State of California – Natural Resources Agency



California Energy Commission 1516 Ninth Street Sacramento, CA 95814-5512 www.energy.ca.gov Edmund G. Brown Jr., Governor



Modernized Appliance Efficiency Database System (MAEDBS)

Instruction Manual

California Energy Commission August 2015

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1 Overview

Two training sessions were held at the California Energy Commission for MAEDBS. The first session was held on April 1, 2015 from 12:30pm-4:30pm and the second session was held on April 6, 2015 from 8:00am-12:00pm. Each session discussed and walked through the following topics: Introduction, Validation Rules, Create and Submit Data Submittals, Create and Submit Applications, Processing, Public Search, Account Management/Reports and Enforcement. The following CEC Staff participated in the training sessions: Carolyn McCormack, Ben Fischel, Christine Awtrey, Betty Chrisman, John Nuffer, Bruce Helft, Maunee Berenstein and Consuelo Martinez.

1.1 Goals

The goal of the MAEDBS Training Manual is to provide a quick reference guide to the functions of MAEDBS. This training manual has been designed to guide the user through a simple step-by-step process of completing different application processing tasks.

In this manual, users will learn how to:

- Create an External Account
- Add Users to the Company Account
- Recover User ID and Password
- Submit Appliance Information
- Submit Approval Application
- Review Submittal Information
- Staff Entry of Submittal Information
- Staff Processing of Submittals & Applications
- Search for Information
- Account Management
- Enforcement
- Generate Reports
- Validate Rules
- Update Master Data

1.2 Assumptions

It is assumed that those who use this quick reference guide meet the below criteria prior to use of the guide:

- Have a thorough understanding of CEC business processes specific to their job.
- Have a basic, working knowledge of a Windows/ GUI environment (e.g., using computer mouse) and familiarity with computer usage terms: click, double click, field, select, copy, paste, drop-down, drag-and-drop, scrolling, cursor, (mouse) pointer, save, delete, cancel, and clear.

2 Non-CEC Staff Layout

2.1 External Login – Select Company Type

When a company is added to the MAEDBS system, company type is selected in the account creation process. The company can be a Manufacturer, Test Lab and/or 3rd Party Certifier. Their account can include any or all of the company types. This selection is important because if multiple company types are selected, then every time they log in to the system, they will need to select which company type they will be acting as to do their business.



2.2 Global Home Tab

Once the company has logged in and selected the Company Type, the Home Page is displayed.



2.2.1 Manufacturer Home Page

If the Company Type selected was "Manufacturer", then the following Home Page displays:

NA I		RGY COM	MISSIC	N			Acceptan
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	HOME	APPLICATIONS	ACCT MGN	III			
nufacturer	Home						
	A	Deleveline	Maria				
Submittals	Applications	s Delegations	Notifications				
Submittal #		Submital Status	Assigned To				
		All 🔹	Please Sele	ct 🔹			
Received From	m	Received To	Order B	y First Field	Order By Second Fie	ld	
				Select •	Please Select	Sea	ırch
			- 10050	Coloct			
Descultor (C.)							
Results 15 re	cord(s) found					Export	To: Excel CSV
		Appliance Type	Status	Manufacturer	Third Party		To: Excel CSV
		Appliance Type CommCook		Manufacturer AmitTestExternal	-		
Submittal	# Assigned To			AmitTestExternal	-	Received Date	Time Spent(Hours)
Submittal Select SUB83	# Assigned To	CommCook	Pending Review	AmitTestExternal AmitTestExternal	AmitTestExternal	Received Date 02/05/2015	Time Spent(Hours) 1497
Submittal Select SUB83 Select SUB85	# Assigned To	CommCook CeilingFans	Pending Review Processed Processed	AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015	Time Spent(Hours) 1497 1333
Submittal Select SUB83 Select SUB85 Select SUB85	# Assigned To staffuser	CommCook CeilingFans CeilingFans	Pending Review Processed Processed	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015	Time Spent(Hours) 1497 1333 1333
Select SUB83 Select SUB85 Select SUB85 Select SUB85 Select SUB524	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH	Pending Review Processed Processed Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015 03/30/2015	Time Spent(Hours) 1497 1333 1333 225
Submittal Select SUB83 Select SUB85 Select SUB85 Select SUB524 Select SUB532	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo	Pending Review Processed Processed Pending Review Processed Processed	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015 03/30/2015 03/31/2015	 Time Spent(Hours) 1497 1333 1333 225 16
Submittal Select SUB83 Select SUB85 Select SUB85 Select SUB524 Select SUB532 Select SUB535	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP	Pending Review Processed Pending Review Processed Processed Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015	Time Spent(Hours) 1497 1333 225 16 38
Submittal Select SUB83 Select SUB85 Select SUB85 Select SUB532 Select SUB535 Select SUB533	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP LargeAndVeryLargeHP	Pending Review Processed Pending Review Processed Processed Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 03/06/2015 03/30/2015 03/31/2015 04/02/2015 04/02/2015	Time Spent(Hours) 1497 1333 1333 225 16 38 153
Submittal Select SUB83 Select SUB85 Select SUB8524 Select SUB532 Select SUB533 Select SUB533 Select SUB536	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP LargeAndVeryLargeHP SmallEWH	Pending Review Processed Pending Review Processed Processed Pending Review Pending Review Processed	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015 04/02/2015 04/02/2015	Time Spent(Hours) 1497 1333 1333 225 16 38 153 153
Submittal Select SUB83 Select SUB85 Select SUB524 Select SUB532 Select SUB533 Select SUB533 Select SUB536 Select SUB537	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP LargeAndVeryLargeHP SmallEWH AudioVideo	Pending Review Processed Pending Review Processed Processed Pending Review Pending Review Processed Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015	Time Spent(Hours) 1497 1333 1333 225 16 38 153 153 133
Submittal Select SUB83 Select SUB85 Select SUB524 Select SUB532 Select SUB533 Select SUB533 Select SUB536 Select SUB537 Select SUB539	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP SmallEWH AudioVideo SmallEWH	Pending Review Processed Pending Review Processed Processed Pending Review Pending Review Processed Pending Review Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/03/2015	Time Spent(Hours) 1497 1333 1333 225 16 38 153 153 133 131 141
Submittal Select SUB83 Select SUB85 Select SUB524 Select SUB532 Select SUB533 Select SUB533 Select SUB536 Select SUB537 Select SUB539 Select SUB540	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP SmallEWH AudioVideo SmallEWH CeilingFans	Pending Review Processed Pending Review Processed Processed Pending Review Pending Review Pending Review Pending Review Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/03/2015 04/03/2015	Time Spent(Hours) 1497 1333 1333 2255 16 38 153 153 133 1497
Submittal Select SUB83 Select SUB85 Select SUB524 Select SUB535 Select SUB533 Select SUB536 Select SUB536 Select SUB537 Select SUB539 Select SUB540 Select SUB541	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP SmallEWH AudioVideo SmallEWH CeilingFans CeilingFans	Pending Review Processed Pending Review Processed Processed Pending Review Pending Review Pending Review Pending Review Pending Review Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015	Time Spent(Hours) 1497 1333 1333 2255 16 38 153 153 114 44 43

2.2.2 Test Lab Home Page

If the Company Type selected was "Test Lab", then the following Home Page displays:

CALIFORNIA				onde	v2 TestAmitOnDev L
ENERG	GY COMM	IISSION			Acceptar
HOME	APPLICATIONS	ACCT MGMT			
st Laboratory Home					
Applications Notifications					
Application # Man	ufacturer Name	Application Status	Assigned To		
		All	Please Select		
Received From Rec	ceived To				
		Order By First Fie		Se	arch
		Please Select	 Please Select 	t 🔻 🗾	
Results 34 record(s) found					
Type	Application# Assigne	ed To Status Manufac	cturer Delegated Con		
Type Select 3rd Party Certifier Application	APP17	Submitted AmitTes	tExternal	npany Received Data 01/19/2015	e Time Spent(Hours
Type Select 3rd Party Certifier Application Select 3rd Party Certifier Application	APP17 APP18	Submitted AmitTes Submitted AmitTes	tExternal tExternal	npany Received Date 01/19/2015 01/19/2015	e Time Spent(Hours 1900 1900
Type Select 3rd Party Certifier Application Select 3rd Party Certifier Application Select 3rd Party Certifier Application	APP17 APP18 APP20	Submitted AmitTes Submitted AmitTes Submitted AmitTes	tExternal tExternal tExternal	npany Received Date 01/19/2015 01/19/2015 01/19/2015	 Time Spent(Hours 1900 1900 1899
Type Select 3rd Party Certifier Application Select 3rd Party Certifier Application Select 3rd Party Certifier Application Select 3rd Party Certifier Application	APP17 APP18 APP20 APP21	Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes	tExternal tExternal tExternal tExternal	Received Date 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015	Time Spent(Hours 1900 1900 1899 1899
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Type Select 3rd Party Certifier Application Select 3rd Party Certifier Application	APP17 APP18 APP20 APP21 APP22 APP22 APP22	Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes	itExternal itExternal itExternal itExternal itExternal itExternal	Received Date 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015	Time Spent(Hours) 1900 1900 1899 1899 1898 1898
Type Select 3rd Party Certifier Application Select 3rd Party Certifier Application	APP17 APP18 APP20 APP21 APP22 APP22 APP22 APP23	Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes	itExternal itExternal itExternal itExternal itExternal itExternal itExternal	Received Date 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015	Time Spent(Hours) 1900 1900 1899 1899 1898 1898 1898
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Type Select 3rd Party Certifier Application Select 3rd Party Certifier Application	APP17 APP18 APP20 APP21 APP22 APP22 APP23 APP23 APP24	Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes Submitted AmitTes	tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal	Received Date 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015 01/19/2015	Time Spent(Hours 1900 1900 1899 1899 1898 1898 1898 1898 1898 1898 1898
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Type Select 3rd Party Certifier Application Select Test Lab Application Select 3rd Party Certifier Application	APP17 APP18 APP20 APP21 APP22 APP22 APP23 APP23 APP24 APP26 APP27 APP41 APP45	Submitted AmitTes Submitted AmitTes Approved AmitTes	tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal tExternal	Acceived Date 01/19/2015	Time Spent(Hours) 1900 1900 1899 1898 1898 1898 1898 1898 1898 1898 1898 1898 1898 1898 1898 1898 1898 14

2.2.3 3rd Party Certifier Home Page

If the Company Type selected was "3rd Party Certifier", then the following Home Page displays:

14	ENE	RGY COM	MISSIC) N			Acceptan
J.GOV	HOME	APPLICATIONS	ACCT MGN	Π			
	416 o x 1 I o xo	7					
l Party Cer	uller Hom	e					
Submittals	Applications	Delegations	Notifications				
Submittal #	1	Submital Status	Assigned To				
		All	Please Sele	ct 🔹			
Received From	m	Received To	Order B	v First Field	Order By Second Fie	d	
				Select •	Please Select		arch
			Tiedse	Select .	Tiedse Select		
Results 19 re	cord(s) found					Export	t To: Excel CSV
	# Assigned To	Appliance Type	Status	Manufacturer	Third Party	Received Date	te Time Spent(Hours)
Submittal Select SUB83		CommCook	Pending Review	AmitTestExternal	AmitTestExternal	Received Date	te Time Spent(Hours) 1503
Submittal Select SUB83 Select SUB85	# Assigned To	CommCook CeilingFans	Pending Review Processed	AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015	te Time Spent(Hours) 1503 1333
Submittal Select SUB83 Select SUB85 Select SUB85	# Assigned To staffuser	CommCook CeilingFans CeilingFans	Pending Review Processed Processed	AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal	Received Dat 02/05/2015 02/06/2015 02/06/2015	te Time Spent(Hours) 1503 1333 1333
Submittal Select SUB83 Select SUB85	# Assigned To	CommCook CeilingFans	Pending Review Processed Processed	AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015	te Time Spent(Hours) 1503 1333
Select SUB83 Select SUB85 Select SUB85 Select SUB85 Select SUB524	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH	Pending Review Processed Processed Pending Review Processed	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Dat 02/05/2015 02/06/2015 02/06/2015 03/30/2015	Time Spent(Hours) 1503 1333 1333 231
Submittal Select SUB83 Select SUB85 Select SUB85 Select SUB524 Select SUB532 Select SUB533	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo	Pending Review Processed Processed Pending Review Processed Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015 03/30/2015 03/31/2015	e Time Spent(Hours) 1503 1333 1333 231 16
Submittal Select SUB83 Select SUB85 Select SUB85 Select SUB524 Select SUB532	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP	Pending Review Processed Processed Pending Review Processed Pending Review Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015	Image: Time Spent(Hours) 1503 1333 1333 231 16 159
Submittal Select SUB83 Select SUB85 Select SUB85 Select SUB524 Select SUB533 Select SUB536	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP SmallEWH	Pending Review Processed Processed Pending Review Processed Pending Review Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Dat 02/05/2015 02/06/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015 04/02/2015	 Time Spent(Hours) 1503 1333 1333 231 16 159 159
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Submittal Select SUB83 Select SUB85 Select SUB85 Select SUB532 Select SUB533 Select SUB536 Select SUB535 Select SUB537	# Assigned To staffuser testStaff	CommCook CeilingFans CeilingFans SmallEWH AudioVideo LargeAndVeryLargeHP SmallEWH LargeAndVeryLargeHP AudioVideo	Pending Review Processed Pending Review Processed Pending Review Pending Review Processed Processed Pending Review	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	Received Date 02/05/2015 02/06/2015 02/06/2015 03/30/2015 03/31/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015 04/02/2015	 Time Spent(Hours) 1503 1333 1333 231 16 159 159 38 13
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1 2

2.3 Global Applications Tab

Hover over the applications button to view and access application types that are available to the user for submission. The type of applications available to the user will differ based on company type selected at login.



2.3.1 Manufacturer Applications Tab Options



2.3.2 Test Lab Applications Tab Options



2.3.3 3rd Party Applications Tab Options



2.4 Global ACCT MGMT Tab

Hover over the acct mgmt button to view options related to appliance search, advanced search, company information and profile information.



2.4.1 ACCT MGMT Tab Options



3 CEC Staff Layout

The following screen shot displays each global tab option available to CEC Staff users:



<u>Home</u>: Hover over the home button to select "Staff Home Page", this will allow a user to navigate back to the logged in user's account home page.

<u>Applications</u>: Hover over the applications button to view and access different application types that staff can submit on behalf of a company as well as the ability to submit appliance data on behalf of a company.

<u>Validations</u>: Hover over the validations button to view options relating to the management of business rules, master data and decision order.

<u>ACCT MGMT</u>: Hover over the acct mgmt button to view options related to appliance search, advanced search, user search, company search, company information and profile information.

Enforcement: Hover over the enforcement button to view and search a current list of enforcement files, edit an existing file, or create a new file.

<u>Reports:</u> Hover over the reports button to view the types of canned reports that can be generated by staff.

3.1 CEC Staff Home Page View

CEC staff will have access to the following tabs: the Submittal tab this is the master view of all appliance data that has been submitted for certification and is ready to be reviewed by CEC staff. The Applications tab has a master view of all Third Party Applications and Test Laboratory Applications that have been submitted for CEC staff approval. The Delegations tab displays all Delegations of Authority that have been submitted by manufacturer accounts. The Notifications tab provides a list of communications to external accounts. The Account Approvals tab displays all new company account requests awaiting processing by CEC staff.

								Staff User Logo
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	V							
	HON	ME APPLICAT	IIONS VAL	IDATIONS AC	CT MGMT ENF	ORCEMENT		
_								
ome Page	•							
Submittals	Applications	s Delegations	Notifications	Account Approv	vals			
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					Pending R •	Please Sele	ct 🔻	
Received From	m	Received To	Ord	ler By First Field	Order By Second	Field		
			Ple	ease Select 🔹	Please Select	- -	Search	
Cesures 5216	cord(s) found						Export To	Excel CSV
		Appliance Type	Status	Manufacturer T	hird Party			
	# Assigned To	Appliance Type CommCook	Status Pending Review	Manufacturer Ti AmitTestExternal Ar	h ird Party nitTestExternal	Rec	eived Date	
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4 Reference Guide

4.1 Creating an External Account

4.1.1 Enter Company and User Information

To create a new company account follow these steps:

		Ster	os to Complete Pr	ocess	
	1.	Click the "Register New Account" button located on bottom left of the homepage screen.	GOV CALIFORNIA ENERGY	Log In User ID Password Ihave read and agree to the Login Policy	Acceptance
			Don't have an account Create an authorized CEC account Register new account	Forgot your User ID? Forgot your Password? Sign In Public Search Search for publically available appliance information Appliance Search Current Build: Version 0.022 Deployed on 04/03/	3rd Party and Test Laboratory Approvals Search for publically available approval information for 3rd party certifiers and test labs. Search
	2.	Input company information in the field	ls provided. Be sure to	select all company typ	es that apply.
		Create new company Company Information *Company Name			
		Company Website (Follow Format: http://www.e	energy.ca.gov)		
		Manufacturer Test Lab 3rd Party Certifier Address Country USA Address Line 1 City Alabama		ince *ZIP/Postal Code	Create User
3.		ck the "Create User" button in the ttom right of the screen.		Create User	

4. Enter user information in the fields	
	Create New User
provided, including a unique User ID.	Add User
	*Last Name *First Name
	*Email Address Phone Number Fax Number
	*User ID
5. Click "Save" button in the top right	
corner of the screen.	Save
comer of the screen.	
Note: After clicking "Save" the system will dis	play the note shown below. You will receive an email that confirms
your submittal of information and requests va	alidation of the user email address.
HOME	ACCT MGMT
Thank you for completing a request for	a user account. You will receive an email when your registration has
been confirmed.	
	1
6. Open the email sent from the system	From: devnoreplycec@gmail.com Sent: Wed 3/11/2015 10:47 AM
and all all and the Parlin and Parlin and a	
and click on the link to validate your	To:
email address.	Cc
	Cc: Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party
-	Cc: Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party
	Cc: Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this
-	Cc: Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this <u>https://cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/?</u>
-	Cc: Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this <u>https://cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/?</u> <u>emailAddr=mhawkins@trinitytg.com&field1=MiriHawk</u> link to validate your
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email address.	Cc: Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this <u>https://cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/?</u> <u>emailAddr=mhawkins@trinitytg.com&field1=MiriHawk</u> link to validate your
email address.	Cc Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this <u>https://cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/?</u> <u>emailAddr=mhawkins@trinitytg.com&field1=MiriHawk</u> link to validate your email address Please confirm your email address
email address.	Cc: Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this <u>https://cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/?</u> <u>emailAddr=mhawkins@trinitytg.com&field1=MiriHawk</u> link to validate your email address
email address. 7. Click the "Confirm Email" button.	Cc: Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this <u>https://cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/?</u> <u>emailAddr=mhawkins@trinitytg.com&field1=MiriHawk</u> link to validate your email address Please confirm your email address
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email address. 7. Click the "Confirm Email" button. 8. After confirming the email address a	Cc Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd Party Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this https://cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/? emailAddr=mhawkins@trinitytg.com&field1=MiriHawk link to validate your email address Please confirm your email address Please confirm your email address Email has been succesfully validated. You will receive another email
 email address. 7. Click the "Confirm Email" button. 8. After confirming the email address a message will be displayed to inform the 	Cc Subject: Your request has been submitted for CompanyMimi's Manufacturing Test 3rd PartyAnd is being reviewed. Please click on this https://cecwats2.org/Pages/Common/ValidateProvidedEmail.aspx/? emailAddr=mhawkins@trinitytg.com&field1=MiriHawk link to validate your email address Please confirm your email address Please confirm your email address Please confirm your email address

4.1.2 Complete Account Registration

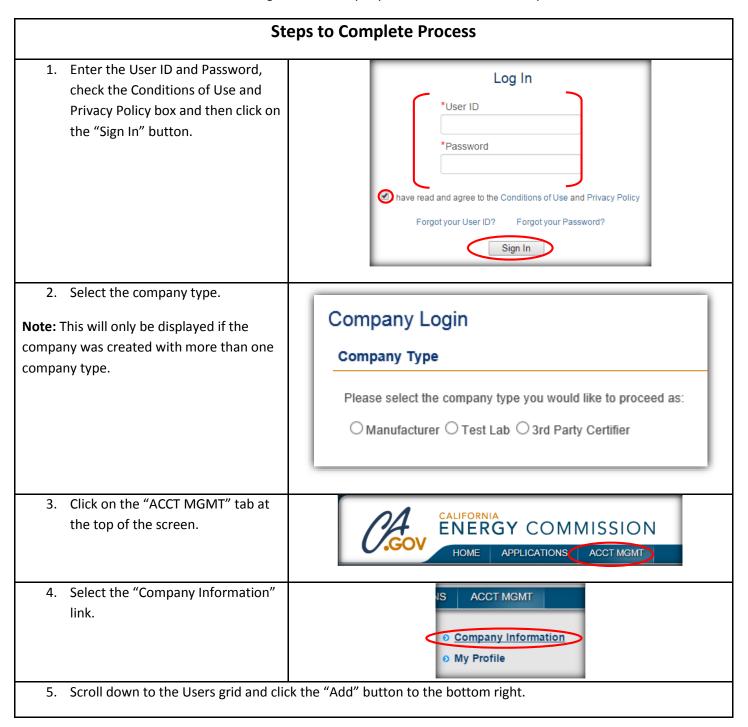
Once CEC staff members have approved the company account, the user will receive an email informing them that their account is active and they can now login to the system with their User ID and temporary password.

