United States Consumer Product Safety Commission
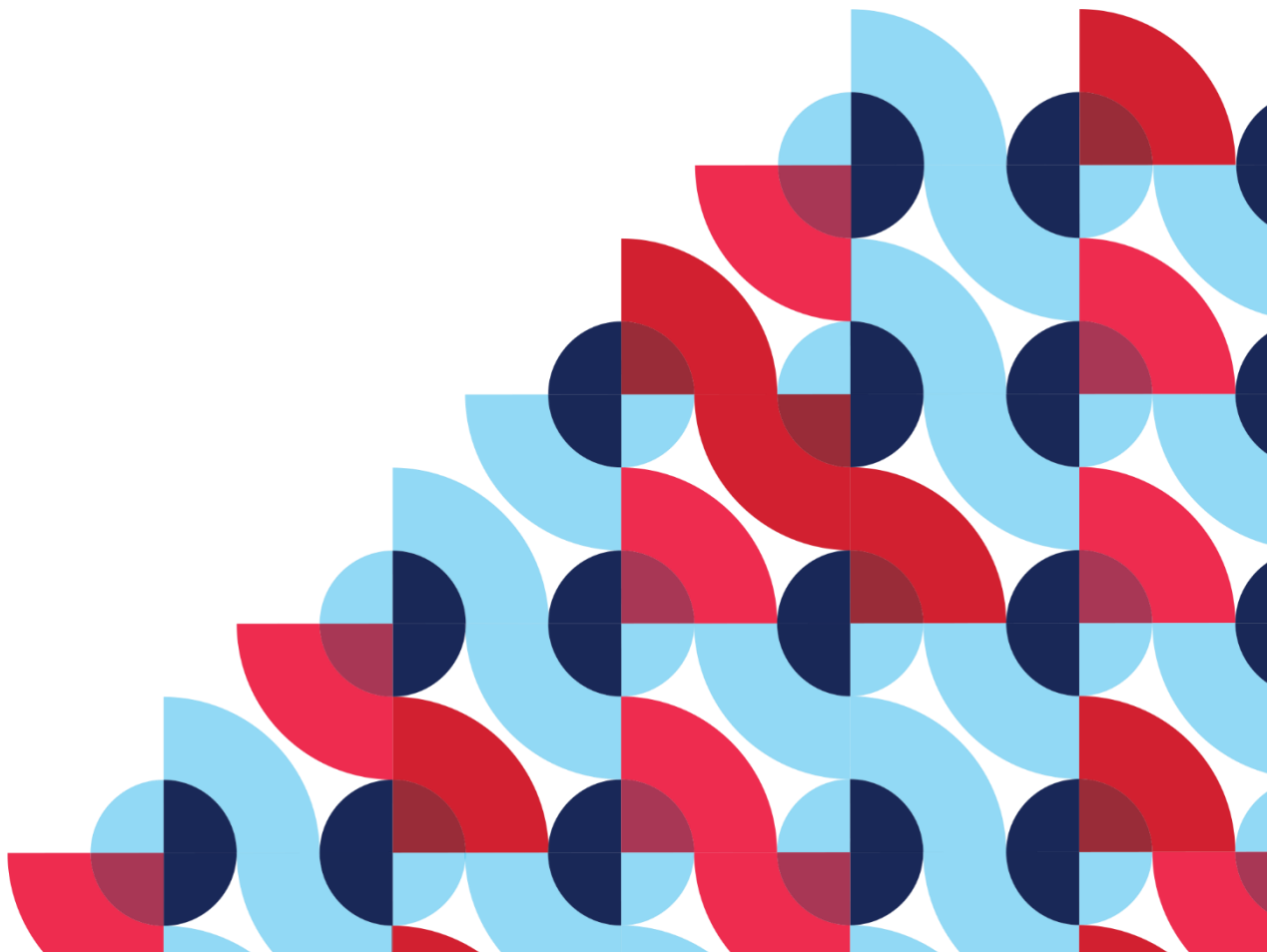
eFiling Beta Pilot - Standard Operating Procedure Guide

May 29, 2024

Version 1.3

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i.   Key Terminology

- **Alternate Identifier (ID):** A custom string value that allows for easy identification of a Trade Party and links to Trade Party information recorded in a Business Account.
- **Attestation:** The act of asserting that all information provided for a product is true and accurate to the best of one's knowledge. Any user that provides product entry data must perform attestation.
- **Beta Pilot Participant:** Importer business that has volunteered to participate in the eFiling Beta Pilot.
- **Business Account:** The account that legally represents a business within the Product Registry and manages a business's certificate data.
- **Business Account Administrator:** An employee of the Beta Pilot Participant's business that manages the Business Account and holds the highest level of permissions. The responsibilities of the Business Account Administrator include ongoing user and product collection management through creating/removing Product Collections, adding and updating product data within collections, and inviting other users to collaborate on the data entry process.
- **Certification:** The act of asserting that a product referred to within the Product Registry is in compliance with all applicable CPSC regulations. Business Account Administrators are accountable and responsible for certifying products but can delegate authority to Collection Administrators or Collection Editors.
- **Certificate Identifiers:** Certifier ID, Product ID, and Version ID are the three fields needed to identify a specific certificate stored in the Product Registry.
- **Certifier ID:** A unique ID code that is specific to an importer's business account in the Product Registry.
- **Collection Administrator:** An employee of the importer's business or Trade Partner designated by a Business Account Administrator to manage a Product Collection and its users. A Business Account Administrator may authorize the Collection Administrator to certify product certificates.
- **Collection Editor:** A user with permission to add and update data within a specific Product Collection. A Business Account Administrator may authorize a Collection Editor to certify product certificates.
- **Collection Viewer:** A user with permission to only view data within a specific Product Collection.
- **eFiling Dashboard:** The homepage for the eFiling environment where all actions within the Product Registry are taken.
- **Global Location Number (GLN):** A globally unique identifier for businesses provided by GS1.
- **Importer:** Business that purchases products made in a foreign country with intent to import into the United States and make available for sale to U.S. consumers.
- **Product Collection:** A named container used to store subsets of product data and manage access controls.
- **Product ID:** An ID code that consists of one of seven possible ID Types (e.g., GTIN, SKU, UPC, Model Number, Serial Number, Registered Number, Alternate ID).
- **Trade Partners:** Any business collaborating with a Beta Pilot Participant to assist with entering or maintaining certificate data.

- **Trade Party:** Within the Product Registry, this term refers to manufacturers, testing laboratories, and other points of contact. These three types of entities are all required components of valid certificate data. Storing these trade parties within a Business Account allows them to be easily reused.

- **User:** Any individual in any role using the Product Registry.

- **User Profile:** A collection of information (e.g., name, contact info, company name, password) associated with a specific account within the eFiling Product Registry.

- **Version ID:** The alphanumeric version identifier for a new or updated product certificate that can be created by the user or be system generated. The Version ID must be updated each time a product is re-certified.

1. eFiling Program Overview

The CPSC electronic filing (eFiling) program is a phased effort to test the filing and collection of certificates of compliance data elements electronically, establish policies and procedures, and implement a technical solution for importers to file PGA Message Sets for importation of consumer products. Currently, CPSC only asks for certificate data once a product is identified for exam which limits its ability to use certificate data in its risk assessment and targeting in advance of a shipment arrival.

eFiling enables importers of regulated consumer products to file certificate of compliance data elements with the U.S. Customs and Border Protection (CBP) using a PGA Message Set. Beginning in October 2023, CPSC is conducting a Beta Pilot with over 35 importer participants (Beta Pilot Participant) and their partners (Trade Partners) who will work collaboratively with CPSC and CBP to test the eFiling system and process. The feedback provided throughout the Beta Pilot will inform rulemaking and full implementation of the eFiling program. Beta Pilot participants will eFile product certificates using one of two methods:

1. **Full PGA Message Set:** Beta Pilot Participants electronically file standard entry data and the product certificate data elements into CBP's Automated Commercial Environment (ACE) system through the Automated Broker Interface (ABI) **(**see **Figure 1)**. Beta Pilot Participants will enter certificate data elements into the Message Set each time they import a product. ACE transmits entry data and product certificate data to CPSC's Risk Assessment Methodology (RAM) system to identify products that have a higher risk of violating consumer product safety rules.

Figure 1: Full PGA Message Set Process Flow

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2. **Product Registry and Reference PGA Message Set**: Beta Pilot Participants or their Trade Partners enter and manage certificate data in a secure online application called the CPSC Product Registry. Users create a Certifier ID, Product ID, and Version ID for a product certificate in the Product Registry, which are referenced in a PGA Reference Set. This PGA Reference Set is then submitted by Beta Pilot Participants or their Brokers into the ACE system and eliminates the need to enter all PGA Message Set data elements each time a product is imported (see **Figure 2**). ACE transmits entry data to CPSC's Risk Assessment Methodology (RAM) system to identify products that have a higher risk of violating consumer product safety rules.
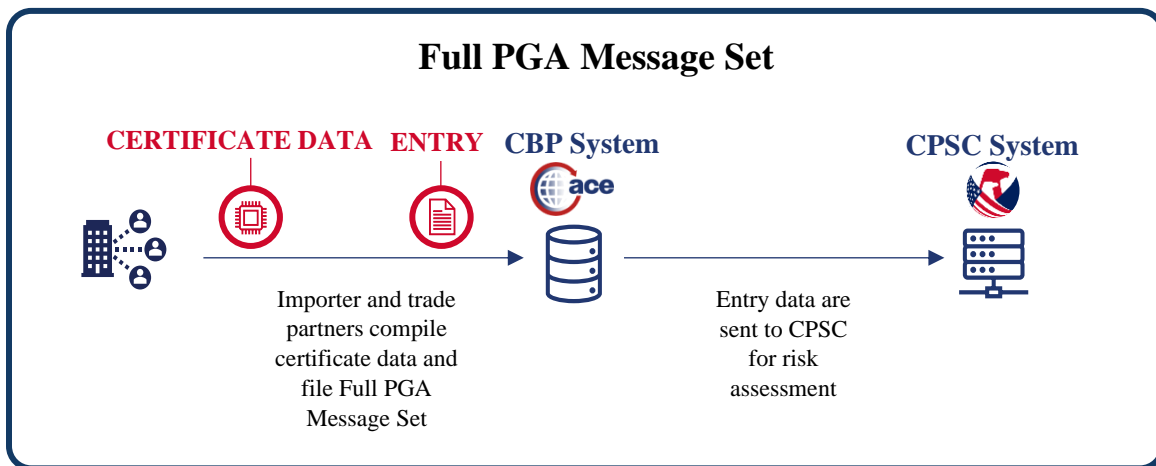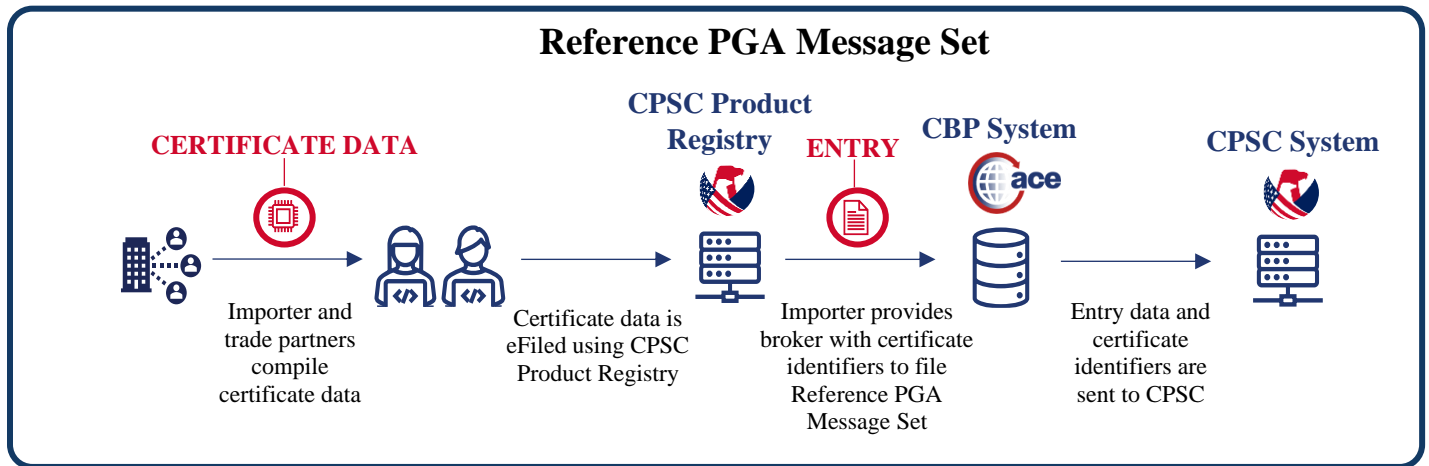

Figure 2: Reference PGA Message Set Process Flow

Beta Pilot Participants and their Trade Partners may use this Standard Operating Procedure (SOP) as a guide to manage certificate data in the Product Registry during the Beta Pilot. The SOP defines key roles and responsibilities and provides step-by-step instructions on how to establish a business account, manage users, and enter/certify certificate of compliance data.

2. Product Registry

The Product Registry is a secure online application where Beta Pilot participants establish Business Accounts that will store their certificate data. Trade Partners can receive individual user accounts to assist them. Product data and user permissions are organized in Product Collections, which are named containers to store subsets of data and manage access controls. Beta Pilot Participants can create as many collections as needed to manage their specific combination of users and certificate data (see **Figure 3**). The Beta Pilot participant is legally responsible for the certificate data and must create a Business Account in the Product Registry. The Beta Pilot participant will designate an employee to function as the initial Business Account Administrator. The Business Account Administrator has the highest level of administrative privileges and may delegate permissions to other users to manage the Business Account and/or Product Collections. The Business Account Administrator may also designate permissions to Trade Partners to manage Product Collections.
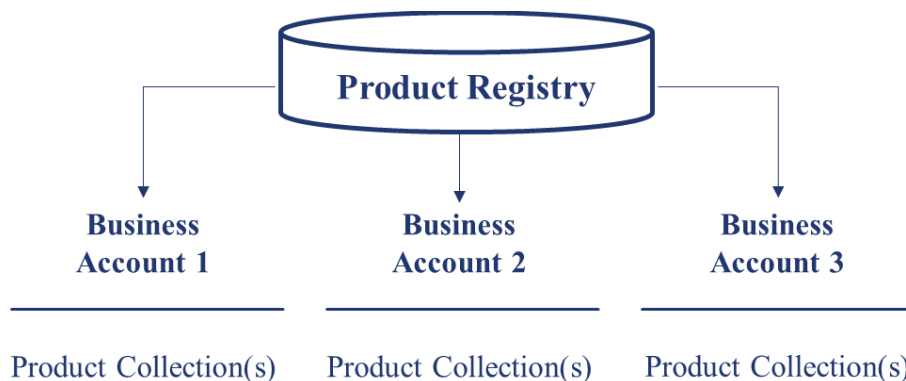
Figure 3: Product Registry Design

Beta Pilot Participants must send an email to CPSC that identifies the designated Business Account Administrator responsible for establishing the Business Account. CPSC will then send an email invite to the designee who will create their new Business Account.

NOTE: Currently, the Product Registry does not allow a Business Account Administrator to have more than one Business Account. If a Beta Pilot Participant would like to use multiple Business Accounts, they will need to create a new Business Account using a different email address or point of contact.

CPSC assigns the role of the initial Business Account Administrator to the designee during account setup. The Business Account Administrator can invite additional users from their business or a Trade Partner to collaborate in the Business Account and/or individual Product Collections. Users with Business Account Administrator and Collection Administrator access have permissions to add and remove users in Product Collections. The section 2.1 Business Account: User Roles and Responsibilities defines Business Account user roles and responsibilities.

Individual users must establish a user profile in the Product Registry to access a Business Account. Individual users may use the detailed procedures in section 2.2 Product Registry: New User Profile Setup to complete the process.

2.1 Business Account: User Roles and Responsibilities

Beta Pilot Participants maintain all their certificate data and manage their users and third parties in a Business Account. Business Account functions include administrative, edit, and view only access to specific components of the account based on a user's role and the permissions that correspond to the role. For the purposes of this SOP, a user is an individual in any role using the Product Registry. The Business Account User Roles table (see **Table 1**) lists specific user types and roles.

