

Fuels Programs Registration User Guide

Version 1.0



Fuels Programs Registration User Guide

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 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://epacdx.net/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



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Registration

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MyCDX > Registration

Logged in as, BIOFUELTEST9.

About CDX

Account Login

Registration

Frequently Asked Questions

Help & Support

CDX Home

Terms & Conditions

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 (GLENDQ): ☐
- 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

Registration

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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:

FINISHED

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](#).

SIGN PAPER FORM **CANCEL**

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:	otagregco@gmail.com
Registrant's Name:	Mr. Jackson Teller
CDX User Name:	TESTACCOUNT26

SIGN PAPER FORM

CANCEL

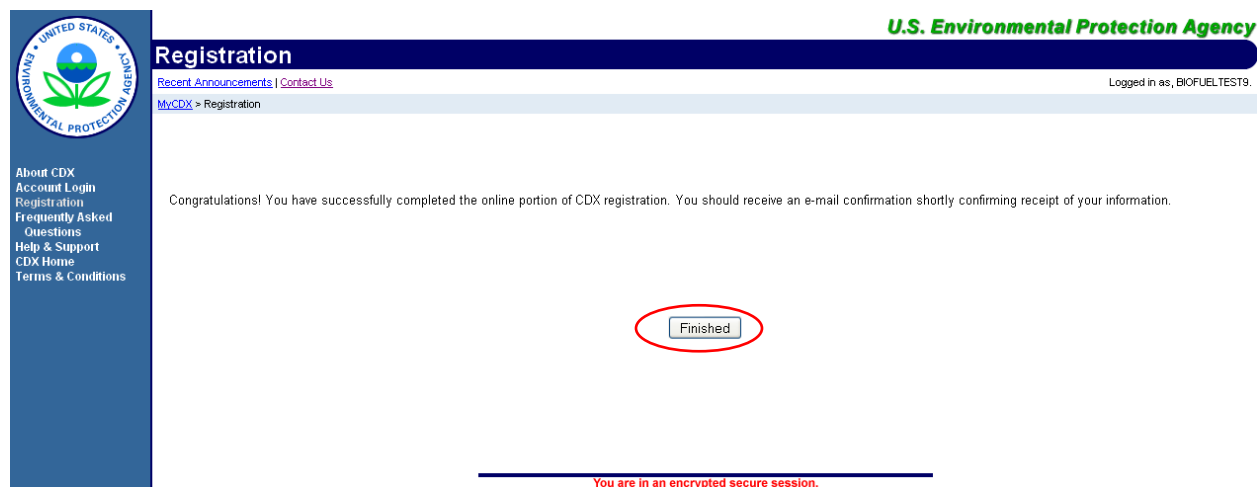
The Sign Paper ESA prompt pre-populates your CDX User information onto the form and also displays the terms and agreement for electronically signing within CDX. To print and sign the complete form, click the “Sign Paper Form” button. A printable version of the complete CDX ESA will be displayed in a 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. If you have any questions regarding the status of your ESA, please contact the EPA Fuels Program Support line at 202-343-9755 or by sending an email to EPAFuelsPrograms@epa.gov.

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



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CDX

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MyCDX > CDX

Logged in as, DCFUEL01.

About CDX

MyCDX

Inbox

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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 (yyyy-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?

Save Answers
Reset

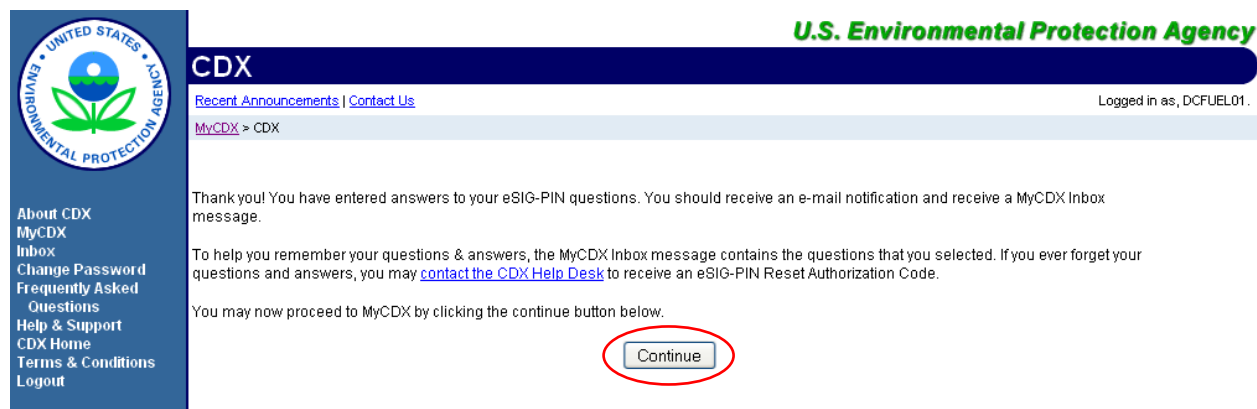
You are in an encrypted secure session.

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.

