Introduction to My ENERGY STAR Account

My ENERGY STAR Account (MESA), a secure Web-based contact database tool, was developed to enable ENERGY STAR partners to keep their contact information current. When personnel or address changes occur in your organization, you can update that information in MESA so that you do not miss important news and information about ENERGY STAR. In addition, MESA can serve as your entry point to the ENERGY STAR website and tools such as Portfolio Manager, Homes Builder, ENERGY STAR logo downloads, Marketing Toolkit (Materials), Home Performance, and the third-party certification body (QPX) tools.

Table of Contents

Welcome Screen	
Edit Your Contact Information	2
Edit Organization Information	3
Change the Organization Name	
Add a New Contact	5
Add Another ENERGY STAR Program Area to a Contact	10
Remove a Contact from an Organization or a Program Area	
My ENERGY STAR Tools	18
My ENERGY STAR Tools – Third-Party Certification	
Download ENERGY STAR Certified Product Data Submission Forms	19
Upload Certified Product Data (Excel Spreadsheets)	20
Manufacturer/Lab Lookup	21
Manufacturer/Lab Lookup Results	
Suspended Partners List	23
QPX Image Upload	24
My Home Builder Program	24
New Homes Builder Training	26

Welcome Screen

Once you have logged into the MESA, a customized Welcome page will open, where you have the ability to view a number of features specific to your partnership with the ENERGY STAR program. From the Welcome page, you can view My ENERGY STAR Tools, which allows you to navigate to other secure applications. The Welcome page allows you to take action on items particular to your partnership with ENERGY STAR and allows you to review program and Home Builder data (if applicable). You can also view your personal contact information, organization information, change your password, navigate to ENERGY STAR Quick Links, and access the ENERGY STAR Awards module from the left hand navigation window. The tool also allows you to easily edit the organization information, as well as view and edit contacts associated to your organization.

Welcome	Home > Partner Resources >	Home > Partner Resources > My ENERGY STAR Account						
My Organization Information	My ENERGY STAR Account							
My Contact Information	Welcome, Primary Co	Velcome, Primary Contact!						
	Manager inside data and in							
My Tools	You are invited to navigate directly to other ENERGY STAR tools and sites, change your password for your password-protected ENERGY STAR tools, or update contact information for you, your organization, and your colleagues.							
Quick Links								
Change Password	To-Do List:			My	y ENERGY STAR 1	Fools:		
Contact Us	New Homes Builder	Training			You do not current	ly have access to an		STAR Tools
Join ENERGY STAR	Vew Homes Builder Training You are required to complete training by 04/29/2011 to become a full homes Builder Partner. Start Training (Internet Explorer or Firefox are the preferred browsers for this training. Please turn off your browser pop-up blocker.)				rou do not current	iy nave access to an	IN ENERGY C	STAR TOOIS.
	My ENERGY STAR Program:							
	Program Organization Organiza Status		ation	Organization Role	Your Contact Role	Status	Action	
	Homes Builder	Home Builder Test 1941	Provision	al	Partner	Primary Contact	Active	View / Edit
	My Homes Builder Pa	artnership:		My H	lomes Builder Pa	rtnership Activities	:	
	100% Commitment Status: Vuntil 02/29/2012		Total # of ENERGY STAR Qualified Homes Built # of ENERGY STAR Qualified Homes Built in (2011):					
	Indoor AirPlus (IAP)	: Yes						
	Builder Type(s): Sing	le-Family Home Builder						
	Average # of Homes This information must							
	Update Information							

Edit Your Contact Information

You can update your contact information by selecting the **My Contact Information** link in the left hand navigation window. Once there, you will be able to view and edit your contact data as well as navigate back to the MESA Welcome Screen. On this page, you'll also see a list of associated programs and, if applicable, be able to navigate to the **Home Builder Screen** using the program link.

