

## **Homes Online Submission Tool (HOST)**

### **HELP for Rating Providers**

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## **Introduction to HOST**

The Homes Online Submission Tool (HOST) is a web-based application to allow active ENERGY STAR Accredited Provider Partners to submit quarterly information about their ENERGY STAR qualified homes to EPA.

The HOST application:

- ✓ Streamlines the entry, submission, and approval of quarterly report data;
- ✓ Improves the quality of the quarterly report data;
- ✓ Shortens the time between the end of a quarter and the posting of new 'Labeled Homes' credits on the New Homes Locator Tool;
- ✓ Provides better tracking of New Homes prospects or potential partners;
- ✓ Allows partners to view an archive of all of their previously submitted quarterly report data, filtering by criteria such as State, Builder, or Quarter; and
- ✓ Allows partners to request ENERGY STAR labels on-line when submitting quarterly data.

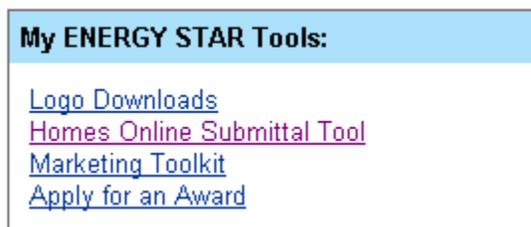
## Accessing HOST

To access HOST and make quarterly submissions of labeled homes, it is recommended that you have a PC with Internet Explorer version 6.0 or higher. Although not formally supported, the application should also function properly with recent versions of Firefox browsers and on a Mac. The application does require that JavaScript be enabled in your browser.

### *Where to Find the Links to Access HOST*

For the official entry of quarterly reports, you will access HOST by entering this URL into your browser: <http://www.energystar.gov/host>. It is recommended that you bookmark this URL in your browser.

Authorized users can also access HOST via a “My ENERGY STAR Tools:” link when logged into the My ENERGY STAR Account application:  
<http://www.energystar.gov/mesa>.



### *Your HOST Username and Password*

Access to HOST requires that you are a primary contact for an active Accredited Provider Partner in the ENERGY STAR program. For new users, this user name and password will be provided to you via email. For users with access to “ENERGY STAR logo downloads” or “My ENERGY STAR Account”, this same user name/password will be used for HOST access.

Note: If your organization would like to authorize additional HOST users, or if you need to disable someone’s HOST account, please email our Hotline at [hotline@energystar.gov](mailto:hotline@energystar.gov) with the details of your request (include action requested, organization’s full name and address, person’s name, title, email, phone #). You may also call the Hotline at 1-888-STAR-YES.

### *Login Authentication and Troubleshooting*

The *Login* screen requires entry of a valid User Name and Password. Your User Name and Password will be authenticated to ensure you are a valid HOST user with a current association to a New Homes Rating Provider partner. If you have forgotten your User Name and/or Password you can submit a request using the two "forgotten..." links on the login page. If you have problems logging in, notify the Hotline via email at

[hotline@energystar.gov](mailto:hotline@energystar.gov) or by phone at 1-888-STAR-YES. The Hotline should also be immediately notified of any email address changes.



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## Login

User Name:

Password:

Login >>

I've [forgotten my password](#).

I've [forgotten my user name and password](#)

Need a username and password? ENERGY STAR provides its partners with usernames and passwords so that they may access secure tools to make the most out of their partnership. If you are not an ENERGY STAR partner, learn how you can [join](#) and work with ENERGY STAR to make a change for the better.

If you cannot obtain your user name and/or password or are having trouble signing in, please email the ENERGY STAR Hotline at [hotline@energystar.gov](mailto:hotline@energystar.gov) or call them at 1-888-STAR-YES for assistance.

## Welcome to HOST

On successful login to HOST, the Welcome screen will display with specific information about the user, the organization the user represents, and the quarterly report submission period.

### *Submission Periods*

HOST is used for submitting ENERGY STAR qualified home information each quarter. The deadline for submitting quarterly report information is the end of the month after a quarter closes. All submissions must be made by the dates listed below. Please contact [hotline@energystar.gov](mailto:hotline@energystar.gov) if you cannot meet these quarterly deadlines.

Quarter	Submission Deadline
First (Jan 1 – Mar 31)	Apr 30
Second (Apr 1 – Jun 30)	Jul 31
Third (Jul 1 – Sep 30)	Oct 31
Fourth (Oct 1 – Dec 31)	Jan 31

### *Editing and Submission Restrictions*

The following editing and submission restrictions apply.

- ✓ All submissions must be made to EPA prior to the Submission Deadline.
- ✓ Notify [hotline@energystar.gov](mailto:hotline@energystar.gov) if you cannot submit your information by the deadline.
- ✓ No changes can be made in HOST to any information that has already been submitted to EPA. (EPA must be notified via email at [hotline@energystar.gov](mailto:hotline@energystar.gov) if you need to change information that you've already submitted. EPA will make the changes needed within the review application.)
- ✓ HOST can only be used to submit activity for the “active” (i.e., reporting) quarter. It cannot be used for submission of information from past quarters. For example, homes that you qualified during the 2<sup>nd</sup> quarter must be submitted no later than July 31. If you need to submit activity that occurred during the 1<sup>st</sup> quarter you cannot use HOST; you must notify [hotline@energystar.gov](mailto:hotline@energystar.gov).

