Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid

How to Associate a 40 CFR Part 79 Company to a 40 CFR Part 80 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
3. You must be the Responsible Corporate Officer or a delegated user of a registered company with a 4-digit EPA Company ID

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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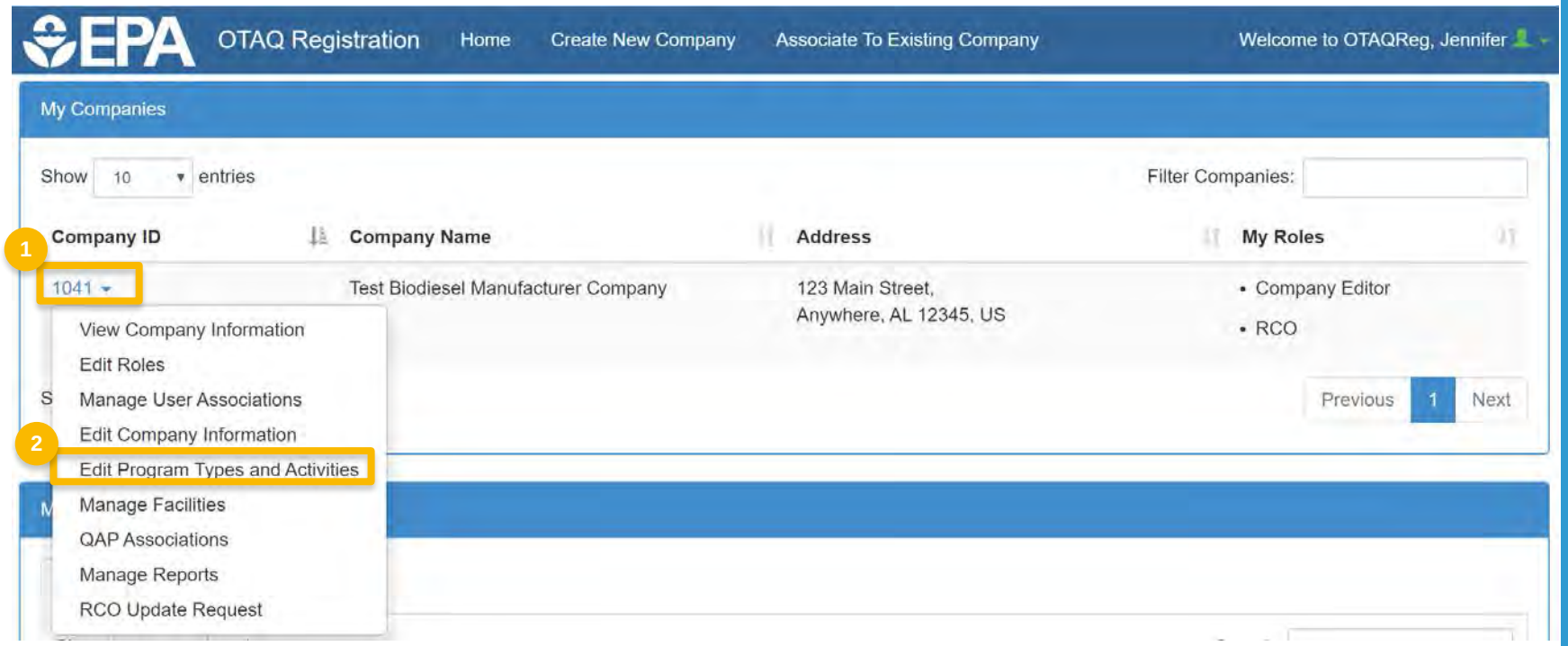
July 2020

Initiate the Request

(Association can be accomplished by submitting a New Company or Company Program Type Request)

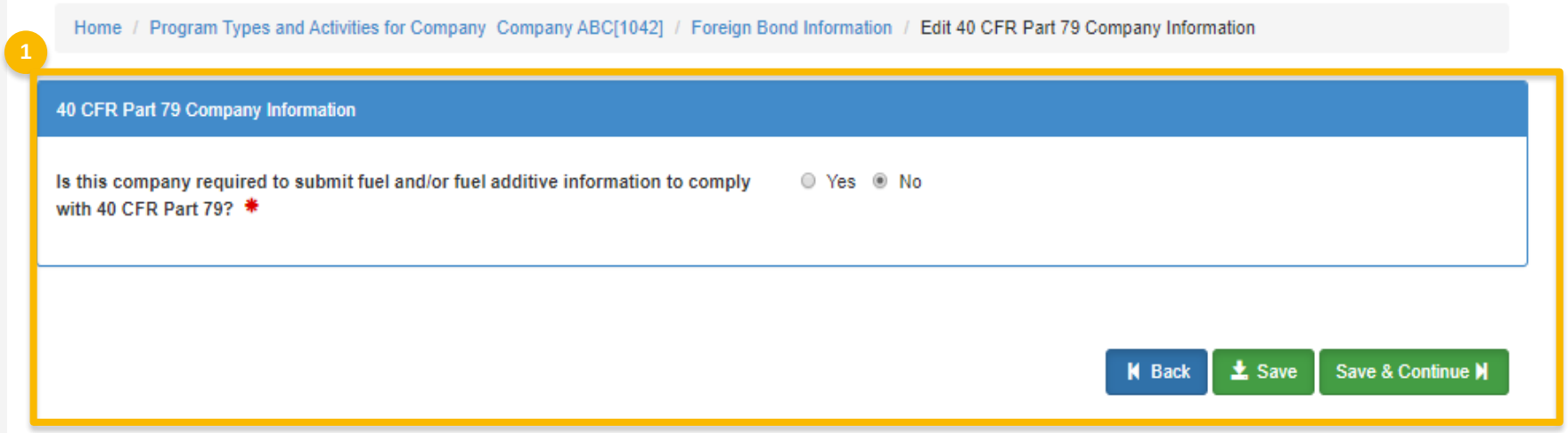
1. Click the **Company ID**
2. Select **Edit Program Types and Activities**

