Diesel Exhaust Fluid (DEF) Online System
User Guide

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Contact Registration

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

```
Date: 6/28/2017 10:46:10 AM  
To: DEF@test.com  
Subject: myAPI - User Registration - Confirm Email  
Body: Your account has been successfully registered in myAPI. You must confirm your email address before logging in. Please confirm your email address by visiting the following link: https://pp.my.api.org/Account/ConfirmEmailAndSelectPassword?email=DEF%40Test.com&guid=6b33b65-105c-e711-a50-005056b53216
```
Once you’ve verified your email address you will be able to log on to the system and either add a new company or have the primary contact from an existing company add you to the company contact list.
Company Registration

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

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

API Test Company

Company Information
- Company Name: API Test Company
- Company ID: 12345
- Address: 200 Massachusetts Ave NW, Washington, DC, 20001-1429, United States
- Contact Info:
  - Primary Contact: Jane Doe
  - Email: DEF@Test.com
  - Phone: 2025555555

My Companies

API Test Company
- Company ID: 12345
- Company Type: DEF
- Primary Contact: Jane Doe
- Address: 200 Massachusetts Ave NW, Washington, DC, 20001-1429, United States
Add Contacts to Company

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

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

Start here or here

myAPI DASHBOARD

Hello, DEFTest.com - Change username

myAPI DASHBOARD

DEF
Diesel Exhaust Fluid

EOLCS
Engine Oil

MOM
Motor Oil Matters

MYCERTS
API Monogram Program & APIOR

https://my.api.org
RESET YOUR PASSWORD

Email

Continue

EMAIL SENT

An email was sent to DEFTest.com.
Open the link in your email to reset your password.

Didn't receive an email?

Resend Email

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

Body: A request to reset your password with myAPI has been received. You must confirm your email address before selecting a new password. Please confirm your email address by visiting the following link:

https://pp.my.api.org/Account/ConfirmEmailAndSelectPassword?email=DEF%40Test.com&guid=085549-205c-0711-af90-00506653216
Reminder: Passwords must be at least 8 characters long and contain at least one letter, one number and one special character.
Edit Contact Information

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

Start here or here
Edit Company Information

![API Test Company](image)

Edit Company

Company Information
- Company Legal Name: API Test Company 1
- Company ID: 12345
- Address: 200 MASSACHUSETTS AVE NW, WASHINGTON, DC 20001-1429, UNITED STATES
- Website:
- Contact List:
  - Primary: Jane Doe, DEF@Test.com, 2023456789
  - Add Contact:
  - Account Status History
  - Property Change History
  - Notes

![Graduate Company](image)

Address
- Address Line 1: 200 MASSACHUSETTS AVE NW
- City/Locality: WASHINGTON
- Zip/Postal Code: 20001-1429
- Address Line 2:
- State/Province: DC
- Country: UNITED STATES

![Save, Cancel](image)
Add a DEF Product

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

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

Start here ↑ or here ↓.
DEF Product Detail - API Test Company 1 - API DEF TEST PRODUCT

Instructions
This page allows licensees to add new suppliers and formulations and update product packaging. If you are changing a product's packaging from bulk to packaged or bulk and packaged, you will be required to add a traceability code.

Product Information
- Brand Name: API DEF TEST PRODUCT
- Market Date: 07-Jan-2021
- Product ID: 0276
- Status: New

Associated Suppliers
No Associated suppliers

Available Suppliers
- API Test Company 1

Product Packaging
- Audits of this Product

I agree to the Certification of Data terms and conditions.

Adding a Supplier to a Product

Instructions
This page allows licensees to add new suppliers and formulations and update product packaging. If you are changing a product’s packaging from bulk to packaged or bulk and packaged, you will be required to add a traceability code.

Product Information

Brand Name: API DEF TEST PRODUCT
Market Date: 01-Jan-2021
Product ID: 1276
Status: New

Associated Suppliers
No Associated Suppliers

Available Suppliers

<table>
<thead>
<tr>
<th>Supplier ID</th>
<th>Supplier Name</th>
<th>Supplier Type</th>
<th>Created Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>216</td>
<td>API TEST COMPANY 1</td>
<td>Manufacturer</td>
<td>23-Dec-2020</td>
</tr>
</tbody>
</table>

Product Packaging
Audits of this Product

I agree to the Certification of Data terms and conditions.

Submit
Add a Marine DEF Product

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

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

See 'Add a New DEF Product' for instructions/example of a traceability code.
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https://my.api.org
Application Fee Invoice/Payment

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

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](https://my.api.org).

