

Accessing SASD and Certifying Product Data

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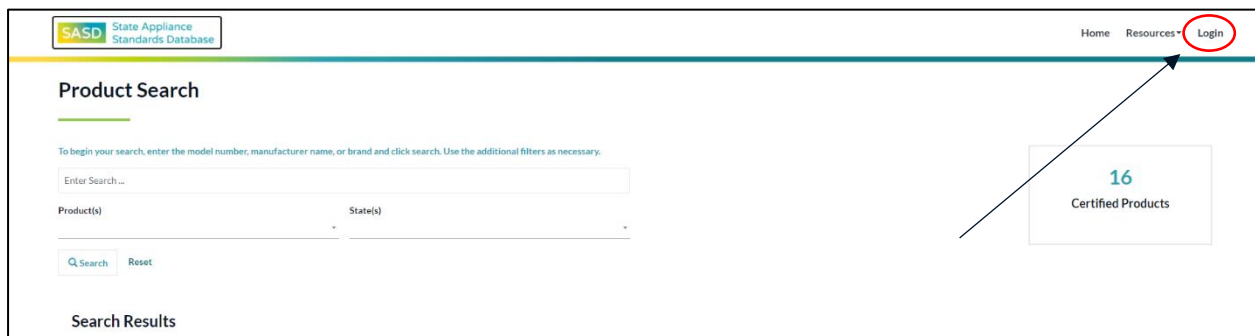
Manufacturer Accounts

When to request an account and how to access it

This section details the process for manufacturers and third-party certifiers who will need to upload certified products to the State Appliance Standards Database (SASD).

Manufacturers and third-party certifiers must request an account to upload their certified products. Below are the steps manufacturers should take to acquire editing access to the database.

1. Navigate to the [State Appliance Standards Database](#) and select the “Login” button.



2. You will be routed to the screen below. Once here, select “New Account”.

SASD State Appliance Standards Database

Sign in

or Request a [New Account](#)

Username

Password

Only manufacturers, test labs, or third-party certifiers need an account. If your organization is classified as one of these types, request an account by clicking the New Account link above.

3. Complete all of the required fields and select the appropriate check boxes for your role. If you do not see your manufacturer name in the list, select “Click here to enter a new manufacturer” and enter the name in the pop-up box which appears.

SASD State Appliance Standards Database Home Resources Welcome

Basic User Information

User name

Full name

Email

Manufacturer

[Click here to enter a new manufacturer](#)

Setup Password

New password

Confirm password

Acknowledgements

I represent and warrant that the email provided is valid and may be used to send notices and other information regarding database activities.

Third Party Certifier Declaration

Third party certifiers Include appliance manufacturer trade associations, appliance test laboratories, appliance brand holder or importer.

By selecting this box, I represent and warrant that I am duly authorized to make this declaration and file this application on behalf of Manufacturer.
Note: Selecting this box does not grant immediate access by System Administrators. The manufacturer will still need to submit an approval application before you are able to submit data.

Manufacturer Staff Declaration

Manufacturer means any person engaged in the original production or assembly of an appliance or any person that assumes the complete legal responsibility for the original production or assembly of an appliance. "Manufacturer" also means a private brand packager or reassembler.

By selecting this box, I represent and warrant that I am duly authorized to make this declaration and file this application on behalf of the manufacturer company.

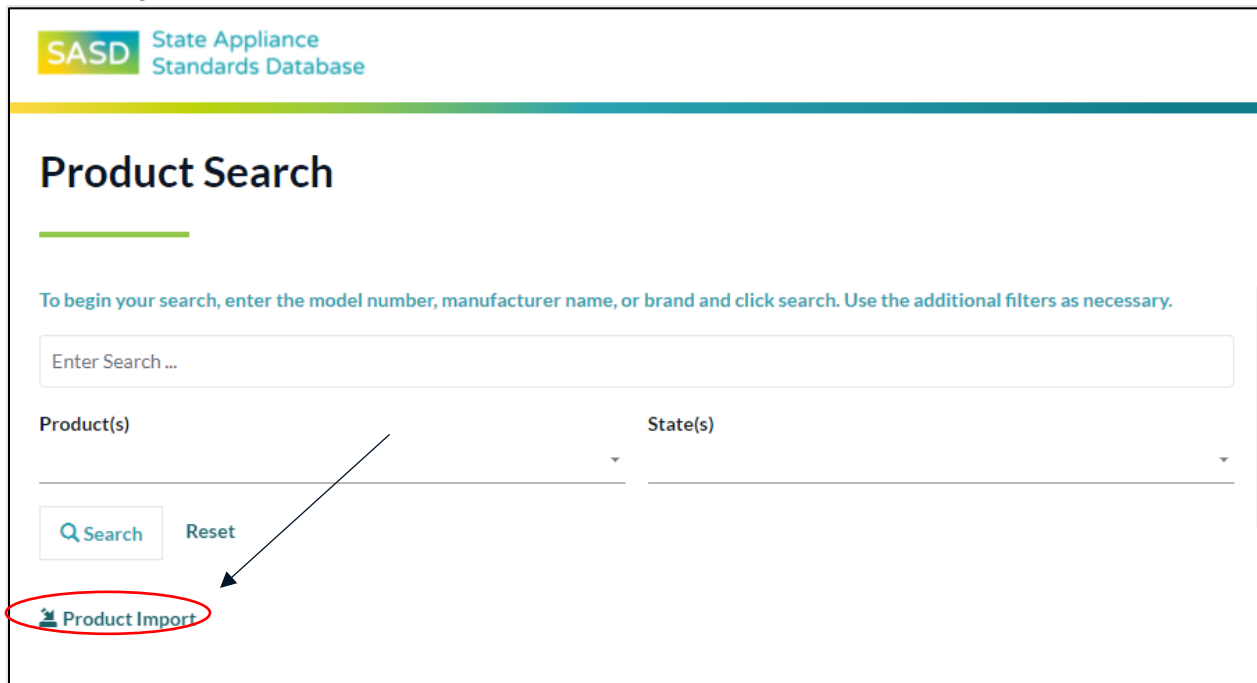
4. Once all fields are completed, select “Save”. Your request will be sent to the site administrators for approval. You will be notified via email of your account status.

