



Clean Energy Authorization Permission Management

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](https://www.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.

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



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**

OR

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?



If you already have an account you can sign in with ID.me.

If you don't have an account, create an account and verify your identity.

For help or resources with ID.me see:

How to register for IRS online self-help tools

Internal Revenue Service and ID.me - ID.me Help Center



Clean Energy



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.

GET STARTED



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.

GET STARTED



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.

GET STARTED

Select the path that applies to your entity

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	Annie
Last Name	Brown

Personal Phone Number *
10-15 digits without spaces or dashes (for example: 9165551212)

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

City *

State/Territory *

ZIP Code *
5 digits (for example: 12345)

[Cancel](#)

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 *
10-15 digits without spaces or dashes (for example: 9165551212)

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

City *

State/Territory *

ZIP Code *
5 digits (for example: 12345)

[BACK](#) [NEXT](#)

[Cancel](#)

Enter complete domestic 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're an authorized user.

First Name	Annie
Last Name	Brown

Personal Phone Number *
11 digits without spaces or dashes (for example: 9165551212)

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

City *

Province *
Enter province or other principal subdivision

Country Code *

Foreign Postal Code *

Enter Foreign address in appropriate fields

[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	Annie
Last Name	Brown

Personal Phone Number *
11 digits without spaces or dashes (for example: 9165551212)

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

City *

Province *

Enter province or other principal subdivision

Country Code *

Foreign Postal Code *

[BACK](#)

[NEXT](#)

[Cancel](#)



Create Your Clean Energy Business Account



Entity Information

(*) Indicates a required field

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

EIN 12-1234567

Entity Name *

Phone Number *

10-15 digits without spaces or dashes (for example: 9165551212)

Email Address *

For example: abc123@example.com

Type of Address *

Domestic

Foreign

Street Address *

Enter number, street, and room or suite no.

City *

State/Territory *

ZIP Code *

5 digits (for example: 12345)

Entity Type *

Your Title *

[BACK](#)

[NEXT](#)

[Cancel](#)

Create Your Clean Energy Business Account



Entity Information

(*) Indicates a required field

Before you create your account, we need 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 *

10-15 digits without spaces or dashes (for example: 9165551212)

Email Address *

For example: abc123@example.com

Type of Address *

- Domestic
- Foreign

Street Address *

Enter number, street, and room or suite no.

City *

State/Territory *

ZIP Code *

5 digits (for example: 12345)

Entity Type *

Your Title *

[BACK](#)

[NEXT](#)

[Cancel](#)

Create Your Clean Energy Business Account



Entity Information

[*] Indicates a required field

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

EIN

Entity Name *

Phone Number *
10-15 digits without spaces or dashes (for example: 9165551212)

Email Address *
For example: abc123@example.com

Type of Address *
 Domestic
 Foreign

Street Address *
Enter number, street, and room or suite no.

City *

State/Territory *

ZIP Code *
5 digits (for example: 12345)

Entity Type *

Your Title *

Chief Officer
Vice President
Secretary
Treasurer
Partner
Limited Partner
Member
Beneficiary

Create Your Clean Energy Business Account



Entity Information

(*) Indicates a required field

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

EIN 12-1234567

Entity Name *

Annie's Electric Cars

Phone Number *

10-15 digits without spaces or dashes (for example: 9165551212)

123-456-7890

Email Address *

For example: abc123@example.com

Business@outlook.com

Type of Address *

- Domestic
- Foreign

Street Address *

Enter number, street, and room or suite no.

1234 First St., Suite 10

City *

State/Territory *

Select an option

ZIP Code *

5 digits (for example: 12345)

Entity Type *

C corporation

Your Title *

Other

[BACK](#) [NEXT](#)

[Cancel](#)



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. *

[Cancel](#)

Check the attestation boxes and click the next button.



Create Your Clean Energy Business Account



Success

You now have access to Clean Energy for (Entity name).

[Go to my accounts](#)

Confirmation

Personal Information

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

Review information you entered, and if it is correct, click on the register button.

