

Job Aid



How to Review Attest Engagements as a Regulated Party

This job aid is designed to provide a high-level overview of this task so that you can start using the attest auditor functionalities 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 the following user roles in OTAQREG on behalf of the audited company
 - Company Editor or RCO
 - Part 80/1090 Report Submitter
4. Your company must have an active association with a company registered with the Attest Auditor business activity
5. There must be an ATTo100 report submitted via the new OTAQREG 'Submit Attest Audit Report' functionality

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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1. Click the **Company ID**
2. Select **Manage Attest Auditor Associations**

The screenshot displays the 'My Companies' interface. At the top, there is a header 'My Companies' and a search filter 'Filter Companies: 1965'. Below this is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows '1965' as the Company ID, 'Renewable Fuel Producer Inc' as the Company Name, '123 Main St, Fairfax, VA 22030, US' as the Address, and 'RCO' and 'Company Editor' as the My Roles. A dropdown menu is open for the 'Company ID' cell, showing options: 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Edit Program Types and Activities', 'Manage Facilities', 'QAP Associations', 'Manage Attest Auditor Associations' (highlighted), and 'RCO Update Request'. A 'Search:' field is visible at the bottom right.

Steps continue on next slide...

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3. Click **View Attest Audit Reports**

Attest Auditor Associations for Renewable Fuel Producer Inc [1965]

Create New Association

Show 10 entries

Filter associations

Auditor Company (ID)	Start Date	End Date	Actions
Attest Auditor Inc (1961)	12/01/2022	No End Date Provided	View Edit View Attest Audit Reports

Showing 1 to 1 of 1 entries

Previous 1 Next

Steps continue on next slide...

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4. To view the "ATTo100 Report Details - General Report Information", click **View Report Details**

- ❖ Proceed to step 6 (*next slide*) to see a preview of the General Report Information window

5. To download the Attest Engagement and any additional uploaded document(s), click **Download Reports**

- ❖ Proceed to step 7 (*slide 6*)

Compliance Period	Facility ID/Compliance Basis	Audit Date	Report Date	Exception Indicator	Actions
2021	72461	01/01/2023	01/13/2023	No	View Report Details Download Reports

Steps continue on next slide...

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Upon clicking **View Report Details**, the "ATT0100 Report Details" window will appear.

6. Review the ATT0100 Report Details

Attest Audit Reports for Renewable Fuel Producer Inc [1965]

Show 10 entries Filter Reports

Compliance Period	Facility ID/Compliance Basis	Audit Date	Report Date	Exception Indicator	Actions
2021	72461	01/01/2023	01/13/2023	No	View Report Details Download Reports

Showing 1 to 1 of 1 entries Previous 1 Next

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ATT0100 Report Details

General Report Information

Company Information

Auditor Company (ID): Attest Auditor Inc (1961) Obligated Party Company (ID): Renewable Fuel Producer Inc (1965)

Facility ID/Compliance Basis: 72461

Report Information

Report Type: Original Confidential Business Information: Yes Compliance Period: 2021

Report Date: 1/13/2023 Audit Completion Date: 1/1/2023

Audit Procedure & Exception Information

Exception(s): No

Audit Procedure(s):

- RFS RIN Generators

Comments

Comprehensive notes

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- 7. Upon clicking **Download Reports**, you will be prompted to save a ZIP file.

The Attest Engagement Report and any additional uploaded document(s) will be included in the ZIP file.

❖ *NOTE: This screen may differ based on which browser, operating system, and default settings may be in use.*

