



Climate Change Bureau Clean Transportation Fuel Program

Application, Reporting, and Compliance System (ARCS) User Registration Guidance

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

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Revision History Table

Revision #	Revision Date	Revised By	Reason for Revision
1	04/07/2026	NMED Staff	Added information about required cover letter
2	04/14/2026	NMED Staff	Formatting
3	8/21/2026	NMED Staff	Content changes for updated system

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Acronym	Definition
AFP	Alternative Fuels Portal
CBTS	Credit Bank and Transfer System
CI	Carbon Intensity
CTFP	Clean Transportation Fuel Program
CTFP-ARCS	Clean Transportation Fuel Program – Application, Reporting, and Compliance System
ARCS	Application, Reporting, and Compliance System
FEIN	Federal Employer Identification Number
FRS	Fuel Reporting System
NMAC	New Mexico Administrative Code
NMED	New Mexico Environment Department
PDF	Portable Document Format
SIC	Security Identification Code

CTFP-ARCS User 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 entities in complying with the rule (20.2.92 NMAC)¹ by providing an online platform for fuel registration, reporting, and credit banking and transfer.

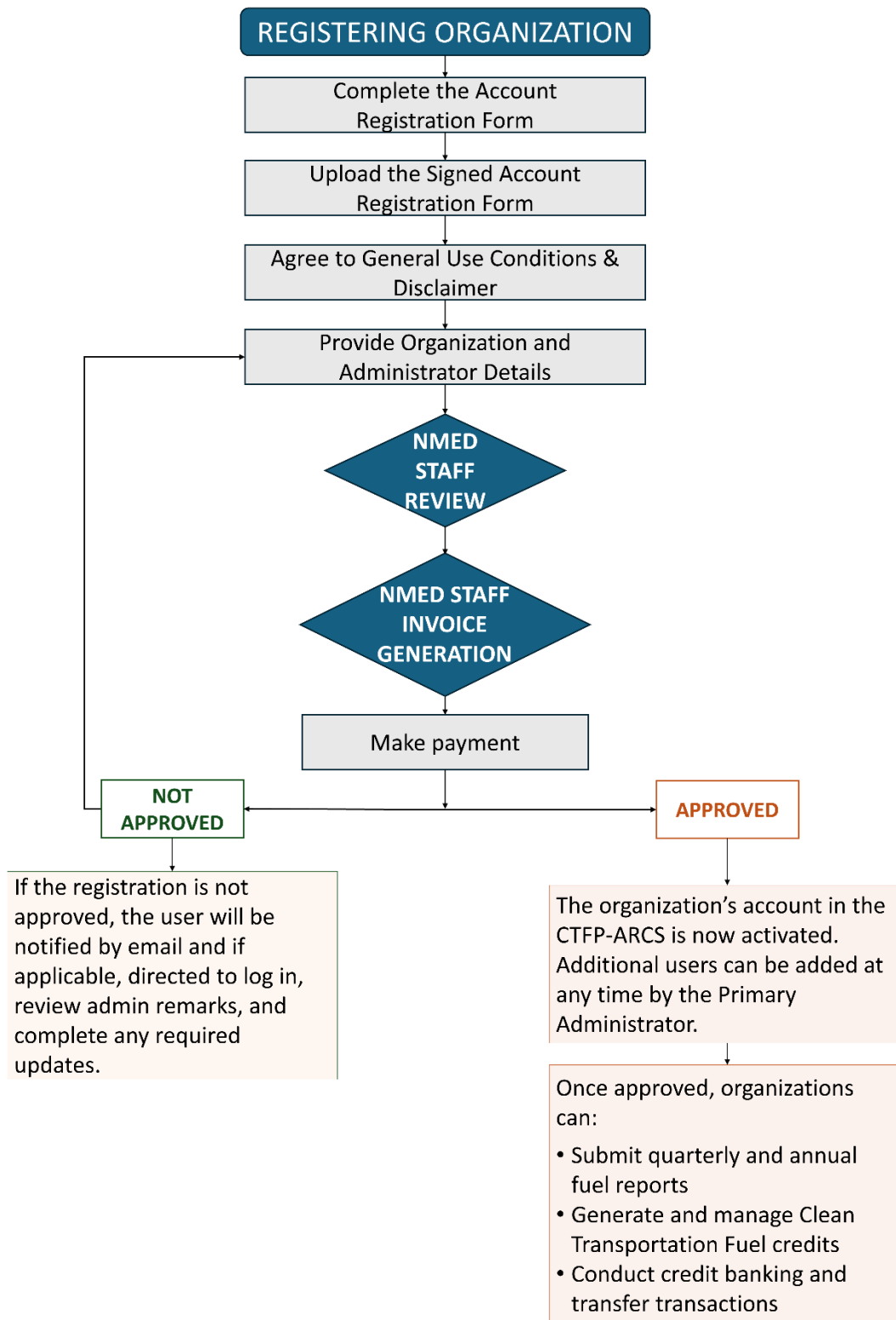
This guide provides step-by-step instructions for registering as a new user in CTFP-ARCS and establishing your organization's account.

