



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: CTFP-ARCS FSE Registration Guidance Revision: 2 Date: 04/16/2026

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Revision History Table

Revision #	Revision Date	Revised By	Reason for Revision
1	04/07/2026	NMED staff	Added information on cover letter requirement, minor grammatical revisions.
2	04/16/2026	NMED staff	Formatting

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Acronym Table

Acronym	Definition
BEV	Battery Electric Vehicle
CBTS	Credit Bank and Transfer 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 – Applications, Reporting, and Compliance System
DCFC	Direct Current Fast Charger
ARCS	Applications, Reporting, and Compliance System
EER	Energy Economy Ratio
EV	Electric Vehicle
EV-FSE	Electric Vehicle Fueling Supply Equipment
EVSE	Electric Vehicle Supply Equipment (charger)
FSE	Fuel Supply Equipment
FEIN	Federal Employer Identification Number
H₂	Hydrogen
HDV	Heavy-Duty Vehicle
ICEV	Internal Combustion Engine Vehicle
LDV	Light-Duty Vehicle
LMDV	Light/Medium-Duty Vehicle
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
PDF	Portable Document Format
PHEV	Plug-in Hybrid Electric Vehicle
SOSS	Station Operational Status System
V	Volt (unit of electric potential or voltage)
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 ARCS (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).

Prior to requesting FSE registration, an applicant must ensure that their Organization Profile in the CTFP-ARCS identifies them as applicable for the particular fuel under Registration Categories. If an applicant is a designee, he/she must ensure that their organization is identified as such in their Organization Profile.

This guide provides step-by-step instructions for participating organizations on how to register FSE units within the ARCS. The expectation is that organizations will register their FSEs in the same quarter in which associated fuel transactions are taking place, or within 30 days of the following quarter at the latest. If FSE registration applications are submitted beyond that point, NMED may choose to delay approval until the following quarter.

Step 1 - Navigate to the ARCS environment:

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

Step 2 - Log in:

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.

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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Clean Transportation Fuel Program
Applications, Reporting, and Compliance System (CTFP-ARCS)

Clean Transportation Fuel Program - Applications, Reporting and Compliance System (CTFP-ARCS) Registration

Click the "Register ARCS Account" button below to register a new organization in the New Mexico CTFP. There is only one account for each organization. After an organization account has been approved by NMED the organizational administrator can log in and assign user accounts. If you are an employee of an organization with an existing organizational account please contact the administrator for your organization for them to set up a user account. Questions about accounts and reporting can be sent to: CTFPARCS@env.nm.gov

Register ARCS Account >>

Alternative Fuels Portal (AFP)
Coming Soon

AFP ACCOUNT >>

Login

Username *

Password *

I'm not a robot

reCAPTCHA
Privacy · Terms

Forgot Username? Forgot Password?

LOGIN

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 Administrator.
ARCS email: CTFP.ARCS@env.nm.gov

Uploading a Facility-Fueling Supply Equipment (FSE) Registration

Step 1 - Access the Facility-FSE Page

From the Home page, 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.

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Applications, Reporting, and Compliance System (ARCS)
This is the ARCS for the New Mexico Clean Transportation Fuel Program. Any reported data contained within this system or submitted through this system is considered by NMED to be official reporting for CTFP.

Important Note:
The accuracy of any information submitted through the CTFP-ARCS, including but not limited to any claimed CI values, and the verification of any such submitted information, is the sole responsibility of the Reporting Party that submitted the information. NMED makes no warranties, expressed, implied, or otherwise, as to validity, accuracy, marketability, merchantability, or any other aspect of any information submitted under this program, or any information published by NMED because of or derived from data reported in this system. No data, analysis, results, or other information that may be published by NMED because of reporting conducted in this system shall constitute or be construed as instruments, securities, or any other form of property. Further, no CTFP credit derived from the registration data, analysis, results or other registration information published by NMED shall constitute or be construed as instruments, securities, or any other form of property.

CTFP - DMS Reference Documents
CTFP - DMS Account Registration Form

Alternative Fuel Production Facilities
New Mexico alternative fuel pathway applications will begin July 1 2026.

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 FSE Registration Template, then uploading the file. This option may be more convenient when registering many FSE records at once.

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.

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

Please refer to the [CTFP-ARCS FSE Registration Guidance before registering FSE](#)

FSE Bulk Upload

+ Add FSE



Search...

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 and Submit the Registration

FSE Bulk Upload

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

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1. Select **Download Template** to obtain the official FSE Registration Template Excel file.
2. Complete all required fields in the template as described in sections 5 and 6 of this guide.
3. Once filled, upload the completed FSE Registration Template Excel file and any required supporting documents by selecting **Choose File** (or dragging and dropping the files) in the **Upload File** section.
- 4.
5. Select **Submit** to complete the upload.