	Steps to Con	nplete Process
-	nation email received from the nd the temporary password in	Subject: Account Validation Please use following username and password to login and complete account creation UserName: MiriHawk Password: 3MGC19PS5C
2. Check the box for Cond	itions of Use and Privacy Policy.	Log In
3. Click on the "Sign In" bu process of completing t	utton to sign in and begin the he account registration.	*Password Mave read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In
page is correct.	on listed on the "My Profile" ssword provided as well as new	My Profile Contact information *Last Name Hawkins *First Name Hawkins *Email Address Phone Number Fax Number mhawkins@trinitytg.com *User ID *User Status #Effective Date MiriHawk Current Authorized User 03/11/2015 ####################################
requirements displayed	•	
Login Informat	ion	
Current Passwo New Password Confirm Passwo		Password requirements: • Must be at least 10 characters • Must contain at least one number • May not be all alpha characters • May not be all numerics • Must contain at least one uppercase and one lowercase letter • Must contain at least one special character • May not contain punctuation

Steps to Com	plete Process
6. Select and answer the Security Questions. Note: Be sure to retain these answers as they will be used to retrieve your ID & password should you forget them.	Security Questions *Security Question 1 What is your maternal GrandFathers N • *Answer 1 *Security Question 2 Where were you born? *Answer 2 *Security Question 3 What is the name of your pet? *Answer 3
7. Check the box indicating agreement to the Privacy State Privacy and Terms of Use Please read our Privacy Statement and Terms of Usag California State Law requires lawful maitenance and handling I AGREE	e and confirm you have seen the policies by checking the box.
8. Click the "Save" button in the top right corner of the screen.	Save Cancel
 If you are the company user who will be adding other users from your company to the system, then you will need to select "External System Admin" as your role. 	User Account Information Assign Role External System Admin Staff
10. Click the "Save" button in the top right corner of the screen.	Save Cancel
11. After clicking the Save button, a message will be displayed at the top of the screen notifying the user that the record was saved successfully.	Record saved successfully. User Account Information
12. The account has now been activated and the user is now able to login with their new password.	Log In *User ID *Password Forgot your User ID? Forgot your Password? Sign In

4.2 Add Users to Company Account

Once the company account has been created, the system administrator for the company account can add additional users. To add additional users to an existing external company account, follow these steps:



Company Inform	lation Detail				
Company Informa	tion				
*Company Name					
Mir Energy					
	e (Follow Format: http://www	.energy.ca.gov)			
Company Type					
	Test Lab 🕑 3rd Party Certifier				
Address					
*Country					
USA T					
*Address Line 1		Addr	ress Line 2		
1234 Anywhere	e You Want				
*City	*USA S	itates	Foreign State/Province	*ZIP/Postal Cod	e
Sacramento	Califo	rnia 🔻		95581-0000	
Users					
Select	First Name Miriam	Last Na Hawkins		Role External Staff	
	nce Types and Test Method	ls			Add
Approved Applian Appliance Type No records found	nce Types and Test Method	ls	Test Method		Add
Appliance Type No records found Enter the new u	ser information.	ls	Test Method		
Appliance Type No records found	ser information.	ls	Test Method		Add Save Cancel
Appliance Type No records found Enter the new u	ser information.	ls	Test Method		
Appliance Type No records found Enter the new u User Information	ser information.	Is *First Na			
Appliance Type No records found Enter the new u User Information Add or Update User	ser information.				
Appliance Type No records found Enter the new u User Information Add or Update User	ser information.	*First Na			
Appliance Type No records found Enter the new u User Information Add or Update User	ser information.	*First Na	me		
Appliance Type No records found Enter the new u User Information Add or Update User	ser information.	*First Na mber	me		
Appliance Type No records found Enter the new u User Information Add or Update User Last Name 'Email Address	ser information.	*First Na mber us	me Fax Number		
Appliance Type No records found Enter the new u User Information Add or Update User Last Name 'Email Address	Ser information.	*First Na mber us	me Fax Number		
Appliance Type No records found Enter the new u User Information Add or Update User Last Name 'Email Address	Phone Nu	*First Nar mber us Select	me Fax Number		
Appliance Type No records found Enter the new u User Information Add or Update User Last Name Email Address User ID Click on the "Sa	ser information. Phone Nu Suser Stat Please S ve" button in the top	*First Na mber us Select p right	me Fax Number		Save Cancel
Appliance Type No records found Enter the new u User Information Add or Update User Last Name Email Address User ID Click on the "Sa	Phone Nu	*First Na mber us Select p right	me Fax Number		
Appliance Type No records found Enter the new u User Information Add or Update User Last Name Email Address 'User ID Click on the "Sar corner of the User	Phone Nu Phone Nu User Stat Please S ve" button in the top ser Information page	*First Na mber us Select p right 2.	me Fax Number		Save Cancel
Appliance Type No records found Enter the new u User Information Add or Update User Last Name Email Address User ID Click on the "Sa corner of the Use	Phone Nu Phone Nu *User Stat Please S ve" button in the top ser Information page	*First Na mber us Select p right 2.	me Fax Number *Effective Date	Save C	Save Cancel
Appliance Type No records found Enter the new u User Information Add or Update User Last Name Email Address User ID Click on the "Sa corner of the Use	Phone Nu Phone Nu User Stat Please S ve" button in the top ser Information page	*First Na mber us Select p right 2.	me Fax Number *Effective Date		Save Cancel
Appliance Type No records found Enter the new u User Information Add or Update User Last Name Email Address User ID Click on the "Sa corner of the Use	Phone Nu Phone Nu *User Stat Please S ve" button in the top ser Information page	*First Na mber us Select p right 2.	me Fax Number *Effective Date	Save C	Save Cancel
Appliance Type No records found Enter the new u User Information Add or Update User Last Name Email Address User ID Click on the "Sa corner of the Use	Phone Nu Phone Nu *User Stat Please S ve" button in the top ser Information page	*First Na mber us Select p right 2.	me Fax Number *Effective Date	Save C	Save Cancel

	ave" button in the top right Jser Account Information page.	Save Cancel
	l display a message at the top o inform you that the record cessfully.	Record saved successfully. User Account Information
	•	eir ID and a temporary password via email. Once you login d keep a record of the new password.
T	From: ☐ dev no reply <devnoreplycec@ To:</devnoreplycec@ 	assword to login and complete account

4.3 User ID and Password Recovery

4.3.1 User ID Recovery Process

To retrieve a forgotten User ID and Password the process is the same for external users as well as CEC Staff. If a user forgets their User ID, complete the following steps:

Steps to C	omplete Process
 From the Log In screen, click on "Forgot your User ID" link. 2. Enter user information and then click the "Next" but 	Log In *User ID *Password Password Forgot your User ID? Forgot your Password? Sign In ton in the bottom right of the screen.
User ID recovery	
*Last Name *First N *Email Address *Company Name	

3. Answer the Security Question.	Security Question
	Question 1
	Where were you born?
	*Answer 1
4. Click the "Save" button in the top right	
corner.	Save Cancel
5. The system will display a message to let you know that your User ID request has been sent to your email.	HOME ACCT MG
	Your UserID request has been sent to your email
6. System will confirm User ID retrieval and	From:
send an email to the account associated to	Ca
user.	Subject: UserName Recovery Request Your requested username is: MirEnergy

4.3.2 Password Recovery Process

When a user has forgotten their password, follow the steps below to recover it.

Steps	to Complete Process
 From the Log In screen, click on the "Forgot your Password" link. 	Log In *User ID *Password *Password *I have read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Corgot your Password? Sign In
Enter the User ID and the associated Email Ac click the "Next" button in the bottom right of	ddress (created when the company account was created) and then the screen.
Password Recovery *User Name *Email Address	Next

	ver the Security Question that was first answered when the user profile was created (see Section 4.1.3) and
then	click the "Save" button in the top right corner.
	Save Cancel
5	Security Question
	Question 1
	In which city were you married?
	*Answer 1
4. The	system will confirm that a password request has been sent to the email address associated to the user
ассо	unt.
	HOME ACCT MGMT Your Password request has been sent to your email
5.	The user will receive an email with a temporary password. The user will then have to login and access the
	profile page to create a new password, otherwise the temporary password will be the designated password.
	Original Message
	From: dev no reply [mailto:devnoreplycec@gmail.com]
	Sent: Monday, April 06, 2015 2:33 PM
	To: Amee Sheldon
	Subject: Password Recovery Request
	Please use this password to login:DD23LR119Q

4.4 Submit Appliance Information

4.4.1 Complete Delegation of Authority

To complete a delegation of authority to a third party certifier, perform the following steps. Proceed to the next section if a delegation is not needed.

Steps t	to Complete Process
 Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password *Password Image: The second state of the conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In
 Select the company type as Manufacturer. Note: This screen will only be displayed if the company was created with more than one company type. 	Company Login Company Type Please select the company type you would like to proceed as: Manufacturer Test Lab O 3rd Party Certifier
3. Click the "Applications" tab at the top of the screen.	HOME APPLICATIONS
 4. Click on the "Delegation of Authority Application" link. Note: Delegation of Authority will only display as an option if the company type is "Manufacturer". 	HOME APPLICATIONS Submit Appliance Data Delegation of Authority Application Third Party Certifier Application Test Laboratory Application
 Click the "Search" button in the Certifying Con existing list. Enter the application information 	mpany section to add the Third-Party Certifier information from an n in the fields provided.

d twice in the data-submittal process: cturer completes and provides this form to the ti ertifier to submit information to the Energy Comm ubmittal to the California Energy Commission, th	mission on the manufacturer's behalf.		-
mpany			
ompany Name			
	Search		
	Address 2		
State	ZIP/Postal Code Country	y	
bsite (URL)			
Information			
r Company Name			-
	Search		1
	Address 2		
	ZIP/Pastal Cada Counta		
	95814 USA	y 	
	Contact Last Namo		
Name	User	Search	
er Fax	Email Address		
	system@trinitytg.com		
, and if an frame that		lieling the "Coloct" liels	to the left of the
certifier from the c	ompany list by c	licking the select link i	to the left of the
			Export To: 💵 💼
	-	0	
Sacramento	Test Lab	Company WebSite(URL)	Status Approved
	Manufacturer		Approved
	Manufacturer	www.energy.ca.gov	Approved
DAMP INC	Manufacturer		Approved
Declaration			
Ault the information in of the California Coor Sections 1603 – 160 Sections 1606 and 1606 (a) of 1 4. All units manufactur Section 1607 of 11th 5. The (i) manufacture conspicuously displ 6. Each unit does com	It this statement is true, complete, te of Regulations. model of appliance for which certive 20 of the California Code of F ed, distributed or otherwise intern 20 of the California Code of Reg r's name or brand name or traden ayed on an accessible place on e ply with the provisions in Tables is	accurate, and in compliance with all applicable p ification is requested have been tested in accorda de of Regulations. Regulations have been and are being complied w ded for sale within the State of California have bee julations. mark; (ii) model number; and (iii) date of manufact each unit. 6.1 A through F of ANSI/ASHRAE/IES Standard ne unit, with a statement that the equipment comp	ance with all applicable requirements of ith, en and are being marked as required by ure are permanently, legibly, and 90.1-2007 and is marked, permanently and
	ompany Name ompany Name state state state state company Name r Company Name r Company Name r Company Name r State o v Corrtifier from the co Sacramento OAMP INC Declaration I declare under penalty of p C declare information C declare	ompany Name Address 2 Address 3 Address 4 Addr	ompany Name Address 2 State ZIP/Postal Code Country beste (URL) r Information r Company Name recompany Name recompany Name recompany Name State ZIP/Postal Code Country State State ZIP/Postal Code Code Code Country State Code Code Code Code

8. Sign the declaration sect	ion.	Declaration		
		Dynamic Text place holder		
	- 1			
	- 1	*Name *Title	*Date	
	- L			<u> </u>
O Click the "Cubwit" button				
9. Click the "Submit" butto	n at the top rig	ght of the screen.	Submit Cancel	
NOTE: When searching for a	a Certifying Co	mpany, that company must already		
have a valid/approved 3 rd Pa	arty Certifier a	pplication in order for the Delegation		
of Authority to be accepted				
10. Once submitted, the	o system will c	lisplay a message to inform the user that th	e record was saved successfull	V
10. Once submitted, the	e system win c	isplay a message to inform the user that th		у.
но	OME APPLICAT	TIONS ACCT MGMT		
			Go Back	
		prity to Third-Party Certifier for Commission - California Appliance	GO Back	
		de of Regulations, Title 20, Section 1606		
		nority request has been established and is effective for 90 days. Th	e application number is: APP104	
11. The submitted de	legation of aut	thority application will then appear under t	he delegations tab in the home	e
		page		
Manufacturer Home				
Submittals Applications	Delegations	Notifications		
Application #	Application Status	Assigned To		
	All 🔹	Please Select •		
Received From	Received To	Order By First Field		
		Please Select		
Results 0 record(s) found			Expert To: Evert COV	
Results offection(s) found			Export To: Excel CSV	
Туре	Application# As To		Received Time Date Spent(Hours)	
Select Delegation of Authority Application	APP7	In Review AmitTestExternal A H EQUIPMENT CORP / LA SPAS	01/12/2015 2127	
Select Delegation of Authority Application	APP35	Submitted AmitTestExternal AJ SPA MFR	01/27/2015 1767	
Select Delegation of Authority Application	APP104	Approved AmitTestExternal AmitTestExternal	04/08/2015 0	

4.4.2 Submit Data - Complete Declaration Page

To submit data, a declaration must first be completed by the user. To complete a declaration and to begin the appliance data submission process, follow the steps below:

Steps	to Complete Process
 Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password *Password *Password *Dave read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In
 Select the Company Type as either Manufacturer or 3rd Party Certifier. Note: This screen will only be displayed if the company was created with more than one company type. 	Company Login Company Type Please select the company type you would like to proceed as: Manufacture Test Lat 3rd Party Certifier
3. Click the "Applications" tab at the top of the screen.	HOME APPLICATIONS
4. Select the "Submit Appliance Data" link.	Submit Appliance Data
 Select Appliance Category, Type and Type of Entry. If your submission is a manual submission select "Manual" from the dropdown for Type of Entry. If you are submitting appliance data via excel upload, select the "Upload" option from the dropdown. 	Select Appliance Type of Entry Select Category Select Appliance Type of Entry Electronics Consumer Audio & Vide ▼ Manual ▼ Please select the manufacturer you are submitting on behalf of Please Select ▼ Vertical and a select the manufacture of the select the manufacture of the select the manufacture of the select the
Note: If the user is a 3 rd Party Certifier, then they will also need to select the Manufacturer they are submitting on behalf of.	
6. Click the "Next" button located at the bottom right corner of the Select Appliance screen.	Next
Review the information on the Appliance Submit prepopulated with the third party certifier inform	tal Declaration screen. The Certifying Company information will be nation entered in section 4.4.1.

Appliance Submittal Declarati

To meet the requirements of Title 20 Section 1808, companies wishing to certify appliances with the California Energy Commission must provide complete and accurate contact information for themselves and for the test laboratory used to produce the certification data. Companies must then sign this Declaration on the following page. If a test lab was not used (for example, if a manufacturer is requesting only that models be deleted from the certification database), or if an appropriate exception has been met, the Test Laboratory section may be left blank.