Registration Process Overview Flowchart

To create an account, each organization must complete the registration process as instructed in the following sections. The figure below provides an overview of the account registration process.

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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Organization Registration Preliminary Steps

To create an account in CTFP-ARCS, registering organizations must complete the required steps and submit the information to NMED as a registration request. NMED staff will review the submission and approve or deny the registration.

Before you begin

The CTFP-ARCS portal can be accessed through: <https://ctfp.env.nm.gov>

CTFP-ARCS includes modules with different functions. Participants use the module(s) that apply to their role under the program. Some modules are still under development and will be released at a later date. Please email. CTFP.ARCS@env.nm.gov if you have questions.

This guide focuses on the CTFP-ARCS Organization Registration module, which regulated parties use to register their accounts, allowing them to access other modules within CTFP-ARCS.

To begin the ARCS account registration process, select the button **Register ARCS Account** as shown in the image below. You will then be guided through the registration process.

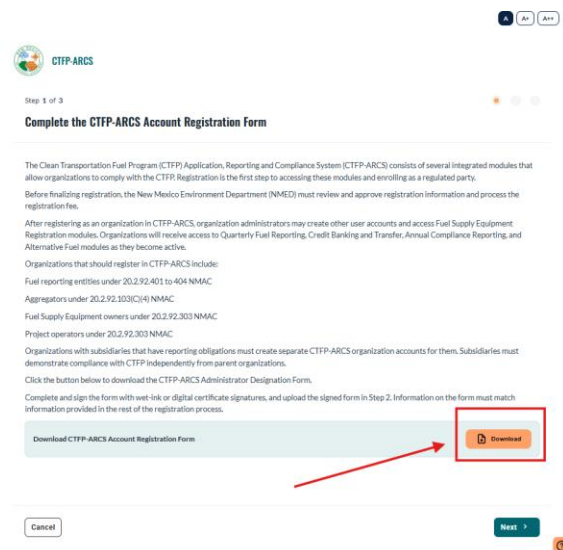
For technical assistance during any step, please contact the ARCS Support Team. **ARCS email:** CTFP.ARCS@env.nm.gov.

The screenshot displays the CTFP-ARCS portal interface. On the left, a white box titled "Clean Transportation Fuel Program - Application, Reporting and Compliance System (CTFP-ARCS) Registration" contains instructions for registering a new organization. A red box highlights the "Register ARCS Account" button, with a red arrow pointing to it. On the right, a "Sign In" form is visible, featuring fields for Username and Password, and a "Sign In" button at the bottom. The background of the portal shows a scenic landscape with a road and mountains under a blue sky.

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Step 1

After selecting Register ARCS Account on the CTFP-ARCS homepage, you will be directed to a page with information about the ARCS account registration process. From this page, download the **CTFP-ARCS Account Registration Form** (in PDF format). The form is provided as a fillable PDF and can be completed electronically before signing. The [Account Registration Form](#) requests information about the organization's primary and secondary administrators, who will be responsible for all submissions and communications under the NM-CTFP.



The **CTFP-ARCS Account Registration Form** must be signed by the responsible official (as defined in 20.2.92.7R(14) NMAC), primary account administrator, and secondary account administrator. NMED accepts scanned wet-ink signatures and digital certificates. For example, in Adobe Acrobat the **E-Sign** functionality through the **Fill & Sign** tool is not accepted, instead you must use the **Use a certificate** tool.

Furthermore, all signature fields in the **CTFP-ARCS Account Registration Form** must be notarized. NMED accepts notaries from New Mexico and other states if the notarization was conducted in compliance with the regulations that apply in that state. This includes remote notaries (online, without being face-to-face with the notary), electronic notaries (in person face-to-face with electronic documents), or wet-ink notaries (done face-to-face on hard copy documents).

