

CT DMS Online Reporting Guide

Last Updated: June 2024



Table of Contents

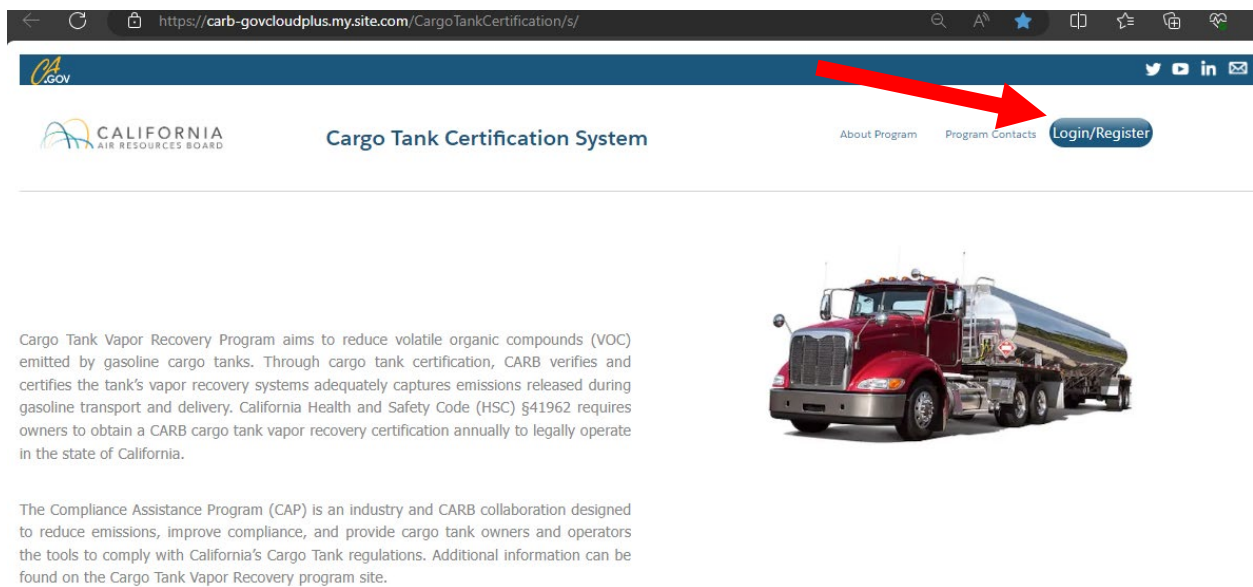
Background	3
How to Create an Account:	3
How to Initially Login for Users Transferred from the Legacy System	7
How to Login for An Existing User.....	7
How to Retrieve Password	10
How to Create a Sub-User	13
How to Deactivate or Reactivate a Sub-User.....	14
How to Create a Subsidiary Company	16
How to Submit a 48-Hour Notification	19
How to Submit Test Results	21
How to Edit Test Results.....	22
How to Report a Cargo Tank.....	24
How to Edit a Cargo Tank	26
Option 1 for Editing Cargo Tank Information:.....	28
Option 2 for Editing Cargo Tank Information:.....	30
How to Submit a Certification Application	32
How to Find Certification Documents	34
How to Find Pending Payments.....	35
How to Find Invoices.....	37

Background

The California Air Resources Board is implementing a new Cargo Tank Data Management System (CT DMS), to address inefficiencies with the current legacy reporting system. The new streamlined CT DMS will offer features which benefit stakeholders, such as enhanced security, enhanced 48-hr notification process, invoicing, in system payment portal, NOV management and complete visible cargo tank history. These features will streamline the certification process, assist field staff with compliance checks, and allow instantaneous certification status checks by terminal operators at loading facilities. It will also allow for payments to be made directly within CT DMS. These features will all expedite the certification process. The aim is to improve user experience and allow users to manage their fleet efficiently and effectively.

How to Create an Account:

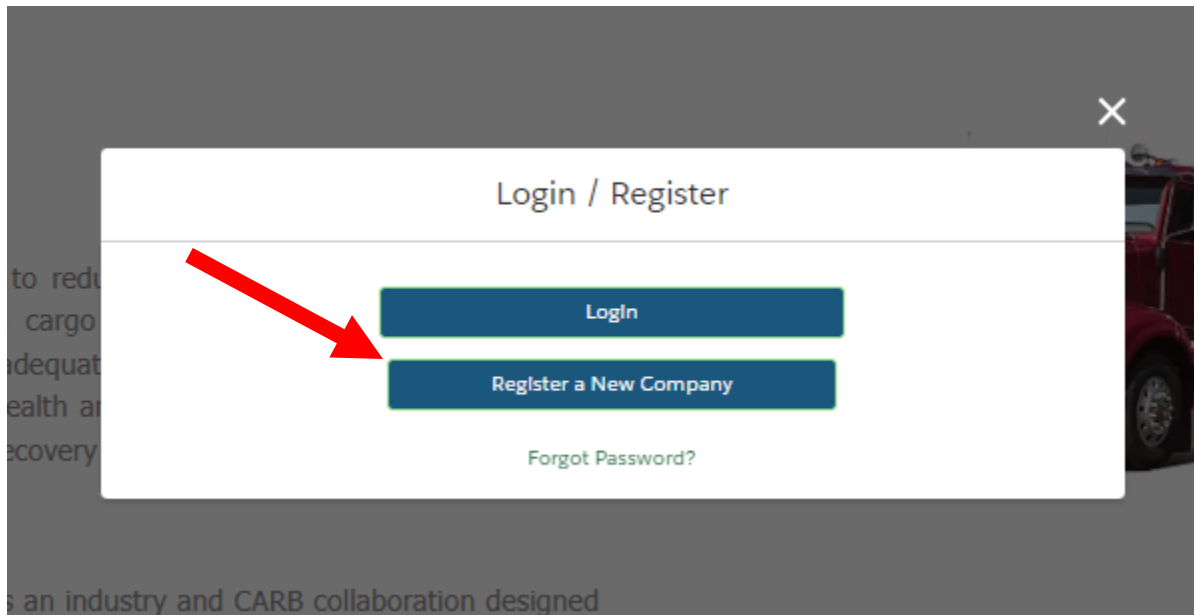
Visit <https://carb-govcloudplus.my.site.com/CargoTankCertification/s/> then, click on Login/Register button on the landing page.



Cargo Tank Vapor Recovery Program aims to reduce volatile organic compounds (VOC) emitted by gasoline cargo tanks. Through cargo tank certification, CARB verifies and certifies the tank's vapor recovery systems adequately captures emissions released during gasoline transport and delivery. California Health and Safety Code (HSC) §41962 requires owners to obtain a CARB cargo tank vapor recovery certification annually to legally operate in the state of California.

The Compliance Assistance Program (CAP) is an industry and CARB collaboration designed to reduce emissions, improve compliance, and provide cargo tank owners and operators the tools to comply with California's Cargo Tank regulations. Additional information can be found on the Cargo Tank Vapor Recovery program site.

Then, select "Register a New Company" in the pop-up window that appears.



Next, you will enter all of the following required information (indicated by a red asterisk next to the field) for your company:

1. Name
2. Phone Number
3. Company Type
4. Email
5. Street Address
6. State
7. City
8. Country
9. Zip/Postal Code
10. Mailing Address

✕

Company Registration

Company Information

* Name	* Phone Number	Extn
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Company Type	* Email	
<input type="text" value="-Select-"/>	<input type="text"/>	

CA Number	USDOT Number
<input type="text"/>	<input type="text"/>

Physical Address Mailing address same as physical

* Street	* Street		
<input type="text"/>	<input type="text"/>		
* City	* State/Province	* City	* State/Province
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Country	* Zip/Postal Code	* Country	* Zip/Postal Code
<input type="text" value="United Stat..."/>	<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>

I want to Participate In the Compliance Assistance Program

Click "Validate Addresses".

Review the addresses and click "Accept," if the addresses are accurate.

After you accept the addresses, additional fields will appear to establish your User Information. Fill in all of the required fields which includes: First Name, Last Name, Email, and Phone Number. Note that the email you enter at this step will be your login username. After you fill out all of the required fields, click the "Register" button. If you would like to register for the Compliance Assistance Program you can also check the box for that program during this step.

The image shows a registration form with two columns for physical and mailing addresses. Both columns have a green checkmark in the top right corner. The physical address fields are: Street (1001 I St), City (Sacramento), State/Province (California), Country (United Sta...), and Zip/Postal Code (95814). The mailing address fields are identical. Below the address fields is a checkbox labeled "I want to Participate In the Compliance Assistance Program". Underneath is a section titled "User Information" with a red border around its fields: First Name, Last Name, Email, Phone Number, and Extn. A red arrow points from the bottom left towards the "Register" button.

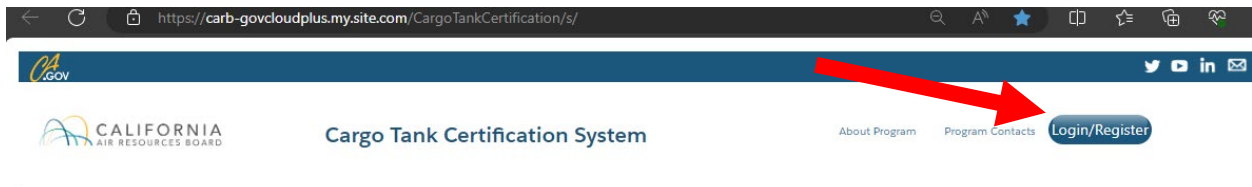
Once you have completed the initial registration, log into the email used for the user registration and validate the email address. The email will come from no-reply@arb.ca.gov. This step must be completed to create the account.

How to Initially Login for Users Transferred from the Legacy System

For users that existed in the legacy Cargo Tank Certification System, log into the new CT DMS portal using the same email address used to establish the original account.

How to Login for An Existing User

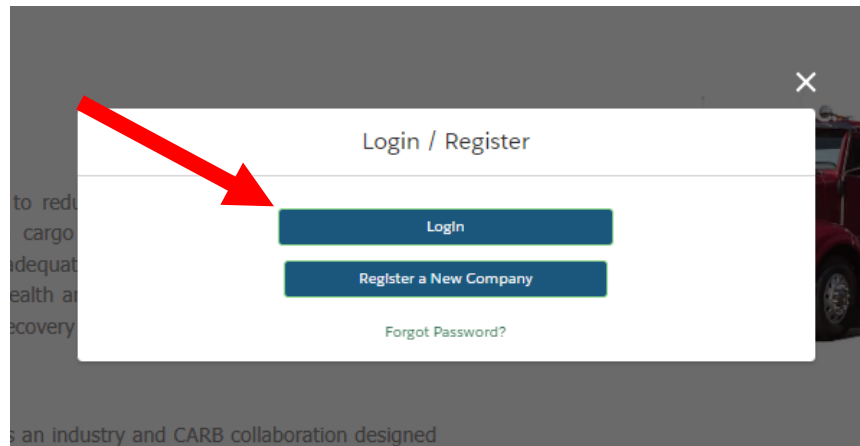
To access the login screen visit: <https://carb.govcloudplus.my.site.com/CargoTankCertification/s/> then, click on Login/Register button on the landing page.




