



Instructions for Submitting Ceiling Fans Appliance Data

(Last Updated December 2024)

Introduction

Certification of appliance data is submitted through the Modernized Appliance Efficiency Database System (MAEDbS). This document contains instructions for submitting appliance data and a declaration to the California Energy Commission (CEC) using MAEDbS. These instructions are intended for manufacturers and third party certifiers. 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.

Begin by downloading all the contents in the certification packet listed under Ceiling Fans to submit appliance data at the following link:

[Certification Packets for Appliances](#).

The certification packet will include the following (shown below):

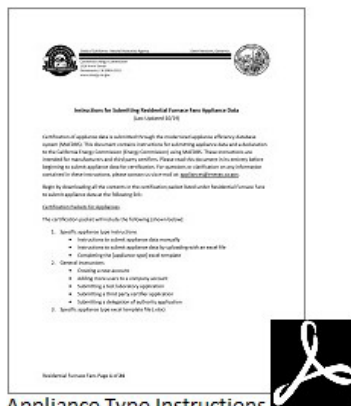
1. Specific appliance type instructions

- Instructions to submit appliance data manually
- Instructions to submit appliance data by uploading with an excel file
- Completing the [appliance type] excel template

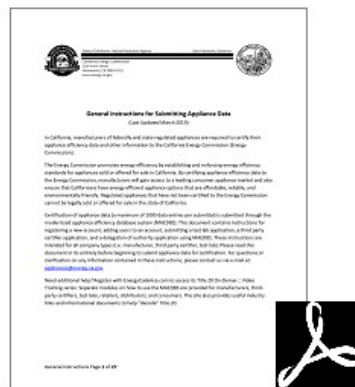
2. General instructions

- Creating a new account
- Adding more users to a company account
- Submitting a test laboratory application
- Submitting a third party certifier application
- Submitting a delegation of authority application

