



NEEP ccASHP Product List Website

Guide for Manufacturers to manage product listings

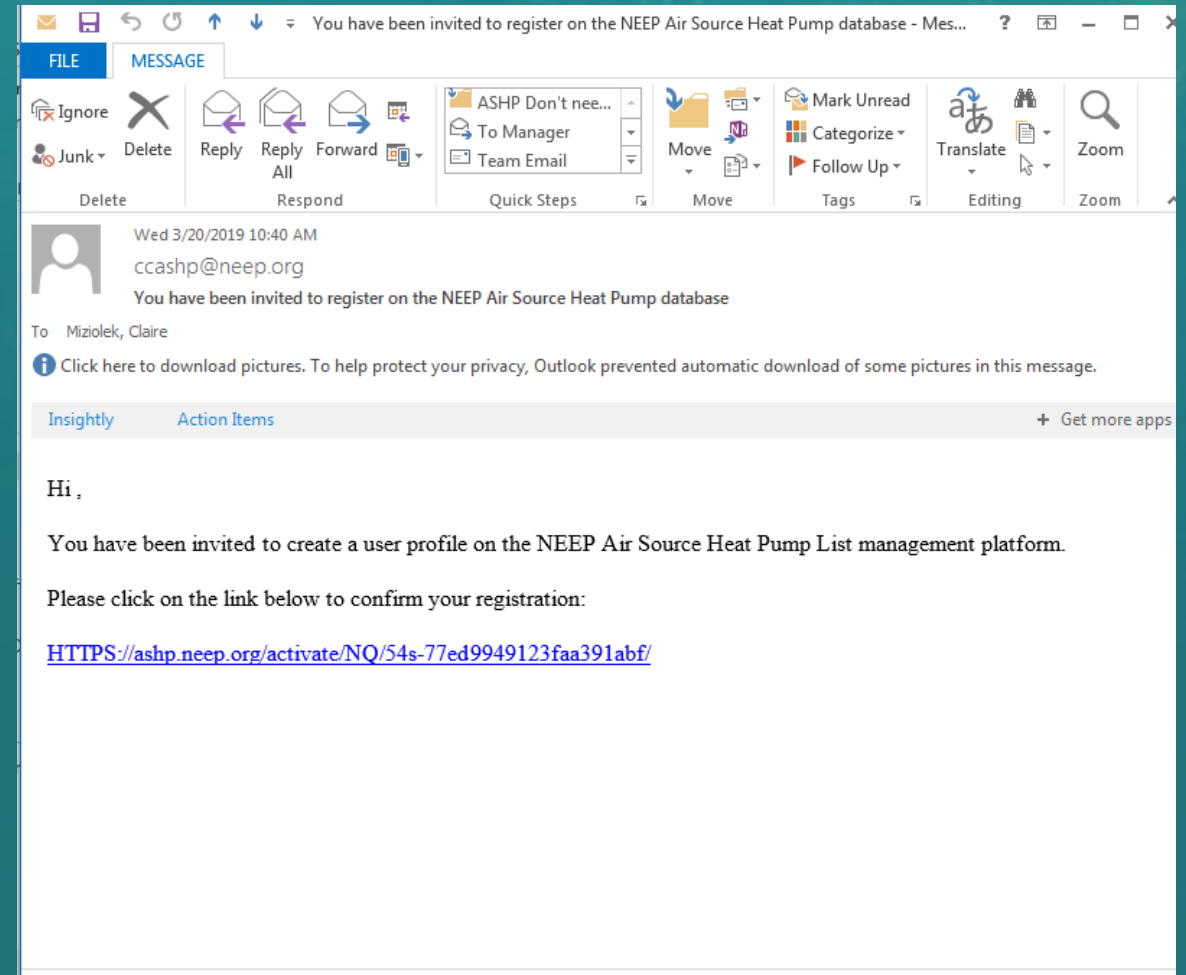
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1: Setting up your account

- You will receive an email from “ccashp@neep.org
- Subject: “You have been invited to register on the NEEP Air Source Heat Pump database”
- You may need to check your spam folder
- Once you’ve located the email, follow the provided link to set up your account.