Cargo Tank Vapor Recovery Program aims to reduce volatile organic compounds (VOC) emitted by gasoline cargo tanks. Through cargo tank certification, CARB verifies and certifies the tank's vapor recovery systems adequately captures emissions released during gasoline transport and delivery. California Health and Safety Code (HSC) §41962 requires owners to obtain a CARB cargo tank vapor recovery certification annually to legally operate in the state of California.


The Compliance Assistance Program (CAP) is an industry and CARB collaboration designed to reduce emissions, improve compliance, and provide cargo tank owners and operators the tools to comply with California's Cargo Tank regulations. Additional information can be found on the Cargo Tank Vapor Recovery program site.

Next, select "Login" in the pop-up window that appears.



Enter in your login information. The username is the email used to originally register in the Cargo Tank Certification System or CT DMS.

Connecting to 
Sign in with your account to access Cargo Tank DMS



Sign In


Username


 Keep me signed in

Next

[Unlock account?](#)
[Help](#)

Next, enter in the password established.





Verify with your password

Password

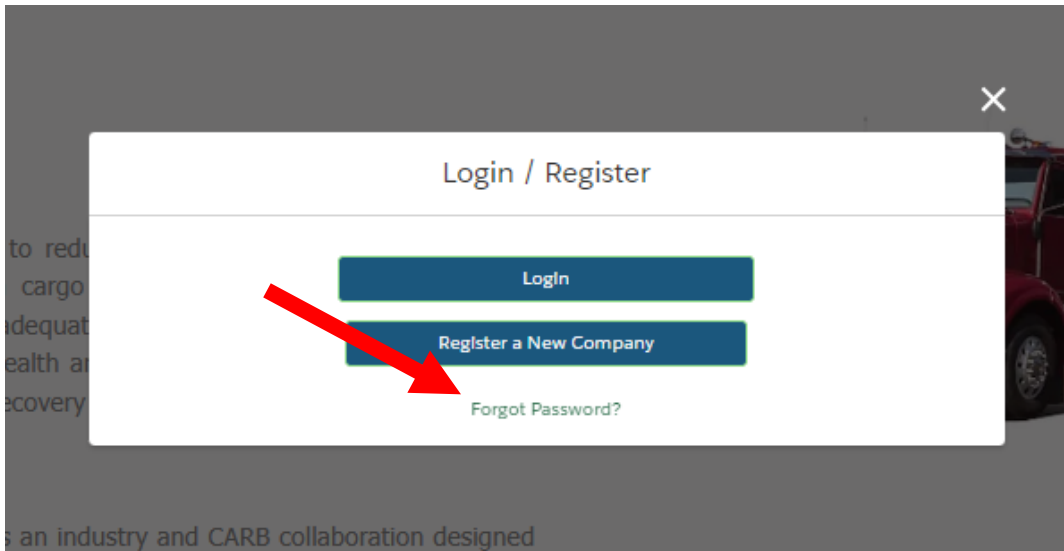
Verify

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

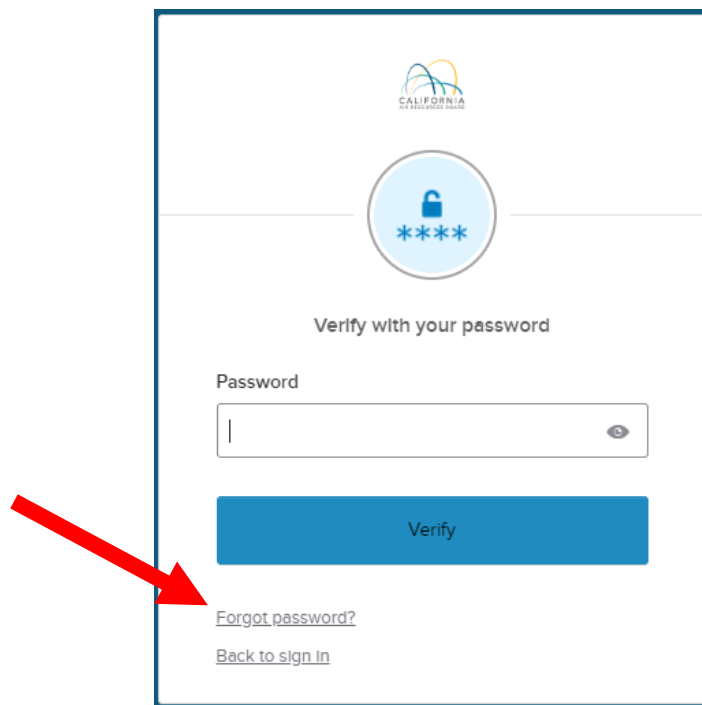
*Note: If this is your first time logging into the Salesforce CT DMS, you will need to verify your email address. To do this login to your email and look for an email from noreply@OKTA.com, then click the "Verify Email" button.

How to Retrieve Password

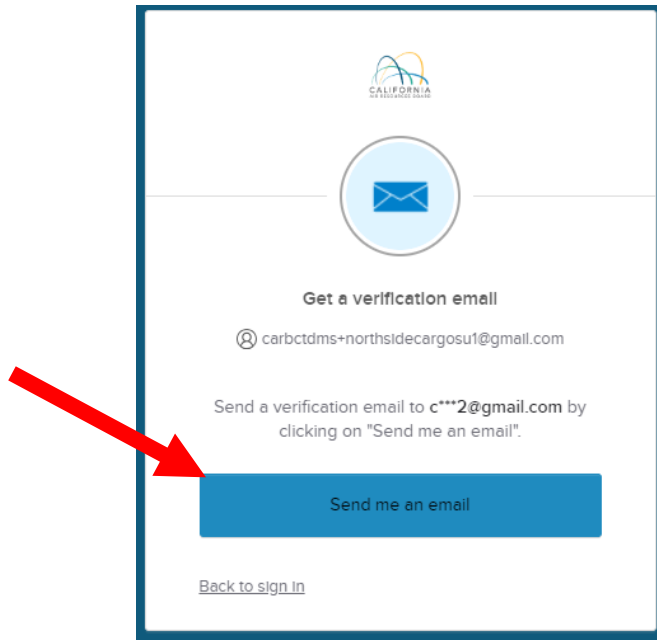
If unable to remember the established password, click the "Forgot Password?" link on the login screen.



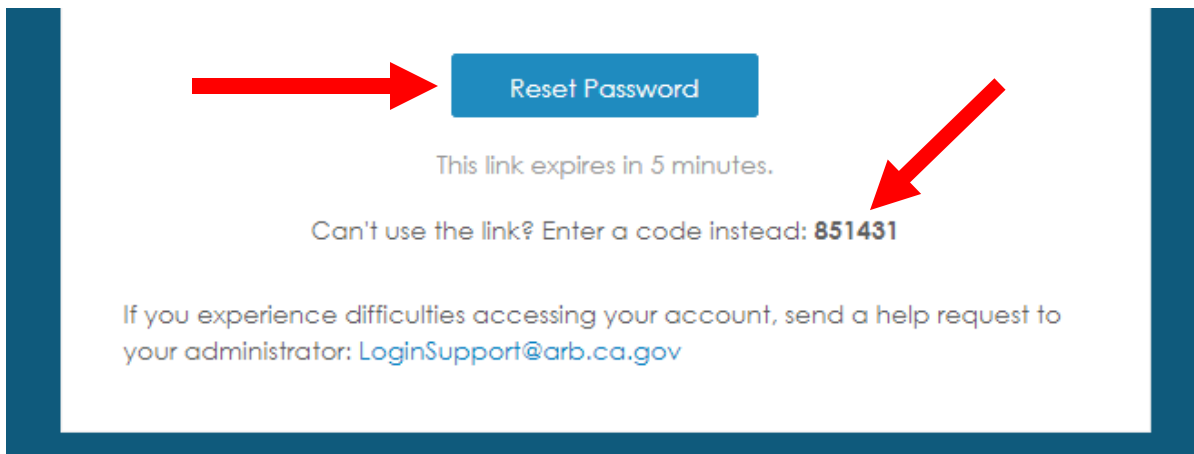
Or, the "Forgot Password?" link on the password entry screen.



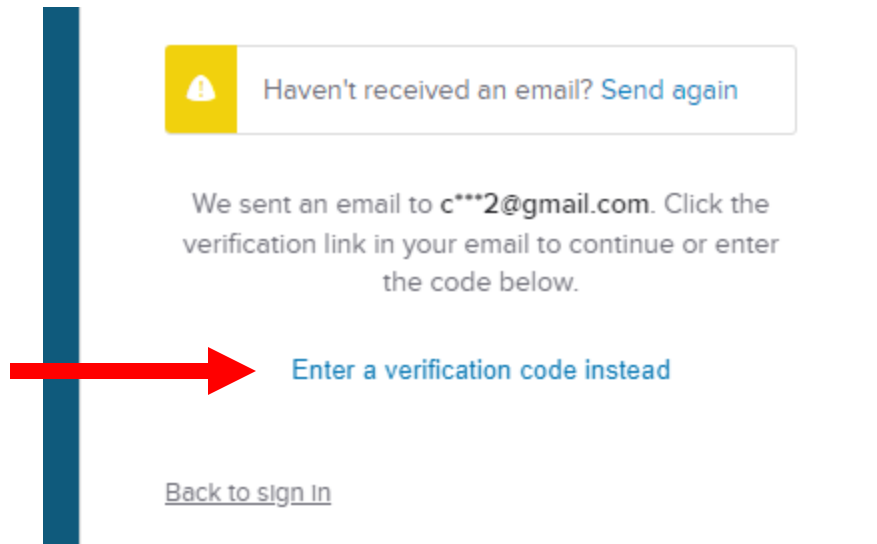
Verify the username/email on the Forgot Password screen then click the "Send me an email" button.



