Permission Management Overview

This User Guide and Instructions are meant to serve as an overview for creating clean energy accounts on IRS Energy Credits Online and the different permissions granted. These steps will show different screens and are meant to serve as a guide for the user.

To facilitate this, the IRS has created this user guide and Instructions to help entities navigate the tool.

This User Guide and Instructions includes general information and instructions on the following topics:

- Accessing the clean energy account log in page
- Creating one or more IRS Energy Credits Online Accounts
- Troubleshooting potential errors
- Creating additional authorizations and the role each one has

Identity Verification

All users will need to verify their personal identity. The IRS uses ID.me, a technology provider, to provide identity verification and sign-in services. If you have an ID.me account, just sign in. Don’t create a new ID.me account for your business. If you’re a new user, have your government issued photo identification ready. Verify your personal identity – not your business information – with ID.me.

IRS Energy Credits Online Functionality

Users can register an organization to use IRS Energy Credits Online functionality for one or more of the following types tasks:

- Clean Vehicle Dealer or Seller: Submit required Time-Of-Sale reports and request Advance Payments for tax
- Clean Vehicle Manufacturer: Enter into qualified manufacturing agreements and submit required periodic reports
- Clean Energy (Elective Pay or Transfer Election) Entity or Semiconductor Manufacturer: Request registration numbers for clean energy tax credits or as a semiconductor manufacturer

To register, visit IRS.gov/CleanEnergy for more information. The first user to register on behalf of an entity will be assigned as a ‘Clean Energy Officer’ for the entity.

- This user has access to all IRS Energy Credits Online functionality for the entity. This includes the
- ability to authorize additional users and assign permissions governing what IRS Energy Credit Online functionality subsequent users will have.
- For any subsequent users to gain access to IRS Energy Credits Online functionality, the first user to register on behalf of an entity must directly or by authorizing additional Clean Energy Officer’s must first authorize each subsequent users access.

- Any user with the “Clean Energy Officer” role in IRS Energy Credits Online can modify or revoke permissions for any user associated with the entity, including the first user.

Additional Users

Once the first user has created an account for the organization, share the link with additional users who should have access to IRS Energy Credits Online. Each additional users will need:

1. An Account Associated with the Entity:
   - An ID.me account is needed to verify the user’s identity. Use an existing ID.me account or have government issued photo identification ready to create a new ID.me account.
   - The entity’s EIN and the entity’s name as shown on the most recent tax return
   - Their title within the organization

2. To Notify the Appropriate User of the Authorization Request
   - Once the new login account and account creation request is submitted, notify the appropriate individual in your organization that you’ve submitted a request
   - Only authorized users can review the request by visiting the “manage business users” tab of the entity’s account.

3. To Receive Authorization
   - A ‘Clean Energy Officer’ for your entity will need to approve the request in IRS Energy Credits Online

User Roles

- The users who are responsible for managing an entity’s users and assigning permissions (i.e., Clean Energy Officers) should pay close attention to the roles assigned to other users in their organization: All Clean Energy Officers have access to all IRS Energy Credits Online functionality.
- **Clean vehicle dealers or sellers** should generally assign employees who need access to submit Time-Of-Sale Reports and/or request Advance Payments access the “dealer/seller” role. Users assigned the “dealer/seller” role can’t manage other users permissions.
- Users requesting **elective pay election, transfer election, or semiconductor manufacturer registration numbers** should generally be assigned the “Clean Energy Delegate” role or “CE Third Party User” role if they do not need authority to manage user permissions for the entity.
- **Clean vehicle manufacturers**: should generally assign employees who need access to submit periodic reports
Clean Energy Authorization Permission Management

User Guide
Additional User Roles: This page displays the different roles each authorization can have along with the permissions assigned to each role.

The Clean Energy solution provides an authorization process for additional users after the first Clean Energy Officer (aka “super user”) is authorized to act on behalf of an entity to access Clean Energy features.

<table>
<thead>
<tr>
<th>Role</th>
<th>Managed authorized users and permissions</th>
<th>Elective Pay and Transferability Only</th>
<th>Submit Time of Sale Report</th>
<th>Request Advance Payment from the IRS</th>
<th>Submit Qualified Manufacturer Agreement</th>
<th>Submit Qualified Manufacturer Periodic Reports</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean Energy Officer</td>
<td>Person with binding authority for clean energy capabilities</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Clean Energy Delegate</td>
<td>Equivalent to Super User but cannot manage user permissions</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>CE Third Party User</td>
<td>User not directly employed by the entity</td>
<td>X</td>
<td>X</td>
<td>X</td>
<td></td>
<td>X</td>
</tr>
<tr>
<td>Clean Vehicle Dealers/Sellers</td>
<td>User employed directly by a dealership that can submit ToS reports</td>
<td></td>
<td></td>
<td></td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>Clean Vehicle Qualified Manufacturers</td>
<td>User employed directly by a manufacturer that can submit QM reports</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Clean Energy Sign in

If you do not currently have an online account, you will need to create one.

The IRS uses ID.me, a technology provider, to provide identity verification and sign-in services.

• If you have an ID.me account, just sign in. Don’t create a new ID.me account for your business.
• If you’re a new user, have your photo identification ready. Verify your personal identity – not your business information – with ID.me.
Sign In or Create a New Account

IRS now offers a sign-in option with ID.me, which offers access to IRS online services with a secure account that protects your privacy.

ID.me is an account created, maintained, and secured by a technology provider.

If you don’t have an ID.me account, you must create a new account.

**Sign in with an existing account**

- Sign in with ID.me

**Create a new account**

- ID.me Create an account

**Frequently Asked Questions**

- How do I verify my identity?
- What if I can’t verify my identity?
- What is ID.me?
Vehicle Manufacturers

Clean Vehicle Credits

Manufacturers of electric vehicles (EVs) and plug-in hybrid vehicles (PHEVs) may qualify for clean vehicle tax credits. You must report details for each EV you manufacture.

Vehicle Dealers and Sellers

Clean Vehicle Credits

Report new and used vehicles that are eligible for a clean vehicle credit under Internal Revenue Code 30D and 25E.

Clean Energy and Semiconductor Manufacturers

CHIPS and IRA Credits

Register your intent to make an elective payment or transfer election. You may receive a registration number to use when you file your tax return.

Related Resources

Elective Payment Elections

- Elective Payment and Transferability Registration
- Elective Payment Elections - FAQs

Clean Vehicle Credits

- Dealer/Seller Eligibility Requirements
- Manufacturer Eligibility Requirements
- New Clean Vehicle Credit Eligibility Rules

Other Resources

- Credits and Deductions under the Inflation Reduction Act of 2022
Clean Energy First
User Authorization

The first Clean Energy Officer (aka “super user”) This is someone who is authorized to act on behalf of an entity to access Clean Energy features.
Create Your Clean Energy Business Account

Authorization

(*) indicates a required field

Before you create your account, we need confirm that you're an authorized user.

