

Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

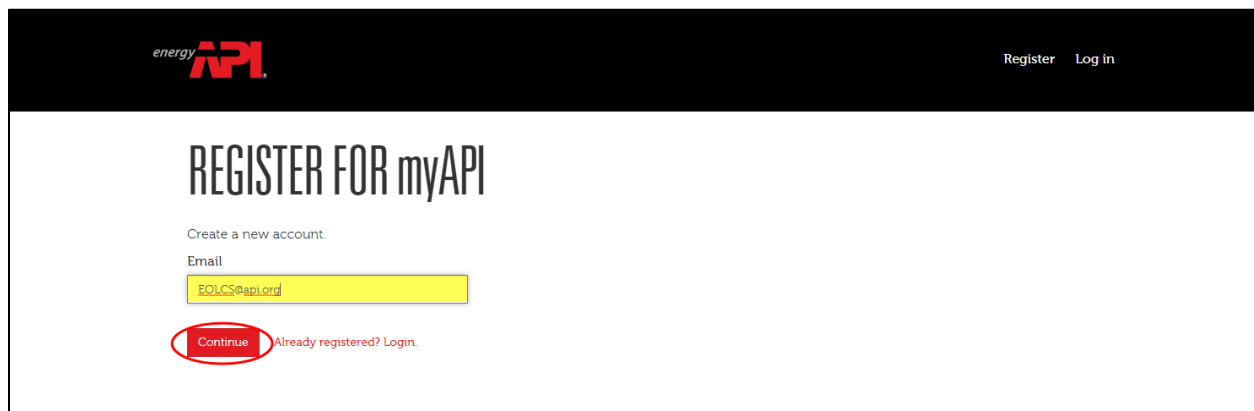
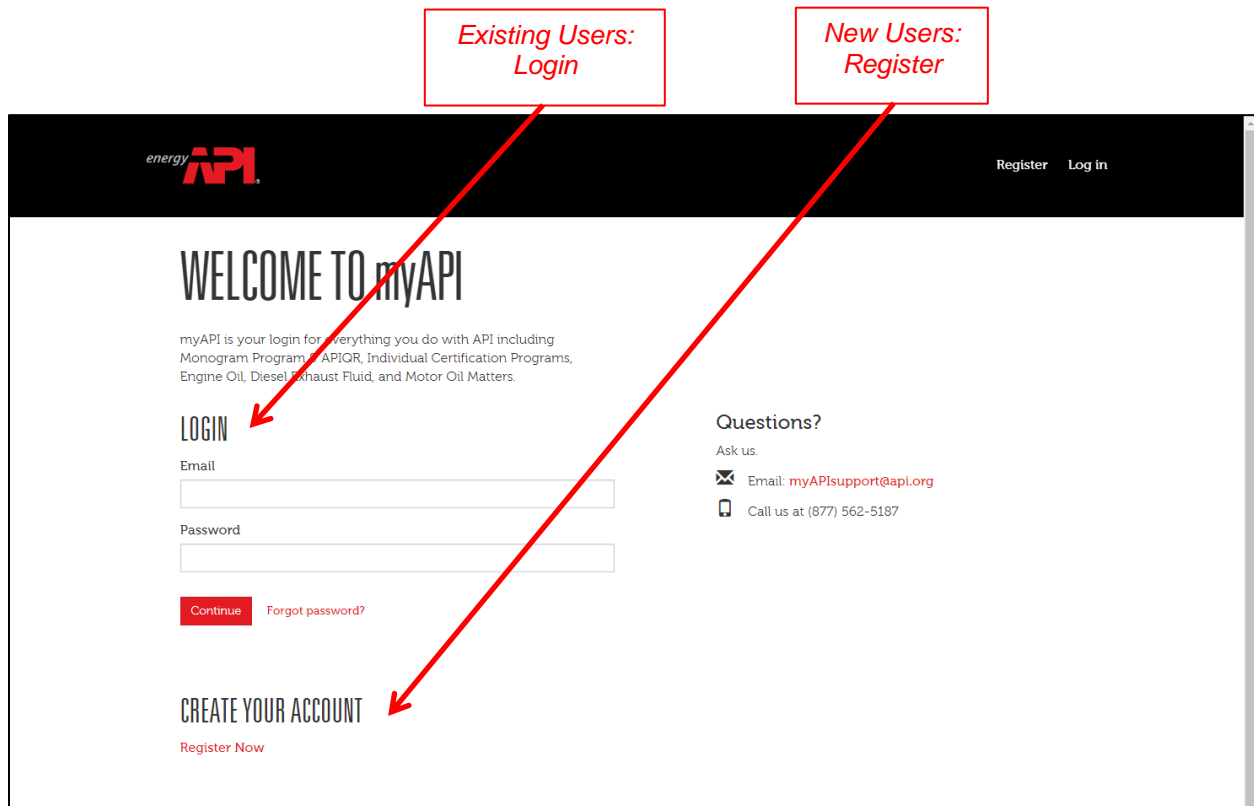
- Managing Contact and Company Information
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 - Company Registration
 - Add Contacts To Company
 - Password Reset
 - Edit Contact Information
 - Edit Company Information
- New Product
- New Formulation
- Submitting and Responding To A Formulation Request
 - Submitting Formulation Request (Marketer)
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Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

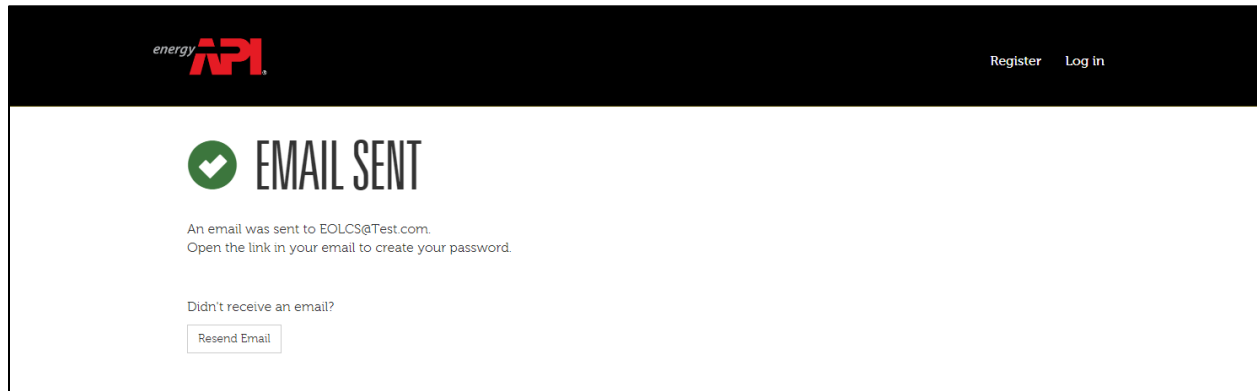
Managing Contact and Company Information

Contact Registration

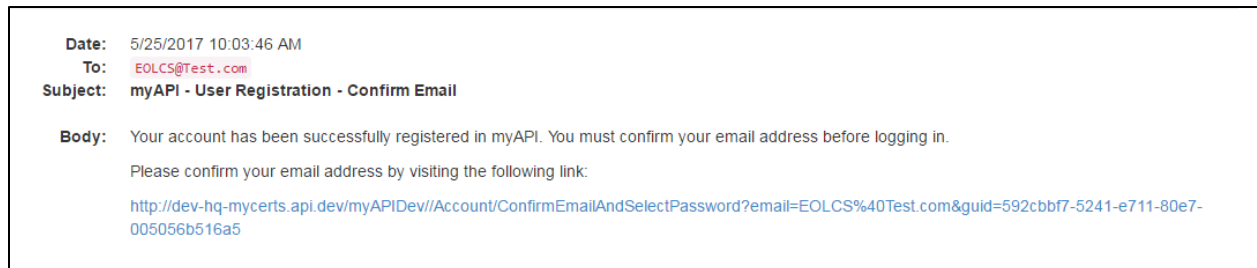
A user must register in the system before they can create a new company or be added to an existing company's contact list.



After registering your email, you will be required to verify your email address. A verification email will be sent to the email address used to register. If you do not receive the email within 24 hours, to return to the Email Sent page and resend the verification email.



Example of verification email:



Once you've verified your email address you will be able to, create a password, log on to the system, create a personal profile and either add a new company or have the primary contact from an existing company add you to the company contact list.

Welcome EOLCS@Test.com! [Return To myAPI](#) [Log Out](#)

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[ABOUT EOLCS](#) [CONTACT US](#) [HELP](#)

Create Profile

Contact Information

Salutation First Name Last Name Suffix

Title

Phone Fax Cell

Work Address

Country

Address Line 1 Address Line 2

City/Locality State/Province Zip/Postal Code

Verification

To validate your identity, please enter the text found in the box below.

I have read, and agree, to the [terms and conditions](#).

Company Registration

DO NOT create a company account if your company is already registered in the system. If your company has an active EOLCS license, a company account already exists.

The public directory (<https://engineoil.api.org/Directory/EolcsSearch>) provides a list of active EOLCS licensed companies. If you are not sure if your company is already registered please contact the EOLCS helpdesk at teameolcs@api.org for assistance.

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Welcome!

[View Licensee Directory](#) | [My Companies](#)

EOLCS System is Live!

API is pleased to announce that we have launched an online application system for the Engine Oil Licensing and Certification System. Gone are the days when licensees had to complete long and complicated forms. Now, current and prospective licensees can request licensing, manage their products and formulations and renew their license online. This system is long overdue. API hopes all licensees find the online system useful and efficient. If you have any questions or comments, please contact API through the Helpdesk.

FAQs

- Account Access
- Company and Contact Account Information
- DEF and MOM Formulations
- Migrated Data

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No Company

Your login has not been linked to any companies. In order to proceed you must create a new company below or have an API associate or one of the primary account managers link your login to an existing company as an account manager.

[Contact API Associate](#) | [Create Company](#)

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Look Up Company Information

Company Duplication Check

Your company might already be registered in the EOLCS system. Please check the EOLCS Directory (Link Below) or contact the EOLCS Help Line for assistance in determining registration status. If your company is registered, please stop here and contact the company account manager to be added to your company's list of contacts.

[View Licensee Directory](#) | [Register New Company](#)

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Create New Company

Instructions
After you have registered your company, you will be taken to your company information page. From your information page you will be able to add your company's products. Once the first product is complete and submitted to API for review, you will be taken to the licensee legal agreement and application payment page.

Company Information

Company Legal Name: *

Certificate Company Name:

NOTE: This will be displayed on your certificate and in the directory.

Company Type: Engine Oil Diesel Exhaust Fluid

Website:

Address

Country: *

Address Line 1: *

Address Line 2:

City/Locality: *

State/Province: *

Zip/Postal Code: *

[Cancel](#) [Save](#)

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COMPANY INFO | PRODUCTS | FORMULATIONS | AUDITS | PUBLIC DIRECTORY

API Test Company

Action Items
Currently there are no action items. Please select an option below to continue.

Company Information [Edit](#)

Company Legal Name: API Test Company

Company ID: 11814

Address: 1220 L ST NW
WASHINGTON, DC, 20005-4018, United States

Website: www.api.org

Contact List:

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John Doe	EOLCS@Test.com	2026828000		

[Add Contact](#)

[Add Engine Oil Product](#) [Add Engine Oil Formulation](#)

Additional Company Registration

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API Test Company

Action Items
Currently there are no action items. Please select an option below to continue.

Company Information Edit

Company Legal Name: API Test Company

Company ID: 11814

Address: 1220 L ST NW
WASHINGTON, DC, 20005-4018, United States

Website: www.api.org

Contact List

Welcome John Doe! | Return To myAPI | Log Out

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My Companies Create Company

Company ID	Company Type	Primary Contact	Address
11814	EOLCS	John Doe	1220 L ST NW WASHINGTON, DC 20005-4018

Add Contacts to Company

The Company Info page is the first page you will be directed to when you register a new company or log into your existing company account.

The screenshot shows the 'API Test Company' page. The 'Contact List' table contains one entry for John Doe. The 'Add Contact' button is circled in red.

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John Doe	EOLCS@test.com	2026828000		

The screenshot shows the 'Add Contact' modal form. The 'Enter Email' field contains 'DEF@test.com' and the 'Search' button is circled in red.

Manager Type:

- Primary Account Manager
- Account Manager
- Audit Manager

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API Test Company

Add Contact

To add an existing Engine Oil contact to your account enter their full email address here (exact match required). If added as a Primary Contact that person can also add other contacts to the account.

Enter Email: Search

User Name	First Name	Last Name
DEF@Test.com	Jon	Doe

Manager Type:

- Primary Account Manager
- Account Manager
- Audit Manager

Add

Manager Type determines the contact's account permissions.
 Primary Account Manager can add contacts and has access to company audit results.
 Account Manager cannot add additional contacts and cannot view company audit results unless given permission by a Primary Account Manager

Cell | Delete

Add Engine Oil Product Add Engine Oil Formulation

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API Test Company

Action Items

Currently there are no action items. Please select an option below to continue.

