



CARB eFILE

APCA Vault

May 2023

Agenda

- What's eFILE and APCA Vault
- APCA Vault account
- Connecting to CARB-eFILE APCA Vault (Login)
- CARB-eFILE APCA Vault User Interface & Views
- Uploading Documents
- Submit to CARB for Review (Workflow Submittal)
- Summary of Documents Submission

What is eFILE

- Part of CARB's electronic document management system
- Based on the M-Files software
- Replacing DMS

What is the APCA eFILE

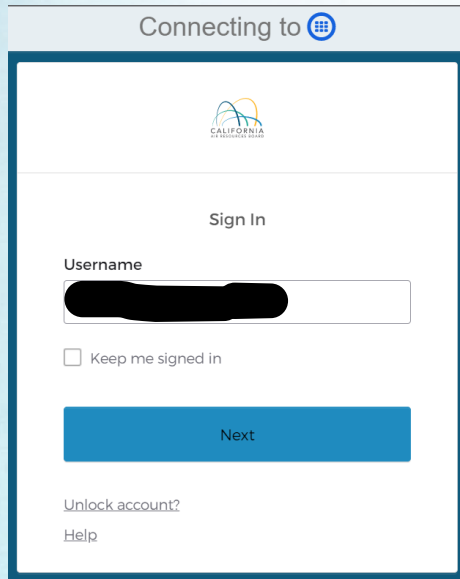
- One of Six Vaults
 - i. APCA
 - ii. ON_ROAD_LD
 - iii. CIHD/OBD
 - iv. HMC_OHRV
 - v. OFF_ROAD_SIE
 - vi. HD GHG
- Handling APCA Related Documents
- Submit/Tracking Applications Electronically


APCA Vault Account


- Up to three Accounts per Manufacturer
- Modify/Obtain eFILE account ([procedure and document link](#))
 - I. Submit a Letter of Intent and an Electronic Signature Letter
 - II. Complete Excel contact sheet
 - III. Email electronic LOI, SIG LTR and Excel contact sheet to vault administrator and eFILE@arb.ca.gov
 - IV. Shipping tracking number of hard copies of the LOI and SIG LTR
 - V. Vault administrator will create and modify account for manufacturer contact
- Already have eFILE account with other vaults
 - I. Submit electronic and hard copies of the LOI and SIG LTR
 - II. Update Excel contact sheet
 - III. Contact APCA Vault administrator for updating

Connecting to CARB-eFILE APCA Vault

- <https://login.arb.ca.gov/>
- Two steps: Username and Password



Connecting to 

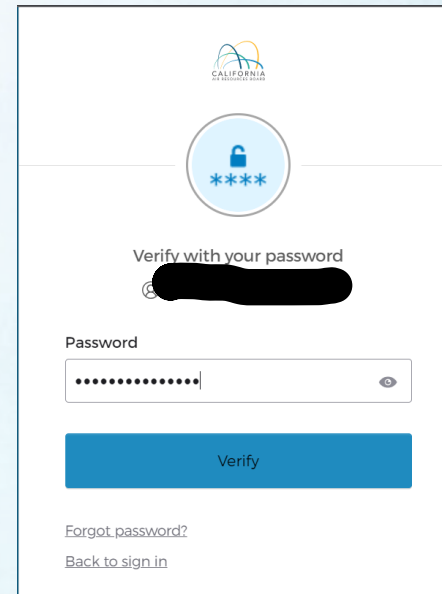

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Sign In


Username

Keep me signed in

[Unlock account?](#)
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Verify with your password

Password

[Forgot password?](#)
[Back to sign in](#)

CARB-eFILE APCA Vault User Interface

The screenshot displays the user interface for the CARB-eFILE APCA Vault. The browser address bar shows the URL `login.arb.ca.gov/app/UserHome?session_hint=AUTHENTICATED`. The page features a search bar at the top with the placeholder text "Search your apps". A dropdown menu in the top right corner is open, showing the text "CARB".

The main content area is titled "My Apps" and includes a "Sort" button. Under the "Work" section, a card for the "CARB-eFiles" app is highlighted with a red box. The card displays a gear icon and the text "CARB-eFiles" and "Aftermarket Parts...".

The left sidebar contains navigation options: "My Apps", "Work", "Add section +", and "Notifications". At the bottom left, it shows the last sign-in time as "a few seconds ago" and the copyright notice "© 2023 Okta, Inc." with a "Privacy" link.

At the bottom right, there is a "Support" section with the text "Help: OktaSupport@arb.ca.gov".

