

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>

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**

The screenshot displays the 'My Companies' section of the EPA's OTAQ Registration portal. At the top, the navigation bar includes the EPA logo, 'OTAQ Registration', and links for 'Home', 'Create New Company', and 'Associate To Existing Company'. A user greeting 'Welcome to OTAQReg, Jennifer' is visible on the right. Below the header, the 'My Companies' section features a table with columns for 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first entry, 'Test Biodiesel Manufacturer Company', is selected. The 'Company ID' '1041' is highlighted with a red circle labeled '1', and a dropdown menu is open, showing options like 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Edit Program Types and Activities' (highlighted with a red circle labeled '2'), 'Manage Facilities', 'QAP Associations', 'Manage Reports', and 'RCO Update Request'. The table also shows the company's address and roles: 'Company Editor' and 'RCO'. A 'Filter Companies' search bar and pagination controls are also present.

Company ID	Company Name	Address	My Roles
1041	Test Biodiesel Manufacturer Company	123 Main Street, Anywhere, AL 12345, US	<ul style="list-style-type: none">Company EditorRCO

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...

Home / Program Types and Activities for Company Company ABC[1042] / Foreign Bond Information / Edit 40 CFR Part 79 Company Information

1

40 CFR Part 79 Company Information

Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? *

Yes

☒No

Back

Save

Save & Continue

Home / Program Types and Activities for Company Company ABC[1042] / Foreign Bond Information / Edit 40 CFR Part 79 Company Information

2

Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? *

Yes

☒No

3

Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms? *

Yes

☒No

Associated 40 CFR Part 79 Companies

Company ID	Company Name	Address	Action
No Company Associations			

Add Company Association

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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...

40 CFR Part 79 Company Information

Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? ☒ Yes ☐ No

Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms? ☒ Yes ☐ No

Associated 40 CFR Part 79 Companies

Company ID	Company Name	Address	Action
No Company Associations			

1 **Add Company Association**

Add 40 CFR Part 79 Company Association

Please enter the 40 CFR Part 79 Company ID whose fuel products you wish to manage under this eRegistration Company: 5002 **2** **3** **Search**

5002	Test Fuel Manufacturer 3	3 Main Street, Suite #3, Fuels Ville, VA 22903, US	Add
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Company ID	Company Name	Address	Action
No Company Additions			

Cancel **Save**

No Company Associations

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...

Add 40 CFR Part 79 Company Association

Please enter the 40 CFR Part 79 Company ID whose fuel products you wish to manage under this eRegistration Company:

Company ID	Company Name	Address	Action
5002	Test Fuel Manufacturer 3	3 Main Street, Suite #3, Fuels Ville, VA 22903, US	Delete

Associated 40 CFR Part 79 Companies

Company ID	Company Name	Address	Action
5002	Test Fuel Manufacturer 3	3 Main Street, Suite #3, Fuels Ville, VA 22903, US	Delete

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...

1

Additional Company/User Role Associations

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 edit this company's fuels or additive information? ☒ Yes ☐ No

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

Will you be viewing ABT credit transaction via the EMTS application? ☐ Yes ☒ No

Will you ALSO be SUBMITTING ABT credit transaction via the EMTS application? ☐ Yes ☒ No

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

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

2

[Back](#) [Save](#) [Save & Continue](#)

3

Facility Management

Show 10 entries

Add Facility

Filter Facilities

ID	Name	Type	Status	Location	Actions
OTAQREG10248421	TEST BIODIESEL FACILITY	• Diesel/Biodiesel	Active	12 W POTOMAC ST BRUNSWICK, MD 21716	View View Reporting IDs Edit Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

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

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

Company Program Type Request

Request Information

Request ID: CPT-72	Created On: 04/13/2020
Request Type: Update Company Program Type	Modified On: 04/13/2020
Request Status: Draft	Requestor ID: JENNIFERDEV
Company Name: Test Biodiesel Manufacturer Company [1041]	Requestor Name: Jennifer Johnson
Submission: Initial	

Requested Changes

Company Fuel Association Question: "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?" changed from false to true

Company Fuel Association: 5002 - Test Fuel Manufacturer 3 Company was added

Company Fuel Association Question: "Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms?" changed from false to true

Reason for Change: * Other (No Engineering Review)

Comments: * Associating Part 79 Company with an eRegistration Company

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.

The screenshot illustrates the RCO Sign and Submit process. It is divided into three main sections: Request History, eSignature Widget, and My Pending Requests.

Request History: This section shows a table of request status changes. The first entry shows the status changing from NONE to Draft by AARONHARRISDEV2 on 03/23/2020 at 7:16 PM. The second entry shows the status changing from Draft to Awaiting RCO Signature by AARONHARRISDEV2 on 03/23/2020 at 7:25 PM. The table is filtered to show 1 to 2 of 2 entries.

eSignature Widget: This section contains a certification statement: "I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations." Below this statement are two buttons: **Accept** and **Decline**. To the right of the widget are three steps: 1. Authentication (Log into CDX, User: AARONHARRISDEV, Password: [redacted], Show Password [checkbox]), 2. Verification (Question: What is your favorite pet's name?, Answer: [redacted], Show Answer [checkbox], Correct Answer), and 3. Sign File (Sign button). A **Sign and Submit** button is also present.

My Pending Requests: This section shows a table of pending requests. The first entry is for Request ID CPT-91, Request Type Update Company Program Type, Request Subject Company ABC, Submitted By AARONHARRISDEV2, Date Last Updated 03/23/2020, and Status Awaiting Initial Review. The table is filtered to show 1 to 1 of 1 entries.