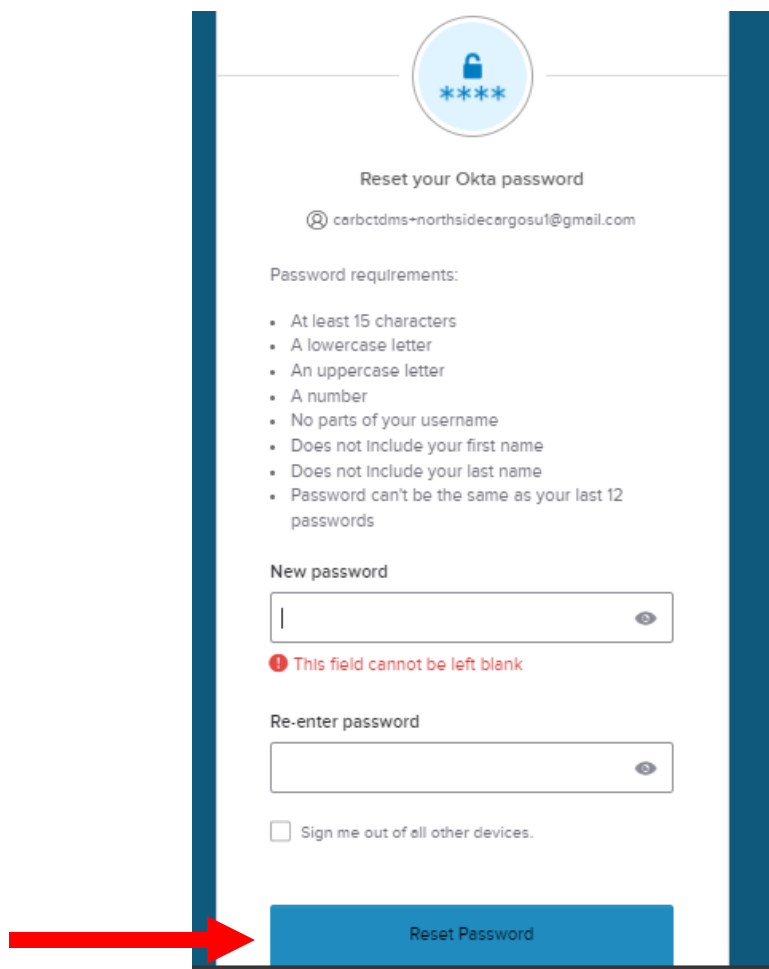
Login to the email account used to establish the account. There will be an email that requests verification and Password Reset. Proceed by clicking the "Reset Password" button in the email.



Or, go back to the Forgot Password screen and enter the code in the email.



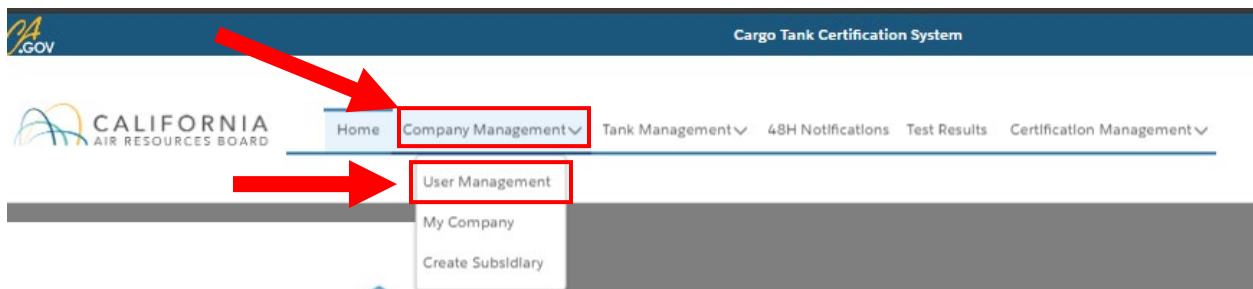
Establish a new password that meets all of the listed parameters and re-enter the same password. Then, click the "Reset Password" button.



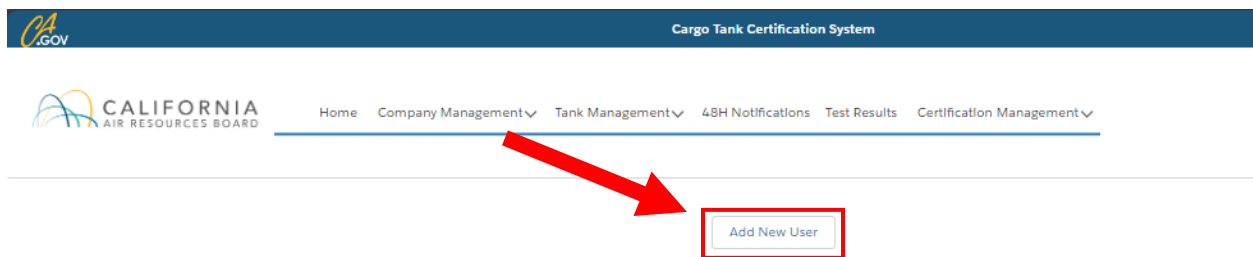
How to Create a Sub-User

The initial user that established the company account is the company account administrator. The administrative user for the company would be able to create additional users that can access the company account, so multiple people within a company can have their own individual login credentials. The following steps are how an administrative user can create sub-users for the company account.

Once you login to the account click on the "Company Management" drop down menu and select "User Management".



Click the "Add New User" button.



Next, fill in the required information (indicated by the asterisk) and click the "Save" button. Note that the email used at this step will become the new users Username.

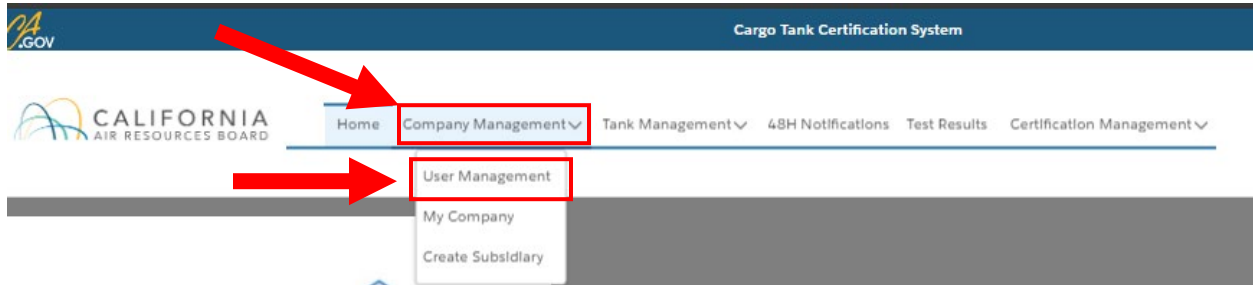
A screenshot of the "Add New User" form. The form has a title "Add New User" at the top. It contains four input fields: "* First Name", "* Last Name", "* Email", and "* Phone Number". There is also an "Extn" field next to the phone number field. The asterisks indicate required fields. A red box highlights the four main input fields. At the bottom right of the form, there are two buttons: "Cancel" and "Save". The "Save" button is highlighted with a red box.

The user will need to login to the email account used on this step and verified the email address. This step needs to be completed for the user account to be created.

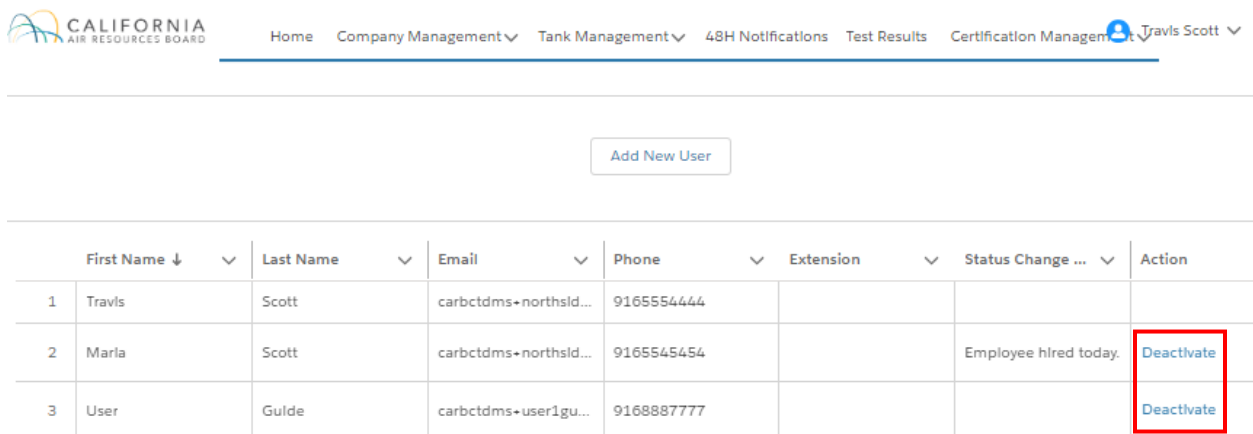
How to Deactivate or Reactivate a Sub-User

The administrative user of a company account would be able to deactivate and reactivate sub-users that they have created. This function was designed to help companies manage the employees within their company that have access to their account.

To deactivate a sub-user, click on the “Company Management” drop down menu and select “User Management”.



The administrator would then have the ability to deactivate the listed users on this page by clicking the “Deactivate” link seen to the right of each user.



	First Name ↓	Last Name ↓	Email ↓	Phone ↓	Extension ↓	Status Change ... ↓	Action
1	Travis	Scott	carbctdms+northslid...	9165554444			
2	Marla	Scott	carbctdms+northslid...	9165545454		Employee hired today.	Deactivate
3	User	Gulde	carbctdms-user1gu...	9168887777			Deactivate

Next, fill in the reason for deactivating the user for example, “Employee has left the company.” And click the “Update” button.

Enter Activation/Deactivation Reason

*Enter Activation/Deactivation Reason

Employee has left the company.

Cancel Update

The administrator would be able to confirm that the employee status has changed by reviewing the user list with the Status Change Reason and action will show option to activate.

[Add New User](#)

	First Name ↓	Last Name ↓	Email ↓	Phone ↓	Ext...	Status Change Reason ↓	Action
1	Travis	Scott	carbctdms+northsid...	9165554444			
2	Marla	Scott	carbctdms+northsid...	9165545454		Employee hired today.	Deactivate
3	User	Gulde	carbctdms+user1gu...	9168887777		Employee has left the comp...	Activate

If a deactivated user needs to be reactivated, simply click the "Activate link to the right of the user listed that you would like to reactivate.

