

DCFUEL Submission Quick Start Guide Version 2.0



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

Table of Contents

1	Introduction	1
2	DC FUEL Submissions.....	2
2.1	Enter DC FUEL.....	2
2.2	Confirm Company and RCO Information	3
2.3	Upload File	4
2.4	Encrypt and Sign Submission.....	7
2.5	Submission Confirmation.....	8
2.6	Submitting Reports from Different Computers	9
3	Support Information.....	10
4	Appendix A: System Java Requirements.....	11

List of Figures

Figure 2-1 MyCDX Home Page.....	2
Figure 2-2 DC FUEL File Upload	3
Figure 2-3 Agent Responsibility Statement	4
Figure 2-4 File Upload – File Type Selection.....	4
Figure 2-5 Report Status “Resubmission”	5
Figure 2-6 File Open Dialogue Box	5
Figure 2-7 File Selected	6
Figure 2-8 Certify Reports	6
Figure 2-9 Accept Certify Report(s) Selection	7
Figure 2-10 Authentication	7
Figure 2-11 Answer Secret Question	7
Figure 2-12 Encrypt and Sign File	8
Figure 2-13 File Upload Confirmation.....	8
Figure 4-1 JRE Installation	11
Figure 4-2 Mozilla Firefox Security Warnings	11
Figure 4-3 Internet Explorer Security Warnings.....	12
Figure 4-4 Safari Security Warnings.....	12
Figure 4-5 Google Chrome Security Warnings.....	13

1 Introduction

This document is the Quick Submission Guide for the OTAQ DC FUEL online application. It describes the process a user must follow to submit reports using DC FUEL.

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

If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line: support@epamts-support.com.

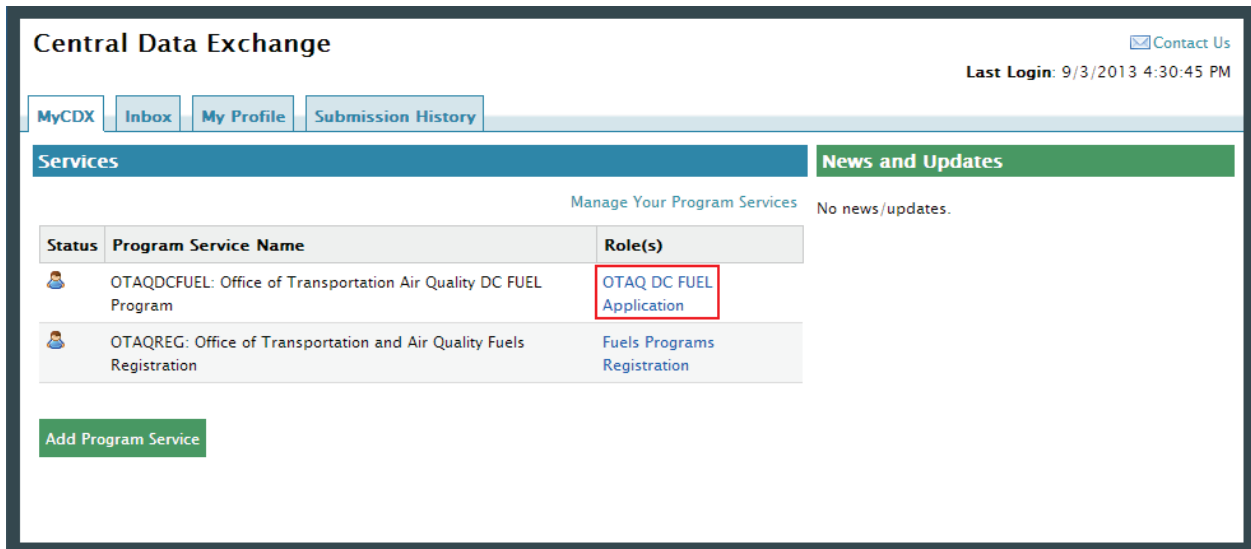
2 DC FUEL Submissions

The following sections describe how to navigate within the DC FUEL application and perform a successful report submission.

2.1 Enter DC FUEL

1. Click the “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link.

Figure 2-1 MyCDX Home Page



Central Data Exchange [Contact Us](#)
Last Login: 9/3/2013 4:30:45 PM

MyCDX **Inbox** **My Profile** **Submission History**

Services **News and Updates**

Manage Your Program Services No news/updates.