CARB-eFILE APCA Vault User Interface (Web App)

The screenshot displays the CARB-eFILE APCA Vault User Interface (Web App) with several key components highlighted by red boxes and letters:

- A:** A vertical navigation menu on the left side containing options like "New", "Go To", "Home", "Assigned to Me", "Checked Out to Me", "Favorites", "Recently Accessed by Me", and "File Transfers".
- B:** A large white panel on the right side, currently showing the "Metadata" and "Preview" tabs.
- C:** A search bar at the top center with a search icon and a refresh icon.
- D:** A central table listing various views and folders. The table has columns for "Name" and "Type".

Name	Type
Common Views	
_APCA Mfr Directory (MFR)	View
Manufacturer Dashboard	View
Other Views	
Assigned to Me	View
Checked Out to Me	View
Favorites	View
Recently Accessed by Me	View
Traditional Folders	
Manufacturer Training Materials	Traditional Folders

- The task area (A) on the left contains frequently used commands and shortcuts.
- The right panel (B) displays the Metadata and Preview tabs.
- The quick search bar and Advanced Search (C) on the top allows you to search for documents.
- The listing area (D) in the center lists views, documents and search results.

CARB-eFILE APCA Vault User Interface

The screenshot shows a sidebar with a blue header labeled "Name" and an upward arrow. Below the header, there are four main sections, each with a triangle icon and a title:

- Common Views**: Contains two folder icons. The first folder is labeled "_APCA Mfr Directory (MFR)" and the second is "Manufacturer Dashboard". Both folders are enclosed in red rectangular boxes.
- Other Views**: Contains four items. The first is "Assigned to Me" with a folder icon and a red arrow pointing to it from the right. The other three items are "Checked Out to Me" (with a green arrow icon), "Favorites" (with a yellow star icon), and "Recently Accessed by Me" (with a blue document icon).
- Traditional Folders**: Contains one folder icon labeled "Manufacturer Training Materials", which is enclosed in a red rectangular box.

Where you submit application

The screenshot shows a list of folders under a blue header labeled "Name" with an upward arrow. The list contains four items, each with a folder icon:

1. Draft by Class
2. Pending Assignments
3. Finished Assignments
4. Info Needed by Class

Where you check the application need attention

This presentation and other materials will be saved in this folder

Virtual Directory Structure (APCA Vault View)



Summary of Document Submission

1) Upload the file in the correct virtual folder

Virtual Folders



2) Select the appropriate document class



3) Provide required metadata values

Document Types and Metadata



4) Save the document by clicking on "Create"



5) Submit and change workflow to "Ready for Review"

Uploading Document

STEP 1. Navigate to the appropriate folder

STEP 2. Drag-and-Drop file into the folder and Prompt will appear requesting metadata

STEP 3. Select an appropriate document class and please fill out metadata as completely as possible

STEP 4. Click on "Create"

The screenshot displays the M-Files web interface. The browser address bar shows the URL 'apca.cloudvault.m-files.com'. The left sidebar shows a file tree with the following structure: APCA > APCA Mfr D... > HOND - HO... > 2023 > 1. Application. The main area shows a 'New Document' dialog for a PDF file named 'Category I Consolidation of Existing Executive Orders'. The 'Class' dropdown is set to '1. Application'. The 'Document Information' section is partially filled out with 'Manufacturer * HOND - HONDA MOTOR CO., LTD' and 'Calendar Year * 2023'. The 'Create' button is highlighted at the bottom right.

Uploading Document

To use all M-Files Web features, add [this extension](#). Then click [here](#) to complete the installation. Finally, r

STEP 5. Click "Check Out"

STEP 6. Right click the document

STEP 7. Select "Convert to Multi-file Document"

The screenshot displays the M-Files web interface. The left sidebar contains navigation options like 'New', 'View and Modify', 'Check In', 'Properties', 'History', 'Make Copy', 'Open (Download)', 'Download File', 'State Transition', 'Ready for Review (Apps)', 'Go To', 'Home', 'Assigned to Me', 'Checked Out to Me', 'Favorites', and 'Recently Accessed by ...'. The main area shows a file list under the path 'APCA > _APCA Mfr D... > HOND - HO... > 2023 > 1. Application'. A file named 'CBI_HOND_App_D-232_N-10_LEV3 SULEV170_Air Intake.pdf' is selected. A context menu is open over this file, showing options such as 'Show', 'Check Out', 'Check Out for Co-authoring', 'Check In', 'Check In with Comments...', 'Undo Checkout', 'Properties', 'History', 'Relationships', 'Comments', 'Share Public Link', 'Add to Favorites', 'Remove from Favorites', 'Rename', 'Delete', 'Convert to Single-file Document', 'Convert to Multi-file Document', and 'Replace with File (Upload)'. The 'Convert to Multi-file Document' option is highlighted. The right sidebar shows document details for 'CBI_HOND_App_D-232_N-10_LEV170_Air Intake', including creation and modification dates, and a 'Draft (Apps)' status.

