

B U R E A U V E R I T A S

GETTING STARTED WITH PORTAL

V2021-01-11

ABSTRACT

This document will give you a quick start guide on how to use the Bureau Veritas certification portal. Inside, you'll find instructions on how to navigate the portal and how to enter applications for approval.

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Introduction

This tutorial walks you through the features and functions of the Portal, which is the replacement for the current systems on the QPX, CS Info and CS Upload at Bureau Veritas Consumer Product Services (BV). As you work through this tutorial, you will create your new user account, which will be used to submit new applications via the Portal.

This tutorial will walk you through starting the new Energy Star *Indoor and Indoor Outdoor Directional Luminaries* application.

You will learn how to start with this system, how to start new applications, review your application and check your certification.



Create your account

1. Go to https://csportal.us.bureauveritas.com/

Below is the top page once you access the above URL.

	F TESTING FOR THE FI	ECTRI	CAL & ELECTRONICS INDUSTRY
Welcome to the Curtis-Straus			Bureau-Veritas Consumer Product Services, a subsidiary of Bureau Veritas, was founded on the belief that testing laboratories must offer
The Bureau-Veritas Consumer Product Services Customer Portal provides an easy and secure way to manage your certification applications	Login Access your application: >>		professionalism, accuracy, and reliability in a clien friendly atmosphere. Our team strives to provide precise, consistent and impartial testing, expert design advice and expeditious, thorough reporting
and associated file uploads online.	SignUp Create an account		Our products are drawn from such fields as medic devices, information technology equipment from
Sign up or log in to the right to start entering your information to allow us to process your applications.			PCs to home alarms, peripherals, and industrial control systems.
			Bureau-Veritas Consumer Product Services as a certification boo does not offer or provide consultancy (the designing, manufacturing, installing, maintaining or distributing of a certi product or product to be certified) to its clients.

The Bureau-Veritas Consumer Product Services Customer Portal features allow users to create, edit and track certification applications and their related information and documents.

2. Click the "SignUp" button.



3. Fill in the below form and click "Request Account".

BUREAU-VERITAS Consumer Product Services Customer Self-Service Website		HOME	CERTIFICATION	✓ MY PORTAL CONTACT
NEW MEMBER SIGN Use the form below to request a new Bureau-Veritas Littleton to all of the Littleton Distribution Center's online applications to state of your project.	Distribution Center online account. This acc		y	BUREAU-VERITAS CONSUMER PRODUCT
After submission, Bureau-Veritas is notified of your request a over next steps.	nd an account representative will be in touch	n with you to go		SERVICES Z 1 Distribution Center Circle Suite #1 Littleton, MA 01460
First Name	Last Name			Email.
First name	Last name			certification@bureauveritas.com
Email address 🛈				DIRECTIONS 🗹
Email address/user name				
Password	Confirm Password			
Password	Confirm password			
NOTE: Passwords must be minimum 8 characters				
Company Name				
Company name				
Company Address				
Company address				
Work Phone #				
Work phone				
REQUEST ACCOUNT CANCEL				v1.0.7517.2886



4. After clicking "Request Account", it shows the "Success!" screen and a request is sent by email to the BV team. If you click the "OK" button on the "Success" screen, it will return you to the login page.

Note: For this verification process, it is not automatically approved by the system. Thus, it takes approximately 2-3 business days for your account to be approved by the BV team.

NEW MEMBER SIGN UP

Use the form below to request a new Bureau-Veritas Littleton Distribution Center online account. This account is your key to all of the Littleton Distribution Center's online applications that allow you to review up-to-date information about the state of your project.

After submission, Bureau-Veritas is notified of your request and an account representative will be in touch with you to go over next steps.



Thank you for your request. Confirmation of your request will be sent to your email.

NOTE: Your account WILL NOT be enabled until confirmation from a BV staff member is sent to you. Please allow up to 1 business day for account authorization.



BUREAU-VERITAS CONSUMER PRODUCT SERVICES 🖄

1 Distribution Center Circle Suite #1 Littleton, MA 01460

Email. certification@bureauveritas.com

DIRECTIONS 2

We love to hear feedback from our customers. Click the link below to be taken to our contact form to leave a message for us.



5. After submitting, you will receive an automatic reply indicating that the form has been successfully sent to BV for verification, similar to below.

Example of the member	sign up email response
From: < <u>certification@bu</u> Date: Fri, Oct 2, 2020 at : Subject: Bureau-Veritas (To: <j<u>ohn.smith@compa</j<u>	11:47 AM CSPortal sign-up confirmation: "John Smith" @ 10/2/2020 11:46:54 AM
Hello John,	
Thank you for signing up	p for an online account to Bureau-Veritas Consumer Product Services.
This account is your key date information about the	to all of the Littleton Distribution Center's online applications that allow you to review up-to- ne state of your project.
	d of your request and an account representative will be in touch with you to go over next steps. ccount representative for further information.
Below is the information	we've received from you, please review to ensure all data is correct.
Full Name Email address (also user name) Company name Company address	John Smith john.smith@company.com company.inc 10 abc st
Work phone Bureau Veritas Consume Littleton Distribution Ce One <u>Distribution Center</u> <u>Littleton, MA 01460 US</u> Voice 978-486-8880 Fax 978-486-8828 email: <u>certification@bur</u> <u>WWW.BUREAUVERIT</u>	<u>Circle, #100</u> <u>A</u> eauveritas.com
	NEBS, EMC, Product Safety, and Telecom Testing.



