

Washington State Climate Commitment Act

CITSS Entity Account Application Guide

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The Department of Ecology offers free language services about our programs and services for people whose primary language is not English. We can provide information written in your preferred language and qualified interpreters over the telephone.

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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 Entity Account Application 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 second step: registering for an entity account in CITSS. The [CITSS New User Registration and User Profile Management Guide](#) walks through the first step: registering yourself as an individual user in CITSS.

Once Ecology approves your user registration in the CITSS, you may begin to add entities you will represent. Once approved, Ecology will assign accounts for holding, trading, selling, and retiring emissions allowances to your entity.

Entity accounts from Emission Trading Systems (ETS) in other jurisdictions cannot be used.

The Washington cap-and-invest program is separate from California's Cap-and-Trade Program and the Cap-and-Trade System of Québec (which are linked), and the Nova Scotia cap-and-trade program (which is not linked with another jurisdiction). Your entity needs to create a new account in CITSS for Washington, even if your entity already has an account in CITSS registered for California, Québec, and/or Nova Scotia. Your entity cannot transfer allowances between entity accounts in Washington and other jurisdictions.

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.

A general overview of the process is shown in the flowchart on the next page.



Fig 1. Simple flowchart of the account application process

Account Types

Ecology will assign the appropriate allowance accounts to your entity. Depending on your entity type, you may not have certain accounts.

Holding Account

All entities will be given a holding account (general account in CITSS). This account holds compliance instruments that may be bought at auction, saved for future use, or transferred between CITSS entities.

Compliance Account

Covered and opt-In entities will be given a compliance account. Entities transfer compliance instruments into this account to meet compliance obligations.

NOTE:

Limited exemptions can allow a covered or opt-in entity to store additional allowances in its compliance account if its compliance obligation exceeds the standard holding limits.

NOTE:

Once you place allowances in your compliance account, only Ecology can remove or transfer them. They are no longer available for trading with other entities.

Limited Use Holding Account (LUHA)

Electric and natural gas utilities, whether covered, opt-in, or general market participants, will be given a limited use holding account (LUHA). Electric utilities and natural gas utilities can transfer their no cost allowances to the limited use holding account for consignment to auction.

Entity Types

Covered Entity

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 are required to meet a compliance obligation by transferring compliance instruments they acquire to their entity's compliance account in CITSS.

Ecology will provide additional information on compliance prior to the first compliance deadline in November 2024.

In CITSS, all covered entities will be given a holding and compliance account for allowances. Covered electric and natural gas utilities in the program also receive a Limited Use Holding Account (LUHA) where they receive no-cost allowances from Ecology.

Covered entities may participate in auction and Allowance Price Containment Reserve (APCR) sales.

Covered entities must associate at least one facility with their CITSS account. Ecology encourages covered and opt-in entities in Washington's cap-and-invest program that are in a direct corporate association with unified ownership to [apply for a CEA](#).

Opt-in Entity

Opt-in entities emit greenhouse gas (GHG) emissions below the threshold, but voluntarily choose to enter the program. Once registered in the cap-and-invest program, opt-in entities must meet compliance obligations.

In CITSS, all opt-in entities will be given a holding account and a compliance account.

NOTE:

While opt-in entities may participate in auctions and Allowance Price Containment Reserve (APCR) sales, per the statute and regulation, opt-in entities do not receive allowance allocation, and cannot participate in price ceiling sales.

TIP:

All covered and opt-in entities must associate at least one facility with their CITSS account. CITSS uses the term “facility” to refer to suppliers and first jurisdictional deliverers of electricity, as well as facilities. In Washington, each covered entity or opt-in entity is a separate facility, supplier, or first jurisdictional deliverer of electricity.

Adding multiple facilities creates a Consolidated Entity Account (CEA). CEAs are helpful for entity management: they allow multiple covered and opt-in entities to hold allowances for compliance with aggregate emissions obligations. CEAs also reduce the need for determining shared holding and purchase limits. See [Appendix D: Direct and Indirect Corporate Associations](#) for more information.

General Market Participant

General market participants (GMPs) are market participants that are not covered entities nor opt-in entities in the program. GMPs intend to hold allowances and voluntarily participate in the program. GMPs do not have compliance obligations.

GMPs can be organizations or individuals. Individuals must have primary residence in the United States and entities must be located in the United States.

The following types of entities are not eligible to register as General Market Participants (GMP).

- Individuals who are officers or employees of covered or opt in entities
- Offset verifiers
- Offset project registries
- Emissions reporting verifiers

In CITSS, GMPs will be given a holding account for allowances. Electric and natural gas utilities qualifying as GMPs will also be given a LUHA to hold no cost allowances.

CITSS does not allow GMPs to associate facilities with their account.

GMPs may only participate in auctions and **cannot** participate in APCR sales.

Table 1: Summary table of entity information

Entity Type	Participation Requirement	Accounts in CITSS	Facilities in CITSS	Auctions
Covered	Required	Holding, Compliance, LUHA*	Yes	Auction and APCR
Opt-in	Voluntary	General, Compliance, LUHA*	Yes	Auction and APCR
General Market Participant (GMP)	Voluntary	Holding, LUHA*	No	Auction

**For electric and natural gas utilities only*

Consolidated Entity Accounts (CEA)

Entities with covered entity or opt-in entity account types in CITSS can create a Consolidated Entity Account (CEA). CEAs allow multiple covered and opt-in entities with unified ownership to hold allowances for compliance with aggregate compliance obligations. A CEA simplifies facility management and unifies an entity's holding and purchase limits and auction participation:

- Purchase and holding limits are automatically generated for a CEA in CITSS, and no further action is required from the entity in order to establish the limits.
- Auction participation for a CEA is simple, as it only requires the CEA account holder to initiate event participation and submit auction documentation.

