ADVANCED CLEAN TRUCKS REPORTING SYSTEM (ACTRS) USER GUIDE

California Air Resources Board
ACTReporting@arb.ca.gov

Contents

Establishing an ACTRS User Account
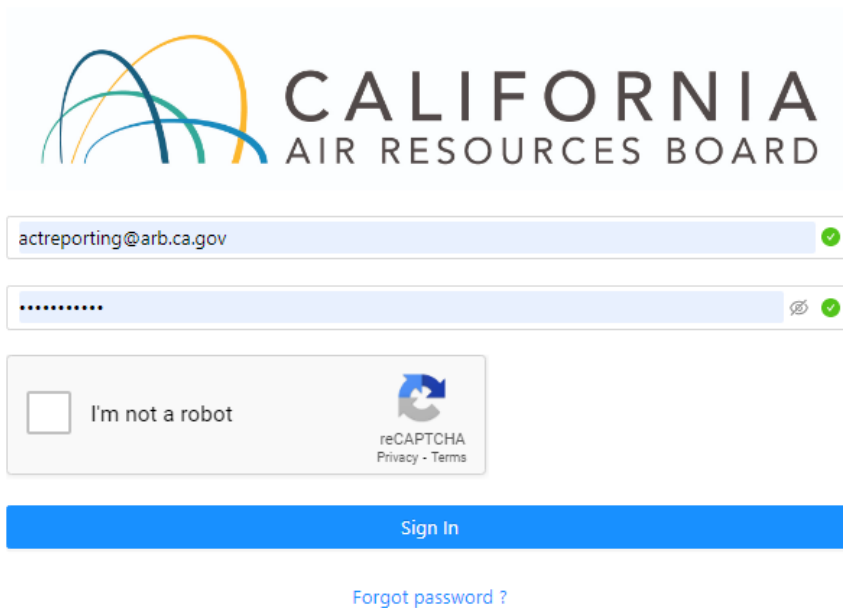
1. Email requests for an ACTRS account to [ACTRS Staff](#) (ACTReporting@arb.ca.gov).
   - Subject line: "ACTRS user account request".
   - Email message must include contact person name and title, phone number, and email.
2. Once CARB staff create your ACTRS account, you will receive an email from no-reply@verificationemail.com that will include your login information.
   - If you don't see the email, check your SPAM or JUNK folder.
3. Login to [ACTRS](#) (www.arb.ca.gov/actrs).

Advanced Clean Trucks Reporting System (ACTRS)

CALIFORNIA
AIR RESOURCES BOARD

actreporting@arb.ca.gov

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Sign In

Forgot password ?

Downloading the Reporting Template

1. Go to CARB's [ACT Reporting webpage](#) (https://ww2.arb.ca.gov/our-work/programs/advanced-clean-trucks/manufacturer-reporting) and select "ACT Production Reporting Template".
   - The form will automatically download to your computer.
   - The template downloads as a .csv file, do not "save as" a different file format, ACTRS will only accept .csv files.

