

Washington State Climate Commitment Act

CITSS New User Registration & User Profile Management Guide

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Contact Information

Air Quality Program

Ecology Headquarters
Phone: 360-407-6296
Email: CCAAuctions@ecy.wa.gov
Website: <https://ecology.wa.gov/About-us/Contact-us>

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The information in this document is based on the requirements set forth in the Climate Commitment Act (CCA), Chapter 70A.65 RCW, and the CCA Program Rule, Chapter 173-446 WAC (collectively referred to as CCA Requirements). If there is any apparent conflict between this document and the CCA Requirements, the CCA Requirements shall control.

Overview of CITSS User Registration Process

If you are working on behalf of an entity to participate in the Washington cap-and-invest program, your first step is registering in the Compliance Instrument Tracking System Service (CITSS). CITSS is the platform that implements Washington's cap-and-invest program, as well as the programs of other jurisdictions including California, Québec, and Nova Scotia. There are two steps to registration. This manual describes the first step: registering as a person (user) in CITSS. The [CITSS Entity Account Application Guide](#) walks through the second step: registering your company or organization in CITSS.

Once your company or organization is registered in CITSS, it can actively participate in the cap-and-invest market, taking actions including:

- Participating in auctions and purchasing allowances;
- Trading allowances;
- Receiving allowance allocation (if applicable); and
- Retiring allowances to meet a compliance obligation.

A general overview of the user registration process is shown in the flowchart below:

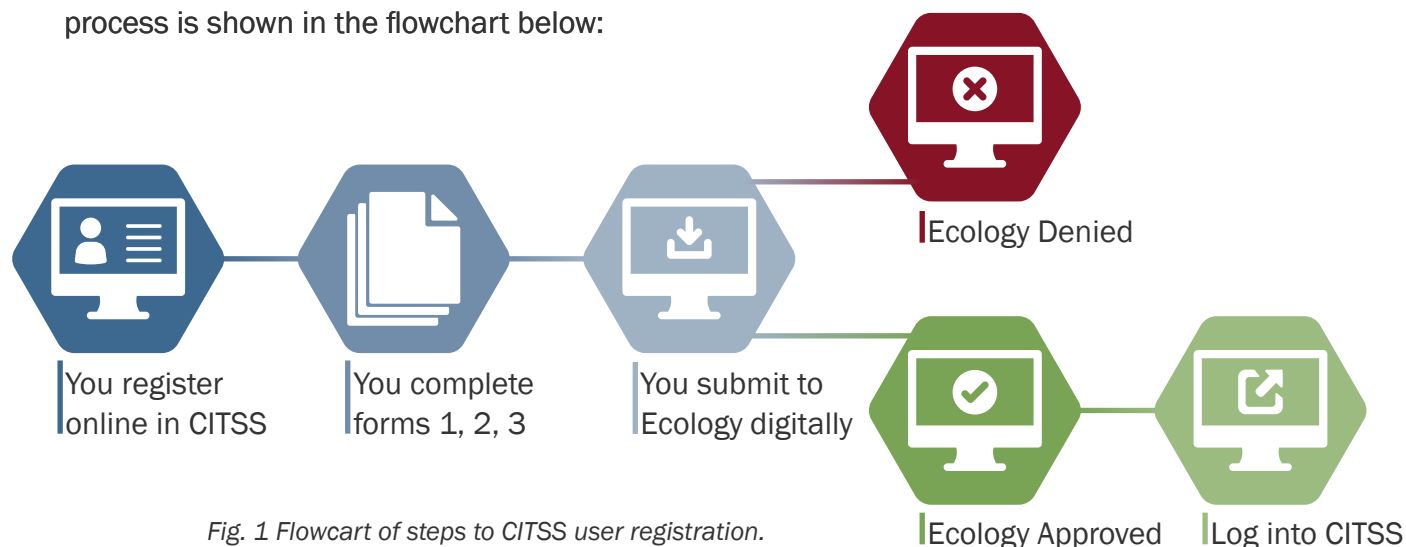


Fig. 1 Flowchart of steps to CITSS user registration.

NOTE

Users already registered in CITSS by other Emissions Trading System (ETS) jurisdictions (California, Québec, and/or Nova Scotia) are referred to as Cross-Jurisdiction Users. Cross-Jurisdiction Users use a different process to register in Washington. See [Cross-Jurisdiction Users](#) section for more information. You do not need to complete new user registration in CITSS. User registration is tied to the user, not their employer.

Overview of User Roles

When registering for a CITSS User ID, individuals are not required to identify the role they will serve on an entity or individual's accounts. Role assignments are made during the [Entity Account Application](#) process.

The three user roles are:

- Primary Account Representative (PAR)
- Alternate Account Representative (AAR)
- Account Viewing Agent (AVA)

The PAR and AARs have the authority to represent the entity in CITSS and the Auction Platform. Account Viewing Agents can view entity account information but cannot make changes. See [Appendix A: User Roles](#) for more information.

NOTE

Covered and opt-in entities have Washington State residency requirements for account representatives that can be satisfied in three ways:

- 1: The PAR has a primary residence in Washington
 - 2: At least one AAR has a primary residence in Washington
 - 3: The entity has a registered agent who resides in Washington
-

All entities are **required** to have:

- 1 Primary Account Representative (PAR); and
- 1 Alternate Account Representative (AAR) {may have 4 total AARs}
- Individual General Market Participants (GMP) are required to designate 1 PAR, but may add up to 4 AARs as desired.

TIP

Consider registering more than one AAR for your entity. Many CITSS actions require two users, including trading allowances and meeting compliance obligations.

User Registration Package

Your complete User Registration Package will include the following. You will see links to download the three forms after submitting your user registration in CITSS.

- Online CITSS User Registration
- 3 Forms:
 - User Registration Checklist (for your reference)
 - User Registration Form (this is generated in CITSS)
 - Proof of Identity Form

Ecology encourages electronic signatures on CITSS registration forms. See [Appendix F: Examples of Acceptable Electronic Signatures](#) for more information.

Ecology requires all documents to be submitted electronically using one of the following methods:

- Complete, sign, and submit using DocuSign (*recommended*).
- Upload completed and signed forms to Box.com.
- Email completed and signed forms to RegistrarCCA@ecy.wa.gov. (Ecology recommends users password protect the file and encrypt the email.)

See the [User Registration Checklist](#) for further instructions.

Ecology **will not** accept physical paper copies of User Registration Packages. See [Appendix B: Electronic Submission of Forms](#) for more information. The [User Registration Checklist](#) includes instructions for submitting forms.

NOTE

If you have questions or need assistance submitting your User Registration Package, please contact RegistrarCCA@ecy.wa.gov.

Ecology Review and Deadlines

You will not be able to access your CITSS user account until Ecology has received, reviewed, and approved your User Registration Package. Please allow up to 2 weeks from receipt of materials for Ecology to make a decision or request follow up information. In the winter of 2022, a response from Ecology may be delayed due to the high volume of initial program applicants.

Covered Entities

Covered entities are companies that must participate in the cap-and-invest program because they exceed a threshold of annual GHG emissions (covered emissions). **Covered entities must complete registration within 40 days of receiving a notice to register from Ecology**, which includes user registration for two users (as described in this User Registration Guide) and applying for an entity account (see [CITSS Entity Account Application Guide](#)).

Opt-in Entities and General Market Participants

Opt-in entities and General Market Participants do not have a CITSS registration deadline. However, you must have active and approved user and entity accounts in order to initiate an auction application. Auction applications are due no later than 30 days prior to an auction.