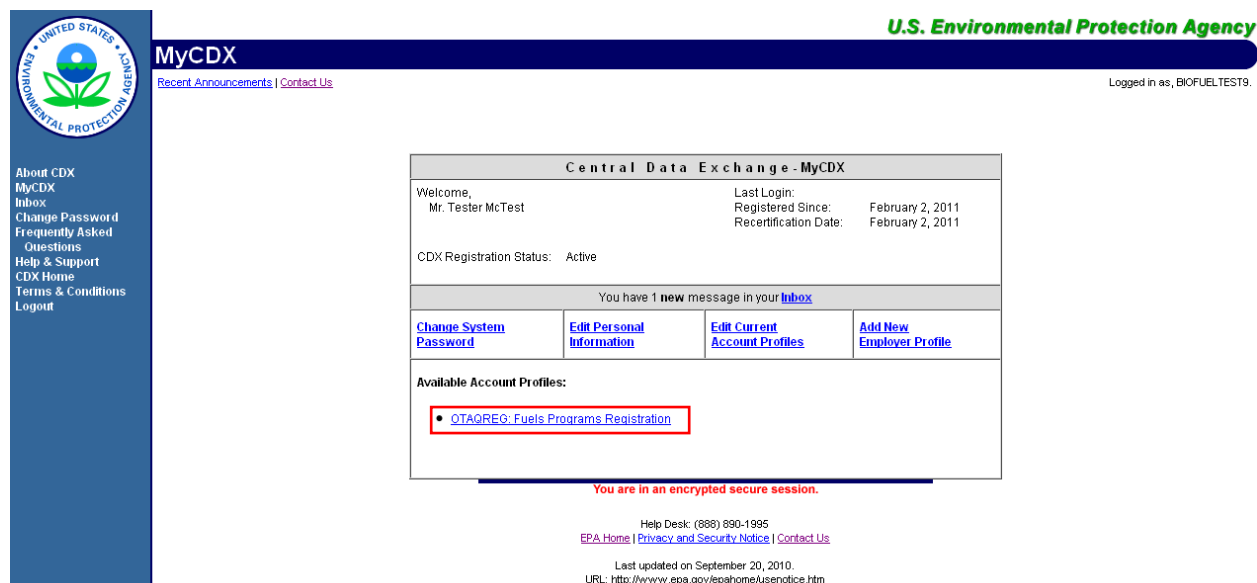
Figure 2-7 eSignature PIN Confirmation



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

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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 (GLEND4): ☐
- EPA Internet On Boarding Application (iBoard): ☐
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB): ☐
- Lead-Based Paint Program (LEAD): ☐
- 3rd Party Validation Test Application (LEXIS): ☐
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2): ☐
- National Emissions Inventory (Web/Node Integration Pilot) (NEIpilot): ☐
- 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): ☐
- Pesticide Producer Tracking System (PPTS) (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 “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

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:	otagregco@gmail.com
Registrant's Name:	Mr. Jackson Teller
CDX User Name:	TESTACCOUNT26

SIGN PAPER FORM

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. 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. If you have any questions regarding the status of your ESA, please contact the EPA Fuels Program Support line at 202-343-9755 or by sending an email to EPAFuelsPrograms@epa.gov.

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.	<p>▶ Edit Organization Contact Information</p> <p>OTAQREG ▶ List Roles</p> <p>WCIT ▶ List Roles</p> <p>▶ Add New Program</p> <p>Add additional programs for Vandelay Inc.</p>


[<< BACK](#)

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



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CDX

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MyCDX > CDX

Logged in as, DCFUEL01.

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MyCDX

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Change Password

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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 (yyyy-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?

Save Answers
Reset

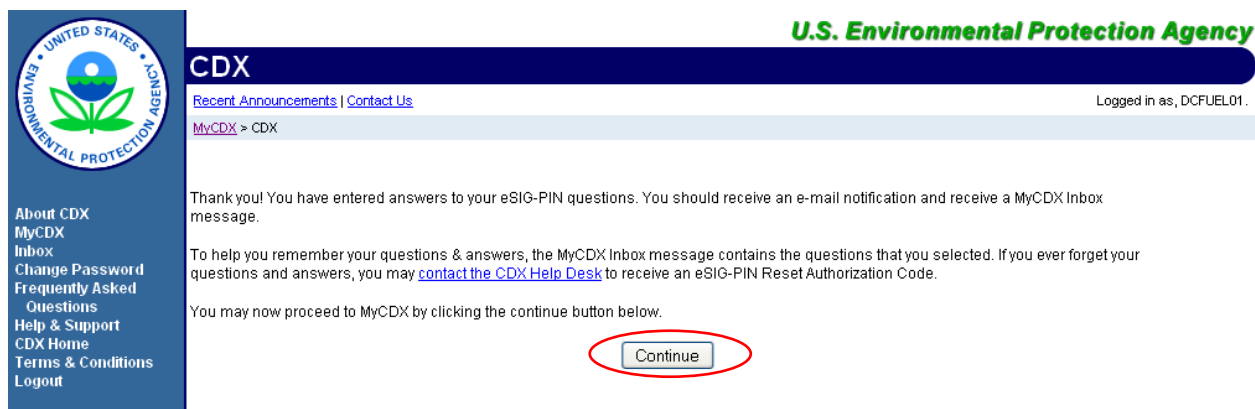
You are in an encrypted secure session.

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

MyCDX U.S. Environmental Protection Agency

[Recent Announcements](#) | [Contact Us](#) Logged in as, BIOFUELTEST9

Central Data Exchange - MyCDX

Welcome, Mr. Tester McTest		Last Login: Registered Since: February 2, 2011 Recertification Date: February 2, 2011	
CDX Registration Status: Active			
You have 1 new message in your Inbox			
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile

Available Account Profiles:

- [OTAQREG: Fuels Programs Registration](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)
 Last updated on September 20, 2010.
 URL: <http://www.epa.gov/epahome/usenotice.htm>

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

CDX Registration: CDX ESA

This particular registration requires proof of identity and a CDX Electronic Signature Agreement. You have previously provided proof of identity to the U.S. Environmental Protection Agency, so you have two options: print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency, or optionally sign electronically, agreeing to adhere to the terms and conditions of CDX Electronic Signature Agreement.