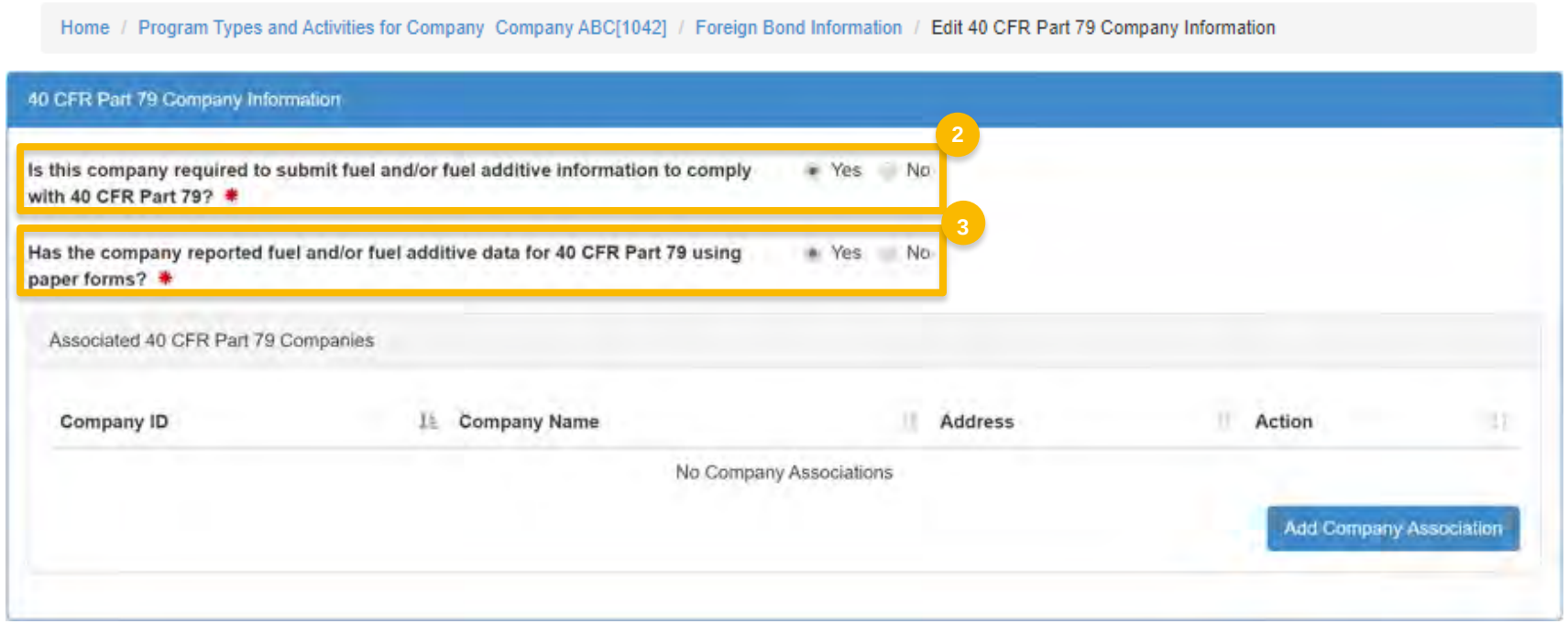


Review and Edit Company Program Type and Activities

1. Click **Save & Continue** until you reach the 40 CFR Part 79 Company Information Screen
2. Answer **Yes** as appropriate to question, "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?"
3. Answer **Yes** to the question, "Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms?"

