

## Job Aid



# How to Register a New Company Under Title 40 CFR Part 80 in OTAQREG

This job aid is designed to provide a high-level overview of the process for registering a new company under Title 40 CFR in OTAQREG so that you can start using the redesigned OTAQREG system as quickly as possible.

## Before you begin:

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

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

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

# How to create a New Company Request

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

Steps continue on next slide...

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

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

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

1

2

**Company Name and Location**

**Company Name:**

**Street Address:**

**Street Address (Line 2):**

**City:**  **State:**  x ▾

**Postal Code:**  **Country:**  x ▾

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# How to create a New Company Request (cont.)

- Review **Company Name and Location** information

## If you are the RCO of the company:

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

## If you are not the RCO of the company:

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

**4** 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 Name:** \*

**Street Address:** \*

**Street Address (Line 2):**

**City:** \* **State:** \*

**Postal Code:** \* **Country:** \*

**5** Responsible Corporate Officer (RCO) Information

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.

**Are you the Responsible Corporate Officer for this company?** \*

Yes  No

**RCO CDX User ID:** ⓘ **RCO Name:**

JSmithCDXID John Smith

**RCO Title:** \* **RCO Phone:**

2021236666

**RCO Email:** **RCO Fax:**

JSmith@abcbiodiesel.com

**8** **Are you the Responsible Corporate Officer for this company?** \*

Yes  No

**9** **RCO Email:** \*

**7** Back Save Save & Continue

**10** Back Save Save & Continue

Steps continue on next slide...

# How to create a New Company Request (cont.)

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

Steps continue on next slide...

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### Program Type and Business Activities

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

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

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

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

Business Activities For *Renewable Fuel Standard* Program Type

Foreign Udenatured Ethanol Producer <i>i</i>	<input type="checkbox"/> No
PADD Importer (Renewable Fuel Importer) <i>i</i>	<input type="checkbox"/> No
RFS Pathway Petition Submitter (80.1416) <i>i</i>	<input type="checkbox"/> No
RIN Owner Only (Blenders, Marketers, Traders) <i>i</i>	<input type="checkbox"/> No
Renewable Fuel Producer <i>i</i>	<input checked="" type="checkbox"/> Yes
Renewable Fuels Exporter <i>i</i>	<input type="checkbox"/> No
Renewable Fuels Importer <i>i</i>	<input type="checkbox"/> No
Small Blender (Blenders in 40 CFR 80.1440) <i>i</i>	<input type="checkbox"/> No

Do you produce or import additives that are only used in motor vehicle diesel fuel and/or motor vehicle gasoline including ethanol and detergents? \*  Yes  No

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# How to create a New Company Request (cont.)

- 13. Select appropriate Foreign Bond Information
- 14. Click Save and Continue
- 15. Select appropriate Additional Company/User Role Associations
- 16. Click Save and Continue

13 Foreign Bond Information

Does your company own or operate any foreign facilities? \*  Yes  No

Foreign Bond Determination	
Gasoline	<input checked="" type="radio"/> No
Renewable Fuel standard	<input checked="" type="radio"/> No

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15 Additional Company/User Role Associations

