



Climate Change Bureau Clean Transportation Fuel Program

Clean Transportation Fuel Program (CTFP) Applications, Reporting, and Compliance System (ARCS) Fuel Supply Equipment (FSE) Registration Guidance

NMED Climate Change Bureau: ARCS FSE Registration Guidance Revision: 3 Date: 08/21/2026

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Revision History Table

	Revision Date	Revised By	Reason for Revision
1	04/07/2026	NMED staff	Added information on cover letter requirement, minor revisions.
2	04/16/2026	NMED staff	Formatting
3	08/21/2026	NMED Staff	Content changes for updated system

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Clean Transportation Fuel Program

Acronym Table

Acronym	Definition
ARCS	Application, Reporting, and Compliance System
CHAdemo	“Charge de Move” – DC fast charging protocol
CCS	Combined Charging System (DC fast charging connector)
CI	Carbon Intensity
CNG	Compressed Natural Gas
CTFP	Clean Transportation Fuel Program
CTFP-ARCS	Clean Transportation Fuel Program – Application, Reporting, and Compliance System
DCFC	Direct Current Fast Charging
eCHE	Electric Cargo Handling Equipment
eGSE	Electric Ground Support Equipment
eTRU	Electric Transport Refrigeration Unit
EV	Electric Vehicle
EV-FSE	Electric Vehicle Fueling Supply Equipment
FSE	Fueling Supply Equipment
FEIN	Federal Employer Identification Number
H₂	Hydrogen
LNG	Liquefied Natural Gas
LPG	Liquefied Petroleum Gas (Propane)
MHDV	Medium/Heavy-Duty Vehicle
NACS	North American Charging Standard
NMAC	New Mexico Administrative Code
NMED	New Mexico Environment Department
OEM	Original Equipment Manufacturer
VIN	Vehicle Identification Number
Zip	Zone Improvement Plan (postal code)

CTFP-ARCS FSE Registration Guidance

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. Once NMED approves an organization's registration in ARCS, the organization may register its fuel supply equipment (FSE). FSE is equipment, such as an electric vehicle charger or a fueling station for compressed natural gas (CNG), that dispenses transportation fuel into vehicles.

Prior to submitting an FSE pathway application, an applicant must:

- Select **Fuel Reporter** in Organization Details, under Participation Type.
- Establish an Organization Association if acting as a designator or aggregator.

To establish an Organization Association as a designator or aggregator:

- If applicant is aggregator, they must be registered separately in CTFP-ARCS before the designator establishes an Organization Association with them.
- Select **Designator/Aggregator** and "**Designator**" or "**Aggregator**" in Organization Details, under Participation Type
- If applicant is the designator, add aggregator details by selecting **Add Aggregator** in Organization Details, under Organization Association.

See Aggregator/Designator Registration Guidance for more detailed information.

This guide provides step-by-step instructions for participating organizations on how to register FSE units within CTFP-ARCS. Organizations should register FSE units in the same quarter in which associated fuel transactions are taking place, or within 30 days of the following quarter. If FSE registration applications are submitted after that point, NMED may delay approval until the following quarter.

Step 1 – Navigate to the ARCS environment:

Go to: <https://ctfp.env.nm.gov>

Step 2 – Log in:

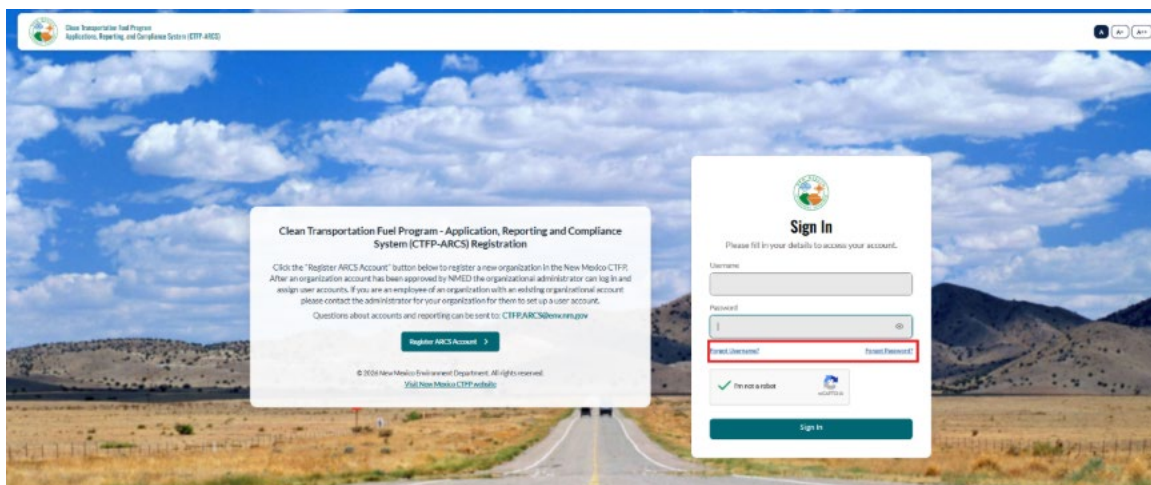
¹ New Mexico Administrative Code Title 20 Chapter 2 Part 92 Clean Transportation Fuel Program.
https://nmonesource.com/nmos/nmac/en/item/18058/index.do#t20c2p92_97

