



Office of Transportation and Air
Quality (OTAQ)

Fuels Programs Registration User
Guide

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.

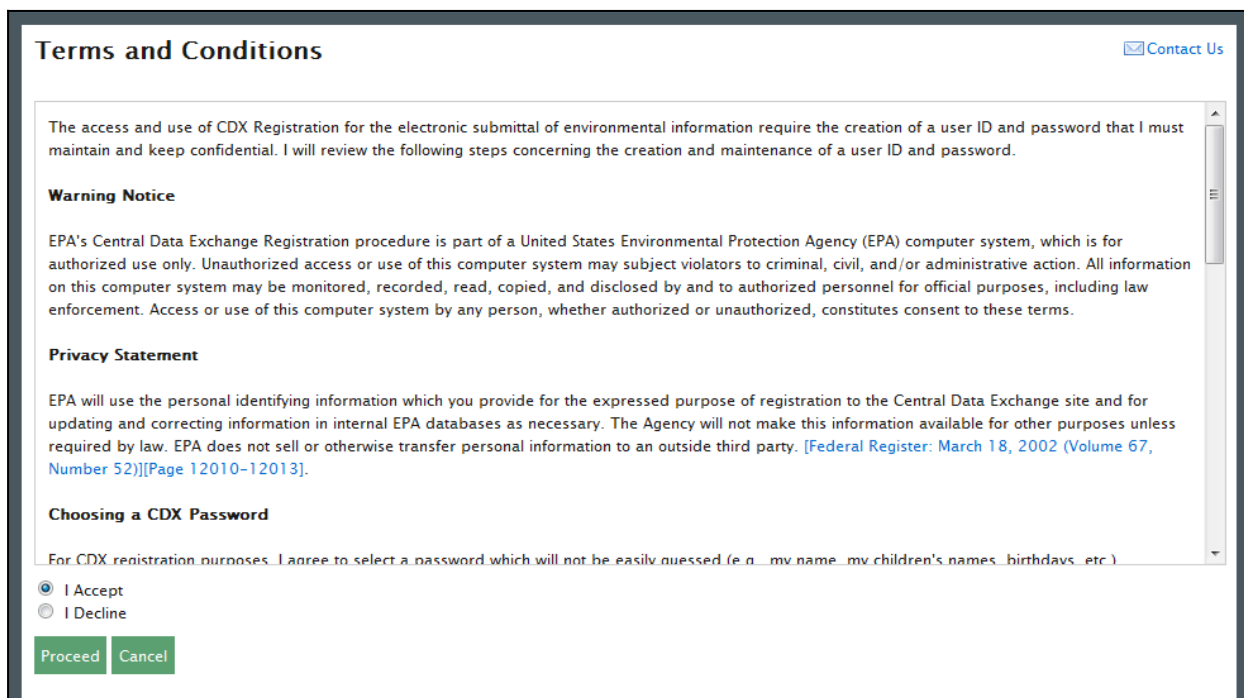
Registration for the OTAQReg application is open to all CDX users. If you are an existing CDX user please refer to Section 2.3.

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



Terms and Conditions [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)][Page 12010-12013].

Choosing a CDX Password

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.)

I Accept
 I Decline

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

Part 2: Organization Information

CHEMICAL COMPANY

Mailing Address
 12338 MAIN ST.
 FAIRFAX, VA, US
 22033

Provide Additional Contact Information:

Email *

Re-enter Email *

Phone Number *

Phone Number Ext

Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

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

Confirmation [Contact Us](#)

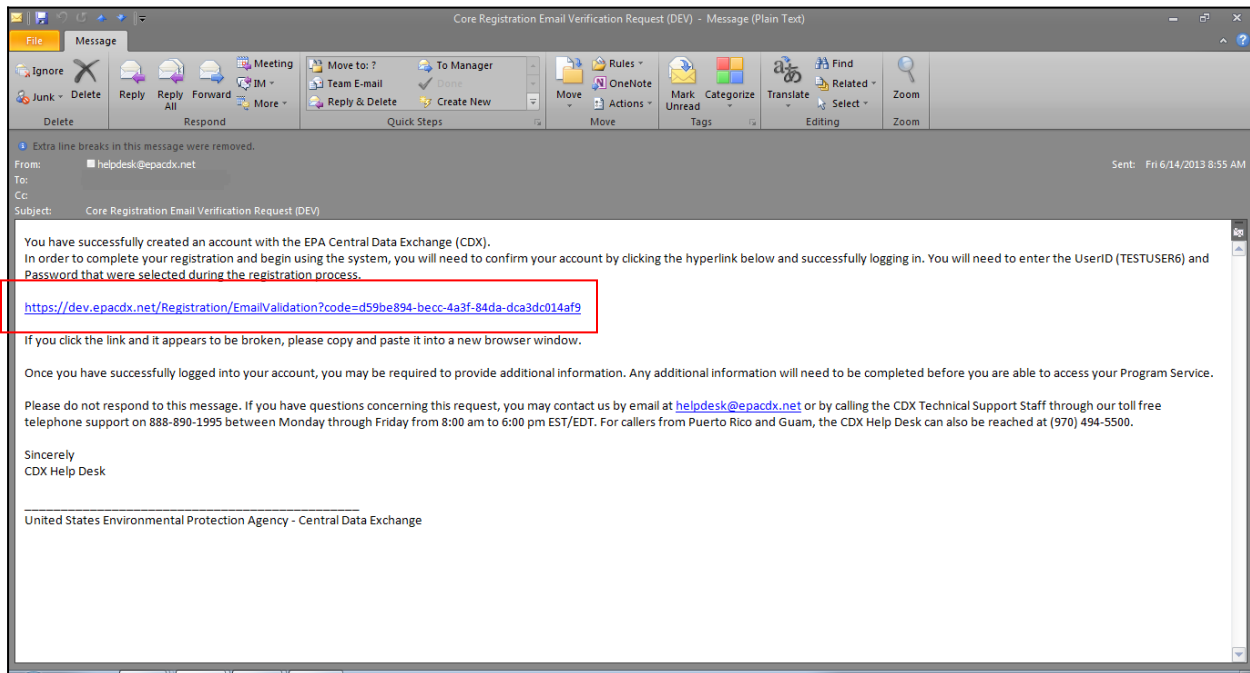
A few more steps...

You will soon receive an email confirmation message (at melissa.kirby@cgifederal.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for callers from Puerto Rico and Guam.

Confirmation Number: d59be894-becc-4a3f-84da-dca3dc014af9

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.

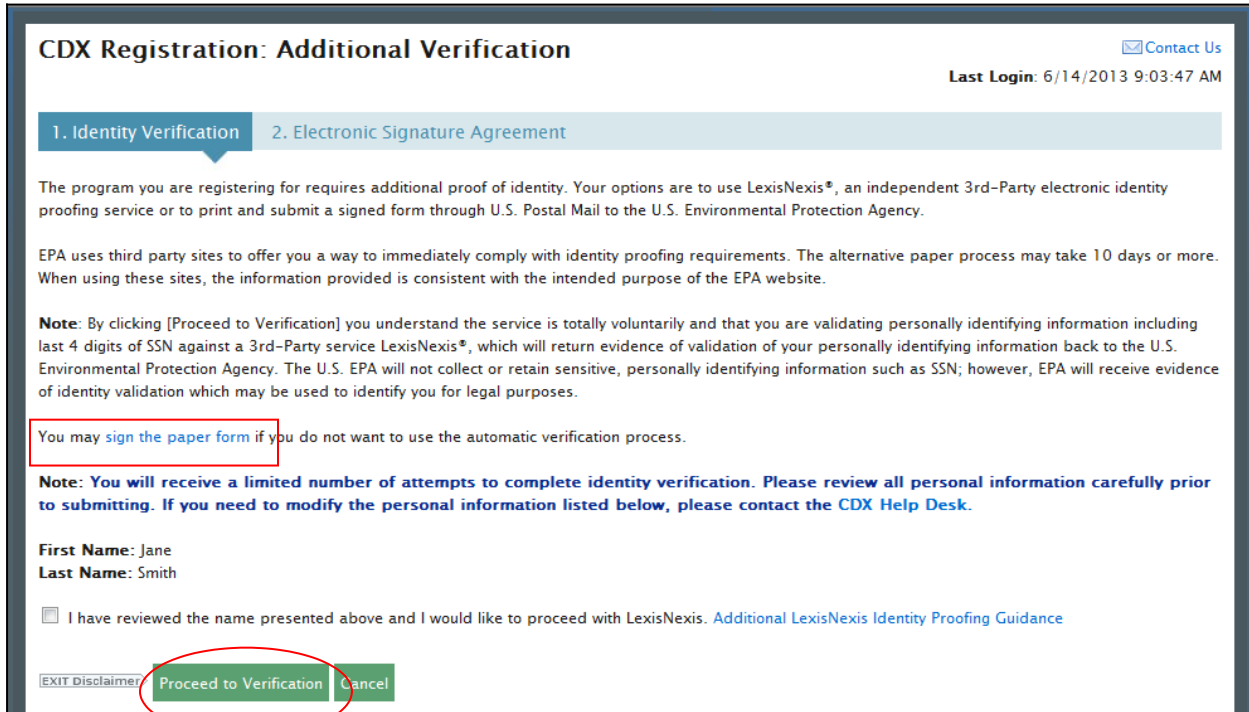
Figure 2-7 Core Registration Email Verification Request



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



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, as shown 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

LexisNexis Verification for EPA - Windows Internet Explorer

https://secure.accuaint.com/app/bps/epa LexisNexis Risk Solutions FL Inc. [US]

LexisNexis® Verification for EPA

* Required Fields

Authorized Representative

Last Name * First Name * Middle Name SSN (Last 4) *

Smith Jane

Home Address *

Home City * Home State * Home Zip *

-- State --

Home Phone Date of Birth *

Submit Cancel

LexisNexis® About LexisNexis | Privacy Policy

Internet | Protected Mode: On 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, as 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 have answered your 20-5-1 Challenge Questions you will need to click the "Save Answers" button, as seen in Figure 2 -13, 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

Sign Electronically
Cancel

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.

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

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

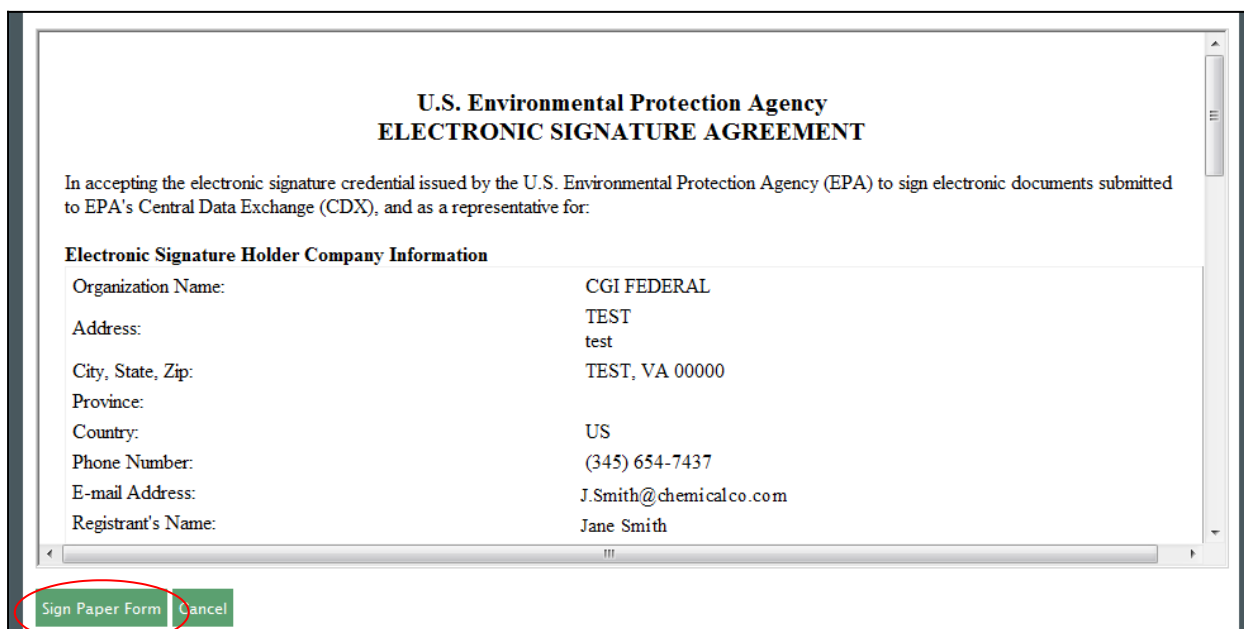
Add Program Service

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



**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, VA 00000
Province:	
Country:	US
Phone Number:	(345) 654-7437
E-mail Address:	J.Smith@chemicalco.com
Registrant's Name:	Jane Smith

Sign Paper Form Cancel

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:

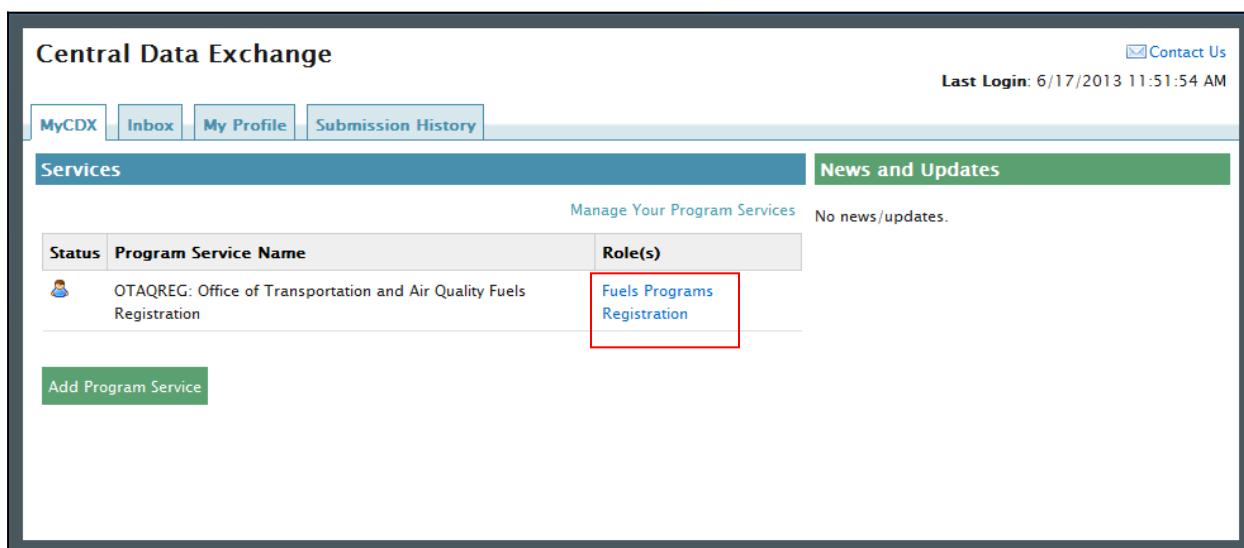
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C
1310 L Street, NW
Washington, DC 20005

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.

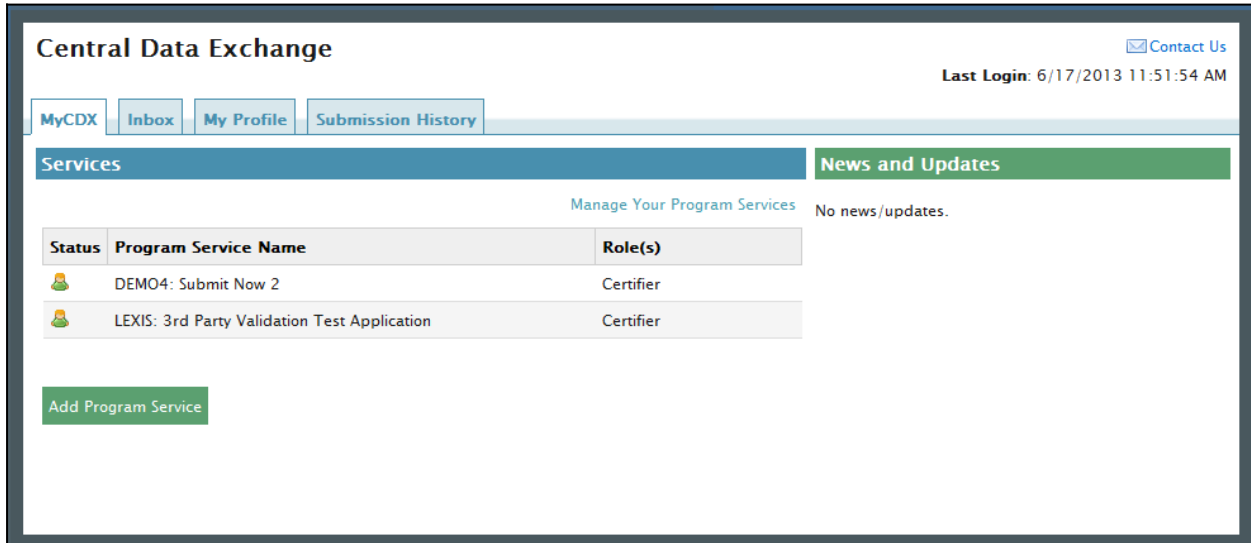
Existing CDX users should refer to Section 2.3 for further details.