*Certifying Company Nam	2	Samah	
AmitTestExternal		Search	
Address 1		Address 2	
Addr1			
City	State	ZIP/Postal Code Country	
city		95747 USA	
Company Website (URL)			
*Contact First Name		*Contact Last Name	
onDev2		TestAmitOnDev	Search
Phone Number	Fax	Email Address	
	234-234-2342	a a ha l d a n Otri n itutar a a na	
234-232-3423 Manufacturer (if different fr *Manufacturer Company N	rom Certifying Company)	asheldon@trinitytg.com	
Manufacturer (if different fr	rom Certifying Company)	Search	
Manufacturer (if different fr	rom Certifying Company)		
Manufacturer (if different fr *Manufacturer Company N	rom Certifying Company)	Search	
Manufacturer (if different fr *Manufacturer Company N Address 1	rom Certifying Company) lame	Search Address 2	
Manufacturer (if different fr *Manufacturer Company N Address 1 City	rom Certifying Company) lame	Search Address 2	
Manufacturer (if different fr *Manufacturer Company N Address 1 City Company Website (URL) Contact First Name	rom Certifying Company)	Search Address 2 ZIP/Postal Code Country	Search
Manufacturer (if different fr *Manufacturer Company N Address 1 City Company Website (URL)	rom Certifying Company) lame	Search Address 2 ZIP/Postal Code Country	Search

Test Laboratory			
Name Name	Test Methods		
No records found			\frown
			Add
Check this to skip adding Test Labs if submittal is for Deleting app	liances only		
9. Click the "Search" button in the center of the	T III O I		
screen to select an approved Test Lab.	Test Lab Search		
	Search Approved Test Labs		
	Test Laboratory Name		
			Search
10. Enter search criteria to narrow down results and	click the "Select" link next	to the desired Test	Lab.
Search			
Company Name Country	Company Type Company	WebSite	
test Please Select •	Please Select •		Search
Results			Export To: 💶 💼
0	T		
Company Select Shenzhen SEM. Test Electronic Service Co., Ltd.	Type Test Lab, 3rd Party Certifier	Company WebSite(URL) http://www.semtest.com.cn	Status Approved
Select Shenzhen SEM. Test Technology Co., Ltd.	Test Lab	www.semtest.com.cn	Approved
Select Shenzhen Sinco Testing Technology Co., Ltd.	TestLab	http://www.sincotest.com	Approved
Select Shenzhen STONE Testing Technology Co., Ltd.	3rd Party Certifier, Test Lab	http://www.stt-lab.org	Approved
11. Select the "Test Methods Performed" and then	click the "Next" button to se	ee the selected test	lab and test method
listed on the Appliance Submittal Declaration sci	leen.		
Test Methods Performed			
C 62087:2002(E)			
			Previous Next
The selected test lab will app	ear on the declaration pag	e as shown below:	
•			
Test Laboratory			
Name	Test Methods		
State TestLab	IEC 62087:2002(E)		
		Add	Delete
		Aud	benete

er declaration info	mation at the bottom of t	the page and then click	the "Next" button	
*Name	*Title	*Date		Previous Next

4.4.3 Manually Enter Appliance Data

After completing an appliance submittal declaration, to submit appliance data manually, follow these steps:

		ans to Complete Process	
	Jit	eps to Complete Process	
1.	When completing the appliance submittal declaration check that "Type of Entry- Manual" was chosen in the dropdown menu. This will prompt the manual form of entry for the selected appliance type when the user selects "Next" from the declaration page.	Select Appliance Select Category Select Appliance Central Air Conditioners Computer Room Air Co. Manual 	•
2.	Enter appliance information on detail page by selecting values from the dropdown menus and/or entering values in the text box fields.	AudioVideo *Action Add *Model C124657B20 *Regulatory Status *Brand Federally-Regulated Consumer Product Sony Audio Video Type DVD Player 12 Standby Power Usage (Watts) Std On Mode Power Usage (Watts) Std	
3.	Click the "Save" button.	Save Cancel	
4.	If you wish to add additional models to the	e Appliance Data List, click the "Add" button located at the bottom right	nt
	corner of the Appliance Data List grid. Click	the "Next" button in the bottom right corner of the Appliance Data L	.ist
	screen to proceed to the Results screen wh	nich displays passed and failed models.	

Appliar	nce Data List				
	Action Appliance Cate	egory Appliance Type	Model #	Manufacturer	Status
Select	Add Electronics	AudioVideo	ABC123	AmitTestExternal	Pending
		7.001011000	7.00120	, and obtended	, on any
					Delete Add
					Previous Next
5. Enter t	he Certification Date a	nd then click the "Submit" butt	ton in the top rig	ght corner.	
	Results			Submit	Cancel
	Passed				
	Appliance Type	Manufacturer	Brand	Model #	
	AudioVideo	AmitTestExternal	Sony	C124657B28	
	Failed				
	Appliance Type	Manufacturer	Bran	d Model #	
	No records found				
	View Failure Reasons by Category				
	Certification Date				
	*Please enter the date these n	nodels can be displayed to the public			Re-Upload
					_
					Previous
			<u> </u>	<u> </u>	
		will display a message at the to	p of the screen i	nforming the user i	that the record was
saved	successfully.				
R	esults				Go Back
		ormation has been successfully submitted to If you do not receive a response in 30 days, pl			mber is: SUB552.

4.4.4 Excel Upload Appliance Data

To submit appliance data via an Excel upload, follow the steps below:

	Steps	to Complete Process
1.	During completion of the appliance submittal declaration check that "Type of Entry- Upload Excel" is chosen in the dropdown menu. This will prompt the upload entry for the selected appliance type when the user selects "Next" from the declaration page.	Select Appliance Select Category Central Air Conditioners Select Appliance Computer Room Air Co. Upload Excel
2.	Click the "Browse/Choose File" button and select the file to upload. NOTE: Model data must be processed and added to the database prior to submitting a change or delete request.	Upload Document
3.	Select the Excel file from your computer and clic	ck the "Open" button.
	Image: Solution of the solutio	M Microsoft Word D 91 KB M Microsoft Excel W 19 KB M Microsoft Excel W 19 KB M Microsoft Record 1,079,811 KB M Microsoft Word D 6,315 KB
4.	Click the "Next" button in the bottom right corner of the Upload Document screen.	Next
5.		hould display on the Appliance Data List screen. Click the "Next" nce Data List screen to proceed to the Results screen which displays

		ata List				
		Action Appliance Category	Appliance Type	Model #	Manufacturer	Status
		Add Electronics	AudioVideo	TEST61	AmitTestExternal	Pending
	Select	Add Electronics	AudioVideo	TEST62	AmitTestExternal	Pending
	Select	Electronics	AudioVideo	TEST61	AmitTestExternal	Pending
eet or	add models n r the Certifica Results Passed	tion Date and then cli			ls to a spreadshee right corner.	Delete Add Previous Next et, re-upload the Submit Cancel
	Appliance Type AudioVideo		facturer estExternal	Bran Antiq		00
	AudioVideo		estExternal	Antiq		
	Audio√ideo		estExternal	Antiq		
	Audio√ideo	AmitT	estExternal	Antiq	que TEST300	05
	Audio∨ideo	AmitT	estExternal	Antiq	que TEST300	01
	Audio∨ideo	AmitT	estExternal	Antiq	que TEST300	03
	Failed Appliance Type No records found		Manufacturer		Brand Moc	del #
	View Failure Reason		played to the public			Do Heler
						Re-Uploa Previous
	submitted, the successfully	he system will display	a message at the top	o of the scree	en informing the u	ser that the rec
Res	ults					G
	saved successful	lly. Your information has been processing. If you do not recei				ıbmittal number is: S
Please	he user will t	hen receive a confirm	ation email once dat	a has been si	ubmitted stating t	he following:

		Steps to Complete Proc	cess		
		the system either manually or by Ex have passed and failed validation.	cel upload, the	system will validate	e the dat
Results Passed				Cance	
Appliance AudioVide		Manufacturer AmitTestExternal	Brand Antique	Model # TEST61	
AudioVide		AmitTestExternal	Antique	TEST63	
AudioVide	3	AmitTestExternal	Antique	TEST66	_
AudioVide		AmitTestExternal	Antique	TEST68	
AudioVide)	AmitTestExternal	Antique	TEST70	
Failed					_
	Appliance Type	Manufacturer	Brand	Model #	
Select	AudioVideo	AmitTestExternal	Antique	TEST62	_
Select	AudioVideo	AmitTestExternal AmitTestExternal	Antique	TEST65 TEST67	
edit the entry. lote: If a large nu ne list of failure r easons by Catego y reason for failu	mber of items have easons by category. ory" to view a comp ire.	ext to a failed model to manually failed, it may be easier to review Click the link "View Failure lete list of failures that are sorted		pliance Type dioVideo s by Category	Manut Mirian
3. Another optio		data is to click "Re-Upload" to re- fter editing failed models.		Re-Upload	

Res	sults			Submit	Cancel
Pas	sed				- 1
Appli	iance Type	Manufacturer	Brand	Model #	
Audie	ioVideo	AmitTestExternal	Antique	TEST3000	
	oVideo	AmitTestExternal	Antique	TEST3002	_
	oVideo	AmitTestExternal	Antique	TEST3004	
	ioVideo ioVideo	AmitTestExternal AmitTestExternal	Antique	TEST3005 TEST3001	_
	ioVideo	AmitTestExternal	Antique	TEST3003	
Fail	led				
	iance Type	Manufacturer	Brand	Model #	
	ecords found				_
	Failure Reasons by Category				
Cert	tification Date				
*Plea	ase enter the date these models car	n be displayed to the public		R	e-Upload
		:::=:		_	
				F	Previous
5. Once s	ubmitted, the system wi	Il display a message at th	e top of the screen ir	forming the user t	hat the
	ubmitted, the system wi ved successfully.	ll display a message at th	e top of the screen ir	forming the user t	hat the
was sa	· ·	ll display a message at th	e top of the screen ir	forming the user t	hat the
was sav	ved successfully.				Go
was sav Results Record saved s	ved successfully.	s been successfully submitted to	the California Energy Comm	ission. The submittal nur	Go
was sav Results Record saved s	ved successfully.		the California Energy Comm	ission. The submittal nur	Go
was san Results Record saved s Please allow 30	ved successfully. successfully. Your information ha days for processing. If you do no	s been successfully submitted to ot receive a response in 30 days, p	the California Energy Comm lease contact CEC staff at 55	ission. The submittal nun 5-555-5555	Go nber is: SU
was sav Results Record saved s Please allow 30 DTE: Once da	ved successfully. successfully. Your information ha days for processing. If you do no	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma	the California Energy Comm lease contact CEC staff at 55 ake changes to data.	ission. The submittal num 5-555-5555 If the submittal is n	Go nber is: SU
was sav Results Record saved s Please allow 30 DTE: Once da	ved successfully. successfully. Your information ha days for processing. If you do no	s been successfully submitted to ot receive a response in 30 days, p	the California Energy Comm lease contact CEC staff at 55 ake changes to data.	ission. The submittal num 5-555-5555 If the submittal is n	Go nber is: SU
was san Results Record saved s Please allow 30 DTE: Once da pecific models	ved successfully. successfully. Your information ha days for processing. If you do no ata has been submitted, t s fail, they will have to co	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat	the California Energy Comm lease contact CEC staff at 55 ake changes to data. ta submission proces	ission. The submittal num 5-555-5555 If the submittal is n s again.	Go nber is: SU rejected
was san Results Record saved s Please allow 30 OTE: Once da pecific models	ved successfully. successfully. Your information ha days for processing. If you do no ata has been submitted, t s fail, they will have to co	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma	the California Energy Comm lease contact CEC staff at 55 ake changes to data. ta submission proces	ission. The submittal num 5-555-5555 If the submittal is n s again.	Go nber is: SU rejected
was san Results Record saved s Please allow 30 OTE: Once da pecific models	ved successfully. successfully. Your information ha days for processing. If you do no ata has been submitted, t s fail, they will have to co	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat	the California Energy Comm lease contact CEC staff at 55 ake changes to data. ta submission proces	ission. The submittal num 5-555-5555 If the submittal is n s again.	Go nber is: SU rejected
was sav Results Record saved s Please allow 30 OTE: Once da becific models 6. The use	ved successfully. successfully. Your information had days for processing. If you do not ata has been submitted, t is fail, they will have to co er will then receive a cor	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat	the California Energy Comm lease contact CEC staff at 55 ake changes to data. ta submission proces a has been submitted	ission. The submittal num 5-555-5555 If the submittal is n s again. d stating the follow	Go nber is: SU rejected ving:
was sav Results Record saved s Please allow 30 OTE: Once da becific models 6. The use You	ved successfully. successfully. Your information ha days for processing. If you do no ata has been submitted, t s fail, they will have to co er will then receive a cor ur appliance data certific	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat of irmation email once dat ation submission has bee	the California Energy Comm lease contact CEC staff at 55 ake changes to data. ta submission proces a has been submitted en received. Your sul	ission. The submittal num 5-555-5555 If the submittal is n s again. d stating the follow bmittal # SUB725.	Go nber is: SU rejected ving: You will
was sav Results Record saved s Please allow 30 DTE: Once da ecific models 6. The use You reco	ved successfully. successfully. Your information ha days for processing. If you do no ata has been submitted, t s fail, they will have to co er will then receive a cor ur appliance data certific ceive a response within 3	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat offirmation email once dat	the California Energy Comm lease contact CEC staff at 55 ake changes to data. ta submission proces a has been submitted en received. Your sul	ission. The submittal num 5-555-5555 If the submittal is n s again. d stating the follow bmittal # SUB725.	Go nber is: SU rejected ving: You will
was sav Results Record saved s Please allow 30 OTE: Once da becific models 6. The use You reco	ved successfully. successfully. Your information ha days for processing. If you do no ata has been submitted, t s fail, they will have to co er will then receive a cor ur appliance data certific	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat of irmation email once dat ation submission has bee	the California Energy Comm lease contact CEC staff at 55 ake changes to data. ta submission proces a has been submitted en received. Your sul	ission. The submittal num 5-555-5555 If the submittal is n s again. d stating the follow bmittal # SUB725.	Go nber is: SU rejected ving: You will
was sav Results Record saved s Please allow 30 OTE: Once da becific models 6. The use You rec 800	ved successfully. successfully. Your information ha days for processing. If you do no ata has been submitted, t s fail, they will have to co er will then receive a cor ur appliance data certific ceive a response within 3 D- XXX-XXXX.	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat of irmation email once dat ation submission has bee 30 days. For assistance, p	the California Energy Commi lease contact CEC staff at 55 ake changes to data. ta submission proces a has been submitter en received. Your sub please email appliance	ission. The submittal num 5-555-5555 If the submittal is n s again. d stating the follow bmittal # SUB725. es@energy.ca.go	Go mber is: SU rejected ving: You will <u>v</u> or call
was save Results Record saved so Please allow 30 OTE: Once dat pecific models 6. The use You rec 800	ved successfully. successfully. Your information ha days for processing. If you do no ata has been submitted, t s fail, they will have to co er will then receive a cor ur appliance data certific ceive a response within 3 D- XXX-XXXX.	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat of irmation email once dat ation submission has bee	the California Energy Commi lease contact CEC staff at 55 ake changes to data. ta submission proces a has been submitter en received. Your sub please email appliance	ission. The submittal num 5-555-5555 If the submittal is n s again. d stating the follow bmittal # SUB725. es@energy.ca.go	Go mber is: SU rejected ving: You will <u>v</u> or call
was sav Results Record saved s Please allow 30 OTE: Once da becific models 6. The use You rec 800 7. Once the	ved successfully. Successfully. Your information has days for processing. If you do no ata has been submitted, t is fail, they will have to co er will then receive a cor ur appliance data certific ceive a response within 3 D- XXX-XXXX.	s been successfully submitted to ot receive a response in 30 days, p the user can no longer ma omplete the appliance dat of irmation email once dat ation submission has bee 30 days. For assistance, p	the California Energy Comm lease contact CEC staff at 55 ake changes to data. ta submission proces a has been submitted en received. Your sub please email <u>applianc</u> be status of the subm	ission. The submittal num 5-555-5555 If the submittal is n s again. d stating the follow bmittal # SUB725. bmittal # SUB725. ittal will be listed in	Go nber is: SU rejected ving: You will v or call : n the

Submittal #	Submital Status Pending Revie				
Received From	r enuing revie	Assigned T ew Please S			
	n Received To		er By First Field		
				earch	
Results					port To: Excel CSV
Submittal Select SUB544	II# Assigned To Applia Ceiling	gFans Pending	Manufacturer Review AmitTestExternal	Third Party Cesar Chavez Testing	Received Date 04/06/2015
Select SUB621	-	esWasher Pending		AmitTestExternal	04/15/2015
Select SUB719	Water			AmitTestExternal	04/24/2015
Manufacturer H	his confirms that the lome	ne processed ap	ppliance data is now	-	button. If the sub e database.
/lanufacturer H	his confirms that th	Notifications Assigned To Please Sele Order E	ppliance data is now	searchable in th	
Manufacturer H Submittals Submittal #	his confirms that the lome Applications Delegation Submital Status Processed Received To	Notifications Assigned To Please Sele Order E	ppliance data is now	searchable in th	
Anufacturer H Submittals Submittal # Received From Results Submittal#	his confirms that the lome Applications Delegation Submital Status Processed Received To	Notifications Assigned To Please Sele Order E Please	ppliance data is now ect • By First Field e Select • Searct	searchable in the Export	e database. To: Excel CSV Received Date
Anufacturer H Submittals Submittal # Received From Results Submittal# Select SUB85	his confirms that the lome Applications Delegation Submital Status Processed Received To Elegation Assigned To Applianc CeilingF	Notifications Assigned To Please Sele Order E Please	ppliance data is now act • By First Field e Select • Searct Searct Searct Manufacturer Processed mitTestExternal	Export Third Party AmitTestExternal	e database. To: Excel CSV Received Date 02/06/2015
Anufacturer H Submittals Submittal # Received From Results Submittal#	his confirms that the lome Applications Delegation Submital Status Processed Received To Received To Assigned To Applianc CellingF mved AudioVice	Assigned To Please Sele Order E Please Ple	ppliance data is now ect • By First Field e Select • Searct	searchable in the Export	e database. To: Excel CSV Received Date
Anufacturer H Submittals Submittal # Received From Results Select SUB85 Select SUB532	his confirms that the lome Applications Delegation Submital Status Processed Received To Received To Assigned To Applianc CellingF mved AudioVice	Assigned To Please Sele Order E Please Ple	Popliance data is now ect By First Field e Select Processed Manufacturer Processed Manufacturer Processed AmitTestExternal	Export Third Party AmitTestExternal AmitTestExternal	e database. To: Excel CSV Received Date 02/06/2015 03/31/2015
Aanufacturer H Submittals Submittal # Received From Results Select SUB85 Select SUB85 Select SUB535	his confirms that the lome Applications Delegation Submital Status Processed Received To Received To Assigned To Applianc CeilingFi mved AudioVic LargeAn	Assigned To Please Sele Please Sele Please Please Please Please Please Please Please Please Please Please Please Please Please	ppliance data is now ect • By First Field e Select • Search States Manufacturer Processed AmitTestExternal Processed AmitTestExternal Processed AmitTestExternal	Export Third Party AmitTestExternal AmitTestExternal AmitTestExternal	e database. To: Excel CSV Received Date 02/06/2015 03/31/2015 04/02/2015
Anufacturer H Submittals Submittal # Received From Results Results Select SUB85 Select SUB532 Select SUB535 Select SUB537	his confirms that the lome Applications Delegation Submital Status Processed Received To Received To Received To Received To CeilingF mved AudioVid LargeAn AudioVid	Assigned To Please Sele Please Sele Please P	ppliance data is now act • By First Field e Select • Searct Status Manufacturer Processed AmitTestExternal Processed AmitTestExternal Processed AmitTestExternal Processed AmitTestExternal	Export Export AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal AmitTestExternal	e database. To: Excel CSV Received Date 02/06/2015 03/31/2015 04/02/2015 04/03/2015

Submittals Applica	tions Delegat	ions Not	tifications		
Application #	Submittal #	ŧ]		
Sent Date From		Sent Date	То		
				Search	
Results					Export To: Excel CS
Sent Date	Application#	Submittal#	Subject	From Email	To Email
1/19/2015 1:15:17 PM	APP22		Application Submiss	ion devnoreplycec@gmail.cor	m arai@trinitytg.com1
1/19/2015 1:17:01 PM	APP23		Application Submiss	ion devnoreplycec@gmail.cor	m arai@trinitytg.com1
1/19/2015 1:54:25 PM	APP26		Application Submiss	ion devnoreplycec@gmail.cor	m arai@trinitytg.com1

4.5 Submit Approval Application

4.5.1 Submit Test Laboratory Approval Application Process

To submit a test lab application, follow these steps:

Steps to Complete Process						
 Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password Password index of User and Agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In					
 Select the company type as Test Lab. Note: This screen will only be displayed if the company was created with more than one company type. 	Company Login Company Type Please select the company type you would like to proceed as: O Manufacturer O Test Lab O 3rd Party Certifier					
3. Once logged in to the Test Lab homepage, click the "Applications" tab at the top of the screen.	HOME APPLICATIONS					

	Steps to	o Complete P	rocess	
Click on the "Test Laboratory Application" link.		o <u>Del</u> o Thi	mit Appliance Data egation of Authority Application rd Party Certifier Application t Laboratory Application	
Verify that the information on t			on of the logged in user.	
California Appliance Efficier Application Instructions				Submit Cancel
Please allow at least four weeks during Company Information) the heavy renewal period	(November-March) bef	ore contacting us regarding your ap	plication.
*Test Laboratory Name				
AmitTestExternal		Search		
Address 1		Address 2		
Addr1				
City	State	ZIP/Postal Code	Country	
city		95747	USA	
Company Website (URL)				
*Contact First Name		*Contact Last Na	me	
onDev2		TestAmitOnDe		Search
Phone Number	Eav	Empil Address		
234-232-3423	Fax 234-234-2342	Email Address asheldon@trin	ityta.com	
			,	
Click the "Add" button to the bo	ottom right of the 4	Appliance Type a	nd Test Method Selectio	n grid
opliance Type and Test Method Se	ection			
Appliance Type			Test Method	
records found				

	Steps to Complete Process					
 7. Select appliance category, type and test methods being used. Note: Continue this same process to add additional test methods to appliances. 	ApplianceType/TestMethod Selection Select Appliance Select Category Electronics Test Methods IEC 62087:2002(E)					
8. Click the "Next" button in the bottom right corner of the screen.	Next					
9. Upload any additional documents by c Documents	licking the "Upload Documents" button					
Document Name No records found	Created Date					
	Upload Do	cuments				
10. From the document list, click on Document List	"Add Document" to upload a document to associate to the appli	cation.				
Document Name Created Date No records found Add Document Next						
1. Click the "Browse/Choose File" b	utton and select the file to upload.					
	Upload Document					
Browse						
2. Select the Excel file from your compu	ter and click the "Open" button.					

