

Diesel Exhaust Fluid (DEF) Online System User Guide

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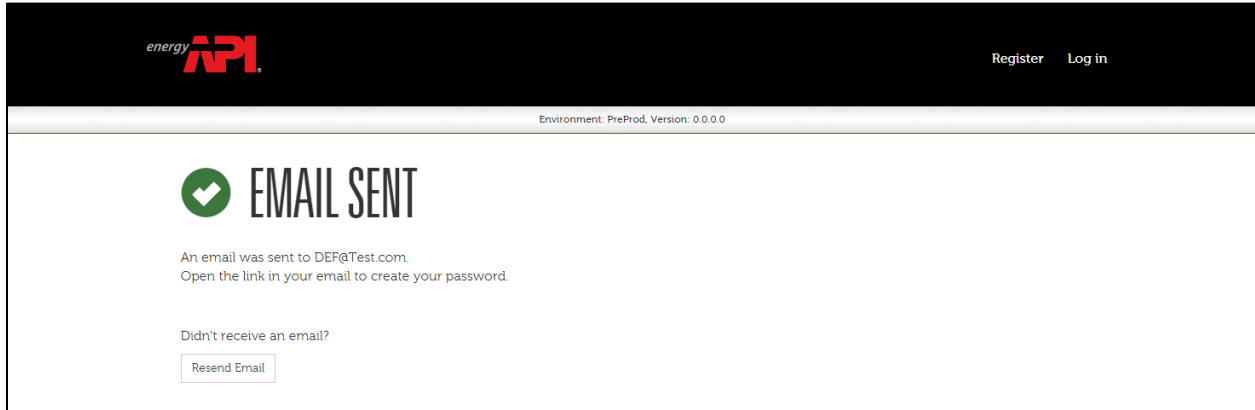
Contact Registration

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

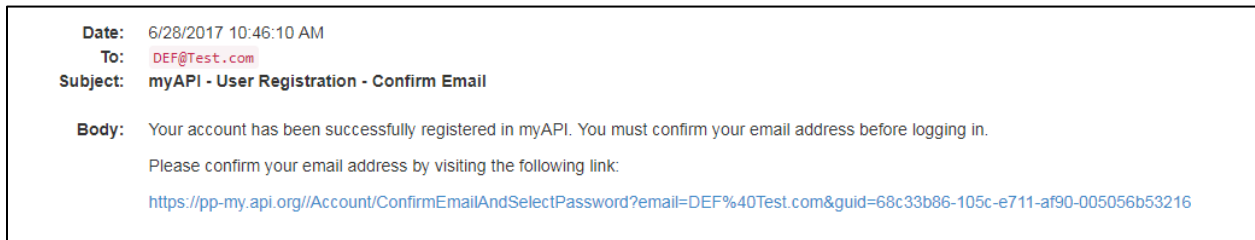
The screenshot shows the myAPI login page. At the top right, there are links for "Register" and "Log in". The main heading is "WELCOME TO myAPI". Below this, a paragraph explains that myAPI is the login for everything done with API, including Monogram Programs, APIQR, Individual Certification Programs, Engine Oil, Diesel Exhaust Fluid, and Motor Oil Matters. There is a "LOGIN" section with input fields for "Email" and "Password", a "Continue" button, and a link for "Forgot password?". To the right, there is a "Questions?" section with "Ask us.", an email icon and "Email: myAPISupport@api.org", and a phone icon and "Call us at (877) 562-5187". At the bottom left, there is a "CREATE YOUR ACCOUNT" section with a "Register Now" link. Two red boxes with arrows point to the "Continue" button and the "Register Now" link. The boxes contain the text: "Existing Users: Login" and "New Users: Register".

The screenshot shows the myAPI registration page. At the top right, there are links for "Register" and "Log in". Below the navigation bar, it says "Environment: PreProd, Version: 0.0.0.0". The main heading is "REGISTER FOR myAPI". Below this, it says "Create a new account." and "Email". There is an input field containing "DEF@Test.com". Below the input field, there is a "Continue" button circled in blue, and a link that says "Already registered? Login.".

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 log on to the system and either add a new company or have the primary contact from an existing company add you to the company contact list.

energy API Register Log in

Environment: PreProd, Version: 0.0.0.0

CREATE PASSWORD

Please create a password.

Email
DEF@Test.com

Password

Confirm password

Submit

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energy API Register Log in

Environment: PreProd, Version: 0.0.0.0

PASSWORD UPDATED

Your password has been updated.

Log in

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The screenshot shows the myAPI login interface. At the top left is the energy API logo. On the right, there are links for "Register" and "Log in". Below the logo, the text "Environment: PreProd, Version: 0.0.0.0" is displayed. The main heading is "WELCOME TO myAPI". Below this, a paragraph explains that myAPI is the login for various API services. The "LOGIN" section contains an "Email" field with "DEF@Test.com" and a "Password" field with masked characters. A red "Continue" button is circled in blue, with a "Forgot password?" link next to it. To the right, a "Questions?" section provides contact information: "Email: myAPISupport@api.org" and "Call us at (877) 562-5187". At the bottom, the "CREATE YOUR ACCOUNT" section has a "Register Now" link.

The screenshot shows the myAPI dashboard. At the top left is the energy API logo. On the right, the user is greeted with "Hello, DEF@Test.com". Below the logo, the text "Environment: PreProd, Version: 0.0.0.0" is displayed. The main heading is "myAPI DASHBOARD". Below this, there are four dark grey tiles: "DEF Diesel Exhaust Fuel" (circled in blue), "EOLCS Engine Oil", "MOM Motor Oil Matters", and "MYCERTS API Monogram Program & APIQR". At the bottom, there are links for "Terms and Conditions" and "Privacy", and a copyright notice: "© Copyright 2017 - API. All Rights Reserved."

energy API AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

Welcome DEF@test.com! Return To myAPI Log Out

ABOUT DEF CONTACT US HELP

Create Profile

Contact Information

Salutation <input type="text"/>	First Name <input type="text"/>	Last Name <input type="text"/>	Suffix <input type="text"/>
Title <input type="text"/>			
Phone <input type="text"/>	Fax <input type="text"/>	Cell <input type="text"/>	

Work Address

Country Select Country			
Address Line 1 <input type="text"/>	Address Line 2 <input type="text"/>		
City/Locality <input type="text"/>	State/Province <input type="text"/>	Zip/Postal Code <input type="text"/>	

Verification

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

Type the two words

[Privacy & Terms](#)

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 DEF license, a company account already exists.

