



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

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AMERICAN PETROLEUM INSTITUTE
EOLCS™



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

Managing Contact and Company Information



Contact Registration

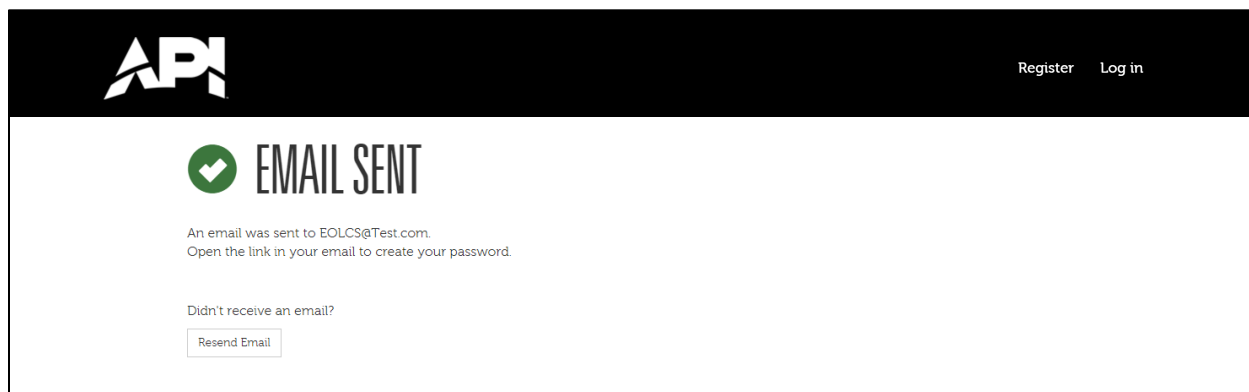
A user must register in the system before they can create a new company or be added to an existing company's contact list.

The screenshot shows the myAPI login page. At the top right, there are links for "Register" and "Log in". The main heading is "WELCOME TO myAPI". Below this, a short paragraph explains that myAPI is the login for everything done with API. The "LOGIN" section contains an "Email" input field, a "Password" input field, a "Continue" button, and a "Forgot password?" link. To the right, under "Questions?", there is an "Ask us" section with an email icon and "Email: myAPISupport@api.org" and a phone icon with "Call us at (877) 562-5187". Two red boxes with arrows point to the "Continue" button and the "CREATE YOUR ACCOUNT" section. The "Continue" button is labeled "Existing Users: Login" and the "CREATE YOUR ACCOUNT" section is labeled "New Users: Register".

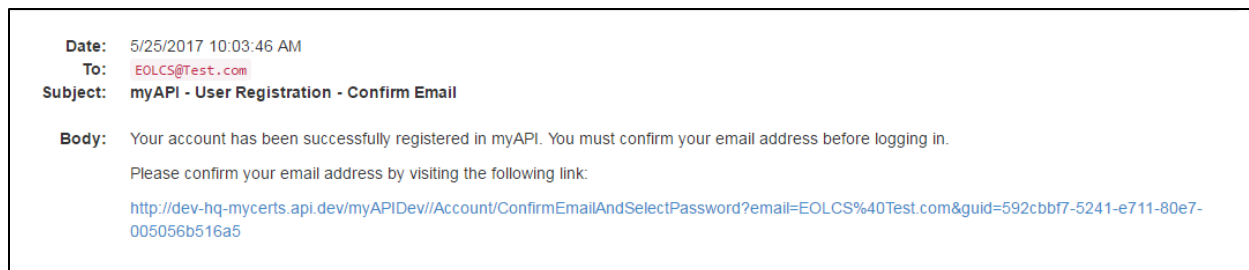
The screenshot shows the myAPI registration page. At the top right, there are links for "Register" and "Log in". The main heading is "REGISTER FOR myAPI". Below this, it says "Create a new account." and "Email". The email input field contains "EOLCS@api.org" and is highlighted in yellow. Below the input field is a "Continue" button, which is circled in red, and a link that says "Already registered? Login."



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



Example of verification email:





Once you've verified your email address you will be able to, 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.



API 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.

LOGIN

Email
EOLCS@Test.com

Password

Continue Forgot password?

Questions?

Ask us.

✉ Email: myAPISupport@api.org

☎ Call us at (877) 562-5187

CREATE YOUR ACCOUNT

[Register Now](#)

API Hello, EOLCS@Test.com

myAPI DASHBOARD

DEF
Diesel Exhaust Fuel

EOLCS
Engine Oil

MOM
Motor Oil Matters

MYCERTS
API Monogram Program & APIQR

Terms and Conditions - Privacy

© Copyright 2017 - API. All Rights Reserved.



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

API American Petroleum Institute
Engine Oil Licensing

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

Create Profile

Contact Information

Salutation First Name Last Name Suffix

Title

Phone Fax Cell

Work Address


Country

Address Line 1 Address Line 2

City/Locality State/Province Zip/Postal Code

Verification

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



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



Company Registration

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

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

Welcome! Return To myAPI Log Out

API American Petroleum Institute
Engine Oil Licensing

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

EOLCS System is Live!