			Steps to	Compl	ete Proc	ess		
	💿 Open		-	Rosen provide	the state of the s		X	
						✓ 49 Search C	rec P	
	Organize 🔻 New folder	r					:= • 🔟 🔞	
	☆ Favorites	Name	Date modified	Туре	Size			
	Desktop	 3.2 CEC Design Document & 4.3 Draft W 6.2 Training Plan 	3/3/2015 2:28 PM 3/3/2015 2:56 PM	Microsoft Word D Microsoft Word D	9,953 KB 91 KB			
	Recent Places	CAV firstlevel demo	3/10/2015 1:36 PM	Microsoft Excel W	19 KB			
	诸 Google Drive	CAVsecondleveldemo Demo	3/10/2015 1:35 PM 3/10/2015 2:49 PM	Microsoft Excel W TechSmith Record				
		🗐 MAEDBS training manual	3/31/2015 8:31 AM	Microsoft Word D	6,315 KB			
	Contents Electronic El	MAEDBS Training Quiz	3/31/2015 11:23 AM	Microsoft Word D	17 KB			
	J Music							
	 Pictures Videos 							
	File na	me: CAV firstlevel demo						
						Open	Cancel	
3. Clic	k the "Next" bu	utton in			(Next		
the	bottom right c	orner of				meat		
	-							
	Upload Docum	ient						
scre	een.							
4.	The document	t will now appear in th	ne docume	ent list. Se	lect "Next"	' to return to the applicatio	n.	
Docun	nent List							
Docume	ent Name					Created Date		
L&L orde	ers_0429201509392	21.xlsx				04/29/2015		
							Add Docu	mont
							Add Docu	ment
							(Next
				(5		C + 1 + + +		
5.	The uploaded	document now appea	ars in the	Documen	ts" section	of the application		
	Documents							
	Do	ocument Name				Created Date		
		L orders_04292015093921.xlsx				04/29/2015		
						Upload Documents	8	
6 0	o all information	on has been entered o	alialy the fil	`ubm:+//	ittan			
6. Und	e all mormatio	on has been entered o	click the s	submit bl	atton.			
		California Appliance Efficien	ev Program 2	015 Test Labo	oratory	Submit Cancel		
		Application	icy Frogram 2	UTS TEST Labo	Jatory			
		Instructions						
		Please allow at least four weeks during	the heavy renewal per	iod (November-March)) before contacting us re	egarding your application.		
		Company Information						

	Steps to Complete Process							
su di to us	7. Once the application is submitted, the system will display a message at the top of the screen to let the user know the record was saved successfully. California Appliance Efficiency Program 2015 Test Laboratory Application Record saved successfully. The application number is: APP105							boratory
Your ap	8. The user will also receive a confirmation email. Your application has been received. Your Application Type is Test Lab Application and your application number is APP138. You will receive a response within 30 days. For assistance, please email appliances@energy.ca.gov or call 1-800-XXX-XXXX.							eive a response within 30
9. T	The user can Page under th est Laborator	ne Applicat	• •	atus and re	view the s	ubmitted applicat	ion in the Test La	boratory Home
	Applications	Notifications						
	Application #	Manufactur	er Name	Applicat All	tion Status	Assigned To Please Select 	T	
	Received From	Re	eceived To		er By First Fi ase Select	eld • Search		
	Results						Export T	CSV
	Туре		Application	_		Manufacturer	Delegated Company	Received Date
	Select TestLab Ap		APP94	mved	Submitted	Cesar Chavez Testing		03/31/2015
	Select Test Lab Ap	plication	APP95	suser	Submitted	Cesar Chavez Testing		03/31/2015

4.5.2 Submit Third Party Certifier Application

To submit a third party certifier application, follow these steps:

Steps to Complete F	Process
 Enter the User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password Password *Password *Password Forgot your User ID? Forgot your Password? Sign In * Sign In * Sign In * User ID * User ID * D *
 Select the company type as 3rd Party Certifier. Note: This screen will only be displayed if the company was created with more than one company type. 	Company Login Company Type Please select the company type you would like to proceed as: O Manufacturer O Test Lab Brd Party Certifier
3. Click the "Applications" tab at the top of the screen.	HOME APPLICATIONS
4. Click on the "Third Party Certifier Application" link.	 Submit Appliance Data Delegation of Authority Application Third Party Certifier Application Test Laboratory Application
5. Confirm that the listed Certifying Company Information is correct. Note: The application will auto populate with the company information	on of the logged in user.

Steps to Complete Process					
California Appliance Effi Application	ciency Program 20	15 Third Party (Certifier	Submit Cancel	
Instructions					
Please allow at least four weeks	s during the heavy renewal perio	od (November-March) be	ore contacting us regarding your applicat	ion.	
Company Information					
*Certifying Company Name					
AmitTestExternal		Search			
Address 1		Address 2			
Addr1					
City	State	ZIP/Postal Code	Country		
city		95747	USA		
Company Website (URL)					
*Contact First Name		*Contact Last Na	me		
onDev2		TestAmitOnDe	V	Search	
Phone Number	Fax	Email Address			
234-232-3423	234-234-2342	asheldon@trin	tytg.com		
Certifier Type Appliance Manufacturer Trade Appliance Test Laboratory Appliance Brand Holder or Imp Manufacturer Other					
Mark each applicable che	eckbox for the Certi	fier Type.	Certifier Type		
			🗹 Appliance Te	and Holder or Importer	
	nal documents by cl	icking the "Uplo	ad Documents" button		
ocuments					
ocument Name			Created Date		
o records found					
				Upload Docum	ents
				e preda b obtim	

		Steps to Comple	ete Process		
12. From the Document List	e document list, click on "Ad	dd Document" to up	load a docume	ent to associate to the application.	
Document Name No records found		Created Date		Add Document	
12 Click the	"Browse/Choose File" butt	on and coloct the fil		Next	
IS. Click the	blowse/choose rile butt	Upload Docume			
			Browse		
14. Select the Exc	cel file from your computer	r and click the "Oper	" button.		
O Open	CEC	Million of State	to and the	 ✓ 4y Search CEC 	
Organize 🔻	New folder			8≡ ▼ 🗔 🔞	
 ☆ Favorites ■ Desktop ③ Download ③ Recent Pla ③ Google Dr ♥ Dropbox ○ Download ○ Documen ◇ Music ■ Pictures ● Videos 	aces ④ CAV firstlevel demo rive ④ CAVsecondleveldemo ● Demo ④ MAEDBS training manual ④ MAEDBS Training Quiz	Date modified Type 3/3/2015 2.28 PM Microsoft Word D 3/3/2015 2.56 PM Microsoft Word D 3/10/2015 1.35 PM Microsoft Excel W 3/10/2015 1.35 PM Microsoft Excel W 3/10/2015 2.49 PM TechSmith Record 3/12/2015 2.31 AM Microsoft Word D 3/31/2015 11:23 AM Microsoft Word D	Size 9,953 KB 91 KB 19 KB 1,079,811 KB 6,315 KB 17 KB		
	File name: CAV firstlevel demo			All File Open Cancel	
15. Click the "Nex Upload Docu	xt" button in the bottom rig ment screen.	ght corner of the		Next	
16. The docu	ment will now appear in th	ne document list. Sel	ect "Next" to r	return to the application.	
Document List	t				
Document Name L&L orders_0429201	5093921.xisx			Created Date 04/29/2015	
				Add Document	D

	Steps to Complete Process	
	e uploaded document now appears in the "Documents" section of the application	
Doct	ocuments	
Select	Document Name Created Date elect L&L orders_04292015093921.xlsx 04/29/2015	
	Upload Documents	
18. Once all	Il information has been entered click the "Submit" button.	
Califorr Applica	ornia Appliance Efficiency Program 2015 Third Party Certifier	Cancel
Instru	tructions	
Please	ase allow at least four weeks during the heavy renewal period (November-March) before contacting us regarding your application.	
Comp	npany Information	
	the application is submitted, the system will display a message at the top of the screen to let the user k was saved successfully.	now the
	ifornia Appliance Efficiency Program 2015 Third Party Certifier	
Record	rd saved successfully. The application number is: APP144	
20. Once	nce the application has been submitted, the user will also receive a confirmation email.	
	on has been received. Your Application Type is 3rd Party Certifier Application and your application number is APP140. You will receive a 5. For assistance, please email <u>appliances@energy.ca.gov</u> or call 1-800-XXX-XXXX.	response

4.6 Review Submitted Information

After applications and data have been submitted, follow the steps below to review the submitted information:

Steps	s to Complete Pro	ocess		
1. Enter the User ID and Password, check the Cor	nditions of Use	Log In		
and Privacy Policy box and then click on the "S				
Note: Once logged in, the grids on the Home Page submittals.		Very Very ID Very Very Very Very Very Very Very Very		
 Select the company type associated to the sub wish to view. 	omittal(s) you	Company Login Company Type		
Note: This screen will only be displayed if the con	npany was	Diagon colort the company type you would live to proceed and		
created with more than one company type.		Please select the company type you would like to proceed as:		
		○ Manufacturer ○ Test Lab ○ 3rd Party Certifier		
Data Submittals, 3 rd Party Approval Applications,		ry Home Page allows a user to check statuses of any notifications that have been sent to the user h tab.		
Submittals Applications Delegations Notif	ications			
Submittal # Submital Status As	ssigned To			
	Please Select 🔹			
Received From Received To	Order By First Field	Order By Second Field		
		Please Select Search		
Results 21 record(s) found		Export To: Excel CSV		
Submittal# Assigned To Appliance Type Sta	tus Manufacturer	Third Party Received Date Time Spent(Hours)		
	nding Review AmitTestExternal	AmitTestExternal 02/05/2015 1521		
	cessed AmitTestExternal			
	cessed AmitTestExternal			
		AmitTestExternal 03/30/2015 249		
	cessed AmitTestExternal			
	A A A A A A A A A A A A A A A A A A A			

4.7 Public Search for Information

4.7.1 Company Search

To conduct a search for CEC approved companies, a company account is not needed. This feature can be accessed from the login page and is open to the general public.

Steps to Complete Process					
om the login page click the "S tton located under Third Par	ty and	Gov	ENERGY	COMMISSION	Accepta
st Laboratory Approvals head	der.			Log In •User ID •Password © I have read and agree to the Login I Forgot your User ID? Forgot your P Sign In	
	(Don't have a Create an authorized Register new acco	I CEC account	Public Search Search for publically available applian information	ce 3rd Party and Test Laboratory Approvals Search for publically available approval information for 3rd party certifiers and test labs.
ter search parameters in the	fields provided	and the	n click the	"Search" button to	the right. The system will
play search results based on Company List	•		n click the	"Search" button to	the right. The system will
Company List	the criteria pro	ovided.	Company Ty	pe	the right. The system will
Company List Search Company Name	the criteria pro		Company Ty Manufactu	pe rer •	the right. The system will
Company List Search Company Name	the criteria pro	ovided.	Company Ty	pe rer •	the right. The system will
Company List Company Name Company Status	the criteria pro	vided.	Company Ty Manufactu	pe rer V	
Company List Search Company Name Company Status Approved	the criteria pro	vided.	Company Ty Manufactu	pe rer V	Search Export To: Excel CSV
Company List Search Company Name Company Status Approved Search Results	the criteria pro	vided.	Company Ty Manufactu End Date	pe rer	Search Export To: Excel CSV
Company List Search Company Name Company Status Approved Search Results Company	the criteria pro	vided.	Company Ty Manufactu End Date	pe rer	Search Export To: Excel CSV Site(URL)
Company List Search Company Name Company Status Approved Search Results Company Select AMERICAN ZETTLER INC	the criteria pro	vided.	Company Ty Manufactu End Date	pe rer	Search Export To: Excel CSV Site(URL) Status Approved
Company List Search Company Name Company Status Approved Search Results Company Select AMERICAN ZETTLER INC Select AMERICH CORP	the criteria pro	vided.	Company Ty Manufactu End Date	pe rer	Search Export To: Excel CSV Site(URL) Status Approved Approved
Seplay search results based on Company List Search Company Name Company Status Approved Search Results Select AMERICAN ZETTLER INC Select AMERICH CORP Select AMERICH CORP Select AMERICH CORP Select AMERICH CORP Select Select AMERICH CORP	the criteria pro	vided.	Company Ty Manufactu End Date Manuf Manuf Manuf Manuf	pe rer v e Company Webs acturer acturer acturer acturer	Search Export To: Excel CSV Site(URL) Status Approved Approved Approved
Seplay search results based on Company List Search Company Name Company Status Approved Search Results Select AMERICAN ZETTLER INC Select AMERICAN ZETTLER INC Select AMERICAN ZETTLER INC Select AMERICA KEMLITE LABORATO Select AMGLO KEMLITE LABORATO Select AmitTestExternal	the criteria pro	vided.	Company Ty Manufactu End Date Manuf Manuf Manuf Manuf Manuf Manuf	pe rer v e Company Webs acturer acturer acturer acturer	Search Export To: Excel CSV Site(URL) Status Approved Approved Approved Approved

4.7.2 Appliance Quick Search

The appliance search allows the public to search for and view detailed appliance data.

	Step	os to Complete Process
1.	Click the "Appliance Search" button located under the Public Search header on the login screen.	Public Search Search for publically available appliance information
2.	2. Enter the appliance search parameters and then click the "Search button.	Appliance Search Model Number Select Category Select Appliance Type Electronics Consumer Audio & Vide ▼ Manufacturing Company Name Select Brand Select Appliance Status Samsung Please Select Approved Search
3.	The system will display results based on the	ne criteria provided.
	Samsung Please Select	ct Approved Search
	Model Appliance Type Select HT-040 Consumer Audio & Video	ManufacturingCompany Brand Regulatory Status Add Date
	Select HT-Q40 Consumer Audio & Video	SAMSUNG ELECTRONICS CO., LTD. Samsung Non Federally-Regulated 05/07/2009 SAMSUNG ELECTRONICS CO., LTD. Samsung Non Federally-Regulated 04/10/2013
		SAMSUNG ELECTRONICS CO., LTD. Samsung Non Federally-Regulated 05/07/2009
	Select BD-D7500B Consumer Audio & Video	SAMSUNG ELECTRONICS CO., LTD. Samsung Non Federally-Regulated 05/10/2011
	Select HT-D5300 Consumer Audio & Video	SAMSUNG ELECTRONICS CO., LTD. Samsung Non Federally-Regulated 03/18/2011

4.7.3 Appliance Advanced Search

Steps to Complete Process					
1. From the Login page click the "Appliance					
Search" button.	Public Search				
	Search for publically available appliance information				
2. Click the "ACCT MGMT" tab in the top menu.					
	Back To Login				
CALIFORNIA ENERGY COMMIS	SION				
HOME ACCT MGMT REPOR	RTS				

3. Select the "Advanced Search" link.	 Appliance Search Advanced Search Search Company
 Select the Appliance Type. Once the Appliance Type is selected additional filters and fields will be made available to create a more detailed search. 	Advanced Search Select Appliance Type Select Category Select Appliance Discontinue
_	Please Select Please Select K the "Search" button at the bottom of the screen to display your
search results. Advanced Search	
■ Select Appliance Type Select Category Select Appliance Electronics ▼	
Select Fields to Display Select /Deselect All Manufacturer Standby Power Usage (Watts) Standby Power Usage (Regulatory Status Add Date Add Filters	I Model Number I Audio Video Type ge (Watts) Std ☐ On Mode Power Usage (Watts) ☐ On Mode Power Usage (Watts) Std
Brand	▼ Equals ▼ Samsung ▼
Please Select	
Please Select	• • • • • • • • • • • • • • • • • • •
Please Select	
Please Select	
Search	
6. The system will display results based on the criter	eria provided.

Recent Searche	es .				
Consumer Audio & Via	leo				
• Select Applian	се Туре				
Select Fields to	Display				
Add Filters					
Search					
				Export To:	Excel CS
Search Results 32	4 record(s) found				
	4 record(s) found	Brand ModelStatu	s RegulatoryStatus	AddDate Audio Vide	ю Туре
			s RegulatoryStatus Non Federally-Regulated	AddDate Audio Vide	
ModelNumb	er Manufacturer	Samsung Approved		AddDate Audio Video 05/07/2009 Compact A	Audio w/o clo
ModelNumb Select HT-Q40	er Manufacturer SAMSUNG ELECTRONICS CO., LTD.	Samsung Approved Samsung Approved	Non Federally-Regulated	AddDate Audio Vide 05/07/2009 Compact A 04/10/2013 D\/D Playe	Audio w/o c lo er
ModelNumt Select HT-Q40 Select HT-F5550	Per Manufacturer SAMSUNG ELECTRONICS CO., LTD. SAMSUNG ELECTRONICS CO., LTD. SAMSUNG ELECTRONICS CO., LTD.	Samsung Approved Samsung Approved Samsung Approved	Non Federally-Regulated Non Federally-Regulated	AddDate Audio Vide 05/07/2009 Compact A 04/10/2013 D\/D Playe 05/07/2009 Compact A	Audio w/o clo er Audio w/o clo

4.7.4 Compare Appliance Models

Using the appliance search, a user is able to compare appliance data for up to 5 models at once.

Ster	os to Complete Process
 Click the "Appliance Search" button located under the Public Search header on the login screen 	Public Search Search for publically available appliance information
2. Enter appliance search parameters	Appliance Search Select ModelStatus Select Regulatory Status Select Brand Please Select Please Select Select Category Select Appliance Manufacturing Company Name Manufacturing Company Name
3. Click the "Search" button and the system will display results based on the criteria provided.	Search
4. Place a checkmark in the boxes of the appl	liances to be compared and then click the "Compare" button.

