

# 30D Compliance Report Submission Portal User Guide for Qualified Manufacturers

## Purpose:

The Department of Energy's (DOE) Office of Manufacturing and Energy Supply Chains (MESC) collaborated with the Internal Revenue Service (IRS) to develop a **30D Compliance Report Submission Portal**, abbreviated 30D Portal. Qualified Manufacturers (QMs) will use the 30D Portal to submit compliance reports and view IRS determinations.

## Overview:

The 30D Portal offers QMs a secure platform to provide the required information under Internal Revenue Code 30D for DOE and IRS to assess whether their vehicles are eligible for the 30D credit.

30D Portal allows the QM to:

- Submit new compliance reports
- Respond to Inquiries from DOE
- View IRS Final Determination
- Submit a Request for Administrative Review

This user guide will provide a deep dive into the compliance report submission process for QMs and explain with step-by-step instructions how to achieve their main goals and navigate the new interface.

## Learning Objectives:

### ACTION:

Master the key functionalities of the 30D Portal, enabling streamlined execution of the new submission process.

### ACCESS:

Gain a comprehensive understanding of the underlying principles and best practices associated with the new interface, empowering you to effectively utilize its features.

### PRACTICE:

Utilize the 30D Portal to submit new compliance reports and respond to inquiries.

## Table of Contents:

<u>30D Compliance Report Upfront Review Process</u> .....	3
<u>Compliance Report Submission Overview</u> .....	4
<u>How to Submit a Compliance Report</u> .....	4
<u>Log In to 30D Portal (Action 1)</u> .....	5
<u>Create a Compliance Report (Action 2)</u> .....	7
<u>Add New Battery (Action 3)</u> .....	9
<u>Inquiry Overview</u> .....	15
<u>How to Respond to an Inquiry</u> .....	15
<u>Receive Email Notification and Log In to 30D Portal (Action 4)</u> .....	16
<u>Locate Open Inquiry and View Due Date (Action 5)</u> .....	17
<u>Respond to the Open Inquiry, including attachments (Action 6)</u> .....	19
<u>IRS Determination Notice Overview</u> .....	23
<u>How to Review IRS Determination Notice</u> .....	23
<u>Receive Email Notification (Action 7)</u> .....	24
<u>Select Compliance Report ID (Action 8)</u> .....	25
<u>Locate IRS Determination Notice (Action 9)</u> .....	26
<u>Administrative Review Process Overview</u> .....	27
<u>How to Request Admin Review</u> .....	27
<u>Contact 30D Technical Support (Action 10)</u> .....	28
<u>Upload New Files (Action 11)</u> .....	29
<u>Resources</u> .....	30
<u>ID.me Registration Tips</u> .....	31

## 30D Compliance Report Upfront Review Process:

The following steps outline the 30D Compliance Report Review Process:

1. Compliance Report Submission
2. DOE Review
3. IRS Review
4. IRS Determination Notice
5. Administrative (Admin) Review, if applicable

This guide will focus on the three parts of the process: Compliance Report Submission, IRS Determination Notice, and Admin Review (if applicable).



## Compliance Report Submission Overview:

Compliance reports for vehicles placed in service for the following calendar year must be submitted by 11:59PM ET on July 1 to be issued an IRS Determination Notice by October 31. Compliance reports submitted thereafter will be reviewed on a rolling basis.

## How to Submit Compliance Report:

The following steps outline the 30D Portal Compliance Report Submission process:

1. Log In to 30D Portal
2. Create a Compliance Report
3. Add New Battery



# Part I – Compliance Report Submission

## Log In to 30D Portal (Action 1)

1. Click [here](#) to navigate to the **30D Portal** homepage.

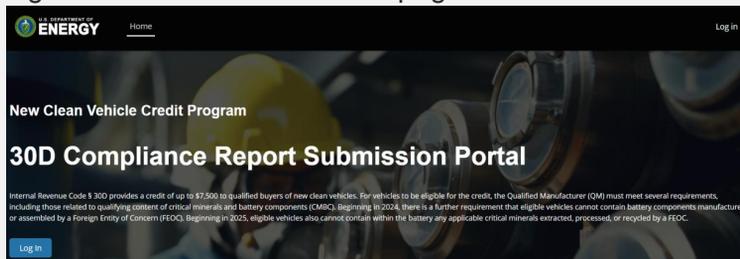


Figure 1. 30D Portal homepage

2. Select **Log in** from top-right corner of the navigation bar or select **Log in** on the banner.

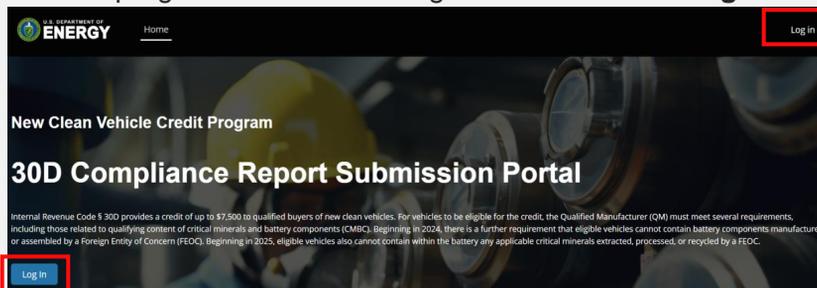


Figure 2. Log In buttons

3. You will be directed to the **OneID hub**. Click the green **Sign in with ID.me** button.

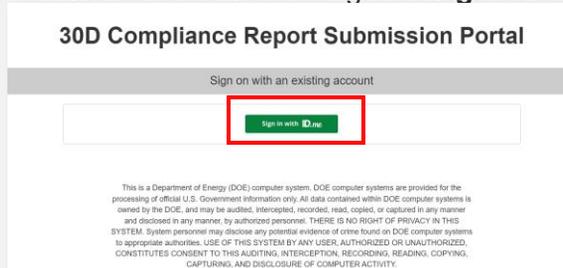


Figure 3. ID.me sign in

4. A new window will appear prompting you to Sign In with **ID.me**.

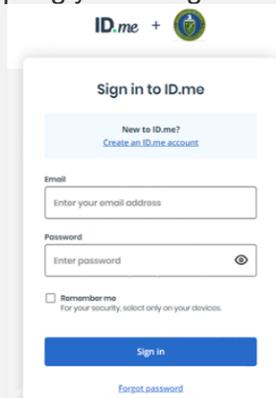
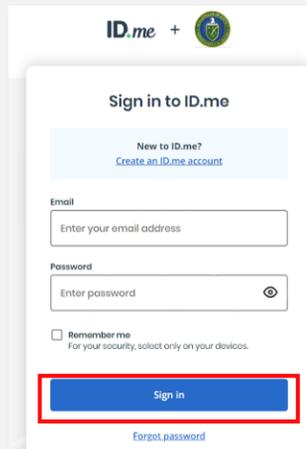


Figure 4. ID.me sign in

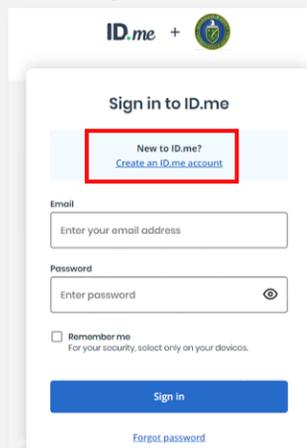
- If you already **have an ID.me account**, enter your email and password and select **Sign In**.



The screenshot shows the ID.me sign-in interface. At the top, it says 'ID.me + [Energy Logo]'. Below that is the title 'Sign in to ID.me'. A light blue box contains the text 'New to ID.me?' and a link 'Create an ID.me account'. There are two input fields: 'Email' with the placeholder 'Enter your email address' and 'Password' with the placeholder 'Enter password' and an eye icon. Below the password field is a checkbox for 'Remember me' with the text 'For your security, select only on your devices.' At the bottom, a blue 'Sign in' button is highlighted with a red rectangle. A link 'Forgot password' is located below the button.

Figure 5. ID.me email and password

- If you do not have an ID.me account, select **Create an ID.me account** and provide required information.



The screenshot shows the ID.me sign-in interface. At the top, it says 'ID.me + [Energy Logo]'. Below that is the title 'Sign in to ID.me'. A light blue box contains the text 'New to ID.me?' and a link 'Create an ID.me account', which is highlighted with a red rectangle. There are two input fields: 'Email' with the placeholder 'Enter your email address' and 'Password' with the placeholder 'Enter password' and an eye icon. Below the password field is a checkbox for 'Remember me' with the text 'For your security, select only on your devices.' At the bottom, a blue 'Sign in' button is visible. A link 'Forgot password' is located below the button.

Figure 6. Create an ID.me account

- Once you have created your ID.me account, click [here](#) to return to the 30D Portal homepage. Repeat steps 1 – 5 above. Once you have successfully logged in, **ID.me** will redirect you to the **30D Compliance Report Submission Portal** homepage.

Note: 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.

If you need more assistance, please see our [Resources](#) and [ID.me Registration Tips](#) page.