Entity Information

Entity Name	Annie's Electric Cars
Phone Number	123-456-7890
Email Address	business@outlook.com
Type of Address	Domestic
Street Address	123 Forbes Ave
City	Los Angeles
State/Territory	California
ZIP Code	90006
Employer ID Number (EIN)	12-3456789
Entity Type	C Corporation
Your Title	Other

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 other than the taxpayer and I attest that I am authorized to act on behalf of the taxpayer.

IRS

Create Your Clean Energy Business Account

1 2 3 4 5 6

1. Introduction 2. Personal Information 3. Entity Information 4. Attestation & Signature 5. Review & Submit 6. Confirmation

Review & Submit

Review your Clean Energy business account information before submitting.

Create your Clean Energy account?

If your details look correct, submit your information to create your Clean Energy business account.

Personal Information

First Name: [Redacted]
 Last Name: Brown
 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: Amie's Electric Cars
 Phone Number: 123-456-7890
 Email Address: business@mailbox.com
 Type of Address: Domestic
 Street Address: 123 Forbes Ave
 City: Los Angeles
 State/Territory: California
 ZIP Code: 90005
 Employer ID Number (EIN): 123456789
 Entity Type: C Corporation
 Your Title: Other

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 other than the taxpayer and I attest that I am authorized to act on behalf of the taxpayer.

IRS Treasury Policy Accessibility



Create Your Clean Energy Business Account



Success

You now have access to Clean Energy for (Entity name).

[Go to my accounts](#)

Confirmation

Personal Information

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

Entity Information

Entity Name	Annie's Electric Cars
Phone Number	123-456-7890
Email Address	business@outlook.com
Type of Address	Domestic
Street Address	123 Forbes Ave
City	Los Angeles
State/Territory	California
ZIP Code	90006
Employer ID Number (EIN)	12-3456789
Entity Type	C Corporation
Your Title	Other

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 other than the taxpayer and I attest that I am 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 accuracy. Use the back button and step tracker to return to the page that needs edits and then resubmit. After 3 tries, you'll have to wait 24 hours to try again.

Review & Submit

Review your Clean Energy business account details.

Personal Information

First Name	Annie
Last Name	Brown
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	Annie's Electric Cars
Phone Number	123-456-7890
Email Address	business@outlook.com
Type of Address	Domestic
Street Address	123 Forbes 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	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 other than the taxpayer and I attest that I am authorized to act on behalf of the taxpayer.

[BACK](#)

[Cancel](#)



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)

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](#)





Create Your Clean Energy Business Account

i 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: 9165551212)

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

City *

State/Territory *

ZIP Code *
5 digits (for example: 12345)

[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: 9165551212)

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

City *

Province *

Enter province or other principal subdivision

Country Code *

Foreign Postal Code *

[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 * [?](#)

Your Title *

[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 *

[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 * ⓘ

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

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

Entity Information

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

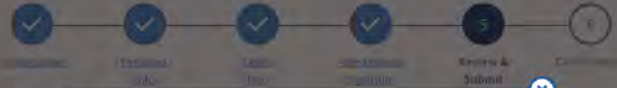
Attestation & Signature

Attestation	Under penalties of perjury, I declare that the 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.





Create Your Clean Energy Business Account



Review & Submit

Review your Clean Energy business account information.

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
 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 Employer.

[Back](#) [Submit](#)

[Cancel](#)

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](#)



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

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

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 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.



Clean Energy Additional User Authorization Flow Errors



Create Your Clean Energy Business Account



! 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.

[NEXT](#)

[Cancel](#)



Create Your Clean Energy Business Account



4 The following 6 errors have occurred:

Correct the following fields and then select 'NEXT':

1. [Personal Phone Number: This field is required](#)
2. [Type of Address: This field is required](#)
3. [Street Address: This field is required](#)
4. [City: This field is required](#)
5. [State/Territory: This field is required](#)
6. [ZIP Code: This field is required](#)

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
Last Name

Personal Phone Number *
10-15 digits without spaces or dashes (for example: 9145551212)

Error: This field is required

Type of Address *
 Domestic
 Foreign
Error: This field is required

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

Error: This field is required

City *

Error: This field is required

State/Territory *

Error: This field is required

ZIP Code *
5 digits (for example: 12345)

Error: This field is required

[Cancel](#)

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:

Correct the following fields and then select 'NEXT':

1. [Personal Phone Number](#). This field must be 10-15 digits
2. [ZIP Code](#). This field 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.

