Contents
Introduction.................................................................................................................................................. 1
Registry Overview ........................................................................................................................................ 2
   User Registration ...................................................................................................................................... 2
   Importance of Unique Registry Login ....................................................................................................... 5
   Key Terms.................................................................................................................................................. 6
   Feature Updates ....................................................................................................................................... 7
   Compliance Forms .................................................................................................................................. 10
   Setting Signature..................................................................................................................................... 11
   My Industry Partners .............................................................................................................................. 16
   Making Corrections.................................................................................................................................. 17
   Recover or Reset Password..................................................................................................................... 18
Getting Started ......................................................................................................................................... 19
Sample Projects .......................................................................................................................................... 24
   Residential Alterations............................................................................................................................ 24
   Existing Buildings with Additions/Alterations .......................................................................................... 32
   Residential New Construction.................................................................................................................... 39
   Non-Residential Alterations...................................................................................................................... 48
   Non-Residential New Construction............................................................................................................ 52
   Multi-Family Project................................................................................................................................ 56
   Home Energy Ratings............................................................................................................................... 65
   Energy Start 3+........................................................................................................................................ 70
Completing Projects ................................................................................................................................... 72
   Signature Notifications........................................................................................................................... 72
   Signing Documents ................................................................................................................................ 75
   Payment .................................................................................................................................................. 76
   Status Report .......................................................................................................................................... 77
CalCERTS Support Services .......................................................................................................................... 82
Introduction

CalCERTS, Inc. is a Home Energy Rating System (HERS) Provider approved by the California Energy Commission. CalCERTS is governed by the HERS Regulations, codified under Title 20 of the California Code of Regulations.

The CalCERTS Registry has been tested and approved by the California Energy Commission to register compliance documents for California’s Building Energy Efficiency Standards for the 2005, 2008, 2013, 2016, and 2019 code cycles. The Building Energy Efficiency Standards are codified under Title 24, Part 6 of the California Code of Regulations, and are updated every three years.

Copyright: ©2019 All Rights Reserved

This manual is the copyrighted intellectual property of CalCERTS, Inc. It may not be copied in whole or in part without express written consent from CalCERTS, Inc. It is intended for the sole use of CalCERTS, Inc. certified Raters and is the approved training manual for navigating the CalCERTS Registry.

The content including text, graphics, and images is protected by copyright under United States law. It is unlawful to modify, reproduce, publicly perform, or distribute the material for the purpose of financial gain. CalCERTS, Inc. is not liable to any party for any direct, indirect, incidental, punitive, or consequential damages (including without limitation business losses; loss of revenue, income, profits or anticipated savings; loss of contracts or business relationships; or loss of reputation or goodwill) as a result of the use, application, or adaptation of materials included herein.
Registry Overview

User Registration

- To create an account as a user within the CalCERTS registry go to [www.calcerts.com](http://www.calcerts.com) and select Create An Account.

- The registration process differs depending on the type of user. Select the appropriate process based on user type.
- **HERS Raters**
  - HERS Raters may self-register by selecting the link and inputting their contact information. They are linked to a training account while going through the training process.

- **Builder/Architect**
  - Builder/Architects must register with CalCERTS to sign Certificates of Compliance (CF1Rs) and Certificates of Installation (CF2Rs) if needed.
  - Builder/Architects may self-register by selecting the link and inputting their company information through the three-step process. Once CalCERTS verifies the company information submitted, the Builder/Architect will be emailed a link to set their password and access the CalCERTS Registry.

- **Energy Consultant/Designer**
  - Energy Consultants must register with CalCERTS in order to upload Certificates of Compliance (CF1Rs) files from EnergyPro, CBECC, or Wrightsoft.
  - Energy Consultants may self-register by selecting the link and inputting the required information, after which they will be emailed a link to set their password and access the CalCERTS Registry.

- **Contracting Installer**
  - Installers must register with CalCERTS in order to start projects with CalCERTS or enter and sign Certificates of Installation (CF2Rs).
  - Installers may self-register by selecting the link and inputting the required information, which must include a valid CSLB license number. Once the information is received, the Contracting Installer will be emailed a link to set their password and access the CalCERTS Registry.

- **Homeowners**
  - Homeowners must register with CalCERTS to sign Certificates of Compliance (CF1Rs) and Certificates of Installation (CF2Rs) if needed.
  - Homeowners may self-register by selecting the link and inputting the required information, which includes a valid photo I.D. Once the I.D. has been verified the Homeowner will be emailed a link to set their password and access the CalCERTS Registry.

- **Building Departments**
  - Building Departments must register with CalCERTS to view the Project Status Report and registered CF1Rs for their jurisdiction.
  - Building Departments may self-register by selecting the link and inputting their company information through the three-step process. Once CalCERTS verifies the information submitted, the Building Department will be emailed a link to set the password and access the CalCERTS Registry.
Building Department Self-Registration Process

- Visit [www.calcerts.com](http://www.calcerts.com)
- Click **Create An Account** located in the upper right of our home page.
- Click the **Register** icon located to the right of

  - **Note**: You can register as many users needed within your Building Department.

```
| Building Department Name: | Not in the list | City of |
|--------------------------|----------------|
| Building Department Address: |               |
| City/State/Zip: | CA / |
| Phone: |               |
| Fax: |               |
| How many users need access? | 1 |
```

- Input the required information for **Step One** and Click **NEXT**:
- Input the required information for **Step TWO** and Click **NEXT**:

```
| User 1 First Name: |               |
| Last Name: |               |
| E-Mail: |               |
| Company Administrator: | NO |
```

Verify the information is accurate, input the required message for the **THIRD and FINAL** step and Click **REGISTER**:

Once you have registered your Building Department, CalCERTS will verify the account and process the request. Once the request has been processed CalCERTS will email the users a login and password creation link.

---

**Importance of Unique Registry Login**

The CalCERTS Registry allows users to certify and register documents in accordance with California’s Building Code. The registration process verifies each user’s qualifications to certify documents and assigns each user a unique login to ensure the user’s signature is protected. Once a user assigns his or her signature to a registered document the user is legally accountable for any consequences arising from the application of their signature.

**To protect your signature, do not share your user name or password with anyone.**

CalCERTS issues unique login information to Documentation Authors, support staff, and data entry personnel in addition to Responsible Parties. To request a unique username and password contact support@calcerts.com

*All CalCERTS Raters and Registry Subscribers are required to protect their login and password, pursuant to the terms of their Subscriber Agreement. “Subscriber will be issued a secure login and password to the Registry. Subscriber may not provide their login and password to any person including, without limitation, a fellow employee or their employer. Subscriber shall report any unauthorized use of their login or password to CalCERTS immediately upon discovery.”*
**Key Terms**

- **Authorized Representative**: A representative designated by a Responsible Person that agrees to sign and register certificates on behalf of the Responsible Person.

- **Documentation Author**: The person who enters information on any compliance form becomes the Documentation Author for that form. Anyone with a registry account and with whom the project has been shared may act as the Document Author. There are no licensing or training requirements. The Documentation Author’s signature signifies the truth and accuracy of information they have entered but it does not certify/register the document. The Responsible Person must review and sign the completed document before it will be certified/registered.

- **Responsible Person**: The person who certifies that the project (or trade) complies with all applicable requirements of the Building Energy Efficiency Standards.

- **Certificate of Compliance (CF1R)**: The CF1R is required at the time of permit application and certifies that the project as designed will comply with all applicable requirements of the Building Energy Efficiency Standards. Additionally, the CF1R documents the minimum efficiency specifications for building components and systems that must be installed. The CF1R is certified/registered by the Responsible Person for the project.

- **Certificate of Installation (CF2R)**: CF2Rs are completed during the construction process and certify that the ‘as-built’ condition meets or exceeds the minimum efficiency specification documented on the CF1R and other applicable code requirements. Each installer should act as the Responsible Person for the CF2R form applicable to their trade though the Builder/General Contactor may also act as the Responsible Person.

- **Certificate of Verification (CF3R)**: CF3Rs represent HERS verified measures that may have been triggered by the project work-scope and/or requirements of the CF1R. HERS verifications are conducted when installation of the associated building assembly or system has been completed. Only the HERS rater that performed the testing may act as the Responsible Person to certify/notify a CF3R.
Feature Updates

CF-1R Mass Upload.

CalCERTS has implemented a feature to help users upload multiple CF-1Rs simultaneously; the process will take your multiple XML Calculation Files and process them at one time. Once uploaded, you will be able to work with each individual plan.

This feature is available for all code cycles in our registry and is located within New Construction Projects and the CF-1R Registration Bin.

