

Fuels Programs Registration User Guide

Version 2.0



Fuels Programs Registration User Guide

Version 2.0

Compliance 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, 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 OTAQReg, please contact the EPA Fuels Programs and EMTS Support Line: support@epamts-support.com.

2 Registration

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

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.

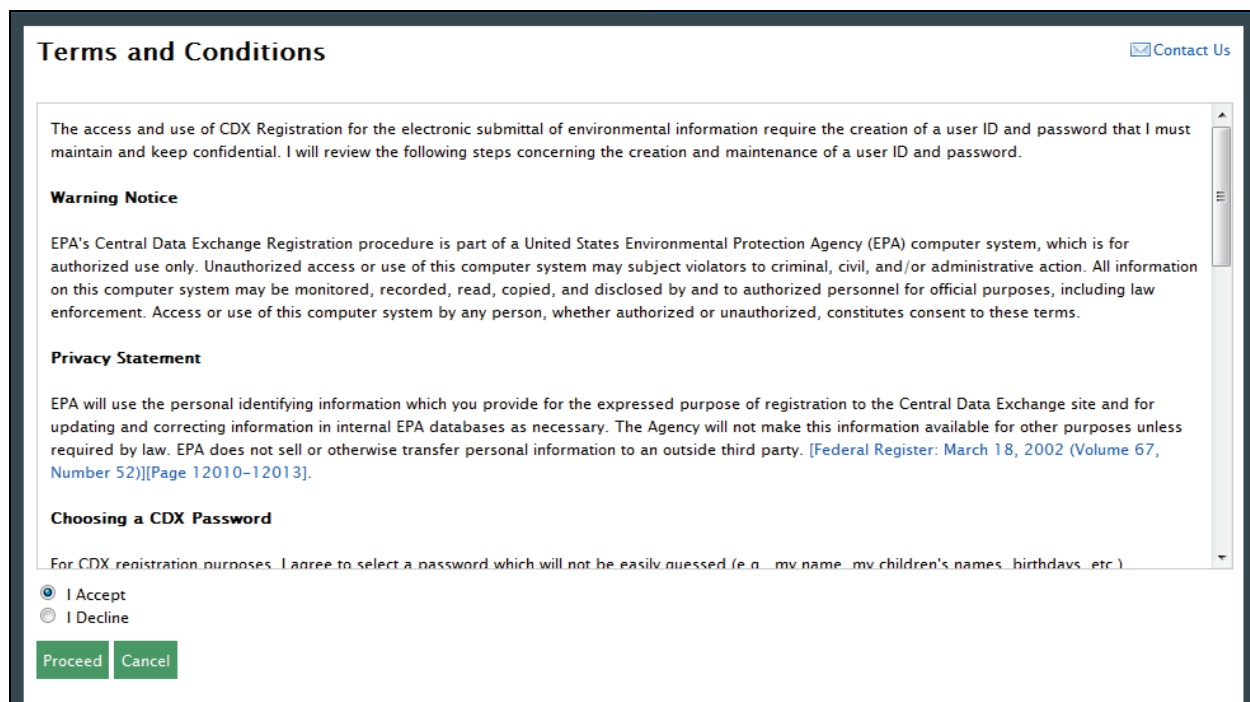
Registration for the OTAQReg application is open to all CDX users. If you are an existing CDX user please refer to Section 2.3.

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: <https://epacdx.net/Registration/Terms>.

Figure 2-1 displays the Terms and Conditions page.

Figure 2-1 Terms and Conditions

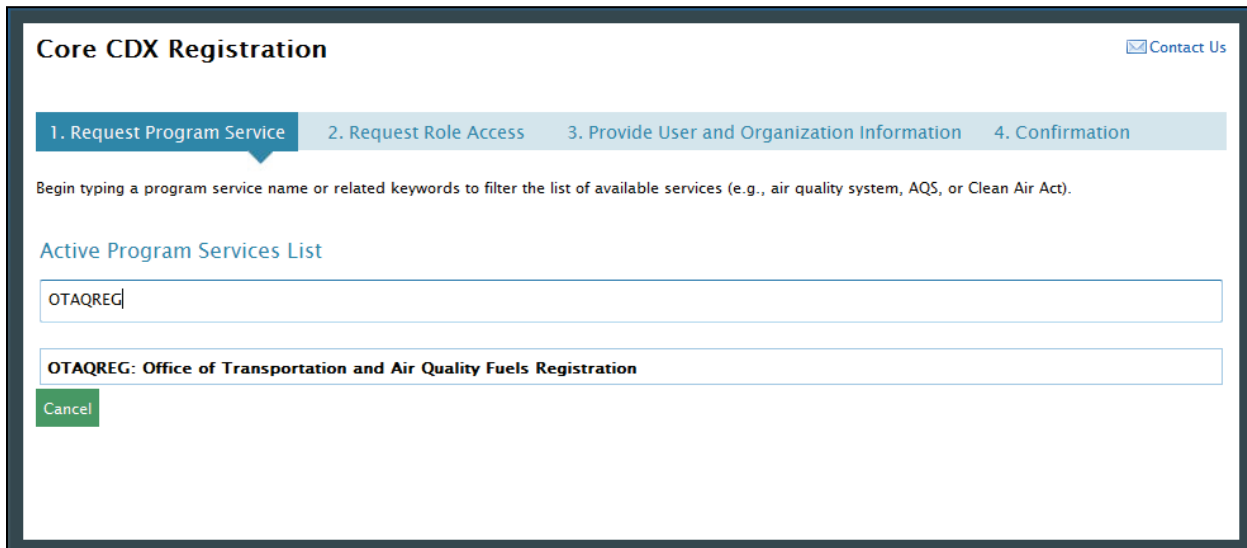


After accepting the Terms and Conditions you will see the “Request Program Service” page. This page will display the full list of CDX program services, make sure to select “OTAQREG: Office of Transportation and Air Quality Fuels Registration” as shown in Figure 2-2. You can do this by either typing OTAQReg in the text field or scrolling down through the list of program services.

Note: Users should not register for multiple CDX accounts.

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

Figure 2-2 Add Program



Core CDX Registration [Contact Us](#)

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 4. Confirmation

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

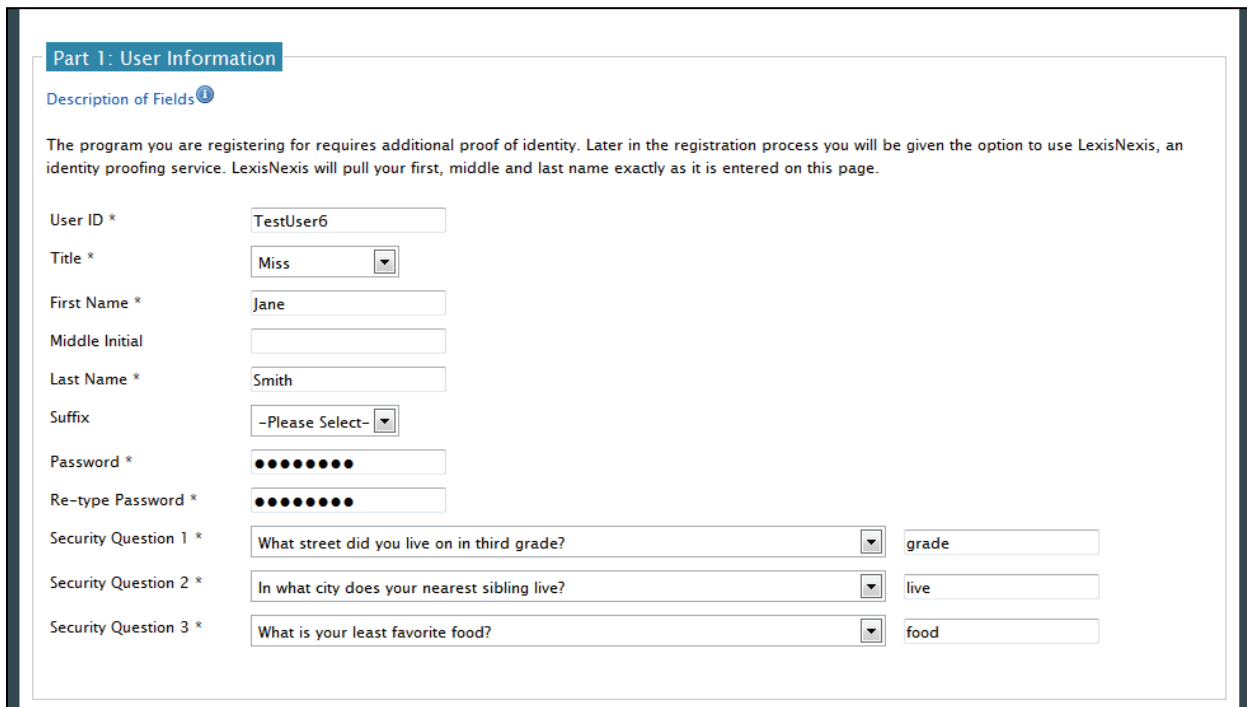
OTAQREG

OTAQREG: Office of Transportation and Air Quality Fuels Registration

Cancel

Click on the hyperlinked name to select the program service and navigate to the next step in registration. Figure 2-3 will display the Provide User and Organization Information page.

Figure 2-3 Part I User Information



Part 1: User Information

Description of Fields

The program you are registering for requires additional proof of identity. Later in the registration process you will be given the option to use LexisNexis, an identity proofing service. LexisNexis will pull your first, middle and last name exactly as it is entered on this page.

User ID *

Title *

First Name *

Middle Initial

Last Name *

Suffix

Password *

Re-type Password *

Security Question 1 *

Security Question 2 *

Security Question 3 *

Enter your personal information and select three security questions. Scroll down to complete the organization information section as shown in Figure 2-4.

Figure 2-4 Part 2 Organization Information – Organization Search

Part 2: Organization Information

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Select your organization from the table below.

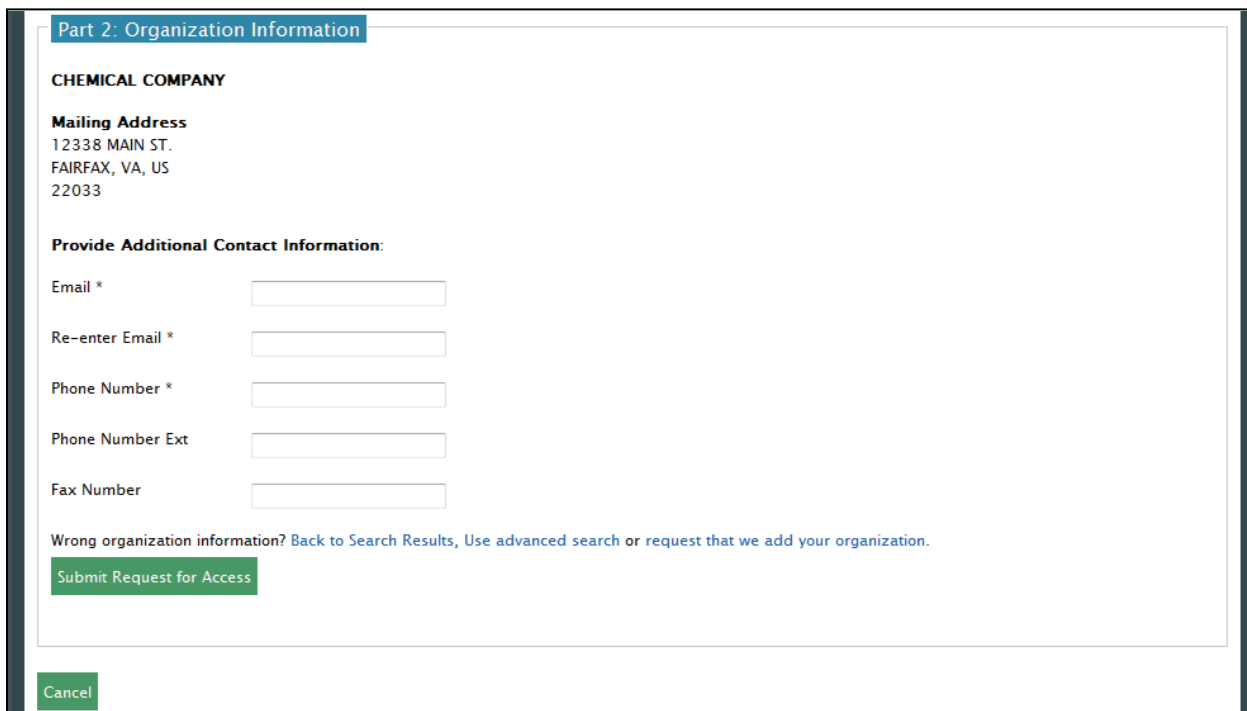
Organization Id	Organization Name	Address	City	State	ZIP Code
15600	CHEMICAL COMPANY	12338 MAIN ST.	FAIRFAX	VA	22033
16068	MARUBENI SPECIALTY CHEMICALS, INC.	8675 HIDDEN RIVER PARKWAY	TAMPA	FL	33637

Can't find your organization? [Use advanced search or request that we add your organization.](#)

Enter an organization name and click the “Search” button. Matching search results will display in a table below. If you do not see your organization you can try the advanced search or create a new organization through the links located directly below the search results table.

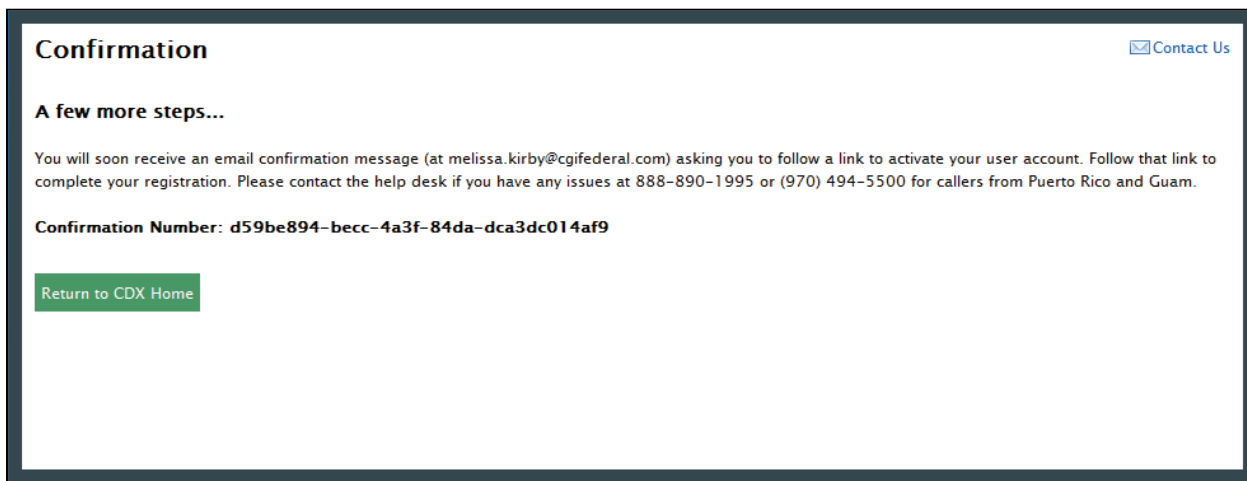
Select your organization from the table by clicking on the hyperlinked Organization ID. Once you have selected an organization, additional fields will display as shown in Figure 2-5 Part 2 Organization Information

Figure 2-5 Part 2 Organization Information



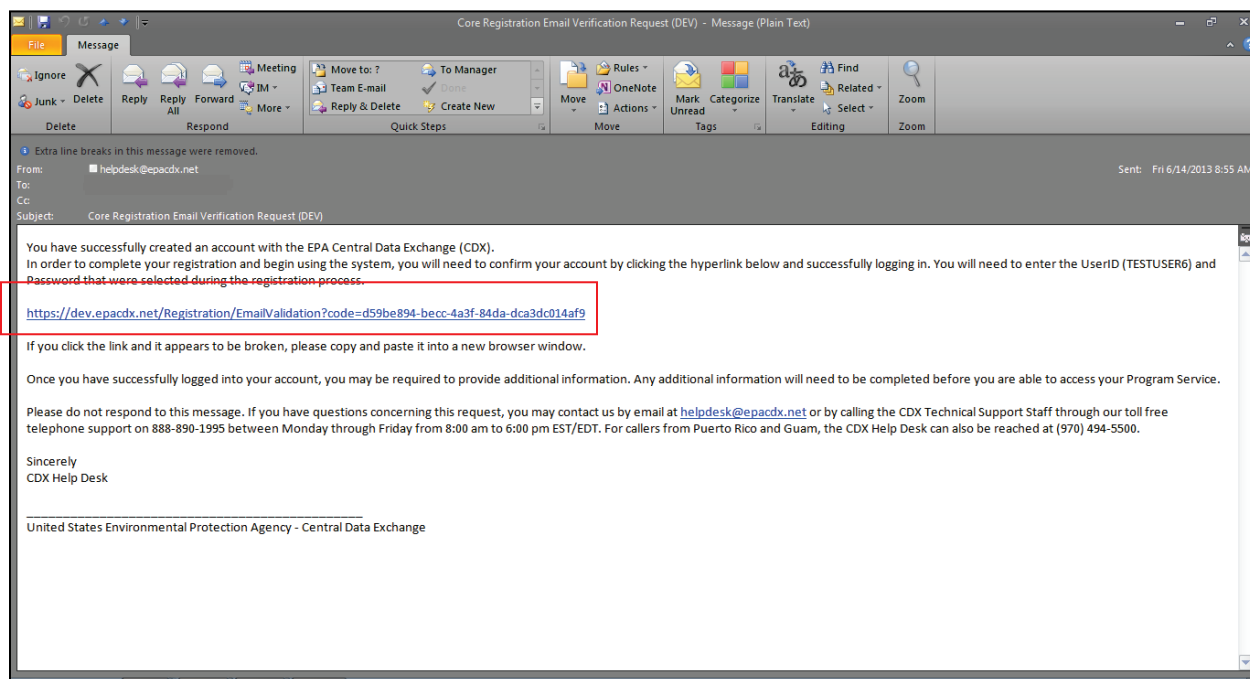
Enter your email address and phone number in the fields provided. Click the “Submit Request for Access” button. Figure 2-6 will display.

Figure 2-6 Confirmation



After receiving this confirmation message you will need to check your inbox for an email from the CDX Help Desk. This email will contain a URL to continue through registration as shown in Figure 2-7.

Figure 2-7 Core Registration Email Verification Request



Click on the hyperlink provided in the email. Clicking on this link will open a new browser window displaying the CDX log-in page. Enter your log-in credentials created during the registration process and click the “Log-in” button.

After logging into CDX you will be taken to the “Identity Verification” page as shown in Figure 2-8.

Figure 2-8 Identity Verification Page

CDX Registration: Additional Verification [Contact Us](#)

Last Login: 6/14/2013 9:03:47 AM

1. Identity Verification 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

EPA uses third party sites to offer you a way to immediately comply with identity proofing requirements. The alternative paper process may take 10 days or more. When using these sites, the information provided is consistent with the intended purpose of the EPA website.

Note: By clicking [Proceed to Verification] you understand the service is totally voluntarily and that you are validating personally identifying information including last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as SSN; however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may sign the paper form if you do not want to use the automatic verification process.

Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the CDX Help Desk.

First Name: Jane
Last Name: Smith

☐ I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[EXIT Disclaimer](#) **Proceed to Verification** [Cancel](#)

This page will provide you with two options: (1) use LexisNexis Identity Proofing to electronically validate your identity, allowing you to electronically sign an Electronic Signature Agreement (ESA) or (2) move forward to print, sign and mail in a paper ESA. Section 2.2.1 will take you through the process of completing LexisNexis and electronically signing your ESA. Section 2.2.2 will take you through the process of printing, signing and mailing in your paper ESA.

2.2.1 Proceed to LexisNexis

This section will take you through the registration steps if you choose to use the LexisNexis Identity Proofing process.

If you choose to proceed with LexisNexis you will need to review all of the information provided on the Identity Verification page in Figure 2-8 above. After you have reviewed the information and verified your first and last name, check the checkbox and click the “Proceed to Verification” button.

LexisNexis Identity Proofing will be completed in a separate pop-up window. The first page will display an acknowledgement statement. Click the “OK” button. The next screen will require you to enter personal information. Figure 2-9 displays the LexisNexis pop-up window and required fields.

Figure 2-9 LexisNexis

The screenshot shows a web browser window titled "LexisNexis Verification for EPA - Windows Internet Explorer". The address bar shows the URL "https://secure.accurint.com/app/bps/epa" and the site name "LexisNexis Risk Solutions FL Inc. [US]". The page header includes the LexisNexis logo and the text "Verification for EPA". Below this, a section titled "* Required Fields" is followed by a sub-header "Authorized Representative". The form contains several input fields: "Last Name *" (pre-filled with "Smith"), "First Name *" (pre-filled with "Jane"), "Middle Name", "SSN (Last 4) *" (empty), "Home Address *" (empty), "Home City *" (empty), "Home State *" (a dropdown menu currently showing "-- State --"), "Home Zip *" (empty), "Home Phone" (empty), and "Date of Birth *" (empty). At the bottom right of the form are two red buttons labeled "Submit" and "Cancel". The footer of the page includes the LexisNexis logo, links for "About LexisNexis" and "Privacy Policy", and a status bar at the very bottom indicating "Internet | Protected Mode: On" and a zoom level of "100%".

After entering information in each field, click the “Submit” button. After completing this step the LexisNexis popup window will display a confirmation message. Click the “OK” button to close the popup window and return to the CDX application.

Note: The LexisNexis popup window will pre-populate your first and last name with the information entered during core registration. These fields will be read-only.

Figure 2-10 LexisNexis Results

CDX Registration: Additional Verification [Contact Us](#)

Last Login: 6/14/2013 9:03:47 AM

LexisNexis® Results

1. Identity Verification 2. Electronic Signature Agreement

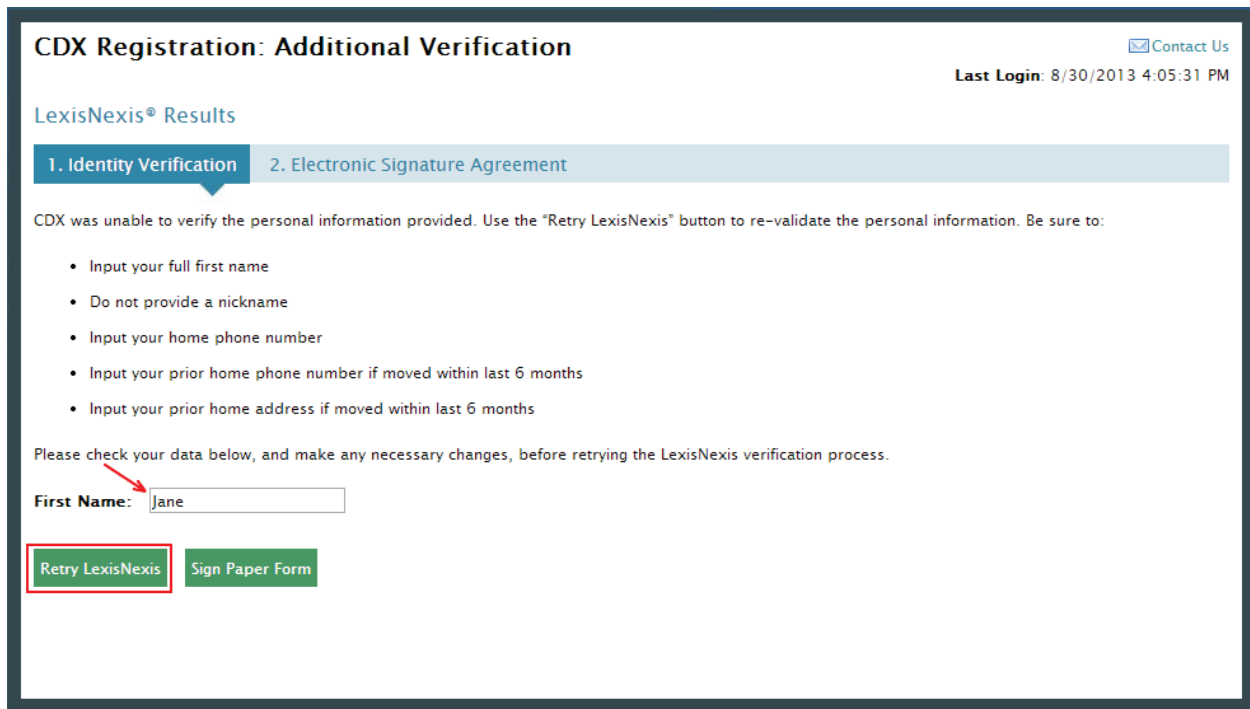
Your identity verification scores have been received from LexisNexis® and will be processed after you click the Continue button. If your scores do not meet the minimum requirements set by the program office, then you will be directed to print, sign, and mail the electronic signature agreement (ESA).

