FenStar Certification Tool: Product Line Nominations and Document Uploading

Contained in this document are instructions for the following actions, in order below.

Logging into the FenStar Certification tool
Viewing Product Lines
Nominating Product lines
Document Naming Convention***
Uploading Certification Documents

LOGGING IN

• Login to the FenStar Certification Tool using your CPD username and password
  o If you do not have a username and password, please contact staff through the FCP@nfrc.org inbox and you will be provided with one.
• Once you have logged in you will see your home screen which will look similar to this screen grab
**VIEWING PRODUCT LINES**

- Select “manufacturer details” from the left hand side in the blue box
The following screen will appear

- Select the “Product Lines” button at the top of the screen to view product lines that are currently certified and are eligible to be nominated.
  - ***If you do not see a product line that should be present, please ensure it is listed on the Schedule II. If it is not listed or you are unsure how to list a product on Schedule II, please contact staff at FCP@nfrc.org for the user manual.
The Product Line Summary page will now be displayed.
  - Here you’ll see all your active product lines that are certified and are eligible to be certified.
  - If there are products missing, please ensure they are listed on Schedule II. They will not appear here unless they are present on schedule II.

Product Line Summary

123XYZ Company

Select Line Status: [Active Only]

<table>
<thead>
<tr>
<th>CPD Number</th>
<th>Grouped With</th>
<th>Status</th>
<th>Series Name</th>
<th>Operator Type</th>
<th>Cert Date</th>
<th>Expiration Date</th>
<th>Schedule II</th>
<th>Energy Star</th>
<th>FenStar Status</th>
<th>Action</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-T-419</td>
<td>13</td>
<td>6-25 XYZ Slim Excel New Production</td>
<td>CSSV</td>
<td>1/27/2017</td>
<td>10/15/2020</td>
<td>Yes</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>Nominate</td>
<td></td>
</tr>
<tr>
<td>XYZ-T-423</td>
<td></td>
<td>VR Reg XYZ SIM 13 New Door</td>
<td>EDSL</td>
<td>6/23/2017</td>
<td>6/1/2022</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

NOMINATING PRODUCT LINES

- Once you have accessed your product lines, you will see a column to the right of the page titled “Action”
• There are two actions that may be taken, either Nominate or Withdraw

<table>
<thead>
<tr>
<th>CPD Number</th>
<th>Grouped With</th>
<th>Status</th>
<th>Series Name</th>
<th>Operator Type</th>
<th>Cert Date</th>
<th>Expiration Date</th>
<th>Schedule II</th>
<th>Energy Star</th>
<th>FenStar Status</th>
<th>Action</th>
<th>Certificate</th>
</tr>
</thead>
<tbody>
<tr>
<td>XYZ-T-424</td>
<td></td>
<td></td>
<td>4600 Awning</td>
<td>PRAW</td>
<td>7/1/2017</td>
<td>5/15/2022</td>
<td>No</td>
<td>No</td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>XYZ-T-425</td>
<td></td>
<td></td>
<td>VR Reg Sim 4 SimpAdd</td>
<td>CSSV</td>
<td>7/8/2017</td>
<td>7/5/2022</td>
<td>Yes</td>
<td>No</td>
<td></td>
<td>Nominate</td>
<td></td>
</tr>
<tr>
<td>XYZ-T-426</td>
<td>XYZ-T-423</td>
<td></td>
<td>VR Reg XYZ Sim 7</td>
<td>CSSV</td>
<td>7/8/2017</td>
<td>6/1/2022</td>
<td>Yes</td>
<td>Yes</td>
<td></td>
<td>Withdraw</td>
<td></td>
</tr>
</tbody>
</table>

• Notes:
  o Option XYZ-T-424 “No” in Schedule II column means it is not listed on Schedule II, therefore in the Action column, there is no option to nominate it for certification. It must be added before it can be nominated
  o Option XYZ-T-425 is ready for nomination and the ENERGY STAR column shows it has not yet been certified
  o Option XYZ-T-426 has been nominated for certification. If at any point the participant wishes to withdraw the product line from the ENERGY STAR program, simply select the “Withdraw” hyperlink.
    ▪ Withdrawing the product line will remove it from the ENERGY STAR program and it will no longer appear in the ENERGY STAR search
    ▪ To make the product line active again, it must go back through the FenStar Certification process.
  o Once a product line is nominated, staff will begin the Evaluation, Review, and Decision (ERD) process
  o To complete the ERD process, the required documentation must be uploaded
    ▪ NFRC Temporary Label
    ▪ ENERGY STAR Temporary Label
    ▪ Permanent Label
    ▪ Air Leakage Certificate (if rating not listed on NFRC Temporary Label)
    ▪ Installation Instructions
    ▪ ((Scroll down for uploading instructions))

DOCUMENT/FILE NAMING CONVENTION
• Please follow the naming convention outlined below
• Labels
  o Product line # - Type of label
• Examples:
  ▪ XYZ-A-001 – NFRC Temporary Label
  ▪ XYZ-A-001 – Permanent Label
  ▪ XYX-A-001 – ENERGY STAR label

• Instructions
  ○ Include the word “Instructions” in the name of the file
  ○ If there are product line specific instructions, please include the product line number in the file name

• Air Leakage
  ○ Certificates should have “Air Leakage Certificate” in the name of the file
  ○ If there are product line specific Air Leakage certificates, please include the product line number in the name of the file

*** It is extremely important to make the file name as obvious as possible and link it with the product line number. If staff are unable to easily identify which file goes with which product line we will ask for documentation to be re-uploaded. ***

UPLOADING CERTIFICATION DOCUMENTATION
• After you’ve logged in, navigate to “Manufacturer Upload”

  ![Manufacturer Upload](image)

  • You will arrive at the following screen. Documents may be dragged from your computer or you may click inside the dotted line box to browse for the files you wish to upload.
  • Once the files have been uploaded, they will be listed below the submit button along with previously uploaded files.
Upload Documents

To add manufacturer or product line documents, drag them to the area outlined below.

Drop files here or click to browse

Submit

Files already Uploaded:
Observation_Dashboard_DRAFT_2022-02-22.xlsx