

# BHMA Certification Portal

USER MANUAL

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PREPARED FOR: BUILDERS HARDWARE MANUFACTURERS ASSOCIATION

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Note: BHMA will arrange user webinars that provide additional context beyond what is in this instructional manual. Please contact BHMA to access recordings of relevant user training webinars.

## Certification Portal Basics

### 1. What is the certification portal?

The certification portal is the Builders Hardware Manufacturers Association's (BHMA) application that users access to create and update their certified product listings. The system is comprised of a certification portal linked to a database that stores submission and product data consistently across manufacturers and brands. Users can enter, change, reject, approve, and/or remove data on certified products depending on their user type.

#### Current Scope

As of the release of this manual (March 2020), the certification portal and database allows for submissions of products associated with the following BHMA standards:

- A156.1 Butts and Hinges
- A156.2 Bored & Preamsembled Locks and Latches
- A156.3 Exit Devices
- A156.4 Door Controls – Closers
- A156.5 Cylinders and Input Devices for Locks
- A156.8 Door Controls – Overhead Stops & Holders
- A156.9 Cabinet Hardware
- A156.11 Cabinet Locks
- A156.12 Interconnected Locks & Latches
- A156.13 Mortise Locks
- A156.14 Sliding and Folding Hardware
- A156.15 Release Devices – Closer Holder, Electromagnetic and Electromechanical
- A156.16 Auxiliary Hardware
- A156.17 Self Closing Hinges & Pivots
- A156.19 Power Assist & Low Energy Power Operated Doors
- A156.21 Thresholds
- A156.22 Door Gasketing and Edge Seal Systems
- A156.23 Electromagnetic Locks
- A156.24 Delayed Egress Locks
- A156.25 Electrified Locking Devices
- A156.26 Continuous Hinges
- A156.29 Exit Locks, Exit Alarms, Alarms for Exit Devices
- A156.30 High Security Cylinders
- A156.31 Electric Strikes and Frame Mounted Actuators
- A156.32 Integrated Door Opening Assemblies
- A156.35 Power Supplies for Electronic Access Control
- A156.36 Auxiliary Locks
- A156.37 Multipoint Locks
- A156.38 Low Energy Power Operated Sliding and Folding Doors
- A156.39 Residential Locksets and Latches
- A156.40 Residential Deadbolts

BHMA will add remaining standards to the database and certification portal as soon as they are complete.

The certification is **not publicly accessible**; it is intended for administration of the BHMA certification program only. BHMA will create a public-facing certified products directory where stakeholders can find certified product listings and data at a later date, once the certification portal and database are populated with certified product data.

## 2. Logging In

To access the certification portal, users must have an active account in the BHMA Member Database with particular settings (see [Users, Permissions, and Roles](#)). Contact Larry McClean ([LMcClean@kellencompany.com](mailto:LMcClean@kellencompany.com)) to obtain an account. The URL for the certification portal is: <https://certification.buildershardware.com>

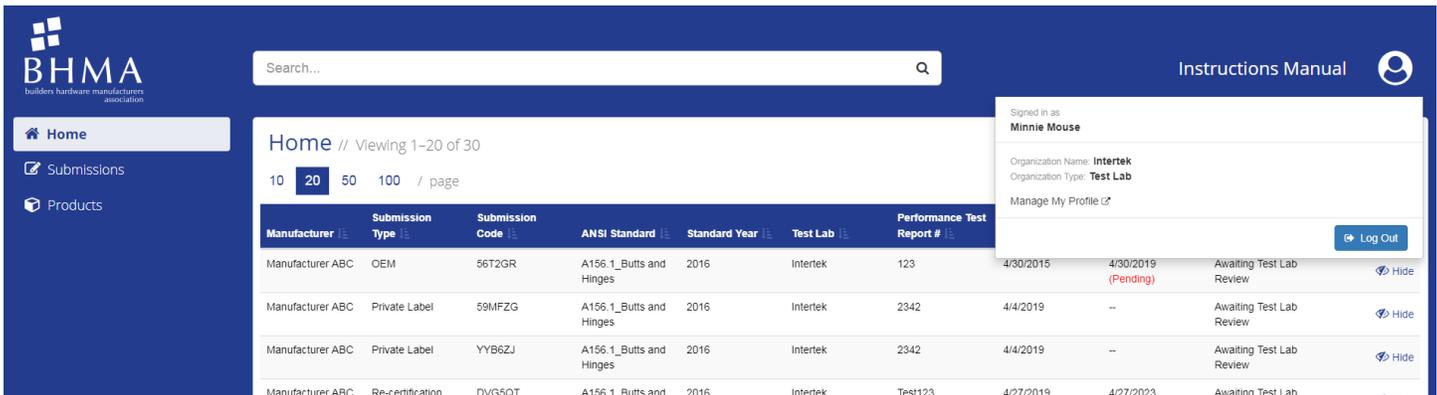
BHMA recommends using the latest version of Google Chrome, but other browsers will also work, provided that you are using the most up-to-date version of the software.

## 3. Users, Permissions, and Roles

All users are assigned a user type in the BHMA Member Database based on the organization they are associated with. The following table describes the three user types relevant to the certification portal:

User Type	What user can do	What user can view	Member Database Required User Settings
Manufacturer	<ul style="list-style-type: none"> <li>Submit/edit product data for test lab review</li> <li>View and download product and submission data</li> </ul>	<ul style="list-style-type: none"> <li>Submissions and products associated with manufacturer (draft, awaiting test lab review, rejected by test lab, awaiting BHMA staff review, rejected by BHMA staff, certified, historical, expired, removed)</li> <li>Which test labs can test for each standard</li> </ul>	<ul style="list-style-type: none"> <li>Employee of a manufacturer organization</li> <li>Manufacturer is the “CPD Organization” for the user</li> <li>User has a “CPD Certification Management” role for the <b>manufacturer and all brands</b> they need to access for certification</li> </ul>
Test Lab	<ul style="list-style-type: none"> <li>Approve or reject product data entered by manufacturer prior to submission to BHMA staff</li> <li>View and download product and submission data</li> </ul>	<ul style="list-style-type: none"> <li>Submissions and products associated with test lab (awaiting test lab review, rejected by test lab, awaiting BHMA staff review, rejected by BHMA staff, certified, historical, expired, removed)</li> <li>Which test labs can test for each standard</li> </ul>	<ul style="list-style-type: none"> <li>Test lab is the “CPD Organization” for the user</li> <li>User has a “CPD Certification Management” role for the test lab</li> <li>Test lab is the “Test Lab” for the user</li> <li>User has a “Test Lab Representative” role for the test lab</li> </ul>
BHMA Staff	<ul style="list-style-type: none"> <li>Approve or reject product data submitted by manufacturer and approved by test lab</li> <li>View and download product and submission data</li> </ul>	<ul style="list-style-type: none"> <li>All submissions and products except for drafts (awaiting test lab review, rejected by test lab, awaiting BHMA staff review, rejected by BHMA staff, certified, historical, expired, removed)</li> <li>Which test labs can test for each standard</li> </ul>	<ul style="list-style-type: none"> <li>BHMA is the “CPD Organization” for the user</li> <li>User has a “CPD Certification Management” role for BHMA</li> <li>BHMA is the “Staff Organization” for the user</li> <li>User has a “Staff Person” role for BHMA</li> </ul>

You can view your user and organization information after logging into the certification portal by clicking on the person icon at the top right corner of the page:



