Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid



How to Change Program Types and Business Activities 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:

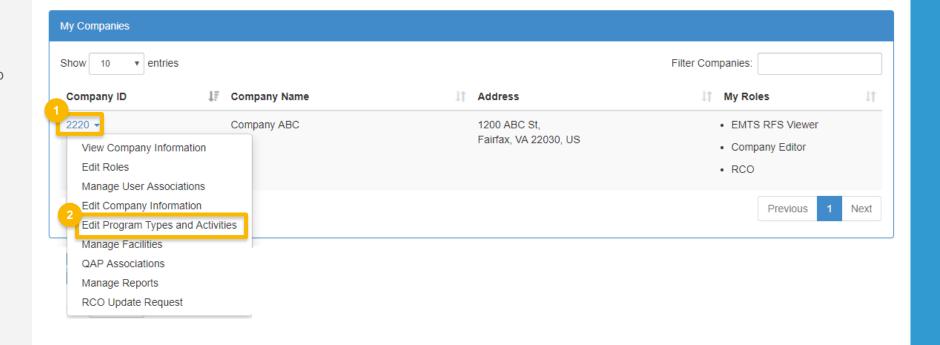
- 1. You must have a Central Data Exchange (CDX) account
- 2. You must be logged into the CDX OTAQREG program service
- 3. You must have the Company Editor role in OTAQREG on behalf of the company for which you intend to perform this task

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

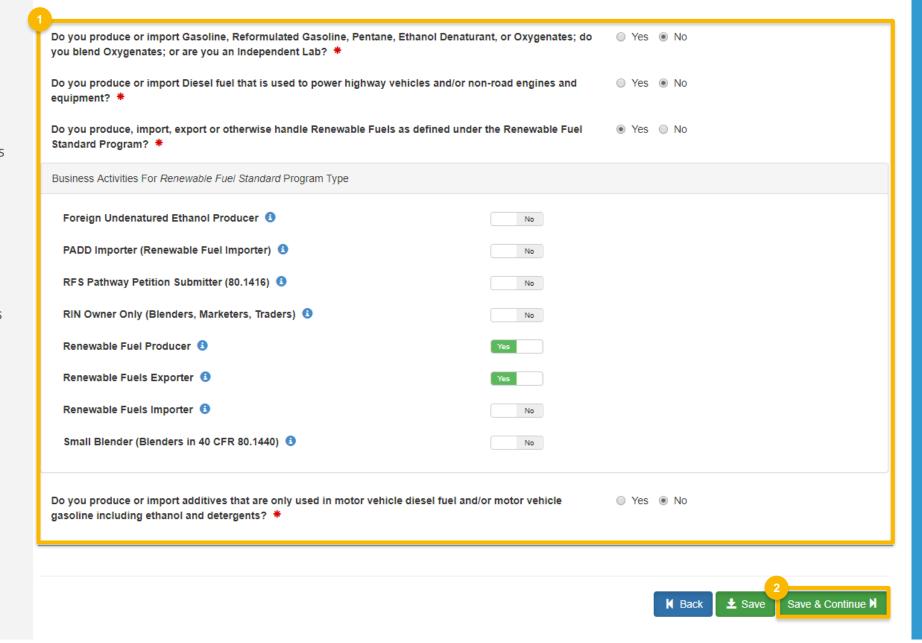
Initiate the request

- If company program types/business activities are correct and only facility program types/business activities need to be updated, please refer to the below job aids accordingly
- "How to Add a New Facility to an Existing Company in OTAQREG"
- "How to Update a Renewable Fuel Producer Facility in OTAQREG"
- Please proceed with the steps below to edit program types/business activities at the company level
- 1. Click the Company ID
- 2. Select Edit Program Types and Activities



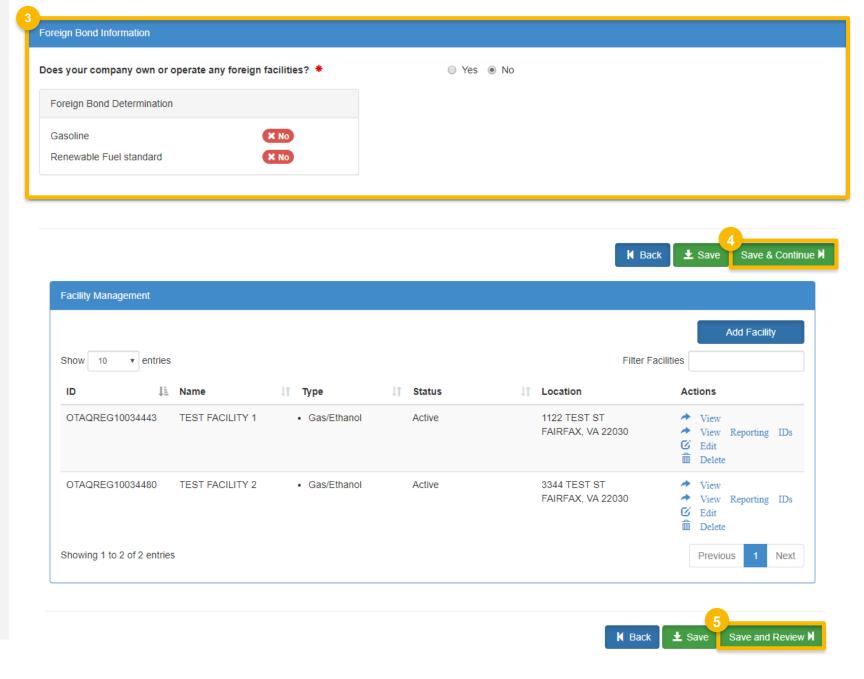
Edit program types and business activities

