

PTCS Online Registry Fact Sheet

The Performance Tested Comfort Systems® online registry is moving! This move takes the database and system off of the servers provided by the previous contractor, and puts it all on servers at BPA. This enhances system security and stability, and provided an opportunity to improve the system in several ways. This fact sheet outlines the migration schedule and what you can expect from the new site.

September 28, 2014 Last day to enter jobs to the PTCS Online Registry at www.ptcsnw.com
October 6, 2014 The registry is scheduled to be available at <https://ptcs.bpa.gov>. Sign up for notification if the schedule changes by joining the PTCS [mailing list](#).

Fixes and Improvements

- Prescriptive duct sealing measures are available
- All the data that gets entered will export now
- New measure status types to help understand if the system is eligible for utility programs
- Addresses now USPS standardized when entered, and can be corrected by BPA after submittal
- AHRI data is now regularly updated
- Search previous certifications without logging in
- CAZ test fields removed for all measures
- Confirmation screen after job entry tells you measure status, measure ID, and error details
- GSHPs can only be entered by techs with both heat pump and IGSHPA certifications on file
- All GSHPs will go to pending for program review to verify program requirements are met
- PDF reports have more information about the job and are correctly titled
- Contractor searches now work better
- Duplicate user accounts can now be deleted
- Contractors on a Corrective Action Plan will now have that documented on their account

New Measure Statuses to Support Utility Records and Payments

BPA offers payments to utilities based on the Implementation Manual. In the past, utilities seeking payment for measures in the online registry had to confirm that the job was “Approved” in the system and that it complied with the additional installation requirements listed in the Implementation Manual. The new registry offers revised measure statuses that will help simplify that process.

“BPA Approved” measures meet all the installation requirements of PTCS, as well as the installation requirements outlined in the Implementation Manual. These measures can be claimed for payment by BPA utilities.

“For Record Only” as a measure status only appears for duct sealing jobs, and replaces the measure type “Test Only”. Duct Sealing jobs with this measure status cannot be claimed for payment by BPA utilities.

“PTCS Certified Only” Heat Pumps with this measure status were installed to PTCS Specifications for commissioning, controls, and sizing (CCS), but do not meet the efficiency requirements. The heat pump may be claimed for a CCS payment.

“PTCS Certified Only” Ducts with this measure status were sealed to meet the tightness and quality requirements of PTCS, but did not meet the pretest requirements for payment.

Reset Your Password

With the launch of the new registry, **ALL USERS WILL NEED TO RESET THEIR PASSWORDS** before logging in for the first time.

To reset your password:

1. Go to the login page (<https://ptcs.test.bpa.gov/Login.aspx>)
2. Under the section where you would normally enter your user name and password, there are three links. Select the link for a forgotten password.
3. Enter your user name.
 - a. If you have forgotten your user name, you can request it from the previous page.
4. Push "Submit". You will see a notice screen that your temporary password has been sent.
5. An email with a temporary password will be sent to the address on file for your account. This will show up almost immediately.
 - a. If you do not see an email, double check your spam folder. The email is sent from webapplications@bpa.gov
 - b. If you still do not see an email, you may have a different email address on file. Please check all of your personal and business email accounts (including checking with your administrative staff) before contacting the PTCS team.
6. Return to the login page to enter your user name and temporary password.
7. **Copy and Paste** the temporary password you received on the Login page. Do not try to re-type the temporary password.

Resetting your password to something you can use again:

1. Once logged in, go to "My Account" at the top of the screen in the blue header bar.
2. Click on the "Change Password" link on the left hand side of the screen.
3. Paste in your temporary password.
4. Enter, then re-enter, your personal password.
5. Click the "Change Password" button.
6. You will see a screen confirming that your password has been changed.