

Finding and Printing a Truck and Bus Regulation Reporting Certificate

Last Revised December 11, 2017

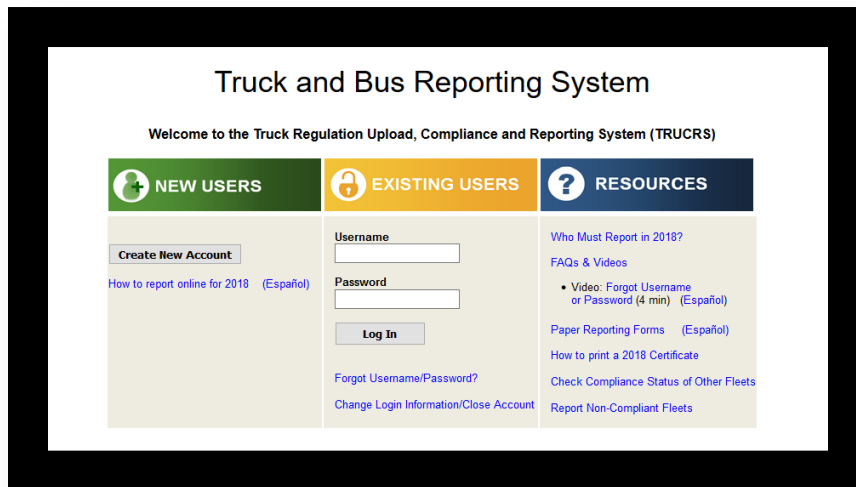
If you created an account in the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) and need to print your certificate of reported compliance, follow the instructions as indicated below.

- **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.**
- **You may temporarily print the previous year's compliance certificate. Scroll to page 6 of this document for instructions.**

2018 Certificate Instructions

- If you report compliance with the Truck and Bus Regulation you can print a certificate. See <http://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm> for deadlines and requirements.
- You can print a certificate only if all of your vehicle and company information is correct and complete in the reporting system. Only fleets that have reported and are in compliance can print a certificate. Ensure that all 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. If you forgot your password, select “Forgot Username/Password”.



The screenshot shows the login page for the Truck and Bus Reporting System. The page title is "Truck and Bus Reporting System" and the subtitle is "Welcome to the Truck Regulation Upload, Compliance and Reporting System (TRUCRS)". There are three main navigation tabs: "NEW USERS" (green), "EXISTING USERS" (orange), and "RESOURCES" (dark blue). Under "NEW USERS", there is a "Create New Account" button and a link "How to report online for 2018 (Español)". Under "EXISTING USERS", there are input fields for "Username" and "Password", a "Log In" button, and links for "Forgot Username/Password?" and "Change Login Information/Close Account". Under "RESOURCES", there are links for "Who Must Report in 2018?", "FAQs & Videos", "Video: Forgot Username or Password (4 min) (Español)", "Paper Reporting Forms (Español)", "How to print a 2018 Certificate", "Check Compliance Status of Other Fleets", and "Report Non-Compliant Fleets".

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

Logging in will take you to your fleet summary list. Select your fleet and Click on “View or Update” to continue.

Truck and Bus Reporting System Hi ARB
Log Out

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

[Account Home](#) [Account Settings](#)

Add a New Fleet

| TRUCRS ID | Company Name | Update or Delete Fleet | # Trucks Reported | # Trailers Reported | Compliance Status |
|-----------|---------------------|---|-------------------|---------------------|------------------------------|
| 119815 | Air Resources Board | View or Update Delete Fleet | 0 | 0 | Check Status |

Step 3: Select the “Compliance Status” tab

Initially, you will be directed to the Message Center tab. Click on the Compliance Status Tab to the far right as shown below to continue.

Truck and Bus Reporting System Hi ARB
Log Out

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS)

TRUCRS ID: 119087 - Air Resources Board

[Account Home](#) [Message Center](#) [Company Info](#) [Vehicle Info](#) [Compliance Status](#)

Welcome to TRUCRS!

The [TRUCRS User Guide](#) is updated annually and will help you use the reporting system. ([Guide en Español](#))

The annual reporting period is from January 1st to January 31st each compliance year.

The Air Resources Board does not issue certificates for any past compliance year. It is the responsibility of the fleet owner to maintain all necessary records to document compliance.