First Name Bob
Last Name Brown

Personal Phone Number *
10-15 digits without spaces or dashes (for example: 9165591212)

Error: This field must be 10-15 digits

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

City *

State/Territory *

ZIP Code *
5 digits (for example: 12345)

Error: This field must be 5 digits

[Cancel](#)



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 *

Error: This field is required

[Cancel](#)





Create Your Clean Energy Business Account



! 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

[BACK](#) [NEXT](#)

[Cancel](#)



Create Your Clean Energy Business Account



Submission Error

There was an error with your submission. Please review the details below for accuracy. Use the back button and step tracker to return to the page that needs edits and then resubmit. After 3 tries, you'll have to wait 24 hours to try again.

Review & Submit

Review your Clean Energy business account request details.

Personal Information

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

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 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.

[BACK](#)

[Cancel](#)





Clean Energy Business Selection



Welcome to your business tax account

Account requests awaiting approval

ANNIE'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.

GET STARTED



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.

GET STARTED



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.

GET STARTED

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



Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

View New User Requests here.

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.

New User Requests | [Current Users](#)

Name	Date Requested	Expiration Date	Actions
Bob Brown	Nov 08, 2023	Jan 08, 2024	Review request



Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

View Current Users listed here.

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.

[New User Requests](#) Current Users

Name	Role	Expiration Date	Actions
Bob Brown	Clean Energy Delegate	Jan 08, 2024	Edit Remove
Sarah Allen	Vehicle Manufacturer	Mar 11, 2024	Edit Remove
John Doe	Clean Energy Third Party User	Apr 01, 2024	Edit Remove
Chris Anderson	Vehicle Manufacturer	Apr 08, 2024	Edit Remove
Annie Park	Dealer/Seller	May 11, 2024	Edit Remove
Louisa Song	Vehicle Manufacturer	May 04, 2024	Edit Remove
Roseanne Park	Dealer/Seller	June 07, 2024	Edit Remove



Profile

Business Information

BUSINESS NUMBER TWO

Business Details

View instructions for your company type and [change your business name](#), if needed.

Business Name	BUSINESS NUMBER TWO
Employer ID Number	XX-XXX1235
Entity Type	XXXXXXXXXX

Email and Password

To change your email address, password, and other account details, [update your sign-in settings](#).

Email Address	SalParker@gmail.com
----------------------	---------------------

See instructions if user needs to change business name.



Approve Business Users

Profile

Business Information

Manage Business Users

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	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

Select whether you approve or reject User Request.

Profile

BUSINESS NUMBER ONE

Business Information

Manage Business Users

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	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

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 *

Select an option

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 SUBMIT

Profile

- Business Information
- Manage Business Users**

BUSINESS NUMBER ONE

Assign role for approved user.

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	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

Assign a role

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

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

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 SUBMIT

Profile

Business Information

Manage Business Users

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	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

Assign a role

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

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 SUBMIT



Profile

Business Information

Manage Business Users

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: 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

Assign a role

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

Assign Role *

Clean Energy Delegate

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:

- Dealer Registration forms on behalf of the entity
- Time of Sale Reports for credit 30D and 25E
- Manufacturer Qualification requests on behalf of the entity
- Qualified Manufacturer Periodic Reports
- Registration packages to qualify for credits 30C, 45, 45Q, 45U, 45V, 45W, 45X, 48, 48C and 48D

Additionally, they may:

- Request Advance Payment for a 30D or 25E credit from the IRS for up to \$7,500 per vehicle (must be a licensed dealer)
- Amend or resubmit all forms, reports, and packages
- Manage the access and permissions of other users

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

SUBMIT



Profile

Business Information

Manage Business Users

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	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

Assign a role

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

Assign Role *

Clean Energy Delegate

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:

- Dealer Registration forms on behalf of the entity
- Time of Sale Reports for credit 30D and 25E
- Manufacturer Qualification requests on behalf of the entity
- Qualified Manufacturer Periodic Reports
- Registration packages to qualify for credits 30C, 45, 45Q, 45U, 45V, 45W, 45X, 48, 48C and 48D

