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Section 1 - Getting Started

Visit [www.lightingfacts.com](http://www.lightingfacts.com), and click on the Registered User Log-in at the top right of the page. Log in with your username and password that were created after confirming your account. If you do not yet have an account, please click the link to [Take the Pledge](http://www.lightingfacts.com), and follow instructions to register as a Manufacturer.
Section 1- Subscription Details

Manufacturers who want to continue listing new products and access labels will need to do so via a listing maintenance subscription fee with graduating pricing levels and monthly or annual pre-payment options. The product listing maintenance subscriptions are based on the cumulative number of products (parent and child) that are added to a manufacturer’s account over time.

Breakdown of Product Tiers

Once you log into your account, you will see the eight options (four annual and four monthly) that are available. Select the option that best fits your organization's needs.

By continuing, you agree to our Terms and Conditions. Please contact us for an alternate electronic bank transfer payment.
Section 1-Payment walkthrough

Clicking on the option will pull up the pop up below. You’ll need to enter your email and the **exact** billing address for the credit card you intend to use for your subscription. *If your organization does not have a credit card, we can also accept payment via ACH direct wire transfer. Please email us at info@lightingacts.com and we will set up this payment method for you.*
Section 1-Manage My Products Page

To begin creating product submissions, go to the navigation drop-down in the top right and click Manage My Products.

New features will be highlighted in these green boxes that can be found throughout this submission guide.
Section 1 - Submitting Products

To submit products click the Create a New Product button, then select either Single Product or Product Family. A troubleshooting guide can be found here.

1 Single Product submissions should only be used when products cannot be grouped into a family submission

Manufacturers who do not meet the family grouping requirements may submit only fully tested single products to LED Lighting Facts. Access to the new submission process is granted once the criteria is met. The Manage Your Products page indicates the status and product count for each manufacturer. More information on submitting families can be found here:

http://www.lightingfacts.com/About/Content/Manufacturers/FamilyPolicies

1 In order to cut down on review times, we are requesting that products that only vary by CCT, wattage, dimming, or optical variations be submitted in a family application. You can submit multiple CCT options in a Family submission. Different product series or products that cannot be grouped according to the Family grouping policy will still need to be submitted separately.

2 For new manufacturers, you may not see the option to create a Product Family. In order to submit a family group of products, you must be a LED Lighting Facts Partner for at least one (1) year and have at least ten (10) active products (products listed and/or updated in the past year).
Section 1- Three Ways to Submit

For both Single and Family Submissions you now have three options for submitting products.

1. **Import an LED Lighting Facts (LF) Submission Form** - When you click the *Create From XLS* button it will open up two options:

   ![LED Lighting Facts Submission Form](image)

   - **1. Download the form**
     Download the latest version of the LED Lighting Facts Submission form, then follow the instructions in the form to enter the data for your Single Product or Family Grouping submission.

   - **2. Upload the form**
     After completing your submission form, upload the file below. Once imported, your new submission will appear on the Manage My Products list, where you can Submit it for approval.

   ![LED Lighting Facts Submission Form](image)

   You will be able to either download a blank version of the form *please keep in mind that you must be using the most recent version of the LF form in order to import products* or upload a LF form that has already been filled out. Please ensure that all of the required items are filled in for your products in the form and you follow all of the directions on the **Instructions** tab of the form.
LED Lighting Facts Submission Form

With the Lighting Facts submission form excel file, you can enter all of the required product information in the form before uploading.

The LED Lighting Facts submission form will let you submit large families at once, limiting the amount of time it takes to submit families. Zip uploads can include the form and the products will be created in your submission. The Zip files can also contain all of your required documentation and which will be uploaded to the submission form and have the data parsed.

2. Import All of Your Submission Documentation as a ZIP File- This option allows you to upload all of your documents at the same time via a Zip upload.
Once you add the Zip file you will be prompted to classify each of the files in the Zip.

After you have selected an option for each file, simply click Confirm and Create Submission; the files will then be uploaded into the submission form. The TM-21, IES, TM-30, and Lighting Facts form will have their data parsed into the submission form during this process.
Creating a submission via the LF form or the Zip file will prompt a pop-up that will show you the progress of your products being created/files being uploaded into the form.

The status of the upload (in red) will change as each form is being uploaded; if there is an error with the form it will display in this window (any errors must be fixed in order for the upload to be completed).