Ecology encourages covered and opt-in entities in Washington's cap-and-invest program that are in a direct corporate association with unified ownership to apply for a consolidated entity account.

CEAs are created by adding multiple facilities to a covered or opt-in entity account in CITSS.

- The applicant must be able to [demonstrate that it has the controlling ownership](#) or authority to act on behalf of all members of the CEA.
- The applicant must provide signed attestations from the officers or directors of each facility confirming interest in joining the CEA. For entities with unified ownership, the officers and directors may be the same.
- The applicant cannot be subsidiary to or controlled by another associated entity within the direct corporate association.

Entities that control multiple facilities are not required to create CEAs and can choose to manage them under separate CITSS accounts. **This may make compliance obligations and holding limits more difficult to manage.** See the next section on Corporate Association Groups.

Entities that create account applications in CITSS as a General Market Participant are not able to add facilities or other General Market Participants to their account, and so cannot create a Consolidated Entity Account in CITSS.

Corporate Association Groups (CAG)

Ecology will create a Corporate Association Group (CAG) for entities in [direct corporate association](#), including those under unified ownership.

- Entities in direct corporate association, that are not part of a CEA, will be required to determine percent shares of purchase and holding limits for each entity in the CAG and submit that information to Ecology using the [Corporate Association and Structures Disclosure Form](#).
- All members of a direct corporate association must independently confirm the allocation of holding and purchase limits by separately submitting forms to Ecology with matching holding and purchase limits.
- When entities in a CAG wish to change the purchase and holding limit shares, they will need to submit updated forms to Ecology.

Auction participation will require each entity account to initiate auction participation and submit auction documentation.

CAG vs. CEA

Corporate Association Groups refer to multiple entities grouped together due to corporate associations

Consolidated Entity Accounts refer to a single entity having ownership over more than one facility.

You may be a member of a CAG and have a CEA!

Table 2: Summary table differences between single entity accounts, CEAs, and CAGs

	Single Entity Account	Consolidated Entity Account (CEA)	Corporate Association Group (CAG)
Holding limit (Total amount of allowances you can hold in your account)	Full holding limit for entity	Full holding limit for entity	Your entity shares standard holding limit with other entities
Purchase limit (Total amount of allowances you can purchase in each auction)	Full purchase limit for entity	Full purchase limit for entity	Your entity shares standard purchase limit with other entities
Changing your holding limit or purchase limit	n/a: entity has full limits	n/a: entity has full limits	All entities in CAG must agree to changes

Entity Account Application Package

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

- Online CITSS Entity Account Application
- 3 Forms:
 - Form 1 [Account Application Checklist](#) (for your reference)
 - Form 2 Account Application with Attestations Form
 - Form 3 Corporate Associations and Structure Disclosure Form

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

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.com.
- Email completed and signed forms to RegistrarCCA@ecy.wa.gov.
(*Ecology recommends users password protect the file and encrypt the email*).

See the [Account Application Checklist](#) for more information. Ecology **will not** accept physical paper copies of Entity Account Application Packages.

If you have questions or need assistance submitting your Entity Account Application Package, please contact RegistrarCCA@ecy.wa.gov.

Ecology Review and Deadlines

You will not be able to access your entity accounts in CITSS until Ecology has received, reviewed, and approved your Entity Account Application Package. Please allow up to **2 weeks** from receipt of materials for Ecology to make a decision. In winter of 2022, Ecology may have extended processing times.

Covered Entities required to participate in the program must submit online user registration in CITSS, user forms, online entity account registrations in CITSS, and entity forms **within 40 days of receiving notice to register from Ecology**.

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 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**. Failing to update this information by the deadline will result in disqualification from the upcoming auction or ACPR sale.

CITSS Online Entity Account Application

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.

Take note of the information in the **GUIDELINES FOR USE** section of the CITSS home page:

- 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.

Fig.2: CITSS login page

Enter your user ID and password, and select **SIGN IN**. The user home page will appear.

Once logged in, select **ACCOUNT REGISTRATION** from the left menu to begin account application.

Fig.3: CITSS user home page

Jurisdiction and Account Type

Select **Washington State** as the jurisdiction. Next, select your **ENTITY TYPE** from the drop down.

The screenshot shows the CITSS (Compliance Instrument Tracking System Service) website. The header includes the WCI, Inc. logo, the CITSS title, and language options (English, Français). A user is logged in as 'username'. The main heading is 'Account Application: Jurisdiction and Account Type'. Below this, there is explanatory text about the account creation process, stating it is a multi-step process involving electronic registration and mailing of information to the Jurisdiction Registrar. It mentions that the account must have at least two representatives: a Primary Account Representative (PAR) and an Alternate Account Representative (AAR). Further text explains that after completing the electronic application, information is submitted to the Registrar, and the submission must be supported by printed copies, signed by the PAR and AAR. A link to support information is provided: <https://wci-inc.org/citss-support>. The form section prompts the user to 'Select the appropriate information below to begin the Account Application process.' and includes a legend: '* = Required field'. The 'Jurisdiction' field is a dropdown menu with 'Washington State' selected. The 'Entity type' field is a dropdown menu with '-- Select --' selected, and a list of options is visible: 'Covered Entity, Covered Source, or Opt-in Entity', 'General Market Participant - Individual', and 'General Market Participant - Organization'. A 'Continue' button is located below the form fields.

Fig.4: Account registration start page

Covered and Opt-In

Entity Information

Review the information on the page. Enter the entity **legal and operating name** (Fig. 5):

- **LEGAL NAME** refers to the name on record with the Washington Secretary of State. Please enter your legal entity name using the search tool found at www.sos.wa.gov/corps/.
- **OPERATING NAME** refers to the name used when reporting greenhouse gas emissions. Find information on registering and reporting GHG emissions on the [Ecology greenhouse gas reporting webpage](#).

