

Mobile Source and Certification System (Online Portal) User Guide Version 4



Document History

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1.0 Getting Started – Mobile Source (MS) Fees Invoicing System Online Portal

Only one MS Fee System Account is available per Manufacturer, per CARB Customer account. If a manufacturer has multiple CARB Customer accounts, each CARB Customer account must have a MS Fees Invoicing System account to create an invoice for that account. Each account is required to have an Account Administrator. The Account Administrator must be assigned as the CARB Customer account contact. The account log-in is based on the Account Administrator's e-mail address and cannot be used in multiple MS Fees Invoicing System main accounts. Member accounts can be created by the manufacturer's Account Administrator to address multiple users (discussed in Section 2.2)

To obtain a MS Fees System Account, the manufacturer's Account Administrator can access MS Fees Invoicing System portal by clicking below link.

URL: https://carb2.my.site.com/CARBPortal/s/login



1.1 Log into the portal by clicking the link above

If you already have a username & password, enter your credentials to log in. If you don't have a username & password, click "**Request for Registration**".

Request for Registration Form	
Please contact your certification representative to obtain for Fi\$Cal Account number. * Do you have the Fi\$Cal Account Number?	
-None	
Yes	
No	

The system will ask if you have a CARB Customer account.

1.2 Requesting for CARB Customer Account Number

Before requesting a CARB Customer account through the system, contact your point of contact within your company, then your CARB certification representative, to obtain your account information. If CARB staff directs you, then you can use the system CARB

Customer account request and select "**No**" to obtain new CARB Customer account number.

Request for F	Registration Form
Please contact y	your certification representative to obtain
for CARB Custo	mer number.
*Do you have the	CARB Customer Number?
No	:
None	
Yes	
No	·

After selecting "No" and clicking **[Next]**, you will be redirected to the page below to fill out **required details** in the form. The information requested must be for the parent manufacturer who is responsible and liable for the payment. The contact person is required to be a manufacturer's representative that is responsible for payments. No consultants can acquire or obtain a CARB Customer account for a manufacturer.

Request for Registration Form
 Manufacturer Complete Name (The name of the company paying
the fee)
Manufacturers Plus, Inc.
*Street Address
1234 Main Street
*City
Beverly Hills
*State
California
*Zip Code
90210
*Country
USA
*Contact Name (For payment issues)
Jane Smith
*Contact Title
Controller
*Contact Phone Number
555-555-5555
*Contact Email
Jane.Smith@manufacturer.com
* Certification Group Types
On-Road (ON)
Off-Road (OFF)
Evaporative Components (EVAP)
 Aftermarket Parts (AMP)
Diesel Emission Control Strategies (DECS)
At-Berth (AB)
Previous Next

After entering the details, click **[Next]** to receive the following confirmation message.



In the backend, the System will create a record in Registration Request object and automatically notify CARB's Revenue/Reimbursement unit via email (fees@arb.ca.gov) of your CARB Customer Account Number request. The following email is sent to CARB's Revenue/Reimbursement unit:

This is a request for a new CARB Customer Number for the following manufacturer:

- a. Manufacturer Complete Name (The name of the company paying the fee): Manufacturers Plus, Inc.
- b. Contact Name (For payment issues): Jane Smith
- c. Street Address: 1234 Main Street
- d. City: Beverly Hills
- e. State: California
- f. Zip Code: 90210
- g. Country: USA
- h. Contact Title: Controller
- į. Contact Phone Number: 555-555-5555
- j. Contact E-mail Address: Jane.Smith@manufacturer.com

k. Certification Group Type: Aftermarket Parts, Alternate Fuel Retrofit Systems, and Experimental Permits (AMP)

Your CARB certification representative will provide you with your CARB Customer account once created.

1.3 Request for Registration – Creating the Manufacturer Main Account

Navigate to the portal log in page once you receive the CARB Customer Account Number and click **[Request for Registration].**

Select [Yes] and click [Next]

for CARB Customer number.	in representative to obtain
*Do you have the CARB Customer N	lumber?
No	:
None	
Yes	
No	- Andrews

After selecting "**Yes**" and clicking **[Next]**, you will be redirected to the page below to fill out **required details** in the form. Filling out this form initiates your main account. The account information must reflect the CARB Customer account and your Account Administrator information. Make sure you have the correct CARB Customer Account Number. This number is reflected on all invoices created by the Account Administrator and the account members using this account.

