

Guidance Document: User Registration in CITSS

The first step in the process is user registration.

To apply, you cannot have been:

- Convicted of a criminal offence in the last 5 years, unless a pardon has been obtained, including a record suspension within the meaning of the *Criminal Records Act* (Canada)
- Found guilty of an offense under the *Securities Act*
- Found guilty of an offense under the *Environment Act*, or Cap-and-Trade Program Regulations

There is a requirement to have at least 2 account representatives. **One must reside in Nova Scotia.**

- 1 Primary Account Representative (PAR)
- 1 to 4 Alternate Account Representative (AAR)

In addition to the account agents above, up to 5 account viewing agents (AVA) can be designated.

To apply for user registration, there are 7 steps:

- Step 1 – Enter data into CITSS
- Step 2 – Print and complete hard copy forms
- Step 3 – Obtain supplementary information
- Step 4 – Notarize documents
- Step 5 – Submit application by mail
- Step 6 – Nova Scotia Environment reviews
- Step 7 – Nova Scotia Environment issues approvals

Special requirements for CITSS users who have been approved by other jurisdictions and are representing a participant in Nova Scotia

Individuals who have already been approved as users in CITSS by a jurisdiction other than Nova Scotia may serve as an account representative or an account viewing agent for a Nova Scotia Program Participant (i.e. operate as a CITSS cross-jurisdiction user).

A CITSS cross-jurisdiction user may be designated to serve as an account representative for a Nova Scotia Program Participant **when the participant applies to register** in Nova Scotia's Cap-and-Trade Program.

The [Cross Jurisdiction User Form](#) and the notarized authorization letter(s) for each CITSS cross-jurisdiction user that is designated as an account representative must be part of the Program Participant registration package that is submitted to the Registrar.

Contact the Nova Scotia Cap-and-Trade Help Desk capandtradehelp@novascotia.ca for additional information or to acquire a copy of the required form.

Step 1 – Enter data into CITSS

1. Go to CITSS website <https://www.wci-citss.org/>.
2. Select **User Registration** on the side menu.
3. A brief description of the application process is provided. Click the **Continue** button at the bottom of the screen.
4. The user registration page will appear. Enter your information. Fields marked by the red asterisk (*) are required. You can check the box to use your primary address as your mailing address if they are the same.
5. Complete the CAPTCHA box and click **Register**. (CAPTCHA is a program that protects websites by ensuring the user is human. It may ask the user to type in a word that is displayed on screen or answer a particular question.)
6. Terms and conditions will appear on the next page. Review and accept the terms by clicking on the **Accept Terms** checkbox.
7. Click **Register**.
8. The registration submitted page will appear. It will say that your registration has been electronically submitted to the Registrar (Nova Scotia Environment). You will receive a confirmation email to the email address you provided.
9. Please ensure you write down the 12-character user reference code that appears on this page. This is your personal code – do not share it with anyone.
10. **Do not leave the Registration Submitted page.** You must print the appropriate hard copy forms from CITSS before leaving this page. You will not be able to navigate back to this page.

Step 2 – Print and complete hard copy forms

1. Your application package will consist of 4 forms:
 - a. User Registration Checklist – on CITSS
 - b. User Registration Form – on CITSS
 - c. Proof of Identity Form – on CITSS
 - d. Identity Verification and Attestation Forms – on Nova Scotia Environment’s website
2. The Registration Submitted page will link to the 3 forms generated by CITSS. Click on each of the buttons to access them. These forms will be partially completed with information that you have already entered into CITSS.
3. Each form will appear on a new tab in your browser. Print the forms by selecting the print function of your browser window.
4. After printing the forms, you will need to review them and fill in additional details on the hard copy.
5. **User Registration Checklist** – This is a reference form that guides the applicant on the items that must be completed and included in the final application package. Complete this form last to ensure all items have been included (see Step 5 – Submit Applications by Mail).
6. **User Registration Form** – This form is pre-populated by the information entered into CITSS. You must review the CITSS User Terms and Conditions and agree to them by signing and dating the form.
7. **Proof of Identity Form** – This form is partially pre-populated by the information already entered into CITSS. You must complete additional fields. Note: this form also contains instructions for

additional proof of identity documents that must be provided with the full application package (further discussed in Step 3 – Obtain Supplementary Information).