Once the ESA has been signed, either through electronic validation using the Lexis Nexis services or through wet ink signature, 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](#).

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

CDX Registration: 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:	CGI Federal
Address:	12601 Fair Lakes Circle
City, State, Zip:	Fairfax, VA 22033
Province:	
Country:	US
Phone Number:	7032278000
E-mail Address:	burdell.schwartz@cgi.com
Registrant's Name:	Mr. Burdell Schwartz
CDX User Name:	BURDELLSCHWARTZ5

I, _____

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

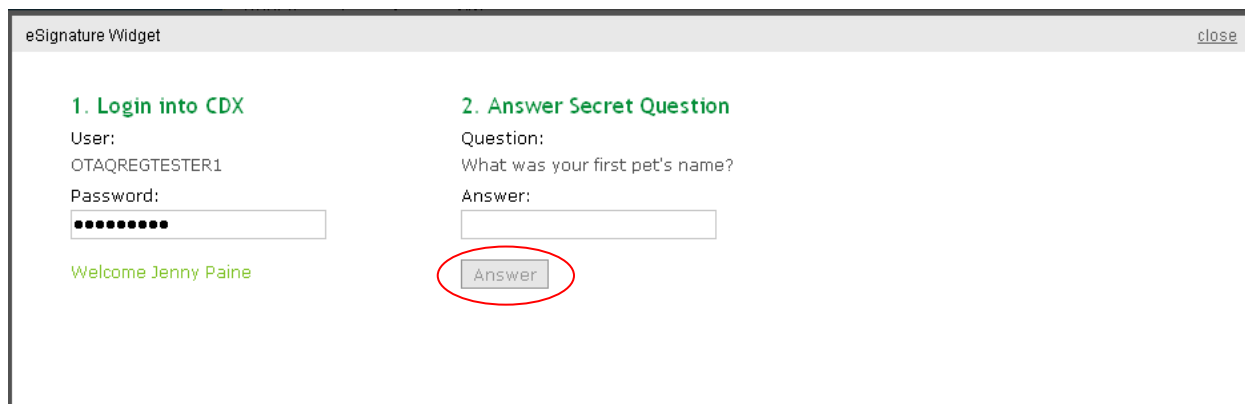


The screenshot shows a web browser window titled "eSignature Widget" with a "close" link in the top right corner. The main content area is titled "1. Login into CDX" in green. Below this, the text "User:" is followed by "OTAQREGTESTER1". The text "Password:" is followed by a text input field. Below the password field is a "Login" button, which is circled in red.

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 screenshot shows the same "eSignature Widget" window. The left side still shows "1. Login into CDX" with the user "OTAQREGTESTER1" and a masked password field. Below this, it says "Welcome Jenny Paine" in green. The right side is titled "2. Answer Secret Question" in green. It shows "Question:" followed by "What was your first pet's name?". Below this is an "Answer:" label and a text input field. Below the input field is an "Answer" button, which is circled in red.

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:" (What was your first pet's name?), an "Answer:" field (containing "Test"), and 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". It contains introductory text about the CDX electronic signature agreement (ESA) and a table of pre-populated information for the "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:

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

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.

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. If you have any questions regarding the status of your ESA, please contact the EPA Fuels Program Support line at 202-343-9755 or by sending an email to EPAFuelsPrograms@epa.gov.

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

U.S. Environmental Protection Agency

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

Logged in as, BIOFUELTEST9

Central Data Exchange - MyCDX

Welcome,
Mr. Tester McTest

Last Login: February 2, 2011
Registered Since: February 2, 2011
Recertification Date: February 2, 2011

CDX Registration Status: Active

You have 1 new message in your [Inbox](#)

[Change System Password](#) | [Edit Personal Information](#) | [Edit Current Account Profiles](#) | [Add New Employer Profile](#)

Available Account Profiles:

- [OTAQREG: Fuels Programs Registration](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Last updated on September 20, 2010.
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.

First Name: Joe

Middle Initial:

Last Name: Test

Suffix:

★ Position or Job Title:

Valid From (MM/DD /YYYY): 10/05/2011

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

Address and Contact Information

Address 1: 1230 Test Street

Address 2:

City: Austin

State: Texas

ZIP: 12345

Country: United States

E-mail: otaqregco@gmail.com

Alternate E-mail:

Phone: 222222222

Alternate Phone: x

Fax:

Save

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

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

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

OTAQ Registration [Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

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:

First Name: Joe Valid From (MM/DD /YYYY): 10/05/2011

Middle Initial: Valid To (MM/DD /YYYY): Optional

Last Name: Test

Suffix:

Address and Contact Information

Address 1: 1230 Test Street E-mail: otaqregco@gmail.com

Address 2: Alternate E-mail:

City: Austin Phone: 2222222222

State: Texas Alternate Phone: x

ZIP: 12345 Fax:

Country: United States

Save

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

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

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

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

Cancel

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

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

2 items found, displaying all items. Pages: 1

	ID	Name	Location
<input type="checkbox"/>	3230	Blofuel Test A	6000 Test Street Suite C-1 Birmingham, Alabama 1 United States
<input checked="" type="checkbox"/>	0002	Blofuel Test D	3000 Test Street Springfield, South Carolina 12345 United States

Add Selected

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**

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

OTAQ Registration [Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Associate to Company

You MUST select at least one role per company prior to submitting this user association request to the following company or companies.