Request for Registration Form
*Company Name
Manufacturers Plus, Inc.
*Street Address
1234 Main Street
*City
Beverly Hills
*State
California
*Zip
90210
*Country
USA
*Contact First Name
Jane
*Contact Last Name
Smith
*Contact Telephone Number
555-555-5555
*Contact Email
Jane.Smith@manufacturer.com
*CARB Customer Number
TEST0001
Previous Next

After entering the details, click **[Next]** to receive the following confirmation message:



In the backend, the System will create a record in Registration Request in the MS Fees Invoicing System Queue for Approval. From this queue, the Program Administrator will review and approve the request.

In case of Approval, you will receive a notification by email regarding the approval. You will also receive an email to set up the credentials for logging into the Portal.

The following email will inform you that the request for registration was approved.



In addition, the following email will be sent to provide you with your username and reset your password.



Thanks, State of Ca Air Resources Board In case your account is not approved (or rejected), you will receive an email with the rejection details. The details can include duplicate CARB Customer accounts, an unassociated Account Administrator, etc.

The following email will be sent to you if the request for registration was rejected:



Please submit correct company name

2.0 My Portal Home Page

Once you receive the MS Fees Invoicing System account, you can log in to the portal.



Once the log in is successful, you will be redirected to the portal home page as shown below:



Once you are in the portal home page, you can access the following menus:

- 1. **Home** You can view Draft & Submitted invoices and navigate to Create Invoice, All Invoices & Contact
- 2. Create Invoice You can create invoice
- 3. All Invoices You can access all kind of invoices
- 4. Contact You can access their contact record
- 5. **My Profile** drop down menu that provides access to "My Profile", "My Account" and "Account Management" (available only for manufacturer's Account Administrators)

2.1 My Profile

Once you are in the portal home page, you can access your profile page by clicking the link on the name displayed on the right-side top corner.



Click "My Profile" to view your personal details



2 Smith	
ager	Company Name
	Manufacturers Plus, Inc.
a construction of the second	Phone
otestmfr1@yopmail.com	
ile	Address
if Mo.	

Click "My Account" to view account details

GOV Home Create Invoice	All Invoices Contact		Jane Smith 👻
Manufacturers Plus, Inc.			+ Follow New Note
Phone Billing Address	Website Account Owner		
DETAILS RELATED			
Account Name Manufacturers Plus, Inc.	Account Ov	ner	

Click the **[Edit]** button to update your personal details (i.e., Phone Number & Address ...etc.). The **[Edit]** button is not available for the Account information. Please make sure your details are up to date.

About			
*Name	Title		
First Name			
Jane			
Middle Name			
*Last Name			
Smith			
Suffix			
Manager	Company Name		
	Manufacturers	Plus, Inc.	
Contact			
*Email	Phone		
Jane.Smith@manufacturer.com			
Mobile	Address		
	۹	Search Address	
	Street		
		li.	
	City	State/Province	

2.2 Viewing or managing Member Accounts (Available only to your Account Administrator)

Member accounts can only be created, modified or deactivated by your Account Administrator. To view or manage your Member Accounts, click on [Account Management].



You will be redirected to the following page:



Each Member Account will be listed. Once an account is created it cannot be deleted, only deactivated. To deactivate, click on the "Active" column to remove the check. To force a reset, click on the dropdown arrow on the right side and click on "reset password." Members can reset their own passwords by clicking on the "Forgot Your Password?" on the portal page.

2.3 Creating Member Accounts (Available only to the Account Administrator)



To create a Member Account, Click on "Account Manager, then Click on "Add Member"

After being redirected to the page below, fill out the **required details** in the form and click [Save].

•			

Accounts are based on a unique <u>Username</u>, not the e-mail as with the main manufacturer or account administrator's account. CARB recommends that the username uses a descriptor to describe the relationship with the company (CNS=Consultant; MFR=Manufacturer), underscore, CARB manufacturer code for company, underscore, and E-mail address of member. The e-mail needs to meet e-mail format, but not necessarily functional.

Example: CNS_MEA_kmead@arb.ca.gov

An e-mail is sent to the member's e-mail listed in the account, with a link to the portal to create their own password.