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Log in using the username and password you created when registering your company's account in CTFP-ARCS. You cannot proceed with the FSE registration without having an account.

Each time you sign in, you will be prompted to complete a Google reCAPTCHA verification below the password field. Follow the on-screen instructions before selecting **LOGIN**.

Once logged in, you can begin accessing the system modules.



If you forget your username or password, select **Forgot Username?** or **Forgot Password?** on the login page and follow the on-screen instructions to recover your account credentials. For technical assistance during any step, contact the ARCS Support Team. **ARCS email:** CTFP.ARCS@env.nm.gov.

Step 3 – Add the Fuel Reporter Participation Type:

Before registering FSEs, confirm that the organization has been approved for the **Fuel Reporter** participation type. If Fuel Reporter has not yet been added to the organization's profile, complete the following steps:

1. From the left-hand navigation menu, expand **Organization** and select **Organization Details**.
2. On the Organization Details page, locate the **Participation Type** section and select the checkbox next to **Fuel Reporter**.

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Home

Organization

Organization Details

User Management

Role Management

Correspondence

Home > Organization Details

Organization Details

Account Registration Form

CTFP-ARCS Account Registration Form.pdf

Download

Participation Type

☐ Designator/Aggregator

→ ☐ Fuel Reporter ⓘ

3. An **Add Participation Type** confirmation window will appear. Select Add Participation Type to continue. The system notes that adding a participation type may affect the organization's access, permissions, and related workflow and that the action cannot be undone.

×

Add Participation Type

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.

CANCEL ADD PARTICIPATION TYPE

4. Scroll down to the **Fuel Categories** section and select the applicable fuel category or categories for the organization (e.g., Liquid, Gaseous, and/or **Electricity**).
5. Select **Update** at the bottom of the page to save the changes. A message will confirm that the organization registration form was updated successfully.

Home

Organization

Organization Details

User Management

Role Management

Correspondence

Organization Contact Person

Provide the information of the primary contact person for this organization. Invoices will be sent to this person.

Administrator Details

Additional Information

Fuel Categories

☒ Liquid

☒ Gaseous

☒ Electricity

Update

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Success

Organization registration form updated successfully.

- The Fuel Reporter participation request will then be reviewed by NMED. Once the review is complete, the organization will receive an email notification indicating whether the participation request was approved or rejected. The email will identify the **Participation Type** and include any **Review Comment** provided by NMED.

Uploading a Facility-Fuel Supply Equipment (FSE) Registration

Step 1 - Access the Facility-FSE Page

From the Homepage, navigate to the FSE tab on the left-hand menu. Expand the drop-down arrow next to FSE, and then select Facility-FSE, as shown below.

The screenshot shows the CTFP-ABCS interface for Facility-Fuel Supply Equipment (FSE) registration. The left-hand menu has 'Facility-FSE' selected. The main content area is titled 'Facility-Fuel Supply Equipment (FSE) Registration & Supporting Documentation'. It includes a 'Please refer to the CTFP-ABCS FSE Registration Guidance before registering FSE' message and a 'CTFP-ABCS FSE Registration Guidance' link. Below this, there are tabs for 'Gaseous', 'Electricity', and 'Telematics'. The 'Gaseous' tab is active, showing a table with 3 results. The table has columns for Registration Upload No., Upload Type, Document Name, FEIN, Organization Name, Created By, and Created On. The data shows three manual registrations for 'Mustafa Electric'.

Registration Upload No.	Upload Type	Document Name	FEIN	Organization Name	Created By	Created On
RU-000025	Manual Registration	-	13-000000	Mustafa Electric	Electric User1	08/30/2026 10:43 AM MDT
RU-000031	Manual Registration	-	13-000000	Mustafa Electric	Electric User1	08/30/2026 10:41 AM MDT
RU-000048	Manual Registration	-	13-000000	Mustafa Electric	Electric User1	08/30/2026 11:15 PM MDT

Step 2 - Choose a Registration Method

Once on this page, there are two ways to register an FSE. Organizations may choose either option based on their preferences:

FSE Bulk Upload – Use this option to register one or more FSEs by completing the official Excel template for FSE Registration, then uploading the file. This option may be more convenient when registering many FSE records at once.