FSE Registration and Supporting Document Submission Process

FSE Registration Instructions

Follow these simple steps to upload and submit your FSE registration file

1 Download the template Get the official Excel template for FSE registration. Download Template	2 Fill in all FSE data Complete every required field in the template exactly as indicated (FEIN, VIN, Address, Facility IDs).
3 Upload the completed file Use the 'Upload' option to attach your filled template. Accepted formats: .xlsx.	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 or Drop a file here

After a successful submission, a pop-up message will confirm that the registration was successful (see example below). Select **OK** to close the message.

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Get the official Excel template for FSE registration. Download Template

Complete every required field in the template exactly as shown (including Facility Name, Address, Facility IDs).

3 Upload the completed file
Use the 'Upload' option to attach your filled template. Accepted formats: .xlsx.

4 Submit to complete registration
After upload, click 'Submit' to process the file. You will see error logs if any.

Success ×

Dear User,

Registration is successful

Ok

If there are any validation errors, messages will appear in the **Submitted Facility-FSE File Validation Errors** section, indicating that the registration must be corrected and resubmitted. An example of such validation error messages is shown below.

Registration Records & File Attachments

S.No	Company FEIN	Facility Name	Document Type	Description	Upload Document
1			.pdf, .doc, .docx, .xls, .xlsx, .xlsm, .png, .jpg, .jpeg, .txt, .zip	CNG/LNG/Propane: A copy of the utility bill/invoices for facilities to register	Select A File or Drop a file here

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Submitted Facility-FSE File Validations Errors

Reg. Upload File ID-File Row	Validation Error Messages
RU-2147	Tribal Nation Name must be empty when Tribal Nation is No fr
RU-2147	LPG(Propane) Facility Information, value '5498497, 543169' once. It was included in "RU-2146" submitted by this registrar

10

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Click the Back button to correct the errors, validate, and resubmit.

Back

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To correct any errors under the Submitted Facility-FSE File Validations Errors section:

1. Select the Back button at the bottom right, as shown above.
2. Locate your incomplete registration record and expand it by selecting the drop-down arrow on the left, as shown 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.

Registration Upload No.	Upload Type	Document Name	FEIN	Organization Name	Created By	Created On (MM/DD/YYYY)
RU-2147	BulkUpload					03/24/2026 13:56:21

Document Name	Date	Download	Error Logs
template for lisa (errors).xlsm	03/24/2026 13:56:21		

Row Num.	Facility Name	Street Address	Designee Role, Yes or No?	Designator FEIN	City N	Status	Edit FSE	Discard FSE	Error Logs
1			No		Bernal	Not Processed			

3. Review the Error Logs column on the right-hand side and select the Error Logs icon to open the list of validation errors, as shown above.
4. Select Edit FSE, as shown above, to open the record in edit mode.
5. Make the required corrections directly in the platform fields (for example, update text fields or upload missing supporting documents), as shown below. Once all corrections are made, select Update at the bottom right of the screen to save your changes.

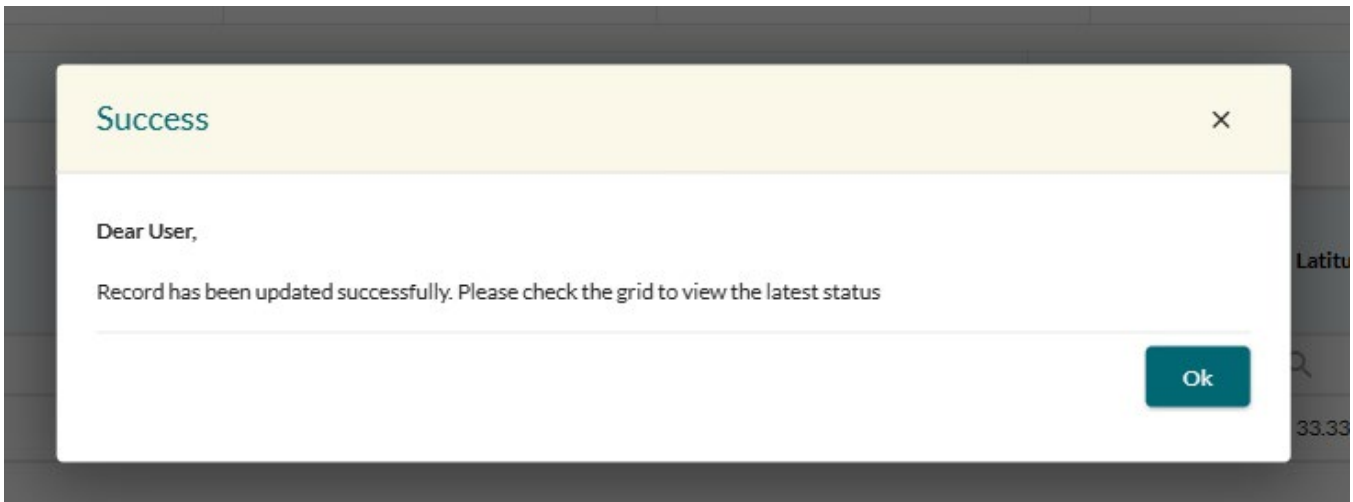
The organization information fields (e.g., Company FEIN, Organization Name) have been intentionally hidden in the screenshot below for illustration purposes only. In the actual system, these fields will display the relevant information for the selected record.