Remove?	ID	Name	Roles
<input type="checkbox"/>	1024	Kurt's Test Company	Select Roles

Legend: Added Updated Removed Unchanged

Add More **Remove Selected** **Review**

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

OTAQ Registration

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

Help Desk: (888) 888-8888
EPA Home | Privacy Policy

Select Roles for Kurt's Test Company [1024]

OTAQ Registration: ☐ Company Editor ☐ Company Viewer ☐ Limited Company Viewer

OTAQ Program Roles: ☐ Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter
[Select All](#) This role should only be selected if the company is registered as a gasoline or diesel refiner, or a non-renewable fuels importer.
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subpart I
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subparts A, B, C, D, and F
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M
☐ DC Fuels Submitter, Title 40 CFR Part 98 Subpart LL
☐ DC Fuels Submitter, Title 40 CFR Part 98 Subpart MM
☐ EMTS Submitter
☐ EMTS Viewer

Other: ☐ Agent
 An agent is defined as any individual who is not a direct employee of the company.

Select

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

OTAQ Registration

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

Help Desk: (888) 888-8888
EPA Home | Privacy Policy

Associate to Company

You MUST select at least one role per company prior to submitting this user association request to the following company or companies.

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

Legend: Added Updated Removed Unchanged

Add More **Remove Selected** **Review**

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

OTAQ Registration Contact Us

MyCDX

Inbox

[OTAQ Registration Home](#)

[Associate to Company](#)

[Update Existing Company Associations](#)

[Edit User Profile](#)

Associate to Company

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

Legend: Added Updated Removed Unchanged

[Back](#) [Submit](#)

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

OTAQ Registration Contact Us

MyCDX

Inbox

[OTAQ Registration Home](#)

[Associate to Company](#)

[Update Existing Company Associations](#)

[Edit User Profile](#)

Associate to Company

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.](#)

[Sign Electronically](#) [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 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

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

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

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

OTAQ Registration Contact Us

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Update Company Associations

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

Legend: Added Updated Removed Unchanged

[Remove Selected](#) [Review](#)

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

OTAQ Registration Contact Us

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Update Company Associations

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

Legend: Added Updated Removed Unchanged

[Back](#) [Submit](#)

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

OTAQ Registration [Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Update Company Associations

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.](#)

Note: If you are experiencing technical problems while using the CDX eSignature Widget, please clear your Java cache and try again. [Click here to learn how to clear the Java cache.](#)

Sign Electronically **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 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.

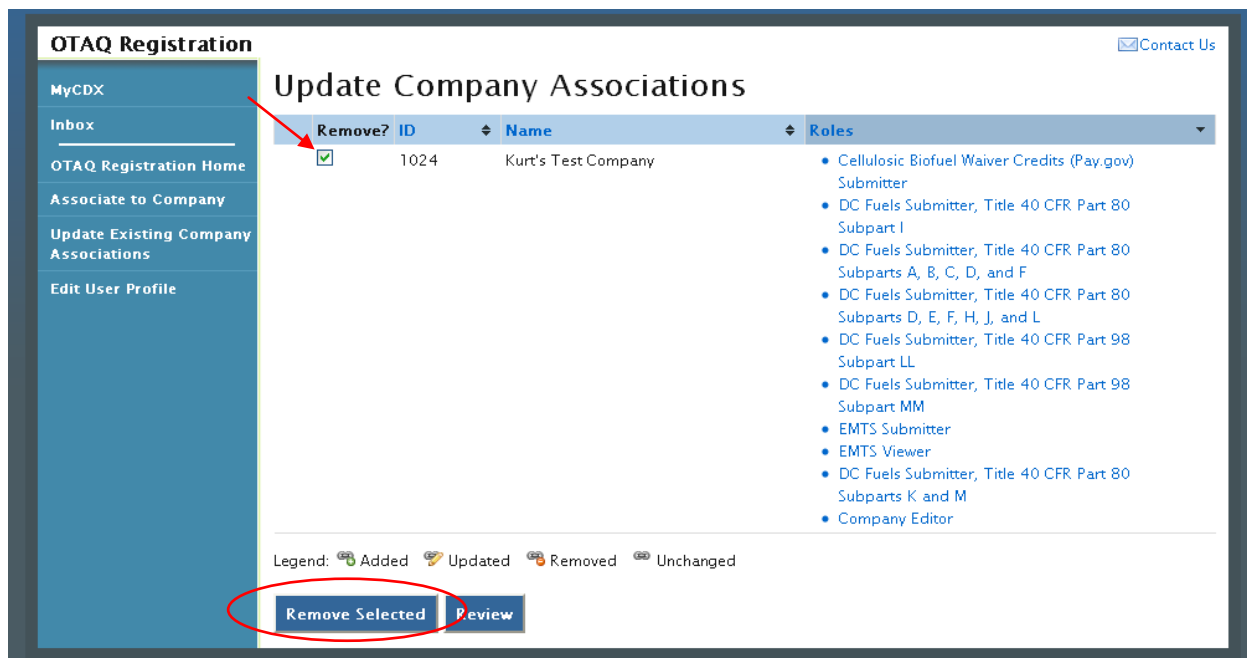
Note: All Company Association Update Requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms.