Company Information Edit

Company Legal Name: API Test Company
 Company ID: 11814
 Address: 1220 L ST NW WASHINGTON, DC, 20005-4018, United States
 Website: www.api.org

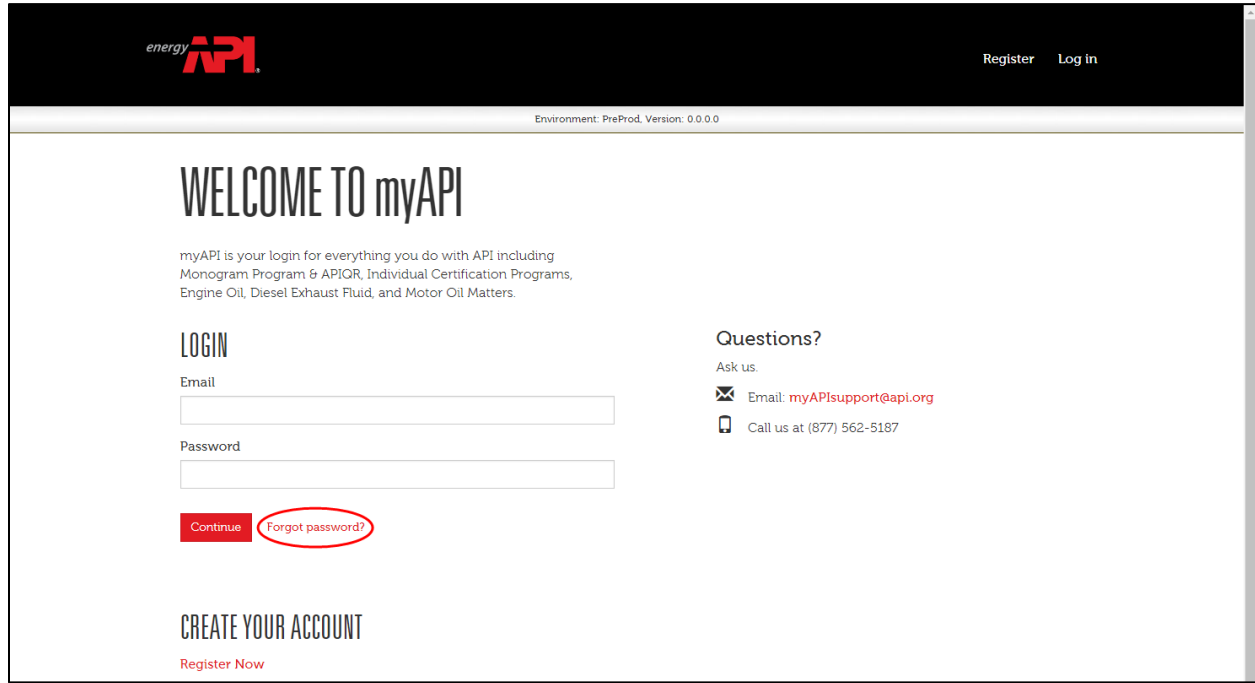
Contact List:



Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John Doe	EOLCS@Test.com	2026828000		<input checked="" type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jon Doe	DEF@Test.com	202-682-8000		<input checked="" type="checkbox"/>

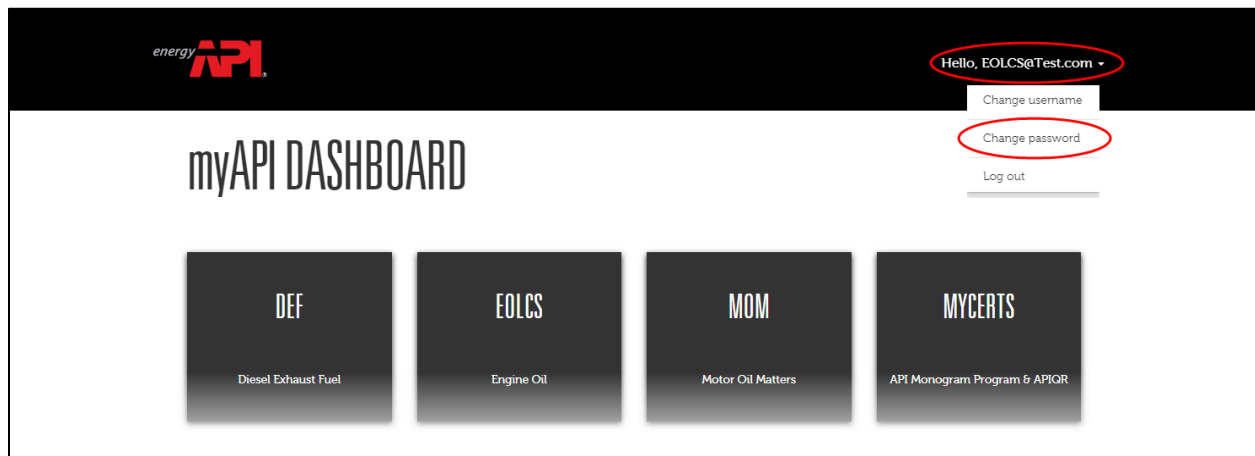
Add Contact

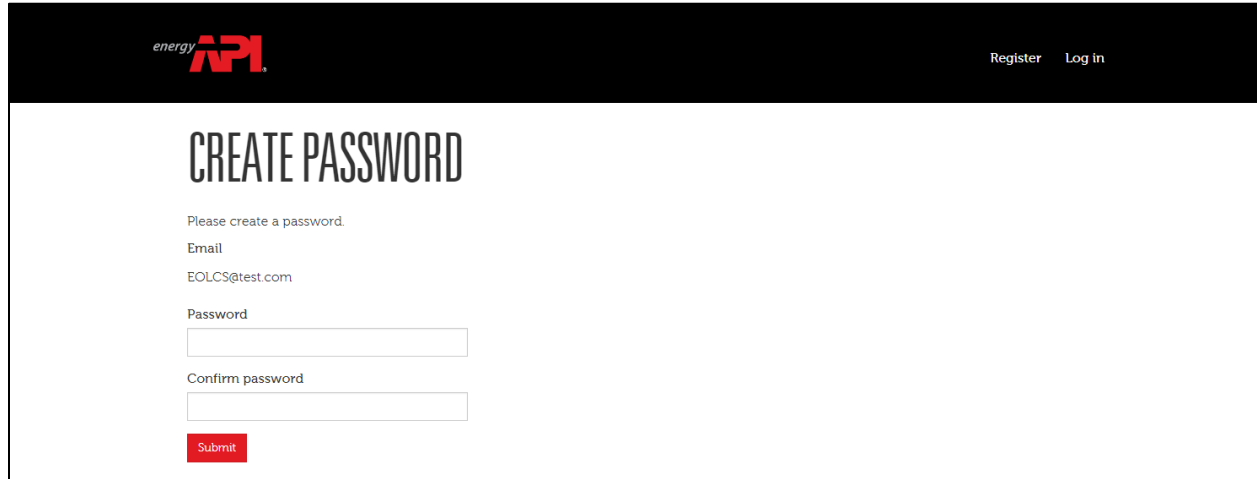
Add Engine Oil Product Add Engine Oil Formulation

Password Reset



Start here  or here 

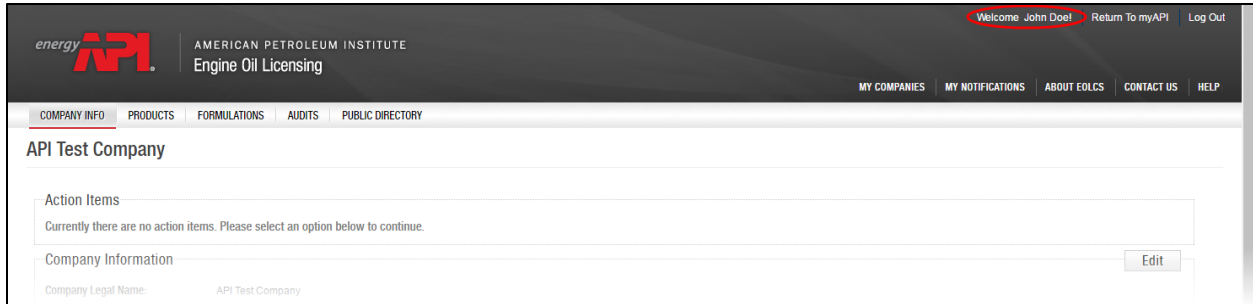






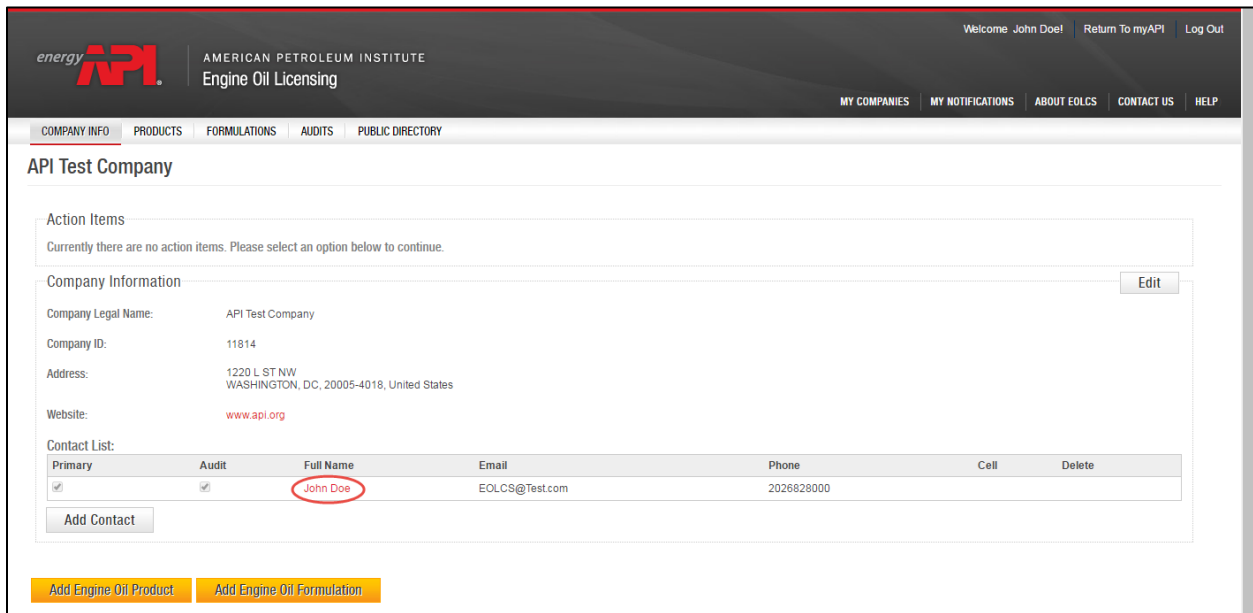
Reminder: Passwords must be at least 8 characters long and contain at least one letter, one number and one special character.

Edit Contact Information

In the Person Information section you can update contact information.



Start here  or here 



Edit:

The screenshot shows the 'API Test Company' page with a modal window titled 'Login Information'. The modal contains the following fields:

- Contact:** Salutation, Full Name (John Doe), Suffix, Title, Phone (2026828000), Fax, Cell.
- Login Information:** Email (eolcs@test.com), Verified Date (25-May-2017).
- Address:** 1220 L Street NW, Washington, DC 20005, United States.

An 'Edit' button is circled in red in the top right corner of the modal.

Save:

The screenshot shows the 'API Test Company' page with a modal window titled 'Person Information'. The modal contains the following fields:

- Contact Information:** Salutation (dropdown), First Name (John), Last Name (Doe), Suffix, Title, Phone (2026828000), Fax, Cell.
- Work Address:** Address Line 1 (1220 L Street NW), Address Line 2, City/Locality (Washington), State/Province (DC), Zip/Postal Code (20005), Country (United States).

'Save' and 'Cancel' buttons are at the bottom of the modal. The 'Save' button is circled in red.

Edit Company Information

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API Test Company

Action Items
Currently there are no action items. Please select an option below to continue.

Company Information Edit

Company Legal Name: API Test Company
 Company ID: 11814
 Address: 1220 L ST NW
 WASHINGTON, DC, 20005-4018, United States
 Website: www.api.org

Contact List:

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John Doe	EOLCS@Test.com	2026828000		

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Edit Company

Company Information

Company Legal Name: API Test Company
 Certificate Company Name:
 Website:

Address

Address Line 1: *
 Address Line 2:
 City/Locality: *
 State/Province: *
 Zip/Postal Code: *
 Country: * ⓘ

Save

Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

New Product

Adding A New Product

There are two places where you can go to enter a new product: the Company Info page and your company's Products tab.

The screenshot shows the 'API Test Company' page. The 'COMPANY INFO' tab is active. The page displays company details such as name, legal name, ID, address, and website. A contact list table is also present. At the bottom of the page, two buttons are circled in red: 'Add Engine Oil Product' and 'Add Engine Oil Formulation'.

Start here or here

The screenshot shows the 'Products' tab selected. It displays a list of product statuses on the left and a table for 'Engine Oil Products' on the right. The table currently shows 'No records to display.' At the bottom of the page, the 'Add Engine Oil Product' button is circled in red.

Once you create a product, you cannot change the brand name, viscosity grade, or service categories. If you discover minor typos in the brand name, contact the EOLCS helpdesk and API will make corrections on your behalf.

The screenshot shows the 'Product Information' form in the EOLCS application. The form includes sections for 'Product Brand', 'Engine Oil Performance Categories', and 'Product Packaging'. Annotations highlight key requirements:

- Product Brand:** A red box states, "DO NOT use registered words or phrases, viscosity grades, or API service categories in your product brand name." The form shows 'Brand Name' as 'EOLCS Test Product', 'Viscosity Grade' as '10W-30', and 'Market Date' as '01-Feb-2014'.
- Engine Oil Performance Categories:** A red box states, "Depending on the service category(s) chosen, the system may provide you with options for eligible designations." The form shows 'API "S" Service Category' with 'SN' selected, 'API "C" Service Category(s)' with 'CK-4', 'CJ-4', 'CI-4', and 'CH-4' selected, and 'API "F" Service Category' with 'FA-4' selected. The 'Displayed 1st Category' is 'C'. Below this, a yellow box shows the resulting 'Eligible Designations' for 'CI-4 PLUS Designation': 'CK-4, CJ-4, CI-4, CH-4 CI-4 Plus'.
- Product Packaging:** A red box states, "A Product Packaging type must be chosen for all new products. When you choose 'Packaged' or 'Bulk and Packaged', you will be required to associate a Traceability Code." The form shows 'Packaged' selected, and the 'Add New Traceability Code' button is circled in red.

At the bottom right of the form, there are 'Cancel Product' and 'Next' buttons.

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Product Information

Instructions

When adding product, please keep in mind the following:

- Avoid using in the brand name trademarked or registered words or phrases, the viscosity grade, and API service categories
- Assign only one viscosity grade per product
- Assign only one 'S' service category per product. Note that SH may only be licensed when preceded by a "C" category

Product Brand

Brand Name: * EOLCS Test Product

Viscosity Grade: * 10W-30

Market Date: * 01-Feb-2014

Engine Oil Performance Categories

API "S" Service Category: SN SM SL SJ

API "C" Service Category(s): CX-4 CJ-4 CI-4 CH-4

API "F" Service Category: FA-4

Displayed 1st Category: * "F" "S" "C"

Resource Conserving: * Yes No

ILSAC GF-5 Specification: * Yes No

SN Resource Conserving

Reset

All "Packaged" products must be assigned at least one traceability code. Traceability codes typically identify date of manufacture and formulation information for "Packaged" products. The code or codes may be selected from those previously entered or a new code or codes may be entered at time of application. API licensed "Packaged" engine oils must include a traceability code.

Product Packaging *

Bulk Packaged Bulk and Packaged

Traceability Codes:

Select	Traceability Code	Notes	Created Date
<input checked="" type="checkbox"/>	DD MM YY FFFF PP	Trace Code for 2014	03-Oct-2016

Add New Traceability Code

Cancel Product Next

This is how a completed traceability code will appear. If you have more than one traceability code, all codes will be listed each time you enter a new product.