Roles	Beta Pilot Participant	Trade Partners		
	Importer	Broker	Manufacturer	Testing Lab
Business Account Administrator	X			
Collection Administrator	X	X	X	X
Collection Editor	X	X	X	X
Collection Viewer	X	X	X	X

Table 1: Product Registry User Roles

Business Account responsibilities vary by role and user type. Responsibilities for each role are defined below:

- **Business Account Administrator** is a user from the Importer's business designated to manage the Business Account on behalf of the business. The Business Account Administrator performs the function of every role within the Business Account.
  - i. The Business Account Administrator performs the following functions that are unique to this role:
    - Assign and remove Business Account Administrators and Collection Administrators
    - Create and remove Product Collections
  - ii. The Business Account Administrator also performs the following roles, which they may delegate to other Importer users or Trade Partner users:
    - Assign or remove Collection Editors and Collection Viewers in any Product Collection
    - Enter and manage data in any Product Collection
- **Collection Administrator** is a user from the Importer or Trade Partner's business who manages certificate data and grants and removes access to a specific Product Collection
  - i. The Collection Administrator performs the following functions that are standard to this role:
    - Add and/or remove Collection Editors and Collection Viewers in a specific Product Collection
    - Enter and manage certificate data in a specific Product Collection
    - Attest to the accuracy of product data
  - ii. The Collection Administrator may perform the following functions, as assigned by a Business Account Administrator
    - Certify product data (only if permission is granted by a Business Account Administrator)
- **Collection Editor** is a user from the Importer or Trade Partner's business who enters and manages data in a specific Product Collection
  - i. The Collection Editor performs the following function that are standard to this role:
    - Enter and manage data in a specific Product Collection
    - Attest to the accuracy of product data
  - iii. The Collection Editor may perm the following functions, as assigned by a Business Account Administrator
    - Certify product data (only if permission is granted by a Business Account Administrator)
- **Collection Viewer** is a user from the Importer's or Trade Partner's business with view-only access to a specific Product Collection

User Roles	User Management			Collection Management			
	Invite Business Account Administrator	Invite Collection Administrator	Invite Collection Users	Create Product Collections	Add/Update Data in Collection	Certify Products	Collection View Only Access
Business Account Administrator	X	X	X	X	X	X	
Collection Administrator		X	X		X	X*	
Collection Editor					X	X*	
Collection Viewer							X

Table 2: Product Registry User Responsibilities

*This permission is optional and at the discretion of the Business Account Administrator.

NOTE: The Business Account Administrator may delegate responsibility to certify data in the Business Account. However, The Beta Pilot Participant remains responsible and accountable to comply with the terms of the certification statement.

2.2   Product Registry: New User Profile Setup

Individual users must create a profile to access the Product Registry, accept assigned roles, and perform associated responsibilities in a Business Account. CPSC will send the designated Business Account Administrator the initial CPSC invitation to create a new user profile in the Product Registry and establish a Business Account.

The Business Account Administrator can invite additional Account Administrators and other collection-specific users to the new Business Account and assign roles from the list in **Table 1** located in section 2.1 Business Account: User Roles and Responsibilities. Collection Administrators can invite Trade Partners and assign roles for collaboration within a Product Collection. Trade Partners invited to collaborate in a Product Collection and who are new Product Registry users must also create a new user profile.
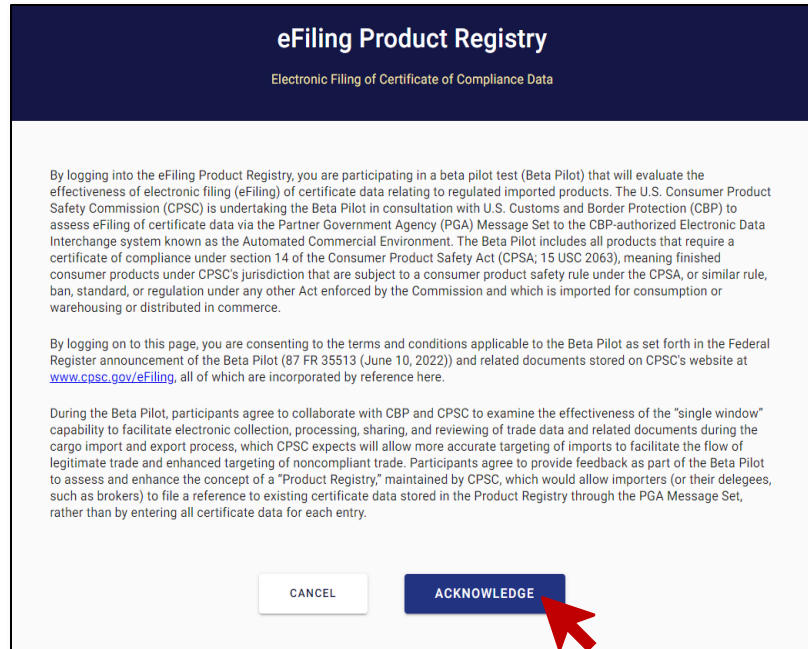
New users can follow the steps below to create a user account in the Product Registry. An asterisk (*) designates a required field.

1. Receive email from CPSC titled "Invitation to join CPSC's eFiling Beta Pilot".

2. Open email and click on the "**Invitation**" hyperlink, which directs users to the following page:
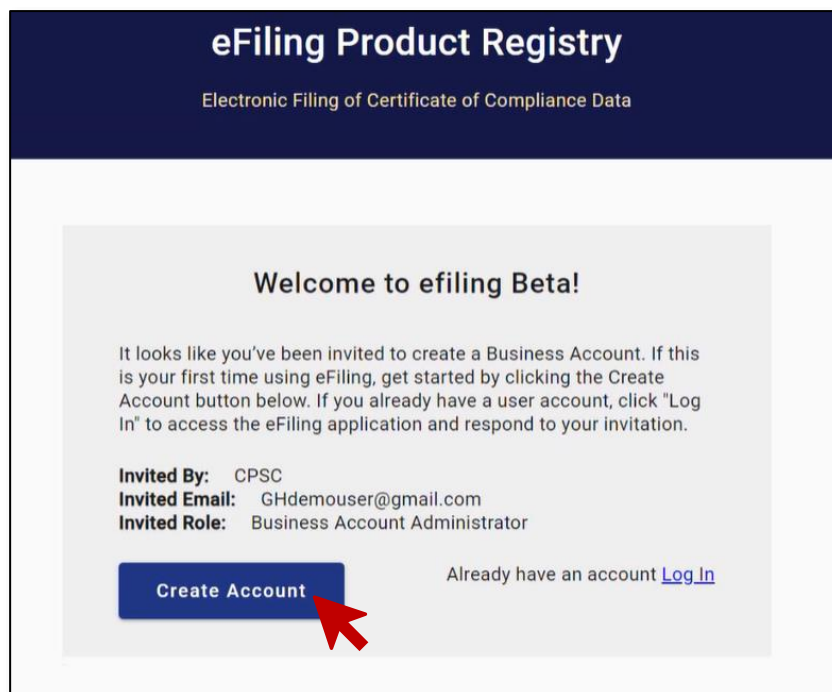
3. Click the **[CREATE ACCOUNT]** button.

4. Review the legal notice and click the **[ACKNOWLEDGE]** button.

5. In the "Create an Account" window, enter the following user information below.
   - First Name*
   - Last Name*
   - Phone*

   NOTE: The email field defaults to the email used to create the user account and cannot be edited. This email address will automatically become the user's username after account creation.

6. Enter the user's company name in the **Company name** field and select the appropriate company record from the drop-down.

- If the user's company does not appear in the drop down, this means that the company has not yet been added to the Product Registry. To add the company, select **[+Add New Company]**.
- Add the user's company information in the fields provided. An asterisk (*) designates a required field.
    i. Company Name*
    ii. Organization Type (*see note below*)
    iii. Division
    iv. GLN
    v. Address*
    vi. City*
    vii. State/Province*
    viii. Country*
    ix. Zip/Postal Code
    x. Corporate Phone*
    xi. Corporate Email*
    xii. Website

   NOTE: If a new user is a Business Account Administrator, the **Organization Type** field defaults to 'Importer' and **cannot** be edited. Trade Partners **can** edit this field and select their organizational type (e.g., Manufacturer, Laboratory, Broker, Other).

7. Create a user password in the following fields using the password rules provided:
   - Create a password*
   - Confirm your password*

8. Select the **[CREATE AN ACCOUNT]** button.

   The system creates the account and sends a system generated email titled "Please verify your email address".

9. Open the email and click the **Confirmation** hyperlink.
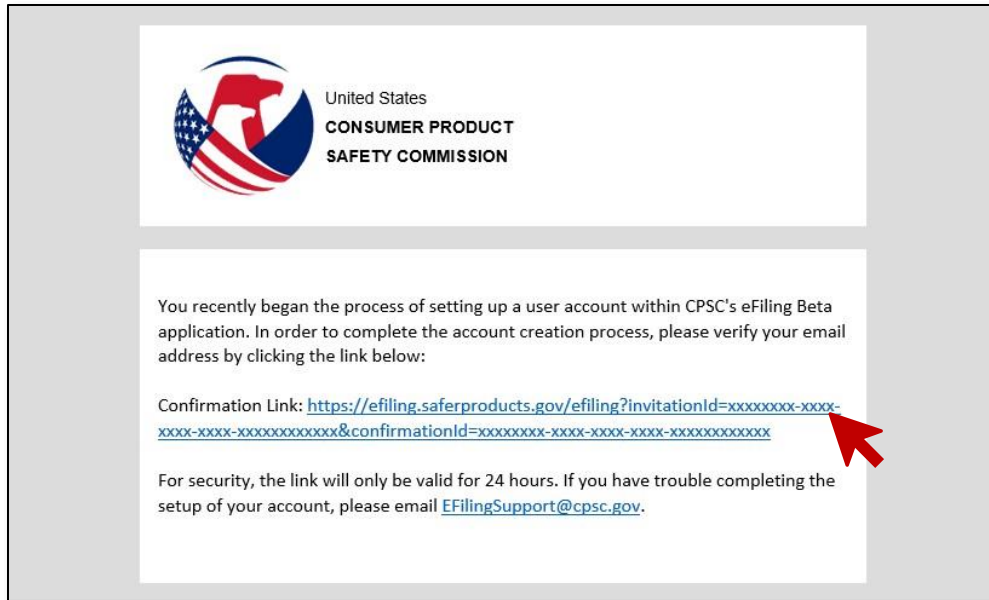
The system will complete the process and return to the Welcome page.

10. Click the **Log In** hyperlink.
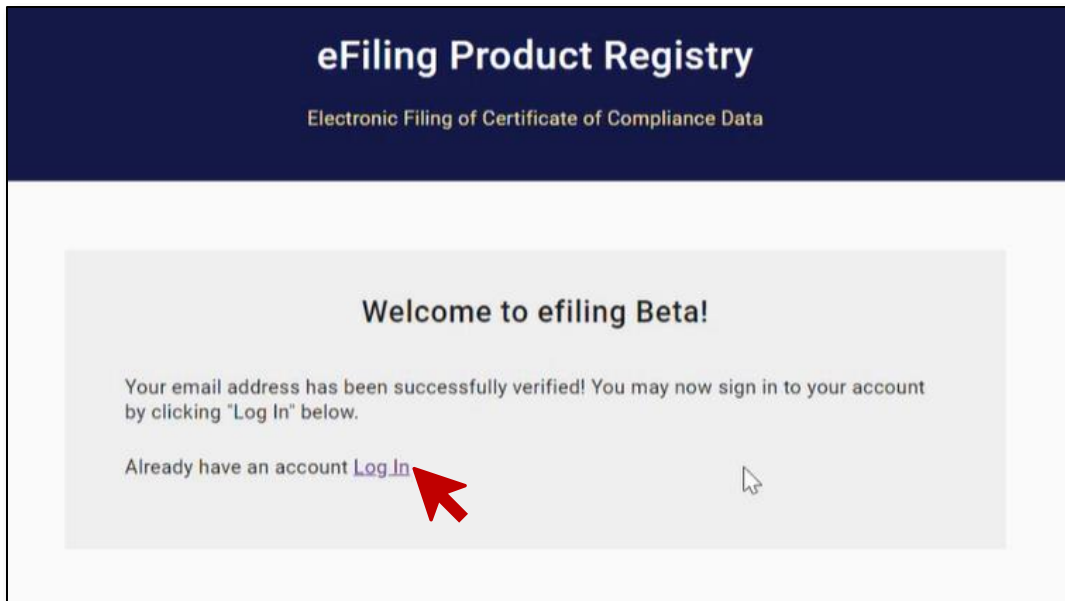
11. Enter the user's Username and Password and click the **[Sign In]** button.

> **NOTE:** The account username is the email address entered when first creating the account.

- To reset a forgotten password, select 'Forgot Password?', enter the username linked to the account, and click [Continue]. An email will be sent to the user to reset their password.

12. Review the legal notice and click the **[ACKNOWLEDGE]** button. The system directs the user to the Product Registry Dashboard (see section 4.2 The CPSC eFiling Dashboard).

Review the user roles below for next steps:
- New Business Account Administrator invited to an existing Business Account: No further action required.
- New Business Account Administrator invited to create a new Business Account: See section 4.1 Establish a New Business Account to continue with the Business Account setup.
- Trade Partners invited to collaborate in a Product Collection: User must accept or decline the invitation, using the following steps:
    i. In the To-Do list section of the Product Registry Dashboard, click the **You have been invited** hyperlink.
    ii. A window displays the following information on the Product Collection the user has been invited to join. Click the **[ACCEPT]** button.
        - Product Collection
        - Company
        - Invited by
        - Role
        - Certification Permission
            o This field only appears for Trade Partners offered the permission to certify products within a Product Collection. Users will see a certification statement and choice to accept or reject the permission by selecting 'Yes' or 'No'.
    iii. Click the **[ACCEPT]** button to accept the invitation or the **[DECLINE]** button to decline the invitation.

2.3 Business Account: User Management

User management is a key role for Business Account Administrators to add, edit, and remove user access to the Business Account and Product Collections. Business Account Administrators can invite new users and assign permissions using the process in this section.

2.3.1 Invite a New User

Business Account Administrators can invite users to collaborate as either another Business Account Administrator or as a Collection Administrator, Collection Editor, or Collection Viewer. Collection Administrators can only invite new users to collaborate as a Collection Editor or Viewer.

To invite a new user as a Business Account Administrator, see 4.3.1 Add New Account Administrator. To invite users to collaborate in a Product Collection, see 4.4.2 Grant/Revoke Product Collection Users.

3. Working in the eFiling Environment

There are several tools within the Product Registry to aid in the management of the Business Account. Those include:

- **Activity Feed** – This list displays all activity performed on the account to date, including status of entering certificate data.

- **To-Do List** – This list provides information on the current tasks that must be completed by specific users, including responding to invitations and certifying product data, so the certificate may be used in Reference Message Set filings.
- **Prompts** – The Activity Feed and the To-Do List are tools that are constantly present on the home screen. Users also receive a pop-up "prompt" for new or high priority activities. Figure 4 below displays a sample prompt.

To complete the setup of your Business Account, please set your Certifier ID. ✕

Figure 4: Sample Prompt on Home Screen

These tools provide helpful information on status of certificate data entry to allow ongoing updates on the status of the Business Account and manage data entry progress.

NOTE: The Activity Feed feature is in ongoing development, so the items displayed in the list are subject to change.

4. Business Account Setup and Management

Beta Pilot Participants are legally responsible for their certificate data. Each Beta Pilot participant must establish a Business Account and Product Collections to organize and manage product certificate data. Each Beta Pilot participant should establish internal business processes, prior to any account setup activity to ensure standardized practices are in place regarding data access and management. Some key business decisions for consideration in internal processes may include the following:

- Who will be the primary Business Account Administrator?
- What are the criteria for additional Business Account Administrators?
- How will Beta Pilot participants organize products into Product Collections?
- What are the criteria for selecting Collection Administrators?
- Which Trade Partners will have access to the different Product Collections?

The Business Account Administrator can invite other Business Account Administrators. The Business Account Administrator role is only available to employees within the Beta Pilot Participant's business. Business Account Administrators also create Product Collections and set up users with appropriate permissions to edit or preview data within specific Product Collections. **Figure 5** displays the recommended steps upon initial account set up for Business Account Administrators.

Account Set Up
✓ 4.1 Establish a New Business Account

Add Trade Parties
✓ 4.5.1 Adding a Trade Party

Invite Users
✓ 4.3.1 Add New Account Administrators
4.4.2 Grant/Revoke Product Collection Users

Initiate Product Data Entry
✓ 4.4.1 Create a New Product Collection
5. Entering a New Product Certificate
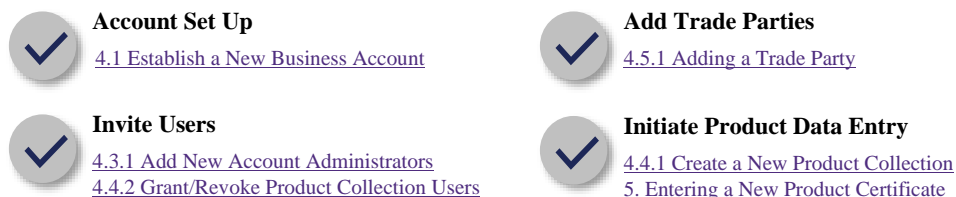
Figure 5: Initial Steps in the Product Registry

Product Registry Ongoing Processes

User Management
- Add, edit, remove user access to the Business Account and individual Product Collections
- Actively manage users to align with business needs

Trade Party Management
- Create and/or edit Trade Party data within a Business Account
- Reference Trade Parties during data entry process

Product Collection Management
- Manage a subset of products within a Product Collection
- Control editing and viewing access
- Organize to fit business needs

NOTE: After the account creation process, it's the responsibility of the Trade business to manage their users, trade parties, and product collections on a continuous basis and as needed. Businesses must establish their own processes to ensure that their certificate data is being entered and managed properly to ensure CPSC compliance.

