

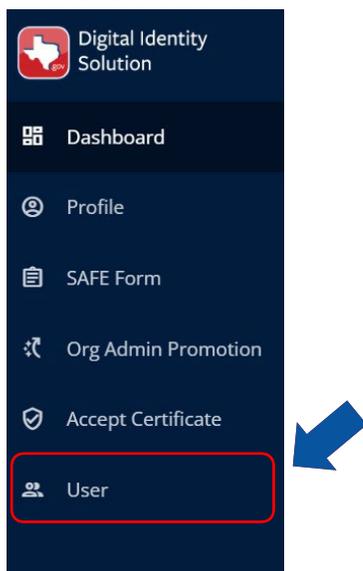
Registering an Employee for an AFS Event

The instructions below are designed for the RAMP Company admin of an AFS Licensed Company to complete the registration process for an Employee. The instructions also include how to finalize the registration on behalf of the Employee, if the Employer wishes to do so.

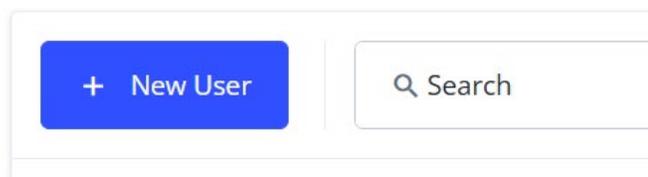
Creating the Employee's Required RAMP Account

An Employee must have a RAMP account in order to be registered for an AFS Event. The process below describes how to create the RAMP account for your employee. This must occur before the Event Registration Process.

1. Go to the RAMP Dashboard and login:
<https://ramp.rrc.texas.gov/enduser/?realm=/RAMP#/>
2. Select "User from the left hand side of the menu



3. Select "+ New User" to add a RAMP account for the employee that will attend the event (You can add multiple employees if you intend to register more than one person). You can verify if the employee already has a RAMP account by using the search bar under the User tab. If they already have an account, you can proceed to the registration process.



4. Enter the Employee's information. The email address and phone number must be accessible by the employee, or they will not be able to set their password to login or receive email communication.

New User



Email*

- Must be at least 1 characters long
- Must be unique
- Cannot contain characters: /
- Invalid email format (example@example.com)

First Name*

Last Name*

5. When entering the Primary Organization Identifier use the prefix “AF-“ before the six-digit company ID. (EXAMPLE AF-123456).

- Company IDs are NOT the same as the company license number.
- Use the same AF- number as listed on your account in the ‘User’ menu.

Primary Organization Identifier (6-digits, include leading 0's and org prefix)

- Must be an existing organization
- Organization must be allowed by DA ORG policy

6. Suffix is not required

7. Do not select Organization Admin.

- Use the Org Admin Promotion process after creating the account if the new user will need to process registrations for the company.

<https://www.rrc.texas.gov/media/pcmaer3c/ramp-administrator-guide.pdf>

8. Enter the Employee's Cell Phone Number. This will be used for account authentication.

9. Do not enter a Secondary Organization

10. Select the toggle button for AFSO Application Access.

Application Access - CASES

Application Access - LoneSTAR

Application Access - PIPES

Application Access - WE PREP (CIIS)

Application Access - Alt Fuels Online System (AFOS)

Application Access - MINERS

11. Enter the last 4 digits of the Employee's Social Security Number.

Last 4 SSN (Required for AF Orgs)

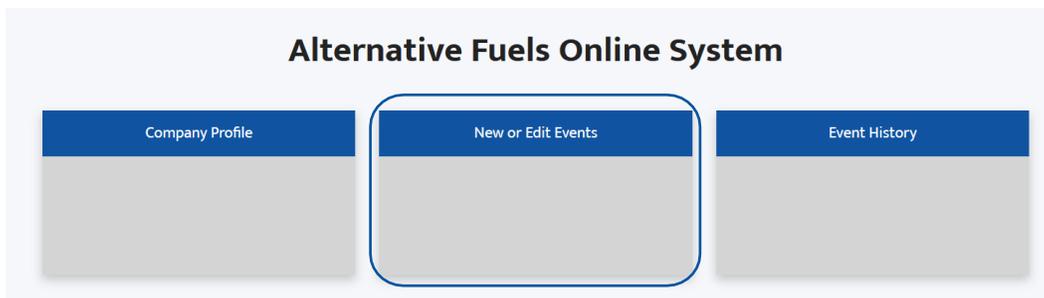
- Must be exactly 4 digits

12. Create a new user by selecting “Save”. This completes the RAMP Account creation Process.

Register the Employee for an Event in AFOS

Once an Employee has a RAMP account, you can proceed to the instructions below on how to register them for an AFS Event.

