TRANSPORTATION FUELS REPORTING SYSTEM

BCeID USER GUIDE v1.1

B.C. MINISTRY OF ENERGY,
MINES AND PETROLEUM RESOURCES

November 4, 2019

Transportation Fuels Reporting System (TFRS) BCeID User Guide

I. Background

The Transportation Fuels Reporting System (TFRS) is an online application for Part 3 fuel suppliers to manage their compliance obligations under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* and the Renewable and Low Carbon Fuel Requirements Regulation (known collectively as the BC-LCFS).

The Ministry of Energy, Mines and Petroleum Resources (Ministry) is taking an Agile approach to software development, which places an emphasis on engaging end-users during product development and delivering continuous value by building and releasing features iteratively. The TFRS development team is committed to following the latest best practices for Agile software development, as outlined in the Office of the Chief Information Officer's (OCIO) digital toolkit.

Leveraging Agile's iterative approach, the initial release of TFRS enables users to:

- View their credit balance
- View a history of their credit transactions (credit transfers, Part 3 awards, validations, and reductions)

As the development of TFRS continues, new features will be introduced so that, once completed, TFRS will enable users to:

- Transfer validated credits between Part 3 fuel suppliers
- Receive credits for the completion of designated milestones under Part 3 Agreements
- Have credits validated from the supply of low carbon fuels
- Manage their organization's users
- Receive notifications
- Securely submit files
- Complete compliance reports and exclusion reports

II. TFRS Access

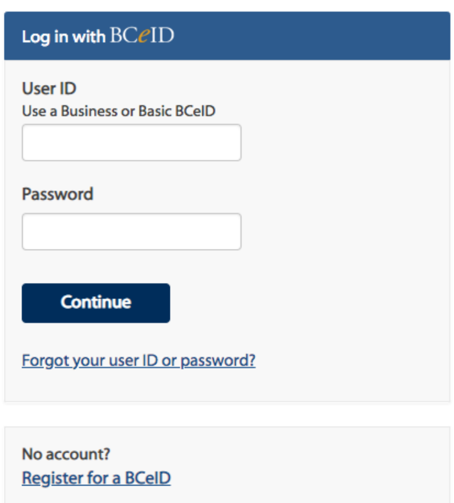
Getting Started: BCeID

To use TFRS, you will need a Business BCeID user account. Your organization will need to register with BCeID and have a Business BCeID 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 users, 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.

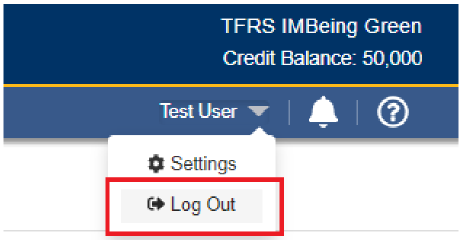
Logging In

The TFRS application can be accessed at https://lowcarbonfuels.gov.bc.ca with your BCeID login credentials. **It is recommended that you access TFRS using a supported browser, such as Chrome, Firefox or Safari. Internet Explorer is not fully supported; certain features will not function correctly.**



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:



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). 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	Credits From
3		Credit Transfer	TFRS Biz Test
2		Credit Transfer	TFRS Biz Test
1	2018	Part 3 Award	N/A

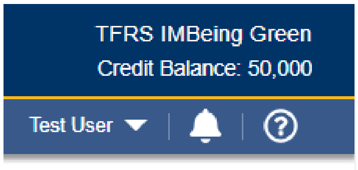
To view additional details about an entry in a table, simply place your mouse over the row and click anywhere within that row.

Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
TFRS IMBeing Green	1,000	$180.00	Draft	2019-06-27
TFRS IMBeing Green	250,000	-	Approved	2019-06-21