2. Logging into Manufacturer portal:

- Once you've set up an account and password at ASHP.neep.org, click on "login" at the top right corner of the page, and enter your email address and password

The screenshot shows the ASHP.neep.org website interface. At the top right, there is a 'Login' link. Below it, a search bar contains the text 'Log in'. The main content area is titled 'Cold Climate High-Performance Heat Pump List'. It features several filters: 'Brand' (All Brands), 'Ducting/Configuration' (All Configuratic), and 'AHRI, Model, Unit' (AHRI, Model or Ur). There are also two sliders for 'Heating Capacity (Btu @47°F)' and 'Heating Capacity (Max @5°F)', both ranging from 0 to 60000. Below the filters, there is a pagination indicator showing '1' of 5 heat pumps. Three product listings are visible:

Brand	Model	Configuration	Max Btu @5°F	Rated Btu @47°F	COP @5°F	HSPF
Daikin	Aurora Series	Singlezone Non-ducted Wall Placement	10,065	10,089	2.13	11.70
Amana	AVZC20	Singlezone Ducted, Centrally Ducted	26,000	50,000	1.98	10.00
Amana	AVZC20	Singlezone Ducted, Centrally Ducted	22,100	35,000	1.86	10.00

2. Alternative access to your product list

- Once logged in, click the dropdown menu in the right corner, and select “List Products”

The screenshot shows the NEEP product list interface. At the top, there are filters for Brand (All Brands), Ducting/Configuration (All Configuratic), and AHRI, Model, Unit (AHRI, Model or Ur). Below these are two sliders for Heating Capacity (Btu @47°F) and Heating Capacity (Max @5°F), both ranging from 0 to 60000. A pagination bar shows page 19 of 24, with a total of 1390 Heat Pumps. The main content area displays three product cards, each for an ACD MPD-22 unit. The first card has AHRI # 202110500, 19,356 Max Btu @5°F, 30,000 Rated Btu @47°F, 28,400 Btu, COP @5°F: 1.88, and HSPF: 11.50. The second card has AHRI # 202110503, 21,356 Max Btu @5°F, 42,500 Rated Btu @47°F, 34,000 Btu, COP @5°F: 2.01, and HSPF: 11.50. The third card has AHRI # 202110497, 18,356 Max Btu @5°F, 29,000 Rated Btu @47°F, 24,000 Btu, COP @5°F: 1.81, and HSPF: 11.00. Each card has a 'VIEW DETAIL' button. In the top right corner, a dropdown menu is open, showing options: 'NEEP Home', 'NEEP ASHP Description', 'List Products' (circled in green), 'Change Password', and 'Logout'. A blue arrow points from the 'List Products' option to the dropdown menu icon.

This will bring you to the “List Products Dashboard”

- Each brand owner will be able to see only their own products. This data is preloaded from the latest NEEP excel-based product list. When you first log in, all your products will be shown as “draft” under status column.

Product Dashboard

To create a new product, enter its AHRI number. If available, key heat pump information will be retrieved to help you get started. If there are any errors in the data retrieved from AHRI, please email ccASHP@neep.org

AHRI # Create

Update Selected Status ▼

Link	Brand	AHRI #	Status	Days in Queue	Created On	Last Modified On	Modified By
↗	SAMSUNG	9035284	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8677406	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8677405	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8203122	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	202022716	Draft	0	2018-07-29	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	201993481	Draft	0	2018-07-29	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	10348192	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	10298670	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	10298668	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	9035283	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8717080	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8677410	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8677407	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8203117	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8203116	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	8203107	Draft	0	2010-12-31	2019-03-22	bend@bartlettinteractiv...
↗	SAMSUNG	10103172	Draft	0	2018-04-04	2019-03-22	bend@bartlettinteractiv...

NEEP Home

NEEP ASHP Description

[List Products](#)

[Change Password](#)

[Logout](#)

3a. List Products Dashboard Overview

The List Products Dashboard allows Brand Owners to manage their products and submit for review/renewal. It also allows NEEP to review and accept products that qualify and have had their listing fee paid. Explore your options below

Product Dashboard

To create a new product, enter its AHRI number. If available, key heat pump data retrieved from AHRI, please email ccASHP@neep.org

AHRI # Create

Update Selected Status

Link	Brand		Days in Queue	Created On	Last Modified	Modified By	Actions
	Daikin		3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	201986968	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	8103542	3	2019-02-27	2019-03-04	vbugnion@clea...	
		Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
		Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
		Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
		Live	0	2019-02-27	2019-03-08	aulak@clearlyen...	
		Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
		Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Amana	10324700	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Amana	10324704	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Trane/Mitsubish...	202102780	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Trane/Mitsubish...	202102782	9	2019-02-27	2019-02-27	vbugnion@clea...	

Update Selected Status allows manufacturer and NEEP to manage product status.

Days in Queue shows how long a product has been waiting for NEEP review.

