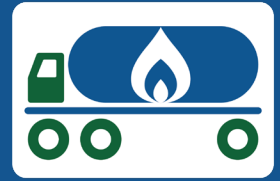


PART 1:

Register Your Business



Heating fuel suppliers are required to comply with new amendments to [310 CMR 7.71: Reporting of Greenhouse Gas Emissions](#) by registering their business and submitting quarterly emissions reports. These requirements help track greenhouse gas emissions associated with heating fuel distribution in Massachusetts.

Content Overview

1 Does This Apply to My Business?

This flyer walks you through how to register your business in the [Clean Heat and Emissions Tracking System \(CHETS\)](#).

2 Before You Begin

3 Registering Your Business



<https://chets.apx.com/>

For a step-by-step walkthrough of how to register your business in CHETS, watch this [instructional video](#).

Does This Apply to My Business?

If your business supplies heating fuel for consumption in Massachusetts, the requirements of [310 CMR 7.71](#) apply to you. If you have received a mailer or phone call prompting you to register but believe this regulation does not apply to your business, please complete a [Demonstration of Non-Applicability](#) form and send it to dep.chets@mass.gov. Visit [MassDEP's Heating Fuels Emissions Reporting Regulation website](#) for more information.

Quick Links

1. [CHETS](#) (MassDEP's registration and reporting platform).
2. [Vehicle Information Form](#) (only needed for suppliers of heating oil or propane).
3. [Heating Fuel Emissions Reporting FAQs](#)
4. [MassDEP's Heating Fuels Emissions Reporting Regulation website](#).

Before You Begin



Identify your business' designated representative.

This person will be legally responsible for registering your business, maintaining up-to-date information, and submitting quarterly carbon dioxide (CO₂) emissions data reports. The designated representative must be the person who completes your business' registration. You will be able to add additional users later.



Gather required information.

- Designated representative's name, email address, and phone number
- Legal business name and address (use primary location if multiple locations)
- Federal Employer Identification Number (FEIN)
- A completed [Vehicle Information Template](#) (for heating oil or propane suppliers)

Registering Your Business

Step 1: Make an Account in CHETS

Navigate to [CHETS](#) and click “**Account Registration.**” Click “**Create a Registry Login**” and follow the prompts on the screen to make an account.

Pro Tip



Complete the registration form in one sitting. If you leave the page or the form times out, all information you entered will be lost.

Please note: If you represent multiple businesses, complete the registration process for each business separately.

Step 2: Complete the Registration Form

After creating a login and signing in, complete the registration form in CHETS. Begin by clicking “**Registration**” on the top right of your screen.

The registration process has 6 sections:

1. Registration Overview
2. Electronic Subscriber Agreement
3. Registry Account Selection
4. Registry Account Details
5. Documents
6. Contacts

SECTION Registration Overview

1

Review the steps outlined on the screen before clicking “**Next**” to begin filling out the registration fields.

SECTION Electronic Subscriber Agreement

2

To complete your registration, you must review and agree to the Electronic Subscriber Agreement, which outlines the terms and conditions for use of CHETS.

Pro Tip



The checkbox to agree with the Electronic Subscriber Agreement will not illuminate until you have reviewed the entire agreement and have scrolled down to the bottom of the narrative.

SECTION Registry Account Selection

3

Select **“Heating Energy Supplier”** to correctly classify your business in the system.

SECTION Registry Account Details

4

To complete registration, you must enter key details about your business, including its:

- **Legal name.**
- **Operating name (DBA).** This may be the same as your business’ legal name.
- **Legal Entity Identifier (FEIN or EIN).** This is the 20-character alpha-numerical identification number used in tax and payroll records. *Make sure to press **“Add”** after entering your FEIN or EIN so that the system records your entry.*
- **Account legal entity type.** This should match your registration with the Massachusetts Secretary of State.
- **Company website.**
- **Parent company’s information (if applicable),** including:
 - Parent legal entity name
 - Parent identifier
 - Parent legal entity type
- **Account address (business address).** If there are multiple locations, enter the primary address.

Double-check all populated fields. Make any necessary changes, then press **“Next.”**

SECTION Documents

5

If you are a heating oil or propane supplier, upload a completed copy of the [Vehicle Information Form](#). If you are not, no additional documentation is needed.

You may upload additional optional documents at this time, such as:

- Corporate registration
- Federal DOT registration
- Any other relevant business information

Once all files are uploaded, click **“Next.”**

SECTION Contacts

6

To finalize registration, provide contact details for your designated representative, and certify the information you have submitted so far is correct.

After reviewing the information you entered, click **“Submit.”** Read through the CHETS Certification Statements and click **“Accept.”**

Registration is now complete! 

After submitting, you will receive an email confirming your registration. The email is your confirmation that you have successfully completed the registration process.