8. Complete Section 1 of the Proof of Identity Form. Complete the employer information. You will need to write in the information for the following fields:
 - Your name, date of birth, telephone number, email, and residence
 - Your employer information including address, telephone number, and email
9. Read Section 2 of this form. It contains further information on the supporting documents you must include with your application. This will be further discussed in Step 3 – Obtain Supplementary Information.
10. Complete Section 3 – Declaration of Criminal Conviction. Provide a yes or no answer to the question about conviction of a criminal offence. Note: Section 26 of the Cap-and-Trade Program Regulations specifies the eligibility requirements for an individual to apply for User Registration.
11. Complete Section 4 – Signature and Declaration. Print, sign and date the form declaring that to the best of your knowledge you meet the eligibility criteria and that the information you have provided is accurate.
12. **Complete Identity Verification and Attestations Form:** This form is located on [the Nova Scotia Environment website](#). It can also be accessed through the Proof of Identity Form (link under Section 2.0 of the form).
 - You must partially fill in the form and then take it to a notary or lawyer who completes it by attesting to the statements and supporting documents provided (this is further explained in Step 3: Obtain Supplementary Information).
 - Access [the Identity Verification and Attestations Form](#). You can partially complete it online or you can print and complete it manually.
 - Complete Section 1 of the Identity Verification and Attestations Form by entering information for the following mandatory fields (marked by a red asterisk (*)):
 - CITSS User Reference Code – this is the 12-character code assigned to you after electronic submission of your application. You will find this code pre-populated in the CITSS-generated forms.
 - Complete the Applicant Attestation fields by signing and dating the form.

Step 3 – Obtain Supplementary Information

1. As part of the User Registration application package, supplementary information is required to validate the applicant’s identity and future role within CITSS. Refer to Section 2.0 – Proof of Identity Documents Submission.
2. All applicants must provide copies of **2 government-issued identity documents**. One of the documents must have a photograph, the applicant’s name and date of birth. A notary or lawyer will have to certify the authenticity of the documents. Refer to Appendix A – Acceptable Government-issued ID list for more information.
3. All applicants must provide a **letter by a financial institution** located in Canada, confirming that the applicant has an account with the institution and that applicant’s identity check was performed. Refer to Appendix B – Sample Financial Institution Letter.
4. If you, as the applicant, will be designated as a primary or alternate account representative you will need an **Authorization Letter** to attest that you are designated to act on behalf of the

Program Participant for the purposes of the Cap-and-Trade Program Regulations. The letter should be on the company's letterhead and must be prepared by either the chief officer or by a resolution of the board of directors of the participant. Refer to Appendix C – Sample Authorization Letter.

5. A notary or lawyer will have to certify the authenticity of the Authorization Letter. Note: this letter is not required if you will not be designated as an account representative under a Program Participant's account. Account representatives are designated to act on behalf of the Participant in CITSS. There are two types of account representatives: primary account representative (PAR) and alternate account representative (AAR) You will need one of each to complete the Part 2 of the process, Account Application.

Step 4 – Notarize Documents

1. You must bring the following documents to a notary or lawyer for certification of your identity and the relationship between you and the Program Participant you will be representing:
 - 2 pieces of government-issued identification documents (original copies)
 - Identity Verification and Attestations Form
 - Authorization Letter
2. The notary or lawyer must complete Section 2 of the Identity Verification and Attestations Form (mandatory fields marked by a red asterisk (*)).
 - Select whether he/she is a lawyer or non-lawyer notary.
 - Their name, title and license number or identification number.
 - The legal name of their business or organization, as well as the address, their phone number, and their email.
 - A description of the documents that the notary or lawyer has certified as authentic.
 - A description of all Program Participants for which you have been designated an account agent for and certification from the notary or lawyer that any letters from the chief officer or from a resolution of the board of directors of the participant are authentic (if applicable).
 - An attestation from the notary or lawyer that declares that they have verified your identification, the relationship between yourself and each Program Participant listed, and certified the authenticity of each authorization letter (if applicable).