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

Will you ALSO be SUBMITTING RFS RIN transaction via the EMTS application?  Yes

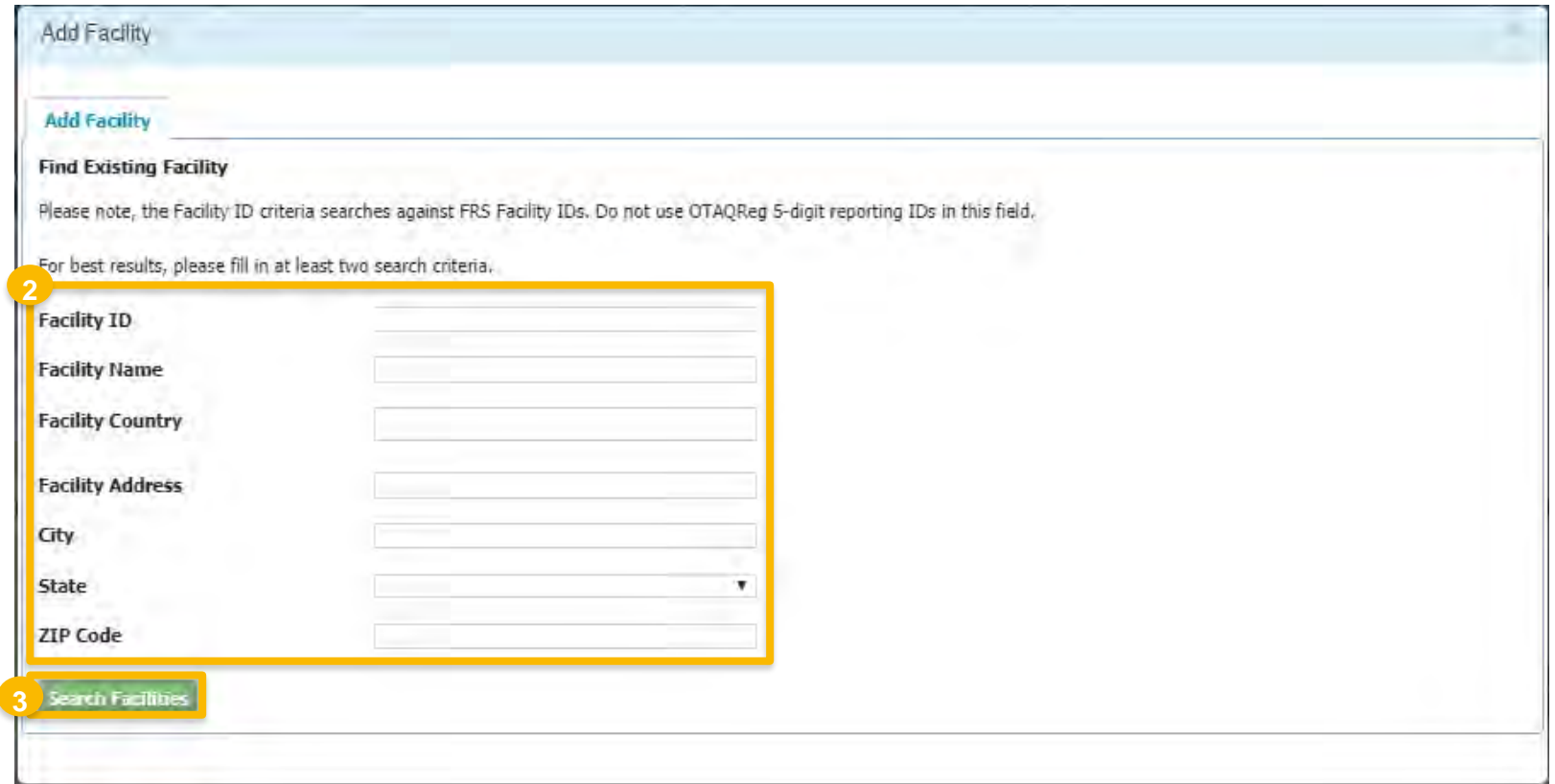
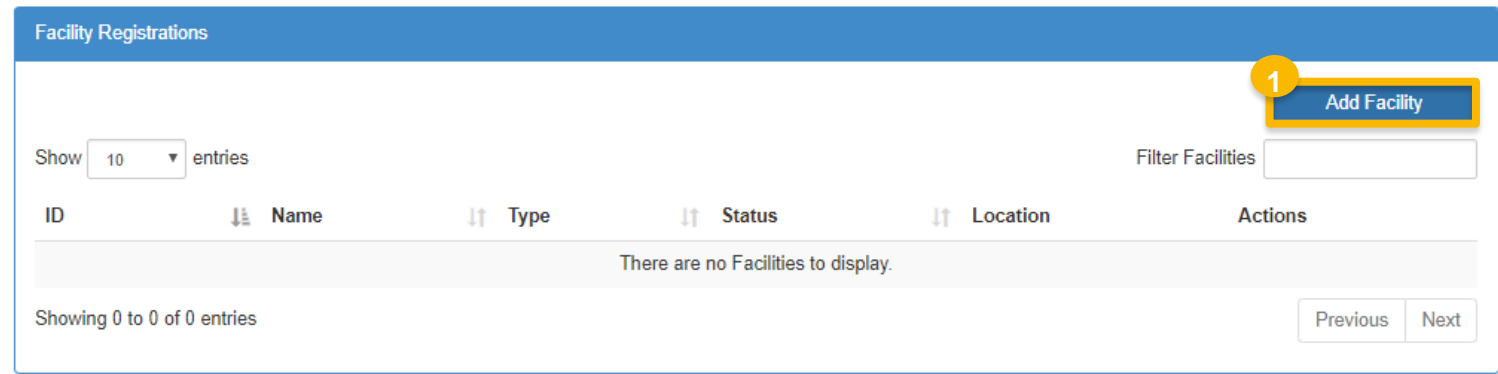
Will you be submitting compliance reports and other information on behalf of this company? If you have questions about what these reports entail, please see the OTAQ help page [here](#).  Yes