3.0 Creating Invoices

As a Manufacturer, you can create an invoice by clicking [Create Invoice] from Menu.



Click [Create Invoice] to be redirected to the following page



Select the invoice form type from the available options and then click [Save & Next]

Create Invoice				
Іпvоісе Туре	Company Information	Application Information	Preview	Send for Signature
Select Invoice Form Type				
On-Road Light-Duty, Motorcycle, Heavy-D	uty, GHG Products (ON)			
Off-Road Vehicles/Engines and Equipmen	t (OFF)			
Evaporative Components and Portable Fu	el Containers (EVAP)			
Aftermarket Parts, Alternate Fuel Retrofit	Systems, and Experimental Permits (AMP)			
Diesel Emission Control Strategies (DECS))			
At-Berth (AB)				
				Save & Next

Enter Manufacturer Information and Contact Person details and then click **[Save & Next].** Remember to use the manufacturer name that is on the application or EO and the contact name of the individual working with CARB on the application approval process.

Create Invoice								
✓	Company Information	Application Information	Preview	Send for Signature				
* Company Name		* Contact Name	*Contact Name					
Manufacturers Plus, Inc.		Jane Smith	Jane Smith					
*Address		* Contact Telephone Nur	*Contact Telephone Number					
1234 Main Street		555-555-5555	555-555-5555					
• City		* Contact E-Mail	*Contact E-Mail					
Beverly Hills		carbtestmfr1@yopm	nail.com					
*State		CARB Customer Number	CARB Customer Number					
CA		TEST0001	TEST0001					
*Zip								
90210								
*Country								
USA								
				Previous Save & Nex				

After clicking **[Save & Next]**, you are redirected to the invoice portion to complete each application payment information. Enter an individual application information by row.

You can add more application rows by clicking 🛨 icon. If you want to remove

unwanted rows, then click icon. Click the **[Save]** button to save the application information. Once saved, the draft can be found on your portal home page under "Draft Invoices."

Create Invoice			Succe	ess æ Applica	tions saved successfully		×			
	~	\rangle	~	\rangle	Application Information		Preview		Send for !	Signature
Payment Row Number	Product Description or FileName	Unique Application Identifier	Model/Calendar Year		Category Type		Fee Туре		Amount	Let Save
1	Test File 1	1001	Calendar Year 2023	•	Aerodynamic technologies	•	Base	•	\$2,952.00	+ 💼
2	Test File 2	1002	Calendar Year 2022	▼	Fuel-fired heater	•	Base	•	\$293.00	+ 💼
								Total Due	\$3,245.00	
									Pr	evious Ne

Once your invoice draft is ready to move to the signatory phase, you can preview the entered Manufacturer and Application information in PDF format before it is sent for e-sign. Make sure all the information is accurate before sending to e-sign. To get signatory, click **[Next]** button.

	1 01 1				tomatic Zee					
≪ 11₩[romatic 200	Jili 🗸				
	57.575 OF OH #000									
	CALIFORNIA ENVIRO CALIFORNIA ARI RES MOBILE SOUR	NMENTAL PROTECTION AGENCY IOURCES BOARD RCE CERTIFICATION AND CO	MPLIANCE FEE PAYMENT F	ORM FOR ON-ROAD APPLIC	CATIONS ONL	Y				
				CARB U	ISE ONLY					
	Invoice Name	•			{{linvoiceNur	mber]}				
	Invoice Date				{{*invoice_da	ate_es_:signer1:calc(now()):forma	t(date,"mmm dd, yyyy")}}			
				COMPANY I	NFORMATION	4				
	Company Nar Address	ne			Manufacturer 1234 Main St	rs Plus, Inc. treet				
	City				Beverly Hills					
	State				CA					
	Country				USA					
	Contact Name	•			Jane Smith					
	Contact Telep	hone Number			555-555-555 carbtestmfr1/	5 Bycomail.com				
	CARB Custon	ner Number			TEST0001	a) opinion contr				
				APPLICATION	INFORMATIC	ON				
				Unique Application Ident	tifier: Test					
	Payment	Product Description or File	Model Year/Calendar Year	Vehicle Family, ZEP Fa	amily, if	Category Type	Fee Type	Amount		
	Now Number	Name		must match the unique ide	ntifier given					
	1	Test File 1	Calendar Year 2023	1001	lication)	Aerodynamic technologies	Base	\$ 2,952.00		
	2	Test File 2	Calendar Year 2022	1002		Fuel-fired heater	Base	\$ 293.00		
	-		-				Total Du	\$ 3 245 00		
							104100			
i i	I. ((Sig_es_sig	ner1:signature}} , attest that an	y information provided is true,	accurate, and complete.						
i i	(Responsible Far	ny Signature Here)								

