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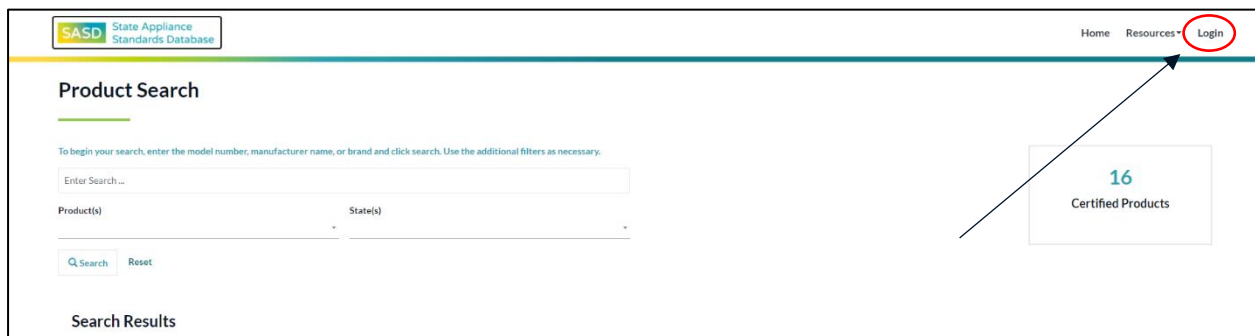
2. You will be routed to the screen below. Once here, select "New Account".

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.


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.
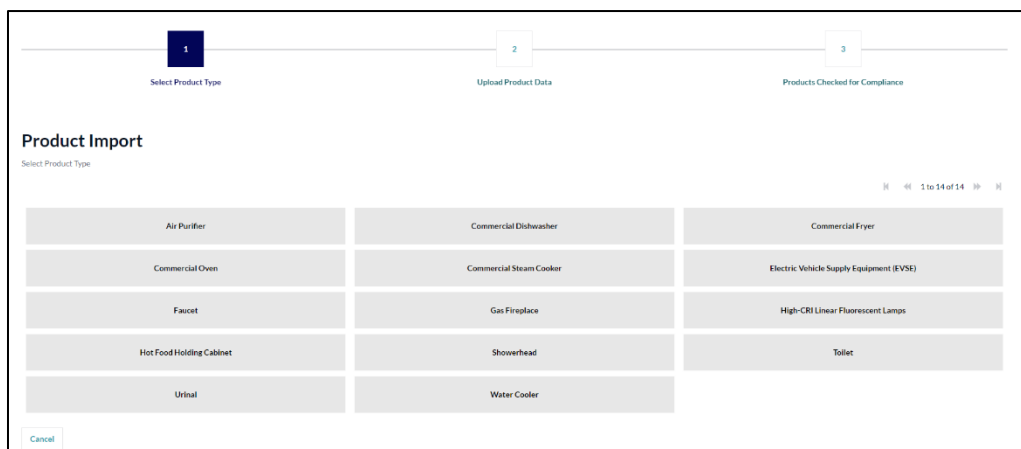
Uploading and Approving Product Data

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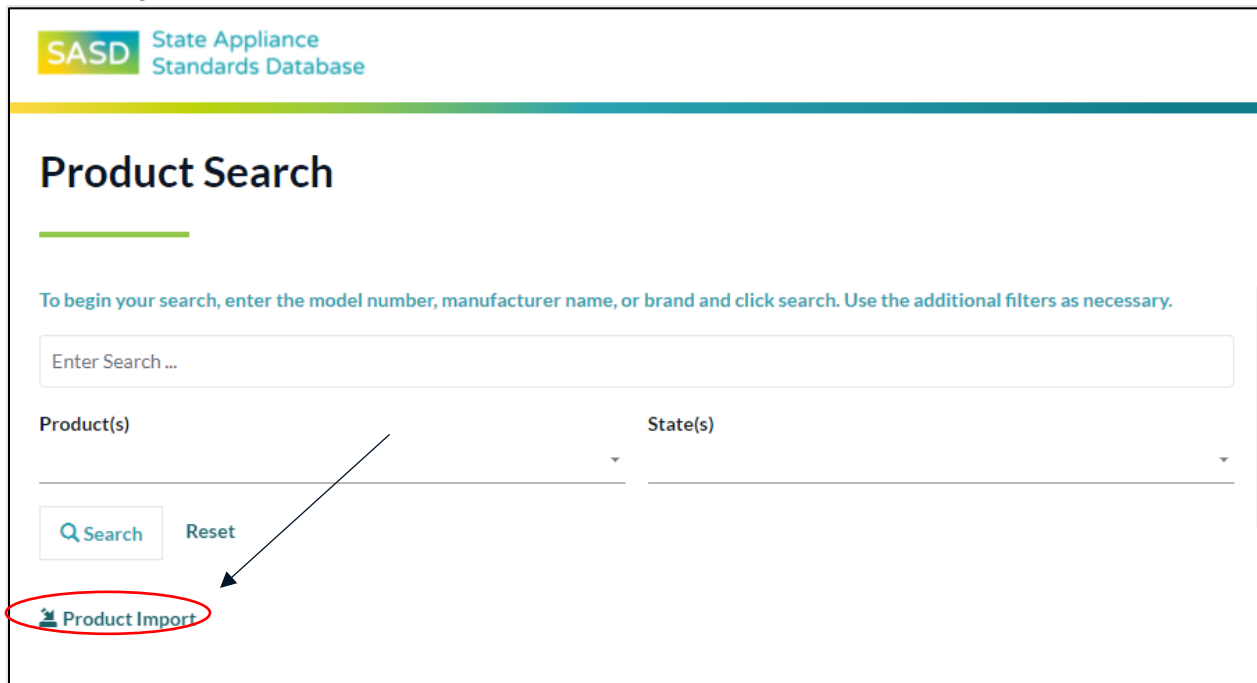
2. Select the Product Type you would like to upload.

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.

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.

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".

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.**