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Overview

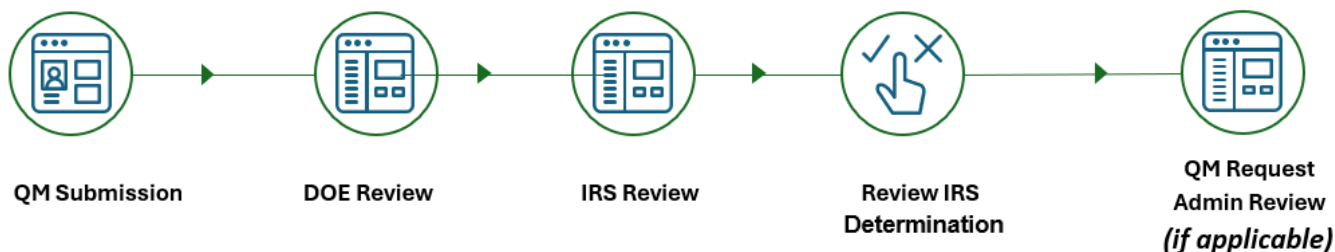
The Department of Energy's (DOE) Office of Manufacturing and Energy Supply Chains (MESC) collaborated with the Internal Revenue Service (IRS) to develop a Qualified Manufacturer (QM) portal for the submission of compliance reports for the 30D New Clean Vehicle Credit Program. DOE is supporting the IRS in conducting an upfront review to ensure the vehicles are eligible for the § 30D credit.

30D Portal features include:

- * Review compliance report details
- * Download file attachments
- * Receive automated notifications

30D Compliance Report Review Process

The illustration below displays an overview of the Compliance Report review process for the 30D New Clean Vehicle Credit Program.

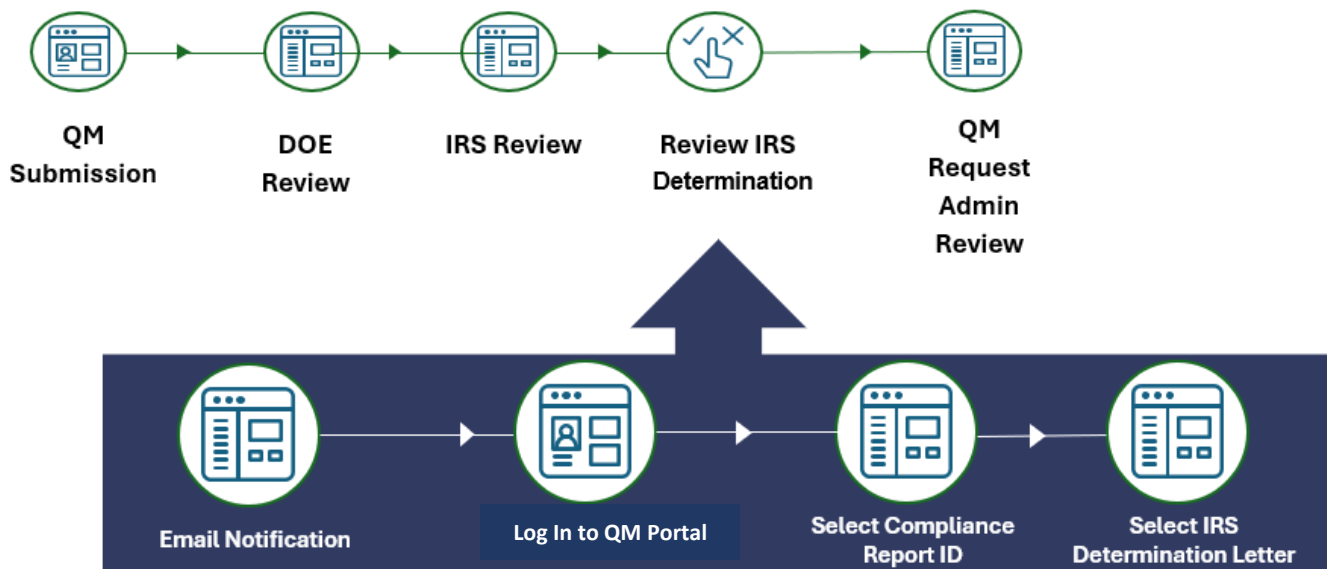


Compliance Report Review Process



30D Portal - How to Review IRS Determination

The figure below displays the additional steps required to review an IRS Determination

