



Navigating the Compliance Reporting Tool

EPAct State and Alternative Provider Fleet Program User Guide

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Background

State government and alternative fuel provider fleets covered under the State and Alternative Fuel Provider Fleet Program (Program) established pursuant to the Energy Policy Act of 1992 (EPA Act) may use the Compliance Reporting Tool to track and report on several compliance activities. These activities include, but are not limited to, completing Standard Compliance annual reports, Alternative Compliance notices of intent, and exemption requests. Covered fleets can access the Compliance Tool through the Program's website at https://epact.energy.gov/users/sign_in. Covered fleet point of contacts (POCs) should bookmark the Compliance Reporting Tool for future access.

This user guide addresses general tool navigation, including:

- Logging in to the Tool
- Managing Your Point of Contact and Account Information
- Managing Fleet Contact Information
- Adding New Fleets to Your Account
- Reporting for Entities With Multiple Fleets
- Viewing Credit Trades

For a guide on using the Compliance Reporting Tool to submit Standard Compliance annual reports, please visit https://epact.energy.gov/pdfs/compliance_tool_user_guide.pdf.

For a guide on using the Compliance Reporting Tool to submit Alternative Compliance notices of intent and reports and to manage a fleet's Alternative Compliance Vehicle Inventory, please visit https://epact.energy.gov/pdfs/alternative_compliance_annual_reporting.pdf.

Logging in to the Tool

Each covered fleet has one POC with access to the reporting tool. Each fleet's POC needs a username and password to access annual report forms and data for fleets.

If you do not have login credentials yet, click the "request new fleet access" link to create a new account. New POCs assuming responsibilities for compliance with this DOE Program for a fleet(s) already subject to the Program need to create a new account and then email epact.sfp.fleets@nrel.gov to request transferring the fleet(s) to the new account.

If you forgot your login credentials, click the "Forgot your password?" link to reset your password.

You may be the POC for more than one fleet. Regardless of how many fleets you have, you need only one **username** and password combination to access the reporting tool and the annual reports for your fleet(s).

Log in to the tool at https://epact.energy.gov/users/sign_in.

Managing Your Fleet's Point of Contact and Account Information

To update your fleet's account information, click the "My Account" link from the navigation list in the left column.

This page displays a summary of your account information in two boxes: Contact Information and Login Credentials. To update your information in either area, click the "Edit" button.

The following fields are included in the account contact form. Required fields are marked with an asterisk.

The screenshot shows the top navigation bar of the U.S. Department of Energy website, specifically the Energy Efficiency & Renewable Energy section. The main heading is "State & Alternative Fuel Provider Fleets". Below this is a navigation menu with links for Home, About, Requirements, Compliance, Training, and News. The current page is "State & Alternative Fuel Provider Fleets » Reporting » Log In". The main heading is "Compliance Reporting Tool". Below this is a paragraph explaining that to meet Energy Policy Act (EPA) requirements, state and alternative fuel provider covered fleets must submit an annual report to the U.S. Department of Energy (DOE) by December 31 after each model year. It also mentions that fleets have two options to submit their annual report: through the online Annual Reporting Tool or by submitting a detailed reporting spreadsheet. There is a link to "Learn more about reporting via the Alternative Compliance method." Below this is a section titled "Option 1: Annual Reporting Tool" with a sub-heading "DOE strongly encourages state and alternative fuel provider fleets to file reports online using the Annual Reporting Tool." The main content area is divided into two boxes. The left box is titled "Access Your Reports" and contains a login form with fields for "User Name or Email" and "Password", a "Forgot your password?" link, and a "Log In" button. Below the form is a link to "request new fleet access" and a link to "Find step-by-step instructions in the user guide". The right box is titled "Reporting Tool Demonstration" and contains a video player with a red play button and a "Text version" link.

- **First and Last Name *** – Point of contact for the reporting entity.
- **Address 1 *** – Street address of the reporting entity.
- **Address 2 and 3** – Additional address lines if needed.
- **City, State, and ZIP Code *** – Where the reporting entity is located.
- **Phone *** – Primary telephone number for the reporting entity's point of contact.
- **Fax** – Fax number for the reporting entity's point of contact.
- **Email *** – Email address for the reporting entity's point of contact.
- **ID Number** – The database assigns this number automatically.

The screenshot shows a web form titled "Edit Your Contact Information". It contains the following fields:

- First Name (required)
- Last Name (required)
- Address 1 (required)
- Address 2
- Address 3
- City
- State (dropdown menu)
- Postal Code
- Phone
- Fax
- Email
- ID Number (pre-filled with 20282)

A legend at the bottom left indicates that fields with an asterisk are required. There are "Cancel" and "Save" buttons at the bottom of the form.

Managing Fleet Contact Information

To update the contact information for your fleet, click the "Fleet Contact" link from the navigation list in the left column.

This page displays a summary of your fleet's contact information. To update your information, click the "Edit" button.

If you have multiple fleets, you may manage contact information for a different fleet by returning to the "Fleet Management" page and choosing a different fleet from the dropdown list.

The following fields are included in the fleet contact form. Required fields are marked with an asterisk.

- Fleet Name *** – Company name, state agency name, or other identifier of the fleet submitting the report. This name should be descriptive (e.g., Providence Gas Distribution Fleet, Tennessee Department of Transportation).
- Fleet Type *** – This field is disabled for existing fleets. To change your fleet type, email a request to epact.sfp.fleets@nrel.gov.
- Organization Name** – Parent company name, if applicable, for an alternative fuel provider fleet or state name for a state government/agency fleet.
- Address 1 *** – Street address of the fleet.
- Address 2 and 3** – Additional address lines if needed.

The screenshot shows a web form for updating fleet contact information. The form is titled "Fleet Name" and contains the following fields and options:

- Fleet Name:** NREL Test Fleet (NC)
- Fleet Type:** Alternative Fuel Provider (dropdown)
- Organization Name:** NREL
- POC:** Darlene Steward (dropdown)
- Parent Fleet:** (dropdown)
- Covered:** Yes, No
- Retired Date:** (calendar icon)
- Banked Credits:** 10
- Subsidiary Fleets:** (text area)
- CMSA:** (text field)
- Validated:** Yes, No
- AC Banked GGE:** 0
- Retired Reason:** (text field)
- Address 1:** 123 any street
- Address 2:** (text field)
- Address 3:** (text field)
- City:** Denver
- State:** Colorado (dropdown)
- ZIP Code:** 80230
- Alternative Fuel Vehicles in Fleet During the Year Before First Reporting Year:** 0
- Public credit balance:** Yes, No
- Optional note for potential buyers:** I want to sell!
- Fleet Notes:** (text area)
- Internal Identifier:** (text field)
- ID Number:** 999881

At the bottom, there is a legend: "Required fields" with an asterisk. There are "Cancel" and "Save" buttons.

- **City, State, and ZIP Code *** – Where the fleet is located.
- **Alternative Fuel Vehicles in Fleet During the Year Before First Reporting Year *** – Indicate how many alternative fuel vehicles were in your fleet during the year before the first year you were required to report compliance with EPOA.
- **Public credit balance** – Choose "Yes" if you want to include your fleet name and phone number on the publicly accessible list of fleets with excess credits.
- **Optional note for potential buyers** – Appears if "Public credit balance" is yes. You can use this field to add comments about credit trading.
- **Fleet Notes** – You can use this field to add comments about the fleet.
- **Internal Identifier** – You can use this field if you have an identifier to track multiple fleets.
- **ID Number** – The database assigns this number automatically.

Adding New Fleets to Your Account

To add a fleet to your account, click the "Fleet Management" link from the navigation list in the left column and then click the "add a new fleet" link in the first paragraph.

New POCs assuming responsibility for a fleet subject to the Program need to create a new account and then email epact.sfp.fleets@nrel.gov to request transferring the fleet to the new account. See the "Logging in to the Tool" section of this guide.

The screenshot shows the 'State & Alternative Fuel Provider Fleets' web application. At the top, there is a green header with the U.S. Department of Energy logo and 'Energy Efficiency & Renewable Energy'. Below the header, the page title is 'State & Alternative Fuel Provider Fleets'. A navigation menu includes 'Home', 'About', 'Requirements', 'Compliance', 'Training', and 'News'. A 'Reporting' button is visible in the top right. The main content area is titled 'Fleet Management' and contains a dropdown menu with 'AFP Fleet Test 2 (NC)' selected and a 'Find Fleet' button. Below this, there is a table with fleet details for 'AFP Fleet Test 2 (NC)', including 'Alternative Fuel Provider' (NREL), '10 banked credits', and contact information for Erin Andrews-Sharer. At the bottom, there are three action buttons: 'Annual Reporting', 'View Reports', and 'Fleet Contact'.