Step 4: Confirm Reporting

Click the box labeled “Click to Confirm” as seen below to confirm you’ve entered your fleet information and finished reporting

- A:** 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.
- B:** Once you click “OK” the message will change to “Confirmation complete” as displayed below. Click “Close” to continue.

The screenshot displays the 'Compliance Status' interface. At the top, it says 'You have not confirmed you are finished reporting. Click here to update your account changes.' with a red arrow pointing to a 'Click to Confirm' button. Below this is a table titled 'General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)'. The table has a section for 'Diesel Vehicles Reported' with the following data:

| Diesel Vehicles Reported | |
|--------------------------|-----|
| | 1 |
| | 1 |
| | 1 |
| | 1 |
| | No |
| | N/A |

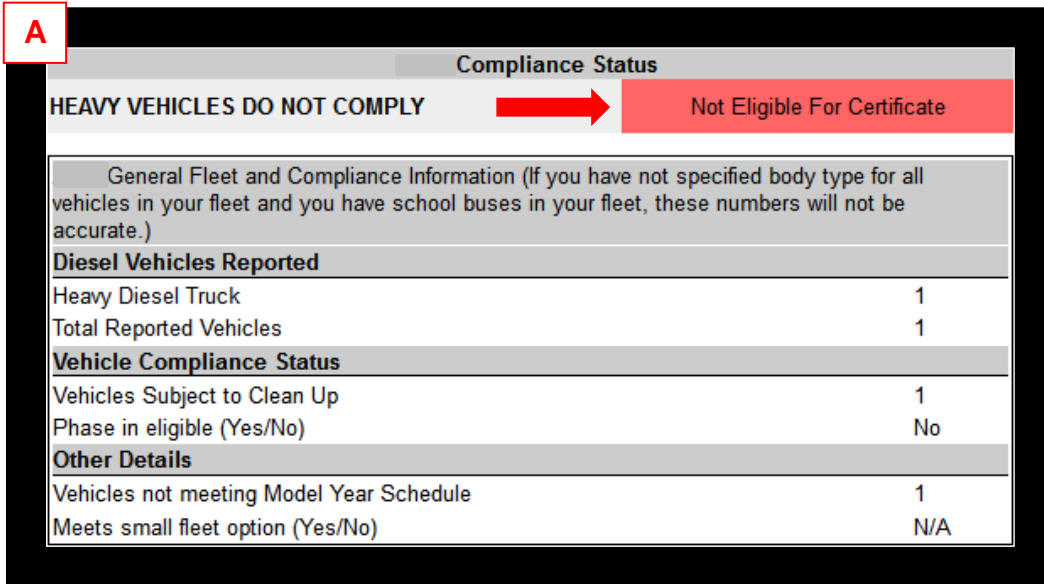
Below the table is a pop-up window titled 'Are you finished reporting?'. It contains a 'Reporting Confirmation' section with a legal disclaimer. At the bottom of the pop-up are 'OK' and 'Cancel' buttons, with a red arrow pointing to the 'OK' button. A red box labeled 'B' is around the 'OK' button. Below the pop-up is another message: 'Confirmation complete, you may close the window' with a 'Close' button highlighted by a red box.

Step 5: Check your compliance

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

- A:** If your fleet does not meet 2018 compliance requirements, a red box stating “Not Eligible for Certificate” will be displayed as it does in the example below.

A



Compliance Status

HEAVY VEHICLES DO NOT COMPLY → Not Eligible For Certificate

General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)

