

How to Reassign Vehicles

User Guide – Reassigning Vehicles in DOORS

This guide was created to assist fleet owners in reassigning their vehicles between parent fleets and fleet portions. This option allows parent companies to make changes to their fleets without affecting their compliance credits.

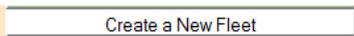
PLEASE NOTE: As of March 1, 2013, fleets will no longer have the ability to move vehicles among fleets in their DOORS account as described in this document and will no longer be able to change how their fleet portions are aggregated using the “Aggregate Fleet” function described in the DOORS User Guide, “[How to Report Fleet Portions or Multiple Fleets](#)”. Fleets under common ownership or control must decide before March 1, 2013, if or how they want to portion themselves, and ensure that parent fleets are reported properly.

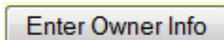
Steps to Reassigning your vehicles

This guide provides instructions on how to complete the following steps to reassign the vehicles in your fleet using our online forms. For those that are reassigning vehicles into new fleets please follow steps **A-D**. For those that are reassigning vehicles into existing fleets please follow steps **C-D**.

- A.** Create a new fleet in DOORS
- B.** Request a review on your new fleet
- C.** Reassigning vehicles
- D.** Checking for errors

A. Create a new fleet in DOORS

- Go to “https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html”
- Log into your existing DOORS account
- Click on the link that says “Create a New Fleet” 
- In the center column a button will appear that says “Enter Owner Info.”

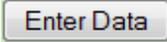


Click on this button. It will take you to a new Owner Information Screen.

The screenshot shows the 'Enter Data' form in the DOORS application. The form includes the following fields and options:

- Legal owner name:
- Company / Agency name:
- Company / Agency type (optional):
- Company / Agency tax id:
- Address1:
- Address2:
- City:
- State abbreviation: CALIFORNIA (dropdown menu)
- Zip:
- Responsible person:
- Responsible Person title:
- Is your fleet a low population county municipality? No (dropdown)
- Designated as low population? No (dropdown)
- Non-profit training center? No (dropdown)
- Do you have a documented idling policy? Yes (dropdown)
- Fuel VDECS? No (dropdown)
- Are you a Captive Attainment Area Fleet? No (dropdown)
- Parent company DOORS ID (if any):
- Are you a Job Corps Fleet? No (dropdown)

At the bottom of the form, there is an 'Enter Data' button and a note: 'ARB staff would like to help you entering your fleet data by providing one-on-one assistance as needed. Or, if you need other types of assistance please let us know. This service is offered on a first-come, first-serve basis. You are responsible for ensuring your data is reported by the required deadlines. If you would like ARB staff assistance, please email us at: doors@arb.ca.gov'

- Enter in the business information for the company that you will be reassigning your vehicles to.
- When you are finished with entering in the owner information, click on the “Enter Data” button. 

B. Request a review on your new fleet

You will not be able to reassign vehicles into a new fleet until you have created the new fleet, and requested a review on it. Even if the new fleet has no vehicles in it at the time that you request the review, you will be able to reassign or add vehicles once the fleet has been successfully reviewed. If you have questions about this review you may call us at 1-877-59DOORS or e-mail us at doors@arb.ca.gov.

- Once you have entered in the owner information for the new fleet and have clicked the “Enter Data” button, you will be brought back to your “Owner Information” page.
- Remember to add the DOORS ID number of your initial fleet into the “Parent company DOORS ID (if any)” section of the owner information page. This will allow all of your fleets to be linked together under the parent fleet.

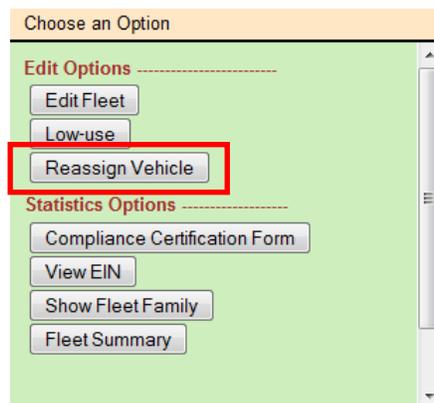
Parent company DOORS ID (if any)

- On the top of the page you will see a row of 7 buttons.

- The second to the last button is the “Request Review” button. Click on this button to request a review on your new fleet. 
- After you have successfully requested a review on your account, you will receive an e-mail from us (doors@arb.ca.gov) stating that we have received your request and that we will notify you when we are finished reviewing your fleet.
- Once we have reviewed your fleet, we will send you another e-mail letting you know that your fleet has been successfully reviewed. It takes approximately 2-3 business days for your fleet to be reviewed.
- After your fleet has been reviewed, you may begin to reassign your vehicles.

C. Reassigning Vehicles

- You will need to access your fleet information in DOORS
- You will need to click on your parent fleet, or the fleet that you would like to select vehicles to be reassigned from.
- Once you see fleet information in the top line of the screen, you will click on the “Reassign Vehicles” button that is located in the middle column of the screen.



- This option will take you to a new screen. Once you are on this screen, you will then select the fleet that you would like to reassign the vehicles to from the drop down menu.

California Environmental Protection Agency
Air Resources Board

Go to Off-Road Diesel Vehicle

CA.gov | AIA | Calendars | A-Z Index

Home | Edit Owner | Add/Edit Vehicle | Report Low-use | Compliance Certification Form | Exit

DOORS ID: 17147 **Name: FAKE COMPANY-PARENT**

If you have more than one fleet or if you have subfleets and you want to move vehicle information from one fleet to another:

- Check the boxes next to the vehicles you want to move FROM this fleet.
- Select the fleet from the dropdown below that you want to move the vehicle(s) INTO,
 - Click on the 'Reassign Checked Vehicles' button.