3. Specific appliance type excel template file (.xlsx)



Appliance Type Instructions



General Instructions

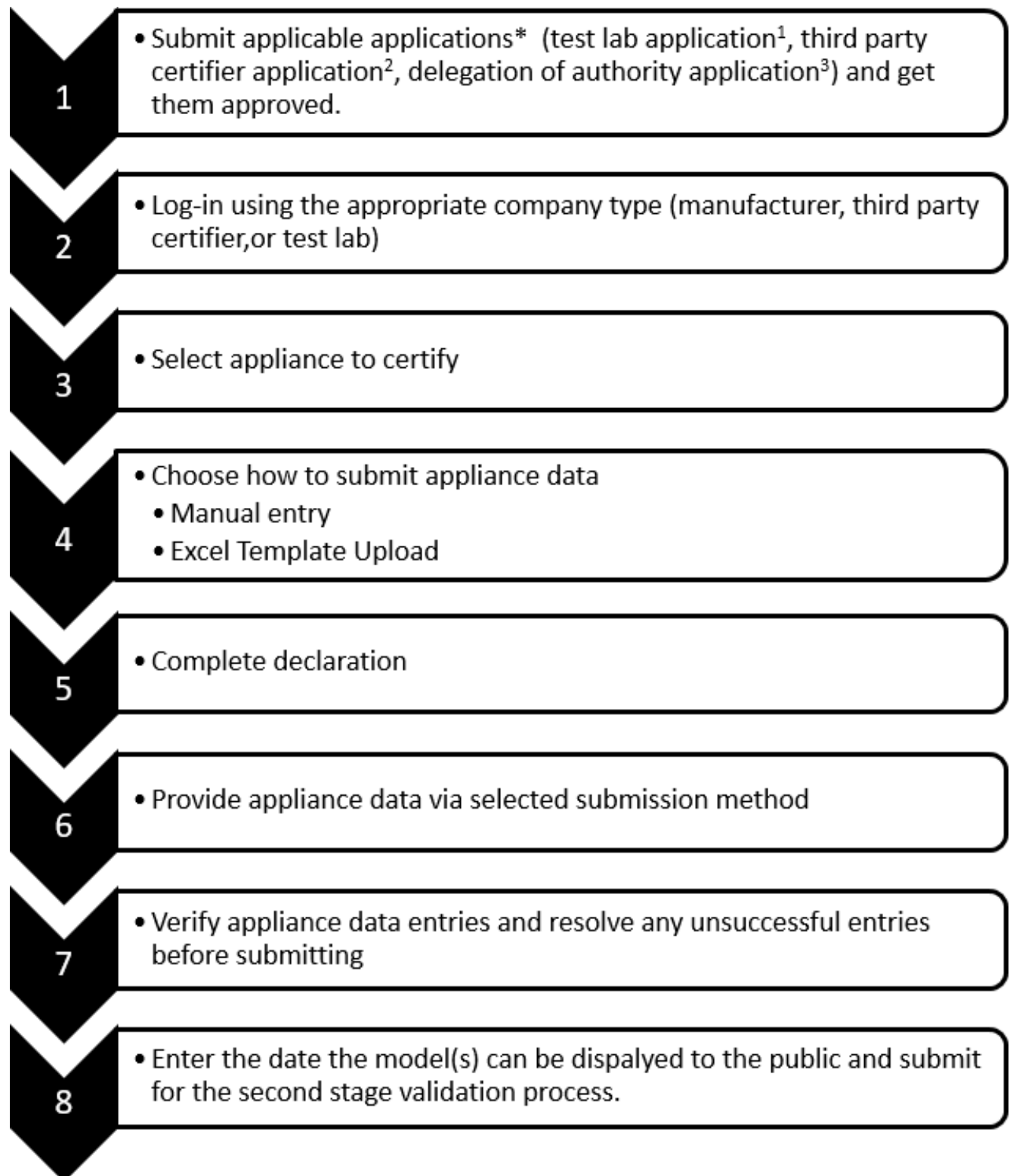


Appliance Type Template

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Process Overview of Submitting Appliance Data using MAEDbS (1st Stage)



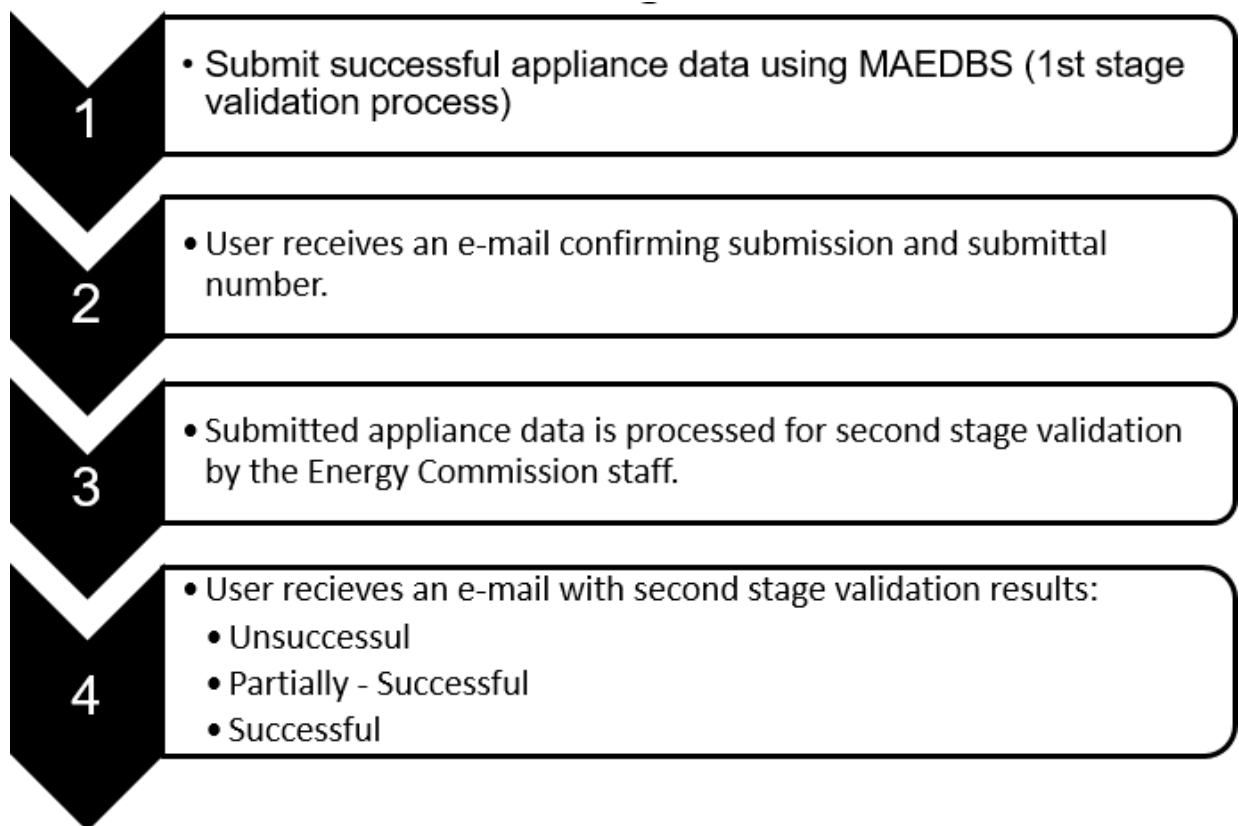
¹The Test Laboratory that tested the appliance data being certified must be approved by the Energy Commission by submitting a test laboratory application.