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Product Information

Instructions

When adding product, please keep in mind the following:

- Avoid using in the brand name trademarked or registered words or phrases, the viscosity grade, and API service categories
- Assign only one viscosity grade per product
- Assign only one 'S' service category per product. Note that SH may only be licensed when preceded by a "C" category

Product Brand

Brand Name: * EOLCS Test Product

Viscosity Grade: * 10W-30

Market Date: * 01-Feb-2014

Engine Oil Performance Categories

API "S" Service Category: SN SM SL SJ

API "C" Service Category(s): CK-4 CJ-4 CI-4 CH-4

API "F" Service Category: FA-4

Displayed 1st Category: * "F" "S" "C"

Resource Conserving: * Yes No

ILSAC GF-5 Specification: * Yes No

SN Resource Conserving

Reset

All "Packaged" products must be assigned at least one traceability code. Traceability codes typically identify date of manufacture and formulation information for "Packaged" products. The code or codes may be selected from those previously entered or a new code or codes may be entered at time of application. API licensed "Packaged" engine oils must include a traceability code.

Product Packaging

Bulk Packaged Bulk and Packaged

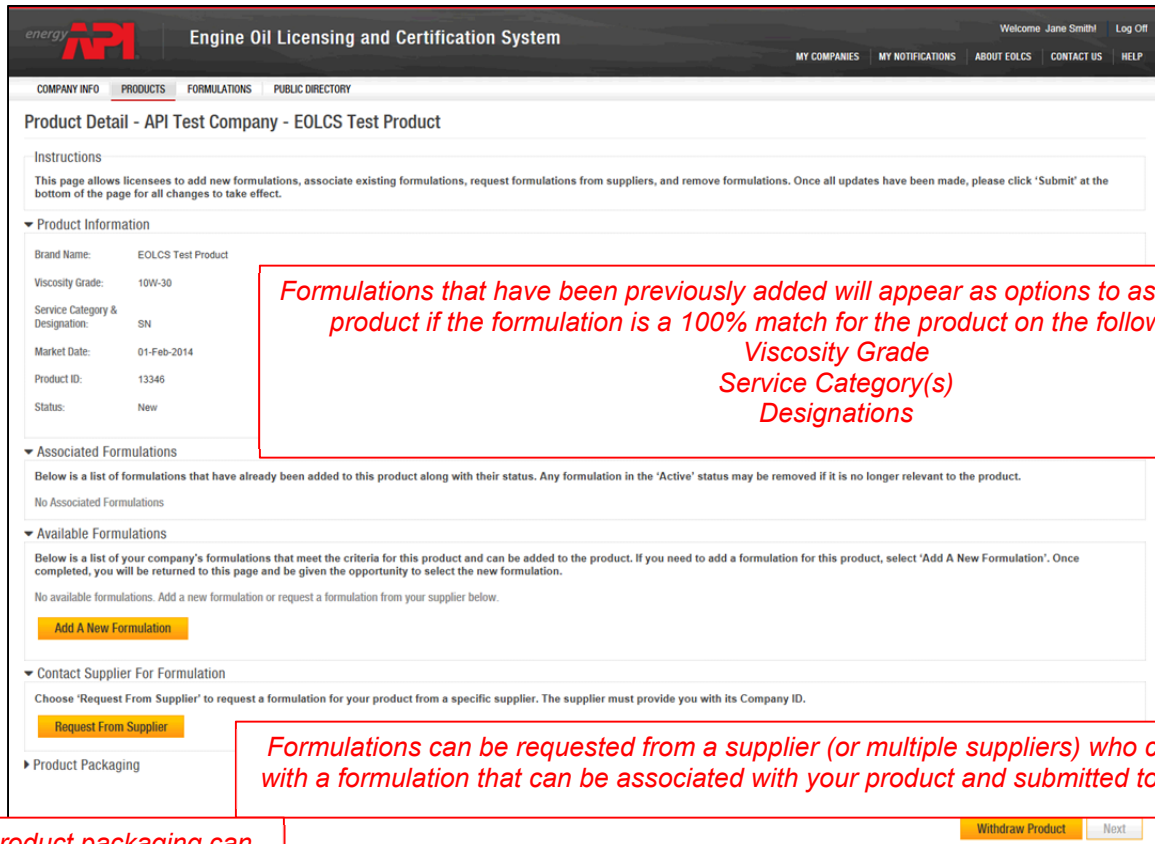
Traceability Codes:

Select	Traceability Code	Notes	Created Date
<input checked="" type="checkbox"/>	DD MM YY FFFF PP	Trace Code for 2014	03-Oct-2016

Add New Traceability Code

This is how a completed traceability code will appear. If you have more than one traceability code, all codes will be listed each time you enter a new product.

Cancel Product Next



You have now added a new product. A formulation must be associated with the product before you can submit to API for approval. Until a formulation is associated and the product is submitted, the product can be found in the 'New' status on your Products tab and will be listed under 'New (unfinished) Products:' on the Action Item list on your Company Info page.

From the Product Detail page you can:

- Associate already existing formulations to the product
- Add a new formulation
- Send a formulation request to a supplier
- Edit your product packaging

Please see user guide for Associating Formulations to A Product.

Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

New Formulation

Adding A New Formulation

There are two places where you can go to enter a new formulation: the Company Info page and your company's Formulations tab.

The screenshot shows the 'API Test Company' page in the EOLCS system. The 'COMPANY INFO' tab is selected. Under 'Company Information', there are fields for Certificate Company Name, Company Legal Name, Company ID, Address, and Website. Below this is a 'Contact List' table with columns for Primary, Full Name, Email, Phone, Cell, and Delete. At the bottom of the page, two buttons are visible: 'Add Engine Oil Product' and 'Add Engine Oil Formulation', with the latter being circled in red.

Start here ↑ or here ↓

The screenshot shows the 'API Test Company' page in the EOLCS system, with the 'FORMULATIONS' tab selected. It displays 'Instructions' and a list of 'Engine Oil Formulations'. The table has columns for Formulation ID, Market Date, Viscosity, Service Category, Designation, and Supplier. A single row is shown with 'Test 2-11', '01-Feb-2014', '10W-30', 'SN', and 'API Test Company'. At the bottom of the page, the 'Add Engine Oil Formulation' button is circled in red.

Adding a new formulation requires completing three pages of information: Formulation Information, Elements and Properties, and Additives and Testing.

Page 1: Formulation Information

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Formulation Information

Formulation Information Elements and Properties Additives and Testing

Instructions
Licensees are required to submit physical and chemical properties for all engine oils to be licensed. All data is confidential.

Formulation Details

Formulation ID:*

Viscosity Grade:*

Market Date:*

Engine Oil Performance Categories

API "S" Service Category: SN SM SL SJ

API "C" Service Category(s): CK-4 CJ-4 CI-4 CH-4

API "F" Service Category: FA-4

Displayed 1st Category:* "F" "S" "C"

Resource Conserving:* Yes No

ILSAC GF-5 Specification:* Yes No

SN Resource Conserving

Depending on the service category(s) chosen, the system may provide you with options for eligible designations.

API "S" Service Category: SN SM SL SJ

API "C" Service Category(s): CK-4 CJ-4 CI-4 CH-4

API "F" Service Category: FA-4

Displayed 1st Category:* "F" "S" "C"

CI-4 PLUS Designation:* Yes No

CK-4, CJ-4, CI-4, CH-4 CI-4 Plus

API "S" Service Category: SN SM SL SJ

API "C" Service Category(s): CK-4 CJ-4 CI-4 CH-4

API "F" Service Category: FA-4

Displayed 1st Category:* "F" "S" "C"

Page 2: Elements and Properties

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Elements and Properties

Formulation Information
Elements and Properties
Additives and Testing

Formulation Information

Formulation ID: Test 2-11

Viscosity Grade: 10W-30

Service Category & Designation: SN Resource Conserving

Market Date: 01-Feb-2014

Instructions

A value must be entered for elements and properties below. If the formulation does not include an element or property, *enter a value of 0*. The system will not accept values outside certain ranges. If the system returns a red error message, the value is outside the range, and the system will prevent the formulation from being submitted. If the system returns a green error message, you will still be allowed to submit the formulation; however the value should be reviewed for accuracy. If the system will not accept a value or values, please contact the EOLCS helpdesk. API may require supporting information before allowing a value outside a formulation range.

Element Analysis

Zinc (Zn) (ASTM D4951):*	<input type="text" value=".1"/>	wt. %
Calcium (Ca) (ASTM D4951):*	<input type="text"/>	wt. %
Magnesium (Mg) (ASTM D4951):*	<input type="text"/>	wt. %
Sodium (Na) (ASTM D4951):*	<input type="text"/>	wt. %
Titanium (Ti) (ASTM D4951):*	<input type="text"/>	wt. %
Nitrogen (N) (ASTM D3228 or D5762):*	<input type="text" value=".1"/>	wt. %
Boron (B) (ASTM D4951):*	<input type="text"/>	wt. %
Molybdenum (Mo) (ASTM D4951):*	<input type="text"/>	wt. %
Phosphorus (P) (ASTM D4951):*	<input type="text" value="06"/>	wt. %
Sulfur (S) (ASTM D4951 or D2622):*	<input type="text" value=".1"/>	wt. %

Finished Oil Physical Properties and Test Methods

Total Base Number (ASTM D2896):*	<input type="text" value="10"/>	mg KOH
Viscosity at 100°C (ASTM D445):*	<input type="text" value="10"/>	cSt
Cold Cranking Simulator (ASTM D5293):*	<input type="text" value="5000"/>	cP
CCS Test Temperature:*	<input type="text" value="-25"/>	°C
Mini-Rotary Viscometer (ASTM D4684):*	<input type="text" value="10000"/>	cP
MRV Test Temperature:*	<input type="text" value="-30"/>	°C
MRV Yield Stress:*	<input type="text" value="35"/>	Pa
NOACK Volatility (ASTM D5800):*	<input type="text" value="10"/>	
High Temperature High Shear Rate Viscosity (ASTM D4683):*	<input type="text" value="3"/>	mPa-s HTHS ₁₀₀
High Temperature High Shear Rate Viscosity (ASTM D6616):*	<input type="text" value="3"/>	mPa-s HTHS ₁₀₀

Previous
Cancel Formulation
Next

All properties marked with an asterisk () are required. All fields have a range that we expect your value to fall within. If your value is not within the expected range for a required field you will receive the following error:*

The value entered does not fall within expected range. Please correct or contact API.

If your value is not within the expect range for a non-required field you will receive the following warning:

Validate that the entered value is correct before proceeding.

If you do not complete a required field or receive a red error you will not be able to continue to the next step.

Page 3: Additives and Testing

The information on this page is proprietary and requires additional levels of security. Consequently, API cannot at this time allow licensees to access the data once submitted. Once 'Save and Finish' is chosen, this information will be put into a secure system and will only be viewable by API staff. If you need to retain a copy, use the 'Print' button at the bottom of the page. This will allow you to print or save a copy of the entire formulation before submission.

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Additives and Testing

Formulation Information
Elements and Properties
Additives and Testing

Formulation Information

Formulation ID:	Test 2-11
Viscosity Grade:	10W-30
Service Category & Designation:	SN Resource Conserving
Market Date:	01-Feb-2014

Instructions

API requires that you enter the complete finished-oil formulation. You must provide the ID Code and Mass % of any Detergent Inhibitor, Booster, Dispersant/Viscosity Index Improver, Non-Dispersant/Viscosity Index Improver and/or Four Point Depressant added to the formulation. **If the formulation does not contain one of the additives listed, please enter N/A for the ID code and zero for the Mass %.**

If Base Oil Interchangeability or Viscosity Grade Read-Across engine tests are not applicable to your formulation please choose the 'N/A' option.

All data entered on this page is confidential and once submitted can only be viewed by API staff. If you would like to save a copy of this information, please use the "Print" option at the bottom of the page before clicking "Save and Finish".

NOTE: All fields with asterisks (*) are required to complete this page.

Additives

ID Code	Mass %
Detergent Inhibitor (DI Additive Package)*	Test <input type="text" value="10"/>
Booster (Only if Addict Separate to DI Additive)*	Test <input type="text" value="0"/>
Dispersant Viscosity Index Improver*	Test <input type="text" value="0"/>
Non-Dispersant Viscosity Index Improver*	Test <input type="text" value="0"/>
Pour Point Depressant*	Test <input type="text" value="0"/>

Base Oils Approved for Formulation*

Base Stock Name	API Group	Delete
Test	API Group I	✖
Test 2	API Group II	✖

Enter Base Stock Name: Select an API Group: Select an API Group Add

Supporting Criteria

If API Base Oil Interchangeability Guidelines were used for support formulation, list **Engine Tests** where applied.* Sequence III(G)/III(GB) X | Sequence VID X

If API Viscosity Grade Read-Across Guidelines were used for support of formulation, list **Engine Tests** where applied.* Sequence IID X | Sequence IIE X | Sequence VE X | Sequence VIB X

Was STM used (Appendix R API Guidelines for use of Single Technology Matrix)* Yes No

Formulation/Stand Codes must be reported in the format required by the ACC Code of Practice. If you are attempting to enter a code that is not accepted by the system please contact your supplier or additive company directly to ensure that what you are reporting is correct.

Example of expected format:
xx-xxxxxxxx-xx-xx-xxxxxxxx-xx-xxxxxxxx

List one "Formulation/Stand Code" for applicable Sequence III Engine Test supporting the "S" or "C" Category claim.*

List one "Formulation/Stand Code" supporting Sequence VID or VE.*

Select Aging Method: ▼

MRV Viscosity* cP

MRV Yield Stress* Pa

MRV Temperature* °C

Previous
Cancel Formulation
Save And Finish
Print

Based on viscosity, service category & designation a T-13 stand code is required.

List one "Formulation/Stand Code" for applicable Sequence III Engine Test supporting the "S" or "C" Category claim.*

List one "Formulation/Stand Code" supporting Volvo T-13.*

Engine Oil Licensing and Certification System (EOLCS) Application – User Guide

5

New Formulation

<https://engineoil.api.org>

Completed formulations will be listed under the Active status on your company's Formulation tab and will be available for use on products.

Welcome Jane Smith | Log Off

energy API AMERICAN PETROLEUM INSTITUTE Engine Oil Licensing

COMPANY INFO | PRODUCTS | **FORMULATIONS** | AUDITS | PUBLIC DIRECTORY

API Test Company

Instructions

Below is a list of formulation statuses that can be used to locate and manage existing formulations. Once a specific formulation is found, click the formulation ID to view formulation details, including all products that the formulation is currently associated with.