Steps continue on next slide…

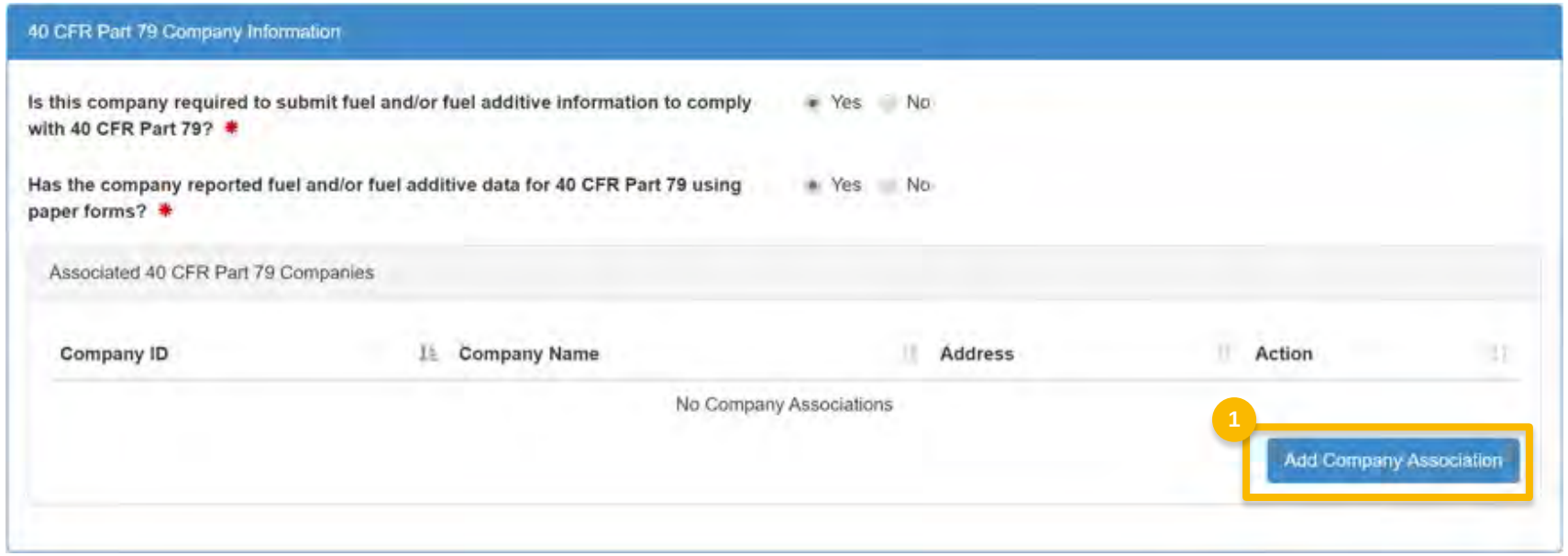


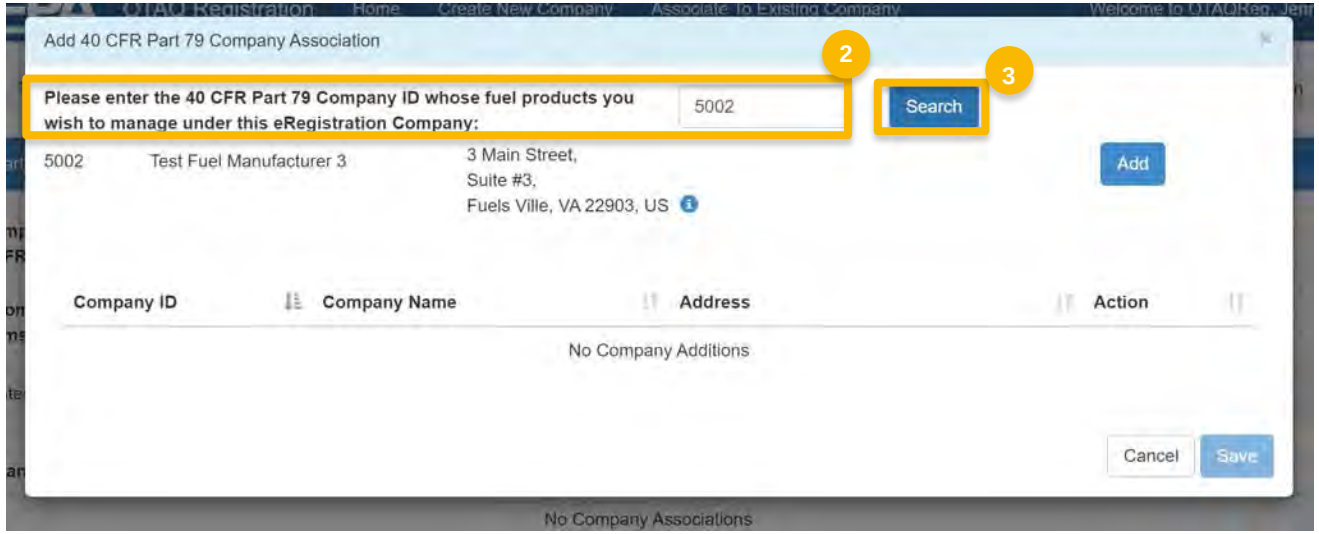


Add Company Association

1. Click **Add Company Association**
2. **Enter** the 40 CFR Part 79 Company ID whose fuel product you wish to manage
3. Click **Search**