To use this feature in the CF-1R Registration Bin:

1. Click
2. Select any of the following subcategories listed under CF-1R Registration
   
   Example:

3. Click located towards the upper right of the Plans page
4. Click
5. Here you can upload up to 5 CF-1Rs at a time. (All code year mass upload bins will allow different code files such as uploading a 2013 code xml CF-1R into the 2016 code bin. Once uploaded the site will automatically categorize the CF-1R into the appropriate bin:

6. Click selecting one file at a time
7. Once all of your files have been chosen, Click
8. You will be directed to the Mass Upload confirmation page. Here you can view the status of all files uploaded, both successful and unsuccessful uploads. A reason will display for any unsuccessful plans. You can click Actions, then click Mass Upload if needing to re-upload the correct file. (If only one file is uploaded, you will be directed to the home page of that plan.)

9. Click to access the plan or click to upload additional plans.

To use this feature within a Multi-Family and Single Family Residence Multi-Orientation New Construction Projects:

1. Access your project within www.calcerts.com
2. Click located at the top of your Project Home page
3. Click located towards the upper right of the Plans page
4. Click
5. Here you can upload up to 5 CF-1Rs at a time:

6. Click selecting one file at a time
7. Once all of your files have been chosen, Click
8. You will be directed to the Mass Upload confirmation page. Here you can view the status of all files uploaded, both successful and unsuccessful uploads. A reason will display for any unsuccessful plans. You can click Actions, then click Mass Upload if
needing to re-upload the correct file. (If only one file is uploaded, you will be directed to the home page of that plan.)

9. Click 📁 to access the plan or use the navigation bar ▶️ to access other available sections of the project.
Compliance Forms

The California Energy Commission maintains the up-to-date list of all compliance forms for Residential and Nonresidential Building Projects. The list is located on the Commission’s website at http://www.energy.ca.gov. The below hyperlinks are linked to the Commission’s list of compliance forms.

- **2019 Residential Compliance Forms**
  - Certificates of Compliance – CF1R Forms
  - Certificates of Installation – CF2R Forms
  - Certificates of Verification – CF3R Forms
- **2019 Nonresidential Compliance Forms**
  - Certificates of Verification – NRCV Forms
- **2016 Residential Compliance Forms**
  - Certificates of Compliance – CF1R Forms
  - Certificates of Installation – CF2R Forms
  - Certificates of Verification – CF3R Forms
  - Alteration and Addition Forms
- **2016 Nonresidential Compliance Forms**
  - Certificates of Verification – NRCV Forms
- **2013 Residential Compliance Forms**
  - Certificates of Compliance – CF1R Forms
  - Certificates of Installation – CF2R Forms
  - Certificates of Verification – CF3R Forms
  - Alteration and Addition Forms
- **2013 Nonresidential Compliance Forms**
  - Certificates of Verification – NRCV Forms
**Setting Signature**

- Registry users sign documents electronically. To sign documents, users must record their electronic signature. There are three options to record a signature: 1) Choose a Font Style; 2) Use Website Capture; or 3) Upload a Scanned Image of the Signature.

- Once a signature is recorded the user may proceed with signing documents.

- To record a signature, select the user’s name located in the top right hand corner of the screen.

  ![Activity](Image)

  John Rater’s HVAC
  
  My User Profile
  My Company Info
  My On-line Training
  
  2013 Non-res Info
  
  Log Out

- Select the **My User Profile** link.

- Click **Settings**: select the **Click Here** link to the right of **My Signature**.

  Your signature file has been approved.
  To work with your signature: [Click Here]

- Next, select one of the three Signature Options: Font Style; Website Capture; or Scanned Image.
  - **Option 1: Font Style**

    ![Signature Options: Font Style](Image)

    - Select your preferred Font Style and click **Save Choice**.
- **Option 2: Website Capture**
  - Using the mouse, draw your signature in the website capture box.
  - Once completed, select **Save**.

- **Option 3: Scanned Image**
  - Upload a scanned copy of your signature. The scanned image must be a JPG file with a resolution of 72 DPI. Please note: this option must be manually reviewed and approved by CalCERTS. Turnaround time can take up to one business day.
Signature Agreements

- Signature Agreements allow users to delegate signature authority to Authorized Representatives. Under the 2008, 2016, and 2019 Standards, Responsible Persons may select Authorized Representative to sign and register certificates on their behalf. Agreements are kept on file to manage this delegated authority.

- To manage Signature Relationships, select My Signature Agreements from the My Info menu.

To Delegate Signature Authority

- Select My Signature Agreements.
- Next, select the applicable Building Standards.

- Select Assign Signature Agreements.
Input the customer identification number for the company that authority is to be delegated.

If customer ID is not known, contact the customer directly. Each company has their own unique ID. The number is located under My Info then My Company Info. The ID is located at the top of the My Company Info page.

Select GIVE AUTHORITY.

Next, review the Signature Authority Agreement.

Check the box to Agree.

Select GIVE AUTHORITY.

Next, an email will be sent to the targeted company to respond to the delegation of authority.

- To Accept Signature Authority

If a user has been delegated Signature Authority the user will receive an Alert Message.
Select the **Click Here** link in the Alert Message to view delegated authority requests.

Next, select the folder associated with the active request.

Click **ACCEPT** or **DECLINE**.

Once **Accepted** or **Declined**, a confirmation page will display the date the agreement was requested and processed.

Once completed, a PDF copy of the Signature Authority Agreement will be mailed to the parties of the Agreement.
My Industry Partners

- **My Industry Partners** are used to manage a user’s relationships with other authorized users. Using **My Industry Partners** allows users to identify associated Builders/Architects, Energy Consultants/Designers, Installing Contractors, and/or Raters, so that projects can be easily shared or transferred. Certificates can be easily shared with users designated under **My Lists**.

- **Important**: The drop-down menus used to assign Responsible Parties to signature blocks are populated by the **My Lists** designations.

  - **My Builders/Architects** - This list contains Builders that may be assigned to projects or plans to complete CF1Rs and CF2Rs for new construction projects.
  
  - **My Energy Consultants/Designers** - This list contains Energy Consultants that may share or transfer projects and plans to complete CF1Rs.
  
  - **My Installers** - This list contains Installers that may be assigned projects to complete CF1Rs and CF2Rs for alterations and additions.
  
  - **My Raters** – This list contains Raters that may share or transfer projects and plans to complete the CF3Rs.
Making Corrections

- To correct a form there are three options depending on the forms used and the type of correction needed. The three options are: **Edit**, **Untest**, or **Resubmit**.
  - To correct information on the Address or Permit Number or Building Department, the correction must be made by the company controlling the project by going to the project homepage and selecting the **Edit** link.
  - To correct information on a Certificate of Compliance (CF1R) when there are Certificates of Installation (CF2Rs) and/or Certificates of Verification (CF3Rs) on file, the correction must be an **Untest**.
    - Only the company controlling the project can submit an Untest.
    - To submit an **Untest**, Open the applicable CF1R, lot or address and select **Actions** then select **Submit Untest**.
    - Select the form to Untest and input the required information such as the reason for the Untest then select **Submit Request**.
  - To correct Certificates of Installation (CF2Rs) or Certificates of Verification (CF3Rs) use the **Resubmit** process. Select the **Resubmit** icon next to any measure that needs correction, fill in the correct information, provide the reason for the resubmission, and select **Submit**.
Recover or Reset Password

- Visit [www.calcerts.com](http://www.calcerts.com)
- Click **Forgot Login**
- Input your email address or Username.
- Click **Send Me Information**

  *If you have forgotten the email address you registered with or no longer have access to that email address please contact support@calcerts.com directly.*

- Click **OK** to confirm a reset key has been emailed to you. *Depending on your browser you should see a similar confirmation below.*

![Confirmation](image)

- The email will display Your Username and provide a Password Reset link.
- Click the link to proceed with creating a new password.

![Password Reset](image)

- Follow the password requirements listed.
- Input your new password. Verify the new password and Click **Set New Password**
Getting Started

- To begin a project, select **Login** to access the CalCERTS Registry through the CalCERTS Website.

- Once within the Registry, choose a **Project Type** and a set of **Standards**
  - To choose a Project Type select the **Projects** Dropdown located on the left side menu bar.
  - Next select the Project Type from the drop down menu.
    - Project Types Include:
      - **New Construction – Residential**
      - **New Construction - Non-Residential**
      - **Alterations – Residential**
      - **Alterations Non-Residential**
      - **Home Energy Ratings**
New Construction – Residential Projects:

- Select the **New Project Icon**.
- Select the **New Project Icon** once more to indicate what Standards you are working with.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>2005</th>
<th>2008</th>
<th>2012</th>
<th>2016</th>
<th>2019</th>
</tr>
</thead>
<tbody>
<tr>
<td>Single Family Residence (SFR) - Multi-Orientation</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Performance Calculation File ONLY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Family Residence (SFR) - SINGLE ADDRESS</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Custom Home - Single Orientation, Single Lot, etc</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Performance Calculation File or Prescriptive CFIR-NCB-01</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Single Family Residence (SFR) - SINGLE ADDRESS ADDITION ONLY</td>
<td>N/A</td>
<td>N/A</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Performance Calculation File ONLY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Family Residence (MFR)</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
<tr>
<td>Performance Calculation File ONLY</td>
<td></td>
<td></td>
<td></td>
<td></td>
<td></td>
</tr>
<tr>
<td>Multi-Family Residence (MFR) SINGLE BUILDING PRESCRIPTIVE ONLY CFIR-NCB-01 OR CFIR-ADD-01</td>
<td>N/A</td>
<td>N/A</td>
<td>+</td>
<td>+</td>
<td>+</td>
</tr>
</tbody>
</table>

- For Additions under this Project Type, Select the **New Project Icon** for project type **SFR – SINGLE ADDRESS ADDITION ONLY**.
- Next, input the required information.