Employer ID Number (EIN) *

9 digits without spaces or dashes (for example: 123456789)

Only type in your EIN. Please do not copy and paste your EIN, because spaces and hidden characters can cause your EIN to be invalid.

9 digits without spaces or dashes

NEXT

Cancel
Create Your Clean Energy Business Account

Authorization

(*) indicates a required field

Before you create your account, we need confirm that you’re an authorized user.

Employer ID Number (EIN) *

An EIN is also known as a Federal Employer Identification Number (FEIN) and is used to identify a business entity.

9 digits without spaces or dashes (for example: 123456789)

NEXT

Cancel
Create Your Clean Energy Business Account

Personal Information

(*) indicates a required field
Before you create your account, we need confirm that you’re an authorized user:

First Name: John
Last Name: Doe

Personal Phone Number: (*)
123-456-7890

Type of Address: (*)
- Domestic
- Foreign

Street Address: (*)
Enter number, street, and more or suite no. If a P.O. box, enter the box number instead of the street address.
1234 First St, Suite 20

City: (*)

State/Territory: (*)
Select an option

ZIP Code: (*)
12345 (For example: 12345)

Select type of address: Domestic or Foreign

Please add phone number without spaces or dashes
Create Your Clean Energy Business Account

Personal Information

[*] indicates a required field

Before you create your account, we need confirm that you're an authorized user.

First Name: Annie

Last Name: Brown

Personal Phone Number *

(10-11 digits without spaces or dashes (for example: 5161112212))

123-456-7890

Type of Address *

☒ Domestic
☐ Foreign

Street Address *

Enter number, street, and room or suite no. If a P.O. box, enter the box number instead of the street address.

1234 First St., Suite 10

City *

Boston

State/ Territory *

Massachusetts

ZIP Code *

5 digits (for example: 12345)

01230

Enter complete domestic address in appropriate fields

NEXT
Personal Information

(*) indicates a required field

Before you create your account, we need to confirm that you're an authorized user.

First Name: Anne
Last Name: Brown

Personal Phone Number *
(10 digits without spaces or dashes. For example: 1234567890)
123-456-7890

Type of Address *
- Domestic
- Foreign

Street Address *
Enter number, street, and name or offices. If a P.O. box, enter
the box number instead of the street address
1234 Fifth St, Suite 10

City *

Province *
Enter province or other principal subdivision

Country Code *
Select an option

Foreign Postal Code *

Enter Foreign address in appropriate fields
Create Your Clean Energy Business Account

Personal Information

(*) Indicates a required field

Before you create your account, we need confirm that you are an authorized user.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Davis</td>
</tr>
<tr>
<td>Last Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Personal Phone Number</td>
<td>1-234-56-7890</td>
</tr>
<tr>
<td>Type of Address</td>
<td>Domestic</td>
</tr>
<tr>
<td>Street Address</td>
<td>135, rue Normandie Rot</td>
</tr>
<tr>
<td>City</td>
<td>Montreal</td>
</tr>
<tr>
<td>Province</td>
<td>Quebec</td>
</tr>
<tr>
<td>Country Code</td>
<td>Canada (CA)</td>
</tr>
<tr>
<td>Foreign Postal Code</td>
<td>H4Y1R5</td>
</tr>
</tbody>
</table>

NEXT
Create Your Clean Energy Business Account

Entity information
(*) Indicates a required field.
Before you create your account, we need to confirm that you're an authorized user.

EIN 13-1234567

Entity Name (*)

Phone Number (*)
(10 digits, with area code or dial code, for example, 617-555-1234)
1234567890

Email Address (*)
For example: example@site.com.
also123@example.com

Type of Address (*)

- Domestic
- Foreign

Street Address (*)
Enter number, street, and room or suite.
1234 First St., Suite 10

City (*)

State/Territory (*)
Select one option

ZIP Code (*)
Single numbers (example, 00010)

Entity Type (*)
Select entity type

Your Title (*)
Select title

Back Next

Submit
Create Your Clean Energy Business Account

Entity Information

† Indicates a required field

Before you create your account, we need to confirm that you're an authorized user.

EIN: 12-1234567

Entity Name †

Enter entity name as shown on the most recent income tax return, IRS notice, or IRS records.

Phone Number †

10-12 digits or least seven digits (for example: 123456789)

313-504-7890

Email Address †

For example: abcd123@example.com

abcd123@example.com

Type of Address †

☒ Domestic

☐ Foreign

Street Address †

In case more than one street, there are significant ones.

2234 Pilot St.,Suite 22

City †


State/Territory †

Select a state:

ZIP Code †

Significant ZIP code (10x4)

Entity Type †

Select an entity type:

Your Title †

Select title:
Create Your Clean Energy Business Account

Entity Information

(*) indicates a required field
Before you create your account, we need to confirm that you’re an authorized user.

EIN: 12-3134567

Entity Name *

Avela’s Electric Cym

Phone Number *

(513) 123-4567 (without spaces or dashes) (for example: 5131234567)

123-123-1234

Email Address *

The email address for your company is example@email.com

business@example.com

Type of Address *

- Domestic
- Foreign

Street Address *

Cross number, street, and street on address.

1234 Main St, Suite 1

City *

Los Angeles

State/Province *

California

ZIP Code *

5 digits (for example, 12345)

90035

Entity Type *

- Corporation

Your Title *

- Chief Officer
- Vice President
- Secretary
- Treasurer
- Partner
- Limited Liability Officer
- Member
- Director
- Manager
- Other

(Other)
Entity Information

(“) Indicates a required field
Before you create your account, we need to confirm that you’re an authorized user.

Entity Name *
American Electric Co

Phone Number *
123-456-7890

Email Address *
example@example.com

Street Address *
1234 Main St., Suite 10

City *

State/Territory *
Select an option

ZIP Code *
12345

Entity Type *
Corporation

Your Title *
Other
Create Your Clean Energy Business Account

Attestation & Signature

(*) Indicates a required field
Before you create your account, we need confirm that you’re an authorized user.

Acts Authorized

I am authorized to perform acts on behalf of the taxpayer for the purpose of providing information and conducting transactions through this IRS Clean Energy Tax Credit platform.

Attestation

- Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief. *

- I am a designated employee, corporate officer, partner, trustee or individual other than the taxpayer and I attest that I am authorized to act on behalf of the taxpayer. *

Check the attestation boxes and click the next button.

