How to Update Fleet Information after Receiving EINs

Once your vehicles receive their Equipment Identification Numbers (EINs) after initial reporting, you may need to add to or edit your information. For example, you may need to change data for a vehicle already reported, or you may need to add a vehicle to your fleet. After the initial EINs are assigned, you do not need to resubmit any information, nor do you need to request review. When a fleet adds a new vehicle, DOORS automatically issues an EIN. Edits to vehicle or engine information take effect immediately.

Steps to Adding/Editing Vehicle or Engine Information Using Online Screens

This guide provides detailed instructions on how to complete the following steps to add and edit information after your initial reporting.

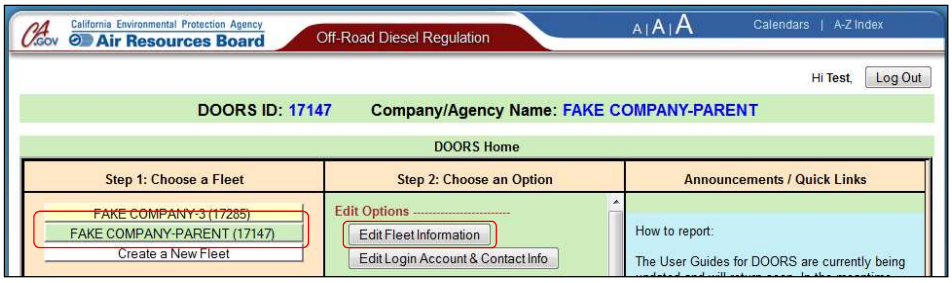
A. Logging into DOORS Account
B. Locating the online forms for entering data
C. Editing and saving information into online forms
D. Checking for errors

A. Logging into DOORS Account

- Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html.
- Use your User Name and Password to log into your account.
- If you have forgotten how to access your account information, please review the DOORS Guide to Reporting Online found at http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm, or contact the DOORS hotline at 1(877) 59DOORS (1-877-593-6677) or by email at doors@arb.ca.gov for assistance.

B. Locating the online forms for entering data

- After you have logged into DOORS, you will select the fleet that you would like to work with by clicking on its name. Fleets that have already received their EINs will appear in a green box in the first column, and fleets that still need to receive their EINs will appear in yellow.
- Once the correct fleet has been selected, you will see multiple options for working with this fleet, in the center column.
- You will need to click on the [Edit Fleet Information] button.