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Edit Fueling Facility

Company FEIN	Organization Name	Designee Role *	Facility Name *
<input type="text"/>	<input type="text"/>	No	<input type="text"/>
Street Address *	City Name *	Zip Code *	Latitude *
<input type="text"/>	Bernalillo	87020	<input type="text"/>
Longitude *	Is Tribes, Nation Or Pueblo *	FSE Type *	Application Type *
<input type="text"/>	No	LPG	MHDV-SIE
LPG Fueling Station ID *	LPG Fueling Station Owner *	Is Equipment Operational? *	Date Equipment Became Operational *
<input type="text"/>	<input type="text"/>	Yes	1/1/2024
Is Owner Or Operator *			
Owner			
Supporting Document			
<input type="text"/> Choose File or Drop a file here			
			Cancel Update

6. A confirmation pop-up will appear stating that the record has been updated successfully.



Add FSE (Manual Registration)

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

1. For each FSE, complete the fields under the **Company Information, Fueling Facility Information, Other Information, and FSE Information** sections. The fields required will vary depending on the selected FSE Type.

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The **Company 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.

2. Supporting documents must be uploaded at the bottom of the form under the **Supporting Document** section.
3. 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. When all FSE entries have been added, select **Submit** to complete the registration for all FSEs entered so far.

Add FSE

The screenshot shows a web form titled "Add FSE" with several sections highlighted by red boxes:

- Company Information:** Includes fields for "Company FEIN", "Organization Name", and "Designee Role" (radio buttons for "Yes" and "No").
- Fueling Facility Information:** Includes fields for "Facility Name", "Street Address", "City Name", "Zip Code", "Latitude", and "Longitude".
- Other Information:** Includes a question "Is the Company the Owner or Operator of the equipment?" with radio buttons for "Owner" and "Operator".
- Fueling Supply Equipment (FSE) Information:** Includes a question "Is Equipment Operational?" with a dropdown menu.
- Supporting Document:** Includes an "Upload File" section with a "Choose File" button and a "Drop a file here" area.

At the bottom of the form, there are three buttons: "Cancel", "+ Add New FSE", and "Submit". Red arrows point to the "Choose File" button and the "Add New FSE" and "Submit" buttons.

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If there are any validation errors:

- Certain errors will appear immediately while filling in the form (for example, missing mandatory fields or invalid longitude and latitude information). These must be corrected directly in the corresponding field before proceeding with submission.
- Others may appear after selecting **Submit**, displayed at the bottom of the page under **Submitted Facility-FSE File Validations Errors**.

To correct any errors under the **Submitted Facility-FSE File Validations Errors** section:


1. Select the **Back** button at the bottom right of the section.
2. Locate your incomplete registration record and expand it by selecting the drop-down arrow on the left, as shown below.

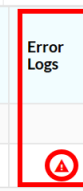
Certain information fields have been intentionally hidden in the screenshot below for illustration purposes only. In the actual system, these fields will display the **relevant information for the selected record**.