4.1   Establish a New Business Account

Beta Pilot Participants should designate a primary Business Account Administrator as part of their internal business process. The designated Business Account Administrator is responsible for creating the Beta Pilot participant's initial Business Account in the Product Registry and is the owner of the Business Account. The Business Account Administrator will set up a new user profile and company record in the Product Registry. The user must establish a 'Certifier ID' as the final step in the account creation process after filling in their user profile and company record information.

NOTE: Users are not able to edit Business Account data at this time but will be able to in a future application update. In the meantime, any pressing data updates can be requested by emailing the eFiling Support team at eFilingSupport@cpsc.gov.

Business Account Administrators can use the process below to set up a new Business Account. An asterisk (*) designates a required field.

1. Open the email titled "Invitation to join CPSC's eFiling Beta Pilot."
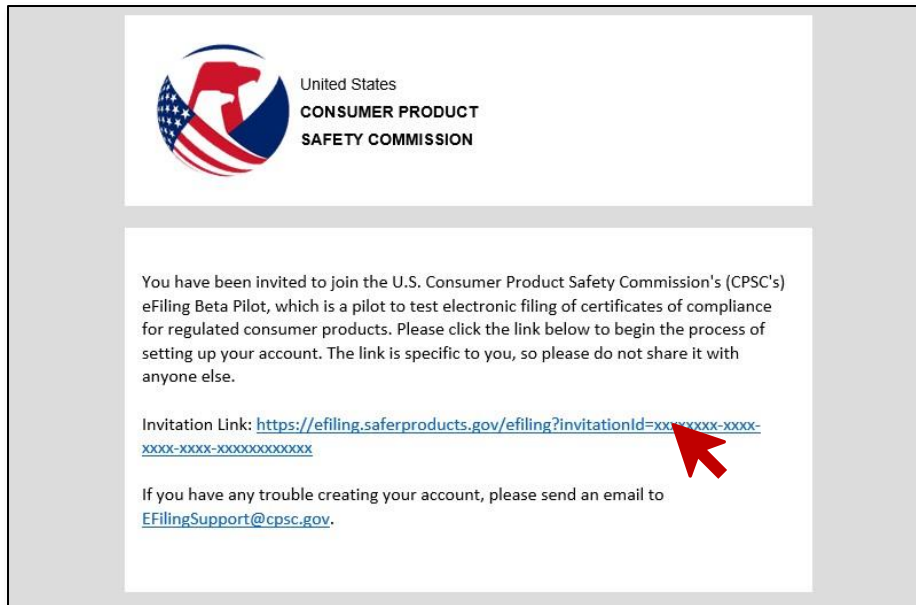
2. Select the **Invitation Link** in the email. The eFiling Product Registry page appears:

3. Select the **[Create Account]** button.

4. Create a new user profile, (see 2.2 Product Registry: New User Profile Set-up).

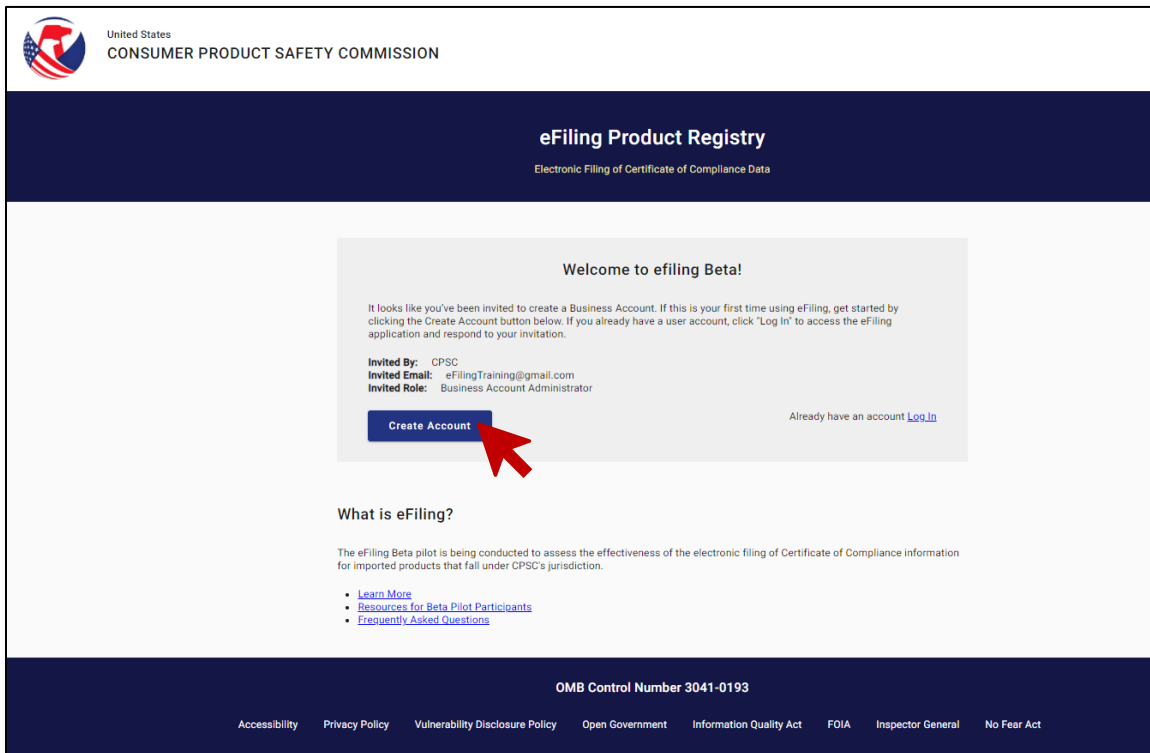5. Click the **Set your Certifier ID** link under the **To-Do List** section of the Product Registry dashboard.

6. Create a unique Certifier ID* or use the system generated value in the 'Certifier ID' field.

    - It is recommended that users select a Certifier ID that clearly identifies their business while being as short and simple as possible. To that end, the use of spaces and punctuation is discouraged.
    - The Certifier ID is unique to the Business Account, which a broker will later provide at the time of filing a Reference Message Set.
    - The Certifier ID is only one portion of the Certificate Identifier, which also includes a Product ID and Version ID. The Certificate Identifiers uniquely identify the specific certificate in the Product Registry, when eFiling a Reference PGA Message Set.

7. Click the **[SAVE]** button.

    The system saves the Certifier ID and returns to the CPSC eFiling Dashboard.

4.2   The CPSC eFiling Dashboard

The CPSC eFiling Dashboard is the homepage for the eFiling environment. Users may initiate actions for User Management, Product Collections, Trade Parties, and API Tokens. Users may also utilize the Activity Feed found on the CPSC eFiling Dashboard to track pending and completed actions across the Account to stay updated on progress.

NOTE: The Activity Feed feature is in ongoing development, so the items displayed in the list are subject to change.
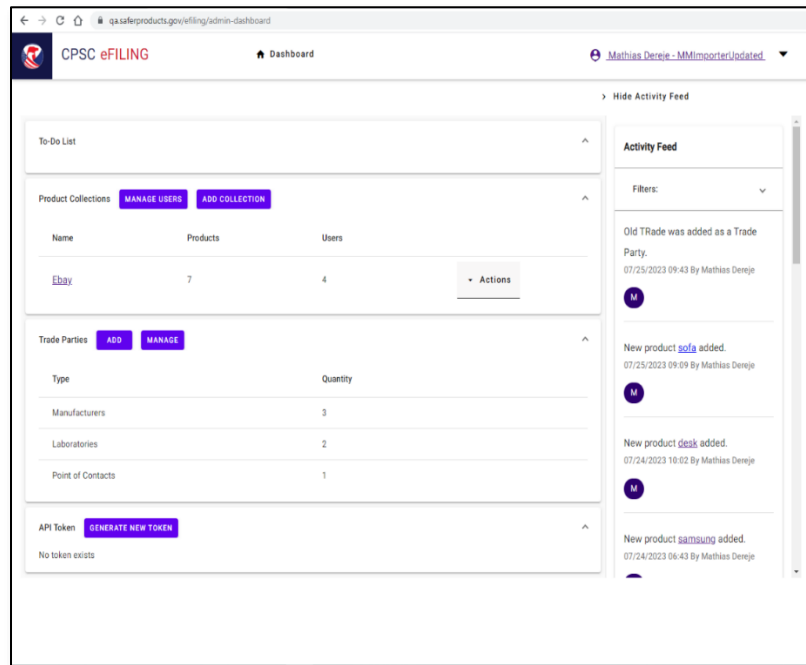
The Business Account Administrator receives a prompt from the Dashboard to create a Product Collection, following the creation of the Certifier ID.

NOTE: A Product Collection must be created in order to enter data into the Business Account. See 4.4 Product Collection Management.

The Business Account Administrator can take any actions listed in this SOP once a Product Collection is created. Refer to the table of contents for all Product Registry functions.

4.3   Manage Business Account Administrators

The initial Business Account Administrator may invite or remove other Business Account Administrators. All Business Account Administrators share the same roles and permissions and may invite or remove other Business Account Administrators from that role. The initial Business Account Administrator may find a need to add additional administrators to manage their account's collections or associated users.

Business Account Administrators establish Product Collections and oversee access and can delegate responsibility for individual Product Collections by inviting Collection Administrators. Business Account Administrators also possess all the permissions necessary to complete tasks required to use the Product Registry.

- The Business Account Administrator and Collection Administrator roles are responsible for managing user access to a specific collection and managing user permissions.
- The Collection Editor and Collection Viewer roles perform the designated tasks based on the role assigned in a specific Product Collection.

4.3.1   Add New Account Administrators

Business Account Administrators can invite additional Business Account Administrator users by completing the steps below:

1. From the eFiling Dashboard, select the **[MANAGE USERS]** button in the **Product Collections** section.

2. In the **Account Administrators** section, Select the **[Invite a User]** button.
3. Complete the data fields in the 'Invite a User' window (refer to <u>2.3.1 Invite a New User</u> for detailed steps). The 'Invite a User' window displays:

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4. Select the **[SEND INVITATION]** button to send an email to the recipient with an Account Administrator invitation.

    The system sends the invite and returns a confirmation message.

4.4   Product Collection Management

Business Account Administrators establish Product Collections to manage a particular subset of their products. Product Collections allow Beta Pilot participants to organize, segment, and manage their product data. Product Collections also provide Business Account Administrators with the ability to control who can view and edit specific Product Collections. Business Account Administrators can create multiple collections as needed.

Business Account Administrators can organize Product Collections to accommodate the specific needs of their business in managing access to product data, such as by product type or by Trade Partners that require access to the data. For example, if a Beta Pilot participant works with more than one broker, the Beta Pilot participant may wish to create separate Product Collections for each broker, so the brokers are unable to see the product certificate data managed by another broker.

NOTE: The Business Account Administrators may designate any Trade Partner as a Collection Administrator.
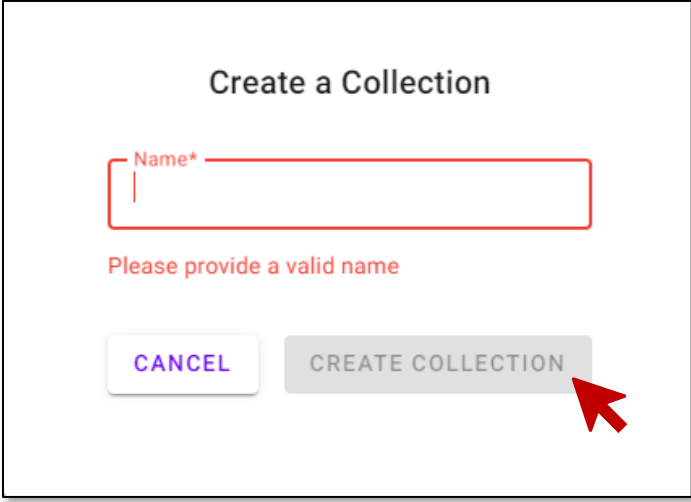
4.4.1   Create a New Product Collection

Users must complete the steps below to create a new Product Collection. An asterisk (*) designates a required field.

1. Select the **[ADD COLLECTION]** button in the **Product Collections** section.
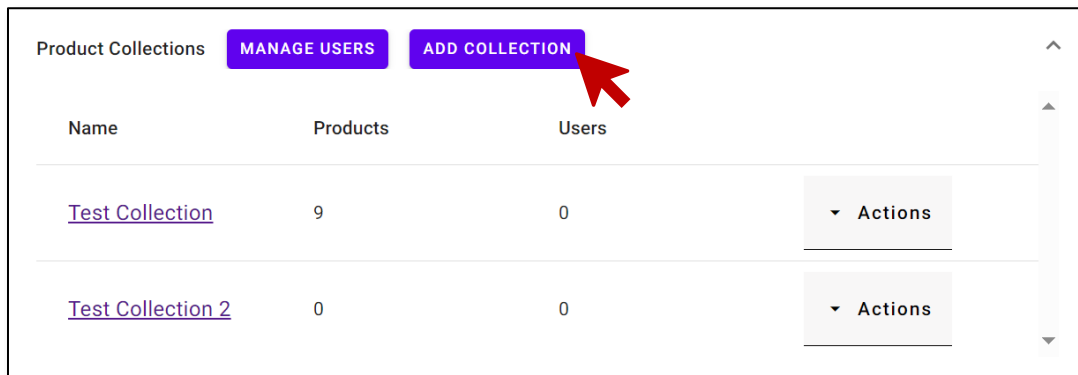
The 'Create a Collection' window displays. Enter the desired Product Collection name in the 'Name*' field.

2. Click the **[CREATE COLLECTION]** button.

   The new Product Collection appears on the Product Registry dashboard.

Business Account Administrators, Collection Administrators, and Collection Editors may use 5. Entering a New Product Certificate to add product certificates to a collection.

4.4.2   Grant/Revoke Product Collection Users

Business Account Administrators and Collection Administrators can add Collection Administrators, Collection Editors and Collection Viewers to a Product Collection. Business Account Administrators and Collection Administrators add users by initiating an invite from the User Management page or from a specific Product Collection. The system generates and sends an email to a user to collaborate in the Product Collection, as a Collection Administrator, Collection Editor, or Collection Viewer. The invitation email includes the name of the Business Account, the name of the Product Collection, and the assigned collection user role. Business Account Administrators and Collection Administrators can also modify which user roles are offered to a collaborator at any time.

Business Account Administrators and Collection Administrators assigned to a specific collection determine which role(s) are granted to any user with access to that collection. Collection Administrators can modify and/or revoke these permissions for other collection users, including other Collection Administrators, in their assigned collections.

Business Account Administrators and Collection Administrators may invite a new user to collaborate on a specific Product Collection using one of the two options provided below. An asterisk (*) designates a required field.

OPTION ONE:

1. From the eFiling Dashboard, select the **[MANAGE USERS]** button within the **Product Collections** section.
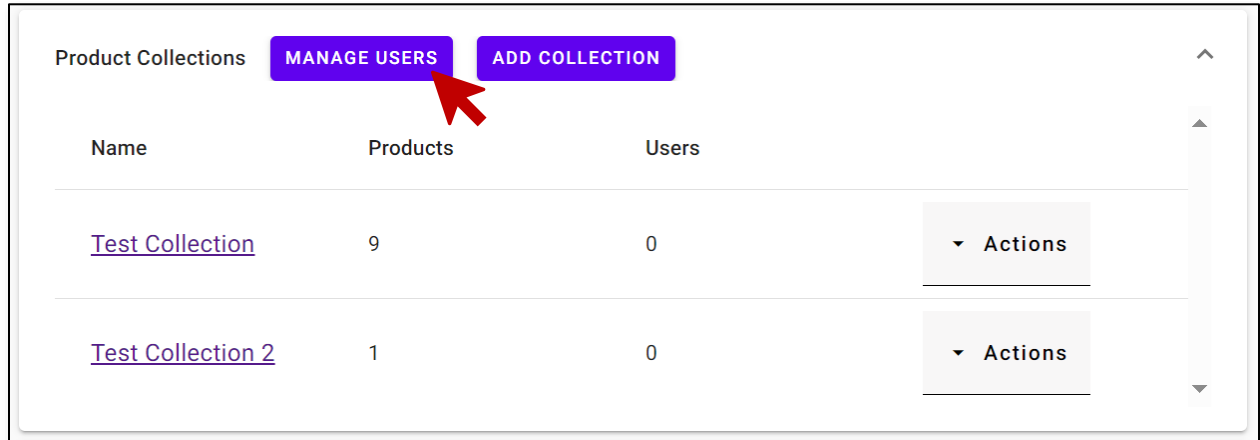
2. Select the **[Invite a User]** button from the **Collection Users** section.

