

Instructions for CCMS Reporting Certification & Templates Version 5

Use your mouse, the "Tab" key and/or arrows on your keyboard to navigate through the fillable fields in both the Certification and Input sheets. If all fields have been completed correctly, the "Status" indicators on the top of the Certification sheet and the top of the Input 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.

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

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

Step 2**Enter the Submitter Information****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) <input type="radio"/> a Third Party Representative (you must have valid Third Party Authorization forms on file with the Department of Energy)	Please enter required data
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*** If you are the Certifier, DO NOT complete the Third Party Representative Contact Information ***

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:



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.
- Click on the Product Group Codes tab to see a description of the product group codes and to determine what number should be entered in the Product Group Code field for each line.

Line No.	Status	Manu- facturer	For Third-Party Representatives, Company Number From Certification Sheet	Brand Name(s)	Basic Model Number	Individual Model Number Covered by Basic Model	Action	Product Class	Manu- facturer Status	For Third-Party Representatives, Company Number From Certification Sheet Status	Brand Name(s) Status	Basic Model Number Status	Individual Model Number Covered by Basic Model Status	Action Status
1	Error	ABC	1	XYZ	123456		n	4	ok	ok	ok	ok	Empty cell	ok
2	ok	ABC	1	EFG	123456	987	D	5	ok	ok	ok	ok	ok	ok
3	ok	ABC	1	HIJ	123456	987	C	1	ok	ok	ok	ok	ok	ok
4														
5														
6														

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.