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

Welcome! Jon Doe! | Return To myAPI | Log Out

energy API AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

Let's get started!

Welcome to the online application system for the API Diesel Exhaust Fluid Certification Program. Please login to manage your license.

If this is the first time you have visited and you would like to learn more about the licensing program, please review the [Diesel Exhaust Fluid Certification Program Overview](#). For assistance with applying for or maintaining a licence, click on the HELP tab above for links to the User Guide. If you have any questions or comments, please contact API through the Helpdesk at teamdef@api.org.

FAQs

- Account Access
- Company and Contact Account Information
- EOLCS and MOM
- Migrated Data
- Payments and Renewals
- Products
- Traceability Code
- Updating Company and Contact

View Licensee Directory | **My Companies**

Welcome! Jon Doe! | Return To myAPI | Log Out

energy API AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

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**

Welcome! Jon Doe! | Return To myAPI | Log Out

energy API AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

Look Up Company Information

Company Duplication Check

Your company might already be registered in the DEF system. Please check the DEF Directory (Link Below) or contact the DEF 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**

Welcome Jon Doel | Return To myAPI | Log Out

energy API AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

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: *

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Welcome Jon Doel | Return To myAPI | Log Out

energy API AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

COMPANY INFO | PRODUCTS | AUDITS | PUBLIC DIRECTORY

API Test Company

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

Company Information

Company Legal Name: API Test Company

Company ID: 12820

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

Website:

Contact List:

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

Additional Company Registration

energy **API** AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

Welcome Jon Doe! Return To myAPI Log Out

MY COMPANIES MY NOTIFICATIONS ABOUT DEF CONTACT US HELP

COMPANY INFO PRODUCTS 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: 12820

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

Website:

Contact List:

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

Add Contact

Add Diesel Exhaust Fluid Product

energy **API** AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

Welcome Jon Doe! Return To myAPI Log Out

MY COMPANIES MY NOTIFICATIONS ABOUT DEF CONTACT US HELP

My Companies

Create Company

Company ID	Company Type	Primary Contact	Address
12820	DEF	Jon 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.

To add additional company contacts, the contacts must already be registered in the system. You will be able to use the contact's email address to search for them then add them to the company account.

The screenshot shows the 'API Test Company' page. The 'Contact List' table has one entry for 'Jon Doe' with email 'DEF@Test.com'. The 'Add Contact' button is circled in blue.

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jon Doe	DEF@Test.com	202-682-9000		

The screenshot shows the 'Add Contact' modal form. The 'Enter Email' field contains 'EOLCS@Test.com' and the 'Search' button is circled in blue. The 'Manager Type' section has three radio button options: 'Primary Account Manager', 'Account Manager', and 'Audit Manager'. An 'Add' button is visible at the bottom right of the modal.

Welcome Jon Doe | Return To myAPI | Log Out

energy API AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

API Test Company

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

Company Information
Company Legal Name: API Test Company
Company ID: 12820
Address: 1220 L ST NW WASHINGTON, DC, 20005
Website:

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 type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jon Doe	DEF@Test.com	202-682-8000		<input type="checkbox"/>

Add Contact

Add Diesel Exhaust Fluid Product

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:

User Name	First Name	Last Name
EOLCS@Test.com	John	Doe

Manager Type:

- Primary Account Manager
- Account Manager
- Audit Manager

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.

Welcome Jon Doe | Return To myAPI | Log Out

energy API AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

API Test Company

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

Company Information
Company Legal Name: API Test Company
Company ID: 12820
Address: 1220 L ST NW WASHINGTON, DC, 20005-4018, United States
Website:

Contact List:

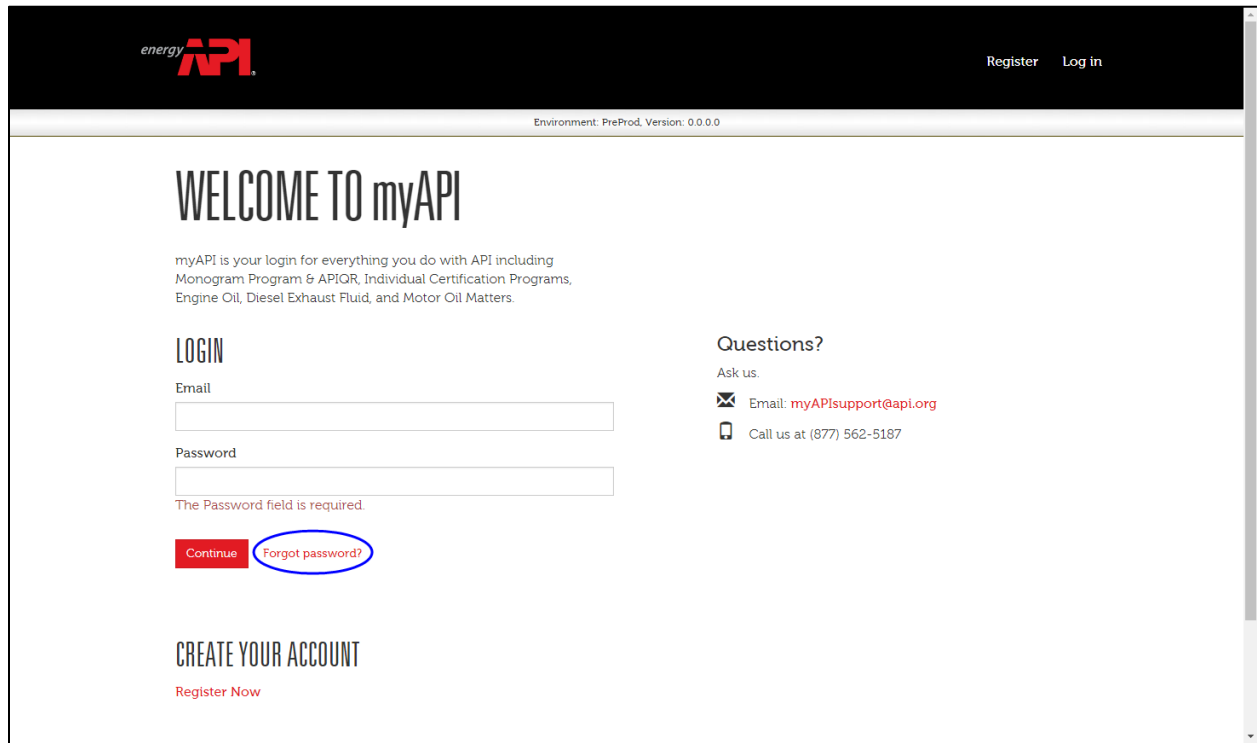
Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	John Doe	EOLCS@Test.com	2026828000		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jon Doe	DEF@Test.com	202-682-8000		<input type="checkbox"/>