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

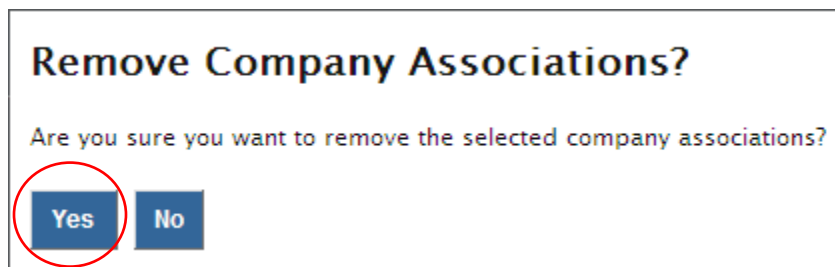
To remove an existing company association, navigate to the Update Company Associations page (see Figure 5-10).

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

OTAQ Registration Contact Us

Update Company Associations

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

Legend: Added Updated Removed Unchanged

[Remove Selected](#) [Review](#)

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

OTAQ Registration Contact Us

Update Company Associations

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

Legend: Added Updated Removed Unchanged

[Back](#) [Submit](#)

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

OTAQ Registration ✉ Contact Us

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Update Company Associations

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.](#)

Sign Electronically **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 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 blue sidebar with navigation links: 'MyCDX', 'Inbox', 'OTAQ Registration Home', 'Associate to Company', 'Update Existing Company Associations', and 'Edit User Profile'. The main content area has a 'Contact Us' link in the top right. Below the header, there's a 'Pending Requests' section with a table. The table has columns: ID, Request For, Created On, Requested By, and Status. A single row is visible with ID 763, Request For 'Biofuel Test D [0002]', Created On '08/22/2011 02:12 PM', Requested By 'Mike Seavey', and Status 'Awaiting RCO Wet Ink Signature'. The 'Request For' cell is highlighted with a red box. Below the table is a legend with icons for 'New Company', 'Company Update', 'Company Association', and 'RCO Update'. Further down is a 'Company Information' section stating 'You are not currently associated with any companies.' and a 'Registration Lists' section with links to 'EPA Fuels Programs Company and Facility List', 'EPA Fuels Programs Company List', and 'Independent Lab List'.

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

Legend: New Company Company Update Company Association RCO Update

Company Information
You are not currently associated with any companies.

Registration Lists

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

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Cancel Request

View printer-friendly version

Company Association Request

Request Information

Request ID : CR-1007

Request Type : Company Association

Request Status : Awaiting RCO Wet Ink Signature

Created On : 10/05/2011 11:44 AM

Modified On : 10/05/2011 11:44 AM

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

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

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

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

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 [Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

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".

* Company Name:

* Address 1:

* Created On (MM/DD /YYYY): 10/05/2011

Address 2:

Valid From (MM/DD /YYYY): 10/05/2011

* City:

* State:

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

* Postal Code:

* Country:

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:

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

☒ 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 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 P.O. Box. If you are entering an international address that has no postal code, enter "00000".

* Facility Name:

* Address 1:

* Address 2:

* City:

* State:

* Postal Code:

* Country:

* Valid From (MM/DD/YYYY):

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

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:

* Contact Name:

* Address 1:

* Contact Title:

Address 2:

* Contact E-mail:

* City:

* Contact Phone: x

* State:

Contact Fax:

* Postal Code:

* Country:

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.

Add New RFS Fuel Pathway

Remove Selected

Save Facility

Back

Cancel Facility

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

OTAQ Registration Contact Us

Create New Company: Facility List

Remove?	Name	Type	Location
<input type="checkbox"/>	Test Facility	Gas/Ethanol	1234 Any Street Any Town, Massachusetts 01865 United States

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

OTAQ Registration Contact Us

Create New Company: Search for Existing Facility

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.

Search Facilities

Facility ID: City:

Facility Name: State:

Postal Code:

2 items found, displaying all items. Pages: 1

ID	Name	Type	Location
<input checked="" type="radio"/> 80053	Augustine Test Co.	Diesel/Biodiesel – Pipeline	12345 Test Way St. Augustine, Florida 90424 United States
<input type="radio"/> 50009	Augustine Test Co.	GHGRP Refiner that is not a Gas/Ethanol or Diesel/Biodiesel Facility	12345 Test Way St. Augustine, Florida 90424 United States

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:

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

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

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 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.

Add RFS Fuel Pathway

Remove Selected

Save Facility

Back

Cancel Facility

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

OTAQ Registration Contact Us

MyCDX

Inbox

[OTAQ Registration Home](#)

[Associate to Company](#)

[Update Existing Company Associations](#)

[Edit User Profile](#)

Create New Company: Facility List

Remove?	Name	Type	Location
<input type="checkbox"/>	Test Facility	Gas/Ethanol	1234 Any Street Any Town, Massachusetts 01865 United States
<input type="checkbox"/>	Augustine Test Co.	Gas/Ethanol	12345 Test Way St. Augustine, Florida 90424 United States

[Add Facility](#) [Remove Selected](#) [Review](#) [Back](#)

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

OTAQ Registration Contact Us

MyCDX

Inbox

[OTAQ Registration Home](#)

[Associate to Company](#)

[Update Existing Company Associations](#)

[Edit User Profile](#)

Create New Company: Review

Company Info

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): 09/15/2011 City: Test
 Valid From (MM/DD /YYYY): 09/15/2011 State: Alabama
 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