Step 2

Complete and sign the **CTFP-ARCS Account Registration Form**, save and upload it, using the **Browse Files** button as shown below.

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CTFP-ARCS

Step 2 of 3

Upload Document

Account Registration Form

Step 3

Applicants must agree to CTFP-ARCS **General Use Conditions and Disclaimer** before they can proceed with the registration. Ensure you have checked the box **I agree to these conditions** after reading the statement.

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CTFP-ARCS

Step 3 of 3



CTFP-ARCS General Use Conditions and Disclaimer

Data Submittal

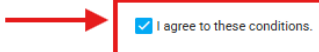
The accuracy of any information submitted through CTFP-ARCS and the verification of any such submitted information is the sole responsibility of the registered party that submitted the information. NMED makes no warranties, express, implied, or otherwise, as to the validity, accuracy, marketability, merchantability or any other aspect of any information submitted through CTFP-ARCS or information published by NMED as a result of or derived from data submitted by regulated parties. No data, analysis, results, or other information that may be published by NMED as a result of registration shall constitute or be construed as instruments, securities, or any other form of property. Further, no CTFP credit derived from data submitted in CTFP-ARCS shall constitute or be construed as instruments, securities, or any other form of property.

Verification

NMED reserves the right to review and audit at any time any of the information submitted through this online system and, as a result, data, analysis, results, or other registration information published by NMED are subject to change.

Attestation Submittal included with Quarterly and Annual Reports

In order to submit a quarterly or annual report for processing and credit generation, you will be required to complete and submit the appropriate attestation incorporated into each quarterly and annual report.



Step 4

After accepting the **General Use Conditions and Disclaimer**, the registration step expands into several sections. Each field must be completed before submission. Further details on each section in the organization registration step are provided in the next section.

The applicant must provide organization details with primary contact information as well as contact information for the primary and secondary account representatives, as each organizational account is required to have a primary and an alternate account representative. These two account representatives can add additional user account users at any time. All fields marked with an asterisk (*) are mandatory.

Organization Registration Details

This section provides additional details for each tab of the organization registration step.

Organization Details

This section captures the general business information for the registering organization.

The **CTFP-ARCS Account Registration Form** uploaded in the previous step is automatically displayed at the top of the page. You may select **Download** to view or save a copy of the form. There is no need to upload it again. If you need to replace the

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uploaded form, select the Delete (trash can) button. After the file is deleted, the **Account Registration Form** upload section will reappear, allowing you to browse for and upload a new PDF.

You will also notice that the checkbox for **General Use Conditions** is already selected by default at the top right. This indicates that you agreed to the terms and conditions in Step 3. You can select the hyperlink to review the full text again if desired.

Fields to complete:

- **EPA Company ID (optional)** – If your organization has an EPA Company ID, select it from the drop-down list.
- **Organization Name and FEIN** – Enter the full legal name of your organization and its Federal Employer Identification Number from the U.S. Internal Revenue Service.
- **Place and Date of Incorporation** – Select the date your organization was legally established and specify the city and/or state of incorporation.
- **Address Information** – Provide the full business address, including the Address Type, Address Line 1 (and Line 2 if applicable), City, State, ZIP Code, and Country. To add additional addresses, select Add New Address. After an additional address is added, a Remove Address button becomes available if you need to delete that address.
- **Email** – Enter an organization email, which will be made available only to other ARCS users. If you check the box next to the email field, the organization email will be shared on a publicly available list of CTFP registrants on the NMED website.

The screenshot shows the 'Organization Details' form. At the top, there's a section for 'Account Registration Form' with a PDF upload area. Below that is the 'Organization Information' section with fields for EPA Company ID, Organization Name, FEIN, Place of Incorporation, and Date of Incorporation. The 'Address Information' section follows, with fields for Address Type, Address Line 1, Address Line 2, City, Country, State, and Zip Code. At the bottom, there's an 'Email' field and a checkbox. A red box highlights the 'Email' field and the checkbox, with a red arrow pointing to the checkbox. The checkbox is labeled 'By entering this email address, I agree that it will be included on the list of registered parties made publicly available on the NMED website.'

Organization Contact Person

This section identifies the primary point of contact for all correspondence related to the organization's registration and reporting activities. Invoices will also be sent to this person. Provide the contact information for the individual who will serve as the day-to-day liaison regarding the New Mexico CTFP.

