

Printing a Truck & Bus Regulation Certificate of Reported Compliance

Last Revised December 18, 2018

If you created an account in the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) and need to print a certificate of reported compliance, follow the instructions as indicated below.

- **If you experience any difficulty after following all of these instructions, email trucrs@arb.ca.gov with your TRUCRS ID number, company information and contact information.**
- **Once TRUCRS is open, you may print a certificate for 2018 or 2019. If you are trying to print a certificate based on your compliance status prior to open reporting please skip to page 5.**

Certificate Instructions

- If you report compliance with the Truck and Bus Regulation, you can print a certificate. See <http://www.arb.ca.gov/dieseltruck> for deadlines and requirements.
- You can only print a certificate if all vehicle and company information reported is correct and complete in TRUCRS. Only fleets that have completed reporting and are in compliance can print a certificate.
- Ensure that all reported information is correct and complete before proceeding with the instructions below.

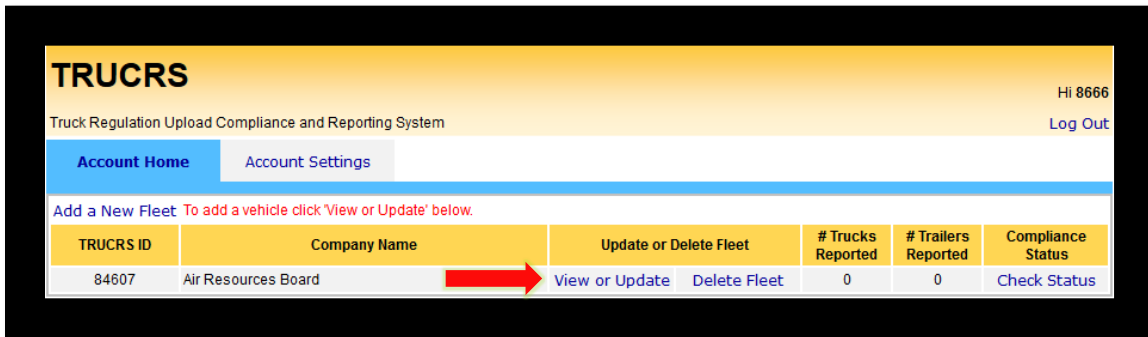
Step 1: Open the [Truck and Bus Reporting Page](#), and enter your user name and password.

Click "Log In" to continue. If you forgot your username or password, select "Forgot Username/Password?" for assistance.

The screenshot shows the TRUCRS login interface. At the top, there are three navigation tabs: "NEW USERS" (green), "EXISTING USERS" (yellow), and "RESOURCES" (dark blue). Below the tabs, the "EXISTING USERS" section is active, featuring a "Username" input field, a "Password" input field, and a "Log In" button. To the left of the login fields, there is a "Create New Account" button and a link to "Change Login Information/Close Account" with a note: "(For faster response, fax form to (916)-323-5526)". To the right of the login fields, there is a list of links: "Who must report in 2019?", "Forgot Username/Password?", "FAQs & Videos" (including a video link for "Forgot Username or Password (4 min) (Español)"), "Paper Reporting Forms (Español)", "How to print a 2019 Certificate" (including links for "Truck and Bus Regulation" and "SWCV Regulation"), "Check compliance status of other fleets", and "Report Non-Compliant fleets".

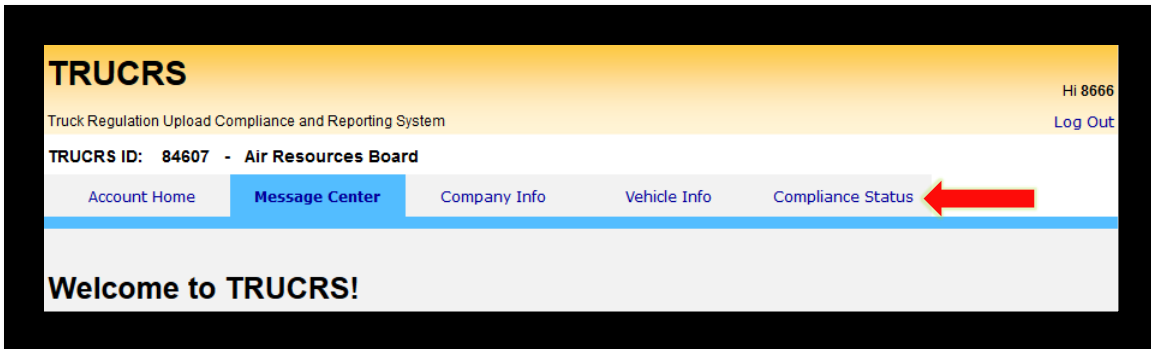
Step 2: Go to your Company/Fleet information by selecting “View or Update”.

