



Climate Change Bureau Clean Transportation Fuel Program

Application, Reporting, and Compliance System (ARCS) Aggregator/Designator Guidance

NMED Climate Change Bureau: Aggregator/Designator Guidance Revision: 3 Date: 09/10/2026

Table of Contents

CTFP-ARCS Aggregator/Designator Introduction	5
Overview of key steps, in order	5
Part A: During Organization Registration.....	6
Part B: After Organization Registration.....	7
Define Participation Type	7
Initiate Aggregator Designation Form.....	12
Complete Aggregator Designation Form	13
Managing Existing Associations.....	16

Climate Change Bureau Clean Transportation Fuel Program

Revision History Table

Revision #	Revision Date	Revised By	Reason for Revision
1	8/21/2026	NMED staff	Content changes for system updates
2	9/10/2026	NMED staff	Content changes for system updates

Climate Change Bureau Clean Transportation Fuel Program

Acronym	Definition
CTFP-ARCS	Clean Transportation Fuel Program – Application, Reporting, and Compliance System
ARCS	Application, Reporting, and Compliance System
CI	Carbon Intensity
FEIN	Federal Employer Identification Number
NMAC	New Mexico Administrative Code
NMED	New Mexico Environment Department
PDF	Portable Document Format

CTFP-ARCS Aggregator/Designator Introduction

The Clean Transportation Fuel Program (CTFP) is New Mexico's market-based program designed to reduce the carbon intensity (CI) of transportation fuels supplied and used in the state.

The CTFP Application, Reporting, and Compliance System (CTFP-ARCS) supports regulated organizations in complying with the rule (20.2.92 NMAC)[1] by providing an online platform for fuel registration, reporting, and credit banking and transfer.

Under CTFP:

- A **Designator** (usually an opt-in party) authorizes another organization to report and manage credits on its behalf and transfers fuel reporter status to the aggregator organization.
- An **Aggregator** manages reporting or credits on behalf of another organization as a service, taking the role of fuel reporter from the designating organization.

This guide provides step-by-step instructions on how to identify an aggregator or designator, provide the correct organization information, and upload a signed agreement to ensure the two parties are linked correctly in CTFP-ARCS.

An Aggregator–Designator association should be established by both parties in two parts:

1. During the initial organization registration process, after accepting the **CTFP-ARCS General Use Conditions and Disclaimer**. (Part A)
AND
2. After registration under **Organization Details**. (Part B)

Overview of key steps, in order

1. **Designator registers in the CTFP-ARCS first** and identifies (in most cases) as an opt-in party (Part A).
2. **Aggregator registers second** and identifies intention to act as an aggregator (Part A).
3. Both organizations receive registration approval from NMED.
4. **Designator** defines participation type and adds aggregator (Part B, steps 1-7)
5. **Aggregator** defines participation type, selects fuel categories, and adds designator (Part B, steps 1-11).
6. **One party** initiates the filling and signing of the Aggregator Designation Form **first** (Part B, Initiate Aggregator Designation Form steps).
7. **The other party** reviews and completes the same Aggregator Designation Form **second** and submits it for NMED review and approval. (Part B, Complete Aggregator Designation Form steps)

IMPORTANT: Designating organizations must register in CTFP-ARCS before aggregators.

Part A: During Organization Registration

Both Aggregator and Designator:

1. For guidance on beginning Organization Registration, see [CTFP-ARCS User Registration Guidance](#) up to p. 10.
2. After selecting **Continue** in Step 3 of 3 of registration ("CTFP-ARCS General Use Conditions and Disclaimer"), under **Organization Details**, expand **Additional Information** using the "+" button.

Designator:

3. Select the second checkbox under **Additional Information**, which says: **Our business produces biomethane, renewable LPG, alternative jet fuel, or owns public electric vehicle charging stations and wants to opt in to the NM-CTFP.**

Aggregator:

3. Select the third checkbox under **Additional Information**, which says: **Our business plans to be an aggregator that will work with designators and can confirm that at least one of those designators has already registered in the NM-CTFP.**

Additional Information
Please indicate your organization's eligibility to participate in the NM-CTFP.