## Homes Quarterly Report Summary

*Homes Quarterly Report Summary* is the main screen of HOST and the screen from which the rest of HOST functions can be accessed.

The Rating provider's name is displayed along with the Submission Quarter and the Deadline. The remainder of the screen is comprised of two data tabs:

- Current Quarter Report – for adding, editing and submitting quarterly report data for the current submission quarter.
- Approved Reports Archive – for displaying all EPA-approved quarterly reports that were submitted in previous quarters or the current quarter.

On entry to this screen, the Current Quarter Report tab displays with records for template data and all not-yet-approved quarterly records for the quarter.

### ***Information about Templates***

Partners log into HOST at the beginning of a quarter to submit records for the previous quarter. At the beginning of each quarter, the *Current Quarter Report* screen is populated only with “template” data. Partners can edit this data or add new rows.

#### ***What Does the Template Include?***

A template consists of unique quarterly report records that have been submitted to EPA for the past four quarters. A “unique” record consists of the following information:

Builder + State + City + Developer + Rater + Verification Method + Home Type

i.e., If multiple records with the same matching seven fields were entered in previous quarters, they are combined into one template record. All template records display with a “0” for the “# of Homes Labeled” and the “# of IAP Homes”.

Not all previously submitted Homes Labeled records from the last four quarters are available in the template. Information will not be included from previous submissions if there was no specific City entered; i.e., quarterly reports using any of the “(Various)” options for a city are not included in the templates.

If you have any questions regarding your quarterly report template data, please contact your account manager.

Other links on the main HOST screen:

- **Contact ENERGY STAR** – Use this form to submit questions to EPA
- **HELP** – link to access HOST application Help.
- **LOGOUT** – link to logout of the HOST application

# Current Quarter Report

*Current Quarter Report* is the tab that displays all data for the current submission quarter and provides all functionality for adding, editing, and submitting data to EPA. The graphic below is an example of the *Current Quarter Summary* tab for a Rating Provider at the start of the quarter. Features of the tab are described in the remainder of this section.

State	City	Developer	Rater	Verification Method	Home Type	# of Homes Labeled	# of IAP Homes	Status	Delete
<b>ABC Builder</b> (0 Homes) <a href="#">Add new row for this builder</a>									
MA	Plymouth [Boston-Cambridge-Qui			BOP - Individually Tested	Single Family	0	0		
MA	Stow [Boston-Cambridge-Quincy			BOP - Individually Tested	Multi-Family Low Rise	0	0		
MA	Amherst [Springfield, MA]			HERS - Individually Rated	Single Family	0	0		
<b>CB Test Builder 1</b> (0 Homes) <a href="#">Add new row for this builder</a>									
CA	Aguanga [Riverside-San Bernarc			HERS - Individually Rated	Single Family	0	0		

1. **Current Quarter Report** (tab) – currently active
2. **Approved Reports Archive** (tab) – click on this tab to view the Approved Report Archive. This tab is active (and the Approved reports Archive accessible) only when there are no outstanding unsaved changes on the Current Quarter Report tab.
3. **“Total # of Homes Labeled for [current] Quarter”** (text) - displays a running count of number of homes labeled for the quarter. Includes home counts from submitted and un-submitted records.
4. **Expand All Builders, Collapse All Builders** (buttons) – The quarterly report data is grouped in the main table by builder. These buttons can be used to expand or collapse all the sections on the screen. The image below shows a “collapsed” view:

State	City	Developer	Rater	Verification Method	Home Type	# of Homes Labeled	# of IAP Homes	Status	Delete
<b>ABC Builder</b> (0 Homes) <a href="#">Add new row for this builder</a>									
<b>CB Test Builder 1</b> (0 Homes) <a href="#">Add new row for this builder</a>									
<b>TEST TEST BUILDER</b> (0 Homes) <a href="#">Add new row for this builder</a>									

Each section can also be expanded or collapsed individually by clicking on the builder “header row”, i.e., click anywhere in the white space to the right of the builder name.

5. **Add New Builder** (button) – When the builder is not already listed on the current summary list of quarterly reports (i.e., not in the template data and not already

added), use this button to select or add a new builder. (Once the new builder is added, a new editable row will appear in the table.)