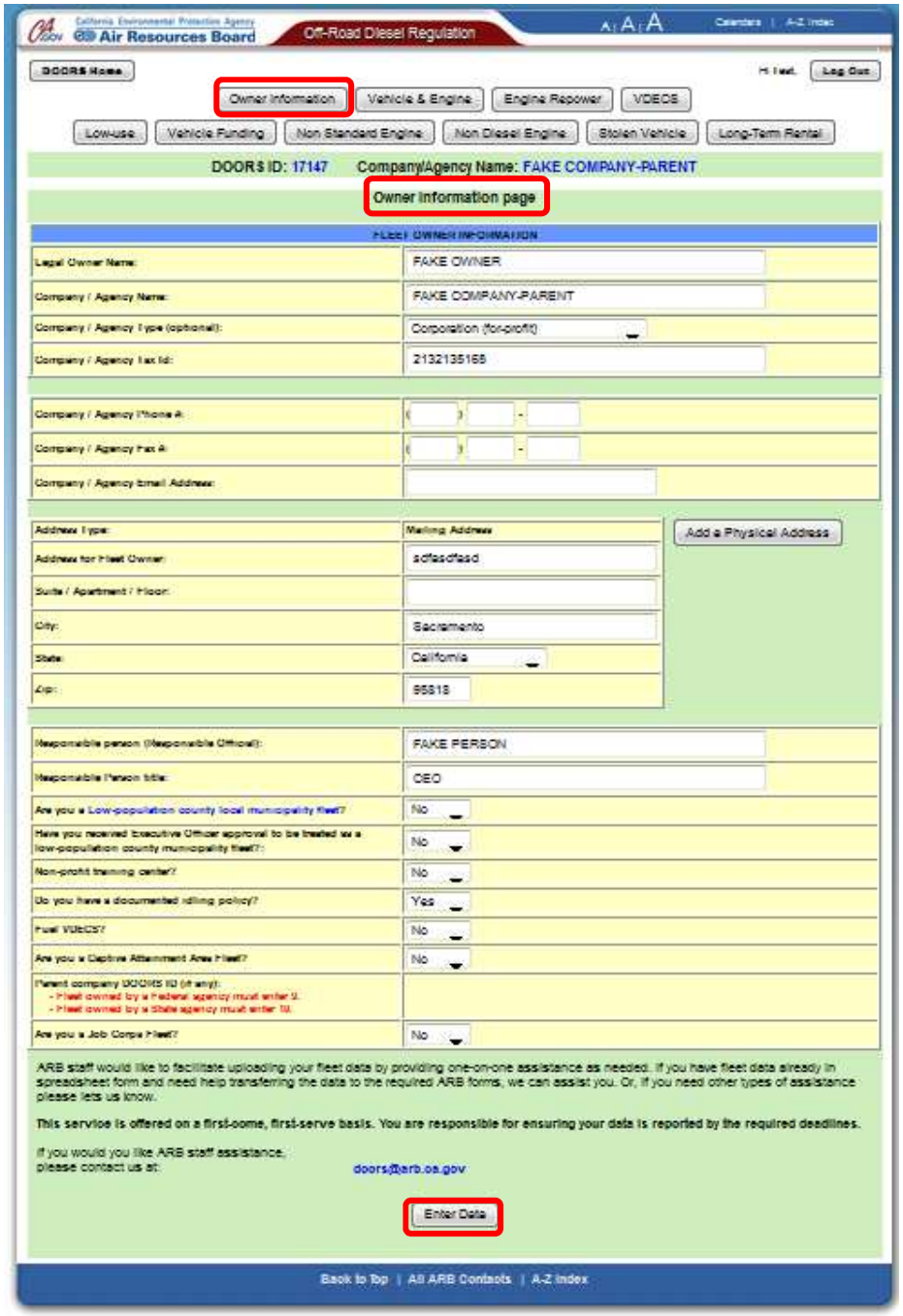


- This will take you to the “Owner Information” page.

C. Editing and saving information into online forms

1. Adding or Editing Owner Information

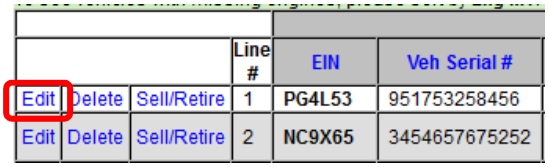
- After you have successfully accessed the "Owner Information" page, you may add or edit information in any of the fields just as you did when you initially reported.
- When you are done adding or editing your information, you must click on the [Enter Data] button. This will ensure that your changes are saved into DOORS.



