



## **General Instructions for Submitting Appliance Data**

(Last Updated March 2019)

### **Introduction**

In California, manufacturers of federally and state-regulated appliances are required to certify their appliance efficiency data and other information to the California Energy Commission (Energy Commission).

The Energy Commission promotes energy efficiency by establishing and enforcing energy efficiency standards for appliances sold or offered for sale in California. By certifying appliance efficiency data to the Energy Commission, manufacturers will gain access to a leading consumer appliance market and also ensure that Californians have energy efficient appliance options that are affordable, reliable, and environmentally friendly. Regulated appliances that have not been certified to the Energy Commission cannot be legally sold or offered for sale in the state of California.

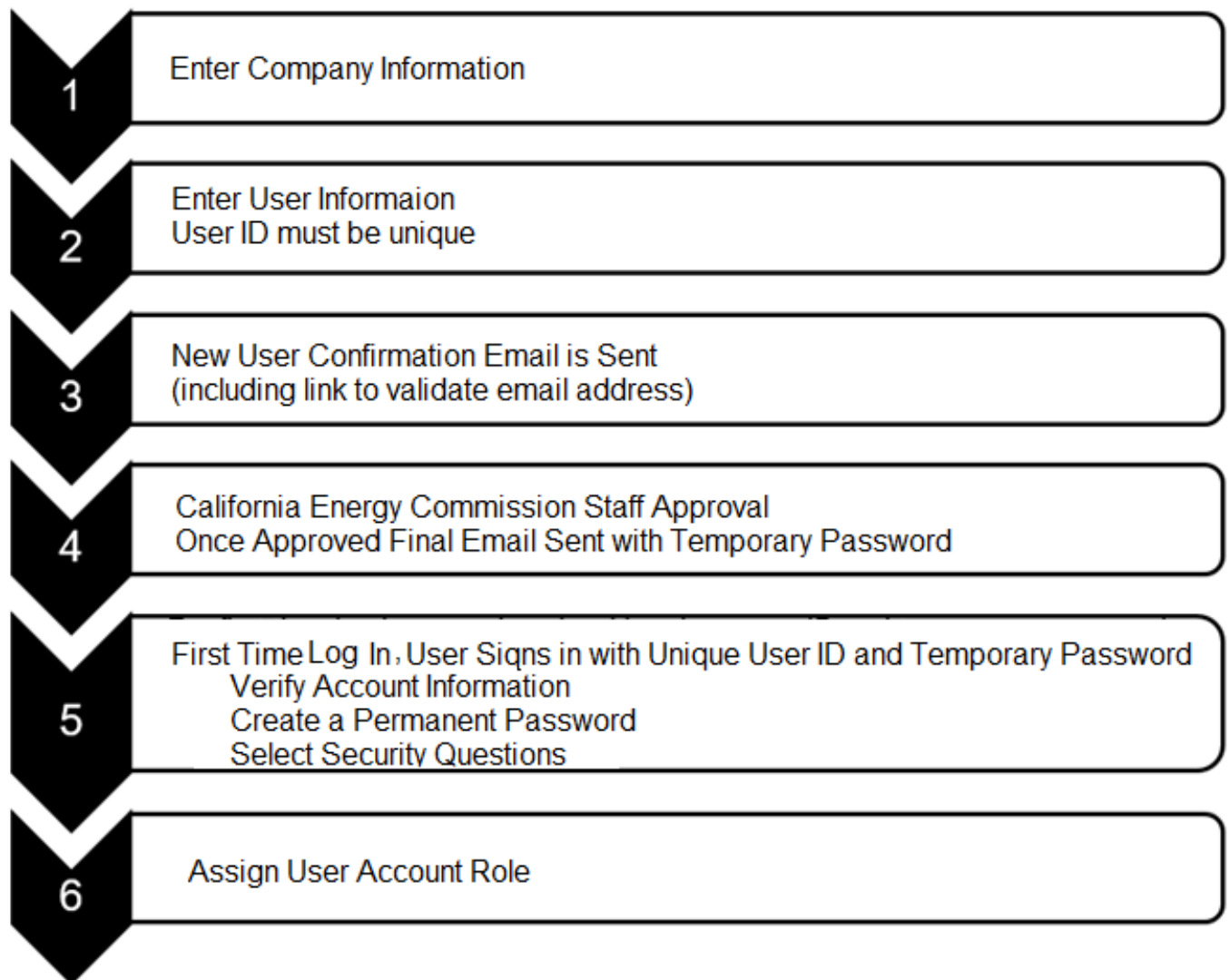
Certification of appliance data (a maximum of 1000 data entries per submittal) is submitted through the modernized appliance efficiency database system (MAEDBS). This document contains instructions for registering a new account, adding users to an account, submitting a test lab application, a third party certifier application, and a delegation of authority application using MAEDBS. These instructions are intended for all company types (i.e. manufacturer, third party certifier, test lab). Please read this document in its entirety before beginning to submit appliance data for certification. For questions or clarification on any information contained in these instructions, please contact us via e-mail at: [appliances@energy.ca.gov](mailto:appliances@energy.ca.gov).

Need additional help? Register with [EnergyCodeAce.com](http://EnergyCodeAce.com) to access its Title 20 On-Demand Video Training series. Separate modules on how to use the MAEDBS are provided for manufacturers, third-party certifiers, test labs, retailers, distributors, and consumers. The site also provides useful industry links and informational documents to help “decode” Title 20.

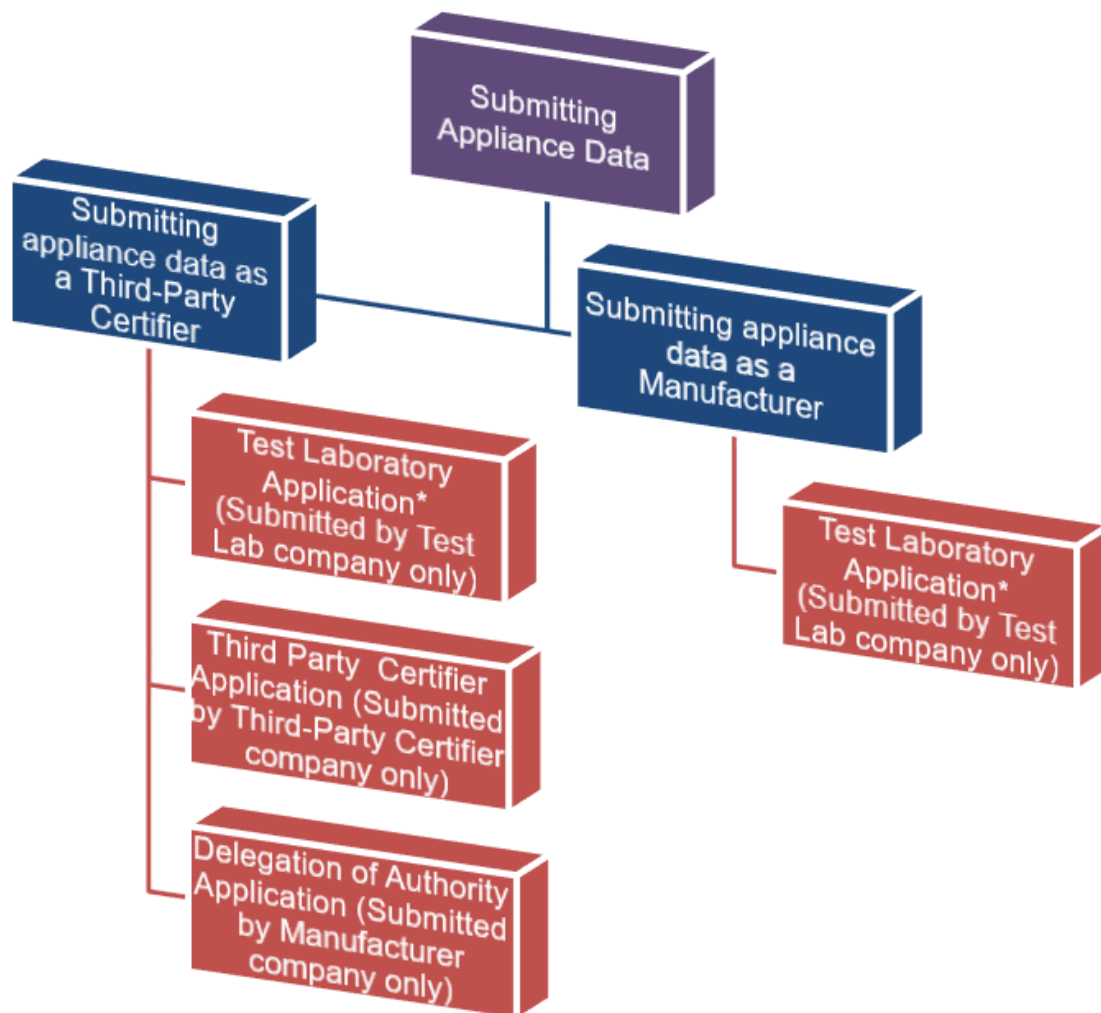
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## Process Overview of Registering a New Account



