

How to Update Fleet Information after Receiving EINs

Once your vehicles receive their Equipment Identification Numbers (EINs), you may need to add to or edit your information. For example, you may need to change data for a vehicle already reported, or you may need to add a vehicle. After the initial EINs are assigned, you do not need to resubmit any information, nor do you need to request review. When adding a new vehicle, DOORS automatically issues an EIN. Edits to vehicle information take effect immediately.

Steps to Adding/Editing Vehicle or Engine Information Using Online Screens

This guide provides detailed instructions on how to complete the following steps to add and edit information after your initial reporting.

- A. Log in to DOORS Account
- B. Locating the online forms for entering data
- C. Editing and saving information into online forms
- D. Checking for errors

A. Log In to DOORS Account

- Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html.
- Use your User Name and Password to log into your account.
- If you have forgotten how to access your account information, please review the DOORS Guide to Reporting Online found at: www.arb.ca.gov/msprog/ordiesel/knowcenter.htm or contact the DOORS hotline at 1(877) 59DOORS (36677) or by email at doors@arb.ca.gov for assistance.

B. Locating the online forms for entering data

- After you have logged into DOORS, you will select the fleet that you would like to work with, and click on its name. Fleets that have already received their EINS will appear in a green box in the first column, and fleets that still need to receive their EINS will appear in yellow.
- Once the correct fleet has been selected, you will see multiple options for working with this fleet, in the center column.
- You will need to click on the [Edit Fleet] button.
- This will take you to the “Owner Information” page.

DOORS ID: 17147 Name: FAKE COMPANY-PARENT		
Choose a Fleet	Choose an Option	Announcements / Quick Links
FAKE COMPANY-3 FAKE COMPANY-CHILD FAKE COMPANY-PARENT Create a New Fleet	Edit Options Edit Fleet Low-use Edit Program Vehicles Enter Stolen Vehicles Reassign Vehicle Aggregate Fleet	How to report: The User Guides for DOORS are currently being updated and will return soon. In the meantime, please check The Knowledge Center for available updates

C. Editing and saving information into online forms

1. Adding or Editing Owner Information

- After you have successfully accessed the “Owner Information” page, you may add or edit information in any of the fields just as you did when you initially reported.
- When you are done adding or editing your information, you must click on the [Enter Data] button. This will ensure that your changes are saved into DOORS.

California Environmental Protection Agency
Air Resources Board

Go to Off-Road Diesel Vehicle

Calendars | A-Z Index

Home Edit Owner Enter Vehicle Enter Engine Enter VDECS Request Review Exit

Explanation of terms (this opens a new tab in this window) **Enter Data**

Legal owner name:
 Company / Agency name
 Company / Agency type (optional)
 Company / Agency tax id
 Address1
 Address2
 City
 State abbreviation CALIFORNIA
 Zip
 Responsible person
 Responsible Person title
 Is your fleet a low population county municipality? No
 Designated as low population? No
 Non-profit training center? No
 Do you have a documented idling policy? Yes
 Fuel VDECS? No
 Are you a Captive Attainment Area Fleet? No
 Parent company DOORS ID (if any)
 Are you a Job Corps Fleet? No

ARB staff would like to help you entering your fleet data by providing one-on-on assistance as needed. Or, if you need other types of assistance please lets us know.
This service is offered on a first-come, first-serve basis. You are responsible for ensuring your data is reported by the required deadlines.

If you would you like ARB staff assistance, please email us at: doors@arb.ca.gov

Enter Data

2. Adding or Editing Vehicle Information

- At the top of the “Owner Information” page, you will see a series of buttons. These buttons are found on the top of all of the information pages, and they are used to navigate from page to page.

Home Edit Owner **Enter Vehicle** Enter Engine Enter VDECS Request Review Exit

- To access your vehicle information, click on the [Enter Vehicle] button. This will take you to the “Vehicle Information” page.

- To make edits to the information that you already have, you will need to click on the [Edit] link that is located next to the vehicle information that you would like to work with.

Edit	Delete	Sell/Retire	Line #	EIN	Veh serial num	Your veh num	Type	Veh Manufacturer	Veh Model	Veh MY	Purchase	Inservice	Specialty	Emergency	Snow removal	Agri-culture	SOON	Moyer	Demo	Awaiting Sale	Island
Edit	Delete	Sell/Retire	2	UV4U79	975210956		Surfacing Equipment	ARMSTRONG POWER SYSTEMS	cxzxczv	2008	2008-01-01	2008-01-01	No	No	No	No	No	No	No	No	No
Edit	Delete	Sell/Retire	1	UJ3T67	8645132		Bore/Drill Rigs	AICHI	asdf	2009	2009-01-01	2009-01-01	No	No	No	No	No	No	No	No	No

- After clicking on the [Edit] link, you will see that fields for editing your vehicle are located at the top of the page.
- You will use these fields to edit the information for each vehicle that needs to be changed.
- Enter in the information that you would like to add/edit in the fields.
- When you are finished, click on the [Enter Data] button to save your information in DOORS.