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.

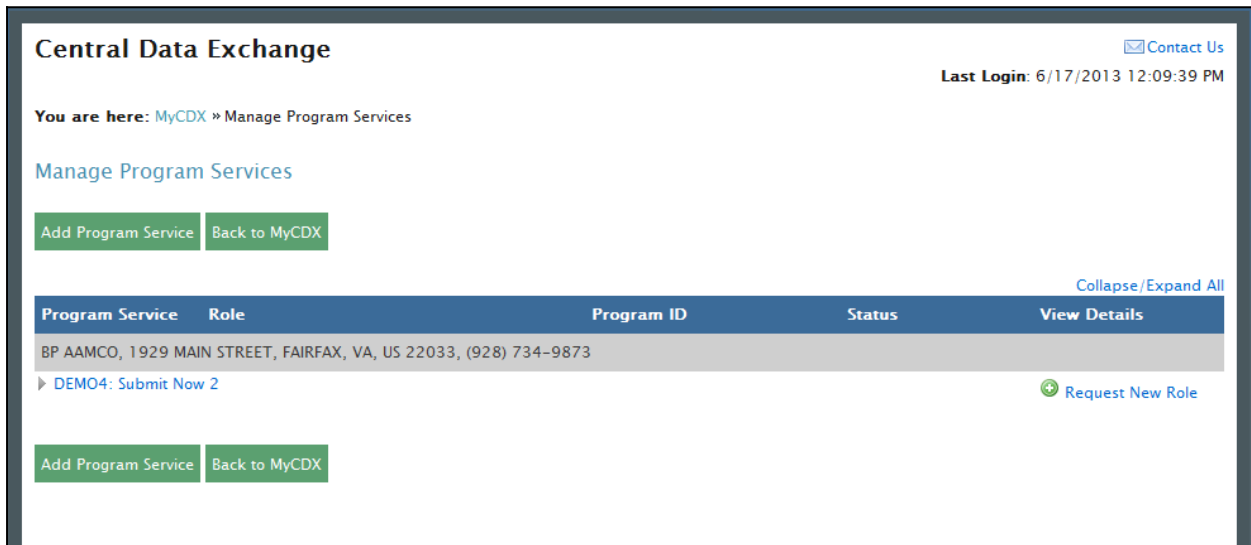
After logging into CDX, Figure 2 -17 will display. To register for OTAQReg you must first add the dataflow to your account.

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

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.

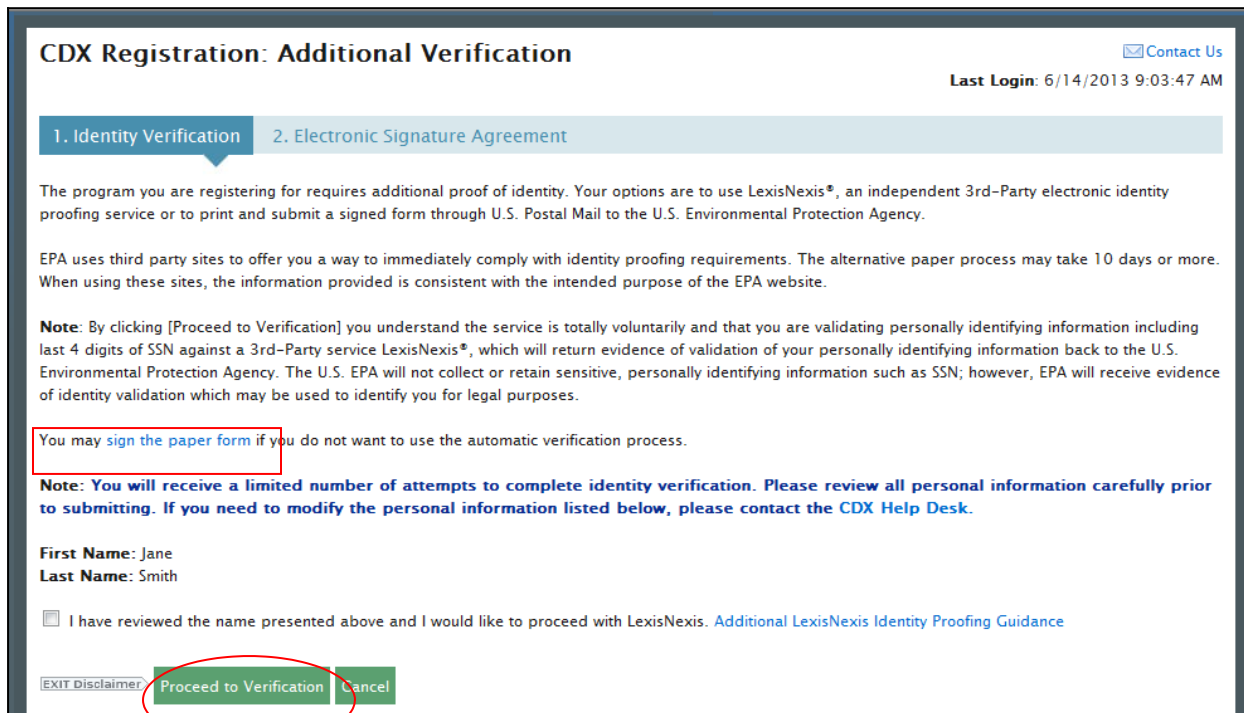
Figure 2-20 Organization Information

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



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

LexisNexis Verification for EPA - Windows Internet Explorer

https://secure.accuport.com/app/bps/epa LexisNexis Risk Solutions FL Inc. [US]

LexisNexis® Verification for EPA

* Required Fields

Authorized Representative

Last Name * First Name * Middle Name SSN (Last 4) *

Smith Jane

Home Address *

Home City * Home State * Home Zip *

-- State --

Home Phone Date of Birth *

Submit Cancel

LexisNexis® About LexisNexis | Privacy Policy

Internet | Protected Mode: On 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 2-11. 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 2-24 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

Click the "Retry LexisNexis" button. You will then be returned to the Identity Verification Page, as seen in Figure 2-21, 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?

Where did you graduate from high school?

Who is your favorite author?

What is the last name of your favorite teacher?

What is your favorite song?

Once you have answered your 20-5-1 Challenge Questions and clicked 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

Sign Electronically
Cancel

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.

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

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

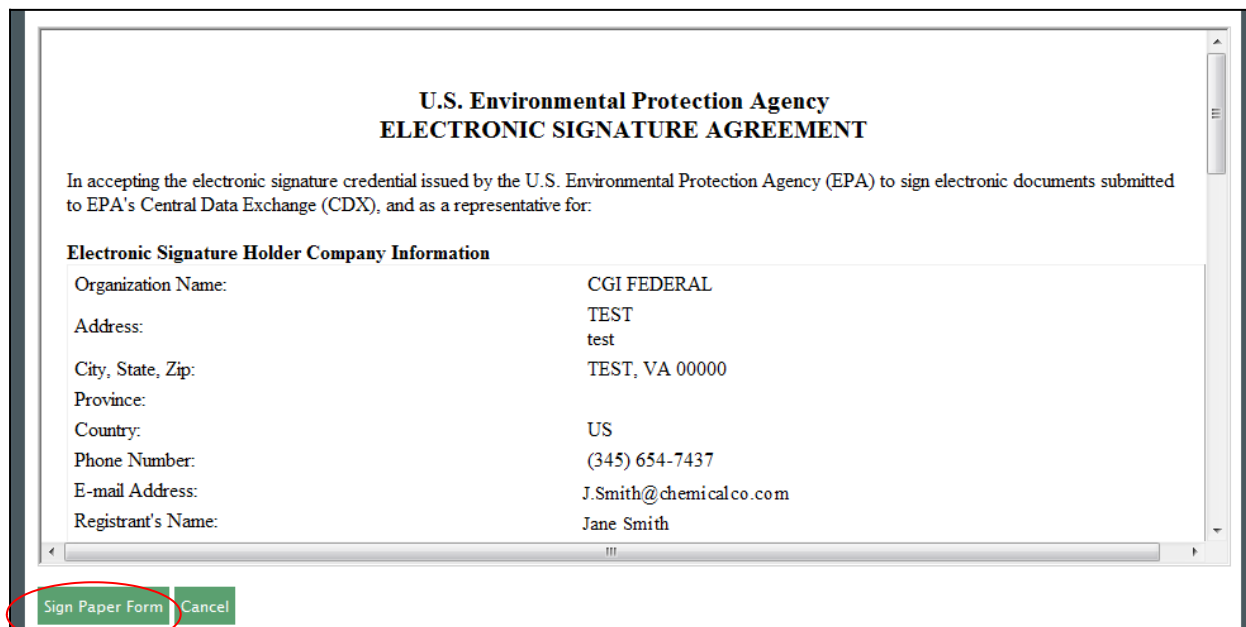
Add Program Service

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



**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, VA 00000
Province:	
Country:	US
Phone Number:	(345) 654-7437
E-mail Address:	J.Smith@chemicalco.com
Registrant's Name:	Jane Smith

Sign Paper Form Cancel

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:

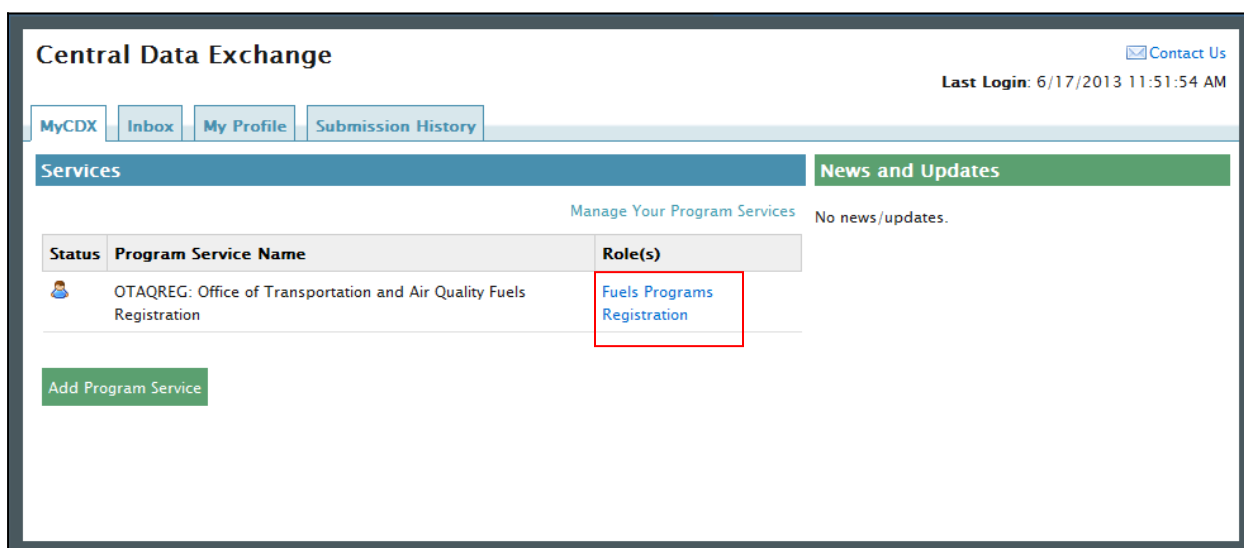
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C
1310 L Street, NW
Washington, DC 20005

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



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

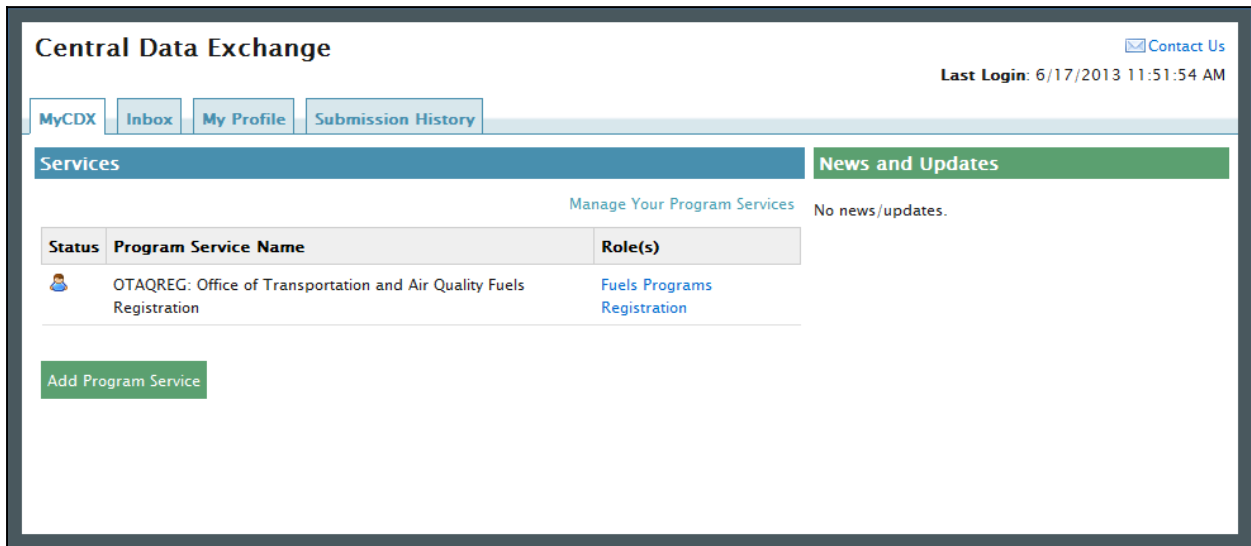
The following sections describe how to navigate within the OTAQReg application to create and edit a User Profile.

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 3-30 MyCDX Home Page



Click the “Fuels Programs Registration” link on your MyCDX Home page, as seen in Figure 3 - 30. Upon your initial login to OTAQReg, Figure 3 -31 will display.

Figure 3-31 Edit User Profile Page

OTAQ Registration
[Contact Us](#)

MyCDX

[Inbox](#)

[OTAQ Registration Home](#)

[Associate to Company](#)

[Update Existing Company Associations](#)

[Edit User Profile](#)

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: <input type="text" value="Owner"/>
First Name: Jane	Valid From: 05/23/2013 (MM/DD/YYYY):
Middle Initial:	Valid To: <input type="text"/> Optional (MM/DD/YYYY):
Last Name: Smith	
Suffix:	
CDX ESA Status: Received	

Address and Contact Information

Address 1: DEGFDSFGVFS	E-mail: J.Smith@chemicalco.com
Address 2:	Alternate E-mail: <input type="text"/>
City: FAIRFAX	Phone: 7032276460
State: Virginia	Alternate Phone: <input type="text"/> x <input type="text"/>
ZIP: 22033	Fax: <input type="text"/>
Country: United States	

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 3-32 will display.