## Create a Compliance Report (Action 2)

1. After logging into the 30D Portal, select the **My Compliance Reports** tab in the toolbar.

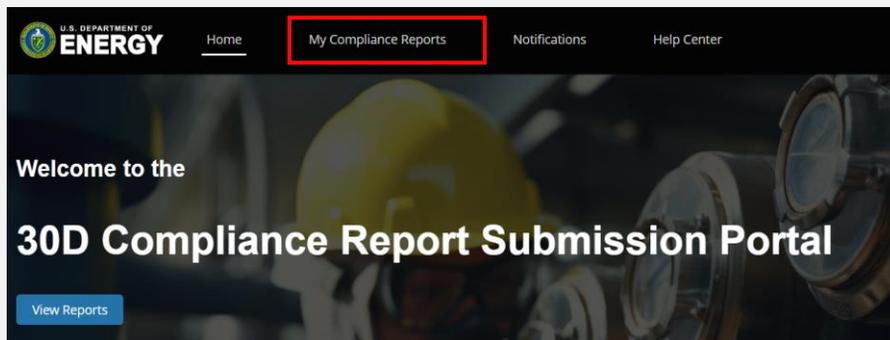


Figure 7. My Compliance Reports tab

2. Select **Create a Report**.

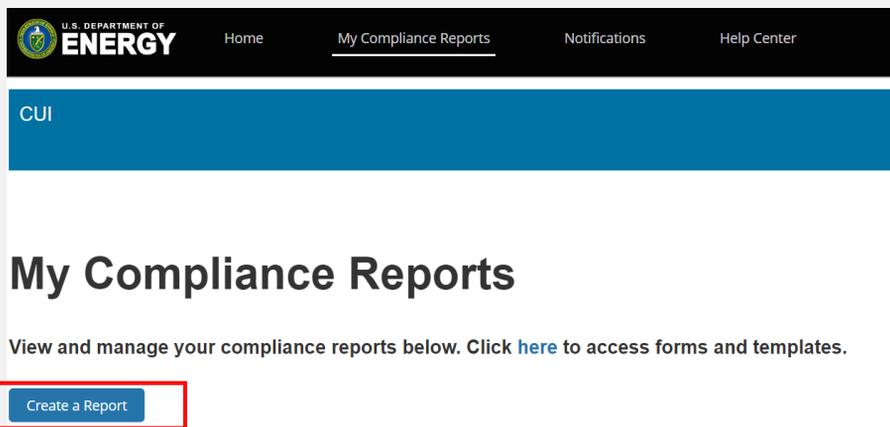


Figure 8. Create a Report button

3. A pop-up will appear titled New Compliance Report. Select **the drop-down arrow** under the **Anticipated Service Year** and select the appropriate year (calendar year the vehicles will be placed in service).

New Compliance Report

---

\* Anticipated Service Year

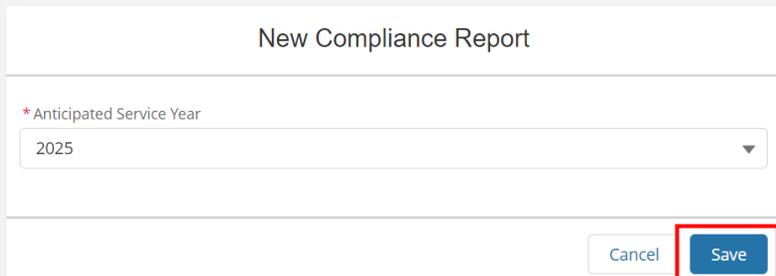
Select an Option ▼

Complete this field.

Cancel
Save

Figure 9. Anticipated Service Year drop-down

4. Select **Save**.



New Compliance Report

\* Anticipated Service Year

2025

Cancel Save

Figure 10. Save button

5. Scroll down the Compliance Report Instructions page and select **New Battery**.

Each row in the Batteries table will represent the number of FEOC compliant batteries from each product line proposed to be added to the compliant battery ledger. Batteries must be separated by Cell Manufacturing Facility Name, Nominal Anode Chemistry, Nominal Cathode Chemistry, Form Factor, and Battery Cells per Pack. Every battery line item must have a supporting Data Sheet even if the supporting Data Sheet is shared by multiple rows.



Batteries (0) New Battery

Files (0)

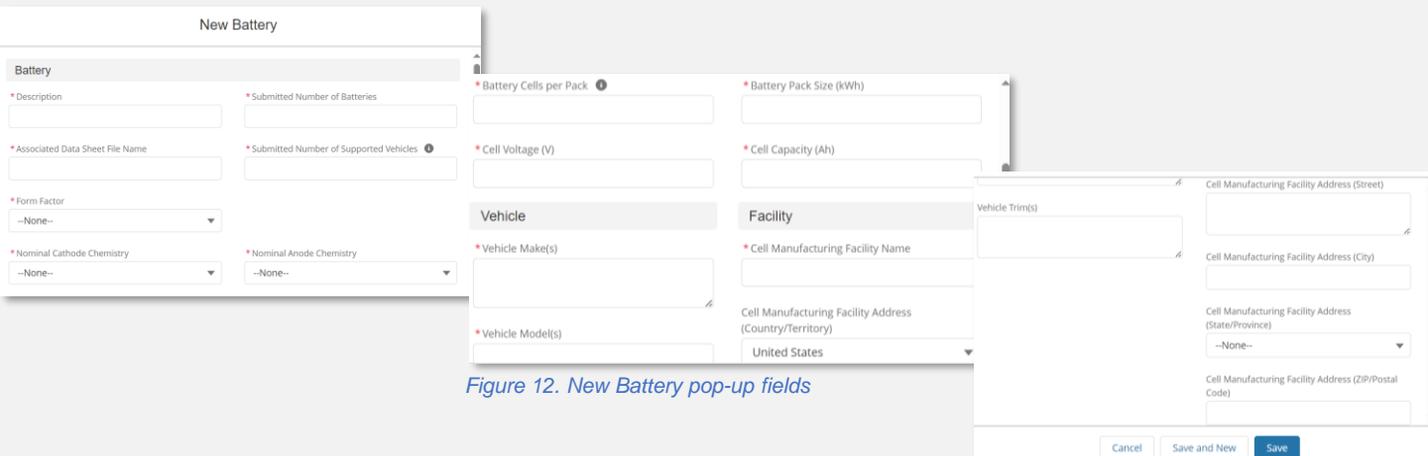
Title	Modified	Owner	Size
-------	----------	-------	------

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

Figure 11. New Battery button

## Add New Battery (Action 3)

1. After selecting the **New Battery** button, a pop-up will appear on screen. Remember that all fields with an asterisk are mandatory.

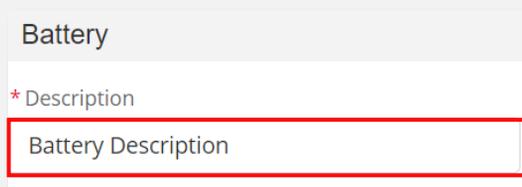


The screenshot shows a 'New Battery' pop-up window with several sections:

- Battery Section:** Includes fields for Description, Submitted Number of Batteries, Associated Data Sheet File Name, Submitted Number of Supported Vehicles, Form Factor (dropdown), Nominal Cathode Chemistry, and Nominal Anode Chemistry.
- Vehicle Section:** Includes fields for Vehicle Make(s) and Vehicle Model(s).
- Facility Section:** Includes fields for Cell Manufacturing Facility Name, Cell Manufacturing Facility Address (Country/Territory), and Cell Manufacturing Facility Address (Street, City, State/Province, ZIP/Postal Code).
- Other Fields:** Battery Cells per Pack, Battery Pack Size (kWh), Cell Voltage (V), and Cell Capacity (Ah).

Figure 12. New Battery pop-up fields

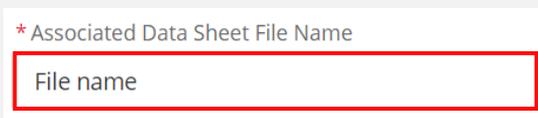
2. Begin, under **Description**, by typing the description of the associated battery.



The image shows a close-up of the 'Description' field. The text 'Battery Description' is entered in the input box, which is highlighted with a red border.

Figure 13. Battery Description field

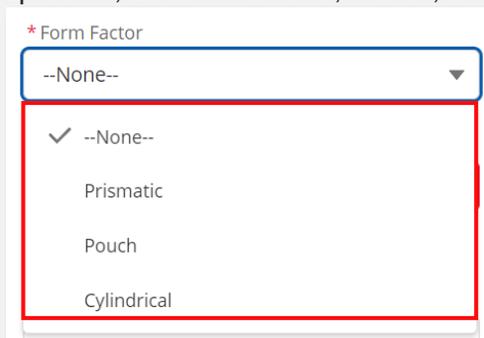
3. Under the **Associated Data Sheet File Name**, type in the file name. These files will be uploaded in step 20 of this action (Action 3).



The image shows a close-up of the 'Associated Data Sheet File Name' field. The text 'File name' is entered in the input box, which is highlighted with a red border.

Figure 14. Associated Data Sheet File Name field

4. From the **Form Factor** drop-down, select Prismatic, Pouch, or Cylindrical.



The image shows a close-up of the 'Form Factor' drop-down menu. The options are: --None-- (selected with a checkmark), Prismatic, Pouch, and Cylindrical. The entire menu is highlighted with a red border.

Figure 15. Form Factor drop-down

- For the **Nominal Cathode Chemistry**, click the drop-down and select the correct ratio. If not found, select Other and fill in the **Nominal Cathode Chemistry Description** field with the correct chemistry ratio.

Figure 16. Nominal Cathode Chemistry drop-down

- Type in the number of **Battery Cells per Pack**.

Figure 17. Battery Cells per Pack text box

- Fill in the **Cell Voltage (V)** information.

Figure 18. Cell Voltage text box

- Scroll back to the top of the pop-up and fill in the **Submitted Number of Batteries**.

Figure 19. Submitted Number of Batteries text box

- Fill in the **Submitted Number of Supported Vehicles**.

Figure 20. Submitted Number of Supported Vehicles text box

Note: The submitted number of supported vehicles must be less than or equal to the submitted number of batteries.

10. For the **Nominal Anode Chemistry**, click the drop-down and select the correct ratio. If not found, select Other and fill in the **Nominal Anode Chemistry Description** field with the correct chemistry ratio.

Figure 21. Nominal Anode Chemistry drop-down

11. Fill in the **Battery Pack Size (kWh)** field.

Figure 22. Battery Pack Size text box

12. Type in the **Cell Capacity (Ah)** information.

Figure 23. Cell Capacity text box

13. Now that the Battery section is complete, fill in the descriptions under the Vehicle section: **Vehicle Make(s)**, **Vehicle Model(s)**, and **Vehicle Trim(s)**.

14. Now that the Vehicle section is complete, fill out the Facility section to the right. Type in the **Cell Manufacturing Facility Name**.

Figure 25. Cell Manufacturing Facility Name text box

15. Type in the **Cell Manufacturing Facility Address** or the **Facility Geolocation**. Type in the Cell Manufacturing Address country/territory, street, city, state/province, and zip/postal code.

