

Fast Charging Infrastructure Upload Guidance

Submitting an Application for DC Fast Charging Infrastructure

Background

For each DC fast charging infrastructure pathway, the station owner must submit an application in the WFRS-CBTS system through the correspondence page. The application template is available on the [CFS Program Document Webpage](#). A submission must also include proof of site availability as well as a signed attestation letter. Details on these requirements are available within the application template.

Uploading to Correspondence

Step 1

Log into the WFRS-CBTS system using your WFRS username and password.

Version: 2.1



Washington Fuels Reporting System

Clean Fuel Standard

CFS Production System

WFRS-CBTS & AFP Login

Username:

Password:

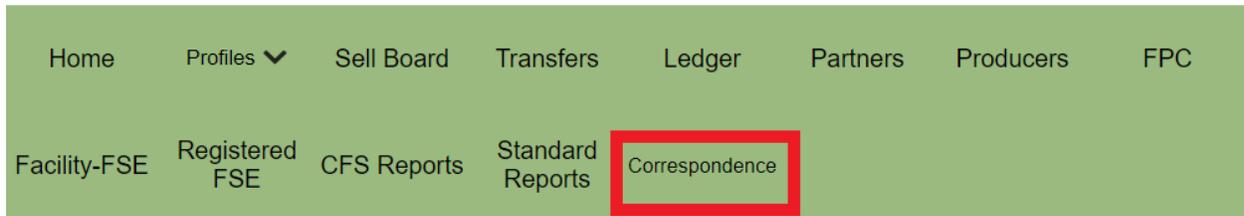
[Reset Password](#)

Washington Fuels Reporting System and Credit Bank & Transfer System (WFRS-CBTS)

Click the "WFRS-CBTS Account" if you are the designated administrator or

Step 2

Select the Correspondence tab.



Step 3

Create a new post per application by clicking on the “New Post” button.



A new post will appear.

A form titled 'CFS Correspondence – New Post'. The form contains the following fields and controls:

- Post To :** Test LLC
- Ref. # :** (empty text box)
- Subject/Topic:** (empty text box)
- Remarks: *** (empty text area)
- Action: *** (dropdown menu with '---Select---' and a downward arrow)
- Filename:** Choose File (button) No file chosen
- Submit** (button) **Cancel** (button)

Enter “FCI Application-<Site Name>” in the “Subject/Topic” text box. Enter a short description in the “Remarks” text box. Choose “Post New Issue” in the “Action” drop down menu.

Post To : Test LLC

Ref. # :

Subject/Topic: FCI Application - Olympia

Remarks: * FCI Application from Test LLC.

Action: * Post New Issue
---Select---
Post New Question
Post New Issue
Post Temporary Pathway Request

Submit Cancel

Attach the FCI Application using the “Browse...” function.

The image shows a file explorer window with a table of files. The table has columns for Name, Status, Date modified, and Type. One file is listed: 'FCI Application' with a status of a green checkmark, a date of '10/6/2023 10:31 AM', and a type of 'Microsoft Excel W'. Below the table is a search bar and a file type dropdown set to 'All Files'. There are 'Open' and 'Cancel' buttons. In the background, a form is visible with an 'Action:' dropdown set to 'Post New Issue' and a 'Filename:' field containing 'Choose File' and 'No file chosen'. A red circle highlights the 'Choose File' button in the filename field. Below the filename field are 'Submit' and 'Cancel' buttons.

Submit the application by clicking the “Submit” button.

CFS Correspondence – New Post

Post To : Test LLC

Ref. # :

Subject/Topic: FCI Application - Olympia

Remarks: * FCI Application from Test LLC.

Action: * Post New Issue

Filename: Choose File FCI Application.xlsx



When prompted to continue with submitting the post, click the “OK” button. When the confirmation prompt appears confirming the post was submitted, click the “OK” button.

Step 4

If the applicant would like to submit additional attachments that were not attached to the application, the attachment must be submitted under the same correspondence reference number.

CFS CORRESPONDENCE - TEST LLC

New Post

Ref. #	Date	Subject/Topic	Subm By	Status	Filename	Remarks Posted	Remarks
C4704	10/06/2023 10:37:02 AM	FCI Application - Olympia	Owen Test	Post New Issue	FCI Application.xlsx	FCI Application from Test LLC.	Add

To submit additional attachments, click on the “Add” button under the Remarks column.

