

## How to Submit an LSI Annual Attestation

As part of the reporting requirements of the Large Spark-Ignition (LSI) Engine Fleet Requirements Regulation (LSI Regulation), fleets are required to submit an annual attestation (Cal. Code Regs., Title 13, § 2775.2) between June 1 and June 30. To assist fleets with compliance, the California Air Resources Board (CARB) has developed an electronic attestation tool in DOORS. The electronic attestation is provided as a convenience for fleet operators to submit the required attestation under the LSI Regulation.

### Annual Reporting

The annual report must include the following:

- Any updates to the operator, contact, and company information made since the last report;
- Any changes made to the fleet including purchased, sold, or retired vehicles since the last report;
- Engine hour meter readings for the previous calendar year for limited use vehicles, if applicable.

You must verify all fleet information for accuracy and make all changes to the fleet prior to submitting the LSI Annual Attestation. This user guide will include step-by-step instructions on how to submit the LSI Annual Attestation.

### LSI Annual Attestation

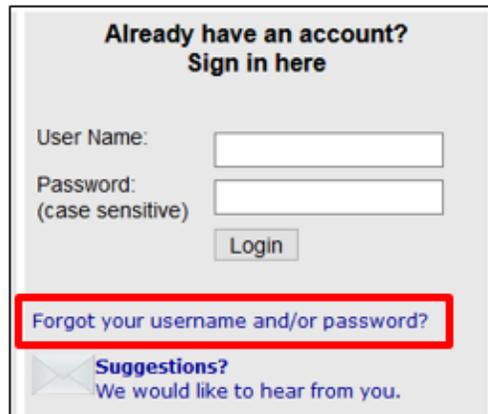
To submit an LSI Annual Attestation electronically, follow the steps below:

- A.** Log into your DOORS account and select your fleet
- B.** Go to the LSI Annual Attestation page
- C.** Review the LSI Attestation Requirement Checklist
- D.** Request a PIN
- E.** Submit an LSI Annual Attestation
- F.** Receive an attestation confirmation and view submitted documents

*While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Large Spark-Ignition (LSI) Engine Fleet Requirements Regulation.*

**A. Log into your DOORS account and select your fleet**

1. Go to [https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html).
2. Use your user name and password to log into your account; do not create a new account.
3. If you have forgotten how to access your account information, you can use the password retrieval option (see screenshot below) or contact the DOORS hotline at (877) 59DOORS (877-593-6677) or [doors@arb.ca.gov](mailto:doors@arb.ca.gov) for assistance.



4. After you have logged into DOORS, you will select the fleet that you would like to work with by clicking on its company name.

**Click on a fleet name to start reporting**

	DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type
1	147484	Attestation User Guide	4	LSI

**B. Go to the LSI Annual Attestation page**

1. Go to the Annual Attestation page by selecting "Annual Attestation" link on the top right.

[DOORS Home](#)
[Message Center](#)
[Owner Info](#)
[Equipment](#)
[Compliance Snapshot](#)
[Other Tools](#)
[Annual Attestation](#)

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### C. Review the LSI Attestation Requirement Checklist

1. Review the LSI Attestation Requirement Checklist. If there is a red "X" next to any of the requirements, review and complete the requirement by selecting the blue text and submitting the required information.

In the example below, the user has invalid contact data in their fleet. The user can select the link named, "Contact Information," and it will lead the user directly to the page to report contact information. Once the contact information has been entered, return to the LSI Attestation Requirement Checklist and the requirement should have a green checkmark next to it.