[Continue](#)

Click the “Continue” button to process your LexisNexis score and proceed with registration. Figure 2-10 displays the Identity Verification page. If you are successfully identity proofed by LexisNexis you will be taken to the Challenge Questions and Answers page shown in Figure 2-12. If you are not successfully identity proofed by LexisNexis you will be taken to the Electronic Signature Agreement page to print, sign and mail in your ESA.

In some cases, you may be eligible to retry LexisNexis validation. If you are eligible for this retry you will be taken to the Retry LexisNexis page where you can launch the popup window once again. You will also be presented with the opportunity to verify or edit your first name, as shown in Figure 2-11. The opportunity to edit your first name will only be presented to you as long as you do not have another CDX role with a status of “Awaiting ESA.” At this point you may also choose to opt-out of the LexisNexis identity proofing by clicking the “Sign Paper Form” button.

Figure 2-11 Retry LexisNexis



CDX Registration: Additional Verification [Contact Us](#)

Last Login: 8/30/2013 4:05:31 PM

LexisNexis® Results

1. Identity Verification **2. Electronic Signature Agreement**

CDX was unable to verify the personal information provided. Use the “Retry LexisNexis” button to re-validate the personal information. Be sure to:

- Input your full first name
- Do not provide a nickname
- Input your home phone number
- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

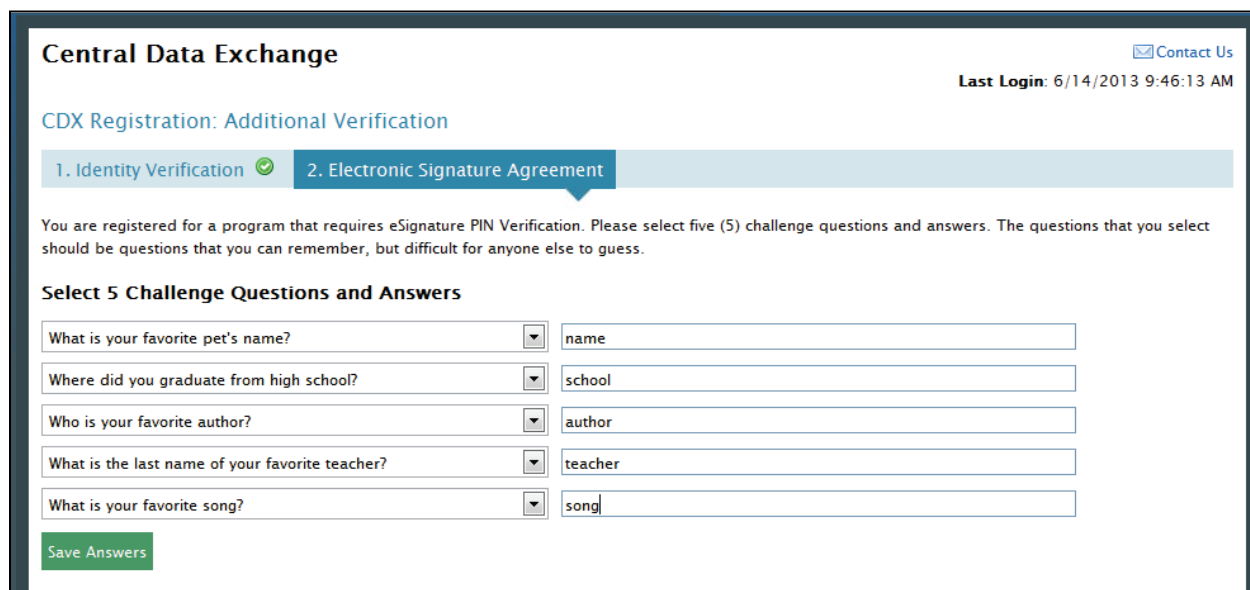
Please check your data below, and make any necessary changes, before retrying the LexisNexis verification process.

First Name:

Retry LexisNexis **Sign Paper Form**

Click the “Retry LexisNexis” button. You will then be returned to the Identity Verification Page as seen in Figure 2-8, and may begin your verification again. LexisNexis retries may be attempted up to five times before the identity proofing will be considered unsuccessful.

Figure 2-12 20-5-1 Challenge Questions and Answers



Central Data Exchange [Contact Us](#)

Last Login: 6/14/2013 9:46:13 AM

CDX Registration: Additional Verification

1. Identity Verification **2. Electronic Signature Agreement**

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

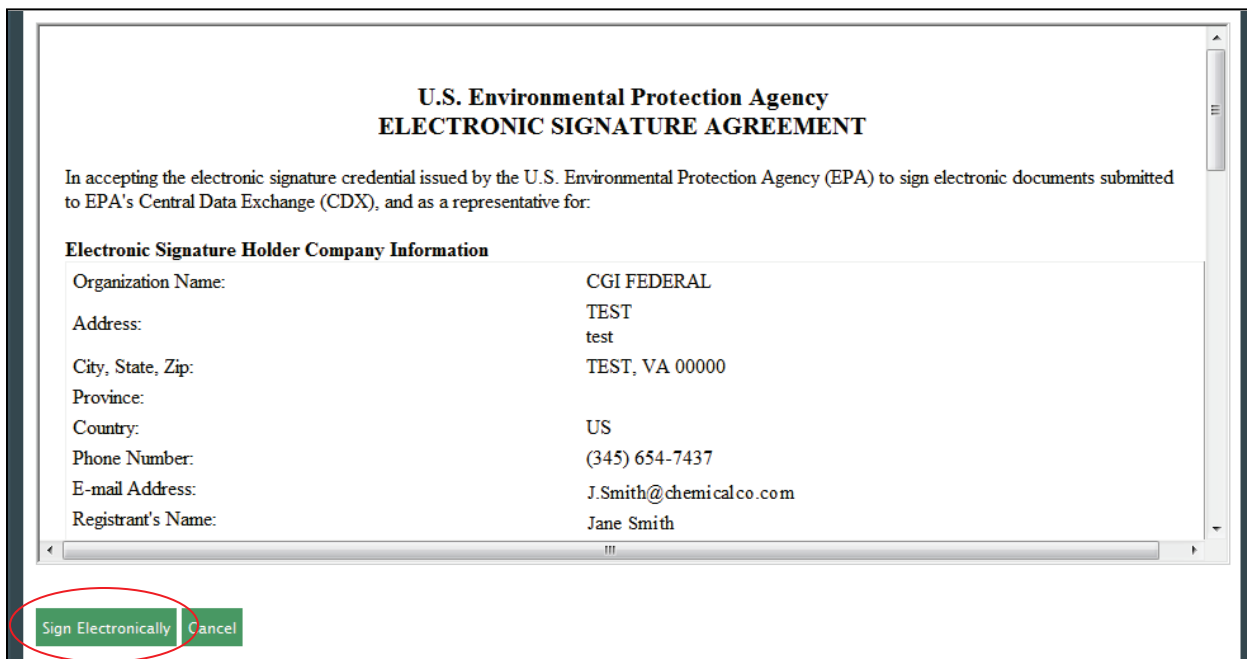
Select 5 Challenge Questions and Answers

What is your favorite pet's name?	<input type="text" value="name"/>
Where did you graduate from high school?	<input type="text" value="school"/>
Who is your favorite author?	<input type="text" value="author"/>
What is the last name of your favorite teacher?	<input type="text" value="teacher"/>
What is your favorite song?	<input type="text" value="song"/>

Save Answers

Once you’ve answered your 20-5-1 Challenge Questions you will need to click the “Save Answers” button as seen in Figure 2-12 to be taken to the electronic version of the Electronic Signature Agreement. From this page you will click the “Sign Electronically” button as shown in Figure 2-13.

Figure 2-13 Electronic 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

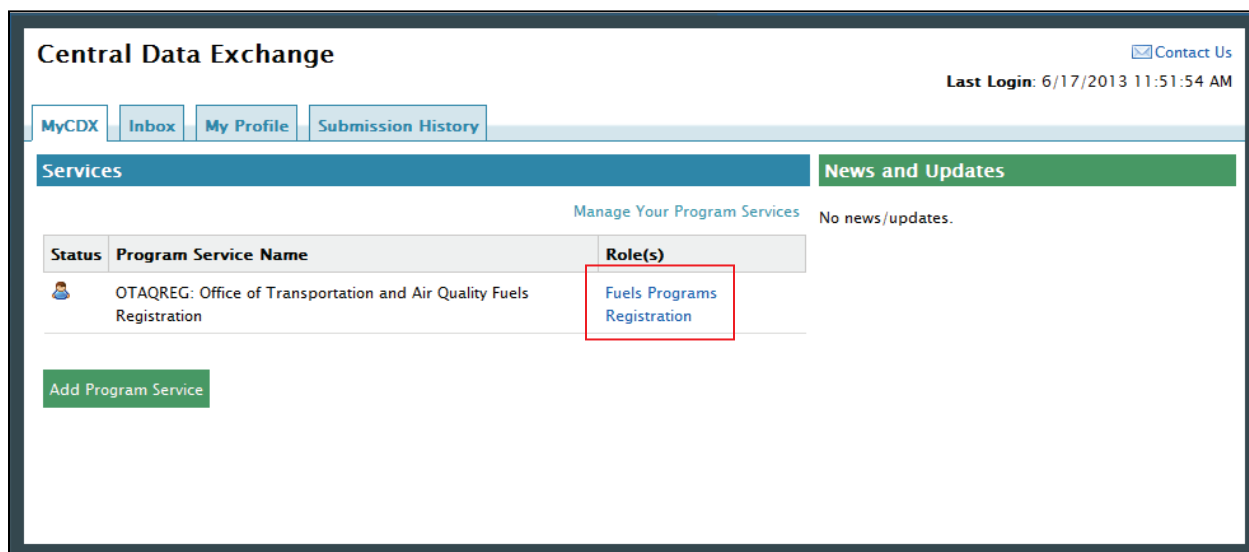
Organization Name:	CGI FEDERAL
Address:	TEST test
City, State, Zip:	TEST, VA 00000
Province:	
Country:	US
Phone Number:	(345) 654-7437
E-mail Address:	J.Smith@chemicalco.com
Registrant's Name:	Jane Smith

Clicking the “Sign Electronically” button will trigger a popup window which allows you to complete the e-signing process. This popup window will prompt you to enter your CDX password, answer one of the 5 challenge questions and click the “Sign” button. Please reference Appendix B: Using the e-Signature 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 Appendix B: Using the e-Signature Widget for further details.

After your e-signature has been processed you will be redirected to the MyCDX Home page. Your MyCDX page will now display an active hyperlink to open the OTAQReg application as shown in Figure 2-14.

Figure 2-14 MyCDX Home Page

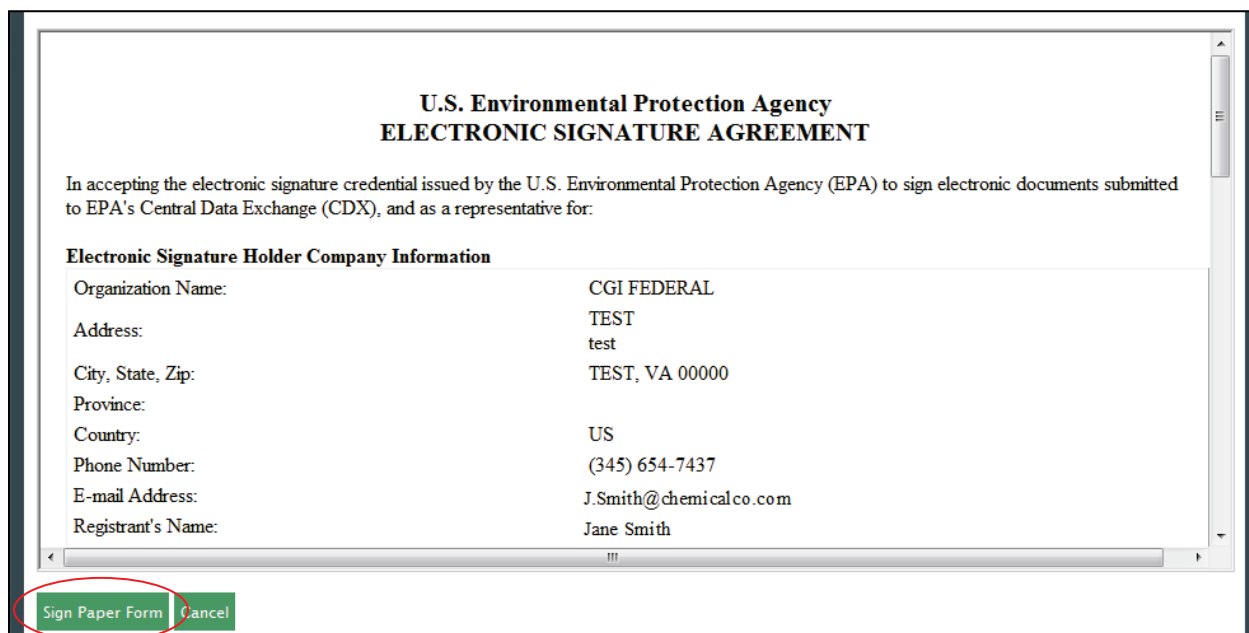


2.2.2 Print and Sign CDX Electronic Signature Agreement

This section will take you through the registration steps if you choose to print, sign and mail a paper ESA.

If you choose to opt-out of LexisNexis or you are not successfully identity proofed by LexisNexis you will be taken to the Electronic Signature Agreement page to print, sign and mail in your ESA. Figure 2-15 displays the paper version of the Electronic Signature Agreement.

Figure 2-15 Paper ESA



Clicking the “Sign Paper Form” button will trigger a popup window which allows you to print the ESA.

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

For US Mail:

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

For Commercial Delivery:

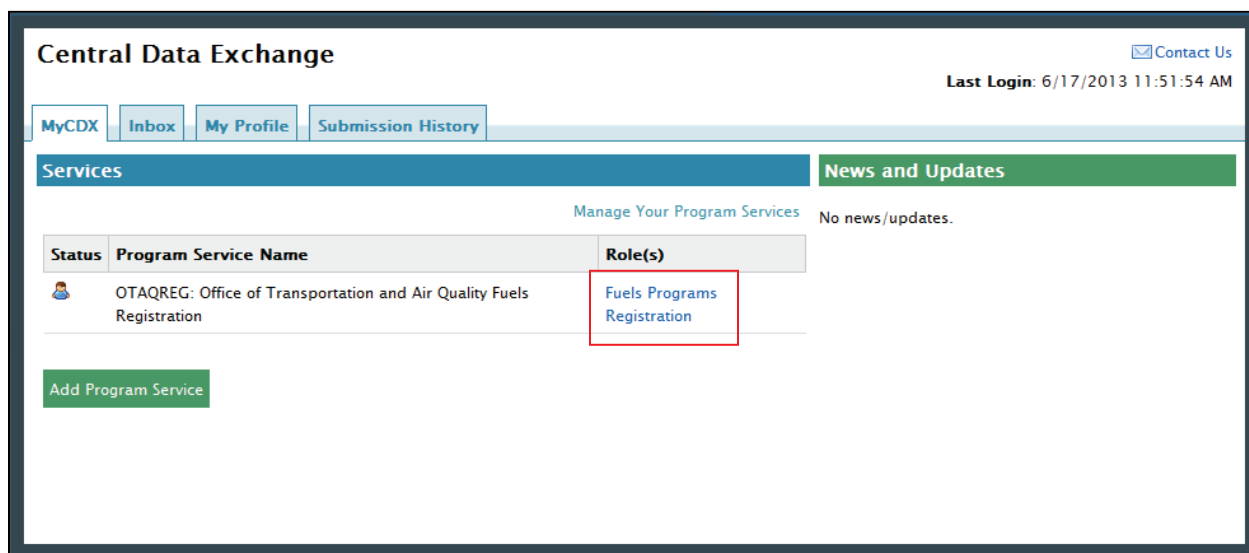
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C
1310 L Street, NW
Washington, DC 20005

Note: When using a commercial delivery service, do not use the U.S. mail address (or vice versa) as your mail will be delayed, may be returned to you, or may even never arrive at our offices. Be aware that sending materials via US Mail will require an irradiation process and could possibly delay delivery.

Paper ESAs will be processed and activated by EPA. Once your ESA has been activated you will be able to complete the 20-5-1 Challenge Questions as seen in Figure 2-12.

New companies, company associations, company updates and RCO updates submitted within the OTAQReg application will not be accepted 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 by sending an email to support@epamts-support.com.

Figure 2-16 MyCDX Home Page



You will be given the “Fuels Programs Registration” program service link as seen in Figure 2-16.

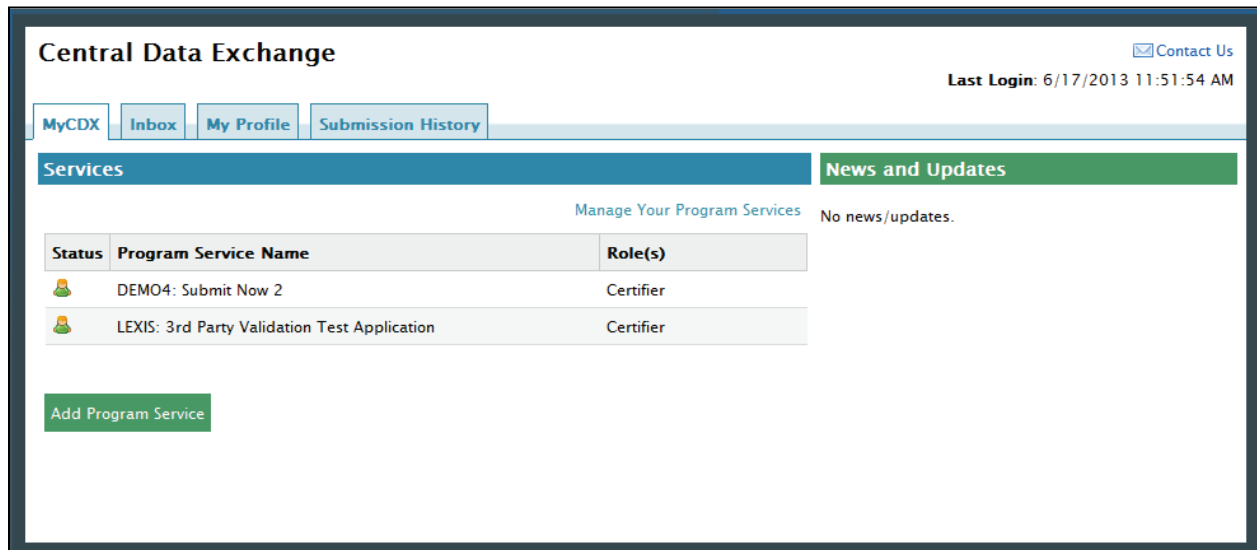
Existing CDX users should refer to Section 2.3 for further details.

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.

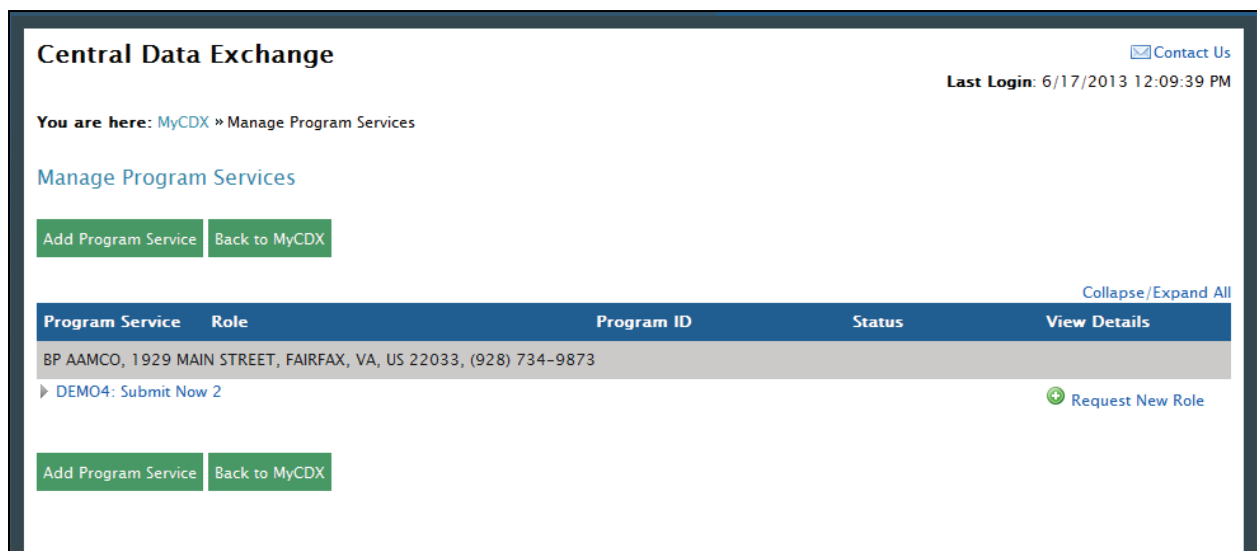
After logging into CDX, Figure 2-17 will display. To register for OTAQReg you must first add the dataflow to your account.

Figure 2-17 MYCDX Home Page



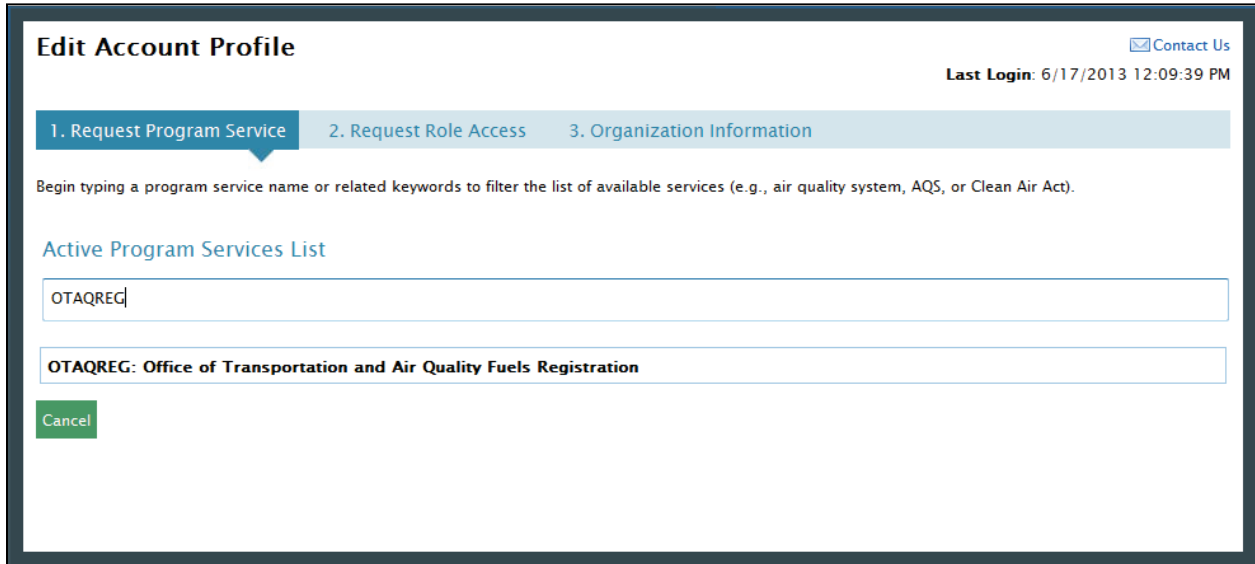
Click the “Manage Your Program Services” link. Figure 2-18 will display.