Actions:
 a) EDIT Product Info
 b) EDIT Performance Data Table
 c) EDIT Photo(s)

Link allows one to view the product as it appears in the product listing.

3a. Review/update existing product information and performance data

To access Product information, performance data tables and photo editing, please click on the respective icon buttons under the Action column.

Product Dashboard

To create a new product, enter its AHRI number. If available, key heat pump information will be retrieved from AHRI, please email ccASHP@neep.org

AHRI #

✓	Link	Brand	AHRI #	Status	Days in Queue	Created On	Last Modified	Modified By	Actions
✓		Daikin	9966569	Submit New Pro...	3	2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin	201986968	Submit New Pro...	3	2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin	8103542	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin	9966684	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin	5265755	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin	8849533	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin	8849459	Live	0	2019-02-27	2019-03-08	aulak@clearlyen...	
✓		Amana	10324707	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Amana	10324705	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Amana	10324706	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Amana	10324704	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Trane/Mitsubish...	202102780	Draft	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Trane/Mitsubish...	202102782	Draft	9	2019-02-27	2019-02-27	vbugnion@clea...	

a) EDIT Product information
b) EDIT Performance Data Tables
c) EDIT Photo(s) (optional)

3a) EDIT (review/confirm) Product basic information

- Existing data will be pre-populated, but please take a close look to make sure everything looks correct.

Heat Pump Specifications

Brand Owner

Brand*

Model/Series

Outdoor Unit #

Indoor Unit Type

Please Note: If the indoor unit number displayed is a combination of indoor unit number and furnace number, kindly remove the furnace number from this field and enter the it instead in the dedicated field below.

Indoor Unit #

Furnace Unit #

AHRI Number

AHRI Type

Cooling Capacity

Please Note: If the indoor unit number displayed is a combination of indoor unit number and furnace number, kindly remove the furnace number from this field and enter it in the dedicated field below.

3a. You are welcome to add any other information that is missing, including a series of new optional reporting cells related to systems integration, connectivity, diagnostics and refrigerant. Don't forget to click "Save Changes" if any information was changed or added:



Optional: Describe any capabilities this ASHP system or its controller(s) have related to integration other heating systems/third-party thermostats including "works with", etc.

Integration

Optional: Describe any capabilities this ASHP system or its controller(s) have related to communication with the consumer or utility (i.e. Does the system/controller have an interface that allows for remote communication with the consumer or utility, wi-fi connected, etc.)

Connectivity

Optional: Describe any capabilities of the ASHP System to self-report or self-diagnose its operation or the quality of its installation

Operational
Diagnostics

Optional: List the refrigerant(s) used

Refrigerant

Next (Add Ratings)

Save Changes & Back to List

Save Changes & Back to List takes you back to the product list page, Next (add Ratings) will save your changes and take you to the performance data page

NORTHEAST ENERGY EFFICIENCY PARTNERSHIPS, INC.

81 Hartwell Ave.
Lexington, MA 02421
781-860-9177

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3b) Edit Product Data Tables:

- From this page one can edit existing data as well as add new cooling performance data, using the edit icon from the actions column on the right.
- **Cooling data must be entered within one month of the public website going live)**
- One can click the Add Optional Heating Data button to create a new line in the table where one can enter additional low temperature Heating performance data. You'll need to indicate what temperature the performance is related to in the "outdoor dry bulb column". Note that optional heating data must be for temperatures below 5F.
- Be sure to click save icon after editing/entering information

Carrier
 AHRI #: **9892751**
 Singlezone Ducted, Centrally Ducted
 🔥 **38,070** Max Btu @5°F
 🔥 **45,500** Rated Btu @47°F
 ❄️ 47,500 Btu
 COP @5°F: **2.24**
 HSPF: **12.00**


[Add Optional Heating Data](#)

Please Note: To qualify for V3.0 of the specification, heating and cooling data is required at 5, 17, 47 (heating), 82 and 95. Please complete the data table and the COPs will be calculated.

	Heat Cool ▾	Outdoor Dry Bulb ▾	Capacity Min ▾	Capacity Rat.∞	Capacity Max ▾	Power Min ▾	Power Rated ▾	Power Max ▾	Actions
✓	Cooling	82							
✓	Cooling	95							
✓	Heating	5	19230		38070	2.55		4.97	
✓	Heating	17	23840	47500	47500	2.66	5.66	5.66	
✓	Heating	47	24370	45500	45500	1.59	2.96	2.96	



3c) Adding Product Photos (Optional):






Daikin Ducted
 AHRI Cert #: **201851573** | AHRI Type: HRCU-A-CB
 ❄️ Rated Cooling Capacity: 17,600 Btu
 🔥 Rated Heating Capacity @47°F: Btu

Select File to Upload

Use this as default image?