6. **Save Changes** (button) – The Save Changes button is disabled when no edits (or additions) have been made. When there are data changes to be saved, the unsaved data will be identified in the table as yellow highlighted cells/rows. The Save Changes button is then enabled and clicking it will verify and save all unsaved data.
7. **Submit Quarterly Report to EPA** (button) – This button is enabled when there is saved data that has not yet been submitted to EPA. If there are unsaved changes, this button is disabled.
8. **Quarterly Report Data** (table) – This table contains all the rows of quarterly report data for the quarter, including template data, edited data, unsaved and saved data, un-submitted and submitted data. Data is grouped alphabetically by builder within expandable/collapsible sections. The following columns display for all rows within each builder section.
  - State – state where the labeled homes were built
  - City – city (or metro area) where the labeled homes were built
  - Developer – optional developer associated with the labeled homes
  - Rater – optional rater associated with the labeled homes
  - Verification Method – method used for verifying the labeled homes
  - Home Type – type of labeled homes
  - # of Homes Labeled – count of the homes labeled
  - # of IAP Homes – count of the labeled homes that are also Indoor AirPlus (IAP) qualified. For more information on IAP, refer to <http://www.epa.gov/indoorairplus/>.
  - Status column showing values of:
    - ✓ Blank – Row has not been edited (template row)
    - ✓ New – Row has been edited,
    - ✓ Submitted – Row has been submitted, or
    - ✓ On Hold – Row was submitted, then placed on hold by EPA(Once approved, data only shows on the Approved Reports Archive tab.)
  - Delete – displays an icon for all edited, un-submitted rows allowing the user to delete that row.
9. **Add new row for this builder** (link) - When the builder is already listed on the current summary list of quarterly reports (i.e., was part of the template data or already added this quarter), use this link to add a new editable row to the table for the existing builder.

Other Notes regarding the functionality of this tab:

- ✓ *One scrolled page of data* - All quarterly data is displayed on one scrolled window; i.e., there is no need to for navigation links (next, previous) to access additional pages. If the display contains a large amount of records, the “Collapse

all Builders” function is recommended to quickly view only Builder names. Click on the Builder’s title row to expand just that one Builder’s data.

- √ *Column sorting* - Most columns can be sorted; click on the column header. The sort is only applied to the records within the Builder group.
- √ *Adding data* - Records are added using the “Add New Builder” button and the “Add new row for this builder” link.
- √ *Editing data* - Records are edited by clicking directly in the field to be edited. See the next HELP section “Editing Existing Records” for detailed information on editing data. (Note that submitted records are no longer editable.)

## Editing Existing (Template) Data

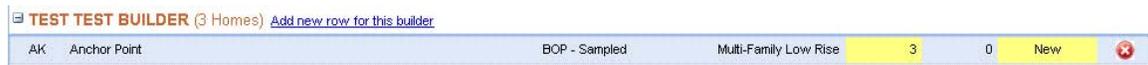
If the *Current Quarter Report* table displays a row (i.e., template record) that exactly matches the quarterly report you want to submit for the current reporting quarter, HOST users can quickly edit the “# of Homes Labeled” and, optionally, the “# of IAP Homes” information directly within the table.

Note: initially, all the rows in the template are set to zero and users can leave the values of “# of Homes Labeled” and “# of IAP Homes” as zero for any rows of data they don’t want to submit to EPA for the quarter.

To change the counts on an existing row, simply single click in the appropriate “cell” and enter a number greater than zero.

- ✓ # of Homes Labeled – enter the total count of homes labeled that match the data (builder, city/state, home type, verification method, etc) in this record.
- ✓ # of IAP Homes - If some or all of the homes reported in this record are also qualified for IndoorAirPlus (IAP), enter a count that is less than or equal to the number entered for “# of Homes Labeled”.

After entering a number in a count field, the cell will change to a yellow highlight, the status of the record will change to “New”, and a delete icon will display to allow you to entirely remove this row from your current data. (Note: changing the count to “0” is essentially the same as deleting the row – the data will not be submitted if the “# of Homes Labeled” = 0).



TEST TEST BUILDER (3 Homes) <a href="#">Add new row for this builder</a>							
AK	Anchor Point	BOP - Sampled	Multi-Family Low Rise	3	0	New	

If the information in a template row is almost identical to the quarterly report to be submitted, you can change any of the information in the record by single-clicking on the appropriate “cell” and entering or selecting a new value. Refer to the section on “Adding Data for Existing Builders” for more information about editing the cells in a row.

*NOTE: This will change the template row. If you do not see a row of template data to “reuse”, you must click the link “Add a new row for this builder” or the button “Add New Builder” to create a new row of data.*

## Adding Rows for New or Existing Builders

Adding a new row to the table is necessary when the template does not include the exact information to be submitted. There are two scenarios for when you would add a row:

1. Reporting homes built for builders that exist in your template (i.e., a section displays in the table for the builder) but a template record with the appropriate information is not available for editing, or
2. Reporting homes built for new builders that do not currently show up on your template. These may be builders you have never worked with, or builders you have not worked with for over a year (and therefore, not in the template).

