

# Motor Oil Matters (MOM) Installer Online System User Guide

Potential MOM Installers can register at [my.API.org](http://my.API.org). To ensure a successful application process, you should have the following prepared for each location that you are interesting in having licensed

- Basic Location Information:
  - Location Name
  - Address
  - Phone Number
  - Contact Name
  - Site URL (optional)
  - Email Address (optional)
  - Store Number (optional)
  - Hours of Operation (optional)
- Required Supporting Documentation:
  - Three Distributor Invoices that have delivered product within the last six months
  - Three Customer Receipts generated within the last week

To qualify for MOM, all documentation must provide the following information:

- › Brand Name (abbreviations accepted, but manufacturer and brand must be discernable)
- › SAE Viscosity Grade
- › API Service Category

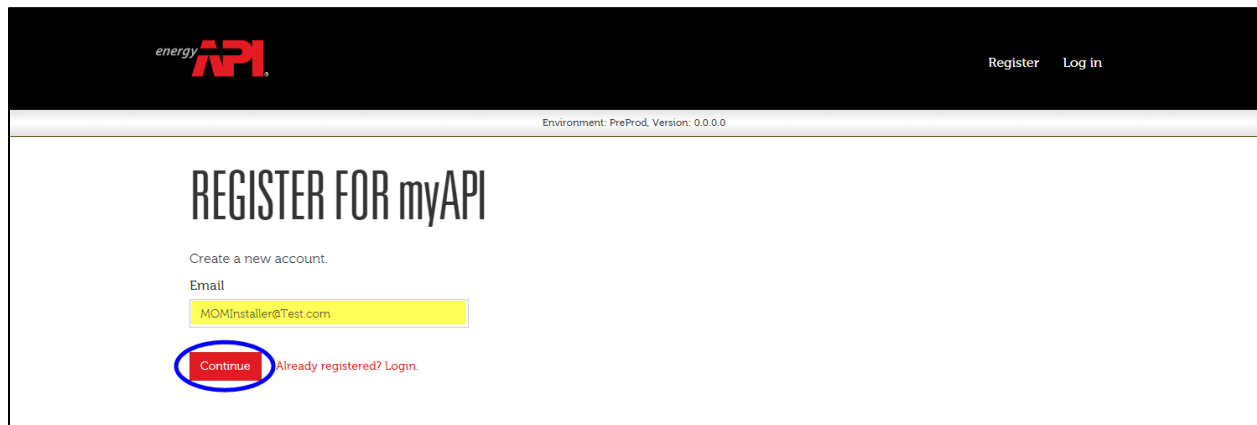
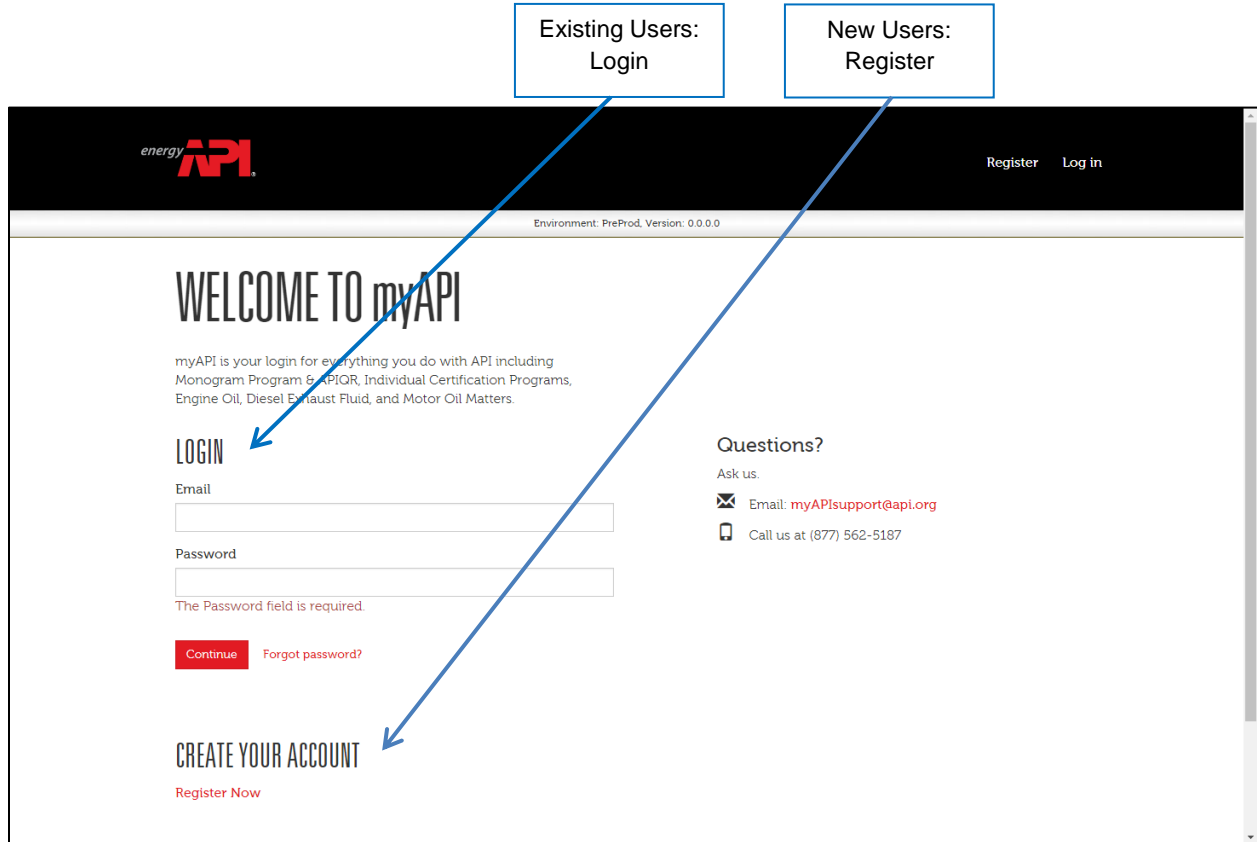
Please have electronic copies of all documents ready prior to beginning the application.

## Contact Registration

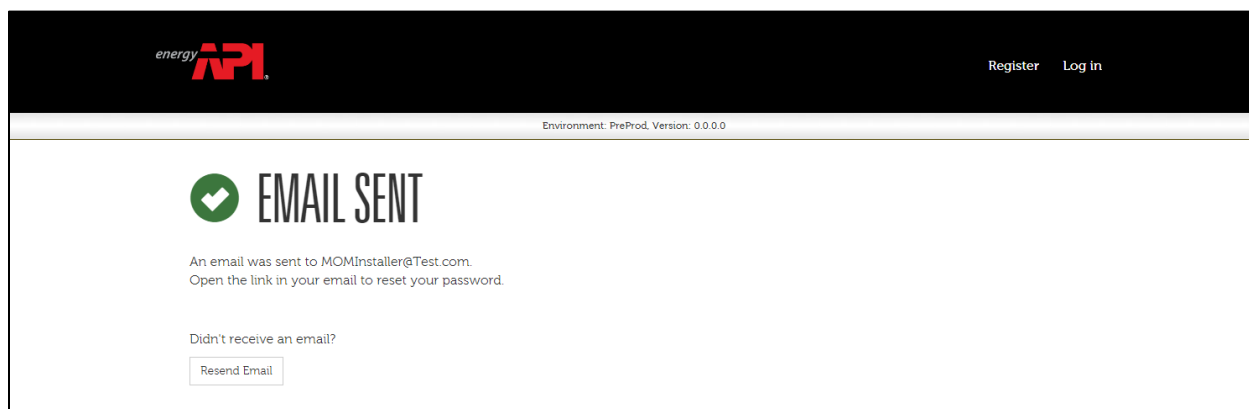
A user must register in the system before they can create a new company or be added to an existing company's contact list.