Completing the Reporting Template

1. Follow directions included in the template.
   - Do not remove, reorganize, or edit columns, rows, headers, or cells.
   - Data can only be uploaded using the "Allowed Values" listed.
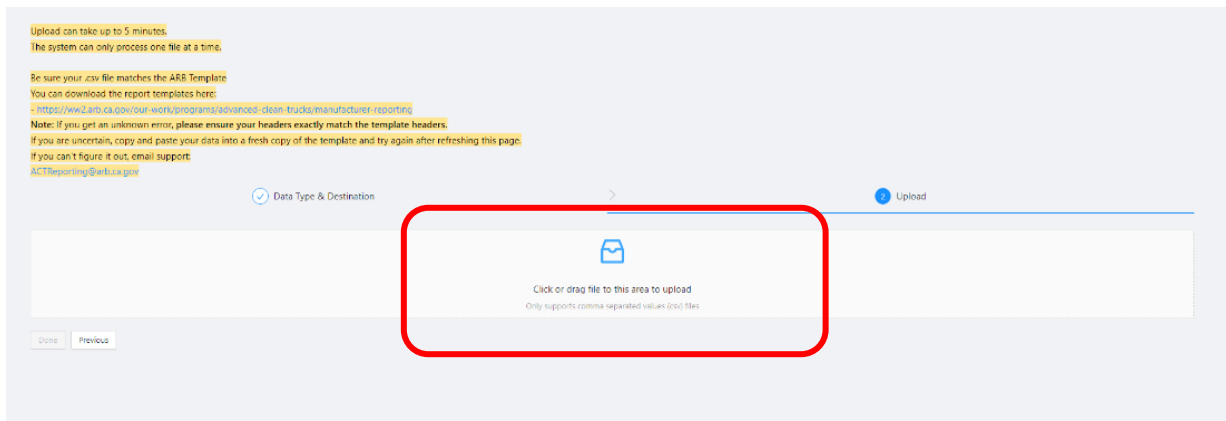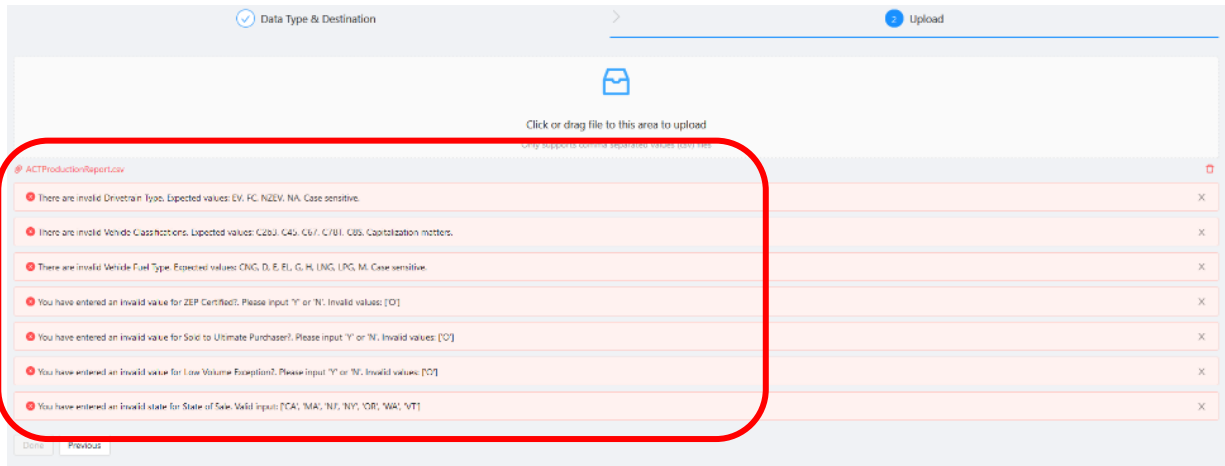
Uploading the Completed Reporting Template

1. Sign into your [ACTRS account](#) (www.arb.ca.gov/actrs)
2. Select "Upload" in the upper left corner.
3. Then select "Data Type" and the destination folder.
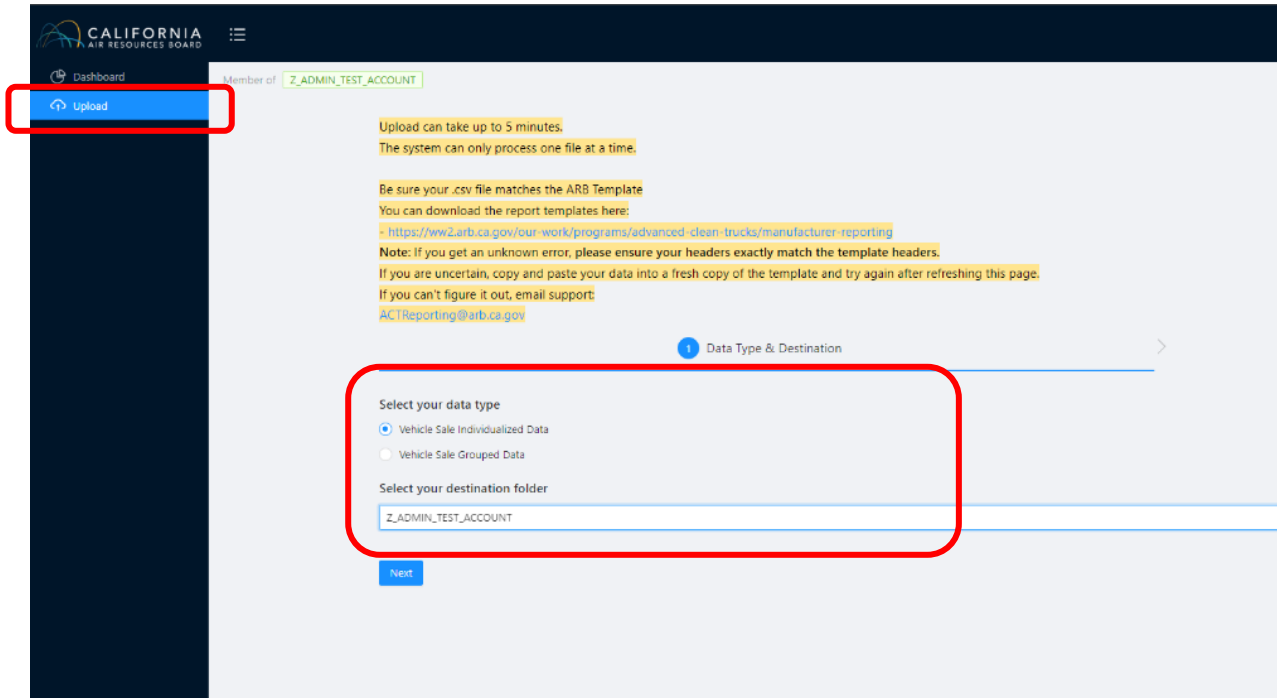
4. You can drag your file into the page or click anywhere in the file upload area
   - This will open a file navigation window, select the correct file, and then select "Open".

