

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.)

- 4. Review **Company Name and Location** information

If you are the RCO of the company:

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

If you are not the RCO of the company:

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

The screenshot shows the 'Company Information' form in the EPA OTAQ Registration system. The form is divided into two main sections: 'Company Name and Location' and 'Responsible Corporate Officer (RCO) Information'. The 'Company Name and Location' section includes a note about international addresses, and fields for Company Name, Street Address, City, State, Postal Code, and Country. The 'Responsible Corporate Officer (RCO) Information' section includes a question about being the RCO, RCO CDX User ID, RCO Name, RCO Title, RCO Phone, RCO Email, and RCO Fax. Numbered callouts (4-10) highlight specific steps: 4. Review Company Name and Location information; 5. Select Yes for the RCO question; 6. Enter RCO Title; 7. Click Save and Continue; 8. Select No for the RCO question; 9. Enter RCO Email; 10. Click Save and Continue.

Home / Company 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 Name: *
ABC Biodiesel

Street Address: *
ABC Biodiesel St

Street Address (Line 2):

City: *
Arlington

State: *
Virginia

Postal Code: *
21212

Country: *
UNITED STATES

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: JSmithCDXID

RCO Name: John Smith

RCO Title: *
President

RCO Phone: 2021236666

RCO Email: JSmith@abcbiodiesel.com

RCO Fax:

Are you the Responsible Corporate Officer for this company? * Yes No

RCO Email: *
JohnSmith@abcbiodiesel.com

Back Save Save & Continue

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

Are you an independent third party that conducts surveys on behalf of other companies under 40 CFR Part 1090? Yes No

Are you an independent third party that conducts attest audits on behalf of other companies under 40 CFR Part 1090? Yes No

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; or do you blend Oxygenates? 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 Undenatured Ethanol Producer ⓘ	<input type="checkbox"/> No
PADD Importer (Renewable Fuel Importer) ⓘ	<input type="checkbox"/> No
RFS Pathway Petition Submitter (80.1416) ⓘ	<input type="checkbox"/> No
RIN Owner Only (Blenders, Marketers, Traders) ⓘ	<input type="checkbox"/> No
Renewable Fuel Producer ⓘ	<input checked="" type="checkbox"/> Yes
Renewable Fuels Exporter ⓘ	<input type="checkbox"/> No
Renewable Fuels Importer ⓘ	<input type="checkbox"/> No
Small Blender (Blenders in 40 CFR 80.1440) ⓘ	<input type="checkbox"/> No