#### 4. Site Navigation

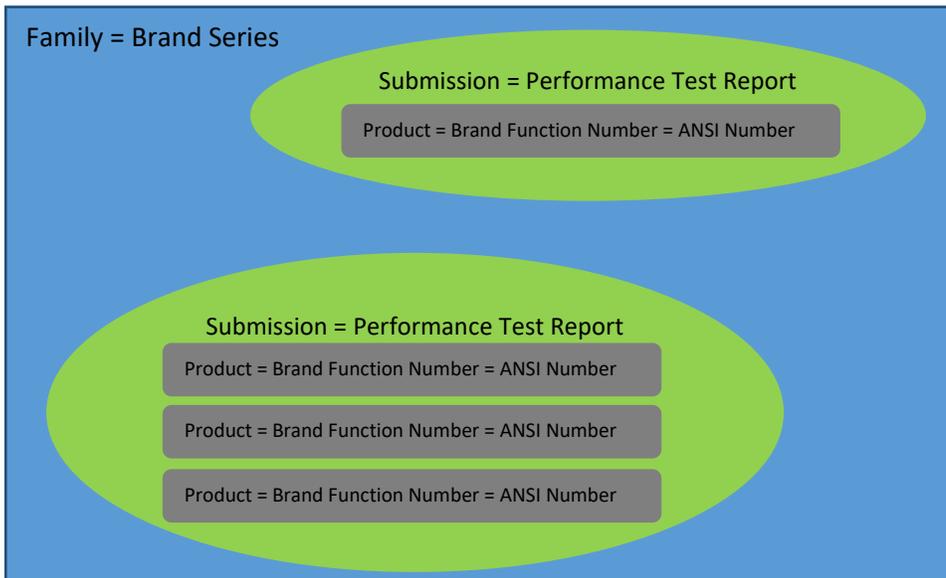
All user groups have three basic site pages to navigate:

Page title	Manufacturer User	Test Lab User	BHMA Staff User
Home	Shows a filtered list of submissions that “need attention” from the current user or has been certified. This includes submissions with the following statuses: Rejected by Test Lab, Rejected by BHMA Staff, Certified, Expired, Removed	Shows a filtered list of submissions that “need attention” from the current user or has been certified. This includes submissions with the following statuses: Awaiting Test Lab Review	Shows a filtered list of submissions that “need attention” from the current user or has been certified. This includes submissions with the following statuses: Awaiting BHMA Staff Review
Submissions	Shows all submissions that the user’s brand(s) have ever been associated with. The user must have permission settings in the Member Database to see key information about every brand that is included in a submission.	Shows all submissions (except those with a status of Draft) that the user’s test lab has ever been associated with.	Shows all submissions (except those with a status of Draft) that have been created.
Products	Shows all products that the user’s brand(s) have ever been associated with.	Shows all products (except those with a status of Draft) that the user’s test lab has ever been associated with.	Shows all products (except those with a status of Draft) that have been created.

The Submissions page and the Products page both allow for sorting. Click a column header in the table (e.g. Manufacturer) to sort. Users can filter by status only by clicking in the dropdown labeled, “View Status.” Users can also download a list of all of the Submissions or Products they are currently viewing based on the status filter by clicking the “Download” button in the top right corner of either page.

#### 5. Submission vs. Product

To create a relational database that can facilitate uploads of many products at one time, BHMA introduced the concept of a “submission” that can contain one or more product. The following graphic may help to conceptualize a submission in the context of manufacturer products and terminology previously used in the BHMA certification program\*:



\*The term “submission” in this graphic refers to a new or re-certification submission created by the original manufacturer of a product (not a private label/ multi-list scenario).

A family may include products across one or more test reports; therefore a family may require multiple submissions. Each submission may include one or more product, depending on what is listed on the performance test report. A product can be defined as a unique ANSI Number, as defined by the BHMA standard.

## 6. Types of Submissions

A manufacturer can submit an unlimited number of products in one batch, or submission, provided that they are all documented on the same test report. The following table describes the different types of submissions:

Submission Type	Description
New OEM Certification	A new OEM certification submission is comprised of products that have never been entered into the database before and that are entered by the original product manufacturer (not a private labeler). See <a href="#">New OEM Certification</a> for detailed steps to create this type of submission.
New Private Label Certification	A new private label certification submission is comprised of products that are private labeled (multi-listed) under a different brand name than the original product manufacturer. A private label submission can only work if the original product manufacturer has already completed the certification process and the products that are being private labeled are listed as “certified” in the certification portal. See <a href="#">New Private Label Certification</a> for detailed steps to create this type of submission.
Update/ Re-certification Submission	A submission intended to update data related to existing certified products in the database to maintain their certification. The most common example of this type of submission would be a manufacturer adding a new test report number and expiration date for a set of products that are about to expire. Alternatively, manufacturers can use this submission type to fix incorrect information that was approved and certified. See <a href="#">Re-certification</a> for detailed steps to create this type of submission.
Re-Submitting a Rejected Submission	When a Test Lab or BHMA Staff user rejects a submission for any reason, the manufacturer can edit and re-submit the data for re-review. See <a href="#">Rejected Submissions</a> for more information.

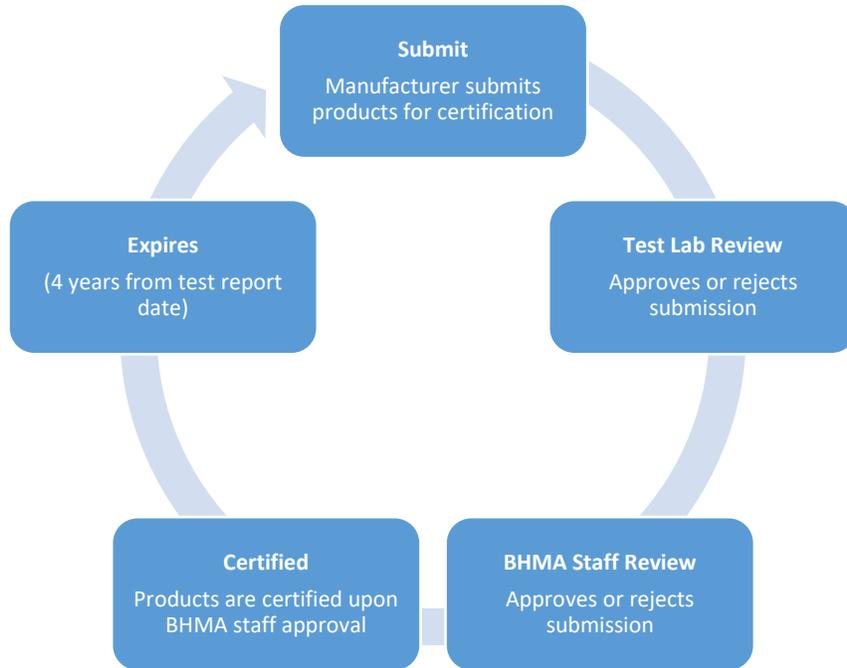
## 7. Status Options

Submissions and products will carry a status in the system based on the actions that users have completed. The following table explains each status option:

Status	Description (Submission)	Description (Product)
Draft	The manufacturer has uploaded some data to create a submission but has not yet submitted it for test lab review.	The product is associated with a draft submission that has not yet been submitted for review.
Awaiting Test Lab Review	The manufacturer has submitted the submission and it is awaiting test lab review.	The product is associated with a submission that is awaiting test lab review.
Rejected by Test Lab	The test lab has reviewed the submission and rejected it with comments explaining the reason for rejection.	The product is associated with a submission that has been rejected by the test lab.
Awaiting BHMA Staff Review	The manufacturer has submitted the submission, and the test lab has approved it. The submission is awaiting BHMA staff review.	The product is associated with a submission that is awaiting BHMA staff review.
Rejected by BHMA Staff	BHMA staff have reviewed the submission and rejected it with comments explaining the reason for rejection.	The product is associated with a submission that has been rejected by BHMA staff.
Certified	The submission has been reviewed by the test lab and BHMA staff and approved by both parties. The submission and its associated products are considered certified and active until the expiration date, removal, or re-certification.	The product is associated with a submission that has been reviewed and approved by the test lab and BHMA staff. The product is considered certified and active until its expiration date, removal, or re-certification.
Historical	Does not apply to a submission.	The product has been updated through a re-certification submission, but the certification portal has saved the historical (previous) version of that product. Historical versions of a product help users identify any changes in a product over time.
Expired	The previously-certified submission has not been updated and has reached its certification expiration date. Products that have not been re-certified are no longer certified.	The previously-certified product has not been re-certified and has reached its certification expiration date. The product is no longer certified.
Removed	The submission has been removed by BHMA Staff either due to violation of program requirements or by voluntary withdrawal. The submission and any private labels of the submission are no longer considered certified.	The product has been removed by BHMA Staff either due to violation of program requirements or by voluntary withdrawal. The product and any private labels of the product are no longer considered certified.