FAKE COMPANY-PARENT
 FAKE COMPANY-PARENT
 FAKE COMPANY-CHILD

- Or, if you want to move All vehicle(s) FROM this fleet,
- Select the fleet from the dropdown above that you want to move the vehicle(s) INTO,
 - Click on the 'Reassign All Vehicles' button below.

You may sort by clicking on the underlined headings.

<input type="checkbox"/>	<u>EIN</u>	<u>Veh serial num</u>	<u>Your veh num</u>	<u>Type</u>	<u>Manufacturer</u>	<u>Model</u>	<u>MY</u>	<u>Eng serial num</u>	<u>Engine manufacturer</u>	<u>Engine model</u>	<u>Engine family</u>	<u>Engine MY</u>	<u>HP</u>	<u>VD ser num</u>
<input type="checkbox"/>	UV4U79	975210956		Surfacing_Equipment	ARMSTRONG_POWER_SYSTEMS	cxyzczv	2008	987420	AGCO	asdv	86452130	2009	60	
<input type="checkbox"/>	UJ3T67	8645132		Bore/Drill_Rigs	AICHI	asdf	2009	325556	AGCO	8956	8645132	2007	60	

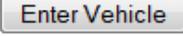
- To select the vehicles, you will need to click on the boxes that are on the left hand side of the vehicle information.

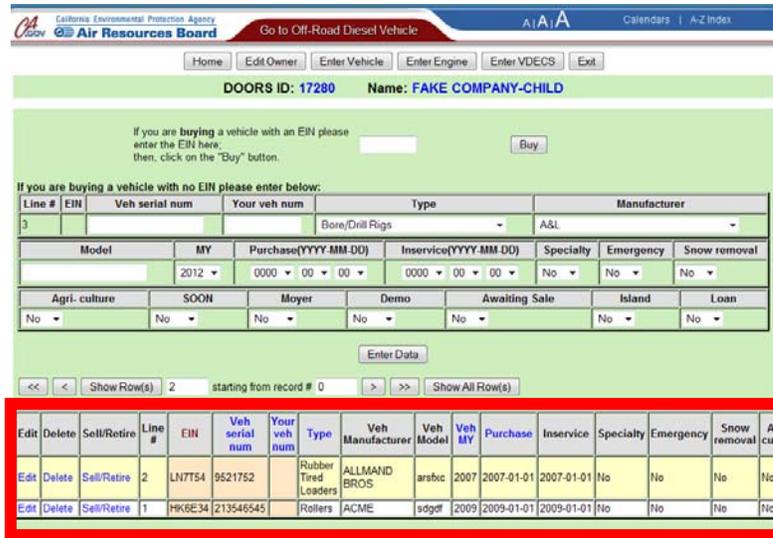
<input type="checkbox"/>	<u>EIN</u>	<u>Veh serial num</u>	<u>Your veh num</u>	<u>Type</u>
<input type="checkbox"/>	UV4U79	975210956		Surfacing_Equipment
<input type="checkbox"/>	UJ3T67	8645132		Bore/Drill_Rigs

- Once you have checked the boxes of the vehicles that you would like to reassign, you will then need to click on the “Reassign Checked Vehicles” button.
- If the vehicles have been reassigned, you will no longer see them on the “Reassign Vehicles” screen.

D. Checking for errors

- After you have reassigned your vehicles, you will need to check for any errors.
- From the “Reassign Vehicles” screen, you will need to click on the “Home” button on the top of the screen.
- From the home screen, you will need to select the fleet portion that you reassigned your vehicles to.

- After you see the Name and DOORS ID Number for your fleet portion on the top of the page, you will need to click on the “Edit Fleet” button.  This will bring you to the “Edit Owner” page.
- From the “Edit Owner” page, you will need to click on the “Enter Vehicle” button. 
- This will take you to the “Enter Vehicle” screen. At the bottom of the page you should see the vehicles that you reassigned.



Line #	EIN	Veh serial num	Your veh num	Type	Manufacturer			
3				Bore/Drill Rigs	A&L			
		Model	MY	Purchase(YYYY-MM-DD)	Inservice(YYYY-MM-DD)	Specialty	Emergency	Snow removal
			2012	0000 00 00	0000 00 00	No	No	No
		Agri. culture	SOON	Moyer	Demo	Awaiting Sale	Island	Loan
		No	No	No	No	No	No	No

Edit	Delete	Sell/Retire	Line #	EIN	Veh serial num	Your veh num	Type	Veh Manufacturer	Veh Model	Veh MY	Purchase	Inservice	Specialty	Emergency	Snow removal	Ag culti
Edit	Delete	Sell/Retire	2	LN7754	9521752		Rubber Tired Loaders	ALLMAND BROS	arsbc	2007	2007-01-01	2007-01-01	No	No	No	No
Edit	Delete	Sell/Retire	1	HK6E34	213546545		Rollers	ACME	sdgdf	2009	2009-01-01	2009-01-01	No	No	No	No

- If you do not see the vehicles that you reassigned, please review steps **A-C**. If you are still in need of additional assistance, please feel free to call us at 1877-59-DOORS or e-mail us at doors@arb.ca.gov.