- Make changes to program types/business activities at the company level
- 2. Click Save and Continue
- Changing program types/business activities at the company level may require updating program types/business activities for one or more facilities



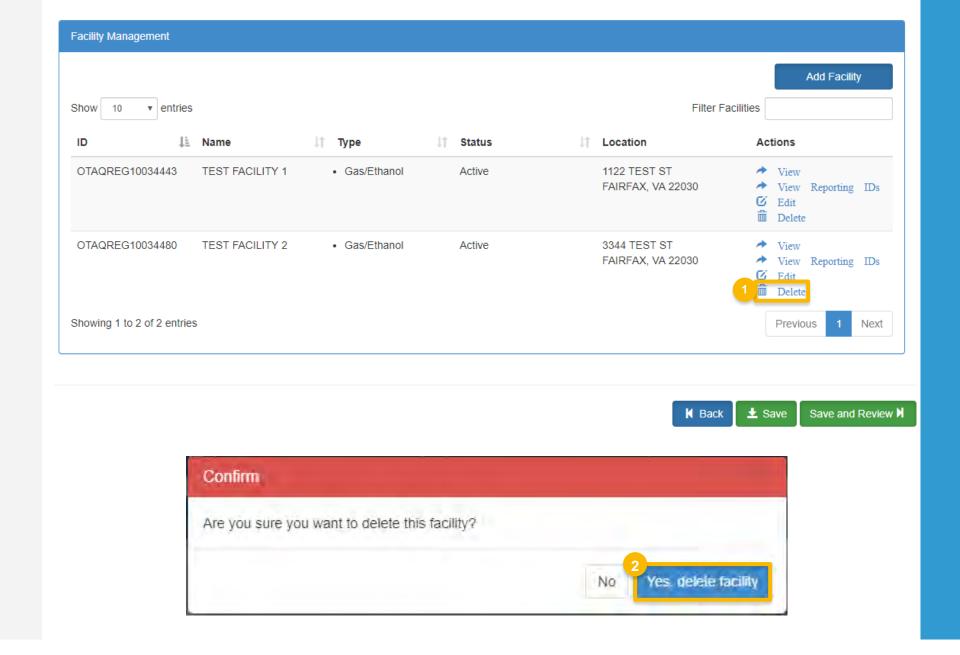
Edit program types and business activities (cont.)

- Select the appropriate Foreign Bond Information
- 4. Click Save and Continue
- If a new facility needs to be added, please refer to job aid "How to Add a New Facility to an Existing Company in OTAQREG"
- If a registered facility needs to be updated, please refer to job aid "How to Update a Renewable Fuel Producer Facility in OTAQREG"
- If changes in program types/business activities require a facility to be removed, please proceed to slide 5
- If changes in program types/business activities do not require adding, updating, or removing a facility, click
 Save and Review and proceed to slide 7



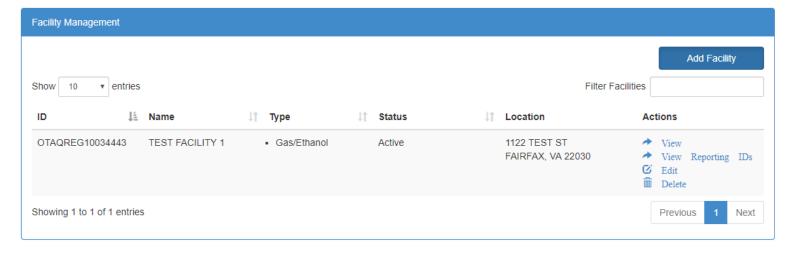
Removing a registered facility

- 1. Click **Delete**
- 2. Click Yes delete facility



Removing a registered facility (cont)

3. Click Save and Review

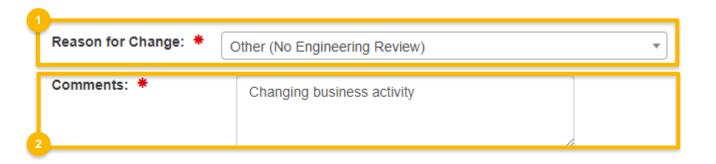




Indicate reason for change and submit your request

- 1. Select Reason for Change
- 2. Enter Comments
- 3. Click Sign and Submit

Steps continue on next slide...





X Cancel Request

₭ Home Page

Sign and Submit 16

Indicate reason for change and submit your request (cont.)

- 3. Click Accept
- 4. Use the eSignature Widget to sign the request
- 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 regarding any status changes to your request.