Figure 3-32 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

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

Office of Transportation and Air Quality DC FUEL User Guide

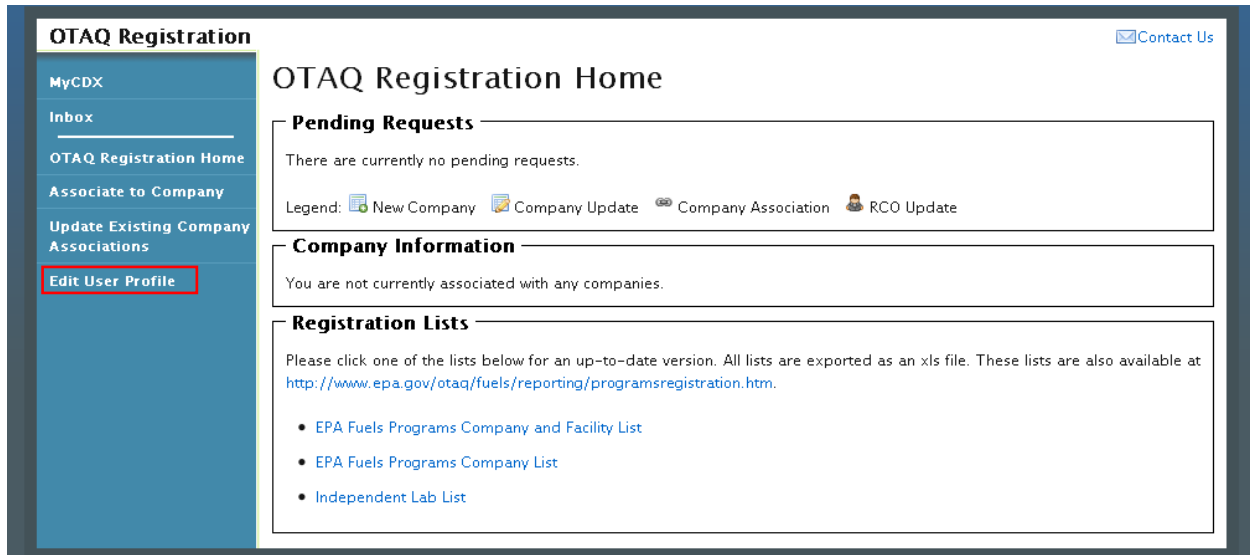
June 27, 2014

24

3.2 Edit Existing User Profile

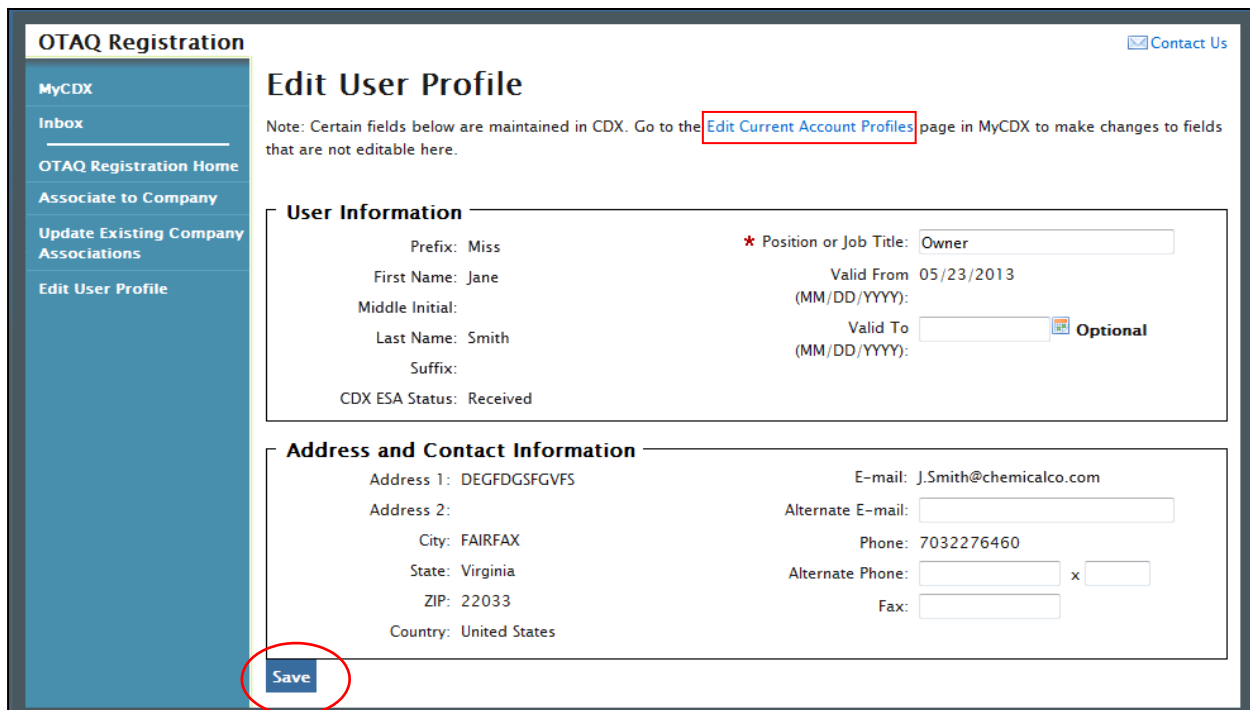
The following section describes how to edit your OTAQReg User Profile information.

Figure 3-33 OTAQ Registration Home Page



Click the “Edit User Profile” link in the left side toolbar of your OTAQ Registration Home page, as seen in Figure 3 -33. Figure 3 -34 will display.

Figure 3-34 Edit User Page



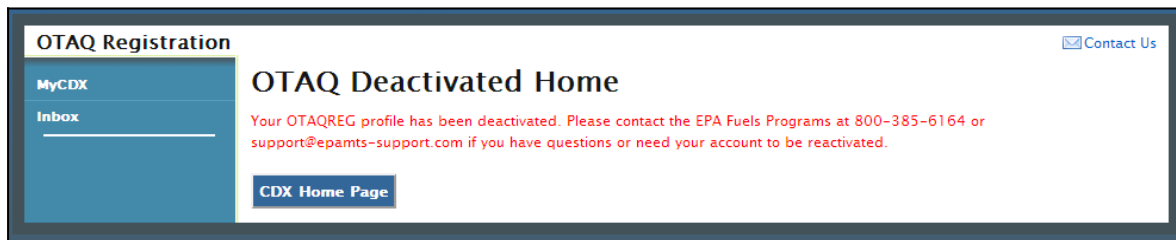
The page will pre-populate with your current OTAQReg User Profile information. To update the un-editable CDX user information, click the “Edit Current Account Profiles” link to be taken to the CDX Edit Organization Profiles page.

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 3-35 will display.

Figure 3-35 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.

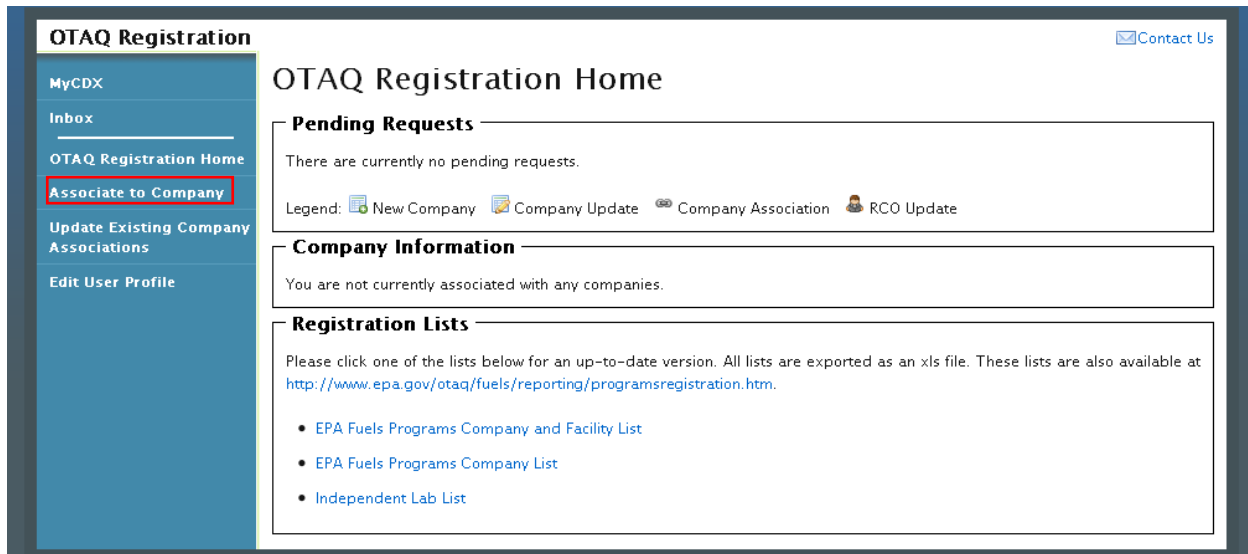
Click the “CDX Home Page” button to return to the MyCDX Home page.

4 Company Associations

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

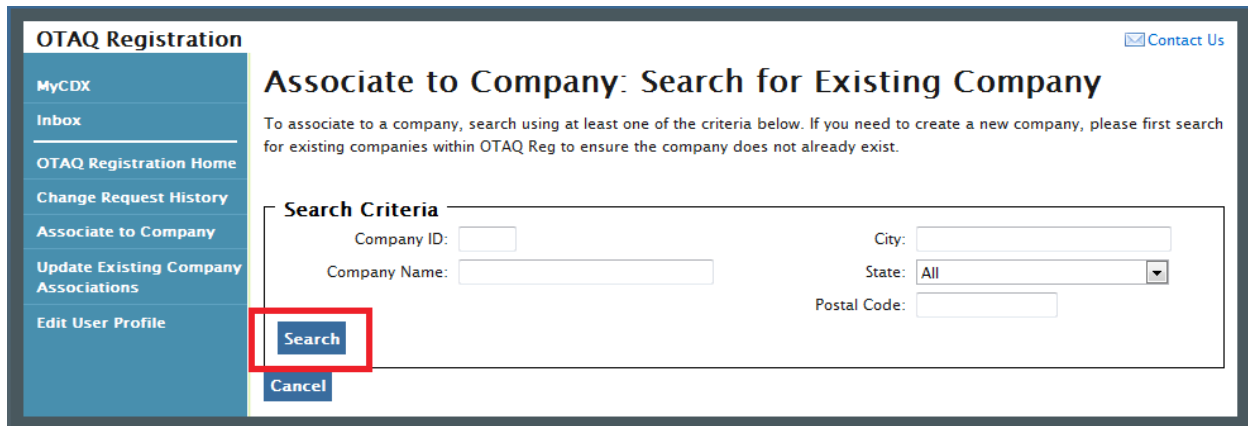
4.1 Add Company Association

Figure 4-36 OTAQ Registration Home Page



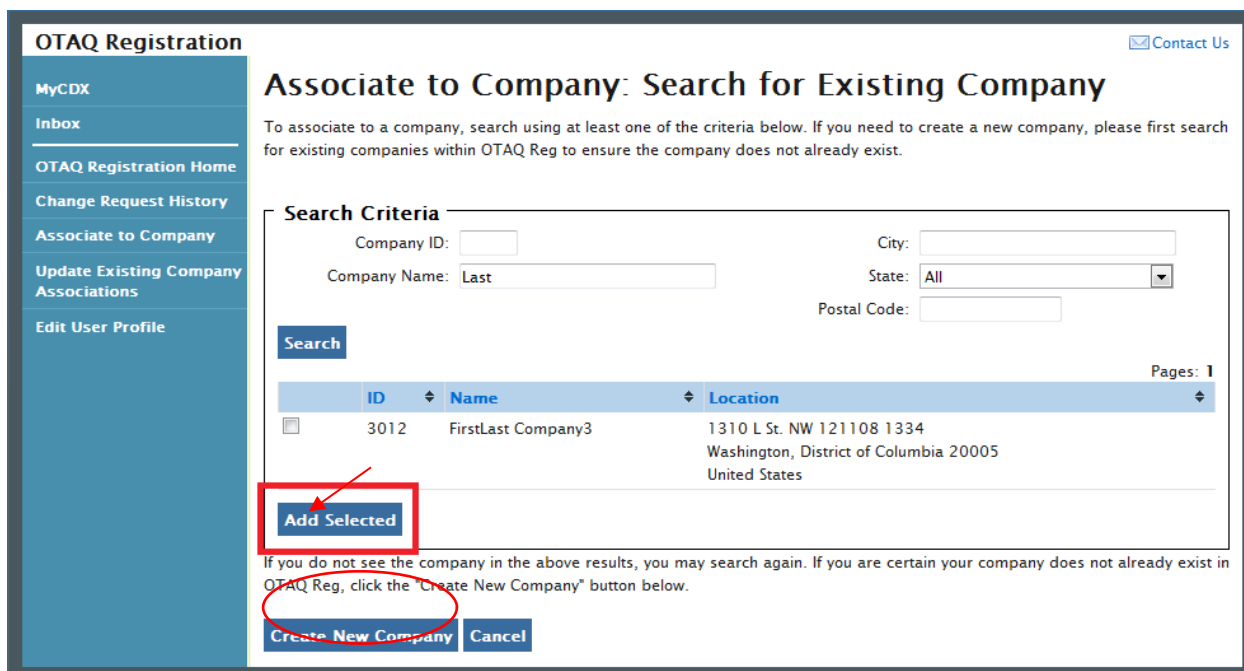
Click the “Associate to Company: Search for Existing Company” link in the left side toolbar of your OTAQ Registration Home page, as seen in Figure 4-36. Figure 4-37 will display.

Figure 4-37 Associate to Company Search Page



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 .

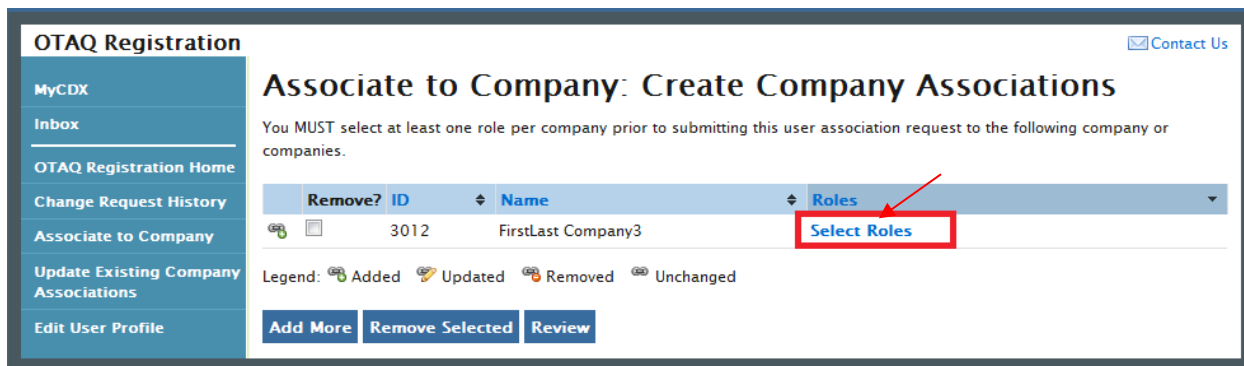
Figure 4-38 Associate to Company Search Results



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 -39 will display.

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

Figure 4-39 Associate to Company: Create Company Associations Page



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 -40 will display.

Figure 4-40 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 4-41 will display.

Figure 4-41 Associate to Company: Create Company Associations Page with Roles

OTAQ Registration

- MyCDX
- Inbox
- OTAQ Registration Home
- Change Request History
- Associate to Company
- Update Existing Company Associations
- Edit User Profile

[Contact Us](#)

Associate to Company: Create Company Associations

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"/>	3012	FirstLast Company3	<div style="border: 1px solid gray; padding: 2px;"> Company Editor </div>

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 4-42 will display.

Figure 4-42 Associate to Company: Review Page



The "Associate to Company: Review" page displays a read-only version of your company association details. If the company and role information are correct, click the “Continue” button. Figure 4-43 will display.

Figure 4-43 Associate to Company: Submit Request Page



Click the “Submit” button to submit the request. Figure 4-44 will display.

Figure 4-44 Further Action Required Page

OTAQ Registration ✉ Contact Us

Further Action Required

[Click here to save copies of your registration forms.](#)

Submission options:

1. Have the RCO electronically sign the request.
The RCO of this company must have e-signature capabilities in the OTAQReg application, which will be indicated by this request appearing as "Awaiting RCO Electronic Signature in your "Pending Requests" queue on your OTAQReg homepage. The RCO will need to log in to OTAQReg and access this request from their "RCO Activation Queue". No additional steps are necessary after the request is electronically signed by the RCO.

OR

2. Print, sign, and mail the form to EPA

Mailing address

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

Please contact support@epamts-support.com if you have any questions.

[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.

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. The Company Association request will appear in the Pending Requests section of your OTAQ Registration Home Page, as shown in Figure 4-58.

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. This letter can be electronically signed by the RCO in OTAQReg if they have a valid CDX ESA.

