

# Porsche Classic Technical Certificate Portal User Guide

## Roles and Access

- **Technical** (Classic Technician (ZPCT))
  - Initiate, modify, or complete a CTC inspection
- **Approval** (Classic Service Consultant)
  - Review, approve, or reject an inspection prior to submission to PCNA
- **Basic** (PPN User)
  - Search and view summary data from archived certificates

You will see which type of role you have on the top right of the portal (see example image below).



## Searching for a Classic Technical Certificate

The Manage Entries page will allow Technical and Approval roles to search CTCs from only their Porsche Center using the VIN. It shows all active CTCs from their Porsche Center and looks like the following:

### Add & Manage Your CTC Entries

Welcome Sage. Look for approvals from your Certified Classic Service Consultant after a review of the inspection data and images you have submitted. Any rejections will be returned with correction requirements for resubmission. Once approved, PCNA will add the vehicle data and route for print and fulfillment.

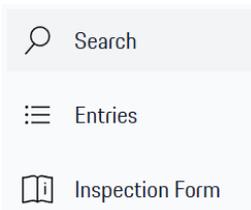
Search by VIN



Showing 6 entries

Items per page: 15, 25, 50, 100, Show All

To search through all CTCs, you first click on the search page. To do this go to the top left page and select the magnifying glass icon that says search. This looks like the following:



The following page will appear:

## Search

Search and view all entry data for Classic Technical Certificates. Search by VIN to view complete entry information.



Search Entries

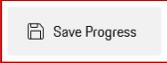
Enter VIN

0 entries found

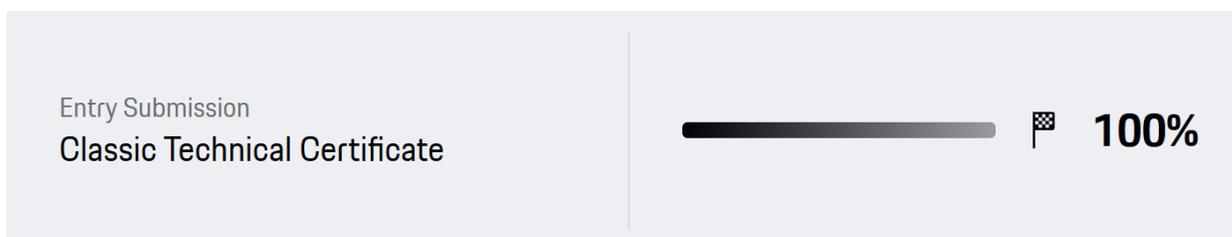
Here you can search for CTCs from any Porsche Center by VIN or CTC serial number. \*Note, archived certificates include inspection results, but not engine/gearbox or production information.

## Creating a CTC

To create a new CTC entry online select  that is on the bottom right of the webpage. First, you will be prompted to enter the VIN of the vehicle before being able to fill out the rest of the CTC fields. Ensure that the VIN is accurately entered as the VIN is **not** validated upon entry.

When creating a CTC entry, save progress by clicking . This is essential when you cannot fully complete all of the information and will need to return to the portal later to finalize the submission.

You can view the status of the CTC via the completion status bar on the top of the CTC report. The status bar looks like the following:



Entry Submission  
Classic Technical Certificate

100%

When a data field on the form has been filled out a green check mark will appear to indicate information was provided and that field is complete. Photos added will automatically be resized to follow the CTC guidelines.

Once the CTC entry is submitted by the technician it will be automatically routed to the certified classic service consultants for review. If the service consultant approves the CTC, it will automatically be routed to PCNA.

 Inspection results can be filled out offline by first downloading a pdf copy of the Technical Inspection form. A technician can use this to make inspection notes and return to the portal later to enter the information.

## **Reviewing the CTC for submission to PCNA**

A certified classic service consultant must review the photos and inspection data of the CTC. They must approve or reject with detailed notes for any categories of the CTC that failed. Under the Manage Entries page, CTCs in progress will show status for Technician Submission, Service Consultant Review, PCNA Review, and Fulfillment. These four categories will be noted as Needs Revision, In Progress, Complete, Pending Approval, etc. No notifications are sent if revisions are required, therefore technicians and service consultants should follow the lifecycle of the CTC until it is approved by PCNA.

\*Note if the images fail, the vehicle must be brought back to the Porsche Center to be re-photographed and then re-evaluated if it is no longer there.

\*\*If the inspection needs to be revised only a Technical role (Classic Technician) can do that. A service consultant must re-approve to submit to PCNA.

Reprints must be requested by emailing [vehicledocumentation@porsche.us](mailto:vehicledocumentation@porsche.us).\* Note reprints are only available for 90 days after the CTC is generated.

For any additional help or support, email [vehicledocumentation@porsche.us](mailto:vehicledocumentation@porsche.us).