

# Fuels Programs Registration User Guide

## Version 1.0



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## Version 1.0

Compliance and Innovative Strategies Division  
Office of Transportation and Air Quality  
U.S. Environmental Protection Agency

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## 1 Introduction

This document is the User Guide for the OTAQ Fuels Program Registration (OTAQReg) online application. It describes the processes a user must follow to register; update their user profile; associate to companies as well as create, view, and edit companies.

If you have any questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels/fuelssupport.htm>.

If you have any general or technical questions related to the Central Data Exchange (CDX) you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) with “Technical Support” in the Subject line.

## 2 Registration

The following sections describe how to register for the Fuels Registration (OTAQReg) application.

**Note:** Existing OTAQReg users will be automatically migrated to the new application and will not be required to re-register.

### 2.1 CDX Registration

---

The OTAQReg application is hosted by the Central Data Exchange (CDX). CDX is the system that EPA has provided to all programs to standardize and centralize the reporting functions and data submissions that are required of the various EPA regulated communities. In order to access OTAQReg, users must first be registered users of CDX.

Registration for the OTAQReg application is open to all CDX users. If you are an existing CDX user please refer to Section 2.3.

### 2.2 OTAQReg Registration for New CDX Users

---

If you do not have an existing CDX user account please go to the following URL and complete your CDX Registration: <http://cdx.epa.gov/regwarning.asp?Referer=registration>.

After entering your user specific information you will see to the “CDX Registration Add Program” page. Make sure to select “Office of Transportation and Air Quality Fuels Registration (OTAQREG)” as seen in Figure 2-1.

If you are an existing CDX user please refer to Section 2.3.

Figure 2-1 Add Program

U.S. Environmental Protection Agency

Registration

Recent Announcements | Contact Us

MyCDX > Registration

Logged in as, BIOFUELTEST9.

**CDX Registration: Add Program**

- Assessment Cleanup and Redevelopment Exchange System (ACRES):
- CROMERR Test Sandbox (CROMERRTEST):
- Environmental Appeals Board (EAB):
- Audit Reporting System (eDisclosure):
- Federal Bridge Interoperability Test (FBIT):
- Facility Registry System - Update Service (FRS-US):
- Great Lakes Environmental Database Query System (GLENDA):
- High Production Volume (HPV):
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB):
- Lead-Based Paint Program (LEAD):
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2):
- National Environmental Methods Index Contaminants (NEMI-CBR):
- Ozone Depleting Substances (ODS):
- Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL):
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS):
- Office of Transportation and Air Quality Fuels Registration (OTAQREG):**
- Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQWaiverCredits):
- Public Health Air Surveillance Evaluations (PHASE):
- Radionuclide NESHAPs (RAD):
- Radiation Network (RADNET):
- Risk Management Plan (RMPESUBMIT):
- STORET File Transfer (STORET):
- Stormwater Notice of Intent (eNOI) (SWENOI):
- Toxic Release Inventory Made Easy Web (TRIMEweb):
- TRI State Data Exchange (TRISDX):
- TSCA (TSCA):
- Toxic Substance Control Act - HaSD Form (TSCA-HASD):
- Compliance Information Systems (VERIFY):
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG):
- Water Contaminant Information Tool (WCIT):

Next>>

You are in an encrypted secure session.

Select the “Office of Transportation and Air Quality Fuels Registration (OTAQREG)” radio button and click the “Next” button. Figure 2-2 will display.

**Figure 2-2 New User CDX Registration Add Program ID**

**U.S. Environmental Protection Agency**

**Registration**

[Recent Announcements](#) | [Contact Us](#) Logged in as, TESTACCOUNT21.

[MyCDX > Registration](#)

**CDX Registration: Add Program ID**

Use the TAB key to move from field to field. \* = REQUIRED FIELD

Role:

Program ID Type:

Program ID: \*  \*  
Please enter N/A

Submission Method:

You are in an encrypted secure session.

The “New User CDX Registration Add Program ID” page acts as the OTAQReg registration page. You must provide data for all required fields (required fields are marked with a red star). “A SUBMITTER” is the only available Role and “Registration” is the only available Program ID type you can have for the OTAQReg application.

Click the “Finished” button. Figure 2-3 will display.

### 2.2.1 Print and Sign CDX Electronic Signature Agreement

In order to electronically sign submissions and letters within the OTAQReg application, it is required that you have a CDX Electronic Signature Agreement (ESA) on file.

**Figure 2-3 CDX ESA Prompt**

**CDX ESA**

This particular registration requires proof of identity and a CDX Electronic Signature Agreement. You have not provided proof of identity to the U.S. Environmental Protection Agency, so you must print, sign, and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Once the ESA has been signed, you will be authorized for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Click the “Sign Paper Form” button. Figure 2-4 will display.

**Figure 2-4 Sign Paper ESA**

**CDX ESA**

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name:	Teller Inc.
Address:	4300 North Street
City, State, Zip:	Charming, CA 33333
Province:	
Country:	US
Phone Number:	2222222222
E-mail Address:	otaqregco@gmail.com
Registrant's Name:	Mr. Jackson Teller
CDX User Name:	TESTACCOUNT26

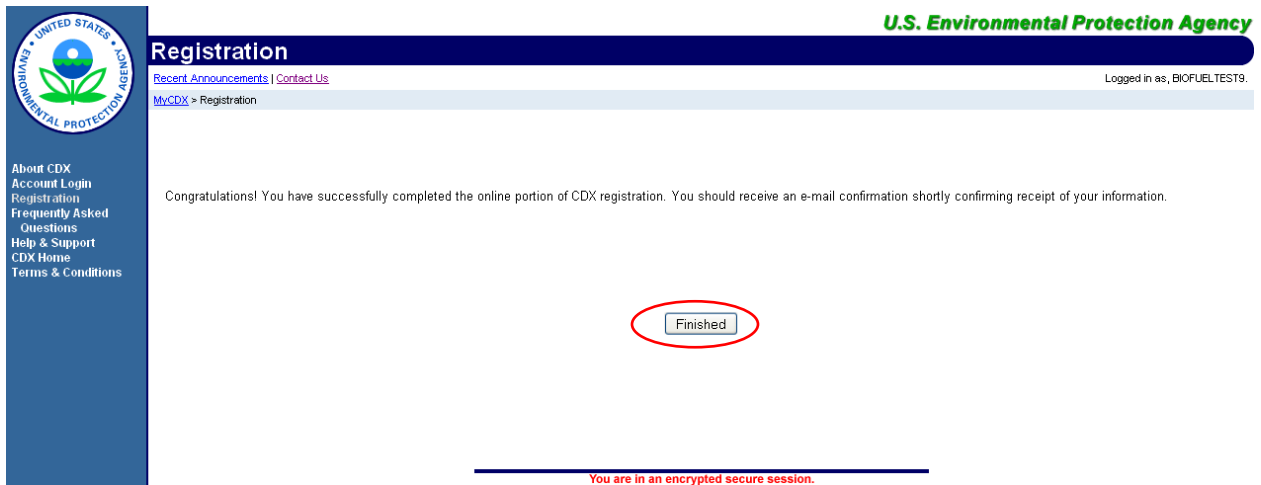
The Sign Paper ESA prompt pre-populates your CDX User information onto the form and also displays the terms and agreement for electronically signing within CDX. To print and sign the complete form, click the “Sign Paper Form” button. A printable version of the complete CDX ESA will be displayed in a separate window and Figure 2-5 will display.

Print, sign and mail the CDX ESA to the Fuels Program Helpdesk at the following mailing address:

U.S. Environmental Protection Agency  
 Fuels Programs Registration (6406J)  
 1200 Pennsylvania Avenue, NW  
 Washington, DC 20460

You will not be able to electronically sign within the OTAQReg application until your CDX ESA is received by the Fuels Program. Registrations may still be printed and signed by the appropriate person. Users must continue from this point and navigate to the OTAQREG application to complete their registrations. It is recommended that all registration materials including ESAs are sent in the same package. If you have any questions regarding the status of your ESA, please contact the EPA Fuels Program Support line at 1-800-385-6164 or by sending an email to [support@epamts-support.com](mailto:support@epamts-support.com).

**Figure 2-5 New User Registration Confirmation**




Congratulations on the completion of your online portion of CDX registration for the OTAQReg application. You will receive an e-mail notification confirming that you have registered for the OTAQ program at CDX.

Click the “Finished” button. Figure 2-6 will display.

### 2.2.2 eSignature PIN Verification

You will be prompted to complete your eSignature PIN Verification as seen in Figure 2-6.

**Figure 2-6 eSignature PIN Verification Questions and Answers**



**U.S. Environmental Protection Agency**

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**CDX**

[Recent Announcements](#) | [Contact Us](#)

MyCDX > CDX

Logged in as, DCFUEL01.

---

About CDX

MyCDX

Inbox

Change Password

Frequently Asked Questions

Help & Support

CDX Home

Terms & Conditions

Logout

You are registered for a program that requires [eSignature PIN Verification](#). Please select exactly 5 questions. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

- What is the first and middle name of your oldest sibling?  
Answer:
- What is your favorite vacation destination?  
Answer:
- What year and model (yyy-name) was your first car?  
Answer:  -
- What is your favorite TV show?  
Answer:
- Where did you first meet your spouse?  
Answer:
- What is your favorite book?
- What was your first pet's name?
- What is your favorite movie?
- What street was your high school located on?
- What is the name of your home town newspaper?
- What is your favorite hobby?
- What is the name of the hospital where you were born?
- Who is your favorite all-time entertainer?
- What was your high school's mascot?
- What is your favorite song?
- What is your best friend's last name?
- What is the last name of your favorite teacher?
- Where did you graduate from high school?
- What is your favorite pet's name?
- Who is your favorite author?

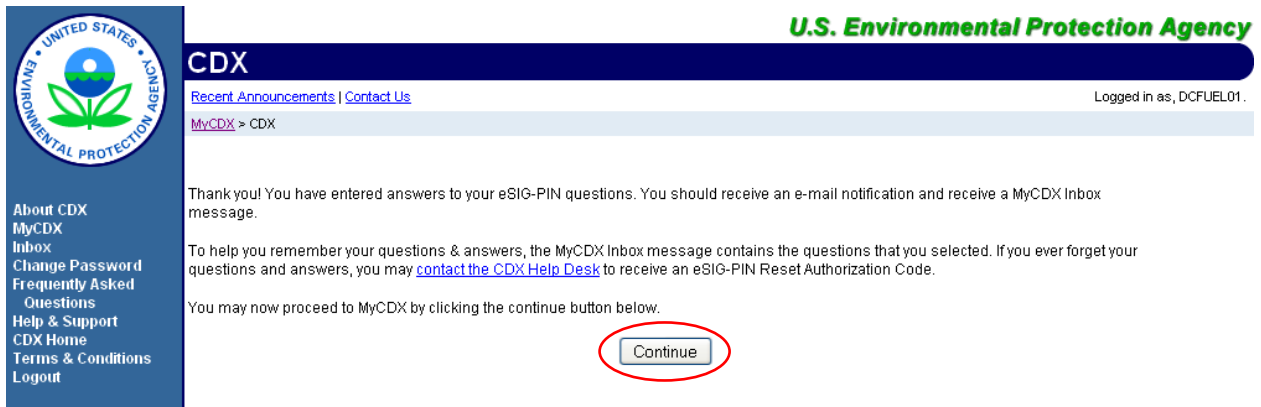
You are in an encrypted secure session.

You are required to select five of the displayed questions. The questions and answers you select here will be used later to verify your identity when electronically signing submissions in CDX.

Select your questions by clicking the check box next to each question. Enter your answers into the corresponding text boxes. Once you have provided answers for five questions click the “Save Answers” button. Figure 2-7 will display.

**Reminder:** The questions that you select should be questions that you can easily remember however should be difficult for anyone else to guess.

**Figure 2-7 eSignature PIN Confirmation**



You have now successfully completed your eSignature PIN Verification. You will receive an email notification stating that you have provided answers to five eSIG-PIN questions. A MyCDX Inbox message will also be created containing the questions that you selected. However, for your protection, your answers will not be provided. If you ever forget your questions or answers, you may contact the CDX Help Desk to receive an eSIG-PIN Reset Authorization Code.

Click the “Continue” button. Figure 2-8 will display.

**Figure 2-8 MyCDX Home Page**



You will be given the “OTAQREG: Fuels Programs Registration” dataflow link.

Existing CDX users should refer to Section 2.3 for further details.

### 2.3 OTAQReg Registration for Existing CDX Users

This section is only for existing CDX users who do not have OTAQReg access. New CDX users should refer to Section 2.2 for further details.



**Note:** Existing OTAQReg users will be automatically migrated to the new application and will not be required to re-register.

After logging into CDX, Figure 2-9 will be displayed. To register for OTAQReg you must first add the dataflow to your account.

**Figure 2-9 MYCDX Home Page**



Click the “Edit Current Account Profiles” link. Figure 2-10 will display.

**Figure 2-10 Edit Organization Profiles**



Click the “Add New Program” link. This link will take you to the Add Program Page as seen in Figure 2-11.

**Figure 2-11 Add Program**

**U.S. Environmental Protection Agency**

**Add Program**

Recent Announcements | Contact Us

MyCDX > Edit Organization Profiles > Add Program for CGI

Logged in as: ANOTHERTESTER

**Add Program**

- Assessment Cleanup and Redevelopment Exchange System (ACRES):
- Compliance Assurance and Enforcement - South Central (CAE-SC):
- Compliance Assurance and Enforcement - South Central (CAESC):
- Clean Air Report Enforcement System (CARES):
- Compliance and Emissions Data Reporting Interface (CEDRI):
- CROMERR Lite Testing Utility (CROMERRLiteTest):
- CROMERR Submit Now (CROMERRSubmitNow):
- CROMERR Test Sandbox (CROMERRTEST):
- Discharge Monitoring Report (DMR):
- Environmental Appeals Board (EAB):
- TESTING FOR EARS DATAFLOW TRANSFERS (EARSTEST):
- Audit Policy Self-Disclosure (eDisclosure):
- Electronic Notice of Intent (eNOI):
- EPA Personnel Access and Security System (EPASS):
- Federal Bridge Interoperability Test (FBIT):
- Facility Registry System - Update Service (FRS-US):
- Green House Gas Reporting (GHG):
- Great Lakes Environmental Database Query System (GLENDa):
- EPA Internet On Boarding Application (iBoard):
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB):
- Lead-Based Paint Program (LEAD):
- 3rd Party Validation Test Application (LEVIS):
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2):
- National Emissions Inventory (Web/Node Integration Pilot) (NEI/pilot):
- National Environmental Methods Index Contaminants (NEMI-CBR):
- Ozone Depleting Substances (ODS):
- Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL):
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQENTS):
- Office of Transportation and Air Quality Fuels Registration (OTAQREG):**
- Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQ/WaiverCredits):
- Public Health Air Surveillance Evaluations (PHASE):
- Pesticide Producer Tracking System (PPTS):
- Radionuclide NESHAPs (RAD):
- Region 6 Enforcement Workshops (Reg6ENF):
- Risk Management Plan (RIMPESUBMIT):
- STORET File Transfer (STORET):
- Stormwater Notice of Intent (eNOI) (SWENOI):
- Toxics Release Inventory-Digital Signature (TRI-DS):
- Toxic Release Inventory Made Easy (TRIME):
- Toxic Release Inventory Made Easy Web (TRIMEweb):
- TRI Data Exchange Viewer (TRISDX):
- TSCA (TSCA):
- Compliance Information Systems (VERIFY):
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG):
- Water Contaminant Information Tool (WCIT):
- Wood Heater Information Processing System (WHIPS):

**ADD** **CANCEL**

You are in an encrypted secure session.

The “Add Program” page lists all of the available data flows available for registration. Select the “Office of Transportation and Air Quality Fuels Registration (OTAQREG)” radio button and then click the “Add” button. Figure 2-12 will display.

**Figure 2-12 Existing User CDX Registration Add Program ID**

The screenshot shows the 'CDX Registration: Add Program ID' form. At the top, there is a navigation bar with the U.S. Environmental Protection Agency logo and the text 'U.S. Environmental Protection Agency'. Below this, the page title is 'Registration' with links for 'Recent Announcements' and 'Contact Us'. The user is logged in as 'as'. The main form area contains the following fields:

- Role: A SUBMITTER \*
- Program ID Type: Registration
- Program ID: N/A \*
- Submission Method: WEBFORM \*

A 'FINISHED' button is circled in red. Below the form, a message states 'You are in an encrypted secure session.'

The “Existing User CDX Registration Add Program ID” page acts as the OTAQReg registration page. You must provide data for all required fields (required fields are marked with a red star). “A SUBMITTER” is the only available Role and “Registration” is the only available Program ID type you can have for the OTAQReg application.

Click the “Finished” button.

### 2.3.1 Print & Sign CDX Electronic Signature Agreement

If your CDX user account currently does not have a CDX ESA on file then you will be prompted to Print and Sign the CDX ESA as seen in Figure 2-13.

**Figure 2-13 CDX ESA Prompt**

The screenshot shows a dialog box titled 'CDX ESA'. The text inside reads: 'This particular registration requires proof of identity and a CDX Electronic Signature Agreement. You have not provided proof of identity to the U.S. Environmental Protection Agency, so you must print, sign, and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency. Once the ESA has been signed, you will be authorized for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).' At the bottom, there are two buttons: 'SIGN PAPER FORM' and 'CANCEL'. The 'SIGN PAPER FORM' button is circled in red.

Click the “Sign Paper Form” button. Figure 2-14 will display.

**Figure 2-14 Sign Paper ESA**

**CDX ESA**

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name:	Teller Inc.
Address:	4300 North Street
City, State, Zip:	Charming, CA 33333
Province:	
Country:	US
Phone Number:	2222222222
E-mail Address:	otaqregco@gmail.com
Registrant's Name:	Mr. Jackson Teller
CDX User Name:	TESTACCOUNT26

The Sign Paper ESA prompt pre-populates your CDX User information onto the form and also displays the terms and agreement for electronically signing within CDX. To print and sign the complete form, click the “Sign Paper Form” button. A printable version of the complete CDX ESA will be displayed in a separate window and Figure 2-15 will display.

Print, sign and mail the CDX ESA to the Fuels Program Helpdesk at the following mailing address:

U.S. Environmental Protection Agency  
 Fuels Programs Registration (6406J)  
 1200 Pennsylvania Avenue, NW  
 Washington, DC 20460

You will not be able to electronically sign within the OTAQReg application until your CDX ESA is received by the Fuels Program. Registrations may still be printed and signed by the appropriate person. Users must continue from this point and navigate to the OTAQREG application to complete their registrations. It is recommended that all registration materials including ESAs are sent in the same package. If you have any questions regarding the status of your ESA, please contact the EPA Fuels Program Support line at 1-800-385-6164 or by sending an email to [support@epamts-support.com](mailto:support@epamts-support.com).

**Figure 2-15 Added OTAQReg Role**

**U.S. Environmental Protection Agency**

**Edit Organization Profiles**

[Recent Announcements](#) | [Contact Us](#) Logged in as, TESTACCOUNT22.

[MyCDX](#) > Edit Organization Profiles

Organization	Program Status
Vandelay Inc.	<ul style="list-style-type: none"> <li>▶ <a href="#">Edit Organization Contact Information</a></li> <li>▶ OTAQREG <span style="float: right;">▶ <a href="#">List Roles</a></span></li> <li>▶ WCIT <span style="float: right;">▶ <a href="#">List Roles</a></span></li> <li>▶ <a href="#">Add New Program</a></li> <li>Add additional programs for Vandelay Inc.</li> </ul>

OTAQReg will be listed under your Programs. Click the “MyCDX” link in the left side toolbar. Figure 2-16 will display.

### 2.3.2 eSignature PIN Verification

If your CDX user account currently does not have the eSignature PIN Verification then you will be prompted to complete your eSignature PIN Verification as seen in Figure 2-16.

**Figure 2-16 eSignature PIN Verification Questions and Answers**

**U.S. Environmental Protection Agency**

**CDX**

[Recent Announcements](#) | [Contact Us](#) Logged in as, DCFUEL01.

[MyCDX > CDX](#)

You are registered for a program that requires [eSignature PIN Verification](#). Please select exactly 5 questions. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

- What is the first and middle name of your oldest sibling?  
Answer:
- What is your favorite vacation destination?  
Answer:
- What year and model (yyy-name) was your first car?  
Answer:  2009 -
- What is your favorite TV show?  
Answer:
- Where did you first meet your spouse?  
Answer:
- What is your favorite book?
- What was your first pet's name?
- What is your favorite movie?
- What street was your high school located on?
- What is the name of your home town newspaper?
- What is your favorite hobby?
- What is the name of the hospital where you were born?
- Who is your favorite all-time entertainer?
- What was your high school's mascot?
- What is your favorite song?
- What is your best friend's last name?
- What is the last name of your favorite teacher?
- Where did you graduate from high school?
- What is your favorite pet's name?
- Who is your favorite author?

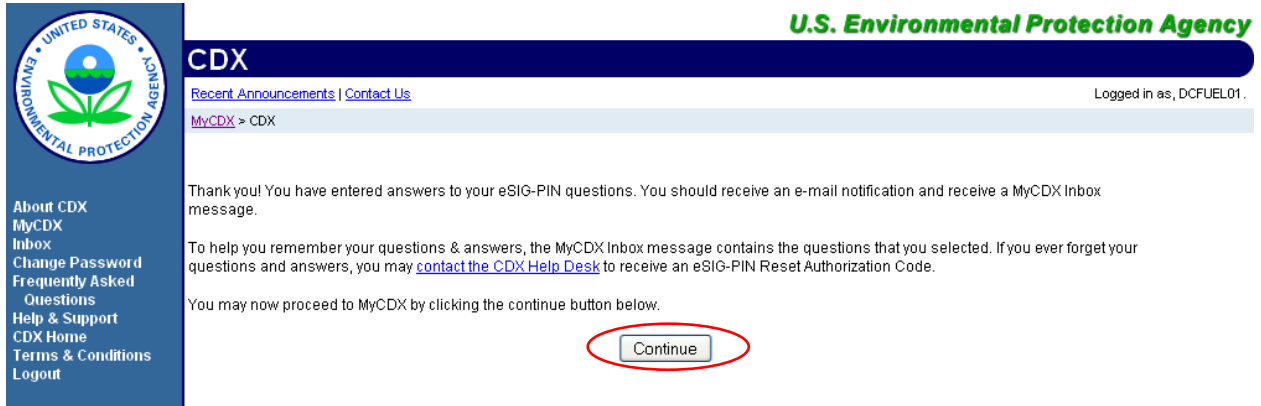
You are in an encrypted secure session.

You are required to select five of the displayed questions. The questions and answers you select here will be used later to verify your identity when electronically signing submissions in CDX.

Select your questions by clicking the check box next to each question. Enter your answers into the corresponding text boxes. Once you have provided answers for five questions click the “Save Answers” button. Figure 2-17 will display.

**Reminder:** The questions that you select should be questions that you can easily remember however should be difficult for anyone else to guess.