Existing Users:  
Login

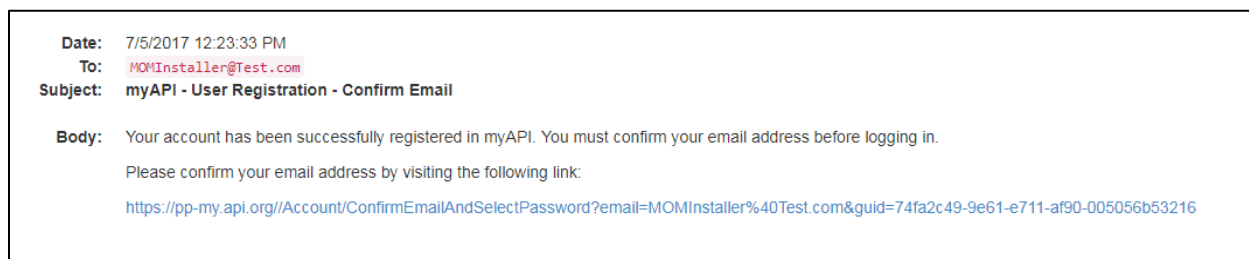
New Users:  
Register



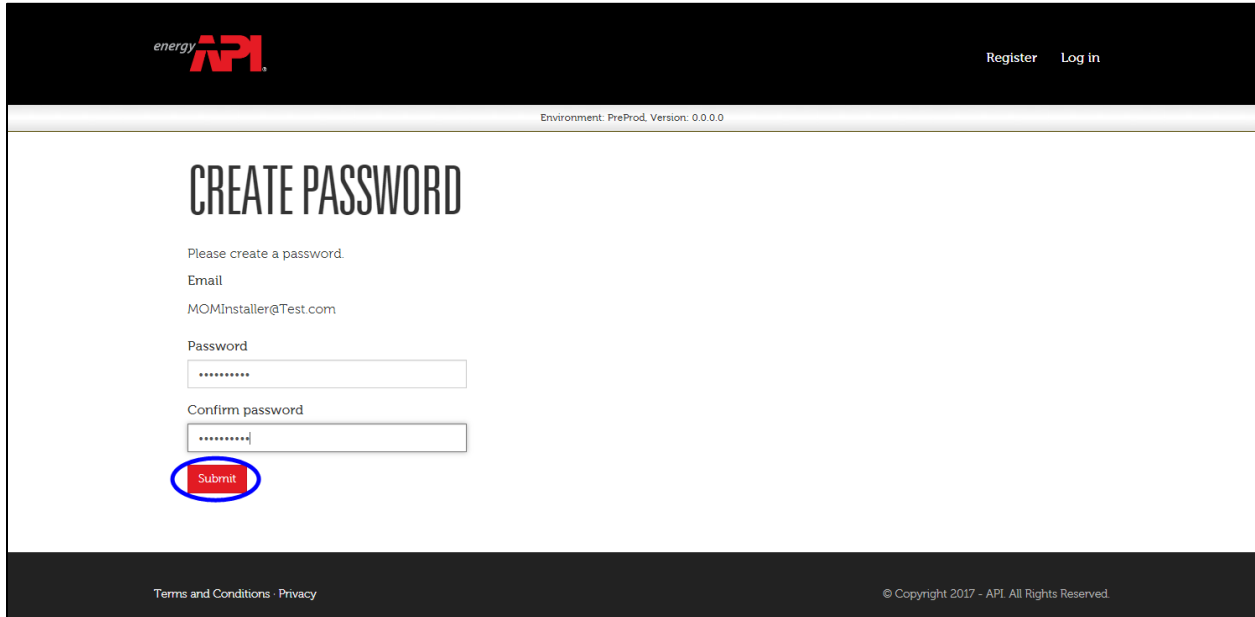
After registering your contact information, you will be required to verify your email address. A verification email will be sent to the email address used to register. If you do not receive the email within 24 hours, log in to return to the Login Verification Required page and click 'Resend Verification Email'.



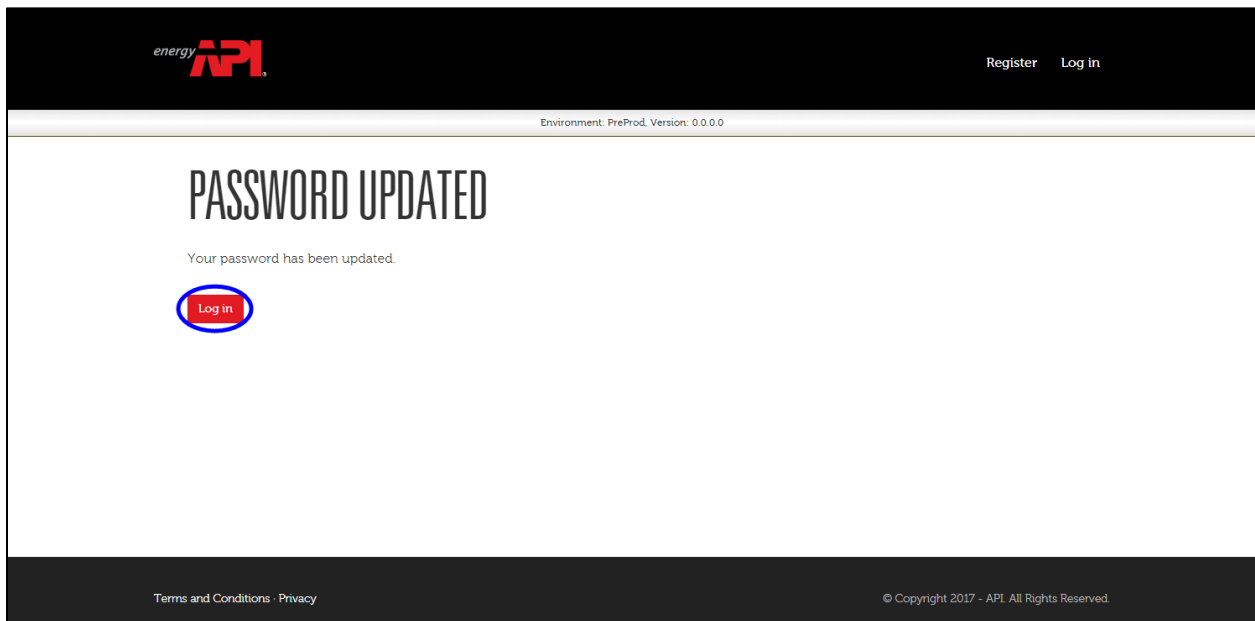
Example of verification email:




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



The screenshot shows the 'CREATE PASSWORD' page of the Motor Oil Matters installer. The page has a dark header with the 'energy API' logo on the left and 'Register' and 'Log in' links on the right. Below the header, a small text line reads 'Environment: PreProd. Version: 0.0.0.0'. The main content area is white and contains the heading 'CREATE PASSWORD' in large, bold, black letters. Below the heading, it says 'Please create a password.' followed by two input fields: 'Email' with the value 'MOMInstaller@Test.com' and 'Password' with a masked password '\*\*\*\*\*'. Below the password field is a 'Confirm password' field, also with a masked password '\*\*\*\*\*'. A red 'Submit' button is located below the confirm password field and is circled in blue. At the bottom of the page, there is a dark footer with 'Terms and Conditions · Privacy' on the left and '© Copyright 2017 - API. All Rights Reserved.' on the right.



The screenshot shows the 'PASSWORD UPDATED' page of the Motor Oil Matters installer. The page has a dark header with the 'energy API' logo on the left and 'Register' and 'Log in' links on the right. Below the header, a small text line reads 'Environment: PreProd. Version: 0.0.0.0'. The main content area is white and contains the heading 'PASSWORD UPDATED' in large, bold, black letters. Below the heading, it says 'Your password has been updated.' followed by a red 'Log in' button, which is circled in blue. At the bottom of the page, there is a dark footer with 'Terms and Conditions · Privacy' on the left and '© Copyright 2017 - API. All Rights Reserved.' on the right.



Register Log in

Environment: PreProd, Version: 0.0.0.0

## 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

Password

[Continue](#) [Forgot password?](#)

### Questions?


Ask us.

✉ Email: [myAPISupport@api.org](mailto:myAPISupport@api.org)

☎ Call us at (877) 562-5187

### CREATE YOUR ACCOUNT

[Register Now](#)



Hello, MOMInstaller@Test.com ▾

Environment: PreProd, Version: 0.0.0.0

## myAPI DASHBOARD

DEF  
Diesel Exhaust Fuel

EOLCS  
Engine Oil

**MOM**  
Motor Oil Matters


MYCERTS  
API Monogram Program & APIQR

[Terms and Conditions](#) · [Privacy](#)

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[https://energyapi.oktapreview.com/home/template\\_wsfed/00a6b6d430mJha8o50h7/2567](https://energyapi.oktapreview.com/home/template_wsfed/00a6b6d430mJha8o50h7/2567)

MOMInstaller@Test.com | 00ub293s6c3tdwou20h7
Pre-Prod External 2011 2.915.0
Public Site: False



# MOM ACCOUNT MANAGER

WELCOME MOMINSTALLERTEST.COM!
[Return To myAPI](#)
[LOG OUT](#)

---

## CREATE PROFILE

### CONTACT INFORMATION


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

### WORK ADDRESS

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

### VERIFICATION

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



[Privacy & Terms](#)

☒ HAVE READ, AND AGREE, TO THE [TERMS AND CONDITIONS](#).

SAVE

## Company Registration

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

The public directory (<https://apps.motoroilmatters.org/DirectoryInstallerSearch>) provides a list of active MOM licensed companies. If you are not sure if your company is already registered please contact the MOM helpdesk at [momhelpdesk@api.org](mailto:momhelpdesk@api.org) for assistance.

### SELECT ACCOUNT TYPE

Your account type could not be determined. In order to proceed you must select an account type below .

[INSTALLER LOGIN](#)[DISTRIBUTOR LOGIN](#)

### WELCOME INSTALLER!

[MY COMPANIES](#)

#### WELCOME INSTALLER!

Thank you for your interest in the Motor Oil Matters (MOM) program. Before beginning your application, we recommend you review the Installer User Guide, which can be found in the FAQ section on the right, under "User Guides and Resources". Additionally, to ensure a successful application process, you should have the following requirements in hand:

#### FAQS

[Application](#)  
[Audits](#)  
[Brands](#)  
[Locations](#)  
[User Guides and Resources](#)

### NO ACCOUNT

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

[CONTACT API ASSOCIATE](#)[CREATE ACCOUNT](#)

### LOOK UP ACCOUNT INFORMATION

#### LOOK UP ACCOUNT INFORMATION

It is possible your company may already be registered with the Motor Oil Matters program. Please take this time to view either the Distributor Directory and/or Installer Directory for your company. If you do not already have an account, please click "Register New Account".

[VIEW DISTRIBUTOR DIRECTORY](#)[VIEW INSTALLER DIRECTORY](#)[REGISTER NEW ACCOUNT](#)



## CREATE NEW ACCOUNT

### ACCOUNT INFORMATION

Company Legal Name

MOM Installer \*

Doing Business As / Account Nickname

### ADDRESS

Country

United States \*

Address Line 1

1220 L Street NW \*

Address Line 2

I

City/Locality

Washington \*

State/Province

DC \*

Zip/Postal Code

20005 \*

CANCEL

SAVE



## Legal Agreement and Program Eligibility

An electronic signature is required at the time that a company account is created as well as acknowledgment of program eligibility questions. These questions are meant to ensure that your installer locations meet all requirements for the Motor Oil Matters program. If you cannot agree to all of the questions then your locations may not be approved for a MOM license. Please review API Publication 1525A for all program requirements.

APPLICATION LEGAL AGREEMENT

RETURN TO ACCOUNT

LEGAL AGREEMENT AND PROGRAM QUALIFYING QUESTIONS

API requires applicants to sign electronically the Motor Oil Matters license agreement. A new agreement is also required at annual license renewal. 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.

Below the legal agreement is a list of qualifying questions for the Motor Oil Matters program. You must acknowledge that each question is true by clicking the Accept box next to the question. If you have any concerns about your company's eligibility please contact API before proceeding at [momhelpdesk@api.org](mailto:momhelpdesk@api.org).

MOTOR OIL MATTERS LEGAL AGREEMENT

AMERICAN PETROLEUM INSTITUTE  
INSTALLER LICENSING PROGRAM  
APPLICATION FOR LICENSURE

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 the corporation named in this application for licensure (hereinafter "Licensee") is effective as of the date the application is submitted electronically to API ("Effective Date").

WHEREAS, API is the owner of all rights to the Motor Oil Matters Installer Quality Mark (hereinafter "Installer Quality Mark") relating to API's Installer Licensing Program, (hereinafter "ILP"), which is described on-line at [www.motoroilmatters.org](http://www.motoroilmatters.org),

WHEREAS, Licensee meets the requirements of API 1525A, Bulk Engine Oil Chain of Custody and Quality Documentation, and desires a nonexclusive license from API to use

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

Question	Accept
When ordering engine oil from a distributor, do you request oils by specific brand name, SAE viscosity grade, and API Service Categories? (API 1525A, Section 7.3.1)	<input type="checkbox"/>
Do the invoices from your distributor show the brand name, SAE viscosity grade, and API Service Categories of the engine oil you purchased? (API 1525A, Section 6.3.3)	<input type="checkbox"/>
Do you clearly represent to consumers through a menu board list, list of services, or other promotional methods your location's oil change options? (API 1525A, Section 7.5.1)	<input type="checkbox"/>
Are your bulk engine oil installation hoses, hose reels and/or nozzles labeled with the brand names, SAE viscosity grades, and API Service Categories of the oils being dispensed? (API 1525A, Section 7.5.2)	<input type="checkbox"/>
Do the receipts you give customers for an engine oil change identify the brand name, SAE viscosity grade, and API Service Categories of the oil installed? (API 1525A, Section 7.6)	<input type="checkbox"/>
Do you keep copies of invoices from distributors and customer receipts for at least 6 months? (API 1525A, Section 7.4.3)	<input type="checkbox"/>

Signature:

Jane Doe

Are you signing on behalf of another person?

☐ Yes ☒ No

Are you signing on behalf of another person?

☒ Yes ☐ No

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

Name:

Title:

Email:

ACCEPT

## Manage Brands

The Manage Brands section allows you to list brands of motor oil sold across various locations. When entering your locations, any brands listed at this stage can be associated to the location(s) without having to be reentered or you will have the options of adding additional brands specific to that location.

Adding motor oil brands allows you to select from currently licensed EOLCS (Engine Oil Licensing and Certification System) brands or enter unlicensed “house” brands. You can add as many brands as necessary and at any time you can click on ‘Manage Brands’ on the Company Info page to add or remove brands from the list.

ACCOUNT: SUPER INSTALLER

ACCOUNT LIST

INSTALLER ACCOUNT

EDIT

Account Number

Company Legal Name

Doing Business As / Account Nickname

11483

MOM's Super Installer

Super Installer

Address:

1234 Somewhere Lane

Some City, DC, 20000, United States

ACCOUNT MANAGERS

ADD

Primary

User Name

Full Name

Title

Email

Phone

Cell

Delete

☒

donotemailmomtest@gmail.com

Jane Doe

Manager

donotemailmomtest@gmail.com

111-222-3333

Legal Agreements

MANAGE BRANDS

ADD LOCATIONS

MANAGE BRANDS

RETURN TO ACCOUNT

INSTRUCTIONS

This page allows you to add brands of motor oil that are likely to appear at most of the locations that you plan to license. You will be able to add or remove brands specific to a location during the Add Location process. Any brands added or removed from this list will not affect locations that have already been created, only new locations created after the changes are made.

