

## How to Report Rental/Leased Vehicles

A rental or leased vehicle may only be reported in DOORS, the online reporting system for the Regulation for In-Use Off-Road Diesel-Fueled Fleets (Off-Road Regulation), if it meets one of the following conditions:

- A. The vehicle is leased for one year or more AND the written lease agreement specifically states that the lessee is responsible for compliance with the Off-Road Regulation; or
- B. The vehicle was leased prior to June 15, 2008 for a duration of one year or more.

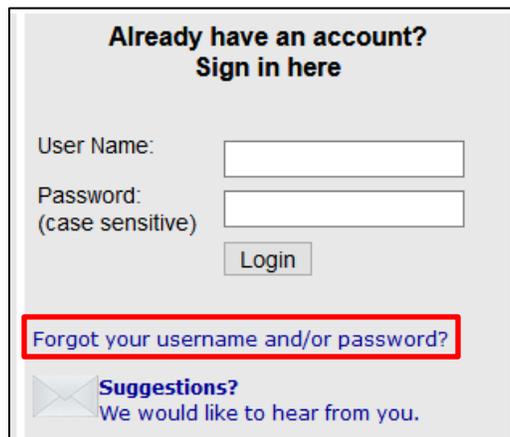
For more information, see our Frequently Asked Questions (FAQs) on Rental/Leased Vehicles at <https://www.arb.ca.gov/msprog/ordiesel/faq/rentalfaq.pdf>.

### Steps to Reporting Rental or Leased Transaction

- A. Log into DOORS account and select your fleet
- B. Rental company reports a rental vehicle
- C. Rentee/Leasee adds rental vehicle to fleet
- D. Rentee/Leasee returns rental vehicle
- E. Rental company adds rental vehicle back into fleet

#### A. Log into DOORS account and select your fleet

1. Go to [https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html).
2. Use your User Name and Password to log into your account.
3. If you have forgotten how to access your account information, you can use the password retrieval option (see screenshot below) or contact the DOORS hotline at (877) 59DOORS (877-593-6677) or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov) for assistance.



Already have an account?  
Sign in here

User Name:

Password:   
(case sensitive)

Login

[Forgot your username and/or password?](#)

 [Suggestions?](#)  
We would like to hear from you.

*While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the In Use Off-Road Diesel-Fueled Fleets Regulation.*

- After you have logged into DOORS, you will select the fleet that you would like to work with by clicking on its name.

Choose A Fleet				
DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type	
1	117785 Fake Company	0	Off-Road Diesel	

### B. Rental company reports a rental vehicle

These actions must be taken from the rental company's DOORS account.

- Select [Long-Term Rental] at the top of the page.

Owner Information	<b>Vehicle &amp; Engine</b>	VDECS	Compliance Snapshot
Engine Repower	Low-Use	Vehicle Funding	Non Standard Engine
		Non Diesel Engine	<b>Long-Term Rental</b>

- Select [Release veh from your fleet] next to the Equipment Identification Number (EIN) for the vehicle that will be rented.

		Vehicle Information										
Edit Rental Date (if available)		Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Date Veh Entered Your Fleet*	Two-Engine Veh	Veh Rented From Other Party
	Release veh from your fleet	1	CF5L94	0123456789		Bore/Drill Rigs	CASE	1234	2006	2006-01-01	No	No
	Release veh from your fleet	2	SL8V79	23456789		Crawler Tractors	ABG	123	1996	1996-01-01	No	No
	Release veh from your fleet	3	KH7V54	vin111111		Belt Loader (GSE)	ABCO	111111	2010	2011-04-04	No	No
	Release veh from your fleet	4	BX6C79	123456789		Tractors/Loaders /Backhoes	CATERPILLAR	123	2005	2005-01-01	No	No
	Release veh from your fleet	5	BY9X33	012345678		Crawler Tractors	DEERE	1234	2007	2007-01-01	No	No

- Enter the date the vehicle left your fleet (i.e., the date the vehicle was rented out) and select [Record Transaction] to release the vehicle.

RELEASE VEHICLE FROM YOUR FLEET				
Lessee: use this form to return a rental/leased vehicle back to the rental company.				
Rental/Leasing Company (Lessor): use this form to rent a vehicle to the lessee.				
EIN	Vehicle Serial Number	Date Vehicle Entered Your Fleet (yyyy-mm-dd)	Date Vehicle Left Your Fleet (yyyy-mm-dd)	Please make sure the transaction meets the requirements of the above NOTICE.
CF5L94	0123456789	2006-01-01	0000 - 00 - 00	<b>Record Transaction</b>

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**C. Rentee/Leasee adds rental vehicle to fleet**

These actions must be taken from the lessee's DOORS account.