Edit Your Contact Information Screen

ly Organization Information	My ENERGY STAR Account						
ly Contact Information	My Contact Information						
y Tools	Review your contact information below and click	Edit to change the ir	formatior	n. You h	ave been designated to keep	the information current	
uick Links	your organization's contacts who work with the ENERGY STAR program areas listed below. If the Add Another Program Area link appears, you may click it to add a program area - a program area in which your organization has already partnered with ENERGY STAR - as your						
hange Password	responsibility.	am area in which you	r organiza	ation nas	arready partnered with ENE	RGT STAR - as your	
ontact Us							
	My Contact Information		Back	Edit	My ENERGY STAR Progra	ims:	
Join ENERGY STAR					Air Cleaners	Operator, Primary	
	First Name:	Matthew			Air Cleaners	Contact, Secondary	
	Last Name:	Kirch				Contact, Signatory	
	Prefix:				Audio/Video	Operator, Primary Contact, Secondary	
	Suffix:					Contact, Signatory	
	Title:				Battery Chargers	Primary Contact	
	Role in Organization:	Owner			Buildings	Primary Contact	
	Email:	mk@aol.com			C&I EEPS	Interested Party, Primar	
	Address 1:	2801 Clarendor	n Blvd.			Contact Primary Contact	
	Address 2:	Suite 100			CFLs		
	City:	Arlington			Cable, Satellite, and Telecom Service	Primary Contact	
	State:	Wisconsin			Providers		
	Country:	United States			Clothes Washers	Primary Contact	
	Zip:	22201			Computers	Primary Contact	
	DOMESTIC (US and Canada)				Decorative Light Strings	Primary Contact	
	Primary Phone:	703-465-4511	ovt		Dehumidifiers	Primary Contact	
	Secondary Phone:	ext.	ext.		Digital to Analog	Primary Contact	
	Secondary Phone Type:	ext.			Converter Boxes (DTAs) (Historical)		
	Access to ENERGY STAR Tool(s):				External Power Supplies (Historical)	Interested Party, Primar Contact	
	Logo Downloads:	Yes			Home Performance	Primary Contact	
	Homes Online Submittal Tool:	Yes			Homes Builder	Primary Contact	
	Online Product Submittal:	Submitter			Homes EEPS	Primary Contact	
	My ENERGY STAR Account Owner:	Yes			Homes Verification	Primary Contact	
	User Name:	MKIRCHOFFN	ER		Organization		

Step 1: Select the Edit button.

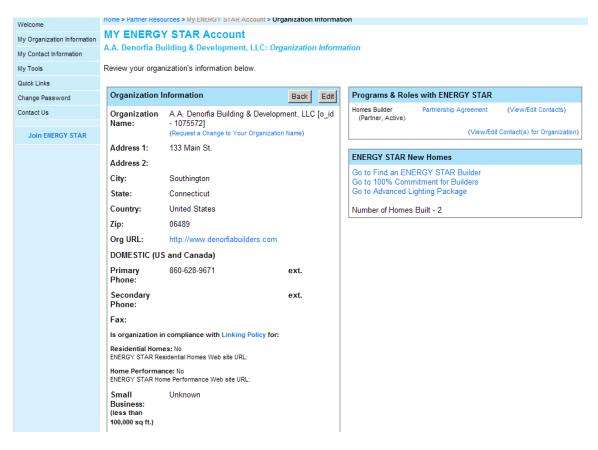
Step 2: Prior to updating your contact information, refer to standard Data Entry Conventions by selecting the Data Entry Conventions link.Step 3: Update your contact information and select the Submit button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been approved and completed.

Edit Organization Information

You can update your organization information by selecting the **My Organization Information** link in the left hand navigation window.

Edit Organization Information Screen



You are directed to the View Organization Information page.

Step 1: Select the Edit button.

Step 2: Prior to updating your organization's information, refer to standard Data Entry Conventions by selecting the Data Entry Conventions link.Step 3: Update your organization information and select the Submit button.

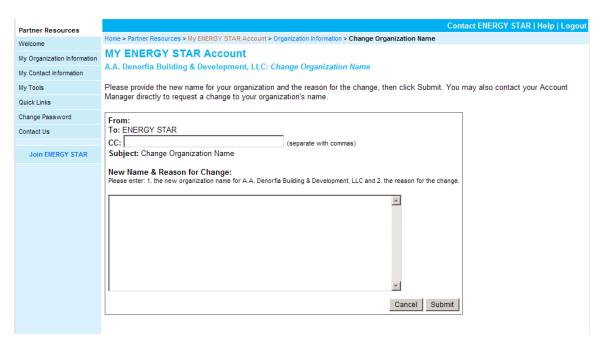
Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

Change the Organization Name

You can request that your organization name be changed in a few simple steps.

Step 1: From the *My Organization* screen, select the link **Request a Change to Your Organization Name**.

Change the Organization Name Screen



Step 2: From the *Change Organization Information* screen, select an email address(es) to CC (not required).

Step 3: Enter the new name and reason for the Organization Name change. **Step 4:** Select the **Submit** button.

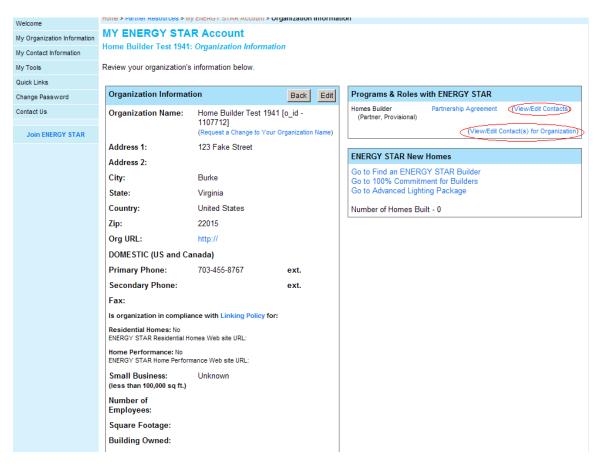
Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

Add a New Contact

There are several ways to request that a new contact be added to your organization.