²The Third Party Certifier must be approved by the Energy Commission by submitting a third party certifier application.

³If a manufacturer elects to provide data through a third party certifier, the manufacturer must submit a delegation of authority application giving the third party certifier permission to submit appliance data on behalf of the manufacturer.

*For more information on applications, refer to the general instructions in the certification packet.

Overview of the 2nd Stage Validation Process



Completing the Excel Template & Manual Entry Page

To upload your data using an excel sheet, begin by downloading and completing the excel file using the spreadsheet in the Ceiling Fans (CLFN) certification packet. The excel spreadsheet included in the certification packet should look like this:

	A	B	C	D	E	F	G	H	I	J	K	L	M	N	O	P	Q	R	S
1	Action	Manufacturer	Brand	ModelNumber	CeilingFanType	SeparateControls	AdjustableSpeedControls	Reversible	LowCFM	LowWatts	HighCFM	HighWatts	D_CeilingFanBladeSpan_Inch	Efficiency_CFMWatt	CFEI_HighSpeed	CFEI_40PercentSpeed	LightSourceType	StandbyPower	RegulatoryStatus
2																			
3																			
4																			
5																			
6																			
7																			
8																			
9																			
10																			
11																			
12																			
13																			
14																			
15																			
16																			
17																			
18																			
19																			
20																			

Uploading appliance data into the MAEDBS must adhere to the following rules:

- The file type must be in the form of Excel 2010 or higher (.xlsx) file.
- Enter one model per row. Multiple models cannot be submitted in a single row.
- The limit of model listings per excel file is 1000.
- Do not leave completely blank rows between rows containing data.
- The top row (Row 1) must contain column titles, starting at the top-left cell (cell A1).
- Do not change the column headings in the spreadsheet.
- All column titles must be present in the spreadsheet.
- For numeric values, do not format the cell to 'round' to meet a desired number length, enter the value as described in the instructions below.
- Do not include any special characters (i.e. `!@\$%^&*;/;?+-) unless indicated in the instructions.
- If you are deleting and adding the same model from/to the database, do not include them in the same excel file. They must be submitted separately.

For manual entries, the manual data entry page should look like the image below for the appliance type.

Ceiling Fans

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

Instructions

- Key in appliance data according to associated fields in the import template provided in the instructions for this specific appliance type. If the appliance brand name does not appear in the dropdown, enter it in the free entry field, this will be added to the system after CEC staff processing.
- Model data must first be processed by CEC prior to any submissions to change or delete previously submitted model data.
- **Brand codes are not accepted.**

*Action

Please Select ▼

*Model Number

Manufacturer

Add Date

Brand

Please Select ▼

New Brand

*Regulatory Status

Please Select ▼

Ceiling Fan Type

Please Select ▼

Separate Fan & Light Controls

None ▼

Adjustable Speed Controls

Reversible?

Please Select ▼

Low CFM

Low Watts

High CFM

High Watts

(D) Ceiling Fan Blade Span (inches) (As required by Table D-4)

Efficiency (CFM/Watt)

Efficiency (CFM/Watt) Standard

Light Source Type

Please Select ▼

Reference Number

The following instructions are for completing the excel spreadsheet **and** the manual data entry page by entering the data needed to certify your appliance. This set of instructions is for the Ceiling Fans appliance type only. Please read all these instructions carefully.

KEY: Manual Entry Field Title [Excel Template Column Heading]:

E: refers to specific instructions for the excel Template

M: refers to specific instructions for manual entries

- **Action [Action]:**

E: Enter the appropriate code in the column representing the action you are performing. Other entries not shown in the table below will result as an unsuccessful entry.

M: Select the appropriate action you are performing from the dropdown menu using the options in the table below.

Code	Action	Description
A	Add	Adding a new model to the database
D	Delete	Deleting a model currently in the database
C	Change	Changing a model currently in the database

Important: For changes, the manufacturer name, model number, and brand name must match the original submission and all remaining identifier columns must also match except the fields you are changing. For deletions, all unique fields are required and must

match the original data submission. Unique fields will be identified with an asterisk (*) in the instructions.

- **Manufacturer [Manufacturer]*:**

E: Enter the full name of the manufacturer as it appears in the database or in the company account.

M: The manufacturer name will automatically be entered using the information from the declaration.

- **Brand [Brand]*:**

E: Enter the full name of the brand in which it will appear on the appliance and under which it is sold. If both the manufacturer name and the brand name are identical, do not leave blank.

M: Locate the brand name from the dropdown menu. If it does not appear, enter the full name of the brand in which it will appear on the appliance and under which it is sold in the 'New Brand' field box.

