**Important**

The following automatic checks has been added to this upload page:

* **Check of electronic DoC signature:**
  + The message "  DoC is signed" will be shown if the DoC has a signature attached by using the built-in feature in the Device and Client Test Tools.
  + If not signed by the Test Tool, the message will be " DoC is not signed." or " No information about signature found in DoC."
  + **Note:** Upload of a non-electronic signature will be allowed and the submission will be approved as usual if the DoC is signed by other means (e.g. by printing->signing->scanning or by adding an electronic signature outside of the Test Tools).
* **Check of Interface Guide:**
  + If Interface Guide validation is successful, no message is shown.
  + If validation fails " Interface Guide contains validation errors:" will be printed along with debug information on the failures.
  + Please refer to the [Interface Guide Specification](https://www.onvif.org/profiles/conformance/interface-guide/) and the [user member forum](https://developer.onvif.org/showthread.php?584-Best-Practices-for-creating-an-ONVIF-Interface-Guide)for more information.
  + **Note:** Up until June 1 2020 it will be possible to upload an Interface Guide that fails validation (grace period).

**For successful upload of conformant products**

The ONVIF Member Portal gives you the ability to upload ONVIF conformant products into the database for review by ONVIF Helpdesk.

The portal provides for automatic handling, checking and sorting of conformance documents. This means that you need to adhere to set guidelines in order for the system to work. Through a drag and drop functionality, the system allows for the batch upload of documentation for numerous products at one time. Please ensure that the following rules are met:

* Make sure that all three documents—the Declaration of Conformance, the Feature List xml document, and the Interface Guide—are uploaded into the system for each product.
* Make sure that the three files for each product use the following accepted file naming conventions as shown in Set A and B below:  
  + **Set A - For devices tested with Device Test Tool:**  
    ONVIF\_DoC\_<product name>\_<firmware>\_<timestamp>.pdf  
    ONVIF\_FeatureList\_<product name>\_<firmware>\_<timestamp>.xml  
    ONVIF\_InterfaceGuide\_<product name>\_<firmware>\_<timestamp>.xml
  + **Set B - For clients tested with Client Test Tool:**  
    ONVIF\_DoC\_<product name>\_<version>\_<timestamp>.pdf  
    ONVIF\_FeatureList\_<product name>\_<version>\_<timestamp>.xml  
    ONVIF\_InterfaceGuide\_<product name>\_<version>\_<timestamp>.xml
  + Filenames of "ONVIF\_Doc", "ONVIF\_FeatureList" and "ONVIF\_InterfaceGuide" must be written exactly as shown with no space between "Feature" and "List", and no space between "Interface" and "Guide" and with capitals in the right places. Underscores separating the different parts of the filename must also be applied as shown above. In addition, the product name and the firmware number used in the filename for all three documents must match exactly. If the files do not comply with the above conventions, the system will not recognize them and will issue an error notice.  
      
    Note that the Device Test Tool offers a "save all" functionality that outputs filenames with a timestamp included as shown in Set A above.
* Make sure that the test tool used is valid. If the validity period of the test tool version used has expired, the system will not upload the product and an error notice will appear. The current valid test tool versions (3 month grace period for the previously release test tool after a release of a new version):
  + for devices: please refer to latest test tool version in the Developer Forum <https://developer.onvif.org/forumdisplay.php?24-Device-Test-Tool>
  + for clients: Version : https://developer.onvif.org/forumdisplay.php?65-Client-Test-Tool
* In errata cases applicable, please claim the relevant errata number in the respective test tool interface (as of v17.06) to have them stated appropriately in the test tool documents. This will allow you to upload the documents as described above. In other cases you will need to submit the documents together with a brief description via ONVIF Helpdesk by using the email address, help@onvif.org.
* Images for the interface guide needs to be supplied separately using the "Interface Guide Images" menu in the member portal. For more details on usage see the help-section on that page.

Once products are submitted for review, the system automatically notifies ONVIF Helpdesk that there are products awaiting its approval. The system will also send a confirmation notice of activities to member contacts. You will be notified by an email from ONVIF if a product is accepted or rejected. If you have questions, please contact help@onvif.org.