How to Update DOORS Log-In and Contact Information

Introduction

This guide contains information on updating your DOORS user name, password, and contact information, as well as providing contact information for consultants who report on behalf of fleets. DOORS is an online reporting tool designed to help fleet owners report off-road diesel vehicle inventories and actions taken to reduce vehicle emissions to the California Air Resources Board (CARB), as required by the In-Use Off-Road Diesel Fueled-Fleets Regulation (Off-Road Regulation). If you do not know your user name or the email address on the account go directly to section C of this document or contact the DOORS Hotline (877) 59DOORS (877-593-6677) for assistance.

Steps to update DOORS Login and Contact Information

A. Retrieve Current Password

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html

2. Select [Forgot your username and/or password?]

B. Update DOORS Password and Contact Information

C. Create New User Name, Password and Contact Information

A. Retrieve Current Password

1. Go to https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html

2. Select [Forgot your username and/or password?]

While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any CARB regulation, is not a substitute for reading the regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the Regulation for In-Use Off-Road Diesel-Fueled Fleets.
3. Enter DOORS account user name and email address, then select [Email Password]. An email will be sent to you with your DOORS password.

<table>
<thead>
<tr>
<th>Forgot Password</th>
</tr>
</thead>
<tbody>
<tr>
<td>Please provide the following information. Your password will be emailed to the email address on the account.</td>
</tr>
<tr>
<td>* Required Information</td>
</tr>
<tr>
<td>DOORS Account User Name*:</td>
</tr>
<tr>
<td>Email Address on Account*:</td>
</tr>
<tr>
<td>[Email Password]</td>
</tr>
</tbody>
</table>

B. Update DOORS Password and Contact Information

1. Go to [https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html)

2. Enter your user name and password and select [Login] to enter your account.

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3. On the “DOORS Home” page, select [Edit Account] in the top right corner of the page.

4. Update contact name, phone number, and/or email address as needed, and then select the [Update Contact Information] button.

Note: While on this page, fleets may also report whether they are using a consultant to report on their behalf by filling out the “Consultant Address” table, shown below and then selecting [Update Address]. If a fleet is no longer using a consultant for reporting, they can remove the designation by selecting the [Remove me as consultant] button, which is also shown below.

5. In the “Change Password” table at the bottom of the page, enter your current password and your new password twice, and then select the [Change Password] button.

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Note: any changes to your password are saved immediately, so you will be able to use your new password as soon as you select the [Change Password] button.

C. Create New User Name, Password and Contact Information

1. If you need to create a new user name for your DOORS account you will need to fill out the following form: For the Changing Contact Information form, please see the form on “Changing Contact Information”, which is available under “DOORS Resources” in “ORD Change Requests” in the Off-Road Zone at www.arb.ca.gov/offroadzone.

2. With this form you can also create a new password and update the fleet contact information. This form must be signed by the Responsible Official listed in DOORS and must be scanned and emailed to DOORS@arb.ca.gov, faxed to (916)322-3923 or mailed to the following address:

   ATTN: OFF-ROAD DIESEL REPORTING  
   MSCD, Mail Stop 5B  
   Air Resources Board  
   1001 I Street, P.O. Box 2815  
   Sacramento, California 95812

For more information on reporting, refer to our DOORS user guides, which are available in the Off-Road Zone at www.arb.ca.gov/offroadzone.

If you require additional assistance or information, contact the DOORS hotline at (877) 59DOORS (877-593-6677), or doors@arb.ca.gov.

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