Figure 2-18 Manage Program Services



Click the “Add Program Service” button. This button will take you to the Edit Account Profile page as shown in Figure 2-19.

Figure 2-19 Edit Account Profile



Edit Account Profile [Contact Us](#)

Last Login: 6/17/2013 12:09:39 PM

1. Request Program Service 2. Request Role Access 3. Organization Information

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

OTAQREG

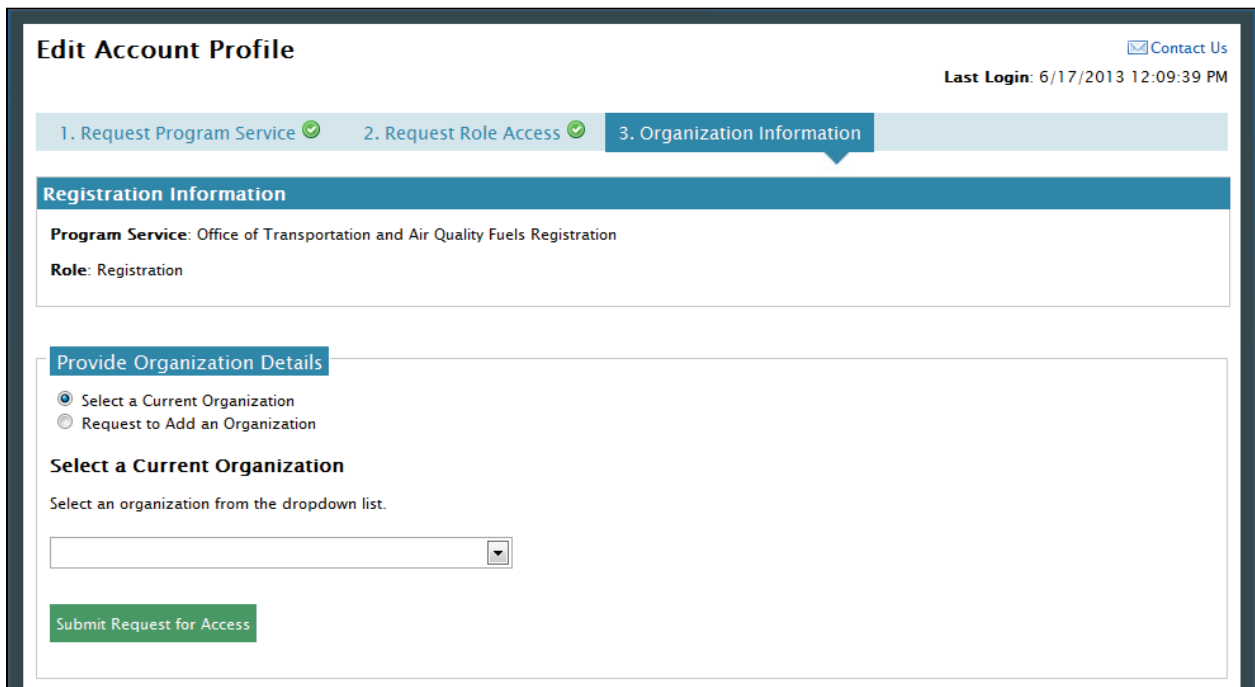
OTAQREG: Office of Transportation and Air Quality Fuels Registration

Cancel

The “Edit Account Profile” page lists all of the available data flows available for registration. You will need to begin typing “OTAQREG” in the text field or scroll down and search for OTAQREG within the list. Click on the hyperlinked name to select the program service and navigate to the next step.

After selecting the OTAQREG program service you will be taken to the Organization Information page where you can choose from a list of organizations that you already have access to or gain access to an additional organization as shown in Figure 2-20.

Figure 2-20 Organization Information.



Edit Account Profile [Contact Us](#)

Last Login: 6/17/2013 12:09:39 PM

1. Request Program Service 2. Request Role Access 3. Organization Information

Registration Information

Program Service: Office of Transportation and Air Quality Fuels Registration

Role: Registration

Provide Organization Details

☒ Select a Current Organization
☐ Request to Add an Organization

Select a Current Organization

Select an organization from the dropdown list.

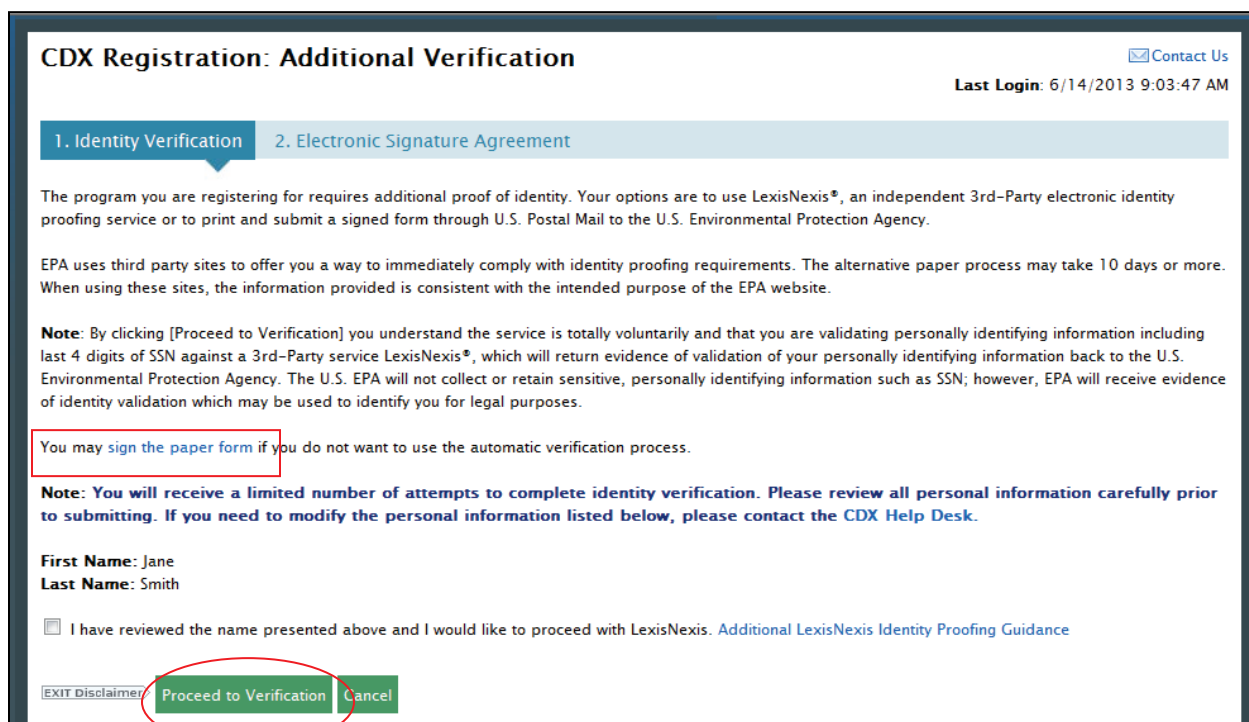
Submit Request for Access

Select or add an organization and click the “Submit Request for Access” button.

If you have already been identity proofed or have a paper ESA for that organization you will be taken directly to the MyCDX Home page.

If you have not been identity proofed and do not have an ESA for that organization, you will be taken to the Identity Verification page as shown in Figure 2-21. Here you will have two options; print, sign and mail a paper ESA or complete LexisNexis Identity Proofing and e-sign an ESA.

Figure 2-21 Identity Verification



CDX Registration: Additional Verification [Contact Us](#)

Last Login: 6/14/2013 9:03:47 AM

1. Identity Verification **2. Electronic Signature Agreement**

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

EPA uses third party sites to offer you a way to immediately comply with identity proofing requirements. The alternative paper process may take 10 days or more. When using these sites, the information provided is consistent with the intended purpose of the EPA website.

Note: By clicking [Proceed to Verification] you understand the service is totally voluntarily and that you are validating personally identifying information including last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as SSN; however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

Note: You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the CDX Help Desk.

First Name: Jane
Last Name: Smith

☐ I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[EXIT Disclaimer](#) **Proceed to Verification** [Cancel](#)

2.3.1 Proceed to LexisNexis

This section will take you through the registration steps if you choose to use the LexisNexis Identity Proofing process.

If you choose to proceed with LexisNexis you will need to review all of the information provided on the Identity Verification page as seen in Figure 2-21 above. After you have reviewed the information and verified your first and last name, check the checkbox and click the “Proceed to Verification” button.

LexisNexis will be completed through a separate pop-up window. The first page will display an acknowledgement statement. Click the “OK” button. The next screen will require you to enter personal information. Figure 2-22 displays the LexisNexis pop-up window.

Figure 2-22 LexisNexis

The screenshot shows a web browser window titled "LexisNexis Verification for EPA - Windows Internet Explorer". The address bar displays "https://secure.accurint.com/app/bps/epa" and the page title is "LexisNexis Risk Solutions FL Inc. [US]". The main content area is titled "LexisNexis® Verification for EPA". Below this, a section labeled "* Required Fields" contains a form for an "Authorized Representative". The form includes fields for "Last Name *" (containing "Smith"), "First Name *" (containing "Jane"), "Middle Name", and "SSN (Last 4) *". Below these are "Home Address *", "Home City *", "Home State *" (a dropdown menu showing "-- State --"), "Home Zip *", "Home Phone", and "Date of Birth *". At the bottom right of the form are "Submit" and "Cancel" buttons. The footer of the page includes the LexisNexis logo, links for "About LexisNexis" and "Privacy Policy", and a status bar indicating "Internet | Protected Mode: On" with a zoom level of "100%".

After entering information in each field, click the “Submit” button. After completing this step the LexisNexis popup window will display a confirmation message. Click the “OK” button to close the popup window and return to the CDX application.

Figure 2-23 LexisNexis Results

CDX Registration: Additional Verification [Contact Us](#)

Last Login: 6/14/2013 9:03:47 AM

LexisNexis® Results

1. Identity Verification 2. Electronic Signature Agreement

Your identity verification scores have been received from LexisNexis® and will be processed after you click the Continue button. If your scores do not meet the minimum requirements set by the program office, then you will be directed to print, sign, and mail the electronic signature agreement (ESA).

[Continue](#)

In order to process your LexisNexis score and proceed with registration, click the “Continue” button as seen in Figure 2-23. If you are successfully identity proofed by LexisNexis you will be taken to the Challenge Questions and Answers page as shown in Figure 2-25. If you are not successfully identity proofed by LexisNexis you will be taken to the Electronic Signature Agreement page to print, sign and mail in your ESA.

In some cases, you may be eligible to retry LexisNexis validation. If you are eligible for this retry you will be taken to the Retry LexisNexis page where you can launch the popup window once again. You will also be presented with the opportunity to verify or edit your first name, as shown in Figure 2-24. The opportunity to edit your first name will only be presented to you as long as you do not have another CDX role with a status of “Awaiting ESA.” At this point you may also choose to opt-out of the LexisNexis identity proofing by clicking the “Sign Paper Form” button.

Figure 2-24 Retry LexisNexis

CDX Registration: Additional Verification [Contact Us](#)

Last Login: 8/30/2013 4:05:31 PM

LexisNexis® Results

1. Identity Verification **2. Electronic Signature Agreement**

CDX was unable to verify the personal information provided. Use the "Retry LexisNexis" button to re-validate the personal information. Be sure to:

- Input your full first name
- Do not provide a nickname
- Input your home phone number
- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

Please check your data below, and make any necessary changes, before retrying the LexisNexis verification process.

First Name:

Retry LexisNexis **Sign Paper Form**

Click the "Retry LexisNexis" button. You will then be returned to the Identity Verification Page seen in Figure 2-24, and may begin your verification again. LexisNexis retries may be attempted up to five times before the identity proofing will be considered unsuccessful.

Figure 2-25 20-5-1 Challenge Questions and Answers

Central Data Exchange [Contact Us](#)

Last Login: 6/14/2013 9:46:13 AM

CDX Registration: Additional Verification

1. Identity Verification **2. Electronic Signature Agreement**

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

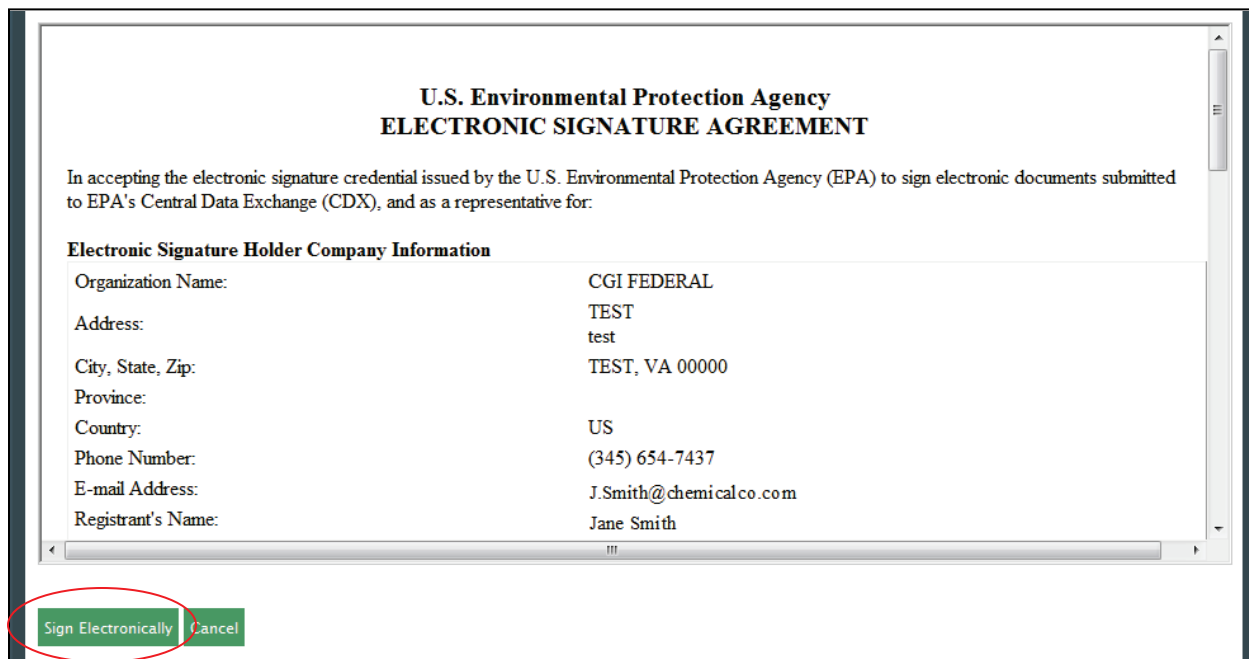
Select 5 Challenge Questions and Answers

What is your favorite pet's name?	<input type="text" value="name"/>
Where did you graduate from high school?	<input type="text" value="school"/>
Who is your favorite author?	<input type="text" value="author"/>
What is the last name of your favorite teacher?	<input type="text" value="teacher"/>
What is your favorite song?	<input type="text" value="song"/>

Save Answers

Once you've answered your 20-5-1 Challenge Questions and click the "Save Answers" button as seen in Figure 2-25, you will be taken to the electronic version of the Electronic Signature Agreement. From this page you will click the "Sign Electronically" button as shown in Figure 2-26.

Figure 2-26 Electronic 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

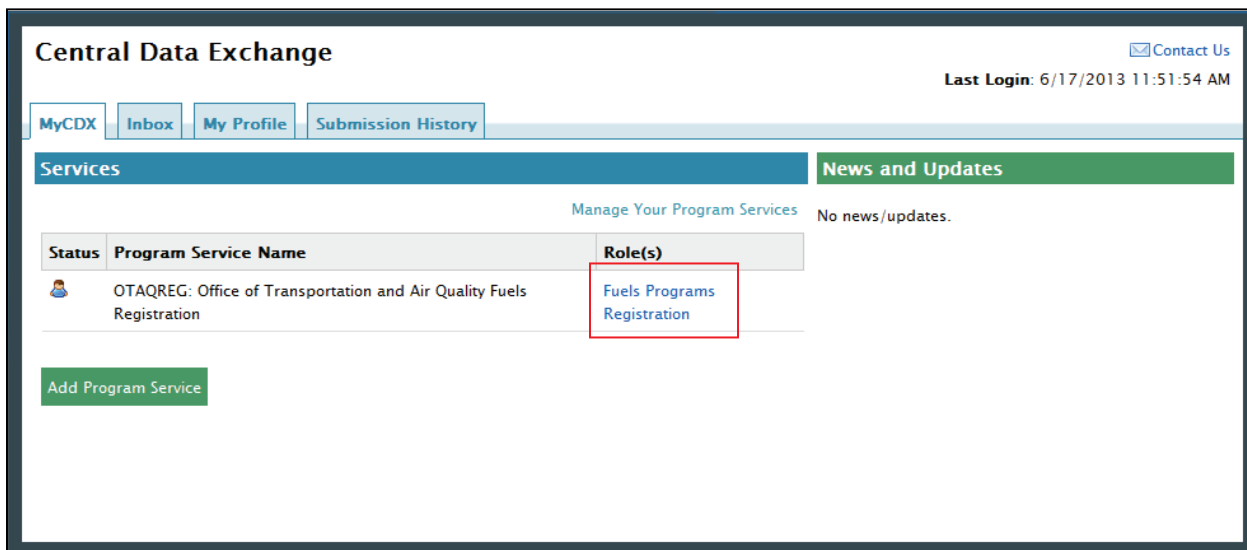
Organization Name:	CGI FEDERAL
Address:	TEST
City, State, Zip:	test
Province:	TEST, VA 00000
Country:	US
Phone Number:	(345) 654-7437
E-mail Address:	J.Smith@chemicalco.com
Registrant's Name:	Jane Smith

Clicking the “Sign Electronically” button will trigger a popup window which allows you to complete the e-signing process. This popup window will prompt you to enter your CDX password, answer one of the 5 challenge questions and click the “Sign” button. Please reference Appendix B: Using the e-Signature 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 Appendix B: Using the e-Signature Widget for further details.

After your e-signature has been processed you will be redirected to the MyCDX Home page. Your MyCDX page will now display an active hyperlink to open the OTAQReg application as shown in Figure 2-27.

Figure 2-27 MyCDX Home Page

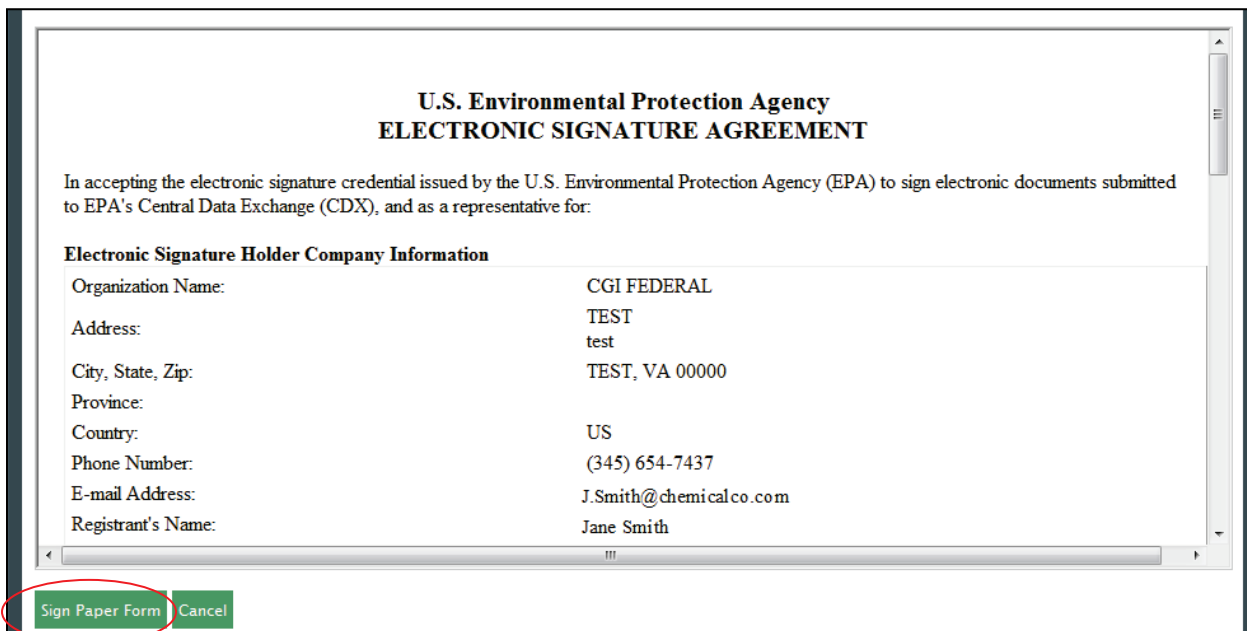


2.3.2 Print and Sign CDX Electronic Signature Agreement

This section will take you through the registration steps if you choose to print, sign and mail a paper ESA.

If you are not successfully identity proofed by LexisNexis you will be taken to the Electronic Signature Agreement page to print, sign and mail in your ESA. Figure 2-28 displays the paper version of the Electronic Signature Agreement.

Figure 2-28 Paper ESA



Clicking the “Sign Paper Form” button will trigger a popup window which allows you to print the ESA.



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

For US Mail:

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

For Commercial Delivery:

U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C
1310 L Street, NW
Washington, DC 20005

Note: When using a commercial delivery service, do not use the U.S. mail address (or vice versa) as your mail will be delayed, may be returned to you, or may even never arrive at our offices. Be aware that sending materials via US Mail will require an irradiation process and could possibly delay delivery.

Paper ESAs will be processed and activated by EPA. Once your ESA has been activated you will be able to complete the 20-5-1 Challenge Questions as seen in Figure 2-25 and will then be able to e-sign within the OTAQReg application.

New companies, company associations, company updates and RCO updates submitted within the OTAQReg application will not be accepted 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 by sending an email to support@epamts-support.com.

Figure 2-29 MyCDX Home Page

Central Data Exchange [Contact Us](#)
Last Login: 6/17/2013 11:51:54 AM

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#)

Services **News and Updates**

Manage Your Program Services No news/updates.

Status	Program Service Name	Role(s)
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

[Add Program Service](#)



You will be given the “Fuels Programs Registration” program service link as seen in Figure 2-29.

Note: 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.

