Compliance and Certification Management System (CCMS)

Step-by-Step Guide

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The following steps apply to users of the system:

- Register for a user account via New User Registration

- If applicable, authorize any third party organization submitting on your behalf via the appropriate Authorization Form for Third Party Representation

- Download the appropriate CCMS-approved Certification Report template via the CCMS Website – Product Templates

- Once the report is completed and the overall status displays as **OK**, login to **CCMS** and upload the report via **New Submission**

- Report all existing and new models, discontinuations and corrections via CCMS

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- All first-time users must first register then request login access to CCMS.
- **Manufacturers** and **Third-party Representatives** can select the appropriate form from Registration and Authorization Forms.

Home

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Compliance Certification Management System (CCMS)

Login to CCMS

Product Templates

Registration and Authorization Forms

Help

Instructions and Manufacturer Codes for Submitting Supplemental Testing Instructions

Welcome to the Compliance Certification Management System (CCMS), managed by the DOE Appliance Standards Program.

CCMS is the on-line interface through which manufacturers of covered products and commercial equipment must electronically submit compliance and certification information to DOE. This on-line system permits manufacturers to create, submit and manage certification reports using product or equipment specific templates. All templates include the compliance statement and certification report on an easy-to-use Microsoft Excel spreadsheet. CCMS will automatically record the date and time of your submission and forward it to the appropriate office in the Building Technologies Program.

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New User/New Manufacturer Registration

- Download and complete the appropriate form

- Submit the form to ccms.support@ee.doe.gov.

- After you receive the email confirmation that your registration form has been accepted, you will receive an email from Technical Support to set your password. If you have questions contact the CCMS Administrator – Phone +1-505-663-1302

New User Registration

- Consumer Products and Commercial and Industrial Equipment CCMS User Registration Form for a Manufacturer or an Importer

- Consumer Products and Commercial and Industrial Equipment CCMS User Registration Form for a Third-Party Representative

Authorization Form for Third-Party Representation

- Consumer Products and Commercial and Industrial Equipment Third-Party Authorization Form
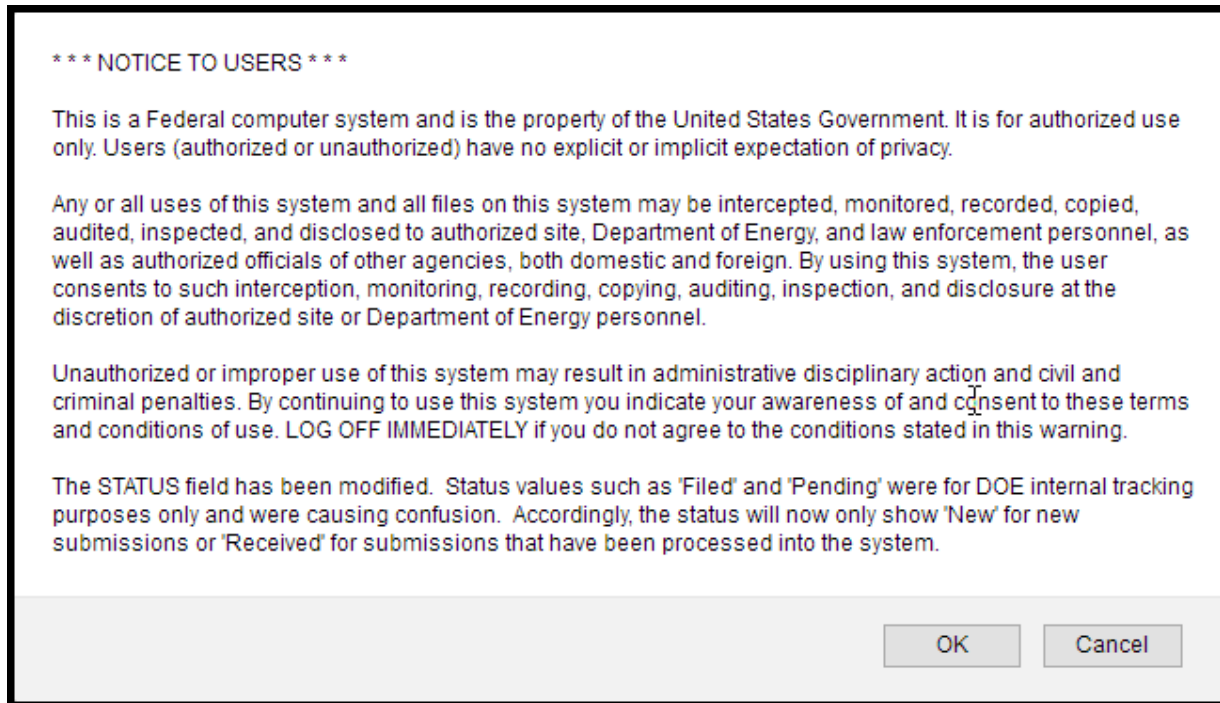
How to Submit your Forms

- Scan and e-mail a signed copy to ccms.support@ee.doe.gov

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Third-Party Representation Authorization

Manufacturers wishing to grant authorization to a Third Party to submit information into CCMS on their behalf must complete, sign and email the appropriate form.

