Ministry of Energy and Climate Solutions

LCFS Portal User Guide v2

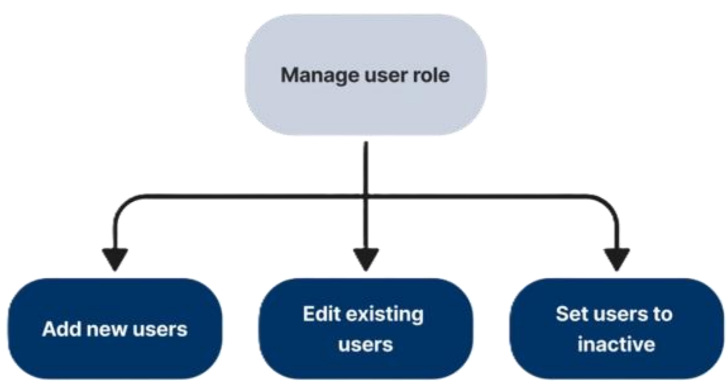
Access and Overview

Getting Started: Credentials

To use the Low Carbon Fuel Standard Portal (LCFS Portal), you require a Business BCeID user account. Your organization must register with BCeID and have a Business BCeID user account set up for each representative of your organization who needs access to the LCFS Portal.

- The BCeID account manager for your organization can create additional Business BCeID user accounts.
- LCFS Portal and Business BCeID user accounts cannot be transferred between organizations. If representing multiple organizations, a unique Business BCeID username is required for each organization **and** must be added as a user to the organization's account in the LCFS Portal.
- LCFS Portal user accounts are never deleted, only set to "Inactive" to preserve comprehensive records and meet legislative requirements.

In the LCFS Portal, an individual with the "Manage user" role for an organization is responsible for managing the user accounts associated with your organization.



For more information on registering for access to the LCFS Portal, please visit the **LCFS Reporting Systems** page of our website or refer to the "Account Management" section of this guide.

Logging In and Out

The LCFS Portal application can be accessed at https://lowcarbonfuels.gov.bc.ca with your Business BCeID login credentials using **Chrome, Firefox or Edge.**

- Internet Explorer and Safari are not supported and should not be used to access the LCFS Portal.
- Using an "Incognito" or "InPrivate" window is suggested to avoid any browser history or cache issues when logging in.

You can find the log out button near the top right of the screen where your username is displayed.

Bugs, Suggestions and Feedback

The LCFS team is committed to enhancing the LCFS Portal to better serve users. We welcome your feedback, whether it's reporting bugs, suggesting new features or sharing any other insights that can help us improve the system.

System and Reporting Navigation

Dashboard

The **Dashboard** is the main landing page of the LCFS Portal and provides quick access to various features. Username, organization, and compliance unit balance are displayed near the top right of the application for easy reference.

The **Dashboard** also provides information on the number of transfers your organization has in progress and the status of an organization's compliance report(s). The information shown on the dashboard is unique to each user's assigned roles, ensuring that users have access to relevant data specific to their responsibilities.

In Reserve Balance

The in reserve balance is shown in parentheses near your compliance unit balance and indicates the number of compliance units in reserve. In reserve compliance units are the portion of an organization's balance that are currently pending the completion of a transaction. Reserved compliance units cannot be transferred or otherwise used until the pending transaction has been processed.

Filtering and Sorting View Tables

You can easily sort data in the LCFS Portal tables by clicking on a column header. A line across the top of the header indicates that the data is sorted in ascending order (from lowest to highest). Clicking the header again will move the line to the bottom, switching the sort order to descending (from highest to lowest).

To filter the list, simply type values into the blank fields directly beneath the column headers or click the filter icon for additional options.

Selecting the 'Clear filters' button at the top of the table will remove all filters previously applied to the table.

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

Transactions

The **Transactions** page offers a comprehensive history of your organization's compliance unit activities, including credit transfers, initiative agreement issuances, administrative adjustments, and compliance report assessments. The transactions table will automatically update as new transactions are initiated or saved as a draft.