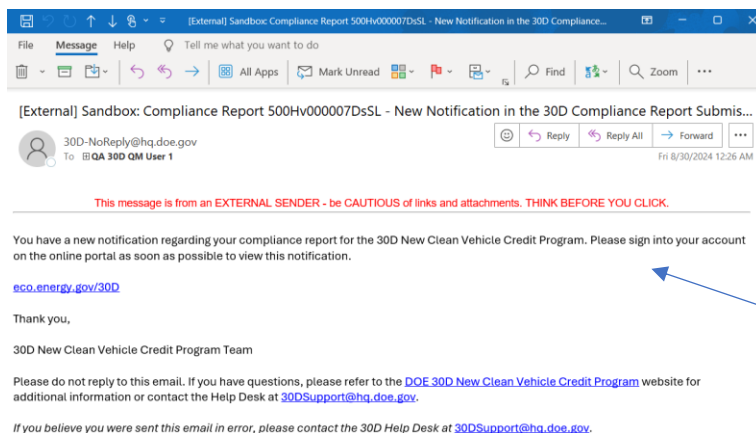


Reviewing an IRS Determination

Receive Email Notification

You will receive a generic email from 30d-noreply@hq.doe.gov stating an update has been made to your **compliance report (A)**

Once you receive said email, please visit the 30D Portal at eco.energy.gov/30D to log in



Email Regarding Compliance Report Update



ID.me Registration Tips

1. Your ID.me account is your digital identity. You can only have one identity, so you can only have one ID.me account.
2. Your ID.me account is portable and moves with you across the internet. You may have already created an ID.me account at another government agency or private organization. Log in with that same email and password for 30D.
3. **If you have an ID.me account, make sure you add the email address you used for your EITS Kiteworks account to your ID.me account.** Once it is added, make it the primary email address on your account.
4. **If you do not have an ID.me account, you will be able to create one the first time you attempt to access the new 30D Portal.** When you create your ID.me account, make sure you use the email address you used for your EITS Kiteworks account.



Create an ID.me account

 If you already have an ID.me account, do not create a new one. [Sign in to your existing account.](#)

* Indicates a required field

Email *

Password *

Confirm Password *

☐ Remember me
For your security, select only on your devices.

☐ I accept the ID.me [Terms of Service](#) and [Privacy Policy](#) *

Create account

ID.me Registration Tips



Log In to Portal

Navigate to **30D Portal Home page**: eco.energy.gov/30D

Select **Log in** from top-right corner of the navigation bar (A) or select **Log in** from the **button** on the **banner** (B)

You will be directed to the **OneID hub**

Click the green **Sign in with ID.me** button (C)

A pop-up will appear prompting you to Sign In with **ID.me** (D)

Already have ID.me account

If you already have an ID.me account, enter your email and password. Select Sign in (E)

Do not have ID.me account

Select Create an account with ID.me (F) and provide required information

Once you have created your ID.me account, return to the 30D Portal Home page:

eco.energy.gov/30D

Repeat steps A – D above

ID.me will redirect you to the **30D Compliance Report Submission Portal** (G)

For additional information on ID.me, visit [Department of Energy and ID.me](#), [contact ID.me support](#), or check out ID.me's support resources at help.id.me, including:

- [Who is ID.me?](#)
- [How ID.me protects my information](#)
- [Why should I trust ID.me?](#)