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

FAQs

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

Welcome John Doel Return To myAPI Log Out

API American Petroleum Institute
Engine Oil Licensing

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

No Company

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

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

Welcome John Doel Return To myAPI Log Out

API American Petroleum Institute
Engine Oil Licensing

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

Look Up Company Information

Company Duplication Check

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

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



Welcome John Doe | [Return To myAPI](#) | [Log Out](#)

API American Petroleum Institute
Engine Oil Licensing

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

Create New Company

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

Company Information

Company Legal Name: *

Certificate Company Name:

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

Company Type*
 Engine Oil Diesel Exhaust Fluid

Website:

Address

Country: *

Address Line 1: *

Address Line 2:

City/Locality: *

State/Province: *

Zip/Postal Code: *

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

Welcome John Doe | [Return To myAPI](#) | [Log Out](#)

API American Petroleum Institute
Engine Oil Licensing

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

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

API Test Company

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

Company Information [Edit](#)

Company Legal Name: API Test Company

Company ID: 11814

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

Website: www.api.org

Contact List:

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

[Add Contact](#)

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



Additional Company Registration

Welcome John Doe! | Return To myAPI | Log Out

API American Petroleum Institute Engine Oil Licensing

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

COMPANY INFO | PRODUCTS | FORMULATIONS | AUDITS | PUBLIC DIRECTORY

API Test Company

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

Company Information Edit

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

Contact List

Welcome John Doe! | Return To myAPI | Log Out

API American Petroleum Institute Engine Oil Licensing

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

My Companies Create Company

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



Add Contacts to Company

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

The screenshot shows the 'API Test Company' page in the American Petroleum Institute Engine Oil Licensing system. The page header includes the API logo, the text 'American Petroleum Institute Engine Oil Licensing', and user information: 'Welcome John Doe!', 'Return To myAPI', and 'Log Out'. A navigation menu contains 'MY COMPANIES', 'MY NOTIFICATIONS', 'ABOUT EOLCS', 'CONTACT US', and 'HELP'. Below the header, a sub-menu shows 'COMPANY INFO' selected, with other options: 'PRODUCTS', 'FORMULATIONS', 'AUDITS', and 'PUBLIC DIRECTORY'. The main content area is titled 'API Test Company' and contains an 'Action Items' section with the message: 'Currently there are no action items. Please select an option below to continue.' Below this is the 'Company Information' section, which includes fields for 'Company Legal Name' (API Test Company), 'Company ID' (11814), 'Address' (1220 L ST NW, WASHINGTON, DC, 20005-4018, United States), and 'Website' (www.api.org). An 'Edit' button is located to the right of this section. The 'Contact List' section contains a table with columns: Primary, Audit, Full Name, Email, Phone, Cell, and Delete. A single contact is listed: John Doe, EOLCS@test.com, 2026828000. The 'Add Contact' button is circled in red. At the bottom of the page, there are two buttons: 'Add Engine Oil Product' and 'Add Engine Oil Formulation'.

The screenshot shows the 'API Test Company' page with the 'Add Contact' modal open. The modal title is 'Add Contact' and contains the following text: 'To add an existing Engine Oil contact to your account enter their full email address here (exact match required). If added as a Primary Contact that person can also add other contacts to the account.' Below this text is an 'Enter Email:' field with the value 'DEF@test.com' and a 'Search' button circled in red. Underneath the email field is the 'Manager Type:' section with three radio button options: 'Primary Account Manager', 'Account Manager', and 'Audit Manager'. At the bottom right of the modal is an 'Add' button. The background page is dimmed, showing the same 'API Test Company' information as the previous screenshot.



Welcome John Doe! | Return To myAPI | Log Out

API American Petroleum Institute
Diesel Exhaust Fluid Certification

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

COMPANY INFO | PRODUCTS | FORMULATIONS | AUDITS

API Test Company

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

Company Information Edit

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

Contact List:

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

Add Contact

Add Engine Oil Product Add Engine Oil Formulation

Add Contact ✕

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

Enter Email: Search

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

Manager Type:

- Primary Account Manager
- Account Manager
- Audit Manager

Add

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

Welcome John Doe! | Return To myAPI | Log Out

API American Petroleum Institute
Engine Oil Licensing

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

COMPANY INFO | PRODUCTS | FORMULATIONS | AUDITS | PUBLIC DIRECTORY

API Test Company

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

Company Information Edit

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

Contact List:



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

Add Contact

Add Engine Oil Product Add Engine Oil Formulation



Password Reset

Start here  or here 



API

Register Log in

CREATE PASSWORD

Please create a password.

Email
EOLCS@test.com

Password

Confirm password

Submit

API

Register Log in

PASSWORD UPDATED

Your password has been updated.

Log in



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.

The screenshot shows the 'API Test Company' page. The 'Company Information' section is highlighted with a red box, and an 'Edit' button is visible to its right. The page header includes the API logo, 'American Petroleum Institute Engine Oil Licensing', and user navigation links like 'Welcome John Doe!', 'Return To myAPI', and 'Log Out'. A navigation menu at the top lists 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', 'AUDITS', and 'PUBLIC DIRECTORY'.

Start here  or here 

The screenshot shows the 'API Test Company' page with the 'Contact List' section expanded. A table lists contact information, with 'John Doe' circled in red. The table has columns for Primary, Audit, Full Name, Email, Phone, Cell, and Delete. Below the table is an 'Add Contact' button. The page header and navigation menu are the same as in the previous screenshot.

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



Edit:

The screenshot shows the API website interface for 'API Test Company'. A modal window titled 'Login Information' is open, displaying contact and address details. The 'Edit' button in the top right corner of the modal is circled in red. The background shows the company's profile page with various tabs and a contact list.

Save:

The screenshot shows the API website interface for 'API Test Company'. A modal window titled 'Person Information' is open, displaying contact and work address details. The 'Save' button in the bottom left corner of the modal is circled in red. The background shows the company's profile page with various tabs and a contact list.



