

# Energy Commission Agreement Management System (ECAMS)

## Registration Instructions



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# System User Registration Framework



## ORGANIZATION REGISTRATION

- ECAMS access is set up by "organization."
- An organization is the applicant or recipient.
- An organization will be required to input its Federal Employer Identification Number (or SSN/TIN if no FEIN). This is the number that the system will use to ensure duplicate organizations are not entered into the system.
- The first user registered for an organization will be designated as primary contact for the organization.
- If an organization's primary contact needs to be changed, please contact [ecams.salesforcesupport@energy.ca.gov](mailto:ecams.salesforcesupport@energy.ca.gov)

## ADDITIONAL USERS WITHIN AN ORGANIZATION

- The primary contact can add additional users to an existing organization.

# STEP 1 – Navigate to ECAMS Home Page



- Go to:  
<https://ecams.energy.ca.gov>
- This is the Energy Commission Agreement Management System (ECAMS) Home Page.
- Click on the **Sign In** button at the top right of page to access the Login Page to log in to an existing account or to register for a new account.

The screenshot shows the ECAMS Home Page. At the top, there is a navigation bar with the California Energy Commission logo, a search bar, and a "Sign In" button. Below the navigation bar, a large banner features a collage of images: an electric bus, a wind turbine, solar panels, and a modern house. The banner text reads "Welcome ! Funding Opportunities" with a "Browse Solicitations" button. Below the banner, a paragraph states: "The California Energy Commission offers a variety of funding opportunities to advance the state's transition to clean energy and transportation through innovation, efficiency, and the development and deployment of advanced technologies." The page is divided into six sections, each with a representative image and a title: "Funding Workshops" (electric car charging), "Awards" (scientist in lab), "Funding Resources" (wind turbines), "ECAMS Grant Resources" (city skyline at night), "Empower Innovation" (Empower Innovation logo), and "Salesforce Training" (classroom). Each section includes a brief description of the resources available. At the bottom, a blue footer bar contains the "Contact" information: "ecams.salesforcesupport@energy.ca.gov".

Home

Welcome !  
**Funding Opportunities**  
Browse Solicitations

The California Energy Commission offers a variety of funding opportunities to advance the state's transition to clean energy and transportation through innovation, efficiency, and the development and deployment of advanced technologies.

**Funding Workshops**  
Find upcoming workshops to learn about solicitations, ask questions, network, and meet potential project partners

**Awards**  
Information about the California Energy Commission's awards, including notices of proposed awards and notices of selection

**Funding Resources**  
Guides, forms, templates, and other resources for individuals applying for funding opportunities that the California Energy Commission offers

**ECAMS Grant Resources**  
Templates, forms, and tools for the invoicing process and agreement management in general

**Empower Innovation**  
Empower Innovation is an initiative of the California Energy Commission, in partnership with leading California technology accelerators, fellowship programs, nonprofits, and private partners

**Salesforce Training**  
How to apply for solicitations and submit invoices

Contact  
ecams.salesforcesupport@energy.ca.gov

# STEP 2 – Login Page – New User Sign-up



- Enter Username and Password and click on **Log in** to sign into the ECAMS system.
- Click on **Forgot Password** to reset your password.
- Click on **New User Sign Up?** to register for a new account.

The screenshot shows the login page for the California Energy Commission Agreement Management System. At the top, there is a blue header with the "CA.GOV" logo, social media icons, and a "Contact Us" link. Below this is a white banner with the California Energy Commission logo and name. The main content area is titled "Energy Commission Agreement Management System" and contains a login form with fields for "Username" and "Password", a "Log in" button, and links for "Forgot your password?" and "New User Sign Up?". The footer includes a dark blue bar with links for "Back to Top", "Help and FAQs", "Conditions Of Use", "Privacy Policy", and "Contact Us", along with social media icons and a copyright notice for 2023 State of California.

# New User Sign Up - Organization



Enter information to create an organization profile. Mandatory fields are marked with an asterisk.

The system will only accept one Federal Employer Identification Number (or SSN/TIN if no FEIN) per organization account.

If the Organization already exists in ECAMS, please contact the organization's primary contact who can add additional users.

If the Organization's primary contact is not known, please contact

[ecams.salesforcesupport@energy.ca.gov](mailto:ecams.salesforcesupport@energy.ca.gov)



[Back to Login](#)

**Organization Details**

Organization Name

\* Do you have a Federal Employer Identification Number (FEIN)?

--None--

\* Phone Number

Extension

Fax

\* Type of Business

--None--

# New User Sign Up – Organization (continued)



- Enter information to continue creating your organization profile
- The **Confirm Applicant Address** box must be checked.
- Click on **Save** to proceed to creating an individual user account

Organization Primary Address

Country  
United States

Street

City

State/Province  
California

Zip/Postal Code

☐ Confirm Applicant Address

☐ Woman Owned? ☐ Minority Owned? ☐ LGBT Owned?