Logging In

1. After your account is approved, enter the Portal using your new sign in credentials. <u>https://csportal.us.bureauveritas.com/</u>

2. Click the "Login" button

BUREAU-VERITAS Consumer Product Services Customer Self-Service Website		НОМЕ	CERTIFICATION Y MY PORTAL CONTA
Welcome to the Curtis-Straus		ECTRI	CAL & ELECTRONICS INDUSTRY Bureau-Veritas Consumer Product Services, a subsidiary of Bureau Veritas, was founded on the belief that testing laboratories must offer
The Bureau-Veritas Consumer Product Services Customer Portal provides an easy and secure way to manage your certification applications	Login Access your application: >>		professionalism, accuracy, and reliability in a client friendly atmosphere. Our team strives to provide precise, consistent and impartial testing, expert design advice and expeditious, thorough reporting.
and associated file uploads online. Sign up or log in to the right to start entering your information to allow us to process your applications.	SignUp Create an account		Our products are drawn from such fields as medica devices, information technology equipment from PCs to home alarms, peripherals, and industrial control systems.
to process your applications.			Bureau–Veritas Consumer Product Services as a certification body does not offer or provide consultancy (the designing, manufacturing, installing, maintaining or distributing of a certific product or product to be certified) to its clients.

The Bureau-Veritas Consumer Product Services Customer Portal features allow users to create, edit and track certification applications and their related information and documents.



3. Type your "Username" and "Password"

BUREAU-VERITAS Consumer Product Services Customer Self-Service Website	но	ME CERTIFICATION	~	MY PORTAL	CONTA	CT HELP
LOGIN						
Username *			1	Forgot Us	ername o	or Password
john.smith@abc.com				Easily retriev		
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4. Once successfully logg BUREAU-VERITAS Consumer Product Services Customer Self-Service Webster MY PORTAL ENERGYSTAR CERTIFICATION	номе с MY PORTAL Welcome John Smith Use the provided features below to m	ERTIFICATION V	МҮ РС	RTAL V		
4. Once successfully logg BUREAU-VERITAS MY PORTAL ENERGYSTAR CERTIFICATION BUREAU-VERITAS	номе с MY PORTAL Welcome John Smith Use the provided features below to m Consumer Product Services.	ERTIFICATION V	МҮ РС	RTAL V		
4. Once successfully logg BUREAU-VERITAS Concerner Product Services Customer Self-Service Website MY PORTAL ENERGYSTAR CERTIFICATION	номе с MY PORTAL Welcome John Smith Use the provided features below to m Consumer Product Services.	ERTIFICATION V	МҮ РС	RTAL V		

Manage your EnergyStar certification applications and view the status of previously submitted certifications. and contact preferences.

Congratulations! You have susscessfully logged into the Portal system.

Suite #1 Littleton, MA 01460 Email. certification@bureauveritas.com

DIRECTIONS 🗹



How to find your applications dashboard

- 1. Click either;
 - The "My Portal" > "EnergyStar Certification Center" > "My EnergyStar Applications" menu item, or
 - b. Click either of the "EnergyStar Certification Center" buttons and then click the "My applications" button on the next page.







2. Your applications dashboard will be empty the first time you log in.

		HOME CERTIFICATION Y MY PORTAL Y C	ONT
MY PORTAL	MY ENERGYSTAR AI	PPLICATIONS	
ENERGYSTAR CERTIFICATION CENTER	Start New Application Applications Overview		
- START NEW ENERGYSTAR Application	Unsubmitted Applications 0	Q Search Model Number	
- MY ENERGYSTAR APPLICATIONS			
- MY ENERGYSTAR CERTIFICATIONS			
	No applica	ations found.	
BUREAU-VERITAS CONSUMER PRODUCT SERVICES 🖄			
1 Distribution Center Circle Suite #1 Littleton, MA 01460	In Review Applications 0	Q Search Cert. Number	
Email. certification@bureauveritas.com			
DIRECTIONS 🛛	No applica	ations found.	



Unsubmitted Applications

You have the ability to save work-in-progress applications to your dashboard. These will be applications that have not been submitted to Bureau Veritas for review and are open to full editing by you. This may be useful when you have some, but not all, of the information needed to submit a completed application and you wish to enter it but not submit it.

These applications also have the ability to preview a draft certificate, which will have as much information on it as you've filled in on the form. You can also delete any application from this area at your wish, and it won't affect any other applications whether unsubmitted or in review.

An unsubmitted application looks like the following:

MY ENERGYSTAR APPLICATIONS

Start New Application

Applications Overview

Unsubmitted Applications 1		Q Search	Model Number	
	1234567890			*
	<i>Partner:</i> The Home Depot			
	Model Count: 3 Date: 01/08/2021			





Submitted (In Review) Applications

These are applications that have been submitted to Bureau Veritas and are under review by the certification team. Since they have been submitted, they are locked from editing unless a certification staff member has flagged an issue for you to edit. This is covered later in this manual.

