

Job Aid



How to Register a New Company Subject to 40 CFR Part 79 & 40 CFR Part 80 in OTAQREG

This job aid is designed to provide a high-level overview of the process for registering a new company under Title 40 CFR in OTAQREG 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

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>

How to create a New Company Request

1. Click **Register New Company**
2. Enter the following company information
 - Company Name
 - Street Address
 - Street Address (Line 2)
 - City
 - State
 - Postal Code
 - Country
3. Click **Continue**

Steps continue on next slide...

Welcome to the OTAQ Fuels Registration application, in order to be EPA compliant you must enter your Company information. Please choose one of the options below.

Select this option if your Company has not been registered and does not have a 4-digit OTAQ ID number

Select this option to search for your Company that has been registered and has a 4-digit OTAQ ID Number

1

Register New Company

Search for Existing Company

2

Company Name and Location

Company Name:

Test Fuel Manufacturer Company

Street Address:

123 Main Street

Street Address (Line 2):

City:

Anywhere

State/Province:

Alabama

Postal Code:

12345

Country:

UNITED STATES

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Continue

How to create a New Company Request (cont.)

- Review Company Name and Location information

If you are the RCO of the company:

- Select **Yes** for the question "Are you the Responsible Corporate Officer for this company?"
- Enter RCO Title
- Click **Save and Continue**

If you are not the RCO of the company:

- Select **No** for the question "Are you the Responsible Corporate Officer for this company?"
- Enter RCO Email
- Click **Save and Continue**

Steps continue on next slide...

The screenshot shows the EPA OTAQ Registration form. At the top, there is a navigation bar with the EPA logo and links for "OTAQ Registration", "Home", "Create New Company", "Associate To Existing Company", and "Welcome to OTAQREG". Below the navigation bar, there are two tabs: "Home" and "Company Information".

The form is divided into two main sections. The left section is titled "Company Name and Location" and contains a note: "Note: Address must be a street address and not a PO box. If you are entering an international address that has no postal code, enter '00000' for Postal Code." Below the note are fields for "Company Name" (with a red asterisk), "Street Address" (with a red asterisk), "Street Address (Line 2)", "City" (with a red asterisk), "State/Province" (with a red asterisk), "Postal Code" (with a red asterisk), and "Country" (with a red asterisk). The right section is titled "Responsible Corporate Officer (RCO) Information" and contains a note: "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." Below the note are fields for "Are you the Responsible Corporate Officer for this company?" (with a red asterisk), "RCO CDX User ID" (with a blue information icon), "RCO Name", "RCO Title" (with a red asterisk), "RCO Phone", "RCO Email", and "RCO Fax".

Numbered callouts (4 through 10) highlight specific parts of the form:

- 4: The "Company Name and Location" section.
- 5: The "Are you the Responsible Corporate Officer for this company?" question.
- 6: The "RCO Title" field.
- 7: The "Save & Continue" button.
- 8: The "Are you the Responsible Corporate Officer for this company?" question.
- 9: The "RCO Email" field.
- 10: The "Save & Continue" button.


How to create a New Company Request (cont.)


11. Select applicable Program Type and Business Activities
12. Click Save and Continue

Steps continue on next slide...










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Program Type and Business Activities


Are you an independent third party that will conduct audits of renewable fuel production under the Quality Assurance Plan (QAP) Program?  ☐ Yes ☒ No

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; do you blend Oxygenates; or are you an Independent Lab?  ☒ Yes ☐ No

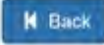

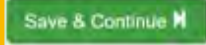
Business Activities For Gasoline Program Type

| | |
|--|--------------------------------------|
| Ethanol Denaturant Producers and Importers  | <input type="radio"/> No |
| Independent Lab  | <input type="radio"/> No |
| Non-Renewable Fuels Importer  | <input type="radio"/> No |
| Oxygenate Blender  | <input type="radio"/> No |
| Oxygenate Producers and Importers  | <input type="radio"/> No |
| PADD Importer  | <input type="radio"/> No |
| Pentane Producer  | <input type="radio"/> No |
| Refiner  | <input checked="" type="radio"/> Yes |
| Small Refiner  | <input type="radio"/> No |

Do you produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment?  ☐ Yes ☒ No

Do you produce, import, export or otherwise handle Renewable Fuels as defined under the Renewable Fuel Standard Program?  ☐ Yes ☒ No

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How to create a New Company Request (cont.)