Uploading Document

The screenshot displays the M-Files application interface. The left sidebar contains a menu with options like 'New', 'View and Modify', 'Check In', 'Properties', 'History', 'Make Copy', 'Download Files', 'Add File', 'State Transition', 'Ready for Review (Apps)', and 'Go To'. The main area shows a file list with columns for Name, Size, and Date. A file named 'CBI_HOND App D-232 N-10 LEV3 SULEV170 Air Intake' is highlighted. A right-hand pane shows document metadata, including 'Class * 1. Application', 'Name or title * CBI_HOND App D-232 N-10 LEV3 SULEV170 Air Intake', 'Manufacturer * HOND - HONDA MOTOR CO., LTD', and 'Document Information'.

STEP 8. Drag and drop supporting document into the folder

STEP 9. Check In the Application

STEP 10. Click "Ready for Review" to submit application

Name	Size	Date
> CBI_HOND_2023_1. Application_D_232_N_02.docx	11.6 KB	1/18/
> CBI_HOND_2023_1. Application_D_232_N_03.docx	11.6 KB	1/18/
> CBI_HOND_2023_1. Application_D_232_N_04.docx	11.6 KB	1/17/
>	11.6 KB	1/18/
>	11.6 KB	1/18/
>	2/15/	
> CBI_HOND_App_D-232_N-08_LEV3 SULEV150_Air intake.pdf	276 KB	2/15/
> CBI_HOND App D-232 N-09 Multiple Heater.pdf	260 KB	2/15/
> CBI_HOND App D-232 N-10 LEV3 SULEV170 Air Intake		2/28/
> CBI_HOND_App_D-232_N-10_LEV3 SULEV170_Air Intake.pdf	258 KB	2/14/
> Manufacturer (1)		

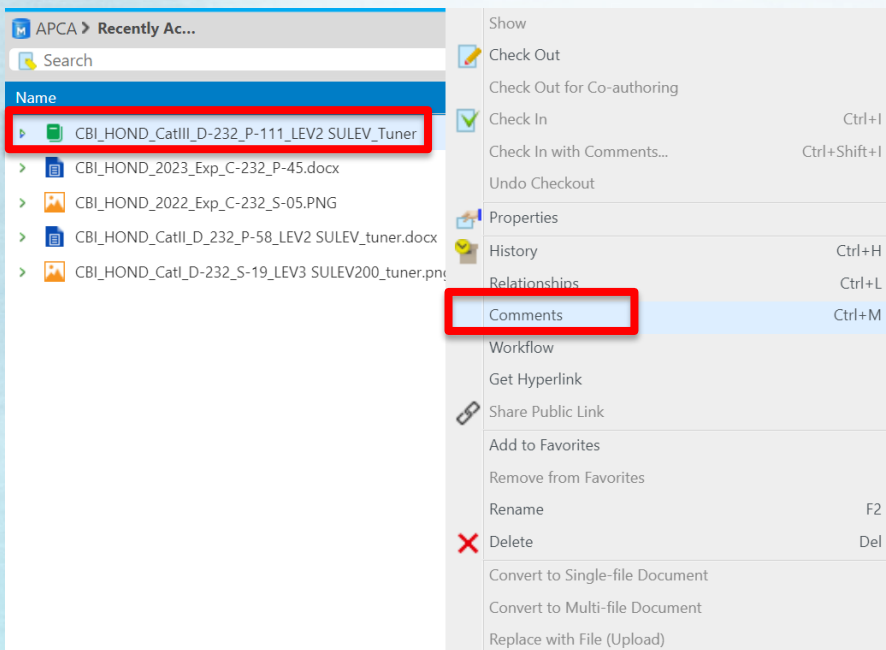
Document Metadata:

- Class * 1. Application
- Name or title * CBI_HOND App D-232 N-10 LEV3 SULEV170 Air Intake
- Manufacturer * HOND - HONDA MOTOR CO., LTD
- Calendar Year * 2023
- File Name * D-232_N-10
- Device Name * Air Intake

01_APCA Application
Draft (Apps)

Revising or Correcting an existing application

You only can make revision or correction under certain states: “**Draft**”, “**Not Accepted for Filing**”, or “**Info Needed**”. Contact APCA staff to request “Info Needed” in order to make changes if the document state is “Under Review”.