Add Contact

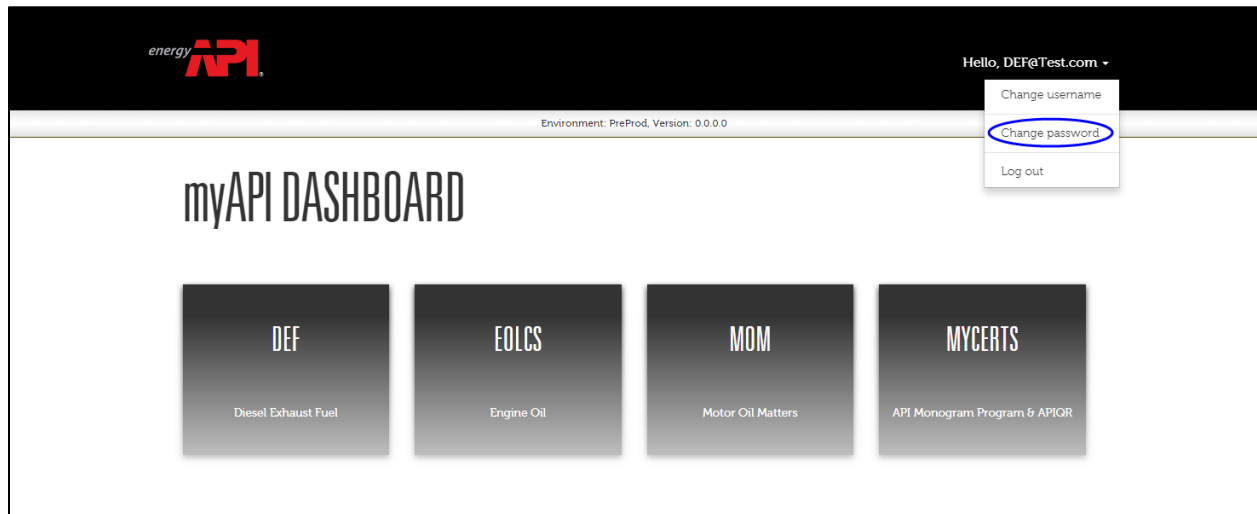
Add Diesel Exhaust Fluid Product

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Password Reset



Start here  or here 



energy **API** Hello, DEF@Test.com ▾

Environment: PreProd, Version: 0.0.0.0


RESET YOUR PASSWORD

Email

[Continue](#)

energy **API** Hello, DEF@Test.com ▾

Environment: PreProd, Version: 0.0.0.0



EMAIL SENT

An email was sent to DEF@Test.com.
Open the link in your email to reset your password.

Didn't receive an email?

[Resend Email](#)

Date: 6/28/2017 12:43:56 PM
To: DEF@Test.com
Subject: myAPI - Reset Password - Confirm Email

Body: A request to reset your password with myAPI has been received. You must confirm your email address before selecting a new password.
Please confirm your email address by visiting the following link:
<https://pp-my.api.org//Account/ConfirmEmailAndSelectPassword?email=DEF%40Test.com&guid=c085f4f9-205c-e711-af90-005056b53216>

energy **API** Hello, DEF@Test.com ▾

Environment: PreProd. Version: 0.0.0.0

CREATE PASSWORD

Please create a password.

Email
DEF@Test.com

Password

Confirm password

energy **API** Hello, DEF@Test.com ▾

Environment: PreProd. Version: 0.0.0.0

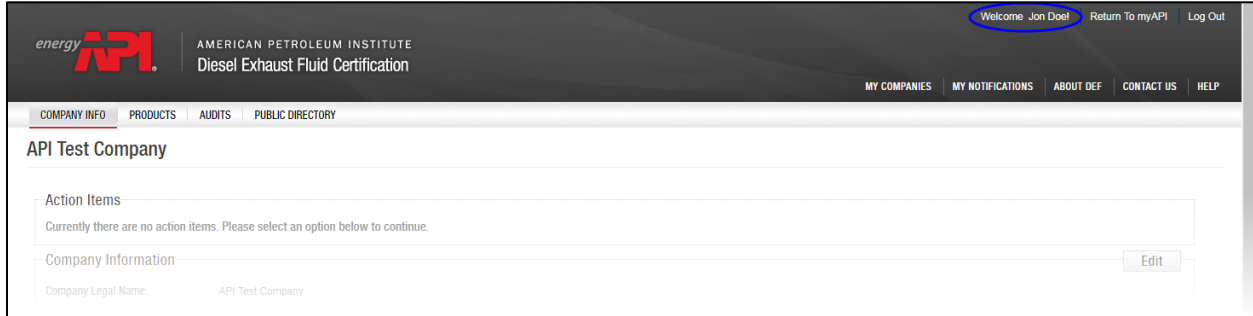
PASSWORD UPDATED

Your password has been updated.