Edit Company Information

Welcome John Doe! | Return To myAPI | Log Out

API American Petroleum Institute Engine Oil Licensing

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

COMPANY INFO | PRODUCTS | FORMULATIONS | AUDITS | PUBLIC DIRECTORY

API Test Company

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

Company Information Edit

Company Legal Name: API Test Company

Company ID: 11814

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

Website: www.api.org

Contact List:

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

Welcome John Doe! | Return To myAPI | Log Out

API American Petroleum Institute Engine Oil Licensing

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

COMPANY INFO | PRODUCTS | FORMULATIONS | AUDITS | PUBLIC DIRECTORY

Edit Company

Company Information

Company Legal Name: API Test Company

Certificate Company Name

Website:

Address

Address Line 1:

Address Line 2:

City/Locality:

State/Province:

Zip/Postal Code:

Country:

Save



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EOLCS™



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

New Product



Adding A New Product

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

The screenshot shows the 'API Test Company' page. At the top, there is a navigation bar with 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', and 'PUBLIC DIRECTORY'. Below this, the 'Action Items' section is empty. The 'Company Information' section includes fields for Certificate Company Name, Company Legal Name, Company ID, Address, and Website. Below that is a 'Contact List' table with columns for Primary, Full Name, Email, Phone, Cell, and Delete. At the bottom of the page, two buttons are visible: 'Add Engine Oil Product' (circled in red) and 'Add Engine Oil Formulation'.

Start here ↑ or here ↓

The screenshot shows the 'API Test Company' page with the 'PRODUCTS' tab selected. It displays a list of product statuses on the left, including 'Approved (0)', 'Approved - Formulation Added (0)', 'Approved - Technical Review (0)', 'New (0)', 'Payment Pending (0)', 'Submitted (1)', 'Response Required (0)', 'Responded (0)', 'Technical Review (0)', 'Denied (0)', 'Rebranded (0)', 'Canceled For Non-Response (0)', 'Canceled For Cause (0)', 'Withdrawn (0)', and 'All (1)'. The main area shows 'Engine Oil Products' with a table that currently has 'No records to display'. At the bottom of the page, the 'Add Engine Oil Product' button is circled in red.



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

Welcome Jane Smith! [Log Off](#)

American Petroleum Institute
Engine Oil Licensing

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

COMPANY INFO | PRODUCTS | FORMULATIONS | AUDITS | PUBLIC DIRECTORY

Product Information

Instructions

When adding your product, please keep the following in mind:

- In the brand name, avoid referencing trademarked or registered words and phrases, the viscosity grade, and API service categories
- API will not allow licensed brand names that contain any reference to API, API Service Categories, SAE viscosity grades, or any terms that infer API endorsement (for example, the terms "certified," "approved," "licensed," "accredited," "endorsed," "qualified," "verified," etc.)
- Assign only one viscosity grade per product
- Assign only one 'S' service category per product. Note that SH may only be licensed when preceded by a "C" category

Product Brand

Brand Name:

Viscosity Grade:

Market Date:

DO NOT use registered words or phrases, viscosity grades, or API service categories in our product brand name.

API SERVICE CATEGORIES (Upper portion of donut)

API "S" Service Category: SP SN SM SL SJ

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

API "F" Service Category: FA-4

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

CLASSIFICATIONS (Lower portion of donut)

Resource Conserving: Yes No

SN PLUS: Yes No

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

API SERVICE CATEGORY, CLASSIFICATION & ILSAC SPECIFICATION PREVIEW

SP SN PLUS

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

Product Packaging*

Bulk Packaged Bulk and Packaged

Traceability Codes:

| Select | Traceability Code | Notes | Created Date |
|-------------------------------------|-------------------|---------------------|--------------|
| <input checked="" type="checkbox"/> | DD MM YY FFFF PP | Trace code for 2020 | 12-Feb-2020 |

A product packaging type must be chosen for all new products. When you choose 'Packaged' or 'Bulk and Packaged', you will be required to associate a traceability code.



Welcome Jane Smith! Log Off

API American Petroleum Institute
Engine Oil Licensing

MY COMPANIES MY NOTIFICATIONS ABOUT EOLCS CONTACT US HELP

COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

Product Information

Instructions

When adding your product, please keep the following in mind:

- In the brand name, avoid referencing trademarked or registered words and phrases, the viscosity grade, and API service categories
- API will not allow licensed brand names that contain any reference to API, API Service Categories, SAE viscosity grades, or any terms that infer API endorsement (for example, the terms "certified," "approved," "licensed," "accredited," "endorsed," "qualified," "verified," etc.)
- Assign only one viscosity grade per product
- Assign only one 'S' service category per product. Note that SH may only be licensed when preceded by a "C" category

Product Brand

Brand Name: * EOLCS Test Product

Viscosity Grade: * 10W-30

Market Date: * 29-Feb-2020

API SERVICE CATEGORIES (Upper portion of donut)

API "S" Service Category: SP SN SM SL SJ

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

API "F" Service Category: FA-4

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

CLASSIFICATIONS (Lower portion of donut)

Resource Conserving: * Yes No

SN PLUS: * Yes No

API SERVICE CATEGORY, CLASSIFICATION & ILSAC SPECIFICATION PREVIEW

SP SN PLUS

Reset

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

Product Packaging *

Bulk Packaged Bulk and Packaged

Traceability Codes:

| Select | Traceability Code | Notes | Created Date |
|-------------------------------------|-------------------|---------------------|--------------|
| <input checked="" type="checkbox"/> | DD MM YY FFFF PP | Trace code for 2020 | 12-Feb-2020 |

Add New Traceability Code

A product packaging type must be chosen for all new products. When you choose 'Packaged' or 'Bulk and Packaged', you will be required to associate a traceability code.