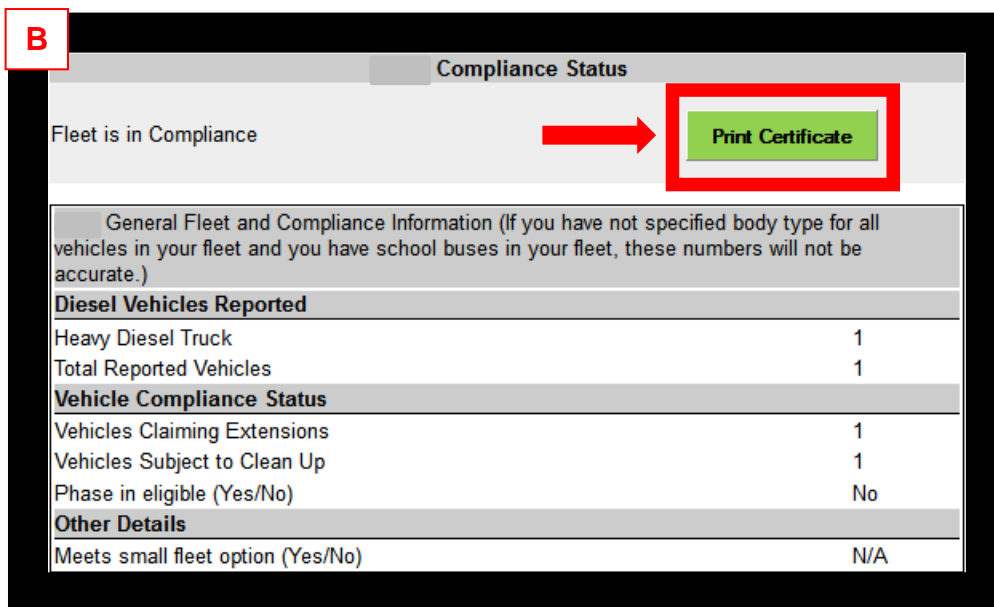
| Diesel Vehicles Reported | |
|--------------------------|---|
| Heavy Diesel Truck | 1 |
| Total Reported Vehicles | 1 |

| Vehicle Compliance Status | |
|------------------------------|----|
| Vehicles Subject to Clean Up | 1 |
| Phase in eligible (Yes/No) | No |

| Other Details | |
|--|-----|
| Vehicles not meeting Model Year Schedule | 1 |
| Meets small fleet option (Yes/No) | N/A |

- B:** If your fleet meets 2018 compliance requirements, then the statement “Fleet is in Compliance” will be displayed. You will also see a green box prompting you to click “Print Certificate.” Click this box to continue.

B



Compliance Status

Fleet is in Compliance → Print Certificate

General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)

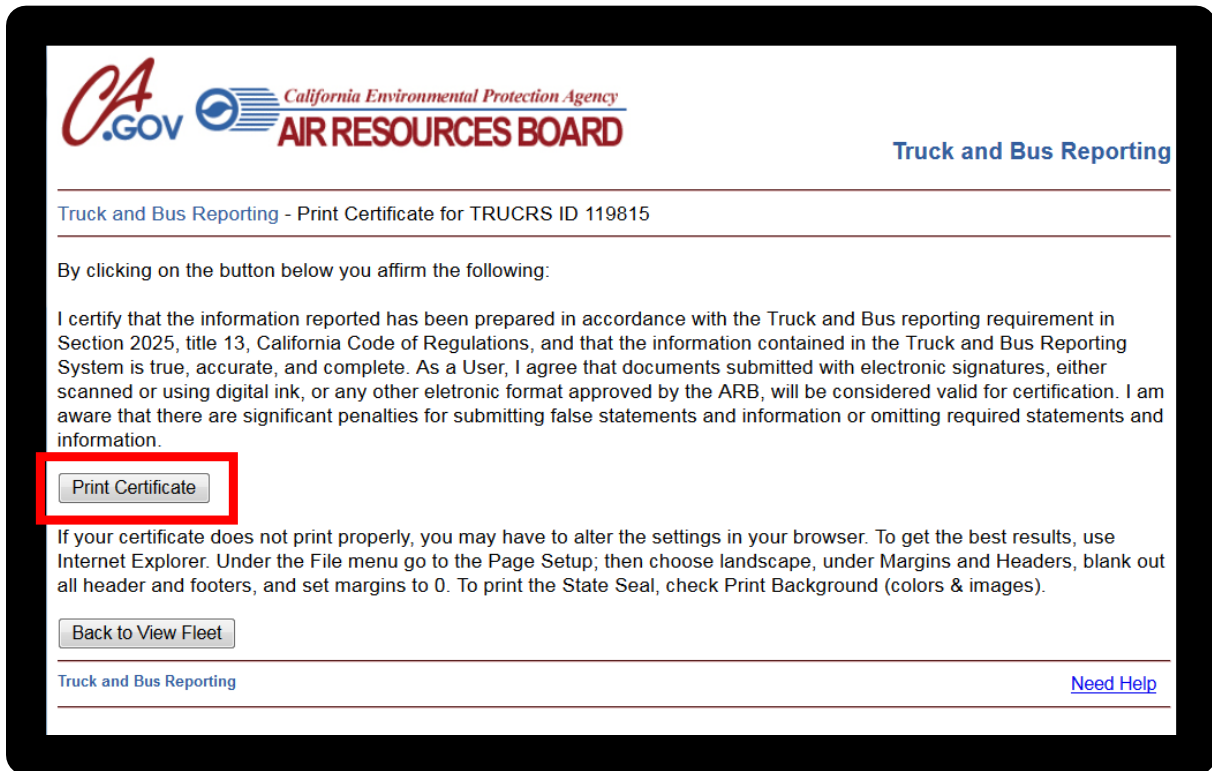
| Diesel Vehicles Reported | |
|--------------------------|---|
| Heavy Diesel Truck | 1 |
| Total Reported Vehicles | 1 |

