

Motor Oil Matters (MOM) Distributor Online System User Guide

Potential MOM Installers can register at: 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 (must be from within the last six months):
 - Three Orders for the latest deliveries received by the distributor location(s)
 - Three Bills of Lading from the latest deliveries received by the distributor location(s)
 - Three Delivery Documents from the latest deliveries received by the distributor location(s)
 - Three Customer Order Confirmations
 - Three Drop Tickets for orders delivered
 - Three Customer Receipts for orders delivered

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

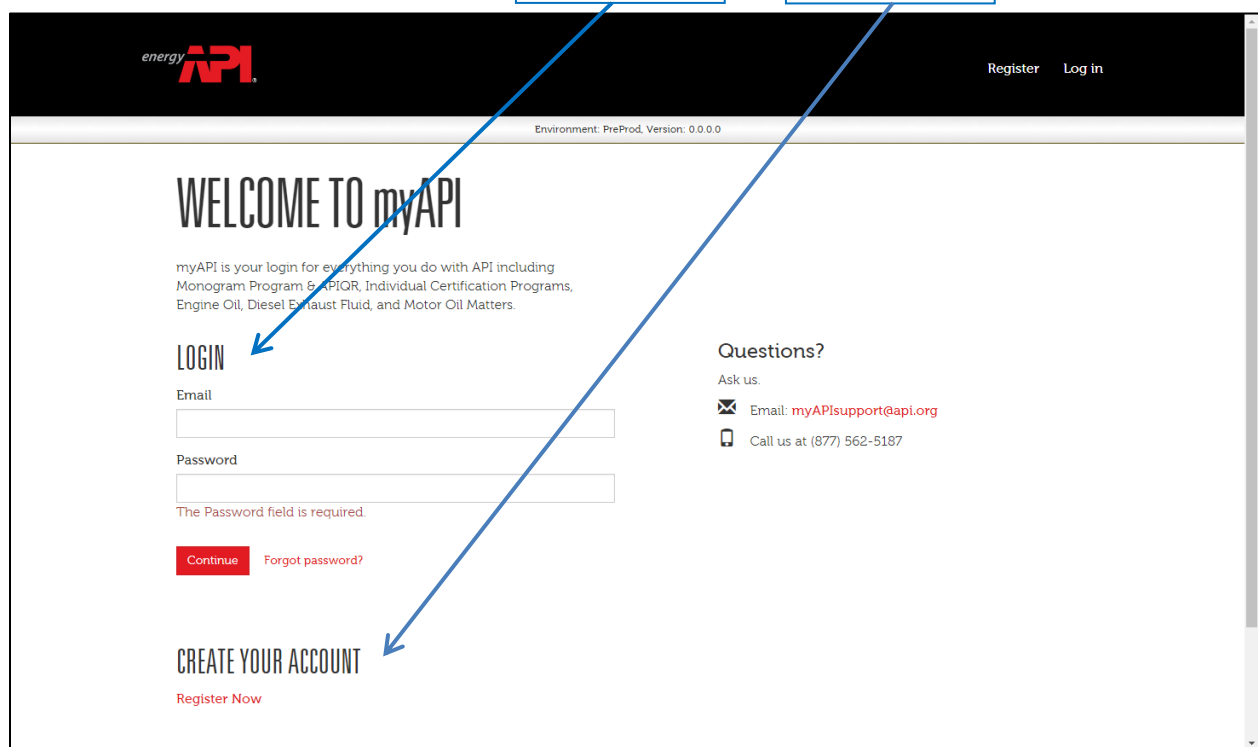
Please have electronic copies of all documents ready prior to beginning the application.

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



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

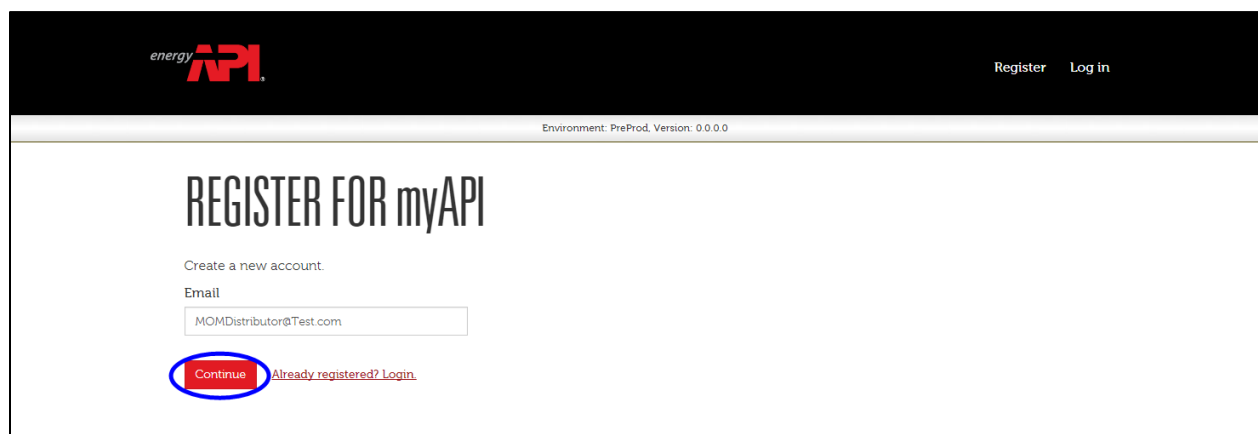
[Register Now](#)

Questions?

Ask us.

✉ Email: myAPISupport@api.org

📞 Call us at (877) 562-5187



Environment: PreProd, Version: 0.0.0.0

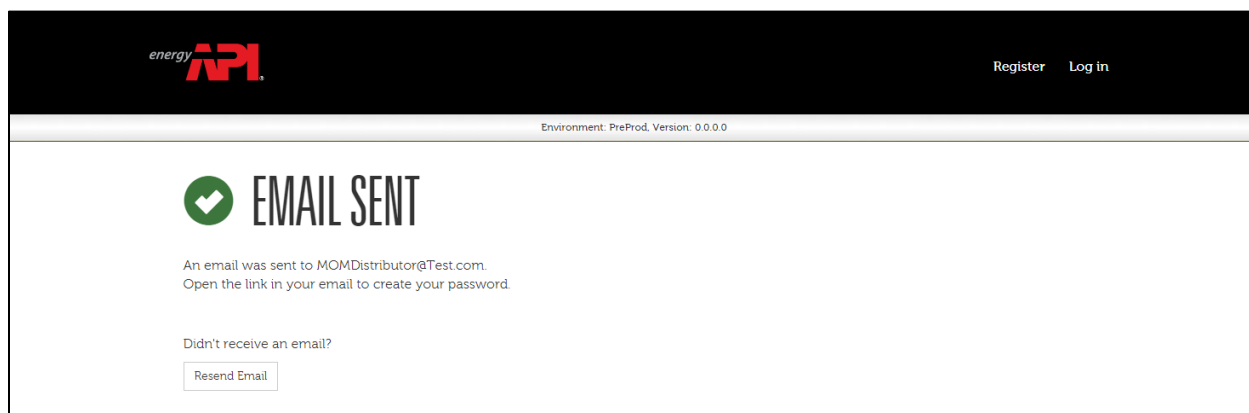
REGISTER FOR myAPI

Create a new account.