---

<table>
<thead>
<tr>
<th>Invoice Information</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>Billing Address</strong></td>
</tr>
<tr>
<td>First Name</td>
</tr>
<tr>
<td>Jane</td>
</tr>
<tr>
<td>Last Name</td>
</tr>
<tr>
<td>Smith</td>
</tr>
<tr>
<td>Company Name</td>
</tr>
<tr>
<td>API Test Company 1</td>
</tr>
<tr>
<td>Country</td>
</tr>
<tr>
<td>United States</td>
</tr>
<tr>
<td>Address Line 1</td>
</tr>
<tr>
<td>208 Massachusetts Avenue, NA</td>
</tr>
<tr>
<td>City</td>
</tr>
<tr>
<td>WASHINGTON</td>
</tr>
<tr>
<td>State/Province</td>
</tr>
<tr>
<td>DC</td>
</tr>
<tr>
<td>Zip/Postal Code</td>
</tr>
<tr>
<td>20007-4420</td>
</tr>
</tbody>
</table>

**Invoice Information**

Provide PD information if necessary. Reminders: when renewing your license, please report the total volume of API-licensed DEF marketed under your license for the period between January 1 and December 31 of last year.

<table>
<thead>
<tr>
<th>Reference or PD Number:</th>
<th>DEF (AS 32) Volume of Sales (gallons):</th>
</tr>
</thead>
<tbody>
<tr>
<td></td>
<td>350.000 Gallons</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>B&amp;I</th>
<th>Description</th>
<th>Amount</th>
</tr>
</thead>
<tbody>
<tr>
<td>DEF Annual Fee</td>
<td>$7,900.00</td>
<td></td>
</tr>
<tr>
<td>DEF Volume of Sales Fee</td>
<td>$0.00</td>
<td></td>
</tr>
<tr>
<td>Grand Total</td>
<td>$7,900.00</td>
<td></td>
</tr>
</tbody>
</table>
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.
You will be able to review your company’s order history and previously signed legal agreements at any time on the Company Info page.

<table>
<thead>
<tr>
<th>Action Items</th>
</tr>
</thead>
<tbody>
<tr>
<td>Currently there are no action items. Please select an option below to continue.</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Information</th>
</tr>
</thead>
<tbody>
<tr>
<td>Certificate Company Name: DEF Test</td>
</tr>
<tr>
<td>Company Legal Name: DEF Test Company</td>
</tr>
<tr>
<td>Company ID: 11419</td>
</tr>
<tr>
<td>Address: 12345 ST, ANY CITY, ANY STATE, ANY ZIP, United States</td>
</tr>
<tr>
<td>Website: <a href="http://www.DEFTestCompany.com">www.DEFTestCompany.com</a></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Company Contact List</th>
</tr>
</thead>
<tbody>
<tr>
<td>Primary</td>
</tr>
<tr>
<td>DEF Test</td>
</tr>
<tr>
<td>Jane Doe</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Order History</th>
</tr>
</thead>
<tbody>
<tr>
<td>Order Number</td>
</tr>
<tr>
<td>842397</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Legal Agreements</th>
</tr>
</thead>
<tbody>
<tr>
<td>Date Signed</td>
</tr>
<tr>
<td>15-Jan-2016</td>
</tr>
</tbody>
</table>

Add Diesel Exhaust Fluid Product
License Renewal

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

- All licenses have an expiration date of March 31st. Each year you must renew your license by March 31st or your license will expire and no longer be listed on the public directory of licensees.
- You will be required to renew through the online system. The option to renew will be available beginning the first week of January and all contacts will receive a notification via email.
- All licensees will be required to sign a legal agreement each year prior to renewal.
- You will be asked to report the amount of API licensed DEF/Marine DEF sold (volume of sales) for the last full calendar year.

Once volume is reported, an invoice will be generated for the annual renewal fee and the volume of sales fee per gallon for every gallon of API licensed product sold.
You will only be required to report volume of sales for the product type(s) that are licensed under your account.

If you do not have the payment information at the time the invoice is generated, you can leave this page and come back to it when you have the necessary information. However, payment information must be completed in order for API to identify your payment when it is received and apply it to the correct invoice.
Once the renewal process is complete and the renewal payment is received. Your company’s expiration date will be updated on the Company Info page and a new copy of your certificate will be available to download.
AMAP (Audit Results)

When an audit is performed on a product and findings are discovered, the company is required to review and respond to the findings within a certain time period (varies depending on the severity of the findings). Company contacts assigned to the audit role will receive an email notification and there will be an action item created on the Company Info page.
The Audit detail page will contain several sections of information. Clicking the arrow next to the titles will expand or close the section.

The Collection Company Results section provides additional information regarding the product sample that was audited. This includes information such as where and when the product was collected. For packaged product, this section will also include information regarding the certification symbol(s) and traceability code(s). The ‘Collection Files’ area will also include links to images associated with the audit, such as receipts, collection forms and label images (for packaged products).
The Results Received section provides test results for the audit sample including the expected ranges. Test results highlighted in yellow indicate a finding that requires response, results highlights in red indicate a severe finding.

Findings can be opened by clicking the plus symbol (+) next to the finding title. Each finding must be responded to individually. Under each finding there is a text box for a written response and an option to upload supporting files.
Once all findings have been responded to, the audit status will change to Findings Responded and sent to API for review. If the responses resolve all the findings, the audit will be closed, if not the findings will be returned for further information.

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.