Formulations

- Active (1)
- Inactive (0)
- Denied (0)
- New (2)
- Canceled (0)
- All (3)

Engine Oil Formulations

FORMULATION ID	MARKET DATE	VISCOSITY	SERVICE CATEGORY	DESIGNATION	SUPPLIER
Test 2-11	01-Feb-2014	10W-30	SN	Resource Conserving	API Test Company

Displaying items 1 - 1 of 1

Requests Received

- Pending (0)
- Approved (0)
- Denied (0)
- Revoked (0)
- All (0)

Requests Sent

- Pending (0)
- Approved (0)
- Denied (0)
- Revoked (0)
- All (0)

Add Engine Oil Formulation

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COMPANY INFO | PRODUCTS | **FORMULATIONS** | AUDITS | PUBLIC DIRECTORY

Formulation Detail - API Test Company

Instructions

If this formulation is deactivated, it will be removed from all products that it is currently associated with. A list of these products can be viewed at the bottom of the page. Once deactivated, the formulation can no longer be used on new products.

Formulation Information

Formulation ID: Test 2-11

Viscosity Grade: 10W-30

Service Category & Designation: SN Resource Conserving

Market Date: 01-Feb-2014

API ID: 73140

Status: Active

Deactivate

Elemental Analysis

Zinc (Zn) (ASTM D4951)	.1 wt. %
Calcium (Ca) (ASTM D4951)	0 wt. %
Magnesium (Mg) (ASTM D4951)	0 wt. %
Sodium (Na) (ASTM D4951)	0 wt. %
Titanium (Ti) (ASTM D4951)	0 wt. %
Nitrogen (N) (ASTM D3228 or D5762)	.1 wt. %
Boron (B) (ASTM D4951)	0 wt. %
Molybdenum (Mo) (ASTM D4951)	0 wt. %
Phosphorus (P) (ASTM D4951)	.06 wt. %
Sulfur (S) (ASTM D4951 or D2622)	.1 wt. %

Finished Oil Physical Properties and Test Methods

Total Base Number (ASTM D2896)	10 mg KOH
Viscosity at 100°C (ASTM D445)	10 cSt
Cold Cranking Simulator (ASTM D5293)	5000 cP
CCS Test Temperature	-25 °C
Mini-Rotary Viscometer (ASTM D4684)	10000 cP
MRV Test Temperature	-30 °C
MRV Yield Stress	< 35 Pa
NOACK Volatility (ASTM D5800)	10 mass % lost
High Temperature High Shear Rate Viscosity (ASTM D4683)	3 mPa-s HTHS ₁₀₀
High Temperature High Shear Rate Viscosity (ASTM D6616)	3 mPa-s HTHS ₁₀₀

Supporting Criteria

Associated Products

No Associated Products

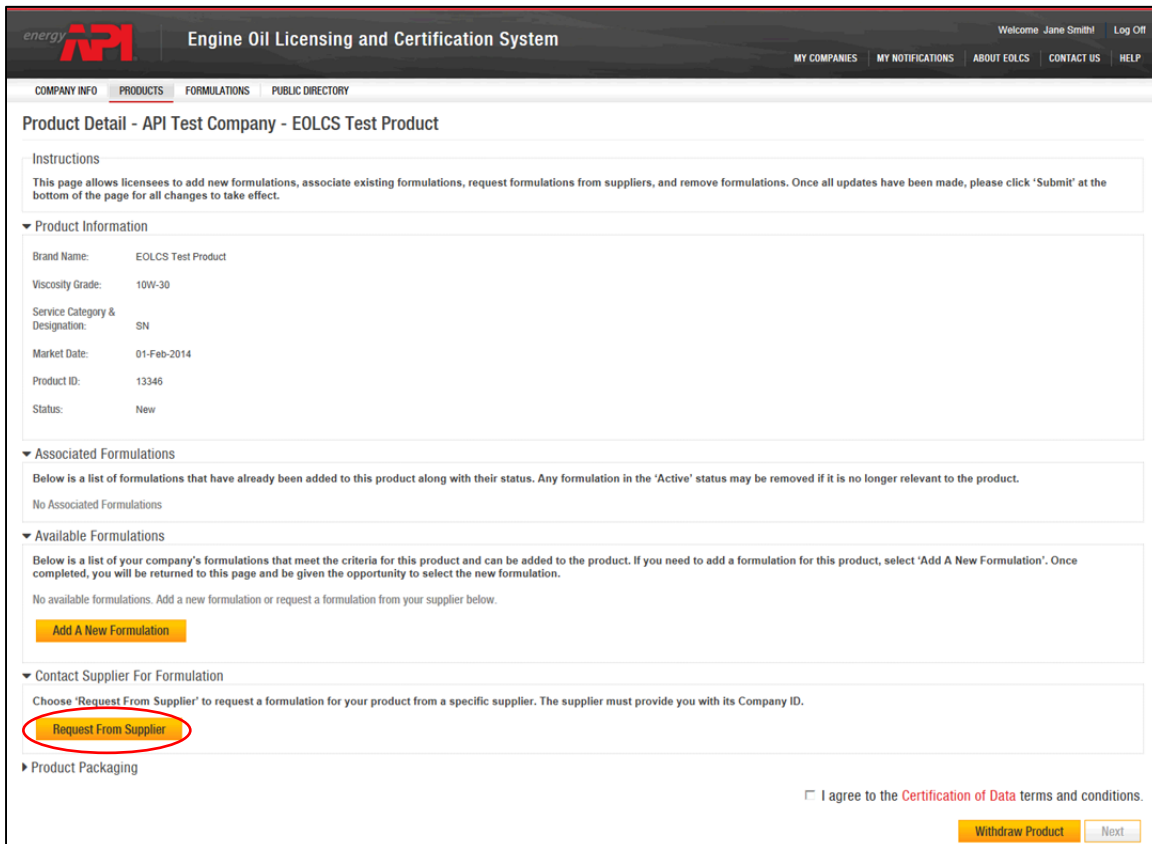
Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

Submitting & Responding To A Formulation Request

Submitting A Formulation Request (Marketer)

Once you enter a complete product, you will have the option to submit a Formulation Request to a supplier or multiple suppliers. This will allow a supplier to provide you with a formulation, which can then be associated with your product and submitted to API for review. In order to submit a Formulation Request you will need to know your supplier's 5-digit Company ID number, this number can be found on the Company Info page.

A Formulation Request can be sent from the Product Detail page.



The screenshot shows the 'Engine Oil Licensing and Certification System' interface. The page title is 'Product Detail - API Test Company - EOLCS Test Product'. The navigation menu includes 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', and 'PUBLIC DIRECTORY'. The main content area is divided into several sections:

- Instructions:** This page allows licensees to add new formulations, associate existing formulations, request formulations from suppliers, and remove formulations. Once all updates have been made, please click 'Submit' at the bottom of the page for all changes to take effect.
- Product Information:** Brand Name: EOLCS Test Product; Viscosity Grade: 10W-30; Service Category & Designation: SN; Market Date: 01-Feb-2014; Product ID: 13346; Status: New.
- Associated Formulations:** Below is a list of formulations that have already been added to this product along with their status. Any formulation in the 'Active' status may be removed if it is no longer relevant to the product. No Associated Formulations.
- Available Formulations:** Below is a list of your company's formulations that meet the criteria for this product and can be added to the product. If you need to add a formulation for this product, select 'Add A New Formulation'. Once completed, you will be returned to this page and be given the opportunity to select the new formulation. No available formulations. Add a new formulation or request a formulation from your supplier below. **Add A New Formulation** button.
- Contact Supplier For Formulation:** Choose 'Request From Supplier' to request a formulation for your product from a specific supplier. The supplier must provide you with its Company ID. **Request From Supplier** button (circled in red).
- Product Packaging:** (partially visible)

At the bottom right, there is a checkbox for 'I agree to the Certification of Data terms and conditions.' and two buttons: 'Withdraw Product' and 'Next'.

energy API Engine Oil Licensing and Certification System

Welcome Jane Smith | Log Off

MY COMPANIES | MY NOTIFICATIONS | ABOUT EOLCS | CONTACT US | HELP

COMPANY INFO | PRODUCTS | FORMULATIONS | PUBLIC DIRECTORY

Request Formulation From Supplier

Product Information

Brand Name: EOLCS Test Product
Viscosity Grade: 10W-30
Service Category & Designation: SN
Market Date: 01-Feb-2014
Product ID: 13346
Status: New

Request Information

Formulation Request Details:
Please provide 10W-30 formulation.

Formulation ID:

To fulfill this request, please enter the supplier's Company ID below. If you do not know your supplier's Company ID, please contact your supplier directly.

Enter Company ID.*

Request Formulation

Invite Supplier

If your supplier is not a registered member of API, enter the supplier's email address below to send an invite to your supplier.

Supplier Email.*

Send Email

There are two pieces of required information on the Formulation Request: Formulation Request Details and your supplier's Company ID.

Responding To Formulation Request (Supplier)

When a marketer sends your company a formulation request, you will be notified with an email and the request will appear on your Company Info page and on your company's Formulations tab.

Engine Oil Licensing and Certification System

Welcome EOLCS TEST1 | Log Off

COMPANY INFO | PRODUCTS | FORMULATIONS | PUBLIC DIRECTORY

EOLCS Test Company

Action Items

Items below require your attention. Please address them as soon as possible.

New Formulation Requests:

Brand Name	Requested Marketer Name	Viscosity Grade	Service Category & Designation	Created Date
EOLCS Test Product	API Test Company	10W-30	SN	12-Feb-2014

Company Information Edit

Company Legal Name: EOLCS Test Company

Company ID: 10709

Address: 1220 L ST NW
WASHINGTON, DC, 20005-4018, United States

Website:

License Status: Active

License Number: 3000

Original License Issue Date: 20-Dec-2013

License Effective Date: 20-Dec-2013

License Expiration Date: 31-Mar-2015

Contact List:

Primary	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	EOLCS TEST	eolcs@api.org	202-682-8000		<input type="checkbox"/>
<input checked="" type="checkbox"/>	Sara Miller	millers@api.org	202-682-8000		<input type="checkbox"/>

Order History
Legal Agreements

Engine Oil Licensing and Certification System

Welcome EOLCS TEST1 | Log Off

COMPANY INFO | PRODUCTS | FORMULATIONS | PUBLIC DIRECTORY

EOLCS Test Company

Instructions

Below is a list of formulation statuses that can be used to locate and manage existing formulations. Once a specific formulation is found, click the formulation ID to view formulation details, including all products that the formulation is currently associated with.

Formulations

- Active (3)
- Inactive (2)
- New (0)
- Canceled (1)
- All (6)

Requests Received

- Pending (1)
- Approved (0)
- Denied (1)
- All (2)

Requests Sent

- Pending (2)
- Approved (2)
- Denied (0)
- All (4)

Engine Oil Formulation Requests Received

FORMULATION ID	BRAND NAME	VISCOSITY	SERVICE CATEGORY	DESIGNATION	MARKETER
N/A	EOLCS Test Product	10W-30	SN		API Test Company

Displaying items 1 - 1 of 1

Formulations that have been previously added will appear as options to supply for a marketing company's formulation request if the formulation is a 100% match for the product on the following criteria:

- Viscosity Grade
- Service Category(s)
- Designations

Marketer Formulation Request

Instructions
If you do not recognize the company requesting a formulation for a product, please reject the request and notify API. Once a formulation is submitted, this marketer will have the ability to use the formulation(s) on any of its products.

Product Information

Marketer: API Test Company
 Requested On: 12-Feb-2014
 Requested By: Jane Smith
 Brand Name: EOLCS Test Product
 Viscosity Grade: 10W-30
 Service Category & Designation: SN
 Request Details: Please provide 10W-30 formulation.
 Formulation ID: N/A
 Status: Pending

Comments:

Deny Request

Below is a list of products that this formulation is currently associated with.

Available Formulations

	Formulation ID	API ID	Viscosity	Service Category	Designation	Status	Status Date
<input checked="" type="checkbox"/>	1-22 Test	59976	10W-30	SN		Active	22-Jan-2014

I agree to the Certification of Data terms and conditions.

Approve Selected Formulation(s)

Approved On: 17-Feb-2014 Approved By: EOLCS TEST

All received formulation requests can be viewed on your company's Formulation tab. Once you have supplied a formulation, the formulation request status will change from 'Pending' to 'Approved'.

energy API Engine Oil Licensing and Certification System

Welcome EOLCS TEST1 Log Off

MY COMPANIES MY NOTIFICATIONS (17) ABOUT EOLCS CONTACT US HELP

COMPANY INFO PRODUCTS **FORMULATIONS** PUBLIC DIRECTORY

EOLCS Test Company

Instructions

Below is a list of formulation statuses that can be used to locate and manage existing formulations. Once a specific formulation is found, click the formulation ID to view formulation details, including all products that the formulation is currently associated with.