- **NOTE:** The user may select the specific Product Collection they will grant collaborators access to in the pop-up window.
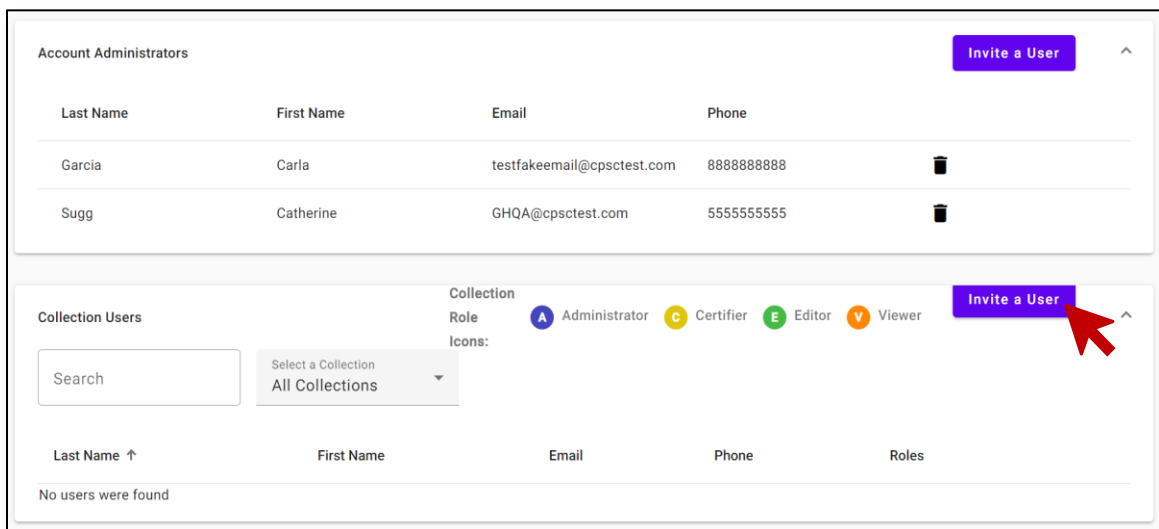
3. Complete the following data fields in the "Invite a User" window:
   - Email*
   - Select a Collection*
   - Select a Role*

4. Review the certifier permission statement and check the **Offer user permission to certify** checkbox if the user requires permission to certify products.

- **NOTE:** Only Account Administrators can grant Collection Administrators and Collection Editors permission to certify in a Product Collection. If Collection Viewer access is granted, the "Offer user permission to certify" checkbox will not appear.

5. Click the **[SEND INVITATION]** button.

The system will send the invitation and return a message to confirm.

OPTION TWO:

1. From the **Product Collections** section of the eFiling Dashboard, select the link to the specific Product Collection (in this case **[Test Collection])** for which the user would like to invite an additional user.
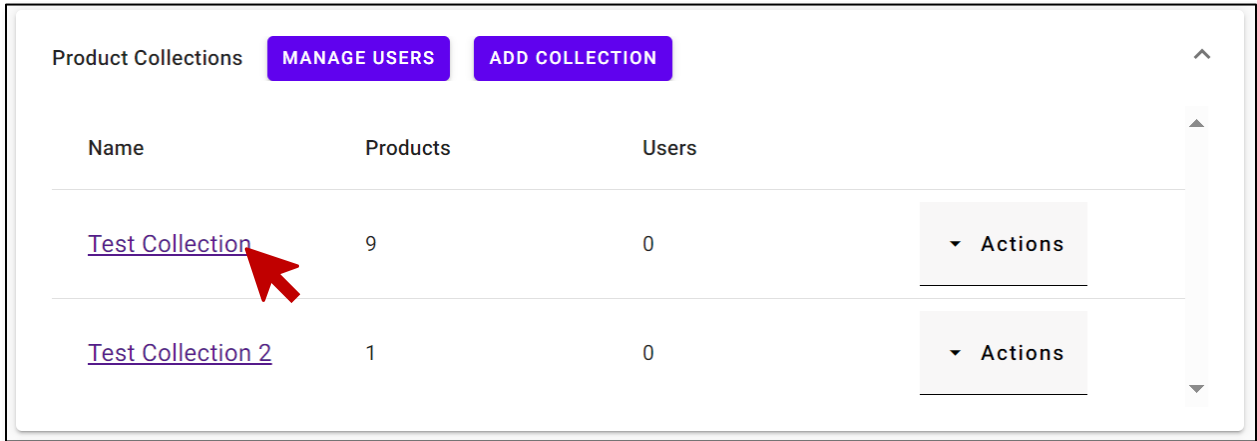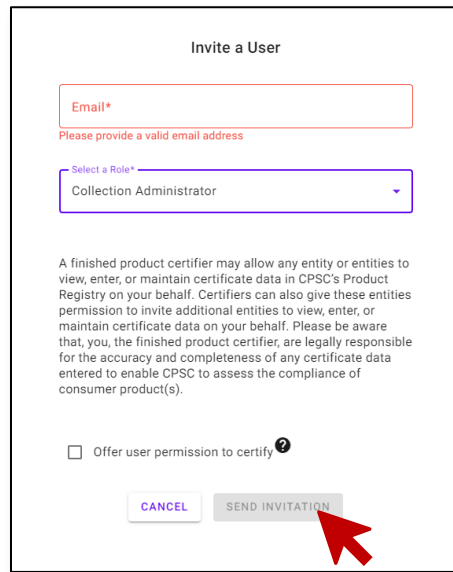
2. Select the **[Invite a User]** button.
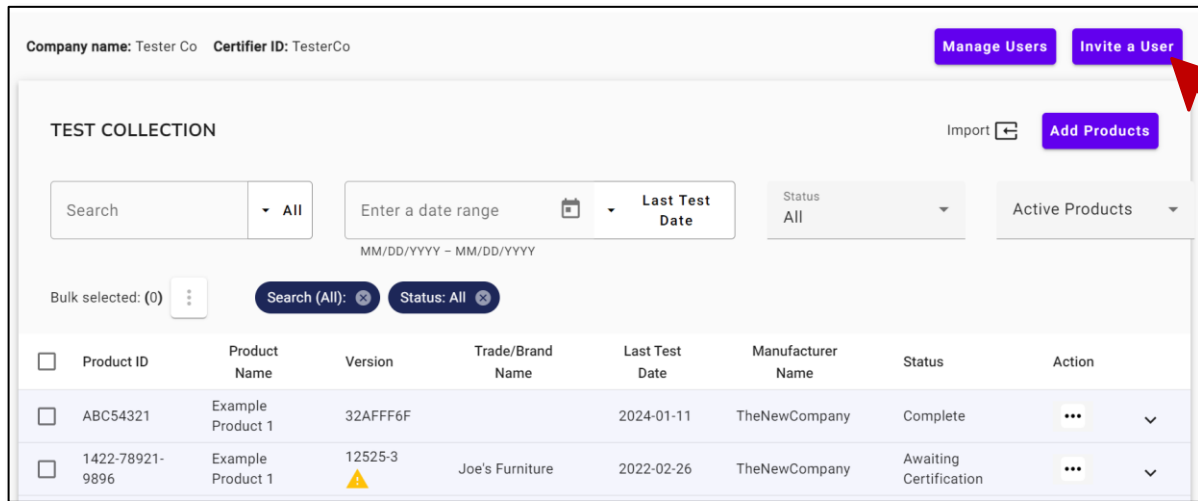
3. Complete the following data fields in the "Invite a User" window:
    - Email*
    - Select a Role*

4. Review the certifier permission statement and check the **Offer user permission to certify** checkbox if the user requires permission to certify products.

- **NOTE:** Only Account Administrators can grant Collection Administrators and Collection Editors permission to certify in a Product Collection. If Collection Viewer access is granted, the "Offer user permission to certify" checkbox will not appear.

5. Click the **[SEND INVITATION]** button.

The system will send the invitation and return a message to confirm.

NOTE: Account Administrators may grant/revoke user access to collaborators within a specific Product Collection at any time by navigating to the user management page from the eFiling dashboard. Users may do this by following the steps in "OPTION ONE" listed above. The user management page within the Product Registry is intended to allow Account Administrators to actively manage users and their access on an ongoing basis.

4.4.3 Edit Collection User Roles

The User Management page in the Product Registry allows users with an Administrator role to change or remove the user roles held by other individuals on specific Product Collections. This is a helpful feature that allows Administrators to alter permissions after users have already accepted an invitation to collaborate with them on one or more Product Collections.

NOTE: Collection Administrators can only edit collection user roles for the specific Collection(s) for which they hold the Collection Administrator role.

Collection users can hold an Administrator, Editor, or Viewer role. The User Management page includes collection role icons to indicate what type of role each user has. A separate icon indicates whether the user has certifier permissions. The collection role icons appear as follows:
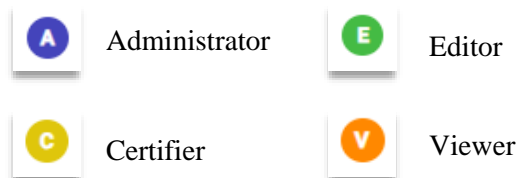
Account Administrators and Collection Administrators can edit collection user roles by following the steps below.

1. **Account Administrators:** From the eFiling Dashboard, select the **[MANAGE USERS]** button within the **Product Collections** section.
   Collection Administrators: Navigate to the Product Collection that contains the collaborating user to be edited, then click the **[MANAGE USERS]** button on the top right side of the page.

2. From the User Management page, navigate to the **Collection Users** section.

3. Click the **[Edit]** button next to the specific user that requires role editing.
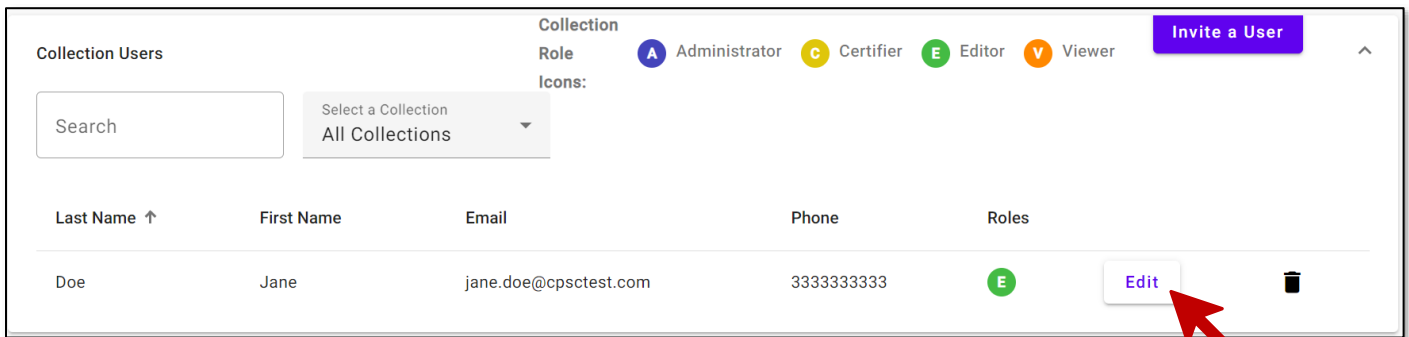
4. The **"Edit User"** pop-up window will appear displaying the account details of the selected collection user, as well as a list of all collections the Administrator has permission to manage. The selected user's current roles will be reflected in the **Role** column next to each collection name. To make a change, click the drop-down menu in the **Role** column. To add or change a role, select the new desired permission level; to remove an existing role, select "None".
5. Account Administrators can dictate whether a Collection user can certify within a particular Product Collection by clicking the checkbox that appears under the **"Can Certify?"** column.
6. Once the desired changes have been made, click **[Apply Changes]** at the bottom of the window.
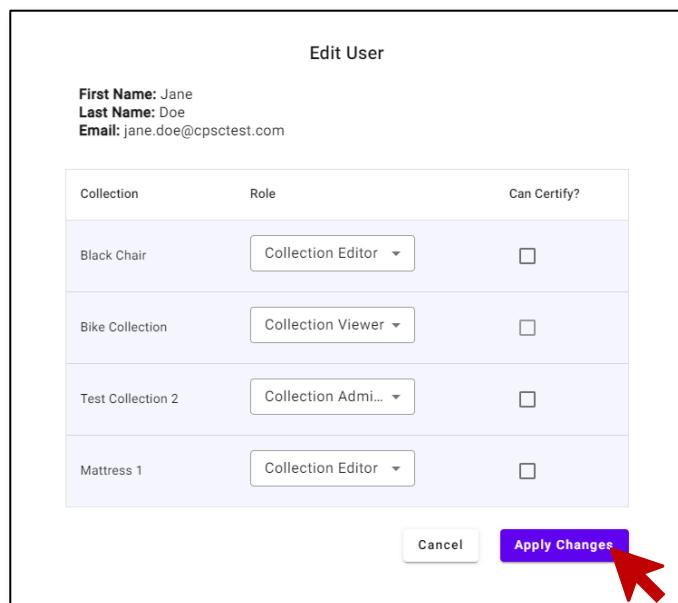
7. The user with Administrator access will receive a notification to indicate that the user roles were updated successfully.

8. The newly invited Collection user must accept their invitation to the Product Collection to complete the process. Users that have been offered new Collection-specific roles will be notified in the "To-Do List" section of their account, where they will be able to accept or reject their new roles.
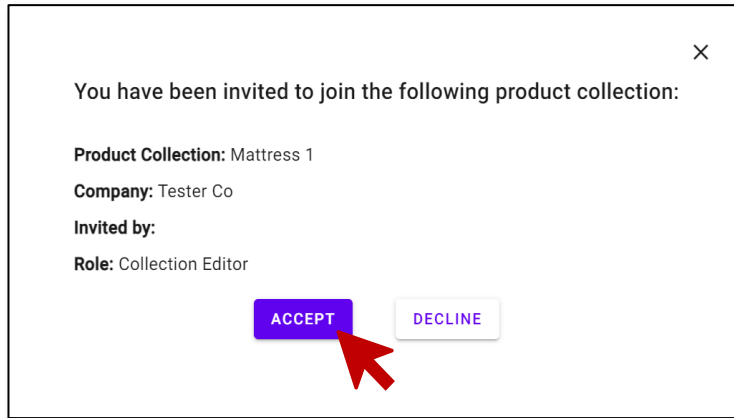
The Collection user role updates will be logged in the Activity Feed of the eFiling Dashboard as well.

4.4.4   Rename a Product Collection

Account Administrators can change the name of Product Collections within their Business Account as desired.
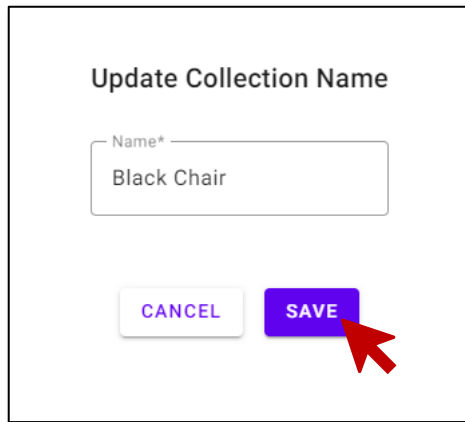
Account Administrators can rename a Product Collection at any time by following the steps below.

1. From the eFiling dashboard, navigate to the **Product Collections** section. Next to the Product Collection that the user wants to rename, click the **[Actions]** button to view a drop-down menu.
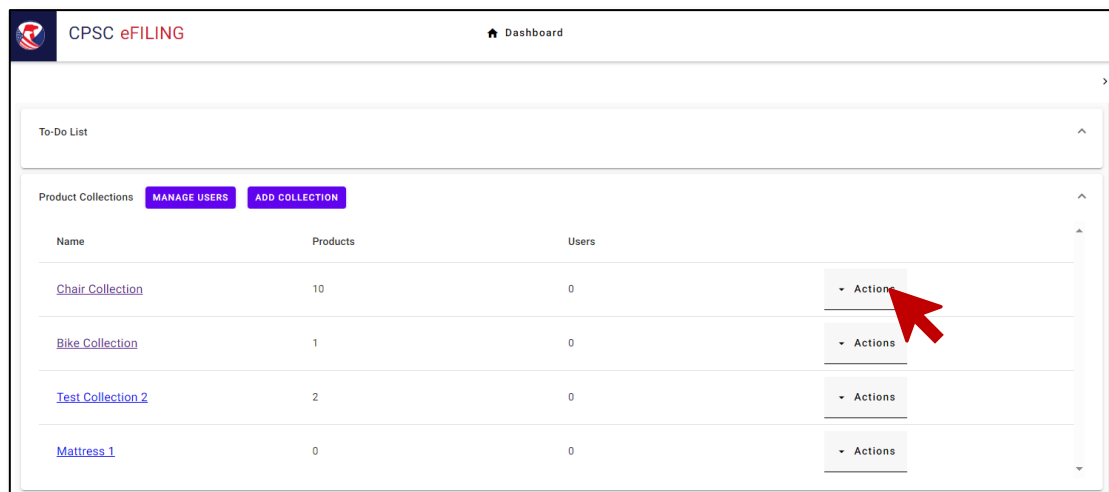
2. Click **[Rename]** from the drop-down menu.

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3. The "Update Collection Name" pop-up screen will appear. Add the new desired name for the Product Collection in the required name field.

4. Click the **[SAVE]** button to rename the Product Collection. Once the Product Collection has been renamed, the user will receive a message to notify them that their Product Collection name has been updated successfully.