Overview of Transaction Types and Descriptions

Administrative Adjustment	Administrative adjustment of compliance balance
Assessment	Transactions from compliance report assessments
Initiative Agreement	Units issued for actions under an initiative
Credit Transfer	Transfer of compliance units between organizations

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

Column in the LCFS Portal	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 applies	The compliance period in which the adjustment applies
From	Transferer: the organization who is transferring compliance units	N/A	N/A	N/A
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 applies	The organization in which the adjustment applies
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
Status	The status of the credit transfer transaction	The status of the IA issuance transaction	The status of the compliance report assessment transaction	The status of the administrative adjustment transaction
Last Updated On	The date the transaction was last updated.			

Transaction Statuses

- **Draft** (Transfers only for initiating organization)
  Visible only to users within your organization; transfer is in draft state.
- **Deleted** (Transfers only)
  Transfer was deleted by the initiating organization.
- **Sent** (Transfers only)
  Transfer created and sent for review by the transferee and is not visible to the government.
- **Submitted** (Transfers only)
  Accepted by both organizations and awaiting government review, now visible to the government.

- **Declined** (Transfers only)
  Transfer declined by the counter-party organization.
- **Rescinded** (Transfers only)
  Transfer cancelled by one of the organizations.
- **Refused** (Transfers only)
  Transfer refused by the director.
- **Recorded** (Transfers only)
  Transfer recorded by the director; effective once recorded.
- **Approved** (Initiative agreements and administrative adjustments only)
  Approved by the director.
- **Assessment** (Compliance reports only)
  Assessed or reassessed 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 individual transaction.

Transfers

Organizations that wish to transfer compliance units must first register with the director. Organizations with reporting obligations under the *Low Carbon Fuels Act* will be registered when requesting access to the LCFS portal. More information can be found on our LCFS Reporting Systems webpage.

For more information regarding transfers, including voluntary contact information for market participants, please see *Information Bulletin RLCF-013* on our website: Information Bulletins - Province of British Columbia

New Transfer

Users with the "Transfer" role can initiate a new transfer by selecting the 'New transfer' button on the **Transactions** page. On the **New Transfer** page, enter the transfer details, including the quantity of compliance units, transferee organization, and the fair market value (in Canadian dollars per unit). Use the date selector to add the transfer agreement date.

A comment field is available for any additional details you wish to include. This field is optional for most transfers and visible to both fuel suppliers and the government.

The "Signing authority" role is required to finalize and send a transfer. If you do not have this role, the signing declaration will not appear. In this case, save the transfer as a draft and have a user with the "Signing authority" role complete the declaration and send the transfer.

If you have the "Signing authority" role, complete the declaration by checking the box and click 'Sign and Send' to submit the transfer to the other organization.

> 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 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 valued at zero dollars or not for consideration, **a written explanation must be provided via the comment field provided**.

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.

Cancelling a Transfer

A transfer can be cancelled at any time before director review and the statutory decision. To cancel a transfer that has been sent or submitted by your organization, click the 'Rescind transfer' button while viewing the transfer details. Please note, this action is irreversible.

Director Review of a Transfer

The transfer becomes visible to the government once the transferee organization has signed and submitted it, updating the transfer status to “Submitted”.

The director will then review the transfer and either **record** or **refuse** it. The status will update accordingly to “Recorded” or “Refused” after the statutory decision.

If recorded, the organizations’ balances will be updated. If refused, the balances remain unchanged, and a written explanation for the refusal will likely be provided in the transfer details. For more information on the grounds for refusal, refer to Section 19 of the Low Carbon Fuels (General) Regulation.

Compliance Reporting

Compliance with the *Low Carbon Fuels Act*, the Low Carbon Fuels (General) Regulation, and the Low Carbon Fuels (Technical) Regulation is the responsibility of the organization that reportably supplies type A or type B fuel. An organization reportably supplies a type A fuel if the person manufactures or imports the fuel in British Columbia (BC).

An organization reportably supplies a type B fuel if:

- the fuel is supplied through final supply equipment in BC, and
- the fuel displaces a base fuel for use in an applicable purpose.

For electricity, an organization does not report fuel supply if the electricity supplied does not exceed 15,000 kWh in a compliance year, and the organization is not responsible to report any other fuel.