Formulations

- Active (3)
- Inactive (2)
- New (0)
- Cancelled (1)
- All (6)

Requests Received

- Pending (0)
- Approved (1)
- Denied (1)
- All (2)

Requests Sent

- Pending (2)
- Approved (2)
- Denied (0)
- All (4)

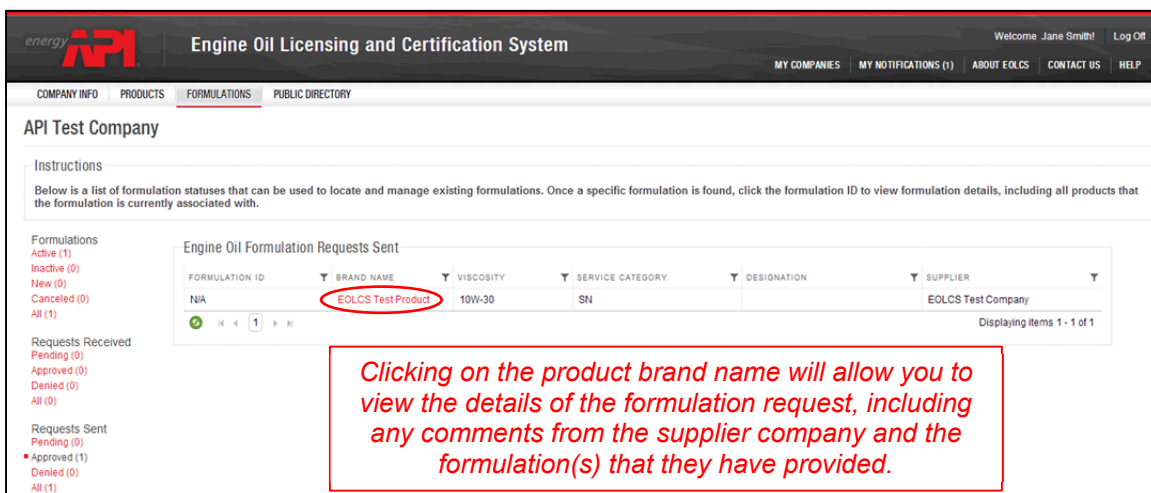
Engine Oil Formulation Requests Received

FORMULATION ID	BRAND NAME	VISCOSITY	SERVICE CATEGORY	DESIGNATION	MARKETER
N/A	EOLCS Test Product	10W-30	SN		API Test Company

Displaying items 1 - 1 of 1

Receiving A Response To Formulation Request (Marketer)

Once a supplier company provides a formulation in response to a formulation request you will be notified with an email and on your company's Formulations tab, these formulation requests will now be listed under the 'Approved' status.



energy **API** Engine Oil Licensing and Certification System Welcome Jane Smith! Log Off

COMPANIES MY NOTIFICATIONS (1) ABOUT EOLCS CONTACT US HELP

COMPANY INFO PRODUCTS **FORMULATIONS** PUBLIC DIRECTORY

API Test Company

Instructions

Below is a list of formulation statuses that can be used to locate and manage existing formulations. Once a specific formulation is found, click the formulation ID to view formulation details, including all products that the formulation is currently associated with.

Formulations

- Active (1)
- Inactive (0)
- New (0)
- Cancelled (0)
- All (1)

Requests Received

- Pending (0)
- Approved (0)
- Denied (0)
- All (0)

Requests Sent

- Pending (0)
- Approved (1)
- Denied (0)
- All (1)

Engine Oil Formulation Requests Sent

FORMULATION ID	BRAND NAME	VISCOSITY	SERVICE CATEGORY	DESIGNATION	SUPPLIER
N/A	EOLCS Test Product	10W-30	SN		EOLCS Test Company

Displaying items 1 - 1 of 1

Clicking on the product brand name will allow you to view the details of the formulation request, including any comments from the supplier company and the formulation(s) that they have provided.

From the Formulation Request, clicking on 'View Product Detail' will take you to your Product Detail page where you can associate the supplier provided formulations with your product and submit to API for review (see Associating Formulations To A Product).

Marketer Formulation Request

Instructions
If you do not recognize the company requesting a formulation for a product, please reject the request and notify API. Once a formulation is submitted, this marketer will have the ability to use the formulation(s) on any of its products.

Product Information

Marketer: API Test Company
Requested On: 12-Feb-2014
Requested By: Jane Smith
Brand Name: EOLCS Test Product
Viscosity Grade: 10W-30
Service Category & Designation: SN
Request Details: Please provide 10W-30 formulation.
Formulation ID: N/A
Status: Approved

[View Product Detail](#)

Below is a list of products that this formulation is currently associated with.

Approved Formulations

Formulation ID	API ID	Viscosity	Service Category	Designation	Status	Status Date
1-22 Test	59976	10W-30	SN		Active	22-Jan-2014

Clicking on the formulation ID of any supplier provided formulations allows you to view details of the formulation.

Engine Oil Licensing and Certification System

Welcome Jane Smith! [Log Off](#)

[MY COMPANIES](#) | [MY NOTIFICATIONS \(1\)](#) | [ABOUT EOLCS](#) | [CONTACT US](#) | [HELP](#)

[COMPANY INFO](#) | [PRODUCTS](#) | [FORMULATIONS](#) | [PUBLIC DIRECTORY](#)

Formulation Detail - EOLCS Test Company

Instructions

If this formulation is deactivated, it will be removed from all products that it is currently associated with. A list of these products can be viewed at the bottom of the page. Once deactivated, the formulation can no longer be used on new products.

Formulation Information

Formulation ID:	1-22 Test
Viscosity Grade:	10W-30
Service Category & Designation:	SN
Market Date:	22-Jan-2014
API ID:	59976
Status:	Active

Elemental Analysis

Zinc (Zn) (ASTM D4951)	.1 wt. %
Calcium (Ca) (ASTM D4951)	wt. %
Magnesium (Mg) (ASTM D4951)	wt. %
Sodium (Na) (ASTM D4951)	wt. %
Titanium (Ti) (ASTM D4951)	wt. %
Nitrogen (N) (ASTM D3228 or D5762)	.1 wt. %
Magnesium (Mg) (ASTM D4951)	wt. %
Sodium (Na) (ASTM D4951)	wt. %
Titanium (Ti) (ASTM D4951)	wt. %
Nitrogen (N) (ASTM D3228 or D5762)	.1 wt. %
Boron (B) (ASTM D4951)	wt. %
Molybdenum (Mo) (ASTM D4951)	wt. %
Phosphorus (P) (ASTM D4951)	.06 wt. %
Sulfur (S) (ASTM D4951 or D2622)	.1 wt. %

Finished Oil Physical Properties and Test Methods

Total Base Number (ASTM D2896)	10 mg KOH
Viscosity at 100°C (ASTM D445)	10 cSt
Cold Cranking Simulator (ASTM D5293)	5000 cP
CCS Test Temperature	-25 °C
Mini-Rotary Viscometer (ASTM D4684)	5000 cP
MRV Test Temperature	-30 °C
MRV Yield Stress	< 35 Pa
NOACK Volatility (ASTM D5800)	10 mass % lost
High Temperature High Shear Rate Viscosity (ASTM D4683)	3.5 mPa-s HTHS ₁₀₀

Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

Associating Formulations To A Product

After adding a new product, you will be taken to the Product Detail page. You can also get to this page by clicking on the product brand name in the Products tab. New products that do not have any associated formulations will be in the 'New' status and will be listed on the Action Item list on the Company Info page under 'New (unfinished) Products'.

From the Product Detail page you can associate existing formulations, new formulations, and/or supplier provided formulations to the product and submit to API for review.

Formulations can be associated to any products in any status except for Canceled For Non-Response and Canceled For Cause. For products in the Withdrawn status: if a formulation is associated and submitted to API for review, the product will move to the 'Submitted' status and if approved the product will become active.

Associating An Existing Formulation

Formulations that have been previously added will appear as options to associate with this product if the formulation is a 100% match for the product on the following criteria:

- Viscosity Grade
- Service Category(s)
- Designations

Any formulations that are eligible for use on the product will appear in the Available Formulations list.

To associate and submit to API for review click 'Add', check the terms and conditions and click 'Submit'.

Supplier	Formulation ID	Service Category & Designation	Viscosity	Market Date	
API Test Company	Test 2-11	SN	10W-30	01-Feb-2014	Remove Add

I agree to the Certification of Data terms and conditions.

Withdraw Product Submit

Associating A New Formulation

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COMPANY INFO | **PRODUCTS** | FORMULATIONS | PUBLIC DIRECTORY

Product Detail - API Test Company - EOLCS Test Product

Instructions
This page allows licensees to add new formulations, associate existing formulations, request formulations from suppliers, and remove formulations. Once all updates have been made, please click 'Submit' at the bottom of the page for all changes to take effect.

Product Information

Brand Name: EOLCS Test Product
Viscosity Grade: 10W-30
Service Category & Designation: SN
Market Date: 01-Feb-2014
Product ID: 13346
Status: New

Associated Formulations
Below is a list of formulations that have already been added to this product along with their status. Any formulation in the 'Active' status may be removed if it is no longer relevant to the product.
No Associated Formulations

Available Formulations
Below is a list of your company's formulations that meet the criteria for this product and can be added to the product. If you need to add a formulation for this product, select 'Add A New Formulation'. Once completed, you will be returned to this page and be given the opportunity to select the new formulation.
No available formulations. Add a new formulation or request a formulation from your supplier below.
Add A New Formulation

Contact Supplier For Formulation
Choose "Request From Supplier" to request a formulation for your product from a specific supplier. The supplier must provide you with its Company ID.
Request From Supplier

Product Packaging

I agree to the Certification of Data terms and conditions.

Withdraw Product **Next**

Clicking on 'Add A New Formulation' will take you to the first page of the three-step process for adding a new formulation (see the Add New Formulation user guide).

After adding a new formulation, you will be brought back to the Product Detail page where the formulation you added will be listed under the Available Formulations.

Product Detail - API Test Company - EOLCS Test Product

Instructions
This page allows licensees to add new formulations, associate existing formulations, request formulations from suppliers, and remove formulations. Once all updates have been made, please click 'Submit' at the bottom of the page for all changes to take effect.

Product Information

Brand Name: EOLCS Test Product
Viscosity Grade: 10W-30
Service Category & Designation: SN
Market Date: 01-Feb-2014
Product ID: 13346
Status: New

Associated Formulations
Below is a list of formulations that have already been added to this product along with their status. Any formulation in the 'Active' status may be removed if it is no longer relevant to the product.
No Associated Formulations

Available Formulations
Below is a list of your company's formulations that meet the criteria for this product and can be added to the product. If you need to add a formulation for this product, select 'Add A New Formulation'. Once completed, you will be returned to this page and be given the opportunity to select the new formulation.

Add A New Formulation

Supplier	Formulation ID	Service Category & Designation	Viscosity	Market Date	
API Test Company	Test 2-11	SN	10W-30	01-Feb-2014	Remove Add

Contact Supplier For Formulation
Choose 'Request From Supplier' to request a formulation for your product from a specific supplier. The supplier must provide you with its Company ID.
Request From Supplier

Product Packaging

agree to the Certification of Data terms and conditions.

Withdraw Product **Submit**

Associating A Formulation From A Supplier

When your supplier provides a formulation for use on your product, on the Product Detail page you will see the supplier submitted formulation under the Available Formulations. For instructions on how to submit a formulation request see Submitting & Responding To A Formulation Request.

Product Detail - API Test Company - EOLCS Test Product

Instructions
This page allows licensees to add new formulations, associate existing formulations, request formulations from suppliers, and remove formulations. Once all updates have been made, please click 'Submit' at the bottom of the page for all changes to take effect.

Product Information

Brand Name: EOLCS Test Product
Viscosity Grade: 10W-30
Service Category & Designation: SN
Market Date: 01-Feb-2014
Product ID: 13346
Status: New

Associated Formulations
Below is a list of formulations that have already been added to this product along with their status. Any formulation in the 'Active' status may be removed if it is no longer relevant to the product.
No Associated Formulations

Available Formulations
Below is a list of your company's formulations that meet the criteria for this product and can be added to the product. If you need to add a formulation for this product, select 'Add A New Formulation'. Once completed, you will be returned to this page and be given the opportunity to select the new formulation.

[Add A New Formulation](#)

Supplier	Formulation ID	Service Category & Designation	Viscosity	Market Date	
EOLCS Test Company	1-22 Test	SN	10W-30	22-Jan-2014	Remove Add

Contact Supplier For Formulation
Choose 'Request From Supplier' to request a formulation for your product from a specific supplier. The supplier must provide you with its Company ID.
[Request From Supplier](#)

Product Packaging

agree to the Certification of Data terms and conditions.

[Withdraw Product](#) [Submit](#)

To associate and submit to API for review click 'Add', check the terms and conditions and click 'Submit'.

Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

Application Fee – Invoice/Payment New Company

Application Fee Invoice/Payment

In order to ensure program eligibility, any company wishing to be EOLCS licensed must register in the online system and complete at least one product. After you submit the first product to API for review, you will be taken to the Legal Agreement page.

The screenshot shows the 'Legal Agreement' page in the EOLCS system. It includes a navigation menu with 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', and 'PUBLIC DIRECTORY'. The main content area is titled 'Legal Agreement' and contains 'Instructions' and the 'EOLCS Legal Agreement' text. Below the text is a signature field with the name 'Jane Smith' and a question 'Are you signing on behalf of another person?' with radio buttons for 'Yes' and 'No'. At the bottom right, there are 'Previous' and 'Accept' buttons. Two red callout boxes provide instructions: one states 'An electronic signature is required on the Legal Agreement. Please type your name exactly as it appears in the system.' and the other states 'If you are signing on behalf of someone, you will be required to provide an email address for that person and they will be sent a notification.'

After signing the Legal Agreement, you will begin the process of generating and submitting payment information for the application fee.

All new applicants are required to pay an application fee before API can review their products and formulations. Current application fees can be found [here](#).

Any of the information on this page can be changed as necessary in order to facilitate payment.

energy API Engine Oil Licensing and Certification System Welcome Jane Smith! Log Off

MY COMPANIES MY NOTIFICATIONS ABOUT EOLCS CONTACT US HELP

COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

Invoice Information

Instructions

Any information on this page may be changed as needed in order to facilitate payment. Changing contact information on this page does not change the contact information within the company account.

Billing Address		Mailing Address	
First Name Jane	Last Name Smith	First Name Jane	Last Name Smith
Company Name API Test Company		Company Name API Test Company	
Country United States	Address Line 1 1220 L ST NW	Country United States	Address Line 1 1220 L ST NW
Address Line 2	City/Locality WASHINGTON	Address Line 2	City/Locality WASHINGTON
State/Province DC	Zip/Postal Code 20005-4018	State/Province DC	Zip/Postal Code 20005-4018

Invoice Information

To renew your license: below please report total volume of API-licensed engine oil sold under your license

Reference or PO Number: PO Number 12345

Description	Amount
EOLCS Application Fee	
Grand Total	

Previous **Generate Invoice**

From this page you can print an official invoice (example on next page) and submit your payment information. If you do not have the payment information at the time the invoice is generated, you can leave this page and come back to it when you have the necessary information. However, payment information **must** be completed in order for API to identify your payment when it is received and apply it to the correct invoice.

The two available payment methods are Bank Wire and Check. You will be required to submit information specific to the payment method chosen.

Invoice and Payment Information

Instructions
A payment method must be chosen and specific payment information entered before the payment can be completed. An invoice can also be printed using the "Print Invoice" option at the bottom of the page.