4.2 Update Company Roles

Figure 4-45 OTAQ Registration Home Page

OTAQ Registration Home [Contact Us](#)

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](#)

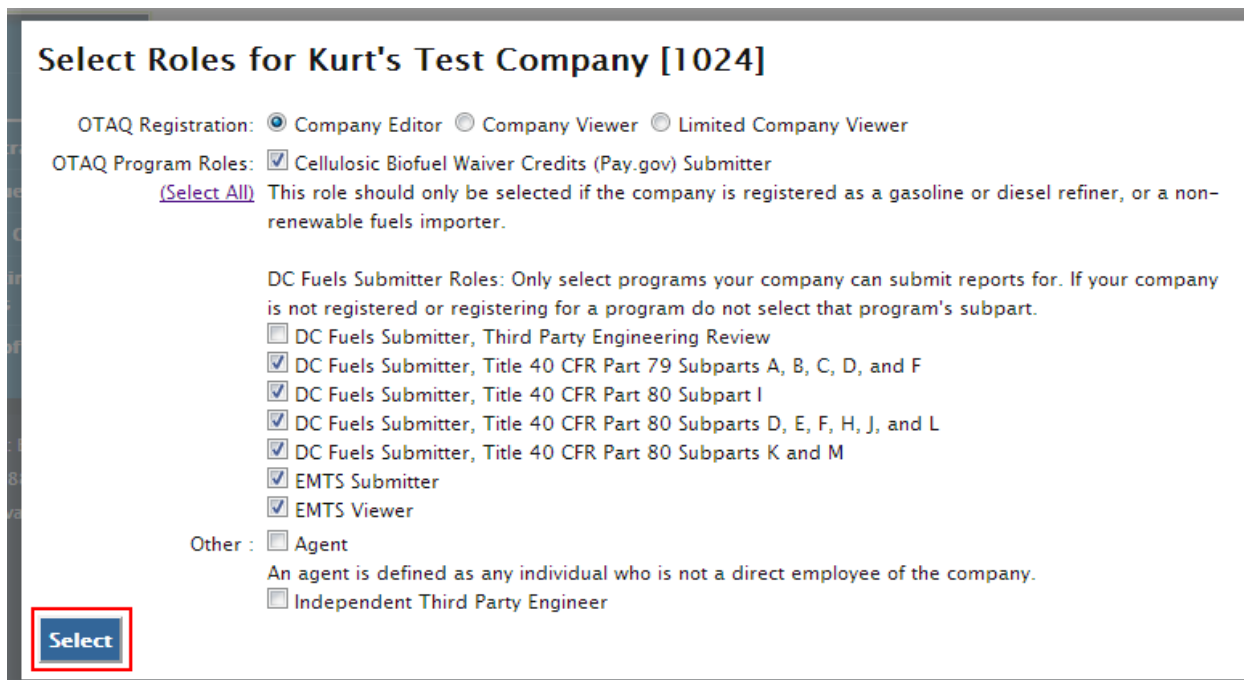
Click the “Update Existing Company Association” link in the left side toolbar of your OTAQ Registration Home Page. Figure 4-46 will display.

Figure 4-46 Update Company Associations Page



Select the Roles link for the company you wish to update. Figure 4-47 will display.

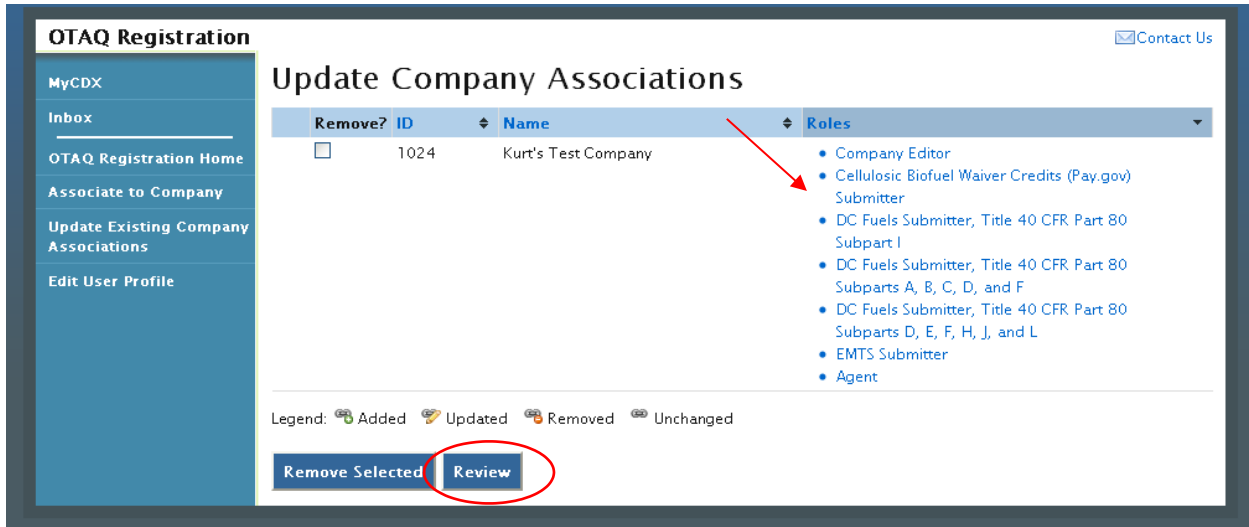
Figure 4-47 Update Roles



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.

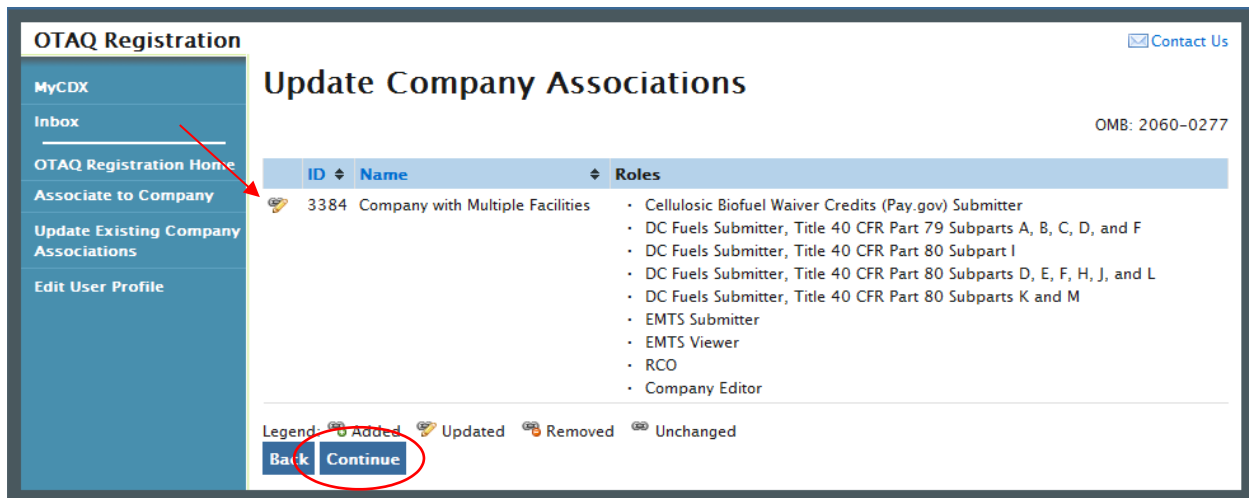
Click the “Select” button once you have made your selections. Figure 4-48 will display.

Figure 4-48 Updated Company Associations



The Update Company Associations Page will now display your updated roles. Click the “Review” button. Figure 4-49 will display.

Figure 4-49 Confirm Updated Company Association




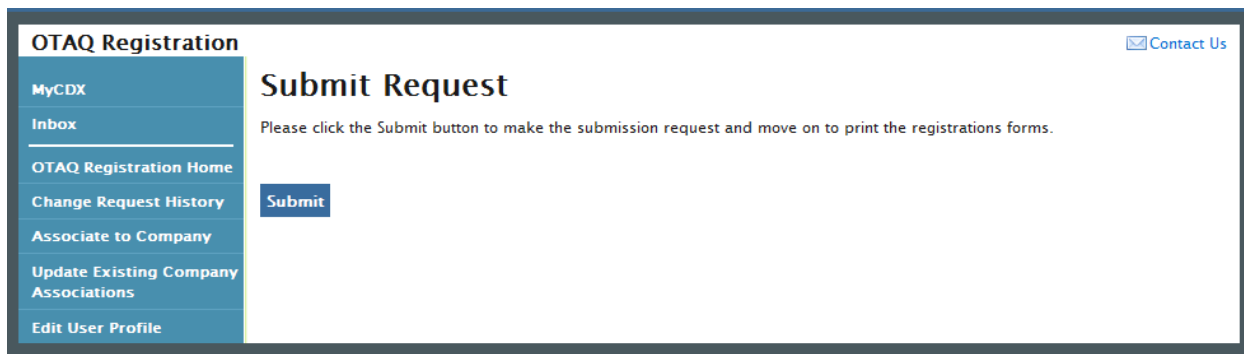
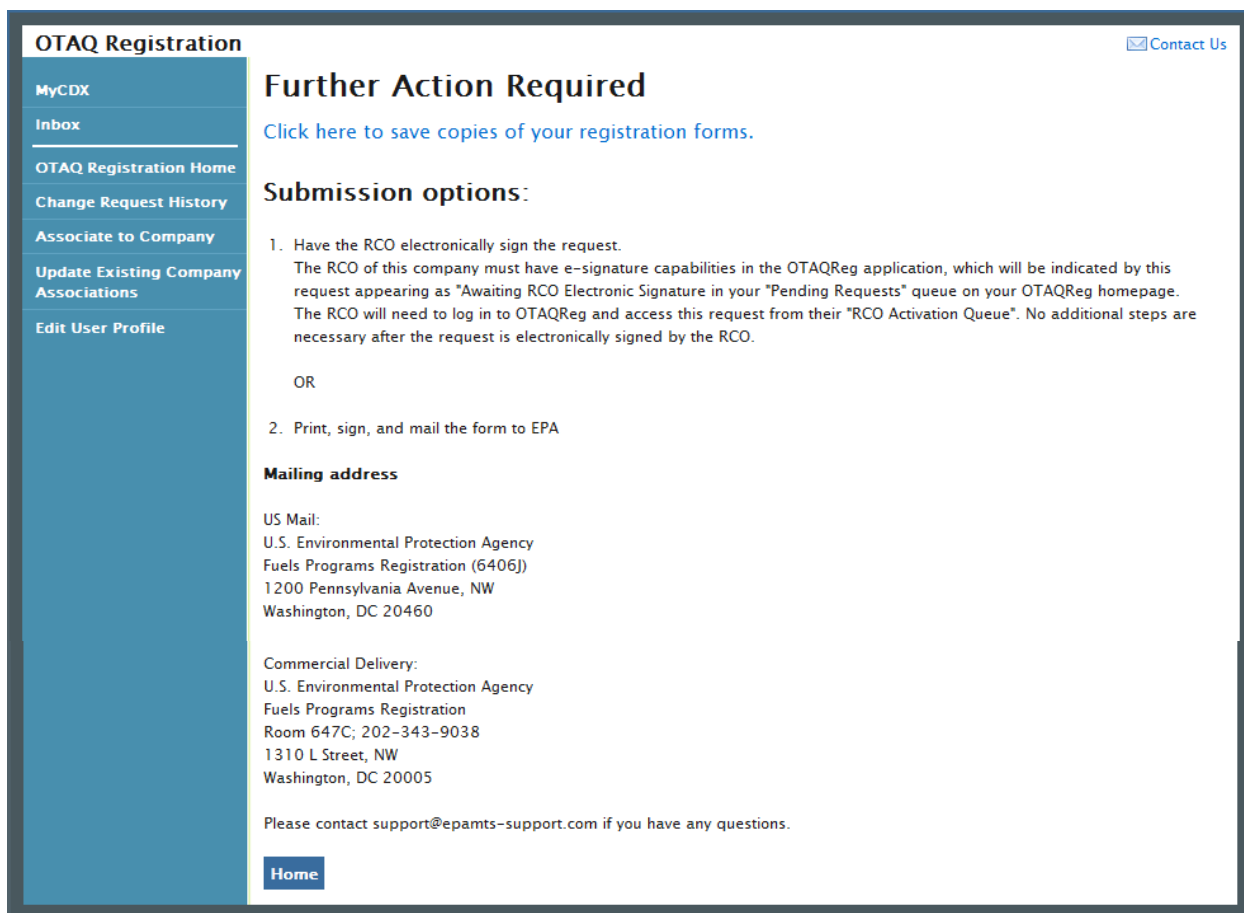
The page will display the updated icon  for the updated company association. If the updated company association is correct, click the “Continue” button. Figure 4-50 will display.

Figure 4-50 Submit Request Page



Click the “Submit” button to submit your request. Figure 4-51 will display.

Figure 4-51 Further Action Required 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.

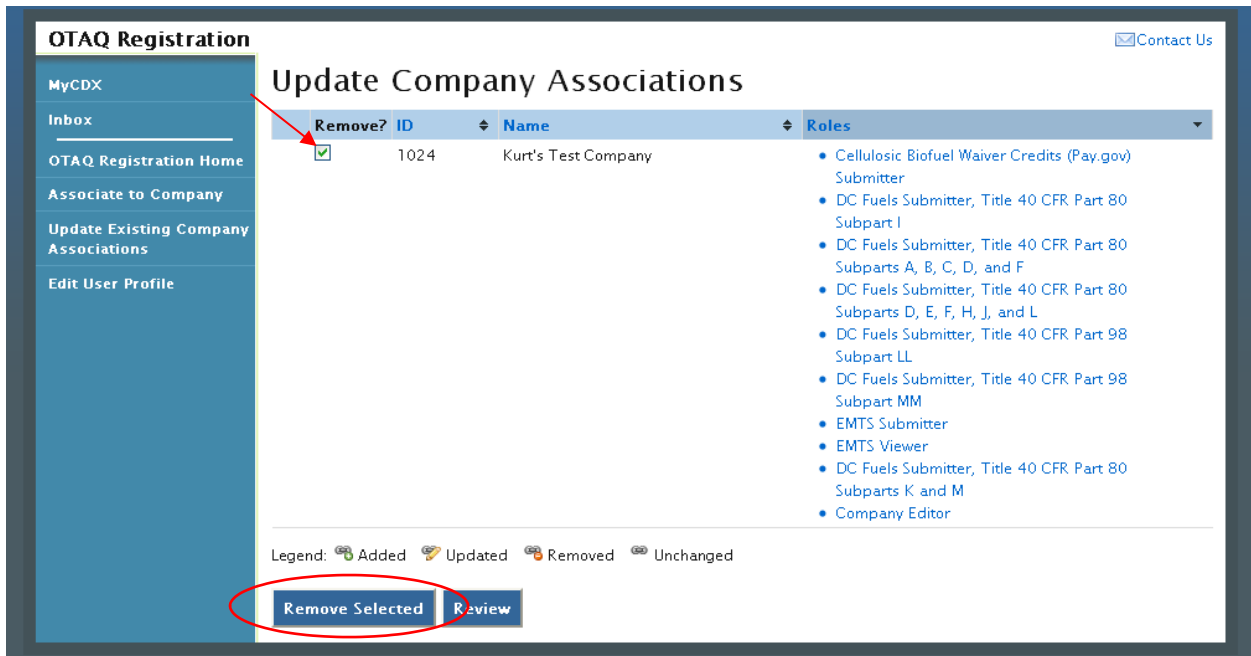
Note: All Company Association Update Requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms. This letter can be electronically signed by the RCO in OTAQReg if they have a valid CDX ESA.

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. 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

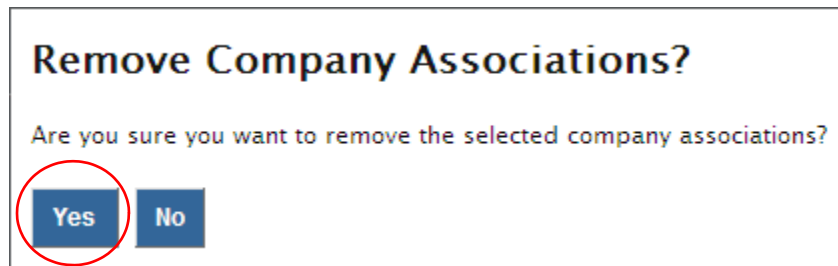
To remove an existing company association, navigate to the Update Company Associations page, as shown in Figure 4-46.