## Overview of Submitting Company Type Applications



\*If the manufacturer or third-party certifier is **only** deleting appliance data in their submission no test laboratory is required.

## Registering a New Account

This section is designed to provide instructions for registering a new account for all company types (i.e. manufacturer, third party certifier, test laboratory). Having a registered account allows the user to submit data and/or applications to the Energy Commission using the online MAEDBS.

To register a new account, begin by clicking the '**Register new account**' button on the homepage (shown below). [Register New Account Here](#)

1. To register a new account, begin by clicking the "Register new account" button (1) on the homepage (shown below).

The screenshot shows the MAEDBS Log In page. At the top is the California Energy Commission logo. The main heading is "MAEDBS Log In". Below this are two input fields: "\*User ID \* (Required)" and "\*Password \* (Required)". There is a checkbox for "I have read and agree to the Login Policy" and links for "Forgot your User ID?" and "Forgot your Password?". A "Sign In" button is present. Below the login section are three columns: "Don't have an account" (circled in red with a red arrow pointing to the "Register new account" button labeled with a red "1"), "Public Search" (with an "Appliance Search" button), and "3rd Party and Test Laboratory Approvals" (with a "Search" button). At the bottom, there is a footer with contact information and a note about additional help from EnergyCodeAce.com.

**MAEDBS Log In**

\*User ID \* (Required)

\*Password \* (Required)

☐ I have read and agree to the [Login Policy](#)

[Forgot your User ID?](#) [Forgot your Password?](#)

[Sign In](#)

**Don't have an account**

Create an authorized CEC account if you are responsible for certifying or testing any products.

An account is not required for searching the database.

[Register new account](#)

**Public Search**

Search for publicly available appliance information

[Appliance Search](#)

**3rd Party and Test Laboratory Approvals**

Search for publicly available approval information for 3rd party certifiers and test labs.

Test lab applications for the next certification year become available on November 1st each year.

[Search](#)

Questions related to the new appliance database can be directed to [Appliances@energy.ca.gov](mailto:Appliances@energy.ca.gov) or to the Appliances Hotline, toll free at (888) 838-1467 or outside California (916) 651-7100 (9 AM to 4:30 PM PST).

Need additional help? Register with EnergyCodeAce.com (<http://energycodeace.com/content/registration-information>) to access its Title 20 On-Demand Video Training series (<http://energycodeace.com/content/title-20-training>). Separate modules on how to use the MAEDBS are provided for manufacturers, third-party certifiers, test labs, retailers, distributors and consumers. The site also provides useful industry links and informational documents to help "decode" Title 20.

Current Build: Version 2.8.13 Deployed on 10/24/2019

2. After clicking on the “register new account” button, you will be redirected to the “Create new company page.” (shown below)
  - a. Enter the full name of the company you are creating an account for.
  - b. Select the company types that are applicable to your company.
    - i. The note underneath states: “Selecting a company type does not grant immediate access by the California Energy Commission. A company will still need to submit an approval application before they are able to submit data.”
    - ii. Checking a company type box allows access to applications specific to that company type.
  - c. Checking this box indicates that you are not a test lab or third party certifier who is setting up an account for a manufacturer.
  - d. Select the appliance categories that your company manufactures, certifies, or tests.
3. After inputting the company information, scroll down to the address portion of the page. (shown below)
  - a. Begin by selecting the country (from the dropdown menu) that your company is located in
  - b. Enter the location number and street of the company in address line one; other information relevant to the address can be entered in address line two.
  - c. Enter the other remaining company address information in the field boxes provided according to the title above it.

**Create new company** 2

**Instructions**

- Please fill out all the required fields marked by \*
- Please select all company types that apply.

**Company Information**

\*Company Name 2a

Company Website (Follow Format: <http://www.energy.ca.gov>)

**Company Type** 2b

☐ Manufacturer ☐ Test Lab ☐ 3rd Party Certifier

(Note: Selecting a company type does not grant immediate access by the California Energy Commission. A company will still need to submit an approval application before they are able to submit data. Checking a company type box allows access to applications specific to that company type.)

"Manufacturer" means any person engaged in the original production or assembly of an appliance or any person that assumes the complete legal responsibility for the original production or assembly of an appliance, which includes, but is not limited to, the responsibility normally held by the manufacturer for product liability, warranty, and compliance with State and federal law. "Manufacturer" also means a private brand packager or reassembler.

☐ By checking this box I hereby certify that I am NOT a test lab or third party that is setting up an account for a manufacturer 2c

**Categories Manufactured, Certified or Tested** 2d

<input type="checkbox"/> None	<input type="checkbox"/> Central Heat Pumps	<input type="checkbox"/> Fans and Dehumidifiers	<input type="checkbox"/> Non-Central AC & HP Products	<input type="checkbox"/> Refrigeration Products
<input type="checkbox"/> Search Only	<input type="checkbox"/> Computers	<input type="checkbox"/> Heating Products	<input type="checkbox"/> Plumbing Products	<input type="checkbox"/> Transformer Products
<input type="checkbox"/> AirFilters	<input type="checkbox"/> Cooking and Washing Products	<input type="checkbox"/> Lighting Products	<input type="checkbox"/> Pool Products	<input type="checkbox"/> Water Heater Products
<input type="checkbox"/> Central Air Conditioners	<input type="checkbox"/> Electronics	<input type="checkbox"/> Motor Products		