## 8. Submission Workflow

All submission types follow the same basic workflow and life-cycle:



The only exception to this process is that private label submissions do not require re-submission after 4 years. A private labeled product expires based on the date of the test report of the OEM product. If an OEM product expires, any private labels of that product will automatically expire.

## 9. Notification System

The certification portal will automatically send email notifications to relevant users based on the following trigger events:

Trigger	Notification	Recipient
Manufacturer user submits a submission	Test lab user notified that a submission is awaiting test lab review	All certification portal Test Lab users
Test Lab user approves a submission	Manufacturer user notified that submission was approved by test lab	Manufacturer user who created the submission
	BHMA Staff user notified that a submission is awaiting BHMA staff review	All certification portal BHMA Staff users
Test Lab user rejects a submission	Manufacturer user notified that a submission was rejected by test lab	Manufacturer user who created the submission
BHMA Staff user approves a submission	Manufacturer user notified that submission was approved by BHMA staff and is now certified	Manufacturer user who created the submission
BHMA Staff user rejects a submission	Manufacturer user notified that a submission was rejected by BHMA Staff	Manufacturer user who created the submission
Quarterly upcoming product expirations	At the end of each quarter, manufacturer users notified of upcoming product expiration(s) within the next quarter	All manufacturer users with certification portal access to a brand with upcoming product expirations

## 10. Reporting Bugs and Feedback

If at any time during you experience bugs, issues, or simply have ideas for improving the certification portal, click the “Contact” button at the bottom left corner of the page to email Larry McClean ([LMcClean@kellencompany.com](mailto:LMcClean@kellencompany.com)). If you experience a bug or error, please provide as much information as possible about what you were trying to do, what you expected to see, and what actually occurred. Screen shots and narrative information is useful to help resolve issues.

# Manufacturer User Instructions

## New OEM Certification

1. Log in to the certification portal at <https://certification.buildershardware.com> using your username and password.
2. Go to the Submissions page by clicking “Submissions” in the left navigation pane.
3. To create a new submission, click the “+ | New” Button in the top right corner of the page.
4. Select “New Certification” from the dropdown and then click “Next.”
5. Select “OEM” from the dropdown and then click “Next.”
6. Select the name of the standard you want to certify to from the dropdown and click “Next.”
7. Click “Download Submission Form” to download the Microsoft Excel template used to fill in submission and product data.
  - a. Note: always download the latest version of the submission template file. Errors may occur if you use an old version of the Excel spreadsheet.
8. Fill out and save the Excel template. Complete submission-level fields information in Row 3 (see fields labeled “Submission” in the table below. Add product information starting in Row 12 (see fields labeled “Product” in the table below). Each product should be in a separate row. [Appendix A](#) describes each field in the Excel template.
9. Once you are satisfied with what you entered into the Excel template, save it, and then go back to the BHMA site and click “Choose File,” select the file you were just working on, then click “↑ | Upload.”
  - a. If there were any errors flagged from the file you uploaded, the system will provide error messages explaining what you need to fix in the Excel file before re-trying the upload.
10. When the upload is successful, the system will navigate you to a new page summarizing the uploaded data:

The screenshot shows the BHMA OEM Submission portal. The header includes the BHMA logo (builders hardware manufacturers association), a search bar, and an "Instructions Manual" link. The left navigation pane has "Home", "Submissions", and "Products". The main content area is titled "OEM Submission OCJ9KI" and "A156.1 Butts and Hinges". It shows a draft submission with a "Draft" status and a "LAST MODIFIED 6/27/2019" timestamp. Below this, there is a summary of the submission and associated products. The submission details include:

- Test Lab\*: Intertek
- Standard Year\*: 2016
- Performance Test Report Number\*: 4949
- Performance Test Report Issue Date\*: 6/20/2019

There is a "Manufacturer Notes" text area. Below the submission details, there is a "Products" section showing a table of 4 products. The table has columns for Product Code, Brand, Brand Series, Brand Model, Brand Function Number, Product Marketing Description, Product Type Options, ANSI #, Section, Material, Product Type, Product Description, Grade Performance, Suffix, and Status. The first two rows of the table are visible:

Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	Product Type Options	ANSI #	Section	Material	Product Type	Product Description	Grade Performance	Suffix	Status
Pending	Brand ABC	asdfsad	asdfsadf	2.34523e+007			A1111	A	Cast, Forged or Extruded Brass or Bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft
Pending	Brand ABC	asdfsad	asdfsadf	2.34523e+007			A1111	A	Cast, Forged or Extruded Brass or Bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft

**BHMA**  
builders hardware manufacturers association

Search...

Instructions Manual

Home  
Submissions  
Products

**OEM Submission CZDSXZ** Back Submit

**Draft** LAST MODIFIED 4/29/2019

Below is a summary of your drafted submission and associated products. You can make edits by clicking on fields displayed and then clicking the Save button. When you are ready to submit for test lab review, click the Submit button.

ANSI Standard\* A156.1\_Butts and Hinges Test Lab\* Intertek

Performance Test Report Number\* 123 Standard Year\* 2016

Performance Test Report Issue Date\* 3/1/2019

Manufacturer Notes

Products // Viewing 1-12 of 12 + Add New Product

10 20 50 100 / page

Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	Product Type Options	ANSI #	Section	Material	Product Type	Product Description	Grade Performance	Suffix	Status
Pending	Brand XYZ	Brand XYZ	Model ABC	BrandFunctionNumber ABC	asdfasdf		A1111	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft
Pending	Brand XYZ	Brand XYZ	Model ABC	BrandFunctionNumber ABC	asdfasdf		A1111	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft
Pending	Brand XYZ	Brand XYZ	Model ABC	BrandFunctionNumber ABC	asdfasdf		A1111	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft
Pending	Brand XYZ	Brand XYZ	Model ABC	BrandFunctionNumber ABC	asdfasdf		A1111	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft

Contact

- a. The product fields that were not in the Excel file are automatically generated on the web page based on the data provided for that product in the Excel file.
11. Review the data on this page and confirm it is correct.
    - a. If anything is incorrect, click on the field you would like to fix and update the information in that field, and then click “Save.”
    - b. If you forgot to include a product in the spreadsheet, you can click the “+|Add New Product” button to add another product to the submission without re-uploading the spreadsheet.
    - c. If you want to delete a draft submission, navigate to the Submissions page, search for the submission code, and then click “Delete” in the row for that submission (on the far right side of the table).
  12. Once the data is correct and you are ready to submit it for test lab review, click the “√|Submit” button.
    - a. A small window will pop up asking you to confirm your submission. If you want to confirm your submission and send it to the test lab for review, click “Yes.” Otherwise click “No.”
  13. If your submission has been completed and is sent to the test lab for review, the status at the top of the submission summary page will say “Awaiting Test Lab Review” with a date and timestamp of when you submitted it to the test lab.
    - a. You can check back periodically to see the current status of your submission. Users can use the submission code (assigned by the certification portal) to find a previous submission or reference a submission when discussing with a test lab or BHMA staff.
  14. For a submission to be certified, it must be approved by your test lab and BHMA staff. If a submission is rejected by either your test lab or BHMA staff, you will be able to see a rejection note and you will be able to edit and re-submit the submission for review.
    - a. Once a submission is certified, all of the products are considered certified until they expire or are updated through a re-certification submission.

