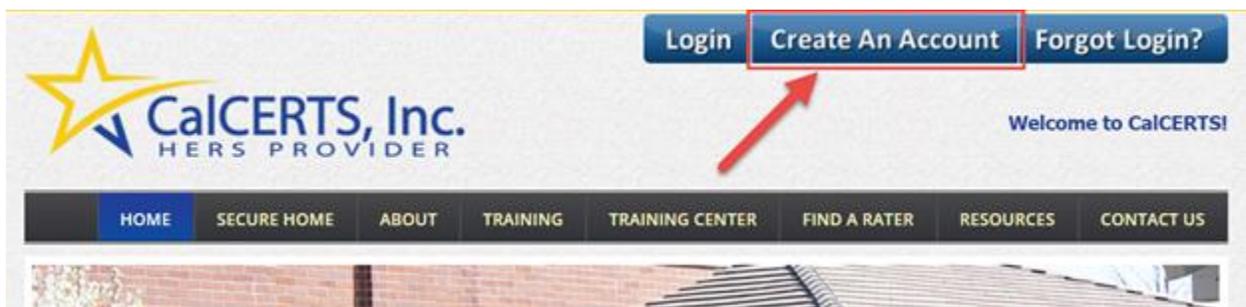


# How to Register An Account With CalCERTS

In order to create and access Home Energy Rating System (HERS) certificates, you need an account. This document describes how to register a new homeowner or company account on CalCERTS.

If you need to register but suspect that your company has already registered on CalCERTS before, consult your coworkers to confirm and determine which user can invite you to the company. You can also contact us by dialing 916-985-3400 ext. \* and we can determine if you or your company are already registered.

1. Navigate to <https://www.calcerts.com/>
2. Click on “Create An Account” or navigate to <https://www.calcerts.com/selfregister.cfm>



3. Identify the account type you wish to create. Some of the account types have additional requirements or are designed to be used by certain companies.
  - **Training:** for new and speculative Raters that need to register for Rater training classes.
  - **Builder/Architect:** for (1) California Architect’s Board-registered architects *or* (2) companies that construct new buildings and have an online profile/presence to prove such *or* (3) companies with valid CSLBs (Contractor’s State License Board ID number).
  - **Energy Consultant/Designer:** for T-24 preparers, plan drafters/drawers, unregistered architects, designers, and any party that needs to register or sign-off on CF-1Rs.
  - **Installers:** for companies with a valid CSLB can register as installers (or builders).
  - **Homeowners:** for property owners *if* they install their own HVAC system.

- **Building Department:** for building department employees in California.

4. You will be asked if you have ever had an account with CalCERTS. Please do not create another account in CalCERTS if you suspect you've been registered before. Please call Support at 916-985-3400 ext. \*; we would be happy to double-check if you're registered already or not.

There is an exception to this question: our users are allowed to maintain one homeowner account and one business account. You may answer "no" to this question if you are new creating a homeowner account while you have an existing business account, and vice-versa.

**Note:** If you already have a business account in CalCERTS but wish to be associated with an additional company, you can do so with just one account. Instruct a user admin of the other company to invite you to their company using your current CalCERTS user account email address.

5. **Step One:** Enter basic details about your company. Click **NEXT**.

STEP ONE: Company Information	
Your Company Name:	<input type="text"/>
Company Address:	<input type="text"/>
City/State/Zip:	<input type="text"/> / CA / <input type="text"/>
Phone:	<input type="text"/> - <input type="text"/> - <input type="text"/> - EXT <input type="text"/>
Fax:	<input type="text"/> - <input type="text"/> - <input type="text"/>
Company E-Mail:	<input type="text"/>
How many users need access?	<input type="text" value="1"/>
<input type="button" value="NEXT"/>	

**Note:** Builders and installers will be asked for a CSLB number. Do not include your license type or any letters; simply input your license's number. Click **NEXT** when you're done.