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# How to add new facility

1. Click **Add Facility** (if applicable)
2. Enter facility information
3. Click **Search Facilities**

Steps continue on next slide...



# How to add new facility (cont.)

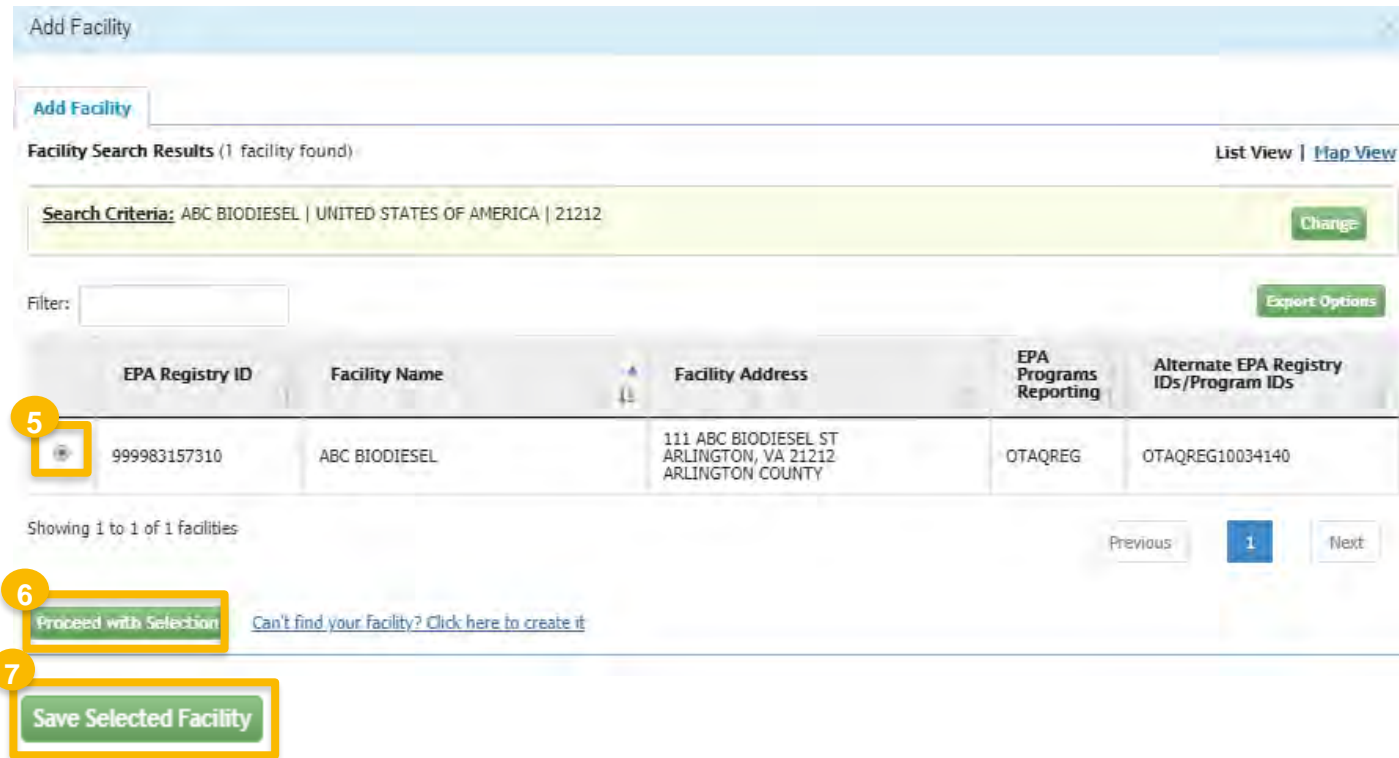
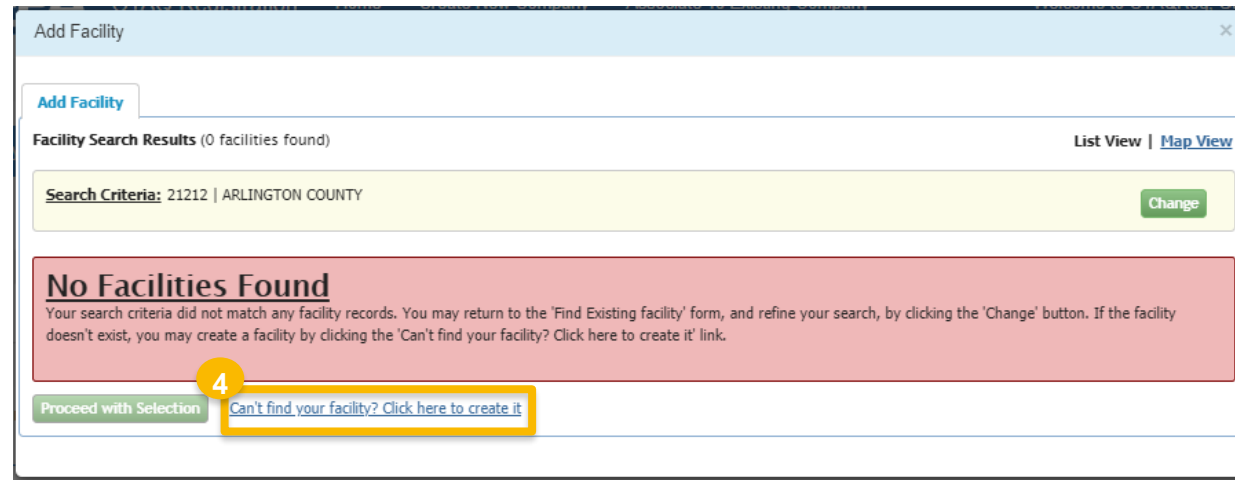
## If no facilities found:

4. Click “Can’t find your facility? Click here to create it” if unable to locate facility
- ❖ Please proceed to step 8

## If facility is found:

5. Select appropriate facility
  6. Click **Proceed with Selection**
  7. Then click **Save Selected Facility**
- ❖ Please proceed to step 12

Steps continue on next slide...





## How to add new facility (cont.)

8. Enter the following facility information
  - Facility Name
  - Facility Address
  - Select appropriate answer for the question "Is Mailing Address Same as Facility Address"
9. Click **Map Facility**
10. Click **Submit**

Steps continue on next slide...

### Add Facility

[Add Facility](#)

**Create Facility**  
[< Back to Search Results](#)

**8** **Facility Name**  
ABC Biodiesel


**Facility Address**  
UNITED STATES OF AMERICA  
111 ABC Biodiesel St  
Address 2  
Arlington VA 21212  
ARLINGTON COUNTY

**Coordinates**  
Latitude  
Longitude

**9** **Map Facility**

**10** **Submit**

**Is Mailing Address Same as Facility Address?**  
 Yes  No



[Map Legend](#)



## How to add new facility (cont.)

### 11. Click Save Selected Facility

Steps continue on next slide...