Cancel Product Next



Welcome Jane Smith! Log Out

API American Petroleum Institute Engine Oil Licensing

MY COMPANIES MY NOTIFICATIONS ABOUT EOLCS CONTACT US HELP

COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

Product Information

Instructions

When adding your product, please keep the following in mind:

- In the brand name, avoid referencing trademarked or registered words and phrases, the viscosity grade, and API service categories
- API will not allow licensed brand names that contain any reference to API, API Service Categories, SAE viscosity grades, or any terms that infer API endorsement (for example, the terms "certified," "approved," "licensed," "accredited," "endorsed," "qualified," "verified," etc.)
- Assign only one viscosity grade per product
- Assign only one 'S' service category per product. Note that SH may only be licensed when preceded by a "C" category

Product Brand

Brand Name: * EOLCS Test Product

Viscosity Grade: * 10W-30

Market Date: * 29-Feb-2020

API SERVICE CATEGORIES (Upper portion of donut)

API "S" Service Category: SP SN SM SL SJ

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

API "F" Service Category: FA-4

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

CLASSIFICATIONS (Lower portion of donut)

Resource Conserving: * Yes No

SN PLUS: * Yes No

API SERVICE CATEGORY, CLASSIFICATION & ILSAC SPECIFICATION PREVIEW

SP SN PLUS

Reset

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

Product Packaging

Bulk Packaged Bulk and Packaged


Traceability Codes:

| Select | Traceability Code | Notes | Created Date |
|-------------------------------------|-------------------|---------------------|--------------|
| <input checked="" type="checkbox"/> | DD MM YY FFFF PP | Trace code for 2020 | 12-Feb-2020 |

Add New Traceability Code

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

Cancel Product Next


Engine Oil Licensing and Certification System
Welcome Jane Smith! [Log Off](#)

COMPANY INFO
PRODUCTS
FORMULATIONS
PUBLIC DIRECTORY

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 |
| API Service Category, Classifications & ILIAC Specification: | SP SN PLUS |
| Market Date: | 29-Feb-2020 |
| Product ID: | 51871 |
| Status: | New |

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

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

No Associated Formulations

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

No available formulations. Add a new formulation or request a formulation from your supplier below.

[Add A New Formulation](#)

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

[Request From Supplier](#)

Formulations can be requested from a supplier (or multiple suppliers) who can provide you with a formulation that can be associated with your product and submitted to API for review.

I agree to the Certification of Data terms and conditions.

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

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.



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

New Formulation



Adding A New Formulation

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

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

Start here ↑ or here ↓

The screenshot shows the 'API Test Company' page with the 'FORMULATIONS' tab selected. It includes an 'Instructions' section and a 'Formulations' section with a table of existing formulations. The table has columns for Formulation ID, Market Date, Viscosity, Service Category, Designation, and Supplier. A 'Add Engine Oil Formulation' button is circled in red at the bottom of the table area.



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

Page 1: Formulation Information



Page 2: Elements and Properties

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COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

Elements and Properties

Formulation Information Elements and Properties Additives and Testing

Formulation Information

Formulation ID: Test 2-11
Viscosity Grade: 10W-30
API Service Category, Classification & ILSAC Specification: SP SN PLUS
Market Date: 29-Feb-2020

Instructions

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

Element Analysis

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

Finished Oil Physical Properties and Test Methods

| | | |
|--|------------------------------------|--------------------------|
| Total Base Number (ASTM D2896)* | <input type="text" value="10"/> | mg KOH |
| Viscosity at 100°C (ASTM D445)* | <input type="text" value="10"/> | cSt |
| Cold Cranking Simulator (ASTM D5293)* | <input type="text" value="5000"/> | cP |
| CCS Test Temperature* | <input type="text" value="-25"/> | °C |
| Mini-Rotary Viscometer (ASTM D4684)* | <input type="text" value="10000"/> | cP |
| MRV Test Temperature* | <input type="text" value="-30"/> | °C |
| MRV Yield Stress* | <input type="text" value="35"/> | Pa |
| NOACK Volatility (ASTM D5800)* | <input type="text" value="3"/> | mass % lost |
| High Temperature High Shear Rate Viscosity (ASTM D4683)* | <input type="text" value="3"/> | mPa·s HTS ₁₅₀ |

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

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

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

Validate that the entered value is correct before proceeding.

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

Previous Cancel Formulation Next



Page 3: Additives and Testing

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

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Additives and Testing

Formulation Information Elements and Properties Additives and Testing

Formulation Information

Formulation ID: Test 2-11
 Viscosity Grade: 10W-30
 API Service Category: Classification: SAE
 Specification: SP SN PLUS
 Market Date: 29-Feb-2020

Instructions

API requires that you enter the complete finished oil formulation. You must provide the ID Code and Mass % of any Detergent Inhibitor, Booster, Dependent Viscosity Index Improver, Non-Dependent Viscosity Index Improver and/or Pour Point Depressant added to the formulation. If the formulation does not contain one of the additives listed, please enter N/A for the ID Code and 0% for the Mass %.

If Base Oil Interchangeability or Viscosity Grade-Read-Across engine tests are not applicable to your formulation please check the "No" option.

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

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

Additives

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

Base Oils Approved for Formulation*

| Base Stock Name | API Group | Switch |
|-----------------|--------------|-----------------------|
| Test | API Group I | <input type="radio"/> |
| Test 2 | API Group II | <input type="radio"/> |

Supporting Criteria

If API Base Oil Interchangeability Guidelines were used for support formulation, list **Engine Tests** where applied*

If API Viscosity Grade-Read-Across Guidelines were used for support of formulations, list **Engine Tests** where applied*

Was STM used (API Guidelines for use of Single Technology Matrix)? Yes No

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

Use the following as a guide:

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

Select Aging Method*

MRV Viscosity* cP

MRV Yield Stress* Pa

MRV Temperature* °C

API SN PLUS Supporting Criteria

List one "Formulation/Stand Code" supporting Engine Test for LSPN:

Were Sequence III API Viscosity Grade Read-Across Guidelines used? Yes No

Stand codes are required based on viscosity, service category and designation.