Organization Contact Person

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



The contact person will receive all CTFP-ARCS emails

Contact Name *

Enter Contact Name

Email *

Enter Email

Business Phone Number *

Enter Business Phone Number

Mobile Phone Number

Enter Mobile Phone Number

Administrator Details - Primary Administrator Details

This section identifies the primary administrator responsible for submitting official data, managing users, and overseeing credit transactions for the organization. The primary administrator may or may not be the same individual as the organization's contact person.

Provide the contact details of the person who will serve as the organization's primary administrator within the CTFP-ARCS. Required details are marked by an asterisk (*). The primary representative/administrator must be the same as indicated on the **Account Registration Form**.

Complete all required fields, including the administrator's name, title, relationship to the organization, business phone number, and email address.

Create a unique system username for the administrator's account login. Do not use spaces in the username. Usernames are not case-sensitive. For example, CTFP_REP and CTFP_rep will be considered as the same username by the system. If the selected username is already in use, the system will display an error message indicating that the username already exists, and you should enter a different username before continuing.

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Administrator Details

Enter the details for the Administrator.



Primary Administrator Details

The primary and secondary administrators have the most reporting permissions in CTFP-ARCS and may or may not be the same as the contact person

First Name *	Middle Initial	Last Name *
Enter First Name	Enter Middle Initial	Enter Last Name
Title *		Relation to the Organization *
Enter Title		Select Relation to the Organization
Business Phone Number *	Mobile Phone Number	Email *
Enter Business Phone Number	Enter Mobile Phone Number	Enter Email
Username *		
Enter Username		

Administrator Details - Secondary Administrator Details

This section collects information for the secondary administrator, who serves as a backup to the primary administrator. The secondary administrator may or may not be the same individual as the organization's contact person and primary administrator?

The secondary administrator has the same access rights as the primary, including submitting reports, managing users, and overseeing credit transfers, and can act on behalf of the organization when the primary is unavailable. The secondary representative/administrator must be the same as indicated on the **Account Registration Form**.

Complete all required fields, including the administrator's name, title, relationship to the organization, business phone number, email address, and a unique system username. The secondary administrator should have a different username from the primary administrator.

Secondary Administrator Details

Secondary administrators have the same reporting permissions as primary administrators and may not be the same person as the primary administrator

First Name *	Middle Initial	Last Name *
Enter First Name	Enter Middle Initial	Enter Last Name
Title *		Relation to the Organization *
Enter Title		Select Relation to the Organization
Business Phone Number *	Mobile Phone Number	Email *
Enter Business Phone Number	Enter Mobile Phone Number	Enter Email
Username *		
Enter Username		

Additional Information

This section collects information used to determine your organization's eligibility to participate in the NM-CTFP.

Select all options that apply to your organization. The options define how your organization interacts with the ARCS and which reporting or credit-generation functions become available once registration is approved:

- **Regulated Party** – Select this option if your organization produces, imports, exports, or dispenses regulated transportation fuel in, into, or out of New Mexico

Regulated transportation fuel includes:

1. Gasoline
2. Diesel
3. Fossil natural gas, including compressed (CNG), liquefied (LNG) and liquefied-compressed
4. Fossil liquified petroleum gas (LPG)
5. Ethanol
6. Hydrogen
7. Biodiesel
8. Renewable diesel
9. Renewable naphtha
10. Renewable gasoline
11. Synthetic fuel
12. Blends of 1-11

- **Opt-in Entity** – Select this option if your organization imports, produces, or dispenses opt-in transportation fuel.

Opt-in transportation fuel includes:

1. Biomethane
2. Renewable LPG or other liquified gas types
3. Alternative jet fuel
4. Blends of the above fuels
5. Electricity

- **Aggregator** – Select this option if your organization plans to manage reporting or credit responsibilities on behalf of another organization, known as a designator, and can confirm that at least one of the designators has already registered in ARCS.

