



ENERGY STAR[®] Product Line Identification

Manual for NFRC Participants and Inspection Agencies

Part of the enrollment in the NFRC IVP requires each ENERGY STAR Partner to complete the process of providing NFRC details about ENERGY STAR qualified product lines. Partners are able to access the online tool to complete this task. If necessary, NFRC Inspection Agencies and NFRC staff are authorized to access the online tool to assist Partners with completing this step in the enrollment process.

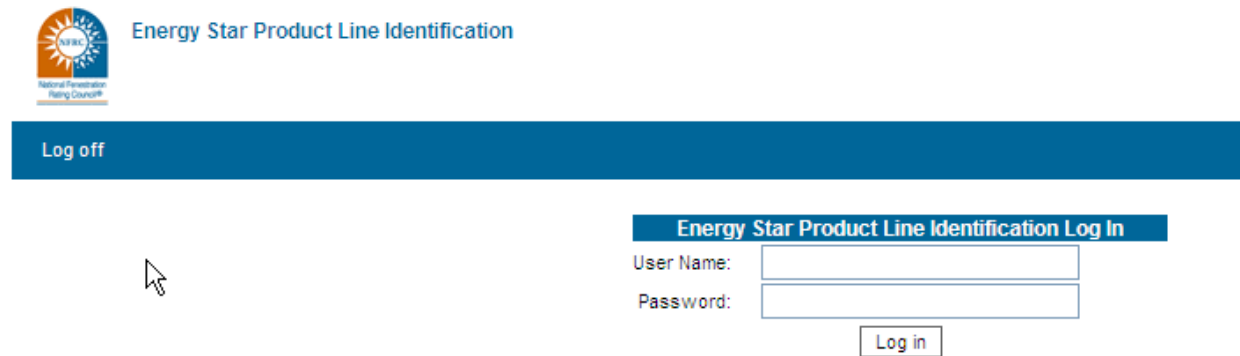
Each Partner is required to provide NFRC details about which product lines include ENERGY STAR qualified product options that are available for sale to the consumer. The information collected from this online tool will assist NFRC with the IVP algorithm when selecting products.

This tool will list ALL product lines whether or not options listed in the product line meet ENERGY STAR qualification. **NOTE: It is the Partner's responsibility to verify if options in the product line meet ENERGY STAR qualifications.**

Accessing and Logging into the Online Tool

- A. The website is available online at <http://pesi.nfrc.org>. Please copy and paste this URL in your browser or click on the hyperlink. You will be directed to the following webpage:

Login Screen



- B. The login username and password are the same login information associated with the NFRC Certified Products Directory (CPD). If you do not have or forget your username and or password, please contact NFRC staff.

Inspection Agency's (IA) Home Screen Details

NOTE: Partner users continue to **Partner's Home Screen Details** listed below.

The Inspection Agency's home screen displays a list of ENERGY STAR Partners. If a manufacturer is not listed, please contact NFRC staff for support.

- A. Column headings
- i. Manufacturer Identifiers
 - (a) Manufacturer – Name of the manufacturer as listed in the CPD
 - (b) MFR Code – Manufacturer's letter code
 - (c) MFR ID – Manufacturer's numerical code
 - (d) Status – Manufacturer's status within the NFRC PCP (Active or Inactive)
 - (e) Plants – Number of plants listed on Schedule I.
 - ii. Product Line Identifiers
 - (a) Total Product Lines – The total number of product lines associated with the participant regardless of the product line status
 - (b) Active Product Lines – The number of active product lines
 - (c) ENERGY STAR Product Lines – The number of product lines selected by ENERGY STAR Partner sold as an ENERGY STAR product line.
- NOTE: Details on how to select product lines is listed below at "Using the tool to Identify ENERGY STAR Product Lines"
- B. Selecting Manufacturer – The IA can access the participant's product line by selecting the appropriate hyperlink under the Manufacturer column.
- C. Proceed to the **Partner's Home Screen Details** for instructions to continue.

IA Home Screen

Energy Star Product Line Identification

Manufacturer

Log off

FIND MANUFACTURER

By Name By Code or ID

Manufacturer	Mfr Code	Mfr ID	Status	Plants	Total Product Lines	Active Product Lines	Energy Star Lines
123XYZ Company	XYZ	860	Active	8	209	32	24

Partner's Home Screen Details

The Partner's home screen displays the list of product lines within the CPD. This screen is the location for the user to select the status of each product line.