- **Model Number [ModelNumber]*:**

Enter the model number of the appliance as it will appear on the appliance itself (or on its packaging). Model numbers can have a maximum of thirty (30) characters. Do not include information that is not part of the model number.

Using asterisks as wildcards:

Models that have identical data but different model numbers due to features unrelated to energy use can be certified with a single listing through the use of asterisks.

An asterisk in a model number can represent any single character, including special characters and blanks. Note, though, that asterisks are the only wildcard that our system is able to recognize.

If you choose to use asterisks, use one asterisk for each character being replaced. Asterisks may not be used for the first four characters; the first four characters of a model number must always be entered. Lastly, asterisks should only replace the characters that are different between model numbers.

For example, if your model comes in three different exterior finishes, it may have three different model numbers:

ZZ-179853-WHT

ZZ-179853-BLK

ZZ-179853-RED

You could use a single listing to cover all three colors by using asterisks for the characters that change, but that do not reflect energy use:

ZZ-179853-***

Remember, asterisks are appropriate only for models with identical data, and that one asterisk must be used for each character in the model number that can change.

- **Ceiling Fan Type [CeilingFanType]**

E: Enter the appropriate code in the column representing what type of Ceiling Fan the unit is. Other entries not shown in the table below will result as an unsuccessful entry.

M: Select the appropriate option from the dropdown menu using the options in the table below.

Code	Reversible
1	Very Small Diameter (VSD), Diameter Less Than or Equal to 12 Inches
2	Very Small Diameter (VSD), Diameter Greater Than 12 Inches
3	Standard
4	Hugger
5	High Speed Small Diameter (HSSD)
6	Large-Diameter

- **Separate Fan & Lighting Controls [SeparateControls]**

E: Enter the appropriate code in the column representing whether the unit has fan speed controls that are separate from any lighting controls, or alternatively has no lighting and no ability to control lighting. Other entries not shown in the table below will result as an unsuccessful entry.

M: Select the appropriate option from the dropdown menu using the options in the table below.

Code	Action	Description
T	True	Unit has separate fan speed and lighting controls, or does not have any lighting
F	False	Unit does not have separate fan speed and lighting controls

- **Adjustable Speed Controls [AdjustableSpeedControls]**

Enter the number of specific operating speeds the fan can be set to. Some examples are shown in the table below.

Code	Adjustable Speed Controls
1	One operating speed
2	Two operating speeds (i.e. Low and High)
3	Three operating speeds (i.e. Low, Medium, and High)
V	Variable-speed

- **Reversible? [Reversible]**

E: Enter the appropriate code in the column representing whether the unit is capable of reversible fan action. Other entries not shown in the table below will result as an unsuccessful entry.

M: Select the appropriate option from the dropdown menu using the options in the table below.

Code	Reversible
Y	Yes – unit is capable of reversible fan action
N	No – unit is not capable of reversible fan action
1	Exception 1 – Fan is sold for industrial application
2	Exception 2 – Fan is sold for outdoor application
3	Exception 3 – Fan is designed for and sold for applications in which safety standards would be violated by the use of the reversible mode

- **Low (CFM) [LowCFM]**

Enter the airflow, in cubic feet per minute (CFM), when the ceiling fan is in its lowest setting as determined by the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **Low Watts [LowWatts]**

Enter the power consumption, in Watts, when the ceiling fan is in its lowest setting, as determined by the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **High CFM [HighCFM]**

Enter the airflow, in cubic feet per minute (CFM), when the ceiling fan is in its highest setting, as determined by the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **High Watts [HighWatts]**

Enter the power consumption, in Watts, when the ceiling fan is in its highest setting, as determined by the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **(D) Ceiling Fan Blade Span (inches) (As required by Table D-4) [D_CeilingFanBladeSpan_Inch]:**

Enter the ceiling fan blade span, in Inches, as determined by the appropriate test method. The entry must be a numeric value and should be reported to the nearest whole number.

- **Efficiency (CFM/Watt) [Efficiency_CFMWatt]:**

Enter the Efficiency, in CFM/Watt, as determined by the appropriate test method. The entry must be a numeric value and should be reported to the nearest two (2) decimal places.

- **Light Source Type [LightSourceType]:**

E: Enter the appropriate code in the column representing the type of light source the fan represents. Other entries not shown in the table below will result as an unsuccessful entry.

M: Select the appropriate light source type from the dropdown menu using the options in the table below.

Code	Light Source Type
C	Compact Fluorescent
I	Incandescent
L	LED
O	Other type of lighting
X	No lighting

- **Standby Power [StandbyPower]:**

For large diameter fans, this field is voluntary and can be left blank.

