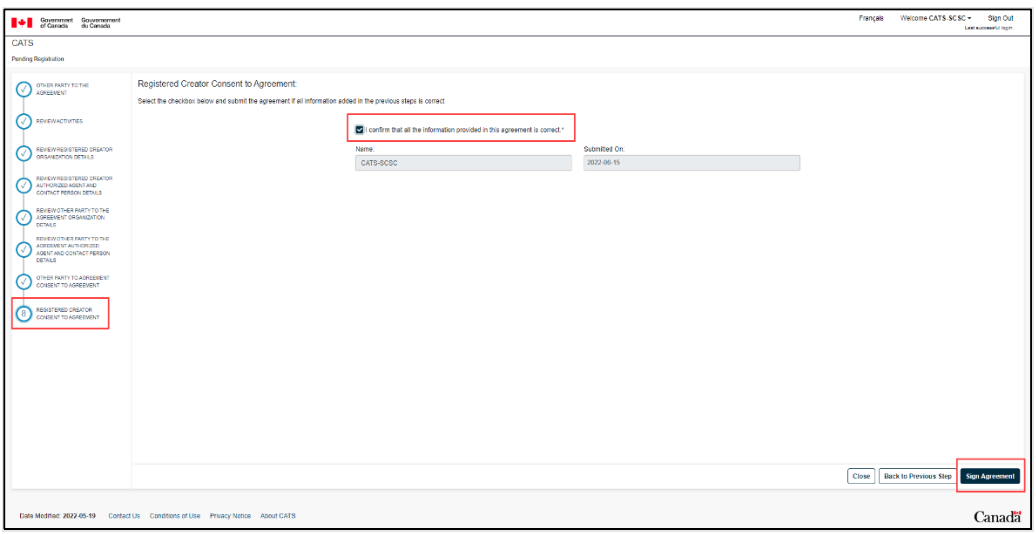


Figure 50: Agreement to Create Credits - Registered Creator Consents to the Agreement

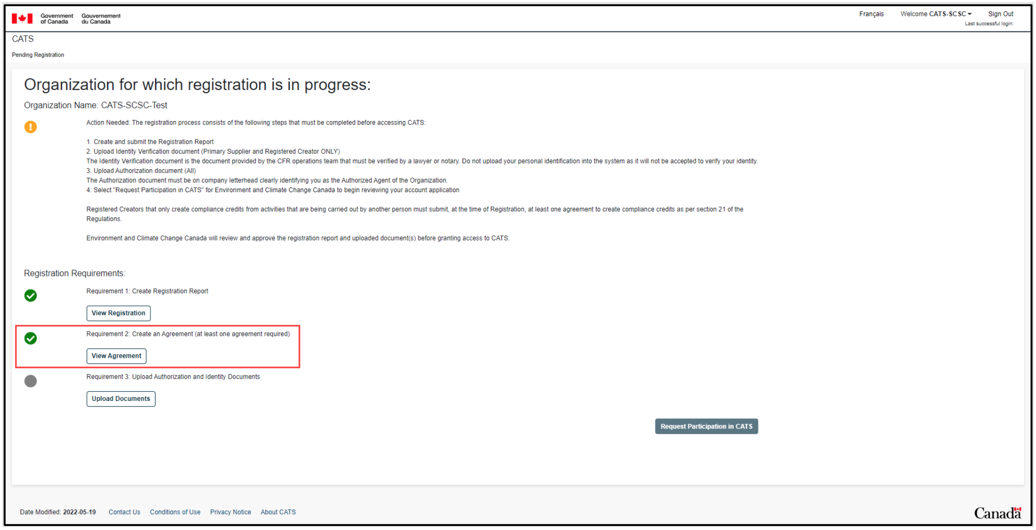


Figure 51: Agreement to Create Credits - Other Party registered in CATS - Requirement Met

3.5 Uploading Authorization and Identity Documents

The second requirement (or third if Agreement required) upon registration in CATS requires the Authorized Agent to upload two documents:

- Identity Verification Document (**Appendix A: Identity Verification Document** provides further instructions).

  This Identity Verification Document allows ECCC to verify the identity of the Authorized Agent designated by the Primary Supplier or Registered Creator organization. Only the ECCC provided form for this document will be accepted to verify the identity of the Authorized Agent. Individual pieces of ID (Passport, driver's licence, etc.) will not be accepted by ECCC directly.

  NOTE: This requirement does not apply to Foreign Suppliers.

- Authorization document (**Appendix B: Authorization Document** provides further instructions).

  The Authorization document is a letter of authorization issued by the Primary Supplier, Registered Creator or Foreign Supplier organization, clearly stating the user as the Authorized Agent or the Authorized Administrator. The document must be printed on a company letterhead.

To upload the required documents, proceed as follows:

1. Select **Upload Documents** under Requirement 2: Upload Identity Documents (**Figure 30**).
2. On the next page (**Figure 52**):
   - Select **Upload Document** and browse to select the file;
   - Ensure that the file name is clearly identifying the Organization and contains the Authorized Agent name.

Uploading of documents can be achieved by selecting **Upload Document** blue button or by selecting specific **Upload Document** link to a document type. OTHER document type option is available from the drop-down menu for any other relevant documents to be uploaded.

NOTE: As the documents are being uploaded and scanned by the system, a loading icon will be displayed until the upload is completed.

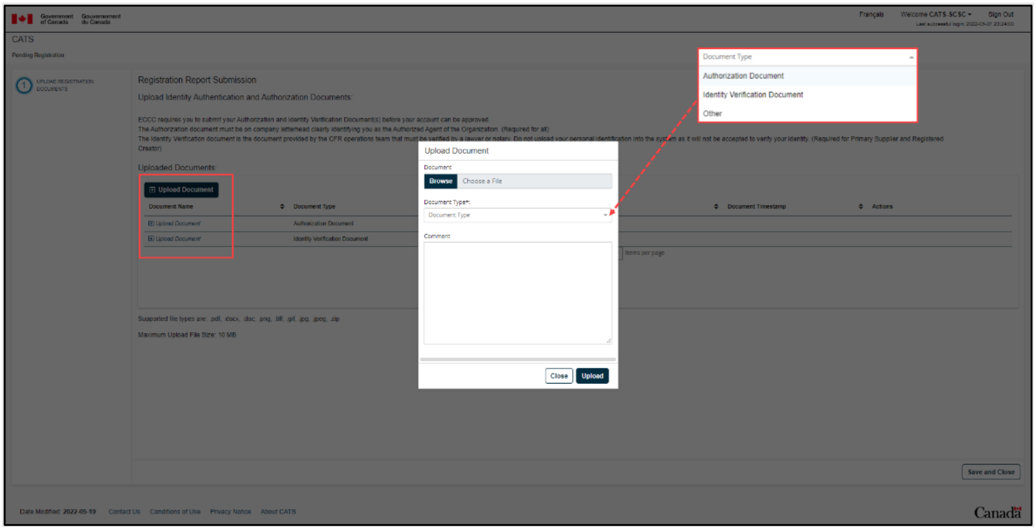


Figure 52: Uploading Identity Authentication and Authorization Documents

3. Once both documents are uploaded, select **Save and Close** to move to the next step.

   In case the user has uploaded the wrong document, Actions drop-down menu allows to delete it and the user can upload a new document by carefully selecting the correct Document Type.

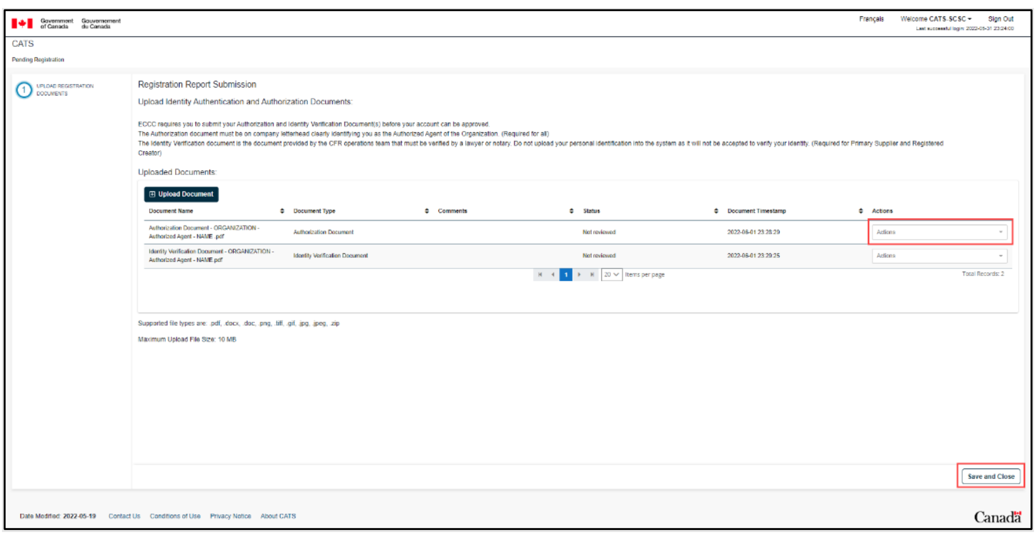


Figure 53: Deleting uploaded document or Proceeding to Next Step

4. Upon selecting **Save and Close**, the green check mark will be displayed indicating the completion of Requirement 2: Upload Identity Documents.

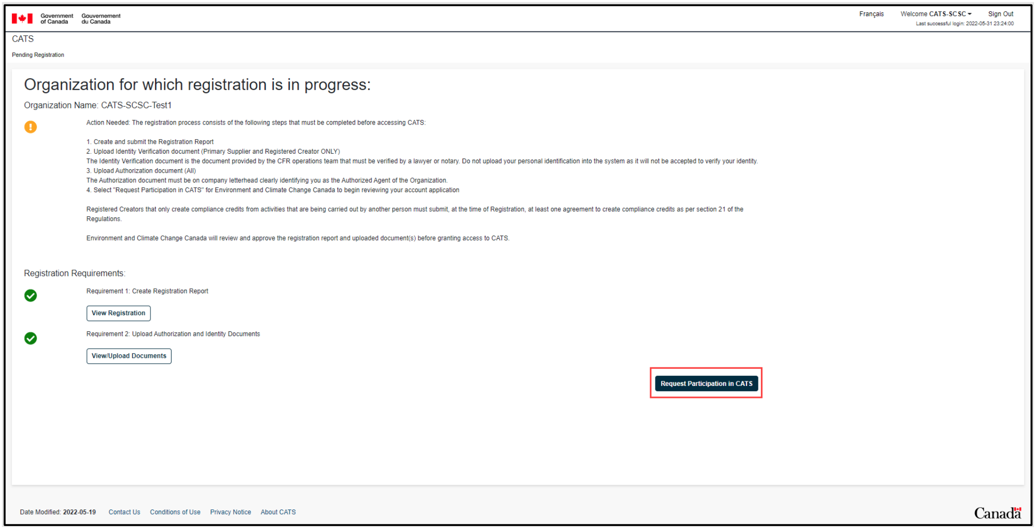


Figure 54: Requesting Participation in CATS

3.6 Requesting Participation in CATS

Upon the successful submission of the Registration Report (Requirement 1) and the upload of Identity Documents (Requirement 2), the user is now ready to complete the registration process.

1. Select **Request Participation in CATS** button (**Figure 54**).
2. A success message is displayed on the screen.
3. The user will receive an email confirming that the Primary Supplier, Registered Creator or Foreign Supplier account application has been submitted.

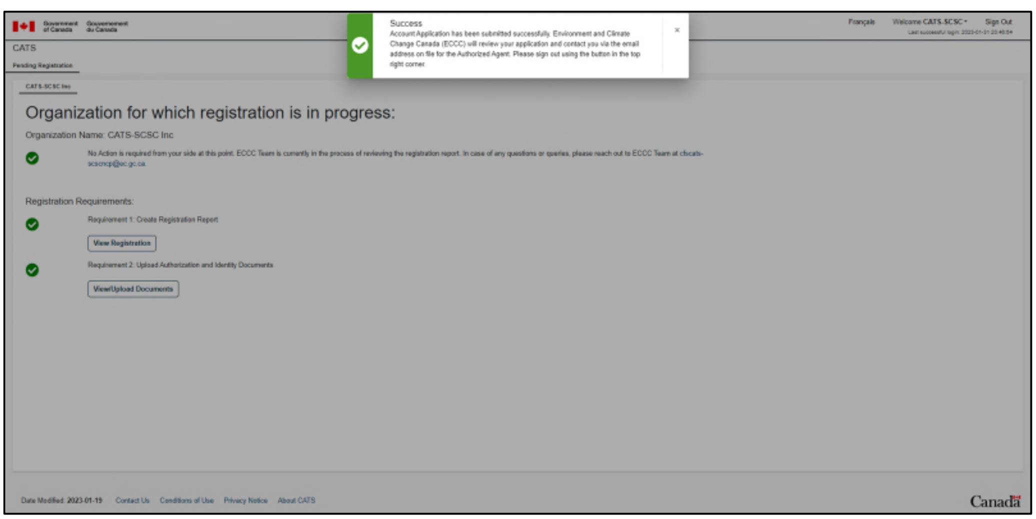


Figure 55: Requesting Participation in CATS Success Message

3.7 Pending Account Registration

No further action is required from the user at this stage. ECCC will review and accordingly, approve, reject, or request more information. Until the account registration is approved, the user cannot perform any other activities in CATS.

Account is approved:

- User will receive an email notification indicating that the application for a CFR account in CATS has been approved and that the account has been activated.
- User may log in to CATS to view available features. Refer to **section 4** to explore CATS features.

Account is rejected:

- User will receive an email notification indicating that the application for a CFR account in CATS has been rejected and will not be able to log in to CATS.
- User can contact ECCC for further details. Refer to **section 2.4** for ECCC contact information.

Approval requires more information:

- User will receive an email notification indicating that the application for a CFR account in CATS requires more information before it can be approved. The email will include the comment from ECCC.
- DO NOT REPLY to automated emails.
- User will need to log in to CATS to address the comment.

4 CATS Features

4.1 Account overview

CATS account for a Primary Supplier, a Registered Creator or a Foreign Supplier allows the Authorized Agent and other users to access nine main tabs. Users can view information and perform available actions in the current version of CATS and as per the assigned permission levels as explained in **section 2.3**.

Available options are briefly explained below and in more detail in each major section.

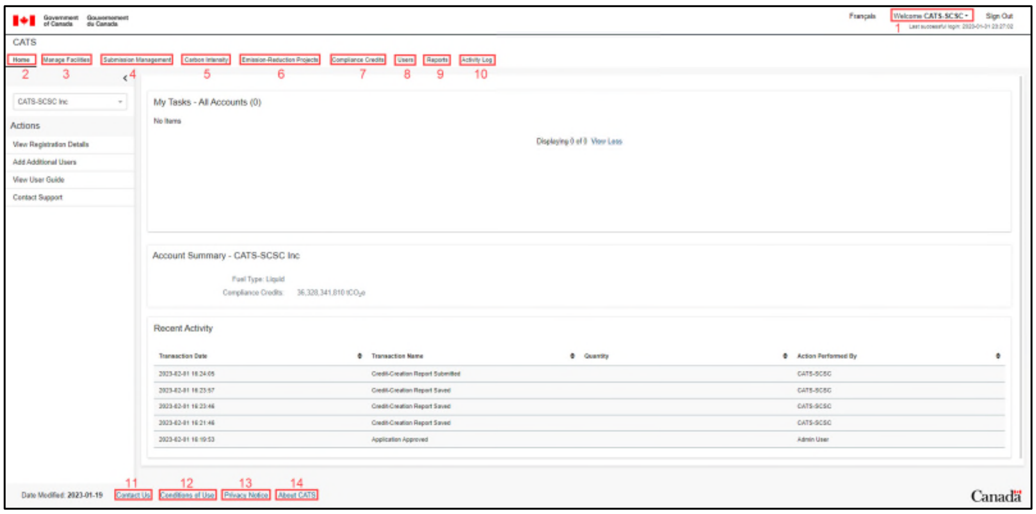


Figure 56: Account Approved (Active) - User Account Overview

1. **<u>Welcome</u>**: drop-down menu allows access to **My Profile** and **Select New Login Credentials**. My Profile is the first area to be accessed once the account has been approved by ECCC.

2. **<u>Home</u>**: tab gives the user an overview of CATS. User has the ability to perform certain actions and view tasks, account summary and recent activity.

3. **<u>Manage Facilities</u>**: tab provides information on facilities, equipment and fuelling stations associated to the organization.

4. **<u>Submission Management</u>**: tab allows access to create applications, create agreements and view submissions made by the organization. A Credit-Creation Reports sub-tab provides access to create and view Credit-Creation Reports.

5. **<u>Carbon Intensity</u>**: tab displays approved carbon intensity. Until approved, the carbon intensity submissions will show on the Submission Management tab only.

6. **<u>Emission-Reduction Projects</u>**: tab displays approved CO_2e-Emission-Reduction Projects. Until approved, the CO_2-Emission-Reduction Project application will show on the Submission Management tab only.

7. **<u>Compliance Credits</u>**: tab displays compliance-credit related information for the organisation account and allows the user to perform credit transfers.

8. **<u>Users</u>**: tab allows to view all users registered to the organization and access to other functions for managing users.

9. **Reports**: tab allows to view the Agreements to Create Credits, Agreements to Transfer Credits on Creation, Overall Credit Status and Credit History Data sub-tabs

10. **Activity Log**: tab tracks all account activity associated to the organization profile.

11. **Contact Us**: displays contact information for CFR Operations Office also available in **section 2.4**.

12. **Conditions of Use**: displays the conditions of use content accepted by the user. All users must accept CATS conditions of use in order to access and use CATS.

    Any amendments to the Conditions of Use will trigger displaying the Conditions of Use content upon user login and prompting user acceptance. The new content will then be available in this section.

13. **Privacy Notice**: displays the privacy notice on personal information being collected by ECCC.

14. **About CATS**: displays the list of supported browsers.

4.2 Welcome Menu

The Welcome menu allows access to My Profile and Select New Login Credentials.

4.2.1 My Profile

Once the CATS account has been approved by ECCC, the user is required to navigate to this area and complete the missing information.

The user also has the ability to select the preferred method for receiving the Verification Code (Email or SMS) and must select **Submit**. A success message will be displayed and user redirected to the Users tab. The user will also receive an email confirmation notice indicating that the information in user's CATS profile has been updated. Please refer to **section 15.2** for any issues related to receiving the verification code.

The User Role section of the screen displays the user role, associated account and the status.

The Documents section lists the Identity Verification Document(s) submitted to ECCC, displaying the status and the time stamp. The Actions drop-down menu options allows to download the document.

Authorized agent's information must be modified in the registration report, please refer to **section 14**. To update the email or name, the authorized agent must communicate with ECCC (**section 2.4**).

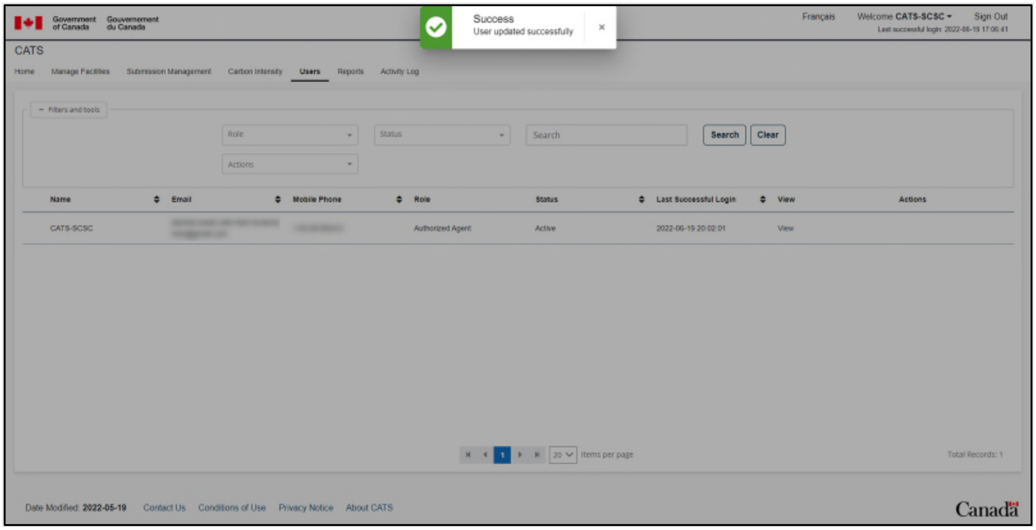


Figure 57: My Profile - User information updated - Success message

4.2.2 Select New Login Credentials

Once the user has selected the option **Select New Login Credentials** from the drop-down menu, select **OK** to proceed to the next step. The user will be prompted to select between the Sign-In Partner or GCKey as during the initial registration steps. Follow the instructions on the screen.

4.3 Home Tab

The Home tab consists of four sections listed below:

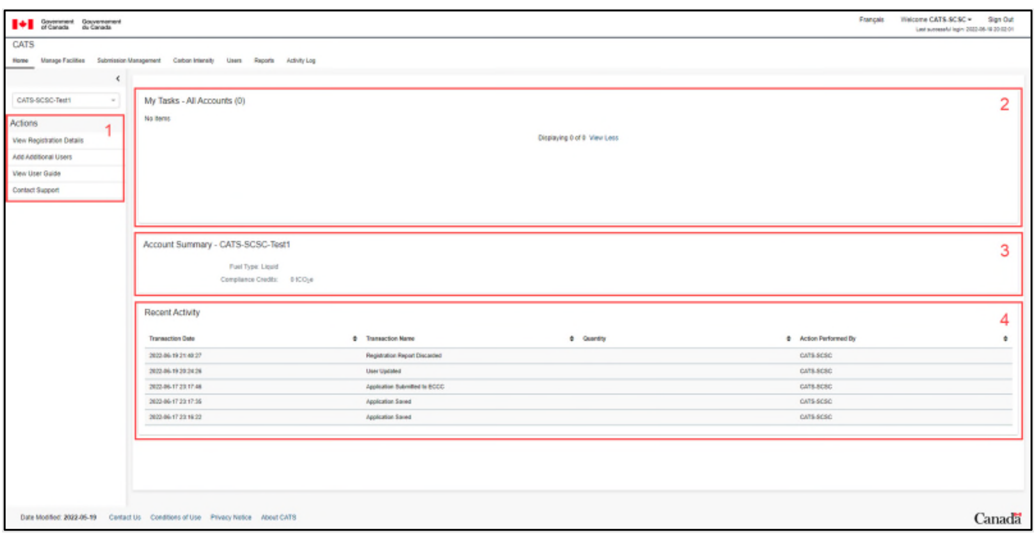


Figure 58: Home Tab - Main Screen

1. Actions menu:

   1.1. View Registration Details

   This section provides multiple information to the user (Figure 59).
   - Organization ID
   - Account History
   - Organization Role(s)

- Registration Report Details

  The **actions** drop-down menu on the latest version of the registration report marked as active allows to:
  - **Edit** the registration report (**section 11**)
  - **Request Authorized Agent Replacement** (**section 14**)
  - **Request Cancellation** (**section 12**)

- Activity Details
  - Expand to view activities included
- Assigned Users
- General Information
- Agreement Information
- Documents

  Displays the authorization document and allows the download of an already submitted document.

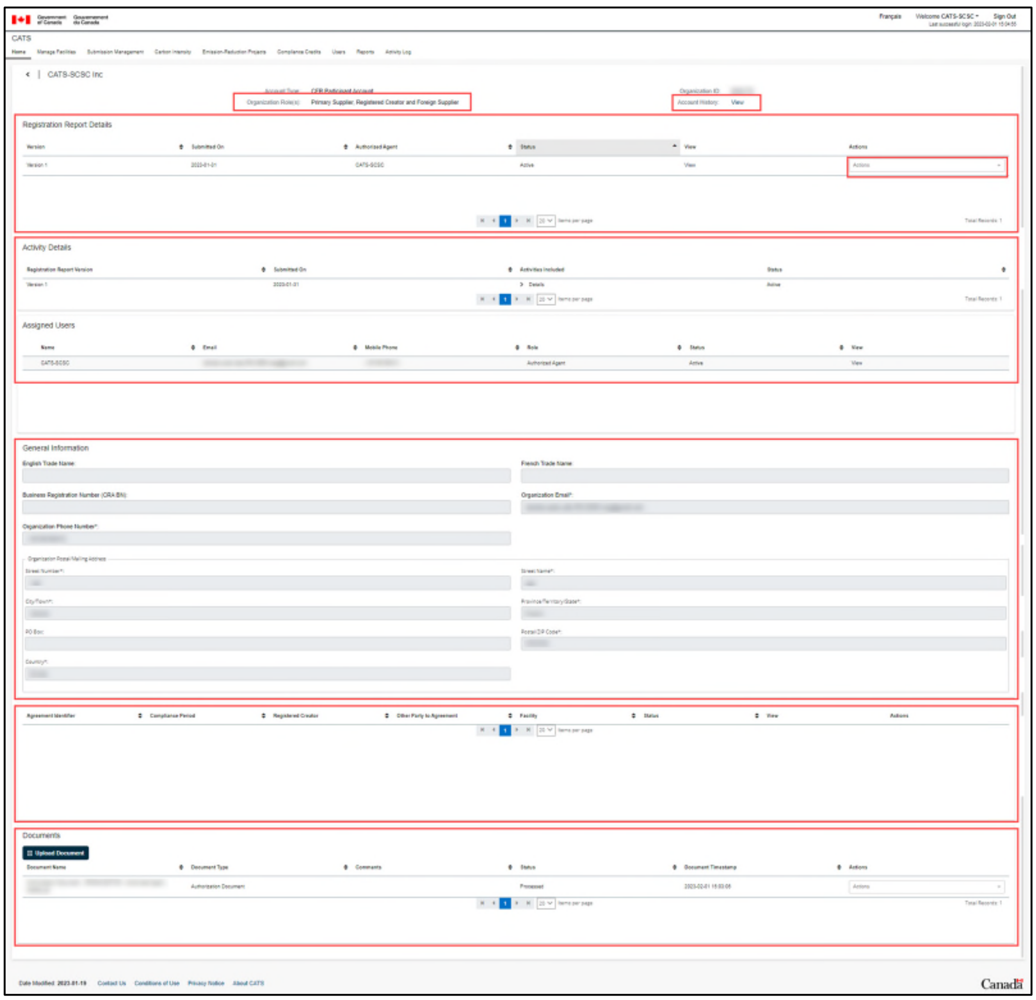


Figure 59: Home Tab - View Registration Details

1.2. Add Additional Users

This section allows Authorized Agents and Authorized Administrators to add additional users. For step-by-step process, refer to **section 13**.

1.3. View User Guide

Selecting this option prompts the user to download the latest version of this User Guide, available in both official languages.

1.4. Contact Support
This options displays the contact information for the CFR Operations Office, same information as displayed at the bottom of CATS screens.

2. My Tasks:
Any pending tasks will be displayed in this section of the Home tab. Select the task to access the **Take Action** button.

3. Account Summary:
This section displays all the credit and obligations information for the account.

4. Recent Activity:
This section displays five more recent activities for the organization account. If more information on activities is required, the user can navigate to the **Activity Log** tab.

4.4 Manage Facilities Tab

This tab displays information related to facilities, equipment and fuelling stations associated to the organization (**Figure 60**).

The view feature allows to display further information on the facility including information related to agreements to create credits.

In case of a high number of records, users have the ability to use filters, sort and export the data. The search field may also be used to search for specific information.

Filters
- Type
  - Facility
  - Equipment
  - Fuelling Station
- Province

Sort
- ID
- Organization Name
- Type
- Name
- Province/Territory

Tools
- Export to Excel
- Export to PDF

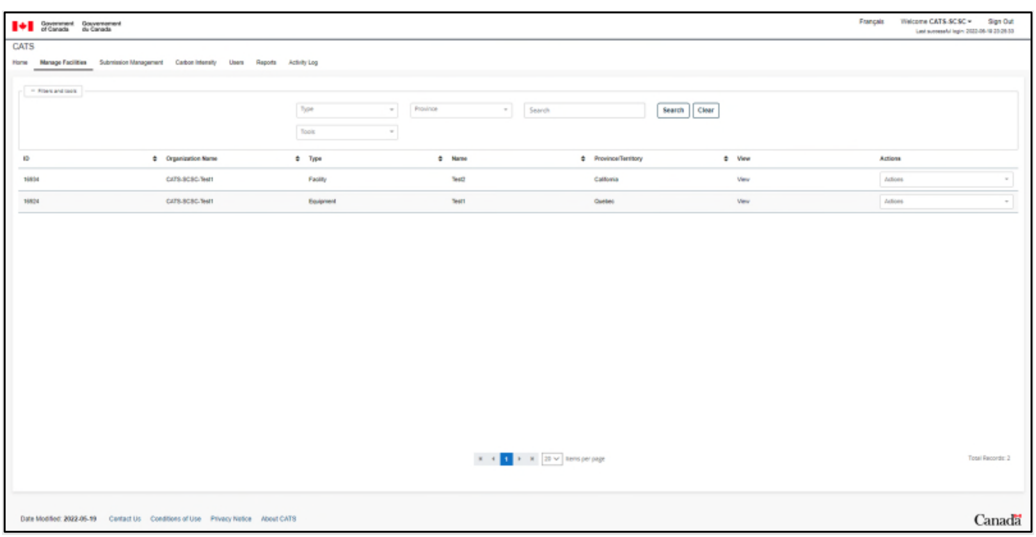


Figure 60: Manage Facilities Tab

4.5 Submission Management Tab

This section displays all submissions completed by the organization.

Under Submissions Management Tab, users can access the capability to:

- Create New Application (**section 5**)
- Create New Agreement to Create Credits (s.21) (**section 3.4**)
- Create Agreement to Transfer Credits (s.108(2)) (**section 8**)

Under Credit-Creation Reports sub-tab, users can submit the Annual or Quarterly Credit-Creation Reports (**section 4.5.1**).

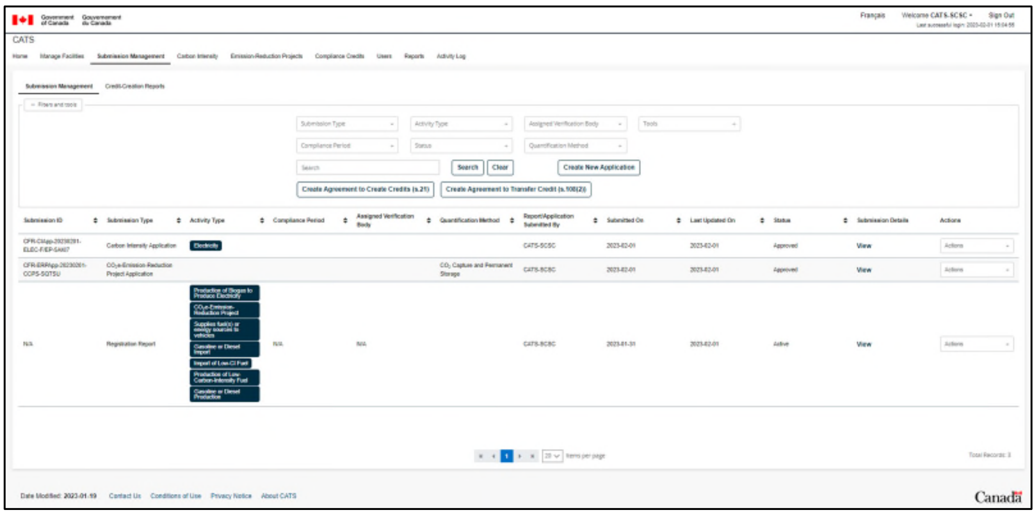


Figure 61: Submission Management Tab

1. In case of a high number of records, users have the ability to use filters, sort and export the data. The search field may also be used to search for specific information.

   Submission Type drop-down menu options are:
   - Agreement to Create Credits
   - Agreement to Transfer Credits on Creation
   - Carbon Intensity Application
   - CO_2e-Emission-Reduction Project Application
   - New Pathway Application
   - Registration Report

   Activity Type drop-down menu options are:
   - Co-Processed Low-CI Fuel
   - CO_2e-Emission-Reduction Project
   - Compressed and liquefied fossil fuel gases
   - Electricity
   - Gasoline or Diesel Import
   - Gasoline or Diesel Production
   - Import of Low-CI Fuel
   - Production of Biogas to Produce Electricity
   - Production of Low-Carbon-Intensity Fuels
   - Supplies fuel(s) or energy sources to vehicles

Compliance Period drop-down menu lists years 2022 to 2034.

Status drop-down menu allows to select the desired status from the data available on the screen.

Quantification Method drop-down menu options are:
- Co-Processing in Refineries
- CO_2 Capture and Permanent Storage
- Enhanced Oil Recovery with CO_2 Capture and Permanent Storage
- Generic Quantification Method
- Low-Carbon-Intensity Electricity Integration
- Low-Carbon-Intensity Hydrogen Integration

Filters
- Submission Type
- Activity Type
- Assigned Verification Body
- Compliance Period
- Status
- Quantification Method

Sort
- Submission ID*
- Submission Type
- Activity Type
- Compliance Period
- Assigned Verification Body
- Quantification Method
- Report/Application Submitted By
- Submitted On
- Last Updated On
- Status

Tools
- Export to Excel
- Export to PDF

*Submission ID displays a unique identifier generated using the following protocol:
(e.g. CFR-CIApp-20220617-BioG-F/EP-X7BRX)

CFR:	Program abbreviation
CIApp:	CI Application
20220617:	Date the application was submitted
BioG:	Fuel code associated to the fuel selected by the user
F/EP:	type of CI (F for final)/existing pathway
X7BRX:	random sequence

2. Actions drop-down menu options will depend on the submission type.

For applications, the user can perform the following actions:

Application is not submitted (status In Progress)
- Edit
- Discard

Application is submitted (status Submitted)
- Request Cancellation (**section 5.55.5**)
- Request Release (**section 5.6**)
- View History

For Agreements to Transfer Credits on Creation, the user can view the details of the agreement and download signed or unsigned agreements.

For other submission types, under the Actions drop-down menu, user will find some of the same options as available in other tabs.

4.5.1 Credit-Creation Report sub-tab

This sub-tab provides access to create and view Credit-Creation Reports.

In case of a high number of records, users have the ability to use filters, sort and export the data. The search field may also be used to search for specific information.

Filters
- Legal Name
- Report Type
- Compliance Period
- Status
- Submitted On

Sort
- Organization Legal Name
- Report Type
- Compliance Period
- Quarter Name
- Submitted On
- Submitted By
- Late Submission
- Status
- Project Information Update?

Tools
- Export to Excel
- Export to PDF

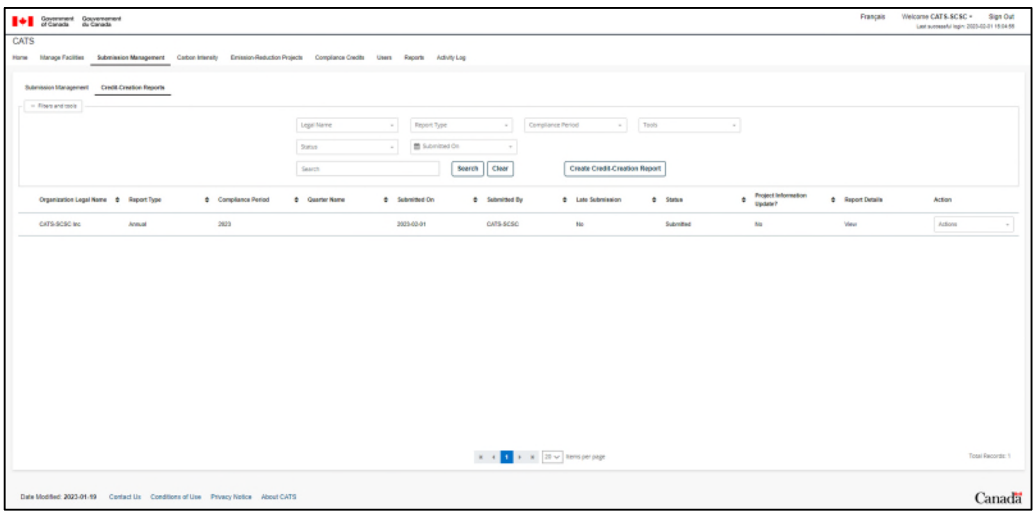


Figure 62: Credit-Creation Reports Sub-Tab

4.6 Carbon Intensity Tab

This section displays all approved carbon intensity submitted by the organization. Until the applications are approved by ECCC, they will only show in the **Submission Management Tab** (**section 4.5**).

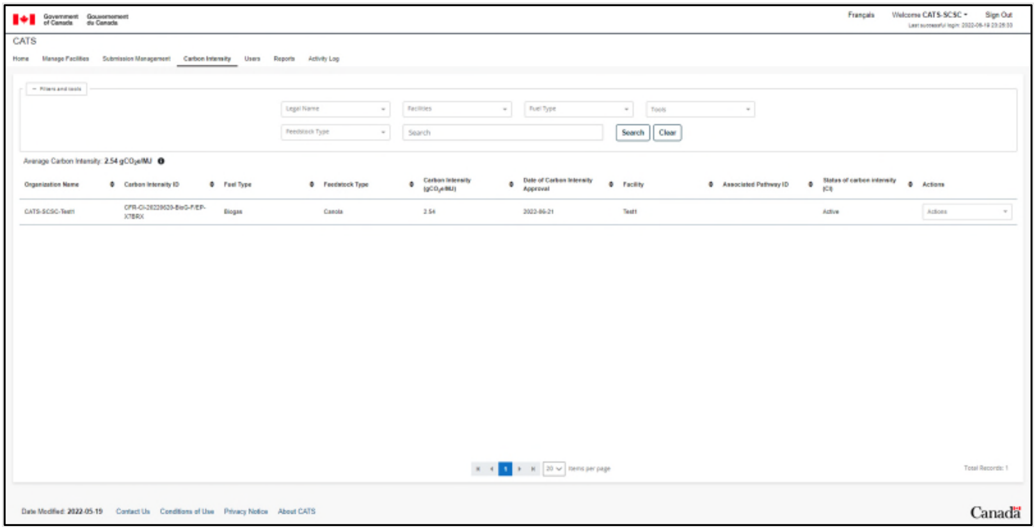


Figure 63: Carbon Intensity Tab

The Actions drop-down menu allows to:

- Request Cancellation (**section 5.5**).
- View CI Application

In case of a high number of records, users have the ability to use filters, sort and export the data. The search field may also be used to search for specific information.

Filters
- Legal Name
- Facilities
- Fuel Type
- Feedstock Type

Sort
- Organization Name
- Carbon Intensity ID*
- Fuel Type
- Feedstock Type
- Carbon Intensity (gCO_2e/MJ)
- Date of Carbon Intensity Approval
- Facility
- Associated Pathway ID
- Status of carbon intensity (CI)

Tools
- Export to Excel
- Export to PDF

*As in the Submission Management Tab, a unique ID is displayed.

Users will be able to associate the Carbon Intensity ID on this screen and the previous Submission ID displayed for the same application in the Submission Management tab:

Submission ID: CFR-CIApp-20220617-BioG-F/EP-X7BRX
Carbon Intensity ID: CFR-CI-20220620-BioG-F/EP-X7BRX

- 20220620 represents the date of the approval by ECCC

4.7 Emission-Reduction Projects Tab

This section displays all CO_2e-emission-reduction projects submitted by the organization and either cancelled, expired or recognized. Until the applications are processed by ECCC, they will only show in the **Submission Management Tab** (**section 4.5**).

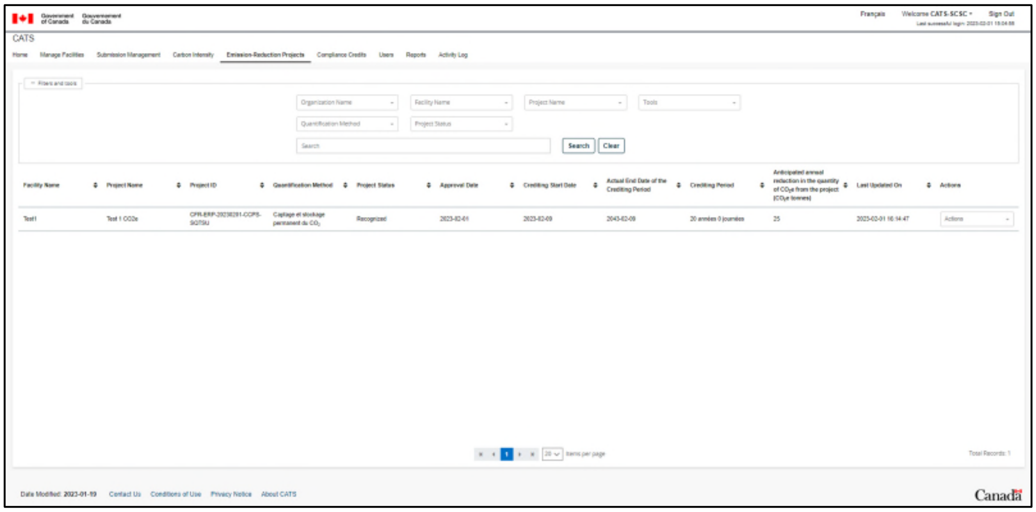


Figure 64: Emission-Reduction Projects Tab

The Actions drop-down menu allows to:

- Download Application PDF
- Request Cancellation
- View Emission-Reduction Project Application
- View Emission-Reduction Project Information

In case of a high number of records, users have the ability to use filters, sort and export the data. The search field may also be used to search for specific information.

Filters
- Organization Name
- Facility Name
- Project Name
- Quantification Method
- Project Status

Sort
- Facility Name
- Project Name
- Project ID
- Quantification Method
- Project Status
- Approval Date
- Crediting Start Date
- Actual End Date of the Crediting Period
- Crediting Period
- Anticipated annual reduction in the quantity of CO_2e from the project (CO_2e tonnes)
- Last Updated On

Tools
- Export to Excel
- Export to PDF

4.8 Compliance Credits Tab

This tab displays compliance-credit related information for the organisation account and allows the user to perform credit transfers.

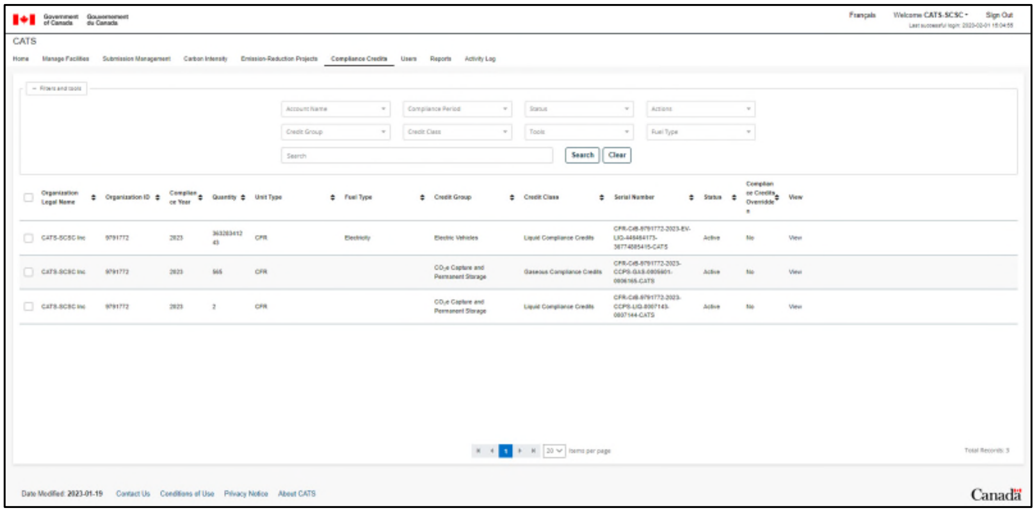


Figure 65: Compliance Credits Tab

In case of a high number of records, users have the ability to use filters, sort and export the data. The search field may also be used to search for specific information.

Filters
- Account Name
- Compliance Period
- Status
- Actions
- Credit Group
- Credit Class
- Fuel Type

Sort
- Organization Legal Name
- Organization ID
- Compliance Year
- Quantity
- Unit Type
- Fuel Type
- Credit Group
- Credit Class
- Serial Number
- Status
- Compliance Credits Overridden

Tools
- Export to Excel
- Export to PDF

The Actions drop-down menu allows to access the Transfer Credits option once a check box is selected for a given credit block.

More information on performing credit transfers will be available soon in an updated version of this guide.

4.9 Users Tab

This tab allows to view all users registered to the organization and also to create new user profiles.

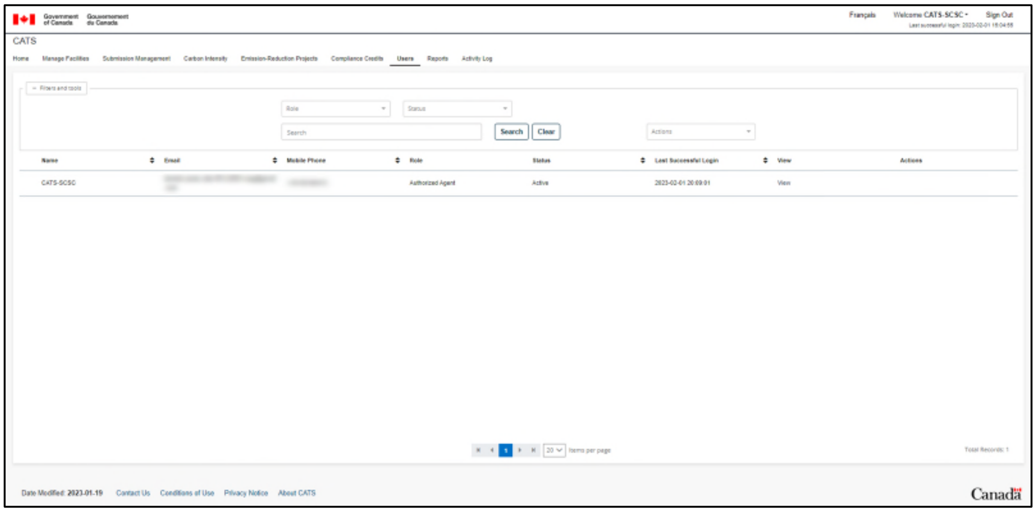


Figure 66: Users Tab

In case of a high number of records, users have the ability to use filters, sort and export the data. The search field may also be used to search for specific information.

Filters

- Role
- Status
- Actions

Sort

- Name
- Email
- Mobile Phone
- Status
- Last Successful Login

Actions

- Export to Excel
- Export to PDF
- Add User*

*To add additional users, refer to **section 13**.

The View option in the View column allows to access more information for each user and allows updates.

- Authorized Agent: to update information, proceed to **section 11** and update the registration report. This section allows only updating the method for receiving the verification code (SMS or email)

- The User Role section of the View screen allows to access Actions drop-down menu where a user can be Deactivated or Discarded.

    - Deactivate: User loses access and can be restored.
    - Discard: User is removed from the system.

4.10 Reports Tab

The reports tab displays four sub-tabs:

1) Credit-Creation Agreement (section 21)
2) Transfer Credits On Creation Agreement (section 108(2))
3) Overall Credit Status
4) Credit History Data

1) Credit-Creation Agreement

This tab displays the organization's Section 21 Agreements by compliance period.

- Agreements that show Active status in the Submission Management tab will be displayed in this sub-tab as Valid or Expired. Expired refers to a passed compliance period.
- Agreements that show a status other than Active in the Submission Management tab such as In Progress and Pending ECCC Review will only be displayed under the Submission Management tab.

The view feature associated to an agreement will display further information on the Section 21 Agreements to create credits.

In case of a high number of records, users have the ability to filter, sort and export the data. The search field may also be used to search for specific information.

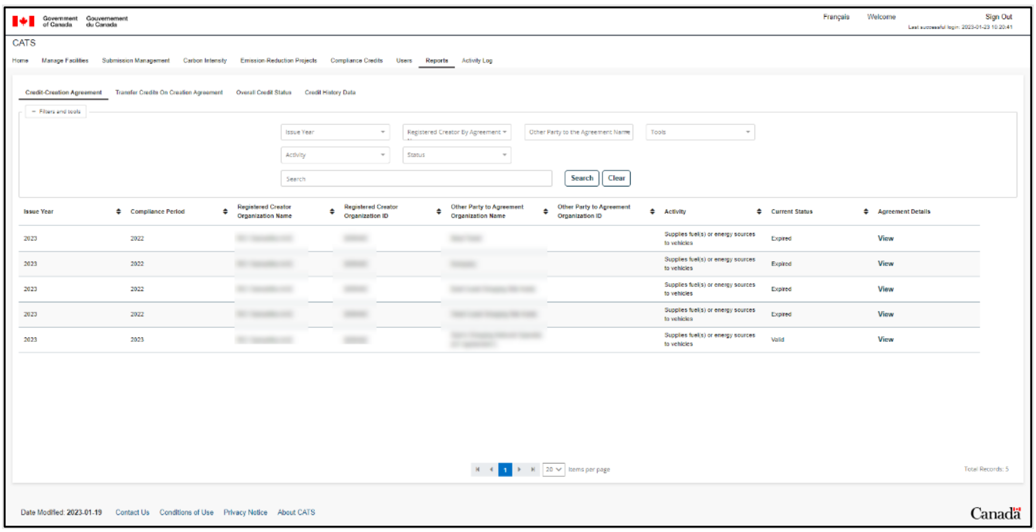


Figure 67: Reports Tab – Credit-Creation Agreement

Filters

- Issue Year
- Registered Creator By Agreement Name
- Other Party to Agreement Name
- Activity
- Status

Sort

- Issue Year
- Compliance Period
- Registered Creator Organization Name
- Registered Creator Organization ID
- Other Party to Agreement Organization Name
- Other Party to Agreement Organization ID
- Activity
- Current Status

Tools

- Export to Excel
- Export to PDF

2) Transfer Credits on Creation Agreement

This tab displays the organization's active section 108(2) Transfer Agreements by quarter.

Since the view feature displaying further information is not available in this section, the user may copy a given Agreement Identifier and paste it in the search bar of the Submission Management tab for further details and download options.

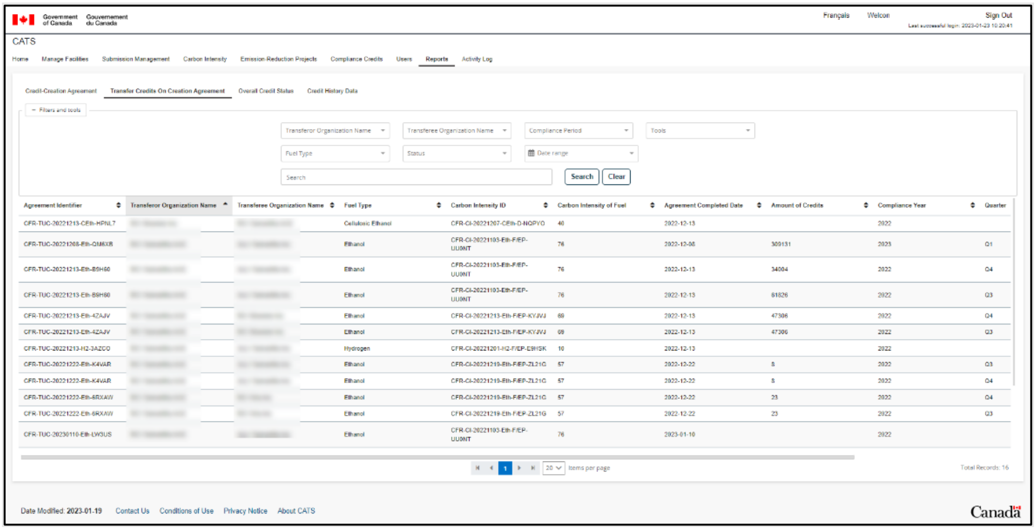


Figure 68: Reports Tab – Transfer Credits on Creation Agreement

In case of a high number of records, users have the ability to filter, sort and export the data. The search field may also be used to search for specific information.

Filters

- Transferor Organization Name
- Transferee Organization Name
- Compliance Period
- Fuel Type
- Status
- Date Range

Sort

- Agreement Identifier
- Transferor Organization Name
- Transferee Organization Name
- Fuel Type
- Carbon Intensity ID
- Carbon Intensity of Fuel
- Agreement Completed Date (this is the date agreement is submitted)
- Amount of Credits
- Compliance Year
- Quarter
- Status

Tools

- Export to Excel
- Export to PDF

3) Overall Credit Status

This tab displays the details of all credits available in user's organization account.

- Credits currently in the users account will be listed as "Active".
- Credits listed for trade will be displayed as "Pending Transfer (buyer)", until the credit transfer is accepted. Once the transfer is accepted, the line item will not be displayed on this tab (view Credit History Data tab).
- Credits cancelled will be displayed in this tab as "Cancelled".

NOTE: This report provides the status of credits as of the time report is run instead of a specific date range.

In case of a high number of records, users have the ability to filter, sort and export the data. The search field may also be used to search for specific information.

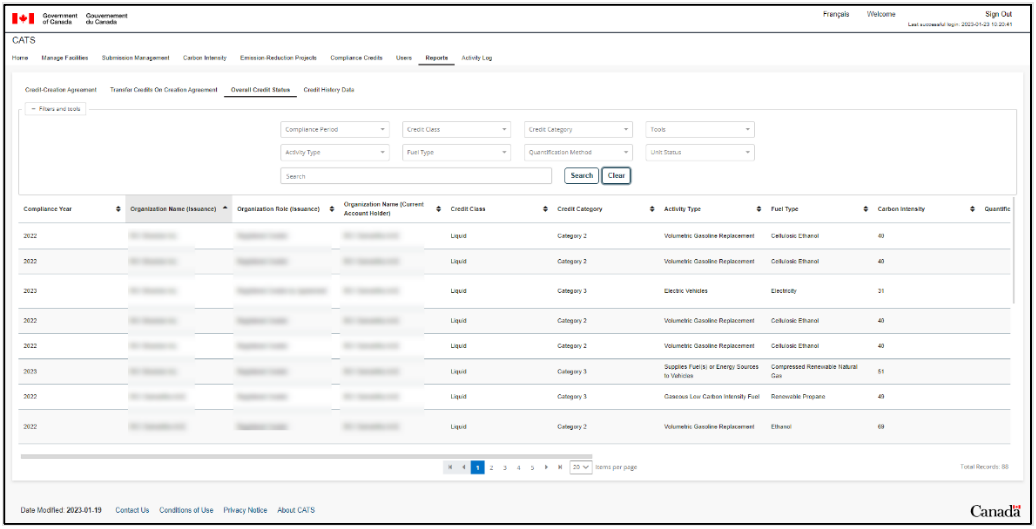


Figure 69: Reports Tab – Overall Credit Status

Filters

- Compliance Period
- Credit Class
- Credit Category
- Activity Type
- Fuel Type
- Quantification Method
- Unit Status

Sort

- Compliance Year
- Organization Name (Issuance)
- Organization Role (Issuance)
- Organization Name (Current Account Holder)
- Credit Class
- Credit Category
- Activity Type
- Fuel Type
- Carbon Intensity
- Quantification method
- Status
- Quantity of Credits
- Credit ID
- Comments
- Facility/Equipment Name
- Facility/Equipment

Tools

- Export to Excel
- Export to PDF

4) Credit History Data

This tab displays the information on credits being held by the user's organization.

