

Online Forms for Initial Reporting

Introduction

The Diesel Off-Road On-Line Reporting System (DOORS) is an online tool designed to help fleet owners report their off-road diesel vehicle inventories and actions taken to reduce vehicle emissions to the Air Resources Board (ARB), as required by the In-Use Off-Road Diesel Regulation.

Both the DOORS reporting tool and the DOORS User manual were created to help fleet owners comply with the regulation, but they are not a substitute for reading and comprehending the regulation. Many portions of the DOORS system will require fleet owners to understand terms and conditions defined in regulation, and to know which portions of the regulations apply to their vehicles, and where they are eligible for full or partial exemptions. It is strongly recommended that, prior to using the DOORS system, fleet owners determine how the regulation applies to their fleets.

The regulation, fact sheets, and additional user guides can be found at:
<http://www.arb.ca.gov/ordiesel>

User Guide – Online Forms for Initial Reporting

This guide was created to assist fleet owners using Online Screens to report fleet information during the initial reporting period. The guide contains instructions on how to create an online account with ARB in DOORS, navigate to the online screens, enter the data, receive a review from ARB and receive Equipment Identification Numbers (EINs).

Steps to Report Fleet Data Using Online Forms

This guide provides instructions on how to complete the following steps to report you fleet using our online forms:

- A.** Create a DOORS account with ARB
- B.** Determine applicable vehicles
- C.** Log in to DOORS, and open the online forms
- D.** Complete the owner information form
- E.** Enter the vehicle information
- F.** Enter the engine information, and if necessary, the Verified Diesel Emission Control System (VDECS)¹ information
- G.** Review the data, and make changes if necessary
- H.** Request a review from ARB and receive EINs

¹ VDECS (Verified Diesel Emission Control Strategy) is an emission control strategy, designed primarily for the reduction of diesel particulate matter emissions, which has been verified pursuant to the *Verification Procedures*.

A. Create a DOORS Account with ARB

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html
2. Request an account

If you do not have an account, you will be asked to create one, and the account information will be sent to an email address you supply within a few minutes. In order to ensure that you receive the email, you may need to add our email (doors@arb.ca.gov) to your contacts list. If you do not see the email, check your “Spam” or “Trash” folders to ensure the email was not blocked by your email server. If you do not receive your email within 15 minutes, re-apply for one on the DOORS homepage. If this does not work, contact ARB for assistance by emailing doors@arb.ca.gov.

B. Determine applicable vehicles

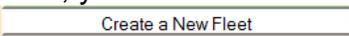
Prior to reporting vehicle information to ARB, fleet owners will need to determine which of their off-road diesel vehicles are covered by the regulation. Some vehicles will likely be fully subject to the regulation, however some vehicles will be exempt from all requirements except labeling and reporting, and some will be fully exempt from the regulation.

Note: For more information on which vehicles are subject to the In-Use Off-Road Diesel Vehicle Regulation, please see the “Applicability” Frequently Asked Questions document, which is available in the Off-road Knowledge Center at: <http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>

Create a complete list of vehicles subject to the regulation, including those which are only required to be reported and labeled

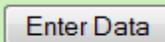
- **Early Credit:** If you wish to claim early credit, report each vehicle that was included in the fleet from March 1, 2006, to the present, including vehicles you have retired or sold. You will be able to designate which vehicles you have retired or replaced to receive credit in the on-line screens after receiving EINs.
- **Non-diesel or electric:** You will be able to report vehicles using alternative fuels or electric vehicles that have replaced diesel vehicles in your fleet in the on-line screens after updates, for now please include information on the diesel vehicle that was replaced.

C. Log in to DOORS, open the online forms

1. Return to the DOORS login screen, and log in to the system using the login name and password emailed to you. Do not hit “Enter”; you must click on the Login button directly. If DOORS does not accept your password, copy the password from the email, and paste it into the DOORS login screen.
2. Once you have logged in to DOORS, you will need to click on the button that says “Create a New Fleet.” 

D. Complete the owner information form

1. The first screen you will be taken to is the Owner Information screen.

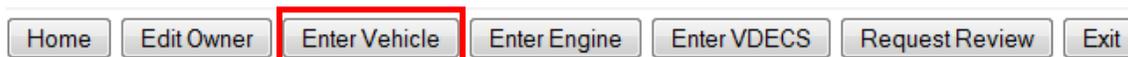
Complete this form, and then select [Enter Data]. 