ADD BRAND

BRANDS

MARKETER NAME

BRAND NAME

CREATED DATE

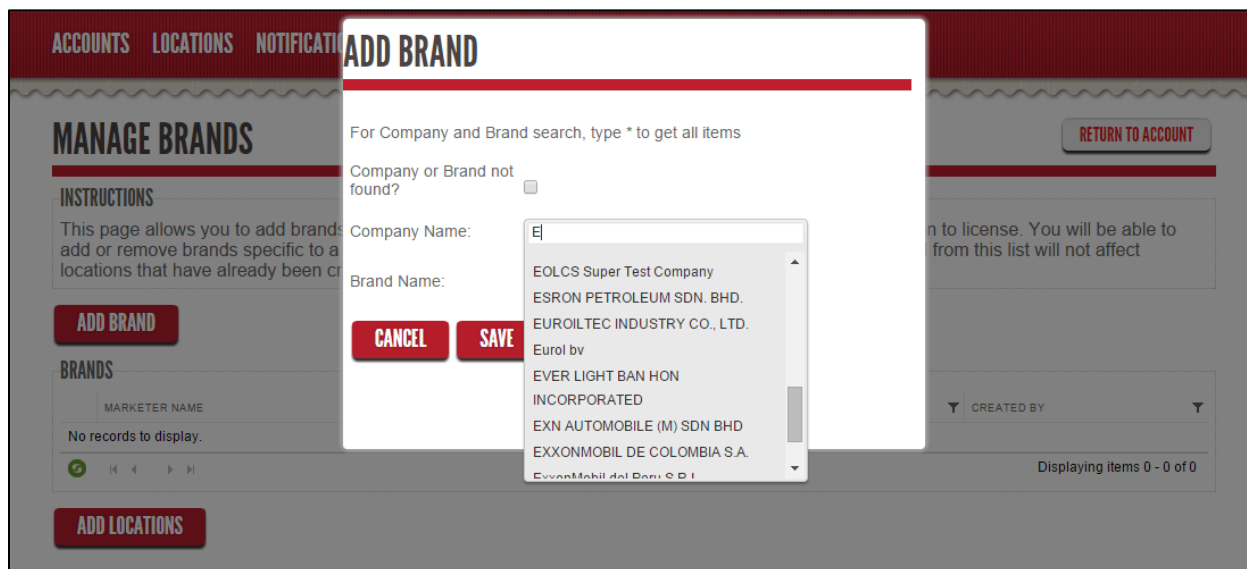
CREATED BY

No records to display.

Displaying items 0 - 0 of 0

ADD LOCATIONS

To add a licensed brand, search for the company in the Company Name field. After choosing the company, the Brand Name field will populate with that company's currently licensed brands. Note: typing an asterisk (\*) in the Company Name field will result in a full list of licensed companies to choose from, typing an asterisk (\*) in the Brand Name field will result in a full list of licensed brands or allow you to choose 'Various Brands'.



**ADD BRAND**

For Company and Brand search, type \* to get all items

Company or Brand not found? ☐

Company Name:

Brand Name:

**CANCEL** **SAVE**

**MANAGE BRANDS**

**INSTRUCTIONS**

This page allows you to add brands, add or remove brands specific to a locations that have already been created.

**ADD BRAND**

**BRANDS**

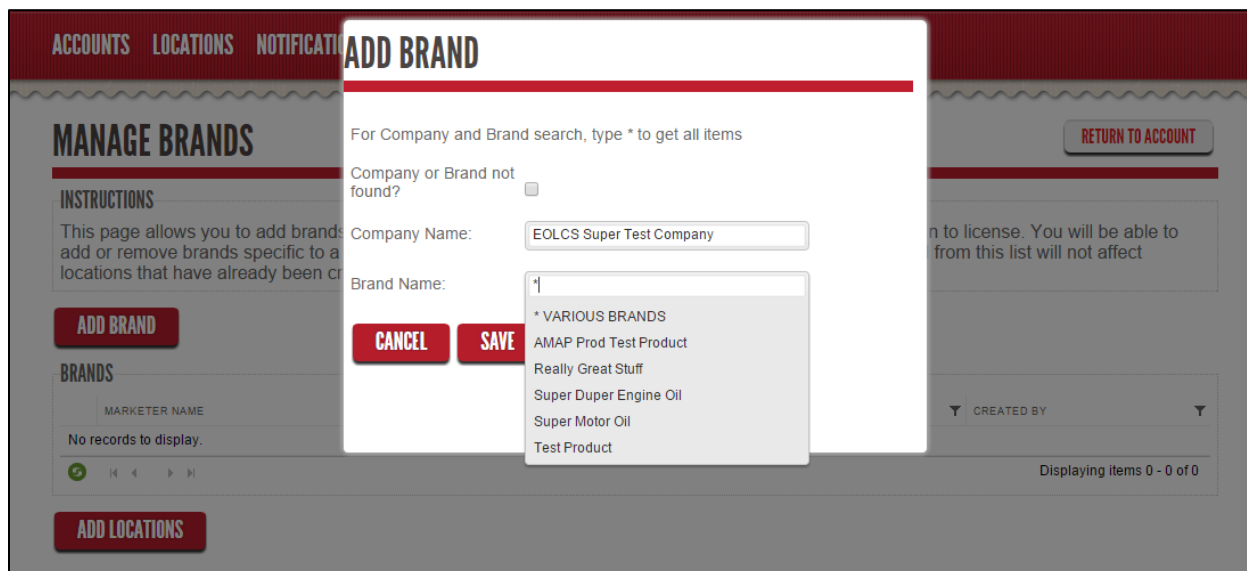
MARKETER NAME

No records to display.

**ADD LOCATIONS**

**RETURN TO ACCOUNT**

Displaying items 0 - 0 of 0



**ADD BRAND**

For Company and Brand search, type \* to get all items

Company or Brand not found? ☐

Company Name:

Brand Name:

**CANCEL** **SAVE**

**MANAGE BRANDS**

**INSTRUCTIONS**

This page allows you to add brands, add or remove brands specific to a locations that have already been created.

**ADD BRAND**

**BRANDS**

MARKETER NAME

No records to display.

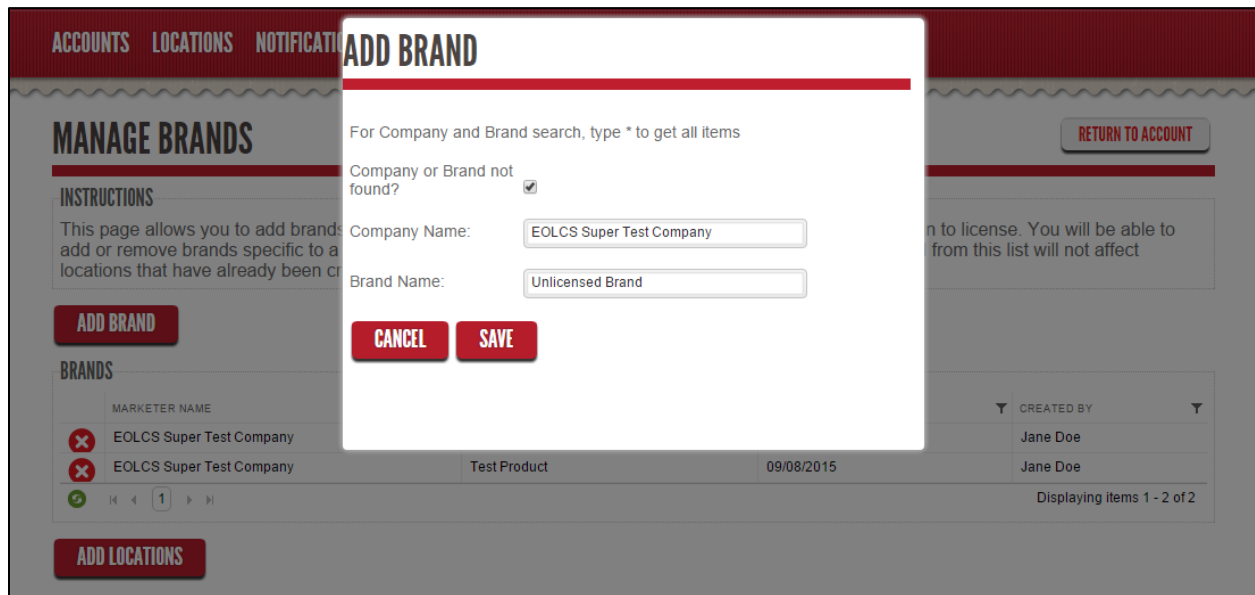
**ADD LOCATIONS**

**RETURN TO ACCOUNT**

Displaying items 0 - 0 of 0

To add an unlicensed brand, click the box marked 'Company or Brand not found?'. This allows you to type in an unlicensed Company Name and unlicensed Brand Name or search for a licensed Company Name and type in an unlicensed Brand Name. Examples shown below.