2. Adding or Editing Vehicle and/or Engine Information

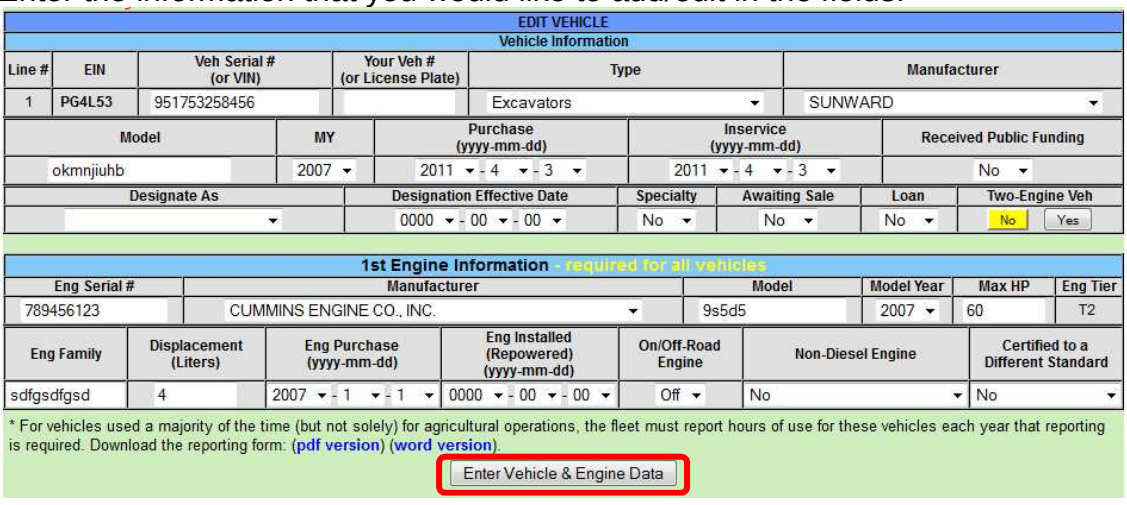
- At the top of the "Owner Information" page, you will see a series of buttons. These buttons are found on the top of all of the information pages, and they are used to navigate from page to page.

- To access your vehicle and engine information, click on the [Vehicle & Engine] button. This will take you to the "Vehicle & Engine" page.
- To make edits to the information that you already have, you will need to click on the [Edit] link that is located next to the vehicle and/or engine information that you would like to change.



			Line #	EIN	Veh Serial #
Edit	Delete	Sell/Retire	1	PG4L53	951753258456
Edit	Delete	Sell/Retire	2	NC9X65	3454657675252

- After clicking on the [Edit] link, you will see that fields for editing your vehicle and engine are located at the top of the page.
- You will use these fields to edit the information for each vehicle and/or engine that needs to be changed.
- Enter the information that you would like to add/edit in the fields.



EDIT VEHICLE

Vehicle Information

Line #	EIN	Veh Serial # (or VIN)	Your Veh # (or License Plate)	Type	Manufacturer
1	PG4L53	951753258456		Excavators	SUNWARD

Model	MY	Purchase (yyyy-mm-dd)	Inservice (yyyy-mm-dd)	Received Public Funding
okmnjiuhb	2007	2011 - 4 - 3	2011 - 4 - 3	No

Designate As	Designation Effective Date	Specialty	Awaiting Sale	Loan	Two-Engine Veh
	0000 - 00 - 00	No	No	No	No / Yes

1st Engine Information - required for all vehicles

Eng Serial #	Manufacturer	Model	Model Year	Max HP	Eng Tier
789456123	CUMMINS ENGINE CO., INC.	9s5d5	2007	60	T2

Eng Family	Displacement (Liters)	Eng Purchase (yyyy-mm-dd)	Eng Installed (Repowered) (yyyy-mm-dd)	On/Off-Road Engine	Non-Diesel Engine	Certified to a Different Standard
sdfgsdfgsd	4	2007 - 1 - 1	0000 - 00 - 00	Off	No	No

* For vehicles used a majority of the time (but not solely) for agricultural operations, the fleet must report hours of use for these vehicles each year that reporting is required. Download the reporting form: (pdf version) (word version).

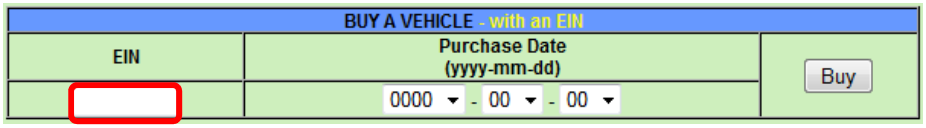
Enter Vehicle & Engine Data

- When you are finished, click on the [Enter Vehicle & Engine Data] button to save your information in DOORS.