III. Navigating TFRS

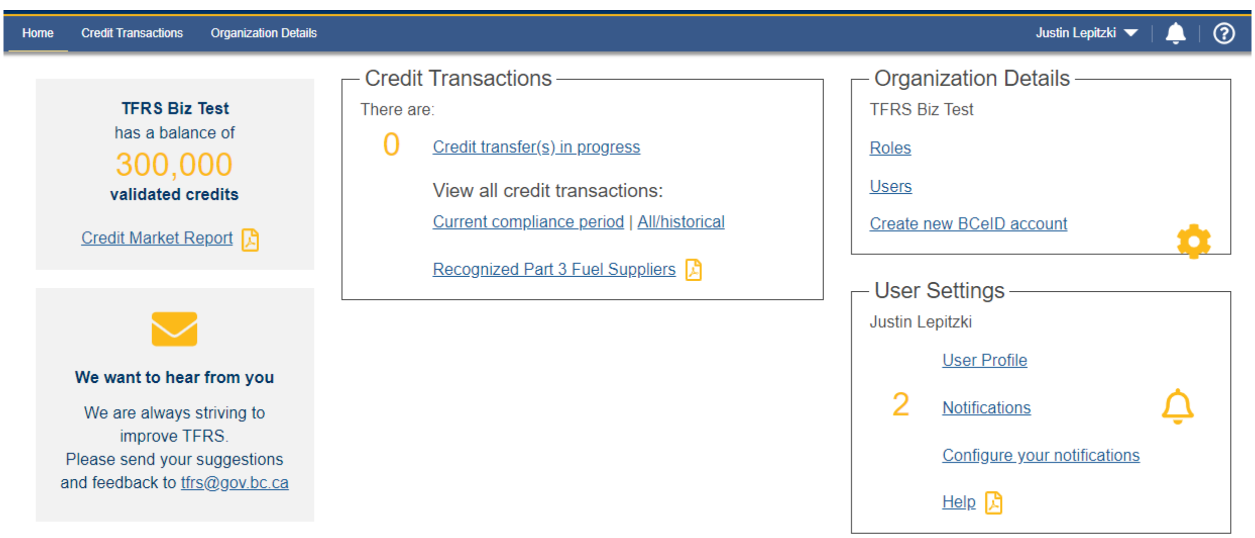
User name, organization, and credit balance

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



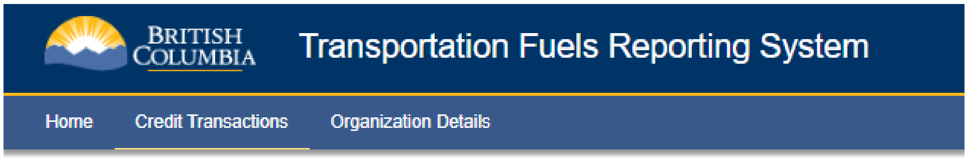
Dashboard

The dashboard is the main landing page and provides quick access to the various features in TFRS, including the credit transactions page, organization information, user settings, and notifications. The dashboard also provides links to the credit market report (Information Bulletin RLCF-017) and the list of recognized Part 3 fuel suppliers and their credit trading contact information (Information Bulletin RLCF-013).

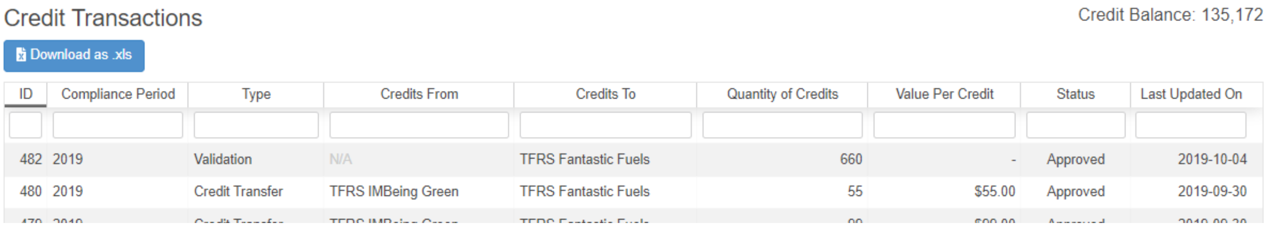


In the next release of TFRS, the dashboard will provide information on the number of credit transfers in progress and the status of compliance and exclusion reports. **In this release, the credit transfers in progress will <u>always be zero.</u>**

Credit Transactions page



The Credit Transactions page provides a history of the organization's credit transactions, including credit transfers, Part 3 awards, and validations or reductions from the supply of transportation fuel (e.g. compliance reporting). The credit transactions table will update as new credit transactions are approved or declined.