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◀ Back Save & Continue ▶

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

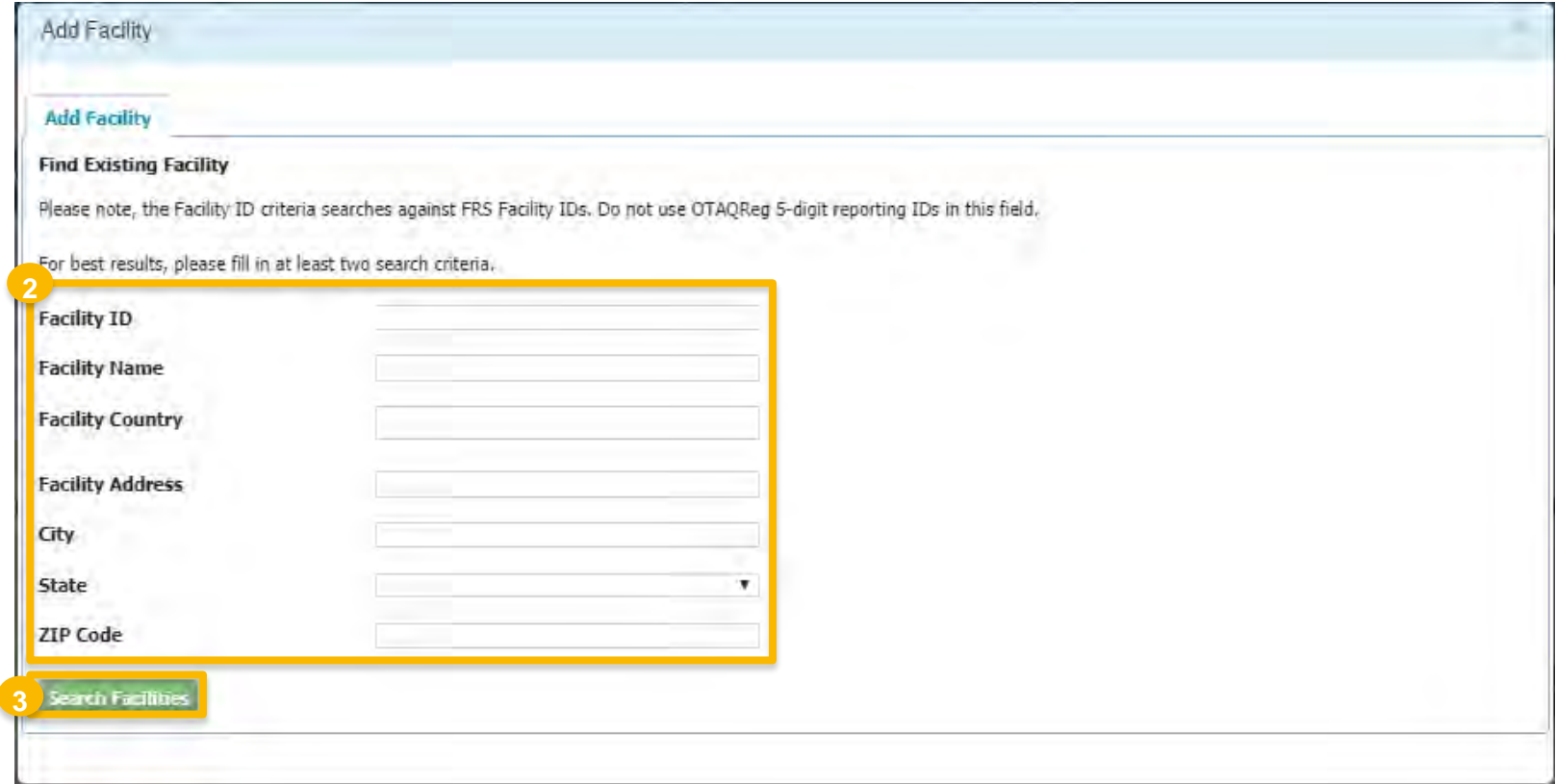
Will you be submitting compliance reports and other information on behalf of this company? If you have questions about what these reports entail, please see the OTAQ help page [here](#). Yes

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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.)

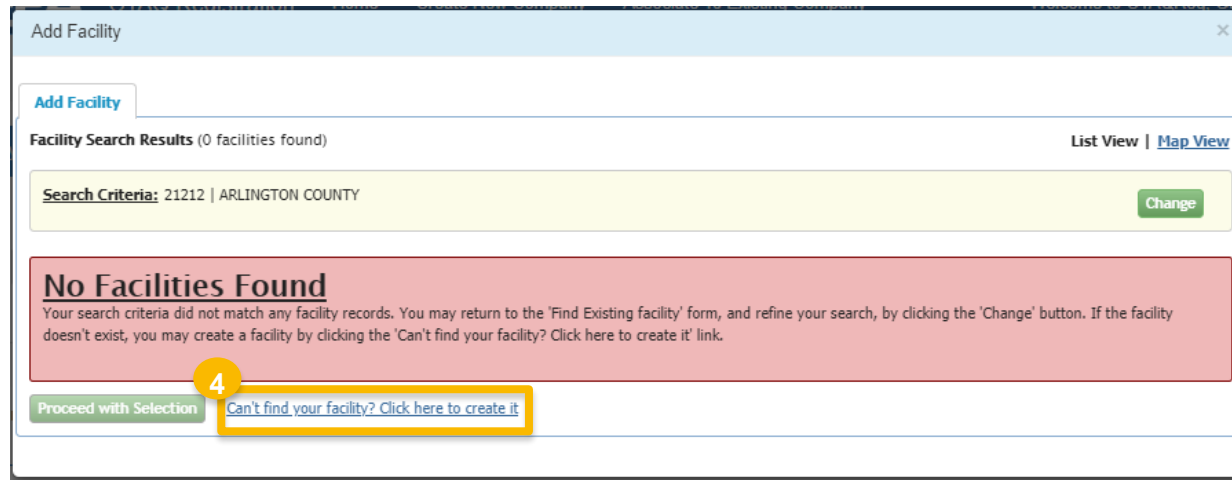
If no facilities found:

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](#)

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Facility Name
ABC Biodiesel


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

Coordinates
Latitude
Longitude

Is Mailing Address Same as Facility Address?
 Yes No

9 **Map Facility**

10 **Submit**



How to add new facility (cont.)

- 11. Click **Save Selected Facility**

Steps continue on next slide...

The screenshot shows the 'Add Facility' interface. At the top, there are tabs for 'Add Facility' and 'Unsaved Facility'. Below the tabs, it says 'Selected Facility (1 Unsaved facility)' and provides a link to '< Add Another Facility'. A paragraph explains that clicking 'Save Selected Facility' saves the facility for the next session and that details can be viewed or removed. A filter input field and an 'Export Options' button are also visible. A table lists the facility details:

EPA Registry ID	Program ID	Facility Name	Facility Address	
Pending	Pending	ABC BIODIESEL	111 ABC BIODIESEL ST ARLINGTON, VA 21212 ARLINGTON COUNTY	View/Edit Details Remove

Below the table, it says 'Showing 1 to 1 of 1 facilities' and includes 'Previous', '1', and 'Next' navigation buttons. At the bottom left, a green button labeled 'Save Selected Facility' is highlighted with a yellow box and a '11' callout.

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 **i** No

Renewable Fuel Producer **i** 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

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18 Renewable Facility Information

Renewable Facility - GHG Threshold Information

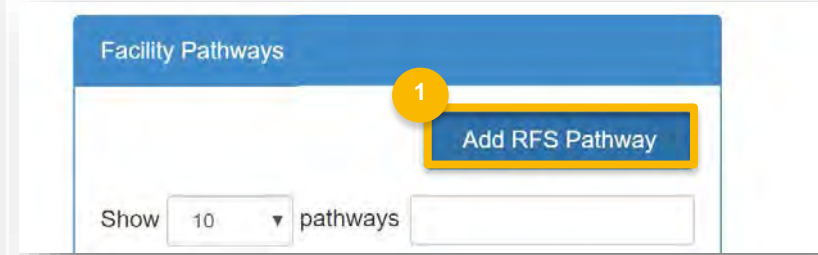
The activities previously selected require that you register a Renewable Facility. Please provide the information requested below, and subsequent pages.

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

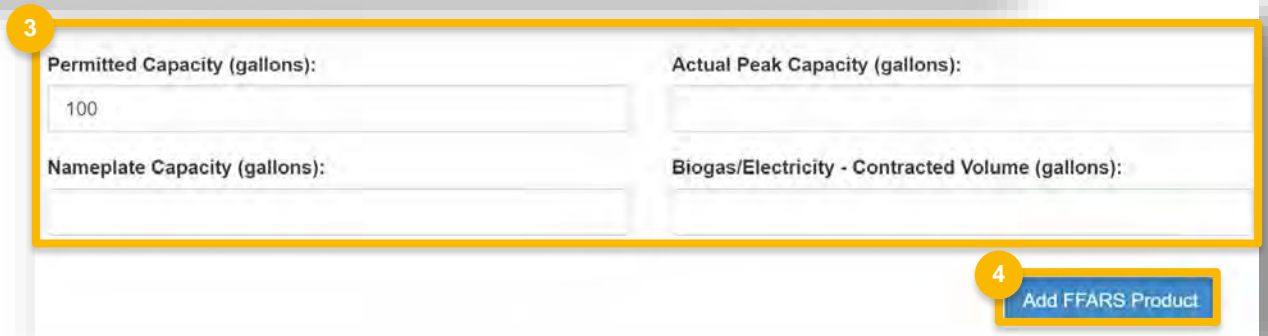
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Add new fuel pathway

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.)

