

## BCeID User Guide v1.5

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## I. Access & Overview

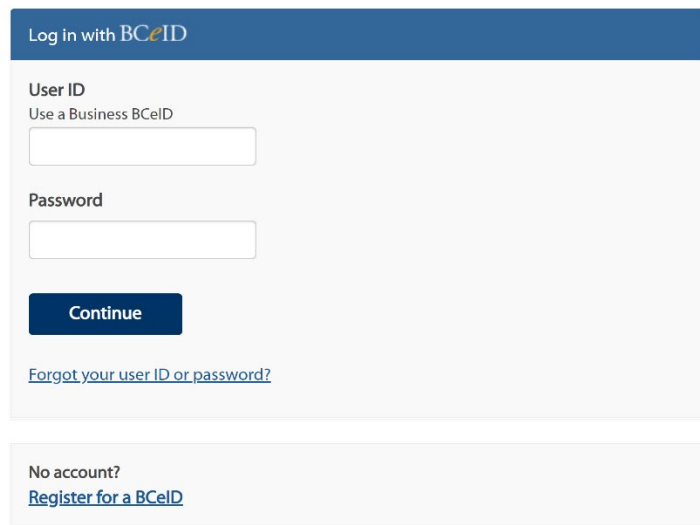
### Getting Started: BCeID

To use the Transportation Fuels Reporting System (TFRS), you will need a Business BCeID user account. Your organization will need to register with Business BCeID and have a Business BCeID user account set up for each representative of your organization who needs access to TFRS. The BCeID account manager for your organization can create additional Business BCeID user accounts and **is responsible for managing the user accounts associated with your organization.**

For more information on registering for a Business BCeID user account, please see the [“Setting up a BCeID account” guide](#) on the Ministry’s [website](#). For questions involving your BCeID account, please contact the BCeID helpdesk at [https://www.bceid.ca/aboutbceid/contact\\_us.aspx](https://www.bceid.ca/aboutbceid/contact_us.aspx).

### Logging In

The TFRS application can be accessed at <https://lowcarbonfuels.gov.bc.ca> with your BCeID login credentials. **It is strongly recommended that you access TFRS using a supported browser, such as Chrome, Firefox, Edge or Safari. Internet Explorer is not supported and should not be used to access TFRS.**

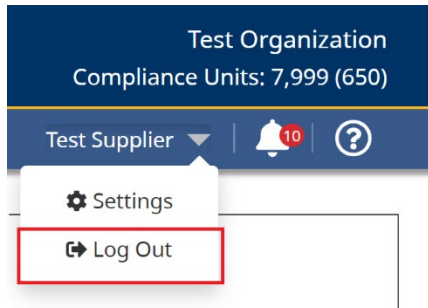


The screenshot shows the BCeID login interface. At the top, there is a blue header with the text "Log in with BCeID". Below this, the "User ID" section includes the instruction "Use a Business BCeID" and a text input field. The "Password" section includes a text input field. A blue "Continue" button is positioned below the password field. A link for "Forgot your user ID or password?" is located below the "Continue" button. At the bottom of the form, there is a section for "No account?" with a link to "Register for a BCeID".

Need help?  
[Contact the BCeID Help Desk](#)

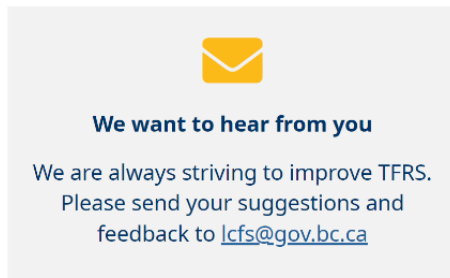
## Logging Out

You can find the log out option near the top right of the screen in a dropdown menu where your name is displayed:



## Bugs, Suggestions, and Feedback

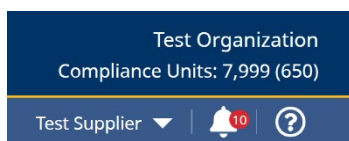
We are always striving to improve the Transportation Fuels Reporting System. We encourage users to report bugs, provide suggestions for future development, or any feedback on the system by contacting us at [lcfs@gov.bc.ca](mailto:lcfs@gov.bc.ca). If reporting a bug, **please provide a detailed description of the issue** so that our development team can reproduce and fix the bug.



## II. System Navigation

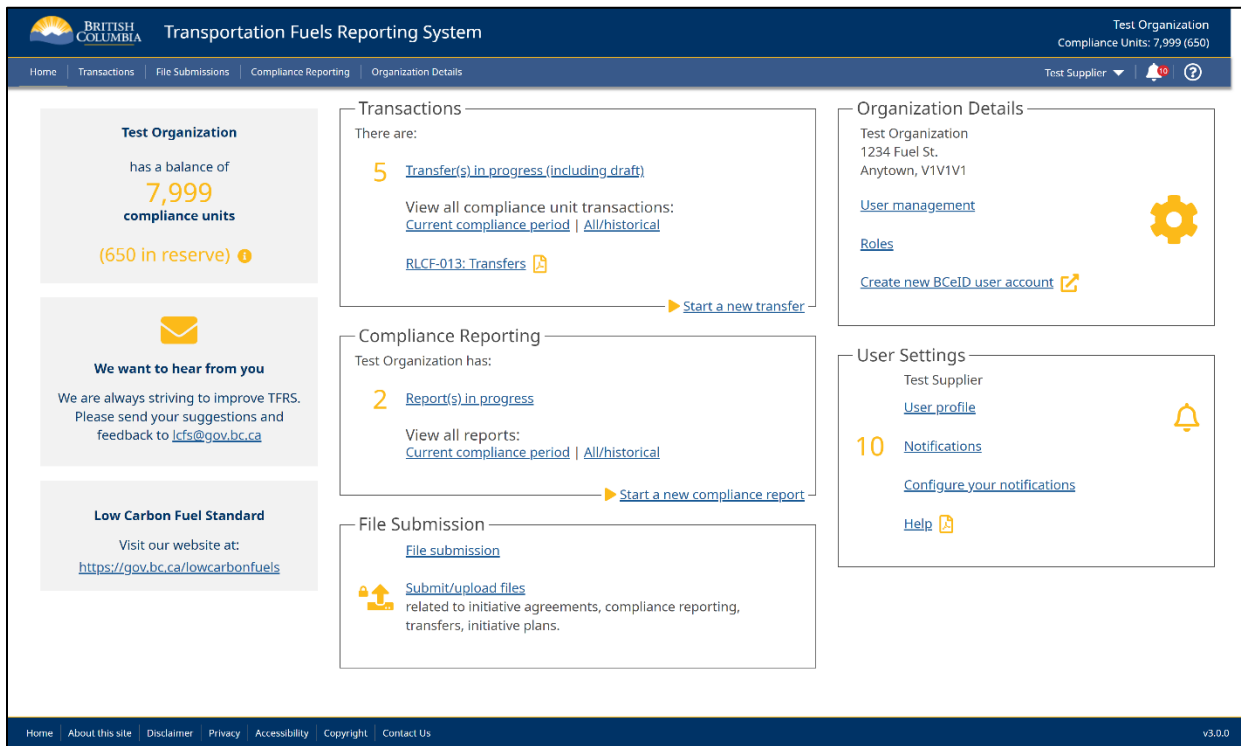
### Username, organization, and credit balance

Your name, organization, and credit balance are displayed near the top right of the application.



## Home: Dashboard

The dashboard is the main landing page and provides quick access to the various features in TFRS, including the transactions page, compliance reporting, organization details, user settings, and notifications. The dashboard also provides information on the number of transfers in progress and the status of compliance and exclusion reports. The information shown on the dashboard is based on the user’s assigned roles.



The screenshot shows the following dashboard components:

- Test Organization:** has a balance of **7,999** compliance units (650 in reserve).
- Transactions:** 5 Transfer(s) in progress (including draft). Includes links for 'View all compliance unit transactions', 'Current compliance period', 'All/historical', and 'RLCF-013: Transfers'.
- Compliance Reporting:** 2 Report(s) in progress. Includes links for 'View all reports', 'Current compliance period', and 'All/historical'.
- File Submission:** Includes a link for 'File submission' and 'Submit/upload files' related to initiative agreements, compliance reporting, transfers, and initiative plans.
- Organization Details:** Test Organization, 1234 Fuel St., Anytown, V1V1V1. Includes links for 'User management', 'Roles', and 'Create new BCeID user account'.
- User Settings:** Test Supplier, 10 Notifications. Includes links for 'User profile', 'Configure your notifications', and 'Help'.

## In Reserve Balance

The in reserve balance is shown in parentheses near your compliance balance and indicates the number of compliance units in reserve. In reserve are the portion of compliance units in your balance that are currently pending the completion of a transaction. For example, transferring compliance units to another organization or awaiting an assessment of a submitted compliance report in a net negative position. Reserved compliance units cannot be transferred or otherwise used until the pending transaction has been completed.