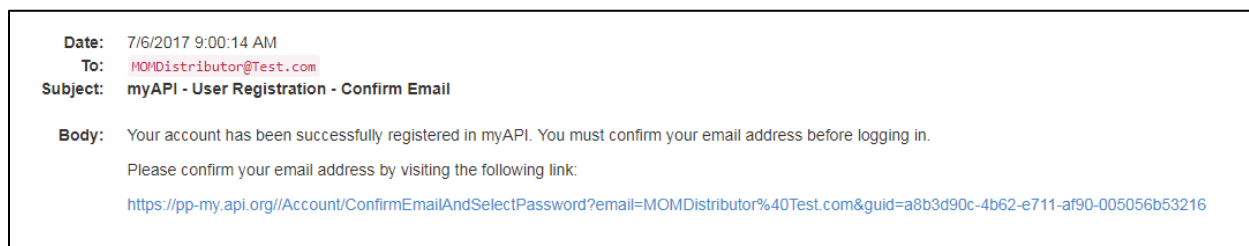
Email

[Continue](#) [Already registered? Login.](#)

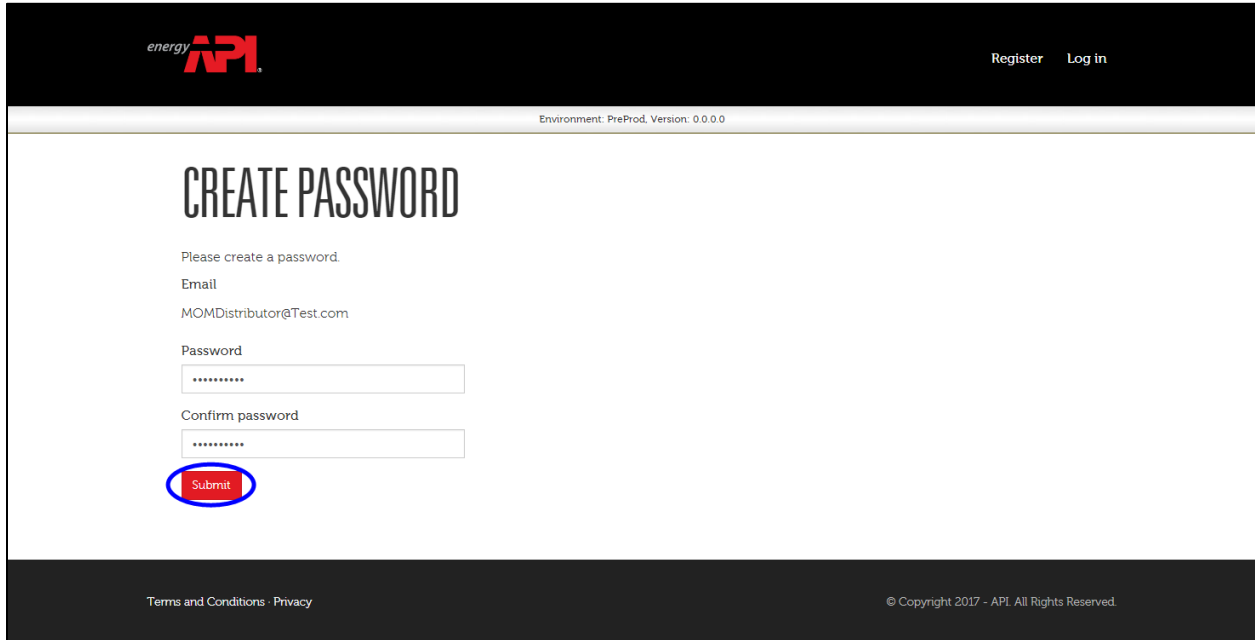
After registering your contact information, you will be required to verify your email address. A verification email will be sent to the email address used to register. If you do not receive the email within 24 hours, log in to return to the Login Verification Required page and click 'Resend Verification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



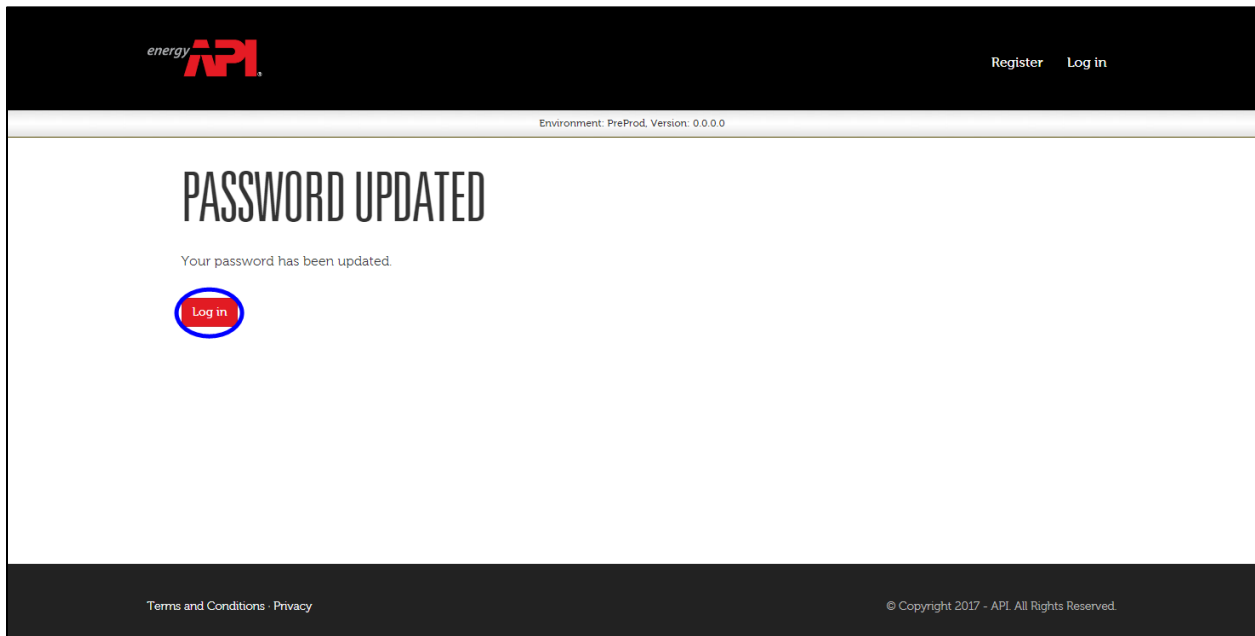
Example of verification email:




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 exciting company add you to the company contact list.