- Select Create Project.

Alterations – Residential Projects

- Select the **New Project Icon** under the appropriate year standards.
- Next, select the option that applies to you:
Any permit dates after 1/1/2020 will fall under the 2019 Code Standards.

Select the **Residential Alterations** icon once more to indicate the Project Type.

The most common Project Type under Residential Alterations is **Prescriptive Residential Alterations** which uses the ALT-02. Select this Project Type for Alterations, Replacements or Change-outs of HVAC systems in an existing building.

For Prescriptive Residential Alterations under this Project Type, Select the **New Project** icon for Prescriptive Residential Alterations CF1R-Alt-01 (Whole House.)

Next, input the required project information.

Select **Create Project**.
New Construction – Non-Residential Projects

- Click the **New Project – Non-Residential** icon.
- Here you will input required information such as Project Name, Zip Code, and CSLB License.
- Select **CREATE PROJECT**.
- Select **OK** to confirm your project has been created.

Alterations – Non-Residential Projects

- Click the **New Project – Non-Residential** icon.
- Here you will input required information such as a CSLB License number, Project Name, and Zip Code.
- Select **CREATE PROJECT**.
- Click **OK** to confirm your project has been created. *Depending on your browser you should see a similar confirmation below.*
Home Energy Ratings

- Click the **New Project Create Home Energy Rating** icon.
- Choose the option that applies to you

![Image of New Project Create Home Energy Rating icon](image)

It is important to note the difference between Single Family Residential (SFR) projects and Multi-Family Residential (MFR) projects.

Single family homes, duplexes and townhouses shall be treated as Single Family Residential (SFR) for the purpose of compliance modeling and registry project types. Other low-rise residential buildings shall be treated as Multi-Family Residential (MFR).

For the performance compliance approach, the project scope and occupancy defined in the compliance model must be matched by the project type created in the registry to which you intend to upload those calculations.

- A townhouse is a single-family dwelling unit constructed in a group of three or more attached units in which each unit extends from the foundation to roof and with open space on at least two sides. A townhouse may have common walls on either side but may not have common ceilings/floors. A duplex is a special case of a townhouse that may be configured to have a common wall or floor/ceiling.

- A duplex or townhome (an R-3 occupancy) must be modeled as multiple single-family buildings. Each dwelling unit will be a separate input file rather than modeling a building with multiple dwelling units.
Sample Projects

Residential Alterations

- Click the **Projects** link located on the left side menu bar.
- Click the **Alterations - Residential** link located on the right side of the screen.
- Click the **New Alteration Project** icon located in the upper right of the screen. The green plus symbol is a universal icon for anything new within the section of the site you are accessing.
- **Note:** The icon will be located in the upper right of the screen. The green plus symbol is a universal icon for anything new within the section of the site you are accessing.
- **Note:** You can hover over any of the icons in order for the verbiage of what the icon is to prompt.
- Select the option that applies to you:

  ![Create Alteration Project](image)

- Click the **New Project** icon located to the right of **Prescriptive Residential Alterations CF1R-ALT-02** for Project Type.

![Create Alteration Project](image)

2019 Standards

**ATTENTION**

- Check with your local code enforcement agency for what Standards to be using.
- The effective date for 2019 Code Standards is 1/1/2020.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>2019 Code Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>Prescriptive Residential Alterations CF1R-ALT-01 (Whole House)</td>
<td>📃</td>
</tr>
<tr>
<td>Prescriptive Residential Alterations (Space Conditioning Systems) CF1R-ALT-02</td>
<td>📃</td>
</tr>
</tbody>
</table>

This is the most common project type for HVAC systems

- Do this for Alterations, Replacements or Change-outs of HVAC systems in an existing building.
- Performance Residential Existing with Addition/Alteration (EA)

- Consumer Certificate
  (Only for HERS Verification - DO NOT USE THIS OPTION IF YOU NEED A CF1R OR NEED TO REGISTER CF2R)

[Link to New Construction]
- Input the required information for Step 1 and Click NEXT link NEXT.

- Input the required information for Step 2 and Click NEXT link NEXT.

- Input the required System information for Step 3 and Click NEXT link NEXT.

- The information required on Step 3 varies from the Step 2 selections.

- Visually confirm your information is accurate. Click the drop down to select the Responsible Person and Company Name for Step 4 and Click the SUBMIT link SUBMIT.
Click the **PDF** icon  to review the unofficial CF1R and close once it has been reviewed.

Click the **check box** (Check to Select) to certify you have reviewed and approve the PDF document.

Click the **APPROVE PDFs** link (Approve PDFs). **Note**: If the Responsible Person is different from the Documentation Author, both parties will have to log in and sign in order.

Click the **PDF** icon to access the official CF1R and close once complete.

Click **Assign a HERS Rater** (Assign a HERS Rater) if you have not already assigned a HERS Rater for the project.

**Note**: If you do not yet know who your HERS Rater is you can skip this step until you are ready for the CF3Rs to be registered.
- Click the drop down to select a Rating Company and Click **SELECT**.

  ![Select a Rater from your My List and click "Select" button:](image)

  Rater not in your list? [Click Here] to update your list.

- Click **OK** to confirm the request has been made.

  **Note:** You have the option to **Assign a DIFFERENT HERS Rater** up until the current Rating Company selected accepts the TRANSFER.

  ![What's next?](image)

  - A request to assign project to CalCERTS, Inc. Exists, [Assign a DIFFERENT HERS Rater](image)
  - [Navigate to the Project Home Page](image) - ID: 1129925

- Click **Navigate to the Project Home Page**.

- Input the required Project Home information and Click **SAVE**.
  - Permit Number and Permit Date.
  - Home Owner’s name and phone number.

- Click **OK** to confirm the information has been Saved.

  **Note:** The company controlling the project can Click **Edit** if needing to modify the project home information available for edit.

- Click directly on the **CF2R** located at the top of your Project Home page.

- Click the **Report Results** link for the CF2R-MCH-01b.

  ![Report Results](image)

- Input CF2R Results; Click **NEXT** or **BACK** to navigate through the pages.

- On the final page Click the drop down to select the **Responsible Builder/Installer Name** and **Company Name** and input the Position With Company.
- Click the **SUBMIT** link **Submit**.

- **Note**: Once you input the calculations for the CF2R-MCH-01-H the database takes that information provided and displays all the required documents.

- **Note**: You can proceed with inputting the remaining CF2Rs by Clicking **Report Results** located to the right of the CF2R or Pay for the current CF2R-MCH-01-H on file by Clicking the **Pay** icon.

- Click the **Report Results** link **Report Results** located to the right of the CF2R you would like to access.

- Input CF2R Results; Click NEXT **NEXT** or BACK **BACK** to navigate through the pages.

- On the final page, Click the drop down to select the **Responsible Builder/Installer Name** and **Company Name** and input the Position With Company.

- Click the **Submit** link **Submit**.

- Click the **Pay** icon **Pay** located to the right of any of the CF2Rs.

- Follow the prompts in the shopping cart to proceed with payment.

- Choose the appropriate payment type.

- **Note**: Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to **Pay On Account**.
Click the [CLICK HERE] link to return to the page you came from.

**Note:** You can proceed with inputting the remaining CF2Rs by Clicking Report Results located to the right of the CF2R or Approve the current CF2Rs on file by Clicking the check boxes [Check to Select] and Clicking Approve PDFs [Approve PDFs].

**Note:** Click the PDF icon ![PDF icon](image) to review any documents before approving them.

Click the check boxes [Check to Select] to the right of the CF2Rs located under Document Status.

Click Approve PDFs [Approve PDFs].

**Note:** Next you can Sample if applicable. This is an optional step and only applies to projects needing Sampling.

Click directly on the Sample link ![Sample link](image) located at the top of your Project Home page.

Click the default ![No](image) to ![Yes](image) in order to select the projects you would like to associate.

**Note:** The current project you have open will automatically be included in the sample group.
• Click the **NEXT** link.

• Click the **CREATE GROUP** link.

• Click **OK** to confirm group has been created.

**Note:** Next the CF3Rs can be registered.

• Click directly on the **CF3R** link located at the top of your Project Home page.

• Click the **Report Results** link located to the right of the CF3R you would like to submit.

• Input CF3R Results; Click **NEXT** or **BACK** to navigate through the pages.

