

Module 1: CITSS User Registration

October 6th, 2022

Publication No. 22-02-061



Module 1 Agenda

- **Section 1.** Overview
- **Section 2.** CITSS Online Registration Process
- **Section 3.** CITSS Forms 1, 2, and 3
- **Section 4.** Signing and submitting forms
- **Section 5.** Ecology Review and Determination
- **Section 6.** Cross Jurisdiction Users
- **Section 7.** User Profile Management
- **Section 8.** Resources
- **Data Security**
- **Contact information**





Section 1: Overview

- Introduction to CITSS
- CITSS User Roles
- CITSS User Registration Process
- Tips for CITSS Data Entry

- By the end of this module you will be able to:
 - Access the CITSS website
 - Submit online user registration
 - Submit required forms to Ecology
 - Make changes to your user profile

- Great resource for getting registered
- Access from User Registration Checklist and CCA Auctions and Trading webpage.

Washington State Climate Commitment Act

CITSS New User Registration & User Profile Management Guide

Publication Number 22-02-039



Introduction to CITSS

- CITSS = Compliance Instrument Tracking System Service.
- CITSS is the online platform for Washington cap-and-invest Program:
 - register entities
 - track compliance instrument ownership
 - provide a record of holdings, transfers, sales, and retirement of compliance instruments;
 - facilitate emissions compliance.

Introduction to CITSS (con't)



The screenshot shows the CITSS website home page. At the top left is the WCI, Inc. logo. The main header features the text 'CITSS Compliance Instrument Tracking System Service' and language options for 'English' and 'Français'. A left sidebar contains navigation links: 'Login', 'Home', 'Contact Us', and 'User Registration'. The main content area is titled 'Welcome to WCI CITSS' and contains several paragraphs of text, including a notice about system use and guidelines for users. The footer includes the WCI, Inc. logo, a description of the organization, the RIDGE logo, and copyright information for SRA International, Inc.

WCI, Inc. **CITSS** Compliance Instrument Tracking System Service English • Français

Welcome to WCI CITSS

The Compliance Instrument Tracking System Service (CITSS) is a management and tracking system for accounts and compliance instruments issued through participating Western Climate Initiative cap-and-trade programs. CITSS is administered by the Western Climate Initiative, Inc. (WCI, Inc.). CITSS tracks compliance instruments (emissions allowances and offsets) from the point of issuance by jurisdictional governments, to ownership, transfer by regulated greenhouse gas emitters and other voluntary or general market participants, and to final compliance retirement.

CITSS is designed to simplify the participation in the cap-and-trade program for all program participants, jurisdiction staff, and any contractors involved in implementing cap-and-trade programs within participating jurisdictions.

Notice: CITSS is for use by authorized users. Use is monitored and may be restricted at any time. Confidential information may not be accessed or used without authorization. Unauthorized or improper use of this system may result in administrative, civil, or criminal penalties. Use of this system, authorized or unauthorized, constitutes consent to monitoring and information retrieval. By accessing this system you are acknowledging and consenting to these terms and conditions. Leave this site immediately if you are not an authorized user or do not agree to the conditions in this notice.

Guidelines for Use:

Use of your browser's BACK command may terminate your secure session and/or result in loss of data.

Within CITSS, switching between English and French will cause the application to return to the home screen and any information entered during that session may be lost.

CITSS is compatible with the following web browsers: Microsoft Edge, Firefox, Safari, Chrome, and Opera.

To begin using CITSS, either login with your registered CITSS User ID and password or, if you are not yet registered, you may complete the User Registration form.

For security purposes, please do not save your password using a web browser and clear the browser's cache upon completion of each CITSS session.

Western Climate Initiative, Inc. (WCI, Inc.) is a non-profit corporation formed to provide administrative and technical services to support the implementation of state and provincial greenhouse gas emissions trading programs.

RIDGE

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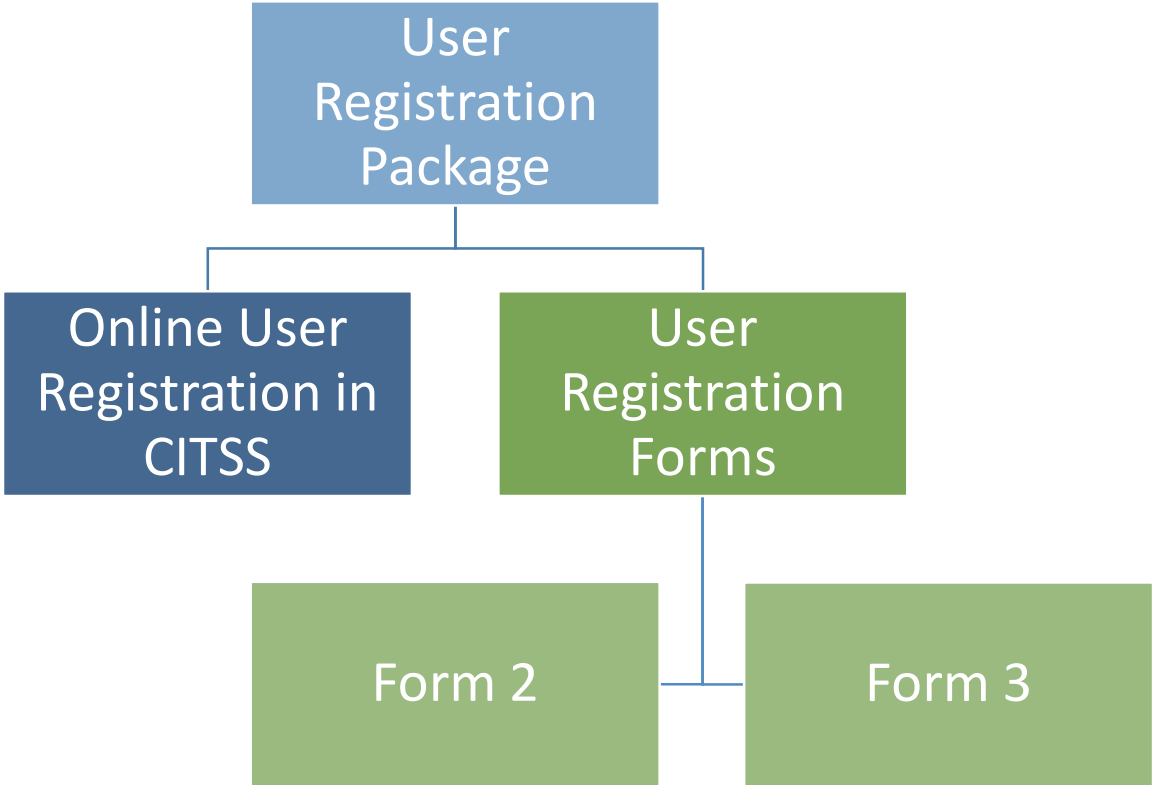
- Access CITSS 24/7, 365:
www.wci-citss.org
- Bookmark this page!

CITSS User Roles

- Role assignments made during **Entity Account Application** process
 - Primary Account Representative (PAR): represents entity in CITSS
 - Alternate Account Representative (AAR): represents entity in CITSS
 - Account Viewing Agent (AVA): view-only, cannot make changes
- All entities are **required** to have:
 - 1 Primary Account Representative (PAR); and
 - At least 1, or up to 4, Alternate Account Representative (AAR)
 - Individual General Market Participants (GMP) are required to designate 1 PAR, but may add up to 4 AARs as desired.