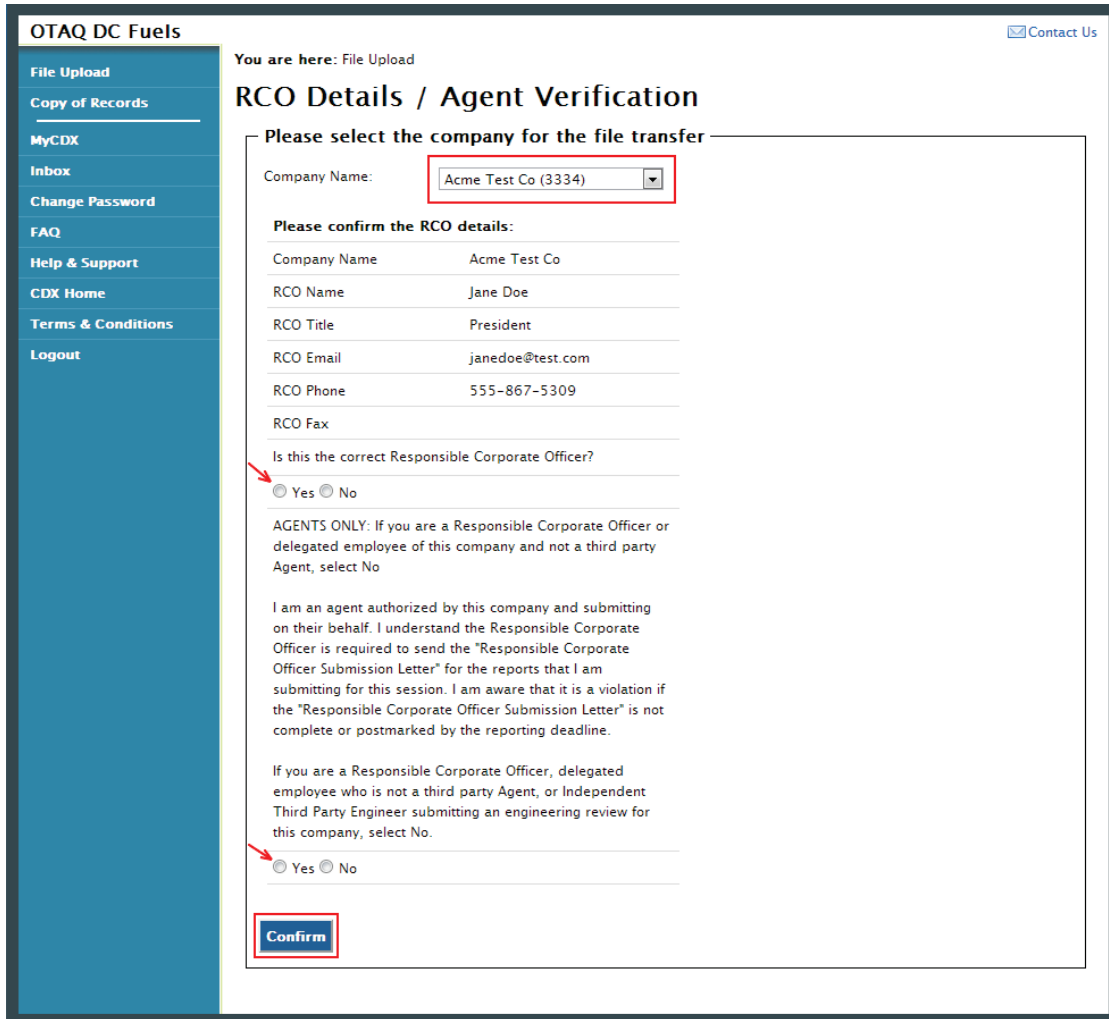
Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	OTAQ DC FUEL Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

Add Program Service

Note: If you do not have this link, please reference the OTAQ DC FUEL User Guide or the OTAQ DC FUEL Registration Quick Start Guide.

2.2 Confirm Company and RCO Information

Figure 2-2 DC FUEL File Upload



OTAQ DC Fuels

You are here: File Upload

RCO Details / Agent Verification

Please select the company for the file transfer

Company Name: Acme Test Co (3334)

Please confirm the RCO details:

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	

Is this the correct Responsible Corporate Officer?

☒ Yes ☐ No

AGENTS ONLY: If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select No

I am an agent authorized by this company and submitting on their behalf. I understand the Responsible Corporate Officer is required to send the "Responsible Corporate Officer Submission Letter" for the reports that I am submitting for this session. I am aware that it is a violation if the "Responsible Corporate Officer Submission Letter" is not complete or postmarked by the reporting deadline.

If you are a Responsible Corporate Officer, delegated employee who is not a third party Agent, or Independent Third Party Engineer submitting an engineering review for this company, select No.

☒ Yes ☐ No

Confirm

2. Select the company for which you will submit a report in the Company Name drop down list.
3. Confirm that the Company Name, RCO Name, RCO Title, RCO Email, RCO Phone, and RCO Fax are all accurate then select "Yes".
4. Identify yourself as an agent or non-agent. Select "Yes" if you are an agent for the selected Company. Select "No" if you are not an agent, if you are a delegated employee of the selected Company, or if you are an Independent Third Party Engineer.
 - If you identify yourself as an agent, you will be prompted with the Agent Responsibility Statement below the agent identifier question as shown in Figure 2-3. You must select "Agree" to this statement to continue with your submission.
5. Click the "Confirm" button.

