

Finding and Printing a Truck and Bus Regulation Reporting Certificate Last Revised December 1, 2016

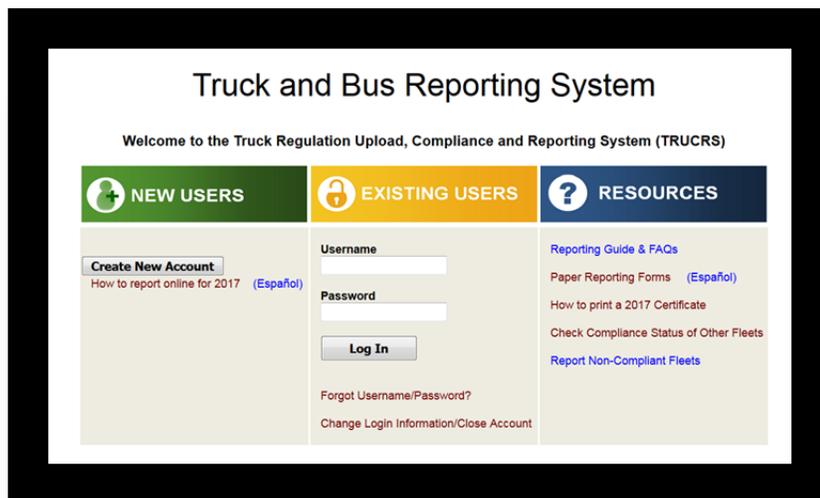
If you created an account in the Truck Regulation Upload, Compliance, and Reporting System (TRUCRS) and need to print your certificate of reported compliance, follow the instructions as indicated below.

- **If you experience any difficulty after following all of these instructions, email trucrs@arb.ca.gov with your TRUCRS ID number, company information and contact information.**
- **A new feature has been added which will allow users to print the previous year's compliance certificate. Scroll to page 6 of the document for instructions.**

2017 Certificate Instructions

- If you report compliance with the Truck and Bus Regulation you can print a certificate that indicates that.
See <http://www.arb.ca.gov/msprog/onrdiesel/onrdiesel.htm> for exact dates and requirements.
- You can print a certificate only if all of your vehicle and company information is correct and complete in the reporting system. Only fleets that have reported and are in compliance can print a certificate. Ensure that all information is correct and complete before proceeding with the instructions below.

Step 1: Open the [Truck and Bus Reporting Page](#), and enter your user name and password. If you forgot your password, select "Forgot Username/Password".



The screenshot shows the login page for the Truck and Bus Reporting System. The page title is "Truck and Bus Reporting System" and the subtitle is "Welcome to the Truck Regulation Upload, Compliance and Reporting System (TRUCRS)". The page is divided into three main sections: "NEW USERS" (green), "EXISTING USERS" (orange), and "RESOURCES" (dark blue). Under "NEW USERS", there is a "Create New Account" button and a link to "How to report online for 2017 (Español)". Under "EXISTING USERS", there are input fields for "Username" and "Password", a "Log In" button, and links for "Forgot Username/Password?" and "Change Login Information/Close Account". Under "RESOURCES", there are links for "Reporting Guide & FAQs", "Paper Reporting Forms (Español)", "How to print a 2017 Certificate", "Check Compliance Status of Other Fleets", and "Report Non-Compliant Fleets".

Step 2: Go to your Company/Fleet information by selecting View or Update.

Logging in will take you to your fleet summary list. Select your fleet and Click on "View or Update" to continue.

Truck and Bus Reporting System Hi ARB
Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS) Log Out

[Account Home](#) [Account Settings](#)

Add a New Fleet

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
119815	Air Resources Board	View or Update Delete Fleet	0	0	Check Status

Step 3: Select the “Compliance Status” tab

You will arrive at the Message Center tab. Click on the Compliance Status Tab to the far right as shown below to continue.

Truck and Bus Reporting System Hi ARB
Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS) Log Out

TRUCRS ID: 119815 - Air Resources Board

[Account Home](#) [Message Center](#) [Company Info](#) [Vehicle Info](#) [Compliance Status](#)

Welcome to TRUCRS!

ENHANCEMENTS: TRUCRS has been improved to make the system more user-friendly, easier to navigate, and more robust. The changes affect how users navigate the system and access certain fleet information. New features allow users to edit their account login information. The [TRUCRS User Guide](#) will help you use the new system.

The annual reporting period is from January 1st to January 31st each compliance year. Be sure to update your fleet and vehicle information before the end of the reporting period.