Steps continue on next slide…

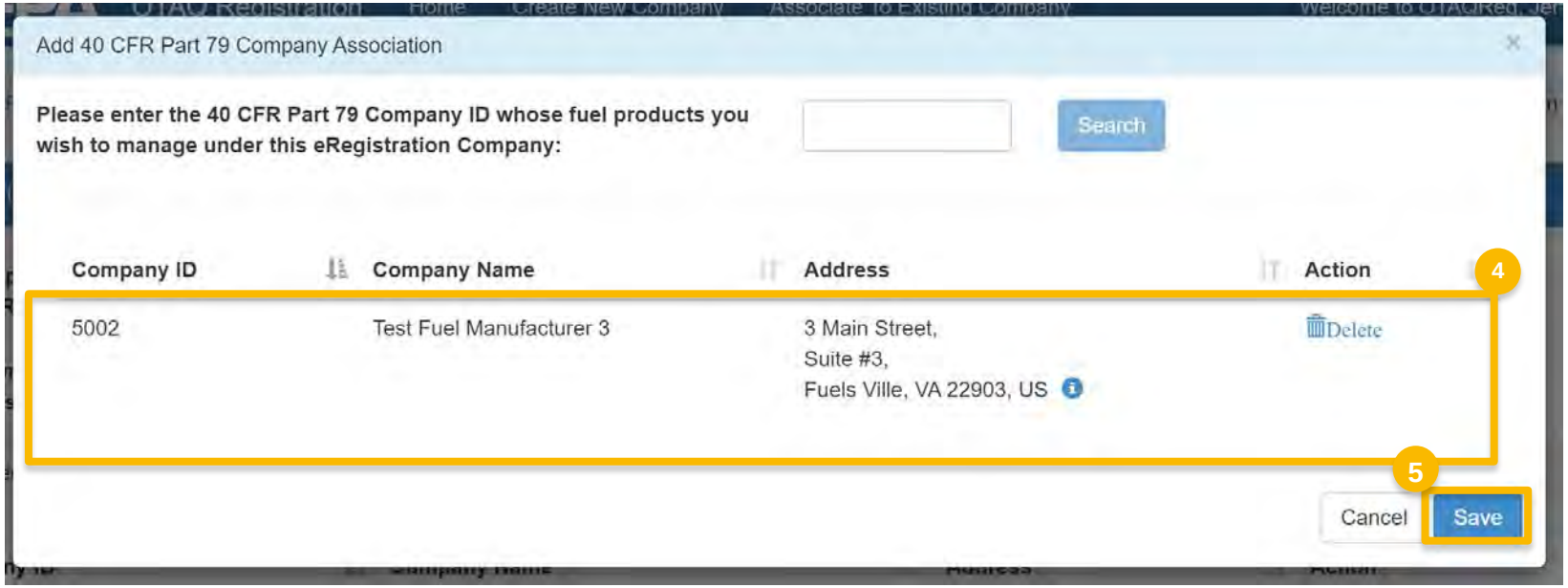


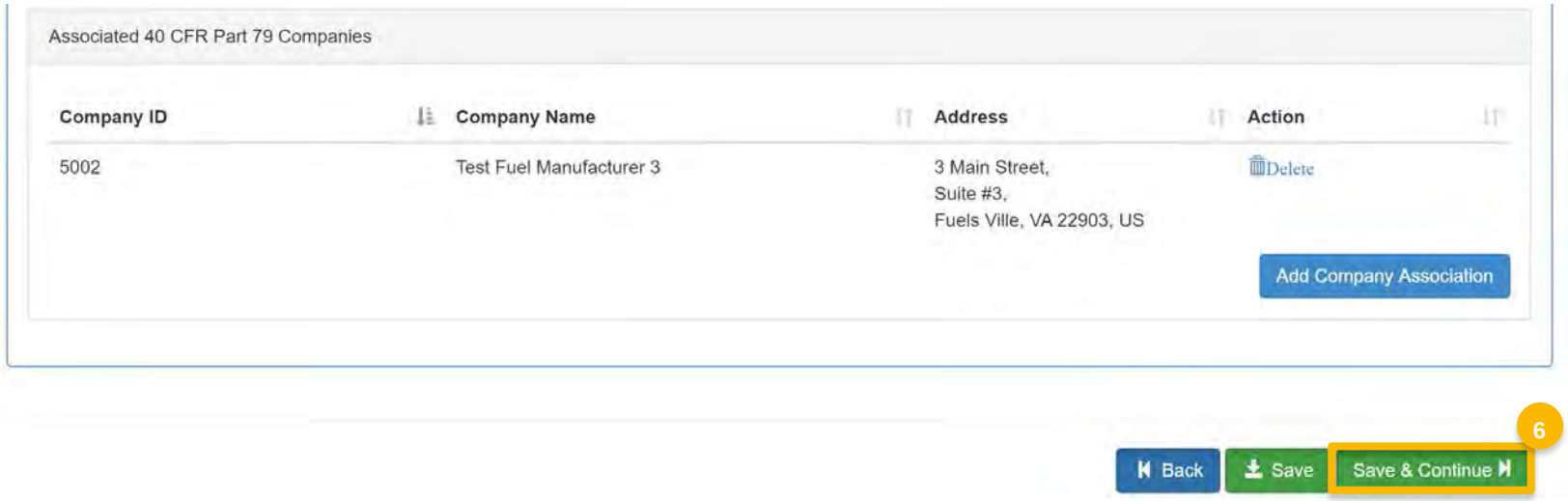


Add Company Association (cont.)