3. **Create a New Single/Family Grouping Product Submission via Form** - This option will bring up a blank submission form that will need to be filled in and have all documents uploaded. The data from your IES, TM-30, and TM-21 files will all be parsed into the submission form, saving you time and accurately pulling your data into the form.
Section 2- The Submission Form

This first section is where you enter all identifying information about your product, which includes: Model Number, Brand, SKU, Product Description, Product Availability, Warranty Information, and Additional Product Info URLs.

Add a picture of your product.

Enter the Model Number, Brand name, and a brief description of your product.

Select the current availability of your product.

Throughout the Product Submission form you will see metrics have been highlighted with these green stars. These metrics are important to specifiers and we are encouraging submitters to include this data.
Warranty Information

Please note that if you wish to claim a warranty on your product, you must have a valid URL that links directly to the warranty page and terms and conditions. Manufacturers who offer a warranty but do not have the information accessible via URL will not be able to make this claim. LED Lighting Facts reviewers will check the URL to ensure the warranty terms are available and easily accessible.
Product Categorization

New Product Submission

Select from the drop downs the type of LED, product type, and define what category your product falls into. Use the prompts provided to help determine the appropriate selection.

The rest of the options allow you to further define your product as well as define how it is intended to be used.

In order for your products to be searchable to specifiers and stakeholders, the LED LF program is encouraging submitters to select a product category other than “Other” (this also applies to the subcategories).

Consider selecting an option that more closely categorizes their product (not “Other”).

Other: This is no longer an option as a valid selection for product category. Please choose a valid option.
## Supporting Documentation

### Supporting Documentation

<table>
<thead>
<tr>
<th>Testing Lab *</th>
<th>Please select an Approved Test Lab...</th>
</tr>
</thead>
<tbody>
<tr>
<td>LM-79 File *</td>
<td>![Click Here to Add a File]</td>
</tr>
<tr>
<td>Test LM-79.pdf (82.29 kb)</td>
<td>![Delete]</td>
</tr>
<tr>
<td>Check this box to make the LM-79 file(s) public</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Specification Sheet *</th>
<th>![Click Here to Add a File]</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED High Bay Spec Sheet.pdf (84.43 kb)</td>
<td>![Delete]</td>
</tr>
<tr>
<td>Check this box to make the Spec Sheet public</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Certification Statement</th>
<th>![Click Here to Add a File]</th>
</tr>
</thead>
<tbody>
<tr>
<td>(if applicable)</td>
<td></td>
</tr>
</tbody>
</table>

Select the Approved Test lab location that performed your testing. *This list will update as labs are added/removed from the Approved Labs list.*

Attach your LM-79 test reports, Spec Sheets, and Certification Statements (if applicable) in these sections.

The Specification Sheet is used to validate your product model number and category selection, and must be in English.
Section 2 - Color Characteristics

The color data for your product can now be parsed directly from your TM-30, simply upload the document and click “OK” and the color data will automatically be filled in.

Input your color data here. Tested Values should match the LM-79 exactly, whereas Listed Values are what appear on the Products list and on your LED Lighting Facts Label.

Duv and R9 have been identified by specifiers as important metrics they will consider when selecting products for a project.

High value color metrics and visual graphics from TM30 are of increased interest to specifiers. Please upload this file if you have it.
### Section 2 - Light Distribution

**Light Distribution**

Input the Tested and Listed light output values in this section.

<table>
<thead>
<tr>
<th>Light Output</th>
<th>Tested Value</th>
<th>Listed Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Light Output *</td>
<td>15000</td>
<td>14000</td>
</tr>
</tbody>
</table>

**IES File**

Form will auto-populate appropriate distribution data. Must be valid IES file type.

*LED High Bay IES (0.47 ft)*

Use this button to upload an IES file for your product. The Wattage, ZLD, and SC will automatically be filled in.

<table>
<thead>
<tr>
<th>Zonal lumen density (0-60°)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>84.47</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zonal lumen density (60-90°)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>15.41</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zonal lumen density (90-120°)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0.06</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Zonal lumen density (120-180°)</th>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>0.08</td>
<td></td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spacing Criteria (0-180)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.3</td>
<td></td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Spacing Criteria (90-270)</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>1.4</td>
<td></td>
</tr>
</tbody>
</table>

The ZLD for your product is also important for specifiers. Please remember that these metrics can be pulled into the form automatically by uploading an IES file for your product.
Reminder: Wattage, Efficacy and Lumens should all come from the same test (goniophotometer or integrating sphere).