The screenshot shows the 'CREATE PASSWORD' page. At the top left is the 'energy API' logo. At the top right are links for 'Register' and 'Log in'. Below the header is a thin grey bar with the text 'Environment: PreProd, Version: 0.0.0.0'. The main content area has the heading 'CREATE PASSWORD' in large, bold, black letters. Below the heading is the instruction 'Please create a password.' followed by the label 'Email' and the text 'MOMDistributor@Test.com'. There are two password input fields: 'Password' and 'Confirm password', both containing masked characters (dots). Below the 'Confirm password' field is a red 'Submit' button with a blue border. At the bottom of the page is a dark grey 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. At the top left is the 'energy API' logo. At the top right are links for 'Register' and 'Log in'. Below the header is a thin grey bar with the text 'Environment: PreProd, Version: 0.0.0.0'. The main content area has the heading 'PASSWORD UPDATED' in large, bold, black letters. Below the heading is the message 'Your password has been updated.' Below this message is a red 'Log in' button with a blue border. At the bottom of the page is a dark grey 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

☎ Call us at (877) 562-5187

CREATE YOUR ACCOUNT

[Register Now](#)


Hello, MOMDistributor@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](#)
© Copyright 2017 - API. All Rights Reserved.

MOMDistributor@Test.com | 00uazrthkieen!1Tf0h7
Pre-Prod External 2011.2.915.0
Public Site: False



MOM ACCOUNT MANAGER

WELCOME MOMDISTRIBUTORTTEST.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"/>		
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](#)

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

SAVE

[CONTACT US](#)
[PRIVACY POLICY](#)
[ABOUT MOM](#)
[TERMS OF SERVICE](#)


AMERICAN PETROLEUM INSTITUTE
© Copyright 2017 API. All Rights Reserved. Learn more [about API](#)

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/DirectoryDistributorSearch>) 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 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 DISTRIBUTOR!

[MY COMPANIES](#)

WELCOME DISTRIBUTOR!

Thank you for your interest in the Motor Oil Matters (MOM) program. Before beginning your application, we recommend you review the Distributor User Guide, which can be found in the FAQ section on the right under "User Guides." 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 distributor accounts. In order to proceed you must create a new distributor 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 Distributor

Doing Business As / Account Nickname

ADDRESS

Country
United States

Address Line 1
1220 L Street NW

Address Line 2

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 distributor 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

REVIEW AND ACCEPT LICENSE AGREEMENT

API requires applicants to sign electronically the Motor Oil Matters 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.

MOTOR OIL MATTERS LEGAL AGREEMENT

AMERICAN PETROLEUM INSTITUTE
DISTRIBUTOR LICENSING PROGRAM
APPLICATION FOR LICENSURE
Test 6/8

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 Distributor Quality Mark (hereinafter "Distributor Quality Mark") relating to API's Distributor Licensing Program, (hereinafter "DLP"), which is described on-line at www.motoroilmatters.org,

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

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

Question	Accept
When ordering engine oil from a marketer/blender, do you order oils by specific brand name, SAE viscosity grade, API Service Categories and API license status? (API 1525A, Section 6.2.1)	<input type="checkbox"/>
Are your bulk engine oil storage tanks labeled with the brand name, SAE viscosity grade, and API Service Categories of the engine oils being stored? (API 1525, Section 4.1)	<input type="checkbox"/>
Does the Bill of Lading received from the marketer/blender delivering engine oil(s) show the marketer/blender name, brand name, SAE viscosity grade, and API Service Categories of the engine oil(s) you purchase? (API 1525A, Section 6.2.3)	<input type="checkbox"/>
Do documents accompanying a marketer/blender delivery of engine oil(s) identify the delivery vehicle compartment from which the oils are dispensed and a batch number or other method of traceability to the oil batch(es) supplied? (API 1525A, Section 6.2.3)	<input type="checkbox"/>
Do you draw a minimum 4-ounce sample, from each compartment of the vehicle delivering motor oil to your facility and retain the samples for at least 3 months? (API 1525A, Section 6.2.5)	<input type="checkbox"/>
Do you document specific oils ordered by customers by recording the brand name and SAE viscosity grade, and API Service Category of the oil(s) ordered? (API 1525A, Section 6.3.1)	<input type="checkbox"/>
Do the drop tickets you provide installers when delivering oil identify the marketer/blender, brand name, SAE viscosity grade, and API Service Categories and quantity of the oil delivered? (API 1525A, Section 6.3.2)	<input type="checkbox"/>
Do the invoices you provide installers for oil delivered identify the marketer/blender, brand name, SAE viscosity grade, API Service Categories, and API license status of the oil delivered? (API 1525A, Section 6.3.3)	<input type="checkbox"/>
As a best practice, do you draw a minimum 4-ounce sample from each compartment of your delivery vehicle either at time of loading or at time of delivery to installers and retain for a minimum of 3 months? (API 1525A, Section 6.4.1)	<input type="checkbox"/>
Do you keep at least 6 months of records of marketer/blender product deliveries; copies of purchase orders and bills of lading; and other types of information including dates of delivery and the unique identification of the delivery vehicle? (API 1525A, Section 6.2.4)	<input type="checkbox"/>

Signature:

Jane Doe

Jane Doe *

Are you signing on behalf of another person?

☐ Yes
 ☒ No

Are you signing on behalf of another person?

☒ Yes
 ☐ No

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

Name:

Title:

Email:

ACCEPT

Motor Oil Matters (MOM) Distributor – Distributor Online System User Guide
my.API.org

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 option 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 DISTRIBUTOR CREATE ACCOUNT

DISTRIBUTOR ACCOUNT EDIT

Account Number
11277

Company Legal Name
MOM's Super Distributor

Doing Business As / Account Nickname
Super Distributor

Address:
1234 Somewhere Lane
Washington, 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