CITSS Compliance Instrument Tracking System Service

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Account Application: Entity Information

Covered entities and opt-in entities are required to create an account in CITSS in order to be assigned compliance and holding accounts. Users can start a new CITSS account application from this page.

Covered entities are facilities, suppliers, and first jurisdictional deliverers with greenhouse gas emissions and compliance obligations covered under the Climate Commitment Act (Chapter 70A.65 RCW and Chapter 173-446 WAC).

Opt-in entities are not a covered entity, but voluntarily participate in the Climate Commitment Act cap-and-invest program, as authorized under RCW 70A.65.090(3).

Each facility, supplier, or first jurisdictional deliverer serving as an electricity importer, is a separate covered entity. However, if covered or opt-in entities are members of a direct corporate association with controlling ownership, or authority to act on behalf of all members of a direct corporate association, they may apply for a consolidated entity account. To do so, identify each associated entity on the Facility Management page.

IMPORTANT: Before creating a new account, please ensure that an account for your facility, business, or organization hasn't already been created by another user.

Legal Name of Entity

Enter the legal name that is on record with the Washington Secretary of State. Legal names can be found at: <https://www.sos.wa.gov/corps/>.

Operating Name / Trade Name of Entity

Enter the name of the entity that is used for reporting of emissions of greenhouse gases to Washington State under Chapter 173-441 WAC, if applicable. Steps to register your facility and report your greenhouse gases may be found on the [Ecology greenhouse gas reporting webpage](#).

If the legal name and the operating/trade name are the same, enter that name in both fields.

* = Required field

Entity Information

Jurisdiction: Washington State

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

Start a new Covered Entity, Covered Source, or Opt-in Entity.

Legal Name *

Operating Name *


Fig.5: Covered Entity, Covered Source, or Opt-In entity information page

Entity Identifiers

Review the information at the top of the page (Fig. 6), then complete all information marked with an orange asterisk (*).

- **ID NUMBER ASSIGNED BY INCORPORATING AGENCY:** If the entity is not incorporated, enter a zero as the ID Number Assigned by the Incorporating Agency.
- **WASHINGTON UNIFIED BUSINESS IDENTIFIER NUMBER (UBI):** While not denoted with an orange asterisk (*), companies conducting business in Washington are required to provide their Washington Unified Business Identification Number. A UBI number is sometimes called a tax registration number, a business registration number, or a business license number. Information about the UBI may be found on the [Washington Department of Revenue website](#).

Select **CONTINUE** when ready.


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Account Application: Identifiers

Entities are required to identify the Country and the State or Province where incorporated, the Date of Incorporation, and the ID Number Assigned by the Incorporating Agency. If the entity is incorporated outside of the U.S. or Canada, select the Country from the dropdown menu and enter the subnational location (State, Province, Territory, etc.) in the Region field. If the entity is not incorporated, identify the Country and the Province or State (or Region) where the entity is located, the current date, and a zero as the ID Number Assigned by the Incorporating Agency.

Entities are required to provide a Government Issued Taxpayer or Employer Identification Number (EIN). Companies doing business in Washington should provide the unified business identifier (UBI) number assigned by a Washington state agency. A UBI number is sometimes called a tax registration number, a business registration number, or a business license number. Information about the UBI may be found on the [Washington Department of Revenue website](https://www.wa.gov/CCA/auditions).

Additional guidance is available in the CITSS User Guides at: www.ecology.wa.gov/CCA/auditions. Additional CITSS support information is available at: <https://wci-inc.org/citss-support>.

* = Required field

Entity Information

Jurisdiction	Washington State
Entity Type	Covered Entity, Covered Source, or Opt-in Entity
Legal Name	Legal Name
Operating Name	Operating Name

Identifiers and Registration Codes

Entity Identification

Incorporation Country *	-- Select --
Incorporation Province or State *	-- Select --
Incorporation Region – If not a Canadian Province or U.S. State	
Date of Incorporation *	29 August 2022
Government Issued Taxpayer or Employer Identification Number *	
ID Number Assigned by Incorporating Agency *	
Washington Unified Business Identifier Number (UBI) (required, if applicable)	
DUNS Number	

Fig.6: Entity identifiers page

Entity Contact Information

Enter the contact information, including the physical and mailing addresses, telephone, and email, for the entity.

Review for accuracy and select CONTINUE when ready (Fig. 7).



We recommend that you double check your information for accuracy. Inaccurate information may result in a delay in entity account approval.



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Account Application: Contact Information

* = Required field

Entity Information

Jurisdiction	Washington State
Entity Type	Covered Entity, Covered Source, or Opt-in Entity
Legal Name	Legal Name
Operating Name	Operating Name

Physical Address

If applicable, please use the same physical address of the entity used for reporting GHG emissions.

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

Mailing Address

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

Is the mailing address the same as the physical address?	<input type="checkbox"/>	
Address Line 1	*	<input type="text"/>
Address Line 2		<input type="text"/>
City	*	<input type="text"/>
Province or State	*	-- Select --
Postcode or Zip Code	*	<input type="text"/>
Country	*	-- Select --

Entity Contact Information

Enter any additional contact information here for the entity.

Telephone	*	<input type="text"/>
Telephone Extension		<input type="text"/>
Mobile phone		<input type="text"/>
Facsimile Number		<input type="text"/>
Email Address	*	<input type="text"/>
Website Address		<input type="text"/>

Fig. 7: Entity contact information page

Facility Information

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Account Application: Facility Management

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

For Washington State Users: CITSS uses the term "facility" to cover suppliers and first jurisdictional deliverers of electricity, as well as facilities. In Washington, each covered entity or opt-in entity is a separate facility, supplier, or first jurisdictional deliverer of electricity.

The Washington State Department of Ecology encourages covered and opt-in entities in Washington's cap and invest program that are in a direct corporate association with unified ownership to apply for a consolidated entity account. To apply for a consolidated entity account: add multiple facilities to a single CITSS account.