4. **Review** the 40 CFR Part 79 company information populated in the search results
5. Click **Save**
6. The 40 CFR Part 79 company will show in your request under "Associated 40 CFR Part 79 Companies." Click **Save & Continue**

Steps continue on next slide…

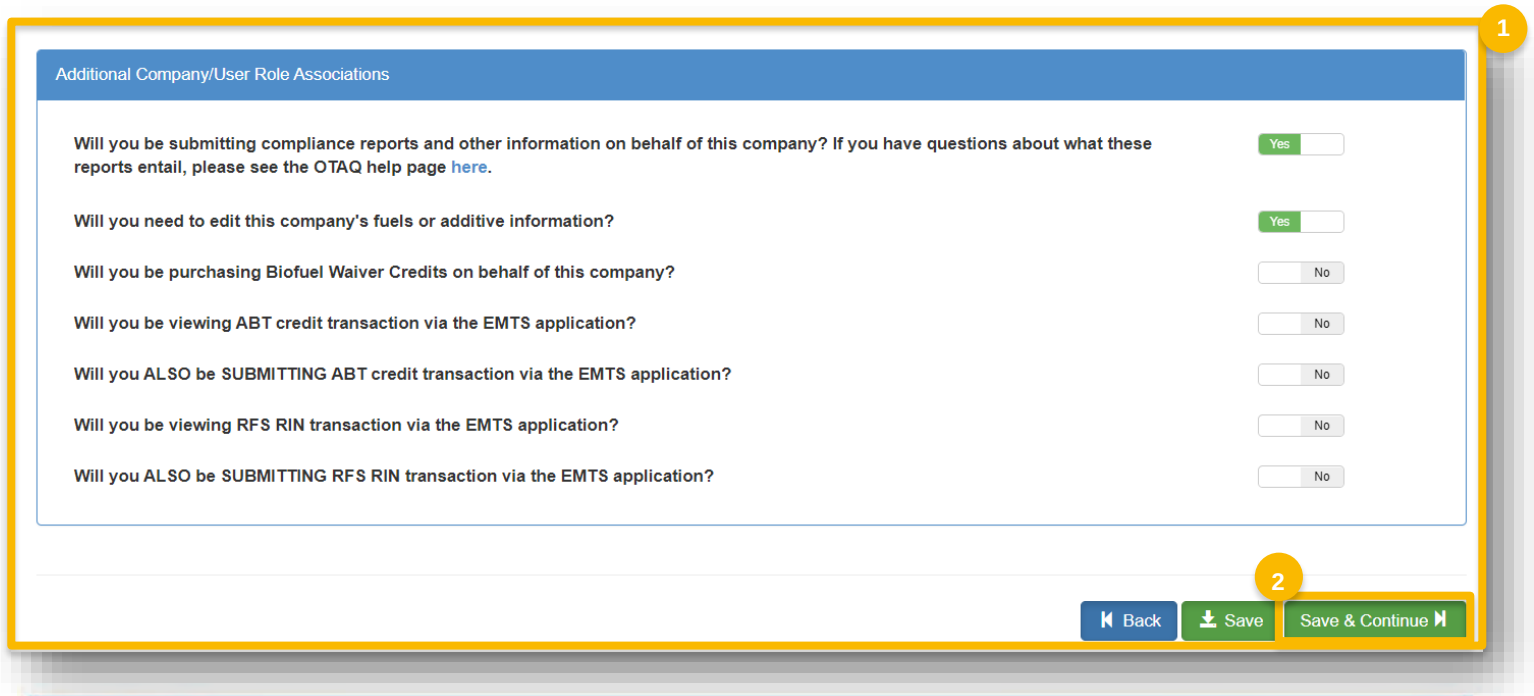


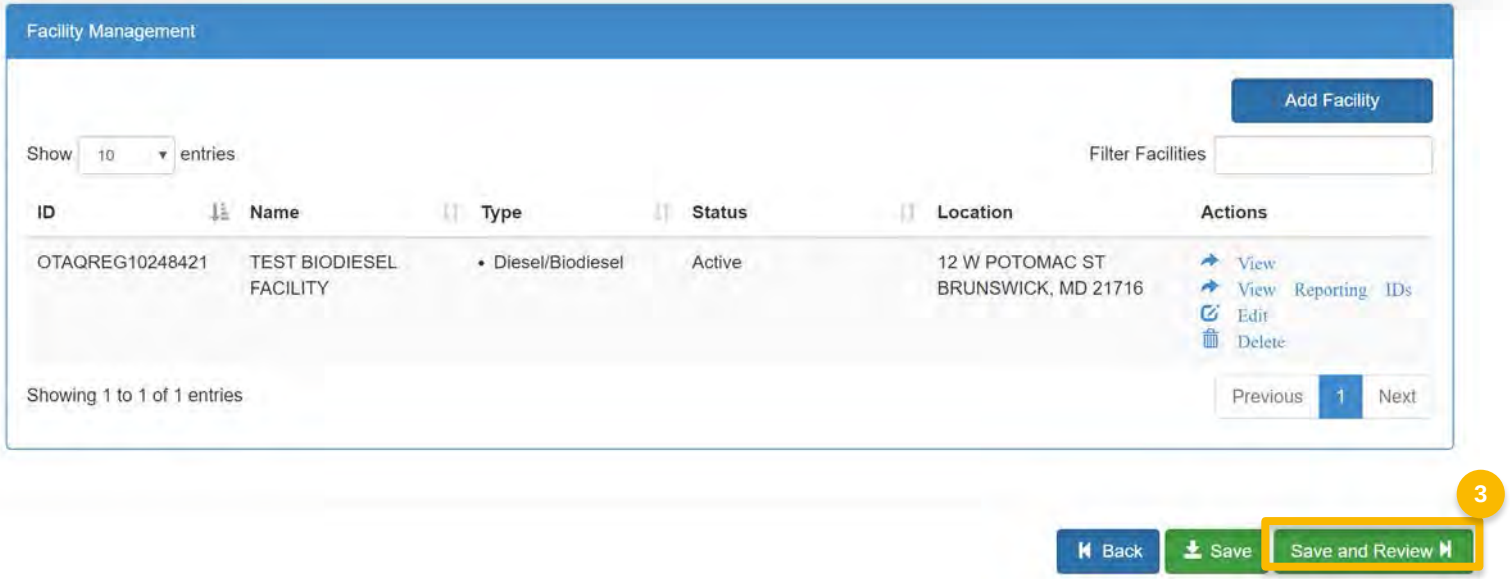


Review Additional Company/ User Role Associations

1. **Review and Edit** additional company/user role associations as appropriate
2. Click **Save & Continue**
3. Click **Save and Review**