UC system or National Labs  
--None--

☐ CA based entity

If you are having any challenges with sign-on, please contact [ECAMS.SalesforceSupport@energy.ca.gov](mailto:ECAMS.SalesforceSupport@energy.ca.gov) for assistance

# New User Sign Up – Individual User Account



- Enter details for the individual user account.
- By default, the first user registered for an organization will be designated as primary contact for the organization. The primary contact has the ability to add additional users to an existing organization.
- Check **Confirm Applicant Contact Address** before proceeding.
- Click on **Save** to create the account.

[Back to Login](#)

User Profile

First Name

Complete this field.

Middle Name

Last Name

Job Title

User Email Address

Phone Number

6092107033

Work Address

Country

United States

Street

Roseville Drive

City

Roseville

State/Province

California

Zip/Postal Code

31345

☐ Confirm Applicant Contact Address

If you are having any challenges with sign-on, please contact [ECAMS.SalesforceSupport@energy.ca.gov](mailto:ECAMS.SalesforceSupport@energy.ca.gov) for assistance

Back

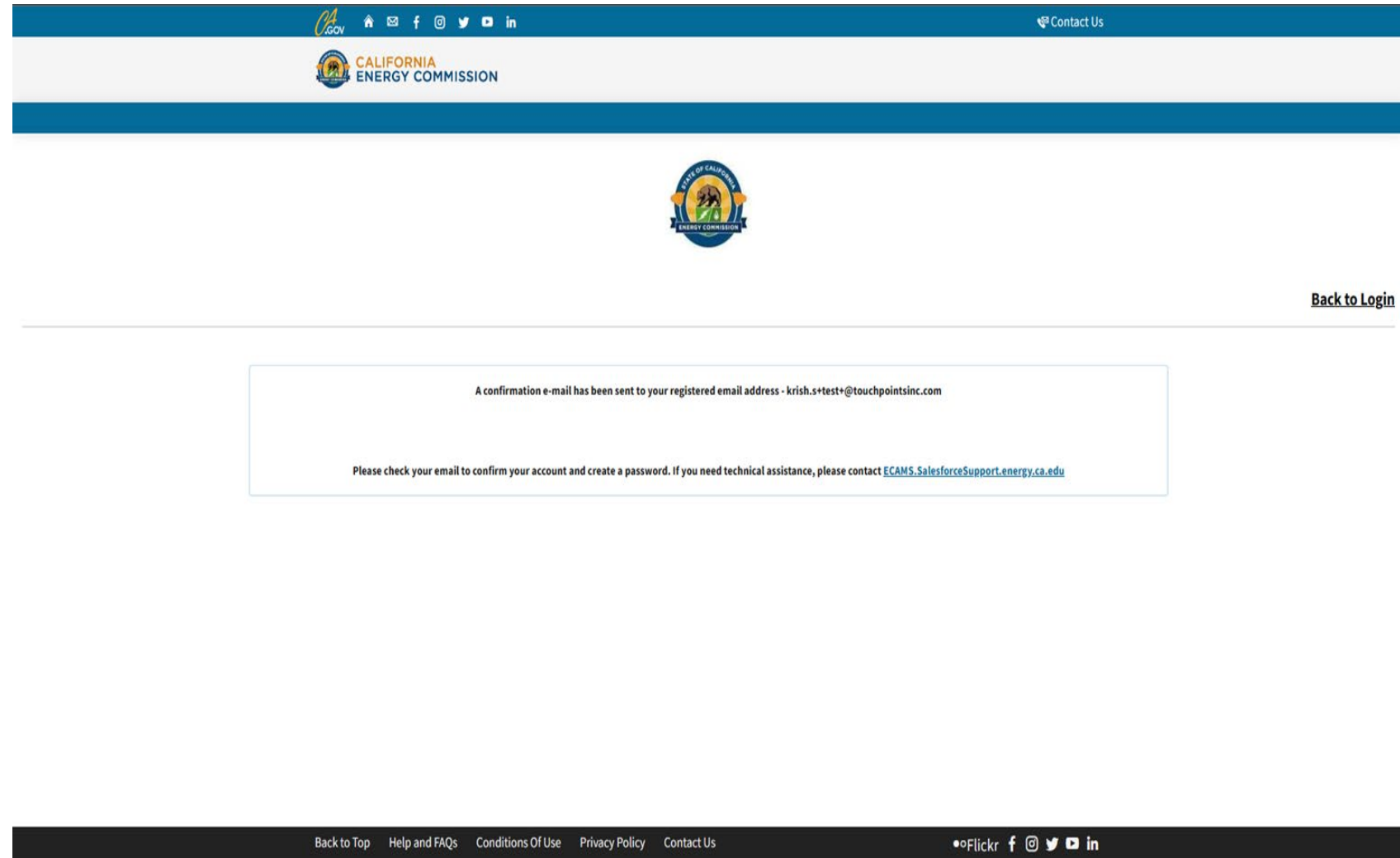
Save



# New User Sign Up - Individual User Account (continued)



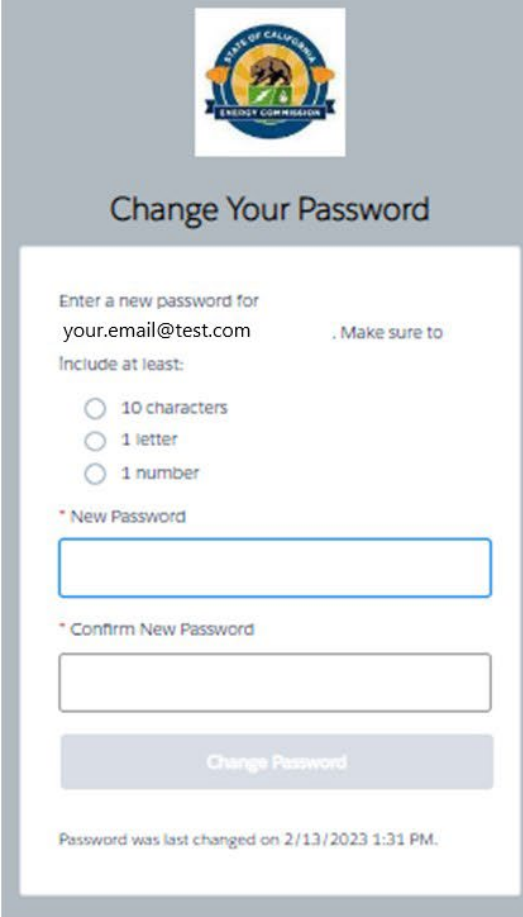
- A confirmation email will be sent to the new user's registered email address. The email will include a link to activate your account and create a password.



# New User Sign Up - Individual User Account (continued)



- Clicking on the confirmation email link will open the web page to setup a password for the user.



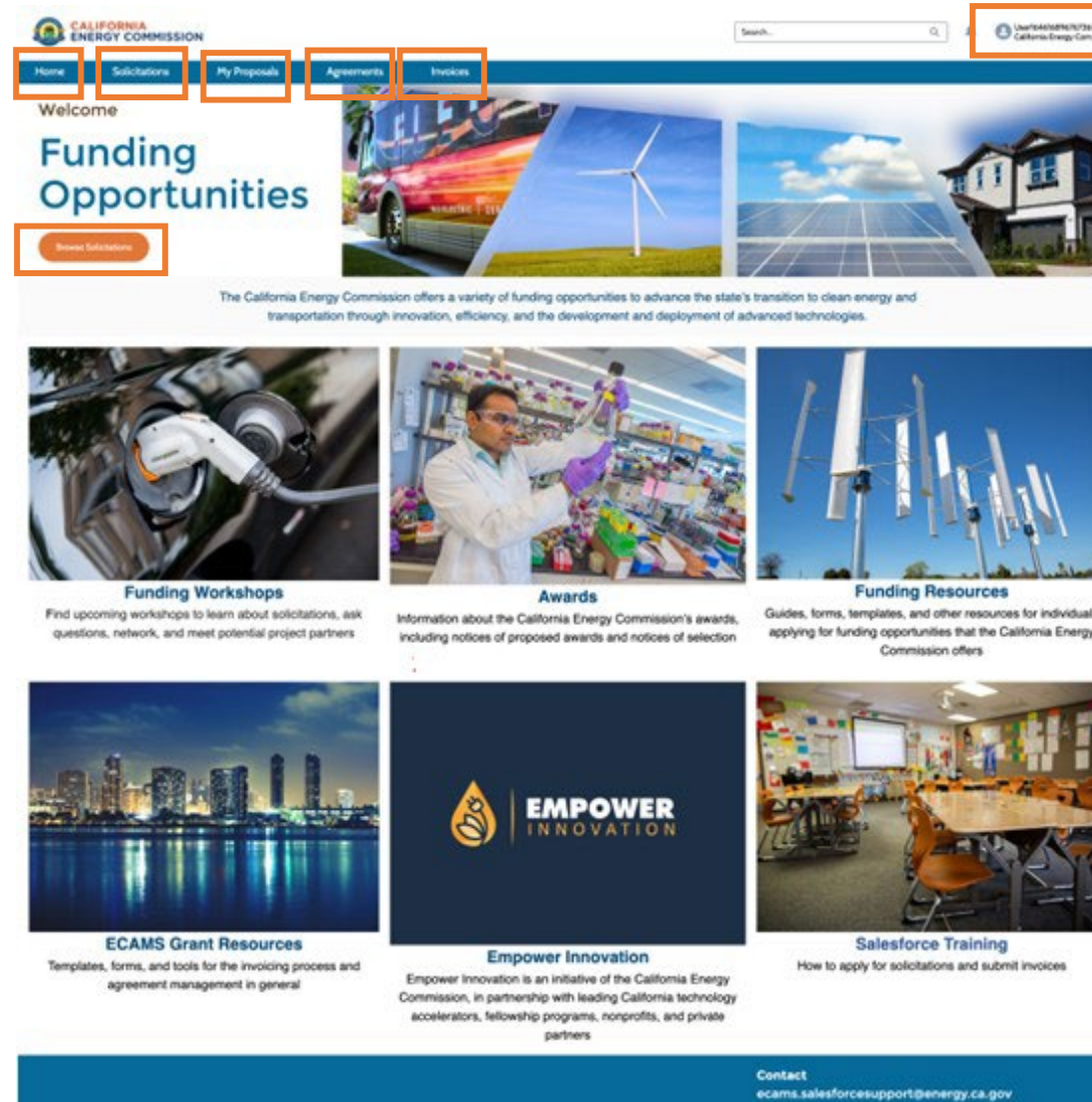
The screenshot shows a web form titled "Change Your Password" with the State of California Energy Commission logo at the top. The form contains the following elements:

