

## Guidance Document: Account Application in CITSS

This guidance document will focus on Part 2 – Account Application. It outlines the requirements for applying to open CITSS accounts on behalf of Program Participants.

After you have an approved CITSS User ID, you will be able to complete the Account Application process on behalf of a Program Participant that has authorized you to do so. Once the Registrar has approved your application, the accounts that you applied for will be created in CITSS. These accounts are used to hold emission allowances.

To apply for an account, there are 5 steps:

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

### Step 1 – Enter Data into CITSS

1. Go to the CITSS website <https://www.wci-citss.org/>.
2. Note: before completing Account Application for your business or organization, ensure that an application has not already been submitted by another user. The individual entering data into CITSS for Account Application is not required to be a primary account representative (PAR) or an alternate account representative (AAR) on the account, but they must have a valid CITSS User ID and know who the Program Participant is designating as a representative.
3. Login to CITSS using your User ID and password.
4. Select **Account Registration** on the side menu.
5. The **Jurisdiction and Account Type** page will appear. A brief description of the application process is provided. Fill in both fields on this page - both are marked by the red asterisk (\*).
6. Jurisdiction: Select Nova Scotia from the dropdown menu.
7. Entity type: Select Covered Entity, Covered Source, or Opt-in Entity from the dropdown menu.
8. The Entity Information page will appear after clicking Continue. Enter in the information about the Program Participant you are registering.
  - Legal name: Enter the Program Participant's legal name as it appears on the record filed with the government body that the participant was incorporated with or otherwise established.
  - Operating name: Enter the Program Participant's legal operating name.
  - Click the Continue button at the bottom of the screen.
9. The Identifiers page will appear. Enter the information related to the corporation or other type of company (e.g. partnership, sole proprietor, etc.) that you are registering. All fields on this page are mandatory.
  - Incorporation country: Select the country of incorporation/establishment from the dropdown menu.

- Incorporation province or state: Select the province or state of incorporation/ establishment from the dropdown menu.
- Incorporation region (if not a Canadian province or U.S. State).
- Date of incorporation: Select the date of incorporation/establishment from the dropdown menu.
- Business Number (BN): Enter the company's business number as assigned by the Canada Revenue Agency.
- Registry ID: Enter your Registry of Joint Stock Companies Number as assigned by the Nova Scotia Registry of Joint Stock Companies.
- Click the Continue button at the bottom of the screen.

Incorporated Program Participants are required to provide information about their incorporation, including incorporation country, incorporation province or state, and date of incorporation. If the participant is incorporated outside of the US or Canada, use the 'Region' field to enter the subnational location (e.g. state, province, territory) where the corporation was incorporated.

If the company is not a corporation (i.e. a partnership), please use these fields to provide the relevant details regarding its establishment (i.e. partnership province or state, country and date of establishment).

The Business Number (BN) assigned by the Canada Revenue Agency is a mandatory field. If your company does not have a BN, you may enter a zero in this field.

The Registry ID assigned by the Nova Scotia Registry of Joint Stock Companies is also a mandatory field.

10. The Contact Information page appears. Enter information about the Program Participant's physical address, mailing address, and contact information (including phone number and email address). If applicable, use the same physical address of the Program Participant used for reporting GHG emissions.

Click the check box to use the Program Participant's physical address as its mailing address if they are the same.

### ***Adding a Facility***

Once you reach the Facility Management page, the data you have entered so far will be saved and you can move back to prior pages without losing your entries. You can also exit CITSS and return at a later time to complete your application without losing your progress.

Each Program Participant must add at least one facility to the account and will not be allowed to submit separate registrations for each facility. As such, they will be required to list all of their facilities as part of the Account Application process.

1. Click the Add Facility button.
2. The Facility Information page appears. Enter your information. Fields marked by the red asterisk (\*) are required.

3. Click the Use Entity Data box to use the Program Participant's existing data to populate the facility data fields if applicable.
4. Information required to be submitted includes:
  - The name and address of the facility
  - NAICS code: select from the drop-down menu; use the same NAICS code used for GHG reporting if applicable.
  - GHG emissions reporting ID: enter the same ID used in the emissions reporting regulations.
5. Click the Save button to return to the Facility Management page. At this point, you can enter another facility by repeating this step.
6. When you have added all facilities required, click the Continue button.

### ***Adding Account Representatives***

Designated account representatives are individuals with a valid CITSS User ID who have the authority to represent a Program Participant in Nova Scotia's Cap-and-Trade Program. Program Participants must designate one primary account representative (PAR) and at least one alternate account representative (AAR). Note that one of these representatives must reside in Nova Scotia.