Upload

Image List

Thumb	Is Default?	Actions
	✗	🗑 Remove
	✗	🗑 Remove
	✔	🗑 Remove

- Here you can add photos, remove photos and set the default thumbnail image.
- Be sure to remember to set a default image. The default image will appear on the main public site. The other images will appear on the product details view.
- Photos will save automatically once uploaded

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3d. Complete renewal process:

After you finish reviewing/updating all existing product information for renewal, you will need to update their status to “Submit for Renewal” on the List Products Dashboard by selecting the drop down.

Product Dashboard

To create a new product, enter its AHRI number. If available, key heat pump information will be retrieved to help you get started. If there are any errors in the data retrieved from AHRI, please email ccASHP@neep.org

AHRI #

✓	Link	Brand	AHRI #	Status	Days in Queue	Created On	Last Modified	Modified By	Actions
✓		Daikin				2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin				2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin				2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin				2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin				2019-02-27	2019-03-04	vbugnion@clea...	
✓		Daikin	8849459	Live	0	2019-02-27	2019-03-08	aulak@clearlyen...	
✓		Amana	10324707	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Amana	10324705	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Amana	10324706	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Amana	10324704	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Trane/Mitsubish...	202102780	Draft	9	2019-02-27	2019-02-27	vbugnion@clea...	
✓		Trane/Mitsubish...	202102782	Draft	9	2019-02-27	2019-02-27	vbugnion@clea...	

A) Check off whichever products you want to submit in the far left column.

B) Go to update selected status and select “submit for renewal”

3d. Complete renewal process: Updating Product Status to Submit for Renewal:

After you finish reviewing/updating all existing products for renewal, you will need to update their status to “Submit for Renewal” on the List Products Dashboard

Product Dashboard
To create a new product, enter its AHRI number and type and key heat pump information will be retrieved to help you get started. If there are any errors in the data retrieved from AHRI, please email us.

AHRI #

	AHRI #	Status	Days in Queue	Created On
<input checked="" type="checkbox"/>	10324707	Live	11	2019-02-27
<input checked="" type="checkbox"/>	10324705	Live	11	2019-02-27
<input checked="" type="checkbox"/>	10324716	Live	11	2019-02-27
<input checked="" type="checkbox"/>	10324704	Live	11	2019-02-27
<input checked="" type="checkbox"/>	9966837	Draft	12	2019-02-27
<input checked="" type="checkbox"/>	9966837	Live	12	2019-02-27
<input checked="" type="checkbox"/>	9966843	Draft	12	2019-02-27
<input checked="" type="checkbox"/>	9966844	Draft	12	2019-02-27
<input checked="" type="checkbox"/>	10333757	Draft	12	2019-02-27

STATUS OPTIONS:

- DRAFT:** Products are not listed in public database, are not counted towards product listing count, and are not reviewed by NEEP.
- SUBMIT NEW PRODUCT:** Indicates to NEEP that a new product has been added to the listing database and is ready for review , listing and count towards invoicing.
- SUBMIT FOR RENEWAL:** Indicates to NEEP that existing product data has been verified/updated and is ready to review , listing and count towards invoicing.
- DELISTED:** Indicates products the Brand Owner no longer wishes to have listed due to obsolescence. Alternately, NEEP may DELIST products from Brand Owners whose invoices are not paid.



- Select the check box(es) for one or filter and select multiple products using the “tick mark”.
- Click the Update Selected Status button.
- From the list of options select Submit for Renewal.

4. Adding new Products:

On the List Products Dashboard, start by entering a valid AHRI number

Product Dashboard

To create a new product, enter its AHRI number and type and key heat pump information will be retrieved to help you get started. If there are any errors in the data retrieved from AHRI, please email us.

Link	Brand	AHRI #	Status	Days in Queue	Created On	Last Modified	Modified By	Actions
	Daikin	9966569	Submit New Pro...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	201986968	Submit New Pro...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	8103542	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	9966684	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	5265755	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	8849533	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	8849459	Live	0	2019-02-27	2019-03-08	aulak@clearlyen...	
	Amana	10324707	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Amana	10324705	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Amana	10324706	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Amana	10324704	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Trane/Mitsubish...	202102780	Draft	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Trane/Mitsubish...	202102782	Draft	9	2019-02-27	2019-02-27	vbugnion@clea...	