Payment Information
Payment Method *
 Bank Wire
 Check

Invoice # **M377** Invoice Date **12-Feb-2014** Reference or PO Number: **PO Number 12345**

Billing Address
API Test Company
Jane Smith
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Mailing Address
API Test Company
Jane Smith
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Bill	Description	Amount
	EOLCS Application Fee	
Grand Total		

Previous Print Invoice **Next**

Payment Submission

Payment Information
Payment Method
Check
Check Number
123456789
Remitter Name
API Test Company
Amount

Invoice # **M377** Invoice Date **12-Feb-2014** Reference or PO Number: **PO Number 12345**

Billing Address
API Test Company
Jane Smith
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Mailing Address
API Test Company
Jane Smith
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Bill	Description	Amount
	EOLCS Application Fee	
Grand Total		

Previous **Submit**



Payment Status: Payment Pending

Invoice # ~~xxxx~~ **Invoice Date** **Due Date**

Billing Contact:

API Test Company
Attn: Jane Smith
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Mailing Contact:

API Test Company
Attn: Jane Smith
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

All payments must be made in United States currency. Checks must be drawn from a U.S. bank. You are responsible for all taxes, banking or other service fees, *including all applicable withholding taxes*. If you are paying by electronic transfer, please note (1) you are responsible for all electronic transfer, A.C.H. and banking fees; (2) for electronic payments not drawn on a U.S. bank a fifty-dollar (\$50) handling fee must be added at the time payment is made; and (3) you must reference the Invoice # M2636 above. Thank you.

Description **Amount**

Company ID: 11614
Payment #: 866125

Comments:

If you are paying by bank electronic transfer or A.C.H., you MUST have your bank include the invoice # M2636. Thank you.



Total
Payment Received
Balance Due

Send Checks By Mail To:
American Petroleum Institute

Send Checks By Courier Services To:

Send Wire Transfers To:
TD Bank

Send Correspondence To:
EOLCS Program
American Petroleum Institute
1220 L Street NW
Washington, D.C. 20005-4070
USA
Email:
EOLCS@api.org

Instructions for sending payment through check and wire transfer will be available on actual invoice.

You will be able to review your company's order history and previously signed legal agreements at any time on the Company Info page.

The screenshot displays the 'API Test Company' page within the 'Engine Oil Licensing and Certification System'. The page is divided into several sections:

- Action Items:** A message stating 'Currently there are no action items. Please select an option below to continue.'
- Company Information:** A form containing details such as Certificate Company Name (API Test Company), Company Legal Name (API Test Company), Company ID (10754), Address (1220 L ST NW, WASHINGTON, DC, 20005-4018, United States), and Website (www.api.org). An 'Edit' button is located to the right.
- Contact List:** A table listing contacts with columns for Primary, Full Name, Email, Phone, Cell, and Delete.

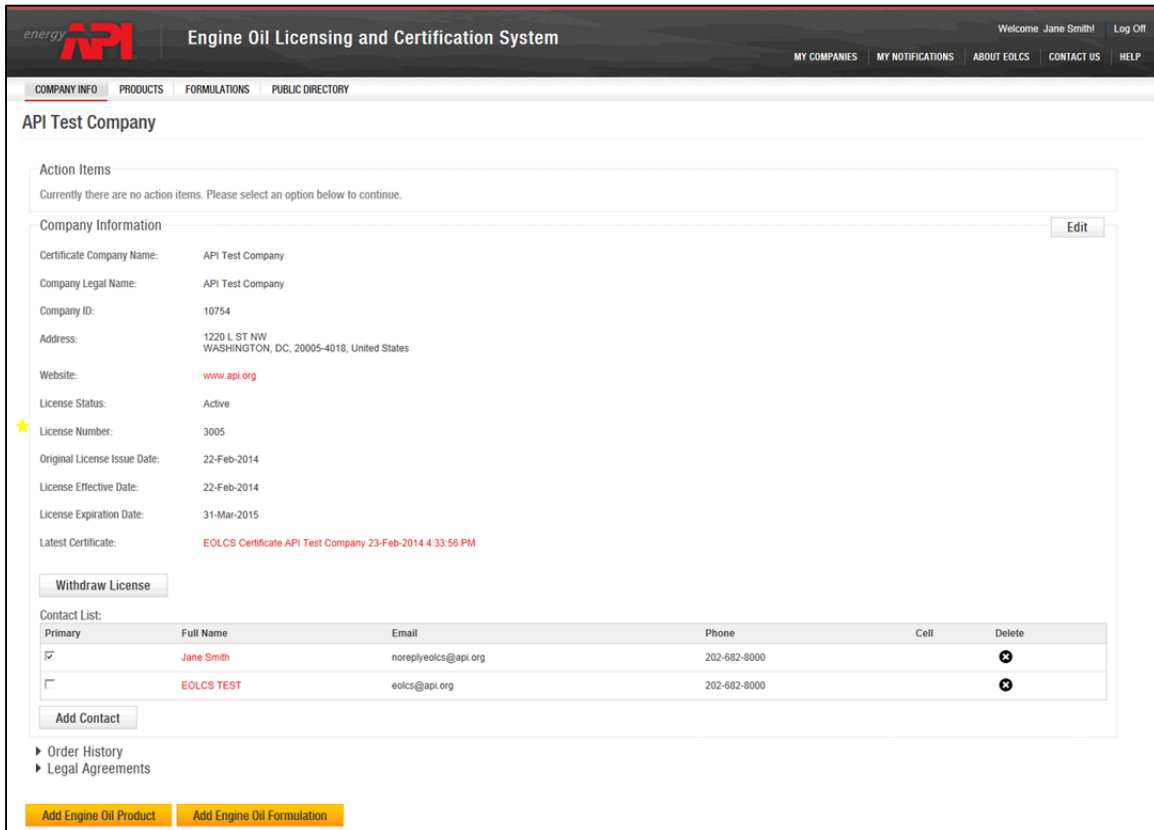
Primary	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	Jane Smith	noreplyeolcs@api.org	202-682-8000		<input type="checkbox"/>
<input type="checkbox"/>	EOLCS TEST	eolcs@api.org	202-682-8000		<input type="checkbox"/>
- Order History:** A table showing a single order.

Order Number	Submitted Date	Payment Type	Payment Status
769199	12-Feb-2014	Check	Paid
- Legal Agreements:** A table showing a signed agreement.

Date Signed	Signed By	Submitted By	Legal Agreement
12-Feb-2014	Jane Smith	Jane Smith	View Detail

At the bottom of the page, there are two buttons: 'Add Engine Oil Product' and 'Add Engine Oil Formulation'.

After your application fee is received, API will review your products. If any of your products are approved, your company will be licensed, you will be assigned a license number and your company will appear on the online public directory of licensees.



The screenshot displays the 'API Test Company' profile within the EOLCS system. The interface includes a navigation menu at the top with options like 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', and 'PUBLIC DIRECTORY'. The main content area shows 'Action Items' (none currently), 'Company Information' (including name, legal name, ID, address, website, and license details), and a 'Contact List' table. The license number is 3005, and the latest certificate is dated 23-Feb-2014. The contact list includes Jane Smith and EOLCS TEST.

Primary	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	Jane Smith	noreplyeolcs@api.org	202-682-8000		<input type="checkbox"/>
<input type="checkbox"/>	EOLCS TEST	eolcs@api.org	202-682-8000		<input type="checkbox"/>

Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

License Renewal

EOLCS licensees are required to renew their licenses on an annual basis. Below are the key points regarding EOLCS renewals:

- All licenses now have an expiration date of March 31st. Each year you must renew your license by March 31st or your license will expire and no longer be listed on the public directory of licensees.
- You will be required to renew through the online system.
- All licensees will be required to sign a legal agreement each year prior to renewal.
- You will be asked to report the amount of API licensed motor oil sold (volume of sales) for the last full calendar year. The calendar year is defined as the one-year period that begins on January 1 and ends on December 31.
- Once volume is reported, an invoice will be generated for the annual renewal fee and the volume of sales fee per gallon for every gallon after the first million. Those reporting less than 1 million gallons of license oil will only be invoiced for the annual renewal fee. Current EOLCS Renewal fees can be found [here](#).

Renewing A License

The option to renew will be available to all licensees beginning January 1.

API Test Company

Company Information

Certificate Company Name: API Test Company
 Company Legal Name: API Test Company
 Company ID: 10754
 Address: 1220 L ST NW
 WASHINGTON, DC, 20005-4018, United States
 Website: www.api.org
 License Status: Active
 License Number: 3005
 Original License Issue Date: 22-Feb-2013
 License Effective Date: 22-Feb-2013
 License Expiration Date: 31-Mar-2014
 Latest Certificate: EOLCS Certificate API Test Company 23-Feb-2014 4:33:56 PM

Renew License | Add Engine Oil Product | Add Engine Oil Formulation

Legal Agreement

Instructions

API requires applicants to sign electronically the EOLCS license agreement. A new agreement is also required at annual license renewal and whenever a licensee's company name changes. If an account manager signs an agreement on behalf of someone else within the licensee's company, that person will be notified by email that a new agreement has been signed.

EOLCS Legal Agreement

PART C-EOLCS LICENSE AGREEMENT

This Agreement between THE AMERICAN PETROLEUM INSTITUTE (hereinafter "API"), a corporation of the District of Columbia, having an office at 1220 L Street, N.W., Washington, D.C., 20005, and signatory below (hereinafter "Licensee").

WHEREAS, API is the owner of all rights to certain certification marks relating to API's Engine Oil Licensing and Certification System, (hereinafter "EOLCS").

WHEREAS, Licensee desires a nonexclusive license from API on or in connection with the marketing of goods made in accordance with API standards and specifications.

NOW THEREFORE, in consideration of the mutual covenants hereinafter stated, the parties agree as follows:

- API grants to Licensee a nonexclusive license to use the certification mark(s) for the service categories, viscosities, and brand names set forth in Schedule A which is made a part hereof (hereinafter the "marks") provided that these products are made in accordance with the standards and requirements set forth in API 1509 entitled, Engine Oil Licensing and Certification System ("the products"), including any amendments, modifications, substitutions or interpretations that hereafter are adopted.

Please enter your full name as displayed below to accept the legal agreement.

Signature:
 Jane Smith
 Jane Smith

Are you signing on behalf of another person?
 Yes No

An electronic signature is required on the Legal Agreement. Please type your name exactly as it appears in the system.

If you are signing on behalf of someone, you will be required to provide an email address for that person and they will be sent a notification.

Previous **Accept**

After completing the legal agreement you will be taken to the Invoice Information page where you will be asked to report your volume of sales for the previous calendar year.

Engine Oil Licensing and Certification System
Welcome Jane Smith | Log Off

MY COMPANIES
MY NOTIFICATIONS
ABOUT EOLCS
CONTACT US
HELP

COMPANY INFO | PRODUCTS | FORMULATIONS | PUBLIC DIRECTORY

Invoice Information

Instructions
Any information on this page may be changed as needed in order to facilitate payment. Changing contact information on this page does not change the contact information within the company account.

Billing Address

First Name: * Last Name: *

Company Name: *

Country: * Address Line 1: *

Address Line 2: City/Locality: *

State/Province: * Zip/Postal Code: *

Mailing Address

First Name: * Last Name: *

Company Name: *

Country: * Address Line 1: *

Address Line 2: City/Locality: *

State/Province: * Zip/Postal Code: *

Invoice Information

To renew your license: below please report total volume of API-licensed engine oil sold under your license for the period beginning January 1, 2013 and ending December 31, 2013.

Reference or PO Number:

Volume of Sales (gallons): *

Note: Volume fee will be shown on the next page

Bill

Description	Amount
EOLCS Renewal Fee	_____
EOLCS Royalty Fee	_____
Grand Total	_____

Previous Generate Invoice

From this page you can print an official invoice (example on next page) and submit your payment information. If you do not have the payment information at the time the invoice is generated you can leave this page and come back to it when you have the necessary information. However, payment information **must** be completed in order for API to identify your payment when it is received and apply it to the correct invoice.

The two available payment methods are Bank Wire and Check. You will be required to submit information specific to the payment method chosen.

Invoice and Payment Information

Instructions
A payment method must be chosen and specific payment information entered before the payment can be completed. An invoice can also be printed using the "Print Invoice" option at the bottom of the page.

Payment Information

Payment Method *
 Bank Wire
 Check

Bank Name

Remitter Name

Upload File(s)

 Maximum allowed file size: 50 MB

Invoice # **M427** Invoice Date **23-Feb-2014**

Billing Address
 API Test Company
 Jane Smith
 1220 L ST NW
 WASHINGTON, DC 20005-4018
 United States

Mailing Address
 API Test Company
 Jane Smith
 1220 L ST NW
 WASHINGTON, DC 20005-4018
 United States

Description	Amount
EOLCS Renewal Fee	
EOLCS Royalty Fee	
Grand Total	

Previous Print Invoice **Next**

Payment Submission

Payment Information

Payment Method
 Check

Check Number
 123

Remitter Name
 API Test Company

Amount

Invoice # **M427** Invoice Date **23-Feb-2014**

Billing Address
 API Test Company
 Jane Smith
 1220 L ST NW
 WASHINGTON, DC 20005-4018
 United States

Mailing Address
 API Test Company
 Jane Smith
 1220 L ST NW
 WASHINGTON, DC 20005-4018
 United States

Description	Amount
EOLCS Renewal Fee	
EOLCS Royalty Fee	
Grand Total	

Previous **Submit**



Payment Status: Payment Pending

Invoice # ~~xxxx~~ **Invoice Date** **Due Date**

Billing Contact:

API Test Company
Attn: Jane Smith
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Mailing Contact:

API Test Company
Attn: Jane Smith
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

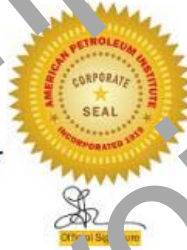
All payments must be made in United States currency. Checks must be drawn from a U.S. bank. You are responsible for all taxes, banking or other service fees, including all applicable withholding taxes. If you are paying by electronic transfer, please note (1) you are responsible for all electronic transfer, A.C.H. and banking fees; (2) for electronic payments not drawn on a U.S. bank a fifty-dollar (\$50) handling fee must be added at the time payment is made; and (3) you must reference the Invoice # M2636 above. Thank you.

Description **Amount**

Company ID: 11614
Payment #: 866125

Comments:

If you are paying by bank electronic transfer or A.C.H., you MUST have your bank include the invoice # M2636 . Thank you.



Total
Payment Received
Balance Due

Send Checks By Mail To:
American Petroleum Institute

Send Checks By
Courier Services To:

Send Wire Transfers To:
TD Bank

Send Correspondence To:
EOLCS Program
American Petroleum Institute
1220 L Street NW
Washington, D.C. 20005-4070
USA
Email:
EOLCS@api.org

Instructions for sending payment through check and wire transfer will be available on actual invoice.

You will be able to review your company’s order history and previously signed legal agreements at any time on the Company Info page.