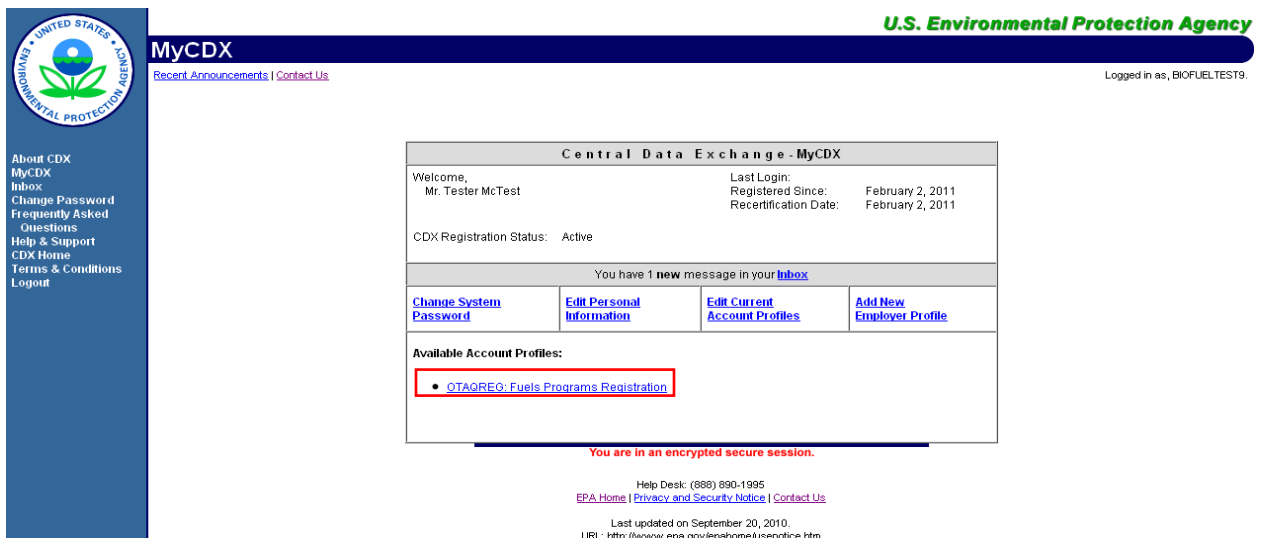
**Figure 2-17 eSignature PIN Confirmation**



You have now successfully completed your eSignature PIN Verification. You will receive an email notification stating that you have provided answers to five eSIG-PIN questions. A MyCDX Inbox message will also be created containing the questions that you selected. However, for your protection, your answers will not be provided. If you ever forget your questions or answers, you may contact the CDX Help Desk to receive an eSIG-PIN Reset Authorization Code.

Click the “Continue” button. Figure 2-18 will display.

**Figure 2-18 MyCDX Home Page**



As seen in Figure 2-18, you will automatically be given the “OTAQREG: Fuels Programs Registration” dataflow.

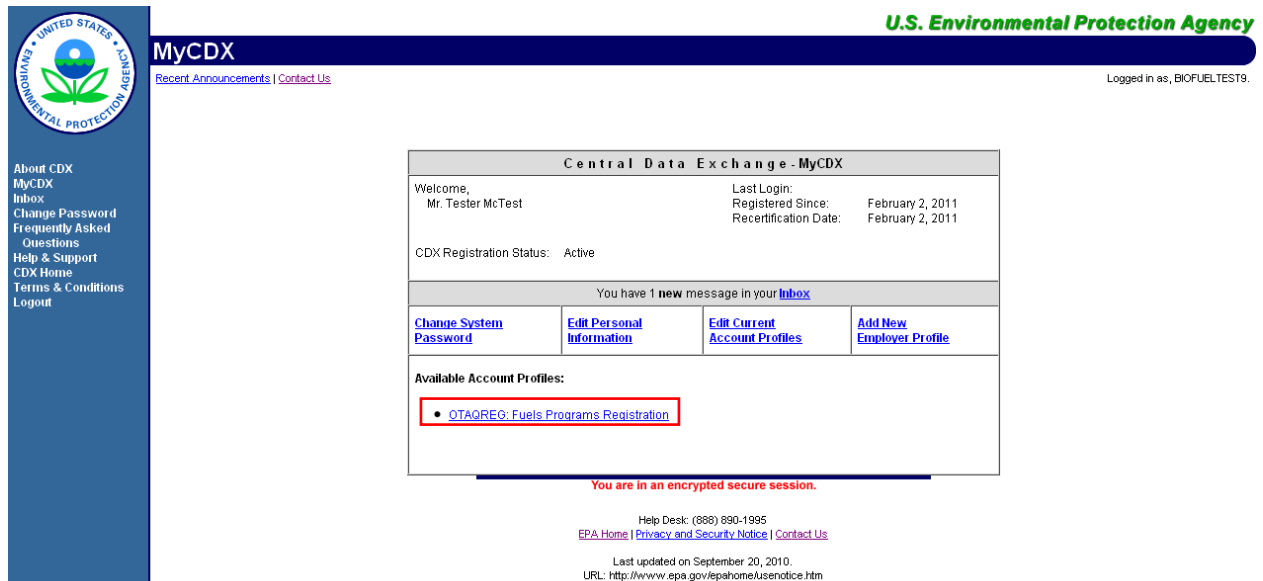
### 3 Electronic Signature Agreement

As previously stated in Section 2, you must have a CDX ESA on file in order to electronically sign submissions and letters within the OTAQReg application. You will be prompted to sign and submit your CDX ESA upon accessing the OTAQReg application until your ESA has been received by the Fuels Program. The following section describes the ESA submission process.

If you are a CDX User that has previously submitted a CDX ESA then you are not required to re-send a CDX ESA thus please proceed to Section 4.

#### 3.1 Enter OTAQReg

**Figure 3-1 MyCDX Home Page**



Click the “OTAQREG: Fuels Programs Registration” link on your MyCDX Home Page. If you are an existing Submitter within the OTAQDCFUEL: OTAQDCFUEL Application, follow the steps outlined in section 3.1.1.

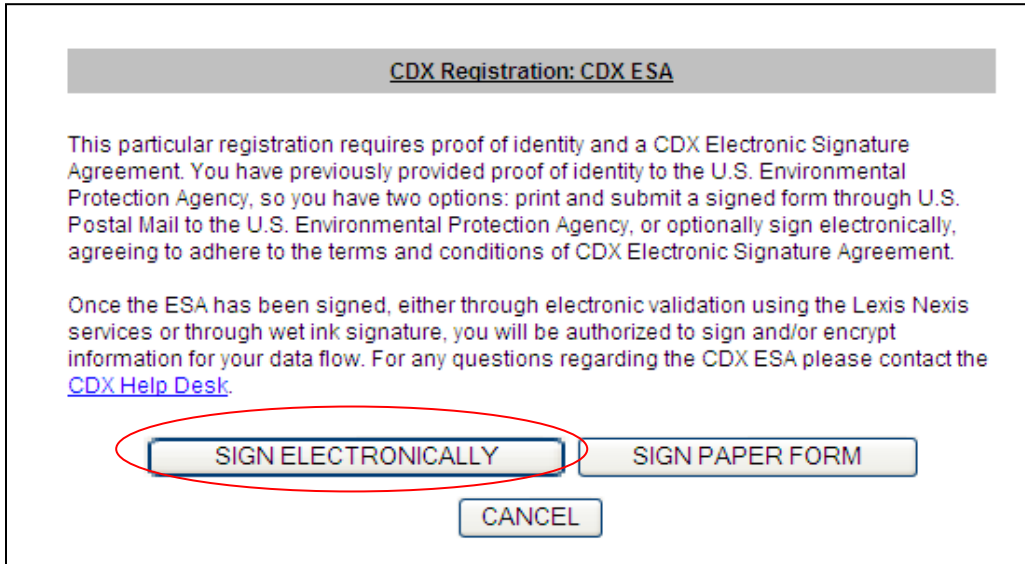
All other OTAQReg users refer to section 3.1.2.

#### 3.1.1 Signing Electronically

If you are an existing Submitter within the OTAQDCFUEL: OTAQDCFUEL Application, then you will be prompted with the option to either Electronically Sign the CDX ESA or Print and Mail the CDX ESA as seen in Figure 3-2.

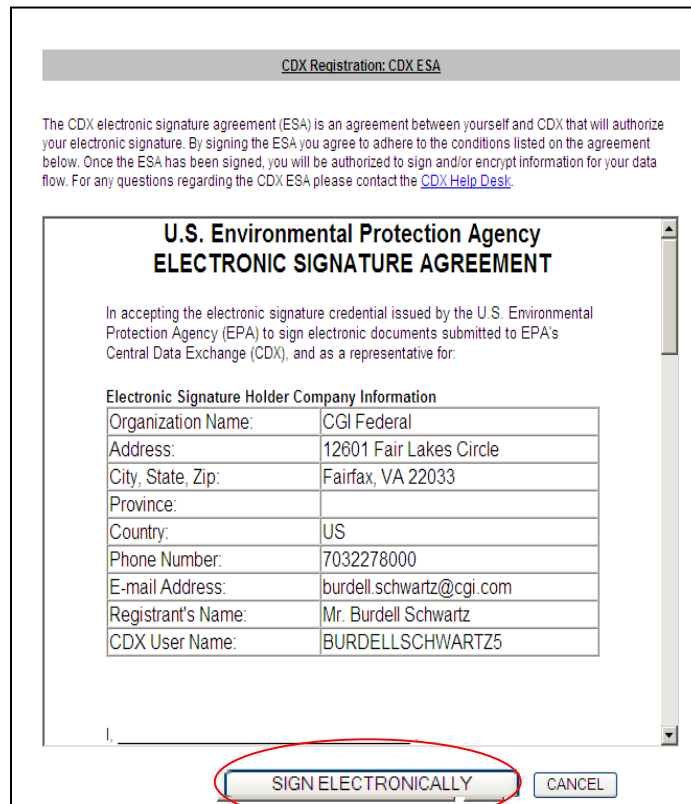


**Figure 3-2 Sign ESA Prompt**



For convenience and timeliness, it is recommended that you electronically sign the CDX ESA. Click the “Sign Electronically” button. Figure 3-3 will display.

**Figure 3-3 Sign Electronically**



The CDX ESA Prompt pre-populates your CDX User information onto the form and also displays the terms and agreement for electronically signing within CDX. To view a complete example of the content for the CDX ESA, please refer to Figure 3-8.

Upon reading the full agreement, click the “Sign Electronically” button. Figure 3-4 will display.

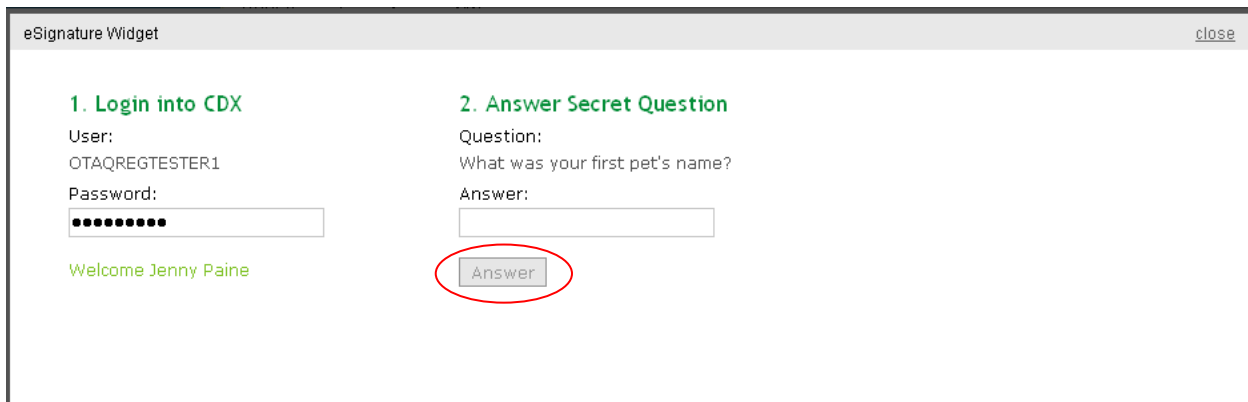
**Figure 3-4 Authentication**



This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password. If you enter an incorrect password, you will be prompted with an error message. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or heldesk@cdx.net.

Enter your CDX user account password and click the “Login” button. Figure 3-5 will display.

**Figure 3-5 Answer Secret Question**



The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your eSignature PIN verification.

If you fail to respond or enter an incorrect answer, you will be prompted with an error message. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or heldesk@cdx.net.

Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 3-6 will display.

**Figure 3-6 Sign File**

The screenshot shows a web interface titled "eSignature Widget" with a "close" link in the top right. It is divided into three columns:

- 1. Login into CDX:** Includes fields for "User:" (OTAQREGTESTER1) and "Password:" (masked with dots). Below is a green message: "Welcome Jenny Paine".
- 2. Answer Secret Question:** Includes a "Question:" field with the text "What was your first pet's name?" and an "Answer:" field containing the text "Test". Below is a green message: "Correct Answer".
- 3. Sign File:** Contains a single button labeled "Sign", which is circled in red.

Click the “Sign” button.

Congratulations! You have successfully electronically signed your CDX ESA. You are now able to perform electronic signatures within the OTAQReg application.

### 3.1.2 Print, Sign and Mail

If you are not an existing Submitter within the OTAQDCFUEL: OTAQDCFUEL Application, then you will be prompted to print, sign and mail the paper CDX ESA.

**Figure 3-7 Sign Paper ESA**

The screenshot shows a document titled "U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT". At the top, there is a paragraph of text explaining the agreement. Below this is a table of "Electronic Signature Holder Company Information":

Organization Name:	OTAQReg Test Organization
Address:	1234 Test Street
City, State, Zip:	Fairview, MD 22222
Province:	
Country:	US
Phone Number:	3333333333
E-mail Address:	jennifer.paine@cgifederal.com
Registrant's Name:	Mr. Ted Mosby
CDX User Name:	OTAQREGTESTER2

At the bottom of the form, there is a line for a signature: "I, \_\_\_\_\_". Below this line are two buttons: "SIGN PAPER FORM" (circled in red) and "CANCEL".

The Sign Paper ESA prompt pre-populates your CDX User information onto the form and also displays the terms and agreement for electronically signing within CDX. To print and sign the complete form, click the “Sign Paper Form” button. Figure 3-8 will display.

**Figure 3-8 Example CDX ESA**

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

<b>Electronic Signature Holder Company Information</b>	
Organization Name:	OTAQReg Test Organization
Address:	1234 Test Street
City, State, Zip:	Fairview, MD 22222
Province:	
Country:	US
Phone Number:	3333333333
E-mail Address:	jennifer.paine@cgifederal.com
Registrant's Name:	Mr. Ted Mosby
CDX User Name:	OTAQREGTESTER2

I, \_\_\_\_\_  
(Name of Electronic Signature Holder)

(1) Agree to protect the electronic signature credential, consisting of my Central Data Exchange (CDX) user identification and password, from use by anyone except me. Specifically, I agree to maintain the secrecy of the password; I will not divulge or delegate my user name and password to any other individual; I will not store my password in an unprotected location; and I will not allow my password to be written into computer scripts to achieve automated login;

(2) Agree to contact the U.S. EPA CDX Help Desk at 1-888-890-1995 as soon as possible, but no later than 24 hours, after suspecting or determining that my user name and password have become lost, stolen or otherwise compromised;

(3) I agree to notify CDX within ten working days if my duties change and I no longer need to interact with the CDX on behalf of my organization. I agree to make this notification by notifying the CDX Technical Support staff at 1-888-890-1995 or helpdesk@epa.gov;

(4) Understand that I will be informed through my registered electronic mail (e-mail) address whenever my user identification or password have been modified;

(5) Understand that CDX reports the last date my user identification and password were used immediately after successfully logging into CDX;

(6) Understand and agree that I will be held as legally bound, obligated, and responsible for the use of my electronic signature as I would be using my hand-written signature;

(7) Understand that whenever I electronically sign and submit an electronic document to the CDX, I will receive an e mail at my registered e mail address; This e-mail will inform me that a submission has been made to CDX from my user account and will contain instructions to view information regarding the submission, including my Copy of Record (CoR);

(8) Agree that if I receive an e mail notification for any activity that I do not believe that I performed, I will notify the CDX Help Desk as soon as possible, but no later than 24 hours, after receipt;

(9) Agree to contact the CDX Help Desk if I do not receive an e mail notification within 5 business days for any electronically signed submission using my credentials;

(10) Agree to report, within 24 hours of discovery, any evidence of discrepancy between any electronic document I have signed and submitted and what the CDX has received from me by contacting the CDX or service Help Desk;

(11) Agree to notify the EPA if I cease to represent the regulated entity specified above as signatory of that organization's electronic submissions by contacting the CDX Help Desk as soon as this change in relationship occurs and to sign a surrender certification at that time; and,

(12) Agree to retain a copy of this signed agreement as long as I continue to represent the regulated entity specified above as signatory of the company's electronic submissions.

Name of electronic signature holder: Mr. Ted Mosby

Signature: \_\_\_\_\_

Date: \_\_\_\_\_

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

U.S. Environmental Protection Agency  
Environmental Protection Agency  
Fuels Programs Registration (6406J)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

Please click **PRINT & CLOSE** to get a hard copy of this agreement.

**PRINT & CLOSE**

Click the "Print & Close" button and mail the printed CDX ESA to the Fuels Program Helpdesk at the following mailing address:

U.S. Environmental Protection Agency  
Fuels Programs Registration (6406J)

1200 Pennsylvania Avenue, NW

Washington, DC 20460

You will not be able to electronically sign within the OTAQReg application until your CDX ESA is received by the Fuels Program. Registrations may still be printed and signed by the appropriate person. Users must continue from this point and navigate to the OTAQREG application to complete their registrations. It is recommended that all registration materials including ESAs are sent in the same package. If you have any questions regarding the status of your ESA, please contact the EPA Fuels Program Support line at 1-800-385-6164 or by sending an email to [support@epamts-support.com](mailto:support@epamts-support.com).

## 4 User Profiles

The following sections describe how to navigate within the OTAQReg application to create and edit a User Profile.

If you are an existing OTAQReg user please proceed to section 4.2.

### 4.1 Create a New User Profile (New OTAQReg Users)

**Figure 4-1 MyCDX Home Page**

The screenshot displays the MyCDX Home Page. At the top left is the EPA logo with the text "U.S. Environmental Protection Agency". Below the logo is a vertical navigation menu with links: "About CDX", "MyCDX", "Inbox", "Change Password", "Frequently Asked Questions", "Help & Support", "CDX Home", "Terms & Conditions", and "Logout". The main header area contains "MyCDX" and "Recent Announcements | Contact Us". On the right, it says "Logged in as, BIOFUELTEST9". The central content area is titled "Central Data Exchange - MyCDX" and includes a welcome message for "Mr. Tester McTest", login details (Last Login: February 2, 2011; Registered Since: February 2, 2011; Recertification Date: February 2, 2011), and "CDX Registration Status: Active". Below this is a notification: "You have 1 new message in your [Inbox](#)". A row of four buttons is present: "Change System Password", "Edit Personal Information", "Edit Current Account Profiles", and "Add New Employer Profile". Underneath is a section for "Available Account Profiles:" with a single bullet point: "• [OTAQREG: Fuels Programs Registration](#)". At the bottom, a red message states "You are in an encrypted secure session." and footer information includes "Help Desk: (888) 890-1995", "EPA Home | Privacy and Security Notice | Contact Us", "Last updated on September 20, 2010.", and "URL: http://www.epa.gov/epahome/usenotice.htm".

Click the “OTAQREG: Fuels Programs Registration” link on your MyCDX Home Page. Upon your initial login to OTAQReg, Figure 4-2 will display.

**Figure 4-2 Edit User Profile Page**

**OTAQ Registration** [Contact Us](#)

**MyCDX**  
Inbox

## Edit User Profile

Note: Certain fields below are maintained in CDX. Go to the [Edit Current Account Profiles](#) page in MyCDX to make changes to fields that are not editable here.

**User Information**

Prefix: Ms.	* Position or Job Title: <input type="text" value="CEO"/>
First Name: Joe	Valid From (MM/DD /YYYY): 10/05/2011
Middle Initial:	Valid To (MM/DD /YYYY): <input type="text"/> <b>Optional</b>
Last Name: Test	
Suffix:	

**Address and Contact Information**

Address 1: 1230 Test Street	E-mail: otaqregrc@gmail.com
Address 2:	Alternate E-mail: <input type="text"/>
City: Austin	Phone: 2222222222
State: Texas	Alternate Phone: <input type="text"/> x <input type="text"/>
ZIP: 12345	Fax: <input type="text"/>
Country: United States	

The page will pre-populate the contact information associated to your CDX account. To edit the pre-populated information, click the “Edit Current Account Profiles” link to be taken to the CDX Edit Organization Profiles page.

If no changes to the pre-populated information are needed, enter data into any of the applicable textboxes. You must provide data for the “Position or Job Title” field. Click the “Save” button. Your user profile will be saved and Figure 4-3 will display.

**Figure 4-3 OTAQ Registration Home Page**

**OTAQ Registration** [Contact Us](#)

**MyCDX**  
Inbox

- OTAQ Registration Home
- Associate to Company
- Update Existing Company Associations
- Edit User Profile

## OTAQ Registration Home

**Pending Requests**

There are currently no pending requests.

Legend: New Company Company Update Company Association RCO Update

**Company Information**

You are not currently associated with any companies.