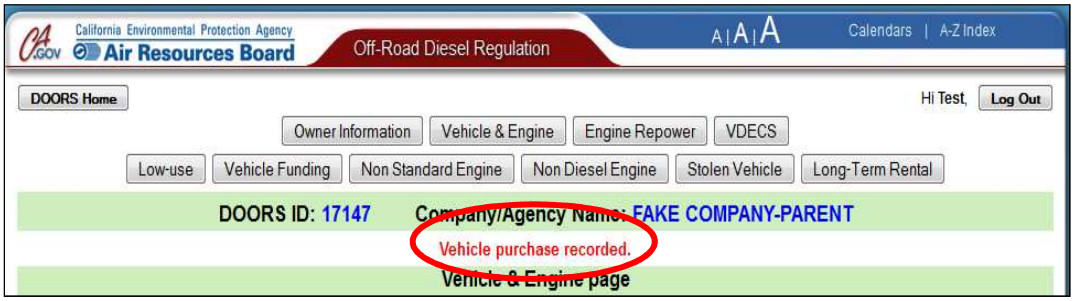
- To "Sell/Retire" or to "Delete" a vehicle, please refer to our User Guide on Reporting Retired or Sold Vehicles, located in our Knowledge Center at http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm.

3. Adding a Vehicle with an Equipment Identification Number (EIN)

- If you have purchased a vehicle that already has an EIN, and you would like to add it to your fleet, you will need to make sure that the company that is selling it has labeled it as "Sold" in DOORS. If it is not labeled as "Sold" you will not be able to add it to your fleet.
- If the previous owner has not labeled the vehicle as sold, please contact ARB on the DOORS Hotline by phone 1(877) 59-DOORS (1-877-593-6677) or by email at doors@arb.ca.gov. Please DO NOT add the vehicle information into DOORS.
- Once you have had a successful initial fleet review, you may add a vehicle to your fleet using an EIN. Once you have accessed the "Enter Vehicle & Engine Information" page, you will see a box at the top of the page and instructions on how to add a vehicle using an EIN.
- You will enter in the EIN for the vehicle that you are adding to your fleet and the purchase date.



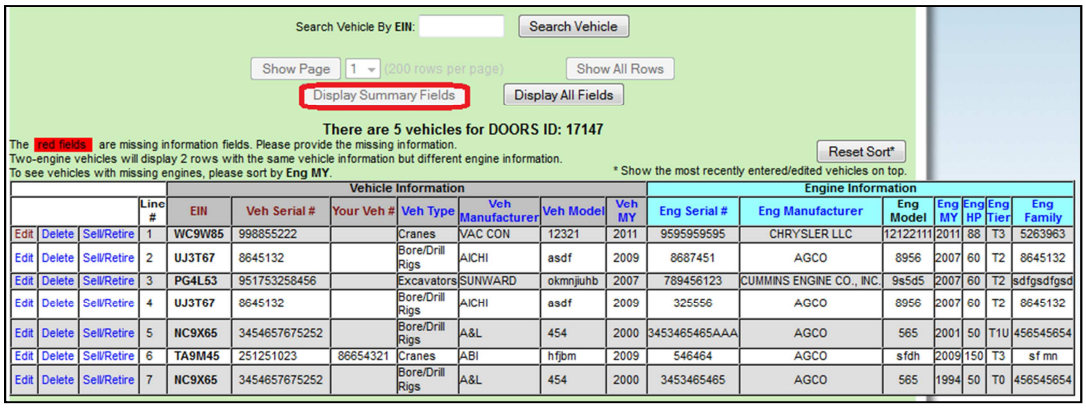
- When you have entered in the EIN into the box, click on the [Buy] button to save the information in DOORS.
- When you have successfully added the vehicle, you will see the following notification.



