

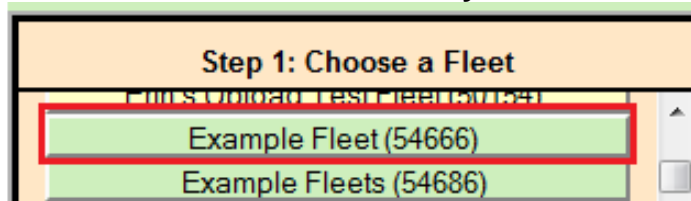
### How to Update DOORS Log-In and Contact Information

Fleets may update their Diesel Off-road Online Reporting System (DOORS) log-in and account contact information in two ways: by submitting a DOORS form for Changing Contact Information, which is available at [http://www.arb.ca.gov/msprog/ordiesel/documents/doors/form\\_contactinfo.pdf](http://www.arb.ca.gov/msprog/ordiesel/documents/doors/form_contactinfo.pdf), or by updating the information in DOORS themselves. This guide contains information on updating username, password, and contact information, as well as providing contact information for consultants who report on behalf of fleets.

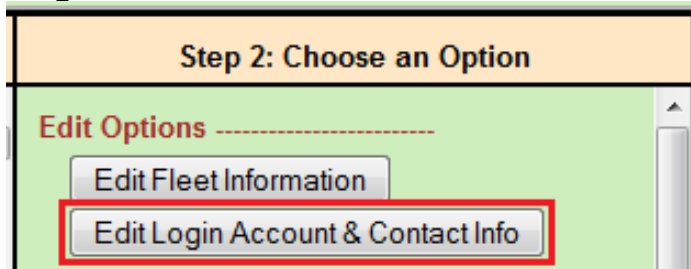
#### Updating DOORS Usernames and Passwords

To create a new DOORS username, a fleet must submit the DOORS form for Changing Contact Information, since they cannot modify this field themselves. To change their DOORS password, fleets can submit the form listed above or follow the steps below:

1. Log into your DOORS account and select your fleet in the left window.



2. Select “Edit Login Account & Contact Info” in the middle window.



3. In the “Change Password” table at the bottom of the page, enter your current password and your new password twice, and then select the “Change Password” button.

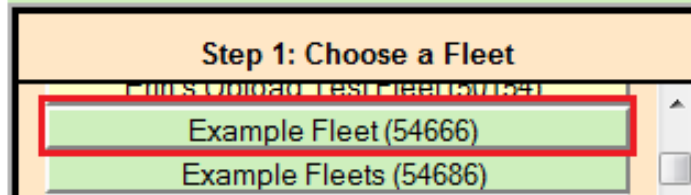
Change Password	
Current Password:	<input type="text"/>
New Password:	<input type="text"/>
New Password Confirm:	<input type="text"/>
<input type="button" value="Change Password"/>	

Note: any changes to your password are saved immediately, so you will be able to use your new password as soon as you select the “Change Password” button.

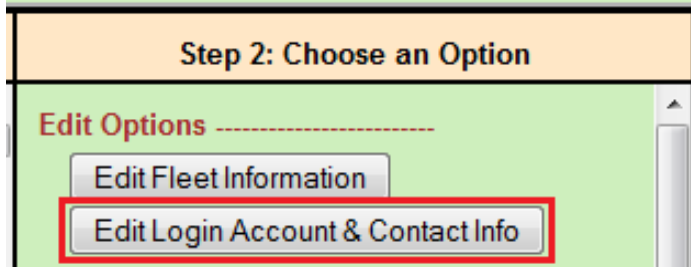
### Updating Contact Information

To update DOORS contact information, fleets can submit the DOORS form for Changing Contact Information or follow the steps listed below:

1. Log into your DOORS account and select your fleet in the left window.



2. Select “Edit Login Account & Contact Info” in the middle window.



3. Update contact name, phone number, and/or email address as needed, and then select the “Update Contact Information” button.

Contact Information For This DOORS Account	
Contact Name:	First: doors Last: staff
Phone Number:	( 877 ) 593 - 6677
Email Address:	doors@arb.ca.gov
Update Contact Information	

Note: While on this page, fleets may also report whether they are using a consultant to report on their behalf by filling out the “Consultant Address” table, shown below. If a fleet is no longer using a consultant for reporting, they can remove the designation by selecting the “Remove me as consultant” button, which is also shown below.

You ARE identified as a consultant currently.

Consultant Address	
Address Type:	Mailing Address
Address:	<input type="text" value="1001 I Street"/>
Suite / Apartment / Floor:	<input type="text"/>
City:	<input type="text" value="Sacramento"/>
State:	<input type="text" value="California"/>
Zip:	<input type="text" value="95814"/>
<input type="button" value="Update Address"/>	

For more information on reporting, refer to our other 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 1(877) 59DOORS (1-877-593-6677) or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov).