

## 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 update data for a vehicle already reported, or you may need to add a vehicle to your fleet. When a fleet adds a new vehicle, DOORS, the online reporting system for the Regulation for In-Use Off-Road Diesel-Fueled Fleets (Off-Road Regulation), automatically issues an EIN. Edits to vehicle or engine information take effect immediately.

### Steps to Adding/Editing Vehicle or Engine Information

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

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

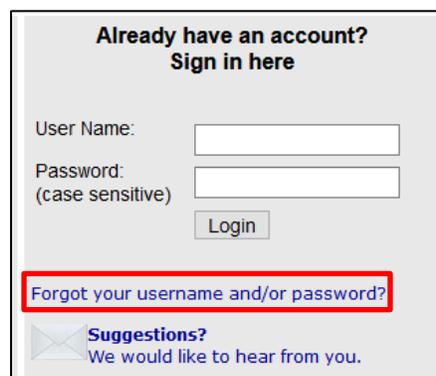
#### B. Editing and saving information

1. Adding or Editing Owner Information
2. Adding or Editing Vehicle and/or Engine Information
3. Adding a Vehicle with an EIN

#### C. Checking for errors

#### 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 [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.

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4. 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	117765	Fake Company	0	Off-Road Diesel

## B. Editing and saving information

1. Adding or Editing Owner Information
  - a) Using the navigation buttons at the top, select [Owner Information]

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

- b) 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.
- c) When you are done adding or editing your information, you must click on the [Save Data] button. This will ensure that your changes are saved into DOORS.

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California Environmental Protection Agency  
Air Resources Board

DOORS

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DOORS Home
Message Center
Owner Information
Vehicle & Engine
VDECS
Compliance Snapshot

Engine Repairer
Low-Use
Vehicle Funding
Non Standard Engine
Non Diesel Engine
Long-Term Rental

DOORS ID: 117765
Company Name: FAKE COMPANY
Fleet Type: Off-Road Diesel

**Owner Information**

FLEET OWNER INFORMATION	
Fleet Type:	Off-Road Diesel
Legal Owner Name:	<input type="text" value="Fake Company"/>
Company / Agency Name:	<input type="text" value="Fake Company"/>
Company / Agency Type (optional):	<input type="text" value="Individual (sole proprietorship)"/>
Company / Agency Tax ID:	<input type="text" value="45566321"/>
Company / Agency Phone #:	<input type="text" value="(916) 445 - 4555"/>
Company / Agency Fax #:	<input type="text" value="(916) 455 - 4555"/>
Company / Agency Email Address:	<input type="text"/>
<b>Company Mailing Address:</b>	
Address for Fleet Owner:	<input type="text" value="1001 I"/>
Suite / Apartment / Floor:	<input type="text"/>
City:	<input type="text" value="Sacramento"/>
State:	<input type="text" value="California"/>
Zip:	<input type="text" value="95888"/>
Company Physical Address	<input checked="" type="checkbox"/> Same as mailing address
Address for Fleet Owner:	<input type="text"/>
Suite / Apartment / Floor:	<input type="text"/>
City:	<input type="text"/>
State:	<input type="text" value="California"/>
Zip:	<input type="text"/>
Responsible Person (Responsible Official):	<input type="text" value="Aubri"/>
Responsible Person Title:	<input type="text" value="Aubri"/>
Responsible Person Email:	<input type="text" value="Acorrie@arb.ca.gov"/>
Responsible Person Phone:	<input type="text" value="(916) 555 - 5555"/>
Are you a Low-population county local municipality fleet?	<input type="text" value="No"/>
Non-profit training center?	<input type="text" value="No"/>
Are you a Captive Attainment Area Fleet?	<input type="text" value="No"/>
Parent company DOORS ID (if any): - Fleet owned by a Federal agency must be 9. - Fleet owned by a State agency must be 10.	<input type="text"/>
Have you received Executive Officer approval to be treated as a low-population county municipality fleet?:	<input type="text" value="No"/>
Do you have a documented idling policy?	<input type="text" value="Yes"/>
Fuel VDECS?	<input type="text" value="No"/>
Are you a Job Corps Fleet?	<input type="text" value="No"/>
The year fleet was acquired or entered California for the first time.	<input type="text" value="2011 or earlier"/>

Save Data

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## 2. Adding or Editing Vehicle and/or Engine Information

- a) Using the navigation buttons at the top, select [Vehicle & Engine]. This will take you to the “Vehicle & Engine” page.