Registration Upload No.	Upload Type	Document Name	FEIN	Organization Name	Created By	Created On (MM/DD/YYYY)
RU-2147	BulkUpload					03/24/2026 13:56:21

Document Name	Date	Download	Error Logs
template for lisa (errors).xlsx	03/24/2026 13:56:21		

Row Num.	Facility Name	Street Address	Designee Role, Yes or No?	Designator FEIN	City N	Status	Edit FSE	Discard FSE	Error Logs
1			No		Bernal	Not Processed			


Edit FSE


Review Errors

3. Review the **Error Logs** column on the right-hand side and select the **Error Logs** icon to open the list of validation errors, as shown above.
4. Select **Edit FSE**, as shown above, to open the record in edit mode.
5. Make the required corrections directly in the platform fields (for example, update text fields or upload missing supporting documents), as shown below. Once all

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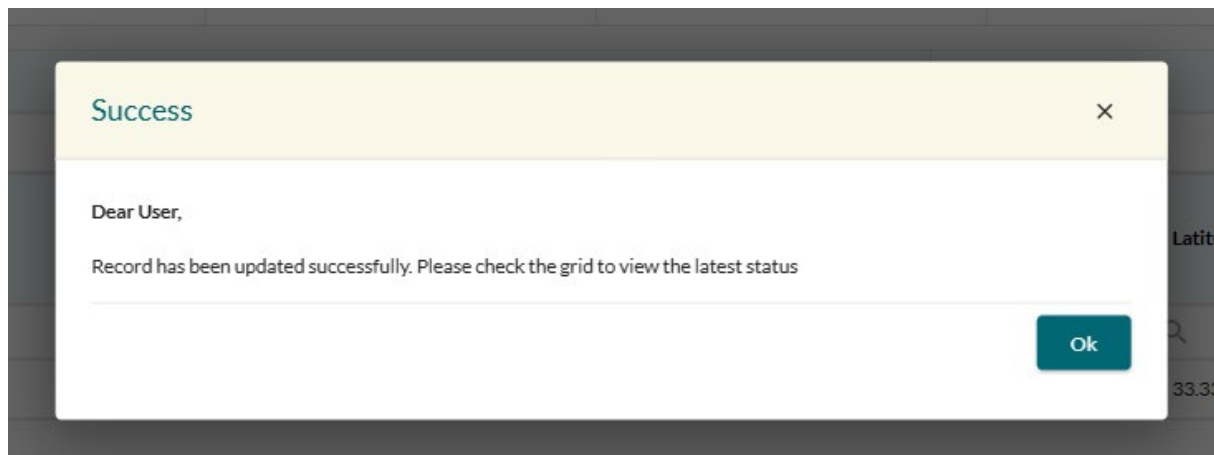
corrections are made, select **Update** at the bottom right of the screen to save your changes.

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.

Edit Fueling Facility

Company FEIN	Organization Name	Designee Role *	Facility Name *
<input type="text"/>	<input type="text"/>	No	<input type="text"/>
Street Address *	City Name *	Zip Code *	Latitude *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Longitude *	Is Tribes, Nation Or Pueblo *	FSE Type *	Application Type *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
LPG Fueling Station ID *	LPG Fueling Station Owner *	Is Equipment Operational? *	Date Equipment Became Operational *
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
Is Owner Or Operator *			
Owner			
Supporting Document			
Choose File or Drop a file here			
			Cancel Update

6. A confirmation pop-up will appear stating that the record has been updated successfully.



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 Not-Processed, Submitted, Approved or Not Approved. If NMED denies your registration, you will also receive an email notification.

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

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

FSE Bulk Upload
+ Add FSE

Registration Upload No.	Upload Type	Document Name	FEIN	Organization Name	Created By	Created On (MM/DD/YYYY)
RU-2155	Manual Registration					03/24/2026 14:50:23

Row Num.	Facility Name	Street Address	Designee Role, Yes or No?	Designator FEIN	City	Status	Edit FSE	Discard FSE	Error Logs
1			(All)			Approved			

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If NMED approves your registration, you will see the corresponding FSEs in the **Registered-FSE** tab as well (see below). You may also export the list of registered FSEs in Excel format by selecting the **Export data in Excel** 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 has been hidden for illustration purposes only.

In addition, 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.

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Registered Fueling Facilities Equipment (FSEs)

Export data in excel

FSE Facility ID	Facility Name	Address	Latitude	Longitude	Modified By	Modified On

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General FSE Registration Requirements

During FSE registration, all organizations must report information about the company, the fueling facility, the associated FSE, and other required details. The required information may be entered using either the manual registration (Add FSE) option or the FSE bulk upload option (as described in Section 2).

This section describes the general information that must be completed as part of FSE registration, regardless of fuel type. Details about fuel-specific requirements are described in Section 5. All requirements described in Sections 4 and 5 are completed within the same FSE registration process. They do not represent separate steps, but rather different fields within the FSE registration submission.

1. Company Information

- Federal Employer Identification Number (FEIN): Unique identifier of the reporting organization. When using the Add FSE option in ARCS, this field is automatically populated based on the approved organization registration and is not editable. When using FSE Bulk Upload option, the organization FEIN must be entered manually in the required format (**-*****). An error message prompt will appear if this format is not followed.
- Designee Role, Yes or No: Indicates whether the organization registering the FSE is doing so on behalf of another organization.
- Designator FEIN: Required if the registrant is a Designee; enter the FEIN of the Designator for whom the FSE is being registered.