Step 1: From the *Organization Information* screen, you can select the View/Edit Contacts link next to each program or the View/Edit Contact(s) for Organization link to request to add a contact to the particular program area or organization. Step 2: Select either the View/Edit Contacts link next to the appropriate program area, or the View/Edit Contact(s) for Organization link from the Active Partnerships with ENERGY STAR table.

Add a New Contact Screen



Step 3: Confirm the contact does not already exist in the program area before clicking the **Add New Contact** button.

Note: Adding a new contact to a program will navigate you to the *Contact List for Program Area* so you can verify that the contact does not currently exist in that program area for the organization:

Contact List for Program Screen

	Contr	act ENERGY STAR Help Logou
Partner Resources	Home > Partner Resources > My ENERGY STAR Account > Organization Information > Contact List for Homes Builder Progr	
Welcome		am
My Organization Information	MY ENERGY STAR Account	
My Contact Information	Home Builder Test 1941: Contact List for Homes Builder Program	
My Tools	CONTACT CREATION	
Quick Links	Add New Contact	
Change Password		
Contact Us	CONTACT MANAGEMENT	
Join ENERGY STAR	Select one or more contacts and then select the button to remove from this program. To replace a contact, please remove the former contact before adding a new one.	
	Remove from Homes Builder	View All Contacts for Organization
	Check All Clear all	Showing 1-2 of 2
	Primary Contact (Primary Contact) 123 Fake Street Burke, Virginia 22015 703-455-8767 jeremy_ddf@sra.com	(edit)
	Signatory Contact (Signatory) 123 Fake Street Burke, Virginia 22015 703-455-80f7 jeremy_duf@sra.com	(edit)
	Check All Clear all	Showing 1-2 of 2
	Remove from Homes Builder	
	ALL - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	Sort by: Contact Name Address

Note: Adding a new contact to the organization will navigate you to the *Contact List for Organization* so you can verify that the contact does not currently exist with the organization:

Contact List for Organization Screen

		Contact	ENERGY STAR Help Logout
Partner Resources	Home > Partner Resources > My ENERGY STAR Account > Contact List for Org		
Welcome	MY ENERGY STAR Account		
My Organization Information	Home Builder Test 1941: Contact List for Organization		
My Contact Information			
My Tools	CONTACT CREATION		
Quick Links	Add New Contact		
Change Password			
Contact Us	CONTACT MANAGEMENT		
Join ENERGY STAR	Select one or more contacts and then select a button to remove fro To replace a contact, please remove the former contact before addi	, , , , , , , , , , , , , , , , , , , ,	am to the contact(s).
	Remove from Organization		Associate to Program
	Check All Clear all		Showing 1-2 of 2
	Contact	ENERGY STAR Program(s)	Showing 1-2 of 2
		Homes Builder	
		Homes Builder	
	Check All Clear all		Showing 1-2 of 2
	Remove from Organization		Associate to Program
	ALL - A B C D E F G H I J K L M N O P Q R S T U V W X Y Z	So	ort by: Contact Name Address

Step 4: Select the Add New Contact button.

Step 5: Select the program area for which you are adding the new contact for the organization.

Step 6: Select the contact role that the new contact plays in the organization.

Note: If the contact role with ENERGY STAR is anything other than primary or an interested party, please select "other" and enter a description.

Step 7: Select the Next button.

Partner Resources	Contact ENERGY STAR Help Logout				
Welcome	Home > Partner Resources > My ENERGY STAR Account > Contact List for Organization > Select Program for New Contact (Step 1 of 2)				
My Organization Information	MY ENERGY STAR Account				
My Contact Information	9i_Matt_TEST: Select Program for New Contact (Step 1 of 2)				
My Tools	Select a program and role(s) with ENERGY STAR for the new contact and click Next.				
Quick Links	Indicates a required field.				
Change Password	Cancel Next				
Contact Us					
	Select ENERGY STAR Program: Audio/Video				
Join ENERGY STAR	Select Contact Role(s) with ENERGY STAR:				
	□ Interested Party*				
	Other:				
	Cancel (Next				
	* Definitions:				
	Primary Contact - The main point of contact. This person will receive all program emails and mailings for the organization. You can have multiple Primary Contacts. Primary Contacts automatically get a username and password for access to the ENERGY STAR Logos and "My ENERGY STAR Account."				
	Interested Party - An interested party who will only get mass mailings that go to all ENERGY STAR contacts.				

Step 8: From the *Add New Contact* screen, fill out information for the new contact. **Step 9:** Select the **Submit** button.

Partner Resources		CO	INACE ENERGY STAR [Help] LOGOUE					
Welcome	Home > Partner Resources > My ENERGY ST.	AR Account > Contact List for Organization > Add New Contact (Step 2)						
My Organization Information	MY ENERGY STAR Account							
My Contact Information	91_Matt_TEST: Add New Contact (S	ii_Matt_TEST: Add New Contact (Step 2)						
My Tools		Enter the new contact's information below and click Submit. Please use the Data Entry Conventions 🔀 (12KB) for entering address information. You may also select an existing address to fill in several form fields.						
Quick Links	Indicates a required field.	existing address to ini in several form lields.						
Change Password								
Contact Us	Add New Contact	Cancel						
Join ENERGY STAR	First Name:							
	Last Name:							
	Prefix:							
	Suffix:							
	Title:							
	Role in Organization:	Please select						
	Email:	I Either Email or Address is required.						
	Please select existing address	•						
	Address 1:	I Either Email or Address is required.						
	Address 2:							
	City:							
	State:	Please select						
	Country:	United States						

Step 10: From the Confirm New Contact screen, verify that all information you are
submitting for the contact is accurate.
Stop 11. Salast the Confirm button

Step 11: Select the **Confirm** button.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.