**Registration Lists**

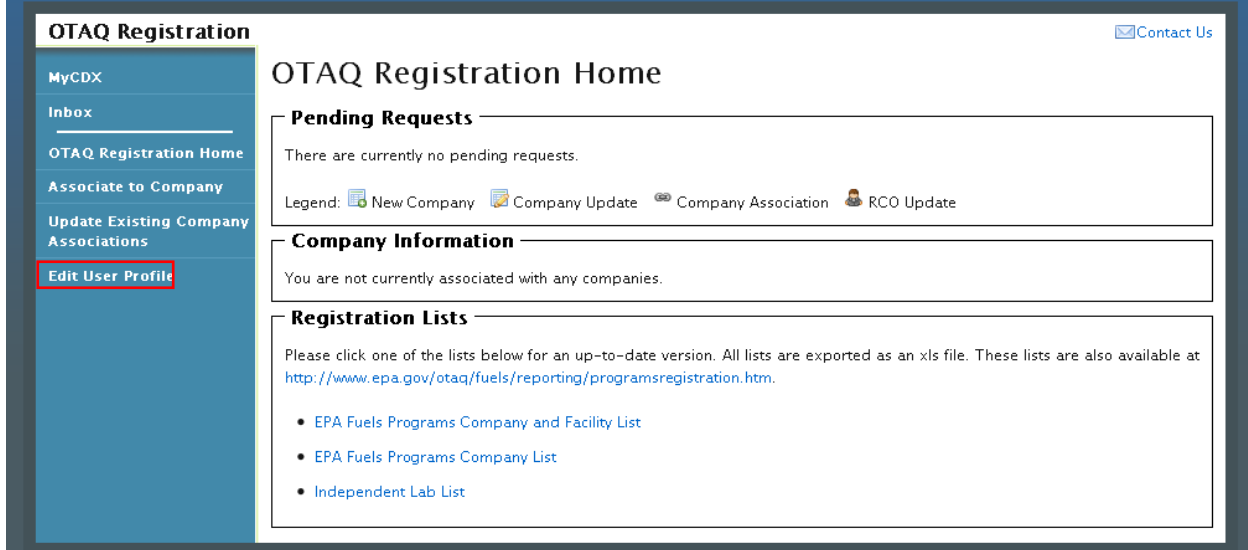
Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- [EPA Fuels Programs Company and Facility List](#)
- [EPA Fuels Programs Company List](#)
- [Independent Lab List](#)

## 4.2 Edit Existing User Profile

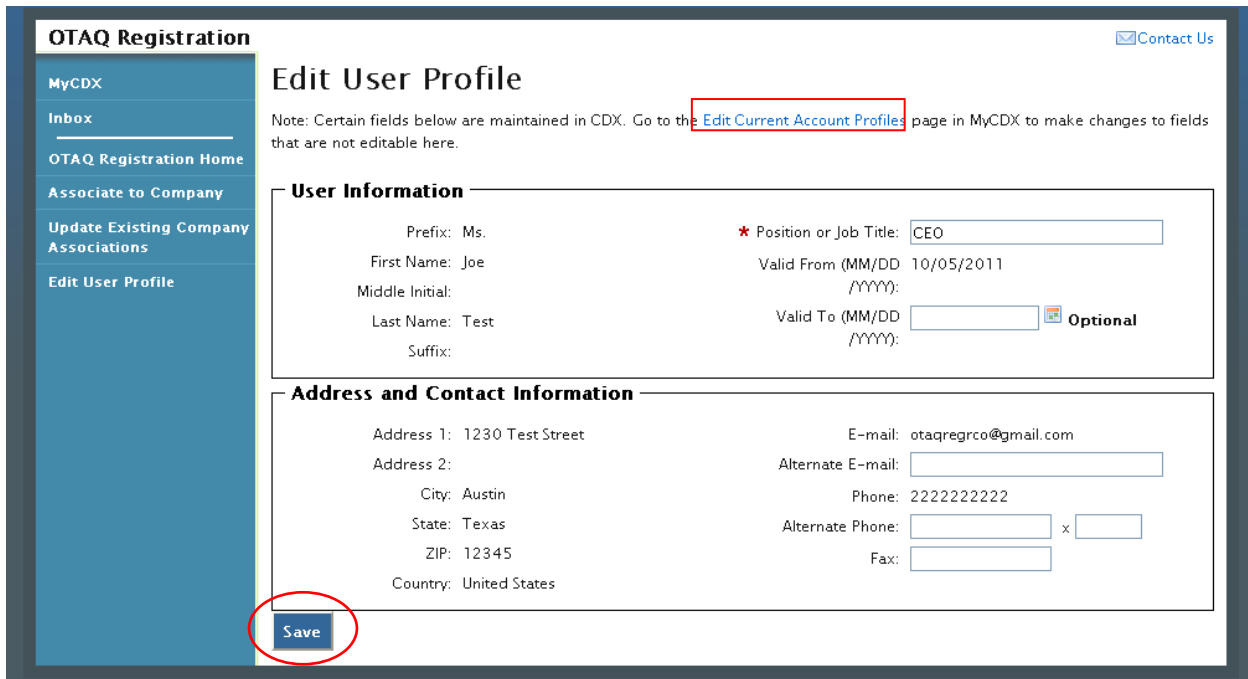
The following section describes how to edit your OTAQReg User Profile information.

**Figure 4-4 OTAQ Registration Home Page**



Click the “Edit User Profile” link in the left side toolbar of your OTAQ Registration Home Page as shown in Figure 4-4. Figure 4-5 will display.

**Figure 4-5 Edit User Page**





The page will pre-populate with your current OTAQReg User Profile information. To update the un-editable CDX user information, click the “Edit Current Account Profiles” link to be taken to the CDX Edit Organization Profiles page.

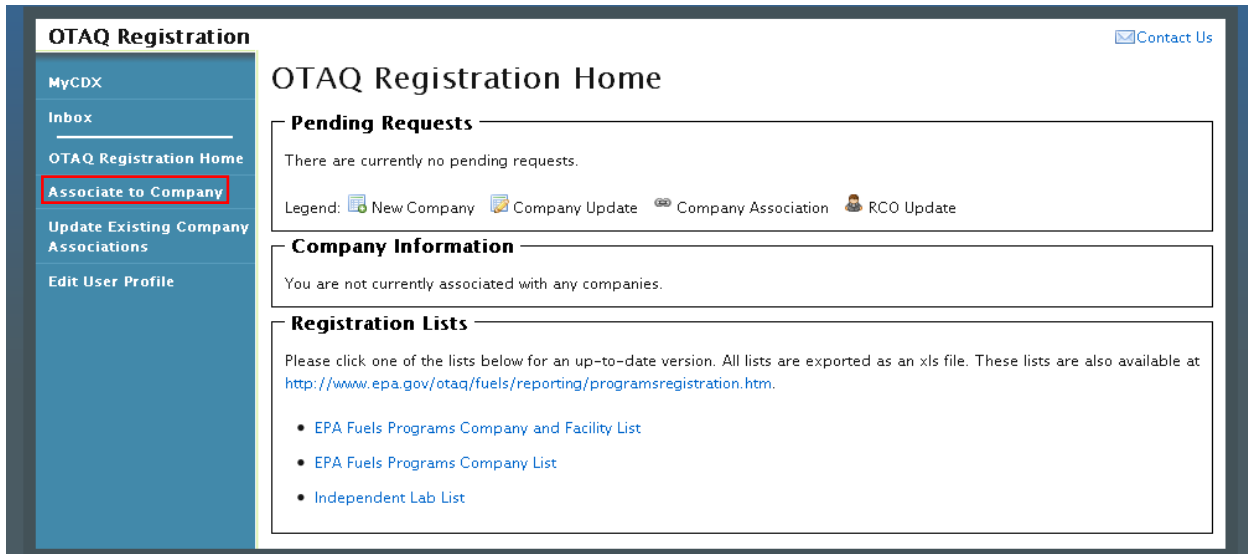
Edit any of the additional user profile data by updating the data in the textboxes and clicking the “Save” button.

## 5 Company Associations

The following sections describe how to add and update company associations within the OTAQReg application.

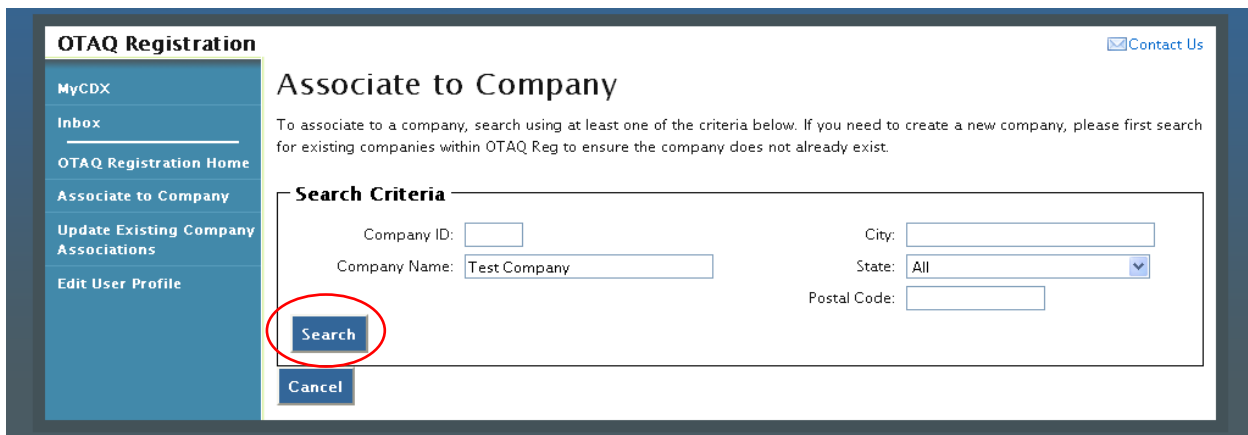
### 5.1 Add Company Association

**Figure 5-1 OTAQ Registration Home Page**



Click the “Associate to Company” link in the left side toolbar of your OTAQ Registration Home Page. Figure 5-2 will display.

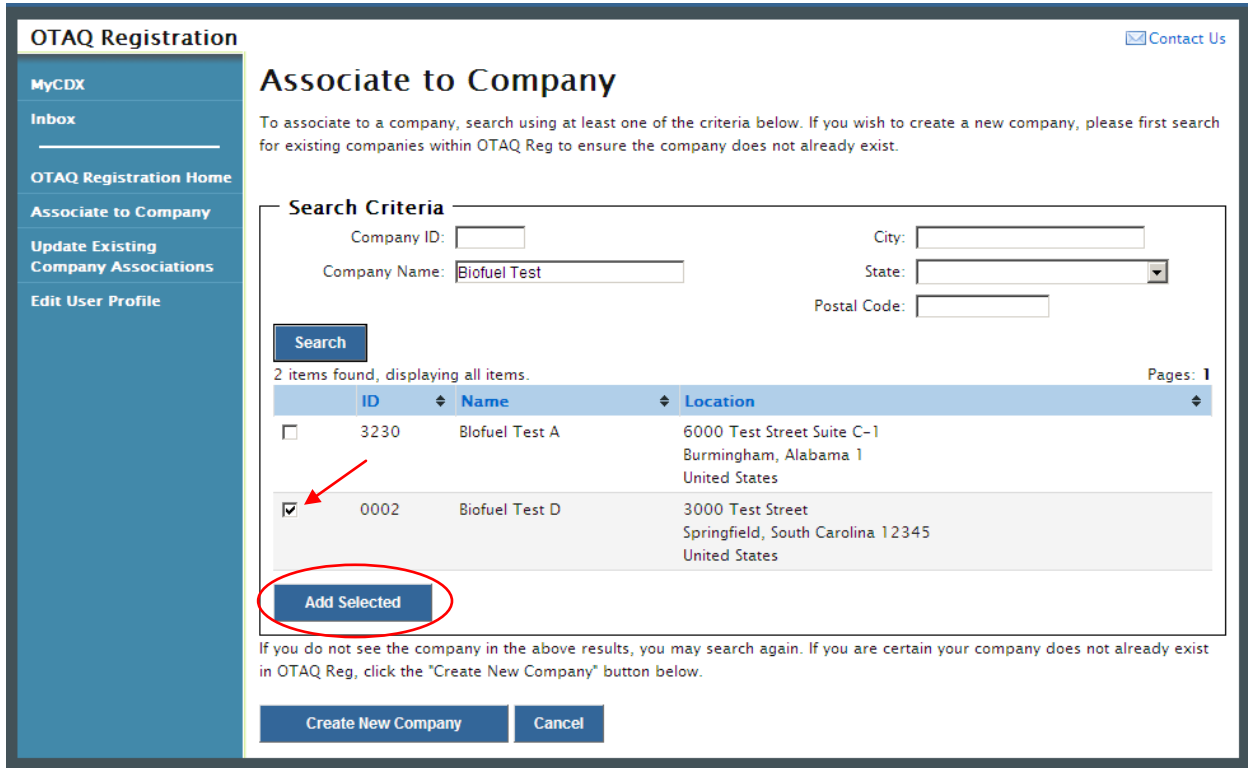
**Figure 5-2 Associate to Company Search Page**



Enter your company specific search criteria into the textboxes and click the “Search” button. A list of all companies matching your search criteria will display as shown in Figure 5-3.

**Note:** Search for the company in the Associate to Company Screen that you navigated to. Be broad in your search and understand that the more fields you use in your search, the fewer results you will receive. Duplicated companies will not be processed and the user will need to restart the process

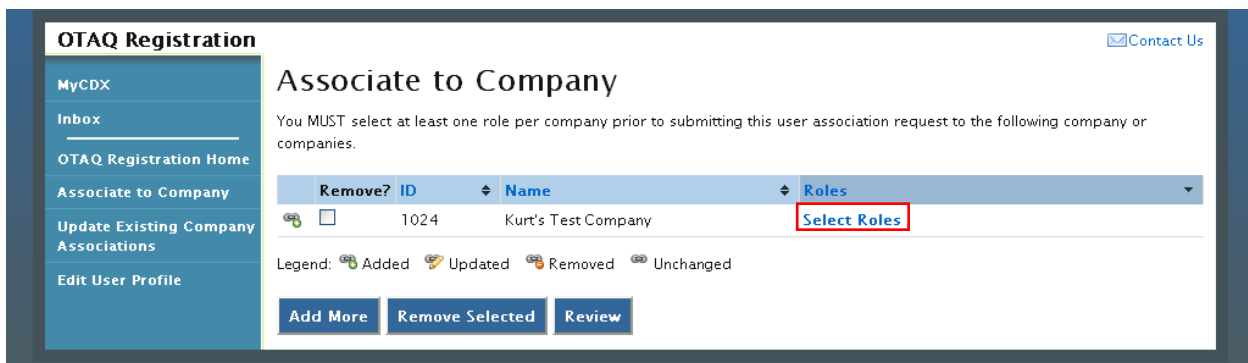
**Figure 5-3 Associate to Company Search Results**



Select the checkbox next to the company with which you wish to associate (if you do not see your company listed in the results, click the “Create New Company” button to create your company; see Section 6 for further details). Click the “Add Selected” button. Figure 5-4 will display.

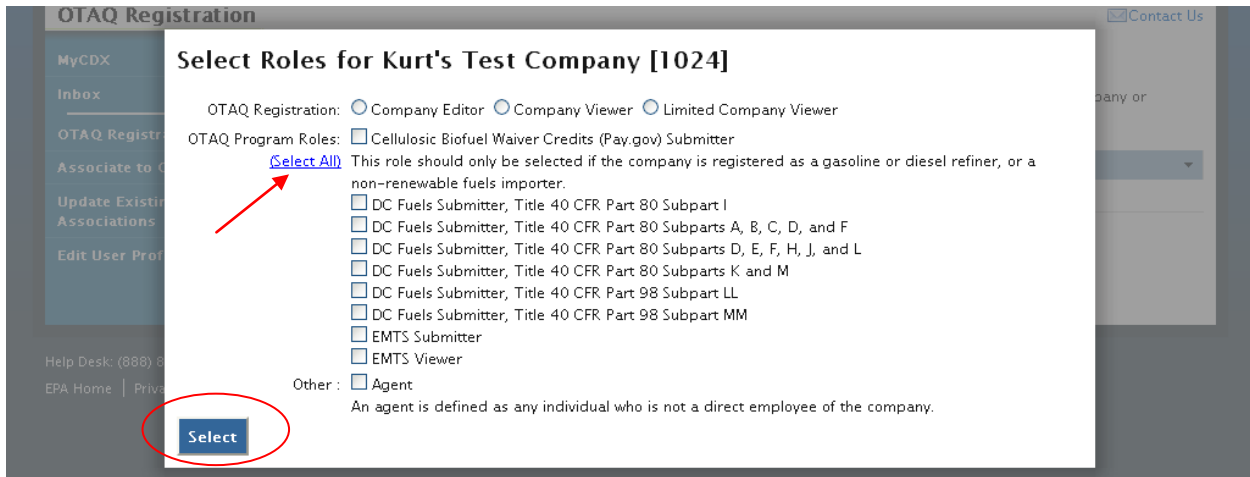
**Note:** You may select multiple check boxes if you wish to associate to more than one company.

**Figure 5-4 Associate to Company Page**



You must select at least one role per company prior to submitting your user association request. Click the “Select Roles” link to display a pop-up of available roles for the company. Figure 5-5 will display.

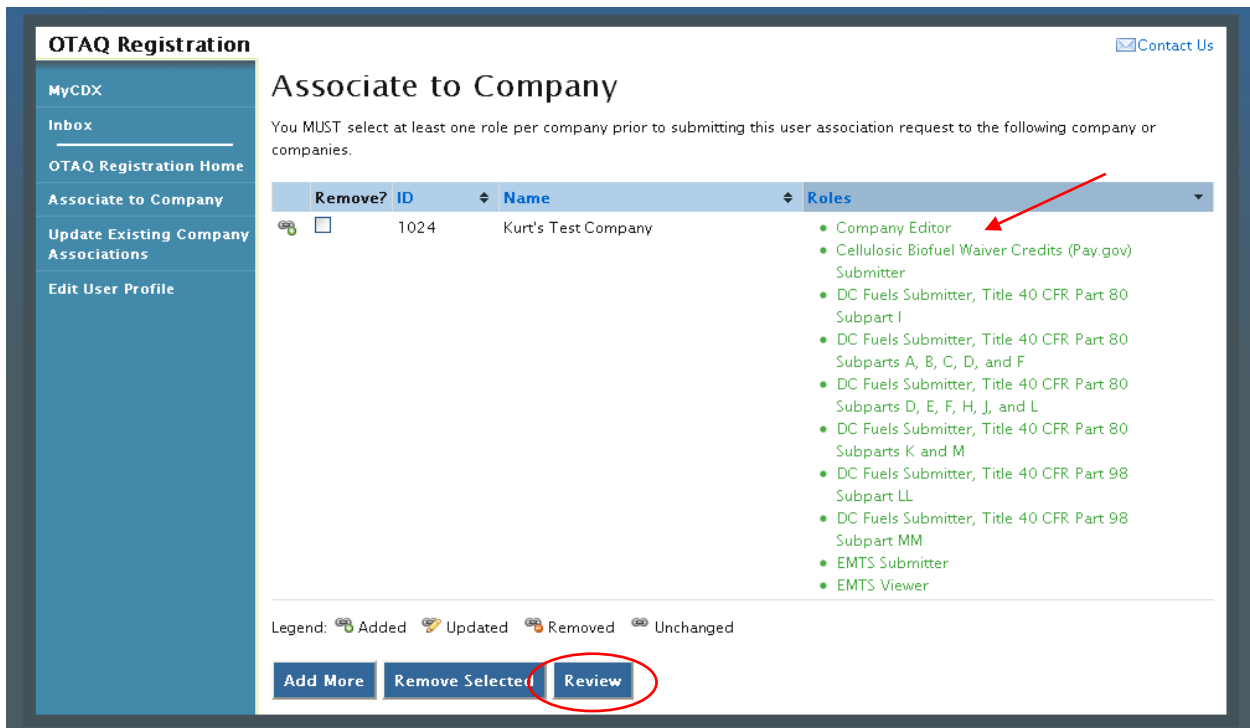
**Figure 5-5 Company Roles Pop-Up**



Choose the appropriate OTAQ Registration and OTAQ Program Roles by selecting the corresponding radio button and checkboxes (reference Appendix A: OTAQ Registration Roles if you are unsure which roles to select). You may select only one OTAQ Registration role, however multiple OTAQ Program roles are allowed. Click the “Select All” link to select all OTAQ Program Roles.

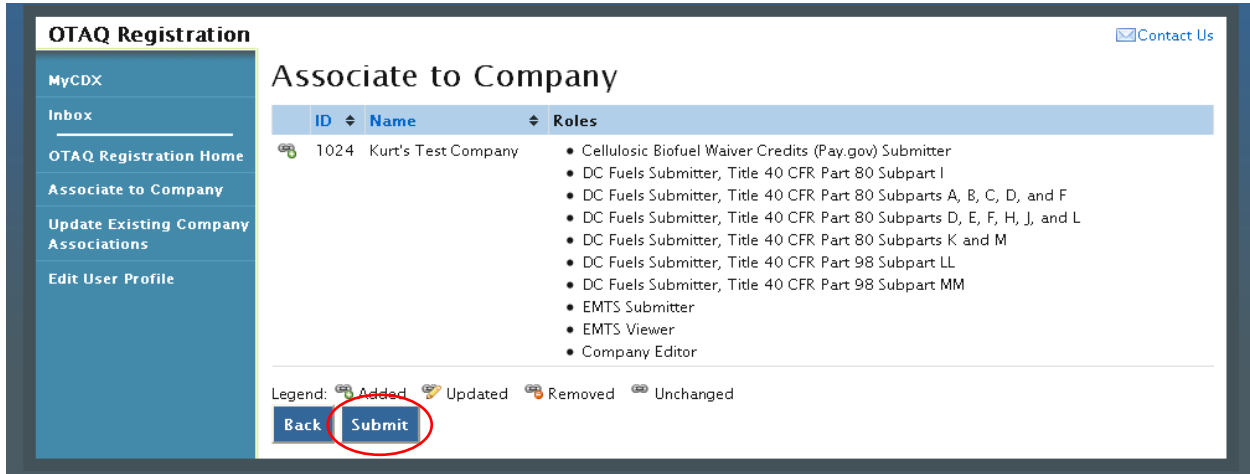
Click the “Select” button once you have made your selections. Figure 5-6 will display.

**Figure 5-6 Associate to Company Page with Roles**



Your selected roles will now display beside the selected company. Click the “Review” button to continue. Figure 5-7 will display.

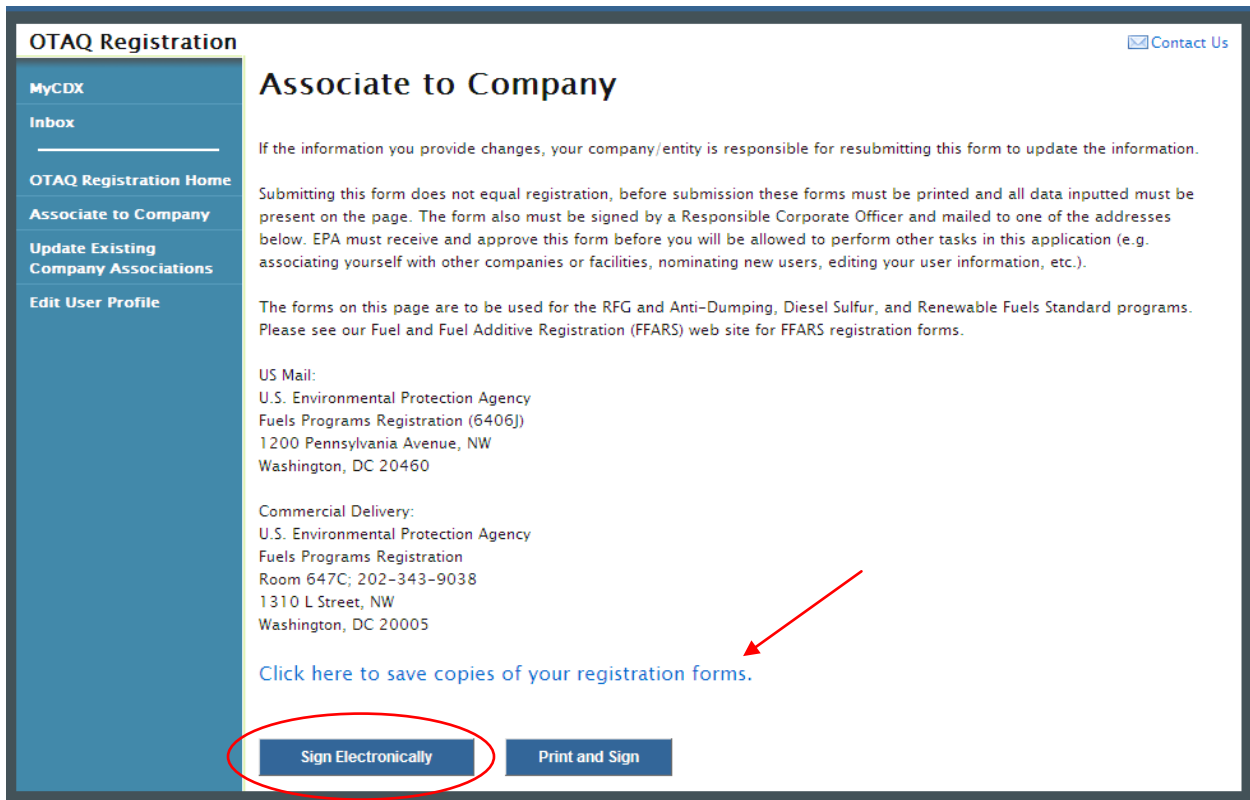
**Figure 5-7 Associate to Company Review Page**



The Associate to Company Review page displays a read-only version of your company association details. If the company and role information are correct, click the “Submit” button. Figure 5-8 will display.