Figure 2-3 Agent Responsibility Statement

Agent Responsibility Statement

I understand that I will be submitting on behalf of my clients and will only submit information that could be associated with their companies as true reportable information. I also understand the Responsible Corporate Officers of my client companies are responsible for the information that I submit as their Agent. I may be liable for information submitted that I submit and know to be untrue.

☒ Agree

Confirm

2.3 Upload File

The DC FUEL application requires that you have Java Runtime Environment (JRE) 1.6.0_11+ installed on your device. Please see Appendix A: System Java Requirements if you do not have JRE installed or are prompted with a security warning.

Figure 2-4 File Upload – File Type Selection

OTAQ DC Fuels

File Upload

Copy of Records

MyCDX

Inbox

Change Password

FAQ

Help & Support

CDX Home

Terms & Conditions

Logout

You are here: File Upload » File Type Selection

Contact Us

File Upload – File Type Selection

Company, RCO and User Information:

Company/Entity Information:

Company/Entity Name: Acme Test Co

EPA Company/Entity ID: 3334

User Information:

Name (First Middle Last): John Smith

Address 1: 1234 5th St

Address 2:

City State, Zip: Testtown DC, 12345

Phone Number: 555-867-5309

Fax Number:

E-Mail Address: test@example.com

CDX User ID: TESTDCFUELSUSER1

Agent: No

RCO details:

RCO Name: Jane Doe

RCO Title: President

RCO Email: janedoe@test.com

RCO Phone: 555-867-5309

RCO Fax:

Report Type and File Selection:

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

☐ Original

☐ Resubmission

Attach Report File (required):

Browse...

Comments (optional):

Encrypt and Sign

Reset

Office of Transportation and Air Quality DC FUEL Submission Quick Start Guide

September 13, 2013

4

6. Identify whether your report is an original submission or a resubmission. If your submission is an “Original” then you may optionally provide comments in the comments field. If your submission is a “Resubmission” you are required to provide comments in the comments field.

Figure 2-5 Report Status “Resubmission”

Report Type and File Selection:

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

☐ Original
 ☒ Resubmission

Attach Report File (required):

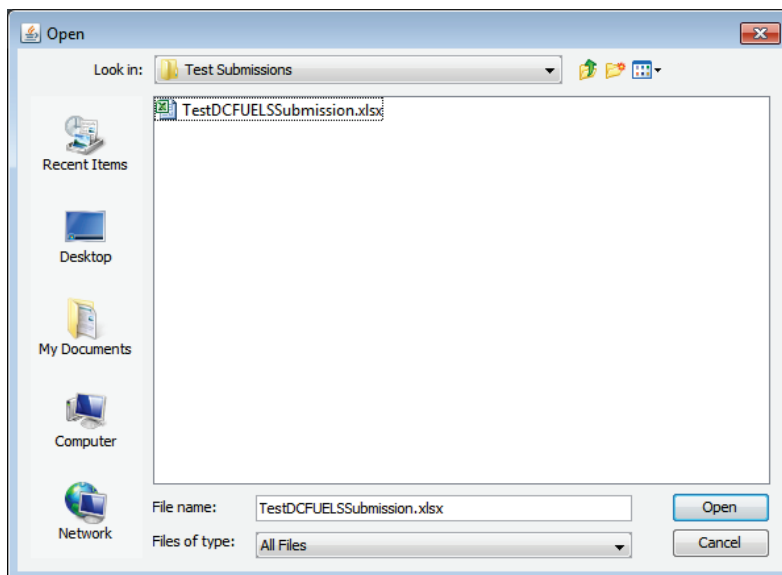
Comments (required): Please provide us with more information about your Resubmission. Please include (1) the report form ID name, (2) compliance period code quarter, (3) compliance year of the reports you are resubmitting, (4) the dates of all previous submissions and resubmissions for the specific report(s), and (5) the reason for your current resubmission.

If resubmitting an engineering review for a company, please provide the dates of any previous submissions and resubmissions of this engineering review for this company as well as the reason for your current resubmission.