The representation of a submitted application allows you to see at what step in the process the certification team is with your application. The various steps are covered later in this manual, but a newly submitted application looks like the following:

MY ENERGYSTAR APPLICATIONS

Start New Application

Applications Overview

Unsubmitted Applications	0	Q Search	Model Number	
				1
	No applications found	L		
				-

In Review Applications 1		Q Search	Cert. Number	
1234567890 Model Count: 3	The Home Depot			ſ
	REVIEW STATUS			
Administration	Evaluation	D	ecision	
CS32169	Sub	Submitted by: john.smith@abc.com [on: 1/08/2021]		
Preview	🗹 Edit	M	Nessages	
				-



Before starting an application When planning on being away from the application input screen, be sure to first click the SAVE CURRENT MODEL button to save your work.

If no actions are performed on a screen for over 30 minutes, the session will either be automatically terminated and any work in progress will be terminated or an error message may appear. Clicking the "Save" button will save your workload without the risk of error.



Step-by-step process

- 3. Click either;
 - a. The "My Portal" > "EnergyStar Certification Center" > "Start New EnergyStar Application" menu item, or
 - b. Click either of the "EnergyStar Certification Center" buttons and then click the "Start new application" button on the next page.



MY PORTAL

ENERGYSTAR CERTIFICATION CENTER





4. Below is the "Start New EnergyStar Application" page.

ATION		MY PORTAL ENERGYSTAR CERTIFICATION CENTER - START NEW ENERGYSTAR APPLICATION - MY ENERGYSTAR APPLICATIONS
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		CENTER - START NEW ENERGYSTAR APPLICATION
		APPLICATION
		- MY ENERGYSTAR APPLICATIONS
		- MY ENERGYSTAR CERTIFICATIONS
~		BUREAU-VERITAS CONSUMER PRODUCT SERVICES 🛛
		1 Distribution Center Circle Suite #1 Littleton, MA 01460
		Email. certification@bureauveritas.com
		DIRECTIONS 2
	~	

5. The "Energy Star Manufacturing Partner" field is a lookup field, which means that you can start typing in either the name of the partner or their partner organization ID, and the top 100 items matching will be listed. Keep typing until you find the partner you want.

Energy Star Manufacturing Partner

Home	
AUPU Home Style Corporation Limited [OID: 1040217]	
BISSELL Homecare Inc. [OID: 1142048]	
BSH Home Appliances Corporation [OID: 31649]	· · · · ·
Electrolux Home Products [OID: 1021080]	
FKA Distributing Co., LLC DBA HoMedics, LLC [OID: 1102514]	
Greenway Home Products Inc. [OID: 1004898]	
HD Supply Home Improvement Solutions [OID: 1127389]	
HealthWay Home Products, Inc. [OID: 1084309]	
HiveHome [OID: 1140335]	
Home Fasy Itd IOID: 11/158561	



6. Select from the "Available Energy Star Schemas" in the dropdown list.

Available EnergyStar schemas

	~
Directional Lamps v2.1 Displays v8.0 Imaging Equipment v3.0 Indoor and Indoor/Outdoor Directional Luminaires v2.2 Indoor and Indoor/Outdoor Non-Directional Luminaires v2.2 Outdoor Directional Luminaires v2.2 Refrigerators and Freezers v5.0 Televisions v8.0	2

7. Click the

NEXT button



Save your working application often Your current working models will not save until you click If a new application is left open and no actions are performed for over 30 minutes, the session will be automatically terminated and any unsaved data will be erased. Please go to the bottom of the "EDIT APPLICATION DETAILS" page and click on "SAVE CURRENT MODEL" often. This will save your current working submission without the risk of loss.
SAVE CURRENT MODEL SAVE & ADD ANOTHER MODEL MARK APPLICATION COMPLETED
CLEAR FORM EXIT TO DASHBOARD
You can be sure that your model has been saved when you see the "Model has been saved." confirmation message at the bottom of the screen:
SAVE CURRENT MODEL SAVE & ADD ANOTHER MODEL MARK APPLICATION COMPLETED
CLEAR FORM
Model has been saved.

Filling in application details

On the next pages are the contents of the full application details page:

ENERGY STAR Manufacturing Partner

The Home Depot [31912]

ENERGY STAR Schema

Indoor and Indoor/Outdoor Directional Luminaires v2.2

Continued on the next page...



