

Finding and Printing a Truck and Bus Regulation Reporting Certificate

Last Revised December 23, 2015

If you created an account in the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) and need to print your certificate of reported compliance, follow the instructions as indicated below.

Note: If you experience any difficulty after following all of these instructions, email trucrs@arb.ca.gov with your TRUCRS ID number, company information and contact information.

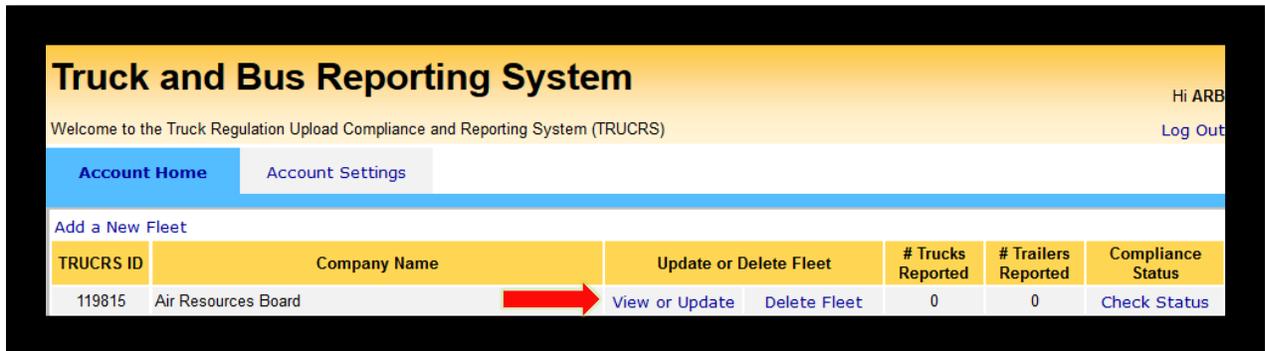
- If you reported compliance with the Truck and Bus Regulation you can print a certificate that indicates this.
See <http://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm> for exact dates and requirements.
- You can print a certificate only if all of your vehicle and company information is correct and complete in the reporting system. Only fleets that have reported and are in compliance can print a certificate. Ensure that all information is correct and complete before proceeding with the instructions below.

Step 1: Open the [Truck and Bus Reporting Page](#), and enter your user name and password.
If you forgot your password, select **Forgot Password**.
If you forgot both your username and password, email trucrs@arb.ca.gov

The screenshot shows the California Environmental Protection Agency (ARB) website for the Truck and Bus Reporting System (TRUCRS). The page features a navigation bar with links for Home, Reducing Air Pollution, Air Quality, Business Assistance, Laws & Regulations, and Health. The main content area is titled "Truck and Bus Reporting System" and includes a welcome message. Below the welcome message are three main sections: "NEW USERS" (with a "Create New Account" button and a link for "Trouble logging into an existing account?"), "EXISTING USERS" (with "Username" and "Password" input fields, a "Log In" button, and a "Forgot Username/Password?" link), and "RESOURCES" (with links for "Who Must Report in 2016?", "Reporting Guide & FAQs", "How to Print a Certificate", "Report Non-Compliant Fleets", "Check Compliance Status", and "Paper Reporting Forms"). Red arrows point from the "NEW USERS" section to the "EXISTING USERS" section. The footer contains links for "Back to Top", "All ARB Contacts", and "A-Z Index".

Step 2: Go to your Company/Fleet information by selecting View or Update.

Logging in will take you to your fleet summary list. Select your fleet and Click on “View or Update” to continue.