**Test Organization**  
has a balance of **7,999** compliance units  
**(650 in reserve)**

## Quick Tip – Tables

Referring to the diagram below, you can sort data in the different tables in TFRS by clicking on the column header (shown in red below). A line across the top of the header indicates an ascending list (lowest to highest), while clicking again will show a line across the bottom of the header, indicating the list is sorted descending.

You can also filter the list by typing values into the blank spaces immediately underneath the column headers as pictured (below in blue):

ID	Compliance Period	Type	Compliance units from
<input style="border: 1px solid blue;" type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
1170		Transfer	Test Organization
1167		Transfer	Test Organization
1166		Transfer	Test Organization
1165		Transfer	Test Organization

To view additional details about an entry in a table, navigate the mouse over the row and click anywhere within that row.

Transactions Compliance Units: 7,999  
(In Reserve: 650) ⓘ

[New Transfer](#) [Download as .xls](#)

ID	Compliance Period	Type	Compliance units from	Compliance units to	Number of units	Value per unit	Status	Last Updated On
1170		Transfer	Test Organization	FS4	50	\$123.00	Sent	2023-11-28
1167		Transfer	Test Organization	FS2	100	\$500.00	Sent	2023-11-24
1166		Transfer	Test Organization	AAA Fuel Company	50	\$123.00	Draft	2023-11-23
1165		Transfer	Test Organization	FS2	500	\$475.00	Sent	2023-11-23

## Transactions



The Transactions page provides a history of the organization’s compliance unit transactions, including transfers, initiative agreements, and assessments of compliance reports. The transactions table will update as new transactions are initiated or created.

Transactions Compliance Units: 7,999  
(In Reserve: 650) ⓘ

[New Transfer](#) [Download as .xls](#)

ID	Compliance Period	Type	Compliance units from	Compliance units to	Number of units	Value per unit	Status	Last Updated On
1170		Transfer	Test Organization	FS4	50	\$123.00	Sent	2023-11-28
1167		Transfer	Test Organization	FS2	100	\$500.00	Sent	2023-11-24
1166		Transfer	Test Organization	AAA Fuel Company	50	\$123.00	Draft	2023-11-23

## Columns and Descriptions

This section provides a description of each column in the Transactions table.

The transaction types are:

- **Transfer**
  - The transfer of compliance units between two registered organizations.
- **Initiative Agreement (formerly Part 3 Award)**
  - Compliance units issued for the completion of designated actions under an initiative agreement (formerly Part 3 Agreement).
- **Assessment (formerly Validation or Reduction)**
  - Compliance unit transactions stemming from the assessment of compliance reports by the director.
- **Administrative Adjustment**
  - An administrative adjustment of a compliance balance.

The table below provides a description of the remaining columns based on the type of transaction.

Column in TFRS	Transfer	Initiative Agreement	Assessment	Administrative Adjustment
ID	A unique ID given to each transaction			
Compliance Period	The compliance period in which the transfer occurred	The compliance period in which compliance units were issued	The compliance period in which the assessment relates	The compliance period in which the adjustment relates
Compliance units from	Transferer: the organization who is transferring compliance units	N/A	N/A	N/A
Compliance units to	Transferee: the organization who is acquiring or receiving compliance units	The organization receiving compliance units from an initiative agreement	The organization in which the assessment pertains	The organization in which the adjustment pertains
Number of units	Number of units transferred	Number of units issued	Number of units from assessment, either positive or negative	Number of units from adjustment, either positive or negative
Value per unit	The fair market value per unit (\$CAD)	N/A	N/A	N/A
Last Updated On	The date the transaction was last updated.			

## Transaction Statuses

- Draft
  - *Transfers only*
  - The transfer is in a draft state and is only visible to users within your organization.
- Sent
  - *Transfers only*
  - The transfer has been created by the initiating organization and sent to the counter-party organization for review. The transfer is not visible to government.
- Submitted
  - *Transfers only*
  - The transfer has been accepted by both organizations and is awaiting review by government. The transfer is now visible to government.
- Recorded
  - *Transfers only*
  - The transfer has been recorded by the director. A transfer is not effective until it is recorded by the director.
- Refused
  - *Transfers only*
  - The director refused the transfer.
- Declined
  - *Transfers only*
  - The transfer was declined by the counter-party organization.
- Rescinded
  - *Transfers only*
  - The transfer was cancelled by one of the organizations involved in the transfer.
- Approved
  - The transaction was approved by the director.



## View Transaction Details


Clicking within the row of a transaction will take you to the view transaction details page, where additional information is provided with respect to that transaction.

Transfer — ID: 1208 Compliance Units: 7,899  
(In Reserve: 700) ⓘ

Draft → Sent → Submitted → Reviewed → **Recorded**

Test Organization

100 compliance units



\$45,000.00

Test Fuel Supplier

**Test Organization** transferred **100** compliance units to **Test Fuel Supplier** for **\$450.00** per compliance unit for a total value of **\$45,000.00** effective **December 15, 2023**

Transaction History

- Date of written agreement reached between the two organizations: **December 1, 2023 (Category A)**
- **Signed and sent** on December 15, 2023 by **Test Supplier** of **Test Organization**
- **Signed and submitted** on December 15, 2023 by **Bobby Supplier** of **Test Fuel Supplier**
- **Recorded** on December 15, 2023 by the **Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*

[⏪ Back](#)

## Transfers

Organizations that wish to transfer compliance units must first register with the director. For more information regarding transfers, please see *Information Bulletin RLCF-013* on our website: [gov.bc.ca/lowcarbonfuels](http://gov.bc.ca/lowcarbonfuels).

### New Transfer

Users with the **Credit Transfers** role can initiate a new transfer by selecting the New Transfer button on the Transactions page. Once on the New Transfer page, input the relevant details of the transfer, including the quantity of compliance units to be transferred, the transferee organization, and the fair market value of any consideration, expressed in Canadian dollars per compliance unit.

**New Transfer**

A transfer is not effective until it is recorded by the Director.  
Transfers must indicate whether they are for consideration, and if so, the fair market value of the consideration in Canadian dollars per compliance unit.

Compliance Units: 7,899  
(In Reserve: 700)

Draft
Sent
Submitted
Reviewed
Recorded

Test Organization

500 compliance units

\$235,000.00

Test Fuel Supplier

Transfer Details (required)

Test Organization transfers  compliance units to  Test Fuel Supplier for \$  per compliance unit for a total value of \$235,000.00 CAD.

Agreement Date (required)

Date on which the written agreement for the transfer was reached between the organizations:

Agreement Date:

Your Comment:

Use this field to communicate relevant details

**⚠ Disclosure Notice**  
Information entered in this comment field will be visible to both parties of the transaction and government.

Signing Authority Declaration

I confirm that records evidencing each matter reported under section 17 of the Low Carbon Fuel (General) Regulation are available on request.

Back
Save Draft
Sign and send

A comment field is provided if you wish to communicate other relevant details with respect to the transfer. This field is **optional** for most transfers. **Comments are visible to both fuel suppliers and government.**

The **Signing Authority** role is required to complete the process of sending a transfer to another organization. If you do not have the Signing Authority role, the signing declaration section will not be visible; to proceed, save the transfer as a draft and have a user with the Signing Authority role login to complete the declaration and send the transfer.

If you have the **Signing Authority** role, complete the Signing Authority declaration by checking the box and click on the Sign and Send button to send the transfer to the other organization.

Information entered in this comment field will be visible to both parties of the transaction and government.

**Signing Authority Declaration**

I confirm that records evidencing each matter reported under section 17 of the Low Carbon Fuel (General) Regulation are available on request.

[Back](#)
[Save Draft](#)
[Sign and send](#)

An organization **cannot propose to transfer more compliance units than their current balance, including any other pending transfer proposals** that have not yet been recorded by the director (as represented by the organization’s in reserve balance).

## Zero Dollar Transfers

Transfers must indicate whether they are for consideration, and if so, the fair market value of the consideration in Canadian dollars per compliance unit. If a transfer is not for consideration, an additional field will be visible as shown below. If **“Other Reason”** is selected, a **written explanation should be provided via the comment field**.

This transfer is not for consideration because:

Transfer to affiliated organization

Other (specify in comments)

## Accepting a Transfer

The **Signing Authority role** is required to accept a transfer sent to your organization by another organization. To accept the transfer, complete the Signing Authority declaration by checking the box and clicking on the Sign and submit button. Alternatively, clicking on the **Decline transfer** button will decline (i.e., cancel) the transfer.

