



How to Update Fleet Information after Receiving EINs

Once your vehicles receive their Equipment Identification Numbers (EINs) after initial reporting, you may need to add to or edit your information. For example, you may need to update data for a vehicle already reported, or you may need to add a vehicle to your fleet. When a fleet adds a new vehicle, DOORS, the online reporting system for the Regulation for In-Use Off-Road Diesel-Fueled Fleets (Off-Road Regulation), automatically issues an EIN. Edits to vehicle or engine information take effect immediately.

Steps to Adding/Editing Vehicle or Engine Information

This guide provides detailed instructions on how to complete the following steps to add and edit information after your initial reporting.

A. Log into DOORS account and select your fleet

B. Editing and saving information

1. Adding or Editing Owner Information
2. Adding or Editing Vehicle and/or Engine Information
3. Adding a Vehicle with an EIN

C. Checking for errors

A. Log into DOORS account and select your fleet

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.

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.

**Already have an account?
Sign in here**

User Name:

Password:
(case sensitive)

[Forgot your username and/or password?](#)

Suggestions?
 We would like to hear from you.

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

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

B. Editing and saving information

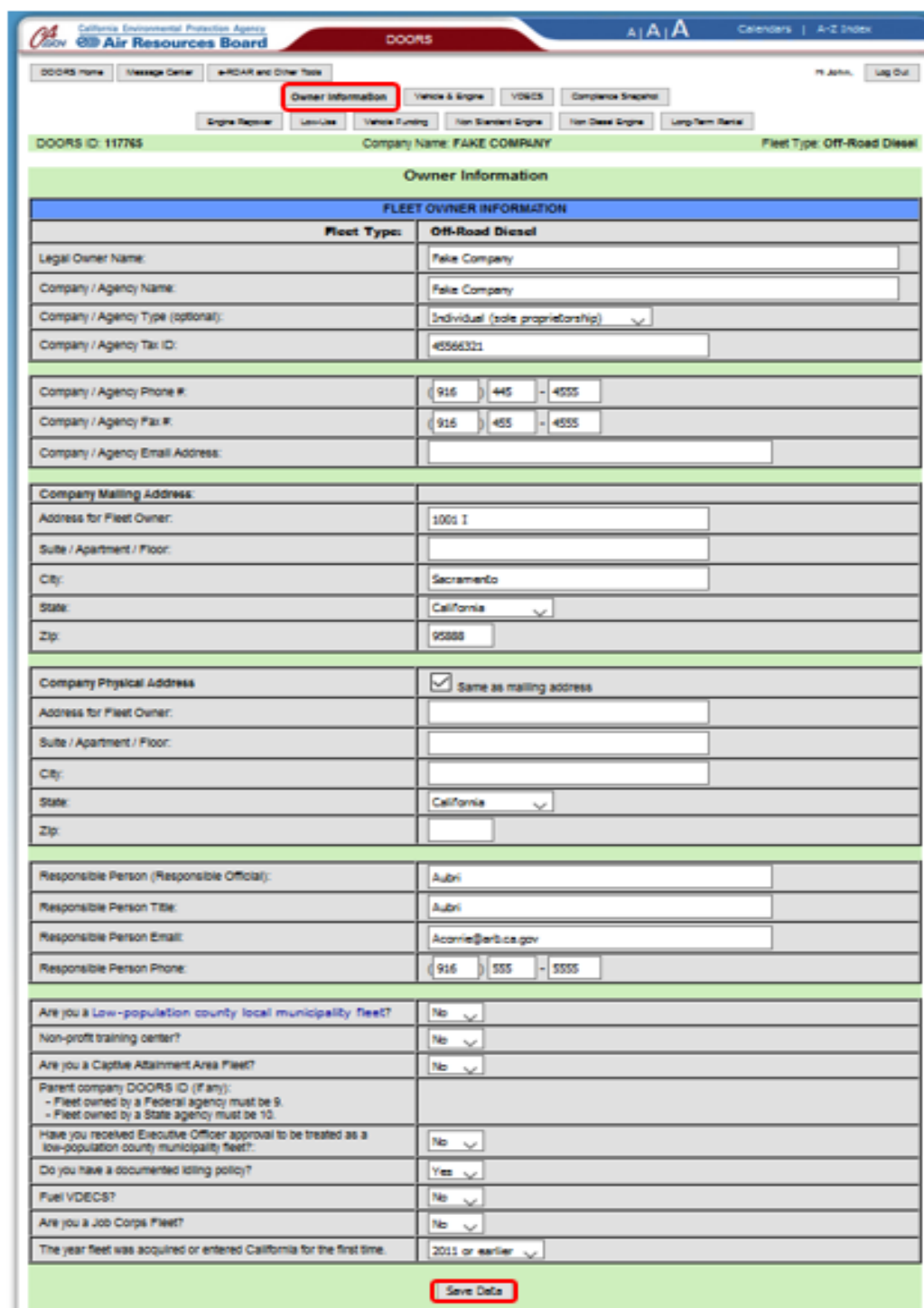
1. Adding or Editing Owner Information
 - a) Using the navigation buttons at the top, select [Owner Information]