For the attestation, your responsible party is required to sign the document. Add the responsible party's email address to the space below to sign the invoice. To initiate signatory process (through Adobe Sign), Click **[Send]** button.

	Send for Signature
ail address is added as Signer Email. However, if you are not the responsible party, please enter the r	e responsible party's email address here.
	Previous

You will receive the following confirmation message once the invoice is sent for signature.

Create Invoice Invoice submitted and successfully initiated for signature. For the next step, please check the email "carbtestmfr1@yopmail.com" for instructions to sign the invoice. Check your junk mail folder if instructions are not received.	
	Next

Click **[Next]** to be redirected to the home page. You can view the submitted invoices under the "Draft Invoices" section, with the invoice status set as "Sent for Signature."

	Create Invoice	All Invoices	Contact	
	Ē		R	
 Submitted In Invoice Name 	voices Name V Form Type	✓ V Total Payment ✓ Invoice Type	✓ Status ✓ Invoice Date	Q. Search Created By V
Draft Invoice:	S Form Tune	Total Payment y Invinie Tyme y Status y	Created By y Created Date	Q, Search
INV-000106	On-Road Light-Duty, Motorcycle, Heavy-Duty, GHG Products (ON)	US\$3,245.00 Original Sent for Sign	Jane Smith 10/08/2022	¥

The following email will be sent to the responsible Manufacturer representative for E-Signature:



After clicking **[Review and sign]**, you can review details and add the e-signature before submitting. At the time of approval of signature, the signee can save a copy of the signed invoice.

The following email will be sent to you as an Invoice submission confirmation along with the signed invoice as an attachment. In addition, this e-mail is sent to CARB's Revenue and Reimbursement Unit to add the information into the associated CARB Customer account. Payment is done outside of this software system.

Please go to https://ww2.arb.ca.gov/payments for more information on how to make a payment. Wait 5 days before making your payment to ensure your information is entered into the CARB Customer account.



You can view all submitted invoices in the home page, as shown below. Once payment is confirmed, the invoices can be found under the "All Invoices" button.



4.0 Payment Confirmation Email

CARB administration unit will then confirm the payment once processed. After you submit the invoice and make the payment, CARB then verifies the payment, and confirms the payment has been made in the system. The following email will be sent to you to confirm payment.



5.0 All Invoices

You can access all invoices by navigating to [All Invoices]



Click [All Invoices] to be redirected to the following page:

All Invoices							Q Se	arch
Invoice Name 🔍 🗸	Name 🗸	Form Type	Total Payment 🔍 🗸	Invoice Type 🗸 🗸	Invoice Date 🗸 🗸	Status	\sim	
MSF220001	INV-0000249	On-Road Light-Duty, Motorcycle, Heavy-Duty, GHG Products (ON)	\$3,245.00	Original	6/30/2022	Submitte	ł	•
MSF220092-2	INV-0000245	Off-Road Vehicles/Engines and Equipment (OFF)	\$2,714.00	Revision	6/26/2022	Sent to M	anu	•
MSF220093-3	INV-0000239	Evaporative Components and Portable Fuel Containers (EVAP)	\$3,109.00	Revision	6/29/2022	Refund Co	nfir	•
MSF220093-2	INV-0000238	Evaporative Components and Portable Fuel Containers (EVAP)	\$3,593.00	Revision	6/27/2022	Payment	Con	•
MSF220093-1	INV-0000235	Evaporative Components and Portable Fuel Containers (EVAP)	\$3,338.00	Revision		Payment	Ion	•
MSF220093	INV-0000181	Evaporative Components and Portable Fuel Containers (EVAP)	\$4,281.00	Original		Payment	Ion	•
MSF220092-1	INV-0000175	Off-Road Vehicles/Engines and Equipment (OFF)	\$3,088.00	Revision	6/26/2022	Payment	Con	•
MSF220092	INV-0000174	Off-Road Vehicles/Engines and Equipment (OFF)	\$3,088.00	Original	6/26/2022	Payment	Con	•

