

Job Aid



How to Register a New Company Subject to 40 CFR Part 79 & 40 CFR Part 80 in OTAQREG

This job aid is designed to provide a high-level overview of the process for registering a new company under Title 40 CFR in OTAQREG 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>

How to create a New Company Request

1. Click **Register New Company**
2. Enter the following company information
 - Company Name
 - Street Address
 - Street Address (Line 2)
 - City
 - State
 - Postal Code
 - Country
3. Click **Continue**

Steps continue on next slide...

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.

Select this option if your Company has not been registered and does not have a 4-digit OTAQ ID number

Select this option to search for your Company that has been registered and has a 4-digit OTAQ ID Number

1

Register New Company

Search for Existing Company

2

Company Name and Location

Company Name:

Test Fuel Manufacturer Company

Street Address:

123 Main Street

Street Address (Line 2):

City:

Anywhere

State/Province:

Alabama

Postal Code:

12345

Country:

UNITED STATES

3

Continue

How to create a New Company Request (cont.)

4. Review Company Name and Location information

If you are the RCO of the company:

5. Select **Yes** for the question "Are you the Responsible Corporate Officer for this company?"
6. Enter RCO Title
7. Click **Save and Continue**

If you are not the RCO of the company:

8. Select **No** for the question "Are you the Responsible Corporate Officer for this company?"
9. Enter RCO Email
10. Click **Save and Continue**

Steps continue on next slide...

The screenshot shows the EPA OTAQ Registration 'Company Information' form. The form is divided into two main sections: 'Company Name and Location' and 'Responsible Corporate Officer (RCO) Information'. The 'Company Name and Location' section includes a note about address requirements, and fields for Company Name, Street Address, Street Address (Line 2), City, State/Province, Postal Code, and Country. The 'Responsible Corporate Officer (RCO) Information' section includes a note about RCO requirements, a question 'Are you the Responsible Corporate Officer for this company?', and fields for RCO CDX User ID, RCO Name, RCO Title, RCO Phone, RCO Email, and RCO Fax. The form has a 'Back' button, a 'Save' button, and a 'Save & Continue' button. Numbered callouts (4-10) highlight the following steps: 4. Review Company Name and Location information; 5. Select Yes for the question 'Are you the Responsible Corporate Officer for this company?'; 6. Enter RCO Title; 7. Click Save and Continue; 8. Select No for the question 'Are you the Responsible Corporate Officer for this company?'; 9. Enter RCO Email; 10. Click Save and Continue.

4 Company Name and Location

Note: Address must be a street address and not a PO box. If you are entering an international address that has no postal code, enter "00000" for Postal Code.

Company Name *
Test Fuel Manufacturer Company

Street Address: *
123 Main Street

Street Address (Line 2):

City: *
Anywhere

State/Province: *
Alabama *

Postal Code: *
12345

Country: *
UNITED STATES

5 Responsible Corporate Officer (RCO) Information

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

5 Are you the Responsible Corporate Officer for this company? * Yes No

RCO CDX User ID:
DEMOUSER

RCO Name:
Jennifer Johnson

6 RCO Title: *
test

RCO Phone:
(434) 989-1236

RCO Email:
jennifer.johnson@csra.com

RCO Fax:

8 Are you the Responsible Corporate Officer for this company? * Yes No

9 RCO Email: *
JohnSmith@abcbiodiesel.com

7 Back Save Save & Continue

10 Back Save Save & Continue

How to create a New Company Request (cont.)

- 11. Select applicable Program Type and Business Activities
- 12. Click Save and Continue

Steps continue on next slide...

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Program Type and Business Activities

Are you an independent third party that will conduct audits of renewable fuel production under the Quality Assurance Plan (QAP) Program? Yes No

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; do you blend Oxygenates; or are you an Independent Lab? Yes No

Business Activities For Gasoline Program Type

Ethanol Denaturant Producers and Importers	<input type="radio"/> No
Independent Lab	<input type="radio"/> No
Non-Renewable Fuels Importer	<input type="radio"/> No
Oxygenate Blender	<input type="radio"/> No
Oxygenate Producers and Importers	<input type="radio"/> No
PADD Importer	<input type="radio"/> No
Pentane Producer	<input type="radio"/> No
Refiner	<input checked="" type="radio"/> Yes
Small Refiner	<input type="radio"/> No

Do you produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment? Yes No

Do you produce, import, export or otherwise handle Renewable Fuels as defined under the Renewable Fuel Standard Program? Yes No

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Back Save Save & Continue

How to create a New Company Request (cont.)