2. Tribes, Nations, and Pueblo Information

- Is the facility located on a Tribe, Nation, or Pueblo? Indicates whether the fueling facility is owned, operated, or located on land belonging to a federally recognized Tribe, Nation, or Pueblo.

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- Name of Tribe, Nation, or Pueblo: If Yes, select the specific name from a predefined list of recognized entities:
 1. Fort Sill Apache Tribe
 2. Jicarilla Apache Nation
 3. Mescalero Apache Tribe
 4. Nambe Pueblo
 5. Navajo Nation
 6. Ohkay Owingeh
 7. Pueblo of Picuris
 8. Pueblo of Acoma
 9. Pueblo of Cochiti
 10. Pueblo of Isleta
 11. Pueblo of Jemez
 12. Pueblo of Laguna
 13. Pueblo of Pojoaque
 14. Pueblo of San Felipe
 15. Pueblo of San Ildefonso
 16. Pueblo of Santa Ana
 17. Pueblo of Sandia
 18. Santa Clara Pueblo
 19. Kewa Pueblos (formerly known as Santo Domingo Pueblo)
 20. Taos Pueblo
 21. Pueblo of Tesuque
 22. Ysleta Del Sur
 23. Zia Pueblo
 24. Pueblo of Zuni (Ashiwi)

- 3. Fueling Facility Information
 - 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.

- 4. FSE Type
 - Specifies the fuel or energy system category of the equipment.
 - Select from the predefined list: CNG, LNG, LPG, Hydrogen, or Electricity.

- 5. Ownership and Operational Information

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- Is the Company the Owner or Operator of the equipment? Identifies whether the reporting organization owns or operates the FSE.
- Is Equipment Operational? Indicates if the fueling equipment is currently active and in service.
- Date Equipment Became Operational: Enter the exact date (MM/DD/YYYY) the equipment was placed into service.

The following table describes the field-specific instructions for general FSE registration. This information can also be found in the FSE registration template Excel file (for the FSE Bulk Upload option) by visiting the **Column-Descriptions** sheet.

Field	Description	Special Notes
Company FEIN	The Federal Employer Identification Number (FEIN) for the reporting organization submitting the FSE Registration. FEIN is a nine-digit number (e.g., 12-3456789).	Register under the Organization Profile tab in the CTFP-ARCS for the Fuel Categories associated with the various FSE registration submittals.
Designee Role, Yes or No?	In the drop-down menu, enter Yes or No in this field to specify if you are designated by another organization to register each FSE. The Designee Role must be specified for each line item of FSE registration.	The information under the Designee Role must be consistent with the CTFP-ARCS registration regarding Designators. A designator must be added into the CTFP-ARCS registration prior to the FSE registration.
Designator FEIN	If you enter Yes in the Designee Role Yes or No? column, include the FEIN for the designator in the Designator FEIN field.	The information under the Designator FEIN must be consistent with the CTFP-ARCS registration regarding Designators. A designator must be added into the CTFP-ARCS registration prior to the FSE registration.
Is Tribes, Nation, or Pueblo	In the drop-down menu, select Yes if the facility is owned, operated, or located on land belonging to a Tribe, Nation, or Pueblo. Otherwise, select No .	
Name of Tribes, Nation, or Pueblo	If Yes is selected, enter the official name of the Tribe, Nation, or Pueblo associated with the facility. Drop-down menu is provided.	
Facility Name	The name used to identify the fueling facility in New Mexico where the FSE is located (e.g., name of the natural gas station, name of the hydrogen station, and name of the location where the charger is located).	This field is not required for Electricity FSEs associated with Charging Types designated as "Residential" (also refer to Section 5).
Street Address	The street address of the FSE in New Mexico.	This field is not required for Electricity FSEs associated with Charging Types designated as