Enter the standby power in watts as determined by the appropriate test method. The entry must be a numeric value and can be reported to the nearest two (2) decimal places.

- **Regulatory Status [RegulatoryStatus]**

E: Enter the appropriate code in the column representing the regulatory status. Other entries not shown in the table below will result as an unsuccessful entry.

M: Select the appropriate regulatory status from the dropdown menu from the options in the table below.

Code	Regulatory Status
C	The ceiling fan is a federally regulated consumer product
I	The ceiling fan is federally regulated commercial or industrial equipment

Save the excel file as .xlsx format in a location where you will be able to find it when it is time to upload the data file.

Submitting Appliance Data

Log-in

To begin making data submittals, start by logging into your account.

- If you have not created an account, refer to the general instructions on how to create an account.
- If you have already created an account and it has been approved by the CEC, log in with your registered account and **select the appropriate company type (if applicable)** and continue to the next section.

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 it 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 at the bottom of the login box. To the right of the login box is a callout box with the text "1. Log in with registered account." pointing to the login fields. Below the login box 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. At the bottom, there is a footer with contact information for the new appliance database.

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 or to the Appliances Hotline, toll free at (888) 838-1467 or outside California (916) 651-7100 (9 AM to 4:30 PM PST).



CALIFORNIA ENERGY COMMISSION

Company Login

Company Type

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

- ☒ Manufacturer ☐ Test Lab ☐ 3rd Party Certifier



CALIFORNIA ENERGY COMMISSION

Company Login

Company Type

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

- ☐ Manufacturer ☐ Test Lab ☒ 3rd Party Certifier

Selecting Appliance Type to Certify

After logging in, hover over the '**Applications**' tab and then select the '**Submit Appliance Data**' link.



You will be redirected to the Select Appliance page (shown below).

Select Appliance

☐ Check here if you are submitting data for Title 24

Select Category	Select Appliance	Type of Entry
Please Select ▼	Please Select ▼	Please Select ▼



Manufacturer User View

Select Appliance

Instructions

- If the manufacturer is not listed below, please contact them to submit a Delegation of Authority application.

☐ Check here if you are submitting data for Title 24

Select Category
Please Select ▼

Select Appliance
Please Select ▼

Type of Entry
Please Select ▼

Please select the manufacturer you are submitting on behalf of
Please Select ▼

Next

Third Party Certifier User View

Choose the following from the dropdown menus:

- **Category:** Non-Central AC & HP Products
- **Appliance:** Portable Air Conditioners
- **Type of Entry:** Choose either 'Manual' or 'Upload Excel'
Note: Choose 'Manual' if you would like to input the data you have collected using the MAEDbS data entry form. Alternatively, Choose 'Upload Excel' if you would like to upload your data using the excel spreadsheet template.
- **Manufacturer you are submitting on behalf of** (for third party certifier user only): Select the manufacturer you are submitting appliance data on behalf of.
Note: The manufacturer will only be available from the dropdown menu after the manufacturer has submitted a Delegation of Authority application in MAEDbS to allow the third party certifier to submit appliance data on behalf of them.

After making your selections, click the '**Next**' button to begin the appliance submittal declaration.

Completing the Appliance Submittal Declaration

After selecting the appliance type and the type of entry, you will be redirected to the Appliance Submittal Declaration page.

Appliance Submittal Declaration

To meet the requirements of Title 20, companies wishing to certify appliances with the California Energy Commission must provide complete and accurate contact information for themselves and for the test laboratory used to produce the certification data. Companies must then sign this Declaration on the following page. If a test lab was not used (for example, if a manufacturer is requesting only that models be deleted from the certification database), or if an appropriate exception has been met, the Test Laboratory section may be left blank.

Certifying Company

*Certifying Company 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

Manufacturer (if different from Certifying Company)

*Manufacturer Company 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

Test Laboratory

<input type="checkbox"/>	Name	Test Methods
No records found		

Add

With each appliance data submission, the appliance submittal declaration application must be completed. By completing, signing, and submitting the declaration application, you are certifying that the appliance efficiency data you have collected is a true and accurate statement of your product's performance. After signing the declaration, you will continue to submit data either by entering the information manually or uploading the excel template.

The following set of instructions is for completing each section in the appliance submittal declaration.

Section 1 – Certifying Company

- The certifying company name and location information will be pre-populated with the profile information of the user logged in. The contact person's information will also be pre-populated with the profile information of the user logged in. To change the contact person to another user associated with the certifying company, click the '**Search**' button and select the person from the list. Only approved contact personnel will appear in the list.

Section 2 – Manufacturer (if different from Certifying Company)

This section applies to third party certifiers' only.