## New Private Label Certification

1. Log in to the certification portal at <https://certification.buildershardware.com> using your username and password.
2. Go to the Submissions page by clicking “Submissions” in the left navigation pane.
3. To create a new submission, click the “+|New” Button in the top right corner of the page.
4. Select “New Certification” from the dropdown and then click “Next.”
5. Select “Private Label” from the dropdown and then click “Next.”
6. Click “Download Submission Form” to download the Microsoft Excel template used to fill in submission and product data.
  - a. Note: always download the latest version of the submission template file. Errors may occur if you use an old version of the Excel spreadsheet.
7. Fill out and save the Excel template. Add private label product information starting in Row 3. Each product should be in a separate row and must reference the certification portal assigned Product Code of the OEM product you are private labeling. Contact your OEM to obtain the OEM Parent Product Code. The following table describes each field in the Excel template:

Field	Submission or Product	Description	Validation	Required?
Brand	Product	The product brand name.	Will accept numbers, letters, and symbols. Must exactly match one the brands you have permission to submit on behalf of. See the template upload pop-up for this list of brands.	Yes
Brand Series	Product	The product’s series name, as defined by the Brand.	Will accept numbers, letters, and symbols.	No
Brand Model	Product	The product model name, as defined by the Brand.	Will accept numbers, letters, and symbols.	Yes
Brand Function Number	Product	The product function number, as defined by the Brand.	Will accept numbers, letters, and symbols.	No
Product Marketing Description	Product	Any relevant marketing language that should be displayed with the product.	Will accept numbers, letters, and symbols.	No
OEM Parent Product Code	Product	The Product Code of the OEM product you are private labeling. The certification portal will display the OEM product’s performance data for any products that are private labels of the OEM product.	1) To be submitted on a private label submission together, all OEM parent products must have the same: <ul style="list-style-type: none"> <li>- ANSI Standard</li> <li>- Standard Year</li> <li>- OEM Manufacturer</li> <li>- Test Lab</li> </ul> 2) All OEM parent products must be certified 3) The Brand name(s) assigned to your private label products must be included in the list of authorized brand names listed in the pop-up modal <ul style="list-style-type: none"> <li>- The same is the case for the brand names associated with the OEM products you are private labeling</li> </ul>	Yes

8. Once you are satisfied with what you entered into the Excel template, save it, and then go back to the BHMA site and click “Choose File,” select the file you were just working on, then click “↑|Upload.”
  - a. If there were any errors flagged from the file you uploaded, the system will provide error messages explaining what you need to fix before re-trying the upload.

- When the upload is successful, the system will navigate you to a new page summarizing the uploaded data and OEM product performance data that will be associated with your private labeled products:

Private Label Submission YD72XP  
A156.11\_Cabinet Locks

Draft LAST MODIFIED 8/8/2019

Below is a summary of your drafted submission and associated products. You can make edits by clicking on fields displayed and then clicking the Save button. When you are ready to submit for test lab review, click the Submit button.

**Manufacturer Notes**

Products // Viewing 1-2 of 2

Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	OEM Parent Product Code	ANSI #	Section	Material	Product Type	Product Function	Grade Performance	Suffix	Status
Pending	Manufacturer ABC-123-456@™	3	3	3	3	FE80XJ	E07062	E	Optional Material	Cabinet Locks	Drawer Lock	Grade 2		Draft
Pending	Manufacturer ABC-123-456@™	1	1	1	1	90171A	E07191	E	Optional Material	Cabinet Locks	Showcase or Sliding Glass Door Lock	Grade 1		Draft

- Review the data on this page and confirm it is correct. Private labelers are not allowed to change performance information; only brand marketing information. Contact your OEM if any performance fields (e.g. Grade Performance) are incorrect.
  - If anything is incorrect, click on the field you would like to fix and update the information in that field, and then click “Save.”
  - If you forgot to include a product in the spreadsheet, you can click the “+ | Add New Product” button to add another product to the submission without re-uploading the spreadsheet.
  - If you want to delete a draft submission, navigate to the Submissions page, search for the submission code, and then click “Delete” in the row for that submission (on the far right side of the table).
- If you need to provide an engineering evaluation report number for the test lab to review, enter it in the “Manufacturer Notes” field (this is optional)
- Once the data is correct and you are ready to submit it for test lab review, click the “✓ | Submit” button.
  - A small window will pop up asking you to confirm your submission. If you want to confirm your submission, click “Yes.” Otherwise click “No.”
- If your submission has been completed and sent to the test lab for review, the status at the top of the submission summary page will say “Awaiting Test Lab Review” with a date and timestamp of when you submitted it to the test lab.
  - You can check back periodically to see the current status of your submission. Users can use the submission code (assigned by the certification portal) to find a previous submission or reference a submission when discussing with a test lab or BHMA staff.
- For a submission to be certified, it must be approved by a test lab and BHMA staff. If a submission is rejected by either the test lab or BHMA staff, you will be able to see a rejection note and you will be able to edit and re-submit the submission for review.
  - Once a submission is certified, all of the products are considered certified until they expire or are updated through a re-certification submission.

## Re-certification

- Log in to the certification portal at <https://certification.buildershardware.com> using your username and password.

2. Go to the Submissions page by clicking “Submissions” in the left navigation pane.
3. To create a new submission, click the “+ | New” Button in the top right corner of the page.
4. Select “Update/Re-certification” from the dropdown and then click “Next.”
5. Select an ANSI standard from the dropdown and then click “Next.”
6. Click “Download” to download the Microsoft Excel template used to fill in submission and product data.
  - a. This download will include every product associated with your organization with a status of Certified. The Excel spreadsheet will display data associated with the already-certified products. You will need to delete any products you are not submitting for re-certification by deleting the entire row in the spreadsheet. Only the products you want to re-certify together should remain in the Excel file.
  - b. You have the option to make any product-level data changes either in:
    - i. The downloaded Excel file (only edit data in columns A-G. Columns H-K are for informational/ filtering purposes only and should not be edited)

OR

- ii. The page that follows once you’ve uploaded the products you want to re-certify
7. See the [New OEM Certification](#) section for more information about allowable values for each field. Once you are satisfied with what you entered into the Excel template, save it, and then go back to the BHMA site and click “Browse,” select the file you were just working on, then click “↑ | Upload.”
  - a. If there were any errors flagged from the file you uploaded, the system will provide error messages explaining what you need to fix before re-trying the upload.
8. When the upload is successful, the system will navigate you to a new page summarizing the uploaded data.

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Re-certification Submission 01NH15  
A156.26\_Continuous Hinges ← | Back ✓ | Submit

Draft LAST MODIFIED 8/7/2019

Below is a summary of your drafted submission and associated products. You can make edits by clicking on fields displayed and then clicking the Save button. When you are ready to submit for test lab review, click the Submit button.