Enter Required Comments Here

7. To attach a file, click the “Browse” button. A dialogue box will display.

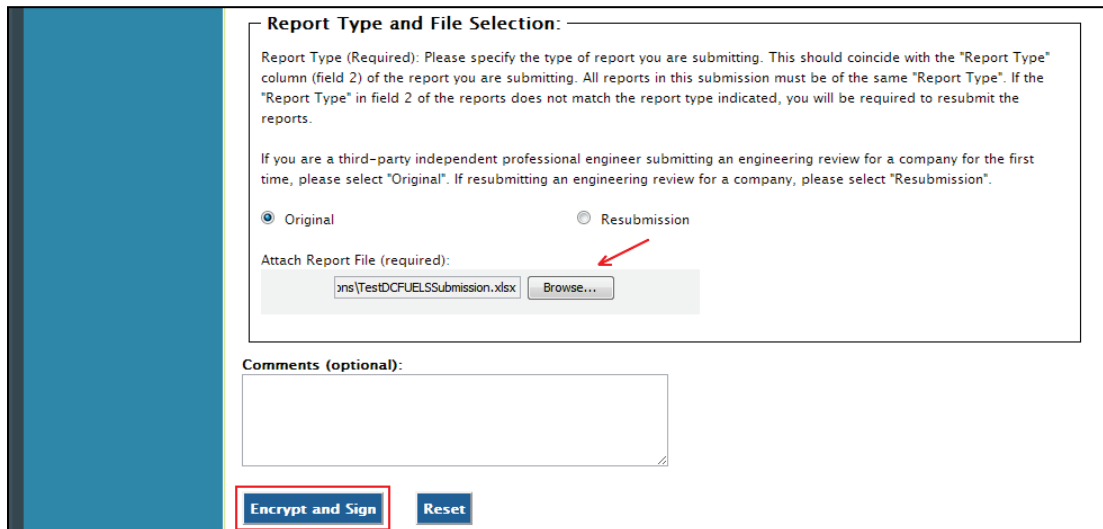
Figure 2-6 File Open Dialogue Box



8. Navigate to your submission file.
9. Double click the file name and the file will appear in the File Name text box.
10. Click the “Open” button.

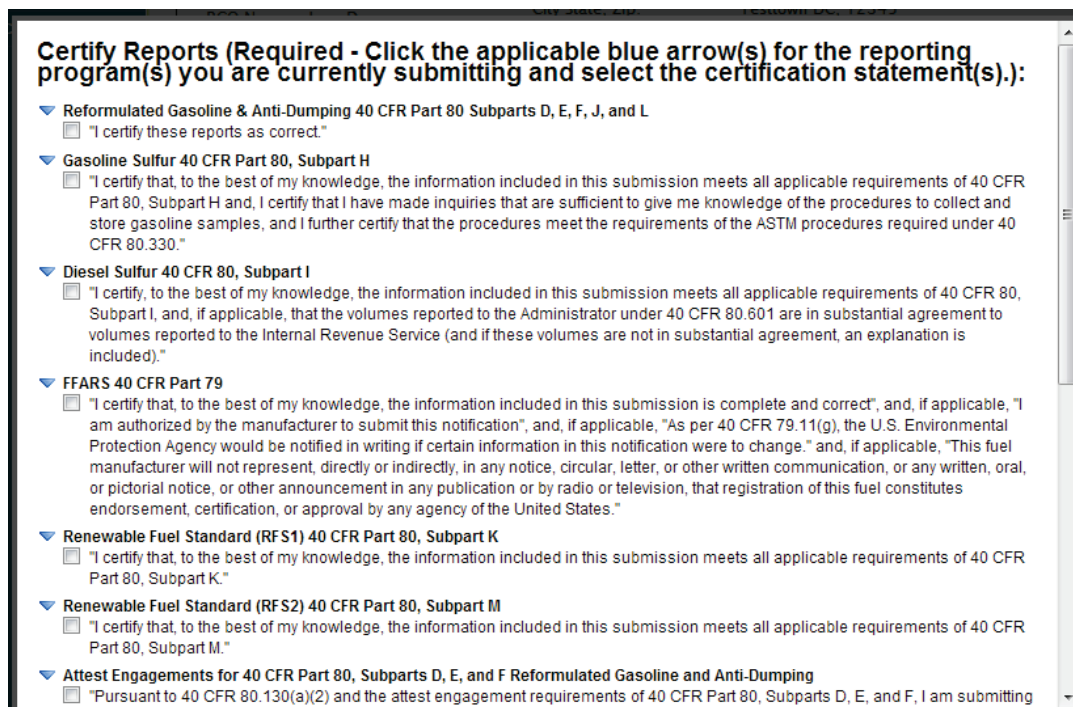
Reminder: You may only upload one file per submission. You may use .Zip form for multi-file submissions. You may also include all reports on one worksheet of an XLS file or CSV file.

Figure 2-7 File Selected



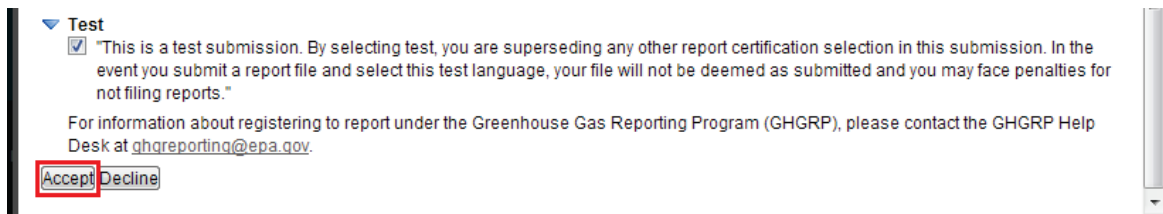
11. Click the “Encrypt and Sign” button. The Certify Reports pop-up will display.