Input voltage should be the voltage used in measuring and reporting the other performance claims.

For more information on how to claim Flicker, visit the URL provided.

The Tested efficacy will now be auto-calculated when the wattage and LO are entered.
### Section 2-Electrical (cont.)

**Driver Information**

<table>
<thead>
<tr>
<th>Manufacturer</th>
<th>LED Driver</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model Number</td>
<td>Driver XYZ</td>
</tr>
</tbody>
</table>

**Driver Type**

- [ ] Remote
- [x] Integral
- [ ] AC
- [ ] DC
- [ ] Multi-channel

Enter your driver information in this section.

Diver information, including the type of driver is important to specifiers.
Section 2 - Controls

Please select if your product is dimmable. You can then choose the exact dimming characteristics of your product.

Dimming Information is a crucial metric that specifiers will need when selecting products. Please fill in this information along with the communications protocol (below).
Section 2 - Lumen Maintenance

Choose this option if you would like to claim lumen maintenance for your product.

Three reports are required when claiming lumen maintenance: an LM-80 report on your LEDs used, an ISTMT report on your product, and a completed TM-21 calculator (which must be in excel format).

The Lumen Maintenance data for your product can now be parsed directly from your TM-21, simply upload the file and click “OK” and the Hours and Lumen percent will automatically be filled in (ambient temperature will be automatically set to 25°C).

Refer to these color-coded boxes on the next pages for information on data input.
Section 2-Lumen Maintenance (cont.)

Ambient temperature can be found on the ISTMT report for your product.

SAMPLE ISTMT REPORT

<table>
<thead>
<tr>
<th>Test date</th>
<th>LED Package Model</th>
<th>Test Ambient</th>
</tr>
</thead>
<tbody>
<tr>
<td>Sample No.</td>
<td>LED Package Model</td>
<td>25.1°C</td>
</tr>
<tr>
<td>LED driver of each lamp</td>
<td>Output Voltage V</td>
<td>Measured LED working current (Max.) mA</td>
</tr>
<tr>
<td>1</td>
<td>26.6</td>
<td>124.1</td>
</tr>
</tbody>
</table>

3.1 Test Data:

<table>
<thead>
<tr>
<th>Temperature (°C)</th>
<th>No.</th>
<th>Temperature (°C)</th>
<th>No.</th>
<th>Temperature (°C)</th>
</tr>
</thead>
<tbody>
<tr>
<td>Measured</td>
<td>Corrected at 25°C</td>
<td>Measured</td>
<td>Corrected at 25°C</td>
<td>Measured</td>
</tr>
<tr>
<td>48.2</td>
<td>48.1</td>
<td>3</td>
<td>48.0</td>
<td>48.9</td>
</tr>
<tr>
<td>46.7</td>
<td>46.6</td>
<td>4</td>
<td>48.5</td>
<td>48.4</td>
</tr>
</tbody>
</table>

highest in-situ measured temperature LED is 48.9°C
Lumen Maintenance Hours and (%) can be found on the TM-21.

**SAMPLE TM-21 CALCULATOR**

Here is where the ISTMT temperature is entered (cell I34 in the TM-21).

Lumen Maintenance Hours (cell I40 in the TM-21) must match the submission form.

Lumen Maintenance (\%) at given hours. (cell I41 in the TM-21)
Section 2 - Lumen Maintenance (cont.)

Lumen Maintenance Projections should come directly from the TM-21 calculation.

Values entered in the TM-21 calculator should be identical to the test reports provided.

The Lumen Maintenance data for your product can now be parsed directly from your TM-21, simply upload the file and click “OK” and the Hours and Lumen percent will automatically be filled in (ambient temperature will be automatically set to 25C).
Section 3- Family Description and Scaling Methodology

Parent

Each product family must include one parent product, designated by the manufacturer to represent the entire family of products, and at least one additional related product. Parent products must: have an LM-79 test report, relate to the family in the manner you define, and adhere to tolerances for each initial submissions of a tested product, regardless of family grouping status.

**Please note that the parent product does not need to be the highest or lowest performing product. Manufacturers also have the option of submitting a test report for additional products that are a part of a family. Those new to the LED Lighting Facts program or without an established relationship are required to submit a test report for every submitted product.**

Family Description

A description of each product family must be provided, which will be publicly listed on the LED Lighting Facts Products List along with the family member products. This description must include: characteristics shared by products in the family (e.g., model name, intended application, LED module), and the characteristics that vary among products in the family (e.g., lumen output, CCT).