Add Facility

Add Facility Unsaved Facility

Selected Facility (1 Unsaved facility) [List View](#) | [Map View](#)

[< Add Another Facility](#)

Clicking the 'Save Selected Facility' button saves the facility you have selected in the current session so it is available to you the next time you log in. You may view a facility's details by clicking the 'View/Edit Details' link on the table view or the 'Details' button on the map view. You may also remove a facility by clicking the 'Remove' link or button for that facility. Please note that a facility with insufficient location information may not appear on the map view.

Filter:  [Export Options](#)

EPA Registry ID	Program ID	Facility Name	Facility Address	
Pending	Pending	ABC BIODIESEL	111 ABC BIODIESEL ST ARLINGTON, VA 21212 ARLINGTON COUNTY	<a href="#">View/Edit Details</a> <a href="#">Remove</a>

Showing 1 to 1 of 1 facilities

[Previous](#) **1** [Next](#)

**11** [Save Selected Facility](#)

# How to add new facility (cont.)

## 12. Enter the following Facility Contact Information

- Name
- Title
- Phone
- Email

## 13. Click Save and Continue

Steps continue on next slide...

**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".

**Facility Name:**  
ABC BIODIESEL

**Street Address:**  
111 ABC BIODIESEL ST

**Street Address (Line 2):**

**City:** ARLINGTON      **State:** VA

**Postal Code:** 21212      **Country:** UNITED STATES

**12** **Facility Contact Information**

Please provide the Contact Name, Title, Email and Phone number as described in 80.76

**Name: \***  
John Smith

**Title: \*** Manager      **Phone: \*** 2026661666

**Email: \*** jsmith@abcbiodiesel.com      **Fax:**

**13** ◀ Back   Save   **Save & Continue ▶**

# How to add new facility (cont.)

- 14. Select applicable Facility Program Types and Activities
- 15. Click Save and Continue
- 16. Select applicable Facility Record Storage option
- 17. Click Save & Continue
- 18. Select applicable Renewable Facility Information
- 19. Click Save and Continue

**14** Facility Program Types and Activities

Does this facility produce or import Gasoline, Reformulated Gasoline, Pentane, Certified Ethanol Denaturant, Oxygenates, or renewable fuel (such as Ethanol), or blend Oxygenates (such as Ethanol)? \*

Yes  No

Business Activities For Gas/Ethanol Program Type

Ethanol Producer ⓘ  No

Renewable Fuel Producer ⓘ  Yes

Does this facility produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment, including renewable diesel fuel (such as Biodiesel)? \*

Yes  No

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**16** Facility Record Storage

Are facility records stored on-site, off-site, or both as defined in 80.76?