Figure 2-8 Certify Reports



12. You may click the expand/collapse icon  next to each Program.
13. Scroll down if necessary and select the appropriate Certify Report(s) for which you are reporting.
14. Click the “Accept” button.

Figure 2-9 Accept Certify Report(s) Selection



Test

☒ "This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports."

For information about registering to report under the Greenhouse Gas Reporting Program (GHGRP), please contact the GHGRP Help Desk at ghgreporting@epa.gov.

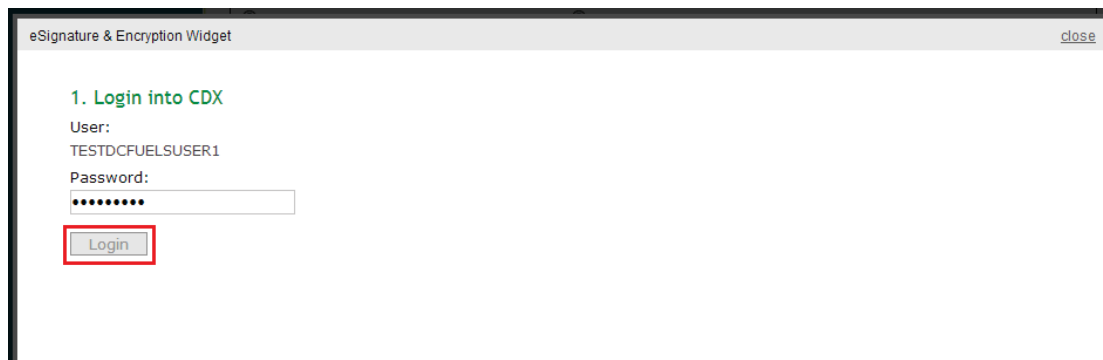
Accept Decline

2.4 Encrypt and Sign Submission

The eSignature and Encryption widget will now display.

15. Enter your CDX login password.
16. Click the “Login” button.

Figure 2-10 Authentication



eSignature & Encryption Widget close

1. Login into CDX

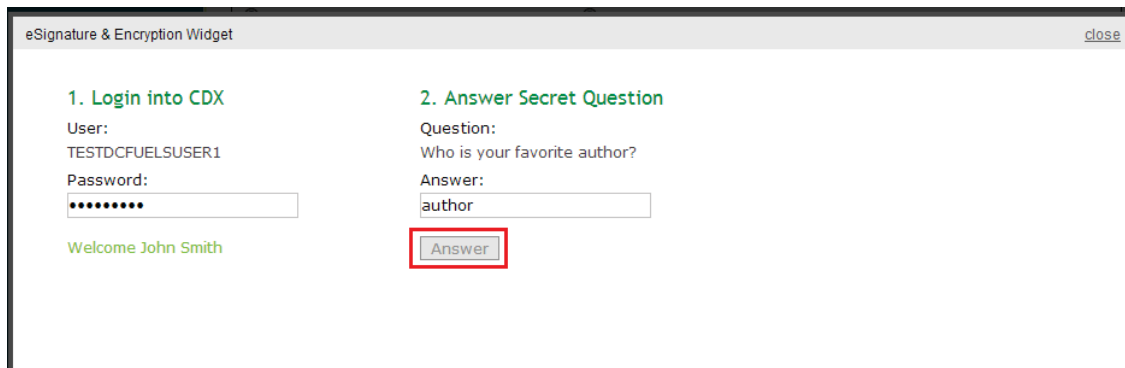
User:
TESTDCFUELSUSER1

Password:
.....

Login

17. Enter the answer to the displayed secret question.
18. Click the “Answer” button.

Figure 2-11 Answer Secret Question



eSignature & Encryption Widget close

1. Login into CDX

User:
TESTDCFUELSUSER1

Password:
.....

Welcome John Smith

2. Answer Secret Question

Question:
Who is your favorite author?

Answer:
author

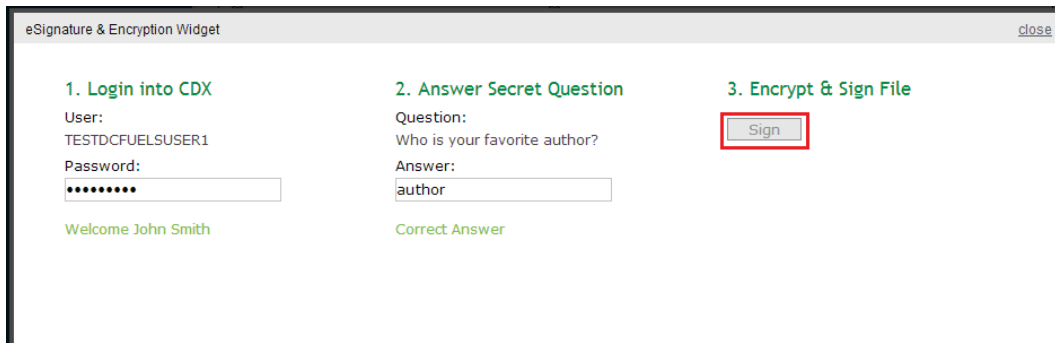
Answer

If you fail to respond or enter an incorrect answer or password, you will be prompted with an error message. Please note that the secret question will not change should you answer

incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@cdx.net.