**Address** 3

\*Country 3a

USA

\*Address Line 1 Address Line 2 3b

\*City \*USA State Foreign State/Province \*ZIP/Postal Code 3c

Please Select

**4 Create User**

4. After entering the required information for the company, click the "Create User" button to save your information and continue to the next step where you will input your information.
  - a. Enter your last name and first name in the appropriate field boxes.
  - b. Enter the best contact information where you can be reached.
    - i. Email Address: must be an active email address in order to validate your email.
    - ii. Phone Number: must include the country code and area code and dashes where appropriate (i.e. 1-999-999-999)
      1. If you have an extension, add the extension number by indicating 'x' after the phone number (1-999-999-9999x5555)
    - iii. Fax Number: follows the format of the phone number

- c. User ID: Enter a unique user id name (max of 25 characters). We suggest using the first initial of your first name and your complete last name (i.e. John Doe, ID: JDoe). If the user ID is already taken, add a number at the end or enter another user ID of your choice. Note, this will be the user ID you will use to log into your account.
  - d. Check the box that the email provided is valid and may be used to send notices and other information regarding database activities.
5. When completed, click the “save” button to finish the *first step* in registering your account. A message will appear confirming your request and an email validation request will be sent to the email you provided.

The screenshot shows a web form titled "Create New User". At the top right, a red arrow labeled "5" points to a "Save" button. Below the title is an "Instructions" section with three bullet points: "Please enter phone number and fax in following formats: 1-999-999-9999", "Please add extension for phone number, if applicable, by indicating x", and "When creating User ID, use the first initial of your first name and your complete last name. i.e. John Doe, ID: JDoe. If the User ID is already taken, add a number i.e. JDoe1. User ID is not case sensitive." Below this is the "Add User" section with several input fields: "\*Last Name", "\*First Name", "\*Email Address", "\*Phone Number", "Fax Number", and "\*User ID". Red arrows point to these fields: "4a" points to the First Name field, "4b" points to the Phone Number field, "4c" points to the User ID field, and "4d" points to a checkbox labeled "I agree that the email provided is valid and may be used to send notices and other information regarding database activities.".

**Create New User**

**Instructions**

- Please enter phone number and fax in following formats: 1-999-999-9999
- Please add extension for phone number, if applicable, by indicating x
- When creating User ID, use the first initial of your first name and your complete last name. i.e. John Doe, ID: JDoe. If the User ID is already taken, add a number i.e. JDoe1. User ID is not case sensitive.

**Add User**

\*Last Name  \*First Name

\*Email Address  \*Phone Number  Fax Number

\*User ID

☒ I agree that the email provided is valid and may be used to send notices and other information regarding database activities.

## Validate Email Address

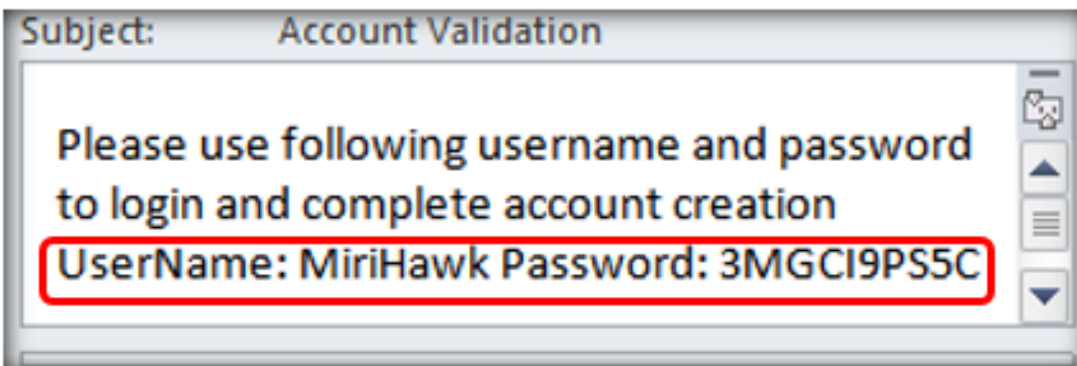
Once you have received the email, click on the link in the email message to validate your email address (as shown below).



After clicking the validation link, you will be forwarded to a web page. From there, click the '**Confirm Email**' button and a message will appear confirming that your email was successfully validated.

**Important Note:** Validating your email does not grant you immediate access to your account. The account must be approved by the Energy Commission staff to completely register your account.

Once the account is approved by the Energy Commission staff, you will receive an email informing you that the account is active. Within the email message, you will receive the user ID you created and a temporary password, both of which you will need for your first time log-in.



## First Time Logging In

To log in for the first time, go to the log-in homepage. Enter the user ID you created (it is also provided in the email message) and the temporary password you received in the appropriate field boxes (shown below). Then check the box to agree to the Login Policy and then click the '**Sign In**' button to log in.

The screenshot shows the California Energy Commission login page. At the top left is the CA.GOV logo, and at the top right is the text 'CALIFORNIA ENERGY COMMISSION'. The main heading is 'Log In'. Below this are three input fields: '\*User ID', '\*Password', and a checkbox labeled 'I have read and agree to the Login Policy'. To the left of these fields are three numbered boxes with arrows pointing to them: '1. Your User ID' points to the User ID field, '2. Temporary Password' points to the Password field, and '3. Check off to agree to the login policy' points to the checkbox. Below the checkbox are two links: 'Forgot your User ID?' and 'Forgot your Password?'. The 'Sign In' button is highlighted with a red rectangle. At the bottom, there are three sections: 'Don't have an account' with a 'Register new account' button, 'Public Search' with an 'Appliance Search' button, and '3rd Party and Test Laboratory Approvals' with a 'Search' button. The footer text reads 'Current Build: Version 1.0 Deployed on 04/27/2015'.

After signing in for the first time, you will be redirected to the My Profile page with the following sections: Contact Information, Login Information, Security Questions, and Privacy and Terms of Use.

My Profile

Save
Cancel

---

1

Contact information

\*Last Name

\*First Name

\*Email Address

\*Phone Number

Fax Number

\*User ID

\*User Status

Current Authorized User ▼

\*Effective Date

07/17/2015

---

2

Login Information

Current Password

New Password

Confirm Password

Password requirements:

- Must be at least 10 characters
- Must contain at least one number
- May not be all alpha characters
- May not be all numerics
- Must contain at least one uppercase and one lowercase letter
- Must contain at least one special character
- May not contain punctuation

---

3

Security Questions

\*Security Question 1

Please Select ▼

\*Answer 1

\*Security Question 2

Please Select ▼

\*Answer 2

\*Security Question 3

Please Select ▼

\*Answer 3

---

4

Privacy and Terms of Use

Please read our [Privacy Policy](#) and [Conditions of Use](#) and confirm you have seen the policies by checking the box.  
California State Law requires lawful maintenance and handling of information. By submitting this information is accurate.

☐ I AGREE

**Section 1 - Contact Information:** Verify all the information in this section is correct and make any changes if necessary.

**Section 2 - Login Information:** Change your temporary password to a personal unique password you will remember. Enter the temporary password that was provided to you in your email as the current password and then enter the new password that meets the password requirements (shown below).

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**Login Information**

Current Password

New Password

Confirm Password

Password requirements:

- Must be at least 10 characters
- Must contain at least one number
- May not be all alpha characters
- May not be all numerics
- Must contain at least one uppercase and one lowercase letter
- Must contain at least one special character
- May not contain punctuation

**Temporary Password**

**Section 3 - Security Questions:** Select the security questions from a set of questions and answer them.

**Important Note:** Be sure to retain these answers as they will be used to retrieve your user ID and password should you forget them.

