



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

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  - Product Statuses
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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.

	Existing Users: Login	New Users: Register	
energy Plant			Register Log in
WELCOME TO PHY myAPI is your login for verything you Monogram Program VAPIOR, Individue Expering OIL Proceed Informate Fund and Me	API do with API including I Certification Programs, tor Cill Matter		
Engine Oil, Dieser whatist Fiuld, and Mc LOGIN Email Password	tor Oil Matters.	Questions? Ask us. Email: myAPIsupport@api.org Call us at (877) 562-5187	
Continue Forgot password? CREATE YOUR ACCOUNT Register Now			



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Contact and Company Information





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.

energy	Register Log in
🗢 EMAIL SENT	
An email was sent to EOLCS@Test.com. Open the link in your email to create your password.	
Didn't receive an email? Resend Email	

Example of verification email:

Date: To: Subject:	5/25/2017 10:03:46 AM EOLCS@Test.com myAPI - User Registration - Confirm Email
Body:	Your account has been successfully registered in myAPI. You must confirm your email address before logging in.
	Please confirm your email address by visiting the following link:
	http://dev-hq-mycerts.api.dev/myAPIDev//Account/ConfirmEmailAndSelectPassword?email=EOLCS%40Test.com&guid=592cbbf7-5241-e711-80e7- 005056b516a5



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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.

energy P	Register Log in
CREATE PASSWORD	
Please create a password. Email EOLCS@Test.com	
Password	
Confirm password	
Submit	
Terms and Conditions - Privacy	© Copyright 2017 - API All Rights Reserved.
energy	© Copyright 2017 - API All Rights Reserved. Register Log in
energy PASSWORD UPDATED	© Copyright 2017 - API All Rights Reserved. Register Log in
energy PASSWORD UPDATED Your password has been updated.	© Copyright 2017 - API All Rights Reserved. Register Log in
	© Copyright 2017 - API All Rights Reserved. Register Log in
<text><section-header></section-header></text>	© Copyright 2017 - API All Rights Reserved. Register Log in

Terms and Conditions · Privacy

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energy <b>PPI</b> ,	Register Log in
WELCOME TO myAPI	
myAPI is your login for everything you do with API including Monogram Program & APIQR, Individual Certification Programs, Engine Oil, Diesel Exhaust Fluid, and Motor Oil Matters.	
EDGEN Email EOLCS@Test.com Password  Forgot password? CREATE YOUR ACCOUNT Register Now	Questions?         Ask us.



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Contact and Company Information



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	AMERICAN PETROLEUM INSTITUTE Engine Oil Licensing		Welcome EOLCS@Test.com1 Return To myAPI Log Out ABOUT EOLCS CONTACT US HELP
Create Profile			
Contact Information			
Salutation 👻	First Name	*	Suffix
Title			
Phone	* Fax	Cell	
Work Address Country Select Country	• <b>0</b>		
Address Line 1	Address Line 2		
City/Locality	*	Zip/Postal Code	
Verification			
To validate your identity, pleas	e enter the text found in the box below.		
Save			





## 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 (<u>https://engineoil.api.org/Directory/EolcsSearch</u>) 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 <u>teameolcs@api.org</u> for assistance.

energy American Petroleum Institute Engine Oil Licensing	Welcome John Doef Return To myAPI Log Out
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 one or well hopes and licenses in the online system solid and difficult if you have any questions and renew their license online. This system is one or you can use the Heip Cleak.	FAOs Account Access Company and Contact Account Information DEF and MOM Formulations Migrated Data







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	Welcome John Doe! Return To myAPI
Engine Oil Licensing	MY COMPANIES   MY NOTIFICATIONS   ABOUT EOLCS   CONTACT US
eate New Company	
structions	
ter you have registered your company, you will be taken to you API for review, you will be taken to the licensee legal agreement	r company information page. From your information page you will be able to add your company's products. Once the first product is complete and submi nt and application payment page.
mpany Information	
npany Legal Name	Certificate Company Name
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Engine Oil 🔍 Diesel Exhaust Fluid	www.api.org
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ASHINGTON DC	• * 20005-4018 *

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company ID:	11814						
ddress:	1220 L S WASHING	T NW GTON, DC, 20005-4018, United Sta	tes				
Vebsite:	www.api.	org					
Contact List:							
Primary	Audit	Full Name	Email	Phone	Cell	Delete	
A.	S.	John Doe	EOLCS@Test.com	2026828000			
Add Contact							





# Additional Company Registration

				Welcome J	ohn Doe! Re	turn To myAPI	Log Out
energy	AMERICAN PETROLEUM INSTITUTE Engine Oil Licensing		MY COMPANIES	MY NOTIFICATIONS	ABOUT FOLCS	CONTACT US	HELP
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API Test Company							
Action Items							
Currently there are no actio	n items. Please select an option below to continue.						
Company Information						Edit	
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Company ID:	11814						
Address:	1220 L ST NW WASHINGTON, DC, 20005-4018, United States						
Website:	www.api.org						

energy	AMERICAN PETROLEUM INSTITUTE Engine Oil Licensing		MY COMPANIES	Welcome John Doe!	Return To myAPI Log Out
My Companies				C	Create Company
API Test Company Company ID 11814	Company Type EOLCS	Primary Contact John Doe	Address 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.

AMERICAN PEROLEUM INSTITUTE   Engine Oil Licensing     MY COMPANIES        COMPANY INFO     PRODUCTS   FORMULATIONS     Action Items        Currently there are no action items. Please select an option below to continue.     Company Information     Company Legal Name:        API Test Company   Company Legal Name:   API Test Company   Company Legal Name:   Api Test Company   Company Legal Name:   Api Test Company   Company Legal Name:   Api Test Company   Company Legal Name:   Api Test Company   Company Legal Name:   Api Test Company   Company Legal Name:   Api Test Company   Company Legal Name:   MY 2001 ST NW   Website:   Www.aping   Contact List:   Primary   Audit   Full Name   Email   Phone   Cell   Delee   John Dee   EDLCS@Test.com   2026828000						Welcome Jo	ohn Doel Retur	n To myAPI	Log O
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COMPANY INFO PRODUCTS	FORMULATIONS AUDITS	Add Contac	rt			×				-
AFTIESt Company		To add an existing If added as a Prim	Engine Oil contact to your account ary Contact that person can also ad	enter their full email address here id other contacts to the account.	e (exact match required)	).				
Action Items Currently there are no action	items. Please select an option	Enter Email:	DEF@Test.com	*	Search	)				
Company Information									Edit	
Company Legal Name:	API Test Company									
Company ID: Address:	11814 1220 L ST NW	Manager Type:	<b>-</b>							
Website:	WASHINGTON, DC, 2000	5	Account Manager							
Contact List:			Audit Manager							
Primary @	Audit Full Na	n 2				Add	Cell	Delete		
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COMPANY INFO PRODUCTS FORMULATIONS AU API Test Company Action Items Currently there are no action items. Please select an Company Information Company Legal Name: API Test Company Company ID: 11814 Address: 1220 L ST NW WASHINGTON, D	Add Contact To add an existing Engine ( If added as a Primary Cont Enter Email: User Name DEF@Test.com	Oil contact to your account enter their full en tact that person can also add other contacts First Name Jon	hail address here (exact match require to the account. Searcth Last Name Doe	<b>X</b> d).			Edit
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Address: 1220 L ST NW WASHINGTON, D				_			
	DC. 20005			_			
website: www.api.org	Manager Type:	imary Account Manager					
Contact List:	Cull Nev	count Manager			C-11	Delete	
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website:	www.api	.org						
Contact List: Primary	Audit	Full Name	Email	Phone	Cell	Delete		
	1	John Doe	EOLCS@Test.com	2026828000		8		
	Ø	Jon Doe	DEF@Test.com	202-682-8000		0		
Add Contact								
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## Password Reset

energy	Register Log in
Environment: PrePro	d. Version: 000.0 Questions? Ask us. Mark Land Land Land Land Land Land Land Land
Start here or here	
energy	Hello, EOLCS@Test.com • Change username
myAPI DASHBOARD	Change password Log out
DEF EOLCS Diesel Exhaust Fuel Engine Oil	MOM NYCERTS Motor Oil Matters API Monogram Program & APIQR

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energy Renergy,	Register	Log in
CREATE PASSWOR	D	
Please create a password.		
Email		
EOLCS@test.com		
Password		
Confirm password		
Submit		



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.

enemy						
	Engine Oil Lice	ensing				
				MY COMF	PANIES MY NOTIFICATIONS	ABOUT EOLCS CONTACT US H
COMPANY INFO PRODUCTS	FORMULATIONS	AUDITS PUBLIC DIRECTO	TORY			
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Company Information						Edit
Company Legal Name:	API Test Compa					
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#### Edit:

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Add Contact	2	John Doe								
Add Engine Oil Product	Add Engine O	il Formulation				- 1				

#### Save:

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Add Engine Oil Product Add Engine Oil Formulati	Zip/Postal Code Co 20005 • U	untry nited States	

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

Contact and Company Information





# Edit Company Information

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	Welcome John Doe! Return To myAPI Log Out
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Company Legal Name API Test Company	Certificate Company Name
Website www.api.org	
Address	
Address Line 1 1220 L ST NW	Address Line 2
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Zip/Postal Code 20005-4018 *	Country United States
Save Cancel	





# 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.

energy	Engline en Electren					CONTACT II
			MY COMPA	INIES MY NOTIFICATIONS	ABOUT EOLCS	Contract
COMPANY INFO PRODUCTS	FORMULATIONS PUBLIC DIRECTOR	RY				
API Test Company						
Action Items						
Currently there are no action	on items. Please select an option below	v to continue.				
Company Information						Edit
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Company Legal Name:	API Test Company					
Company ID:	10754					
Address:	1220 L ST NW					
Wabsita	WASHINGTON, DC, 20005-401	8, United States				
Contact List	www.apr.org					
Primary	Full Name	Email	Phone	Cell	Delete	
2	Jane Smith	noreplyeoics@api.org	202-682-8000		8	
	EOLCS TEST	eolcs@api.org	202-682-8000		0	
Add Engine Oil Product	Add Engine Oil Formulation					
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AMERICAN PETROLEUM INSTITUTE EOLCS<sup>™</sup>



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.