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

OTAQ Registration [Contact Us](#)

Create New Company: Print and Sign

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.](#)

Note: If you are experiencing technical problems while using the CDX eSignature Widget, please clear your Java cache and try again. [Click here to learn how to clear the Java cache.](#)

[Sign Electronically](#) [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

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

OTAQ Registration Home

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	Biofuel Test D	<ul style="list-style-type: none"> Company Editor

Registration Lists

- EPA Fuels Programs Company and Facility List
- EPA Fuels Programs Company List
- 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
MyCDX
Inbox
OTAQ Registration Home
Associate to Company
Update Existing Company Associations
Edit User Profile

Contact Us

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

Office of Transportation and Air Quality Fuels Program Registration User Guide

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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	Biofuel Test D	• 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

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: 0002

Address 1: 3000 Test Street

Company Name: Biofuel Test D

Address 2:

Created On 07/29/2011

City: Springfield

(MM/DD/YYYY):

State: South Carolina

Valid From 07/29/2011

Postal Code: 12345

(MM/DD/YYYY):

Country: United States

Valid To

(MM/DD/YYYY):

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

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	Biofuel Test D	• Company Editor

Registration Lists

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

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

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

City: Springfield

(MM/DD/YYYY):

State: South Carolina

Valid From 07/29/2011

Postal Code: 12345

(MM/DD/YYYY):

Country: United States

Valid To

(MM/DD/YYYY):

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 links: 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 features a 'Pending Requests' section. This section contains a table with columns: ID, Request For, Created On, Requested By, and Status. Two requests are listed: ID 842 for 'Biofuel Test D [0002]' and ID 841 for 'Test Company PLC'. The first request is highlighted with a red border and has a status of 'Awaiting RCO Electronic Signature'. Below the table is a legend for request types: New Company, Company Update, Company Association, and RCO Update. The 'Company Information' section shows one item found for 'Biofuel Test D' with the role of 'Company Editor'. The 'Registration Lists' section provides links to '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

Legend: New Company Company Update Company Association RCO Update

Company ID	Company Name	Roles
0002	Biofuel Test D	• Company Editor

Registration Lists

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

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

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

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: Biofuel 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

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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

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 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

★ Company Name: Blofuel Test A

★ Created On (MM/DD /YYYY): 01/12/2011

Valid From (MM/DD /YYYY): 01/12/2011

Valid To (MM/DD /YYYY): Optional

★ Address 1: 6000 Test Street

Address 2: Suite C-1

★ City: Birmingham

★ State: Alabama

★ 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

Initiate RCO Update Request

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

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Figure 8-9 Company Information: Facility List

OTAQ Registration Contact Us

Company Information: Facility List

You are currently in EDIT mode. Review Cancel

Company Details **Facility Details**

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

Add Facility Remove Selected

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

Figure 8-10 Company Information: Facility Type

OTAQ Registration Contact Us

Company Information: Facility Type

You are currently in EDIT mode. Cancel

Company Details **Facility Details**

Facility Type

Note: For assistance regarding PADD Regions, consult the DOE's PADD map. [EXIT Disclaimer](#)

Gas/Ethanol - PADD
PADD Region: 2

Next Return to Facility List

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

OTAQ Registration Contact Us

Company Information: Facility Activities

You are currently in EDIT mode. Cancel

Company Details **Facility Details**

Facility Activities

Select all facility activities that are performed at this facility.

☒ [10002] Non Renewable Fuels Importer

Next Back Return to Facility List

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
 * Valid From (MM/DD /YYYY): 8/1/11 Optional
 Valid To (MM/DD /YYYY):

Address 1: 3200 Test St.
 Address 2: Ste. 145
 City: Baltimore
 State: Maryland
 Postal Code: 22222
 Country: United States

Facility Contact

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

OTAQ Registration Contact Us

Company Information: Facility Details

You are currently in EDIT mode. Cancel

Record Storage

★ Records for this facility are stored : ☒ On Site ☐ Off Site

Independent Lab

★ Does this facility produce Reformulated Gasoline (RFG) and/or Reformulated Gasoline Blendstock for Oxygenate Blending (RBOB)?

☐ Yes ☒ No

Save Facility Back Return to Facility List

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

OTAQ Registration Contact Us

Company Information: Facility List

You are currently in EDIT mode. Review Cancel

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

Add Facility Remove Selected

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

OTAQ Registration

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

Contact Us

Company Information: Facility List

You are currently in EDIT mode.

Review Cancel

Company Details Facility Details

Remove?	ID	Name	Type	Location
<input checked="" type="checkbox"/>	00013	Augustine Test Co.	Gas/Ethanol	12345 Test Way St. Augustine, Florida 90424 United States

Add Facility Remove Selected

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

Figure 8-16 Remove Facility Confirmation

Remove Facility?

Are you sure you want to remove the selected facilities?

Yes No

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

Figure 8-17 Facility List: Removed Facility

OTAQ Registration

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


Contact Us

Company Information: Facility List


You are currently in EDIT mode.

Review Cancel

Company Details Facility Details

Remove?	ID	Name	Type	Location
 <input type="checkbox"/>	00013	Augustine Test Co.	Gas/Ethanol	12345 Test Way St. Augustine, Florida 90424 United States

Add Facility Remove Selected

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

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 EDIT mode.