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

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

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

✓ Required Data Complete ✓ Required Data Complete A facility is required. PAR Required AAR Required Auction and Reserve Sale Information Data Required

Entity Information

Jurisdiction: Washington State
Entity Type: Covered Entity, Covered Source, or Opt-in Entity
Legal Name: Legal Name 4
Operating Name: Operating Name 4

Facility Information for Facility Management

Facility Name	Operating Name	GHG Emissions Reporting ID	Physical Address	Actions
Add Facility				

If the facility or facilities that will be associated with this account are already in CITSS, check the box below. The Registrar will assign existing facilities to the new account when the application is approved. Caution: Entering information for a facility that already exists in CITSS creates a duplicate record.

Facility is in CITSS ☐

Continue

Fig.8: Facility management page

Review the information at the top of the page.

Washington's definition of 'facility' is different than other jurisdictions. "Facility" refers to suppliers, first jurisdictional deliverers of electricity, as well as facilities. In Washington, each covered entity is a separate facility, supplier, or first jurisdictional deliverer of electricity.

Covered and opt-in entities must associate at least one facility with their CITSS account, either as a new facility or by selecting the box to indicate your facility already exists in CITSS.

NOTE:

Ecology is strongly encouraging the creation of Consolidated Entity Accounts (CEA) for covered and opt-in entities in a [direct corporate association](#) with unified ownership over facilities. To apply for a consolidated entity account: add multiple facilities to a single CITSS account. Please refer to the [CEA section](#) for more information.

Adding a New Facility

Add information about the facility or facilities you manage (Fig. 9). Review the information at the top of the page and complete all fields marked with an orange asterisk (*).

If your entity and facility share the same information, you may select USE ENTITY DATA to populate the name and contact information fields.

NOTE:

Confirm your facility does not already exist in CITSS before adding a new facility. Skipping this step may result in duplicate facility entries in CITSS.

EPA OR WASHINGTON GREENHOUSE GAS REPORTING ID: this is the same as that used to report emissions to Ecology. If you are unsure of your GHG reporting ID, contact the GHG reporting helpdesk ghgreporting@ecy.wa.gov.

FACILITY GHG REPORTER CONTACT: the agent, designated representative, or alternate designated representative who submits GHG reporting data to Ecology.

NAICS CODE: Washington is not collecting NAICS codes, select **not applicable** from the dropdown menu.

Select SAVE at the bottom of the page.

Adding an Existing Facility

If your facility already exists in CITSS, you may select the FACILITY IN CITSS checkbox. You will be required to provide information on the [Account Application with Attestations Form](#) on the facility you would like Ecology to associate with your entity account. Ecology will associate the appropriate facility when approving your entity account.

Entity Information

Jurisdiction	Washington State
Entity Type	Covered Entity, Covered Source, or Opt-in
Legal Name	Legal Name
Operating Name	Operating Name

Use Entity Data

Facility Information for Facility Management

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

Physical Address

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

Mailing Address

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

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

Facility Identifiers

NAICS Code	*	-- Select -- <input type="button" value="v"/>
EPA or Washington Greenhouse Gas Reporting ID	*	<input type="text"/>

Facility GHG Reporter Contact

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

Save

Cancel

Fig. 9: Facility information page

Facility Management

Upon successfully adding a facility, you will be returned to the FACILITY MANAGEMENT page and should see the added facilities in the FACILITY INFORMATION FOR FACILITY MANAGEMENT table.

Fig. 10: Facility Management page after adding multiple facilities to create a Consolidated Entity Account. Facilities that are part of the CEA are shown in the green box. The option to add an existing facility is shown in the blue box.

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

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

✓ Required Data Complete ✓ Required Data Complete ✓ Required Data Complete PAR Required AAR Required Auction and Reserve Sale Information Data Required

Entity Information

Jurisdiction: Washington State
Entity Type: Covered Entity, Covered Source, or Opt-in Entity
Legal Name: Legal Name
Operating Name: Operating Name

Facility Information for Facility Management

Facility Name	Operating Name	GHG Emissions Reporting ID	Physical Address	Actions
Legal Name	Operating Name	159	123456879, City, WA, 98117	Remove
Legal Name2	Operating Name2	145	123456879, Cotu, WA, 98117	Remove

[Add Facility](#)

If the facility or facilities that will be associated with this account are already in CITSS, check the box below. The Registrar will assign existing facilities to the new account when the application is approved. Caution: Entering information for a facility that already exists in CITSS creates a duplicate record.

Facility is in CITSS ☒

[Continue](#)

You can make edits to facility information by clicking on the FACILITY NAME.

You can remove a facility from your account by selecting REMOVE in the right column.

Select CONTINUE when finished associating facilities with your CITSS account.

General Market Participant – Organization

Additional Information

- LEGAL NAME refers to the name on record with the Washington Secretary of State. Please enter your legal entity name using the search tool found at www.sos.wa.gov/corps/.
- OPERATING NAME refers to the name used when reporting greenhouse gas emissions. Find information on registering and reporting GHG emissions on the [Ecology greenhouse gas reporting webpage](#).

The screenshot shows the CITSS (Compliance Instrument Tracking System Service) web application. The header includes the WCI, Inc. logo, the CITSS title, and language options (English, Français) and a login status (LOGGED IN AS: username). The main content area is titled "Account Application: Additional Information" and contains instructions for General Market Participant accounts. A sidebar on the left lists navigation options: Log Out, Home, Contact Us, My User Profile, Account Registration, Representative Reports, and Glossary. The main form section is titled "Entity Information" and includes fields for Jurisdiction (Washington State), Entity Type (General Market Participant - Organization), Legal Name of Organization (with a required field asterisk), Operating Name (with a required field asterisk), and Type of Organization (a list of radio button options including Academic, Authorized Project Designee, Brokerage/Investment Firm, Charitable Trust, Clearing Service Provider, Company, Corporation, Early Action Offset Program, Early Action Offset Project Operator, General Partnership, Government, Limited Partnership, Non Governmental Organization, Non-Profit, Offset Project Operator, Offset Project Registry, Verification Body, and Other (Please specify below)). At the bottom of the form are "Continue" and "Back" buttons.