Submit LSI Attestation Electronically for Year 2019	
<b>LSI Attestation Requirement Checklist</b>	
<b>LSI Attestation cannot be processed at this time, missing reporting information listed below.</b>	
<b>X</b>	1. <a href="#">Contact Information</a> and <a href="#">Fleet Operator Contact Information</a> <span style="border: 1px solid red; padding: 2px;">Fleet has invalid contact data.</span>
<b>✓</b>	2. <a href="#">Vehicle and Engine Information</a> Vehicle and engine data complete.
<b>✓</b>	3. <a href="#">Limited hours of use meter readings</a> Limited hours of use meter readings received.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>Compliance Summary</b>            Forklifts: <b>Contact DOORS</b>            Non-Forklifts: <b>Compliant</b> </div>	
Fleet Operator: John Doe Fleet Operator Email: doors@arb.ca.gov Fleet Operator Phone: (916) 593-6677	Contact Name: John Doe Contact Email: doors@arb.ca.gov
<input type="checkbox"/> Check here	I understand that by requesting a PIN, I agree to send and receive information to and from CARB in an electronic format, and I attest that I have the ability to access the information in the electronic format that will be used.
To proceed to the electronic attestation submittal page, click on the button below. DOORS will send an email to each of the email addresses above containing the PIN that you would need to electronically sign the attestation. The PIN is unique to the fleet. Open a new browser tab to access your email, do not close this browser tab.	
<div style="display: flex; justify-content: space-around;"> <div style="border: 1px solid gray; padding: 5px 15px;">Request PIN</div> <div style="border: 1px solid gray; padding: 5px 15px;">I already have a PIN</div> </div>	

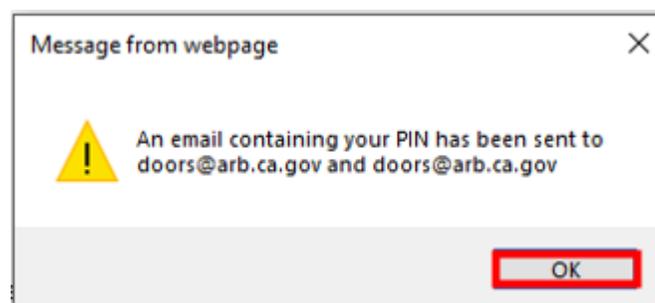
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### D. Request a PIN

1. After all LSI Attestation requirements have been met, and the Fleet Operator information has been entered, users must request a PIN to submit their LSI Attestation. To request a PIN, users must agree to the terms by selecting the checkbox and button to "Request PIN," as shown below.

Submit LSI Attestation Electronically for Year 2019	
LSI Attestation Requirement Checklist	
<b>Ready to submit LSI Attestation.</b>	
✓	1. <b>Contact Information</b> and <b>Fleet Operator Contact Information</b> Information complete.
✓	2. <b>Vehicle and Engine Information</b> Vehicle and engine data complete.
✓	3. <b>Limited hours of use meter readings</b> Limited hours of use meter readings received.
<div style="border: 1px solid black; padding: 5px; width: fit-content; margin: 0 auto;"> <b>Compliance Summary</b>            Forklifts: <b>Contact DOORS</b>            Non-Forklifts: <b>Compliant</b> </div>	
Fleet Operator: <b>John Doe</b> Fleet Operator Email: <b>doors@arb.ca.gov</b> Fleet Operator Phone: <b>(916) 593-6677</b>	Contact Name: <b>John Doe</b> Contact Email: <b>doors@arb.ca.gov</b>
<input type="checkbox"/> Check here	I understand that by requesting a PIN, I agree to send and receive information to and from CARB in an electronic format, and I attest that I have the ability to access the information in the electronic format that will be used.
To proceed to the electronic attestation submittal page, click on the button below. DOORS will send an email to each of the email addresses above containing the PIN that you would need to electronically sign the attestation. The PIN is unique to the fleet. Open a new browser tab to access your email, do not close this browser tab.	
<div style="display: flex; justify-content: center; gap: 20px;"> <div style="border: 2px solid red; padding: 2px;">Request PIN</div> <div style="border: 1px solid gray; padding: 2px;">I already have a PIN</div> </div>	

An alert will appear letting the user know an email containing a PIN has been sent to contact and Fleet Operator email address on file.