Test Lab\*  Performance Test Report Number\*

Standard Year\*  Performance Test Report Issue Date\*

Manufacturer Notes

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10 20 50 100 / page

Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	Product Type	Options	ANSI #	Section	Material	Product Type	Electrical Modifications	Door Weight	Grade Performance	Hinge Type	Status
UPB8XM	Brand XYZ	0	0	0	0			A8251B	A	Steel	Half Edge Mounted Hinges	Power over Ethernet (PoE)	150 lbs	Grade 1	Barrel	Draft

10 20 50 100 / page

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Re-certification Submission IS17A0 Back Submit

**Draft** LAST MODIFIED 4/30/2019

Below is a summary of your drafted submission and associated products. You can make edits by clicking on fields displayed and then clicking the Save button. When you are ready to submit for test lab review, click the Submit button.

ANSI Standard\*  Please select ANSI Standard... Test Lab\*  Please select Test Lab...

Performance Test Report Number\*  Please enter Performance Test Report Number... Standard Year\*  Please select Standard Year...

Performance Test Report Issue Date\*  Please select Performance Test Report Issue Date...

Manufacturer Notes

Products // Viewing 1-3 of 3 Add New Product

10 20 50 100 / page

Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	Product Type Options	ANSI #	Section	Material	Product Type	Product Description	Grade Performance	Suffix	Status
UMH80S	Brand XYZ	A	BrandModel	DR1-c	Marketing description filed in here		A2111	A	Wrought brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft
K36UHG	Brand XYZ	A	BrandModel	DR1-d	Marketing description filed in here		A2111	A	Wrought brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft
WXY8UI	Brand XYZ	A	BrandModel	DR1-e	Marketing description filed in here		A2111	A	Wrought brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Draft

10 20 50 100 / page

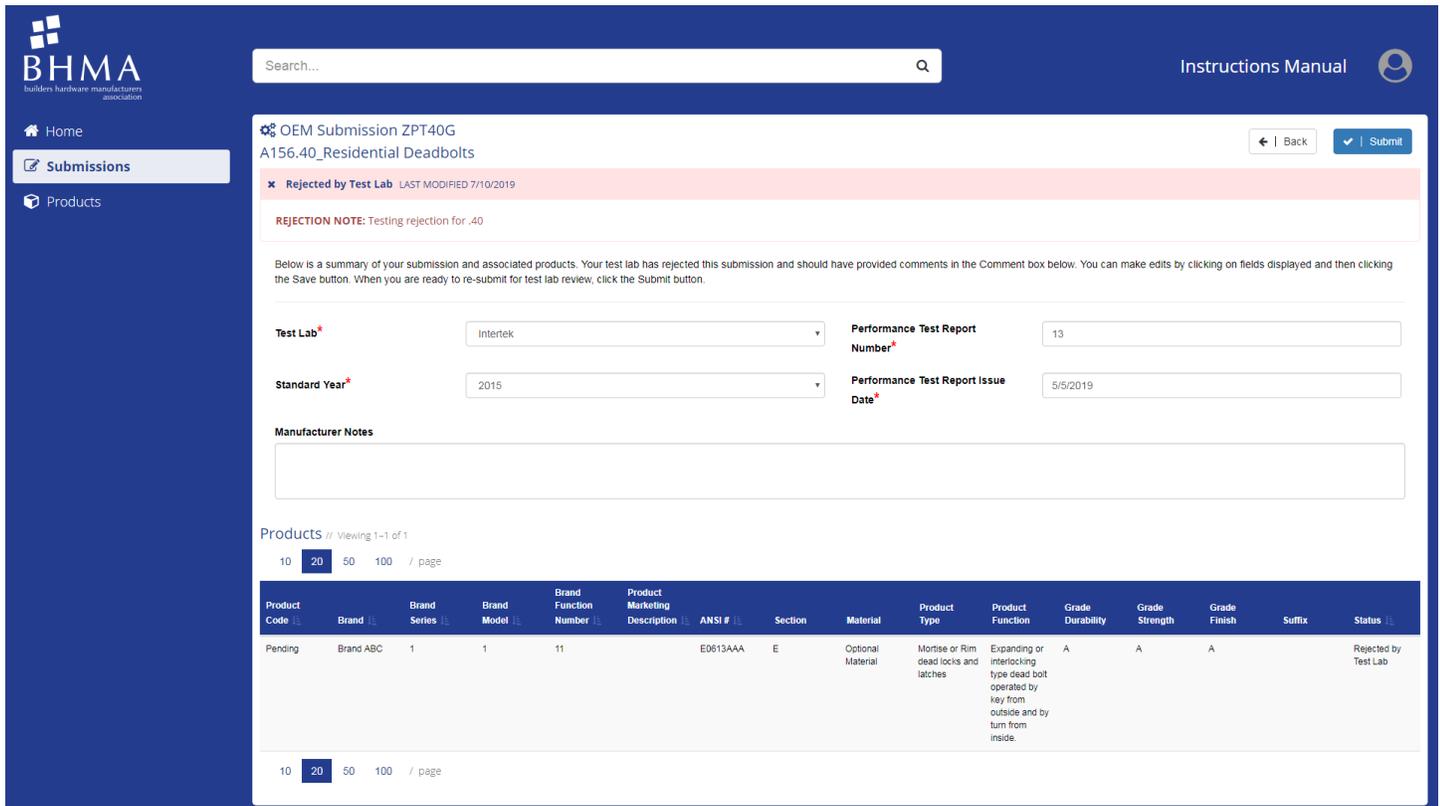
Contact

9. Review the data on this page and confirm it is correct.
  - a. By default, the four submission-level fields at the top of the submission form page will be blank. They must be filled in before the submission can be submitted.
  - b. If anything is incorrect/out-of-date, click on the field you would like to fix and update the information in that field, and then click "Save."
  - c. If you want to delete a draft submission, navigate to the Submissions page, search for the submission code, and then click "Delete" in the row for that submission (on the far right side of the page).
10. If you need to provide an engineering evaluation report number for the test lab to review, enter it in the "Manufacturer Notes" field (optional).
11. Once the data is correct and you are ready to submit it for test lab review, click the "Submit" button.
  - a. A small window will pop up asking you to confirm your submission. If you want to confirm your submission, click "Yes." Otherwise click "No."
12. If your submission has been completed and sent to the test lab for review, the status at the top of the submission summary page will say "Awaiting Test Lab Review" with a date and timestamp of when you submitted it to the test lab.
  - b. You can check the certification portal periodically to see the current status of your submission. Users can use the submission code (assigned by the certification portal) to find a previous submission or reference a submission when discussing with a test lab or BHMA staff.
16. For a submission to be certified, it must be approved by a test lab and BHMA staff. If a submission is rejected by either the test lab or BHMA staff, you will be able to see a rejection note and you will be able to edit and re-submit the submission for review.
  - a. Once a submission is certified, all of the products are considered certified until they expire or are updated through a re-certification submission.

## Rejected Submissions

If there is an issue with any information you provided in a submission, the Test Lab or BHMA Staff user reviewing it will reject it. You may look up a rejected submission, edit the data, and re-submit it for another review by the Test Lab/BHMA Staff. To find the reason for rejection and re-submit a submission, take the following steps:

1. Log in to the certification portal at <https://certification.buildershardware.com> using your username and password.
2. Navigate to the Home page or Submissions page and find the rejected submission. Click on the rejected submission to review the page summarizing the submission. There will be a rejection note at the top of the page explaining the reason for rejection by the Test Lab or BHMA staff.



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OEM Submission ZPT40G  
A156.40\_Residential Deadbolts

Rejected by Test Lab LAST MODIFIED 7/10/2019

**REJECTION NOTE:** Testing rejection for .40

Below is a summary of your submission and associated products. Your test lab has rejected this submission and should have provided comments in the Comment box below. You can make edits by clicking on fields displayed and then clicking the Save button. When you are ready to re-submit for test lab review, click the Submit button.