Select your fleet from the list and click “View or Update” to continue.



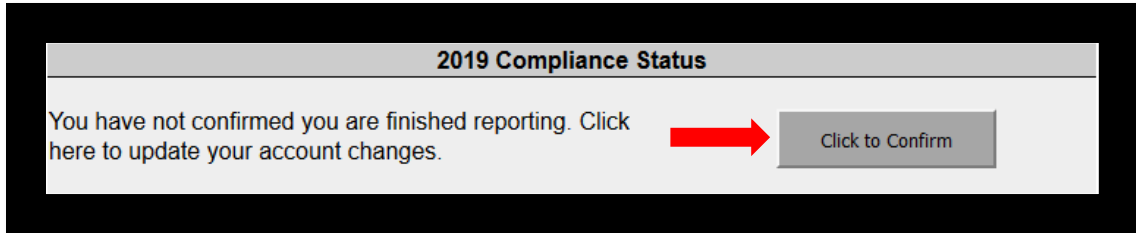
Step 3: Select the “Compliance Status” tab

Click the “Compliance Status” tab to the far right as shown below to continue.



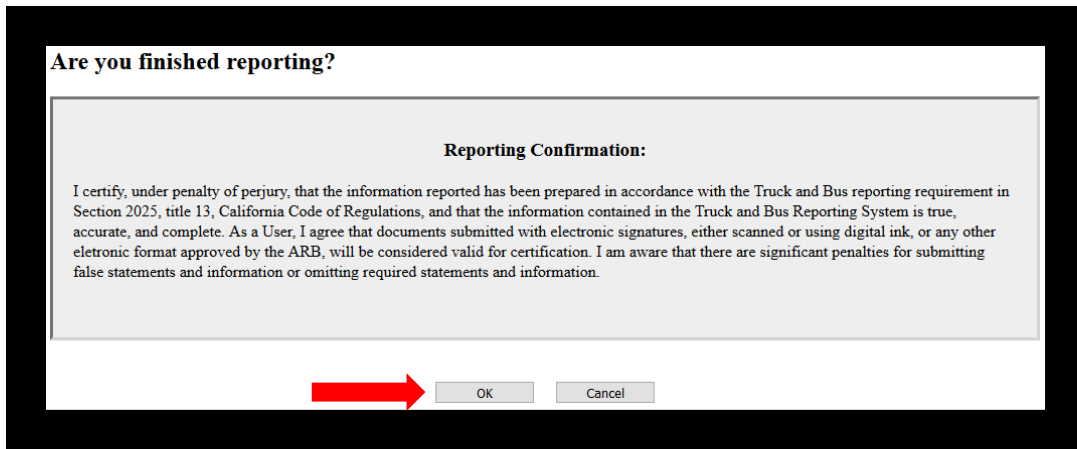
Step 4: Confirm reporting

Scroll down to the box labeled “2019 Compliance Status”. Click the box labeled “Click to Confirm”, as seen below, to confirm you have entered your fleet information and finished reporting.

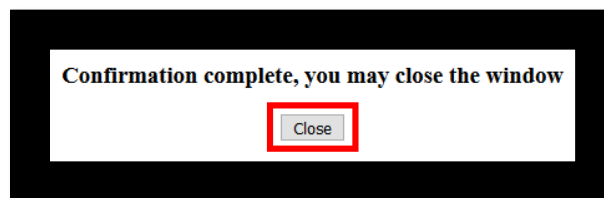


1. A small pop-up window will appear with a reporting confirmation. Click “OK” to continue.

By clicking “OK” you are confirming under penalty of perjury that the information you reported is complete and accurate. Click “Cancel” to go back and make changes to the fleet.



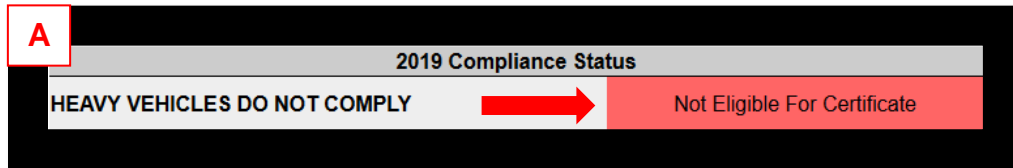
2. Once you click “OK” the message will change to “Confirmation complete” as displayed below. Click “Close” to continue.