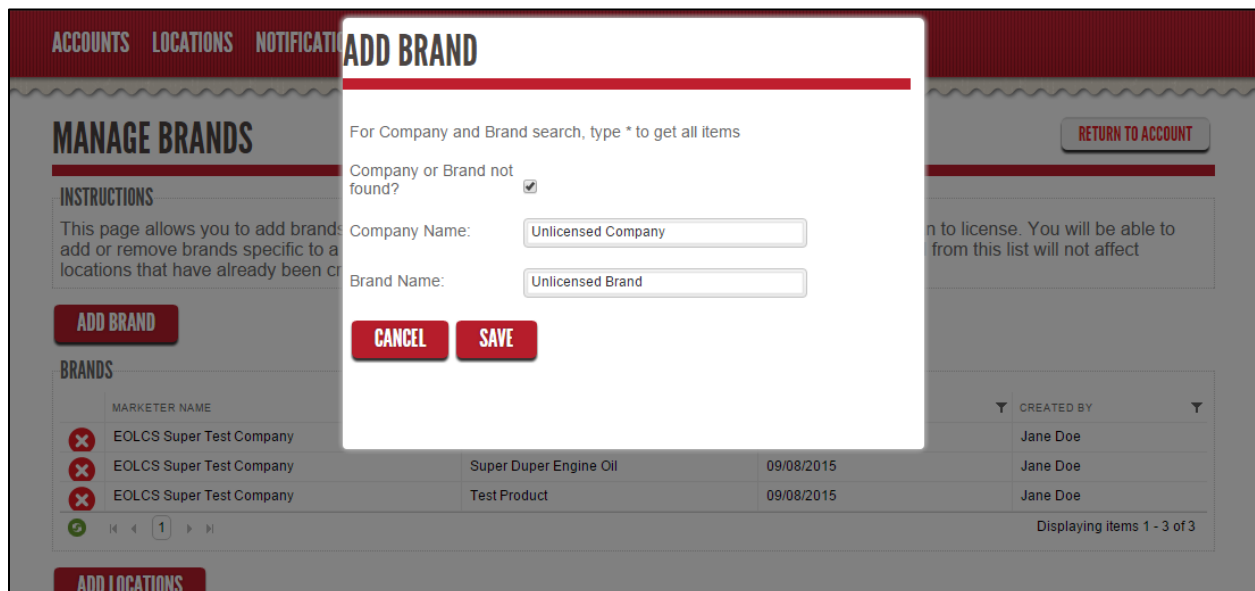
### *Licensed Company with an Unlicensed Brand*



The screenshot shows the 'ADD BRAND' modal form. The 'Company or Brand not found?' checkbox is checked. The 'Company Name' field contains 'EOLCS Super Test Company' and the 'Brand Name' field contains 'Unlicensed Brand'. The background shows the 'MANAGE BRANDS' page with a table of brands.

MARKETER NAME	TEST PRODUCT	DATE	CREATED BY
EOLCS Super Test Company			Jane Doe
EOLCS Super Test Company	Test Product	09/08/2015	Jane Doe

### *Unlicensed Company with an Unlicensed Brand*



The screenshot shows the 'ADD BRAND' modal form. The 'Company or Brand not found?' checkbox is checked. The 'Company Name' field contains 'Unlicensed Company' and the 'Brand Name' field contains 'Unlicensed Brand'. The background shows the 'MANAGE BRANDS' page with a table of brands.

MARKETER NAME	TEST PRODUCT	DATE	CREATED BY
EOLCS Super Test Company			Jane Doe
EOLCS Super Test Company	Super Duper Engine Oil	09/08/2015	Jane Doe
EOLCS Super Test Company	Test Product	09/08/2015	Jane Doe

## Add Location

Adding locations to your account is a three-step process:

1. Enter location information
2. Add/Associate brands of motor oil sold at the specific location
3. Upload supporting documentation

**ACCOUNT: SUPER INSTALLER** [ACCOUNT LIST](#)

**INSTALLER ACCOUNT** [EDIT](#)

Account Number  
11483

Company Legal Name  
MOM's Super Installer

Doing Business As / Account Nickname  
Super Installer

Address:  
1234 Somewhere Lane  
Some City, DC, 20000, United States

**ACCOUNT MANAGERS** [ADD](#)

Primary	User Name	Full Name	Title	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	donotemailmomtest@gmail.com	Jane Doe	Manager	donotemailmomtest@gmail.com	111-222-3333		

**Legal Agreements**

[MANAGE BRANDS](#) [ADD LOCATIONS](#)

**ADD LOCATIONS** [RETURN TO ACCOUNT](#)

In this section you will be listing the new locations you'd like to submit for licensing. Clicking on 'Add Location' below will take you through a three step process to collect all necessary location information:

- **General Information** – all information entered on this page will be used to populate the public licensee directory
- **Add Brands** – from this page you can add available motor oil brands that were previously added at the account level or add additional brands specific to the location
- **Add Location Documents** – here you are required to upload all necessary documentation, a list of documents was provided on the home screen and can be found in the User Guide

Once you've listed all locations, click 'Pay for Locations' to generate an invoice. After payment is received, API will review the submitted locations.

**LOCATION**

NAME ↑	STATUS	ADDRESS LINE 1	CITY/LOCALITY	STATE/PROVINCE
No records to display.				

[ADD LOCATION](#)

Displaying items 0 - 0 of 0

## Location Information

All fields marked with an asterisk (\*) are required before the information can be saved. Any information entered in this section will be displayed on the licensee directory.

### ADD LOCATION

Location Information

Brand Information

Documents

Location Name

Include Company Name, this field will be published in the directory

Super Installer \*

Company Site URL

www.superinstaller.com

Phone

(111) 111-1111 \*

Address Line 1

9 Wall St. \*

Address Line 2

City

Rockaway \*

State

NJ \*

Country

United States \*

Zip Code

07866 \*

Email

Rockaway@SuperInst.com

Fax

Store Number

001

Hours Of Operation

M-F 8am-10pm, S-Su 10am-10pm

CONTACT INFORMATION

Salutation

Ms ▼

First Name

Jane \*

Last Name

Doe \*

Title

Manager

NEXT

## Brand Information

Brands added in the Manage Brands section will be listed under Available Brands, clicking on 'Add' next to the brand(s) will associate the brand to the location. You can also click 'Add Brand' to enter additional brand(s) that are sold at the location.

### ADD LOCATION

Location Information

Brand Information

Documents

ADD BRANDS

ADD BRAND

Click to add additional brands to the location

I certify that this location sells licensed API bulk oil. ☒

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:

Assigned Brands

Marketer Name	Brand Name

Available Brands

Marketer Name	Brand Name
Unlicensed Company	Unlicensed Brand

Add

BACK

NEXT

Click to associate brands to the location

Motor Oil Matters (MOM) Installer – Installer Online System User Guide  
[my.API.org](http://my.API.org)



## Documents

Three examples of each type of supporting documentation are required for each location, they can be uploaded as one file or as three separate files. At least one file must be uploaded for each document type before the information can be saved.

### ADD LOCATION DOCUMENTS

RETURN TO LOCATIONS

Location Information

Brand Information

Documents

#### UPLOAD SUPPORTING DOCUMENTATION

As part of the Motor Oil Matters program, API requires supporting documentation to be submitted for each location. You must provide three examples of each of the document types. This can be done as one file or several files. When you have finished uploading the documents, click 'Next' at the bottom of the page. API will review all documents to ensure they meet program requirements and will notify you with any questions.

#### UPLOAD DOCUMENTS

##### Customer Receipts

###### FILES

Upload New File

Select...

1.jpg

Remove

4.jpg

Remove

Maximum allowed file size: 50 MB

##### Distributor Invoices

###### FILES

Upload New File

Select...

3.jpg

Remove

Maximum allowed file size: 50 MB

BACK

NEXT

## Invoice/Payment


Each time you complete the steps to add a location, you will be taken back to the Add Locations page where you will see a list of all locations that have not yet been submitted to API for review. To submit these locations to API an invoice for the location fee (and application fee if this is your first time submitting locations) must be generated and paid.