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

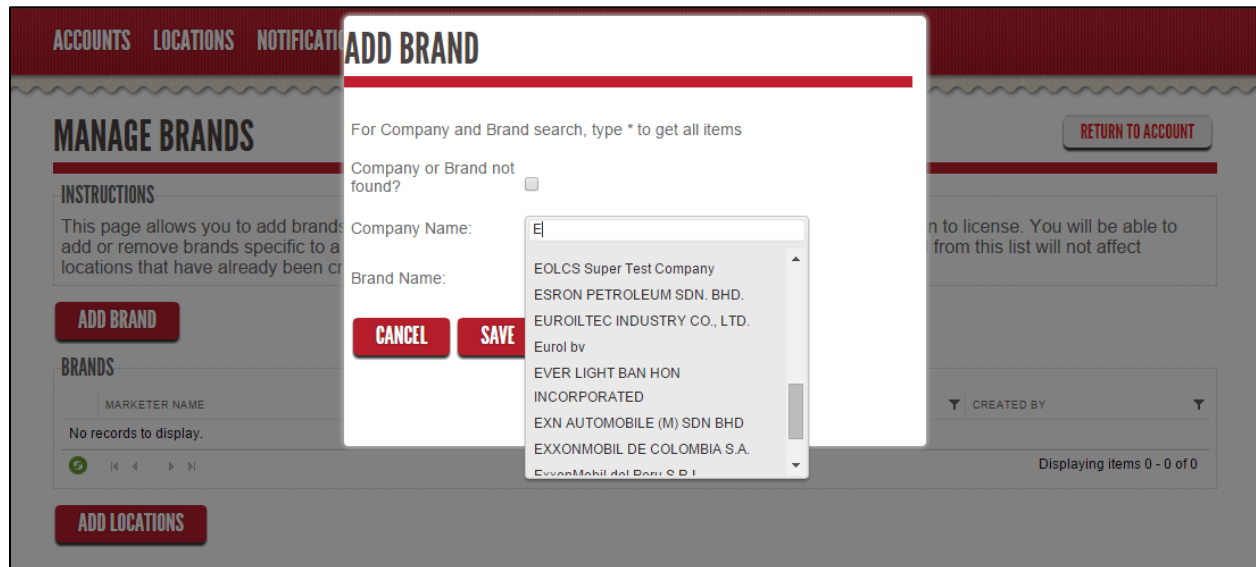
BRANDS

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? ☐

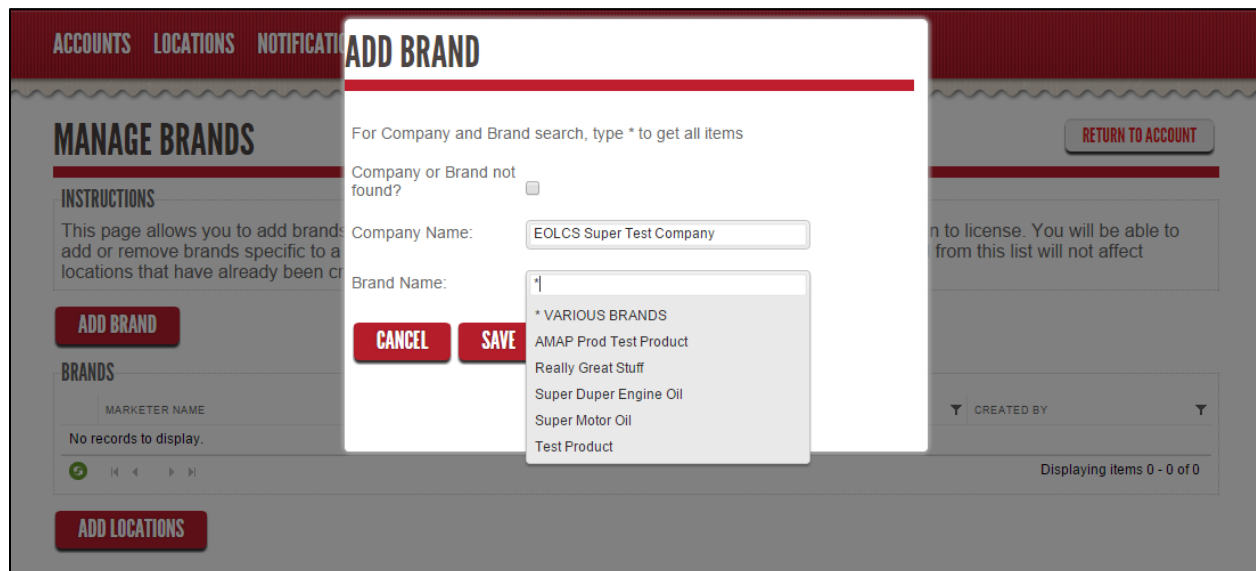
Company Name:

Brand Name:

CANCEL **SAVE**

Company Name dropdown list:

- EOLCS Super Test Company
- ESRON PETROLEUM SDN. BHD.
- EUROILTEC INDUSTRY CO., LTD.
- Eurol bv
- EVER LIGHT BAN HON INCORPORATED
- EXN AUTOMOBILE (M) SDN BHD
- EXXONMOBIL DE COLOMBIA S.A.
- ExxonMobil del Peru S.P.A.



ADD BRAND

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

Company or Brand not found? ☐

Company Name:

Brand Name:

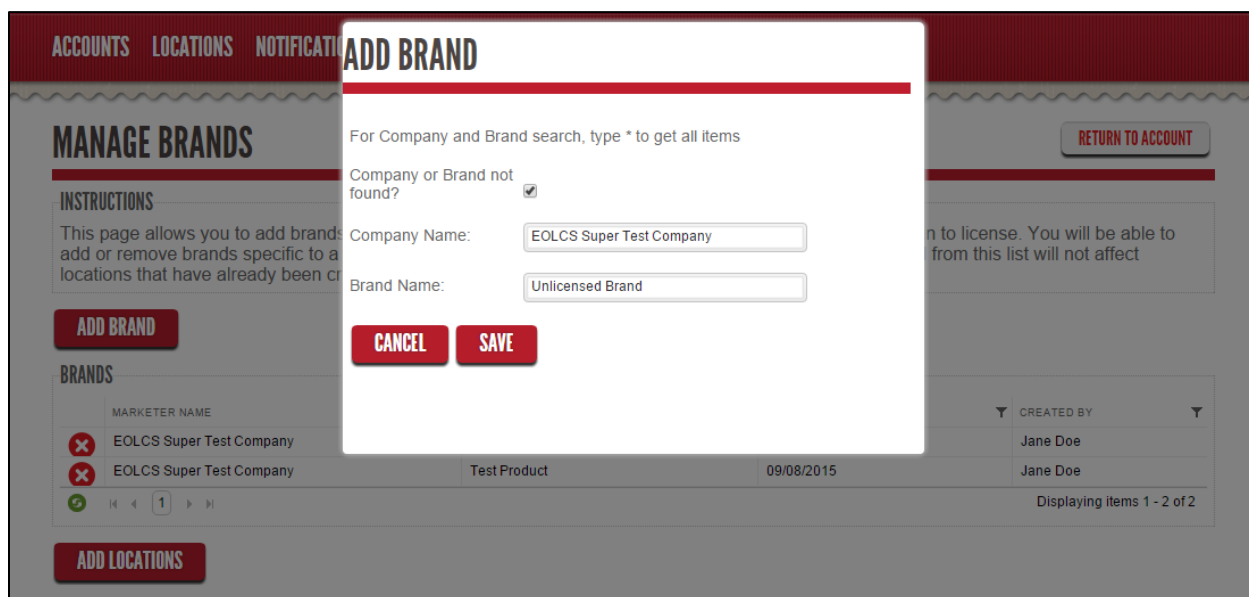
CANCEL **SAVE**

Brand Name dropdown list:

- * VARIOUS BRANDS
- AMAP Prod Test Product
- Really Great Stuff
- Super Duper Engine Oil
- Super Motor Oil
- Test Product

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.