19. Click the “Sign” button.

Figure 2-12 Encrypt and Sign File



The screenshot shows a web interface titled "eSignature & Encryption Widget" with a "close" button in the top right. It is divided into three sections:

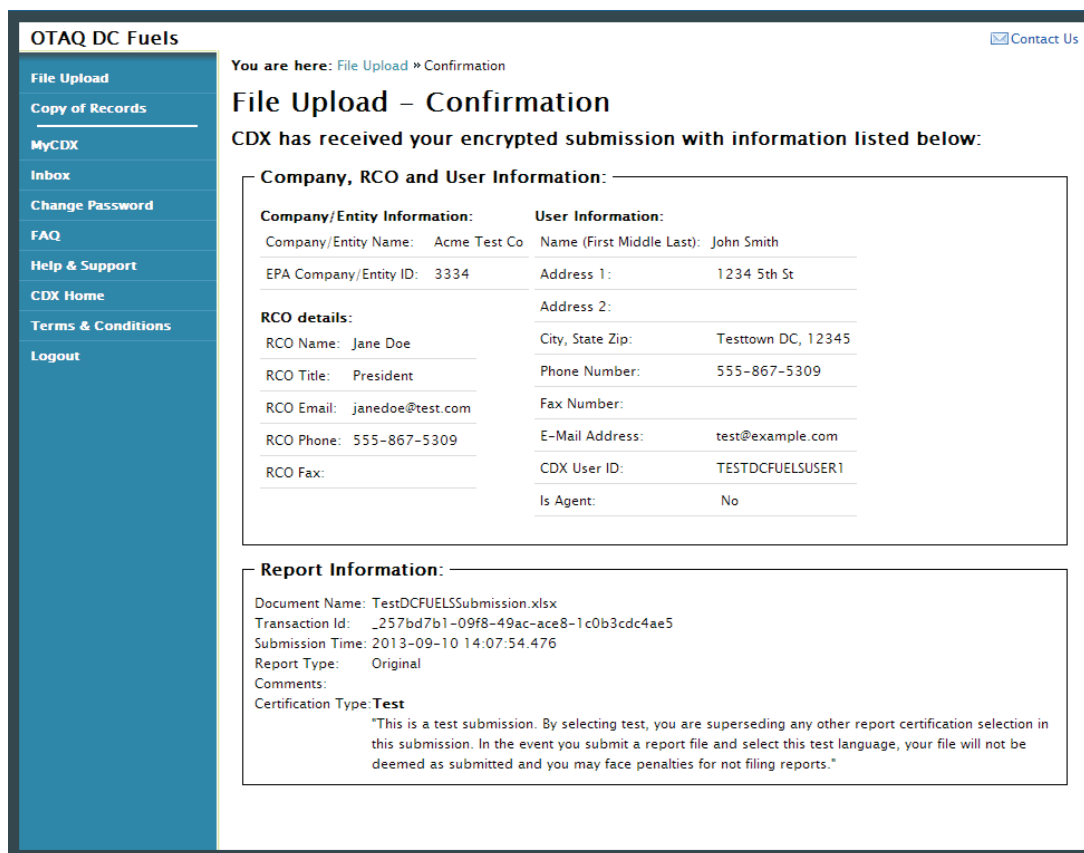
- 1. Login into CDX:** Includes fields for "User:" (containing "TESTDCFUELSUSER1") and "Password:" (masked with dots). Below these is a green message: "Welcome John Smith".
- 2. Answer Secret Question:** Includes a "Question:" field with the text "Who is your favorite author?", an "Answer:" field containing "author", and a green message: "Correct Answer".
- 3. Encrypt & Sign File:** Contains a single button labeled "Sign", which is highlighted with a red rectangular border.

2.5 Submission Confirmation

Congratulations! You have successfully signed and submitted your report to the OTAQ Program.

This page displays a summary of your report information along with a confirmation message stating that CDX has received your encrypted submission. An email notification will be sent to you and your Company’s RCO confirming a report has been submitted.