4.5   Trade Party Management

Business Account Administrator, Collection Administrator, and Collection Editor roles can add Trade Party information within a Business Account. Establishing a record of Trade Parties within a Business Account allows users to quickly reference those Trade Parties during the product certificate data entry process.

Business Account Administrators can add Trade Parties manually through the eFiling dashboard or during entry of a product certificate to a Product Collection. Collection-specific users can add Trade Parties from their assigned Collections or during entry of a product certificate to their assigned Product Collections.

NOTE: The Trade Party Management functionality is still in development, and currently users are not able to edit trade party information once it has been provided. Users should carefully review all data fields before submitting company information into the eFiling environment. If Trade Party information is entered incorrectly, in most cases the best solution is to create a new, correct entry with a unique Alternate ID, and instruct all collaborators to discontinue use of the incorrect entry. In certain situations, the CPSC IT team will perform data corrections, upon request, which may cause delays in data submission. Beta Pilot Participants must send requests for Trade Party edits to the eFiling support mailbox: eFilingSupport@cpsc.gov.

4.5.1   Adding a Trade Party

Business Account Administrators, Collection Administrators, and Collection Editors may add new Trade Parties using one of the three options provided below. An asterisk (*) designates a required field.

NOTE: Trade Party information added during the manual product entry process will be saved to a Business Account. To review the procedure for the manual product entry process, refer to the section 5.1 Manually Entering a Single Certificate.

OPTION ONE (Only available to Account Administrators):

1. From the **Trade Parties** section of the eFiling Dashboard, click the **[ADD]** button.
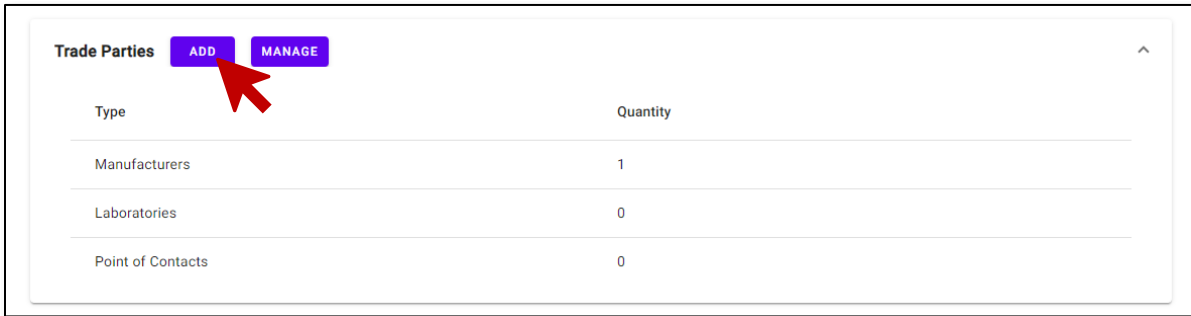
2. In the "Add New Trade Party" window, enter the following Trade Party information:
   - Trade Party name*
   - Select Trade Party Type*
   - GLN or Alternate ID
     i. The user can provide an alternate ID for a manufacturer in order to reference the manufacturer more easily on another certificate.
   - Address Line*
   - Apartment/Suite Number
   - Country*
   - State/Province*
   - City*
   - Zip/Postal Code
   - Phone*
   - Email*

3. Click the **[Save]** button.

    The system will save the newly entered Trade Party and add it to the account's Trade Parties list.

OPTION TWO (Only available to Account Administrators):

1. From the **Trade Parties** section of the eFiling Dashboard, click the **[MANAGE]** button.
2. In the top right corner, click the **[Add New]** button.
3. Follow the steps as detailed above in option one to enter Trade Party information.

OPTION THREE:

1. From the **Product Collections** section of the eFiling Dashboard, click a Product Collection that will need access to the Trade Party information being added.
2. In the top right corner, click the **[Trade Parties]** button.
3. From the Trade Party management page, click the **[Add New]** button.
5. Follow the steps as detailed above in option one to enter Trade Party contact information.

4.5.2   Trade Party Management Page

Trade Parties are accessible to Business Account Administrators and Collection-specific users through the Trade Party Management page. This allows users to see and search for trade parties within their account, as well as their unique identifiers (Alternate ID or GLN). Users with Administrator and Editor access can add new trade parties from the Trade Party management page as well.

Business Account Administrators can view all available Trade Parties within a Business Account by following the steps below.

1. From the eFiling dashboard, navigate to the **Trade Parties** section. Click the **[MANAGE]** button.

The Trade Party Management page will appear.

Account Administrators and Collection-specific users can view all available Trade Parties by following the steps below.

1. From the eFiling dashboard, navigate to the **Product Collections** section. Click the Product Collection that the user would like to view the Trade Parties for.

2. In the top right corner, click the **[Trade Parties]** button.

The Trade Party Management page will appear. Collection-specific users can add a new trade party from this page. Refer to option three in the section titled 4.5.1 Adding a Trade Party.

5. Entering a New Product Certificate

Business Account Administrators, Collection Administrators, and Collection Editors can manually enter product certificate data for a single certificate. The Business Account Administrator must certify a certificate. The Business Account Administrator can also delegate permissions, allowing a Collection Administrator or Collection Editor to certify. However, the Business Account Administrator remains legally responsible for the certificate. Certification occurs after all required product certificate data is provided for a product. If a Collection Administrator or Collection Editor does not have permission to certify the certificate, then they must attest to the accuracy of the data.

NOTE: The certification function is still in final development, so the certification steps detailed in this section are subject to change.

5.1   Manually Entering a Single Certificate

Business Account Administrators, Collection Administrators, and Collection Editors can manually enter product certificate data for a single certificate in a Product Collection through the user interface. Product certificate data entry is the core function of the Product Registry and is where most of the data entry occurs. There are several data elements required to be considered complete and ready for certification. Users can save incomplete product certificates for completion later by themselves or by a different user. Product certificate data is only considered complete and ready to file in a Reference Message Set after all mandatory certificate data has been entered and has been certified by a Business Account Administrator, or by a Collection Administrator or Collection Editor who has been granted certification permission by a Business Account Administrator.

Unique identification requirements for product certificate data entered in a Business Account are described below.

- The Certifier ID, Product ID, and Version ID are the three Certificate Identifiers needed to identify a specific certificate stored in the Product Registry once product certificates are submitted. Users must enter each product individually into a Collection. Users may not enter certificate data for multiple, similar products into a single certificate, but must create a separate unique certificate for each product (CPSC considers apparel items from the same material with multiple styles, sizes, and colors to be one product, if the items were manufactured and tested together).
  - The Certifier ID is unique to the Beta Pilot participant and is created when the Business Account Administrator establishes the Business Account (See 4.1 Establish a New Business Account).
  - The Product ID must be one of seven possible ID types: GTIN, SKU, UPC, Model Number, Serial Number, Registered Number, or Alternate ID. Multiple IDs are acceptable, but the first ID provided will be assigned as Product ID.
  - The Version ID is unique to the product and can be set by a user or randomly generated by the system. The Version ID, when combined with the Product ID, uniquely identifies

the product certified in the Product Collection. The Version ID can be any series of numbers and/or letters that the user can easily track, remember, and sequentially increment as collections and new products are created. The user can also opt to have a system-generated Version ID by selecting the **[Generate Version]** button.

- The Version ID must be unique on a per-Product ID basis. Two unique product certificates for the same Product ID cannot share a Version ID.

Users entering the certificate data may save incomplete products in the Product Registry for completion later or by another user. Users must enter a Product ID to successfully save an incomplete product in a collection.

NOTE: While data can be saved, the certificate is not complete until fully entered and certified.

Business Account Administrators, Collection Administrators and Collection Editors may add a product to a Product Collection using the steps below. An asterisk (*) designates a required field.

1. Navigate to the **Product Collections** section of the eFiling Dashboard. Click the link for the Collection that the user will add a product to.

2. Click **[Add Products].**
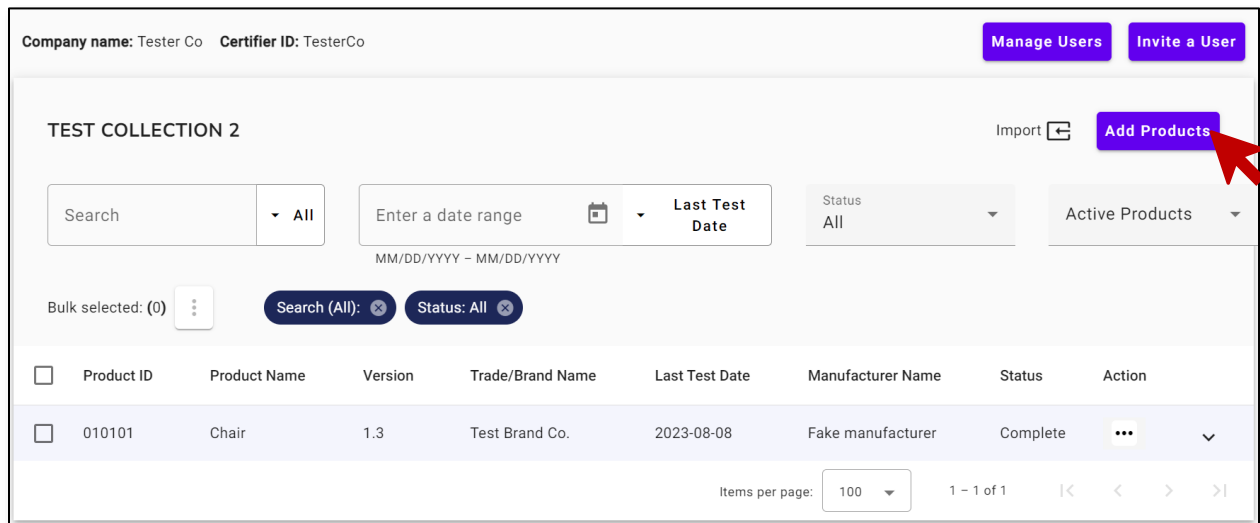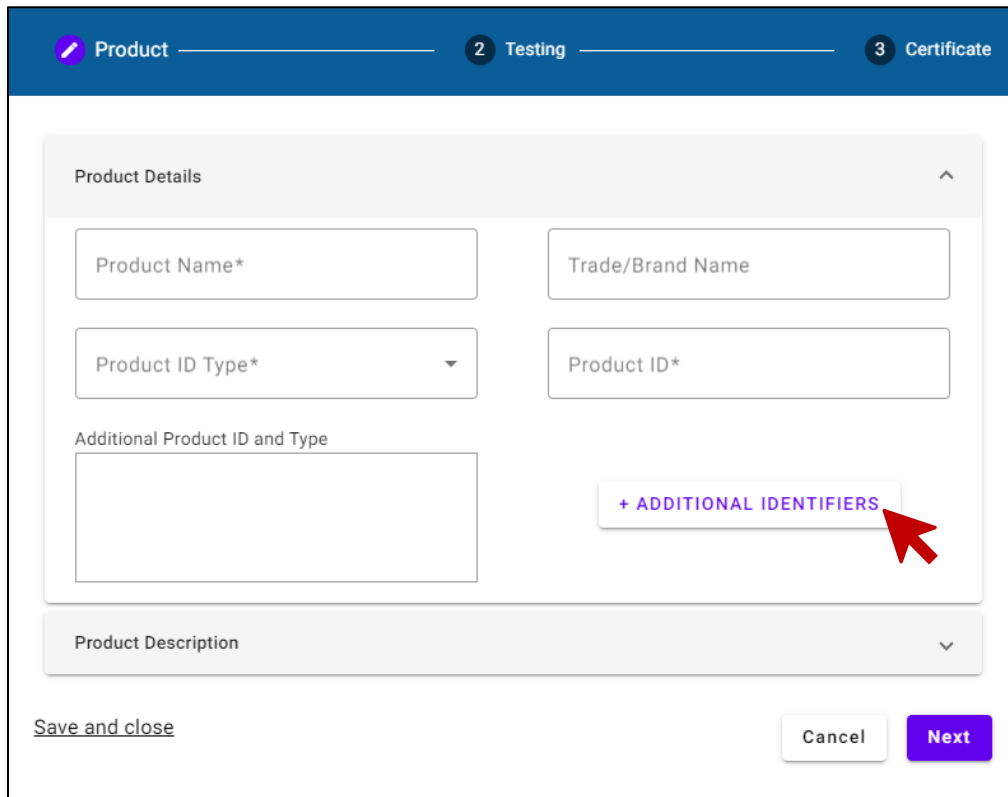
3. Complete the following Product Detail information within the **Product Details** section.

   NOTE: The user must provide a Product ID during this step. The user can add additional IDs using steps 4 and 5 below.
   - Product Name*
   - Trade/Brand Name
   - Product ID Type*
   - Product ID*
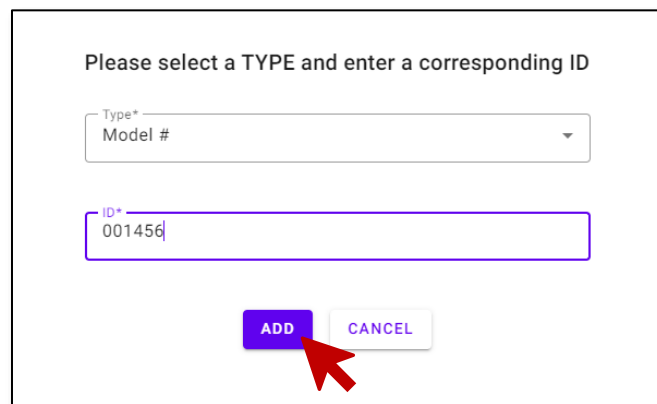
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4. Next, if you wish to include an additional identifier, click **[+ Additional Identifiers]**.

5. In the pop-up box, select the **Type*** and enter the corresponding **ID***.

6. Click the **[ADD]** button.

   The system returns to the **Product Details** section and populates the Additional Product ID and Type information provided by the user.

7. Manually expand the **Product Description** section and enter:
   - Color
   - Style

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- Description
- Manufacturer Name*
- Manufacturer Date*
- Production Start Date
- Production End Date
- Lot Number
- Indicate whether the Lot Number Assigned By is Manufacturer or Seller.
- Enter the Manufacturer name and select the appropriate manufacturer option in the drop-down.
    i. When adding Manufacturer name*, if the appropriate manufacturer information does not appear in the prepopulated list, the user will need to create a new manufacturer.
        - Select **[+ Create New Manufacturer]** and enter the following manufacturer details. The **Trade Party Type** field defaults to 'Manufacturer' and may not be edited.
            o Trade Party Name*
            o Small Batch Manufacturer ID (if applicable)
            o GLN or Alternate ID
                ❑ The user can provide an alternate ID for a manufacturer to easily reference the manufacturer on another certificate.
            o Address Line*
            o Apartment/Suite Number
            o Country*
            o State/Province
            o City*
            o Zip/Postal Code
            o Phone*
            o Email*

        - Click the [**Save**] button.

8. Click the **[Next]** button.

9. On the **Testing** tab, use the drop-down menu to identify the Certificate Type*.
   - General Certificate of Conformity (GCC)
   - Children's Product Certificate (CPC)
10. Enter the Last Test Date* in MM/DD/YYYY format or select the calendar icon to navigate to the correct Last Test Date.

11. Within the **New Laboratory** section, provide the following details:
   - Laboratory Type (CPSC-Accepted or Other)
   - Laboratory Name*
       i. Select a **Laboratory Type** to enable this field. This field is only required when 'GCC' is selected.
       ii. If 'CPC' is selected in the **Certificate Type** field, the user can **only** select 'CPSC-Accepted' from the **Laboratory Type** field and select from the laboratories listed in the drop-down. CPSC maintains the list of CPSC-Accepted laboratories in the Product Registry and will update this list as needed.
       iii. If 'GCC' is selected in the **Certificate Type** field, the user has the option to select a CPSC-Accepted laboratory **or** Other laboratory, which is an in-house or third-party laboratory. If the user selects 'Other' as the **Laboratory Type** for a third-party laboratory, the user may search and select the laboratory or create a new laboratory record.
            ▪ To add a new laboratory, select [+ **Create New Laboratory**] and enter the following lab details in the 'Add New Trade Party' window. The **Select Trade Party Type*** field defaults to 'Laboratory' and may not be edited.
                 o Trade Party name*
                 o Alternate ID or GLN
                 o Address Line*
                 o Apartment/Suite Number

- o Country*
- o State/Province
- o City*
- o Zip/Postal Code
- o Phone*
- o Email*

iv. Click the **[Save]** button.

v. Provide the following test report details.
- o Test URL
- o Test Report Key
- o Test Report ID
- o Add Citations*:
  - ❑ If adding a citation is required, click in the 'Add Citations:' field and begin typing the necessary Citation code or scroll through the prepopulated list to select the correct code. To remove an incorrectly added Citation code, click the trashcan icon.

12. If additional labs are associated with this product, click the **[+ ADD A LABORATORY]** button and repeat the previous step as necessary.