There are multiple status categories: Draft Sent for Signature Submitted Sent to Manufacturer **Payment Confirmed Refund Confirmed Modification Confirmed**

6.0 Updating an Invoice. Creating an Adjusted Invoice.

Program Staff can create an adjusted invoice upon request or if there is an issue with the fee type selected, after signature or payment. The type of adjusted invoices include:

- No Payment Change (Unique ID or other Update)
- Underpayment
- Refund

Program Staff will initiate the adjusted invoice process and make necessary changes and have it "Sent to Manufacturer" for review and signature.

The following email will be sent to you for modifications to the paid invoices. Click the link in the email below to navigate to the online portal, where the adjusted invoice is located to review changes and submit that adjusted invoice.



Manufacturers can see the **Adjusted** invoice with status as "**Sent to Manufacturer**" in the home page under Draft Invoices section. Please refer the screenshot below.

	Create Invoice		All Invoices		Contact	
					8	
Submitted Invoices						Q Search
Invoice Name 🗸 Name	✓ Form Type	~	Total Payment 🗸 🗸	Invoice Type 🗸 Stat	tus 🗸 Invoice Date	Created By 🛛 🗸
Draft Invoices						Q. Search
Name 🗸 Form Ty	ve 🗸	Total Payment 🗸 🗸	Invoice Type 🗸 S	itatus 🗸 C	created By 🗸 Creat	ed Date 🗸
INV-000107 On-Road	Light-Duty, Motorcycle, Heavy-Duty, GHG Products (ON)	US\$293.00	Revision S	ent to Manufacturer B	lyron Ng 10/08	/2022 💌

6.1 Review Adjusted invoice and E-sign

As a Manufacturer you can navigate to update the invoice either by clicking the link from the email or from the home page under Draft Invoices. Once you click, you will see the page below

Update Invoice Name - MSF220003-1 An updated invoice has been created where your data will be saved	Update Invoice Name - MSF220003-1 An updated invoice has been created where your data will be saved. The updated invoice record can be accessed from Back to Invoice button.										
Company Information	Application Information	Preview Sent for Signature									
*Company Name Manufacturers Plus, Inc.		Contact Name Jane Smith									
Address 1234 Main Street		Contact E-Mail carbtestmfrt@yopmail.com									
City Beverly Hills		Contact Telephone Number 555-555-5555									
State		CARB Customer Number									
Zip 90210											
Country											
USA											
			Next								

Here you can update company information on the updated invoices. Click **[Next]** to view the Application Information details, as shown below

n updated invoice has been created where your data will be saved. The updated invoice record can be accessed from		ssed from the Back	o Invoice button. Preview			Sent for Signature					
Payment Row Number	Previously Entered Unique Application Identifier	Previously Selected Model/Calendar Year	Previously Selected Category Type	Previously Selected Fee Type	Paid Amount	Corrected Unique Application Identifier	Corrected Model/Calendar Year	Corrected Category Type	Corrected Fee Type	Corrected Amount	Amount Due
1	1001	Calendar Year	Aerodynamic	Base	2952	1001	Calendar 💌	Refund : 💌	Full Refu 🔻	0	-2952.00
2	1002	Calendar Year	Fuel-fired heat	Base	293		Select M 💌	Select Ca 💌	Select Fe 🔻		0.00
Total Invoice MSF220003 Paid US\$3,245.			US\$3,245.00					Total Corrected Total Due	US\$0.00 -US\$2,952.00		

Here, you can review the application details. Click **[Save & Next]** to preview updated invoice as a 'PDF'.