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Add FSE (Manual Registration) – Use this option to manually enter the required information for one or more FSEs directly within the platform interface. This option may be preferred when entering FSEs individually or making updates incrementally over time.

Instructions on completing the fields of both options as well as supporting documents needed can be found in the following sections of this document.

Step 3 – Upload the Registration

FSE Bulk Upload

If using the Bulk Upload option (see example screenshot below), follow these steps:

1. Select the appropriate template for the FSEs being registered:
2. Download Gaseous Template
3. Download Electricity Template
4. Download Telematics Template

FSE Registration and Supporting Document Submission Process
Follow these simple steps to upload and submit your FSE registration file.

Cancel Submit

1

Download the template

Get the official Excel template for FSE registration.

Download Gaseous Template

Download Electricity Template

Download Telematics Template

2

Fill in all FSE data

Complete every required field in the template exactly as indicated (FEIN, VIN, Address, Facility IDs). For Nameplate Capacity (Col AH), enter up to 99999.9999 with maximum 4 decimal places, and provide Capacity Unit separately.

3

Upload the completed file

Use the **Browse File** option to attach your filled template. Accepted formats: .xlsx, .xls.

4

Submit to complete registration

After upload, click **Submit** to process the file. You will receive validation results and error logs if any.

Upload File *

 Choose file(s) or drag & drop it here

Browse Files

5. Complete all required fields in the template as described in the next sections of this guide. Mandatory fields are identified by a red asterisk (*). As you complete the template, use the built-in validation indicators to identify and correct missing or invalid information. The **Validation Status** field at the top of the template provides an overall validation status, while the Row Status column at the end of the template displays the status of each individual row. Before uploading the template, correct any identified issues and confirm that the **Validation Status** indicates “All rows valid”.

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6. Upload the completed FSE Registration Template by selecting **Browse Files** or by dragging and dropping the file into the **Upload File** section. Accepted file types are .xlsx and .xls.
7. After the file has been successfully uploaded, it will appear below the Upload File section with a Completed status.
8. Select **Submit** to submit the file for processing. This step does not submit the FSE registration(s) to NMED for approval yet.

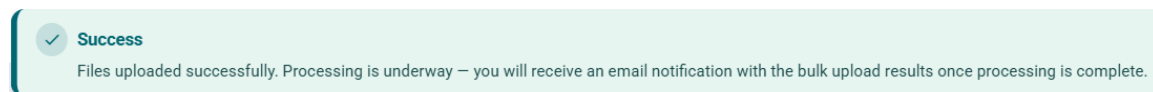
Upload File *

 Choose file(s) or drag & drop it here

Browse Files

Accepted file types: .xlsx, .xls

After submission, a success message will confirm that the file was uploaded successfully and that processing is underway. Users will then be automatically returned to the main Facility-FSE page.



Once processing is complete, the user will receive an email notification from noreply.ctfp-arcs@env.nm.gov. The email identifies the uploaded file and FSE category and provides the processing results, including the number of records successfully processed and the number of records that failed. Users should return to the FSE module in CTFP-ARCS and refresh the grid to review the latest status and updated records.

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Dear Administrator,

The following Fuel Supply Equipment registrations have been approved for Reference Number **RU-0000027**.

Reference Number: RU-0000027
FSE Type: Electricity
Facility Name: White Hart Lane
FSE ID: FSE0001059
Latitude: 35.349033
Longitude: -105.482343
Comments: COYS

Thanks,
NMED Support Team

Add FSE (Manual Registration)

Using the **Add FSE** option allows you to manually enter all required information within the ARCS platform.

9. For each FSE, complete the fields under the **Company Information, Fueling Facility Information, Fueling Supply Equipment (FSE) Information, FSE Owner Information** and any additional sections that appear based on the selected FSE Type. Mandatory fields are identified by a red asterisk (*).

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Fuel Supply Equipment

[Cancel](#)[Save as Draft](#)[+ Add New FSE](#)[Ready to Submit](#)

FSE 01



Company Information

Organization Name *

Looney Tunes

Organization FEIN *

75-7474839

Designator *

Select Designator

Designator FEIN

Fueling Facility Information

FSE Type *

Select FSE Type

Facility Name *

Enter Facility Name

Street Address *

Enter Street Address

City Name *

Enter City Name

Zip Code *

Select Zip Code

Latitude *

Enter Latitude

Longitude *

Enter Longitude

10. The **Organization FEIN** and **Organization Name** fields are pre-filled and cannot be modified. In the screenshot below, the **Company FEIN** and **Organization Name** have been intentionally hidden for illustration purposes only. In the actual system, these fields will display the relevant information.