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**E. Submit an LSI Annual Attestation**

1. Once users request a PIN, the system will automatically bring the users to the LSI Annual Reporting Attestation page. Retrieve the PIN from Fleet Operator or contact's email. Do not log out of DOORS, open a new browser tab to retrieve your PIN. Closing the DOORS tab on your browser will require logging back into the account.
2. Enter the 5-digit PIN that was sent to the Fleet Operator and contact email address then select the [Submit Attestation] button to submit their LSI Attestation shown below.

STATE OF CALIFORNIA  
CALIFORNIA ENVIRONMENTAL PROTECTION AGENCY  
CALIFORNIA AIR RESOURCES BOARD  
MSCD/ORB-181 (NEW 04/18)

Large Spark-Ignition Engine Fleet Requirements Regulation  
[www.arb.ca.gov/lri](http://www.arb.ca.gov/lri)  
LSI Annual Reporting Attestation

## Reporting Attestation For Reporting Year 2019<sup>1</sup>

(This form is due by June 30, 2019)

By signing below, I, the Fleet Operator, affirm and certify under penalty of perjury, under the laws of the State of California, that I have reviewed the information reported to the California Air Resources Board (CARB) for the off-road fleet, including whether there have been any changes in the past 12-month period, and based on diligent inquiry, the reported information is true, accurate, and complete as required by the Large Spark-Ignition Engine Fleet Requirements Regulation.

DOORS Fleet ID Number<sup>2</sup>:

147484

Company/Agency Name:

[Attestation User Guide](#)

Name of Fleet Operator<sup>3</sup>:

John Doe

Job Title:

Owner

Business Phone Number of Fleet Operator:

(916) 593-6677

Business Email Address of Fleet Operator:

[doors@arb.ca.gov](mailto:doors@arb.ca.gov)

PIN of Fleet Operator<sup>4</sup>:

18316

Date:

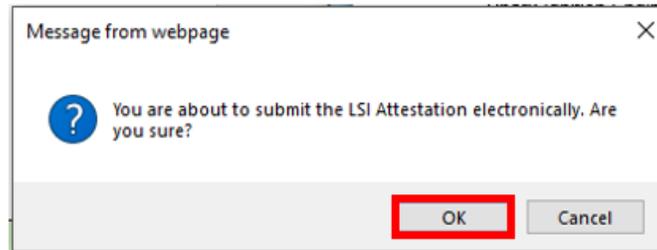
2019-04-04

Questions: Contact the DOORS Hotline at: (877)59DOORS (877-593-6677) or [doors@arb.ca.gov](mailto:doors@arb.ca.gov)

[Submit Attestation](#)

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3. Click [OK] when users receive the message "You are about to submit the LSI Attestation electronically. Are you sure?".



#### F. Receive an attestation confirmation and view submitted documents

1. Users will receive the following message once they submit their LSI Attestation successfully. To view a copy of their completed LSI Attestation, select the link to go to the "View Submitted Documents" page, as shown below.

#### Submit LSI Annual Attestation

The LSI Annual Reporting Attestation was submitted successfully. Thank you!

You can view the submitted Attestation from the [View Submitted Documents page](#).  
If you cannot view your submitted Attestation, please contact the DOORS hotline at [doors@arb.ca.gov](mailto:doors@arb.ca.gov) or (877) 59-DOORS (877-593-6677).

2. From the [View Submitted Documents] page, users can view attestations they have submitted in the past (in PDF format) by selecting the link, as shown below.

#### View Submitted Documents

Document Name	Date Received
For Year 2019	
<a href="#">LSI Attestation</a>	2019-04-04

For more information on reporting, refer to our other guides, which are available in the Off-Road Zone at: [www.arb.ca.gov/offroadzone](http://www.arb.ca.gov/offroadzone).

If you require additional assistance or information, contact the DOORS hotline at (877) 59DOORS (877-593-6677) or [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

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