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

- b) Scroll to the bottom of the page to the “Vehicles Currently in the Fleet” table and select [Edit] located next to the vehicle and/or engine information that you would like to update.

	Line #	EIN	Veh Serial #
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	1	PG4L53	951753258456
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	2	NC9X65	3454657675252

- c) After selecting the [Edit] link, the “Edit Vehicle” table will be available.  
d) You will use these fields to edit the information for each vehicle and/or engine that needs to be updated.  
e) Enter the information that you would like to add/edit in the fields.

EDIT VEHICLE									
Vehicle Information									
EIN	Veh Serial # (or VIN)	Your Veh # (or License Plate)	Type		Manufacturer				
GL9J45	DR12256	V554871	Crawler Tractors		AGGREKKO				
Model	Model Year	Purchase	Inservice		Received Public Funding				
V2563	2014	2014-3-5	2014-4-2		No				
Designate As	Designation Effective Year	Awaiting Sale Hour Meter Reading		Specialty designation form		Two-Engine Veh			
				No		No Yes			
1st Engine Information - required for all vehicles									
Eng Serial #	Manufacturer		Model	Model Year	Max HP	Eng Tier			
S88549D	CUMMINS ENGINE CO., INC.		STOP	2012	800	T4I			
Eng Family	Displacement (Liters)	Eng Purchase	Eng Installed	Non-Diesel Engine		Certified to a Different Standard			
CCEX9_5EXL	9.5	2014-3-5	yyyy-mm-dd						
Electric Airport Ground Support Equipment (GSE)									
For the electric airport GSE equipment purchased before 1/1/2007, it can be included in both the Off-Road Diesel fleet and Large Spark-Ignition (LSI) fleet.									
Include This Equipment in The LSI Fleet: <input type="checkbox"/>									
* 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: <a href="#">(pdf version)</a> <a href="#">(word version)</a> .									
<a href="#">Enter Vehicle &amp; Engine Data</a>									

- f) When you are finished, select the [Enter Vehicle & Engine Data] button to save your information in DOORS.  
g) To “Sell/Retire” or to “Delete” a vehicle, refer to our User Guide on Reporting Retired or Sold Vehicles, located in our Knowledge Center at <https://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>.

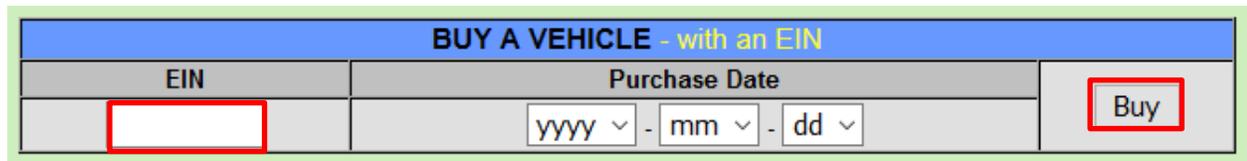
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### 3. Adding a Vehicle with an EIN

- a) 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 reported it as “Sold” in DOORS. If it is not reported as “Sold” you will not be able to add it to your fleet.
- b) If the previous owner has not reported the vehicle as sold, contact the DOORS Hotline at (877) 59DOORS (877-593-6677) or [doors@arb.ca.gov](mailto:doors@arb.ca.gov). DO NOT add the vehicle information into DOORS. Fleets have 30 days from the date of sale to notify CARB, do not contact CARB earlier than 30 days after the sale.
- c) Using the navigation buttons at the top, select [Vehicle & Engine]. This will take you to the “Vehicle & Engine” page.



- d) You will enter in the EIN for the vehicle that you are adding to your fleet and the purchase date.
- e) When you have entered in the EIN into the box, select [Buy] to save the information in DOORS.



A screenshot of the 'BUY A VEHICLE - with an EIN' form. The form has a blue header with the text 'BUY A VEHICLE - with an EIN'. Below the header, there are two main input fields: 'EIN' and 'Purchase Date'. The 'EIN' field is highlighted with a red box. The 'Purchase Date' field is a date picker with dropdown menus for 'yyyy', 'mm', and 'dd'. To the right of the date picker is a 'Buy' button, also highlighted with a red box.