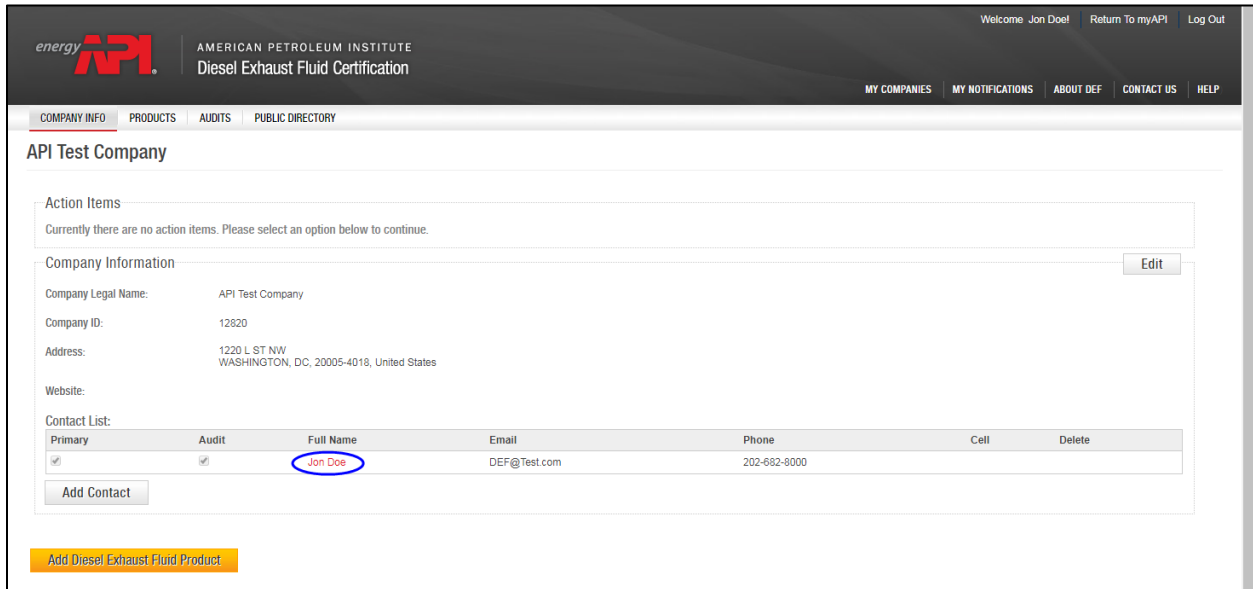
Reminder: Passwords must be at least 8 characters long and contain at least one letter, one number and one special character.

Edit Contact Information

In the Person Information section, you can update contact information.



Start here  or here 



Welcome Jon Doe! | Return To myAPI | Log Out

energy **API** AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

COMPANY INFO | PRODUCTS | AUDITS | PUBLIC DIRECTORY

API Test Company

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

Company Information

Company Legal Name: API Test Company
Company ID: 12820
Address: 1220 L ST NW WASHINGTON, DC, 20005-4018
Website:

Contact List:

Primary	Audit	Full Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jon Doe

[Add Contact](#)

[Add Diesel Exhaust Fluid Product](#)

Person Information [X]

Contact

Salutation	Full Name Jon Doe	Suffix
Title	Phone 202-682-8000	Fax
		Cell

Login Information

Email: def@test.com
Verified Date: 28-Jun-2017

Address

1220 L Street NW
Washington, DC 20005
United States

Cell Delete

[Edit](#)

Welcome Jon Doe! | Return To myAPI | Log Out

energy **API** AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

COMPANY INFO | PRODUCTS | AUDITS | PUBLIC DIRECTORY

API Test Company

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

Company Information

Company Legal Name: API Test Company
Company ID: 12820
Address: 1220 L ST NW WASHINGTON, DC, 20005-4018
Website:

Contact List:

Primary	Audit	Full Name
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jon Doe

[Add Contact](#)

[Add Diesel Exhaust Fluid Product](#)

Person Information [X]

Contact Information

Salutation: [v]
First Name: Jon
Last Name: Doe
Suffix: [v]
Title: [v]
Phone: 202-682-8000
Fax: [v]
Cell: [v]

Work Address

Address Line 1: 1220 L Street NW
Address Line 2: [v]
City/Locality: Washington
State/Province: DC
Zip/Postal Code: 20005
Country: United States

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

Cell Delete

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Edit Company Information

Welcome Jon Doe! | Return To myAPI | Log Out

energy API | AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

COMPANY INFO | PRODUCTS | 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: 12820
 Address: 1220 L ST NW
 WASHINGTON, DC, 20005-4018, United States
 Website:

Contact List:

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

[Add Contact](#)

[Add Diesel Exhaust Fluid Product](#)

Welcome Jon Doe! | Return To myAPI | Log Out

energy API | AMERICAN PETROLEUM INSTITUTE Diesel Exhaust Fluid Certification

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

COMPANY INFO | PRODUCTS | AUDITS | PUBLIC DIRECTORY

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 [Cancel](#)

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Add a DEF Product

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

DEF Test

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

Company Information Edit

Certificate Company Name: DEF Test
 Company Legal Name: DEF Test Company
 Company ID: 11419
 Address: 1220 L ST NW
 WASHINGTON, DC, 20005-4018, United States
 Website: www.DEFTestCompany.test

Contact List:

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Doe	donotreplydefest@gmail.com	(123) 456-7890		

Add Contact

Add Diesel Exhaust Fluid Product

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

Add DEF Product

Product & Traceability Formulations & Properties

Please make sure you choose the correct type of DEF product (DEF or Marine DEF). When completing product information, please refrain from using trademarked or registered words within brand names.