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		“Residential” (also refer to Section 5).
City Name	The name of the city in New Mexico where the fueling facility is located.	This field is not required for Electricity FSEs associated with Charging Types designated as “Residential” (also refer to Section 5).
Zip Code	The zip code in New Mexico where the fueling facility is located. Drop-down menu is provided.	This field is not required for Electricity FSEs associated with Charging Types designated as “Residential” (also refer to Section 5).
Latitude	<p>Provide latitude coordinate for the FSE in units of decimal degrees. Use of GPS devices for locating geo-coordinates with adequate precision is recommended.</p> <p>Latitude must be within the range 31.333 to 37 for New Mexico and must have exactly 6 digits after the decimal point. Reporting six digits after the decimal ensures a precision of approximately 10 meters or less, which is sufficient for facility-level identification. For larger facilities, slightly lower precision is acceptable as long as the coordinate does not overlap with any nearby FSE. The latitude provided must correspond to the specific physical location of the registered facility and should not duplicate the coordinates of a different facility.</p> <p>(Note: Latitude coordinate north of equator is always positive and that south of equator is always negative)</p>	This field is not required for Electricity FSEs associated with Charging Types designated as “Residential” (also refer to Section 5).
Longitude	<p>Provide longitude coordinate for the FSE in units of decimal degrees. Use of GPS devices for locating geo-coordinates with adequate precision is recommended.</p> <p>Longitude should be within -103.00 and -109.05 range for New Mexico and must have exactly 6 digits after the decimal point. Reporting six digits after the decimal ensures a precision of approximately 10 meters or less, which is sufficient for facility-level identification. For larger facilities, slightly lower precision is acceptable as long as the coordinate does not overlap with any nearby FSE. The longitude provided must correspond to the specific physical location of the registered facility and should not duplicate the coordinates of a different facility.</p> <p>(Note: Longitude coordinate west of prime meridian is always negative and that east of prime meridian is always positive)</p>	This field is not required for Electricity FSEs associated with Charging Types designated as “Residential” (also refer to Section 5).

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FSE Type	The FSE Type specifies the category of fuel or energy system associated with the equipment. Users must select one of the predefined FSE types in the drop-down menu: LNG, CNG, LPG, Hydrogen, Electricity	This field determines which additional information is required depending on the FSE type (also refer to Section 5)
Is the Company the Owner or Operator of the equipment?	Enter "Owner" or "Operator" in this field's drop-down menu to specify if the company (credit generator) is the owner or operator of the equipment. This field should be specified for each item of the FSE registration.	The information entered must be consistent with the required supporting documents that will be attached to the CTFP -ARCS registration along with the FSE registration.
Is Equipment Operational?	In the drop-down menu, enter "Yes" or "No" in this field to specify if the equipment that you are registering is operational. This field should be specified for each item of FSE registration.	The information entered must be consistent with the required supporting documents that will be attached to the CTFP -ARCS registration along with the FSE registration.
Date Equipment Became Operational (MM/DD/YYYY)	Enter the Date, in MM/DD/YYYY format, for when the equipment became operational. This field should be specified for each item of FSE registration. Only past or current dates are allowed.	The information entered must be consistent with the required supporting documents attached to the CTFP -ARCS registration along with the FSE registration.

Supporting documents:

All FSE registrations should include clear and verifiable documentation demonstrating that the equipment is owned, installed, and operational. Submit all supporting documents within the CTFP-ARCS registration portal at the time of submission.

Acceptable documentation includes, but is not limited to, the following:

- Utility bills or invoices showing energy or fuel consumption for the facility or equipment.
- Permits or inspection certificates issued by the relevant state, county, or municipal authority.
- Licensed electrician or installer certification verifying installation and operational status.
- Photographic evidence of the installed fueling or charging equipment and its site.
- Affidavits or self-certification statements from the equipment owner or operator confirming the equipment is active and in service.

All documentation must be consistent with the information entered in the registration fields (e.g., operational status, ownership, facility name, and location). Inconsistent or incomplete supporting documentation may delay or invalidate the registration.

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Additional fuel-specific supporting document requirements are detailed in Section 5 of this document.

FSE Registration Requirements by FSE Category

In addition to the general information described in Section 4, 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

For CNG or LNG FSE, additional information is required to identify the specific utility meters, fueling station identifiers, and facility ownership details associated with each 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.	Enter one FSE per line/record in the Facility-FSE Registration spreadsheet. 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.	Enter only one FSE per line/record in the Facility-FSE Registration spreadsheet. Ensure the ID entered matches the ID as it appears on the supporting documentation.
LNG Fueling Station Owner	The legal or registered name of the company that owns or operates the LNG facility, as reflected in the supporting invoices or bills of lading.	Ensure the name entered matches the owner name exactly as it appears on the supporting documentation.
Application Type	Identifies the vehicle or equipment application associated with the CNG or LNG fueling equipment. This represents the type of vehicle powered by the fuel and determines the Energy Economy Ratio (EER) used for credit calculations.	