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

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CW Test

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

| Formulation ID | MARKET DATE | VISCOGRADE | API SERVICE CATEGORY | CLASSIFICATION & LEAD SPECIFICATION | SUPPLIER |
|----------------|-------------|------------|----------------------|-------------------------------------|----------|
| Test 2-11 | 29-Feb-2020 | 10W-30 | SP | SN PLUS | CW Test |

Requests Received: Pending (0), Approved (0), Denied (0), Resubmitted (0), All (0)

Requests Sent: Pending (0), Approved (0), Denied (0), Resubmitted (0), All (0)

[Add Engine Oil Formulation](#)

You can view the formulation by clicking on the formulation ID.

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Formulation Detail - API Test Company

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

New Text Verification - Testing Purpose

Formulation Information

Formulation ID: Test 2-11

Viscosity Grade: 10W-30

Service Category & Designation: SP SN PLUS

Market Date: 29-Feb-2020

API ID: 91744

10% Rule: Oil marketer used 10% rule in formulation development per E.2.1.3 or E.3.1.3 of API 1509. Marketer intends to use the 10% rule in commercial blending of the lubricant.

Status: Active

[Deactivate](#)

Elemental Analysis

| | |
|------------------------------------|------------|
| Zinc (Zn) (ASTM D4951) | .1 wt. % |
| Calcium (Ca) (ASTM D4951) | 5 wt. % |
| Magnesium (Mg) (ASTM D4951) | .1 wt. % |
| Sodium (Na) (ASTM D4951) | .01 wt. % |
| Titanium (Ti) (ASTM D4951) | .001 wt. % |
| Nitrogen (N) (ASTM D3228 or D5762) | .1 wt. % |
| Boron (B) (ASTM D4951) | 2 wt. % |
| Molybdenum (Mo) (ASTM D4951) | .05 wt. % |
| Phosphorus (P) (ASTM D4951) | .06 wt. % |
| Sulfur (S) (ASTM D4951 or D2822) | .1 wt. % |

Finished Oil Physical Properties and Test Methods

| | |
|---|-----------------------------|
| Total Base Number (ASTM D2896) | 10 mg KOH |
| Viscosity at 100°C (ASTM D445) | 10 cSt |
| Cold Cranking Simulator (ASTM D5293) | 5000 cP |
| CCS Test Temperature | -25 °C |
| Mini-Rotary Viscometer (ASTM D4684) | 10000 cP |
| MRV Test Temperature | -30 °C |
| MRV Yield Stress | < 35 Pa |
| NOACK Volatility (ASTM D5800) | 3 mass % lost |
| High Temperature High Shear Rate Viscosity (ASTM D4683) | 3 mPa·s HTHS ₁₅₀ |

Associated Products

No Associated Products



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Submitting & Responding To A Formulation Request



Submitting A Formulation Request (Marketer)

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

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

The screenshot shows the 'Product Detail' page for 'API Test Company - EOLCS Test Product'. The page is divided into several sections:

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

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



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COMPANY INFO | PRODUCTS | FORMULATIONS | PUBLIC DIRECTORY

Request Formulation From Supplier

Product Information

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

Request Information

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

Formulation ID:

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

Enter Company ID.*

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.*

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



Responding To Formulation Request (Supplier)

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

The screenshot shows the 'EOLCS Test Company' page. At the top, there is a navigation bar with 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', and 'PUBLIC DIRECTORY'. The 'Action Items' section contains a table of 'New Formulation Requests' with the following data:

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

Below this is the 'Company Information' section with fields for Company Legal Name, ID, Address, Website, License Status, Number, Issue Date, Effective Date, and Expiration Date. A 'Withdraw License' button is also present. The 'Contact List' section shows a table with columns for Primary, Full Name, Email, Phone, Cell, and Delete, listing 'EOLCS TEST' and 'Sara Miller'. At the bottom, there are buttons for 'Add Engine Oil Product' and 'Add Engine Oil Formulation'.

The screenshot shows the 'EOLCS Test Company' page with the 'FORMULATIONS' tab selected. It includes an 'Instructions' section and a 'Formulations' summary on the left. The main content is a table titled 'Engine Oil Formulation Requests Received' with the following data:

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

The 'Formulations' summary on the left shows: Active (3), Inactive (2), New (0), Canceled (1), All (6), Requests Received (Pending (1), Approved (0), Denied (1), All (2)), and Requests Sent (Pending (2), Approved (2), Denied (0), All (4)).



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

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COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

Marketer Formulation Request

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

Product Information

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

Comments:

Deny Request

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

Available Formulations

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

Add New Formulation

I agree to the Certification of Data terms and conditions.

Approve Selected Formulation(s)

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



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

The screenshot shows the 'Formulations' tab for an 'EOLCS Test Company'. The page includes a navigation menu with 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', and 'PUBLIC DIRECTORY'. The 'FORMULATIONS' section is active. Below the navigation, there are instructions and a table of 'Engine Oil Formulation Requests Received'. The table has columns for Formulation ID, Brand Name, Viscosity, Service Category, Designation, and Marketer. A single row is visible with the following data: Formulation ID: N/A, Brand Name: EOLCS Test Product, Viscosity: 10W-30, Service Category: SP SN PLUS, Designation: (blank), Marketer: API Test Company. The page also shows counts for various formulation statuses on the left side.