- I. To make the change on existing application, add the corrected document into the application folder.
- II. The added document need to follow the naming rules and updated document need to add Version number at the end.
- III. Move the application folder to “**Info Submitted**” state.
- IV. **REQUIREMENT**: Please add an entry to “Comments” with the
 - 1) date revised
 - 2) description of change
 - 3) filename of the changed document

APCA Vault Workflows

<u>No.</u>	<u>Workflow Template Name</u>	<u>Document Classes</u>
<u>1</u>	<ul style="list-style-type: none">• APCA Application• Category I application	<ul style="list-style-type: none">• Application
<u>2</u>	<ul style="list-style-type: none">• Experimental Permit Application	<ul style="list-style-type: none">• Experimental Permit Application

Demo 1 – Application

Demo 2 – Category I Application

APCA Vault Document Class

Class Type	Description	Metadata Name	Data Type/ Valid Values	Required
Application	Standard or Category I	Name or title	Text (automatically generated)	Yes
		Manufacturer	Auto-populated from folder metadata	Yes
		Calendar Year	Choose from list	Yes
		MS Fee Payment	Choose from: Yes No	Yes
		File Name	Text	Yes
		Device Name	Text	Yes
		Application Types	Choose from: 1. Aftermarket Parts for On-Road 2. Aftermarket Parts for Off-Road 3. Alternative Fuel Retrofit System 4. Catalytic Converter 5. EV converters 6. On-Road Motorcycle critical emission control part 7. Others	Yes
		Category Type	Choose from list	Yes
		Affected OEM	Text	Yes
		CA Emission Category	Choose from list	Yes
		Confidentiality	CBI	Yes
		Keywords/Misc	Text	No

APCA Vault Document Class

Class Type	Description	Metadata Name	Data Type/ Valid Values	Required
Experimental Permit Application	Applications for Experimental Permit	Name or title	Text/The "Name or title" will be automatically generated	Yes
		Manufacturer	Auto-populate from folder metadata	Yes
		Calendar Year	Choose from: 2022 2023 2024	Yes
		MS Fee Payment	Choose from: Yes No	Yes
		File Name	Text	Yes
		Permit Type	Choose from New Renew	Yes
		Original EO Number	Text	Yes
		Fleet or Non-Fleet	Choose from Fleet Non-Fleet	Yes
		On-Road or Off-Road	Choose from On-Road Off-Road	Yes
		Confidentiality	CBI	Yes
Keywords/Misc	Text	No		

APCA Vault document naming rule

- **Application Form:** Filename_APP (Ex. D-123_P-01_APP)
- **Cover letter:** Filename_CL (Ex. D-123_P-01_CL)
- **Experimental Permit Application Form:** Filename_EXP (Ex. C-123_P-01_EXP)
- **Experimental Permit Fleet Report:** Filename_EXP_Report (Ex. C-123_P-01_EXP_Report)
- **Consultant Authorization letter:** Filename_LTR (Ex. D-123_P-01_LTR)
- **Proof of payment:** Filename_MSFxxxxxx (Ex. D-123_P-01_MSF123456)
- **Payment confirm email:** Filename_MSF_Paid (Ex. D-123_P-01_MSF_Paid)
- **Vehicle List:** Filename_VCL (Ex. D-123_P-01_VCL)
- **List of Part Numbers:** Filename_PN (Ex. D-123_P-01_PN)
- **Installation Instructions:** Filename_INSTAL (Ex. D-123_P-01_INSTAL)
- **Detailed Description of the device:** Filename_DESCR (Ex. D-123_P-01_DESCR)
- **Facsimile of the label:** Filename_LABEL (Ex. D-123_P-01_LABEL)
- **Marketing Material:** Filename_MKT (Ex. D-123_P-01_MKT)
- **Technical Data Sheet:** Filename_TECHDATA (Ex. D-123_P-01_TECHDATA)
- **Test Result Report:** Filename_TR_detail (Ex. D-123_P-01_TR_OBD or D D-123_P-01_TR_FTP)
- **Others:** Filename_detail (Ex. D-123_P-01_Part Drawing or D-123_P-01_Engineer Review)

Transition Timeline

- May 23rd: External Training, Beginning of Account Creation
- June 1st: Vault Open (“Transition Period”), applications can optionally be submitted to eFILE
- June 30th(end of day): Email Submissions closed, All applications must go to eFILE vault
 - Applications requiring resubmission will need to be re-done in eFILE after this date

APCA Vault Admin

Contact CARB staff by email: Please contact Ling or Eliot by email when you have question or problem

- Ling Cobb ling.cobb@arb.ca.gov
- Eliot Zheng eliot.zheng@arb.ca.gov



Thank you!