Fueling Supply Equipment (FSE) Information

Is Equipment Operational? *

Select an option

Nameplate Capacity

Enter Capacity

Capacity Unit

Select Capacity Unit

Uptime % / Availability (0-100)

Enter Uptime % / Availability

FSE Owner Information

If you are not the owner of this FSE, please provide the following owner information

FSE Owner Name

Enter FSE Owner Name

FSE Owner Address

Enter FSE Owner Address

FSE Owner City

Enter FSE Owner City

FSE Owner Zip Code

Select Zip Code

Is First Fuel Reporting Entity? *

Select Option

11. Supporting documents must be uploaded at the bottom of the form under the **Supporting Document(s)** section.

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Supporting Document(s)

 A utility bill is required to verify the fuel source and reporting eligibility. Upload a valid utility bill before submission.

Upload Supporting Document(s) *

 Choose file(s) or drag & drop them here
Maximum 10 MB per file

Browse Files

Accepted file types: PDF, XLS, XLSX, XLSM, PNG, JPG, JPEG, TXT, XML

12. Once all required information is entered, select **Add New FSE** to include any additional FSE record. You can repeat this process to add multiple FSEs.
13. After completing the FSE information, select one of the following:
14. **Save as Draft** to save the FSE information for later review or completion.
15. **Ready to Submit** when the FSE information is complete and ready to proceed toward submission.
16. If **Ready to Submit** is selected, a confirmation window will appear asking whether you want to submit the FSE details. Select **Submit** to continue. A success message will confirm that the FSE was updated successfully, and you will be returned to the main Facility-FSE page, where the FSE will have a status of **Ready to Submit**.

Note: Selecting Ready to Submit does not submit the FSE registration to NMED for approval. FSE records with a **Ready to Submit** status should be submitted for approval as described in the step of **Submit FSE Records for Approval**.

×

Submit New FSE?

Are you sure you want to submit these FSE details?

CANCEL

SUBMIT

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Step 4 – Review and Complete FSE Records

Review and complete FSE records created through either the **FSE Bulk Upload** or **Add FSE** (Manual Registration) option before submitting to NMED for approval.

1. Select the applicable FSE category tab (**Gaseous**, **Electricity**, or **Telematics**) to locate the uploaded FSE record(s). For example, FSE records uploaded using the Electricity template will appear under the **Electricity** tab.

Facility-Fuel Supply Equipment (FSE) Registration & Supporting Documentation

Please refer to the CTFP-ARCS FSE Registration Guidance before registering FSE

CTFP-ARCS FSE Registration Guidance

Gaseous **Electricity** Telematics

2 Results

Registration Upload No.	Upload Type	Document Name	FEIN	Organization Name	Created By	Created On
RU-0000007	Manual Registration	-	90-3993059		Test W Testman	08/19/2024 12:18 PM MDT
RU-0000002	Manual Registration	-	90-3993059		Test W Testman	08/12/2024 02:14 PM MDT

2. Locate the applicable FSE registration upload and select the arrow on the right side of the row to expand the record. The expanded view displays the individual FSE Entries created from the file. Certain information fields have been intentionally hidden in the screenshot below for illustration purposes only. In the actual system, these fields will display the relevant information for the selected record.

Facility-Fuel Supply Equipment (FSE) Registration & Supporting Documentation

Please refer to the CTFP-ARCS FSE Registration Guidance before registering FSE

CTFP-ARCS FSE Registration Guidance

Gaseous **Electricity** Telematics

2 Results

Registration Upload No.	Upload Type	Document Name	FEIN	Organization Name	Created By	Created On
RU-0000007	Manual Registration	-	90-3993059		Test W Testman	08/19/2024 12:18 PM MDT
RU-0000002	Manual Registration	-	90-3993059		Test W Testman	08/12/2024 02:14 PM MDT

3. The expanded view provides several actions for reviewing and managing each FSE entry, including options to **download**, **edit**, **view the FSE location on the map**, **delete**, and review **Error Logs**. Hover over an icon to view a description of the corresponding action.

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The screenshot shows the main Facility-FSE page. At the top, there are tabs for 'Gaseous', 'Electricity', and 'Telematics'. Below these, there's a filter bar showing '2 Results'. The main table has columns for Registration Upload No., Upload Type, Document Name, FEIN, Organization Name, Created By, and Created On. Below the table, there's a section for 'FSE Entries' with a table of entries. The first entry is highlighted, and a red arrow points to the 'Ready to Submit' button in the 'Actions' column.

- If corrections or additional information are required, select the **Edit** (pencil) icon. You will then be directed to the **Edit FSE** page which displays the information entered and allows applicable fields to be reviewed and updated directly in CTFP-ARCS (see example screenshot below). Upload any required supporting documentation in the **Supporting Document(s)** section.