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	Select the corresponding application type from the drop-down list: <ul style="list-style-type: none"> • MHDV-CIE – Medium/heavy-duty vehicle with compression ignition engine (EER = 1) • MHDV-SIE – Medium/heavy-duty vehicle with spark ignition engine (EER = 0.9) • LMDV-CNG/ICEV – Light/medium-duty CNG/LNG internal combustion engine vehicle (EER = 1) 	
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Supporting documents:

- **For each CNG facility being registered:** Include a PDF copy of the most recent utility bill or invoice that corresponds to the facility's CNG FSE. The document must clearly display the CNG Utility Meter ID assigned to the registered facility. Ensure that the utility provider's name entered in the registration form matches the name as it appears on the supporting document. Place all individual CNG utility bills or invoices together in a single .ZIP file and upload it as part of your registration submission.
- **For each LNG facility being registered:** Include a PDF copy of the most recent utility bill or invoice that corresponds to the facility's LNG FSE. The document must clearly display the LNG Fueling Station ID assigned to the registered FSE and reflect the legal or registered organization name of the company that owns and operates the facility. Place all individual LNG utility bills or invoices together in a single .ZIP file and upload it as part of your registration submission.

Liquefied Petroleum Gas (LPG) Fueling Supply Equipment

For LPG FSE, additional information is required to identify the specific fueling station, ownership details, and corresponding documentation for 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.	Enter one FSE per line/record in the Facility – FSE Registration spreadsheet. Ensure the ID entered matches the ID as it appears on the supporting documentation.
LPG Fueling	The name of the company that owns the Propane Fueling Station.	Ensure the name entered matches the name as it appears

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Station Owner		on the supporting documentation.
Application Type	<p>Specifies the application associated with the LPG fueling facility. The application represents the equipment or vehicle type consuming propane or LPG fuel, which determines efficiency and crediting values.</p> <p>Select the corresponding application type from the drop-down list:</p> <ul style="list-style-type: none"> • MHDV-CIE – Medium/heavy-duty compression ignition engine (EER = 1). • MHDV-SIE – Medium/heavy-duty spark ignition engine (EER = 0.9). • Propane/LPG Forklifts – Forklifts powered by propane or LPG (EER = 0.9). 	

Supporting documents:

- **For each LPG facility being registered:** Include a PDF copy of the most recent invoice or bill of lading corresponding to the facility’s LPG FSE. The document must clearly display the LPG Fueling Station ID assigned to the registered FSE and the legal or registered name of the company that owns and operates the propane fueling station. Place all individual LPG invoices or bills of lading together in a single .ZIP file and upload it as part of your registration submission.

Hydrogen (H2) Fueling Supply Equipment

For Hydrogen FSE, additional information is required to identify the unique serial number or station identifier associated with the hydrogen fueling facility. The table below summarizes the information that should be provided for this fuel type.

Field	Description	Special Notes
Hydrogen Serial Number	Unique Identifier assigned to a hydrogen station in New Mexico by the hydrogen FSE availability tracking system (not yet developed), which is similar to a software database tool developed and maintained by California Fuel Cell Partnership to publicly monitor the operational status of hydrogen stations	For a facility dispensing hydrogen that is not registered in the hydrogen FSE availability tracking system, enter “000” as the default ID.
Application Type	Identifies the vehicle or equipment type powered by hydrogen fuel. The application corresponds to an Energy	

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	<p>Economy Ratio (EER) that reflects the drivetrain efficiency of the vehicle class.</p> <p>Select the corresponding application type from the drop-down list:</p> <ul style="list-style-type: none"> • MHDV/Off-Road - H₂ Fuel Cell Forklifts - Hydrogen fuel-cell forklifts (EER = 2.1). • MHDV/Off-Road H₂/FCV - Medium/heavy-duty hydrogen fuel-cell vehicle (EER = 1.9). • LMDV-H₂/FCV - Light/medium-duty hydrogen fuel-cell vehicle (EER = 2.5). 	
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Supporting documents:

- None

Electricity Fueling Supply Equipment

For electricity FSE, additional information is required to identify the charging type, equipment serial number, manufacturer, and, in certain cases, the vehicle being charged.

When you select a specific **Charging Type**, you must complete the **Application Type** field. Each Application Type corresponds to a drivetrain category and an Energy Economy Ratio (EER) used for credit calculations under the CTFP.