3 User Profiles

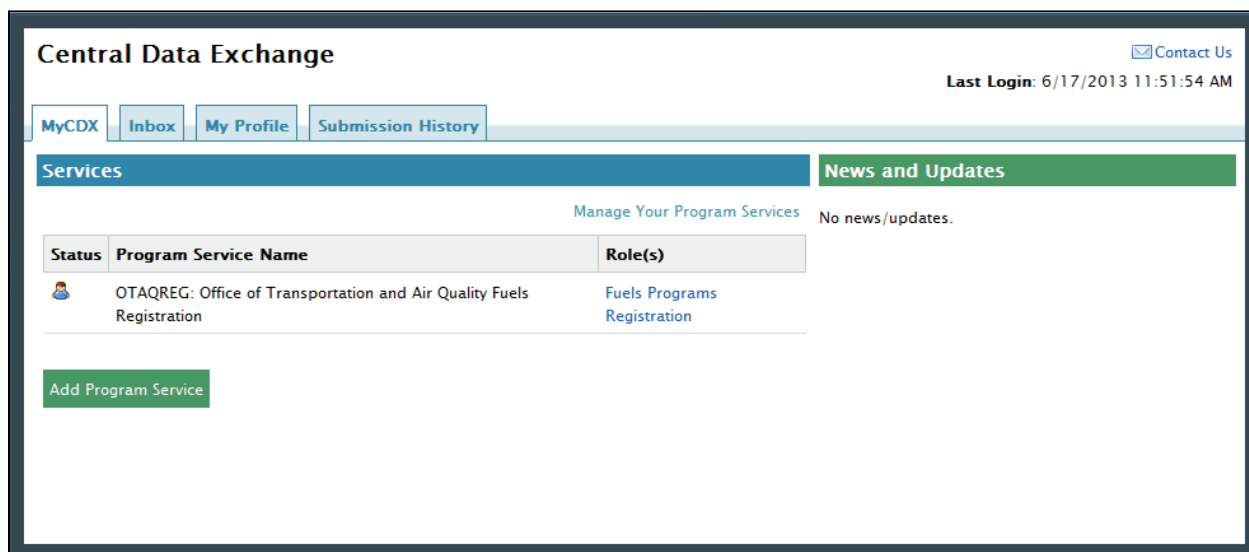
The following sections describe how to navigate within the OTAQReg application to create and edit a User Profile.

If you are an existing OTAQReg user please proceed to section 3.2.

Section 3.3 pertains to users that are currently deactivated and restricted from accessing the OTAQReg application. Please skip this section if you are a current active OTAQReg user.

3.1 Create a New User Profile (New OTAQReg Users)

Figure 3-1 MyCDX Home Page



Click the “Fuels Programs Registration” link on your MyCDX Home page as seen in Figure 3-1. Upon your initial login to OTAQReg, Figure 3-2 will display.

Figure 3-2 Edit User Profile Page

OTAQ Registration Contact Us

MyCDX

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: Miss * Position or Job Title: Owner

First Name: Jane Valid From: 05/23/2013

Middle Initial: (MM/DD/YYYY):

Last Name: Smith Valid To: **Optional**

Suffix: (MM/DD/YYYY):

CDX ESA Status: Received

Address and Contact Information

Address 1: DEGFDSFGVFS E-mail: J.Smith@chemicalco.com

Address 2: Alternate E-mail:

City: FAIRFAX Phone: 7032276460

State: Virginia Alternate Phone: x

ZIP: 22033 Fax:

Country: United States

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 3-3 will display.

Figure 3-3 OTAQ Registration Home Page

OTAQ Registration Contact Us

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

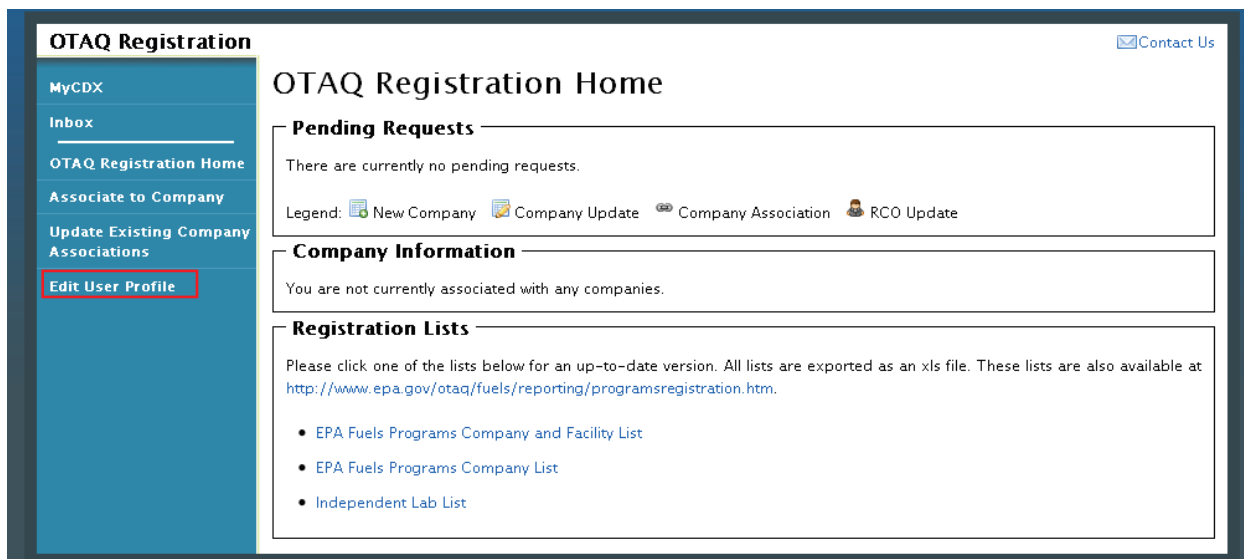
Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

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

3.2 Edit Existing User Profile

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

Figure 3-4 OTAQ Registration Home Page



OTAQ Registration Contact Us

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.

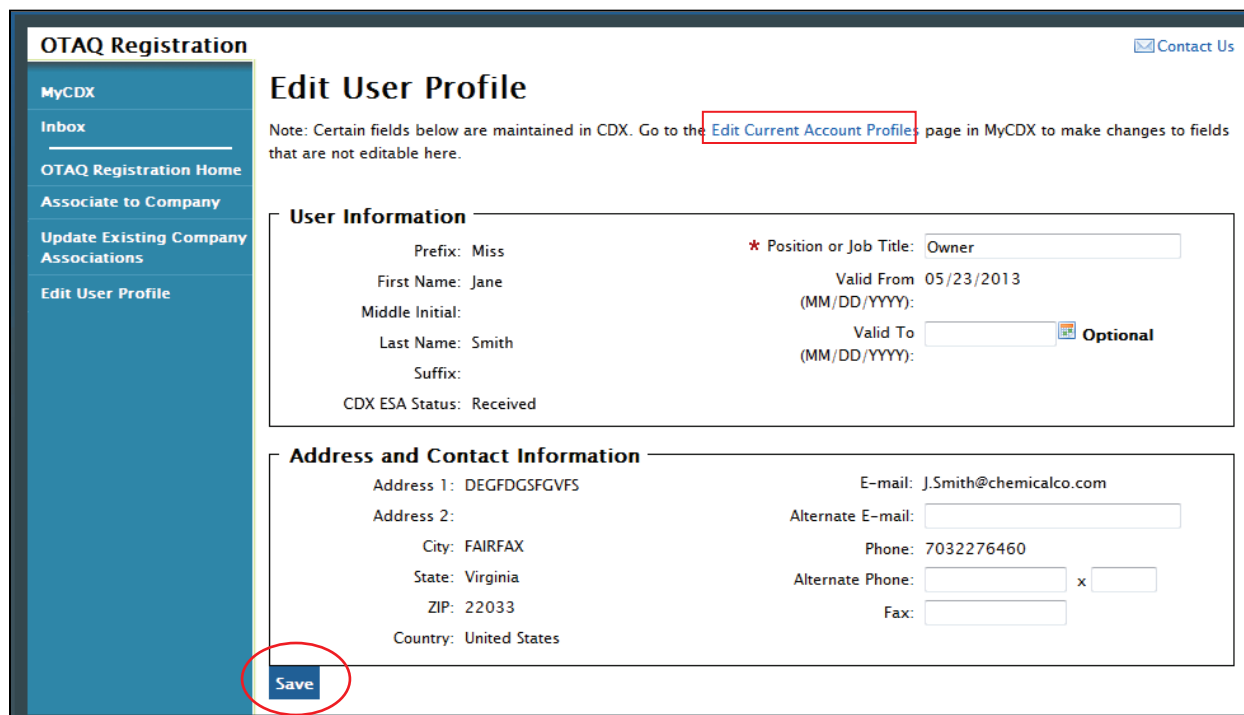
Registration Lists

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 seen in Figure 3-4. Figure 3-5 will display.

Figure 3-5 Edit User Page



OTAQ Registration Contact Us

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: Miss * Position or Job Title:

First Name: Jane Valid From: 05/23/2013

Middle Initial: (MM/DD/YYYY):

Last Name: Smith Valid To: **Optional**

Suffix: (MM/DD/YYYY):

CDX ESA Status: Received

Address and Contact Information

Address 1: DEGFDSFGVFS E-mail: J.Smith@chemicalco.com

Address 2: Alternate E-mail:

City: FAIRFAX Phone: 7032276460

State: Virginia Alternate Phone: x

ZIP: 22033 Fax:

Country: United States

Save

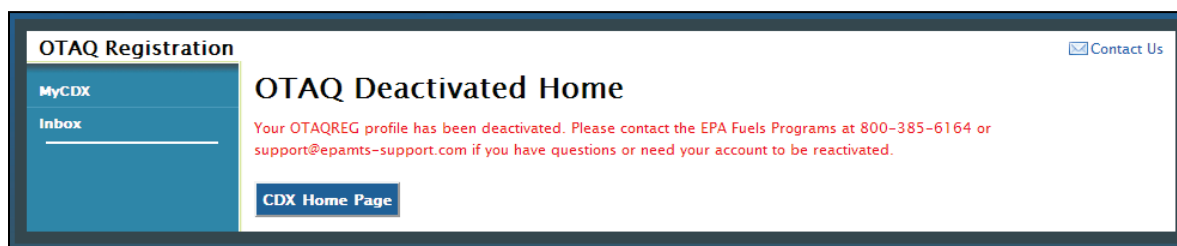
The page will pre-populate with your current OTAQReg User Profile information. To update the un-editable CDX user information, click the “Edit Current Account Profiles” link to be taken to the CDX Edit Organization Profiles page.

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

3.3 Deactivated Users

If you have been deactivated by an EPA Administrator for the OTAQReg application, upon clicking the OTAQReg application link on the MyCDX Home page, Figure 3-6 will display.

Figure 3-6 OTAQ Deactivated Home Page



This screen notifies you that your OTAQReg profile has been deactivated and provides the phone number and e-mail address to contact the EPA Fuels Programs for any questions or to reactivate your account.

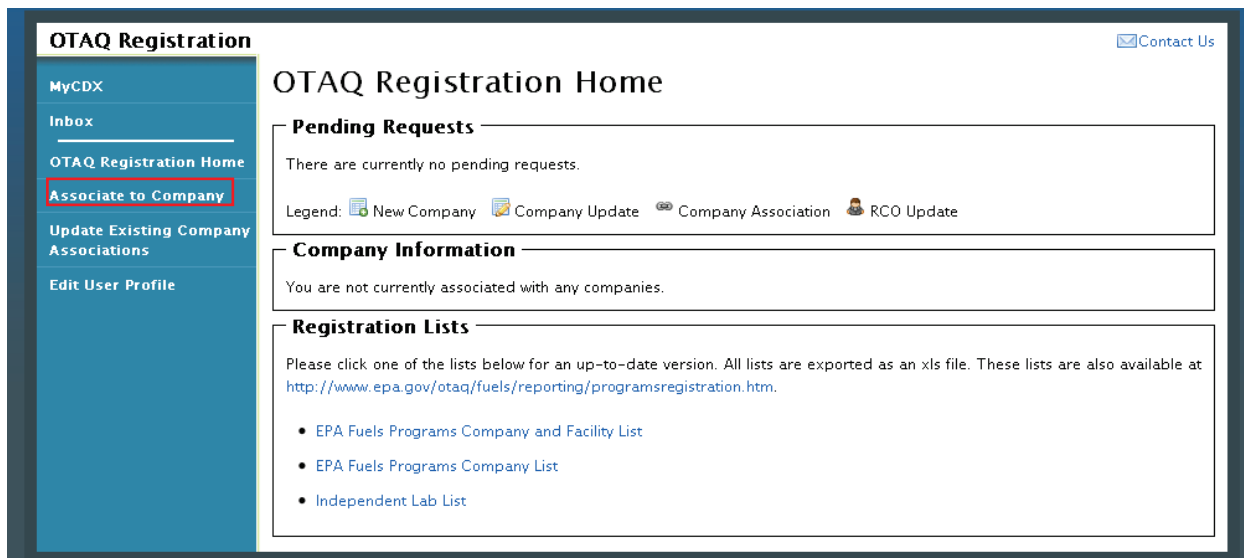
Click the “CDX Home Page” button to return to the MyCDX Home page.

4 Company Associations

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

4.1 Add Company Association

Figure 4-1 OTAQ Registration Home Page



OTAQ Registration Contact Us

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.

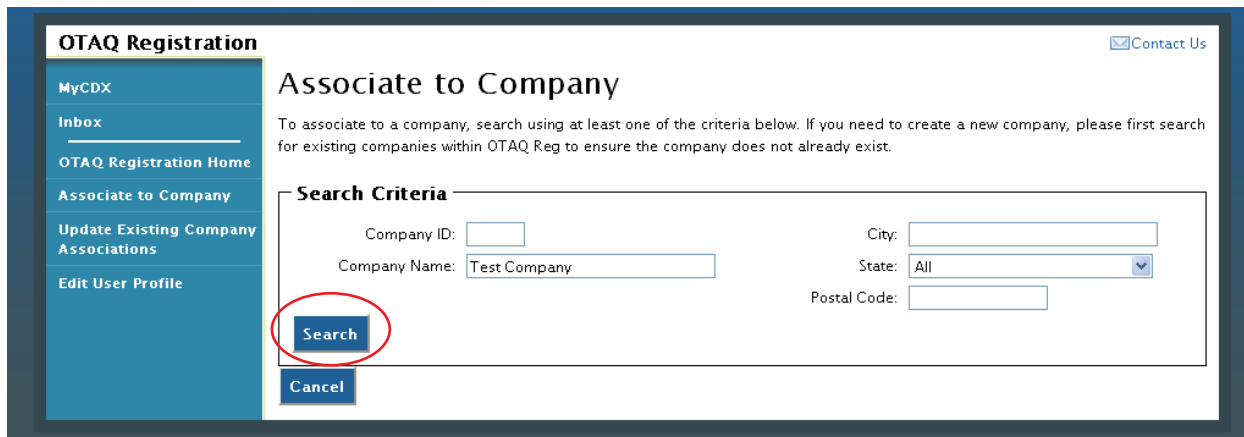
Registration Lists

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 as seen in Figure 4-1. Figure 4-2 will display.

Figure 4-2 Associate to Company Search Page



OTAQ Registration Contact Us

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 4-3.

Figure 4-3 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:

Company Name:

City:

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	Biofuel 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 5 for further details). Click the “Add Selected” button. Figure 4-4 will display.

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

Figure 4-4 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"/>	5449	FIRST NATIONAL CHEMICAL 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 4-5 will display.

Figure 4-5 Company Roles Pop-Up

Select Roles for First National Chemical Company [3377]

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 Roles: Only select programs your company can submit reports for. If your company is not registered or registering for a program do not select that program's subpart.

☐ DC Fuels Submitter, Third Party Engineering Review
☐ DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subpart I
☐ 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
☐ EMTS Submitter
☐ EMTS Viewer

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

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 4-6 will display.

Figure 4-6 Associate to Company Page with Roles

OTAQ Registration [Contact Us](#)

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.

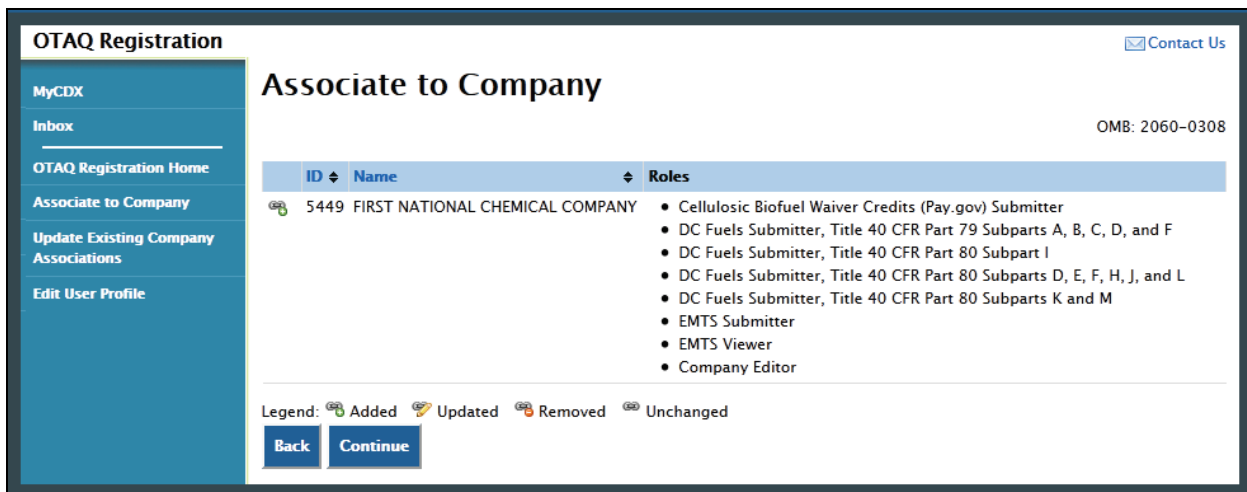
Remove?	ID	Name	Roles
	5449	FIRST NATIONAL CHEMICAL COMPANY	<ul style="list-style-type: none"> Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F DC Fuels Submitter, Title 40 CFR Part 80 Subpart I DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M EMTS Submitter EMTS Viewer Company Editor

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 4-7 will display.

Figure 4-7 Associate to Company Review Page



The screenshot shows the 'Associate to Company' review page. On the left is a sidebar with navigation links: MyCDX, Inbox, OTAQ Registration Home, Associate to Company (selected), Update Existing Company Associations, and Edit User Profile. The main content area has the title 'Associate to Company' and an OMB number '2060-0308'. It displays a table with company information and roles.

ID	Name	Roles
5449	FIRST NATIONAL CHEMICAL COMPANY	<ul style="list-style-type: none"> Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F DC Fuels Submitter, Title 40 CFR Part 80 Subpart I 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 EMTS Submitter EMTS Viewer Company Editor

Legend: Added Updated Removed Unchanged

Buttons: Back, Continue

The Associate to Company page displays a read-only version of your company association details. If the company and role information are correct, click the “Continue” button. Figure 4-8 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 4-8 Associate to Company Signature Page



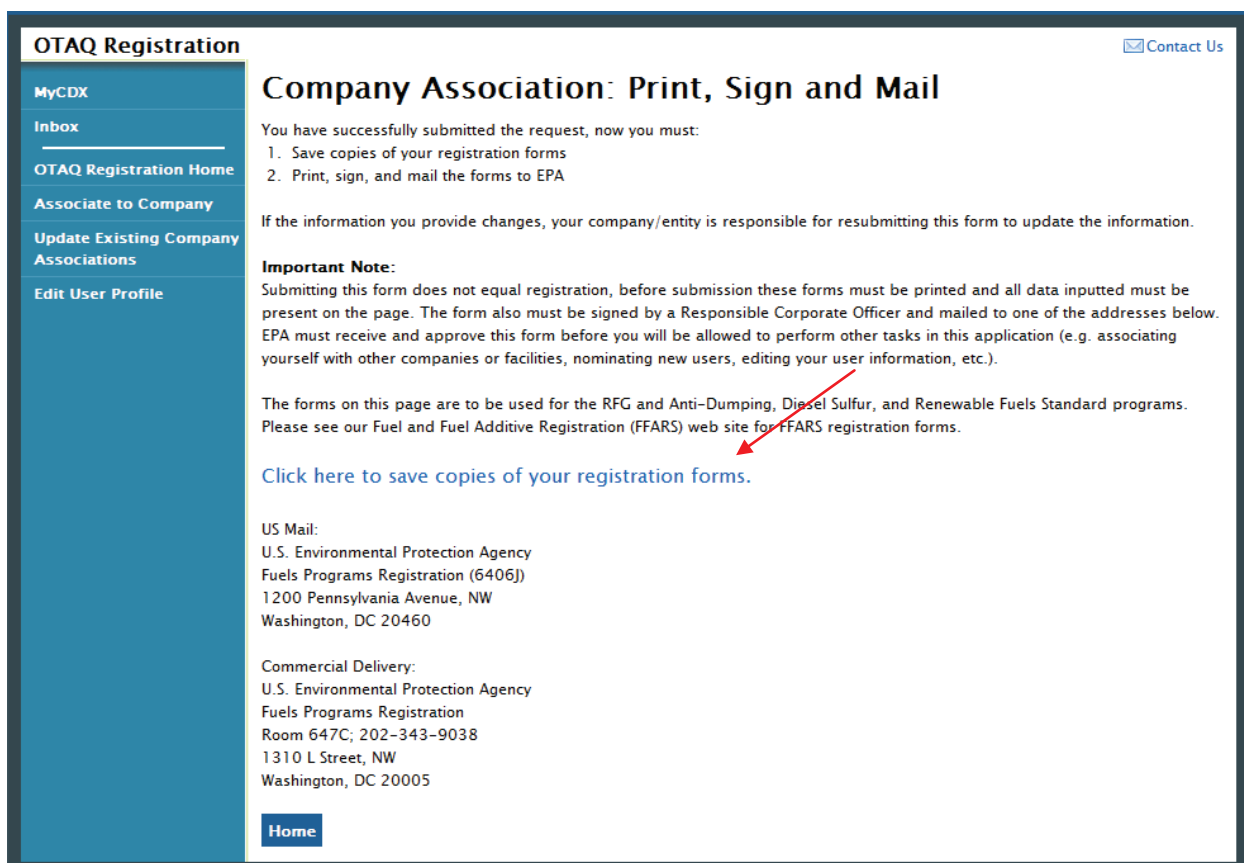
The screenshot shows the 'Associate to Company' signature page. The sidebar is identical to Figure 4-7. The main content area has the title 'Associate to Company' and instructions: 'Click the "Sign Electronically" button to electronically submit the request using the CDX eSignature Widget, or click the "Print, Sign and Mail" button to print a copy of the request and apply your wet ink signature then mail to one of the two addresses on the following confirmation page.' It also includes a note about technical problems and a link to clear the Java cache. At the bottom are two buttons: 'Sign Electronically' and 'Print, Sign and Mail'.

If you wish to electronically sign your User Responsibility Letter for the Company Association request, click the “Sign Electronically” button. Figure 9-1 will display. Please reference Appendix B: Using the e-Signature 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 Appendix B: Using the e-Signature Widget for further details.

If you wish to submit hard copies of your registration forms to the Fuels Program or your RCO does not have e-signature capabilities, please click the “Print, Sign and Mail” button. Figure 4-9 will display.

Figure 4-9 Company Association: Print, Sign and Mail Page



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

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 if the “Sign Electronically” option was used. The Company Association request will appear in the Pending Requests section of your OTAQ Registration Home Page as shown in Figure 4-10.

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.

4.2 Update Company Roles

Figure 4-10 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 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 4-11 will display.