- A heading "Change Your Password".
- Text: "Enter a new password for your.email@test.com . Make sure to".
- Text: "Include at least:"
- Three radio button options:
  - ☐ 10 characters
  - ☐ 1 letter
  - ☐ 1 number
- A label "\* New Password" above a text input field.
- A label "\* Confirm New Password" above another text input field.
- A "Change Password" button.
- Footer text: "Password was last changed on 2/13/2023 1:31 PM."

# ECAMS Home Page After Logging In



- This is the ECAMS Home Page after logging in to a user account.
- The user can access Solicitations, Funding Proposals, Agreements and Invoices through the respective tabs at the top of the page.
- The user can also view solicitations through the Browse Solicitations button.
- Click on the profile button and click on **My Account** to access your account.



# My Account Page



- This is the My Account Page.
- The Details tab displays an organization's details entered during account creation.
- The Contacts tab displays a list of contacts added to an organization.
- The primary contact has the ability to add new users to the organization by clicking the **Add User** button.

The screenshot shows the "My Account Page" for the California Energy Commission. At the top, there is a navigation bar with links: Home, Solicitations, My Proposals, Agreement, and Invoice. A search bar and user profile icons are on the right. Below the navigation bar, there is a large white box with a blue "Add User" button highlighted by an orange border. Below this, there are two tabs: "Details" (selected) and "Contacts". The "Details" tab contains a form with the following fields:

Organization Name	QAtestingggg	Type of Business	Private Company
Organization Number	34242	CA Based Entity	<input type="checkbox"/>
Organization Record Type	Recipient	UC system or National Labs	<input type="checkbox"/>
Phone	(343) 434-3434	MB/SB/DVBE ID	<input type="checkbox"/>
Extension		LGBT Owned?	<input type="checkbox"/>
Fax		Minority Owned?	<input type="checkbox"/>
Parent Organization		Woman Owned?	<input type="checkbox"/>
Billing Address	La La, California 23423 United States	Shipping Address	La La, California 23423 United States
Remittance Address			

At the bottom of the page, there is a footer note: "If you need to update the organization profile, please contact ECAMS.SalesforceSupport@energy.ca.gov".

# Adding Users to an Organization After Registration



- Enter required information regarding the new user.

**Note: Email addresses can only be registered once in the system.**

- Check **Confirm Contact Address** box.
- Click **Save** to add the user to the organization contact list.

**Note: If an e-mail address error pops up, and an existing user under another organization needs access to multiple organizations, please contact [ecams.saleforcesupport@energy.ca.gov](mailto:ecams.saleforcesupport@energy.ca.gov)**

A screenshot of the California Energy Commission's user registration interface. The form is titled "Contact Information" and includes fields for First Name, Middle Name, Last Name, Email, and Phone. Below these is the "Contact Address" section with fields for Country (set to "United States"), Street, City, State/Province (set to "California"), and Zip/Postal Code. A checkbox labeled "Confirm Contact Address" is highlighted with an orange box. At the bottom right, there are "Cancel" and "Save" buttons, with the "Save" button also highlighted by an orange box. The top of the page shows the California Energy Commission logo and a navigation bar with links: Home, Solicitations, My Proposals, Agreement, and Invoice. A search bar and user profile icon are also visible in the top right.