Covered and opt-in entities have Washington residency requirements for account representatives; a registered agent residing in Washington State can meet this requirement.

User Registration Package



CITSS User Registration Process



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.

Questions?



Section 2: CITSS Online User Registration

- Live demo
- Online User Registration Process
 - Personal and Contact Information
 - Addresses
 - Login Information and Security
- Terms & Conditions
- Registration Submitted



Questions?



Section 3: Forms 1, 2, and 3

- Form 1: User Registration Checklist
- Form 2: User Registration Form
- Form 3: Proof of Identity

Form 1: User Registration Checklist

- Provided for your reference, you **do not** need to submit this form
- Guidance for:
 - Steps to complete your forms
 - Acceptable signatures
 - Submission guidelines
 - Electronic only

Form 2: User Registration Form

- Must be submitted as part of User Registration Package
- Pre-populated with information provided during CITSS online registration
- If any of the information is incorrect, contact RegistrarCCA@ecy.wa.gov before submitting

- Must be submitted as part of User Registration Package
- Identity documentation must verify:
 - Legal Name
 - Date of Birth
 - Photo
 - Primary residence address
 - Open bank account in US (does not need to be notarized)
- One document must be government issued photo ID with name and date of birth.

Documents that verify identify and address must be notarized

Form 3 Section 1.1

- Example acceptable identity documents →
- Submit photocopies of documents
- Contact RegistrarCCA@ecy.wa.gov with ID questions

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 *	✓			✓

Form 3 Section 1.2

- **Proof of open bank account**
 - Option 1: Personal bank statement
 - Option 2: Letter from financial institution
 - Example in [CITSS New User Registration & User Profile Management Guide](#) appendix

Form 3 Section 2.0

- Identity and address verification documents must be notarized by a notary public within the last 90 days from submission
- Notarization must include:
 - notary stamp or seal,
 - notary public's name,
 - county or state of the notary public's place of business, and
 - commission expiration date
- In-person notarization or virtual/electronic notarization are acceptable!

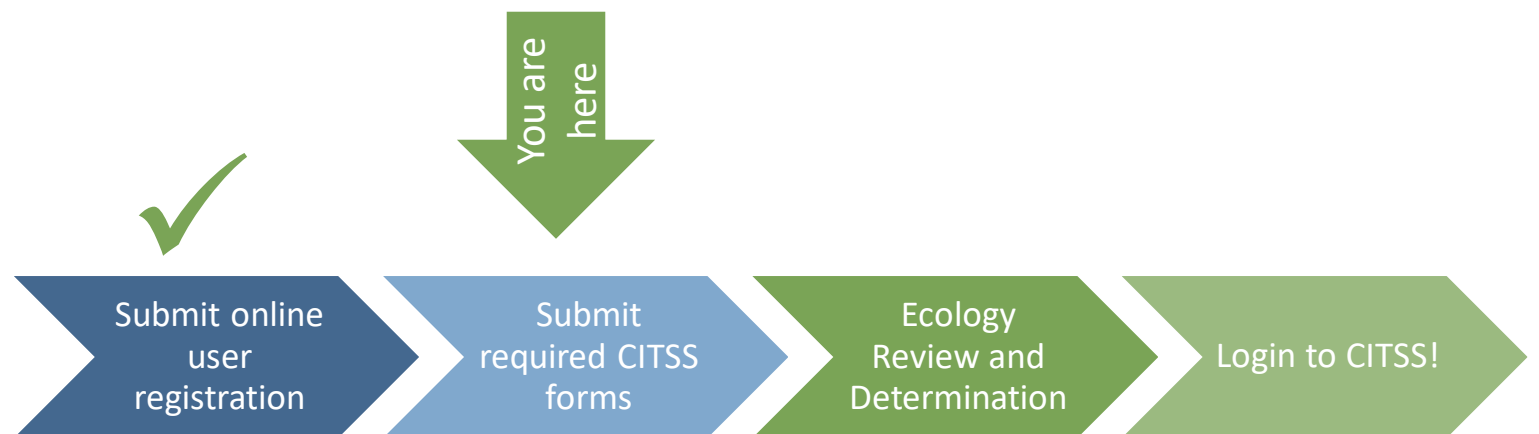
Form 3 Section 3.0

- **Disclosure of Felony Conviction(s) within previous 5 years**
 - Provide information on the conviction:
 - Type of Violation
 - Jurisdiction
 - Year
- Cannot be an Account Representative or Account Viewing Agent if you've had a criminal offense involving fraud, dishonesty, deceit, or misrepresentation within the last 5 years.

Questions?