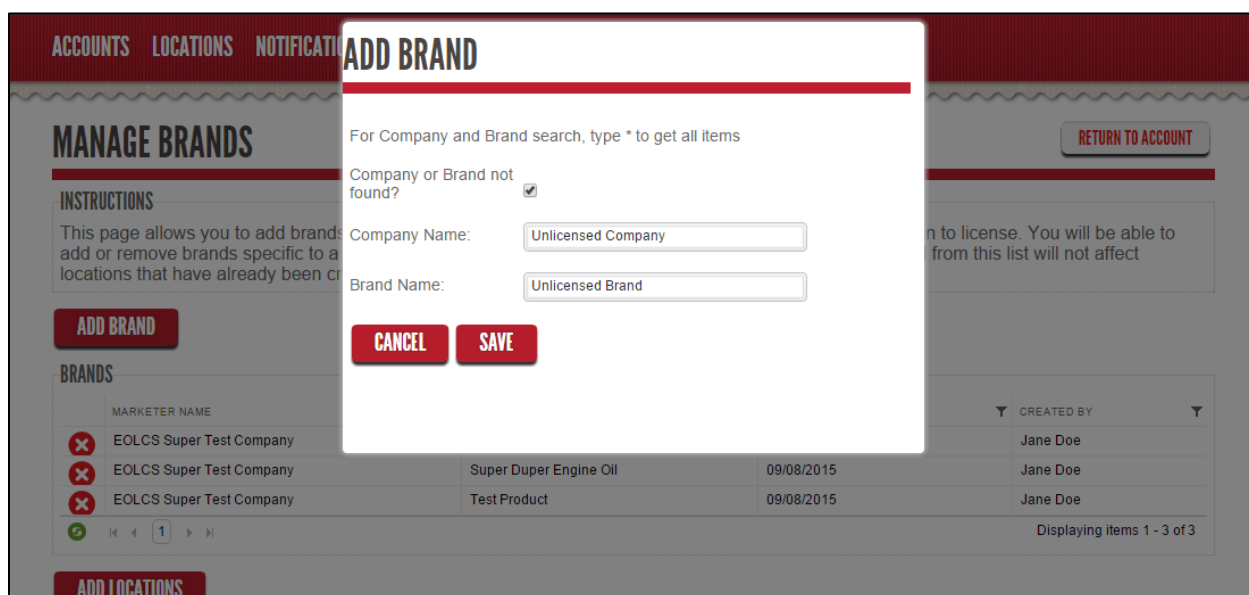
Licensed Company with an Unlicensed Brand



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 existing 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 existing 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 DISTRIBUTOR [CREATE ACCOUNT](#)

DISTRIBUTOR ACCOUNT [EDIT](#)

Account Number
11277

Company Legal Name
MOM's Super Distributor

Doing Business As / Account Nickname
Super Distributor

Address:
1234 Somewhere Lane
Washington, 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'll be listing the new distributor 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. When you have finished adding the locations, click Pay For Locations to generate an invoice.

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

RETURN TO LOCATIONS

Location Information

Brand Information

Documents

GENERAL INFORMATION

Location Name
Include Company Name, this field will be published in the directory
Super Distributor *

Company Site URL
www.superdistributor.com

Phone
(999) 999-9999 *

Address Line 1
9 Wall St *

Address Line 2

City
Rockaway *

State
NJ *

Country
United States *

Zip Code
07866 *

Email
Rockaway@SuperDist.com

Fax

Store Number
001

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

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

RETURN TO LOCATIONS

Location Information

Brand Information

Documents

ADD BRANDS

ADD BRAND

Click to add additional brands to the location.

Assigned Brands

Marketer Name	Brand Name

Available Brands

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

Click to associate brands to the location.

BACK

NEXT

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 DOCUMENTS

Bills of Lading

FILES

Upload New File
Select...

1.png

Remove

2.png

Remove

Maximum allowed file size: 50 MB

Customer Order Confirmations

FILES

Upload New File
Select...

3.png

Remove

Maximum allowed file size: 50 MB

Customer Receipts

FILES

Upload New File
Select...

4.png

Remove

Maximum allowed file size: 50 MB

Delivery Documents

FILES

Upload New File
Select...

5.png

Remove

6.png

Remove

7.png

Remove

Maximum allowed file size: 50 MB

Drop Tickets

FILES

Upload New File
Select...

8.png

Remove

Maximum allowed file size: 50 MB

Orders

FILES

Upload New File
Select...

9.png

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'll be listing the new distributor 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. When you have finished adding the locations, click Pay For Locations to generate an invoice.

LOCATION					
	NAME ↑	STATUS	ADDRESS LINE 1	CITY/LOCALITY	STATE/PROVINCE
	Super Distributor	New	9 WALL ST	ROCKAWAY	NJ
	Super Distributor	New	53 BROADWAY	DENVILLE	NJ
	Super Distributor	New	64 E MCFARLAN ST	DOVER	NJ

 1 2 3

Displaying items 1 - 3 of 3

[ADD LOCATION](#) [PAY FOR LOCATIONS](#)

APPLICATION INVOICE INFORMATION

[RETURN TO ACCOUNT](#)

CREATE YOUR INVOICE

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

BILLING ADDRESS

First Name
Jane

Last Name
Doe

Company Name
Super Distributor

Address Line 1
1234 Somewhere Lane

Address Line 2

City/Locality
Washington

State/Province
DC

Zip/Postal Code
20000

Country
United States

PHYSICAL LOCATION

First Name
Jane

Last Name
Doe

Company Name
Super Distributor

Address Line 1
1234 Somewhere Lane

Address Line 2

City/Locality
Washington

State/Province
DC

Zip/Postal Code
20000

Country
United States

INVOICE INFORMATION

Reference or PO Number:

BILL

Description	Amount
Motor Oil Matters Application Distributor	\$3,000.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Grand Total	\$3,750.00

[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

Bank Name

My Bank *

Remitter Name

Me *

Upload File(s)

Select...

1.png

Remove

Maximum allowed file size: 50 MB

Payment Method *

- ☐ Bank Wire
☒ Check
☐ Credit Card

Check Number

Remitter Name

Upload File(s)

Select...