Figure 4-11 Update Company Associations Page

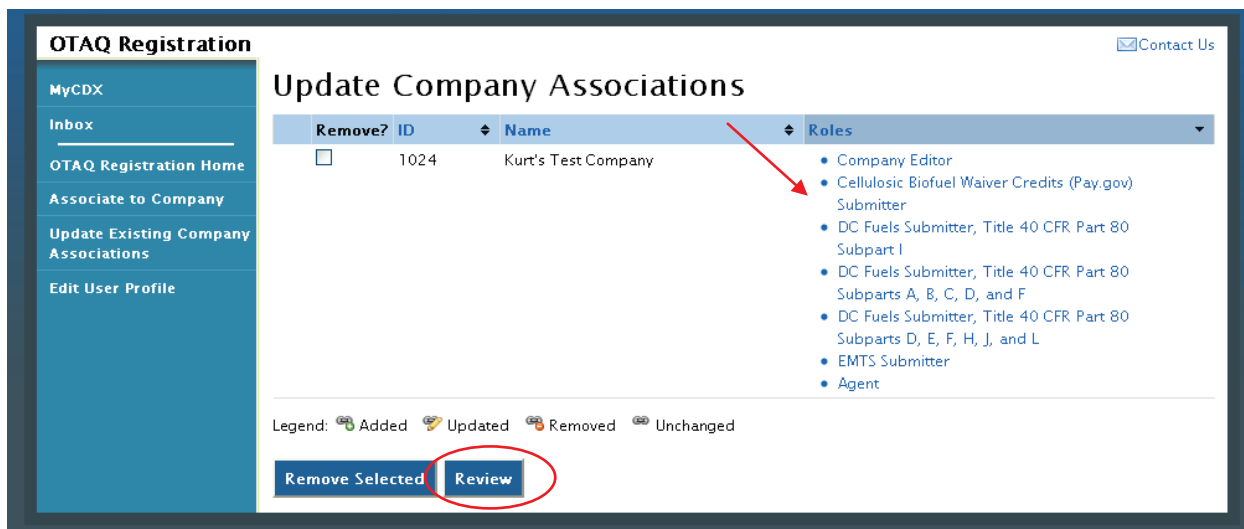
Select the Roles link for the company you wish to update. Figure 4-12 will display.

Figure 4-12 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.

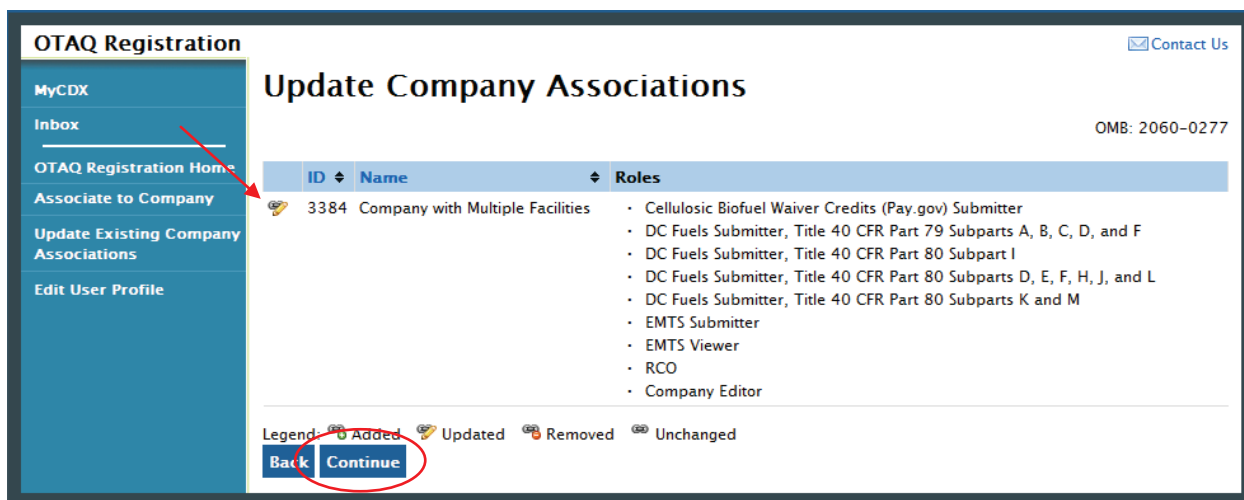
Click the “Select” button once you have made your selections. Figure 4-13 will display.


Figure 4-13 Updated Company Associations



The Update Company Associations Page will now display your updated roles. Click the “Review” button. Figure 4-14 will display.

Figure 4-14 Confirm Updated Company Association



The page will display the updated icon  for the updated company association. If the updated company association is correct, click the “Continue” button. Figure 4-15 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 4-15 Update Company Associations Signature Page

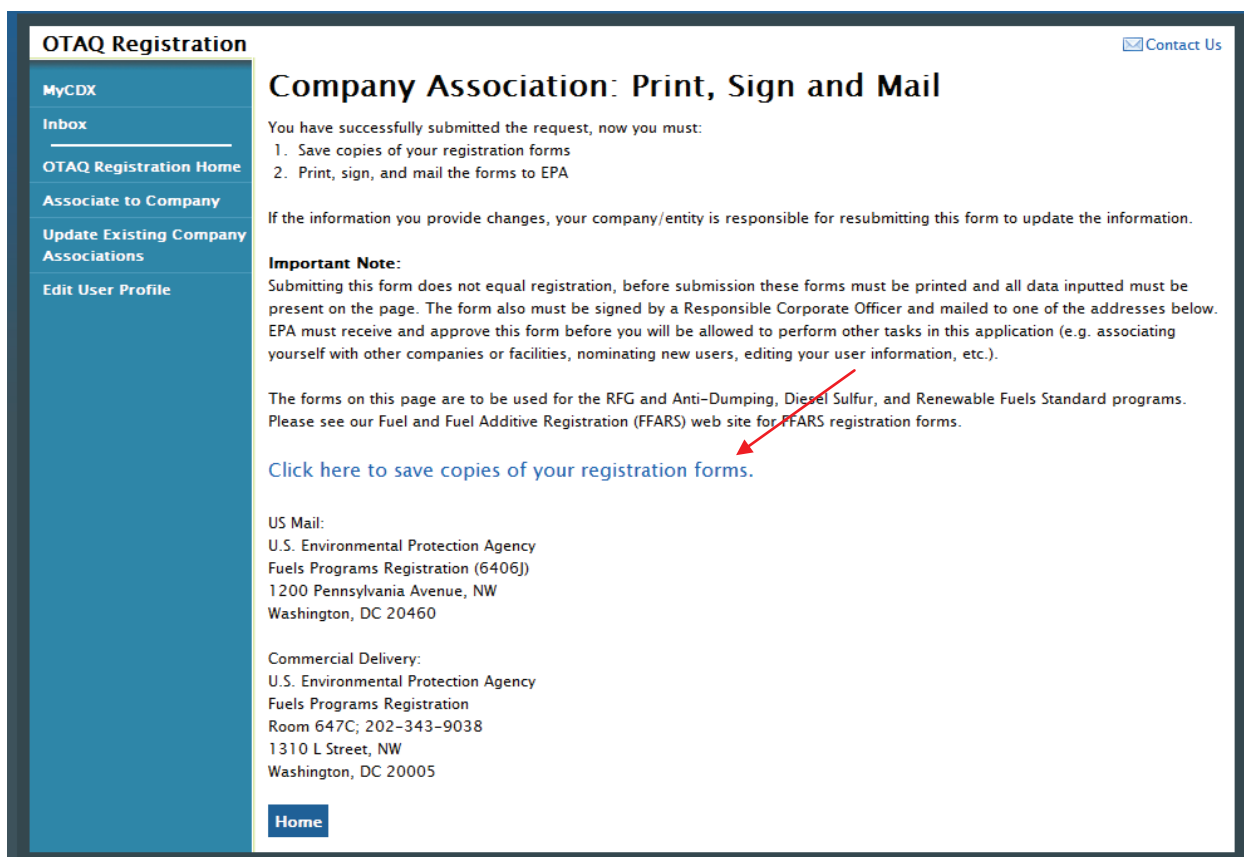


To electronically sign your User Responsibility Letter for the Company Association request, please click the “Sign Electronically” button. Figure 9-1 will display. Please reference Appendix B: Using the e-Signature Widget for instructions on signing electronically.

Note: The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Please refer to Appendix B: Using the e-Signature Widget for further details.

If you wish to submit hard copies of your registration forms to the Fuels Program or your RCO does not have e-signature capabilities, please click the “Print, Sign and Mail” button. Figure 4-16 will display.

Figure 4-16 Company Association: Print, Sign and Mail Page



OTAQ Registration [Contact Us](#)

Company Association: Print, Sign and Mail

You have successfully submitted the request, now you must:

1. Save copies of your registration forms
2. Print, sign, and mail the forms to EPA

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

Important Note:
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.

[Click here to save copies of your 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

[Home](#)

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 attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

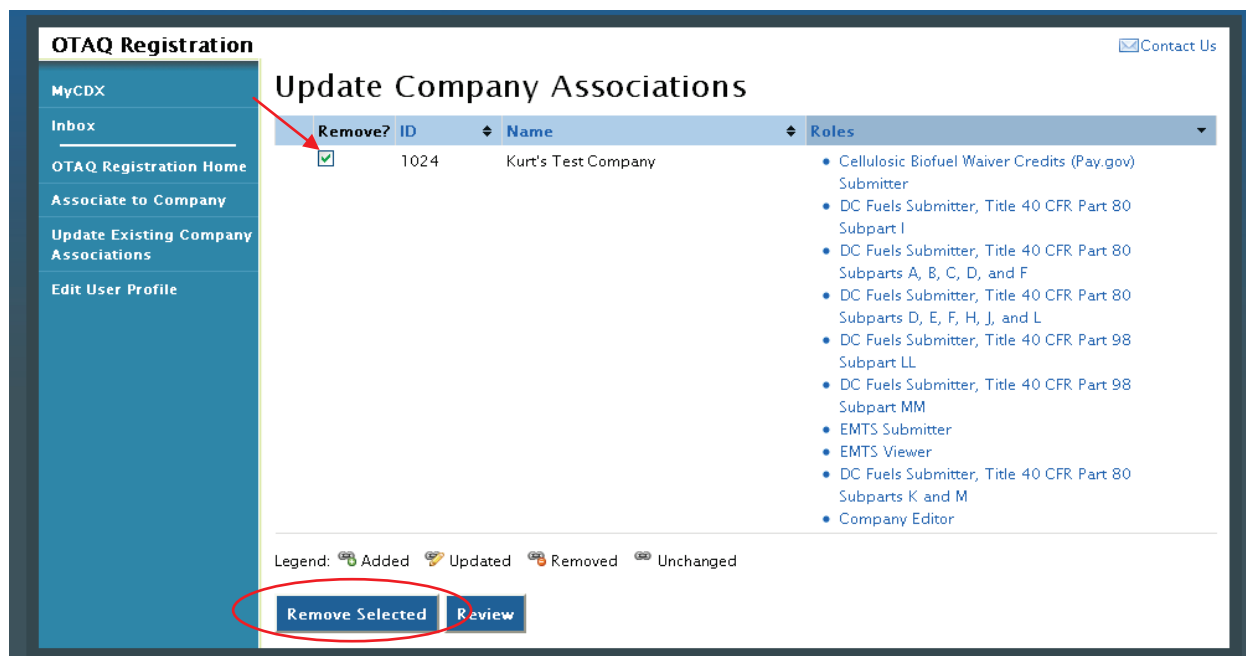
Note: All Company Association Update Requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms.

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 4.4 for information on viewing pending association requests.

4.3 Remove Existing Company Association

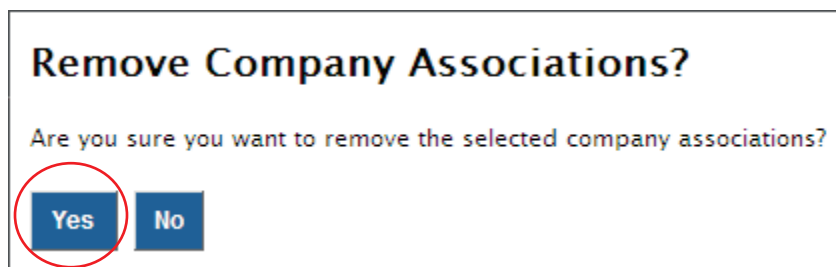
To remove an existing company association, navigate to the Update Company Associations page as shown in Figure 4-17.

Figure 4-17 Remove Company Association



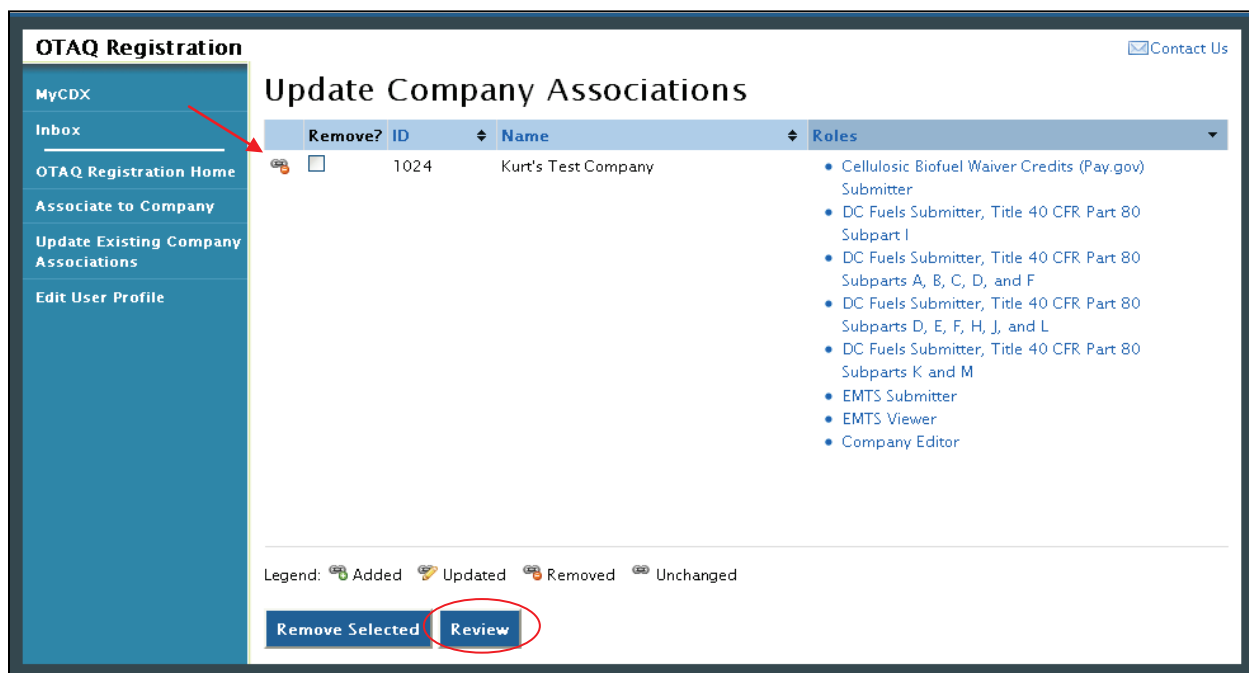
Select the checkbox next to the company association you wish to remove and click the “Remove Selected” button. Figure 4-18 will display.

Figure 4-18 Remove Company Pop-Up



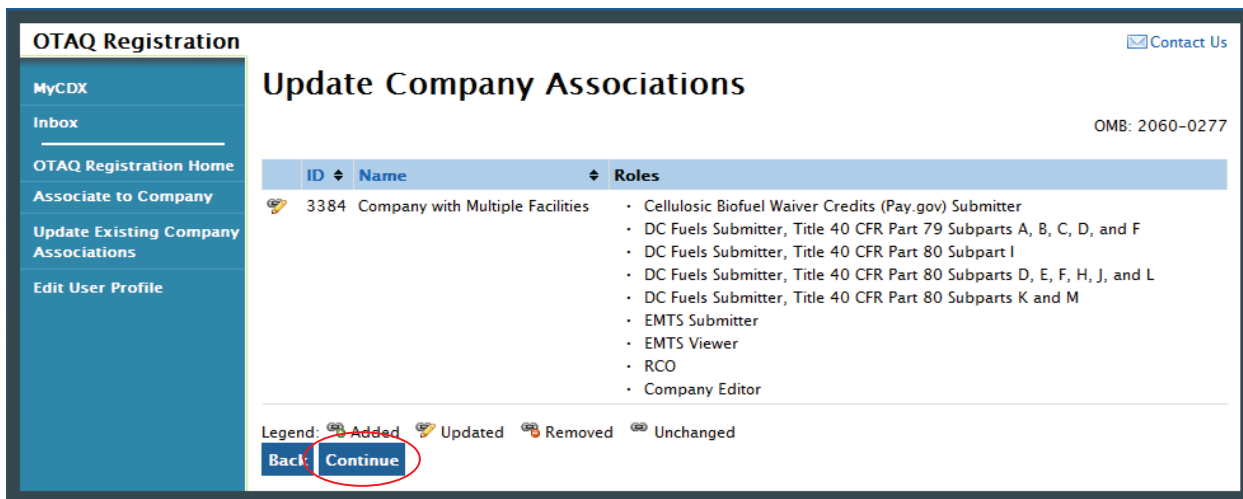
Click the “Yes” button to confirm that you would like to remove the selected company association. Figure 4-19 will display.

Figure 4-19 Removed Company Association



The removed icon will now display next to the company association you have removed. Click the “Review” button. Figure 4-20 will display.

Figure 4-20 Remove Company Association Confirmation



If the removed company association is correct, click the “Submit” button. Figure 4-21 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 4-21 Update Company Associations Page

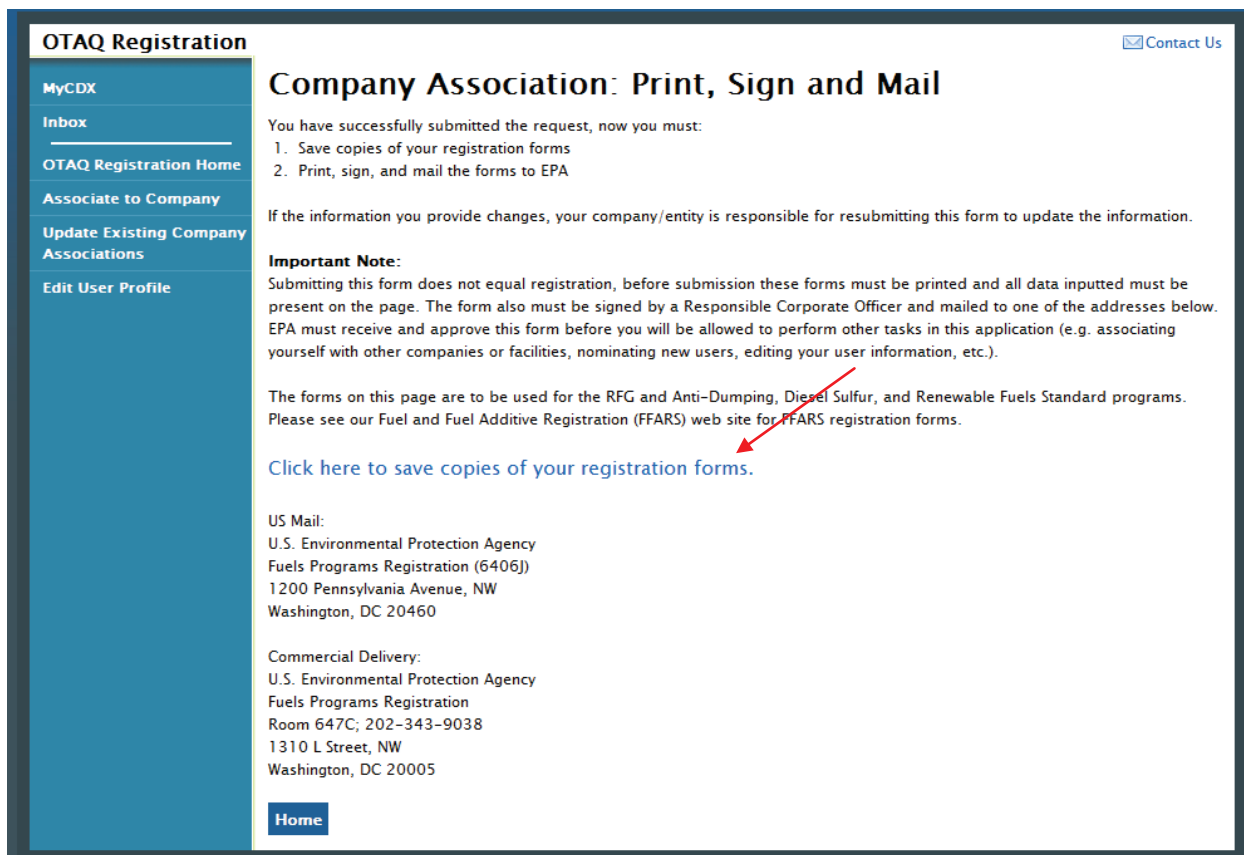


To electronically sign your User Responsibility Letter for the Company Association request, please click the “Sign Electronically” button. Figure 9-1 will display. Please reference Appendix B: Using the e-Signature Widget for instructions on signing electronically.

Note: The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Please refer to Appendix B: Using the e-Signature Widget for further details.

If you wish to submit hard copies of your registration forms to the Fuels Program or if your RCO does not have e-signature capabilities, please click the “Print, Sign and Mail” button. Figure 4-22 will display.

Figure 4-22 Company Association: Print, Sign and Mail Page



OTAQ Registration [Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Company Association: Print, Sign and Mail

You have successfully submitted the request, now you must:

1. Save copies of your registration forms
2. Print, sign, and mail the forms to EPA

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

Important Note:
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.

[Click here to save copies of your 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

[Home](#)

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 attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

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 4.4 for information on viewing pending association requests.

4.4 Pending Company Association Requests

Congratulations! You have successfully submitted your Company Association Request in the OTAQReg application. As shown in Figure 4-23, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

Figure 4-23 Pending Company Association Requests

The screenshot shows the 'OTAQ Registration Home' page. 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 has a 'Pending Requests' section with a table. The table has columns: ID, Request For, Created On, Requested By, and Status. One request is listed 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'. Below the table is a legend: New Company (green square), Company Update (yellow square), Company Association (blue square), and RCO Update (red square). Below the legend is a 'Company Information' section stating 'You are not currently associated with any companies.' and a 'Registration Lists' section with links: EPA Fuels Programs Company and Facility List, EPA Fuels Programs Company List, and Independent Lab List.

To view a pending Company Association Request, click the Company Name link for a request in the Pending Requests Queue with the Company Association icon . Figure 4-24 will display.

Figure 4-24 Company Association Request

The screenshot shows the 'Company Association Request' page. On the left is the same navigation menu as in Figure 4-23. The main content area has a 'Request Information' section with details: Request ID: CR-4937, Created On: 06/19/2013 01:53 PM, Request Type: Company Association, Modified On: 06/19/2013 01:53 PM, Request Status: Awaiting RCO Wet Ink Signature, Requested By: Jane Smith, and Username: JSMITH2201. Below this is a 'List of Changes' section with two items: 'Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F" for user "Jane Smith"' and 'Added OTAQREG role "Company Editor" for user "Jane Smith"'. Below the list of changes is a table with columns: ID, Name, and Roles. One entry is listed with ID 4695, Name Jane Smith, and Roles: DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F; Company Editor. Below the table is a legend: Added (green square), Updated (yellow square), Removed (red square), and Unchanged (blue square). At the bottom are two buttons: 'Return' and 'Cancel Request', which are circled in red.