Figure 4-52 Remove Company Association



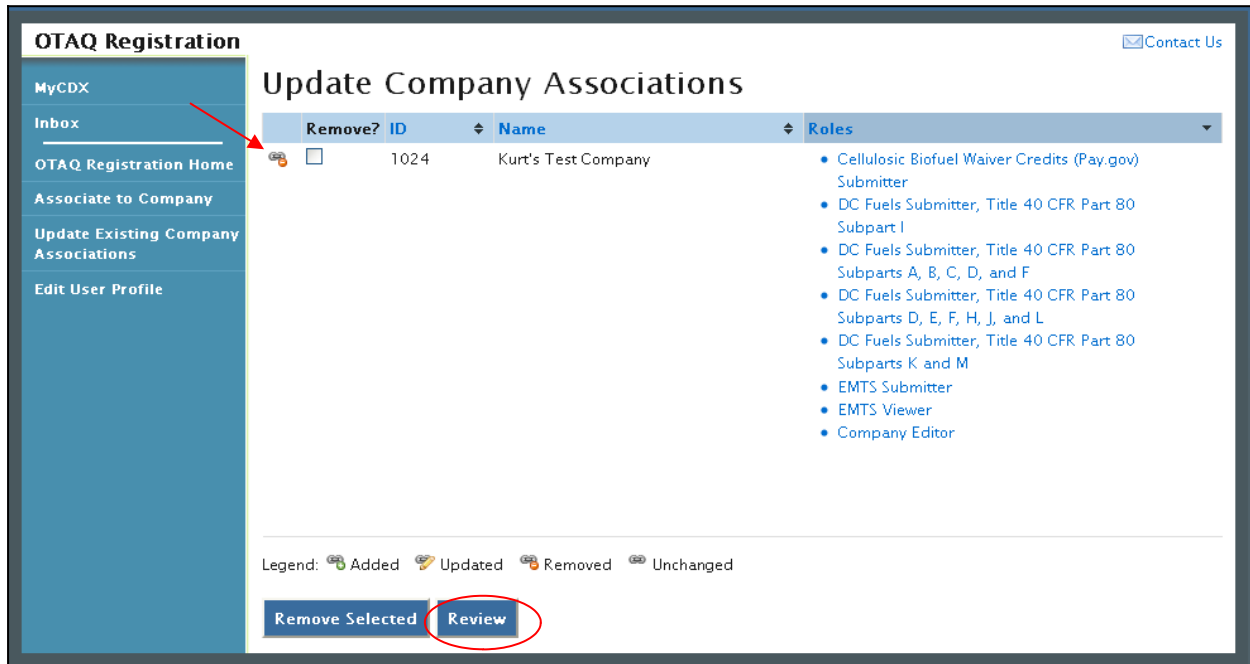
Select the checkbox next to the company association you wish to remove and click the “Remove Selected” button. Figure 4-53 will display.

Figure 4-53 Remove Company Pop-Up



Click the “Yes” button to confirm that you would like to remove the selected company association. Figure 4-54 will display.

Figure 4-54 Removed Company Association



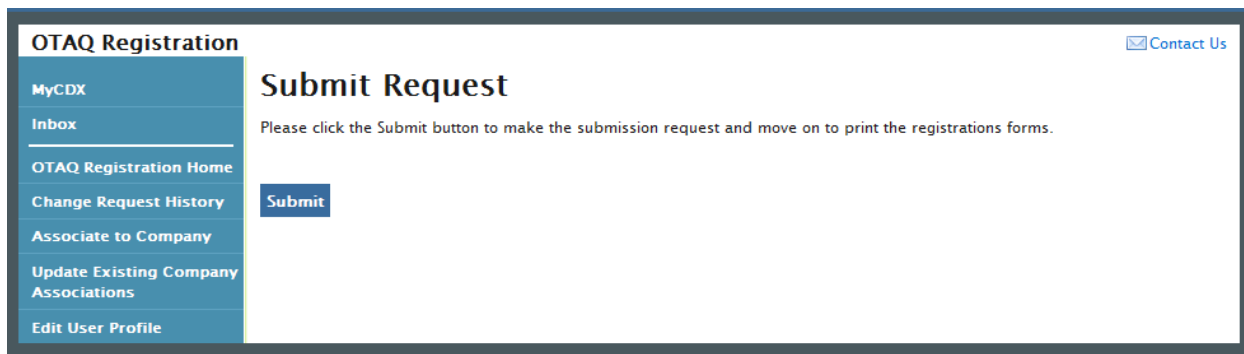
The removed icon will now display next to the company association you have removed. Click the “Review” button. Figure 4-55 will display.

Figure 4-55 Remove Company Association Confirmation



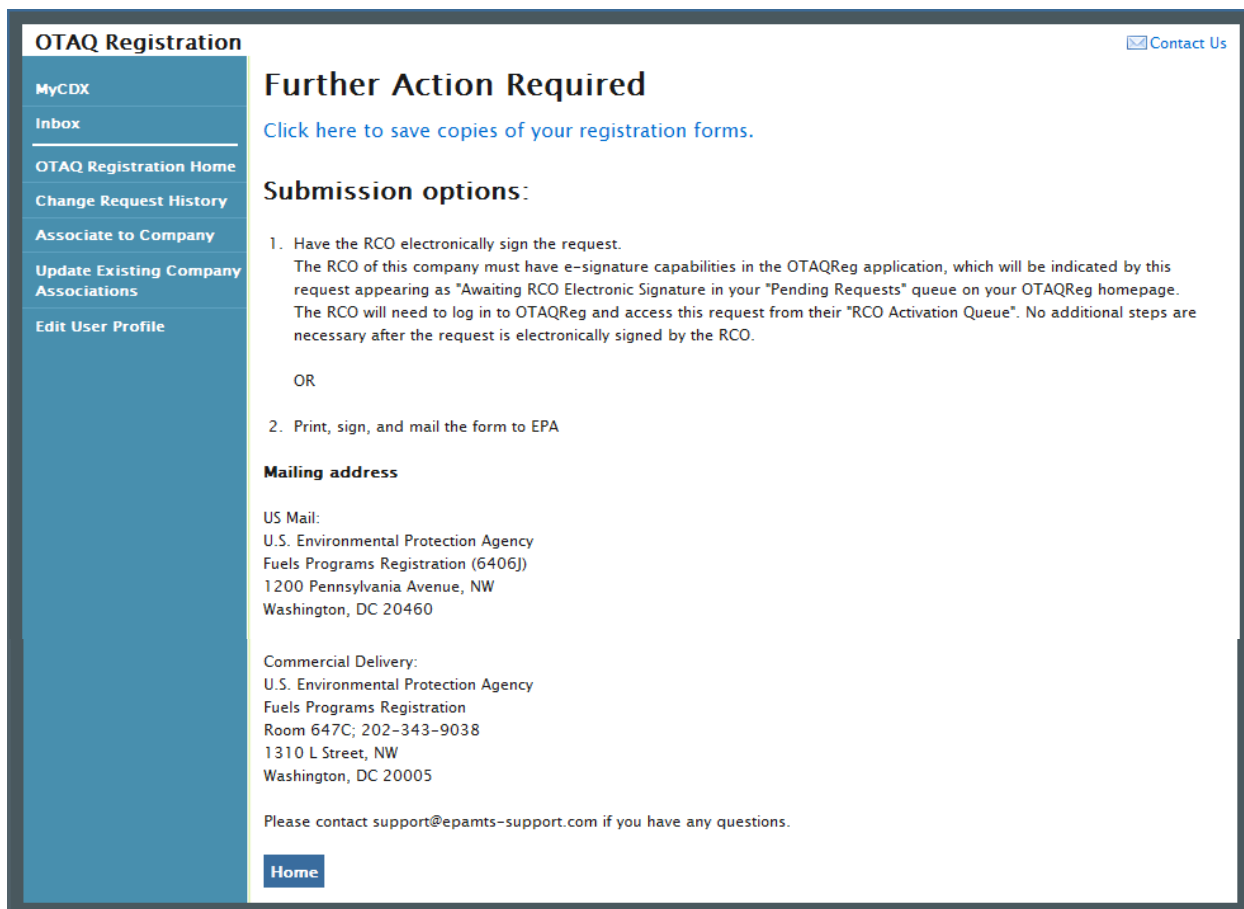
If the removed company association is correct, click the “Continue” button. Figure 4-56 will display.

Figure 4-56 Submit Request Page



Click the “Submit” button to submit your request. Figure 4-57 will display.

Figure 4-57 Further Action Required 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.

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. This letter can be electronically signed by the RCO in OTAQReg if they have a valid CDX ESA.

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 4-58, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

Figure 4-58 Pending Company Association Requests

The screenshot shows the 'OTAQ Registration Home' page. On the left is a navigation menu with options like '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' table. The table has columns for ID, Request For, Created On, Requested By, and Status. A single entry is shown 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 for request types: New Company, Company Update, Company Association, and RCO Update. Further down are sections for 'Company Information' (stating no current associations) and 'Registration Lists' (including EPA Fuels Programs Company and Facility List, EPA Fuels Programs Company List, and Independent Lab List).

ID	Request For	Created On	Requested By	Status
763	Biofuel Test D [0002]	08/22/2011 02:12 PM	Mike Seavey	Awaiting RCO Wet Ink Signature

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 4-59 will display.

Figure 4-59 Company Association Request

OTAQ Registration [Contact Us](#)

Company Association Request [View printer-friendly version](#)

Request Information

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
	Username : JSMITH2201

List of Changes

- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F" for user "Jane Smith"
- Added OTAQREG role "Company Editor" for user "Jane Smith"

ID	Name	Roles
4695	Jane Smith	<ul style="list-style-type: none"> DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F Company Editor

Legend: Added Updated Removed Unchanged

Return **Cancel Request**

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 5-60 OTAQ Registration Home Page

OTAQ Registration Home Contact Us

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 5-60. Figure 5-61 will display.

5.1 Verify Company Does Not Exist in OTAQReg

Figure 5-61 Associate to Company: Search for Existing Company Page

OTAQ Registration [Contact Us](#)

MyCDX

- Inbox
- OTAQ Registration Home
- Change Request History
- Associate to Company**
- Update Existing Company Associations
- Edit User Profile

Associate to Company: Search for Existing 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:

Company Name:

City:

State:

Postal Code:

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 5-62 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 5-62 Associate to Company: Search for Existing Company Results

OTAQ Registration [Contact Us](#)

MyCDX

- Inbox
- OTAQ Registration Home
- Change Request History
- Associate to Company**
- Update Existing Company Associations
- Edit User Profile

Associate to Company: Search for Existing 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:

Company Name:

City:

State:

Postal Code:

Your search returned no companies.

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.

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 5-63 will display.

5.2 Create Company Details

Figure 5-63 Create New Company: Company Details Page

OTAQ Registration
Contact Us

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

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".

<p>* Company Name: <input type="text"/></p> <p>* Created On (MM/DD /YYYY): 10/05/2011</p> <p>Valid From (MM/DD /YYYY): 10/05/2011 </p> <p>Valid To (MM/DD /YYYY): <input type="text"/> Optional</p>	<p>* Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: Please Select From List <input type="text"/></p> <p>* Postal Code: <input type="text"/></p> <p>* Country: United States <input type="text"/></p>
--	--

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

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

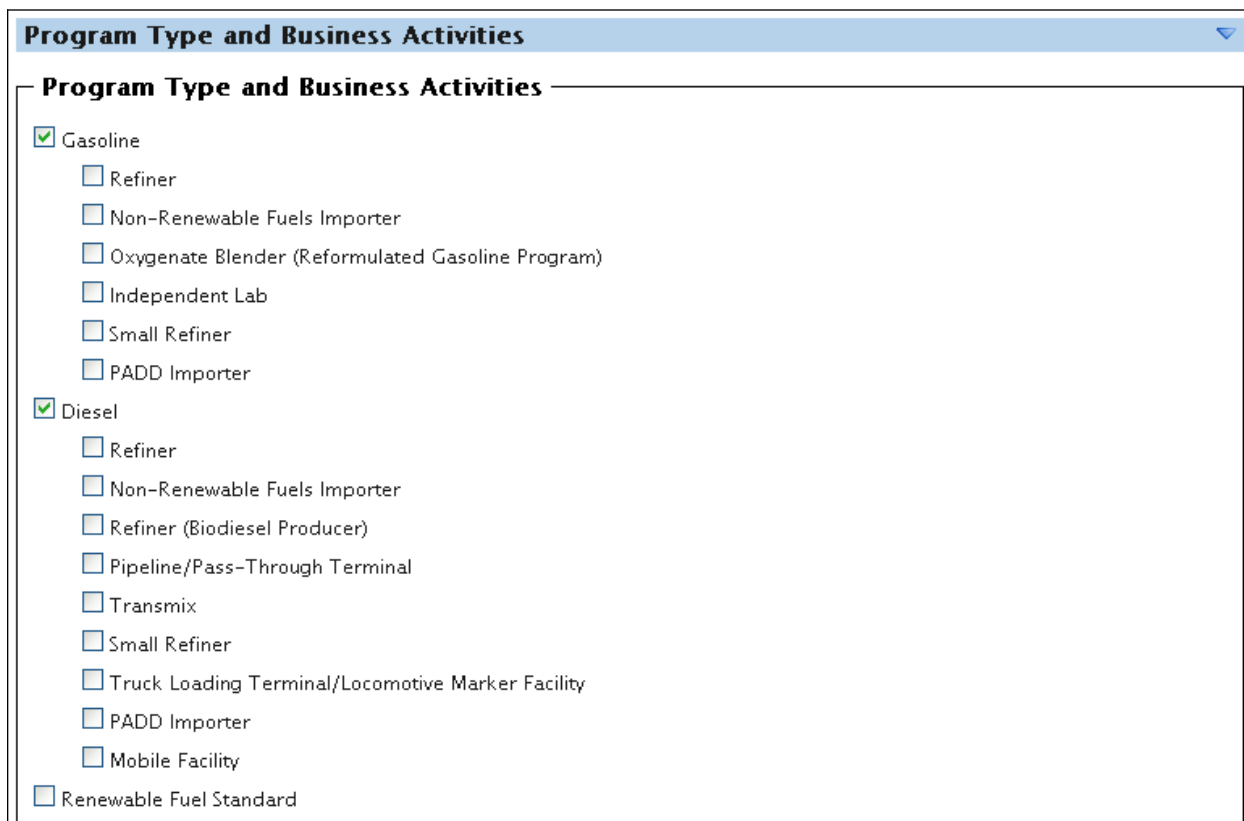
Next

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 5-64.

Figure 5-64 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 5-65 will display.

Figure 5-65 Company Contacts

Company Contacts
▼

There are currently no company contacts.

Add New Contact
Remove Selected

Contact

<p>* Name: <input type="text" value="John Smith"/></p> <p>* Title: <input type="text" value="Other"/> ▼</p> <p>* Title: <input type="text" value="Operational Manager"/></p> <p>Contact For: <input type="text" value="Gasoline"/></p>	<p>* E-mail: <input type="text" value="john@smith.com"/></p> <p>* Phone: <input type="text" value="555-867-5309"/> x <input type="text"/></p> <p>Fax: <input type="text"/></p> <p>CDX Web User ID: <input type="text"/></p>
--	---

Save Contact

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 -66 will display.

5.2.1 Select Company Roles

Figure 5-66 Create New Company: Company Roles

OTAQ Registration

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

[Contact Us](#)

Create New Company: Company Roles

Select Roles

To add additional roles, click the link below.

- Company Editor

Next
Back

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 -67 will display.

Figure 5-67 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 5-68 will display.

