Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid



How to Edit Delegated User Roles in OTAQREG

This job aid is designed to provide a high-level overview of this task so that you can start using the redesigned OTAQREG system as quickly as possible.

Before you begin:

- You must have a Central Data Exchange (CDX) account
- You must be logged into the CDX OTAQREG program service
- You must be the Responsible Corporate
 Officer (RCO), Delegated RCO, or a
 delegated user of a registered company
 with a 4-digit EPA Company ID

For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

https://www.epa.gov/fuels-registration-reporting-and-compliance-help

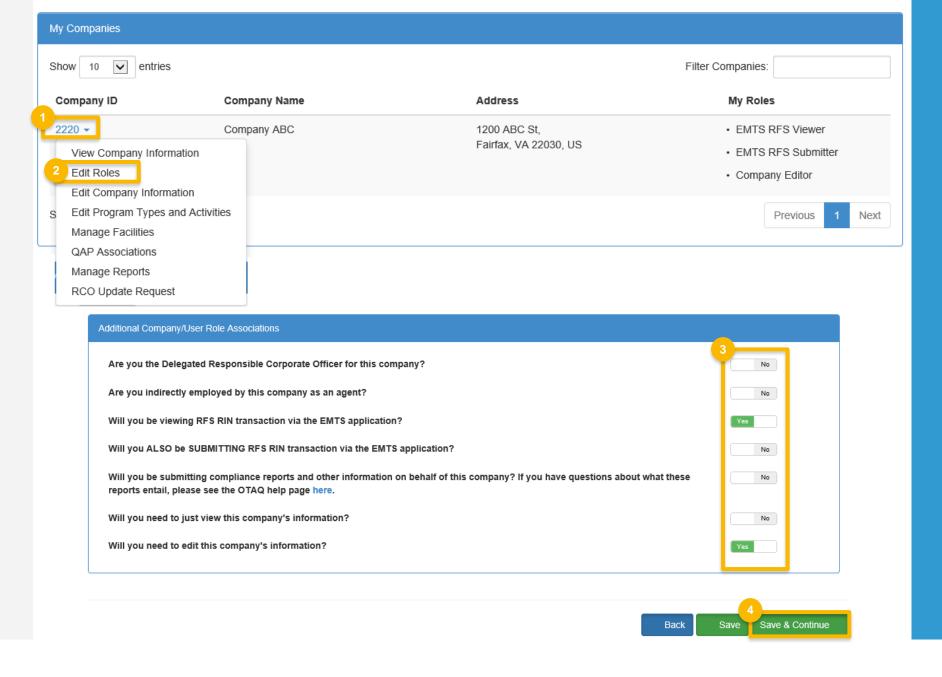
Skip to instructions for:

- Delegated user of the company
- RCO or Delegated RCO of the company

Submit Updated User Association Request as Delegated User

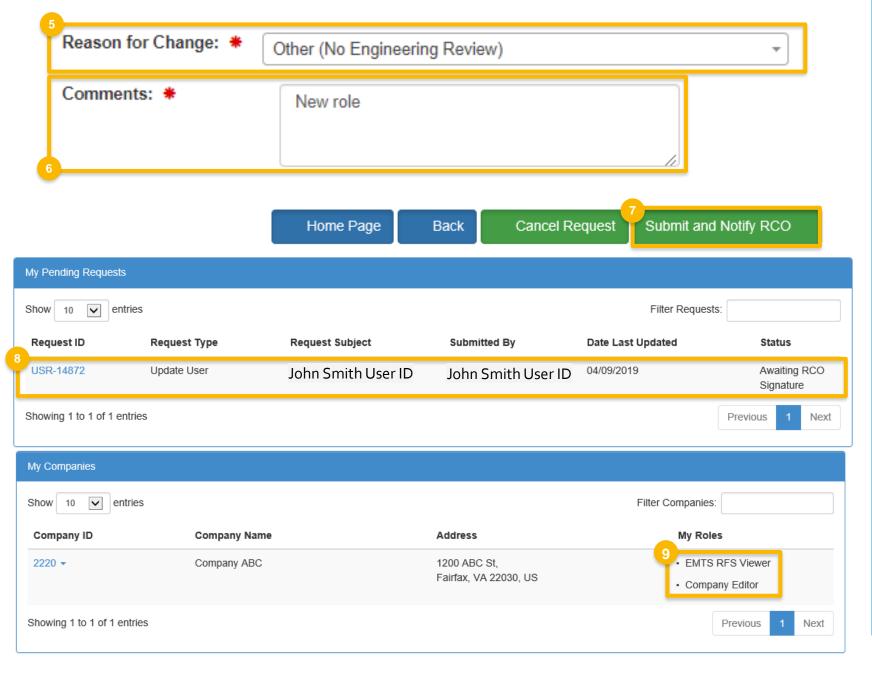
- 1. Click the Company ID
- 2. Select Edit Roles
- 3. Select or remove the appropriate roles
- 4. Click Save and Continue