Figure 2-13 File Upload Confirmation



The screenshot shows the "OTAQ DC Fuels" website. On the left is a blue sidebar with navigation links: File Upload, Copy of Records, MyCDX, Inbox, Change Password, FAQ, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area has a breadcrumb trail "You are here: File Upload » Confirmation" and a "Contact Us" link. The title is "File Upload – Confirmation". Below the title is a message: "CDX has received your encrypted submission with information listed below:". The information is organized into two main sections:

- Company, RCO and User Information:**

Company/Entity Information:		User Information:	
Company/Entity Name:	Acme Test Co	Name (First Middle Last):	John Smith
EPA Company/Entity ID:	3334	Address 1:	1234 5th St
RCO details:		Address 2:	
RCO Name:	Jane Doe	City, State Zip:	Testtown DC, 12345
RCO Title:	President	Phone Number:	555-867-5309
RCO Email:	janedoe@test.com	Fax Number:	
RCO Phone:	555-867-5309	E-Mail Address:	test@example.com
RCO Fax:		CDX User ID:	TESTDCFUELSUSER1
		Is Agent:	No
- Report Information:**

Document Name: TestDCFUELSSubmission.xlsx
Transaction Id: _257bd7b1-09f8-49ac-ace8-1c0b3cdc4ae5
Submission Time: 2013-09-10 14:07:54.476
Report Type: Original
Comments:
Certification Type: **Test**

This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports.

Reminder: Files may be submitted from any machine however you will only be able to access the copy of records for the submitted documents from the specific machine for a submission unless the key file is copied into the same location of another machine. Please refer to Section 2.6 for complete details.

2.6 Submitting Reports from Different Computers

A user certificate and Private/Public Key pair is used to digitally sign and encrypt the submitted files, providing security protection for DC FUEL submissions. The certificate and key pair will be automatically obtained after the first DC FUEL login.

The following data is stored into a keystore under your home directory:

- user ID
- user private key
- user certificate
- creation time

The following file will be created: `<userHome>\.<userId>-cromerr-keystore.jks` where `<userHome>` is a local user home directory (C:\Documents and Settings\myuser) and `<userId>` is your DC FUEL user ID registered with CDX Web (i.e. DCFuelTest01-cromerr-keystore.jks). This file is stored on the local drive of the machine that was used to log into DC FUEL to complete a submission. While you may submit files from any machine, you will only be able to access the copy of records for the submitted documents from the specific machine for a submission unless the key file is copied into the same location of another machine. In any case, it is recommended that you copy this file to another safe location for backup.

3 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/index.htm>.

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.

If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line at support@epamts-support.com.

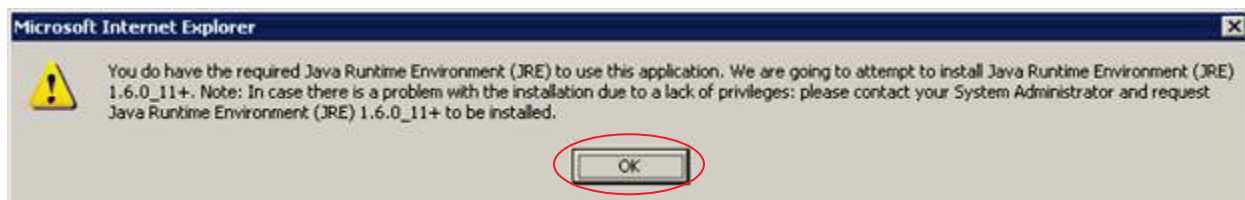
For complete OTAQ DC FUEL user instructions, please reference the OTAQ DC FUEL User Guide.

4 Appendix A: System Java Requirements

The DC FUEL application requires that you have Java Runtime Environment (JRE) 1.6.0_11+ installed on your device. You will be prompted with the message seen in Figure 4-1 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 4-1 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 before entering the “File Upload-File Type Selection” page. See Figure 4-1 through Figure 4-5.