• On the final page, Click the drop down to select the **Responsible Rater Name** and **Company Name**.

• Click the **SUBMIT** link.

**Note:** Next you can input any remaining CF3Rs by Clicking **Report Results**.

• Click the **Pay** icon.

• Follow the prompts in the shopping cart to proceed with payment.

• Choose the appropriate payment type.
- **Note**: Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to *Pay On Account*.

- Click the check box located under Document Status.

- Click **Approve PDFs**.

- **Note**: Click the **PDF** icon to access the official registered CF3Rs.
Existing Buildings with Additions/Alterations

**Note:** Only certified Whole House HERS Raters can register a CF3R-EXC-20.

- Click the **Projects** link located on the left side menu bar.
- Click the **Alterations - Residential** link.
- Click the **New Alteration Project** icon.
- Select the option that applies to you:

  - Click the **New Project** icon located to the right of the **Performance Residential Existing with Addition/Alteration (EAA)** Project Type.

**Note:** If you need an ADDITION ONLY project, please register your project under New Construction Residential.

- Input the required project information:
- Click **CREATE PROJECT**.
- Click **OK** to confirm the project has been created.

- Input the required Project Home information, this information must be input before the CF2Rs are started:
  - Click the **Edit** icon in order to input the Contractor CSLB (If working with a Home Owner, select the check box).
  - Permit Number and Date.
  - Homeowner Name and Phone Number.
  - Click **SAVE**.

- Click **OK** to confirm the information has saved.

- Click directly on the **CF1R** link located at the top of your Project Home page.

  **Note:** The page will automatically default to the Energy Calculation File tab and the option of Choose File or Browse will depend on what browser you’re using.

- Click the **Choose File** link OR Click the **Browse** link.
- Locate the .xml file and Click the **Save Changes** link.
- Click **OK** to confirm your Plan has been uploaded.
- **Note:** The page will automatically default to the Sign Off tab and the option of Choose File or Browse will depend on what browser you’re using.

If the Project requires a CF3R-EXC-20, the form must be completed by a HERS Rater before the CF1R can be finalized. The CF3R-EXC-20 is required to verify the values entered into the CF1R.

**Note:** If the project WAS NOT created by the HERS Rater or NOT currently controlled by the HERS Rater you can **TRANSFER** the project to the HERS Rater by:

- Click the **Actions** link located in the upper right of the project.
- Click **Transfer Project**.
- Click the drop down to select a Rating Company from your list.
- **Note:** If you do not see the company in your list Click the **My Raters** link.
- **Note:** The check box, in order to maintain shared access, will automatically be checked.
- Click **Transfer**.

**Note:** Once you have transferred the project you will receive a confirmation page as shown below. The Transfer will not be complete until the receiving company logs in and **ACCEPTS** the TRANSFER.
Click on your project name highlighted in blue which will take you back to the project home page and use the Project Roadmap to navigate.

- Click directly on the CF1R link located at the top of your Project Home page.
- Click the [CLICK HERE] link to record the CF3R-EXC-20 under the Sign Off tab.
- Input the CF3R-EXC-20 Results; Click NEXT or BACK to navigate through the pages.
- On the final page Click the drop down to select the Responsible Rater Name and Company Name.

- Click SUBMIT.

**Note:** Once the CF3R-EXC-20 has been submitted, the Registry will default to the CF3R page.

**Note:** The next step is to proceed with payment for the CF3R-EXC-20. Any users with access to the project may submit payment for any of the items available.

- Click the Pay icon.
- Follow the prompts in the shopping card to proceed with payment.

**Note:** Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account.

- Click the [CLICK HERE] to return to the page you came from.
• **Note:** The next step is to sign the documents. First the Documentation Author must sign and then the Responsible Rater can sign.

• Click the check box located under Document Status.

• Click **Approve PDF**.

• **Note:** Next, the Certificate of Compliance must be signed and paid for.

• Click directly on the CF1 link located at the top of your Project Home page.

• Click the dropdown to the right of TBD (To Be Determined) to select the **Documentation Author and Company**.

• Click the dropdown to the right of TBD (To Be Determined) to select the **Responsible Designer and Company Name**.

• Input the Designer’s License.

• **Note:** CEA/HERS Certification Identification is not a required field.

• **Note:** Designer’s License is a required field. If they do not have a license number, input NA.
- Click the **Save Changes** link.
- Click **OK** to confirm the Plan has been updated.
- **Note:** The Documentation Author and Responsible Designer can be two different users. The Documentation Author must sign off first then the Responsible Designer can sign off after the Documentation Author. If the user is listed as both the Documentation Author and Responsible Designer they can sign off for both signature blocks at the same time.
- Click the **PDF** icon to review the Unofficial Certificate and close once complete.
- Click the check box to **APPROVE the PDF**.
- Click the **APPROVE PDF** link.
- Click **OK** to confirm the PDF has been signed.
- **Note:** The Next Step is to complete the required certificates of installation.
- Click directly on the CF2R link located at the top of your Project Home page.
- Click the **Report Results** link for the CF2R-MCH-01-H or the CF2R-ENV forms, if needed.
- Input CF2R Results; Click **NEXT** or **BACK** to navigate through the pages.
- On the final page Click the drop down to select the **Responsible Builder/Installer Name** and **Company Name** and input the Position With Company.
- Click **SUBMIT**
- **Note:** Next you can input any remaining CF2Rs by Clicking **Report Results**.
- Click the **Pay** icon.
Click the PDF icons to review the Unofficial Certificate and close once complete.

Click the check box located under Document Status.

Click Approve PDF.

Click the PDF icons to access the Official Certificate and close once complete.

*Note: Next step is to input the CF3Rs.*

Click directly on the CF3R link located at the top of your Project Home page.

Click the Report Results link located to the right of the CF3R you would like to submit.

On the final page click the drop down to select the Responsible Rater Name and HERS Company Name and input the Position With Company.

Click SUBMIT.

*Note: Next you can input any remaining CF3Rs by Clicking.*

Click the Pay icon.

Follow the prompts in the shopping card to proceed with payment.

*Note: Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account.*

Click the [CLICK HERE] to return to the page you came from.

Click the PDF icons to review the Unofficial Certificate and close once complete.

Click the check box located under Document Status.

Click Approve PDF.

Click the PDF icons to access the Official Certificate and close once complete.
**Residential New Construction**

- Click the Projects link located on the left side menu bar.
- Click the **New Construction - Residential** link.
- Click the **New Project** icon.
- Click the **New Project** icon located below the Year Standards and to the right of **Single-Family Residence Multi Orientation or Single Address** for Project Type.
- **Note**: To continue with a Single-Family Multi-Orientation Click.

<table>
<thead>
<tr>
<th>Project Type</th>
<th>Year Standards</th>
</tr>
</thead>
<tbody>
<tr>
<td>• Single-Family Residence (SFR) - Multi-Orientation (Subdivision, Planned Neighborhood, etc)</td>
<td>2005</td>
</tr>
<tr>
<td>• Single-Family Residence (SFR) - Single Address (Custom Home - Single Orientation, Single Lot, etc)</td>
<td>Performance Calculation File ONLY</td>
</tr>
<tr>
<td>• Single-Family Residence (SFR) - Single Address ADDITION ONLY</td>
<td>Performance Calculation File or Prescriptive CFIA-NCB-01</td>
</tr>
<tr>
<td>• Multi-Family Residence (MFR) - Single Address ADDITION ONLY</td>
<td>N/A</td>
</tr>
<tr>
<td>• Multi-Family Residence (MFR) - SINGLE BUILDING PRESCRIPTIVE ONLY</td>
<td>Prescriptive CFIA-NCB-01 OR CFIA-ADD-01</td>
</tr>
</tbody>
</table>

- Input the following information along with selecting the Default Utility:
  - Project Name
  - Project Type
  - Zip Code
- Click the **Create Project** link.
- Click **OK** to confirm your project has been created.
- Input the Project Home information.
- **You cannot move onto the CF2Rs until the Project Home page has been completely filled out and your CF1R has been approved and paid for.**
- **If you do not see your Builder in the list you can add them by:**
  - Click My Industry Partners.
- Click My Builders/Architects.

- Click to select your Builder from the Master List and add them to your authorized list.

- Return to your project.

- Click the Save Changes link.

- Click OK to confirm your data has been saved.

- Click directly on the CF1R link located at the top of your Project Home page.

**Note:** Here you will have two options:

- **Upload a NEW CF1R.**

  - Click the New Plan icon.
  
  - Input a Plan Name.
  
  - Select Utility.

  **Note:** OTHER PROVIDER REGISTRATION only applies if the plan is being transferred from another HERS Provider.

  - Click the Create Plan link.
• Click the Performance CF1R: Click Here link.
  PERFORMANCE CF1R: [CLICK HERE] in order to upload a new Energy Calculation file.

• Click the Choose File link OR Click Browse.

