

Job Aid



How to Manage Attest Engagement Submissions 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 a 40 CFR Part 80/1090 Report Submitter role with the selected company

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>

Access Submission Form

- 1. Click the **Company ID**
- 2. Select **Manage Attest/ER Submissions**
- 3. Select **Company Name**
- 4. Click **Continue**

1

Company ID

4000

View Company Information

Edit Roles

Manage User Associations

Edit Company Information

Edit Program Types and Activities

Manage Facilities

QAP Associations

Manage Reports

RCO Update Request

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Manage Attest/ER Submissions

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You are here: OTAQ Forms Select Company

Select Company

Select the company for which you are making or viewing submissions. If you do not see your company in the list, you must first associate to the company in OTAQReg with the correct role.

If you do not have an active CDX ESA on file, you will not be able to create a new submission or view existing submissions until your ESA has been received by EPA.

Select Company

3

Phoenix Natural Gas Company (1240)

Deep South Oil & Drilling Co. (1221)

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Continue

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Create New Company

Associate To Existing Company

Welcome to OTAQReg, Farid

My Companies

Show 10 entries

Filter Companies:

Company ID	Company Name	Address	My Roles
4000	Deep South Oil & Drilling Co.	3000 West Congress Street, Lafayette, LA 70506, US	- EMTS RFS Viewer - EMTS Fuels ABT Viewer - Fuel Product And Additive Editor - Company Editor - Part 80/1090 Report Submitter - RCO

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Select Action

Click links below to jump to that section of this job aid:

1. [Create new attest engagement](#)
2. [Edit a draft submission](#)
3. [View a completed submission](#)

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You are here: OTAQ Form Submissions Home

OTAQ Form Submissions Home

Engineering Reviews
You do not have the Independent Third Party Engineer role for the company you selected. If you wish to submit a form for the company please update your existing company association roles in OTAQReg.

Attest Engagements
Existing Attest Engagements for the selected company are displayed below. Click the "View" link to view the Copy of Record for an existing submission, or the "Edit" link to edit an In Progress submission. Click the "Create New Attest Engagement" button to create a new submission.

Submission ID	Created	Submitter	Status	Actions
AT-2155	07-22-2018 7:15:29 AM		In Progress	Edit
AT-2154	07-26-2018 3:02:26 PM	JOSH.GORDAN	Submitted	View

[Create New Attest Engagement](#)

Submit New Attest Engagement

1. Enter and confirm a secure **passphrase***
2. Click **Save and Continue**

***IMPORTANT:** The secure passphrase is required to both 1) edit the submission later and 2) view the Copy of Record after submitting.

Steps continue on next slide...

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Create New Attest Engagement: Create Passphrase

Create Passphrase

Please create a passphrase that is at least 8 characters in length. To better protect your form, your passphrase should contain a combination of letters and numbers. Your passphrase may include spaces, but should not contain special characters (for example, +, and *).

Passphrase:

Confirm Passphrase:

You are responsible for remembering your passphrase and distributing it to only authorized individuals. **Please distribute this passphrase to at least one other authorized official.** Your passphrase will be used as an encryption key to protect the contents of your data.

Note: If you lose or forget your passphrase, you will not be able to access your Copy of Record. For security reasons, the system administrator will not have access to your passphrase and will not be able to retrieve or reset it.

Save and Continue

Submit New Attest Engagement (cont.)

- 3. Select an **RFS Regulated Type**
- 4. OPTIONAL: You may choose to submit the Attest Engagement for a specific **Facility**. If you do not select a facility, the Attest Engagement will apply to all facilities of the selected company.

Steps continue on next slide...

Create New Attest Engagement

Please complete all required fields to submit your Attest Engagement along with the supplemental information as required in 80.130(a). The attached report should be completed by the CIA or CPA summarizing both the procedures performed and the findings in accordance with the selected regulated program. Pre-populated information is based on the approved OTAQ registration information for your selected company. Click the "Save" button to save your answers and complete the report at a later time.

All information submitted as part of this Attest Engagement may be claimed as Confidential Business Information.

Company Information

The information below is populated from the selected company's OTAQReg information.

Company Id: 3400

Company Name: Deep South Drilling & Oil Co.

Programs Covered

Only Attest Engagements for the Renewable Fuel Standard (§80.1464) program may be submitted using this form at this time, therefore the program has been selected for you. Select one or more of the applicable RFS regulated types below.

RFS (§80.1464) ☒

Obligated Party ☐

Renewable Fuel Exporter ☐

Renewable Fuel Producer ☐

Renewable Fuel Producer ☐

RIN-Generating Importer ☐

RIN-Generating Importer ☐

RIN Owners (other than an Obligated Party or Renewable Fuel Producer or Importer) ☐

Third-party Auditor ☐

Third-party Auditor ☐

Third-party Auditor ☐

Facility Information

Select a facility from the list below.

Facility:

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Select ▼

Submit New Attest Engagement (cont.)

- 5. Enter the name and contact information of the auditor who created the report
- 6. Click Save and Continue

Steps continue on next slide...

Auditor Information

Enter the name and contact information for the Auditor, as defined in §80.125.

Auditor First Name: *

Auditor Last Name: *

Auditor Address 1: *

Auditor Address 2:

Auditor City: *

Auditor State: *

Auditor Country: *

Auditor Zip: *

Auditor Phone: *

Auditor Email: *

Select State ▼

Select Country ▼

Save

Save and Continue

Submit New Attest Engagement (cont.)