Instructions

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

Formulations

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

Requests Received

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

Requests Sent

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

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

Displaying items 1 - 1 of 1



Receiving A Response To Formulation Request (Marketer)

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

The screenshot displays the 'API Test Company' interface. On the left, there are navigation menus for 'Formulations', 'Requests Received', and 'Requests Sent'. The main content area shows a table titled 'Engine Oil Formulation Requests Sent' with columns for 'FORMULATION ID', 'BRAND NAME', 'VISCOSITY', 'SERVICE CATEGORY', 'DESIGNATION', and 'SUPPLIER'. A single row is visible with 'N/A' for the ID, 'EOLCS Test Product' for the brand name (circled in red), '10W-30' for viscosity, 'SP SN PLUS' for service category, and 'EOLCS Test Company' for the supplier. A red text box is overlaid on the table with the following text: *Clicking on the product brand name will allow you to view the details of the formulation request, including any comments from the supplier company and the formulation(s) that they have provided.*



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

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Marketer Formulation Request

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

Product Information

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

[View Product Detail](#)

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

Approved Formulations

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

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



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COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

Formulation Detail - EOLCS Test Company

Instructions

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

▼ Formulation Information

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

▼ Elemental Analysis

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

▼ Finished Oil Physical Properties and Test Methods

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



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Associating Formulations To A Product



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

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

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



Associating An Existing Formulation

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

- Viscosity Grade
- Service Category(s)
- Designations

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COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

Product Detail - API Test Company - EOLCS Test Product

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

Product Information

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

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

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

Add A New Formulation

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

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

Product Packaging

agree to the Certification of Data terms and conditions.

Withdraw Product Submit

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

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



Associating A New Formulation

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

Product Detail - API Test Company - EOLCS Test Product

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

▼ Product Information

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

▼ Associated Formulations

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

No Associated Formulations

▼ Available Formulations

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

No available formulations. Add a new formulation or request a formulation from your supplier below.

Add A New Formulation

▼ Contact Supplier For Formulation

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

Request From Supplier

▶ Product Packaging

I agree to the Certification of Data terms and conditions.

Withdraw Product **Next**

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



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

Product Detail - API Test Company - EOLCS Test Product

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

Product Information

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

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

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

Add A New Formulation

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

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

Product Packaging

I agree to the Certification of Data terms and conditions.

Withdraw Product Submit

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



Associating A Formulation From A Supplier

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

Product Detail - API Test Company - EOLCS Test Product

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

Product Information

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

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

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

Add A New Formulation

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

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

Product Packaging

agree to the Certification of Data terms and conditions.

Withdraw Product Submit

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



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

Application Fee – Invoice/Payment New Company



Application Fee Invoice/Payment

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

API American Petroleum Institute
Engine Oil Licensing

Welcome Jane Smith! Log Off

MY COMPANIES MY NOTIFICATIONS ABOUT EOLCS CONTACT US HELP

COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

Legal Agreement

Instructions

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

EOLCS Legal Agreement

PART C-EOLCS LICENSE AGREEMENT

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

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

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

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

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

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

Signature:
Jane Smith

Are you signing on behalf of another person?
 Yes No

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

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

Previous **Accept**

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



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

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

The screenshot shows the 'Invoice Information' page on the API website. The page header includes the API logo, 'American Petroleum Institute Engine Oil Licensing', and user information 'Welcome Jane Smith! Log Off'. Navigation links include 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', 'PUBLIC DIRECTORY', 'MY COMPANIES', 'MY NOTIFICATIONS', 'ABOUT EOLCS', 'CONTACT US', and 'HELP'. The main content area is titled 'Invoice Information' and contains an 'Instructions' box with the text: 'Any information on this page may be changed as needed in order to facilitate payment. Changing contact information on this page does not change the contact information within the company account.' Below this are two columns of form fields for 'Billing Address' and 'Mailing Address'. Both columns have identical fields: First Name (Jane), Last Name (Smith), Company Name (API Test Company), Country (United States), Address Line 1 (1220 L ST NW), Address Line 2, City/Locality (WASHINGTON), State/Province (DC), and Zip/Postal Code (20005-4018). Below the address forms is an 'Invoice Information' section with a text box: 'To renew your license: below please report total volume of API-licensed engine oil sold under your license' and a 'Reference or PO Number' field containing 'PO Number 12345'. A 'Bill' table is shown with a single row for 'EOLCS Application Fee'. At the bottom right, there are 'Previous' and 'Generate Invoice' buttons, with the latter circled in red.



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

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

API American Petroleum Institute Engine Oil Licensing

Welcome Jane Smith! Log Off

COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

MY COMPANIES MY NOTIFICATIONS ABOUT EOLCS CONTACT US HELP

Invoice and Payment Information

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

Payment Information

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

Payment Method *
 Bank Wire
 Check

Payment Method *
 Bank Wire
 Check

Bank Name *
Remitter Name *

Check Number *
Remitter Name *

Upload File(s)
Select...
Maximum allowed file size: 50 MB

Upload File(s)
Select...
Maximum allowed file size: 50 MB

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

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

Bill

| Description | Amount |
|-----------------------|--------|
| EOLCS Application Fee | |

Grand Total

Previous Print Invoice **Next**

API American Petroleum Institute Engine Oil Licensing

Welcome Jane Smith! Log Off

COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

MY COMPANIES MY NOTIFICATIONS ABOUT EOLCS CONTACT US HELP

Payment Submission

Payment Information

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

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

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

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

Bill

| Description | Amount |
|-----------------------|--------|
| EOLCS Application Fee | |

Grand Total

Previous **Submit**



AMERICAN PETROLEUM INSTITUTE
EOLCS™



American
Petroleum
Institute



Payment Status: Payment Pending

Invoice # ~~xxxx~~ Invoice Date Due Date

Billing Contact:

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

Mailing Contact:

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

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

Description Amount

Company ID: 11614
Payment #: 866125

Comments:

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



Total
Payment Received
Balance Due

Send Checks By Mail To:
American Petroleum Institute

Send Checks By
Courier Services To:

Send Wire Transfers To:
TD Bank

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

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



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

The screenshot displays the 'API Test Company' profile page within the American Petroleum Institute Engine Oil Licensing (EOLCS) system. The page is organized into several sections:

- Action Items:** A message stating 'Currently there are no action items. Please select an option below to continue.'
- Company Information:** Fields for Certificate Company Name (API Test Company), Company Legal Name (API Test Company), Company ID (10754), Address (1220 L ST NW, WASHINGTON, DC, 20005-4018, United States), and Website (www.api.org). An 'Edit' button is located to the right.
- Contact List:** A table listing contacts with columns for Primary, Full Name, Email, Phone, Cell, and Delete. Two contacts are listed: Jane Smith (noreplyeolcs@api.org) and EOLCS TEST (eolcs@api.org).
- Order History:** A table with columns for Order Number, Submitted Date, Payment Type, and Payment Status. One order is shown: Order Number 769199, Submitted Date 12-Feb-2014, Payment Type Check, and Payment Status Paid.
- Legal Agreements:** A table with columns for Date Signed, Signed By, Submitted By, and Legal Agreement. One agreement is shown: Date Signed 12-Feb-2014, Signed By Jane Smith, Submitted By Jane Smith, and Legal Agreement View Detail.

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



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

The screenshot shows the 'API Test Company' profile page. At the top, there is a navigation bar with 'COMPANY INFO', 'PRODUCTS', 'FORMULATIONS', and 'PUBLIC DIRECTORY'. The 'COMPANY INFO' tab is active. The page title is 'API Test Company'. Below the title, there is an 'Action Items' section with a message: 'Currently there are no action items. Please select an option below to continue.' Below this is the 'Company Information' section, which includes fields for Certificate Company Name, Company Legal Name, Company ID, Address, Website, License Status, License Number (marked with a yellow star), Original License Issue Date, License Effective Date, License Expiration Date, and Latest Certificate. A 'Withdraw License' button is located below the license information. The 'Contact List' section contains a table with columns for Primary, Full Name, Email, Phone, Cell, and Delete. Two contacts are listed: Jane Smith and EOLCS TEST. Below the contact list is an 'Add Contact' button. At the bottom of the page, there are two buttons: 'Add Engine Oil Product' and 'Add Engine Oil Formulation'.

API Test Company

Action Items

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

Company Information

Certificate Company Name: API Test Company

Company Legal Name: API Test Company

Company ID: 10754

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

Website: www.api.org

License Status: Active

★ License Number: 3005

Original License Issue Date: 22-Feb-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:

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

Add Contact

Order History

Legal Agreements

Add Engine Oil Product Add Engine Oil Formulation



AMERICAN PETROLEUM INSTITUTE
EOLCS™



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

License Renewal



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

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



Renewing A License

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

The screenshot shows the 'API Test Company' profile page. At the bottom of the page, there are three buttons: 'Renew License', 'Add Engine Oil Product', and 'Add Engine Oil Formulation'. The 'Renew License' button is circled in red.

The screenshot shows the 'Legal Agreement' page. It contains the following text:

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

EOLCS Legal Agreement
PART C-EOLCS LICENSE AGREEMENT
This Agreement between THE AMERICAN PETROLEUM INSTITUTE (hereinafter "API"), a corporation of the District of Columbia, having an office at 1220 L Street, N.W., Washington, D.C., 20005, and signatory below (hereinafter "Licensee").
WHEREAS, API is the owner of all rights to certain certification marks relating to API's Engine Oil Licensing and Certification System, (hereinafter "EOLCS").
WHEREAS, Licensee desires a nonexclusive license from API on or in connection with the marketing of goods made in accordance with API standards and specifications.
NOW THEREFORE, in consideration of the mutual covenants hereinafter stated, the parties agree as follows:
1. API grants to Licensee a nonexclusive license to use the certification mark(s) for the service categories, viscosities, and brand names set forth in Schedule A which is made a part hereof (hereinafter the "marks") provided that these products are made in accordance with the standards and requirements set forth in API 1509 entitled, Engine Oil Licensing and Certification System ("the products"), including any amendments, modifications, substitutions or interpretations that hereafter are adopted.

Please enter your full name as displayed below to accept the legal agreement.
Signature:
Jane Smith
Jane Smith
Are you signing on behalf of another person?
 Yes No

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

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

Previous **Accept**



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

API American Petroleum Institute
Engine Oil Licensing

Welcome Jane Smith | Log Off

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

COMPANY INFO | PRODUCTS | FORMULATIONS | PUBLIC DIRECTORY

Invoice Information

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

Billing Address

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

Mailing Address

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

Invoice Information

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

Reference or PO Number:

Volume of Sales (gallons):

Note: Volume fee will be shown on the next page

| Description | Amount |
|--------------------|--------|
| EOLCS Renewal Fee | |
| EOLCS Royalty Fee | |
| Grand Total | |

Previous **Generate Invoice**



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

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

API American Petroleum Institute
Engine Oil Licensing

Welcome Jane Smith | Log Off

COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

Invoice and Payment Information

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

Payment Information

Payment Method *
 Bank Wire
 Check

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

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

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

Bank Name *
Remitter Name *
Check Number *
Remitter Name *

Upload File(s)
Select...
Maximum allowed file size: 50 MB

| Description | Amount |
|--------------------|--------|
| EOLCS Renewal Fee | |
| EOLCS Royalty Fee | |
| Grand Total | |

Previous Print Invoice **Next**

API American Petroleum Institute
Engine Oil Licensing

Welcome Jane Smith | Log Off

COMPANY INFO PRODUCTS FORMULATIONS PUBLIC DIRECTORY

Payment Submission

Payment Information

Payment Method
Check

Check Number
123

Remitter Name
API Test Company

Amount

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

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

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

Bill

| Description | Amount |
|--------------------|--------|
| EOLCS Renewal Fee | |
| EOLCS Royalty Fee | |
| Grand Total | |

