

# Energy Commission Agreement Management System (ECAMS)

Registration Instructions



# Table of Contents



Title	Slide Number
System User Registration Framework	3
STEP 1 – Navigate to ECAMS Home Page	4
STEP 2 – Login Page – New User Sign-up	5
New User Sign Up – Organization	6
New User Sign Up – Individual User Account	8
ECAMS Home Page After Logging In	11
My Account Page	12
Adding Users to an Organization After Registration	13

# 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 left is the California Energy Commission logo. To its right is a search bar and a "Sign In" button. Below the header is a "Home" link and a "Welcome!" message. The main heading is "Funding Opportunities" with a "Browse Solicitations" button. A large banner image shows a bus, a wind turbine, solar panels, and a house. Below the banner is a paragraph: "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." There are six content cards: "Funding Workshops" (with an image of a car charging station), "Awards" (with an image of a scientist), "Funding Resources" (with an image of wind turbines), "ECAMS Grant Resources" (with an image of a city skyline at night), "Empower Innovation" (with the Empower Innovation logo), and "Salesforce Training" (with an image of a classroom).

**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.

A screenshot of the California Energy Commission's Agreement Management System login page. The page has a blue header with the CA.GOV logo, social media icons, and a "Contact Us" link. Below the header is the California Energy Commission logo. 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 contains 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)?  Phone Number

Extension

Fax

\* Type of Business

# 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

Cancel Save

# New User Sign Up – Individual User Account



[Back to Login](#)

- 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.

A screenshot of a web form titled "User Profile" for creating an individual user account. The form includes fields for First Name, Middle Name, Last Name, Job Title, User Email Address, and Phone Number. Below these is a "Work Address" section with dropdowns for Country (United States), Street (Roseville Drive), City (Roseville), State/Province (California), and Zip/Postal Code (91345). A checkbox labeled "Confirm Applicant Contact Address" is highlighted with an orange box. At the bottom right, there are "Back" and "Save" buttons, with the "Save" button also highlighted with an orange box. A footer note provides contact information for assistance: "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 (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.

The screenshot shows the California Energy Commission website's confirmation page. At the top, there is a navigation bar with social media icons and a "Contact Us" link. Below this is the California Energy Commission logo and name. The main content area features a large, centered logo of the California Energy Commission. To the right of the logo is a "Back to Login" link. A central message box contains the text: "A confirmation e-mail has been sent to your registered email address - krish.s+test+@touchpointsinc.com". Below this message, it says: "Please check your email to confirm your account and create a password. If you need technical assistance, please contact [ECAMS.SalesforceSupport@energy.ca.gov](mailto:ECAMS.SalesforceSupport@energy.ca.gov)". At the bottom of the page, there is a footer with links for "Back to Top", "Help and FAQs", "Conditions Of Use", "Privacy Policy", and "Contact Us", along with social media icons for Flickr, Facebook, Instagram, Twitter, YouTube, and LinkedIn.

# 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.

A screenshot of a web form titled "Change Your Password" for the State of California Energy Commission. The form is set against a light gray background. At the top center is the Energy Commission logo. Below the title, the text reads "Enter a new password for your.email@test.com" followed by a link icon and the text ". Make sure to". Underneath, it says "Include at least:" followed by three radio button options: "10 characters", "1 letter", and "1 number". There are two required input fields: "\* New Password" and "\* Confirm New Password". Below these fields is a "Change Password" button. At the bottom, a status message reads "Password was last changed on 2/13/2023 1:31 PM."/>

STATE OF CALIFORNIA  
ENERGY COMMISSION

## Change Your Password

Enter a new password for your.email@test.com [. Make sure to](#)

Include at least:

- 10 characters
- 1 letter
- 1 number

\* New Password

\* Confirm New Password

Change Password

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.

A screenshot of the ECAMS Home Page after logging in. The page features a navigation bar with tabs for Home, Solicitations, My Proposals, Agreements, and Invoices. A search bar and a user profile button are also visible. The main content area includes a "Welcome" message, a "Funding Opportunities" section with a "Browse Solicitations" button, and several featured sections: Funding Workshops, Awards, Funding Resources, ECAMS Grant Resources, Empower Innovation, and Salesforce Training. Each section includes a brief description of the resources available.

California Energy Commission

Home Solicitations My Proposals Agreements Invoices

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

# 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 displays the 'My Account Page' for the California Energy Commission. At the top, there is a navigation bar with links for Home, Solicitations, My Proposals, Agreement, and Invoice. A search bar and notification icons are also present. Below the navigation bar, there is a large empty box with an 'Add User' button highlighted in orange. The main content area is divided into two tabs: 'Details' (selected) and 'Contacts'. The 'Details' tab shows 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 note: "If you need to update the organization profile, please contact [ECAMS.SalesforceSupport@energy.ca.gov](mailto: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 page has a dark blue header with the logo and navigation links: Home, Solicitations, My Proposals, Agreement, Invoice. A search bar is in the top right. The main content area is a white form titled "Contact Information". It contains several input fields: \*First Name, Middle Name, \*Last Name, \*Email, and \*Phone. Below these is the "Contact Address" section with fields for Country (United States), Street, City, State/Province (California), and Zip/Postal Code. A checkbox labeled "Confirm Contact Address" is highlighted with an orange box. At the bottom right of the form are "Cancel" and "Save" buttons, with the "Save" button also highlighted with an orange box. On the left side of the form, there are partially visible labels for "Details", "Org", "Ph", "Ext", "Fax", "Par", "Bill", and "Res".