☐ Our business produces/imports/exports a regulated transportation fuel in/into/out of New Mexico and is a regulated party under the CTFP.

☐ Our business produces biomethane, renewable LPG, alternative jet fuel, or owns public electric vehicle charging stations and wants to opt-in to the NM-CTFP.

☐ Our business plans to be an aggregator that will work with designators and can confirm that at least one of those designators has already registered in the NM-CTFP.

Related Organizations
Are there any related business entities or regulated parties in New Mexico that your organization shares common ownership or control with, including any subsidiaries or parent companies?
☒ No ☐ Yes

Both Aggregator and Designator:

4. Under **Related Organizations**, select **No**, or **Yes** and enter information about subsidiaries or parent companies (do not enter information here about Aggregators/Designators)
5. Click **Submit**.

Climate Change Bureau Clean Transportation Fuel Program

6. Complete steps for Organization Registration (see [CTFP-ARCS User Registration Guidance](#) and [CTFP-ARCS Organization Invoice Payments Guidance](#)).

Part B: After Organization Registration

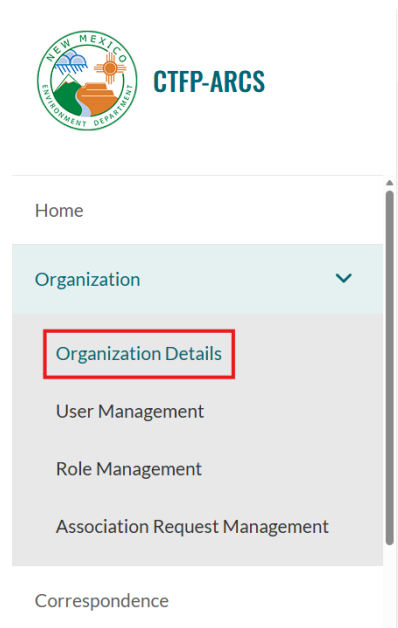
IMPORTANT: Complete Part B after Aggregator and Designator organizations are **both** registered, including invoice payment and NMED approval, in CTFP-ARCS.

Next, the Aggregator and Designator must define their Participation Type.

Define Participation Type

Both Aggregator and Designator:

7. Navigate to the CTFP-ARCS portal: <https://ctfp.env.nm.gov>. Log in to the CTFP-ARCS portal using your username and password.
8. From the left-side menu, navigate to **Organization** → **Organization Details**.



9. Under the **Participation Type** section, check box for **Designator/Aggregator**.

Climate Change Bureau Clean Transportation Fuel Program

The screenshot shows a web interface for 'Organization Details'. It includes a sidebar with a 'Participation Type' section highlighted by a red box. The main content area has a header 'Organization Details' and a sub-header 'Account Registration Form'. Below this is a file upload icon. The 'Participation Type' section contains two checkboxes: 'Designator/Aggregator' (checked) and 'Fuel Reporter' (unchecked). An information icon is next to the 'Fuel Reporter' checkbox.

10. A confirmation message will appear indicating that adding the participation type may affect the organization's access, permissions, and related workflow.

IMPORTANT: Once the Aggregator/Designator association is complete, the Designator will no longer retain the access and permissions of a fuel reporter. The Aggregator will take on the fuel reporter role, access, and permissions.

A confirmation dialog box titled 'Add Participation Type' with a close button (X) in the top right corner. The text inside reads: 'Are you sure you want to add this participation type? Adding it may affect organization's access, permissions and related workflow. This action cannot be undone.' At the bottom, there are two buttons: 'CANCEL' and 'ADD PARTICIPATION TYPE'.

11. Select **Add Participation Type** to continue or **Cancel** to return without making changes.
12. If **Designator/Aggregator** is checked, **Select Association** options appear. Specify whether the organization will participate as a **Designator** or an **Aggregator**.

Designator:

IMPORTANT: Designators may not also select the **Fuel Reporter** participation type.