Test Lab\* Intertek Performance Test Report Number\* 13

Standard Year\* 2015 Performance Test Report Issue Date\* 5/5/2019

Manufacturer Notes

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10 20 50 100 / page

Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	ANSI #	Section	Material	Product Type	Product Function	Grade Durability	Grade Strength	Grade Finish	Suffix	Status
Pending	Brand ABC	1	1	11		E0613AAA	E	Optional Material	Mortise or Rim dead locks and latches	Expanding or interlocking type dead bolt operated by key from outside and by turn from inside.	A	A	A		Rejected by Test Lab

10 20 50 100 / page

### OEM Submission ILLQY1

[← Back](#) [✓ Submit](#)

**✘ Rejected by Test Lab** LAST MODIFIED 4/24/2019

**REJECTION NOTE:** The ANSI number does not match the test report

Below is a summary of your submission and associated products. Your test lab has rejected this submission and should have provided comments in the Comment box below. You can make edits by clicking on fields displayed and then clicking the Save button. When you are ready to re-submit for test lab review, click the Submit button.

<b>ANSI Standard*</b>	<input type="text" value="A156.1_Butts and Hinges"/>	<b>Test Lab*</b>	<input type="text" value="Intertek"/>
<b>Performance Test Report Number*</b>	<input type="text" value="Test1234"/>	<b>Standard Year*</b>	<input type="text" value="2013"/>
<b>Performance Test Report Issue Date*</b>	<input type="text" value="4/23/2019"/>		
<b>Manufacturer Notes</b>	<input type="text"/>		

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[+ Add New Product](#)

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Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	Product Type Options	ANSI #	Section	Material	Product Type	Product Description	Grade Performance	Suffix	Status
Pending	Brand ABC	ABCE	ABCE	12345.0			A1111	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Rejected by Test Lab
Pending	Brand ABC	ABCD	ABCD	12345.0			A1111	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Rejected by Test Lab
Pending	Brand ABC	ABCF	ABCF	12345.0			A1111	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Rejected by Test Lab

3. Click on any field to edit/ change the data in the submission and then click “Save.”
4. Once the data is correct and you are ready to submit it for another test lab review, click the “✓|Submit” button.
  - a. A small window will pop up asking you to confirm your submission. If you want to confirm your submission, click “Yes.” Otherwise click “No.”
5. The submission will follow the same review process outlined in previous sections.

# Test Lab User Instructions

## Reviewing Submissions

1. Log in to the certification portal at <https://certification.buildershardware.com> using your username and password.
2. Find submissions to review either on the Home page or go to the Submissions page by clicking “Submissions” in the left navigation pane.
3. Either search in the search bar for the submission code of the submission you would like to review, or filter by Status to find submissions that are “Awaiting Test Lab Review.” Click on the submission you would like to review.
4. The system will take you to a page that summarizes all of the data associated with the submission. The page will display the submission type and which manufacturer user submitted it.

The screenshot shows the BHMA certification portal interface. The top navigation bar includes the BHMA logo, a search bar, and links for 'Instructions Manual' and a user profile. The left sidebar contains 'Home', 'Submissions', and 'Products'. The main content area displays details for 'OEM Submission 4ODI67 A156.1\_Butts and Hinges', which is currently 'Awaiting Test Lab Review'. It includes fields for 'Test Lab' (Intertek), 'Standard Year' (2016), 'Performance Test Report Number' (1234), and 'Performance Test Report Issue Date' (7/8/2019). Below this is a 'Manufacturer Notes' section. A 'Products' table is shown, listing three items with columns for Product Code, Brand, Series, Model, Function Number, Marketing Description, Product Type Options, ANSI #, Section, Material, Product Type, Product Description, Grade Performance, Suffix, and Status.

Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	Product Type Options	ANSI #	Section	Material	Product Type	Product Description	Grade Performance	Suffix	Status
Pending	Brand XYZ	s	s	s	s	s	A8111T	A	Wrought Steel, Forged Steel, Cast Steel or Malleable Iron	Full Mortise Hinges	Anti-friction Bearing	Grade 1	Triple Weight	Awaiting Test Lab Review
Pending	Brand XYZ	s	s	s	s	s	A5111	A	Stainless Steel, 300 Series	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Awaiting Test Lab Review
Pending	Brand XYZ	s	s	s	s	s	A1112	A	Cast, Forged or Extruded Brass or Bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 2		Awaiting Test Lab Review

5. Review all submission data and product data to confirm that it meets BHMA program requirements.
  - a. If any data is incorrect, you must reject the submission by clicking the “Reject” button, type out an explanation for the rejection, and click “Submit.” This will be communicated back to the manufacturer so they can resolve the issue(s). Test Lab users are not able to edit any submission or product data directly; only a manufacturer can edit the data.
6. Once you have verified that all data is correct, click “Approve.”
  - a. A small window will pop up asking you to confirm your approval. If you want to confirm your approval, click “Yes.” Otherwise click “No.”
7. If the submission has been approved by the test lab and sent to BHMA staff for review, the status at the top of the submission summary page will say “Awaiting BHMA Staff Review” with a date and timestamp of when the test lab approved it.
  - a. Similarly, if the submission has been rejected by the test lab, The status at the top of the submission summary page will say “Rejected by Test Lab” with a date and timestamp.

## Test Lab Reviewing Guidance

The information below is provided for guidance only. If there is a conflict between this guidance and the BHMA Operational Manual or any program-specific requirements, those other materials take precedence.

### *OEM Submissions and Re-certification Submissions*

- At minimum, all products on the submission must be documented on the same performance test report referenced in the submission.
- Confirm that the manufacturer entered the correct test report number and date.
- Confirm that the Brand Series, Brand Model, and/or Brand Function Number matches what is documented in the test report.
- Confirm that the ANSI # matches what is documented in the test report.

### *Private Label Submissions*

- At minimum, products that are submitted as private labels should have some documentation as being equivalent to the OEM product. To find more information about the OEM product, go to the Products page and search for the OEM Parent Product Code that is referenced in the private label submission.

# BHMA Staff User Instructions

## Managing Users

The certification portal system “borrows” user information and credentials from the Impexium AMS. If manufacturers or test labs have questions or issues with user accounts, you can resolve them within the Impexium AMS.

## Reviewing Submissions

1. Log in to the certification portal at <https://certification.buildershardware.com> using your username and password.
2. Find submissions to review either on the Home page or go to the Submissions page by clicking “Submissions” in the left navigation pane.
3. Either search in the search bar for the submission code of the submission you would like to review, or filter by Status to find submissions that are “Awaiting BHMA Staff Review.” Click on the submission you would like to review.
4. The system will take you to a page that summarizes all of the data associated with the submission. The page will display the submission type and which manufacturer user submitted it.

The screenshot displays the BHMA certification portal interface. On the left is a dark blue navigation sidebar with the BHMA logo and menu items: Home, Submissions, Products, and Management. The main content area has a dark blue header with a search bar, 'Instructions Manual' link, and a user profile icon. Below the header, the submission details are shown: 'OEM Submission DG61OH' with a description 'A156.29\_Exit Locks, Exit Alarms, Alarms for Exit Devices'. A status bar indicates 'Awaiting BHMA Staff Review' and 'LAST MODIFIED 7/3/2019'. Action buttons for 'Back', 'Reject', and 'Approve' are visible. A summary text explains the submission and provides instructions for approval or rejection. Below this, form fields are provided for 'Test Lab' (Intertek), 'Performance Test Report Number' (abd123), 'Standard Year' (2017), and 'Performance Test Report Issue Date' (7/1/2019). A 'Manufacturer Notes' section contains the text 'WOW'. A 'Products' section shows a table with one entry: 'Pending' status, 'Brand XYZ', 'sseries', 'mmmodel', 'ffunction', 'mmmarket', 'E0411', 'E', 'Optional material', 'Exit Alarms and Exit Locks', 'Exit only. No outside operation.', 'Grade 1', and 'Awaiting BHMA Staff Review'. The table includes column headers for Product Code, Brand, Brand Series, Brand Model, Brand Function Number, Product Marketing Description, ANSI #, Section, Material, Product Type, Product Function, Grade Performance, and Status. Pagination controls are present at the bottom of the products table.