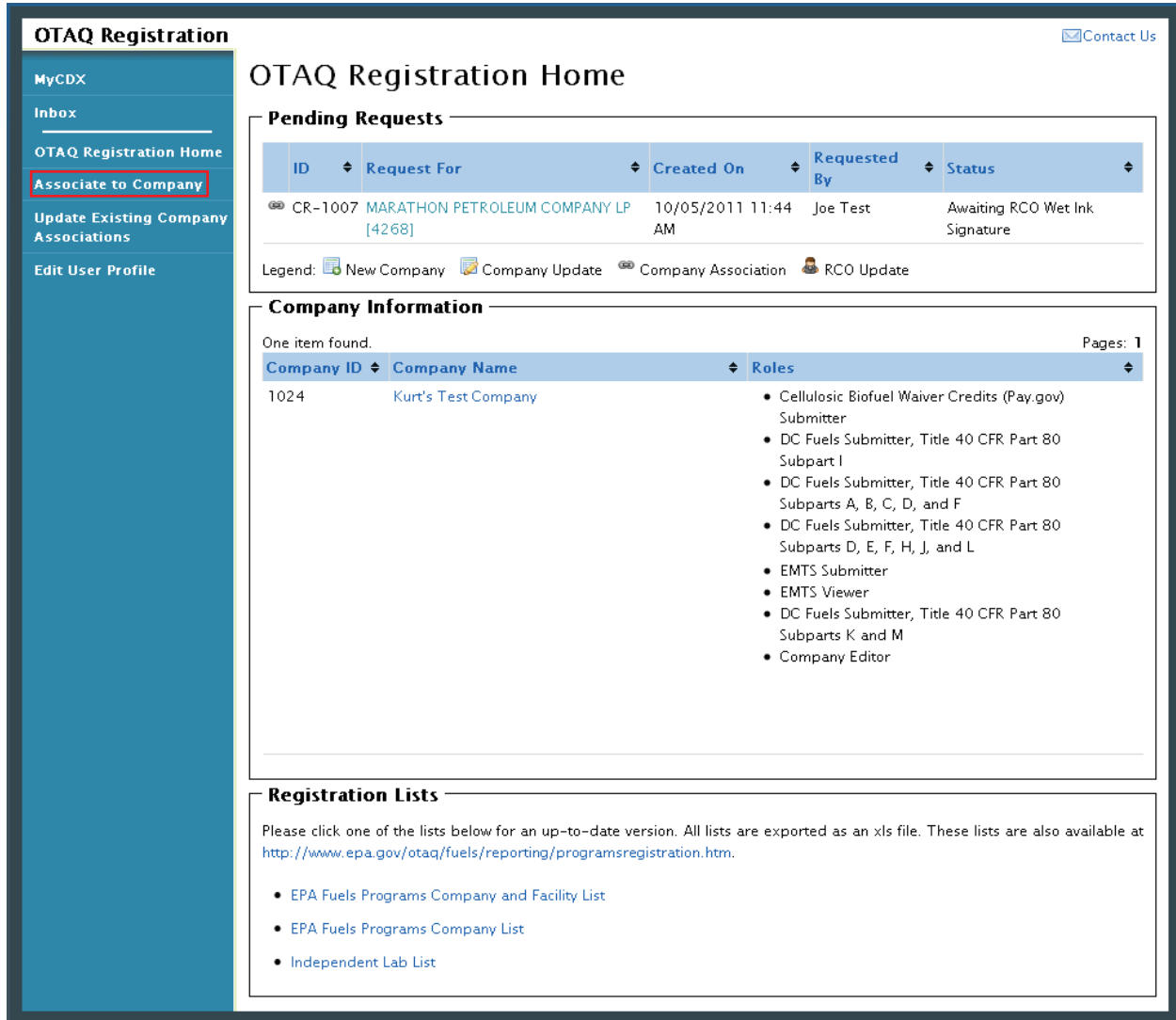
The Company Association Request page displays all request information. To return to the OTAQReg Home Page click the “Return” button.

To cancel the Company Association Request, click the “Cancel Request” button. A notification window will appear, prompting you to select the “Yes” button to continue with the request cancellation or the “No” button to return to the previous page. The request will be canceled immediately and will no longer display in the Pending Requests queue.

5 Create New Company

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

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

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 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 as seen in Figure 5-1. Figure 5-2 will display.

5.1 Verify Company Does Not Exist in OTAQReg

Figure 5-2 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 as seen in Figure 5-2. Figure 5-3 will display.

Please note, search terms act together to narrow results. For example, searching on the state New York and the city New will return all companies located in New York state that have New in their city’s name. It is recommended that companies use broad searches to avoid delays and registration issues caused by a user attempting to duplicate a company registration.

Figure 5-3 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 4.1 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 5-4 will display.

5.2 Create Company Details

Figure 5-4 Create New Company: Company Details Page

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Create New Company: Company Details

Basic Information

Company Name and Location

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

* Company Name:

* Address 1:

* Created On (MM/DD /YYYY):

10/05/2011

Address 2:

Valid From (MM/DD /YYYY):

10/05/2011

* City:

Valid To (MM/DD /YYYY):

Optional

* State:

Please Select From List

* Postal Code:

* Country:

United States

Responsible Corporate Officer (RCO) Info

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

RCO CDX User ID:

* RCO E-mail:

* RCO Name:

* Confirm RCO E-mail:

* RCO Title:

* RCO Phone:

 x

RCO Fax:

Program Type and Business Activities

Program Type and Business Activities

☐ Gasoline
 ☐ Diesel
 ☐ Renewable Fuel Standard

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

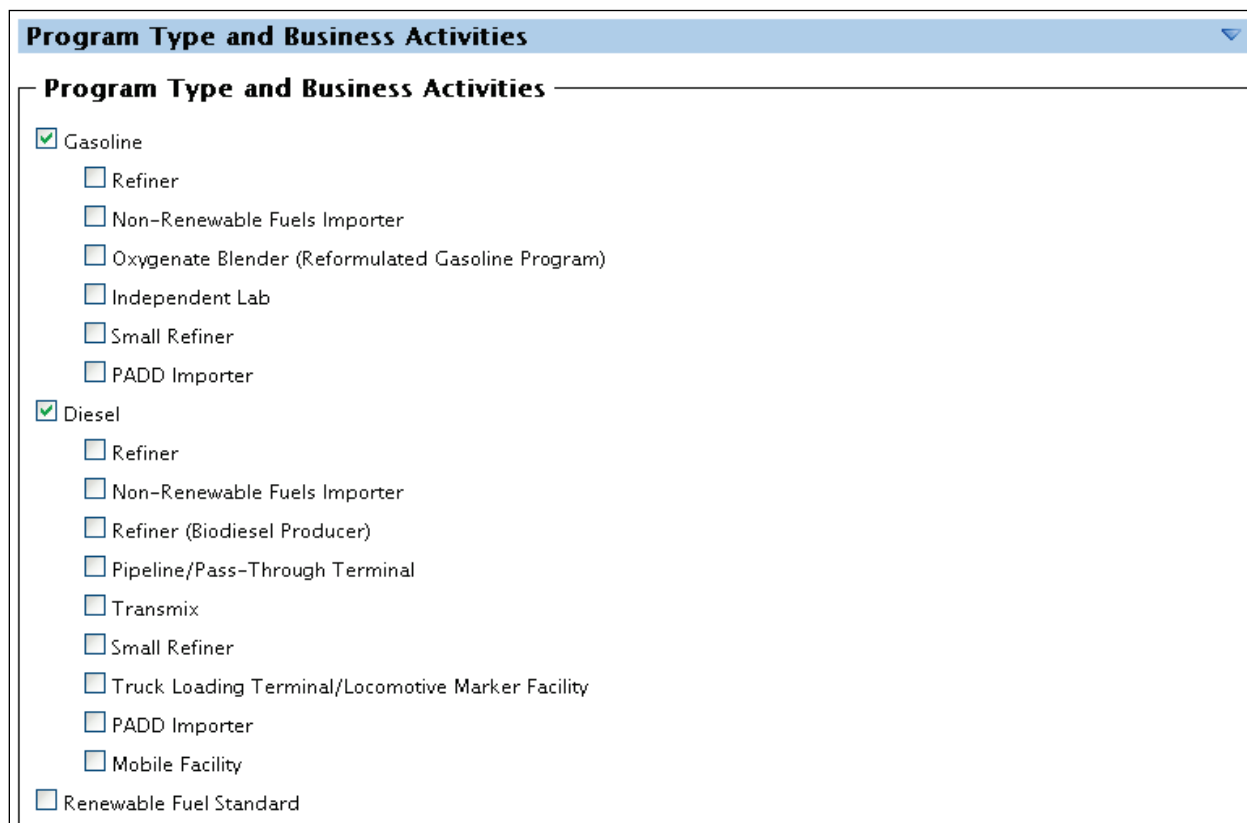
Next

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 shown in Figure 5-5.

Figure 5-5 Program Types and Business Activities



Program Type and Business Activities

Program Type and Business Activities

☒ Gasoline

- ☐ Refiner
- ☐ Non-Renewable Fuels Importer
- ☐ Oxygenate Blender (Reformulated Gasoline Program)
- ☐ Independent Lab
- ☐ Small Refiner
- ☐ PADD Importer

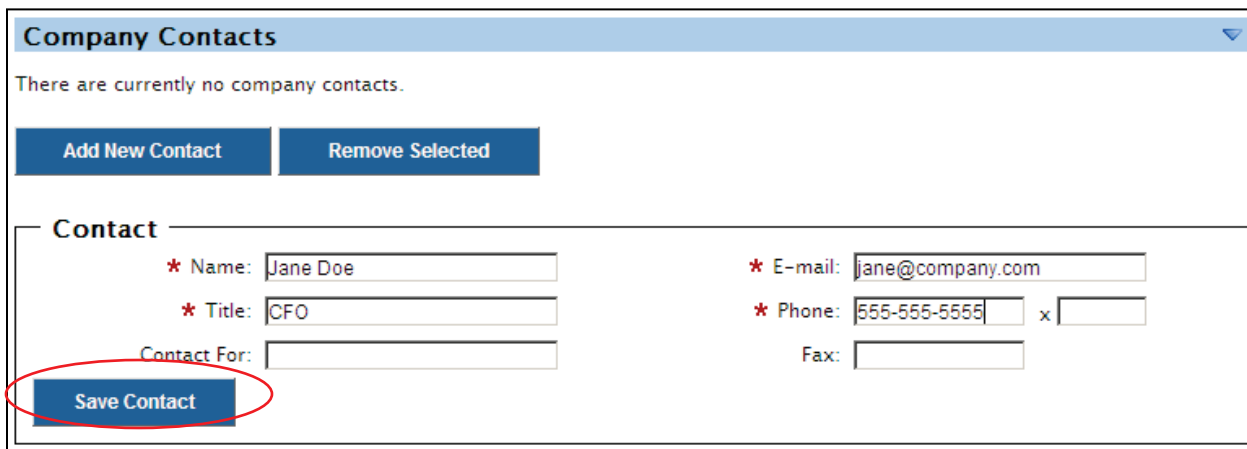
☒ Diesel

- ☐ Refiner
- ☐ Non-Renewable Fuels Importer
- ☐ Refiner (Biodiesel Producer)
- ☐ Pipeline/Pass-Through Terminal
- ☐ Transmix
- ☐ Small Refiner
- ☐ Truck Loading Terminal/Locomotive Marker Facility
- ☐ PADD Importer
- ☐ Mobile Facility

☐ Renewable Fuel Standard

To add a company contact, click the “Add New Contact” button. Figure 5-6 will display.

Figure 5-6 Company Contacts

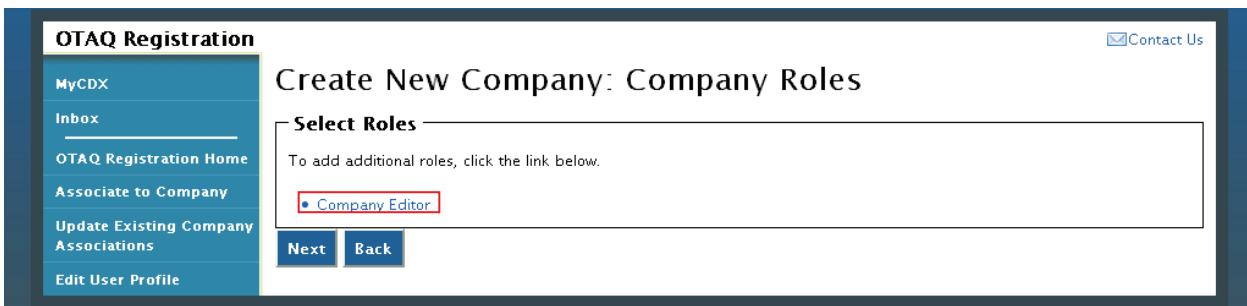


Enter information in all required fields by typing in the textboxes. Click the “Save Contact” button. The contact will now be listed in the company details.

After you have provided your complete company details, click the “Next” button. Figure 5-7 will display.

5.2.1 Select Company Roles

Figure 5-7 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 5-8 will display.

Figure 5-8 Company Roles Pop-Up

Select Roles for First National Chemical Company [3377]

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 Roles: Only select programs your company can submit reports for. If your company is not registered or registering for a program do not select that program's subpart.

☐ DC Fuels Submitter, Third Party Engineering Review
☐ DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subpart I
☐ 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
☐ EMTS Submitter
☐ EMTS Viewer

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

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. Figure 5-9 will display.

Figure 5-9 Selected Company Roles

OTAQ Registration

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

Create New Company: Company Roles

Select Roles

To add additional roles, click the link below.

- Company Editor
- 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
- EMTS Submitter

Next **Back**

Click the “Next” button. Figure 5-10 will display.

5.3 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 5-10 Create New Company: Facility List

Click the “Review” button. Figure 5-11 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 shown in Figure 4-11 (continue to Section 5.5).

Figure 5-11 Create New Company: Facility List Requires Facility

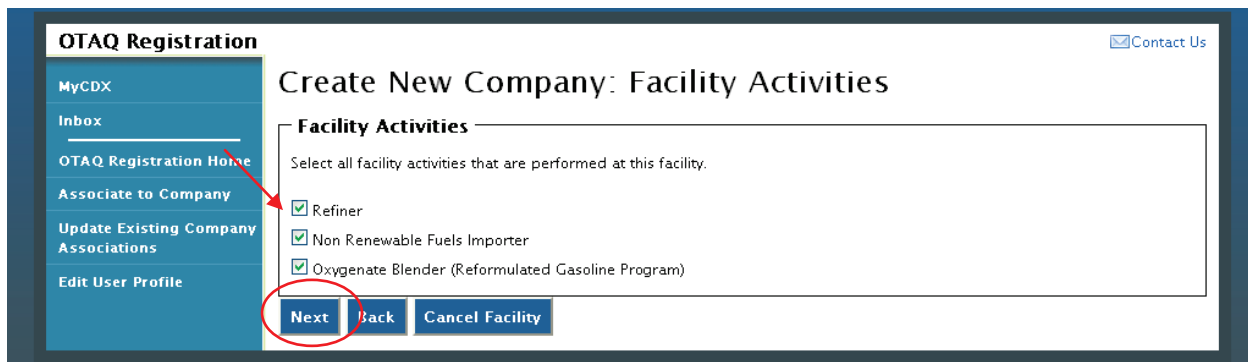
To add a facility to your company click the “Add Facility” button. Figure 5-12 will display.

Figure 5-12 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 5-13 will display. (Note: if your facility processes both diesel/biodiesel and gas/ethanol, it will be necessary to create two facilities with the same address and different facility types.)

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

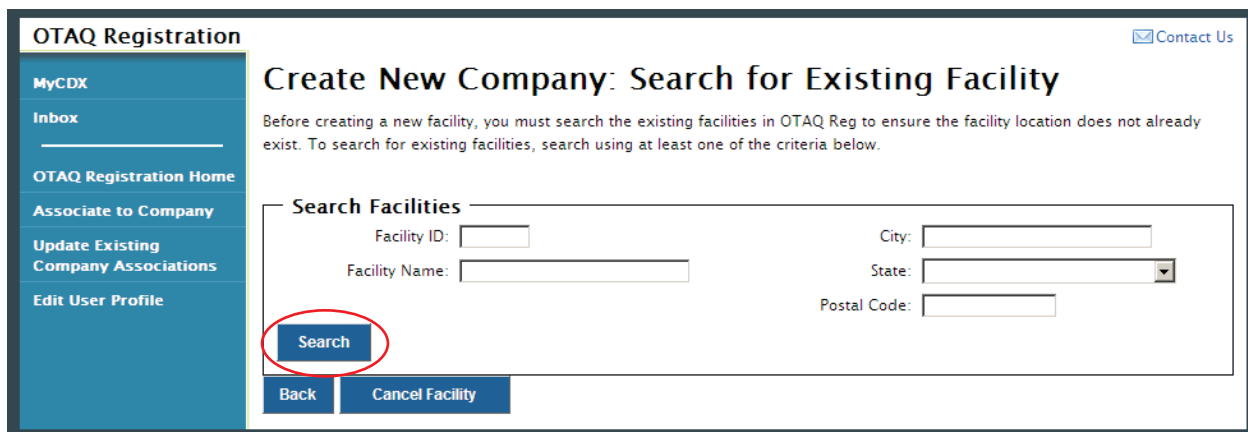
Figure 5-13 Create New Company: Facility Activities



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 5-14 will display.

5.4 Verify Facility Does Not Exist in OTAQReg

Figure 5-14 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 5-15 will display.

Please note, search terms act together to narrow results. For example, searching on the state New York and the city New will return all facilities located in New York state that have New in their city’s name. It is recommended that companies use broad searches to avoid delays and registration issues caused by a user attempting to duplicate a facility registration.

Figure 5-15 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 5.4.1.2 for instructions on how to add an existing facility.

If it is determined that your facility does not currently exist in OTAQReg, click the “Create New Facility” button. Figure 5-16 will display.

5.4.1.1 Create New Facility

Figure 5-16 Create New Company: Basic Facility Details

Enter information for all required fields. Required fields are identified with a red star. Click the “Next” button when finished. Figure 5-17 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 5-17 Create New Company: Facility Details

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Create New Company: Facility Details

Record Storage

Record Storage

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

★ Location:

★ Address 1:

Address 2:

★ City:

★ State:

★ Postal Code:

★ Country:

★ Contact Name:

★ Contact Title:

★ Contact E-mail:

★ Contact Phone: x

Contact Fax:

Renewable Facility Information

Renewable Facility

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

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

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

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

Fuels Imported/Created & Pathways

Facility Totals

★ Permitted Capacity (gallons):

40 CFR 80.1401

★ Actual Peak Capacity (gallons):

There are currently no fuels.

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.

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Click the “Save Facility” button when finished. Figure 5-18 will display.

Figure 5-18 Create New Company: Facility List

If the displayed facility information is correct, click the “Review” button. Figure 5-23 will display (continue to Section 5.5).

5.4.1.2 Add Existing Facility

Figure 5-19 Select Existing Facility

ID	Name	Type	Location
80053	Augustine Test Co.	Diesel/Biodiesel - Pipeline	12345 Test Way St. Augustine, Florida 90424 United States
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 as seen in Figure 5-19. Figure 5-20 will display.

Figure 5-20 Existing 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

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".

<p>* Facility Name: <input type="text" value="Reserved25GL TEST"/></p> <p>* Valid From (MM/DD/YYYY): <input type="text" value="10/5/11"/> </p> <p>Valid To (MM/DD/YYYY): <input type="text"/> Optional</p>	<p>Address 1: Test</p> <p>Address 2:</p> <p>City: Test</p> <p>State: Tennessee</p> <p>Postal Code: 12345</p> <p>Country: United States</p>
---	--

Facility Contact

<p>* Contact Name: <input type="text"/></p> <p>* Contact Title: <input type="text"/></p>	<p>* Contact E-mail: <input type="text"/></p> <p>* Contact Phone: <input type="text"/> x <input type="text"/></p> <p>Contact Fax: <input type="text"/></p>
--	--

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 5-21 will display.

Figure 5-21 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:

Please Select From List

★ Postal Code:

★ Country:

United States

★ 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)

Please Select From List

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

Please Select From List

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 5-22 will display.

Figure 5-22 Review 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
<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 5-23 will display.

5.5 Review and Submit New Company Information

Figure 5-23 Create New Company: Review

OTAQ Registration Contact Us

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 “Continue” button. Figure 5-24 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 5-24 Create New Company: Print and Sign Page

OTAQ Registration [Contact Us](#)

Create New Company: Print and Sign

Click the "Sign Electronically" button to electronically submit the request using the CDX eSignature Widget, or click the "Print, Sign and Mail" button to print a copy of the request and apply your wet ink signature then mail to one of the two addresses on the following confirmation page.

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.](#)

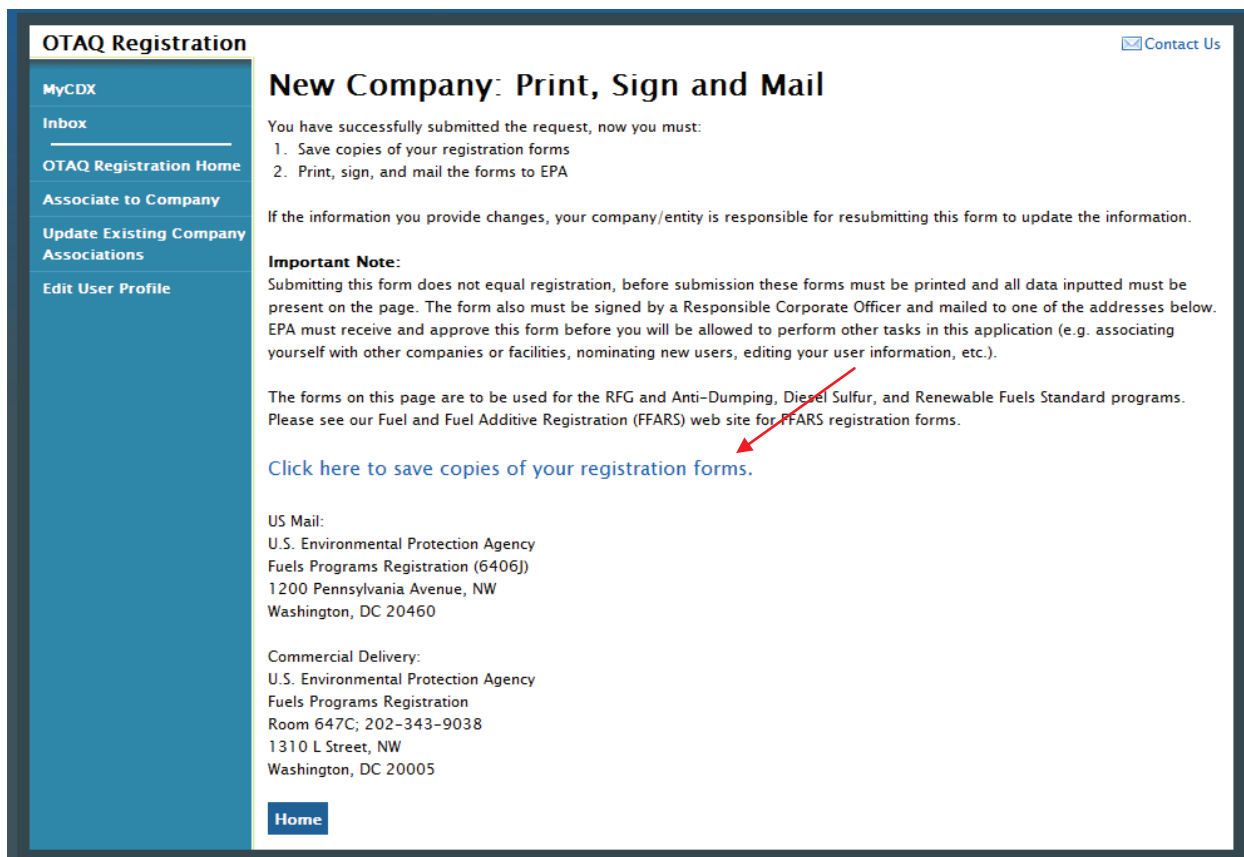
[Sign Electronically](#) [Print, Sign and Mail](#)

To electronically sign your User Responsibility Letter for the Company Association request, click the "Sign Electronically" button. Figure 9-1 will display. Please reference Appendix B: Using the e-Signature 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 Appendix B: Using the e-Signature Widget for further details.