- The manufacturer name and location information will be pre-populated with the information of the manufacturer you selected when selecting your appliance type and type of entry. An example is shown below:

Select Appliance

Instructions

- If the manufacturer is not listed below, please contact them to submit a Delegation of Authority application.

☐ Check here if you are submitting data for Title 24

Select Category

Fans and Dehumidifiers ▼

Select Appliance

Residential Furnace Fan: ▼

Type of Entry

Upload Excel ▼

Please select the manufacturer you are submitting on behalf of

Please Select ▼

Please Select

California Energy Commission -- 1516 9th St

Next

Manufacturer (if different from Certifying Company)

*Manufacturer Company Name

California Energy Commission

Search

Address 1

1516 9th St

Address 2

City

Sacramento

State

CA

ZIP/Postal Code

95814

Country

USA

Company Website (URL)

Contact First Name

Patino

Contact Last Name

Christian

Search

Phone Number

9165552636

Fax

Email Address

christian.patino@energy.ca.gov

- The contact person's information will also be pre-populated to a default person associated with that company. To change the contact person to another user associated with the company, click the **'Search'** button and select the person from the list. Only approved contact personnel will be appear in the list.

Section 3 – Test Laboratory

To add an approved test laboratory, click the '**Add**' button to select one.

Test Laboratory

	Name	Test Methods
No records found		

Add

☐ Check this to skip adding Test Labs if submittal is for Deleting appliances only

The Company Search page will appear:

- 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 correct Test Laboratory.
- You can also narrow down your search by selecting the country and/or the appliance type you are certifying for.

Company Search

Enter company search criteria and click search to view results

Company Name <input type="text"/>	Country Please Select ▼	Company Type Test Lab ▼	Appliance Type Residential Furnace Fan: ▼
Company Status Approved ▼	Approval Start Date <input type="text"/>	Approval End Date <input type="text"/>	<div>Search</div>

Search Results

	Company	Type	Address1	City	State	Country
There are no Companies with the given Search Criteria						

Previous

When you have located the approved test laboratory for the appliance data being certified, click the '**Select**' link.

Company Search

Enter company search criteria and click search to view results

Company Name	Country	Company Type	Appliance Type
<input type="text"/>	Please Select ▼	Test Lab ▼	Residential Furnace Fan: ▼
Company Status	Approval Start Date	Approval End Date	<input type="button" value="Search"/>
Approved ▼	<input type="text"/>	<input type="text"/>	

Search Results 1 record(s) found

Export To:

	Company	Type	Address1	City	State	Country
<input checked="" type="checkbox"/>	Intertek Testing Service NA, Inc.	Test Lab	3933 US RT 11	Cortland	New York	USA

You will then be automatically redirected back to the Test Lab Search page. The test laboratory's information and the test method(s) they are approved for will appear. Select the appropriate test method in the Test Methods Performed section and click the '**Next**' button to continue.

Test Lab Search

Instructions

Click the search button to search through CEC approved Test Laboratories

Search Approved Test Labs

Test Laboratory Name		<input type="button" value="Search"/>	
<input type="text" value="Intertek Testing Service NA, Inc."/>			
Address 1		Address 2	
<input type="text" value="3933 US RT 11"/>		<input type="text"/>	
City	State	ZIP/Postal Code	Country
<input type="text" value="Cortland"/>	<input type="text" value="NY"/>	<input type="text" value="13045"/>	<input type="text" value="USA"/>
Company Website (URL)			
<input type="text" value="http://www.intertek.com"/>			

Test Methods Performed

- ☒ 10 C.F.R. section 430.23(cc) (Appendix AA to Subpart B of part 430)

The approved test laboratory that was selected will then appear in the test laboratory section in the appliance submittal declaration page. To add more than one approved test laboratory click the ‘**Add**’ button and repeat the previous steps.

Test Laboratory

<input type="checkbox"/>	Name	Test Methods
<input type="checkbox"/>	Intertek Testing Service NA, Inc.	10 C.F.R. section 430.23(cc) (Appendix AA to Subpart B of part 430)

Add **Delete**

If your data submission is only for deleting appliance models currently in the database, a test laboratory is not required. Simply, check the box stating that you are deleting appliance models only.

Test Laboratory

<input type="checkbox"/>	Name	Test Methods
No records found		

Add **Delete**

☐ Check this to skip adding Test Labs if submittal is for Deleting appliances only

Section 4 – Declaration

To complete the appliance submittal declaration application:


- Enter your full first name and last name
- Enter your job title
- Select the date

Then click the ‘**Next**’ button to submit the appliance submittal declaration application and begin submitting the appliance data.