BACK  NEXT  Cancel
Create Your Clean Energy Business Account

Success
You now have access to Clean Energy for (Entity name).
See my account

Confirmation

Personal Information
First Name: Anne
Last Name: Davis
Personal Phone Number: 123-456-7890
Type of Address: Domestic
Street Address: 123 Main Street
City: Los Angeles
State/Territory: California
ZIP Code: 90005

Entity Information
Entity Name: Ann's Electric Cars
Phone Number: 123-456-7890
Email Address: business@electriccars.com
Type of Address: Domestic
Street Address: 123 Park Ave
City: Los Angeles
State/Territory: California
ZIP Code: 90005
Employer ID Number (EIN): 12-3456789
Entity Type: C Corporation
Your Title: Other

Attestation & Signature
Attestation: I, [Entity Name], the designated employee, on behalf of [Entity Name], attest to the following:

- I have read and understand the terms and conditions of the tax code.
- I am authorized to act on behalf of the taxpayer.

Signature: [Signature]
Date: [Date]
Create Your Clean Energy Business Account

Success
You now have access to Clean Energy Biz (Entity name).
Set up my account

Confirmation

Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Anne</td>
</tr>
<tr>
<td>Last Name</td>
<td>Davis</td>
</tr>
<tr>
<td>Personal Phone Number</td>
<td>123-456-7890</td>
</tr>
<tr>
<td>Type of Address</td>
<td>Domestic</td>
</tr>
<tr>
<td>Street Address</td>
<td>123 Main St</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State/Territory</td>
<td>California</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>90266</td>
</tr>
</tbody>
</table>

Entity Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity Name</td>
<td>Ann's Electric Cars</td>
</tr>
<tr>
<td>Phone Number</td>
<td>123-456-7890</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:business@outrink.com">business@outrink.com</a></td>
</tr>
<tr>
<td>Type of Address</td>
<td>Domestic</td>
</tr>
<tr>
<td>Street Address</td>
<td>123 Park Ave</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State/Territory</td>
<td>California</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>90266</td>
</tr>
<tr>
<td>Employer ID Number (EIN)</td>
<td>12-3456789</td>
</tr>
<tr>
<td>Entity Type</td>
<td>C Corporation</td>
</tr>
<tr>
<td>Your Title</td>
<td>Other</td>
</tr>
</tbody>
</table>

Attestation & Signature

Attestation
Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.

Acts Authorized
I am a designated employee, corporate officer, partner, trustee or individual authorized to act on behalf of the taxpayer.
Clean Energy First User

Authorization EIN Errors

This section displays errors the initial user might see and suggestions for how to resolve the error.
## Create Your Clean Energy Business Account

**Submission Error**
There was an error with your submission. Please review the details below for any errors, fix the bolded text, and then resubmit. If you are still unable to submit, check that your web browser is not blocking pop-ups. After fixing, you'll have to start over from the beginning.

### Review & Submit
Review your Clean Energy Business account details.

#### Personal Information
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Amy</td>
</tr>
<tr>
<td>Last Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Personal Phone Number</td>
<td>123-456-78901</td>
</tr>
<tr>
<td>Type of Address</td>
<td>United States</td>
</tr>
<tr>
<td>Street Address</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State/Province</td>
<td>California</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>90010</td>
</tr>
</tbody>
</table>

#### Entity Information
<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity Name</td>
<td>Amy's Electric Car</td>
</tr>
<tr>
<td>Phone Number</td>
<td>123-456-78901</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:brown@electriccar.com">brown@electriccar.com</a></td>
</tr>
<tr>
<td>Type of Address</td>
<td>United States</td>
</tr>
<tr>
<td>Street Address</td>
<td>123 Public Street</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State/Province</td>
<td>California</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>90010</td>
</tr>
<tr>
<td>Employer ID Number (EIN)</td>
<td>123456789010</td>
</tr>
<tr>
<td>Entity Type</td>
<td>C Corporation</td>
</tr>
<tr>
<td>Your Title</td>
<td>Other</td>
</tr>
</tbody>
</table>

#### Attestation & Signature
- **Attestation:** I am a legitimate and authorized person to attest to all information in this application and attest to the best of my knowledge and belief.
- **Acts Notarized:** I am a duly authorized officer, director, owner, or authorized person of the taxpayer and attest that the information provided is true and correct to the best of my knowledge and belief.

![Signature](signature.png)
Create Your Clean Energy Business Account

⚠️ Too Many Attempts

You've reached the maximum number of attempts. Please try again in 24 hours.

Return to Account Select
Create Your Clean Energy Business Account

Authorization

(*) Indicates a required field
Before you create your account, we need confirm that you're an authorized user.

Employer ID Number (EIN) * ☑️
9 digits without spaces or dashes (for example: 123456789)

12-3456789

Error: invalid EIN - after 3 tries you must wait 24 hours to try again

Be sure to remove spaces and dashes when entering EIN. Do not copy and paste.

NEXT

Cancel
Service is currently unavailable.

We apologize for any inconvenience. Please try again later.

Go back

This error message indicates unscheduled system downtime. Our IT team is diligently working to restore functionality. We recommend trying the system again at a later time. We apologize for the inconvenience.
Clean Energy Additional
User Authorization Flow
Create Your Clean Energy Business Account

Authorization

(*) indicates a required field

Before you create your Clean Energy business account, we need to confirm that you’re an authorized user.

Employer ID Number (EIN) *

An EIN is also known as a Federal Employer Identification Number (FEIN) and is used to identify a business entity.

9 digits without spaces or dashes

Only type in your EIN. Please do not copy and paste your EIN, because spaces and hidden characters can cause your EIN to be invalid.

NEXT

Cancel
Create Your Clean Energy Business Account

Personal Information

(*) Indicates a required field

By beginning this process, you are requesting access to an existing Clean Energy business account. An individual from your organization must approve your request before you can access your account.

First Name: Bob

Last Name: Brown

Personal Phone Number: 10-15 digits without spaces or dashes (for example: 9140551132)

Type of Address: Domestic

Street Address: 1234 First St., Suite 10

City:

State/Territory:

ZIP Code: 5 digits (for example: 12345)
Create Your Clean Energy Business Account

Personal Information

[*] indicates a required field

By beginning this process, you are requesting access to an existing Clean Energy business account. An individual from your organization must approve your request before you can access your account.

First Name: Bob
Last Name: Brown

Personal Phone Number: *
10-16 digits without spaces or dashes (for example: 9185612312)

Type of Address: *
☐ Domestic
☐ Foreign

Street Address: *
Enter number, street, and room or suite. For P.O. box, enter the box number instead of the street address.