energy	MYC	Welcome Jane Smithi Log Off
COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY		
Product Information		
Instructions		
When adding product, please keep in mind the following: • Avoid using in the brand name trademarked or registered words or phrase • Assign only one viscosity grade per product • Assign only one 'S' service category per product. Note that SH may only b	is, the viscosity grade, and API service categories le licensed when preceded by a "C" category	
Product Brand		
Brand Name.* EOLCS Test Product	DO NOT use registered words of	r phrases, viscosity grades,
Viscosity Grade:* 10W-30 •	or API service categories in ye	our product brand name.
Market Date:* 01-Feb-2014		
API "S" Service Category: SN SN SL SJ API "C" Service Category(s): CK-4 CI-4 CI-4 CI-4 API "F" Service Category: FA-4 Displayed 1st Category: "F" ® "S" " "C"	Depending on the service category         provide you with options         API*S* Service Category:         SN       SM         SN       SL         API*C* Service Category:         CK-4       CL-4         CH-4	gory(s) chosen, the system ma s for eligible designations.
Resource Conserving:*	API "F" Service Category: FA-4	API "S" Service Category: O SN O SM O SL O SJ
ILSAC GF-5 Specification:* 🔍 Yes 💿 No	Displayed 1st Category: *	API "C" Service Category(s): CK-4 CJ-4 CI-4 CH-
SN Resource Conserving	CI-4 PLUS Designation:*	API "F" Service Category:
Reset	CK-4, CJ-4, CI-4, CH-4 CI-4 Plus	Displayed 1st Category: * 🐵 "F" 🔍 "S" 🔍 "C"
Ul 'Packaged" products must be assigned at least one traceability code. Trace hose previously entered or a new code or codes may be entered at time of ap. Product Packaging* Buik      Packaged     Buik and Packaged     A Product     When you     buik	ability codes typically identify date of manufacture and formulation information fo plication. API licensed "Packaged" engine oils must include a traceability code. Packaging type must be chosen for a u choose 'Packaged' or 'Bulk and Pac be required to associate a Traceability	or "Packaged" products. The code or codes may be selected from all new products. ckaged', you will c Code.



#### AMERICAN PETROLEUM INSTITUTE EOLCS™



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Product Brand			
Brand Name:* EOLCS Test Proc	fuct		
Viscosity Grade:* 10W-30 Viscosity			
Market Date.* 01 Epb 2014	17		
United to the second se	-		
Engine Oil Performance Cate	egories		
API "S" Service Category	n ©sm ⊙si ©si		
API "C" Service Category(s)	CK-4 CI-4 CI-4 CH-4		
API "F" Service Category:	A-4		
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a second a s			
Hesource Conserving: • Yes	U No		
ILSAC GF-5 Specification:"	Yes  No		
SN Resource Conserving			
Reset			
All 'Packaged" products must be a hose previously entered or a new	assigned at least one traceability code. Traceability code or codes may be entered at time of application	codes typically identify date of manufacture and formulation info on. API licensed "Packaged" engine oils must include a traceabili	ormation for "Packaged" products. The code or codes may be selected fro ity code.
Product Packaging*			
Bulk     Packaged	Bulk and Packaged		
Traceability Codes:			
Select	Traceability Code	Notes	Created Date
0 🕑	DD MM YY FFFF PP	Trace Code for 2014	03-Oct-2016
Add New Traceability Code	This is how a co	ompleted traceability code	e will appear If
	Vou bavo moro	than one traccability and	
	you have more		z, all COUES WIII Cancel Product Next
	d be listed e	each time you enter a new	/ product.



#### american petroleum institute **EOLCS**™



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energy AI	MERICAN PETROLEUM INSTITUTE			
<b>- -</b> Ei	ngine Oil Licensing			
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COMPANY INFO	ADDITS POBLIC DIRECTORY			
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Instructions				
When adding product, please ke Avoid using in the brand nam Assign only one viscosity grav Assign only one 'S' service ca	ep in mind the following: e trademarked or registered words or phrases, the de per product tegory per product. Note that SH may only be licer	viscosity grade, and API service categories nsed when preceded by a "C" category		
Product Brand				
Brand Name:* EOLCS Test Proc	luct			
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Market Date:* 01-Feb-2014	0			
Engine Oil Performance Cate	egories			
API "S" Service Category:	N © SM © SL © SJ			
API "C" Service Category(s):	CK-4 CJ-4 CI-4 CH-4			
API "F" Service Category:	A-4			
Displayed 1st Category: *	F" 🖲 "S" 🔘 "C"			
Resource Conserving:*	○ No			
ILSAC GF-5 Specification:*	Yes   No			
SN Resource Conserving				
Reset				
II 'Packaged" products must be a	assigned at least one traceability code. Traceability	codes typically identify date of manufacture and formulation in	formation for "Packaged" products. The code or codes m	v be selected from
nose previously entered or a new	code or codes may be entered at time of application	on. API licensed "Packáged" engine oils must include a traceabi	ility code.	
Product Packaging				
Bulk     Packaged     I	Bulk and Packaged			
Traceability Codes:	Traceability Code	Notes	Created Date	
0	DD MM YY FFFF PP	Trace Code for 2014	03-Oct-2016	
Add New Traceability Code	This is how a co	ompleted traceability code	e will appear. If	
	you have more	than one traceability code	e, all codes will	
	he listed a	ach time vou enter a new	Cancel Pro	duct Next
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AMERICAN PETROLEUM INSTITUTE **FOLCS**<sup>™</sup>



	RODUCTS FORMULATIONS	PUBLIC DIRECTORY		
Product Detai	I - API Test Compa	any - EOLCS Test Product		
Instructions This page allows I bottom of the page	icensees to add new form e for all changes to take el	ulations, associate existing formulations, request formulations from suppliers, and remove formulations. Once all updates have been made, please click 'Su ffect.	ubmit' at the	
<ul> <li>Product Information</li> </ul>	ation			
Brand Name:	EOLCS Test Product			
Viscosity Grade: Service Category & Designation: Market Date: Product ID:	10W-30 SN 01-Feb-2014 13346	Formulations that have been previously added will appear as opti product if the formulation is a 100% match for the product on Viscosity Grade Service Category(s)	ons to as the follow	sociate with /ing criteria:
Status:	New	Designations		
<ul> <li>Associated Form</li> </ul>	nulations			
Below is a list of f No Associated Form	ormulations that have alre	eady 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.		
✓ Available Formu	ulations			
Below is a list of y completed, you wi	rour company's formulatio ill be returned to this page ations. Add a new formulatio rmulation	ons 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' and be given the opportunity to select the new formulation. on or request a formulation from your supplier below.	. Once	
No available formula Add A New For				
No available formula Add A New For Contact Supplie	r For Formulation			
No available formula Add A New For Contact Supplie Choose 'Request	r For Formulation From Supplier' to request	a formulation for your product from a specific supplier. The supplier must provide you with its Company ID.		
No available formula Add A New For Contact Supplie Choose 'Request Request From	r For Formulation From Supplier' to request Supplier	a formulation for your product from a specific supplier. The supplier must provide you with its Company ID.	ers) who c	an provide v

At any time, product packaging can be changed for a product and new traceability codes can be added.

> 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.

				MT COMPANIES	an non-nons	ABOUT EVECS	CONTAC
COMPANY INFO PRODUCTS	S FORMULATIONS PUBLIC DIREC	TOBY					
PI Test Company							
ari rest company							
Action Items							
Currently there are no acti	ion items. Please select an option be	low to continue.					
Company Information	1						Ed
Certificate Company Name:	API Test Company						
Company Legal Name:	API Test Company						
Company ID:	10754						
Address:	1220 L ST NW WASHINGTON, DC, 20005-4	018, United States					
Website:	www.api.org						
Contact List:							
Primary 	Full Name	Email	Ph	one	Cell	Delete	
	Jane Smith	noreplyeolcs@api.org	202	2-682-8000		8	
	EOLCS TEST	eolcs@api.org	202	2-682-8000		8	
Add Engine Oil Product	Add Engine Oil Formulation	,					
Add Engine Oil Product	or here	,				Welcom	e Jane Sr
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Adding a new formulation requires completing three pages of information: Formulation Information, Elements and Properties, and Additives and Testing.

#### Page 1: Formulation Information

Engine Oil Licensing				
	MY	COMPANIES MY NOTIFICATIONS	ABOUT EOLCS CONTACT US	HELP
Formulation Information Elements and Properties Additive:	s and Testing			
nstructions				
icensees are required to submit physical and chemical properties for all eng	gine oils to be licensed. All data is confidential.			
ormulation Details				
Formulation ID.* Test 2-11				
Viscosity Grade: 10W-30 V				
Market Date:* 014-Feb-2014				
ngine Oil Performance Categories	Demonstration of the second second			
	Depending on the service categ	gory(s) cnos	en, the syste	em ma
a service category. I an an an a sin a si	nrovide you with options	for eligible c	lesianations	
		ion engine e		•
M "C" Service Category(s): CK-4 CJ-4 CI-4 CH-4		ior engine e		•
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PI "C" Service Category(s): CK-4 CJ-4 CI-4 CH-4 PI "F" Service Category: FA-4 splayed 1st Category: FF <sup>I</sup> ⊕ "S" ⊕ "C"	API "S" Service Category:     SN     SM     SI     SJ       API "C" Service Category(s):     Ø     CK-4     Ø     CJ-4     Ø     CH-4       API "S" Service Category(s):     Ø     EA.4     Ø     CJ-4     Ø     CH-4			
P <sup>1</sup> °C "Service Category(s): CK-4 CJ-4 CI-4 CH-4 P <sup>1</sup> °F "Service Category: FA-4 splayed 1st Category: FK <sup>1</sup> ⊕ "S" ⊕ "C" essource Conserving: Yes No	API "S" Service Category: SN SN SL SJ API "C" Service Category(s): CK-4 CL-4 CL-4 CH-4 API "F" Service Category: FA-4	API "S" Service Category:	© SN © SM © SL	© sJ
PI "C" Service Category(s):         CK-4         CJ-4         CH-4         CH-4           PI "F" Service Category:         FA-4         Splayed 1st Category:         FA-4         CH-4         CH-4           splayed 1st Category:         "F"         "S" "S"         "C"         Splayed 1st Category:         "F"         No           SAC GF-5 Specification:         "Yes         No         No         Splayed No         Splayed No	API "S" Service Category: SN SN SI SI SJ API "C" Service Category(S): CK-4 CJ-4 CI-4 CH-4 API "F" Service Category: FA-4 Displayed 1st Category: FA-4	API "S" Service Category: API "C" Service Category(s):	© SN © SM © SL © CK-4 © CJ-4 ©	SJ CI-4 C
PI "C" Service Category(s):         CK-4         CJ-4         CH-4         CH-4           PI "F" Service Category:         FA-4          Splayed 1st Category:         FA-4           splayed 1st Category:         "F" "         "S" "S" "         "C"           esource Conserving:         "Yes "         No           SAC GF-5 Specification:         "Yes "         No           N Resource Conserving         "Yes "         No	API "S" Service Category: SN SM SL SJ API "C" Service Category(S): CK-4 CJ-4 CL-4 CH-4 API "F" Service Category: FA-4 Displayed 1st Category: FA-4 CI-4 PLUS Designation: * Yes No	API "S" Service Category: API "C" Service Category(s): API "F" Service Category(s):	© SN © SM © SL © CK-4 © CJ-4 © ® FA-4	● SJ CI-4 □ CI
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#### Page 2: Elements and Properties