Not all appliance ty	pes are available for cor	mparison. A us	er can only compar	e 5 appliance type	es at a tir
Model	Appliance Type ManufacturingCo	mpany	Brand Regulatory Sta	tus	Add Date
Select 🗹 DW80F800***	Dish Washers SAMSUNG ELEC	TRONICS CO., LTD.	Samsung Federally-Reg	ulated Consumer Product	10/18/2013
Select DW80F600***	Dish Washers SAMSUNG ELEC	TRONICS CO., LTD.	Samsung Federally-Reg	ulated Consumer Product	10/18/2013
Select 🗹 DW80H99**U*	Dish Washers SAMSUNG ELEC	TRONICS CO., LTD.	Samsung Federally-Reg	ulated Consumer Product	03/31/2014
e system will displa	ay appliance model infor	mation side-by	-side for comparis	JII.	
	es - DishWasher	mation side-by	-side for comparis	JII.	Canc
		mation side-by		DW80H99**U*	Canc
Compare Applian	ces - DishWasher	DW80F6		DW80H99**U*	
Compare Applian	ces - DishWasher	DW80F6		DW80H99**U*	
Compare Applian Model Number Manufacturer	DW80F800*** SAMSUNG ELECTRONICS	DW80F6 8 CO., LTD. SAMSUN		DW80H99**U* SAMSUNG ELECTRONIC	
Compare Applian Model Number Manufacturer Brand	Ces - DishWasher DW80F800*** SAMSUNG ELECTRONICS Samsung	DW80F6 S CO., LTD. SAMSUN Samsung		DW80H99**U* SAMSUNG ELECTRONIC Samsung	_
Compare Appliand Model Number Manufacturer Brand Dishwasher Type	Ces - DishWasher DW80F800*** SAMSUNG ELECTRONICS Samsung Standard	DW80F60 S CO., LTD. SAMSUN Samsung Standard		DW80H99**U* SAMSUNG ELECTRONIC Samsung Standard	_
Compare Appliant Model Number Manufacturer Brand Dishwasher Type Total Place Settings Per Cycle KWH Water Heating?	Ces - DishWasher DW80F800*** SAMSUNG ELECTRONICS Samsung Standard 15.00000 1.12000 True	DW80F60 S CO., LTD. SAMSUN Samsung Standard 15.00000		DW80H99**U* SAMSUNG ELECTRONIC Samsung Standard 15.00000	_
Compare Appliant Model Number Manufacturer Brand Dishwasher Type Total Place Settings Per Cycle KWH Water Heating? Truncated Cycle Capat	Ces - DishWasher DW80F800*** SAMSUNG ELECTRONICS Samsung Standard 15.00000 1.12000 True Ie? False	DW80F60 S CO., LTD. SAMSUN Samsung Standard 15.00000 1.12000 True False	00*** G ELECTRONICS CO., LTD.	DW80H99**U* SAMSUNG ELECTRONIC Samsung Standard 15.00000 1.20000 True False	_
Compare Appliant Model Number Manufacturer Brand Dishwasher Type Total Place Settings Per Cycle KWH Water Heating? Truncated Cycle Capat Annual Energy Use KW	Ces - DishWasher DW80F800*** SAMSUNG ELECTRONICS Samsung Standard 15.00000 1.12000 1.12000 True Ie? False H 265.00000	DW80F60 S CO., LTD. SAMSUN Samsung Standard 15.00000 1.12000 True False 265.0000 265.0000	00*** G ELECTRONICS CO., LTD.	DW80H99**U* SAMSUNG ELECTRONIC Samsung Standard 15.00000 1.20000 True False 258.00000	_
Compare Appliant Model Number Manufacturer Brand Dishwasher Type Total Place Settings Per Cycle KWH Water Heating? Truncated Cycle Capat	Ces - DishWasher DW80F800*** SAMSUNG ELECTRONICS Samsung Standard 15.00000 1.12000 True Ie? False H 265.00000 H Std 307.00000	DW80F60 S CO., LTD. SAMSUN Samsung Standard 15.00000 1.12000 True False	00*** G ELECTRONICS CO., LTD.	DW80H99**U* SAMSUNG ELECTRONIC Samsung Standard 15.00000 1.20000 True False	

4.7.5 Export Data

Users will have the option to export data to a CSV or Excel file. This includes data from a company search or advanced search.

4. Cale at the ((A duran and Care while the state of Care of the state of Care of the state of t		
1. Select the "Advanced Search" link or the "Search	New Company	Search User
Company" link		
	• Appliance Search	Search Company
	Advanced Search	Ocompany Information
		My Profile
2. Enter search parameters in the fields provided and the	nen click the "Search" button to t	the right. The system will
display search results based on the criteria provided.		
Advanced Search		
Select Appliance Type		
	Appliance Select Appliance Select Appliance Select Approved	v v v v v v v v v v v v v v v v v v v
3. Click either the Excel icon or the CSV icon at the top r	right of the search result grid. No	te: The system will
automatically export the data to the selected file typ	be and should be available in you	r download folder.
Search Results 326 record(s) found		Export To: Excel CSV
ModelNumber Manufacturer Bra	and ModelStatus RegulatoryStatus	AddDate Audio Video Type
Select HT-Q40 SAMSUNG ELECTRONICS CO., LTD. Sa	msung Approved Non Federally Regulated	d 05/07/2009 Compact Audio w/o clock
Select I HT-F5550 SAMSUNG ELECTRONICS CO., LTD. Sa	msung Approved Non Federally-Regulated	d 04/10/2013 DVD Player
Select HT-TZ322 SAMSUNG ELECTRONICS CO., LTD. Sa	msung Approved Non Federally-Regulated	d 05/07/2009 Compact Audio w/o clock
Select BD-D7500B SAMSUNG ELECTRONICS CO., LTD. Sa	msung Approved Non Federally-Regulated	d 05/10/2011 DVD Player
Select HT-D5300 SAMSUNG ELECTRONICS CO., LTD. Sa	msung Approved Non Federally-Regulated	d 03/18/2011 DVD Player
SearchResults.xls	USTUZUTI DVD Playel	Show all downloads
4. Double-click the downloaded item to open the	exported file to view results	
4. Double click the downloaded item to open the		
Clipboard G Pont G Alignment G Ni		Trrnat C Clear Filter Select Clear Control Co
A1 \sim : \sim f_x ModelNumber A B C D E ModelNumber Manufacture Brand ModelStatus RegulatoryStatus	F G AddDate Computer Room AC Type H	H I J leat Energy Source Voltage Phase
2 PFH096A-*L**** Liebert Liebert Approved Non Federally-Regulated VS070AM******* Liebert Liebert Approved Non Federally-Regulated DAMA-1.512-CO DATA AIRE, INC. Data Aire Approved Non Federally-Regulated	1/11/2005 CRCU-A-CB: Computer Room Spli 2/26/2009 CRC-A: Computer Room Air Cond 11/1/2010 CRC-A: Computer Room Air Cond	208 3 208 3 230 1
5 VS070AS******* Liebert Liebert Approved Non Federally-Regulated 0 DS042WS***** Liebert Liebert Approved Non Federally-Regulated 7 GFAU-03534 DATA AIRE, INC. Data Aire Approved Non Federally-Regulated 8 DS035AS***** Liebert Liebert Approved Non Federally-Regulated	2/26/2009 [CRC-A: Computer Room Air Cond 10/17/2005 (CSP-W: Computer Room Single P 11/1/2010 [CRC-A: Computer Room Air Cond 1/2/2005 [CRC-A: Computer Room Air Cond	208 3 208 3 460 3 208 3
B D5035AS******* Liebert Liebert Approved Non Federally-Regulated 0 GFWD-0234 DATA AIRE, INC. Data Aire Approved Non Federally-Regulated 0 GFWD-02314 DATA AIRE, INC. Data Aire Approved Non Federally-Regulated 1 GFWU-01132 DATA AIRE, INC. Data Aire Approved Non Federally-Regulated	1/11/2005 CRC-A: Computer Room Air Cond 11/1/2010 CSP-W: Computer Room Single P 11/1/2010 CSP-W: Computer Room Single P 11/1/2010 CSP-W: Computer Room Single P	208 3 460 3 460 3 230 3
2 OHS-040-W-* Stulz Stulz Approved Non Federally-Regulated 3 DS035WD******* Liebert Liebert Approved Non Federally-Regulated 4 DS042WD******* Liebert Liebert Approved Non Federally-Regulated	5/6/2013 CSP-W: Computer Room Single P 10/17/2005 CSP-W: Computer Room Single P 10/17/2005 CSP-W: Computer Room Single P	240 1 208 3 208 3
IS DFH037A-*LS*** Lebert Lebert Approved Non Federally-Regulated 0 MCD26W*** Lebert Lebert Approved Non Federally-Regulated 7 DS028ALI****** Liebert Liebert Approved Non Federally-Regulated	1/11/2005 CRCU-A-CB: Computer Room Spli 2/26/2009 CRCU-W-CB: Computer Room Spli 1/11/2005 CRC-A: Computer Room Air Cond	208 1 208 1 208 3

4.8 Account Management (Internal)

4.8.1 Staff Account Approval

CEC staff must approve all new company account requests. Once a request has been submitted, staff may access the request through the Staff Home Page, view the new company information and either approve or reject the account request.

Steps to C	Complete Process
 Enter Internal Staff User ID, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password *Password we read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In
2. Click the "Account Approvals" tab on the home pa	
3. Click the "Select" link next to the company to be re	
Account Approval Requests	
Company	Country Company WebSite(URL)
Select Mimi's Manufacturing Test 3rd Party Select bhelft	USA
biotect bioint	
4. Review the company information and then select "Effective Date" to approve the account request.	"Approved" from the Company Status dropdown and enter an
Company Status Company Status Approved Please Select Pending Approval Approved Deleted Expired Disabled	End Date

5. Click the "Save" button in the top right corner of the screen.	Save
 After clicking save, the system will display a message at the top of the screen to inform the user of the fact that the record was saved successfully. 	Company Information Detail Record saved successfully.
Note: The system will generate an automatemporary password for them to login to the system to login to the system to login to the system and the system an	atic account confirmation email and send it to the new user along with a the system.

4.8.2 Search for and Edit User Information

To edit a current user's information, staff logs into the system and searches for a user, opens their existing user detail, makes changes and selects save.

		Steps to	Complete	Process		
		Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.	0	*User ID *Password Thave read and agree to the Forgot your User ID?	og In Conditions of Use and Priva Forgot your Password?	
2.	Clic	<pre>< the "ACCT MGMT" tab in the top menu.</pre>	HOME	APPLICATIONS	VALIDATIONS	ACCT MGMT
3.	Clic	k on the "Search User" link.	 New Con Appliance Advance 	e Search	-	
4.	Ente	er user information and then click the "Search" b	utton.			
		Search First Name Last Name	Compar State	ıy	Search	

							letail.	
ults								
User Name	FirstName	LastName	Company		Role		Status	
ect ctuck	StateTestLab		State TestLab			al System Admin	Current Authorize	d User
	SUE	ORAZIL	UNITED STATES	THERMOAMP	INC		User Added, but r	ot an authorized us
ect TimMarbach	Tim	Marbach	California State U	Iniversity Sacran	nento		User Added, but r	ot an authorized us
								A
	es to user in formation	nformati	on as needed	and then cl	ick the "Sav	e" button in t	the top right co	orner.
Add or U	lpdate User							
*Last Na	ime			*First Name				
ORAZIL	_			SUE				
*Email A	ddress		*Phone Number		Fax Numbe	۲		
No Ema	ail		555-555-5555					
*User ID			*User Status		*Effective Date	è		
					C			
SUEOF	RAZIL		Inactive	•	01/08/2015			
		es to the					op right corne	r.
f needed, m							op right corne Save	
f needed, m User Ac	ake change count Infor							
f needed, m User Ac Assign R	ake change count Infor	mation		then click tl				
f needed, m User Ac Assign R Internal S	ake change count Infor ole taff	mation	user role and	then click tl	he "Save" b	utton in the t		Cancel
f needed, m User Ac Assign R Internal S	ake change count Infor ole taff C External Sy g "Save", th	mation	user role and	then click tl	he "Save" b	utton in the t	Save	Cancel y.
f needed, m User Ac Assign R Internal S After clicking Record save	ake change count Inform ole taff C External Sy g "Save", th	mation ystem Admin e system	user role and	then click tl	he "Save" b	utton in the t	Save	Cancel
f needed, m User Ac Assign R Internal S After clicking Record save	ake change count Infor ole taff = External Sy g "Save", th ed successfully.	mation ystem Admin e system	user role and	then click tl	he "Save" b	utton in the t	Save	Cancel y.

4.8.3 Add User to an Existing Company

Once the company account has been created, internal staff can add additional users to the account when requested. This is done by navigating to the account management tab to add users to the account. The system then sends an email to the new user notifying them of their account information and instructing them to login and complete the user registration the process.

	Steps	to Complete Pro	cess		
Conditions of	r ID and Password, check the Use and Privacy Policy box on the "Sign In" button.			ions of Use and Privacy Policy rgot your Password?	
2. Click on the " of the screen.	ACCT MGMT" tab at the top	<i>A</i> GOV			
3. Select the "Se	earch Company" link.	 New Company Appliance Sea Advanced Sea 	rch	 Search User Search Company Company Information My Profile 	n
4. Search for the	e company and click the "Select'	' hyperlink.			
Company Li Search Company Nan State Results	ne Country	Company Type ✓ Please Select ✓	Company WebSite	Search	
Comp Select Califo	any rnia State University Sacramento E INDUSTRIES	Type Test Lab Manufacturer	Company WebSite(UR	Export To:	
	TestLab	Manufacturer	www.enerdv.ca.dov	Approved	1
5. Scroll down to	o the Users grid and click the "A	dd" button to the bo	ttom right.		

C	Company Information	Detail		Save Cancel	
- 1	Company Information				
	*Company Name State TestLab		1		
		v Format: http://www.energy.	(2. COV)		
	www.energy.ca.gov	romat. http://www.energy.	.ca.gov)		
	Company Type				
	Manufacturer 🗹 Test Lab	2rd Party Cartifian			
- 1	Address	Sid Party Certiller			
- 1	*Country				
	USA •				
	*Address Line 1	lant	Address Line 2		
	1234 Anywhere You W		Next House Over		
	*City	*USA State	Foreign State/Provinc		
	Roseville	Alabama	▼	95678-0000	
	Users				
	First Name		Name Role		
	Select StateTestLa	ab User	External Syst	tem Admin	
6. Ente	Approved Appliance Typerent of the new user information		k the "Save" button in the	e top right corner.	
	er the new user infor		k the "Save" button in the		
U	er the new user information		k the "Save" button in the	e top right corner.	
U	er the new user inform Jser Information Add or Update User	mation and then clic			
U	er the new user information	mation and then clic	k the "Save" button in the		
U	er the new user inform Jser Information Add or Update User	mation and then clic	*First Name		
U	er the new user inform Jser Information Add or Update User	mation and then clic			
U	er the new user inform Jser Information Add or Update User Last Name *Email Address	mation and then clic	*First Name Fax Number		
U	er the new user inform Jser Information Add or Update User	*Phone Number	*First Name Fax Number	Save Cancel	
U	er the new user inform Jser Information Add or Update User Last Name *Email Address	mation and then clic	*First Name Fax Number		
U	er the new user inform Jser Information Add or Update User Last Name *Email Address	*Phone Number	*First Name Fax Number	Save Cancel	
U	er the new user inform Jser Information Add or Update User *Last Name *Email Address *User ID	*Phone Number *User Status Please Select	*First Name Fax Number Effective Date	Save Cancel	
U	er the new user inform Jser Information Add or Update User *Last Name *Email Address *User ID ign the security role for	*Phone Number *User Status Please Select	*First Name Fax Number Effective Date	Save Cancel	ıt
7. Assi	er the new user inform Jser Information Add or Update User *Last Name *Email Address *User ID ign the security role for	*Phone Number *User Status Please Select	*First Name Fax Number Effective Date	Save Cancel	It
7. Assi corr	er the new user inform Jser Information Add or Update User *Last Name *Email Address *User ID ign the security role features	mation and then click *Phone Number *User Status Please Select or the user by select	*First Name Fax Number Effective Date	Save Cancel	_
7. Assi corr	er the new user inform Jser Information Add or Update User *Last Name *Email Address *User ID ign the security role failed Account Information	mation and then click *Phone Number *User Status Please Select or the user by select	*First Name Fax Number Effective Date	Save Cancel	_
7. Assi corr	er the new user inform Jser Information Add or Update User *Last Name *Email Address *User ID ign the security role features	mation and then click *Phone Number *User Status Please Select or the user by select	*First Name Fax Number Effective Date	Save Cancel	_
7. Assi corr	er the new user inform Jser Information Add or Update User *Last Name *Email Address *User ID ign the security role failed Account Information	*Phone Number *User Status Please Select or the user by select	*First Name Fax Number Fax Number *Effective Date	Save Cancel	
7. Assi corr	er the new user inform Jser Information Add or Update User Last Name *Email Address *User ID ign the security role for ner. Account Information In Role	*Phone Number *User Status Please Select or the user by select	*First Name Fax Number Fax Number *Effective Date	Save Cancel	_
7. Assi corr	er the new user inform Jser Information Add or Update User *Last Name *Email Address *User ID ign the security role for ner. Account Information In Role mal Staff © External System Ad	mation and then click *Phone Number *User Status Please Select or the user by select n min (E)ternal Staff Supe	*First Name Fax Number Fax Number *Effective Date	Save Cancel	_
7. Assi corr User Assig Interr 8. The	er the new user inform Jser Information Add or Update User Last Name Last Name *Email Address *User ID ign the security role faner. Account Information In Role mail Staff C External System Address	mation and then click *Phone Number *User Status Please Select or the user by select n m min (E)ternal Staff () Supe message stating tha	*First Name Fax Number Fax Number *Effective Date • ing the appropriate boxes	Save Cancel	_

	Record saved successfully. Go Back User Account Information
10. C	ick the "Save" button in the top right corner of the User Information page.
	Company Information Detail
	Company Information
	*Company Name
	State TestLab
	Company Website (Follow Format: http://www.energy.ca.gov)
	Once saved, the system will display a message at the top of the screen and will send the new user their ID and a rary password via email. Company Information Detail Record saved successfully.
	Company Information Detail Record saved successfully.