13. To claim a testing exclusion for this product, click the **[+ ADD A TESTING EXCLUSION]** button. Begin typing the necessary Testing Exclusion code or scroll through the prepopulated list to select the correct code. To remove an incorrectly added Testing Exclusion code, click the trashcan icon.

14. Select the **[Next]** button to continue.

15. On the **Certificate** tab, enter the following details:
- Version*
  - i. The user must create or generate a new Version ID, unique to the product, each time a certified product is updated. Anytime a new Version ID is created, the previous version will be archived. The Version ID can be any series of numbers and/or letters that the user can easily track, remember, and sequentially increment as collections and new products are created. The user also has the option of allowing the system to randomly generate a Version ID if the user prefers by selecting the **[Generate Version]** button. Users must review the versions they are filing in the Reference Message Set to ensure that certificates are filed against the correct version of a product.
- Point of Contact for Test Result Records*
  - i. The user may select either Importer, Manufacturer, Laboratory, Broker, or Other as their point of contact for test result records.

  - ii. If the user selects "Other," another field will appear to provide the contact information. Select the **[+ Create New Point Of Contact]** button if necessary. The **Trade Party Type** field defaults to 'Point of Contact' and may not be edited. Enter the following point of contact details:
    - o Trade Party Name*
    - o Alternate Id* or GLN*
    - o Address Line*

- o Apartment/Suite Number
- o Country*
- o State/Province
- o City*
- o Zip/Postal Code
- o Phone*
- o Email*

16. Review the following legal text. The user's certification permissions dictate the legal text received:
    - Users with certification permissions receive the following **certification statement** below.
        i. "I hereby certify that the finished product(s) covered by this certificate comply with the rules, bans, standards, and regulations stated herein, and that the information in this certificate is true and accurate to the best of my knowledge, information, and belief. I understand and acknowledge that it is a violation of federal law to knowingly and willfully make any materially false, fictitious, or fraudulent statements, representations, or omissions, on this certificate."

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- Users <u>without certification permissions</u> receive the following **attestation statement**:
  i. "The information provided in support of the certificate(s) is true and accurate to the best of my knowledge, information, and belief. I understand and acknowledge that it is a violation of federal law to knowingly and willfully make any materially false, fictitious, or fraudulent statements, representations, or omissions, on this certificate."

17. Submit the product certificate data by clicking the following submission button below. The user's certification permissions determine which submission button text is received.
    - For users <u>*with* certification permissions</u>, click the **[Certify]** button.
    - For users <u>*without* certification permissions</u>, click the **[Submit for Certification]** button.

    The system returns to the Product Collection dashboard.

18. Users can select the drop-down caret to view the certificate data for a specific product.
    One of the following statuses for the submitted product will appear and depending on the status, one of the following three options will apply:
    - If the status shows as <u>Complete</u>, proceed to step 19.
    - If the status shows as <u>Incomplete</u>, the product may be missing data in required fields and edits are required to add/update those data fields. See 6.1 Edit Single Product Entry for steps on how to update product certificate data.
    - If the status shows as <u>Awaiting Certification</u>, a user with certification permissions must certify the product. Users with certification permissions can certify the product through one of two options:
      i. Edit the product and navigate to the certificate tab (see 6.1 Edit Single Product Entry)
      ii. Select the **Certify** option from the product's drop-down menu in the Action column of the Product Collection dashboard.

5.2   Uploading Multiple Certificates

Business Account Administrators, Collection Administrators, and Collection Editors can enter products into a Product Collection in bulk using a Comma-Separated Value (.CSV) file format to upload data to the Product Registry or through an Application Programming Interface (API). CPSC will provide user access to a .CSV and Excel formatted template to compile data and prepare for bulk upload to a Product Collection. Users may load formatted data, requiring no modifications, directly to the .CSV template (see 5.2.1 Organizing Certificate Data using .CSV Template). Users may modify data using the Excel formatted file (See 5.2.2 Organizing Certificate Data using Excel Template), saving the file as .CSV when all updates are complete.

Users will enter certificate data for one Product Collection in a bulk upload template file and create separate templates for data earmarked for different Product Collections. In the bulk upload process, users will review data to confirm required values and proper formatting. If no errors exist, attestation will occur as part of the upload process. Errors, if they exist, will display on the Import Review screen, immediately following the upload process. Users must make corrections to product certificates with errors and repeat the upload process for those certificates only.

A Business Account Administrator is responsible for review and certification of all certificate data and may certify each uploaded data transaction collectively as a single batch process.

5.2.1   Organizing Certificate Data using .CSV Template

Users will load fully formatted data, requiring no updates, to the .CSV template. Users will enter values in all required data fields and in contingent data fields when the contingent conditions are true. Users may enter values in optional data fields, at their own discretion. CPSC includes reference documentation in the SOP detailing business requirements and accepted field values for required data (see Appendix A), contingent data (see Appendix B), and optional data (see Appendix C).

Users may follow instructions below to organize certificate data using the .CSV template:

1. Load certificate data to .CSV template.

2. Save .CSV template file.

5.2.2   Organizing CSV Certificate Data using Excel Template

Data fields are preformatted in the Excel template. CPSC permits custom formatting only for the purpose of adding data fields to accommodate additional labs associated with a specific product. Excel template formatting rules include the following:

- Users may not change formats in data fields. Date fields are pre-formatted as "Text" to prevent the software from altering the data they contain.
- Users must remove all commas from product data entered in the Excel spreadsheet (e.g., "Example Company, LLC" updated to "Example Company LLC).
- Users may not change column field names unless adding laboratories, in which case they will follow the designated naming convention.
- When entering more than one value in a field, users must separate those values using a semi-colon (";").
- Users must save certificate data in an Excel template as .CSV file format for upload to a Business Account.

Users may add data to the bulk upload template using the steps below. An asterisk (*) designates a required field. Please note that asterisks in the SOP do not appear in the bulk upload templates.

1. Enter General Product Information in Excel template (see Figure 6).
   - Product Update*
       i. If "Product Update" value is "Y", enter the following:
          - Current Version ID *
   - New Version ID*
   - Primary Product ID*
   - Primary Product ID Type
   - Certificate Type
   - Product Name (Model)

	Required	Required (if Product Update is 'Yes')	Required	Required	Required							Required	Required				
	Product Update	Current Version ID	New Version ID	Primary Product ID	Primary Product ID Type	GTIN	UPC	SKU	Model Number	Serial Number	Registered Number	Alternate Identifier	Certificate Type	Product Name (Model)	Trade/ Brand Name	Product/ Model Description	Product/ Model Color	Product/ Model Style
Sample Product Data	Y	12525-1	12525-2	1422-78921-9896	GTIN			ABC54321	4543543ER	AA111NNM2342	111454543	45DR98	GCC	Example Product 1	Joe's Furniture	Coffee table	Grey	Modern
	N			5 34976 81564 8	UPC	6116-90044-2241		XYZ12345	344EERT				GCC	Example Product 2	Hannah's Home Goods	Hardwood dresser	Walnut	Contemporary
	N			1234-56789-0123	GTIN				X22-5a				CPC	Example Product 3	Future-Nauts	Jetpack Adventurer	Blue	

Figure 6: Excel Template General Product Data Layout

2. Enter Manufacturer Information in Excel template (See Figure 7).
   - Manufacturer GLN* -OR- Manufacturer Alternate ID*
   - Manufacture Date*
   - Manufacturer is New?
       i. If "Manufacturer is New" value is "Y", enter the following:
          - Manufacturer Name*
          - Small Batch Manufacturer CPSC ID*
          - Manufacturer Address*
          - Manufacturer Apt/Suite Number*
          - Manufacturer City*
          - Manufacturer State/Province*
          - Manufacturer Country*
          - Manufacturer Zip/Postal Code
          - Manufacturer Phone*
          - Manufacturer Email*
   - Lot Number value?
       i. If user entered a Lot Number, then user must also enter the following:
          - Lot Number Assigned By*

     NOTE: Lot Number is optional, but if provided, then the name of the organization who assigned the lot number is also required.

Sample Manufacturer Data		Required	Required					Required (if Manufacturer is New = "Yes")						Required			Both Blank or Both Required	
	Manufacturer Is New?	Manufacturer GLN	Manufacturer Alternate ID	Manufacturer Name	Small Batch Manufacturer CPSC ID	Manufacturer Address Line 1	Manufacturer Address Line 2	Manufacturer Apt/Suite Number	Manufacturer City	Manufacturer State/Province	Manufacturer Country	Manufacturer Zip/Postal Code	Manufacturer Phone	Manufacturer Email	Manufacture Date	Production Start Date	Production End Date	Lot Number	Lot Number Assigned By
	N	11348567496120													11/2022			544363	Manufacturer
	N		GEN1-Manufacture-Co												03/2023	3/7/2023	3/9/2023		
	Y		plastico-makers-way	PlastiCo	ABC1234	12345 Makers Way		Ste 2000	Connolly	Dublin	Ireland	D01X3P4	123-456-9870	info@plastico.net	06/2022			112345-2	Seller

Figure 7: Excel Template Manufacturer Data Layout

3. Enter Lab Information in Excel template (See Figure 8).
   - Lab 1 Type*
     i. If "Lab 1 Type" is "ITL", enter the following:
        - Lab CPSC-ID*
        - Last Test Date*
     ii. If "Lab 1 Type" is "LAB", enter the following:
        - Lab 1 Alternate ID* -OR- Lab 1 GLN*
        - Last Test Date*
   - Lab 1 is New?*
     i. If "Lab 1 is New" value is "Y", enter the following:
        - Lab 1 CPSC-ID*
        - Lab 1 Alternate ID
        - Lab 1 GLN
        - Lab 1 Name*
        - Lab 1 Address*
        - Lab1 Apt/Suite Number*
        - Lab 1 City*
        - Lab 1 State/Province*
        - Lab 1 Country*
        - Lab 1 Zip/Postal Code*
        - Lab 1 Phone *
        - Lab 1 Email*

   - Lab 1 Citation Codes*
     NOTE: The Excel template is pre-formatted with data fields for Lab 1 and Lab 2. Users may insert and label new columns, using the existing naming convention (Lab 3, Lab 4, etc.), to accommodate additional labs associated with a product.

   - User may complete the following steps to add a new lab:
     i. Insert eight new columns after the last Lab Test Report Access Key field and before Last Test Date.
     ii. Copy field names from Lab 2 and paste into new fields.
     iii. Update Lab 2 to the next sequential number (e.g., Lab 3). **NOTE:** Any subsequent new lab additions should continue the numbering sequence (e.g., Lab 4, Lab 5, etc.).
        - Lab 3 Type
        - Lab 3 Is New?
        - Lab 3 CPSC-ID

- Lab 3 Alternate ID
- Lab 3 Citation Codes
- Lab 3 Test Report ID
- Lab 3 Test URL
- Lab 3 Test Report Access Key

iv. Enter data for all required, contingent and optional fields, as applicable.

Sample Lab Data	Required						Required (if "Lab 1 is New?" is "Y")									Required				Required (if Lab Type is "ITL" or "LAB"
	Lab 1 Type	Lab 1 Is New?	Lab 1 CPSC-ID	Lab 1 Alternate ID	Lab 1 GLN	Lab 1 Name	Lab 1 Address Line 1	Lab 1 Address Line 2	Lab 1 Apt/Suite Number	Lab 1 City	Lab 1 State/Province	Lab 1 Country	Lab 1 Zip/Postal Code	Lab 1 Phone	Lab 1 Email	Lab 1 Citation Codes	Lab 1 Test Report ID	Lab 1 Test URL	Lab 1 Test Report Access Key	Last Test Date
	LAB	Y		labfinity		LabFinity	4321 Stryder Hwy			Wilmington	Delaware	US	22555	123-456-9876	info@labfinity.com	1205	1234-55567	www.test.com		2/26/2022
	NOL															1500.91(d)(8); 1500.91(d)(6)				
	ITL		1559													1215; 1216; 1217	88901	www.examplelab.net/reports/88901		3/20/2022

Figure 8: Excel Template Lab Data Layout

4. Enter Point of Contact (POC) Information in Excel template (See Figure 9).
   - POC for Test Results Records
   - POC New?
     i. If "POC for Test Results Records" value is "Other" -AND- "POC New" value is "Y", enter the following:
        - POC Alternate ID* -OR- POC GLN*
        - POC Name*
        - POC Address*
        - POC Apt/Suite Number*
        - POC City*
        - POC State/Province
        - POC Country*
        - POC Zip/Postal Code
        - POC Phone*
        - POC Email*
     ii. If "POC for Test Results Records" value is "Other" -AND- "POC New" value is blank -OR- "N", enter the following:
        - POC Alternate ID* -OR- POC GLN*

Sample POC Data	Required				Required (if POC Is New? is "Y")									
	Point of Contact (POC) for Test Result Records	POC Is New?	POC Alternate ID	POC GLN	POC Name	POC Address Line 1	POC Address Line 2	POC Apt/Suite Number	POC City	POC State/Province	POC Country	POC Zip/Postal Code	POC Phone	POC Email
	Other	Y	mary-anderson		Mary Anderson	444 Example Way			Hollywood	California	USA	98765	111-222-3333	mary@example.com
	Importer													
	Importer													

Figure 9: Excel Template POC Data Layout

5. Save Excel template as a ".CSV" file.
   NOTE: User must **manually change the file type** to .CSV.

5.2.3 Uploading Certificate Data to a Product Collection

Collection Administrators and Collection Editors may follow the instructions below to upload a saved .CSV file to a Product Collection. An asterisk (*) designates a required field.

Date: 05-29-2024   Draft document for discussion purposes to validate/update content

1. Navigate to the **Product Collections** section in the eFiling Dashboard and select the link for the desired Product Collection.
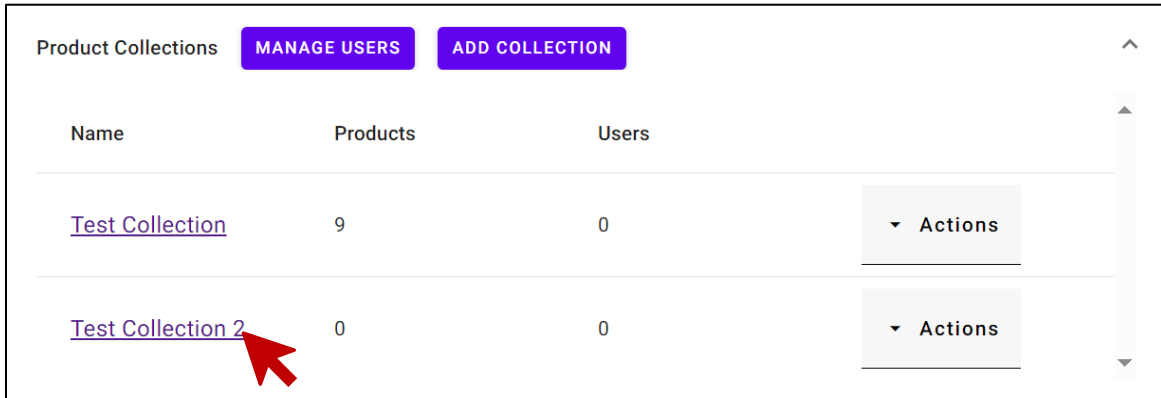
2. Click the **[Import]** button to begin file upload.
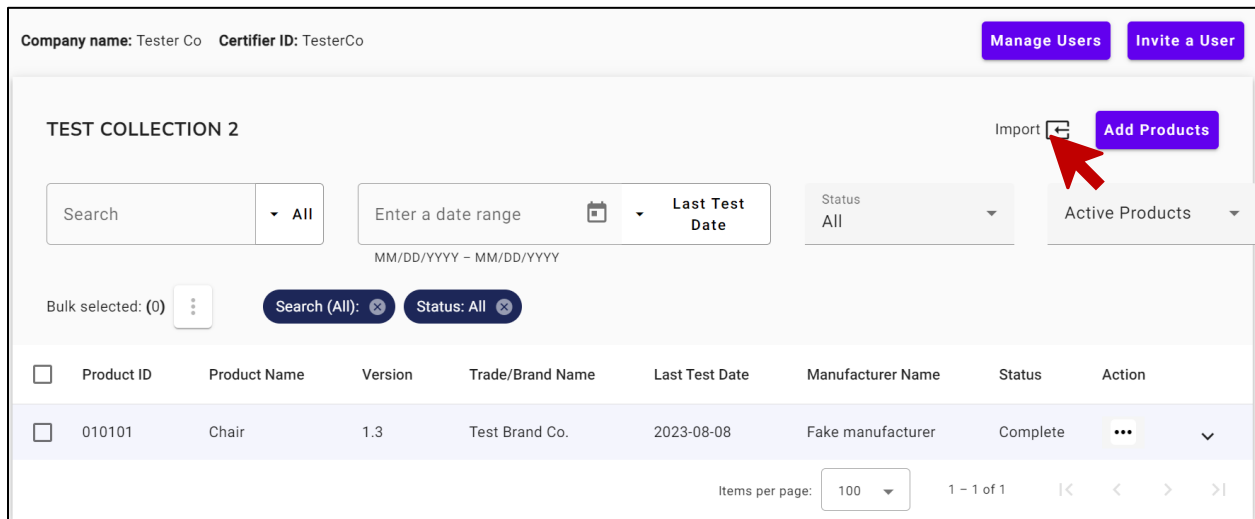
3. Add the .CSV template file in the Import File Upload window using drag and drop -OR- by selecting the **[Browse for file]** button to locate and add file.