Credit Transactions

Credit Balance: 135,172

Download as .xls

ID	Compliance Period	Type	Credits From	Credits To	Quantity of Credits	Value Per Credit	Status	Last Updated On
482	2019	Validation	N/A	TFRS Fantastic Fuels	660	-	Approved	2019-10-04
480	2019	Credit Transfer	TFRS IMBeing Green	TFRS Fantastic Fuels	55	$55.00	Approved	2019-09-30

Columns

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

The transaction types are:

- Credit Transfer
  - The transfer of validated credits between two Part 3 fuel suppliers.
- Part 3 Award
  - Credits awarded for the completion of designated milestones under a Part 3 Agreement.
- Validation
  - Validation of credits accrued through the supply of low carbon fuels (e.g. compliance reporting).
- Reduction
  - A reduction in an organization's credit balance from (1) applying previously validated credits to offset a net debit balance in a compliance period, or (2) revised compliance reporting.

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

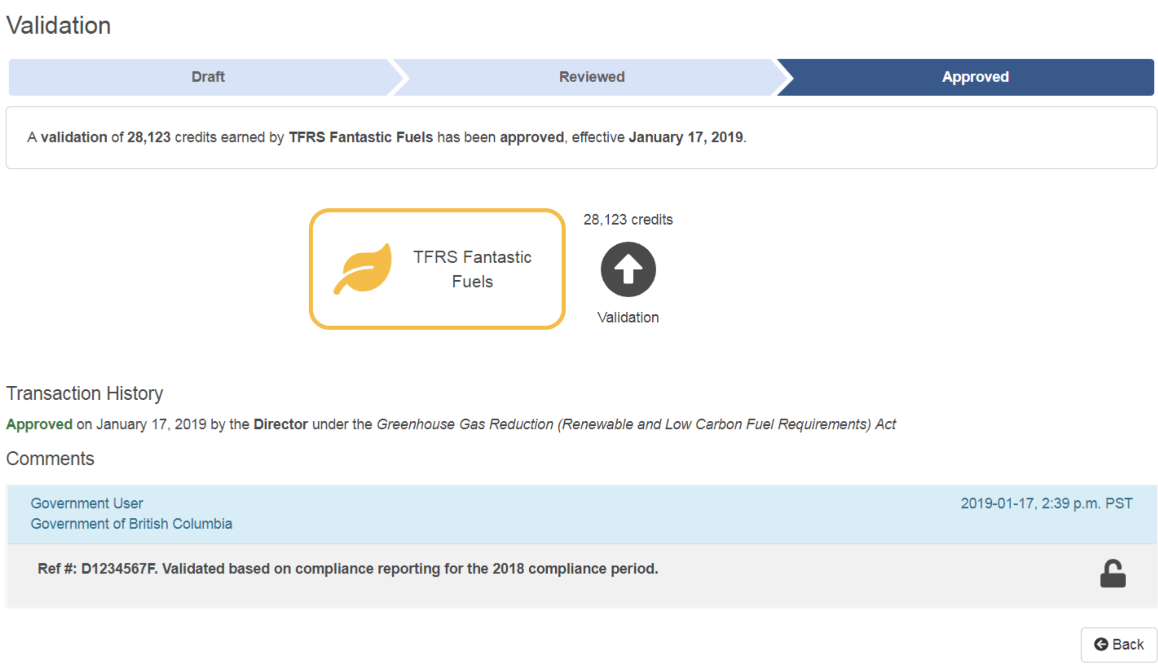
Column in TFRS	Credit Transfer	Part 3 Award	Validation	Reduction
ID	A unique ID given to each credit transaction entry			
Compliance Period	The compliance period in which the transfer occurred	The compliance period in which the Part 3 Award was issued	The compliance period in which the validation relates	The compliance period in which the reduction relates
Credits From	The Part 3 fuel supplier who is selling or otherwise transferring credits	N/A	N/A	The Part 3 fuel supplier in which the Reduction pertains
Credits To	The Part 3 fuel supplier who is buying or otherwise acquiring credits	The Part 3 fuel supplier in which the Part 3 Award pertains	The Part 3 fuel supplier in which the validation pertains	N/A
Quantity of Credits	Number of credits transferred	Number of credits awarded	Number of credits validated	Number of credits reduced
Value per Credit	Fair market value per credit ($CAD)	N/A	N/A	N/A
Last Updated	The date the transaction was last updated. In this initial release of TFRS, this will be the date the transaction was recorded in TFRS.			