Truck and Bus Reporting System Hi ARB
Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS) Log Out

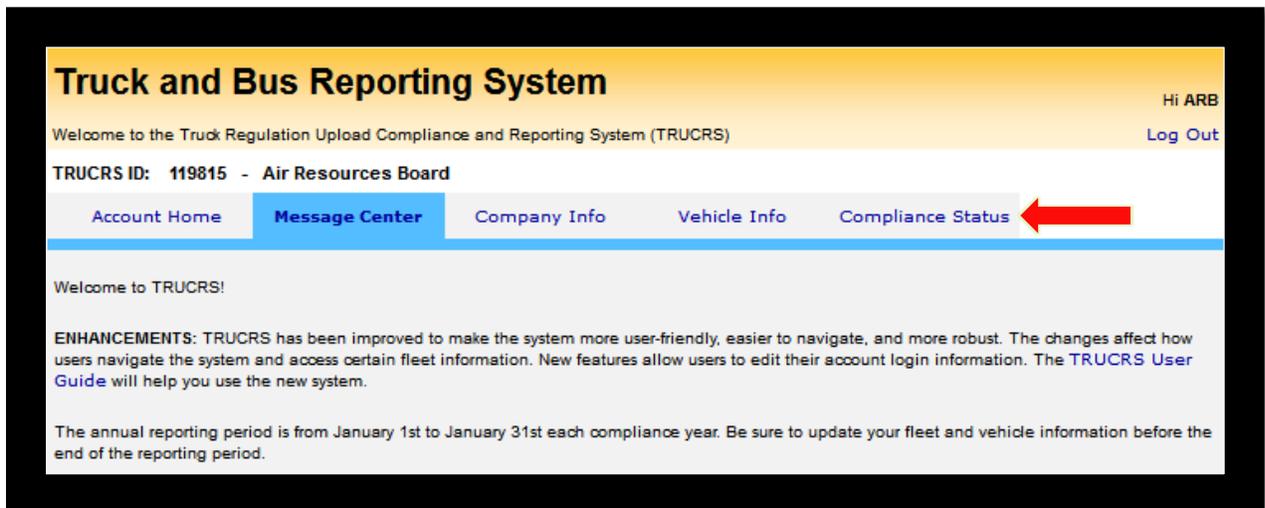
Account Home Account Settings

Add a New Fleet

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
119815	Air Resources Board	View or Update Delete Fleet	0	0	Check Status

Step 3: Select the “Compliance Status” tab

You will arrive at the Message Center tab. Click on the Compliance Status Tab to the far right as shown below to continue.



Truck and Bus Reporting System Hi ARB
Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS) Log Out

TRUCRS ID: 119815 - Air Resources Board

Account Home **Message Center** Company Info Vehicle Info Compliance Status

Welcome to TRUCRS!

ENHANCEMENTS: TRUCRS has been improved to make the system more user-friendly, easier to navigate, and more robust. The changes affect how users navigate the system and access certain fleet information. New features allow users to edit their account login information. The [TRUCRS User Guide](#) will help you use the new system.

The annual reporting period is from January 1st to January 31st each compliance year. Be sure to update your fleet and vehicle information before the end of the reporting period.

Step 4: Confirm Reporting

Click the box labeled “Click to Confirm” as seen below to confirm you’ve finished reporting or updating your fleet information.

- A:** A small pop-up window will appear with a reporting confirmation. Click “OK” to continue. By clicking “OK” you are confirming under penalty of perjury that the information you reported is complete and accurate. Click “Cancel” to go back and make changes to the fleet.
- B:** Once you click “OK” the message will change to “Confirmation complete” as displayed below. Click “Close” to continue.

The screenshot shows the '2016 Compliance Status' page. At the top, it says 'You have not confirmed you are finished reporting. Click here to update your account changes.' with a red arrow pointing to a 'Click to Confirm' button. Below this is a table with the following data:

2016 General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be	
	1
	1
	1
	1
	No
	N/A

Callout A points to a pop-up window titled 'Are you finished reporting?' with the following text:

Reporting Confirmation:
I certify that the information reported has been prepared in accordance with the Truck and Bus reporting requirement in Section 2025, title 13, California Code of Regulations, and that the information contained in the Truck and Bus Reporting System is true, accurate, and complete. As a User, I agree that documents submitted with electronic signatures, either scanned or using digital ink, or any other electronic format approved by the ARB, will be considered valid for certification. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information.

Callout B points to the 'OK' button in this pop-up window. Below the pop-up, a second message box says 'Confirmation complete, you may close the window' with a 'Close' button highlighted by a red box.

