



How to Manage Attest Engagement Submissions in OTAQREG

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

Before you begin:

1. You must have a Central Data Exchange (CDX) account
2. You must be logged into the CDX OTAQREG program service
3. You must have a Part 80 Report Submitter role with the selected company

For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help>

Access Submission Form

1. Click the Company ID
2. Select **Manage Attest/ER Submissions**
3. Select **Company Name**
4. Click **Continue**

The screenshot displays the EPA OTAQ Registration interface. At the top, the navigation bar includes the EPA logo, 'OTAQ Registration', and links for 'Home', 'Create New Company', and 'Associate To Existing Company'. The user is logged in as 'Farid'.

The main content area is titled 'My Companies' and features a table with columns for 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows a company with ID '4000', named 'Deep South Oil & Drilling Co.', located at '3000 West Congress Street, Lafayette, LA 70506, US'. A dropdown menu is open for the 'Company ID' '4000', with 'Manage Attest/ER Submissions' selected. A 'Previous 1 Next' pagination control is visible at the bottom right of the table.

Below the table is the 'OTAQ Forms' section, which includes a 'Contact Us' link and a breadcrumb trail: 'Home > OTAQ Forms Select Company'. The page title is 'Select Company'. The instructions state: 'Select the company for which you are making or viewing submissions. If you do not see your company in the list, you must first associate to the company in OTAQReg with the correct role. If you do not have an active CDX ESA on file, you will not be able to create a new submission or view existing submissions until your ESA has been received by EPA.' A search box labeled 'Select Company' contains the text 'Deep South Oil & Drilling Co. (1221)'. A 'Continue' button is located to the right of the search results.

Select Action

Click links below to jump to that section of this job aid:

1. [Create new attest engagement](#)
2. [Edit a draft submission](#)
3. [View a completed submission](#)

The screenshot displays the 'OTAQ Forms' web application. On the left is a blue sidebar with navigation links: 'MyCDX', 'Inbox', 'OTAQ Registration Home', and 'OTAQ Forms Home'. The main content area has a breadcrumb 'Home' and a 'Contact Us' link. Below this, it says 'You are here: OTAQ Form Submissions Home' and displays the title 'OTAQ Form Submissions Home'. There are two sections: 'Engineering Reviews' with a message about roles, and 'Attest Engagements' with instructions on how to use the table below. The table lists two submissions with 'Edit' and 'View' buttons highlighted by yellow boxes and numbered '2' and '3'. A 'Create New Attest Engagement' button is highlighted by a yellow box and numbered '1'.

Submission ID	Created	Submitter	Status	Actions
AT-2155	07-22-2018 7:15:29 AM		In Progress	Edit
AT-2154	07-26-2018 3:02:26 PM	JOSH.GORDAN	Submitted	View

Submit New Attest Engagement

1. Enter and confirm a secure **passphrase***
2. Click **Save and Continue**

***IMPORTANT:** The secure passphrase is required to both 1) edit the submission later and 2) view the Copy of Record after submitting.

Steps continue on next slide...

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Create New Attest Engagement: Create Passphrase

Create Passphrase

Please create a passphrase that is at least 8 characters in length. To better protect your form, your passphrase should contain a combination of letters and numbers. Your passphrase may include spaces, but should not contain special characters (for example, +, and *).

Passphrase:

Confirm Passphrase:

You are responsible for remembering your passphrase and distributing it to only authorized individuals. **Please distribute this passphrase to at least one other authorized official.** Your passphrase will be used as an encryption key to protect the contents of your data.

Note: If you lose or forget your passphrase, you will not be able to access your Copy of Record. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve or reset it.

Save and Continue

Submit New Attest Engagement (cont.)

- 3. Select an **RFS Regulated Type**
- 4. OPTIONAL: You may choose to submit the Attest Engagement for a specific **Facility**. If you do not select a facility, the Attest Engagement will apply to all facilities of the selected company.

Steps continue on next slide...