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- Comment is marked as red color with bold font
- Example answer is highlighted as yellow color
- Additional notes are highlighted as gray color
 - Partner Contact Name for This Model John Smith
 - Model Name LED recessed lighting kit
 - Model Number 1234567890
 - Retail Number 9876543210 This is a new field and it does not reflect on the certification PDF file. It will be added to the QPL under "Additional Notes".
 - Brand Name Commercial Electric
 - Tested Model Name LED recessed lighting kit
 - Tested Model Number AP-US-LPAGG1-C7A12W950-CSFCW22-01
 - Is the Partner Listed the Original Equipment Manufacturer (OEM)? <u>Select from Yes or No</u> - No
 - If the Partner is not the Original Equipment Manufacturer, Who Is? Samlam Electric Co., LTD
 - Currently Available on Market? <u>Select from Yes or No</u> Yes
 - Date Available on Market 9/20/2020
 - Final Report # 000000001 This is a new field and appears as "Report Number" on the certification PDF.
 - Final Report Issue Date 10/1/2020 This is a new field and appears as "Issue Date" on the certification PDF.
 - Date Tested 08/27/2020
 - Laboratory's EPA-issued Organization ID <u>1141964</u> Laboratory's EPA-issued Organization ID
 - AE SRL [OID: 1135328]
 - Air Movement and Control Association International, Inc. (AMCA) Laboratory [OID: 1034609]
 - Akzo Nobel Coatings Inc. Laboratory [OID: 1122435]
 - □ Applied Research Laboratories of South Florida, LLC Laboratory [OID: 1120034]
 - Architectural Testing Inc. Fresno Lab [OID: 1105299]
 - Arris Group, Inc. Laboratory [OID: 1106324]
 - Asustek Computer Inc. [OID: 1123172]
 - □ Atlas Weathering Services Group [OID: 1109540]
 - Audix Technology (Shanghai) Co., Ltd. [OID: 1114278]
 - □ Audix Technology (Shenzhen) Co., Ltd. [OID: 1106183]
 - Audix Technology (Shenzhen) Co., Ltd. (Location 2) [OID: 1107878]
 - Audix Technology Corporation [OID: 1105316]
 - Aurora International Testing Laboratory: Shanghai [OID: 1105317]
 - □ Australian National Testing Laboratories [OID: 1126226]
 - Day Area Compliance Laboratories Corp. (Dongguan) [OID: 1109266]
 - Bay Area Compliance Laboratories Corp. (Kunshan) [OID: 1139206]
 - Bay Area Compliance Laboratories Corp. (Shenzhen) [OID: 1105318]
 - Pay Area Camplianes Laboratoriae Cam. (Curruyala) (OID: 11102011
 - Laboratory Contact for this Model Tom Smith Also you can add additional ADD FIELD

names by clicking

Continued on the next page...



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Other
LED Light Engine
N/A

ANSI Standard Base Type - Select from below list:

2G7
2GX7
2G8
G10q
2G11
2G13
2GX13
G23
G23-2
GX23
GX23-2
G24D
G24q
GX24q
GX24Xd
G32D
GX32D
GY32D
G32Q
GX32q
Other
N/A
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- ANSI Standard Base Type Other Blank
- External Ballast/Driver Manufacturer Blank
- External Ballast/Driver Model Number Blank
- Number of Light Sources per Ballast/Driver 1
- Number of Light Sources per Luminaire 1
- Number of Ballasts/Drivers per Luminaire 1
- Claimed Incandescent Equivalency (W) Blank
- Measured Input Power (W) 11.39
- Default Setting Input Power (W) 11.39
- Most Consumptive Setting Input Power (W) 11.39
- Reported Input Power (W) 12
- Luminous Efficacy (lm/W) 75.4
- Measured Source Light Output (Im) 858
- Default Setting Source Output (Im) 858

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- Reported Source Light Output (Im) 800 •
- Lumen Output of Individual Light Source (Im) 858
- Wattage of Individual Light Source (W) 11.39
- Luminaire Zonal Lumen Density 0.78
- Light Source Life (hours) 50000
- Lumen Maintenance Fluorescent Blank
- Lumen Maintenance SSL Option 1: L70 Based on LM-80 and TM-21 -60000
- Lumen Maintenance SSL Option 2: L70 Based on LM-84 and TM-28 -• Blank
- Color Rendering Index (CRI) 97
- Color Rendering Index (CRI) at Default Setting 97 •
- Color Rendering Index (CRI) at Most Consumptive Setting 97
- R9 Rendering Score 92
- Nominal Correlated Color Temperature (CCT) Select from below (multiple choice):

•	2700K	
•	3000K	
2	3500K	
•	4000/41	00K
2	5000K	

- Other
- Correlated Color Temperature (CCT) 4851
- Correlated Color Temperature (CCT) at Default Setting 4851
- Correlated Color Temperature (CCT) at Most Consumptive Setting -• 4851
- Color Maintenance Requirements: Change in Chromaticity 0.003
- Color Angular Uniformity 0.002
- Mercury Content (mg) Blank
- Source Start Time (milliseconds) 245
- Source Run-up Time (seconds) Blank
- Power Factor 0.97
- Standby Power Select from Yes or No Yes –
- Standby Power Consumption (W) 0.2 •
- Operating Frequency (Hz) 1000
- Flicker: NEMA 77 Short Term Flicker Indicator (Pst) 4.31
- Flicker: NEMA 77 Stroboscopic Visibility Measure (SVM) 1.91
- Maximum Recommended Ballast/Driver Case Temperature (°C) 90
- Maximum Measured Ballast/Driver Case Temperature (°C) 57.4
- Additional Allowable Light Source Manufacturer Blank
- Additional Allowable Light Source Model Number Blank •
- Additional Allowable Ballast or Driver Supply Manufacturer Blank
- Additional Allowable Ballast or Driver Supply Model Number Blank
- Subcomponent Data Source Select from CSD, Test Report or • Combination - Test Report

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- Luminaire Features Select from below (multiple choice):
 - Non-Dimmable
 - Continuously Dimmable
 - Step Dimmable
 - Color Tunable
 - White Light Tunable
 - Motion Sensor
 - Dusk to Dawn Sensor
 - Outdoor Rated
 - Damp Location Rated
 - Wet Location Rated
 - Warm Dimming
 - DALI Dimming
 - 0-10V Dimming
 - Wireless Dimming
- Connected Luminaire <u>Select from Yes or No</u> No
- Communication Standard Media/Network Layer <u>Select from below</u> <u>checkbox (multiple choice)</u>
 - 🗆 Wi-Fi
 - Zigbee
 - HomePlug Green PHY
 - 6LoWPAN
 - Z-Wave
 - Bluetooth
 - Other
- Communication Standard Media/Network Layer Other Blank
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Adding another model

Once you finish entering the first model, you can add additional models by clicking the "Save & Add Another Model" button at the bottom of the page:



After clicking the "Save & Add Another Model" button, the screen will scroll back to the top with two confirmation messages that your data has been successfully saved. All data from the previous model is left in the fields so that you only have to update the fields that change for the new model.