Organizations that reportably supply fuel or have allocation agreements must submit an annual compliance report. Section 28 (4) (b) of the *Low Carbon Fuels Act* requires that compliance reports be submitted to the director in the form and manner required by the director. Pursuant to this section, all responsible parties must report using this form unless they claim an exemption.

The compliance report must be submitted by an individual authorized by the responsible party, and records evidencing each matter reported under the renewable and low carbon fuel requirements must be available for inspection upon request for six years after the compliance period to which they refer, per section 35 of the *Low Carbon*

Fuels Act. Section 27 of the Low Carbon Fuels (General) Regulation requires a person to maintain these records in BC.

The **Compliance Reporting** feature of the LCFS Portal enables organizations to manage their compliance obligations by completing various compliance reporting activities. The main reporting page allows the user to create new compliance reports, input information about allocation agreements and final supply equipment (FSE) information, as well as track the status of existing reports. The “Compliance reporting” role is required to create new compliance reports; the “Signing authority” role is required to submit the reports.

Report Statuses

The “Current Status” column displays the status of an organization’s compliance reports. The following statuses are available:

- **Draft**
  The compliance report is in an editable draft state and is only visible to users within your organization.
- **Submitted**
  The compliance report has been submitted to the Government of British Columbia and is awaiting review. The report cannot be altered except by submitting a supplemental report.
- **Assessed**
  The compliance report has been assessed by the Government of British Columbia. The organization’s compliance balance changes accordingly (if applicable).
- **Reassessed**
  The compliance report has been reassessed by the Government of British Columbia. The organization’s compliance balance changes accordingly (if applicable).

New Compliance Report

To create a new compliance report, navigate to the **Compliance reporting** page and click on the ‘New Compliance Report’ button. A drop-down menu will appear, and users can select the appropriate compliance period.

The pencil icon edit button allows a user to edit icon allows users to edit information in compliance report sections.

Compliance Reporting Features and Functionality

The **Compliance reporting** page of the LCFS Portal includes information about reporting activities as well as organization details. Users can select the compliance activities that are applicable to their organization for reporting purposes. These sections include:

- **Supply of fuel**
  Displays fuel-related data, including fuel type, end use, carbon intensity, and quantities supplied.
- **Final Supply Equipment (FSE) identification form**
  Contains details about electric vehicle supply equipment (e.g., registration numbers, energy usage, and equipment level).
- **Allocation Agreements**
  Enables users to report the existence of an allocation agreement, transferring the responsibility to report.
- **Notional transfers of eligible renewable fuel**
  Tracks transferred fuel quantities between trading partners.
- **Fuels for other use**
  Details alternative fuel usage other than for an applicable purpose.
- **Exporting fuel that was previously marketed in British Columbia**
  Enables users to report fuel that was marketed or supplied in B.C. and then exported out of the province.

Copy and paste

The input fields in these reporting tables support 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’. Columns must also match the data to be entered into the correct input field.

Drop-down menus

Many 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, click on the cell**

and then click again to display the menu. The selection is cleared by using the "x" in the drop-down field.

Auto-suggest and auto-complete

Some compliance 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 the "Notional transfers" section of the compliance report.

The **auto-complete feature** will populate certain input fields based on selections in other input fields. For example, when the user selects fossil-derived diesel in the fuel type column when reporting new supply of fuel, the fuel category 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 fossil-derived diesel must be diesel) or if the system already has the relevant data (e.g., a trading partner's postal address).

Issue identification: Data validation

The compliance 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.

During input, the data validation will show a yellow warning label, indicating that a validation is occurring, but no error has yet been identified.

When an issue is identified, the identification bar below the input table will turn red and display "Error updating row". This will also provide information about which field has an error in it.