Welcome	Home > Partner Resources > My ENERGY STAR Accord	and a contact List for Organiza	nion > Contifm	New Contact
My Organization Information	MY ENERGY STAR Account			
My Contact Information	9i_Matt_TEST: Confirm New Contact			
My Tools	Confirm New Contact	Edit	Confirm	My ENERGY STAR Program(s):
Quick Links				Audio/Video (9i_Matt_TEST): Primary Contact
Change Password	First Name:	Test		radio video (or_wate_reor). I milary contact
Contact Us	Last Name:	Guideline		
Join ENERGY STAR	Prefix:			
JOITENERGT STAR	Suffix:			
	Title:			
	Role in Organization:			
	Email:			
	Address 1:	2801 Clarendon Bl	vd.	
	Address 2:	Suite 100		
	City:	Arlington		
	State:	Virginia		
	Country:	United States		
	Zip:	22201		
	DOMESTIC (US and Canada)			
	Primary Phone:	(323) 232-4343	ext.	
	Secondary Phone:		ext.	
	Secondary Phone Type:			
	Fax:			
	Access to ENERGY STAR Tool(s):			
	Logo Downloads:	No		
	Online Product Submittal:	No		
	My ENERGY STAR Account Owner:	No		
		Edit	Confirm	
		2011		

Add Another ENERGY STAR Program Area to a Contact

Through MESA you have the option to add another ENERGY STAR program area (e.g., C&I SPPs, Homes Builder, Labeled Products Audio/Video) to your organization's program area list or to the program area list of other contacts in your organization.

Adding Another Program Area to Your List

Step 1: Select the **My Organization Information** link from the left side navigator window on the *Welcome* screen.

Step 2: From the **My Organization Information** screen, select the link for **View/Edit Contact(s) for Organization**.

Step 3: Select the contact or contacts and then the Associate to Program button.

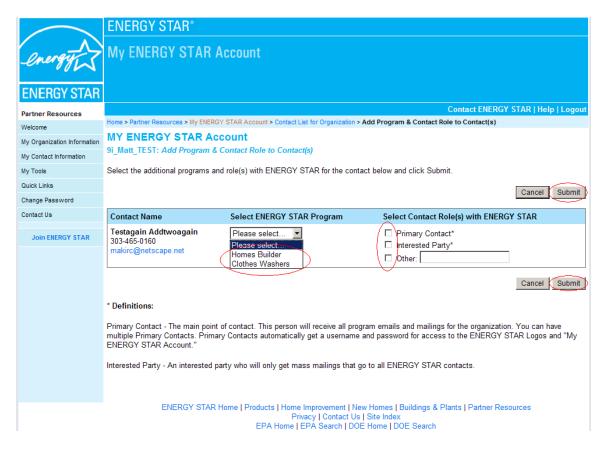
Welcome	Home > Partner Resources > My ENERGY STAR Account > Contact List for Org	anizati	on
My Organization Information	MY ENERGY STAR Account		
	9i_Matt_TEST: Contact List for Organization		
My Contact Information			
My Tools	CONTACT CREATION		
Quick Links	Add New Contact		
Change Password			
Contact Us	CONTACT MANAGEMENT		
Join ENERGY STAR	Select one or more contacts and then select a button to remove fro	n your	organization, or associate a program to the contact(s).
	To replace a contact, please remove the former contact before addin	ng a ne	ew one.
	Remove from Organization		Associate to Program
	Check All Clear all		Showing 1-10 of 10
	Contact		ENERGY STAR Program(s)
	Testagain Addtwoagain 3118 West 111th Drive Suite 100 Westminster, Colorado 80031 303-465-0160 makirc@netscape.net	(edit)	Audio/Video
	TEST Battery 3434 Washington Blvd Arlington, Virginia 22201 703-363-6596 matt_kirchoffner@sra.com	(edit)	Homes Builder Audio/Video Displays
	Justin Kent 3434 Washington Blvd Arlington, Virginia 22201 703-284-8579 justin_kent@sra.com	(edit)	Audio/Video
	Matt Kirchoffner 1265 Greening Ave. Erie, Colorado 80516 303-465-0160 matt_kirchoffner@sra.com	(edit)	Audio/Video Clothes Washers Homes Builder

Note: You must select a program area with which your organization has already partnered with ENERGY STAR. You will need to contact your account manager or join@energystar.gov if your organization would like to expand participation to a new program area.