4.9 Staff Entry of Submittal Information

4.9.1 Search and Edit Company Information

To search for and edit company information, follow the steps below:

Steps to Co	mplete Process
 Enter staff User ID and Password, and then click the "Sign In" button. 	Log In *User ID *Password Make read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In
2. Click on the "ACCT MGMT" tab at the top of the screen.	HOME APPLICATIONS VALIDATIONS ACCT MGMT

3. Select the "Search Company" link. New Company Appliance Search Search Company Advanced Search Company Information My Profile 4. Enter search criteria and then click the "Search" button.	Steps to Co	omplete Process	
		 Appliance Search Advanced Search 	• Search Company • Company Information
Company List Search Company Name Company Name Please Select Manufacturer Company Status Start Date Approved	Search Company Name Country Please Select Company Status Approved	Manufacturer End Date See	arch
5. Click the "Select" link to the left of the desired Company. Results Export To: Company Type Company WebSite(URL) Status Select California State University Sacramento Test Lab Approved Select State TestLab Manufacturer Approved Select State TestLab Manufacturer Approved Select UNITED STATES THERMOAMP INC Manufacturer Approved Add Add Add Add	Company Select California State University Sacramento Select STATE INDUSTRIES Select State TestLab	Type Company WebSite(URL) Test Lab Manufacturer Manufacturer www.energy.ca.gov	Status Approved Approved Approved Approved

	Steps to	Comp	lete Proc	ess	
Company Information De	etail				Save C,
Company Information					
*Company Name					
State TestLab					
Company Website (Follow Fo	rmat: http://www.energy.c	a.gov)			
www.energy.ca.gov					
Company Type					
Manufacturer Test Lab	ard Party Certifier				
*Country					
USA •					
*Address Line 1		Address L			
1234 Anywhere You Want		Next Hou	ise Over		
*City	*USA States	E	oreign State/Province	*ZIP/Postal	Code
Roseville	Alabama	•		95678	
Users					
First Name	Last N	ame	Role	desis	
Select StateTestLab	User		External System A	amin	
Approved Appliance Types Company Status Company Status Approved	*EffectiveDate		nd Date //14/2020		Add
Approved •	U1/U1/2015				

4.9.2 Add a New Company

If the company is new and does not have an existing account with the CEC, staff users will follow these steps before beginning an approval application:

Steps to Co	mplete Process
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password Password whave read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In
2. Click on the "ACCT MGMT" tab at the top of the screen.	HOME APPLICATIONS VALIDATIONS ACCT MGMT

	Search Company	111IK.		New Con	npany		Search User
				• Applianc			Search Company
				Advance			Company Inform
				• Auvance	u search		Company
							My Profile
er the na	me of the comp	any in the "Com	inany Name	o" search fiel	d and then click	the "Sear	ch" button on the
the scree	-			. Search nei		the Scar	
ompany l	List						
	LIOT						
earch							
Company Na	ame	Country		Company Typ	e		
		Please Select	\sim	Manufacture			
Company Sta	atue	Start Date		End Date			
Joinpany Ga	atus	Start Date		Life Date			
Approved						5	earch
Approved	~						earch
	any does not dis	play, then click t		utton in the	bottom right of t		n.
he compa	any does not dis	play, then click t			bottom right of t	he screer	n. Export To: 🕅 😳
he compa	any does not dis s Company		he "Add" bi	Туре		he screer	n. Export To: 🕅 💀 Status
Results	any does not dis s Company California State Univer		he "Add" bi	Type Test Lab	bottom right of t	he screer	n. Export To: 🖉 🗐 Status Approved
Results	any does not dis s Company		he "Add" bi	Туре	bottom right of t	he screer	n. Export To: 🕅 💀 Status
Results Select Select	any does not dis s Company California State Univer STATE INDUSTRIES	sity Sacramento	he "Add" bu	Type Test Lab Manufacturer	bottom right of t Company WebSite(UF	he screer	D. Export To: 🖬 💀 Status Approved Approved
Results Select Select	any does not dis s Company California State Univer STATE INDUSTRIES State TestLab	sity Sacramento	he "Add" bu	Type Test Lab Manufacturer Manufacturer	bottom right of t Company WebSite(UF	he screer	D. Export To: E D Status Approved Approved Approved
Results Select Select	any does not dis s Company California State Univer STATE INDUSTRIES State TestLab	sity Sacramento	he "Add" bu	Type Test Lab Manufacturer Manufacturer	bottom right of t Company WebSite(UF	he screer	D. Export To: E D Status Approved Approved Approved Approved
Results Select Select	any does not dis s Company California State Univer STATE INDUSTRIES State TestLab	sity Sacramento	he "Add" bu	Type Test Lab Manufacturer Manufacturer	bottom right of t Company WebSite(UF	he screer	D. Export To: E D Status Approved Approved Approved
Results Select Select Select Select	any does not dis s Company California State Univer STATE INDUSTRIES State TestLab UNITED STATES THE	sity Sacramento RMOAMP INC	he "Add" bu	Type Test Lab Manufacturer Manufacturer Manufacturer	bottom right of t Company WebSite(Uf www.energy.ca.gov	he screer	D. Export To: E Status Approved Approved Approved Approved Approved
Results Select Select Select Select	any does not dis s Company California State Univer STATE INDUSTRIES State TestLab UNITED STATES THE UNITED STATES THE	sity Sacramento RMOAMP INC	he "Add" bu	Type Test Lab Manufacturer Manufacturer Manufacturer	bottom right of t Company WebSite(Uf www.energy.ca.gov	he screer	D. Export To: E D Status Approved Approved Approved Approved
Results Select Select Select Select	any does not dis s Company California State Univer STATE INDUSTRIES State TestLab UNITED STATES THE UNITED STATES THE	sity Sacramento RMOAMP INC	he "Add" bu	Type Test Lab Manufacturer Manufacturer Manufacturer	bottom right of t Company WebSite(Uf www.energy.ca.gov	he screer	D. Export To: E Status Approved Approved Approved Approved Approved
he compa Results Select Select Select Select	any does not dis s Company California State Univer STATE INDUSTRIES State TestLab UNITED STATES THE Ompany information e screen.	sity Sacramento RMOAMP INC	he "Add" bu	Type Test Lab Manufacturer Manufacturer Manufacturer	bottom right of t Company WebSite(Uf www.energy.ca.gov	he screer	D. Export To: E Status Approved Approved Approved Approved Approved

	Create new company	
	Company Information	
	*Company Name	
	Company Website (Follow Format: http://www.energy.ca.gov)	
	Company Type	
	Manufacturer Test Lab 3rd Party Certifier Address	
	*Country USA •	
	*Address Line 1 Address Line 2	
	*City *USA States Foreign State/Province *ZIP/Postal Code	
	Alabama v	
7. Ent	ter the user information and click "Save".	
Create N Add User	New User	Save
*Last Nar	ne *First Name	
*Email Ac	ddress Phone Number Fax Number	
*User ID		
NOTE: Onc	e a user is created they will be emailed a temporary password and User ID. They will then need to o	complete
		complete
the new us	er account creation process.	
	☐ dev no reply <devnoreplycec@gmail.com> Sent: Thu 4/9/2015 9:57 AM ■ Miriam Hawkins</devnoreplycec@gmail.com>	
	Account confirmation	
Your accour your accour	nt has been successsfully created. Your UserName is MirTest .Your temporary password is V4LB00AHFD Please log-in to and change the password. For assistance, please email appliances@energy.ca.gov or call 1-800-XXX-XXXX.	

4.9.3 Entry of 3rd Party Application Information

In this scenario, CEC staff enters new application information on behalf of the company by selecting the type of application and entering company information.

Note: The company and contact information need to exist in the system before the application can be completed. To search for and add a new company, please see section 4.9.1 and 4.9.2.

Steps to Comple	te Process
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password And agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In
2. Click the "Applications" tab at the top of the screen.	HOME APPLICATIONS
3. Click on the "Third Party Certifier Application" link.	 Submit Appliance Data Delegation of Authority Application Third Party Certifier Application Test Laboratory Application
 Click the "Search" button in the Company Information section to search through Third Party Certifiers. 	Company Information *Certifying Company Name Search
5. Select name of company from the company list by clicking the	ne "Select" link to the left of the Company name.
Company Type Select California State University Sacramento Test Lab Select STATE INDUSTRIES Manufact Select Itate TestLab Manufact Select UNITED STATES THERMOAMP INC Manufact	turer Approved turer www.energy.ca.gov Approved
6. Click the "Search" button in the Contact section to search fo	r the Contact Person and their information.
*Contact First Name *Contact La Phone Number Fax Email Addre	Search

	Results					
	User Name	FirstName	LastName	Company	Role	Status
ĺ	Gelect tuck	StateTestLab	User	State TestLab	External System Ac	Imin Current Authorized User
Plac	ce a checkmark ne	ext to the app	licable Certi	fier Type(s)		Certifier Type
						 Appliance Manufacturer Trade Association Appliance Test Laboratory Appliance Brand Holder or Importer Manufacturer Other
Mar	rk the Declaration	checkboxes	and enter th	ie appropria	ate Name, Title a	and Declaration Date.
De	eclaration					
ea C al	ach category for which the It is financially and techn I declare under penalty o	e third party will file nically capable of co of perjury under the California Code of F	information; omplying with all of e laws of the State Regulations, title 20	f the applicable re of California that: 0, sections 1601-	equirements; : The foregoing is true, (1608 inclusive and all a	ederal law, and all other documents applicable to correct, complete, accurate, and in compliance with pplicable provisions of Sections 10-152 of Title 24 of n on behalf of State Testi ab
Ι.		**:+1	_			
Ι.	Name	*Titl	e		*Date	
			-	opdown me	*Date	
			-	opdown me	*Date	
	Select the Applic Application Status The third party certifier sho Efficiency Regulations from Commission may audit the	cation Status	from the dro approved for certil low. It is the respon this form to ensur- e Executive Directo	fying on behalf of a nsibility of the third e accurate and up	*Date enu. Enter the Re appliance manufacturers party certifier to update t dated information and, up	
	Select the Applic Application Status The third party certifier sho Efficiency Regulations from Commission may audit the provision of the above refer	cation Status own above is hereby in the date shown be content provided or renced Sections, th aces from the databa	from the dro approved for certi- low. It is the respon this form to ensure e Executive Directo use.	fying on behalf of a nsibility of the third e accurate and up or may suspend a	*Date enu. Enter the Re appliance manufacturers party certifier to update t dated information and, up	eceived Date and Effective Date.
	Select the Applic Application Status The third party certifier sho Efficiency Regulations from Commission may audit the provision of the above refer or remove affected appliant	cation Status own above is hereby in the date shown be content provided or renced Sections, th aces from the databa	from the dro approved for certi- low. It is the respon- this form to ensur- e Executive Directorse.	fying on behalf of a sibility of the third e accurate and up or may suspend a	*Date enu. Enter the Re appliance manufacturers party certifier to update t dated information and, up third party from making fi	eceived Date and Effective Date.
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4.9.4 Entry of Test Laboratory Application Information

Note: The company and contact information need to exist in the system before the application can be completed. To search for and enter a new company, please see section 4.9.1 and 4.9.2.

Steps to Comple	te Process
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password *Password *Description *Description *Description *Description *Description *Description *Description *Description *Description *Description *Description
2. Click the "Applications" tab at the top of the screen.	HOME APPLICATIONS
3. Click on the "Test Laboratory Application" link.	 Submit Appliance Data <u>Delegation of Authority Application</u> Third Party Certifier Application Test Laboratory Application
 Click "Search" button to search through Test Laboratories. 5. Select name of company from the company list by clicking the company list	Company Information *Test Laboratory Name Search e "Select" link to the left of the Company name.
Results	Export To: 🖾 🔂
Company Type Select California State University Sacramento Test Lat Select STATE INDUSTRIES Manufact Select State TestLab Manufact Select UNITED STATES THERMOAMP INC Manufact	Company WebSite(URL) Status o Approved eturer Approved eturer www.energy.ca.gov eturer Approved
6. Click the "Search" button in the Contact section to search fo	r the Contact Person and their information.
*Contact First Name *Contact La Phone Number Fax Email Addre	SS
7. Click the "Search" button in the Contact section to search fo	r the Contact Person and their information.

Results						
Onlast	User Name	FirstName	LastName	Company	Role	Status
Select	ctuck	StateTestLab	User	State TestLab	External System Admin	Current Authorized User
Click the ac	dd button t	o the bottor	n right of th	e	(Add
Appliance 1	Type and N	/lethod Selec	tion sectior	n		
grid.						
Select the /	Appliance (Category and	l Type from	the	ApplianceType/Test	Method Selection
	• •	d then place			Select Appliance	
next to the	applicable	e Test Metho	ds.			
					Select Category Electronics	Select Appliance Type Consumer Audio & Vider
					Test Methods	
					IEC 62087:2002(E)	
	<i></i>					
		tton at the b	ottom right	of	Dre	vious
the scree	en.				Pie	HOUS HEAL
	-	on checkboxe	es and enter	r the approp	riate Name, Title and	Date.
1. Mark the	e Declaratio	on checkboxe	es and enter	r the approp	riate Name, Title and	Date.
1. Mark the Declarat	e Declaratio					
1. Mark the Declarat	e Declaratio	s using the applica	ble test method(s) specified on the f	irst page of this application withir	n the previous 12 months;
1. Mark the Declarat It has It has It has	e Declaration	s using the applica s interpret and appl	ble test method(s y the applicable to) specified on the f	irst page of this application withir h in Section 1604 precisely as wr	n the previous 12 months;
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13. Scroll to the Documents section of the application p right of the documents grid.	bage and click on the "Upload Documents" to the bottom
Documents	
Document Name No records found	Created Date
	Upload Documents
14. Click the "Add" button at the bottom right corner of	f the Document List page.
Document List	
Document Name	Created Date
No records found	Add
	Next
 Click the "Choose File" button to select a file to upload. 	Upload Document
Note: Once uploaded, the name of the file will appear in the field.	Choose File No file chosen
16. Click "Next" to view the document in the document	
Upload Document	
Choose File CAV firstlevel demo.xlsx	
	Previous
17. Click "Next" to return to submitting the application.	
Document List	
DocumentName	Created Date
CAV firstlevel demo_04092015104119.xlsx	04/09/2015
	Add
18. Click the "Submit" button at the top right corner of	the screen.

California Applian Application		
Instructions		
	four weeks during the heavy re	renewal period (November-March) before contacting us regarding your application.
	nour wooks daming the neury h	tenendi pened (terember maren) eelele eenaeung de legataning jeur appreaden.
Company Informati	on	
 Once submitted, the message at the top of that the record was 	of the screen statin	Application
	lication should now	w be viewable in the Staff Home Page and the Company's Home Page.
Home Page Submittals Applic		w be viewable in the Staff Home Page and the Company's Home Page.
Home Page		Notifications Account Approvals
Home Page Submittals Applica	ations Delegations	Notifications Account Approvals
Home Page Submittals Applica	ations Delegations	Notifications Account Approvals Application Status Assigned To
Home Page Submittals Application # Received From	ations Delegations Manufacturer Name	Notifications Account Approvals Application Status Assigned To Submitted • Please Select •
Home Page Submittals Application # Received From	Ations Delegations Manufacturer Name Received To	Notifications Account Approvals Application Status Assigned To Submitted • Please Select • Order By First Field Order By Second Field
Home Page Submittals Application # Received From	Ations Delegations Manufacturer Name Received To	Notifications Account Approvals Application Status Assigned To Submitted • Please Select • Order By First Field Order By Second Field
Home Page Submittals Application # Received From Results 54 record(s) for	Ations Delegations Manufacturer Name Received To	Notifications Account Approvals Application Status Assigned To Submitted Please Select Order By First Field Order By Second Field Order By First Field Order By Second Field Received Date Please Select Export To: Excel
Home Page Submittals Application # Received From Results 54 record(s) for Type	ations Delegations Manufacturer Name Received To und	Notifications Account Approvals Application Status Assigned To Submitted Please Select Order By First Field Order By Second Field Image: Content of the second field Please Select Image: Content of the second field Please Select
Home Page Submittals Application # Received From Results 54 record(s) for	ations Delegations Manufacturer Name Received To und Application# Ass on APP109	Notifications Account Approvals Application Status Assigned To Submitted Please Select Order By First Field Order By Second Field Order By First Field Order By Second Field Received Date Please Select Export To: Excel CSV ssigned To Status Manufacturer Delegated Company Received Date Time Spent(Hours)

4.9.5 Entry of Appliance Data

Follow the steps below to have staff users submit appliance data on behalf of a company.

Steps to Complete Process					
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password Password have read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In				
 Click on the "Applications" tab at the top of the screen. 	HOME APPLICATIONS VALIDATIONS ACCT MGMT				

3. Click on the "Submit Appliance Data" link.	 Submit Appliance Data <u>Delegation of Authority Application</u> Third Party Certifier Application Test Laboratory Application
 Select the Appliance Category, the Appliance and the Type of Entry. If "Manual" is selected, the user will have to manually enter appliance data, if "Upload" is selected the system will prompt the user to upload an excel file. 	Select Appliance Type of Entry Electronics Consumer Audio & Vider Manual
5. Click the "Next" button on the right side of the screen.	Next
 On the appliance declaration page, click the "Search" button to find the company for whom you are submitting an application. 	Company Information *Certifying Company Name Search
7. Select name of company from the company list by cli	cking the "Select" link to the left of the Company name.
Company Select California State University Sacramento Select STATE INDUSTRIES Select State TestLab Select UNITED STATES THERMOAMP INC	Type Company WebSite(URL) Status Test Lab Approved Manufacturer Approved Manufacturer www.energy.ca.gov Approved Manufacturer Approved
8. Click the "Search" button in the Contact section to se	earch for the Contact Person and their information.
Phone Number Fax Er	nail Address
9. Select name of company from the company list by	clicking the "Select" link to the left of the Company name.
Results User Name FirstName LastName Company Select Juck StateTestLab User StateTest 10. Click the "Search" button in the Manufacturer	
section to add a manufacturer different from the certifying party.	UNITED STATES THERMOAMP INC
11. Click the "Select" link next to the name of the Man	ufacturer.

Result	S					Export To:	
	Company		Туре	Com	pany WebSite(URL)	Status	
Select	California State Univers	sity Sacramento				Approved	
Select	STATE INDUSTRIES		Manuf	acturer		Approved	
Select	state TestLab		Manuf	acturer www.	energy.ca.gov	Approved	_
Select	UNITED STATES THE	RMOAMP INC	Manuf	acturer		Approved	
12. Click "Ad	ld" below the Te	st Lab grid to add a C	EC approve	d Test Lab			
Test La	aboratory						
🔲 Nar	me		Test Method	\$			
	te TestLab		IEC 62087:20				
				(-)		Add Delete	
13. Click the	"Search" button	next to the Test	Sea	rch Approved Te	st Labs		
Laborato	ory Name field.		Те	st Laboratory Nam	e		Search
from. Company Search	List						_
Company N	ame	Country Please Select		ipany Type nufacturer	\checkmark		
						_	
Company S Approved	tatus 🗸	Start Date		nd Date		Search	
15. Click the	"Select" link to t	he left of the desired	d Test Lab.				
Results	5					Export To:	E E E E E E E E E E
	Company		Ту		vy WebSite(URL)	Status	
Select	California State Univers	sity Sacramento	Te	st Lab		Approved	
Select	STATE INDUSTRIES			100000000		Approved Approved	
Select	UNITED STATES THE	RMOAMP INC		www.en	ergy.ca.gov	Approved	
16. Mark the	e applicable test	methods.		Те	st Methods	Performed	
	· •			-			
					IEC 62087:20	102(E)	

17.	Click the "Next"	button in the	bottom right
	corner of the sc	reen.	



claration					
of the Cal 2. Units of e Sections 3. Section 1 4. All units n Section 1 5. The (i) m conspicut 6. The appli	ormation in this statement is true, comp ifornia Code of Regulations. ach basic model of appliance for which 1603 – 1604 of Title 20 of the California 606(g) of Title 20 of the California Cod nanufactured, distributed or otherwise i 607 of Title 20 of the California Code o anufacturer's name or brand name or tr ously displayed on an accessible place ance complies with the applicable ene andards in Sections 1605.1, 1605.2, an	a certification is reques a Code of Regulations e of Regulations have ntended for sale withi if Regulations. ademark; (ii) model ni e on each unit. rgy efficiency, energy	sted have been teste s. been and are being n the State of Califor umber; and (iii) date consumption, energ	ed in accordance with all a g complied with. mia have been and are be of manufacture are perm y design, water efficiency	applicable requirements of eing marked as required by anently, legibly, and
Name	*Title		*Date		
Name					
,	r process in 4.4.2.1			Save	Cancel
	*Action				_
	Add	¥			
	*Model				
	Manufacturer	Add Date			
	Brand Please Select	New Brand			
	*Regulatory Status				
	Please Select	T			
	Audio Video Type Please Select	Standby Power Usa	ge (Watts)		
	Standby Power Usage (Watts) Std	On Mode Power Usa	age (Watts)		
	On Mode Power Usage (Watts) Std				
	ad" entry was selected the so bload process in 4.4.2.2	ystem will displa	ay a document	upload page, refe	r to the Submit Appliance

4.10 Staff Processing of Submittals & Applications

4.10.1 3rd Party Approval Applications

Follow the steps below for staff users to process a 3rd Party Certifier Application. Once the application is processed, the system will automatically send an email to the company, once the status is updated and saved.

