Office of Transportation and Air Quality Fuels Registration (OTAQREG)

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...

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?"

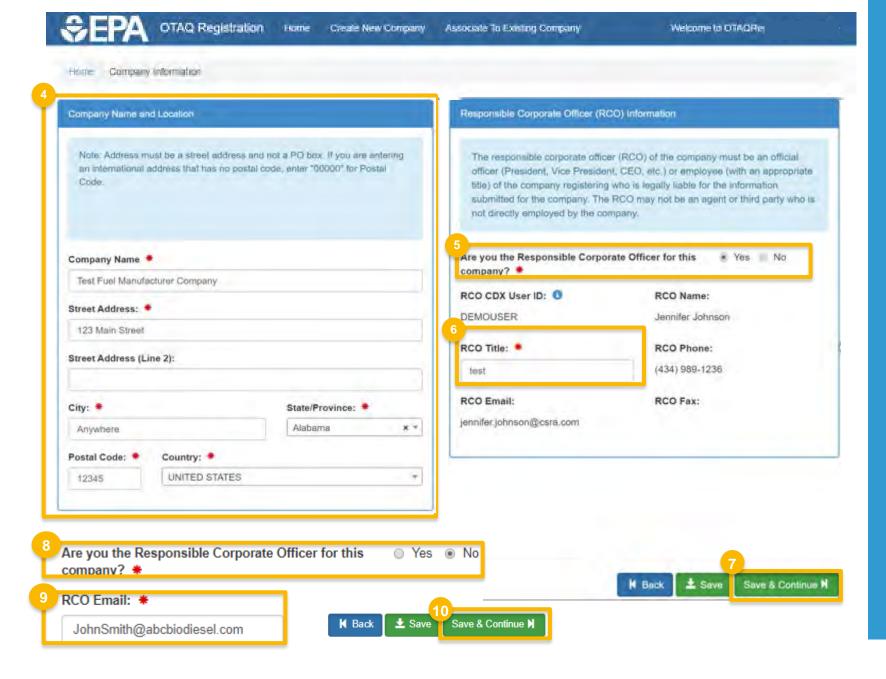6. Enter **RCO Title**

7. Click **Save and Continue**

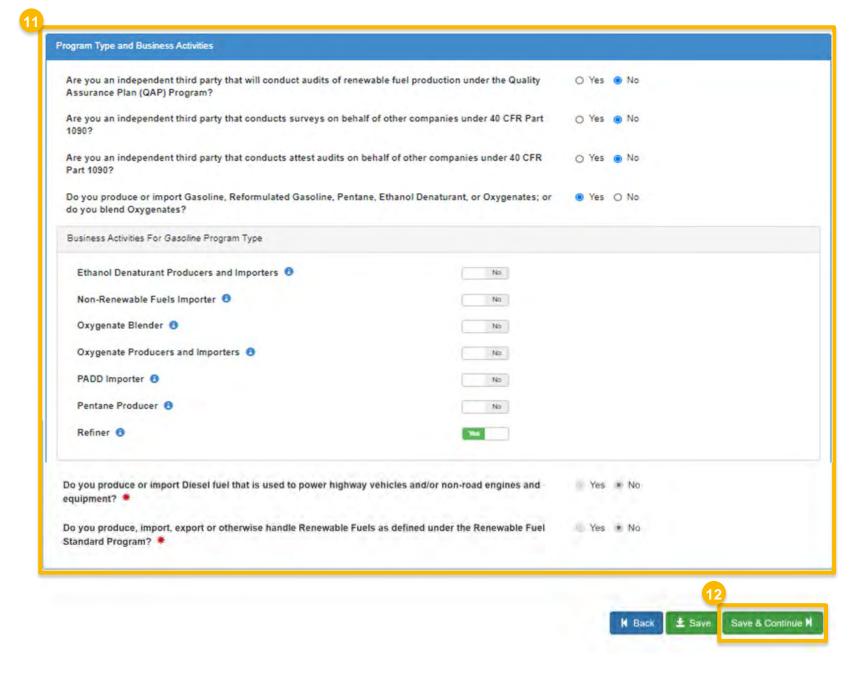**If you are not the RCO of the company:**

8. Select **No** for the question "Are you the Responsible Corporate Officer for this company?"

9. Enter **RCO Email**

10. Click **Save and Continue**
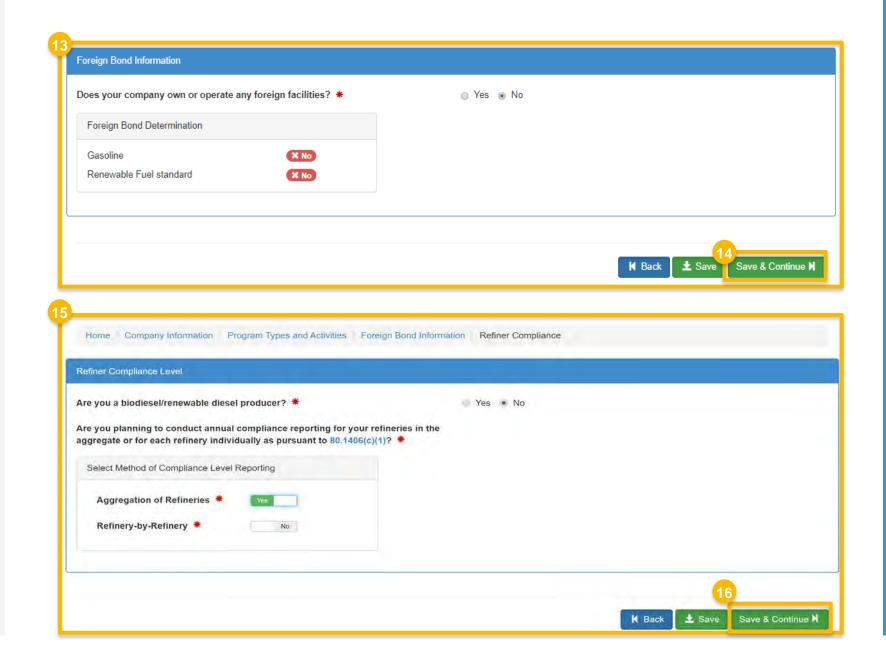
Steps continue on next slide...

How to create a New Company Request (cont.)