Notes:

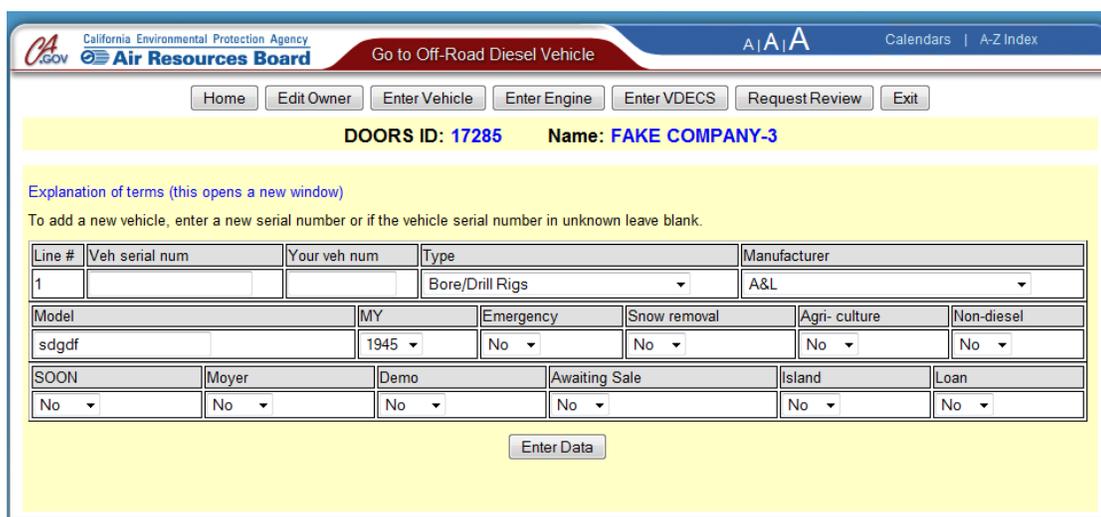
- “Responsible Official” means the **owner or partner** of a sole proprietorship or partnership, or a similar person who performs policy or decision-making functions for a corporation (i.e., **president, secretary, treasurer, vice president, or similar person in charge of a principal business function**). For a public agency, it means either a principal executive officer or ranking elected official (i.e., **chief executive officer** responsible for the overall operations of a principal geographic unit of the agency).
 - A “Parent DOORS ID” is required when reporting fleet portions or for State and federal agencies. Federal agencies must report a Parent DOORS ID of 9 and State agencies must report a Parent DOORS ID of 10.
2. If DOORS rejects any of your information, it will supply an error message and reason at the top of the screen. Attempt to fix the cause of the error, and resubmit the data.

E. Enter vehicle information

1. Once your owner information has been successfully entered, select the option [Enter Vehicle] at the top of the screen.



2. This will take you to the screen where you may add, delete or edit vehicle information.



California Environmental Protection Agency
Air Resources Board

Go to Off-Road Diesel Vehicle

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

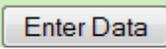
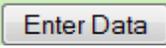
DOORS ID: 17285 Name: FAKE COMPANY-3

[Explanation of terms \(this opens a new window\)](#)

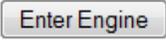
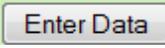
To add a new vehicle, enter a new serial number or if the vehicle serial number is unknown leave blank.

Line #	Veh serial num	Your veh num	Type	Manufacturer		
1			Bore/Drill Rigs	A&L		
Model		MY	Emergency	Snow removal	Agri- culture	Non-diesel
sdgdf		1945	No	No	No	No
SOON	Moyer	Demo	Awaiting Sale		Island	Loan
No	No	No	No		No	No

Enter Data

3. Enter the vehicle information required, then select [Enter Data] 
4. After the information on the previous vehicle is entered into a table, continue to use the form to add additional vehicles until your entire inventory is reported. For each successive vehicle, enter the vehicle information required, then select [Enter Data] 

F. Enter engine information, and if necessary, VDECS information

1. After entering information on all of the vehicles you wish to report, select the option to [Enter Engine]  at the top or the bottom of the screen.
2. For each vehicle you have entered, select “Edit” at the left side of the screen, and input the engine information. Then select [Enter Data] . You will only be able to add engine information to vehicles you have already added, and you will only be able to add VDECS information if you have already entered the engine information.



The screenshot shows the DOORS web application interface. At the top, there is a navigation bar with the California Environmental Protection Agency logo and the text "Go to Off-Road Diesel Vehicle". Below the navigation bar, there are several buttons: Home, Edit Owner, Enter Vehicle, Enter Engine, Enter VDECS, and Exit. The main content area displays the following information:

DOORS ID: 17147 Name: FAKE COMPANY-PARENT

You need to click on "edit" or "repower" in the left column in front of the appropriate vehicle to open an edit window.

