

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:

1. You must have a Central Data Exchange (CDX) account
2. You must be logged into the CDX OTAQREG program service
3. 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...

My Companies

Show entries

Filter Companies:

Company ID	Company Name	Address	My Roles
2220	Company ABC	1200 ABC St, Fairfax, VA 22030, US	<ul style="list-style-type: none">• EMTS RFS Viewer• EMTS RFS Submitter• Company Editor

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- View Company Information
- Edit Roles
- Edit Company Information
- Edit Program Types and Activities
- Manage Facilities
- QAP Associations
- Manage Reports
- RCO Update Request

Additional Company/User Role Associations

Are you the Delegated Responsible Corporate Officer for this company? ☐ No

Are you indirectly employed by this company as an agent? ☐ No

Will you be viewing RFS RIN transaction via the EMTS application? ☒ Yes

Will you ALSO be SUBMITTING RFS RIN transaction via the EMTS application? ☐ No

Will you be submitting compliance reports and other information on behalf of this company? If you have questions about what these reports entail, please see the OTAQ help page [here](#). ☐ No

Will you need to just view this company's information? ☐ No

Will you need to edit this company's information? ☒ Yes

Back Save Save & Continue

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

- 5. 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.

5

Reason for Change: *

Other (No Engineering Review)

Comments: *

New role

6

Home Page

Back

Cancel Request

7

Submit and Notify RCO

My Pending Requests

Show 10 entries

Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
8 <div>USR-14872</div>	Update User	John Smith User ID	John Smith User ID	04/09/2019	Awaiting RCO Signature

Showing 1 to 1 of 1 entries

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My Companies

Show 10 entries

Filter Companies:

Company ID	Company Name	Address	My Roles
2220	Company ABC	1200 ABC St, Fairfax, VA 22030, US	9 <div><div>• EMTS RFS Viewer</div><div>• Company Editor</div></div>

Showing 1 to 1 of 1 entries

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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...

The screenshot displays the 'My Companies' interface. At the top, there's a header 'My Companies' and a 'Show 10 entries' dropdown. A 'Filter Companies' search bar is on the right. Below this is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows '2220' as the Company ID, 'Company ABC' as the name, and '1200 ABC St, Fairfax, VA 22030, US' as the address. The 'My Roles' column lists 'EMTS RFS Viewer', 'Company Editor', and 'RCO'. A dropdown menu is open for the '2220' Company ID, with 'Manage User Associations' highlighted. Below the table is a pagination bar with 'Previous', '1', and 'Next' buttons.

Associated Users for Company ABC [2220]

User ID	Name	Associated Roles
RCO CDX User ID	RCO Name	<ul style="list-style-type: none">EMTS RFS ViewerCompany EditorRCO <div>Edit Roles</div>
Delegated User CDX User ID	Delegated User Name	<ul style="list-style-type: none">EMTS RFS ViewerCompany Editor <div>Edit Roles</div>

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 **eSignature Widget**

Steps continue on next slide...

Edit Roles for User: John Smith

User Roles for Company: Company ABC [2220]

Delegated RCO	<input type="checkbox"/> No
Agent	<input type="checkbox"/> No
EMTS RFS Viewer	<input checked="" type="checkbox"/> Yes
EMTS RFS Submitter	<input checked="" type="checkbox"/> Yes
Part 80 Report Submitter	<input checked="" type="checkbox"/> Yes
Company Viewer	<input type="checkbox"/> No
Company Editor	<input checked="" type="checkbox"/> Yes

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.

eSignature Widget

1. Authentication
Log into CDX
User:
RCO CDX User ID
Password:
.....

2. Verification
Question:
What was your first pet's name?
Answer:
.....

3. Sign File

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.

Users		
Show 10 entries	Filter Users <input type="text"/>	
User ID	Name	Roles
RCO CDX User ID	RCO Name	<ul style="list-style-type: none">• EMTS RFS Viewer• Company Editor• RCO
Delegated User CDX User ID	Delegated User Name	<ul style="list-style-type: none">• EMTS RFS Viewer• Company Editor• EMTS RFS Submitter• Part 80 Report Submitter
Showing 1 to 2 of 2 entries		
Previous 1 Next		