



Instructions for Submitting Flexible Demand Pool Controls Appliance Data

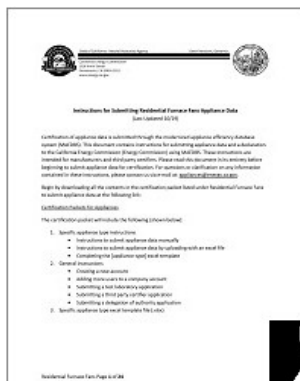
(Last Updated July 2025)

Introduction

Certification of appliance data to the California Energy Commission (CEC) is done through the California Certification Database located at www.cacertappliances.com. This document contains instructions for submitting appliance data and declarations to the CEC. These instructions are for manufacturers and third-party certifiers. Please read this document in its entirety before submitting 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.

The certification packet you have downloaded includes the following (shown below):

1. These specific appliance type instructions
 - Instructions to submit appliance data manually
 - Instructions to complete and submit the Pool Controls excel template
2. General instructions
 - Creating a new account
 - Adding additional 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

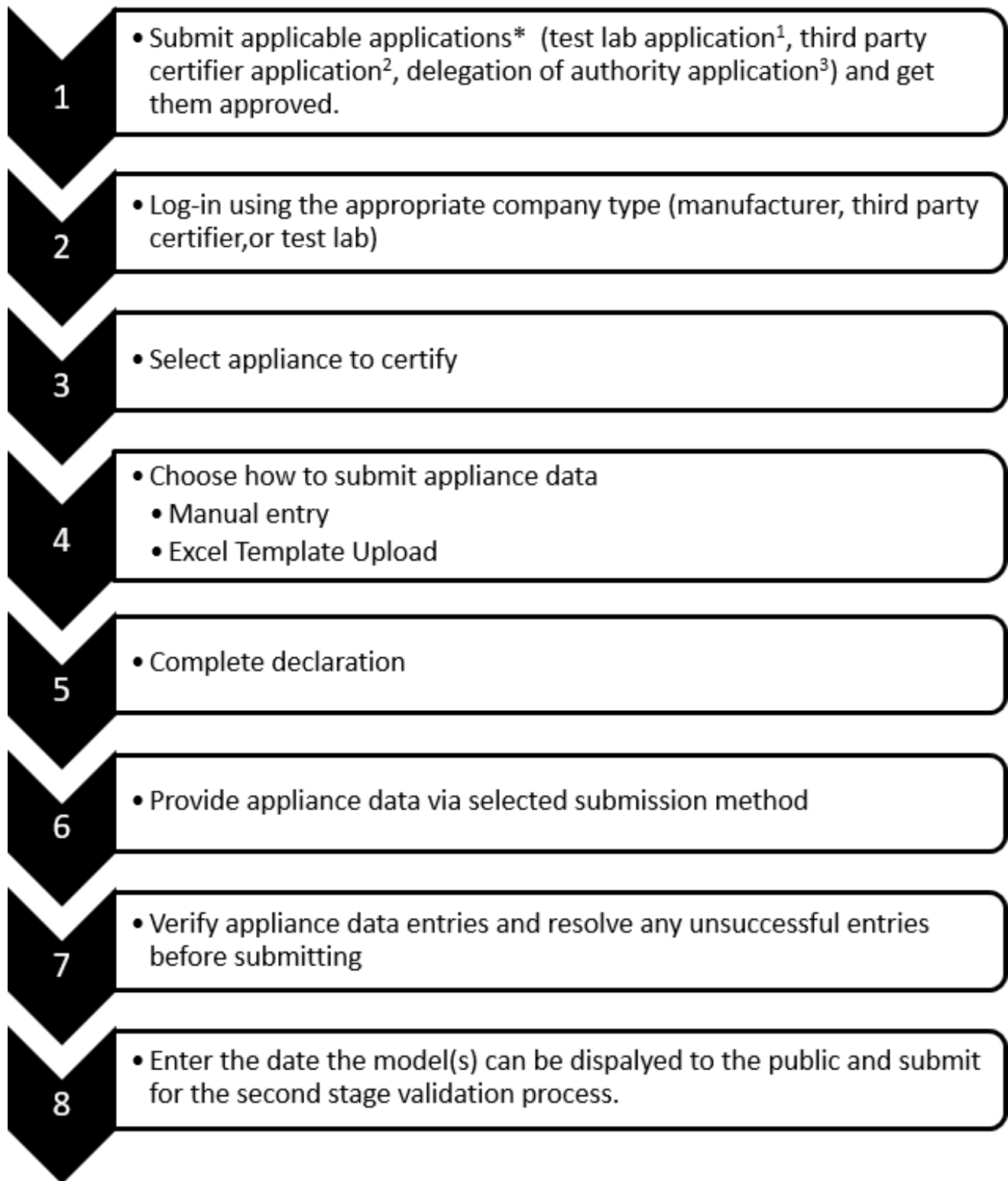
Contents

Contents

Introduction.....	1
Contents	3
Process Overview of Submitting Appliance Data (1 st Stage)	5
Overview of the 2 nd Stage Validation Process.....	6
Completing the Excel Template & Manual Entry Page.....	7
Appliance data submitted to the CEC database must adhere to the following rules:.....	8
• Action [Action]:	11
• Manufacturer [Manufacturer]*:.....	11
• Brand [Brand]*:.....	12
• Model Number [ModelNumber]*:.....	12
Using asterisks as wildcards:	12
• Regulatory Status [RegulatoryStatus]:	13
• Is a connected device or connected ready device? [ConnectedDevice]:.....	13
• Unit has a unique logical ID accessible to authorized entities [Unit_UniqueID]:.....	14
• Only authorized entities are allowed to change software configuration [Unit_AuthEntitiesConfig]:	14
•.....	14
• Unit has data protection for personal information [Unit_DataProtection]:.....	14
• Device supports plain text passwords [PlainTextPassword_Support]:	15
• Passwords can be six characters or longer (plain text passwords only) [PlainTextPassword_Length]:.....	16
• Passwords can include combo of alpha, numeric, and special characters (plain text passwords only) [PlainTextPassword_Combo]:	16
• Unit allows authorized entities to check for, receive and apply available updates [Unit_AuthEntitiesUpdates]:	17