**Section 4 - Privacy and Terms of Use:** Check the box indicating agreement to the privacy statement and the terms of usage. To view the privacy statement and the terms of usage click on boxes (shown below).

**Privacy and Terms of Use**

Please read our [Privacy Statement](#) and [Terms of Usage](#) and confirm you have seen the policies by checking the box. California State Law requires lawful maintenance and handling of information. By submitting this information is accurate.

☒ I AGREE

To save all your information, click on the '**Save**' button to proceed to the next step. You will then be redirected to the User Account Information page (shown below).

**User Account Information**

[Save](#) [Cancel](#)

**Assign Role**

☐ External System Admin ☐ External Staff

Select your role (select all that apply):

- **External System Admin** – This role applies to the person who will be in charge of system administration duties such as adding users to the account, updating company information, updating profile information, etc.
- **External Staff** – This role applies to the person who will be performing certification duties such as submitting appliance data and applications.

Click the **'Save'** button to save all of your information. A message will be displayed notifying you that the record was saved successfully. Your account is now active and you are able to log in using the new password you created.

## Adding Users to an Existing Company Account

Once the company account is active, the External System Admin for the company account can add more users to the account. To create additional users to an existing company account, follow these steps:

From the homepage, the External System Admin should enter their user ID and password, check the box to agree to the login policy, and then click on the **'Sign In'** button.

CA .GOV CALIFORNIA ENERGY COMMISSION

Log In

\*User ID

\*Password

☒ I have read and agree to the Login Policy

[Forgot your User ID?](#) [Forgot your Password?](#)

Sign In

Don't have an account  
Create an authorized CEC account  
Register new account

Public Search  
Search for publically available appliance information  
Appliance Search

3rd Party and Test Laboratory Approvals  
Search for publically available approval information for 3rd party certifiers and test labs.  
Search

Current Build: Version 1.0 Deployed on 04/27/2015

If your company account is registered with multiple company types, after logging in you will be redirected to the Company Login page (shown below). In the case of adding users to an account, you can select any company type and proceed by clicking the **'Next'** button.

## Company Login

### Company Type

Please select the company type you would like to proceed as:

☒ Manufacturer ☐ Test Lab ☐ 3rd Party Certifier

Next

Hover over the '**Acct Mgmt**' [Account Management] tab and click on the '**Company Information**' link to add new users to the account.



The link will redirect you to the Company Information Detail page. Click the '**Add**' button in the Users section (shown below) to add additional users to the account.

Company Information Detail

SaveCancel

Company Information

\*Company Name

Test Location

Company Website (Follow Format: http://www.energy.ca.gov)

Company Type

☒Manufacturer☒Test Lab☒3rd Party Certifier

( Please select all company types that apply )

Address

\*Country

USA

\*Address Line 1

1901 TEST LOCATION

Address Line 2

\*City

SACRAMENTO

X

\*USA State

California

Foreign State/Province

\*ZIP/Postal Code

958260000

Users

	First Name	Last Name	Role
Select			External System Admin

Add

Approved Appliance Types and Test Methods

Appliance Type	Test Method
No records found	

In the User Information page, enter the new user's information:

**User Information** Save Cancel

**Instructions**

- Please enter phone number and fax in following formats: 1-999-999-9999
- Please add extension for phone number, if applicable, by indicating x.
- When creating User ID, use the first initial of your first name and your complete last name. i.e. John Doe, ID: JDoe. If the User ID is already taken, add a number i.e. JDoe1. User ID is not case sensitive.

**Add or Update User**

\*Last Name  \*First Name

\*Email Address  \*Phone Number  Fax Number

\*User ID  \*User Status  \*Effective Date

- Enter the last name and first name in the appropriate field boxes (max of 50 characters).
- Enter the best contact information of where the new user can be reached:
  - Email Address – Must be an active email address to validate email.
  - Phone Number – Must include country code and area code and dashes where appropriate (i.e. 1-999-999-9999)
    - If you have an extension, add the extension number by indicating 'x' after the phone number (i.e. 1-999-999-9999x5555)
  - Fax Number – Follows the same format as the phone number.
- User ID – Enter a unique user id name (max of 25 characters). We suggest using the first initial of your first name and your complete last name (i.e. John Doe, ID: JDoe). If the user ID is already taken add a number at the end or enter another user id of your choice. Note, this will be the user id you will use to log into your account.
- For the user status, select '**Current Authorized User**' from the drop down menu.
- Enter the effective date.

When you have entered the new user's information, click the '**Save**' button to save their information and to proceed to the 'User Account Information' page where you will assign the new user a role.

U.S. GOV

HOME APPLICATIONS ACCT MGMT SEARCH

User Account Information

Save Cancel

Assign Role

☐ External System Admin ☐ External Staff

Select your role (select all that apply):

- **External System Admin** – This role applies to the person who will be in charge of system administration duties such as adding users to the account, updating company information, updating profile information, etc.
- **External Staff** – This role applies to the person who will be performing certification duties such as submitting appliance data and applications.

Click the '**Save**' button to save all of your information. A message will be displayed notifying you that the record was saved successfully.

Once saved, the system will send the new user an email validation request to the email provided. The new user can follow the instructions in the sections [Validate Email Address](#) and [First Time Logging In](#) in this document.

## Test Laboratory Application

The following instructions are applicable to the Test Lab company type. The Test Lab company type is the only one that has access to this application.

From the homepage, log in using your user ID and password, check the box to agree to the login policy, and then click on the '**Sign In**' button.

The screenshot shows the California Energy Commission (CEC) homepage. At the top left is the CEC logo with the text "CALIFORNIA ENERGY COMMISSION". In the center is a "Log In" section enclosed in large black parentheses. It contains two input fields: "\*User ID" and "\*Password". Below these is a checkbox labeled "I have read and agree to the Login Policy" with a link to "Login Policy". There are also links for "Forgot your User ID?" and "Forgot your Password?". A "Sign In" button is at the bottom of the login section. Below the login section are three columns of links: "Don't have an account" with a "Register new account" button, "Public Search" with an "Appliance Search" button, and "3rd Party and Test Laboratory Approvals" with a "Search" button. At the bottom, it says "Current Build: Version 1.0 Deployed on 04/27/2015".

If your company account is registered with multiple company types, after logging in you will be redirected to the Company Login page (shown below). To access the test laboratory application, you must select the '**Test Lab**' company type and proceed by clicking the '**Next**' button.

The screenshot shows the "Company Login" page. It has a heading "Company Login" and a sub-heading "Company Type". Below this is a text prompt: "Please select the company type you would like to proceed as:". There are three radio button options: "Manufacturer", "Test Lab", and "3rd Party Certifier". The "Test Lab" option is selected and highlighted with a red box. In the bottom right corner, there is a "Next" button, also highlighted with a red box.

Hover over the '**Applications**' tab and click on the '**Test Laboratory Application**' link to access the application.



The link will redirect you to the application (shown below).

## California Appliance Efficiency Program 2015 Test Laboratory Application

[Submit](#)[Cancel](#)

### Instructions

Please allow at least four weeks during the heavy renewal period (November-March) before contacting us regarding your application.