Figure 26. Address text boxes

16. Or under **Facility Geolocation**, type in the Latitude and Longitude of the Manufacturing Facility.

Figure 27. Geolocation text boxes

17. Once complete, select **Save** to create your New Battery entry. Select **Save and New** to create another Battery entry.

Figure 28. Save button

18. Once saved, you will be able to review the information that was just entered for your Battery record. Here you can **Edit Battery** or **Delete** the battery. **Repeat the previous steps in Action 3 (steps 1-18) for each battery product line.**

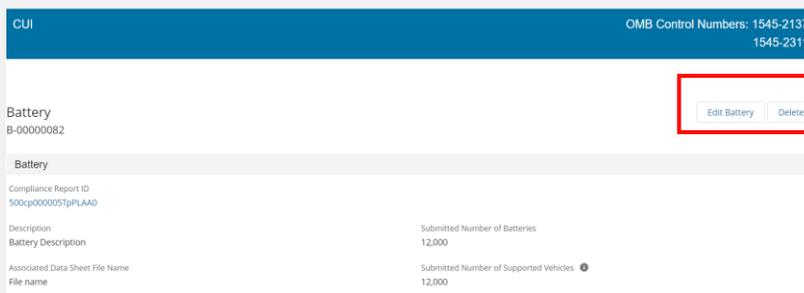


Figure 29. Edit Battery and Delete buttons

19. Click on the **Compliance Report ID** hyperlink.

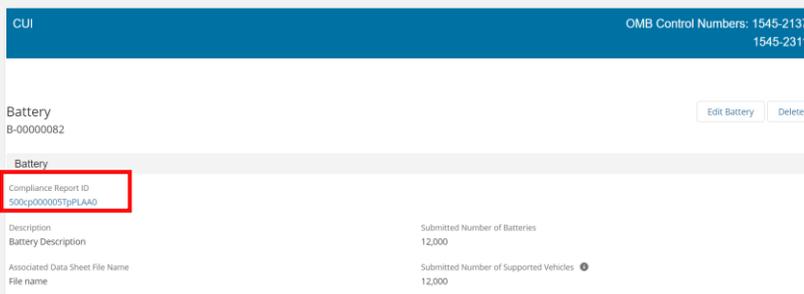


Figure 30. Compliance Report ID hyperlink

20. **Scroll down** to the Files section and select **Upload Files**. A pop-up will appear allowing you to select files. You need to upload the written compliance report and the associated data sheets for each battery.

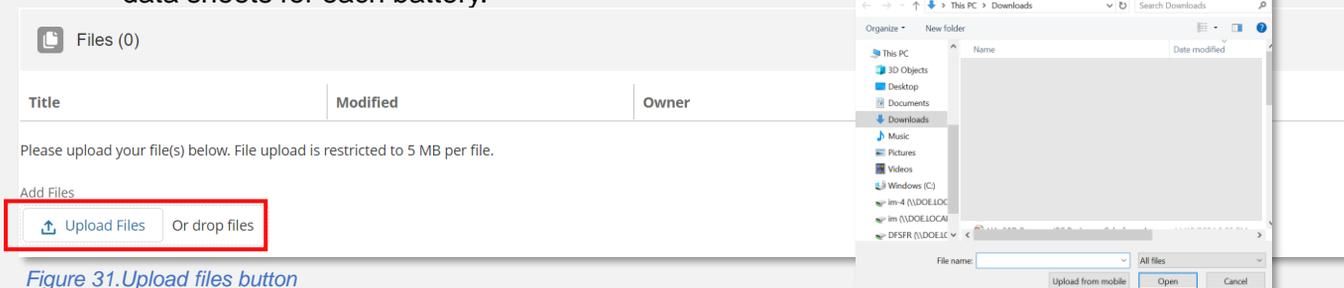


Figure 31. Upload files button

21. After you upload, a pop-up will show that the file has been successfully uploaded. Select **Done**. Repeat the previous steps in Action 3 (steps 20 & 21) for each document you wish to attach to your compliance report submission.

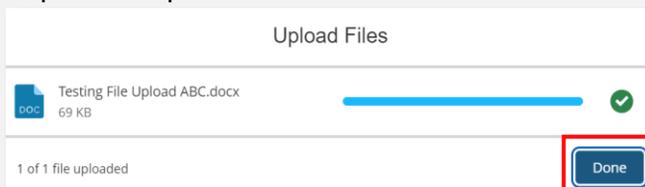


Figure 32. Done Button

22. **Scroll down** the Compliance Report to the Finished Everything? section, below files.

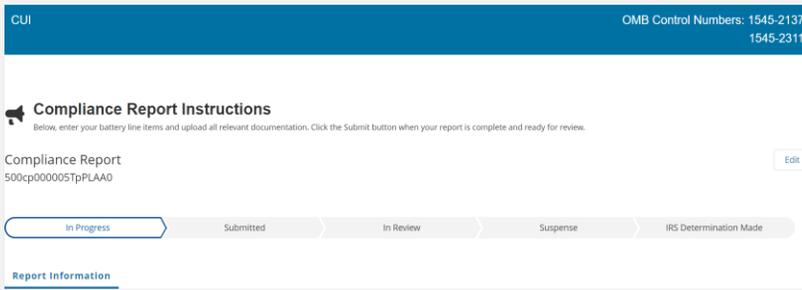


Figure 33. Compliance Report page

23. Click **Submit**.

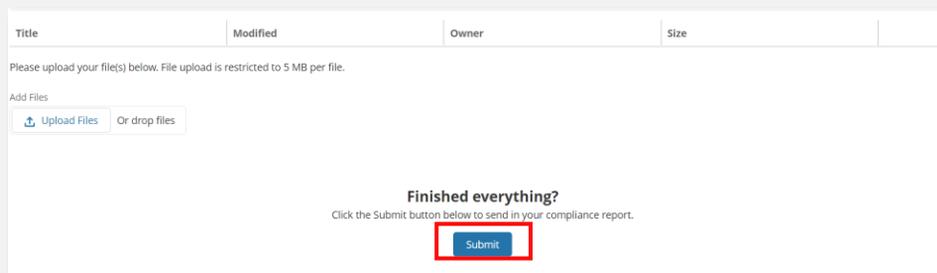


Figure 34. Submit button

24. The Submit Compliance Report pop-up will ask if you're ready to submit the report. Click **Confirm**. If you select Cancel, you will be taken back to the Compliance Report page.

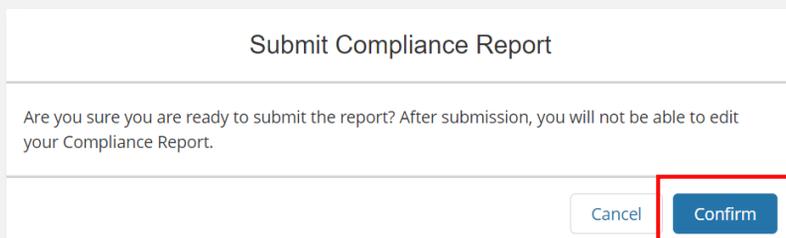


Figure 35. Confirm button

25. Now, if you scroll up to the top of the Compliance Report, the status bar will move to **Submitted**, showing that the Compliance Report has been successfully submitted.

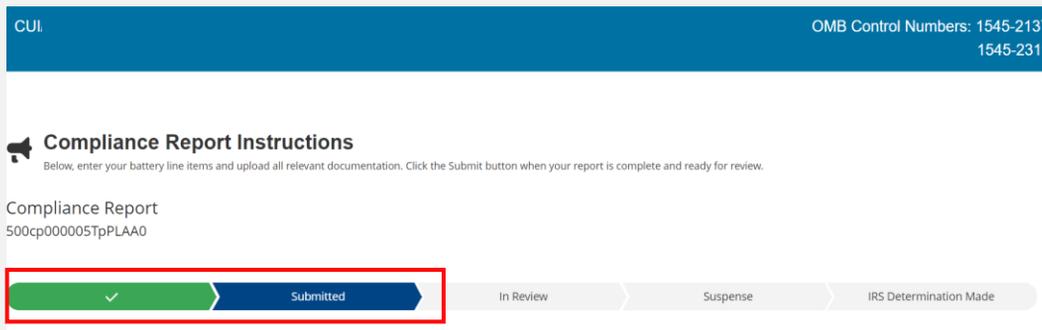


Figure 36. Status bar in submitted stage

## Inquiry Overview:

During the review of your submitted Compliance Report(s), DOE may request additional information. After selecting the Compliance Report ID hyperlink, navigate to the Inquiry tab to view inquiries related to your report.

## How to Respond to an Inquiry:

The following steps outline how to respond to an Inquiry from DOE:

1. Receive Email Notification and Log In to the 30D Portal
2. Locate Open Inquiry and View Due Date
3. Respond to the Open Inquiry, including file attachments (if applicable)



## Part II – How to Respond to an Inquiry

### Receive Email Notification and Log In to the 30D Portal (Action 4)

1. You will receive an email from [30d-noreply@hq.doe.gov](mailto:30d-noreply@hq.doe.gov) stating that an update has been made to your compliance report.

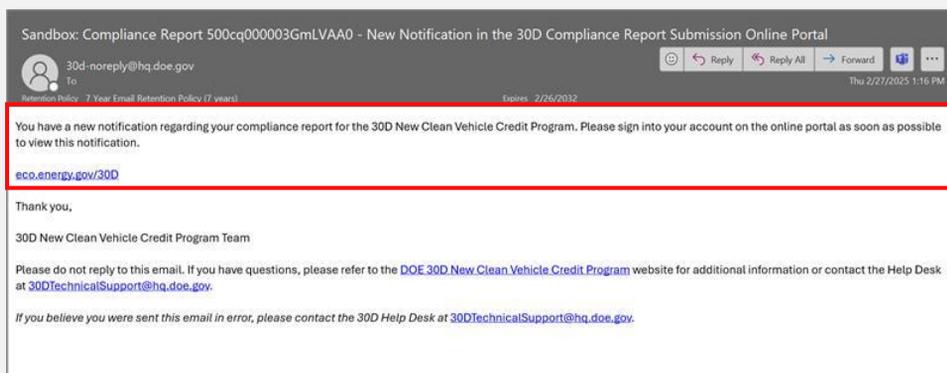


Figure 37. Email notification

2. Once you receive the abovementioned email, please click [here](#) to visit the 30D Portal to log in (see Action 1 for detailed instructions on how to log in).