Invoice #

M1636

Invoice Date

09/08/2015

BILLING ADDRESS

Super Distributor

Jane Doe
1234 Somewhere Lane
Washington, DC 20000
United States

PHYSICAL LOCATION

Super Distributor

Jane Doe
1234 Somewhere Lane
Washington, DC 20000
United States

BILL

Description	Amount
Motor Oil Matters Application Distributor	\$3,000.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Grand Total	\$3,750.00

BACK

NEXT

APPLICATION PAYMENT SUBMISSION

[RETURN TO ACCOUNT](#)

PAYMENT INFORMATION

Payment Method

Bank Wire

Bank Name

My Bank

Remitter Name

Me

Amount

\$3,750.00

Invoice #

M1636

Invoice Date

09/08/2015

BILLING ADDRESS

Super Distributor

Jane Doe
1234 Somewhere Lane
Washington, DC 20000
United States

PHYSICAL LOCATION

Super Distributor

Jane Doe
1234 Somewhere Lane
Washington, DC 20000
United States

BILL

Description	Amount
Motor Oil Matters Application Distributor	\$3,000.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Motor Oil Matters Application Distributor - Additional Location	\$250.00
Grand Total	\$3,750.00

*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 DISTRIBUTOR [CREATE ACCOUNT](#)

DISTRIBUTOR ACCOUNT [EDIT](#)
Account Number: 11277
Company Legal Name: MOM's Super Distributor
Doing Business As / Account Nickname: Super Distributor
Address: 1234 Somewhere Lane
Washington, 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		

AUDITORS [ADD](#)
No Results Found

▼Order History

Order Number	Submitted Date	Payment Type	Payment Status
819471	08-Sep-2015	Bank Wire	Payment Pending

▼Legal Agreements

Date Signed	Signed By	Submitted By	Legal Agreement
08-Sep-2015	Jane Doe	Jane Doe	View Detail

[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 DISTRIBUTOR

CREATE ACCOUNT

DISTRIBUTOR ACCOUNT

Account Number

12825

Company Legal Name

MOM Distributor

Doing Business As / Account Nickname

Address:

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

EDIT

ACCOUNT MANAGERS

ADD

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

Order History

Legal Agreements

MANAGE BRANDS

ADD LOCATIONS

Start here ↑ or here ↓

ACCOUNT LIST

CREATE ACCOUNT

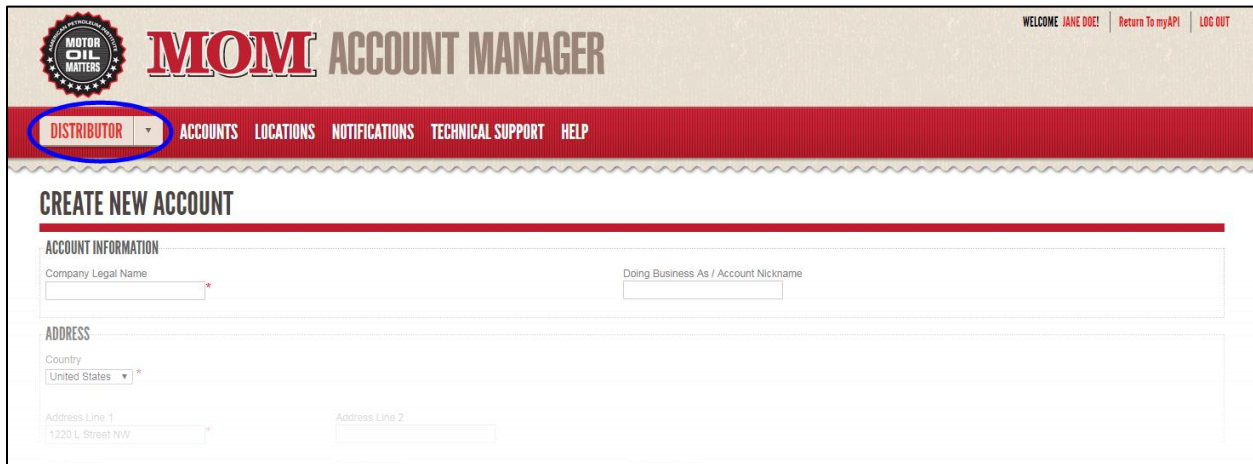
MOM DISTRIBUTOR

Account Number	Primary Account Manager	Address	Locations
12825	Jane Doe	1220 L ST NW WASHINGTON, DC 20005-4018	1

MOM DISTRIBUTOR #2

Account Number	Primary Account Manager	Address	Locations
12826	Jane Doe	1220 L ST NW WASHINGTON, DC 20005-4018	0

Make sure that the dropdown account type selection is correct.



MOM ACCOUNT MANAGER

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

DISTRIBUTOR | ACCOUNTS | LOCATIONS | NOTIFICATIONS | TECHNICAL SUPPORT | HELP

CREATE NEW ACCOUNT

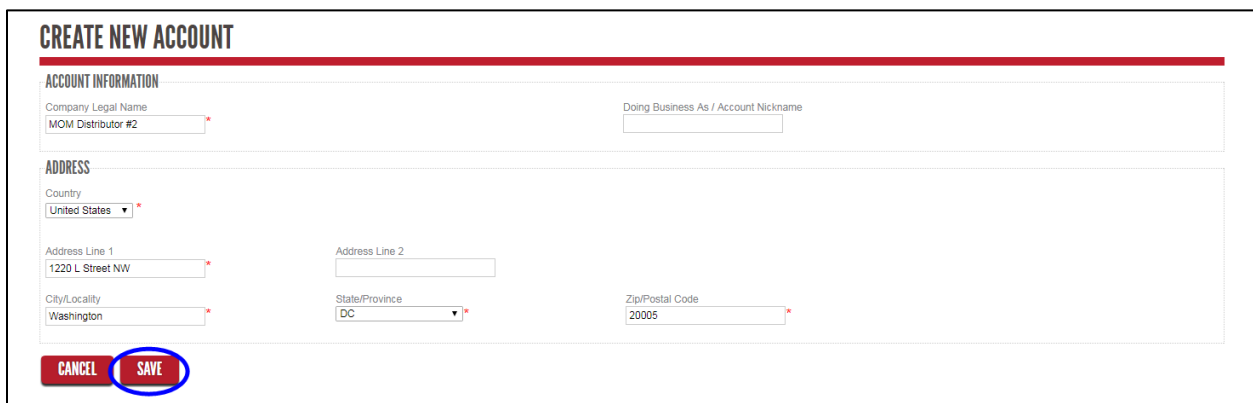
ACCOUNT INFORMATION

Company Legal Name Doing Business As / Account Nickname

ADDRESS

Country

Address Line 1 Address Line 2



CREATE NEW ACCOUNT

ACCOUNT INFORMATION

Company Legal Name Doing Business As / Account Nickname

ADDRESS

Country

Address Line 1 Address Line 2

City/Locality State/Province Zip/Postal Code

[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 DISTRIBUTOR ACCOUNT LIST

DISTRIBUTOR ACCOUNT EDIT

Account Number
12825

Company Legal Name
MOM Distributor

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"/>	MOMDistributor@Test.com	Jane Doe		(202) 682-8000		

Order History

Legal Agreements

MANAGE BRANDS

ADD LOCATIONS

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

DISTRIBUTOR

ACCOUNTS

LOCATIONS

NOTIFICATIONS

TECHNICAL SUPPORT

HELP

ACCOUNT: MOM DISTRIBUTOR ACCOUNT LIST

DISTRIBUTOR ACCOUNT EDIT

Account Number
12825

Company Legal Name
MOM Distributor

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"/>	MOMDistributor@Test.com	Jane Doe		(202) 682-8000		

