Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid

How to Enable RCO E-Signature Capabilities 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 be the Responsible Corporate Officer of a registered company with a 4-digit EPA Company ID in CDX OTAQREG

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

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1. Login to the **Central Data Exchange (CDX): https://cdx.epa.gov/**
   - If you do not have a CDX account, you must create one before continuing this process. To watch a short tutorial on registering with CDX, see the following URL: https://www.epa.gov/fuels-registration-reporting-and-compliance-help/tutorial-creating-cdx-account

2. Click **Fuels Programs Registration**

3. OTAQREG will attempt to match the email associated with your CDX account to the email addresses of registered RCOs. All registered companies with your email address entered in the RCO information will appear on your Home screen.

4. If a company for which you are the RCO is NOT displayed on your Home screen, then the email address you registered with CDX does NOT match the email address entered in the RCO information for that company in OTAQREG. You must associate your CDX email with the company in OTAQREG. (Continue to Step 5 on next page.)
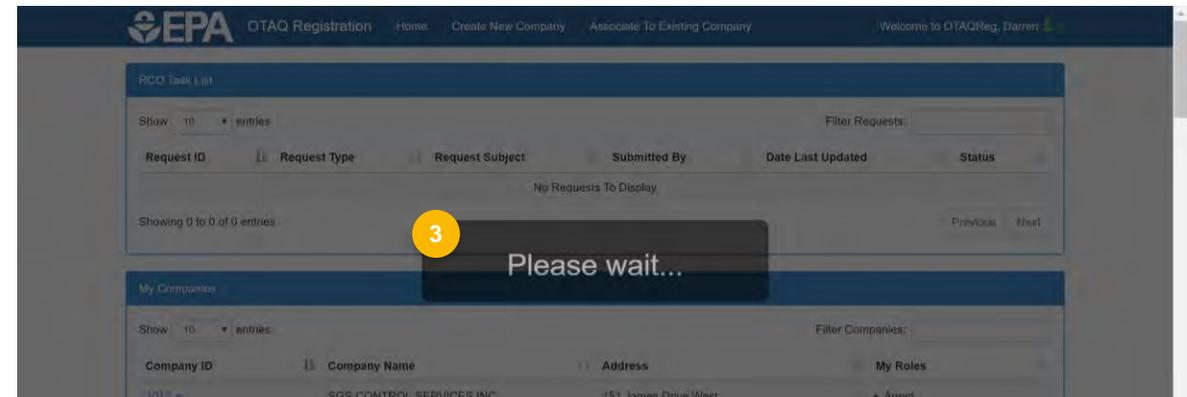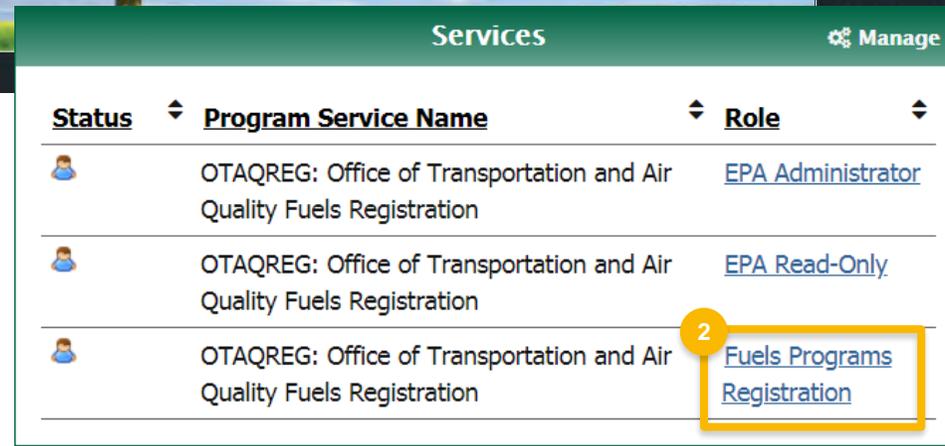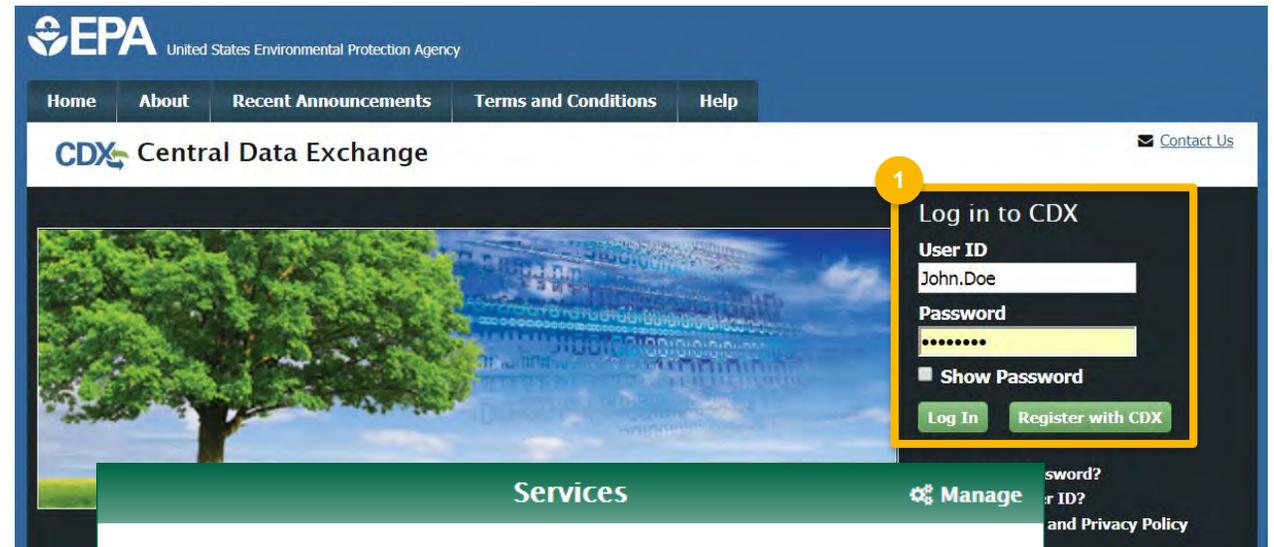
How to Enable RCO E-Signature Capabilities in OTAQREG (cont.)

5. To associate your CDX ID with a registered company and enable your RCO e-signature capabilities, click **Associate to Company.**

6. Enter the company name and location and click **Search**

7. Locate your company, and click **Select** in the Actions column

Steps continue on next slide...

How to Enable RCO E-Signature Capabilities in OTAQREG (cont.)

8. Answer **Yes** for the question "Do you want to request a change in this company's Responsible Corporate Officer?"

9. Answer **Yes** to the question "Are you the Responsible Corporate Officer for this company?"

10. Enter the email address that is registered with CDX

11. Click **Save and Continue**

12. Select **Other (No Engineering Review)** in the Reason for Change field

13. Add comment

14. Click **Sign and Submit**

Steps continue on next slide...

How to Enable RCO E-Signature Capabilities in OTAQREG (cont.)

15. Click **Accept**

16. Use the eSignature Widget to sign the request

17. 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.