• Manufacturer provides security update policy and end of security support date [Manufacturer_SecurityUpdate]:	17
• At restart, unit automatically restores recently saved settings [Unit_RestartSettings]:	17
• At restart, unit automatically restores recently saved network connection [Unit_RestartConnection]:.....	18
• Unit automatically attempts to reconnect after loss of connection [Unit_Reconnect]:.....	18
• Unit allows the local users to override the schedule and/or delay timer [Unit_LocalOverride]:	18
• The unit allows authorized entities to change its settings [Unit_AuthEntitiesSettings]:.....	19
• Unit allows the user to restore default settings [Unit_UserSettings]:	19

• Local control allows start and stop of filter pump and dependent booster pumps and heaters [LocalControl]:	20
• Integrated or separate user interface allows for setup, selection, and update of operating schedule [UserInterface]:	20
• Unit retains memory for at least 72 hours without external power [UnitMemory]:	21
• System clock has ability to sync with local time automatically [SystemClock]:	21
• The pool control is preprogrammed with a default operating schedule setting [Preprogrammed]:	21
• Default operation of filter pump at 50% or more of max rpm between 9am or after and 3pm or earlier [DefaultOp_PoolFilterPump]:	22
• Default operation of pressure cleaner booster pump no earlier than 9am and ending by 3pm local time [DefaultOp_BoosterPump]:	22
• Default operation of electric pool heater no earlier than 9am and ending by 3pm local time [DefaultOp_PoolHeater] :	23
• No default operation between 4pm and 9pm local time [NoDefaultOp]:	23
• Unit marked with manufacturer name, brand, or trademark, model number, and date of manufacture [UnitMarking]:	24
Submitting Appliance Data	25
Log-in	25
Selecting Appliance Type to Certify	27
Completing the Appliance Submittal Declaration	29
Section 1 – Certifying Company	30
Section 2 – Manufacturer (if different from Certifying Company)	30
Section 3 – Test Laboratory	32
Section 4 – Declaration	34
Uploading Data via the Excel Template	35
Uploading Data Manually	36
Results of the First Stage Validation Process	37
First Stage vs. Second Stage Validation First Stage Validation	38
Second Stage Validation	38
Troubleshooting	39
Contact Information	40

