

How to Report Vehicles Which Have Been Sold or Retired

Introduction

This user guide will explain how to use DOORS to report vehicles which have been sold or retired from a fleet. Some users may wish to receive credit under the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation) for selling or retiring vehicles. To receive credit, users must report the required information for vehicles sold or retired, as well as for the vehicles still in their fleet, and meet the Order of Best Available Control Technology (BACT) requirements.

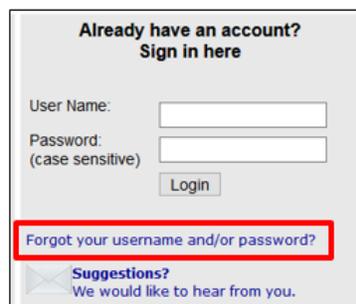
For more information on how to report vehicles in DOORS, see our DOORS User Guide on Initial Reporting available online in the [Off-Road Zone](#) at www.arb.ca.gov/offroadzone.

Steps to Report Sold or Retired Vehicles

- A. Log into DOORS Account
- B. Report Vehicle Sales and/or Retirements

A. Log into DOORS Account

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html.
2. Use your User Name and Password to log into your 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 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 name.

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 Regulation for In-Use Off-Road Diesel-Fueled Fleets.

Choose A Fleet				
	DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type
1	117765	Fake Company	0	Off-Road Diesel

B. Report Vehicle Sales and/or Retirements

1. Select [Vehicle & Engine] from the top of the page.

Owner Information	Vehicle & Engine	VDECS	Compliance Snapshot
Engine Repower	Low-Use	Vehicle Funding	Non Standard Engine
		Non Diesel Engine	Long-Term Rental

2. On the “Vehicle & Engine” page, each vehicle you have reported will be listed in the table at the bottom of the page. Find the vehicle you have retired or sold and select [Sell/Retire] next to that EIN.

			Line #	EIN	Veh Serial #	Your Veh #
Edit	Delete	Sell/Retire	1	XY4B38	7789TFRE	VTE5569
Edit	Delete	Sell/Retire	2	PA3J57	458RT9	958RTS9

3. Enter the sale or retirement date for that vehicle and indicate if the vehicle was stolen. Verify that the information is correct, and then, select [Sell/Retire].

SELL/RETIRE A VEHICLE						
EIN	Veh Serial # (or VIN)	Purchase Date (yyyy-mm-dd)	Sale/Retirement Date (yyyy-mm-dd)			Stolen Vehicle
XY4B38	7789TFRE	2014-06-04	0000	00	00	No
						Sell/Retire

For more information on reporting, refer to our other guides, which are available in the Off-Road Zone at: 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.

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