Washington State Climate Commitment Act

CITSS User Registration Checklist

Form ECY 070-680

Publication Information

This document is available on the Department of Ecology's website at:
https://apps.ecology.wa.gov/publications/SummaryPages/ECY070680.html

Contact Information

Air Quality Program

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Website: https://ecology.wa.gov/About-us/Contact-us

ADA Accessibility

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, email at melanie.forster@ecy.wa.gov, or visit https://ecology.wa.gov/accessibility. For Washington Relay Service or TTY call 711 or 877-833-6341. Visit Ecology's website for more information.

Language Services

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.

To request these services, or to learn more about what we can provide, contact Ecology by email at melanie.forster@ecy.wa.gov.

CITSS User Registration Checklist
User Registration Form #1

To finish CITSS user registration, you must complete the following steps:

Review, sign, and date the User Registration (Form #2).
Complete, sign, and date the Proof of Identity Form (Form #3).
Assemble supporting proof of identity documents and bank account verification.
Have the supporting proof of identity documents notarized.
Compile the documents listed above and send your User Registration Package electronically to the Jurisdiction Registrar.

Ecology requires all documents submitted electronically.

Ecology encourages users to submit forms using DocuSign. If a user chooses not to use DocuSign, Ecology encourages users to complete forms electronically. Forms completed by hand may create delays due to legibility. Ecology **will not** accept photos or image files of completed forms.

Three options for submitting forms electronically:

1. **DocuSign** (*recommended*)
   Complete, sign, and submit via DocuSign's secure platform.
   - After submitting your user registration online in CITSS, *you must email RegistrarCCA@ecy.wa.gov to request Ecology to send you the forms to complete and sign through DocuSign*. Include your CITSS USER REFERENCE CODE in the email.

2. **Box.com***
   Upload* completed and signed forms to Ecology's User Registration folder.
   - If the above link does not work, copy and paste the following URL into your browser: https://ecy.app.box.com/f/21f8a1a9eb4b4ad18f9db6c496c75d4a

3. **Email***
   Send completed and signed forms to RegistrarCCA@ecy.wa.gov.
   - Ecology recommends users password protect files and encrypt the email.
   - After sending the email, call the CCA help desk at 360-407-6296 to provide the password.

   * 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.

   NOTE: Please include your CITSS USER REFERENCE CODE in the filename.

Options for acceptable form signature:

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.

- **Digital Signature**
  A digital version of your signature with a signing key. These can be created in Adobe Acrobat Certificates tool and DocuSign.

- **Print and Scan Signature**
  Print a hard copy version of your forms, sign the forms, and scan the signed forms to your computer. Save the file as a PDF.

You must have an approved User ID in CITSS to perform any actions in the system. The Jurisdiction Registrar will notify you of any changes to the status of your User Registration application at the email address provided during your initial registration in CITSS.

Once Ecology approves your CITSS User Account, you will be able to log into the system with the User ID and Password you created during the initial User Registration process.

Please allow up to 2 weeks from receipt of materials for Ecology to make a decision or request follow up information. In the winter of 2022, a response from Ecology may be delayed due to the high volume of initial program applicants.

If you have questions or need assistance submitting your User Registration Package, contact Ecology staff at RegistrarCCA@ecy.wa.gov or call the CCA help desk at 360-407-6296. CCA help desk hours are Monday-Friday, 9:00 am to 4:00 PM PT.

Information collected in your CITSS registration forms may be used by Ecology to conduct searches in World-Check. Please refer to the privacy statement located at https://www.refinitiv.com/en/products/world-check-kyc-screening/privacy-statement.