Transfer — ID: 1210
Compliance Units: 10,101  
(In Reserve: 0)

A transfer is not effective until it is recorded by the Director.  
Transfers must indicate whether they are for consideration, and if so, the fair market value of the consideration in Canadian dollars per credit.

Draft

Sent


Submitted

Reviewed

Recorded

Test Organization

500 compliance units



\$235,000.00

Test Fuel Supplier

Test Organization transfers 500 compliance units to Test Fuel Supplier for \$470.00 per compliance unit for a total value of \$235,000.00.

**Signing Authority Declaration**

I confirm that records evidencing each matter reported under section 17 of the Low Carbon Fuel (General) Regulation are available on request.

**Transaction History**

- Date of written agreement reached between the two organizations: **January 2, 2024** (proposal falls under **Category A** if approved by: **July 2, 2024**)
- **Signed and sent** on January 3, 2024 by **Test Supplier** of **Test Organization**

[Add Comment](#)

[Back](#)
[Decline transfer](#)
[Sign and submit](#)

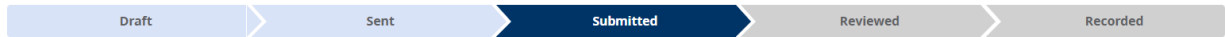
## Cancel a Transfer

A transfer can be cancelled at any time prior to director review and statutory decision. To cancel a transfer that has already been sent or submitted by your organization, click on the **Rescind transfer** button when viewing the details of the transfer. **Please note that this action cannot be undone.**

Transfer — ID: 1209

Compliance Units: 10,101  
(In Reserve: 0)

A transfer is not effective until it is recorded by the Director.



**Test Organization** transfers 50 compliance units to **Test Fuel Supplier** for \$470.00 per compliance unit for a total value of \$23,500.00.

Transaction History

- Date of written agreement reached between the two organizations: **December 1, 2023** (proposal falls under **Category A** if approved by: **June 1, 2024**)
- **Signed and sent** on December 15, 2023 by **Test Supplier** of **Test Organization**
- **Signed and submitted** on December 15, 2023 by **Bobby Supplier** of **Test Fuel Supplier**

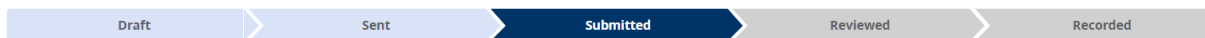
[Back](#) [Rescind transfer](#)

## Director Review of a Transfer

The transfer becomes visible to the Government of British Columbia once the transferee organization has signed and submitted the transfer; the status of the proposal is **Submitted**.

1164	Transfer	Test Fuel Supplier	Test Organization	15	\$500.00	Submitted	2023-12-15
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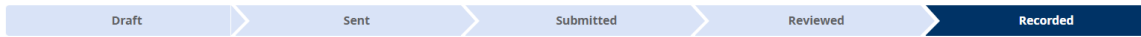
Organizations can track the progress of a transfer via the transactions page and the transfer progress bar within the details page of the transfer.



Upon review, the director will either record or refuse the transfer. Following this statutory decision, the transfer’s status will update to either **Recorded** or **Refused**. If **recorded**, the organizations’ balances will change accordingly.

Transfer — ID: 1208

Compliance Units: 7,899  
(In Reserve: 650)



**Test Organization** transferred **100** compliance units to **Test Fuel Supplier** for **\$450.00** per compliance unit for a total value of **\$45,000.00** effective **December 15, 2023**

Transaction History

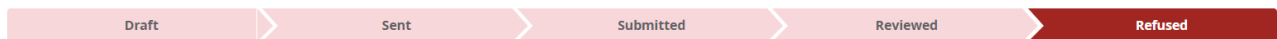
- Date of written agreement reached between the two organizations: **December 1, 2023 (Category A)**
- **Signed and sent** on December 15, 2023 by **Test Supplier** of **Test Organization**
- **Signed and submitted** on December 15, 2023 by **Bobby Supplier** of **Test Fuel Supplier**
- **Recorded** on December 15, 2023 by the **Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*

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If **refused**, the organizations’ balances will not change and a written explanation for the refusal will likely be provided within the details page of the transfer. For more information on grounds for refusing to record a transfer of credits, please see section 19 of the Low Carbon Fuels (General) Regulation.

Transfer — ID: 1164

A transfer is not effective until it is recorded by the Director.



**Test Fuel Supplier** transfers **15** compliance units to **Test Organization** for **\$500.00** per compliance unit for a total value of **\$7,500.00**. The proposal was declined.

Transaction History

- Date of written agreement reached between the two organizations: **November 1, 2023** (proposal falls under **Category A** if approved by: **May 1, 2024**)
- **Signed and sent** on November 23, 2023 by **Bobby Supplier** of **Test Fuel Supplier**
- **Signed and submitted** on December 15, 2023 by **Test Supplier** of **Test Organization**
- **Refused** on December 15, 2023 by **A Test User, Director** under the *Low Carbon Fuels Act*

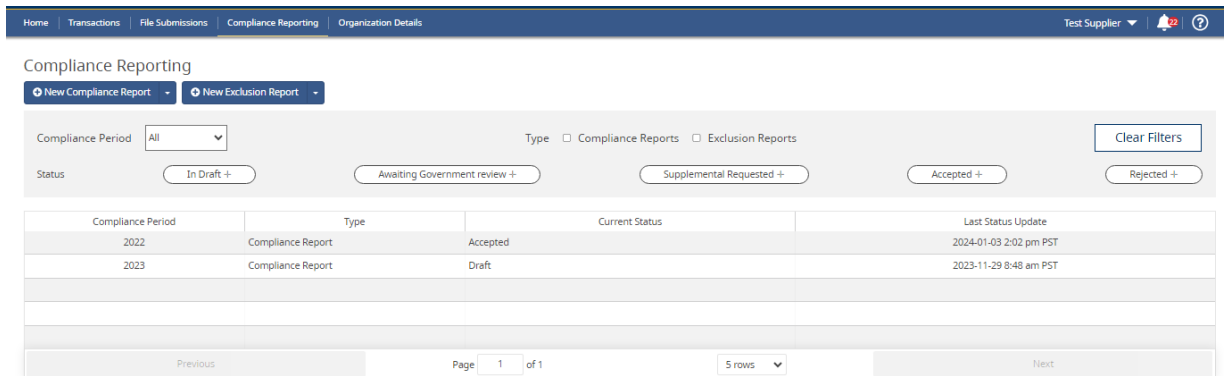
[Back](#)

## Compliance Reporting

Anyone who manufactures fuel in British Columbia or imports it into the province is considered to be a fuel supplier and must comply with the Renewable & Low Carbon Fuel Requirements Regulation. For more information on the compliance reporting requirements, refer to *Information Bulletin RLCF-003 – Compliance Reporting Requirements* on our website at [gov.bc.ca/lowcarbonfuels](http://gov.bc.ca/lowcarbonfuels).

A person who sells or purchases Part 3 fuel under an exclusion agreement in a compliance period must submit to the director an exclusion report in accordance with section 11.032 of the Renewable & Low Carbon Fuel Requirements Regulation. For more information on exclusion agreements and exclusion reporting, refer to *Information Bulletin RLCF-015 – Exclusion Agreements and Reports* on our website at [gov.bc.ca/lowcarbonfuels](http://gov.bc.ca/lowcarbonfuels).

The Compliance Reporting feature enables organizations to manage their compliance obligations by completing compliance and exclusion reports. The main reporting page, shown below, allows the user to create new compliance and exclusion reports as well as track the status of existing reports. The **Compliance Reporting** role is required to create new compliance and exclusion reports; the **Signing Authority** role is required to submit the reports.



The screenshot shows the 'Compliance Reporting' page with a navigation bar at the top containing 'Home', 'Transactions', 'File Submissions', 'Compliance Reporting', and 'Organization Details'. Below the navigation bar, there are buttons for 'New Compliance Report' and 'New Exclusion Report'. The main area features a filter section with 'Compliance Period' set to 'All', 'Type' with radio buttons for 'Compliance Reports' and 'Exclusion Reports', and a 'Clear Filters' button. Below the filters are buttons for report status: 'In Draft +', 'Awaiting Government review +', 'Supplemental Requested +', 'Accepted +', and 'Rejected +'. A table displays the following data:

Compliance Period	Type	Current Status	Last Status Update
2022	Compliance Report	Accepted	2024-01-03 2:02 pm PST
2023	Compliance Report	Draft	2023-11-29 8:48 am PST

At the bottom of the table, there is a pagination control showing 'Page 1 of 1' and a '5 rows' dropdown menu.