Steps continue on next slide...



Submit Updated User Association Request as Delegated User (cont.)

- Select Other (No Engineering Review) in the required Reason for Change field
- 6. Add comment (required)
- 7. Click Submit and Notify RCO
- 8. The request will appear in the My Pending Requests section on your OTAQREG home page with the status "Awaiting RCO Signature"
- 9. Once the RCO or the Delegated RCO of the company activates the user association request, the requested role changes will be reflected under My Roles in the My Companies section of your OTAQREG home page.

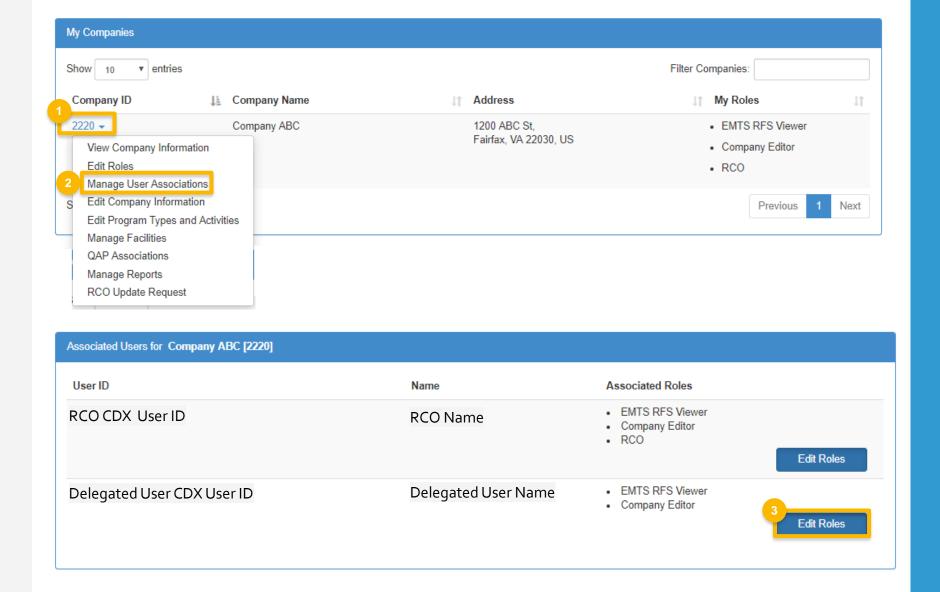


Manage User Roles as RCO or Delegated RCO

Note: One of the new features of the enhanced version of OTAQREG is the ability for a company to identify a single individual as a Delegated RCO. The Delegated RCO is capable of performing the same functions as the RCO within the EPA Fuels Program services.

- 1. Click the Company ID
- 2. Select Manage User Associations
- 3. Click Edit Roles
- RCO or Delegated RCO can manage roles for ALL delegated users. Please select the user whose roles you want to change.

Steps continue on next slide...



Manage User Roles as RCO or Delegated RCO (cont.)

- 4. Select or remove the appropriate roles
- 5. Click Save and Continue
- 6. Click Accept
- 7. Sign the request using the eSignatureWidget

Steps continue on next slide...



I certify, under penalty of law that the information provided in this document 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.



Manage User Roles as RCO or Delegated RCO (cont.)

- After signing the request, the requested role changes will be reflected under Roles in the Users section on the Company Information page.
- Any changes in roles related to EMTS will not be reflected until a sync occurs between the OTAQREG and OTAQEMTS program services overnight.

