

## Scheduled Updates to the PTCS Online Registry

Go Live Date: The Week of July 22<sup>nd</sup>

### Update Details

Below are the most relevant updates that will be made to the PTCS Online Registry. There were additional minor updates to improve the look and feel. The below updates are organized by PTCS Online Registry user roles. These define the type of access and function individual users have. Most of the updates affect the screens for entering in new installations/projects.

**Company Admin and Contractor Roles:** The “CompanyAdmin” role applies to users who support contractors and the “Contractor” role applies to users who are PTCS Certified Technicians.

#### ➤ Updated Site Details

When entering a new project, the heated square footage and the existing and backup heating system types were relocated to the screen where the measure installation details are entered. This was done to decrease the number of installation errors and necessary corrections.

- Now when those three measure details are updated for one measure, they will not update for every measure at that site. For example, you will now be able to indicate that the first heat pump replaced an electric forced air furnace (conversion) and a second heat pump replaced a heat pump (upgrade).

- **Company Administrators with an appropriate account can now enter projects for multiple technicians** who are employed with their same company. The technicians must still have the appropriate type of PTCS certifications updated. Please contact the PTCS Customer Service Team at 1.800.941.3867 if you want this type of account.
- **Improved how invalid AHRI numbers are processed**, decreasing the need to submit projects to the PTCS Customer Service Team. If the heat pump AHRI number isn’t validating in the Registry, users will now be able to enter all the rest of the installation data and click “Submit”. The status will be “Pending” and the PTCS Customer Service Team will regularly review the AHRI numbers and update the status appropriately.
- **Added the ability for users to enter a second heat pump or duct sealing system for the same site address** (i.e. two separate heat pumps and/or two separate duct seals). Users will still only be able to enter just one Ground Source Heat Pump.
- **Owner Address:** The fields for the Owner Address on the site address information screen and the Registry Installation Reports were removed to prevent further confusion.
- **The Compressor Low Ambient Lockout (LAL) question and accompanying answers** on the measure installation screen were re-written and re-organized to add clarity.

**All Site Users:** Any external users who do not have an account will see these updates.

- Updated the link for the “Grow Your Business” and changed the name to “Marketing Materials” to point to a webpage that will allow technicians to access customizable marketing materials without having to sign in to the marketing portal.
- Links were added for new Spanish translated items for the heat pump and duct sealing installation forms and technical specifications.
- The link to sign up for the newsletter was added to the new user signup page.
- Language was clarified on the “Find a Contractor” screen.

Please contact the PTCS Customer Service team at [reshvac@bpa.gov](mailto:reshvac@bpa.gov) or 1.800.941.3867 if you have any questions.