Step 4: Select the active partnership program area, and your role(s) as a contact within your organization for the new program area.

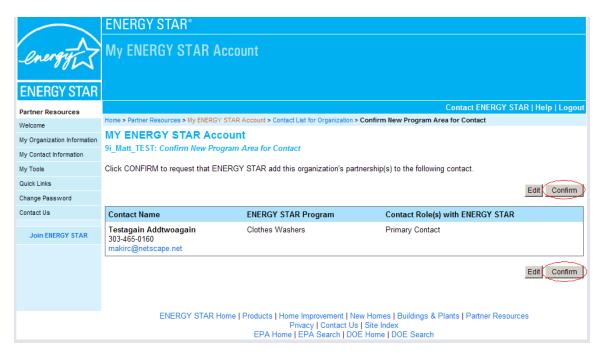
Note: If you do not know your contact role, please select the "other" check box and enter a description in the "other" text field.

Step 5: Select the Submit button.



Step 6: From the *Confirm New Program* screen, select the **Confirm** button to complete the request.

Note: You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been updated.



Adding Another Program Area to an Existing Contact

Note: To add another program area to existing contacts, you must select from a list of contacts which already exist for the organization.

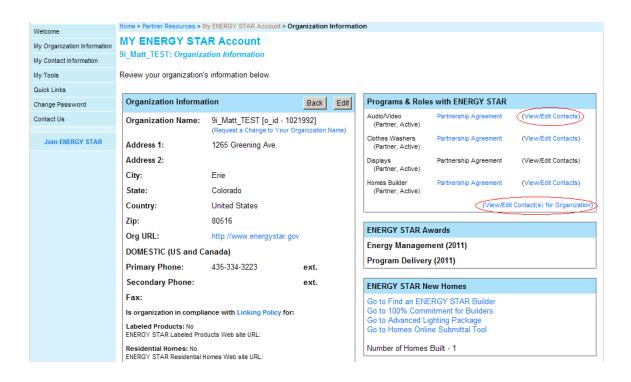
Step 1: Follow all steps above for adding another program area to 'Your List' to add a program area to an existing contact.

Remove a Contact from an Organization or a Program Area

You can remove a contact's affiliation from a particular program area, or request to remove the contact completely from the organization. You can remove the association from either the *Contact List for a Program* screen or the *Contact List for Organization* screen.

Step 1: Select the **My Organization Information** link from the left side navigator window.

Step 2: From the **My Organization Information** screen, select either the **View/Edit Contact(s)** link to view and remove the contact from a specific program area, or select the **View/Edit Contact(s)** for **Organization** link to view and remove a contact from the organization.



Remove a Contact from a Program Area:

Step 1: Search for the contact on the Contact List for Program Area screen.

Step 2: Identify the contact to be removed from the program area.

Step 3: Select the check box next to the contact name.

Step 4: Select the Remove from "Program Name" button.

Note: If you need more information to help determine if you are removing the correct contact, you can click the **Contact Name** link to see detailed information. You may choose to remove one or many contacts from the program area at one time.

Welcome	Home > Partner Resources > My ENERGY STAR Account > Organization Information > Contact List for Audio/Video Program
	MY ENERGY STAR Account
My Organization Information	9i Matt TEST: Contact List for Audio/Video Program
My Contact Information	
My Tools	CONTACT CREATION
Quick Links	Add New Contact
Change Password	
Contact Us	CONTACT MANAGEMENT
Join ENERGY STAR	Select one or more contacts and then select the button to remove from this program.
	To replace a contact, please remove the former contact before adding a new one.
	Remove from Audio/Video View All Contacts for Organization
	Check All Clear all Showing 1-9 of 9
	Testagain Addtwoagain (Primary Contact) (edit) 3118 West 111th Drive Suite 100 Westminster, Colorado 80031 303-465-0160 makirc@netscape.net
	TEST Battery (Owner, Signatory) (edit) 3434 Washington Blvd (edit) Arlington, Virginia 22201 703-363-6596 matt_kirchofiner@sra.com (edit) Justin Kent (Primary Contact) (edit) 3434 Washington Blvd (edit) Arlington, Virginia 22201 (edit)
	703-284-8579 justin_kent@sra.com

Remove Contact from the Organization:

- Step 1: Search for the contact on the Contact List for Organization screen.
- Step 2: Identify the contact to be removed from the program area.
- Step 3: Select the check box next to the contact's name.
- Step 4: Select the Remove from Organization button.

Note: If you need more information to help determine if you have identified the correct contact to remove, you can click the **Contact Name** link to see detailed information. You may choose to remove one or many contacts from the organization at one time.

