

Instructions for Uploading

General Overview

The Consumer Products Survey and Architectural Survey Upload Portal provided by the California Air Resources Board (ARB) will allow users to electronically submit .csv files produced by the Consumer Products Reporting Tool (CPRT), the Consumer Products Reporting Tool for Formulators (CPRTF), and the Architectural Coating Reporting Tool (ACRT). The Upload Portal also allows the electronic submission of Label files.

The upload process consists of three main steps. First, the User must complete the Consumer Products Survey and Architectural Survey Registration. Upon registration, the User will be sent their User Name and Temporary Password. The User will use the User Name and Temporary Password to log in and change the password to the desired new password. Next, the User will Log in and Upload the .csv files. Once completed, the user will move to the final step, which is Uploading of Label Files.

SYSTEM REQUIREMENTS:

The Consumer Products Survey and Architectural Survey Upload Portal is compatible with the following internet browsers.

- Internet Explorer 10 or higher
- Chrome version 39.0.21.71.95m or higher
- Firefox 32.0 or higher
- Safari 8 or higher

Getting Started

- 1) For the Consumer Products Survey: Go to <http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm>

For the Architectural Coatings Survey: Go to <http://www.arb.ca.gov/coatings/arch/survey/2014/2014survey.htm>

- 2) Click on the link for the Upload Portal.
- 3) Once on the Upload Portal landing page, click on “Need to Register.”
- 4) Otherwise, Log in with your User Name and Password.

Username Registration

Registration Request

All Users of the Upload Portal must register at the Consumer Products Survey and Architectural Survey Registration Page found at:

https://ssl.arb.ca.gov/consprodsurv/reg_req.php

Each User must fill out the required fields as shown on Figure 1. Please pay close attention to the following fields:

- 1) "Email Address": Please use your business email account. Personal email accounts will not be accepted.
- 2) "Reporting As": Please select the reporting group that corresponds to you (i.e. Responsible Party, Formulator, or Architectural Coatings). The definition of each reporting group can be found in the instructions of their respected surveys.

Figure 1: Filling out the Registration Request

Please Note: If you are submitting for multiple surveys, you must register for separate User Accounts. For example, Company A will report both a Consumer Products Survey and an Architectural Coating Survey. Therefore, the user will register once with the "Reporting As" field as Responsible Party and register once again with the "Reporting As" field as Architectural Coatings. The user will receive two separate User Names for the submission of their respective surveys.

- 3) "Captcha Security": To further increase security, please pay close attention to the captcha security number that is given. Please place the correct number in the field below to submit your registration request.

Registration Confirmation

Once the user has completed the Registration Request, a successful Verification page will confirm that the request has been submitted (see Figure 2).

The user will also receive three (3) emails to notify them of future steps in the log in process.

Please Note: The registration process can take up to 5 calendar days before the user receives their Log-In Information.