1. Go the AFOS application and login using the button at the top right of the screen.
<https://apps.rrc.texas.gov/portal/s/alternative-fuels-online>
2. Select “New or Edit Events” to view available events.



3. Choose the type of Event from the tab and select an event by clicking on the Event title.

LPG Initial Course of Instruction Class LPG Continuing Education Class In Person Exam - LPG, CNG, LNG Online Exam

Events
LPG Initial Course of Instruction Class

28 items • Sorted by Venue • Filtered by All events - 4 more filters applied • Updated a few seconds ago

<input type="checkbox"/>	Event Start Date A...	Event title	Venue ↑	Location	Event Ty...	Tota...	Rem...
1	<input type="checkbox"/> 3/11/2026 8:00 AM	2.1 Dispenser Operations	Austin Railroad Commission of Texas	Austin	In Person	30	19
2	<input type="checkbox"/> 3/4/2026 8:00 AM	2.3 Bobtail Operation	Austin Railroad Commission of Texas	Austin	In Person	30	20
3	<input type="checkbox"/> 3/10/2026 8:00 AM	3.8 LP Gas Recreational Vehicle Appliances	Austin Railroad Commission of Texas	Austin	In Person	30	25

4. Select “Register Your Employee.”



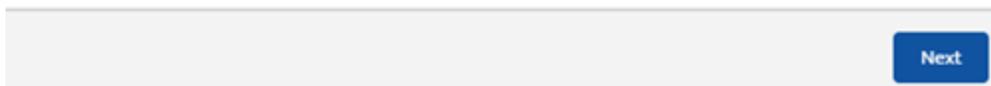
5. Select the Employee from the list and click “Next” (If the employee is not on the list, they need to be added as a user in RAMP. Please return to the 1st section of this manual).
6. Enter the required information in the process flow, including payment. After successful registration, you should receive this message:

Register Your Employee

Event Registration

Your registration has been submitted. A registration confirmation email has been sent to you. Additional steps are required to finalize registration. To complete these steps on behalf of the student, click on [Event History](#)

Otherwise, click "NEXT" to enter another registration.



Note: The Registration Request has been submitted but must be **FINALIZED** by either the Employee or Employer. Your Employee will receive an email with instructions on how to complete this process. The Employer can also finalize this on the Employee's behalf by following the steps in the following section.

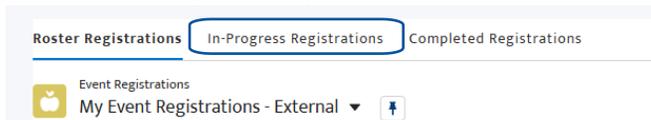
Finalize Event Registration on Behalf of an Employee

In order to confirm Event attendance, the Employee or Employer must finalize registration by completing the process below.

1. If you are not already in the system, go to the AFOS Application and login using the button at the top right of the screen. Otherwise, start at step 2.
<https://apps.rrc.texas.gov/portal/s/alternative-fuels-online>
2. Select "Event History".



3. Select "In-Progress Registrations" from the available tabs.



4. Select the Employee from the list under the "Employees In-Progress Registrations" section and select "Next". Complete the process flow and enter all required information.

- The Employee’s full social security number is required for first time registrations. The Employee will have to finalize registration on their side if this is now known by the Employer.

Roster Registrations **In-Progress Registrations** Completed Registrations

My In-Progress Registrations



No Event Registration is available.

Employees **In-Progress Registrations**



9 of 9 items • 1 item selected

Employee Name	Event	Event start date	Start time

- When the registration has been successfully finalized, you will receive the message below. Select “Finish.”

Employees In-Progress Registrations



Thank you for completing event registration!

- The finalized Employee registration will show under “Completed Registrations.”

Roster Registrations In-Progress Registrations **Completed Registrations**

Note: Further requests may be received for **required** steps if the Employee is registered for a virtual webinar. Please read and follow all emails received regarding the registration.