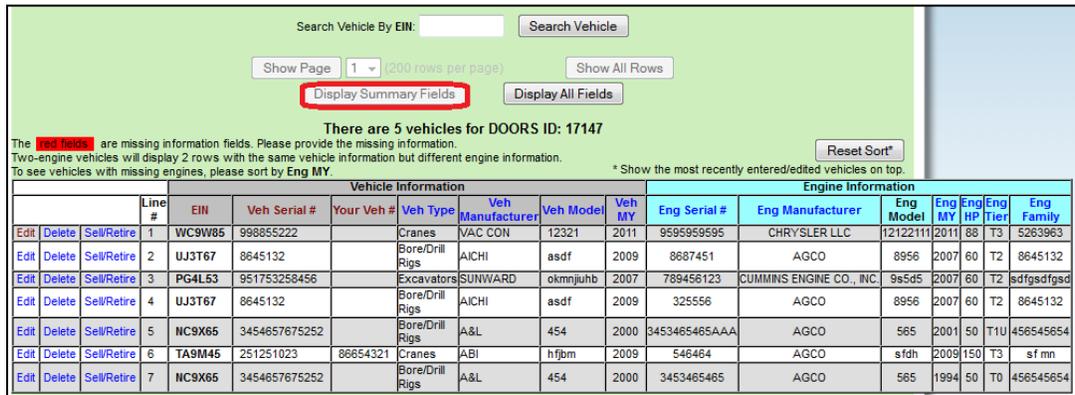
- f) When you have successfully added the vehicle, you will see the following notification.



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### C. Checking for Errors

1. Once you have finished adding or editing information in DOORS, you will need to make sure that your information was saved correctly.
2. There are two options for viewing the vehicle and engine information:
  - a) The “Display Summary Fields” button shows you a table with the basic vehicle and engine information of your fleet. This is your quick reference viewing option and is the default view.



Search Vehicle By EIN:  Search Vehicle

Show Page 1 (200 rows per page) Show All Rows

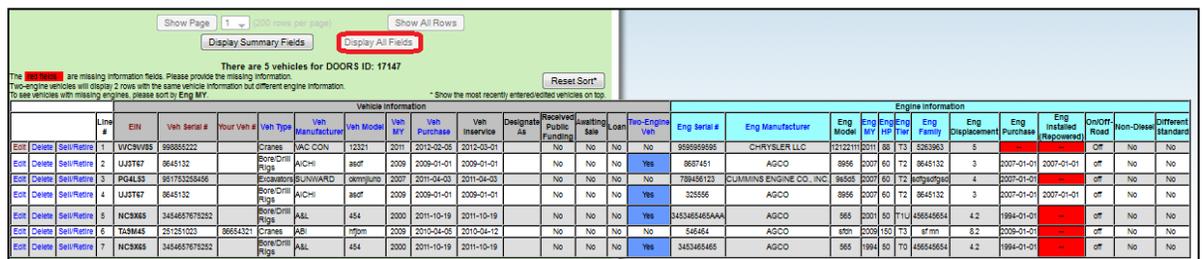
Display Summary Fields Display All Fields

There are 5 vehicles for DOORS ID: 17147

The red fields are missing information fields. Please provide the missing information.  
Two-engine vehicles will display 2 rows with the same vehicle information but different engine information.  
To see vehicles with missing engines, please sort by Eng MY. \* Show the most recently entered/edited vehicles on top.

Vehicle Information										Engine Information				
Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Eng Serial #	Eng Manufacturer	Eng Model	Eng HP	Eng Tier	Eng Family	
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	1	WC9W85	998855222		Cranes	VAC CON	12321	2011	9595959595	CHRYSLER LLC	12122111	2011	88 T3	5263963
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	2	UJ3T67	8645132		Bore/Drill Rigs	AICHI	asdf	2009	8687451	AGCO	8956	2007	60 T2	8645132
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	3	PG4L53	951753258456		Excavators	SUNWARD	okmjhuhb	2007	789456123	CUMMINS ENGINE CO., INC	9s5d5	2007	60 T2	sdfgsdfgsd
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	4	UJ3T67	8645132		Bore/Drill Rigs	AICHI	asdf	2009	325556	AGCO	8956	2007	60 T2	8645132
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	5	NC9X65	3454657675252		Bore/Drill Rigs	A&L	454	2000	3453465465AAA	AGCO	565	2001	50 T1U	456545654
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	6	TA9M45	251251023	86654321	Cranes	ABI	hbjm	2009	546464	AGCO	sfdh	2009	150 T3	sf m
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	7	NC9X65	3454657675252		Bore/Drill Rigs	A&L	454	2000	3453465465	AGCO	565	1994	50 T0	456545654

- b) The “Display All Fields” button shows you a table which includes 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.