Fig. 11: General Market Participant - Organization additional information page

Entity Identifiers

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

Account Application: Identifiers

Entities are required to identify the Country and the State or Province where incorporated, the Date of Incorporation, and the ID Number Assigned by the Incorporating Agency. If the entity is incorporated outside of the U.S. or Canada, select the Country from the dropdown menu and enter the subnational location (State, Province, Territory, etc.) in the Region field. If the entity is not incorporated, identify the Country and the Province or State (or Region) where the entity is located, the current date, and a zero as the ID Number Assigned by the Incorporating Agency.

Entities are required to provide a Government Issued Taxpayer or Employer Identification Number (EIN). Companies doing business in Washington should provide the unified business identifier (UBI) number assigned by a Washington state agency. A UBI number is sometimes called a tax registration number, a business registration number, or a business license number. Information about the UBI may be found on the [Washington Department of Revenue website](https://wcd-inc.org/citss-support).

Additional guidance is available in the CITSS User Guides at: www.ecology.wa.gov/CCA/auctions. Additional CITSS support information is available at: <https://wcd-inc.org/citss-support>.

* = Required field

Entity Information

Jurisdiction	Washington State
Entity Type	General Market Participant - Organization
Legal Name	Legal Name
Operating Name	Operating Name

Identifiers and Registration Codes

Entity Identification

Incorporation Country *	-- Select --
Incorporation Province or State *	-- Select --
Incorporation Region – if not a Canadian Province or U.S. State	
Date of Incorporation *	1 September 2022
Government Issued Taxpayer or Employer Identification Number *	
ID Number Assigned by Incorporating Agency *	
Washington Unified Business Identifier Number (UBI) (required, if applicable)	
DUNS Number	

[Continue](#) [Back](#)

Fig. 12: General Market Participant Organization Identifiers page

Review the information at the top of the page (Fig. 12), then complete all information marked with an orange asterisk (*).

ID NUMBER ASSIGNED BY INCORPORATING AGENCY: If the entity is not incorporated, enter a zero as the ID Number Assigned by the Incorporating Agency.

WASHINGTON UNIFIED BUSINESS IDENTIFIER NUMBER (UBI): While not denoted with an orange asterisk (*), companies conducting business in Washington are required to provide their Washington Unified Business Identification Number. A UBI number is sometimes called a tax registration number, a business registration number, or a business license number. Information about the UBI may be found on the Washington Department of Revenue website.

Select **CONTINUE** when ready.

Entity Contact Information

Enter the contact information, including the physical and mailing addresses, telephone, and email, for the entity.

Review for accuracy and select **CONTINUE** when ready.

CITSS Compliance Instrument Tracking System Service

English • Français • LOGGED IN AS: username

Account Application: Contact Information

* = Required field

Entity Information

Jurisdiction	Washington State
Entity Type	General Market Participant - Organization
Legal Name	Legal Name
Operating Name	Operating Name

Physical Address

If applicable, please use the same physical address of the entity used for reporting GHG emissions.

Address Line 1 *

Address Line 2

City *

Province or State * -- Select --

Postcode or Zip Code *

Country * -- Select --

Mailing Address

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

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

Address Line 1 *

Address Line 2

City *

Province or State * -- Select --

Postcode or Zip Code *

Country * -- Select --

Entity Contact Information

Enter any additional contact information here for the entity.

Telephone *

Telephone Extension

Mobile phone

Facsimile Number

Email Address *

Website Address

Fig. 13: General Market Participant Organization contact information page

General Market Participant – Individual

Additional Information

Select whether the account is for **commercial** or **personal** use.

Next, select your **classification** from the list. If other, **please specify**.

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Account Application: Additional Information

General Market Participant accounts can be opened for a facility, business, organization, or natural person who are not covered entities. Before creating a new account, please ensure that an account for your facility, business, organization, or natural person hasn't already been created by another user.

* = Required field

Entity Information

Jurisdiction Washington State

Entity Type General Market Participant - Individual

What is the purpose of this account? *

☐ Commercial use

☐ Personal use

How would you classify yourself? *

☐ Authorized Project Designee

☐ GHG Reporting Verifier

☐ Individual - member of the public

☐ Individual Broker

☐ Offset Project Operator

☐ Offset Project Verifier

☐ Other (Please specify)

Continue Back

Fig. 14: General Market Participant individual additional information page


Entity Contact Information

Enter the contact information, including the physical and mailing addresses, telephone, and email, for the entity.

Review for accuracy and select **CONTINUE** when ready.



We recommend that you double check your information for accuracy. Inaccurate information may result in a delay in entity account approval.



CITSS
 Compliance Instrument
 Tracking System Service

English • Français • LOGGED IN AS: username

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

Account Application: Contact Information

* = Required field

Entity Information

Jurisdiction	Washington State
Entity Type	General Market Participant - Individual
Legal Name	John Doe

Physical Address

If applicable, please use the same physical address of the entity used for reporting GHG emissions.

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

Mailing Address

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

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

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

Entity Contact Information

Enter any additional contact information here for the entity.

Telephone	*	<input type="text"/>
Telephone Extension		<input type="text"/>
Mobile phone		<input type="text"/>
Facsimile Number		<input type="text"/>
Email Address	*	<input type="text"/>
Website Address		<input type="text"/>

Fig. 15: General Market Participant individual entity contact information page

Account Representatives

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.