Order History

Legal Agreements

MANAGE BRANDS

ADD LOCATIONS


ADD MANAGER X

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

DISTRIBUTOR ACCOUNTS LOCATIONS NOTIFICATIONS TECHNICAL SUPPORT HELP

ACCOUNT: MOM DISTRIBUTOR

DISTRIBUTOR ACCOUNT

Account Number
12825

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

ACCOUNT MANAGERS

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

Order History
Legal Agreements

MANAGE BRANDS **ADD LOCATIONS**

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
MOMInstaller@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

EDIT

ADD

Cell	Delete



MOM ACCOUNT MANAGER

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

DISTRIBUTOR ACCOUNTS LOCATIONS NOTIFICATIONS TECHNICAL SUPPORT HELP

ACCOUNT: MOM DISTRIBUTOR

DISTRIBUTOR ACCOUNT

Account Number
12825

Company Legal Name
MOM Distributor

Doing Business As / Account Nickname

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

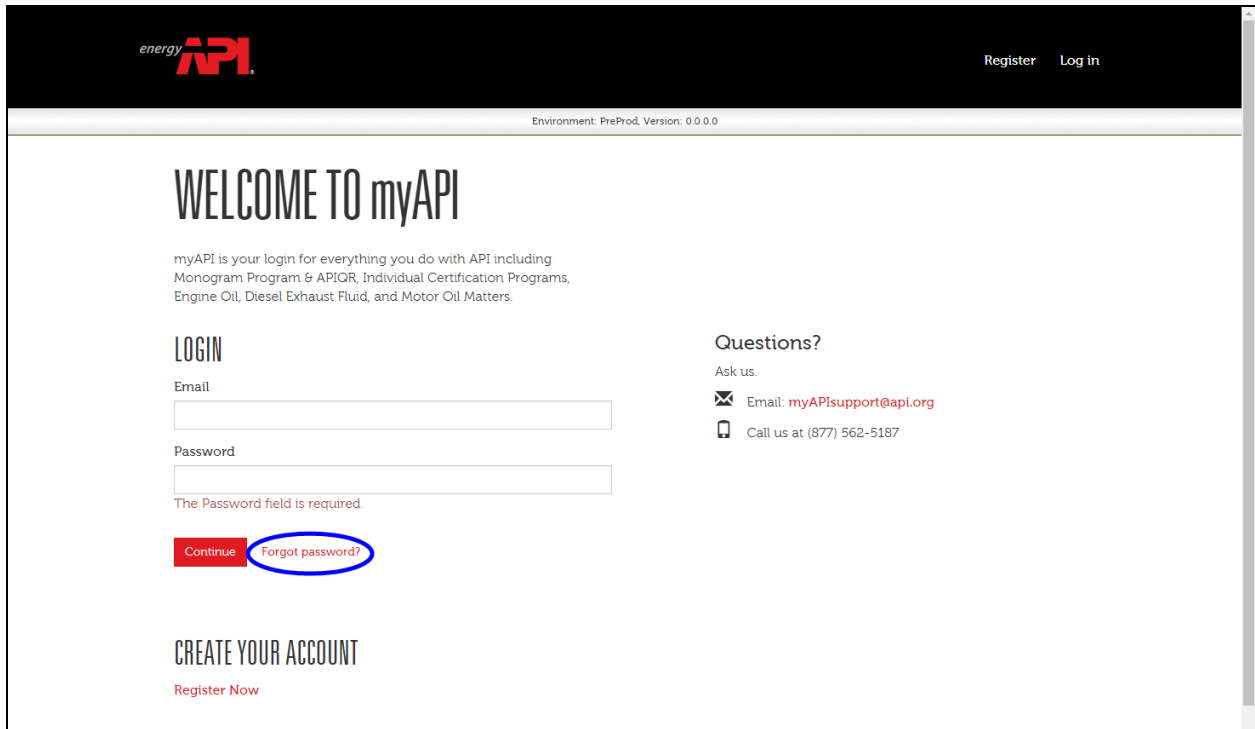
ACCOUNT MANAGERS

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

Order History
Legal Agreements

MANAGE BRANDS **ADD LOCATIONS**

Password Reset



energy **API**®

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

The Password field is required.

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

CREATE YOUR ACCOUNT

[Register Now](#)

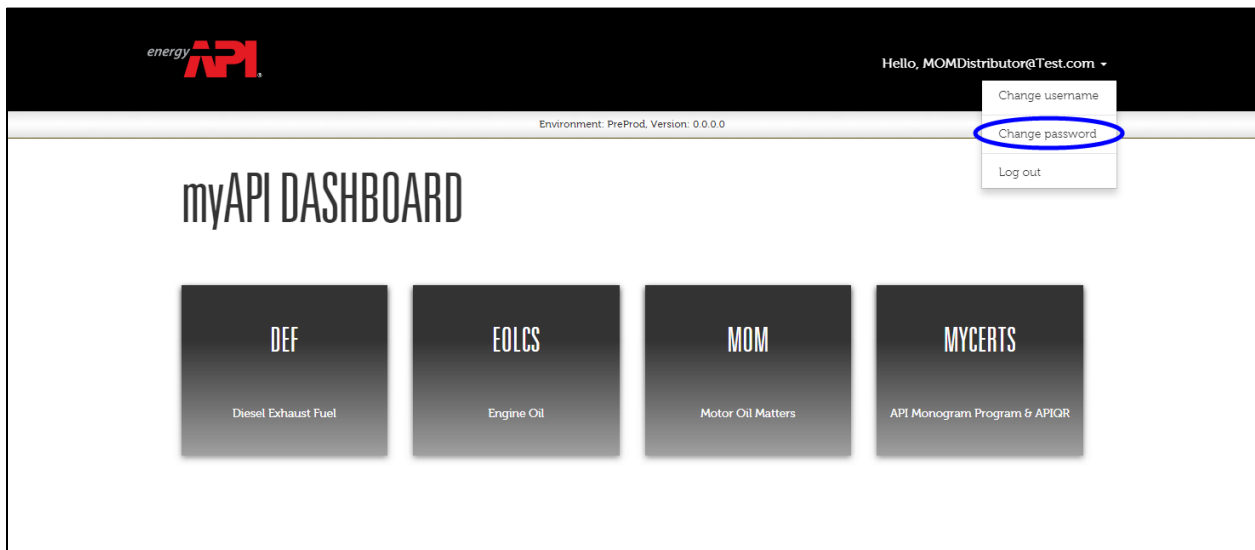
Questions?

Ask us.