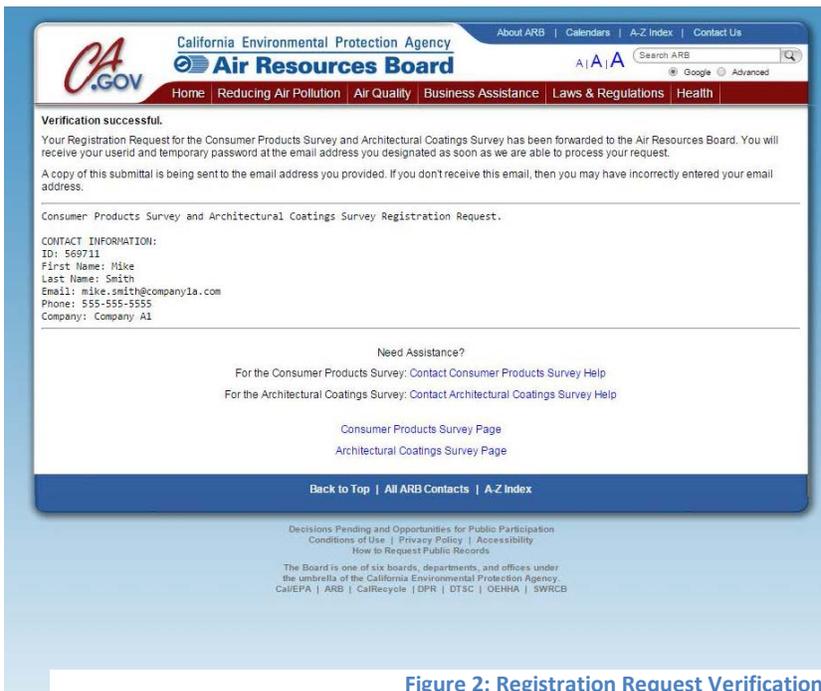


Figure 2: Registration Request Verification

The user will receive the following emails:

- 1) Confirmation: This email will confirm that ARB staff has received their registration request and will begin processing their information.
- 2) User Name: The user will receive an email with a User Name that will correspond to what survey is being reported for. If you have registered for multiple accounts, please pay close attention to which User Name corresponds to which "Reporting As" type.
- 3) Temporary Password: The user will receive a temporary password for the initial log in. The user will be prompted to change this once they complete the initial log in.

Initial Log-in

First Time Log In

When the user has received both their User Name and Temporary Password, they may log into the portal.

The link to the Log in can be found at either;

<http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm>

or

<http://www.arb.ca.gov/coatings/arch/survey/2014/2014survey.htm>

The screenshot shows the ARB website header with the logo and navigation menu. The main content area is titled "Consumer Products Survey and Architectural Coatings Survey Logon". It features two input fields: "Enter your Log-in ID" (with the example "1035mike.smith@company1.com") and "Enter your password" (with masked characters). There are "Submit" and "Clear Form" buttons. Below the login fields are links for "Need to Register?" and "Need Assistance?". Further down, there are links for "Consumer Products Survey Page" and "Architectural Coatings Survey Page". The footer includes "Back to Top | All ARB Contacts | A-Z Index" and a small disclaimer about public participation and record requests.

Figure 3: Initial Log-In

Once the user has typed in their User Name and Temporary Password, (see Figure 3) they will be immediately prompted to change their password to something more secure. (see Figure 4)

Your password must be reset before you can logon.

Please [reset your password](#).

Figure 4: Initial Password Change

Initial Password Change

The user will be redirected to the Consumer Products Survey and Architectural Coatings Survey Password Change Page (see Figure 5) from the previous page. Please complete the fields with your User Name, Temporary Password, and Your New Password.

Once submitted, the user will receive a successful password change confirmation page. (see Figure 6)

The user can now use the new password and securely upload their information through the web portal.

To continue, the user must log in with their User Name and New Password.

The screenshot shows the 'Change Password Form' on the California Air Resources Board website. The page header includes the CA.GOV logo and navigation links. The form contains the following fields and buttons:

- Enter your Log-in ID: 1035mike.smith@company1.com
- Enter your old password: [masked]
- Enter your new password: [masked]
- Re-Enter your new password: [masked]
- Buttons: Submit, Clear Form
- Section: Need Assistance?
- Links: For the Consumer Products Survey: Contact Consumer Products Survey Help; For the Architectural Coatings Survey: Contact Architectural Coatings Survey Help
- Footer: Back to Top | All ARB Contacts | A-Z Index

Figure 5: Password Change

The screenshot shows the 'Successful Password Change' confirmation page on the California Air Resources Board website. The page displays the following information:

- Message: Consumer Products Survey password successfully changed. You may now log in and Upload Files.
- Links: Consumer Products Survey Page, Architectural Coatings Survey Page
- Footer: Back to Top | All ARB Contacts | A-Z Index

Figure 6: Successful Password Change

Uploading .csv and Label files

.csv File Upload

Once the user has logged into the Upload Portal, they will be prompted to upload their .csv files. (see Figure 7)

To begin click “Choose Files”. A pop up window will allow the user to choose the .csv files you want to upload. Select the desired location and the files for upload. Press and hold the Shift Key or the CTRL Key to select multiple files. To complete the upload process, Click “Send File(s)”.



Figure 7: .csv Upload

Recommendation:

Please place all the .csv files you want to upload in a single folder prior to coming to the Upload Portal. This will eliminate the need to multiple upload attempts.