NOTE:

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

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

TIP:

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

Entity Information

Jurisdiction	Washington State
Entity Type	Covered Entity, Covered Source, or Opt-in Entity
Legal Name	Legal Name
Operating Name	Operating Name

Account Representatives

Primary Account Representative (Required)

Current Representative

Assign Primary Account Representative

- ☐ I am the Primary Account Representative (PAR).
- ☐ Select a different registered user as the Primary Account Representative (PAR). Enter the User ID Application Reference Code below.

User ID Application Reference Code for PAR

Alternate Account Representative(s)

Current Representative(s)

Assign Alternate Account Representative

- ☐ I am one of the Alternate Account Representatives (AAR).
- ☐ I have indicated additional Alternate Account Representatives below.
- ☐ I am an individual account holder and do not wish to add an Alternate Account Representative.

Add additional Alternate Account Representative (AAR) by entering the User ID Application Reference Codes below.

User ID Application Reference Code for AAR #1 *

User ID Application Reference Code for AAR #2

User ID Application Reference Code for AAR #3

User ID Application Reference Code for AAR #4

Alternate Contact Person - Optional

If desired, you may also designate an additional point of contact for this account or set of accounts. The PAR and AARs will remain the primary points of contact for any secure actions, such as transfers or changes in representatives, related to this account.

Contact First Name

Contact Last Name

Contact Position

Contact Telephone

Contact Mobile Number

Contact Email Address

[Continue](#)

Fig. 16: Account representative information page

In order to select a different user for PAR, or add an AAR, you must have the user's unique 12-character user reference code. Users can find this information under MY USER PROFILE. It is the first item under PERSONAL INFORMATION (see the green box in Fig. 17).

Select CONTINUE when ready (Fig. 16).

The screenshot displays the CITSS (Compliance Instrument Tracking System Service) user interface. At the top, the header includes the WCI, Inc. logo, the CITSS title, and language options (English, Français). The user is logged in as 'username'. The main content area is titled 'User Detail' and includes a sidebar with navigation links: Log Out, Home, Contact Us, My User Profile, Account Registration, Representative Reports, and Glossary. The 'My User Profile' section contains buttons for 'Edit', 'Change Password', and 'Change Jurisdiction'. Below these buttons, a paragraph explains that the screen shows current user information and that changes require Registrar approval. A note indicates that data requires jurisdiction approval before it is final. The 'Personal Information' section lists fields for User Reference Code, Salutation, First Name, Middle Name, and Last Name. The 'User Reference Code' field is highlighted with a green box and contains the value 'N4HXSNYH432Y'.

Personal Information	
User Reference Code	N4HXSNYH432Y
Salutation	Mr.
First Name	John
Middle Name	N.
Last Name	Doe

Fig. 17: User Reference Code (green box) in My User Profile page

Auction and Allowance Price Containment Reserve (APCR) Sale Information

You may agree to share your entity's information with the Auction Administrator and Financial Service Administrator for the purposes of facilitating participation in upcoming auctions or APCR events by selecting yes, or you may deny by selecting no.

NOTE:

You can change your selection once your entity account has been approved. You may opt in or out of sharing your information at any time. In order to be eligible to participate in an upcoming auction or APCR event, you must opt-in to share your entity information no later than 31 days prior to auction.

You must still initiate participation and submit an auction application in order to participate in an auction. This section merely indicates your interest in auction participation. Auction applications will be reviewed and approved by Ecology. See the Auction user guides for more information, available on the [CCA auctions and trading webpage](#).



Auction and Reserve Sale Information

Auction and Reserve Sale Information

- ☒ Yes, I agree to share my entity's information with the Auction and Reserve Sale Administrator and the Financial Services Administrator for the purpose of facilitating participation in an upcoming auction or reserve sale.
- ☐ No, do not share my entity's information with the Auction and Reserve Sale Administrator and the Financial Services Administrator for the purpose of facilitating participation in an upcoming auction or reserve sale.

[Continue](#)

Fig. 18: Auction and Reserve Sale (Allowance Price Containment Reserve) information selection

Select **CONTINUE** after making your auction information selection.

Account Application Review and Submit

Review the information for accuracy and make any changes as necessary. Select **SUBMIT APPLICATION** when ready.

Account Application Terms and Conditions

Review the Washington [Account Application Terms and Conditions](#). Type in your password and select **SUBMIT APPLICATION**.

If your account application is successfully submitted, the **ACCOUNT APPLICATION SUBMITTED** page will appear. Record your unique CITSS Entity ID at the top of the page.



Do not exit out of CITSS

WCI, Inc. CITSS Compliance Instrument Tracking System Service English • Français • LOGGED IN AS: username

Account Application Submitted

Account application submitted successfully. An email confirmation has been sent for your submitted application.

An online application for a CITSS Compliance Instrument Account has been electronically submitted to the Washington Registrar. Your application has been assigned **CITSS Entity ID WA4377**. Please keep this number in a safe place as it is the unique identifier of your account application.

Registering as a Participant under Washington's Cap and Invest Program is a multiple-step process that includes both the online CITSS Account Application submission that you just completed and submitting required information to the Registrar. To finish Participant Registration, submit the Account Application Checklist, the completed Account Application with Attestations Form and the completed Corporate Associations and Structure Disclosure Form to the Jurisdiction Registrar by following the instructions on the forms. Please ensure that your CITSS Entity ID is on each document. If the information provided is inaccurate or incomplete, your account application will be denied.

The following buttons open a new browser window or tab with the forms that must be submitted to the Jurisdiction Registrar. Download each of these forms. After saving, you should close the window / tab (not your browser) to return to this page.

1. Account Application Checklist 2. Account Application with Attestations Form 3. Corporate Associations and Structure Form

Should you have any questions regarding your Account Application, CITSS support information is available at: <https://wci-inc.org/citss-support>

Upon review of the submitted materials, the Jurisdiction Registrar will send an email to the email address you have registered in CITSS notifying you of approval, denial, or pending status of your account application. Please allow at least two weeks for review following receipt of the required materials.