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		MY COMPANIES MY NOTIFICATIONS ABOUT EOLCS CONTACT US HELP
COMPANY INFO PRODUCTS FORMULATIONS AUDITS	PUBLIC DIRECTORY	
ements and Properties		
Formulation Information Elements and Proper	ties Additives and	Testing
Formulation Information		
Formulation ID: Test 2-11		
Viscosity Grade: 10W-30		
Service Category & SN Resource Conserving		
Market Date: 01-Feb-2014		
Instructions		
A value must be entered for elements and prop ranges. If the system returns a red error messa you will still be allowed to submit the formulation may require supporting information before allow	erties below. If the formu ige, the value is outside n; however the value sho ving a value outside a fo	lation does not include an element or property <i>enter a value of 0</i> . The system will not accept values outside certain the range, and the system will prevent the formulation from being submitted! If the system returns a green error message, ould be reviewed for accuracy. If the system will not accept a value or values, please contact the EOLCS helpdesk. API mulation range.
element Analysis		
Zinc (Zn) (ASTM D4951):* .1 v	wt. %	
Calcium (Ca) (ASTM D4951):*	wt. %	
Magnesium (Mg) (ASTM D4951):*	wt. %	
Sodium (Na) (ASTM D4951):*	wt. %	
fitanium (Ti) (ASTM D4951):*	wt. %	All properties marked with an asterisk (*) are required
Nitrogen (N) (ASTM D3228 or D5762):* .1 v	wt. %	All fields have a range that we expect your value to fa
3oron (B) (ASTM D4951):*	wt. %	within. If your value is not within the expected range for
Molybdenum (Mo) (ASTM D4951):*	wt. %	a required field you will receive the following error:
Phosphorus (P) (ASTM D4951):* .06 v	vt. %	The value entered dose not fall within expected range. Diago correct or contact ADI
Sulfur (S) (ASTM D4951 or D2622):* .1 v	wt. %	The value entered does not fail within expected range. Please correct of contact API,
Finished Oil Physical Properties and Test Metho	ods	If your value is not within the expect range for a non- required field you will receive the following warning:
Total Base Number (ASTM D2896):*	10 mg KOH	Validate that the entered value is correct before proceeding
/iscosity at 100°C (ASTM D445):*	10 cSt	validate that the entered value is correct before proceeding.
Cold Cranking Simulator (ASTM D5293):*	5000 cP	If you do not complete a required field or receive a req
CCS Test Temperature:*	-25 °C	error you will not be able to continue to the next step.
Mini-Rotary Viscometer (ASTM D4684):*	10000 cP	
MRV Test Temperature:*	-30 °C	
MDU Viald Classes	< 35 🔻 Pa	
MAY TIER SUESS:		
NOACK Volatility (ASTM D5800):*	10	
MNY THO SUESS: NOACK Volatility (ASTM D5800);* High Temperature High Shear Rate Viscosity (ASTM D4683);*	3 mPa-s H	ITHS <sub>140</sub>





#

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.

	Licensing				
COMDINIVINED DEODUCTS EORIALI ATION				MY COMPANIES MY NOTIFICATIONS	ABOUT EOLCS CONTACT US
Additives and Testing	AUDITS PUBLIC DIRECTORY				
Additives and resting					
Formulation Information Elemen	nts and Properties Additives and Te	sting			
Formulation Information					
Formulation ID: Test 2-11					
Viscosity Grade: 10W-30					
Service Category & Designation: SN Resource Conse	erving				
Market Date: 01-Feb-2014					
Instructions					
API requires that you inter the complete finished	d-oil formulation. You must provide the ID Code a	and Mass % of any Detergent Inhibito	r. Booster, Dispersant Viscosity Index	Improver, Non-Dispersant Viscosity Index Im	prover and/or Pour Point Depressa
added to the formulation. If the formulation does	es not contain one of the additives listed, please Read-Across engine tests are not applicable to y	e enter N/A for the ID code and zero	o for the Mass %.		
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 thi	s information, please use the "Print" o	ption at the bottom of the page before clickin	g "Save and Finish".
NOTE: All fields with ssterisks (*) are required	to complete this page.				
Additives					
Datement Inhibitor (II) Addition Package	Toot	Md55 70			
Bonster (Only if Aritier Senarate to DI Arititive).*	Test	0			
Disconnect Visconite Interview	Test	0			
Dispersant viscosity lidex improver:	rest	0			
Non-Dispersant viscoaty index improver:"	Test	0			
Pour Point Depressan:	lest	D			
Base Oils Approved for Formulation*					
Base Stock Name	API Group		Delete		
Test 2	API Group II		0		
Enter Base Stock Name	Select an API	Group	Add		
Supporting Criteria					
Supporting Criteria If API Base OII Interchangeability Guidelines were	e used for support formulation, list Engine Tests	where applied:* Sequence II	IG//IIIGB × Sequence VID ×		
Supporting Criteria If API Base Oil Interchangeability Guidelines were If API Viscosity Grade Read-Across Guidelines we	e used for support formulation, list <b>Engine Tests</b> v ere used for support of formulation, list <b>Engine Te</b>	where applied:* Sequence II	IG/IIIGB x Sequence VID x D x Sequence IIIE x Sequen	ce VE ×	
Supporting Criteia If API Base Oil Interchangeability Guidelines were If API Viscosity Grade lead-Across Guidelines we	e used for support formulation, list Engine Tests u ere used for support of formulation, list Engine Te	where applied:* Sequence II Sequence I Sequence I Sequence I	IG/IIIGB x Sequence VID x D x Sequence IIIE x Sequen IB x	ce VE x	
Supporting Criteia If AP Base Of Interchargeability Guidelines were If AP Viscosity Grade Iread-Across Guidelines we Wes STM used (Appendix R AP Guidelines for use	e used for support formulation, list <b>Engine Teets</b> or ere used for support of formulation, list <b>Engine Te</b> se of Single Technology Matrix;* <sup>(C)</sup> Yes (*)	where applied:* Sequence I Sequence I Sequence V No	IG/IIIGB x Sequence VID x D x Sequence IIIE x Sequen NB x	ce VE X	
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Supporting Criteria II AP Base Of Interchangeability Guidelines were II AP Viscosity Grade lead Across Guidelines wer Was STM used (Agendik R AP Guidelines for use Formulation/Stand Codes must be report directly to ensure har what you are report Example of experient format: Min Viscosity* directly * Min Viscosity* directly* Min Viscosity*	e used for support formulation, list <b>Engine Teele</b> s ere used for support of formulation, list <b>Engine</b> Te ere Single Technology Matrix, <sup>10</sup> © Yes ef in the format required by the ACC Code ing is correct. e Sequence III Engine Teet supporting the "S" or equence WD or WE <sup>+</sup> (#SSSSSSSSS-M-11177 ) p C	where applied.* Sequence 11 with where applied.* Sequence 11 Sequence 11 No of Practice. If you are attempting "C" Calegory claim.* IP-SSSSSSSS TTTT-16-LL-18	IG/III/GB x) Sequence VID x) D x) Sequence IIIE x) Sequen 16 x) y to enter a code that is not accep \$\$44-11TTTTT-18-LL-18	ce VE x	supplier or additive company
Supporting Criteia II AP Base Of Interchangeability Guidelines were II AP Viscosity Grade lead Across Guidelines wer Was STM used JAgoedik R AP Guidelines for use Formulation/Stand Codes must be report directly to ensure har what you are report Exempted or appendix finant Exempted or appendix finant Exempted or appendix finant Exempted or appendix finant Exempted or appendix Subscription Subscription InterpretationsStand Codes "in applicable List one "Formulation/Stand Code" in applicable List one "Formulation" in applicable List one "Formulation" in a	e used for support formulation, list <b>Engine Teele</b> s ere used for support of formulation, list <b>Engine</b> Teeles ere of Single Technology Matrix, <sup>10</sup> © Yes ef in the format required by the ACC Code ing is correct. e Sequence III Engine Teel supporting the "S" or equence IVI or WE <sup>+</sup> (#SSSSSSSSSS-44-1177 p c	Ahres appled * Sequence II beta where appled.* Sequence II Sequence V NO of Practice. If you are attempting *C" Category claim.* IP-SSSSSSSS TTTT:16-LL-18 Data T13 cfr2	IG/III/GB x) Sequence VID x) D x) Sequence IIIE x) Sequen 16 x) y to enter a code that is not accept SSM-11TTTTT-16-LL-18	ce VE x	supplier or additive company
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Engine Oil Licensing and Certification System (EOLCS) Application - User Guide



# American petroleum institute $EOLCS^{\scriptscriptstyle{\mbox{\scriptsize M}}}$





	Welcome Jane Smith Log Off
energy	UM INSTITUTE
Engine Oil Licensin	D MY COMPANIES MY MOTIFICATIONS ABOUT FOLCS CONTACT US HELP 1
COMPANY INFO PRODUCTS FORMULATIONS AUDITS	S PUBLIC DIRECTORY
Formulation Datail ADI Test Compon	
Formulation Detail - API Test Compan	y
Instructions	
If this formulation is deactivated, it will be removed for no longer be used on new products.	om 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
<ul> <li>Formulation Information</li> </ul>	
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 Meth	nnde
Total Pace Number (ASTM D2006)	10 ma V01
Viscosity of 10020 (ASTM D445)	
Cold Cranking Cimulator (ACTM DE202)	10 COL
CCC Taet Temperature	
Mini, Rotary Viscometer (ASTM D4684)	10000 -P
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&HTHS140
High Temperature High Shear Rate Viscosity (ASTM D6616)	3 mPa-s HTHS <sub>100</sub>
Supporting Criteria	
Associated Products	
NO ASSOCIATED Products	