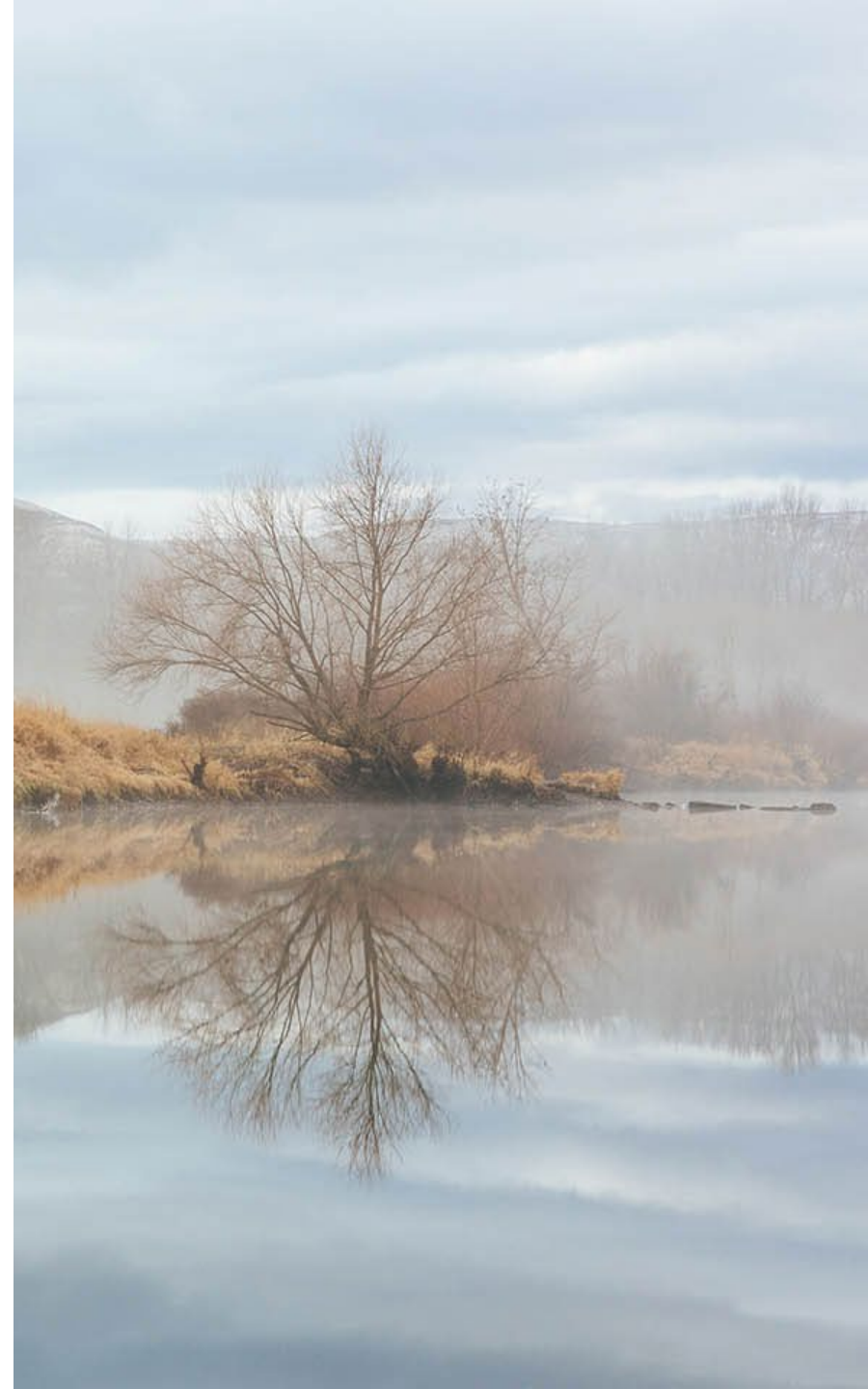
Section 4: Signing and Submitting Forms

- Acceptable Signature Types
 - Electronic/Digital
 - Print and Scan
- Acceptable File Formats
- Acceptable Submission Methods
 - DocuSign, box, e-mail



Acceptable Submission Methods

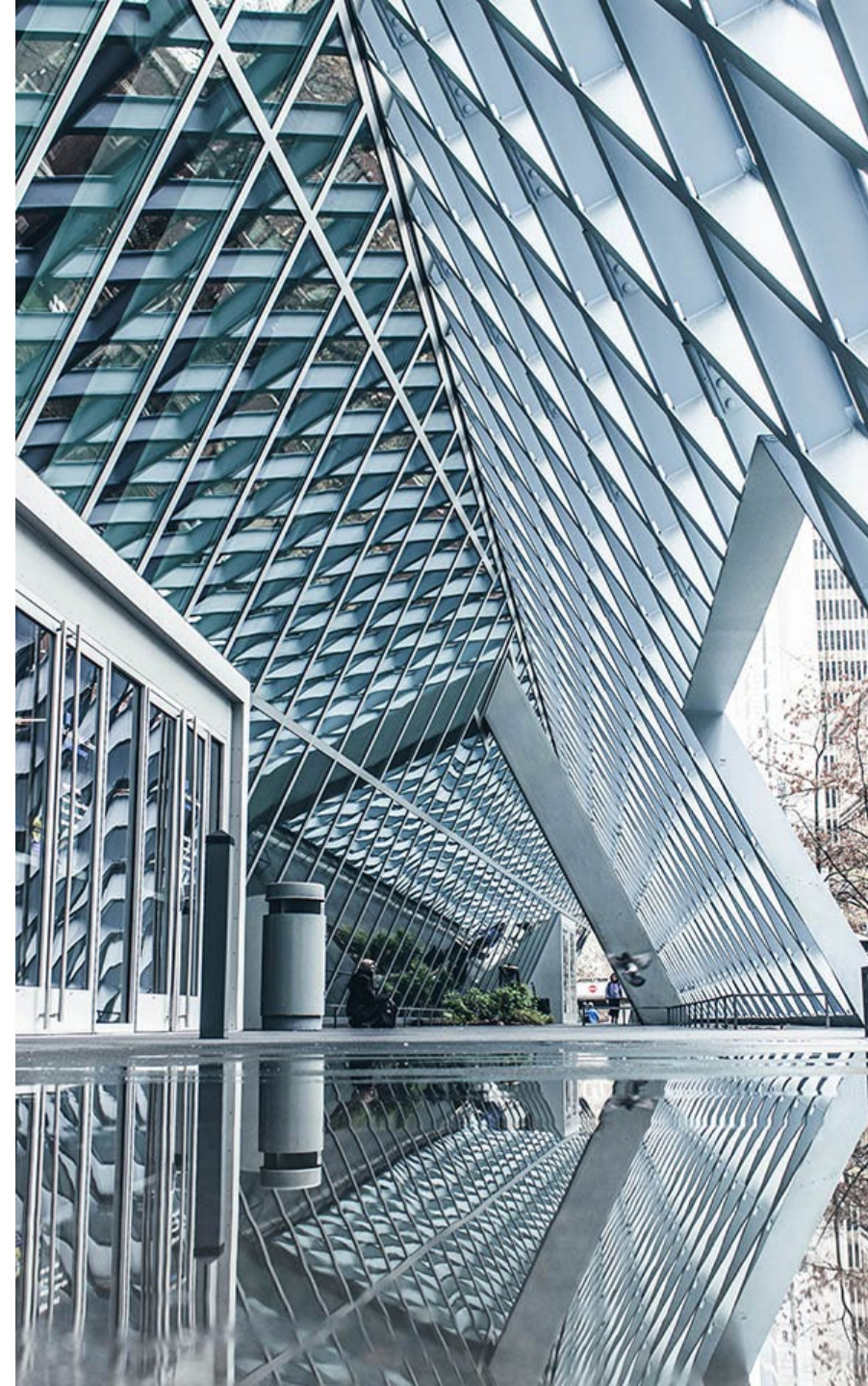
- Ecology recommends DocuSign
- Other acceptable methods:
 - Box Submission
 - Email to RegistrarCCA@ecy.wa.gov



Acceptable File Formats

- We encourage you to fill out forms electronically. Forms completed by hand may create delays due to legibility.
- DocuSign lets you fill out 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.
- Ecology **will not** accept photos or image files of completed forms.

Include your **CITSS USER REFERENCE CODE** in the filename.

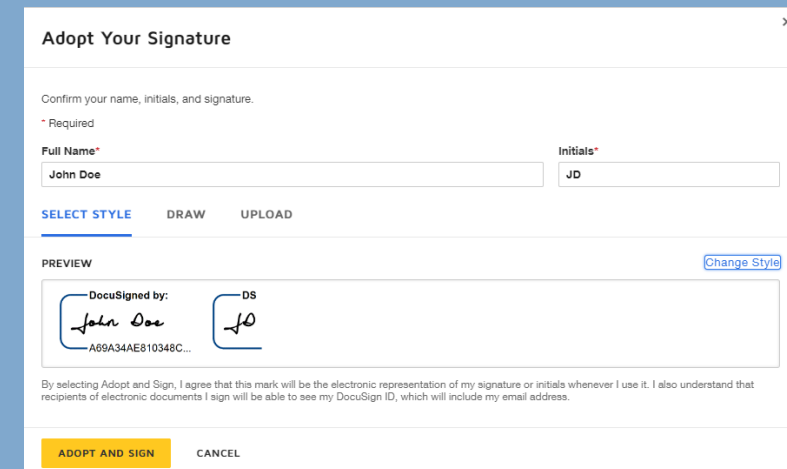
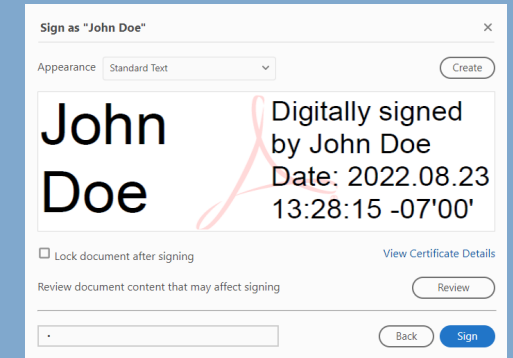
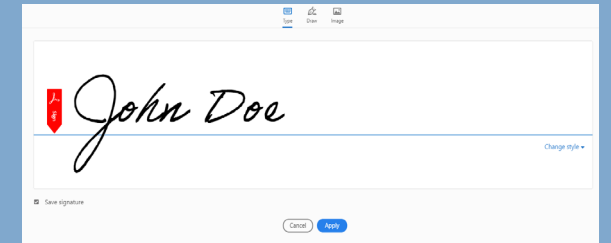