Step 5 – Submit Application by Mail

1. Although your electronic application was submitted in CITSS during Step 1, the Registrar will not process your application until the hardcopy package with your supporting documents has been received by mail.
2. This is a good time to complete the **User Registration Checklist** (form generated by CITSS) to ensure that you have completed and included all appropriate documents as part of your application package. Only documents with original signatures will be accepted.
3. Your application package will include:

Table 1: User Registration Forms and Documents Requirements

Forms and Documents	Requirement
1. User Registration Checklist (CITSS)	Printed and completed (for reference)
2. User Registration Form (CITSS)	Printed, signed and dated
3. Proof of Identity Form (CITSS)	Printed, completed, signed and dated
4. Identity Verification and Attestations Form (from NSE website)	Printed, completed by both the applicant and the lawyer or notary.
5. Copies of 2 pieces of government-issued ID	1 of the IDs must have a photograph, the individual's name, and date of birth. Both must be certified by the notary or lawyer.
6. Financial Institution Letter	Letter from a financial institution located in Canada confirming that your identity check was performed.
7. Authorization Letter (if applicable)	Letter on company letterhead signed by company official authorizing/designating the applicant as a representative.

4. Once your application package is complete, mail it to the Registrar at:

**Cap-and-Trade Program
Nova Scotia Environment
1903 Barrington Street
2nd Floor, Suite 2085
Halifax, Nova Scotia B3J 2P8**

Step 6 – Nova Scotia Environment Review

1. Once your hard copy application package is received by the Registrar, your application will be processed. It will be reviewed for completeness and verification of the information provided.
2. If information is missing or follow-up is required, you will be contacted by the staff reviewing your application. Please allow 10-15 business days from receipt of your package for full processing of your application. If you have questions or notice that something is missing after you have submitted your application, please contact Cap-and-Trade Help at capandtradehelp@novascotia.ca
3. You will not have access to CITSS using your chosen user ID and password until the application is approved.

Step 7 – Approvals

1. When your User Registration application has been approved, the Registrar will approve you in CITSS. You will be automatically notified by the system by email.
2. You will also be notified if your application has been denied or requires additional information.
3. Once your application is approved, your CITSS User ID becomes active and you may log into the system with your chosen User ID and password. As a recognized user, you will now be able to complete other actions in CITSS such as manage your profile and apply for Account Application.

Appendix A – Acceptable Government-Issued Identification Documents for Nova Scotia’s Cap-and-Trade Program

	PART 1 – Government-issued identity documents that satisfy all three (3) criteria	Legal name	Date of birth	Photo
1.	Passport - Canadian	•	•	•
2.	Passport - foreign	•	•	•
3.	Canadian-issued driver’s license (enhanced and non-enhanced)	•	•	•
4.	Canadian citizenship card with photo and issued prior to February 1, 2012	•	•	•
5.	Secure Certificate of Indian Status card issued on or after December 15, 2009 by Indigenous and Northern Affairs Canada	•	•	•
6.	Certificate of Indian Status (laminated card) issued by Indigenous and Northern Affairs Canada	•	•	•
7.	Nova Scotia photo ID card	•	•	•
8.	Canadian permanent resident card	•	•	•
9.	Confirmation of permanent resident form (IMM 5292) accompanied by a valid passport from country of origin	•	•	•
10.	Report pursuant to the <i>Immigration and Refugees Protection Act</i> (IMM 1442) with photo	•	•	•
11.	Student authorization/study permit (IMM 1442) with photo	•	•	•
12.	Employment authorization/work permit with photo	•	•	•
13.	Visitor record (IMM 1442) with photo	•	•	•
14.	Temporary resident’s permit (IMM 1442) with photo (formerly called a Minister’s permit/extension of Minister’s permit)	•	•	•
15.	U.S. passport card	•	•	•