### *Adding rows for existing builders:*

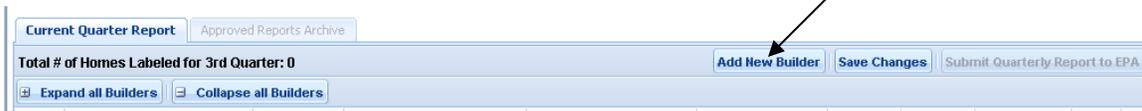
To add a new row for an existing builder, click on the link “Add new row for this builder” next to the builder’s name. A new row will be added to the table.

State	City	Developer	Rater	Verification Method	Home Type	# of Homes Labeled	# of IAP Homes	Status	Delete
ABC Builder (0 Homes) <a href="#">Add new row for this builder</a>									
MA						0	0	New	
MA	Plymouth [Boston-Cambridge-Quincy]			BOP - Individually Tested	Single Family	0	0		
MA	Stow [Boston-Cambridge-Quincy]			BOP - Individually Tested	Multi-Family Low Rise	0	0		

The state will default to the home state of the builder and the remainder of the row will be available for editing. (The State can be changed.) Refer to the next section, “Completing the Quarterly Report Row” for details regarding the remaining fields.

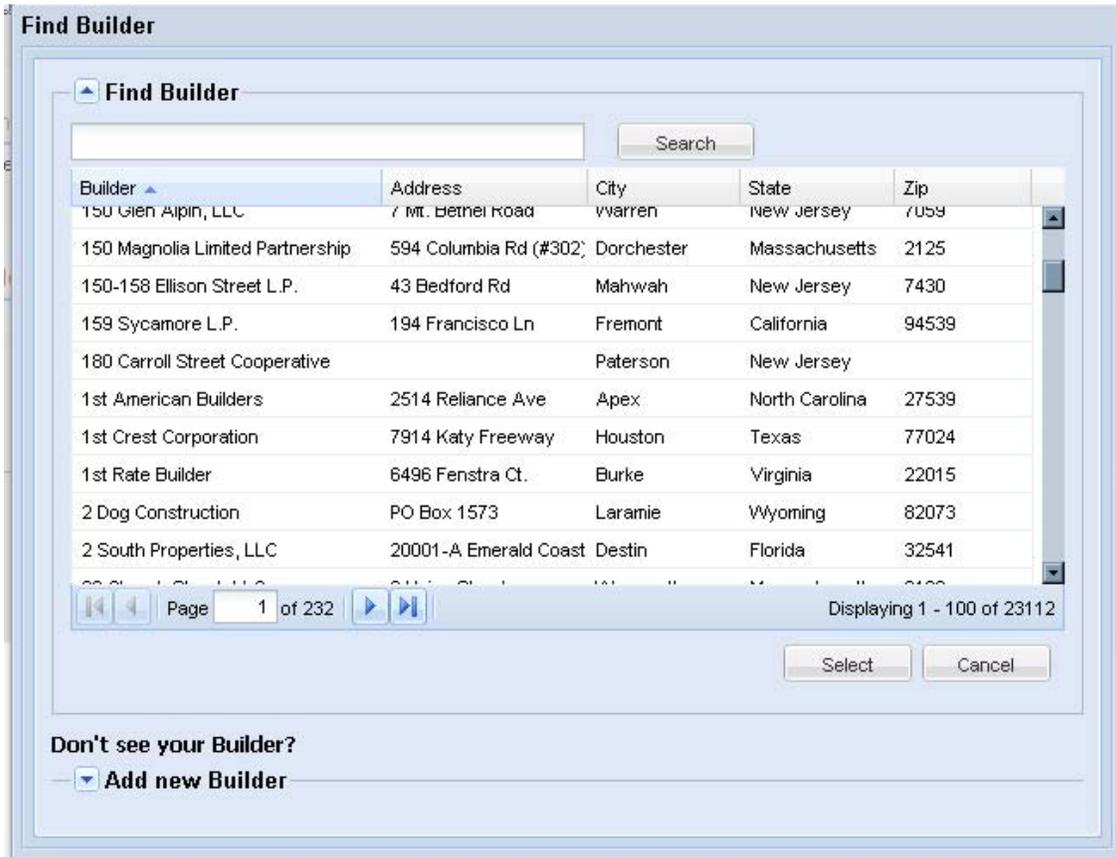
### *Adding rows for new builders:*

To add a new row for a new builder, click on the button “Add New Builder” at the top of the table.



The “Find Builder” screen will display. On this screen the user can either:

- ✓ Search for a builder that may already exist in the ENERGY STAR database (i.e., already has a relationship with the Residential Homes ENERGY STAR program, or
- ✓ Add a brand new Builder.



To search for an existing builder, either scroll and page through the list of builders, or enter all or part of a builder's name and click the Search button. If the builder is found in the list, you can select it by either double-clicking on the builder's name or single-clicking on it or clicking the "Select" button.

If the builder is not on the list, click on the "Add New Builder" expansion icon under the "Don't see your Builder?" heading.



A data entry form displays.