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**OEM Submission G3O4FU** [Back] [Reject] [Approve]

Awaiting BHMA Staff Review LAST MODIFIED 4/18/2019 Submitted by: Wonder Woman | WonderWoman@mailinator.com

Below is a summary of the submission and associated products awaiting your approval or rejection. It was submitted by the manufacturer and approved by the test lab. Please review the submission and product data and then either click the Approve or Reject button. If any fields have incorrect information, you should reject the submission, and provide an explanation for the rejection in the comment box.

ANSI Standard: A156.1\_Butts and Hinges Test Lab: Intertek

Performance Test Report Number: Test123 Standard Year: 2016

Performance Test Report Issue Date: 4/12/2019

Manufacturer Notes:

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Product Code	Brand	Brand Series	Brand Model	Brand Function Number	Product Marketing Description	Product Type Options	ANSI #	Section	Material	Product Type	Product Description	Grade	Performance	Suffix	Status
Pending	Brand ABC	D	D	D	D		A111P	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Detention Hinges	Awaiting BHMA Staff Review
Pending	Brand ABC	C	C	C	C		A111R	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Raised Barrel	Awaiting BHMA Staff Review
Pending	Brand ABC	A	A	A	A		A111R	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Raised Barrel	Awaiting BHMA Staff Review
Pending	Brand ABC	G	G	G	G		A111R	A	Cast, forged or extruded brass or bronze	Full Mortise Hinges	Anti-friction Bearing	Grade 1		Raised Barrel	Awaiting BHMA Staff Review

5. Review all submission data and product data to confirm that it meets BHMA program requirements.
  - a. If any data is incorrect, you must reject the submission by clicking the “Reject” button and providing an explanation for the rejection. This will be communicated back to the manufacturer so they can resolve the issue(s). BHMA Staff users are not able to edit any submission or product data directly; only a manufacturer can edit the data.
6. Once you have verified that all data is correct, click “Approve.”
  - a. A small window will pop up asking you to confirm your approval. If you want to confirm your approval, click “Yes.” Otherwise click “No.”
7. If the submission has been approved, the submission and all products in the submission are now considered certified and the status at the top of the submission summary page will say “Certified” with a date and timestamp of when you approved it.
  - a. Similarly, if the submission has been rejected by the test lab, the status at the top of the submission summary page will say “Rejected by BHMA Staff” with a date and timestamp.

### BHMA Staff Reviewing Guidance

The information below is provided for guidance only. If there is a conflict between this guidance and the BHMA Operational Manual or any program-specific requirements, those other materials take precedence.

#### OEM Submissions and Re-certification Submissions

- At minimum, confirm that the manufacturer has paid all appropriate fees to have active listings in the certified products directory.

#### Private Label Submissions

- At minimum, confirm that the OEM and private label manufacturers have paid all appropriate fees to have active listings in the certified products directory.

## Adding Standard Years

As standards revised and published, BHMA staff are able to update the upload spreadsheet validation to include a new year of the standard. The current system does not allow for any field or validation adjustments beyond the standard year. To add a new standard year, take the following steps:

1. Log in to the certification portal at <https://certification.buildershardware.com> using your username and password.
2. Find a list of all the standards and years by clicking “Management” in the left navigation pane.
3. Click on the standard you want to add a new year to. This will take you to a page listing all of the available years for the standard.
4. Click “=|New” and type in the year of the standard you want to add.
5. Confirm you have the correct year and then click “Submit”
  - a. ***Note: There is no way to delete a standard year. Be sure you have entered the correct information before submitting.***

## Appendix A: Upload Spreadsheet Guidance

Each BHMA standard defines a different set of products, and BHMA has designed its Certified Products Database to store relevant information for each standard. As a result, the upload spreadsheet used to add product information to the database has a slightly different format for each standard.

### Universal Fields

There are universal fields that apply to upload spreadsheets for all standards; and there are standard-specific performance fields for each standard. The highlighted fields in the image below are universal to all upload spreadsheets, and the following table explains how to fill in each field:

	A	B	C	D	E	F
1	<b>Submission Information</b>					
2	<b>ANSIStandard</b>	<b>StandardYear</b>	<b>TestLab</b>	<b>PerformanceTestReportNumber</b>	<b>PerformanceTestReportIssueDate</b>	<b>Manufacturer Comment</b>
3						
4						
5						
6						
7						
8						
9						
10	<b>Product Information</b>					
11	<b>Brand</b>	<b>BrandSeries</b>	<b>BrandModel</b>	<b>BrandFunctionNumber</b>	<b>ProductMarketingDescription</b>	<b>ANSINumber</b>
12						
13						
14						

Field	Submission or Product	Description	Validation	Required?
ANSI Standard	Submission	BHMA standard to which you are certifying products (e.g. A156.1_Butts and Hinges).	Select from dropdown only.	Yes
Standard Year	Submission	Publish year of the standard to which you are certifying products.	Select from dropdown only.	Yes
Test Lab	Submission	Name of the test lab that conducted testing for your products.	Select from dropdown only (Intertek or UL).	Yes
Performance Test Report Number	Submission	Name/ number of the test report that documents the products you will include in the submission.	Will accept numbers, letters, and symbols.	Yes
Performance Test Report Issue Date	Submission	Date the test report was issued.	Enter date as XX/XX/XXXX.	Yes
Manufacturer Comment	Submission	Can use for internal tracking or other purposes.	Will accept numbers, letters, and symbols.	No
Brand	Product	Product brand name.	Will accept numbers, letters, and symbols. Must exactly match one the brands you have permission to submit on behalf of in the member database. See the submission upload window for this list of brands.	Yes
Brand Series	Product	Product series name, as defined by the Brand.	Will accept numbers, letters, and symbols.	No
Brand Model	Product	Product model name, as defined by the Brand.	Will accept numbers, letters, and symbols.	Yes
Brand Function Number	Product	Product function number, as defined by the Brand.	Will accept numbers, letters, and symbols.	No
Product Marketing Description	Product	Any relevant marketing language that should be displayed with the product.	Will accept numbers, letters, and symbols.	No

The following sections detail the performance-specific fields for each standard’s Excel spreadsheet template:

### A156.1 Butts and Hinges

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Numbering System” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. A1111).	Yes
Product Type Options	Product	An optional field.	Will accept numbers, letters, and symbols.	No

### A156.2 Bored & Preassembled Locks and Latches

Field	Submission or Product	Description	Validation	Required?
Product Function Number	Product	Alphanumeric code representing a product’s function as defined in the standard.	Will only accept alphanumeric combinations valid for the standard (e.g. F26). If there is no function, enter “N/A”	Yes
Grade	Product	Grade as defined in the standard.	Select from dropdown only.	Yes
Meets A156.41	Product	Designates whether the product also meets A156.41.	Select from dropdown only.	Yes

### A156.3 Exit Devices

Field	Submission or Product	Description	Validation	Required?
<b>Product Type</b>	Product	Alphanumeric string representing a product’s type as defined in the standard.	Select from dropdown only.	Yes*
Product Function Number	Product	Number representing a product’s function as defined in the standard.	Select from dropdown only.	Yes*
Grade	Product	Grade as defined in the standard.	Select from dropdown only.	Yes
Meets A156.41	Product	Designates whether the product also meets A156.41.	Select from dropdown only.	Yes

\* Spreadsheet upload validation for A156.3 will require both a product type and a product function.

