



# Georgia Analyzer System Message

Georgia's Clean Air Force (GCAF)

August 11, 2009

Message: 40934 Analyzers: 1003

## Ordering Analyzer Electronic Certificates (E-certs)

### PRINT THIS MESSAGE AND PROVIDE TO STATION OWNER OR MANAGER.

Please read this message for important information on ordering analyzer electronic certificates (e-certs).

E-certs are ordered in books of 50. GCAF strongly recommends ordering multiple books at a time to ensure your analyzer maintains an ample supply. Station owners are responsible for monitoring e-cert supply on the analyzer and placing orders well in advance to avoid station down time.

After placing an order, allow the appropriate time for processing (described below), then perform a data file refresh on the analyzer to receive your e-certs. For instructions on how to perform a data file refresh, contact your equipment manufacturer.

E-commerce is the easiest and fastest way to order e-certs and monitor your station accounting 24 hours a day, seven days a week. All you need is an e-mail address and Internet access (at home, public library or other location having public Internet access such as a print shop). Financial transactions are highly secure and the Web site is user-friendly. Participants create their own user name, personal identification number (PIN) and security password to ensure the account can only be accessed by authorized users. GCAF will help you set up your account, learn how to use the Web site and will provide support when needed. When using E-commerce, e-cert purchases can be made from your checking account or with a credit card.

For testimonials from current E-commerce users, contact the GCAF Industry Advisory Board (IAB). For more information call GCAF Station Assistance at 800.449.2471, option 2. Sign up by e-mailing us at [ecerts@cleanairforce.com](mailto:ecerts@cleanairforce.com). The Web site address for E-commerce is <https://ecom.appsolgrp.com>.

E-certs can be purchased by check or money order, however we recommend using this payment option only for large orders (10 or more books). Checks must be mailed, along with an E-Cert Order Form, to EPD I/M Fees, P.O. Box 105045, Atlanta, GA 30348. Allow a minimum of 10 business days for processing.

E-certs can also be purchased by credit card, however orders may not be filled until the end of the day on which received. Download the E-cert Order Form by visiting [www.cleanairforce.com](http://www.cleanairforce.com). Only Visa and MasterCard are accepted. Fax the order to the GCAF fax number listed on the form. Orders received Monday-Friday by 4:30 p.m. will be processed that day. If you need to confirm that GCAF received your order you may leave a message at 770.499.6558. We will only return your call if your fax was **not** received. Perform a data file refresh at the end of the day to download the e-certs to your analyzer.

Take note of GAS messages indicating GCAF holidays; faxed credit card orders are **not** processed when GCAF is closed.

The E-Cert Order Form must be complete and either typed or written neatly. Orders that are incomplete or unclear will be delayed due to GCAF having to contact you for a revised form.

If you choose to permanently close a station or analyzer, GCAF procedures must be followed in order for GCAF to reconcile unused e-certs and for you to receive reimbursement. GCAF must be notified within five days of deciding to close a station. The facility and analyzer must remain active until the GCAF close-out audit is performed. To report a permanent closure and request a closeout audit, call GCAF Station Assistance at 800.449.2471, option 2.

If you have questions about e-certs being skipped or reused, please contact GCAF Station Assistance to document your issue. Invoices are generated monthly and sent to affected station owners to reconcile station accounts. If you find that Georgia Vehicle Emission Inspection Reports (VIRs) are printing with incomplete information, promptly contact GCAF Station Assistance. You may attend IAB meetings to discuss concerns about analyzer functionality.

For more information, call GCAF Station Assistance at 800.449.2471 or e-mail [info@cleanairforce.com](mailto:info@cleanairforce.com).

If you would like to receive an e-mail copy of GAS messages or to be added to our quarterly e-newsletter, *Repair Watch* E-News, please send a request to [info@cleanairforce.com](mailto:info@cleanairforce.com).

~ GCAF requires that you print, read, and store all GAS messages in a binder on or near the analyzer. GCAF also recommends that you print a second copy of these messages and post them in a prominent location for your employees to read. To retrieve and print a previous GAS message, go to the GAS message retrieval function in your analyzer and select the appropriate message to print (the analyzer holds up to 500 messages). ~

800.449.2471

[info@cleanairforce.com](mailto:info@cleanairforce.com)

[CleanAirForce.com](http://CleanAirForce.com)