Once your company’s renewal fee is received your expiration date will automatically update. Additionally, from your Company Info page you will be able to print a copy of your company’s updated EOLCS certificate.

API Test Company

Action Items
Currently there are no action items. Please select an option below to continue.

Company Information Edit

Certificate Company Name: API Test Company
 Company Legal Name: API Test Company
 Company ID: 10754
 Address: 1220 L ST NW
 WASHINGTON, DC, 20005-4018, United States
 Website: www.api.org
 License Status: Active
 License Number: 3005
 Original License Issue Date: 22-Feb-2013
 License Effective Date: 22-Feb-2014
 License Expiration Date: 31-Mar-2015
 Latest Certificate: [EOLCS Certificate API Test Company 23-Feb-2014 5:54:51 PM](#)

Contact List:

Primary	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	Jane Smith	noreplyeolcs@api.org	202-682-8000		<input type="button" value="X"/>
<input type="checkbox"/>	EOLCS TEST	eolcs@api.org	202-682-8000		<input type="button" value="X"/>

Example certificate:

AMERICAN PETROLEUM INSTITUTE

License No: 3005

SCHEDULE A - LICENSE AGREEMENT

The marks referred to and licensed under the Agreement between API and
API TEST COMPANY
for the period beginning 22-Feb-2014 and ending 31-Mar-2015 are as follows:

API SERVICE SYMBOL
Licensee is authorized to display the API Certification Mark on the following products:

BRAND NAME	SAE VISCOSITY GRADE	SERVICE CATEGORY	PERFORMANCE DESIGNATION
EOLCS TESTPRODUCT	10W-30	SN	

Engine Oil Licensing and Certification System
1220 L Street, NW • Washington, DC 20005-4070 • USA • www.api.org/eolcs
Copyright 2013 - American Petroleum Institute, all rights reserved. API, the API logo, the API Certification Mark ("Starburst"), and the API Service Symbol ("Donut") are either trademarks or registered trademarks of API in the United States and/or other countries. 2013-199 | Digital

Kevin Fenick
EOLCS Manager of Operations
Date: 22-Feb-2013

Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

After Market Audit Program (AMAP)

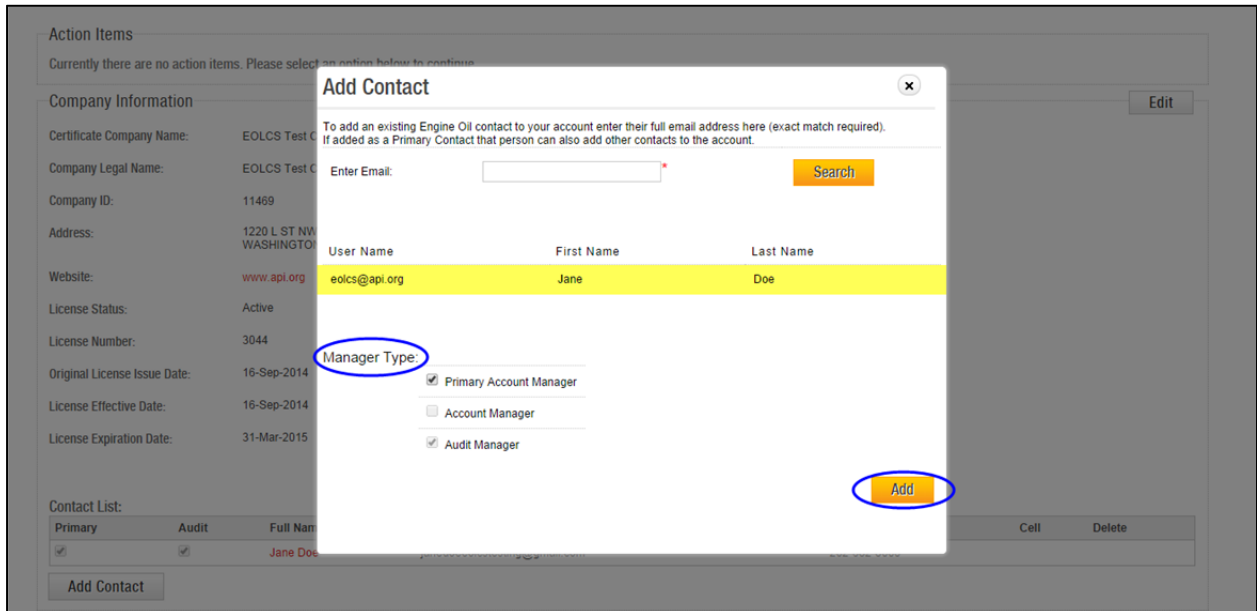
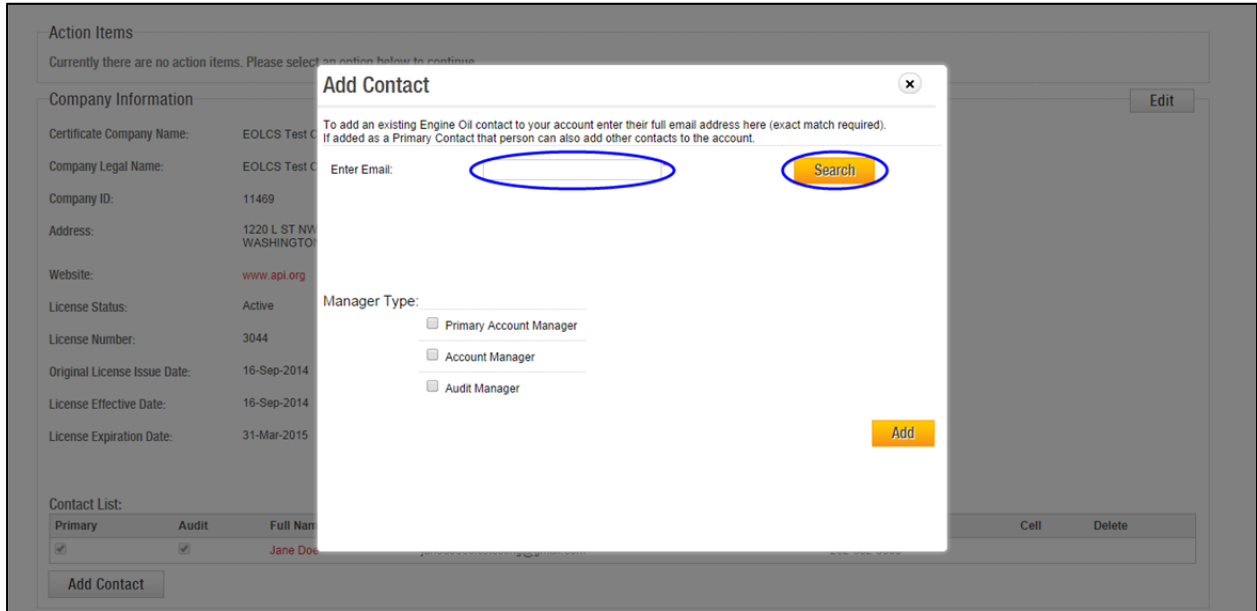
Audit Role

The Audit role allows contacts to view results of audits performed on the company's products. These contacts will: receive audit notifications, have access to the 'Audits' tab when logged into the EOLCS online system, and view audit related action items on the Company Info screen. There are three options for assigning contact roles:

	Manage License Information	Add/Manage Contacts	View/Respond to Audits
Primary Contact	✓	✓	✓
Account Manager (with Audit Manager option)	✓	✗	✓
Account Manager	✓	✗	✗

Adding a Contact and Assigning Roles:

The screenshot shows the 'EOLCS Test Company' interface. At the top, there are navigation tabs: COMPANY INFO, PRODUCTS, FORMULATIONS, AUDITS, and PUBLIC DIRECTORY. The 'AUDITS' tab is selected. Below the tabs, there is a section for 'Action Items' with a message: 'Currently there are no action items. Please select an option below to continue.' Below that is the 'Company Information' section, which includes fields for Certificate Company Name, Company Legal Name, Company ID, Address, Website, License Status, License Number, Original License Issue Date, License Effective Date, and License Expiration Date. Below the company information is a 'Contact List' table with columns for Primary, Audit, Full Name, Email, Phone, Cell, and Delete. The table contains one contact: Jane Doe, with email janedoeolcstesting@gmail.com and phone 202-682-8000. Below the contact list is a circled 'Add Contact' button. At the bottom of the interface, there are two buttons: 'Add Engine Oil Product' and 'Add Engine Oil Formulation'.



COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

EOLCS Test Company

Action Items
Currently there are no action items. Please select an option below to continue.

Company Information Edit

Certificate Company Name: EOLCS Test Company
 Company Legal Name: EOLCS Test Company
 Company ID: 11469
 Address: 1220 L ST NW
 WASHINGTON, DC, 20005-4018, United States
 Website: www.api.org
 License Status: Active
 License Number: 3044
 Original License Issue Date: 16-Sep-2014
 License Effective Date: 16-Sep-2014
 License Expiration Date: 31-Mar-2015

Contact List:

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Doe	janedoeolcstesting@gmail.com	202-682-8000		<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Doe	eolcs@api.org	555-555-5555	555-555-5555	<input type="checkbox"/>

Quick Tests

API performs quick tests on engine oil drawn from bulk tanks (for example, those found in oil-change locations and auto dealerships). These results are conducted by API and provided to licensees as an initial assessment of the quality of a bulk product sampled. API reviews the quick test results but does not take action against nonconformances until final audit tests have been completed and evaluated. However, licensees should take a moment to review the quick test results and consider taking action if they fall well outside expected parameters for the product tested.

When Quick Test results are available, company contacts assigned to the audit role will receive an email notification and a notification within the system. Both will include a link to the Quick Test results.

Quick Test Notification:

TITLE	CATEGORY	NOTIFICATION TYPE	CREATED DATE	CREATED BY
EOLCS Quick Test Results Available	Audit	Informational	16-Sep-2014	Admin Steve
Product formulation approved notification	Product Formulation	Informational	16-Sep-2014	Admin Steve
EOLCS Product approved notification	Product	Informational	16-Sep-2014	Admin Steve
Product formulation approved notification	Product Formulation	Informational	16-Sep-2014	Admin Steve
EOLCS - Product payment submission notification	Product	Informational	16-Sep-2014	Jane Doe

Displaying items 1 - 5 of 5

EOLCS Quick Test Results Available

Details

Quick Test results are available for a sample of bulk engine oil. Click the [link](#) for details.

Background notification table (repeated from previous image):

TITLE	CATEGORY	NOTIFICATION TYPE	CREATED DATE	CREATED BY
EOLCS Quick Test Results Available	Audit	Informational	16-Sep-2014	Admin Steve
Product formulation approved notification	Product Formulation	Informational	16-Sep-2014	Admin Steve
EOLCS Product approved notification	Product	Informational	16-Sep-2014	Admin Steve
Product formulation approved notification	Product Formulation	Informational	16-Sep-2014	Admin Steve
EOLCS - Product payment submission notification	Product	Informational	16-Sep-2014	Jane Doe

Displaying items 1 - 5 of 5

Example of Quick Test Results:

COMPANY INFO PRODUCTS FORMULATIONS **AUDITS** PUBLIC DIRECTORY

Audit Information

Marketer Name: EOLCS Test Company	Viscosity: 5W-30
Brand Name: EOLCS Test Product	Service Category: SN
Date Purchased: 15-Aug-2014	
Purchased Location Name: Motor Oil 2 Go	
Purchased Address: 1607 Keokee Street Hyattsville, MD 20783 USA	

Collection Files

EB4444-0119 Invoice.jpg
EB4444-0119 Invoice 2.jpg

Quick Test Results

Test	Method	Result
Visc @ 100C - ASTM D445	ASTM D445	0
Zinc_Zn	ASTM D4951	0.0848
Calcium_Ca	ASTM D4951	0.2412
Magnesium_Mg	ASTM D4951	0.0011
Sodium_Na	ASTM D4951	0.0001
Titanium_Ti	ASTM D4951	0
Boron_B	ASTM D4951	0.0001
Molybdenum_Mo	ASTM D4951	0.0042
Phosphorus_P	ASTM D4951	0.0763
Aluminum_Al	ASTM D4951	0
Copper_Cu	ASTM D4951	0.0001
Silicon_Si	ASTM D4951	0
Silver_Ag	ASTM D4951	0
Barium_Ba	ASTM D4951	0
Cadmium_Cd	ASTM D4951	0
Chromium_Cr	ASTM D4951	0
Iron_Fe	ASTM D4951	0
Potassium_K	ASTM D4951	0
Manganese_Mn	ASTM D4951	0
Nickel_Ni	ASTM D4951	0
Lead_Pb	ASTM D4951	0
Antimony_Sb	ASTM D4951	0
Tin_Sn	ASTM D4951	0
Vanadium_V	ASTM D4951	0
VISCOSITY @ 40C - ASTM D445 mod.	ASTM D445 mod.	10
Visc. Index - ASTM D2270	ASTM D2270	15
Lithium_Li	ASTM D5185 mod.	0.001

Audit Findings

When an audit is performed on a product and findings are discovered, the company is required to review and respond to the findings within a certain time period (varies depending on the severity of the findings). Company contacts assigned to the audit role will receive an email notification and there will be an action item created on the Company Info page.

COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

EOLCS Test Company

Action Items

Items below require your attention. Please address them as soon as possible.