Field	Description	Special Notes:
Charging Type	<p>Identifies the specific electric transportation charging category and EV-FSE type used for charging. The drop-down list includes the following options:</p> <ul style="list-style-type: none"> • NonResidentialLevel2 - 240-V Level 2 public/fleet chargers. • NonResidentialDCFCCHAdEMO - DC fast charger using the CHAdEMO connector ("Charge de Move", a DC fast charging protocol). • NonResidentialDCFCCS - DC fast charger using the Combined Charging System (CCS) connector. • NonResidentialDCFCNACS - DC fast charger using Tesla/North American Charging Standard (NACS) connector. 	<p>Definitions: "Level 1" = 120 V household outlet; "Level 2" = 240 V dedicated circuit; "DCFC" = direct-current fast charging; "Telematics" = vehicle-based metering.</p>

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	<ul style="list-style-type: none"> • ResidentialIncrementalOffVehicleLevel1 – 120-V home charging (standard outlet). • ResidentialIncrementalOffVehicleLevel2 – 240-V home charging using dedicated EVSE. • ResidentialOnVehicleTelematics – Charging measured by onboard telematics rather than a fixed charger. • OnroadHeavyDutyEVCharging – Charging for on-road heavy-duty EVs (trucks, buses). • eForklift – Electric forklift charging. • eTRU – Electric Transport Refrigeration Unit charging. • eCHE – Electric Cargo Handling Equipment (port terminals). • eGSE – Electric Ground Support Equipment (airport vehicles). • eMotorcycle – Electric motorcycle charging. • Other – Other configurations such as on-road multimodal or depot charging. 	
EV-FSE Serial Number	The serial number of the Electric Vehicle Fueling Supply Equipment (EV-FSE) assigned by the Original Equipment Manufacturer (OEM).	Mandatory for all charging types except Residential On-Vehicle Telematics, where it is optional.
EV-FSE Manufacturer	The name of the Original Equipment Manufacturer (OEM) of the Electric Vehicle Fueling Supply Equipment (EV-FSE).	Mandatory for all charging types except Residential On-Vehicle Telematics, where it is optional.
VIN (Vehicle Identification Number)	The Vehicle Identification Number (VIN) for the vehicle expected to be charged at the residential location.	Required for Residential On-Vehicle Telematics. Optional for Residential Incremental Off vehicle Level1 and Residential Incremental Off vehicle Level2. Not applicable for all other charging types.
Application Type	Identifies the transportation or equipment category that consumes the reported electricity. Each Application Type corresponds to an Energy Economy Ratio (EER), representing drivetrain efficiency compared to an internal combustion engine vehicle.	Refer to mapping table below for valid Charging Type and Application Type combinations.

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Charging Type and Application Type Crosswalk

Charging Type (from dropdown)	Valid Application Type(s) (from dropdown)	Description	EER
On-Road Heavy-Duty EV Charging	MHDV – BEV or PHEV Truck or Bus	Heavy-duty battery or plug-in hybrid trucks and buses	5.0
e-CHE	MHDV/Off-Road – eCHE	Electric cargo-handling equipment	2.7
e-GSE	MHDV/Off-Road – eGSE	Electric ground-support equipment	3.2
e-Forklift	MHDV/Off-Road – Electricity Forklifts	Electric forklifts used in industrial or warehouse settings	3.8
e-TRU	MHDV/Off-Road – eTRU	Electric transport refrigeration units	3.4
Other	MHDV/Off-Road – Fxd Gwy Aerial Tram MHDV/Off-Road – Fxd Gwy Light Rail System MHDV/Off-Road – Fxd Gwy Street Car/Trolley Bus	Fixed-guideway aerial trams, light rail, and streetcars/trolleys	2.1–3.3
Residential Incremental – Off-Vehicle (Level 1 or 2)	LMDV – BEV or PHEV (Residential Incremental Crediting)	Light/medium-duty plug-in hybrid or battery electric vehicles (home charging)	3.4
Non-Residential (Level 2 or DCFC)	LMDV – BEV or PHEV	Public/fleet light- and medium-duty BEV/PHEV charging (includes CHAdeMO, CCS, Tesla/NACS connectors)	3.4
Residential Incremental – On-Vehicle (Telematics)	LMDV – BEV or PHEV	Vehicle-specific telematics-based metering for residential charging	3.4
e-Motorcycle	LMDV On-Road eMotorcycle	Electric motorcycles	4.4

Supporting documents:

- For Non-Residential and Residential Incremental charging types: None
- FSE Registrations for eCHE, eGSE, eOGV, eTRU, Forklifts, or EV Trucks (Yard Trucks) must also upload a copy of the Fueling Supply Equipment (FSE) Detail Sheet. A copy of the FSE Detail Sheet can be found in the Guidance Document Library or downloaded in the Facility FSE tab in the reporting system.

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The sheet itself and the next section describe the information required in this form. Upload the completed sheet in the reporting system along with any other required supporting documentation for the specific FSE, as described previously.