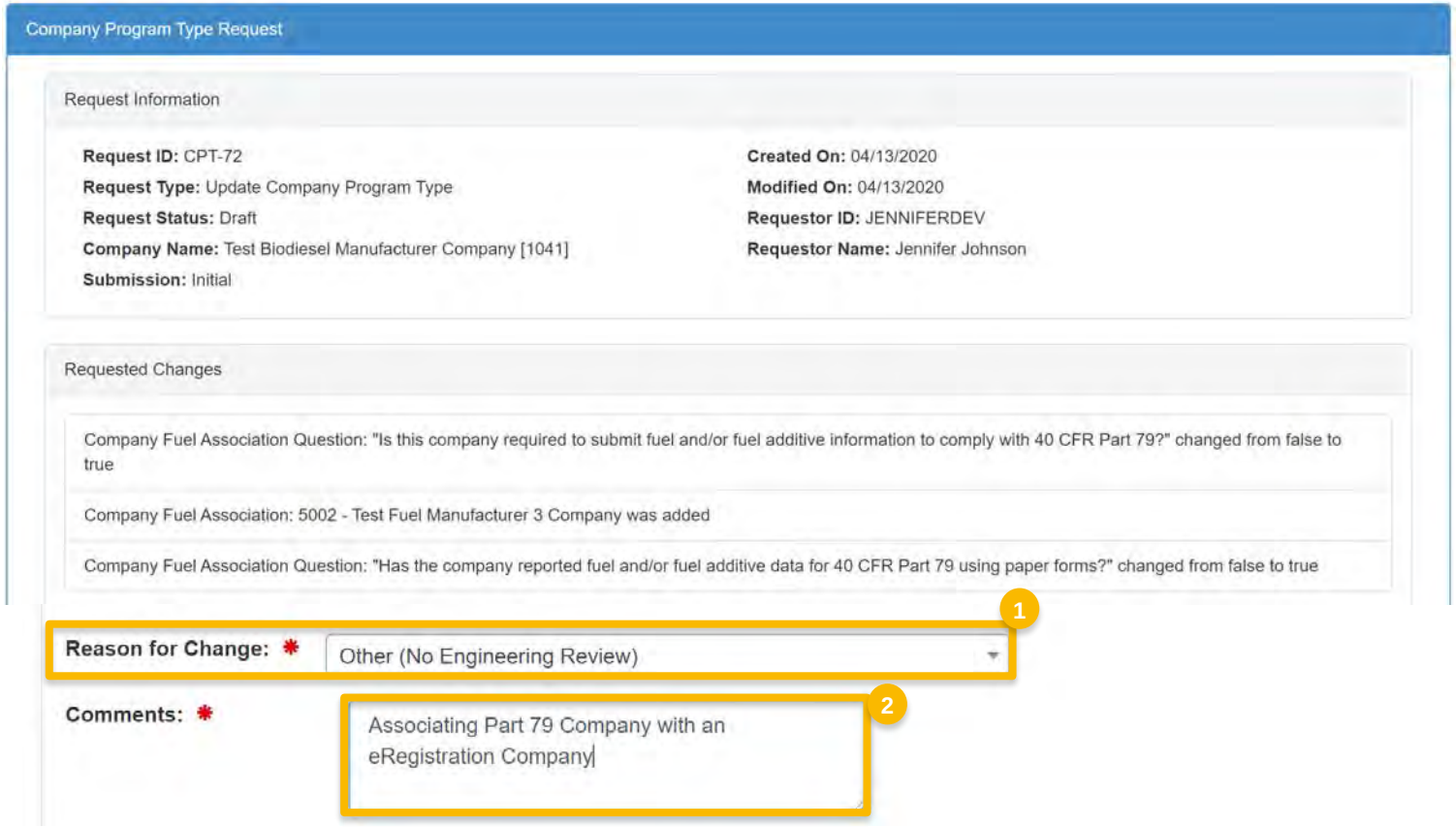
Steps continue on next slide…





Review Request and Indicate Reason for Change

1. Select the **Reason for Change** and continue to review the request prior to advancing forward.