EDIT APPLICATION DETAILS	MY PORTAL
Below you will find the application questionnaire for the selected EPA schema. In the menu at the top of the page you will find the schema you've selected and the list of models already entered. At the bottom of the page there is a file section to allow for supporting evidence upload.	ENERGYSTAR CERTIFICATION CENTER
Please be sure to double-check your answers before submitting to prevent any delays in getting your certification approved.	- START NEW ENERGYSTAR Application
Previous model has been saved. Please edit details for the new model below.	- MY ENERGYSTAR APPLICATIONS
ENERGY STAR Manufacturing Partner The Home Depot [31912]	- EDIT APPLICATION DETAILS - MY ENERGYSTAR CERTIFICATIONS
ENERGY STAR Schema Indoor and Indoor/Outdoor Directional Luminaires v2.2 Partner Contact Name for This Model	BUREAU-VERITAS Consumer product Services 🛙
Jane Doe	1 Distribution Center Circle Suite #1 Littleton, MA 01460
LED recessed lighting kit	Email. certification@bureauveritas.com
Model Number	DIRECTIONS 🗵
1234567890	
Retail Number	
0987654321	
evious model has been saved. Please edit details for the new model.	
Commondar Elocato	



If you accidentially clicked the "Save & Add Another Model" button, don't worry, the new model's data has not been saved yet. To undo, simply click on a previously saved model using the model menu below.

If your application has multiple models, you can view them via the model menu at top right of the screen:

•	RAB LIGHTING FARTHER	RIODET(NUMBER RIODET(MRIG-5-5-850-350-01M) RAB	¥
	EDIT APPLICATION DETAILS	NY PORTAL	

Then you can click on them to switch between different models:



You can remove models by clicking the "X" button next to the brand name in the menu above. Please note that the first model (the "representative model") cannot be removed, only changed.



Exhibit File Uploads

1. Add supporting exhibits using the "File Upload" section at the bottom of the page. To do this, simply drag and drop one or more files on to the drop area.

FILE UPLOAD	æ
ADD FILES	
Drop the files you want to add here.	

2. The files will show in the upload queue and will need exhibit types assigned to each file before they can upload.

FILE UPLOAD

ADD FILES

Drop the files you want to add here.	
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UPLOAD QUEUE

NAME	TYPE	PROGRESS	STATUS	ACTIONS
EPA DATA FILE Directional Lamps V2.xls	Other 🗸			• UPLOAD
C1062-Full Certificate Rev 5.pdf	Application Form			• UPLOAD
Upload progress:	Attestation Certification Agreement Data File			
🖲 UPLOAD ALL 🗂 🛱 REM	Label Other Packaging Test Report			

3. You can either upload files individually with the "Upload" button on each row, or you can upload all your files at once with the "Upload All" button at the bottom.



4. Once all your files are uploaded, they will show as files attached. If you uploaded a file that you later don't want attached to the application, simply click the "Remove" button for the file you want removed:

FILE UPLOAD

FILES ATTACHED TO THIS APPLICATION

FILE	FILE TYPE	UPLOAD DATE	ACTION
EPA DATA FILE Directional Lamps V2.xls	Other	Jan 8, 2021 7:56:32 AM	E REMOVE
C1062-Full Certificate Rev 5.pdf	Test Report	Jan 8, 2021 7:56:32 AM	nemove

ADD FILES

Drep the files you want to add here	
Drop the files you want to add here.	

MARK APPLICATION COMPLETED

Once the form is complete, click Details" page will appear.

and the "Confirm Application



5. Select Attestment



HOME CERTIFICATIO

CONFIRM APPLICATION DETAILS

Partner Name

The Home Depot [31912]

EPA Schema

Indoor and Indoor/Outdoor Directional Luminaires v2.2

Brand Names

Commercial Electric

Model Numbers 1234567890

Currently Available On Market?

Yes

□ Attestment Based on the evidence presented in the above test report(s), Curtis-Straus LLC, acting as Certification Body for the ENERGY STAR program, confirms that the product as described is compliant with all applicable requirements as specified within the EPA product specific standard when made in accordance with the Description and under the conditions set forth in the Certification Listing Agreement and Test Report(s) listed above This certification confers upon the certificate holder permission to use the ENERGY STAR logo on the model(s) listed above.



Click here to mark this application as a priority "rush". Additional fees will apply.