ReviewCancel

Company DetailsFacility 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

* Company Name: JLP Test LLC

* Created On (MM/DD /YYYY): 08/01/2011

Valid From (MM/DD /YYYY): 08/01/2011

Valid To (MM/DD /YYYY): Optional

* Address 1: 3200 Test St.

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 Name: Jenny Paine

RCO Title: CEO

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

RCO Phone: 123-123-1234

RCO Fax: 222-222-2222

Initiate RCO Update Request

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 ContactRemove 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
Company Name: Biofuel Test D

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 CDX User ID:
 * RCO Name:
 * RCO Title:

* RCO E-mail:
 * Confirm RCO E-mail:
 * 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 displays the 'OTAQ Registration Home' interface. On the left is a navigation menu with links: 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. It features three sections: 'Pending Requests', 'Company Information', and 'Registration Lists'.

Pending Requests Table:

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

Legend: New Company (blue icon), Company Update (yellow icon), Company Association (grey icon), RCO Update (person icon).

Company Information Table:

Company ID	Company Name	Roles
0002	Biofuel Test D	Company Editor

Registration Lists:

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

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Cancel Request

View printer-friendly version

RCO Update Request

Request Information

Request ID : CR-2097

Request Type : RCO Update

Request Status : Awaiting RCO Wet Ink Signature

Created On : 10/05/2011 02:22 PM

Modified On : 10/05/2011 02:22 PM

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

Company Name: JLP Test LLC

Address 1: 3200 Test St.

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

- 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:

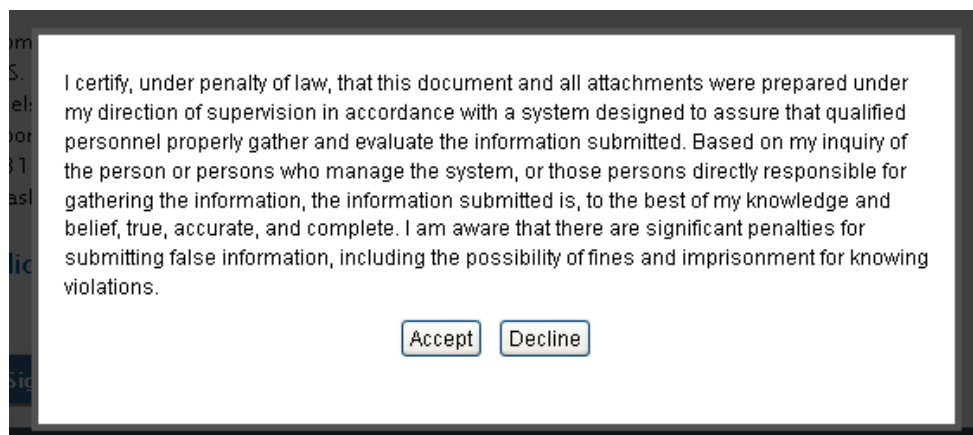
- Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter: Users should select this role if they are registering for the Cellulosic Biofuel Waiver Credits Pay.gov application to purchase cellulosic biofuel waiver credits on behalf of the company (This role should only be selected if the company registered 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



I certify, under penalty of law, that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept Decline

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

Figure 10-2 Authentication



eSignature Widget [close](#)

1. Login into CDX

User:
OTAQREGTESTER1

Password:

Login

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

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 10-4 will display.

Figure 10-4 Sign File

Click the “Sign” button.

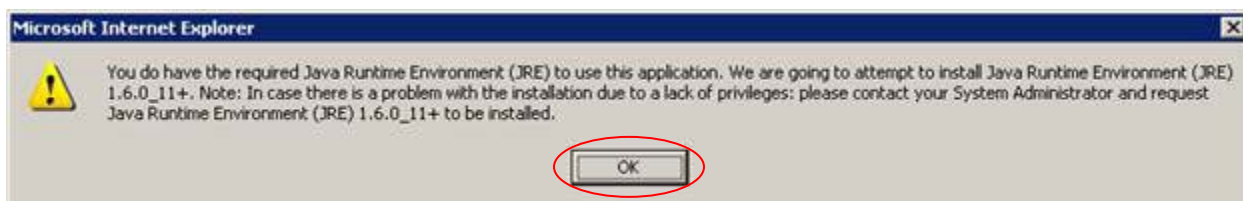
Congratulations! You have successfully electronically signed and submitted your OTAQReg submission.