Figure 5-68 Selected Company Roles

OTAQ Registration [Contact Us](#)

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

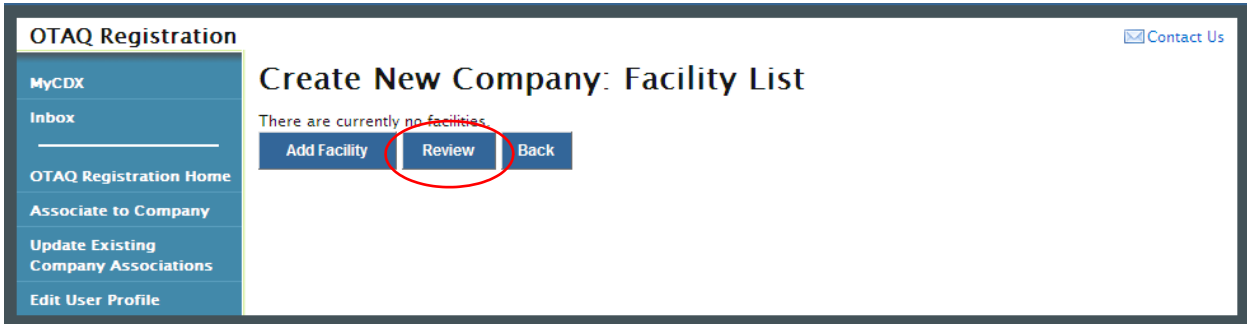
Next **Back**

Click the “Next” button. Figure 5-69 will display.

5.3 Adding Company Facilities

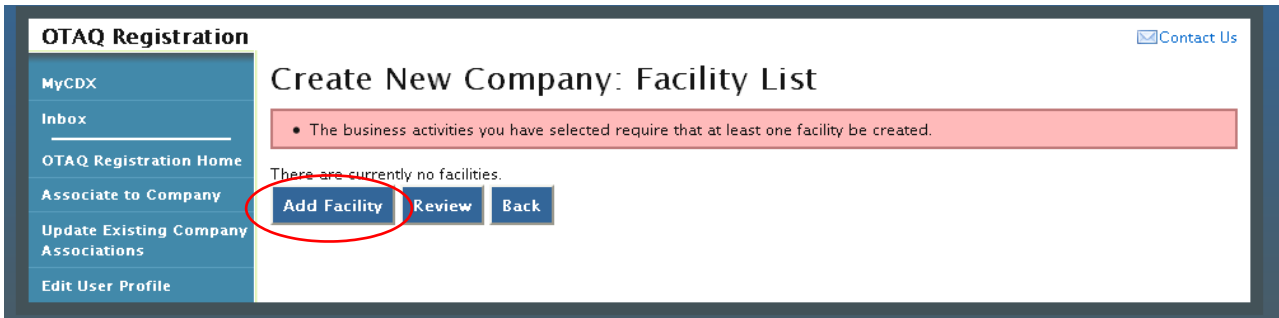
Your company may or may not require that you add a Facility depending on the Program Types and Business Activities selected for your company.

Figure 5-69 Create New Company: Facility List



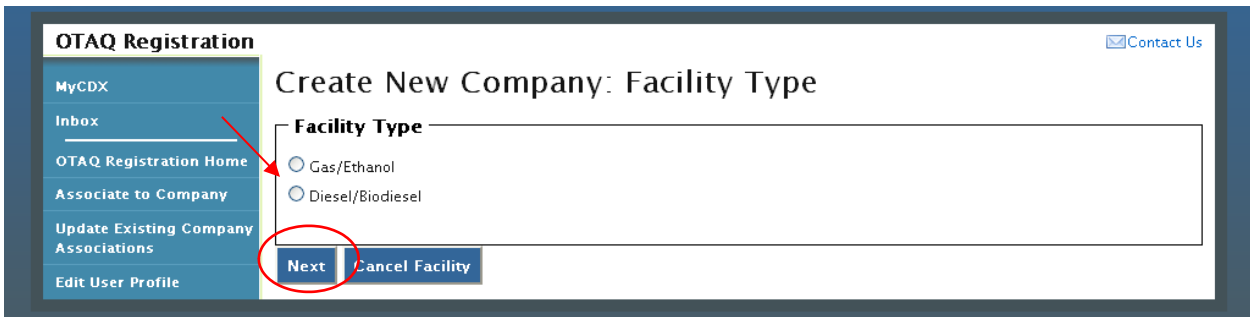
Click the “Review” button. Figure 5-70 will display if your company is required to have at least one facility. If your company is not required to have at least one facility then you will be directed to the Create New Company Signature page, as shown in Figure 4-46 (continue to Section 5.5).

Figure 5-70 Create New Company: Facility List Requires Facility



To add a facility to your company click the “Add Facility” button. Figure 5-71 will display.

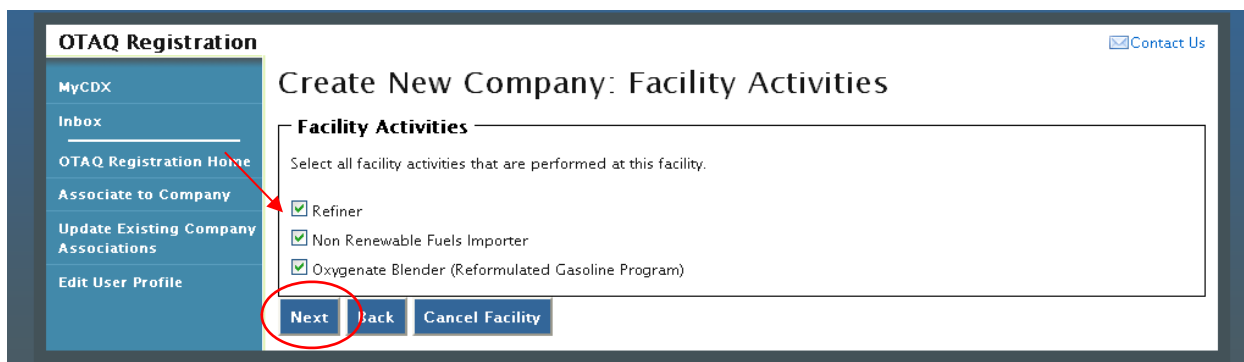
Figure 5-71 Create New Company: Facility Type



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 5-72 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.

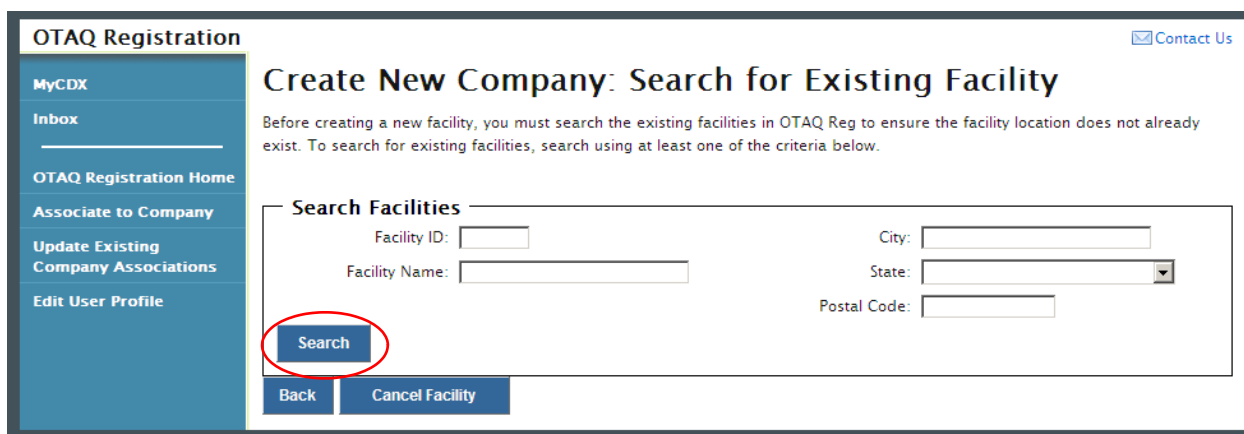
Figure 5-72 Create New Company: Facility Activities



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 5-73 will display.

5.4 Verify Facility Does Not Exist in OTAQReg

Figure 5-73 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 5-74 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 5-74 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 5-75 will display.

5.4.1.1 Create New Facility

Figure 5-75 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 5-76 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 5-76 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

<p>* Location: <input type="text"/></p> <p>* Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="text" value="Please Select From List"/></p> <p>* Postal Code: <input type="text"/></p> <p>* Country: <input type="text" value="United States"/></p>	<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>
--	---

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.

Click the “Save Facility” button when finished. Figure 5-77 will display.

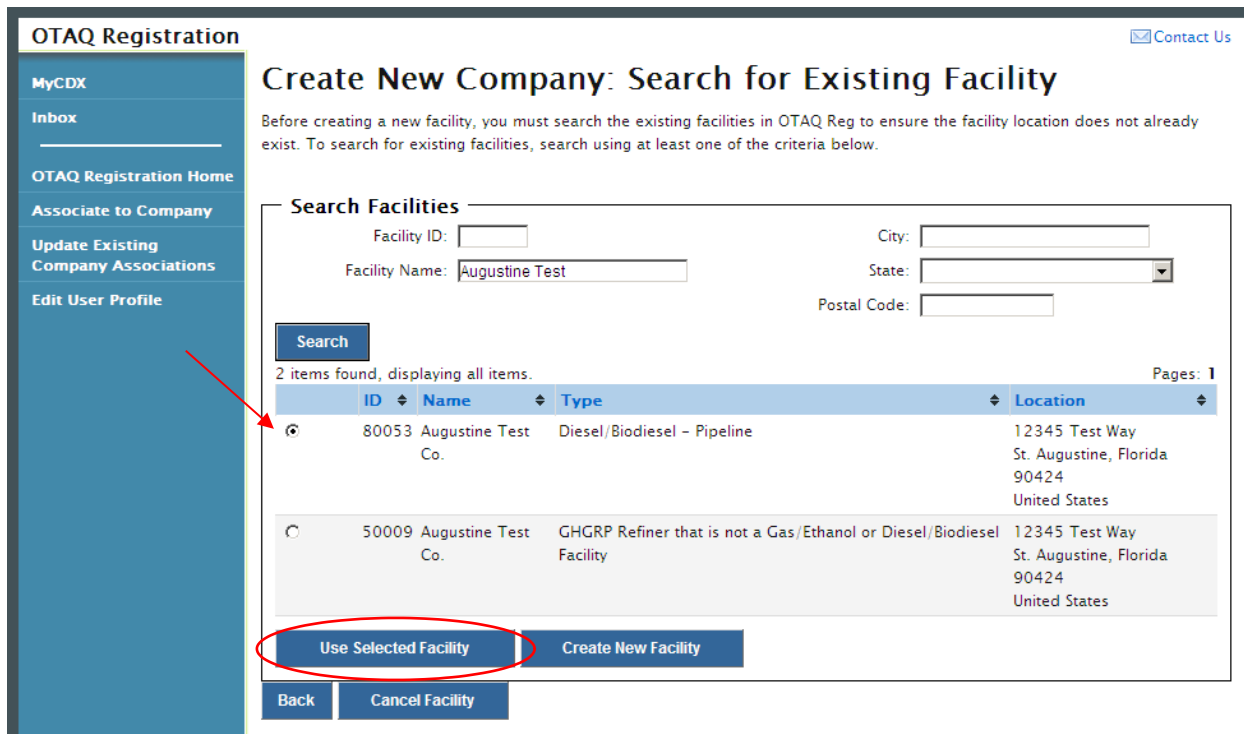
Figure 5-77 Create New Company: Facility List



If the displayed facility information is correct, click the “Review” button. Figure 5-82 will display (continue to Section 5.5).

5.4.1.2 Add Existing Facility

Figure 5-78 Select Existing Facility



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 5-82. Figure 5-79 will display.

Figure 5-79 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="Reserved2 SGL 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>
--	--

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 -80 will display.

Figure 5-80 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

<p>* Location: <input type="text"/></p> <p>* Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: <input type="text" value="Please Select From List"/></p> <p>* Postal Code: <input type="text"/></p> <p>* Country: <input type="text" value="United States"/></p>	<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>
--	---

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

Fuels Imported/Created & Pathways

Facility Totals

* Permitted Capacity (gallons):
40 CFR 80.1401

* Actual Peak Capacity (gallons):

There are currently no fuels.

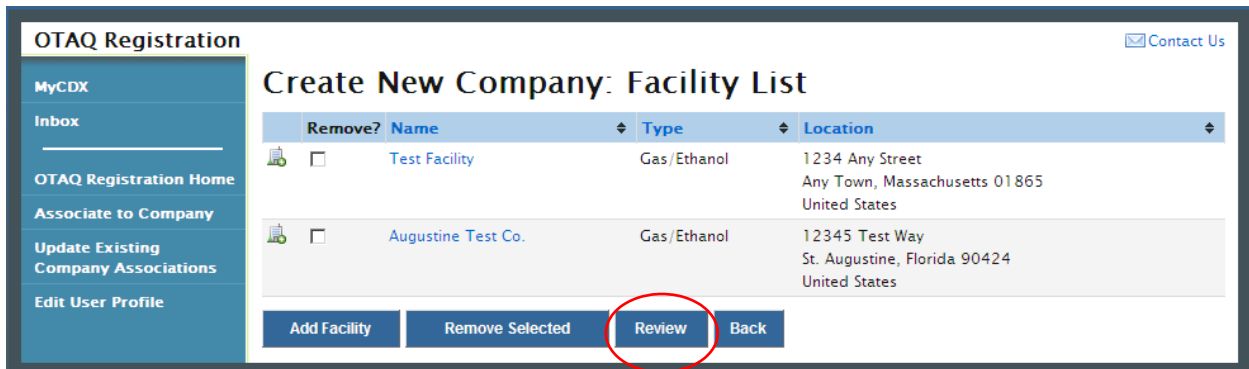
Add RFS Fuel Pathway
Remove Selected

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 5-81 will display.

Figure 5-81 Review Facility List



If the displayed facility information is correct, click the “Review” button. Figure 5-82 will display.

5.5 Review and Submit New Company Information

Figure 5-82 Create New Company: Review



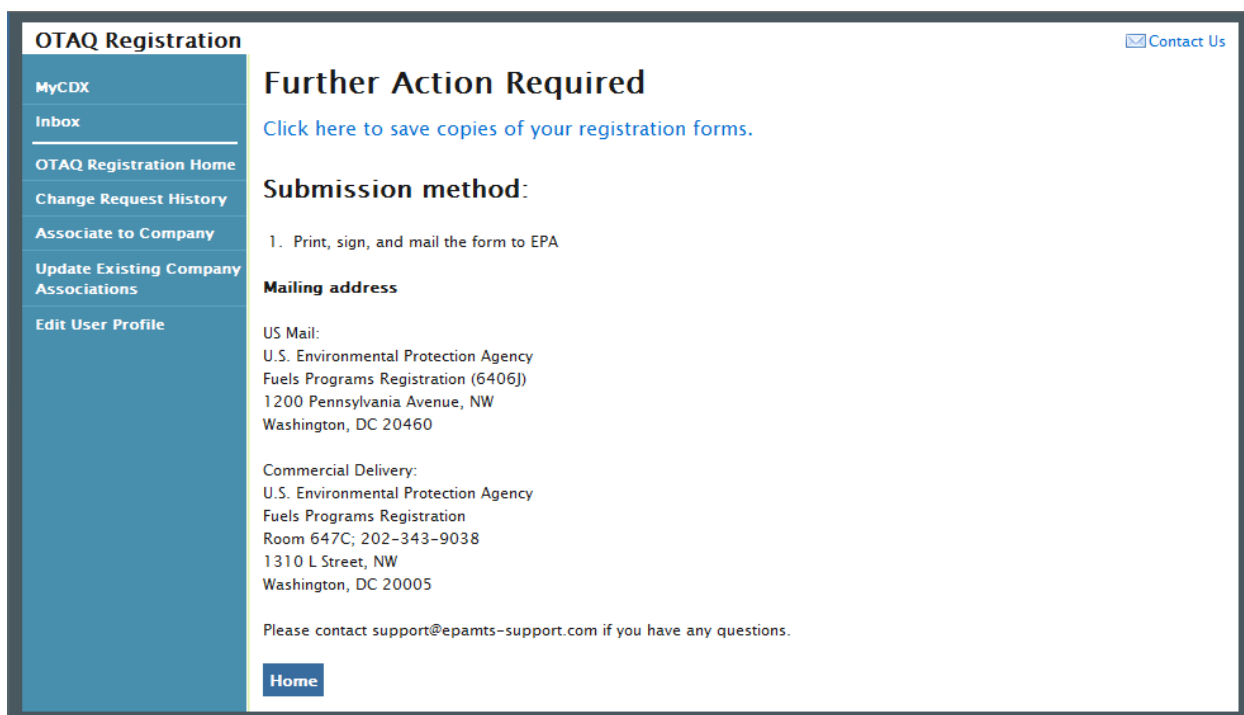
The Create New Company: Review page displays a read-only version of the company and facility details provided. If the new company information on the page is correct click the “Continue” button. Figure 5-83 will display.