• Not: The option of Choose File or Browse will depend on what browser you’re using.

• Locate your .xml you would like to work with.

• Note: We suggest storing the file in a location you can easily access such as your desktop or specific folder.

• Select a Plan Type, Multi-Plan or Standard Plan.

• Note: You can convert a Standard Plan to a Multi-Plan at any time but you can NEVER convert a Multi-Plan to a Standard Plan.

• Click the Upload File link.

• Note: Each Plan generates its own unique Plan ID number and Registration Number.

• Click OK to confirm the file has been processed.

• Click on [CLICK HERE] and select the SIGN OFF tab to review the PDF document and sign.

• Note: After your CF1R has been uploaded the next step is to approve and pay for the CF1R. This is done within the CF1R on the SIGN OFF tab.

  o Transfer an existing plan from your bin to the project.

  • Click the Transfer Plan From Bin icon.

  • Locate and Click on the Plan to highlight the Plan you would like to work with.

  • Note: Hold the ctrl key and Click to select multiple plans at once.

    • Click the SUBMIT link.

    • Click OK to transfer selected plans.
Note: You can ONLY access Plans within your BIN that are controlled by your company.

Click the Folder Icon in order to open the Plan you would like to access.

Note: After your CF1R has been uploaded the next step is to approve and pay for the CF1R. This is done within the CF1R on the SIGN OFF tab.

- Click the dropdown to the right of TBD to select the Documentation Author and Company Name.
- Click the dropdown to the right of TBD to select the Responsible Designer and Company Name.
- Input the Designer’s License.
- Note: CEA/HERS Certification Identification is not a required field.
- Note: Designer’s License is a required field. If they do not have a license number input NA.

- Click the Save Changes link.
- Click OK to confirm the plan has been saved.
- Note: The Documentation Author and Responsible Designer can be two different users. The Documentation Author must sign off first then the Responsible Designer can sign off after the Documentation Author. If the user is listed as both the Documentation Author and Responsible Designer they can sign off for both signature blocks at the same time.
- Click the Sign Off tab.

- Click the check box to acknowledge the Zone and System Count.
Click the check box to **APPROVE** the PDF.

Click the **APPROVE PDF** link.

Click **OK** to confirm PDF has been signed.

Click the **Lots** link located at the top of your page.

Click the **NEW LOT** icon.

Input the lot information.

Click the **ADD LOT** link.

Click **OK** to confirm Lot has been added.

Select and fill in all of the required fields.

**Note:** If this lot is the Model Home for the plan **Click the greyed out NO link to switch to the green YES link**.

**Note:** Model homes are needed when **Sampling**.
- Click the **Save Information** link.
- Click **OK** to confirm your data has been saved.

- Click the **CF2R** link located at the top of your page.

- Click the **File Folder** icon to the right of the lot you want to open.

- Click the **Report Results** link to the right of the CF2R-MCH-01 for Space Conditioning Systems, Ducts and Fans.

- Input CF2R Results; click **Next** or **Back** to navigate through the pages.

- **Once the CF2R-MCH-01 is completed all required test measure will populate.**

- Click the check box to sign next to all documents you want to approve.

- Scroll down and Click the **Approve PDF** link.

  - **Submitting the Photovoltaic CF2R-PVB-01.**

    - Click **Report Results** located under Next Step, to the right of CF2R-PVB-01.

    - **Note:** Photovoltaic is required for all 2019 code New Construction projects. The information input into the CF2R-PVB-01 will determine if you need additional photovoltaic forms such as the CF2R-PVB-02.

    - **Next you can Sample if applicable. This is an optional step and only applies to projects needing Sampling.**

    - Click the **ProjectRoadmap** link.
Click the Sample link located at the top of your page.

Sample Groups may be Closed or Open when created. Closed groups may include up to seven dwelling units. Open groups may be created with up to five dwelling units.

- Create a Closed Sample Group.
  - To create a Closed Group, each of the seven dwelling units must have been installed and self-tested by the same contractor and must require the same HERS verifications and must be in the same subdivision or multifamily housing development.
  - Click CLOSED GROUP.
  - Click NEXT.
  - Note: The Registry will list all dwelling units as lots available for sampling.
  - Click the default to select the lots you would like to associate.
  - Click NEXT.
  - Visually confirm these are the correct lots and Click CREATE GROUP.
• Click OK to confirm group has been created.

  o Create an Open Sample Group.

  • To create the Open Group, each of the five dwelling units must have been installed and self-tested by the same contractor and must require the same HERS verifications and must be in the same subdivision or multifamily housing development. Lots may be added to the Open Group up to 180 days after the signature of the first CF2R registered lot.

  • Select OPEN GROUP and Click the NEXT link.

  • Note: The Registry will list all dwelling units as lots available for sampling.

  • Select the S icon located to the right of any of the lots you would like to group together. The current lot you have open will automatically indicate YES in the Sample column.

  • Click the default to in order to select the lots you would like to associate.

  • Click the NEXT link.

  • Visually confirm these are the corrects lots and Click CREATE GROUP.
• Click **OK** to confirm group has been created.

  - Click the **CF3R** link located at the top of your page.

  - **Note:** The next step is to complete the CF3R forms used by the Rater for HERS Verification. These may include multiple CF3R-MCH, CF-3R-ENV, and CF3R-PLB forms.

  - **Note:** After all test information has been entered into any form, CF1R, CF2R, or CF3R, it must be signed before it can be completed. To review and sign multiple forms at once, use the Mass Signing Page for the selected form.

  - The Mass Sign page for CF2Rs is available here:  

  - The Mass Sign page for CF3Rs is available here:  

  - Click the **Payment** link located at the top of your page.

  - **Note:** Once any form in the Registry is submitted and signed it can be processed for payment. Payment is required before the form can be printed. Payment may be made by any user who has access to the Project.
Non-Residential Alterations

**Note:** There are no CF1Rs or CF2Rs equivalents for Non-Residential projects on CalCERTS. The only forms certified through the registry are the NRCV-MCH-04, NRCV-MCH-27, NRCV-MCH-32, NRCV-PLB-22, and NRCV-PLB-21. Either the **Installer** or the **HERS Rater** can create the project in the registry, but the **HERS Rater** must be the **Responsible Person** for the NRCV-MCH-04, NRCV-MCH-27, NRCV-MCH-32, NRCV-PLB-22, and NRCV-PLB-21. If the **Installer** creates the project they must transfer the project to the **HERS Rater**.

- Click the **Projects** link located on the left side menu bar.
- Click the **Alterations Non-Residential** link.
- Click the **New Project** icon.
- Input the required information such as the Project Name, Zip Code and the Installer CSLB.

![Project Home](image)

- Click the **CREATE PROJECT** link.
- Click **OK** to confirm your project has been created.
- Input all of the Project Home information such as Project Address, Permit Number and Permit Date.
- Click the **SAVE** link

- Click the **Systems** link

- Input the required information such as the HVAC System Identification, System Location, and System Type.

- Click the **Save Information** link

- Click **Action** **Add** to add addition Systems.

- Input how many Systems would you like to add

  ![How many Systems would you like to add?](image)

  **How many Systems would you like to add?**

  1

- Click **OK**

- **Note:** Here you have two options: **Sampling** or **100% Testing**.
  - **Sampling** → To choose Sampling
    - Click the **Sampling** link
    - Click the **HVAC Systems** for the group by selecting **No** to **Yes**

- Click the **Next** link

- **Note:** The current project you have open will automatically indicate YES in the Sample column.
• Confirm your selected group and Click the **SAVE GROUP** link
to confirm your group has been created.

• Click the **NRCV** link for Non-Residential Certificates of Verification.

• Click the drop down to select the tested system.

• Click **Report Results**

• Input results and Click the drop down to select the **Responsible Rater Name** and **Company Name**.

• Click the **SUBMIT** link
to confirm your NRCV form has been certified.

• Click the **Pay** icon

• Follow the prompts in the shopping cart to proceed with payment.

• Choose the appropriate payment type.

  **Note:** Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account.

• Click the **[CLICK HERE]** link to return to the page you came from.

• **Note:** Click the **PDF** icon to review any documents before approving them.

• **Note:** Users must sign the NRCV form for each project.

• Click the check boxes to the right of the NRCV-MCH-04 located under Document Status.

• Click **Approve PDFs** link

• **Note:** Click the **PDF** icon to access the official registered NRCV-MCH-04, NRCV-MCH-27, NRCV-MCH-32, NRCV-PLB-22, or NRCV-PLB-21.
100% Testing — To Choose 100% Testing

- Click the NRCV link for Non-Residential Certificates of Verification.
- Click the Report Results link.
- Input results and Click the drop down to select the Responsible Rater Name and Company Name.
- Click the SUBMIT link.
- Click OK to confirm your NRCV-MCH-04 has been certified.
- Click the Pay icon.
- Follow the prompts in the shopping cart to proceed with payment.
- Choose the appropriate payment type.
  