Under **Related Organizations**, indicate whether your organization shares common ownership or control with any other business entities or regulated parties in New Mexico,

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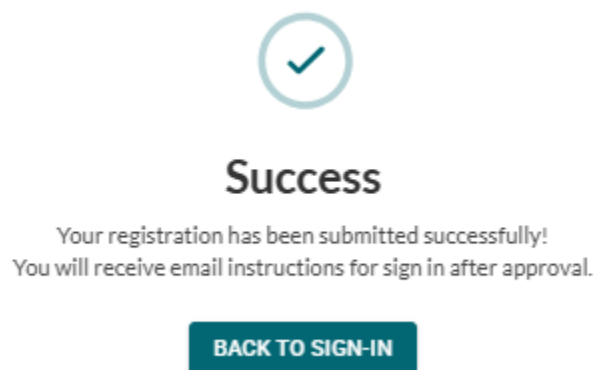
including subsidiaries or parent companies. If you select **Yes**, enter the names of the related organizations in the text box provided.

Register Organization

After everything is complete in each tab, select **Submit**, as shown below.

The screenshot shows a web form titled "Register Organization" with three tabs: "Organization Contact Person", "Administrator Details", and "Additional Information". Each tab has a description of the information to be entered. At the bottom right, there are two buttons: "Cancel" and "Submit". The "Submit" button is highlighted with a red rectangular box.

The following window appears when the form is submitted:



The primary and secondary administrator will each receive a confirmation email acknowledging that the registration has been submitted from noreply.ctfp-arcs@env.nm.gov.

After the registration request is received, NMED staff will review it and will generate an invoice. Before NMED approval, the Organization Contact Person will receive an invoice notification email from noreply.ctfp-arcs@env.nm.gov indicating that an invoice has been generated for the organization, providing basic invoice details (e.g., invoice number,

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amount, and due date) and containing instructions and a link to complete payment in the Wells Fargo system.

Organizations must complete payment before NMED can approve the registration.

After payment is submitted, NMED staff will review the invoice payment. If the payment is rejected, a new invoice will be generated, and the user will be notified to resubmit payment. If the payment is approved, NMED will proceed.

If the registration is approved, NMED will activate the organization account. The primary and secondary administrators will each receive an approval email from noreply.ctfp-arcs@env.nm.gov confirming that the registration has been approved. The email will include:

- A link to the CTFP-ARCS login page.
- The administrator's username.
- A system-generated temporary password for the initial login. During the first login, users will be prompted to create a new password.

If you do not receive submission, invoice, or approval emails, please check your spam or junk folder. Please do not reply to noreply.ctfp-arcs@env.nm.gov. Direct questions to CTFP.ARCS@env.nm.gov.

If the registration is not approved, the primary administrator and secondary administrator will receive an email notification explaining the reason for the rejection. If the registration is returned for revisions, the email will also include a temporary password so the administrators can log in, address the NMED comments, and resubmit the registration for further review.

Log in to CTFP-ARCS

Upon registration approval, return to <https://ctfp.env.nm.gov> and log in using the username and the temporary password provided in your approval email. The temporary password can be pasted into the password field. You will be prompted to create a new password upon your first login. Each time you sign in, you will be prompted to complete a Google reCAPTCHA verification. Follow the on-screen instructions before selecting **Sign In**.

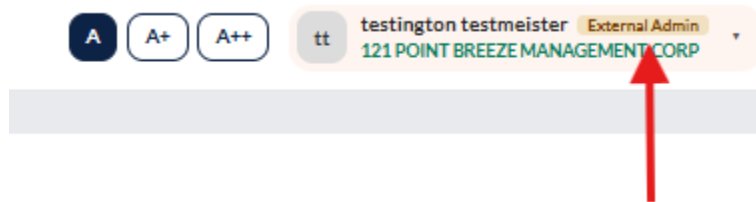
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If you forget your username or password, select **Forgot Username?** or **Forgot Password?** on the login page and follow the on-screen instructions.

Once logged in, you may access the system and the landing page will appear.