Invoice Na	ame			CARBO	{(!invoiceNumber33				
Invoice Da	ate				Utinunine date es isi	nerticalc(now()) format	Ill'soor bhmm" atchit		
invoice ba	Ke				II invoice_date_es_si	gner r.calo(now()).torma	ijuare, minimuu, yyyy ///		
				COMPANY IN	FORMATION				
Company I	Name				Manufacturers Plus, Inc.				
Address					1234 Main Street				
City					Beverly Hills				
State					CA				
Zip					90210				
Country					USA				
Contact Na	ame				Jane Smith				
Contact Te	nepnone number				000-000-00055				
CAPP Cure	tomas Number				TEST0001				
Row	Previous Unique	Previously Selected	Previously Selected	APPLICATION Paid Amount	INFORMATION Corrected Unique	Corrected Category	Corrected Fee Type	Corrected	Amount Due
1	1001	Aerodynamic technologies	Base	\$ 2,952.00	1001	Refund : No	Full Refund (100%)	\$ 0.00	-\$ 2,952.00
2	1002	Fuel-fired heater	Rase	\$ 293.00	1002	Fuel-fired heater	Rase	\$ 293.00	\$0.0
-	1002	r och med medici	0050		1002	r ocr med medici	0000	\$ 200.00	
		Total Inve	pice (MSF220003) Paid	\$ 3,245.00]		Total Corrected	\$ 293.00	
							[Total Due	-\$ 2,952.00
Notes									
Please review	w the changes								
{{Sig_es_	:signer1:signature}} , attest t	that any information prov	ided is true, accurate, a	nd complete.					
Pequal	tie Reny Signature Alem)								

After reviewing the updated invoice details, click **[Next]** to add a recipient for the signature, as shown below: Please remember the invoice must be signed by the manufacturer's responsible party.

Update Invoic	Update Invoice Name - MSF220003-1										
A responsible party for the manufacturer must sign this invoice. By default, your email address is added as Signer Email. However, if you are not the responsible party, please enter the responsible party's email address here.											
	\checkmark	\rangle \checkmark \rangle	\rangle \checkmark	Sent for Signature							
Signer Email											
carbtestmfr	1@yopmail.com										

You will receive the following confirmation message once the invoice is sent for signature.

Update Invoice for Manufacturer
Invoice submitted and successfully initiated for signature. For the next step, please check the email "carbtestmfrl@yopmail.com" for instructions to sign the invoice. Check your junk mail folder if instructions are not received.

Click **[Next]** to be redirected to the home page. The invoice will be listed under the "Draft Invoices" section with the invoice status set as "Sent for Signature."

	Create Invoice		All Invoices		All Invoices Contact		
					[8	
Submitted Invoice Invoice Name Name	25 ne ∨ Form Type	~	Total Payment 🗸 🗸	Invoice Type 🗸 🗸	Status 🗸 Inv	oice Date	Q Search Created By ∽
Draft Invoices							Q Search
Name V Form	Type v ad Light-Duty, Motorcycle, Heavy-Duty, GHG Products (ON)	Total Payment v	Invoice Type 🗸	Status	Created By	Created D	ate ~

The following email will be sent to the manufacturer's responsible party for E-Signature.

Previous Next

Signature requested on "MSF220003-1"	
Wednesday, August 10, 2022 5:08:37 PM	
Show pictures	
Adobe Acrobat Sign	Adobe
requests your signature on	
MSF220003-1	
Review and sign	

After clicking **[Review and sign]**, review the details and your e-signature before submitting. A new invoice number will be assigned to the invoice based on the iteration of the original invoice: original invoice name-1, -2 etc. depending on the number of adjustments made to the original invoice.

The following email will be sent to you for the Invoice submission confirmation, along with the signed invoice as an attachment. In case of the updated invoice being **Refund Only**, the following email will be sent regarding the refund process.

Adjusted MS Fee Invoice MSF220003-1 © California Air <mscertfees@arb.ca.gov> @Wednesday.August 10, 2022 5:11:07 PM Show pictures @ MSF220</mscertfees@arb.ca.gov>	Reply Forward	Html Text	Print 0	C elete
Dear Jane Smith,				
Attached is your Final invoice addressing your request for a refund for invoice MSF220003. Your refund is in process will take approximately 5 to 7 weeks for processing. The payment will be issued to the r account.	nanufacturer li	isted in your C	ARB Cus	tomer
If you have additional questions regarding the fee involcing and payment process, please contact your assigned CARB certification staff.				

In case of an **Underpayment Adjusted Invoice**, you can pay the balance shown on the invoice plus any additional bank fees by following the instructions on CARB's payment webpage.