Process Overview of Submitting Appliance Data (1st Stage)



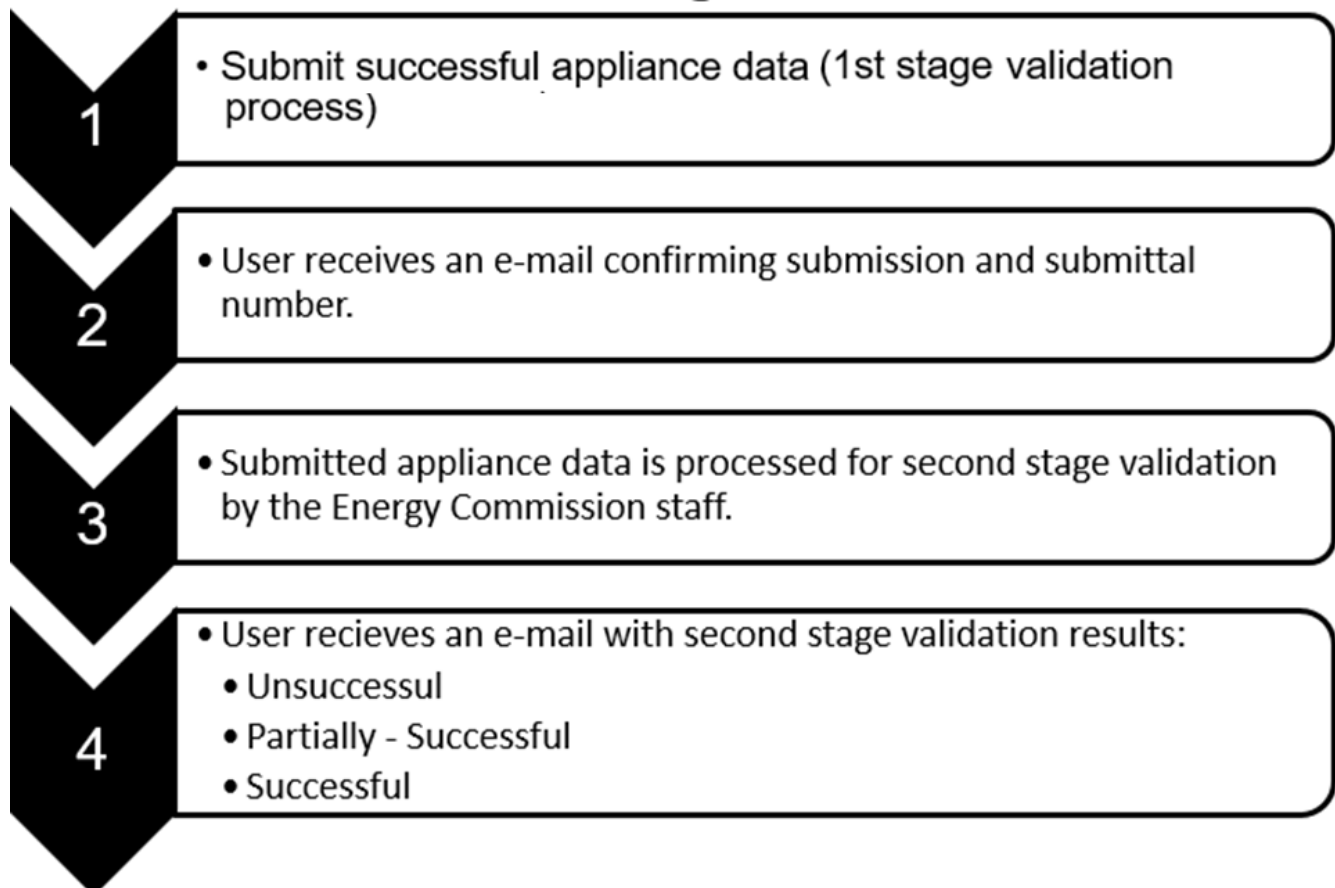
¹The CEC must list a test laboratory before appliance data gathered by them may be certified. To do this the test lab must complete the test laboratory application.