	Steps to Complete Process					
		lser ID and Password, chec	ck the Conditions of	Nave read a	-	tions of Use and Privacy Poli
 From the staff homepage, click the "Applications" tab to review a list of applications that need processing. Home Page Submittals Applications Delegations Notifications Account Approvals Click the "Select" link next to the application to review. 						
Inbox	Applications					
	Application#	Туре	Company	Submit Date	Expiration Date	Status
Select	APP63	Test Lab Application	AmitTestExternal	01/30/2015		Submitted
Select	APP57	Test Lab Application	testAmitAnother	01/29/2015		Submitted
Select	APP56	3rd Party Certifier Application	ABER HOT TUB MFG	01/28/2015		Submitted
Select	APP51	3rd Party Certifier Application	> testAmitAnother	01/21/2015		Submitted
Select	APP44	3rd Party Certifier Application	AmitTestExternal	01/20/2015	12/31/2015	Submitted
 Review the Application information and then scroll to the bottom of the application and select the appropriate status from the Application Status dropdown menu. 						

	California Appliance Efficiency Program 20 Application	015 Third Party Certifier Save Cancel	
	Instructions		
		I period (November-March) before contacting us regarding your application.	
	Company Information		
	*Certifying Company Name		
	testAmitAnother	Search	
	Address 1	Address 2	
	addr1		
	City State	ZIP/Postal Code Country	
I	city	95747 USA	
	Company Website (URL)		
	*Contact First Name	*Contact Last Name	
	Super	User Search	
	Phone Number Fax	Email Address	
		asheldon@trinitytg.com	
I	Certifier Type		
	Appliance Manufacturer Trade Association Appliance Test Laboratory Appliance Brand Holder or Importer Manufacturer Other		
	Documents		
	Document Name	Created Date	
	No records found		
		Upload Documents	
	Declaration		
	to each category for which the third party will file informatio t is financially and technically capable of complying with I declare under penalty of perjury under the laws of the 3 compliance with all applicable provisions of California Code		
	*Name *Title	*Date	
	test title	01/21/2015	
	Application Status		
	Appliance Efficiency Regulations from the date shown below. I change. The Commission may audit the content provided on the	etifying on behalf of appliance manufacturers in compliance with the requirements of the t is the responsibility of the third party certifier to update the information on this form should it his form to ensure accurate and updated information and, upon a finding of non-compliance with Executive Director may suspend a third party from making filings, allow continued filings under tabase.	
	Application Status *EffectiveDate Submitted	*Active ENF File	
	Assigned User *Received Date	Expiration Date	
	Please Select		
			I
5 Click the "Save" h	utton in the top right corner to		
save changes to th		Save Cance	1
	ystem will display a message	California Appliance Efficiency Program 201 Application	5 Third Party Certifier
stating that the re	cord was saved successfully.	Record saved successfully. The application number is: APP51	

4.10.2 Test Lab Approval Applications

Follow the steps below for staff users to process a Test Laboratory Application. Once the application is processed, the system will automatically send an email to the company, once the status is updated and saved.

Steps to Complete Process		
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.	Log In *User ID *Password Password Average to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In	
2. Click the "Applications" tab to review a list of application	ons that need processing.	
Submittals Applications Notifications Account Approvals		
3. Click "Select" next to the application in order to view ap	oplication details.	
Select 3rd Party Certifier Application APP25 Submitted A Select Test Lab Application APP57 Submitted te Select Test Lab Application APP63 Submitted Ar	Export To: Excel CSVanufacturerDelegated CompanyReceived DateTime Spent(Hours)J SPA MFR01/29/20151692stAmitAnother01/29/20151681mitTestExternal01/30/20151653mitTestExternal03/20/2015477	
4. Review the Application information and then scroll to the bottom of the application and select the appropriate status from the Application Status dropdown menu.		
Application Status Application Status *EffectiveDate Approved 01/30/2015 *Received Date *Assigned 01/30/2015 III	Active ENF File No To Expiration Date	
5. Click the "Save" button in the top right corner to save changes to the application.	Save Cancel	
 Once saved, the system will display a message stating that the record was saved successfully. 	California Appliance Efficiency Program 2015 Test Laboratory Application Record saved successfully. The application number is: APP109	

4.10.3 Appliance Data

Staff will access data submittals from the Staff Home page. The submittal detail page will display a grid of all passed models and a grid of models that have failed validation. Staff will review the submittal information and update the status accordingly (e.g. Processed/Re-Validate). If all of the models have passed validation, the appliance data notification email will automatically be sent by the system when the status is updated and saved. If there is at least one model that failed, staff will need to generate, review, edit and send the appliance data notification email.

For submittals with a status of "re-validate", the system will re-run 2nd stage validation rules and display the results in the Inbox on the Staff home page for processing.

Steps to Complete Process				
1. Enter the CEC staff User ID and Passwo Conditions of Use and Privacy Policy be click on the "Sign In" button.		★User ID Password Mave read and agree to th Forgot your User ID	Log In The Conditions of Use and Privacy Policy Porgot your Password? Sign In	
2. From the home page, click the "Submittals" tab to review a list of appliance data submittals that need processing. Home Page Submittals Delegations Notifications				
3. Click "Select" next to the application in Inbox Submittals	3. Click "Select" next to the application in order to view application details.			
Submittal#Appliance TypeSelectSUB461TransformersSelectSUB448TelevisionsSelectSUB423LargeBatteryCharger	Pending	Submitted By a Review asdf a Review TeeeVeee b Review adf	Assigned To Date Submitted 03/19/2015 03/19/2015 03/16/2015	
 Review the Submittal information and then scroll to the bottom of the Submittal screen. Select the appropriate status from the Submittal Status dropdown menu and enter the Effective Date and other applicable information. Submittal Status				
Submittal Status Please Select Assigned To Please Select	*EffectiveDate 03/19/2015 Notes	*Received Date	Send Email	

5. Users can draft the email to the company,	Create Email
citing reasons why the submittal was rejected and then click the "Send Email" button.	*From Send Email *To CC (For multiple addresses please user ',' as seperator) BC (For multiple addresses please user ',' as seperator) *Subject Status of Appliances *Body Thank you for submitting the appliances for approval Following appliances failed NewestTeeeVee
 Click the "Go Back" button in the top right corner. 	Go Back
 Click the "Save" button in the top right corner to save changes to the application. 	Save Cancel
 Once saved, the system will display a message stating that the record was saved successfully. 	Submittal # SUB83 Record saved successfully.

4.11 Validation Rules

The business rule engine is accessed by CEC staff who have obtained specific security priveleges to add and edit validation rules. Most of these changes can be made via the user interface, but for more complex changes, the IT department must be contacted (this will be described in further detail in upcoming sections). To make simple changes to rules such as decision order, a change in a value or operator for a specific rule, complete the steps outlined below.

4.11.1 View Decision Order

The Decision Order for an appliance type indicates the way the order in which the system reads each column of appliance data entered into the system. MAEDBS utilizes decision order to determine which combination of data matches a specific validation rule. This aspect of the Business Rule Engine will rarely need to be updated, only in cases where there are additional columns added to validation rules, new policy or an updated standard that needs to be used in matching appliance data to a specific validation rule.

Steps to Complete Process		
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click the "Sign In" button. 	k on	
2. Click on the "Validations" tab in the top menu.	HOME APPLICATIONS VALIDATIONS	
 3. Click "View Decision Order" 4. Select the Category and Appliance from the dropdown any updates by entering a corresponding number (i.e. 	• View Business Rules • Master Data Update • View Decision Order • View Decision Order • to view the decision order for the selected appliance. Make 1, 2, 3) and click the "Save" button.	
View Decision Order	Save	
Select Appliance Select Category Select Appliance Electronics Consumer Audio & Vid AudioVideo Status Status Manufactu Brand Model Nur	irer	
5. After clicking "Save" a message will be displayed near the top of the screen that lets the user know the decision order information was saved successfully.	View Decision Order Record saved successfully. Select Appliance	

4.11.2 Add a Group

Each validation rule belongs to a rule group which will be listed as i.e. Import Template line 1, Validation Line 1. Once a rule group has been added, users will not be able to delete an entire grouping from the list manually but there will be an option to set an end date for a rule group which will render it archived. This archived rule group will still display in the rule group list. If users wish to remove the rule group from the listing completely, they must contact IT to have it permanently deleted. To add a rule group, complete the steps below.

Steps to Complete Process		
 Enter the CEC staff User ID and Pass Conditions of Use and Privacy Policy the "Sign In" button. 		Log In *User ID *Password I have read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In
2. Click on the "Validations" tab in the	top menu.	HOME APPLICATIONS VALIDATIONS
3. Click "View Business Rules"		 View Business Rules Master Data Update View Decision Order
 Select the Appliance Category and T menus. 	ype from the dropdown	View Business Rules Select Category Select Appliance Electronics Consumer Audio & Vider
5. Click on the "Add Group" link at the List of Groups	bottom right of the Grou	ps grid.
	- Nome	
	p Name Video ImportTemplate Line 001	Start Date End Date 01/15/2015
	Video ImportTemplate Line 001	01/15/2015
	Video ImportTemplate Line 002	01/15/2015
	Video ImportTemplate Line 003	01/15/2015
	Video ImportTemplate Line 004	01/15/2015
	Video Validation Line 001	01/15/2015
	Video Validation Line 002	01/15/2015
	Video Validation Line 003	01/15/2015
	Video Validation Line 003	01/15/2015
Edit Select Stage 1 testor		03/10/2015 03/10/2015
		Add Group

6. Enter new Business Rule Group information in the fields provided.	Add Business Rule Group *Group Name *Stage Please Select *Start Date End Date	
7. Click the "Save" button in the top right corner.	Save Cancel	
Note: After clicking "Save" you will return to the View Business		
Rules screen where the newly added group will be displayed in		
the List of Groups. The system will now allow additional rules		
to be added to the rule group.		

4.11.3 Edit an Existing Group

Steps to Complete Process		
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password I have read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In	
2. Click on the "Validations" tab in the top menu.	HOME APPLICATIONS VALIDATIONS	
3. Click "View Business Rules"	 View Business Rules Master Data Update View Decision Order 	

	Constant de la constant de la constant			_
4. Select the Appliance Category and Type	from the dropdown	View Business Rules		
menus.		Select Category	Select Appliance	
		Electronics	Consumer Audio & Vide	.
			Consumer Addie & Addi	<u> </u>
5. Click on the "Edit" link to the left of the	Group that is to be edi	ted.		
	·			
List of Groups				
Otana Otana Nam			End Data	
Edit Select Stage Group Name	e ImportTemplate Line 001	Start Date 01/15/2015	End Date	
	ImportTemplate Line 002	01/15/2015		
	ImportTemplate Line 003	01/15/2015		
6. Change the Business Rule Group inform	ation as needed.	Edit Business	Rule Group	
		*Group Name		
		AudioVideo Im	portTemplate	
		*Stage		
		Stage 1	•	
		*Start Date	_	
		01/15/2015		
		End Date		
7. Click the "Save" button in the top right of	orner.	Save	Cancel	
Note: After clicking "Save" you will return t	o the View			
Business Rules screen where you will see the				
group information displayed in the List of C	iroups.			

4.11.4 Add a Rule

To edit validation rules, staff will login and navigate to the validation rules page. Staff will be able to edit current validation rules or create new ones if appliance standards have changed. There will also be an option to archive previous validation rules if necessary by using the end date function.

Steps to Complete Process		
1. Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button.	Log In *User ID *Password I have read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In	

2. Click on the "Validations" tab in the top menu.	HOME APPLICATIONS VALIDATIONS
3. Select the "View Business Rules" link.	 View Business Rules Master Data Update View Decision Order
 4. Select the Appliance Category and Type from the dropdown menus. 5. Click the "Select" link to the left of the Group to which a rule 	View Business Rules Select Category Select Appliance Electronics Consumer Audio & Vider will be added.
List of Groups	
Stage Group Name Edit Select Stage 1 AudioVideo ImportTemplate Line 001 Edit Select Stage 1 AudioVideo ImportTemplate Line 002 Edit Select Stage 1 AudioVideo ImportTemplate Line 002	Start Date End Date 01/15/2015 01/15/2015 01/15/2015 01/15/2015 01/15/2015
List of Rules	
Select Status Required Required 1	rder Failure Description Action is Required
Select Manufacturer Required 2 Select Brand Required Required 3	Manufacturer is Required Brand is Required
Select Model Number Required 4	ModelNumber is Required
Select Audio Video Type = Compact Audio w/clock 5	Audio Video Type Decision Branch
Select Standby Power Usage (Watts) Required Required 6	Standby Power Usage (Watts) is Required
Select On Mode Power Usage (Watts) Null 7	On Mode Power Usage (Watts) must be NULL
Select Regulatory Status = Non Federally-Regulated 8	RegulatoryStatus is Required and must be N
	Add Rule
7. Enter the new rule information in the fields provided and the	n click the "Save" button in the top right corner.
Add Business Rule	Save Cancel
	Appliance:AudioVideo Group:AudioVideo ImportTemplate Line 002
*Column *Operator //alue	*Order Delete
*Column *Operator Value Please Select • Please Select •	Formula Store Value
Add Condition	

8. After clicking "Save" a message will be displayed near the
top of the screen that lets the user know the new business
rule was saved successfully.

Add Business Rule

Record saved successfully.

4.11.5 Edit a Rule

Steps to Complete Process		
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password I have read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In	
2. Click on the "Validations" tab in the top menu.	HOME APPLICATIONS VALIDATIONS	
3. Click "View Business Rules"	 View Business Rules Master Data Update View Decision Order 	
 Select the Appliance Category and Type from the dropdown menus. 	View Business Rules Select Category Select Appliance Electronics Consumer Audio & Vider	
5. Click the "Select" link to the left of the Group to which a rule	will be added.	
List of Groups		
Stage Group Name	Start Date End Date	
Edit Select Stage 1 AudioVideo ImportTemplate Line 001	01/15/2015	
Edit Select Stage 1 AudioVideo ImportTemplate Line 002	01/15/2015	
Edit Select Stage 1 AudioVideo Import Emplate Line 003	01/15/2015	
Edit Select Stage 1 Audio Video Import Emplate Line 004	01/15/2015	
6. Click on the "Select" hyperlink located to the left of the desire	ed rule.	
List of Rules		
Rule O	rder Failure Description	
Select Status Required Required 1	Action is Required	
Select Manufacturer Required 2	Manufacturer is Required	
Select Brand Required Required 3	Brand is Required	
Select Model Number Required 4	ModelNumber is Required	
7. Enter the changes to the rule information and then click the '	'Save" button in the top right corner.	

Edit Business Rule	Save Cancel
*Failure Description Manufacturer is Required	Appliance:AudioVideo Group:AudioVideo ImportTemplate Line 002
*Column *Operator Value Manufacturer • Required •	Formula Store Value
8. After clicking "Save" a message will be displayed near the top of the screen that lets the user know the newly edited business rule was saved successfully.	Edit Business Rule Record saved successfully.

4.12 Master Data Update

This section allows staff users to add additional lookup values that are utilized in MAEDBS which is displayed as data in dropdown menus. While staff users are able to add values, they are not able to delete from the user interface and will need to contact IT for any permanent deletion of lookup values. To make changes to existing lookup values or to add a new lookup value complete the steps below.

4.12.1 Edit Master Data

Steps to Comp	lete Process		
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click on the "Sign In" button. 	Log In *User ID *Password Di have read and agree to the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password?		
2. Click on the "Validations" tab in the top menu.	HOME APPLICATIONS VALIDATIONS		
3. Select the "Master Data Update" link.	 View Business Rules Master Data Update View Decision Order 		

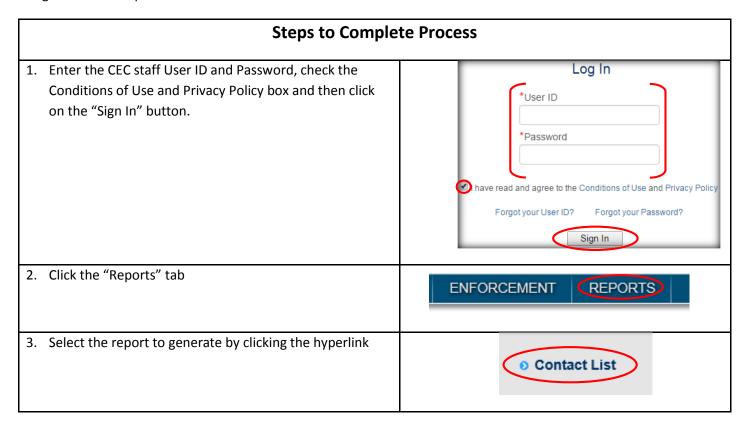
4. Select a Lookup Name from the dropdown menu.	View or Update Lookup Data Select Lookup Name EnergySource
5. Click the "Select" link next to the Lookup Value to be	edited.
Lookup Values (EnergySource)	
Code Description	Label SortOrder
Select B Both Heat Pump and Electric Resistance	Both Heat Pump and Electric Resistance 1
Select C Combo (Natural Gas & Oil)	Combo (Natural Gas & Oil) 2
Select E Electricity	Electricity 3
Select G Natural Gas	Natural Gas 4
Salast H Heat Pumn	Heat Pump 5
screen.	then click the "Save" button in the top right corner of the or Update Lookup Data" screen where you will see the newly
Edit Lookup Value	Save Cancel
*Label *C	ode
Electricity	
*Description *O	rder
Electricity 3	•

4.12.2 Add Master Data

Steps to Complete Process				
 Enter the CEC staff User ID and Password, check the Conditions of Use and Privacy Policy box and then click of the "Sign In" button. 	On Log In *User ID *Password Discrete the Conditions of Use and Privacy Policy Forgot your User ID? Forgot your Password? Sign In			
2. Click on the "Validations" tab in the top menu.	HOME APPLICATIONS VALIDATIONS			
3. Select the "Master Data Update" link.	 View Business Rules Master Data Update 			
 Select a Lookup Name from the dropdown menu. 5. Click on the "Add Lookup Value" hyperlink located at the 	View or Update Lookup Data Select Lookup Name EnergySource			
	bottom fight corrier of the bookup value gift.			
Select G Natural Gas	Natural Gas 4			
Select H Heat Pump	Heat Pump 5			
Select L LPG	LPG 6			
Select M Microwave	Microwave 7			
Select O Oil	Oil 8			
Select X None, unit has no heating capability	None, unit has no heating capability 9			
Select - No Match	No Match 10			
	Add Lookup Value			
6. Enter the new Lookup Value information and then click the Note: After clicking "Save" you will return to the "View or U lookup value displayed in the Lookup Value list.				
Add Lookup Value	Save Cancel			
*Label *Code				
*Description *Order	•			

4.13 Generate Reports

To generate a canned report staff logs in to the system and navigates to the reports tab. The user can select the type of report they wish to generate. Once the type of report is selected, staff can enter report parameters and the system will then generate the report.