**Note:** Upon landing on the Signature Page you will be prompted with a Java Security Warning. Please refer to Appendix C: System Java Requirements for further details.

**Figure 5-8 Associate to Company Signature Page**



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request.

If you wish to electronically sign your User Responsibility Letter for the Company Association request, click the “Sign Electronically” button. Figure 10-1 will display. Please reference Appendix B: Using the eSignature Widget for instructions on signing electronically.

**Note:** The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Please refer to Section 3 for further details.

If you wish to submit hard copies of your registration forms to the Fuels Program, click the “Print and Sign” button.

Once you have submitted your Company Association Request, you will receive an email notification stating that your Company Association Request is awaiting RCO signature along with a hard copy of your company association registration forms. Additionally, a MyCDX Inbox message will also be created confirming your submission. The Company Association request will appear in the Pending Requests section of your OTAQ Registration Home Page as shown in Figure 5-20.

**Note:** All Company Association requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms.

## 5.2 Update Company Roles

**Figure 5-9 OTAQ Registration Home Page**

**OTAQ Registration Home** [Contact Us](#)

**Pending Requests**

ID	Request For	Created On	Requested By	Status
CR-1007	MARATHON PETROLEUM COMPANY LP [4268]	10/05/2011 11:44 AM	Joe Test	Awaiting RCO Wet Ink Signature

Legend: New Company Company Update Company Association RCO Update

**Company Information**

One item found. Pages: 1

Company ID	Company Name	Roles
1024	Kurt's Test Company	<ul style="list-style-type: none"> <li>Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart I</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts A, B, C, D, and F</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> <li>DC Fuels Submitter, Title 40 CFR Part 98 Subpart LL</li> <li>DC Fuels Submitter, Title 40 CFR Part 98 Subpart MM</li> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M</li> <li>Company Editor</li> </ul>

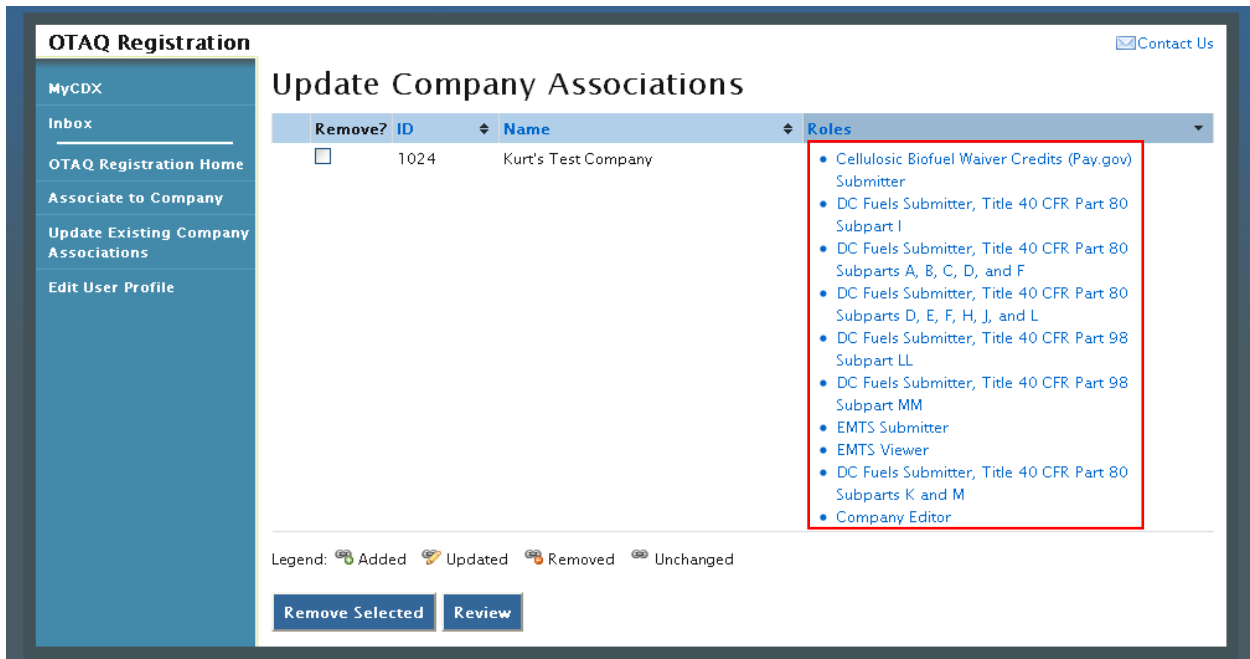
**Registration Lists**

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- EPA Fuels Programs Company and Facility List
- EPA Fuels Programs Company List
- Independent Lab List

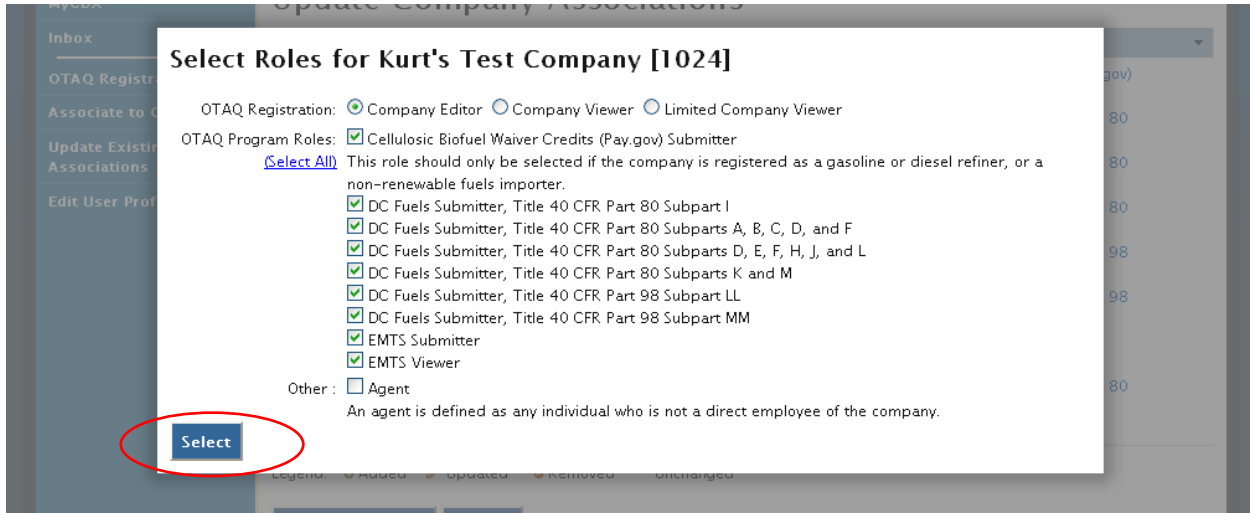
Click the “Update Existing Company Association” link in the left side toolbar of your OTAQ Registration Home Page. Figure 5-10 will display.

**Figure 5-10 Update Company Associations Page**



Select the Roles link for the company you wish to update. Figure 5-11 will display.

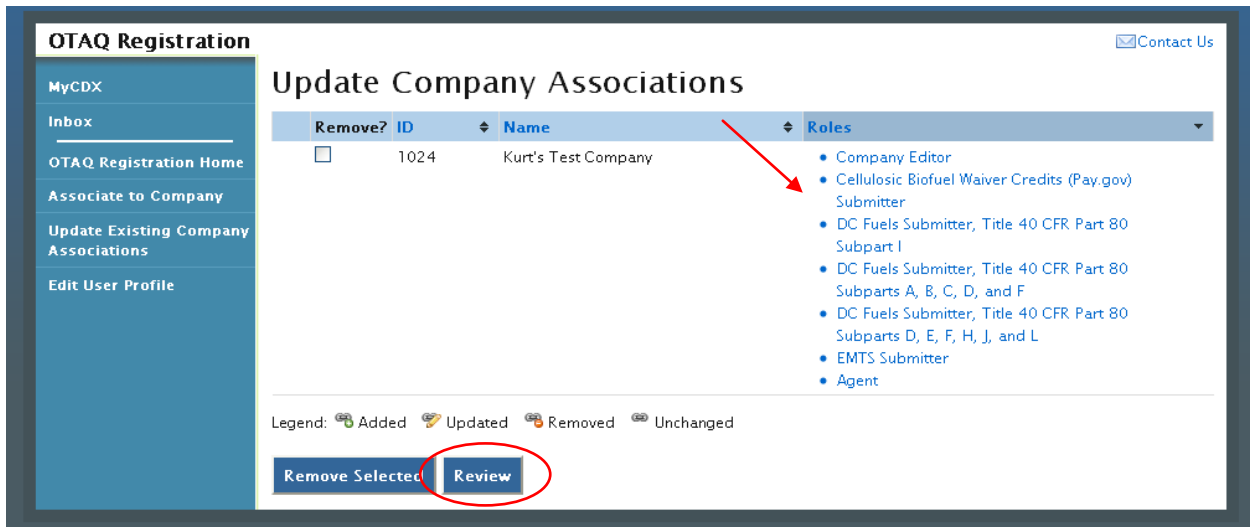
**Figure 5-11 Update Roles**



Your existing roles will be pre-selected on the page. Update your OTAQ Registration and OTAQ Program Roles by selecting a new radio button and/or checkboxes (reference Appendix A: OTAQ Registration Roles if you are unsure which roles to select). You may select only one OTAQ Registration role however multiple OTAQ Program Roles are allowed. Click the “Select” button once you have made your selections. Figure 5-12 will display.

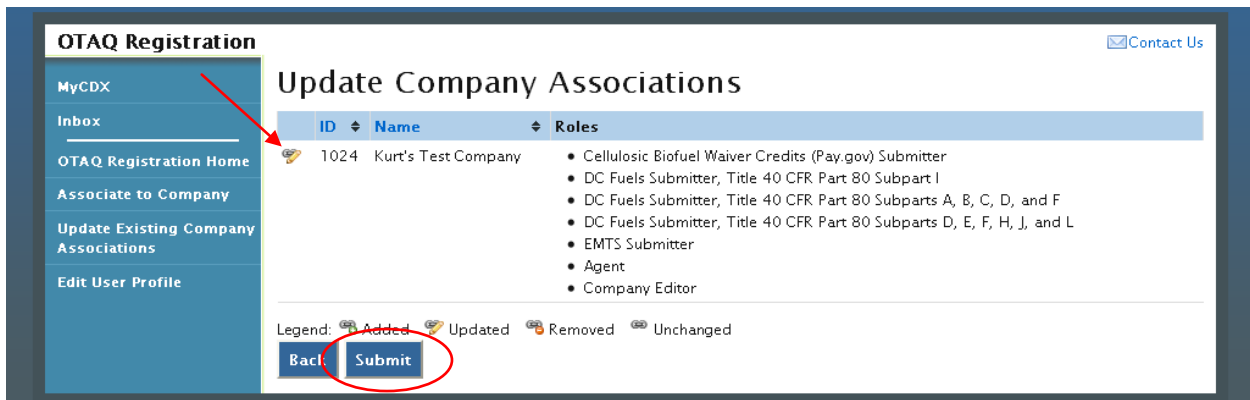



**Figure 5-12 Updated Company Associations**



The Update Company Associations Page will now display your updated roles. Click the “Review” button. Figure 5-13 will display.

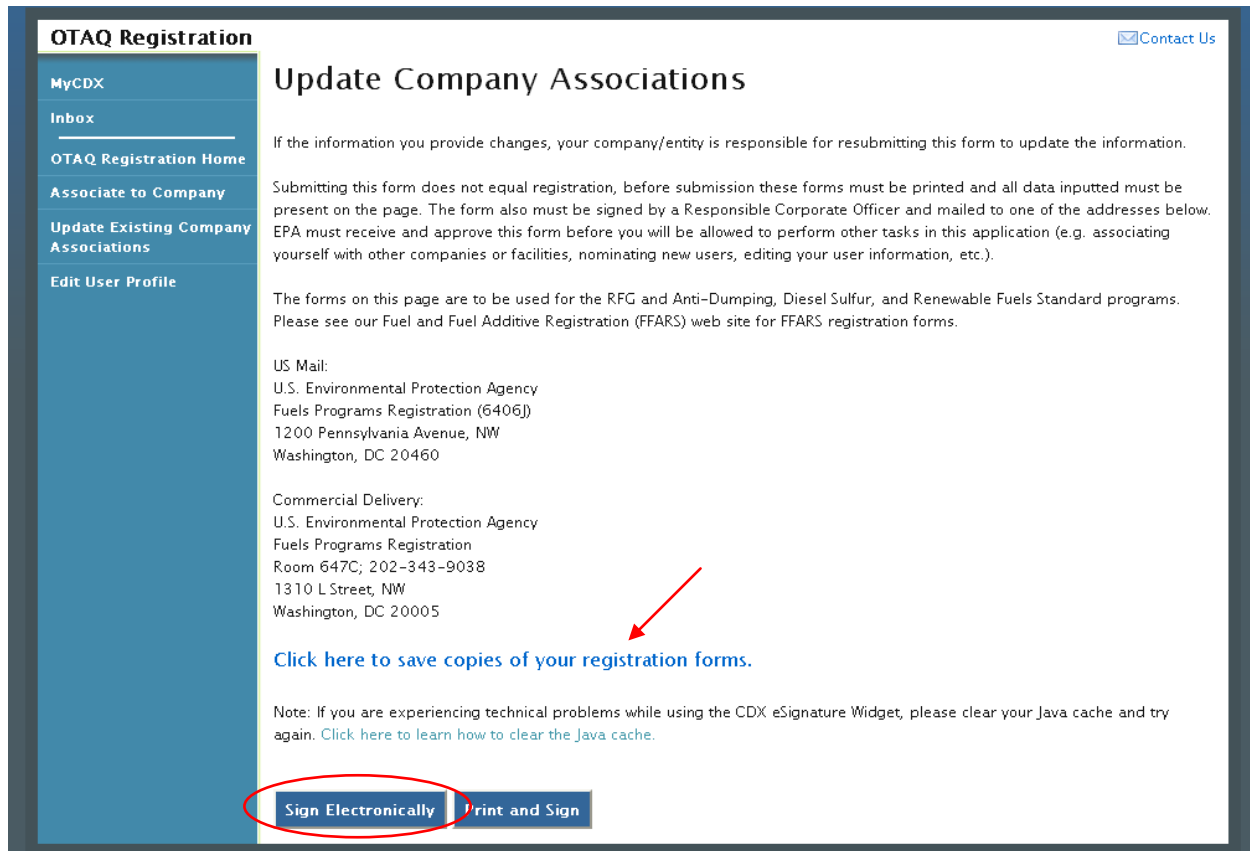
**Figure 5-13 Confirm Updated Company Association**



The page will display the updated icon  for the updated company association. If the updated company association is correct, click the “Submit” button. Figure 5-14 will display.

**Note:** Upon landing on the Signature Page you will be prompted with a Security Warning. Please refer to Appendix C: System Java Requirements for further details.

**Figure 5-14 Update Company Association Signature Page**



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request.

If you wish to electronically sign your User Responsibility Letter for the Company Association update request, click the “Sign Electronically” button. Figure 10-1 will display. Please reference Appendix B: Using the eSignature Widget for instructions on signing electronically.

If you wish to submit hard copies of your registration forms to the Fuels Program, click the “Print and Sign” button.

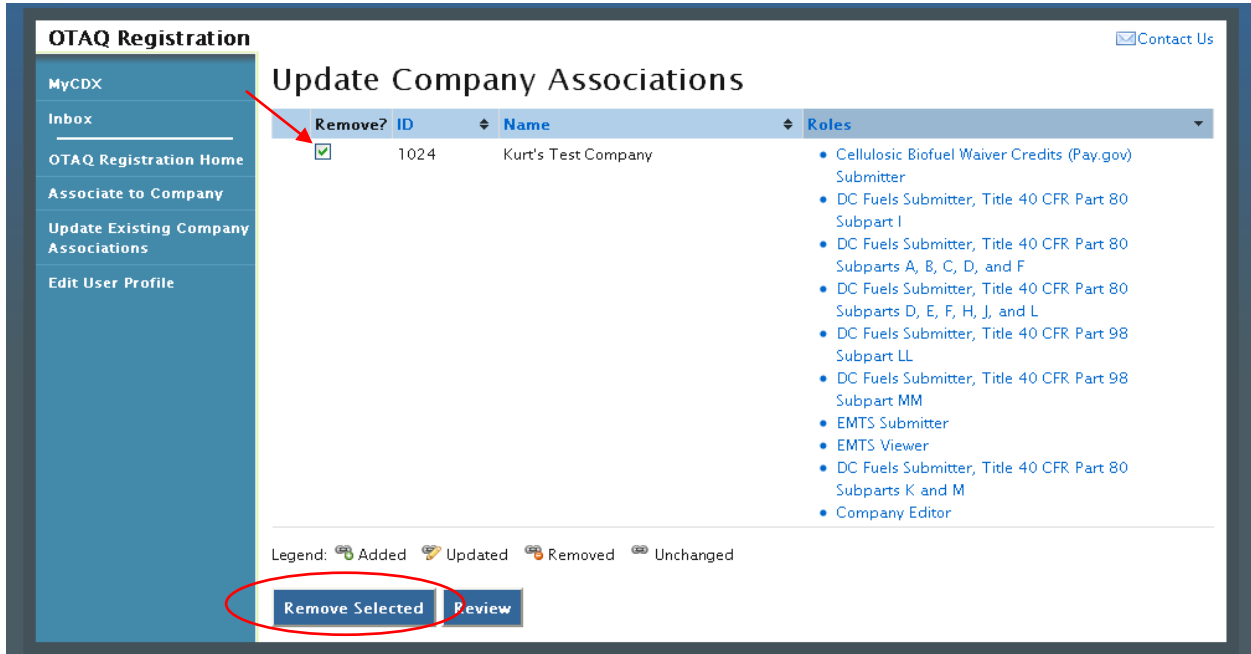
**Note:** All Company Association Update Requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms.

Once you have submitted your Updated Company Association, you will receive an email notification stating your request is awaiting RCO signature along with a hard copy of your company association registration forms and. The updated company association request will appear in the pending requests section of your OTAQ Registration Home Page. Please reference section 5.4 for information on viewing pending association requests.

### 5.3 Remove Existing Company Association

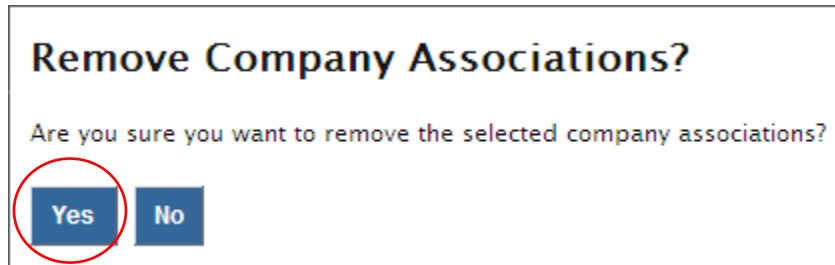
To remove an existing company association, navigate to the Update Company Associations page (see Figure 5-10).

**Figure 5-15 Remove Company Association**



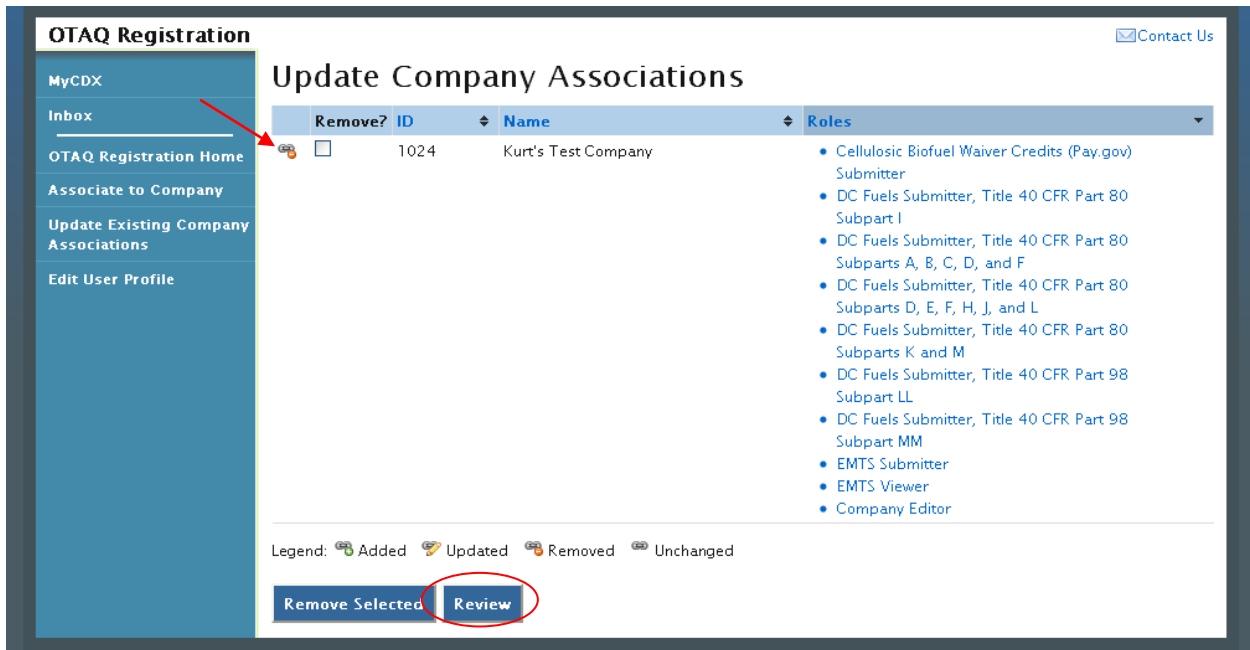
Select the checkbox next to the company association you wish to remove and click the “Remove Selected” button. Figure 5-16 will display.