²A third-party Certifier application must be approved by the CEC before a Third-party Certifier may submit on a manufacturer's behalf.

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 the excel template, begin by downloading and completing the provided spreadsheet in the Pool Controls (PCON) certification packet. The excel template 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	T	U	V	W	X	Y	Z	AA	AB	AC	AD	AE	AF	AG
Action	Manufacturer	Brand	ModelNumber	RegulatoryStatus	DeviceConnectionType	Unit_UniqueID	Unit_AuthEntitiesConfig	Unit_DataProtection	Unit_UserAuth	PlainTextPassword_Support	PlainTextPassword_Length	PlainTextPassword_Comb	Unit_AuthEntitiesUpdates	Manufacturer_SecurityUpdate	Unit_RestartSettings	Unit_RestartConnection	Unit_Reconnect	Unit_LocalOverride	Unit_AuthEntitiesSettings	Unit_UserSettings	UnitComms	LocalControl	UserInterface	UnitMemory	SystemClock	Preprogrammed	DefaultOp_PoolFilterPump	DefaultOp_BoosterPump	DefaultOp_PoolHeater	NoDefaultOp	UnitMarking	

Note: Excel submittal template name cannot exceed 75 characters in length.

Appliance data submitted to the CEC database must adhere to the following rules:

- The file format must be Excel 2010 or higher (.xlsx) file.
- **Only one model per row is permissible.** Multiple models submitted in a single row will fail the entire submission.
- Only 1000 models per excel template file are permitted.
- Do not leave any blank rows between rows containing data.
- The top row (Row 1) must contain the prefilled column titles, starting at the top-left cell (cell A1).
- Do not change the column titles in the spreadsheet.
- All column titles must be present in the spreadsheet, or the submission will fail.
- 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 otherwise indicated in the instructions.
- If you are adding and deleting the same model, do not include both the add and delete submissions 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.

Pool Controls

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.

*Action

Please Select

*Model Number

Manufacturer

Add Date

Brand

Please Select

New Brand

*Regulatory Status

Please Select

Reference Number

Is A Connected Device Or Connected Ready Device?

Please Select

Unit Has A Unique Logical ID Accessible To Authorized Entities

None

Only Authorized Entities Are Allowed To Change Software Configuration

None

Unit Has Data Protection For Personal Information

None

Device Supports Plain Text Passwords

None

Passwords Can Be Six Characters Or Longer (Plain Text Passwords Only)

None

Passwords Can Include Combo Of Alpha, Numeric, And Special Characters (Plain Text Passwords Only)

None

Unit Allows Authorized Entities To Check For, Receive And Apply Available Updates

None

Manufacturer Provides Security Update Policy And End Of Security Support Date

None

At Restart, Unit Automatically Restores Recently Saved Settings

None

At Restart, Unit Automatically Restores Recently Saved Network Connection

None

Unit Automatically Attempts To Reconnect After Loss Of Connection

None

Unit Allows The Local Users To Override The Schedule And/Or Delay Timer

None

The Unit Allows Authorized Entities To Change Its Settings

None

Unit Allows The User To Restore Default Settings

None

Unit Communicates Using Open Standards

None

Local Control Allows Start And Stop Of Filter Pump And Dependent Booster Pumps And Heaters

None

Integrated Or Separate User Interface Allows For Setup, Selection, And Update Of Operating Schedule

None

Unit Retains Memory For At Least 72 Hours Without External Power

None

System Clock Has Ability To Sync With Local Time Automatically

None

The Pool Control Is Preprogrammed With A Default Operating Schedule Setting

None

Default Operation Of Filter Pump At 50% Or More Of Max Rpm Between 9Am Or After And 3Pm Or Earlier

None

Default Operation Of Pressure Cleaner Booster Pump No Earlier Than 9Am And Ending By 3Pm Local Time

None

Default Operation Of Electric Pool Heater No Earlier Than 9Am And Ending By 3Pm Local Time

None

No Default Operation Between 4Pm And 9Pm Local Time

None

Unit Marked With Manufacturer Name, Brand, Or Trademark; Model Number, And Date Of Manufacture

None

The following instructions are for completing the excel spreadsheet **and** the manual data entry page by entering the data needed to certify your appliance. These instructions are for the Pool Controls appliance type only. Please read all these instructions carefully.