Additionally, they may:

- Request Advance Payment for a 30D or 25E credit from the IRS for up to \$7,500 per vehicle (must be a licensed dealer)
- Amend or resubmit all forms, reports, and packages
- Manage the access and permissions of other users

Clean Energy Delegates

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

They can submit:

- Dealer Registration forms on behalf of the entity
- Manufacturer Qualification requests on behalf of the entity
- Time of Sale Reports for credit 30D and 25E
- Qualified Manufacturer Periodic Reports
- Registration packages to qualify for credits 30C, 45, 45Q, 45U, 45V, 45W, 45X, 48, 48C and 48D

Additionally, they may:

- Request Advance Payment for a 30D or 25E credit from the IRS for up to \$7,500 per vehicle (must be a licensed dealer)
- Amend or resubmit all forms, reports and packages

Clean Energy Third Party Users

These users are **not directly employed** by the entity. They may access all of the Clean Energy features except Dealer Registration and Manufacturer Qualification.

They can submit:

- Time of Sale Reports for credit 30D and 25E
- Qualified Manufacturer Periodic Reports
- Registration packages to qualify for credits 30C, 45, 45Q, 45U, 45V, 45W, 45X, 48, 48C and 48D

Additionally, they may:

- Request Advance Payment for a 30D or 25E credit from the IRS for up to \$7,500 per vehicle (must be a licensed dealer)
- Amend or resubmit all forms, reports and packages

Dealer/Sellers

These users are employed by the entity that sells eligible clean vehicles.

They may:

- Submit Time of Sale Reports for credit 30D and 25E
- Request Advance Payment for a 30D or 25E credit from the IRS for up to \$7,500 per vehicle (must be a licensed dealer)

Vehicle Manufacturers

These users are employees of an entity that manufactures eligible clean vehicles.

They may:

- Submit Qualified Manufacturer Periodic Reports

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 SUBMIT

Profile

- Business Information
- Manage Business Users**

BUSINESS NUMBER ONE

Select Attestation boxes to submit.

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	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

Assign a role

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

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 SUBMIT

An official website of the United States government | [irs.gov/esa/ceem](#)

IRS | FIRST LAST NAME | BUSINESS NAME | Profile | Help | Logout

Clean Energy

Profile

Business Information | **Manage Business Users**

BUSINESS NUMBER ONE

Review Request

Approve new user request?

Are you sure you want to approve the new user account request for **Bob Brown**? You should notify the individual of your decision. The IRS won't notify the individual about the approved request.

Confirm approval.

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

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

Assign a role

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

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. *



Clean Energy

Profile

Business Information

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.



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.





Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

View current users that are already approved.

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.

New User Requests Current Users

Name	Role	Expiration Date	Actions
Bob Brown	Clean Energy Delegate	Jan 08, 2024	Edit Remove
Sarah Allen	Vehicle Manufacturer	Mar 11, 2024	Edit Remove
John Doe	Clean Energy Third Party User	Apr 01, 2024	Edit Remove
Chris Anderson	Vehicle Manufacturer	Apr 08, 2024	Edit Remove
Annie Park	Dealer/Seller	May 11, 2024	Edit Remove
Louisa Song	Vehicle Manufacturer	May 04, 2024	Edit Remove
Roseanne Park	Dealer/Seller	June 07, 2024	Edit Remove



Reject Business Users

You will also be able to reject user requests for permissions



Profile

Business Information

Manage Business Users

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	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

For example, someone in the dealership is requesting permissions beyond their role in the company. This screen is where you can review and approve or reject the request.

Profile

Business Information

Manage Business Users

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	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.

Rejection Reason

Please provide an optional explanation for rejecting user account request.

Rejection Reason

300 character limit

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 SUBMIT

Provide rejection reason and check attestation boxes to submit.

Profile

- Business Information
- Manage Business Users**

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	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

Rejection Reason

Please provide an optional explanation for rejecting user account request.

Rejection Reason
 300 character limit

User not qualified to create an 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 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.



Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

Review Request

Reject new user 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.

CANCEL

REJECT

Confirm rejection.