#### Section 1

##### Company Information

\*Test Laboratory Name

[Search](#)

Address 1

Address 2

City

State

ZIP/Postal Code

Country

Company Website (URL)

\*Contact First Name

\*Contact Last Name

[Search](#)

Phone Number

Fax

Email Address

#### Section 2

##### Appliance Type and Test Method Selection



Appliance Type

Test Method

No records found

[Add](#)

#### Section 3

##### Documents

Document Name

Created Date

No records found

[Upload Documents](#)

#### Section 4

##### Declaration

- ☐ It has conducted tests using the applicable test method(s) specified on the first page of this application within the previous 12 months;
- ☐ It agrees to and does interpret and apply the applicable test method set forth in Section 1604 precisely as written;
- ☐ It has, and keeps properly calibrated and maintained, all equipment, material, and facilities necessary to apply the applicable test method precisely as written;
- ☐ It agrees to and does maintain copies of all test reports, and provided any such report to the Executive Director on request, for all basic models that are still in commercial production; and
- ☐ It agrees to and does allow the Executive Director to witness any test of such an appliance on request, up to once per calendar year for each basic model.
- ☐ I declare under penalty of perjury of the laws of the State of California, that: All the information in this statement is true, complete, accurate, and in compliance with all applicable provisions of Sections 1601-1608 of Title 20 of the California Code of Regulations; and I am authorized to make this declaration, and to file this application, on behalf of Test Company
- ☐ It agrees to, and will follow, all applicable provisions of the California Energy Commission's Appliance Regulations (Section 1601-1608 of Title 20 of the California Code of Regulations), in carrying out all testing pursuant to this application.

\*Name

\*Title

\*Date



The test laboratory application will appear with four (4) main sections: Company Information, Appliance Type and Test Method Selection, Documents, and Declaration.

**Section 1 – Company Information:** The section will be pre-populated with the company's information and the current logged in user profile information. To change the user contact information, click on the '**Search**' button next to the contact last name field box. You will be redirected to the User List page where all users attached to the company account will be listed (shown below). From this list, you can select the person of your choosing by clicking the '**Select**' link. After selecting the appropriate user, you'll be taken back to the test laboratory application and the user contact information will be updated.

User List

Search

First Name

Last Name

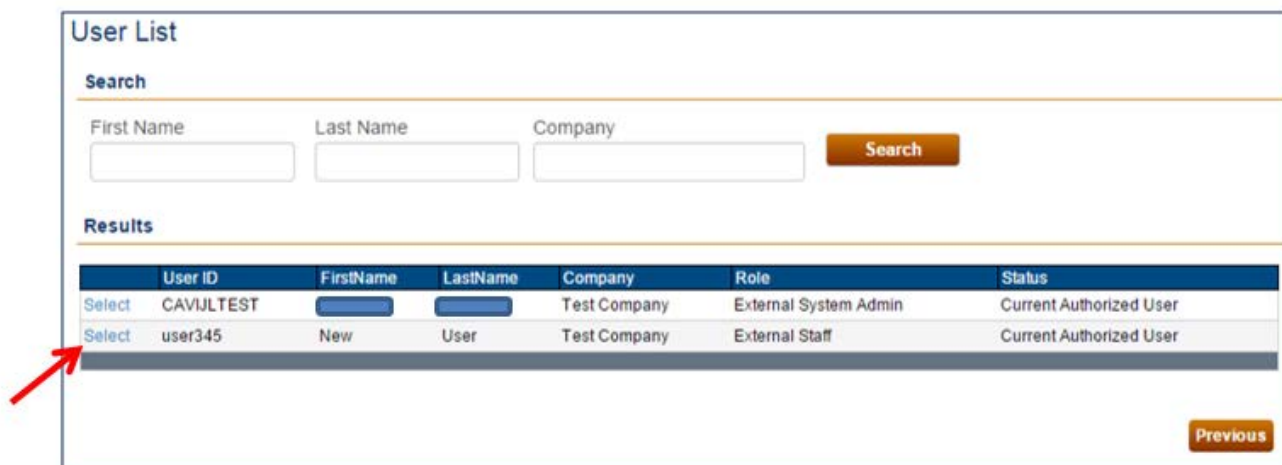
Company

Search

Results

	User ID	FirstName	LastName	Company	Role	Status
Select	CAVIJLTEST			Test Company	External System Admin	Current Authorized User
Select	user345	New	User	Test Company	External Staff	Current Authorized User

Previous



**Section 2 – Appliance Type and Test Method Selection:** To add the type of test method services your test laboratory provides click on the **'Add'** button.

Clicking the 'Add' button will redirect you to the ApplianceType/TestMethod Selection page (shown below). First select the specific appliance type your test laboratory test. The test methods for that specific appliance type will appear. Select the test method your test laboratory uses to test the specific appliance type. When you are done click the **'Next'** button to return to the test laboratory application.

ApplianceType/TestMethod Selection

Select Appliance

Select Category  
Electronics

Select Appliance Type  
Consumer Audio & Video

Test Methods

☒ IEC 62087:2002(E)

Previous Next

This section will be updated with the appliance type and test method chosen (shown below). To continue adding more test methods that the test laboratory uses, click on the **'Add'** button and repeat the previous steps.

Appliance Type and Test Method Selection

Appliance Type	Test Method
Consumer Audio & Video	IEC 62087:2002(E)

Add Delete

**Section 3 – Documents:** Uploading documents is optional. You can voluntarily submit test reports of the test methods your company uses by clicking the **'Upload Documents'** button.

**Section 4 – Declaration:** Checking off each box in the declaration means you agree and understand the statement. When you have finished reading and checking off the statements, sign the declaration with you name, title, and today’s date.

When you have completed the test laboratory application, click on the ‘**Submit**’ button located at the top right of the page. A message will appear immediately, to inform you the application was saved successfully (shown below) along with an application number (i.e. APP####).

California Appliance Efficiency Program 2015 Test Laboratory Application

Record saved successfully. The application number is: APP179

Go Back

You will also receive an email for your records (shown below).

**Application Receipt Confirmation**

dev no reply <devnoreplycec@gmail.com>

Sent: Tue 7/21/2015 12:50 PM

To: [REDACTED]

Retention Policy: Enforced: Inbox 90 Day PermDelete (90 days) Expires: 10/19/2015