- Credits issued from a Credit-Creation Report will be listed under this tab as "Issued" by credit type.
- Credits deposited into the users account are listed as "Active" by credit type.
- Any credits listed for trade will be displayed in this tab as "Pending Transfer (buyer)". Once a transfer is completed, a new line item will display the "Active" status, with the updated

destination account of the transferee. The Actions drop-down menu associated to the line item allows to download Transfer PDF.

- Credits cancelled will be displayed in this tab as “voluntarily cancelled”.

In case of a high number of records, users have the ability to sort and export the data. The search field may also be used to search for specific information.

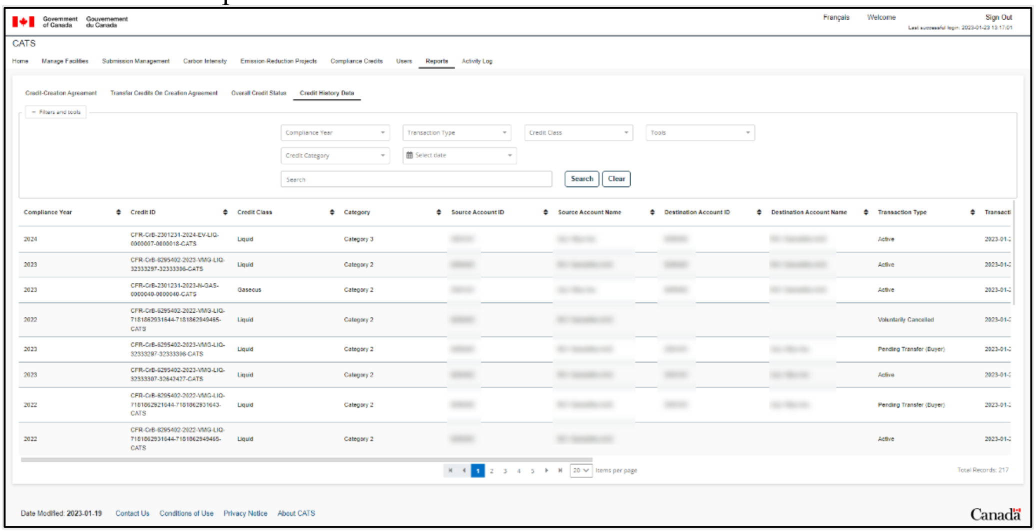


Figure 70: Reports Tab – Credit History Data

Filters

- Compliance Year
- Transaction Type
- Credit Class
- Credit Category
- Select Date

Sort

- Compliance Year
- Credit ID
- Credit Class
- Category
- Source Account ID
- Source Account Name
- Destination Account ID
- Destination Account Name
- Transaction Type
- Transaction Completion Date
- Transaction ID
- Quantity
- Compliance Credit Price
- Carbon Intensity
- Corresponding Volume of Low-CI Fuel

Tools

- Export to Excel
- Export to PDF

4.11 Activity Log Tab

The activity log tab tracks all account activity related to the specific organization profile.

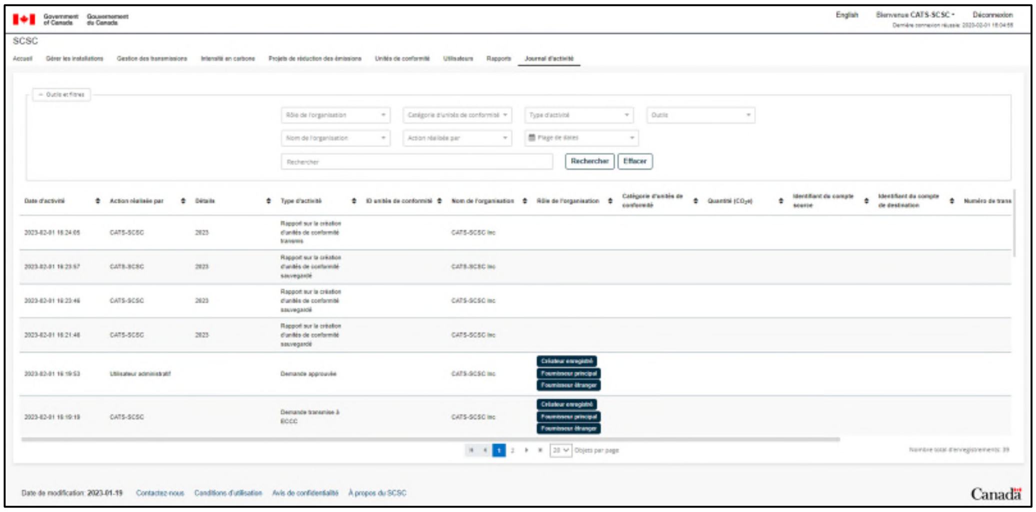


Figure 71: Activity Log Tab

In case of a high number of records, users have the ability to use filters, sort and export the data. The search field may also be used to search for specific information.

Filters

- Organization Role
- Credit Class
- Activity Type
- Organization Name
- Action Performed By
- Date Range

Sort

- Activity Date
- Action Performed By
- Details
- Activity Type
- Credit ID
- Organization Name
- Organization Role
- Credit Class
- Quantity (CO_2e)
- Source Account ID
- Destination Account ID
- Transaction Number
- Province/Territory/State
- Application ID

Tools

- Export to Excel
- Export to PDF

5 Applications

This section applies to users applying for the following approval in CATS:

- New pathway for carbon intensity from the Fuel LCA Model;
- Carbon intensity; or
- CO_2e-emission-reduction project

Information submitted in the registration report affects the screens visible in the application screens. If the user does not have access to the applicable screens, confirm that the information has been completed correctly for all activities carried out by the organization in the registration report or contact ECCC.

Before creating an application in CATS, ensure that:

- Organization is a Registered Creator or a Foreign Supplier as defined in the *Clean Fuel Regulations*
- Pre-requisites for registration in CATS have been completed and full access has been granted to the system (User requested participation in CATS and ECCC approved - **section 3.6**).
- The activity that requires an application has been confirmed in the registration report.

5.1 Creating a new application in CATS

The following steps must be performed for creating an application in CATS for a Registered Creator or a Foreign Supplier.

To create an application the user must complete the following steps:

1. Navigate to the **Submission Management** tab at the top of the page. Refer to **section 4.5** for more information.
2. Select **Create New Application** to start a new application.

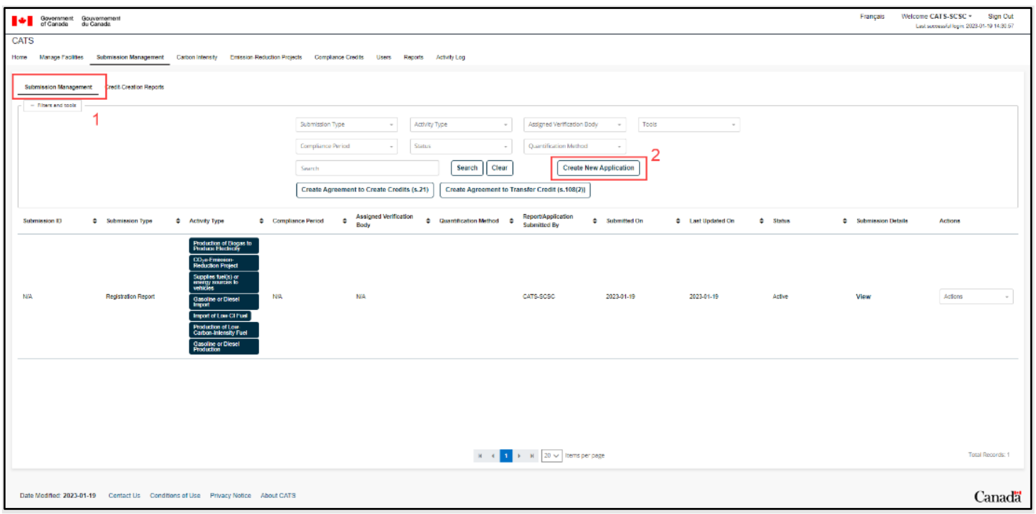


Figure 72: Applications - Create New Application

3. From the drop-down menu, select the desired application type:
   - **New Pathway Application** (**section 5.2**)
   - **Carbon Intensity Application** (**section 5.3**)
   - **CO_2e-Emission-Reduction Project Application** (**section 5.4**)

4. Select **Create Application**.

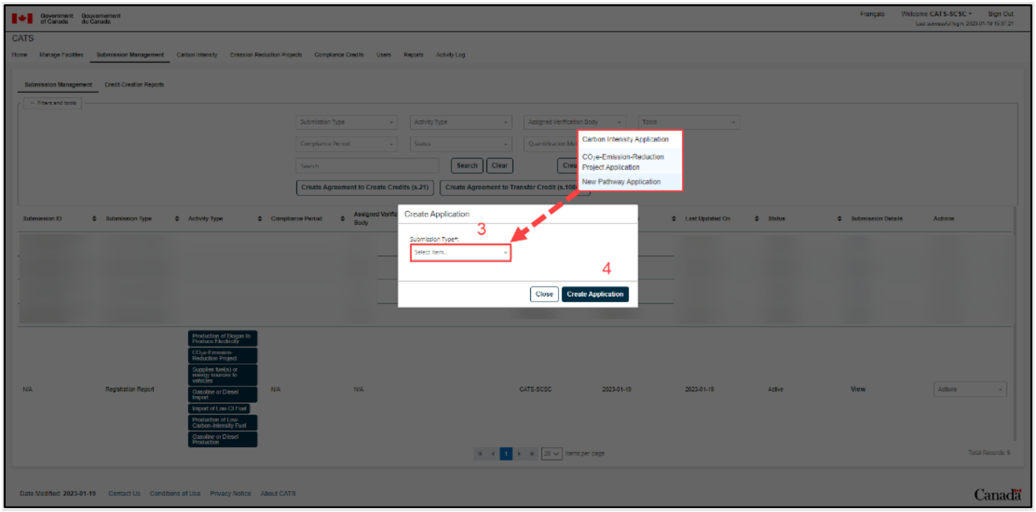


Figure 73: Applications - Create New Application - Select Application Type

5.2 New pathway application

Before submitting a Carbon Intensity Application for the approval of a carbon intensity based on a new pathway, the new pathway application must first be submitted in CATS and approved by ECCC. New pathways require approval if the fuel, material input or energy source is not indicated in the *Fuel LCA Model* or when the criteria in the *Specifications for Fuel LCA Model CI Calculations* for creating a new pathway are met. Refer to Reference Documents section for further information on where to find the above-mentioned documents.

The following steps must be performed to complete a New Pathway Application in CATS.

1. The New Pathway Application has been created.

To complete the application the user must complete the following steps in the **Select type of low-CI fuel, material input or energy source** screen:

2. Select the type of fuel, material input and/or energy source associated with the new pathway application. Multiple items can be selected for the same application.
3. Select **Proceed to Next Step**

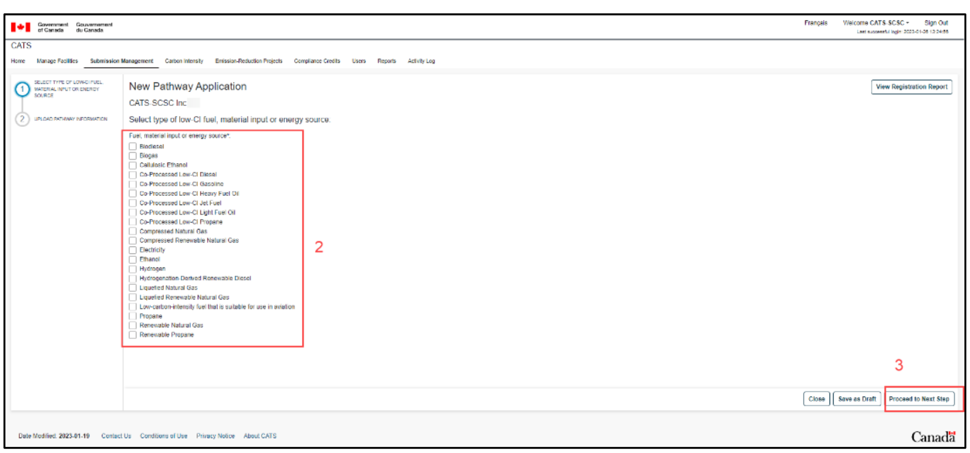


Figure 74:– New Pathway Application – Fuel, Material Input or Energy Source Selection

4. To complete the application the user must complete the following steps on the Upload Documents Screen:

   Upload a copy of the following documents:

   i. **Copy of the data workbook**
   ii. **Copy of the new pathway from the Fuel LCA Model with or without input data**
   iii. **Report that includes all requirements outlined in Schedule 7 items 5-10, 12, and 14**

5. To add additional documents, select **Upload Document.**

   For each additional document added, provide a short description of the document in the comment section.

6. To submit the application, select **Submit to ECCC**.

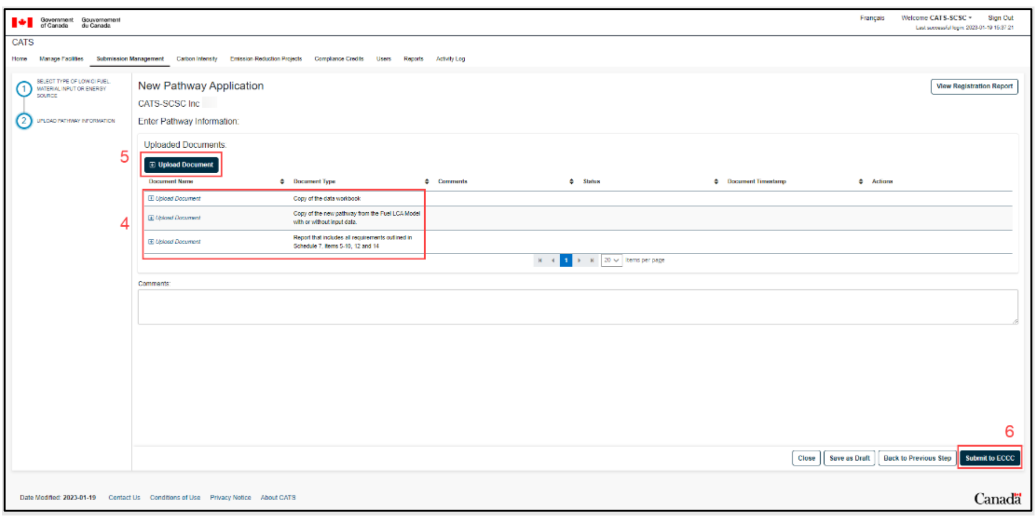


Figure 75: Applications – New Pathway Application – Document upload and submission

Once selected, a confirmation message will be displayed prompting the user to confirm the submission to ECCC.

Select **OK**.

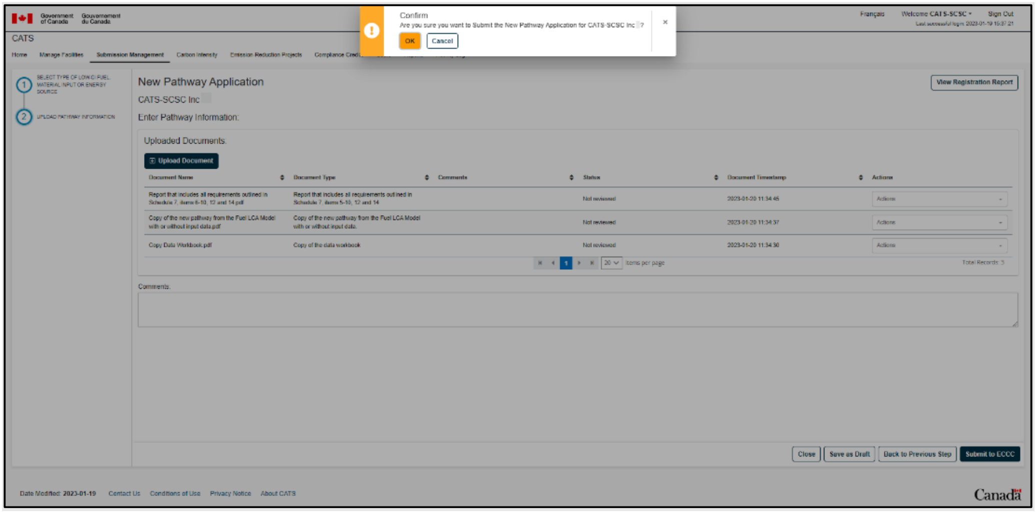


Figure 76: Applications - New Pathway Application - Document upload - Confirmation message

NOTE: Before submitting the application, the documents can be downloaded or deleted using the **Actions** drop down menu. If documents need to be updated or replaced after submitting the application, refer to section 5.6 for request to release application.

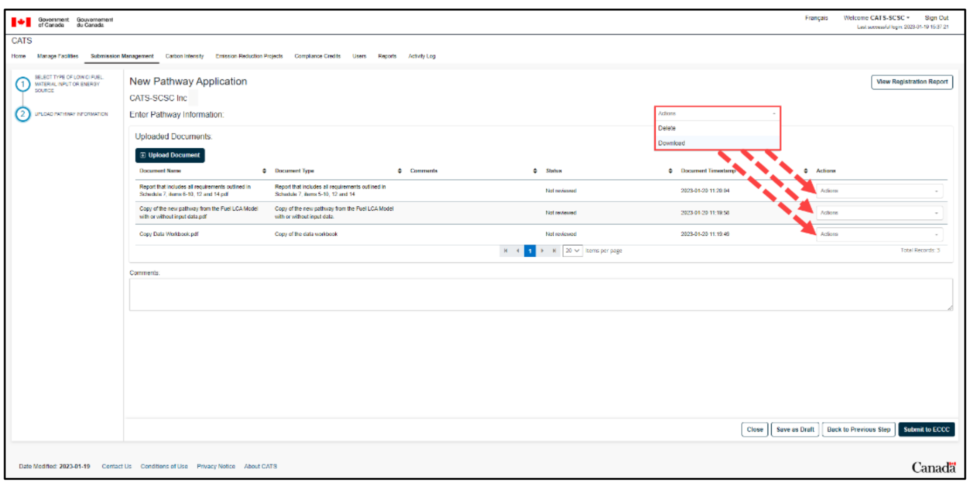


Figure 77: New Pathway Application –Available Actions for uploaded documents

Upon completion of all the required steps, ECCC will review the New Pathway Application and uploaded documents before approving the New Pathway.

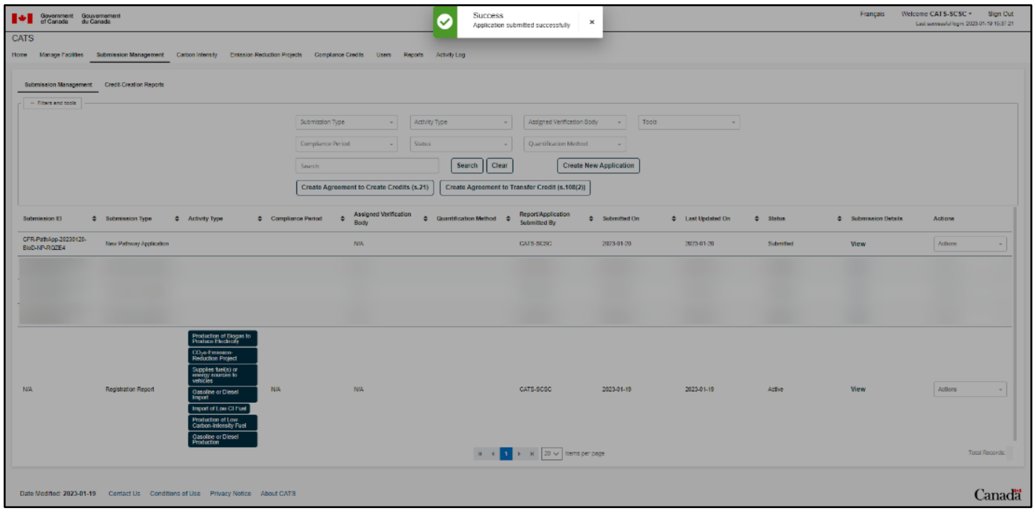


Figure 78: Applications - New Pathway Application - Application submitted - Success message

5.3 Carbon intensity application

A Carbon Intensity Application must be submitted to ECCC for approval for a carbon intensity to be used in credit creation. A foreign supplier can only apply for a carbon intensity for a fuel that is imported into Canada, and must select the **Low-CI Fuels or Material Inputs** when selecting activity type.

The following steps must be performed to complete a Carbon Intensity Application in CATS.

1. The **Carbon Intensity Application** is selected.

2. Select the **Activity type** from the drop-down menu:
   - **Low-CI Fuels or Material Inputs (section 5.3.1)**
   - **Compressed and liquefied fossil fuel gases (section 5.3.2)**
   - **Electricity (section 5.3.3)**
   - **Co-Processed Low-CI Fuel (section 5.3.4)**

3. Select **Create Application**.

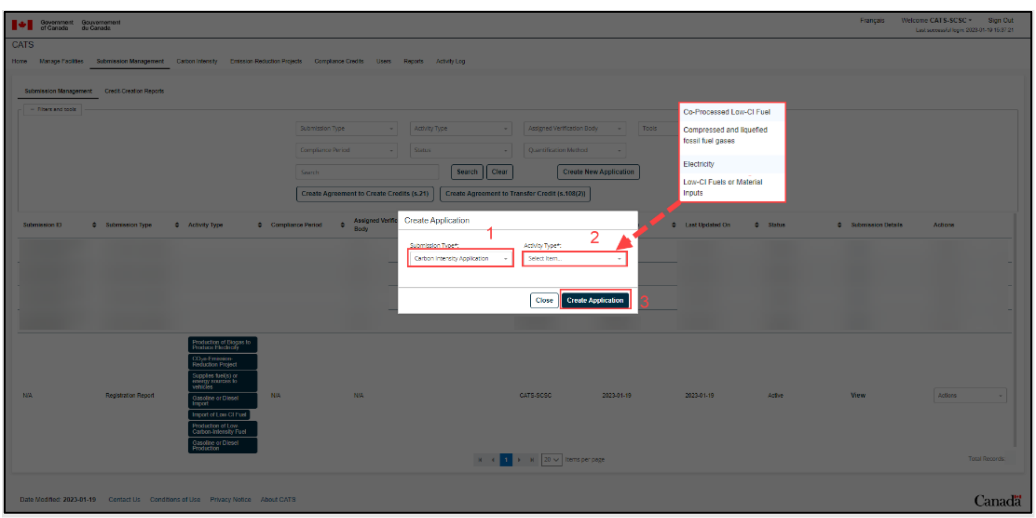


Figure 79: Applications - CI Application - Activity Type

5.3.1 Carbon intensity application - Low-CI Fuels or Material Inputs

This Carbon Intensity Application will be used by registered creators and foreign suppliers determining a CI of a low-carbon-intensity fuel or material input. List populates with fuels or material inputs indicated in the registration report.

NOTE: If applying for an electricity carbon intensity approval, use the CI Application- Electricity Activity Type. Refer to Section 5.3.3 for more information.

5.3.1.1 For applications using default carbon intensity according to the formula in section 75(1)(b) of the Regulations:

To complete the application the user must complete the following steps on the Basic Information Screen:

1. Select the type of fuel or material input subject to the carbon intensity application.
2. Select the basis on which the carbon intensity is determined, either **Cradle-to-Gate** or **Cradle-to-Grave.** If **Cradle-to-Grave** is selected, identify if the carbon intensity of another person is being transferred.
    - If the carbon intensity of another person is transferred, enter the carbon intensity identification number in the **Enter ID of Input/fuel CI** search field. Note, a carbon intensity identification number is generated when a carbon intensity is approved by ECCC.
    - After entering the carbon intensity identification number, click on **Search.** If the identification number exists, the **Name of organization** grayed out field will be populated. Click **Clear** to clear out the **Name of organization** field and search for another carbon intensity.
3. Identify if applying for a carbon intensity to replace a previously approved carbon intensity or not: If **Yes** is selected, select the **ID of Most Recent CI Application for the Fuel** from drop down menu.
4. Select the number of months of input data available to determine the carbon intensity of the fuel or material input;
    - **Less than 3 months** if applying for a calculated default CI.
5. Select the method that will be used to determine the fuel, material input or energy source carbon intensity:
    - Select **Calculated Default CI,** if the facility has less than 3 months of data available to determine the fuel or material input carbon intensity.
    - Note, if **Less than 3 months** is selected, the **Method of Determining CI** will automatically be set to **Calculated Default CI**
6. Select **Proceed to Next Step**.

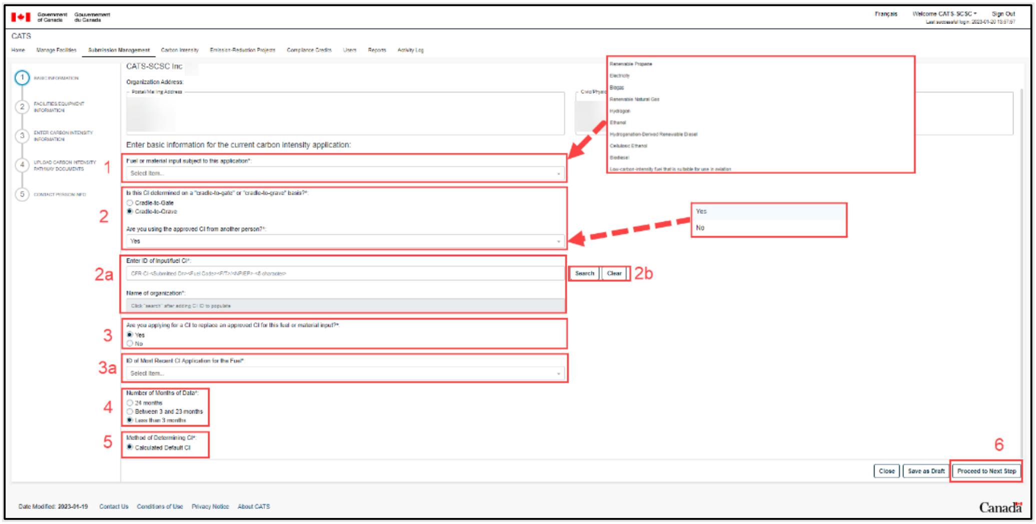


Figure 80: Applications - CI Application - Low-CI Fuels or Material Inputs - Basic information

The following steps describe information required in the Facility/Equipment Information Screen:

7. Select the facility associated with the carbon intensity in the application from the list of Organization's facilities.
8. Select **Proceed to Next Step**.

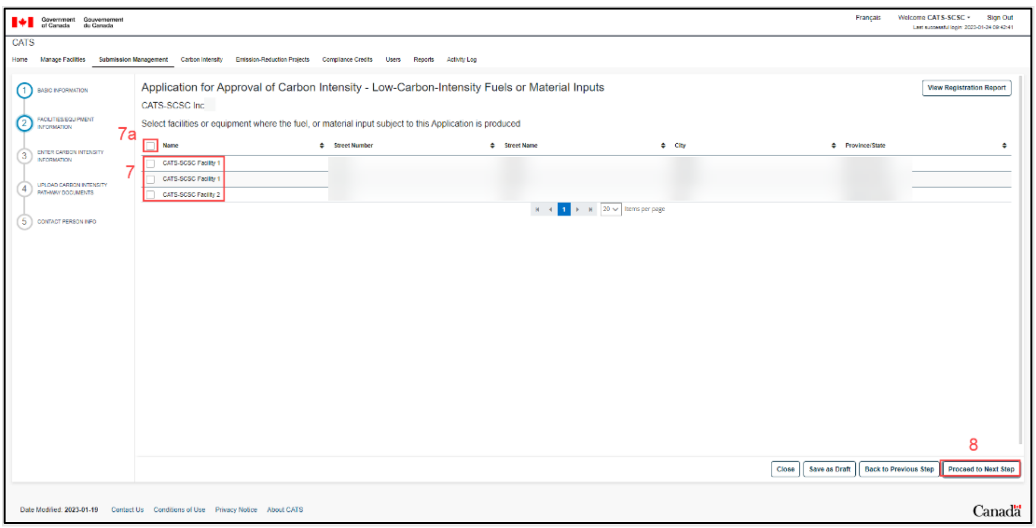


Figure 81: Applications - CI Application - Low-CI Fuels or Material Inputs - Facilities/Equipment Information

The following steps describe the information required in the Enter Carbon Intensity Information Screen:

9. Select the feedstock used to produce the low-carbon-intensity fuel or material input from the drop-down menu.
10. Enter the region where the feedstock was extracted/cultivated.
11. For Carbon Intensity Calculations, select the appropriate quantity from the drop-down menu, as identified in Schedule 6, items 2-7 of the Regulations, for:
    a. Feedstock (CIf)
    b. Production and Transportation (CIp)

c. Compression or Liquefaction (CIcl)
d. Electricity (CIe)
e. Additional Transportation (CItd)
f. Combustion or use (CI_c)

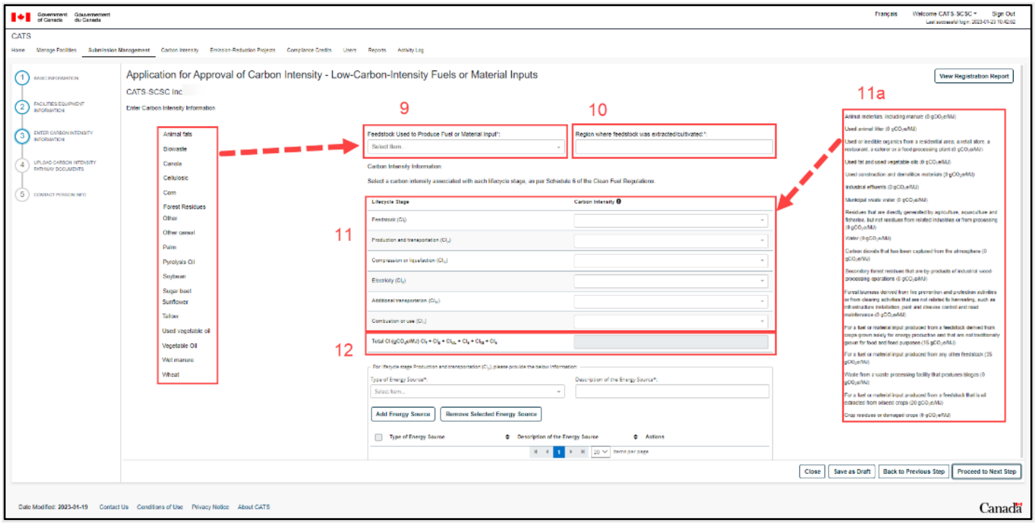


Figure 82: Applications - CI Application - Low-CI Fuels or Material Inputs - Carbon Intensity

12. The **Total CI** grayed out field will automatically populate with the carbon intensity calculated from the information selected at step 11.
13. For the lifecycle stage Production and Transportation (CI_p):
    a. Select the **Type of Energy Source** from the drop-down menu.
    b. Enter a **Description of the Energy Source**.
    c. Select **Add Energy Source**. This will add the energy source to the itemized list below.
    d. In the event of an error, under the **Actions** drop-down menu, select **Edit** to make changes to the energy source description.

    e. To remove an energy source, select the **checkbox** associated to the energy source and click on **Remove Selected Energy Source**.
    f. To remove all energy sources from the list, select the checkbox next to **Type of Energy** which will automatically select the whole list of energy sources.

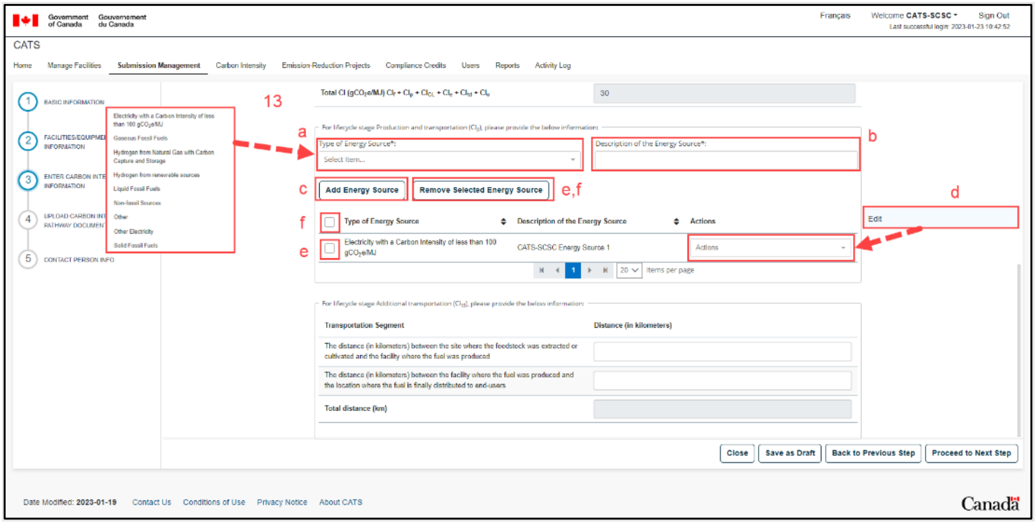


Figure 83: Applications - CI Application - Low-CI Fuels or Material Inputs - Carbon Intensity - Energy Source

14. Additional Information required for 13gCO_2e/MJ - Production and Transportation (CI_p)

If the value of **13** is selected for Production and Transportation (CI_p) (**Figure 84**).

a. Select the **Type of Energy Source** from the drop-down menu.
b. Enter a **Description of the Energy Source**.
c. Enter the **Estimated quantity of energy** used by the energy source.
d. Select **Add Energy Source**. This will add the energy source to the itemized list below.
e. In the event of an error, under the **Actions** drop-down menu, select **Edit** to make changes to the **Description of the Energy Source** or to the **Estimated quantity of Energy (MJ).**
f. To remove an energy source, select the checkbox associated to the energy source and click on **Remove Selected Energy Source**.
g. To remove all energy sources from the list, select the checkbox next to Type of Energy which will automatically select the whole list of energy sources.
h. The total quantity of energy from low-carbon-intensity, the total quantity of energy and the percentage of energy from low-carbon-intensity sources grayed out fields will automatically populate based on the information provided at step 11 and step 14.

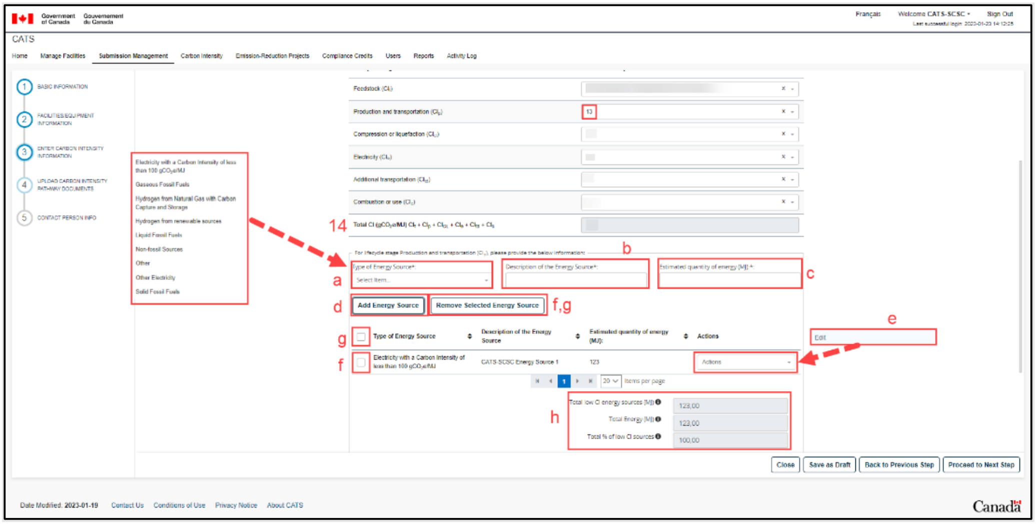


Figure 84: Applications - CI Application - Low-CI Fuels or Material Inputs - Carbon Intensity CIp

15. Additional Information required for 0gCO_2e/MJ – Additional Transportation (CI_{td})
    If the value of **0** is selected for Additional Transportation (CI_{td}) (**Figure 84**).
    a. Enter the distance (in kilometers) between the site where the feedstock was extracted or cultivated and the facility where the fuel was produced and the distance (in kilometers) between the facility where the fuel was produced and the location where the fuel is finally distributed to end-users.
    b. The total distance (in kilometers) grayed out field will automatically populate from the information entered at the previous step. Note, the value must be less than 1500km or an error message will be displayed on screen and the user will not be able to proceed before the input is updated.

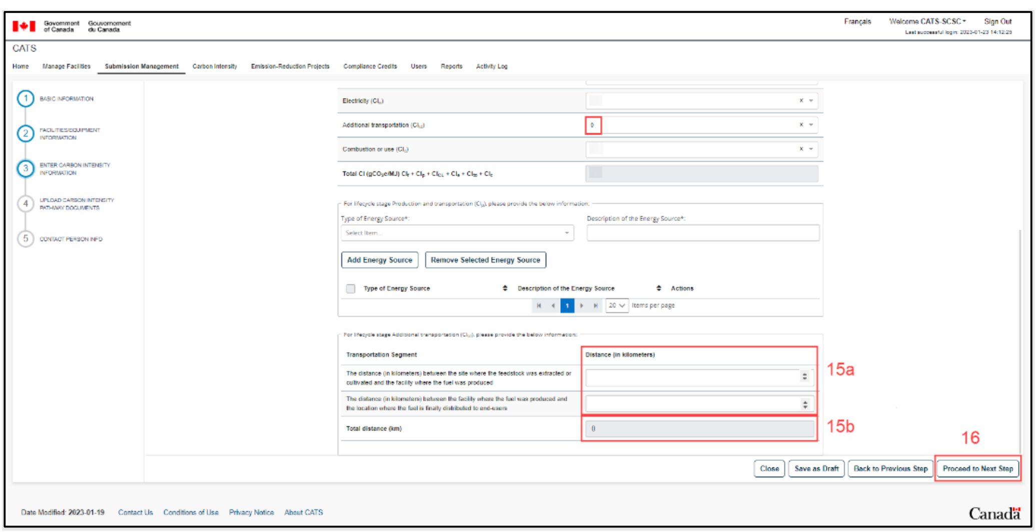


Figure 85: Applications - CI Application - Low-CI Fuels or Material Inputs - Carbon Intensity CItd

16. Select **Proceed to Next Step**.

The following steps describe information required in the **Upload Carbon Intensity Documents** Screen:

17. Complete the upload for the following document types:

a. Diagram that shows the process flow used to produce the fuel or material input
b. Report that includes all remaining applicable information that is required in Schedule 8 item 3.

18. Comments can be added in the text box below.

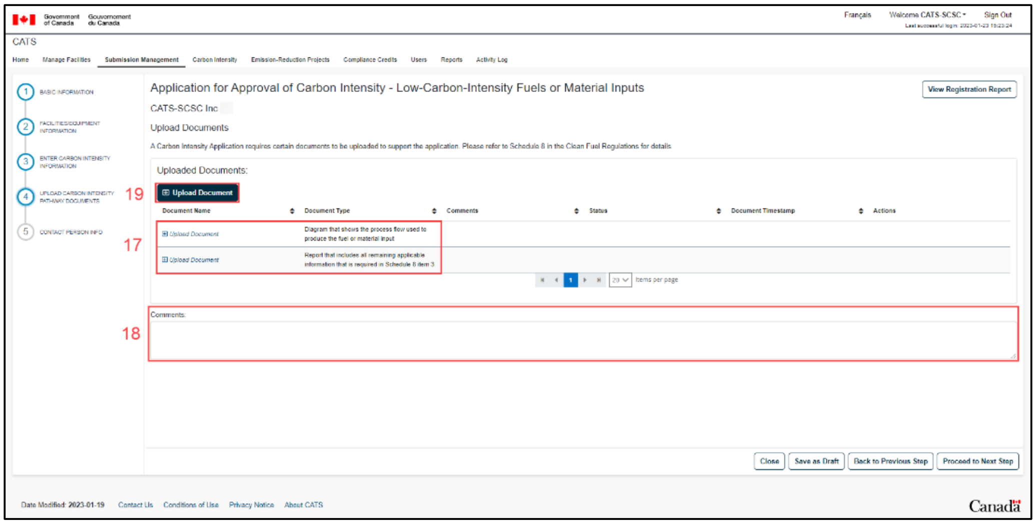


Figure 86: Applications - CI Application - Low-CI Fuels or Material Inputs – Upload Carbon Intensity Documents

19. To add additional documents, select **Upload Document** and the additional document upload screen will be displayed. Click on **Browse** to find the relevant document.

a. Select the **Document Type** from the drop down menu. Note: User can add multiple documents of the same type.
b. Additional comments can be added in the **Comment** section. Note, comments provided in this section will show in the Comments column on the **Upload Carbon Intensity Documents** when the document is uploaded.
c. Click on **Upload.**

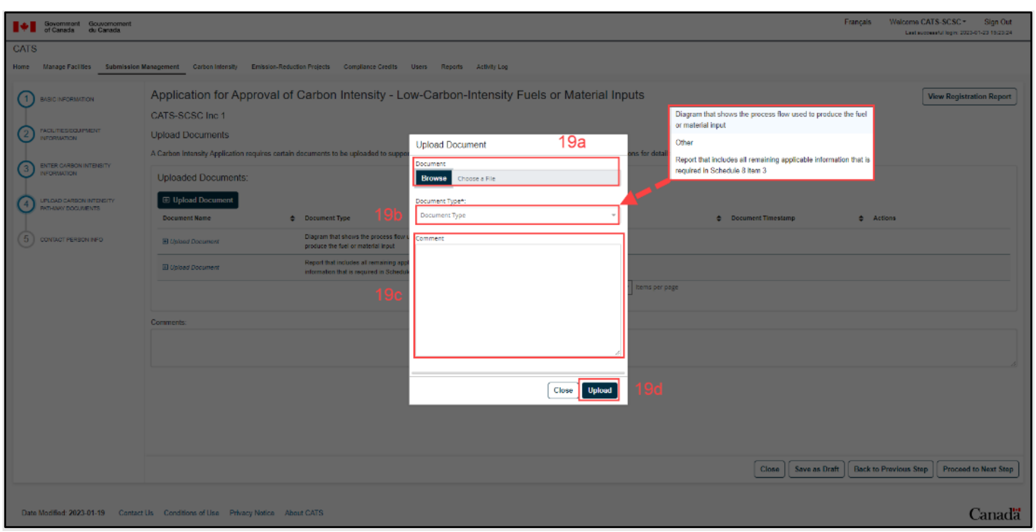


Figure 87: Applications - CI Application - Low-CI Fuels or Material Inputs – Upload Document

20. Once a document is uploaded, the screen displays the following columns:
a. **Actions** – Used to delete or download the uploaded document
b. **Timestamp**

c. **Status**
d. **Comments**

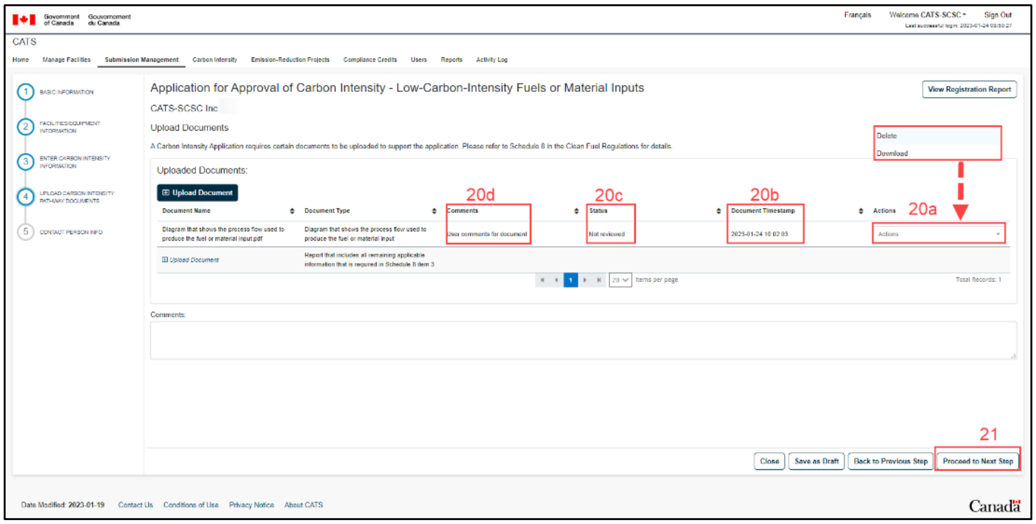


Figure 88: Applications - CI Application - Low-CI Fuels or Material Inputs – Uploaded documents

21. Once all documents have been uploaded and relevant information has been entered, select **Proceed to Next Step**.

The following steps describe information required in the Contact Person Info Screen:

22. To complete the information for the Contact person responsible for the CI application:

a. If the contact person for the carbon intensity application is the same as the Authorized Agent or the Contact person of the Organization, check the respective checkbox.
b. If the contact person for the carbon intensity application differs from the Authorized Agent and the Contact person of the organization, complete the following information.
c. If the contact person postal/mailing or the civic/physical address is the same as the Organization Address, select the respective **Same as Organization address** checkbox. Note: This option will be grayed out if **Same as the Contact Person of the Organization** or **Same as Authorized Agent of the Organization** checkbox is selected (Step 22.a)

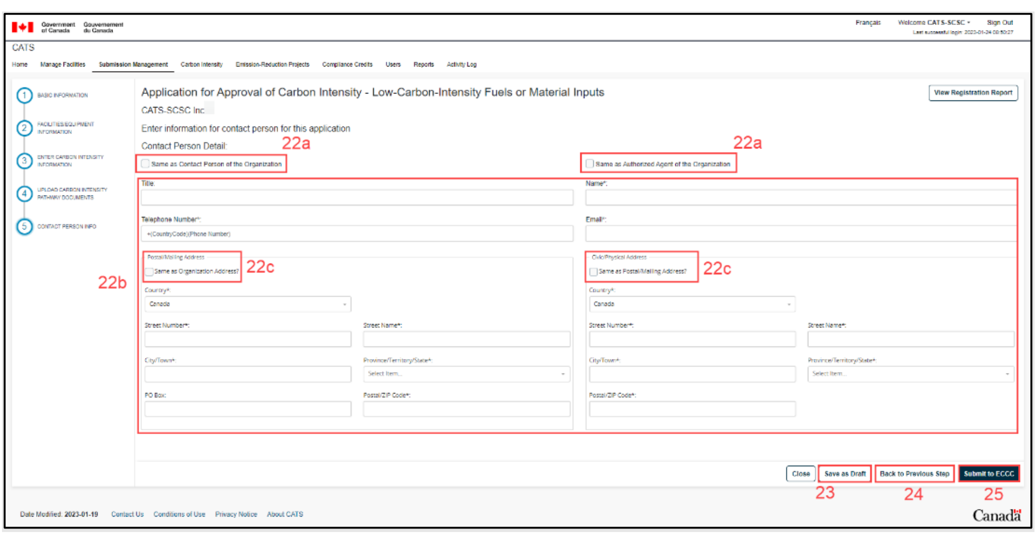


Figure 89: Applications - CI Application - Low-CI Fuels or Material Inputs - Contact person

23. Select **Save as Draft**, if needed, to exit the Carbon Intensity Application without submitting it to ECCC for review.

A confirmation message will be displayed on screen to confirm if the User wants to save the Application. Select **OK** to save the application.

The saved Application can be accessed through the Submission Management Tab.

24. Select **Back to Previous Step** to go back to previous screens to review and update information/documents, if needed.

Once the review and updates are done, navigate to the last screen, Contact Person Info screen, by clicking on **Proceed to Next Step.**

25. If the Application is ready to be submitted, select **Submit to ECCC.**

By submitting the application, the documents and information included in the application cannot be updated. Some actions may be performed to update its content, see Request for Release (Section 5.6) and Request for Cancellation (Section 5.5).

26. Once **Submit to ECCC** is selected, a confirmation message will prompt the user to confirm the submission to ECCC.

Select **OK**, if the application is ready to be submitted to ECCC for review.

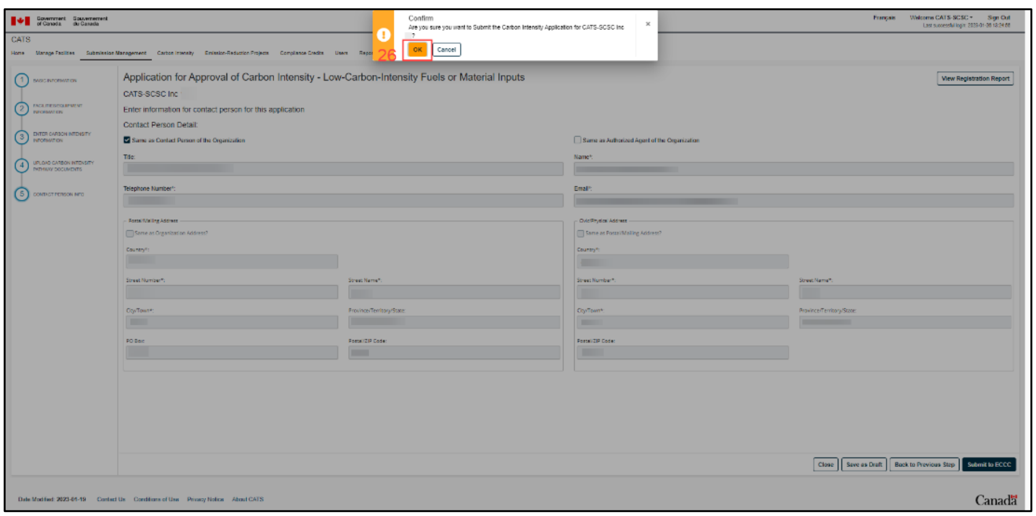


Figure 90: Applications - CI Application - Low-CI Fuels or Material Inputs - Confirmation

27. After submitting the Carbon Intensity Application, a success message will be displayed on screen and the transaction will be saved to CATS.

   a. Notice the **Transaction Date** column on the **Home Tab** displays the timestamp when the carbon intensity application has been submitted to ECCC for review
   b. Notice the **Action Performed By** column on the **Home Tab** displays the User who submitted the carbon intensity application to ECCC for review.

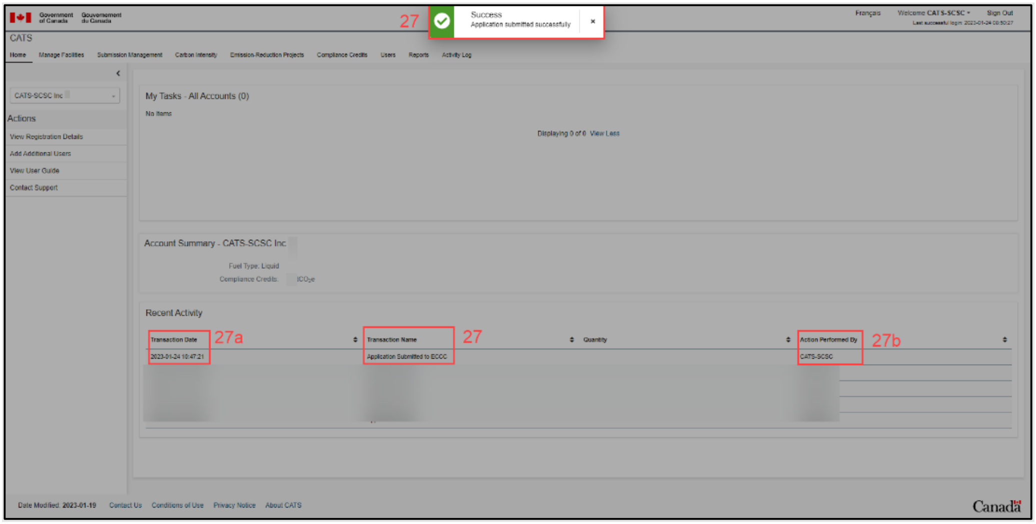


Figure 91: Applications - CI Application - Low-CI Fuels or Material Inputs - Success message

Upon completion of all the required steps, ECCC will review the Carbon Intensity Application and uploaded documents before approving the fuel, material input or energy source carbon intensity.

5.3.1.2 For applications using the Fuel LCA Model:

To complete the application the user must complete the following steps on the Basic Information Screen:

1. Select the type of fuel or material input subject to the application.
2. Select the basis on which the carbon intensity is determined, either **Cradle-to-**Gate or **Cradle-to-Grave**. If **Cradle-to-Grave** is selected, identify if the carbon intensity of another person is being transferred.
    a. If the carbon intensity of another person is transferred, enter the carbon intensity identification number in the Enter ID of Input/fuel CI search field. Note, the carbon intensity identification number is generated when a carbon intensity application is approved by ECCC.
    b. After entering the carbon intensity identification number, click on Search. If the identification number exists, the Name of organization grayed out field will be populated. Use the Clear field to clear out the Name of organization field and search for another carbon intensity.
3. Identify if applying for carbon intensity to replace a previously approved carbon intensity or not:
    a. If **Yes** is selected, select the identification number of the previously approved carbon intensity of this fuel, material input or energy source from the **ID of Most Recent CI Application for the Fuel** drop down menu. Note, a carbon intensity identification number is generated when a carbon intensity is approved by ECCC.
4. Select the number of months of input data available to determine the carbon intensity of the fuel, material input or energy source:
    - **24 months** - Select if applying for a Fuel LCA Model
    - **3 to 23 months** - Select if applying for a Temporary CI from the Fuel LCA Model
    - **Less than 3 months** - do not select
5. Select the method that will be used to determine the carbon intensity:
    - Select **LCA Model,** if the facility has more than 3 months of data available to determine the fuel or material input carbon intensity.

6. Select the **Type of Pathway Used in this Application**:

- Select **Existing** - If an existing pathway will be used
- Select **New** - If a new pathway will be used. If selected, identify the approved pathway identification number from the drop-down menu. Note, a pathway identification number is generated when a New Pathway Application is approved by ECCC.