If you wish to submit hard copies of your registration forms to the Fuels Program or if your RCO does not have e-signature capabilities, please click the "Print, Sign and Mail" button. Figure 5-25 will display.

Figure 5-25 New Company: Print, Sign and Mail Page



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

Once you have submitted your New Company Request, you will receive an email notification stating your new company is awaiting RCO signature. The company request will appear in the pending requests section of your OTAQ Registration Home Page as shown in Figure 5-26.

5.6 Pending New Company Requests

Congratulations! You have successfully submitted your New Company Request in the OTAQReg application. As shown in Figure 5-26, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

Figure 5-26 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 New Company icon . Figure 5-27 will display.

Figure 5-27 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.

View printer-friendly version

Request Information

Request ID : CR-1012

Request Type : New Company

Request Status : Awaiting RCO Wet Ink Signature

Created On : 10/05/2011 12:43 PM

Modified On : 10/05/2011 12:43 PM

Requested By : Joe Test

Company Details

Roles

Facility Details

Basic Information

Company Name and Location

Company ID:

Company Name: Test Company A

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

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

Valid To (MM/DD /YYYY):

Address 1: 3400 Test Street

Address 2:

City: San Diego

State: California

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: otaqregro@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

Cancel Request

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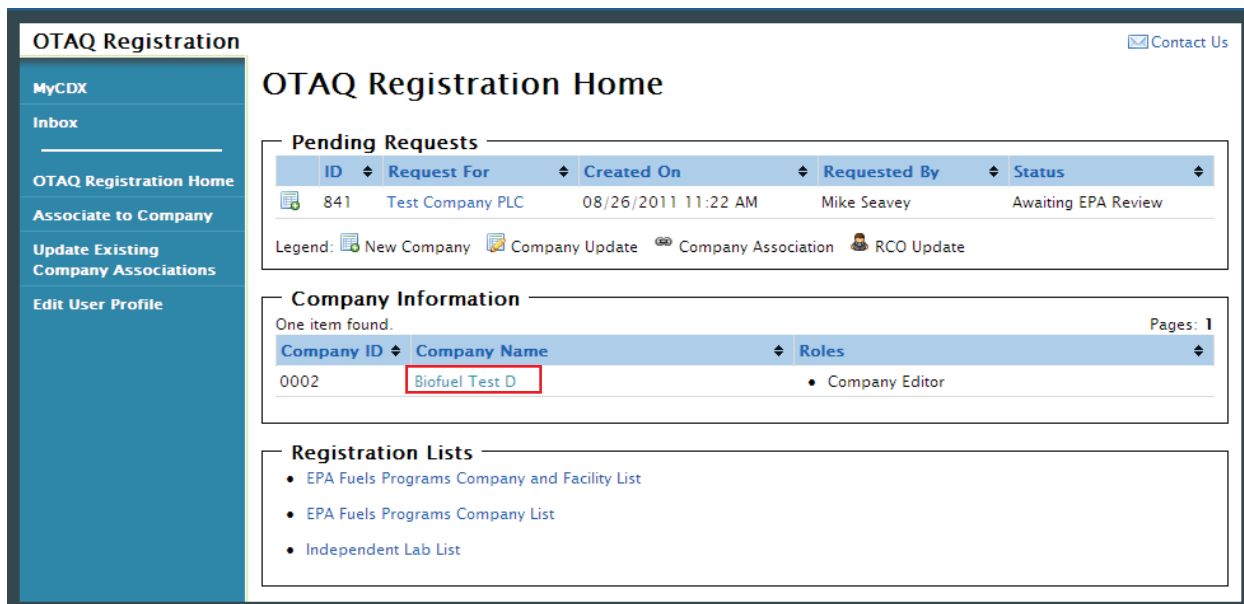
The New Company Request page displays all of the company's information. To return to the OTAQReg Home Page click the "Return" button.

To cancel the New Company Request, click the "Cancel Request" button. A notification window will appear, prompting you to select the "Yes" button to continue with the request cancellation or the "No" button to return to the previous page. The request will be canceled immediately and will no longer display in the Pending Requests queue.

6 View Company Details

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

Figure 6-1 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 as seen in Figure 6-1. The company details will display as shown in Figure 6-2.

Figure 6-2 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.

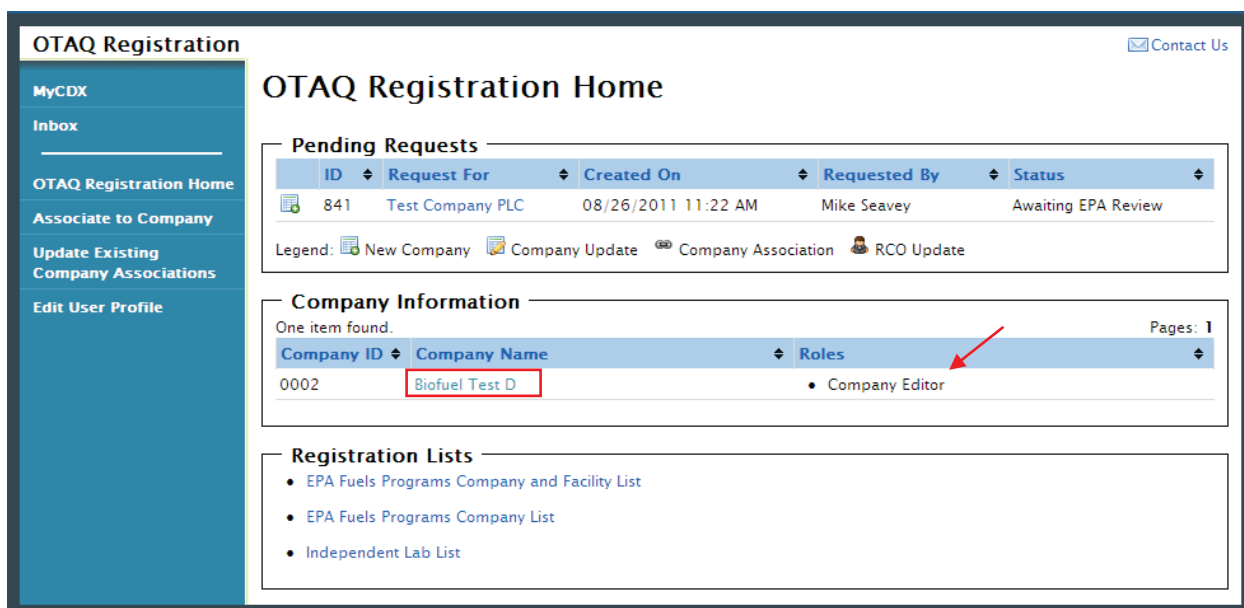
7 Edit Company Details

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.

7.1 Edit Company Details

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	<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 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 as seen in Figure 7-1. Figure 7-2 will display.

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: 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 7-3 will display.

Figure 7-3 Company Details Edit Page

United States Environmental Protection Agency

Logged in as MPSEAVEY3 (Logout)

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	* Address 1: <input type="text" value="3000 Test Street"/>
* Company Name: <input type="text" value="Biofuel Test D"/>	Address 2: <input type="text"/>
* Created On: 07/29/2011 (MM/DD/YYYY):	* City: <input type="text" value="Springfield"/>
Valid From: 07/29/2011	* State: <input type="text" value="South Carolina"/>
(MM/DD/YYYY):	* Postal Code: <input type="text" value="12345"/>
Valid To: <input type="text"/>	* Country: <input type="text" value="United States"/>
(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	Initiate RCO Update Request
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
- ☐ 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)

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 7.4 and 7.6 respectively.

When all updates have been made, click the “Review” button. Figure 7-4 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.

7.2 Review Company Details Changes

Figure 7-4 Company Information: Review

United States Environmental Protection Agency

Logged in as MPSEAVEY3 (Logout)

OTAQ Registration

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

Company Information: Review

You are currently in EDIT mode.

Company Info

Basic Information

Company Name and Location

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 Road
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

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

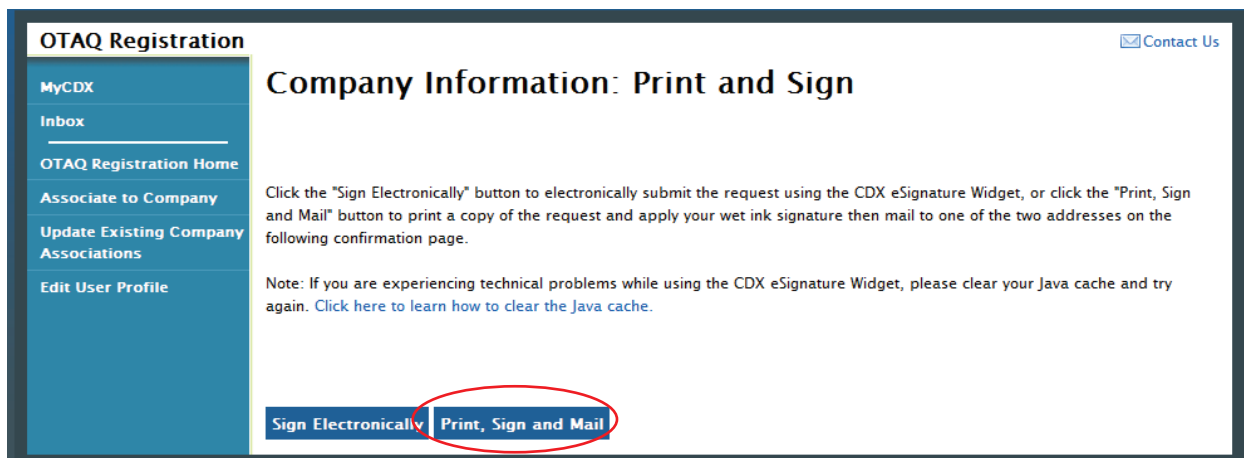
Legend:
 Added
 Updated
 Removed
 Unchanged

Back
Continue

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 “Continue” button. Figure 7-5 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 7-5 Company Information: Print and Sign Page

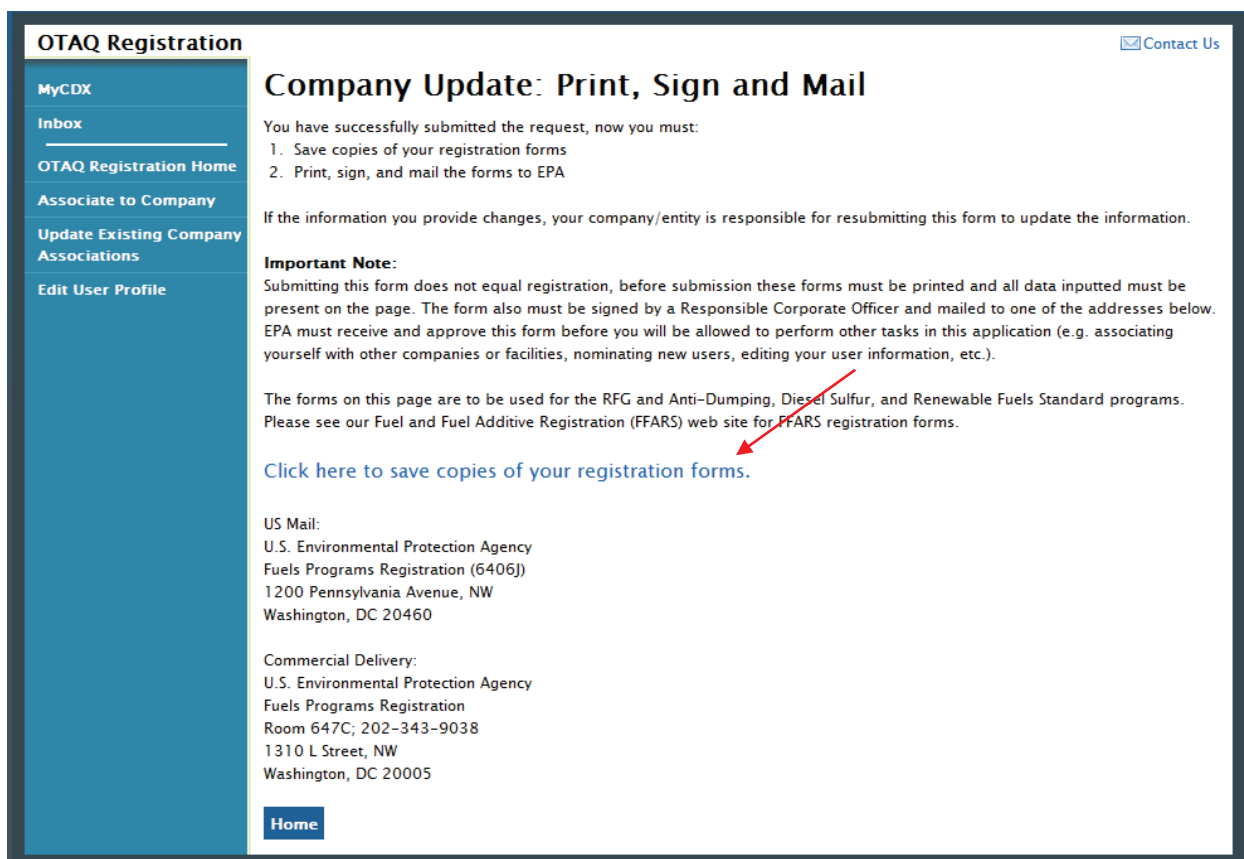


To electronically sign your User Responsibility Letter for the Company Association request, please click the “Sign Electronically” button. The screen in Figure 9-1 will display. Please reference Appendix B: Using the e-Signature Widget for instructions on signing electronically.

Note: The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Please refer to Appendix B: Using the e-Signature Widget for further details.

If you wish to submit hard copies of your registration forms to the Fuels Program or your RCO does not have e-signature capabilities, please click the “Print, Sign and Mail” button. Figure 7-6 will display.

Figure 7-6 Company Update: Print, Sign and Mail Page



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

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 7-7. Company Updates must be signed by the Company RCO and approved by 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.

7.3 Pending Company Update Request

Congratulations! You have successfully submitted your Company Update Request in the OTAQReg application. As shown in Figure 7-7, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

Figure 7-7 Updated Company Pending Request

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 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. Below the table is a legend for request types: New Company (blue icon), Company Update (yellow icon), Company Association (grey icon), and RCO Update (red icon). The 'Company Information' section shows 'One item found' and a table with columns: Company ID, Company Name, and Roles. It lists company ID 0002, name 'Biofuel Test D', and role 'Company Editor'. The 'Registration Lists' section includes links to 'EPA Fuels Programs Company and Facility List', 'EPA Fuels Programs Company List', and 'Independent Lab List'. A 'Contact Us' link is in the top right corner.

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

Company ID	Company Name	Roles
0002	Biofuel Test D	Company Editor


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 7-8 will display.

Figure 7-8 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

View printer-friendly version

Request Information

Request ID : CR-2096

Request Type : Company Update

Request Status : Awaiting RCO Electronic Signature

Created On : 10/05/2011 01:47 PM

Modified On : 10/05/2011 01:47 PM

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

Company Name: Biofuel Test A

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

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

Valid To (MM/DD /YYYY):

Address 1: 6000 Test Street

Address 2: Suite C-1

City: Birmingham

State: Georgia

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

Cancel Request

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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. A notification window will appear, prompting you to select the “Yes” button to continue with the request cancellation or the “No” button to return to the previous page. The request will be canceled immediately and will no longer display in the Pending Requests queue.

7.4 Edit Facility Details

To edit Facility Details for a company, click the Facility Details tab shown in Figure 7-9 while in EDIT mode. Figure 7-10 will display.

Figure 7-9 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.

Company Details

Facility Details

Basic Information

Company Name and Location

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

Company ID: 3230

Address 1: 6000 Test Street

Address 2: Suite C-1

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

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

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 7-10 Company Information: Facility List



OTAQ Registration [Contact Us](#)

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

Company Information: Facility List

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

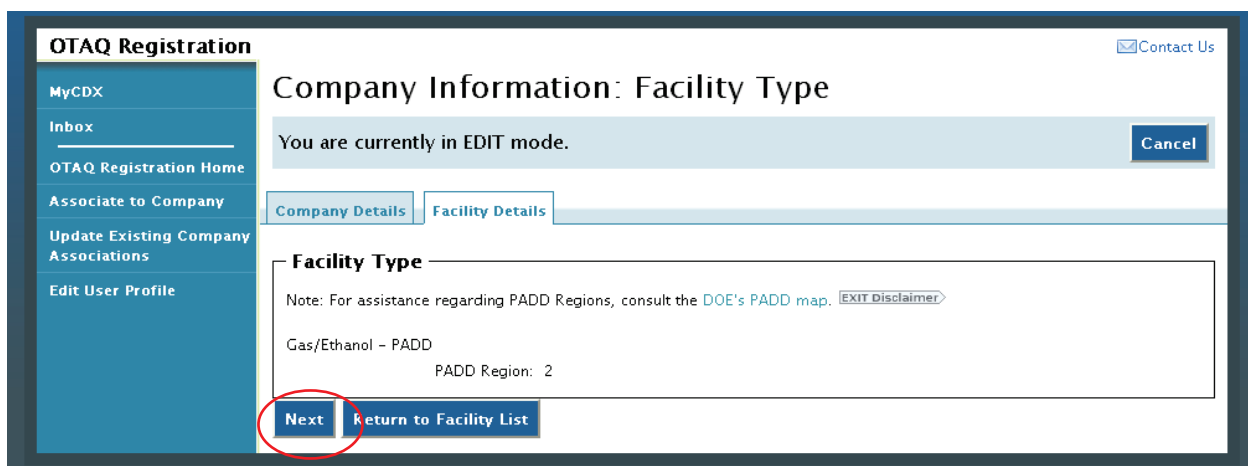
[Company Details](#) [Facility Details](#)

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 7-11 will display.

Figure 7-11 Company Information: Facility Type



OTAQ Registration [Contact Us](#)

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

Company Information: Facility Type

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

[Company Details](#) [Facility Details](#)

Facility Type

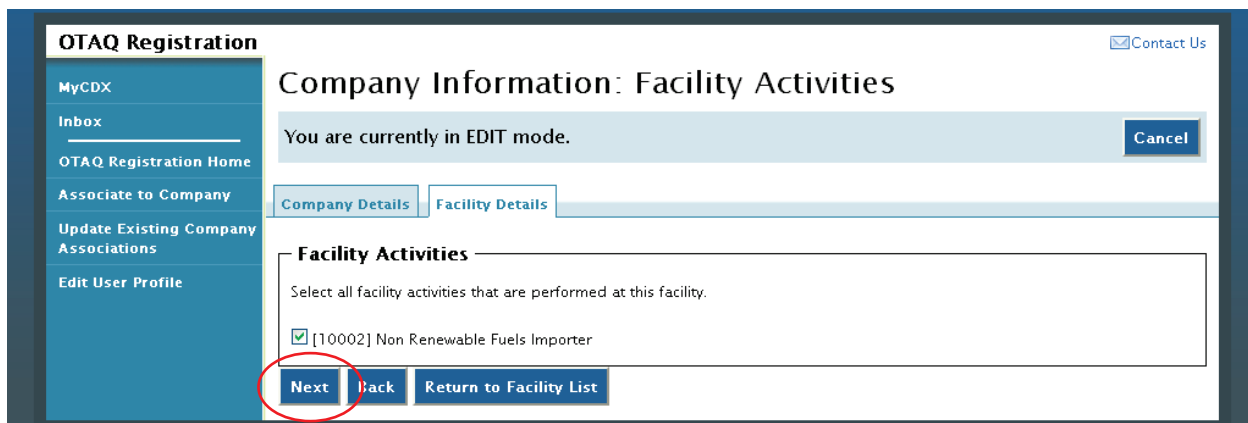
Note: For assistance regarding PADD Regions, consult the [DOE's PADD map](#). [EXIT Disclaimer](#)

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 7-12 will display.

Figure 7-12 Company Information: Facility Activities



OTAQ Registration [Contact Us](#)

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

Company Information: Facility Activities

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

[Company Details](#) [Facility Details](#)

Facility Activities

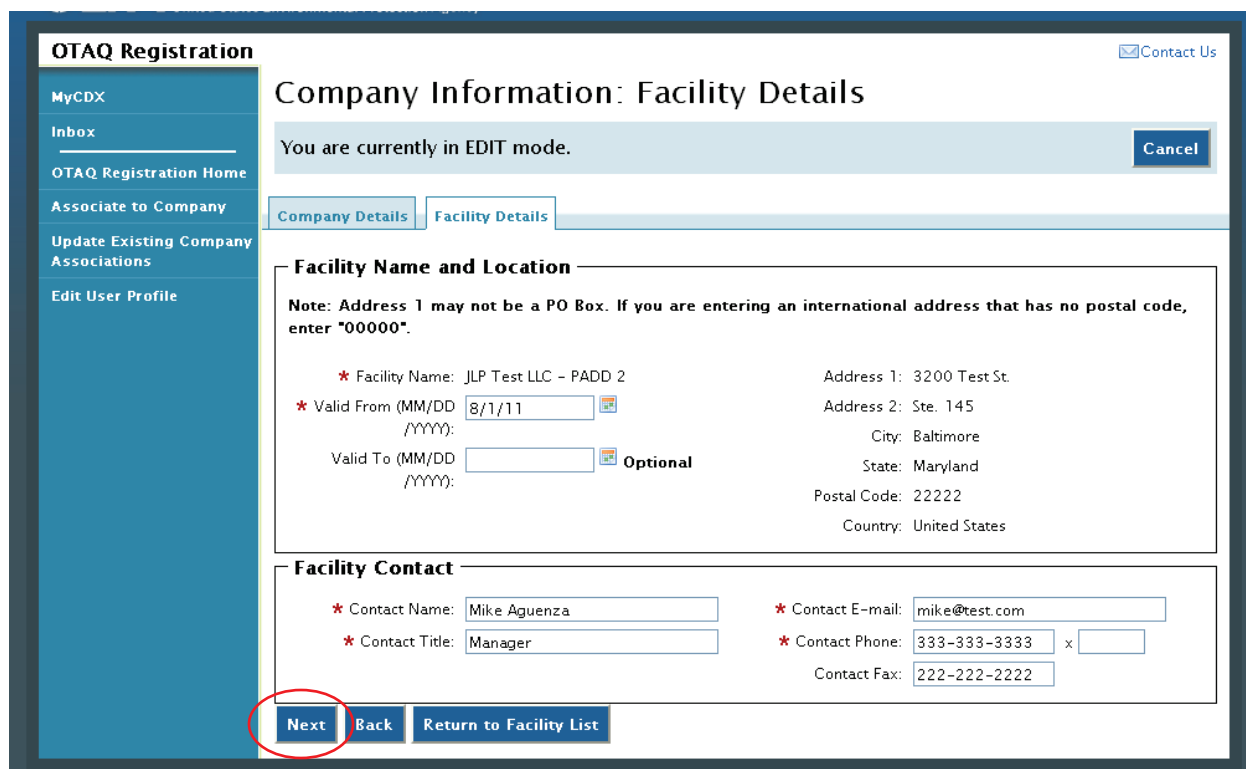
Select all facility activities that are performed at this facility.

☒ [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 7-13 will display.

Figure 7-13 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

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

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 7-14 will display.

Figure 7-14 Company Information: Facility Details

The Facility Details page is pre-populated with the current facility information. Make any required updates to the facility specific information and click the “Save Facility” button to apply the changes. Figure 7-15 will display.

Figure 7-15 Facility List: Updated Facility

The facility will display with the updated icon . Click the “Review” button and follow the steps in Section 7.2 to complete your Company Update submission.

7.5 Remove Facility

To remove a Facility from a company, click the Facility Details tab as seen in Figure 7-15 while in EDIT mode. Figure 7-16 will display.