Previous **Submit**



American
Petroleum
Institute



Payment Status: Payment Pending

Invoice # ~~xxxx~~

Invoice Date

Due Date

Billing Contact:

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

Mailing Contact:

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

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

Description Amount

Company ID: 11614
Payment #: 866125

Comments:

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



Total
Payment Received
Balance Due

Send Checks By Mail To:
American Petroleum Institute

Send Checks By
Courier Services To:

Send Wire Transfers To:
TD Bank

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

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



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

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

API Test Company

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

Company Information Edit

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

Contact List:

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



Example certificate:



License No: 3005

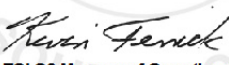
SCHEDULE A - LICENSE AGREEMENT

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

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

| BRAND NAME | SAE VISCOSITY GRADE | SERVICE CATEGORY | PERFORMANCE DESIGNATION |
|--------------------|---------------------|------------------|-------------------------|
| EOLCS TEST PRODUCT | 10W-30 | SN | |

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


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



AMERICAN PETROLEUM INSTITUTE
EOLCS™



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

After Market Audit Program (AMAP)



Audit Role

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

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

Adding a Contact and Assigning Roles:

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



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

Company Information

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

Contact List:

| Primary | Audit | Full Name |
|-------------------------------------|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Jane Doe |

Add Contact

Add Contact

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

Enter Email: **Search**

Manager Type:

- Primary Account Manager
- Account Manager
- Audit Manager

Add

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

Company Information

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

Contact List:

| Primary | Audit | Full Name |
|-------------------------------------|-------------------------------------|-----------|
| <input checked="" type="checkbox"/> | <input checked="" type="checkbox"/> | Jane Doe |

Add Contact

Add Contact

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

Enter Email: **Search**

| User Name | First Name | Last Name |
|---------------|------------|-----------|
| eolcs@api.org | Jane | Doe |

Manager Type:

- Primary Account Manager
- Account Manager
- Audit Manager

Add



COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

EOLCS Test Company

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

Company Information Edit

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

Contact List:

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

▶ Order History
▶ Legal Agreements



Quick Tests

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

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

Quick Test Notification:

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

Displaying items 1 - 5 of 5

EOLCS Quick Test Results Available

Details

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

Background notification table (same as above):

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

Displaying items 1 - 5 of 5



Example of Quick Test Results:

COMPANY INFO PRODUCTS FORMULATIONS **AUDITS** PUBLIC DIRECTORY

Audit Information

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

Collection Files

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

Quick Test Results

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



Audit Findings

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

COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

EOLCS Test Company

Action Items

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

Audits:

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

Company Information Edit

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

Contact List:

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

Add Contact

▶ Order History
▶ Legal Agreements

Add Engine Oil Product Add Engine Oil Formulation

COMPANY INFO PRODUCTS FORMULATIONS AUDITS PUBLIC DIRECTORY

EOLCS Test Company

Findings Response Audits

Findings Response Required (1)
Findings Responded (0)

Complete Audits

Complete (0)
Unlicensed Complete (0)

■ All (1)
Other
Past Due Response (0)

Engine Oil Audits

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

Displaying items 1 - 1 of 1



COMPANY INFO PRODUCTS FORMULATIONS **AUDITS** PUBLIC DIRECTORY

Audit - EOLCS Test Company - EOLCS Test Product Print

▼ Audit Information

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

▶ Collection Company Results

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

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

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

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



Collection Company Results:

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

▼ Collection Company Results

| | | |
|---|--------------------|-----------------------|
| Marketer Name: EOLCS Test Company | Donut | Starburst |
| Brand Name: EOLCS Test Product | Present: No | Starburst Present: No |
| Viscosity: 5W-30 | Similar To Donut: | Similar To Starburst: |
| Service Category: SN | Outside Diameter: | Outside Diameter: |
| Test Protocol: PC1 | Inside Diameter: | Inside Diameter: |
| CI-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 Hyattsville, MD 20783 USA | Contrast Comments: | Contrast: |
| Traceability Code 1: | General Comments: | Contrast Comments: |
| | | Location: |
| | | Location Comments: |
| | | General Comments: |

Collection Files

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



Responding to Findings:

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

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

The screenshot displays three audit findings in a list view. Each finding entry includes a title, a date (16-Sep-2014), and a status (Requires Response). Below each finding is a text area for a response and a 'Respond' button circled in blue. The findings are:

- Molybdenum_Mo**: SYSTEM SYSTEM, 16-Sep-2014, Requires Response. Message: "On 16-Sep-2014, Admin Steve, wrote: Your Molybdenum is not good." Response text: "Response 2." Buttons: Respond, Cancel.
- Visc @ 100C - ASTM D445**: Admin Steve, 16-Sep-2014, Requires Response. Message: "On 16-Sep-2014, Admin Steve, wrote: Wrong Visc @ 100C." Response text: "Response 3." Buttons: Respond, Cancel.
- MRV_Yield Stress - ASTM D4864**: Admin Steve, 16-Sep-2014, Requires Response. Message: "On 16-Sep-2014, Admin Steve, wrote: Bad MRV Results." Response text: "Response 4." Buttons: Respond, Cancel.

Each finding also has an "Upload New File:" section with a "Select..." button.



Complete Audit

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

The screenshot shows the 'AUDITS' tab for 'EOLCS Test Company'. On the left, there are filters for 'Findings Response Audits' (Findings Response Required (0), Findings Responded (0)), 'Complete Audits' (Complete (1), Unlicensed Complete (0)), 'All (1)', and 'Other' (Past Due Response (0)). The main area displays a table titled 'Engine Oil Audits' with the following data:

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

Navigation controls include a green checkmark icon, a page number '1' in a box, and arrows for navigation. The text 'Displaying items 1 - 1 of 1' is shown at the bottom right of the table.



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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. |