	PART 2 – Government-issued identity documents satisfy two (2) of three (3) criteria	Legal name	Date of birth	Photo
1.	Citizenship certificate/certificate of Canadian citizenship (small wallet-sized card issued from 1954 to January 2012)	•	•	
2.	<p>Canadian or U.S. birth certificate or a proof of birth document issued by a U.S. jurisdiction</p> <ul style="list-style-type: none"> • Proof of birth documents issued by the US territories of Guam, Puerto Rico, U.S. Samoa, and the US Virgin Islands are not acceptable • An acceptable proof of birth document issued by a U.S. jurisdiction is issued by a state's Bureau of Vital Statistics Office, Board of Health, or equivalent state-level government agency 	•	•	
3.	Certified copy of statement of live birth (issued in Ontario only)	•	•	
4.	Record of landing (Form IMM 1000). If information on the IMM 1000 is amended and an IMM 1436 is issued, IMM 1436 must be accompanied by IMM 1000 to be acceptable.	•	•	

	PART 3 – Supporting documents required in one of the following scenarios: <ul style="list-style-type: none"> • If the name differs between the two identity documents provided or <ul style="list-style-type: none"> • If the date of birth on the immigration paper(s) (i.e. IMM forms) is incomplete or if it is not possible to provide government-issued identity documents to prove date of birth. 	Legal name	Date of birth	Photo
1.	Marriage certificate <ul style="list-style-type: none"> • Canadian or foreign • Issued by federal/provincial/state government • Original or certified copy 	•		
2.	Change of name certificate <ul style="list-style-type: none"> • Canadian or foreign • Issued by federal/provincial/state government 	•		
3.	Court order showing legal name, date of birth and court seal, obtained for the purposes of name change, divorce, or adoption	•	•	
4.	Sworn affidavit with supporting documents Sworn affidavit must be signed by a Commissioner of Oaths/Notary Public and must state the legal name, date of birth, and the reason why no date of birth or only a partial date of birth is available. Supporting documents include: <ul style="list-style-type: none"> • Certified copies of school records. • Employment records or place of worship records with an original seal or stamp indicating "certified true copy" signed by an authorized signing officer for the institution or organization • An insurance policy that has been in effect for more than 3 years Sworn affidavit is acceptable only if the date of birth on the immigration paper(s) is incomplete or if it is not possible for the applicant to provide government-issued documents to prove the date of birth.		•	

Appendix B – Sample Financial Institution Letter

[Address of financial Institution, if not included in letterhead]

To Whom It May Concern:

Re: Confirmation of open account for [name and address of the account holder]

I confirm that *[name of the account holder]* has an open account with *[name of financial institution]*. The identity of this individual has been verified by our institution.

If you have questions or require additional information, please contact me at *[telephone number of financial institution representative]*.

Sincerely,

[Signature of financial institution representative]

[Name and position title of the financial institution representative]

Appendix C – Sample Authorization Letter

[Company letterhead]

[Date]

[Address of company, if not included in letterhead]

To Whom It May Concern:

Re: *[Name of Individual to serve as Account Agent]*

Example 1: Letter from the Chief Officer of the company:

I hereby confirm that *[name of individual to be authorized and CITSS user reference code]* is an employee *[or state nature of relationship if not an employee]* of *[company name]*. *[Name of individual]* is authorized to act as a *[indicate **only one** of the following roles: primary account representative, alternate account representative, or account viewing agent]*.

This individual is authorized to represent and act on behalf of this company in Nova Scotia's Cap-and-Trade Program for greenhouse gas emissions.

Example 2: Where there is a resolution of the Board of Directors of the company:

Following the meeting of the Board of Directors of *[name of company]* held on *[date of meeting]*, the board members passed the resolution *[reference number of the resolution if applicable]* to authorize *[name of individual and CITSS user reference code]* to act as a *[indicate **only one** of the following roles: primary account representative, alternate account representative, or account viewing agent]*.

This individual is authorized to represent and act on behalf of *[company name]* in Nova Scotia's Cap-and-Trade Program for greenhouse gas emissions.

Sincerely,

[Signature of company official]

[Name and position title of company official]