

My ENERGY STAR Account Reference Guide

Product Certification Bodies

This guide provides instructions to ENERGY STAR[®] partners and program support organizations on completing common tasks using My ENERGY STAR Account.



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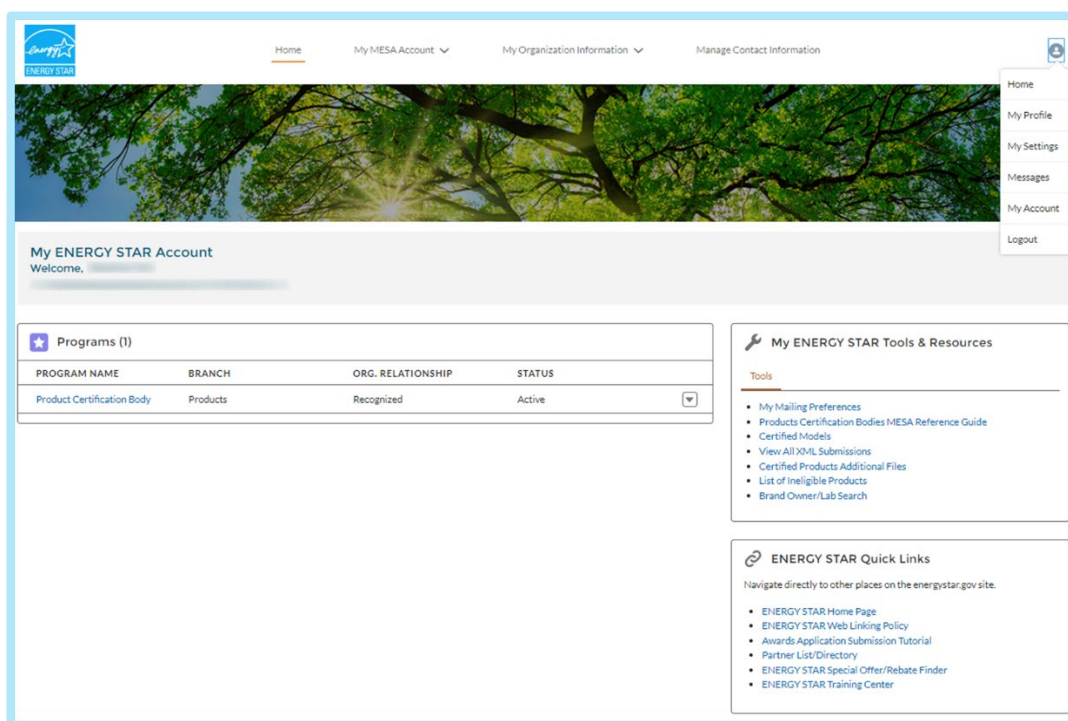
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LOGGING IN

Go to www.energystar.gov/mesa and enter the My ENERGY STAR Account (MESA) username and password you received by email. If you did not receive an email, select the **“Forgot your password?”** link on the landing page.

You will see a home page similar to this:



PROGRAMS

The Programs section of the MESA home page lists your organization’s involvement in ENERGY STAR programs. It includes details such as the program name, the ENERGY STAR branch that oversees the program, your organization’s relationship with the program, and your organization’s status with the program. An organization can be involved in one or more ENERGY STAR programs.

CONTACTS

The Manage Contact Information section of MESA lists all contacts within your organization. Details are provided for each contact, such as the email address and phone number. Each of your organization’s programs can have one or more contacts associated with it, and you can associate the same contact with one or more programs. To associate a contact with a program, you must assign a program role for the contact. See the following for instructions for this, as well as how to add a new contact, reassign an existing contact to a new program, and remove a contact from a program or from your organization altogether.

MY ENERGY STAR TOOLS & RESOURCES

The My ENERGY STAR Tools & Resources section provides your organization with links to program-specific tools and resources.

ENERGY STAR QUICK LINKS

The ENERGY STAR Quick Links section provides links to relevant program participation information and other places on the energystar.gov site.