4.14 Create Enforcement File

Once staff receives a compliance concern they will log into the system to create a new enforcement file. A user is able to link one or more manufacturers, appliance listings, test labs or certifiers to one file. The user is then able to append any notes associated with the compliance concern to the enforcement file.

			Steps to Co	omplete Pr	ocess		
1.	the Condition		nd Password, check wacy Policy box and tton.	D i h	*User ID Password ave read and agree to Forgot your User II	the Conditions of Use and Priv	
2.	Click the "E	NFORCEMENT" ta	b in the top menu.	APPLICATION	NS VALIDATIO	ONS ACCT MGMT	ENFORCEMENT
3.	Click on the	e "Enforcement Lis	st Search" link.		Enforcer	ment List Search	
4.	Click the "A	dd" button locate	d at the bottom right o	f the enforcen	nent search gri	d.	
	Search Select Plea	t Category ase Select ved Date	Select Appliance Please Select Enforcement ID S	Manufactur	er]	
	Resul	ts					
	Select Select Select Select 1234	Enforcement ID ENF15 ENF4 ENF1 ENF8 ENF9	Manufacturer AmitTestExternal California Energy Commission California Energy Commission A. O. SMITH ENTERPRISES, LTD. A. O. SMITH ENTERPRISES, LTD.		Appliance Type CompRmAC Televisions Televisions ClothesWasher GeoHP	DateReceived 2/27/2015 1:55:21 PM 2/3/2015 3:02:00 PM 2/2/2015 3:27:38 PM 2/10/2015 10:19:17 AM 2/10/2015 4:52:33 PM	
							Add

	nent information on enforcement file detail page.
	Enforcement Matter # ENF4 Save Cancel
	Complainant
	*Source Name Company TestName ACB tech
	*Country USA •
	*Address Line 1 Address Line 2
	1516 9th St apt 22 *City *USA State Foreign State/Province *ZIP/Postal Code
	*City *USA State Foreign State/Province *ZIP/Postal Code California California 95623
	Phone Number Email Address
	Actors
	Company Country Company Type Company WebSite(URL) Select California Energy Commission http://www.energy.ca.gov/
	Add
	Actions taken
	Company's Name Involves Actions Of Matter Description Actions Taken Action Date Select Distributor Market Survey Contract 2/3/2015 3:02:00 PM
	Notes
	Documents
	Document Name Created Date
	No records found
	Upload Documents Details
	*Select Category *Select Appliance *Received Via Electronics Televisions E-Mail
	*Intake By *Source of this Matter Please Select Retailer/Vendor
	How Resolved1 Models WithDrawn 1 How Resolved2 Models WithDrawn 2 Matter copied to DOE 1 Compliance in progress- 2
	*Enforcement Status Models Certified 1 Models Certified 2 Resolved Date Intake ▼ 2 4 02/03/2015 III
	Intake 2 4 02/03/2015
	Intake • 2 4 02/03/2015
oroll down to the	Intake ▼ 2 4 02/03/2015 IIII Referred To Legal View Documents
	Intake 2 4 02/03/2015
	Intake ▼ 2 4 02/03/2015 IIII Referred To Legal View Documents
	Intake ▼ 2 4 02/03/2015 IIII Referred To Legal View Documents
document grid.	Intake ▼ 2 4 02/03/2015 IIII Referred To Legal View Documents
Document grid.	Intake 2 Referred To Legal Wew Documents document section and click on the "Upload Documents" button to the bottom right of the
Document grid.	Intake 2 Referred To Legal Wew Documents document section and click on the "Upload Documents" button to the bottom right of the Created Date
Document grid.	Intake 2 Referred To Legal Wew Documents document section and click on the "Upload Documents" button to the bottom right of the

Document List	
Document Name Created Date	
No records found	Add
8. Click the "Choose File" button and select file to Upload Document	
upload.	
9. Select the document and click on the "Open" button in the bottom right corner.	
© Open	
Organize New folder	
★ Favorites Name Date modified Type Size	
Desktop Image: CEC Design Document & 4.3 Draft W 3/3/2015 2:28 PM Microsoft Word D 9,953 KB Downloads Image: CEC Design Document & 4.3 Draft W 3/3/2015 2:56 PM Microsoft Word D 9,953 KB	
Image: Second Places Image: Second Places 3/10/2015 1:36 PM Microsoft Excel W 19 KB	
Image: Spropbox Beno 3/10/2015 2:49 PM TechSmith Record 1,079,811 KB	
Image: MAEDBS training manual 3/31/2015 8:31 AM Microsoft Word D 6,315 KB Image: Maedbas training Quiz 3/31/2015 11:23 AM Microsoft Word D 17 KB Image: Maedbas training Quiz 3/31/2015 11:23 AM Microsoft Word D 17 KB Image: Maedbas training Quiz 3/31/2015 11:23 AM Microsoft Word D 17 KB Image: Maedbas training Quiz 3/31/2015 11:23 AM Microsoft Word D 17 KB Image: Maedbas training Quiz 3/31/2015 11:23 AM Microsoft Word D 17 KB Image: Maedbas training Quiz 3/31/2015 11:23 AM Microsoft Word D 17 KB	
File name: CAV firstlevel demo	•
Open	Cancel
10. When the file displays in field, click "Next".	
Upload Document	
Choose File CAV firstlevel demo.xlsx	
Previo	ut Next
11. Click the "Next" button to return to the enforcement file with the newly added documents.	
Document List	
Document Name Created Date	
CAVsecondleveldemo_04092015014520.xlsx 04/09/2015	_
CAV firstlevel demo_04092015014747.xlsx 04/09/2015	Add
	Add
12. Click "Save" to save enforcement file with attached documents	

nforcement Matter # ENF4		Save Cance
Complainant		
*Source Name	Company	
TestName	ACB tech	
*Country		

4.14 Mobile Appliance Search

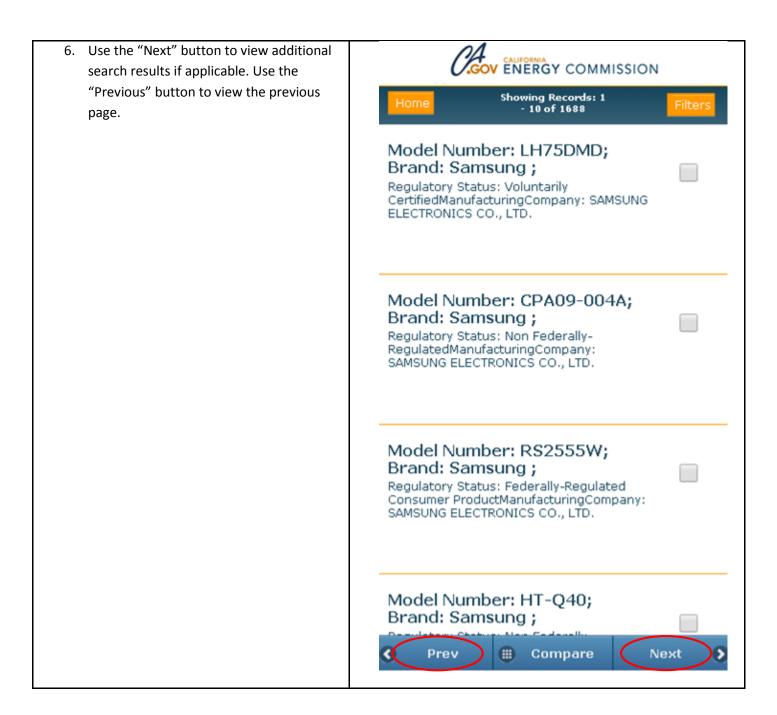
4.14.1 Appliance Search

To conduct a mobile appliance search and to view individual appliance data complete the following steps:

1.	After accessing the site from your mobile device, the mobile home page will display	CA ENERGY	COMMISSION	Income
	device, the mobile nome page will display select "Appliance Search"	Doi'thare as account One resolution Coloreans Internet recorder.	Log Is * der D beer * "der D * "der C * "	App rotate App rotate Sector of public address operations to response to the sector operation of the master to response to the sector operation of the master operation operation of the sector operation oper

2. The system will then navigate to the mobile appliance search screen.	COV ENERGY COMMISSION
	Appliance Search
	Enter Model or Manufacturer Search
	More Filters <u>Full Site</u> 2014 California Energy Commision, All Rights Reserved
 Enter the search criteria and click the "Search" button 	CALIFORNIA ENERGY COMMISSION
	Appliance Search
	LXA1230AX Search
	More Filters Full Site © 2014 California Commision, All Rights Reserved

 Search results will display on the following page. 	COV ENERGY COMMISSION
	Home Showing Records: 1 - 10 of 2 Filters
	Model Number: LXA1230AX; Brand: LG ; Regulatory Status: Federally-Regulated Consumer ProductManufacturingCompany: LG ELECTRONICS, INC.
 Click on the model number link to view the full list of unique model data. 	GOV ENERGY COMMISSION
	Home Showing Records: 1 - 10 of 2 Filters
	Model Number: LXA1230AX; Brand: LG ; Regulatory Status: Federally-Regulated Consumer ProductManufacturingCompany: LG ELECTRONICS, INC.



 After selecting the model number, the following page will display all data 	GOV ENERGY COMMISSION		
associated to that specific model.	Model:LXA1230AX		
	Manufacturer: LG ELECTRONICS, INC.		
	Brand: LG		
	RegulatoryStatus: Federally-Regulated Consumer Product		
	Add Date: 9/21/2001		
	Appliance Status: Approved		
	Heating Capable : None		
	Cooling Input Watts: 1330		
	Room AC Type : Room Air Conditioner		
	Energy Efficiency Ratio (EER): 9		
	EERStd: 8.5		
	Phase: 1		
	Cooling Output BTUH: 12000		
	Voltage : 230		
	Louvers? : False		
	🔊 Search Results 🌐 Home		

8. After viewing appliance data, select the "Search Results" button to view search	COV ENERGY COMMISSION
results or select "Home" to navigate back to the mobile home page.	Model:LXA1230AX
	Manufacturer: LG ELECTRONICS, INC.
	Brand: LG
	RegulatoryStatus: Federally-Regulated Consumer Product
	Add Date: 9/21/2001
	Appliance Status: Approved
	Heating Capable : None
	Cooling Input Watts: 1330
	Room AC Type : Room Air Conditioner
	Energy Efficiency Ratio (EER): 9
	EERStd: 8.5
	Phase: 1
	Cooling Output BTUH: 12000
	Voltage : 230
	Louvers? : False
	• Search Results Home

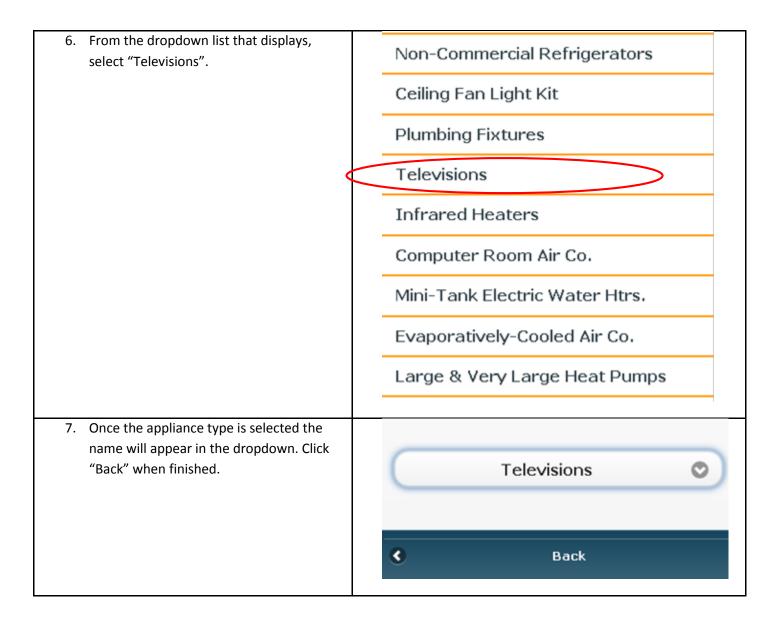
4.14.2 Search Filters

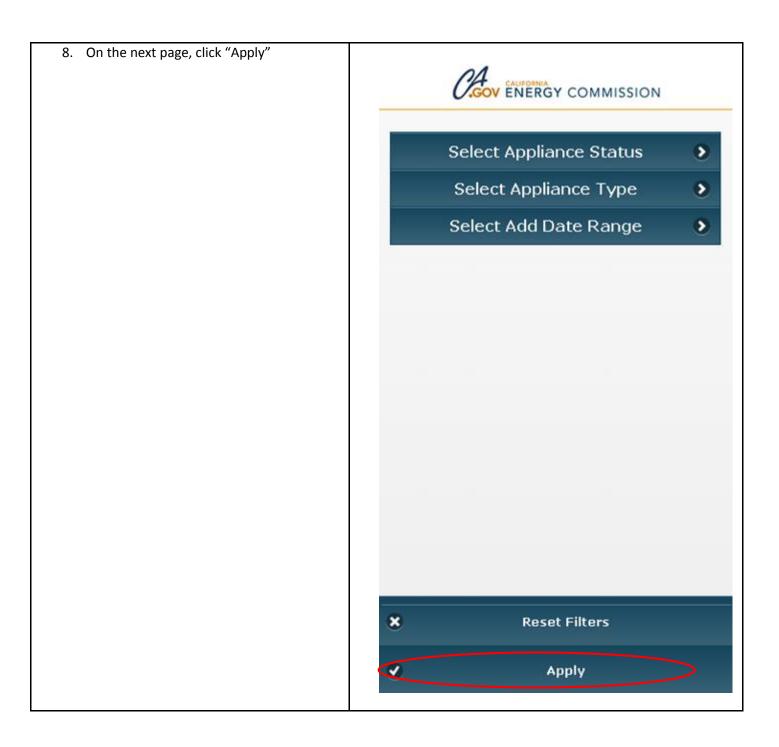
In addition to searching by model number or manufacturer, a user is able to search using filters. The mobile display allows the use of filters to narrow search results. To use filtering follow the steps below:

 In this example, we will search broadly, entering i.e. Samsung in the search field and clicking "Search". 	Appliance Search
2. The number at the top is quite large as the system has retrieved 1,688 total records (number listed at the top) that contain the word "Samsung". Click "Filters" located at the top right of the screen.	Image: Contract of the contract
	Model Number: CPA09-004A; Brand: Samsung ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: SAMSUNG ELECTRONICS CO., LTD.
	Model Number: RS2555W; Brand: Samsung ; Regulatory Status: Federally-Regulated Consumer ProductManufacturingCompany: SAMSUNG ELECTRONICS CO., LTD.

3. There are options to filter by Appliance Status, Appliance Type and Add date range. The "Reset Filters" button will clear		COV ENERGY COMMISSION			
	all currently selected filters and the "Apply" button will apply selected filters.		Select Appliance Status	۲	
			Select Appliance Type	۲	
			Select Add Date Range	۲	
		*	Reset Filters		
		۲	Apply		

 In this example, we will filter by appliance type, i.e. Televisions. Click the "Select Appliance Type" filter. 	CON ENERGY COMMISSION
	Select Appliance Status 🔹 📀
	Select Appliance Type
	Select Add Date Range 🔹 🔊
	× Reset Filters
	Apply
 Click on the dropdown to view a list of appliance types to choose from. 	
	Please Select
	S Back





9.	After clicking "Apply" the next page will	01
	display the home screen with the original	GOV ENERGY COMMISSION
	search criteria, in this case "Samsung". Click the "Search" button to run the search with the newly added filter.	Appliance Search
		samsung Search
		More Filters
10	Now, the results that display are narrowed	© 2014 California Energy Commision, All Rights Reserved
	down by Appliance Type- Televisions by Samsung, yielding a fewer number of	GOV ENERGY COMMISSION
	results, 507. To apply additional filters,	Home Showing Records: 1 - 10 of 507 Filters
follow the same process for each.	Model Number: UN32ES6550F; Brand: Samsung ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: SAMSUNG ELECTRONICS CO., LTD.	
		Model Number: UN55F7150AF; Brand: Samsung ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: SAMSUNG ELECTRONICS CO., LTD.

4.14.3 Compare Models

After conducting an appliance search, the user has an option to compare model data for up to two appliances. To select and compare two appliance models complete the following steps:

 After conducting an appliance search and viewing the results list, select the checkbox next to the appliances for comparison. 	GOV ENERGY COMMISSION
	Home Showing Records: 1 - 10 of 3 Filters
	Model Number: TL1232; Brand: TJ Maxx ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: Jimco Lamp & Manufacturing Co.
	Model Number: TL1232; Brand: Home Goods ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: Jimco Lamp & Manufacturing Co.
	Model Number: TL1232; Brand: Marshalls ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: Jimco Lamp & Manufacturing Co.

2.		GOV ENERGY COMMISSION
	Click on the "Compare" button located on the bottom of the screen.	Chauring Recorder 1
		Home - 10 of 3 Filters
		Model Number: TL1232; Brand: TJ Maxx ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: Jimco Lamp & Manufacturing Co.
		Model Number: TL1232; Brand: Home Goods ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: Jimco Lamp & Manufacturing Co.
		Model Number: TL1232; Brand: Marshalls ; Regulatory Status: Non Federally- RegulatedManufacturingCompany: Jimco Lamp & Manufacturing Co.
		Prev Empare Next

3.	The display will then show the appliance	01		
5.	he display will then show the apphalice data for the selected models. After viewing the appliance data, click on "Search Results" to navigate back to the search results page or click on "Home" to navigate back to the mobile search home page.	GOV ENERGY COMMISSION		
		Model:TL1232 Jimco Lamp & Manufacturing Co., Brand: TJ Maxx		
		RegulatoryStatus: Non Federally-Regulated		
		Add Date: 1/7/2013		
		Total Sockets : 1.00000		
		Base Type : Medium Screw Base		
		Compliance Method Used : E12, E17, or E26 screw- based socket w/prepackaged lamp		
		Portable Luminaire Type : Table		
		Model:TL1232 Jimco Lamp & Manufacturing Co., Brand: Home Goods		
		RegulatoryStatus: Non Federally-Regulated		
		Add Date: 1/7/2013		
		Portable Luminaire Type : Table		
		Compliance Method Used : E12, E17, or E26 screw- based socket w/prepackaged lamp		
		Base Type : Medium Screw Base		
		Total Sockets : 1.00000		
		Search Results Q Search Home		