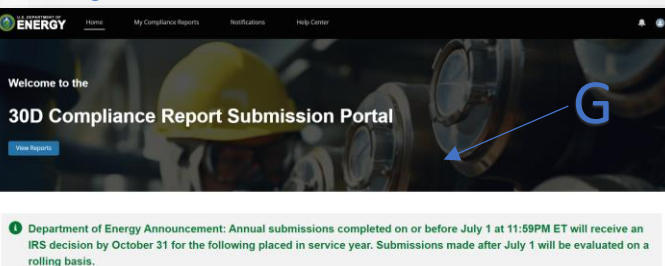
30D Compliance Report Submission Portal

Sign on with an existing account

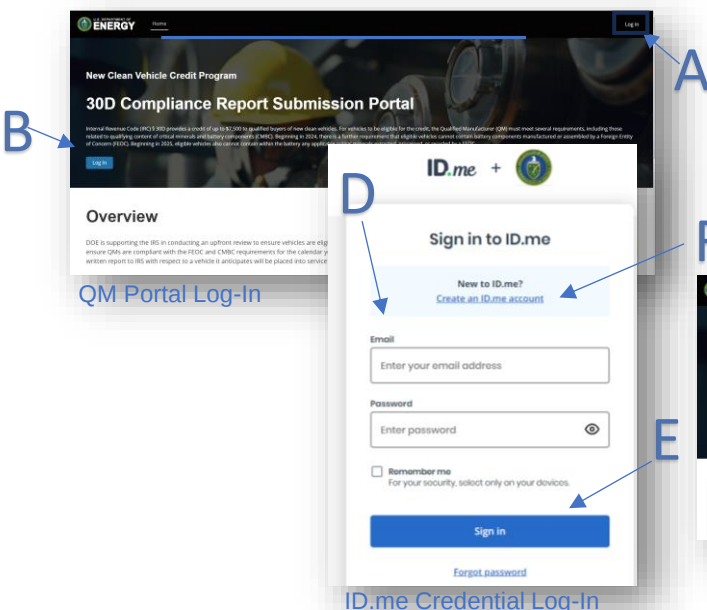
Sign in with ID.me

This is a Department of Energy (DOE) computer system. DOE computer systems are provided for the processing of official U.S. Government information only. All data contained within DOE computer systems is owned by the DOE, and may be audited, intercepted, recorded, read, copied, or captured in any manner and disclosed in any manner, by authorized personnel. THERE IS NO RIGHT OF PRIVACY IN THIS SYSTEM. System personnel may disclose any potential evidence of crime found on DOE computer systems to appropriate authorities. USE OF THIS SYSTEM BY ANY USER, AUTHORIZED OR UNAUTHORIZED, CONSTITUTES CONSENT TO THIS AUDITING, INTERCEPTION, RECORDING, READING, COPYING, CAPTURING, AND DISCLOSURE OF COMPUTER ACTIVITY.

Sign in with ID.me



QM Portal Homepage



ID.me Credential Log-In



Select Compliance Report ID

Once you log in:

Navigate to the **My Compliance Reports Page (A)**

Select a **Compliance Report (B)** that is listed as *IRS Determination Made (C)*

The screenshot shows the 'My Compliance Reports' page. At the top, there is a navigation bar with 'My Compliance Reports' highlighted (A). Below the navigation bar, there is a header section with 'CU//SP-TAX' and 'OMB Control Numbers: 1545-2137 1545-2311'. The main section is titled 'My Compliance Reports' and contains a table of reports. The table has columns: 'Compliance Report ID', 'Anticipated Service Year', 'Submission Date', 'Report Status', and 'Date Created'. The first row is highlighted (B) and its 'Report Status' is 'IRS Determination Made' (C).

Compliance Report ID	Anticipated Service Year	Submission Date	Report Status	Date Created
500hv000007nccqAC	2026	8/23/2024, 12:00 PM	IRS Determination Made	8/26/2024, 7:14 AM
500hv000007nqYHIA0	2025	6/27/2024, 12:13 PM	IRS Determination Made	8/26/2024, 7:09 AM
500hv000007DsSLIA0	2025	7/30/2024, 12:00 PM	Suspense	8/7/2024, 12:54 PM
500hv000007nqW0IAI	2025	8/6/2024, 12:00 PM	IRS Determination Made	8/6/2024, 1:51 PM
500hv000006pVH4IAM	2025	6/4/2024, 12:22 PM	IRS Determination Made	8/4/2024, 10:02 PM
500hv000006pVDHIA2	2026	8/1/2024, 12:00 PM	IRS Determination Made	8/4/2024, 9:01 PM

Compliance Report List

Select IRS Final Determination Letter

Scroll down to the **Files** section of the *Compliance Report*:

Locate the IRS Final Determination Letter (A)

Click the arrow to the far right of the IRS Final Determination Letter (B)

Select Download (C)

Open the document to review the IRS Final Determination Letter (D)

The screenshot shows the 'Files (5)' section of a Compliance Report. It contains a table of files. The first row is highlighted (A) and its 'Last Modified' date is '8/26/2024, 7:23 AM'. The 'Download' button (C) is visible next to the highlighted file. The 'View Details' button (B) is also visible. The 'Download' button is highlighted (D).