7. Select the status of the carbon intensity subject to this application:

- Select **Final** – if the facility has minimum 24 months of data available to determine the carbon intensity
- Select **Temporary** if the facility has between 3 months and less than 24 months of data available to determine the carbon intensity

8. Select **Proceed to Next Step**.

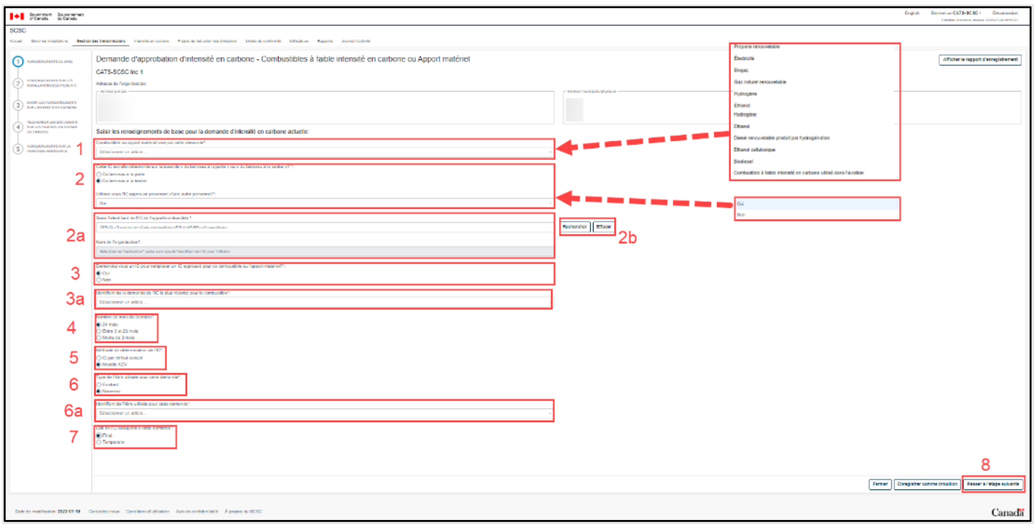


Figure 92: Applications - CI Application - Low-CI Fuels or Material Inputs - Carbon Intensity - Basic information

The following steps describe information required in the Facility/Equipment Information Screen:

9. Select the facility associated with the carbon intensity application from the list of Organization's facilities.
10. Select **Proceed to Next Step**.

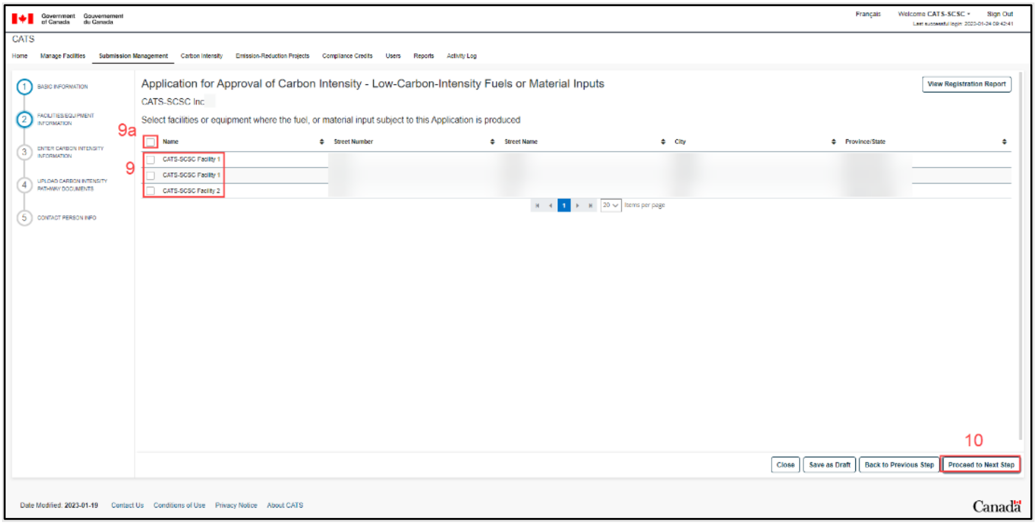


Figure 93: Applications - CI Application - Low-CI Fuels or Material Inputs - Facility/Equipment selection

The following steps describe information required in the Carbon Intensity Information Screen:

11. Enter the **Carbon Intensity** value to two decimal places
12. Enter the Additional Carbon **Intensity** value to two decimal places, if applicable.
13. The **Carbon Intensity (Rounded Value)** grayed out field will automatically populate based on the information entered in the previous two steps. Note that this carbon intensity is the sum of the Carbon Intensity value to two decimal places and the Additional Carbon intensity value to two decimal places. This carbon intensity is the value that will be used for calculations once this application is approved by ECCC.
14. Select the **Feedstock Used to Produce Fuel or Material Input** from the drop-down menu. Note, if **Other** is selected, indicate the other feedstock in the **Other Feedstock** field.
15. Indicate the **Region where the feedstock was extracted/cultivated**.
16. Select **Proceed to Next Step**.

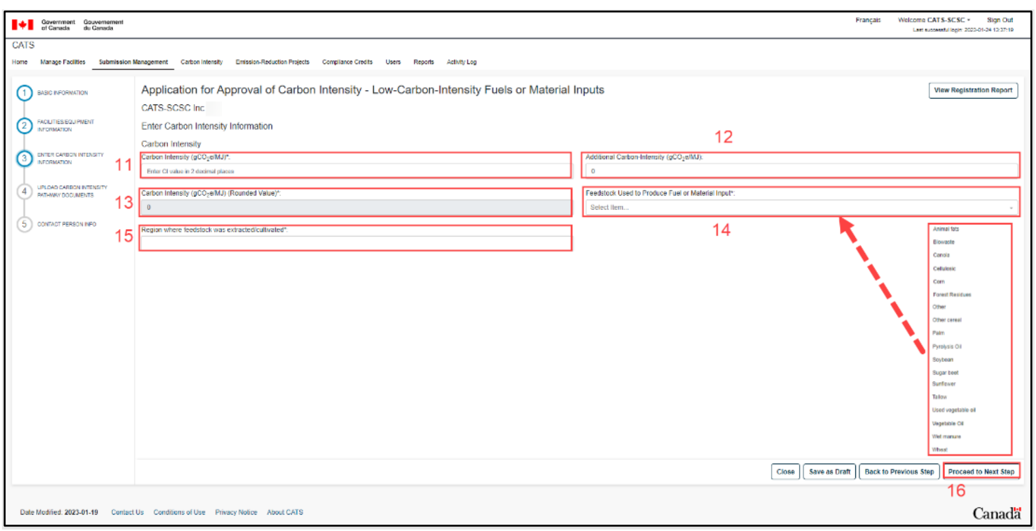


Figure 94: Applications - CI Application - Low-CI Fuels or Material Inputs - Carbon intensity

The following steps describe information required in the Upload Carbon Intensity Documents Screen:
17. Complete the upload for the document types:

a. Diagram that shows the process flow used to produce the fuel or material input.

b. Report that includes all remaining applicable information that is required in Schedule 8 item 3.
c. Copy of the pathway from the Fuel LCA Model (.zip)
d. Copy of the data workbook.

17. Comments can be added in the text box below.

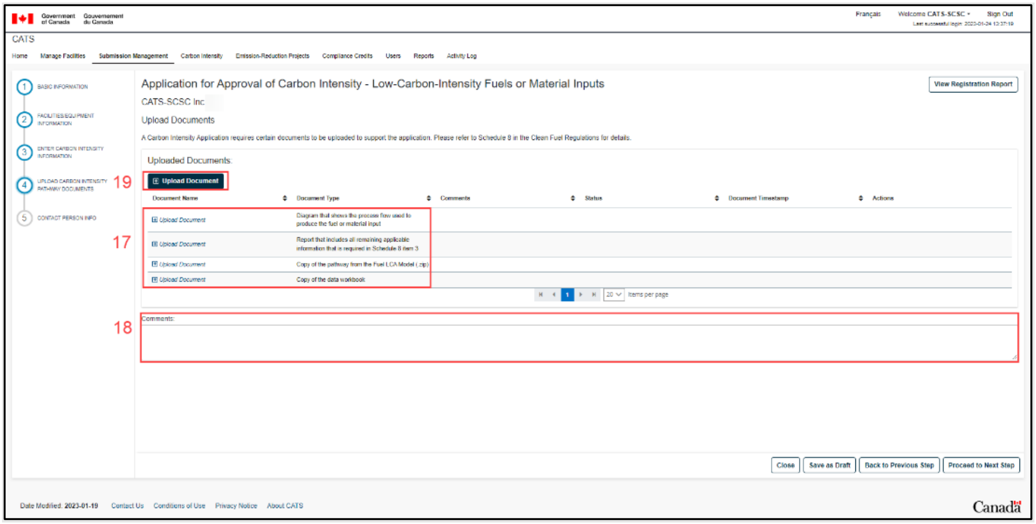


Figure 95: Applications - CI Application - Low-CI Fuels or Material Inputs - LCA Model – Upload Carbon Intensity Documents

19. To add additional documents, select **Upload Document** and the additional document upload screen will be displayed.

a. Click on **Browse** to find the relevant document.
b. Identify the **Document Type** from the drop down menu. Note: User can upload multiple documents of the same type.
c. Additional comments can be added in the **Comment** section. Note, comments provided in this section will show in the Comments column on the **Upload Carbon Intensity Documents** Screen when the document is uploaded.
d. Click on **Upload** to upload the document. The document will show in the documents' list of the **Upload Carbon Intensity Documents** screen.

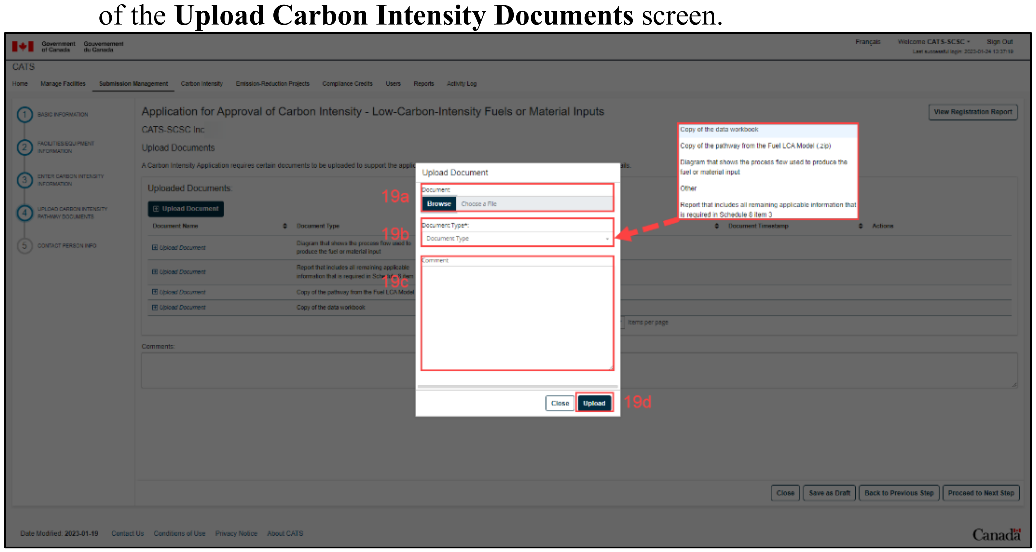


Figure 96:Applications - CI Application - Low-CI Fuels or Material Inputs – LCA Model - Document upload

20. Once a document is uploaded:
    a. Document can be deleted or downloaded using the A**ctions** drop down menu
    b. Timestamp will appear on screen as soon as the user clicks on **Upload.**
    c. Document status will show as **Not Reviewed.**
    d. Comments included when uploading the document will be displayed in the **Comments** column

21. Once all documents have been uploaded and relevant information has been entered, select **Proceed to Next Step**.

The following steps describe information required in the Contact Person Info Screen:

22. Complete the information for the Contact person responsible for the application:

    a. If the contact person is the same as the Authorized Agent or the Contact person of the Organization, check the respective checkbox.
    b. If the contact person differs from the Authorized Agent and the Contact person of the Organization, complete the following information.
    c. If the contact person postal/mailing or the civic/physical address is the same as the Organization Address, select the respective **Same as Organization address** checkbox. Note: This option will be grayed out if **Same as the Contact Person of the Organization** or **Same as Authorized Agent of the Organization** checkbox is selected (Step 22.a)

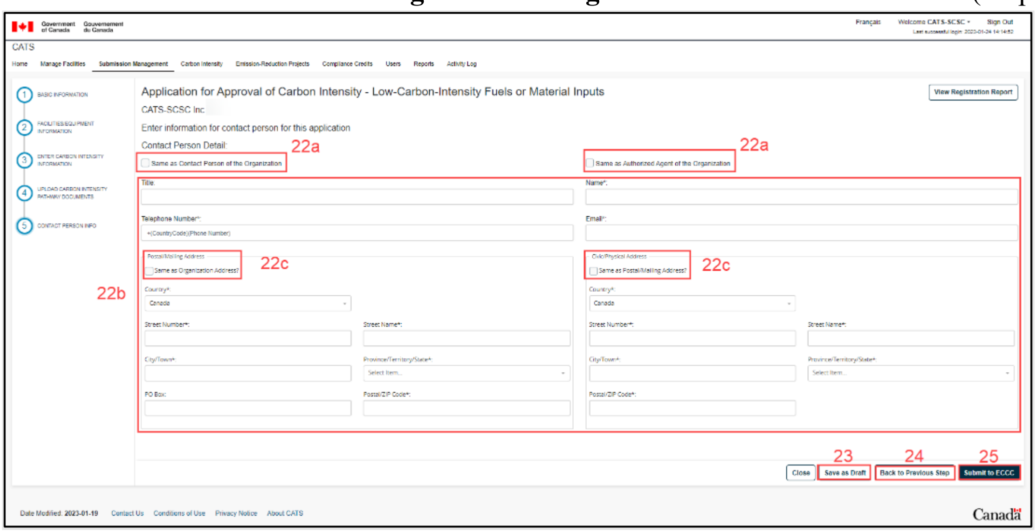


Figure 97: Applications - CI Application - Low-CI Fuels or Material Inputs - Contact person

23. Select **Save as Draft**, if needed, to exit the Application without submitting it to ECCC for review.
    - A confirmation message will be displayed on the screen.
    - Click on **OK** to save the application.
    - The saved Application can be accessed through the Submission Management Tab.

24. Select **Back to Previous Step** to go back to previous screens to review and update information/documents, if needed.

Once the review and updates are done, navigate to the last screen, Contact Person Info screen, by clicking on **Proceed to Next Step.**

25. If the Application is ready to be submitted, select **Submit to ECCC.**

Note: By submitting the application, the documents and information included in the application cannot be updated. Some actions may be performed to update its content, see Request for Release (Section 5.5) and Request for Cancellation (Section 5.6).

26. Once **Submit to ECCC** is selected, a confirmation message will prompt the user to confirm the submission to ECCC. Select **OK**.

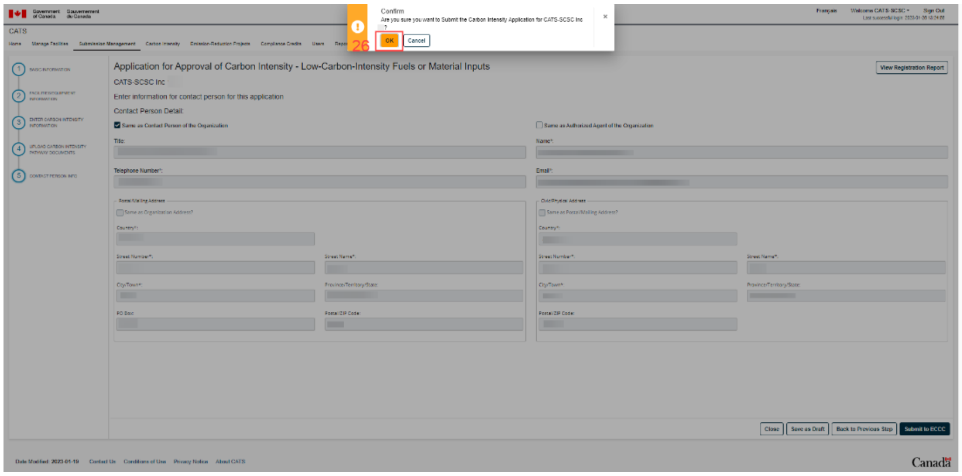


Figure 98: Applications - CI Application - Low-CI Fuels or Material Inputs - Confirmation message

27. After submitting the carbon intensity application, a success message will be displayed on screen and the transaction will be saved to CATS.

a. Notice the **Transaction Date** column on the **Home Tab** displays the timestamp when the carbon intensity application has been submitted to ECCC for review

b. Notice the **Action Performed By** column on the **Home Tab** displays the User who submitted the carbon intensity application to ECCC for review.

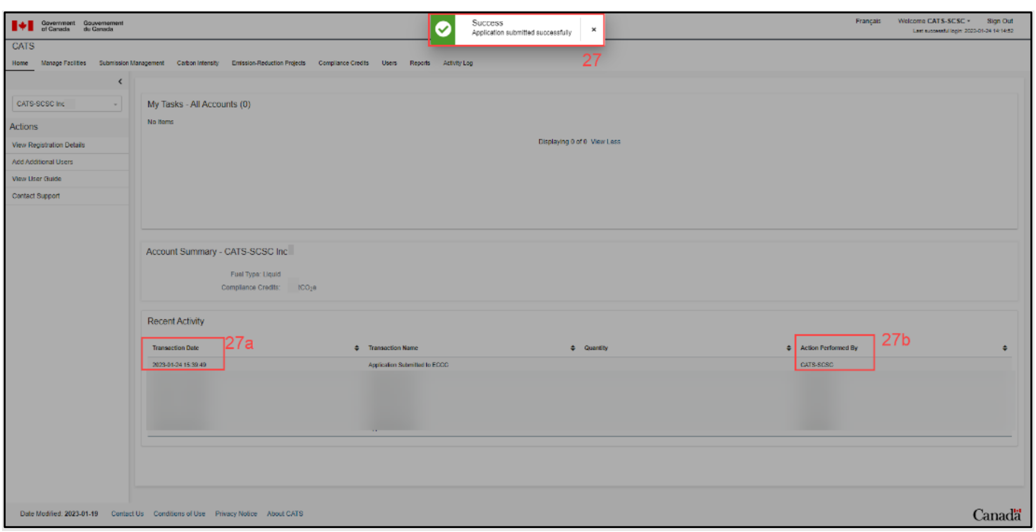


Figure 99: Applications - CI Application - Low-CI Fuels or Material Inputs - Success message

Upon completion of all the required steps, ECCC will review the carbon intensity application and uploaded documents before approving the fuel or material input carbon intensity.

5.3.2 CI application - Compressed and liquefied fossil fuel gases

This carbon intensity application covers instances of a carbon intensity required for credit creation for compressed and liquefied fossil gaseous fuels (natural gas and propane) and compressed or liquefied renewable gaseous fuels (renewable natural gas, renewable propane and co-processed low-CI propane) supplied at fuelling stations. Please refer to the *CFR Specifications for Fuel LCA Model Carbon Intensity Calculations* for more information and contact the Low Carbon Fuels Division if you are unsure if a carbon intensity application is required for the fuel.

To complete the application the user must complete the following steps on the Basic Information Screen:

1. Select the Fuel or material input subject to this application.
2. Select **Yes** or **No** to "Do you have an existing approved CI for this gaseous fossil fuel?"
    a. If **Yes** is selected, select the identification number of the previously approved carbon intensity of this fuel or material input from the **ID of Most Recent CI Application for the Fuel** drop down menu.
3. Select the number of months during which the data is available to determine the carbon intensity of the fuel
    - **24 months** - Select if applying for a final CI from the Fuel LCA Model
    - **3 to 23 months** - Select if applying for a Temporary CI from the Fuel LCA Model
    - **Less than 3 months** - do not select
4. Select the Type of Pathway used for this Application:
    - Select **Existing**: If an existing pathway will be used
    - Select **New**: If a new pathway will be used. If **New** is selected, identify the approved pathway identification number from the **Pathway used for this Application** drop down menu.
5. Select the Status of CI subject to this application
    - Select **Final** – if the facility has 24 months of data available to determine the carbon intensity
    - Select **Temporary** if the facility has between 3 months and less than 24 months of data available to determine the carbon intensity
6. Select **Proceed to Next Step**.

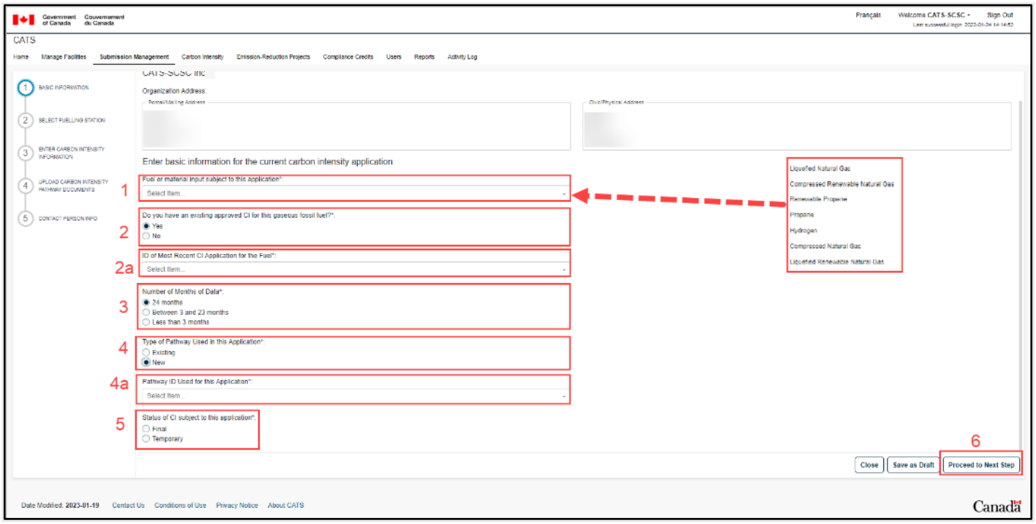


Figure 100: Applications - CI Application - Compressed and liquefied fossil fuel gases - Basic information

The following steps describe information required in the Fuelling Station Information Screen:

7. Select the Fuelling Station associated with the carbon intensity in the application from the list of Organization’s facilities.

8. Select **Proceed to Next Step**.

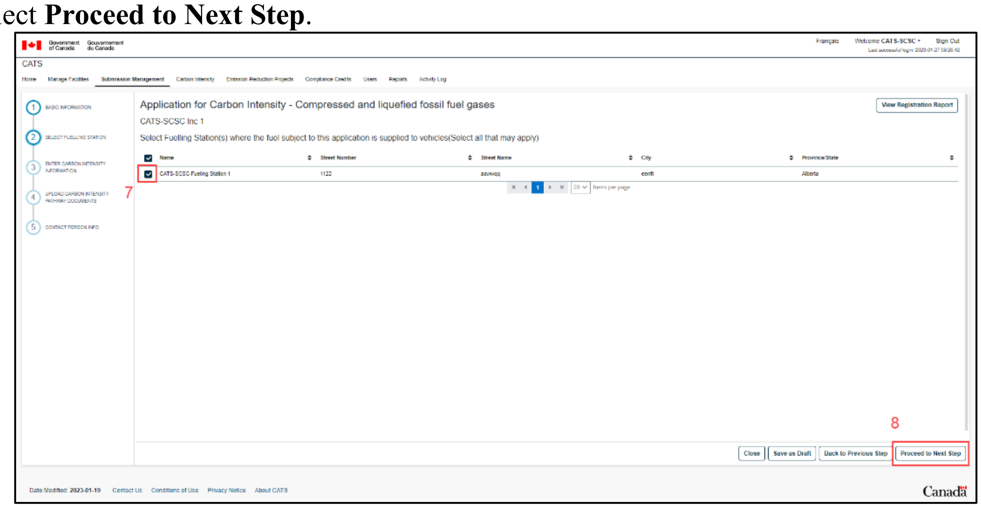


Figure 101: Applications - CI Application - Compressed and liquefied fossil fuel gases - Facility/Equipment Selection

The following steps describe information required in the Carbon Intensity Information Screen:

9. Enter the **Carbon Intensity** value to two decimal places
10. Enter the **Additional Carbon Intensity** value to two decimal places, if applicable
11. Notice the **Carbon Intensity (Rounded Value)** will automatically populate based on the information entered in the previous two steps. Note that this carbon intensity is the sum of the Carbon Intensity value to two decimal places and the Additional Carbon intensity value to two decimal places. This carbon intensity is the value that will be used for calculations once this application is approved by ECCC.
12. Select all applicable **Type of thermal energy or electricity consumed in the compression or liquefaction of the fuel**.
13. Select **Proceed to Next Step**.

Figure 102: Applications - CI Application - Compressed and liquefied fossil fuel gases - Carbon Intensity

The following steps describe information required in the Upload Carbon Intensity Documents Screen:

14. Complete the upload for the following document types:
    a. Copy of the pathway from the Fuel LCA Model (.zip)
    b. Copy of the data workbook
    c. Diagram of each compression or liquefaction process
    d. Report that includes all remaining applicable information that is required in Schedule 8, item 4

15. Comments can be added in the text box below.

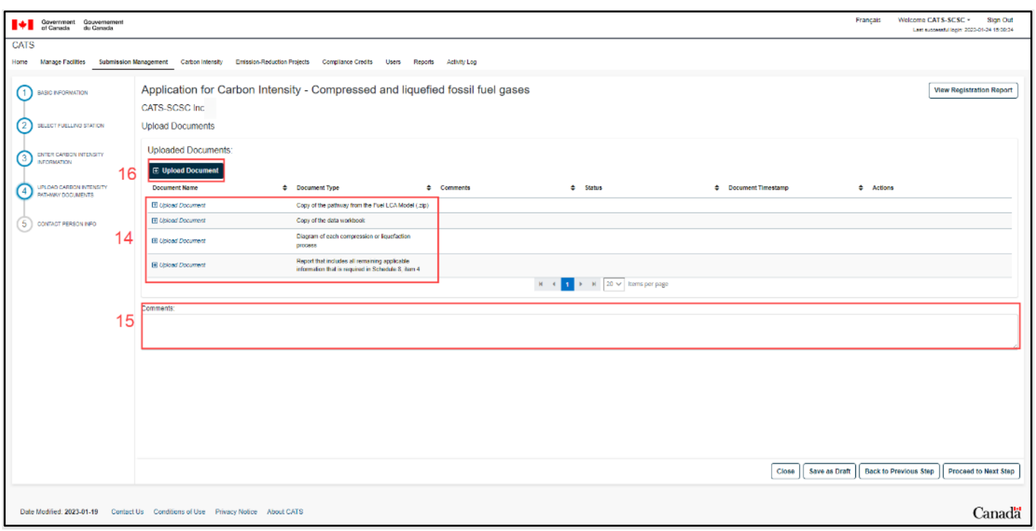


Figure 103: Applications - CI Application - Compressed and liquefied fossil fuel gases – Upload Carbon Intensity Documents

16. To add additional documents, select **Upload Document** and the additional document upload screen will be prompted.
    a. Click on **Browse** to find the relevant document.
    b. Select the **Document Type** from the drop-down menu. Note: User can add multiple documents of the same type.

c. Additional comments can be added in the **Comment** section. Note, comments provided in this section will show in the Comments column on the **Upload Carbon Intensity Documents** Screen when the document is uploaded.
d. Click on **Upload** to upload the document. The document will show in the documents' list of the Upload Carbon Intensity Documents screen.

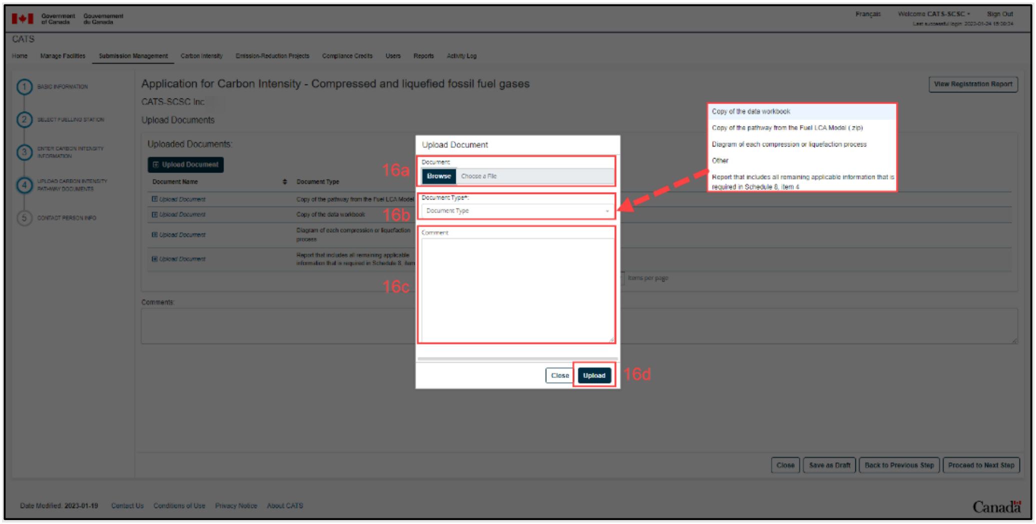


Figure 104: Applications - CI Application - Compressed and liquefied fossil fuel gases – Upload Documents

17. Once a document is uploaded:
    a. The Document can be deleted or downloaded using the **Actions** drop down menu
    b. A timestamp will appear on screen as soon as the user clicks on **Upload**.
    c. The **Document Status** will show as **Not Reviewed**.
    d. The comments included when uploading the document will be displayed in the **Comments** column

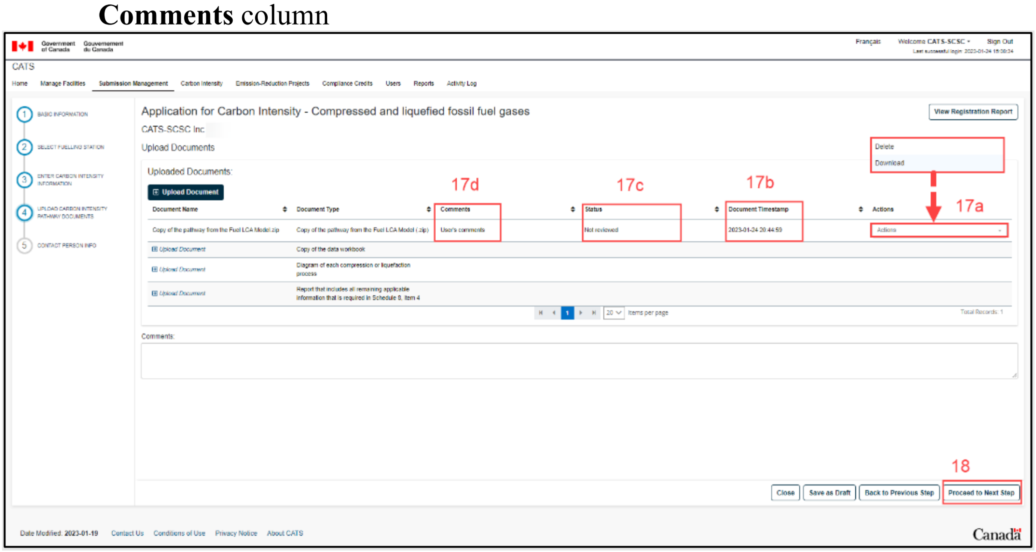


Figure 105: Applications - CI Application - Compressed and liquefied fossil fuel gases – Upload Carbon Intensity Documents Actions

18. Once all mandatory documents have been uploaded and relevant information has been entered, select **Proceed to Next Step**.

The following steps describe information required in the Contact Person Info Screen:

19. Complete the information for the Contact person responsible for the CI application:

  a. If the contact person is the same as the Authorized Agent or the Contact person of the Organization, check the respective checkbox.
  b. If the contact person differs from the Authorized Agent and the contact person of the organization, complete the following information.
  c. If the contact person postal/mailing or civic/physical address is the same as the Organization Address, select the respective **Same as Organization address** checkbox. Note: This option will be grayed out if **Same as the Contact Person of the Organization** or **Same as Authorized Agent of the Organization** checkbox is selected

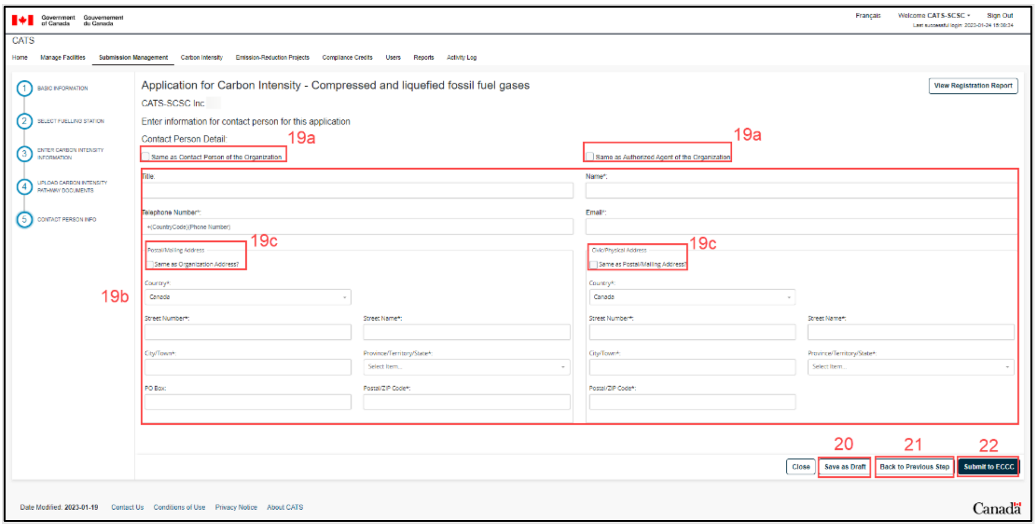


Figure 106: Applications - CI Application - Compressed and liquefied fossil fuel gases - Contact person

20. Select **Save as Draft**, if needed, to exit the application without submitting it to ECCC for review.
  a. A confirmation message will be displayed on screen to confirm if the User wants to save the application.
  b. Click on OK to save the application.
  c. The saved application can be accessed through the Submission Management Tab.

21. Select **Back to Previous Step** to go back to previous screens to review and update information/documents, if needed.

Once the review and updates are done, navigate to the last screen, **Contact Person Info** screen, by clicking on **Proceed to Next Step.**

22. If the Application is ready to be submitted, select **Submit to ECCC**.

Note: By submitting the application, the documents and information included in the application cannot be updated. Some actions may be performed to update its content, see Request for Release (Section 5.5) and Request for Cancellation (Section 5.6).

23. Once **Submit to ECCC** is selected, a confirmation message will prompt the user to confirm the submission to ECCC: Select **OK**.

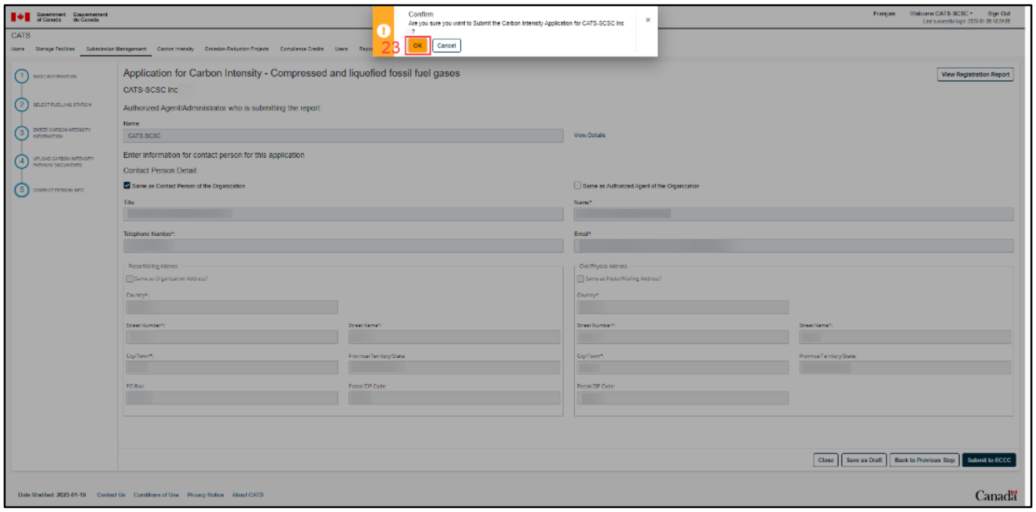


Figure 107: Applications - CI Application - Compressed and liquefied fossil fuel gases - Confirmation message

24. After submitting the carbon intensity application, a success message will be displayed on screen and the transaction will be saved to CATS.
    a. Notice the **Transaction Date** column on the **Home Tab** displays the timestamp when the carbon intensity application has been submitted to ECCC for review.
    b. Notice the **Action Performed By** column on the **Home Tab** displays the User who submitted the carbon intensity application to ECCC for review.

Upon completion of all the required steps, ECCC will review the carbon intensity application and uploaded documents before approving the fuel carbon intensity.

5.3.3 CI application - Electricity

This carbon intensity application covers instances of credit creation for electricity supplied at charging stations. Note, a carbon intensity application is not required for electricity supplied through residential charging stations.

To complete the Application the user must complete the following steps on the Basic Information Screen:

1. Select **Electricity** as the energy source subject to the Application.
2. Select **Yes** or **No** to “Do you have an existing approved CI for this electricity?”
    a. If **Yes** is selected, select the identification number of the previously approved carbon intensity of this electricity from the **ID of Most Recent CI Application for the Fuel** drop down menu.
3. Select the number of months during which the data is available to determine the carbon intensity of the electricity:
    - **24 months** - Select if applying for a final CI using the Fuel LCA Model.
    - **3 to 23 months** - Select if applying for a temporary CI using the Fuel LCA Model
    - **Less than 3 months** - do not select
4. Identify the **Type of Pathway used in this Application**
    - Select **Existing** if an existing pathway will be used

- Select **New** if a new pathway will be used. If **New** is selected, identify the approved pathway identification number from the **Pathway used for this Application** drop down menu (step 4.a).

5. Select the **Status of CI subject to this application**:
    - Select **Final** if a 24 months of data available to determine carbon intensity.
    - Select **Temporary** if between 3 months and less than 24 months of data available to determine the carbon intensity.
6. Select **Proceed to Next Step**.

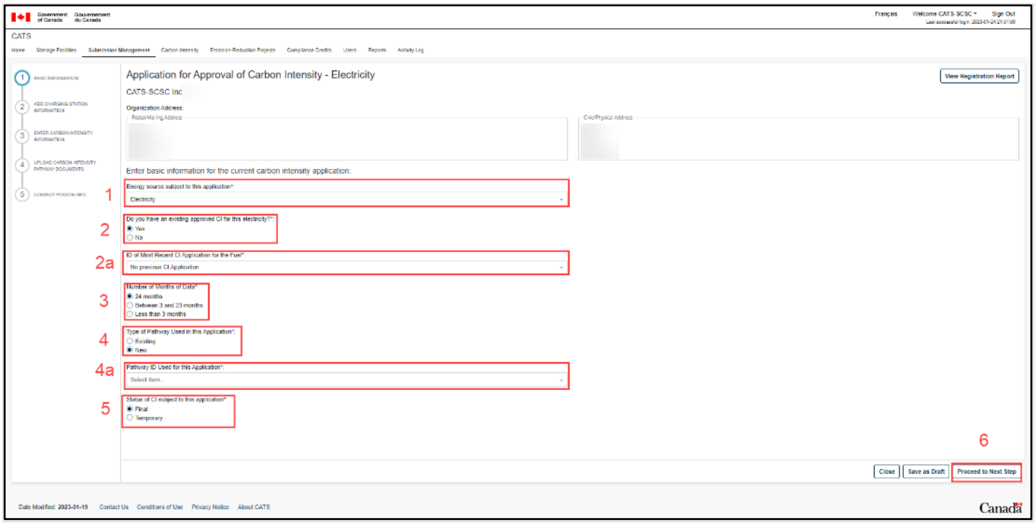


Figure 108: Applications - CI Application - Electricity - Basic information

The following steps describe information required in the Charging Station Information Screen:

7. Select the appropriate charging station subject to the Application. Note, depending on the information entered in the registration report, the buttons may be grayed out. To update the registration report information, refer to Section 11.

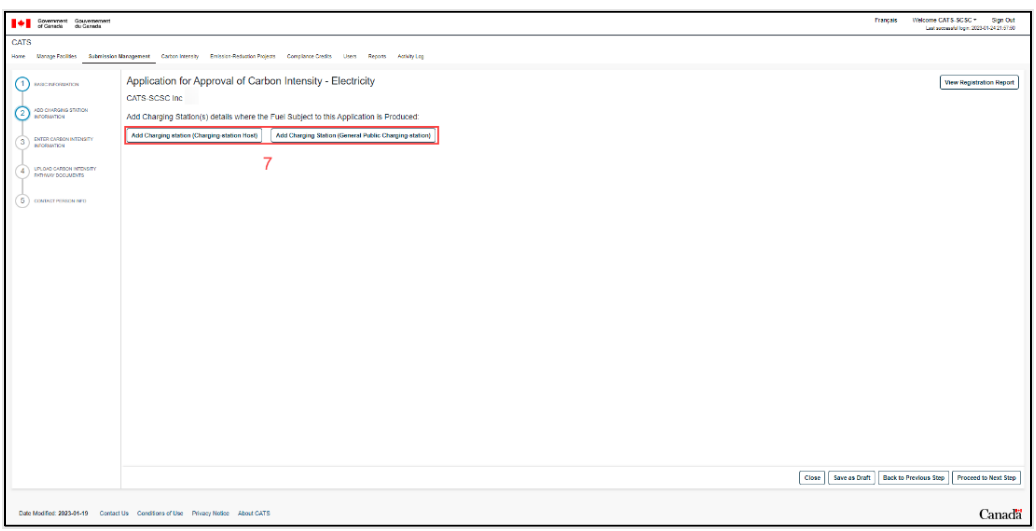


Figure 109: Applications - CI Application - Electricity - Charging Station Information

8. If **Add Charging Station (Charging-Station Host)** is selected.

a) Fill out the Information on Charging Station (Charging-site Host).

b) If the charging station civic/physical address is the same as the charging station postal/mailing address, select the **Same as Postal/Mailing Address** checkbox.

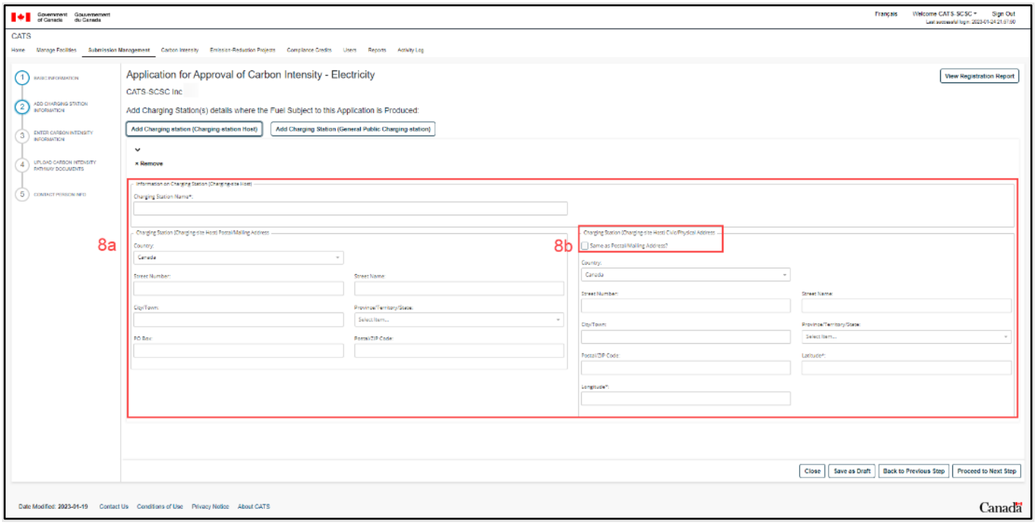


Figure 110: Applications - CI Application - Electricity - Charging Station Information – Charging-station Host

9. If **Add Charging Station (General Public Charging-Station)** is selected.
   a) Enter the charging station basic information.
   b) If the charging station civic/physical address is the same as the charging station postal/mailing address, select the **Same as Postal/Mailing Address** checkbox.
10. Select **Proceed to Next Step**.

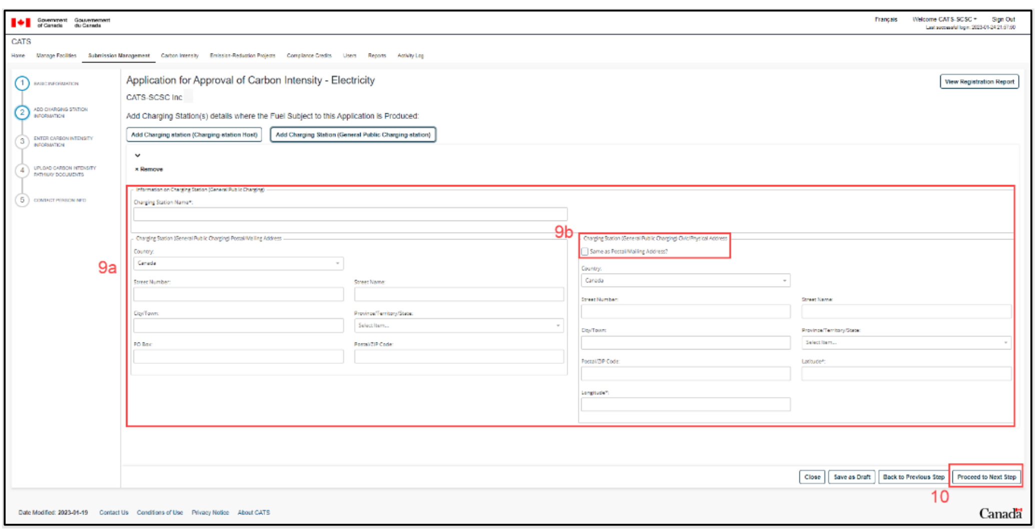


Figure 111: Applications - CI Application - Electricity - Charging Station Information – General Public Charging-station

The following steps describe information required in the Carbon Intensity Information Screen:

11. Enter the **Carbon Intensity** value to two decimal places.

Note, a selection is required from items 14 and/or 15. An error message will prompt the user to select an option before proceeding. The User will not be able to proceed until selections have been made in either of the items.

12. Enter the **Additional Carbon Intensity** value to two decimal places using the point, if applicable.
13. Note, the **Carbon Intensity (Rounded Value)** field will automatically populate based on the information entered in the previous two steps. This carbon intensity is the sum of the Carbon Intensity value to two decimal places and the Additional Carbon intensity value to two decimal places. This carbon intensity is the value that will be used for calculations once this application is approved by ECCC.
14. Select the **Source of electrical energy by technology supplied to electric vehicles at charging stations,** if applicable.
    - If **Other** is selected, enter **the Other Electricity Technology.**
15. Select all provincial or territorial electrical grids from which electricity is supplied to electric vehicles at charging stations, if applicable.
16. Select **Proceed to Next Step**.

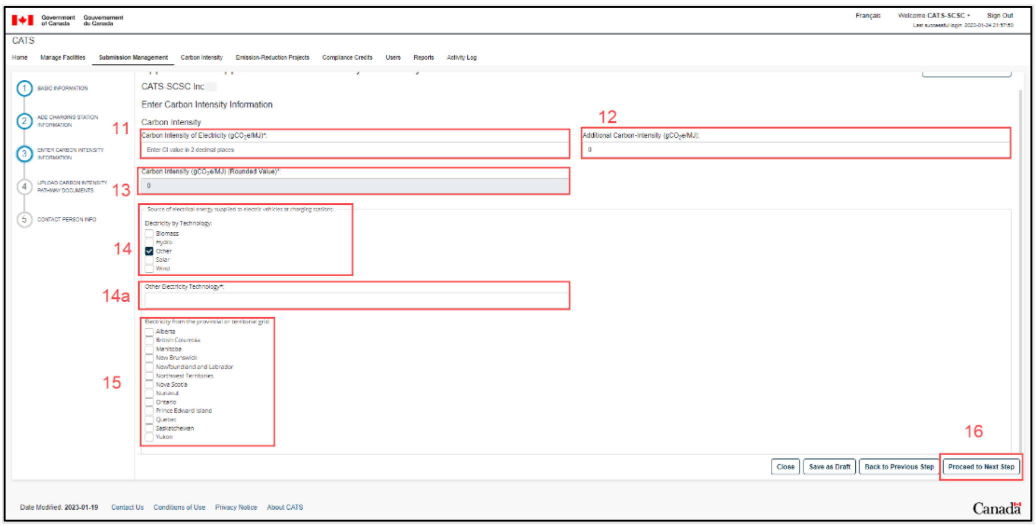


Figure 112: Applications - CI Application - Electricity - Carbon Intensity

The following steps describe information required in the Upload Carbon Intensity Documents Screen:

17. Complete the upload for the document types:
    a) **Copy of the pathway from the Fuel LCA Model (.zip)**
    b) **Copy of the data workbook**
    c) **Report that includes all remaining applicable information that is required in schedule 8, item 5**
18. Comments can be added in the text box below. This should include a brief description of the document being uploaded.

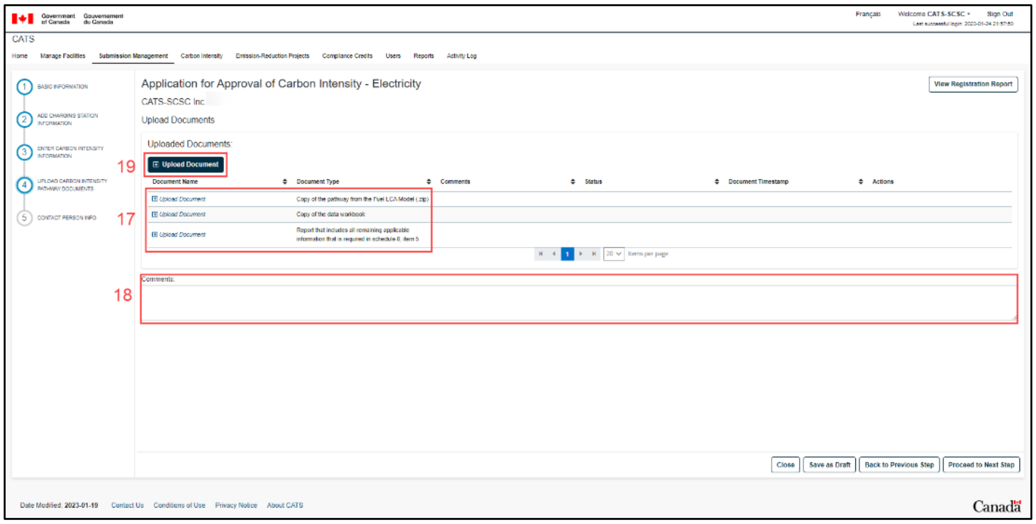


Figure 113: Applications - CI Application - Electricity – Upload Carbon Intensity Pathway Documents

19. To add additional documents, select **Upload Document** and the additional document upload screen will be prompted (Figure 114).

a) Click on **Browse** to find the relevant document.
b) Select the **Document Type** from the drop down menu. Note: User can add multiple documents of the same type.
c) Additional comments should be added in the **Comment** section to include a brief description of the document being uploaded. Note, comments provided in this section will show in the **Comments** column on the **Upload Carbon Intensity Documents** Screen when the document is uploaded.
d) Click on **Upload** to upload the document. The document will show in the documents' list of the **Upload Carbon Intensity Documents** Screen.

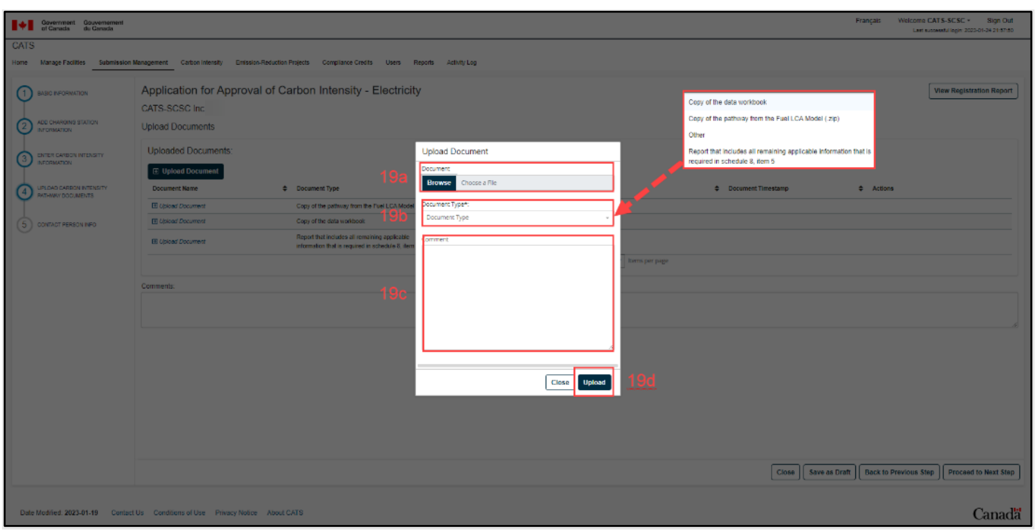


Figure 114: Applications - CI Application - Electricity – Upload Document

20. Once a document is uploaded:

a) The document can be deleted or downloaded using the **Actions** drop down menu

b) A timestamp will appear on screen as soon as the user clicks on **Upload**.
c) The **Document status** will show as **Not Reviewed**.
d) The comments included when uploading the document will show be displayed in the **Comments** column.

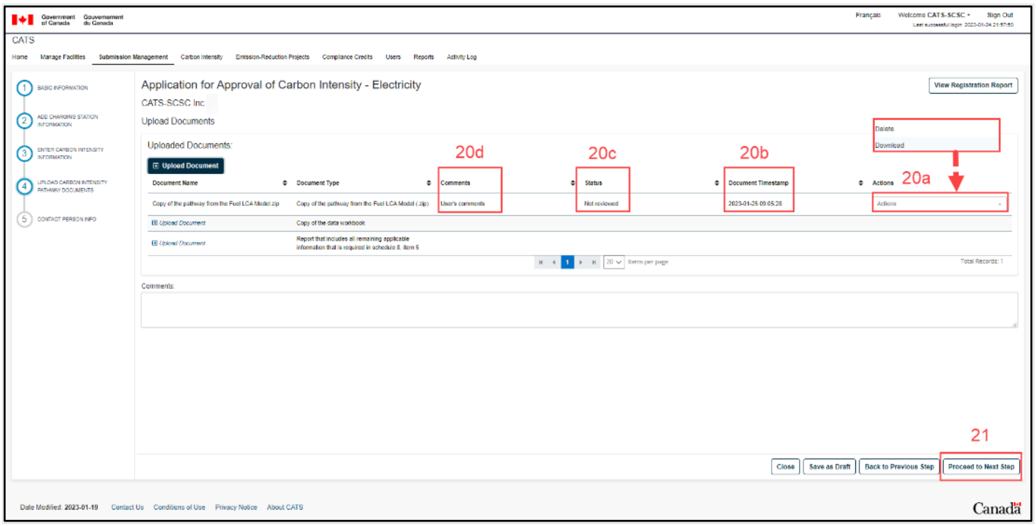


Figure 115: Applications - CI Application - Electricity – Upload Carbon Intensity Pathway Documents Actions

21. Once all mandatory documents have been uploaded and relevant information has been entered, select **Proceed to Next Step**.