A. Column headings

i. Product Line Identifiers:

- (a) CPD Number – The product line's NFRC CPD Number
- (b) Grouped With – Lists the associated product line's CPD number that was used for validation during the certification process, if applicable.
- (c) Status Code – Lists the status of the product line. For example "01" means the manufacturer voluntarily terminated the product line.
- (d) Series / Model Number – The name of the product line associated within the CPD and public search.
- (e) Operator Type – the product type per Table 4-3 listed in NFRC 100.
- (f) On Schedule II – "YES" indicated that the product line is listed on a Schedule II; thus, associated with a plant.

NOTE: If a blank is displayed and the product line is currently manufactured as a product line for NFRC certification, please access the CPD and update the Schedule II.

- (g) Energy Star Line – A check mark identifies a product line designated by the manufacturers as an ENERGY STAR product line sold to the consumer.
 - (i) Initially, all of the product lines will not have a check mark
 - (ii) The user has the ability to check and uncheck the box
 - (iii) This can be updated anytime by the participant

ii. Certification Identifiers

- (a) Initial Certification Date – The initial date the product line was certified.
- (b) Certificate Date – The product line's current certification date. In some cases will be different then the initial certification date when the product line is recertified.
- (c) Expiration Date – The date the product line will expire.

B. Buttons

- i. Update – Required to set the status of each product line, with or without a check mark.
- ii. Select All – Allows the user to mark ALL product lines with a check mark.
- iii. Deselect All – Allows the user to unmark the check mark from ALL product lines.
- iv. Reset – User is able to reset the status of ALL product lines from the last time the Update button was selected.

Partner's Home Screen



Energy Star Product Line Identification

Manufacturer

Log off

Product Line Summary: 123XYZ Company

Update Select All Deselect All Reset

CPD Number	Grouped With	Status Code	Series/Model Number	Operator Type	Initial Certification Date	Certification Date	Expiration Date	On Schedule 2	Energy Star Line
XYZ-A-54		08	Fixed 2006	FIXD	11/21/2006	11/21/2006	10/10/2010		<input checked="" type="checkbox"/>
XYZ-A-74	XYZ-T-68	06	Premium Vinyl Horizontal Slider w/ and w/o Filler Bar	VSDH	08/01/2008	08/01/2008	07/11/2011	Yes	<input checked="" type="checkbox"/>
XYZ-K-2	XYZ-T-84	06	Upgrade	FIXD	08/16/2009	08/16/2009	08/16/2013		<input checked="" type="checkbox"/>
XYZ-K-52			Fixed 2006	FIXD	11/20/2006	11/20/2006	10/10/2010	Yes	<input type="checkbox"/>
XYZ-K-53			Fixed 2006	FIXD	11/21/2006	11/21/2006	10/10/2010	Yes	<input checked="" type="checkbox"/>
XYZ-K-55			Fixed 2006	FIXD	11/27/2006	11/27/2006	10/10/2010	Yes	<input checked="" type="checkbox"/>
XYZ-K-76			No CR	HSXX	12/04/2008	12/04/2008	01/01/2012	Yes	<input checked="" type="checkbox"/>

The next section provides the process to designated ENERGY STAR product lines.

Using the tool to Identify ENERGY STAR Product Lines

- A. The user will login to the tool at <http://pesi.nfrc.org> and proceeds to the participant screen.
- B. The user reviews the product line listing and toggles the box listed under the ENERGY STAR Line column to the appropriate status. A check mark indicates the product line is an ENERGY STAR qualified product line that is available to a consumer.
- C. The user can use the “Select All”, “Deselect All”, and “Reset” button accordingly when selecting the lines.
 - i. Examples:
 - (a) **Select All Button:** A Partner may have total 30 product lines in the list and 28 are ENERGY STAR product lines. The user could use the “Select All” button, and then proceed to uncheck the 2 product lines, followed by selecting the “Update” button.
 - (b) **Reset Button:** In cases where the Partner is interrupted (lengthy meeting, phone calls, etc) while modifying the product lines prior to selecting the “Update” button. The “Reset” button can be used to set status of ALL product lines from the last time the Update button was selected.
- D. The user then selects the “Update” button to set the status of the product line listing.

NOTE: If the user navigates from the page prior to selecting the “Update” button or selects the “Reset” button, all information will be lost.
- E. When completed with updating the product line listing, the user can log off.