[Add New User](#)

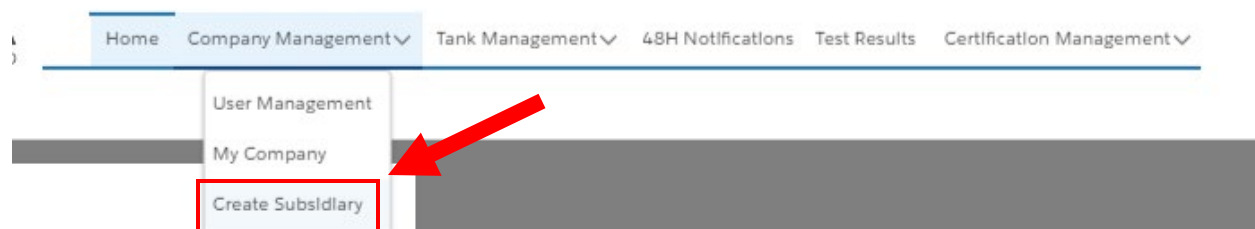
	First Name ↓	Last Name ↓	Email ↓	Phone ↓	Ext...	Status Change Reason ↓	Action
1	Travis	Scott	carbctdms+northsid...	9165554444			
2	Marla	Scott	carbctdms+northsid...	9165545454		Employee hired today.	Deactivate
3	User	Gulde	carbctdms+user1gu...	9168887777		Employee has left the comp...	Activate

Fill in the reason for reactivation and click "Update".

How to Create a Subsidiary Company

For companies that may have multiple branches in different locations, or subsidiary companies that fall within a parent company, the CT DMS allows for subsidiary companies to be reported.

To report a Subsidiary Company, go to the "Company Management" tab and select "Create Subsidiary".



Fill out the required fields (indicated by the red asterisks), including the following information:

1. Name
2. Phone Number
3. Company Type
4. Email
5. Street Address
6. State
7. City
8. Country
9. Zip/Postal Code
10. Mailing Address

Subsidiary Company Registration

Company Information

* Name	* Phone Number	Extn
<input type="text"/>	<input type="text"/>	<input type="text"/>
* Company Type	* Email	
<input type="text" value="-Select-"/>	<input type="text"/>	

CA Number USDOT Number

<input type="checkbox"/> Mailing address same as physical			
* Street		* Street	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* City	* State/Province	* City	* State/Province
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Country	* Zip/Postal Code	* Country	* Zip/Postal Code
<input type="text" value="United States"/>	<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>

I want to Participate In the Compliance Assistance Program

Click "Validate Addresses".

Physical Address

<input type="checkbox"/> Mailing address same as physical			
* Street		* Street	
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* City	* State/Province	* City	* State/Province
<input type="text"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>
* Country	* Zip/Postal Code	* Country	* Zip/Postal Code
<input type="text" value="United States"/>	<input type="text"/>	<input type="text" value="United States"/>	<input type="text"/>

Review the addresses and click "Accept," if the addresses are accurate.

Physical Address

Mailing address same as physical

* Street

1001 I street

* City

Sacramento

* State/Province

CA

* Country

United Sta...

* Zip/Postal Code

95812

Address Recommendations

PHYSICAL 1001 I St,Sacramento,Callfornla,95814,United States

Accept Reject

MAILING 1001 I St,Sacramento,Callfornla,95814,United States

Accept Reject

After you accept the addresses, additional fields will appear to establish your User Information. Fill in the required fields which includes: First Name, Last Name, Email, and Phone Number. Note that the email you enter at this step will be your login username. After you fill out the required fields, click the "Register" button. If you would like to register for the Compliance Assistance Program you can also check the box for that program during this step.

Physical Address Mailing address same as physical

* Street

1001 I St

* City

Sacramento

* State/Province

Callfornla

* Country

United Sta...

* Zip/Postal Code

95814

I want to Participate In the Compliance Assistance Program

User Information

* First Name

* Last Name

* Email

* Phone Number

Extn

Register

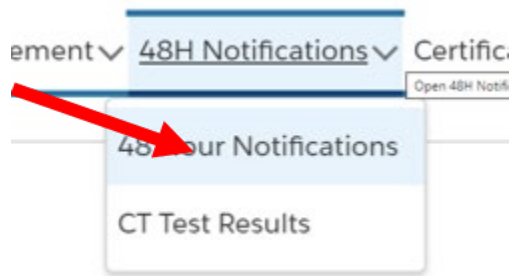
Once you have completed the initial registration, log into the email used for the user registration and validate the email address. The email will come from no-reply@arb.ca.gov. This step must be completed to create the account.

How to Submit a 48-Hour Notification

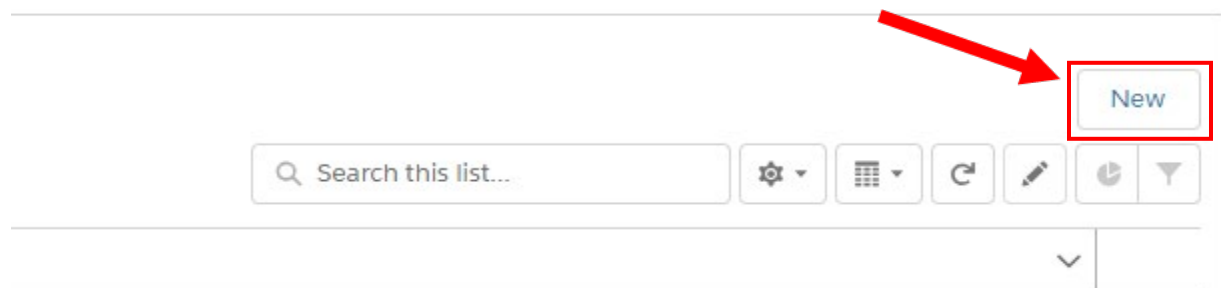
To submit a 48-Hour Notification, log into the system and click on the “48H Notifications” tab at the top of the home page.



Then click "48 Hour Notifications" on the dropdown menu.



Next, click on the “New” button at the top right-hand corner.



Once you have clicked on the “New” button, the Owner/Operator Company Information page will pop up (See the following figure). Fill out all applicable fields.

Two things to be aware of: Some fields require you to hover the cursor over the box to allow drop-down options. Also, some fields are grayed out and may auto populate depending on the information entered.

The screenshot shows a web form titled "Owner/Operator Company Information". It contains several sections of input fields:

- Owner/Operator Company Information:** Fields for Cargo Tank (Search...), Company Name, Serial Number, VIN Number, Capacity, Tank Type, Contact First Name, Contact Last Name, and Contact Phone. The last three fields have red boxes and "Complete this field." text below them.
- Test Information:** Fields for Date of Test (with calendar icon), Time (with clock icon), Test Location Address, City, State (dropdown menu showing "California"), and Zip Code. The Date of Test, Time, and Zip Code fields have red boxes and "Complete this field." text below them.
- Location Notes/Gate-Code:** A text area for notes.
- Test Company Information:** Fields for Test Company (Search...), Test Company Contact First Name, Test Company Contact Last Name, and Test Company Contact Phone. The last three fields have red boxes and "Complete this field." text below them.
- Submitting Information:** Three dropdown menus for Submitting Company (East Side Cargo), Submitting Company Type (Owner Operato), and Submitting Username (Tracy KIm).

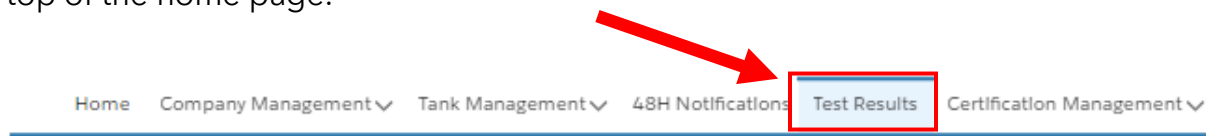
On the right side, there is a map with a location pin and a note: "Note: You can drop a pin on the map to notify exact test location". The map includes a Leaflet logo and "© ESRI Maps for CT DMS".

Once finished entering data, click the “Review” button at the bottom of the page. An Owner/Operator Company Information page will pop up. Review the information, and if it is correct, click the “Submit” button at the bottom of the page.

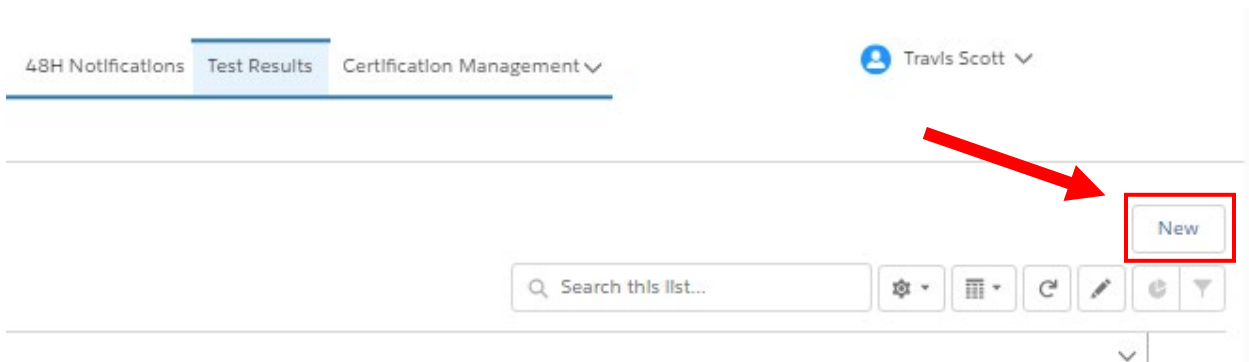
Please note that you can also hit the “Edit” button at the bottom of the page if any of the information needs to be changed. Once submitted, a details page will pop up with all the information for the test. At this point you have successfully submitted a 48-hour notice for testing.

How to Submit Test Results

To submit test results, log into the system and click on the "Test Results" Tab at the top of the home page.



Next, click on the "New" button at the top right-hand corner.



Once you have clicked on the "New" button, the Owner/Operator Company Information page will pop up (See the following figure). Type in the Cargo Tank number in the top left field and click on the number when it pops up on the drop-down menu.