The following steps describe information required in the Contact Person Info Screen:

22. Complete the information for the Contact person responsible for the application:

a) If the contact person is the same as the Authorized Agent or the contact person of the Organization, check the respective checkbox.
b) If the contact person differs from the Authorized Agent and the contact person of the organization, complete the following information.
c) If the contact person postal/mailing or the civic/physical address is the same as the Organization Address, select the respective **Same as Organization address** checkbox. Note: This option will be grayed out if **Same as the Contact Person of the Organization** or **Same as Authorized Agent of the Organization** checkbox is selected (Step 22.a)

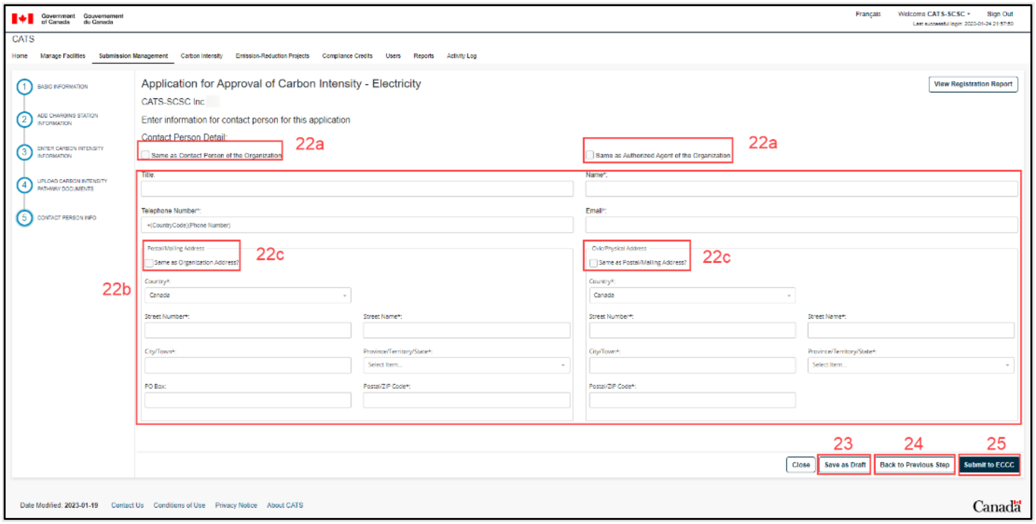


Figure 116: Applications - CI Application - Electricity - Contact Person

23. Select **Save as Draft**, if needed, to exit the Application without submitting it to ECCC for review.

A confirmation message will be displayed on screen to confirm if the User wants to save the Application. Click on Ok to save the application.
The saved Application can be accessed through the Submission Management Tab.

24. Select **Back to Previous Step** to go back to previous screens to review and update information/documents, if needed.

Once the review and updates are done, navigate to the last screen, Contact Person Info screen, by clicking on **Proceed to Next Step.**

25. If the Application is ready to be submitted, select **Submit to ECCC.**

Note: By submitting the application, the documents and information included in the application cannot be updated. Some actions may be performed to update its content, see Request for Release (Section 5.5) and Request for Cancellation (Section 5.6).

26. Once **Submit to ECCC** is selected, a confirmation message will prompt the user to confirm the submission to ECCC. Select **OK**.

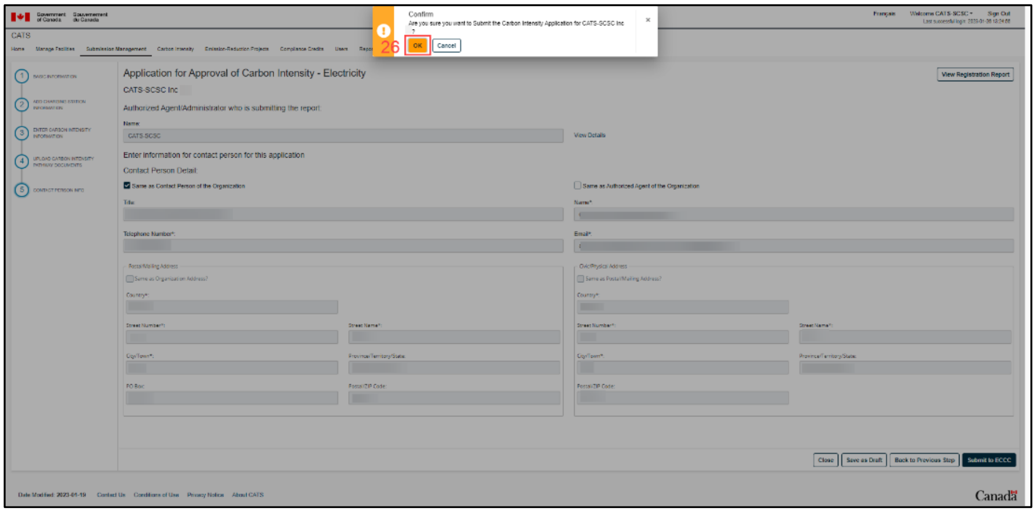


Figure 117: Applications - CI Application - Electricity - Confirmation message

27. After submitting the carbon intensity application, a success message will be displayed on screen and the transaction will be saved to CATS.

a) Notice the **Transaction Date** column on the **Home Tab** displays the timestamp when the carbon intensity application has been submitted to ECCC for review
b) Notice the **Action Performed By** column on the **Home Tab** displays the User who submitted the carbon intensity application to ECCC for review.

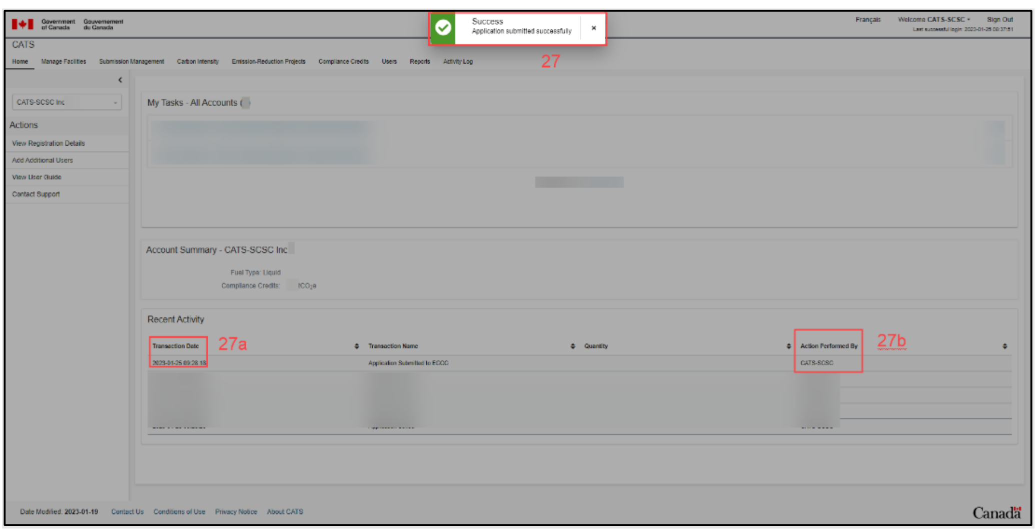


Figure 118: Applications - CI Application - Electricity - Success message

Upon completion of all the required steps, ECCC will review the carbon intensity application and uploaded documents before approving the electricity carbon intensity.

5.3.4 Carbon intensity Application – Co-Processed Low-CI Fuel

This carbon intensity application covers instances of a carbon intensity required for credit creation for co-processed fuels.

To complete the application the user must complete the following steps on the Basic Information Screen:

1. Select the **Fuel or material input subject to this application**.
2. Select the basis on which the carbon intensity is determined, either **Cradle-to-Gate** or **Cradle-to-Grave**.
3. If **Cradle-to-Grave** is selected, identify if the carbon intensity of another person is being transferred.
   a. If the carbon intensity of another person is transferred, enter the carbon intensity identification number in the **Enter ID of Input/fuel CI** search field. Note, a carbon intensity identification number is generated when a carbon intensity application is approved by ECCC.
   b. After entering the carbon intensity identification number, click on **Search.** If the identification number exists, the **Name of organization** grayed out field will be populated. Use the **Clear** field to clear out the **Name of organization** field and search for another carbon intensity.
4. Select the **Type of Pathway Used in CI Application**:
   - Select **Existing -** If an existing pathway will be used
   - Select **New -** If a new pathway will be used. If **Yes** is selected, identify the approved pathway identification number from the Pathway used for this Application drop down menu. Note: a pathway identification number is generated when a New Pathway Application is approved by ECCC.
5. Select Proceed to Next Step.

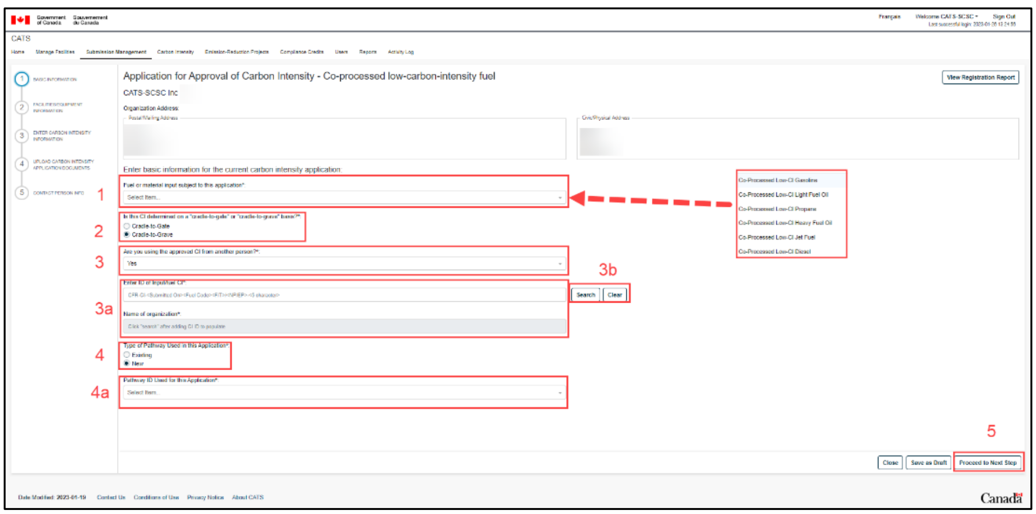


Figure 119: Applications - CI Application - Co-Processed Low-CI Fuel - Basic information

The following steps describe information required on the facility/equipment information screen:

6. Select the facility associated with the carbon intensity in the application from the list of Organization's facilities.
7. Select Proceed to Next Step.

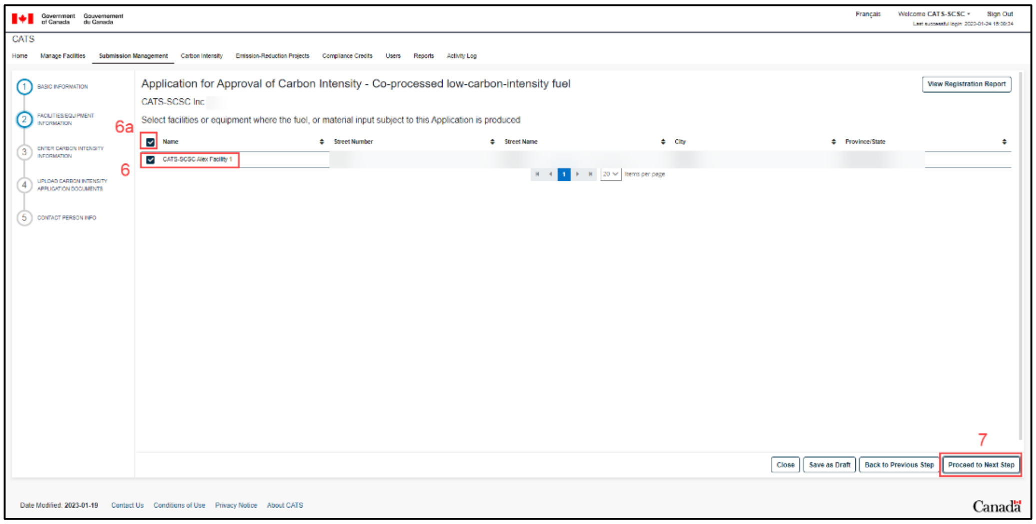


Figure 120: Applications - CI Application - Co-Processed Low-CI Fuel – Facilities information

The following steps describe information required in the Carbon Intensity Information Screen:

8. Enter the **Carbon Intensity** to two decimal places.
9. The **Carbon Intensity (Rounded Value)** grayed out field will automatically populate based on the information entered at the previous step. Note that this carbon intensity is the sum of the Carbon Intensity value to two decimal places and the Additional Carbon intensity value to two decimal places. This carbon intensity is the value that will be used for calculations once this application is approved by ECCC.
10. Select the **Feedstock Used to Produce Fuel or Material Input** from the drop-down menu. Note, if **Other** is selected, the **Other Feedstock** field is displayed on screen to identify the feedstock used.
11. Identify the **Region where the feedstock was extracted/cultivated**.
12. Select the **CI Application Type** from the drop-down menu
13. Select **Proceed to Next Step**.

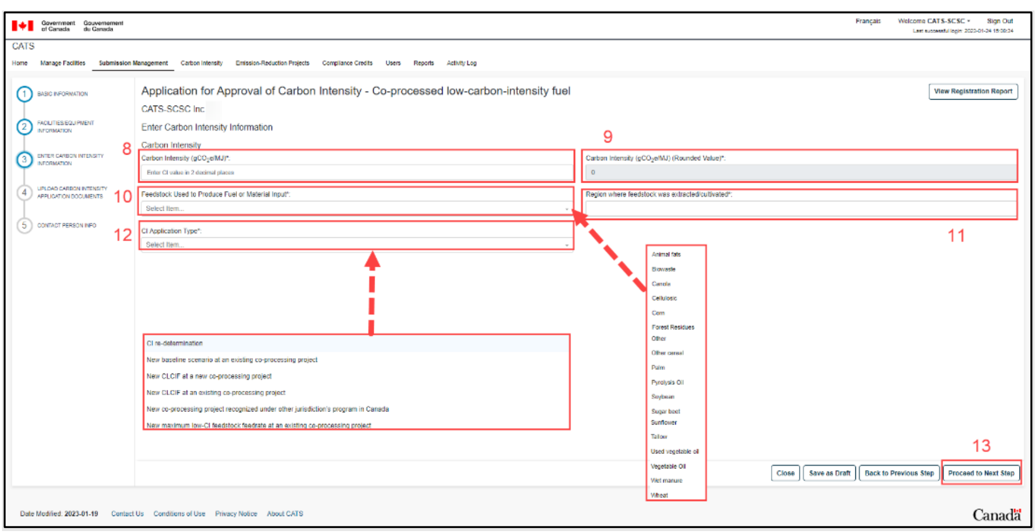


Figure 121: Applications - CI Application - Co-Processed Low-CI Fuel – Carbon Intensity

The following steps describe information required in the Upload Carbon Intensity Documents Screen:

14. Complete the upload for the document types required for a carbon intensity application for co-processed low-carbon-intensity fuel:
    a. Diagram that shows the process flow used to produce the fuel or material input
    b. Report that includes all remaining applicable information that is required in Schedule 8, item 3.
    c. Copy of the pathway from the Fuel LCA Model (.zip)
    d. Copy of the data workbook.
15. Comments can be added in the text box below.

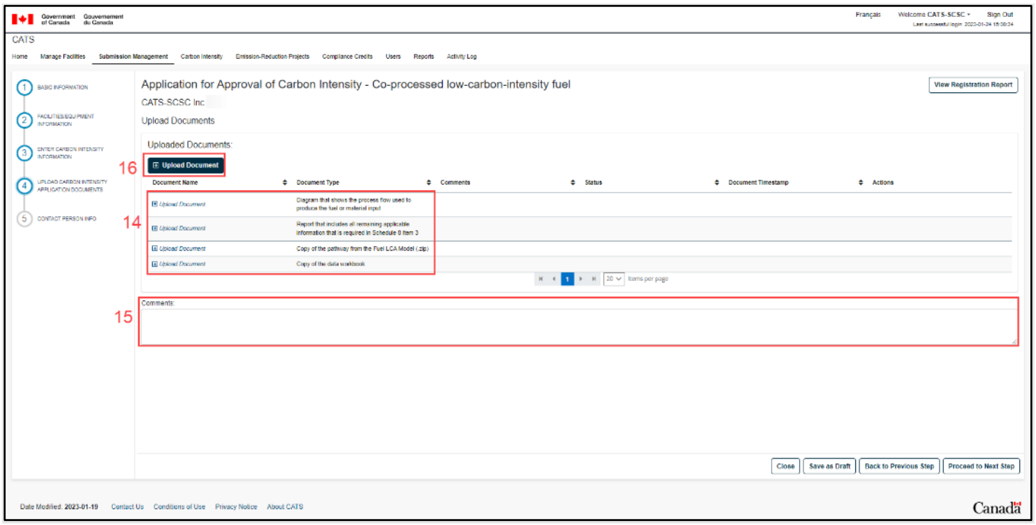


Figure 122: Applications - CI Application - Co-Processed Low-CI Fuel – Upload Carbon Intensity Application Documents

16. To add additional documents, select **Upload Document** and the additional document upload screen will be prompted.

    a. Click on **Browse** to find the relevant document.
    b. Select the **Document Type** from the drop down menu. Note: User can add multiple documents of the same type.
    c. Additional comments should be added in the **Comment** section to include a brief description of the document being uploaded. Note, comments provided in this section will show in the **Comments** column on the **Upload Carbon Intensity Documents** screen when the document is uploaded.
    d. Click on **Upload** to upload the document. The document will show in the documents' list of the **Upload Carbon Intensity Documents** Screen.

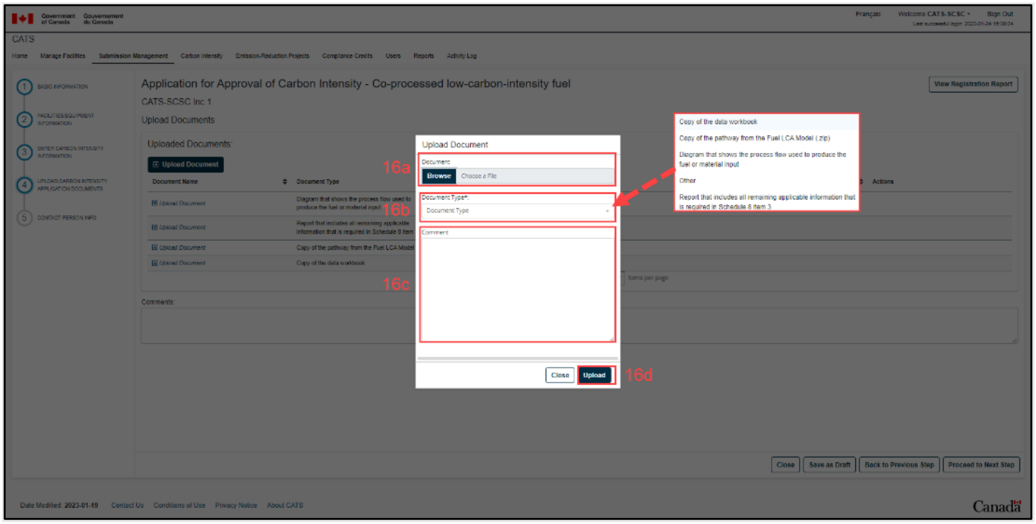


Figure 123: Applications - CI Application - Co-Processed Low-CI Fuel – Upload Documents

17. Once a document is uploaded:

   a. The Document can be deleted or downloaded using the **Actions** drop down menu
   b. A timestamp will appear on screen as soon as the user clicks on **Upload**.
   c. The **Document status** will show as **Not Reviewed**.
   d. The comments included when uploading the document will show be displayed in the **Comments** column

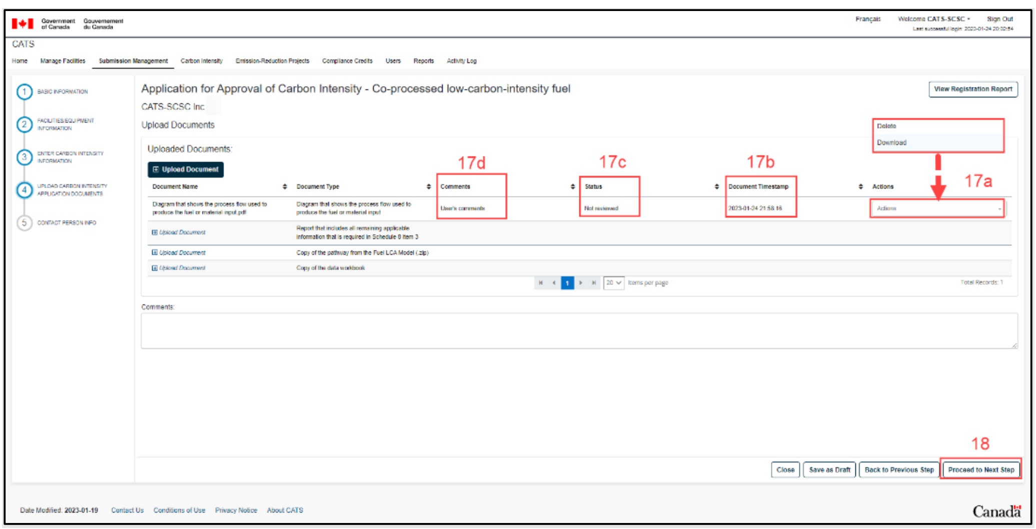


Figure 124: Applications - CI Application - Co-Processed Low-CI Fuel – Upload Carbon Intensity Application Documents Actions

18. Once all mandatory documents have been uploaded and relevant information has been entered, select **Proceed to Next Step**.

The following steps describe information required in the Contact Person Info Screen:

19. Complete the information for the Contact person responsible for the application:

   a. If the contact person is the same as the Authorized Agent or the contact person of the Organization, check the respective checkbox.

b. If the contact person differs from the Authorized Agent and the contact person of the organization, complete the following information.
c. If the contact person postal/mailing or the civic/physical address is the same as the Organization Address, select the respective -Same as Organization address checkbox. Note: This option will be grayed out if Same as the Contact Person of the Organization or Same as Authorized Agent of the Organization checkbox is selected (Step 19.a)

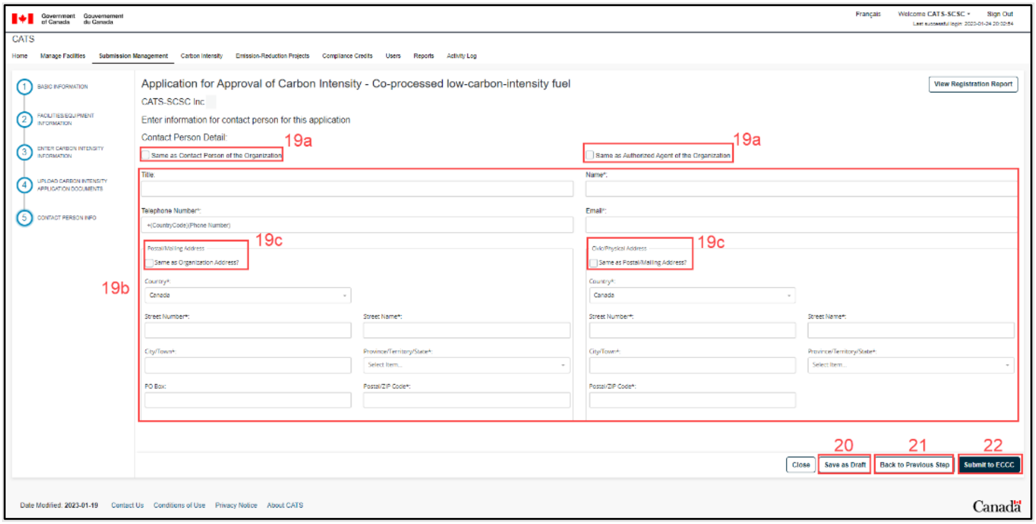


Figure 125: Applications - CI Application - Co-Processed Low-CI Fuel – Contact Person

20. Select **Save as Draft** to exit the Application without submitting it to ECCC for review, if needed.

21. Select **Back to Previous Step** to go back to previous screens to review and update information/documents, if needed.

22. If the Application is ready to be submitted, select **Submit to ECCC.**

- Note: By submitting the application, the documents and information included in the application cannot be updated. Some actions may be performed to update its content, see Request for Release (Section 5.5) and Request for Cancellation (Section 5.6).

Upon completion of all the required steps, ECCC will review the carbon intensity application and uploaded documents before approving the fuel carbon intensity.

5.4 Application for CO_2e-Emission-Reduction Project

The *Clean Fuel Regulations* recognize actions that reduce a fossil fuel's carbon intensity (CI) through Carbon Dioxide Equivalent (CO_2e) emission-reduction projects ("project") at any point along the lifecycle of a fossil fuel in the liquid state at standard conditions. The ability of a project to create credits is governed by a quantification method (QM) provided by Environment and Climate Change Canada (ECCC). This section provides guidance on how to submit an application for a project. For more information on the requirements of the contents of the application, please refer to 34(2), 37(2), 38(2), 40(2) and Schedule 4 of the Regulations.

To complete the project application, the user must start from the Submission Management tab:

1. Click on **Create New Application**.

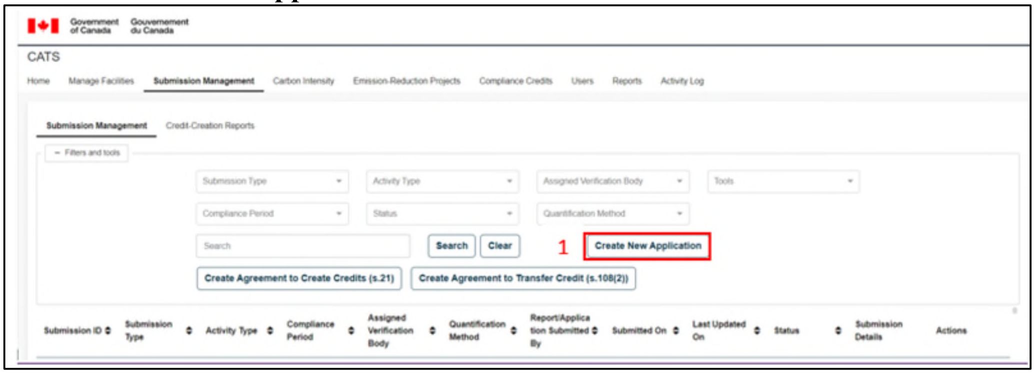


Figure 126: Create New Project Application from Submission Management Tab

2. A dialog box appears. In the drop down menu **Submission Type**, select **CO_2e-Emission Reduction Project Application**.
3. Click on **Create Application**.

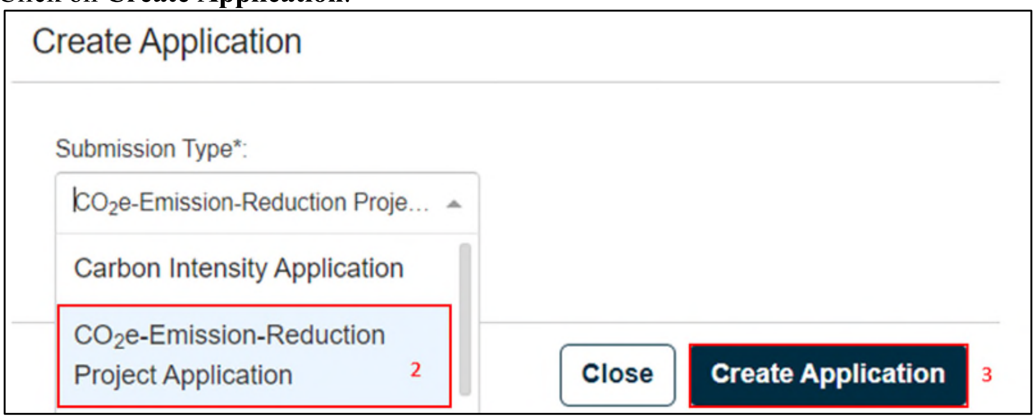


Figure 127: Create a Project Application Dialog Box

The Project Application consists of the following four on-screen steps:

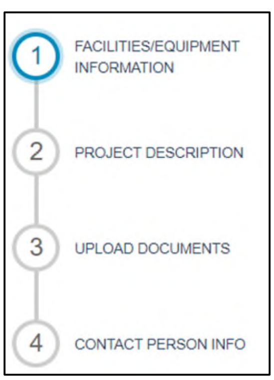


Figure 128: Project Application – Four Main Steps

Step 1: Facilities/Equipment Information

In accordance with items 2(a) and (b) of Schedule 4 of the Regulations, select the appropriate Facility(ies) or Equipment(s) where the project is being carried out. Note that the facilities and equipment shown on this tab were already created in the Registration Report. To add a new facility or equipment, return to the

Registration Report section and follow the steps. Once all appropriate facilities and equipment have been selected, click on **Proceed to Next Step** at the bottom right of the screen.

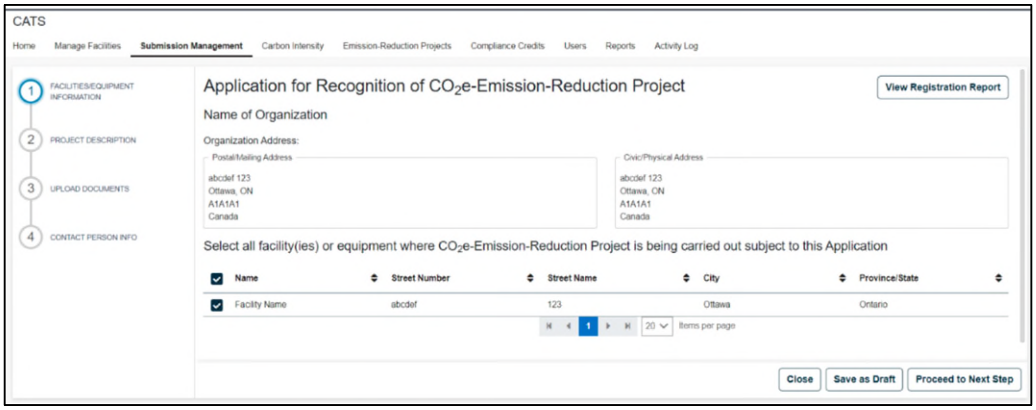


Figure 129: Project Application – Step 1 - Facility/Equipment Information

Step 2: Project Description

The information entered at this step corresponds to the information required as per paragraphs 34(2)(b) and (c) as well as items 2c, 2f and 2g of Schedule 4 of the Regulations.

4. Enter the name of the project
5. Choose a project type: there are 2 options in the drop down menu, a co-processing project type or a generic/specific project type. A co-processing project type means a project that is eligible under the QM for co-processing in refineries.
6. If the **co-processing project type** is chosen in step 5, the quantification method by default is **Co-processing in refineries**. Additional information to enter appears on screen, depending on what is included in the project application. Note: If you wish to update your application by applying for any of the following approvals after a co-processing project has been recognized by ECCC, you must do so by sending an email with the required information to cfsncp@ec.gc.ca.

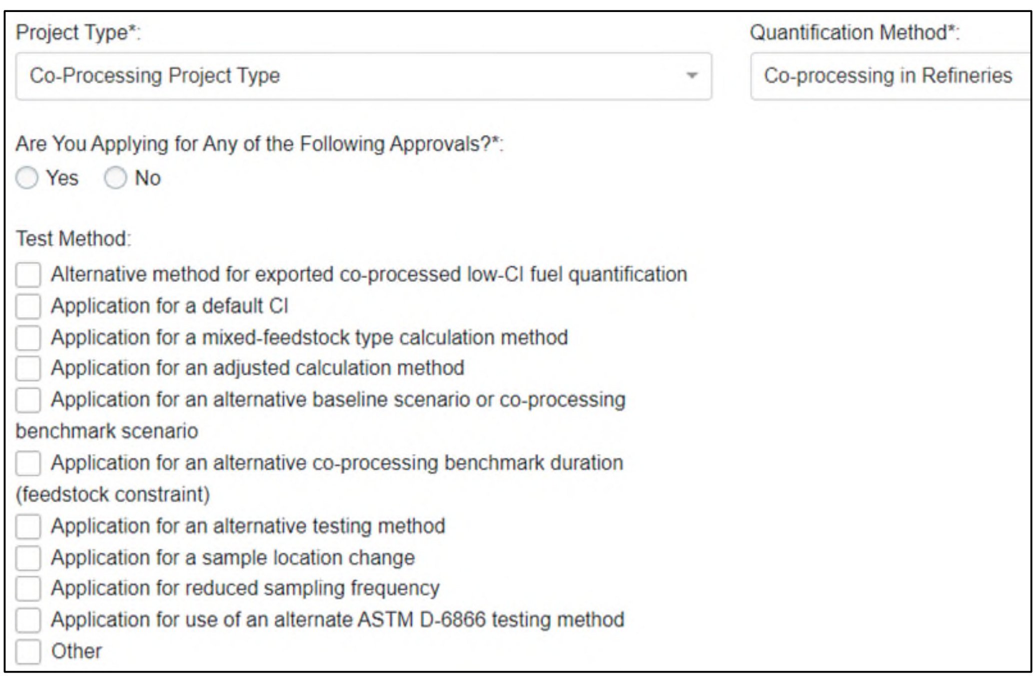


Figure 130: Project Application – Step 2 - Additional Information to Enter for Co-processing Project Type

If the **generic/specific project type** is chosen, select the quantification method that applies to the project in the drop down menu among the following options:

- CO_2 Capture and Permanent Storage
- Enhanced Oil Recovery with CO_2 Capture and Storage
- Generic Quantification Method
- Low-CI Electricity Integration
- Low-CI Hydrogen Integration

7. Enter the start date of the project. Note that this is the date when the project began to reduce, sequester or use CO_2e emissions. It is likely not the same as the crediting start date.
8. If applicable, enter the estimated end date of the project. Note that this is the date when the project is expected to no longer reduce, sequester or use CO_2 emissions. It is likely not the same as the crediting end date. The duration of the project is then automatically calculated. Note that this field is optional; in other words, if the project has no expected end date or the end date is unknown, the user may leave this field blank.
9. Enter the preferred crediting start date. Note that this is applicable if the user wants to use a crediting start date that is different than the project recognition date. As per paragraph 34(2)(b) of the Regulations, the preferred crediting start date, if any, must be no later than 18 months after the day on which the application is made. Please see paragraphs 31(2)(b), 32(2)(d), 34(2)(b), 37(2)(d) and 38(2)(b) of the Regulations for more details.
10. Enter the estimated anticipated annual reduction in quantity of CO_2e from the project (tonnes of CO_2e). Note this is part of the requirement listed in item 2f of Schedule 4. Any relevant data and calculations and any technical documents that are used in support of those calculations must be uploaded as part of **Step 3: Upload Documents**.
11. If the project receives funding under a federal/provincial law or program, or operates under any environmental regulatory regime or environmental federal/provincial laws, it must be indicated here. Select **federal** or **provincial** from the drop down menu. Then provide the name and a description of the federal/provincial law, program or regulatory regime.

Once all the project information is entered, click on **Proceed to Next Step** on the bottom right hand side of the screen.

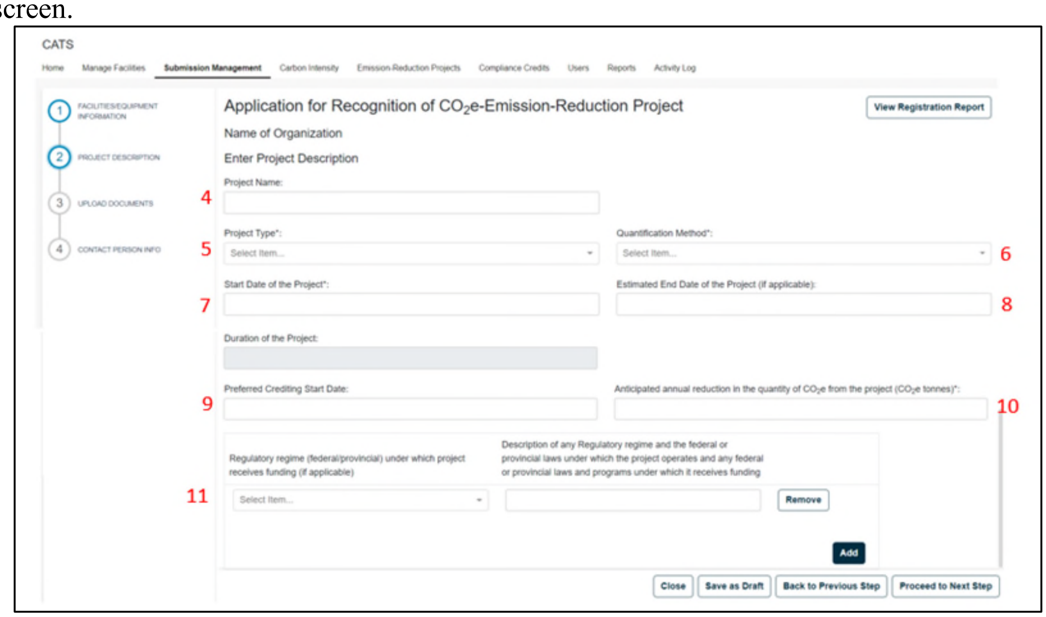


Figure 131: Project Application – Step 2 – Project Description

Step 3: Upload Documents

Various required information under the Regulations or the QM as well as supporting documentation in order to support items 2d, 2e and 2f of Schedule 4 of the Regulations must be uploaded at this step. Each QM includes a list of required information to be submitted as part of the application. Most of this information is not entered into text fields in CATS, but rather provided through file upload at this step. The required information and supporting documentation may be uploaded as part of one or multiple documents. Multiple documents should NOT be regrouped within a zip file.

As indicated in point 10 of **Step 2: Project Description**, item 2f of Schedule 4 of the Regulations require any relevant data and calculations and any technical documents that are used in support of the calculations to estimate the annual reduction in the quantity of CO_2e that is anticipated to result from the project. This supporting documentation must be uploaded at this step. Regarding this supporting documentation, additional guidance below:

- ECCC must be able to reproduce all estimates based on the information provided, including, but not restricted to:
  - Estimates for baseline and project emissions for parameters and/or variables from sources and sinks;
  - Estimates for unintentional releases of CO_2;
  - Estimates for uncertainty analysis, if applicable to the QM; and
  - A description of the source of any default values or variables should be provided.

  Any information that would allow ECCC to replicate the results must be provided.
- For estimates involving a project where a low-CI fuel is used or produced:
  - Estimates of low-CI fuel quantities must be provided to the nearest metre cubed or kilogram;
  - An estimated carbon intensity of the low-CI fuel must be provided, including a description of how this estimate was derived;
  - The credit reference carbon intensity listed in Schedule 1 of the Regulations or listed in the QM which is used to determine the emissions-reductions;
  - The energy density for the low-CI fuel must be provided, including the source of where this energy density was obtained;
  - The timeframe, if applicable, used to calculate the estimate must be indicated;
  - Any other data that would allow ECCC to replicate the results must be provided.

12. Click **Upload Document.** Note: Alternatively, the user may click on **Upload document**, located in the table (see *12 in the figure). In this case, the **Document Type** for **Information required by the emission-reduction quantification method provided under the *Clean Fuel Regulations*** is selected automatically from the drop down menu (see point 13 and Figure 8 below).

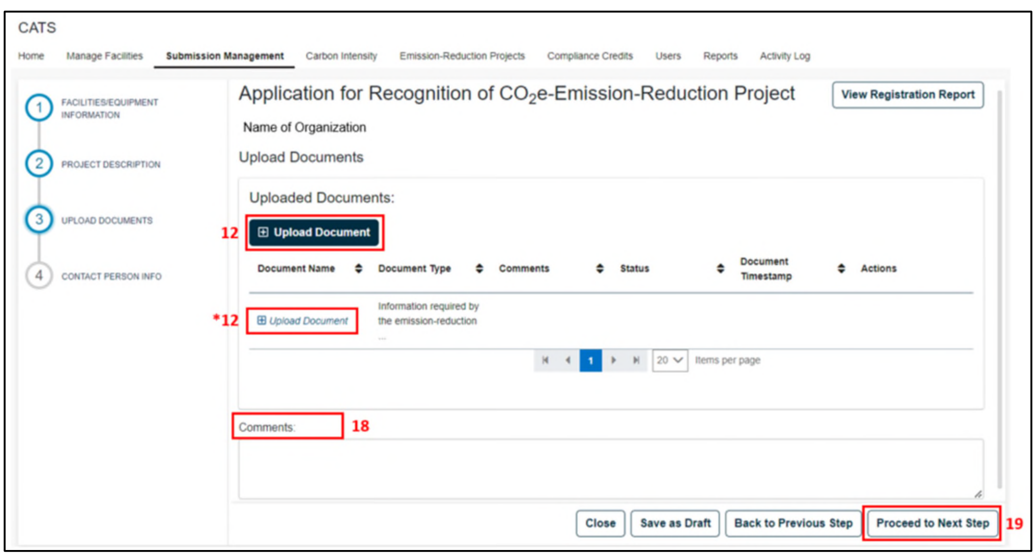


Figure 132: Project Application – Step 3 - Uploading Documents

13. A dialog box appears. In the drop down menu **Document Type**, select **Information required by the emission-reduction quantification method under subsection 31(1) or 32(1), whichever is**

applicable to the project, including an explanation of how the project is anticipated to lower the carbon intensity of a fuel in the liquid or gaseous class and any supporting documents. Note that it is mandatory to upload at least one document here.

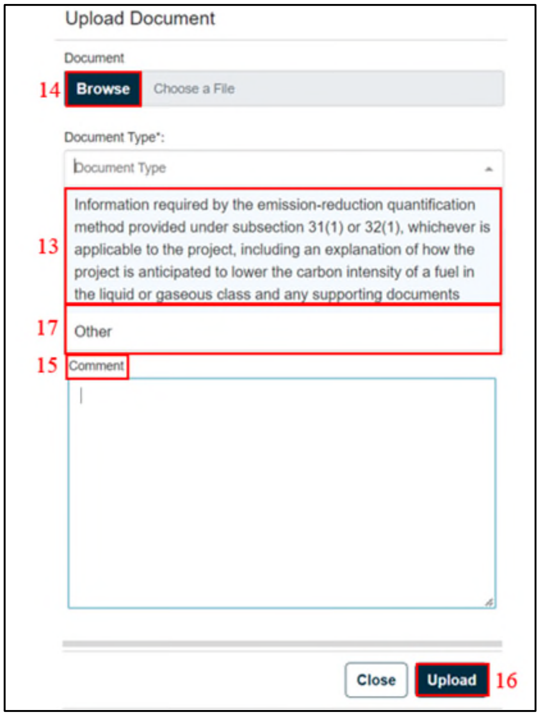


Figure 133: Project Application - Step 3 -Uploaded Document Details

14. Click **Browse** and select the pertinent file. It is recommended to put the submission date at the beginning each file name (Ex. "YYYY-MM-DD File Name").
15. **Comments** may be added in the text box. This may include a brief description of the document being uploaded.
16. Click **Upload**.
17. Repeat Steps 12 to 16 in order to upload other documents, if applicable.

Note: For all documents containing required information under the Regulations or the QM, select **Information required by the emission-reduction quantification method under subsection 31(1) or 32(1), whichever is applicable to the project, including an explanation of how the project is anticipated to lower the carbon intensity of a fuel in the liquid or gaseous class and any supporting documents** in the drop down menu **Document Type.** For other documents containing additional information (i.e. not required by the Regulations or the QM), select **Other** in the drop down menu **Document Type**.

18. **Comments** may be added in the text box. This may include a brief description of the documents being uploaded (Figure 7).
19. Click **Proceed to Next Step** (Figure 7).

Step 4: Contact Person Information

The information entered at this step corresponds to the information required as per item 1 of Schedule 4 of the Regulations.

20. Complete the information for the Contact Person for the Project Application

- If the Contact Person for the Project Application is the same as the Authorized Agent or the Contact Person for the organization (already provided in the Registration Report), check the respective checkbox.

- If the Contact Person for the Project Application differs from the Authorized Agent and the contact person for the organization, complete the following information.

21. Select **Submit to ECCC.**

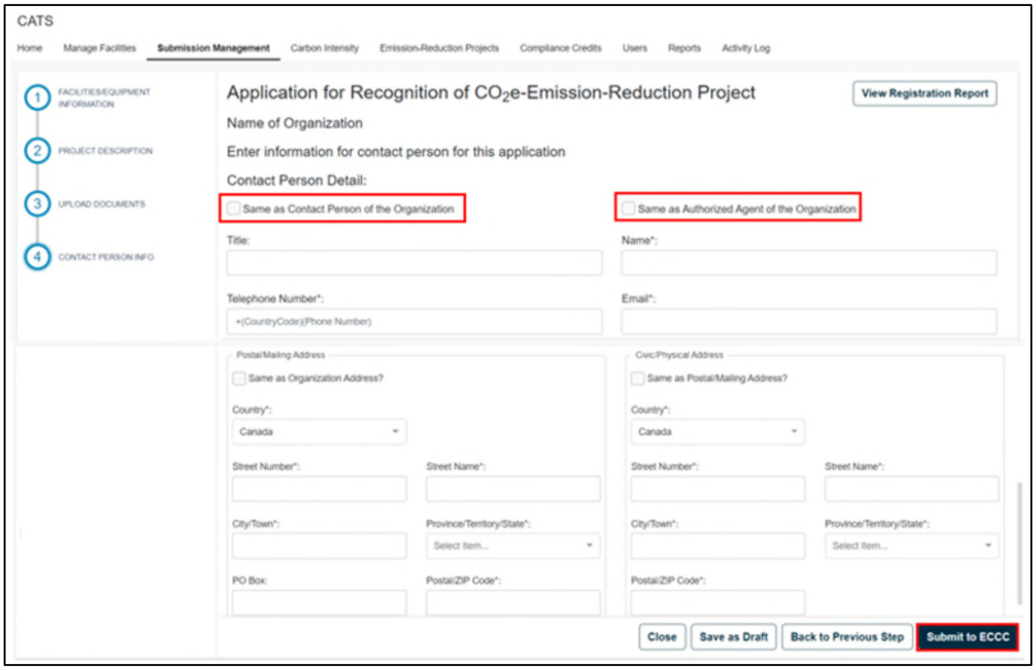


Figure 134: Project Application – Step 4 - Information for Contact Person Responsible for Project Application

22. Once selected, a confirmation message prompts the user to confirm the submission to ECCC. Select **OK**.

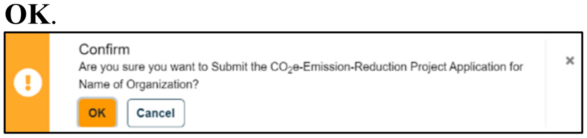


Figure 135: Project Application – Confirmation Message

23. A success message appears. Select the X.

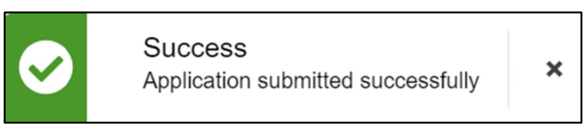


Figure 136: Project Application - Success Message

24. Upon completion of all the required steps, the user will receive an email from CATS confirming that the application has been successfully submitted and is now under review by ECCC.
25. ECCC will review the project application and uploaded documents.

After the application has been submitted, the following possible actions exist:

Action	Action Taken By	Description	Pertinent Section of this Document

Project Recognized	ECCC	ECCC approves the project	5.4.1
Project Rejected	ECCC	ECCC denies the project	5.4.2
Project Cancelled	User	If the user wishes to withdraw their application.	5.4.3
Application Release Request	User	If the user realizes that some information is missing, they may submit this request, allowing them to update the application.	5.4.4
Need More Information Request	ECCC	ECCC may send this request for the user to add information or update their application.	5.4.5
Email Correspondence (outside CATS)	ECCC and User	ECCC and the user will contact each other should there be any questions or clarifications required. Often used in conjunction with the other actions in CATS in this table.	N/A

Figure 137: Possible Actions After Project Application Submitted

5.4.1 Project Recognized

The user will receive a standard email from CATS confirming the project has been recognized. The project is now eligible to create credits, beginning on the later of the day on which the project is recognized and any preferred day listed in the application as per paragraph 34(2)(b), 37(2)(d) or 38(2)(b) of the Regulations.
The approved status of the project can be found in the **Submissions Management** tab, in the row for the specific project and under the column **Status**. Click on **View** to access the application and see any comments provided by ECCC on the project being recognized. ECCC will also provide details by email (from cfsncp@ec.gc.ca) on the recognition (approval) of the project.

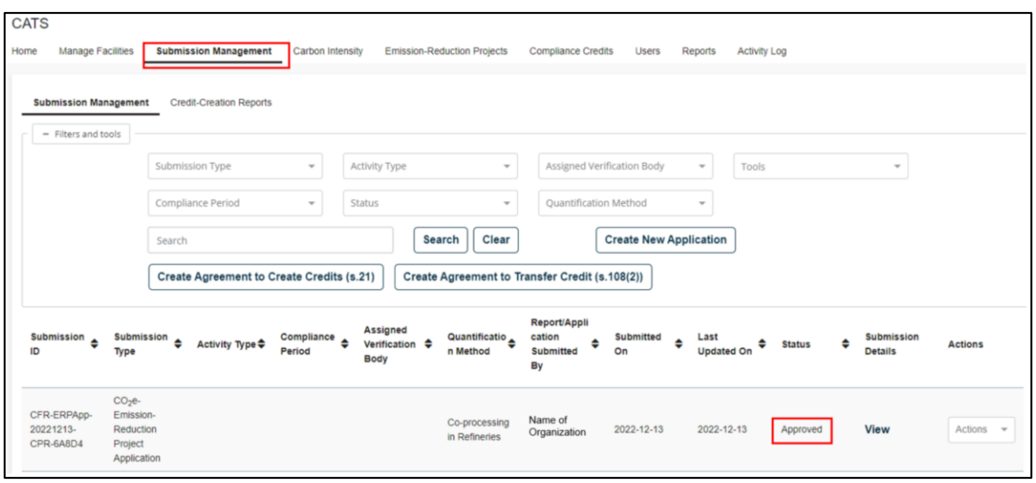


Figure 138: Project Recognized

5.4.2 Project Rejected

The user will receive an email from CATS confirming the project has been rejected. The reason for rejection can be found in the **Submissions Management** tab, in the row for the specific project and under the column **Status**. Click on **View** to access the application and see details for rejection. ECCC will also provide details by email on the reason for the rejection.

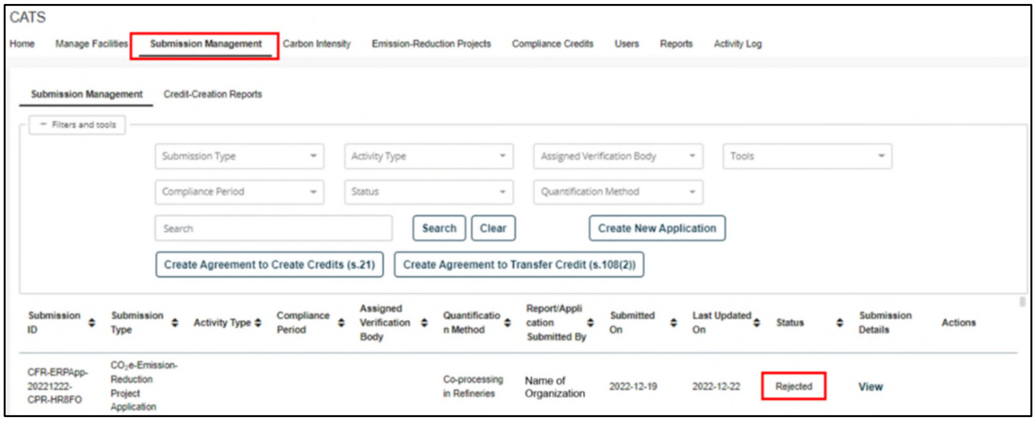


Figure 139: Project Rejected

Please note that no other actions exist regarding the project once it has been rejected.

5.4.3 Project Cancelled

If the user wishes to withdraw their application after it has been submitted, follow the steps below:

1. Navigate to **Submission Management Tab**.
2. Select the **Actions** drop-down menu associated to the application.
3. Select **Request Cancellation**.

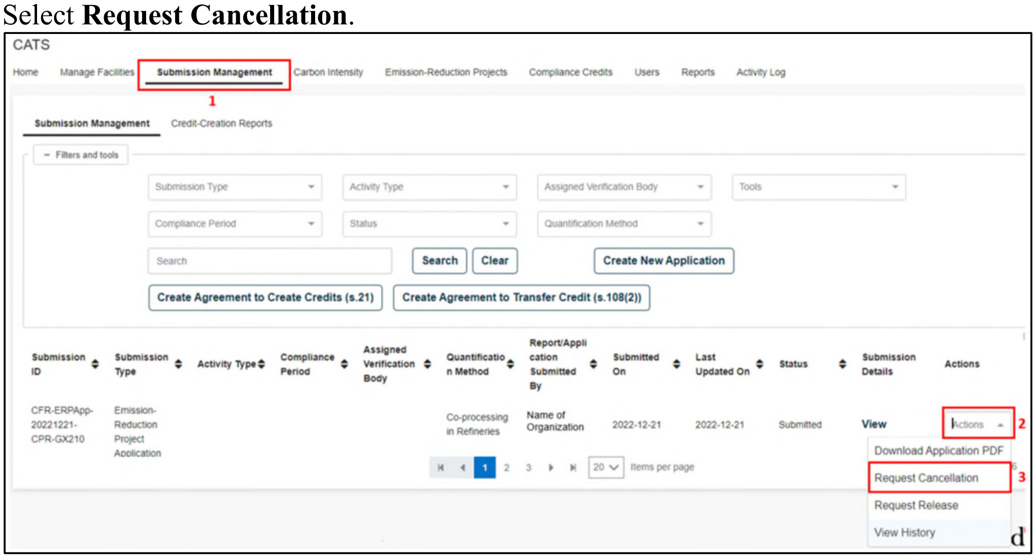


Figure 140: Request to Cancel an Application

4. Enter a comment explaining the reason for requesting the cancellation of the application.
5. Select **Submit Request to ECCC**.