Show Page 1 (200 rows per page) Show All Rows

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Vehicle Information										Engine Information																
Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Veh Interservice	Designate as	Received Public Funding	Leasing Sale	Loan	Two-Engine Veh	Eng Serial #	Eng Manufacturer	Eng Model	Eng MY	Eng HP	Eng Tier	Eng Displacement	Eng Purchase	Eng Installed (Repowered)	On/Off-Road	Non-Diesel	Different Standard	
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	1	WC9W85	998855222		Cranes	VAC CON	12321	2011	2012-02-05	2012-03-01	No	No	No	9595959595	CHRYSLER LLC	12122111	2011	88	T3	5263963	5	2007-01-01	2007-01-01	off	No	No
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	2	UJ3T67	8645132		Bore/Drill Rigs	AICHI	asdf	2009	2009-01-01	2009-01-01	No	No	No	8687451	AGCO	8956	2007	60	T2	8645132	3	2007-01-01	2007-01-01	off	No	No
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	3	PG4L53	951753258456		Excavators	SUNWARD	okmjhuhb	2007	2011-04-03	2011-04-03	No	No	No	789456123	CUMMINS ENGINE CO., INC	9s5d5	2007	60	T2	sdfgsdfgsd	4	2007-01-01	2007-01-01	off	No	No
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	4	UJ3T67	8645132		Bore/Drill Rigs	AICHI	asdf	2009	2009-01-01	2009-01-01	No	No	No	325556	AGCO	8956	2007	60	T2	8645132	3	2007-01-01	2007-01-01	off	No	No
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	5	NC9X65	3454657675252		Bore/Drill Rigs	A&L	454	2000	2011-10-19	2011-10-19	No	No	No	3453465465AAA	AGCO	565	2001	50	T1U	456545654	4.2	1994-01-01	1994-01-01	off	No	No
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	6	TA9M45	251251023	86654321	Cranes	ABI	hbjm	2009	2010-04-05	2010-04-12	No	No	No	546464	AGCO	565	2009	150	T3	sf m	8.2	2009-01-01	2009-01-01	off	No	No
<a href="#">Edit</a> <a href="#">Delete</a> <a href="#">Sell/Retire</a>	7	NC9X65	3454657675252		Bore/Drill Rigs	A&L	454	2000	2011-10-19	2011-10-19	No	No	No	3453465465	AGCO	565	1994	50	T0	456545654	4.2	1994-01-01	1994-01-01	off	No	No

3. The last vehicle that you entered will appear at the top of the table. This is the default sort setting. There are multiple ways to sort the data fields:
      - a) You can click on the link above the column that you would like to sort. This will arrange each vehicle in alphabetical or numerical 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.

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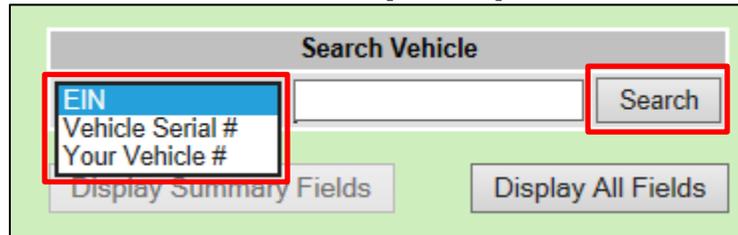
			Line #	EIN	Veh Serial #
<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Sell/Retire</a>	1	NC9X65	3454657675252
<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Sell/Retire</a>	2	NC9X65	3454657675252
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<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Sell/Retire</a>	5	UJ3T67	8645132
<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Sell/Retire</a>	6	UJ3T67	8645132
<a href="#">Edit</a>	<a href="#">Delete</a>	<a href="#">Sell/Retire</a>	7	WC9W85	998855222

- b) If you would like to see the vehicles in reverse order, click the link again and the vehicles will appear in reverse alphabetical order.
  - c) You can use the sort function for any column that has a blue link in the title.
4. If you have more than 200 vehicles, you may need to change the quantity of the visible rows by selecting [Show All Rows].



1 (50 rows per page, Total 4155 rows.)

5. You can also view your vehicle and engine data in groupings of 200 by selecting the different pages that are available.
6. If you would like to search for a vehicle by its EIN, Vehicle Serial #, or Your Vehicle #, you can select the search term and then enter your search term in the "Search Vehicle" box and then select [Search].



**Search Vehicle**

7. 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 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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