SUBMIT



6. Click SUBMIT



Rush Req	uests					
		ires expedited completion				
	Partner Name The Home Depot [31912]					
	EPA Schema Indoor and Indoor/Outdoor Directional Luminaires v2.2					
Brand Names Commercial Electric			Model Numbers 1234567890			
	Currently Availabl	Currently Available On Market?				
 Based on the evidence presented in the above test report(s), Curtis-Straus LLC, acting Certification Body for the ENERGY STAR program, confirms that the product as described within the test product as described within the test product specification and under the conditions set forth in the Certification Listing Agreement and Test Report(s) listed above This certification confers the certificate holder permission to use the ENERGY STAR logo on the model(s) listed 			R program, confirms that the product as described is ts as specified within the EPA product specific standard cription and under the conditions set forth in the t Report(s) listed above This certification confers upon			
	Rush	Click here to mark this application as a	priority "rush". Additional fees will apply.			
	SUBMIT		CANCEL			
Example c	of the confirm	nation page showing all mo	odels submitted:			
(CONFIRM APPLICATION DETAILS Partner Name RAB Lighting, Inc. [1100782] EPA Schema					
	Directional Lamps v Brand Names		Model Numbers			
	RAB		R10065(MR16-5.5-827-35D-DIM)			
	RAB		R10066(MR16-5.5-830-35D-DIM)			
	RAB		R10087(MR18-5.5-850-35D-DIM)			
	Currently Available On Market? Yes					
	Z Attestment	Based on the evidence presented in the above test report(s), Curtis-Straus LLC, acting as Certification Body for the ENERGY STAR program, confirms that the product as described is compliant with all applicable requirements as specified within the EPA product specific standard when made in accordance with the Description and under the conditions set forth in the Certification Listing Agreement and Test Report(s) listed above This certification confers upon the certificate holder permission to use the ENERGY STAR logo on the model(s) listed above.				
	Rush	Click here to mark this application as a p	riority "rush". Additional fees will apply.			
	SUBMIT		CANCEL			



7. After you have confirmed your submission, the application will move from the unsubmitted to the "In Review" section on your applications dashboard.

MY ENERGYSTAR APPLICATIONS

Start New Application

Applications Overview

Unsubmitted Applications 0	Q Search	Model Number	
			*
No applications found			
			-

In Review Applications 1		Q Search	Cert. Number	
1234567890 Model Count: 3	The Home Depot			ľ
	REVIEW STATUS			
Administration	Evaluation Decision			
CS32169	Submitted by: john.smith@abc.com [on: 1/08/2021]			
Preview	🗹 Edit		Messages	
		9998		

8. The application submission process is complete.



Unsubmitted Applications

How to Edit unsubmitted applications

 On your applications dashboard, select application you want to continue to work with by clicking the *least* button:

MY ENERGYSTAR APPLICATIONS

Start New Application

Applications Overview

Unsubmitted Applications 1	Q Search Model Number
1234567890	
Partner: The Home Depot	
Model Count: 3 D	ate: 01/08/2021
Edit	Delete

In Review Applications 0	Q Search Cert. Number
No ap	plications found.



2. This will navigate you to the form edit screen:

BUREAU-VERITAS Consumer Product Services Customer Self-Service Website	HOME	ERTIFICATION	🗸 МУ РОГ	RTAL 🗸	CONTAG	CT HELP 🗸	
MANUFACTURING PARTNER The Home Depot [31912]				MODEL 12345	NUMBER 57890 C	BRAND NAM ommercial Ele	
EDIT APPLICATION DETAILS				м	Y PORT	NL CONTRACT	
ENERGY STAR Manufacturing Partner The Home Depot [31912]					NERGYSTAF ENTER	CERTIFICATIO) N
ENERGY STAR Schema Indoor and Indoor/Outdoor Non-Directional Luminaires v2.2				-	START NEW	/ ENERGYSTAR DN	
Partner Contact Name for This Model				-	MY ENERGY	STAR APPLICAT	IONS
John Smith				-	EDIT APPLI	CATION DETAILS	5
Type of Transaction				-	MY ENERGY CERTIFICAT	IONS	
Initial Certification		~					
Model Name					CO PR	U-VERITAS NSUMER ODUCT	5
Model Number						VICES	
1234567890						Suite #1 on, MA 01460	
Retail Number					certification	Email. @bureauveritas.co	om
9876543210					DID	ECTIONS 🛙	
Brand Name					DIK		
Commercial Electric							
Tested Model Name							
LED recessed lighting kit							
Tested Model Number							
AP-US-LPAGG1-C7A12W950-CSFCW22-01							
Is the Partner Listed the Original Equipment Manufacturer (OEM)?							
No		~					

3. Be sure to click the SAVE CURRENT MODEL

button before exiting this screen.



Certification preview button

1. On your application dashboard, you can click the Preview button to get a draft certification in PDF format.

MY ENERGYSTAR APPLICATIONS

Start New Application

Applications Overview

Unsubmitted Applications 1		Q Search	Model Number
	1234567890		· · · · · · · · · · · · · · · · · · ·
	Partner: The Home Depot		
	Model Count: 3 Date: 01/08/2021		

In Review Applications	0		Q Search	Cert. Number	
					2*
		No applications found.			
					-



2. Once downloaded and saved, you can review your draft application.





3. When you submit your application to Bureau Veritas, you will receive a certification number which will be attached to your application and will show up in your draft certification.