5. If the template upload is unsuccessful, ACTRS will provide a list of errors.
    *   Correct any identified errors and attempt the upload again.
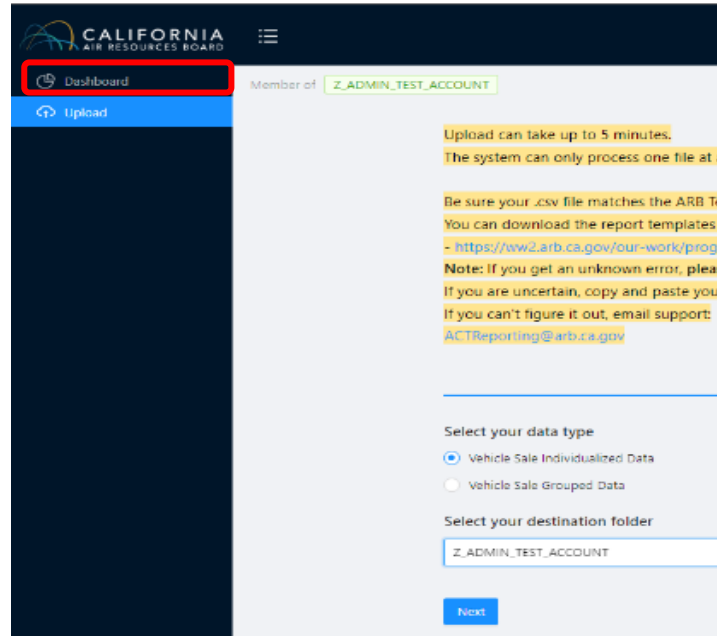

6. ACTRS will let you know if the template uploaded successfully.
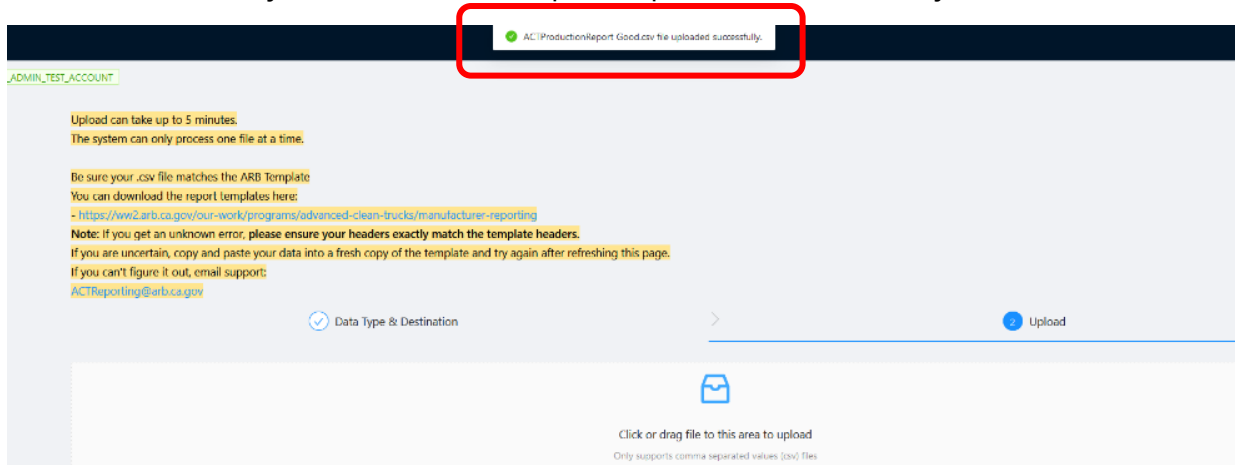
Dashboards and Displayed Information