Product Type & Brand

Product Type: DEF (AUS 32) Marine DEF (AUS 40)
 Brand Name: Really Great DEF Product
 Market Date: 13-Jan-2016

A supplier company name and address is required. API requests that you register a formula from all possible supply points for this product. Additionally, required values (those marked with an asterisk) must fall within expected ranges as set by ISO 22241 or ISO 18611 as applicable. A product cannot be submitted for review without FTIR results and a Certificate of Analysis attached. For packaged products, you are required to register a traceability code format that will explain how your traceability codes can be interpreted. Please complete all required fields below, including the notes section.

Product Packaging

Bulk Packaged Bulk and Packaged

Cancel Product Next

If the DEF product you are registering is only sold in bulk, a traceability code is not required. However if your product is a packaged product and you choose 'Packaged' or 'Bulk and Packaged' for the Product Packaging, a traceability code is required.

If you have not previously entered a traceability code, you will be able to add a new one after choosing the Product Packaging type. If you have previously entered a traceability code with a previously submitted product, that code will show as an option to associate with new products.

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

Add DEF Product

Product & Traceability Formulations & Properties

Please make sure you choose the correct type of DEF product (DEF or Marine DEF). When completing product information, please refrain from using trademarked or registered words within brand names.

Product Type & Brand

Product Type: * DEF (AUS 32) Marine DEF (AUS 40)

Brand Name: *

Market Date: *

A supplier company name and address is required. API requests that you register a formula from all possible supply points for this product. Additionally, required values (those marked with an asterisk) must fall within expected ranges as set by ISO 22241 or ISO 19611 as applicable. A product cannot be submitted for review without FTIR results and a Certificate of Analysis attached. For packaged products, you are required to register a traceability code format that will explain how your traceability codes can be interpreted. Please complete all required fields below, including the notes section.

Product Packaging*

Bulk Packaged Bulk and Packaged

[Add New Traceability Code](#)

[Add New Traceability Code](#)

New Traceability Code: DD MM YY FFFF

Code	Description
DD	Day of Manufacture
MM	Month of Manufacture
YY	Year of Manufacture
FFFF	Facility

Notes: *

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

For packaged products, you are required to register a traceability code format that will explain how your traceability codes can be interpreted. Please complete all required fields below, including the notes section.

Product Packaging*

Bulk Packaged Bulk and Packaged

Traceability Codes:

Select	Traceability Code	Notes	Created Date
<input checked="" type="checkbox"/>	DD MM YY FFFF	This is just an example.	15-Jan-2016

[Add New Traceability Code](#)

[Cancel Product](#) [Next](#)

COMPANY INFO | PRODUCTS | AUDITS | PUBLIC DIRECTORY

Add DEF Product

Product & Traceability | Formulations & Properties

A supplier company name and address is required for any company not manufacturing DEF product. Additionally, required values (those marked with an asterisk) must fall within expected ranges as set by ISO 22241, and a product cannot be submitted for review without FTIR results and a Certificate of Analysis.

Product Information

Brand Name: Really Great DEF Product
Market Date: 13-Jan-2016

Associated Formulations

No Associated Formulations

Product Qualifications

DEF Marketers certified under this program are subject to audit in the DEF Program Guidelines. To aid in the audit process, check which description or descriptions apply to the licensee.*

Manufactures DEF
 Supplies DEF to packages, installers, or another marketer
 Packages DEF and/or sells DEF in bulk – Identify formulation below if not manufacturer
 Sells DEF meeting ISO 22241 under unique brand name to installers – Identify formulation below

Supplier

Company:* Supplier Test Company
 Country:* United States
 Address Line 1:* 1234 Somewhere Lane Address Line 2:
 City/Locality:* Some City State/Province:* DC Zip/Postal Code:* 00000

Properties

Trace element content (ICP-OES):

Aluminum (Al): mg/kg
 Calcium (Ca): mg/kg
 Chromium (Cr): mg/kg
 Copper (Cu): mg/kg
 Iron (Fe): mg/kg
 Potassium (K): mg/kg
 Magnesium (Mg): mg/kg
 Sodium (Na): mg/kg
 Nickel (Ni): mg/kg
 Zinc (Zn): mg/kg
 Urea Content:* % (m/m)
 Density at 20°C:* kg/m
 Refractive Index at 20°C:*
 Alkalinity as NH₃:* % (m/m)
 Biuret:* % (m/m)
 Aldehydes:* mg/kg
 Insoluble Matter:* mg/kg
 Phosphate (PO₄): mg/kg

Identical to Reference: Yes No

Identity (FTIR result submitted with application):*
 Select... Document upload required. Click to select a document from your computer.
 Maximum allowed file size: 50 MB

Certificate of Analysis showing test results within accepted ranges per ISO 22241:*
 Select... Document upload required. Click to select a document from your computer.
 Maximum allowed file size: 50 MB

[Add Another Formulation](#)

I agree to the Certification of Data terms and conditions.

[Previous](#) [Withdraw Product](#) [Next](#)

Add a Marine DEF Product

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

Add DEF Product

Product & Traceability Formulations & Properties

Please make sure you choose the correct type of DEF product (DEF or Marine DEF). When completing product information, please refrain from using trademarked or registered words within brand names.

Product Type & Brand

Product Type: DEF (AUS 32) Marine DEF (AUS 40)

Brand Name:

Market Date:

A supplier company name and address is required. API requests that you register a formula from all possible supply points for this product. Additionally, required values (those marked with an asterisk) must fall within expected ranges as set by ISO 22241 or ISO 18611 as applicable. A product cannot be submitted for review without FTIR results and a Certificate of Analysis attached. For packaged products, you are required to register a traceability code format that will explain how your traceability codes can be interpreted. Please complete all required fields below, including the notes section.