13. Select appropriate **Foreign Bond Information**
14. Click **Save and Continue**
15. Provide additional information as appropriate (will differ depending on previously selected business activities)
16. Click **Save and Continue**

13

Foreign Bond Information

Does your company own or operate any foreign facilities? *

☐ Yes ☒ No

Foreign Bond Determination

| | |
|-------------------------|-------------------------------------|
| Gasoline | <input checked="" type="radio"/> No |
| Renewable Fuel standard | <input checked="" type="radio"/> No |

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[Back](#) [Save](#) [Save & Continue](#)

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[Home](#) [Company Information](#) [Program Types and Activities](#) [Foreign Bond Information](#) [Refiner Compliance](#)

Refiner Compliance Level

Are you a biodiesel/renewable diesel producer? *

☐ Yes ☒ No

Are you planning to conduct annual compliance reporting for your refineries in the aggregate or for each refinery individually as pursuant to 80.1406(c)(1)? *

Select Method of Compliance Level Reporting

| | |
|-----------------------------|--------------------------------------|
| Aggregation of Refineries * | <input checked="" type="radio"/> Yes |
| Refinery-by-Refinery * | <input type="radio"/> No |

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[Back](#) [Save](#) [Save & Continue](#)

How to create a New Company Request (cont.)

17. Answer **Yes** as appropriate to question, "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?"
18. If you are new company, answer **No** to the question, "Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms?"
19. Click **Save & Continue**
20. Click **Confirm** to the warning message

Steps continue on next slide...

The screenshot shows a web form titled "40 CFR Part 79 Company Information". It contains two questions with radio button options for "Yes" and "No".

17. Question: "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?" *
Options: ☒ Yes, ☐ No

18. Question: "Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms?" *
Options: ☐ Yes, ☒ No

19. At the bottom right, there are three buttons: "Back", "Save", and "Save & Continue". The "Save & Continue" button is highlighted with a yellow box.

20. Below the buttons is a yellow "Warning" box with a close icon. The text inside reads: "You will need to complete 3 steps to register your new company. 1. Complete the current registration. 2. After EPA approves, add your 40 CFR Part 79 fuels via the 'Manage Fuel Products' option. 3. After EPA approves the new fuel product, enter your facilities via the 'Manage Facilities' option." Below the warning box are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a yellow box.

How to create a New Company Request (cont.)

21. Review Additional Company/User Role Associations and select **Yes** or **No** as appropriate

22. Click **Save & Continue**

Steps continue on next slide...

The screenshot shows a web form titled "Additional Company/User Role Associations". It contains seven questions, each with a "Yes" or "No" radio button. The "Yes" button for the first question is highlighted with a green box and a yellow circle labeled "21". The "No" buttons for the remaining six questions are also highlighted with a yellow box. At the bottom right, the "Save & Continue" button is highlighted with a green box and a yellow circle labeled "22".

Additional Company/User Role Associations

Will you need to edit this company's fuels or additive information? ☒ Yes ☐ No

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

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 be purchasing Biofuel Waiver Credits on behalf of this company? ☐ No

Will you be viewing ABT credit transaction via the EMTS application? ☐ No

Will you ALSO be SUBMITTING ABT credit transaction via the EMTS application? ☐ No

◀ Back Save **Save & Continue ▶**

Review and submit request

If you are the RCO of the company:

- 1. Click Sign and Submit

If you are not the RCO of the company:

- 2. Click Submit and Notify RCO

If you are the RCO, continue to next slide for instructions...

Request History

Show 10 entries

Filter History

| Date/Time | Description |
|--------------------|--|
| 04/07/2020 3:48 PM | Request Status changed from NONE to Draft by DEMOUSER. |

Showing 1 to 1 of 1 entries

Previous

1

Next

1

Home Page

Back

Cancel Request

Sign and Submit

2

Home Page

Back

Cancel Request

Submit and Notify RCO

Review and submit request(cont.)

3. Click **Accept**
4. Use the **eSignature Widget** to sign the request
5. The request will appear in the My Pending Requests section of your home page with the status **Awaiting Initial Review**

You will receive an email notification when EPA reviews and activates the request.

The first screenshot shows a modal window with a certification statement: "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." Below the text are two buttons: "Accept" (highlighted with a yellow box and a yellow circle with the number 3) and "Decline".

The second screenshot shows the "eSignature Widget" interface. It is divided into three sections: "1. Authentication" with fields for "User:" (DEMOUSER) and "Password:" (masked with dots, with a "Show Password" checkbox); "2. Verification" with a "Question:" "What is your favorite movie?" and an "Answer:" input field (with a "Show Answer" checkbox); and "3. Sign File" with a "Sign" button. A green message "Correct Answer" is visible below the answer field.

The third screenshot shows the "My Pending Requests" table. A yellow box highlights the first row, which is also pointed to by a yellow circle with the number 5. The row contains the following data: Request ID "COM-238", Request Type "New Company", Request Subject "Test Fuel Manufacturer Company", Submitted By "DEMOUSER", Date Last Updated "04/07/2020", and Status "Awaiting Initial Review". The table has columns for "Request ID", "Request Type", "Request Subject", "Submitted By", "Date Last Updated", and "Status". The status "Awaiting Initial Review" is highlighted in yellow.

| Request ID | Request Type | Request Subject | Submitted By | Date Last Updated | Status |
|------------|--------------|--------------------------------|--------------|-------------------|-------------------------|
| COM-238 | New Company | Test Fuel Manufacturer Company | DEMOUSER | 04/07/2020 | Awaiting Initial Review |