Acceptable Signature Types

- Electronic/Digital
 - Option 1: **Digitized Signature** - TIFF, PNG, or JPG of your signature.
 - Create using the Fill and Sign tool in Adobe Acrobat or [adobe online](#), or from a scanned image of a signature.
 - Option 2: **Digital Signature** - digital version of your signature with a signing key.
 - Create in Adobe Acrobat Certificates tool or in DocuSign.
- Print & Scan
 - Print, sign, and scan forms to your computer.



John Doe





DocuSign

- Entirely digital and secure signing and submitting experience
- Checks that you've completed all required fields
- To request DocuSign for your forms:
 - After submitting your user registration, email RegistrarCCA@ecy.wa.gov to request Ecology to send your forms to complete and sign through DocuSign.
 - Include your CITSS User Reference Code in the email, which can be found on the Registration Submitted screen or on Form 2: User Registration Form.
- **You do not need a DocuSign subscription to complete your forms through DocuSign.**

- DocuSign email notification to sign new documents

DocuSign



John Doe sent you a document to review and sign.

REVIEW DOCUMENT

John Doe
[Redacted]

Please complete Form 2 for your CITSS User Registration.

Do Not Share This Email
This email contains a secure link to DocuSign. Please do not share this email, link, or access code with others.

Alternate Signing Method
Visit [DocuSign.com](https://www.docusign.com), click 'Access Documents', and enter the security code:
6F3F9208FADE48FE8D920545EC4605E81

About DocuSign
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www.docusign.com

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, the CITSS software application that are not specified in this Agreement. This Agreement may only be modified by a written agreement signed by both parties.

Name John Doe

Signature



Date 9/22/2022

Date of last revision: 2022/08/03

Adopt Your Signature

Confirm your name, initials, and signature.

* Required

Full Name*

John Doe

Initials*

JD

SELECT STYLE

DRAW

UPLOAD

PREVIEW

Change Style

DocuSigned by:




63506F1EE2634F9...

By selecting Adopt and Sign, I agree that the signature and initials will be the electronic representation of my signature and initials for all purposes when I (or my agent) use them on documents, including legally binding contracts - just the same as a pen-and-paper signature or initial.

ADOPT AND SIGN

CANCEL

DocuSign Form 3 Attachments

- You may attach your identity documents and notarization on Form 3
- Upload documents to buttons with arrow and paperclip
- You must attach at least one document in order to submit the form

CITSS Proof of Identity Form User Registration Form #3

Name CITSS User Reference Code #:

Complete this form and include the supporting documents listed below and on the [User Registration Checklist](#) to finish the CITSS user registration process. See the User Registration Checklist for instructions on how to submit this form and the supporting documents electronically to Ecology.

Section 1.0 Proof of Identity Documentation

You must submit copies of identity documents to verify the following information. One document must be a government-issued photo identification with your name and date of birth.

- Legal name
- Date of birth
- Photo
- Primary residence address
- Open bank account in the U.S.



1.1 Identity and Address Verification

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

Identity Document	Legal Name ¹	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, 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.

¹If there is an instance where your 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.

Box Submission

- Submit your forms to Box
 - You can access the appropriate link for your user registration forms on the User Registration Checklist.
 - Include your **CITSS USER REFERENCE CODE** in the filename.
- Box does not offer signature services
 - You will need to sign your forms separately and upload to Box as PDFs

- Box submission screen
- Can upload multiple files
 - Forms 2 and 3




Submit User Registration Forms

This folder is intended to securely receive user account registration forms for the Department of Ecology's Cap-and-Invest program. Forms related to an entity account application should be submitted to <https://ecy.app.box.com/f/3c518095330944f198997019b8042e3f> rather than this folder.

If you have any questions please email the Auctions and Market Unit at RegistrarCCA@ecy.wa.gov, or call the Climate Commitment Act Help Desk at 360-407-6296.

Upload files *



Drag and drop files

Select Files

Submit

Before submitting, please be sure you trust this site, have the rights to the data, and want to share this content to the owner of this file request.

[Box Terms of Service](#) | [Box Privacy Notice](#)

Email

- Only send forms to RegistrarCCA@ecy.wa.gov.
- We recommend you encrypt your emails.
- Encryption provides security when sending sensitive information through email.
- You may also opt to password protect your email and/or attachments when emailing documents to Ecology
 - After sending the email, call the CCA help desk to provide the password: 360-407-6296
- Discuss available encryption and password protection options with your IT department.

Do not send forms to individual Ecology staff or to the CCA Auctions mailbox!

Form Submission Questions

- If you have any concerns or questions about form submission, or would like to confirm your files have been received, contact Ecology at RegistrarCCA@ecy.wa.gov.

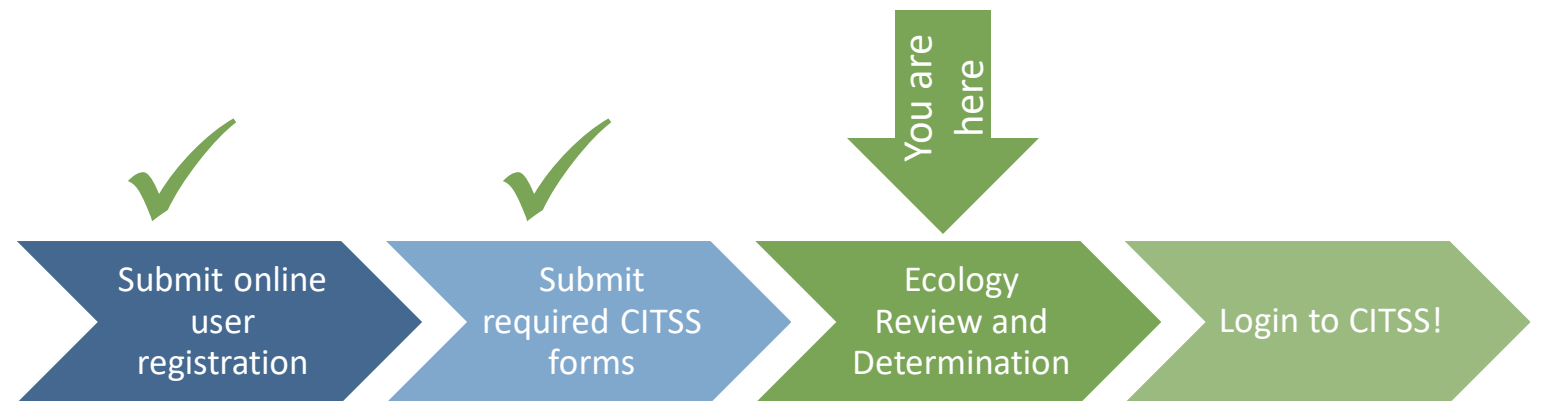


Questions?