Navigation controls: << < Show Row(s) 2 starting from record # 0 > >> Show All Row(s)

Vehicles with engines that have been sold are shown in gray.

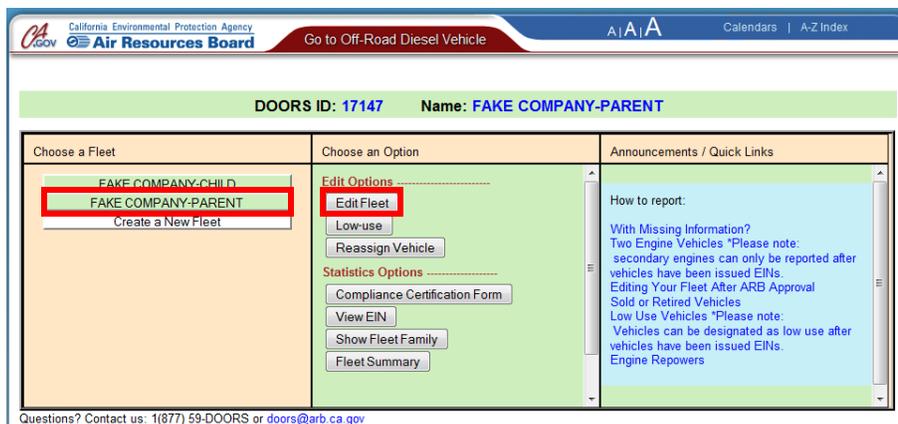
Edit	Delete	Sell	Line #	EIN	Veh serial num	Your veh num	Eng serial num	Eng Manufacturer	Eng Model	Eng Family	Eng MY	Eng HP	Eng Tier	Displacement (liters)	Date Purchase	Date Installed (Repowered)
Edit	Delete	Sell	20000-00-00	UJ3T67	8645132		325556	AGCO	8956	8645132	2007	60		3	2007-01-01	2007-01-01
Edit	Delete	Sell	10000-00-00	UV4U79	975210956		987420	AGCO	asdv	86452130	2009	60		2.5	2009-01-01	2009-01-01

3. Complete the same steps to enter VDECS information, if you have any VDECS installed on your vehicles.

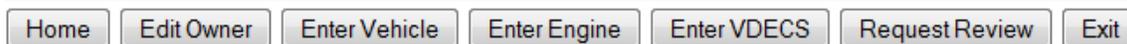
G. Review the data, and make changes if necessary

Before continuing, it is recommended that you review the data you have entered. On the Reporting Home page (the first page in DOORS), the following options are available for fleets you have entered into the system:

1. Click on the name of the fleet you wish to review.



2. Then click on [Edit Fleet] 
3. This will take you to the “Owner Information Page.” If there are any mistakes you may correct them here and then click on [Enter Data]  to submit the changes. If there are no changes to be made, you may move on to the next sections by clicking on the buttons on the top of the screen.



H. Request a review from ARB and receive EINs

The information you have entered so far will be saved, and you can access it again and make changes at a later time before submitting it to ARB for review. After ARB reviews the information you will be able to edit and add to your vehicle inventory, and will receive your ARB-designated Equipment Identification Numbers, which must be displayed on your vehicles. The information will not be reviewed by ARB staff, or assigned EINs, until you choose to submit it to ARB for review. To access the fleet information you have entered at a later date, log back in to the DOORS system.

Once you are satisfied with the information and are prepared to send it to ARB for review and receive EIN assignments for your vehicles, return to the Reporting Home page in the DOORS system.

1. Select the Fleet you wish to submit to ARB
2. In the center column, you should see the “Request Review” button. Click on the button to request a review.



3. After you have successfully requested a review on your account, you will receive an e-mail from us (doors@arb.ca.gov) stating that we have

- received your request and that we will notify you when we are finished reviewing your fleet.
4. Once we have reviewed your fleet, we will send you another e-mail letting you know that your fleet has been successfully reviewed. It takes approximately 2-3 business days for your fleet to be reviewed.
 5. After your fleet has been reviewed, you may make additional changes to your fleet as necessary.

For more information on reporting, please refer to our DOORS user guides, which are available in the Off-road Knowledge Center at:

<http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>

If you require additional assistance or information, please contact the DOORS hotline by phone at 877-59DOORS (877-593-6677), or by email at doors@arb.ca.gov