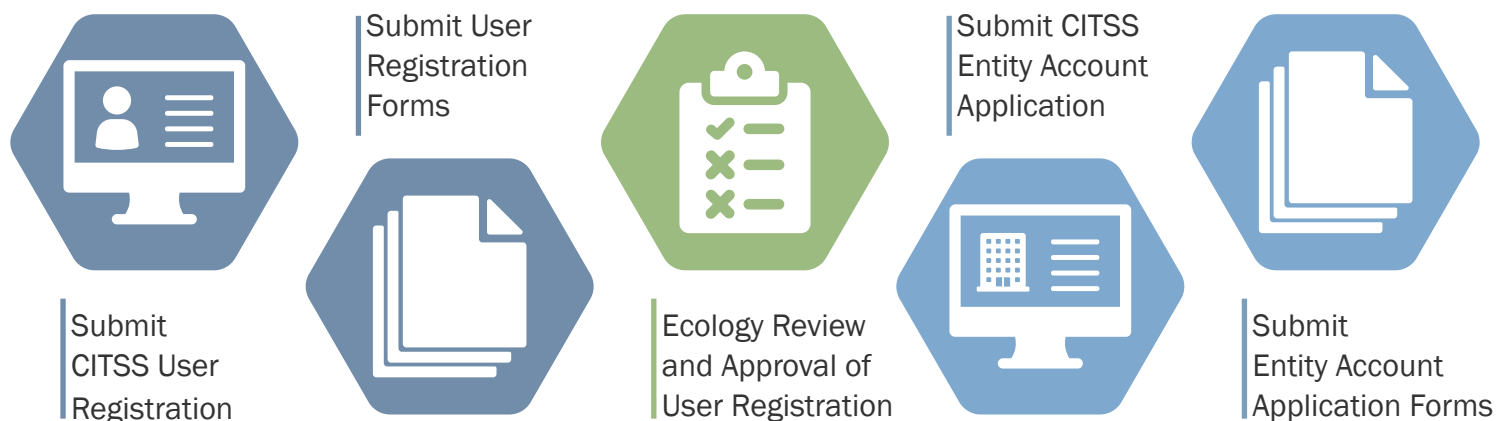
All Entities

All entities must submit changes to entity account information, corporate association disclosures, and/or PAR and/or AAR of an entity to Ecology no later than 40 days before an auction or APCR sale event. **Failing to update this information by the deadline will result in disqualification from upcoming auction or APCR sale.**

The steps to complete registration include:

1. Submit user registration in CITSS.
2. Submit user registration forms.
3. Ecology review and approval of user registration.
4. Submit entity account application in CITSS.
5. Submit entity account application forms.

Fig 2. CITSS account application process.



CITSS Online New User Registration

The online registration process begins at www.wci-citss.org. This site can be accessed 24/7 unless there is scheduled maintenance or a sudden outage.

NOTE

Users already registered in CITSS by other Emissions Trading System (ETS) jurisdictions (California, Québec, and/or Nova Scotia) are referred to as Cross-Jurisdiction Users. Cross-Jurisdiction Users use a different process to register in Washington.

See [Cross-Jurisdiction Users](#) section for more information. You do not need to complete new user registration in CITSS. User registration is tied to the user, not their employer.

Take note of the information in the [GUIDELINES FOR USE](#) section of the CITSS home page (Fig. 3):

- Do not use your browser's back arrow.
- Do not switch between English and French.
- Use a compatible web browser (Microsoft Edge, Firefox, Safari, Chrome, and Opera).
- Storing CITSS user names and passwords in your browser weakens account security.
- Using "autofill" functions may result in improper data entry and return errors.

Select [USER REGISTRATION](#) in the left menu bar when ready to begin.

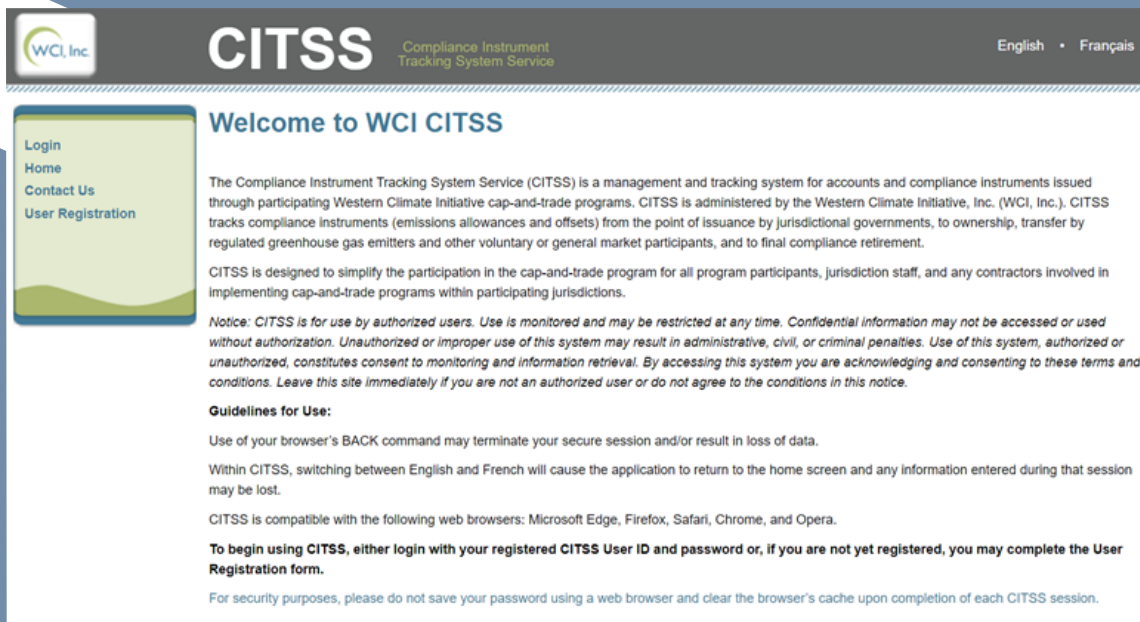


Fig. 3: CITSS home page.

Review the information on the page. When you are ready to proceed, select **USER REGISTRATION** at the bottom of the page (Fig. 4).

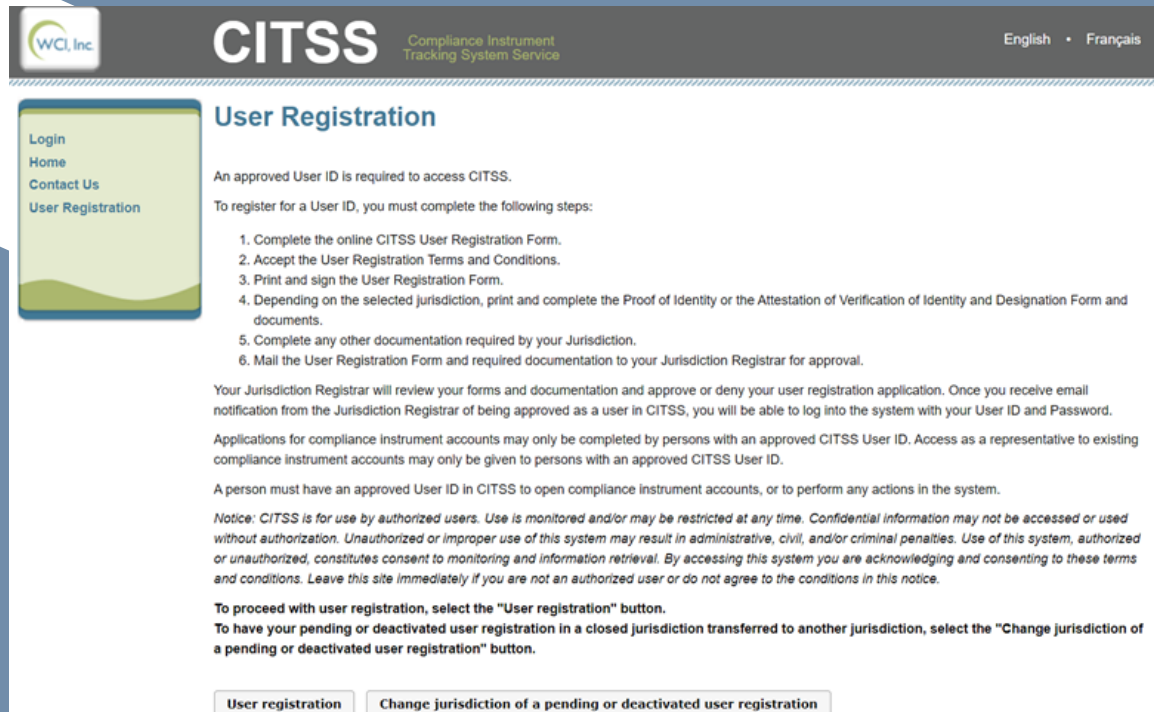


Fig. 4: CITSS User Registration information page.