Important Reminder: To complete your account application, you must complete, sign, and submit the Account Application Checklist, the Account Application with Attestations Form and the Corporate Associations and Structure Form.

Fig. 19: Successful Account Application submitted page.
Forms to be completed (green box) and unique Entity ID (blue box)

CITSS Forms

Upon submitting your entity account application, you will be prompted to download forms from three hyperlinked buttons (Fig. 19). **Do not close the CITSS Account Application 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 [Account Application with Attestation Form](#) and [Corporate Associations and Structure Form](#) to Ecology to complete your Entity Account Application Package. The [Account Application Checklist](#) provides instructions for submitting your forms.

Record the CITSS ENTITY ID.

Form 1 Account Application Checklist

The [Account Application Checklist](#) details information you need to submit to complete your Entity Account Application 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 Account Application with Attestations Form

This Account Application with Attestations Form is generated by CITSS with the entity information you entered in CITSS. Your unique CITSS Entity ID is listed at the top of the form.

NOTE:

Tribal governments should contact Ecology by emailing RegistrarCCA@ecy.wa.gov for a version of the Account Application with Attestations Form that includes attestations specific to Tribal governments.

Section 1.0

This section is pre-populated with the entity account information you entered in CITSS, including entity information, entity identification, addresses, facility information, and account representatives.

NOTE:

If you indicated that the facility or facilities that will be associated with your account are already in CITSS, you will need to complete the Facility Identification section on the form before submitting it to Ecology.

Section 2.0

This section applies to covered and opt-in entity accounts. Covered and opt-in entities must indicate if the PAR or AAR has a primary address in Washington. If not, the entity must have a registered agent who resides in Washington, or previously filed a foreign registration statement pursuant to RCW 23.95.510. See the [Washington Secretary of State website](#) for information on registered agents.

General Market Participants can select “not applicable.”

Section 3.0

Confirm that the PAR name and user reference code are accurate. Read the attestation for being a PAR. Enter name, date, employer name, title, and sign.

Section 4.0

Confirm that the AAR name and user reference code are accurate. Read the attestation for being an AAR. Enter name, date, employer name, title, and sign.

Section 5.0

This section must be completed by a Director or Officer of your organization. They must enter their name, date, employer name, title, and sign.

Review the entire form for accuracy and [sign](#) and [submit](#) electronically to Ecology. The [Account Application Checklist](#) provides instructions for submitting your forms.

Form 3 Corporate Associations and Structure Disclosures Form

Use the [Corporate Associations and Structures Disclosure Form](#) to submit required information to Ecology on corporate associations, cap-and-invest consultants and advisors, and employees with knowledge of market position. Entities also use this form to submit updates to information to Ecology.

Refer to the Guide for Corporate Associations and Structure Disclosures Form for guidance on completing this form.

See [Appendix D: Direct and Indirect Corporate Associations](#) for more information.

Ecology Review and Decision

You will not be able to access your entity accounts in CITSS until Ecology reviews and approves your Entity Account Application Package. Please allow up to **2 weeks** from receipt of materials for Ecology to approve your account or contact you with next steps. In winter of 2022, Ecology may have extended processing times.

If your account application is **approved** by Ecology, you will receive email confirmation. You will also see these accounts as active in CITSS.

If Ecology requests **revisions**, we will be in contact with next steps for your account application.

If your account application is **denied** by Ecology, you will receive email notification.

For next steps after account application denial, or if you are unsure how to revise your application appropriately, please contact RegistrarCCA@ecy.wa.gov.

Application Revisions Requested

If Ecology returns your application and **requests revisions**, you will receive email notification.

You may log in to CITSS and access the in progress application from the home page under **ACCOUNT APPLICATIONS**.

Select the hyperlinked name of the entity. You will be returned to the **REVIEW AND SUBMIT** page of the application (Fig. 24). Review the comments left by Ecology at the top and make necessary changes.

Submit the application again after making changes.

CITSS Compliance Instrument Tracking System Service

English • Français • LOGGED IN AS: username

Welcome to WCI CITSS

Last successful login: 2022-08-29 14:54:05 EDT

My Accounts

Name	Operating Name	Account Type	Account Number	Jurisdiction	Account Status	Actions
Legal Name	Operating Name	General	WA4377-5556	Washington State	Active	View
Legal Name	Operating Name	Compliance	WA4377-5557	Washington State	Active	View
Legal Name	Operating Name	Limited Use Holding	WA4377-5558	Washington State	Active	View

3 records

Account Applications

Name	Entity Type	Jurisdiction	Entity Status
John Doe	General Market Participant - Individual	Washington State	Revisions Requested

1 record

Pending Transfers

You do not have any pending transfers to review.

Fig. 20: Both in progress and applications awaiting revisions can be accessed from the user home page under Account Applications (green box).

CITSS Compliance Instrument Tracking System Service

English • Français • LOGGED IN AS: username

Account Application: Review and Submit

Status	Comment	Created Date
Revisions Requested	Change XYZ	2022-08-29
Pending		2022-08-29
Registration in Progress		2022-08-29

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

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

Fig. 21: Comment from Ecology for requested revisions on account application (green box).