Uploading and Approving Product Data

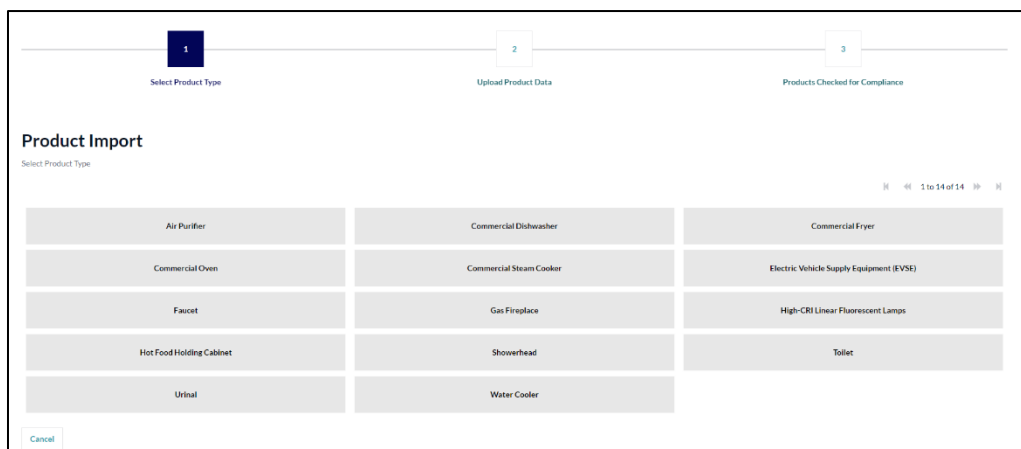
Uploading product data

This section details the process for uploading equipment onto the State Appliance Standards Database (SASD). This process applies for manufacturers, third-party certifiers, and admins on the SASD.

1. Log into the SASD and select “Product Import”.



2. Select the Product Type you would like to upload.



3. If your file is already in the proper SASD format, select the file from your desktop, confirm the products you’ve uploaded are compliant and accurate by clicking the checkbox, and upload the products by pressing continue.

If your file is not in the proper SASD format, download a template file by selecting “Download Template”. Populate the template with the accurate product information.

Air Purifier Import

Before uploading your Excel spreadsheet, check that the data is correct and all columns have been completed correctly. This will ensure that the product data is imported properly so that it can be checked for eligibility.

For product import instructions, see Resources - Standard Requirements.

File

...

Browse...

Download Template

I declare that all the information provided is true, complete, accurate, and complies with each states' applicable regulations.

Cancel Continue

4. Once your upload is complete, you will be routed to this screen. Your upload will be checked against the eligibility criteria in the system, which mirror state standards, to confirm compliance.

Commercial Fryer Import

Confirm Imported Commercial Fryer
Your data has been submitted. Check the home page to track the status of your products.

Import Another Product Complete

Imported

1 to 1 of 1

Name	Brand Name	Model Number	
Commercial Fryer	Vulcan	asdf1	Edit

Cancel Import Another Product Complete

Reviewing and Approving Products Uploaded by an Admin

This section details the process for approving uploaded products. Only manufacturers will be able to approve admin submittals, and only admins will be able to approve manufacturer submittals. Both are prompted to approve products in the queue with a screen on the homepage of the SASD.

1. Log into your account and click anywhere within the box which reads “Awaiting Your Approval”.

SASD State Appliance Standards Database Home Resources

Product Search

This page displays all products directly uploaded by your company and/or imported products from other databases (e.g., ENERGY STAR).

Note: If the Listing Status column states "Not Listed," review the Standard Requirements found in the Resources menu to ensure that your products comply with all of the listed requirements.

Enter Search ...

Product(s) State(s)

Search Reset

Product Import

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Awaiting Your Approval

2. You will be taken to a screen with uploaded products that require your approval. Review these products and their details by clicking anywhere in the line item. **When ready, you may select the products using the boxes on the far left, and, using the tools at the top of the screen, either approve or deny the products.**

Product Review

None Selected

Approve Selected Approve All Deny Selected Deny All

Name	Brand Name	Model Number	Market Available
<input type="checkbox"/> Gas Fireplace	Energy Solutions	d123	<input checked="" type="checkbox"/> <input type="checkbox"/>

Efficiency: 60.00
Prevents continuous operation: Yes
Compliant States: Nevada
Non-compliant States: Rhode Island

Manufacturer: Energy Solutions
Has direct vent config: No
Can extinguish pilot flame: Yes