City: *
Montreal

Province: *
Enter province or other pertinent subdivision

Country Code: *
Canada (CA)

Foreign/Postal Code: *
H2Y1JE
Create Your Clean Energy Business Account

Entity Information

(*) Indicates a required field

By beginning this process, you are requesting access to an existing Clean Energy business account. An individual from your organization must approve your request before you can access your account.

Entity Name *

Your Title *

Select title

BACK NEXT Cancel
Create Your Clean Energy Business Account

Entity Information

(*) Indicates a required field

By beginning this process, you are requesting access to an existing Clean Energy business account. An individual from your organization must approve your request before you can access your account.

Entity Name *

Enter entity name as shown on the most recent income tax return, IRS notice or IRS records.

Your Title *

Select title
Create Your Clean Energy Business Account

Entity Information

(*) Indicates a required field

By beginning this process, you are requesting access to an existing Clean Energy business account. An individual from your organisation must approve your request before you can access your account.

Entity Name *

Your Title *

- Chief Officer
- Vice President
- Secretary
- Treasurer
- Partner
- Limited Partner
- Member
- Beneficiary
- Other
Create Your Clean Energy Business Account

Attestation & Signature

(*) indicates a required field

By beginning this process, you are requesting access to an existing Clean Energy business account. An individual from your organization must approve your request before you can access your account.

Attestation

Attesting to the statement below will act as an e-signature.

☐ Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief. *

☐ I am an employee or delegated authority user authorized to access this Clean Energy account on behalf of the taxpayer.*

BACK NEXT

Cancel
Create Your Clean Energy Business Account

- Success
  You completed the account creation process. You’ll have access to your Clean Energy business account once a Clean Energy Officer approves your request.
  Return to account selection

Confirmation

### Personal Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Bob</td>
</tr>
<tr>
<td>Last Name</td>
<td>Brown</td>
</tr>
<tr>
<td>Personal Phone Number</td>
<td>123-456-7890</td>
</tr>
<tr>
<td>Type of Address</td>
<td>Domestic</td>
</tr>
<tr>
<td>Street Address</td>
<td>123 Main Street</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State/Territory</td>
<td>California</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>90036</td>
</tr>
</tbody>
</table>

### Entity Information

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer ID Number (EIN)</td>
<td>12-3456789</td>
</tr>
<tr>
<td>Entity Name</td>
<td>Ann's Electric Cars</td>
</tr>
<tr>
<td>Your Title</td>
<td>Member</td>
</tr>
</tbody>
</table>

### Attestation & Signature

- Attestation
  Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.

- Attestation
  I am an employee or delegated authority user authorized to access this Clean Energy account on behalf of the taxpayer.
Submit your Clean Energy account request?
If your details look correct, submit your information to request access to your Clean Energy account. An individual from your organization will review your request.

CANCEL  SUBMIT

Personal Information
First Name
Last Name
Personal Phone Number
Type of Address
Street Address
City
State/Territory
ZIP Code

Entity Information
Employer ID Number (EIN)
Entity Name
Your Title

Attestation & Signature
Attestation

Attestation

I attest to the accuracy of the above information and certify that it is true, correct, and complete to the best of my knowledge and belief.

Submit
Back
Create Your Clean Energy Business Account

**Success**
You completed the account creation process. You’ll have access to your Clean Energy business account once a Clean Energy Officer approves your request.

*Return to account selection*

---

**Confirmation**

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
<td>Bob</td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
<td>Brown</td>
</tr>
<tr>
<td><strong>Personal Phone Number</strong></td>
<td>123-456-7890</td>
</tr>
<tr>
<td><strong>Type of Address</strong></td>
<td>Domestic</td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
<td>123 Main Street</td>
</tr>
<tr>
<td><strong>City</strong></td>
<td>Los Angeles</td>
</tr>
<tr>
<td><strong>State/Territory</strong></td>
<td>California</td>
</tr>
<tr>
<td><strong>ZIP Code</strong></td>
<td>90005</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer ID Number (EIN)</strong></td>
<td>12-3456789</td>
</tr>
<tr>
<td><strong>Entity Name</strong></td>
<td>Annie’s Electric Cars</td>
</tr>
<tr>
<td><strong>Your Title</strong></td>
<td>Member</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attestation &amp; Signature</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attestation</strong></td>
<td>Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief</td>
</tr>
<tr>
<td><strong>Attestation</strong></td>
<td>I am an employee or delegated authority user authorized to access this Clean Energy account on behalf of the taxpayer</td>
</tr>
</tbody>
</table>
Clean Energy Additional User

Authorization Flow Errors
The following error has occurred:

Correct the following field and then select 'NEXT':

1. Employer ID Number (EIN): This field is required

Authorization

(*) Indicates a required field

Before you create your account, we need to confirm that you're an authorized user.

Employer ID Number (EIN) *

9 digits without spaces or dashes (for example: 123456789)

Error: This field is required

Only type in your EIN. Please do not copy and paste your EIN, because spaces and hidden characters can cause your EIN to be invalid.
Create Your Clean Energy Business Account

The following 6 errors have occurred:
1. Personal/Primary Name: This field is required
2. Financial Information: This field is required
3. Street Address: This field is required
4. City: This field is required
5. State: This field is required
6. ZIP Code: This field is required

Personal Information

(*) indicates a required field

By clicking the "next" button, you are requesting access to an existing Clean Energy Business account.
An individual from your organization will review your request before you can access your account.

First Name

Last Name

Personal/Primary Name (*)

Street Address (*)

City (*)

State/Province (*)

ZIP Code (*)

Cannot continue without required fields entered. See red highlighted fields to complete.
## Create Your Clean Energy Business Account

1. **The following 2 errors have occurred:**
   - Incorrect phone number. Phone number must be 10 digits.
   - ZIP Code. ZIP code must be 5 digits.

### Personal Information

- Indicates a required field.

By beginning this process, you are requesting access to an existing Clean Energy business account.

An individual from your organization must approve your request before you can access your account.

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>John</td>
</tr>
<tr>
<td>Last Name</td>
<td>Doe</td>
</tr>
<tr>
<td>Phone Number</td>
<td>123123</td>
</tr>
<tr>
<td>Email Address</td>
<td><a href="mailto:john.doe@example.com">john.doe@example.com</a></td>
</tr>
<tr>
<td>City</td>
<td>New York</td>
</tr>
<tr>
<td>State/Territory</td>
<td>New York</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>12345</td>
</tr>
</tbody>
</table>

[Back] [Next]
Create Your Clean Energy Business Account

The following 2 errors have occurred:
Correct the following fields and then select "NEXT":
1. Entity Name: This field is required
2. Your Title: This field is required

Entity Information

(*) Indicates a required field
By beginning this process, you are requesting access to an existing Clean Energy business account.
An individual from your organization must approve your request before you can access your account.