  **Note:** Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account.

- Click the [CLICK HERE] link to return to the page you came from.
- **Note:** Click the PDF icon to review any documents before approving them.
- **Note:** Users must sign the NRCV form for each project.
- Click the check boxes to the right of the NRCV form located under Document Status.
- Click Approve PDFs link.
  
  **Note:** Click the PDF icon to access the official registered NRCV-MCH-04, NRCV-MCH-27, NRCV-MCH-32, NRCV-PLB-22, or NRCV-PLB-21.
Non-Residential New Construction

There are no CF1Rs or CF2Rs equivalents for Non-Residential projects on CalCERTS. The only forms certified through the registry are the NRCV-MCH-04, NRCV-MCH-27, NRCV-MCH-32, NRCV-PLB-22, and NRCV-PLB-21. Either the Installer or the HERS Rater can create the project in the registry, but the HERS Rater must be the Responsible Person for the NRCV-MCH-04, NRCV-MCH-27, NRCV-MCH-32, NRCV-PLB-22, and NRCV-PLB-21. If the Installer creates the project they must transfer the project to the HERS Rater.

- Click the Projects link located on the left side menu bar.
- Click the New Construction – Non-Residential
- Click the New Project icon
- Input the required information such as the Project Name, Zip Code and the Installer CSLB.

  - Click the CREATE PROJECT link
  - Click OK to confirm your project has been created.
  - Input all of the Project Home information such as Project Address, Permit Number and Permit Date.

- Click the SAVE link
- Click the **Systems** link
- Input the required information such as the HVAC System Identification, System Location, and System Type.
- Click the **Save Information** link
- Click **Action** to add additional Systems.
- Input how many Systems would you like to add.

  ![Image](sample.png)

- Click **OK**
- **Note:** Here you have two options: **Sampling** or **100% Testing**.
  - **Sampling** → To choose Sampling
    - Click the **Sampling** link
    - Click the HVAC Systems for the group by selecting **No** and click **Yes**
    - Click the **NEXT** link
    - **Note:** The current project you have open will automatically indicate YES in the Sample column.

- Confirm your selected group and click the **SAVE GROUP** link
• Click OK to confirm your group has been created.

• Click the NRCV link for Non-Residential Certificates of Verification.

• Click the drop down to select the Tested System.

• Click the Report Results link

• Input results and Click the drop down to select the Responsible Rater Name and Company Name.

• Click the SUBMIT link

• Click OK to confirm your NRCV form has been certified.

• Click the Pay icon

• Follow the prompts in the shopping cart to proceed with payment.

• Choose the appropriate payment type.

• **Note:** Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account.

• Click the [CLICK HERE] link to return to the page you came from.

• **Note:** Click the PDF icon to review any documents before approving them.

• **Note:** Users must sign the NRCV form for each project.

• Click the check boxes to the right of the form name located under Document Status.

• Click Approve PDFs link

• **Note:** Click the PDF icon to access the official registered NRCV-MCH-04, NRCV-MCH-27, NRCV-MCH-32, NRCV-PLB-22, or NRCV-PLB-21.
100% Testing — To choose 100% Testing

- Click the NRCV link for Non-Residential Certificates of Verification.
- Click the Report Results link.
- Input results and Click the drop down to select the Responsible Rater Name and Company Name.
- Click the SUBMIT link.
- Click OK to confirm your NRCV form has been certified.
- Click the Pay icon.
- Follow the prompts in the shopping cart to proceed with payment.
- Choose the appropriate payment type.
- Note: Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account.
- Click the [CLICK HERE] link to return to the page you came from.
- Note: Click the PDF icon to review any documents before approving them.
- Note: Users must sign the NRCV form for each project.
- Click the check boxes to the right of the form name located under Document Status.
- Click Approve PDFs link.
- Note: Click the PDF icon to access the official registered NRCV-MCH-04, NRCV-MCH-27, NRCV-MCH-32, NRCV-PLB-22, or NRCV-PLB-21.
Multi-Family Project

- Click the Projects link located on the left side menu bar.
- Click the New Construction - Residential link.
- Click the New Project icon.
- Click the New Project icon located below the Year Standards and to the right of Multi-Family Residence (MFR) for Project Type.

![Project Types Chart]

- Input the following information along with selecting the Default Utility:
  - Project Name
  - Project Type
  - Zip Code

![Project Information Form]

- Click the CREATE PROJECT link.
- Click OK to confirm your project has been created.
- Input the Project Home information.

**Note:** You cannot move onto the CF2Rs until the Project Home page has been completely filled out and your CF1R has been approved and paid for.
Click the Save Changes link

**Note:** If you do not see your Builder in the list you can add them by:

- Click My Industry Partners
- Click My Builders/Architects
- Click to select your Builder from the Master List and add them to your authorized list
- Return to your project

Click OK to confirm your data has been saved.

Click the CF1R link

**Note:** Here you will have two options:

- **Upload a NEW CF1R**
  
  - Click the New Plan icon
  
  - Input a Plan Name
  
  - Select Utility

  **Note:** OTHER PROVIDER REGISTRATION only applies if the plan is being transferred from another HERS Provider.

- Click the Create Plan link
• Click **OK** to confirm the plan has been created.

• Click the **Performance CF1R**: Click Here link

**PERFORMANCE CF1R: [CLICK HERE]** in order to upload a new Energy Calculation file.

• Click the **Choose File** link **Choose File** OR Click the **Browse** link **Browse**

• **Note**: The option of **Choose File** or **Browse** will depend on what browser you’re using.

• Locate your .xml you would like to work with.

• **Note**: We suggest storing the file in a location you can easily access such as your desktop or specific folder.

• Click all the check boxes for additional certificates applicable to the project.

• Click **Upload File** link **Upload File**

• **Note**: Each Plan generates its own unique Plan ID number and Registration Number.

• Click **OK** to confirm the file has been processed.

• Click the **Pay** icon to pay for the certificate

• **Note**: After your CF1R has been uploaded the next step is to approve and pay for the CF1R. This is done within the CF1R on the **SIGN OFF** tab.

  o Transfer an existing plan from your bin to the project

• Click the **Transfer Plan From Bin** icon 📦
• Click the dropdown to select the plan you would like to transfer into this project from your CF1R Bin:

![Select plan to be transferred]

• Click the **Submit** link.

• Click **OK** to transfer selected plans.

• **Note:** You can ONLY access Plans within your BIN that are controlled by your company.

• Click the **Folder** icon in order to open the Plan you would like to work with.

• **Note:** After your CF1R has been uploaded the next step is to approve and pay for the CF1R. This is done within the CF1R on the SIGN OFF tab.

  - Click the dropdown to the right of TBD to select the Documentation Author and Company Name.

  - Click the dropdown to the right of TBD to select the Responsible Designer and Company Name.

  - Input the Designer’s License.

  - **Note:** CEA/HERS Certification Identification is not a required field.

  - **Note:** Designer’s License is a required field. If they do not have a license number input NA.

![Documentation Author and Responsible Designer details]

• Click the **Save Changes** link.

• Click **OK** to confirm the plan has been saved.
- **Note**: The Documentation Author and Responsible Designer can be two different users. The Documentation Author must sign off first then the Responsible Designer can sign off after the Documentation Author. If the user is listed as both the Documentation Author and Responsible Designer they can sign off for both signature blocks at the same time.

- Click the **Sign Off** tab.
- Click the check box to acknowledge the Dwelling Units.

- Click the check box to APPROVE the PDF.

- Click the **SIGN PDF** link.

- Click **OK** to confirm PDF has been signed.
- Click the Buildings/Dwelling Units tab within the CF1R page.
- Click the icon to create the dwelling units.

- Click **OK** to confirm units have been created.

- **If you wish to create additional dwelling unit(s) so you can record CF2R and CF3R information Click the link once more.**

If you wish to create another 8 dwelling unit(s) so you can record CF2R and CF3R information, click the PLUS icon. 

---

**Page 60**
- Click the **UNITS** link

  Model Dwelling Unit has NOT been defined. To modify Dwelling Unit Information, go to the **UNITS** page.

- Click the **File Folder** icon to the right of the Dwelling Unit you would like to model for the plan.

- Input the information on the Dwelling Unit and indicate yes on this being the model for the plan.

- Click the **Save Information** link

- Click **OK**

- You can now access the Unit page by:
  - Click the **UNITS** link
  - Click the **CF2R** link

- Click the **File Folder** icon to the right of the lot you want to open

- Click the **Report Results** link to the right of the CF2R-MCH-01 for Space Conditioning Systems, Ducts and Fans

- Input CF2R Results; click **Next** or **Back** to navigate through the page

- Once the CF2R-MCH-01 is completed all required test measure will populate.

- Click the **Check Box to Sign** next to all documents you want to approve

- Click **Approve PDFs** link
- Next you can Sample if applicable. This is an optional step and only applies to projects needing Sampling.