**Find Builder**

Find Builder

**Don't see your Builder?**

Add new Builder

**\* Required Fields**

Please enter the following information for a new Builder:

\* Name of New Builder:

\* State:  ▼

**Address**

Street Address:

City:

Zip Code:

**Contact Information**

First Name:

Last Name:

Phone:

Email:

Add Builder Cancel

Enter as much information as possible on the *Add New Builder* section (“Name of New Builder” and “State” are required). Click “Add Builder”. When the record with this new builder is reviewed by EPA, this builder will be confirmed to be a new builder and then added as a Homes non-partner into the ENERGY STAR database. The new Builder will show up on the Provider’s template next quarter (provided the selected city is not one of the “(Various)” options).

Whether selecting a builder from the search list or adding a new builder, on return to the Current Quarter Report tab, a new builder section and a new row will be added to the table.



The state will default to the home state of the builder and the remainder of the row will be available for editing. (The State can be changed.) Refer to the next section, “Completing the Quarterly Report Row” for details regarding the remaining fields.

## Completing the Quarterly Report Row

The instructions in this section apply to any scenario where the user needs to a) fill out the data in a new row, or b) modify data for an existing, already populated row.

Basic editing rules:

1. Single-clicking in any field (i.e., “cell”) in the row will give you access to the field for selecting a new value or modifying the existing value.

Verification Method	Home Type	# of Homes Labeled	#
HERS - Individually Rated		0	
Equivalent Program	Multi-Family High Rise		2

2. After clicking in a field, either the drop down list will display or the field will show as editable

Home Type	# of Homes Labeled
<input type="text"/> <ul style="list-style-type: none"> <li>Multi-Family High Rise</li> <li>Multi-Family Low Rise</li> <li>Single Family</li> </ul>	

3. The ARROW keys (↓↑) will scroll through the values on a field’s drop down list.

4. The TAB and ENTER keys will select the currently highlighted selection and move automatically to the next field or cell.

Method	Home Type	# of Homes Labeled	#
Individually Rated	Single Family		
Equivalent Program	Multi-Family High Rise		2

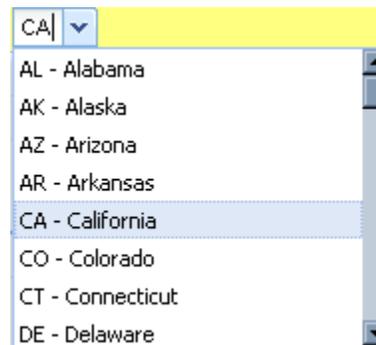
5. Typing characters in the field with a drop down list will automatically scroll the list and highlight the item (if it exists) that matches the entered text.

State	City	Developer	Rate
MA	ply		
IN	Pepperell [Boston-Cambridge-Quincy, MA-NH]		
MA	Petersham [Worcester, MA]		
MA	Pinehurst [Boston-Cambridge-Quincy, MA-NH]		
MA	Pittsfield [Pittsfield, MA]		
MA	Plainfield [Springfield, MA]		
	Plainville [Boston-Cambridge-Quincy, MA-NH]		
	Plymouth [Boston-Cambridge-Quincy, MA-NH]		

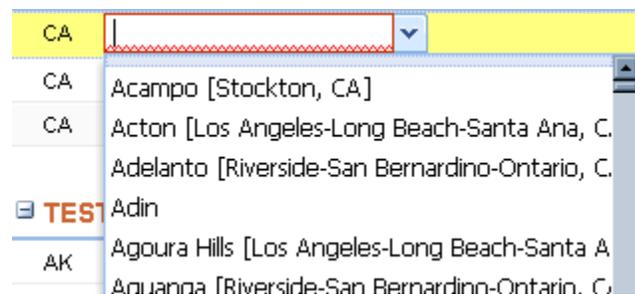
**Editing Specific Fields:**

1. **State (required)** – For a new row, the State will pre-populate (default) to the home state of the selected builder. To change the state, single-click on the State field to drop down a list of all states and select a different State.

*Note: when changing the State in an existing record, the state-dependent fields, City and Rater, will be cleared.*



2. **City (required)** – A complete list of all “official” cities in the selected State will display on the drop down list. Cities located in a major metropolitan area will display the metro area in parentheses after the city name. Scroll or key ahead to find the correct city for the reported homes.



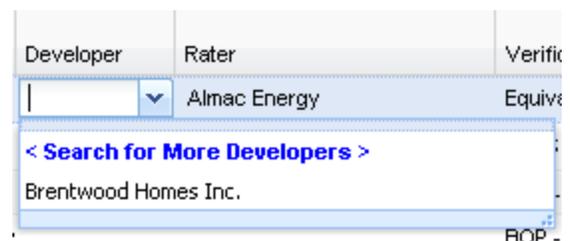
If the city is not on the list (or if you wish to use one quarterly report record to report multiple homes within a metro area), scroll to the bottom of the City drop down list to select one of the “(Various) [metro area]” options. If the homes are not located in a specific city or a specific metro area, then select “(Various)”.