11. Select applicable **Program Type and Business Activities**

12. Click **Save and Continue**
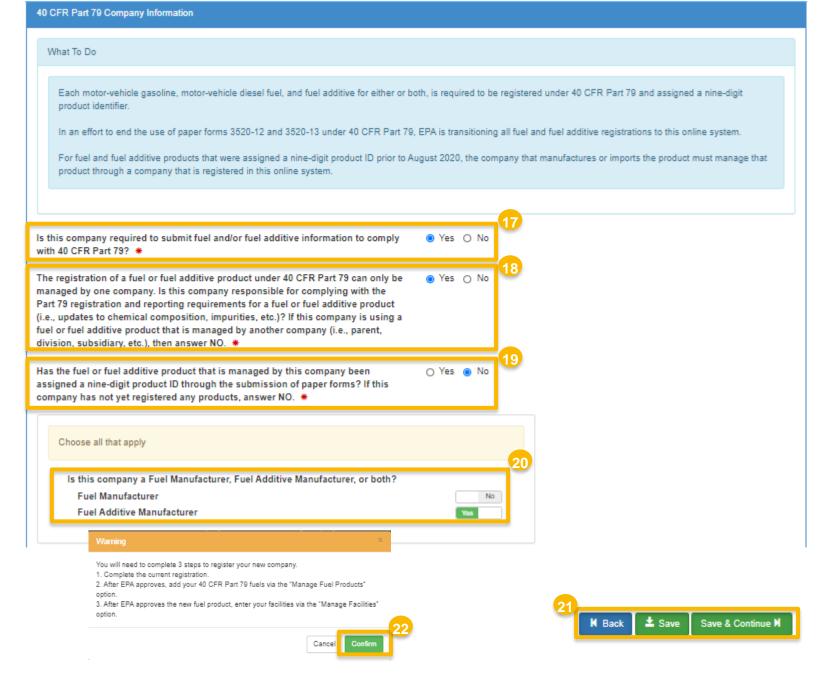
Steps continue on next slide...

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	✖ No
Renewable Fuel standard	✖ No

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◀ Back   ⬇ Save   Save & Continue ▶

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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 ✱	Yes
Refinery-by-Refinery ✱	No

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◀ Back   ⬇ Save   Save & Continue ▶
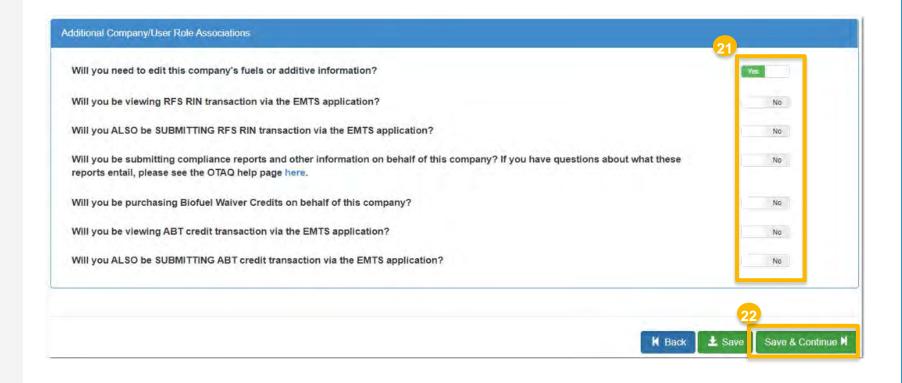
How to create a New Company Request (cont.)

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, not using a fuel or fuel additive product that is managed by another company (i.e. parent, division, subsidiary, etc.), answer **Yes** to the question, "Is this company responsible for complying with the Part 79 registration and reporting requirements for a fuel or fuel additive product?"

19. If you are a new company, answer **No** to the question, "Has the fuel or fuel additive product that is managed by this company been assigned a nine-digit product ID through the submission of paper forms?

20. **Select** your Part 79 business activity as appropriate

21. Click **Save & Continue**

22. Click **Confirm** to the warning message

Steps continue on next slide…

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**
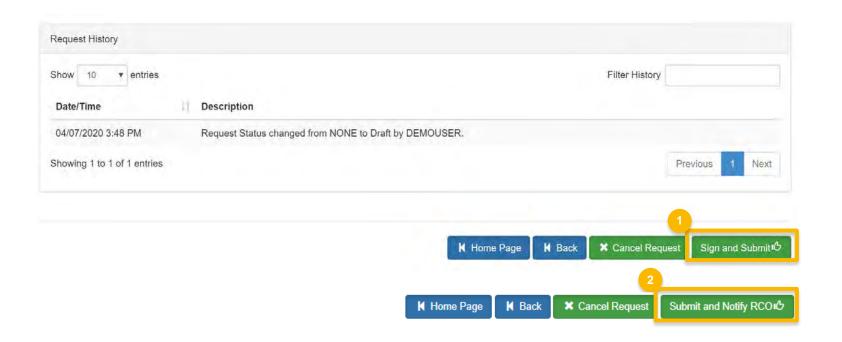
Steps continue on next slide…

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.