Figure 5-83 Create New Company: Submit Request Page



Click the “Submit” button to submit your request. Figure 5 -84 will display.

Figure 5-84 Further Action Required 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 -85.

Note: All New Company 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 new company registration forms. New Company Requests cannot be electronically signed.

5.6 Pending New Company Requests

Congratulations! You have successfully submitted your New Company Request in the OTAQReg application. As shown in Figure 5 -85, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

Figure 5-85 OTAQ Registration Home page: Pending Requests

The screenshot displays the OTAQ Registration Home page. On the left is a navigation sidebar with options: 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 contains three sections:

- Pending Requests:** A table with columns: ID, Request For, Created On, Requested By, and Status. A single row is highlighted with a red border, showing ID 841, Request For "Test Company PLC", Created On "08/26/2011 11:22 AM", Requested By "Mike Seavey", and Status "Awaiting EPA Review". A legend below indicates that the green icon next to the ID represents a "New Company".
- Company Information:** A table with columns: Company ID, Company Name, and Roles. It shows one item found: Company ID 0002, Company Name "Biofuel Test D", and Role "Company Editor".
- Registration Lists:** A list of links: "EPA Fuels Programs Company and Facility List", "EPA Fuels Programs Company List", and "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 -86 will display.

Figure 5-86 New Company Request

OTAQ Registration
[Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Company Request

You are currently in VIEW mode.

[View printer-friendly version](#)

Request Information

Request ID : CR-1012	Created On : 10/05/2011 12:43 PM
Request Type : New Company	Modified On : 10/05/2011 12:43 PM
Request Status : Awaiting RCO Wet Ink Signature	Requested By : Joe Test

Company Details
Roles
Facility Details

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): 10/05/2011	City: San Diego
Valid From (MM/DD /YYYY): 10/05/2011	State: California
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
RCO E-mail: otaqregcco@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

Office of Transportation and Air Quality Fuels Program Registration User Guide

June 27, 2014

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 6-87 OTAQ Registration Home Page

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 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 6-87. The company details will display, as shown in Figure 6-88.

Figure 6-88 Company Information: Company Details

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 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 (MM/DD/YYYY):	City: Springfield
Valid From: 07/29/2011 (MM/DD/YYYY):	State: South Carolina
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: 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 7-89 OTAQ Registration Home Page

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	• 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 -89. Figure 7 -90 will display.

Figure 7-90 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: Burmingham
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 -91 will display.

Figure 7-91 Company Details Edit Page

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 7-92 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 7-92 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

Contact Us

You are currently in EDIT mode. Cancel

Company Info

Basic Information

Company Name and Location

Company ID: 0002	Address 1: 3000 Test Road
Company Name: Biofuel Test D	Address 2:
Created On 07/29/2011 (MM/DD/YYYY):	City: Springfield
Valid From 07/29/2011 (MM/DD/YYYY):	State: South Carolina
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: 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

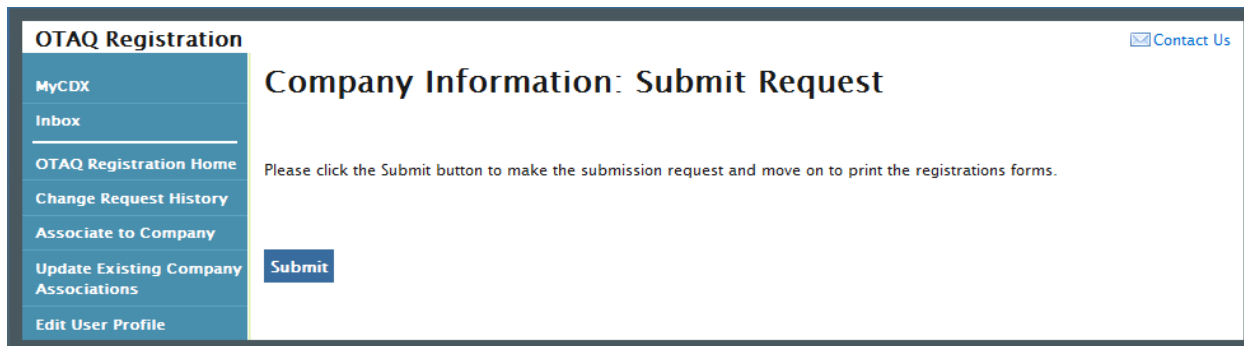
Back
Continue

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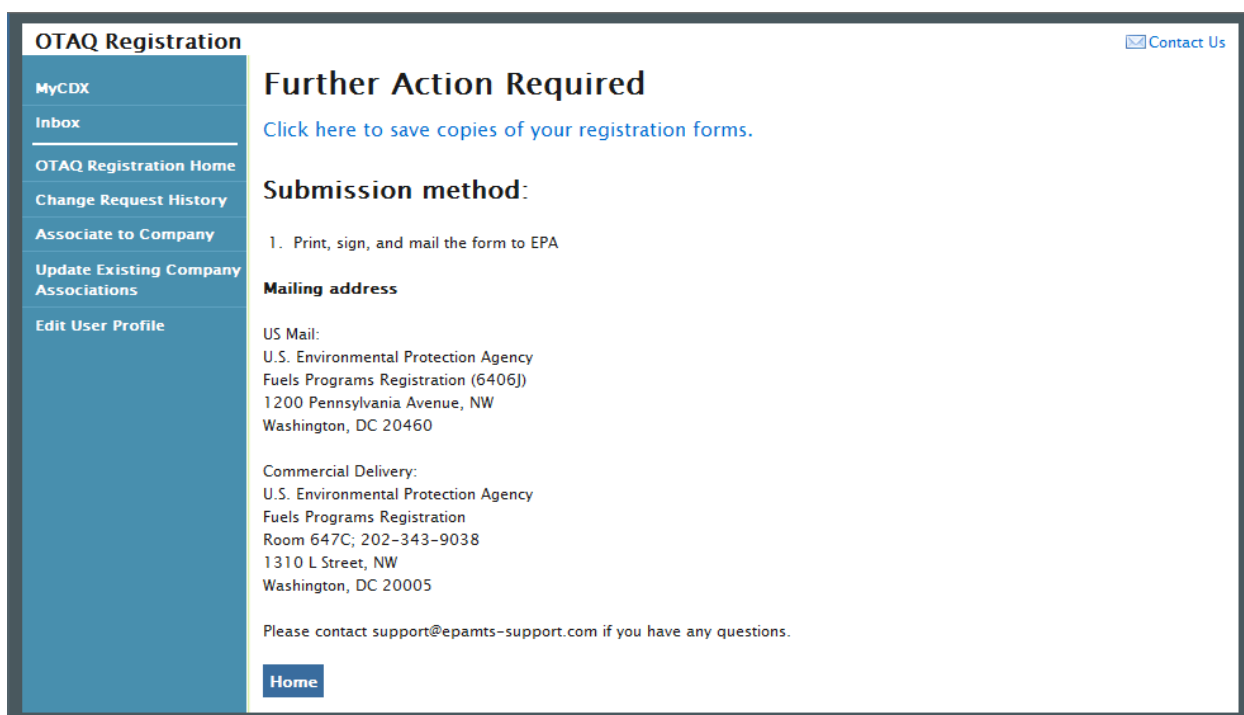
The Company Information Review page displays a read-only version of the updated company record. If the information displayed on the review screen is correct, click the “Continue” button. Figure 7-93 will display.

Figure 7-93 Company Information: Submit Request Page



Click the “Submit” button to submit your request. Figure 7-94 will display.

Figure 7-94 Further Action Required 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 7-95. 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. This letter can be electronically signed by the RCO in OTAQReg if they have a valid CDX ESA.

7.3 Pending Company Update Request

Congratulations! You have successfully submitted your Company Update Request in the OTAQReg application. As shown in Figure 7-95, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

Figure 7-95 Updated Company Pending Request

The screenshot shows the 'OTAQ Registration Home' page. On the left is a navigation menu with items like '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' table. The table has columns for ID, Request For, Created On, Requested By, and Status. The first row is highlighted with a red border and contains: ID 842, Request For Biofuel Test D [0002], Created On 08/26/2011 12:27 PM, Requested By Mike Seavey, and Status Awaiting RCO Electronic Signature. Below the table is a legend for request types: New Company, Company Update, Company Association, and RCO Update. Further down is a 'Company Information' section showing one item found for Biofuel Test D with the role of Company Editor. At the bottom is a 'Registration Lists' section with links to EPA Fuels Programs Company and Facility List, EPA Fuels Programs Company List, and Independent Lab List.

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

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 7-96 will display.

Figure 7-96 Company Update Request

OTAQ Registration
[Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Company Request

You are currently in VIEW mode. View Active Version

[View printer-friendly version](#)

Request Information

Request ID : CR-2096	Created On : 10/05/2011 01:47 PM
Request Type : Company Update	Modified On : 10/05/2011 01:47 PM
Request Status : Awaiting RCO Electronic Signature	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	Address 1: 6000 Test Street
Company Name: Blotfuel 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: Georgia
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.

Return
Cancel Request

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 7-97, while in EDIT mode. Figure 7-98 will display.

Figure 7-97 Facility Details Tab

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 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: <input type="text" value="6000 Test Street"/>
* Company Name: <input type="text" value="Blofuel Test A"/>	Address 2: <input type="text" value="Suite C-1"/>
* Created On (MM/DD /YYYY): 01/12/2011	* City: <input type="text" value="Birmingham"/>
Valid From (MM/DD /YYYY): 01/12/2011	* State: <input type="text" value="Alabama"/>
Valid To (MM/DD /YYYY): <input type="text"/> <small>Optional</small>	* Postal Code: <input type="text" value="15555"/>
	* Country: <input type="text" value="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 Initiate RCO Update Request

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

- 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

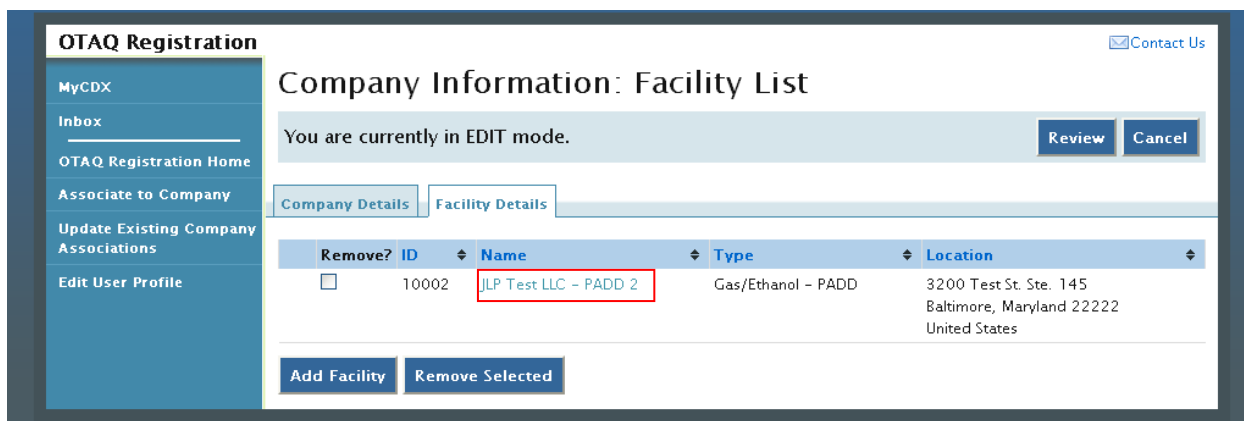
* Gasoline Yes No

Company Contacts

There are currently no company contacts.

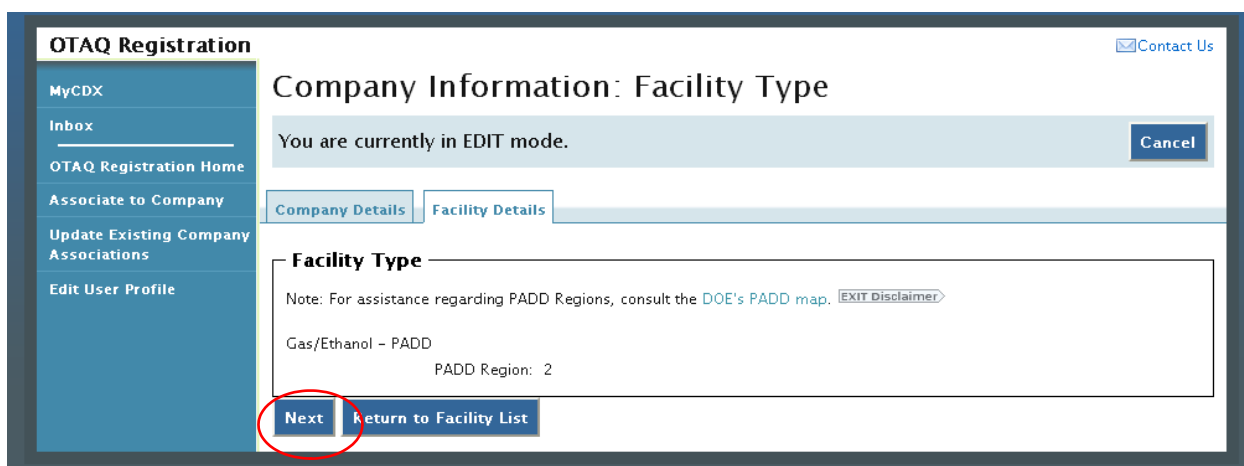
Add New Contact
Remove Selected

Figure 7-98 Company Information: Facility List



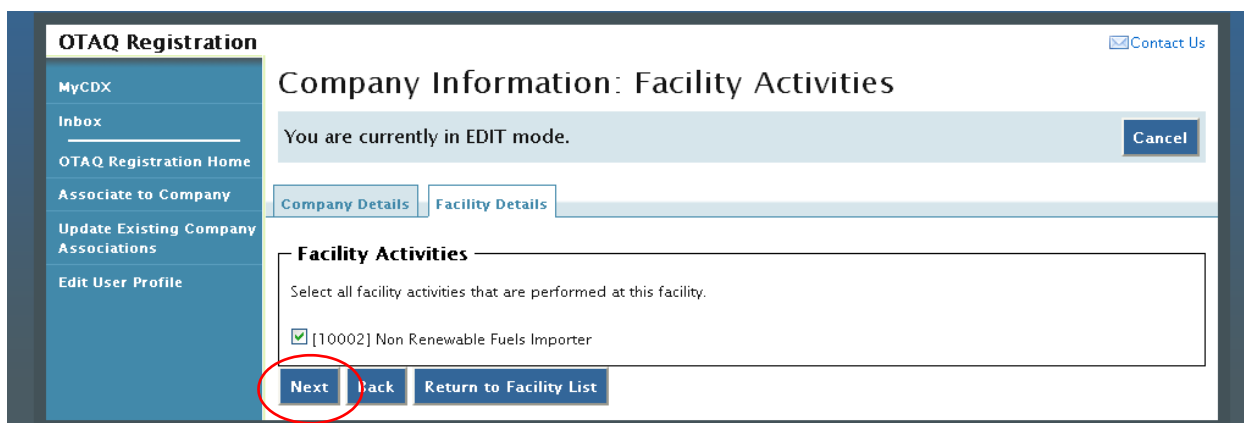
Click the facility name link. Figure 7-99 will display.

Figure 7-99 Company Information: Facility Type



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 7-100 will display.

Figure 7-100 Company Information: Facility Activities



The Facility Activities page displays all possible facility activities. Select the appropriate facility activities and click the “Next” button. Figure 7 -101 will display.

Figure 7-101 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".

<p>* Facility Name: <input type="text" value="JLP Test LLC - PADD 2"/></p> <p>* Valid From (MM/DD /YYYY): <input type="text" value="8/1/11"/> <input type="button" value="📅"/></p> <p>Valid To (MM/DD /YYYY): <input type="text"/> <input type="button" value="📅"/> Optional</p>	<p>Address 1: <input type="text" value="3200 Test St."/></p> <p>Address 2: <input type="text" value="Ste. 145"/></p> <p>City: <input type="text" value="Baltimore"/></p> <p>State: <input type="text" value="Maryland"/></p> <p>Postal Code: <input type="text" value="22222"/></p> <p>Country: <input type="text" value="United States"/></p>
---	--

Facility Contact

<p>* Contact Name: <input type="text" value="Mike Aguenza"/></p> <p>* Contact Title: <input type="text" value="Manager"/></p>	<p>* Contact E-mail: <input type="text" value="mike@test.com"/></p> <p>* Contact Phone: <input type="text" value="333-333-3333"/> x <input type="text"/></p> <p>Contact Fax: <input type="text" value="222-222-2222"/></p>
---	--

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 -102 will display.