The screenshot shows the 'Edit FSE' page. It has a red box around the 'Edit FSE' button at the top left. The page is divided into several sections: 'Company Information' (Organization Name, FEIN), 'Fueling Facility Information' (Facility Name, Street Address, City Name, State Code, Latitude, Longitude), 'Electricity' (Charging Type, EV FSE Serial Number, EV FSE Manufacturer), 'Fuel Supply Equipment (FSE) Information' (Is Equipment Operational, Date Equipment Became Operational, Nameplate Capacity, Capacity Unit, Volume % Availability), 'FSE Owner Information' (FSE Owner Name, FSE Owner Address, FSE Owner City, FSE Owner State Code, Is First Fuel Reporting Entry), and 'Supporting Document(s)' (Upload Supporting Document(s), Choose File).

- After reviewing and completing the FSE record, select one of the following (see also screenshots below):
 - Save as Draft** to save the information without marking the FSE as ready for submission. A success message will confirm that the FSE draft was saved successfully, and the FSE will appear on the main **Facility-FSE** page with a status of **Draft**.
 - Ready to Submit** when the FSE record is complete. A confirmation message will appear asking whether you want to submit the FSE details. Select **Submit** to continue. A success message will confirm that the FSE was updated successfully, and you will be returned to the main **Facility-FSE** page, where the FSE status will display as **Ready to Submit**.

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Note: Selecting **Ready to Submit** and confirming **Submit** does not submit the FSE registration to NMED for approval. It changes the FSE status to **Ready to Submit** on the **Facility-FSE** page.

The screenshot shows the 'Edit FSE' form with the following sections:

- Company Information:** Organization Name, Organization FEN.
- Fueling Facility Information:** FSE Type, Facility Name, Street Address, City Name, Zip Code, Latitude, Longitude.
- CNG:** CNG Utility Master ID, CNG Utility Name.
- Fuel Supply Equipment (FSE) Information:** Is Equipment Operational?, Date Equipment Became Operational, Nameplate Capacity, Capacity Unit, Uptime % / Availability (0-100).
- FSE Owner Information:** FSE Owner Name, FSE Owner Address, FSE Owner City, FSE Owner Zip Code, Is First Fuel Reporting Entity?
- Supporting Document(s):** Please Upload most recent CNG utility Bill, Upload Supporting Document(s), Choose File(s) or drag & drop them here, Browse Files.

Ready to Submit Success Message

Submit FSE?
Are you sure you want to submit these FSE details?

CANCEL **SUBMIT**

Save as Draft Success Message

Success
FSE draft saved successfully.

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FSE Entries

Submit for Approval Delete Selected Move to Draft Export as .csv

Row No.	FSE ID	Facility Name	Aggregator	Designator	Street Address	City Name	Zip	Latitude	Longitude	FSE Type	CNG-Utility	CNG-Utility	Status	Actions	Error Logs
1				--		Albuquer...	87102			CNG			Draft		

1 of 1 Pages Rows per page 5

Draft status

FSE Entries

Submit for Approval Delete Selected Move to Draft Export as .csv

Row No.	FSE ID	Facility Name	Aggregator	Designator	Street Address	City Name	Zip	Latitude	Longitude	FSE Type	CNG-Utility	CNG-Utility	Status	Actions	Error Logs
1				--		Albuquer...	87102			CNG			Ready To Submit		

1 of 1 Pages Rows per page 5

Ready to Submit status

Step 5 – Submit FSE Records for Approval

Once an FSE has a status of **Ready to Submit**, complete the following steps to officially submit the FSE registration to NMED for approval (see also screenshots below):

1. On the main **Facility-FSE** page, select the applicable **Gaseous, Electricity, or Telematics** tab and locate the applicable registration upload.
2. Select the arrow on the right side of the registration upload to expand the record and display the associated FSE Entries.
3. Confirm that the FSE entry to be submitted has a status of **Ready to Submit**.
4. Select the checkbox next to the applicable FSE entry. Multiple FSE entries may be selected.
5. Select **Submit for Approval** to submit the selected FSE entry or entries to NMED for review and approval.
6. A **Submit Selected FSEs for Approval** confirmation window will appear, indicating the number of FSE records selected for submission. Enter the required information in the **Comments** field. Something must be written in the **Comments** field to continue.
7. Select **Submit for Approval** to submit the selected FSE record(s) to NMED for review and approval.

A confirmation message will appear indicating that the selected FSE record(s) were successfully submitted for approval and are awaiting review. Select **Close** to close the confirmation message.