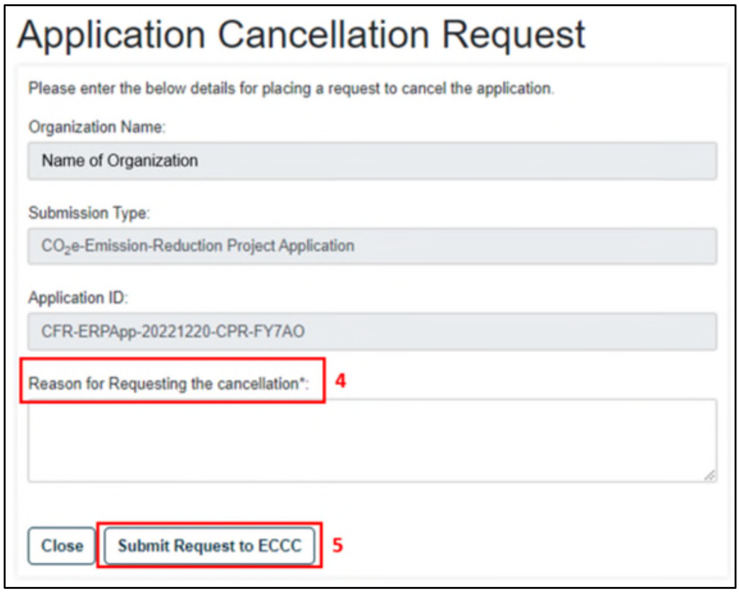


Figure 141: Request to Cancel an Application - Details

6. A confirmation message is displayed prompting the user to confirm the selection. Select **OK**.

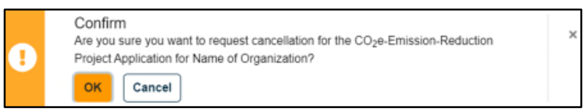


Figure 142: Request to Cancel an Application – Confirmation Message

7. Upon acceptance, a success message is displayed and an email notification will be sent to the user.

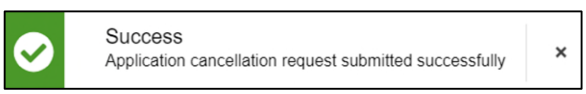


Figure 143: Request to Cancel an Application – Success Message

5.4.4 Application Release Request

After submitting an application, if the user realizes that some information is missing or if they want to provide updated or additional information, they may submit a request to release the application, allowing them to update the application. Follow the steps below:

1. Navigate to **Submission Management Tab**.
2. Select the **Actions** drop-down menu associated to the application.
3. Select **Request Release**.

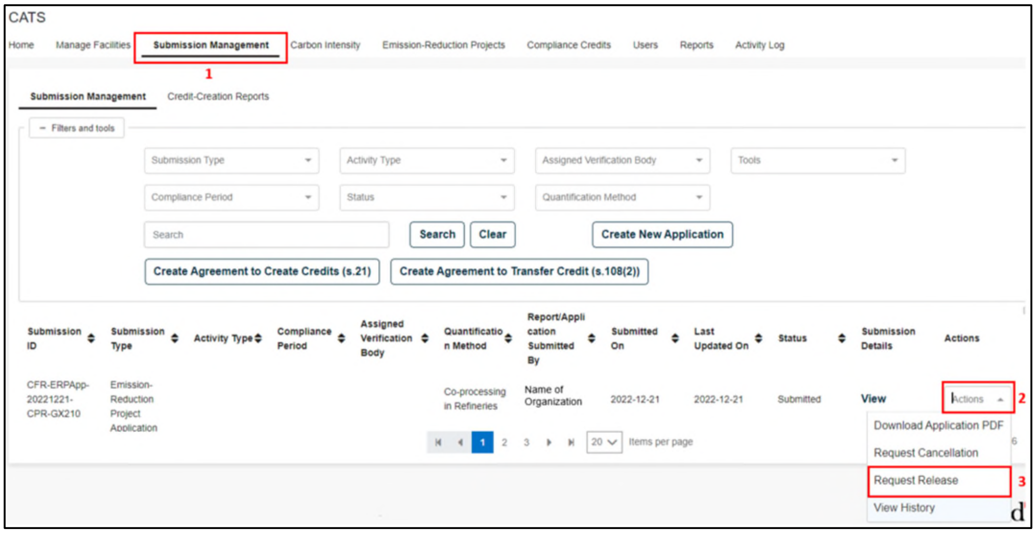


Figure 144: Release Request for Application

4. Enter a comment explaining the reason for requesting the release of the application.
5. Select **Submit Request to ECCC**.

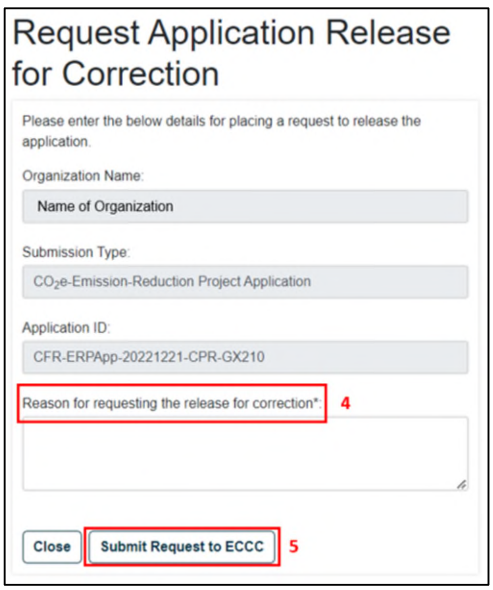


Figure 145: Release Request for Application - Details

6. A confirmation message is displayed prompting the user to confirm the selection. Select **OK**.

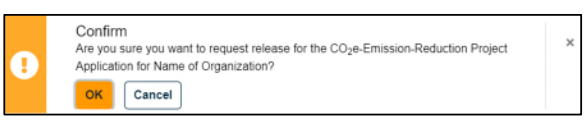


Figure 146: Release Request for Application – Confirmation Message

7. Upon acceptance, a success message is displayed and an email notification will be sent to the user. Click on the **X**.

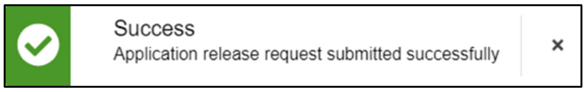


Figure 147: Release Request For Application – Success Message

8. Upon completion of the previous steps, one of the following actions are possible:
   - ECCC approves the request. The user will receive an email confirming the request has been approved. The user can now update their application. Please refer to steps 1 to 4 of section 1.1 for the different parts of the application. Any of these steps may be updated and the application resubmitted.
   - ECCC denies the request. The user will receive an email confirming the request has been denied.

In addition to one of the above actions, ECCC and the user may contact each other by e-mail should there be any questions or clarifications required.

5.4.5 Need More Information Request

ECCC may send this request for the user to add information or update their application. The user will receive an email notification from CATS of this request. Additionally, ECCC will send an additional email to the user, detailing the information requested. Follow the steps below:

1. Navigate to the **Home** tab.
2. In the box **My Tasks – All Accounts**, click on message **Action Required: More Information Requested for CO_2e-Emissions-reduction Project Application**.
3. Message details are shown. Click on **Take Action** to start adding information.

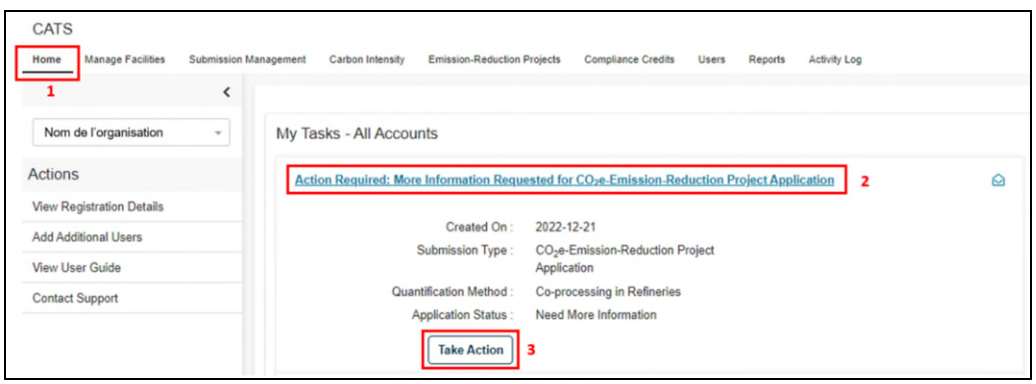


Figure 148: Response to a Request for More Information

The Request for More Information consists of the following five on-screen steps:

Figure 149: Response to a Request for More Information – Five Main Steps

Steps 1 to 4
Steps 1 to 4 are the same screens that the user went through to initially create the application. Please refer to 1.1 Application for CO2e Emission Reduction Project for more information on these 4 steps. The user may update the information in any of these steps. In particular, for Step 3: Upload Documents, it is recommended to put the new submission date at the beginning each file name (Ex. "YYYY-MM-DD File Name") in order to differentiate between the new files being uploaded and the previous files that were uploaded. Please note that it is not possible to delete or modify a document that has already been submitted. ECCC will reject any individual older files which have been replaced by the new uploaded files or which are not part of the project recognition.
Step 5: Response to the Request for More Information
At this step, describe the information that has been updated in the application.

4. In the **Response** text box, describe all information that has been updated in the application. An email sent to ECCC may also be appropriate, if applicable. In this case, indicate in the **Response** text box that additional information has been submitted to ECCC (cfsncp@ec.gc.ca), along with the date the email has been sent.
5. Once the response is complete, click on **Resubmit** on the bottom right hand side of the screen.

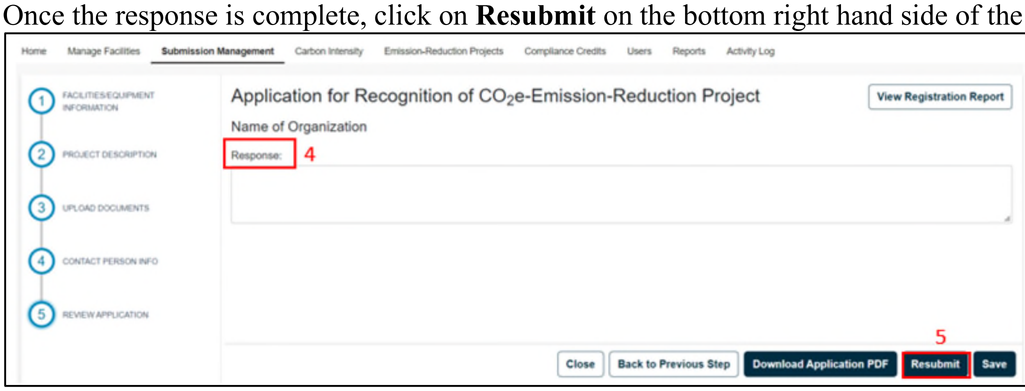


Figure 150: Response to a Request for More Information – Step 5

6. A confirmation message is displayed prompting the user to confirm the selection. Select **OK**.

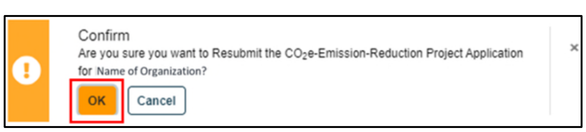


Figure 151: Response to a Request for More Information – Confirmation Message

7. Upon acceptance, a success message is displayed and an email notification will be sent to the user. Click on the **X**.

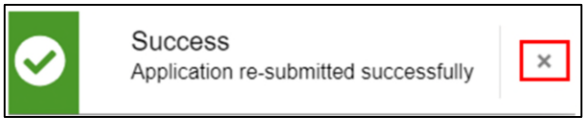


Figure 152: Response to a Request for More Information – Success Message

5.5 Request to cancel an application

If an application has been submitted to ECCC and the organization wishes to cancel it, follow the steps below:

1. Navigate to **Submission Management** tab. Refer to **section 4.5** for more information for more information.
2. Select the **Request Cancellation** from the **Actions** drop-down menu associated to the application.
3. Enter a comment explaining the **Reason for requesting the cancellation** of the application.
4. Select **Submit Request to ECCC**.

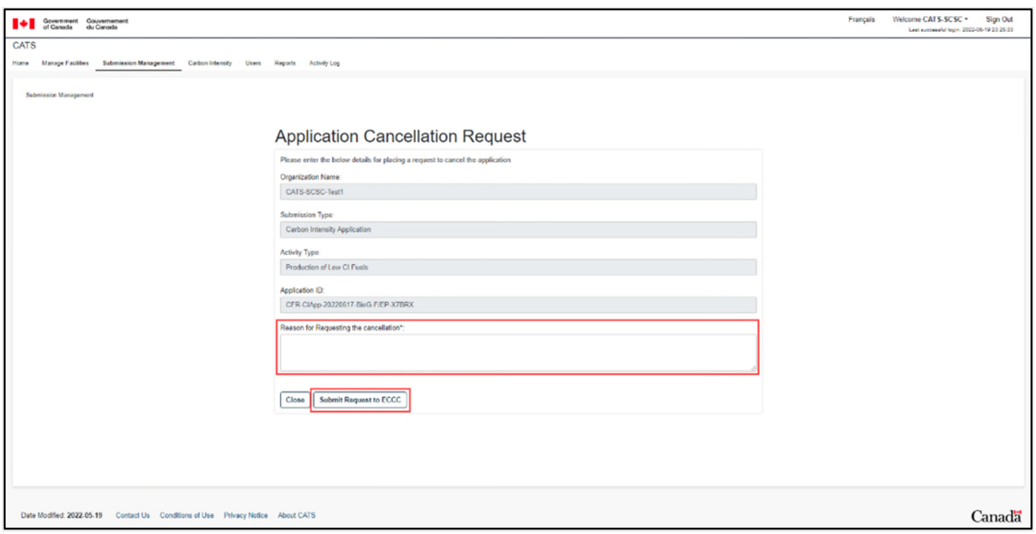


Figure 153: Application Cancellation Request

5. A confirmation message will be displayed prompting the user to confirm the selection. Select OK.
6. Upon acceptance, a success message will be displayed, and an email notification will be sent to the user.
7. If needed, the cancellation request can be viewed by navigating back to **Submission Management Tab**, selecting **View Cancellation Request** from the **Actions** drop down menu.
    - The **Last Updated On** date will not be updated when requesting an application cancellation
    - The application **Status** will show as **Submitted**.

8. Once ECCC reviews and approves the application cancelation, an email is sent to the user and the application status is updated to **Cancelled**. ECCC remarks, if any, regarding the application cancellation request can be viewed in the **Activity Log**.

5.6 Request to release an application – CI

If an application has been submitted to ECCC, but not approved yet, and the organization wishes to withdraw it from ECCC for modifications:

- For CO_2e-emission-reduction project applications please refer to section 5.4.4.
- For Carbon Intensity and New Pathway applications follow the steps below:

1. Navigate to **Submission Management Tab**. Refer to **section 4.5** for more information.
2. Select the **Actions** drop-down menu associated to the application.
3. Select **Request Release**.
4. Enter a comment explaining the reason for requesting the release of the application.
5. Select **Submit Request to ECCC**.
6. A confirmation message will be displayed prompting the user to confirm the selection. Select **OK**.
7. Upon acceptance, a success message will be displayed and an email notification will be sent to the user.

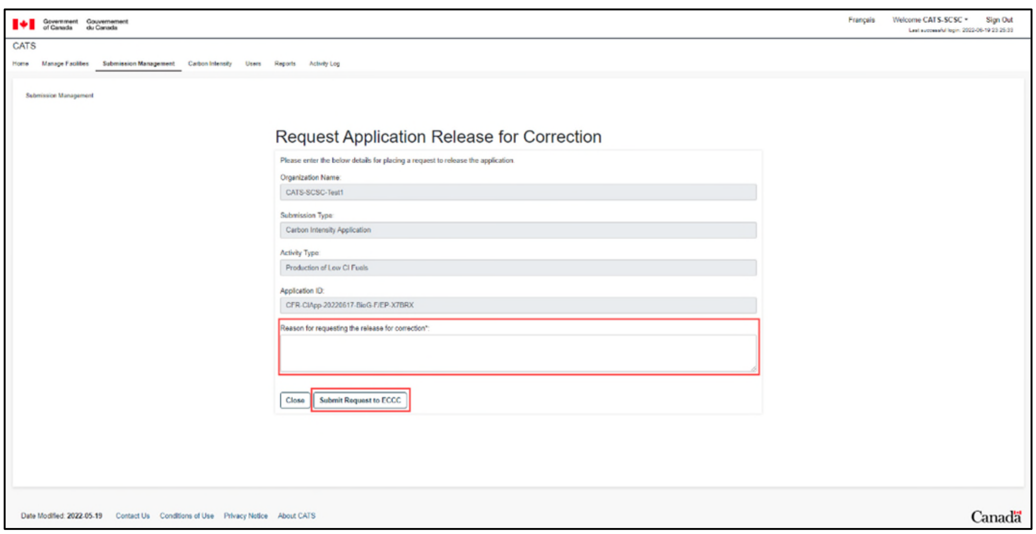


Figure 154: Application Release Request

The reason for requesting the release will be displayed in the Activity Log, in the Details column for that activity type.

Once ECCC reviews and approves the application release, an automated email will be sent to the user and a task will be displayed in the Home tab for the user to update the application. ECCC remarks, if any, regarding the release request can also be viewed in the Activity Log.

The Application Status will shown as In Progress. Refer to sections 5.2, 5.3 and 5.4 for the information that can be updated in the application depending on the Activity Type.

NOTE: that documents initially uploaded and submitted to ECCC cannot be deleted by the user. However, previous documents can be downloaded, and new documents can be uploaded.

6 Credit-Creation Reports

A provisional compliance credit ceases to be provisional on submission of an Annual or Quarterly Credit-Creation report submitted once the Minister deposits it into a compliance-credit account. Once submitted, credits lose their provisional status and can be banked, traded, or used for compliance. The Credit-Creation Report must be signed by the Authorized Agent of the registered creator and contain the information referred to in Schedule 11 or Schedule 12 for the compliance period to which the report relates.

Users that have selected the following activities in the Registration Report (see **section 3.2** for details) will have access to the Quarterly Credit-Creation Reports:

- Production of Liquid Low-Carbon-Intensity Fuel (CC2)[4]
- Production of Biogas to Produce Electricity (CC2)
- Production of Gaseous Low-Carbon-Intensity Fuel for use in Fuelling Station (CC3)
- Import of Liquid Low-Carbon-Intensity Fuel (CC2)
- Import of Gaseous Low-Carbon-Intensity Fuel (CC2)
- Import of Gaseous Low-Carbon-Intensity Fuel for use in Fuelling Station (CC3)

Users that have selected the following activities in the Registration Report (see **section 3.2** for details) will have access to the Annual Credit-Creation Reports:

- CO_2e-Emission-Reduction Project (CC1)
  - Specific Quantification Method
  - Generic Quantification Method
- Supplies fuel(s) or energy sources to vehicles (CC3)
  - Supply of propane, compressed natural gas, or liquefied natural gas to vehicles by a fuelling station
  - Supply of renewable propane, co-processed low-carbon intensity propane, compressed renewable natural gas, or liquefied renewable natural gas to vehicles by a fuelling station
  - Charging Network Operator
  - Charging Site Host
  - Supply of hydrogen for use in a vehicle by a fuelling station

Ensure to update the activities in the Registration Report prior to starting the Credit-Creation Report, otherwise if the user notices that an activity is missing, the Credit-Creation Report will need to be discarded and user will need to start over.

To create a Credit-Creation Report for submission, follow the steps below:

1. Navigate to **Submission Management Tab**.
2. Navigate to **Credit-Creation Reports** sub-tab in the top left.
3. Select **Create Credit-Creation Report** to start a new credit creation report.
4. From the drop-down menus, select the **Report Type** (**Quarterly** or **Annual**) and **Compliance Period (2022-2999**).

[4] CC stands for compliance category

5. Continue to **section 6.1** for Quarterly Credit-Creation Reports, and **section 6.2** for Annual Credit-Creation Reports.

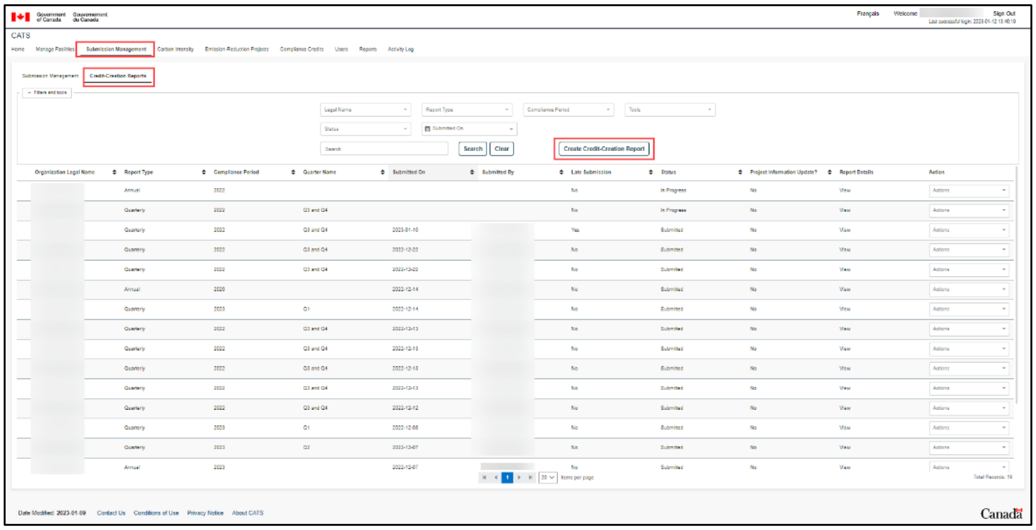


Figure 155: Show navigation on Submission Management Tab to Credit-Creation Reports & button to create credit-creation report

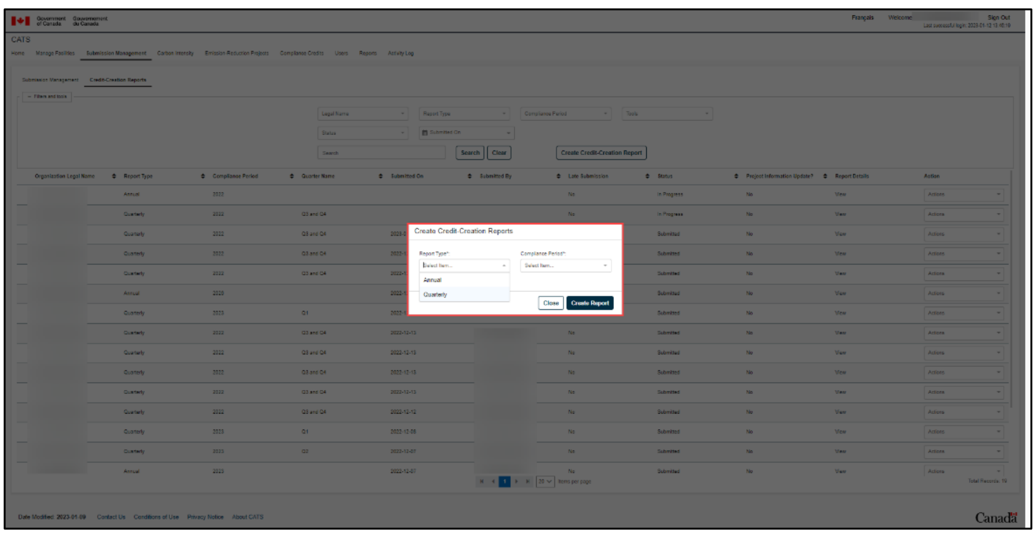


Figure 156: Show drop down options for Annual or Quarterly Credit Creation Reports

6.1 Quarterly Credit-Creation Report

The periods for quarterly credit creation and deadlines for submission are as follows:

- Quarter 1: January 1st – March 31st
  - Deadline for submission: no later than the June 30th of the compliance period
- Quarter 2: April 1st – June 30th
  - Deadline for submission: no later than the September 30th of the compliance period
- Quarter 3: July 1st and the September 30th
  - Deadline for submission: no later than the December 31st of the compliance period

- Quarter 4: October 1st and the December 31st
  - Deadline for submission: no later than the March 31st of the calendar year that follows the end of the compliance period.

The one-time 2022 combined quarterly credit creation report is due on June 30, 2023, and requires verification. The user guide for Verification Body users is available as a separate document. Refer to Reference Documents section for more information.

Continuing from **section 6**, select **Quarterly**, the desired **Compliance Period** (**2022-2999**) followed by the selecting the desired **Quarter** from the appearing drop-down menu:

- **Q1**
- **Q2**
- **Q3**
- **Q4**

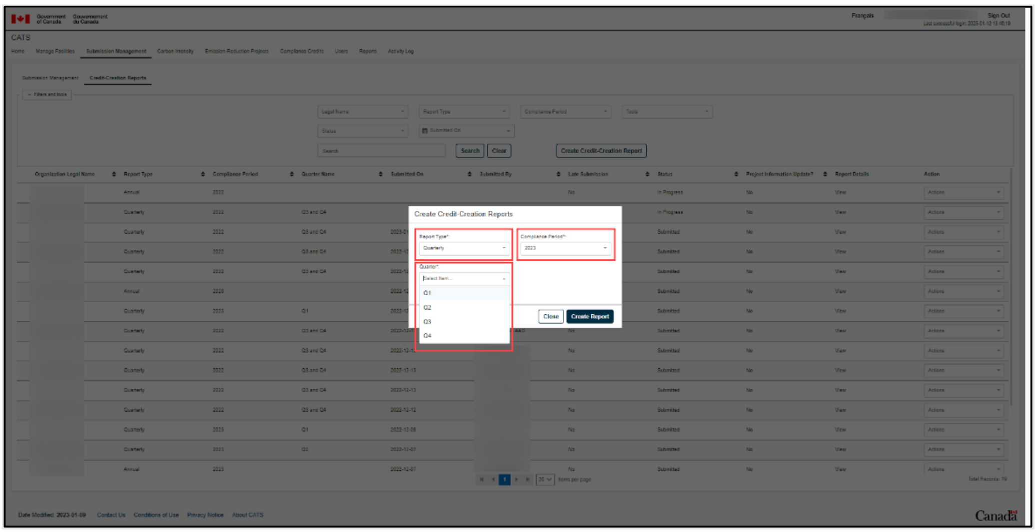


Figure 157: Show drop down options for Quarter Selection for Creation of Quarterly Credit-Creation Report

NOTE: For the one-time 2022 combined quarterly credit-creation report, as the final Regulations were registered on June 21, 2022, there will be no data to input for Q1. For users eligible for provisional credit creation between June 21, 2022 and June 30, 2022, the Q2 data must be combined with Q3 data and must be entered in the Q3 data field. Q4 data must be entered separately.

Based on activities selected in the Registration Report, the following steps will be displayed on the left-hand side of the screen:

1. Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Produced) (**section 6.1.1**
2. Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced) (**section 6.1.2**)
3. Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced for use in Fuelling Stations) (**section 6.1.3**)
4. Compliance Category 2: Liquid Low-Carbon-Intensity-Fuel (Imported) (**section 6.1.4**)
5. Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Imported) (**section 6.1.5**)

6. Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Imported for use in Fuelling Stations) (**section 6.1.6**)

7. Compliance Category 2: Low-Carbon-Intensity Fuel (For Immediate Compliance-Credit Transfer) (**section 6.1.7)**

8. Compliance Category 2: Production of Biogas to Produce Electricity (**section 6.1.8**)

NOTE: An organization can create credits under more than one activity listed above and submit the results in a single quarterly credit-creation report. If an activity was not undertaken during a quarter, and no provisional compliance credits were created, the user should select "Nil". No credits will be created for that activity for that report and the user will not have to enter data associated with that activity.

6.1.1 Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Produced)

If creating credits under **Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Produced)**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

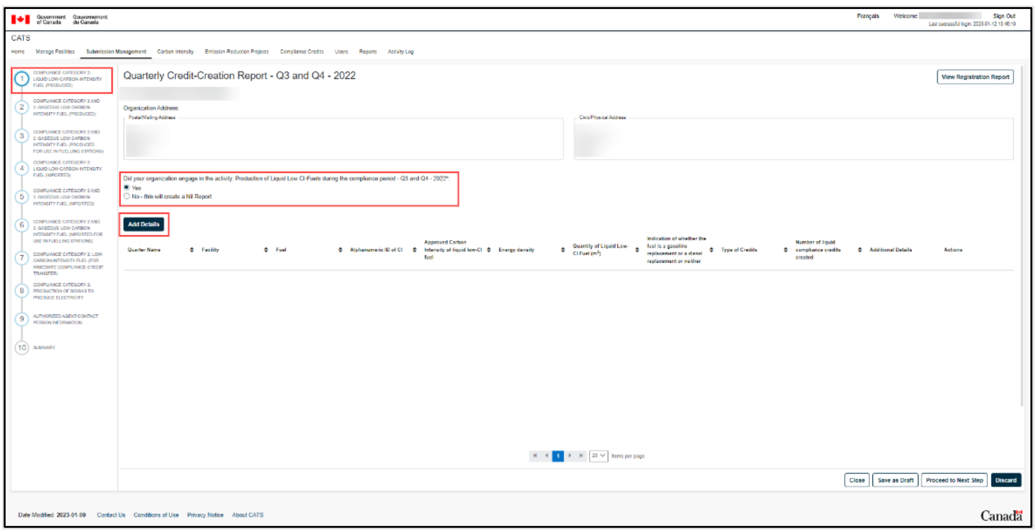


Figure 158: Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Produced): Yes/No radio buttons to confirm credit creation for the quarter

If Yes was selected:

1. Select **Add Details** to trigger a pop-up.
2. Only applicable for 2022: from the drop-down menu, **Select the Quarter for which the below details are being entered**: **Q3** or **Q4**.
3. Choose the applicable **Facility** from the drop-down menu.
4. Select the applicable **Fuel** from the drop-down menu (dependent on fuels selected in the Registration Report):
   - **Biodiesel**
   - **Cellulosic Ethanol**
   - **Ethanol**
   - **Hydrogenation-Derived Renewable Diesel**

    - **Low-Carbon-Intensity Fuel that is suitable for use in aviation**
    - **Other Low-Carbon-Intensity Fuel** (manually entered in the Registration Report)
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
    - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
    - **Default – Section 75(1)(a)** (Carbon Intensity will be automatically generated)
    - **Search CI ID – Manual Entry**
        - In the pop-up below, **Enter Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Enter the **Feedstock Type used in production** and the **Region where feedstock was extracted/cultivated**. Please note that if an Approved CI was selected, these fields will be auto-populated.
7. Select the **Energy density** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
    - **Regulatory Energy Density**
    - **Specifications Energy Density**
8. Enter the **Quantity of Fuel used to create credits (m^3)**.
9. Under **Indication of whether fuel meets a volumetric requirement**, select the applicable option from the drop-down menu:
    - **Gasoline Replacement**
    - **Diesel Replacement**
    - **Neither**
10. The **Type of Credits** will be auto-populated to **Liquid Compliance Credits**.
11. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** field and provide a **Reason for over-riding the compliance credit value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
12. Select **Save**.
13. Repeat for each fuel type listed in the Registration Report that was used to create provisional compliance credits for the applicable quarter and compliance period.
14. View the summary and **Total number of liquid fuel compliance credits** by scrolling further down the page.
15. Select **Proceed to Next Step** to continue.

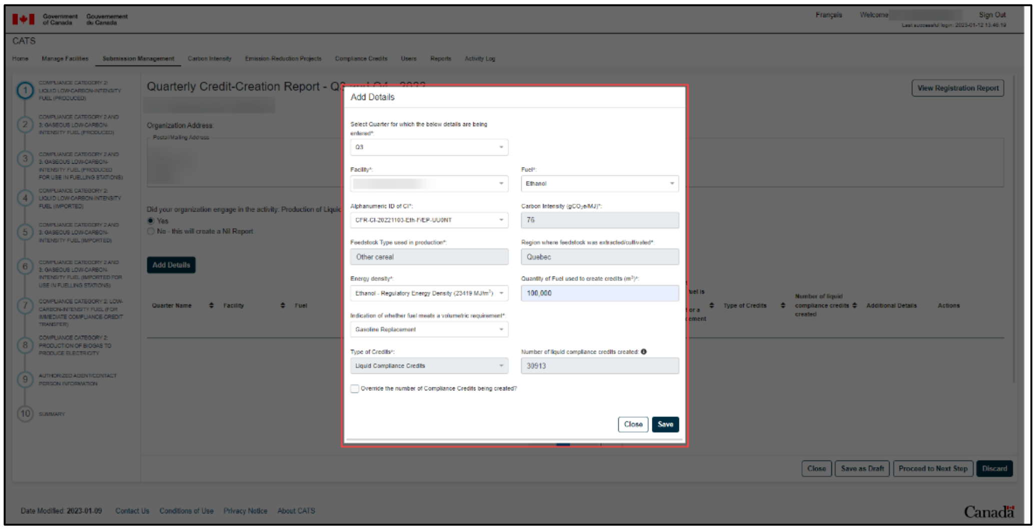


Figure 159: Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Produced): Add additional details 1 (image requires scrolling down to the second half of the screen)

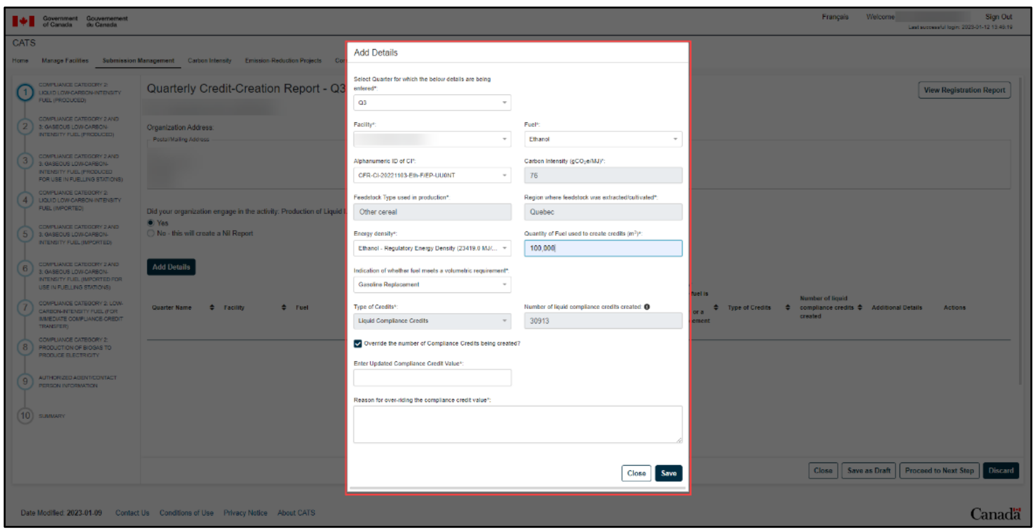


Figure 160: Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Produced): Add additional details 2 (image requires scrolling down to the second half of the screen)

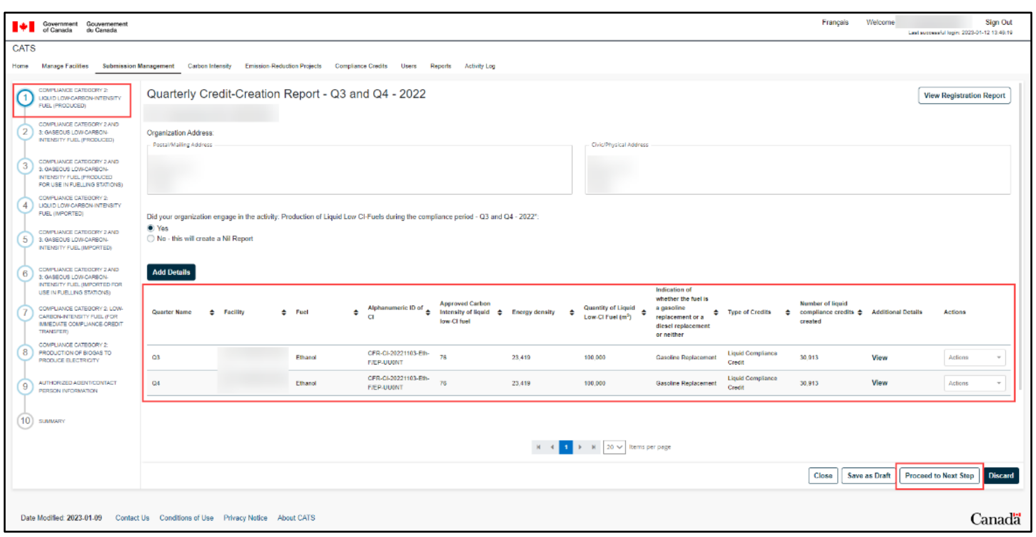


Figure 161: Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Produced): Summary Table and Proceed to Next Step

6.1.2 Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced)

If creating credits under **Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced)**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

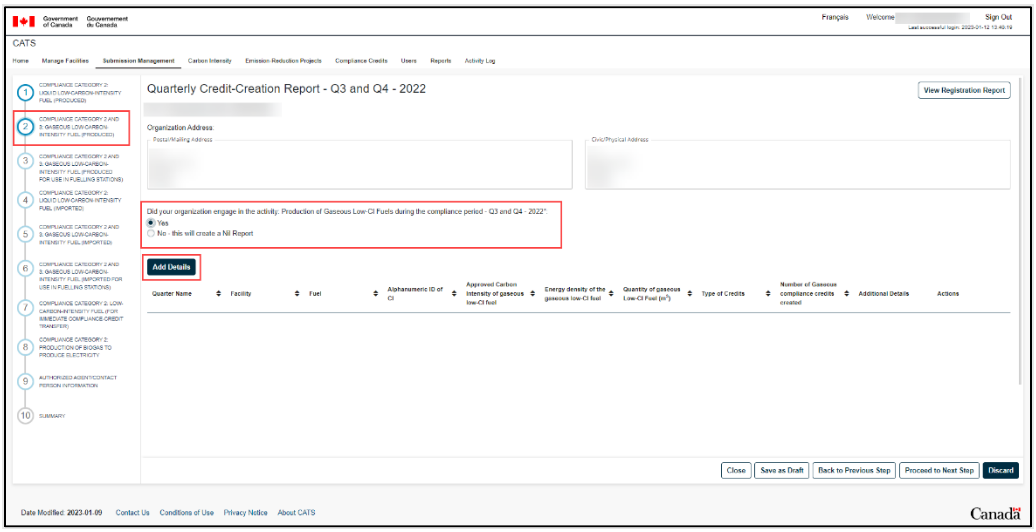


Figure 162: Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced): Yes/No radio buttons to confirm credit creation for the quarter

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Only applicable for 2022: from the drop-down menu, **select the Quarter for which the below details are being entered**: **Q3** or **Q4**.
3. Choose the applicable **Facility** from the drop-down menu.
4. Select the applicable **Fuel** from the drop-down menu (dependent on fuels selected in the Registration Report):
   - **Biogas**
   - **Hydrogen**
   - **Renewable Natural Gas**
   - **Renewable Propane**
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Default – Section 75(1)(a)** (Carbon Intensity will be automatically generated)
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Enter the **Feedstock Type used in production** and the **Region where feedstock was extracted/cultivated**. Please note that if an Approved CI was selected, these fields will be auto-populated.

7. Select the **Energy density** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
   - **Regulatory Energy Density**
   - **Specifications Energy Density**
8. Enter the **Quantity of gaseous Low-CI Fuel used to create credits**, in cubic metres (m^3).
9. The **Type of Credits** will be auto-populated to **Gaseous Compliance Credits**.
10. The **Number of gaseous compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
11. Select **Save**.
12. Repeat for each fuel type listed in the Registration Report that was used to create provisional compliance credits for the applicable quarter and compliance period.
13. View the summary and **Total number of gaseous fuel compliance credits** by scrolling further down the page.
14. Select **Proceed to Next Step** to continue.

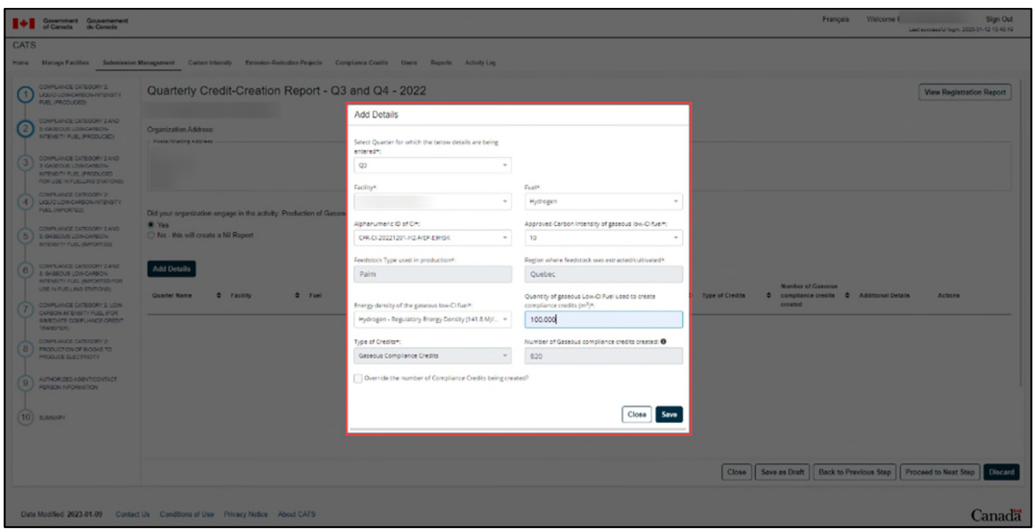


Figure 163: Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced): Add additional details 1 (image requires scrolling down to the second half of the screen)

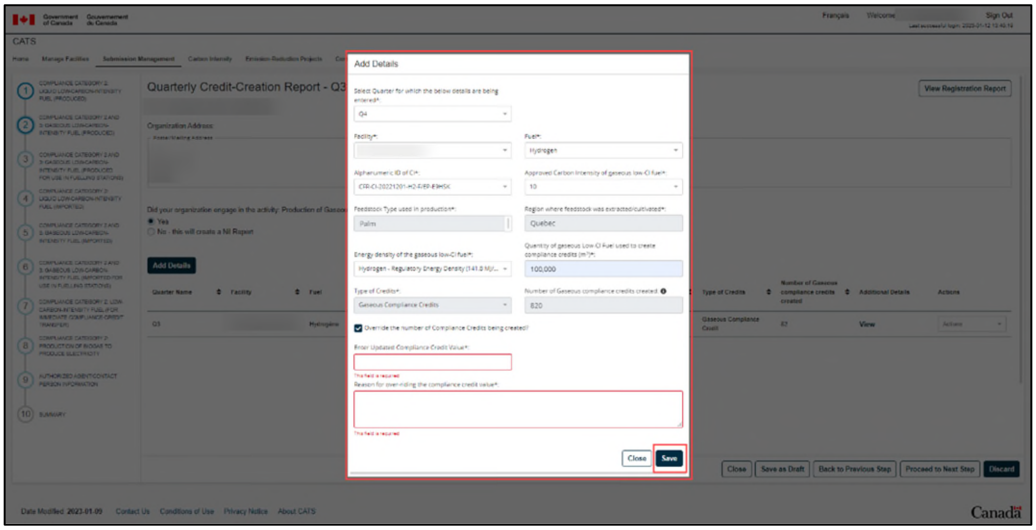


Figure 164: Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced): Add additional details 2 (image requires scrolling down to the second half of the screen)

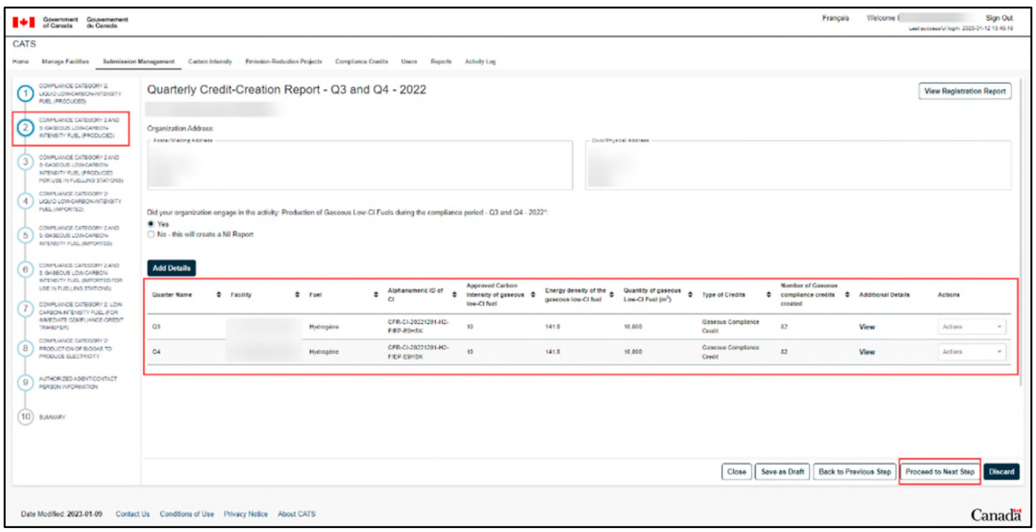


Figure 165: Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced): Summary Table and Proceed to Next Step

6.1.3 Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced for use in Fuelling Stations)

If creating credits under **Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced for use in Fuelling Stations)**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

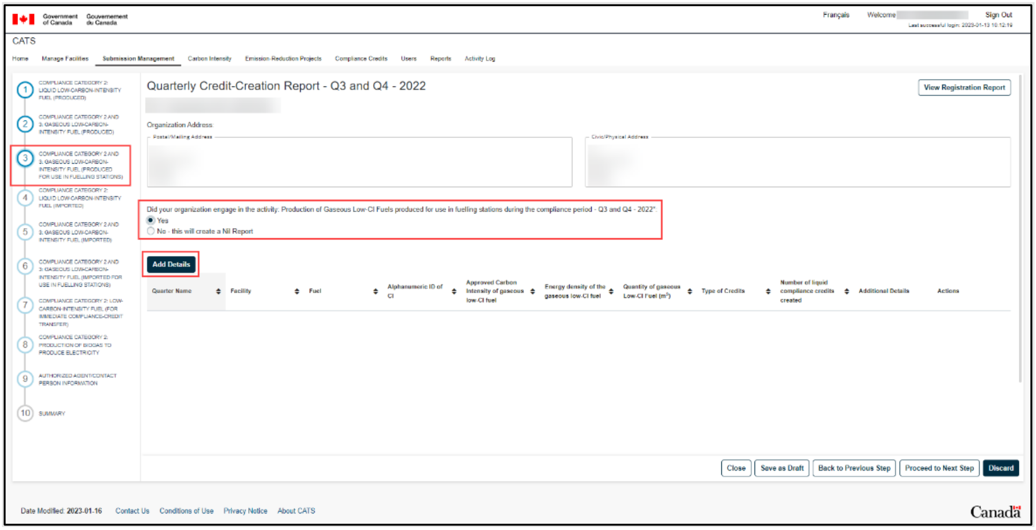


Figure 166: Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced for use in Fuelling Stations): Yes/No radio buttons to confirm credit creation for the quarter

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Only applicable for 2022: from the drop-down menu, **select the Quarter for which the below details are being entered**: **Q3** or **Q4**.
3. Choose the applicable **Facility** from the drop-down menu.
4. Select the applicable **Fuel** from the drop-down menu (dependent on fuels selected in the Registration Report):
   - **Renewable Natural Gas**
   - **Renewable Propane**
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Default – Section 75(1)(a)** (Carbon Intensity will be automatically generated)
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **Enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Enter the **Feedstock Type used in production** and the **Region where feedstock was extracted/cultivated**. Please note that if an Approved CI was selected, these fields will be auto-populated.
7. Select the **Energy density of the gaseous low-CI fuel** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
   - **Regulatory Energy Density**
   - **Specifications Energy Density**
8. If the fuelling station that the gaseous low-carbon intensity fuel is being produced for is already registered in CATS, select **Yes**. If the fuelling station is not registered in CATS, select **No**.
   - If the fuelling station is already registered, search the **Organization ID** and **Station ID**. Confirm that the information filled in based on the selected fuel station is correct. If incorrect, please update the Registration Report.
   - If the fuelling station is not already registered, fill out the information in the boxes that appear.

9. Enter the **Quantity of gaseous Low-CI Fuel used to create compliance credits**, in cubic metres (m^3).
10. The **Type of Credits** will be auto-populated to **Liquid Compliance Credits**.
11. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
12. Select **Save**.
13. Repeat for each fuel type listed in the Registration Report that was used to create provisional compliance credits for the applicable quarter and compliance period.
14. View the summary and **Total number of liquid fuel compliance credits** by scrolling further down the page.
15. Select **Proceed to Next Step** to continue.

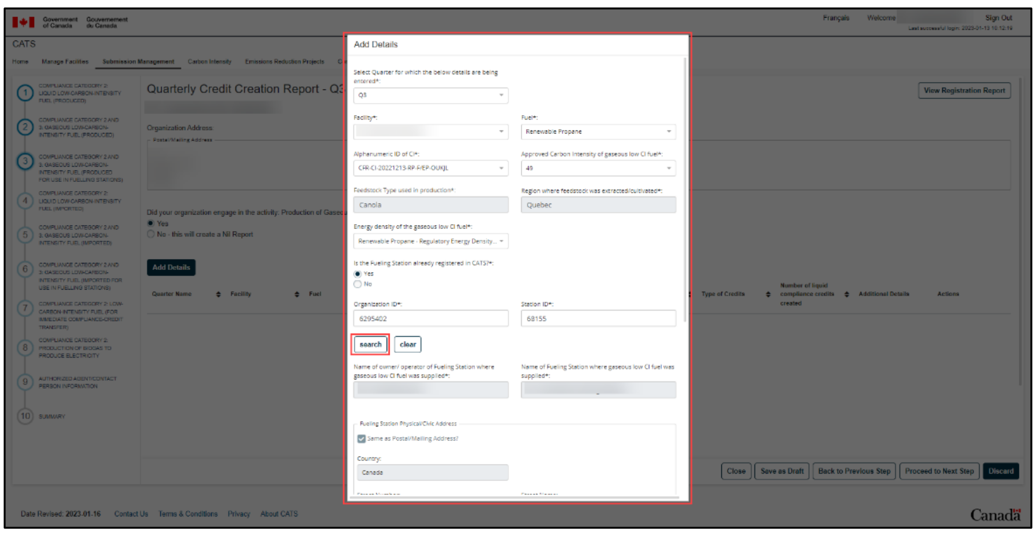


Figure 167: Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced for use in Fuelling Stations): Add additional details 1 (image requires scrolling down to the second half of the screen)

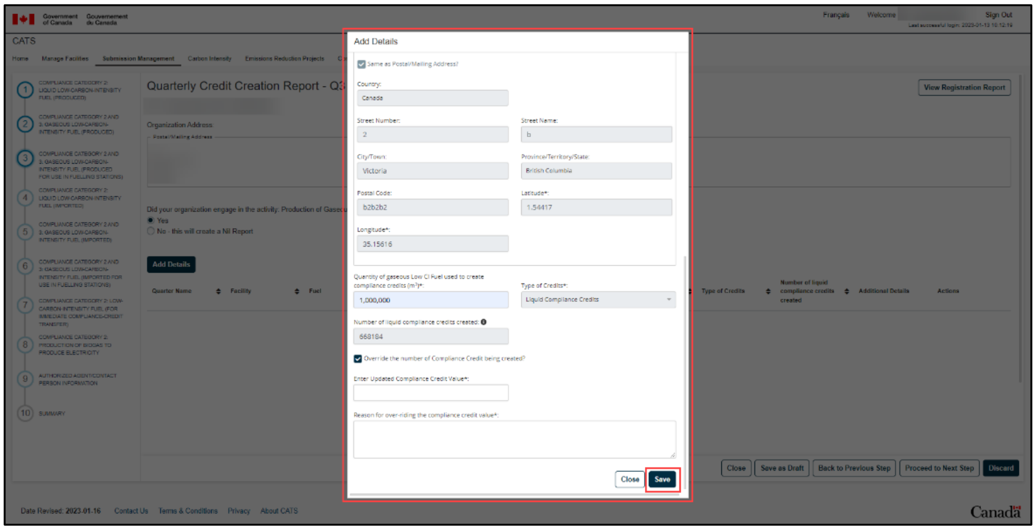


Figure 168: Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced for use in Fuelling Stations): Add additional details 2 (image requires scrolling down to the second half of the screen)

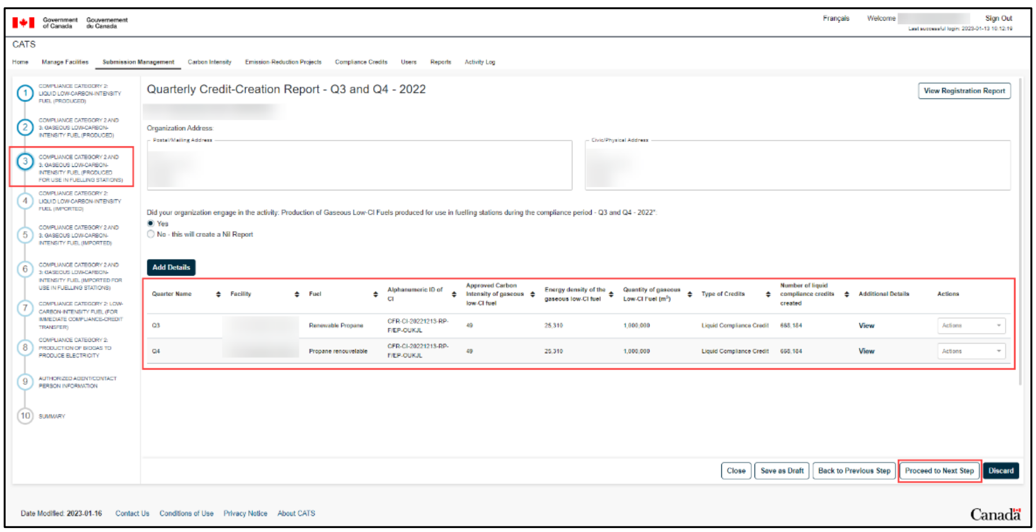


Figure 169: Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Produced for use in Fuelling Stations): Summary Table and Proceed to Next Step

6.1.4 Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Imported)

If creating credits under **Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Imported)**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

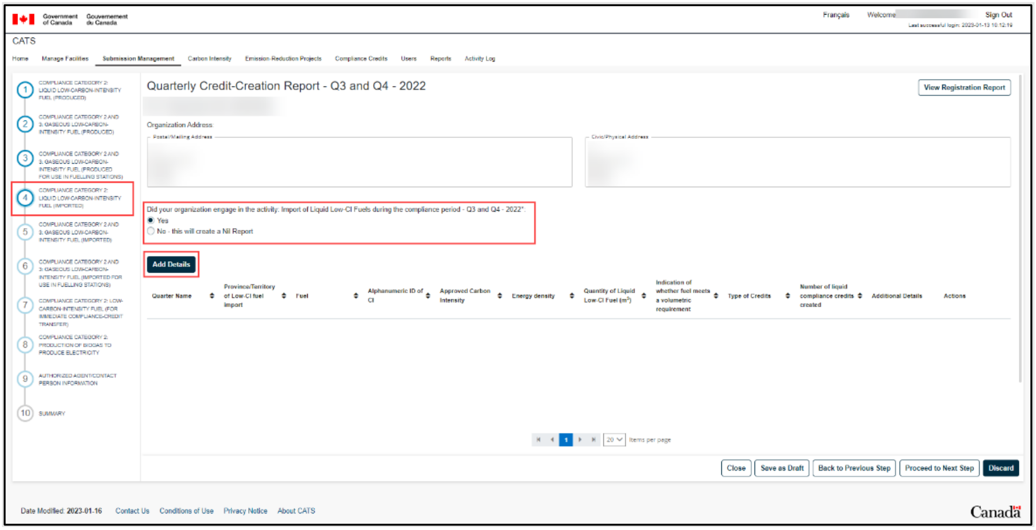


Figure 170: Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Imported): Yes/No radio buttons to confirm credit creation for the quarter

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Only applicable for 2022: from the drop-down menu, **select the Quarter for which the below details are being entered**: **Q3** or **Q4**.
3. Choose the applicable **Province/Territory** from the drop-down menu (only those selected in the Registration Report will be listed as options).
4. Select the applicable **Fuel** from the drop-down menu (dependent on fuels registered for the selected **province, as entered in the Registration Report):**
   - **Biodiesel**
   - **Cellulosic Ethanol**
   - **Ethanol**
   - **Hydrogenation-Derived Renewable Diesel**
   - **Low-Carbon-Intensity Fuel that is suitable for use in aviation**
   - **Other Low-Carbon-Intensity Fuel** (manually entered in the Registration Report)
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI's** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Default – Section 75(1)(a)** (Carbon Intensity will be automatically generated)
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Enter the **Name and Civic Address of Foreign Supplier** of the imported liquid low-carbon-intensity fuel. Please note that if an Approved CI was selected, these fields will be auto-populated.
7. Enter the **Feedstock Type used in production** and the **Region where feedstock was extracted/cultivated**. Please note that if an Approved CI was selected, these fields will be auto-populated.
8. Select the **Energy density** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
   - **Regulatory Energy Density**
   - **Specifications Energy Density**
9. Enter the **Quantity of Fuel used to create credits**, in cubic metres (m^3).