Declaration

I declare under penalty of perjury of the laws of the State of California that:

1. All the information in this statement is true, complete, accurate, and in compliance with all applicable provisions of Sections 1601 – 1609 of Title 20 of the California Code of Regulations.
2. Units of each basic model of appliance for which certification is requested have been tested in accordance with all applicable requirements of Sections 1603 – 1604 of Title 20 of the California Code of Regulations.
3. Section 1606(g) of Title 20 of the California Code of Regulations have been and are being complied with.
4. All units manufactured, distributed or otherwise intended for sale within the State of California have been and are being marked as required by Section 1607 of Title 20 of the California Code of Regulations.
5. The (i) manufacturer's name or brand name or trademark; (ii) model number; and (iii) date of manufacture are permanently, legibly, and conspicuously displayed on an accessible place on each unit.
6. The appliance complies with the applicable energy efficiency, energy consumption, energy design, water efficiency, water consumption, and water design standards in Sections 1605.1, 1605.2, and 1605.3 of Title 20 of the California Code of Regulations.

*Name	*Title	*Date
<input type="text"/>	<input type="text"/>	<input type="text"/> 

Previous

Next

Uploading Data with an Excel File

After completing the appliance submittal declaration, you will be redirected to the [Upload Document – Ceiling Fans](#) page (shown below). This page only appears if you selected the type of entry to be '**Upload Excel**' while selecting the appliance type (the step before completing the submittal appliance declaration). Click the '**Choose File**' button to locate and upload your completed excel spreadsheet template. After locating and selecting your excel file, click the '**Next**' button to upload the appliance data to MAEDbS.

Instructions

- Model data must first be processed by CEC prior to any submissions to change or delete previously submitted model data.
- Upload appliance data using the import template provided by the instructions for this specific appliance type.
- Please note that only one excel file can be added at a time.
- **Brand codes are not accepted.**

<input type="button" value="Choose File"/>	No file chosen
--	----------------

Previous

Next

After clicking the '**Next**' button the system will upload the appliance data and it could take several minutes depending on the amount of data being uploaded. Once uploaded, you will be redirected to the [Appliance Data List](#) page, which will list all the appliance models in the excel file.

Continue to the [Results of the First Stage Validation Process](#) section in this document.

Uploading Data Manually

After completing the appliance submittal declaration, you will be redirected to the Ceiling Fans page (shown below). This page only appears if you selected the type of entry to be '**Manual**' while selecting the appliance type (the step before completing the submittal appliance declaration).

Ceiling Fans

SaveCancel

Instructions

- Key in appliance data according to associated fields in the import template provided in the instructions for this specific appliance type. If the appliance brand name does not appear in the dropdown, enter it in the free entry field, this will be added to the system after CEC staff processing.
- Model data must first be processed by CEC prior to any submissions to change or delete previously submitted model data.
- **Brand codes are not accepted.**

*Action

Please Select

*Model Number

Manufacturer

Add Date

Brand

Please Select

New Brand

*Regulatory Status

Please Select

Separate Fan & Light Controls

None

Ceiling Fan Type

Please Select

Adjustable Speed Controls

Reversible?

Please Select

Low CFM

Low Watts

Low Efficacy (CFM/Watts)

High CFM

High Watts

High Efficacy (CFM/Watts)

(D) Ceiling Fan Blade Span (Inches) (As Required By Table D-4)

Efficiency (CFM/Watt) (Not Large Diameter Fans)

Efficiency (CFM/Watt) Standard

CFEI At High Speed (Large Diameter Fans)

CFEI At 40 Percent Speed (Large Diameter Fans)

Light Source Type

Please Select

Standby Power

Reference Number

Please refer to the section Completing the Excel Template & Manual Entry Page in this document to complete the manual data entry page (shown above).

When the required entries are entered, click on the **'Save'** button to save the entry. You will then be redirected to the Appliance Data List page where you can continue to add more models.

Continue to the Results of the First Stage Validation Process section in this document.

Results of the First Stage Validation Process

On the Appliance Data List page, you are able to:

- Review your data before submitting,
- Modify your data by clicking the **'Select'** link next to a specific model,
- Delete a specific model by checking the box next to the model and clicking the **'Delete'** button, and
- Add a new model to your submission by clicking the **'Add'** button (this redirects you to the manual entry page; see the previous section for instructions).

Note: Multiple excel files cannot be submitted simultaneously.

When you are finished, click the **'Next'** button to submit the data for the first stage validation process.