## Report Statuses

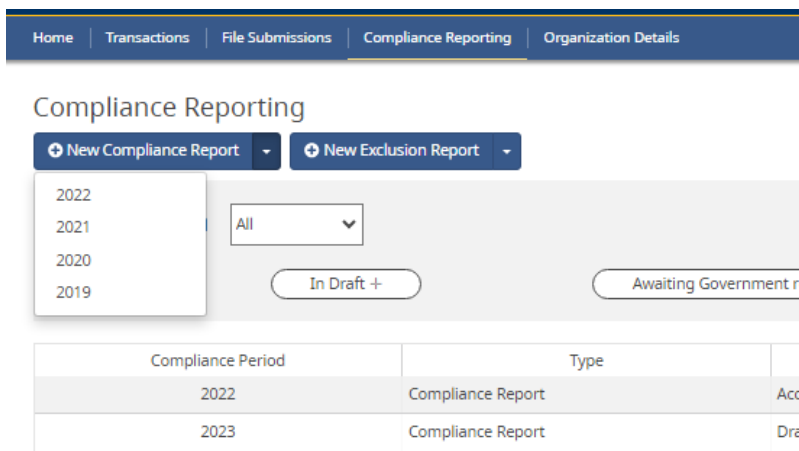
The 'Current Status' column displays the status of the compliance and exclusion reports. The following statuses are available:

- Draft
  - The compliance or exclusion report is in an editable draft state and is only visible to users within your organization.
- Submitted
  - The compliance or exclusion report has been submitted to the Government of British Columbia and is awaiting review. The report submission cannot be altered or changed, except by submitting a supplemental report.
- Accepted

- The compliance or exclusion report has been accepted by the Government of British Columbia. The organization’s compliance balance changes accordingly (if applicable).
- Rejected
  - The compliance or exclusion report has been rejected by the Government of British Columbia. No change to the organization’s credit balance (if applicable).
- Supplemental Requested
  - The director requires the organization to provide additional information in support of a compliance or exclusion report submission.

## New Compliance or Exclusion Report

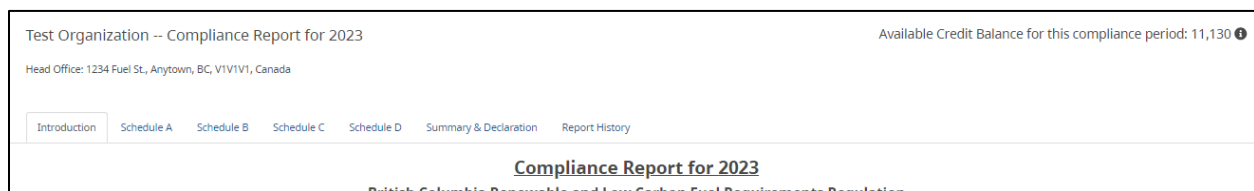
To create a new Compliance or Exclusion Report, navigate to the Compliance Reporting page and click on either the “New Compliance Report” or “New Exclusion Report” button. A drop-down menu will appear, select the appropriate compliance period.



The screenshot shows the 'Compliance Reporting' page with a navigation bar containing 'Home', 'Transactions', 'File Submissions', 'Compliance Reporting', and 'Organization Details'. Below the navigation bar, there are two buttons: 'New Compliance Report' and 'New Exclusion Report'. A dropdown menu is open under 'New Compliance Report', showing years 2022, 2021, 2020, and 2019. To the right of the dropdown is a 'Type' dropdown menu set to 'All'. Below these are two buttons: 'In Draft +' and 'Awaiting Government re...'. At the bottom, there is a table with the following data:

Compliance Period	Type	Acc...
2022	Compliance Report	Acco
2023	Compliance Report	Dra

## Available Credit Balance



The screenshot shows a compliance report for 2023. The title is 'Test Organization -- Compliance Report for 2023'. The address is 'Head Office: 1234 Fuel St., Anytown, BC, V1V1V1, Canada'. The available credit balance is displayed in the top right-hand corner as 'Available Credit Balance for this compliance period: 11,130'. The page has navigation tabs for 'Introduction', 'Schedule A', 'Schedule B', 'Schedule C', 'Schedule D', 'Summary & Declaration', and 'Report History'. The main heading is 'Compliance Report for 2023' with a sub-heading 'British Columbia Renewable and Low Carbon Fuel Requirements Regulation'.

The Available Credit Balance is displayed in the top right-hand corner of a compliance report. The Available Credit Balance is the amount of credits in your credit balance that can be used for compliance in a particular compliance period. Available credits include: (1) credits that were generated from the supply of fuel in a particular compliance period and in previous compliance periods; and (2) credits issued under Initiative Agreements (formerly Part 3 Agreements) or acquired through transfers on or before the March 31 deadline of the calendar year following

the particular compliance period. Credits that are in reserve (i.e., pending a transaction) are not considered available and are therefore not included in the Available Credit Balance.

### Compliance & Exclusion Reporting Features and Functionality

The compliance and exclusion reporting feature uses a spreadsheet-like component that is similar to Microsoft Excel and other spreadsheet tools. White coloured cells are input cells whereas grey coloured cells are non-input cells. The spreadsheet also contains several features that improve the usability and rigor of the reporting process.

Introduction Schedule A **Schedule B** Schedule C Schedule D Summary & Declaration Report History

Schedule B - Part 3 Fuel Supply

Report the fuel volumes supplied for transportation. Do not include fuel volumes supplied for purposes other than transportation in Schedule B; please report those fuel quantities in Schedule C.

✓ No issues identified

	FUEL IDENTIFICATION				ENERGY SUPPLIED BY FUEL CALCULATION					
	Fuel Type ⓘ	Fuel Class ⓘ	Provision of the Act Relied Upon to Determine Carbon Intensity ⓘ	Fuel Code or Schedule D Entry (if applicable) ⓘ	Quantity of Fuel Supplied	Units ⓘ	Carbon Intensity Limit (gCO <sub>2</sub> e/MJ) ⓘ	Carbon Intensity of Fuel (gCO <sub>2</sub> e/MJ) ⓘ	Energy Density ⓘ	EER ⓘ
1	▼	▼	▼	▼						
2	▼	▼	▼	▼						
3	▼	▼	▼	▼						
4	▼	▼	▼	▼						
5	▼	▼	▼	▼						

+ Add Row ▼

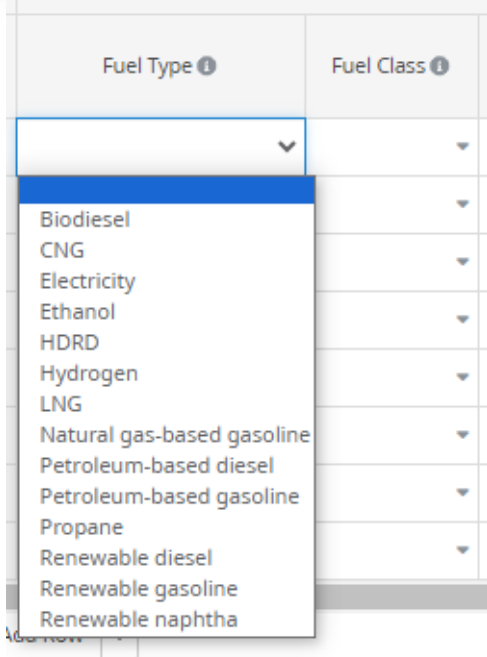
### Copy and paste

The spreadsheet supports copy and paste functionality, including pasting multiple rows and columns from excel. This functionality only works when the copied text is an exact match to a selection in the drop-down menu options; for example, pasting 'Biodiesel' will work in the 'Fuel Type' column but not 'bio-diesel' or 'biodiesel'.

### Drop-down menus

Certain input fields contain drop-down menus, denoted by the downward facing wedge on the right-hand side of the cell. **To activate the drop-down menu, double click on the cell and then click again to display the menu.** Alternatively, the user can begin typing the name of a selection and the cell will automatically suggest items from the drop-down menu. Double clicking on the cell to activate the drop-down menu is required in order to maintain copy and paste functionality within the sheet.





### Auto-suggest and auto-complete

The compliance and exclusion reporting features contain auto-suggest and auto-complete functionality. The **auto-suggest feature** will suggest possible matches based on the user’s input. For example, possible matches will be suggested when the user begins typing the legal name of a trading partner in Schedule A – Notional Transfers, as shown in the screenshot below.

	Legal Name of Trading Partner	Postal Address
1	<u>TFRS</u>	
2	<b>TFRS Biz Test</b> 727 Fisgard Victoria, BC V8T 5H6	
3	<b>TFRS Fantastic Fuels</b>	
4	190 Fuel Supplier Drive Unit 890 Anytown, British Columbia A1A 2B2	
5	<b>TFRS Test Org Creation</b> 123 Fake Street Unit 32 AnyTown, AA B5B2D2	
+ Add row		

The **auto-complete feature** will populate certain input fields based on selections in other input fields. For example, when the user selects petroleum-based diesel in the fuel type column in Schedule B, the fuel class and provision of the Act column will automatically be completed. This functionality typically occurs when there is only one possible input for a selected input field (e.g., the fuel class for petroleum-based diesel must be diesel) or if the system already has the relevant data (e.g., a trading partner’s postal address).