Owner Information
Vehicle & Engine
VDECS
Compliance Snapshot

Engine Repower
Low-Use
Vehicle Funding
Non Standard Engine
Non Diesel Engine
Long-Term Rental

- b) After you have successfully accessed the "Owner Information" page, you may add or edit information in any of the fields just as you did when you initially reported.
 - c) When you are done adding or editing your information, you must click on the [Save Data] button. This will ensure that your changes are saved into DOORS.

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California Environmental Protection Agency
Air Resources Board

DOORS

DOORS ID: 117765 Company Name: FAKE COMPANY Fleet Type: Off-Road Diesel

Owner Information

FLEET OWNER INFORMATION

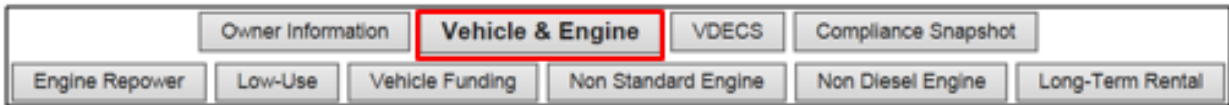
Fleet Type:	Off-Road Diesel
Legal Owner Name:	False Company
Company / Agency Name:	False Company
Company / Agency Type (optional):	Individual (sole proprietorship)
Company / Agency Tax ID:	4556321
Company / Agency Phone #:	(916) 445 - 4555
Company / Agency Fax #:	(916) 455 - 4555
Company / Agency Email Address:	
Company Mailing Address:	
Address for Fleet Owner:	1001 I
Suite / Apartment / Floor:	
City:	Sacramento
State:	California
Zip:	95888
Company Physical Address	<input checked="" type="checkbox"/> Same as mailing address
Address for Fleet Owner:	
Suite / Apartment / Floor:	
City:	
State:	California
Zip:	
Responsible Person (Responsible Official):	Aubri
Responsible Person Title:	Aubri
Responsible Person Email:	Acorrie@erl.ca.gov
Responsible Person Phone:	(916) 555 - 5555
Are you a Low-population county local municipality fleet?	No
Non-profit training center?	No
Are you a Captive Attainment Area Fleet?	No
Parent company DOORS ID (if any): - Fleet owned by a Federal agency must be 9. - Fleet owned by a State agency must be 10.	
Have you received Executive Officer approval to be treated as a low-population county municipality fleet?	No
Do you have a documented idling policy?	Yes
Fuel VDECS?	No
Are you a Job Corps Fleet?	No
The year fleet was acquired or entered California for the first time.	2011 or earlier

Save Data

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2. Adding or Editing Vehicle and/or Engine Information

- a) Using the navigation buttons at the top, select [Vehicle & Engine]. This will take you to the “Vehicle & Engine” page.



- b) Scroll to the bottom of the page to the “Vehicles Currently in the Fleet” table and select [Edit] located next to the vehicle and/or engine information that you would like to update.

			Line #	EIN	Veh Serial #
Edit	Delete	Sell/Retire	1	PG4L53	951753258456
Edit	Delete	Sell/Retire	2	NC9X65	3454657675252

- c) After selecting the [Edit] link, the “Edit Vehicle” table will be available.
- d) You will use these fields to edit the information for each vehicle and/or engine that needs to be updated.
- e) Enter the information that you would like to add/edit in the fields.