Audits:

Blind Sample ID	Brand Name	Viscosity Grade	Service Category & Designation	Status	Created Date
EB4444-0119	EOLCS Test Product	5W-30	SN	Findings Response Required	08-Sep-2014

Company Information Edit

Certificate Company Name: EOLCS Test Company

Company Legal Name: EOLCS Test Company

Company ID: 11469

Address: 1220 L ST NW
WASHINGTON, DC, 20005-4018, United States

Website: www.api.org

License Status: Active

License Number: 3044

Original License Issue Date: 16-Sep-2014

License Effective Date: 16-Sep-2014

License Expiration Date: 31-Mar-2015

Contact List:

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Doe	janedoeolcstesting@gmail.com	202-682-8000		<input type="checkbox"/>
<input type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Doe	eoics@api.org	555-555-5555	555-555-5555	<input type="checkbox"/>

Add Contact

▶ Order History
▶ Legal Agreements

Add Engine Oil Product Add Engine Oil Formulation

COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

EOLCS Test Company

Findings Response Audits

Findings Response Required (1)

Findings Responded (0)

Complete Audits

Complete (0)

Unlicensed Complete (0)

■ All (1)

Other

Past Due Response (0)

Engine Oil Audits

BLIND NUMBER	BRAND NAME	VISCOSITY	SERVICE CATEGORY
EB4444-0119	EOLCS Test Product	5W-30	SN

Displaying items 1 - 1 of 1

COMPANY INFO PRODUCTS FORMULATIONS **AUDITS** PUBLIC DIRECTORY

Audit - EOLCS Test Company - EOLCS Test Product Print

▼ Audit Information

Status: Findings Response Required Blind Sample ID: EB4444-0119
 Brand Name: **EOLCS Test Product** [Link to audited product.](#) Sample Type: Bulk
 Viscosity Grade: 5W-30 Date Sample Taken: 15-Aug-2014
 Service Category & Designation: SN
 Due Date: **16-Oct-2014** [Licensee is expected to respond to all findings by the date listed.](#)

▶ Collection Company Results

▼ Results Received [Any tests highlighted in yellow indicate a finding and any tests highlighted in red indicate a severe finding.](#)

Test	Method	Reported	1509 Range	Expanded Range	Quick Test	Primary Test	Retest 1	Retest 2	Referee Test
Visc @ 100C - ASTM D445	ASTM D445	10	9.30 - 12.49	9.23 - 12.58	0	9.91			
CCS @ -30C - ASTM D5293	ASTM D5293	5000	<= 6600	<= 7082		6570			
MRV_Pumping @ -35C - ASTM D4684	ASTM D4684	10000	<= 60000	<= 81480		24600			
MRV_Yield Stress - ASTM D4864	ASTM D4864	< 35	0 - 0	0 - 34		35			
HT/HS - ASTM D4683	ASTM D4683	3	>= 2.90	>= 2.80		2.95			
NOACK - ASTM D5800_Method B	ASTM D5800_Method B	4	<= 15.00	<= 16.01		12.6			
Zinc_Zn	ASTM D4951	.1	0.0900 - 0.1150	0.0835 - 0.1233	0.0848	0.0848			
Calcium_Ca	ASTM D4951	.1	0.0900 - 0.1150	0.0869 - 0.1190	0.2412	0.2412			
Magnesium_Mg	ASTM D4951	0	<= 0.0001	<= 0.0040	0.0011	0.0011			
Sodium_Na	ASTM D4951	0	<= 0.0010	<= 0.0030	0.0001	0.0001			
Titanium_Ti	ASTM D4951	0	<= 0.0001	<= 0.0020	0	0			
Nitrogen_N - ASTM D5762	ASTM D5762	.1	0.0900 - 0.1150	0.0666 - 0.1449		0.078			
Boron_B	ASTM D4951	0	<= 0.0001	<= 0.0020	0.0001	0.0001			
Molybdenum_Mo	ASTM D4951	0	<= 0.0001	<= 0.0020	0.0042	0.0042			
Phosphorus_P	ASTM D4951	0.06	0.0600 - 0.0800	0.0540 - 0.0880	0.0763	0.0763			
Sulfur_S - ASTM D4951	ASTM D4951	.1	<= 0.5000	<= 0.5610		0.3509			
Total Base Number - ASTM D2896	ASTM D2896	10				8.4			
Aluminum_Al	ASTM D4951				0	0			
Copper_Cu	ASTM D4951				0.0001	0.0001			
Silicon_Si	ASTM D4951				0	0			
Silver_Ag	ASTM D4951				0	0			
Barium_Ba	ASTM D4951				0	0			
Cadmium_Cd	ASTM D4951				0	0			
Chromium_Cr	ASTM D4951				0	0			
Iron_Fe	ASTM D4951				0	0			
Potassium_K	ASTM D4951				0	0			
Manganese_Mn	ASTM D4951				0	0			
Nickel_Ni	ASTM D4951				0	0			
Lead_Pb	ASTM D4951				0	0			
Antimony_Sb	ASTM D4951				0	0			
Tin_Sn	ASTM D4951				0	0			
Vanadium_V	ASTM D4951				0	0			
VISCOSITY @ 40C - ASTM D445 mod.	ASTM D445 mod.				10				
Visc. Index - ASTM D2270	ASTM D2270				15				
Lithium_Li	ASTM D5185 mod.				0.001				

▼ Findings [Findings can be opened and responded to by clicking the +. All findings must be responded to before the responses will be sent to API for review.](#)

Title	Created By	Created Date	Status
Calcium_Ca	SYSTEM SYSTEM	16-Sep-2014	Requires Response
Molybdenum_Mo	SYSTEM SYSTEM	16-Sep-2014	Requires Response
Visc @ 100C - ASTM D445	Admin Steve	16-Sep-2014	Requires Response
MRV_Yield Stress - ASTM D4864	Admin Steve	16-Sep-2014	Requires Response

Collection Company Results:

On the Audit page, the Collection Company Results section can be expanded to provide additional information regarding the product sample that was audited. This includes information such as where and when the product was collected. For packaged product, this section will also include information regarding the certification symbol(s) and traceability code(s). The 'Collection Files' section will also include links to images associated with the audit, such as receipts, collection forms and label images (for packaged products).

▼ Collection Company Results

<p>Marketer Name: EOLCS Test Company</p> <p>Brand Name: EOLCS Test Product</p> <p>Viscosity: 5W-30</p> <p>Service Category: SN</p> <p>Test Protocol: PC1</p> <p>CI-4 Plus Claimed: No</p> <p>Quantity Collected: 5 gal</p> <p>Date Purchased: 15-Aug-2014</p> <p>Purchased Location Name: Motor Oil 2 Go</p> <p>Purchased Location Type: 6</p> <p>Purchased Address: 1607 Keokee Street Hyattsville, MD 20783 USA</p> <p>Traceability Code 1:</p>	<p>Donut</p> <p>Present: No</p> <p>Similar To Donut:</p> <p>Outside Diameter:</p> <p>Inside Diameter:</p> <p>Ratio Value:</p> <p>Ratio Conformance:</p> <p>Content:</p> <p>Content Comments:</p> <p>Contrast:</p> <p>Contrast Comments:</p> <p>General Comments:</p>	<p>Starburst</p> <p>Starburst Present: No</p> <p>Similar To Starburst:</p> <p>Outside Diameter:</p> <p>Inside Diameter:</p> <p>Ratio Value:</p> <p>Ratio Conformance:</p> <p>Size Conformance:</p> <p>Content:</p> <p>Content Comments:</p> <p>Contrast:</p> <p>Contrast Comments:</p> <p>Location:</p> <p>Location Comments:</p> <p>General Comments:</p>
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Collection Files

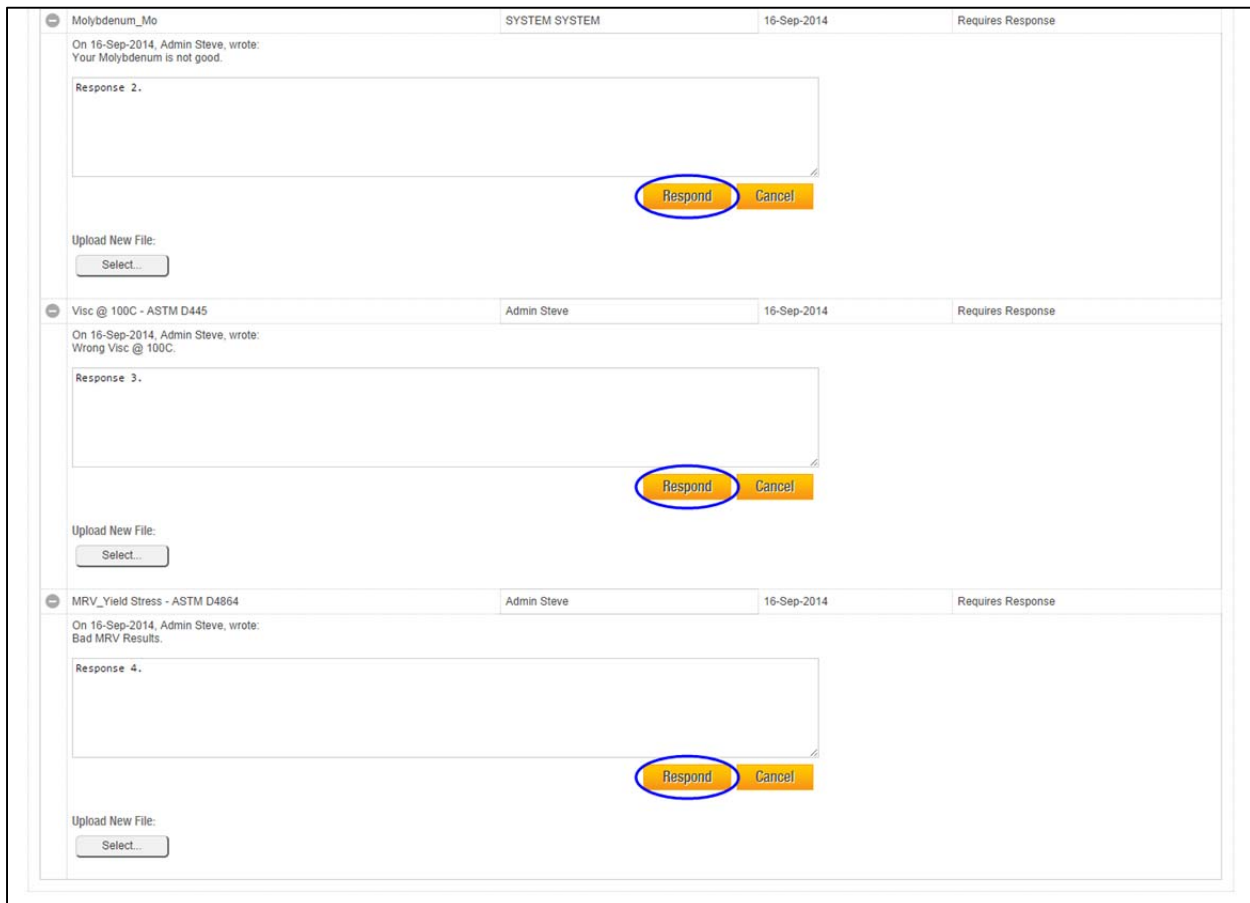
[EB4444-0119 Invoice.jpg](#)

[EB4444-0119 Invoice 2.jpg](#)

Responding to Findings:

Each finding must be responded to individually. Under each finding there is a text box available for a written response and there is also an option to upload files. Once all findings have been responded to, the audit status will change to Findings Responded and the responses will be sent to API for review. If the responses resolve all the findings, the audit will be closed, if not the findings will be returned for further information.

If audit findings are not responded to within the specified time period, the product will be Canceled for Non-Response. When a product has been canceled, the product will be listed as Canceled on the public directory and the licensee will no longer be able to claim EOLCS certification on that product.



The screenshot displays a list of audit findings in a web application. Each finding entry includes a title, a date, a user name, and a status. Below each finding is a text area for a response and a 'Respond' button. The 'Respond' buttons are circled in blue in the image.

Product Name	Date	User	Status
Molybdenum_Mo	16-Sep-2014	Admin Steve	Requires Response
Visc @ 100C - ASTM D445	16-Sep-2014	Admin Steve	Requires Response
MRV_Yield Stress - ASTM D4864	16-Sep-2014	Admin Steve	Requires Response

Complete Audit

An audit will be put into the Complete status if no findings are found or all findings are resolved by the licensee. When an audit is completed, company contacts assigned to the audit role will receive a notification and the audit will be available to view in the company's Audits tab.

The screenshot shows the 'AUDITS' tab for 'EOLCS Test Company'. On the left, there is a sidebar with audit status counts: Findings Response Audits (0), Findings Response Required (0), Findings Responded (0), Complete Audits (1), Unlicensed Complete (0), All (1), Other (0), and Past Due Response (0). The main area displays a table titled 'Engine Oil Audits' with columns for BLIND NUMBER, BRAND NAME, VISCOSITY, and SERVICE CATEGORY. One audit is listed with BLIND NUMBER 'EB4444-0119', BRAND NAME 'EOLCS Test Product', VISCOSITY '5W-30', and SERVICE CATEGORY 'SN'. A green checkmark icon is visible next to the audit entry. The table footer indicates 'Displaying items 1 - 1 of 1'.

Engine Oil Licensing and Certification System (EOLCS) Online System User Guide

Product and Formulation Statuses

Product Statuses

Status Title	Description
Approved	Approved by API and listed on the licensee directory.
Approved – Formulation Added	New formulation is added to an Approved product and submitted to API for review.
Approved – Technical Review	A new formulation that was added to an Approved product is in API technical review.
New	Incomplete product that has not been submitted to API for review. These products will be listed on the Action Item list on the Company Info page under ‘New (unfinished) Products’.
Payment Pending	Product submitted for an unlicensed company that API has not received an application fee from. Products will not be reviewed for new applicant companies until the application fee invoice has been paid.
Submitted	Complete product that has been submitted to API for review.
Response Required	API requires a response to a specific question about the product and/or associated formulation. API’s question(s) can be found on the Product Detail page where you have the ability to submit a response. These requests will be listed on the Action Item list on the Company Info page under ‘Response Required’.
Responded	Response to API inquiry has been submitted and is pending review.
Technical Review	API is more closely reviewing the product’s associated formulation(s). These products may require additional time to review.
Rebranded	Product has been rebranded and submitted to API and is pending review.
Canceled For Non-Response	Canceled by API for audit nonconformance(s) that were not addressed.
Canceled For Cause	Canceled by API for severe audit failure.
Withdrawn	Product was either voluntarily withdrawn or the only associated formulation was inactivated. These products can be reactivated by associating a formulation and submitted to API for review.

Formulation Statuses

Status Title	Description
Active	Complete formulation that can be associated with products.
Inactive	Voluntarily withdrawn or denied by API during product review. If formulation was inactivated because of API denial, reason for denial will be provided on the Formulation Detail page. Inactive formulations cannot be associated with products.
New	Incomplete formulation. These formulations will be listed on the Action Item list on the Company Info page under 'New (unfinished) Formulations'.
Canceled	Canceled by API for audit failure.

Requests Received

(formulation requests received from marketing companies)

Status Title	Description
Pending	Pending review from your company.
Approved	Your company has approved and provided a formulation for.
Denied	Your company has denied. Any formulation requests from companies you do not recognize should be denied and reported to API.
Revoked	Request your company originally approved but then revoked.

Requests Sent

(formulation requests sent to supplier companies)

Status Title	Description
Pending	Your company sent and is still waiting for action from the supplier.
Approved	Supplier company approved and proved a formulation for.
Denied	Denied by your supplier company. For questions regarding why your request was denied please contact your supplier directly.
Revoked	Request supplier originally approved but then revoked.