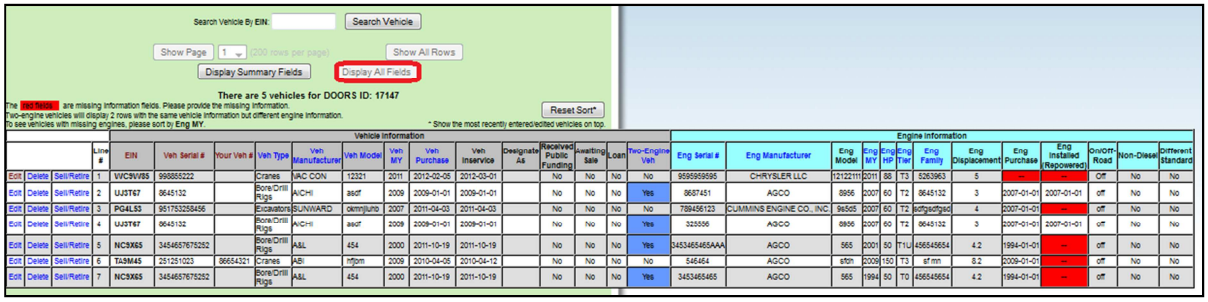
D. Checking for Errors

- Once you have finished adding or editing information in DOORS, you will need to make sure that your information was saved correctly.
- There are two options for viewing the vehicle and engine information:

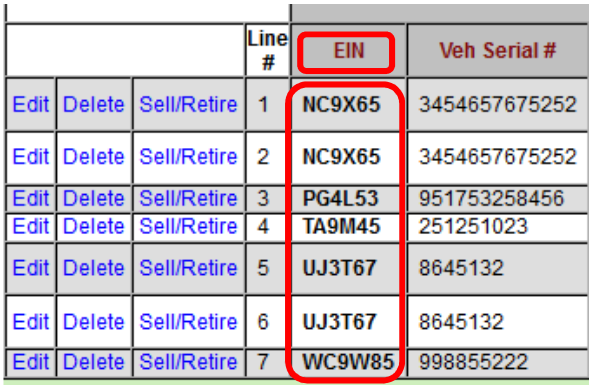
- The [Display Summary Fields] button shows you the basic vehicle and engine information of your fleet. This is your quick reference viewing option and is the default view.



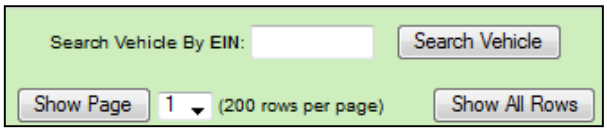
- The [Display All Fields] button, shows you all of the information that you have entered for each vehicle, such as more detailed engine information, VDECS, Specialty Designations, In Service Dates, Purchase Dates, etc.



- The last vehicle that you entered will appear at the top of the vehicle and engine data fields. This is the default sort setting. There are multiple ways to sort the data fields:
  - You can click on the link above the column that you would like to sort. This will arrange each vehicle in alphabetical order by the information that is in the title of the column. For example, if you would like to sort by the EIN, you will click on the EIN link at the top of the column.



  - If you would like to see the vehicles in reverse order, you will just need to click the link again, and the vehicles will appear in reverse alphabetical order.
  - You can use the sort function for any column that has a link in the title.
- If you have more than 200 vehicles, you may need to change the quantity of the visible rows by clicking the [Show All Rows] button.
- You can also view your vehicle and engine data in groupings of 200 by selecting the different pages that are available.
- If you would like to search for a vehicle by its EIN, you can also enter the EIN in the [Search Vehicle by EIN] box and then click on the [Search Vehicle] button.



- If you are sure that there are no more changes to be made, and your information has been saved correctly, you can then exit DOORS.

For more information on reporting, 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 1-877-59-DOORS (1-877-593-6677), or by email at doors@arb.ca.gov.