The new fleet form includes the same fields as the previous section. In this form, the fleet type field is enabled. Choose one of these options to describe your fleet type:

- **Alternative Fuel Provider** – A company that provides alternative fuel. Learn more about alternative fuel providers at <https://epact.energy.gov/covered-fleets/fuel-provider>.

- **Biodiesel Provider** – A fleet whose principal business is producing, storing, refining, processing, transporting, distributing, importing, or selling biodiesel fuel at wholesale or retail.
- **State Agency** – A state entity, including state government and state agency fleets. Learn more about state entities at <https://epact.energy.gov/covered-fleets/state>.

Reporting for Entities with Multiple Fleets

Some reporting entities may have multiple fleets (e.g., a state and various of its agencies, or a company that is the parent of various corporate subsidiaries). To help the U.S. Department of Energy determine these parent and subsidiary (and similar) relationships and facilitate any necessary correspondence with you/your fleet, use the "Fleet Name" and "Organization Name" fields in the fleet contact form to identify the parent entity as the "Parent Organization Name" (e.g., State of Tennessee) and the subsidiary entity as the "Fleet Name" (e.g., Tennessee Department of Transportation).

A parent entity has three options for reporting:

- **Report for itself and all its subsidiaries** – The parent entity should identify the subsidiary entities for which it is reporting.
- **Submit an aggregate annual report for the majority of the entities and have the remaining subsidiary entities report independently** – The parent, as the reporting entity, should (i) identify the subsidiary entities for which it is reporting and (ii) not list other entities that are submitting their own annual reports separately.
- **Have each subsidiary entity report independently** – Each subsidiary entity submits its own fleet-specific annual report.

If you report collectively for additional agencies/departments/entities, you may indicate this with each annual report you submit for Standard Compliance.

Additional Agencies/Departments/Entities
I am reporting fleet compliance collectively in this annual report for the following agencies/departments/entities. *Note: Do not include in this listing any fleets that submit a separate annual report, whether by you or another point of contact.*

Certification

I certify the alternative fuel vehicles in this report operate solely on alternative fuels except when operating in an area where the appropriate alternative fuel is unavailable.

Step 6 of the Standard Compliance annual reporting process includes a field for you to indicate which agencies/departments/entities you are reporting for when submitting an annual report. Refer to the [Standard Compliance guidance documents](#) for more information.

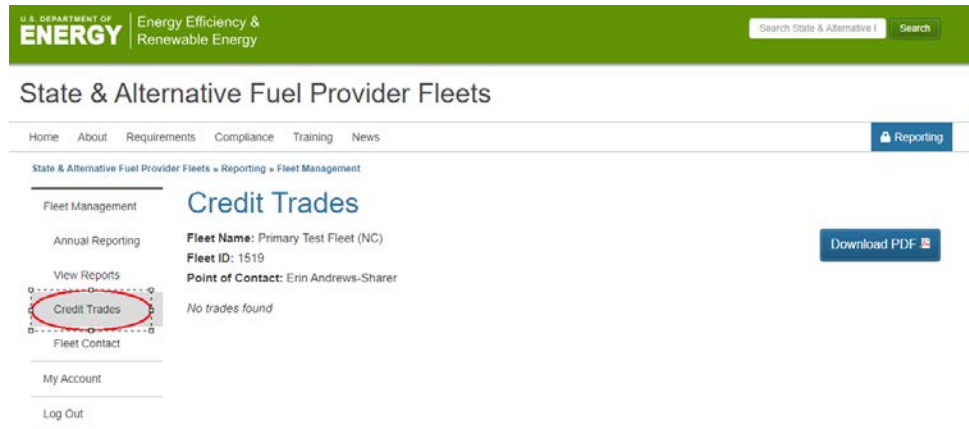
If you are reporting fleet compliance collectively for more than one fleet, include a list of the agencies/departments/entities for which you are reporting. *Note: Do not include in this listing any fleets that submit a separate annual report, whether by you or another point of contact.*

Viewing Credit Trades

To view credit trades, click the "View Credit Trades" link from the navigation list in the left column.

To see details about a trade, click the trade date. To return to the list of trades, click the "Back to Trades" link in the bottom-right corner.

To download and save a PDF of your trade summary, click the "Download Trade Summary" link in the top-right corner.



If you have multiple fleets, you may view credit trades for a different fleet by returning to the "Fleet Management" page and choosing a different fleet from the dropdown list.

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