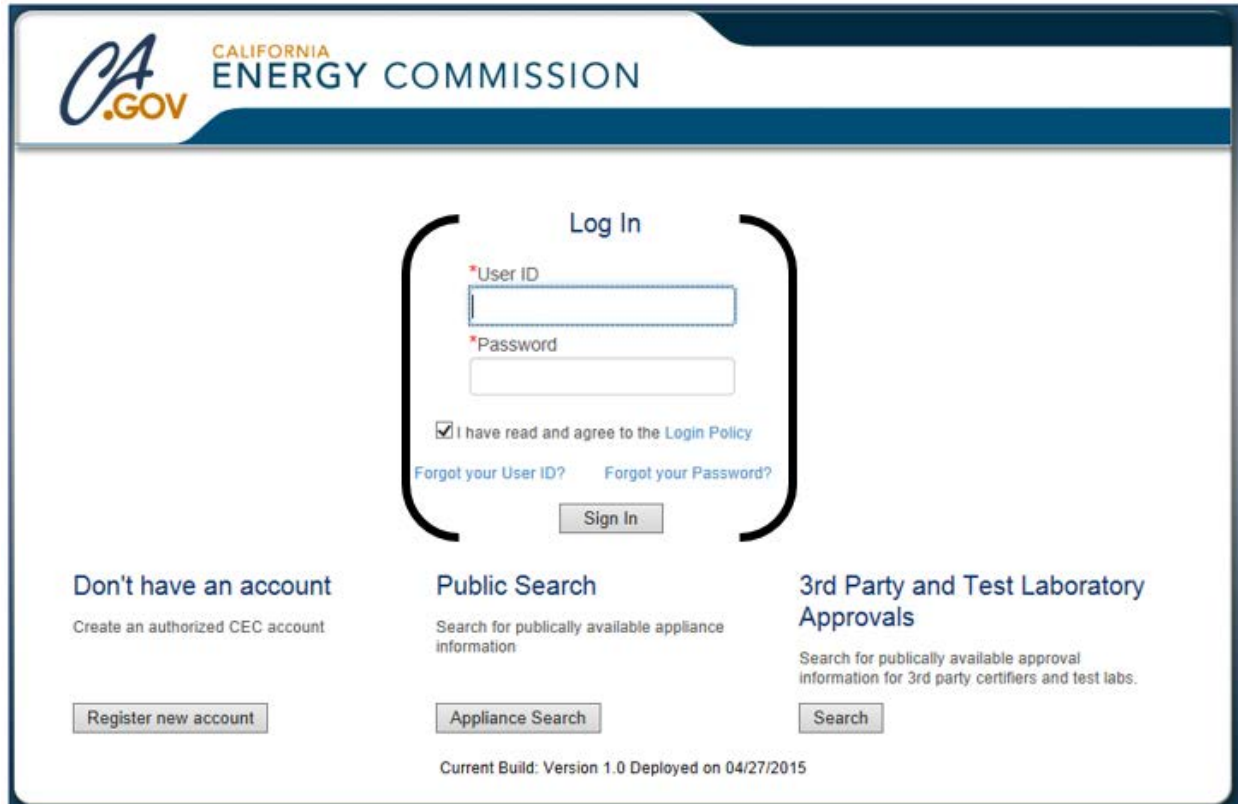
Your application has been received. Your Application Type is Test Lab Application and your application number is APP179. You will receive a response within 30 days. For assistance, please email [appliances@energy.ca.gov](mailto:appliances@energy.ca.gov) or call 1-800-XXX-XXXX.

The test laboratory application will be reviewed by the Energy Commission staff for approval. Results of their decision will be emailed to you.

## Third Party Certifier Application

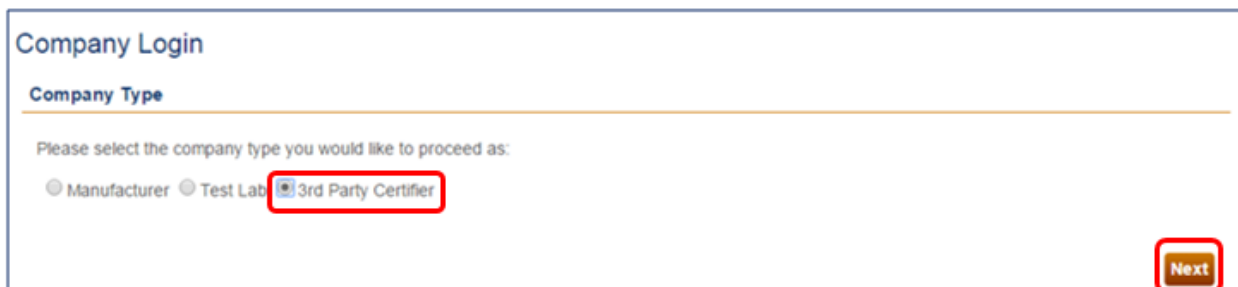
The following instructions are applicable to the Third Party Certifier company type. The Third Party Certifier company type is the only one that has access to this application.

From the homepage, log in using your user ID and password, check the box to agree to the login policy, and then click on the '**Sign In**' button.



The screenshot shows the California Energy Commission (CEC) homepage. At the top is the CEC logo with the text "CALIFORNIA ENERGY COMMISSION". Below the logo is a "Log In" section enclosed in a large black bracket. This section contains two input fields: "\*User ID" and "\*Password". Below these fields is a checkbox labeled "I have read and agree to the Login Policy" which is checked. There are two links: "Forgot your User ID?" and "Forgot your Password?". A "Sign In" button is located below the checkbox. Below the "Log In" section are three columns of links and buttons. The first column is titled "Don't have an account" and contains the text "Create an authorized CEC account" and a "Register new account" button. The second column is titled "Public Search" and contains the text "Search for publically available appliance information" and an "Appliance Search" button. The third column is titled "3rd Party and Test Laboratory Approvals" and contains the text "Search for publically available approval information for 3rd party certifiers and test labs." and a "Search" button. At the bottom of the page, it says "Current Build: Version 1.0 Deployed on 04/27/2015".

If your company account is registered with multiple company types, after logging in you will be redirected to the Company Login page (shown below). To access the third party certifier application, you must select the '**3<sup>rd</sup> Party Certifier**' company type and proceed by clicking the '**Next**' button.



The screenshot shows the "Company Login" page. At the top is the title "Company Login". Below the title is the section "Company Type". Below this section is the text "Please select the company type you would like to proceed as:". There are three radio buttons: "Manufacturer", "Test Lab", and "3rd Party Certifier". The "3rd Party Certifier" radio button is selected and highlighted with a red box. At the bottom right of the page is a "Next" button, also highlighted with a red box.

Hover over the '**Applications**' tab and click on the '**Third Party Certifier Application**' link to access the application.



The link will redirect you to the application (shown below).

## California Appliance Efficiency Program 2015 Third Party Certifier Application

[Submit](#)[Cancel](#)

### Instructions

Please allow at least four weeks during the heavy renewal period (November-March) before contacting us regarding your application.

**Section 1**

**Company Information**

\*Certifying Company Name

Test Company

Search

Address 1

1901 TEST LOCATION

Address 2

City

SACRAMENTO

State

ZIP/Postal Code

958260000

Country

USA

Company Website (URL)

\*Contact First Name

\*Contact Last Name

Search

Phone Number

Fax

Email Address

@ENERGY.CA.GOV

**Section 2**

**Certifier Type**

☐ Appliance Manufacturer Trade Association

☐ Appliance Test Laboratory

☐ Appliance Brand Holder or Importer

☐ Manufacturer

☐ Other

**Section 3****Documents**

Document Name	Created Date
No records found	

Upload Documents

**Section 4****Declaration**

☐ I have read and understood all the appliance regulation provisions of California Code of Regulations, federal law, and all other documents applicable to each category for which the third party will file information.

☐ It is financially and technically capable of complying with all of the applicable requirements.

☐ I declare under penalty of perjury under the laws of the State of California that: The foregoing is true, correct, complete, accurate, and in compliance with all applicable provisions of California Code of Regulations, title 20, sections 1601-1608 inclusive and all applicable provisions of Sections 10-152 of Title 24 of the California Code of Regulations, and I am authorized to make this declaration, and to file this application, on behalf of Test Company.

