



How to Update DOORS Log-In and Contact Information

Introduction

This guide contains information on updating your DOORS user name, password, and contact information, as well as providing contact information for consultants who report on behalf of fleets. DOORS is an online reporting tool designed to help fleet owners report off-road diesel vehicle inventories and actions taken to reduce vehicle emissions to the California Air Resources Board (CARB), as required by the In-Use Off-Road Diesel Fueled-Fleets Regulation (Off- Road Regulation). If you do not know your user name or the email address on the account go directly to section C of this document or contact the DOORS Hotline (877) 59DOORS (877-593-6677) for assistance.

Steps to update DOORS Login and Contact Information

- A. Retrieve Current Password
- B. Update DOORS Password and Contact Information
- C. Create New User Name, Password and Contact Information

A. Retrieve Current Password

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html
2. Select [Forgot your username and/or password?]

New to DOORS? Start Here	Already have an account? Sign in here	Fleet Reporting						
<p>Create an account</p> <p>Off-Road Diesel (ORD) Regulation</p> <p>Other Off-road Diesel Fleet Reporting Method: Mail in Hardcopy Forms</p>	<p>User Name: <input type="text"/></p> <p>Password: <input type="password"/> (case sensitive)</p> <p>Login</p> <p>Forgot your username and/or password?</p>	<p>LSI Fleet:</p> <p>The following fleets may be required to report.</p> <table><tr><td>Large forklift fleet:</td><td>26+ forklifts</td></tr><tr><td>Medium forklift fleet:</td><td>4 - 25 forklifts</td></tr><tr><td>Non-forklift fleet:</td><td>4+ non-forklifts</td></tr></table> <p>Off-road Diesel Fleet: All existing off-road diesel fleets should have filed their initial report in 2009. If you are a new fleet, you must register your vehicles within 30 days per Section 2449(d) (4) of the regulation. If you are an existing fleet, you must report any new vehicles added within 30 days as per</p>	Large forklift fleet:	26+ forklifts	Medium forklift fleet:	4 - 25 forklifts	Non-forklift fleet:	4+ non-forklifts
Large forklift fleet:	26+ forklifts							
Medium forklift fleet:	4 - 25 forklifts							
Non-forklift fleet:	4+ non-forklifts							

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.

- Enter DOORS account user name and email address, then select [Email Password]. An email will be sent to you with your DOORS password.

Forgot Password

Please provide the following information. Your password will be emailed to the email address on the account.

* Required Information

DOORS Account User Name*:

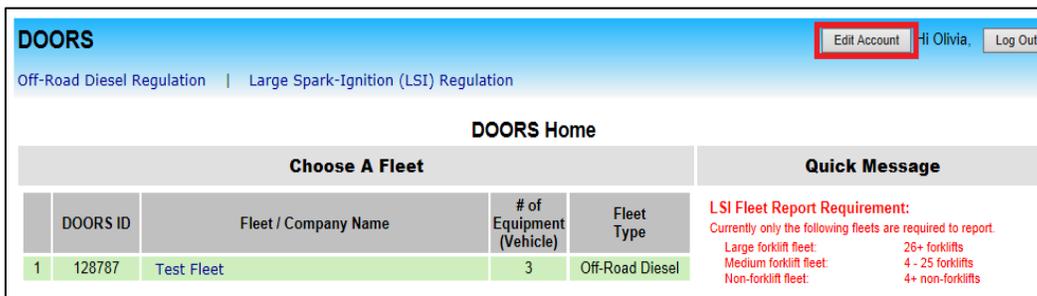
Email Address on Account*:

B. Update DOORS Password and Contact Information

- Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html



- Enter your user name and password and select [Login] to enter your account.



Choose A Fleet					Quick Message
DOORS ID	Fleet / Company Name	# of Equipment (Vehicle)	Fleet Type		
1	128787	Test Fleet	3	Off-Road Diesel	

LSI Fleet Report Requirement:
Currently only the following fleets are required to report.

Large forklift fleet:	26+ forklifts
Medium forklift fleet:	4 - 25 forklifts
Non-forklift fleet:	4+ non-forklifts

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.

3. On the “DOORS Home” page, select [Edit Account] in the top right corner of the page.
4. Update contact name, phone number, and/or email address as needed, and then select the [Update Contact Information] button.

Edit Login Information page

Account User Name: **OliviaTesting**

Contact Information For This DOORS Account		
Contact Name:	First: <input type="text"/>	Last: <input type="text"/>
Phone Number:	(<input type="text"/>) <input type="text"/> - <input type="text"/>	
Email Address:	<input type="text"/>	
<input type="button" value="Update Contact Information"/>		

Note: While on this page, fleets may also report whether they are using a consultant to report on their behalf by filling out the “Consultant Address” table, shown below and then selecting [Update Address]. If a fleet is no longer using a consultant for reporting, they can remove the designation by selecting the [Remove me as consultant] button, which is also shown below.

You ARE identified as a consultant currently.

Consultant Address	
Address Type:	Mailing Address
Address:	<input type="text" value="1001 I st"/>
Suite / Apartment / Floor:	<input type="text"/>
City:	<input type="text" value="Sacramento"/>
State:	California <input type="button" value="v"/>
Zip:	<input type="text" value="95812"/>
<input type="button" value="Update Address"/>	

5. In the “Change Password” table at the bottom of the page, enter your current password and your new password twice, and then select the [Change Password] button.

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.

The password needs to be 5 or more characters..

Change Password	
Current Password:	<input style="width: 90%;" type="text"/>
New Password:	<input style="width: 90%;" type="text"/>
New Password Confirm:	<input style="width: 90%;" type="text"/>
<input style="border: 2px solid red; padding: 5px 20px;" type="button" value="Change Password"/>	

Note: any changes to your password are saved immediately, so you will be able to use your new password as soon as you select the [Change Password] button.

C. Create New User Name, Password and Contact Information

1. If you need to create a new user name for your DOORS account you will need to fill out the following form: For the Changing Contact Information form, please see the form on "Changing Contact Information", which is available under "DOORS Resources" in "ORD Change Requests" in the [Off-Road Zone](http://www.arb.ca.gov/offroadzone) at www.arb.ca.gov/offroadzone.
2. With this form you can also create a new password and update the fleet contact information. This form must be signed by the Responsible Official listed in DOORS and must be scanned and emailed to DOORS@arb.ca.gov, faxed to (916)322-3923 or mailed to the following address:

ATTN: OFF-ROAD DIESEL REPORTING
 MSCD, Mail Stop 5B
 Air Resources Board
 1001 I Street, P.O. Box 2815
 Sacramento, California 95812

For more information on reporting, refer to our DOORS user 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.

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.