10. Under **Indication of whether the fuel meets a volumetric requirement**, select the applicable option from the drop-down menu:
    - **Gasoline Replacement**
    - **Diesel Replacement**
    - **Neither**
11. The **Type of Credits** will be auto-populated to **Liquid Compliance Credits**.
12. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
13. Select **Save**.
14. Repeat for each fuel type listed in the Registration Report that was used to create provisional compliance credits for the applicable quarter and compliance period.
15. View the summary and **Total number of liquid fuel compliance credits** by scrolling further down the page.
16. Select **Proceed to Next Step** to continue.

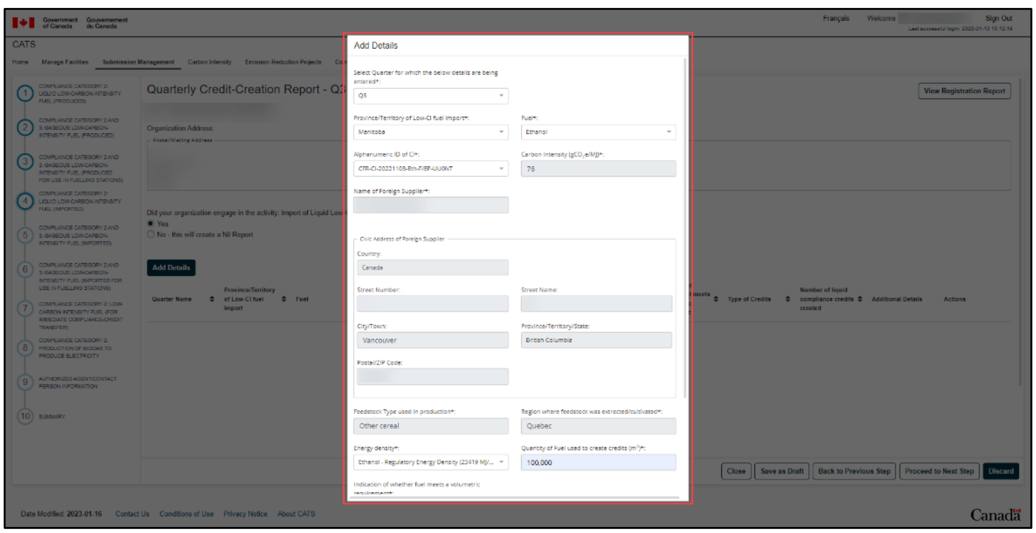


Figure 171: Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Imported): Add additional details 1 (image requires scrolling down to the second half of the screen)

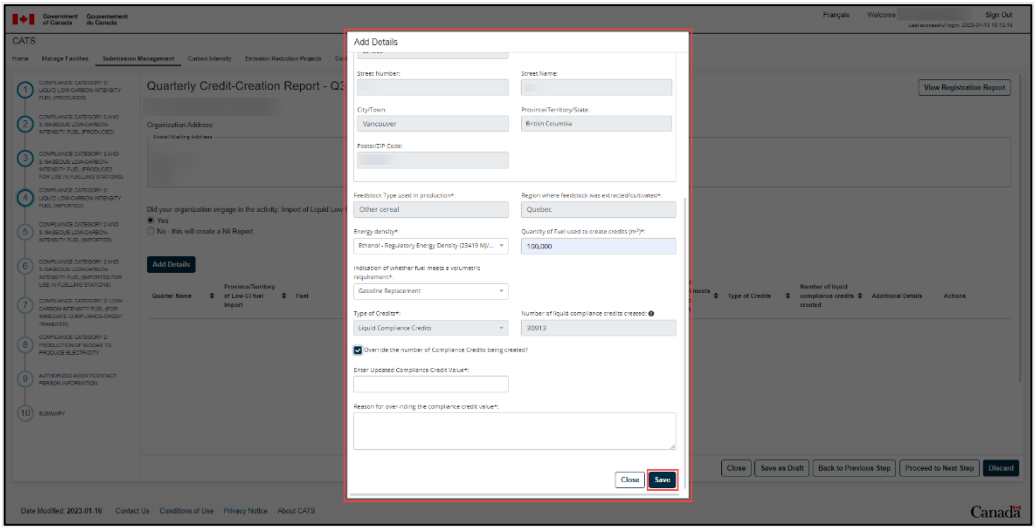


Figure 172: Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Imported):Add additional details 2 (image requires scrolling down to the second half of the screen)

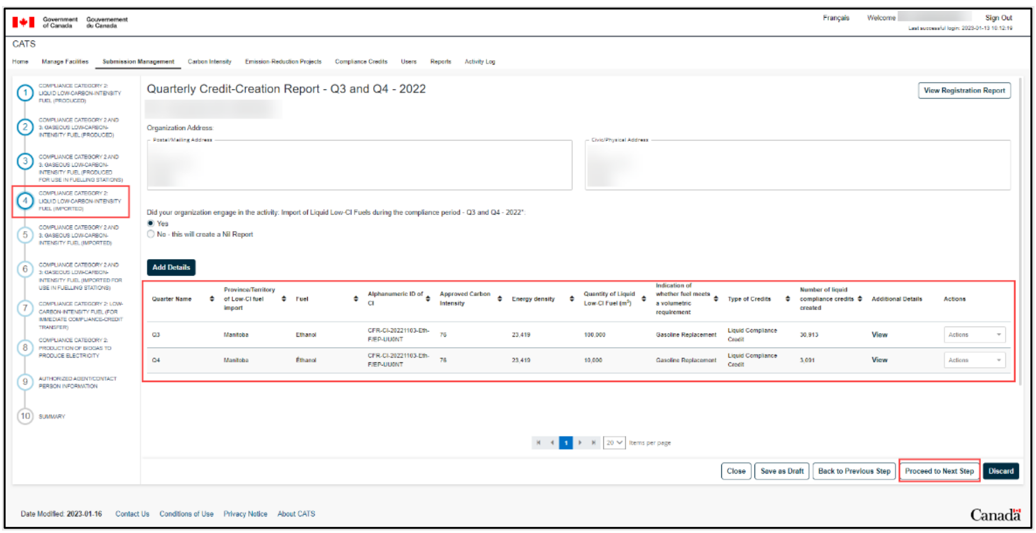


Figure 173: Compliance Category 2: Liquid Low-Carbon-Intensity Fuel (Imported): Summary Table and Proceed to Next Step

6.1.5 Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Imported)

If creating credits under **Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Imported)**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

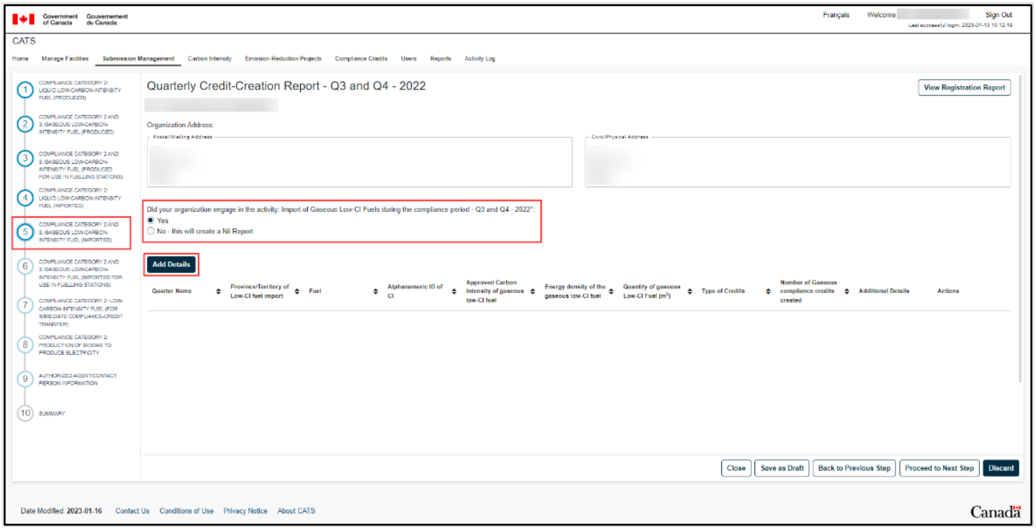


Figure 174: Compliance Category 2: Gaseous Low-Carbon-Intensity Fuel (Imported): Yes/No radio buttons to confirm credit creation for the quarter

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Only applicable for 2022: from the drop-down menu, **Select the Quarter for which the below details are being entered**: **Q3** or **Q4**.
3. Choose the applicable **Province/Territory of Low-CI fuel import** from the drop-down menu (only those selected in the Registration Report will be listed as options).
4. Select the applicable **Fuel** from the drop-down menu (dependent on fuels registered for the selected province, as entered in the Registration Report):
   - **Biogas**
   - **Hydrogen**
   - **Renewable Natural Gas**
   - **Renewable Propane**
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI's** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Default – Section 75(1)(a)** (Carbon Intensity will be automatically generated)
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Enter the **Name and Civic Address of Foreign Supplier** of the imported liquid low-carbon-intensity fuel. Please note that if an Approved CI was selected, these fields will be auto-populated.
7. Enter the **Feedstock Type used in production** and the **Region where feedstock was extracted/cultivated**. Please note that if an Approved CI was selected, these fields will be auto-populated.
8. Select the **Energy density of the gaseous low-CI fuel** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
   - **Regulatory Energy Density**
   - **Specifications Energy Density**
9. Enter the **Quantity of gaseous Low-CI Fuel used to create compliance credits**, in cubic metres (m^3).
10. The **Type of Credits** will be auto-populated to **Gaseous Compliance Credits**.

11. The **Number of gaseous compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
12. Select **Save**.
13. Repeat for each fuel type listed in the Registration Report that was used to create provisional compliance credits for the applicable quarter and compliance period.
14. View the summary and **Total number of gaseous fuel compliance credits created** by scrolling further down the page.
15. Select **Proceed to Next Step** to continue.

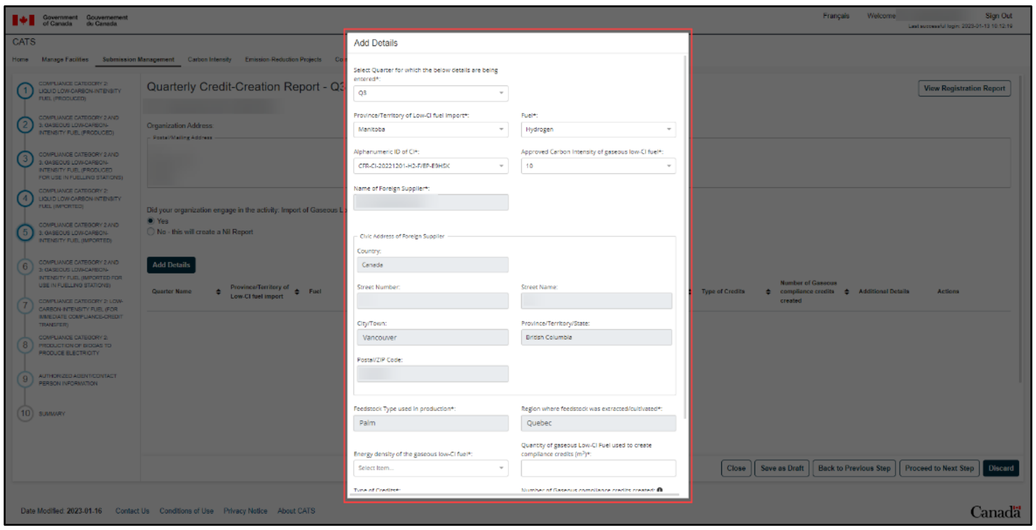


Figure 175: Compliance Category 2: Gaseous Low-Carbon-Intensity Fuel (Imported): Add additional details 1 (image requires scrolling down to the second half of the screen)

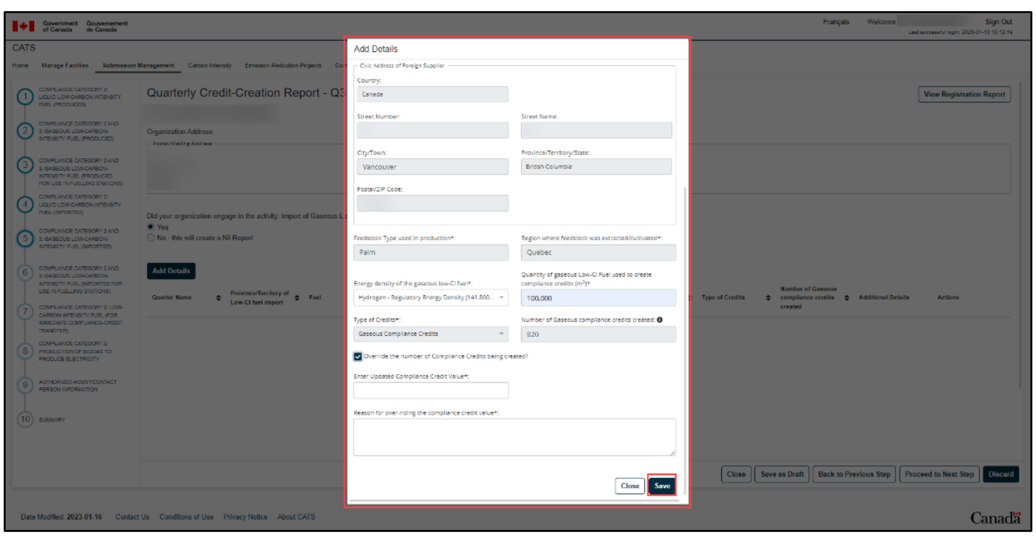


Figure 176: Compliance Category 2: Gaseous Low-Carbon-Intensity Fuel (Imported): Add additional details 2 (image requires scrolling down to the second half of the screen)

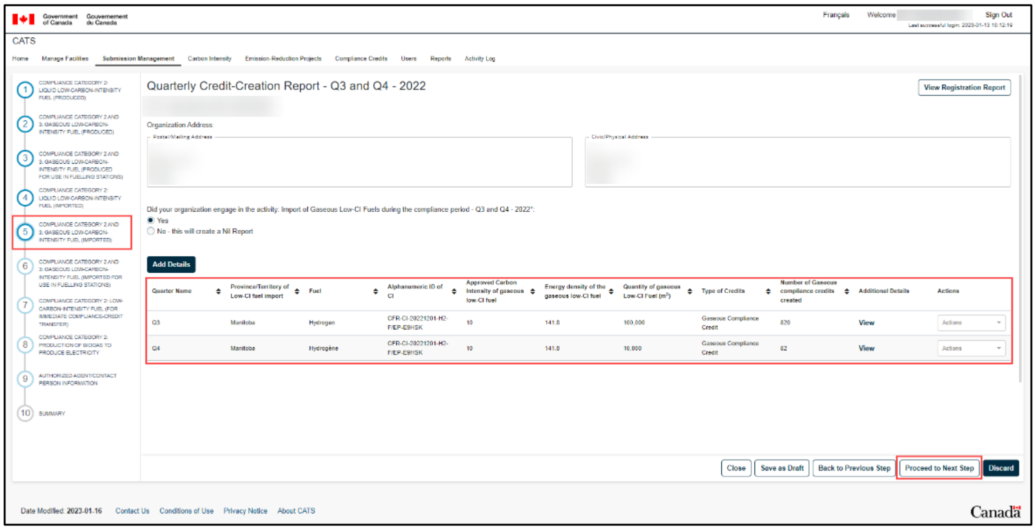


Figure 177: Compliance Category 2: Gaseous Low-Carbon-Intensity Fuel (Imported): Summary Table and Proceed to Next Step

6.1.6 Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Imported for use in Fuelling Stations)

If creating credits under **Compliance Category 2 and 3: Gaseous Low-Carbon-Intensity Fuel (Imported for use in Fuelling Stations)**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

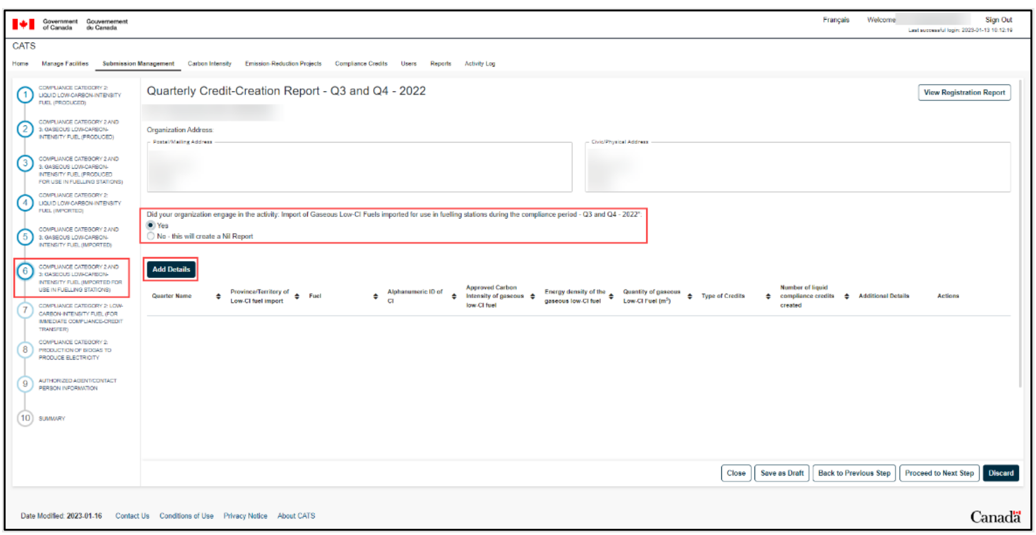


Figure 178: Compliance Category 2: Gaseous Low-Carbon-Intensity Fuel (Imported for use in Fuelling Stations): Yes/No radio buttons to confirm credit creation for the quarter

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Only applicable for 2022: from the drop-down menu, **select the Quarter for which the below details are being entered**: **Q3** or **Q4**.
3. Choose the applicable **Province/Territory** from the drop-down menu (only those selected in the Registration Report will be listed as options).

4. Select the applicable **Fuel** from the drop-down menu (dependent on fuels registered for the selected province, as entered in the Registration Report):
   - **Renewable Natural Gas**
   - **Renewable Propane**
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Default – Section 75(1)(a)** (Carbon Intensity will be automatically generated)
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Enter the **Name and Civic Address of Foreign Supplier** of the imported gaseous low-carbon intensity fuel. Please note that if an Approved CI was selected, these fields will be auto-populated.
7. Enter the **Feedstock Type used in production** and the **Region where feedstock was extracted/cultivated**. Please note that if an Approved CI was selected, these fields will be auto-populated.
8. Select the **Energy density of the gaseous low-CI fuel** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
   - **Regulatory Energy Density**
   - **Specifications Energy Density**
9. If the fuelling station that the gaseous low-carbon intensity fuel is being produced for is already registered in CATS, select **Yes**. If the fuelling station is not registered in CATS, select **No**.
   - If the fuelling station is already registered, search the **Organization ID** and **Station ID**. Confirm that the information filled in based on the selected fuel station is correct. If incorrect, please update the Registration Report.
   - If the fuelling station is not already registered, fill out the information in the boxes that appear.
10. Enter the **Quantity of gaseous Low-CI Fuel used to create compliance credits**, in cubic metres (m^3).
11. The **Type of Credits** will be auto-populated to **Liquid Compliance Credits**.
12. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
   - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
   - Please note that performing this action will trigger a review by ECCC.
13. Select **Save**.
14. Repeat for each fuel type listed in the Registration Report that was used to create provisional compliance credits for the applicable quarter and compliance period.
15. View the summary and **Total number of liquid fuel compliance credits** by scrolling further down the page.
16. Select **Proceed to Next Step** to continue.

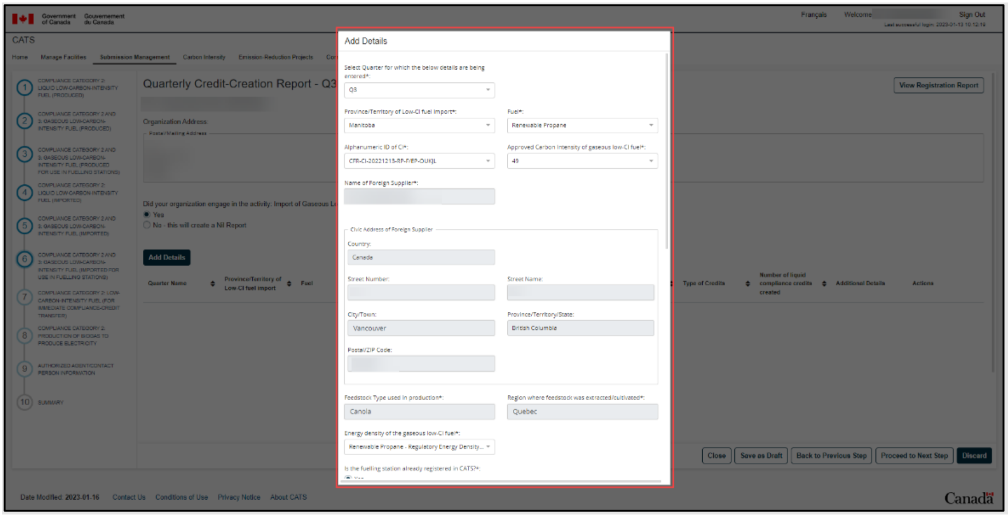


Figure 179: Compliance Category 2: Gaseous Low-Carbon-Intensity Fuel (Imported for use in Fuelling Stations): Add additional details 1 (image requires scrolling down to the second half of the screen)

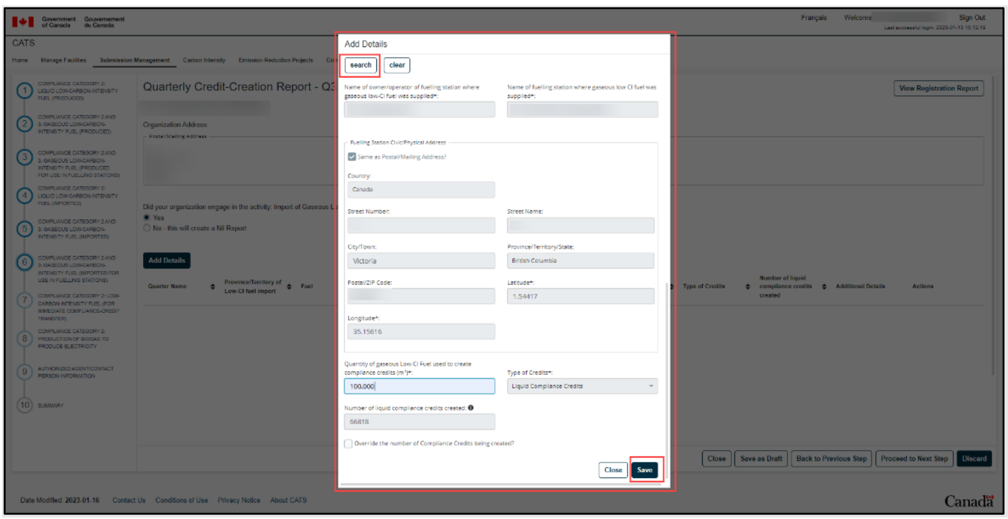


Figure 180: Compliance Category 2: Gaseous Low-Carbon-Intensity Fuel (Imported for use in Fuelling Stations): Add additional details 2 (image requires scrolling down to the second half of the screen)

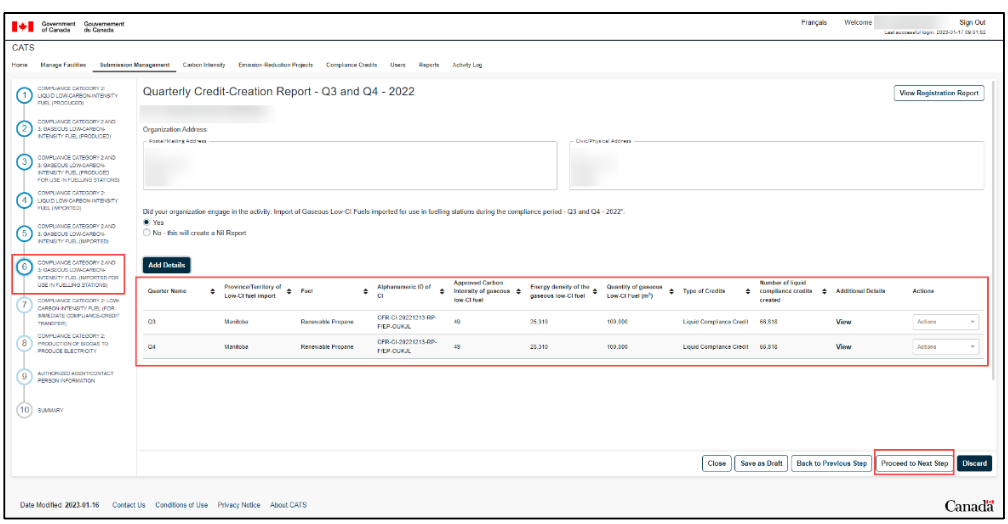


Figure 181: Compliance Category 2: Gaseous Low-Carbon-Intensity Fuel (Imported for use in Fuelling Stations): Summary Table and Proceed to Next Step

6.1.7 Compliance Category 2: Low-Carbon-Intensity Fuel (For Immediate Compliance-Credit Transfer

If transferring credits under s.108(1) of the *Clean Fuels Regulations* (see section 8 below for more details), there will be a section to report on the transferred credits in the Quarterly Credit-Creation Report.

If no s.108(2) agreement has been created and submitted, this page will not be visible. If applicable, please ensure Agreements are submitted in advance of Credit-Creation Report submission.

If transferring credits through a s.108(2) agreement for the quarter under **Compliance Category 2: Low-Carbon-Intensity Fuel (For Immediate Compliance-Credit Transfer)** select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

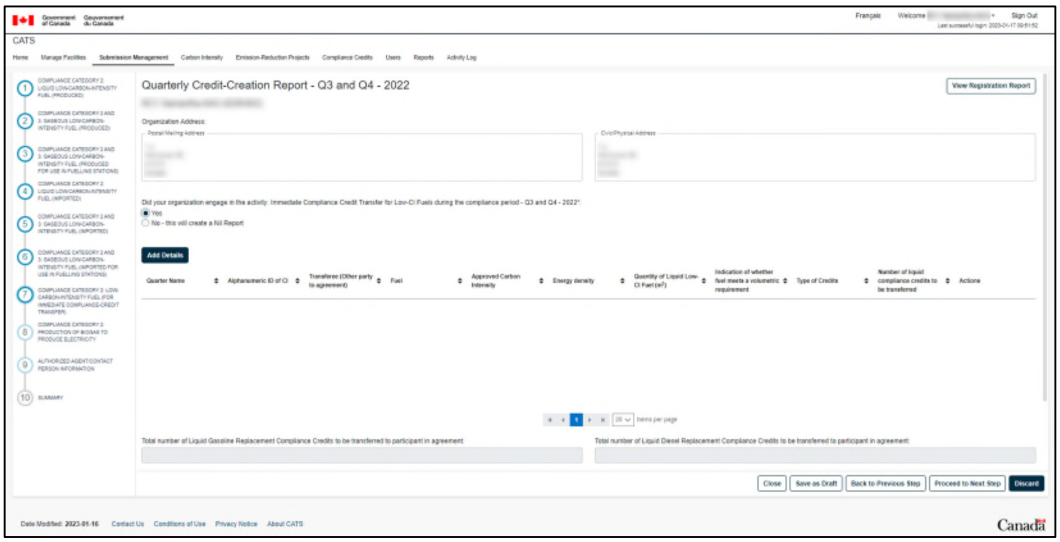


Figure 182: Immediate Transfers : Yes/No radio buttons to confirm immediate credit transfers for the quarter

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Only applicable for 2022: from the drop-down menu, **select the Quarter for which the below details are being entered**: **Q3** or **Q4**.
3. Select the **Agreement Identifier** from the drop-down menu.
4. The **Alphanumeric ID of CI** will be auto-populated.
5. The **Fuel** associated to the Alphanumeric ID will be auto-populated.
   - **Biodiesel**
   - **Cellulosic Ethanol**
   - **Ethanol**
   - **Hydrogenation-Derived Renewable Diesel**
   - **Low-Carbon Intensity that is suitable for use in aviation**
   - **Other Low-Carbon-Intensity Fuel (manually entered in the Registration Report)**
   - **Biogas**
   - **Hydrogen**
   - **Renewable Natural Gas**
   - **Renewable Propane**

6. The **Transferee (Other party to agreement)** will be auto-populated.
7. The **Carbon Intensity of Low-CI fuel** will be auto-populated.
8. The **Energy density** should be selected from the drop-down menu. Please note that the energy density that had been previously entered earlier in the Credit-Creation report should be selected.
9. Enter the **Quantity of Fuel used to create credits (m^3)** (this is the quantity to be transferred).
10. The field **Indication of whether the fuel meets a volumetric requirement** will be auto-populated based on the selection entered earlier in the credit-creation report. To make changes, please update the section of the Quarterly Credit-Creation Report where the fuel was initially reported.
11. The **Type of Credits** will be auto-populated.
12. The **Number of compliance credits to be transferred** will be automatically generated.
13. Select **Save**.
14. Repeat for each Compliance-Credit Transfer Agreement that was used to create provisional compliance credits for the applicable quarter and compliance period.
15. View the summary by scrolling further down the page:
    - **Total number of Liquid Gasoline Replacement Compliance Credits to be transferred to participant in agreement**
    - **Total number of Liquid Diesel Replacement Compliance Credits to be transferred to participant in agreement**
    - **Total number of Other Liquid Compliance Credits to be transferred to participant in agreement**
    - **Total number of Liquid Fuel Compliance Credits to be transferred to participant in agreement**
    - **Total number of Gaseous Fuel Compliance Credits to be transferred to participant in agreement**
16. Select **Proceed to Next Step** to continue.

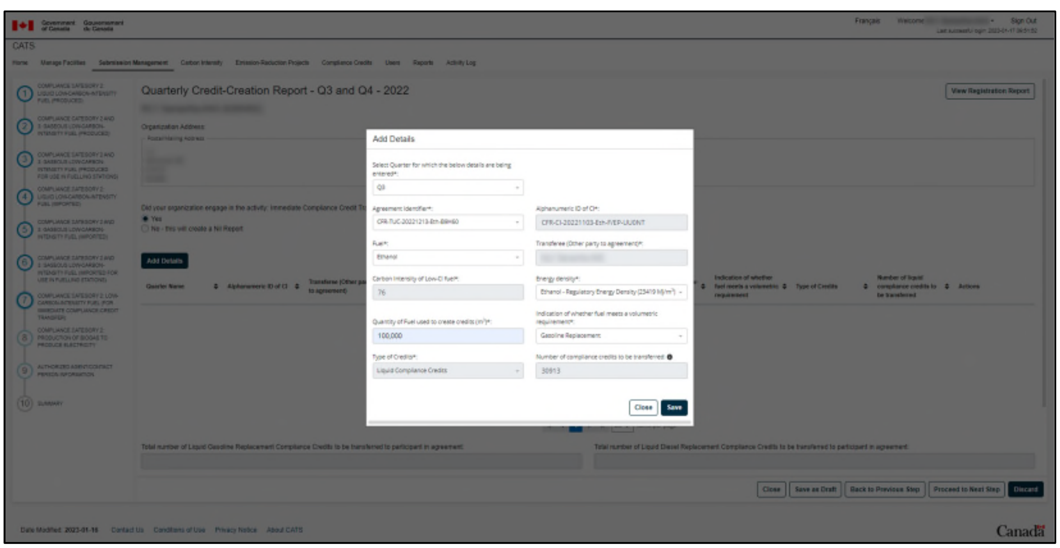


Figure 183: Immediate Transfers : Additional Details

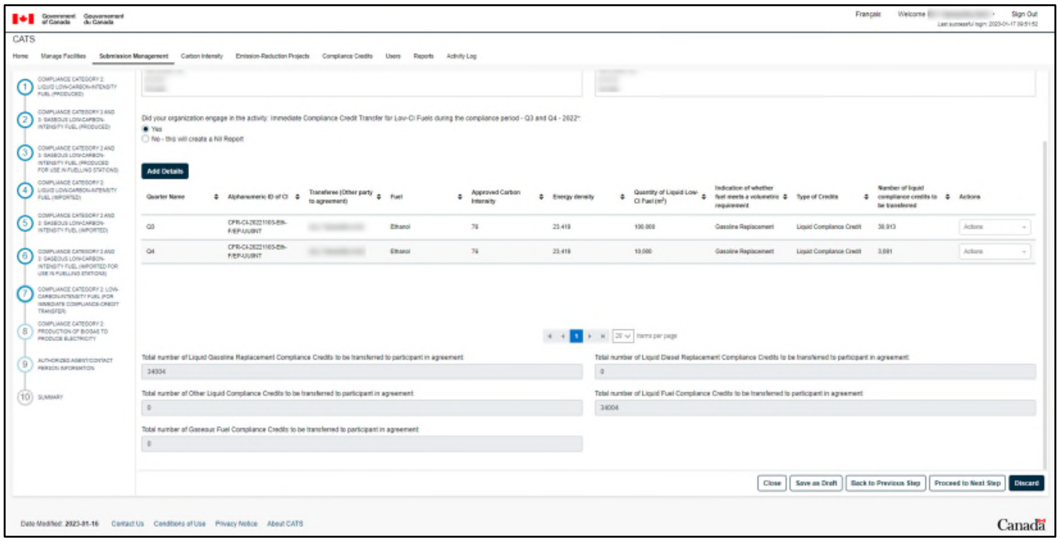


Figure 184: Immediate Transfers : Summary Table

6.1.8 Compliance Category 2: Production of Biogas to Produce Electricity

If creating credits under **Compliance Category 2: Production of Biogas to Produce Electricity** select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

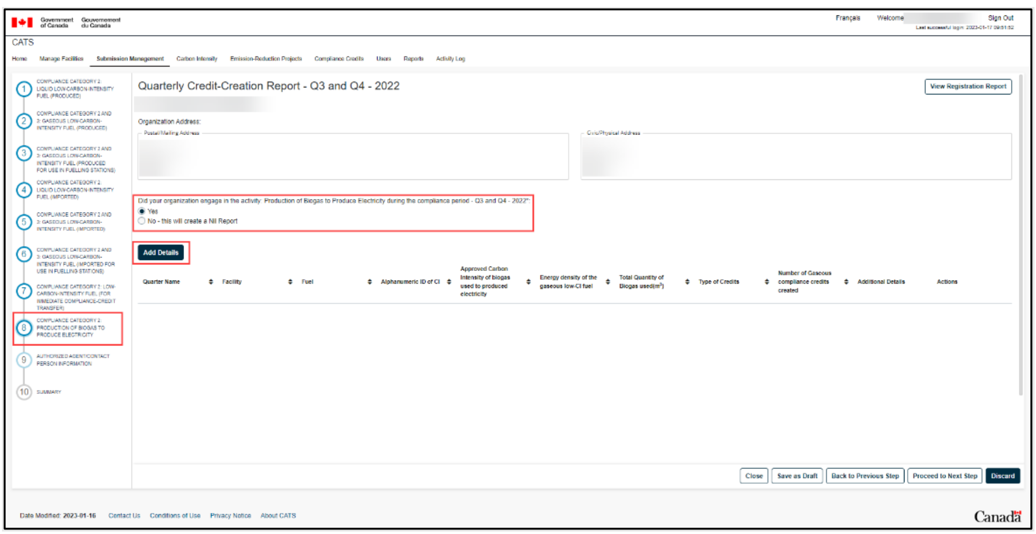


Figure 185: Compliance Category 2: Production of Biogas to Produce Electricity: Yes/No radio buttons to confirm credit creation for the quarter

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Only applicable for 2022: from the drop-down menu, **select the Quarter for which the below details are being entered**: **Q3** or **Q4**.
3. Choose the applicable **Facility** from the drop-down menu.
4. **Biogas** should be automatically generated as the **Fuel**.

5. Select the **Alphanumeric ID of CI** from the drop-down menu:
    a) **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
    b) **Default – Section 75(1)(a)** (Carbon Intensity will be automatically generated)
    c) **Search CI ID – Manual Entry**
        - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Enter the **Feedstock Type used in production** and the **Region where feedstock was extracted/cultivated**. Please note that if an Approved CI was selected, these fields will be auto-populated.
7. Select the **Section under which credits will be created** from the drop-down menu:
    a) **Section 95**: "*A person who, during a compliance period, produces in Canada or imports into Canada a quantity of low-carbon-intensity fuel that is biogas, renewable natural gas, renewable propane or hydrogen and that displaces, or was sold to displace, the use of a volume of fuel in the gaseous class may create provisional compliance credits in respect of the gaseous class for the compliance period."* See Section 95 of the *Clean Fuels Regulations* for exceptions.
    b) **Section 96**: "*A person who, during a compliance period, produces in Canada a quantity of biogas that is used in equipment to produce electricity and that displaces the use in Canada of a volume of fuel in the gaseous class in accordance with paragraph 20(b) or (c) may create provisional compliance credits in respect of the gaseous class for the compliance period."* See Section 96 of the *Clean Fuels Regulations* for exceptions.
8. If Section 95:
    a) Select the **Energy density** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
        - **Regulatory Energy Density**
        - **Specifications Energy Density**
        - Or, check the **Enter Energy Density Manually** box and enter the manual energy density.
    b) Enter the **Electrical Energy Output by Equipment**, measured in megajoules (MJ).
    c) Enter the **Heat Energy produced by the equipment and used or sold**, measured in megajoules (MJ).
    d) Enter the **Total Quantity of Biogas used**, in cubic metres (m^3).
    e) Note that the **Validation Equation** will be populated once the above fields are filled in. Credit creation is only eligible under section 95 for biogas if the results of the following equation equals greater than 0.7:
        - $(E_{total} + H) / (Q \times D)$, where:
        - E_{total} = the **Electrical Energy Output by Equipment**
        - H = the **Heat Energy produced by the equipment and used or sold**
        - Q = the **Total Quantity of Biogas used**
        - D = the **Energy Density**

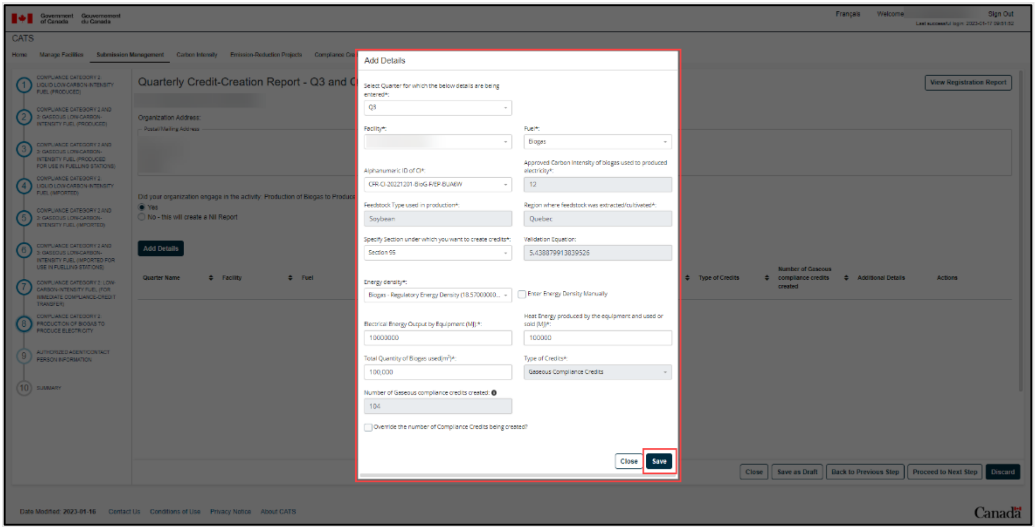


Figure 186: Compliance Category 2: Production of Biogas to Produce Electricity: Add additional details section 95

9. If Section 96:
   a) Select the **Energy density** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
      - **Regulatory Energy Density**
      - **Specifications Energy Density**
      - Or, check the **Enter Energy Density Manually** box and enter the manual energy density.
   b) Enter the **Electrical Energy Output by Equipment**, measured in megajoules (MJ).
   c) Enter the **Electrical Energy Produced**, measured in megajoules (MJ).
   d) Select the **Reference CI of Electricity in selected province** from the drop-down menu (based on the province/territory selected in the Registration Report):
      - **Schedule 6 section 9**
      - **Specification for Fuel LCA Model**
      - **Fixed (96 g/MJ)**
   e) Enter the Total **Quantity of Biogas used**, in cubic metres (m^3).
   f) The **Carbon Intensity of Electricity produced using biogas** will be automatically calculated using the equation in Section 96(2) of the Clean Fuel Regulations:
      - CI_{biogas} x (Q x D) / E_{total} , where :
      - CI_{biogas} = the **Approved Carbon intensity of biogas used to produce electricity**, from step 5 above
      - Q = the **Total Quantity of Biogas used**
      - D = the **Energy Density**
      - E_{total} = the **Electrical Energy Output by Equipment**

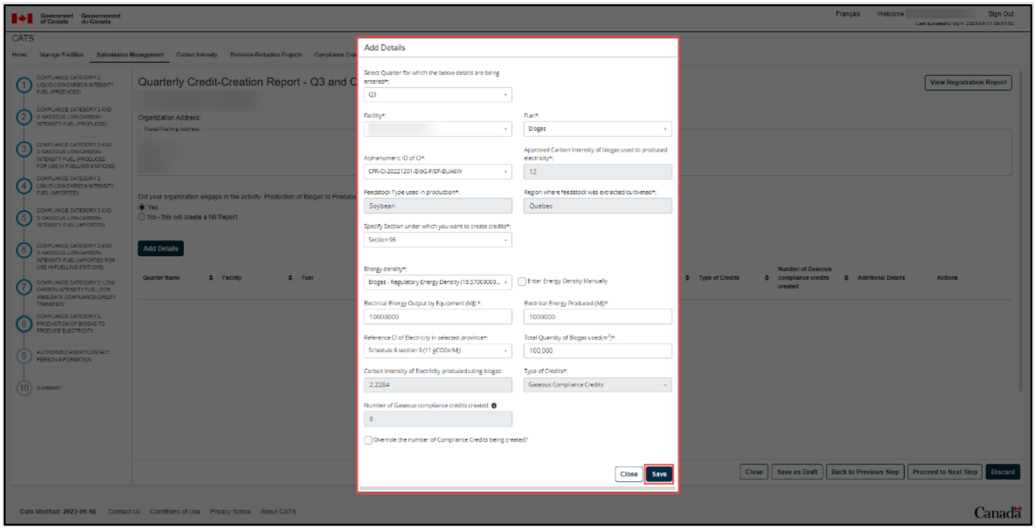


Figure 187: Compliance Category 2: Production of Biogas to Produce Electricity: Add additional details section 96

10. The **Type of Credits** will be auto-populated to **Gaseous Compliance Credits**.
11. The **Number of gaseous compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
12. Select **Save**.
13. Repeat for each fuel type listed in the Registration Report that was used to create provisional compliance credits for the applicable quarter and compliance period.
14. View the summary and **Total number of gaseous fuel compliance credits created** by scrolling further down the page.
15. Select **Proceed to Next Step** to continue.

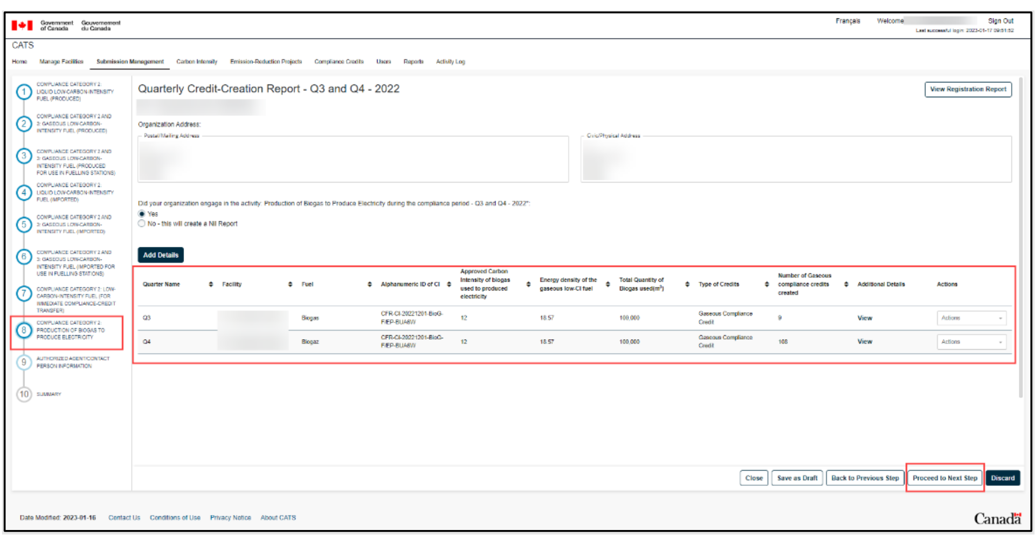


Figure 188: Compliance Category 2: Production of Biogas to Produce Electricity: Summary Table

6.1.9 Authorized Agent/Contact Person Information

On the **Authorized Agent/Contact Person Information** page:

1. To complete the information for the Contact person responsible for the Quarterly Credit-Creation Report:
    a. If the contact person for the Quarterly Credit-Creation Report is the same as the Authorized Agent or the contact person for the organization, check the respective checkbox.
    b. If the contact person for the Quarterly Credit-Creation Report differs from the Authorized Agent and the contact person for the organization, complete the following information.
2. Select **Proceed to Next Step** to continue.

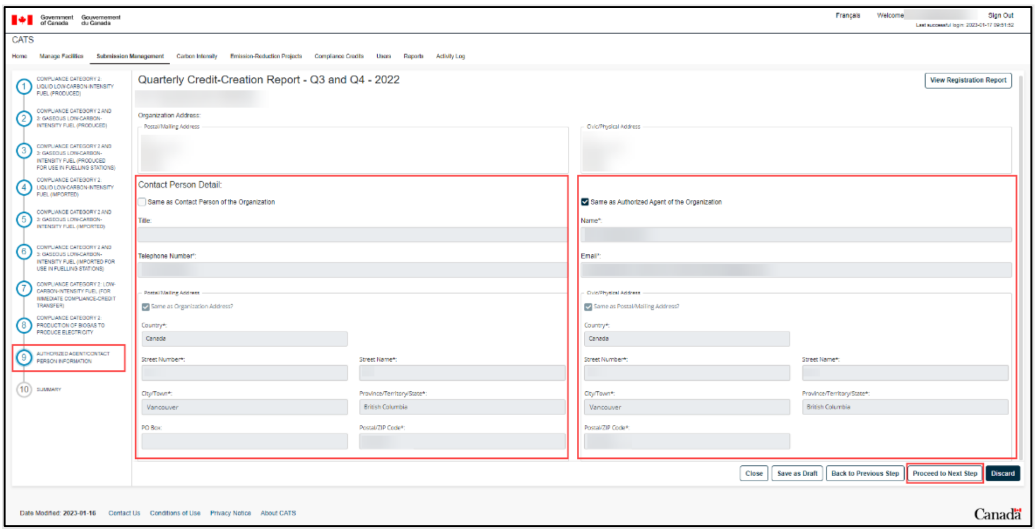


Figure 189: Authorized Agent / Contact Person Information – Quarterly CCR

6.1.10 Summary and Submit

On the **Summary** page:

1. Ensure the **summary of the credits which will be created upon submission** is accurate and reflects the details entered throughout the report.
2. Expand on each line to view the **Total number of liquid fuel compliance credits** and **Total number of gaseous fuel compliance credits**.
3. Select **Back to Previous Step** or the desired page from the left-hand navigation panel to return and edit the Quarterly Credit-Creation Report.
4. Select **Submit** to complete the Quarterly Credit-Creation Report.

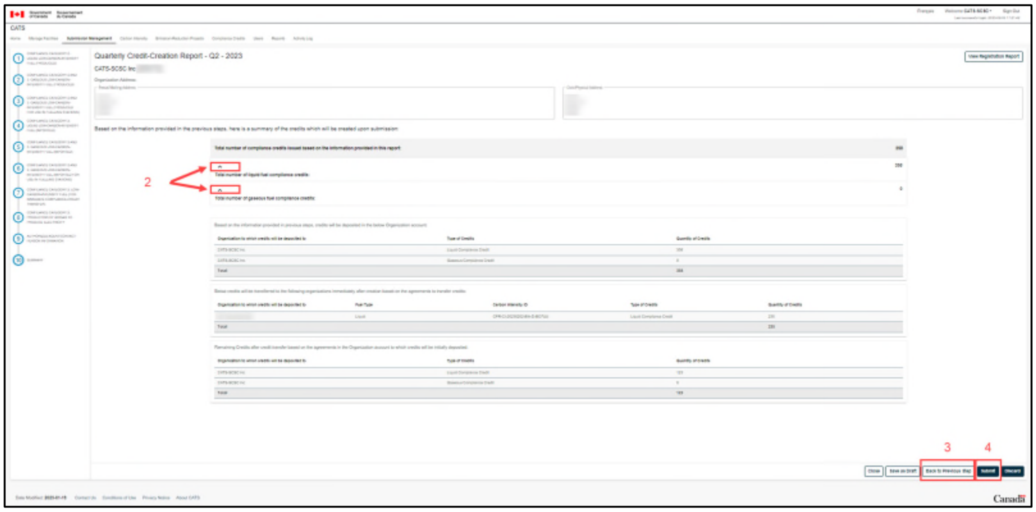


Figure 190: Summary Page and Submitting the Quarterly Credit-Creation Report

6.2 Annual Credit-Creation Report

The Annual Credit-Creation Report is due the April 30 of the calendar year that follows the end of the compliance period.

For the compliance period that ends Dec 31, 2022, the Annual Credit-Creation Report is due June 30, 2023.

For the compliance period than ends on June 30, 2023 and the compliance period that ends on December 31, 2023, these reports must be combined into a single submission due April 30, 2024.

Continuing from **section 6:**

Depending on selections made in the Registration Report, additional steps are displayed on the left-hand side of the screen:

1. Compliance Category 1: CO_2e-Emission-Reduction Projects (**section 6.2.1**)
2. Compliance Category 3: Supply of Propane, Compressed Natural Gas, Liquefied Natural Gas for use in vehicles in Canada by a fuelling station (**section 6.2.2**)
3. Compliance Category 3: Supply of Renewable Propane, Compressed Renewable Natural Gas, Co-Processed Low-Carbon-Intensity Propane and Liquefied Renewable Natural Gas for use in vehicles in Canada by a fuelling station (**section 6.2.3**)
4. Compliance Category 3: Charging Network Operators (**section 6.2.4**)
5. Compliance Category 3: Charging-Site Hosts (**section 6.2.5**)
6. Compliance Category 3: Hydrogen Fuelling Stations (**section 6.2.6**)

Note: An organization can create credits under more than one category and submit the results in a single Annual Credit-Creation Report. If no credits are created for an activity registered for that compliance period, this will generate a "Nil" report for that activity for that compliance period.

If an activity was not undertaken during a compliance period, and no provisional compliance credits were created, the user should select “Nil”. No credits will be created for that activity for that report and the user will not have to enter data associated with that activity.

6.2.1 Compliance Category 1: CO2e-Emission-Reduction Projects

If creating credits under **Compliance Category 1: CO2 Emission Reduction Projects**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

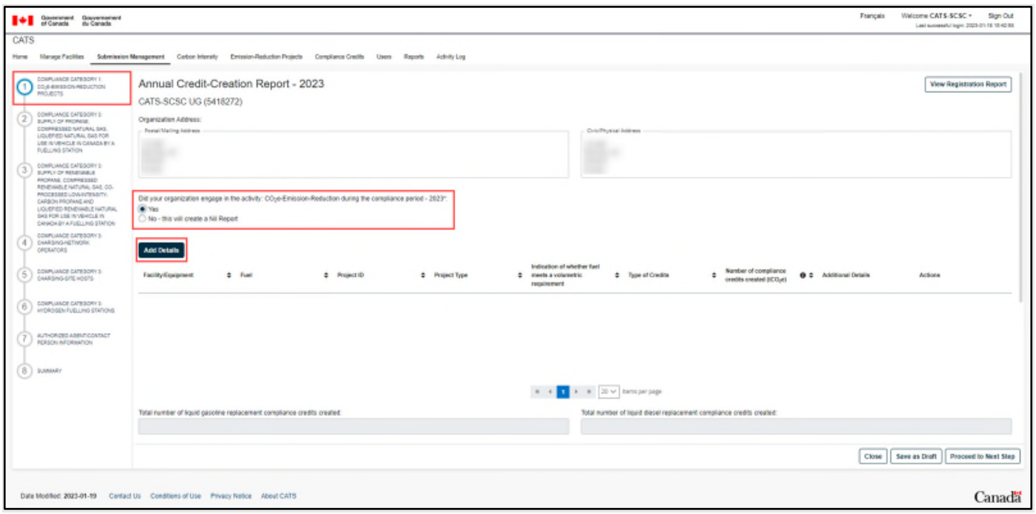


Figure 191: Compliance Category 1: CO_2e Emission-Reduction Projects: Yes/No radio buttons to confirm credit creation for the compliance period

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Choose the applicable **Facility/Equipment** from the drop-down menu.
3. Select the applicable **Fuel** from the drop-down menu (dependent on fuels selected in the Registration Report):
4. Enter the **Serial number for equipment**, if applicable.
5. Ensure **Facility/Equipment Address** is correct. If incorrect, please update the information in the Registration Report.
6. Select the **Project ID** from the drop-down menu. If updates are required to the following items, select **View/Update Project Information** button:
   - Anticipated Start Date
   - Anticipated End Date
   - Preferred Crediting Start Date
   - Regulatory regime
   - Additional information required by the QM (via upload feature)
7. Ensure the **Contact Person** is correct. If incorrect, please update the information in the Registration Report. If the contact person associated to the project requires updates, this can be updated by selecting **View/Update Contact Person Information**.