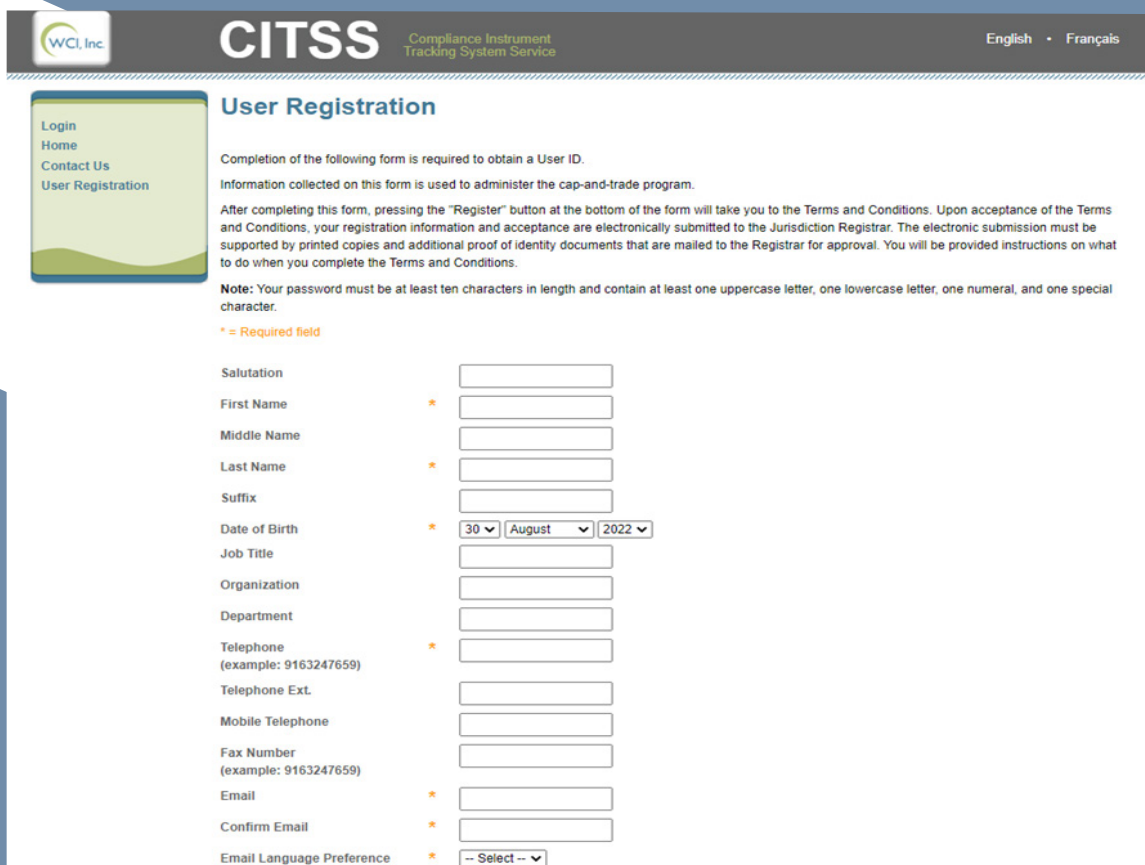
NOTE

You must complete and submit your own user registration in CITSS.

Do not submit user registration for others. The CITSS user terms prohibit disclosure of your CITSS User ID, password, and security questions information to anyone.

Personal and Contact Information

The next step is entering your **home address and phone number**. Do not enter employer addresses. Your CITSS user account is tied to the user, not your employer. Complete all information marked with an orange asterisk (*) throughout the application process.



The screenshot displays the CITSS (Compliance Instrument Tracking System Service) User Registration page. The header includes the WCI, Inc. logo, the CITSS title, and language options for English and Français. A sidebar on the left contains links for Login, Home, Contact Us, and User Registration. The main content area is titled "User Registration" and provides instructions on how to complete the form. It states that the information is used to administer the cap-and-trade program and that users must accept the Terms and Conditions. A note specifies that the password must be at least ten characters long, containing one uppercase letter, one lowercase letter, one numeral, and one special character. A legend indicates that an orange asterisk (*) denotes a required field. The form fields are as follows:

Field	Required
Salutation	No
First Name	Yes
Middle Name	No
Last Name	Yes
Suffix	No
Date of Birth	Yes
Job Title	No
Organization	No
Department	No
Telephone (example: 9163247659)	Yes
Telephone Ext.	No
Mobile Telephone	No
Fax Number (example: 9163247659)	No
Email	Yes
Confirm Email	Yes
Email Language Preference	Yes

Fig. 5: Personal information of the User Registration section.

Primary Residence

Street 1

★

Street 2

City

★

State/Province

-- Select --

▼

Region – if not a Canadian Province or U.S. State

Postal Code

★

Country

★

-- Select --

▼

Mailing Address

Use Primary Residence for Mailing Address

☐

Street 1

★

Street 2

City

★

State/Province

-- Select --

▼

Region – if not a Canadian Province or U.S. State

Postal Code

★

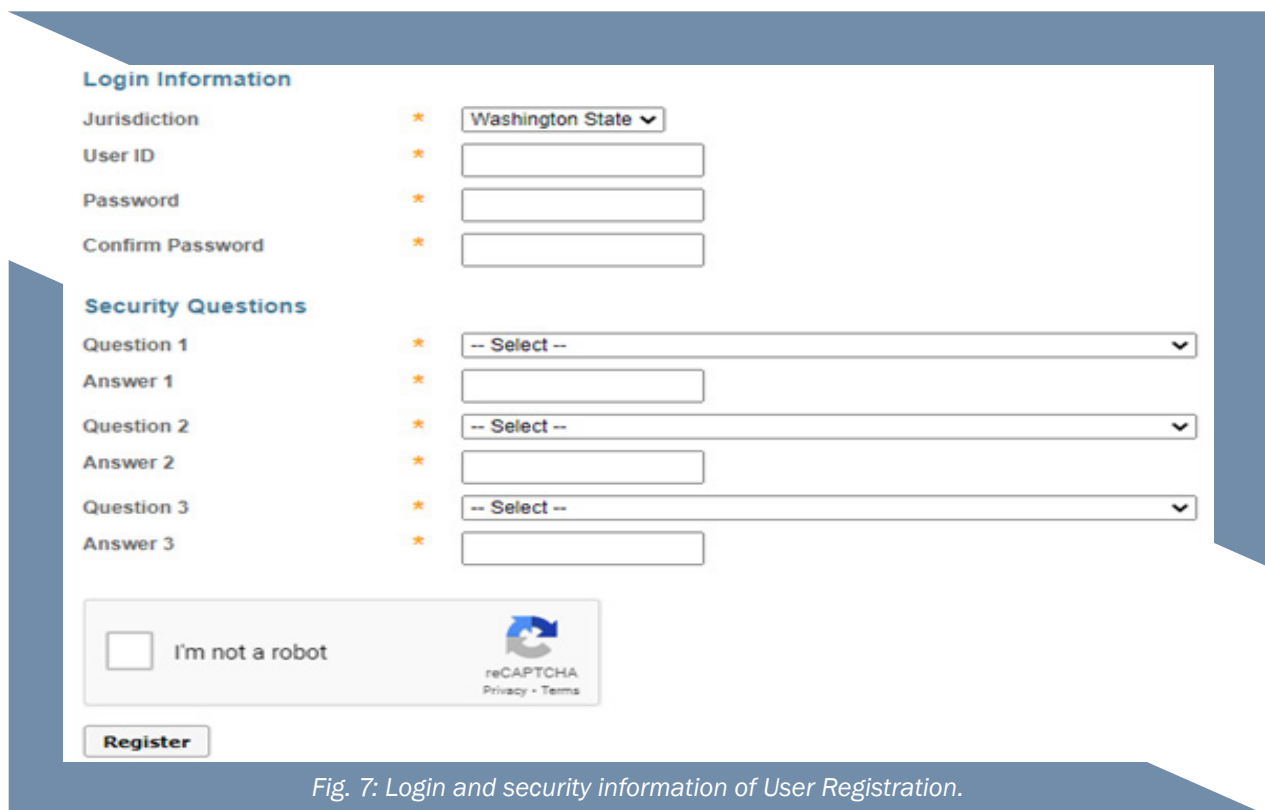
Country

★

-- Select --

▼

Fig.6: Login and security information of User Registration.