On-Site?  Yes

Off-Site?  No

**17**

**18** Renewable Facility Information

Renewable Facility - GHG Threshold Information

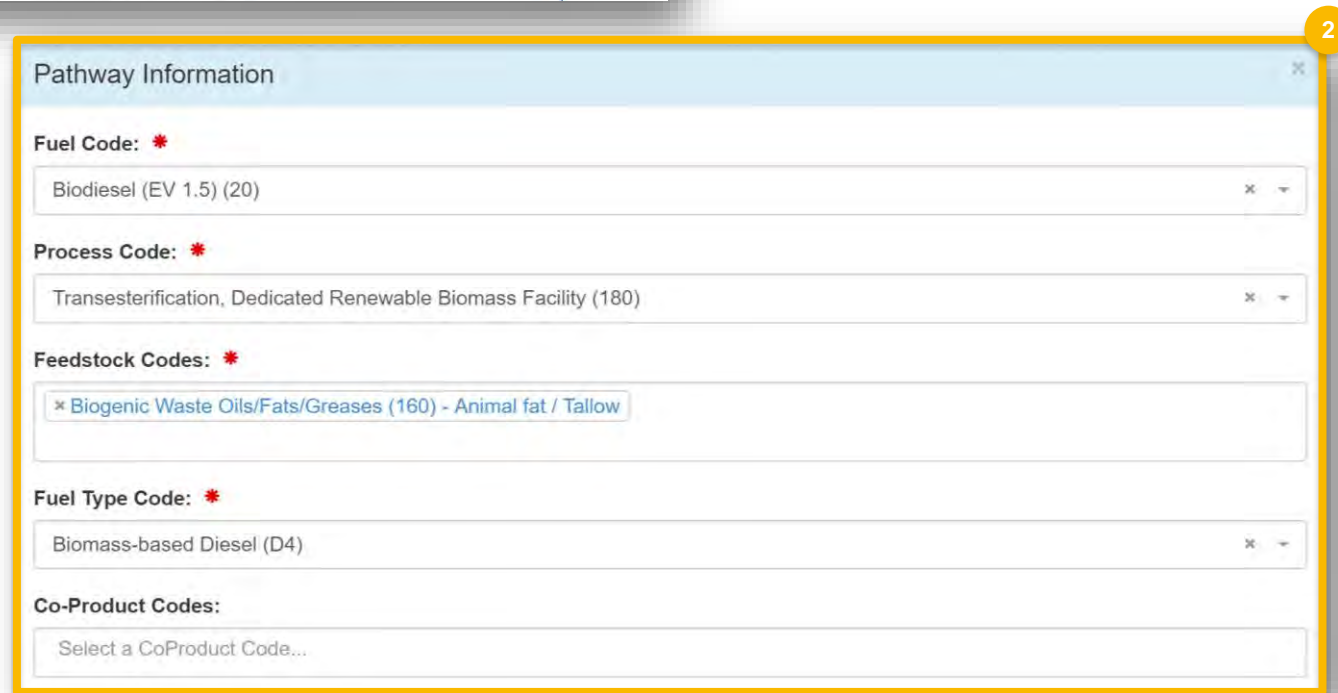
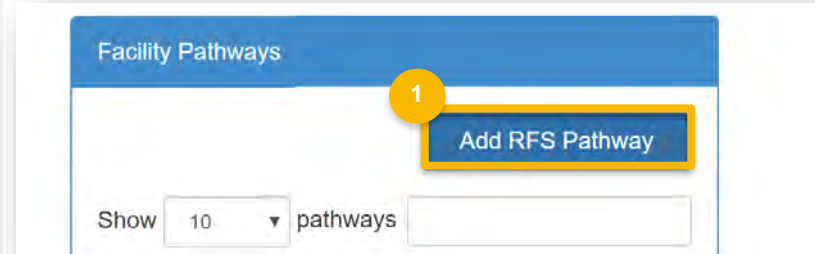
The activities previously selected require that you register a Renewable Facility. Please provide the information requested below, and subsequent pages.

Is this facility subject to the 20% GHG Threshold as referenced in 80.1403?  Yes

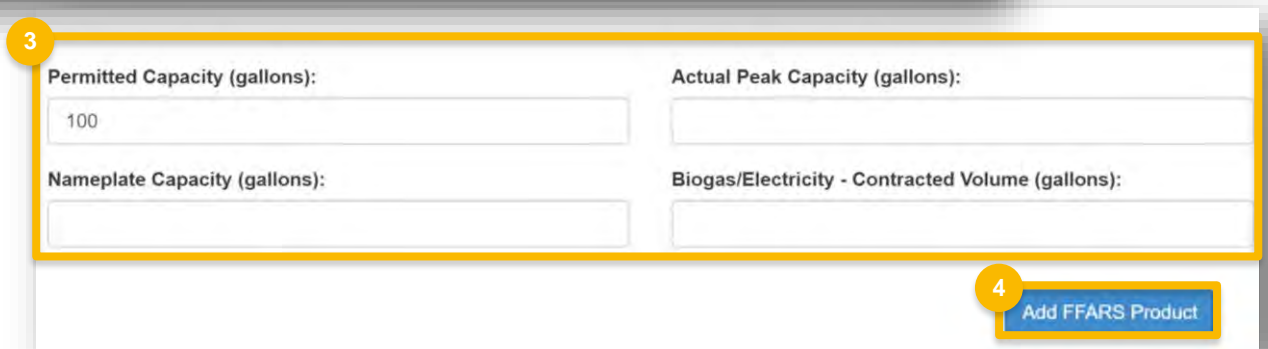
**19**

# Add new fuel pathway

1. Click **Add RFS Pathway**
2. Enter the following pathway information:
  - Fuel Code
  - Process Code
  - Feedstock Code(s)
  - Fuel Type Code
  - Co-Product Code(s), as applicable
3. Enter capacity
4. Click **Add FFARs Product** (as applicable)



Steps continue on next slide...