8. If a **Co-Processed Low-CI** fuel was selected, under the **Indication of whether the fuel meets a volumetric requirement** drop-down menu, selecting the applicable option:
   - **Gasoline Replacement**
   - **Diesel Replacement**
   - **Neither**
9. Enter the **Number of provisional liquid fuel compliance credits that have been created by the production of the fuel in accordance with the emission-reduction quantification method that is applicable to the project**.
10. Enter the **Number of provisional gaseous fuel compliance credits that have been created by the production of the fuel in accordance with the emission-reduction quantification method that is applicable to the project**.
11. Select **Save**.
12. Confirm the number of compliance credits created that have been added to the summary at the bottom of the page.
13. Upload a document containing information required from the Quantification Method including an explanation of how the project is anticipated to lower the carbon intensity of a fuel in the liquid or gaseous class / Project Boundary.
14. Select **Proceed to Next Step** to continue.

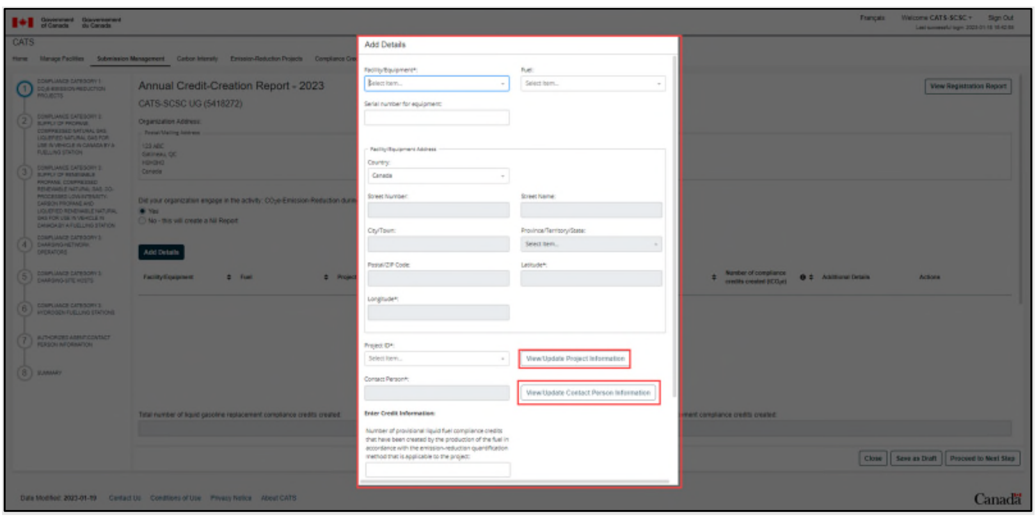


Figure 192: Compliance Category 1: CO_2e-Emission-Reduction Projects: Project and facility details for credit creation

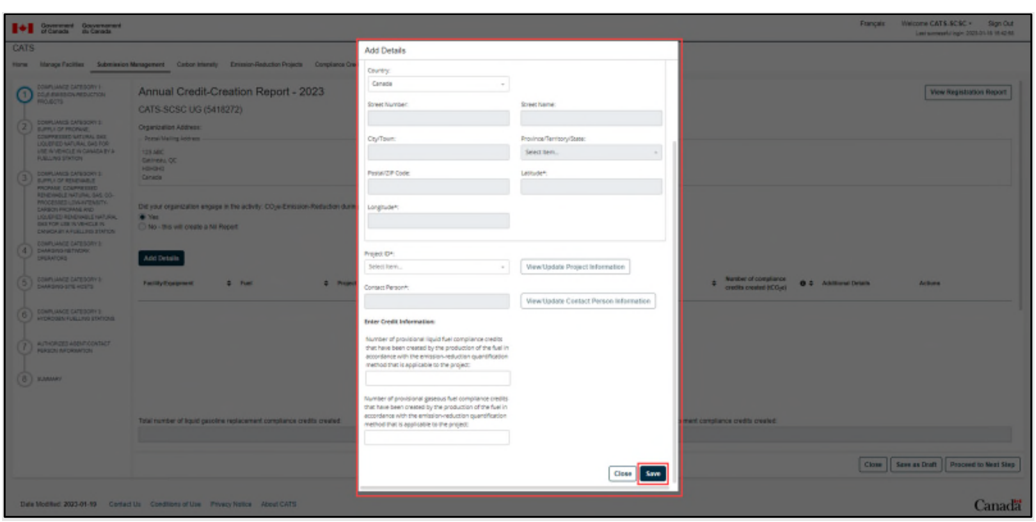


Figure 193: Compliance Category 1: CO_2e-Emission-Reduction Projects: Project and facility details for credit creation

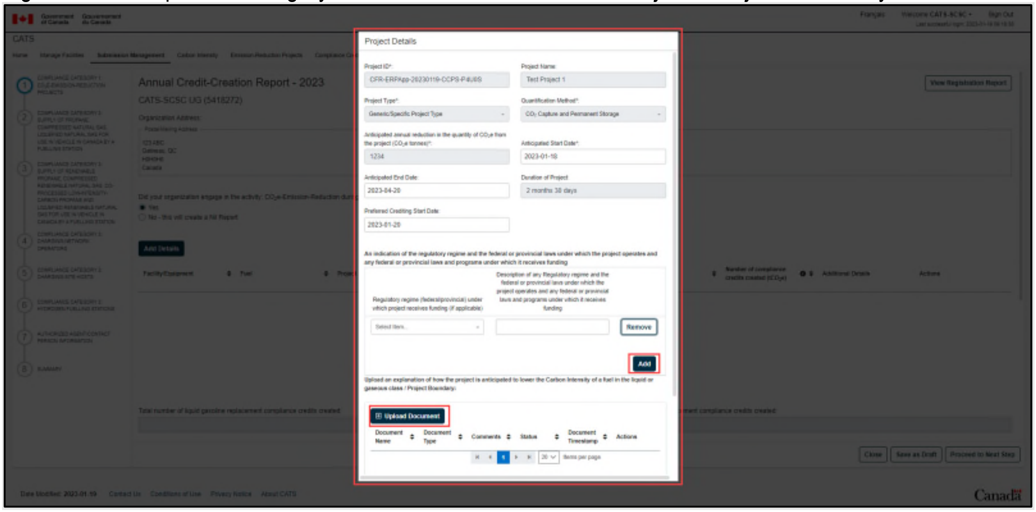


Figure 194: Compliance Category 1: CO_2e-Emission-Reduction Projects : Updates to project information

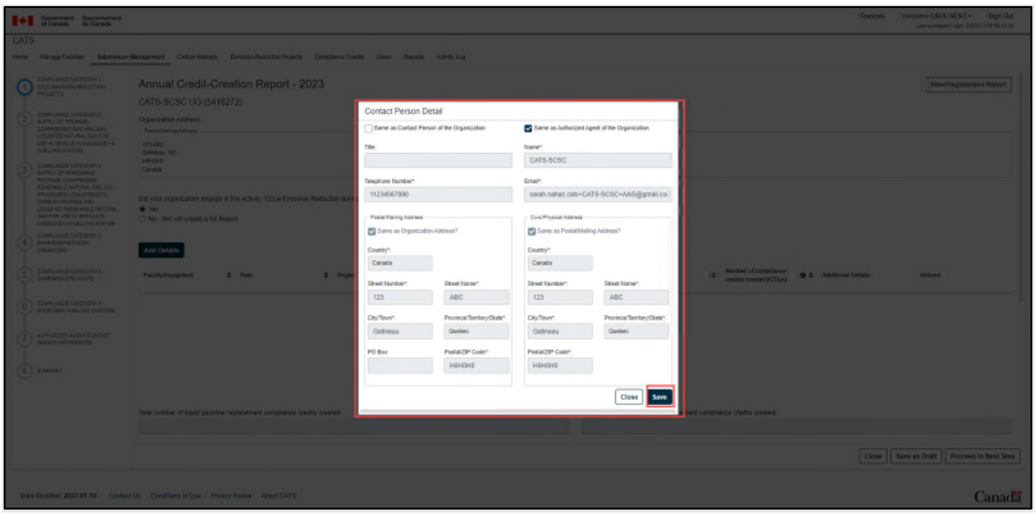


Figure 195: Compliance Category 1: CO_2e-Emission-Reduction Projects: Updates to contact person

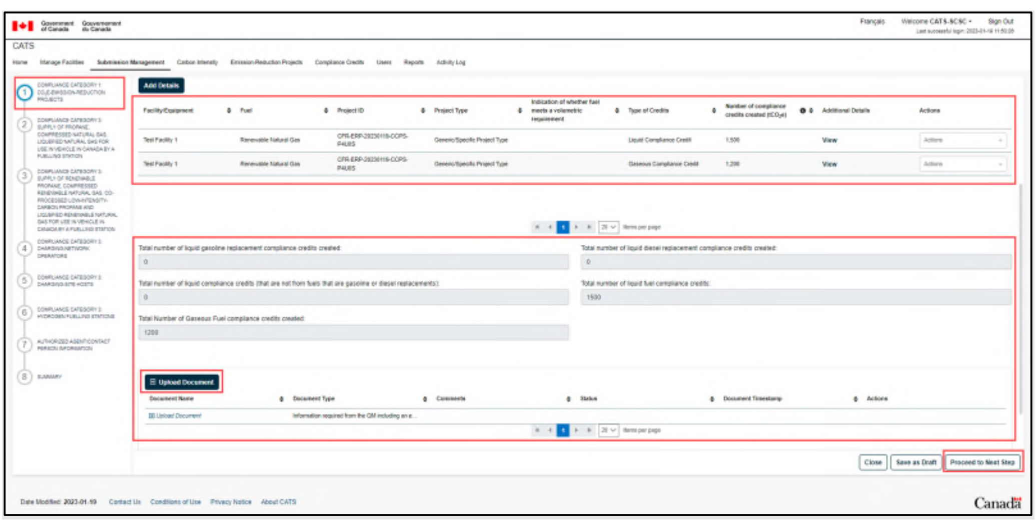


Figure 196: Compliance Category 1: CO_2e-Emission-Reduction Projects: Summary Table and Proceed to Next Step

6.2.2 Compliance Category 3: Supply of Propane, Compressed Natural Gas, Liquefied Natural Gas for use in vehicles in Canada by a fuelling station

If creating credits under **Compliance Category 3: Supply of Propane, Compressed Natural Gas, Liquefied Natural Gas for use in vehicles in Canada by a fuelling station**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

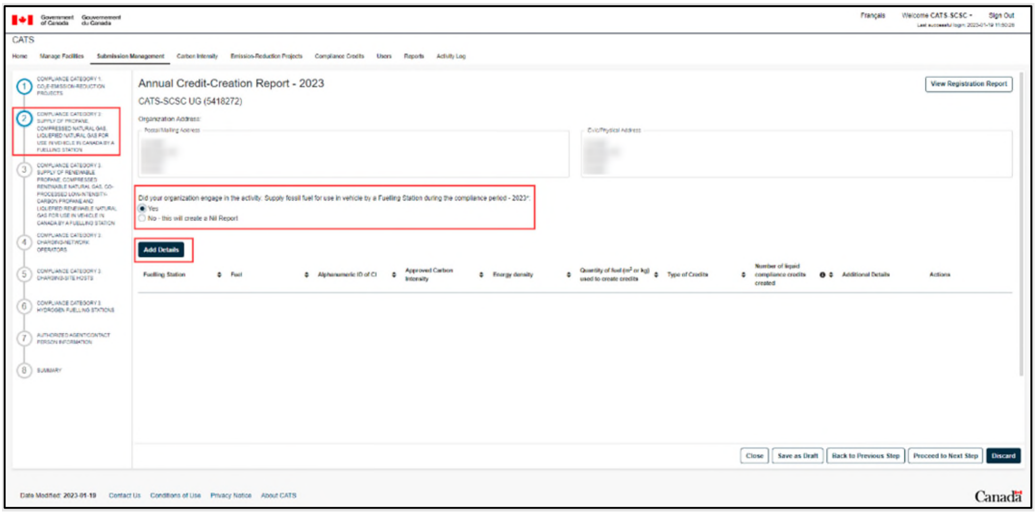


Figure 197: Compliance Category 3: Supply of Propane, Compressed Natural Gas, or Liquefied Natural Gas for use in vehicles in Canada by a fuelling station Yes/No radio buttons to confirm credit creation for the compliance period

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Choose the applicable **Fuelling Station** from the drop-down menu.
3. Select the applicable **Name of fuel supplied to vehicles** from the drop-down menu:
   - **Compressed Natural Gas**
   - **Liquefied Natural Gas**
   - **Propane**
4. Ensure **Fuelling Station Civic/Physical Address** is correct. If incorrect, please update the information in the Registration Report.
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Regulations Schedule 6 section 8** (Carbon Intensity will be automatically generated)
   - **Specifications for Fuel LCA Model**
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Select the **Energy density** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
   - **Regulatory Energy Density**
   - **Specifications Energy Density**
7. Enter the **Quantity of fuel supplied to vehicles (m^3 or kg) as measured by the metre:**
   - Measured in cubic metres (m^3) for compressed natural gas and propane and kilograms (kg) for liquefied natural gas.

8. Enter the **Quantity of renewable fuel supplied to vehicles (m^3 if fuel is CNG, R-CNG, propane, co-processed low-CI propane or renewable propane and kg if fuel is LNG or R-LNG):**
    - Units to be reported by fuel type listed in the text above / on screen.
9. The **Quantity of Fuel used to create credits (m^3)** will be auto populated using the equation: **Quantity of fuel supplied to vehicles - Quantity of renewable fuel supplied to vehicles**.
10. The **Type of Credits** should be **Liquid Compliance Credits**.
11. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
12. Select **Save**.
13. View the summary and **Total number of liquid fuel compliance credits** by scrolling further down the page.
14. Select **Proceed to Next Step** to continue.

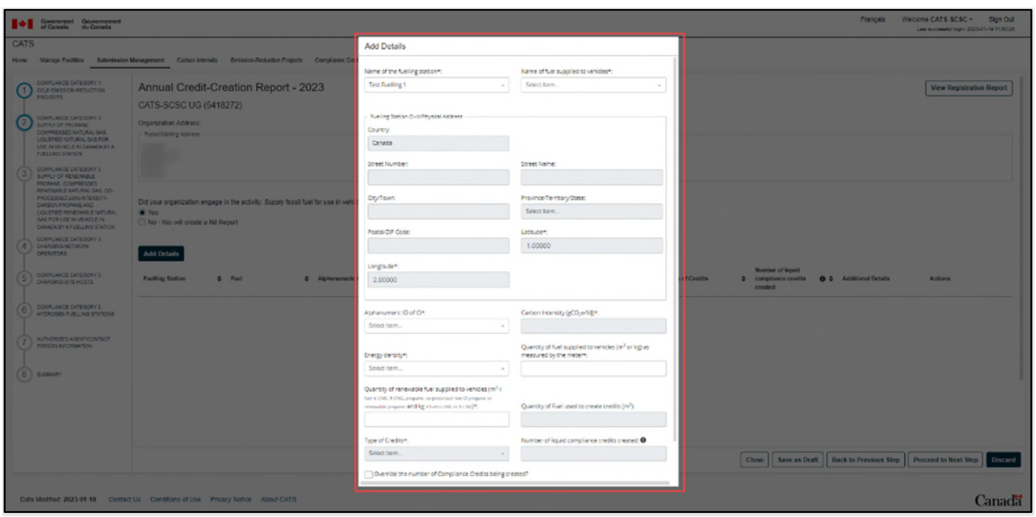


Figure 198: Compliance Category 3: Supply of Propane, Compressed Natural Gas, or Liquefied Natural Gas for use in vehicles in Canada by a fuelling station: Fuelling station and facility details for credit creation

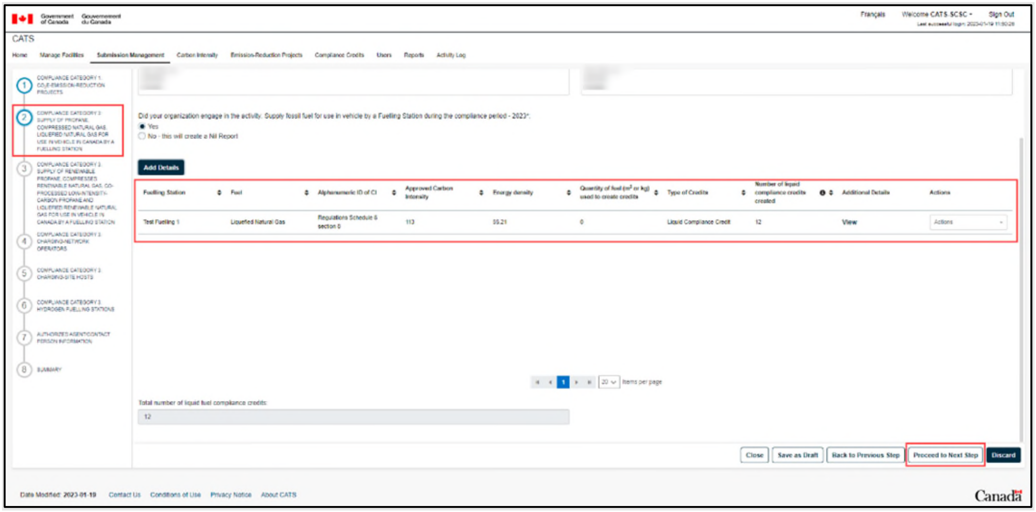


Figure 199: Compliance Category 3: Supply of Propane, Compressed Natural Gas, or Liquefied Natural Gas for use in vehicles in Canada by a fuelling station: Summary Table and Proceed to Next Step

6.2.3 Compliance Category 3: Supply of Renewable Propane, Renewable Compressed Natural Gas, Co-Processes Low-Intensity-Carbon Propane, or Renewable Liquefied Natural Gas for use in vehicles in Canada by a fuelling station

If creating credits under **Compliance Category 3: Supply of Renewable Propane, Compressed Renewable Natural Gas, Co-Processed Low-Carbon-Intensity Propane and Liquefied Renewable Natural Gas for use in vehicles in Canada by a fuelling station**, select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

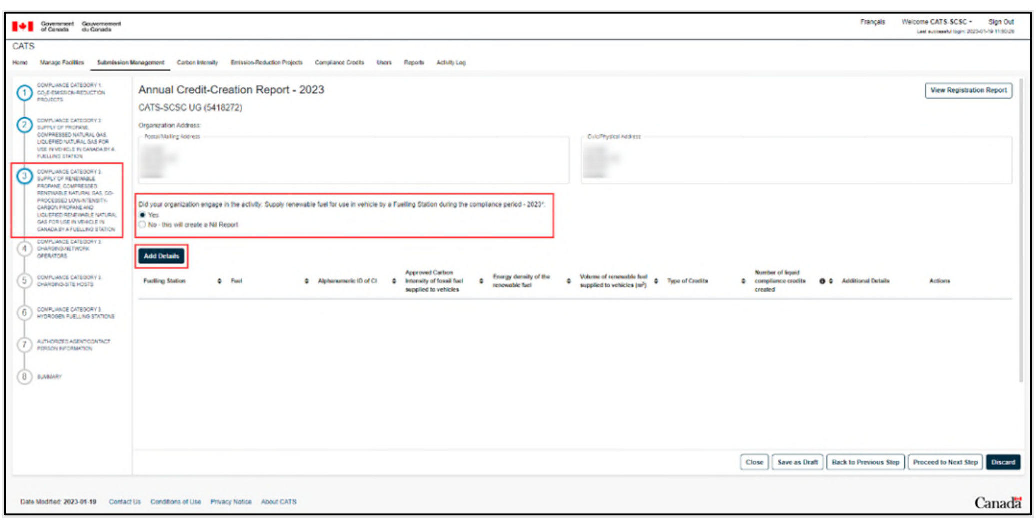


Figure 200: Compliance Category 3: Supply of Renewable Propane, Renewable Compressed Natural Gas, Co-Processes Low-Intensity-Carbon Propane, or Renewable Liquefied Natural Gas for use in vehicles in Canada by a fuelling station: Yes/No radio buttons to confirm credit creation for the compliance period

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Choose the applicable **Fuelling Station** from the drop-down menu.
3. Select the applicable **Name of renewable fuel supplied to vehicles** from the drop-down menu:
   - **Co-Processed Low-CI Propane**
   - **Compressed Renewable Natural Gas**
   - **Liquefied Renewable Natural Gas**
   - **Renewable Propane**
4. Ensure **Fuelling Station Address** is correct. If incorrect, please update the information in the Registration Report.
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Regulations Schedule 6 section 8** (Carbon Intensity will be automatically generated)
   - **Specifications for Fuel LCA Model**
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Select the **Energy density** from the drop-down menu (specific for the type of fuel supplied to vehicles previously selected):
   - **Regulatory Energy Density**
   - **Specifications Energy Density**
7. Enter the **Quantity of renewable fuel supplied to vehicles (m3 if fuel is CNG, R-CNG, propane, co-processed low-CI propane or renewable propane and kg if fuel is LNG or R-LNG)*:**
   - Measured in cubic metres (m^3) for compressed renewable natural gas, co-processed low-CI propane, and renewable propane, and kilograms (kg) for liquefied renewable natural gas.
8. Enter the **Name of the person from which fuel was purchased**.
9. The **Type of Credits** should be **Liquid Compliance Credits**.
10. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
11. Select **Save**.
12. View the summary and **Total number of liquid fuel compliance credits** by scrolling further down the page.
13. Select **Proceed to Next Step** to continue.

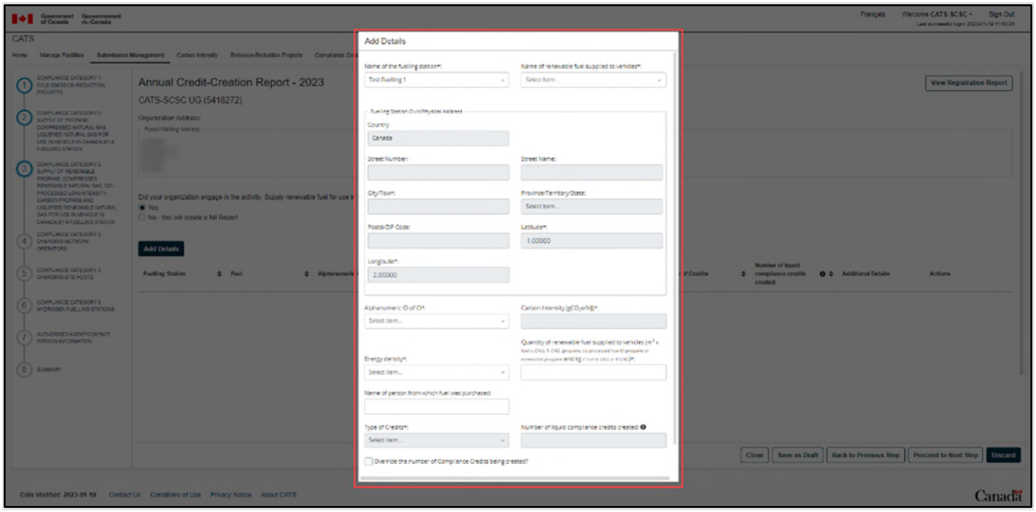


Figure 201: Compliance Category 3: Supply of Renewable Propane, Renewable Compressed Natural Gas, Co-Processes Low-Carbon-Intensity Propane, or Renewable Liquefied Natural Gas for use in vehicles in Canada by a fuelling station: Fuelling station and facility details for credit creation

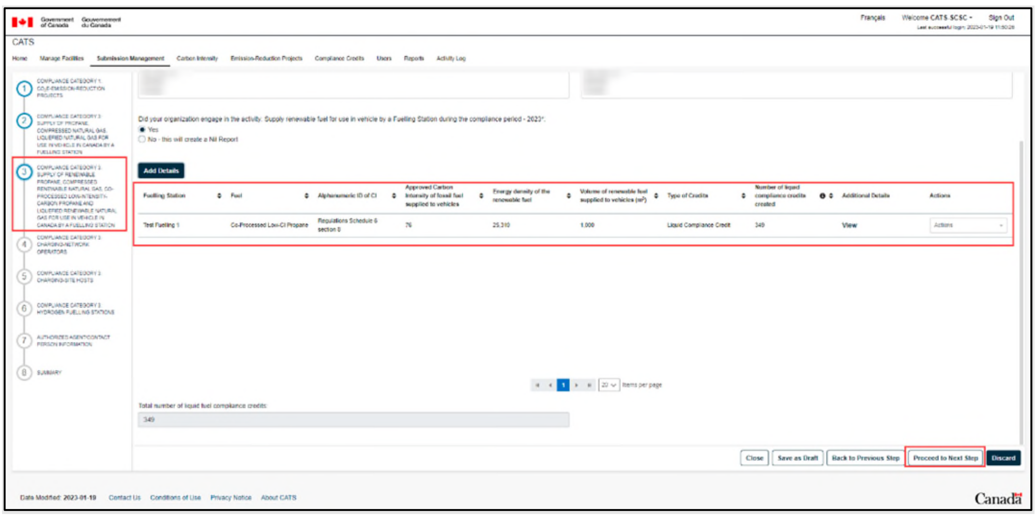


Figure 202: Compliance Category 3: Supply of Renewable Propane, Renewable Compressed Natural Gas, Co-Processes Low-Carbon-Intensity Propane, or Renewable Liquefied Natural Gas for use in vehicles in Canada by a fuelling station: Summary Table and Proceed to Next Step

6.2.4 Compliance Category 3: Charging-Network Operators

If creating credits under **Compliance Category 3: Charging Network Operators** select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

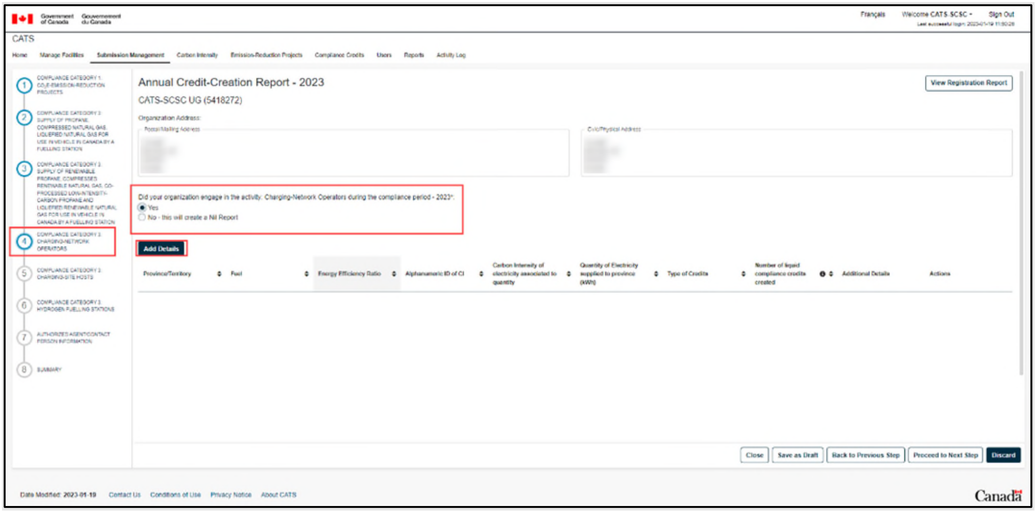


Figure 203: Compliance Category 3: Charging Network Operators: Yes/No radio buttons to confirm credit creation for the compliance period

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Choose the applicable **Province/Territory** the charging network is located in from the drop-down menu (only provinces/territories selected in the Registration Report will be listed).
3. **Fuel** entry field will auto populate with "electricity".
4. Select the applicable **Energy Efficiency Ratio** from the drop-down menu. See the Specification for Fuel LCA Model CI Calculations for information about the energy efficiency ratio:
   - **Default – 2.5**
   - **Light and medium electric vehicles (other than railway vehicles) – 4.1**
   - **Heavy duty vehicle (other than railway vehicles) – 5.0**
   - **Electric marine vehicle – 3.1**
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Default – Section 75(7)**
     - In the pop-up drop-down menu below, select the **Carbon Intensity**:
       - **Schedule 6 Section 9**
       - **Specifications for Fuel LCA Model**
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Enter the **Quantity of Electricity supplied to the province** in kWh.
7. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
   - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
   - Please note that performing this action will trigger a review by ECCC.
8. The **Type of Credits** should be **Liquid Compliance Credits**.
9. Download the templates for the following documents:

- **Documents required for information on public charging stations**
- **Documents required for information on private charging stations**
- **Note:** For each credit-creation report, the template must be downloaded before the upload will be activated.

10. Select **Upload Document** for both **Documents required for information on public charging stations** and **Documents required for information on private charging stations**, as applicable.
    - Naming convention for uploaded documents: Compliance Period – Agreement Identifier – PublicChargingStation or PrivateChargingStation. (E.g., 2022-Section 21 Agreement Company A-PublicChargingStation).

Note that the uploaded template will be an aggregate of all provinces in which credits were created for that compliance period. If there is a Section 21 Agreement (or multiple) for the compliance period, the associated data will be submitted as a separate upload for each Section 21 agreement.

IMPORTANT: Validations are included for each column within the downloaded excel.

- Do not include data outside the required columns
- Do not change the header names for the required columns
- Only include data inputs (no formulas).
- For public template, Longitude and Latitude are numbers to exactly five decimal places.

NOTE: If the Charging Network Activity is associated to a Section 21 Agreement, please include a unique line item for each section 21 agreement. For example, if a user carried out two Section 21 Agreements within Ontario:

- One line item for data associated to Section 21 Agreement (1), Ontario
- One line item for data associated to Section 21 Agreement (2), Ontario

11. Select **Save**.
12. View the summary and **Total Number of Liquid Fuel Compliance Credits for all electricity reported** by scrolling further down the page.
13. Select **Proceed to Next Step** to continue.

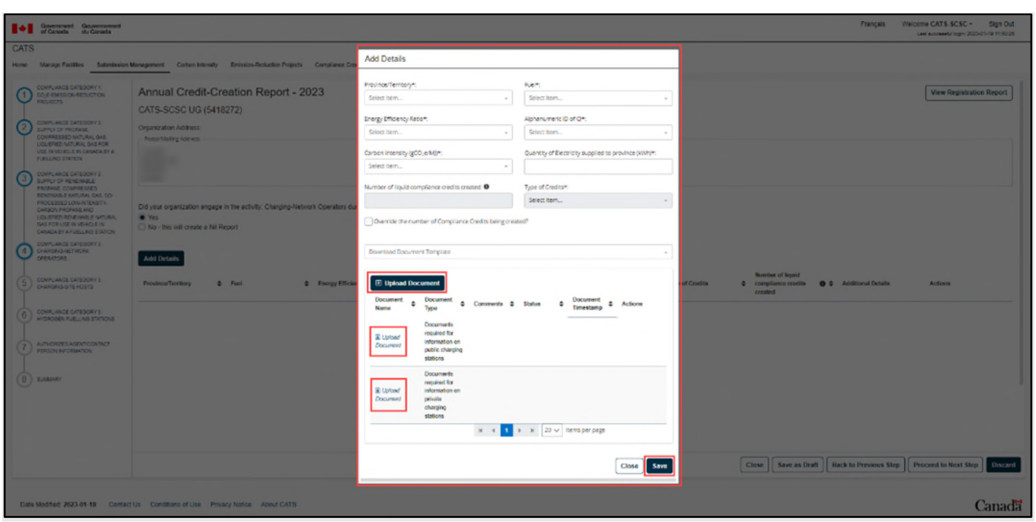


Figure 204: Compliance Category 3: Charging Network Operators: Charging Network Information for Credit Creation

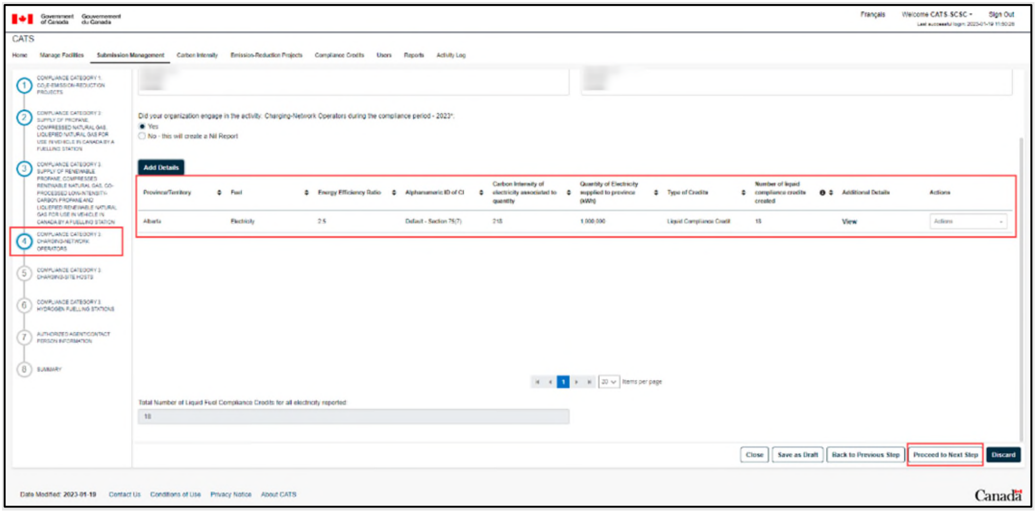


Figure 205: Compliance Category 3: Charging Network Operators: Summary Table and Proceed to Next Step

6.2.5 Compliance Category 3: Charging-Site Hosts

If creating credits under **Compliance Category 3: Charging-Site Hosts** select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

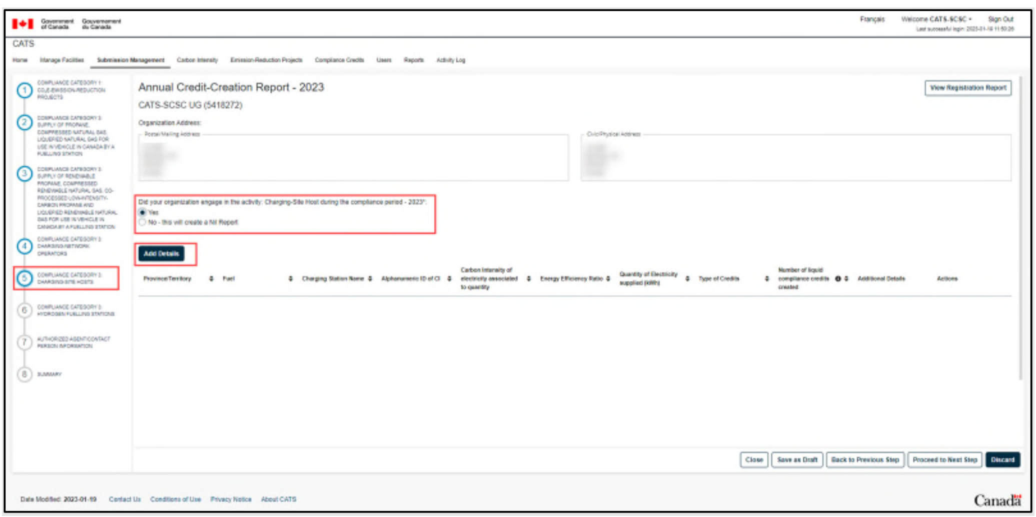


Figure 206: Compliance Category 3: Charging-Site Hosts: Yes/No radio buttons to confirm credit creation for the compliance period

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Choose the applicable **Province/Territory** the charging site is located in from the drop-down menu (only provinces/territories selected in the Registration Report will be listed).
3. **Fuel** entry field will auto populate with “electricity”.
4. Select the **Alphanumeric ID of CI** from the drop-down menu:
    - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)

- **Default – Section 75(7)**
  - In the pop-up drop-down menu, select the **Carbon Intensity (gCO2e/MJ)**:
    - **Schedule 6 Section 9**
    - **Specifications for Fuel LCA Model**
- **Search CI ID – Manual Entry**
  - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.

5. Enter the **Name of Charging Station** in the free text field.
6. Select **View/Edit Address Details** to trigger a pop-up:
   - Enter the **Charging Station (Charging-site Host) Postal/Mailing Address**
   - If the **Charging Station (Charging-site Host) Civic/Physical Address** is the same as the postal/mailing address, select the box and enter the latitude and longitude to 5 decimal places.
7. Enter the **Serial number for equipment.**
8. Select **Yes** if applicable for **Charging Station Accessibility to Marine Vessels**; else **No**.
9. Select the applicable **Energy Efficiency Ratio** from the drop-down menu. See the Specification for Fuel LCA Model CI Calculations for information about the energy efficiency ratio:
   - **Default – 2.5**
   - **Light and medium electric vehicles (other than railway vehicles) – 4.1**
   - **Heavy duty vehicle (other than railway vehicles) – 5.0**
   - **Electric marine vehicle – 3.1**
10. Enter the **Quantity of Electricity supplied** in kWh.
11. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
12. The **Type of Credits** should be **Liquid Compliance Credits**.
13. Select **Upload Document** to add supporting documents, if applicable.
14. Select **Save**.
15. Fill out one form per every charging-site host by selecting **Add Details** and repeating.
16. View the summary and **Total Number of Liquid Fuel Compliance Credits for all electricity reported** by scrolling further down the page.
17. Select **Proceed to Next Step** to continue.

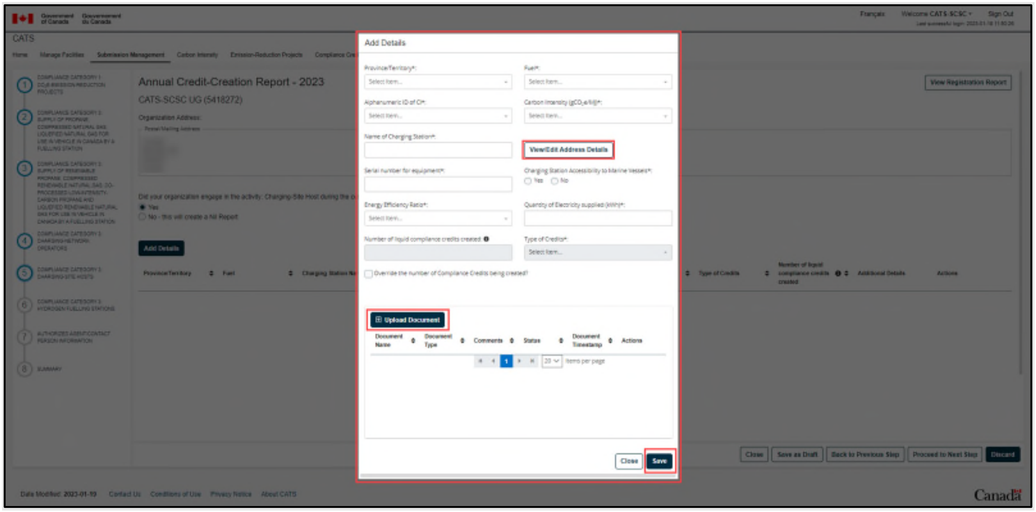


Figure 207: Compliance Category 3: Charging-Site Hosts: Charging-Site Hosts for Credit Creation

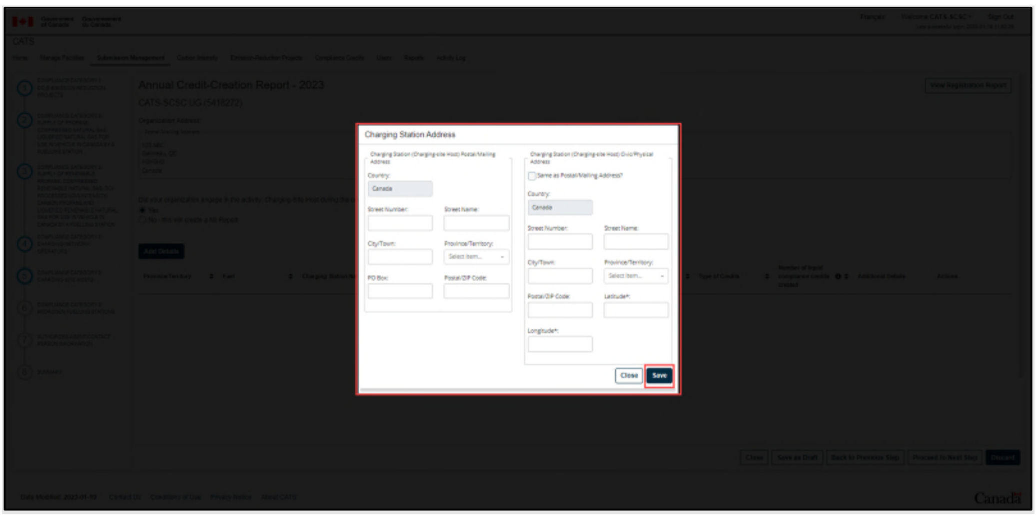


Figure 208: Compliance Category 3: Charging-Site Hosts: Charging Station Address Details

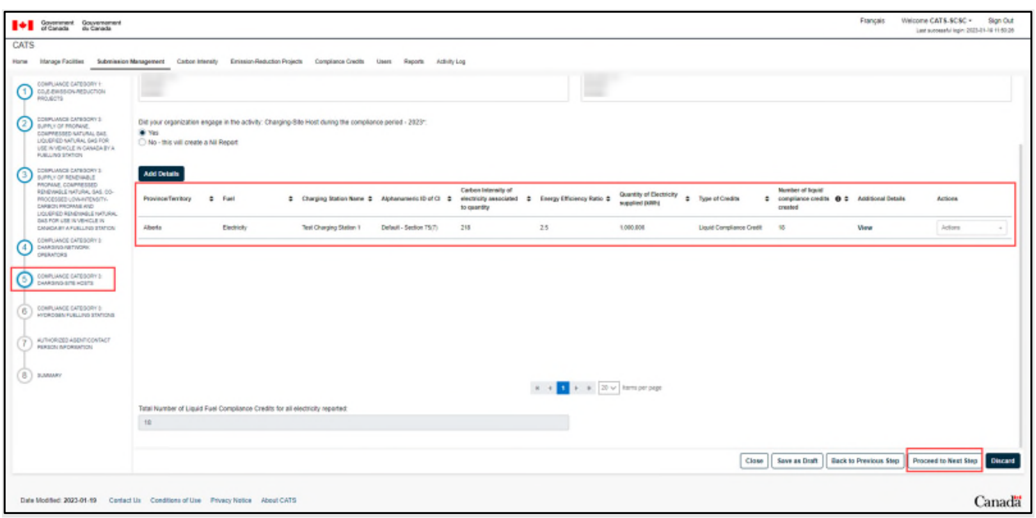


Figure 209: Compliance Category 3: Charging-Site Hosts: Summary Table and Proceed to Next Step

6.2.6 Compliance Category 3: Hydrogen Fuelling Stations

If creating credits under **Compliance Category 3: Hydrogen Fuelling Stations** select **Yes** if applicable for the compliance period. If not, select **No – this will create a Nil Report** and **Proceed to Next Step**.

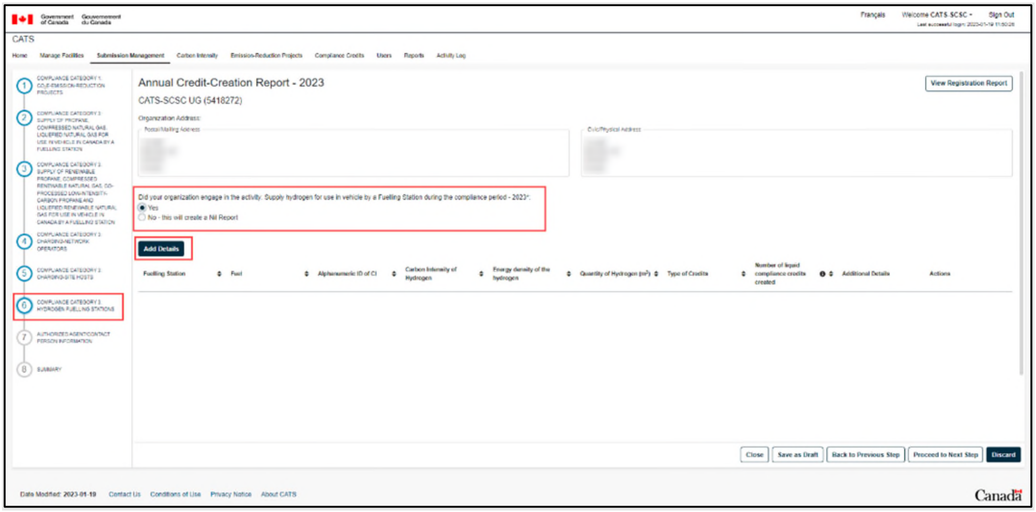


Figure 210: Compliance Category 3: Hydrogen Fuelling Station: Yes/No radio buttons to confirm credit creation for the compliance period

If **Yes** was selected:

1. Select **Add Details** to trigger a pop-up.
2. Choose the applicable **Name of Fuelling Station where hydrogen is supplied** from the drop-down menu (only fuelling stations entered in the Registration Report will be listed).
3. **Fuel** entry field will auto-populate with "Hydrogen".
4. Ensure **Fuelling Station Address** is correct. If incorrect, please update the information in the Registration Report.
5. Select the **Alphanumeric ID of CI** from the drop-down menu:
   - **Approved CI** (e.g., CFR-CI-YYYYMMDD-FUEL-ABC12)
   - **Compressed Hydrogen – Regulations Schedule 6 section 8** (Carbon Intensity will be automatically generated)
   - **Compressed Hydrogen – Specifications for Fuel LCA Model** (Carbon Intensity will be automatically generated)
   - **Liquefied Hydrogen – Regulations Schedule 6 section 8** (Carbon Intensity will be automatically generated)
   - **Liquefied Hydrogen – Specifications for Fuel LCA Model** (Carbon Intensity will be automatically generated)
   - **Default – Section 75(1)(a)** (Carbon Intensity will be automatically generated)
   - **Search CI ID – Manual Entry**
     - In the pop-up below, **enter the Carbon Intensity ID** and select **Search** and choose the correct CI ID.
6. Select the **Energy density of hydrogen** from the drop-down menu
   - **Regulatory Energy Density**
   - **Specifications Energy Density**
7. Select the applicable **Energy Efficiency Ratio** from the drop-down menu. See the Specification for Fuel LCA Model CI Calculations on the January 1st of the compliance period for information about the energy efficiency ratio:
   - **Default for hydrogen fuel cell vehicle – 1.5**

- **Light and medium hydrogen fuel cell vehicles (other than railway vehicles) – 2.4**
- **Heavy duty hydrogen fuel cell vehicles (other than railway vehicles) – 1.9**
- **Other vehicles using hydrogen as a fuel – 0.9**

8. Enter the **Quantity of Hydrogen** in kilograms (kg).
9. The **Type of Credits** should be **Liquid Compliance Credits**.
10. The **Number of liquid compliance credits created** will be automatically generated. In the event the user disagrees with the calculated value, there is an option to **Override the number of Compliance Credits being created** by selecting the box at the bottom of the page.
    - Enter the number of credits in the **Enter Updated Compliance Credit Value** and provide a **Reason for over-riding the Compliance Credit Value** in the box provided. Please also include the calculated number of compliance credits generated by CATS in this box.
    - Please note that performing this action will trigger a review by ECCC.
11. Select **Save**.
12. Fill out one form per every hydrogen fuelling station by selecting **Add Details** and repeating.
13. View the summary and **Total number of liquid fuel compliance credits** by scrolling further down the page.
14. Select **Proceed to Next Step** to continue.

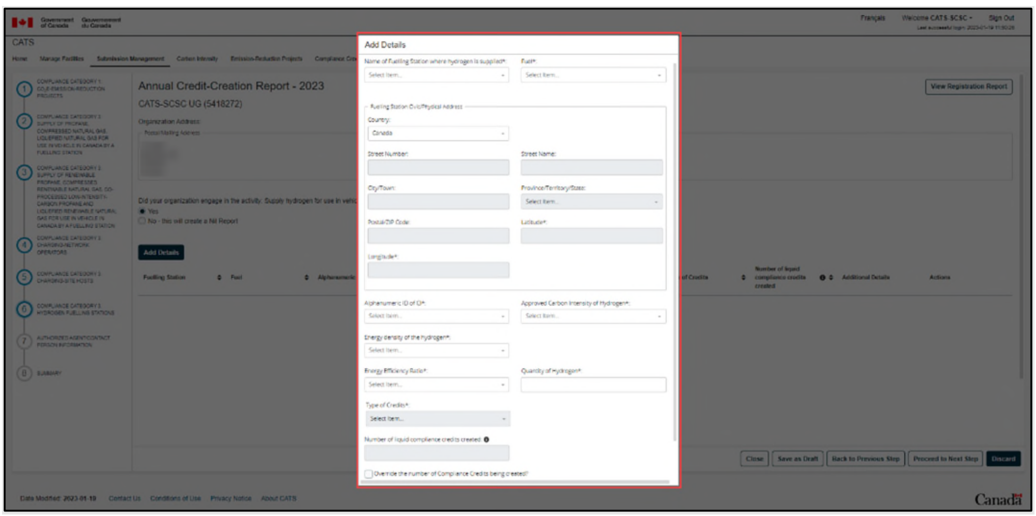


Figure 211: Compliance Category 3: Hydrogen Fuelling Station: Hydrogen Fuelling Station for Credit Creation

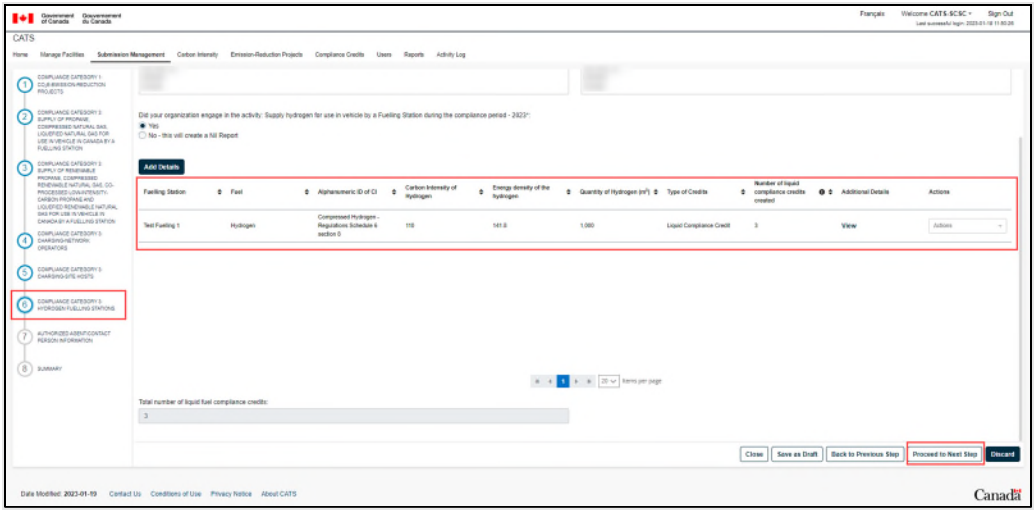


Figure 212: Compliance Category 3: Hydrogen Fuelling Station: Summary Table and Proceed to Next Step

6.2.7 Authorized Agent/Contact Person Information

On the **Authorized Agent/Contact Person Information** page:

1. To complete the information for the Contact person responsible for the Annual Credit-Creation Report:
    a. If the contact person for the Annual Credit-Creation Report is the same as the Authorized Agent or the contact person for the organization, check the respective checkbox.
    b. If the contact person for the Annual Credit-Creation Report differs from the Authorized Agent and the contact person for the organization, complete the following information.
2. Select **Proceed to Next Step** to continue.

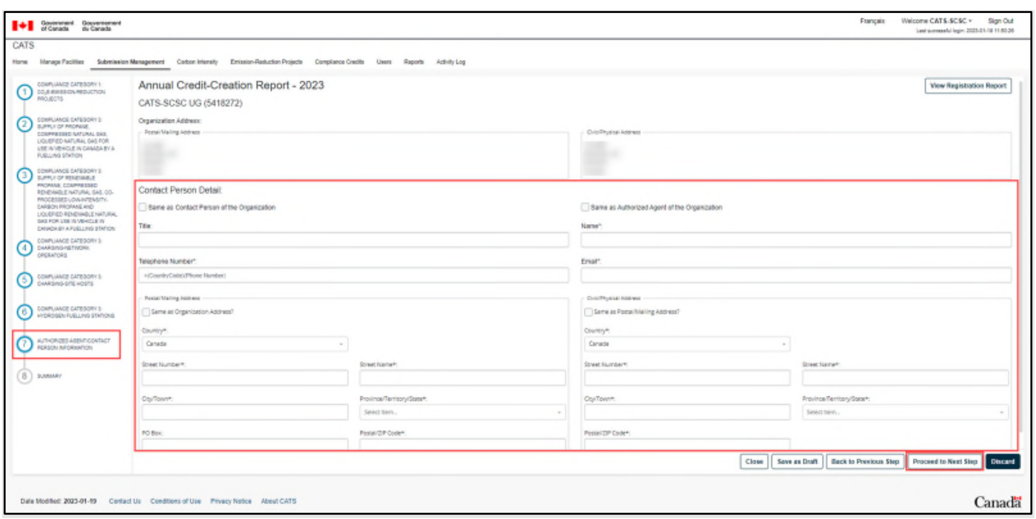


Figure 213: Authorized Agent / Contact Person Information – Annual Credit-Creation Report

6.2.8 Summary and Submit

On the **Summary** page:

1. Ensure the **summary of credits which will be created upon submission** is accurate and reflects the details entered throughout the report.
2. Expand on each line to view the **Total number of liquid fuel compliance credits** and **Total number of gaseous fuel compliance credits** separately.
3. Select **Back to Previous Step** or the desired page from the left-hand navigation panel to return and edit the Annual Report.
4. Select **Submit** to complete the Annual Credit-Creation Report.