7. Select the **reporting period** covered
8. Enter the **date** the audit report was completed
9. Answer the questions related to **Exemptions and Remedial Actions**
10. Click **Save and Continue**

Steps continue on next slide...

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Create New Attest Engagement : Reporting Period and Exceptions

Reporting Period and Audit Date
Indicate the reporting period covered and the date on which the audit report being submitted was completed.

Reporting Period Covered *

Date of Audit Report *

Exceptions and Remedial Actions

1. Has the reporting entity taken any remedial or other corrective actions resulting from this report? If Yes, describe the actions.
☐ Yes ☐ No

2. Will the reporting entity take future remedial or other corrective actions resulting from this report? If Yes, describe the actions.
☐ Yes ☐ No

3. Were there any exceptions noted by the audit company? If Yes, list the Attest regulatory sections under the exception.
☐ Yes ☐ No

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Save
Save and Continue

Submit New Attest Engagement (cont.)

11. Choose file and click Upload
12. OPTIONAL: Enter Comments
13. Acknowledge the Attest Statement
14. Click Save and Continue

Steps continue on next slide...

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Create New Attest Engagement : Upload Report

Upload Documents
Please upload a copy of the report and any supplemental information.

Choose File No file chosen
Upload

Document Name	Uploaded	Size (kb)
Nothing found to display.		

Comments
If you have any additional comments, please enter them in the box below.

Attest Statement
☐ Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of RFS (§80.1464), I am submitting the copy required by the regulations of the auditor's agreed upon procedures report.

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Save and Continue

Submit New Attest Engagement (cont.)

15. Review the submission and then click Sign, Encrypt, and Submit

Steps continue on next slide...

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Create New Attest Engagement: Review

Please review the information contained on this page prior to submitting the form.

Submission Information

This is your plan submission information

Submission Type:Attest Engagement

Attest Engagement Id:AT-2154

Submitter Information

The information below is from your CDX Registration and will be passed on to EPA with your submission. If this information is incorrect, please update your CDX Registration information prior to starting your submission. These details can only be updated within the MyCDX link on the left-hand side of this screen or by the CDX Help Desk. Please visit the FAQ section for more information on making these updates.

First Name:Daniel

Last Name:Smith

CDX UserId:DANIEL.SMITH

Organization Name:DEEP SOUTH DRILLING

Email Address:daniel.smith@dsdrilling.com

Phone Number:337-555-9823

Extension:

Company Name and Location

Company ID:3400

Documents

Document Name	Uploaded	Size (kb)
Sample Attest Engagement Attachment.docx	07-26-2018 9:10:36 PM	12.16

Comments

Attest Statement

☒ Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of RFS (§80.1464), I am submitting the copy required by the regulations of the auditor's agreed upon procedures report.

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Sign, Encrypt and Submit

Submit New Attest Engagement (cont.)

- 16. Use the **eSignature Widget** to sign submission
- 17. The submission will appear on the OTAQ Form Submissions Home page with the status of **Submitted**

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eSignature Widget

1. Authentication

Log into CDX

User:
JOHN.DOE

Password:
••••••

Show Password ☐

Welcome John Doe

2. Verification

Question:
What is the first and middle name of your oldest sibling?

Answer:
••••••

Show Answer ☐

Correct Answer

3. Sign File

Sign

You are here: OTAQ Form Submissions Home

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Success! You have successfully submitted your Attest Engagement.

Attest Engagements

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Create New Attest Engagement

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Edit a Saved Attest Engagement

1. Click **Edit**
2. Enter the **secure passphrase**
3. Click **Continue**

The Create New Attest Engagement page will display, retaining all previously saved information.

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—Engineering Reviews—

You do not have the Independent Third Party Engineer role for the company you selected. If you wish to submit a form for the company please update your existing company association roles in OTAQReg.

—Attest Engagements—

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Attest Engagements

—Enter Passphrase—

Please enter your Attest Engagement passphrase.

Passphrase:

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Continue

View a “Copy of Record”

1. Click **View**
2. Enter the **secure passphrase**
3. Click **Continue**

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Attest Engagements

—Enter Passphrase—

Please enter your Attest Engagement passphrase.

Passphrase:

View a “Copy of Record” (cont.)

4. Click a link to **view** or **download**
5. Click the **document name** to open attached documents

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Attest Engagement Submission

—Submission Info

This is your Engineering Review submission information.

Submission Type:

Attest Engagement

Attest Engagement Id:

AT-2154

CROMERR Activity Id:

ae25168-c5ef-412b-a4d3-9ac801af3e47

CROMERR Copy of Record:

[View](#) | [Download HTML](#) | [Download XML](#)

Status:

Submitted

Submission Time:

Jul 26, 2018 9:30 PM

—Submitter Information

The information below is from your CDX Registration and has been passed on to EPA with your submission.

First Name:

Josh

Last Name:

Gordan

CDX UserId:

JOSH.GORDAN

Organization Name:

DEEP SOUTH DRILLING

Email Address:

josh.gordan@dsdrilling.com

Phone Number:

337-555-2346

Extension:

—Documents

Document Name ▲	Uploaded ▼	Size (kb)
Sample Attest Engagement Attachment.docx	07-26-2018 3:10:36 PM	12.16

—Comments

—Attest Statement

☒ Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of RFS (§80.1464), I am submitting the copy required by the regulations of the auditor's agreed upon procedures report.

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