4. When the certification team has completed their review of your application and grants your certification, the date of issue, certifier name, and certifier signature fields will be filled.



Messaging

There is a simple messaging system included within the portal. All messages are linked to the application the message is sent from.

1. Click on the button near the top left of the page.

BUREAU-VERITAS HOME CERTIFICATION ~	MY PORTAL V CONTACT HELP V
MANUFACTURING PARTNER The Home Depot [31912]	MODEL NUMBER BRAND NAME 1234567890 Commercial Electric
EDIT APPLICATION DETAILS	MY PORTAL
Beilw you will find the application questionnaire for the selected EPA schema. In the menu at the top of the page you will find the schema you've selected and the list of models already entered. At the bottom of the page there is a file section to allow for supporting evidence upload.	ENERGYSTAR CERTIFICATION CENTER
Please be sure to double-check your answers before submitting to prevent any delays in getting your certification approved.	- START NEW ENERGYSTAR Application
ENERGY STAR Manufacturing Partner	- MY ENERGYSTAR APPLICATIONS
The Home Depot [31912]	- EDIT APPLICATION DETAILS
ENERGY STAR Schema	
Indoor and Indoor/Outdoor Directional Luminaires v2.2	- MY ENERGYSTAR CERTIFICATIONS
Partner Contact Name for This Model	
Jane Doe	BUREAU-VERITAS
Model Name	CONSUMER
LED recessed lighting kit	PRODUCT SERVICES
Model Number	1 Distribution Center Circle Suite #1
1234567890	Littleton, MA 01460 Email.
Retail Number	certification@bureauveritas.com
0987654321	DIRECTIONS 🛛
Brand Name	

2. A messges listing dialog will pop up. You can click the "X" or "Close Window" buttons, or anywhere outside of the dialog to dismiss.

onal Li Iodel	Messages Listir	ıg	x	^	- N C
	No messages found.				
	NEW MESSAGE	CLOSE WINDOW		4	



3. To send a message, click "New Message" to bring up the "Send Message" dialog. From here, you can send a message to any certification staff member. The message you send will both be saved within the portal and an email will be sent to the staff member's email address.

Send Message	X	^
From		
John Smith		
То		
Scott Lambert	,	
Subject		
Sample subject		
Message		
Lorem ipsum dolor sit amet, consectetur adipiscing elit, sed do eiusmod tempor incididunt ut labore et dolore magna aliqua. Adipiscing bibendum est ultricies integer. Amet facilisis magna etiam tempor. Diam guam nulla portitior massa id negue aliquam vestibulum. Orci phasellus egestas tellus rutrum. Tortor posuere ac ut conseguat semper. Dolor sit amet consectetur adipiscing elit pellentesque habitant morbi.		
Lectus proin nibh nisl condimentum. Vel guam elementum pulvinar etiam non guam lacus suspendisse. Ullamcorper morbi tincidunt ornare massa eget. Uma id volutpat lacus laoreet non curabitur gravida arcu. Nunc sed id semper risus in hendrerit gravida rutrum guisque. Libero nunc conseguat interdum varius sit amet. Eeugiat nisl pretium fusce id velit ut tortor pretium. Curabitur vitae nunc sed velit.		
- John Smith		
		÷



4. After a message is sent, it is shown in the messages listing. A green envelope icon ^{Mark} means

that the message has not been read yet. Note: the delete button does not delete a message completely, it only removes it from your messages listing. This is useful to help declutter a highly populated messages listing.

IION	DETAILS		
Messages	Listing	X	^
From:	John Smith	Jan 08 2021 @	
W		08:15 🎽	
То:	Scott Lambert		
Subject:	Sample subject		
Message:		consectetur adipiscing elit, sed t ut labore et dolore magna aliqu	
	a. Adipiscing bibendum est magna etiam tempor. Diam qu aliquam vestibulum. Orci ph	ultricies integer. Amet facilisis am nulla porttitor massa id neque asellus egestas tellus rutrum. To t semper. Dolor sit amet consecte	
	tur adipiscing elit pellent	esque habitant morbi. imentum. Vel quam elementum pulvi	
	nar etiam non quam lacus su idunt ornare massa eget. Ur curabitur gravida arcu. Nun	spendisse. Ullamcorper morbi tinc na id volutpat lacus laoreet non c sed id semper risus in hendreri ibero nunc consequat interdum var	
		pretium fusce id velit ut tortor	
	- John Smith		
	REPLY DELETE		
NEW MESS	AGE CLOSE WINDOW		-



In Review Applications

Application review statuses

As an application goes through the review process, you can see which step it's on based on the "Review Status" bar of the application. When an application is first submitted, all bars are blue, indicating that no action has been taken at any step:

1234567890 Model Count: 3	The Home Depot			
REVIEW STATUS				
Administration	Evaluation	Decision		
CS32169	Submitted by: john.smith@abc.com [on: 1/08/2021]			
Preview	🗹 Edit	Messages		

As steps are undertaken and completed, these bars fill up. As an example, let's take the "Administration" step of the review process, which is the step Bureau Veritas uses to make sure that all exhibits and information needed to complete the review process are included with the application.

When the administrator is in process of reviewing, but before they are completed, the "Administration" bar is half filled.