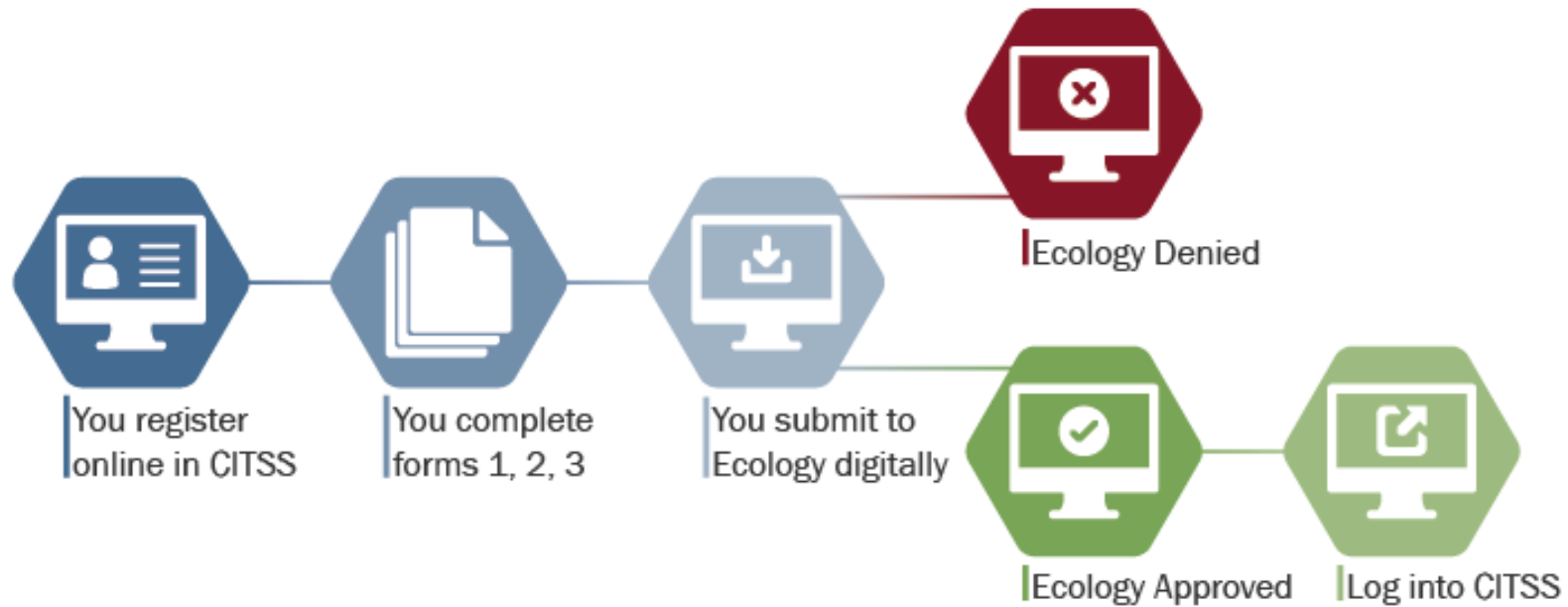


Section 5: Ecology Review and Determination

- Review process
- Timeline



Review Process



Timeline

- Allow 2 weeks minimum of process time for applications from date Ecology receives User Registration Package.
 - Winter 2022, influx of applications. Processing may take longer.
- If you have questions or concerns, contact Ecology at RegistrarCCA@ecy.wa.gov

Questions?



Section 6: Cross-Jurisdiction Users

- What is a cross-jurisdiction user
- Cross-Jurisdiction User Registration Package

What is a cross-jurisdiction user

- Users with existing and active CITSS accounts established with another Emissions Trading System (ETS) jurisdiction:
 - California
 - Québec
 - Nova Scotia
- Must complete cross-jurisdiction user registration process to represent an entity in Washington State
- You **do not** need to submit another CITSS online user registration!

Cross-Jurisdiction User Registration Package

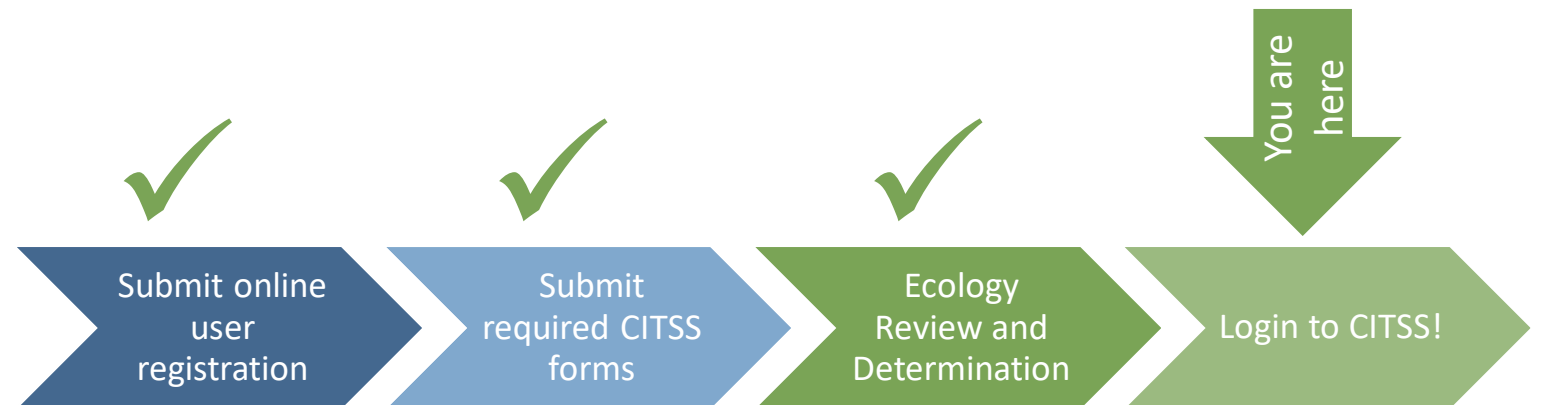
- Identity documents and notarization, if original registration documents older than 90 days
 - Documents must be notarized within the last 90 days from submission
- DocuSign (recommended)
 - Email to RegistrarCCA@ecy.wa.gov to request Ecology send you a Cross-Jurisdiction User Form through DocuSign
- Box
- Email to RegistrarCCA@ecy.wa.gov

Questions?