### A156.4 Door Controls – Closers

Field(s)	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. C07312).	Yes
<b>PT4A, PT4C, PT4D, PT4E, PT4F, PT4G, PT4H, PT4J, PT8A, PT8B, PT8C, PT8D, PT8E, PT8F,</b>	Product	Use each column to indicate whether the product in that row has the additional product type option as delineated in the standard.	Will only accept X or blank entry.	No

<b>PT8G, PT8J, PT8K, PT8L, PT8M</b>				
---	--	--	--	--

### A156.5 Cylinders and Input Devices for Locks

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. E09231).	Yes
<b>Suffix</b>	Product	Suffix as defined in the standard.	Will accept numbers, letters, and symbols (e.g. AL).	No

### A156.8 Door Controls – Overhead Stops & Holders

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Numbering System” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. C02511).	Yes

### A156.9 Cabinet Hardware

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Numbering System” in the standard). Note: For products using the “0” material designation, use the Product Marketing Description field to indicate the base material (e.g. plastic).	Will only accept alphanumeric combinations valid for the standard (e.g. B02131).	Yes

### A156.11 Cabinet Locks

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Numbering System” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. E07112LC).	Yes

### A156.12 Interconnected Locks & Latches

Field	Submission or Product	Description	Validation	Required?
Product Function Number	Product	Alphanumeric code representing a product’s function as defined in the standard.	Will only accept alphanumeric combinations valid for the standard (e.g. F102).	Yes

Grade	Product	Grade as defined in the standard.	Select from dropdown only.	Yes
Meets A156.41	Product	Designates whether the product also meets A156.41.	Select from dropdown only.	Yes

### A156.13 Mortise Locks

Field	Submission or Product	Description	Validation	Required?
Product Function	Product	Alphanumeric code representing a product's function as defined in the standard (e.g. F26).	Select from dropdown only.	Yes
Grade Operational	Product	Grade as defined in the standard (1, 2, or 3).	Select from dropdown only.	Yes
Grade Security	Product	Grade as defined in the standard (1, 2, or 3).	Select from dropdown only.	Yes
Meets A156.41	Product	Designates whether the product also meets A156.41.	Select from dropdown only.	Yes

### A156.14 Sliding and Folding Hardware

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see "Explanation of Identifying Type Numbers" in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. D0213-200).	Yes

### A156.15 Release Devices – Closer Holder, Electromagnetic and Electromechanical

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see "Explanation of Identifying Numbers" in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. C00311).	Yes
Product Type Options	Product	An optional field.	Will accept numbers, letters, and symbols (e.g. D).	No

### A156.16 Auxiliary Hardware

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see "Explanation of Identifying Numbers" in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. BE41243).	Yes

### A156.17 Self Closing Hinges & Pivots

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see "Explanation of Type Numbers" in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. K91081F).	Yes

## A156.19 Power Assist & Low Energy Power Operated Doors

There are no performance fields specific to A156.19.

## A156.21 Thresholds

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Numbering System” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. J34170-HD).	Yes

## A156.22 Door Gasketing and Edge Seal Systems

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of the Numbering System” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. ROY164).	Yes
Grade	Product	Grade as defined in the standard.	Select from dropdown only.	No

## A156.23 Electromagnetic Locks

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. ROY164).	Yes
Holding Force Rating	Product	See standard.	Will accept only 3-4 digit numbers greater than or equal to 500, in increments of 500 (e.g. 1500).	No
Optional Energy Consumption	Product	See standard.	Will accept numbers, letters, and symbols. Must be less than 6 characters (e.g. EC7)	No

## A156.24 Delayed Egress Locks

Field	Submission or Product	Description	Validation	Required?
Meets A156.41	Product	Designates whether the product also meets A156.41.	Select from dropdown only.	Yes

## A156.25 Electrified Locking Devices

Field	Submission or Product	Description	Validation	Required?
Environmental Type	Product	Letter representing a product’s type as defined in the standard (e.g. F).	Select from dropdown only.	Yes
Voltage Type	Product	Voltage type as defined in the standard (1, 2, or 3).	Select from dropdown only.	Yes

Mechanical Standard Function Grade	Product	Mechanical product standard number, as defined in the standard (e.g. A156.13 F05 G1).	Will accept numbers, letters, and symbols. Must be less than 20 characters.	Yes
E01, E02, E03, E04, E05, E06, E07, E08, E09, E10	Product	Use each column to indicate whether the product in that row has the additional specialized electrical function option as delineated in the standard.	Will only accept X or blank entry.	No

### A156.26 Continuous Hinges

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Numbering System” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. A13021B).	Yes
Product Type Options	Product	An optional field.	Will accept numbers, letters, and symbols. Must be less than 200 characters.	No

### A156.29 Exit Locks, Exit Alarms, Alarms for Exit Devices

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Type Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. E0411).	Yes

### A156.30 High Security Cylinders

Field	Submission or Product	Description	Validation	Required?
Security Field	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers for Security Levels” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. M1ACAE).	Yes
ANSI Number from A156.5	Product	An optional field.	Will accept numbers, letters, and symbols. Must be less than 20 characters.	No
ANSI Number from A156.25	Product	An optional field.	Will accept numbers, letters, and symbols. Must be less than 20 characters.	No

### A156.31 Electric Strikes and Frame Mounted Actuators

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. E09311P25).	Yes

### A156.32 Integrated Door Opening Assemblies

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g.Q3421).	Yes
Meets A156.41	Product	Designates whether the product also meets A156.41.	Select from dropdown only.	Yes

### A156.33 Battery Locks

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. EB2OBA0080012).	Yes

### A156.35 Power Supplies for Electronic Access Control

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. ELE1B).	Yes

### A156.36 Auxiliary Locks

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. E26113D).	Yes
Meets A156.41	Product	Designates whether the product also meets A156.41.	Select from dropdown only.	Yes

### A156.37 Multipoint Locks

Field	Submission or Product	Description	Validation	Required?
Grade	Product	Grade as defined in the standard.	Select from dropdown only.	Yes
Meets A156.41	Product	Designates whether the product also meets A156.41.	Select from dropdown only.	Yes

### A156.38 Low Energy Power Operated Sliding and Folding Doors

There are no performance fields specific to A156.38.

### A156.39 Residential Locksets and Latches

Field	Submission or Product	Description	Validation	Required?
Product Function	Product	Alphanumeric code representing a product’s function as defined in the standard.	Will only accept alphanumeric combinations valid for the standard (e.g. F82A).	Yes

Grade Durability	Product	Grade durability as defined in the standard.	Allowable entries are A, B, or C.	Yes
Grade Strength	Product	Grade strength as defined in the standard.	Allowable entries are A, B, or C.	Yes
Grade Finish	Product	Grade finish as defined in the standard.	Allowable entries are A, B, or C.	Yes
Suffix	Product	Suffix as defined in the standard.	Only allowable entry is D.	No

#### A156.40 Residential Deadbolts

Field	Submission or Product	Description	Validation	Required?
ANSI Number	Product	Alphanumeric code that defines a product and its function, as defined in the BHMA ANSI standard (see “Explanation of Identifying Numbers” in the standard).	Will only accept alphanumeric combinations valid for the standard (e.g. E0606AAAD).	Yes