| Vehicle Compliance Status | |
|------------------------------|----|
| Vehicles Claiming Extensions | 1 |
| Vehicles Subject to Clean Up | 1 |
| Phase in eligible (Yes/No) | No |

| Other Details | |
|-----------------------------------|-----|
| Meets small fleet option (Yes/No) | N/A |

Step 6: Print your certificate

Click "Print Certificate" to confirm and access the certificate for printing.



The screenshot shows the California Environmental Protection Agency (ARB) website interface for 'Truck and Bus Reporting'. At the top left is the CA.GOV logo and the ARB logo. The page title is 'Truck and Bus Reporting - Print Certificate for TRUCRS ID 119815'. Below the title, there is a paragraph of text stating that by clicking the button, the user affirms the following: 'I certify that the information reported has been prepared in accordance with the Truck and Bus reporting requirement in Section 2025, title 13, California Code of Regulations, and that the information contained in the Truck and Bus Reporting System is true, accurate, and complete. As a User, I agree that documents submitted with electronic signatures, either scanned or using digital ink, or any other electronic format approved by the ARB, will be considered valid for certification. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information.' A button labeled 'Print Certificate' is highlighted with a red rectangular box. Below this button is a paragraph of text: '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; then choose landscape, 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).' At the bottom of the page, there is a 'Back to View Fleet' button and a 'Need Help' link.

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).

2017 Certificate Instructions

- During December 2017, TRUCRS will allow you to print a certificate of reported compliance if the last recorded fleet status before December 2017 was compliant.
- If you were not compliant, or did not update your fleet's compliance status during 2017, you will not be able to print a 2017 certificate.

Step 1: Open the [Truck and Bus Reporting Page](#), and enter your user name and password.
If you forgot your password, select [Forgot Username/Password](#).

Step 2: Review your Company/Fleet information by selecting [View](#) or [Update](#).

Logging in will take you to your fleet summary list. Select your fleet and Click on “View or Update” to continue.

| TRUCRS ID | Company Name | Update or Delete Fleet | # Trucks Reported | # Trailers Reported | Compliance Status |
|-----------|---------------------|---|-------------------|---------------------|------------------------------|
| 119815 | Air Resources Board | View or Update Delete Fleet | 0 | 0 | Check Status |

Step 3: Select the “Compliance Status” tab

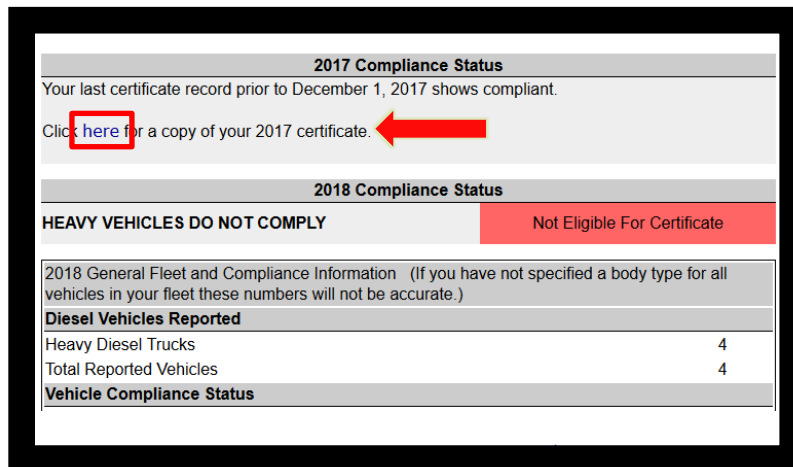
You will arrive at the Message Center tab. Click on the “Compliance Status” Tab to the far right as shown below to continue.



Step 4: Check the 2017 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 2017 certificate.”

Click the link for a copy of your 2017 certificate.



If your last recorded reporting status was noncompliant, you will not see a link to print your certificate.