1. This will launch the application pages (identical to the process for renewing products)
2. Please add all required information to the blank data fields. Similar to the review process for existing product, there is a product information page to complete, a performance data table to complete, and the opportunity to add photos.

4b. Complete new product submission process

Product Dashboard

To create a new product, enter its AHRI number. If available, key heat pump information will be retrieved to help you get started. If there are any errors in the data retrieved from AHRI, please email ccASHP@neep.org

AHRI #

<input type="checkbox"/>		AHRI #	Status	Days in Queue	Created On	Last Modified	Modified By	Actions
<input type="checkbox"/>		10324704	Live	11	2019-02-27	2019-02-27	vbugnion@clea...	
<input type="checkbox"/>		10324705	Live	11	2019-02-27	2019-02-27	vbugnion@clea...	
<input type="checkbox"/>		10324704	Live	11	2019-02-27	2019-02-27	vbugnion@clea...	
<input type="checkbox"/>		10324704	Live	11	2019-02-27	2019-02-27	vbugnion@clea...	
<input type="checkbox"/>		9966837	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input type="checkbox"/>		9966838	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input type="checkbox"/>		9966839	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>		Bosch	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>		Bosch	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>		Bosch	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	

1. Select the check box(es) for one or filter and select multiple products using the "tick mark".

2. Click the Update Selected Status button.

3. Select "Submit New Product"

Understanding Product Status:

The most recently updated/added products will appear at the top of the list. Products for renewal will appear as “Submit for renewal” and newly added products will appear as “Submit new products”. Once NEEP approves updated/new product submission, NEEP will update status to Live which will make product appear on the public-facing website

Product Dashboard

To create a new product, enter its AHRI number. If available, key heat pump information will be retrieved from AHRI, please email ccASHP@neep.org

AHRI #

Link	Brand	AHRI #	Status	Days in Queue	Created On	Last Modified	Modified By	Actions
	Daikin	9966569	Submit New Pro...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	201986968	Submit New Pro...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	8103542	Submit for Rene...	3			vbugnion@clea...	
	Daikin	9966684	Submit for Rene...	3			vbugnion@clea...	
	Daikin	5265755	Submit for Rene...	3			vbugnion@clea...	
	Daikin	8849533	Submit for Rene...	3	2019-02-27	2019-03-04	vbugnion@clea...	
	Daikin	8849459	Live	0	2019-02-27	2019-03-08	aulak@clearlyen...	
	Amana	10324707	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Amana	10324705	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Amana	10324706	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Amana	10324704	Live	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Trane/Mitsubish...	202102780	Draft	9	2019-02-27	2019-02-27	vbugnion@clea...	
	Trane/Mitsubish...	202102782	Draft	9	2019-02-27	2019-02-27	vbugnion@clea...	

Days in Queue shows how long a product has been waiting for NEEP review.

Recently updated or added products

5. Delisting a product:

Product Dashboard

To create a new product, enter its AHRI number and type and key heat pump information will be retrieved to help you get started. If there are any errors in the data retrieved from AHRI, please email us.

AHRI #

▾

	AHRI #	Status	Days in Queue	Created On	Last Modified	Modified By	Actions
<input type="checkbox"/>	10324707	Live	11	2019-02-27	2019-02-27	vbugnion@clea...	
<input type="checkbox"/>	10324705	Live	11	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>	10324706	Live	11	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>	10324704	Live	11	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>	9966837	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>	9966838	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>	9966839	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>	9966843	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>	9966844	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	
<input checked="" type="checkbox"/>	10333757	Draft	12	2019-02-27	2019-02-27	vbugnion@clea...	

1. Select the check box(es) for one or multiple products using the “tick mark”.

2. Click the Update Selected Status button.

3. From the list of options select “delisted” option.

6. Notify NEEP to complete process

Once you are finished renewing/adding all your products, please email NEEP at ccASHP@neep.org and indicate that you have completed your product submission. This will trigger a review process and invoicing if that has not happened already.

Invoicing

You will receive an invoice with your listing fees. You can either pay by credit card or check. The NEEP team will review your products, and if information is accurate, and when payment is received, the products will be posted on the public website.

Demo Video:

- If you want to review a demonstration of the product listing process for the new NEEP website, please check out the recording of our recent public webinar [recording here](#).

For more information or questions, contact:
ccASHP@neep.org

The background of the slide is a solid teal color. At the bottom, there is a faint, glowing network of white lines and circular nodes, suggesting a digital or interconnected theme.