**Figure 5-16 Remove Company Pop-Up**



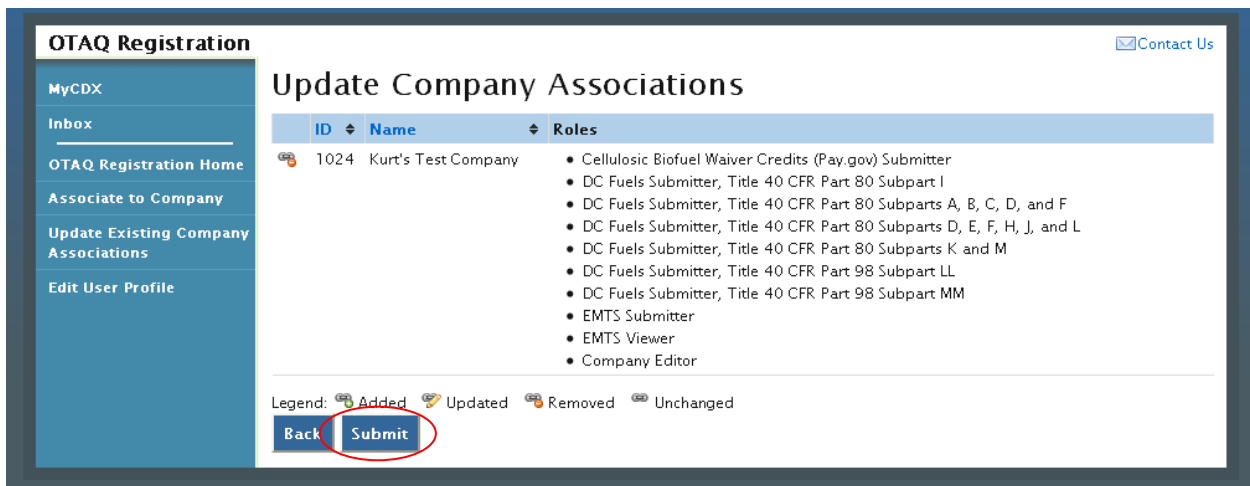
Click the “Yes” button to confirm that you would like to remove the selected company association. Figure 5-17 will display.

**Figure 5-17 Removed Company Association**



The removed icon  will now display next to the company association you have removed. Click the “Review” button. Figure 5-18 will display.

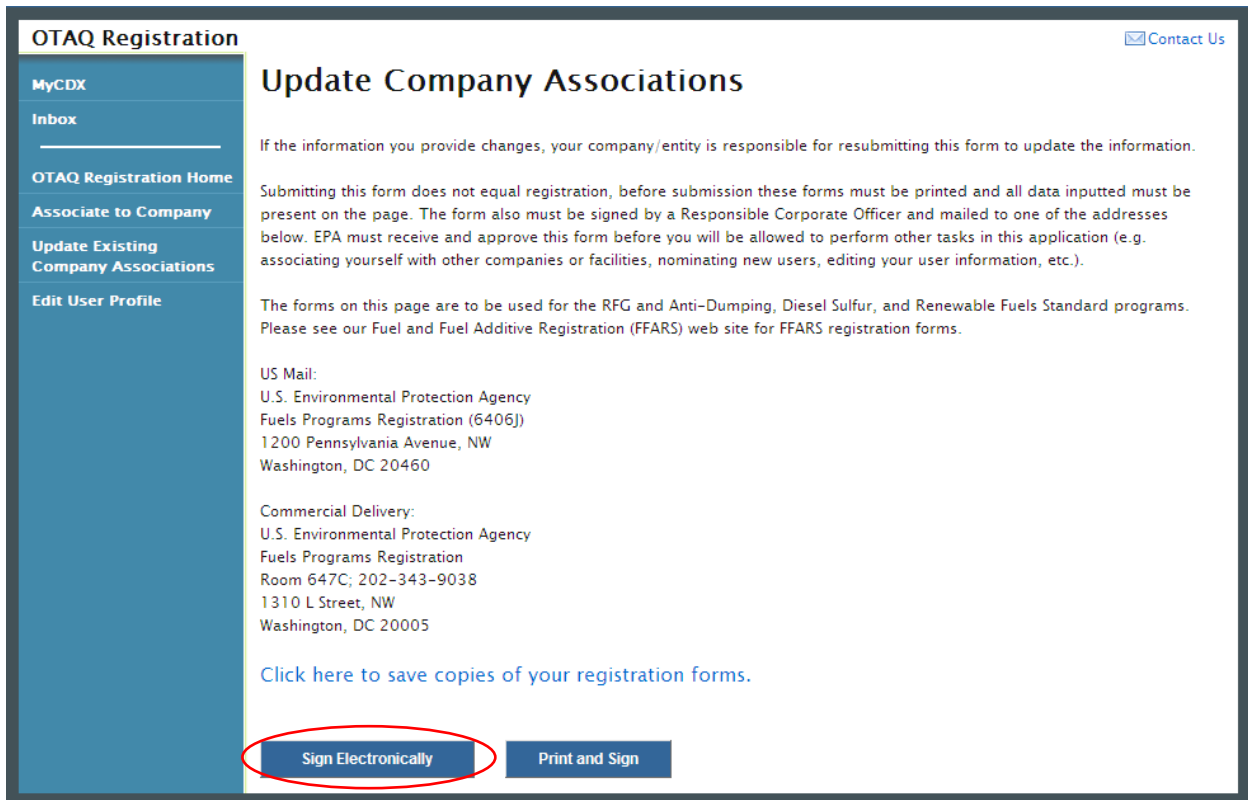
**Figure 5-18 Remove Company Association Confirmation**



If the removed company association is correct, click the “Submit” button. Figure 5-19 will display.

**Note:** Upon landing on the Signature Page you will be prompted with a Security Warning. Please refer to Appendix C: System Java Requirements for further details.

**Figure 5-19 Remove Company Association Signature Page**



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you print and save a copy of your registration forms before submitting your request.

If you wish to electronically sign your User Association Termination Letter for the Company Association update request, click the “Sign Electronically” button. Figure 10-1 will display. Please reference Appendix B: Using the eSignature Widget for instructions on signing electronically.

If you wish to submit hard copies of your registration forms to the Fuels Program, click the “Print and Sign” button.

**Note:** All Company Association Removal Requests require a signed User Association Termination Letter by your Company Responsible Corporate Officer. The User Association Termination Letter is included in the hard copy of your company association registration forms.

Once you have submitted your Remove Company Association request, you will receive an email notification stating your request is awaiting RCO signature along with a hard copy of your company association registration forms. The updated company association request will appear in the pending requests section of your OTAQ Registration Home Page. Please refer to section 5.4 for information on viewing pending association requests.

## 5.4 Pending Company Association Requests

Congratulations! You have successfully submitted your Company Association Request in the OTAQReg application. As shown in Figure 5-20, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

**Figure 5-20 Pending Company Association Requests**

The screenshot displays the 'OTAQ Registration Home' interface. On the left is a navigation menu with options: MyCDX, Inbox, OTAQ Registration Home (selected), Associate to Company, Update Existing Company Associations, and Edit User Profile. The main content area is titled 'OTAQ Registration Home' and includes a 'Contact Us' link. Below the title is a 'Pending Requests' section with a table:

ID	Request For	Created On	Requested By	Status
763	Biofuel Test D [0002]	08/22/2011 02:12 PM	Mike Seavey	Awaiting RCO Wet Ink Signature

Below the table is a legend: New Company (document icon), Company Update (document icon), Company Association (person icon), and RCO Update (person icon). Underneath is a 'Company Information' section stating 'You are not currently associated with any companies.' At the bottom is a 'Registration Lists' section with three links: EPA Fuels Programs Company and Facility List, EPA Fuels Programs Company List, and Independent Lab List.

To view a pending Company Association Request, click the Company Name link for a request in the Pending Requests Queue with the Company Association icon . Figure 5-21 will display.

**Figure 5-21 Company Association Request**

**OTAQ Registration** Contact Us

**MyCDX**

**Inbox**

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

## Company Association Request

View printer-friendly version

**Request Information**

Request ID : CR-1007      Created On : 10/05/2011 11:44 AM

Request Type : Company Association      Modified On : 10/05/2011 11:44 AM

Request Status : Awaiting RCO Wet Ink Signature      Requested By : Joe Test

**List of Changes**

- Added OTAQREG role "Company Editor" for user "TESTACCOUNT21"
- Added PROGRAM role "EMTS Viewer" for user "TESTACCOUNT21"
- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 98 Subpart MM" for user "TESTACCOUNT21"
- Added PROGRAM role "Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter" for user "TESTACCOUNT21"
- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 80 Subpart I" for user "TESTACCOUNT21"
- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L" for user "TESTACCOUNT21"
- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 98 Subpart LL" for user "TESTACCOUNT21"
- Added PROGRAM role "EMTS Submitter" for user "TESTACCOUNT21"
- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 80 Subparts A, B, C, D, and F" for user "TESTACCOUNT21"
- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M" for user "TESTACCOUNT21"

ID	Name	Roles
4268	MARATHON PETROLEUM COMPANY LP	<ul style="list-style-type: none"> <li>• Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li> <li>• DC Fuels Submitter, Title 40 CFR Part 80 Subparts A, B, C, D, and F</li> <li>• DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> <li>• DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M</li> <li>• DC Fuels Submitter, Title 40 CFR Part 98 Subpart LL</li> <li>• DC Fuels Submitter, Title 40 CFR Part 98 Subpart MM</li> <li>• EMTS Submitter</li> <li>• EMTS Viewer</li> <li>• Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li> <li>• DC Fuels Submitter, Title 40 CFR Part 80 Subpart I</li> <li>• DC Fuels Submitter, Title 40 CFR Part 80 Subparts A, B, C, D, and F</li> <li>• DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> <li>• DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M</li> <li>• DC Fuels Submitter, Title 40 CFR Part 98 Subpart LL</li> <li>• DC Fuels Submitter, Title 40 CFR Part 98 Subpart MM</li> <li>• EMTS Submitter</li> <li>• EMTS Viewer</li> <li>• DC Fuels Submitter, Title 40 CFR Part 80 Subpart I</li> <li>• Company Editor</li> <li>• Company Editor</li> </ul>

Legend: + Added   + Updated   - Removed   + Unchanged

[Return](#)

The Company Association Request page displays all request information. To return to the OTAQReg Home Page click the “Return” button.

To cancel the Company Association Request, click the “Cancel Request” button. The request will be canceled immediately and will no longer display in the Pending Requests queue.

## 6 Create New Company

The following sections describe how to create a new company in the OTAQReg application.

**Figure 6-1 OTAQ Registration Home Page**

**OTAQ Registration** [Contact Us](#)

**OTAQ Registration Home**

**Pending Requests**

ID	Request For	Created On	Requested By	Status
CR-1007	MARATHON PETROLEUM COMPANY LP [4268]	10/05/2011 11:44 AM	Joe Test	Awaiting RCO Wet Ink Signature

Legend: New Company Company Update Company Association RCO Update

**Company Information**

One item found. Pages: 1

Company ID	Company Name	Roles
1024	Kurt's Test Company	<ul style="list-style-type: none"> <li>Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart I</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts A, B, C, D, and F</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> <li>DC Fuels Submitter, Title 40 CFR Part 98 Subpart LL</li> <li>DC Fuels Submitter, Title 40 CFR Part 98 Subpart MM</li> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M</li> <li>Company Editor</li> </ul>

**Registration Lists**

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- EPA Fuels Programs Company and Facility List
- EPA Fuels Programs Company List
- Independent Lab List

Click the “Associate to Company” link in the left side toolbar of your OTAQ Registration Home Page. Figure 6-2 will display.



## 6.1 Verify Company Does Not Exist in OTAQReg

**Figure 6-2 Associate to Company Search Page**

**OTAQ Registration** Contact Us

**MyCDX**

**Inbox**

**OTAQ Registration Home**

**Associate to Company**

**Update Existing Company Associations**

**Edit User Profile**

### Associate to Company

To associate to a company, search using at least one of the criteria below. If you wish to create a new company, please first search for existing companies within OTAQ Reg to ensure the company does not already exist.

**Search Criteria**

Company ID:

City:

Company Name:

State:

Postal Code:

**Search**

**Cancel**

Before you can create a new company, you must first confirm that the company you intend to create does not already exist in OTAQReg. Enter search criteria pertinent to your company and click the “Search” button. Figure 6-3 will display.

**Note:** Search for the company in the Associate to Company Screen that you navigated to. Be broad in your search and understand that the more fields you use in your search, the fewer results you will receive. Duplicated companies will not be processed and the user will need to restart the process

**Figure 6-3 Associate to Company Search Results**

**OTAQ Registration** Contact Us

**MyCDX**

**Inbox**

**OTAQ Registration Home**

**Associate to Company**

**Update Existing Company Associations**

**Edit User Profile**

### Associate to Company

To associate to a company, search using at least one of the criteria below. If you need to create a new company, please first search for existing companies within OTAQ Reg to ensure the company does not already exist.

**Search Criteria**

Company ID:

City:

Company Name:

State:

Postal Code:

**Search**

Your search returned no companies.

If you do not see the company in the above results, you may search again. If you are certain your company does not already exist in OTAQ Reg, click the "Create New Company" button below.

**Create New Company** **Cancel**

The page will return a list of companies matching the provided search criteria. If your company is displayed in the search results then please refer to Section 5.1 for instructions on how to associate to an existing company.

If it is determined that your company does not currently exist in OTAQReg, click the “Create New Company” button. Figure 6-4 will display.

## 6.2 Create Company Details

**Figure 6-4 Create New Company: Company Details Page**

**OTAQ Registration**

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

[Contact Us](#)

### Create New Company: Company Details

**Basic Information**

**Company Name and Location**

**Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".**

<p>* Company Name: <input type="text"/></p> <p>* Created On (MM/DD /YYYY): 10/05/2011</p> <p>Valid From (MM/DD /YYYY): 10/05/2011 </p> <p>Valid To (MM/DD /YYYY): <input type="text"/> <b>Optional</b> </p>	<p>* Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="text" value="Please Select From List"/></p> <p>* Postal Code: <input type="text"/></p> <p>* Country: <input type="text" value="United States"/></p>
---	--

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID: <input type="text"/>	* RCO E-mail: <input type="text"/>
* RCO Name: <input type="text"/>	* Confirm RCO E-mail: <input type="text"/>
* RCO Title: <input type="text"/>	* RCO Phone: <input type="text"/> x <input type="text"/>
	RCO Fax: <input type="text"/>

**Program Type and Business Activities**

**Program Type and Business Activities**

Gasoline

Diesel

Renewable Fuel Standard

Green House Gas Reporting Program

**Company Foreign Bond**

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

**Company Contacts**

There are currently no company contacts.

[Add New Contact](#)

[Remove Selected](#)

[Next](#)

The Create New Company: Company Details page displays fields for you to provide the Company Name, Location, Responsible Corporate Officer information, Program Types, Business Activities, Company Contacts, and other required company details.

Enter information for all required fields. Required fields are marked with a red star.

The Business Activities associated to each Program Type are displayed once a Program Type is selected as seen in Figure 6-5.

**Figure 6-5 Program Types and Business Activities**

**Program Type and Business Activities** ▾

**Program Type and Business Activities**

- Gasoline
  - Refiner
  - Non-Renewable Fuels Importer
  - Oxygenate Blender (Reformulated Gasoline Program)
  - Independent Lab
  - Small Refiner
  - PADD Importer
- Diesel
  - Refiner
  - Non-Renewable Fuels Importer
  - Refiner (Biodiesel Producer)
  - Pipeline/Pass-Through Terminal
  - Transmix
  - Small Refiner
  - Truck Loading Terminal/Locomotive Marker Facility
  - PADD Importer
  - Mobile Facility
- Renewable Fuel Standard
- Green House Gas Reporting Program

To add a company contact, click the “Add New Contact” button. Figure 6-6 will display.

**Figure 6-6 Company Contacts**

**Company Contacts** ▾

There are currently no company contacts.

**Add New Contact**   **Remove Selected**

**Contact**

\* Name:       \* E-mail:

\* Title:       \* Phone:  x

Contact For:       Fax:

**Save Contact**

Enter information in all required fields by typing in the textboxes. Click the “Save Contact” button. The contact will now be listed in the company details.

After you have provided your complete company details, click the “Next” button. Figure 6-7 will display.

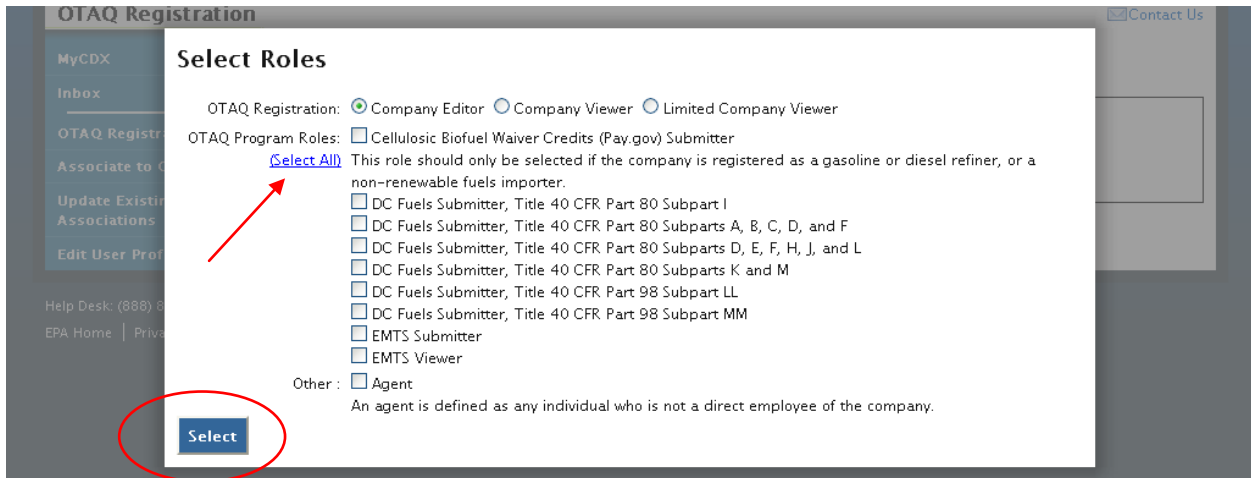
### 6.2.1 Select Company Roles

**Figure 6-7 Create New Company: Company Roles**



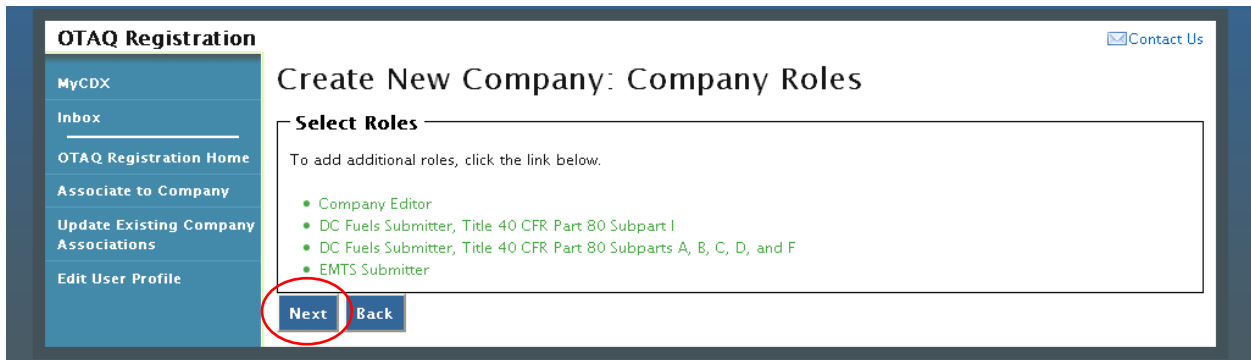
As the creator of a company, the Company Editor role is pre-selected for you. Click the “Company Editor” link to add additional roles. Figure 6-8 will display.

**Figure 6-8 Company Roles Pop-Up**



Choose the appropriate OTAQ Registration and OTAQ Program roles by selecting the corresponding radio button and checkboxes (reference Appendix A: OTAQ Registration Roles if you are unsure which roles to select). You may select only one OTAQ Registration role however multiple OTAQ Program roles are allowed. Click the “Select All” link to select all OTAQ Program Roles. Figure 6-9 will display.

**Figure 6-9 Selected Company Roles**

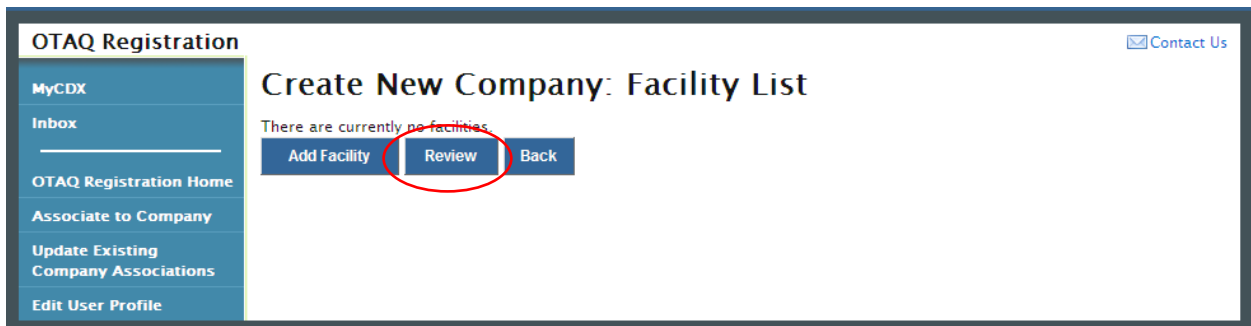


Click the “Next” button. Figure 6-10 will display.

### 6.3 Adding Company Facilities

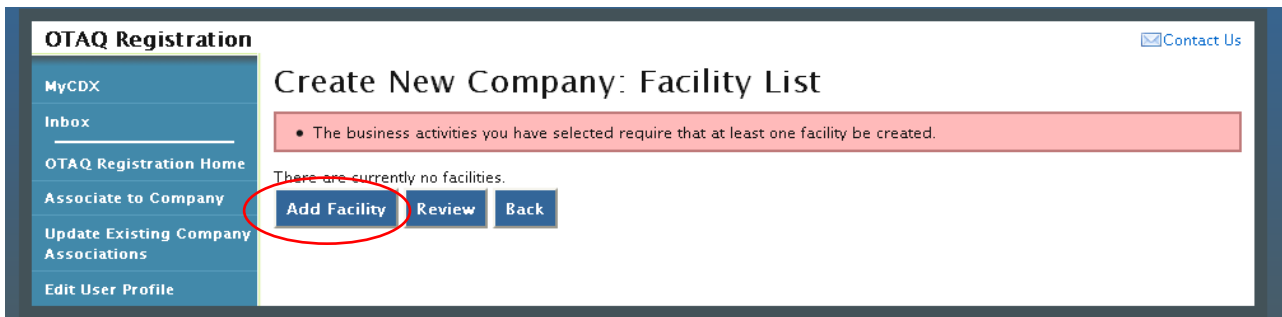
Your company may or may not require that you add a Facility depending on the Program Types and Business Activities selected for your company.

**Figure 6-10 Create New Company: Facility List**



Click the “Review” button. Figure 6-11 will display if your company is required to have at least one facility. If your company is not required to have at least one facility then you will be directed to the Create New Company Signature page as seen in Figure 6-24 (continue to Section 6.5).