Upon resolution, the identification bar will turn green and state "Row updated successfully". **All data validation issues must be resolved before saving or submitting a compliance report.**

Final Supply Equipment (FSE) Identification Form Instructions

General Instructions:

1) All FSE must be identified by completing the FSE form in the LCFS Portal online with a new row for each FSE reported
2) The information below provides guidance on how each field in the online form should be filled out
3) *Indicates a required field

- ***Organization**
  Name of the Organization. If responsibility for the electricity supply related to the FSE was allocated to you, please specify the name of the organization that allocated this responsibility.
- ***Supply Date Range**
  The dates the supply of electricity occurred per compliance year.
- **kWh Usage**
  The amount of electricity in kWh supplied per FSE.
- ***Serial #**
  The serial number of the FSE assigned by the Original Equipment Manufacturer (OEM).
- ***Manufacturer**
  Original Equipment Manufacturer.
- **Model**
  Model name of the FSE.
- ***Level of Equipment**
  DCFC refers to Direct Current Fast Charging. Level 2 refers to high voltage FSE operating at 208-240V AC. Level 1 refers to low voltage FSE operating at 110-120V AC, which typically consist of a standard electrical outlet and power cord.
- ***Intended Use**
  First, select the most common uses of the FSE. Then, select all that apply. For light-duty vehicles, it is referred to vehicles with a gross vehicle weight rating of 3,856 kg or less under the Low Carbon Fuels (Technical) Regulation.
- ***Intended Users**
  First, select the most common user type of the FSE. Then, select all that apply
- ***Street Address**
  The street address of the charging station that contains the FSE.
- ***City**
  The city the FSEs are located in.
- ***Latitude/Longitude**
  The latitude and longitude coordinates of the charging station in units of decimal

degrees up to at least 5 decimal digits with a precision of 10 meters or less. For a larger facility, greater than 10 meters precision is acceptable as long it does not overlap with any nearby charging stations. Use of GPS devices for locating geo-coordinates with adequate precision is recommended. (Note: Longitude coordinate west of prime meridian is always negative and east of prime meridian is always positive)

- **Notes**
  Any other information you believe relevant

FSE Identification Form Download/Upload Feature

The FSE Identification Form upload feature, found in the FSE section of a compliance report, allows users to efficiently input data into the FSE reporting input grid by uploading an Excel file. Users can either download a blank template or download the pre-populated template with their existing inputs in an Excel format.

Users can download a blank FSE Identification Form template or an Excel file that includes the information they have already entered in the system. When uploading, they have two options: they can choose to overwrite all existing data in the FSE input grid with the uploaded Excel file's contents, or they can add new rows while preserving existing rows in the grid.

To ensure high data quality and facilitate accurate FSE verification, the system imposes strict data input requirements. For example, postal codes must follow the format "V1V 1X1." Other formats such as "V1V-1X1" or any variations are not accepted. If a field requires multiple entries, values must be separated using a comma within the same cell. All inputs must be formatted precisely as expected, as any deviations may result in an upload failure.

If an error occurs during the upload process, the system will identify the specific field or fields causing the issue. To resolve errors, users should review the indicated fields in the error message, edit the Excel file to correct any formatting or data inconsistencies, and re-upload the file. For a seamless upload experience, data must strictly adhere to the prescribed formatting rules before submitting the file.

Compliance Report – Summary and Declaration

The **Compliance report summary and declaration** page provides a summary of the renewable fuel requirement and the low carbon fuel requirement. This summary is based on the data entered in the various report sections.

Renewable Fuel Requirement Summary

This section provides a summary of the renewable fuel requirement. Each line of the summary includes an explanation for what is included in the total per fuel category. Totals are expressed as volume, and line 11 is expressed in $CAD.

Line 6 and 8 allow the user to enter in the volume of renewable fuel intended to retain or defer for the compliance period (if applicable). The 5% retained or deferred volume limit is automatically calculated and displayed in the line description, and the input field is restricted to this volume or less. Line 7 and 9 allow the user to enter in the volume of renewable fuel that was retained or deferred in the previous compliance period.

In future compliance periods, line 7 and line 9 of the summary will be auto completed from the previous year's report. These lines may reset to zero if a user navigates away from the page, therefore lines 6 through 9 should be the final input, if applicable, before submitting a compliance report.

Low Carbon Fuel Requirement Summary

This section provides a summary of the low carbon fuel requirement and is expressed in compliance units (positive or negative). Line 21 is expressed in $CAD. Each line of the summary includes an explanation for what is included in the total per fuel category.

Please see Part 4 of the Low Carbon Fuels Act for more information about this requirement.

Non-compliance Penalty Payable Summary

This portion of the summary displays an organization's penalty for both renewable and low carbon requirement non-compliance, as well as the total penalty owed.