1. Select [Long-Term Rental] at the top of the page.

Owner Information	<b>Vehicle &amp; Engine</b>	VDECS	Compliance Snapshot
Engine Repower	Low-Use	Vehicle Funding	Non Standard Engine
			<b>Non Diesel Engine</b>
			<b>Long-Term Rental</b>

2. Add the rental vehicle to your fleet by entering the EIN and the date the vehicle entered your fleet (i.e., the rental start date) in the table and select [Record Transaction].

ADD A RENTAL VEHICLE TO YOUR FLEET		
Lessee: use this form to rent a vehicle from the rental/leasing company. Rental/Leasing Company (Lessor): use this form to take back a rental vehicle from the lessee.		
EIN	Date Vehicle Entered Your Fleet (yyyy-mm-dd)	Please make sure the transaction meets the requirements of the above NOTICE. <b>Record Transaction</b>
	0000 - 00 - 00	

**D. Rentee/Leasee returns rental vehicle**

These actions must be taken from the lessee's DOORS account.

1. Select [Long-Term Rental] at the top of the page.

Owner Information	<b>Vehicle &amp; Engine</b>	VDECS	Compliance Snapshot
Engine Repower	Low-Use	Vehicle Funding	Non Standard Engine
			<b>Non Diesel Engine</b>
			<b>Long-Term Rental</b>

2. Select [Release veh from your fleet] next to the appropriate rental vehicle.

		Vehicle Information										
Edit Rental Date (if available)		Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Date Veh Entered Your Fleet*	Two-Engine Veh	Veh Rented From Other Party
	Release veh from your fleet	1	CF4K79	00001112	2	Crawler Tractors	A&L	235	1998	1998-01-01	No	No
	Release veh from your fleet	2	FD3J33	3630468	3	Graders	A&L		2002	2002-01-01	No	No
	Release veh from your fleet	3	CB9W68	00001113	3	Graders	A&L		2001	2001-01-01	No	No
Edit date veh entered your fleet	Release veh from your fleet	4	CF5L94	0123456789		Bore/Drill Rigs	CASE	1234	2006	2013-03-01	No	Yes
	Release veh from your fleet	5	PR3Y86	00001111	1	Excavators	A&L		2006	2006-02-01	No	No

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- Enter the date the vehicle left your fleet (i.e., the date the vehicle was returned to the rental company) and select [Record Transaction] to release the vehicle.

RELEASE VEHICLE FROM YOUR FLEET				
Lessee: use this form to return a rental/leased vehicle back to the rental company.				
Rental/Leasing Company (Lessor): use this form to rent a vehicle to the lessee.				
EIN	Vehicle Serial Number	Date Vehicle Entered Your Fleet (yyyy-mm-dd)	Date Vehicle Left Your Fleet (yyyy-mm-dd)	<b>Please make sure the transaction meets the requirements of the above NOTICE.</b> <input type="button" value="Record Transaction"/>
CF5L94	0123456789	2013-03-01	0000 - 00 - 00	

### E. Rental company adds rental vehicle back into fleet

These actions must be taken from the rental company's DOORS account.

- Select [Long-Term Rental] at the top of the page.

Owner Information	<b>Vehicle &amp; Engine</b>	VDECS	Compliance Snapshot
Engine Repower	Low-Use	Vehicle Funding	Non Standard Engine
		Non Diesel Engine	<b>Long-Term Rental</b>

- Add the rental vehicle back into your fleet by entering the EIN and date the vehicle entered your fleet (i.e., the rental end date) in the table below and select [Record Transaction].

ADD A RENTAL VEHICLE TO YOUR FLEET		
Lessee: use this form to rent a vehicle from the rental/leasing company.		
Rental/Leasing Company (Lessor): use this form to take back a rental vehicle from the lessee.		
EIN	Date Vehicle Entered Your Fleet (yyyy-mm-dd)	<b>Please make sure the transaction meets the requirements of the above NOTICE.</b> <input type="button" value="Record Transaction"/>
	0000 - 00 - 00	

YOUR RENTAL VEHICLE(S) IS/ARE READY TO TAKE BACK. USE FORM ABOVE.								
	EIN	Date Veh Left Your Fleet (yyyy-mm-dd)	Vehicle Serial #	Vehicle Type	Vehicle Manufacturer	Vehicle Model Year	Vehicle Returned From Lessee	Vehicle Available to Lessee
1	CF5L94	2013-03-01	0123456789	Bore/Drill Rigs	CASE	2006	Yes	

**Note:** If your vehicle is not listed in the "Your Rental Vehicle(s) is/are Ready to Take Back" table, the vehicle has not been released by the lessee's fleet. Contact the lessee and let them know they need to release the vehicle, as explained in section D.

For more information on reporting, refer to our other guides, which are available in the Off-Road Diesel Knowledge Center at:

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

If you require additional assistance or information, contact the DOORS hotline at (877) 59DOORS (877-593-6677) or [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

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