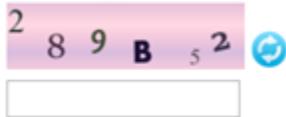
6. **Step Two:** Fill out information about the other employees in the company that will have a profile. Each user will need a unique email address – no one can share the same email address here.

*Note, User Administrators manage users within the company (including adding and removing new users) as well as invoices, payment, and company contact info.*

7. **Step Three:** Provides a summary of the company information and its users. You can click **BACK** to edit past pages.

You are required to solve a CAPTCHA to ensure you're not a robot. You must input the correct letters and numbers in the box; the letters *are* case-sensitive. Click on the icon to solve a different CAPTCHA.

Please verify you are a real person by typing the numbers and letters you see:



BACK

REGISTER

8. After successfully completing the CAPTCHA and clicking **REGISTER**, you will receive an email asking to confirm your email address. Simply click on the link in that email to confirm your address is correct for us.
9. Finally, you will receive an email from [notification@calcerts.com](mailto:notification@calcerts.com) with the subject "Username/password reset". This email will contain your **username** used for logging in and a link you can click on to create a password. Your password must have at least one number character and it cannot include your name.

## Project Status Report (PSR)

The **Project Status Report (PSR)** is a simple, one-page document used by Building Officials to verify Title 24 Compliance. The **PSR** is a CEC-approved document that lists the required HERS Measures and the completion status of those measures. **PSR** forms are available for any project that requires a CF1R, including Residential, Non-Residential, Alterations, and New Construction projects.

Project Status Report		CalCERTS, Inc.	
		1 of 2	
<b>GENERAL INFORMATION</b>			
Code Year Standards:	2013		Easy to Verify @ calcerts.com
Project Name:	SFR Acres 2013		
Project Type:	New Construction SFR		
Address:	1		
City / State / Zip:	Folsom / CA / 95630		
Enforcement Agency:	City of Citrus Heights		
Permit Number:	1		
<b>HERS VERIFIABLE MEASURES: NOT COMPLETE</b>			
<b>OVERALL STATUS: NOT COMPLETE</b>			
<b>CF1R INFORMATION - Certificate of Compliance</b>			
Certificate Type:	Compliance	✓	
Registered Form:	CF1R-PSR-01		
Registered Date:	10/27/2016 14:11		
Registration Number:	215-N0073854A-00000000-0000		
<b>ADDITIONAL CF1RS</b>			
System	Form	Registered Date	Registration Number
	CF1R-SRA-01	11/29/2016 09:44	215-N0073857C-00000000-0000
<b>CF2R INFORMATION - Certificate of Installation</b>			
System	Form	Registered Date	Registration Number
	CF2R-ENV-01 (Fenestration Installation)	06/08/2016 16:16	215-N0073854A-E0100001B-0000 (DEV INSTALLERS & Johnny Installer)
	CF2R-ENV-02 (Envelope Air Sealing)	06/08/2016 16:16	215-N0073854A-E0200001A-0000 (DEV INSTALLERS & Johnny Installer)
	CF2R-ENV-03 (Insulation Installation)	06/08/2016 16:16	215-N0073854A-E0300001A-0000
	CF2R-ENV-04 (Roofing-Radiant Barrier)	06/08/2016 16:16	215-N0073854A-E0400001A-0000
	CF2R-ENV-20 (Building Leakage Diagnostic Test)	06/08/2016 16:16	215-N0073854A-E2000001A-0000
	CF2R-ENV-21 (QI-AIS-Batt, Loose Fill, and SPF)	06/08/2016 16:16	215-N0073854A-E2100001A-0000 (DEV INSTALLERS & Johnny Installer)
	CF2R-ENV-22 (QI-Air Infiltration Sealing)	06/08/2016 16:16	215-N0073854A-E2200001A-0000 (DEV INSTALLERS & Johnny Installer)
	CF2R-ENV-23 (QI-Installation)	06/08/2016 16:16	215-N0073854A-E2300001A-0000 (DEV INSTALLERS & Johnny Installer)
System 1	CF2R-MCH-01 (Space Conditioning Systems, Ducts and Fans)	06/08/2016 16:16	215-N0073854A-M0100001B-0000 (DEV INSTALLERS & Johnny Installer)
System 1	CF2R-MCH-20 (Duct Leakage)	06/08/2016 16:16	215-N0073854A-M2000002C-0000 (DEV INSTALLERS & Johnny Installer)
System 1	CF2R-MCH-23 (Airflow)	06/08/2016 16:16	215-N0073854A-M2300002A-0000 (DEV INSTALLERS & Johnny Installer)
System 1	CF2R-MCH-26 (Rated Equipment)	06/08/2016 16:16	215-N0073854A-M2600002A-0000 (DEV INSTALLERS & Johnny Installer)

