

Diesel Retrofit Compliance Online Application User Guide

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Clean Diesel Retrofit Compliance Program

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DEQ is a leader in
restoring, maintaining
and enhancing the
quality of Oregon's air,
land and water.



State of Oregon
Department of
Environmental
Quality

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DEQ can provide documents in an alternate format or in a language other than English upon request. Call DEQ at 800-452-4011 or email deqinfo@deq.oregon.gov.

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Check if a vehicle is regulated

To search for a regulated vehicle and apply for the DEQ Certificate of Retrofit Compliance, please go to <https://deqhddretrofit.org/>

The screenshot shows the landing page for the Heavy Duty Diesel Retrofit Application. At the top left is the Oregon State seal. The main header reads "Heavy Duty Diesel Retrofit Application" and "Department of Environmental Quality". Below this is a search form titled "DEQ HD Diesel Vehicle search" with the instruction "Please enter a Vehicle Identification Number (VIN) or Plate number to search for regulated vehicle." The form has two input fields: "VIN" and "Plate", separated by "OR". There are "Search" and "Clear" buttons. On the left side, there is a navigation menu with "HDD Home Page", "Register", and "Login". At the bottom, there are three columns: "Find Us" with contact information for the Diesel Retrofit Compliance Program, "Contact Us" with email and phone, and "About Oregon" with links to Oregon.gov, State Directories, and Agencies Listing.

The DEQ HD Diesel Retrofit Application landing page is where you will enter the VIN or license plate to find out if your vehicle is regulated and create an account to access the application.

If the VIN is in the system, it is regulated, you can register for an account. If the VIN is not found, “VIN is not regulated” will display under the VIN entry. VINs are regulated by the Oregon Department of Transportation.

Register for an account

To register for an account, select “Register” on the left side of the page:

This screenshot shows the same search page as above, but with a search result. The "VIN" field contains "XXXXXXXXXX". A green message box above the input fields states: "Vehicle is regulated. Please Register or Login to claim/manage your vehicle." A blue arrow points to the "Register" link in the left-hand navigation menu.

Next, complete the registration profile. You will be asked to include the VIN and the registered Zip code of the regulated vehicle.

Register
Create a new account.

Email

Password

Confirm password

First Name

Last Name

Phone Number

Job/Position title

Company

Register

After registering for an account, you will receive an email from noreply@deq.oregon.gov. Verify the account by opening the registration email and selecting the required link.

Materials needed prior to completing application

After completing the vehicle retrofit installation, Oregon DEQ requires the following documents to be ready prior to submitting the application:

- The [Signature of Attestation](#) – This will need to be completed and signed by the registered owner or authorized representative. In addition, the installer will need to sign the “Certified Installer Declaration” section.
- Manufacturer/Installer pre-assessment form – Prepared and signed by the authorized installer
- Documentation and pictures supporting labeling requirements of retrofit system - Prepared and signed by the authorized installer
- Copy of warranty agreement between installer and owner - Prepared and signed by the authorized installer and the owner

Log on and complete application

You can now log in to the HD Diesel Retrofit Application account.

After logging in, the VIN you initially searched for will be added to the Primary Ownership list in your account. This user will be the Primary Owner for this VIN, as well as any other VINs claimed.

Click on the VIN and complete the application by providing vehicle information retrofit information and uploading required documents.

Primary Ownership Vehicle list
This list includes vehicles claimed by this user as the Primary Owner of these VINs.

Vin

[Go to VIN application](#)

Show entries Search:

Select All	VIN	Plate	Certification Status	Secondary Account holders
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Revoked	<input type="text"/>
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Revoked	

Showing 1 to 2 of 2 entries Previous **1** Next

Secondary Account holder: --Select a Secondary Account holder to Assign the VINs with checked boxes above--

[Assign the selected VINs to the selected Secondary Account Holder.](#)

Expand the fields by clicking the down arrow as illustrated below. Please be sure all fields include the correct information and are complete.