Figure 7-102 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 7-103 will display.

Figure 7-103 Facility List: Updated Facility

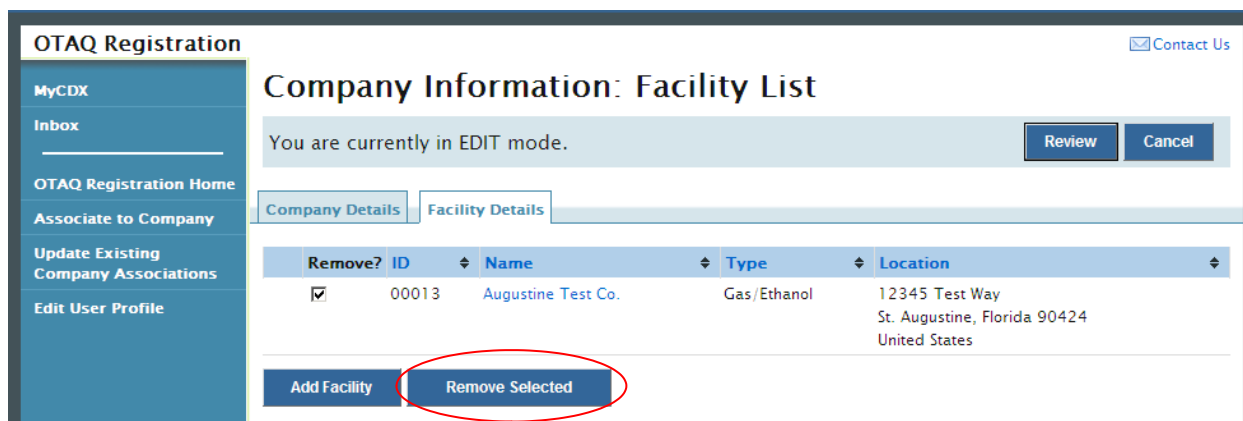
Remove?	ID	Name	Type	Location
<input checked="" type="checkbox"/>	10002	JLP Test LLC - PADD 2	Gas/Ethanol - PADD	3200 Test St. Ste. 145 Baltimore, Maryland 22222 United States

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

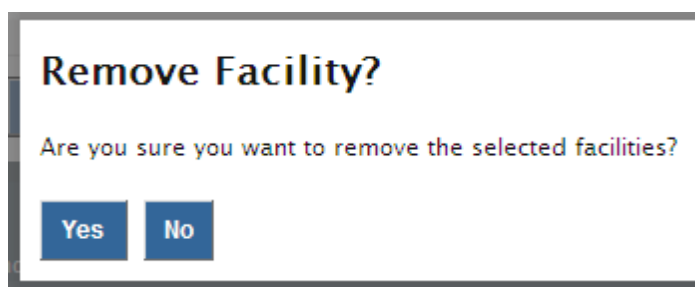
To remove a Facility from a company, click the Facility Details tab, as seen in Figure 7-91, while in EDIT mode. Figure 7-104 will display.

Figure 7-104 Company Information: Facility List



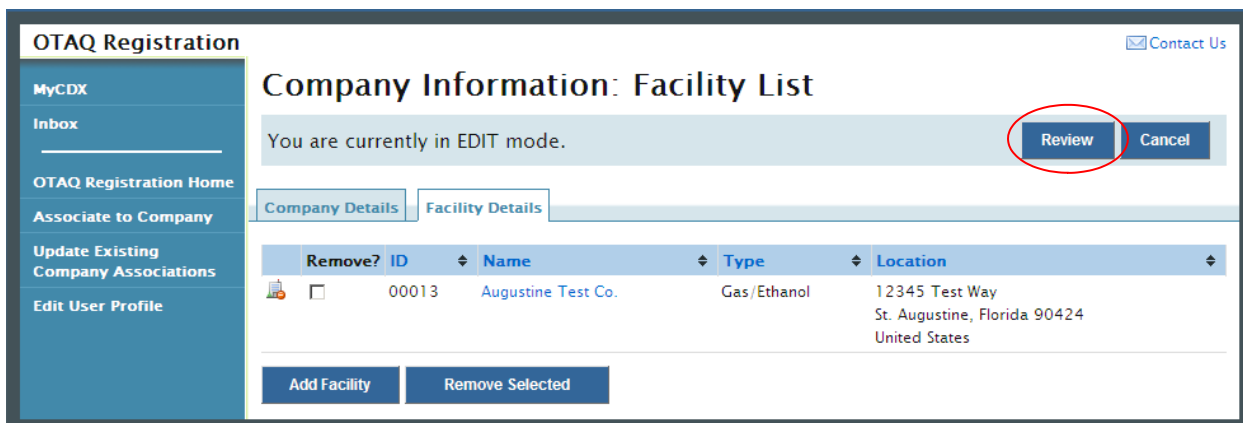
Select the checkbox for the corresponding facility and click the “Remove Selected” button. Figure 7-105 will display.

Figure 7-105 Remove Facility Confirmation



Click the “Yes” button to remove the facility. Figure 7-106 will display.

Figure 7-106 Facility List: Removed Facility



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 7-107. Figure 7-108 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 7-107 Initiate RCO Update Request

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

Company ID: 0006	* Address 1: <input type="text" value="3200 Test St."/>
* Company Name: <input type="text" value="JLP Test LLC"/>	Address 2: <input type="text" value="Ste. 145"/>
* Created On (MM/DD /YYYY): 08/01/2011	* City: <input type="text" value="Baltimore"/>
Valid From (MM/DD /YYYY): 08/01/2011	* State: <input type="text" value="Maryland"/>
Valid To (MM/DD /YYYY): <input type="text"/> <small>Optional</small>	* Postal Code: <input type="text" value="22222"/>
	* Country: <input type="text" value="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

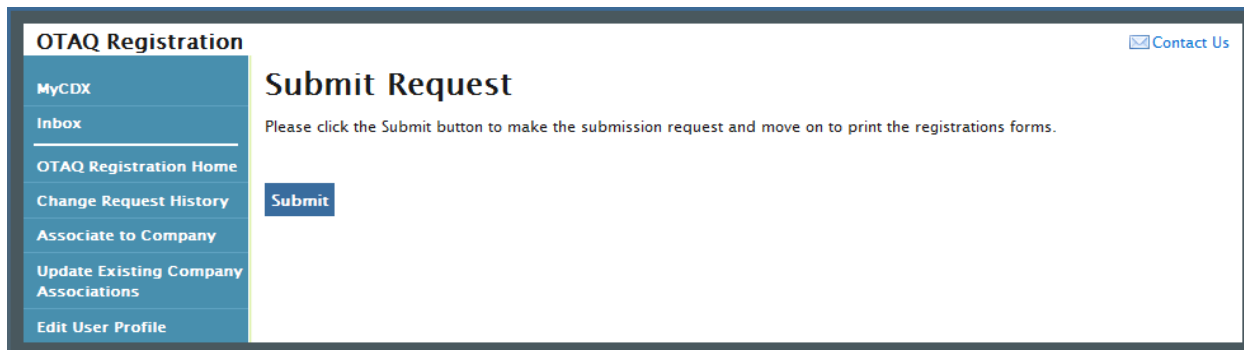
Figure 7-108 RCO Update

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 7-111 will display.

Figure 7-109 Further Action Required

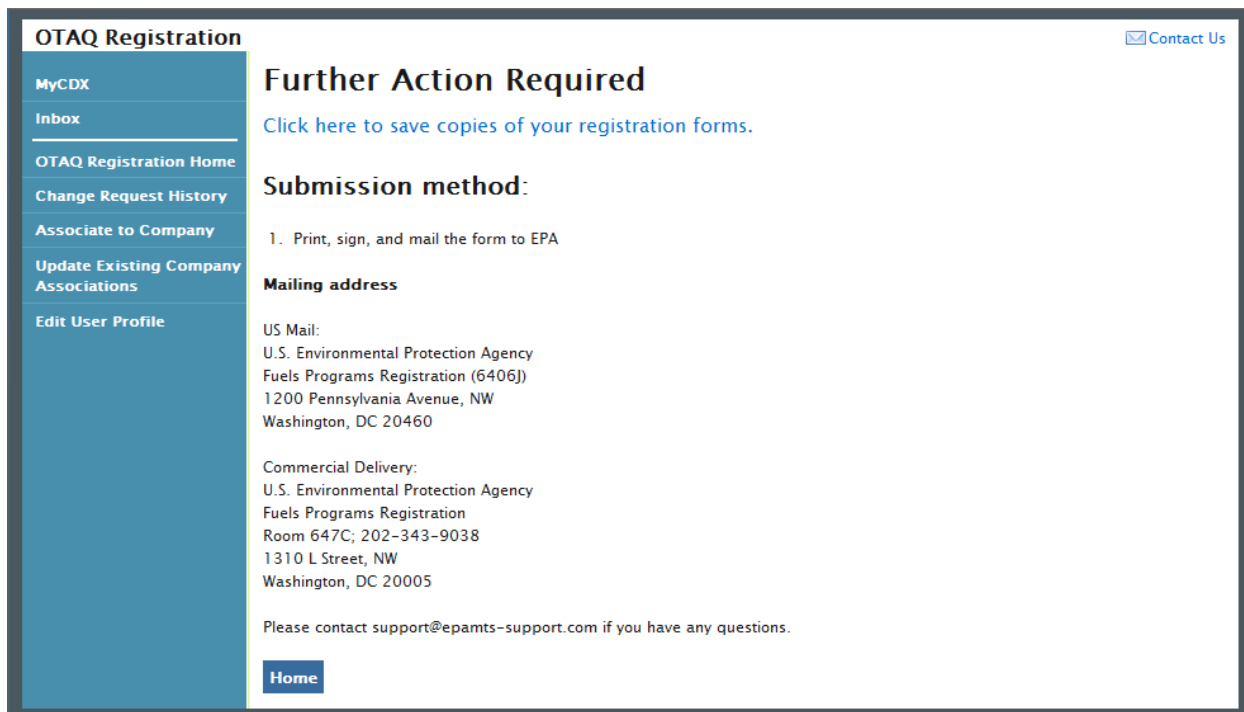
A popup window will display indicating that further action is required to complete this RCO update. Once you have reviewed the message, click the “OK” button. Figure 7-111 will display.

Figure 7-110 Submit Request



Click the “Submit” button. Figure 7-111 Further Action Required Page will display.

Figure 7-111 Further Action Required 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 7-112.

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. RCO Update requests cannot be electronically signed.

7.7 Pending RCO Update Request

Congratulations! You have successfully submitted your RCO Update Request in the OTAQReg application. As shown in Figure 7-112, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

Figure 7-112 Pending RCO Update

The screenshot shows the 'OTAQ Registration Home' page. On the left is a navigation menu with options like '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 includes a 'Contact Us' link. The 'Pending Requests' section contains a table with the following data:

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

Below the table is a legend: New Company (document icon), Company Update (document with arrow icon), Company Association (two people icon), and RCO Update (person icon). The 'Company Information' section shows 'One item found.' and a table with the following data:

Company ID	Company Name	Roles
0002	Biofuel Test D	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'.

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 7-113 will display.

Figure 7-113 RCO Update Request

OTAQ Registration
[Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

RCO Update Request

[View printer-friendly version](#)

Request Information

Request ID : CR-2097	Created On : 10/05/2011 02:22 PM
Request Type : RCO Update	Modified On : 10/05/2011 02:22 PM
Request Status : Awaiting RCO Wet Ink Signature	Requested By : George Castanza

List of Changes

- RCO E-mail changed from "jennifer.paine21@gmail.com" to "otaqregco@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	Address 1: 3200 Test St.
Company Name: JLP Test LLC	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: otaqregco@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 their Electronic Signature Agreement. For information regarding signing change requests in the OTAQReg application, please see the Responsible Corporate Officer (RCO) User Guide.

Figure 9-114 will display.

Figure 9-114 Authentication

The screenshot shows a window titled "eSignature Widget" with a "close" button in the top right. The main content area is titled "1. Login into CDX". Below this title, there are two labels: "User:" followed by the text "OTAQREGTESTER1", and "Password:" followed by a text input field. Below the password field is a "Login" button, which is circled in red.

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 9-115 will display.

Figure 9-115 Answer Secret Question

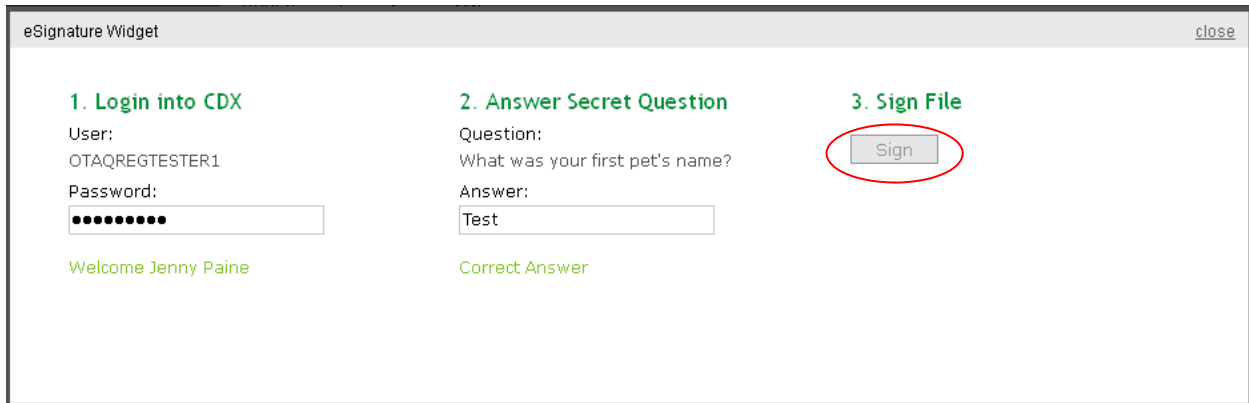
The screenshot shows the same "eSignature Widget" window. The main content area now has two sections. The first section, "1. Login into CDX", is partially visible on the left, showing the "User:" field with "OTAQREGTESTER1" and the "Password:" field with masked characters. Below it, the text "Welcome Jenny Paine" is displayed. The second section, "2. Answer Secret Question", is on the right. It has a "Question:" label followed by the text "What was your first pet's name?". Below this is an "Answer:" label followed by a text input field. Below the answer field is an "Answer" button, which is circled in red.

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 9-116 will display.

Figure 9-116 Sign File



The screenshot shows an "eSignature Widget" window with a "close" button in the top right corner. It is divided into three columns representing different steps:

- 1. Login into CDX**: Shows "User: OTAQREGTESTER1" and "Password:" with a masked input field. Below it, it says "Welcome Jenny Paine".
- 2. Answer Secret Question**: Shows "Question: What was your first pet's name?" and "Answer:" with an input field containing "Test". Below it, it says "Correct Answer".
- 3. Sign File**: Shows a "Sign" button circled in red.

Click the “Sign” button.

Congratulations! You have successfully electronically signed and submitted your Electronic Signature Agreement.

10 Appendix C: 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 10-117. This list is updated daily.

Figure 10-117 Registration Lists

The screenshot displays the EPA's OTAQ Registration Home page. At the top left is the EPA logo and the text 'United States Environmental Protection Agency'. At the top right, it says 'Logged in as MPSEAVEY3 (Logout)'. Below the header is a navigation bar with 'OTAQ Registration' and a 'Contact Us' link. A left-hand navigation menu includes '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 two sections: 'Company Information' with the message 'You are not currently associated with any companies.' and 'Registration Lists' with the instruction '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>.' The 'Registration Lists' section contains three bullet points: 'EPA Fuels Programs Company and Facility List', 'EPA Fuels Programs Company List', and 'Independent Lab List'. The footer includes 'Help Desk: (888) 890-1995' and links for 'EPA Home', 'Privacy and Security Notice', 'Terms and Conditions', and 'Contact Us'.

11 Appendix D: 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.