	Home > Partner Resources > My ENERGY STAR Account > Co	ontact List for Organizatio	on		
Welcome	MY ENERGY STAR Account				
My Organization Information	9i Matt TEST: Contact List for Organization				
My Contact Information	51_Matt_1251. Contact List for Organization				
My Tools	CONTACT CREATION				
Quick Links	Add New Contact				
Change Password					
Contact Us	CONTACT MANAGEMENT				
Join ENERGY STAR	Select one or more contacts and then select a butt	on to remove from your	organization, or associate a program	m to the contact(s).	
	To replace a contact, please remove the former cor	ntact before adding a ne	w one.		
	Remove from Organization			Associate to Program	
	Check All I Clear all			Showing 1-10 of 10	
	Contact		ENERGY STAR Program(s)		
	Testagain Addtwoagain 3118 West 111th Drive Suite 100 Westminster, Colorado 80031 303-465-0160 makirc@netscape.net	(edit)	Audio/Video		
	TEST Battery 3434 Washington Blvd Arlington, Virginia 22201 703-363-6596 matt_kirchoffner@sra.com	(edit)	Homes Builder Audio/Video Displays		
	☐ Justin Kent 3434 Washington Blvd Arlington, Virginia 22201 703-284-8579 justin_kent@sra.com	(edit)	Audio/Video		
	Matt Kirchoffner 1265 Greening Ave. Erie, Colorado 80516 303-465-0160 matt_kirchoffner@sra.com	(edit)	Audio/Video Clothes Washers Homes Builder		

Step 5: Enter the reason you wish to remove the contact.Step 6: Select the confirm button.

If you are removing the contact from the program area, you will make your confirmation on the *Confirm Remove Program Area from Contact* screen. If you are removing a contact completely from the organization, you will make your confirmation on the *Confirm Remove from Organization* screen.

Note: If you are requesting to remove yourself from a program area, you will no longer have access to edit contacts for the program area. If you are requesting to remove yourself from an organization, you will no longer be able to edit the organization or its contacts.

You will receive a confirmation email that your information has been sent for review and a subsequent email once it has been approved.

Confirm Remove Program from Contact Screen:

	ENERGY STAR*			
energy	My ENERGY STAR Account			
ENERGY STAR				
Partner Resources	Contact ENERGY STAR Help Logout			
Welcome	Home > Partner Resources > My ENERGY STAR Account > Contact List for Program > Confirm Remove Audio/Video Program from Contact			
My Organization Information	MY ENERGY STAR Account			
My Contact Information	9i_Matt_TEST: Confirm Remove Audio/Video Program from Contact			
My Tools	Please review the information below and click CONFIRM to request that ENERGY STAR remove the Audio/Video Program Area from the			
Quick Links	following contact(s). !Note, if you remove this program area from your responsibilities, you will no longer have access to edit contacts for this program area through			
Change Password	My ENERGY STAR Account!			
Contact Us	Cancel			
Join ENERGY STAR	Contact Name Reason for Removal			
	TEST Battery 703-363-6596 matt_kirchoffner@sra.com			
	Cancel			
	ENERGY STAR Home Products Home Improvement New Homes Buildings & Plants Partner Resources Privacy Contact Us Site Index EPA Home EPA Search DOE Home DOE Search			

Confirm Remove Contact from Organization Screen:

	ENERGY STAR*				
energy	My ENERGY STAI	R Account			
ENERGY STAR					
Partner Resources			Contact ENERGY STAR Help Lo	ogout	
Welcome		IERGY STAR Account > Contact List for Organization > Co	onfirm Remove Contact		
My Organization Information	MY ENERGY STAR				
My Contact Information	9i_Matt_TEST: Confirm Ren	nove Contact			
My Tools		elow and click CONFIRM to request that ENERG	GY STAR remove all ENERGY STAR responsibilities from th	ie	
Quick Links	following contact(s).				
Change Password			Cancel Cont	firm	
Contact Us				_	
	Contact Name	ENERGY STAR Program Responsibility	Reason for Removal		
Join ENERGY STAR	Testagain Addtwoagain 303-465-0160 makirc@netscape.net	Audio/Video	×		
			Cancel	firm	
	ENERGY STAR Home Products Home Improvement New Homes Buildings & Plants Partner Resources Privacy Contact Us Site Index EPA Home EPA Search DOE Home DOE Search				

My ENERGY STAR Tools

The **My ENERGY STAR Tools** section on the MESA Welcome screen will display all tools available to the user. Access to these tools is granted through iSTAR and based on program association.

My ENERGY STAR Tools:	
 Logo Downloads 	
Homes Online Submittal Tool	
Online Product Submittal	
 Solid State Lighting Online Product Submittal 	
Portfolio Manager	
Marketing Toolkit	
 Apply for an Award 	
Banner Graphic File	
Business Tools	
 House Graphics 	
 Promotional Video 	
Sample Forms	
 Label Printing Tool (1/27/2011) ^(478KB) 	

My ENERGY STAR Tools – Third-Party Certification (QPX)

The **My ENERGY STAR Tools** section on the MESA Welcome screen will display the following tools for EPA-recognized Certification Bodies. Certification Bodies will have the ability to download product data submission forms, upload product data, upload product images, view suspended partners, and look up manufacturers and laboratories.



Download ENERGY STAR Certified Product Data Submission Forms

Third-party certification (QPX) users can download product data submission forms by selecting the 'Download ENERGY STAR Certified Product Data Submission Forms' link in the tools section, which will navigate them to the following screen. Product Data Forms available for selection will be based on the organization programs the user is associated to.