Entity Name *

Error: This field is required

Your Title *

Select title

Error: This field is required

BACK NEXT Cancel
The following 2 errors have occurred:
Correct the following fields and then select "NEXT":
1. Attestation: This field is required
2. Attestation: This field is required

Attestation & Signature

(*) Indicates a required field
By beginning this process, you are requesting access to an existing Clean Energy business account. An individual from your organization must approve your request before you can access your account.

Attestation
Attesting to the statement below will act as an e-signature.

☐ Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief. *
Error: This field is required

☐ I am an employee or delegated authority user authorized to access this Clean Energy account on behalf of the taxpayer. *
Error: This field is required
Create Your Clean Energy Business Account

Review & Submit

Review your Clean Energy business account request details.

<table>
<thead>
<tr>
<th>Personal Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>First Name</strong></td>
</tr>
<tr>
<td><strong>Last Name</strong></td>
</tr>
<tr>
<td><strong>Personal Phone Number</strong></td>
</tr>
<tr>
<td><strong>Type of Address</strong></td>
</tr>
<tr>
<td><strong>Street Address</strong></td>
</tr>
<tr>
<td><strong>City</strong></td>
</tr>
<tr>
<td><strong>State/Territory</strong></td>
</tr>
<tr>
<td><strong>ZIP Code</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Entity Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Employer ID Number (EIN)</strong></td>
</tr>
<tr>
<td><strong>Entity Name</strong></td>
</tr>
<tr>
<td><strong>Your Title</strong></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Attestation &amp; Signature</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Attestation</strong></td>
</tr>
<tr>
<td><strong>Attestation</strong></td>
</tr>
</tbody>
</table>
Clean Energy Business
Selection
Welcome to your business tax account

Account requests awaiting approval

- ANNE'S ELECTRIC CARS
- THOMAS' TANK ENGINES

Requests will be reviewed within 60 days of date requested.

Add Clean Energy account
Approve Business Users
Welcome to IRS Clean Energy

The Inflation Reduction Act (IRA) and the Chips and Science Act (CHIPS Act) offer credits for clean energy and manufacturing investments.

Vehicle Manufacturers
Clean Vehicle Credits
Manufacturers of electric vehicles (EVs) and plug-in hybrid vehicles (PHEVs) may qualify for clean vehicle tax credits. You must report details for each EV you manufacture.

Vehicle Dealers and Sellers
Clean Vehicle Credits
Report new and used vehicles that are eligible for a clean vehicle credit under Internal Revenue Code 30C and 25E.

Clean Energy and Semiconductor Manufacturers
CHIPS and IRA Credits
Register your intent to make an elective payment or transfer election. You may receive a registration number to use when you file your tax return.

Related Resources

Elective Payment Elections
Elective Payment and Transferability Registration
Elective Payment Elections - FAQs

Clean Vehicle Credits
Dealer/Seller Eligibility Requirements
Manufacturer Eligibility Requirements
New Clean Vehicle Credit Eligibility Rules
Used Clean Vehicle Credit Eligibility Rules

Other Resources
Credits and Deductions under the Inflation Reduction Act of 2022
Manage Business Users
**BUSINESS NUMBER ONE**

**Clean Energy Users**

Clean Energy Officers manage who can access business data and interact with the IRS on behalf of your Clean Energy business. Take action on new user requests or review existing users using the tab options below. New user requests will expire after 60 days.

<table>
<thead>
<tr>
<th>New User Requests</th>
<th>Current Users</th>
</tr>
</thead>
</table>

<table>
<thead>
<tr>
<th>Name</th>
<th>Date Requested</th>
<th>Expiration Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Brown</td>
<td>Nov 08, 2023</td>
<td>Jan 08, 2024</td>
<td>Review request</td>
</tr>
</tbody>
</table>
**BUSINESS NUMBER ONE**

**Clean Energy Users**

Clean Energy Officers manage who can access business data and interact with the IRS on behalf of your Clean Energy business. Take action on new user requests or review existing users using the tab options below. New user requests will expire after 60 days.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Expiration Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Brown</td>
<td>Clean Energy Delegate</td>
<td>Jan 08, 2024</td>
<td><img src="Edit" alt="Edit" /> <img src="Remove" alt="Remove" /></td>
</tr>
<tr>
<td>Sarah Allen</td>
<td>Vehicle Manufacturer</td>
<td>Mar 11, 2024</td>
<td><img src="Edit" alt="Edit" /> <img src="Remove" alt="Remove" /></td>
</tr>
<tr>
<td>John Doe</td>
<td>Clean Energy Third Party User</td>
<td>Apr 01, 2024</td>
<td><img src="Edit" alt="Edit" /> <img src="Remove" alt="Remove" /></td>
</tr>
<tr>
<td>Chris Anderson</td>
<td>Vehicle Manufacturer</td>
<td>Apr 08, 2024</td>
<td><img src="Edit" alt="Edit" /> <img src="Remove" alt="Remove" /></td>
</tr>
<tr>
<td>Annie Park</td>
<td>Dealer/Seller</td>
<td>May 11, 2024</td>
<td><img src="Edit" alt="Edit" /> <img src="Remove" alt="Remove" /></td>
</tr>
<tr>
<td>Louisa Song</td>
<td>Vehicle Manufacturer</td>
<td>May 04, 2024</td>
<td><img src="Edit" alt="Edit" /> <img src="Remove" alt="Remove" /></td>
</tr>
<tr>
<td>Roseanne Park</td>
<td>Dealer/Seller</td>
<td>June 07, 2024</td>
<td><img src="Edit" alt="Edit" /> <img src="Remove" alt="Remove" /></td>
</tr>
</tbody>
</table>
BUSINESS NUMBER TWO

Business Details

View instructions for your company type and change your business name, if needed.

<table>
<thead>
<tr>
<th>Business Name</th>
<th>BUSINESS NUMBER TWO</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employer ID Number</td>
<td>XX-XXXX1235</td>
</tr>
<tr>
<td>Entity Type</td>
<td>XXXXXXXXX</td>
</tr>
</tbody>
</table>

Email and Password

To change your email address, password, and other account details, update your sign-in settings.

| Email Address | SalParker@gmail.com |
BUSINESS NUMBER ONE

Review Request

Select whether you approve or reject User Request.

User Details

Personal Information

First and Last Name: Bob Brown
Personal Phone Number: 823-456-7890
Type of Address: Domestic
Street Address: 123 Main Street
City: Los Angeles
State: California
ZIP Code: 90036

Entity Information

Employer ID Number (EIN): 82-2492289
Entity Name: Annie's Electric Cars
Your Title: Member

Attestation & Signature

Attestation: Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.

Attestation: I am an employee or delegated authority user authorized to access this Clean Energy account on behalf of the taxpayer.

