Guide for Manufacturers to manage product listings
1. Setting up your account
2. Logging into Manufacturer portal
3. Renewing existing products
   a. Review/update existing product information and performance data
   b. Add new cooling performance information (must be added by May 15)
   c. Add images to be displayed on public facing site (optional)
   d. Complete renewal process
4. Adding new products
   a. Process for adding new products
   b. Complete new product submission process
5. Delisting a product
   a. Update product status to delisted
6. Notify NEEP to complete process
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.
2. Alternative access to your product list

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

This will bring you to the “List Products Dashboard”
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:

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

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

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

- 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.
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.

**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.

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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:

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.
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
3c) Adding Product Photos (Optional):

- 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.
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.

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.

**STATUS OPTIONS:**

1. **DRAFT:** Products are not listed in public database, are not counted towards product listing count, and are not reviewed by NEEP.

2. **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.

3. **SUBMIT FOR RENEWAL:** Indicates to NEEP that existing product data has been verified/updated and is ready to review, listing and count towards invoicing.

4. **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.

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<th>AHRI #</th>
<th>Status</th>
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<th>Updated On</th>
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<td>2019-02-27</td>
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</tr>
</tbody>
</table>

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. 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.

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

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.

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

Recently updated or added products:
5. Delisting a product:

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.
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