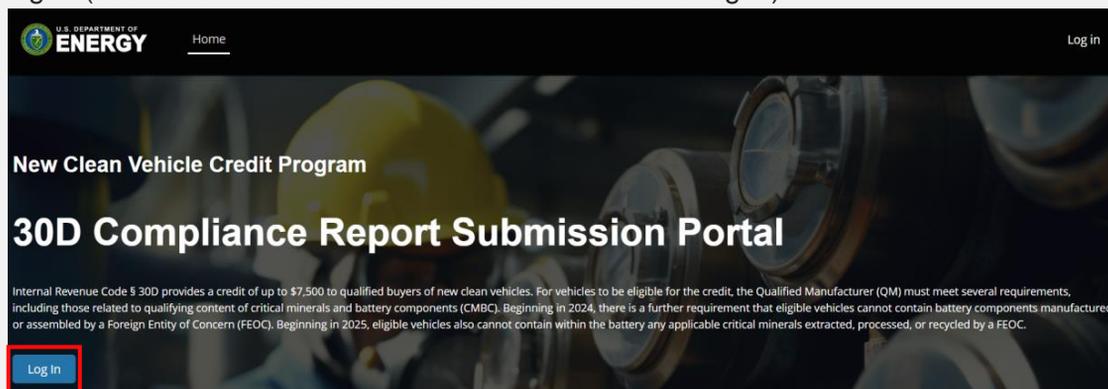


Figure 38. 30D Compliance Report Submission Portal

## Locate Open Inquiry and View Due Date (Action 5)

- Once you log in successfully, navigate to the **Notification Bell**.

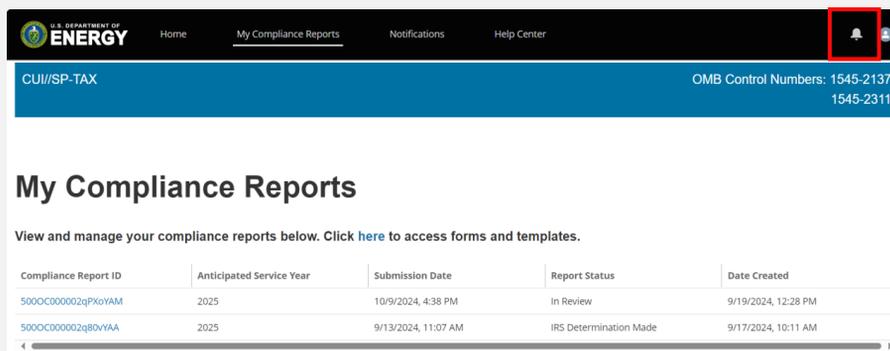


Figure 39. Notification bell

- Select a **Compliance Report New Notification**.

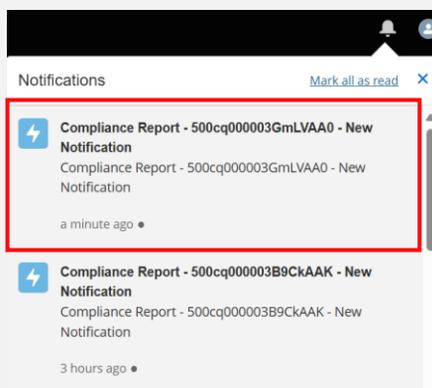


Figure 40. Compliance Report New Notification

- Read the **Compliance Report New Notification** and find the **Response Due Date**. Please respond to the Inquiry by the provided date in this notification.

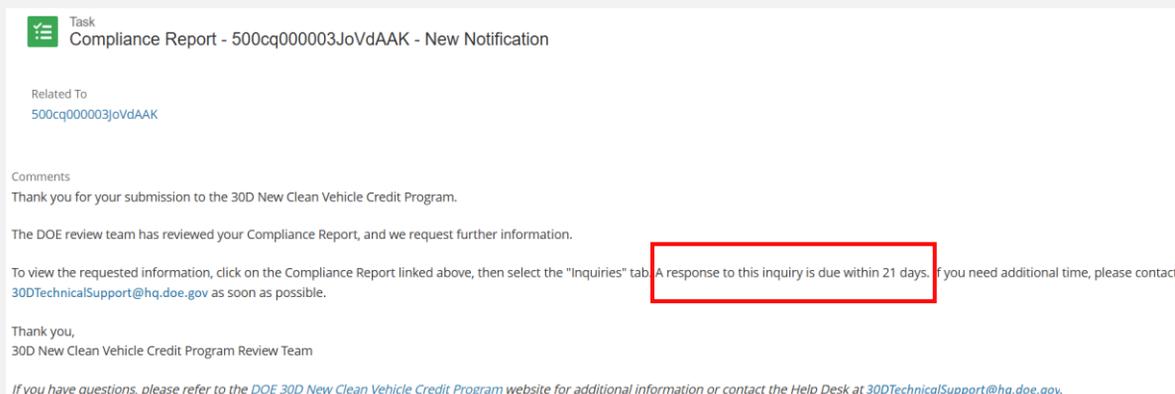
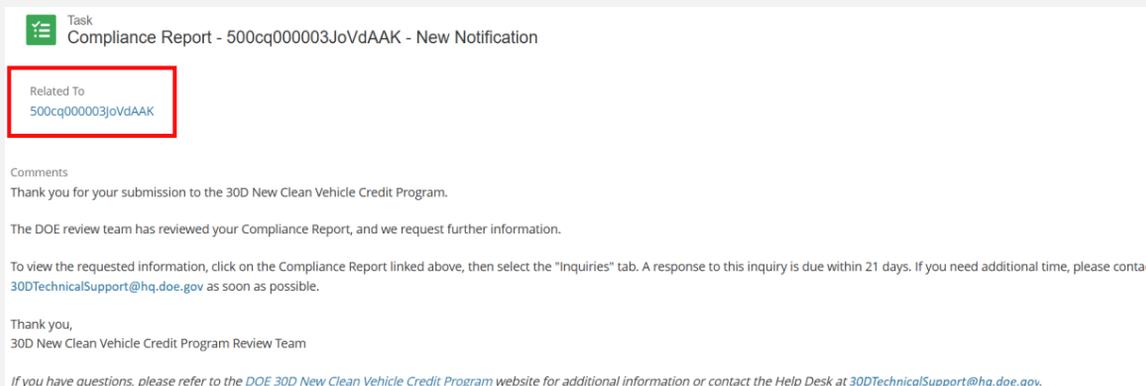


Figure 41. Response Due Date

- Click on the **Compliance Report ID** hyperlink in the Related To field.



**Task**  
Compliance Report - 500cq000003JoVdAAK - New Notification

Related To  
500cq000003JoVdAAK

Comments  
Thank you for your submission to the 30D New Clean Vehicle Credit Program.

The DOE review team has reviewed your Compliance Report, and we request further information.

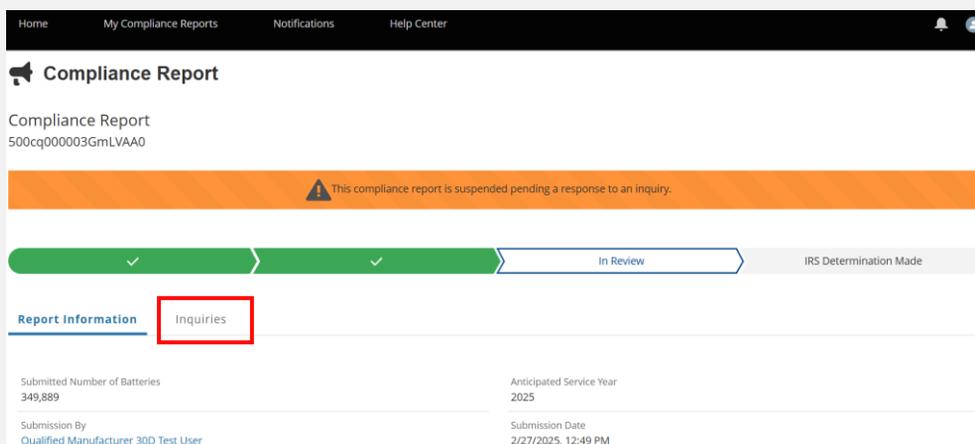
To view the requested information, click on the Compliance Report linked above, then select the "Inquiries" tab. A response to this inquiry is due within 21 days. If you need additional time, please contact [30DTechnicalSupport@hq.doe.gov](mailto:30DTechnicalSupport@hq.doe.gov) as soon as possible.

Thank you,  
30D New Clean Vehicle Credit Program Review Team

*If you have questions, please refer to the DOE 30D New Clean Vehicle Credit Program website for additional information or contact the Help Desk at [30DTechnicalSupport@hq.doe.gov](mailto:30DTechnicalSupport@hq.doe.gov).*

Figure 42. Compliance Report ID hyperlink

- From the Compliance Report page, select the **Inquiries** tab.



Home My Compliance Reports Notifications Help Center

**Compliance Report**

Compliance Report  
500cq000003GmLVAA0

**This compliance report is suspended pending a response to an inquiry.**

✓ ✓ In Review IRS Determination Made

Report Information **Inquiries**

Submitted Number of Batteries: 349,889  
Anticipated Service Year: 2025  
Submission By: Qualified Manufacturer 30D Test User  
Submission Date: 2/27/2025, 12:49 PM

Figure 43. Inquiries tab

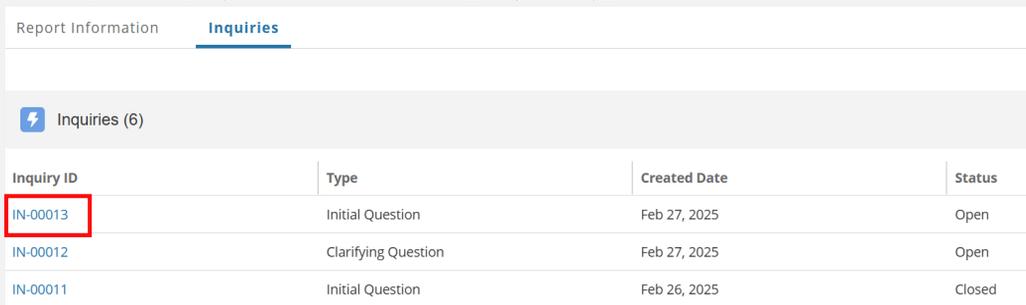
- From here, you will see the open and closed Inquiries for this Compliance Report. The open inquiry(ies) require a response. The closed inquiry(ies) do not require further action.