Fuel Type <sup>i</sup>	Fuel Class <sup>i</sup>	Provision of the Act Relied Upon to Determine Carbon Intensity <sup>i</sup>
Petroleum-based diesel ▼	Diesel	Section 6 (5) (b) - Prescribed carbon intensity

**Issue identification: Data validation**

The compliance and exclusion reporting features include a built-in issue identification component that identifies common issues and discrepancies in reporting. These include duplicate entries, incomplete entry rows, and negative or decimal quantity values.

When an issue is identified, the identification bar above the input fields will turn red and display “Issues identified”. Clicking on the identification bar will provide a description of the issue, as shown in the screenshot below.

✘ **Issues identified**

- The quantity of fuel cannot be zero, negative, or contain a decimal value.
- There is missing information, please ensure all fields are completed.

In addition, the relevant cells will be highlighted in red and the entry row will change to a warning icon on the left-hand side.

	Fuel Type <sup>i</sup>	Fuel Class <sup>i</sup>	Provision of the Act Relied Upon to Determine Carbon Intensity <sup>i</sup>	Fuel Code or Schedule D Entry (if applicable) <sup>i</sup>	Quantity of Fuel Supplied
⚠	Biodiesel ▼	Diesel	▼		0
✓	Petroleum-based diesel ▼	Diesel	Section 6 (5) (b) - Prescribed carbon intensity		1,000,000

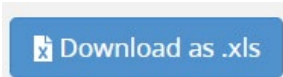
Upon resolution, the identification bar will turn green and state “No issues identified”, as shown below. **All data validation issues must be resolved before saving or submitting a compliance or exclusion report.** This ensures data quality is maintained in accordance with the requirements for reporting.

✓ **No issues identified**

No errors found

**Download as .xls**

The download as .xls button on the bottom task bar within the compliance or exclusion report allows the user to download the inputted data into an excel document. **Prior to downloading the data, the compliance or exclusion report must be saved**



Compliance Report – Schedules A, B, C, D

**Schedule A** is used to report notional transfers of renewable fuel in relation to the renewable fuel requirement. **Schedule B** is used to report the fuel volumes supplied for transportation. **Schedule C** is used to report fuel volumes supplied for purposes other than transportation. **Schedule D** is used to report a fuel’s carbon intensity determined using GHGenius under section 6 (5) (d) (ii) (A) of the Act. For more information on reporting requirements, please see our website at <https://gov.bc.ca/lowcarbonfuels>.



Compliance Report – Summary & Declaration page

The compliance report summary page provides a summary of the renewable fuel requirement (called Part 2) and the low carbon fuel requirement (called Part 3). This summary is based on the data entered into the various schedules within the report.

### Part 2 – Renewable Fuel Requirement Summary

This section provides a summary of the renewable fuel requirement. Hovering the mouse over the information icons in the line column provides a description of each line item.

Part 2 - Renewable Fuel Requirement Summary

<b>Gasoline Class - 5</b>	This line displays the total volume of petroleum-based gasoline supplied for the compliance period as reported in Schedule B. This is the sum of all petroleum-based gasoline that was imported, manufactured, or acquired under an agreement described in section 6 of the Regulation, and then sold or used.		
Volume of petroleum-based gasoline supplied	Line 1		0
Volume of gasoline class renewable fuel supplied	Line 2		0

Line 6, 8, 17 and 19 allow the user to enter in the volume of renewable fuel retained or deferred in the compliance period (if applicable). Line 7, 9, 18 and 20 allows the user to enter in the volume of renewable fuel retained or deferred in the previous compliance period.

## Part 2 - Renewable Fuel Requirement Summary

Gasoline Class - 5% Renewable Requirement	Line	Litres (L)
Volume of petroleum-based gasoline supplied	Line 1 ⓘ	10,000,000
Volume of gasoline class renewable fuel supplied	Line 2 ⓘ	4,500,000
Total volume of gasoline class fuel supplied (Line 1 + Line 2)	Line 3 ⓘ	14,500,000
Volume of Part 2 gasoline class renewable fuel required (5% of Line 3)	Line 4 ⓘ	725,000
Net volume of renewable fuel notionally transferred to and received from other suppliers as reported in Schedule A	Line 5 ⓘ	0
Volume of renewable fuel retained (up to 5% of Line 4 is 36,250 L)	Line 6 ⓘ	36,250
Volume of renewable fuel previously retained (from Line 6 of previous compliance period)	Line 7 ⓘ	31,452
Volume of renewable obligation deferred (up to 5% of Line 4 is 36,250 L)	Line 8 ⓘ	
Volume of renewable obligation added (from Line 8 of previous compliance period)	Line 9 ⓘ	0
Net volume of renewable Part 2 gasoline class fuel supplied (Total of Line 2 + Line 5 - Line 6 + Line 7 + Line 8 - Line 9)	Line 10 ⓘ	4,495,202
<b>Gasoline class non-compliance payable (Line 4 - Line 10) x \$0.30/L</b>	<b>Line 11 ⓘ</b>	

## Part 3 – Low Carbon Fuel Requirement Summary

The design of this section differs depending on the year of the compliance report.

### Compliance Reports for 2023

For 2023 compliance reports, the section provides a summary of compliance for fuel supply that is subject to the low carbon fuel requirement.

#### Low Carbon Fuel Requirement Summary

Net compliance unit balance for compliance period	Line 25 ⓘ	219
Available compliance unit balance on March 31, 2024		11,130
Compliance unit balance change from assessment		219
Available compliance unit balance after assessment on March 31, 2024		11,349

The net compliance unit balance for the compliance period is based on fuel supply reported in Schedule B. The [available compliance unit balance](#) is described earlier in this section of the guide. The compliance unit balance change from assessment describes the anticipated change to an organization’s balance, either positive or negative, from the director’s assessment (i.e., acceptance) of a report. The final row describes the organization’s anticipated available compliance unit balance after the director has assessed the report.

### Compliance Reports for 2019 to 2022

For 2019 to 2022 compliance reports, the section provides a summary of compliance for fuel supply that is subject to the low carbon fuel requirement. The focus of this section is on credits and debits, and using banked credits to offset an outstanding debit balance (if applicable).

**Line 26 enables the user to specify the quantity of banked (available) credits used to offset a net debit position in a given compliance period.** This line is only available if there is a net debit position in the compliance period, as indicated in Line 25 and informed from the data inputted in the various schedules within the report.

### Part 3 - Low Carbon Fuel Requirement Summary

Part 3 - Low Carbon Fuel Requirement Summary	Line		Units
Total credits from fuel supplied (from Schedule B)	Line 23 ⓘ	4,904	Credits
Total debits from fuel supplied (from Schedule B)	Line 24 ⓘ	(11,156)	(Debits)
Net credit or debit balance for compliance period	Line 25 ⓘ	(6,252)	Credits (Debits)
Banked credits used to offset outstanding debits (if applicable)	Line 26 ⓘ	6,252	Credits
<b>Outstanding debit balance</b>	<b>Line 27 ⓘ</b>	<b>0</b>	<b>(Debits)</b>
<b>Part 3 non-compliance penalty payable</b>	<b>Line 28 ⓘ</b>	<b>0.00</b>	<b>\$CAD</b>

### Cleared input values in the summary section

The input values entered into the summary section, such as Line 26, may be cleared after making changes to existing data in the various schedules. When this occurs, an alert should appear informing the user that the values have been cleared, as shown below. **It is recommended that you complete the schedules before completing the summary section.**

**Confirmation**
×

The values you previously entered in the Summary & Declaration tab have been cleared as a result of making subsequent changes within the schedules.

It is recommended you complete this section after all schedules are complete.

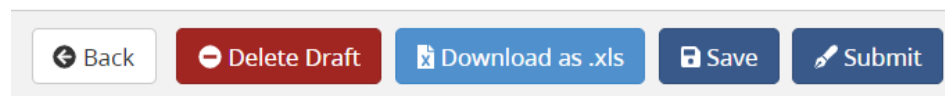
## Exclusion Reports

A person who sells or purchases Part 3 fuel under an exclusion agreement in a compliance period must submit to the director an exclusion report in accordance with section 11.032 of the Renewable & Low Carbon Fuel Requirements Regulation. For more information on exclusion agreements and exclusion reporting, refer to *Information Bulletin RLCF-015 – Exclusion Agreements and Reports* on our website at [gov.bc.ca/lowcarbonfuels](http://gov.bc.ca/lowcarbonfuels).