Credit Transactions Statuses

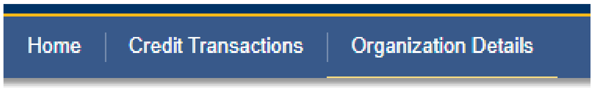
- Approved
  - The credit transaction was approved by the Director under the *Greenhouse Gas Reduction (Renewable and Low Carbon Fuel Requirements) Act* (Act).
- Declined
  - The Director under the Act declined to approve the credit transaction.

View Transaction Details

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

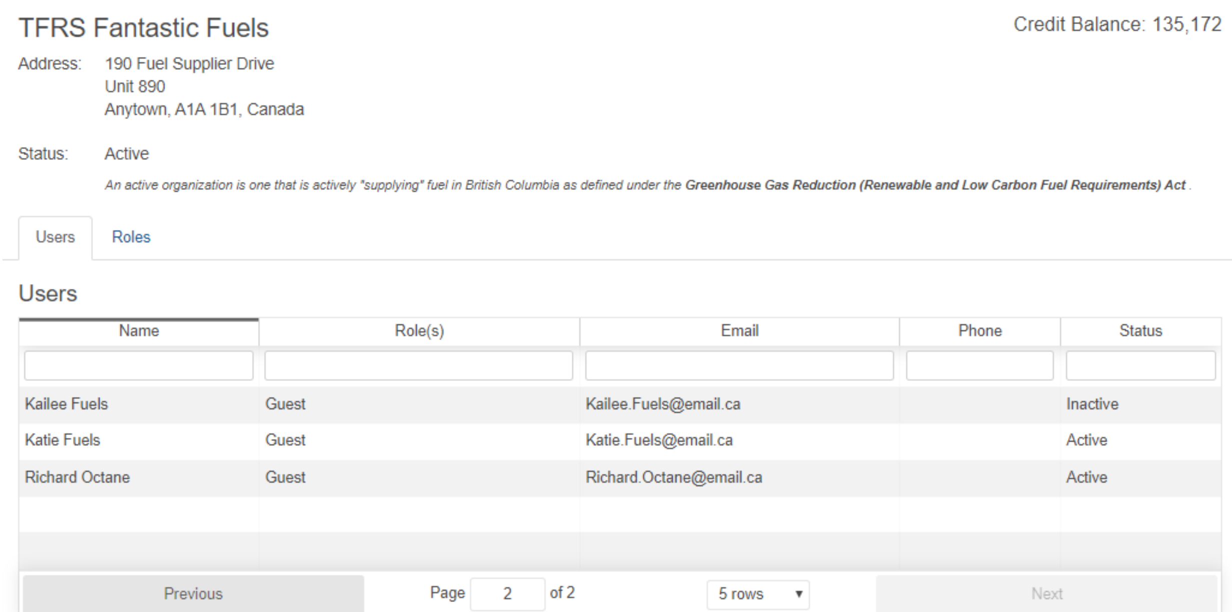


Organization Details



The Organization Details page provides information about your organization and its users, including organization postal address and fuel supplier status.

An organization's status indicates whether your organization is actively supplying fuel to British Columbia (i.e. **active** or **inactive**). An organization's status determines the **actions** that an organization can take within TFRS. An active organization is permitted to buy and sell low carbon fuel credits; an inactive organization is only permitted to sell low carbon fuel credits, assuming the organization has a non-zero credit balance.



Users

The Users table lists all the users within your organization that have access to TFRS. A user with an active status can login to TFRS whereas a user with an inactive status will not be permitted 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. In a future release, fuel supplier users with the appropriate role (e.g. Managing Users) will be able to manage all their organization's users, including user status.

Clicking on a user within the table will take you to the user's details page, which provides additional information about the user. In addition, the User Activity table tracks the actions that a particular user has taken in TFRS.