Appliance Data List

	<input type="checkbox"/>	Action	Appliance Category	Appliance Type	Model #	Manufacturer	Brand
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	1	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	2	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	3	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	4	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	5	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	6	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	7	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	8	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	9	California Energy Commission	A
Select	<input type="checkbox"/>	Add	Fans and Dehumidifiers	ResidentialFurnaceFans	10	California Energy Commission	A

Delete

Add

Previous

Next

After the system processes the appliance data, you will be redirected to the results page. Assuming all the uploaded appliance data entries pass:

- Select the date the models can be displayed to the public
- Then click the '**Submit**' button to submit the appliance data for the second stage validation process.

Results

Submit

Cancel

Display-By Date

*Please enter the date these models can be displayed to the public



Passed 8 record(s) found

Appliance Type	Model #	Manufacturer	Brand
ResidentialFurnaceFans	1	California Energy Commission	A
ResidentialFurnaceFans	2	California Energy Commission	A
ResidentialFurnaceFans	3	California Energy Commission	A
ResidentialFurnaceFans	4	California Energy Commission	A
ResidentialFurnaceFans	5	California Energy Commission	A
ResidentialFurnaceFans	6	California Energy Commission	A
ResidentialFurnaceFans	7	California Energy Commission	A
ResidentialFurnaceFans	8	California Energy Commission	A

For cases that result in failed appliance data, please refer to the Troubleshooting section in this document.

First Stage vs. Second Stage Validation

First Stage Validation

- The first stage validation process is the process of submitting data through MAEDbS for quality check of the appliance data.

Second Stage Validation

- Successful submissions of appliance data through MAEDbS is then processed by CEC staff for second stage validation.
- The second stage validation process verifies if the appliance data meets federal and/or state standards.

Troubleshooting

If all or some models failed, they will appear in the Failed section in the results page (shown below). The reasons for failing are applicable to both types of entries. To view the reasons why the model(s) failed, click the **‘View Failure Reasons by Category’** link.

Results Cancel

Display-By Date

*Please enter the date these models can be displayed to the public

Passed 8 record(s) found

Appliance Type	Model #	Manufacturer	Brand
ResidentialFurnaceFans	1	California Energy Commission	A
ResidentialFurnaceFans	2	California Energy Commission	A
ResidentialFurnaceFans	3	California Energy Commission	A
ResidentialFurnaceFans	4	California Energy Commission	A
ResidentialFurnaceFans	5	California Energy Commission	A
ResidentialFurnaceFans	6	California Energy Commission	A
ResidentialFurnaceFans	7	California Energy Commission	A
ResidentialFurnaceFans	8	California Energy Commission	A

Failed 2 record(s) found

Appliance Type	Model #	Manufacturer	Brand
Select ResidentialFurnaceFans	9	California Energy Commission	A
Select ResidentialFurnaceFans	10	California Energy Commission	A

View Failure Reasons by Category

Re-Upload
Previous

The Failure Reasons List page will appear (shown below) showing the reason(s) why a specific model was unsuccessful. After determining the reason of failure, and knowing how to correct the data entry, click the **‘Previous’** button (bottom right of the page) to return to the **‘Results’** page.

Failure Reasons List

Furnace Fan Type must be 1, 2, 3, 4, 5, 6, 7, 8.

Manufacturer	Brand	Model #
California Energy Commission	A	9
California Energy Commission	A	10

Previous

From the Results page, select '**Re-Upload**' to upload the corrected version of your excel file or click the '**Select**' next to the model you wish to correct. Using the latter will open the manual data entry page.

Results

[Cancel](#)

Display-By Date

*Please enter the date these models can be displayed to the public

Passed 8 record(s) found

Appliance Type	Model #	Manufacturer	Brand
ResidentialFurnaceFans	1	California Energy Commission	A
ResidentialFurnaceFans	2	California Energy Commission	A
ResidentialFurnaceFans	3	California Energy Commission	A
ResidentialFurnaceFans	4	California Energy Commission	A
ResidentialFurnaceFans	5	California Energy Commission	A
ResidentialFurnaceFans	6	California Energy Commission	A
ResidentialFurnaceFans	7	California Energy Commission	A
ResidentialFurnaceFans	8	California Energy Commission	A

Failed 2 record(s) found

	Appliance Type	Model #	Manufacturer	Brand
Select	ResidentialFurnaceFans	9	California Energy Commission	A
Select	ResidentialFurnaceFans	10	California Energy Commission	A

[View Failure Reasons by Category](#)[Re-Upload](#)[Previous](#)

Most of the 'reasons of failure' can be corrected by following the instructions in the Completing the Excel Template & Manual Entry Page section in this document.

Contact Information

For any questions, assistance, or clarification, please contact us via email at appliances@energy.ca.gov or by calling our Appliances Hotline toll free at (888) 838-1467 or outside California at (916) 651-7100. Our normal operating hours are from Monday-Friday from 9am to 12pm and 1pm to 4:30pm.