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

E: Excel template specific instructions

M: manual entry specific instructions

- **Action [Action]:**

E: Enter the appropriate code for the action you are performing.
Other entries not shown below will be unsuccessful.

M: Select the appropriate action from the dropdown menu of options below.

Acceptable Inputs

[Code] Manual Dropdown Selection

[A] Add

[D] Delete

[C] Change

Important: For changes, the manufacturer name, model number, brand name, and all unchanged fields must match the original submission. Only fields with actual changes should differ from the original submission. 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 is populated automatically using the information from the declaration.

- **Brand [Brand]*:**

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

M: Locate the brand name from the dropdown menu. If it does not appear, enter the full name of the brand which will appear on the appliance and under which the appliance 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 does 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.

- **Regulatory Status [RegulatoryStatus]:**

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

M: Select from the dropdown menu using the options below.

Acceptable Inputs

[Code]	Manual Dropdown Selection
[N]	Non-Federally Regulated

- **Is a connected device or connected ready device? [ConnectedDevice]:**

E: Enter the appropriate code representing if the pool control is a connected device or connected ready device. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs

[Code]	Manual Dropdown Selection
[C]	Connected Device
[R]	Connect Ready Device
[N]	Neither

- **Unit has a unique logical ID accessible to authorized entities [Unit_UniqueID]:**

E: Enter the appropriate code representing if the pool control has a unique logical ID accessible to authorized entities. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Only authorized entities are allowed to change software configuration [Unit_AuthEntitiesConfig]:**

E: Enter the appropriate code representing whether only authorized entities are allowed to change software configuration. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

-

- **Unit has data protection for personal information [Unit_DataProtection]:**

E: Enter the appropriate code representing whether the unit has data protection for personal information. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Unit requires user to generate new means of authentication before first time access [Unit_UserAuth]:**

E: Enter the appropriate code representing whether the unit requires the user to generate new means of authentication before first time access. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Device supports plain text passwords [PlainTextPassword_Support]:**

E: Enter the appropriate code representing whether the device supports plain text passwords. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Passwords can be six characters or longer (plain text passwords only) [PlainTextPassword_Length]:**

E: Enter the appropriate code representing whether passwords can be six characters or longer. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False
[]	None

- **Passwords can include combo of alpha, numeric, and special characters (plain text passwords only) [PlainTextPassword_Combo]:**

E: Enter the appropriate code representing whether the passwords can include combo of alpha, numeric, and special characters. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False
[]	None

- **Unit allows authorized entities to check for, receive and apply available updates [Unit_AuthEntitiesUpdates]:**

E: Enter the appropriate code representing whether the unit allows authorized entities to check for, receive and apply available updates. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Manufacturer provides security update policy and end of security support date [Manufacturer_SecurityUpdate]:**

E: Enter the appropriate code representing whether the manufacturer provides security update policy and end of security support date. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **At restart, unit automatically restores recently saved settings [Unit_RestartSettings]:**

E: Enter the appropriate code representing whether at restart, unit automatically restores recently saved settings. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **At restart, unit automatically restores recently saved network connection [Unit_RestartConnection]:**

E: Enter the appropriate code representing whether at restart, unit automatically restores recently saved network connection. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Unit automatically attempts to reconnect after loss of connection [Unit_Reconnect]:**

E: Enter the appropriate code representing whether the unit automatically attempts to reconnect after loss of connection. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Unit allows the local users to override the schedule and/or delay timer [Unit_LocalOverride]:**

E: Enter the appropriate code representing whether the unit allows the local users to override the schedule and/or delay. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **The unit allows authorized entities to change its settings [Unit_AuthEntitiesSettings]:**

E: Enter the appropriate code representing whether the unit allows authorized entities to change its settings. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Unit allows the user to restore default settings [Unit_UserSettings]:**

E: Enter the appropriate code representing whether the unit allows the user to restore default settings. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Unit communicates using open standards [UnitComms]:**

E: Enter the appropriate code representing whether the unit communicates using open standards. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Local control allows start and stop of filter pump and dependent booster pumps and heaters [LocalControl]:**