Approve or Reject New User Request

Would you like to create a Clean Energy business account for Bob Brown? *

- Yes, approve and create account
- No, reject user request

CANCEL SUBMIT
BUSINESS NUMBER ONE

Review Request

("*") indicates a required field

Selecting one or more of the options below may require you to enter more information.

Please review the new user account request and make your decision.

User Details

Personal Information

First and Last Name: Bob Brown
Personal Phone Number: 123-456-7890
Type of Address: Residence
Street Address: 123 Main Street
City: Los Angeles
State: California
ZIP Code: 90009

Entity Information

Employer ID Number (EIN): 12-3456789
Entity Name: Annie's Electric Cars
Your Title: Member

Attestation & Signature

Attestation: Under penalties of perjury, I declare that the enclosed information is true, correct, and complete to the best of my knowledge and belief.

Attestation: I am an employee or designated authorized user authorized to access this Clean Energy account on behalf of the taxpayer:

Approve or Reject New User Request

Would you like to create a Clean Energy Business account for Bob Brown? *

- Yes, approve and create account
- No, reject user request

Assign a role

Review the role descriptions below and assign Bob Brown a role.

Assign Role *

Clean Energy Delegates

Roles & Descriptions

- Clean Energy Officers
- Clean Energy Delegates
- Clean Energy Third Party Users
- Dealer/Sellers
- Vehicle Manufacturers

Attestation

Attestation: By submitting the statement below, I agree to the terms and conditions, and authorize the use of my signature.

- I attest that the enclosed information is true, correct, and complete to the best of my knowledge and belief.
- I am an employee or designated authorized user authorized to access this Clean Energy account on behalf of the taxpayer.

Submit

Cancel
BUSINESS NUMBER ONE

Review Request

Assign a role

Roles & Descriptions

Clean Energy Officers

These users have access to all of the Clean Energy features within a Clean Energy business account.

They can submit:
- Order Registration Forms on behalf of the entity
- Change Qualification requests on behalf of the entity
- Qualify Household Users Permits
- Registration packages for credits to B3, 45, 46, 47, 48, 49, 50, 51, 52, 53, and 54

Additionally, they may:
- Request Advance Payment for a $200 or $250 credit from the IRS for up to $5,300 per vehicle (if not a licensed dealer)
- Amend or request at terms, reports, and packages
- Manage the access and permissions of other users

Clean Energy Delegates

Clean Energy Third Party Users

Dealer/Sellers

Vehicle Manufacturers

Attestation

Attestation

Under penalties of perjury, I declare that the information is true, correct, and complete to the best of my knowledge and belief.

Attestation

I am an employee or designated authority user authorized to access this Clean Energy account on behalf of the taxpayer.

Approve or Reject New User Request

Would you like to create a Clean Energy business account for Bob Brown? *

Yes, create a new account

No, reject user request

Assign Role

Clean Energy Delegate

Submit
BUSINESS NUMBER ONE

Review Request

[Indicates a required field]

Selecting fewer rows of the option below may require you to enter more information. Please review the new user account request and have your data.

User Details

Personal Information

First and Last Name: Bob Brown
Personal Phone No.: 112-456-7890
Type of Address: Domestic
Street Address: 123 Main St.
City: Los Angeles
State: California
ZIP Code: 90001

Entity Information

Employer ID Number (EIN): 12-3456789
Entity Name: Acme Electric Corp.
Tax-Exempt: Yes
Tax-Exempt: Yes

Attestation & Signature

Attestation: Under penalties of perjury, I declare that the entire information is true, correct, and complete to the best of my knowledge and belief.

Attestation: I am an employee or authorized agent of the user authorized to access the Clean Energy asset on behalf of the taxpayer.

Approve or Reject New User Request

Need to review the terms before I approve the request.

Assign a role

Review the role descriptions below and assign Bob Brown as a role.

Assign Role:

- Clean Energy Officer
- Clean Energy Delegate
- Clean Energy Third Party User
- Dealer/Seller
- Vehicle Manufacturer

Roles & Descriptions

Clean Energy Officers

These users have access to all the Clean Energy Features within a Clean Energy Business account.

- Dealer/Seller:
  - Review or create a Clean Energy Business account for a New Owner.
- Vehicle Manufacturer:
  - Review or create a Clean Energy Business account for a New Owner.
- Clean Energy Delegates
- Clean Energy Third Party Users
- Dealer/Seller:
  - View or create a Clean Energy Business account for a New Owner.
- Vehicle Manufacturer:
  - View or create a Clean Energy Business account for a New Owner.

Attestation

I declare that the entire information is true, correct, and complete to the best of my knowledge and belief.

I am an authorized employee or authorized agent of the user authorized to access the Clean Energy asset on behalf of the taxpayer.
BUSINESS NUMBER ONE

Clean Energy Users

Clean Energy Officers manage who can access business data and interact with the IRS on behalf of your Clean Energy business. Take action on new user requests or review existing users using the tab options below. New user requests will expire after 60 days.

✔ Success!

You approved the new user request and added Bob Brown as a Clean Energy Delegate.

New User Requests    Current Users

There are no new user requests.
### Clean Energy Users

Clean Energy Officers manage who can access business data and interact with the IRS on behalf of your Clean Energy business. Take action on new user requests or review existing users using the tab options below. New user reqC

#### Add another Clean Energy Officer

There is only one Clean Energy Officer for this business. It is highly recommended to have at least two officers.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Expiration Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Brown</td>
<td>Clean Energy Delegate</td>
<td>Jan 08, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Sarah Allen</td>
<td>Vehicle Manufacturer</td>
<td>Mar 11, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>John Doe</td>
<td>Clean Energy Third Party User</td>
<td>Apr 01, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Chris Anderson</td>
<td>Vehicle Manufacturer</td>
<td>Apr 08, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Annie Park</td>
<td>Dealer/Seller</td>
<td>May 11, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Louisa Song</td>
<td>Vehicle Manufacturer</td>
<td>May 04, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Roseanne Park</td>
<td>Dealer/Seller</td>
<td>June 07, 2024</td>
<td>Edit</td>
</tr>
</tbody>
</table>
Reject Business Users

You will also be able to reject user requests for permissions
BUSINESS NUMBER ONE

Review Request

☑ Indicates a required field
Selecting one or more of the options below may require you to enter more information. Please review the new user account request and make your decision.

User Details

Personal Information

First and Last Name Bob Brown
Personal Phone Number 123-456-7890
Type of Address Domestic
Street Address 123 Main Street
City Los Angeles
State California
ZIP Code 90006

Entity Information

Employer ID Number (EIN) 12-3456789
Entity Name Aria’s Electric Cars
Your Title Member

Attestation & Signature

Attestation I, [Your Name], [Title], hereby request permission to access the Clean Energy account on behalf of [Taxpayer Name].