Test User

Company: **TFRS Fantastic Fuels**

Email: **Test.User@email.com**

Work Phone: **(123) 456-7890**

Mobile Phone: **-**

Status: **Active**

Role: **Guest**

Title: **Regulatory and Compliance Manager**

User Activity

Action Taken	Transaction Type	Transaction ID	Timestamp	Fuel Supplier
Some Action	Credit Transfer	202	MM/DD/YYYY 12:00	TFRS Fantastic Fuels

Previous Page 15 of 15 5 rows Next

Back

Roles

In the first release of TFRS, all users will be given the "Guest" role, which restricts the use of certain features that are still under development. In future releases, roles will be used to grant specific permissions to a user in order to manage and control tasks and accessibility within TFRS.

The Roles tab provides a list of the fuel supplier roles in TFRS. Clicking on a particular role will show you the specific permissions that are associated with that role. A user can be granted one or more roles.

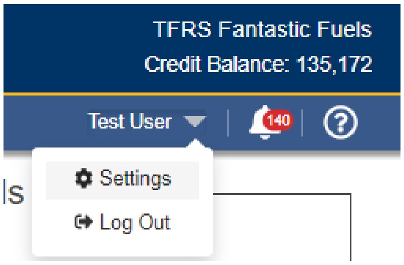
Users Roles

Roles

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

Settings

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

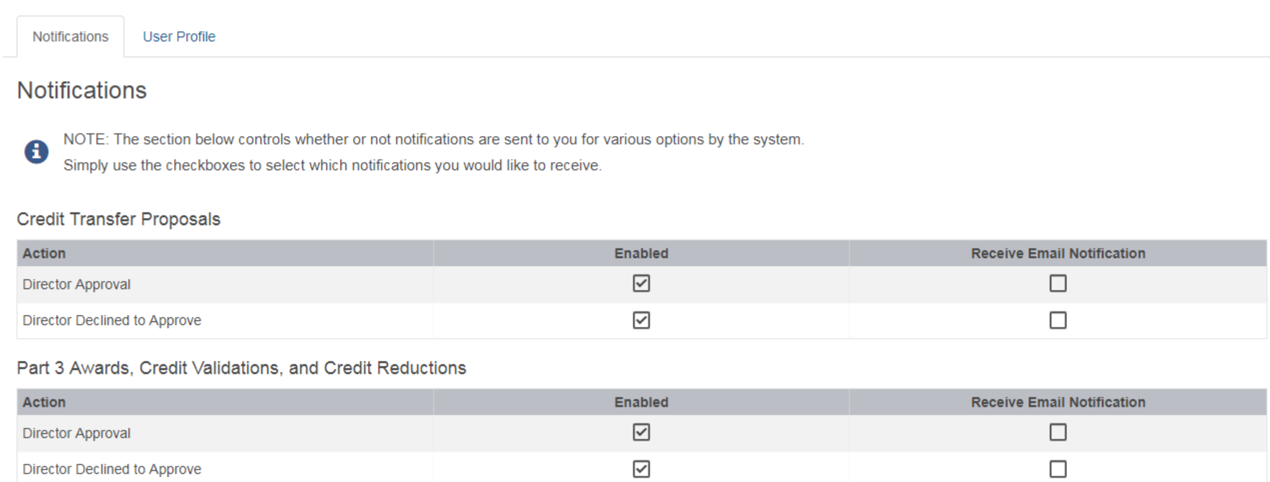


Notifications

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

To customize notification preferences, simply use the checkboxes to select the different actions that you want to trigger a notification. For example, selecting 'Director Approval' under the Credit Transfer Proposals section will trigger a notification when the Director approves your organization's Credit Transfer Proposal.

An additional feature allows notifications to be sent via 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.


Notifications | User Profile

Notifications

NOTE: The section below controls whether or not notifications are sent to you for various options by the system.
Simply use the checkboxes to select which notifications you would like to receive.