The image shows a user registration form with a blue header and footer. The form is divided into two main sections: 'Login Information' and 'Security Questions'. The 'Login Information' section includes fields for 'Jurisdiction' (a dropdown menu with 'Washington State' selected), 'User ID', 'Password', and 'Confirm Password'. Each field is preceded by an orange asterisk. The 'Security Questions' section includes three questions, each with a dropdown menu for the question and a text input for the answer. Each question and answer pair is preceded by an orange asterisk. At the bottom of the form, there is a reCAPTCHA widget with the text 'I'm not a robot' and a 'Register' button.

Login Information

Jurisdiction * Washington State ▼

User ID *

Password *

Confirm Password *

Security Questions

Question 1 * -- Select -- ▼


Answer 1 *

Question 2 * -- Select -- ▼

Answer 2 *

Question 3 * -- Select -- ▼

Answer 3 *

☐ I'm not a robot  reCAPTCHA
Privacy • Terms

Register

Fig. 7: Login and security information of User Registration.

Select **Washington State** as Jurisdiction. Be sure to review your application for accuracy, complete the CAPTCHA, and select **REGISTER** when ready.

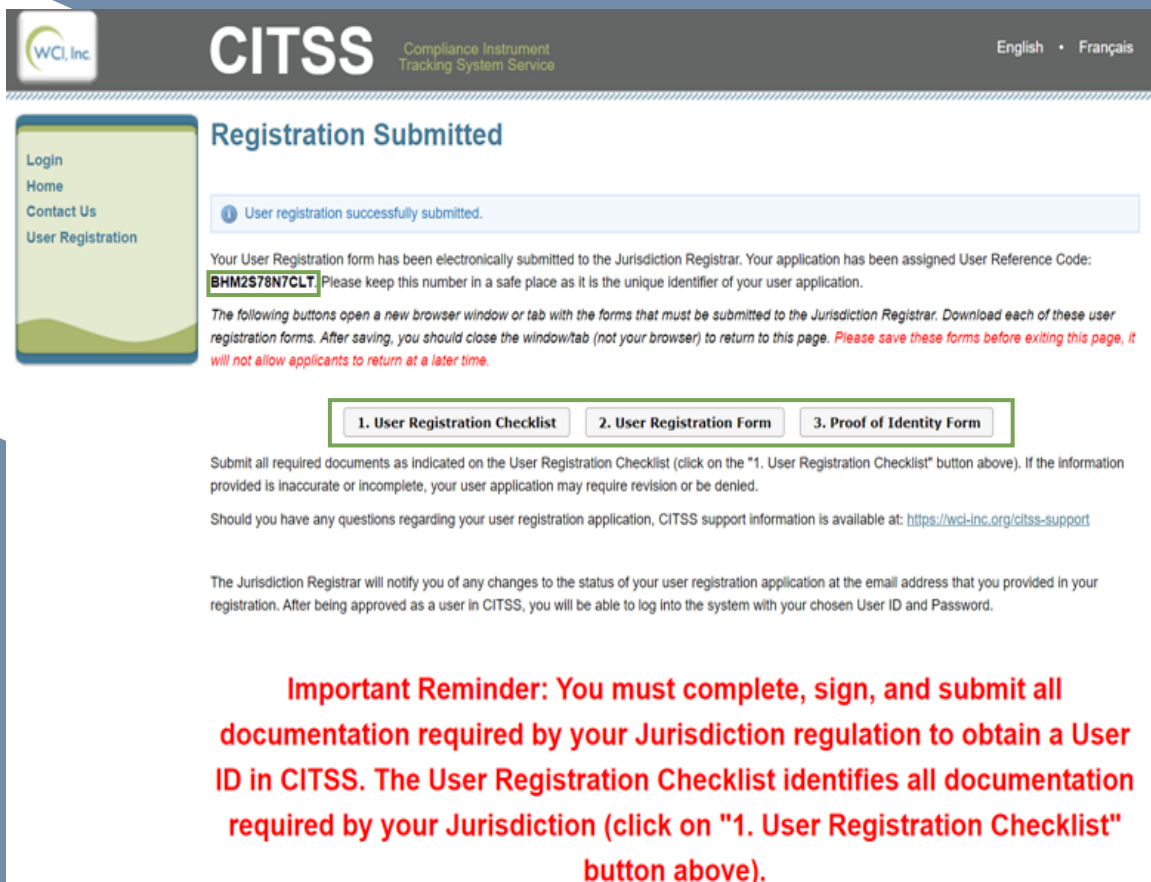
User Terms and Conditions

Review the Washington User Terms and Conditions (included in [Appendix I: User Terms and Conditions](#)). Check the [ACCEPT TERMS](#) box when ready, and select [REGISTER](#).

If your registration is successfully submitted, the [REGISTRATION SUBMITTED](#) page will appear (Fig. 8).



Do not exit out of CITSS



Important Reminder: You must complete, sign, and submit all documentation required by your Jurisdiction regulation to obtain a User ID in CITSS. The User Registration Checklist identifies all documentation required by your Jurisdiction (click on "1. User Registration Checklist" button above).

Fig. 8: Registration Submitted screen. User Reference code and three hyperlinked buttons outlined in green.

CITSS Forms

Upon submitting your user registration, you will be prompted to download forms from three hyperlinked buttons (Fig. 8). **Do not close the CITSS Registration Submitted page** until you have downloaded all three of your forms.

The forms will open in a new tab or page of your browser. You will need to sign and electronically submit the User Registration Form and [Proof of Identity Form](#) to Ecology to complete your User Registration Package. The [User Registration Checklist](#) provides instructions for submitting your forms.

Record your [USER REFERENCE CODE](#).

Form 1 User Registration Checklist

The [User Registration Checklist](#) details information you need to submit to complete your User Registration Package and provides instructions for submitting the forms to Ecology. This form is for your reference – you **do not** need to submit it to Ecology.

Form 2 User Registration Form

This User Registration Form is generated by CITSS with the user information you entered in CITSS, including contact information, login information (excluding password), and terms and conditions. Your unique 12-character User Reference Code is listed at the top of the form.

Review for accuracy, print name, [sign](#) and date the form, and [submit electronically](#) to Ecology.

Form 3 Proof of Identity Form

The [Proof of Identity Form](#) has no pre-populated fields. You are required to submit supporting documentation with this form.

Section 1.0

This section provides information on acceptable proof of identity documentation. One document must be a government-issued photo identification with the user's name and date of birth.

Identity documentation must verify the following:

1. Legal name
2. Date of birth
3. Photo
4. Primary residence address
5. Open bank account in the US (see [Appendix E: Example Letter from Financial Institution](#))

See [Appendix C: Examples of Acceptable Identity Documents](#) for more information.