Report Information		Inquiries		
Inquiries (6)				
Inquiry ID	Type	Created Date	Status	
IN-00013	Initial Question	Feb 27, 2025	Open	
IN-00012	Clarifying Question	Feb 27, 2025	Open	
IN-00011	Initial Question	Feb 26, 2025	Closed	

Figure 44. Inquiries by status

## Respond to the Open Inquiry, including file attachments, if applicable (Action 6)

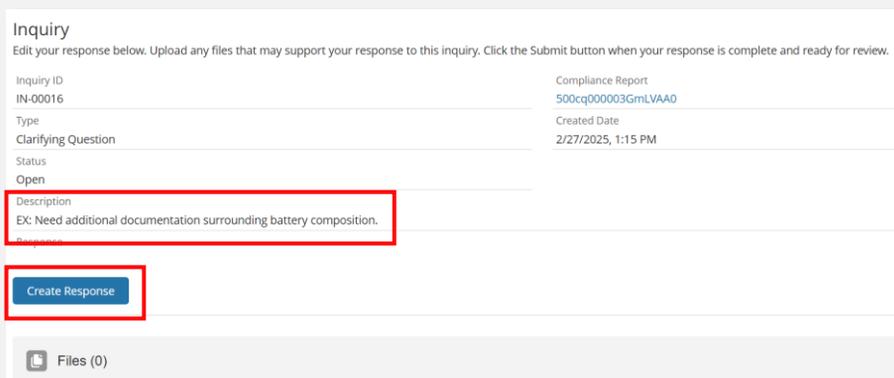
1. Find an Open Inquiry and select the **Inquiry ID** hyperlink.



Inquiry ID	Type	Created Date	Status
IN-00013	Initial Question	Feb 27, 2025	Open
IN-00012	Clarifying Question	Feb 27, 2025	Open
IN-00011	Initial Question	Feb 26, 2025	Closed

Figure 45. Inquiry ID hyperlink

2. Read the **Description**, which contains question(s) from DOE and select **Create Response**.



**Inquiry**  
Edit your response below. Upload any files that may support your response to this inquiry. Click the Submit button when your response is complete and ready for review.

Inquiry ID: IN-00016  
Type: Clarifying Question  
Status: Open

Compliance Report: [500cq000003GmLVAA0](#)  
Created Date: 2/27/2025, 1:15 PM

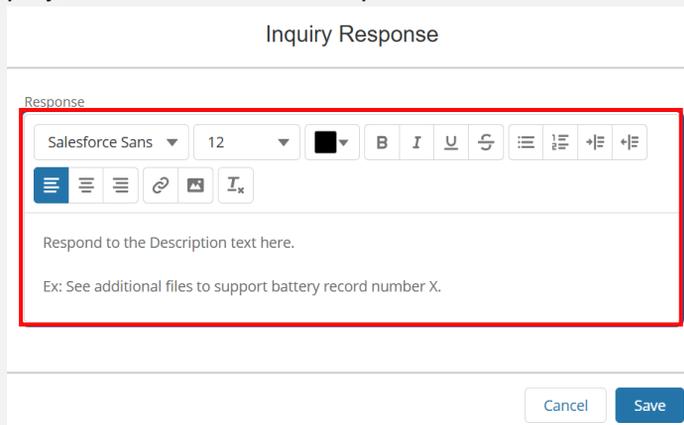
Description  
EX: Need additional documentation surrounding battery composition.

**Create Response**

Files (0)

Figure 46. Create Response button

3. Fill in the **Response** field with your answers to the Open Inquiry. You can only submit one response per Inquiry, so make sure that all questions are answered.



**Inquiry Response**

Response

Salesforce Sans 12 B I U 



Respond to the Description text here.

Ex: See additional files to support battery record number X.

Cancel Save

Figure 47. Response field

4. Select **Save**.



Figure 48. Save button

5. To complete the Response, add the necessary files in the Files section of the Inquiry by selecting **Upload Files**, if applicable.

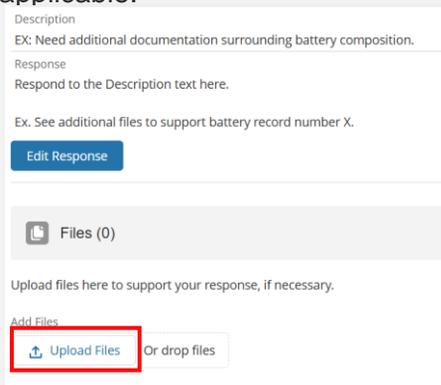


Figure 49. Upload Files button

6. Click on the appropriate file and select **Open**.

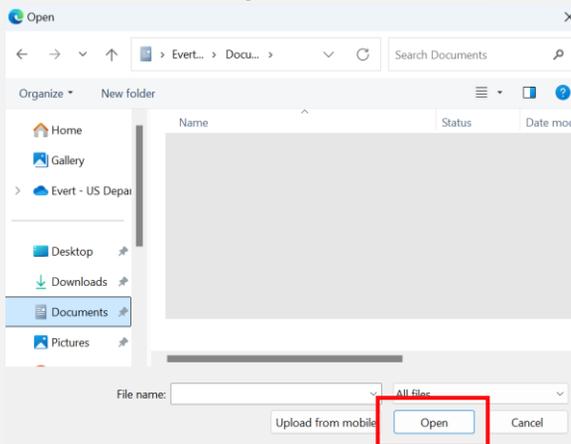


Figure 50. Open button

7. Select **Done**. Repeat steps 5-7 until all files have been successfully uploaded.

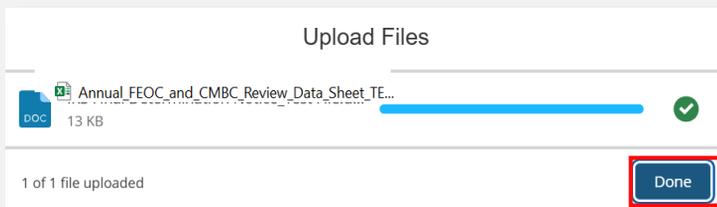


Figure 51. Done button

- Now that your Response to the Open Inquiry is complete, scroll down the page and select **Submit**.

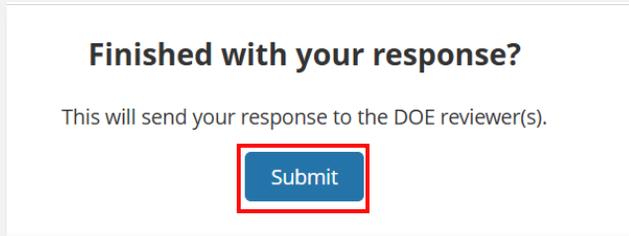


Figure 52. Submit button

- A pop-up will appear asking if you are ready to submit your inquiry response, select **Confirm**. If you select cancel, you will be taken back to the Compliance Report page.

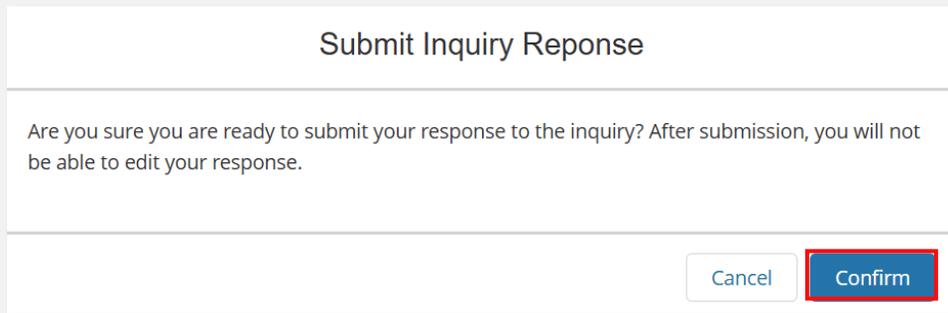


Figure 53. Confirm button

- Once confirmed, a green pop-up will show that your response has successfully been submitted.