## Add new fuel pathway (cont.)

5. Select Product Type
6. Enter FFARs ID or Product Name
7. Click Search
8. Click Select
9. Click Save

Pathway Information

FFARS Product Search

Product Type: \*  Fuel  Additive

FFARS ID:  FFARS Product Name:

Fuel/Additive List

Please select your registered product from the search results below. If your product is not yet registered, you will need to register the product first and edit this pathway's information once your new company registration has been approved.

Show  entries Filter Fuels/Additives:

FFARS ID	Product Name	Actions
535411111	•	<input type="button" value="Select"/>
535411411	•	<input type="button" value="Select"/>
550211113	•	<input type="button" value="Select"/>
•	•	
•	•	
550211412	•	<input type="button" value="Select"/>
•	•	

Showing 1 to 4 of 4 entries

# Review and submit request

1. Click **Save and Review**

## If you are the RCO of the company:

2. Click **Sign and Submit**

## If you are not the RCO of the company:

3. Click **Submit and Notify RCO**

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

Facility Registrations

Show  entries Filter Facilities  [Add Facility](#)

ID	Name	Type	Status	Location	Actions
OTAQREG10034140	ABC BIODIESEL	• Gas/Ethanol	New	111 ABC BIODIESEL ST ARLINGTON, VA 21212	<a href="#">View</a> <a href="#">Edit</a> <a href="#">Delete</a>

Showing 1 to 1 of 1 entries Previous **1** Next

[Back](#) [Save](#) **1** [Save and Review](#)

Request History

Show  entries Filter History

Date/Time	Description
12/17/2018 3:07 PM	Request Status changed from NONE to Draft by GUCHENWU_RCO.

Showing 1 to 1 of 1 entries Previous **1** Next

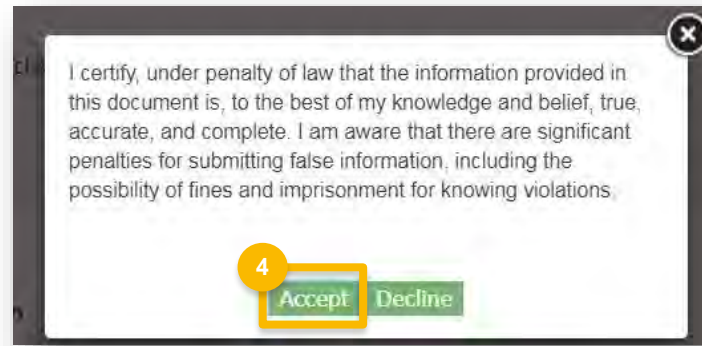
[Home Page](#) [Back](#) [Cancel Request](#) **2** [Sign and Submit](#)

[Home Page](#) [Back](#) [Cancel Request](#) **3** [Submit and Notify RCO](#)

## Review and submit request(cont.)

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

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



**eSignature Widget**

**1. Authentication**  
Log into CDX  
**User:** JSmithCDXID  
**Password:** [password field]  
Show Password   
Welcome

**2. Verification**  
**Question:** What is the first and middle name of your oldest sibling?  
**Answer:** [answer field]  
Show Answer   
Correct Answer

**3. Sign File**  
Sign

**5**

**My Pending Requests**

Show 10 entries Filter Requests: [input field]

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
COM-14658	New Company	ABC Biodiesel	JSmithCDXID <sup>O</sup>	12/17/2018	Awaiting Initial Review

Showing 1 to 1 of 1 entries Previous 1 Next

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