Section 2.0

One of the identity documents must be notarized within the previous 3 months. This section describes the notarization requirement. The seal, notary name, county and/or state place of business, and commission expiration date must be legible on the notarization.

See [Appendix D: Notarization Guidance](#) for more information.

Section 3.0

This section requires you to disclose felony convictions within the last 5 years.

NOTE

You are also required to disclose felony convictions that arise during your time serving as an Account Representative or Account Viewing Agent.

Section 4.0

Print name, [sign](#), and date the form, and [submit electronically](#) to Ecology.

Ecology Review and Decision

You will not be able to log in to CITSS until Ecology reviews and approves your User Registration Package. Please allow up to **2 weeks** from receipt of materials for Ecology to make a decision. In the winter of 2022, a response from Ecology may be delayed due to the high volume of initial program applicants.

If your user registration is **approved** by Ecology, you will receive email confirmation.

If your user registration is **denied** by Ecology, you will receive email notification. For next steps after user registration denial, please contact RegistrarCCA@ecy.wa.gov. You may be required to submit additional information or have different individuals apply for a user account to represent your entity.

Auction Platform

The Auction Platform (AUP) is where quarterly auctions and Allowance Price Containment Reserve (APCR) sales are held. Information is automatically sent to the AUP from CITSS in order to facilitate auction participation.

Once your CITSS account has been approved by Ecology, you will receive an email to set up your AUP credentials (Fig. 9). More information on AUP accounts can be found in the Auction User Guide, available on the [CCA auctions and trading webpage](#).

Set up of your WCI, Inc. Auction Platform account

noreply@dev-wci-auction.org

Hello,

Welcome to the WCI, Inc. Auction Platform. This email is being sent to you to establish your login credentials including passphrase and security questions for your WCI, Inc. Auction Platform account.

To activate your account, please click on the link below:

[Activation link](#)

After clicking on the Activation Link above, you will be asked to setup your login credentials.

If clicking the above link does not work, please copy and paste the link into your browser or another browser. Please note that this link will expire in 24 hours.

If you have received this email in error or have any other questions, please contact us at: support@wci-inc.org.

Thank You,

WCI, Inc. Auction Platform Support Team

The link to activate and set up your AUP account is only active for 24 hours!

If you do not activate your account within that timeframe, please contact RegistrarCCA@ecy.wa.gov for assistance.

Fig. 9: AUP email to set up credentials.

User Profile Management

Once you have received the approval confirmation email, you may log in to CITSS.

When you are ready, you may begin the entity account application by selecting [ACCOUNT REGISTRATION](#) from the left of the page. The entity registration process is described in detail in the [CITSS Entity Account Application Guide](#).

Edit User Information

You may propose changes to your user profile by selecting [MY USER PROFILE](#) from the left of the page, and select the [EDIT](#) button (Fig. 10).

Information on this page with a purple exclamation mark (!) next to it will require approval from Ecology before the changes are final.

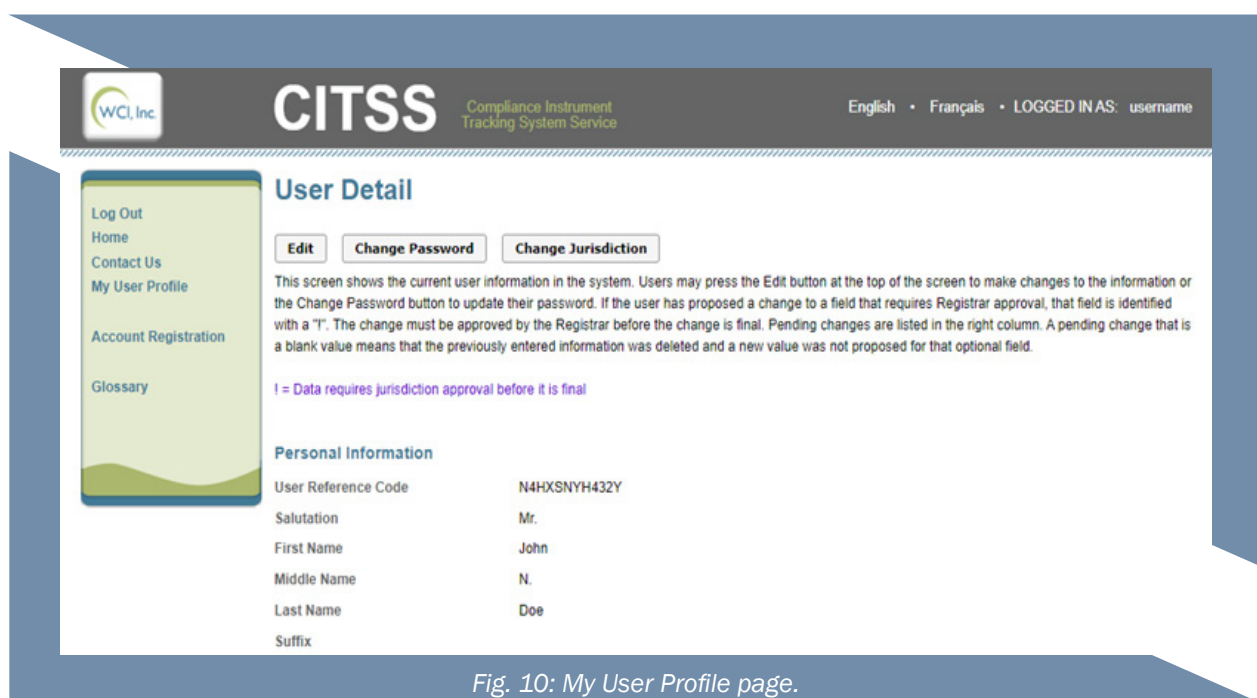


Fig. 10: My User Profile page.

Change Password

If you would like to change your password, you may do so from [MY USER PROFILE](#). Select the [CHANGE PASSWORD](#) button (Fig. 11).

NOTE

You must update your password once every 60 days to prevent password expiration.



Fig. 11: Change password page.

Cross-Jurisdiction Users

If you already have a user account in another jurisdiction, becoming a cross jurisdiction user allows you to manage your original entity accounts and a new Washington entity account.

NOTE

Applying for a cross jurisdiction user account is the only way for you to manage entity accounts in more than one jurisdiction.

In order to serve as a Washington PAR, AAR, or AVA as a cross-jurisdiction user, you must still meet Washington's requirements for account holders. You will be required to complete Washington-specific forms and submit them electronically to Ecology. You will also be required to accept the Washington User Terms of Use for CITSS.

1. To initiate the process of becoming a cross jurisdiction user in Washington, you must first complete the [Cross-Jurisdiction User form](#). The form allows your original jurisdiction to share CITSS user information with Ecology. You will also need to accept the Washington Terms and Conditions and may need to submit proof of identity documents.
2. The registrar from your original jurisdiction will share your user account information with Washington in CITSS.
3. Ecology will be able to access your profile from the list of CITSS users associated with Washington.
4. You are now ready to create an entity account, or join an existing account.
 - See the [CITSS Entity Account Application guide](#) for instructions on creating a new entity account or joining an existing entity account as a PAR, AAR, or AVA.

Change Jurisdiction – Uncommon

Users already registered in CITSS by other Emissions Trading System (ETS) jurisdictions (California, Québec, and/or Nova Scotia) can change their user registration. There are few and rare instances where this would be necessary:

- If you were registered to a jurisdiction that is no longer participating in an ETS program, you can request to change your jurisdiction to a participating jurisdiction.
- If an entity you represent is no longer in your original jurisdiction and has moved to another participating jurisdiction, you may request to change your jurisdiction.

In order to change your jurisdiction to Washington, you must meet the criteria to act as a [PAR, AAR, or AVA](#) as required by Washington regulation. See [Appendix G: Change Jurisdiction](#) for instructions on how to change your user registration to Washington.

NOTE

Users already registered in CITSS by other Emissions Trading System (ETS) jurisdictions (California, Québec, and/or Nova Scotia) are referred to as Cross-Jurisdiction Users.