Figure 4-2 Mozilla Firefox Security Warnings

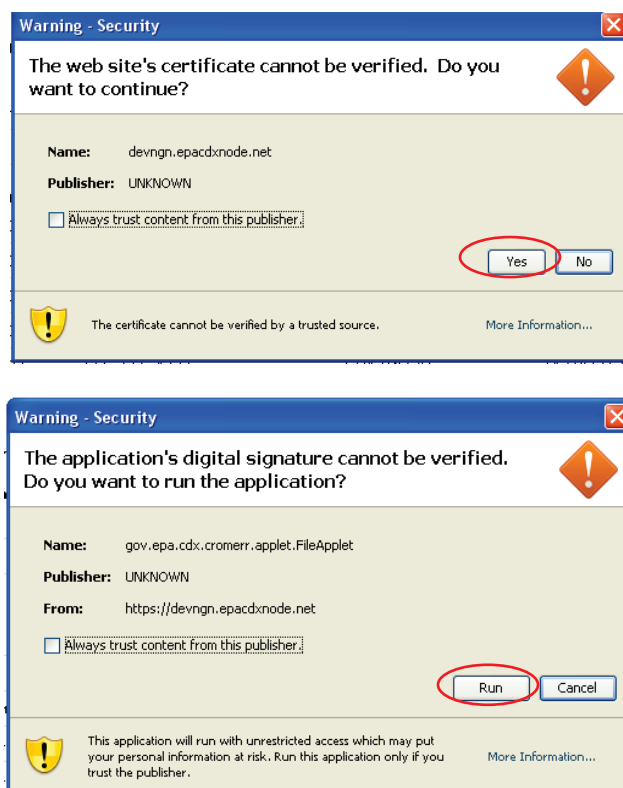


Figure 4-3 Internet Explorer Security Warnings

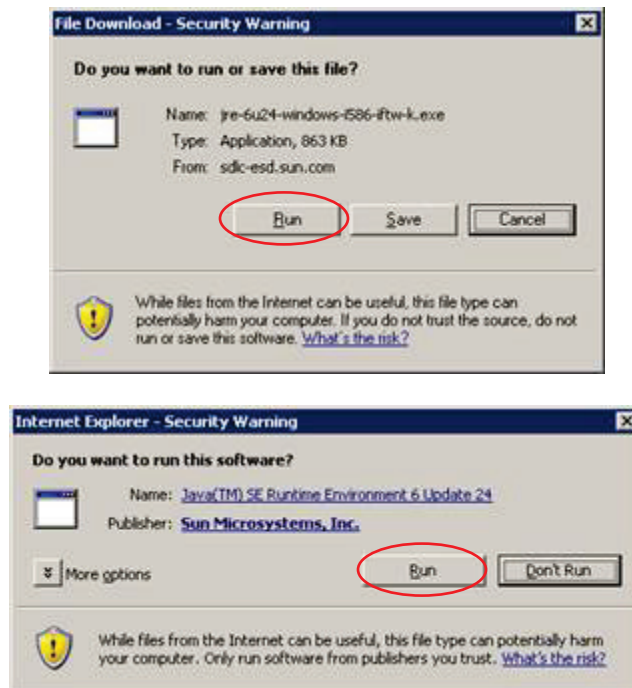


Figure 4-4 Safari Security Warnings

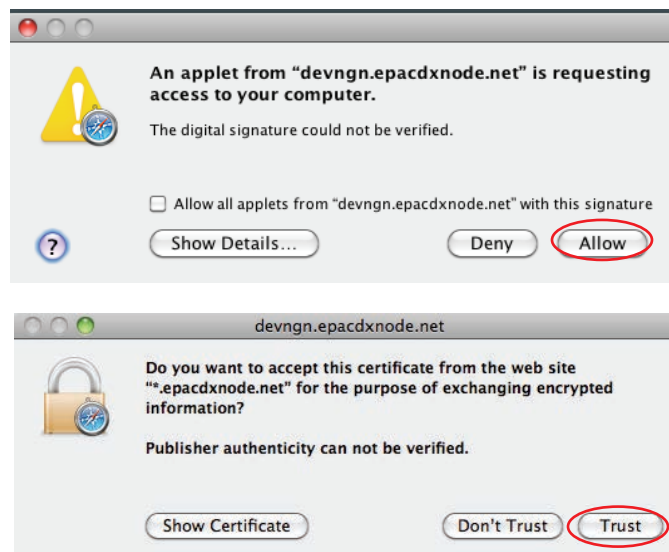
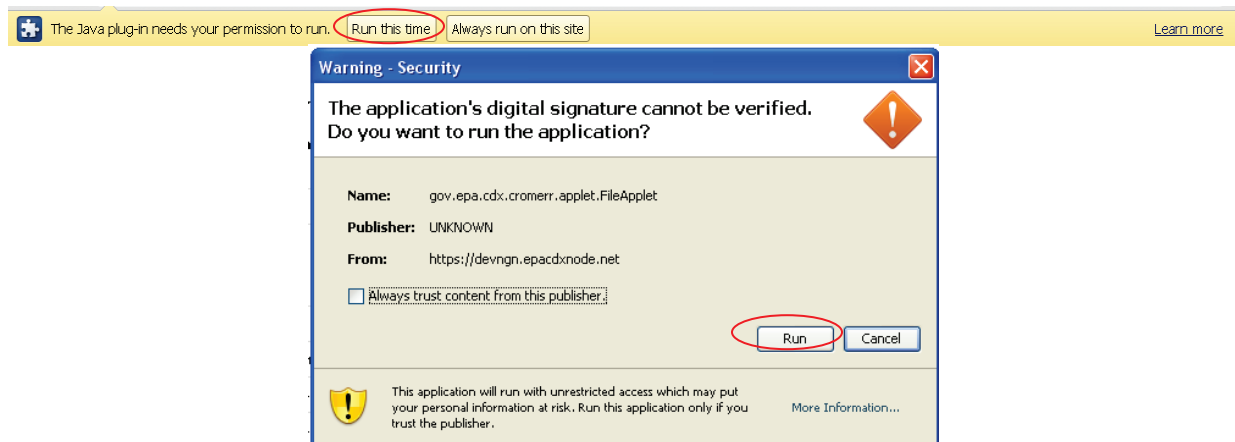


Figure 4-5 Google Chrome Security Warnings

Select the “Run”, “Trust”, or “Allow” button (depending on your web browser).