	ENERGY STAR*				
energy	My ENERGY STAR Account				
ENERGY STAR					
Partner Resources		Contact ENERGY STAR Help Logout			
Welcome	Home > Partner Resources > My ENERGY STAR Account > ENERG	Y STAR Certified Product Data Submission Forms			
My Tools	My ENERGY STAR Account				
Quick Links	Welcome, Mk Labtwo!				
Change Password	ENERGY STAR Certified Product Date	a Submission Forms			
Contact Us					
	Appliances				
Join ENERGY STAR	Product Programs	Template(s)			
	Clothes Washers	Clothes Washers - 1.D			
	Dishwashers	Dishwashers - 1.1			
	Dishwashers	Dishwashers_V5.0 - 1.0			
	Refrigerators & Freezers	Refrigerators & Freezers - 1.1			
	Home Electronics				
	Product Programs	Template(s)			
	Set-Top Boxes	Set-Top Boxes V3.0 - 1.0			
	Set-Top Boxes	Set-top Boxes V2.0 - 1.1			
	Televisions	Televisions V4.2 - 1.1			
	Televisions	Televisions V5.3 - 1.0			
	ENERGY STAR Home Products Hon	ne Improvement New Homes Buildings & Plants Partner Resources			

Privacy | Contact Us | Site Index EPA Home | EPA Search | DOE Home | DOE Search

Upload Product Data (Excel Spreadsheets)

Third-party certification (QPX) users can upload product data submission forms by selecting the 'Upload Product Data (Excel Spreadsheets)' link in the tools section, which will navigate them to the following screen. Users are required to select the product category, the product data submission form, upload a file, and agree to the declaration before submitting their entry.

ENERGY STAR								
Partner Resources						Contact ENER	RGY STAR Help	Logout
Welcome	Home > Partner Reso	urces > My ENERGY STAR	Account > Organization QPX S	oreadsheets				
My Tools	My ENERG	STAR Account	t					
Quick Links	Welcome, Mix La	ibiwo:						
Change Password	MK_Lab_2 C	QPX Spreadshe	ets					
Contact Us	Product Categor	y.						
Join ENERGY STAR	ENERGY STAR C	Certified Product Data	Submission Forms:					
	Upload File:		Browse					
	Declaration:							
	the products submittal with inaccurate, th	included for qualification the products listed in the products will be remo	the information submitted via n in this submittal. I underst this submittal upon receipt. sved from the ENERGY STA s a criminal violation of the F	and that the ENER I understand that R qualified produc	RGY STAR prog if any of the sub cts list. I unders	ram will assoc mitted informa tand that inten	ciate all data in thi ation is found to be tionally submitting	is e
	Date: 05/19/2011							
							Cancel Sul	bmit
	My Organizatio	n QPX Spreadsheets					View All Submis	sions
	Datafile Name	ENERGY STAR Certin Submission Forms	fied Product Data	Program	Uploaded On	Processed On	Submitter	Status
	_		Destants I Harra Inc.		L Duildinge A. Di			

ENERGY STAR Home | Products | Home Improvement | New Homes | Buildings & Plants | Partner Resources Privacy | Contact Us | Site Index EPA Home | EPA Search | DOE Home | DOE Search

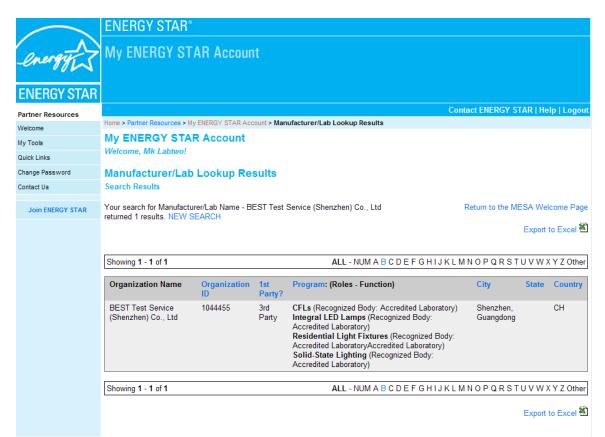
Manufacturer/Lab Lookup

Third-party certification (QPX) users can search for manufacturers and/or EPArecognized labs by selecting the 'Manufacturer/Lab Lookup' link in the tools section, which will navigate them to the following screen. Users can then use this search feature to produce a list of results based on the search criteria entered.