- Customer Registration Information for VIN
- Customer Information for VIN
- Customer Retrofit Application Information for VIN
- Customer Retrofit Application Documents Submitted for VIN
- Customer Retrofit Application Document Uploads for VIN

[Submit](#) [Disown](#)

Pre-populated information (See: gray fields) is provided by the Oregon Department of Transportation based on registration records. It cannot be edited by the user. If there is an error in the record, please contact either the DMV or ODOT's Commerce and Compliance Division to correct the error before proceeding with the application. **Oregon DEQ cannot correct these errors.**

Owner Name

Street Address

City: PORTLAND State: OR Zip: 97232

County: MULTNOMAH Registration Expiration: Publicly Owned: N

The required retrofit information should be supplied by either the installer or the manufacturer of the retrofit system. DEQ-approved retrofit manufacturers and retrofit types are pre-populated in the dropdown lists. You can also add additional information in the comments section.

Customer Retrofit Application Information for VIN in Yes status

Retrofit Provider HUSS	Retrofit Type FS-MK On-Road
Approved Retrofit Family HUSS	Application Date 10/12/2022
Owner Comments	

The “Document Uploads” section allows you to upload all the documents required with the application.

Customer Retrofit Application Document Uploads for VIN

DocumentTypeid
Select Document Type

Select Document to Upload

Choose File No file chosen

Acceptable file types are jpeg and pdf.

Upload Document

Customer Retrofit Application Documents Submitted for VIN

Show 10 entries Search:

Document	Document Type	Submitted Date	Submitted By
	Owner Testimony Form (Required)	2022-10-12 11:38:53.287	
	Warranty Registration Form (Required)	2022-10-12 11:38:53.287	
	Pre-installation Compatibility Assessment (Required)	2022-10-12 11:38:53.287	
	Approved Retrofit Identification Label (Required)	2022-10-12 11:38:53.287	

Showing 1 to 4 of 4 entries Previous 1 Next

Customer Retrofit Application Document Uploads for VIN

DocumentTypeid
Select Document Type

Select Document to Upload

Choose File No file chosen

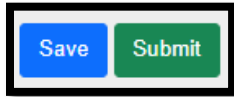
Acceptable file types are jpg, jpeg, png, gif or pdf.

Upload Document

To upload, select the appropriate document from the dropdown list, chose the file and click “upload.” Once finished, the file will be viewable. Each form is required in any of the following formats: jpg, jpeg,

png, gif or pdf. If necessary, you can upload more than one document in each category of the dropdown list. Be sure to upload each document before submitting the application.

There is a save button at the bottom of the page. Saving regularly will keep you from having to re-enter information later. If you must exit the application before you are finished, be sure to click “Save” before leaving the page.



When you finish uploading documents and completing the application, send everything to DEQ by selecting the “Submit” button. The status of the VIN will show as ”Pending” until it is reviewed by DEQ Heavy-Duty Diesel (HDD) staff.

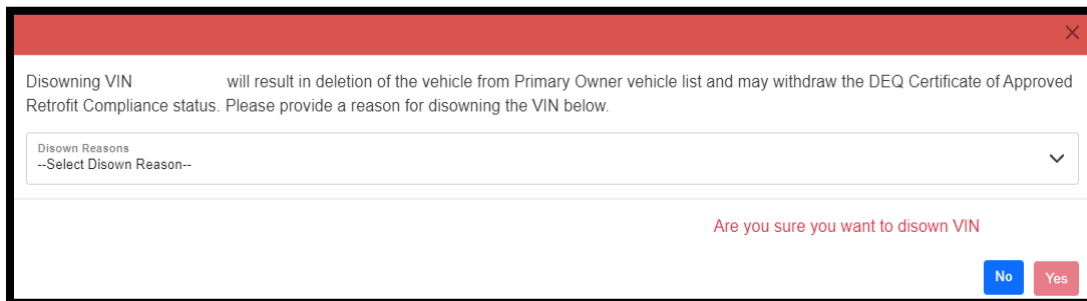
Once submitted, the application cannot be reviewed or edited unless DEQ HDD staff is contacted for assistance.