2. **Enter** comments describing reason for submitting the request

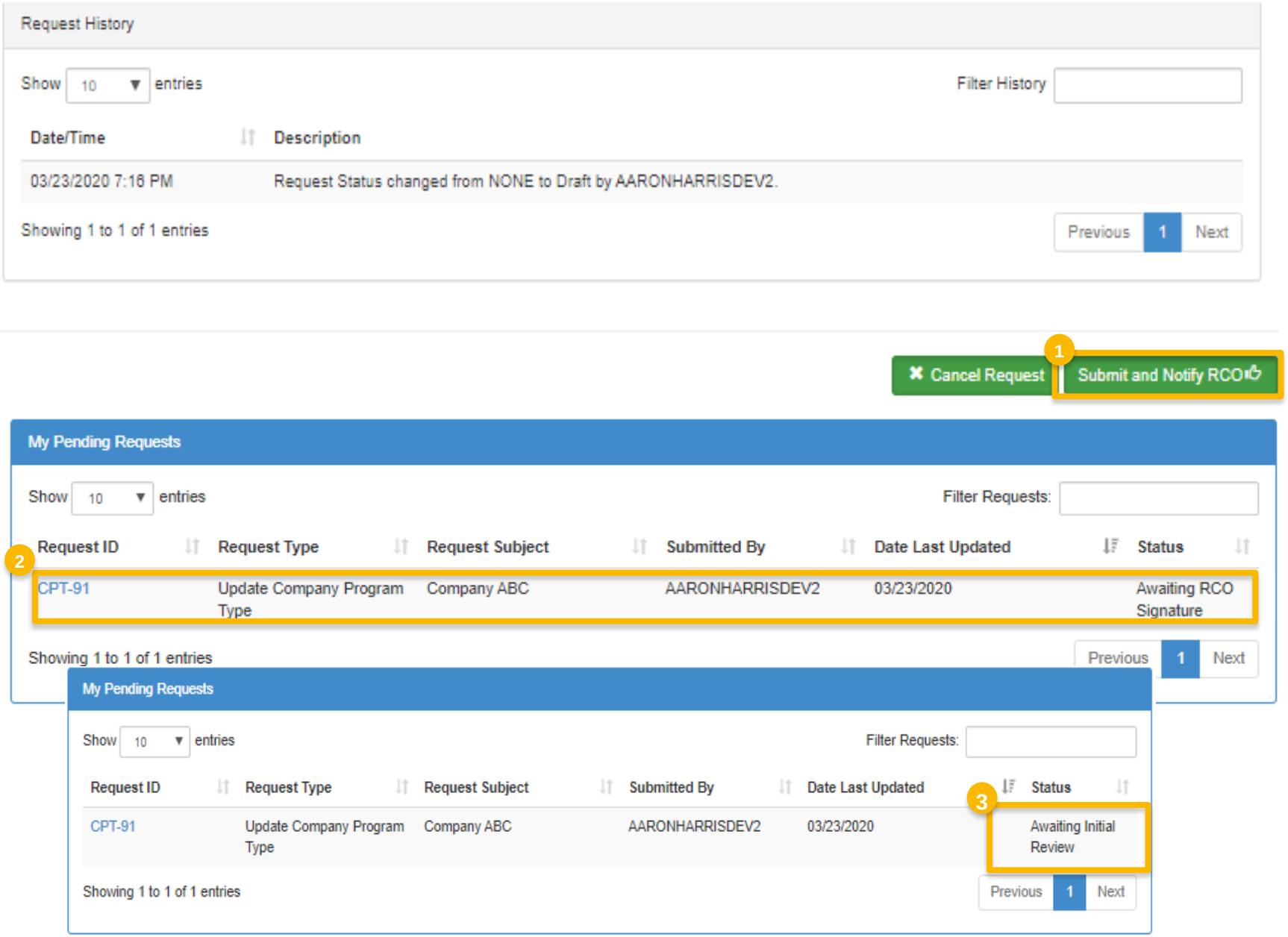


Delegated Users: Submit and Notify RCO

If you are a user that has been delegated by the RCO of the company:

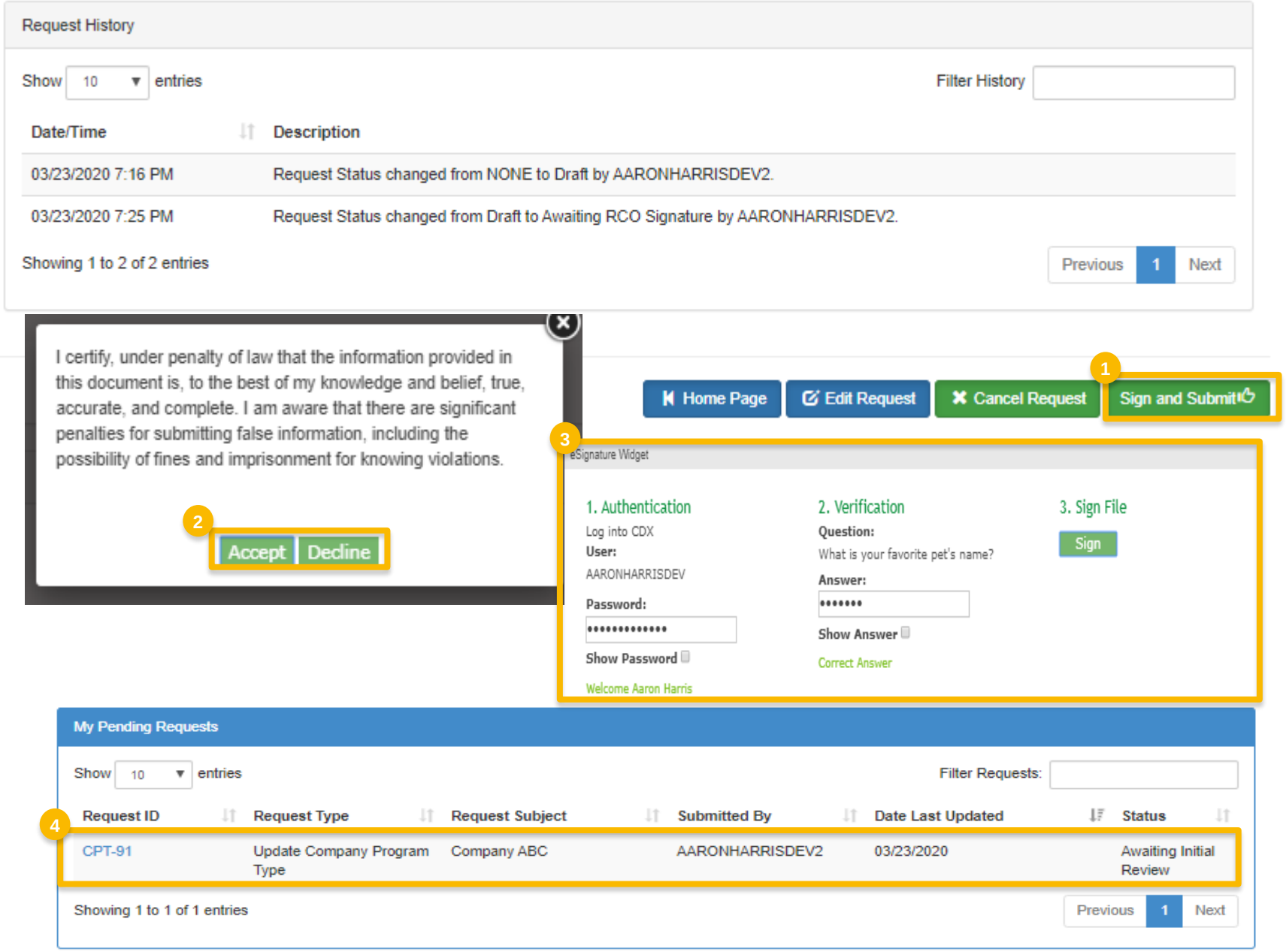
1. Click **Submit and Notify RCO**
2. The request will appear in the My Pending Requests section of your home page with the status **Awaiting RCO Signature**
3. After the RCO of the company signs the request, the status will change to **Awaiting Initial Review**

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



RCOs:
Sign and Submit

If you are the RCO of the company:

1. Click **Sign and Submit**
2. Click **Accept**
3. Use the **eSignature Widget** to sign the request
4. 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.