Change Password	Manufacturer/Lab Lookup				
Contact Us	Prior to certifying a product for ENERGY STAR and reporting it to EPA, Certification Bodies must confirm that the product belongs to an				
Join ENERGY STAR	ENERGY STAR manufacturing partner or applicant, and was tested by an EPA-recognized laboratory. Partners/applicants and recognized laboratories will have EPA-issued Organization IDs that you must include on the data template you upload here.				
	To confirm a laboratory's status and Organization ID, use the search functionality below or view the entire list by visiting EPA's List of Recognized Laboratories by Product Category. You must confirm that the laboratory is listed for the appropriate product category.				
	* You must input data or select from at least one field to obtain a list of search results.				
	Manufacturer/Lab Name:				
	Program: Please select				
	** Please refer to the list of EPA Recognized Lighting Laboratories to find a lab that tests lighting products.				
	Organization Role: Please select				
	Organization Function: Accredited Laboratory				
	Supervised Manufacturer's Testing Laboratory				
	Witnessed Manufacturer's Testing Laboratory				
	Organization ID:				
	City:				
	State: Please select				
	Country: Please select				
	Cancel Submit				

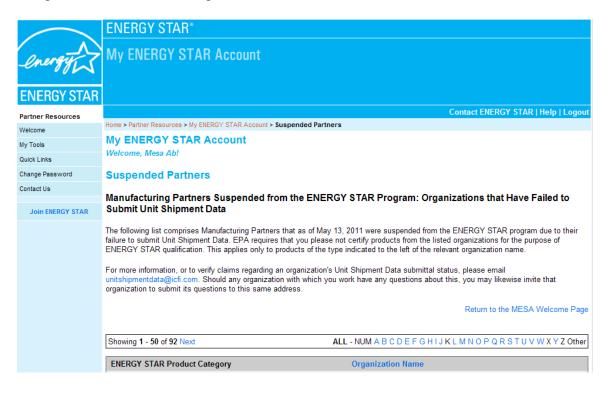
Manufacturer/Lab Lookup Results

The results page will display all organization names (manufacturers and/or EPArecognized labs), while also giving the user the ability to conduct a new search, return to the MESA welcome page, and export the results list to Excel.



Suspended Partners List

Third-party certification (QPX) users can view a list of suspended manufacturer partners by selecting the link for 'Suspended Partners List' in the tools section, which will navigate them to the following screen.



QPX Image Upload

Third-party certification (QPX) users can upload images by selecting the 'QPX Image Upload' link in the tools section, which will navigate them to the following screen.

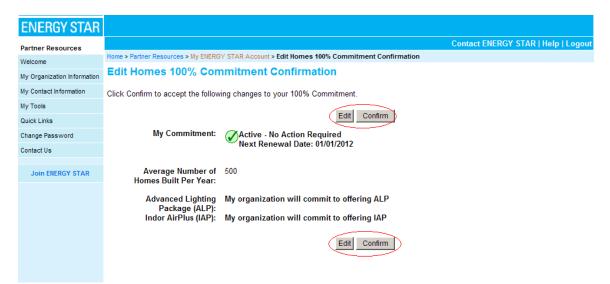
	ENERGY STAR*
energy	My ENERGY STAR Account
ENERGY STAR	
Partner Resources	Contact ENERGY STAR Help Logout
Welcome	Home > Partner Resources > My ENERGY STAR Account > Organization QPX Spreadsheets
My Tools	My ENERGY STAR Account
Quick Links	Welcome, Mk Labtwo!
Change Password	MK_Lab_2 QPX Image Upload
Contact Us	* Only upload new images if applicable.
Join ENERGY STAR	Image(s): (Only Zip files allowed) Browse
	Cancel Submit
	ENERGY STAR Home Products Home Improvement New Homes Buildings & Plants Partner Resources Privacy Contact Us Site Index EPA Home EPA Search DOE Home DOE Search

My Homes Builder Program

MESA allows users belonging to the Residential Homes Home Builder program the ability to update their home builder data by recommitting, identifying the number of homes built per year, and whether they offer the advanced lighting package (ALP) and/or the indoor air-plus package (IAP).

ENERGY STAR	
Partner Resources	Contact ENERGY STAR Help Logo
Welcome	Home > Partner Resources > My ENERGY STAR Account > My Homes Builder Program
My Organization Information	My Homes Builder Program
My Contact Information	Cancel Save Changes
My Tools	100% Commitment Status
Quick Links	EPA offers special recognition to Builders who commit to Building 100% of their homes as ENERGY STAR. This commitment will be denoted
Change Password	with a special 100% icon on the ENERGY STAR Partner Locator once you have demonstrated progress toward fulfilling that commitment
Contact Us	through the number of qualified homes reported to EPA.
Join ENERGY STAR	My Commitment: Active - No Action Required Next Renewal Date: 01/01/2012
	100% Commitment is annual, based on the anniversary of your ENERGY STAR Homes Builder Partnership Agreement.
	Average Number of 500 Homes Built Per Year: Please update this number annually. The actual number of gualified homes is independently verified.
	Advanced Lighting O My organization will commit to offering ALP Package (ALP): C No Commitment
	Indoor AirPlus (IAP):
	Builder Type(s): Manufactured Home Builder/Plant
	Cancel Save Changes

Home Builder Program Confirmation



New Homes Builder Training

MESA allows users belonging to the Residential Homes Home Builder program the ability to take the required training to maintain the Home Builder partnership. The training link will open a new Web browser window, allowing the user to start and complete the training.



Home Builder Training