Product Packaging

Bulk Packaged Bulk and Packaged

If the Marine DEF product you are registering is only sold in bulk, a traceability code is not required. However if your product is a packaged product and you choose 'Packaged' or 'Bulk and Packaged' for the Product Packaging, a traceability code is required.

If you have not previously entered a traceability code, you will be able to add a new one after choosing the Product Packaging type. If you have previously entered a traceability code with a previously submitted product, that code will show as an option to associate with new products.

See 'Add a New DEF Product' for instructions/example of a traceability code.

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

Add DEF Product

Product & Traceability Formulations & Properties

A supplier company name and address is required for any company not manufacturing DEF product. Additionally, required values (those marked with an asterisk) must fall within expected ranges as set by ISO 22241, and a product cannot be submitted for review without FTIR results and a Certificate of Analysis.

Product Information

Brand Name: Super Marine DEF Test Product
Market Date: 13-Jan-2016

Associated Formulations

No Associated Formulations

Product Qualifications

DEF Marketers certified under this program are subject to audit in the DEF Program Guidelines. To aid in the audit process, check which description or descriptions apply to the licensee.*

- Manufactures DEF
- Supplies DEF to packagers, installers, or another marketer
- Packages DEF and/or sells DEF in bulk - Identify formulation below if not manufacturer
- Sells DEF meeting ISO 18611 under unique brand name to installers - Identify formulation below

Supplier

Company:*

Country:*

Address Line 1:* Address Line 2:

City/Locality:* State/Province:* Zip/Postal Code:*

Properties

Trace element content (ICP-OES):

Calcium (Ca): mg/kg

Iron (Fe): mg/kg

Potassium (K): mg/kg

Magnesium (Mg): mg/kg

Sodium (Na): mg/kg

Urea Content:* % (m/m)

Density at 20°C:* kg/m

Refractive Index at 20°C:*

Alkalinity as NH₃:* % (m/m)

Biuret:* % (m/m)

Aldehydes:* mg/kg

Insoluble Matter:* mg/kg

Phosphate (PO₄): mg/kg

Identical to Reference:* Yes No

Identify (FTIR result submitted with application):*

Document upload required. Click to select a document from your computer.
Maximum allowed file size: 50 MB

Certificate of Analysis showing test results within accepted ranges per ISO 18611:*

Document upload required. Click to select a document from your computer.
Maximum allowed file size: 50 MB

I agree to the Certification of Data terms and conditions.

Application Fee Invoice/Payment

In order to ensure program eligibility, any company wishing to be DEF 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.

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

Legal Agreement

Instructions

API requires applicants to sign electronically the DEF 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.

DEF Legal Agreement

DIESEL EXHAUST FLUID CERTIFICATION PROGRAM

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 Diesel Exhaust Fluid Certification Program, (hereinafter "DEF Program").

WHEREAS, Licensee desires a nonexclusive license from API on or in connection with the marketing of goods made in accordance with International Organization for Standardization (ISO) specifications and API licensing requirements.

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

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

Signature:
Jane Doe
 *

Are you signing on behalf of another person?
 Yes No *

Are you signing on behalf of another person?
 Yes No *

I represent and warrant that I am authorized on behalf of the person listed below.

Name: <input type="text" value=""/>	Title: <input type="text" value=""/>	Email: <input type="text" value=""/>
-------------------------------------	--------------------------------------	--------------------------------------

Previous
Accept

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](#).

COMPANY INFO PRODUCTS AUDITS 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 Doe *	First Name Jane *	Last Name Doe *
Company Name DEF Test *		Company Name DEF Test *	
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, please report the total volume of API-licensed DEF marketed under your license for the period between January 1 and December 31 of last year.

Reference or PO Number:

Bill

Description	Amount
DEF 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.

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

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

Invoice # **M1749** Invoice Date **15-Jan-2016**

Payment Method *

Bank Wire
 Check
 Credit Card

Bank Name

Remitter Name

Upload File(s)

Maximum allowed file size: 50 MB

Billing Address

DEF Test
Jane Doe
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Mailing Address

DEF Test
Jane Doe
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Bill

Description	Amount
DEF Application Fee	
Grand Total	

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

Payment Submission

Payment Information

Invoice # **M1749** Invoice Date **15-Jan-2016**

Payment Method
Bank Wire
Bank Name
Test
Remitter Name
Test
Amount

Billing Address

DEF Test
Jane Doe
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Mailing Address

DEF Test
Jane Doe
1220 L ST NW
WASHINGTON, DC 20005-4018
United States

Bill

Description	Amount
DEF Application Fee	
Grand Total	



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

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

DEF Test

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

Company Information Edit

Certificate Company Name: DEF Test
Company Legal Name: DEF Test Company
Company ID: 11419
Address: 1220 L ST NW
WASHINGTON, DC, 20005-4018, United States
Website: www.DEFTestCompany.test

Contact List:

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DEF Test	apidef@api.org	202-682-8000		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Doe	donotreplydefest@gmail.com	(123) 456-7890		<input type="checkbox"/>

Add Contact

Order History

Order Number	Submitted Date	Payment Type	Payment Status
842397	15-Jan-2016	Bank Wire	Payment Pending

Legal Agreements

Date Signed	Signed By	Submitted By	Legal Agreement
15-Jan-2016	Jane Doe	Jane Doe	View Detail

Add Diesel Exhaust Fluid Product

License Renewal

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

- All licenses 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. The option to renew will be available beginning the first week of January and all contacts will receive a notification via email.
- 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 DEF/Marine DEF sold (volume of sales) for the last full calendar year.

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 of API licensed product sold.