**Figure 6-11 Create New Company: Facility List Requires Facility**



To add a facility to your company click the “Add Facility” button. Figure 6-12 will display.

**Figure 6-12 Create New Company: Facility Type**

The Facility Types are pre-populated on the page based on the Program Type(s) and Business Activity(s) you selected for your company. Select the radio button next to the appropriate facility type you wish to add and click the “Next” button. Figure 6-13 will display.

**Note:** You may cancel adding a facility at any time by selecting the “Cancel Facility” button.

**Figure 6-13 Create New Company: Facility Activities**

The Facility Activities are pre-populated onto the page based on the Program Type(s), Business Activity(s), and Facility Type you selected. Click the checkbox next to all applicable facility activities and click the “Next” button. Figure 6-14 will display.

#### 6.4 Verify Facility Does Not Exist in OTAQReg

**Figure 6-14 Create New Company: Search for Existing Facility**

Before you can create a new facility, you must first confirm the facility you intend to create does not already exist in the OTAQReg application. To confirm whether or not your facility already exists in OTAQReg, search for your facility by providing search criteria into the facility search fields. Click the “Search” button. Figure 6-15 will display.

**Figure 6-15 Facility Search Results**

The screenshot shows the 'OTAQ Registration' interface. On the left is a navigation menu with 'MyCDX', 'Inbox', 'OTAQ Registration Home', 'Associate to Company', 'Update Existing Company Associations', and 'Edit User Profile'. The main content area is titled 'Create New Company: Search for Existing Facility'. It includes a 'Contact Us' link in the top right. Below the title is a warning: 'Before creating a new facility, you must search the existing facilities in OTAQ Reg to ensure the facility location does not already exist. To search for existing facilities, search using at least one of the criteria below.' The search form has fields for 'Facility ID', 'Facility Name' (containing 'Test'), 'City' (containing 'Alberta'), 'State' (a dropdown menu), and 'Postal Code'. A 'Search' button is present. Below the search fields, the text 'Your search returned no facilities.' is displayed. A 'Create New Facility' button is circled in red. At the bottom of the search area are 'Back' and 'Cancel Facility' buttons.

The page will return a list of facilities matching the provided search criteria. If your facility is displayed in the search results then please refer to Section 6.4.2 for instructions on how to add an existing facility.

**Note:** .Search for the facility in the Create New Company: Search for Existing Facility Screen that you navigated to. Be broad in your search and understand that the more fields you use in your search, the fewer results you will receive. Duplicated facilities will not be processed and the user will need to restart the process

If it is determined that your facility does not currently exist in OTAQReg, click the “Create New Facility” button. Figure 6-16 will display.

## 6.4.1 Create New Facility

**Figure 6-16 Create New Company: Basic Facility Details**

**OTAQ Registration** [Contact Us](#)

**MyCDX**  
Inbox  
OTAQ Registration Home  
Associate to Company  
Update Existing Company Associations  
Edit User Profile

### Create New Company: Facility Details

**Facility Name and Location**

**Note:** Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

\* Facility Name:

\* Address 1:

\* Valid From (MM/DD /YYYY):

Address 2:

Valid To (MM/DD /YYYY):  **Optional**

\* City:

\* State:

\* Postal Code:

\* Country:

**Facility Contact**

\* Contact Name:

\* Contact E-mail:

\* Contact Title:

\* Contact Phone:  x

Contact Fax:

**Next** **Back** **Cancel Facility**

Enter information for all required fields. Required fields are identified with a red star. Click the “Next” button when finished. Figure 6-17 will display.

**Note:** Address 1 may not be a P.O. Box address. If you are entering an international address that has no postal code, enter “00000.”



**Figure 6-17 Create New Company: Facility Details**

**OTAQ Registration**

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

[Contact Us](#)

## Create New Company: Facility Details

**Record Storage**

**Record Storage**

\* Records for this facility are stored :  On Site  Off Site

\* Location:

\* Address 1:

Address 2:

\* City:

\* State:

\* Postal Code:

\* Country:

\* Contact Name:

\* Contact Title:

\* Contact E-mail:

\* Contact Phone:  x

Contact Fax:

**Renewable Facility Information**

**Renewable Facility**

With your registration forms, please include the following Producer Supplemental Documents (required pursuant to 40 CFR 80.1450 (b)):

- Updated CDX facility registration
- Independent third party engineering review
- Process heat fuel supply plan
- Air permits (if applicable)
- Production records (if applicable)
- Separated food waste plan (if applicable)
- Any other documentation required pursuant to 40 CFR 80.1450(b)

\* Fuel produced at this facility is used for off road use only and is not subject to the Fuels and Fuel Additive Registration (FFARS Part 79)

\* Facility is grandfathered pursuant to 40 CFR 80.1403 in the RFS2 Program Threshold

**Fuels Imported/Created & Pathways**

**Facility Totals**

\* Permitted Capacity (gallons):   
40 CFR 80.1401

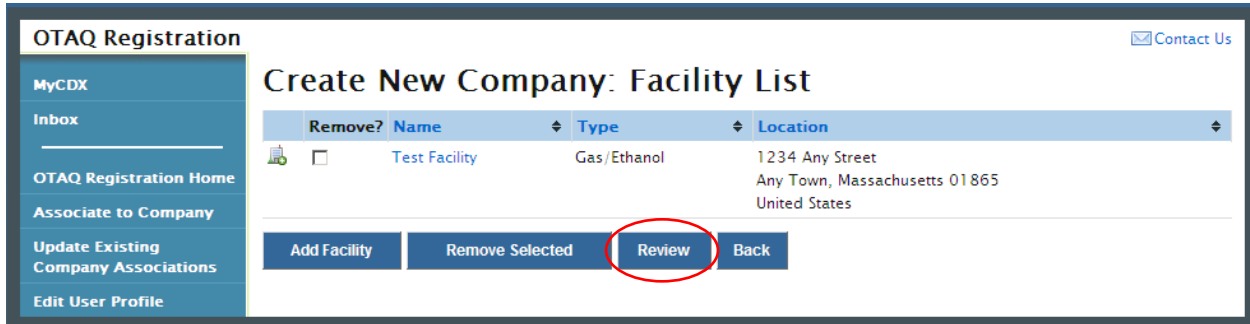
\* Actual Peak Capacity (gallons):

There are currently no fuels.

Enter information in all required fields by typing in the textboxes and selecting from available drop-down menus. The sections and required fields displayed on the Facility Details page will vary depending on the Facility Types and Facility Activities you previously selected for the facility.

Click the “Save Facility” button when finished. Figure 6-18 will display.

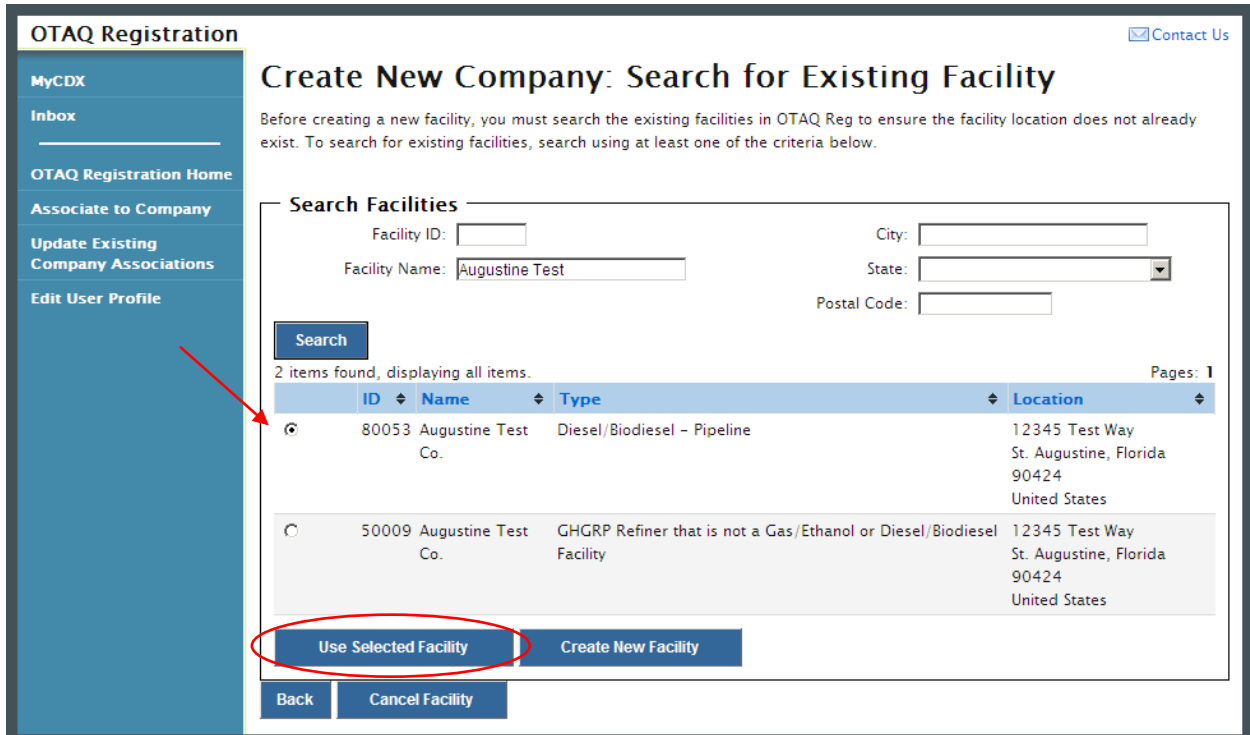
**Figure 6-18 Create New Company: Facility List**



If the displayed facility information is correct, click the “Review” button. Figure 6-23 will display (continue to Section 6.5).

### 6.4.2 Add Existing Facility

**Figure 6-19 Select Existing Facility**



If it is determined that your Facility exists in OTAQReg, choose the desired facility by selecting the corresponding radio button and clicking the “Use Selected Facility” button. Figure 6-20 will display.

Figure 6-20 Existing Facility Details

**OTAQ Registration** [Contact Us](#)

**MyCDX**

- Inbox
- OTAQ Registration Home
- Associate to Company
- Update Existing Company Associations
- Edit User Profile

### Create New Company: Facility Details

**Facility Name and Location**

**Note:** Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

\* Facility Name:  Address 1: Test

\* Valid From (MM/DD /YYYY):  Address 2:

Valid To (MM/DD /YYYY):  **Optional** City: Test

State: Tennessee

Postal Code: 12345

Country: United States

**Facility Contact**

\* Contact Name:

\* Contact E-mail:

\* Contact Title:

\* Contact Phone:  x

Contact Fax:

The existing Facility Name and Location will be pre-populated on the page. The Facility Name field is editable however you are not able to edit the facility location for an existing facility. Provide information for all required fields and click the “Next” button. Figure 6-21 will display.

**Figure 6-21 Create Facility Details**

**OTAQ Registration**
[Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

## Create New Company: Facility Details

**Record Storage**

\* Records for this facility are stored :  On Site  Off Site

\* Location:

\* Address 1:

Address 2:

\* City:

\* State:

\* Postal Code:

\* Country:

\* Contact Name:

\* Contact Title:

\* Contact E-mail:

\* Contact Phone:  x

Contact Fax:

**Renewable Facility Information**

**Renewable Facility**

With your registration forms, please include the following Producer Supplemental Documents (required pursuant to 40 CFR 80.1450 (b)):

- Updated CDX facility registration
- Independent third party engineering review
- Process heat fuel supply plan
- Air permits (if applicable)
- Production records (if applicable)
- Separated food waste plan (if applicable)
- Any other documentation required pursuant to 40 CFR 80.1450(b)

\* Fuel produced at this facility is used for off road use only and is not subject to the Fuels and Fuel Additive Registration (FFARS Part 79)

\* Facility not subject to the 20% GHG Threshold (Title 40 CFR 80.1403)

**Fuels Imported/Created & Pathways**

**Facility Totals**

\* Permitted Capacity (gallons):   
40 CFR 80.1401

\* Actual Peak Capacity (gallons):

There are currently no fuels.

Enter information in all required fields by typing in the textboxes and selecting from available drop-down menus. The sections and required fields displayed on the Facility Details page will vary depending on the Facility Types and Facility Activities you previously selected for the facility.

Click the “Save Facility” button when finished. Figure 6-22 will display.

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**Figure 6-22 Review Facility List**



If the displayed facility information is correct, click the “Review” button. Figure 6-23 will display.

## 6.5 Review and Submit New Company Information

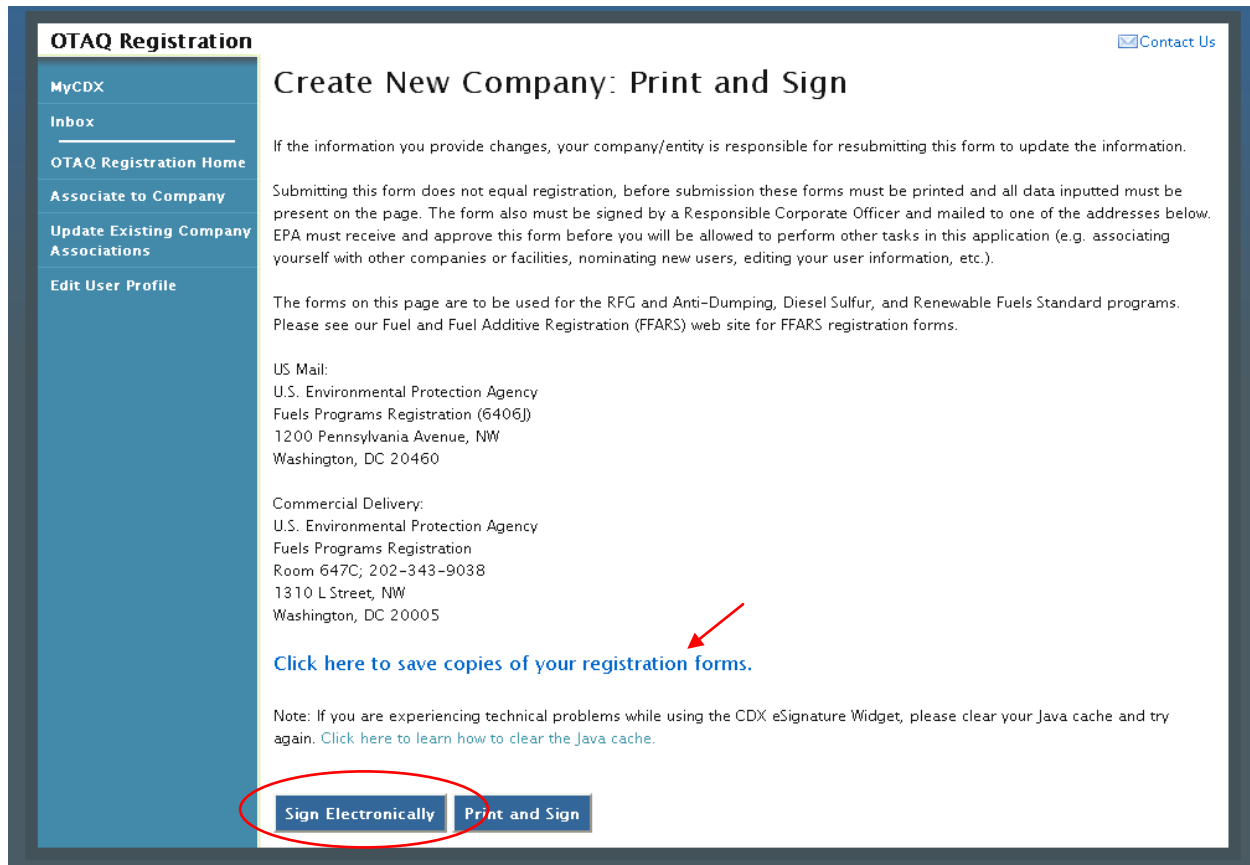
**Figure 6-23 Create New Company: Review**



The Create New Company: Review page displays a read-only version of the company and facility details provided. If the new company information on the page is correct click the “Submit” button. Figure 6-24 will display.

**Note:** Upon landing on the Signature Page you will be prompted with a Security Warning. Please refer to Appendix C: System Java Requirements for further details.

**Figure 6-24 Create New Company: Print and Sign**



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request.

If you wish to electronically sign your New Company request, click the “Sign Electronically” button to finalize your submission. Follow the steps outlined in Section 3 to complete the eSignature Verification process.

If you wish to submit hard copies of your registration forms to the Fuels Program, click the “Print and Sign” button.

**Note:** The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Refer to Section 3 for further details.


Once you have submitted your New Company Request, you will receive an email notification stating your new company is awaiting EPA review. The company request will appear in the pending requests section of your OTAQ Registration Home Page as shown in Figure 6-25.

## 6.6 Pending New Company Requests

Congratulations! You have successfully submitted your New Company Request in the OTAQReg application. As shown in Figure 6-25, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

**Figure 6-25 OTAQ Registration Home page: Pending Requests**

The screenshot displays the OTAQ Registration Home page. On the left is a navigation menu with options: MyCDX, Inbox, OTAQ Registration Home (selected), Associate to Company, Update Existing Company Associations, and Edit User Profile. The main content area is titled "OTAQ Registration Home" and includes a "Contact Us" link. The "Pending Requests" section features a table with columns: ID, Request For, Created On, Requested By, and Status. A single request is listed with ID 841, Request For "Test Company PLC", Created On "08/26/2011 11:22 AM", Requested By "Mike Seavey", and Status "Awaiting EPA Review". A legend below the table identifies icons for New Company, Company Update, Company Association, and RCO Update. The "Company Information" section shows "One item found." with a table listing Company ID 0002, Company Name "Biofuel Test D", and Role "Company Editor". The "Registration Lists" section contains three links: "EPA Fuels Programs Company and Facility List", "EPA Fuels Programs Company List", and "Independent Lab List".

To view a pending New Company Request, click the Company Name link in the Pending Requests Queue for a request identified with the company association icon . Figure 6-26 will display.

**Figure 6-26 New Company Request**

OTAQ Registration
Contact Us

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

## Company Request

You are currently in VIEW mode. Cancel Request

[View printer-friendly version](#)

**Request Information**

Request ID : CR-1012	Created On : 10/05/2011 12:43 PM
Request Type : New Company	Modified On : 10/05/2011 12:43 PM
Request Status : Awaiting RCO Wet Ink Signature	Requested By : Joe Test

Company Details
Roles
Facility Details

**Basic Information**

**Company Name and Location**

Company ID:	Address 1: 3400 Test Street
Company Name: Test Company A	Address 2:
Created On (MM/DD /YYYY): 10/05/2011	City: San Diego
Valid From (MM/DD /YYYY): 10/05/2011	State: California
Valid To (MM/DD /YYYY):	Postal Code: 12345
	Country: United States

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Jonathan Test  
RCO Title: RCO  
RCO E-mail: otaqregco@gmail.com  
RCO Phone: 333-333-3333  
RCO Fax: 222-222-2222

**Program Type and Business Activities**

**Program Type and Business Activities**

Gasoline

- Refiner
- Non-Renewable Fuels Importer
- Oxygenate Blender (Reformulated Gasoline Program)

Renewable Fuel Standard

- Renewable Fuel Producer
- Renewable Fuels Importer

**Company Foreign Bond**

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Gasoline : Yes  
Renewable Fuel Standard : Yes

**Refiner Compliance Level**

Pursuant to 80.1406(c)(1), an obligated party may comply with its annual compliance requirements for all of its refineries in the aggregate, or for each refinery individually. However, if the obligated party carries a deficit from one year to the next, then the party must maintain the same approach to aggregation in the next calendar year. Please indicate the compliance level below:

Aggregation of Refineries

**Company Contacts**

There are currently no company contacts. Return



The New Company Request page displays all of the company's information. To return to the OTAQReg Home Page click the "Return" button.

To cancel the New Company Request, click the "Cancel Request" button. The request will be canceled immediately and will no longer display in the Pending Requests queue.

## 7 View Company Details

The following section describes how to view company details in the OTAQReg application.

**Figure 7-1 OTAQ Registration Home Page**

**OTAQ Registration Home**

[Contact Us](#)

**Pending Requests**

ID	Request For	Created On	Requested By	Status
841	Test Company PLC	08/26/2011 11:22 AM	Mike Seavey	Awaiting EPA Review

Legend: New Company Company Update Company Association RCO Update

**Company Information**

One item found. Pages: 1

Company ID	Company Name	Roles
0002	<a href="#">Biofuel Test D</a>	• Company Editor

**Registration Lists**

- [EPA Fuels Programs Company and Facility List](#)
- [EPA Fuels Programs Company List](#)
- [Independent Lab List](#)

To view a company’s details, navigate to your OTAQ Registration Home Page and click the Company Name link for a company with which you have an active role. The company details will display as shown in Figure 7-2.

**Figure 7-2 Company Information: Company Details**

OTAQ Registration
[Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

## Company Information: Company Details

You are currently in VIEW mode. Edit

Company Details
Facility Details

**Basic Information**

**Company Name and Location**

Company ID: 0002	Address 1: 3000 Test Street
Company Name: Biofuel Test D	Address 2:
Created On 07/29/2011 (MM/DD/YYYY):	City: Springfield
Valid From 07/29/2011 (MM/DD/YYYY):	State: South Carolina
Valid To (MM/DD/YYYY):	Postal Code: 12345
	Country: United States

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Jennifer Paine
RCO Title: President
RCO E-mail: aaa@aa.com
RCO Phone: 333-333-3333
RCO Fax: 111-111-1111

**Program Type and Business Activities**

**Program Type and Business Activities**

Renewable Fuel Standard

Renewable Fuel Producer

**Company Foreign Bond**

For each Program Type selected above, indicate yes if your company is:

- Foreign Owned with Domestic Facilities, or
- Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467

Renewable Fuel Standard : Yes

**Company Contacts**

There are currently no company contacts.

Back

The level of company information displayed depends on your OTAQ Registration role for the company. Please reference Appendix A: OTAQ Registration Roles for further information on the OTAQ Registration Roles and their designated rights.

## 8 Edit Company Details

The following sections describe how to edit company details in the OTAQReg application.

**Note:** You **MUST** have the **Company Editor** role for your company to edit company details.

### 8.1 Edit Company Details

**Figure 8-1 OTAQ Registration Home Page**

The screenshot shows the OTAQ Registration Home Page. On the left is a navigation menu with the following items: MyCDX, Inbox, OTAQ Registration Home, Associate to Company, Update Existing Company Associations, and Edit User Profile. The main content area is titled "OTAQ Registration Home" and includes a "Contact Us" link in the top right. Below the title are three sections:

- Pending Requests:** A table with columns: ID, Request For, Created On, Requested By, and Status. One entry is visible: ID 841, Request For Test Company PLC, Created On 08/26/2011 11:22 AM, Requested By Mike Seavey, Status Awaiting EPA Review. A legend below indicates icons for New Company, Company Update, Company Association, and RCO Update.
- Company Information:** A table with columns: Company ID, Company Name, and Roles. One item is found: Company ID 0002, Company Name Biofuel Test D (highlighted with a red box), Roles Company Editor (indicated by a red arrow).
- Registration Lists:** A list of links: EPA Fuels Programs Company and Facility List, EPA Fuels Programs Company List, and Independent Lab List.