Cross-Jurisdiction Users use a different process to register in Washington. See [Cross-Jurisdiction Users section](#) for more information. You do not need to complete new user registration in CITSS. User registration is tied to the user, not their employer.

Resource Links

Guides & Checklists

[CITSS User Registration Checklist](#)

[CITSS Entity Account Application Guide](#)

[CITSS Entity Account Application Checklist](#)

Forms

[CITSS User Registration Form](#)

Example only, form generated in CITSS

[CITSS Proof of Identity Form](#)

[CITSS Cross-Jurisdiction User Form](#)

Online Resources

[CITSS Homepage](#)

[CITSS Support Webpage](#)

[WCI Auction Platform](#)

[Ecology Climate Commitment Act \(CCA\) Webpage](#)

[Ecology CCA Auctions And Trading Webpage](#)

[Publication Summary Page](#)

If you have additional questions about user registration, please contact us at RegistrarCCA@ecy.wa.gov or 360-407-6296.

Appendices

Find additional information in the appendices below.

Appendix A: User Roles

Users with Primary Account Representative (PAR) and Alternate Account Representative (AAR) roles represent entities in CITSS and act on behalf of the entity in a number of capacities, including:

- Applying for entity accounts,
- Editing entity information,
- Proposing to change representatives,
- Participating in auctions, and
- Transferring compliance instruments.

The PAR and AAR roles can perform the same functions for entity accounts in CITSS. An entity must have one PAR and may have up to 5 AARs.

Users with Account Viewing Agent (AVA) roles have read only permissions and can view the entity registration, account holdings, and transfer data in CITSS, but do not have authority to take actions on behalf of an entity. An entity may designate up to 5 AVAs.

Table 1: Role permissions PAR, AAR, and AVA

CITSS Action	Primary Account Rep.	Alternate Account Rep.	Account Viewing Agent
View allowance holdings and past activity	Yes	Yes	Yes
Transfer allowances (two users required)	Yes	Yes	No
Edit entity information	Yes	Yes	No
Propose change/assign/swap to PAR/AAR/AVA	Yes	Yes	No
Remove PAR/AAR/AVA	Yes	Yes	No
Participate in Auction/APCR	Yes	Yes	No
Edit facility information	Yes	Yes	No
Manage facilities and entity-facility relationships	Yes	Yes	No
View compliance data and information	Yes	Yes	Yes
View representative reports	Yes	Yes	Yes
View holding limits and limited exemptions	Yes	Yes	Yes
View CAG members and purchase limits	Yes	Yes	Yes

Appendix B: Electronic Submission of Forms

Ecology requires all documents submitted electronically using one of the following methods:

- Complete, sign, and submit using DocuSign (*recommended*).
- Upload completed and signed forms to Box.
- Email completed and signed forms to RegistrarCCA@ecy.wa.gov. (Ecology recommends users password protect the file and encrypt the email).

Ecology encourages users to submit forms using DocuSign. If a user chooses not to use DocuSign, Ecology encourages users to complete and sign forms electronically.

Acceptable formats for forms submitted via Box and email include:

- A form that is completed and signed electronically and submitted as a pdf (or as the same file type as the original).
- A form that is printed, completed and/or signed in hard copy, scanned, and saved as pdf.

See the [User Registration Checklist](#) for further instructions.

NOTE

Forms completed by hand may create delays due to legibility.

Ecology will not accept photos or image files of completed forms.

If you have questions or need assistance submitting your User Registration Package, please contact RegistrarCCA@ecy.wa.gov.

Appendix C: Examples of Acceptable Identity Documents

The following table includes examples of documents you can submit for identity and address verification. You may use a combination of documents to prove your identity. Identity documents must be notarized within the previous 3 months.

Contact Ecology at RegistrarCCA@ecy.wa.gov if you have questions about acceptable identity documents.

Table 2: Examples of Acceptable Identity Documents

Identity Document	Legal Name	Date of Birth	Photo	Address
Federal, State, or Tribal-Issued ID	✓	✓	✓	✓
U.S. Driver's Permit or License	✓	✓	✓	✓
U.S. or Foreign Passport Book or Card	✓	✓	✓	
U.S. Military ID Card	✓	✓	✓	
U.S. Work Visa with Photo	✓	✓	✓	
U.S. Permanent Resident Card	✓	✓	✓	
An immigration and naturalization service form	✓	✓	✓	
U.S. or Foreign Birth Certificate	✓	✓		
Home Utility or Service Bill	✓			✓
Mortgage Documents, Deed, Title, Property Tax Documents	✓			✓
Selective Service Card	✓	✓		✓
Lease Agreement	✓			✓
Homeowner's or Renter's Insurance Policy	✓			✓
W-2 or Form 1099	✓			✓
Auto Insurance Policy or Vehicle Registration	✓			✓
Letter Attesting to Residence in Alternate Housing *	✓			✓

* Contact Ecology for eligible alternate housing. Must be provided on company letterhead with phone number.

NOTE

If there is an instance where your 2 documents display different legal names, you may provide name change documentation, such as a marriage license, certificate, or court order for name change, with your User Registration Package.

Appendix D: Notarization Guidance

Ecology requires any notarized documents to have the following:

- Notary seal
- Notary name
- County and/or state place of business, and
- Commission expiration date must be legible on the notarized document

Discuss with your notary if they have an Identity Verification form they would prefer to use. If so, include the form as part of your User Registration Package.

You may utilize an electronic or online notary. Notaries permitted to work within the State of Washington and conduct their practice virtually can provide you the same service as visiting a notary in person. Be sure you follow protocol to conduct the notarization correctly and receive your documents with all the above requirements.

Appendix E: Example Letter from Financial Institution

Option 1

Copy of your personal bank statement dated no earlier than three months prior to submission. The bank statement must identify the individual holding the account and must contain the bank's name and the bank's contact information. You may redact information such as bank account number, balance, and transactions.

Option 2

A letter from your financial institution confirming you have a bank account. Below is a template letter:

[Financial institution letterhead]

[Financial institution address]

[Date]

Re: Confirmation of bank account for [name of account holder]

To Whom It May Concern:

I confirm that [name of account holder] has an open bank account with [name of financial institution]. The identity of the individual has been verified by our institution.

If you have questions or require additional information, please contact me at [telephone number of bank representative]

Sincerely,

[Signature of bank representative]

[Name and position title of the bank representative]

Appendix F: Examples of Acceptable Electronic Signatures

Ecology accepts electronic signatures that meet the [Washington State Office of Chief Information Officer Electronic Signature Guidelines](#), which includes the following electronic signature types:

Digitized signature

A TIFF, PNG, or JPG of your signature. These can be created using the Fill and Sign tool in Adobe Acrobat or [Adobe Online](#), or from a scanned image of a signature. Examples include:

Fig. 12: PNG image of signature

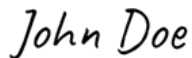


Fig. 13: Adobe Acrobat “Fill and Sign” tool



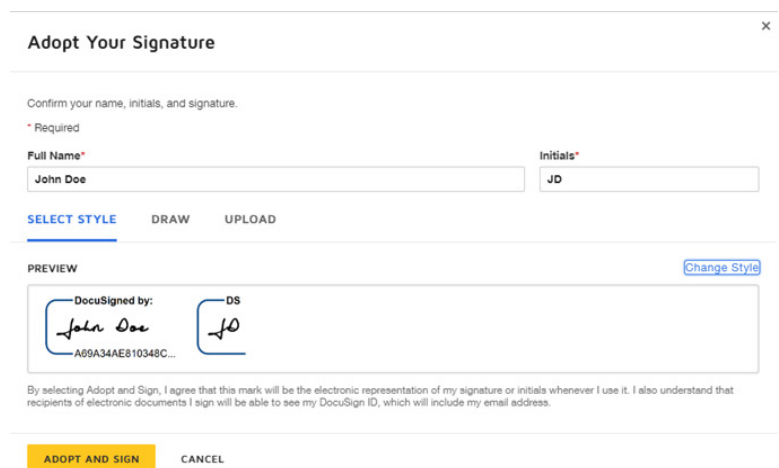
Digital Signature

Digital version of your signature with a signing key. These can be created in Adobe Acrobat Certificates tool and in DocuSign. Examples include:

Fig. 14: Adobe Acrobat “Certificates” tool



Fig. 15: DocuSign digital signature adoption



Print and Scan Signature

Print a hard copy version of your forms, sign the forms, and scan the signed forms to your computer.