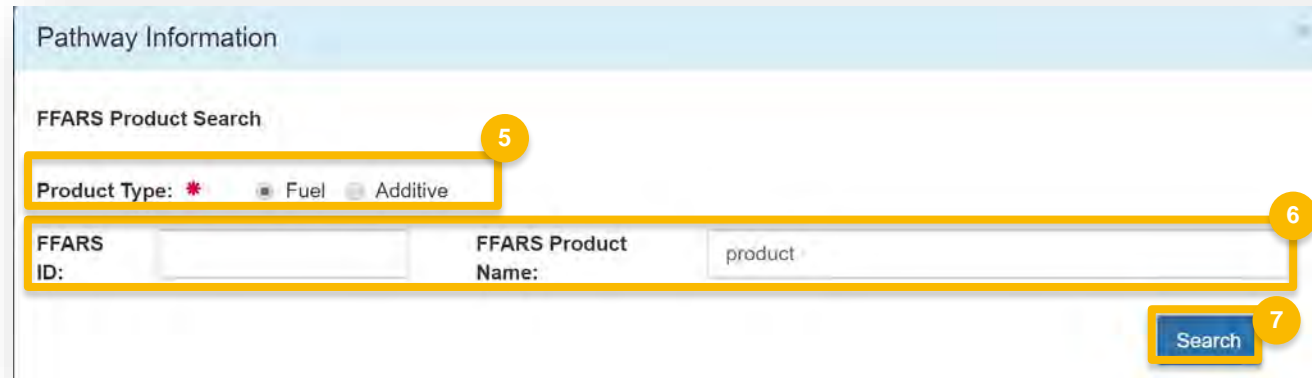
5. Select Product Type
6. Enter FFARs ID or Product Name
7. Click Search
8. Click Select
9. Click Save

Pathway Information

FFARS Product Search

Product Type: * Fuel Additive

FFARS ID: FFARS Product Name:



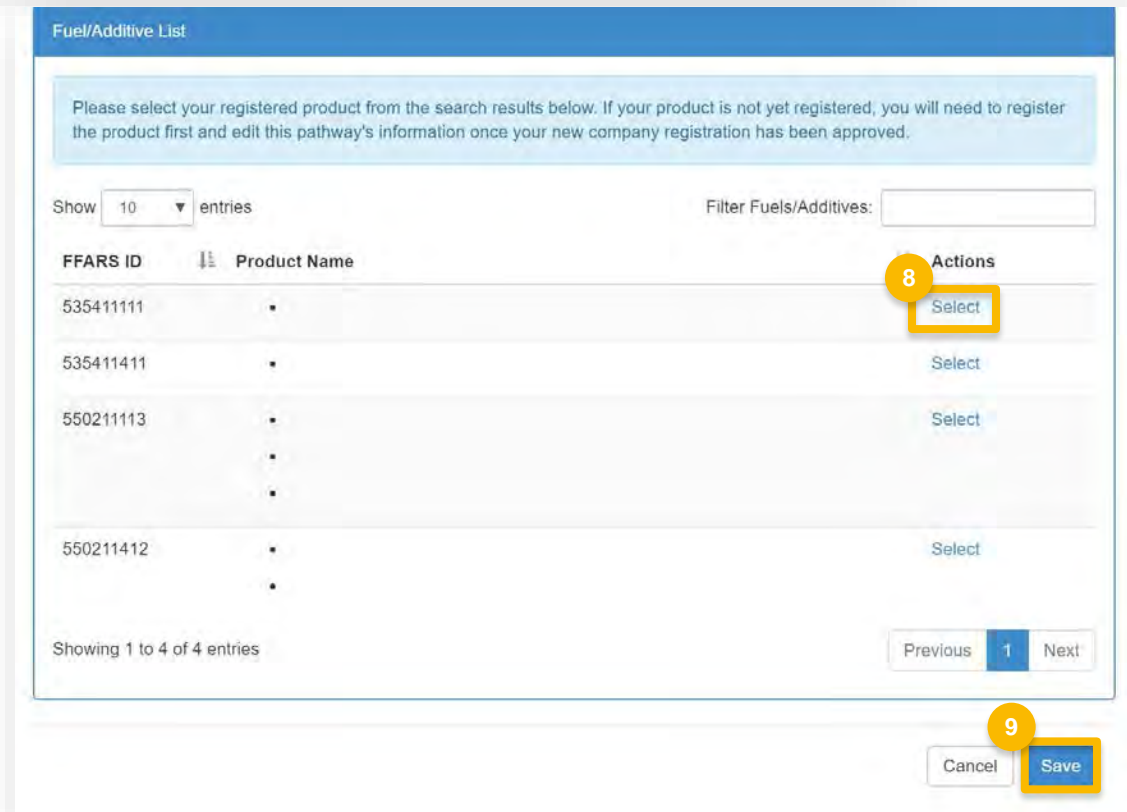
Fuel/Additive List

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 10 entries Filter Facilities [Add Facility](#)

ID	Name	Type	Status	Location	Actions
OTAQREG10034140	ABC BIODIESEL	• Gas/Ethanol	New	111 ABC BIODIESEL ST ARLINGTON, VA 21212	View Edit Delete

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

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

Request History

Show 10 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

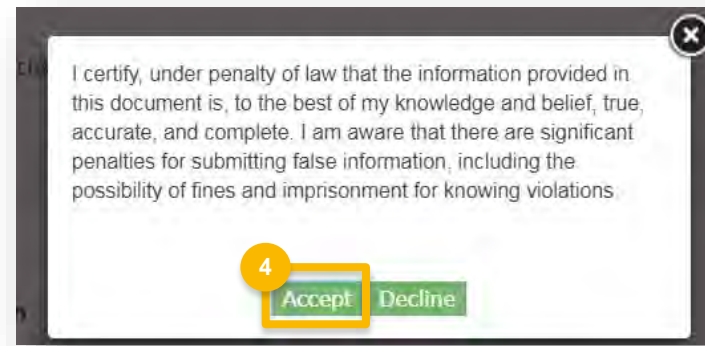
[Home Page](#) [Back](#) [Cancel Request](#) **2** [Sign and Submit](#)

[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

This screenshot shows the eSignature Widget interface. It is divided into three sections: 1. Authentication, 2. Verification, and 3. Sign File. The Authentication section shows the user logged in as JSmithCDXID with a password field and a "Show Password" checkbox. The Verification section asks for the first and middle name of the oldest sibling, with an answer field and a "Show Answer" checkbox. The Sign File section has a "Sign" button. A yellow box highlights the entire widget, and a circled number 5 is in the top right corner.

My Pending Requests

Show 10 entries Filter Requests: [filter box]

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

Showing 1 to 1 of 1 entries Previous 1 Next

This screenshot shows the "My Pending Requests" section of a web application. It features a table with columns for Request ID, Request Type, Request Subject, Submitted By, Date Last Updated, and Status. A single entry is shown: Request ID COM-14658, Request Type New Company, Request Subject ABC Biodiesel, Submitted By JSmithCDXID^O, Date Last Updated 12/17/2018, and Status Awaiting Initial Review. The table is surrounded by a yellow box, and a circled number 6 is in the top left corner.