Step 4: Confirm Reporting

Click the box labeled “Click to Confirm” as seen below to confirm you’ve entered your fleet information and finished reporting

- A:** A small pop-up window will appear with a reporting confirmation. Click “OK” to continue. By clicking “OK” you are confirming under penalty of perjury that the information you reported is complete and accurate. Click “Cancel” to go back and make changes to the fleet.
- B:** Once you click “OK” the message will change to “Confirmation complete” as displayed below. Click “Close” to continue.

The screenshot displays the 'Compliance Status' interface. At the top, it states: 'You have not confirmed you are finished reporting. Click here to update your account changes.' A red arrow points to a 'Click to Confirm' button. Below this is a section for 'General Fleet and Compliance Information'. A pop-up window labeled 'A' asks 'Are you finished reporting?' and contains a 'Reporting Confirmation' section with a legal disclaimer. A red arrow points to the 'OK' button in this pop-up. A second pop-up window labeled 'B' displays the message 'Confirmation complete, you may close the window' and has a 'Close' button highlighted with a red box.

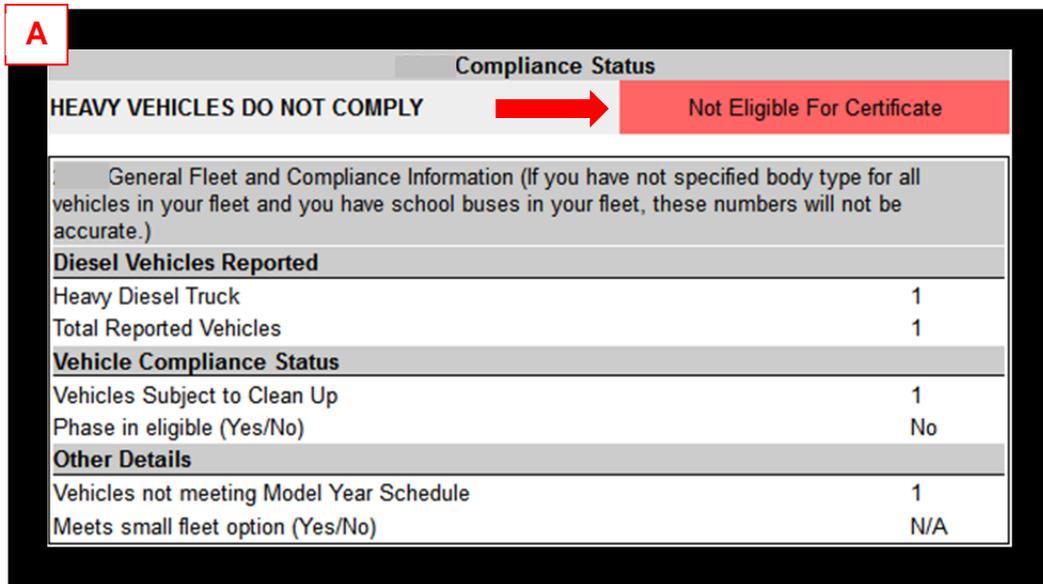
General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)	
	1
	1
	1
	1
	No
	N/A

Step 5: Check your compliance

After the page reloads you will see one of the two colored boxes below.

- A:** If your fleet does not meet 2017 compliance requirements, a red box stating “Not Eligible for Certificate” will be displayed as it does in the example below.

A



Compliance Status

HEAVY VEHICLES DO NOT COMPLY → Not Eligible For Certificate

General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)

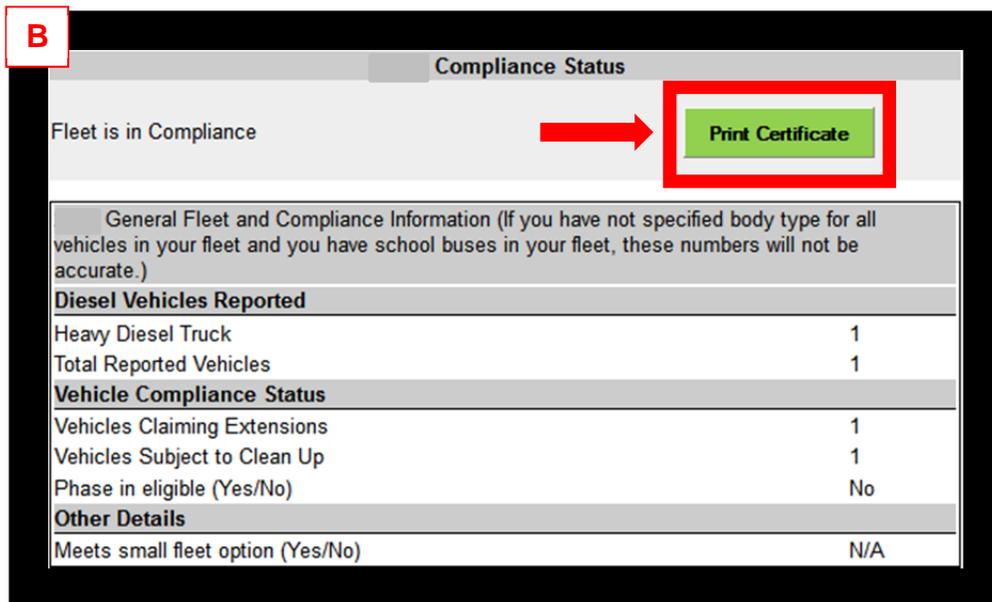
Diesel Vehicles Reported	
Heavy Diesel Truck	1
Total Reported Vehicles	1