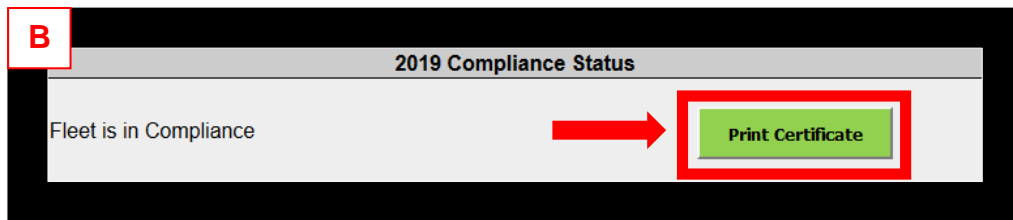
Step 5: Check compliance

After the page reloads, you will see one of the two colored boxes below.

- A:** If your fleet does not meet the compliance requirements, a red box stating “Not Eligible for Certificate” will display to the right as shown in the example below.

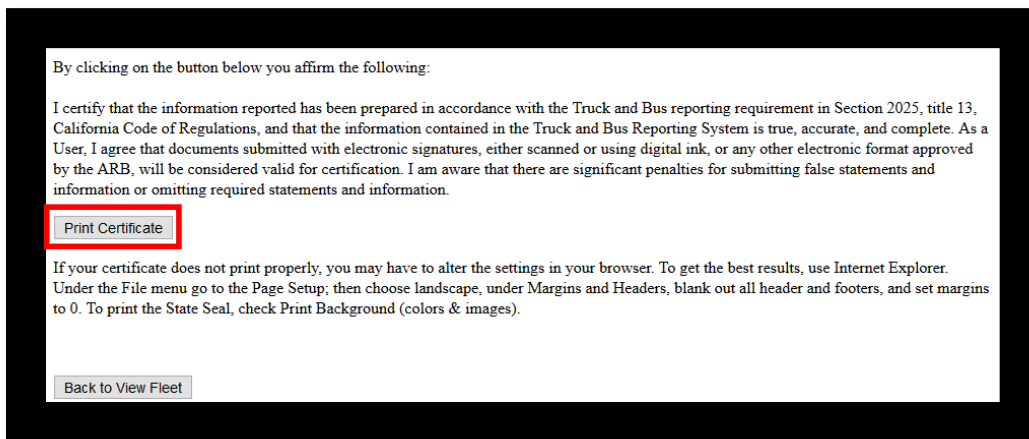


- B:** If your fleet meets the compliance requirements, the statement “Fleet is in Compliance” will display on the left side of the “2019 Compliance Status” box. A green box will appear to the right prompting you to click “Print Certificate” as shown below. Click the green box to continue.



Step 6: Print certificate

Click “Print Certificate” to confirm you agree with the statement below and access the certificate for printing.



Important Note

If your certificate does not print properly, you may have to alter the settings in your browser. To get the best results, use Internet Explorer. Under the File menu go to the “Page Setup” and choose “landscape”. Next, under “Margins and Headers”, blank out all header and footers and set margins to “0”. To print the State Seal, check “Print Background” (colors & images).

Prior Reporting Year Certificate Instructions

- TRUCRS allows fleets to print a certificate of compliance if the last recorded fleet status before open reporting was compliant.
- If you were not compliant, or did not update your fleet's compliance status during the last year, you will not be able to print a certificate reflecting the last year's compliance.

Step 1: Open the [Truck and Bus Reporting Page](#), and enter your user name and password.

Click "Log In" to continue. If you forgot your username or password, select "Forgot Username/Password?" for assistance.

The screenshot shows the TRUCRS login interface. It features three main navigation tabs: 'NEW USERS' (green), 'EXISTING USERS' (orange), and 'RESOURCES' (dark blue). The 'EXISTING USERS' tab is active and contains a login form with 'Username' and 'Password' input fields and a 'Log In' button. A red arrow points from the 'Forgot Username/Password?' link in the 'RESOURCES' section to the Password field. The 'RESOURCES' section also includes links for 'Who must report in 2019?', 'FAQs & Videos', 'Paper Reporting Forms (Español)', 'How to print a 2019 Certificate', and 'Check compliance status of other fleets'.