Resource Links

Guides & Checklists

[CITSS Entity Account Application Checklist](#)

[CITSS User Registration Guide](#)

[CITSS User Registration Checklist](#)

Forms

[CITSS Account Application with Attestations Form](#)

Example only, form generated in CITSS

[CITSS Corporate Associations and Structure Disclosure 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 3: 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 Sale	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 [Account Application 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 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. 21: PNG image of signature

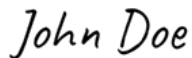


Fig. 22: Adobe Acrobat “Fill and Sign” tool



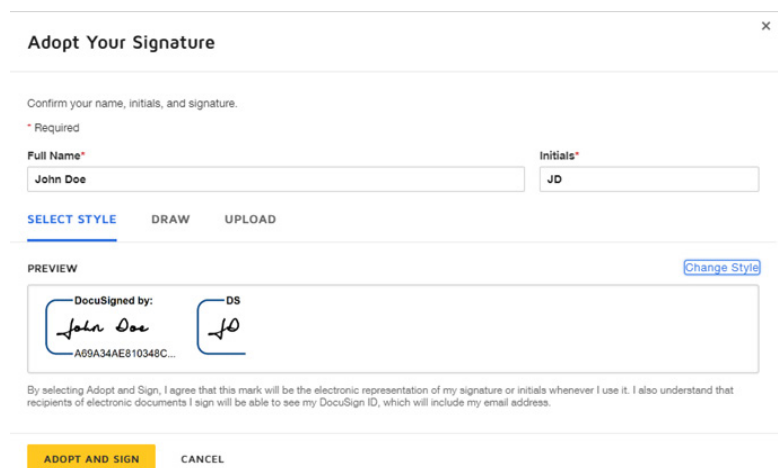
Digital Signature

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

Fig. 23: Adobe Acrobat “Certificates” tool



Fig. 24: 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 D: Direct and Indirect Corporate Associations

Direct Corporate Associations (DCA)

An entity has a direct corporate association with another entity when any of the following are true:

- One entity holds more than 50% of any class of listed shares, the right to acquire such shares, or any option to purchase such shares of the other entity
- One entity holds or can appoint more than 50% of common owners, directors, or officers of the other entity
- One entity holds more than 50% of the voting power of the other entity
- One entity holds more than 50% of the interest of the partnership
- In a limited partnership, one entity holds more than 50% of the control over the general partner, holds more than 50% of the voting rights to select the general partner
- In a limited liability corporation, one entity holds more than 50% of the other entity regardless of how the interest is held
- A publicly owned electric utility that is the operator of an electricity generating facility in Washington has a DCA with:
 - The operator of another electricity generating facility in Washington if the same entity operates both
 - An electricity importer if the same entity operates the generating facility in Washington and is the entity importing electricity
- Two entities are connected through a line of more than one direct corporate association
 - For example, two entities that share a corporate parent and have a direct corporate association with that parent will also have a direct corporate association with one another.
- If any individual with shared roles is an employee of a registered entity for which the individual has a shared role, all registered entities for which the individual has the shared role will have a direct corporate association.

Indirect Corporate Associations

An entity has an indirect corporate association with another entity if:

- The two parties do not have a direct corporate association
- The controlling entity's percentage of ownership over the other entity is more than 20% but less than or equal to 50% (after multiplying the percentages at each link in the chain of corporate associations)

Appendix E: Cap-and-Invest Consultants and Advisors

A “cap-and-invest consultant or advisor” is an individual or party that is not an owner or employee of an entity, but is providing services in relation to the cap-and-invest program or the GHG reporting program to the entity.

Entities must disclose information about consultants and advisors as part of the Entity Account Application, including name, contact information, address, employer, and type of service provided. If a consultant or advisor has knowledge of the market position of multiple entities registered in CITSS (for example, they are an account representative (PAR or AAR) on multiple entity accounts in CITSS), those entities will have a direct corporate association. Entities **are not** automatically considered part of a direct corporate association when a consultant or advisor is an Account Viewing Agent (AVA) on the entities’ accounts in CITSS.

Individuals who provide cap-and-invest consulting services and register as General Market Participants must disclose to Ecology all parties for which the individual is providing consulting services. If an individual GMP is serving as a consultant or advisor and has access to another entity’s market position, the individual GMP must submit a notarized letter from the associated party providing the cap-and-invest consulting services stating that it is aware of the individual’s plans to apply as a general market participant in the cap-and-invest program and attesting that it has a conflict of interest policies and procedures in place that prevent the individual from using information gained from the relationship with the party for personal gain in the cap-and-invest program.

Appendix F: Account Terms and Conditions

By clicking the Submit Application button, I certify under penalty of perjury under the laws of the state of Washington that:

- I was selected as the primary account representative or an alternate account representative, as applicable, by an agreement that is binding on all parties who have an ownership interest with respect to compliance instruments held in the account.
- I have all the necessary authority to carry out the duties and responsibilities contained in chapters 70A.65 RCW and 173-446 WAC on behalf of such parties and that each such party shall be fully bound by my representations, actions, inactions, or submissions.
- I am authorized to make this submission on behalf of the party that owns the compliance instruments held in the account.
- I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments.
- Based on my inquiry of those individuals with primary responsibility for obtaining the information, the statements and information submitted to Ecology are true, accurate, and complete; and
- I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment.

By clicking the Submit Application button, I also certify under penalty of perjury under the laws of the state of Washington that either:

- I consent to the jurisdiction of Washington state, its courts, and the pollution control hearings board for purposes of enforcement of the laws, rules, and regulations pertaining to chapters 173-446 WAC and 70A.65 RCW. All parties who have an ownership interest with respect to compliance instruments held in the account shall be fully bound by any order or decision issued to me by Ecology or a court or the pollution control hearings board regarding the account.

OR

- I am acting on behalf of a Tribal government, and the Tribal government on whose behalf I am authorized to make this submission has entered into a written agreement, negotiated on an individual basis between Ecology and the Tribal government, that establishes a dispute resolution process and/or other compliance mechanisms in order to ensure the enforceability of all program requirements applicable to the Tribe in its role as an opt-in entity or a general market participant, as applicable.

Appendix G: 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 5: 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) Sale	Ecology holds separate auctions for allowances from the APCR. Refer to WAC 173-446-370 and the auction manual 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



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