

November 2024

To API Diesel Exhaust Fluid Certification Program Licensees:

Thank you for your participation in the API DEF Certification Program and your continued commitment to producing quality DEF products.

Recently, API has been forced to waste resources in dealing with licensees who file their renewals late or not at all. Historically, the additional cost incurred in dealing with these late renewals has been absorbed by all licensees through their license fees, with the delays in licensing suffered by everyone, but API has chosen to address the issue in a more equitable manner. Effective April 1, 2025, API is implementing a late fee that will offset the resources incurred by API to process renewals after the annual expiration date of March 31. API will institute a late fee in the amount of \$1,000.00 to companies who have not completed their renewal and paid all renewal fees by that date, in accordance with the legal agreement.

As a helpful reminder, the following steps outline the renewal process which opens on January 1 each year:

- Log on to your company account and click "Renew License" at the bottom of the Company info page.
- Electronically sign the DEF Legal Agreement and click "Next".
- Upload at least 3 CoAs from the *previous* calendar year for *each* supplier.
- You will be directed to the Invoice Information page. Make any updates necessary to the Billing or Mailing addresses. Enter the Volume of Sales for your company – report all API licensed DEF sold between January 1 and December 31 of last year.
- Once entered the volume amount cannot be changed. Corrections may only be addressed by contacting API. NOTE: You may be asked to provide an explanation for significant volume changes.
- Click "Generate Invoice".
- On the Invoice and Payment Information page you must enter Payment Information to complete the payment process.
- We're happy to help you with any questions or concerns you may have. Please contact us directly at apidef@api.org.

Again, we thank you for your participation in and dedication to the Diesel Exhaust Fluid Certification Program. The program's goal is to certify and monitor the quality characteristics of diesel exhaust fluid intended for use in motor vehicles with diesel engines, and we are committed to meeting this objective.

Sincerely,



Bill O'Ryan

Sr Manager - EOLCS/DEF/MOM