Date: 05-29-2024   Draft document for discussion purposes to validate/update content
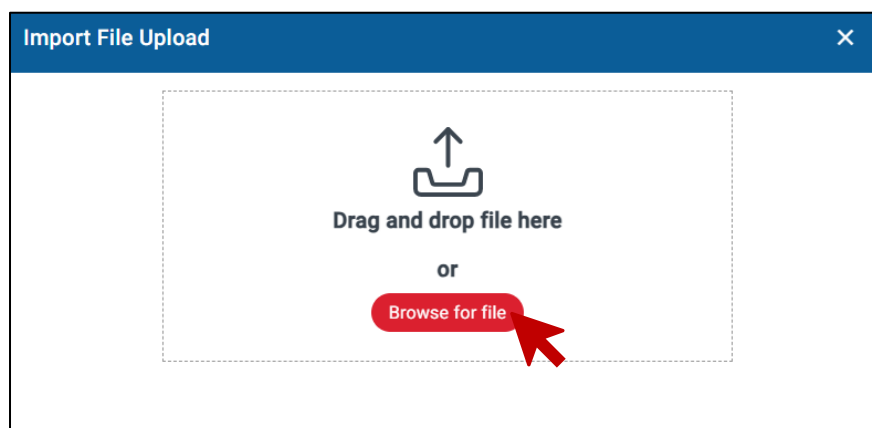
The system reviews the uploaded file against backend requirements and displays review results on the screen.

NOTE: If a message "The product was not found" appears at the top of the screen and no import records display, the system rejected the certificate due to a certificate with the Product Update field marked "Y" and no corresponding product in the Product Collection. The user must review the original data file to identify and correct erroneous product certificates and repeat the upload process.

4. Review results to determine how to proceed:
   - User can preview the number of product certificates that are ready for import or that contain errors.
        i.   New product certificates or existing product updates ready for import may proceed with the import process.
        ii. New product certificates or existing product updates with errors require correction and may not proceed with the import process.
    - Users can preview specific errors by hovering over the product row with errors.
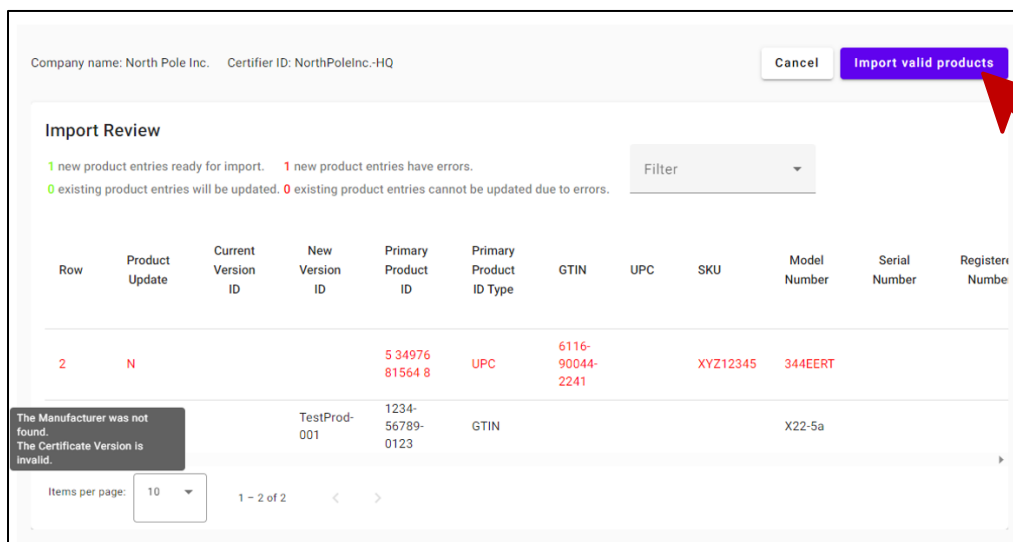
5. Proceed with import process or terminate as follows:
    - Perform the following steps to import valid products:
        i.   Select **[Import valid products]** to import all new valid product certificates and existing product updates
        ii. Preview results with status of 'Awaiting Certification'.

NOTE: The system rejects product certificates with errors and imports only valid products. User must correct rejected product certificates in the template and repeat upload process.

    - Perform the following steps to terminate import process:
        i.   Click the **[Cancel]** button.
             The system cancels the import process and returns to the Product Collection.
        ii. Correct errors from import review and repeat bulk upload, if applicable:

- Open original template file used in import file upload.
- Correct errors listed on import review.
- Save file as .CSV file format.
- Complete bulk upload process (See 5.2.2 Uploading Certificate Data to a Product Collection).

5.3 View Product Certificate Details

Once product certificate entries have been uploaded to a Product Collection via manual entry or bulk upload, users can view the provided data by expanding the record on the Product Collection page. This expanded view also provides users access to all previously created versions of the product certificate.

Users may access product certificate details by following the steps below.

1. From the eFiling dashboard, navigate to the **Product Collections** section. Click the Product Collection that contains the applicable product certificate.
2. Within the Product Collection, navigate to the specific product certificate that the user would like to view details for.
3. Click the drop-down caret located on the right-hand side of the specific product entry—or any other location within the product row—to view the complete product certificate data.

4. Users can click the **[View Version(s)]** link to view all previously created Versions for the specific Product ID which the product certificate is being created for.

6. Editing an Existing Product Certificate

Depending on the circumstances, users can edit product certificate data by following the steps detailed below.

If the product certificate has been certified, users have a **48-hour editing grace period** to edit product details using the same Version ID and do not have to create a new version (**Note:** the exact duration of this grace period is subject to change). If a product certificate has been certified for longer than the 48-hour grace period or has been used in a Reference PGA Message Set within the 48-hour grace period, users must create a new version of the completed product certificate with a new Version ID. See section 6.3 Create a New Version for Certified Product Certificates to review the steps for creating a new version.

If edits are made within the 48-hour editing grace period after certification, the product certificate will need to be re-certified. After the product certificate has been re-certified, the 48-hour editing grace period restarts.

6.1   Editing a Single Product Entry

Users can edit product certificate data at any point before it has been certified. If the product entry has been certified, the user has a 48-hour grace period to make edits. However, any edits made to a certified product certificate will undo its data to be attested/certified to again before it can be marked as "Complete". Once the entry has been recertified, the 48-hour editing grace period will restart. Users can edit individual product certificates in a Product Collection using the steps below.

1. Navigate to the appropriate Product Collection in the **Product Collections** section of the eFiling dashboard.

    Select the three-dot icon next to the specific product certificate that the user wishes to edit in the **Action** column to view a drop-down menu. Select **[Edit]**.
    - Users can edit all certificate data elements, **except** the Primary Product ID.

NOTE: The option to "Edit" will only be visible when a 48-hour grace period is active or when the current certificate version still appears with a status of "Incomplete" or "Awaiting Certification."
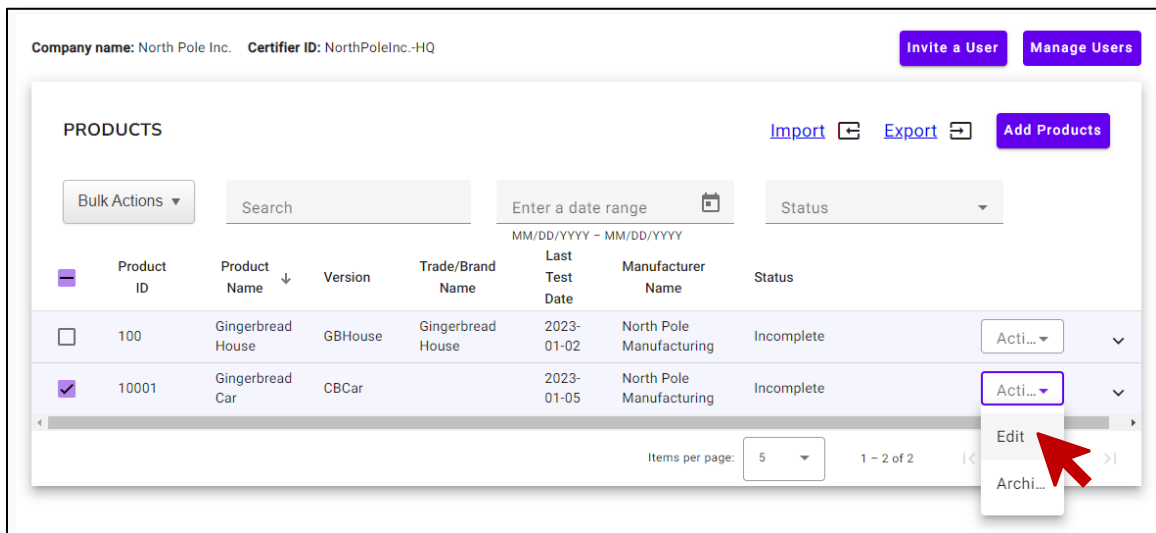
2. Perform steps 2-18 in Section [5.1 Manually Entering a Single Certificate](#) and update certificate data where necessary.

    The system returns to the Product Collection list.

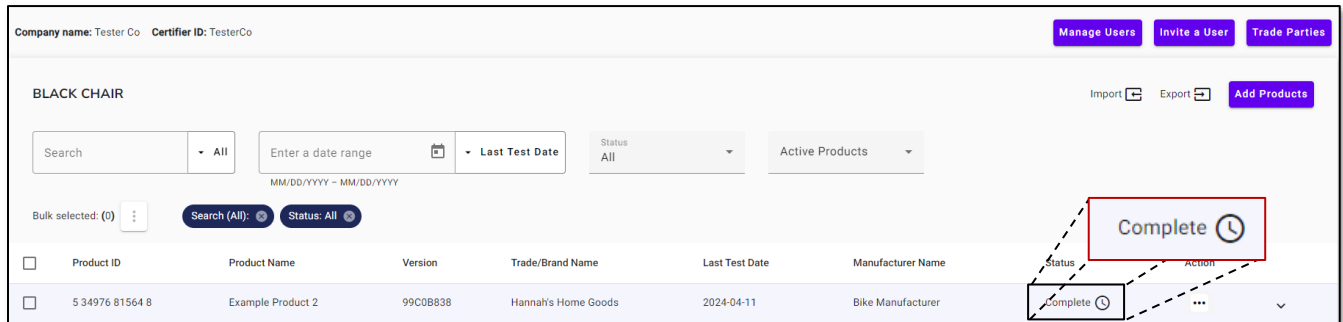Once the Product Certificate has been certified, the 48-hour editing grace period begins. An active grace period is indicated by the clock icon that displays for that entry under the Status column as seen here:

NOTE: If a product certificate needs to be edited or updated after the editing grace period has ended, a New Version is required. See section 6.2 Create a New Version for Certified Product Certificates to review the steps for creating a new version.

6.2   Create a New Version for Certified Product Certificates

The new version feature allows users to modify previously certified product certificates to address errors and update certificate information periodically as certificate details change. The new Version ID created will uniquely identify the new, updated version of the Product Certificate with the most recent and accurate certificate data to provide to Trade Partners.

Once product certificate entries have been certified and show with a "Complete" status, users have a 48-hour editing grace period to edit that entry. If the user wishes to make edits to a completed product certificate after the 48-hour grace period, the user must create a new version for that product certificate.

Users can create a new version of an individual certificate entry by following the steps below.

1. From the eFiling dashboard, navigate to the **Product Collections** section. Click the Product Collection where the applicable product certificate is located.
2. Within the Product Collection, navigate to the completed and certified product certificate that the user would like to create a New Version for.
3. Under the **Action** column, click the **three-dot icon** to view a drop-down menu**.**
4. Click **[New Version]**.
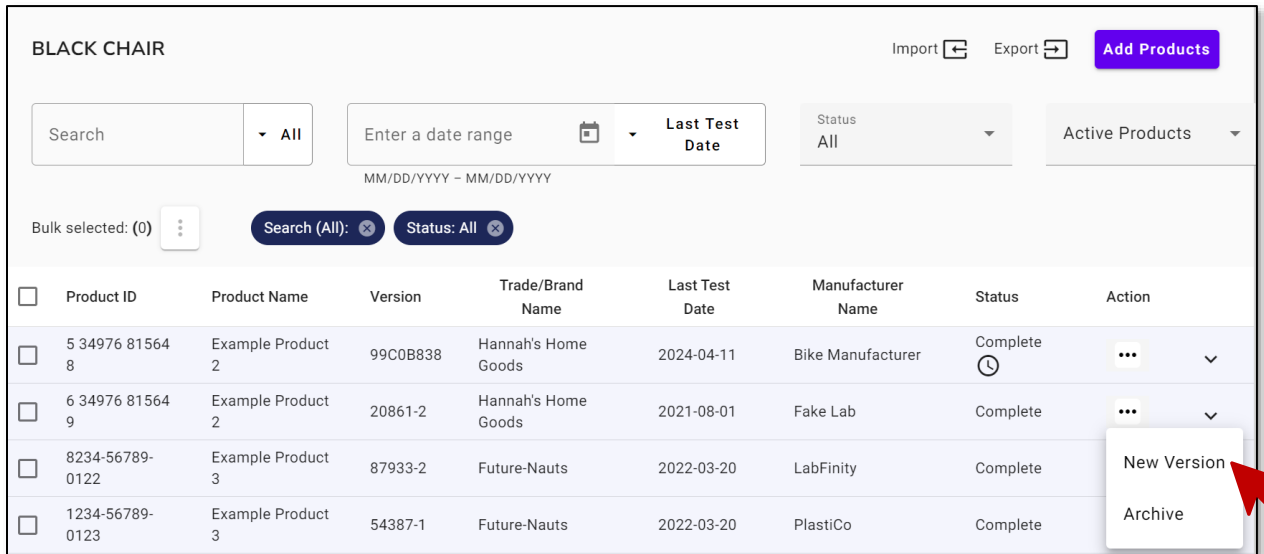
5. The product data entry window will appear to edit product details. See <u>5.1 Manually Entering a Single Certificate</u> for steps on how to enter product certificate data.

6. Once the user reaches the final **Certification** screen, they will be prompted to create or generate a new unique Version ID. Either type in your desired new Version ID or click the **[Generate Version]** button to opt for a system-generated Version ID.

7. The user can then click **[Certify]** or **[Submit for Certification**] based on whether they have permission to certify. By submitting, the user is attesting and/or certifying that the finished product covered by the certificate complies with the stated rules, bans, standards, and regulations and that all data provided in the certificate is true and accurate to the best of the user's knowledge.

NOTE: Once a new version of a product certificate has been created, the 48-hour editing grace period will restart for the newly completed entry. Users have 48 hours to edit the entry without having to create a new version.

7. Archive an Existing Product Certificate

The archive feature is intended to be the equivalent of a deletion in the Product Registry. Archiving product certificates allows users to hide obsolete or erroneous certificates that are no longer needed, allowing them to simply ignore their hidden entries without having to delete the data completely.

Users can archive product entries by following the steps below.

1. From the eFiling dashboard, navigate to the **Product Collections** section. Click the Product Collection for which the Product Certificate that the user wants to archive falls under.
2. Within the Product Collection, navigate to the specific Product Certificate that the user would like to archive.
3. Under the **Action** column, click the **three-dot icon** to view a drop-down menu.

4. Click **[Archive]**.
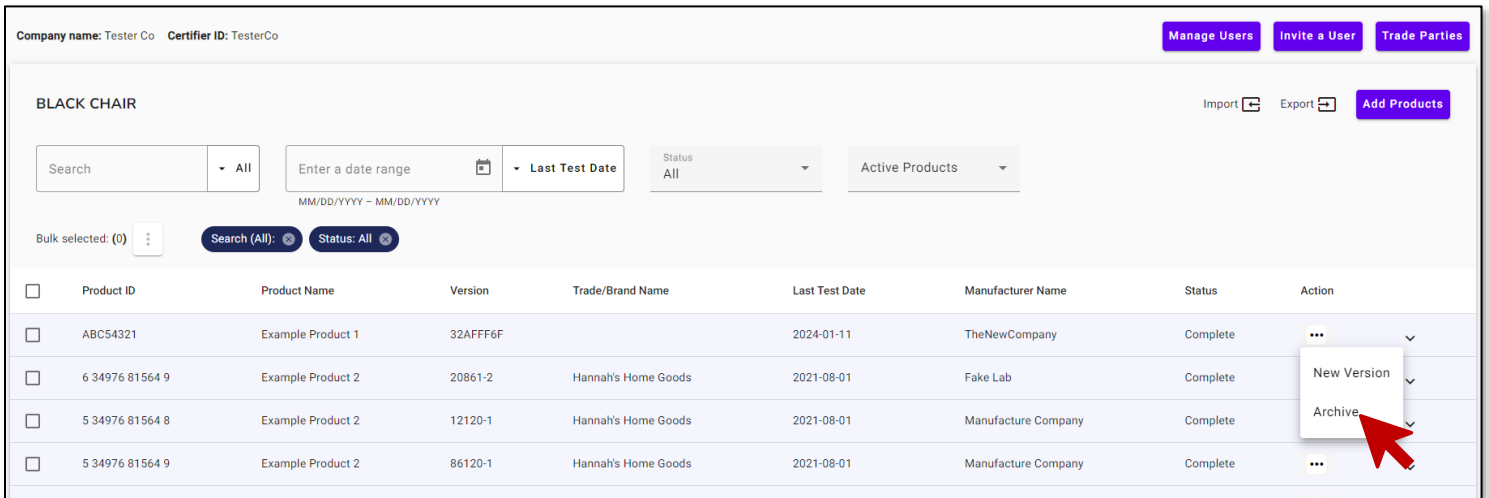
5. A pop-up screen will appear asking to confirm the user's intent to archive the selected product(s), including all previous completed certificate versions. Click **[OK].**
6. Once the product certificate(s) has been archived, a message will appear confirming that the product certificate(s) has been archived successfully.