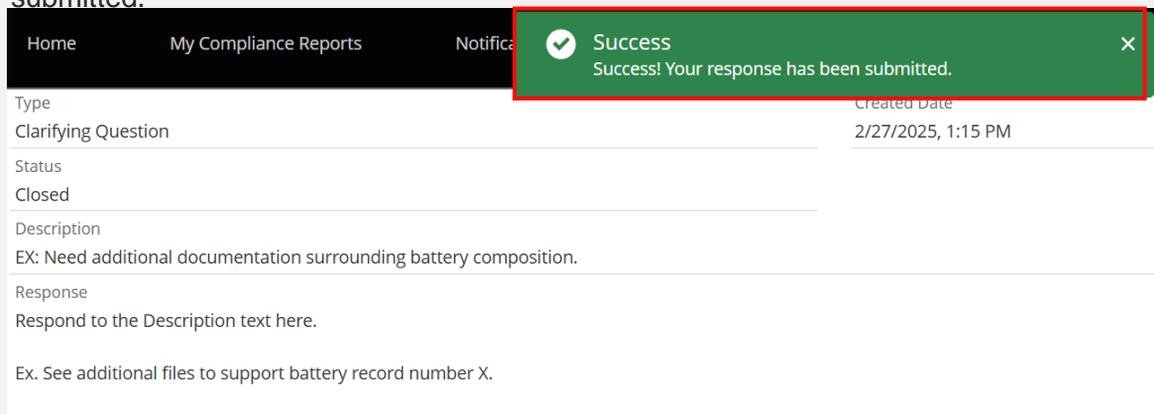
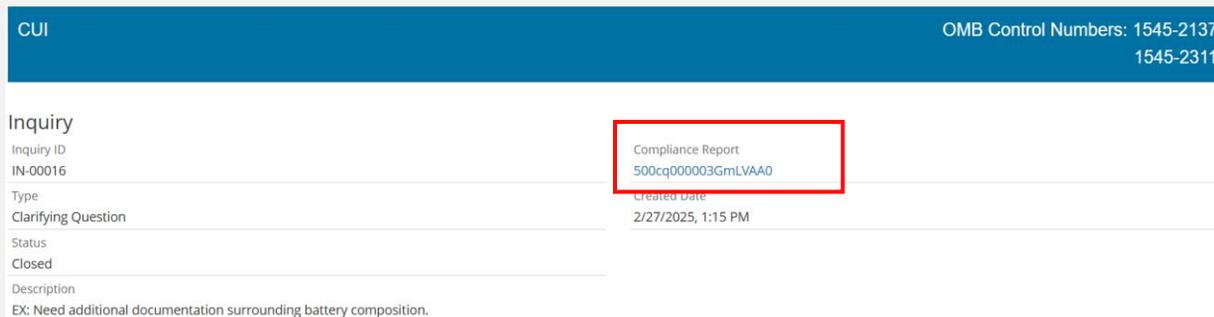


Figure 54. Successful inquiry submission banner

11. Click on the **Compliance Report ID** hyperlink.

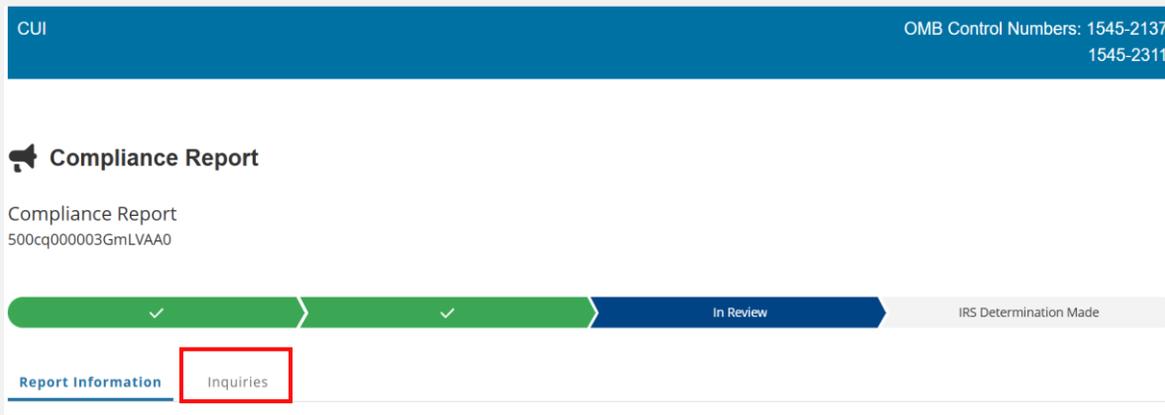


CUI OMB Control Numbers: 1545-2137  
1545-2311

**Inquiry**  
 Inquiry ID: IN-00016  
 Type: Compliance Report  
 Clarifying Question: 500cq000003GmLVAA0  
 Status: Closed  
 Created Date: 2/27/2025, 1:15 PM  
 Description: EX: Need additional documentation surrounding battery composition.

Figure 55. Compliance Report ID hyperlink

12. From the Compliance Report page, select the **Inquiries** tab.



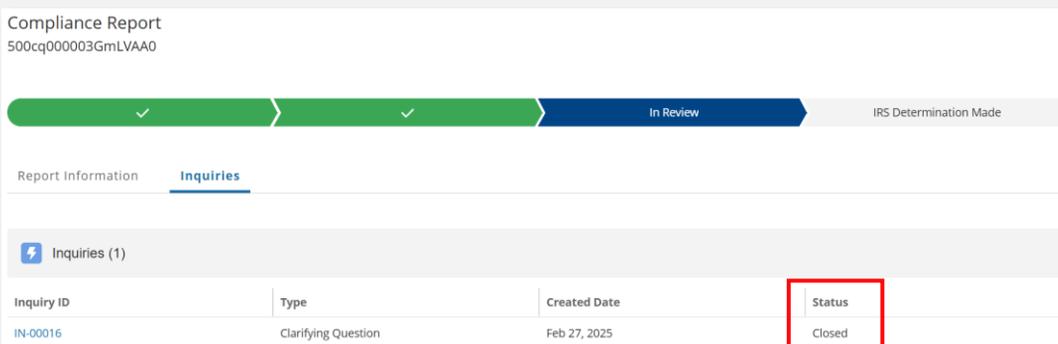
CUI OMB Control Numbers: 1545-2137  
1545-2311

**Compliance Report**  
 Compliance Report  
 500cq000003GmLVAA0

Report Information **Inquiries**

Figure 56. Inquiries tab

13. Since you submitted your response to the Inquiry, the Inquiry will be updated to the status of **Closed**. If you click on the **Inquiry ID** hyperlink you will be able to view your response and file attachments, but you will no longer be able to edit them.



Compliance Report  
500cq000003GmLVAA0

Report Information **Inquiries**

Inquiries (1)

Inquiry ID	Type	Created Date	Status
IN-00016	Clarifying Question	Feb 27, 2025	Closed

Figure 57. Inquiry status

## IRS Determination Notice Overview:

The IRS will upload Final Determination Notices to the 30D Portal by October 31 for compliance report submissions completed on or before July 1 at 11:59PM for vehicles expected to be placed in service the following year. Compliance report submissions after July 1 will be evaluated by IRS on a rolling basis.

For more information and required timelines, please see [RP-2024-26 \(irs.gov\)](#) and [RP-2023-38 \(irs.gov\)](#).

## How to Review IRS Determination Notice:

The following steps outline how to Review IRS Determination Notice once it is available:

1. Receive Email Notification and Log In to 30D Portal
2. Select Compliance Report ID
3. Locate IRS Determination Notice



## Part III – IRS Determination Notice

### Receive Email Notification and Log in to 30D Portal (Action 7)

1. You will receive an email from [30d-noreply@hq.doe.gov](mailto:30d-noreply@hq.doe.gov) stating that an update has been made to your compliance report.

From: [30D-NoReply@hq.doe.gov](mailto:30D-NoReply@hq.doe.gov) <[30d-noreply@hq.doe.gov](mailto:30d-noreply@hq.doe.gov)>

Sent: Friday, October 18, 2024 9:41 AM

To: QA 30D QM User 1 <[QA30DQMUser1@afsc.com](mailto:QA30DQMUser1@afsc.com)>

Subject: [External] Sandbox: Compliance Report 500Hv000007NoYHIA0 - New Notification in the 30D Compliance Report Submission Online Portal

This message is from an EXTERNAL SENDER - be CAUTIOUS of links and attachments. THINK BEFORE YOU CLICK.

You have a new notification regarding your compliance report for the 30D New Clean Vehicle Credit Program. Please sign into your account on the online portal as soon as possible to view this notification.

[eco.energy.gov/30D](https://eco.energy.gov/30D)

Thank you,

30D New Clean Vehicle Credit Program Team

Please do not reply to this email. If you have questions, please refer to the [DOE 30D New Clean Vehicle Credit Program](https://www.doe.gov/30D) website for additional information or contact the Help Desk at [30DTechnicalSupport@hq.doe.gov](mailto:30DTechnicalSupport@hq.doe.gov).

If you believe you were sent this email in error, please contact the 30D Help Desk at [30DTechnicalSupport@hq.doe.gov](mailto:30DTechnicalSupport@hq.doe.gov).

Figure 58. Email notification

2. Once you receive the abovementioned email, please click [here](#) to visit the 30D Portal to log in (see Action 1 for detailed instructions on how to log in).

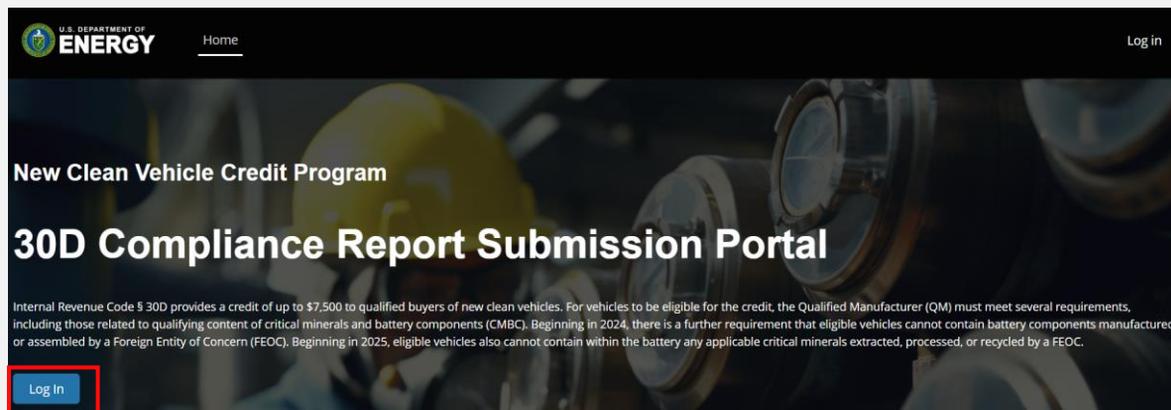
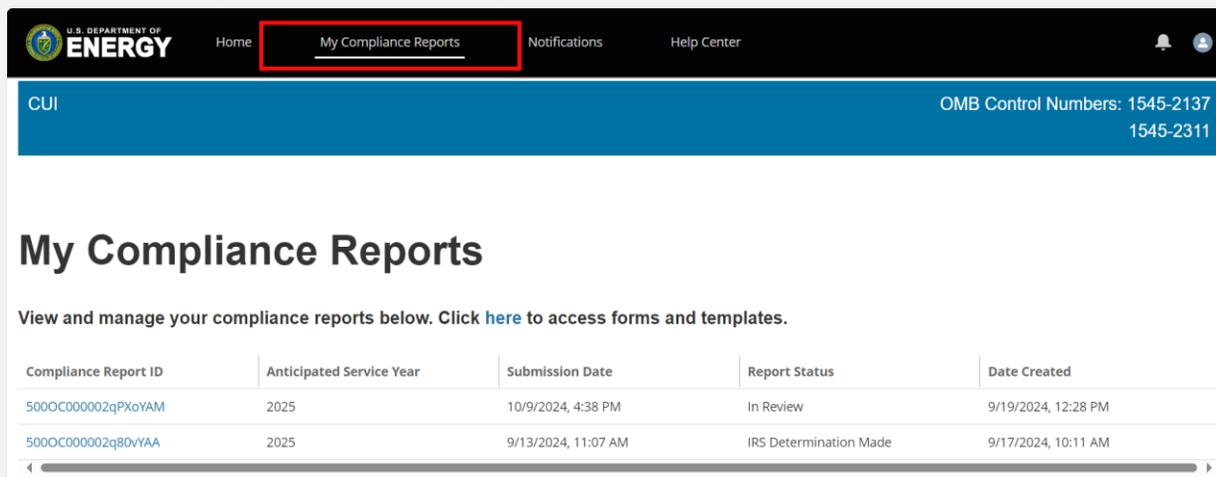