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





# 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.

energy	Engine Oil Licensing and Certification System			Welcome	Jane Smith!	Log Off
		MY COMPANIES	MY NOTIFICATIONS	ABOUT EOLCS	CONTACT US	HELP
COMPANY INFO P	FORMULATIONS PUBLIC DIRECTORY					
Product Detail	- API Test Company - EOLCS Test Product					
Instructions This page allows I bottom of the page	ensees to add new formulations, associate existing formulations, request formulations from suppliers, and remove formulations for all changes to take effect.	s. Once all updat	es have been made	, please click '	Submit' at the	
<ul> <li>Product Information</li> </ul>	ion					
Brand Name:	EOLCS Test Product					
Viscosity Grade:	10W-30					
Service Category & Designation:	SN					
Market Date:	01-Feb-2014					
Product ID:	13346					
Status:	New					
<ul> <li>Associated Form</li> </ul>	ulations					
Below is a list of fe	rmulations that have already been added to this product along with their status. Any formulation in the 'Active' status may be ren	moved if it is no	longer relevant to t	he product.		
No Associated Form	lations					
<ul> <li>Available Formu</li> </ul>	ations					
Below is a list of y completed, you wi	ur company's formulations that meet the criteria for this product and can be added to the product. If you need to add a formulati be returned to this page and be given the opportunity to select the new formulation.	on for this produ	uct, select 'Add A N	ew Formulation	n'. Once	
No available formula	ions. Add a new formulation or request a formulation from your supplier below.					
Add A New For	nulation					
- Contact Supplie	For Formulation					
Choose 'Request	rom Supplier' to request a formulation for your product from a specific supplier. The supplier must provide you with its Company	y ID.				
Request From	upplier					
Product Packagi	g					
		🗆 I agree	to the Certificatio	n of Data ter	ms and cond	ditions.
			I	Withdraw Pr	oduct	lext



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	energy Engine Oil Licensing and Certification System MY companies MY NOTIFICATIONS ABOUT EDLCS 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
There are two	Request Information
pieces of	Formulation Recurrent Intality.*
required	B 世 A ▼ 例 ▼ 目 事 罪 〓   汪   律 律   ∞ ↔   强 (inherited size) ▼
information on	Please provide 10W-30 formulation.
the	
Formulation	
Request:	
Formulation	
Request	Formulation ID:
Details and	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.
your supplier's	Enter Company ID.* 10709
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





#### **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.

energy -	Engine Oil Licensing and C	ertification Sys	stem			Welcome E	OLCS TESTI	Log Ot
	Engine on Electioning and o	ertineation eye	Stem	MY COMPANIES	MY NOTIFICATIONS (16)	ABOUT EOLCS	CONTACT US	HELP
COMPANY INFO PRODUCTS	FORMULATIONS PUBLIC DIRECTORY							
EOLCS Test Company	1							
Action Items								
Items below require your at New Formulation Requests:	tention. Please address them as soon as pos	sible.						
Brand Name	Requested Marketer Name	Visco	osity Grade	Service Category & Designation		Created Date		
EOLCS Test Product	API Test Company	10W-	-30	SN		12-Feb-2014		
Company Information							Edit	
Company Information							Cuit	
Company Legal Name:	EOLCS Test Company							
Company ID:	10709							
Address:	1220 L ST NW WASHINGTON, DC, 20005-4018, United States	s						
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							
Withdraw Liconco								
WILLIU AW LICENSE								
Contact List: Primary	Full Name	Email		Phone	Cell	Delete		
17	EOLCS TEST	eolcs@api.org		202-682-8000		0		
	Sara Miller	millers@api.org		202-682-8000		0		
Add Contact								
<ul> <li>Order History</li> <li>Legal Agreements</li> </ul>								
Add Engine Oil Product	Add Engine Oil Formulation							

energy	Engine Oil Licensing and	Certification Sy	rstem	MY C	COMPANIES MY NOTIFICAT	Welcome	EOLCS TESTI	Log Off HELP
COMPANY INFO PRODUCTS	FORMULATIONS PUBLIC DIRECTORY							
EOLCS Test Compa	ny							
Instructions Below is a list of formulati the formulation is current Formulations Active (3) Inactive (2) New (0) Carceled (1)	on statuses that can be used to locate and m y associated with. Engine Oil Formulation Requests Rec FORMULATION ID	anage existing formulati Bived	ons. Once a specific formulation	T DESIGNATION	mulation ID to view form	ulation details, includi	ng all products T	that
All (6) Requests Received Pending (1)		Tow-30	SN			Displaying ite	ms 1 - 1 of 1	
Approved (0) Denied (1) All (2) Requests Sent Pending (2) Approved (2) Denied (0) All (4)								

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





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

Engine Oil Licensing and Certification System							Welcome EOLCS TESTI Log Off		
					MY COMPANIES	MY NOTIFICATIONS (16)	ABOUT EOLCS CONTACT US HELP		
COMPANY INFO	PRODUCTS FORMULATIONS	PUBLIC DIRECTORY							
Marketer Formulation Request									
Instructions									
If you do not red of its products.	ognize the company requestin	ig a formulation for	a product, please reject t	the request and notify API. Once a fo	rmulation is submitted, this mark	eter will have the abilit	y to use the formulation(s) on any		
Product Inform	ation								
Marketer:	API Test Company								
Requested On:	12-Feb-2014								
Requested By:	Jane Smith								
Brand Name:	EOLCS Test Product								
Viscosity Grade:	10W-30								
Service Category 8 Designation:	SN								
Request Details:	Please provide 10W-30 formula	ation.							
Formulation ID:	N/A								
Status:	Pending								
Comments:									
B I U abe	(inherited font)  v (inherit	ed size) 🔻 🛕	<u>v</u> <u>v</u> = = = =						
Format	▼ ⇔ ☆								
Dony Poquest									
Delay hequest	and the share the state in the second state of the state	. In concentration of the second	formed and the						
Available Form	ulations	ris currentiy assoc	iateu with.						
	ulduviis								
Form	ulation ID fest	API ID 59976	Viscosity 10W-30	Service Category SN	Designation	Active	Status Date 22-Jan-2014		
					(R) agree	to the Certification	of Data terms and conditions.		
Add NeW FO	mulauufi				<b>U</b>		pprove Selected Formulation(s)		
Approved On: 17-Fe	b-2014 Approved By: EOLO	CS TEST							



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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	Engine Oil Li	icensing and Certi	fication System			Welcome EOLCS T	STI Log Off			
	Lingino on Li	looning and cont	noution ofoton		MY COMPANIES	MY NOTIFICATIONS (17	ABOUT EOLCS CONTA	CT US HELP		
COMPANY INFO PRODUCTS	FORMULATIONS PUB	BLIC 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)	Engine Oil Formulation Requests Received									
New (0)	FORMULATION ID	T BRAND NAME	Y VISCOSITY	SERVICE CATEGORY	T DESIGNATION	MARKET	ER	т		
Canceled (1) All (6)	N/A	EOLCS Test Product	10W-30	SN		API Tes	t Company			
Requests Received	⊘         H < 1 → H									
Pending (0) Approved (1) Denied (1) All (2) Requests Sent Pending (2) Approved (2) Denied (0) All (4)										





# 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	Engine Ail Licensing and Certification System					Welcome Jane Smith!		Log Off	
	Linginio on Lioo	iong and continuation c	Joronn	MY COMPANIES N	IY NOTIFICATIONS (1)	ABOUT EOLCS	CONTACT US	HELP	
COMPANY INFO PRODUCTS	FORMULATIONS PUBLIC DIR	RECTORY							
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)	Engine Oil Formulation	Requests Sent							
Inactive (0) New (0)	FORMULATION ID	Y BRAND NAME Y VISCOSITY	T SERVICE CATEGORY	T DESIGNATION	T SUPPLIE	R	т		
Canceled (0)	N/A	EOLCS Test Product 10W-30	EOLCS Test Company						
All (1)	Ø к ∢ 1 → н					Displaying item	s 1 - 1 of 1		
Requests Received Pending (0) Approved (0) Denied (0) All (0) • Approved (1) Denied (0) All (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.							


the formulation.



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).

	energy	Engir	e Oil Lice	ensing and Ce	rtification System		MY COMPANIES	MY NOTIFICATIONS	Welcome Jane Smith! ABOUT EOLCS CONTACT U	Log Off S HELP
	COMPANY INFO PI	RODUCTS FORMULAT	IONS PUBLIC	DIRECTORY						
	Marketer Forn	nulation Reque	est							
	Instructions									
	If you do not recog of its products.	gnize the company re	questing a for	mulation for a product	, please reject the request and no	tify API. Once a formulation is sub	omitted, this marketer	will have the ability	y to use the formulation(s)	on any
	Product Informat	tion								
	Marketer:	API Test Company								
	Requested On:	12-Feb-2014								
	Requested By:	Jane Smith								
	Brand Name:	EOLCS Test Product								
	Viscosity Grade:	10W-30								
	Designation:	SN								
	Request Details:	Please provide 10W-3	0 formulation.							
	Formulation ID:	N/A								
	Status:	Approved								
	View Product D	etail								
licking on the	Below is a list of p	roducts that this for	nulation is cur	rrently associated with						
formulation ID	Approved Formu	lations								
of any supplier	Formulation ID		API ID	Viscosity	Service Category	Designation	l.	Status	Status Date	
provided	1-22 Test		59976	10W-30	SN			Active	22-Jan-2014	
tormulations										
allows you to										
view details of										



