

Washington State Climate Commitment Act

CITSS Account Application Checklist

Form ECY 070-683



Publication Information

This document is available on the Department of Ecology's website at:
<https://apps.ecology.wa.gov/publications/SummaryPages/ECY070683.html>

Contact Information

Air Quality Program

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

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CITSS Account Application Checklist

Account Application Form #1

To finish the CITSS Entity Account Application, you must complete the following steps:

Complete, sign, and date the Account Application with Attestations Form (Account Application Form #2).

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.

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.

Section 2.0: This section applies to covered and opt-in entity accounts. Indicate if the Primary Account Representative (PAR) or the Alternate Account Representative (AAR) has a primary address in Washington. If not, enter the registered agent information.

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.

Complete, sign, and date the Corporate Associations and Structure Disclosure Form (Account Application Form #3). Refer to the [Guide for Corporate Associations and Structure Disclosures Form](#) for guidance on completing this form.

Section 1.0: Enter the entity's directors, officers, and partnership information, as well as that of disclosable corporate associates to the entity.

Section 2.0: Enter the names and contact information for individuals or parties controlling over 10% of the voting rights.

Section 3.0: Enter information about the entity's corporate structure and associations.

Entities with a Consolidated Entity Account will complete section 3.3.1.

General Market Participants who are also consultants and advisors for other entities registered in Washington's cap-and-invest program complete section 3.4.

Section 4.0: Enter information about any cap-and-invest consultants or advisors you are employing.

Section 5.0: Enter information about employees with knowledge of the entity's market position.

Section 6.0: The PAR or AAR attests to the accuracy of the information and signs the form.

Assemble supporting documents, if needed.

Compile the documents listed above and send your Account Application Package electronically to the Jurisdiction Registrar.

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.

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 account application 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 ENTITY ID** 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/3c518095330944f198997019b8042e3f>

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.

4. 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 ENTITY ID** 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.

Next Steps

After review of the Entity Account Application Package, Ecology will send an email to the PAR and AARs registered in CITSS with notification of application approval or denial, or to request revisions to the account application. 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.

After receiving approval from the Jurisdiction Registrar, the PAR and AARs will be able to access the entity account in CITSS.

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

If you have questions or need assistance submitting your Entity Account Application 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>.