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EDIT VEHICLE

Vehicle Information					
EN	Veh Serial # (or VIN)	Your Veh # (or License Plate)	Type	Manufacturer	
GL945	DR12256	V554871	Crawler Tractors	AGGREFKOD	
Model		Model Year	Purchase	Inservice	Received Public Funding
V2563		2014	2014 - 3 - 5	2014 - 4 - 2	No
Designate As		Designation Effective Year	Awaiting Sale Hour Meter Reading	Specialty Specialty designation form	Two-Engine Veh
				No	<input checked="" type="checkbox"/> Yes <input type="checkbox"/> No

1st Engine Information - required for all vehicles					
Eng Serial #	Manufacturer	Model	Model Year	Max HP	Eng Tier
588549D	CLIMMENS ENGINE CO., INC.	STOP	2012	800	T4i
Eng Family	Displacement (Liters)	Eng Purchase	Eng Installed	Non-Diesel Engine	Certified to a Different Standard
CC009.SEXL	9.5	2014 - 3 - 5	yyyy - mm - dd		

Electric Airport Ground Support Equipment (GSE)

For the electric airport GSE equipment purchased before 1/1/2007, it can be included in both the Off-Road Diesel fleet and Large Spark Ignition (LSI) fleet.

Include This Equipment in The LSI Fleet:

* For vehicles used a majority of the time (but not solely) for agricultural operators, the fleet must report hours of use for these vehicles each year that reporting is required. Download the reporting form: [pdf version](#) ([word version](#)).

Enter Vehicle & Engine Data

- f) When you are finished, select the [Enter Vehicle & Engine Data] button to save your information in DOORS.

- g) To “Sell/Retire” or to “Delete” a vehicle, refer to our User Guide on Reporting Retired or Sold Vehicles, which is available under “DOORS Resources” in the [Off-Road Zone](http://arb.ca.gov/offroadzone) at <http://arb.ca.gov/offroadzone>.

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3. Adding a Vehicle with an EIN

- a) If you have purchased a vehicle that already has an EIN, and you would like to add it to your fleet, you will need to make sure that the company that is selling it has reported it as "Sold" in DOORS. If it is not reported as "Sold" you will not be able to add it to your fleet.
- b) If the previous owner has not reported the vehicle as sold, contact the DOORS Hotline at (877) 59DOORS (877-593-6677) or doors@arb.ca.gov. DO NOT add the vehicle information into DOORS. Fleets have 30 days from the date of sale to notify CARB, do not contact CARB earlier than 30 days after the sale.
- c) Using the navigation buttons at the top, select [Vehicle & Engine]. This will take you to the "Vehicle & Engine" page.



- d) You will enter in the EIN for the vehicle that you are adding to your fleet and the purchase date.
- e) When you have entered in the EIN into the box, select [Buy] to save the information in DOORS.

BUY A VEHICLE - with an EIN		
EIN	Purchase Date	
<input type="text"/>	yyyy ▾ - mm ▾ - dd ▾	<input type="button" value="Buy"/>

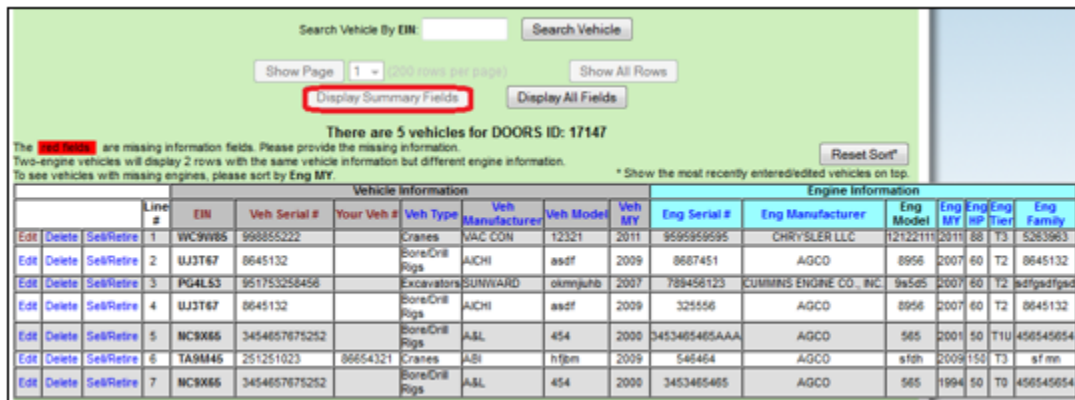
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- f) When you have successfully added the vehicle, you will see the following notification.



C. Checking for Errors

- Once you have finished adding or editing information in DOORS, you will need to make sure that your information was saved correctly.
- There are two options for viewing the vehicle and engine information:
 - The "Display Summary Fields" button shows you a table with the basic vehicle and engine information of your fleet. This is your quick reference viewing option and is the default view.