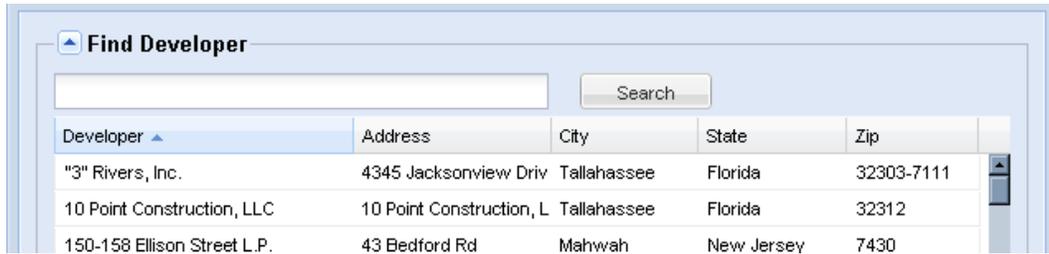
3. **Developer (optional)** – If a developer is involved in the building of the labeled homes for a particular quarterly report, use this field to add the developer.

There are three ways to add a developer

- a. Select a developer from the drop down list – the drop down list will include any developer that has previously been reported (by a particular Rating Provider) in a quarterly report for that builder.



- b. Select “<Search for More Developers>” and use the Find Developer popup to search for the developer. If the developer is one the list, double click on the name or select it and click “Select”.



- c. If the developer is not on the list, select “Add new Developer” and fill out the data entry form for the developer (“Name of New Developer” and State” are required fields). When the record with this new developer is reviewed by EPA, this developer will be confirmed to be a new organization and then added as a Homes non-partner into the ENERGY STAR database. The new developer will show up as a selectable organization in the next quarter.

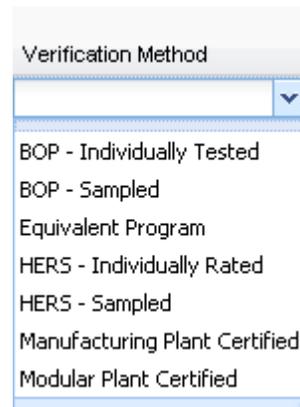


- 4. **Rater** (*optional*) – If a rater (other than the reporting Rating Provider) is involved in the building of the labeled homes for a particular quarterly report, use this field to add the rater. There are three ways to add a rater (similar to the options for adding a developer as illustrated above):
  - a. Select a rater from the drop down list – the drop down list will include any rater that has a service area in the selected State.
  - b. Select “<Search for More Raters>” and use the Find Rater popup to search for the rater on the more extensive list of national raters. If the rater is on the list, double click on the name or select it and click “Select”.
  - c. If the rater is not on the list, select “Add new Rater” and fill out the data for the developer (“Name of New Rater” and State” are required.).

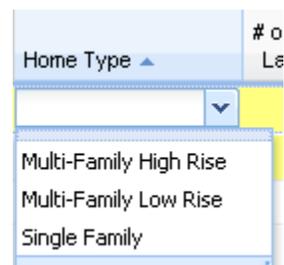
Note: If the reporting partner has acted as the Rating organization, the Rater field can be filled in but it is not necessary. The provider will receive the credit as the rater.

- 5. **Verification Method** (*required*) - Select a Verification Method from the list of valid choices shown to the right.

*Note: when changing the Verification Method, the Home Type field, which has choices that are dependent on the Verification Method, is cleared.*



- 6. **Home Type** (*required*) - Select a Home Type from the list of valid choices. Note that only certain Home Type choices are available depending on the Verification Method selected.



Rating Providers will typically only see the three choices shown to the right. “Modular” and “Manufactured” are available for “Modular Plant Certified” and “Manufacturing Plant Certified” Verification Methods.

7. **# of Homes Labeled** (*required*) – Enter a valid number  $> 0$  and  $< 10,000$  to reflect the number of homes reported for the criteria in this row (i.e., for the selected builder, state, city, developer, rater, home type, and verification method). If the row has “0” in this field it will be ignored and not submitted.

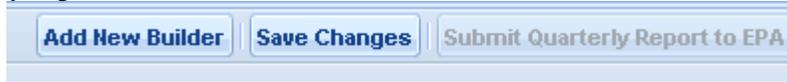
# of Homes Labeled	# of IAP Homes
<input type="text"/>	0

8. **# of IAP Homes** (*optional*) – Enter a valid number  $\geq 0$  and  $\leq$  # of Homes Labeled to reflect the number of homes in this record that are verified for Indoor AirPlus (IAP).

# of Homes Labeled	# of IAP Homes
8	<input type="text"/>

## Saving Changes

The Save Changes button will enable when any modifications have been made to the quarterly report data.



*Although multiple rows can be added and edited before data is saved, it is a good practice to use the Save Changes button frequently during your session. This will ensure your changes will be saved and also limit the number of “save errors or warnings” that might occur during one saved session.*

All added or modified rows will display with a status of “New”. As long as the “# of Homes Labeled” is > 0, the record is awaiting submission to EPA.