Registration Upload No. Upload Type Document Name FEIN Organization Name Created By Created On

Document Name

2d4122f441046c48e7fa2d5289311c_gaseous-template_ERROR_20200815021535.xlsx 08/14/2026 08:15 PM MDT

Download Error Logs

FSE Entries

Submit for Approval Delete Selected Move to Draft Export as .csv

Row No.	FSE ID	Facility Name	Aggregator	Designator	Street Address	City Name	Zip	Latitude	Longitude	FSE Type	CNG-Utility	CNG-Utility	Status	Actions	Error Logs
1				--		Albuquer...	87102			CNG			Ready To Submit		

1 of 1 Pages Rows per page 5

Climate Change Bureau Clean Transportation Fuel Program

Submit Selected FSEs for Approval?

You are about to submit 1 selected FSE record(s) for approval. Do you want to continue?

Comments *

Enter the comments

CLEAR

SUBMIT FOR APPROVAL



Submitted Successfully.

1 FSE record(s) have been successfully submitted for approval and are now awaiting review.

CLOSE

The FSE record will display a status of **Pending for Approval** while awaiting NMED review. Users can select **Export as .csv** to download the FSE entry information displayed in the table.

FSE Entries

Submit for Approval

Delete Selected

Move to Draft

Export as .csv

Row No.	FSE ID	Facility Name	Aggregator	Designator	Street Address	City Name	Zip	Latitude	Longitude	FSE Type	CNG-Utility	CNG-Utility	Status	Actions	Error Logs
1				--		Albuquerque	87102			CNG			Pending for Approval		

1 of 1 Pages

Rows per page

5

1

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Review Registration Status and Access Approved FSEs

Once the FSE registration is submitted, NMED will review and either approve or deny it through an internal administrative interface. You can track the status of your registration directly in the **Facility-FSE** tab (see screenshot below).

Certain information fields have been intentionally hidden in the screenshot below for illustration purposes only. In the actual system, these fields will display the relevant information for the selected record).

The **Status** column will show whether your registration is **Pending Approval**, **Approved** or **Rejected**. You will also receive an email notification when the FSE registration is approved or rejected, including any comments provided by NMED.

Registration Upload No.	Upload Type	Document Name	FEIN	Organization Name	Created By	Created On
RU-0000304	Manual Registration	-	90-00000000	Lauren's Lightning Bugs!	Test W Testman	08/19/2026 02:51 PM MDT

FSE Entries									
Submit for Approval Delete Selected Move to Draft + Add New FSE View Errors View Locations Export as .csv									
Row No.	Reference FSE ID	Approved FSE ID	Facility Name	Aggregator	Designator	Street Address	City Name	Status	Actions
1	FSE0002133	--	fff	No	--	2134	fff	Pending for Approval	Download Location Error Success

1 of 1 Pages Rows per page 5

If NMED approves your FSE registration, you will also see the corresponding FSEs in the **Registered-FSE** tab as well (see below). You may also export the list of registered FSEs by selecting the **Export as .csv** icon located near the search bar at the top of the **Registered-FSE** page. This feature is available in both the **Facility-FSE** and **Registered-FSE** tabs.

In the screenshot below, the data displayed beneath the column headers is hidden for illustration purposes only.

NMED will assign the applicant a unique FSE ID number for each registered and approved FSE. The applicant will use this FSE ID to report fuel quantities.



Home

Organization

Correspondence

Fuel Supply Equipment

Facility-FSE

Registered-FSE

Quarterly Fuel Report

HomeRegistered FSE

Registered Fueling Facilities Equipment (FSEs)

GaseousElectricityTelematics

Filter1 Results

Export as .csv

Search

Row No.	Approved FSE ID	Facility Name	Aggregator	Designator FEIN	Street Address	City Name	Zip Code	Latitude	Longitude	FSE Type	CNG - Utility Meter	CNG - Utility Name	LNG/LPG - Fueling	HYD - Status	Actions
1															ApprovedEnableDownloadLocation

1 of 1 PagesRows per page10

General FSE Registration Requirements

Information required for FSE registration varies by FSE type. For Electricity, compressed natural gas (CNG), liquefied natural gas (LNG), liquefied petroleum gas (LPG), and Hydrogen FSEs, organizations must provide information about the organization, fueling facility, fueling supply equipment, FSE owner, and applicable supporting documentation. These general requirements are described below.

Telematics FSE registrations do not follow these general requirements and require a more limited set of information. Telematics-specific requirements are described later in this guide.

The required information may be entered using either the **Add FSE** option or the **FSE Bulk Upload** option. Mandatory fields are identified by a red asterisk (*). Additional fields may appear or become required based on the selected FSE type and responses to certain fields.