Figure 59. 30D Compliance Report Submission Portal

## Select Compliance Report ID (Action 8)

- Once you log in successfully, navigate to the **My Compliance Reports** tab.

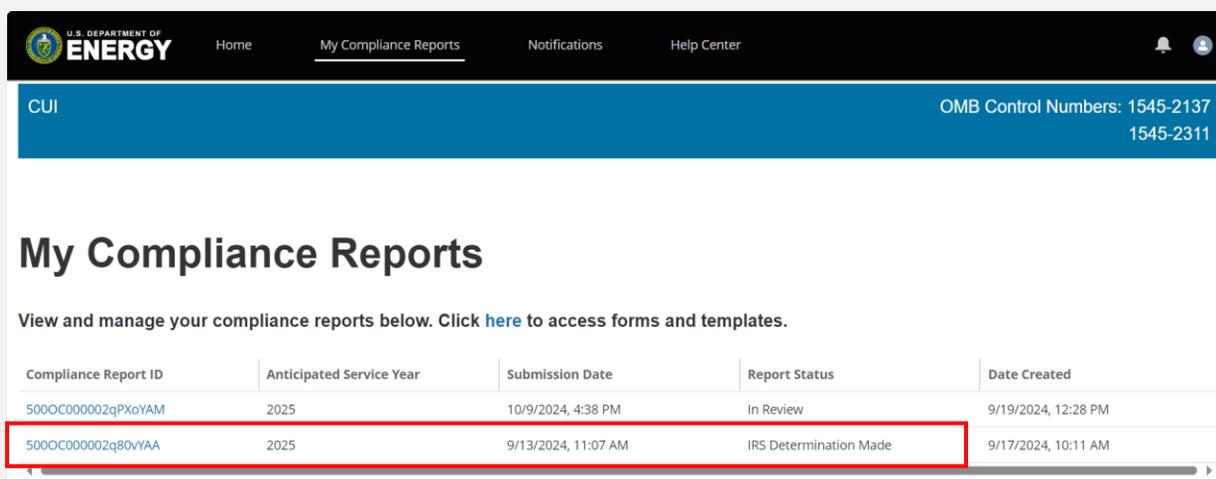


The screenshot shows the top navigation bar with the 'My Compliance Reports' tab highlighted with a red box. Below the navigation bar is a blue header with 'CUI' on the left and 'OMB Control Numbers: 1545-2137 1545-2311' on the right. The main content area is titled 'My Compliance Reports' and includes a sub-header: 'View and manage your compliance reports below. Click [here](#) to access forms and templates.'

Compliance Report ID	Anticipated Service Year	Submission Date	Report Status	Date Created
500OC000002qPXoYAM	2025	10/9/2024, 4:38 PM	In Review	9/19/2024, 12:28 PM
500OC000002q80vYAA	2025	9/13/2024, 11:07 AM	IRS Determination Made	9/17/2024, 10:11 AM

Figure 60. My Compliance Report tab

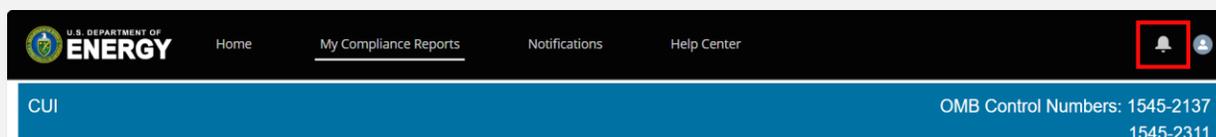
- Select a **Compliance Report** with a Report Status listed as **IRS Determination Made**.



This screenshot is identical to Figure 60, but the row for the report with ID '500OC000002q80vYAA' and status 'IRS Determination Made' is highlighted with a red box.

Figure 61. Report Status IRS Determination Made

- Alternatively, users can click the **Notification Bell**, which will direct you to a page that shows which compliance report has an update, by following the **Related To** hyperlink.

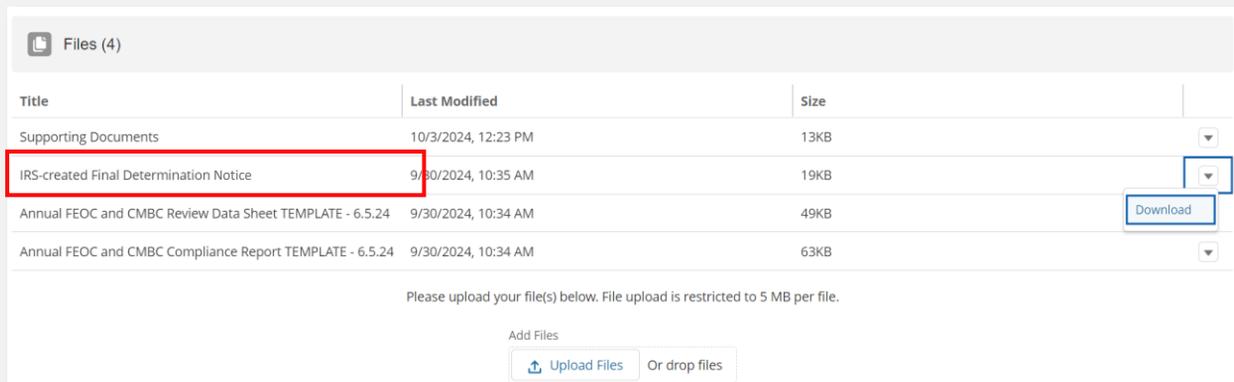


This screenshot is identical to Figure 60, but the notification bell icon in the top right corner of the navigation bar is highlighted with a red box.

Figure 62. Notification bell

## Locate IRS Final Determination Notice (Action 9)

1. Scroll down to the **Files** section of the Compliance Report and locate the **IRS Final Determination Notice**.



Files (4)

Title	Last Modified	Size
Supporting Documents	10/3/2024, 12:23 PM	13KB
IRS-created Final Determination Notice	9/30/2024, 10:35 AM	19KB
Annual FEOC and CMBC Review Data Sheet TEMPLATE - 6.5.24	9/30/2024, 10:34 AM	49KB
Annual FEOC and CMBC Compliance Report TEMPLATE - 6.5.24	9/30/2024, 10:34 AM	63KB

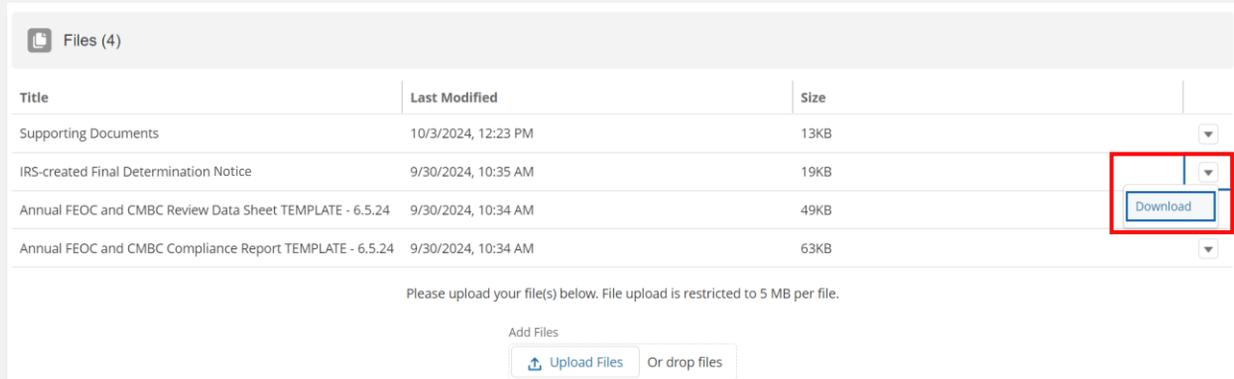
Please upload your file(s) below. File upload is restricted to 5 MB per file.

Add Files

[Upload Files](#) Or drop files

Figure 63. IRS Final Determination Notice

2. Click the **arrow** to the far right of the IRS Final Determination Notice and select **Download**.



Files (4)

Title	Last Modified	Size
Supporting Documents	10/3/2024, 12:23 PM	13KB
IRS-created Final Determination Notice	9/30/2024, 10:35 AM	19KB
Annual FEOC and CMBC Review Data Sheet TEMPLATE - 6.5.24	9/30/2024, 10:34 AM	49KB
Annual FEOC and CMBC Compliance Report TEMPLATE - 6.5.24	9/30/2024, 10:34 AM	63KB

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

Add Files

[Upload Files](#) Or drop files

Figure 64. Download button

3. Open the document to view the IRS Final Determination Notice.

## Administrative Review Overview:

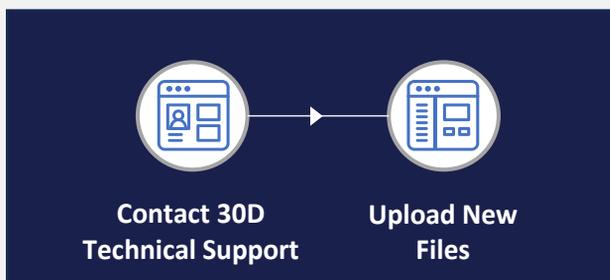
After the IRS Final Determination Notice has been issued, QMs may request an Administrative Review if the IRS determined that the compliance report failed to meet the FEOC, Critical Minerals, or the Battery Components requirements. The QM may submit additional information to the DOE and IRS regarding compliance with the relevant requirements.

