PTCS Online Registry:
How to Enter & Search for Jobs
What is the Registry?

https://ptcs.bpa.gov/

- It is a the primary online tracking tool for the PTCS and Prescriptive Duct Sealing Programs.
  - Technicians enter all completed work here
  - Utilities review completed work here
  - Tracks status of Certified Technicians
  - Tracks quality assurance inspections
Program Process

Certified Technician Completes the installation or sealing

Tech or admin staff enters data in the PTCS Online Registry

Contractor submits required documentation to the customer Utility
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Before you start!

- Verify the online account is for the appropriate technician or the account of a company admin.

- Ensure the account allows you to enter a job
  - To verify, go to the “My Account” tab and check to see if “Contractor” or “CompanyAdmin” is listed as a role.
  - If it is not activated, contact the ResHVAC team by email at ResHVAC@bpa.gov or call 1.800.941.3867.
Enter a Job

1) Log in to installing technician’s or company admin account at ptcs.bpa.gov

2) Click “Enter a Project” or hover over “Contractors” and select “Enter a Job”
3) Enter the install address
   ▸ “Street Address 2” is for lot numbers.

4) Click “Next”
   ▸ If the address does not validate, send PTCS form to BPA for entry by email to ResHVAC@bpa.gov or fax to 877.848.4074
5) Click the link of the correct address based on your input.

- Address not listed? Click “Previous” to edit or contact the ResHVAC team.
Site Details

- Enter all site details
  - Home Type
  - Foundation Type
  - Electric Utility Name
Measure Type

8) Select the measure type

- Measure option not available: Options only appear if your certification is updated on your account.**
- Previous approved or pending jobs limits any additional entry of this measure.
- Job in progress: The installing tech saved the entry progress for this measure at this site.

**Contact the PTCS Team if you don’t see an option, but you or the technician received training.
Measure Entry

Existing Heating System Type:

Duct Sealing
- Indicate heating system at the time of sealing

Heat Pump Install
- New site built: select newly installed heating system
- Existing site built: select heating system being replaced
Measure Details: Air Source Heat Pump

Entering AHRI number will auto-populate all this information.

If the AHRI is not recognized, enter all AHRI data manually and contact program staff for review.
Measure Details: Air Source Heat Pump, con’t

Measurement unit type will apply to ESP and TrueFlow Test.

CFM per Ton is calculated by the registry: it accepts range of 325 to 500 CFM/ton and rejects jobs outside of that range.

If measure is rejected and airflow is as recommended by the manufacturer, please contact BPA for support.

Temperature Split and Subcooling calculated using calculations from R-410A tables (located online).
Leakage is calculated using the ring size and fan pressure. Calculated reduction is based on the calculated leakage and home square footage.

Duct blaster fan pressure is not the house pressure.
Measure Details: Prescriptive Duct Sealing

This measure records whether all opportunities were sealed. There are no calculations involved.
Measure Details:
Ground Source Heat Pump (Water to Air)

Entering AHRI number will auto-populate all this information.
If the AHRI is not recognized, enter AHRI data manually and contact program staff for review.
Measure Details:
Ground Source Heat Pump (Water to Water)

Entering AHRI number will auto-populate all this information.

If the AHRI is not recognized, enter AHRI data manually and contact program staff for review.
Saving Entry Progress

- If you aren’t able to enter all the data, click “Save Progress” on the bottom of the entry screen to complete later.

Accessing/Completing later:

1. Log on as the installing technician or company admin account.
2. Search for the measure using the address or measure ID
3. Click “Continue Job”
Entry can be done using any mobile device with internet access. Offline access is coming soon.

If you aren’t able to enter data in the field, forms will still be available on the online registry to record the data until you have access to the internet.
Enter a Job for Another User

- If you are entering work for one or multiple other technicians, please create an account for yourself and contact program staff to receive the CompanyAdmin permissions. This will allow you to enter jobs for any certified technicians under your company.
Troubleshoot

- Contact the PTCS team if:
  - Address isn’t validating
  - Measure set to 'BPA Pending' after submitting
  - Need to enter in a third system for a single site
  - Can’t find an entered job
  - Need to edit an address or submitted data
  - Need immediate review of “Pending” entry (reviewed regularly)
  - Have general questions or feedback for improvement
Search for a Completed Job

- Each account has access to jobs depending on the user. For example:
  - Technicians can only see jobs they are associated with.
  - Utility can only see jobs entered in their territory.
  - Company Admin can see all jobs for associated with the contractor.
- Contact the PTCS team if you would like additional access.
Search for a Completed Job

1. Sign in to the Online Registry with the appropriate account
2. Click “Search for Project”
3. Entering just the number in the address box, and the city in the city box tends to provide the best results (i.e. only “1234” for the address “1234 Main St”). Being too specific might yield no results.
Find the Registry Installation Report

- Click on the measure ID in the search results to get a PDF report
It is strongly encouraged to contact the customer's utility company for documentation requirements as they vary from utility to utility. Some potential requirements below:

- Registry Installation Report *(found online)*
- Equipment/Contractor Invoice
- Documentation of Sizing *(only Air Source & Ground Source Heat Pumps)*
- Loop Design *(only Ground Source Heat Pumps)*
- Handwritten form *(only Ground Source Heat Pumps)*

Please check with the customer utility for additional documentation requirements.
Heat Pump Documentation: Sizing

- If sizing documentation is required by utility, this tool can be used for Heat Pump Sizing and Balance Point (submitting either):
  - “Both the ‘Heating Load/Heat Loss calculations’ and ‘Balance Point Worksheet’”

OR

- “PTCS Heat Pump and Central Air Conditioner Sizing Calculator”
Notify Utility of the completed job

- Technician or company is required to notify the utility of the completed job.

- Contact customer’s utility for information on required paperwork.

- Utilities have access to the online registry and are able to review completed job details.
Questions? Comments?

Contact the PTCS Team:

Phone: (800) 941-3867

Email: ResHVAC@bpa.gov