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

DEF Test

Action Items

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

Company Information [Edit](#)

Certificate Company Name: DEF Test

Company Legal Name: DEF Test Company

Company ID: 11419

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

Website: www.DEFTestCompany.test

License Status: Active

License Number: 0135

Original License Issue Date: 15-Jan-2015

License Effective Date: 15-Jan-2015

License Expiration Date: 31-Mar-2016

Latest Certificate: DEF Certificate DEF Test Company 15-Jan-2016 3:01:39 PM

Contact List:

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	DEF Test	apidef@api.org	202-682-8000		<input type="checkbox"/>
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Doe	donotreplydefest@gmail.com	(123) 456-7890		<input type="checkbox"/>

[Add Contact](#)

▶ Order History

▶ Legal Agreements

Renew License
Add Diesel Exhaust Fluid Product

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

Legal Agreement

Instructions
API requires applicants to sign electronically the DEF 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.

DEF Legal Agreement

DIESEL EXHAUST FLUID CERTIFICATION PROGRAM
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 Diesel Exhaust Fluid Certification Program, (hereinafter "DEF Program").

WHEREAS, Licensee desires a nonexclusive license from API on or in connection with the marketing of goods made in accordance with International Organization for Standardization (ISO) specifications and API licensing requirements.

YOU HEREBY, in consideration of the mutual covenants hereinafter stated, the parties agree as follows:

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

Signature:
Jane Doe
Jane Doe *

Are you signing on behalf of another person?
 Yes No *

Are you signing on behalf of another person?
 Yes No *

I represent and warrant that I am authorized on behalf of the person listed below.

Name	Title	Email
Jane Doe *		

Previous Accept

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

Renewal Documents

Upload batch test results for the previous year

ISO 22241-3 and ISO 18611-3 require the quality of each production batch of DEF (AUS 32 or AUS 40) to be verified prior to shipment in accordance with the specifications defined in ISO 22241-1 or ISO 18611-1, respectively. API now requires the licensee to upload Certificates of Analysis (CoAs) from the previous year of licensure as part of the renewal process.

Please upload CoAs for each applicable DEF type (AUS 32 and AUS 40) on the license. CoAs should be submitted for each production site where the DEF is produced and should cover the previous calendar year of API-licensure. For example, a satisfactory submission for a single production site could consist of at least one CoA from each quarter of the previous year of API-licensure that indicates that the DEF produced meets the ISO 22241 or ISO 18611 specification. The documents may be submitted as a single file or as separate files. API will review the submitted documents and, if necessary, request additional documentation (resulting in an action item on your Company Info page). When all required documentation is submitted to API's satisfaction, the renewal process will continue as normal.

DEF (AUS 32) - Certificate of Analysis

Files

Upload New File
Select... Document upload required. Click to select a document from your computer.
Maximum allowed file size: 50 MB

Marine DEF (AUS 40) - Certificate of Analysis

Files

Upload New File
Select... Document upload required. Click to select a document from your computer.
Maximum allowed file size: 50 MB

Back Next

COMPANY INFO PRODUCTS AUDITS 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: Jane *
Last Name: Doe *
Company Name: DEF Test *
Country: United States *
Address Line 1: 1220 L ST NW *
Address Line 2: *
City/Locality: WASHINGTON *
State/Province: DC *
Zip/Postal Code: 20005-4018 *

Mailing Address

First Name: Jane *
Last Name: Doe *
Company Name: DEF Test *
Country: United States *
Address Line 1: 1220 L ST NW *
Address Line 2: *
City/Locality: WASHINGTON *
State/Province: DC *
Zip/Postal Code: 20005-4018 *

Invoice Information

To renew your license, please report the total volume of API-licensed DEF marketed under your license for the period between January 1 and December 31 of last year.

Reference or PO Number:

DEF (AUS 32) Volume of Sales (gallons): *

Marine DEF (AUS 40) Volume of Sales (gallons): *

Note: Volume fee will be shown on the invoice page

Bill

Description	Amount
DEF Annual Fee	
DEF Volume of Sales Fee	
Marine DEF Volume of Sales Fee	
Grand Total	

You will only be required to report volume of sales for the product type(s) that are licensed under your account.

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.



COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

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

Invoice # **M1749** Invoice Date **15-Jan-2016**

Payment Method *
 Bank Wire
 Check
 Credit Card

Bank Name

Remitter Name

Upload File(s)

Maximum allowed file size: 50 MB

Billing Address
 DEF Test
 Jane Doe
 1220 L ST NW
 WASHINGTON, DC 20005-4018
 United States

Mailing Address
 DEF Test
 Jane Doe
 1220 L ST NW
 WASHINGTON, DC 20005-4018
 United States

Bill

Description	Amount
DEF Annual Fee	
DEF Volume of Sales Fee	
Marine DEF Volume of Sales Fee	
Grand Total	

COMPANY INFO PRODUCTS AUDITS PUBLIC DIRECTORY

Payment Submission

Payment Information

Invoice # **M1749** Invoice Date **15-Jan-2016**

Payment Method
 Bank Wire
 Bank Name
 Test
 Remitter Name
 Test
 Amount

Billing Address
 DEF Test
 Jane Doe
 1220 L ST NW
 WASHINGTON, DC 20005-4018
 United States

Mailing Address
 DEF Test
 Jane Doe
 1220 L ST NW
 WASHINGTON, DC 20005-4018
 United States

Bill

Description	Amount
DEF Annual Fee	
DEF Volume of Sales Fee	
Marine DEF Volume of Sales Fee	
Grand Total	

Once the renewal process is complete and the renewal payment is received. Your company's expiration date will be updated on the Company Info page and a new copy of your certificate will be available to download.

AMAP (Audit Results)

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 | AUDITS | PUBLIC DIRECTORY

DEF Test Company

Action Items

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

Audits

Blind Sample ID	Brand Name	Status	Due Date
MP3002-0028	Super Marine DEF Test Product	Findings Response Required	28-Feb-2016

Company Information Edit

Certificate Company Name: DEF Test Company

Company Legal Name: DEF Test

Company ID: 13650

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

Website:

License Status: Active

License Number: 0119

Original License Issue Date: 06-Oct-2015

License Effective Date: 06-Oct-2015

License Expiration Date: 31-Mar-2016

Contact List:

Primary	Audit	Full Name	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	Jane Doe	eolcs@api.org	123-456-7890		

[▶ Order History](#)
[▶ Legal Agreements](#)

Renew License
Add Diesel Exhaust Fluid Product

The Audit detail page will contain several sections of information. Clicking the arrow next to the titles will expand or close the section.