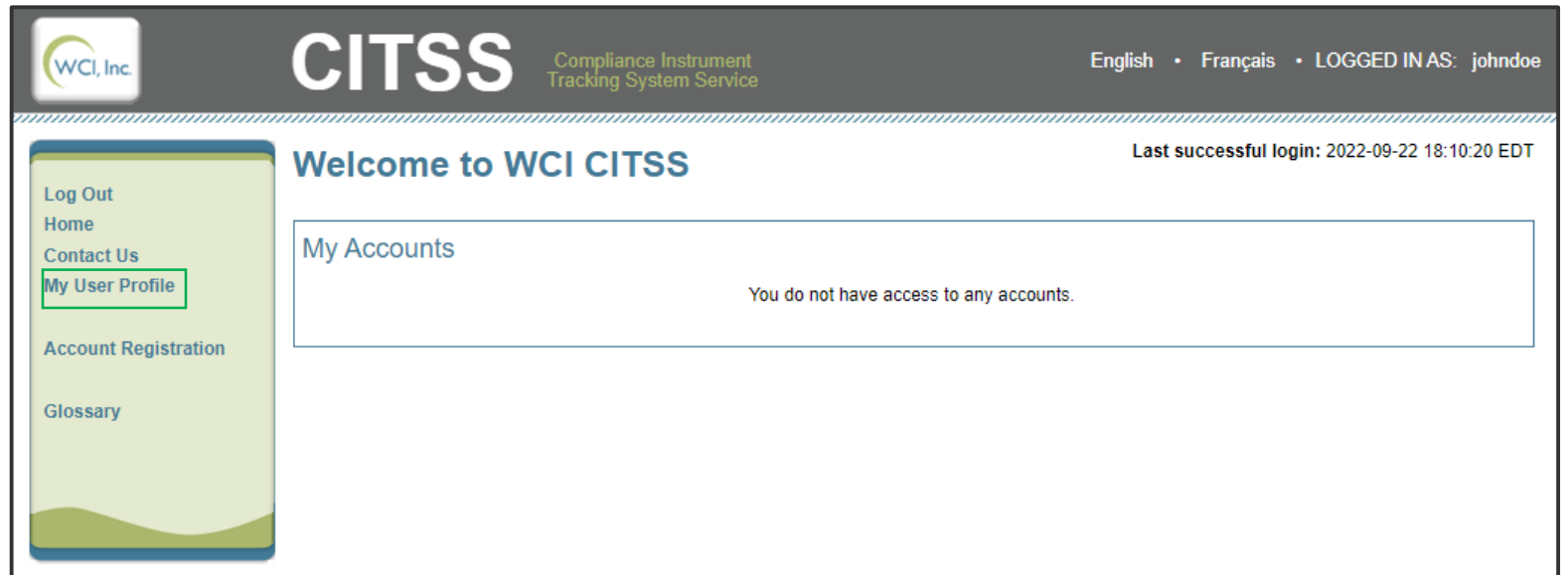
Section 7: User Profile Management

- User Profile
 - Edit User Profile
 - Change password and security questions
 - Change Jurisdiction - Uncommon



User profile

- Once your account has been approved, you can login to CITSS
 - <https://wci-citss.org>
- Access your profile from **My User Profile**.



The screenshot displays the WCI CITSS web application interface. At the top left is the WCI, Inc. logo. The main header features the 'CITSS' logo and the text 'Compliance Instrument Tracking System Service'. On the right side of the header, there are language options 'English • Français' and a user status indicator 'LOGGED IN AS: johndoe'. Below the header, a navigation menu on the left lists 'Log Out', 'Home', 'Contact Us', 'My User Profile' (highlighted with a green box), 'Account Registration', and 'Glossary'. The main content area is titled 'Welcome to WCI CITSS' and includes a sub-section 'My Accounts' with the message 'You do not have access to any accounts.' In the top right corner of the main content area, it shows 'Last successful login: 2022-09-22 18:10:20 EDT'.

User detail page

- View your account information and make changes:
 - Edit personal information and addresses
 - Change password
 - Change jurisdictions - uncommon

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

Last successful login: 2022-09-22 18:10:20 EDT

User Detail

[Log Out](#) [Home](#) [Contact Us](#) [My User Profile](#) [Account Registration](#) [Glossary](#)

[Edit](#) [Change Password](#) [Change Jurisdiction](#)

This screen shows the current user information in the system. Users may press the Edit button at the top of the screen to make changes to the information or the Change Password button to update their password. If the user has proposed a change to a field that requires Registrar approval, that field is identified with a "I". The change must be approved by the Registrar before the change is final. Pending changes are listed in the right column. A pending change that is a blank value means that the previously entered information was deleted and a new value was not proposed for that optional field.

I = Data requires jurisdiction approval before it is final

Personal Information

User Reference Code	23T8FQ5V3B2B
Salutation	
First Name	John
Middle Name	
Last Name	Doe
Suffix	
Date of Birth	1997-09-22
Job Title	
Organization	
Department	
Telephone (example: 9163247659)	1234567890
Telephone Ext.	
Mobile Telephone	
Fax Number (example: 9163247659)	
Email	johndoe@example.com
Email Language Preference	English

Primary Residence

Street 1	123 Road Way
Street 2	
City	Lacey
State/Province	Washington
Postal Code	98053
Country	United States

Mailing Address

Street 1	123 Road Way
Street 2	

Edit User Profile

- Some changes made to your account will require approval from Ecology (marked with a purple exclamation mark (!) in CITSS):
- Ecology may request additional information or documentation before approving changes

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

Edit User Information

This page allows users to edit their contact information. Asterisks (*) indicate required fields. After correcting the desired fields, press the Submit Changes button at the bottom of the screen.

Many fields can be updated immediately. For security purposes, fields designated with an exclamation mark (!) require Registrar approval. When these fields are changed and the Submit Changes button is pressed, these fields will be identified on the User Detail Screen indicating that there is a Pending change. The Registrar will email the user upon Approval/Denial of the proposed change.

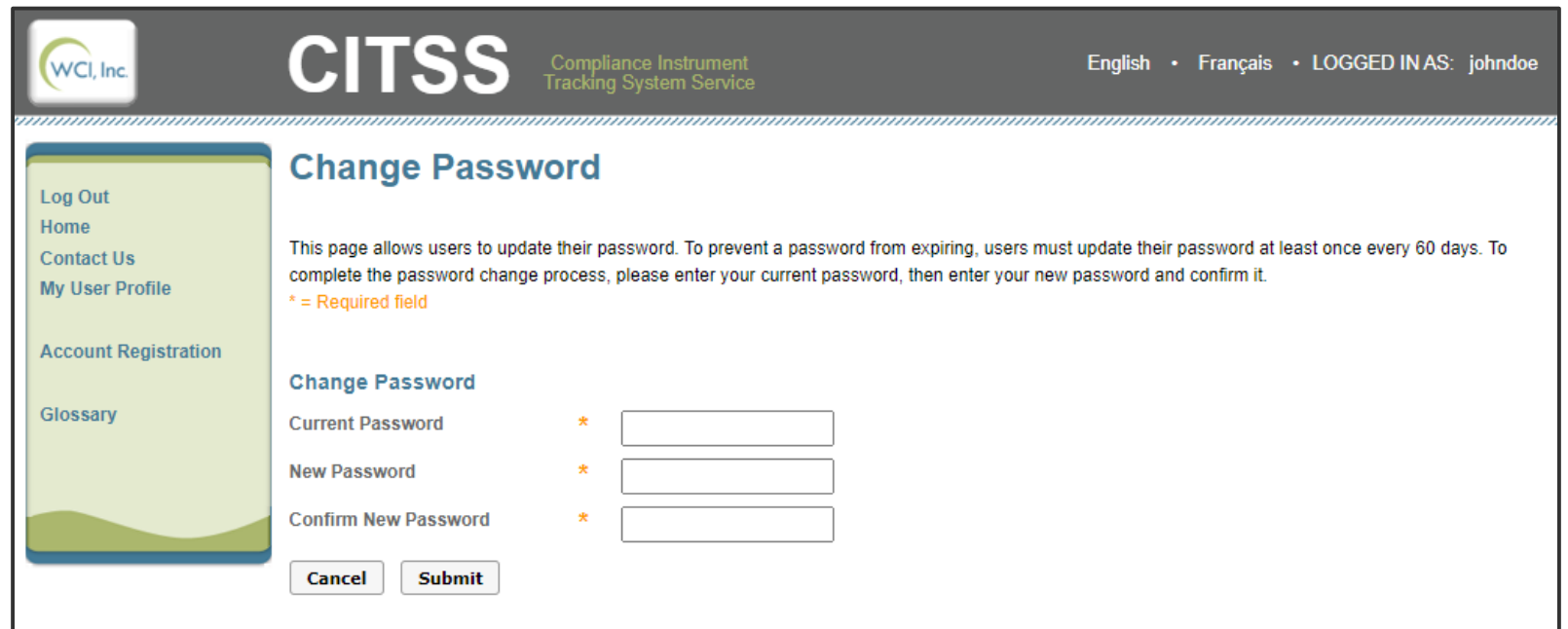
* = Required field
! = Data requires jurisdiction approval before it is final