Step 5: Check your compliance

After the page reloads you will see one of two colored boxes.

- A:** If your fleet does not meet 2016 compliance requirements, a red box stating “Not Eligible for Certificate” will be displayed as it does in the example below.

A

2016 Compliance Status

HEAVY VEHICLES DO NOT COMPLY → **Not Eligible For Certificate**

2016 General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)

Diesel Vehicles Reported	
Heavy Diesel Truck	1
Total Reported Vehicles	1

Vehicle Compliance Status	
Vehicles Subject to Clean Up	1
Phase in eligible (Yes/No)	No

Other Details	
Vehicles not meeting Model Year Schedule	1
Meets small fleet option (Yes/No)	N/A

- B:** If your fleet meets 2016 compliance requirements, then the statement “Fleet is in Compliance” will be displayed. You will also see a green box prompting you to click “Print Certificate.” Click this box to continue.

B

2016 Compliance Status

Fleet is in Compliance → **Print Certificate**

2016 General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)

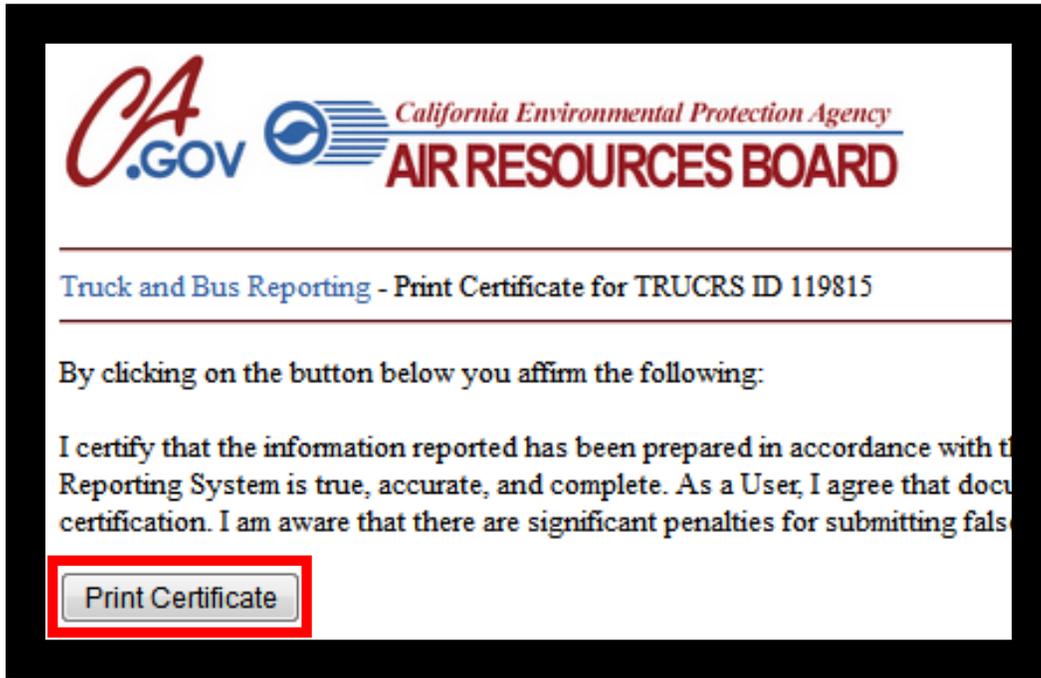
Diesel Vehicles Reported	
Heavy Diesel Truck	1
Total Reported Vehicles	1

Vehicle Compliance Status	
Vehicles Claiming Extensions	1
Vehicles Subject to Clean Up	1
Phase in eligible (Yes/No)	No

Other Details	
Meets small fleet option (Yes/No)	N/A

Step 6: Print your certificate

Click "Print Certificate" to access the final certificate for printing.



Important Note

If your certificate does not print properly, you may have to alter the settings in your browser. To get the best results, use Internet Explorer. Under the File menu go to the "Page Setup" and choose "landscape". Next, under "Margins and Headers", blank out all header and footers and set margins to "0". To print the State Seal, check "Print Background" (colors & images).