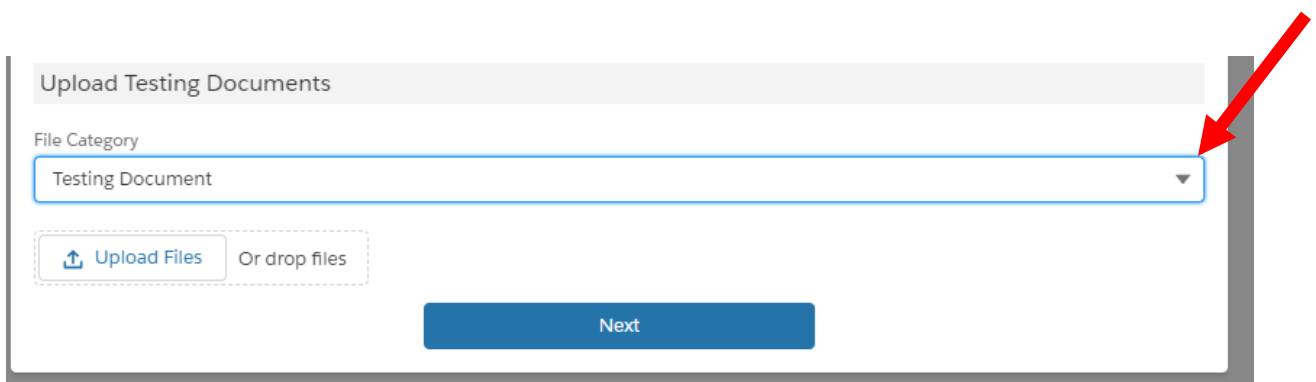
Once you click on the Cargo Tank number that you would like to select, the system will auto populate several fields. Fill out the remaining applicable fields.

A screenshot of the 'Owner / Operator Company Information' form. The form is divided into several sections:

- Owner / Operator Company Information**:
 - * Cargo Tank: A search input field with a dropdown arrow.
 - Type: A dropdown menu with 'Certification' selected.
 - Company Name, City, State: Three input fields.
 - Serial Number, VIN Number, Capacity: Three input fields.
 - Tank Type: One input field.
- Test Information**:
 - * Date Tested: An input field with a calendar icon.
 - * Time Tested: An input field with a clock icon.
 - * Test Company: An input field with a search icon.
- Test Results**:
 - * Pressure Change: An input field.
 - * Vacuum Change: An input field.
 - * Internal Vapor Valve Pressure Change: An input field.
- Upload Testing Documents**: A section at the bottom of the form.

[Return to](#)

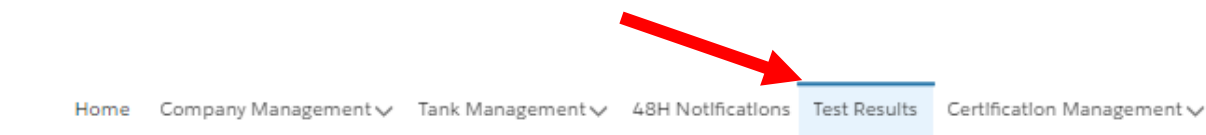
Once finished, make sure you download any testing documents. To download testing documents, click on the drop-down menu at the bottom of the page under "Upload Testing Documents" and select "Testing Documents". Then click the upload files button to select the file you would like to upload (See the following Figure).



Click the "Next" button at the bottom of the page, you should then be able to click on the submit button. Once submitted a details page should pop up with all the information for the test.

How to Edit Test Results

If you would like to edit your test results after they have been submitted, then from the home page click on the "Test Results" Tab at the top of the home page



The cargo tanks with test results should now be displayed.

CT Test Results		Recently Viewed	New
5 Items - Updated a minute ago			
Search this list...			
CT Test Result Name			
1	Test-000015		
2	Test-000016		
3	Test-000012		
4	Test-000011		
5	Test-000018		

To the far right of the cargo tank number, click the drop-down menu, and select the "edit" option.



Note: if an application is currently pending, the edit option is not available, and a note will pop up if you hit the "edit" button.

Image needed once the test result edit function is fixed

Once "Edit" is selected you will see a test results screen that can be edited.

Edit Test-000012

CT Test Result Name Test-000012	Owner Sashi Sonal
Type Certification	Cargo Tank 300022
Owner Email carbctdms+ggmoverssu1@gmail.com	48 Hour Notification N - 0027
Results	
Result Passed	Pressure Change 0.50
Date Tested 8/3/2023	Vacuum Change 0.50
Time Tested 4:15:00 PM	Internal Vapor Valve Pressure Change 5.00
Test Company Golden Gate Movers	Failure Type
Created By Sashi Sonal, 8/9/2023, 2:15 PM	Last Modified By Sashi Sonal, 8/9/2023, 2:15 PM

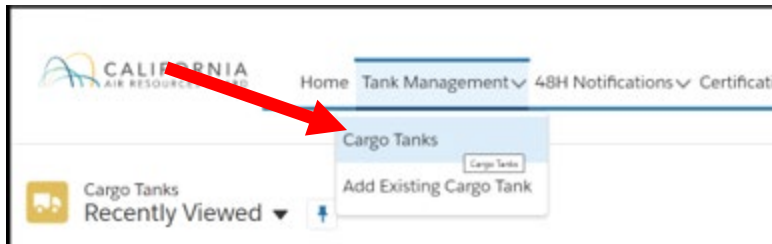
Make your edits and hit the "Save" button. Your edits should now be saved, and the test results updated.

How to Report a Cargo Tank

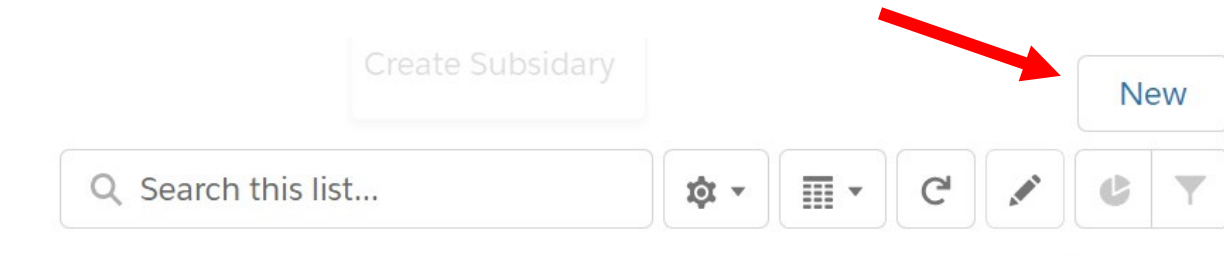
To report or add a cargo tank to a fleet go the home page and click on the "Tank Management" tab at the top of the page.



Next, click on "Cargo Tanks" in the drop-down menu.



Next, on the far right of the screen click on the "New" Button.



Once the "New" button is clicked a tank information window should pop up.

A screenshot of the 'Tank Information' form. The form is titled 'Tank Information' and contains several fields: 'Company' (Golden Gate Movers), '* Capacity', '* Manufacturer' (dropdown menu), '* Date of manufacture', '* Cargo Tank design details' (dropdown menu), '* Tank Type' (dropdown menu), 'Serial Number', 'VIN Number', 'Unit', '* Number of Compartments', 'Cargo Tank Leased' (checkbox), 'City', 'License State', and 'License Number'. The form is designed for data entry and includes a vertical scrollbar on the right side.

Fill out all required information in the Window. Note: you also have an option to upload any ownership documents. Once the information is filled out hit the "submit" button at the bottom of the window.



Upload Ownership Documents

File Category
 Terminal Document

Upload Files Or drop files

Submit

Once the "Submit" button is clicked, an information page will appear with all the data entered (See the following figure). You do have an option at this point for the information entered to be edited by hitting the "edit" button at the top right of the page. At this point a new cargo tank has been added to the account.

CALIFORNIA AIR RESOURCES BOARD

Home Tank Management 48H Notifications Certification Management Company Management User Management NOV Management

Sashi Sonal

Cargo Tank 300055 Edit Deactivate/Reactivate Tank

Company

Cargo Tank Name: 300055

Tank Type: Semi

Manufacturer: Beall Trailers

Date of manufacture: 8/3/2023

LPH: 1234

City: Sacramento

Country:

Locked:

Cargo Tank design details: DOT 405

Compartment 1 Capacity: 3,000

Compartment 3 Capacity: 1,500

Compartment 6 Capacity:

Additional Details

Cargo Tank Leased:

Active:

Active Status Change Reason:

Status: Uncertified New Tank

Serial Number: 1111111

VIN Number: 1F112333F223

Capacity: 9,500

Number of Compartments: 4

License Number: 2W82345

License State: California

Record Type: Cargo Tank

Compartment 2 Capacity: 4,000

Compartment 4 Capacity: 1,000

Compartment 6 Capacity:

Lease Name:

Lessor Name:

Upload Files

File Category: Select Category

Submit

Certifications (0)

Documents (0)

Certification Applications (0)

CT Test Results (0) New

48 Hour Notifications (0) New

Cargo Tank History (1)

Date	Field	User	Original Value	New Value
8/28/2023, 7:38 ...	Created:	Sashi Sonal		

View All

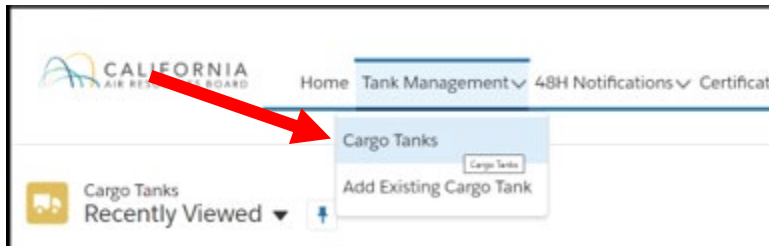
How to Edit a Cargo Tank

To edit cargo tank data from the home page, click on the "Tank Management" tab at the top of the page (See the following figure).