An exclusion report must include all Part 3 fuels either purchased or sold under an exclusion agreement within the compliance period. **Exclusion reports do not apply to petroleum-based gasoline or petroleum-based diesel.**

## Save and Submit Compliance &amp; Exclusion Reports

To save or submit a compliance and exclusion report, click on the Save or Submit buttons located at the bottom of the reports.



The **Signing Authority** role is required to **submit** a compliance or exclusion report to the Government of British Columbia. **The submission of a compliance report must be completed from the Summary & Declaration page.** Prior to submission, the Signing Authority will be required to complete the declaration section, as shown below.

### Signing Authority Declaration ×

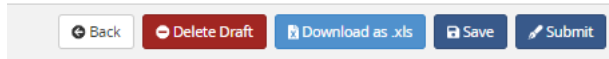
I, Al Smith, Manager, Fuels Division:

- expect, on reasonable grounds, that any fuels reported in Schedule C were used for a purpose other than transport in accordance with section 6 (3) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*.
- certify that records evidencing each matter reported under sections 9 and 11.08 of the Renewable and Low Carbon Fuel Requirements Regulation are available on request.
- certify that I am an officer or employee of the fuel supplier, and that records evidencing my authority to submit this report are available on request.
- certify that the information in this report is true and complete to the best of my knowledge and I understand that I may be required to provide to the Director records evidencing the truth of that information.

Are you sure you want to submit this Compliance Report to the Government of British Columbia?

## Delete a Draft Compliance & Exclusion Report

To **delete** a draft compliance or exclusion report, click on the Delete Draft button located at the bottom of the draft report. This action cannot be undone.



## Report History

The Report History section provides information on the history of a compliance or exclusion report submission, including when the report was submitted, by whom, and the director's decision to either accept or reject the report. This section also provides a concise snapshot of the report values at the time of submission.

### Report History

#### Compliance Report for 2018

- Submitted on 2020-01-15 2:34 pm PST by AI Smith of TFRS Biz Test

#### Compliance Report for 2018 Schedule B

Fuel Type	Fuel Class	Provision Of The Act	Fuel Code	Quantity Supplied	Units	CI Limit	CI Fuel	Energy Density	EER	Energy	Credits	Debits
Electricity	Gasoline	Section 6 (5) (d) (i) - Default Carbon Intensity Value		32,132,100	kWh	82.41	19.73	3.60	3.40	115,675,560.00	30,129.32	0.00
Petroleum-based gasoline	Gasoline	Section 6 (5) (a) - Prescribed carbon intensity		10,000,000	L	82.41	88.14	34.69	1.00	346,900,000.00	0.00	1,987.74
Ethanol	Gasoline	Section 6 (5) (c) - Approved fuel code	BCLCF121.1	4,500,000	L	82.41	39.03	23.58	1.00	106,110,000.00	4,603.05	0.00
Biodiesel	Diesel	Section 6 (5) (d) (i) - Default Carbon Intensity Value		25,000,000	L	88.60	98.96	35.40	1.00	885,000,000.00	0.00	9,168.60
<b>Totals</b>											<b>34,732</b>	<b>11,156</b>

## Assessment

Upon director acceptance of a compliance or exclusion report, a new assessment tab will appear within the report. This section provides an assessment of the organization's compliance with the renewable fuel requirement, the low carbon fuel requirement, and/or the exclusion reporting requirements.

**Compliance Report for 2023**

- Accepted on 2023-06-09 2:56 pm PDT by **Al Smith, Director** under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*
- Submitted on 2022-06-23 10:42 am PDT by **Jane Doe of Test Organization**

**Part 2 requirements: Compliant**

Based on the information submitted, **Test Organization** was compliant with the Part 2 requirements of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* under section 7 of the Renewable and Low Carbon Fuel Requirements Regulation for the 2023 compliance period.

**Part 3 requirements: Compliant**

Based on the information submitted, **Test Organization** was compliant with the Part 3 requirements under section 6 (1) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* for the 2023 compliance period.

The information to which this assessment is based is subject to verification through on-site inspection under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* , and records must be retained in accordance with the Renewable and Low Carbon Fuel Requirements Regulation.

[← Back](#)   [Download as .xls](#)

## Supplemental Compliance & Exclusion Reporting

Under section 3 (2) and 7 (2) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* (Act), fuel suppliers are required to submit a supplementary report when either (1) information in a previous report does not completely and accurately disclose the required information, or (2) the information required to be reported in a previous report has changed. In addition, under section 7 (4) (b) of the Act, the director may require a fuel supplier to provide additional information in support of a report.

### Creating a Supplemental Report

A supplemental report can only be created following the submission of a compliance or exclusion report to the Government of British Columbia. This includes reports that have been submitted but not yet assessed by the director. To create a supplemental report, first navigate to the original report submission from within the Compliance Reporting page.

Compliance Reporting

[+ New Compliance Report](#)   [+ New Exclusion Report](#)

Compliance Period: All   Type:  Compliance Reports    Exclusion Reports   [Clear Filters](#)

Status: [In Draft +](#)   [Awaiting Government review +](#)   [Supplemental Requested +](#)   [Accepted +](#)   [Rejected +](#)

Compliance Period	Type	Current Status	Last Status Update
2022	Compliance Report	Accepted	2024-01-03 2:02 pm PST
2023	Compliance Report	Draft	2023-11-29 8:48 am PST

Once you are viewing the report, click on the **Create Supplemental Report** button located at the bottom of the page. You must have the **Compliance Reporting** role to create supplemental reports.

[← Back](#)   [Download as .xls](#)   [Create Supplemental Report](#)



The newly created supplemental report will contain all of the data from the previously submitted report and be in an editable state where all input values can be adjusted as necessary. New entries can also be added to the schedules within the report.

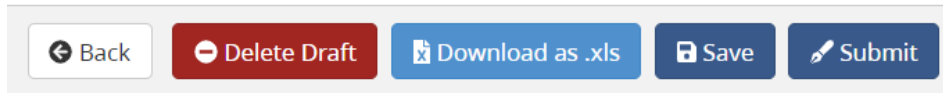
#### Delete a Draft Compliance & Exclusion Report

To **delete** a draft supplemental compliance or exclusion report, click on the Delete Draft button located at the bottom of the draft report. Please note that this action cannot be undone.

#### Save and Submit Supplemental Compliance & Exclusion Reports

Once the required changes have been completed, your organization can submit the supplemental report via the same process as the submission of the original report.

To save or submit a supplemental compliance and exclusion report, click on the Save or Submit buttons located at the bottom of the reports.



The **Signing Authority** role is required to **submit** a supplemental compliance or exclusion report to the Government of British Columbia. Submission of a compliance report must be done from the Summary & Declaration page. Prior to submission, **the Signing Authority must complete the declaration section and provide a written explanation as to why the organization is submitting a supplemental report**, as shown below.

**Signing Authority Declaration** x

I, Al Smith, Manager, Compliance:

- expect, on reasonable grounds, that any fuels reported in Schedule C were used for a purpose other than transport in accordance with section 6 (3) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*.
- certify that records evidencing each matter reported under sections 9 and 11.08 of the Renewable and Low Carbon Fuel Requirements Regulation are available on request.
- certify that I am an officer or employee of the fuel supplier, and that records evidencing my authority to submit this report are available on request.
- certify that the information in this report is true and complete to the best of my knowledge and I understand that I may be required to provide to the Director records evidencing the truth of that information.

**Supplemental Report Reason (Required)**

Use this field to provide a brief explanation for the supplemental report.

Are you sure you want to submit this Compliance Report to the Government of British Columbia?

## Supplemental Changelog and Report History

Upon submission of a supplemental compliance or exclusion report, **a changelog will be generated that provides information on the incremental changes between the supplemental report and the previous submission.**

To view the changelog, navigate to the Report History tab within the supplemental compliance or exclusion report submission and click on the Changelog section under the Report History heading, as shown in the screenshot below.

TFRS Fantastic Fuels -- Compliance Report for 2020  
190 Fuel Supplier Drive Unit 890 Anytown, British Columbia, A1A 2B2

Introduction Schedule A Schedule B Schedule C Schedule D Summary & Declaration **Report History**

### Report History

[Compliance Report for 2020 -- Supplemental Report #1](#)

- Submitted on 2020-01-22 10:31 am PST by AI Smith of TFRS Fantastic Fuels

[Changelog for Compliance Report for 2020](#)

- 8 records changed

[Compliance Report for 2020](#)

- Submitted on 2020-01-22 9:43 am PST by AI Smith of TFRS Fantastic Fuels

The Report History section also allows the user to view all compliance or exclusion report submissions (e.g., original, supplemental #1, supplemental #2, etc.) by clicking on the submissions under the Report History heading, as shown in the screenshot above.

## Tracking the Progress of a Supplemental Report Submission

Upon creation of a new supplemental report, the **Current Status** column within the main Compliance Reporting table will show a status of **Draft**, as shown in the screenshot below.