Instructions for Aggregators

If your organization is an Aggregator, meaning it will manage reporting or credit responsibilities on behalf of another organization (Designator):

- When entering individual FSE, select the **Designator** from the dropdown and the Designator FEIN will autofill.
- When using the FSE Bulk Upload Template, you will enter **Yes** in the first field titled **Aggregator (Yes/No)** and then must enter the FEIN of the Designator on whose behalf the FSE is being registered.
- Designators must be added into the CTFP-ARCS registration prior to the FSE registration.

Individual FSE Form:

FSE 01 ▼

Company Information

Organization Name *	Organization FEIN *	Designator *	Designator FEIN
Looney Tunes	75-7474839	Select Designator	

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FSE Bulk Upload Template:

 FSE Registration Template - Electricity Data				
VALIDATION STATUS:		All rows valid		
Aggregator (Yes/No) *	Designator FEIN *	Facility Name *	Street Address *	City Name *

Individual and Bulk Upload Form Field Information

1. Fueling Facility Information

- **FSE Type:** Specifies the fuel or energy system category of the equipment. Select from the predefined list.
- **Facility Name:** Name identifying the fueling or charging location.
- **Street Address:** Physical street address of the facility.
- **City Name:** City in which the facility is located.
- **Zip Code:** Zip code in which the facility is located; must correspond to a zip code in New Mexico.
- **Latitude / Longitude:** Geographic coordinates of the facility location.

2. Fuel Supply Equipment (FSE) Information

3. **Is Equipment Operational?** Indicates if the fueling equipment is currently active and in service.
4. **Date Equipment Became Operational:** This field will only appear if the answer to the previous question is "yes." Enter the exact date (MM/DD/YYYY) the equipment was placed into service.
5. **Nameplate Capacity (Optional):** Nameplate fueling or charging capacity of the FSE.
6. **Capacity Unit (Optional):** Unit associated with the reported nameplate capacity.

7. **Uptime % / Availability (0–100)** (Optional): Percentage of time that the FSE is operational or available for fueling or charging.

8. **FSE Owner Information**

Identifies the owner of the FSE when the registering organization is not the FSE owner and indicates whether the organization is the first fuel reporting entity:

- FSE Owner Name (Optional)
- FSE Owner Address (Optional)
- FSE Owner City (Optional)
- FSE Owner Zip Code (Optional)
- **Is First Fuel Reporting Entity?** Indicates whether the organization is the first fuel reporting entity for the FSE.

Supporting documents:

Supporting document requirements vary by FSE type and other information entered during registration. CTFP-ARCS displays the applicable documentation requirement in the **Supporting Document(s)** section of the FSE registration form.

Select Browse Files or drag and drop the applicable supporting document(s) into the upload area. The system accepts PDF, XLS, XLSX, XLSM, PNG, JPG, JPEG, TXT, and XML files, with a maximum file size of 10 MB per file.

Supporting documents may include, as applicable, utility bills, invoices, bills of lading, and written contractual agreements demonstrating designation as the first fuel reporting entity. Additional FSE-type-specific supporting document requirements are described in the next subsections.

Details about fuel-specific requirements are described in the next subsections.

FSE Registration Requirements by FSE Type

In addition to the general information described, reporting organizations are required to provide additional details specific to each FSE type/category for the FSE registration. The fields vary based on the type of fueling or charging equipment being registered, as shown in the subsections below.

Compressed Natural Gas (CNG) or Liquefied Natural Gas (LNG) Fueling Supply Equipment

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For CNG or LNG FSE, additional information is required to identify the utility service or fueling station associated with the registered FSE. The table below summarizes the information that must be provided for these fuel types.

Field	Description	Special Notes
CNG Utility Meter ID	The identifier for the CNG fueling facility's utility meter as shown on the utility bill. This may be an alphanumeric value. If multiple CNG facilities are being registered, provide a separate record for each facility with a unique CNG Utility Meter ID.	Ensure the ID entered matches the ID as it appears on the supporting documentation.
CNG Utility Name	The name of the utility company providing CNG to the fueling facility, as shown on the most recent bill or invoice.	Ensure the name entered matches the provider name exactly as it appears on the supporting documentation.
LNG Fueling Station ID	The unique identifier associated with the LNG fueling facility, used for fuel accounting, billing, or internal tracking purposes.	Ensure the ID entered matches the ID as it appears on the supporting documentation.

Supporting documents:

For each **CNG FSE** being registered: Upload the most recent CNG utility bill. If applicable, also upload a written contractual agreement demonstrating that the organization has acquired designation as the first fuel reporting entity for the CNG FSE.

For each **LNG FSE** being registered: Upload the most recent invoice or Bill of Lading. If applicable, also upload a written contractual agreement demonstrating that the organization has acquired designation as the first fuel reporting entity for the LNG FSE.