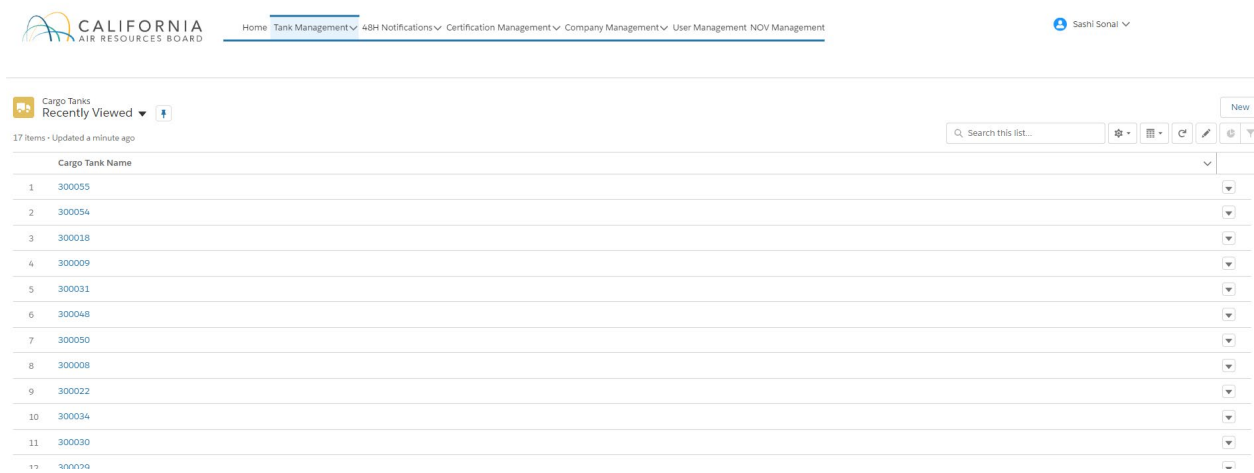
CALIFORNIA AIR RESOURCES BOARD

Home **Tank Management** 48H Notifications Certification Management Company Management User Management NOV Management

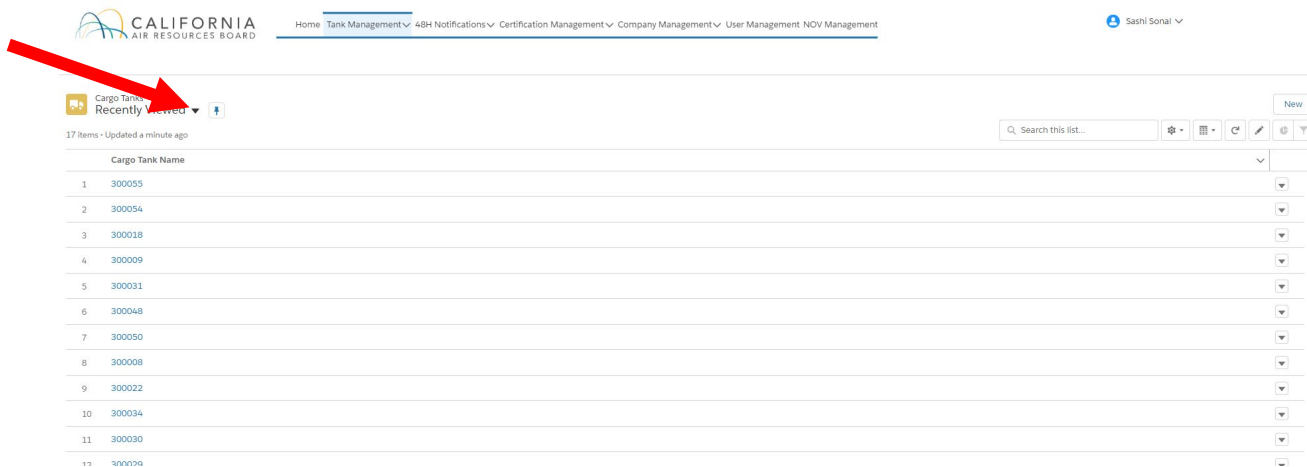
Next, click on "Cargo Tanks" in the drop-down menu.



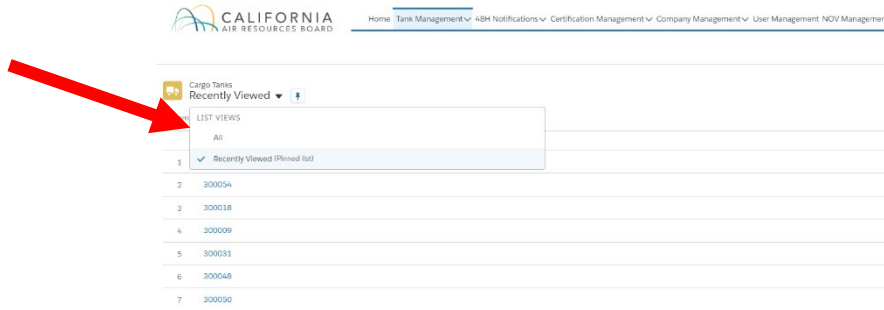
A screen of cargo tank numbers should then be displayed.



To get a full view of all the cargo tanks for an account, click on the drop down menu arrow on the top left of the screen.



Once the drop-down menu is displayed, select the "All" option.

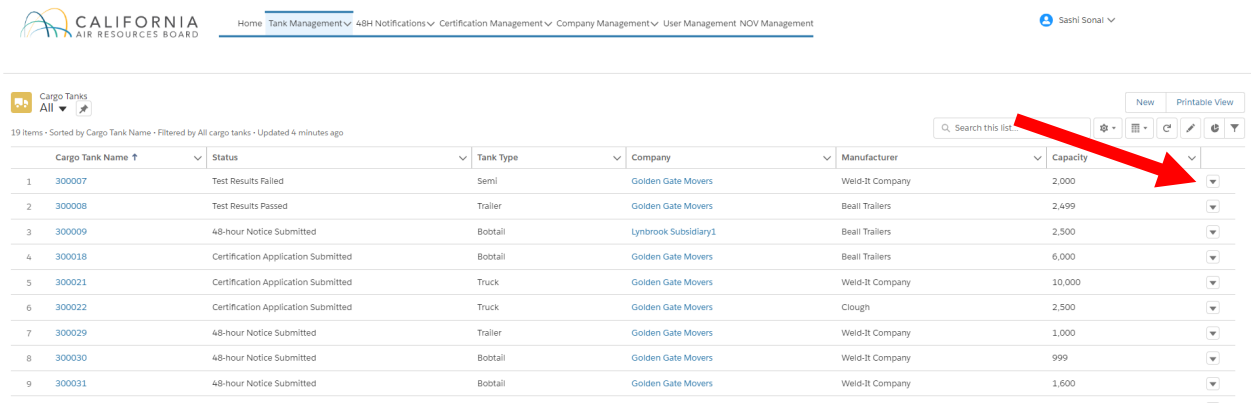


Once the "All" option has been selected, the full list of cargo tanks for the account should be on the screen.

Note: There are two options for editing cargo tank data from this screen.

Option 1 for Editing Cargo Tank Information:

Click on the drop-down menu arrow to the far right of the cargo tank number that needs to be edited (See the following figure).



Once the drop-down menu is selected, click on "Edit."

ment User Management NOV Management Sashi Sonal

New Printable View

Q Search this list

Company	Manufacturer	Capacity	
Golden Gate Movers	Weld-It Company	2,000	▼
Golden Gate Movers	Beall Trailers	2,499	▼
Lynbrook Subsidiary1	Beall Trailers	2,500	▼
Golden Gate Movers	Beall Trailers	6,000	▼
Golden Gate Movers	Weld-It Company	10,000	▼
Golden Gate Movers	Clough	2,500	▼
Golden Gate Movers	Weld-It Company	1,000	▼

Once "Edit" is selected, an edit screen will pop-up.

Edit 300007

<p>Company Golden Gate Movers</p> <p>Cargo Tank Name 300007</p> <p>* Tank Type Semi</p> <p>* Manufacturer Weld-It Company</p> <p>* Date of manufacture 6/5/2023</p> <p>Unit 1</p> <p>City Saratoga</p> <p>Country --None--</p> <p>Locked <input type="checkbox"/></p> <p>* Cargo Tank design details MC 307</p> <p>Compartment 1 Capacity</p>	<p>Active <input checked="" type="checkbox"/></p> <p>Active Status Change Reason</p> <p>Status Test Results Failed</p> <p>Serial Number UVE3WRS30</p> <p>VIN Number MOT7V3L30</p> <p>* Capacity 2,000</p> <p>* Number of Compartments 3</p> <p>License Number LICNUM7</p> <p>License State California</p> <p>Record Type Cargo Tank</p> <p>Compartment 2 Capacity</p>
---	---

Cancel Save & New Save

Data can be edited at this point. Once the data has been edited, click on the "Save" button at the bottom right of the page.

The screenshot shows a web form titled "Edit 300007" for a cargo tank. The form is organized into two columns. The left column contains fields for Company (Golden Gate Movers), Cargo Tank Name (300007), Tank Type (Semi), Manufacturer (Weld-It Company), Date of manufacture (6/5/2023), Unit (1), City (Saratoga), Country (--None--), Locked (checkbox), and Cargo Tank design details (MC 307). The right column contains fields for Active (checkbox), Active Status Change Reason (text area), Status (Test Results Failed), Serial Number (UVE3WRS30), VIN Number (MOT7V3L30), Capacity (2,000), Number of Compartments (3), License Number (LICNUM7), License State (California), Record Type (Cargo Tank), and two Capacity fields. At the bottom right, there are three buttons: "Cancel", "Save & New", and "Save". A red arrow points to the "Save" button.

Once the "Save" button has been selected, the data has been updated.

Option 2 for Editing Cargo Tank Information:

Click on the cargo tank number that needs editing.

Cargo Tanks All

19 Items - Sorted by Cargo Tank Name - Filtered by All cargo tanks - Updated 4 minutes ago

Search this list...

Cargo Tank Name	Status	Tank Type	Company	Manufacturer	Capacity
300007	Test Results Failed	Semi	Golden Gate Movers	Weld-It Company	2,000
300008	Test Results Passed	Trailer	Golden Gate Movers	Beall Trailers	2,499
300009	48-hour Notice Submitted	Bobtail	Lynbrook Subsidiary1	Beall Trailers	2,500
300018	Certification Application Submitted	Bobtail	Golden Gate Movers	Beall Trailers	6,000
300021	Certification Application Submitted	Truck	Golden Gate Movers	Weld-It Company	10,000
300022	Certification Application Submitted	Truck	Golden Gate Movers	Clough	2,500
300029	48-hour Notice Submitted	Trailer	Golden Gate Movers	Weld-It Company	1,000
300030	48-hour Notice Submitted	Bobtail	Golden Gate Movers	Weld-It Company	999
300031	48-hour Notice Submitted	Bobtail	Golden Gate Movers	Weld-It Company	1,600

Once a cargo tank number has been selected, an information screen with the cargo tank data will open. Click on the "Edit" button on the top right of the screen.

CALIFORNIA AIR RESOURCES BOARD

Home Tank Management 48H Notifications Certification Management Company Management User Management NOV Management

Sashi Sonal

Cargo Tank 300007

Company: Golden Gate Movers

Cargo Tank Name: 300007

Tank Type: Semi

Manufacturer: Weld-It Company

Date of manufacture: 6/5/2023

Unit: 1

City: Saratoga

Country: ...

Active:

Active Status Change Reason: ...