- 13. Select appropriate Foreign Bond Information
- 14. Click Save and Continue
- 15. Provide additional information as appropriate (will differ depending on previously selected business activities)
- 16. Click Save and Continue

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Foreign Bond Information

Does your company own or operate any foreign facilities? * Yes No

Foreign Bond Determination	
Gasoline	<input checked="" type="radio"/> No
Renewable Fuel standard	<input checked="" type="radio"/> No

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Home Company Information Program Types and Activities Foreign Bond Information Refiner Compliance

Refiner Compliance Level

Are you a biodiesel/renewable diesel producer? * Yes No

Are you planning to conduct annual compliance reporting for your refineries in the aggregate or for each refinery individually as pursuant to 80.1406(c)(1)? *

Select Method of Compliance Level Reporting

Aggregation of Refineries *	<input checked="" type="checkbox"/> Yes
Refinery-by-Refinery *	<input type="checkbox"/> No

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How to create a New Company Request (cont.)

17. 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?"
18. If you are new company, answer **No** to the question, "Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms?"
19. Click **Save & Continue**
20. Click **Confirm** to the warning message

Steps continue on next slide...

The screenshot shows a web form titled "40 CFR Part 79 Company Information". It contains two questions with radio button options:

- Question 17: "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?" with "Yes" selected.
- Question 18: "Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms?" with "No" selected.

At the bottom right, there are three buttons: "Back", "Save", and "Save & Continue". The "Save & Continue" button is highlighted with a yellow box and a callout number 19.

Below the form is a warning message box with an orange header and a close button. The text reads:

Warning

You will need to complete 3 steps to register your new company.

1. Complete the current registration.
2. After EPA approves, add your 40 CFR Part 79 fuels via the "Manage Fuel Products" option.
3. After EPA approves the new fuel product, enter your facilities via the "Manage Facilities" option.

At the bottom right of the warning box, there are two buttons: "Cancel" and "Confirm". The "Confirm" button is highlighted with a yellow box and a callout number 20.

How to create a New Company Request (cont.)

- 21. Review Additional Company/User Role Associations and select **Yes** or **No** as appropriate
- 22. Click **Save & Continue**

Steps continue on next slide...

The screenshot shows a web form titled "Additional Company/User Role Associations". It contains seven questions, each with a "Yes" or "No" radio button. A yellow box labeled "21" highlights the "Yes" button for the first question and the "No" buttons for the remaining six questions. At the bottom right, a yellow box labeled "22" highlights the "Save & Continue" button. The "Back" button is blue, and the "Save" button is green.

Additional Company/User Role Associations

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

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

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](#). No

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

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

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

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◀ Back Save Save & Continue ▶

Review and submit request

If you are the RCO of the company:

1. Click Sign and Submit

If you are not the RCO of the company:

2. Click Submit and Notify RCO

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



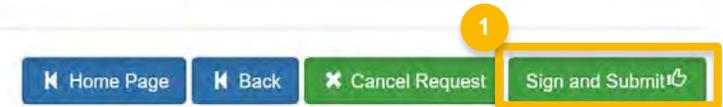
Request History

Show 10 entries Filter History

Date/Time	Description
04/07/2020 3:48 PM	Request Status changed from NONE to Draft by DEMOUSER.

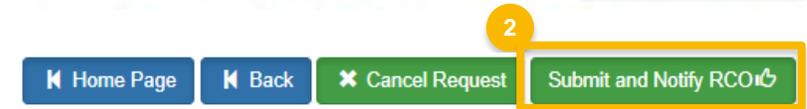
Showing 1 to 1 of 1 entries

Previous 1 Next



1

Home Page Back Cancel Request Sign and Submit



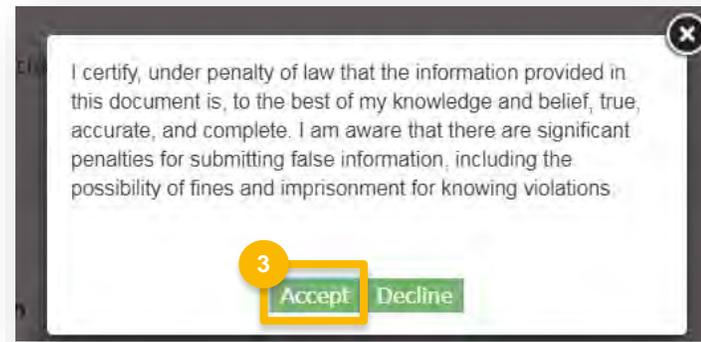
2

Home Page Back Cancel Request Submit and Notify RCO

Review and submit request(cont.)

3. Click **Accept**
4. Use the **eSignature Widget** to sign the request
5. 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.



eSignature Widget

1. Authentication
Log into CDX
User:
DEMOUSER
Password:
.....
Show Password
Welcome Jennifer Johnson

2. Verification
Question:
What is your favorite movie?
Answer:

Show Answer
Correct Answer

3. Sign File
Sign

4

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
COM-238	New Company	Test Fuel Manufacturer Company	DEMOUSER	04/07/2020	Awaiting Initial Review

Showing 1 to 1 of 1 entries

Previous 1 Next

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