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

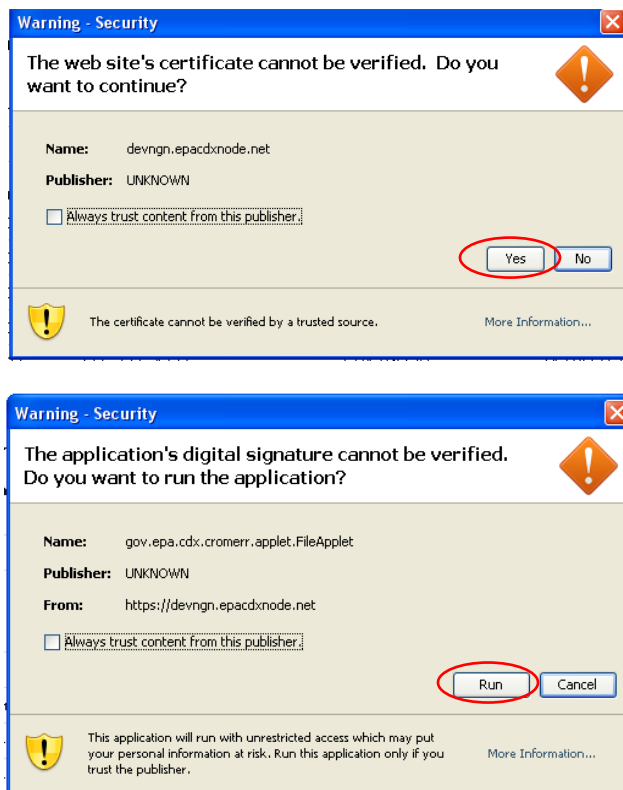


Figure 11-3 Internet Explorer Security Warnings

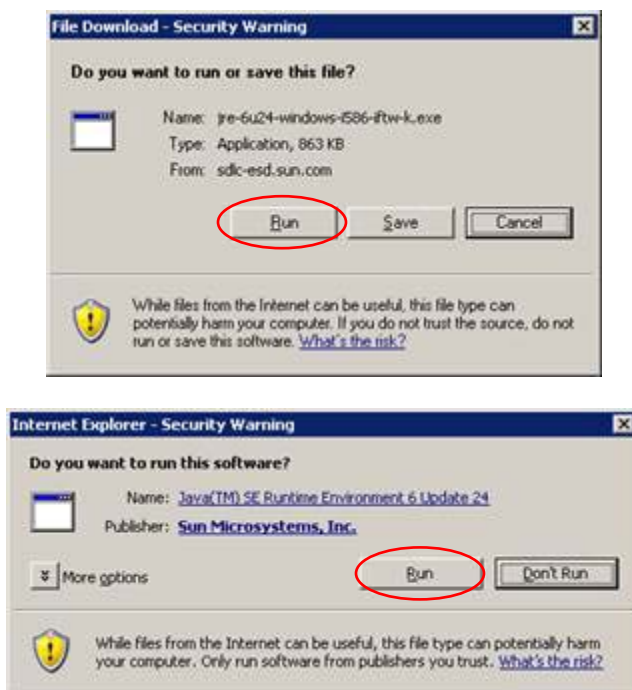


Figure 11-4 Safari Security Warnings

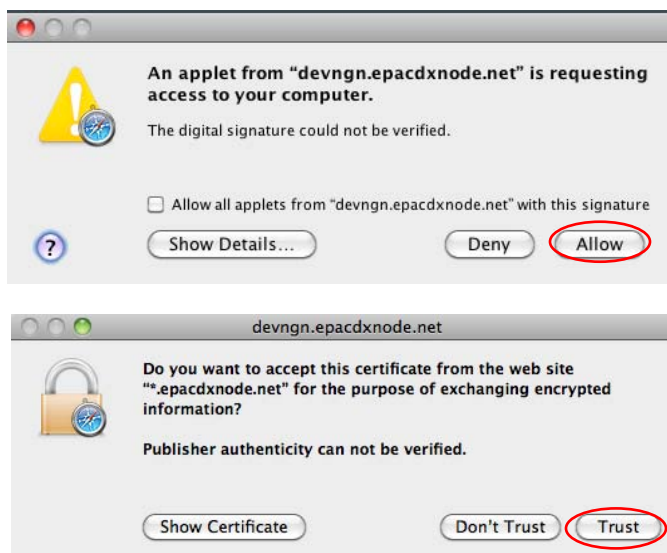
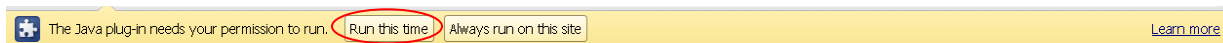


Figure 11-5 Google Chrome Security Warnings



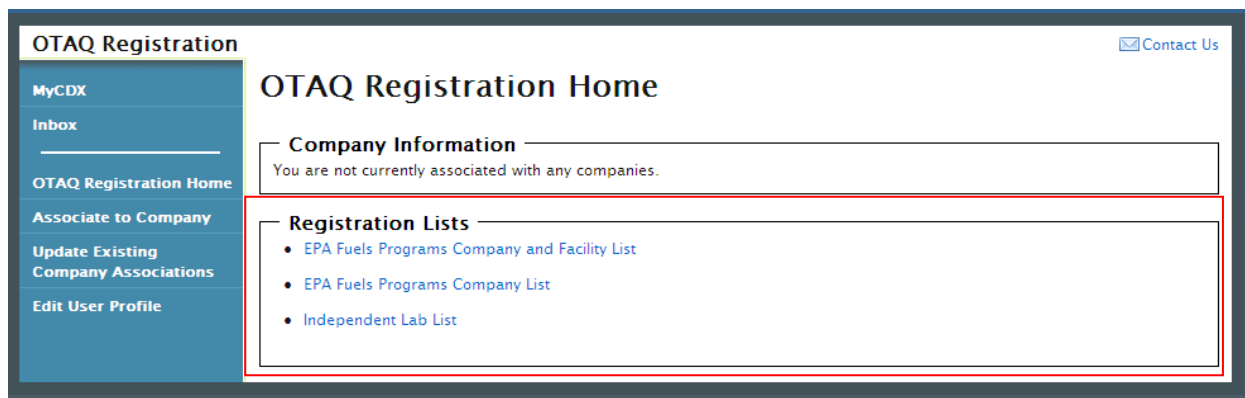


Select the “Run”, “Trust”, or “Allow” button (depending on your web browser). You may be prompted with two Security Warnings, continue to select the “Run”, “Trust” or “Allow” button.

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



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.

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 with “Technical Support” in the Subject line.