Status: Test Results Failed

Serial Number: UVE3WRS30

VIN Number: MOT7V3L30

Capacity: 2,000

Number of Compartments: 3

License Number: LICNUM7

Upload Files

File Category: Select Category

Submit

Certifications (0)

Documents (0)

Certification Applications (0)

Edit Deactivate/Reactivate Tank

Once the "Edit" button is selected, an edit screen should pop up. Edit the information needed on the screen and click the "Save" button at the bottom left of the window when done.

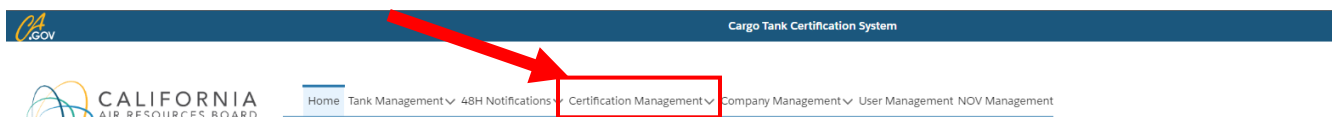
Edit 300007

Company Golden Gate Movers	Active <input checked="" type="checkbox"/>
Cargo Tank Name 300007	Active Status Change Reason <input type="text"/>
* Tank Type Semi	Status Test Results Failed
* Manufacturer Weld-It Company	Serial Number ⓘ UVE3WRS30
* Date of manufacture 6/5/2023	VIN Number ⓘ MOT7V3L30
Unit 1	* Capacity 2,000
City Saratoga	* Number of Compartments 3
Country --None--	License Number LICNUM7
Locked <input type="checkbox"/>	License State California
* Cargo Tank design details ⓘ MC 307	Record Type Cargo Tank
Compartment 1 Capacity	Compartment 2 Capacity

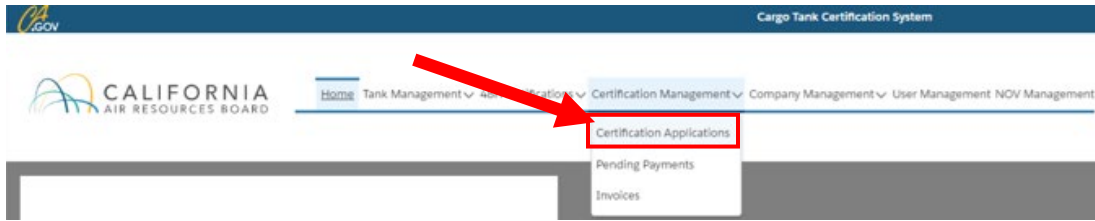
Once the "Save" button has been selected, the data has been updated.

How to Submit a Certification Application

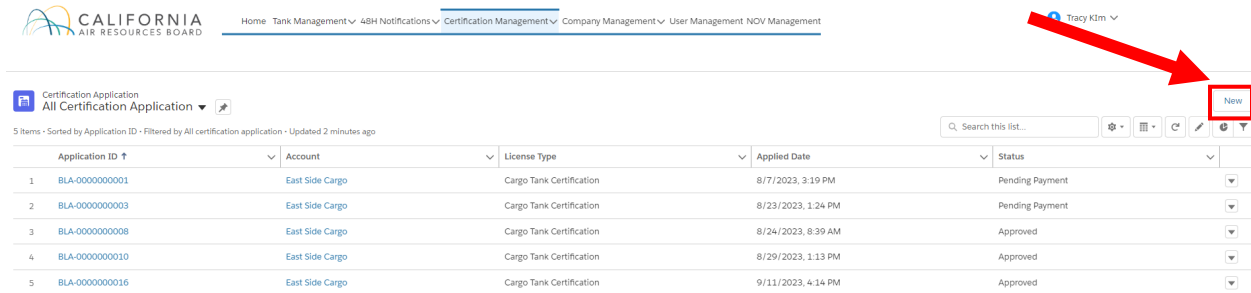
After a 48-Hour Notification and Test Results have been submitted for a cargo tank, the cargo tank is now eligible to apply for certification. To apply for a certification, click on the "Certification Management" Tab from the home page.



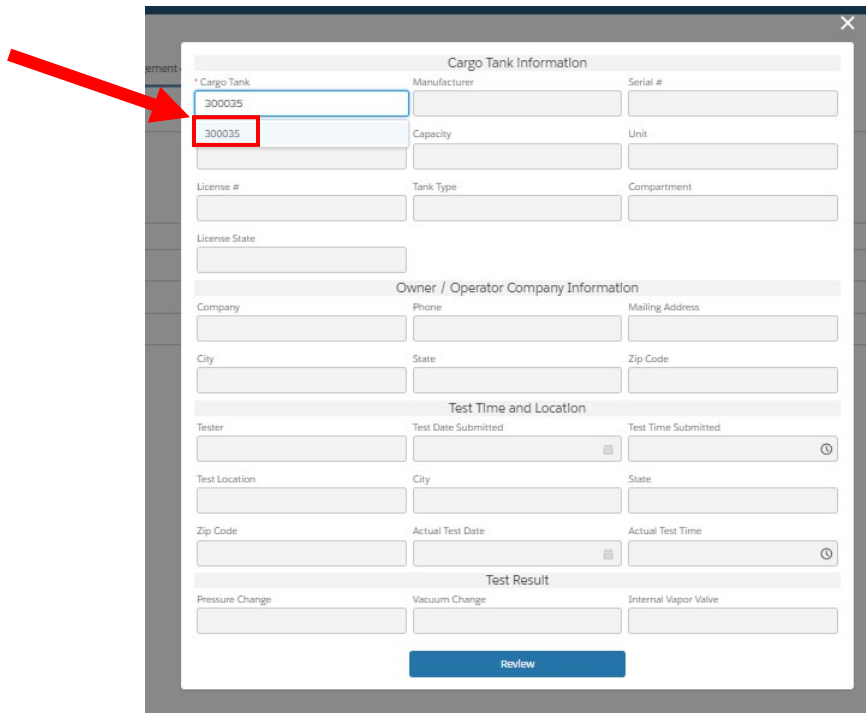
From the drop-down Menu, select "Certification Applications".



Next, click on the "New" button



Then, enter the CT number in the following screen and select the cargo tank that appears in the drop down. After selecting the CT# from the drop-down menu, the application will fill in with auto-populated data from the 48-hour notification and test results. Once the fields are filled in



Verify the details that have been auto-populated and if all details are correct, click the "Review" button.

The screenshot shows a form titled "Cargo Tank information" with the following fields:

Cargo Tank	Manufacturer	Serial #
300035	Weld It Company	LVE3WR530
City: Sacramento	Capacity: 1500	Unit: 1
License #: LICNUM63	Tank type: Truck	Compartment: 2
License State: California		

Below this is the "Owner / Operator Company Information" section:

Company	Phone	Mailing Address
North Side Cargo	9165554444	3511 Thrux Rd
City: Sacramento	State: California	Zip Code: 95834

Next is the "Test Time and Location" section:

Tester	Test Date Submitted	Test Time Submitted
Golden Gate Movers	Nov 2, 2023	11:00 AM
Test Location: 1300 San Juan Rd	City: Sacramento	State: California
Zip Code: 95834	Actual Test Date: Nov 2, 2023	Actual Test Time: 11:00 AM

Finally, the "Test Result" section:

Pressure Change	Vacuum Change	Internal Vapor Valve
0.5	0.5	5

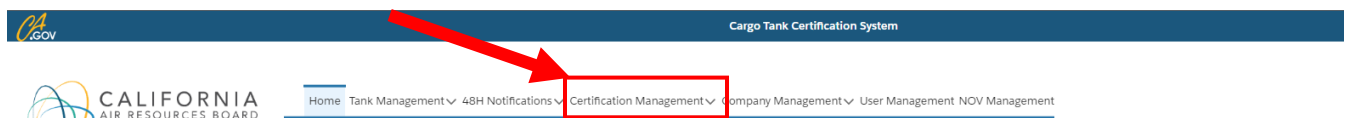
A red arrow points from the "Review" button at the bottom of the form.

Review all of the data one additional time and if all looks correct, proceed in submitting the application by clicking the "Submit" button.

This is a close-up of the "Test Result" section from the previous form. It shows the "Pressure Change" field with the value 0.5, the "Vacuum Change" field with the value 0.5, and the "Internal Vapor Valve" field with the value 5. Below these fields are two buttons: "Edit" and "Submit". A red arrow points from the "Submit" button.

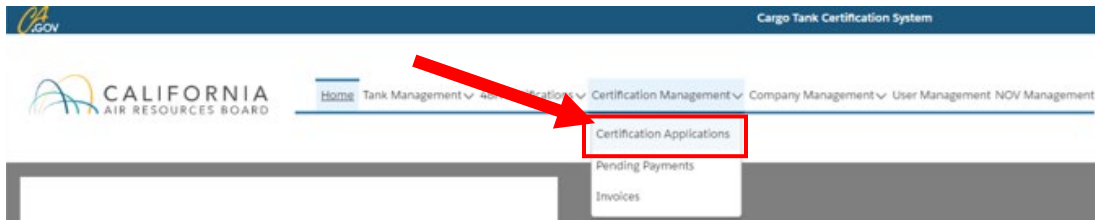
How to Find Certification Documents

To view Certification Applications, click on "Certification Management" from the home page.

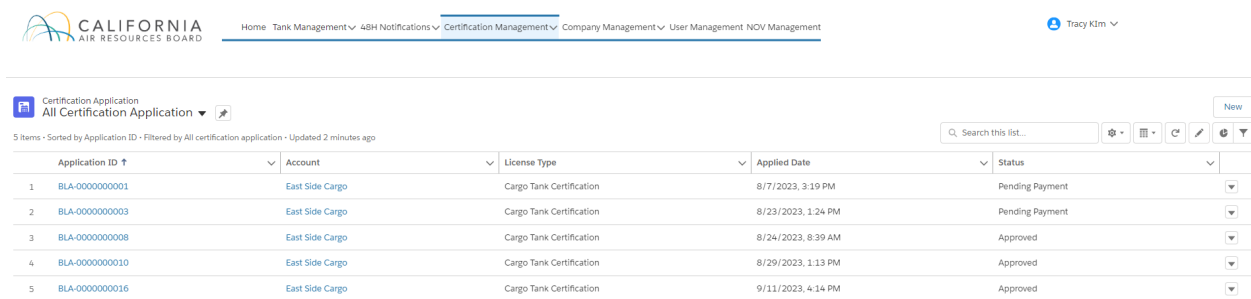


From the drop-down Menu, select "Certification Applications".