To edit a company’s details, navigate to your OTAQ Registration Home Page and click the Company Name link for a company with which you have an active Company Editor role. Figure 8-2 will display.

**Figure 8-2 Company Information: Company Details**

**OTAQ Registration**

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

[Contact Us](#)

## Company Information: Company Details

You are currently in VIEW mode. Edit

**Company Details** | **Facility Details**

**Basic Information**

**Company Name and Location**

Company ID: 3230	Address 1: 6000 Test Street
Company Name: Blofuel Test A	Address 2: Suite C-1
Created On (MM/DD /YYYY): 01/12/2011	City: Birmingham
Valid From (MM/DD /YYYY): 01/12/2011	State: Alabama
Valid To (MM/DD /YYYY):	Postal Code: 15555
	Country: United States

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Charley  
RCO Title: McTest  
RCO E-mail: test@example.com  
RCO Phone: 123-123-1234 x12345  
RCO Fax: 123-123-1234

**Program Type and Business Activities**

**Program Type and Business Activities**

Gasoline  
Independent Lab

**Company Foreign Bond**

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Gasoline : No

**Refiner Compliance Level**

Pursuant to 80.1406(c)(1), an obligated party may comply with its annual compliance requirements for all of its refineries in the aggregate, or for each refinery individually. However, if the obligated party carries a deficit from one year to the next, then the party must maintain the same approach to aggregation in the next calendar year. Please indicate the compliance level below:

Refinery-by-refinery

**Company Contacts**

There are currently no company contacts.

Back

The top of the page states, “You are currently in VIEW mode.” Click the “Edit” button located on the top right side of the page. Figure 8-3 will display.

**Figure 8-3 Company Details Edit Page**

**OTAQ Registration** Contact Us

**MyCDX**  
Inbox  
OTAQ Registration Home  
Associate to Company  
Update Existing Company Associations  
Edit User Profile

## Company Information: Company Details

You are currently in EDIT mode. **Review** **Cancel**

Company Details **Facility Details**

### Basic Information

**Company Name and Location**  
Note: Address 1 should not be a PO Box. If you are entering an international address, enter "00000" as the Zip code.

Company ID: 0002  
 \* Company Name: Biofuel Test D  
 \* Created On: 07/29/2011 (MM/DD/YYYY)  
 Valid From: 07/29/2011 (MM/DD/YYYY)  
 Valid To: (MM/DD/YYYY)  
 \* Address 1: 3000 Test Street  
 Address 2:  
 \* City: Springfield  
 \* State: South Carolina  
 \* Postal Code: 12345  
 \* Country: United States

### Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Jennifer Paine  
 RCO Title: President  
 RCO E-mail: aaa@aa.com  
 RCO Phone: 333-333-3333  
 RCO Fax: 111-111-1111 **Initiate RCO Update Request**

### Program Type and Business Activities

**Program Type and Business Activities**

Gasoline  
 Diesel  
 Renewable Fuel Standard  
      Renewable Fuel Producer  
      Renewable Fuels Importer  
      Renewable Fuels Exporter  
 Foreign Undenatured Ethanol Producer  
 RIN Owner Only (Blenders, Marketers, Traders)  
 PADD Importer (Renewable Fuel Importer)  
 Small Blender (Blenders in 40 CFR 80.1440)  
 Green House Gas Reporting Program

### Company Foreign Bond

For each Program Type selected above, indicate yes if your company is:

- Foreign Owned with Domestic Facilities, or
- Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467

\* Renewable Fuel Standard  Yes  No

### Company Contacts

There are currently no company contacts.

**Add New Contact** **Remove Selected**

The page will now state, “You are currently in EDIT mode.”

Edit the company information by typing in the textboxes, selecting new checkboxes, and/or selecting new radio buttons. The company's facility details and RCO information may also be updated. Information on how to edit these pieces of information can be found in Sections 8.4 and 8.6 respectively.

When all updates have been made, click the "Review" button. Figure 8-4 will display.

**Note:** If the company edits contain changes to the company's Program Types and Business Activities that have specific facility requirements, you will be prompted with an error message to edit the Facility Information accordingly.

## 8.2 Review Company Details Changes

**Figure 8-4 Company Information: Review**

**OTAQ Registration**
[Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

### Company Information: Review

You are currently in EDIT mode. Cancel

Company Info

**Basic Information**

**Company Name and Location**

Company ID: 0002	Address 1: 3000 Test Road
Company Name: Biofuel Test D	Address 2:
Created On 07/29/2011 (MM/DD/YYYY):	City: Springfield
Valid From 07/29/2011 (MM/DD/YYYY):	State: South Carolina
Valid To (MM/DD/YYYY):	Postal Code: 12345
	Country: United States

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Jennifer Paine  
RCO Title: President  
RCO E-mail: aaa@aa.com  
RCO Phone: 333-333-3333  
RCO Fax: 111-111-1111

**Program Type and Business Activities**

**Program Type and Business Activities**

Gasoline  
Independent Lab

**Company Foreign Bond**

For each Program Type selected above, indicate yes if your company is:

- Foreign Owned with Domestic Facilities, or
- Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467

Gasoline : No

**Company Contacts**

There are currently no company contacts.

---

Facility List

ID	Name	Type	Location
80032	ABC Facility	Gas/Ethanol	1200 @ Street San Diego, California 22222 United States

Legend: Added Updated Removed Unchanged

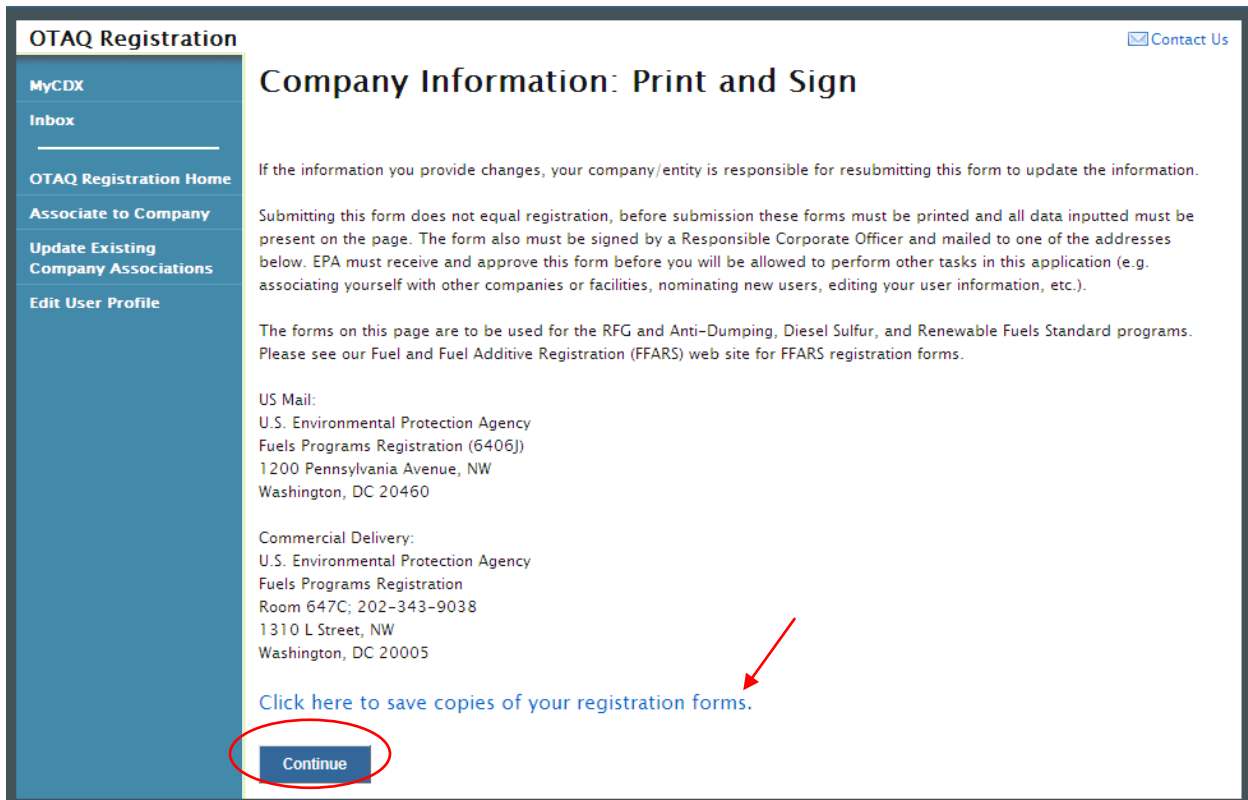
Back
Submit



The Company Information Review page displays a read-only version of the updated company record. If the information displayed on the review screen is correct, click the “Submit” button. Figure 8-5 will display.

**Note:** Upon landing on the Signature Page you will be prompted with a Security Warning. Please refer to Appendix C: System Java Requirements for further details.

**Figure 8-5 Company Information: Print and Sign**



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request.

Click the “Continue” button to submit the company changes. Once you have submitted your Company Update request, you will receive an email notification stating your company update request is awaiting RCO signature along with a hard copy of your company update registration forms.

The request will also be listed in the pending requests section of your OTAQ Registration Home Page as shown in Figure 8-6. Company Updates must be signed by the Company RCO and approved by the EPA.

**Note:** All Company Update requests require a signed RCO statement by your Company’s Responsible Corporate Officer. The RCO signature statement is included in the hard copy of your company update registration forms.


### 8.3 Pending Company Update Request

Congratulations! You have successfully submitted your Company Update Request in the OTAQReg application. As shown in Figure 8-6, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

**Figure 8-6 Updated Company Pending Request**

The screenshot displays the 'OTAQ Registration Home' interface. On the left is a navigation menu with options like 'MyCDX', 'Inbox', and 'OTAQ Registration Home'. The main content area is titled 'OTAQ Registration Home' and features a 'Pending Requests' table. The first row of the table is highlighted with a red border and contains the following data: ID 842, Request For Biofuel Test D (0002), Created On 08/26/2011 12:27 PM, Requested By Mike Seavey, and Status Awaiting RCO Electronic Signature. Below the table is a legend for request types: New Company, Company Update, Company Association, and RCO Update. Further down, the 'Company Information' section shows one item found for Company ID 0002, Biofuel Test D, with the role of Company Editor. At the bottom, there are links for 'Registration Lists' including EPA Fuels Programs Company and Facility List, EPA Fuels Programs Company List, and Independent Lab List.

ID	Request For	Created On	Requested By	Status
842	Biofuel Test D (0002)	08/26/2011 12:27 PM	Mike Seavey	Awaiting RCO Electronic Signature
841	Test Company PLC	08/26/2011 11:22 AM	Mike Seavey	Awaiting EPA Review

To view a pending Company Update Request, click the Company Name link in the Pending Requests Queue for a request identified with the company update icon . Figure 8-7 will display.

**Figure 8-7 Company Update Request**

**OTAQ Registration**
[Contact Us](#)

**MyCDX**

[Inbox](#)

[OTAQ Registration Home](#)

[Associate to Company](#)

[Update Existing Company Associations](#)

[Edit User Profile](#)

## Company Request

You are currently in VIEW mode.

View Active Version
Cancel Request

[View printer-friendly version](#)

**Request Information**

Request ID : CR-2096	Created On : 10/05/2011 01:47 PM
Request Type : Company Update	Modified On : 10/05/2011 01:47 PM
Request Status : Awaiting RCO Electronic Signature	Requested By : Ted Mosby

**List of Changes**

- Removed facility "Test Facility"
- State changed from "Alabama" to "Georgia"

Company Details
Facility Details

**Basic Information**

**Company Name and Location**

Company ID: 3230	Address 1: 6000 Test Street
Company Name: Blofuel Test A	Address 2: Suite C-1
Created On (MM/DD /YYYY): 01/12/2011	City: Birmingham
Valid From (MM/DD /YYYY): 01/12/2011	State: Georgia
Valid To (MM/DD /YYYY):	Postal Code: 15555
	Country: United States

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Charley
RCO Title: McTest
RCO E-mail: test@example.com
RCO Phone: 123-123-1234 x12345
RCO Fax: 123-123-1234

**Program Type and Business Activities**

**Program Type and Business Activities**

Gasoline  
Independent Lab

**Company Foreign Bond**

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Gasoline : No

**Refiner Compliance Level**

Pursuant to 80.1406(c)(1), an obligated party may comply with its annual compliance requirements for all of its refineries in the aggregate, or for each refinery individually. However, if the obligated party carries a deficit from one year to the next, then the party must maintain the same approach to aggregation in the next calendar year. Please indicate the compliance level below:

Refinery-by-refinery

**Company Contacts**

There are currently no company contacts.

Return

The Company Update Request page displays the current company information as well as a list of changes made by the request. To view the active version of the company record, click the “View Active Version” button.

To return to the OTAQReg Home Page, click the “Return” button.

To cancel the Company Update Request, click the “Cancel Request” button. The request will be canceled immediately and will no longer display in the Pending Requests queue.

#### 8.4 Edit Facility Details

---

To edit Facility Details for a company, click the Facility Details tab shown in Figure 8-8 while in EDIT mode. Figure 8-9 will display.

**Figure 8-8 Facility Details Tab**

**OTAQ Registration**
[Contact Us](#)

**MyCDX**

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

## Company Information: Company Details

You are currently in EDIT mode. [Review](#) [Cancel](#)

Company Details
Facility Details

**Basic Information**

**Company Name and Location**

Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

Company ID: 3230	* Address 1: <input type="text" value="6000 Test Street"/>
* Company Name: <input type="text" value="Blotfuel Test A"/>	Address 2: <input type="text" value="Suite C-1"/>
* Created On (MM/DD /YYYY): 01/12/2011	* City: <input type="text" value="Birmingham"/>
Valid From (MM/DD /YYYY): 01/12/2011	* State: <input type="text" value="Alabama"/>
Valid To (MM/DD /YYYY): <input type="text" value="Optional"/>	* Postal Code: <input type="text" value="15555"/>
	* Country: <input type="text" value="United States"/>

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Charley	<a href="#">Initiate RCO Update Request</a>
RCO Title: McTest	
RCO E-mail: test@example.com	
RCO Phone: 123-123-1234 x12345	
RCO Fax: 123-123-1234	

**Program Type and Business Activities**

**Program Type and Business Activities**

- Gasoline
  - Refiner
  - Non-Renewable Fuels Importer
  - Oxygenate Blender (Reformulated Gasoline Program)
  - Independent Lab
  - Small Refiner
  - PADD Importer
- Diesel
- Renewable Fuel Standard
- Green House Gas Reporting Program

**Company Foreign Bond**

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

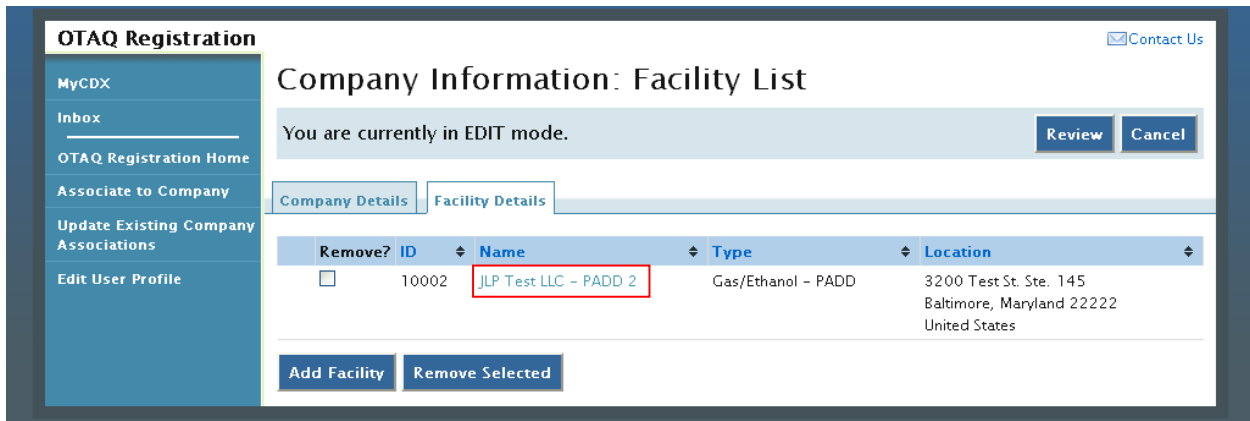
\* Gasoline  Yes  No

**Company Contacts**

There are currently no company contacts.

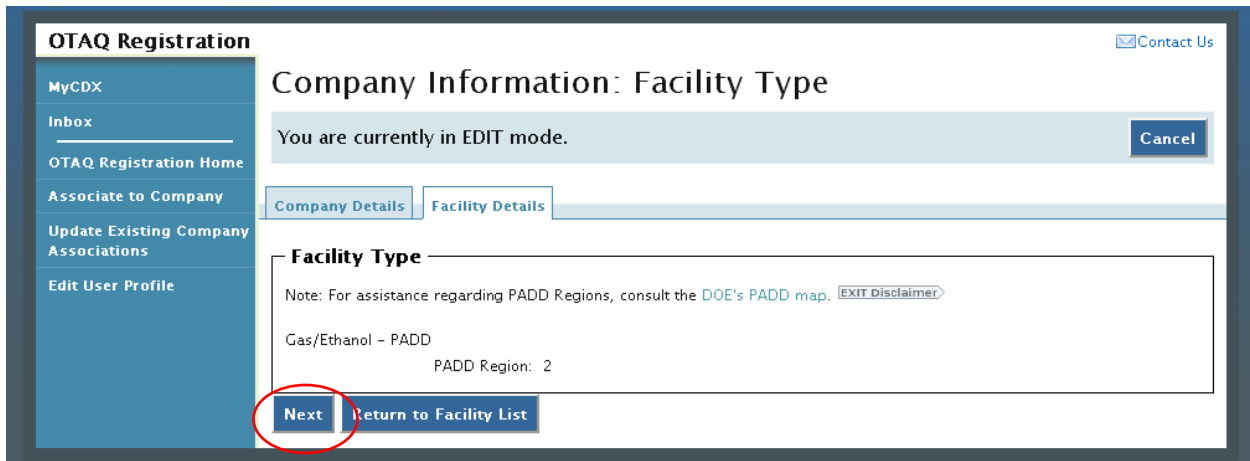
[Add New Contact](#)
[Remove Selected](#)

**Figure 8-9 Company Information: Facility List**



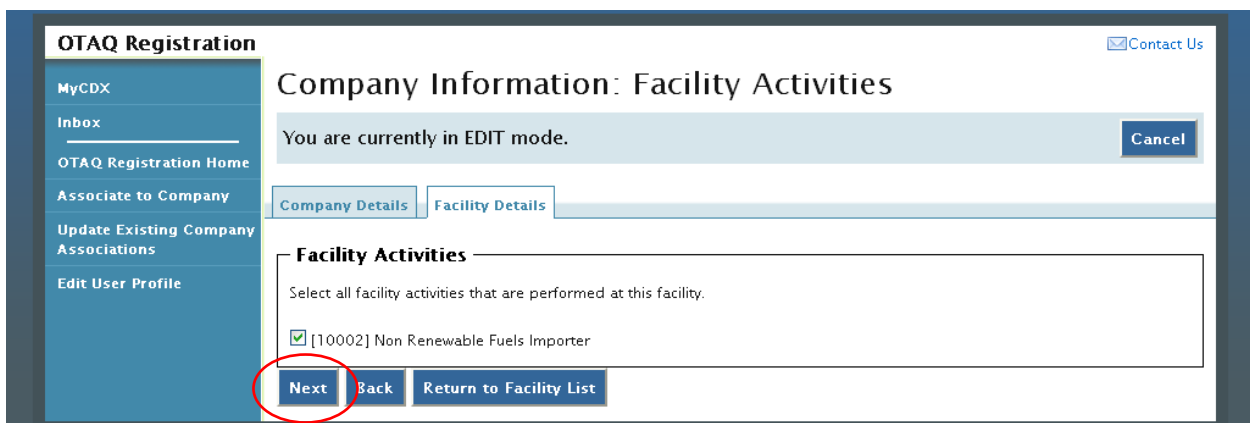
Click the facility name link. Figure 8-10 will display.

**Figure 8-10 Company Information: Facility Type**



The Facility Type page displays the facility's current facility type. This information is not editable for any existing facilities. Click the "Next" button. Figure 8-11 will display.

**Figure 8-11 Company Information: Facility Activities**



The Facility Activities page displays all possible facility activities. Select the appropriate facility activities and click the “Next” button. Figure 8-12 will display.

**Figure 8-12 Company Information: Basic Facility Details**

**OTAQ Registration** Contact Us

**MyCDX**

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

## Company Information: Facility Details

You are currently in EDIT mode. Cancel

**Company Details** | **Facility Details**

### Facility Name and Location

**Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".**

\* Facility Name: JLP Test LLC - PADD 2      Address 1: 3200 Test St.

\* Valid From (MM/DD /YYYY): 8/1/11      Address 2: Ste. 145

Valid To (MM/DD /YYYY):      City: Baltimore

Optional      State: Maryland

Postal Code: 22222

Country: United States

### Facility Contact

\* Contact Name: Mike Aguenza      \* Contact E-mail: mike@test.com

\* Contact Title: Manager      \* Contact Phone: 333-333-3333 x

Contact Fax: 222-222-2222

**Next** | Back | Return to Facility List

The Basic Facility Details page is pre-populated with the current facility detail information. Update the information by typing in the textboxes. When finished click the “Next” button. Figure 8-13 will display.

**Figure 8-13 Company Information: Facility Details**

The Facility Details page is pre-populated with the current facility information. Make any required updates to the facility specific information and click the “Save Facility” button to apply the changes. Figure 8-14 will display.

**Figure 8-14 Facility List: Updated Facility**

Remove?	ID	Name	Type	Location
<input type="checkbox"/>	10002	JLP Test LLC - PADD 2	Gas/Ethanol - PADD	3200 Test St. Ste. 145 Baltimore, Maryland 22222 United States

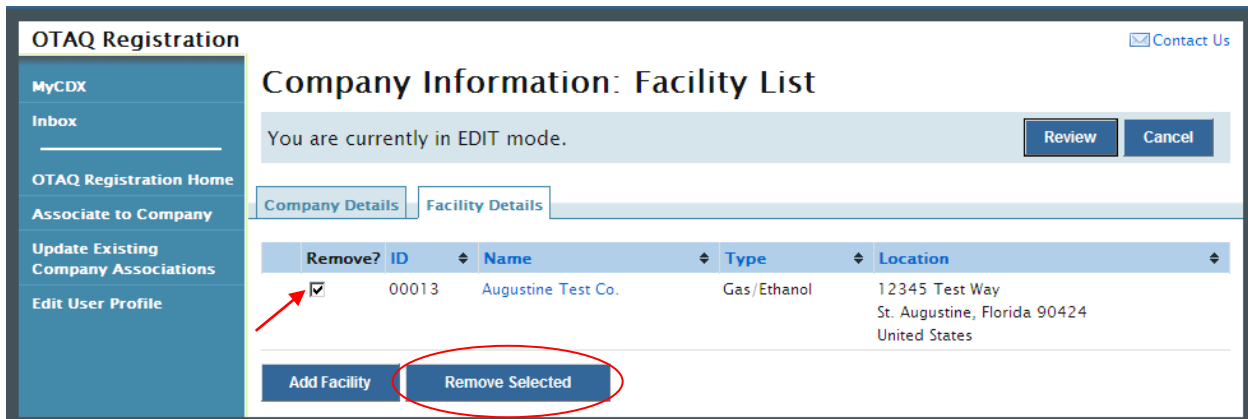
The facility will display with the updated icon . Click the “Review” button and follow the steps in Section 8.2 to complete your Company Update submission.