Disowning a VIN

The Primary Owner may choose to disown a VIN if it has been decommissioned, sold or is no longer needed. Disowning a VIN is completed by selecting the VIN in the Primary Owner vehicle list and selecting the “Disown” button.



There will be prompts to confirm the decision to disown the VIN.



After selecting “Disown” you will receive a warning message stating the vehicle may no longer be certified and ask you to verify your intent to disown the VIN. You will also need to select a reason for disowning the VIN from a dropdown menu.

Assigning a secondary account holder

As a Primary Owner, you may want to delegate the retrofit application responsibilities to another individual. This can be accomplished by sending a request for the individual to register on the application site through the email request form.

Assign Secondary Account holder Ownership Email Form

SecondaryOwnerEmail

Invite

Show 10 entries

Once completed, the individual requested to register will have a Secondary Account Holder profile which allows them to manage, review and edit a regulated VIN assigned by the Primary Owner.

The Primary Owner’s Assign/Manage list will display all Secondary Account Holders, as well as the number of VINs allocated to each.

Assign Secondary Account holder Ownership Email Form

SecondaryOwnerEmail

Invite

Show 10 entries

Select All	Secondary Account holder Email	Status	FirstName	LastName	Title	Company	Total Assigned VIN
<input type="checkbox"/>	[Redacted]	A	[Redacted]	[Redacted]	[Redacted]	[Redacted]	0
<input type="checkbox"/>	[Redacted]	A	[Redacted]	[Redacted]	[Redacted]	[Redacted]	1
<input type="checkbox"/>	[Redacted]	A	[Redacted]	[Redacted]	[Redacted]	[Redacted]	36
<input type="checkbox"/>	diesel.retrofitcompliance@deq.oregon.gov	A	DEQ	VIP	Tester	DEQ	4

Showing 1 to 4 of 4 entries

Previous 1

To assign a VIN to a Secondary Account Holder, begin by selecting the VIN under the “Primary Ownership Vehicle list.” Then, select the Secondary Account Holder in dropdown list.

Primary Ownership Vehicle list
This list includes vehicles claimed by this user as the Primary Owner of these VINs.

Vin

[Go to VIN application](#)

Show entries

Select All	VIN	Plate	Certification Status	Secondary Account holders
<input type="checkbox"/>	<input type="text"/>	<input type="text"/>	Unknown	

Showing 1 to 1 of 1 entries

Secondary Account holder

[Assign the selected VINs to the selected Secondary Account Holder.](#)

Choosing the email of the Secondary Account Holder will allow them to view the VIN(s) assigned to them, as well as complete the retrofit application.

The Primary Owner can also use this screen to remove any Secondary Account Holders as necessary by selecting the Secondary Account Holder email and clicking the "Remove" button.

The Secondary Account Holder will have an active account but no longer have access to any of the previously assigned VIN(s).

Secondary account holder options

The Secondary Account Holder account options are like a Primary Owner's except they must be assigned to manage a VIN by a Primary Owner. In addition, they cannot claim a VIN on their own.

Once the Secondary Account Holder finalizes their profile, they will have access to assigned VINs. Then, they can select a specific VIN, review all information and documents, and complete and submit an application. (See example below).

Secondary Account Holder Assigned VIN(s)
A Primary Owner has assigned you management of these VIN(s).

Show entries Search:

VIN	Plate	Certification Status	Primary Owner	Primary Owner Company
<input type="text"/>	<input type="text"/>	Yes	<input type="text"/>	deq
		Yes		deq
<input type="text"/>	<input type="text"/>	Yes	<input type="text"/>	deq
		Yes		deq

Showing 1 to 4 of 4 entries Previous **1** Next

Customer Registration Information for VIN	▼
Customer Information for VIN	▼
Customer Retrofit Application Information for VIN	▼
Customer Retrofit Application Documents Submitted for VIN	▼
Customer Retrofit Application Document Uploads for VIN	▼

For more information on the diesel retrofit compliance application, please email:

diesel.retrofitcompliance@deq.oregon.gov