Climate Change Bureau Clean Transportation Fuel Program

13. Under Organization Association, Select Add Aggregator.

The screenshot shows the 'Organization Association' section of a web application. At the top right, there is a 'Designator' dropdown menu. Below the header, the text 'Selected association for this organization' is displayed. A red rectangular box highlights a green button labeled '+ Add Aggregator'. Below this, the 'Aggregator Organization Details' section is visible, featuring a search bar and a table with columns: Organization, FEIN, Document, Status, and Actions. The table currently contains one row with the text 'No aggregator added'.

14. Once selected, the **Add Aggregator Organization** pop-up window appears, allowing you to enter information about the organization that will represent you.

Designator sees:

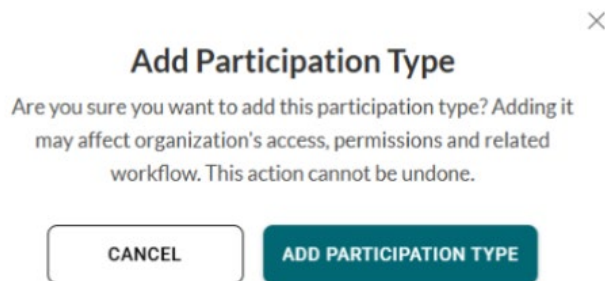
The screenshot shows a pop-up window titled 'Add Aggregator Organization'. At the top, there is a close button (X). Below the title bar, a red box highlights a button labeled 'Aggregator Designation Form'. Underneath, the 'Aggregator Details' section contains several input fields: 'Organization Name' with a dropdown menu labeled 'Choose the Organization', 'FEIN' with a text input field, and 'Start Date' with a date picker showing 'MM/DD/YYYY'. A red box also highlights the 'Upload Contract' section, which includes a file upload area with a cloud icon, the text 'Choose a file or drag & drop it here', and a 'Browse Files' button. At the bottom of the pop-up, there are two buttons: 'Clear' and 'Submit'.

15. Continue to Initiate Aggregator Designation Form section if applicable (p. 12)

Climate Change Bureau Clean Transportation Fuel Program

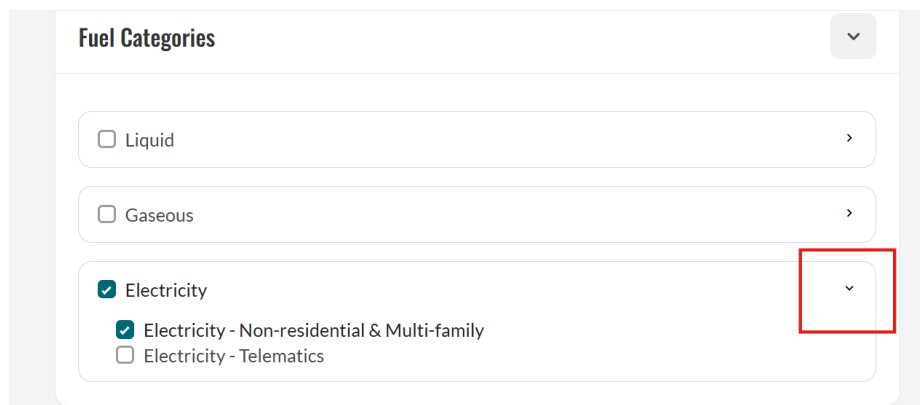
Aggregator:

7. Check box for **Fuel Reporter** → select **Add participation type** when popup appears.



A **Fuel Categories** section will appear at the bottom of the **Organization Details** page.

8. Click caret to the right to expand **Fuel Categories** section → Click caret to the right of category to select applicable fuel types.



CTFP-ARCS system features and reporting tools visible to each user depend on the fuel categories selected here. Users can also update fuel categories in the future.