These are automatic penalties, which are imposed when there is a clear failure to meet regulatory obligations. It is important to note the values and calculations presented in this report before submission are for informational purposes only. Invoices will be issued for penalties after March 31st.

Identifying Information Requirement

The Low Carbon Fuels (Technical) Regulation requires that a compliance report must include the following information about the responsible party who submits the report:

- Legal name
- Operating name
- Telephone Number
- Address for service within B.C., including postal and email address
- Address in B.C. which records are maintained (can be head office)

Users can find this information at the top of their compliance report. If any of this information has changed for this compliance period, it is important for users to update this before submitting their compliance report. This can be done by selecting the 'edit' button in the banner of the Organization details box. Once this information is provided in the report, the organization details will be updated to match future reports.

Save and Submit Compliance Reports

The compliance report saves each section individually when the user selects 'Save & return' to report. If a section is irrelevant to an organization's compliance, the user can skip adding information, and it will be excluded from the report.

The "Signing authority" role is required to complete the signing authority declaration and submit a compliance report to the Government of British Columbia. To submit a compliance report, click on the 'Submit report' button located at the bottom of the page.

Assessment and Report History

Upon assessment of a compliance report, a new assessment widget will appear at the top of the report. This section provides an assessment of the organization's compliance with the renewable fuel requirement and the low carbon fuel requirement and clearly states whether the organization "has met" or "has not met" the renewable and low carbon fuel requirements.

The history of the report will also appear in this new widget and provide information on the history of a compliance report submission, including when the report was submitted, by whom, and the director's assessment of the report.

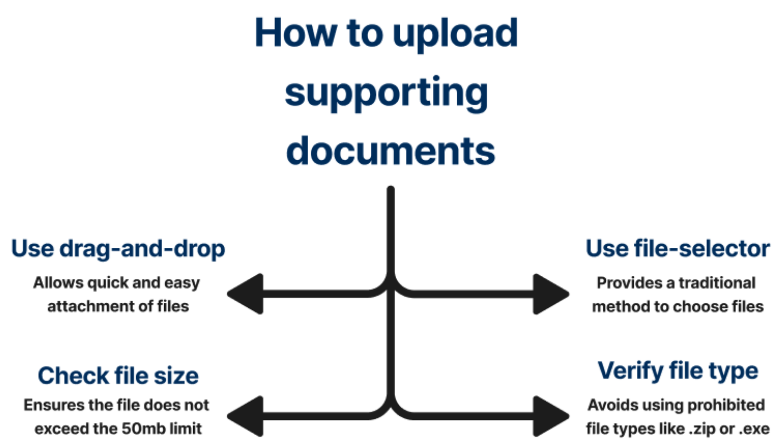
Supplemental Compliance Report

Supplemental reporting is currently unavailable in the LCFS Portal. This section will be updated in the coming months when supplemental reporting becomes available.

Uploading Supporting Documents

Attaching files

Files can be uploaded directly to a compliance report by selecting the 'Supporting documents' upload button at the top of a report. A user can either drop them in the attachment field or click on the attachment field and select the file(s) to upload. Once uploaded, the user can delete the file and upload again if needed by pressing the trash can icon.



Users can return to their compliance report by selecting the 'Return to compliance report' button.

Account Management

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).

Users

The “Active users” table lists all the users associated with your organization. Clicking on a user within the users view 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 the LCFS Portal.

Only a BCeID user with the “Manage users” role can change a user status. Users in the LCFS Portal cannot be permanently deleted for record keeping purposes as well as reporting requirements under the legislation.

Users with an “Active” status can log in to the organization’s LCFS Portal account whereas users with an “Inactive” status are not able to log in to the LCFS Portal. The inactive status is used to restrict access to the LCFS Portal if a user leaves the organization or otherwise no longer requires access to the LCFS Portal.

There is **no option to delete users** because of record keeping requirements for report history.

Roles

Roles are used to grant specific permissions to a user to manage and control tasks and accessibility within the LCFS Portal. Only a BCeID user with the “Manage users” role can assign roles to its organization’s users.

The “Roles” section of the user edit page provides a list of the available roles in the LCFS Portal. Users can be granted more than one role.