**ADD LOCATIONS**RETURN TO ACCOUNT

In this section you will be listing the new locations you'd like to submit for licensing. Clicking on 'Add Location' below will take you through a three step process to collect all necessary location information:

- **General Information** – all information entered on this page will be used to populate the public licensee directory
- **Add Brands** – from this page you can add available motor oil brands that were previously added at the account level or add additional brands specific to the location
- **Add Location Documents** – here you are required to upload all necessary documentation, a list of documents was provided on the home screen and can be found in the User Guide

Once you've listed all locations, click 'Pay for Locations' to generate an invoice. After payment is received, API will review the submitted locations.

LOCATION				
NAME ↑	STATUS	ADDRESS LINE 1	CITY/LOCALITY	STATE/PROVINCE
 Super Installer	New	9 WALL ST	ROCKAWAY	NJ

1

Displaying items 1 - 1 of 1

**ADD LOCATION** **PAY FOR LOCATIONS**



## APPLICATION INVOICE INFORMATION

[RETURN TO ACCOUNT](#)

### GENERATE INVOICE

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

#### BILLING ADDRESS

First Name  Last Name

Company Name

Address Line 1  Address Line 2

City/Locality  State/Province

Zip/Postal Code  Country

#### PHYSICAL LOCATION

First Name  Last Name

Company Name

Address Line 1  Address Line 2

City/Locality  State/Province

Zip/Postal Code  Country

#### INVOICE INFORMATION

Reference or PO Number:

#### BILL

Description	Amount
Motor Oil Matters Installer Location Fee	\$100.00
<b>Grand Total</b>	<b>\$100.00</b>

[BACK](#)

[NEXT](#)

## APPLICATION INVOICE AND PAYMENT INFORMATION

[RETURN TO ACCOUNT](#)

### SUBMIT YOUR PAYMENT

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

☐ Credit Card

Bank Name

Remitter Name

Upload File(s)

Maximum allowed file size: 50 MB

Invoice #  
**M2518**

Invoice Date  
**04/05/2016**

#### BILLING ADDRESS

Super Installer

Jane Doe  
1234 Somewhere Lane  
Some City, DC 20000  
United States

#### PHYSICAL LOCATION

Super Installer

Jane Doe  
1234 Somewhere Lane  
Some City, DC 20000  
United States

#### BILL

Description	Amount
Motor Oil Matters Installer Location Fee	\$100.00
<b>Grand Total</b>	<b>\$100.00</b>

[BACK](#)

[PRINT INVOICE](#)

[NEXT](#)

#### PAYMENT INFORMATION

Payment Method \*

☐ Bank Wire

☒ Check

☐ Credit Card

Check Number

Remitter Name

Upload File(s)

Maximum allowed file size: 50 MB

#### PAYMENT INFORMATION

Payment Method \*

☐ Bank Wire

☒ Check

☐ Credit Card

Type

Number

Expiration Date

Security Code

**APPLICATION PAYMENT SUBMISSION**

RETURN TO ACCOUNT

**PAYMENT INFORMATION**

Payment Method  
Bank Wire  
Bank Name  
My Bank  
Remitter Name  
Me  
Amount  
\$100.00

Invoice #  
**M2518**  
Invoice Date  
**04/05/2016**

**BILLING ADDRESS**

Super Installer  
Jane Doe  
1234 Somewhere Lane  
Some City, DC 20000  
United States

**PHYSICAL LOCATION**

Super Installer  
Jane Doe  
1234 Somewhere Lane  
Some City, DC 20000  
United States

**BILL**

Description	Amount
Motor Oil Matters Installer Location Fee	\$100.00
<b>Grand Total</b>	<b>\$100.00</b>

\*Please review all information carefully. Once you click submit, your payment will be processed. If you need to make any changes click the back button located to the left.

BACK

SUBMIT

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



**ACCOUNT: SUPER INSTALLER** ACCOUNT LIST

**INSTALLER ACCOUNT** EDIT

Account Number  
11483

Company Legal Name  
MOM's Super Installer

Doing Business As / Account Nickname  
Super Installer

Address:  
1234 Somewhere Lane  
Some City, DC, 20000, United States

**ACCOUNT MANAGERS** ADD

Primary	User Name	Full Name	Title	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	donotemailmomtest@gmail.com	Jane Doe	Manager	donotemailmomtest@gmail.com	111-222-3333		

**▼Order History**

Order Number	Submitted Date	Payment Type	Payment Status
851165	05-Apr-2016	Bank Wire	Payment Pending

**▼Legal Agreements**

Date Signed	Signed By	Submitted By	Legal Agreement
05-Apr-2016	Jane Doe	Jane Doe	<a href="#">View Detail</a>

MANAGE BRANDS ADD LOCATIONS

Once the invoice has been paid the location information will be sent to API for review. Once approved, each location will receive a Motor Oil Matters 'Welcome Kit' which includes a door decal and marketing materials and the locations will be available on the Motor Oil Matter Licensee Directory.

## Additional Company Registration

You can add additional Installer or Distributor accounts.

\*Reminder: These are main accounts not additional locations on an account. To add additional locations select 'Add Locations'.

ACCOUNT: MOM INSTALLER

CREATE ACCOUNT

INSTALLER ACCOUNT

EDIT

Account Number

Company Legal Name

Doing Business As / Account Nickname

12823

MOM Installer

Address:

1220 L ST NW

WASHINGTON, DC, 20005-4018, United States

ACCOUNT MANAGERS

ADD

Primary

User Name

Full Name

Title

Phone

Cell

Delete

☒

MOMInstaller@Test.com

John Doe

(202) 682-8000

Legal Agreements

MANAGE BRANDS

ADD LOCATIONS

Start here ↑ or here ↓

ACCOUNT LIST

CREATE ACCOUNT

MOM INSTALLER

Account Number

Primary Account Manager

Address

Locations

12823

John Doe

1220 L ST NW  
WASHINGTON, DC 20005-4018

0

MOM INSTALLER #2

Account Number

Primary Account Manager

Address

Locations

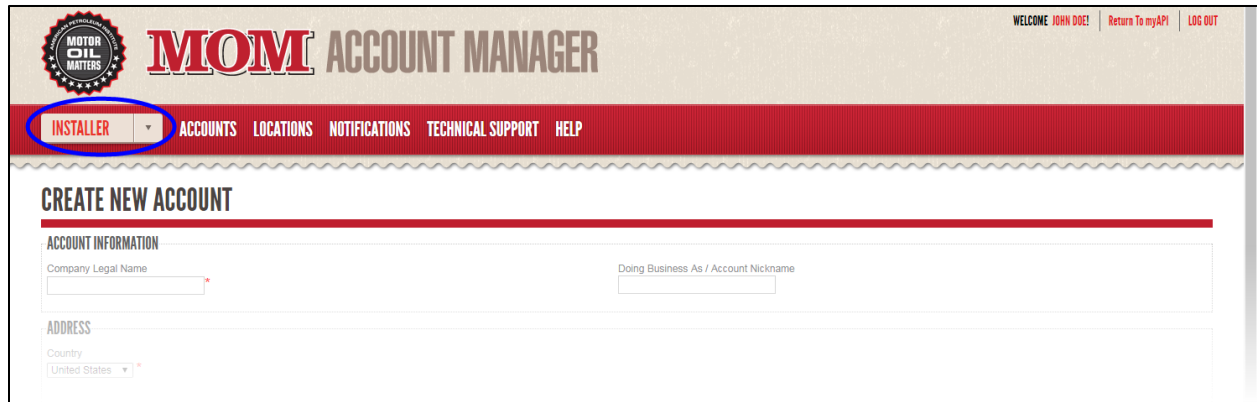
12824

John Doe

1220 L ST NW  
WASHINGTON, DC 20005-4018

0

Make sure that the dropdown account type selection is correct.