1. Once the completed reporting template has been successfully uploaded, manufacturers can view their uploaded vehicle sales data by selecting the "Dashboard" option.

2. The interactive dashboards will allow you to view vehicle sales totals by vehicle class, drivetrain type, and the associated ACT credit/deficit totals including separate credit/deficit totals for tractors.
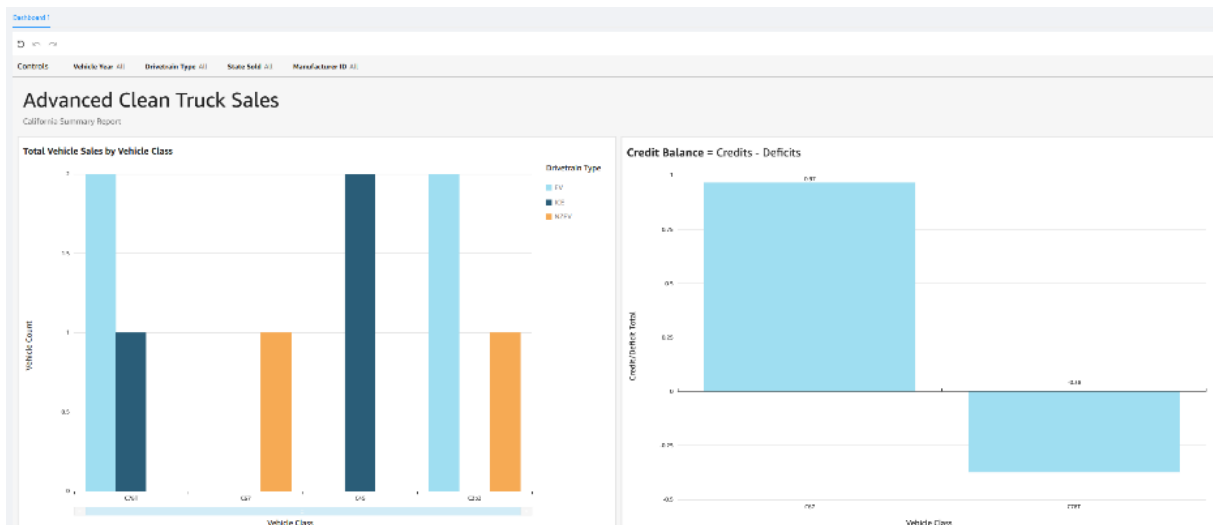
3. The dashboard summaries include the values of projected credits and deficits and the credits and deficits earned (please note that ACT credits and deficits earned still require verification by CARB staff).

ZEV Credits Earned
Calculates credits only for records where values of sold to ultimate = Yes

Vehicle Classification

Manufacturer ID	Year	C7BT	Annual Total
Freightliner	2024	0.0	0.0

ZEV Credits Projected
Predicts credits for all records where values of sold to ultimate = Yes or No

Vehicle Classification

Manufacturer ID	Year	C7BT	Annual Total
Freightliner	2024	0.0	0.0

NZEV Credits Earned
Calculates credits only for records where values of sold to ultimate = Yes

Vehicle Classification

Manufacturer ID	Year	C67	Annual Total
Freightliner	2024	1.1	1.1

NZEV Credits Projected
Predicts credits for all records where values of sold to ultimate = Yes or No

Vehicle Classification

Manufacturer ID	Year	C67	C2b3	Annual Total
Freightliner	2024	1.1	0.4	1.5

Tractor Deficits

Vehicle Classification

Manufacturer ID	Year	C7BT
Freightliner	2024	0.4

Non-Tractor Deficits

Vehicle Classification

Manufacturer ID	Year	C67	D45	C2b3	Annual Total
Freightliner	2023			0.0	0.0
	2024	0.1	0.2	0.0	0.4

Questions

1. Email any questions to ACT Reporting Staff (ACTReporting@arb.ca.gov)