✉ Email: myAPISupport@api.org

☎ Call us at (877) 562-5187

Start here ↑ or here ↓



energy **API**®

Hello, MOMDistributor@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

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



Hello, MOMDistributor@Test.com ▾

Environment: PreProd. Version: 0.0.0.0


RESET YOUR PASSWORD

Email

Continue


Hello, MOMDistributor@Test.com ▾

Environment: PreProd. Version: 0.0.0.0



EMAIL SENT


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

Didn't receive an email?

Resend Email

Date: 7/6/2017 9:41:41 AM
To: MOMDistributor@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=MOMDistributor%40Test.com&guid=04117fd7-5062-e711-af90-005056b53216>

Hello, MOMDistributor@Test.com ▾

Environment: PreProd. Version: 0.0.0.0

CREATE PASSWORD

Please create a password.

Email


MOMDistributor@Test.com

Password

Confirm password

[Submit](#)

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

Hello, MOMDistributor@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 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 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 renewal fee of \$3,000 and a location fee of \$250 for each location being renewed.

ACCOUNT: TEST DBA

CREATE ACCOUNT

DISTRIBUTOR 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
License Effective Date: 09-Apr-2015	License Expiration Date: 31-Mar-2016	Original License Issue Date: 09-Apr-2015

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](#)

REVIEW AND ACCEPT LICENSE AGREEMENT

API requires applicants to sign electronically the Motor Oil Matters 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.

MOTOR OIL MATTERS LEGAL AGREEMENT

AMERICAN PETROLEUM INSTITUTE
DISTRIBUTOR LICENSING PROGRAM
APPLICATION FOR LICENSURE
Test 6/8

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 Distributor Quality Mark (hereinafter "Distributor Quality Mark") relating to API's Distributor Licensing Program, (hereinafter "DLP"), which is described on-line at www.motoroilmatters.org,

WHEREAS, Licensee meets the requirements of API 1525A, Bulk Engine Oil Chain of Custody and Quality Documentation, and desires a non-exclusive license from API to sell

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

Question	Accept
When ordering engine oil from a marketer/blender, do you order oils by specific brand name, SAE viscosity grade, API Service Categories and API license status? (API 1525A, Section 6.2.1)	<input type="checkbox"/>
Are your bulk engine oil storage tanks labeled with the brand name, SAE viscosity grade, and API Service Categories of the engine oils being stored? (API 1525, Section 4.1)	<input type="checkbox"/>
Does the Bill of Lading received from the marketer/blender delivering engine oil(s) show the marketer/blender name, brand name, SAE viscosity grade, and API Service Categories of the engine oil(s) you purchase? (API 1525A, Section 6.2.3)	<input type="checkbox"/>
Do documents accompanying a marketer/blender delivery of engine oil(s) identify the delivery vehicle compartment from which the oils are dispensed and a batch number or other method of traceability to the oil batch(es) supplied? (API 1525A, Section 6.2.3)	<input type="checkbox"/>
Do you draw a minimum 4-ounce sample, from each compartment of the vehicle delivering motor oil to your facility and retain the samples for at least 3 months? (API 1525A, Section 6.2.5)	<input type="checkbox"/>
Do you document specific oils ordered by customers by recording the brand name and SAE viscosity grade, and API Service Category of the oil(s) ordered? (API 1525A, Section 6.3.1)	<input type="checkbox"/>
Do the drop tickets you provide installers when delivering oil identify the marketer/blender, brand name, SAE viscosity grade, and API Service Categories and quantity of the oil delivered? (API 1525A, Section 6.3.2)	<input type="checkbox"/>
Do the invoices you provide installers for oil delivered identify the marketer/blender, brand name, SAE viscosity grade, API Service Categories, and API license status of the oil delivered? (API 1525A, Section 6.3.3)	<input type="checkbox"/>
As a best practice, do you draw a minimum 4-ounce sample from each compartment of your delivery vehicle either at time of loading or at time of delivery to installers and retain for a minimum of 3 months? (API 1525A, Section 6.4.1)	<input type="checkbox"/>
Do you keep at least 6 months of records of marketer/blender product deliveries; copies of purchase orders and bills of lading; and other types of information including dates of delivery and the unique identification of the delivery vehicle? (API 1525A, Section 6.2.4)	<input type="checkbox"/>

Signature:

Jane Doe

Jane Doe *

Are you signing on behalf of another person?

☐ Yes ☒ No *

Are you signing on behalf of another person?

☒ Yes ☐ No *

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

Name:

_____*

Title:

_____*

Email:

_____*

ACCEPT

RENEW LOCATIONS

[RETURN TO ACCOUNT](#)

In this section, you'll be listing the renewal distributor 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
Renew	Test Location	Approved	12345 Somewhere Lane	Some City	AL

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: Bills of Lading, Customer Order Confirmations, Customer Receipts, Delivery Documents, Drop Tickets, and Orders. As the new documents are uploaded, they will be added to the Documents list.

LOCATION DETAIL

RETURN TO ACCOUNT

Information

Location Name: Test Location

Phone: (123) 456-7890

Email:

Company Site URL:

Hours Of Operation:

Store Number:

Fax:

Status: Approved

Is Duplicate: ☐

Published: ☒

ADDRESS

Line 1: 12345 Somewhere Lane

Line 2:

City: Some City

State: AL

Country: United States

ZipCode: 00000

Latitude: 31.935023

Longitude: -81.319229

CONTACT INFORMATION

Salutation:

First Name: Jane

Last Name: Doe

Title:

EDIT

Brands

ADD BRAND

Marketer Name	Brand Name
A & W OIL & TIRE COMPANY, INC.	UNITEST FLEET PLUS

Documents

NAME	TYPE	CREATED DATE	CREATED BY
15 (edit contact).jpg	Orders	2/5/2016	Sara Miller
16 (edit contact).jpg	Drop Tickets	2/5/2016	Sara Miller
7.jpg	Delivery Documents	2/5/2016	Sara Miller
18 (add contact).jpg	Customer Receipts	2/5/2016	Sara Miller
6.jpg	Customer Order Confirmations	2/5/2016	Sara Miller
12 (edit company).jpg	Bills of Lading	2/5/2016	Sara Miller

ADD DOCUMENT

SUBMIT FOR RENEWAL

RETURN TO RENEWALS

ADD DOCUMENT

Category: Bills of Lading

Select...

Maximum allowed file size: 50 MB

CANCEL

ADD DOCUMENT

Category: Bills of Lading

Select...

1.png

Remove

Maximum allowed file size: 50 MB

CANCEL

Documents			
NAME	TYPE	CREATED DATE	CREATED BY
1.jpg	Bills of Lading	2/29/2016	Jane Doe
15 (edit contact).jpg	Orders	2/5/2016	Sara Miller

Do not click 'Submit for Renewal' until all six 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

In this section, you'll be listing the renewal distributor 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
	Test Location	Approved	12345 Somewhere Lane	Some City	AL

1

PAY FOR LOCATIONS

Displaying items 1 - 1 of 1

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.