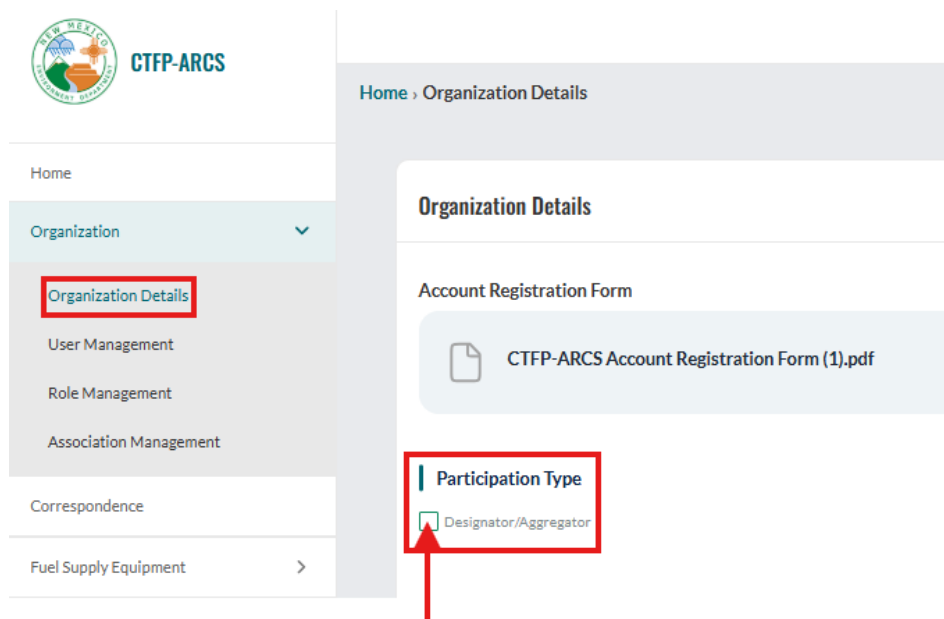
Primary and Secondary administrators will appear as **External Admin** in the system (see top righthand corner of screen), which indicates their user role. See page 23 for more details about roles.

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Organization Details - Participation Types

After logging in, organizations can update their participation types by navigating to **Organization > Organization Details**.



Under the **Participation Type** section, select the participation type(s) applicable to your organization. A confirmation message will appear indicating that adding the participation type may affect the organization's access, permissions, and related workflow, described in further detail below. Select **Add Participation Type** to continue or **Cancel** to return without making changes.



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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

If **Designator/Aggregator** is selected, specify whether the organization will participate as a **Designator** or an **Aggregator**:

- **Aggregator** – if your organization will manage reporting or credit responsibilities on behalf of another organization
- **Designator** – if your organization will authorize another organization (aggregator) to act on its behalf.

Participation Type

☒ Designator/Aggregator

Select Association *

☒ Aggregator ☐ Designator

Organizations registered as **Designators** cannot also select the **Fuel Reporter** participation type.

If **Fuel Reporter** is selected, a **Fuel Categories** section will appear at the bottom of the **Organization Details** page. Select the applicable fuel category or categories. System features and reporting tools visible to each user depend on the fuel categories selected here. Click on the dropdown arrow that corresponds with your selected fuel category or categories and choose the appropriate fuel type(s) from the list that appears.

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Fuel Categories

☐ Liquid X

☐ Gaseous X

☐ Electricity X

Organization Association Designator >

Update >

After making selections, select **Update** at the bottom of the page to save the changes.

After **Update**, the **Organization Association** section will be displayed at the bottom of the **Organization Details** page based on the selected **Designator/Aggregator** participation type. Scroll down to access the **Organization Association** section.

- If **Aggregator** was selected, elect **Add Designator(s)**. Once selected, the Add Designator Organization pop-up window appears, allowing you to enter information about the organization(s) you will represent.
- If **Designator** was selected, select **Add Aggregator**. Once selected, the Add Aggregator Organization pop-up window appears, allowing you to enter information about the organization that will represent you. See example below:

Organization Association
Selected association for this organization

Aggregator >

+ Add Designator(s)

Search

Designator Organization Details

Organization	FEIN	Document	Status	Actions
No designator added				

- Download the **Aggregator Designation Form** using the button provided. The form must be completed and signed by both organizations.
- Select the organization from the **Organization Name** field. The corresponding **FEIN** will be populated automatically.

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- Upload the completed and signed **Aggregator Designation Form** using the **Upload Contract** field.
- Once all required information has been entered, select **Submit**.

The relationship request will then be submitted for review and approval by the other organization and NMED.

Approved associations will then appear under the **Organization > Association Management**.