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energy	Engine Oil	Licensing and Certification System		Welcome	Jane Smith!	Log Off
COMPANY INFO			MT NUTIFICATIONS (1)	ABOUT EULUS	CUNTACT US	HELP
Eormulation	Dotail - EOLCS Toot (					
Formulation	Detail - EULUS Test t	ompany				
Instructions						
If this formulation longer be used of	n is deactivated, it will be rem on new products.	wed from all products that it is currently associated with. A list of these products can be viewed at the bottom	of the page. Once deac	tivated, the form	nulation can	no
<ul> <li>Formulation In</li> </ul>	formation					
Formulation ID:	1-22 Test					
Viscosity Grade:	10W-30					
Service Category & Designation	SN					
Market Date:	22-Jan-2014					
API ID:	59976					
Status:	Active					
✓ Elemental Ana	lysis					
Zinc (Zn) (ASTM D4	951) .1 wt.%					
Calcium (Ca) (ASTM	D4951) wt.%					
Magnesium (Mg) (A	STM D4951) wt. %					
Sodium (Na) (ASTM	D4951) wt.%					
Titanium (Ti) (ASTM	D4951) WL %					
Nitrogen (N) (ASTM	D3228 or D5762) .1 wt. %					
Magnesium (Mg) (A	STM D4951) wt %					
Sodium (Na) (ASTM	D4951) wt.%					
Titanium (Ti) (ASTM	D4951) wt.%					
Nitrogen (N) (ASTM	D3228 or D5762) .1 wt.%					
Boron (B) (ASTM D4	951) wt.%					
Molybdenum (Mo) (	ASTM D4951) wt. %					
Phosphorus (P) (AS	FM D4951) .06 wt. %					
Sulfur (S) (ASTM D4	951 or D2622) .1 wt. %					
- Finished Oil D	unical Dreporting and Test	Mathada				
<ul> <li>Fillistied off Pl</li> </ul>	Tysical Properties and Test	nethods				
Viscosity et 10080	ASTM D2896)	10 mg KOH				
Cold Cranking Simu	Institut 0445)	10 tol				
CCS Test Temperatu	re					
Mini-Rotary Viscom	eter (ASTM D4684)	5000 cP				
MRV Test Temperat	ure	-30 °C				
MRV Yield Stress		<35 Pa				
NOACK Volatility (As	TM D5800)	10 mass % lost				
High Temperature H	igh Shear Rate Viscosity (ASTM D46	I3) 3.5 mPa-s HTHS <sub>150</sub>				





## 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.



American petroleum institute  $EOLCS^{\scriptscriptstyle{\mbox{\scriptsize M}}}$ 



#### 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

Engine Of Licensing and Certification System         In the other of the system         In the othere other other of	operau										Welcome	Jane Smith!	Log Off
ONERALATION PRECIDENCION         Product Detail - API Test Company - EOLCS Test Product         Instructions         This ages allows licensees to add new formulations, associate existing formulations, request formulations, request formulations, request formulations, request formulations, associate existing formulations, request formulations from suppliers, and remove formulations. Once all updates have been made, please click 'slubmit' at the bettern of the page for all changes to take effect. <ul> <li>Product Information</li> <li>Branck Name:</li> <li>EOLCS Test Product</li> <li>Product ID</li> <li>Table</li> <li>Statu:</li> <li>New</li> </ul> Associated Formulations         Beinguidino:            Associated Formulations            Associated Formulations            Associated Formulations            Associated Formulations            Associated Formulations            Below is a list of procentations            Associated Formulations            Below is a list of yoer company's formulations that meet the criteria for this product and cas be added to the product. If you need to ad a formulation for this product, select 'Add A New Formulation'. Once company's formulations that meet the criteria for this product and cas be added to the product. If you need to ad a formulation for this product, select 'Add A New Formulation'. Once company's formulations that meet the criteria for this product and	energy	TH.	E	ngine vii Licer	nsing and G	ertification Syste	em		Y COMPANIES	MY NOTIFICATIONS	ABOUT EOLCS	CONTACT US	HELP
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AMERICAN PETROLEUM INSTITUTE **EOLCS**<sup>™</sup>



## Associating A New Formulation

	energy Engine Oil Licensing and Certification System Welcome Jane Smithi Log Off
	COMPAYINO 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
Clicking on 'Add A New	Status: New
Formulation'	
will take you to	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
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step process	No available formulations. Add a new formulation or request a formulation from your supplier below.
for adding a new	Add A New Formulation
formulation	← Contact Supplier For Formulation
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Formulation	Product Packaging  I ggree to the Certification of Data terms and conditions.
	Withdraw Product Next





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.

COMPANY INFO       PRODUCTS       OPRIOD LODE OF COMPANY INFO       PRODUCTS       OPRIOD COMPANY INFO         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.	NBOUCE       ORBULATIONS       NEULC DECRECTOR         COMMANY MC       ORBULATIONS       NEULC DECRECTOR         Instructions         Instructions         This page allows licensees to add new formulations, essociate 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 Instructions         Product Set Set Set Set Set Set Set Set Set Se	energy	Eng	ine Oil Licensir	ng and Certification System		IY COMPANIES MY NOTIFI	Welcome Jane Smi	th! Log Off T US HELP
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Brad Name       EGCS Tes Product         Viscosity Grades       10-40-0         Spesignations       Single-Category Spesignations         Brad Name       01-Fe-2014         Naket Date       01-Fe-2014         States       13-46         States       New	Band Name       EOLS Test Product         Vieword Vieword       Wink         Strengton Vieword       No         Strengton Vieword       No         Vieword Vieword       No         Vieword Vieword       No         Strengton       Nov	<ul> <li>Product Informa</li> </ul>	tion						
Visosity Grade:       104-30         Service Category & Single       Naket Oale:         Market Date:       01-6e-2014         Product ID:       3346         Statis:       New	Viscosity Gradies 900-30   Service Category & Beisgrafies 900   Market Date: 91-Feb-2014   Product Die: 3346   Status: New   Associated Formation but meter therated to the product along with their status. Any formulation in the 'Active' status may be removed in the no longer relevant to the product. No Associated Formation status meter the riferio gradies of the product. If you may be removed in the rotative' status may be removed as formulation'. One product along with their status. Any formulation in the 'Active' status may be removed in the no longer relevant to the product. No Associated Formation status meter the riferio gradies of the product. If you may be removed as formulation'. One product along with their status and the product. If you may be removed as formulation'. One product along with their status and the product. If you may be removed as formulation'. One product along with their status and the product. If you may be removed as formulation'. One product along with the restoremendation.   Add Anver Category & Designation Viscosity   Applerix Formulation ID   Applerix Formulation ID   Service Category & Designation Viscosity   Market Date	Brand Name:	EOLCS Test Produ	ict					
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Market Date:       01-F6b-2014         Product ID:       33-46         State:       New	Market Date:       0 - Feb-2014         Product ID::       3348         Status:       New    Associated Formulations that was already been added to this jury output along with their status. Any formulation in the 'Active' status may be removed if it is no longer relevant to the product. No Associated Formulation is a list of been added to the signal of their status. Any formulation in the 'Active' status may be removed if it is no longer relevant to the product. No Associated Formulation is a list of the signal of the sign	Service Category & Designation:	SN						
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Suppler Formulation ID Service Category & Designation Viscosity Market Date	API rest company lest 2-11 SN 10W-30 01-Fed-2014 Remove Add	Supplier		Formulation ID	Service Category & Designation	Viscosity	Market Date		
Contact Supplier For Formulation		Choose 'Request I Request From Product Packagi	From Supplier' to r Supplier	request a formulation fo	your product from a specific supplier. The supplier mus	t provide you with its Company ID	revie and	ssociate and s w click 'Add', o conditions and	ubmit to check th I click 'S
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	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       I O ASSOCIATE AND SUDMIT TO review click 'Add', check th and conditions and click 'S         Product Packaging       I O ASSOCIATE AND SUDMIT TO review click 'Add', check th and conditions and click 'S					(	agree to the Cer	rtification of Data terms and 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.

energy	Eng	ine Oil Licensing an	d Certification System			Welcome Jane Smith!	Log Off	
	Ling	ine on Licensing un	a continuation official	MY	COMPANIES MY NOTIFICATIO	NS ABOUT EOLCS CONTACT US	HELP	
COMPANY INFO P	RODUCTS FORMUL	ATIONS PUBLIC DIRECTORY						
Product Detail	- API Test C	ompany - EOLCS Test	Product					
Instructions								
This page allows li bottom of the page	icensees to add ne e for all changes to	w formulations, associate existo take effect.	ing formulations, request formulations from supp	bliers, and remove formulations. Onc	e all updates have been r	nade, please click 'Submit' at th	e	
<ul> <li>Product Information</li> </ul>	tion							
Brand Name:	EOLCS Test Produ	ct						
Viscosity Grade:	10W-30							
Service Category &								
Designation:	SN							
Market Date:	01-Feb-2014							
Product ID:	13346							
Status:	New							
<ul> <li>Associated Form</li> </ul>	nulations							
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Add A New For	rmulation		,					
Supplier		Formulation ID	Service Category & Designation	Viscosity	Market Date			
EOLCS Test Comp	any	1-22 Test	SN	10W-30	22-Jan-2014	Remove		
Contact Supplier	r For Formulatio	n			_			
Choose 'Request F	From Supplier' to r	equest a formulation for your p	roduct from a specific supplier. The supplier mus	t provide you with its Company ID.	To assoc	ate and subn	nit to	
Request From S	Supplier				review cl	ick 'Add', che	ck the	
					and con	ditions and cli	ck 'S	
Product Packagin	ng							
				C	agree to the Certific	cation of Data terms and con	ditions.	
						Withdraw Product	Submit	





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

# Application Fee – Invoice/Payment New Company



AMERICAN PETROLEUM INSTITUTE EOLCS™



### **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.

energy Engine Oil Licensing an	d Certification System	Welcome Jane Smithi Log Off ABOUT EOLCS CONTACT US HELP
COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY		
Legal Agreement		
Instructions		
API requires applicants to sign electronically the EOLCS license age signs an agreement on behalf of someone else within the licensee's	reement. A new agreement is also required at annual license renewal and whenever a licensee's company name cl company, that person will be notified by email that a new agreement has been signed.	hanges. If an account manager
EOLCS Legal Agreement		
PART C-EOLCS LICENSE AGREEMENT		
This Agreement between THE AMERICAN PETROLEUM INST D.C., 20005, and signatory below (hereinafter "Licensee").	ITUTE (hereinafter "API"), a corporation of the District of Columbia, having an office at 1220 L Str	eet, N.W., Washington,
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 f	rom API on or in connection with the marketing of goods made in accordance with API standards and sp	ecifications.
NOW THEREFORE, in consideration of the mutual cove	nants hereinafter stated, the parties agree as follows:	
<ol> <li>API grants to Licensee a nonexclusive lic is made a part hereof (hereinafter the "marks") provided th Licensing and Certification System ("the products"), include</li> </ol>	ense to use the certification mark(s) for the service categorie, viscostits, and brand names set f ar these products are made in accordance with the standards and requirements set forth in API 1809 + ling any amendments, modifications, substitutions or interpretations that hereafter are adopted.	orth in Schedule A which entitled, Engine Oil
Please enter your full name as displayed below to accept the legal agreement.	An electronic circulture is required on the Levy	
Signature:	An electronic signature is required on the Lega	al Agreement.
Jane Smith	Please type your name exactly as it appears in the second seco	n the system.
Are you signing on behalf of another person?		
CYes No*	behalf of someone, you will be required to provid	
	f benañ or someone, you will be required to provid	Previous Accept
an email address f	or 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 <u>here</u>.