- Click the Sample link

- Sample Groups may be Closed or Open when created. Closed groups may include up to seven dwelling units. Open groups may be created with up to five dwelling units.

  - Create a Closed Sample Group
    - To create a Closed Group, each of the seven dwelling units must have been installed and self-tested by the same contractor and must require the same HERS verifications and must be in the same subdivision or multifamily housing development.
    - Click CLOSED GROUP
    - Click the NEXT link
    - The Registry will list all dwelling units as lots available for sampling.
    - Select the S icon located to the right of the lot you would like to add to the group. The current project you have open will automatically indicate Yes in the Sample column.
    - Click the default No to Yes in order to select the lots you would like to associate.
    - Click the NEXT link
    - Visually confirm these are the correct lots and Click CREATE GROUP
• Click OK to confirm group has been created.

  o Create an Open Sample Group

  • To create the Open Group, each of the five dwelling units must have been installed and self-tested by the same contractor and must require the same HERS verifications and must be in the same subdivision or multifamily housing development. The group cannot be open for more than 180-days after the first dwelling unit is tested.

  • Select OPEN GROUP and Click the NEXT link.

  • The Registry will list all dwelling units as lots available for sampling.

  • Select the S icon located to the right of the lot you would like to add to the group. The open project will automatically indicate Yes in the Sample column.

  • Click the default to in order to select the lots you would like to associate.

  • Click the NEXT link

  • Visually confirm these are the correct lots and Click CREATE GROUP
• Click **OK** to confirm group has been created.

  ▪ Click the **CF3R** link

    o *The next step is to complete the CF3R forms used by the Rater for HERS Verification. These may include multiple CF3R-MCH, CF-3R-ENV, and CF3R-PLB forms.*

    o *Note: After all test information has been entered into any form, CF1R, CF2R, or CF3R, it must be signed before it can be completed. To review and sign multiple forms at once, use the Mass Signing Page for the selected form.*

      * The Mass Sign page for CF2Rs is available here

      * The Mass Sign page for CF3Rs is available here

  ▪ Click the **Payment** link

  ▪ *Once any form in the Registry is submitted and signed it can be processed for payment. Payment is required before the form can be printed. Payment may be made by any user who has access to the Project.*
Home Energy Ratings

This walk through applies to both New Construction and Existing Homes.

- Click the Projects link located on the left side menu bar.
- Click the Home Energy Ratings link
- Here you have an additional option before you create your project.
  - Upload Company Graphic to be placed onto your Home Energy Whole House Rating Reports:
    - Click the Upload Company Graphic for Certificates link
    - Click the Choose File link OR Click the Browse link
    - The option of Choose File or Browse will depend on what browser you’re using.
      - Click UPLOAD
      - Click the Back link
- Click the Home Energy Rating Project icon
- Click the option for Completely New Project (EEM or Original Whole House Rating)
- Click START WIZARD
- Input the required project information
- Click **NEXT STEP**
- Click the **Choose File** link OR Click the **Browse** link
- *The option of Choose File or Browse will depend on what browser you’re using.*

![STEP 2: Upload Calculation File](image)

- Click **NEXT STEP**
- *If the address is already registered in our database an Alert will prompt. Here you have two options:*
  - Select the existing address and Click **Go to Matched Project**
  - OR
  - Click the [CLICK HERE](#) link to proceed as a Brand New Project.

![STEP 3: Pay for Draft Reports](image)

- This example is for a Brand New Project.
- Click **Whole House Rating Report**.

- You have the option to change the **HERS Rater** by clicking the drop down and then Click **Change Rater**
- Click **Pay for Draft**
- Choose the appropriate payment type.
- *Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account.*
Click **Check Out**

Follow the prompts in the shopping cart to proceed with payment.

**THANK YOU!!!**

The transaction is completed. You should receive a confirmation via e-mail as well. You may want to print this page for your records.

To return to where you were before the Shopping Cart: **[CLICK HERE]**

- Click the **[CLICK HERE]** link to return to the page you came from.
- You have the option to **Edit Project Info** or **Replace File**.
- You can **Click the PDF icon(s)** to access the DRAFT ONLY versions for review.
- Click the **Check Box** to agree and **CERTIFY** that the information uploaded to this registry is true and correct.

- Click **CERTIFY Report**

- Click **PAY FOR FINAL/OFFICIAL Report**

- Choose the appropriate payment type.

- **Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account.**
- **Click Check Out**
- Follow the prompts in the shopping cart to proceed with payment.

  **THANK YOU!!**
  
The transaction is completed. You should receive a confirmation via email as well. You may want to print the page for your records.

  **Billing Info**
  
  Invoice Number: OL-HE-00921610
  Order Date: 5/16/2016 11:29
  Amount Paid: $10.00

<table>
<thead>
<tr>
<th>QTY</th>
<th>Item</th>
<th>Unit Price</th>
<th>Total</th>
</tr>
</thead>
<tbody>
<tr>
<td>1</td>
<td>Home Energy Whole House Rating</td>
<td>$10.00</td>
<td>$10.00</td>
</tr>
</tbody>
</table>

  To return to where you were before the Shopping Cart: [CLICK HERE]

- **Click the [CLICK HERE] link to return to the page you came from.**

  **STEP 5: CERTIFIED AND COMPLETE**
  
  Your OFFICIAL Report(s) are ready to review.
  
  **Project Name**: Arch Residence
  
  **Project Address**: 1234 Main St. Sacramento, 95814
  
  **Customer Name**: Arty Arch
  
  **Customer Phone**: 916-888-2400
  
  **Customer E-Mail**: artyarch@builderwest.com
  
  **Assigned Rater**: Johnny Rater (USR999999)
  
  **Utility**: Gas: No Utility
  
  **Status**: Active

  **Invoice Info**: Whole House Rating Draft: Invoice #921487
  Whole House Rating Final: Invoice #921610

  **FILE INFORMATION**
  
  Climate Zone: 12
  Orientation: 0
  Conditioned Floor Area: 2519
  Volumes: 22671
  Number of Stories: 1

  **REPORTS**
  
  Would you like to purchase an EEM Report? [Pay for Draft]

  **Whole House Rating**
  
  California Home Energy Audit Certificate:
  California Home Energy Rating Certificate:
  Narrative Explanation and Recommendations:
  Data Input Summary:
  Energy Consumption Analysis Report:
  Energy Upgrade Recommendations:
  CaRATEPro Cost Summary:
  Print All Whole House Rating Reports: [REGISTER Whole House Rating Improved]

  **REGISTER TEST-OUT**: Whole House Rating Improved: [REGISTER Whole House Rating Improved]

- You can Click the PDF icons to access the FINAL versions.
Energy Start 3+

Energy Star 3/3.1/3.2 only applies to New Construction Residential Projects

- Log into www.calcerts.com
- Click Projects located on the left side menu bar.
- Click New Construction - Residential.
- Click either the Name or the Work with Project icon in order to open the project you would like to submit your Energy Star documents to.
- Click Actions located in the upper right hand corner of the page.
- Click Energy Star 3+
- Click the Provide Bedroom Count link for each lot.
- Input the bedroom count, check the box and Click Save.

- Click the Report Results icon.
- Click NEXT located to the right of the form needing to be filled out.
- Fill out the form by clicking the appropriate radio dial next to each item.
- Some items will also have text boxes used for data entry.

- Select the appropriate names from the drop-down menus near the bottom of the forms.
- Select whether or not it passed or failed.
- Click CERTIFY RESULTS to submit the form.
• Click the **Pay** icon.

• **Note:** Credit Card will typically be the main option but if you have previously placed a credit on your account you will see an additional option to Pay On Account or use QuickPay before you have submitted the form.

• Click on the **PDF** icon in order to download each form.

• **Note:** The **Refresh PDF** icons can be clicked to refresh the PDF document if something does not look correct. The **Resubmit** icon can be used to resubmit the document if needed.

• Click **NEXT** under Energy Star FINAL Certificate for Revision 3+.

• As with the previous forms, fill out the information and click **CERTIFY RESULTS** to submit.

• Click **OK** to confirm the submission.

• Click the **$** icon to pay for the certificate.

• Select **NEXT** and follow the steps for the payment option designated.

• **Note:** Once the payment is completed, click the **[CLICK HERE]** hyperlink to return to the page you came from.

• Click on the **PDF** Icon for Energy Star Certificate in order to download.
Completing Projects

Signature Notifications

- CF1Rs
  - Within the CF1R Registration Bin
  - Click **CF-1R Registration**
  - Select the year code for the bin you would like to access. This feature only applies to the 2013, 2016, or 2019 code.
  - Open the CF1R you would like to access by clicking .
  - Select the Documentation Author, Responsible Designer & Designer’s License.
  - Click **Save Changes**.
  - If you are listed as the Documentation Author, you will need to sign before you move onto the next step.
  - Click to email the Responsible Person.

- Click **OK** to confirm you would like to send the notification.