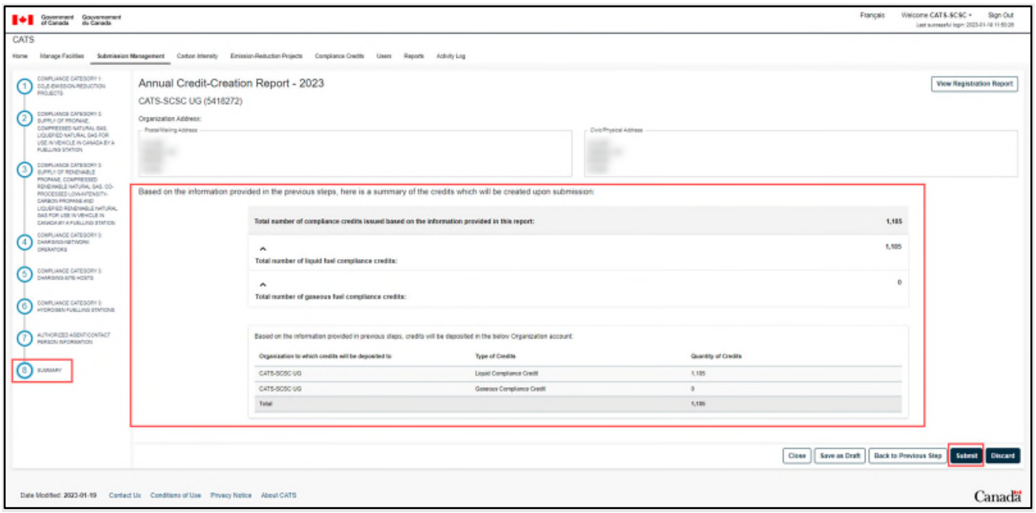


Figure 214: Summary Page – Annual Credit-Creation Report

6.3 Updating Credit-Creation Activity

When completing a Credit-Creation Report, if the information displayed does not align with a user's most updated activities, the registration report will need to be updated in order to reflect changes in the credit-creation reports. However, this will require the in progress Credit-Creation Report to be discarded as it is linked to the previous version of the Registration Report**. Ensure to update the activities in the Registration Report prior to starting the Credit-Creation Report.**

If the user is currently completing the credit-creation report, the **View Registration Report** button can be selected.

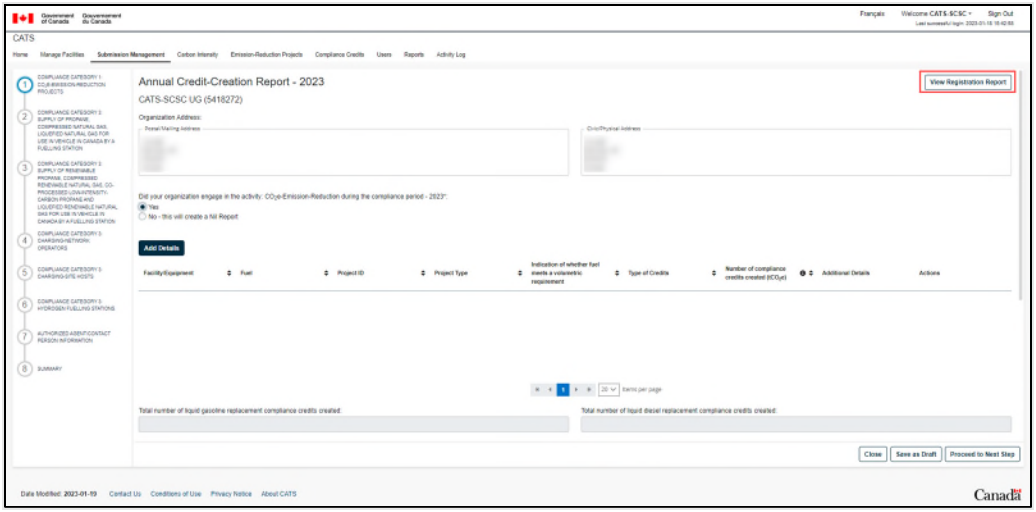


Figure 215: View Registration Report button on Screen

Else, the Registration Report can be accessed via the CATS **Home** tab or **Submissions Management** tab.

The Registration Report will pop up on screen. The user can update the registered creator's activities and the changes will show in the Credit-Creation report.

NOTE: Credits can only be created for an activity the day after the registration report is submitted. For Section 21 Agreements, an agreement signed by both parties and approved by ECCC (when applicable) must be submitted before credits can be created. Please ensure the Registration Report is updated to the most recent activities.

6.4 Deleting Credit-Creation Report

Prior to submission, Credit Creation Reports can be discarded from the **Submission Management** tab.

1. Navigate to the **Submissions Management** tab
2. Navigate to **Credit-Creation Reports** tab, at the top left of the screen.
3. Scroll to the line item containing the Credit-Creation Report to be discarded.
    a. Select **Discard**, from the **Actions** drop-down menu.
4. Confirmation message will display. To confirm, select **OK**.

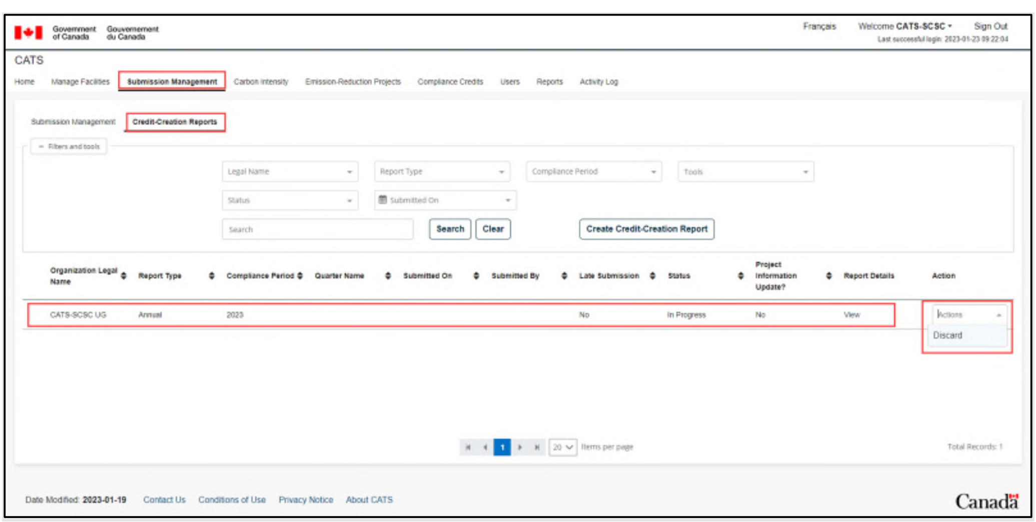


Figure 216: Discard Credit-Creation Report from Submissions Management tab

Alternatively, the Credit-Creation Report can be discarded after having been opened.

1. Select **View** to open the Credit-Creation Report to be discarded.
2. Select **Discard** from the selection of buttons on the bottom right.
3. Confirmation message will display. To confirm, select **OK**.

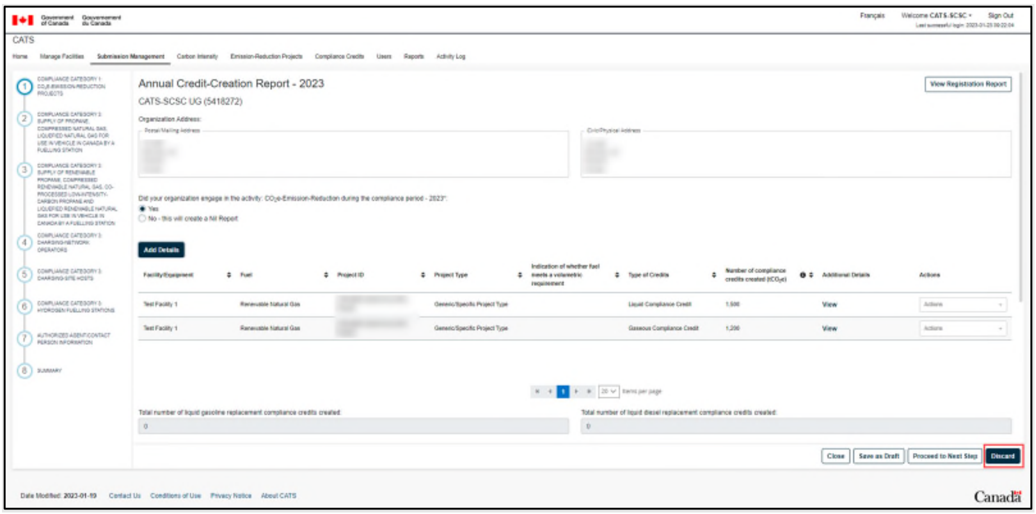


Figure 217: Discard Credit-Creation Report after opening

6.5 Submitting Credit-Creation Report

As per the steps in **sections 6.1.10** and 6.2.8, once the information in the Credit-Creation Report has been confirmed to be accurate, the report can be submitted.

1. Navigate to the bottom right hand corner, select **Submit**.
2. Confirmation message will display. To confirm, select **OK**.

NOTE: Future CATS releases will require Credit-Creation Reports to be submitted through a verification workflow in the system prior to submission to Environment and Climate Change Canada.

7 Compliance Credits

The content of this section will be available in the next version of this manual.

8 Agreement to Transfer Credits

From Section 108(1) of the *Clean Fuels Regulations*, a registered creator who has created provisional compliance credits under paragraph 19(1)(b) or (c) or 20(b) or (c) by producing in Canada or importing into Canada a quantity of low-carbon-intensity fuel must not transfer those provisional compliance credits to a participant who is purchasing that low-carbon-intensity fuel unless the registered creator and the transferee submit a transfer request to the Minister that is signed by the authorized agent of the registered creator as well as the authorized agent of the transferee and contains the information referred to in subsection (2).

Sections 8.1, 8.2, and 8.3 highlight the steps for transferring compliance credits.

8.1 Generating the Agreement (transferor)

For the Registered Creator transferring the credits (the *transferor*), follow the steps below:

1. Navigate to **Submission Management** tab.
2. Select **Create Agreement to Transfer Credits (s.108(2))** to start a new credit transfer agreement.

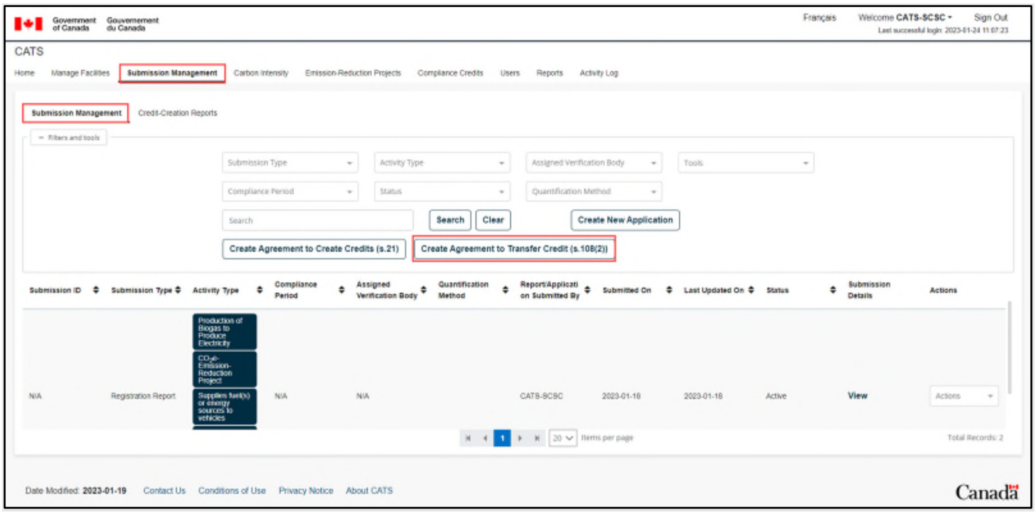


Figure 218: Create Agreement to Transfer Credits

3. Ensure the information displayed on the **Organization Information (Transferor of Credits)** step is accurate.
   - If incorrect, please update the information in the Registration Report.
   - Select **Proceed to Next Step**.

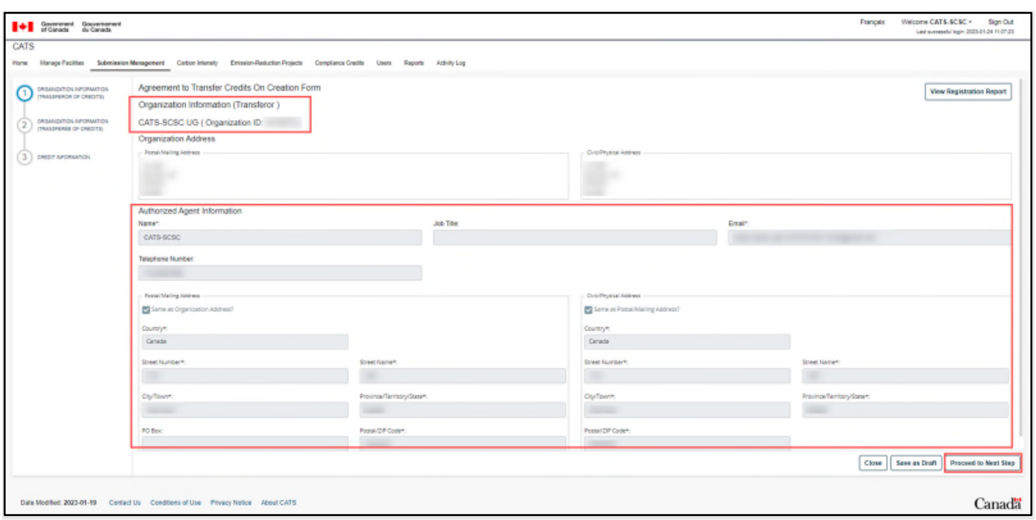


Figure 219: Agreement to Transfer Credit – Organization Information (Transferor of Credits)

4. On step **Organization Information (Transferee of Credits)**, enter the Organization ID of the transferee and select Search.
   - The **Authorized Agent Information** of the organization the credits are being transferred to will auto-populate.
   - Select **Proceed to Next Step**.

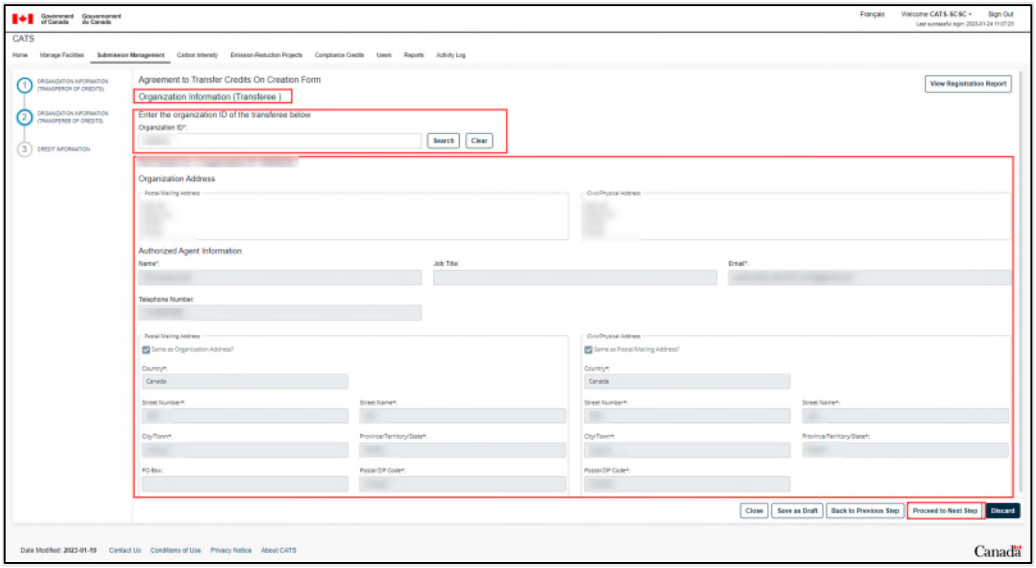


Figure 220: Agreement to Transfer Credit – Organization Information (Transferee of Credits)

5. On the **Credit Information** page:
   - Select the applicable **Fuel for which credits are to be transferred on creation** from the drop-down menu (only fuels entered in the Registration Report will be listed).
   - Select the applicable **Carbon Intensity ID** from the drop-down menu (based on Approved CI values).
   - The **Carbon Intensity of Fuel (gCO_2e/MJ)** will be auto-populated based on the selected **Carbon Intensity ID**.
   - **Select the compliance period for which agreement is being created** from the drop-down menu.
   - Select **Generate Agreement and Submit to Transferee** to complete the first step of s.108(2) transfer agreements.

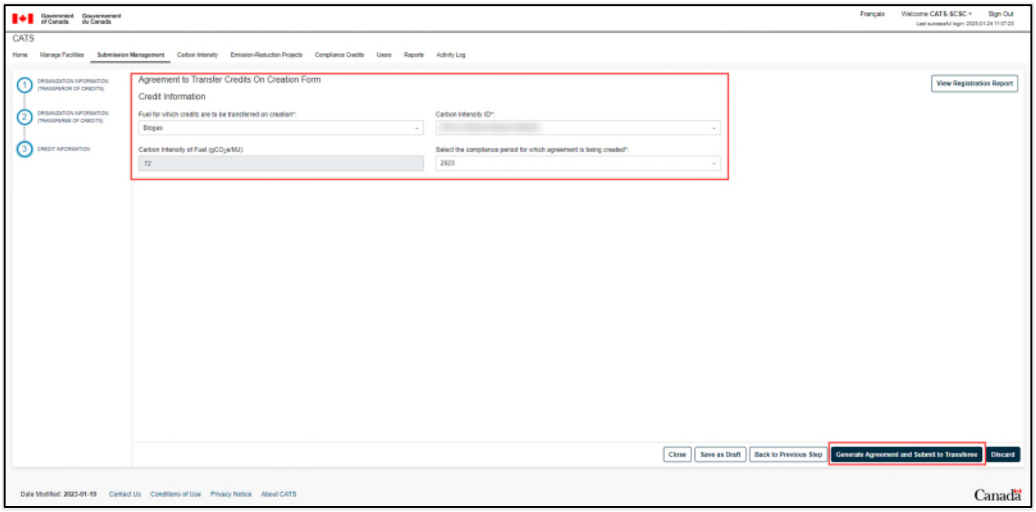


Figure 221: Agreement to Transfer Credit – Credit Information and Generating Agreement

6. The transferee is required to review and sign the agreement (see section 8.2), and then the transferor must review and sign the agreement (see section 8.3).

8.2 Reviewing and Signing the Agreement (transferee)

For the organization receiving the credits (the *transferee*), follow the steps below. Please note that this process occurs after the transferor generates the agreement.

1. Under the **Home** tab and under **My Tasks**, select the **Action Required: Review and Sign Agreement to Transfer Credits on Creation** task.
2. Select **Take Action** to view and sign the agreement.

Figure 222: Agreement to Transfer Credit – Transferee Review and Signature

3. On the **Organization Information (Transferor of Credits)** step, confirm the information and select **Proceed to Next Step**.
4. On the **Organization Information (Transferee of Credits)** step, confirm the information and select **Proceed to Next Step**. If the information is incorrect, please update the information in the Registration Report.
5. On the **Credit Information** page, confirm the information submitted by the transferor, and select **Proceed to Next Step**:
   - **Fuel for which credits are to be transferred on creation**

- **Carbon Intensity ID**
- **Carbon Intensity of Fuel (gCO$_2$e/MJ)**
- **Compliance period for which agreement is being created**

6. On the **Transferee Consent to Agreement to Transfer Credits on Creation** page, the transferee must check the box **I confirm that all the information provided in this agreement is correct** prior to selecting **Sign Agreement**. This completes the second step of the s.108(2) transfer agreement.

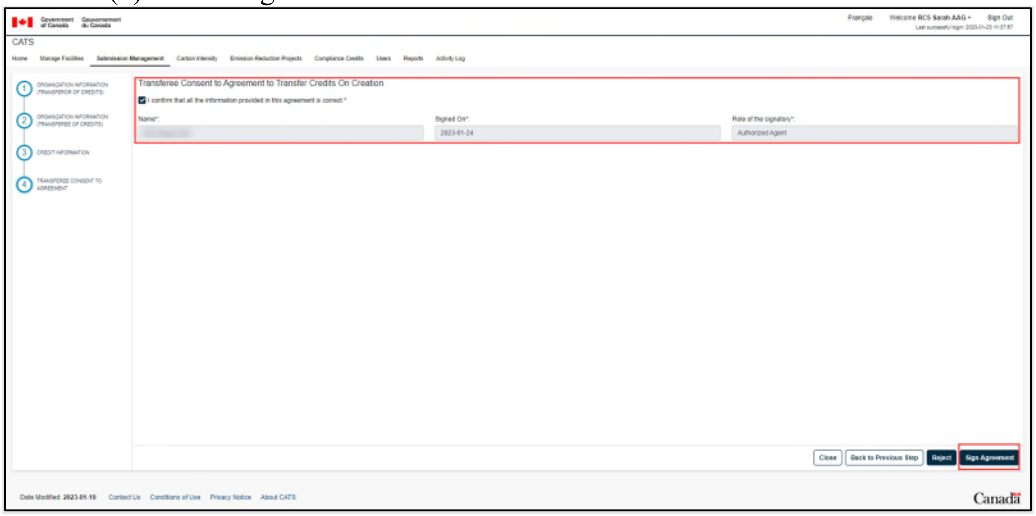


Figure 223: Agreement to Transfer Credit – Transferee Consent to Agreement

8.3 Signing and Completing the Agreement (transferor)

For the organization initiating the agreement (the *transferor*), follow the steps below. Please note that this process occurs after the transferor generates the agreement and the transferee reviews and signs the agreement.

1. Under the **Home** tab and under **My Tasks**, select the **Action Required: Review and Sign Agreement to Transfer Credits on Creation** task.
2. Select **Take Action** to view and sign the agreement.

Figure 224: Agreement to Transfer Credit – Transferor Review and Signature

3. On the **Organization Information (Transferor of Credits)** step, confirm the information and select **Proceed to Next Step**. If the information is incorrect, please update the information in the Registration Report.

4. On the **Organization Information (Transferee of Credits)** step, confirm the information and select **Proceed to Next Step**.
5. On the **Credit Information** step, confirm the information submitted and select **Proceed to Next Step**:
    - **Fuel for which credits are to be transferred on creation**
    - **Carbon Intensity ID**
    - **Carbon Intensity of Fuel (gCO_2e/MJ)**
    - **Compliance period for which agreement is being created**
6. On the **Transferee Consent to Agreement to Transfer Credits on Creation** page, the transferor can review the transferee's consent to the agreement.
7. On the **Transferor Consent to Agreement to Transfer Credits on Creation** page, the transferor must check the box **I confirm that all the information provided in this agreement is correct** prior to selecting **Sign Agreement**. This completes the s.108(2) transfer agreement.

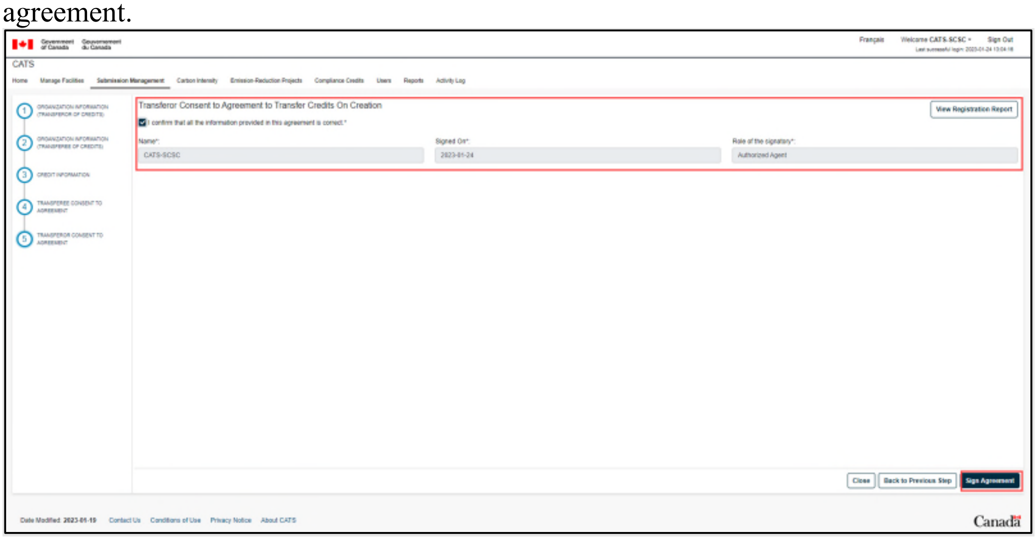


Figure 225: Agreement to Transfer Credit – Transferor Consent to Agreement

8.4 Reporting on the Agreement

For the Registered Creator transferring the credits (the *transferor*), see section 6.1.7 for steps on submitting the Quarterly Credit-Creation Report.

9 Credit Transfers

The content of this section will be available in the next version of this manual.

10 Need More Information Function

Upon submitting the participation in CATS request or submitting documents/information by the users, ECCC may require more information in some cases. Users will be notified by either automated or direct emails from ECCC.

To address the Need More Information comments, users should log in to CATS and perform the following steps:

1. Navigate to the **Home** tab.
2. Select the task under **My Tasks** section.
3. Select **Take Action** button.

The example below illustrates a Need More Information screen regarding the initial registration process. After entering the response in the **Respond to Admin Comments** section, the user will have to select **Request Participation in CATS**.

NOTE: If uploading new documents or updating the registration report is required, please ensure that these actions are performed before selecting **Request Participation in CATS** button.

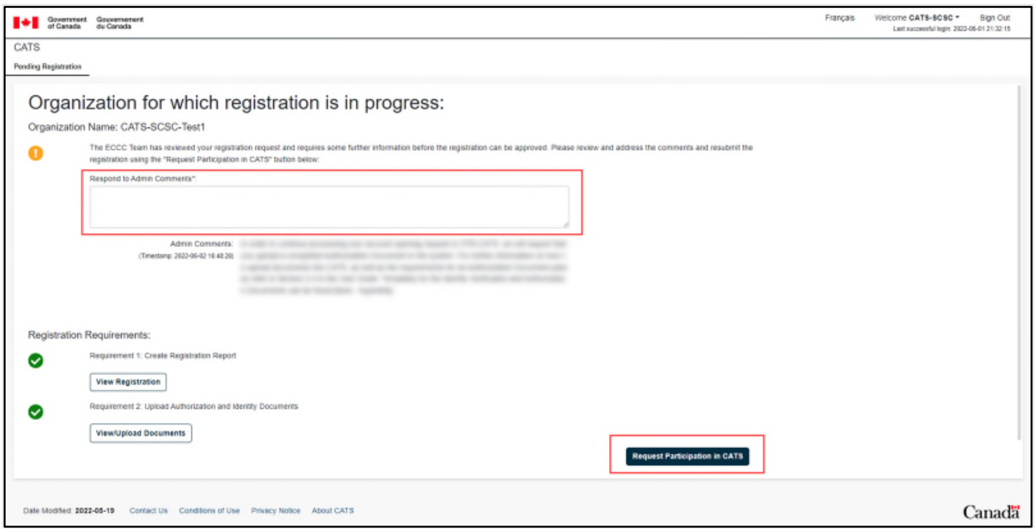


Figure 226: Need More Information - User response (Request Participation in CATS example)

11 Change of Information (Updating Registration Report)

Upon the submission of the registration report, organizations can update some information during the pending ECCC approval process. However, once the account is approved, additional information contained in the registration report can be modified. The Authorized Agent must perform the following steps:

1. Navigate to **Home Tab**.
2. Select **View Registration Details**.
3. From the Registration Report Details section of the screen, locate the most recent registration report. The status will show **Active**.
4. From the Actions drop-down menu, select **Edit**.

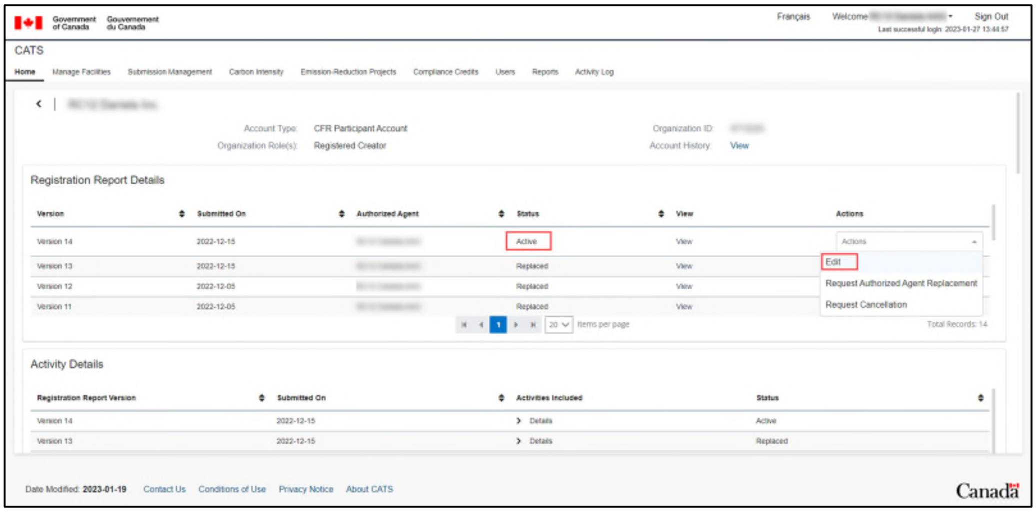


Figure 227: Change of Information (Updating Registration Report)

5. Navigate through the active registration report pages and select **Proceed to Next Step**.

   If the address information has been modified, ensure to check off and on again the **Same as…** checkbox for the information to be reflected correctly in the greyed out area.

6. Once the modifications have been completed on a given page, continue selecting **Proceed to Next Step** until all changes have been completed and select **Update Registration Report** button.

7. The success message will be displayed and the new version of the registration report will be displayed showing the **Active** status under the step #2 above.

NOTE: Authorized Agents needing to replace their email address or name need to communicate with ECCC for further instructions.

12 Registration Cancellation

An organization may request to cancel their registration for one or multiple roles, however, this request may only be performed by the Authorized Agent and by proceeding as follows:

1. Navigate to **Home Tab**.
2. Select **View Registration Details**.
3. From the Registration Report Details section of the screen, look for the most recent registration report. The status will show **Active**.
4. From the Actions drop-down menu, select **Request Cancellation**.

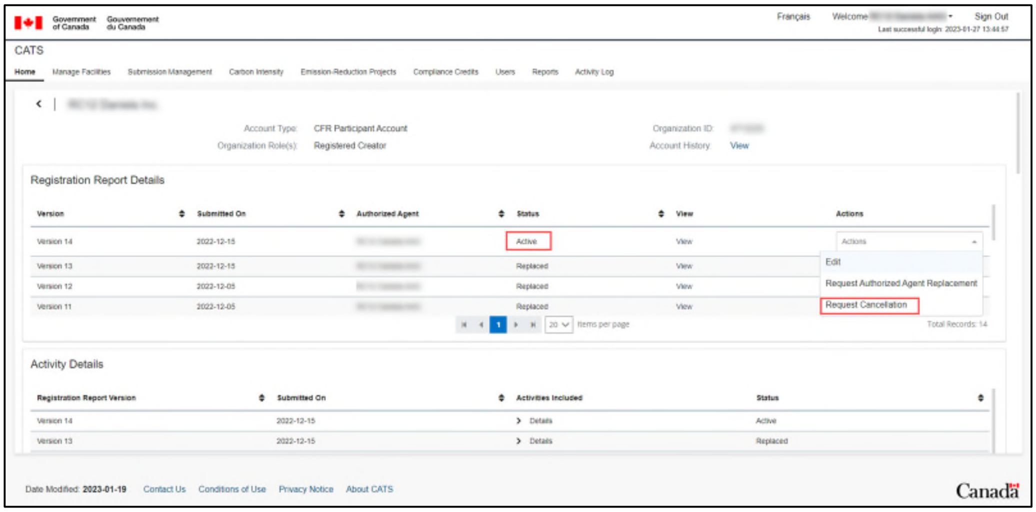


Figure 228: Request Cancellation

5. All organization roles will be displayed. Select the applicable role(s) and check mark the box **I accept the cancellation of selected organization role(s) with regards to my organization account** and select **Submit Cancellation Request**.

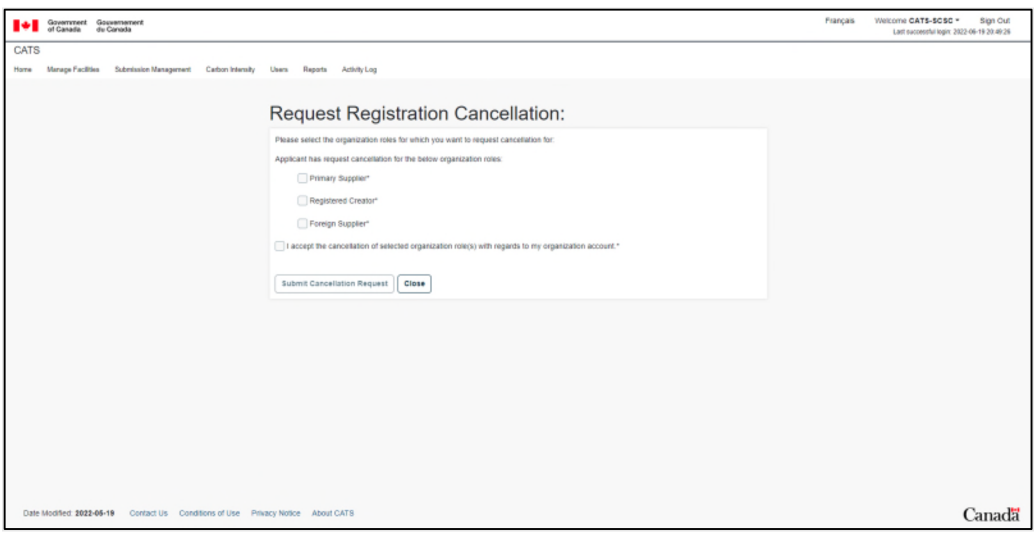


Figure 229: Request Cancellation - Select applicable role(s)

6. A confirmation message will be displayed. Select **OK**.
7. A success message will be displayed and an email notification confirming submission to ECCC will be sent to the Authorized Agent.
8. Cancellation request will be approved or rejected by ECCC. The user will receive an email notification.

13 Other User Profiles

An Authorized Agent/Administrator has the ability to add or remove additional users to organization account, according to their permission levels as explained in **section 2.3**. The following sections describe the processes.

13.1 Creating New User Profiles

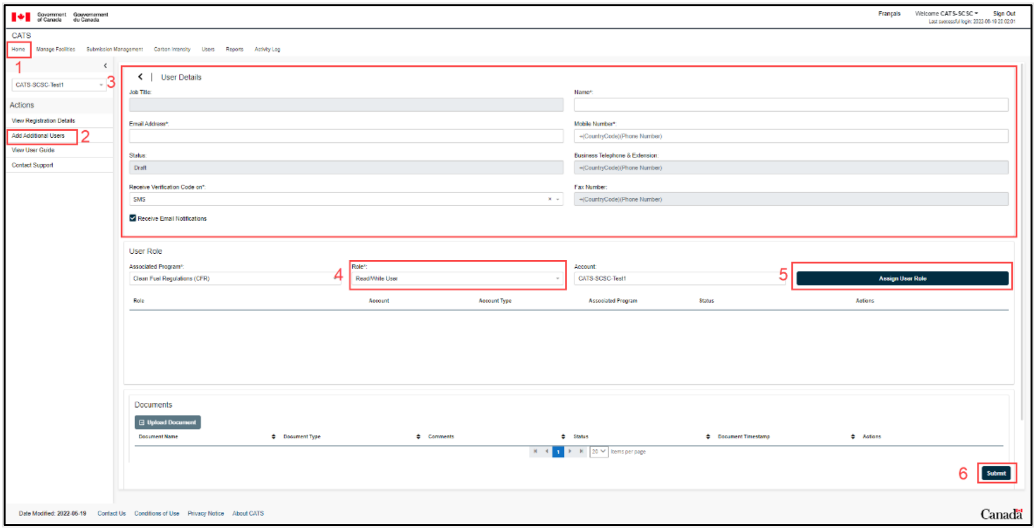


Figure 230: Home Tab - Add Additional Users screen

1. Navigate to **Home Tab**.
2. Select **Add Additional Users**.
3. Enter new user's required information:
   a) Name
   b) Email Address
   c) Mobile Number
   d) Desired option for receiving verification Code from the drop-down menu

4. Select the user role from the drop-down menu
5. Select **Assign User Role**
6. Select **Submit**

The user will be redirected to the User tab and a success message will be displayed. The new user will receive an email notification indicating that the registration in CATS has been successfully initiated. The new user will have 24 hours to click on the link and complete the registration process which requires:

- Completing the User Details section
- Completing Postal/Mailing and Civic/Physical Address
- Uploading the required documents as applicable

The new user (Authorized Administrator, Read/Write or Read-Only user) may refer to **section 3.1** (from step 6) for guidance on creating an account and uploading the required documents in the following sections of this User Guide.

An Authorized Administrator will be required to submit the authorization document. Once the document is uploaded, the new Authorized Administrator will select **Request Participation in CATS**. The new user will receive an email notification indicating that the user profile has been updated.

A Read/Write and Read-Only user accounts will be activated after the user completes My Profile section in CATS.

Authorized Administrator, Read/Write and Read-Only users may contact the Authorized Agent of their organization if any corrections to their personal information are required and they are unable to do so from My Profile section. Contacting ECCC is also another alternative.

13.2 Managing user profiles

An Authorized Agent has the ability to manage the account of all other users registered under the organization. The Authorized Administrator also has this ability for the Read-Write and Read-Only users. Authorized Administrators, Read-Write and Read-Only users can be deactivated or discarded.

- Deactivate: User loses access and can be restored
- Discard: User is removed from the system.

1. Navigate to the **Home** tab
2. Under the **Actions** list on the left-side menu, select **View Registration Details**
3. Scroll down to the **Assigned Users** section
4. Locate the user that needs to be removed and select **View**
5. Scroll down to the **User Role** section and select **Discard** or **Deactivate**, as applicable, from the **Actions** drop-down menu
6. The **activity log** will display the performed action.

14 Authorized Agent Replacement

An Authorized Agent replacement process is initiated by the current Authorized Agent of the organization once the full access to the account is granted by ECCC.

If the Authorized Agent is unable to perform the replacement process, the organization must communicate with ECCC.

The new Authorized Agent may be:

- a user already registered in CATS under another user role within the same organisation, or
- a user not registered in CATS.

The steps below describe the process for each of the two scenarios.

14.1 User to become Authorized Agent - Already registered in CATS

To request the replacement of the Authorized Agent by an organization user already registered in CATS as an Authorized Administrator, Read/Write or Read-Only user, follow the steps below:

1. Navigate to the **Home** tab.
2. Select **View Registration Details**.
3. Navigate to **Actions** drop-down menu of the latest active version of the registration report.
4. Select **Request Authorized Agent Replacement** prompting the new window to display.
5. Enter the **Email address of the new Authorized Agent**.
6. Enter the **Reason for Requesting the Change**.
7. Select **Submit Request to ECCC**.

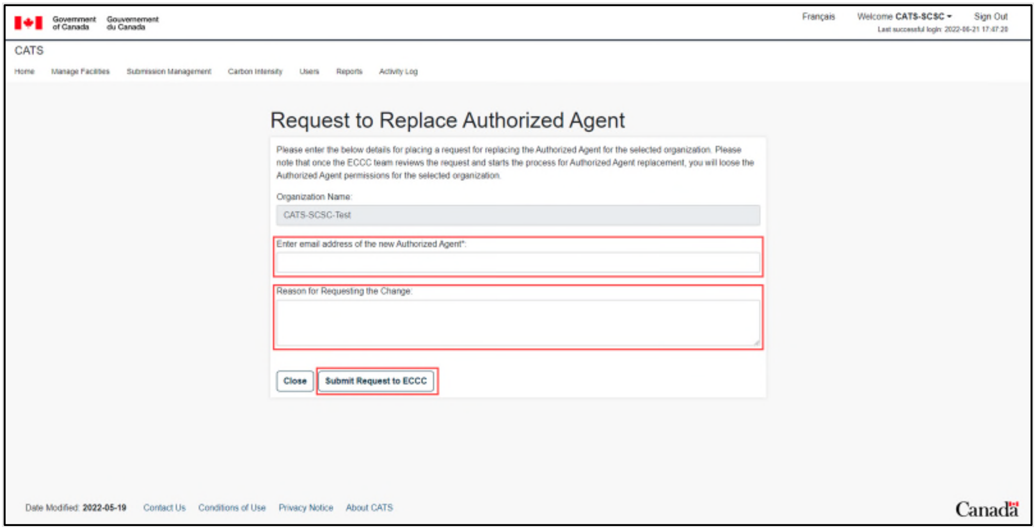


Figure 231: Request to Replace Authorized Agent

8. A success message will be displayed confirming that the request has been submitted successfully to ECCC and the Actions drop-down menu associated to the active registration report will now indicate **View Authorized Agent Replacement Request**.

   Upon ECCC approval, the new Authorized Agent will receive an email notification indicating that the replacement of Authorized Agent has been approved.

9. The new Authorized Agent must log in to CATS to upload the Authorization Document and Identity Verification Document (**Appendix A: Identity Verification Document** and **Appendix B: Authorization Document**) in order to complete the process.

10. Once the documents are uploaded, select **Request Participation in CATS** (Figure 231).

11. After ECCC has approved the submitted documents, the previous authorized agent will receive an email notification informing the user that the Authorized Agent Request has been accepted.

    The new Authorized Agent will receive an email notification indicating that the CATS profile has been activated.

    This completes the Authorized Agent replacement process.

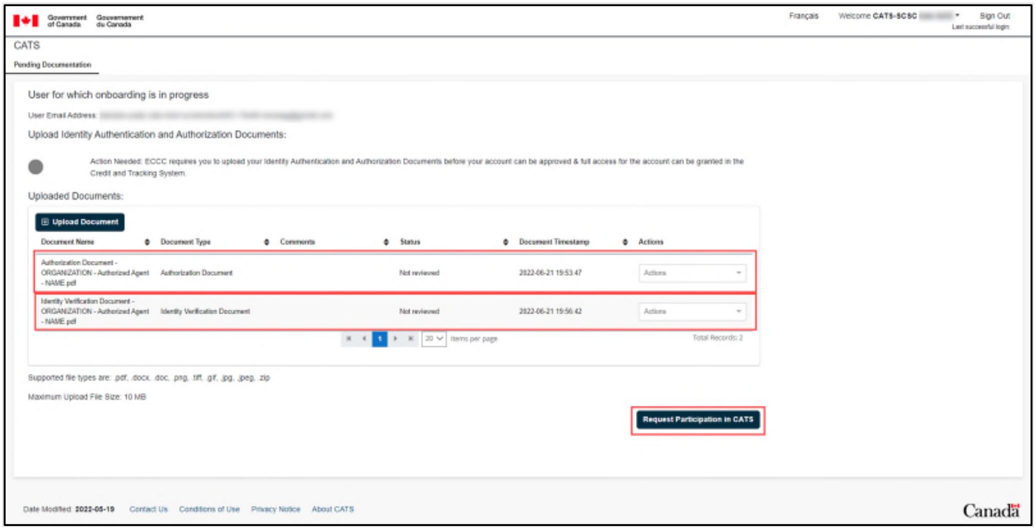


Figure 232: Request to Replace Authorized Agent - Upload Identity and Authorization Documents

14.2 User to become Authorized Agent - Not registered in CATS

To request the replacement of the Authorized Agent by an organization user not registered in CATS, follow the steps below:

1. Navigate to the **Home** tab.
2. Select **View Registration Details**.
3. Navigate to **Actions** drop-down menu of the latest active version of the registration report.
4. Select **Request Authorized Agent Replacement** prompting the new window to display.
5. Enter the **Email address of the new Authorized Agent**.
6. Enter the **Reason for Requesting the Change**.
7. Select **Submit Request to ECCC**.
8. A success message will be displayed confirming that the request has been submitted successfully to ECCC and the Actions drop-down menu associated to the active registration report will now indicate **View Authorized Agent Replacement Request**.

   Upon ECCC approval, the new Authorized Agent will receive an email notification with a link to complete the registration process.

The new Authorized Agent must:

9. Complete the required information (Figure 233).
10. Select **Proceed to Next Step**.

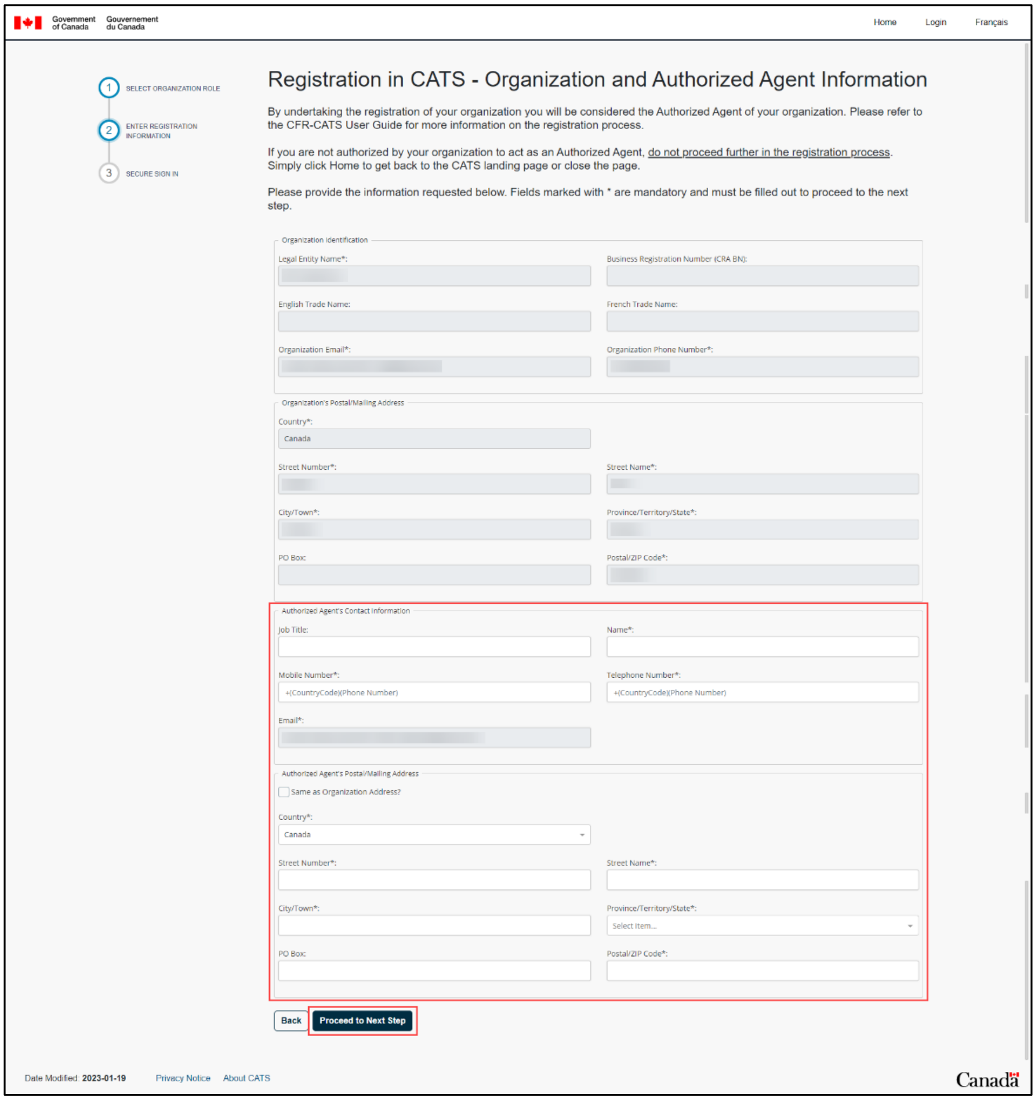


Figure 233: Request to Replace Authorized Agent - Registration in CATS

11. The user will be directed to secure Sign-In pages.
    In case of any error messages during the process, refer to step #5 of **section 15** to initiate the account recovery process.
12. The new Authorized Agent must log in to CATS to complete My Profile information and upload the Authorization Document and Identity Verification Document (**Appendix A: Identity Verification Document** and **Appendix B: Authorization Document**) in order to complete the process.
13. Once the documents are uploaded, select **Request Participation in CATS** (**Figure**). The user will receive an email notification confirming the reception of the request by ECCC.
14. After ECCC has approved the submitted documents, the current and the new authorized agent will receive an email notification informing them that the Authorized Agent Request has been accepted.

    This completes the Authorized Agent replacement process.

15 Troubleshooting steps for CATS

15.1 Login Issues

If the user is experiencing login issues in CATS, please follow the steps below:

1. **Confirm using a compatible browser**

   CATS is supported by the latest versions of *Edge*, *Firefox*, *Chrome* and *Safari*. *Internet Explorer* does not support CATS.

2. **Confirm using the correct URL for CATS**

   Navigate to CATS via this link: https://marchescarbone-carbonmarkets.canada.ca.

   - If the user is an Authorized Agent and has not created the CATS account yet, follow the steps in section **3. Creating an Account in CATS and submitting Registration Reports**.

   - If the user already has an account, select **Login** from the CATS home page and refer to **section 2.2**.

3. **Trying to log in to CATS while logged in to (or timed out of) ECCC's Single Window, or another Government of Canada secure website that uses GCKey or Sign-In Partner**

   - User must ensure being logged out of any other secure Government of Canada websites when logging in to CATS.
   - Closing all browser windows and starting fresh can help, and
   - In some cases, using an InPrivate or Incognito window when logging in to CATS.

4. **After attempting steps 1-2-3 above, user is still getting an error message**

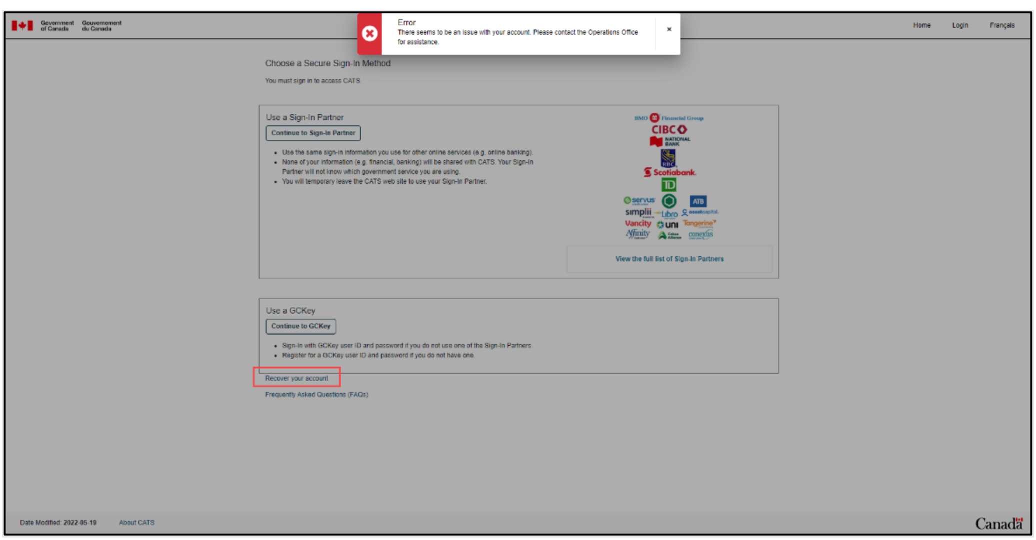


Figure 234: Login error message

The above error message can occur if the user is trying to use a GCKey or Sign-In Partner credentials that are:

- valid but not linked to the CATS profile: login again using the same credentials used on the initial account creation. If user does not remember the credentials select **Recover your account** option as illustrated above and follow the on-screen steps.

- already associated with another CATS User: it is mandatory for each CATS user to have their own unique profile and login credentials. If user suspects that others may have the same credentials, use **Recover your account** process.

5. **CATS Account Recovery Process**

Users with an existing CATS account being unable to log in are encouraged to attempt the Account Recovery Process prior to contacting the CFR Operations Office.

- Select **Recover your account** (**Figure**);
- Enter the email address associated with the CATS user account for CFR to be reset.
- CATS will send an email to that address with a special recovery link.
- Ensure to log out of any other secure Government of Canada sites.
- Open a fresh browser (Chrome, Edge, Firefox or Safari).
- Copy and paste the recovery link from the email into the browser.
- Select the preferred sign-in method.
    - For GCKey, select **Continue to GCKey**. If new credentials are needed, select **Sign Up** (instead of Sign In) and follow the on-screen instructions to create a new GCKey username, password and recovery questions. Make note of the new GCKey as this will be used for each login to CATS going forward.
    - Once new GCKey is set up, user should receive the CATS Two-Factor Authentication code, and then be logged into CATS.

If these steps do not resolve the issue, proceed to **section 2.4** and contact ECCC.

15.2 Verification Code not received

CATS Two-Factor Authentication Code is sent to users by EMAIL or SMS.
Upon the initial account creation, the verification code is defaulted to being sent by email. Once the full access to the account is granted by ECCC, the user will be able to select the SMS method in My Profile (**section 15.2.2**).

15.2.1 Verification Code sent by Email

If the verification code is not being received by email:

Users attempting to register in CATS:

Please verify that the email address associated to the file is accurate. If not, communicate with ECCC Operations Office (contact information in **section 2.4**).

Registered users in CATS:

If your organization is using cloud security services (could be delaying emails), please ensure to add our CATS automated email address (SCSCnePasRepondre-CATSnoReply@ec.gc.ca) to the list of trusted emails in your cloud security services account.

If the cloud security services do not seem to cause the issue, please communicate with ECCC Operations Office (contact information in **section 2.4**) to set the reception of the verification code to SMS (mobile number associated to the account) instead of email.

15.2.2 Verification Code sent by SMS

If the verification code is not being received by SMS, communicating with ECCC Operations Office might be required to ensure that the mobile number on file is accurate and respects the CATS format including the country code (e.g. 1-234-567-8910).

Ensure that the CATS number is not on the list of blocked numbers:

- **Canada users: 1-647-691-0916**
- **United States users:** 1-833-668-1951
- **Other countries:** a number ID or "Notice" text will be displayed instead of a telephone number as for Canada/US. The example below illustrates the SMS code received by a user located in London, UK.

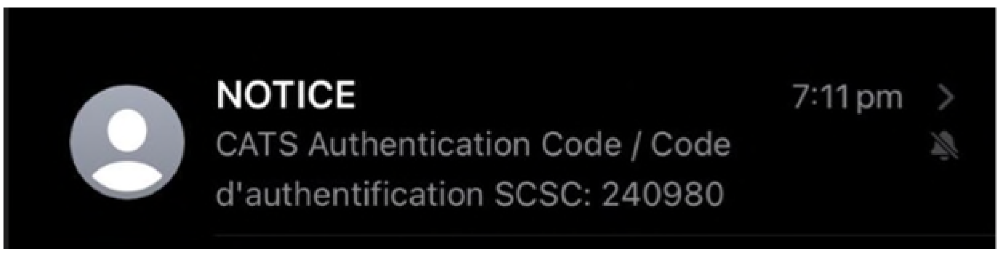


Figure 235: SMS displayed for users located outside of Canada/US

Appendix A: Identity Verification Document

Identity Verification Document is available in the 'Attachments' tab (paperclip icon) in the left navigation pane. Please download this user guide to your computer and open it in the PDF format if your web browser does not display the 'Attachments' tab.

Appendix B: Authorization Document

Authorization documents for Authorized Agents and Authorized Administrators are available in the ‘Attachments’ tab (paperclip icon) in the left navigation pane. Please download this user guide to your computer and open it in the PDF format if your web browser does not display the ‘Attachments’ tab.