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

			MY COMPANIES MY NOTIFICATIONS AB	OUT EOLCS CONTACT US
MPANY INFO PRODUCTS FORMULATIONS	PUBLIC DIRECTORY			
oice Information				
structions 1y information on this page may be chang	jed as needed in order to facilitate payment. Cha	nging contact information on this page does not change th	e contact information within the com	pany account.
illing Address		Mailing Address		
rst Name	Last Name	First Name	Last Name	
ane	Smith	Jane	Smith	*
ompany Name API Test Company		Company Name API Test Company		
ountry	Address Line 1	Country	Address Line 1	
Inited States 💌 *	1220 L ST NW	United States	1220 L ST NW	*
Idress Line 2	City/Locality	Address Line 2	City/Locality	
	WASHINGTON *		WASHINGTON	*
tate (Dravinee	Tie Destel Cade	State /Drawings	Zin/Destal Cada	
DC *	20005-4018	DC	20005-4018	*
nvoice Information Forenew your license: below please repor Reference or PO Number: PO Number 12345	rt total volume of API-licensed engine oil sold un	der your license		
Bill				
Description			Amount	
EOLCS Application Fee				
Grand Total				





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.

	energy	Engine Oil Lic	ensing and Certifica	tion System					Welcome	Jane Smith!	Log Off
The two						MY CO	OMPANIES	MY NOTIFICATIONS	ABOUT EOLCS	CONTACT US	HELP
available	COMPANY INFO PRODU	ICTS FORMULATIONS PUBLIC	C DIRECTORY								
payment	Invoice and Payn	nent Information									
methods are	Instructions										
Bank Wire	A payment method mu	ist be chosen and specific pay	ment information entered before	the payment can be completed. A	n invoice can a	also be printed using	the "Print	Invoice" option at	the bottom of t	he page.	
and Check.	Payment Information	on	Invoice #	Invoice Date	Refer	rence or PO Number:					
You will be	Payment Method *		M377	12-Feb-2014	PO	Number 1234	5				
required to	C Bank Wire		Billing Address		N	Mailing Address					
submit	C Check		API Test Company		A	PI Test Company					
information	Payment Method *	Payment Method *	Jane Smith 1220 L ST NW		J	ane Smith 220 L ST NW					
specific to	<ul> <li>Bank Wire</li> <li>C Check</li> </ul>	C Bank Wire Check	WASHINGTON, DC 20005-4018 United States		v U	VASHINGTON, DC 20005 Inited States	5-4018				
the payment	Bank Name	Check Number									
method	*	*	Bill								
chosen.	Kemitter Name	Kemitter Name	Description					A	nount		
	Upload File(s)	Upload File(s)	EOLCS Application Fee								
	Select Maximum allowed file size: 50 MB	Maximum allowed file size: 50 ME	Grand Total								
											_

OMPANY INFO PRODUCTS FORMULAT	IONS PUBLIC DIRECTORY				
Yment Submission Payment Information Payment Method Check Check Number 123456789 Remitter Name API Test Company Amount	Invoice # M377 Billing Address API Test Company Jane Smith 1220 L ST NW WASHINGTON, DC 20005-40 United States	Invoice Date 12-Feb-2014	Reference or PO Number: PO Number 12345 Mailing Address API Test Company Jane Smith 1220 L ST WW WASHINGTON, DC 20005-4018 United States		
	Bill Description EOLCS Application Fe Grand Total	e		Amount	



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





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

energy	Engine Oil Licensing a	nd Certification	n System					Welcom	e Jane Smith!	Log
	Engine on Electioning a		roystem			MY COMPANIES	MY NOTIFICATION	S (1) ABOUT EOLCS	CONTACT US	н
COMPANY INFO PRODUCTS	FORMULATIONS PUBLIC DIRECTORY									
API Test Company										
Action Itoms										
Currently there are no action	n items. Please select an option below to co	ontinue								
Company Information									Edit	
Configured Common Name									Eult	
ceruncate company name:	API Test Company									
Company Legal Name:	API Test Company									
Company ID:	10754									
Address:	1220 L ST NW WASHINGTON, DC, 20005-4018, Unit	ted States								
Website:	www.api.org									
Contact List:										
Primary	Full Name	Email			Phone		Cell	Delete		
<u>v</u>	Jane Smith	noreplyeolcs@api.org			202-682-8000			8		
	EOLCS TEST	eolcs@api.org			202-682-8000			8		
Add Contact										
<ul> <li>Order History</li> </ul>										
Order Number	Submitted Dat	e	Pa	yment Type		Payr	ment Status			
769199	12-Feb-2014		Ch	eck		Paid				
<ul> <li>Legal Agreements</li> </ul>										
Date Signed	Signed By		Submitted By			Legal Agreemer	nt			
12-Feb-2014	Jane Smith		Jane Smith			View Detail				
Add Engine Oil Product	Add Engine Oil Formulation									





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

	nergy	Engine Oil Licensing an	d Certification System				Welcome	Jane Smith!	Log Off
		Lighte en Lieeneng un	a vortinivation official		MY COMPANIES	MY NOTIFICATIONS	ABOUT EOLCS	CONTACT US	HELP
	COMPANY INFO PRODUCTS	FORMULATIONS PUBLIC DIRECTORY							
A	PI Test Company								
	Action Items								
	Currently there are no action	items. Please select an option below to cont	inue.						
	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							
<b>*</b>	License Number:	3005							
	Original License Issue Date:	22-Feb-2014							
	License Effective Date:	22-Feb-2014							
	License Expiration Date:	31-Mar-2015							
	Latest Certificate:	EOLCS Certificate API Test Company 23	Feb-2014 4:33:56 PM						
	Withdraw License								
	Contact List:	Eull Name	Email	Dhone		Coll	Delete		
		Jane Smith	noreplyeolcs@api.org	202-682-8000		Cell	ß		
		EOLCS TEST	eolcs@api.org	202-682-8000			8		
	Add Contact						•		
	Order History								
	<ul> <li>Legal Agreements</li> </ul>								
	Add Engine Oil Product	Add Engine Oil Formulation							





## 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 31<sup>st</sup>. Each year you
  must renew your license by March 31<sup>st</sup> 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 <u>here</u>.





## Renewing A License

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

energy	Engine Oil Licen	sing and Certification System	MY COMPANIES	Welcome Jane Smith! Log Off MY NOTIFICATIONS ABOUT EOLCS CONTACT US HELP
COMPANY INFO PR	RODUCTS FORMULATIONS PUBLIC DIR	ECTORY		
API Test Comp	any			
Action Items	no action items. Please select an ontion	below to continue		
-Company Inform	nation			Edit
Certificate Company	Name: API Test Company			Eur
Company Legal Nam	18: API Test Company			
Company ID:	10754			
Address:	1220 L ST NW	6 4049 United States		
Website-	www.api.org	5-4018, United States		
License Status:	Active			
License Number:	3005			
Original License Issu	Je Date: 22-Feb-2013			
License Effective Da	te: 22-Feb-2013			
License Expiration D	late: 31-Mar-2014			
Latest Certificate:	EOLCS Certificate API Tes	t Company 23-Feb-2014 4:33:56 PM		
14/2+1				
Withdraw Lice	ense			
Contact List: Primary	Full Name	Email	Phone	Cell Delete
2	Jane Smith	noreplyeolcs@api.org	202-682-8000	8
	EOLCS TEST	eolcs@api.org	202-682-8000	0
Add Contact				
Legal Agreem     Renew License	Add Engine Oil Product Ac	d Engine Oil Formulation		
energy	Engine Oil Licen	sing and Certification System	MY COMPANIES	Welcome Jane Smith1 Log Off MY NOTIFICATIONS ABOUT FOLCS CONTACT US HELP
COMPANY INFO PP	RODUCTS FORMULATIONS PUBLIC DIR	ECTORY		
Legal Agreem	ent			
Instructions API requires applic signs an agreemen	cants to sign electronically the EOLCS t on behalf of someone else within th	S license agreement. A new agreement is also require e licensee's company, that person will be notified by	d at annual license renewal and whenever a licensee's email that a new agreement has been signed.	company name changes. If an account manager
EOLCS Legal Agr	reement			
PART C-EOLCS LIC	CENSE AGREEMENT			<u>_</u>
This Ag D.C., 20005, and WHEREAS WHEREAS NOW THE 1.	reement between THE AMERICAN PERF is ignatory below (hereinafter "Li ), API is the owner of all rights ), Licensee desires a nonexclusive REFORE, in consideration of the m API grants to Licensee a nonexc	OLEUM INSTITUTE (hereinafter "API"), a corporat consee"). to certain certification marks relating to API' license from API on or in connection with the mutual covenants hereinafter stated, the parties lusive license to use the certification mark(s)	<pre>ion of the District of Columbia, having an offi 's Engine Oil Licensing and Certification System marketing of goods made in accordance with API s agree as follows: for the service categories, viscosities, and b</pre>	<pre>ze at 1220 L Street, N.W., Washington, , (hereinafter "EOLCS"). standards and specifications. rand names set forth in Schedule A which</pre>
is made a part h Licensing and Ce	ereor (nereinarter the "marks") p ertification System ("the products	Provided that these products are made in accordance ), including any amendments, modifications, such as a second second second second second second second second second second second secon	ance with the standards and requirements set for abstitutions or interpretations that hereafter a	<pre>ts is AF1 1509 entitled, fngine Oil re adopted. *</pre>
Please enter your full Signature: Jane Smith Jane Smith Are you signing on be	name as displayed below to accept the legal * half of another person?	An electronic s Please type yo	ignature is required on t ur name exactly as it ap	he Legal Agreement. opears in the system.
○ Yes ♥ No *	lf you are signii an email addi	ng on behalf of someon ress for that person and	ne, you will be required t I they will be sent a noti	fication.