The screenshot shows the "Display Summary Fields" view in the DOORS application. It features a search bar for "Search Vehicle By EIN" and buttons for "Search Vehicle", "Show Page 1", "Show All Rows", "Display Summary Fields", "Display All Fields", and "Reset Sort". Below the search area, a message states: "There are 5 vehicles for DOORS ID: 17147. The red fields are missing information fields. Please provide the missing information. Two-engine vehicles will display 2 rows with the same vehicle information but different engine information. To see vehicles with missing engines, please sort by Eng MY." A table with 7 rows and 13 columns displays vehicle and engine information.

Vehicle Information										Engine Information				
Line #	EIN	Veh Serial #	Your Veh #	Veh Type	Veh Manufacturer	Veh Model	Veh MY	Eng Serial #	Eng Manufacturer	Eng Model	Eng MY	Eng HP	Eng Tier	Eng Family
1	WC9WB5	998855232		Cranes	MAC COM	12321	2011	969595935	CHRYSLER LLC	12122111	2011	58	T3	5283963
2	UJ3T67	8645132		Bore/Drill Rigs	AICHI	asdf	2009	8687451	AGCO	8956	2007	60	T2	8645132
3	PG4L53	951753258456		Excavators	SUNWARD	okmyjuhb	2007	788456123	CUMMINS ENGINE CO. INC	9a5a5	2007	60	T2	adfadfad
4	UJ3T67	8645132		Bore/Drill Rigs	AICHI	asdf	2009	325556	AGCO	8956	2007	60	T2	8645132
5	NC9X85	3454657875252		Bore/Drill Rigs	A&L	454	2009	3453465465AAA	AGCO	565	2001	50	T1U	456545654
6	TA9M46	251251023	86654321	Cranes	ABl	hfbm	2009	546464	AGCO	sth	2009	150	T3	af mn
7	NC9X85	3454657875252		Bore/Drill Rigs	A&L	454	2009	3453465465	AGCO	565	1994	50	T0	456545654

- The "Display All Fields" button shows you a table which includes all of the information that you have entered for each vehicle, such as more detailed engine information, VDECS, Specialty Designations, In Service Dates, Purchase Dates, etc.

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3. The last vehicle that you entered will appear at the top of the table. This is the default sort setting. There are multiple ways to sort the data fields:
 - a) You can click on the link above the column that you would like to sort. This will arrange each vehicle in alphabetical or numerical order by the information that is in the title of the column. For example, if you would like to sort by the EIN, you will click on the EIN link at the top of the column.

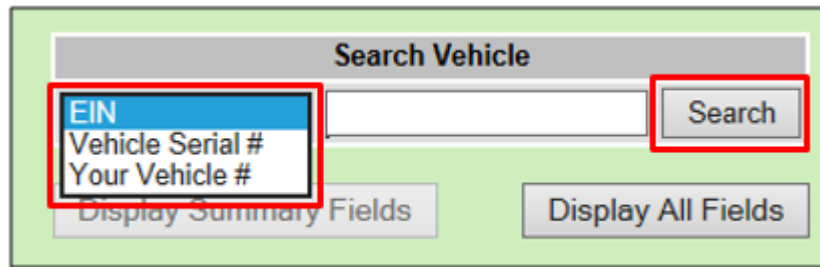
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Edit	Delete	Sell/Retire	3	PG4L53	951753258456
Edit	Delete	Sell/Retire	4	TA9M45	251251023
Edit	Delete	Sell/Retire	5	UJ3T67	8645132
Edit	Delete	Sell/Retire	6	UJ3T67	8645132
Edit	Delete	Sell/Retire	7	WC9W85	998855222

- b) If you would like to see the vehicles in reverse order, click the link again and the vehicles will appear in reverse alphabetical order.
 - c) You can use the sort function for any column that has a blue link in the title.
4. If you have more than 200 vehicles, you may need to change the quantity of the visible rows by selecting [Show All Rows].

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5. You can also view your vehicle and engine data in groupings of 200 by selecting the different pages that are available.
6. If you would like to search for a vehicle by its EIN, Vehicle Serial #, or Your Vehicle #, you can select the search term and then enter your search term in the "Search Vehicle" box and then select [Search].



7. If you are sure that there are no more changes to be made, and your information has been saved correctly, you can then exit DOORS.

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