← QR Code to Scan on Mobile Device

← Status Summary

← Red Dot = Incomplete

← Green Dot = Complete



**ENFORCEMENT AGENCIES** can easily access the **PSR** through the CalCERTS Registry or by scanning the QR code on any compliance forms associated with the project. Once the **PSR** is accessed, Building Officials can review the CF1R, CF2R, and CF3R forms through the links in the **PSR**. Any existing Signature Agreements may also be reviewed.

When a project is ready for final inspection, both the **"HERS VERIFIABLE MEASURES"** and the **"OVERALL STATUS"** will be marked **"Complete."** Using the convenience of the red and green dots, Building Officials can quickly determine whether all required forms have been registered and completed before scheduling a final inspection.



The **PSR** can be easily downloaded or printed by Building Officials, Builders, Contractors, and HERS Raters. The 2016 Building Standards require all HERS Providers to have a **PSR** available to Enforcement Agencies.

# Accessing the PSR

To Access the PSR, Building Departments must be registered with CalCERTS. To register go to [www.calcerts.com](http://www.calcerts.com) and select **REGISTER** at the top of the page. Next, select "I am a BUILDING DEPARTMENT/ ENFORCEMENT AGENCY for a City or County."



★ Welcome to CalCERTS

In order to get you to the correct Registration Process, please identify your business:

I want to sign up for a certification class and I need a Training Account	<input type="radio"/>
I am a BUILDER/ARCHITECT of New Construction Homes needing to register and/or approve CF1Rs	<input type="radio"/>
I am an ENERGY CONSULTANT or a DESIGNER needing to Register CF1Rs for New Construction	<input type="radio"/>
I am a CONTRACTING INSTALLER with a valid CSLB License needing to Register CF1R-ALT-HVAC AND/OR process Installation Certificate CF-6R or CF-2R forms.	<input type="radio"/>
I am a HOME OWNER	<input type="radio"/>
I am a BUILDING DEPARTMENT/ENFORCEMENT AGENCY for a City or County	<input type="radio"/>

If none of these apply to you please contact our office directly.

Building Official Selection →

Once registered, Building Officials can log in to the CalCERTS Registry and the Project Lookup Page will automatically load.

Johnny BuildingDept logged in [[Logout](#)]  
[\[My Info\]](#)

Welcome to the CalCERTS Compliance Lookup Registry.

You can use this tool to search our registry for CEC Registered Compliance Status.

Please select a Building Department from the list below and a Search Type.

**Building Department:** Suisun City (City)

**Search Type:**

- CEC Registration Number
- CalCERTS Certificate #
- Street Address
- HERS Rater (Name)
- HERS Rater (CalCERTS, ID #)
- Building Department Permit #

Building Officials may search for projects in their jurisdiction using any of the following criteria:

The Permit Number

- The CEC Registration Number
- The CalCERTS Certificate Number
- Street Address
- The Name of the HERS Rater for the Project
- The ID # of the HERS Rater for the Project

Once a project is selected, the **PSR** page will load. Simply select the pdf icon  to download.



31 Natoma Street, Suite 120 • Folsom, CA 95630 • 916.985.3400 • [info@calcerts.com](mailto:info@calcerts.com)

[www.calcerts.com](http://www.calcerts.com)