For more information and required timelines, please see [RP-2024-26 \(irs.gov\)](#) and [RP-2023-38 \(irs.gov\)](#).

## How to Request Admin Review Process:

The following steps outline how to Request an Administrative Review, abbreviated Admin Review, if applicable:

1. Contact 30D Technical Support
2. Upload New Files



## Part IV – Admin Review (if applicable)

### Contact 30D Technical Support (Action 10)

1. You can request an admin review by emailing 30D Technical Support at: [30DTechnicalSupport@hq.doe.gov](mailto:30DTechnicalSupport@hq.doe.gov).

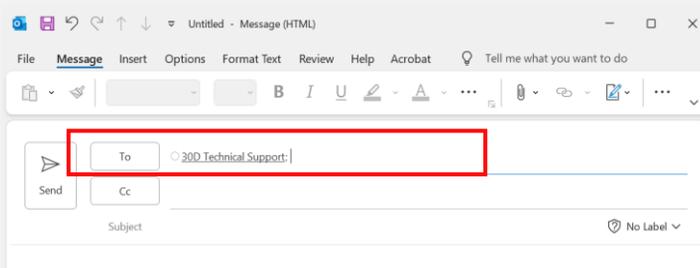


Figure 65. 'To' address in email

2. Ensure to use “**Request for Admin Review [Compliance Report ID]**” in the Subject Line of your email, **replacing [Compliance Report ID] with the compliance report in question**.

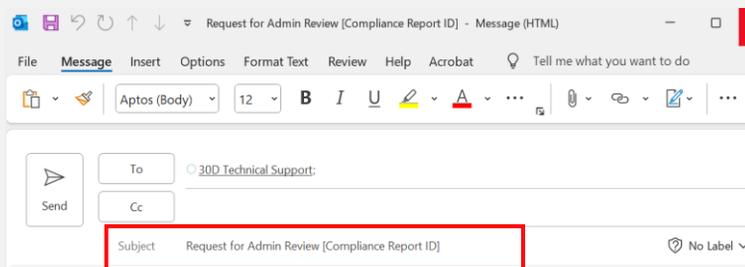


Figure 66. Subject line

3. Include details about the compliance report in the body of the email (**as seen below**). As a reminder, do not attach updated files to this email.
  - a. Compliance Report ID
  - b. Submission Date
  - c. IRS Determination Received
  - d. Reason for Admin Review

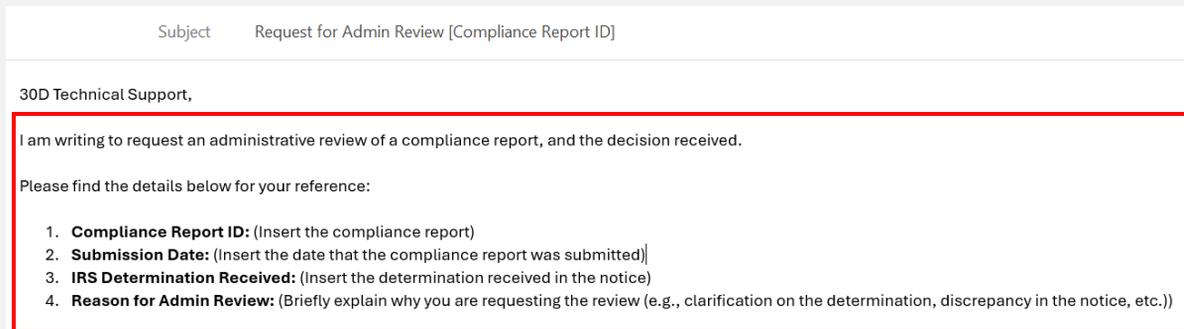


Figure 67. Body of email

## Upload New Files (Action 11)

**DOE will respond to your email requesting Admin Review, 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 30D Portal and access the desired Compliance Report. Navigate to the **Files** section of the Compliance Report (**as directed in the “Locate IRS Final Determination Notice” of this guide**).

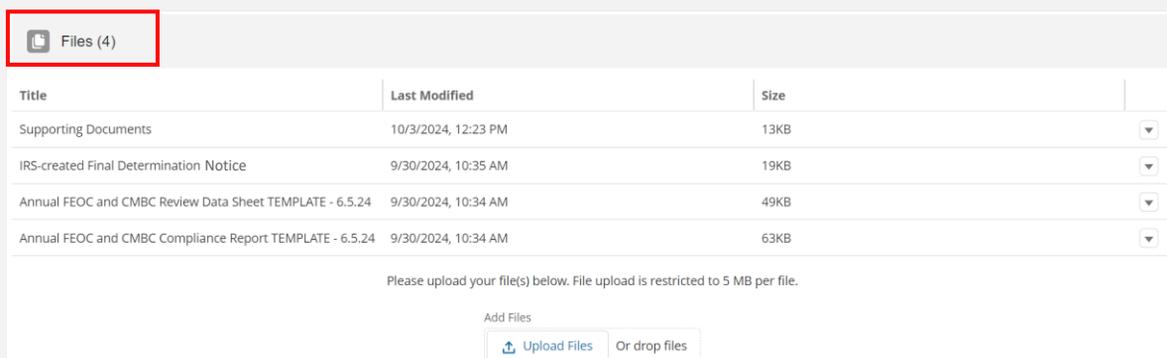


Figure 68. Files section

- The **Add Files** section will be visible, allowing you to select the **Upload Files** button to add additional files.

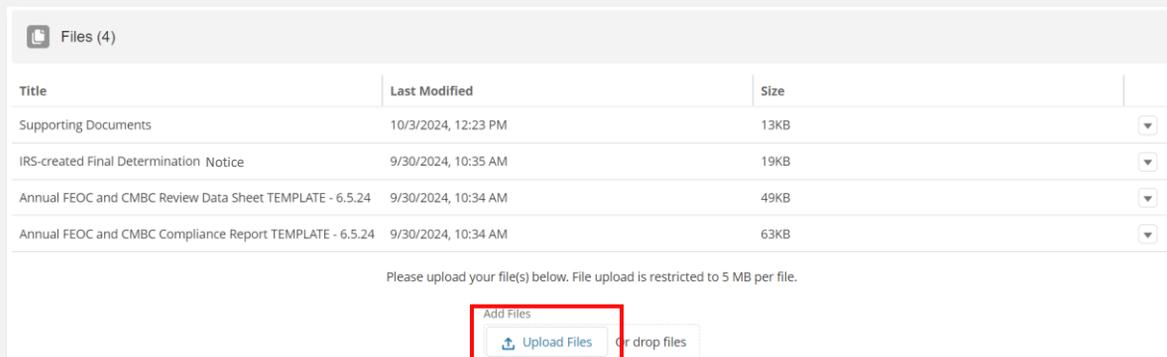


Figure 69. Upload Files button

- Once a file has been uploaded, a popup window will appear confirming that the file has been added successfully to the compliance report.

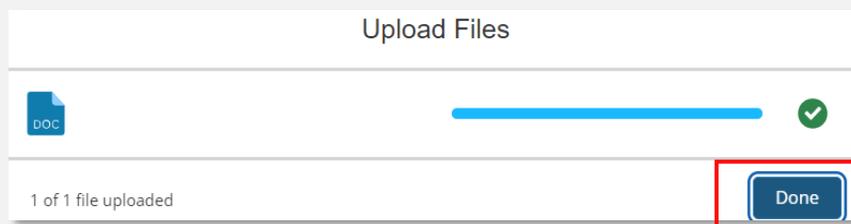


Figure 70. Done button

## Resources:

To access the 30D Portal, please visit <http://eco.energy.gov/30D>

For additional information on the 30D New Clean Vehicle Credit Program, please visit:

- [Clean vehicle tax credits | Internal Revenue Service](#)
- [30D New Clean Vehicle Credit | Department of Energy](#)

For more information about ID.me, please visit:

- [Who is ID.me?](#)
- [How ID.me protects my information](#)
- [How ID.me uses your data](#)
- [Why should I trust ID.me?](#)
- [Contact ID.me support](#)
- [ID.me Self Service Portal](#)

See ID.me Registration Tips and how-to steps on the next page.

## 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.



Figure 71. ID.me logo

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.

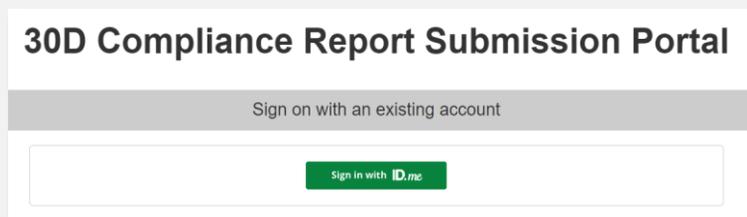


Figure 72 . ID.me sign in button

3. **If you have an ID.me account, make sure you add the email address you use to access 30D Files to your ID.me account.** Once it is added, make it the primary email address on your account (click [here](#) for directions on updating your email address).



Figure 73. Help center logo

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 use to access 30D Files.

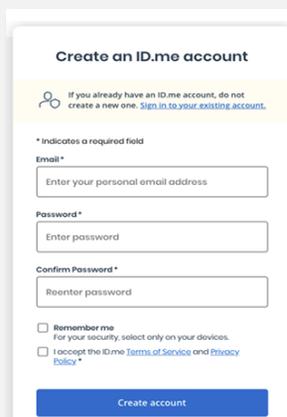


Figure 74. Create an ID.me account