1. Assign a primary account representative (PAR): Select yourself as the PAR or select a different registered user by clicking the appropriate button. If you select a different user, you must enter in the User Reference Code for that individual. The User Reference Code is the 12-character code assigned by CITSS to a registered user as a result of the User Registration process.
2. Assign an alternate account representatives (AARs): You have the option to select yourself as the AAR (so long as you have not indicated that you are the PAR). Alternatively, you can indicate additional alternate account representatives.
3. If you choose to add additional alternate account representatives, you must enter their User Reference Codes in the appropriate boxes. You may enter up to four AARs.
4. When entering User Reference Codes, the system checks to ensure their validity once you click the Save button. You will get an error message if the code is incorrect; try again or double check to ensure you have the correct User Reference Code(s).
5. Click the Save button.
6. You will be returned to your main navigation page. Click the Continue button.

### ***Auction Participation***

This page allows Program Participants to indicate their interest in participating in auctions and reserve sales. By selecting yes, you agree to have account information, including Program Participant and representative details, sent to the Auction and Reserve Sale Administrator and the Financial Services Administrator to facilitate future participation in these events. You can change this selection at any time after completing your Program Participant Registration.

1. Select yes or no for Auction Participation.
2. Click Continue.

## ***Review and Submit***

At this stage, you have supplied all the electronic information required.

1. Review the data supplied at each step to ensure it is correct.
2. Click Submit Application.
3. Terms and Conditions will appear for you to review. Enter in your CITSS user password to enable submission of your application.
4. Click Submit Application.
5. The Account Application Submitted page appears. Your application has been electronically submitted to the Registrar. You will receive a confirmation email.
6. Please ensure that you write down the six character CITSS Entity ID code displayed on the Account Application Submitted page. This will be your Program Participant code moving forward.

## **Step 2 – Print and Complete Hard Copy Forms**

Your Account Application package will consist of 3 forms:

- Account Application Checklist – on CITSS
- Account Application Form – on CITSS
- Business Relationship Disclosure Form – on Nova Scotia Environment website

### ***Complete CITSS-Generated Forms***

1. The Registration Submitted page will link to the 3 required forms (including a direct link to the Nova Scotia Environment website for the Business Relationship Disclosure Form).
2. Click on the first 2 buttons. Each form will appear on a new tab in your browser. Print the forms by selecting the print function of your browser window.
3. After printing the forms, you will need to review them and fill in additional details on the hard copy.
4. **Account Application Checklist:** This reference form 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 (Step 3 – Submit Application by Mail).
5. **Account Application Form:** this form is partially pre-populated by the information you entered into CITSS on behalf of the Program Participant but you must complete additional fields.
  - Complete Sections 2.0 – 4.0 of the Account Application Form. You must provide the original signatures of the primary account representative and the alternate account representative(s).
  - Complete Section 5.0 of the Account Application Form. You must include the name and signature of the chief officer of the Program Participant attesting to the terms outlined by the form. In lieu of this signature, you can provide a resolution of the board of directors to the same effect.

**Complete Business Relationship Disclosure Form (CITSS Download or Nova Scotia Environment website)**

1. This form needs to be downloaded, completed, and saved before printing. This form is used to collect business information about the Program Participant and to disclose any relationships with other companies and/or participants under the cap and trade program. You must complete and print this form as part of the Account Application package.
2. Complete this form electronically prior to printing and including it with your application package. It is strongly recommended that you save an electronic copy of this form in the event that you have to update your business disclosures in the future.

**Step 3 – Submit Application by Mail**

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

**Application package - Forms and Documents**

<b>Forms and Documents</b>	<b>Requirement</b>
Account Application Checklist (CITSS)	Printed and completed (for reference).
Account Application Form (CITSS)	Printed, completed signed and dated. The following original signatures must be included: Primary Account Representative (PAR), Alternate Account Representative (AARs). The signature of a chief officer for the participant is required unless providing a resolution of the board of directors.
Business Relationship Disclosure Form (Nova Scotia Environment)	Completed electronically, printed, signed and dated.

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

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

**Step 4 – Application Review**

1. Once your hard copy application package is received by the Registrar, your application will be processed by reviewing it for completeness and verification of the information you have provided.

2. If information is missing or follow up is required, you will be contacted by program staff. Please allow 10-15 business days from the receipt of your package for full processing of your application. If you have questions or noticed something is missing after submitting your application, please contact Cap-and-Trade Help at [capandtradehelp@novascotia.ca](mailto:capandtradehelp@novascotia.ca)
3. You will not have access to your CITSS accounts until application is approved.

## **Step 5 – Approvals**

1. When your Account Application has been approved, the Registrar will approve you in CITSS and you will be automatically notified by the system through an email. The appropriate accounts will then be open for each Program Participant.
2. You will also be notified if your application has been denied or requires additional information.