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.

Need additional help? Register with 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

1. Enter Company Information
2. Enter User Information
   User ID must be unique
3. New User Confirmation Email is Sent
   (including link to validate email address)
4. California Energy Commission Staff Approval
   Once Approved Final Email Sent with Temporary Password
5. First Time Log In. User Signs in with Unique User ID and Temporary Password
   Verify Account Information
   Create a Permanent Password
   Select Security Questions
6. Assign User Account Role
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).
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.
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.
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 the click the ‘Sign In’ button to log in.

![Sign In Page](image)

1. Your User ID
2. Temporary Password
3. Check off to agree to the login policy

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.
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).
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).

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).

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.

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

- 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.
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.

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.
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).
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.
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.

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.

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 your 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####).

![Application Receipt Confirmation](image1)

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

![Application Receipt Confirmation](image2)

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.

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 ‘3rd Party Certifier’ company type and proceed by clicking the ‘Next’ button.
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).
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](image)

**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####).

![Success Message](image)
You will also receive an email for your records (shown below).

![Application Receipt Confirmation](image)

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.

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.
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).
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 ‘3rd Party Certifier’ and click the ‘Search’ button.

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.

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.

**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.

**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####).

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