1234567890 Model Count: 3	The Home Depot			
	REVIEW STATUS			
Administration review	Evaluation	Decision		
0				
CS32174	Sub	mitted by: john.smith@abc.com [on: 1/08/2021]		
Preview	🗹 Edit	Messages		

When the administrator has completed their review, the "Administration" bar is completely filled.

1234567890 Model Count: 3	The Home Depot			
	REVIEW STATUS			
Administration review complete	Evaluation	Decision		
C\$32174	Sub	mitted by: john.smith@abc.com [on: 1/08/2021]		
Preview	🗹 Edit	Messages		



Review findings

Be default, a submitted application that is in review cannot be edited. This is to preserve data integrity while the application is going through the certification steps. When the application is in read-only mode, you can tell because the **Edit** button is grayed out.

1234567890 Model Count: 3	The Home Depot			
REVIEW STATUS				
Administration	Evaluation	Decision		
CS32169	Submitted by: john.smith@abc.com [on: 1/08/2021]			
Preview	🗹 Edit	Messages		

An application can be put into edit mode by the certification team when they flag certain information as findings which will need updating by you. You will get an email informing you of the flagged status, and the status bar of the application will change to red with an indication that you will need to review the findings.

1234567890 Model Count: 3	The Home Depot			
	REVIEW STATUS			
Review findings	Review findings	Review findings		
6				
CS32174	Sut	pmitted by: john.smith@abc.com [on: 1/08/2021]		
Preview	🗹 Edit	Messages		



When an application is in findings mode, the edit button will go from grayed **Edit** to colored

Edit . You will also see the messages button go from grayed Messages to colored Messages, indicating an unread message.

Clicking on the messages button will show the notification email you received as a portal message. A flag icon indicates that message is a findings message. This message is also viewable from the edit screen using the messages listing button covered in the previous section.

N	Aessages Listing		X	4					
	From:	Scott Lambert Jan 08 2021 @ 09:11 🖬 🗗	•						
	To:	John Smith							
	Subject:	REVIEW FINDINGS - Model numbers incorrect							
Message: The model numbers you entered are incorrect, please update									
		- Scott Lambert							
		REPLY DELETE							
	NEW MESSAGE CLOSE WINDOW								

Review complete

After review of your application is complete, but before it is submitted to the EPA, you will see on your dashboard that the all of the review statuses are complete before it moves to your completed applications screen.

1234567890 Model Count: 3	The Home Depot								
REVIEW STATUS									
Administration review complete	Evaluation review complete	Decision review complete							
•	۵ ۵								
CS32174	Sub	mitted by: john.smith@abc.com [on: 1/08/2021]							
Preview	🗹 Edit	Messages							

Granted Certifications

When your certification is granted, you will get an email with a PDF of your completed application. The PDF is similar to the one shown earlier in this document (under the "Certification Preview" heading), except that the "DRAFT" watermark is removed and the certificate is signed with a date of signature.



Please note this screenshot has the signature blacked out for security purposes.





Completed Applications

After an application has been completely reviewed by Bureau Veritas, the certificate has been granted, and the data has been submitted to the EPA, the application moves from the "My EnergyStar Applications" page to the "My EnergyStar Certifications" page.

The three types of certifications available to you are:

- Granted certifications all granted and modified certifications that have been entered via the portal.
- Withdrawn certifications all previously granted, then withdrawn, certifications that have been entered via the portal.
- Legacy certifications all applications previously granted through the old CSUpload/Excel file process.

You can filter any of these lists by typing in a certification number, any model number, or any ESID contained within the certification. As during review, all items on this page are read-only, but there are some administrative functions available to you. To access the administrative functions, click on the line of the item you wish to access.



View Certificate

Clicking on this button will allow you to see the certificate that was sent to you when your application was approved. This will be in downloadable protected PDF format.



View Details

After an application has been granted, it is put into read-only mode, but you can view all the details that you had entered during the application process. Clicking this button will bring you to a page with all your certification information in grid format.

BUREAU-VERITAS Consumer Product Services Customer Self-Service Website		HOME	CERTIFICATION Y			IELP 🗡					
The Home Depot (31912)											
CERTIFICATION DETAILS Below is a list of all models that have been entered as part of an original or modified application. Models are listed from left to right and can be shown or hidden to help reduce visual noise when reviewing specific data. At the bottom are the files uploaded as exhibits for this application. Schema: Indoor and Indoor/Outdoor Directional Luminaires v2.2											
SHOW ALL MODELS HIDE ALL MODELS	Model #1 1234567890	Model #2 12345678901		HIDE	Model #3 123456789011	HIDE					
Partner Contact Name for This Model	Jane Doe	Jane Doe			Jane Doe						
Model Name	LED recessed lighting kit	LED recessed lighting	kit 👔		LED recessed lighting	kit					
Model Number	1234567890	12345678901			123456789011						
Retail Number	0987654321	0987654321			0987654321						
Brand Name	Commercial Electric	Commercial Electric			Commercial Electric						
Tested Model Name	LED recessed lighting kit	LED recessed lighting	kit		LED recessed lighting	kit					
Tested Model Number	1234567890	1234567890			1234567890						
Is the Partner Listed the Original Equipment Manufacturer (OEM)?	Yes	Yes			Yes						
If the Partner is not the Original Equipment						v1.0.7677.10933					

Modify

This feature will be released in a future update.