Title	Owner	Last Modified	Size
Testing File Upload ABC123	Test User 30D DOE Reviewer	8/27/2024, 2:25 PM	69KB
Testing File Upload ABC	QM1 Submitter 1	8/26/2024, 9:41 AM	69KB
IRS-created Final Determination Letter	Test User 30D IRS Examiner	8/26/2024, 7:23 AM	19KB
Annual FEOC and CMBC Review Data Sheet TEMPLAT...	Sydney Kuykendall	8/26/2024, 7:15 AM	49KB
Annual FEOC and CMBC Compliance Report TEMPLA...	Sydney Kuykendall	8/26/2024, 7:15 AM	63KB

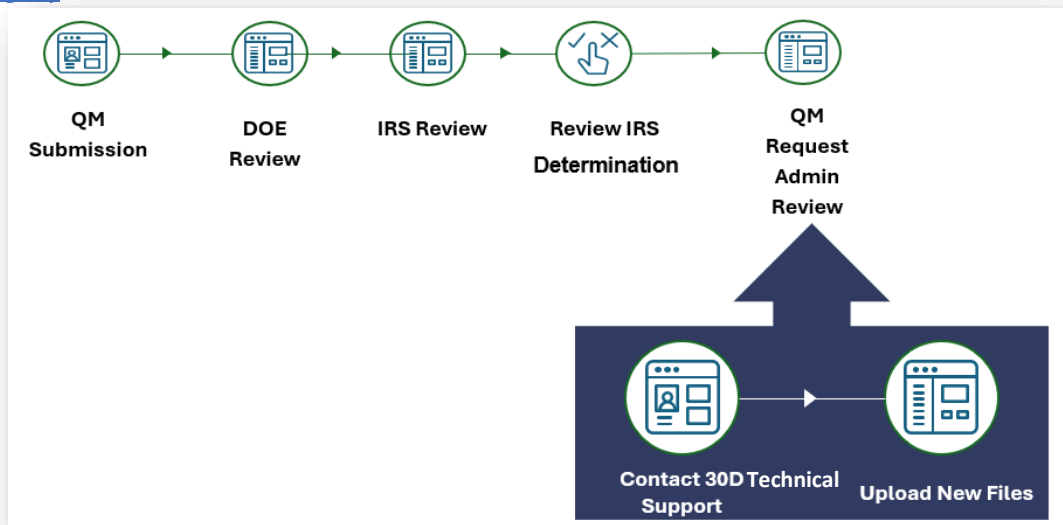
This letter is created by IRS.

Your final determination is **Partially Approved**.



30D Portal - How to Request Administrative Review

The figure below displays the additional steps to request an Administrative (Admin) Review, if desired. For more information about admin review and required timelines, please see [RP-2024-26 \(irs.gov\)](#)



Requesting Administrative Review

Contact 30D Technical Support

After completing the steps in the previous slide:

You can request an admin review by emailing 30D Technical Support at 30DTechnicalSupport@hq.doe.gov (A)

Ensure to notate **“Request for Admin Review [Compliance Report ID]”** in the Subject Line of your email, **replacing [Compliance Report ID] with the compliance report in question (B)**

Include necessary details about the compliance report and the determination received (**as seen below**) (C):

1. Compliance Report ID
2. Date of Compliance Report
3. Determination Received
4. Reason for Admin Review

To: 30D Technical Support (A)

Cc:

Subject: Request for Admin Review [Compliance Report ID] (B)

Dear 30D Technical Support,

I am writing to request an administrative review of a compliance [report](#) and the decision received.

Please find the details below for your reference:

1. Compliance Report ID: [Insert the Compliance Report ID]
2. Date of Compliance Report: [Insert the date of the compliance report]
3. Decision Received: [Insert the decision received from the report]
4. Reason for Admin Review: [Explain briefly why you are requesting the review (e.g., clarification on the decision, discrepancy noticed, etc.)]

We appreciate your attention to this matter and look forward to your response.

Best regards,
[Your Full Name]
[Your Position/Title]
[Your Department/Organization]
[Contact Information] (C)

DO NOT attach
updated files to the
email.

Upload New Files

DOE will respond to your request via email, informing you that you have been given access to upload files in the 30D Portal

Once you receive the email confirmation, log in to the portal and access the desired Compliance Report:

Navigate to the Files section of the Compliance Report *(as directed in the “Select IRS Final Determination Letter” of this guide)* (A)
Add Files section will be visible enabling you to select the **Upload Files** button to add additional files (B)

Once a file has been uploaded, a popup window will appear verifying that the file has be added to the report (C)

Files (5)

Title	Owner	Last Modified	Size	
Testing File Upload ABC123	Test User 30D DOE Reviewer	8/27/2024, 2:25 PM	69KB	
Testing File Upload ABC	QM1 Submitter 1	8/26/2024, 9:41 AM	69KB	
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Annual FEOC and CMBC Compliance Report TEMPLA...	Sydney Kuykendall	8/26/2024, 7:15 AM	63KB	

Please upload your file(s) below. File upload is restricted to 5 MB per file.

Add Files

Upload Files

Or drop files

Upload New Files

Upload Files

DOC

19 KB

1 of 1 file uploaded

Done

File Upload Verification