Appendix G: Change Jurisdiction (Uncommon)

Changing your jurisdiction of registration in CITSS is only necessary under few and rare conditions. This section will detail how to change your jurisdiction to Washington State should any of the following apply to you:

- Your current jurisdiction is no longer participating in an ETS and/or cap and trade program.
 - You registered by mistake in a Jurisdiction other than Washington State.
 - An entity you represent is no longer in your original jurisdiction and has moved to Washington State.
1. To change your user account jurisdiction to Washington State, log in to CITSS and select MY USER PROFILE.
 2. Select CHANGE JURISDICTION button.
 3. Select WASHINGTON STATE as the jurisdiction you would like to change to from the drop down. Review the information on the page and check the consent checkbox. Click SUBMIT.
 4. Confirm you would like to submit your request to change jurisdictions.
 5. Review the Terms and Conditions page for Washington State. Accept the terms at the bottom of the page.
 6. You are required to complete Washington forms. They are available for download from CITSS after you submit your request to change jurisdiction.
 7. Submit the completed forms to Ecology. See [Appendix B: Electronic Submission of Forms](#).
 8. Ecology will review your request and either approve or deny:
 - a. Your account will be active in your current jurisdiction until Ecology approves your request. Once approved, you can log in to CITSS as normal
 - b. If Washington denies your request, your account will still be active in your current jurisdiction. You may log in to CITSS as normal.

For assistance in changing your CITSS user jurisdiction, contact RegistrarCCA@ecy.wa.gov.

Appendix H: CITSS Glossary

The CITSS platform was developed for California's Cap and Trade Program. California terms are the default in CITSS. The table below provides the Washington State equivalent of terms you will come across in the CITSS platform.

Table 3: CITSS glossary table of definitions.

Terms as found in CITSS	Equivalent in Washington State	Definition
Account Application	Account Application	Process of applying through CITSS and Ecology to establish an entity account in CITSS.
Allowance	Allowance	An authorization to emit up to one metric ton of carbon dioxide equivalent. Used to meet compliance obligations.
Allowance price containment reserve	Allowance price containment reserve (APCR)	An account with allowances available for sale through separate reserve auctions at predefined prices to assist in containing compliance costs for covered and opt-in entities in the event of unanticipated high costs for compliance instruments.
Alternate account representative (AAR)	Alternate account representative (AAR)	Represents entity in CITSS. The AAR can perform the same functions in CITSS as the Primary Account Representative (PAR).
Auction reserve price	Auction floor price	Lowest price in an auction for which allowance bids will be accepted. Bids below this price will not be accepted.
Auction settlement price	Auction settlement price	The price for all successful bids at auction. One price for current vintage auction and another price for future vintage auction.
Bid guarantee	Bid guarantee	Cash, letter of credit, or bond. Used to determine auction bidding limitations.
Bid lot	(Auction) lot	Units of allowances. One lot equals 1,000 allowances.

Terms as found in CITSS	Equivalent in Washington State	Definition
Compliance instrument	Compliance instrument	Allowance or offset credit issued by Ecology. Equal to one metric ton of carbon dioxide equivalent.
Corporate association	Corporate association, including direct corporate associations and indirect corporate associations	See WAC 173-446-105 for requirements for direct and indirect corporate associations.
Corporate association group	Corporate association group	Corporate association groups have shared purchase and holding limits across multiple CITSS accounts.
Covered entity	Covered entity	Each facility, supplier, or first jurisdictional deliverer serving as an electricity importer is a separate covered entity, as specified in WAC 173-446-030 or WAC 173-446-060.
Entity	A covered entity, opt-in entity, or general market participant. Entities in a direct corporate association with unified ownership may apply for a consolidated entity account in CITSS.	Parties participating in the market.
Facility	Facility, supplier, or first jurisdictional deliverer serving as an electricity importer.	An entity that reports emissions under Chapter 173-441 WAC determined as covered emissions under Chapter 173-446 WAC.
General Account	Holding Account	An account for holding allowances before they are retired for compliance obligation or transferred to another account.

Terms as found in CITSS	Equivalent in Washington State	Definition
Jurisdiction	Jurisdiction	Washington, California, Québec, Nova Scotia.
Mandatory reporting regulation (MRR)	Chapter 173-441 WAC, Reporting of Emissions of Greenhouse Gases	Regulation requiring reporting of greenhouse gas emissions.
Opt-in	Opt-in entity	A party responsible for greenhouse gas emissions that is not a covered entity but voluntarily participates in the program.
Price containment reserve allowance (PCRA)	Allowance price containment reserve allowances, (APCR) allowances	Allowances for sale during APCR sale events.
Receiving account	Transferee	Entity with account that receives allowances.
Registrar	Registrar	Ecology CITSS user responsible for registration related actions in CITSS.
Reserve sale	Allowance Price Containment Reserve (APCR) Auction	Ecology holds separate auctions for allowances from the APCR. Refer to WAC 173-446-370 and the Auction Platform Guide for more details.
Retirement	Retirement	Process of removing compliance instruments in order to meet a compliance obligation.

Terms as found in CITSS	Equivalent in Washington State	Definition
Shortfall	The number of penalty allowances under WAC 173-446-610 if a covered or opt-in entity does not submit sufficient compliance instruments to meet its compliance obligation by the specified transfer dates.	The number of penalty allowances under WAC 173-446-610 if a covered or opt-in entity does not submit sufficient compliance instruments to meet its compliance obligation by the specified transfer dates.
Transferring Account	Transferor	Entity sending compliance instruments (e.g., allowances) to another entity.
Untimely surrender	The penalty allowance process under WAC 173-446-610.	An entity fails to surrender the correct amount of compliance instruments on time. Equal to 4 penalty allowances for every compliance instrument that is still owed.
User Registration	User Registration	Process of applying through CITSS and Ecology to establish a CITSS user account
Winning allowances	Awarded allowances	Allowances awarded to an entity from an auction or APCR sale

Appendix I: User Terms and Conditions

The following text is a copy of the CITSS user terms and conditions you must accept in order to apply for a CITSS account:

WASHINGTON ACCESS AGREEMENT AND TERMS OF USE FOR CITSS

Access to the Compliance Instrument Tracking System Service (CITSS) is subject to the terms and conditions set forth in this Access Agreement and Terms of Use (Agreement).

You must accept this Agreement in order to access the CITSS software application. Violation of the terms or conditions of this agreement may result in denial or loss of access to CITSS and, if warranted, civil or criminal prosecution under local, state, provincial, or federal law, as applicable.

This Agreement is between the State of Washington, Department of Ecology (Ecology) and each registered Washington user of the Compliance Instrument Tracking System Service (User).

This Agreement sets forth the terms of use of CITSS. Ecology provides User with access to the CITSS software application, for use in registering entities for auctions and holding and trading compliance instruments.

User's acceptance of this Agreement serves as confirmation that User understands and agrees that access to CITSS is provided "AS IS" and without any warranty, as set forth below in greater detail.