**MOM ACCOUNT MANAGER**

WELCOME JOHN DOE! [Return To myAPI](#) [LOG OUT](#)

**INSTALLER** ACCOUNTS LOCATIONS NOTIFICATIONS TECHNICAL SUPPORT HELP

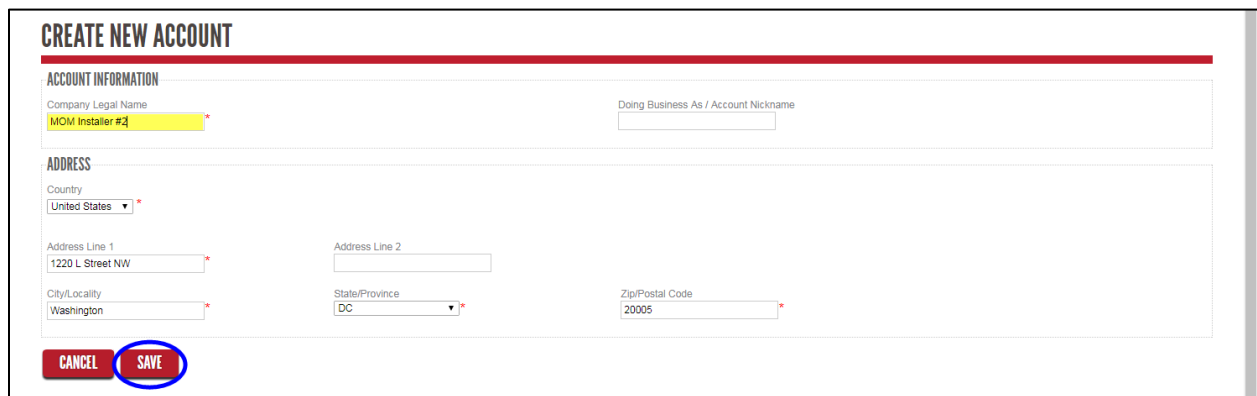
### CREATE NEW ACCOUNT

**ACCOUNT INFORMATION**

Company Legal Name  Doing Business As / Account Nickname

**ADDRESS**

Country  United States



### CREATE NEW ACCOUNT

**ACCOUNT INFORMATION**

Company Legal Name  Doing Business As / Account Nickname

**ADDRESS**

Country  United States

Address Line 1  Address Line 2

City/Locality  State/Province  Zip/Postal Code

Washington DC 20005

[CANCEL](#) [SAVE](#)

Note: You can switch between Installer accounts and Distributor accounts by using the dropdown account type selection.

## 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.

**ACCOUNT: MOM INSTALLER** ACCOUNT LIST

**INSTALLER ACCOUNT** EDIT

Account Number  
12823

Company Legal Name  
MOM Installer

Doing Business As / Account Nickname

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

**ACCOUNT MANAGERS** ADD

Primary	User Name	Full Name	Title	Phone	Cell	Delete
<input checked="" type="checkbox"/>	MOMInstaller@Test.com	John Doe		(202) 682-8000		

**Legal Agreements**

MANAGE BRANDS ADD LOCATIONS

**MOM ACCOUNT MANAGER** WELCOME JOHN DOE! | Return To myAPI | LOG OUT

INSTALLER ACCOUNTS LOCATIONS NOTIFICATIONS TECHNICAL SUPPORT HELP

**ACCOUNT: MOM INSTALLER** ACCOUNT LIST

**ADD MANAGER** EDIT

Account Number  
12823

Company Legal Name  
MOM Installer

Doing Business As / Account Nickname

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

**ACCOUNT MANAGERS** ADD

Primary	User Name	Full Name	Title	Phone	Cell	Delete
<input checked="" type="checkbox"/>	MOMInstaller@Test.com	John Doe		(202) 682-8000		

**Order History**

**Legal Agreements**

MANAGE BRANDS ADD LOCATIONS

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

ADD

**MOM** ACCOUNT MANAGER

WELCOME JOHN DOE! | [Return To myAPI](#) | [LOG OUT](#)

[INSTALLER](#) | [ACCOUNTS](#) | [LOCATIONS](#) | [NOTIFICATIONS](#) | [TECHNICAL SUPPORT](#) | [HELP](#)

**ACCOUNT: MOM INSTALLER**

**ADD MANAGER**

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@Test.com	John	Doe

Manager Type:

☒ Primary Account Manager  
☐ Account Manager

[ADD](#)

Manager Type determines the contact's account permissions.  
 Primary Account Manager can add contacts.  
 Account Manager cannot add additional contacts unless given permission by a Primary Account Manager

**ACCOUNT LIST**  

Cell	Delete
	<a href="#">ADD</a>

**INSTALLER ACCOUNT**  
 Account Number: 12823  
 Address: 1220 L ST NW, WASHINGTON, DC, 20005-4018, United States  
**ACCOUNT MANAGERS**  

Primary	User Name
<input checked="" type="checkbox"/>	MOMInstaller@Test.com

[Order History](#)  
[Legal Agreements](#)  
[MANAGE BRANDS](#) | [ADD LOCATIONS](#)

**MOM** ACCOUNT MANAGER

WELCOME JOHN DOE! | [Return To myAPI](#) | [LOG OUT](#)

[INSTALLER](#) | [ACCOUNTS](#) | [LOCATIONS](#) | [NOTIFICATIONS](#) | [TECHNICAL SUPPORT](#) | [HELP](#)

**ACCOUNT: MOM INSTALLER**

**ACCOUNT LIST**  

Cell	Delete
	<a href="#">EDIT</a>

**INSTALLER ACCOUNT**  
 Account Number: 12823  
 Address: 1220 L ST NW, WASHINGTON, DC, 20005-4018, United States  
 Company Legal Name: MOM Installer  
 Doing Business As / Account Nickname:  
**ACCOUNT MANAGERS**  

Primary	User Name	Full Name	Title	Phone	Cell	Delete
<input checked="" type="checkbox"/>	MOMInstaller@Test.com	John Doe		(202) 682-8000		<a href="#">X</a>
<input checked="" type="checkbox"/>	EOLCS@Test.com	John Doe		2026828000		<a href="#">X</a>

[Order History](#)  
[Legal Agreements](#)  
[MANAGE BRANDS](#) | [ADD LOCATIONS](#)

## Password Reset

Environment: PreProd, Version: 0.0.0.0

### 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

Password

The Password field is required.

[Continue](#) [Forgot password?](#)

#### CREATE YOUR ACCOUNT

[Register Now](#)

#### Questions?

Ask us.

✉ Email: [myAPISupport@api.org](mailto:myAPISupport@api.org)

📞 Call us at (877) 562-5187

Start here ↑ or here ↓

Environment: PreProd, Version: 0.0.0.0

### myAPI DASHBOARD

DEF  
Diesel Exhaust Fuel

EOLCS  
Engine Oil

MOM  
Motor Oil Matters


MYCERTS  
API Monogram Program & APIQR

Hello, MOMInstaller@Test.com

- Change username
- [Change password](#)
- Log out






Hello, MOMInstaller@Test.com ▾

Environment: PreProd, Version: 0.0.0.0


# RESET YOUR PASSWORD

Email

Continue

Hello, MOMInstaller@Test.com ▾

Environment: PreProd, Version: 0.0.0.0



# EMAIL SENT


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

Didn't receive an email?

Resend Email

**Date:** 7/5/2017 1:36:18 PM  
**To:** MOMInstaller@Test.com  
**Subject:** myAPI - Reset Password - Confirm Email

**Body:** A request to reset your password with myAPI has been received. You must confirm your email address before selecting a new password.  
Please confirm your email address by visiting the following link:  
<https://pp-my.api.org//Account/ConfirmEmailAndSelectPassword?email=MOMInstaller%40Test.com&guid=4b6e2873-a861-e711-af90-005056b53216>

Hello, MOMInstaller@Test.com ▾

Environment: PreProd, Version: 0.0.0.0

## CREATE PASSWORD

Please create a password.

Email


MOMInstaller@Test.com

Password

Confirm password

Submit

[Terms and Conditions](#) · [Privacy](#)© Copyright 2017 - API. All Rights Reserved.

Hello, MOMInstaller@Test.com ▾

Environment: PreProd, Version: 0.0.0.0

## 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.

## License Renewal

MOM 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 31<sup>st</sup>. Each year you must renew your license by March 31<sup>st</sup> or your license will expire and no longer be listed on the public directory of licensees.
- You will be required to renew through the online system. 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 submit new examples of supporting documentation for each location at the time of renewal – this documentation must be from within 6 months of the time of renewal.