Scaling Methodology

In order to lessen the burden of having to test each product in a family; the LED Lighting Facts program allows manufacturers to submit scaled data for child products. This information should use the tested values of the parent products as a baseline and be calculated using accurate assumptions of performance.

You must provide documentation showing the methodology used to determine performance values of related products from the parent product test data (You may choose whether or not to make this documentation public). This methodology will be reviewed by the LED Lighting Facts team to verify its accuracy. If the methodology is not documented fully or the connection between the family products is unclear the LED Lighting Facts team reserves the right to request more information to support your proposed methodology for your family of products.

For more information on Scaling please refer to this example:


** The Identifier, Color Data, Light Distribution, Electrical, and Controls sections of the submission form are covered in the Single Submissions Guide (this guide can be accessed through your manufacturer account in the “Library” tab drop down, then select “Information Resources for Product Submissions”, then click “Submission Process Overview” to view the PDF guide). This information should be the test information for the parent products and come directly from the LM-79 you provide. Note: The parent product does not need to be the highest or lowest performing product, instead it is one designated by you, the manufacturer, to represent the entire family of products.
Section 3- Add Your Family Products

When the product submission form opens you will see that a new tab label Family Products appears. Clicking on the tab will bring you to the section of the form to fill in the information pertaining to your family of products.

Here is where you will add your child products.

Note: If you have not filled out the family information including adding at least one child product this tab will turn red.

This button will copy all information entered for parent product and will let you edit any values that differ for child products.

Click here to add a product without using any of the data entered for the parent product.
Section 3- Child Product Information (Add a New Blank Product to this Family)

When you click to add a new product you will see a submissions form appear for each product. You must fill in all required information in order for the child product to be added to the family submission.

As with the parent product, please enter the Model No., Brand, Category, and rated/test Data. If available, you can also add the test report for a specific child product in the section.
### Section 3- Child Product Information (Add a New Blank to this Family)

This lower section is where you enter a description of the child product along with dimming and warranty information if available.

<table>
<thead>
<tr>
<th>Description</th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>50W 4500K LED High Bay</td>
<td></td>
</tr>
</tbody>
</table>

**Is this product DLC Qualified?**  
- Yes  
- No

**Does this product have dimming information?**  
- Yes  
- No

**Dimming Information URL**  
http://www.LED.High-Bay50W45.com

**Dimming Range Percentage**

<p>| | |</p>
<table>
<thead>
<tr>
<th></th>
<th></th>
</tr>
</thead>
<tbody>
<tr>
<td>Min</td>
<td>0</td>
</tr>
<tr>
<td>Max</td>
<td>10</td>
</tr>
</tbody>
</table>

**Does this product have a warranty?**  
- Yes  
- No

**Number of years:** 5 years

**Warranty Information URL**  
http://www.LEDBrand.warranty.com
Section 3- Child Product Information (Copy Parent to New Product)

This is what you will see when you select to copy the parent information for a child product. Here you can use the information previously entered for the parent product.
Section 3- Child Products Review

2 Products In This Family

<table>
<thead>
<tr>
<th>Model No.</th>
<th>Brand</th>
<th>Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>LED-High-Bay-50W-45</td>
<td>LED</td>
<td></td>
</tr>
<tr>
<td>LED-High-Bay-60W-40</td>
<td>LED</td>
<td></td>
</tr>
</tbody>
</table>

You will see your child products listed in this section. The buttons on the left can be used to Edit and, Delete family members. In addition, after you have entered your first product, it can be copied, as well.
Section 3- Lumen Maintenance

Here you can enter lumen maintenance for your family of products. Unlike single applications, you may submit test data for the worst case thermal model in the family.

The Lumen Maintenance data for your product can now be parsed directly from your TM-21 and the Hours and Lumen percent will automatically be filled in (ambient temperature will be automatically set to 25C).

Enter the Lumen Maintenance percent at the given hours from the TM-21 calculator.

Click this checkbox to certify if the model that you tested is the worst thermal performing among the family of products. You will also need to add supporting documentation of your reasoning for picking this worst case model.
Section 3- Lumen Maintenance (which model to test)

Please note that the model tested for lumen maintenance does not have to be the parent model (for which all the test data was entered). An ISTMT on any of the models in the family can be used. In this instance the lumen maintenance claim would only apply to the exact model that the ISTMT was performed on (not the whole family of product).