Personal Information

Salutation	!	<input type="text"/>
First Name	! *	<input type="text" value="John"/>
Middle Name	!	<input type="text"/>
Last Name	! *	<input type="text" value="Doe"/>
Suffix	!	<input type="text"/>
Date of Birth	! *	<input type="text" value="22"/> <input type="text" value="September"/> <input type="text" value="1997"/>
Job Title		<input type="text"/>
Organization Name		<input type="text"/>
Organization Department		<input type="text"/>
Telephone Number	! *	<input type="text" value="1234567890"/>
Telephone Extension		<input type="text"/>
Mobile Phone Number		<input type="text"/>
Fax Number		<input type="text"/>
Email Address	! *	<input type="text" value="johndoe@example.com"/>
Confirm Email Address	*	<input type="text" value="johndoe@example.com"/>
Correspondence Language	*	<input type="text" value="English"/>

Change password

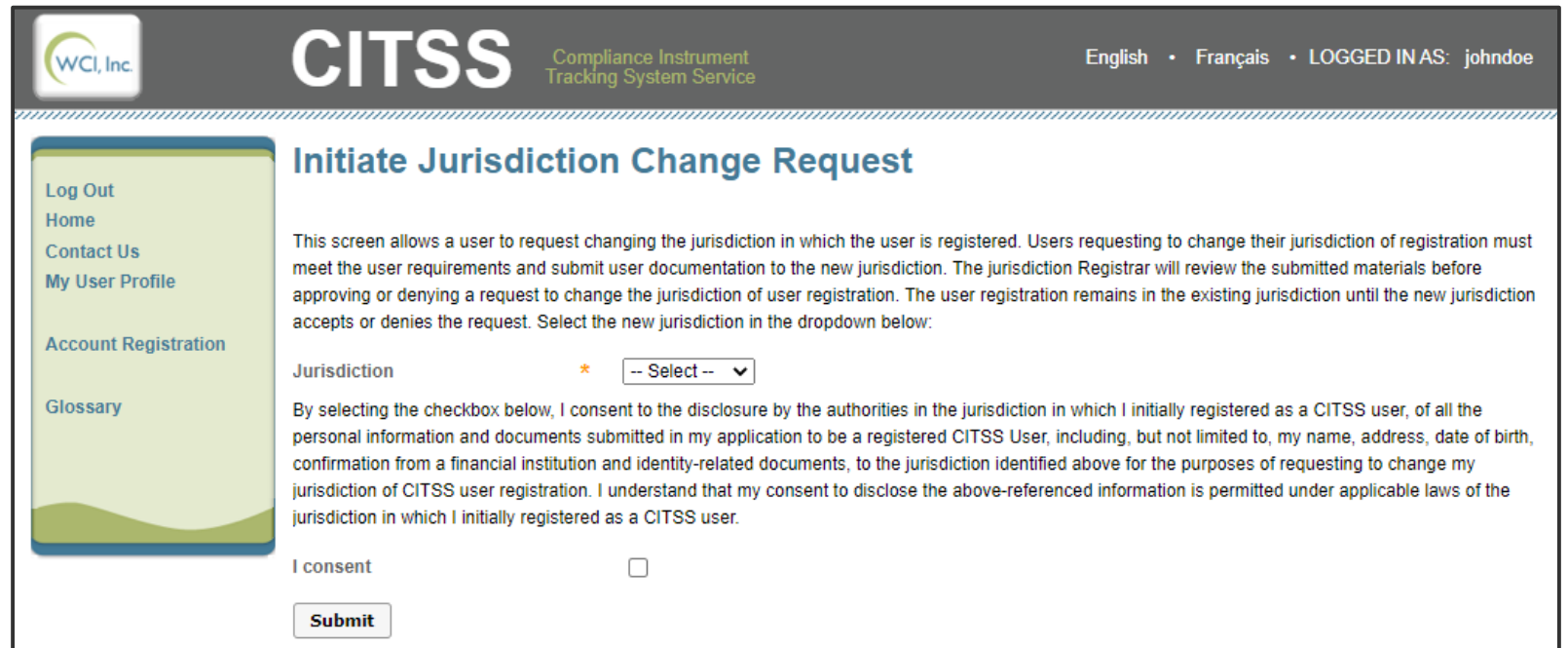
- You can change your password at any time.
- CITSS recommends updating your password every 60 days to prevent password expiration.



The screenshot shows the CITSS (Compliance Instrument Tracking System Service) user interface. At the top left is the WCI, Inc. logo. The main header displays 'CITSS' and 'Compliance Instrument Tracking System Service'. On the top right, there are language options 'English' and 'Français', and a user status indicator 'LOGGED IN AS: johndoe'. A left-hand navigation menu contains links for 'Log Out', 'Home', 'Contact Us', 'My User Profile', 'Account Registration', and 'Glossary'. The main content area is titled 'Change Password' and includes a paragraph explaining the 60-day password update requirement. Below this is a legend '* = Required field' and three input fields labeled 'Current Password', 'New Password', and 'Confirm New Password', each with an asterisk. At the bottom of the form are 'Cancel' and 'Submit' buttons.

Change jurisdiction

- There are few and rare cases that require changing jurisdiction
- If you have concerns and need your jurisdiction changed, clarify with your assigned jurisdiction first.



The screenshot shows a web interface for WCI, Inc. CITSS (Compliance Instrument Tracking System Service). The user is logged in as 'johndoe'. The page title is 'Initiate Jurisdiction Change Request'. The form includes a navigation menu on the left with links for Log Out, Home, Contact Us, My User Profile, Account Registration, and Glossary. The main content area contains a text block explaining the process of changing jurisdiction, a dropdown menu for selecting a new jurisdiction, a consent checkbox, and a Submit button.