Step 2: Review your Company/Fleet information by selecting View or Update.

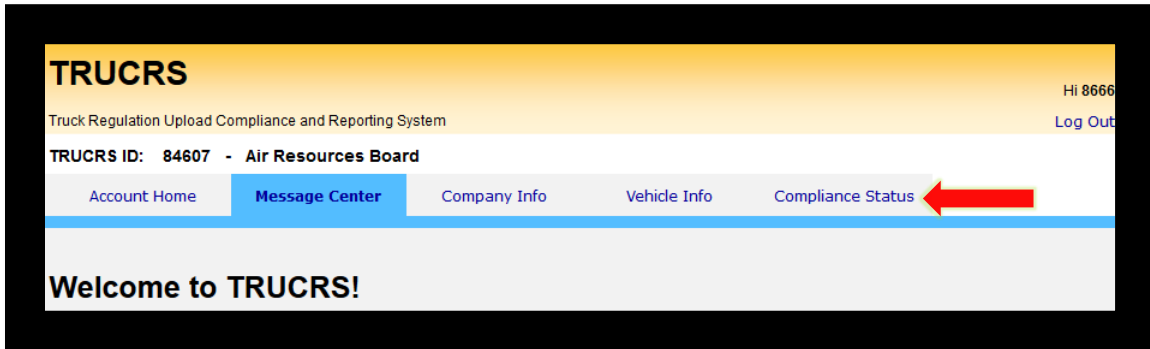
Logging in will take you to the fleet summary list. Select your fleet and click "View or Update" to continue.

The screenshot shows the TRUCRS fleet summary list. The page header includes 'TRUCRS' and 'Hi 8666'. Below the header, there are tabs for 'Account Home' and 'Account Settings'. A table lists fleet information with columns for TRUCRS ID, Company Name, Update or Delete Fleet, # Trucks Reported, # Trailers Reported, and Compliance Status. A red arrow points to the 'View or Update' link for the fleet with TRUCRS ID 84607 and Company Name Air Resources Board.

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
84607	Air Resources Board	View or Update Delete Fleet	0	0	Check Status

Step 3: Select the “Compliance Status” tab

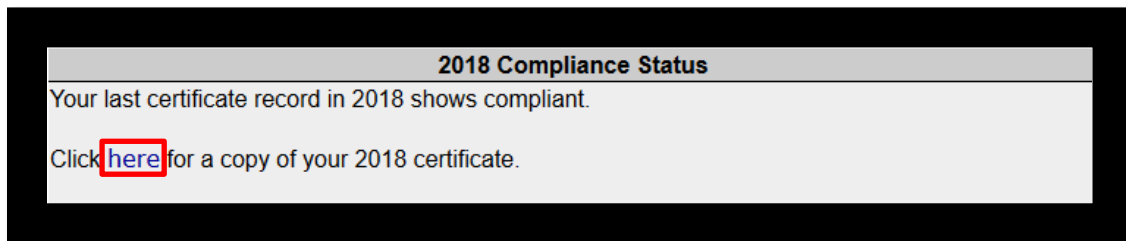
You will arrive at the “Message Center” tab. Click on the “Compliance Status” Tab to the far right as shown below to continue.



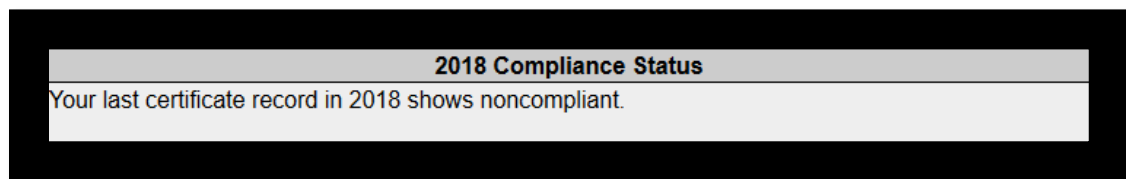
Step 4: Check the “2018 Compliance Status” Box

If your last recorded reporting status was compliant, you will see a sentence that says, “Click here for a copy of your 2018 certificate.”

Click the word “here” for a copy of last year’s certificate.



If your last recorded reporting status was non-compliant, you will see the message below.



If your fleet did not exist prior to open reporting for 2019, you will not see a “2018 Compliance Status” box.