



Last Updated 04/13/2023

PRINTING, SIGNING AND UPLOADING DECLARATIONS

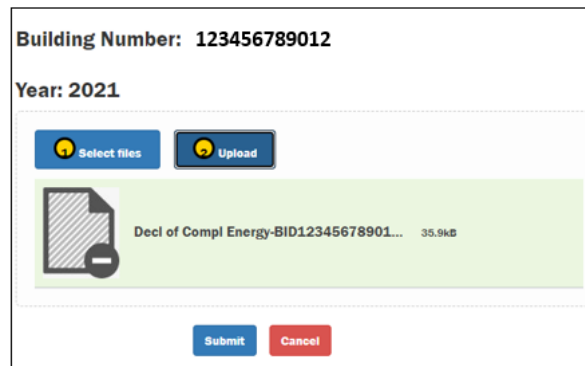
1. Please review all of the information on the Declaration screen to ensure it is accurate. If the information on the Declaration screen is not accurate, follow the instructions below for “Correcting Data on the Declaration”.
2. Delete any previously attached declaration by dragging it to the **Trash Icon**.



3. Click the **Print Declaration** button.
 - a. A PDF of the Declaration will be generated in a new window – review it for accuracy. If it is not accurate, follow the instructions below for “Correcting Data on the Declaration”. If it is accurate, continue with step b.
 - b. Save the PDF to your local drive and print a copy of it.
 - c. Have the California Licensed Architect or Engineer that is attesting to the Declaration of Completion or Exemption sign the printed copy of the Declaration in **wet ink**.
 - d. Scan the signed copy and save the scanned copy to your local drive. Our suggested file naming convention:
 - i. Decl of Compl Energy-BID123456789012_YYYY
 - ii. Decl of Compl Water-BID123456789012_YYYY
 - iii. Decl of Exempt Energy-BID123456789012_YYYY
 - iv. Decl of Exempt Water-BID123456789012_YYYY
4. Close the PDF window – you should see the “Declaration of Completion or Exemption from an Energy or Water Audit & Retro-Commissioning” (as applicable) screen with the following buttons at the bottom: **UPLOAD SIGNED & SCANNED DECLARATION**, **EXIT**, and **BACK**. Click the **UPLOAD SIGNED & SCANNED DECLARATION** button and follow the prompts:

Click **SELECT FILES** and find the Signed Scanned Declaration on your local drive. Click **UPLOAD** and your screen will have a green band (see next image).

Click **SUBMIT** to complete the upload process for the Declaration. A message box will appear providing further instructions.





CORRECTING DATA ON THE DECLARATION

Corrections/edits can only be made before the final submit button is clicked¹ and must be done on the screens from which the information was provided (e.g., edits to the Licensed Professional Credentials must be made on the Licensed Professional Credentials Screen).

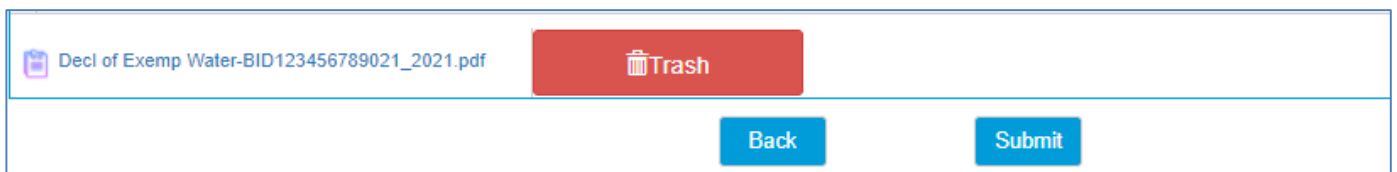
Declaration of Completion

1. To correct a Response to a Statement, click the **Back** button until you see a **Reset** button. Correct the specific Response or use the **Reset** button to clear all the Responses.
2. To change the Licensed Professional, click the **Back** button until you see the Licensed Professional Credentials Screen.

Declaration of Exemption

1. To correct or select a different Exemption Condition, click the **Back** button until you see a **Reset** button. Correct the specific Exemption Condition or use the **Reset** button to clear all the Responses.
2. To select the Exemption condition related to CofO or change the Licensed Professional, click the **Back** button until you see the Licensed Professional Credentials Screen.

¹ Corrections/Edits can only be made before the final submit button is clicked, which appears after uploading a file. Once the final **SUBMIT** button (shown below) has been clicked, the portion of the A/RCx record that was being uploaded (Energy or Water) will be locked.



To have a record unlocked so that corrections can be made, please refer to the “ARCx Correct or Change a Request” instructions. These instructions are available from the A/RCx Home Page (<https://www.ladbs.org/ebewe/audits-retro-commissioning>) after clicking the tile titled “A/RCx User Instruction Guides”.