

### How to Report Vehicles Which Have Been Sold or Retired

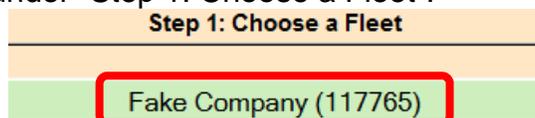
This user guide will explain how to use DOORS to report vehicles which have been sold or retired from a fleet. Some users may wish to receive credit under the In-Use Off-Road Diesel-Fueled Fleets Regulation (Off-Road Regulation) for selling or retiring vehicles. To receive credit, users must report the required information for vehicles sold or retired, as well as for the vehicles still in their fleet.

For more information on how to report vehicles in DOORS, please see our DOORS User Guide on Initial Reporting at:  
<http://www.arb.ca.gov/msprog/ordiesel/documents/doors/userguide-initialreporting.pdf>.

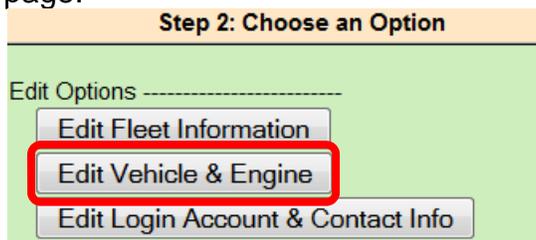
#### Reporting Vehicle Sales and/or Retirements

1. Login to your DOORS account using your username and password at [https://ssl.arb.ca.gov/ssldoors/doors\\_reporting/doors\\_login.html](https://ssl.arb.ca.gov/ssldoors/doors_reporting/doors_login.html).

2. Select your fleet under “Step 1: Choose a Fleet”.



3. Select the “Edit Vehicle & Engine” button, as shown below. This will take you to the page that allows you to add or edit your vehicle and engine information, the Vehicle & Engine page.



*While this document is intended to assist fleets with their compliance efforts, it does not alter or modify the terms of any ARB regulation, nor does it constitute legal advice. It is the sole responsibility of fleets to ensure compliance with the In-Use Off-Road Diesel-Fueled Fleets Regulation.*

- On the Vehicle & Engine page, each vehicle you reported will be listed in the table at the bottom of the page. Find the vehicle you have retired or sold and select "Sell/Retire" on that vehicle line.

			Line #	EIN	Veh Serial #	Your Veh #
Edit	Delete	Sell/Retire	1	XY4B38	7789TFRE	VTE5569
Edit	Delete	Sell/Retire	2	PA3J57	458RT9	958RTS9

- Enter the sale or retirement date for that vehicle and indicate if the vehicle was stolen. Verify that the information is correct, and then, if it is correct, select the "Sell/Retire" button, as shown below.

SELL/RETIRE A VEHICLE							
EIN	Veh Serial # (or VIN)	Purchase Date (yyyy-mm-dd)	Sale/Retirement Date (yyyy-mm-dd)			Stolen Vehicle	Sell/Retire
XY4B38	7789TFRE	2014-06-04	0000	00	00	No	<input type="button" value="Sell/Retire"/>

For more information on reporting, refer to our other guides, which are available in the Off-Road Knowledge Center at:

<http://www.arb.ca.gov/msprog/ordiesel/knowcenter.htm>

If you require additional assistance or information, please contact the DOORS hotline by phone at 1(877) 59DOORS (1-877-593-6677), or by email at [doors@arb.ca.gov](mailto:doors@arb.ca.gov).

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