### 8.5 Remove Facility

To remove a Facility from a company, click the Facility Details tab shown in Figure 8-3 while in EDIT mode. Figure 8-15 will display.

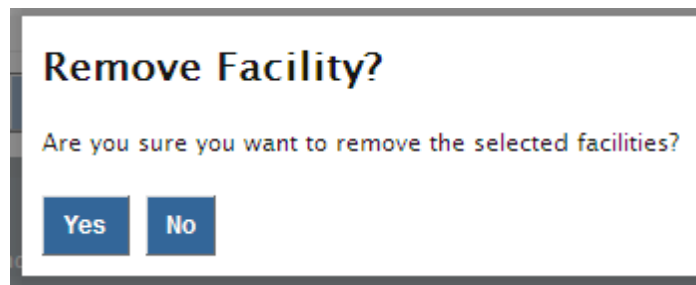


**Figure 8-15 Company Information: Facility List**



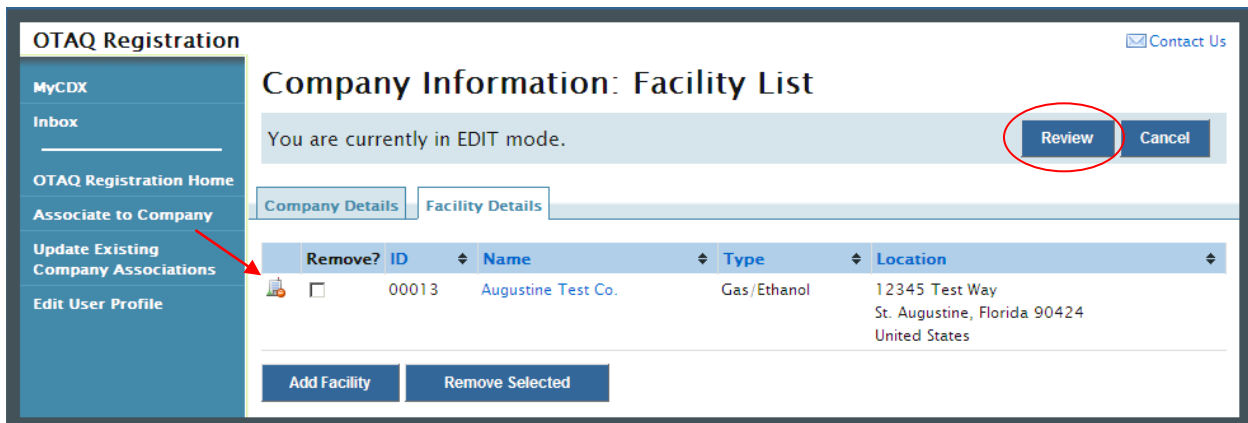
Select the checkbox for the corresponding facility and click the “Remove Selected” button. Figure 8-16 will display.

**Figure 8-16 Remove Facility Confirmation**



Click the “Yes” button to remove the facility. Figure 8-17 will display.

**Figure 8-17 Facility List: Removed Facility**



The facility will display with the removed icon . Click the “review” button and follow the steps in Section 8.2 to complete your Company Update submission.

## 8.6 Initiate RCO Update Request

---

To update the RCO information for your company, click the “Initiate RCO Update Request” button shown in while in EDIT mode as seen in Figure 8-18. Figure 8-19 will display.

**Note:** Clicking the “Initiate RCO Update Request” button will initiate a RCO Update request which is processed separately from any company edits.

**Figure 8-18 Initiate RCO Update Request**

**OTAQ Registration**
Contact Us

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

## Company Information: Company Details

You are currently in EDIT mode. Review Cancel

Company Details
Facility Details

**Basic Information**

**Company Name and Location**

Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

Company ID: 0006	* Address 1: <input type="text" value="3200 Test St."/>
* Company Name: <input type="text" value="JLP Test LLC"/>	Address 2: <input type="text" value="Ste. 145"/>
* Created On (MM/DD /YYYY): 08/01/2011	* City: <input type="text" value="Baltimore"/>
Valid From (MM/DD /YYYY): 08/01/2011	* State: <input type="text" value="Maryland"/>
Valid To (MM/DD /YYYY): <input type="text"/> <small>Optional</small>	* Postal Code: <input type="text" value="22222"/>
	* Country: <input type="text" value="United States"/>

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Jenny Paine **Initiate RCO Update Request**

RCO Title: CEO

RCO E-mail: jennifer.paine21@gmail.com

RCO Phone: 123-123-1234

RCO Fax: 222-222-2222

**Program Type and Business Activities**

**Program Type and Business Activities**

Gasoline

Refiner

Non-Renewable Fuels Importer

Oxygenate Blender (Reformulated Gasoline Program)

Independent Lab

Small Refiner

PADD Importer

Diesel

Renewable Fuel Standard

Green House Gas Reporting Program

**Company Foreign Bond**

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

\* Gasoline  Yes  No

**Company Contacts**

There are currently no company contacts.

Add New Contact Remove Selected

**Figure 8-19 RCO Update**

**OTAQ Registration** ✉ Contact Us

**MyCDX**

- Inbox
- OTAQ Registration Home
- Associate to Company
- Update Existing Company Associations
- Edit User Profile

### RCO Update

**Company Name and Location**

Company ID: 0002      Address 1: 3000 Test Street  
Company Name: Biofuel Test D      Address 2:  
City: Springfield  
State: South Carolina  
Postal Code: 12345  
Country: United States

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID:       \* RCO E-mail:   
\* RCO Name:       \* Confirm RCO E-mail:   
\* RCO Title:       \* RCO Phone:  x   
RCO Fax:

\* Reason for RCO Update

The RCO Update page is pre-populated with the current RCO information. Update the RCO information by typing in the displayed textboxes. Please note you must enter a reason for the RCO update. Once you have completed your RCO updates, click the “Submit” button. Figure 8-20 will display.

**Figure 8-20 RCO Update Confirmation Page**

**OTAQ Registration** ✉ Contact Us

**MyCDX**

- Inbox
- OTAQ Registration Home
- Associate to Company
- Update Existing Company Associations
- Edit User Profile

### RCO Update

If the information you provide changes, your company/entity is responsible for resubmitting this form to update the information.

Submitting this form does not equal registration, before submission these forms must be printed and all data inputted must be present on the page. The form also must be signed by a Responsible Corporate Officer and mailed to one of the addresses below. EPA must receive and approve this form before you will be allowed to perform other tasks in this application (e.g. associating yourself with other companies or facilities, nominating new users, editing your user information, etc.).

The forms on this page are to be used for the RFG and Anti-Dumping, Diesel Sulfur, and Renewable Fuels Standard programs. Please see our Fuel and Fuel Additive Registration (FFARS) web site for FFARS registration forms.

**US Mail:**  
U.S. Environmental Protection Agency  
Fuels Programs Registration (6406J)  
1200 Pennsylvania Avenue, NW  
Washington, DC 20460

**Commercial Delivery:**  
U.S. Environmental Protection Agency  
Fuels Programs Registration  
Room 647C; 202-343-9038  
1310 L Street, NW  
Washington, DC 20005

[Click here to save copies of your registration forms.](#)

Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request.

Click the “Continue” button to finalize your RCO update request. An email will be sent to you, the current company RCO, and the new company RCO (if applicable) containing a hardcopy of the request and confirming your RCO update request. The request will also be listed in the pending requests section of your OTAQ Registration Home Page as shown in Figure 8-21.

**Note:** All RCO Updates must be hand-signed by the existing company RCO and the new company RCO (if the RCO is changing) and mailed to the Fuels Program. The signature letter is included in the hard copy of the request. In addition the RCO must submit the RCO Change Letters located at <http://www.epa.gov/otaq/fuels/reporting/registration-letters.htm#letter1>

## 8.7 Pending RCO Update Request

Congratulations! You have successfully submitted your RCO Update Request in the OTAQReg application. As shown in Figure 8-21, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

**Figure 8-21 Pending RCO Update**

The screenshot shows the 'OTAQ Registration Home' interface. On the left is a navigation menu with options like 'MyCDX', 'Inbox', and 'OTAQ Registration Home'. The main content area is titled 'OTAQ Registration Home' and contains three sections:

- Pending Requests:** A table with columns for ID, Request For, Created On, Requested By, and Status. Two requests are listed:
 

ID	Request For	Created On	Requested By	Status
843	Biofuel Test D [0002]	08/26/2011 02:18 PM	Mike Seavey	Awaiting EPA Review
841	Test Company PLC	08/26/2011 11:22 AM	Mike Seavey	Awaiting EPA Review
- Company Information:** Shows 'One item found.' with a table listing company details:
 

Company ID	Company Name	Roles
0002	Biofuel Test D	Company Editor
- Registration Lists:** A list of links including 'EPA Fuels Programs Company and Facility List', 'EPA Fuels Programs Company List', and 'Independent Lab List'.

To view a pending RCO Update Request, click the Company Name link in the Pending Requests Queue for a request identified with the RCO update icon . Figure 8-22 will display.

**Figure 8-22 RCO Update Request**

**OTAQ Registration** [Contact Us](#)

**MyCDX**

**Inbox**

[OTAQ Registration Home](#)

[Associate to Company](#)

[Update Existing Company Associations](#)

[Edit User Profile](#)

## RCO Update Request

[View printer-friendly version](#)

**Request Information**

Request ID : CR-2097	Created On : 10/05/2011 02:22 PM
Request Type : RCO Update	Modified On : 10/05/2011 02:22 PM
Request Status : Awaiting RCO Wet Ink Signature	Requested By : George Castanza

**List of Changes**

- RCO E-mail changed from "jennifer.paine21@gmail.com" to "otaqregco@gmail.com"
- RCO Title changed from "CEO" to "Responsible Corporate Official"
- RCO Name changed from "Jenny Paine" to "Jennifer Test"

**Company Name and Location**

Company ID: 0006	Address 1: 3200 Test St.
Company Name: JLP Test LLC	Address 2: Ste. 145
	City: Baltimore
	State: Maryland
	Postal Code: 22222
	Country: United States

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID: OTAQRegRCO2

RCO Name: Jennifer Test

RCO Title: Responsible Corporate Official

RCO E-mail: otaqregco@gmail.com

RCO Phone: 123-123-1234

RCO Fax: 222-222-2222

Reason for RCO Update:  
Updated e-mail address and title.

[Return](#)

The RCO Update Request page displays the current RCO information as well as a list of changes made by the request. To return to the OTAQReg Home Page click the “Return” button.

To cancel the RCO Update Request, click the “Cancel Request” button. The request will be canceled immediately and will no longer display in the Pending Requests queue.

---

## 9 Appendix A: OTAQ Registration Roles

### 9.1 OTAQ Registration Roles

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- Limited Company Viewer: This role has limited read-only access to associated company and facility information
- Company Viewer: This role has full read-only access to associated company and facility information
- Company Editor: This role has full viewing and editing rights to associated company and facility information

### 9.2 OTAQ Program Roles:

---

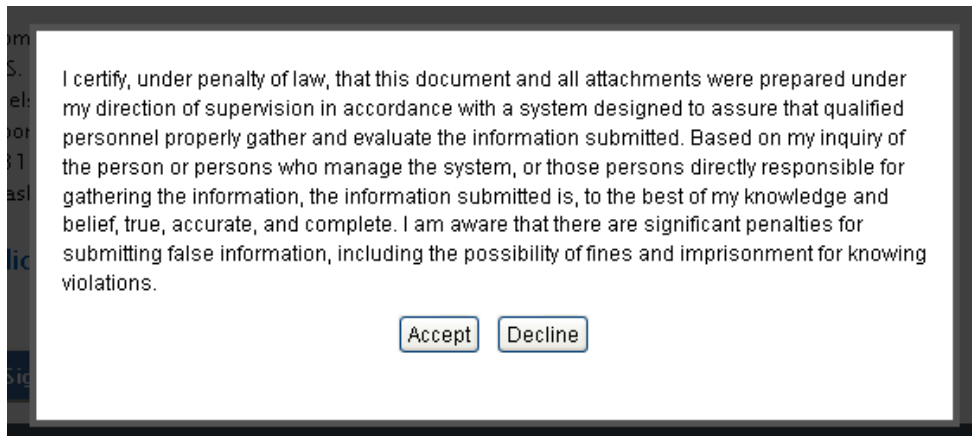
- Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter: Users should select this role if they are registering for the Cellulosic Biofuel Waiver Credits Pay.gov application to purchase cellulosic biofuel waiver credits on behalf of the company (This role should only be selected if the company registered as a gasoline or diesel refiner, or a non-renewable fuels importer)
- DC Fuels Submitter, Title 40 CFR Part 80 Subparts A,B,C,D, and F: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Regulation of Fuels and Fuel Additives
- DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Reformulated Gasoline / Anti-Dumping / Gasoline Toxics / Gasoline Sulfur / Gasoline Benzene
- DC Fuels Submitter, Title 40 CFR Part 80 Subpart I: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Motor Vehicle, Nonroad, Locomotive, and Marine Diesel Fuel
- DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 80 Renewable Fuel Standard
- DC Fuels Submitter, Title 40 CFR Part 98 Subpart LL: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 98 Suppliers of Coal-based Liquids
- DC Fuels Submitter, Title 40 CFR Part 98 Subpart MM: Users should select this role if they are registering for the DC Fuels data flow and Title 40 CFR Part 98 Suppliers of Petroleum Products
- EMTS Viewer: User should select this role if they are requesting view-only access to the EMTS data flow
- EMTS Submitter: Users should select this role if they are requesting both editing and submitting rights to EMTS
- Agent: Users should select this role if they are an agent for a company (The definition of an agent is a person who is not a direct employee of the company)

## 10 Appendix B: Using the eSignature Widget

Users should refer to the steps outlined in this section to successfully sign submissions within the OTAQReg application.

Upon selecting the “Submit” button for an OTAQReg submission, you will be prompted with the certification statement displayed in Figure 10-1.

**Figure 10-1 Certification Statement**



Upon reading the full agreement, click the “Accept” button. Figure 10-2 will display.

**Figure 10-2 Authentication**



This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password. If you enter an incorrect password, you will be prompted with an error message. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or heldesk@cdx.net.

Enter your CDX user account password and click the “Login” button. Figure 10-3 will display.



**Figure 10-3 Answer Secret Question**

eSignature Widget close

**1. Login into CDX**

User:  
OTAQREGTESTER1

Password:

Welcome Jenny Paine

**2. Answer Secret Question**

Question:  
What was your first pet's name?

Answer:

The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your eSignature PIN verification.

If you fail to respond or enter an incorrect answer, you will be prompted with an error message. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or [helpdesk@cdx.net](mailto:helpdesk@cdx.net).

Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 10-4 will display.

**Figure 10-4 Sign File**

eSignature Widget close

**1. Login into CDX**

User:  
OTAQREGTESTER1

Password:

Welcome Jenny Paine

**2. Answer Secret Question**

Question:  
What was your first pet's name?

Answer:

Correct Answer

**3. Sign File**

Click the “Sign” button.

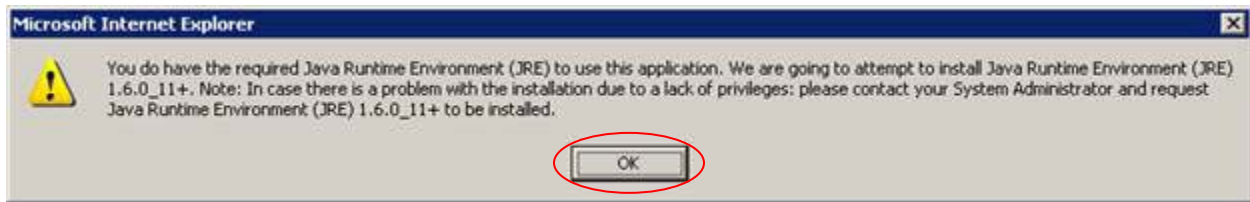
Congratulations! You have successfully electronically signed and submitted your OTAQReg submission.

## 11 Appendix C: System Java Requirements

In order to electronically sign submissions in OTAQReg, the system requires that you have Java Runtime Environment (JRE) 1.6.0\_11+ installed on your device. During your first submission attempt in OTAQReg, you will be prompted with the message seen in Figure 11-1 if you do not have JRE installed.

**Note:** Certain configurations require administrator rights to install and update JRE. Please check your corporate IT policy before installing and using this software.

**Figure 11-1 JRE Installation**



Click the “OK” button to download Java Runtime Environment.

If your device already has JRE installed, then you will be prompted with a security warning on the Print and Sign page of your requests. This security warning will vary depending on the web browser you are using as seen in Figures Figure 11-2 thru Figure 11-5.

**Figure 11-2 Mozilla Firefox Security Warnings**

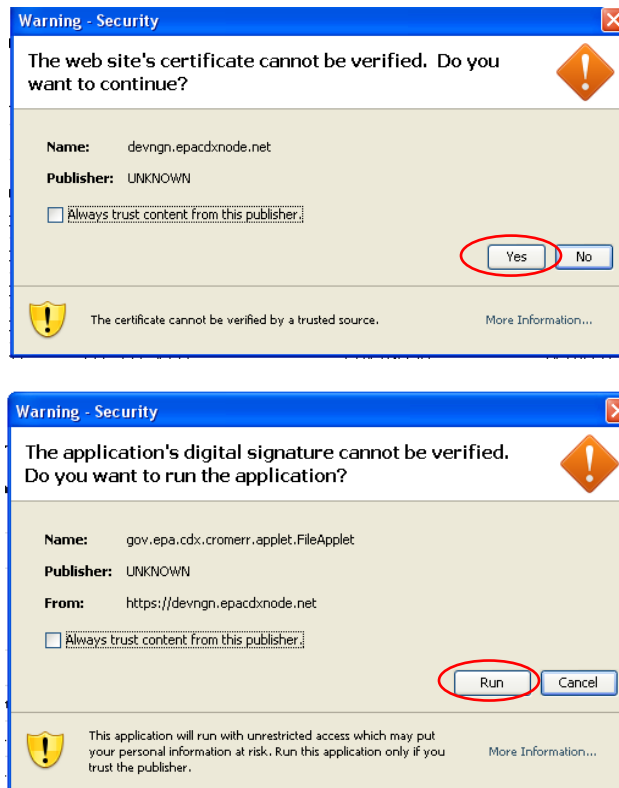


Figure 11-3 Internet Explorer Security Warnings

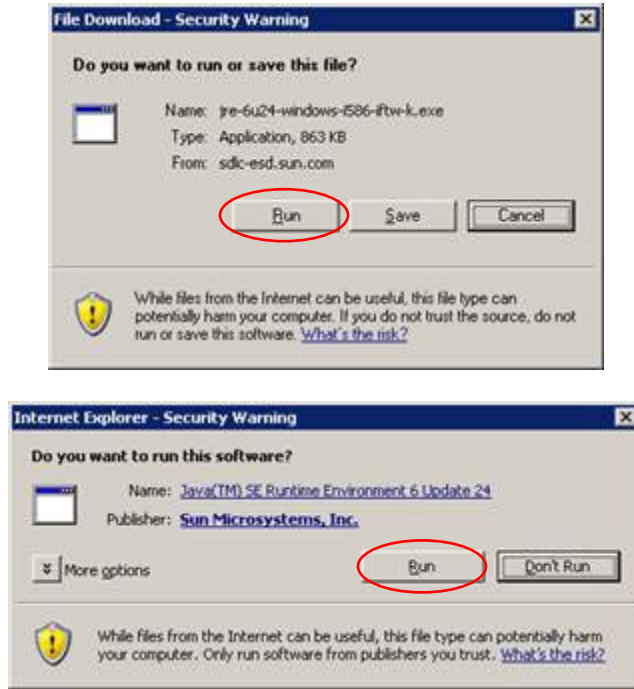


Figure 11-4 Safari Security Warnings

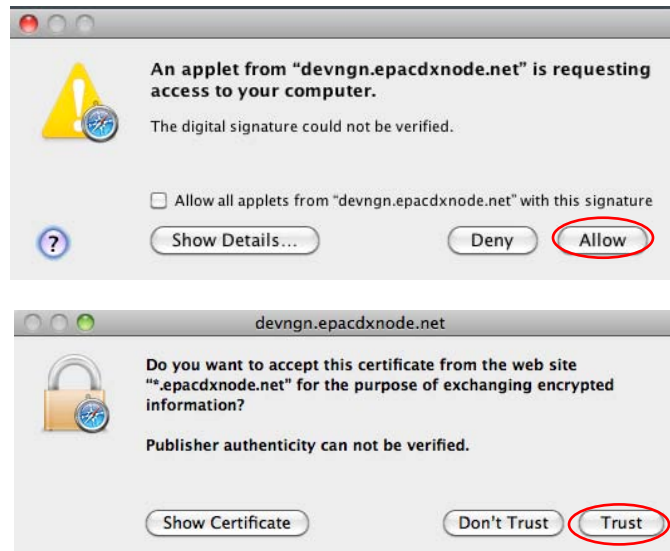
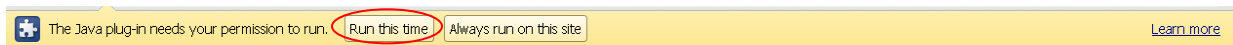


Figure 11-5 Google Chrome Security Warnings





Select the “Run”, “Trust”, or “Allow” button (depending on your web browser). You may be prompted with two Security Warnings, continue to select the “Run”, “Trust” or “Allow” button.

## 12 Appendix D: OTAQ Registration Lists

Users can view and download the OTAQ Registration Lists by clicking any of the hyperlinks provided in the Registration Lists section of their OTAQ Registration Home Page as seen in Figure 12-1.

**Figure 12-1 Registration Lists**

The screenshot displays the 'OTAQ Registration Home' page. On the left is a blue navigation sidebar with the following links: MyCDX, Inbox, OTAQ Registration Home (highlighted), Associate to Company, Update Existing Company Associations, and Edit User Profile. The main content area is titled 'OTAQ Registration Home' and includes a 'Contact Us' link in the top right. Below the title, there are two sections: 'Company Information' with the message 'You are not currently associated with any companies.' and 'Registration Lists', which is highlighted with a red border. The 'Registration Lists' section contains three bullet points: 'EPA Fuels Programs Company and Facility List', 'EPA Fuels Programs Company List', and 'Independent Lab List'.

## 13 Appendix E: Support Information

For frequently asked questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels.htm>.

You may also contact the EPA Fuels Program Support Line at 202-343-9755 or by sending an email to [EPAFuelsPrograms@epa.gov](mailto:EPAFuelsPrograms@epa.gov).

For any general or technical questions related to the Central Data Exchange you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) with “Technical Support” in the Subject line.