1. CITSS Use

- 1.1** Ecology and WCI, Inc. hereby grant to User, and User hereby accepts, subject to the terms and conditions set forth in this Agreement, a non-exclusive and non-transferable right to access CITSS via the world-wide-web or the internet at times when the software and servers are available and operating.
- 1.2** User acknowledges that User is not authorized to and may not possess or distribute any or all parts of the CITSS software application, including its source codes and program components. User further acknowledges that User is not authorized to install, run, or operate CITSS on User's or third-party computers or servers.
- 1.3** User is solely responsible for ensuring that all information, data, text, or other materials that User provides to Ecology or WCI, Inc. through use of CITSS (collectively referred to as Content) is true, accurate, and complete and that such Content complies with all applicable requirements associated with the cap-and-invest program under the Climate Commitment Act (CCA), Chapter 70A.65 RCW, and the CCA Program Rule, Chapter 173-446 WAC, (collectively referred to as CCA Requirements).

- 1.4** User understands that Ecology will retain and use the Content consistent with the applicable CCA Requirements. User further understands that Ecology may disclose Content to the public to the extent the disclosure is required by state or federal law or legal process, or to the extent that the Content is not market-sensitive information and disclosure is not prohibited by state or federal law.
- 1.5** Ecology has included (as part of CITSS) security features including password protection to prevent a person or party other than the User, Ecology, or WCI, Inc. from obtaining access through CITSS to User's Content. User understands that the effectiveness of these security features depends on User protecting its password from disclosure to unauthorized persons. User also understands and acknowledges that despite the security measures that have been included to prohibit unauthorized access to the Content through CITSS, unauthorized access could occur. In the event such unauthorized access does occur, User understands that Ecology, the State of Washington, and WCI, Inc. may not be held liable for the unauthorized release of information, data, text, or other materials that have been submitted to Ecology using CITSS.
- 1.6** User understands that Ecology does not endorse or provide support for the use of software or web-based interfaces offered by a third party for purposes of submitting information, data, text, or other materials to Ecology. Use of a third-party interface or software product in order to access CITSS does not relieve User of the obligation to ensure that all information required by the applicable statute or regulation has been properly submitted to Ecology and received by the applicable deadline and that all certifications required for use of CITSS have been submitted.
- 1.7** User is responsible for maintaining a copy of all Content submitted to Ecology through the use of CITSS. User understands that the loss of electronic information, data, text, or other materials during use of CITSS or the unavailability of the CITSS system does not relieve User of the obligation to comply with all applicable CCA Requirements.

2. CITSS User Agreement

The access granted in Section 1 above is expressly made subject to and limited by the following restrictions, in addition to the limitations and restrictions set forth in other sections of this Agreement:

- 2.1** User agrees that it shall not access CITSS by any means other than using internet browsers.

2.2 User further agrees that it shall NOT:

- Access (or deliberately attempt to access) any information, data, text, documents, email correspondence, or other materials or programs contained on the CITSS system for which User does not have authorization to access;
- Engage in activity that may harass, threaten, or abuse other persons or parties;
- Intentionally access, create, store, or transmit material which may be deemed offensive, indecent or obscene, or that is illegal to possess or transmit according to applicable local, state, provincial, or federal law;
- Engage in activity that may degrade the performance of CITSS;
- Deprive (or deliberately attempt to deprive) another authorized user of that user's access to CITSS;
- Obtain (or deliberately attempt to obtain) login privileges beyond those authorized;
- Circumvent (or deliberately attempt to circumvent) CITSS security measures;
- Violate copyright law of copyrighted material;
- Attempt to disassemble, decompile or reverse engineer CITSS;
- Attempt to create derivative works based on CITSS;
- Attempt to copy, reproduce, distribute or transfer CITSS;
- Provide access to CITSS to any third parties for any improper purpose; or
- Use the CITSS system to engage in (or solicit the performance of) political activity, unsolicited advertising, unauthorized fund raising, or any activity that is prohibited by any applicable local, state, provincial, or federal law.

2.3 User agrees that User's right to access CITSS will automatically terminate upon User's violation of any provision of this Agreement.

2.4 User further agrees that it will immediately inform Ecology and the CITSS administrator, by email or telephone, if any of the following occurs:

- User observes any unauthorized access or misuse of CITSS;
- User has any reason to believe that the security of its User ID, password, or security question(s) has been compromised;
- User has any reason to believe that weaknesses in computer security, including unexpected software or system behavior, may result in unintentional disclosure of information or exposure to security threats.

2.5 User further agrees that:

- User will maintain the security of its CITSS User ID, password, and security questions for use of CITSS;
- User will not disclose its CITSS User ID, password, and security questions information to anyone;
- User will maintain an active email account listed in CITSS at which User can receive important notifications of changes related to User's personal information or transfers involving any account that User represents as a Primary Account Representative, Alternate Account Representative, Account Viewing Agent, or other CITSS User;
- Any submission User makes using CITSS has and will have the same legal effect as if it were made in hardcopy form and certified by User's handwritten signature.

2.6 If, at any time, User determines it is no longer able or willing to abide by the terms and conditions of this Agreement, User shall immediately cease all use of CITSS and promptly notify Ecology and the CITSS administrator in writing of its determination so that Ecology or the CITSS administrator may formally suspend or revoke the User's access to CITSS.

3. Disclaimer of Warranties

EXCEPT AS REQUIRED BY APPLICABLE LAW, THIS SERVICE IS MADE AVAILABLE ON AN "AS IS" BASIS, WITHOUT WARRANTIES OF ANY KIND. THE STATE OF WASHINGTON, THROUGH ECOLOGY, SPECIFICALLY DISCLAIMS ALL WARRANTIES, EXPRESS OR IMPLIED, INCLUDING, BUT NOT LIMITED TO, ANY IMPLIED WARRANTY OF MERCHANTABILITY OR FITNESS FOR A PARTICULAR PURPOSE WITH RESPECT TO THE SOFTWARE, OR ANY WARRANTIES REGARDING THE CONTENTS OR ACCURACY OF THE SOFTWARE.

4. Limitation on Liability

4.1 Except to the extent required by applicable law, in no event may Ecology, the State of Washington, or WCI, Inc. be held liable under any legal theory for damages of any kind arising from the use of CITSS or the User's inability to use CITSS for any reason, regardless of whether Ecology or WCI, Inc. has been advised of the possibility of such damages. The unavailability of, or problems with the use of CITSS, does not relieve User of the obligation to comply with all applicable CCA Requirements.

5. Copyright and Proprietary Information

5.1 5.1 User shall not permit any unauthorized person or party to access CITSS.

5.2 5.2 User shall not copy, reproduce, or distribute CITSS, or allow any other person to copy, reproduce, or distribute CITSS, in whole or in part, without Ecology's and WCI, Inc.'s prior written consent.

6. Term

This Agreement becomes effective upon User's acceptance of this Agreement by clicking Accept Terms and signing the User Registration Form. The Agreement shall terminate upon User's written notification to Ecology under Section 2.6 of this Agreement or upon other termination or discontinuation of User's access to CITSS, except that Sections 1.5, 3, 4, and 5 survive any termination of this Agreement and remain in effect in perpetuity. Ecology reserves the right to terminate this Agreement at any time, subject to the exception that Sections 1.5, 3, 4, and 5 survive any termination of this Agreement.

7. Governing Law and General Provisions

This Agreement shall be governed by and construed in accordance with the laws of the State of Washington. The failure of Ecology to exercise or enforce any right or provision of this Agreement shall not constitute a waiver of such right or provision. If any provision of this Agreement is found by a court of competent jurisdiction to be invalid, the parties agree that the court should endeavor to give effect to the parties' intentions as reflected in the provisions, and the other provisions of the Agreement remain in full force and effect.

This Agreement is not intended to modify and cannot modify any provision of applicable local, state, provisional, or federal law, including the CCA Requirements. If any part of this Agreement is found to conflict with any CCA Requirements, the CCA Requirements shall control.

This Agreement constitutes the entire agreement between User and Ecology with respect to use of CITSS. There are no understandings, agreements, or representations with respect to the CITSS software application that are not specified in this Agreement. This Agreement may only be modified in a writing signed by User and Ecology.



DEPARTMENT OF
ECOLOGY
State of Washington

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