CFS CORRESPONDENCE - TEST LLC

New Post

Ref. #	Date	Subject/Topic	Subm By	Status	Filename	Remarks Posted	Remarks
C4704	10/06/2023 10:37:02 AM	FCI Application - Olympia	Owen Test	Post New Issue	FCI Application.xlsx	FCI Application from Test LLC.	Add

Be sure to check mark the reference number in the “Ref. #'s (optional)” text box. In the “Remarks” text box, indicate that you are submitting an additional attachment and provide a short description of the attachment. Choose “Post Clarification” in the “Action” drop down menu.

CFS Correspondence – Add Remarks

Post To : Test LLC

Ref. # : C4704

Subject/Topic: FCI Application - Olympia

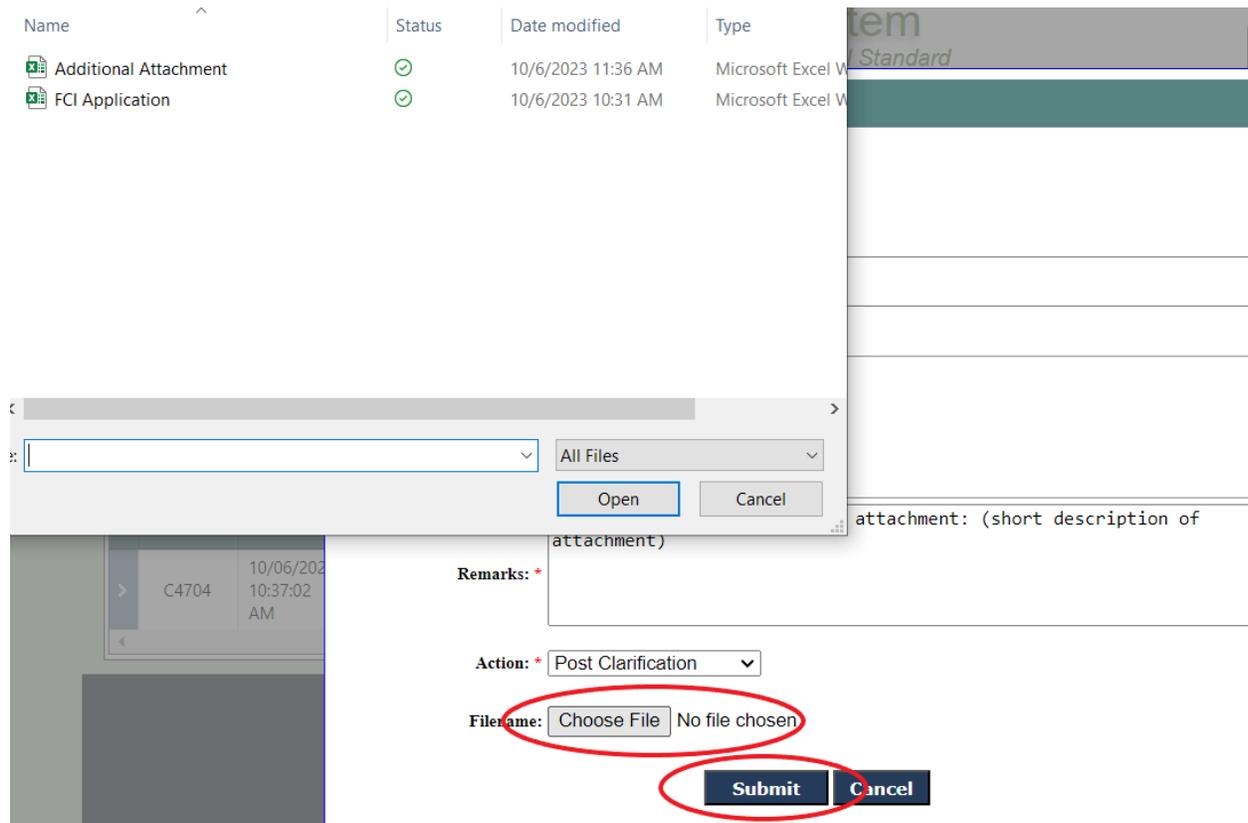
Ref. #'s (optional): C4704 - FCI Application - Olympia

Remarks: * C4704: Submitting additional attachment: (short description of attachment)

Action: * Post Clarification

Filename:
Post Clarification

Upload the additional attachment using the “Browse...” button and submit the post by clicking the “Submit” button.



Click “OK” to submit the post when prompted. Click “OK” when you receive confirmation that the post was submitted.
 To submit additional attachments, repeat this step (STEP 4) of this section.

Contact

If you have questions regarding the above information, please email WFRSAdmin@ECY.WA.GOV

ADA Accessibility

To request an ADA accommodation, contact Ecology by phone at 360-407-6831 or email at ecyADAcordinator@ecy.wa.gov, or visit <https://ecology.wa.gov/accessibility>. For Relay Service or TTY call 711 or 877-833-6341