Vehicle Compliance Status	
Vehicles Subject to Clean Up	1
Phase in eligible (Yes/No)	No

Other Details	
Vehicles not meeting Model Year Schedule	1
Meets small fleet option (Yes/No)	N/A

- B:** If your fleet meets 2017 compliance requirements, then the statement “Fleet is in Compliance” will be displayed. You will also see a green box prompting you to click “Print Certificate.” Click this box to continue.

B



Compliance Status

Fleet is in Compliance → Print Certificate

General Fleet and Compliance Information (If you have not specified body type for all vehicles in your fleet and you have school buses in your fleet, these numbers will not be accurate.)

Diesel Vehicles Reported	
Heavy Diesel Truck	1
Total Reported Vehicles	1

Vehicle Compliance Status	
Vehicles Claiming Extensions	1
Vehicles Subject to Clean Up	1
Phase in eligible (Yes/No)	No

Other Details	
Meets small fleet option (Yes/No)	N/A

Step 6: Print your certificate

Click "Print Certificate" to confirm and access the certificate for printing.

CA.GOV  *California Environmental Protection Agency*
AIR RESOURCES BOARD

Truck and Bus Reporting

Truck and Bus Reporting - Print Certificate for TRUCRS ID 119815

By clicking on the button below you affirm the following:

I certify that the information reported has been prepared in accordance with the Truck and Bus reporting requirement in Section 2025, title 13, California Code of Regulations, and that the information contained in the Truck and Bus Reporting System is true, accurate, and complete. As a User, I agree that documents submitted with electronic signatures, either scanned or using digital ink, or any other electronic format approved by the ARB, will be considered valid for certification. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information.

If your certificate does not print properly, you may have to alter the settings in your browser. To get the best results, use Internet Explorer. Under the File menu go to the Page Setup; then choose landscape, under Margins and Headers, blank out all header and footers, and set margins to 0. To print the State Seal, check Print Background (colors & images).

Truck and Bus Reporting [Need Help](#)

Important Note

If your certificate does not print properly, you may have to alter the settings in your browser. To get the best results, use Internet Explorer. Under the File menu go to the "Page Setup" and choose "landscape". Next, under "Margins and Headers", blank out all header and footers and set margins to "0". To print the State Seal, check "Print Background" (colors & images).

2016 Certificate Instructions

- During December 2016, a new feature in TRUCRS will allow you to print a certificate of reported compliance if the last recorded fleet status before December 2016 was compliant.
- If you were not compliant, or did not update your fleet's compliance status during 2016, you will not be able to print a 2016 certificate.

Step 1: Open the [Truck and Bus Reporting Page](#), and enter your user name and password.
If you forgot your password, select [Forgot Username/Password](#).

Truck and Bus Reporting System

Welcome to the Truck Regulation Upload, Compliance and Reporting System (TRUCRS)

NEW USERS **EXISTING USERS** **RESOURCES**

Create New Account
How to report online for 2017 (Español)

Username
Password

Log In

[Forgot Username/Password?](#)
[Change Login Information/Close Account](#)

[Reporting Guide & FAQs](#)
[Report Non-Compliant Fleets](#)
[Paper Reporting Forms \(Español\)](#)
[How to print a 2017 Certificate](#)
[Check Compliance Status of Other Fleets](#)
[Report Non-Compliant Fleets](#)

Step 2: Go to your Company/Fleet information by selecting [View](#) or [Update](#).

Logging in will take you to your fleet summary list. Select your fleet and Click on “View or Update” to continue.