**If you would like the Lumen Maintenance claim to apply to all models in the family then you must test the Worst Case Thermal product in the family. In this case you would need to check the box, as illustrated above, and attached documentation as to why the product you tested is Worst Case Thermally.
Section 3- Lumen Maintenance (documentation)

This is where you will need to add the LM-80 for your LED chips, the ISTMT (performed on your worst case thermal product), and the TM-21 calculator.

The Lumen Maintenance data for your product can now be parsed directly from your TM-21, simply upload the file and click “OK” and the Hours and Lumen percent will automatically be filled in (ambient temperature will be automatically set to 25°C)
Section 4- Submitting for Review

Once you have completed all the sections of the application form you can submit your product for review.

Click the Save button at the top right of the form to save all of your entered information.

*If a red box appears around one of the sections after clicking save this indicates there is missing/incorrect information that needs to be filled in or adjusted.
Section 4-Submitting for Review (cont.)

If the applications has been filled in correctly, and there are no errors when you attempt to save the information, a new button will appear that will allow you to submit the application.

This popup will appear.

If you have left any of the metrics, identified by Specifiers as valuable, blank; you will see this pop up before submitting. If you want to add any metrics you have left blank, you can simply click the “Go Back” button. If you want to submit your products without these valuable metrics you can click “Continue”
Section 4- Tracking Product Status

From your home page click the logged in button on the top right and click Manage My Products.

After scrolling down to the bottom of the page you will see a list of all your products along with their current status.

<table>
<thead>
<tr>
<th>Model XYZ</th>
<th>LED</th>
<th>Luminaire - Industrial</th>
<th>Complete</th>
</tr>
</thead>
<tbody>
<tr>
<td>Model ABC</td>
<td>Brand X</td>
<td>Luminaire - Downlight</td>
<td>Submitted</td>
</tr>
</tbody>
</table>
Section 4- Tracking Product Status (cont.)

From here you can search for your products by model number, brand, etc. and also by the current status of your application via drop down.

<table>
<thead>
<tr>
<th>Status</th>
<th>Description</th>
<th>Representation</th>
</tr>
</thead>
<tbody>
<tr>
<td>Status: Incomplete</td>
<td>- Application has been started but not completed with all necessary information/documentation</td>
<td><img src="image" alt="Incomplete" /></td>
</tr>
<tr>
<td>Status: Complete</td>
<td>- Application has been completed but not submitted</td>
<td><img src="image" alt="Complete" /></td>
</tr>
<tr>
<td>Status: Submitted</td>
<td>- Application has been submitted and is in the queue for review</td>
<td><img src="image" alt="Submitted" /></td>
</tr>
<tr>
<td>Status: Published/Approved</td>
<td>- Application has been approved, products can be searched on the LED Lighting Facts Product List, and LED Lighting Facts labels are available for download.</td>
<td><img src="image" alt="Published" /></td>
</tr>
<tr>
<td>Status: Rejected</td>
<td>- Application has been rejected due to incorrect information or other mistake (will need to be revised and then re-submitted).</td>
<td><img src="image" alt="Rejected" /></td>
</tr>
</tbody>
</table>
Section 4- Accessing the LED Lighting Facts Label

Once your product is approved you will be able to access the LED Lighting Facts Label to use when marketing the product.

1) Click anywhere on the submission entry to edit the submission

**Note: this is the archive button and should only been used when you wish to remove your products from the public list.

Once you have clicked on the submission you will see the option to generate labels.

2) Click here to generate your LF label

The New Version and Archive buttons are covered in the Product Lifecycle.
Section 4- Accessing the LED Lighting Facts Label (cont.)

After clicking the Generate Label Button a pop-up will appear for you to select how you would like to download your label.

3) Select if you would like the Standard or smaller (verified performance) label, then select resolution, format, and click download (you can also preview the label before you download to see how it will look).

Here you can select the new bilingual English-French LED Lighting Facts label! This label contains all of the same performance data for your product along with the French translations for all English words on the label.

Note: If this product is a Legacy product, you will not see the option for multiple languages. Only products submitted as part of a subscription will have access to the bilingual label.

Please review our FAQs for more information. If you still need assistance with submitting products please reach out to us at info@lightingfacts.com

Thank you,

The LED Lighting Facts Team