Attestation I, [Your Name], [Title], hereby attest to the accuracy and completeness of the information provided.

Approve or Reject New User Request

Would you like to create a Clean Energy business account for Bob Brown?

☐ Yes, approve and create account
☐ No, reject user request

CANCEL SUBMIT
**BUSINESS NUMBER ONE**

**Review Request**

[*] Indicates a required field.

Selecting one or more of the options below may require you to enter more information. Please review the new user account request and make your decision.

**User Details**

**Personal Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First and Last Name</td>
<td>Smith</td>
</tr>
<tr>
<td>Personal/Marine Number</td>
<td>123-45-6789</td>
</tr>
<tr>
<td>Type of Address</td>
<td>Residential</td>
</tr>
<tr>
<td>Street Address</td>
<td>123 Main St.</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State</td>
<td>California</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>90210</td>
</tr>
</tbody>
</table>

**Entity Information**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Employee ID Number</td>
<td>1234567890</td>
</tr>
<tr>
<td>Entity Name</td>
<td>Acme Energy</td>
</tr>
<tr>
<td>Your Title</td>
<td>Member</td>
</tr>
</tbody>
</table>

**Attestation & Signature**

Attestation: Under penalties of perjury, I declare that the enclosed information is true, correct, and complete to the best of my knowledge and belief.

Attestation: I am an employee or designated as having been authorized to submit the Clean Energy account for all of the taxpayers.

**Approve or Reject User Request**

Would you like to create a Clean Energy Business Account for [first name]? [ ]

- [ ] Yes, approve and create account
- [x] No, reject user request

**Rejection Reason**

Please provide an optional explanation for rejecting user account request.

**Attestation**

Attestation: I declare that the information below is true, correct, and complete to the best of my knowledge and belief.

- [ ] Under penalties of perjury, I declare that the information in this document is true, correct, and complete to the best of my knowledge and belief.
- [ ] I am a designated employee, officer, owner, partner, trustee, or individual other than the taxpayer and I certify that I was authorized to act as an officer of all the taxpayers managing account for Clean Energy account.

[Submit]
## BUSINESS NUMBER ONE

### Review Request

<table>
<thead>
<tr>
<th>Personal Information</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>First and Last Name</td>
<td>John Smith</td>
</tr>
<tr>
<td>Personal Phone Number</td>
<td>123-456-7890</td>
</tr>
<tr>
<td>Type of Business</td>
<td>Corporation</td>
</tr>
<tr>
<td>Street Address</td>
<td>123 Main St</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State</td>
<td>CA</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>90001</td>
</tr>
</tbody>
</table>

### Entity Information

<table>
<thead>
<tr>
<th>Employer ID Number (EIN)</th>
<th>12-345678910</th>
</tr>
</thead>
<tbody>
<tr>
<td>Entity Name</td>
<td>John Corp.</td>
</tr>
<tr>
<td>Your Title</td>
<td>CEO</td>
</tr>
</tbody>
</table>

### Attestation & Signature

- **Attestation:** Under penalties of perjury, I declare that the statements contained herein are true, correct, and complete to the best of my knowledge and belief.
- **Attestation:** I am an employee or designated authority authorized to execute the Clear Energy agreement on behalf of the requestor.

### Approve or Reject New User Request

- **Approve**
- **Reject**

### Rejection Reason

- **Reject Reason:** User not qualified to create an account.

### Attestation

- **Attestation:** Attaching your signature below will act as an electronic signature.
**BUSINESS NUMBER ONE**

### Review Request

Are you sure you want to reject the new user account request for **Bob Brown**? The IRS won't notify the individual about the rejected request.

- **First and Last Name**: Bob Brown
- **Personal Phone Number**: 123-456-7890
- **Type of Address**: Domestic
- **Street Address**: 123 Main Street
- **City**: Los Angeles
- **State**: California
- **ZIP Code**: 90006

### Entity Information

- **Employer ID Number (EIN)**: 12-3456789
- **Entity Name**: Annie's Electric Cars
- **Your Title**: Member

### Attestation & Signature

Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.
BUSINESS NUMBER ONE

Clean Energy Users

Clean Energy Officers manage who can access business data and interact with the IRS on behalf of your Clean Energy business. Take action on new user requests or review existing users using the tab options below. New user requests will expire after 60 days.

You rejected a new user request for Bob Brown

There are no new user requests.
Review Business Users

Errors
BUSINESS NUMBER ONE

The following error occurred:
Correct the following field and then select Tab/Enter:
1. Approve or Reject New User Request, this field is required

Review Request

(*) indicates a required field

Selecting one or more of the options below may require you to enter more information. Please review the new user account request and make your decision.

User Details

Personal Information

First and Last Name: Bob Brown
Personal Phone Number: 123-456-7891
Type of Address: Domestic
Street Address: 123 Main Street
City: Los Angeles
State: California
ZIP Code: 90210

Entity Information

Employer ID Number (EIN): 12-3456789
Entity Name: Perrier Electric Corp
Your Title: Investor

Attestation & Signature

Attestation: Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.

Attestation: I am an employee or designated authority or authorized to access this Clean Energy account on behalf of the taxpayer.

Approve or Reject New User Request

Would you like to create a Clean Energy business account for Bob Brown?

- [ ] Yes, approve and create account
- [ ] No, reject user request

Error: This field is required

Submit

Cancel
Attestation boxes must be checked to submit.

Review Request

(1) Indicates a required field.

Selecting one or more of the options below may require you to enter more information. Please review the new user account request and make your decision.

User Details

Personal Information

First and Last Name: John Smith
Personal Phone Number: 123-456-7890
Type of Address: Domestic
Street Address: 123 Main Street
City: Los Angeles
State: California
ZIP Code: 90036

Entity Information

Employer ID Number (EIN): 12-3456789
Entity Name: Green Electric Cars
Your Title: Member

Attestation & Signature

Attestation: Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.

Attestation: I am an employee or delegated authority user authorized to access the Clean Energy account on behalf of the taxpayer.

Approve or Reject New User Request

Would you like to create a Clean Energy business account for Bob Brown?*

- Yes, approve and create account
- No, reject user request

Rejection Reason

Please provide an optional explanation for rejecting user account request.

Rejection Reason: N/A

Attestation

Attesting to the statement below will act as an e-signature.

- Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.*

- I am an authorized employee, corporate officer, partner, trustee, or individual other than the taxpayer and attest that I am authorized to act on behalf of the taxpayer in granting access to this Clean Energy account.*

*From this field is required.
**BUSINESS NUMBER ONE**

The following 3 errors have occurred:

- The following fields and then select 'Submit':
  1. First Name: This field is required
  2. Last Name: This field is required
  3. Type of Business: This field is required

**Review Request**

(*) indicates a required field

Selecting one or more of the options below may require you to enter more information. Please review the new user account request and make your decision.

**User Details**

<table>
<thead>
<tr>
<th>Primary Information</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
<td>Joe Brown</td>
</tr>
<tr>
<td>Personal Phone Number</td>
<td>123-456-7890</td>
</tr>
<tr>
<td>Type of Address</td>
<td>Domestic</td>
</tr>
<tr>
<td>City</td>
<td>Los Angeles</td>
</tr>
<tr>
<td>State</td>
<td>California</td>
</tr>
<tr>
<td>ZIP Code</td>
<td>90036</td>
</tr>
</tbody>
</table>

**Entity Information**

| Employer ID Number (EIN)     | 12-3456786    |
| Entity Name                  | Ann’s Electric Cars |
| Your Title                   | Member        |

**Attestation & Signature**

- **Attestation**: Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.
- **Signature**: [Signature]

**Approve or Reject New User Request**

Would you like to create a Clean Energy Business account for Joe Brown? * 
- Yes, approve and create account
- No, reject user request

---

**Assign a Role**

Review the role descriptions below and assign Bob Brown a role:

<table>
<thead>
<tr>
<th>Role</th>
</tr>
</thead>
<tbody>
<tr>
<td>Clean Energy Officers</td>
</tr>
<tr>
<td>Clean Energy Delegates</td>
</tr>
<tr>
<td>Clean Energy Third Party Users</td>
</tr>
<tr>
<td>Dealer/Sellers</td>
</tr>
<tr>
<td>Vehicle Manufacturers</td>
</tr>
</tbody>
</table>

**Attestation**

Attaching to the statement below, I act as an e-signature:

- [ ] Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.
- [ ] I am a designated employee, corporate officer, partner, trustee or individual other than the taxpayer and I attest that I am authorized to act on behalf of the taxpayer managing access to this Clean Energy account.

---

**The assign role option shows up if you select the “Yes, approve and create account” box**

---

**Role must be selected to continue and submit.**
Remove and Edit Business Users
BUSINESS NUMBER ONE

Remove Individual?
Sarah Allen will no longer be able to access or submit information as a vehicle manufacturer user.

E-Signature
By selecting ‘REMOVE’ below:

- I confirm I am an authorized person to legally bind the entity pursuant to applicable state law.
- Under penalties of perjury, I declare that the information contained herein is true, correct and complete to the best of my knowledge and belief.

[Confirm removal of user]
BUSINESS NUMBER ONE

Clean Energy Users

Clean Energy Officers manage who can access business data and interact with the IRS on behalf of your Clean Energy business. Take action on new user requests or review existing users using the tab options below. New user requests will expire after 60 days.

You removed the user account for Sarah Allen.

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Expiration Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Rita Brown</td>
<td>Clean Energy Delegate</td>
<td>Jan 08, 2024</td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>John Doe</td>
<td>Clean Energy Third Party User</td>
<td>Apr 03, 2024</td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>Chris Anderson</td>
<td>Vehicle Manufacturer</td>
<td>Apr 08, 2024</td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>Annie Park</td>
<td>Dealer/Seller</td>
<td>May 11, 2024</td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>Louisa Song</td>
<td>Vehicle Manufacturer</td>
<td>May 04, 2024</td>
<td>Edit, Remove</td>
</tr>
<tr>
<td>Roseanne Park</td>
<td>Dealer/Seller</td>
<td>June 07, 2024</td>
<td>Edit, Remove</td>
</tr>
</tbody>
</table>
**BUSINESS NUMBER ONE**

### Edit User Role

(*) Indicates a required field

<table>
<thead>
<tr>
<th>User Details</th>
</tr>
</thead>
<tbody>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
</tbody>
</table>

Assign Role *

- [ ] Clean Energy Delegate

### Roles & Descriptions

- Clean Energy Officers
- Clean Energy Delegates
- Clean Energy Third Party Users
- Dealer/Sellers
- Vehicle Manufacturers

### Attestation

> Attesting to the statement below will act as an e-signature

- [ ] Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief *

- [ ] I am a designated employee, corporate officer, partner, trustee or individual other than the taxpayer and I attest that I am authorized to act on behalf of the taxpayer managing access to this Clean Energy account. *

[ ] CANCEL [ ] SAVE
Use the drop down list to assign the specific role.

“Clean Energy Officer” means they can change anyone’s permissions, including revoking the permissions of the initial user (account takeover risk means it should only be someone highly trusted).
BUSINESS NUMBER ONE

Edit User Role

(*) Indicates a required field

User Details

First Name  Bob
Last Name  Brown

Assign Role *

- Clean Energy Officer

Roles & Descriptions

- Clean Energy Officers
- Clean Energy Delegates
- Clean Energy Third Party Users
- Dealer/Sellers
- Vehicle Manufacturers

Attestation

Attesting to the statement below will set as an e-signature:

- Under penalties of perjury, I declare that the entered information is true, correct, and complete to the best of my knowledge and belief.

- I am a designated employee, corporate officer, partner, trustee, or individual other than the taxpayer and I attest that I am authorized to act on behalf of the taxpayer managing access to this Clean Energy account.

Select Attestation boxes to continue and save changes.
**BUSINESS NUMBER ONE**

**Clean Energy Users**

Clean Energy Officers manage who can access business data and interact with the IRS on behalf of your Clean Energy business. Take action on new user requests or review existing users using the tab options below. New user requests will expire after 60 days.

- You updated the user role for Bob Brown to Clean Energy Officer.

### New User Requests  Current Users

<table>
<thead>
<tr>
<th>Name</th>
<th>Role</th>
<th>Expiration Date</th>
<th>Actions</th>
</tr>
</thead>
<tbody>
<tr>
<td>Bob Brown</td>
<td>Clean Energy Officer</td>
<td>Jan 08, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Sarah Allen</td>
<td>Vehicle Manufacturer</td>
<td>Mar 11, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>John Doe</td>
<td>Clean Energy Third Party User</td>
<td>Apr 01, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Chris Anderson</td>
<td>Vehicle Manufacturer</td>
<td>Apr 08, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Annie Park</td>
<td>Dealer/Seller</td>
<td>May 11, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Louisa Song</td>
<td>Vehicle Manufacturer</td>
<td>May 04, 2024</td>
<td>Edit</td>
</tr>
<tr>
<td>Rosanne Park</td>
<td>Dealer/Seller</td>
<td>June 07, 2024</td>
<td>Edit</td>
</tr>
</tbody>
</table>