



# How to Become a Delegated User of a Registered Company 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

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>

# Submit request to associate to existing company

1. Click **Associate to Company**
2. Enter the company name and location and click **Search**
3. Click **Select** in the Actions column

Steps continue on next slide...

The screenshot shows the EPA OTAQ Registration application interface. At the top, the navigation bar includes the EPA logo and links for "OTAQ Registration", "Home", "Create New Company", and "Associate To Existing Company". The "Associate To Existing Company" link is highlighted with a yellow box and a circled "1".

Below the navigation bar, a welcome message states: "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." Two light blue boxes provide instructions: "Select this option if your Company has not been registered and does not have a 4-digit OTAQ ID number" (with a "Register New Company" button) and "Select this option to search for your Company that has been registered and has a 4-digit OTAQ ID Number" (with a "Search for Existing Company" button).

A modal form titled "Company Name and Location" is shown, containing fields for "Company Name" (filled with "My Registered Company"), "Street Address" (filled with "123 Main St."), "Street Address (Line 2)", "City" (filled with "Anywhere"), "State" (filled with "Alabama"), "Postal Code" (filled with "00000"), and "Country" (filled with "UNITED STATES"). A "Search" button is highlighted with a yellow box and a circled "2".

Below the modal, a "Search Results" section shows a table with one entry. The table has columns for "Company Id", "Company Name", "Address", and "Actions". The entry for "Company Id" 1226 shows "My Registered Company" and "123 Main St., Anywhere, AL 00000". The "Actions" column contains a "Select" button, which is highlighted with a yellow box and a circled "3".

At the bottom of the search results, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons.

## Submit request to associate to existing company (cont.)

4. Click **No** for the question "Do you want to request a change in this company's Responsible Corporate Officer?"
5. Select the appropriate roles (*note that only roles applicable to the company's business activities will appear*)
6. Click **Save and Continue**

Steps continue on next slide...

Do you want to request a change in this company's Responsible Corporate Officer?  Yes  No 4

Additional Company/User Role Associations

Are you the Delegated Responsible Corporate Officer for this company?  No

Are you indirectly employed by this company as an agent?  No

Will you be purchasing Biofuel Waiver Credits on behalf of this company?  Yes  No

Will you be viewing RFS RIN transaction via the EMTS application?  Yes  No 5

Will you ALSO be SUBMITTING RFS RIN transaction via the EMTS application?  No

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  No

Will you need to just view this company's information?  No

Will you need to edit this company's information?  Yes  No

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## Submit request to associate to existing company (cont.)

7. Select **Other (No Engineering Review)** in the Reason for Change field
8. Add comment
9. Click **Submit and Notify RCO**
10. The request will appear in the My Pending Requests section of your home page with the status "Awaiting RCO Signature"
11. Once the RCO of the company signs and submits the request, the company information will appear on your home page, along with a menu of actions you can take on behalf of the company

The image shows a two-step process. The top part is a form for submitting a request. The 'Reason for Change' dropdown is set to 'Other (No Engineering Review)'. The 'Comments' field contains 'I am a new employee'. The 'Submit and Notify RCO' button is highlighted. The bottom part shows the 'My Pending Requests' section with a table containing one entry.

**Reason for Change:** \* Other (No Engineering Review)

**Comments:** \* I am a new employee

Buttons: Home Page, Back, Cancel Request, Submit and Notify RCO

**My Pending Requests**

Show 10 entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
USR-251	New User	EMPLOYEE1	EMPLOYEE1	06/15/2016	Awaiting RCO Signature

Showing 1 to 1 of 1 entries Previous 1 Next

**My Companies**

Show 10 entries Filter Companies:

Company ID	Company Name	Address	My Roles
1226	My Registered Company	123 Main St., Anywhere, AL 00000, US	<ul style="list-style-type: none"><li>Company Editor</li><li>Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li><li>EMTS RFS Viewer</li><li>EMTS RFS Submitter</li><li>Part 80 Report Submitter</li><li>RCO</li></ul>

Actions for Company 1226:

- View Company Information
- Edit Roles
- Manage User Associations - RCO only
- Edit Company Information
- Edit Program Types and Activities
- Manage Facilities
- QAP Associations