Truck and Bus Reporting System Hi ARB

Welcome to the Truck Regulation Upload Compliance and Reporting System (TRUCRS) [Log Out](#)

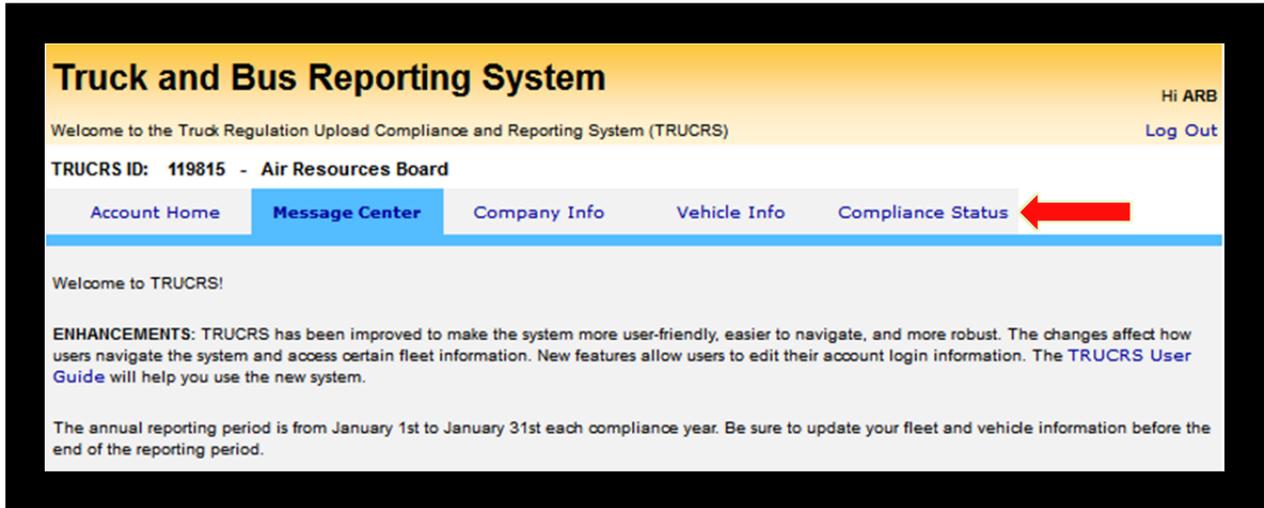
Account Home [Account Settings](#)

[Add a New Fleet](#)

TRUCRS ID	Company Name	Update or Delete Fleet	# Trucks Reported	# Trailers Reported	Compliance Status
119815	Air Resources Board	View or Update Delete Fleet	0	0	Check Status

Step 3: Select the “Compliance Status” tab

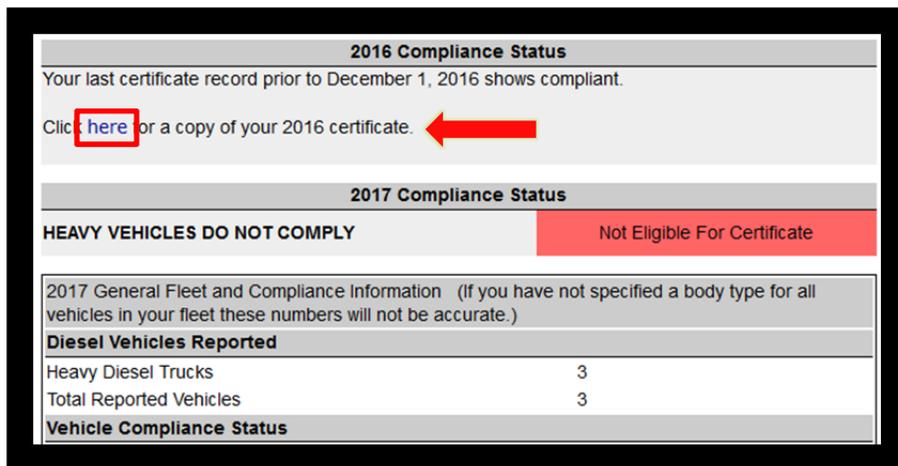
You will arrive at the Message Center tab. Click on the “Compliance Status” Tab to the far right as shown below to continue.



Step 4: Check the 2016 Compliance Status Box

If your last recorded reporting status was compliant, you will see a sentence that says “Click here for a copy of your 2016 certificate.”

Click the link for a copy of your 2016 certificate.



If your last recorded reporting status was noncompliant, you will not see a link to print your certificate.