If you are buying a vehicle with no EIN please enter below:

Line #	EIN	Veh serial num	Your veh num	Type	Manufacturer						
2	UV4U79	975210956		Surfacing Equipment	ARMSTRONG POWER SYSTEMS						
Model	MY	Purchase(YYYY-MM-DD)		Inservice(YYYY-MM-DD)		Specialty	Emergency	Snow removal			
cxzxczv	2008	2008	1	1	2008	1	1	No	No	No	
Agri-culture	SOON	Moyer	Demo	Awaiting Sale		Island	Loan				
No	No	No	No	No		No	No				

Enter Data

- Too Sell/Retire or to Delete a vehicle, please refer to our User Guide on Reporting Retired or Sold Vehicles, located in our Knowledge Center at: www.arb.ca.gov/msprog/ordiesel/knowcenter.htm

3. Adding a Vehicle with an Engine Identification Number (EIN)

- If you have purchased a vehicle that already has an EIN and you would like to add it to your fleet, you will need to make sure that the company that is selling it has labeled it as “Sold” in DOORS. If it is not labeled as “Sold” you will not be able to add it to your fleet.
- If the previous owner has not labeled, the vehicle as sold, please contact ARB on the DOORS Hotline by phone 1(877) 59-DOORS (36677) or by email at doors@arb.ca.gov. Please DO NOT add the vehicle information into DOORS.
- Once you have had a successful initial fleet review, you may add a vehicle to your fleet using an EIN.
- Once you have accessed the “Vehicle Information” page, you will see a box at the top of the page and instructions on how to add a vehicle using an EIN.
- You will enter in the EIN for the vehicle that you are adding to your fleet in the box.

If you are buying a vehicle with an EIN please enter the EIN here; then, click on the "Buy" button.

Buy

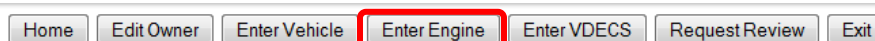
- When you have entered in the EIN into the box, click on the [\[Buy\]](#) button to save the information in DOORS.
- When you have successfully added the vehicle, you will see the following notification.

DOORS ID: 17147 Name: FAKE COMPANY-PARENT

Vehicle purchase recorded. Please edit the purchase and inservice dates.

4. Adding or Editing an Engine

- At the top of the "Vehicle Information" page, you will see the DOORS navigation buttons. Click on the [\[Enter Engine\]](#) button. This will take you to the "Engine Information" page.



- Once you are on the "Engine Information" page, you will be able to make corrections to your engine information in the same manner that you changed your vehicle information.
- To make edits to the information that you already have, you will need to click on the [\[Edit\]](#) link that is located next to the engine information that you would like to work with.

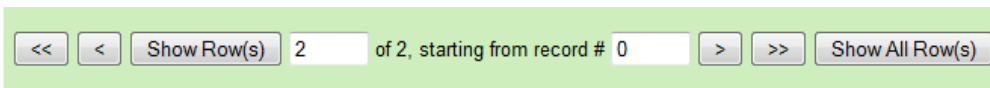
Edit	Delete	Sell	Line #	EIN	Veh serial num	Your veh num	Eng serial num	Eng Manufacturer	Eng Model	Eng Family	Eng MY	Eng HP	Eng Tier	Displacement (liters)	Date Purchase	Date Installed (Repowered)	Date Sold	On/Off road engine	Non-diesel engine	Certified to a different standard
Edit	Delete	Sell	3	UJ3T67	8645132		325556	AGCO	8956	8645132	2007	60	T2	3	2007-01-01	2007-01-01		off		
Edit	Delete	Sell	2	UJ3T67	8645132		8687451	AGCO	8956	8645132	2007	60	T2	3	2007-01-01	2007-01-01		off		
Edit	Delete	Sell	1	UV4U79	975210956		987420	AGCO	asdv	86452130	2009	60	T41	2.5	2009-01-01	2009-01-01		off		

- After clicking on the [\[Edit\]](#) link, you will see that fields for editing your engine are located at the top of the page.
- You will use these fields to edit the information for each engine that needs to be changed.
- Enter in the information that you would like to add/edit in the fields.
- When you are finished, click on the [\[Enter Data\]](#) button to save your information in DOORS.

EIN	Veh serial num	Your veh num	Eng serial num	Manufacturer		Model	Eng Family	
UJ3T67	8645132		325556	AGCO		8956	8645132	
Model Year	Max HP	Eng Tier	Displacement (liters)	Date Eng Purchase	Date Eng Installed (Repowered)	On/Off road engine	Non-diesel engine	Certified to a different standard
2007	60	T2	3	YYYY MM DD 2007 1 1	YYYY MM DD 2007 1 1	off	No	No
				Enter Edit Data	Enter Second Engine Data			

D. Checking for Errors

- Once you have finished adding or editing information in DOORS, you will need to make sure that your information was saved correctly.
- You will need to go to the “Information” page that you were working on, and scroll through the entire page to make sure that your information appears.
- If you have more than 100 vehicles, you may need to change the quantity of the visible rows.



A screenshot of a pagination control bar. It features a light green background with several buttons and text elements. From left to right: a double left arrow button (<<), a single left arrow button (<), a button labeled 'Show Row(s)' followed by a text input field containing the number '2', the text 'of 2, starting from record #', another text input field containing the number '0', a single right arrow button (>), a double right arrow button (>>), and a button labeled 'Show All Row(s)'.

- If you are sure that there are no more changes to be made, and your information has been saved correctly, you can then exit DOORS.

For more information on reporting, refer to our DOORS User Guides, which are available in the Knowledge Center at:

www.arb.ca.gov/msprog/ordiesel/knowcenter.htm

If you require additional assistance or information, please contact the DOORS hotline by phone at 1(877) 59DOORS (36677), or by email at doors@arb.ca.gov.