\*Name

\*Title

\*Date

The test laboratory application will appear with four (4) main sections: Company Information, Appliance Type and Test Method Selection, Documents, and Declaration.

**Section 1 – Company Information:** The section will be pre-populated with the company’s information and the current logged in user profile information. To change the user contact information, click on the ‘**Search**’ button next to the contact last name field box. You will be redirected to the User List page where all users attached to the company account will be listed (shown below). From this list, you can select the person of your choosing by clicking the ‘**Select**’ link. After selecting the appropriate user, you’ll be taken back to the application and the user contact information will be updated.

**User List**

**Search**

First Name Last Name Company **Search**

**Results**

	User ID	FirstName	LastName	Company	Role	Status
Select	CAVJLTEST			Test Company	External System Admin	Current Authorized User
Select	user345	New	User	Test Company	External Staff	Current Authorized User

**Previous**

**Section 2 – Certifier Type:** Select the type of certifier your company is from the following: Appliance Manufacturer Trade Association, Appliance Test Laboratory, Manufacturer, or Other.

**Section 3 – Documents:** Uploading documents is optional.

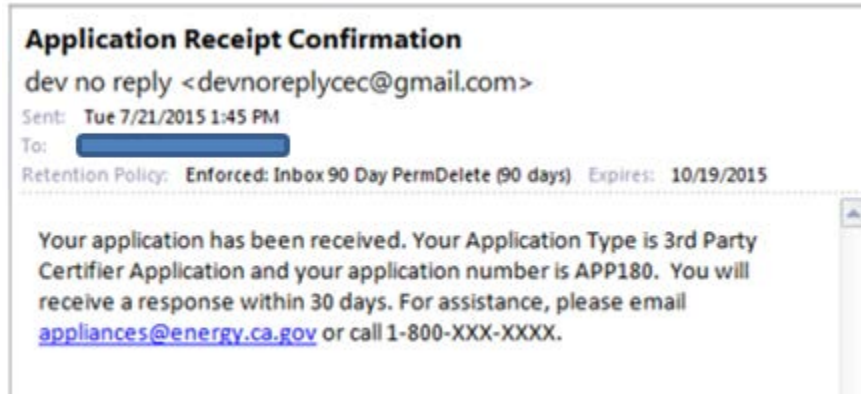
**Section 4 – Declaration:** Checking off each box in the declaration means you agree and understand the statement. When you have finished reading and checking off the statements, sign the declaration with you name, title, and today’s date.

When you have completed the application, click on the ‘**Submit**’ button located at the top right of the page. A message will appear immediately, to inform you the application was saved successfully (shown below) along with an application number (i.e. APP####).

California Appliance Efficiency Program 2015 Third Party Certifier Application **Go Back**

Record saved successfully. The application number is: APP180

You will also receive an email for your records (shown below).

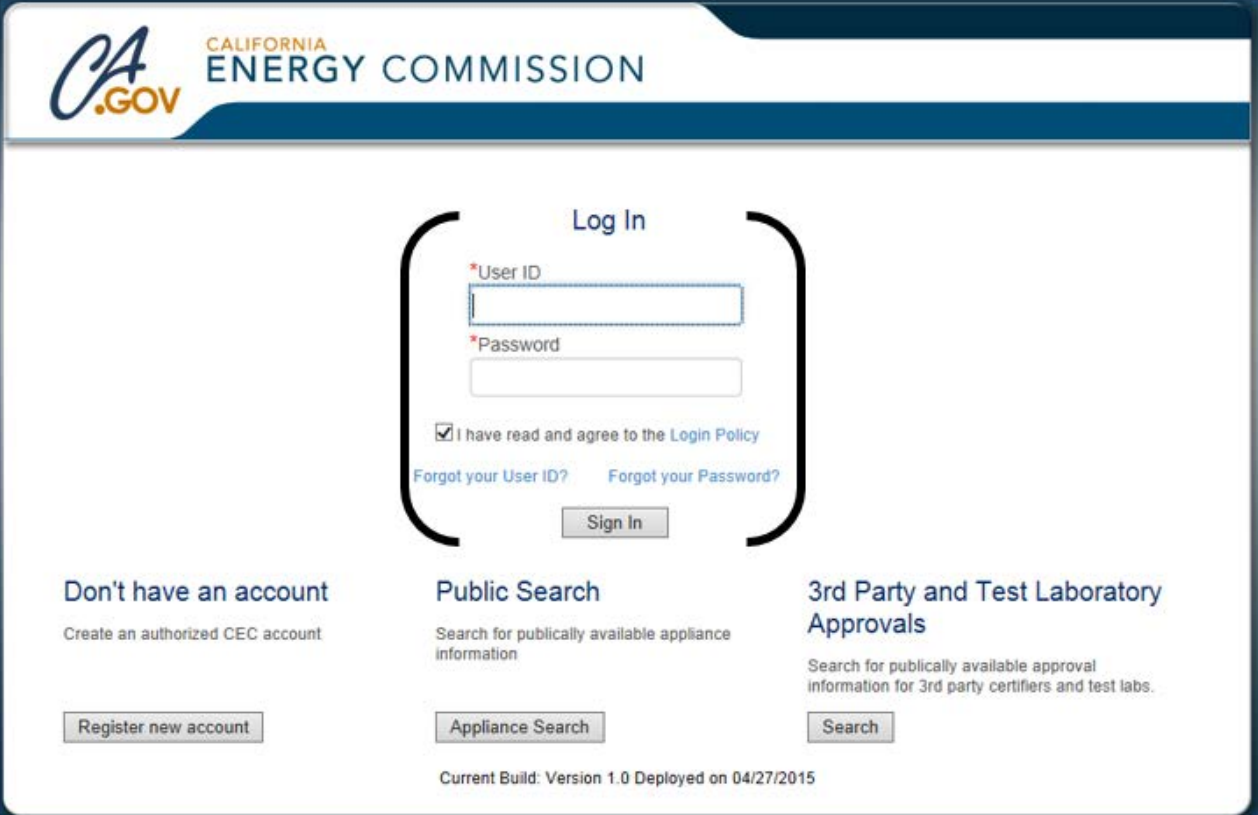


The application will be reviewed by the Energy Commission staff for approval. Results of their decision will be emailed to you.

## Delegation of Authority Application

The following instructions are applicable to the Manufacturer company type. The Manufacturer company type is the only one that has access to this application.

From the homepage, log in using your user ID and password, check the box to agree to the login policy, and then click on the '**Sign In**' button.



The screenshot shows the California Energy Commission (CEC) homepage. At the top left is the CEC logo with the text "CALIFORNIA ENERGY COMMISSION". In the center is a "Log In" section enclosed in large parentheses. It contains two input fields: "\*User ID" and "\*Password". Below these is a checkbox labeled "I have read and agree to the Login Policy". There are two links: "Forgot your User ID?" and "Forgot your Password?". A "Sign In" button is at the bottom of the login section. Below the login section are three columns of links: "Don't have an account" (with subtext "Create an authorized CEC account" and a "Register new account" button), "Public Search" (with subtext "Search for publically available appliance information" and an "Appliance Search" button), and "3rd Party and Test Laboratory Approvals" (with subtext "Search for publically available approval information for 3rd party certifiers and test labs." and a "Search" button). At the bottom center, it says "Current Build: Version 1.0 Deployed on 04/27/2015".