- Once the email has been sent the confirmation of who requested the notification will be displayed.
Within a Project

- Open the New Construction Residential project you would like to work with.
- Click **Actions** located in the upper right.
- Click **E-Mail Notifications**
- Input the email address you would like to use and select AUTOMATIC or BY REQUEST.
  - **Automatic** - If you select AUTOMATIC, every time a document is signed (CF1R or CF2R), an e-mail will go to the address entered.
  - **By Request** - If you select BY REQUEST, any user can click the E-Mail Icon requesting a signature. An e-mail will be sent to the Responsible Person requesting a signature. When that user signs the document (CF1R or CF2R) an automatic e-mail will be sent to the user who initiated the request.
- Click the drop down for instructions for further details (Optional.)
- Click **Save Changes**
- Repeat the steps if you would like to receive notifications for both options.
- Click **CF1R link**
- Open the CF1R you would like to work with by clicking .
- Select the Documentation Author, Responsible Designer & Designer's License.
- Click **Save Changes**
- **Note:** If you are listed as the Documentation Author, you will need to sign first before you move onto the next step.
- Click to email the Responsible Person.
- Click **OK** to confirm you would like to send the notification.
- Once the email has been sent the confirmation of who requested the notification will be displayed.
Signing Documents

- All forms must be signed by the **Documentation Author** and then the **Responsible Person** before they become final and ready for payment.
- Once all required information is entered into a form and reviewed the document is ready to be signed.
- Users may sign forms individually or may use the **My Docs to Sign** page to sign groups of documents.
  
  o To sign a single form, select the form type from the **Project Roadmap** such as **CF1R** or **CF2R** or **CF3R** then select the **Check to Sign**.
  
  o Next select the **PDF** icon to review the unofficial document before approval.
  
  o Next select **Approve PDF**.
  
  o To sign multiple forms at once use the **My Docs to Sign** page.

  - Select **My Info** from the left-hand side menu bar and select **My Docs to Sign**.

  ![My Info Menu]

  - The list of unsigned documents, categorized by type, will load.

  ![Document Type Table]

  - Next select **Click To Sign Document(s)**.

  ![Click To Sign Document(s)]

  - **Note**: The **Click To Sign Documents** will only appear if there are documents to sign for that document type.

  - Next select the **PDF** icon to review the unofficial document before approval.

  - Next check all of the boxes for the forms you would like to approve.

  - Next select **Approve PDF**.
Payment

- Once a form in the registry is submitted and approved it may be processed for payment.
- Payment is required before the official form can be printed.
- To pay for a form within a specific section of the project select the Pay icon and submit payment for the active form.
- To pay for a form and sign the document at the same time, you have the option to click the Fast Sign and Pay icon.

**Note:** All applicable check boxes and certification/license numbers will need to be completed prior to checking the box to authorize the charge, then click Process.

- To pay for forms from the Project Roadmap select the Payment link and submit payment for selected forms.

  **Note:** Payment may be made by any user who has access to the project. Users with the additional permission of View/Pay Invoice and Pay On Account have the ability to place and use credits on the account.

- **Note:** Payments are typically processed as credit card payments; however, if there is a credit on the account, the user will see an option to Pay On Account to process the payment.

- Requesting a Credit
  - To request a credit from CalCERTS for deleted projects or certificates, please provide an invoice number to the CalCERTS Billing Department and information supporting the request for credit. The request should be sent to Billing@calcerts.com. Once the request is received, the Billing Department will verify the invoice and work with the user to initiate the credit.
**Status Report**

- **Project Status Report (PSR)**
  - The Project Status Report (PSR) is a report available through the CalCERTS Registry that summarizes a project’s history and allows for an expedited review of the project. Any user with access to the project can access the PSR. The PSR summarizes which HERS measures were required for the project and confirms that the measures were verified. The PSR was specifically designed to assist Building Officials with code compliance. To generate the PSR, the HERS Registry must verify all compliance information and summarize the status of the project to facilitate enforcement. The PSR lets Building Officials quickly determine whether final inspection of a project is warranted and allows Building Officials to access and review all of the required compliance forms, removing the need for voluminous paper submissions.
  - Each PSR contains a QR code. Through the use of a QR Code, the PSR is easily accessible on mobile devices.

- **PSR Access for Building Officials**
  - To access the PSR, Building Departments must be registered with CalCERTS. To create an account reference the User Registration section of the manual and select “I am a Building Department/Enforcement Agency Personnel for a City or County.”
  - Next, the Building Official should login into the Registry. Once in the Registry, the project lookup page will automatically load.
The Building Official may search for projects in their jurisdiction using any of the following criteria:

- The Permit Number
- The CEC Registration Number
- The CalCERTS Certificate Number
- Street Address
- The Name of the HERS Rater for the Project
- The ID # of the HERS Rater for the Project

Once a project is selected, the PSR page will be accessible.

- PSR access for Non-Building Officials:
  - Log into www.calcerts.com
  - Click Projects located on the left side menu bar.
  - Click New Construction - Residential.
• Click the **Access Project** icon located to the right of the selected project.

• Click the **CF2R Link** OR Click the **CF3R Link**.

• Click the status link **Working** OR **Complete** (depending on the status) located under **Overall CF2R Status** OR **Overall CF3R Status** as shown below. Either link will take you to the **PSR**:

![PSR Image]

• **Note**: Here you will see a quick view of the report.

• Click the **PDF icon** to download the **PSR**.

---

**Sampling Status Report (SSR)**

- In addition to the **Project Status Report**, CalCERTS has the **Sampling Status Report (SSR)**. The **SSR** is similar to the **PSR**, but is designed for projects verifying compliance through sampling. The **SSR** summarizes a project’s history and allows for an expedited review of the project. Any user with access to the project can access the **SSR**. The **SSR** summarizes which HERS measures were required for the group, confirms which measures were verified, and confirms that a project is ready for final inspection. The **SSR** has been specifically designed by the California Energy Commission to assist Building Officials with code compliance.
To access the SSR:

- Log into www.calcerts.com
- Click Projects located on the left side menu bar.
- Click New Construction - Residential.
- Click the Access Project icon located to the right of the selected project.
- Click the CF2R Link.
- Click the Sample Number (Example 216-00110-T) located in the Group column.

**Note:** Here you will see a quick view of the report.

- Click the PDF icon in order to download the SSR.

### Quick Status Report (QSR)

- The Quick Status Report (QSR) was created in response to our Registry users who want to quickly check the overall status of new construction projects. The QSR provides a snapshot of the project and summarizes which forms and/or measures are still needed to ensure compliance. Viewing the QSR does not require verification of all compliance data and as a result the QSR can be generated quickly. The QSR is easily shared with anyone associated with the project and can facilitate project completion. The QSR is available on the CF2R.
and CF3R page for new construction projects. Builders can review the QSR to confirm all necessary compliance documents have been completed before scheduling a final inspection.

- To access the QSR:
  - Log into www.calcerts.com
  - Click Projects located on the left side menu bar.
  - Click New Construction - Residential.
  - Click the Access Project icon located to the right of the selected project.
  - Click the CF2R Link or the CF3R Link.
  - Click the Quick Status icon. Here you can quickly view the status as shown below:

- **Note:** This report is only a quick view and there is no PDF to download.
CalCERTS Support Services

Registry Questions - Support@calcerts.com

The CalCERTS Support Team is available by phone and email to help with Registry related questions. Registry users may contact Support by emailing Support@calcerts.com, or by calling (916) 985-3400 ext. *.

CalCERTS also has a Helpdesk that addresses frequently asked questions (FAQs) from our Registry users. The Helpdesk is located at https://calcerts.zendesk.com and has up-to-date articles and FAQs addressing a variety of projects.

Compliance Questions – Support@calcerts.com

The CalCERTS Compliance Team is available by phone and email to help with questions related to California’s Building Energy Efficiency Standards. Common questions received by our Compliance Team include questions related to Home Energy Rating System (HERS) requirements and compliance form registration. To reach the Compliance Team email Support@calcerts.com or call (916) 985-3400 ext *.

Training Questions – Training@calcerts.com

The CalCERTS Training Team is available by phone and email to help schedule training, answer training and certification questions, and to provide guidance and assistance to our students. To reach our Training Team email Training@calcerts.com or call (916) 985-3400 ext. 2013.

Quality Assurance Questions – QA@calcerts.com

The CalCERTS Quality Assurance Team is available by phone and email to answer questions related to quality assurance field reviews of CalCERTS Certified Raters. To reach our QA Team email QA@calcerts.com or call (916) 805-5238.

Billing Questions – Billing@calcerts.com

The CalCERTS Finance Team is available by phone and email to answer questions related to payments, billing, invoices, discounts, and credits. To reach our Finance Team email Billing@calcerts.com or call (916) 985-3400 ext. 2010.

General Questions – Info@calcerts.com

If none of the above options apply to your questions or comments, please contact us at info@calcerts.com.