Once new documentation is uploaded and you have withdrawn any locations you don't intend to renew, an invoice will be generated for the annual location renewal fee of \$100.00 for each location being renewed.

**ACCOUNT: SUPER INSTALLER** [CREATE ACCOUNT](#)

**INSTALLER ACCOUNT** [EDIT](#)

Account Number 11320	Company Legal Name Test Company	Doing Business As / Account Nickname Test DBA	
Address: 1234 Somewhere Lane Some City, DC, 20000, United States	License Status: Active	License Number: 1024	Original License Issue Date: 09-Apr-2015
License Effective Date: 09-Apr-2015	License Expiration Date: 31-Mar-2016		

**ACCOUNT MANAGERS** [ADD](#)

Primary	User Name	Full Name	Title	Email	Phone	Cell	Delete
<input checked="" type="checkbox"/>	donotemailmomtest@gmail.com	Jane Doe	Manager	donotemailmomtest@gmail.com	111-222-3333		

[Order History](#)  
[Legal Agreements](#)  
[RENEW LICENSE](#) [MANAGE BRANDS](#)

## APPLICATION LEGAL AGREEMENT

[RETURN TO ACCOUNT](#)

### LEGAL AGREEMENT AND PROGRAM QUALIFYING QUESTIONS

API requires applicants to sign electronically the Motor Oil Matters license agreement. A new agreement is also required at annual license renewal. 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.

Below the legal agreement is a list of qualifying questions for the Motor Oil Matters program. You must acknowledge that each question is true by clicking the Accept box next to the question. If you have any concerns about your company's eligibility please contact API before proceeding at [momhelpdesk@api.org](mailto:momhelpdesk@api.org).

### MOTOR OIL MATTERS LEGAL AGREEMENT

AMERICAN PETROLEUM INSTITUTE  
INSTALLER LICENSING PROGRAM  
APPLICATION FOR LICENSURE

#### 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 the corporation named in this application for licensure (hereinafter "Licensee") is effective as of the date the application is submitted electronically to API ("Effective Date").

WHEREAS, API is the owner of all rights to the Motor Oil Matters Installer Quality Mark (hereinafter "Installer Quality Mark") relating to API's Installer Licensing Program, (hereinafter "ILP"), which is described on-line at [www.motoroilmatters.org](http://www.motoroilmatters.org),

WHEREAS, Licensee meets the requirements of API 1525A, Bulk Engine Oil Chain of Custody and Quality Documentation, and desires a nonexclusive license from API to use

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

Question	Accept
When ordering engine oil from a distributor, do you request oils by specific brand name, SAE viscosity grade, and API Service Categories? (API 1525A, Section 7.3.1)	<input type="checkbox"/>
Do the invoices from your distributor show the brand name, SAE viscosity grade, and API Service Categories of the engine oil you purchased? (API 1525A, Section 6.3.3)	<input type="checkbox"/>
Do you clearly represent to consumers through a menu board list, list of services, or other promotional methods your location's oil change options? (API 1525A, Section 7.5.1)	<input type="checkbox"/>
Are your bulk engine oil installation hoses, hose reels and/or nozzles labeled with the brand names, SAE viscosity grades, and API Service Categories of the oils being dispensed? (API 1525A, Section 7.5.2)	<input type="checkbox"/>
Do the receipts you give customers for an engine oil change identify the brand name, SAE viscosity grade, and API Service Categories of the oil installed? (API 1525A, Section 7.6)	<input type="checkbox"/>
Do you keep copies of invoices from distributors and customer receipts for at least 6 months? (API 1525A, Section 7.4.3)	<input type="checkbox"/>

Signature:

Jane Doe

Are you signing on behalf of another person?

☐ Yes ☒ No \*

Are you signing on behalf of another person?

☒ Yes ☐ No \*

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

Name:

Title:

Email:

**ACCEPT**

## RENEW LOCATIONS

[RETURN TO ACCOUNT](#)

### Manage Installer Renewal Application Process Location Selection

In this section, you'll be listing the renew installer locations you'd like to have licensed. Please complete all of the required fields because this is the information that consumers will be looking for when searching the Motor Oil Matters directory. You may list a single location or multiple locations (see below). When you have finished listing the locations, click submit. There will be another round of API review before the application process continues.

#### LOCATION

ACTIONS	NAME ↑	STATUS	ADDRESS LINE 1	CITY/LOCALITY	STATE/PROVINCE
<a href="#">Renew</a>	Super Installer	Approved	9 WALL ST	ROCKAWAY	NJ

1

Displaying items 1 - 1 of 1

On the Location Detail page verify that the location information is correct, add new brands if necessary and upload new supporting documentation. To add documentation, click on 'Add Document' (located under the current list of documents), choose the Category (document type) and click 'Select' to upload a file from your computer. Follow these three steps for each required document type: Customer Receipts and Distributor Invoices. As the new documents are uploaded, they will be added to the Documents list.

LOCATION DETAIL

RETURN TO ACCOUNT

Information

Location Name: Super Installer

Phone: (111) 111-1111

Email: Rockaway@Superinst.com

Company Site URL: www.superinstaller.com

Hours Of Operation: M-F 8am-10pm, S-Su 10am-10pm

Store Number: 001

Fax:

Status: Approved

Is Duplicate: ☐

Published: ☒

ADDRESS

Line 1: 9 WALL ST

Line 2:

City: ROCKAWAY

State: NJ

Country: United States

ZipCode: 07866-2903

Latitude: 40.902621

Longitude: -74.514343

CONTACT INFORMATION

Salutation: Ms

First Name: Jane

Last Name: Doe

Title: Manager

EDIT

Brands

ADD BRAND

Marketer Name	Brand Name
EOLCS Super Test Company	Unlicensed Brand
EOLCS Super Test Company	Test Product
EOLCS Super Test Company	Super Duper Engine Oil

Documents

NAME	TYPE	CREATED DATE	CREATED BY
TEST.docx	Distributor Invoices	1/30/2017	Jane Doe
TEST.docx	Customer Receipts	1/30/2017	Jane Doe

ADD DOCUMENT

SUBMIT FOR RENEWAL

RETURN TO RENEWALS

ADD DOCUMENT

Category: Customer Receipts

Select...

Maximum allowed file size: 60 MB

CANCEL

ADD DOCUMENT

Category: Customer Receipts

Select...

TEST.docx

Remove

Maximum allowed file size: 60 MB


CANCEL

Documents			
NAME	TYPE	CREATED DATE	CREATED BY
TEST.docx	Customer Receipts	1/30/2017	Jane Doe
TEST.docx	Distributor Invoices	1/30/2017	Jane Doe
TEST.docx	Customer Receipts	1/30/2017	Jane Doe

Do not click 'Submit for Renewal' until all document types have been uploaded. After documents have been uploaded for all locations that you would like to renew, click 'Pay for Locations' to generate a renewal invoice. Please note that any locations with the 'Renew' option still available under Actions will not be included in the renewal invoice and will automatically be withdrawn once the renewal process is complete.

**RENEW LOCATIONS**RETURN TO ACCOUNT

**Manage Installer Renewal Application Process Location Selection**  
In this section, you'll be listing the renew installer locations you'd like to have licensed. Please complete all of the required fields because this is the information that consumers will be looking for when searching the Motor Oil Matters directory. You may list a single location or multiple locations (see below). When you have finished listing the locations, click submit. There will be another round of API review before the application process continues.

LOCATION					
ACTIONS	NAME ↑	STATUS	ADDRESS LINE 1	CITY/LOCALITY	STATE/PROVINCE
   <   1   >	Super Installer	Approved	9 WALL ST	ROCKAWAY	NJ

Displaying items 1 - 1 of 1

**PAY FOR LOCATIONS**

Please see the 'Invoice/Payment' section for the payment steps. Once the renewal process is complete and the renewal payment is received, the renewed locations will be reviewed by API and you will be notified if any other information is required. After the renewed locations are approved, the expiration date will be updated on the Company Info page and each location will receive a new Motor Oil Matters Welcome Kit that will include an updated licensee door decal.