Create New Attest Engagement

Please complete all required fields to submit your Attest Engagement along with the supplemental information as required in 80.130(a). The attached report should be completed by the CIA or CPA summarizing both the procedures performed and the findings in accordance with the selected regulated program. Pre-populated information is based on the approved OTAQ registration information for your selected company. Click the "Save" button to save your answers and complete the report at a later time.

All information submitted as part of this Attest Engagement may be claimed as Confidential Business Information.

Company Information

The information below is populated from the selected company's OTAQReg information.

Company Id: 3400

Company Name: Deep South Drilling & Oil Co.

Programs Covered

Only Attest Engagements for the Renewable Fuel Standard (§80.1464) program may be submitted using this form at this time, therefore the program has been selected for you. Select one or more of the applicable RFS regulated types below.

RFS (§80.1464)	<input checked="" type="checkbox"/>
Obligated Party	<input type="checkbox"/>
Renewable Fuel Exporter	<input type="checkbox"/>
Renewable Fuel Producer	<input type="checkbox"/>
Renewable Fuel Producer	<input type="checkbox"/>
RIN-Generating Importer	<input type="checkbox"/>
RIN-Generating Importer	<input type="checkbox"/>
RIN Owners (other than an Obligated Party or Renewable Fuel Producer or Importer)	<input type="checkbox"/>
Third-party Auditor	<input type="checkbox"/>
Third-party Auditor	<input type="checkbox"/>
Third-party Auditor	<input type="checkbox"/>

Facility Information

Select a facility from the list below.

Facility:

Submit New Attest Engagement (cont.)

- 5. Enter the name and contact information of the auditor who created the report
- 6. Click Save and Continue

Steps continue on next slide...

Auditor Information
Enter the name and contact information for the Auditor, as defined in §80.125.

Auditor First Name: *

Auditor Last Name: *

Auditor Address 1: *

Auditor Address 2:

Auditor City: *

Auditor State: *

Auditor Country: *

Auditor Zip: *

Auditor Phone: *

Auditor Email: *

5

Select State ▼

Select Country ▼

6

Save

Save and Continue

Submit New Attest Engagement (cont.)

- 7. Select the reporting period covered
- 8. Enter the **date** the audit report was completed
- 9. Answer the questions related to **Exemptions and Remedial Actions**
- 10. Click **Save and Continue**

Steps continue on next slide...

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Create New Attest Engagement : Reporting Period and Exceptions

Reporting Period and Audit Date

Indicate the reporting period covered and the date on which the audit report being submitted was completed.

Reporting Period Covered * 7

Date of Audit Report * 8

Exceptions and Remedial Actions 9

1. Has the reporting entity taken any remedial or other corrective actions resulting from this report? If Yes, describe the actions.
 Yes No

2. Will the reporting entity take future remedial or other corrective actions resulting from this report? If Yes, describe the actions.
 Yes No

3. Were there any exceptions noted by the audit company? If Yes, list the Attest regulatory sections under the exception.
 Yes No

10 **Save and Continue**

Back

Save

Submit New Attest Engagement (cont.)

- 11. Choose file and click Upload
- 12. OPTIONAL: Enter Comments
- 13. Acknowledge the Attest Statement
- 14. Click Save and Continue

Steps continue on next slide...

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Create New Attest Engagement : Upload Report

Upload Documents

Please upload a copy of the report and any supplemental information.

Choose File No file chosen
Upload

Document Name	Uploaded	Size (kb)
Nothing found to display.		

Comments

If you have any additional comments, please enter them in the box below.

Attest Statement

Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of RFS (§80.1464), I am submitting the copy required by the regulations of the auditor's agreed upon procedures report.

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Save
Save and Continue

Submit New Attest Engagement (cont.)

- 15. Review the submission and then click Sign, Encrypt, and Submit

Steps continue on next slide...

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Create New Attest Engagement: Review

Please review the information contained on this page prior to submitting the form.

Submission Information

This is your plan submission information

Submission Type: Attest Engagement

Attest Engagement Id: AT-2154

Submitter Information

The information below is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to starting your submission. These details can only be updated within the MyCDX link on the left-hand side of this screen or by the CDX Help Desk. Please visit the FAQ section for more information on making these updates.