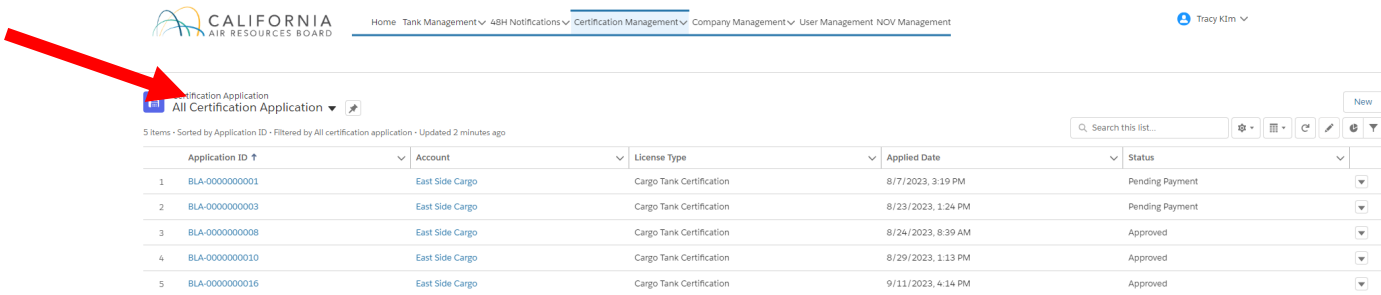
[Return to Table of Contents](#)



Once "Certification Applications" is selected, a screen will pop up showing a list of applications.



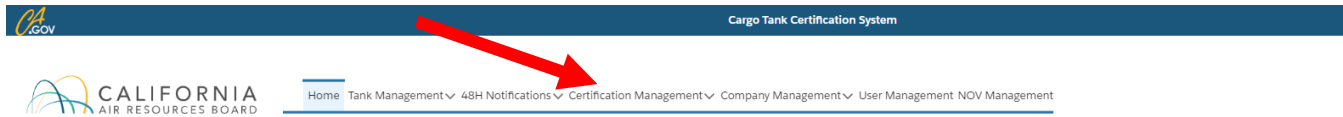
It is recommended that "All Certification Application" be selected under the drop-down menu on the left of the screen, just above the list of applications.



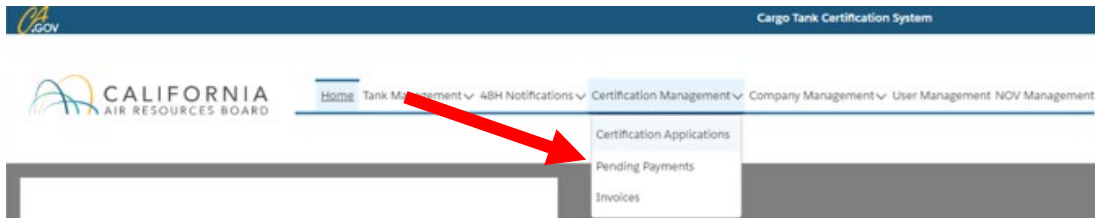
From this screen click on any given Application ID to view the details of the selected document.

How to Find Pending Payments

To view pending payments, click on "Certification Management" from the home page.



From the drop-down Menu, select "Pending Payments".



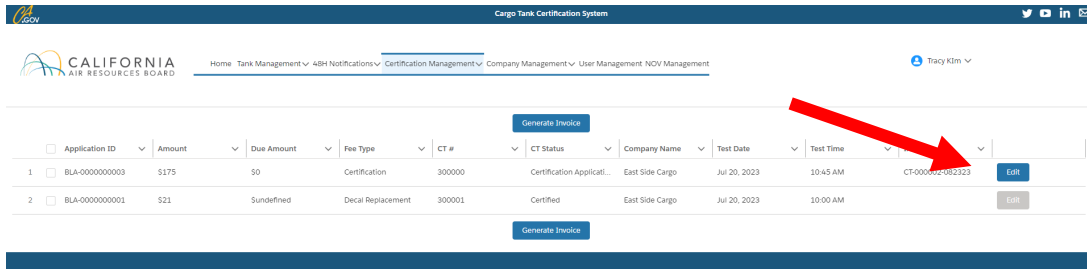
Once "Pending Payments" is selected, a screen will pop up showing a list of Application IDs with information about each payment. There are also edit options on this screen.

The screenshot shows the 'Pending Payments' screen. At the top, there is a 'Generate Invoice' button. Below it is a table with columns for Application ID, Amount, Due Amount, Fee Type, CT #, CT Status, Company Name, Test Date, Test Time, Invoice, and an Edit button. The table contains two rows of data.

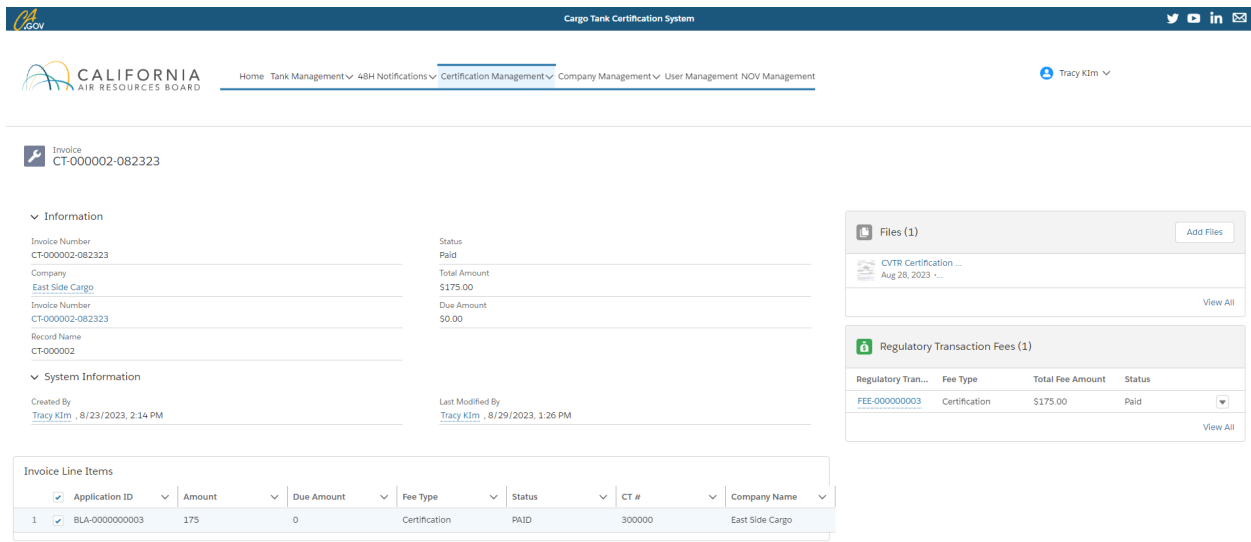
	Application ID	Amount	Due Amount	Fee Type	CT #	CT Status	Company Name	Test Date	Test Time	Invoice	
1	<input type="checkbox"/> BLA-0000000003	5175	50	Certification	300000	Certification Appli...	East Side Cargo	Jul 20, 2023	10:45 AM	CT-000002-082323	<input type="button" value="Edit"/>
2	<input type="checkbox"/> BLA-0000000001	521	Undefined	Decal Replacement	300001	Certified	East Side Cargo	Jul 20, 2023	10:00 AM		<input type="button" value="Edit"/>

Below the table, there is another 'Generate Invoice' button.

To edit a Pending Payment, select the "Edit" button on the right of the specific Application ID (See the following figure).

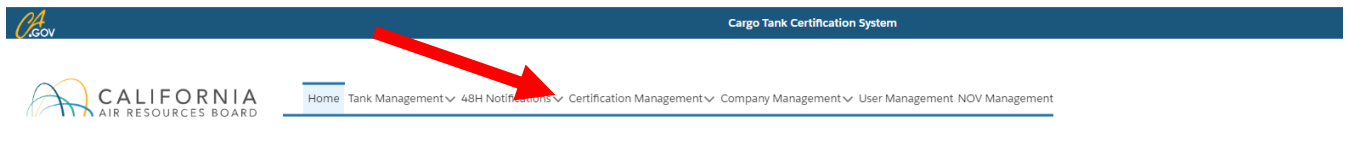


Once the "Edit" button is selected, a data screen will pop-up.

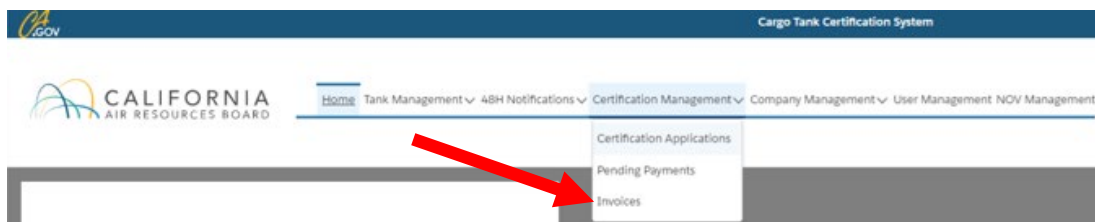


How to Find Invoices

To view invoices, click on "Certification Management" from the home page.



From the drop-down Menu, select "Invoices".



Once "Invoices" is selected, a screen will pop up showing a list of invoice numbers with specific information listed (See the following figure). It is recommended that "All" be selected under the drop-down menu on the top left of the screen, just above the list of invoices (See the following figure). This will ensure all invoices are being displayed.

Invoice Number	Total Amount	Status	Created Date
1 CT-000000-080723	\$0.00	Due	8/7/2023, 3:21 PM
2 CT-000005-083123	\$21.00	Due	8/31/2023, 4:30 PM
3 CT-000002-082323	\$175.00	Paid	8/23/2023, 2:14 PM
4 CT-000009-091123	\$196.00	Paid	9/11/2023, 4:14 PM
5 CT-000004-082823	\$350.00	Paid	8/28/2023, 11:48 AM

Once the invoice screen is displayed, click on an invoice number to review specific information. An invoice information page will pop up (See the following figure).

Invoice Information

Invoice Number: CT-000000-080723
 Status: Due
 Company: East Side Cargo
 Total Amount: \$0.00
 Invoice Number: CT-000000-080723
 Due Amount: \$0.00
 Record Name: CT-000000

System Information

Created By: Tracy Kim, 8/7/2023, 3:21 PM
 Last Modified By: Tracy Kim, 8/23/2023, 2:16 PM

Pay Now

Files (0) [Add Files]

[Upload Files]

Or drop files

Regulatory Transaction Fees (0)

Invoice Line Items

Application ID	Amount	Due Amount	Fee Type	Status	CT #	Company Name
----------------	--------	------------	----------	--------	------	--------------