- Download and complete the appropriate form
- Submit the form to ccms.support@ee.doe.gov
- After you receive the email confirmation that your registration form has been accepted, you will receive an email from Technical Support with instructions for setting your password. If you have questions contact the CCMS Administrator – Phone +1-505-663-1302

New User Registration

- Consumer Products and Commercial and Industrial Equipment CCMS User Registration Form for a Manufacturer or an Importer

- Consumer Products and Commercial and Industrial Equipment CCMS User Registration Form for a Third-Party Representative

Authorization Form for Third-Party Representation

- Consumer Products and Commercial and Industrial Equipment Third-Party Authorization Form

How to Submit your Forms

- Scan and e-mail a signed copy to ccms.support@ee.doe.gov

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Once you have registered and have your Username and Password. You may **Login to CCMS**

Home

eeCompass

Compliance Certification Management System (CCMS)

Login to CCMS

Product Templates

Registration and Authorization Forms

Help

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Login Notice to Users

- Read the Department of Energy (DOE) NOTICE TO USERS

- Click **OK** if you agree to the conditions stated in the warning

* * * NOTICE TO USERS * * *

This is a Federal computer system and is the property of the United States Government. It is for authorized use only. Users (authorized or unauthorized) have no explicit or implicit expectation of privacy.

Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to authorized site, Department of Energy, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign. By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of authorized site or Department of Energy personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties. By continuing to use this system you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.

The STATUS field has been modified. Status values such as 'Filed' and 'Pending' were for DOE internal tracking purposes only and were causing confusion. Accordingly, the status will now only show 'New' for new submissions or 'Received' for submissions that have been processed into the system.

OK   Cancel

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Login

- Enter your **Username** and **Password**

- Login

CCMS Login

Please Login To Your Account

Username

ausername

Password

•••••••

Log in

Forgot Password | Change Password

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Click **Product Templates** to display a list of current templates available for download

Home

eeCompass

Compliance Certification Management System (CCMS)

Login to CCMS

Product Templates

Registration and Authorization Forms

Help

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Manufacturers, including importers, must use the product-specific templates to certify compliance to the U.S. Department of Energy prior to distributing a basic model to commerce in the United States and annually thereafter. These templates must then be submitted electronically to the Department through the Compliance Certification Management System.

The templates listed below are for submissions of 100 models or fewer. Templates for submissions of up to 1,000 models are available on request.

The templates listed below are for models covered by current reporting requirements and test procedures. Templates for models covered by prior requirements or procedures are available on request.

Instructions for completing the templates can be found here:

· Instructions for CCMS Reporting Certification & Templates V5
· Instructions for CCMS Reporting Certification & Templates V5, Electric Motors

Note: All of the information in the product-specific templates is a reflection of the certification and compliance information that is required to be submitted pursuant to Part 429. It is mandatory that you complete the compliance statement embedded in each product-template before uploading it to CCMS.

Product Specific Certification on Regulations (10 CFR, linked to e-cfr)	CCMS Template Description and Current Version Number	Initial Certification Required By:	Annual Certification Required By (10 CFR 429.12(d))*:	Latest CCMS Template Revision Must be Used By**:
§429.14	Residential Refrigerators, Refrigerator-Freezers and Freezers, v5.0	Before Distribution in Commerce for New Basic Models	Aug 1st	Mar 5, 2018
§429.15	Room Air Conditioners, v5.0	Before Distribution in Commerce for New Basic Models	Jul 1st	Mar 5, 2018

- Choose a product type from the list

- Click on the template link

- Save the Excel file to the preferred location on your local drive

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Complete all necessary information on the **Certification** tab

OMB Control Number: 1910-1400 (Expiration Date: November 30, 2017)   Version 5.0
DOE F 220.80

Product Type: **Multi-Split System Central Air Conditioners and Heat Pumps**

Status of This Certification Sheet | **No Data**

Overall Status of Template | **No Data**

Click here for instructions for completing this form

Each Importer and U.S. Manufacturer is legally required to **certify** the compliance of the products it imports, produces, assembles or manufactures. This party is the "**Certifier**" on this form. This certification may be **submitted** by the Importer or U.S. manufacturer or by a Third Party Representative. This party is the "**Submitter**" on this form.