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



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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.

energy	Engine Oil	Licensing and Cer	tification System		МУ	COMPANIES	MY NOTIFICATIONS	Welcome ABOUT EOLCS	Jane Smith!	Log Of HELP
COMPANY INFO PRODUCTS	FORMULATIONS	PUBLIC DIRECTORY				1.000				
Invoice Information										
Instructions										
Any information on this page	e may be changed a	as needed in order to facilitat	te payment. Changing contact	information on this page does I	not change the	contact info	mation within the	company acco	unt.	
Billing Address				Mailing Address						
First Name		Last Name		First Name		Last Na	ne			
Jane	*	Smith	*	Jane	*	Smith		*		
Company Name				Company Name						
API Test Company				API Test Company						
Country		Address Line 1		Country		Address	Line 1			
United States	▼ *	1220 L ST NW	*	United States	<b>v</b> *	1220 L	ST NW	*		
Address Line 2		City/Locality		Address Line 2		City/Loc	ality			
Address Line Z		WASHINGTON	*	Address Line Z		WASHI	NGTON	*		
State/Province		Zip/Postal Code		State/Province		Zip/Post	al Code			
DC *		20005-4018	*	DC *		20005-	4018	*		
Invoice Information To renew your license: bele Reference or PO Number: Volume of Sales (gallons): Note: Volume fee will be show Bill	ow please report to	tal volume of API-licensed en	ngine oil sold under your licen	se for the period beginning Jan	uuary 1, 2013 an	d ending De	cember 31, 2013.			
Description							Amour	ıt		
EOLCS Renewal Fee										
EULCS Royalty Fee										
Grand Total										
								Previous	Generate Inv	Dice



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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	COMPANY INFO PROE	DUCTS FORMULATIONS PUBLI	IC DIRECTORY		MY COMPANIES	MY NOTIFICATIONS	ABOUT EOLCS	CONTACT US	HELP
payment	Invoice and Pay	ment Information							
methods are Bank Wire	Instructions A payment method m	ust be chosen and specific pa	yment information entered before th	e payment can be completed. An invoic	e can also be printed using the "Pr	int Invoice" option a	t the bottom of th	he page.	
and Check. You will be required to	Payment Informat	ion	Invoice # M427	Invoice Date 23-Feb-2014					
submit	C Check	Payment Method *	Billing Address API Test Company		Mailing Address				
specific to	Bank Wire     Check	C Bank Wire Check	Jane Smith 1220 L ST NW WASHINGTON, DC 20005-4018 United States		Jane Smith 1220 L ST NW WASHINGTON, DC 20005-4018 United States				
the payment method	Bank Name * Remitter Name	Check Number	Bill						
chosen.	Vpload File(s)	Vpload File(s)	Description EOLCS Renewal Fee			Α	mount		
	Maximum allowed file size: 50 ME	3 Maximum allowed file size: 50 Mi	B EOLCS Royalty Fee Grand Total						
method chosen.	Remitter Name Upload File(s) Select Maximum allowed file size: 50 ME	Remitter Name Upload File(s) Select Maximum allowed the size. 50 Mi	Description EOLCS Renewal Fee EOLCS Royalty Fee Grand Total			A	mount		

energy	Engine Ail Licensing and Certif	ication System		Welcome Jane Smith! Log Off
	Engine on Electioning and certif	oution oystem	MY COMPANIES MY NOT	FICATIONS ABOUT EOLCS CONTACT US HELP
COMPANY INFO PRODUCTS	FORMULATIONS PUBLIC DIRECTORY			
Payment Submission				
Payment Information Payment Method Check Number 123 Remitter Name API Test Company Amount	Invoice # M427 Billing Address API Test Company Jane Smith 1220 L ST NW WASHINGTON, DC 20005-40 United States	Invoice Date 23-Feb-2014	Mailing Address API Test Company Jane Smith 1220 L ST NW WASHINGTON, DC 20005-4018 United States	
	Bill Description EOLCS Renewal Fee EOLCS Royalty Fee Grand Total			Amount
				Previous Submit







Billing Contact:	Mailing Contact:
API Test Company	API Test Company
Attn: Jane Smith	Attn: Jane Smith
1220 L ST NW	1220 L ST NW
WASHINGTON, DC 20005-4018	WASHINGTON, DC 20005-4018
United States	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 # M2 for a yee. Thank you.



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





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.

nergy	Engine Oil Licer	ising and Certification System			Welcome	Jane Smith!	Lo
			MY COMPANIES	MY NOTIFICATIONS	ABOUT EOLCS	CONTACT US	1
COMPANY INFO PRODUCTS	FORMULATIONS PUBLIC DIF	IECTORY					
PI Test Company							
A stiller Manua							
Action items	- itama Dianan aslant an antian	heless to continue					
Currently there are no action	n 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, 2000	5-4018, 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 Te	st Company 23-Feb-2014 5:54:51 PM					
Withdraw License							
Contact List:							
Primary	Full Name	Email	Phone	Cell	Delete		
<u>ح</u> ا	Jane Smith	noreplyeolcs@api.org	202-682-8000		8		
	EOLCS TEST	eolcs@api.org	202-682-8000		0		
Add Contact							
Order History							
Legal Agreements	)						
Add Engine Oil Product	Add Engine Oil Formulati	on					



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#### Example certificate:

	0.7171175		Liconso No: 3005
AMERICAN PETROLEUM IN	STITUTE		License NO. 3003
SCH	EDULE A - LICENSE	AGREEMENT	
The marks referred to and	licensed under the Agreement b	etween API and	SERVICA
for the period beginning 22	API TEST COMPANY -Feb-2014 and ending 31-Mar-2019	5 are as follows:	APIL
		$\langle \rangle$	3 (W) G
<u>A</u> Licensee is authorized to displa	<u>PI SERVICE SYMBOL</u> y the API Certification Mark on the	e following products:	ESOURCE CONSERVIT
BRAND NAME	SAE VISCOSITY GRADE	SEP .JEL TEGORY	PERFORMANCE DESIGNATION
EOLCS TEST PRODUCT	1000-30	SN	
			C T Y
			AVICE
		~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	
	$\cap$	(	
			Even Ferrick
1220 L Street, NW • Washington	ng and Certification DC 20005-4070 • USA • www.api.	System EOL	CS Manager of Operations
Copyright 2013 – American Petroleum Institute, all rights res Symbol ("Donut") are either trademarks or registered tradem	erved. API, the API logo, the API Certification Mark ("Starburst"), a arks of API in the United States and/or other countries. 2013-199	nd the API Service	Date: 22-Feb-2013

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





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

# After Market Audit Program (AMAP)



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### 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	$\checkmark$	$\checkmark$	$\checkmark$
Account Manager (with Audit Manager option)	~	×	$\checkmark$
Account Manager	~	×	×

#### Adding a Contact and Assigning Roles:

Action Items						
Currently there are no act	ion items. Please select an option	below to continue.				
Company Information	1				Edit	
Certificate Company Name:	EOLCS Test Company					
Company Legal Name:	EOLCS Test Company					
Company ID:	11469					
ddress:	1220 L ST NW WASHINGTON, DC, 2000	15-4018, United States				
Vebsite:	www.api.org					
icense Status:	Active					
icense Number:	3044					
riginal License Issue Date:	16-Sep-2014					
icense Effective Date:	16-Sep-2014					
icense Expiration Date:	31-Mar-2015					
Contract List.						
Primary At	udit Full Name	Email	Phone	Cell	Delete	
2	Jane Doe	janedoeeolcstesting@gmail.com	202-682-8000			
Add Contact	Jane Doe	janeuveoicsiesung@gMali.com	202-082-8000			
Add Contact	Jane Doe	janedoeeolcstesting@gmail.com	202-682-8000			

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



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		Add Contac	*	×		
Company Information		Auu contat			_	Edit
ertificate Company Name:	EOLCS Test C	To add an existing If added as a Prima	Engine Oil contact to your account enter their full email address here (exact ary Contact that person can also add other contacts to the account.	match required).		
ompany Legal Name:	EOLCS Test C	Enter Email:		Search		
ompany ID:	11469					
ddress:	1220 L ST NW WASHINGTO					
/ebsite:	www.api.org					
icense Status:	Active	Manager Type:				
icense Number:	3044		Primary Account Manager			
riginal License Issue Date:	16-Sep-2014		Account Manager			
icense Effective Date:	16-Sep-2014		Audit Manager			
icense Expiration Date:	31-Mar-2015			Add		
ontact List:						
Primary Audit	Full Nam				Cell	Delete

Company Information		Add Contact			×		Edit
Certificate Company Name:	EOLCS Test C	To add an existing Engine Oil o If added as a Primary Contact	contact to your account enter their full that person can also add other contact	email address here (exact match requis to the account.	uired).		
Company Legal Name:	EOLCS Test C	Enter Email:	· · · · ·	Search			
Company ID:	11469						
Address:	1220 L ST NW WASHINGTO	User Name	First Name	Last Name			
Vebsite:	www.api.org	eolcs@api.org	Jane	Doe			
icense Status:	Active						
icense Number:	3044						
Driginal License Issue Date:	16-Sep-2014	Manager Type:	y Account Manager				
icense Effective Date:	16-Sep-2014	Accou	nt Manager				
icense Expiration Date:	31-Mar-2015	🖉 Audit N	Manager				
Contact List:					Add		
Primary Audit	Full Nam					Cell	Delete



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Action Items						
Currently there	are no action it	ems. Please select an o	option below to continue.			
Company Int	ormation					Edit
Certificate Comp	any Name:	EOLCS Test Compa	any			
company Legal	Name:	EOLCS Test Compa	any			
Company ID:		11469				
Address:		1220 L ST NW WASHINGTON, DC	, 20005-4018, United States			
Website:		www.api.org				
icense Status:		Active				
icense Number		3044				
Driginal License	Issue Date:	16-Sep-2014				
icense Effectiv	e Date:	16-Sep-2014				
icense Expirati.	on Date:	31-Mar-2015				
Contact List:						
Primary	Audit	Full Name	Email	Phone	Cell	Delete
2	9	Jane Doe	janedoeeolcstesting@gmail.com	202-682-8000		0
	۲	Jane Doe	eolcs@api.org	555-555-5555	555-555-5555	0
Add Conta	ct					
1 1 12						