Figure 7-16 Company Information: Facility List

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

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 7-17 will display.

Figure 7-17 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 7-18 will display.

Figure 7-18 Facility List: Removed Facility

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations


Edit User Profile

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 7.2 to complete your Company Update submission.

7.6 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 shown in Figure 7-19. Figure 7-20 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 7-19 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

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 7-20 RCO Update

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

RCO Update

Company Name and Location

Company ID: 0002

Address 1: 3000 Test Street

Company Name: Biofuel Test D

Address 2:

City: Springfield

State: South Carolina

Postal Code: 12345

Country: United States

Responsible Corporate Officer (RCO) Info

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

RCO CDX User ID:

* RCO E-mail:

* RCO Name:

* Confirm RCO E-mail:

* RCO Title:

* RCO Phone: x

RCO Fax:

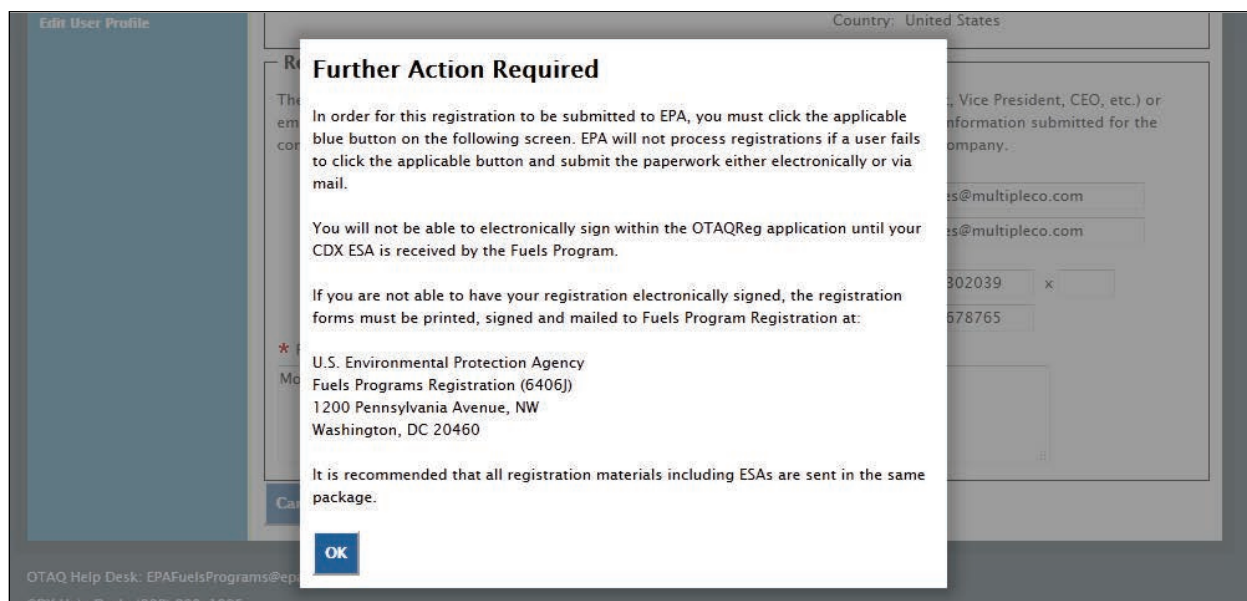
* Reason for RCO Update

Cancel

Continue

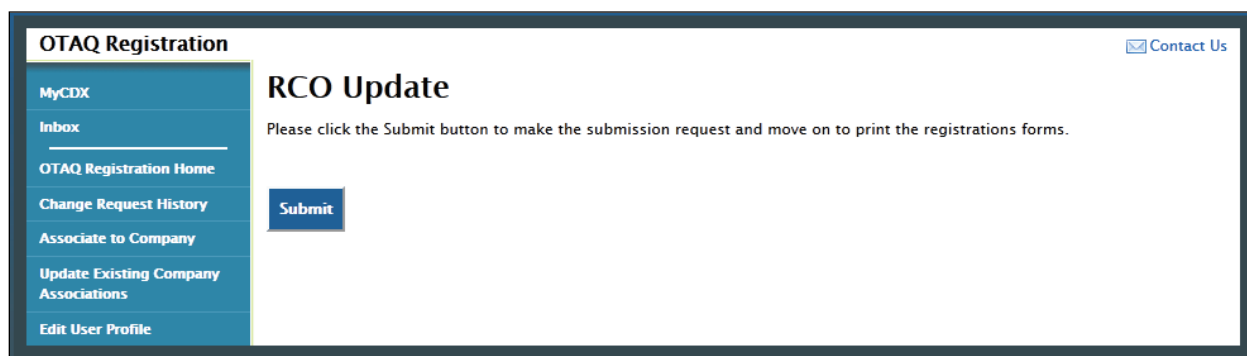
The RCO Update page is pre-populated with the current RCO information. Update the RCO information by typing in the displayed textboxes. Please note you must enter a reason for the RCO update. Once you have completed your RCO updates, click the “Continue” button. Figure 7-21 will display.

Figure 7-21 Further Action Required



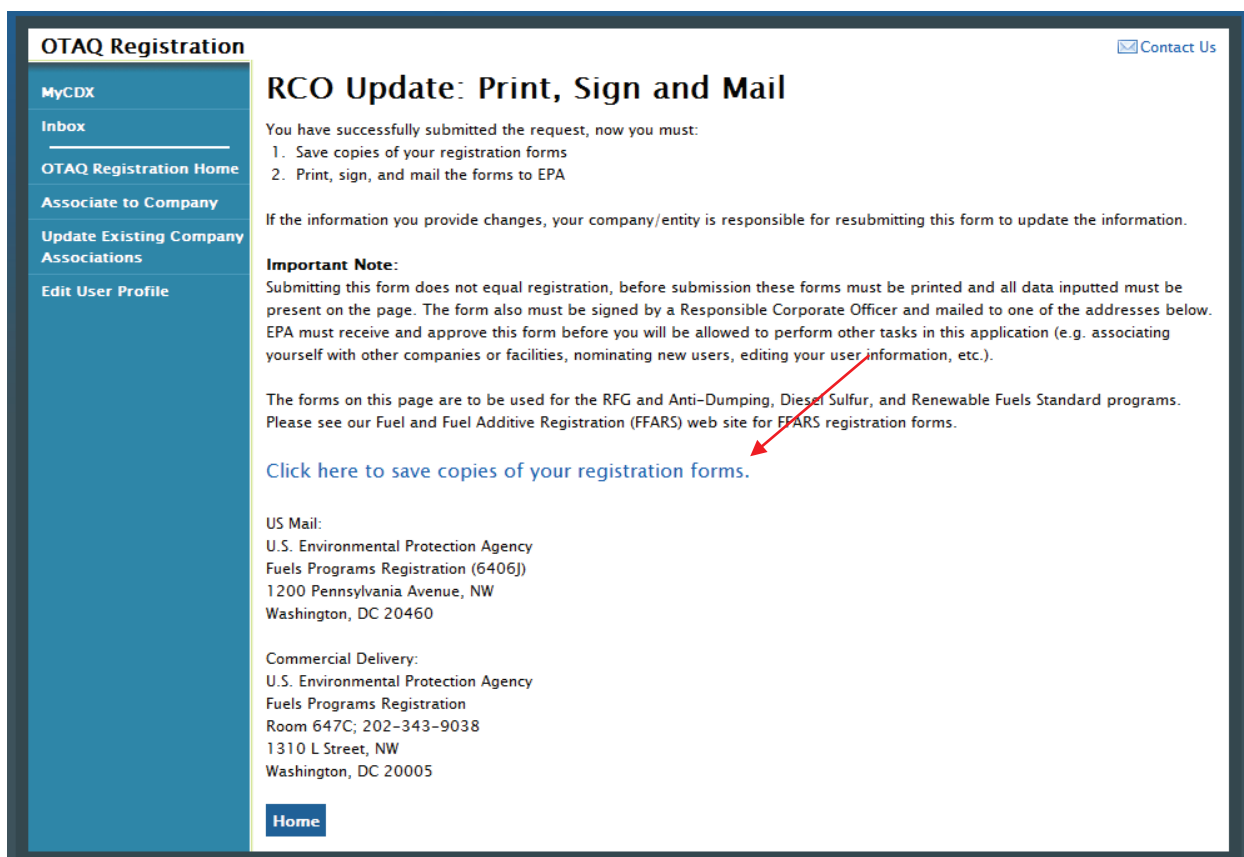
A popup window will display indicating that further action is required to complete this RCO update. Once you have reviewed the message, click the “OK” button. Figure 7-22 will display.

Figure 7-22 Submit RCO Update



Click the “Submit” button. Figure 7-23 will display.

Figure 7-23 RCO Update: Print, Sign and Mail Page



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms before submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

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 7-24.

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.

7.7 Pending RCO Update Request

Congratulations! You have successfully submitted your RCO Update Request in the OTAQReg application. As shown in Figure 7-24, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

Figure 7-24 Pending RCO Update

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
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
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 pending RCO Update Request, click the Company Name link in the Pending Requests Queue for a request identified with the RCO update icon . Figure 7-25 will display.

Figure 7-25 RCO Update Request

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

RCO Update Request

View printer-friendly version

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 "otaqregrc@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: otaqregrc@gmail.com

RCO Phone: 123-123-1234

RCO Fax: 222-222-2222

Reason for RCO Update:

Updated e-mail address and title.

Return

Cancel Request

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. A notification window will appear, prompting you to select the “Yes” button to continue with the request cancellation or the “No” button to return to the previous page. The request will be canceled immediately and will no longer display in the Pending Requests queue.

8 Appendix A: OTAQ Registration Roles

8.1 OTAQ Registration Roles

- **Limited Company Viewer:** This role has limited read-only access to associated company and facility information. Users with this role will not be able to see RCO information. These users will also be limited to only basic facility information on the Facility Details page.
- **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.

8.2 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, Third Party Engineering Review:** This role applies only if users are registering for the DC Fuels data flow and Title 40 CFR Part 80 Subpart M Independent Third Party Engineering Review. This will be automatically selected when “Independent Third Party Engineer” is chosen.
- **DC Fuels Submitter, Title 40 CFR Part 79 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 79 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.
- **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).
- **Independent Third Party Engineer:** Users should select this role if they are an independent third party engineer. Selecting this role will automatically de-select all other OTAQReg

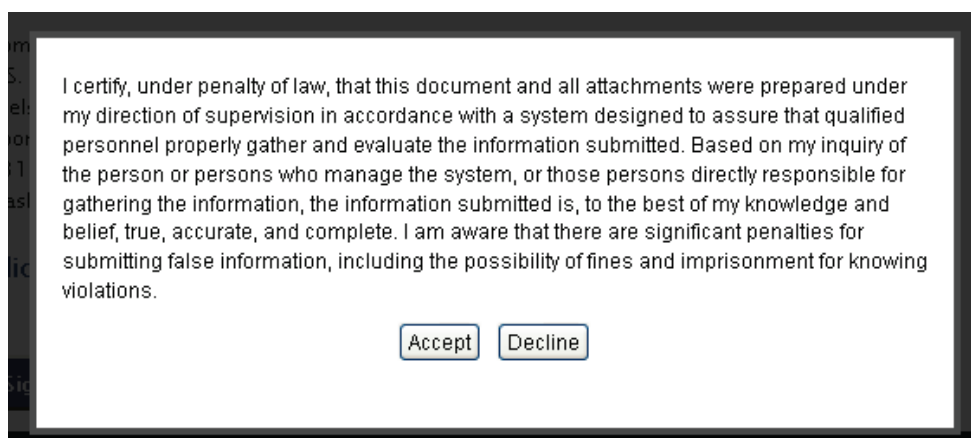
Program roles, and add the DC Fuel Submitter, Third Party Engineering Review and OTAQ Registration Company Viewer roles. All other roles will be disabled.

9 Appendix B: Using the e-Signature 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 as shown in Figure 9-1.

Figure 9-1 Certification Statement

A dialog box with a black border containing a certification statement and two buttons. The text reads: "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." Below the text are two buttons labeled "Accept" and "Decline".

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 9-2 will display.

Figure 9-2 Authentication

A screenshot of the "eSignature Widget" window. The title bar says "eSignature Widget" and there is a "close" link in the top right. The main content area has a green heading "1. Login into CDX". Below it, there are labels for "User:" and "Password:". The "User:" field contains the text "OTAQREGTESTER1". The "Password:" field is an empty text box. Below the password field is a "Login" button, which is circled in red. A "close" link is also visible in the top right corner of the window.

eSignature Widget [close](#)

1. Login into CDX

User:
OTAQREGTESTER1

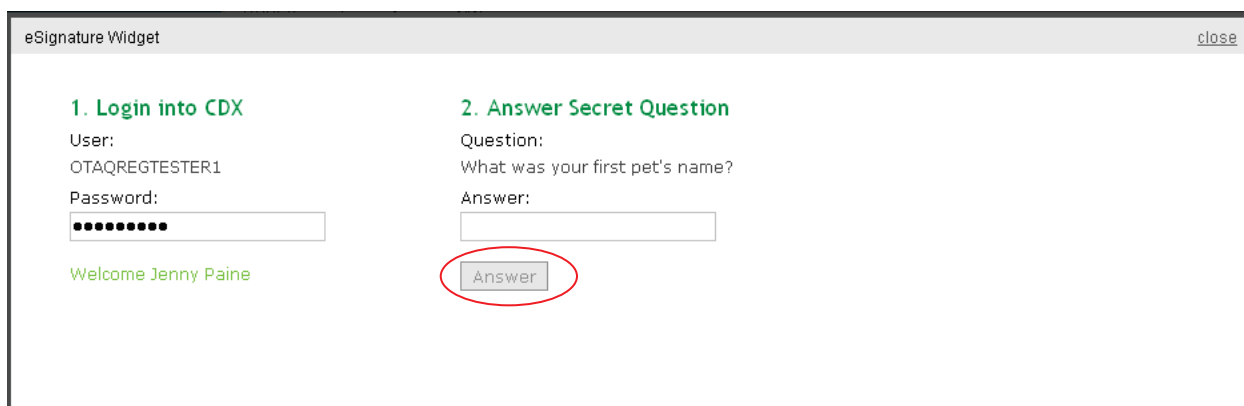
Password:

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 helpdesk@epacdx.net.

Enter your CDX user account password and click the “Login” button. Figure 9-3 will display.

Figure 9-3 Answer Secret Question

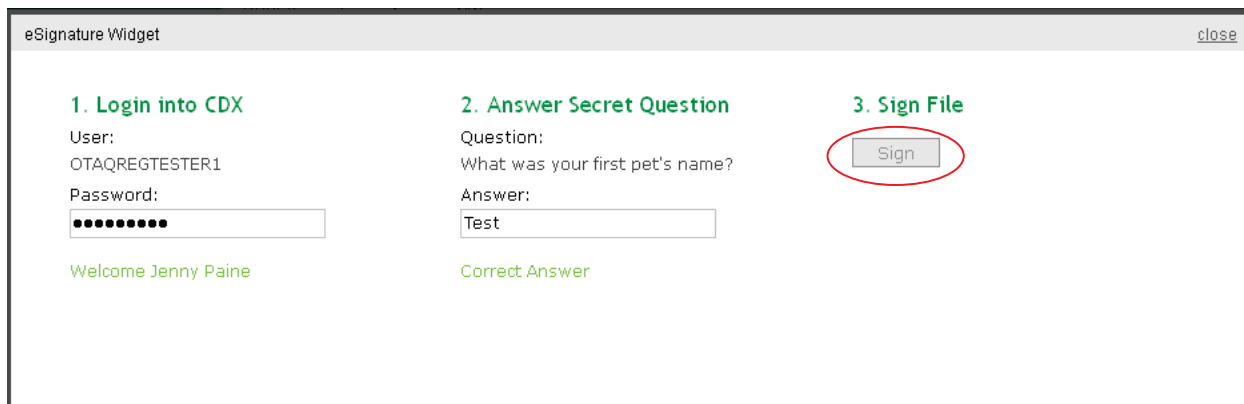


The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your e-Signature PIN verification.

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

Enter the answer you provided during your e-Signature PIN verification and click the “Answer” button. Figure 9-4 will display.

Figure 9-4 Sign File



Click the “Sign” button.

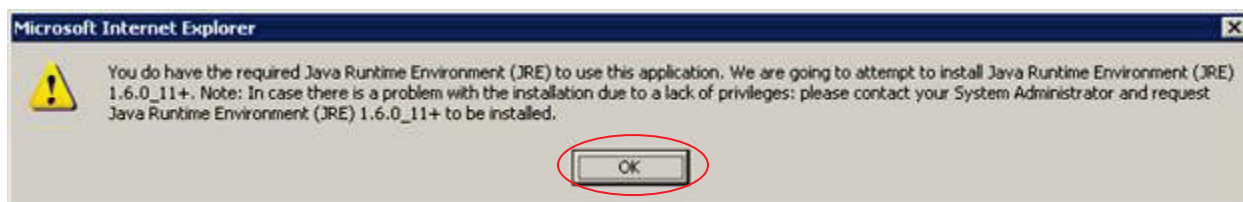
Congratulations! You have successfully electronically signed and submitted your OTAQReg submission.

10 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 shown in Figure 10-1 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 10-1 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 shown in Figure 10-2 thru Figure 10-5.

Figure 10-2 Mozilla Firefox Security Warnings

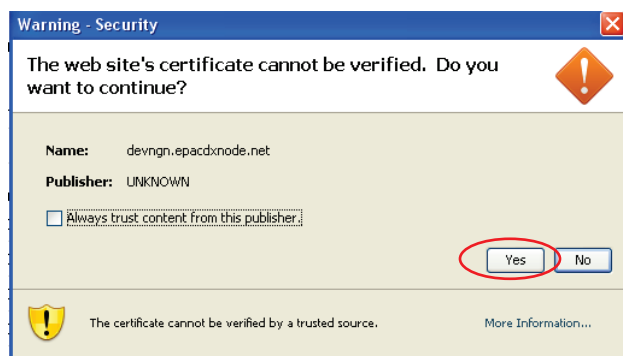


Figure 10-3 Internet Explorer Security Warnings

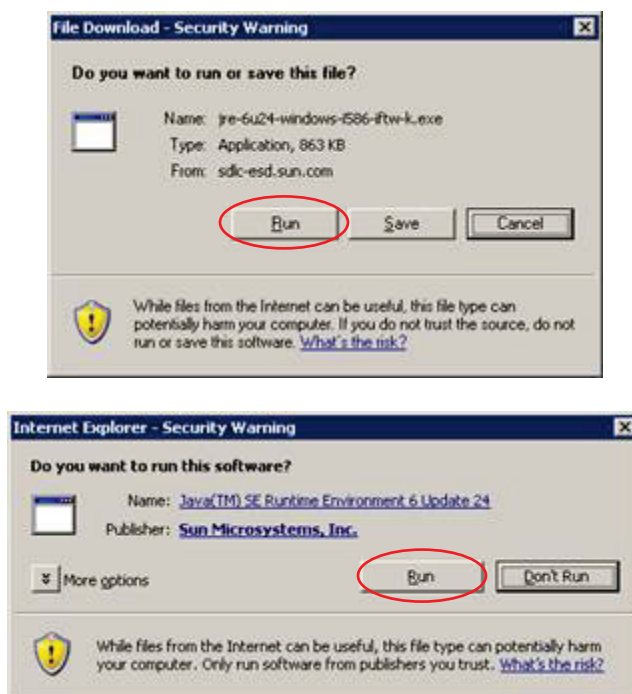


Figure 10-4 Safari Security Warnings

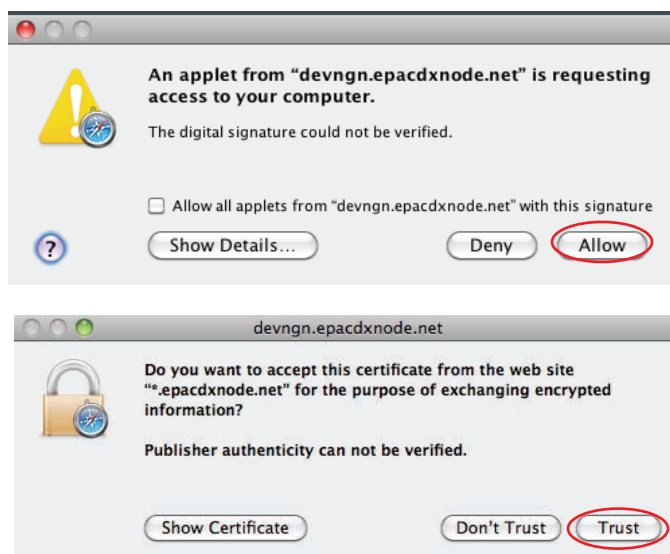
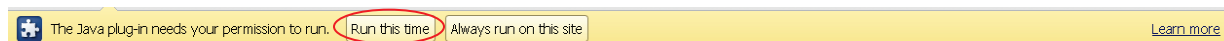


Figure 10-5 Google Chrome Security Warnings



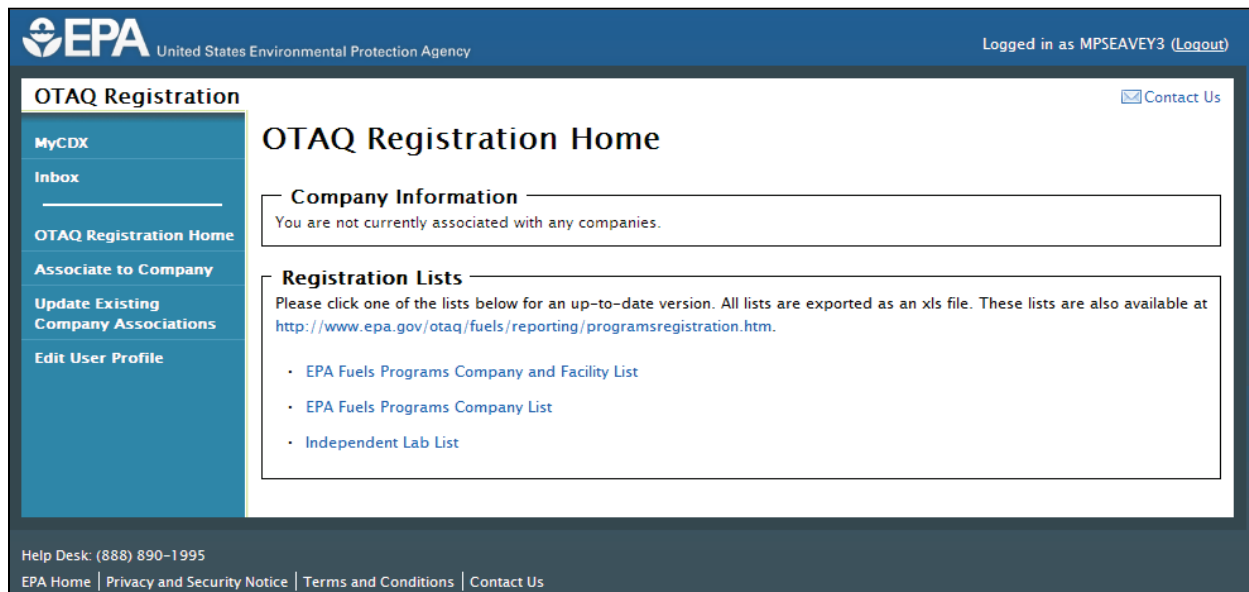


Select the “Run”, “Trust”, or “Allow” button (depending on your web browser). You may be prompted with two Security Warnings, continue to select the “Run”, “Trust” or “Allow” button.

11 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 shown in Figure 11-1.

Figure 11-1 Registration Lists



12 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/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 OTAQReg, please contact the EPA Fuels Programs and EMTS Support Line at support@epamts-support.com.