Credit Transfer Proposals

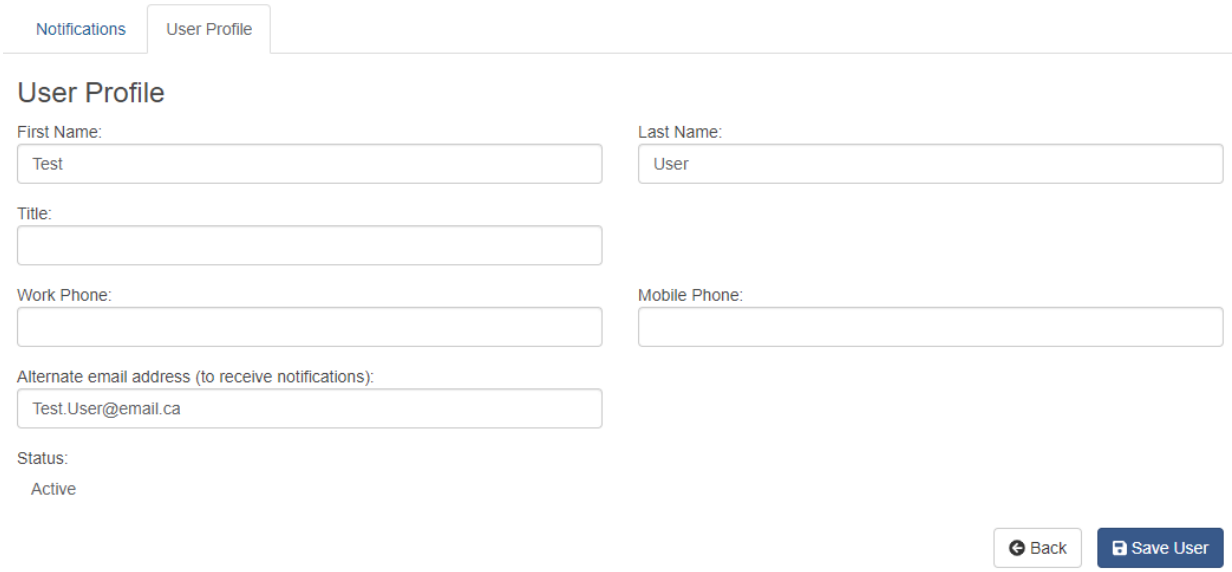
Action	Enabled	Receive Email Notification
Director Approval	☑	☐
Director Declined to Approve	☑	☐

Part 3 Awards, Credit Validations, and Credit Reductions

Action	Enabled	Receive Email Notification
Director Approval	☑	☐
Director Declined to Approve	☑	☐

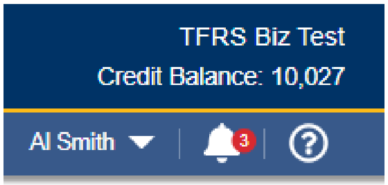
User Profile

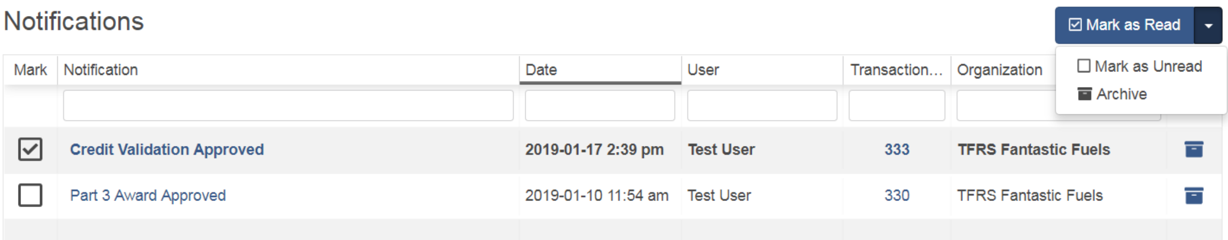
The User Profile tab allows the user to add and update relevant contact information, such as phone numbers, email, and job title. To update your information, simply type it in to the relevant field and click Save User.



Notifications:

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





The notifications page provides a number of options to the user, including marking notifications as read/unread and archiving. **Archiving a notification entry removes it from the table; this action cannot be undone.** Clicking on a notification, such as “Credit Validation Approved”, will take the user to the details page for that particular transaction and mark the notification as read.

Questions and Comments?

We are always striving to improve TFRS. Please send your questions, suggestions, and feedback to the Low Carbon Fuels Branch at tfrs@gov.bc.ca.

Questions about Business BCeID?

- Contact the BCeID help desk