When saving data, the following verifications are performed and the user is notified if any of these situations occur:

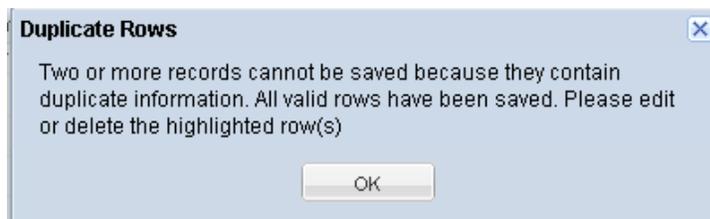
1. Confirm all required data is entered. Row(s) with missing required data will be highlighted in yellow. All other rows will be saved. The user should add the missing data or delete the row.



2. Confirm there are no duplicate records among the un-submitted data. A record is defined as a duplicate of another record if the Builder, State, City, Developer, Rater, Verification Method, and Home Type are all identical. In the example below, the two records are duplicates and the message that displays instructs the user to edit one of the rows, or delete one of the duplicate rows and change the count of the other duplicate row.

TEST TEST BUILDER (24 Homes) [Add new row for this builder](#)

AK	Red Devil	Brentwood Hor	Active Inspections & Energy Rel	BOP - Sampled	Multi-Family High Rise	1	0	New	✖
AK	Red Devil	Brentwood Hor	Active Inspections & Energy Rel	BOP - Sampled	Multi-Family High Rise	6	2	New	✖



Note: a record is allowed to be a duplicate of a submitted row since this is the only way to add to the count of a record already submitted (and possibly approved).

If modifications have been made to the quarterly report data and the “Save Changes” button is enabled, the following warning will display if the user attempts to leave the *Current Quarter Report* tab without first saving. This message displays, for example, if the user clicks on “Logout” or “Contact ENERGY STAR” or any of the breadcrumb navigation links.



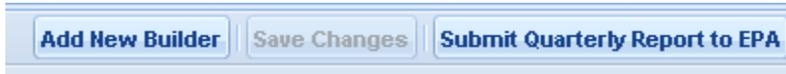
- ✓ Save changes, then continue – saves all changes and takes the user to the page they requested. (If there are any save errors, they will need to be resolved.)
- ✓ Continue without saving – this will continue to the requested page and all unsaved changes will be lost.
- ✓ Cancel – to return to the *Current Quarter Report* tab with all changes still pending (and unsaved).

To ensure successful editing and saving of quarterly report data, avoid using the browser back button at all times!

## Submitting Quarterly Reports to EPA

At any time during your HOST session you may choose to submit your quarterly reports to EPA. You can submit several times during the open submission period, or enter and save all data for one complete final submission. Once a row has been submitted, it cannot be un-submitted or edited; contact EPA to report any changes to submitted data.)

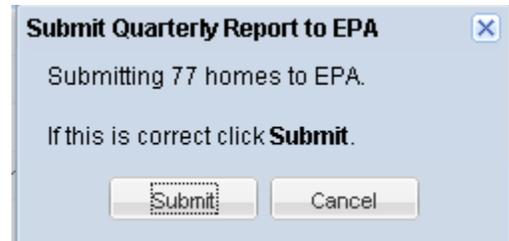
The submit button will only enable if there are un-submitted rows and all changes have been saved.



All records/rows available for submission will have a status – New and a “# of Homes Labeled” > 0. In the example below, records 2, 3, 4 and 5 will be submitted.

State	City	Developer	Rater	Verification Method	Home Type	# of Homes Labeled	# of IAP Homes	Status	Delete
<input type="checkbox"/> <b>ABC Builder</b> (53 Homes) <a href="#">Add new row for this builder</a>									
MA	Adams [Pittsfield, MA]			BOP - Sampled	Multi-Family Low Rise	0	0	New	
IN	Paoli		Almac Energy	Equivalent Program	Multi-Family High Rise	8	0	New	
MA	Stow [Boston-Cambridge-Quincy]			BOP - Individually Tested	Multi-Family Low Rise	7	6	New	
MA	Plymouth [Boston-Cambridge-Quincy]		A-TEC Energy Corp	HERS - Individually Rated	Single Family	34	2	New	
MA	Plymouth [Boston-Cambridge-Quincy]			HERS - Individually Rated	Single Family	4	0	New	
MA	Plymouth [Boston-Cambridge-Quincy]			BOP - Individually Tested	Single Family	0	0		
MA	Amherst [Springfield, MA]			HERS - Individually Rated	Single Family	0	0		

After clicking “Submit Quarterly Reports to EPA”, a count of the total number of homes to be submitted will display. To continue with the submission, select “Submit”. Use “Cancel” to return to HOST for further editing.



After continuing with the submission, the user is presented with a confirmation of the submission and the opportunity to **Order Labels Now**.

### Order Labels Now

Labels come four to a sheet.