Compliance Reporting

Compliance Period: 
 Type:  Compliance Reports  Exclusion Reports

Status:

Compliance Period	Type	Current Status	Last Status Update
2022	Compliance Report	Accepted	2024-01-03 2:02 pm PST
2023	Compliance Report	Draft	2023-11-29 8:48 am PST

Please see the [Report Statuses section](#) for more information on the different statuses for compliance and exclusion report submissions.

#### Acceptance of a Supplemental Report Submission: Assessment

Upon acceptance of a **supplemental compliance or exclusion report**, the compliance assessment tab will update with the new assessment information for renewable fuel requirement, the low carbon fuel requirement, and/or the exclusion reporting requirements.

#### Multiple Supplemental Report Submissions

Fuel suppliers can submit more than one supplemental report as required under section 3 (2), 7 (2), and 7 (4) (b) of the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act*.

To submit additional supplemental reports, simply follow the same process as for the submission of the first supplemental report, as outlined in the [Supplemental Compliance & Exclusion Reporting section](#) of this guide.

## File Submissions

Home	Transactions	<b>File Submissions</b>	Compliance Reporting	Organization Details
------	--------------	-------------------------	----------------------	----------------------

The File Submission feature enables organizations to securely submit files to the Government of British Columbia, including files related to initiative agreements (formerly Part 3 Agreements), compliance reports, transfers, etc. The **File Submission role** is required to access this feature.

### File Submissions

Securely submit files to the Government of British Columbia.

**Initiative Agreement: Application**

- Use this attachment type to submit files related to an application for a new Initiative Agreement.

**Initiative Agreement: Evidence of Completion**

- Use this attachment type to submit files related to demonstrating completion of a designated action under an existing Initiative Agreement.

**Other**

- Use this attachment type to submit files related to compliance reports, transfers, carbon intensity applications, etc.

[+ New Submission](#)

ID	Attachment Type	Status	Title	Transaction ID	Submitted On
157	Other	Draft	Supporting information for 2023 exclusion report	-	-
155	Initiative Agreement: Evidence of Completion	Submitted	IA-23COM1: Designated Action #3	-	2024-01-04
156	Other	Submitted	Supporting information for 2023 compliance report	-	2024-01-04

Previous      Page 1 of 1      5 rows      Next

## Columns and Descriptions

This section provides a description of each column in the Secure File Submission table.

### ID

A unique ID identifier is assigned to each submission across all organizations.

### Attachment Type

The attachment types are:

- **New Initiative Agreement: Application** – for submitting Initiative Agreement applications for new projects and initiatives.
- **New Initiative Agreement: Evidence of Completion** – for submitting evidence of completion of designated actions within an existing Initiative Agreement.
- **Other** – for submitting other types of files as needed, such as supporting evidence for compliance reporting.

### Status

This column indicates the status of a file submission:

- **Draft**
  - The submission is in a draft state and is only visible to users within your organization.

- Submitted
  - The submission has been successfully submitted to the Government of British Columbia.
- Received
  - The submission has been marked as received by the Government of British Columbia.
- Archived
  - The submission has been processed and archived. The documents will be removed from online storage within 30 to 60 days.

## Title

The title of the submission, as inputted by the user.

## Transaction ID

The associated transaction ID that resulted from the submission, if applicable. This column is typically only relevant to evidence submissions under Initiative Agreements. If compliance units are issued as a result of submitting evidence under an Initiative Agreement, this column will provide a link to the corresponding transaction (i.e., Initiative Agreement).

## Submitted on


The date of submission to the Government of British Columbia.

## New File Submission

Users with the **File Submission role** can create new submissions by selecting the New Submission button on the main File Submissions page. Alternatively, a new submission can also be initiated from the Home page by clicking on the “Submit/Upload files” link within the File Submission section.

Once on the New Submission page, input the relevant details of the submission.

New Initiative Agreement: Evidence of Completion Submission

<p>Compliance Period:</p> <input type="text" value=""/>	<p>Attachment Type:</p> <input type="text" value="Initiative Agreement: Evidence of Completion"/>				
<p>Designated action:</p> <input type="text" value="e.g., Designated Action #2"/>	<p>Attachments:</p> <div style="border: 1px dashed gray; padding: 10px; text-align: center;">  <p>Drop files here or click to select files to upload.</p> </div>				
<p>Initiative Agreement:</p> <input type="text" value="e.g., IA-23COM1"/>	<p>Files:</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Filename</th> <th style="text-align: left;">Size</th> </tr> </thead> <tbody> <tr> <td colspan="2">No files selected.</td> </tr> </tbody> </table>	Filename	Size	No files selected.	
Filename	Size				
No files selected.					
<p>Comment:</p> <p><small>Optional: provide any additional information with respect to your evidence of completion submission.</small></p> <input style="height: 40px;" type="text"/>	<p>Invalid File Types (These files will not be submitted):</p> <table border="0"> <thead> <tr> <th style="text-align: left;">Filename</th> <th style="text-align: left;">Size</th> </tr> </thead> <tbody> <tr> <td colspan="2">None</td> </tr> </tbody> </table>	Filename	Size	None	
Filename	Size				
None					

Use the Attachment Type category "Other" to submit files related to:

- Compliance Reports
- Exclusion Reports
- Credit transfers
- Carbon Intensity applications


Use the Comment field to identify the records this file submission relates to. For example, "This submission provides supporting information for our 2023 Compliance Report".

### Attaching files

Files can be attached to the submission by either dropping them in the attachment field or clicking on the attachment field and selecting the files to upload.





The file submission feature will prevent the submission of certain file types, such as zip and exe, due to security concerns. When uploading a file, an **invalid** file type will appear in the invalid file type list, as shown below, and will not be included with the submission. **Valid** files will appear under the “Files” list, as shown in the screenshot below.

Attachments:







Drop files here or click to select files to upload.

Files:

Filename	Size	Security Scan
 Test.JPG File.jpg	45.6 KB	... 
 Test PDF File.pdf	255.4 KB	... 

Invalid Files/File Types (These files will not be uploaded):

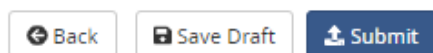
Filename	Size	
 Test EXE File.exe	47.1 MB	
 Test File.m3u8	137 bytes	
 Test Too Large File.zip	56.2 MB	File size too large
 Test ZIP File.zip	272.3 KB	

### File size limit

The file submission feature prevents the submission of individual files that are larger than 50mb. A file that is greater than 50mb will appear in the invalid file type list when attempting to upload to a submission.


### Saving and Submitting a File Submission

To **save** a newly created file submission, click on the Save Draft button at the bottom of the New Submission page. To submit a newly created submission, click on the **submit** button that is also located near the bottom of the New Submission page.



### Retract or Change a Submission

A submission that has a status of **Submitted** can be retracted by clicking on the submission from the main File Submission page and then clicking on the **Rescind as Draft** button. This will change the **status of the submission back to draft and it will no longer be visible to the Government of British Columbia**. Files can then be added or removed, descriptions changed, and then re-submitted.



The ability to retract or change a submission is only available while the status is Submitted. Once the submission is marked as **Received** by the Government of British Columbia, it can no longer be retracted or changed.

### Government Review of Submissions

Once submitted, a submission will be marked as **Received** by the Government of British Columbia as an additional confirmation that the documents have been successfully submitted.

If the submission includes evidence of completion of designated actions under an Initiative Agreement (formerly Part 3 Agreement), the Government of British Columbia will review the evidence to determine if it satisfies the requirements outlined in the agreement; if satisfactory, compliance units will be issued for the completion of the designated action(s). Upon issuance, the corresponding Initiative Agreement transaction will become visible within the Transactions table; the file submission will be **archived** and a link to the corresponding transaction will be added to the submission, as shown in the screenshot below.

Initiative Agreement: Evidence of Completion Submission

Document Submission Status: **Archived** on 2024-01-04, 9:35 a.m. PST

Organization: Test Orga

Compliance Period: 2024

Attachment: Initiative

Designated action: Designated Action #3

Attachment: Filename

Initiative Agreement: IA-23COM1

Screen: 

Linked Transaction(s):			
ID	Type	Status	Unlink
1212	Initiative Agreement	Approved	

[Link Transaction](#)

Comments: None

### Archived Submissions: Document Storage

Following completion of a file submission, the submission’s status will change to **Archived**. As part of this process, any attached documents will be removed from online storage within 30 to 60 days.

## Organization Details

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 [Organization Details](#)

The Organization Details page provides information about your organization and its users, including addresses and transfer registration status. The transfer registration status indicates whether your organization is registered to transfer compliance units (credits). Organizations wishing to register to transfer credits and/or update address information should email the Low Carbon Fuels Branch at [lcfs@gov.bc.ca](mailto:lcfs@gov.bc.ca).