E: Enter the appropriate code representing whether local control allows start and stop of filter pump and dependent booster pumps and heaters. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Integrated or separate user interface allows for setup, selection, and update of operating schedule [UserInterface]:**

E: Enter the appropriate code representing whether integrated or separate user interface allows for setup, selection, and update of operating schedule. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Unit retains memory for at least 72 hours without external power [UnitMemory]:**

E: Enter the appropriate code representing whether the unit retains memory for at least 72 hours without external power. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **System clock has ability to sync with local time automatically [SystemClock]:**

E: Enter the appropriate code representing whether the system clock has the ability to sync with local time automatically. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **The pool control is preprogrammed with a default operating schedule setting [Preprogrammed]:**

E: Enter the appropriate code representing whether the pool control is preprogrammed with a default operating schedule setting. Other entries not shown below will result as an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Default operation of filter pump at 50% or more of max rpm between 9am or after and 3pm or earlier**
[DefaultOp_PoolFilterPump]:

E: Enter the appropriate code representing whether the default operation of filter pump at 50% or more of max rpm between 9am or after and 3 pm or earlier. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Default operation of pressure cleaner booster pump no earlier than 9am and ending by 3pm local time**
[DefaultOp_BoosterPump]:

E: Enter the appropriate code representing whether the default operation of the pressure cleaner booster pump is no earlier than 9am and ending by 3pm local time. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Default operation of electric pool heater no earlier than 9am and ending by 3pm local time [DefaultOp_PoolHeater]:**

E: Enter the appropriate code representing whether the default operation of the electric pool heater is no earlier than 9am and ending by 3pm local time. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **No default operation between 4pm and 9pm local time [NoDefaultOp]:**

E: Enter the appropriate code representing that there is no default operation between 4pm and 9pm local time. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

- **Unit marked with manufacturer name, brand, or trademark, model number, and date of manufacture [UnitMarking]:**

E: Enter the appropriate code representing whether the unit is marked with manufacturer name, brand, or trademark, model number, and date of manufacture. Other entries not shown below will result in an unsuccessful entry.

M: Select from the dropdown menu using the options below.

Acceptable Inputs:

[Code]	Manual Dropdown Selection
[T]	True
[F]	False

Submitting Appliance Data

Log-in

To begin making data submittals, start by signing in to 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 the CEC has approved it, log in. Once in your registered account, **select the appropriate company type (if applicable)** and continue to the next section.

The screenshot shows the login interface for the California Certification Database. At the top, the logo for CA.GOV and the text 'CALIFORNIA ENERGY COMMISSION' are displayed. Below this, the title 'California Certification Database' is centered. A section titled 'FREQUENTLY ASKED QUESTIONS' contains three links: 'Appliance Quick Search', 'Appliance Advanced Search', and 'Test Lab and 3rd-Party Search'. The login form includes fields for '*User ID' (containing 'CECEExternal') and '*Password' (masked with dots). Below the password field is a checkbox labeled 'I have read and agree to the Login Policy'. A 'Sign In' button is positioned below the checkbox. Further down, there are links for 'Create an Account', 'Forgot your User ID?', and 'Forgot your Password?'. At the bottom of the main content area, there is a link for 'California Rules and Regulations' and a 'Help' link. The footer of the page includes the text 'Current Build: Version 3.0.26 Deployed on 08/06/2024' and a row of links: 'Accessibility', 'Conditions of Use', and 'Privacy Policy', followed by 'Copyright © 2016 State of California'.

CA.GOV CALIFORNIA ENERGY COMMISSION

California Certification Database

FREQUENTLY ASKED QUESTIONS

[Appliance Quick Search](#) [Appliance Advanced Search](#) [Test Lab and 3rd-Party Search](#)

*User ID
CECEExternal

*Password
.....

☐ I have read and agree to the Login Policy

[Sign In](#)

[Create an Account](#)
[Forgot your User ID?](#)
[Forgot your Password?](#)

[California Rules and Regulations](#)

[Help](#)

Current Build: Version 3.0.26 Deployed on 08/06/2024

[Accessibility](#) | [Conditions of Use](#) | [Privacy Policy](#)
Copyright © 2016 State of California



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 select the '**Submit Appliance Data**' link.