**Number of Labels Needed**

**Number of IAP Home Labels Needed**

Label orders are typically fulfilled in 1-2 weeks. If you have any questions, please send us an email at [hotline@energystar.gov](mailto:hotline@energystar.gov).



This is the time to order labels. Enter a count for ENERGY STAR labels and/or IAP Home Labels and click “Order Labels”.

*\* This is your only opportunity to order labels!*

### ***Viewing Submitted Quarterly Reports***

After submission, and prior to EPA review and approval, the HOST *Current Quarter Report* table will display rows with a status of “Submitted” as shown in the example below. (There is also a possibility that you will see a status of “On Hold” if the record has been reviewed by EPA but not yet approved.

ABC Builder (53 Homes) <a href="#">Add new row for this builder</a>							
IN	Paoli	Almac Energy	Equivalent Program	Multi-Family High Rise	8	0	Submitted
MA	Plymouth (Boston-Cambridge-Quei	A-TEC Energy Corp	HERS - Individually Rated	Single Family	34	2	Submitted
MA	Plymouth (Boston-Cambridge-Quei		HERS - Individually Rated	Single Family	4	0	Submitted

Records with a status of “Submitted” cannot be edited. They will remain on the display until EPA approves the record. Once approved, they can be viewed on the *Approved Reports Archive* tab.

### ***Additional Submissions***

Submission of additional ENERGY STAR qualified home information can be made during multiple HOST sessions as long as they take place before the end of the open submission period.

### ***Changing Submissions***

Once quarterly report records are submitted to EPA, they cannot be modified in HOST even during the open submission period. Use the “Contact ENERGY STAR” link at the top of the screen to send an email with specific information regarding the changes you want made. If you want to *add* more homes to a record already submitted, you can add a new record to HOST and submit it.

## Reviewing Approved Reports Archive

HOST provides a screen that displays all of the partner’s “approved” quarterly reports. Approved reports consist of:

1. Any Homes Labeled data submitted to EPA through spreadsheets or other means *prior* to the deployment of HOST, and
2. Quarterly report records that have been submitted through HOST and subsequently approved by EPA.

This archive will also reflect any changes that are made by EPA to your submitted data

The following filters can be used to search for specific archived data:

**Enter Search Criteria**

Quarter	Builder	City	State	Developer	Rater
07/01/2009-09/30/2009	All	All	All	All	All

[Find Quarterly Reports](#)

The default display will show you all approved records for the current quarter, as illustrated below.

**Enter Search Criteria**

Quarter	Builder	City	State	Developer	Rater
07/01/2009-09/30/2009	All	All	All	All	All

[Find Quarterly Reports](#)

Quarter End Date	Builder	City	State	Developer	Rater	Verification Method	Home Type	# of Homes Labeled	# of IAP Homes
09/30/2009	ABC Builder	Paoli	IN		Almac Energy	Equivalent Program	Multi-Family Hig	8	0
09/30/2009	ABC Builder	Plymouth [E	MA		A-TEC Energy Corp	HERS - Individually Re	Single Family	34	2
09/30/2009	ABC Builder	Plymouth [E	MA			HERS - Individually Re	Single Family	4	0
09/30/2009	ABC Builder	Stow [Bost	MA			BOP - Individually Tes	Multi-Family Lov	7	6
09/30/2009	TEST TEST BUILDER	Anchor Poi	AK	Johnson Bros. Construc		HERS - Sampled	Single Family	8	0
09/30/2009	TEST TEST BUILDER	Anchor Poi	AK	Johnson Bros. Construc		HERS - Sampled	Single Family	7	0
09/30/2009	TEST TEST BUILDER	Anchor Poi	AK			BOP - Sampled	Multi-Family Lov	6	0
09/30/2009	TEST TEST BUILDER	Circle	AK	Wisdom & Associates, I		HERS - Sampled	Single Family	9	8
09/30/2009	TEST TEST BUI DFR	Red Devil	AK	Brentwood Homes, Inc.	Active Inspections & En.	BOP - Sampled	Multi-Family Lov	1	0

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Scroll or page through the list, or change filters to search for or view other sets of data.

## Logging out of HOST

HOST users click the “Logout” link at any time to leave the HOST application. A warning screen will display if there are any non-zero quarterly report records with a status of “New” that have not been submitted.

### Homes Online Submission Tool Logout

You have entered 6 ENERGY STAR Labeled Homes that have not yet been submitted to EPA. Do you want to logout without submitting at this time?

Continue with Logout

Return to HOST

The user has the option of returning to HOST or continuing with the logout. If the user chooses to logout, they can return to HOST in another session to complete the submissions and optionally, do additional editing. Just be sure to complete the submission during the open submission period.

### *Automatic Timeout*

The HOST user will be automatically logged out of HOST after 60 minutes of no activity (i.e., you haven’t clicked on any link for at least 60 min). If this happens, you will need to log back into HOST to complete your submission. You will not lose any data unless you neglected to “Save Changes” after your latest edits.