Liquefied Petroleum Gas (LPG) Fueling Supply Equipment

For LPG FSE, additional information is required to identify the fueling station associated with each registered FSE. The table below summarizes the required information for this fuel type.

Field	Description	Special Notes
LPG Fueling Station ID	Provide the unique identifier associated with the FSE assigned for fuel accounting or financial accounting or other purposes.	Ensure the ID entered matches the ID as it appears on the supporting documentation.

Supporting documents:

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For each **LPG** facility being registered: Upload the most recent invoice or Bill of Lading. If applicable, also upload a written contractual agreement demonstrating that the organization has acquired designation as the first fuel reporting entity for the LPG FSE.

Hydrogen (H2) Fueling Supply Equipment

For Hydrogen FSE, additional information is required to identify the fueling equipment associated with each registered FSE. The table below summarizes the information that should be provided for this fuel type.

Field	Description	Special Notes
Hydrogen Serial Number	The serial number of the Hydrogen Fueling Supply Equipment assigned by the Original Equipment Manufacturer (OEM).	
Hydrogen Manufacturer	The name of the Original Equipment Manufacturer (OEM) of the Hydrogen Vehicle Fueling Supply Equipment.	

Supporting documents:

For each **Hydrogen FSE** being registered: If applicable, upload a written contractual agreement demonstrating that the organization has acquired designation as the first fuel reporting entity for the Hydrogen FSE.

Electricity Fueling Supply Equipment

For electricity FSE, additional information is required to identify the type of charging equipment and the associated equipment serial number and manufacturer. The table below summarizes the additional information required for this FSE type.

Field	Description	Special Notes:
Charging Type	Identifies the electric transportation charging or equipment category associated with the FSE. Select the applicable option from the drop-down list.	Refer to the table below for descriptions of the available Charging Types.
EV-FSE Serial Number	The serial number of the Electric Vehicle Fueling Supply Equipment (EV-FSE) assigned by the Original Equipment Manufacturer (OEM).	
EV-FSE Manufacturer	The name of the Original Equipment Manufacturer (OEM) of the Electric	

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	Vehicle Fueling Supply Equipment (EV-FSE).	
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Charging Type Descriptions

Charging Type	Description
MHDV Charging	Charging for medium- and heavy-duty electric vehicles, such as trucks and buses.
Level 2	Level 2 alternating current (AC) charging equipment.
DCFC - CHAdeMO	Direct current fast charging (DCFC) equipment using a CHAdeMO connector.
DCFC - CCS	DCFC equipment using a Combined Charging System (CCS) connector.
DCFC - NACS	DCFC equipment using a North American Charging System (NACS) connector.
Residential - eMotorcycle Telematics	Residential electric motorcycle charging for which electricity use is measured or reported using vehicle telematics.
Residential - Vehicle Telematics	Residential vehicle charging for which electricity use is measured or reported using vehicle telematics.
eCHE	Charging for electric cargo handling equipment.
eGSE	Charging for electric ground support equipment.
eForklift	Charging for electric forklifts.
eTRU	Charging for electric transport refrigeration units.
eMotorcycle	Charging for electric motorcycles.
Fixed Guideway	Fixed-guideway electric transportation applications.

Supporting documents:

For MHDV Charging, Level 2, DCFC - CHAdeMO, DCFC - CCS, DCFC - NACS, Residential - Vehicle Telematics, Residential - eMotorcycle Telematics, Fixed Guideway and eMotorcycle: Upload a written contractual agreement demonstrating that the organization has acquired designation as the first fuel reporting entity for the Electricity FSE.

For eCHE, eGSE, eForklift, and eTRU: Upload a completed CTFP-ARCS FSE Detail Sheet containing the applicable fleet and equipment information.

The CTFP-ARCS FSE Detail Sheet, which is available for download in CTFP-ARCS, requests information for each applicable vehicle or piece of equipment, including the quarter and year the FSE was initially registered for reporting, date the fleet information was last collected or updated, registered party information, owner/operator status, aggregator information (if applicable), application and equipment type, vehicle/equipment

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manufacturer and unique identifier, model year, facility address, operational status, and in-service/out-of-service dates.

Telematics Fueling Supply Equipment

Telematics FSE registrations require a more limited set of information than other FSE types. The table below summarizes the information required for this FSE type.

Field	Description	Special Notes
Vehicle Identification Number (VIN)	The Vehicle Identification Number (VIN) of the vehicle associated with the Telematics FSE.	VIN must be 17 characters

Supporting Documents:

No supporting documents are required for Telematics FSE registrations. However, the Supporting Document(s) section is available in CTFP-ARCS, and users may upload supporting documentation, if applicable.