

Instructions for CCMS Reporting Certification & Templates Version 5, Electric Motors
Only one CC# (or request for CC#) per template

Use your mouse, the "Tab" key and/or arrows on your keyboard to navigate through the fillable fields in ALL of the Certification, Branding CC#, and Input sheets. If all fields have been completed correctly, the "Status" indicators on the top of each sheet will show "OK" in green.

- If these indicators read "Error" in red on the Certification sheet, look for an explanation in the column to the right of the entry field.

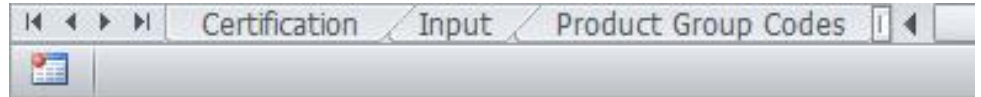
- If these indicators read "Error" in red on the Input sheet, look for explanations about incomplete/incorrect field entries by looking in the mirrored cells to the far right of the sheet.

-If these indicators read "Error" in red on the Branding CC# sheet, look for an explanation about incomplete/incorrect entries by looking at the top of the sheet and to the far right of the sheet.

Please go to <https://www.regulations.doe.gov/contact-us> if you have any questions about the regulations or need help with the template.

-If these indicators read "No Data", at least one of the tabs has not had any information entered in it.

Please click on the tab for the Certification Sheet at the bottom of the page:



Certification Instructions

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 the template.

This certification may be **submitted** by the Importer or U.S. manufacturer or by a Third Party Representative. This party is the "**Submitter**" on the template.

Step 1 Enter the Certifier Information – required for all submissions

Certifier –Party Legally Obligated to Certify Compliance

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

<input type="radio"/> a U.S. Manufacturer <input type="radio"/> an Importer	Please enter required data
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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
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Step 2 Enter the Submitter Information

If the Certifier is submitting the report, select the Certifier button, and do not complete any of the remaining information in this section. If a Third Party Representative is submitting this report, select the Third Party Representative button and complete the other items in this section

Submitter – Party Submitting This Report

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

<input type="radio"/> the Certifier (do not complete the Third Party Representative Contact Information below)	Please enter required data
<input type="radio"/> 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		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

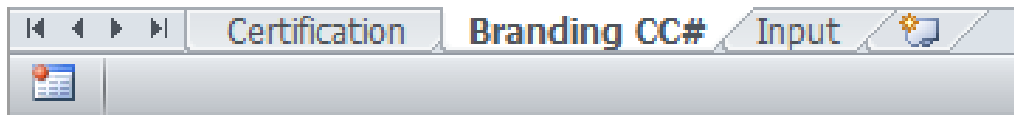
Step 3 Compliance Statement

After you have made the selections for Certifier and Submitter, the Compliance Statement will appear. Complete the two cells below to certify compliance.

Submitter Signature (Type your Full Legal Name)		Please enter required data	Date (MM/DD/YYYY)		Please enter required data
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Please click on the tab for the Input Sheet at the bottom of the page:



Branding CC#

Step 1

Complete either Section 1 or 2

-Complete either Section 1 or 2
-Note: The Compliance Certification Number must be in the form of CC*nnnx* where *n* is a number and *x* is either the letter A or B.
- All of the data entered on the Input tab must either be associated with the Compliance Certification Number entered in Section 1.A. below or with the brands entered in Section 2.A. below for which a Compliance Certification Number is being requested.

Section 1. To be completed if a Compliance Certification Number has already been assigned.

- A. Enter the Compliance Certification Number that applies to all of the electric motors covered by this Compliance Certification. This must be in the form of CC*nnnx* where *n* is a number and *x* is either the letter A or B.

- B. Enter the name(s) to be marked on the electric motors to which this Compliance Certification applies:

1	
2	
3	
4	
5	

Section 2. To be completed if a Compliance Certification Number is being requested.

- A. Enter each brand name, trademark, or other label name for which the Certifier requests a Compliance Certification Number:

1	
2	
3	
4	
5	

- B. List all other names, if any, under which the Certifier distributes electric motors:

1	
2	
3	
4	
5	

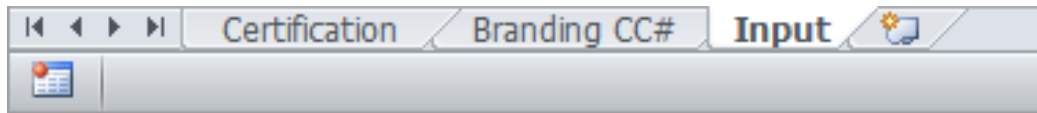
Section 3. To be completed if the Certifier wants to request modifying the brand, trademark or label names associated with any existing Compliance Certification Number. Any change will not take effect until confirmation is received from the Department of Energy.

Compliance Certification Number	Brand(s)	Add	Delete
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>
		<input type="checkbox"/>	<input type="checkbox"/>

Note: The Compliance Certification Number must be in the form of CCnnnx where n is a number and x is either the letter A or B.



Please click on the tab for the Input Sheet at the bottom of the page:



Template Instructions

Step 1 Filling out the Template

- Starting on line No. 1, begin entering applicable data in each field.
- Enter a separate line of data for each individual model.
- If you need more than the number of lines available in the template, templates for submissions of up to 1,000 models are available upon request at support@doxcelerate.com.
- At any time you may click on a column heading for a complete explanation of what to enter in each cell.
- If the status at the beginning of the line reads "Error," review your data to verify entries and check the explanation table to the right of the data entry table for a description of the error.

Line No.	Status	Motor Horsepower	Number of Poles	Open or Enclosed Motor	Least Efficient Basic Model - (Model Number(s))	Nominal Full Load Efficiency	Nominal Full Load Efficiency Determined by Actual Testing?	Motor Horsepower Status	Number of Poles Status	Open or Enclosed Motor Status	Least Efficient Basic Model - (Model Number(s)) Status
1	Error	1		Open	ABCDEF	10	No	ok	Empty cell	ok	ok
2	ok	2	2	Open	ABCDEF	20	Yes	ok	ok	ok	ok
3	ok	3	4	Open	ABCDEF	20	Yes	ok	ok	ok	ok
4	ok	4	6	Open	ABCDEF	40	No	ok	ok	ok	ok
5											
6											
7											

Instructions:

- Please enter your data in the columns shaded in gray below, using a separate line for each model.
- Click on the column heading for instructions on how to complete cells in that column.
- Cells highlighted in yellow indicate an "Error." "Error" means that information is missing or there is an issue with the entry.
- If the "Status" for a row is "Error," you can see an explanation in the columns to the right of the Status column.
- Reports submitted with errors cannot be processed and will be returned for resubmission.

Overall Status of Template: Error

Status of This Input Sheet: Error

Certification Report

The cells below provide an explanation for "Errors".

Step 2 Completed Template

- Lines with an "ok" status have been completed correctly. Be sure your "Overall Status of Template" and "Status of This Input Sheet" reflects "OK" status as expected.
- Save the template to a local drive for safekeeping. You will upload this template later to DOE via the CCMS application.