YOUR MESA USER PROFILE

Access your MESA user profile information by selecting the user icon in the upper-right corner of the screen. Here you can edit your personal profile, contact information, and other account settings.

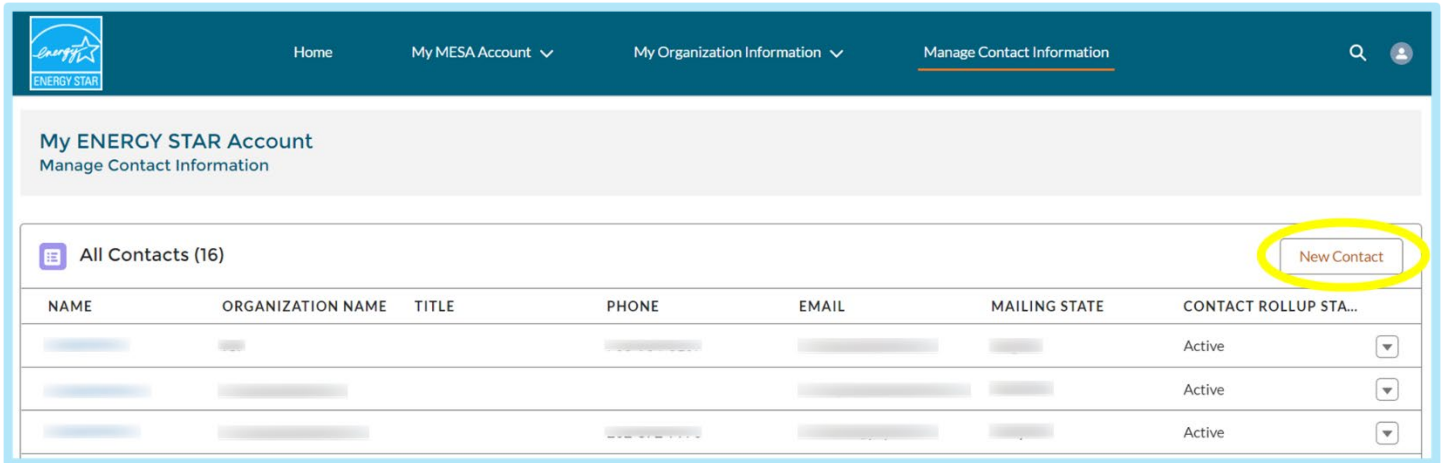
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ADD A NEW CONTACT

Step 1: From the top menu, select **"Manage Contact Information."** Click the **"New Contact"** button (on the top right of the list).



Step 2: Fill out the **"Create Contact"** page. If the contact should not have access to MESA, uncheck the **"Give contact access to My ENERGY STAR?"** checkbox. Select the program this contact should be added to using the dropdown.

The screenshot shows the 'Create Contact' page. The page has a header 'My ENERGY STAR Account' and 'Create Contact'. There are two main sections: 'Contact Information' and 'Contact Role in Program'. The 'Contact Information' section includes fields for Name (Salutation, First Name, Last Name), Mailing Address (Mailing Country Code, Mailing Street, Mailing City, Mailing State/Province Code, Mailing Zip-Postal Code), Phone (Phone, Phone Ext, Phone Type), and a checkbox for 'Give contact access to My ENERGY STAR?'. The 'Contact Role in Program' section includes a dropdown for 'Select the program this contact should be added to:'. The checkbox and the dropdown are circled in yellow. At the bottom, there are 'Cancel' and 'Save Contact' buttons.

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Step 3: Additional fields will automatically populate based on the program selected. Fill out the “**Role in ENERGY STAR Program**”, “**Role in Company**”, and “**Contact Status in Program**”. To select multiple roles or deselect a role, press **Ctrl** and **left-click** simultaneously. Press “**Save.**”

▼ **Contact Role in Program**

In order to make sure this contact receives relevant information from ENERGY STAR, you must associate them with the appropriate program. If you need to associate them with more than one program, you can do so after saving this form. For more help, refer to https://www.energystar.gov/partner_resources/ mesa.