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

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



Clean Energy

Profile

Business Information

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.

i You rejected a new user request for Bob Brown

New User Requests | Current Users

There are no new user requests.



Review Business Users Errors

Profile

- Business Information
- Manage Business Users**

BUSINESS NUMBER ONE

Approve or Reject selection is required to submit.

The following error occurred:
Correct the following field and then select 'SUBMIT':
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	123-456-7890
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

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

Error: This field is required

Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

The following 2 errors have occurred:

Correct the following fields and then select 'SUBMIT':

- 1. [Attestation: This field is required](#)
- 2. [Attestation: 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	123-456-7890
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 boxes must be checked to submit.

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

Rejection Reason

Please provide an optional explanation for rejecting user account request.

Rejection Reason
300 character limit

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 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.*
Error: This field is required

Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

The following 3 errors have occurred:

Correct the following fields and then select 'SUBMIT':

1. [Assign Role: This field is required](#)
2. [Attestation: This field is required](#)
3. [Attestation: This field is required](#)

Role must be selected to continue and submit.

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	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



Assign a role

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

Assign Role *

Select an option

Error: This field is required

Roles & Descriptions

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

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Error: This field is required

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. *

Error: This field is required

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



Remove and Edit Business Users



Clean Energy

Profile

Business Information

Manage 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

CANCEL

REMOVE

Confirm removal of user.

Name	Role	Expiration Date	Actions
Sarah Allen	Vehicle Manufacturer	2024	Edit Remove
John Doe	Clean Energy Third Party User	Apr 01, 2024	Edit Remove
Chris Anderson	Vehicle Manufacturer	Apr 08, 2024	Edit Remove
Annie Park	Dealer/Seller	May 11, 2024	Edit Remove
Louisa Song	Vehicle Manufacturer	May 04, 2024	Edit Remove
Roseanne Park	Dealer/Seller	June 07, 2024	Edit Remove



Profile

Business Information

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.

✔ You removed the user account for Sarah Allen.

New User Requests | Current Users

Name	Role	Expiration Date	Actions
Bob Brown	Clean Energy Delegate	Jan 08, 2024	Edit Remove
John Doe	Clean Energy Third Party User	Apr 01, 2024	Edit Remove
Chris Anderson	Vehicle Manufacturer	Apr 08, 2024	Edit Remove
Annie Park	Dealer/Seller	May 11, 2024	Edit Remove
Louisa Song	Vehicle Manufacturer	May 04, 2024	Edit Remove
Roseanne Park	Dealer/Seller	June 07, 2024	Edit Remove



Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

Edit User Role

(*) Indicates a required field

User Details

First Name	Bob
Last Name	Brown

Assign Role *

Clean Energy Delegate

Roles & Descriptions

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

Attestation

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CANCEL SAVE

Profile

- Business Information
- Manage Business Users**

BUSINESS NUMBER ONE

Edit User Role

(*) Indicates a required field

User Details

First Name Bob
Last Name Brown

Assign Role *

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

Roles & Descriptions

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

Attestation

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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).



Profile

Business Information

Manage Business Users

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

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CANCEL SAVE

Select Attestation boxes to continue and save changes.



Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

Edit User Role

Save changes?

Are you sure you want to make changes to the assigned user role for **Bob Brown**?

CANCEL SAVE

Confirm to save.

Assign Role *

Clean Energy Officer

Roles & Descriptions

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

Attestation

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- 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





Profile

Business Information

Manage Business Users

BUSINESS NUMBER ONE

Update completed.

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](#)**

Name	Role	Expiration Date	Actions
Bob Brown	Clean Energy Officer	Jan 08, 2024	Edit Remove
Sarah Allen	Vehicle Manufacturer	Mar 11, 2024	Edit Remove
John Doe	Clean Energy Third Party User	Apr 01, 2024	Edit Remove
Chris Anderson	Vehicle Manufacturer	Apr 08, 2024	Edit Remove
Annie Park	Dealer/Seller	May 11, 2024	Edit Remove
Louisa Song	Vehicle Manufacturer	May 04, 2024	Edit Remove
Roseanne Park	Dealer/Seller	June 07, 2024	Edit Remove