Once the files have been uploaded successfully, a confirmation window will show the user how many .csv files were sent, how many were accepted, and if there were any invalid or rejected files. (see Figure 8)

If all of the desired .csv have been uploaded, click on “Upload More Files” to continue on to uploading of Label image files.

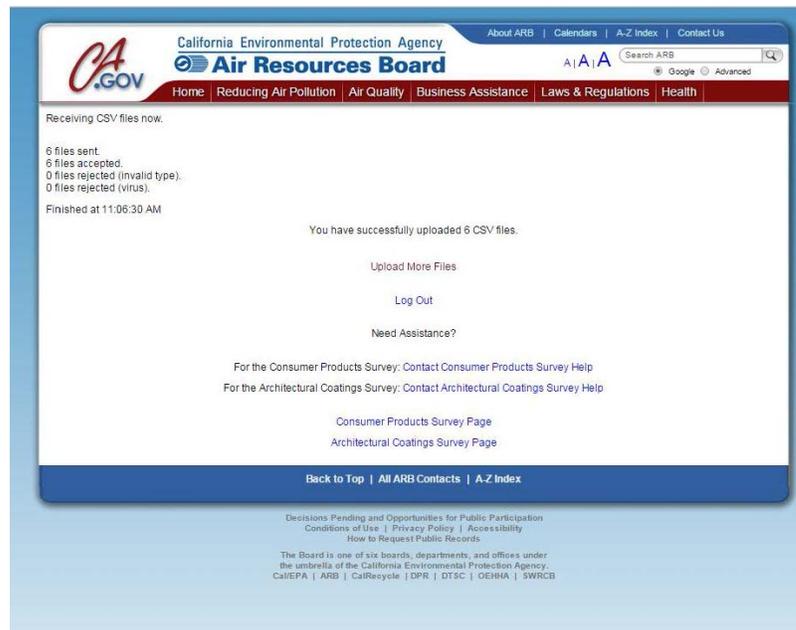


Figure 8: .csv Upload Successful

If any files were rejected during this upload process, please make note of what file was rejected and the reason for the rejection. Please check if the rejected file is a valid .csv file. The user may attempt to resubmit the rejected files by clicking "Upload More Files".

Note: Only resubmit the **Rejected Files**. Resubmission of successfully uploaded files will overright any previous submission.

NOTE FOR FORMULATORS:

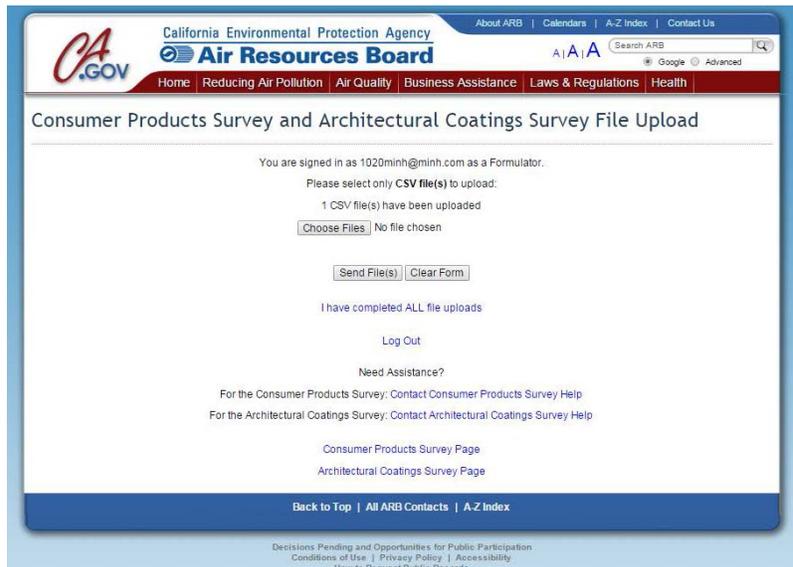
For formulators, upon successfully uploading of the requested .csv files, confirm the upload of survey materials (.csv files) are complete and click "Yes, I Have Completed All Uploads".

Otherwise, the User may click "Log Out" if they wish to return and upload more .csv files at a later time.