Certifier - Party Legally Obligated to Certify Compliance

The party responsible for **certification** is (select one only):

○ a U.S. Manufacturer

○ an Importer

Please enter required data

Submitter - Party Submitting This Report

The party **submitting** this report is (select one only):

○ the Certifier (do not complete the Third Party Representative Contact Information below)

○ a Third Party Representative (you must have valid Third Party Authorization forms on file with the Department of Energy)

Please enter required data

Certifier Contact Information

Full Legal Name of Individual	Please enter required data
Full Legal Name of Company	Please enter required data
Complete Company Mailing Address	Please enter required data
Phone Number	Please enter required data
Email Address	Please enter required data

Third Party Representative Contact Information, if Applicable

Full Legal Name of Individual	Please enter required data
Full Legal Name of Company	Please enter required data
Complete Company Mailing Address	Please enter required data
Phone Number	Please enter required data
Email Address	Please enter required data

Certification | Input | Product Group Codes | ⊕

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Insert product information by clicking the **Input** tab

NOTE: You can copy and paste data from another source, but avoid dragging and dropping text from within the template.

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- Overall Status tells you if your form has been filled out completely. If all fields have been properly completed, you are given an "**OK**" status.

- Save your file to a local drive on your computer and prepare to upload the report to CCMS

OMB Control Number: 1910-1400 (Expiration Date: November 30, 2017)
DOE F 220.80

Version 5.0

Product Type: **Multi-Split System Central Air Conditioners and Heat Pumps**

Status of This Certification Sheet **OK**

Overall Status of Template **OK**

Click here for instructions for completing this form

Each Importer and U.S. Manufacturer is legally required to **certify** the compliance of the products it imports, produces, assembles or manufactures. This party is the "**Certifier**" on this form. This certification may be **submitted** by the Importer or U.S. manufacturer or by a Third Party Representative. This party is the "**Submitter**" on this form.

Certifier - Party Legally Obligated to Certify Compliance

The party responsible for **certification** is (select one only):

◉ a U.S. Manufacturer
◯ an Importer

Certifier Contact Information

Full Legal Name of Individual	John Doe
Full Legal Name of Company	ABC
Complete Company Mailing Address	123 Street
Phone Number	555-555-5555
Email Address	someone@dot.com

Submitter - Party Submitting This Report

The party **submitting** this report is (select one only):

◉ the Certifier (do not complete the Third Party Representative Contact Information below)
◯ a Third Party Representative (you must have valid Third Party Authorization forms on file with the Department of Energy)

Third Party Representative Contact Information, if Applicable

Full Legal Name of Individual	
Full Legal Name of Company	
Complete Company Mailing Address	
Phone Number	
Email Address	

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To submit a report, choose **New Submission**

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Create Submission – Submit Report – Manufacturer/Importer

- Type in **Subject** (for example, ABC Dishwasher Report 9-9-10)
- Choose the appropriate **Correspondence Record Type** from the drop down list
- Choose the **Product Type** from the drop down list
- Browse your local drive, choose the completed CCMS approved template and click **Open** to upload
- Enter any necessary information in the **Comment** entry box

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- As a Manufacturer/Importer, for Compliance/Certification Report Submissions only, you may send copies of the attachment in your submission to CCs that you enter. To do so, select 'Send to CC'. If you select 'Do Not Send' or don't make a selection, the CC will only receive a confirmation email.

Create Submission – Submit Report – Third Party

- Type in **Subject** (for example, ABC Dishwasher Report 9-9-10)
- Choose the appropriate **Correspondence Record Type** from the drop down list
- Choose the **Product Type** from the drop down list
- Browse your local drive, choose the completed CCMS approved template and click **Open** to upload
- If you are a Third Party Representative, you would select the **Certifier** you represent from the listing below.
- Enter any necessary information in the **Comment** entry box

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- As a Third Party Representative, for Compliance/Certification Report Submissions only, you may send copies of the attachment in your submission to CCs that you enter. To do so, select 'Send to CC'. If you select 'Do Not Send' or don't make a selection, the CC will only receive a confirmation email.

Submission Verification

- All correctly submitted reports have a unique tracking number (#119428 in the example below)

- Retrieve and view status on your submission by choosing **Submissions**

- Find a specific submission by entering your tracking number and clicking **Go to submission**

Contacts for Questions

- Building Technologies Program

    - doegc32@hq.doe.gov

- CCMS Technical Support

    - Technical Support
      CCMS Administrator
      (505) 663-1302
      ccms.support@ee.doe.gov

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