First Name: Daniel

Last Name: Smith

CDX UserId: DANIEL.SMITH

Organization Name: DEEP SOUTH DRILLING

Email Address: daniel.smith@dldrilling.com

Phone Number: 337-555-9823

Extension:

Company Name and Location

Company ID: 3400

Documents

Document Name	Uploaded	Size (kb)
Sample Attest Engagement Attachment.docx	07-26-2018 9:10:36 PM	12.16

Comments

Attest Statement

Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of RFS (§80.1464), I am submitting the copy required by the regulations of the auditor's agreed upon procedures report.

15 Sign, Encrypt and Submit

16

Submit New Attest Engagement (cont.)

- 16. Use the **eSignature Widget** to sign submission
- 17. The submission will appear on the OTAQ Form Submissions Home page with the status of **Submitted**

eSignature Widget

1. Authentication

Log into CDX

User:
JOHN.DOE

Password:

Show Password

Welcome John Doe

2. Verification

Question:
What is the first and middle name of your oldest sibling?

Answer:

Show Answer

Correct Answer

3. Sign File

Sign

You are here: OTAQ Form Submissions Home

OTAQ Form Submissions Home

Success! You have successfully submitted your Attest Engagement.

Attest Engagements

Existing Attest Engagements for the selected company are displayed below. Click the "View" link to view the Copy of Record for an existing submission, or the "Edit" link to edit an In Progress submission. Click the "Create New Attest Engagement" button to create a new submission.

Submission ID	Created	Submitter	Status	Actions
AT-2155	07-22-2018 7:15:29 AM		In Progress	Edit
AT-2154	07-26-2018 3:02:26 PM	JOSH.GORDAN	Submitted	View

[Create New Attest Engagement](#)

Edit a Saved Attest Engagement

1. Click **Edit**
2. Enter the **secure passphrase**
3. Click **Continue**

The Create New Attest Engagement page will display, retaining all previously saved information.

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You are here: OTAQ Form Submissions Home

OTAQ Form Submissions Home

—Engineering Reviews—
You do not have the Independent Third Party Engineer role for the company you selected. If you wish to submit a form for the company please update your existing company association roles in OTAQReg.

—Attest Engagements—
Existing Attest Engagements for the selected company are displayed below. Click the "View" link to view the Copy of Record for an existing submission, or the "Edit" link to edit an In Progress submission. Click the "Create New Attest Engagement" button to create a new submission.

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Attest Engagements

— Enter Passphrase —

Please enter your Attest Engagement passphrase.

Passphrase:

View a "Copy of Record"

1. Click View
2. Enter the secure passphrase
3. Click Continue

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You are here: OTAQ Form Submissions Home

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Engineering Reviews
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[Create New Attest Engagement](#)

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Attest Engagements

Enter Passphrase

Please enter your Attest Engagement passphrase.

Passphrase:

[Continue](#)

View a “Copy of Record” (cont.)

4. Click a link to **view** or **download**
5. Click the **document name** to open attached documents

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Attest Engagement Submission

Submission Info
This is your Engineering Review submission information.

Submission Type: Attest Engagement

Attest Engagement Id: AT-2154

CROMERR Activity Id: _aeb25168-c5ef-412b-a4d3-9ac801af3e47

CROMERR Copy of Record: [View](#) | [Download HTML](#) | [Download XML](#)

Status: Submitted

Submission Time: Jul 26, 2018 9:30 PM

Submitter Information
The information below is from your CDX Registration and has been passed on to EPA with your submission.

First Name: Josh

Last Name: Gordan

CDX UserId: JOSH.GORDAN

Organization Name: DEEP SOUTH DRILLING

Email Address: josh.gordan@dsdrilling.com

Phone Number: 337-555-2346

Extension:

Documents

Document Name ▲	Uploaded ⇅	Size (kb)
Sample Attest Engagement Attachment.docx	07-26-2018 3:10:36 PM	12.16

Comments

Attest Statement

Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of RFS (§80.1464), I am submitting the copy required by the regulations of the auditor's agreed upon procedures report.

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