If your company account is registered with multiple company types, after logging in you will be redirected to the Company Login page (shown below). To access the delegation of authority application, you must select the '**Manufacturer**' company type and proceed by clicking the '**Next**' button.



The screenshot shows the "Company Login" page. It has a title "Company Login" and a section "Company Type". Below this, it says "Please select the company type you would like to proceed as:". There are three radio buttons: "Manufacturer" (which is selected and highlighted with a red box), "Test Lab", and "3rd Party Certifier". In the bottom right corner, there is a "Next" button, also highlighted with a red box.

Hover over the '**Applications**' tab and click on the '**Delegation of Authority Application**' link to access the application.



The link will redirect you to the application (shown below).

Manufacturer Delegation of Authority to Third-Party Certifier for  
Submittal to the California Energy Commission - California Appliance  
Efficiency Program, California Code of Regulations, Title 20, Section 1606

Submit Cancel

Instructions

In compliance with Section 1606(f)(1)(B)(1), before or with the first submittal made by the third party, the manufacturer completes and provides this form to the Third Party Certifier who will submit information to the Energy Commission on the manufacturer's behalf. The contact person shown below is hereby approved for delegating authority on behalf of the named manufacturer for the specified appliance type in compliance with the requirements of the Appliance Efficiency Regulations from the date shown below. It is the responsibility of the manufacturer to update the information on this form should it change. The Energy Commission may audit the content provided on this form to ensure accurate and updated information and, upon a finding of noncompliance with an applicable provision of the above referenced Section, the Executive Director may suspend the manufacturer from delegating authority or remove affected appliances from the database.

Section 1

Certifying Company

\*Certifying Company Name

Search

Address 1

Address 2

City

State

ZIP/Postal Code

Country

Company Website (URL)

Section 2

Manufacturer Information

\*Manufacturer Company Name

Test Company

Search

Address 1

1901 TEST LOCATION

Address 2

City

SACRAMENTO

State

ZIP/Postal Code

958260000

Country

USA

Company Website (URL)

Contact First Name

Contact Last Name

Search

Phone Number

Fax

Email Address

@ENERGY.CA.GOV

Section 3

Declaration

- ☐ Test Company hereby authorizes and requests (Certifying Company Not Selected) to submit information to the Energy Commission on behalf of Test Company.
- ☐ All of the information in and submitted with this statement is true, complete, accurate, and in compliance with all applicable provisions of California Code of Regulations, title 20, sections 1601-1608.
- ☐ All appliances for which information is provided were tested under the applicable test method specified in California Code of Regulations, title 20, section 1604 and, for those appliances listed in section 1606(a)(4)(A)4., were tested as specified therein.
- ☐ For appliances for which there is an energy efficiency, energy consumption, energy design, water efficiency, water consumption, or water design standard in California Code of Regulations, title 20, section 1605.1, 1605.2, or 1605.3, the appliance complies with the applicable standards.
- ☐ The applicable requirements of California Code of Regulations, title 20, section 1606(g) have been and are being complied with.
- ☐ I am authorized to make this declaration, and to provide this statement to (Certifying Company Not Selected) on behalf of Test Company.
- ☐ I declare under penalty of perjury under the laws of the State of California that the foregoing is true and correct.

\*Name

\*Title

\*Date

The delegation of authority application will appear with three (3) main sections: Certifying Company, Manufacturer Information, and Declaration.

**Section 1 – Certifying Company:** To add the certifying company that is certifying your appliance data for you, click on the '**Search**' button. You'll then be redirected to the Company Search page with default company type of '**Test Lab**'. Change the company type to '**3<sup>rd</sup> Party Certifier**' and click the '**Search**' button.

The screenshot shows the 'Company Search' form. The 'Company Type' dropdown menu is highlighted with a red box and contains the text 'Test Lab'. The 'Search' button is also highlighted with a red box. Below the form, it says 'Search Results 488 record(s) found' and 'Export To: Excel CSV'.

Enter the name of the company or a variation of the company name in the Company Name box and click the '**Search**' button to locate the your third party certifier. You can also narrow down your search by selecting the country. After locating the third party certifier, click the '**Select**' link next to the desired third party certifier company.

The screenshot shows the 'Company Search' results page. The 'Company Type' dropdown menu is set to '3rd Party Certifier'. The 'Search' button is highlighted with a red box. Below the form, it says 'Search Results 237 record(s) found' and 'Export To: Excel CSV'. A table of results is displayed with columns: Company, Type, Address1, City, State, and Country. The first row is highlighted with a red arrow pointing to the 'Select' link next to 'Accurate Technology Co., Ltd.'.

Company	Type	Address1	City	State	Country
<a href="#">Select</a> Accurate Technology Co., Ltd.	3rd Party Certifier	F 1, Bldg. A, Changyuan New Material Port, Keyuan Rd., Science & Industry Park, Nanshan	Shenzhen	Guangdong	China
<a href="#">Select</a> Adesso, Inc.	3rd Party Certifier	21 Penn Plaza Suite 909	New York	New York	USA
<a href="#">Select</a> Advanced Compliance Solutions, Inc.	3rd Party Certifier	5015 B.U. Bowman Drive	Buford	Georgia	USA

After clicking the 'Select' link for the desired third party certifier, you will be taken back to the application and the certifying company information will updated with information of the third party certifier chosen (an example is shown below).

**Important Note:** The third party certifier that is submitting appliance data on behalf of your company must submit a third party certifier application and have it approved by the Energy Commission, before you are able to submit a delegation of authority application.

**Certifying Company**

\*Certifying Company Name

Accurate Technology Co., Ltd.

Search

Address 1

F1, Bldg. A, Changyuan New Material Port, Keyuar

Address 2

City

Shenzhen

State

Guangdong

ZIP/Postal Code

518057

Country

China

Company Website (URL)

www.atc-lab.com

**Section 2 – Manufacturer Information:** The section will be pre-populated with the company's information and the current logged in user profile information. To change the user contact information, click on the '**Search**' button next to the contact last name field box. You will be redirected to the User List page where all users attached to the company account will be listed (shown below). From this list, you can select the person of your choosing by clicking the '**Select**' link. After selecting the appropriate user, you'll be taken back to the application and the user contact information will be updated.

**User List**

Search

First Name

Last Name

Company

Search

Results

	User ID	FirstName	LastName	Company	Role	Status
Select	CAVJLTEST			Test Company	External System Admin	Current Authorized User
Select	user345	New	User	Test Company	External Staff	Current Authorized User

Previous

**Section 3 – Declaration:** Checking off each box in the declaration means you agree and understand the statement. When you have finished reading and checking off the statements, sign the declaration with you name, title, and today's date.

When you have completed the application, click on the '**Submit**' button located at the top right of the page. A message will appear immediately, to inform you the application was saved successfully (shown below) along with an application number (i.e. APP####).

Manufacturer Delegation of Authority to Third-Party Certifier for  
Submittal to the California Energy Commission - California Appliance  
Efficiency Program, California Code of Regulations, Title 20, Section 1606

[Go Back](#)

Record Saved Successfully. Your Delegation of Authority request has been established. The application number is: APP181

Once the application has been submitted, the third party certifier will be able to submit appliance data on behalf of your company.