### Test Organization

Compliance Units: 12,830  
(In Reserve: 1,200) ⓘ

**Head Office Address:** 1234 Fuel St., Anytown, BC, V1V1V1, Canada  
Email [lcfs@gov.bc.ca](mailto:lcfs@gov.bc.ca) to update address information.

**Registered for transfers:** Yes — A registered organization is able to transfer compliance units.

### Users

Name	Role(s)	Email	Phone	Status
Test Supplier	Signing Authority, Managing Users, File Submission, Compliance Reporting, Credit Transfers	tfrs@gov.bc.ca		Active

## Users

The Users table lists all the users associated with your organization. Users with an **Active** status are able to login to the organization’s TFRS account whereas users with an **Inactive** status are not able to login to TFRS. The inactive status is used to restrict access to TFRS if a user leaves the organization or otherwise no longer requires access to TFRS. Only a BCeID user with the **Managing Users** role can change user status (see the [User Management section](#)).

Clicking on a user within the Users table will take you to the user’s details page. The User Activity table provides a record of the actions that a user has taken in TFRS.



## Test Supplier

Organization: **Test Organization**

Email: **lcfs@gov.bc.ca**

Work Phone: **778.123.4567**

Mobile Phone: -

Status: **Active**

Role: **Signing Authority, Managing Users, File Submission, Compliance Reporting, Credit Transfers**

Title: **Regulatory Manager**

### User Activity

Action Taken	Transaction Type	Transaction ID	Timestamp	Organization
Submitted	Transfer	1210	2024-01-03, 1:41 p.m. PST	Test Organization
Submitted	Transfer	1209	2023-12-15, 4:23 p.m. PST	Test Organization
Accepted	Transfer	1164	2023-12-15, 3:59 p.m. PST	Test Fuel Supplier
Submitted	Transfer	1208	2023-12-15, 3:24 p.m. PST	Test Organization
Submitted	Transfer	1170	2023-11-28, 12:07 p.m. PST	Test Organization

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## Roles

Roles are used to grant specific permissions to a user in order to manage and control tasks and accessibility within TFRS. Only a BCeID user with the Managing Users role can assign roles to its organization’s users (see the [User Management section](#)).

The Roles tab provides a list of the available roles in TFRS. Clicking on a particular role will show the specific permissions that are associated with that role. Users can be granted more than one role.

Users Roles

### Roles

ID	Role
4	Credit Transfers
5	Signing Authority
6	Managing Users
7	Guest
10	File Submission
11	Compliance Reporting

The following provides a general description of each role available to BCeID users:

- **Compliance Reporting:** provides the ability to create, edit, and delete compliance & exclusion reports.
- **Credit Transfers:** provides the ability to create new transfers.
- **File Submission:** provides the ability to view, create and submit new file submissions.

- **Signing Authority:** enables the submission of transfers, compliance reports, and exclusion reports.
- **Managing Users:** can create and edit users, including assigning roles and controlling access to TFRS.
- **Guest:** A read-only role that allows the user to see information but does not allow the user to create new items or modify existing ones.

#### Edit Organization Address – Managing Users and Signing Authority Roles only

The organization's address in TFRS is used to fulfill the requirements for submitting transfers and compliance & exclusion reports, as per section 11.11 (2) (c) and section 11.08 (3) (d) of the Renewable and Low Carbon Fuel Requirements Regulation. **It is the responsibility of the organization to ensure that their address is accurate when completing transfers, compliance reports, and exclusion reports** in TFRS.

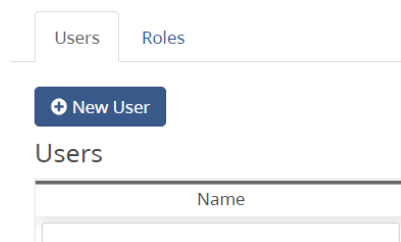
To update address information, please email [lcfs@gov.bc.ca](mailto:lcfs@gov.bc.ca).

#### User Management – Managing Users role

The Managing Users role manages an organization's users, including creating new users, editing existing user information, assigning roles, and controlling access to TFRS. **It is recommended that this role be granted to at least two users within your organization.**

#### Create New User

To create a new user in TFRS, navigate to the Organization Details page and click on the New User button directly above the Users table.



The screenshot shows a web interface with two tabs: 'Users' (selected) and 'Roles'. Below the tabs is a dark blue button with a white plus icon and the text 'New User'. Underneath the button is a table with the heading 'Users'. The table has one visible column labeled 'Name'.

Fill out the New User form, including assigning one or more roles, and select Save User. A new user **must have their own Business BCeID user account prior to creating them in TFRS. Account sharing is not permitted.** For more information on creating a new Business BCeID user account, please see the [Getting Started: BCeID section](#) of this guide.

#### Edit Existing Users

A user with the Managing Users role can edit existing users, including adding or removing roles and controlling access to TFRS. To edit an existing user, navigate to the Organization Details

page, click on the user within the Users table, and then click the Edit button at the top-right of the User Details page.

## Kuan Fuels

Organization: **TFRS Biz Test**

Email: **Kuan.Fuels@biztest.ca**

Work Phone: -

Mobile Phone: -

Status: **Active**

Role: **Credit Transfers**

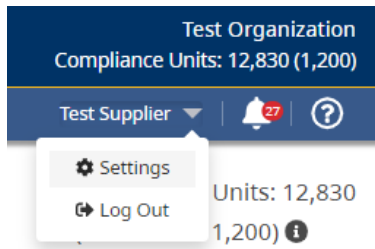


On the Edit User page, a user's status controls their access to TFRS. An **active** status means that they are able to login to TFRS and an **inactive** status means that they **cannot login to TFRS**.

**It is the responsibility of the organization to ensure that user access is properly controlled, including revoking access (i.e., Inactive) if a user leaves the organization or no longer requires access to TFRS.**

## Settings

The settings page contains user-specific settings to customize additional features in TFRS.



### Notification Preferences

The notifications tab allows the user to customize the types of notifications they receive. This feature is user specific; meaning each user from an organization can set their own unique notification preferences.

To customize notification preferences, use the checkboxes to select the different actions that you want to trigger a notification. For example, selecting 'Recorded' under the Transfers section will send a notification when the director records (i.e., approves) a transfer.

Notifications can also be sent by email. To enable this feature, select the checkboxes under the 'Receive Email Notification' column. When triggered, a generic notification will be sent to the email address associated with your account. This email can be changed within the User Profile section of the Settings page (see next section for more information). Once you have selected the relevant checkboxes, then click the Save button at the bottom of the page.

### User Profile

The User Profile tab allows the user to add and update relevant contact information, such as phone numbers, email, and job title. To update your information, simply type it in to the relevant field and click Save User.

Notifications
User Profile

#### User Profile

<p>First Name:</p> <input style="width: 90%;" type="text" value="Test"/>	<p>Last Name:</p> <input style="width: 90%;" type="text" value="User"/>
<p>Title:</p> <input style="width: 100%;" type="text"/>	
<p>Work Phone:</p> <input style="width: 90%;" type="text"/>	<p>Mobile Phone:</p> <input style="width: 90%;" type="text"/>
<p>Alternate email address (to receive notifications):</p> <input style="width: 90%;" type="text" value="Test.User@email.ca"/>	
<p>Status:</p> <p>Active</p>	



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Save User

## Notifications





To view your notifications, click on the bell icon in the top right-hand corner of the page. The number within the red circle on the bell icon indicates the number of unread notifications.

Test Organization  
Compliance Units: 12,830 (1,200)

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Test Supplier ▼ |  | 

### Notifications

Mark	Notification	Date	User	Transaction...	Organization	
<input type="checkbox"/>	Transfer Created	2024-01-03 2:02 pm	A Test User	1211	Test Organization	
<input type="checkbox"/>	Compliance Report for 2022 Assessed	2024-01-03 2:02 pm	A Test User	-	Test Organization	
<input type="checkbox"/>	Compliance Report for 2022 Submitted	2024-01-03 1:57 pm	Test Supplier	-	Test Organization	
<input type="checkbox"/>	Compliance Report for 2022 Draft Saved	2024-01-03 1:57 pm	Test Supplier	-	Test Organization	

Mark as Read ▾  
 Mark as Unread

The notifications page provides a number of options to the user, including marking notifications as read/unread, marking all as read, and deleting. Clicking on a notification will take the user to the relevant page for that transaction and mark the notification as read.

## Questions & Feedback?

We are always striving to improve our digital products. Please send your questions, suggestions, and feedback to the Low Carbon Fuels Branch at [lcf@gov.bc.ca](mailto:lcf@gov.bc.ca).

Questions about Business BCeID?

- [Contact the BCeID Help Desk](#)