9. Select **Update** at the bottom of the page to save the changes.

Climate Change Bureau Clean Transportation Fuel Program

Fuel Categories

☐ Liquid

- ☐ Test
- ☐ Test 2
- ☐ Clear Gasoline
- ☐ Diesel
- ☐ Biodiesel
- ☐ Renewable Diesel
- ☐ Ethanol
- ☐ Renewable Naphtha
- ☐ Renewable Gasoline
- ☐ Synthetic Fuel
- ☐ Alternative Jet Fuel

☐ Gaseous

- ☐ Hydrogen
- ☐ Compressed Natural Gas (CNG)
- ☐ Liquefied Natural Gas (LNG)
- ☐ Liquefied-Compressed Natural Gas (LCNG)
- ☐ Liquefied Petroleum Gas (LPG)/Propane

☐ Electricity

- ☐ Electricity - Non-residential & Multi-family
- ☐ Electricity - Telematics

Update

After **Update**, the **Organization Association** section will appear at the bottom of the **Organization Details** page based on the selected participation type.

10. Under **Organization Association**, select **Add Designator(s)**.

Organization Association

Selected association for this organization

+ Add Designator(s)

Designator Organization Details

Search

Organization	FEIN	Document	Status	Actions
No designator added				

11. Once selected, the **Add Designator Organization** pop-up window appears, allowing you to enter information about the organization(s) you will represent.

Climate Change Bureau Clean Transportation Fuel Program

Aggregator sees:

✕ Add Designator Organization

• Aggregator Designation Form

Designator Details

Organization Name *

Choose the Organization >

FEIN

Start Date *

MM/DD/YYYY

Upload Contract *

Choose a file or drag & drop it here Browse Files

Clear Submit

Aggregators may add additional Designators by selecting **Add Designator(s)** and repeating the steps below.

Initiate Aggregator Designation Form

Either Aggregator or Designator:

1. Download the **Aggregator Designation Form** using the button provided on the pop-up window. Fill applicable sections depending on role as either Aggregator or Designator. Leave other sections unfilled.

IMPORTANT: Both organizations must fill and sign one form, but the form can be initiated by either party.

2. Select the organization from the **Organization Name** field. The corresponding FEIN will populate automatically (again, both organizations must already be registered).
3. Enter **Start Date** of Aggregator/Designator relationship/association.
4. Upload the *partially filled and signed* **Aggregator Designation Form** using the **Upload Contract** field.

Climate Change Bureau Clean Transportation Fuel Program

5. Once all required information is entered, select **Submit > Close**.



Association Request Saved

The association request has been saved as a draft.
You can click the Update button to send the request.

Close

6. Select **Update** to send request to the second party.

IMPORTANT: The second party must select **Update** at the bottom right of the page to submit the association request for review and approval by the other organization.

The screenshot shows a web interface for "Designator Organization Details". At the top right is a search bar. Below it is a table with three columns: "FEIN", "Document", and "Actions". The table contains one row with the FEIN "55-5555599" and a document titled "Aggregator Designaton Form.pdf". In the "Actions" column, there is a red trash icon. At the bottom right of the page, there is a teal button labeled "Update >" which is highlighted with a red rectangular box. Next to this button is a small orange circle containing a white question mark.

FEIN	Document	Actions
55-5555599	Aggregator Designaton Form.pdf	

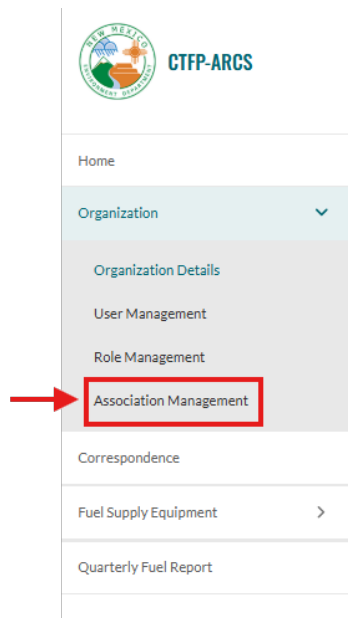
Update >

Complete Aggregator Designation Form

Either **Aggregator** or **Designator** (whichever party did not initiate the form):

1. Select **Association Management** from the left-side menu.

Climate Change Bureau Clean Transportation Fuel Program



2. Click on the eye icon to view and approve the association request.

Association Request Management

[View All Associations](#)

Note: An Aggregator has submitted an association request. Please review and take action.