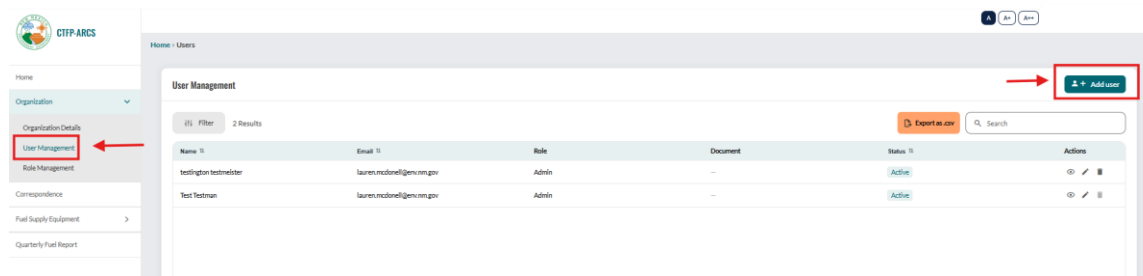
Managing User Accounts

Once the organization has been approved and the primary or secondary administrator has logged in, additional user accounts can be created and managed through the **User Management** tab. Primary and secondary administrators have permission to add, edit, and manage user accounts for their organization.

Add a New User Account

1. Navigate to User Management:

From the left-side menu, select navigate to Organization → **User Management**, then select **Add user**.



2. Provide User Information and Assign Role

The Add user pop-up window appears, allowing you to enter the new user's information and assign a system role.

Fill in all required fields (marked with *), as shown in the image below, including:

- **Role** – Select the appropriate role for the user from the dropdown list. The available roles are: Admin, Contributor, Reviewer.

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Each role provides a different level of access and permissions within the CTFP-ARCS system. Select the role that is appropriate for the user's responsibilities.

User Role	Displays upon login	QFR Responsibilities and Permissions
Admin	External Admin	Authorized representatives of a registered organization who may submit reports and sign forms within their organization's account. May prepare the Quarterly Fuel Report (QFR), including entering and uploading fuel transactions, and submit the QFR.
Contributor	External Contributor	May edit their organization's information but may not submit reports or sign forms on their behalf. May prepare the QFR, including entering and uploading fuel transactions.
Reviewer	External Reviewer	Has read-only access to their organization's account. May view QFR information but cannot add, edit, or modify fuel transactions.

- **First Name**, and **Last Name**.
- **Email** – Enter the user's email address.
- **Username** – Create a unique username for the user's account and then select **Save**.

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 **Add user** ×

Provide user information and assign role.

Role *

Select Role ▼

Title

Enter Title

First Name *

Enter First Name

Middle Name

Enter Middle Name

Last Name *

Enter Last Name

Email *

Enter Email

Username *

Enter Username

CANCEL

Save

A confirmation message will appear indicating that the user account has been created successfully and that an activation email has been sent to the user. Select **Close** to return to the **User Management** page. The new user will receive an activation email with instructions for activating their account and completing the initial login process.

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User Created Successfully

The user account has been created and an activation email has been sent to the user.

Close

Modify an Existing User Account

Go to the **User Management** tab. The screen displays all registered users in a table.

3. Select **View User** under **Actions** to view an existing user's record.
4. Select **Edit User** under **Actions** to modify user account details and assigned roles.
5. Select **Delete User** under **Actions** to remove a user.

Name	Email	Role	Document	Status	Actions
Bob Bobby		Asst Manager	...	Active	
testington@testmailster		Admin	...	Active	
Test Testman		Admin	...	Active	

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Modify User

×

Update user account details and assigned roles.

Role *

×

▼

Title

First Name *

Middle Name

Last Name *

Email *

Username *

CANCEL

Update



Manage Organization Details

6. **Navigate to Organization → Organization Details** to review and update the information originally entered during registration.

Certain fields are view-only and cannot be modified after initial approval (e.g., organization name, FEIN, email, or primary/secondary administrator details). If changes are needed to view-only fields, please contact NMED staff at CTFP.ARCS@env.nm.gov for assistance.

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

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Home

Organization

Organization Details

User Management

Role Management

Correspondence

Fuel Supply Equipment

Quarterly Fuel Report

Address Information

Address Type *

Physical Address

Address Line 1 *

Address Line 2

Enter address line 2

City *

Country *

State *

Zip Code *

Email

☒ By entering this email address, I agree that it will be included on the list of registered parties made publicly available on the NMED website.

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

Close

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Account Closure

An organization may close its account in the ARCS if all the following conditions are met:

- It is not a producer, importer, or dispenser of regulated fuels.
- It does not have any outstanding quarterly or annual reports.
- It does not have any outstanding deficits.

To close an account, please contact NMED staff at CTFP.ARCS@env.nm.gov for assistance.