* Select the program this contact should be added to:

Product Certification Body

* Role in ENERGY STAR Program

Primary
Alternate Primary
IT
Product Specific

* Contact Status in Program

Please Select...

Role in Company

Administrative
Communications/Marketing/PR
Executive Management/Owner
Government Affairs/Corporate Relations

Certification Administration

Audio/Video
Ceiling Fans
Clothes Washers
Commercial Dishwashers

Verification Administration

Audio/Video
Ceiling Fans
Clothes Washers
Commercial Dishwashers

Technical

Audio/Video
Ceiling Fans
Clothes Washers
Commercial Dishwashers

Cancel Save Contact

Note: Contacts must have a contact role to receive ENERGY STAR communications.

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UPDATING INFORMATION

Viewing and editing organization information

Step 1: Select "My Organization Information" from the top menu, and then "Manage My Organization."

Step 2: From the "All Organizations" list, select your organization name.

Step 3: On the page for your organization, select "Edit" (at the top right of the screen).

Step 4: Edit your organization's information (such as address, website, or phone). Press "Save."

Note: The organization name cannot be edited in MESA. To request a change to your organization's name, select "My Organization Information" from the top menu, then select "Org Name Change Request." Complete and submit the form provided. The organization name will be changed once the request has been reviewed and approved by ENERGY STAR.

Edit information for an existing contact

Step 1: Select "Manage Contact Information" from the top menu.

Step 2: Select the relevant contact name from the list to reach the contact page.

Step 3: Press "Edit," at the top right of the page, to change the contact information.

To change the email address for a MESA user account, the contact will be required to verify the updated email address via email.

Change the types of ENERGY STAR communications a contact receives

Step 1: From the top menu, select "Manage Contact Information" and the relevant contact from the list.

Step 2: In the "Role in Programs" list, select the drop-down arrow to the right of the contact and click the "Edit Contact Role" button. Search for the relevant program, then complete the information on the "Edit Contact Role" form. Press "Save."

To add a new program to a contact, select "New" at the top of the "Role in Programs" list. Select program and enter contact role details. Press "Save."

Note: To change from a primary, alternate primary, general, or product-specific role, click Ctrl+D to deselect the current role and select a different role.

Note: To deselect any option in the "Create Contact Role" for, hold the Control [Ctrl] key and click on the option that should be deselected

Inactivate a contact

MESA does not allow you to delete a contact from the system, but you may inactivate a contact within a program using the following steps:

Step 1: Select the relevant program from the "Home" menu.

Step 2: On the program page, in the "Program Contacts" list, click the arrow on the right side and select "Edit Contact Role" from the drop-down menu.

Step 3: Change the Contact Status to "Inactive" and indicate the reason in the "Inactive Status in Program Explanation – Manual" box. Press "Save."



Tips for Product Certification Bodies

To access product brand owner and product laboratory organization IDs and statuses from the MESA home page, select "Brand Owner/Lab Search" from the "Tools" on the right side of the page.

To access XML submissions, from the MESA home page, select "View All XML Submissions" from the "Tools" on the right side of the page.

To access a list of all product models certified by the certification body, select "My Organization Information" from the top menu, and then "Manage My Organization." After selecting your organization name from the "All Organizations" list, select the "Products" from the block after the list of contacts.

Certification Body Contact Roles in ENERGY STAR Program

- **Primary:** Main point of contact for the certification body
- **Alternate Primary:** Alternative to the main point of contact for the certification body
- **IT:** Contact responsible for submitting products using the Qualified Product Exchange (QPX) system and/or other IT issues only
- **Product Specific:** Contact responsible for specific Area of Recognition (AOR), under the following designations:
 - **Certification Administration:** Contact responsible for certification of products
 - **Verification Administration:** Contact responsible for verification testing products
 - **Technical:** Technical expert for specific AOR

Note: Certification body contacts cannot have multiple contact roles. The Product Specific role requires details on responsibility for specific product types.

Note: EPA will provide further guidance as additional features are released in MESA.

For more help, please contact
certification@energystar.gov