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## 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:**

			Mark All Read
CATEGORY	NOTIFICATION TYPE	CREATED DATE	CREATED BY
Audit	Informational	16-Sep-2014	Admin Steve
Product Formulation	Informational	16-Sep-2014	Admin Steve
Product	Informational	16-Sep-2014	Admin Steve
Product Formulation	Informational	16-Sep-2014	Admin Steve
Product	Informational	16-Sep-2014	Jane Doe
	CATEGORY Audit Product Formulation Product Product Product Formulation	CATEGORY NOTIFICATION TYPE Audit Informational Product Information	CATEGORY     NOTIFICATION TYPE     CREATED DATE       Audit     Informational     16-Sep-2014       Product Formulation     Informational     16-Sep-2014

energy	IINSTITUTE		Welcome Jane Doel Log Off
	EOLCS Quick Test Results Available	S MY NOTIFICATIONS	ABOUT EOLCS CONTACT US HELP
My Notifications	Details Quick Test results are available for a sample of bulk engine oil. Click the(in) for details.		
Notifications			Mark All Read
TITLE		CREATED DATE	CREATED BY
EOLCS Quick Test Results Available		16-Sep-2014	Admin Steve
Product formulation approved notification		16-Sep-2014	Admin Steve
EOLCS Product approved notification		16-Sep-2014	Admin Steve
Product formulation approved notification		16-Sep-2014	Admin Steve
EOLCS - Product payment submission notification		16-Sep-2014	Jane Doe
Ø it € (1 ≥ it)			Displaying items 1 - 5 of 5

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

After Market Audit Program





#### Example of Quick Test Results:

COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECT	TORY	
Audit Information		
Marketer Name: EOLCS Test Company	Viscosity: 5W-30	
Brand Nama, EOLCS Test Dreduct	Convice Palanens, ON	
Drand wattie: EOLCS Test Product	Service Galegory: 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 (pg EB4444-0119 Invoice 2 (pg		
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 04951	0.0001
Silicon_Si	ASTM D4951	0
Darium Da	ASTM 04951	0
Cadmium Cd	ASTM 04051	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



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## 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.

ction Items							
ems below require	your atte	ntion. Please address then	n as soon as possible.				
udits: Blind Sample ID	n	rand Name	Massailty Crade	Service Category & Decimpation	Etatus		Created Data
ERAAAA.0119	5	OI CS Test Product	5W-30	Service Category & Designation	Finding	c Response Required	08-Sep-2014
ED4444-0115	-	OLGS TEST FIDURE	544-50	014	rinding	s Response Required	00-360-2014
ompany Informa	ation						Edit
ertificate Company N	ame:	EOLCS Test Company					
ompany Legal Name:		EOLCS Test Company					
ompany ID:		11469					
ddress:		1220 L ST NW WASHINGTON, DC, 2000	5-4018, United States				
Vebsite:		www.api.org					
icense Status:		Active					
icense Number:		3044					
riginal License Issue	Date:	16-Sep-2014					
icense Effective Date		16-Sep-2014					
icense Expiration Dat	e:	31-Mar-2015					
antant List							
Primary	Audit	Full Name	Email		Phone	Cell	Delete
	1	Jane Doe	janedoeeolcstesting@gma	ail.com	202-682-8000		0
		Jane Doe	eolcs@api.org		555-555-5555	555-555-5555	0
Add Contact							
Order History							

COMPANY INFO PRODUCTS	FORMULATIONS AUDITS	PUBLIC DIRECTORY			
EOLCS Test Company					
Findings Response Audits Findings Response Required (1) Findings Responded (0)	Engine Oil Audits	T BRAND NAME	VISCOSITY	T SERVICE CATEGORY	т
Complete Audits	EB4444-0119	EOLCS Test Product	5W-30	SN	
Unlicensed Complete (0) All (1) Other Past Due Response (0)	⊘ н < 1 ≻ н			Displayi	ng items 1 - 1 of 1

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



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udit - EOLCS Test Company	- EOLCS Test Product								Prir
Audit Information									
tatus: Findings Response Required	Blind Sample ID: EB4444-01	19							
Brand Name: EOLCS Test Product Link to au	dited Sample Type: Bulk								
fiscosity Grade: 5W-30	Date Sample Taken: 15-Aug-	2014							
Service Category & Designation- SN									
Licensee is expecter	d to respond								
to all findings by the	date listed.								
Collection Company Results Results Received Any tests highlight(	ed in vellow indicate a finding and	i i							
any tests highlighte	d 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			
VRV_Yield Stress - ASTM D4864	ASTM D4864	< 35	0-0	0 - 34		35			
H1/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			
Dalcium_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			
Sultur_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 04951				0	0			
Barium_Ba	ASTM D4951				0	0			
Cadmium_Cd	ASTM D4951				0	0			
Chromium_Cr	ASTM D4951				0	0			
Potencium I/	ASTM D4951				0	0			
Potassium_K	ASTM D4951				0	0			
Manganese_Mn	ASTM D4951				0	0			
Nickel_Ni	ASTM D4951				0	0			
Lead_PD	ASTM D4951				0	0			
Fin Sh	ASTM D4951				0	0			
/m_Sh	ASTM D4951				0	0			
Vanadium_V	ASTM D4951				0	0			
/ISCOSITY @ 40C - ASTM D445 mod.	ASTM D445 mod.				10				
visc. index - ASTM DZ270	ASTM DZZ/U				15				
annum_Li	Dom Carcu Mice				0.001				
Findings can be All findings must be responde	opened and responded to by clickin ed to before the responses will be s	ig the +. ent to API for	review.						
Title		Crea	ted By		Created Date		Status		
Calcium_Ca		SYST	EM SYSTEM		16-Sep-2014		Requires Respo	nse	
Molybdenum_Mo		SYST	EM SYSTEM		16-Sep-2014		Requires Respo	nse	
		A shows I	o Diano		15 Con 2014		Description Description		

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





#### **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).

Indiator Name, EQLOS Test Company	Donut	Starbust
Narketer Name: EOLCS Test Company	Donat	
Brand Name: EOLCS Test Product	Present: No	Starbust Present: No
fiscosity: 5W-30	Similar To Donut:	Similar To Starburst:
Service Category: SN	Outside Diameter:	Outside Diameter:
rest Protocol: PC1	Inside Diameter:	Inside Diameter:
21-4 Plus Claimed: No	Ratio Value:	Ratio Value:
Quantity Collected: 5 gal	Ratio Conformance:	Ratio Conformance:
Date Purchased: 15-Aug-2014	Content:	Size Conformance:
Purchased Location Name: Motor Oil 2 Go	Content Comments:	Content:
Purchased Location Type: 6	Contrast:	Content Comments:
Purchased Address: 1607 Keokee Street	Contrast Comments:	Contrast:
USA	General Comments:	Contrast Comments:
Fraceability Code 1:		Location:
		Location Comments:
		General Comments:
Collection Files		
EB4444-0119 Invoice ing		





#### **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.

0	Molybdenum_Mo	SYSTEM SYSTEM	16-Sep-2014	Requires Response
	On 16-Sep-2014, Admin Steve, wrote: Your Molybdenum is not good.			
	Response 2.			
		R	sound Cancel	
			Spond Canoch	
	Upload New File:			
	Select			
0	Visc @ 100C - ASTM D445	Admin Steve	16-Sep-2014	Requires Response
	On 16-Sep-2014, Admin Steve, wrote: Wrong Visc @ 100C.			
	Response 3.			
		Re	spond Cancel	
	Holond New Elles	Re	spond Cancel	
	Upload New File:	Re	spond Cancel	
	Upload New File:	Re	spond Cancel	
0	Upload New File: Select MRV_Yield Stress - ASTM D4864	Admin Steve	Spond Cancel 16-Sep-2014	Requires Response
0	Upload New File: Select MRV_vield Stress - ASTM D4864 On 16-Sep-2014, Admin Steve, wrote: Bad MEV Results.	Admin Steve	Cancel 16-Sep-2014	Requires Response
0	Upload New File: Select MRV_Yield Stress - ASTM D4864 On 16-Sep-2014, Admin Steve, wrote: Bad MRV Results. Response 4.	Admin Steve	Cancel 16-Sep-2014	Requires Response
0	Upload New File: Select MRV_Yield Stress - ASTM D4864 On 16-Sep-2014, Admin Steve, wrote: Bad MRV Results. Response 4.	Admin Steve	Cancel 16-Sep-2014	Requires Response
0	Upload New File: Select MRV_Yield Stress - ASTM D4864 On 16-Sep-2014, Admin Steve, wrote: Bad MRV Results. Response 4.	Admin Steve	Cancel 16-Sep-2014	Requires Response
0	Upload New File: Select MRV_Yield Stress - ASTM D4864 On 16-Sep-2014, Admin Steve, wrote: Bad MRV Results. Response 4.	Admin Steve	Cancel 16-Sep-2014	Requires Response
0	Upload New File: Select MRV_Vield Stress - ASTM D4864 On 16-Sep-2014, Admin Steve, wrote: Bad MRV Results. Response 4.	Admin Steve	spond Cancel	Requires Response
0	Upload New File: Select MRV_Yield Stress - ASTM D4864 On 16-Sep-2014, Admin Steve, wrote: Bad MRV Results. Response 4.	Admin Steve	spond Cancel	Requires Response
0	Upload New File: Select MRV_Yield Stress - ASTM D4864 On 16-Sep-2014, Admin Steve, wrote: Bad MRV Results. Response 4.	Admin Steve	spond Cancel	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.

COMPANY INFO PRODUCTS	FORMULATIONS AUDITS PUB	BLIC DIRECTORY				
OLCS Test Company						
indings Response Audits ndings Response Required (0) indings Responded (0)	Engine Oil Audits	T BRAND NAME	VISCOSITY	T SERVICE CATEGORY	т	
omplete Audits	EB4444-0119	EOLCS Test Product	5W-30	SN		
Complete (1)     Universed Complete (0)     Image: Complete (0)<						





## 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.