COMPANY INFO PRODUCTS **AUDITS** PUBLIC DIRECTORY

Audit - DEF Test Company - Super Marine DEF Test Product Print

DEF Audit closing comments

▼ Audit Information

Status: Findings Response Required	Blind Sample ID: MP3002-0028
Brand Name: Super Marine DEF Test Product	DEF Product Type: Marine DEF (AUS 40)
Due Date: 28-Feb-2016	Sample Type: Packaged
	Date Sample Taken: 30-Nov-2015
	Sample Trace Code: z

▶ Collection Company Results
 ▶ Results Received
 ▶ Findings

The Collection Company Results section provides 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' area 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: DEF Harmening</p> <p>Brand Name: DEF Harmening 2</p> <p>Quantity Collected: 1 gal</p> <p>Date Purchased: 30-Nov-2015</p> <p>Purchased Location Name: Jeff's Quik Mart</p> <p>Purchased Location Type: 2</p> <p>Purchased Address: 789 Pickup Drive MDEF Town, CA 33333 USA</p> <p>Traceability Code 1: z</p> <p>Urea Content: 31.1</p> <p>Refractive Index: 1.38</p>	<p>Certification Mark</p> <p>Cert Mark Present: Yes</p> <p>Similar To Cert Mark:</p> <p>Height: 1</p> <p>Width: 1</p> <p>Size Conformance: ● No</p> <p>Content: Yes</p> <p>Content Comments:</p> <p>Contrast: Yes</p> <p>Contrast Comments:</p> <p>Location: No</p> <p>Location Comments: Awful location</p> <p>General Comments:</p>
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Collection Files

[MB3002-0024 pic \(2\).pdf](#)
[MB3002-0024 pic \(3\).pdf](#)

▶ Results Received

The Results Received section provides test results for the audit sample including the expected ranges. Test results highlighted in yellow indicate a finding that requires response, results highlights in red indicate a severe finding.

▶ Collection Company Results
▼ Results Received

Test	Method	ISO 22241 Range	Expanded Range	Primary Test	Retest 1	Retest 2	Referee Test	Average
Urea content by TN - ISO 18611-2 Annex B	ISO 18611-2 Annex B	39.0 - 41.0	38.0 - 42.0	10000				10000
Density at 20C - ISO 3675	ISO 3675	1105.0 - 1177.0	1103.8 - 1178.2	10000				10000
Refractive index @ 20C - ISO 18611-2 Annex C	ISO 18611-2 Annex C	1.3947 - 1.3982	1.3937 - 1.3992	10000				10000
Alkalinity - ISO 18611-2 Annex D	ISO 18611-2 Annex D	<= 0.50	<= 0.60	10000				10000
Biuret - ISO 18611-2 Annex E	ISO 18611-2 Annex E	<= 0.80	<= 0.84	10000				10000
Aldehydes - ISO 18611-2 Annex F	ISO 18611-2 Annex F	<= 100.0	<= 150.0	10000				10000
Insoluble matter - ISO 18611-2 Annex G	ISO 18611-2 Annex G	<= 50.0	<= 69.0	10000				10000
Phosphate (PO4) - ISO 18611-2 Annex H	ISO 18611-2 Annex H	<= 1.00	<= 1.03	10000				10000
Calcium_Ca - ISO 18611-2 Annex I	ISO 18611-2 Annex I	<= 1.00	<= 1.10	10000				10000
Iron_Fe - ISO 18611-2 Annex I	ISO 18611-2 Annex I	<= 1.00	<= 1.30	10000				10000
Magnesium_Mg - ISO 18611-2 Annex I	ISO 18611-2 Annex I	<= 1.00	<= 1.30	10000				10000
Sodium_Na - ISO 18611-2 Annex I	ISO 18611-2 Annex I	<= 1.00	<= 1.50	10000				10000
Potassium_K - ISO 18611-2 Annex I	ISO 18611-2 Annex I	<= 1.00	<= 1.50	10000				10000
Identity - ISO 18611-2 Annex J	ISO 18611-2 Annex J			YES				

▶ Findings

Findings can be opened by clicking the plus symbol (+) next to the finding title. Each finding must be responded to individually. Under each finding there is a text box for a written response and an option to upload supporting files.

▼ Findings

Title	Created Date	Status
<p>⊖ Sodium_Na - ISO 18611-2 Annex I</p> <p>On 29-Jan-2016, API Admin, wrote: Please address the high Sodium.</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right;"> <input type="button" value="Respond"/> <input type="button" value="Cancel"/> </p> <p>Upload New File: <input type="button" value="Select.."/></p>	01-Dec-2015	Requires Response
<p>⊖ Certification Mark</p> <p>On 29-Jan-2016, API Admin, wrote: The certification mark on package is not the correct size.</p> <div style="border: 1px solid #ccc; height: 40px; width: 100%;"></div> <p style="text-align: right;"> <input type="button" value="Respond"/> <input type="button" value="Cancel"/> </p> <p>Upload New File: <input type="button" value="Select.."/></p>	29-Jan-2016	Requires Response

Once all findings have been responded to, the audit status will change to Findings Responded and 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.

► Results Received
 ▼ Findings

Title	Created Date	Status
Sodium_Na - ISO 18611-2 Annex I On 29-Jan-2016, API Admin, wrote: Please address the high Sodium. On 29-Jan-2016, Jane Doe, wrote: Response. Upload New File: <input type="button" value="Select..."/>	01-Dec-2015	Responded
Certification Mark On 29-Jan-2016, API Admin, wrote: The certification mark on package is not the correct size. On 29-Jan-2016, Jane Doe, wrote: Response. Upload New File: <input type="button" value="Select..."/>	29-Jan-2016	Responded

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.