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

Select Appliance

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



Manufacturer User

Select Appliance

Instructions

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

Select Category	Select Appliance	Type of Entry
Please Select ▼	Please Select ▼	Please Select ▼
Please select the manufacturer you are submitting on behalf of		
Please Select ▼		



Third-party Certifier User

Choose the following from the dropdown menus:

- **Category:** Flexible Demand Products
- **Appliance:** Pool Controls appliance
- **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 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 the database 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

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

	Name	Test Methods
No records found		

Add

With each appliance data submission, the appliance submittal declaration application must be completed. By completing 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 the Declaration, you will continue to submit data either by entering the information manually or uploading an excel spreadsheet.

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 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 '**Search**' button and select the person from the list. Only approved contact personnel will appear on the list.

Section 2 – Manufacturer (if different from Certifying Company)

This section applies to third-party certifies' 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.

Select Category	Select Appliance	Type of Entry
Fans and Dehumidifiers ▼	Residential Furnace Fan: ▼	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 information is pre-populated by the default user associated with that company. To change the contact to another user associated with the company, click the **Search** button and select the person from the list. Only approved contact personnel will appear on the list.

Section 3 – Test Laboratory

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

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.

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"/>	<input 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 listed for will appear. Select the appropriate test method in the Test Methods Performed section and click **'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="text" value="Intertek Testing Service NA, Inc."/> <input type="button" value="Search"/>			
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.

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, or if testing is not required for the appliance, the Test Laboratory section may be left blank.

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 to 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 1690 – 1697 of Title 20 of the California Code of Regulations, Flexible Demand Appliance Standards.
2. Section 1695 of Title 20 of the California Code of Regulations, Flexible Demand Appliance Standards, have been and are being complied with.
3. All units manufactured, distributed or otherwise intended for sale within the State of California have been and are being marked as required by Section 1692 and 1693 of Title 20 of the California Code of Regulations, Flexible Demand Appliance Standards.
4. 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.
5. The appliance complies with the applicable testing, marking, cybersecurity, flexible demand, and any other standards in Sections 1692 and 1693 of Title 20 of the California Code of Regulations, Flexible Demand Appliance Standards.

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

Previous Next

Uploading Data via the Excel Template

After completing the appliance submittal declaration, you will be redirected to the [Upload Document](#) page (shown below). This page only appears if you selected '**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 template. After locating and selecting your excel file, click the '**Next**' button to upload the appliance data.

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.

Choose File	No file chosen
-------------	----------------

Previous Next

After clicking the '**Next**' button, the system will upload the appliance data, which 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 Appliance Type 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).

Miscellaneous Refrigeration Products

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

Misc. Refrig. Product Class

Please Select

Variable Defrost Control (T/F)

None

Least Time Between Defrosts

Maximum Time Between Defrosts

Variable Anti-sweat Heater Control (T/F)

None

Heater Watts at 5 percent humidity (watts)

Heater Watts at 15 percent humidity (watts)

Heater Watts at 25 percent humidity (watts)

Heater Watts at 35 percent humidity (watts)

Heater Watts at 45 percent humidity (watts)

Heater Watts at 55 percent humidity (watts)

Heater Watts at 65 percent humidity (watts)

Heater Watts at 75 percent humidity (watts)

Heater Watts at 85 percent humidity (watts)

Heater Watts at 95 percent humidity (watts)

Testing conducted with modifications to standard temperature sensor locations (T/F)

None

Total Refrigerated Volume (cu. ft.)

Total Adjusted Volume (cu. ft.)

Annual Energy Use (kWh/year)

Annual Energy Use Std (kWh/year)

Please refer to 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. If all entries pass first stage:

- 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 the database for quality check of the appliance data.

Second Stage Validation

- CEC staff next process successful submissions to the CEC database.
- The second stage validation process verifies if the appliance data meets applicable federal and state standards.

Troubleshooting

If some or all models fail, they will appear in the Failed section on 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, if the data can be corrected, 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

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

For more help you can also view our most frequently asked questions document at <http://energy.ca.gov/appliances/forms/index.html>.

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.