Search

Organization ↕	FEIN ↕	Document ↕	Status ↕	Actions
AggregatorTest	80-5483205	AGGREGATOR DESIGNATION FORM.pdf	Designator Approval Pending	

3. The **Review Association Request** box will open, indicating that the other organization has submitted an association request for review.
4. **Download** the form uploaded by the other party and verify the initial information.
5. Fill remaining sections, sign, and upload the finalized form under **Upload Contract**.
6. Select either **Reject** or **Approve**.

Climate Change Bureau Clean Transportation Fuel Program

Review Association Request

The Aggregator Organization has submitted this association request for review. Please verify the submitted details, upload the signed contract form if required, and proceed with the approval or rejection action.

Aggregator Details

Organization Name	FEIN	Start Date
AggregatorTest	80-5483205	09/07/2026
Address Line 1	Address Line 2	City
6666 Elm Lane	-	Albuquerque
Country	State	Zip Code
United States	New Mexico	87111

Uploaded Contract from Aggregator

AGGREGATOR DESIGNATION FORM.pdf

Download

Upload Contract *

Choose a file or drag & drop it here

Browse Files

Accepted file types: PDF, DOC, DOCX

Reject Approve

7. If **Approve** is selected, an **Approve Association Request?** box will pop up. Enter comments (required).

Review Association Request

The Aggregator Organization has submitted this association request for review. Please verify the submitted details, upload the signed contract form if required, and proceed with the approval or rejection action.

Aggregator Details

Organization Name	FEIN	Start Date
AggregatorTest	80-5483205	09/07/2026
Address Line 1	Address Line 2	City
6666 Elm Lane	-	Albuquerque
Country	State	Zip Code
United States	New Mexico	87111

Uploaded Contract from Aggregator

AGGREGATOR DESIGNATION FORM.pdf

Download

Upload Contract *

Choose a file or drag & drop it here

Browse Files

Accepted file types: PDF, DOC, DOCX

Reject Approve

Approve Association Request?

Are you sure you want to approve the Association request for **AggregatorTest**?

Comments *

Enter comments...

0/500

Clear Approve Request

Climate Change Bureau Clean Transportation Fuel Program

8. Select **Approve Request** > **Close**



Association request approved successfully.

The Association request from **AggregatorTest** has been approved successfully.

You will receive a notification once the NMED Admin reviews and approves the request.

Close

NMED will then review the request for approval. After approval, verify association under **Organization Details** > **Organization Association** and confirm that the **Status** under **Designator Organization Details** reads **Approved**.

Once the association is approved, it will appear under **Organization** > **Association Request Management** > **View All Associations** for both parties.

Organization Association ⓘ

Aggregator ▼

Selected association for this organization

+ Add Designator(s)

Designator Organization Details

Search

Organization ⓘ	FEIN ⓘ	Document	Status ⓘ	Actions
Designator Test	54-6363636	AGGREGATOR DESIGNATION FORM (1).pdf	Approved	Ⓢ ⓧ

Managing Existing Associations

Organization details, uploaded documents, and current status appear in the association table within **Organization Association**.

Climate Change Bureau Clean Transportation Fuel Program

To end an established Aggregator/Designator association:

1. Locate the association under **Approved Associations**.
2. Select the trash can icon under the Actions column of the table (as shown below).

Organization Association ⓘ Aggregator ▼

Selected association for this organization

[+ Add Designator\(s\)](#)

Designator Organization Details Search

Organization ⓘ	FEIN ⓘ	Document	Status ⓘ	Actions
Designator Test	54-6363636	AGGREGATOR DESIGNATION FORM (1).pdf	Approved	

3. Confirm the action when prompted (see figure below).

×

Remove Organization?

Are you sure you want to remove this organization from your list?

Once removed, this action cannot be reversed.

Note: All FSEs associated with this organization will be marked as inactive because the Designator-Aggregator relationship will be removed.

End Date *

[KEEP THIS ORGANIZATION](#) [REMOVE ORGANIZATION](#)

Removing an organization ends the Designator-Aggregator relationship/association, but the record is retained.

Climate Change Bureau

Clean Transportation Fuel Program

After a Designator removes an Aggregator organization, a new Aggregator association may be established.