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

Initiate Jurisdiction Change Request

This screen allows a user to request changing the jurisdiction in which the user is registered. Users requesting to change their jurisdiction of registration must meet the user requirements and submit user documentation to the new jurisdiction. The jurisdiction Registrar will review the submitted materials before approving or denying a request to change the jurisdiction of user registration. The user registration remains in the existing jurisdiction until the new jurisdiction accepts or denies the request. Select the new jurisdiction in the dropdown below:

Jurisdiction * -- Select --

By selecting the checkbox below, I consent to the disclosure by the authorities in the jurisdiction in which I initially registered as a CITSS user, of all the personal information and documents submitted in my application to be a registered CITSS User, including, but not limited to, my name, address, date of birth, confirmation from a financial institution and identity-related documents, to the jurisdiction identified above for the purposes of requesting to change my jurisdiction of CITSS user registration. I understand that my consent to disclose the above-referenced information is permitted under applicable laws of the jurisdiction in which I initially registered as a CITSS user.

I consent

Submit

Questions?



Section 8: Resources

Forms:

- [Form 1: User Registration Checklist](#)
- [Form 2: User Registration Form](#) *(example only, generated in CITSS)*
- [Form 3: Proof of Identity Form](#)
- [CITSS Cross Jurisdiction User Form](#)

Guides:

- [New User Registration & User Profile Management Guide](#)
- [Entity Account Application Guide](#)

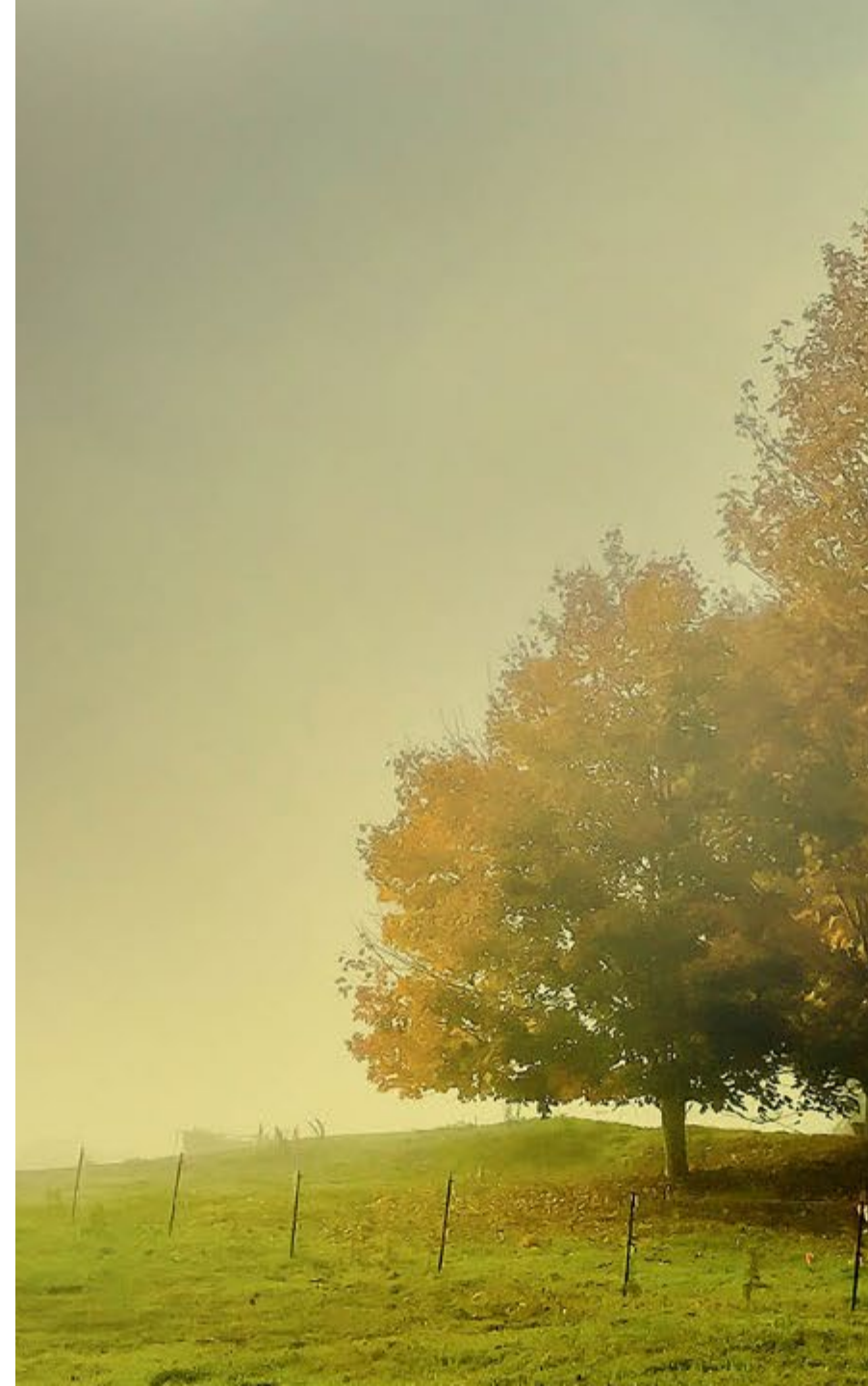
Website:

- [Auctions and trading webpage](#)

Upcoming Trainings

- Training Module 2a:
Covered and Opt-In Entity
Account Applications
- Training Module 2b:
General Market Participant
Entity Account Applications
- Tuesday October 18th
2 – 4pm PT
- Thursday October 20th
10 – 12pm PT
- [Register for Module 2a](#)
- [Register for Module 2b](#)

All trainings will be recorded and shared on the
[CCA auctions and trading webpage.](#)



Questions?



Data Security

- How We Handle Your Sensitive Data
- Methods of Submitting Your Information

How We Handle Your Sensitive Data

- The information you submit to us is treated as confidential and sensitive.
- It is protected from disclosure, by law.
- It is encrypted when stored.
- It is only accessible by...
 - Staff with a need-to-know
 - Staff who have passed a background check
- DocuSign, Box, and the Registrar email are all approved for receiving this type of information.

Methods for submitting

- DocuSign
 - Highly recommended for speed and security reasons
 - Ensures all form fields are completed before submitting
- Box
 - Works like the key drop at a car rental
 - No one, not even you, can see your submission after you make it
- Email
 - We recommend you encrypt your message
 - You can also password protect your file, and call us with the password

Questions?



Contact Information

- RegistrarCCA@ecy.wa.gov
 - Submitting information/forms to Ecology
 - Secure mailbox
- CCAuctions@ecy.wa.gov
 - General questions
 - Do not submit registration information to this mailbox
- Auctions and trading helpdesk phone: 360-407-6296
 - M – F, 9am – 4pm PT

The Department of Ecology is committed to providing people with disabilities access to information and services by meeting or exceeding the requirements of the Americans with Disabilities Act (ADA), Section 504 and 508 of the Rehabilitation Act, and Washington State Policy #188.

To request an ADA accommodation, contact Ecology by phone at 360-407-6800 or email Melanie Forster at melanie.forster@ecy.wa.gov, or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341.