The following provides a general description of each role available to BCeID users:
- **Manage Users**: can create and edit users, including assigning roles and controlling access to the LCFS Portal.
- **Transfers**: provides the ability to create/save transfers.

- **Compliance Reporting:** provides the ability to create and edit reports and attach files.
- **Signing Authority**: can sign and submit compliance reports to government and transfers to trade partners/government.

Edit Organization Address

The organization's address in the LCFS Portal is used to fulfill the requirements for submitting transfers and compliance reports, as per section 17 of the Low Carbon Fuels (General) Regulation and section 15 of the Low Carbon Fuels (Technical) Regulation. To update your organization's address, update it when you submit a compliance report, or contact the LCFS team directly.

It is the responsibility of the organization to ensure that their address is accurate when completing transfers and compliance reports in the LCFS Portal**.**

User Management

The "Manage users" role manages an organization's users, including creating new users, editing existing user information, assigning roles, and controlling access to the LCFS Portal. **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 the LCFS Portal, navigate to the **Organization** page and click on the 'New user' button directly above the "Active users" table.

Fill out the new user form, including assigning one or more roles, and select 'Save'.
A new user **must have their own Business BCeID user account prior to creating them in the LCFS Portal. Account sharing is not permitted.**

Edit Existing Users

A user with the "Manage users" role can edit existing users, including adding or removing roles and controlling access to the LCFS Portal. To edit an existing user, navigate to the **Organization** page, click on the user within the "Active users" table, and then click the edit pencil icon beside the name of the user on the user details page.

On the **Edit user** page, a user with the "Manage users" role can edit the users name, address, contact information and BCeID username. A user's status controls their access to the LCFS Portal. An "Active" status means that they can log in to the LCFS Portal, and an "Inactive" status means that they **cannot login to the LCFS Portal**.

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

Notifications

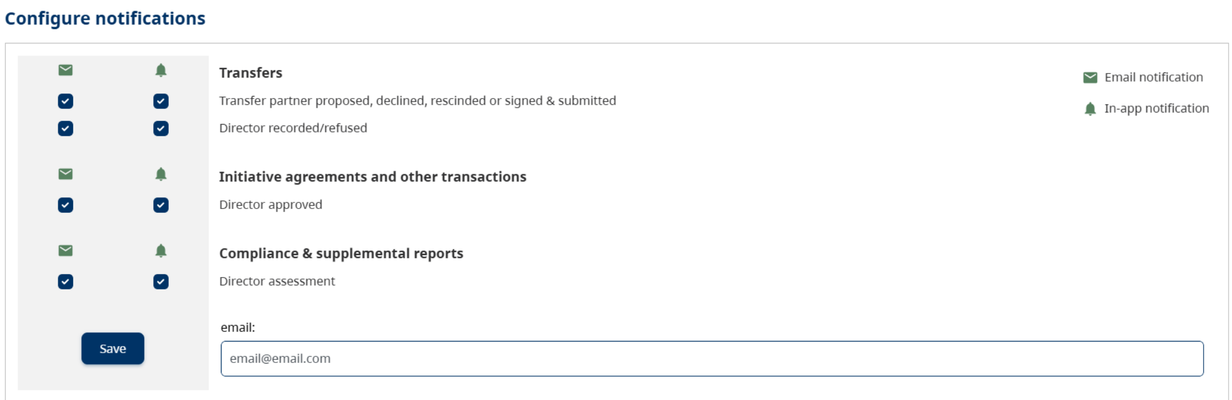
To view your notifications, click on the bell icon in the top right-hand corner of the page beside the user's name. The number within the red circle on the bell icon indicates the number of unread notifications.

The notifications page provides several 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.

The notification configuration selection at the top of the **Notifications** page 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.

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 notifications section indicated by a bell icon. Once you have selected the relevant checkboxes, then click the 'Save' button at the bottom of the page.

To customize notification preferences, use the checkboxes to select the following options:



Questions and Feedback?

We are committed to continuously enhancing our digital products. Your input is invaluable in this process. Please send your questions, suggestions, and feedback to the Low Carbon Fuels Branch at lcfs@gov.bc.ca.

Questions about Business BCeID? Contact the BCeID Help Desk