Formulators are NOT required to submit Image Label Files.

Important Note: Selecting "Yes, I Have Completed All Uploads" will end your upload privileges. Please confirm that all .csv and image files have been successfully uploaded prior to clicking this confirmation button.

If you re-enter the Upload Portal and have found that you have completed the uploading of all your files, Click "I have completed ALL upload files" to complete and submit your survey information. Your Survey will not be process unless you confirm that the survey submission is complete. (see Figure 9)



The screenshot displays the California Environmental Protection Agency (Air Resources Board) website. The page title is "Consumer Products Survey and Architectural Coatings Survey File Upload". The user is logged in as "1020minh@minh.com as a Formulator". The page shows a status of "1 CSV file(s) have been uploaded" and a "Choose Files" button. Below this, there are buttons for "Send File(s)" and "Clear Form". A section titled "I have completed ALL file uploads" contains a "Log Out" button. At the bottom, there are links for "Need Assistance?", "Consumer Products Survey Page", and "Architectural Coatings Survey Page". The footer includes "Back to Top | All ARB Contacts | A-Z Index" and "Decisions Pending and Opportunities for Public Participation | Conditions of Use | Privacy Policy | Accessibility | How to Request Public Records".

Figure 9: .csv Upload for Formulators

Image Label Files

Once all .csv files have been successfully uploaded, the user will be prompted to upload Label Image Files. (see Figure 10)

Select “Choose Files” and a pop up window will prompt the user to select the desired label image files.

Please note only the following image files are accepted: .doc, .docx, .jpg, .jpeg, .pdf, and .ps.



Figure 10: Label File Upload

Recommendation:

Please place all the image label files you want to upload in a single folder prior to coming to the Upload Portal. This will eliminate the need to multiple upload attempts. Also, if a large quantity of files need to be uploaded, it is recommended to upload them in batches of **1000 files**. Be careful not to upload duplicates. It is recommended that a user puts each batch of image label files in a separate folder prior to uploading.

Once the files have been uploaded successfully, a confirmation window will show the user how many image files were sent, how many were accepted, and if there were any invalid or rejected files. (see Figure 11)



Figure 11: Label File Upload Successful

If any files were rejected during this upload process, please make note of what file was rejected and the reason for the rejection. Please check if the rejected image file(s) are the correct and accepted file types shown above. The user may attempt to resubmit the rejected files by clicking "Upload More Files".

Note: Only resubmit the **Rejected Files**. Resubmission of successfully uploaded files will overwrite any previous submission.

If there is a need to upload more image files, click "Upload More Files". The User may also click "Log Out" if they wish to complete the label uploads at a later time.

Otherwise, confirm the upload of survey materials (.csv and image files) are complete and click "Yes, I Have Completed All Uploads". (see Figure 11)

Important Note: Selecting "Yes, I Have Completed All Uploads" will end your upload privileges. Please confirm that all .csv and image files have been successfully uploaded prior to clicking this confirmation button.

If you re-enter the Upload Portal and have found that you have completed the uploading of all your files, Click "I have completed ALL upload files" to complete and submit your survey information. Your Survey will not be process unless you confirm that the survey submission is complete. (see Figure 10)

Survey Completion

The user will be directed to a final completion page to confirm the upload of the survey.

(see Figure 12)

This completes the electronic submission process of the survey including the .csv and image files. The user can now log off.



Figure 12: Survey Completion

Log Out

At any point, if the user would like to log out of the Upload Portal, click “Log Out”. For security reasons, please note Figure 13 when logging out. This will confirm a successful log out. Logging back in afterwards will resume the upload process where the user last left off.



Figure 13: Log Out

Questions?

If you require further assistance or have any questions,

For The Consumer Products Survey:

Go to: <http://www.arb.ca.gov/consprod/regact/2013surv/2013main.htm>

Or contact Consumer Products Survey Help at: csmrprod@arb.ca.gov

For The Architectural Products Survey:

Go To: <http://www.arb.ca.gov/coatings/arch/survey/2014/2014survey.htm>

Or contact Architectural Coatings Survey Help at: archcoatsurvey@arb.ca.gov