NOTE: Users are not able to archive one specific version of a product certificate. The archive feature will archive the current version and all previous versions of the product certificate.

7.1   Unarchive an Existing Product Certificate

Users can unarchive product certificates at any time. Archived entries have not been deleted so that users can access the data again if necessary.

Users can unarchive product entries by following the steps below.

1. From the eFiling dashboard, navigate to the **Product Collections** section. Click the Product Collection which contains the certificate to be unarchived.
2. Within the applicable Product Collection, click the **[Active Products]** menu to view a drop-down list.
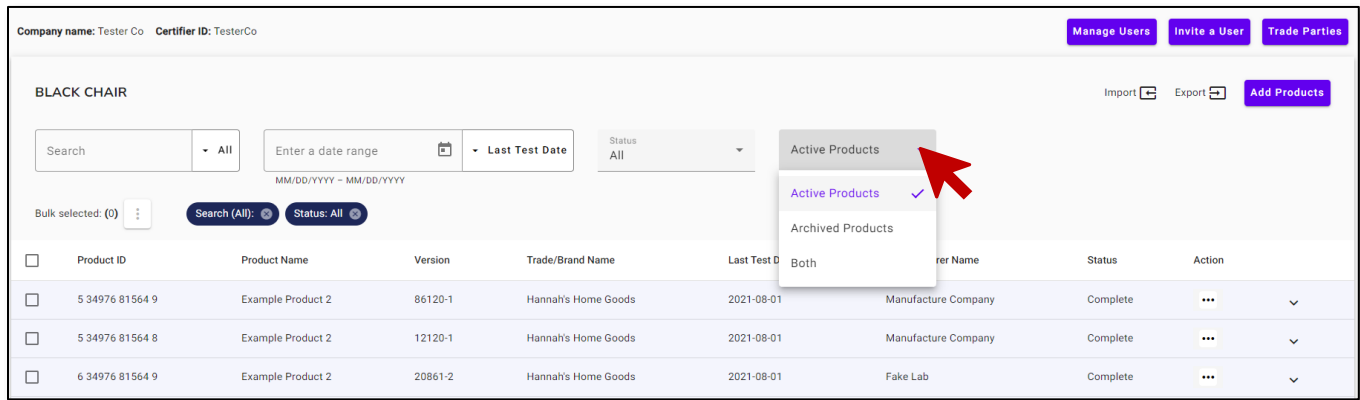
3. Click **[Archived Products]** or **[Both]** based on the user's needs.
4. When selecting **[Archived Products]**, users will see only previously archived products within the Product Collection that they selected. When selecting **[Both],** users will see both active and archived products. Note that archived products are indicated by the "hidden" icon (an eye with a slash across it). If a user hovers over the eye slash icon, a note saying "The certificate with this version has been hidden" will appear.
5. To unarchive a product certificate, navigate to the specific Product Certificate that the user would like to unarchive. Under the Action column, click the three-dot icon to view a drop-down menu.
6. **Click [Unarchive]**.
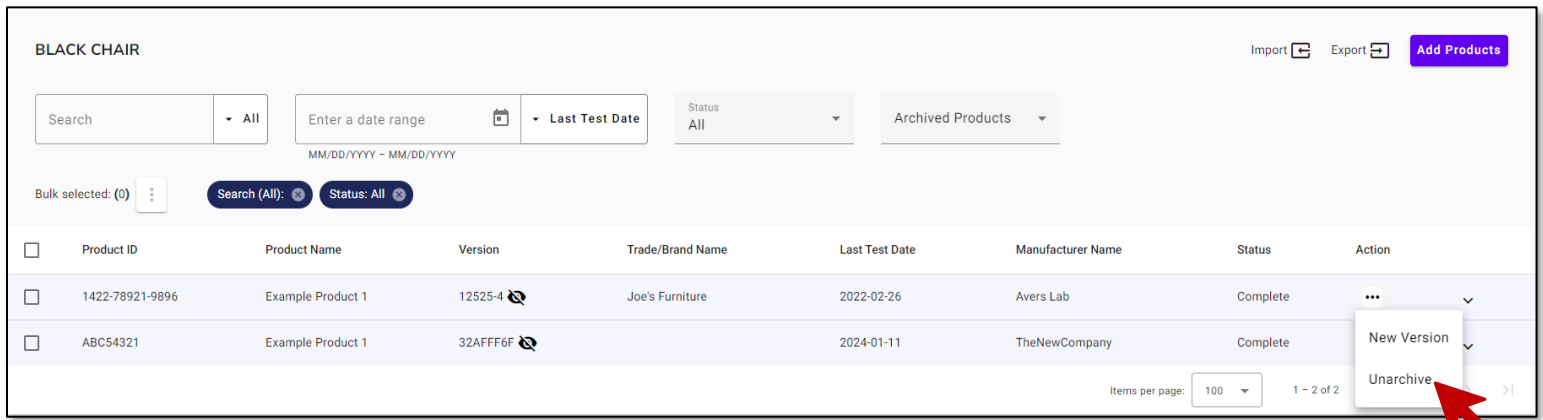
7. A pop-up screen will appear asking to confirm the user's intent to unarchive the selected product(s), including all previously completed certificate versions. Click [OK].
8. Once the product certificate has been unarchived, the user will receive a message that notifies them that their product has been successfully unarchived.

8. Export Product Collection Data

Users have the option to export product data within a Product Collection to facilitate the transfer and offline storage of provided data. This feature exports Product Certificate data in CSV file format.

Users can export product data by following the steps below.

1. From the eFiling dashboard, navigate to the **Product Collections** section. Click on the Product Collection that the user would like to export.

2. Within the applicable Product Collection, click the Export icon in the top right corner.
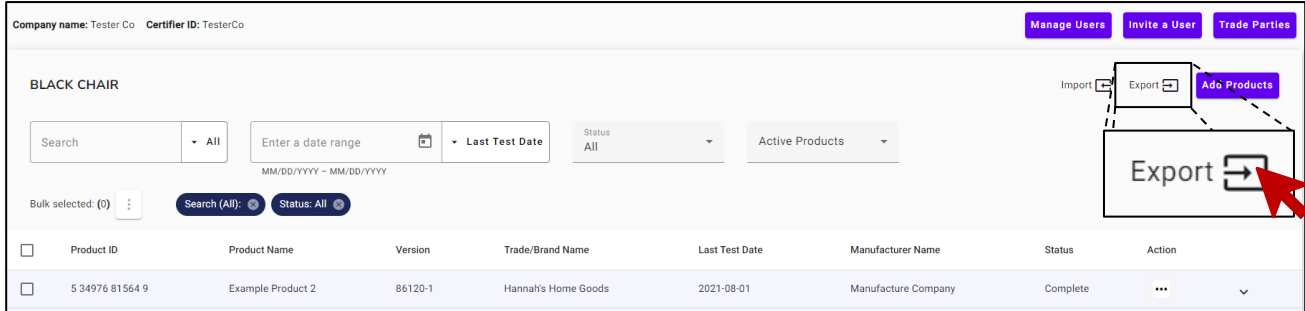
3. The "Export Product Data" pop-up screen will appear. A default filename will prepopulate in the File Name field but can be customized.

NOTE: The user may decide whether to select the check box to include previously completed versions of all certificates. If this box is checked, the CSV file will include all previously completed versions of product certificates in addition to the most recent versions that are visible by default on the Product Collection page.

4. Click **[Export]**. The newly exported CSV file will automatically download.
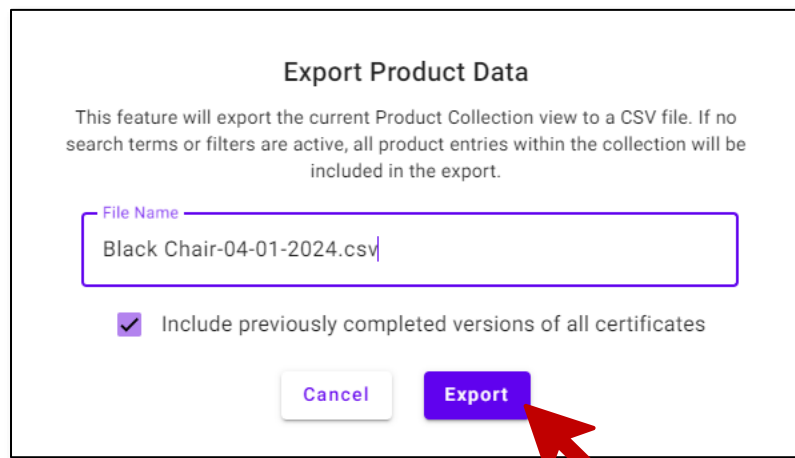
Appendix A – Required CSV Data: Formatting and Business Rules

Column Header	Description	Accepted Values
Product Update	Used to indicate whether the data being provided is new, or if there is an update to data that already exists within eFiling.	Y / N
New Version ID	The desired version identifier for a new or updated product certificate	Alphanumeric
Primary Product ID	The unique identifier for the product, the type of which must be specified in the next column	Alphanumeric
Primary Product ID Type	Identifies the type of the identifier used in the previous column	GTIN / UPC / SKU / Model Number / Serial Number / Registered Number / Alternate Identifier
Certificate Type	The type of certificate being provided	GCC / CPC
Product Name (Model)	The name of the product	Alphanumeric
Manufacturer GLN --or-- Manufacturer Alternate ID	One of these two pieces of information must be provided for each product entry being uploaded. More details on the requirements for trade parties can be found in the "Trade Party Management" section below.	Alphanumeric
Manufacture Date	The month and year the product was manufactured	Date in format: MM/CCYY
Lab 1 Type	A valid product certificate requires at least one lab entry. Additional labs can be provided using additional columns and incrementing the number value in the column header (e.g., Lab 2 Type, Lab 3 Type, etc.).	ITL / LAB / NOL
Lab 1 Citation Codes	A valid product certificate requires at least one citation or testing exclusion code. If providing more than one code, values must be separated by a semi-colon.	See Citations & Testing Exclusions document provided by CPSC
Point of Contact (POC) for Test Result Records	The entity or individual who maintains records of test results	Importer / Manufacturer / Laboratory / Broker / Other

Table 3: Required CSV Data

Appendix B - Contingent CSV Data: Formatting and Business Rules

Column Header	Description	Accepted Values
Current Version ID	Required if "Product Update" value is "Y"	Alphanumeric
Manufacturer Is New?	If not provided, this value will default to "N". To add a manufacturer for the first time, "Y" is required.	Y / N
Manufacturer Name **Manufacturer Address Line 1** **Manufacturer Address Line 2** **Manufacturer Apt/Suite Number** **Manufacturer City** **Manufacturer State/Province** **Manufacturer County** **Manufacturer Zip/Postal Code** **Manufacturer Phone** **Manufacturer Email**	All mandatory identifying information for the manufacturer of the product—including name, full address, and contact information—is required to be provided if "Manufacturer Is New?" is submitted with a value of "Y" (for yes). If, however, a trade party entry for the manufacturer already exists within the Business Account that owns the Product Collection being uploaded to, these fields can be omitted as long as a GLN or an Alternate ID corresponding to that entry is provided in the appropriate field. If name, address or contact information is provided on a row where the value of "Manufacturer Is New?" is left blank or set to "N" (for no), that information will be ignored and the trade party entry corresponding to the GLN, or Alternate ID provided will be associated with the product certificate.	Alphanumeric
Lot Number	If either one of these fields is provided, the other becomes required. If neither field is provided, no errors will be triggered.	Alphanumeric
Lot Number Assigned By		Seller / Manufacturer
Lab {#} Is New?	Required to be provided with a value of "Y" if information for a laboratory of type "LAB" is being provided for the first time. Defaults to a value of "N" if not provided. Each unique lab provided for a certificate must be numbered, starting at 1.	Y / N
Lab {#} CPSC-ID	Required if Lab {#} is of type "ITL"	Alphanumeric
Lab {#} Alternate ID **--or—** **Lab {#} GLN**	One of these fields is required if "Lab {#} Type" is "LAB".	Alphanumeric
Lab {#} Name **Lab {#} Address Line 1** **Lab {#} Address Line 2** **Lab {#} Apt/Suite Number** **Lab {#} City** **Lab {#} State/Province** **Lab {#} County** **Lab {#} Zip/Postal Code** **Lab {#} Phone** **Lab {#} Email**	All mandatory identifying information for a laboratory that conducted testing of a product—including name, full address and contact information—is required to be provided if "Lab {#} Is New?" is submitted with a value of "Y" (for yes). If, however, a trade party entry for the laboratory already exists within the Business Account that owns the Product Collection being uploaded to, these fields can be omitted as long as a GLN or an Alternate ID corresponding to that entry is provided in the appropriate field. If name, address or contact information is provided on a row where the value of "Lab {#} Is New?" is left blank or set to "N" (for no), that information will be ignored and the trade party entry corresponding to the GLN, or Alternate ID provided will be associated with the product certificate.	Free text

Column Header	Description	Accepted Values
Last Test Date	The most recent date of testing for the product should be provided. Required if one (or more) laboratory of type "ITL" or "LAB" are provided	Date in format: MM/DD/CCYY
POC Is New?	If not provided, this value will default to "N". To add a Point of Contact for Test Result Records for the first time, "Y" is required.	'Y' or 'N'
POC Alternate ID **POC GLN**	One of these fields is required if "Point of Contact (POC) for Test Result Records" is set to "Other" *and* "POC Is New?" is left blank or set to "N".	'Y', or 'N' or 'Other'
POC Name **POC Address Line 1** **POC Address Line 2** **POC Apt/Suite Number** **POC City** **POC State/Province** **POC Country** **POC Zip/Postal Code** **POC Phone** **POC Email**	All mandatory identifying information for a Point of Contact for Test Result Records—including name, full address and contact information—is required to be provided if "Point of Contact (POC) for Test Result Records" contains a value of "Other", and "POC Is New?" is submitted with a value of "Y" (for yes). If, however, a trade party entry for the "Other" Point of Contact already exists within the Business Account that owns the Product Collection being uploaded to, these fields can be omitted as long as a GLN or an Alternate ID corresponding to that entry is provided in the appropriate field. If name, address or contact information is provided on a row where the value of "POC Is New?" is left blank or set to "N" (for no), that information will be ignored and the trade party entry corresponding to the GLN, or Alternate ID provided will be associated with the product certificate.	Free text

Table 4: Contingent CSV Data

Appendix C - Optional CSV Data: Formatting and Business Rules

Column Header	Description	Accepted Values
GTIN / UPC / SKU / Model Number / Serial Number / Registered Number / Alternate Identifier	Any of these columns can be included if the user chooses to provide additional product identifiers; however, do not duplicate the identifier type that was used as a product's mandatory Primary ID Type.	Alphanumeric
Trade/Brand Name		Free text
Product/Model Description		Free text
Product/Model Color		Free text
Product/Model Style		Free text
Small Batch Manufacturer CPSC ID	The Small Batch Manufacturer Registry ID. For more information, visit CPSC's website.	Alphanumeric
Production Start Date		Date in format: MM/DD/CCYY
Production End Date		Date in format: MM/DD/CCYY
Lab {#} Test Report ID		Alphanumeric
Lab {#} Test URL		Free text
Lab {#} Test Report Access Key		Alphanumeric

Table 5: Optional CSV Data

Appendix D – Troubleshooting Tips

Issue	Solution
User receives access denied message when logging into Product Registry using correct login information	1. Attempt logging into the Product Registry using a different browser. 2. If the issue is not resolved, clear cookies in the browser and attempt to log in again.
User forgot their password	Users can click "Forgot Password?" on the Product Registry login page and follow the on-screen instructions to complete the password reset process.
The Product Registry stops working after a user has been logged in for an extended period of time	The Product Registry has a security feature that automatically logs out a user after 15 minutes of inactivity. Users should return to the Product Registry login page and enter their user ID and password to return to the system.

Table 6: Troubleshooting Tips

If these solutions do not resolve the issue, please reach out to the eFiling Support Mailbox at eFilingSupport@cpsc.gov.