

DCFUEL User Guide

Version 1.0



DCFUEL User Guide

Version 1.0

Compliance and Innovative Strategies Division
Office of Transportation and Air Quality
U.S. Environmental Protection Agency

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1 Introduction

This document is the User Guide for the OTAQ DC FUEL online application. It describes the process a user must follow to submit reports using DC FUEL. This document will cover registration, how to upload a file and submit a report, and how to view your copy of record.

If you have any questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels.htm>.

You may also contact the EPA Fuels Program Support Line at 202-343-9755 or by sending an email to EPAFuelsPrograms@epa.gov.

If you have any general or technical questions related to the Central Data Exchange, CDX, you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with “Technical Support” in the Subject line.
- Fax - Assistance requests are accepted 24 hours a day at 703-227-4199. Support personnel will respond to faxed requests Monday through Friday from 8:00 am to 6:00 pm EST.

2 Registration

The following section describes how to register for the DC FUEL application.

Note: Existing DC FUEL users will be automatically migrated to the new application and will not be required to re-register.

2.1 CDX Registration

The OTAQ DC FUEL system is hosted by the Central Data Exchange (CDX). CDX is the system that EPA has provided to all programs to standardize and centralize the reporting functions and data submissions that are required of the various EPA regulated communities. In order to access DC FUEL, users must first be registered users of CDX.

Registration for the OTAQDCFUEL: OTAQ DCFUEL Application dataflow is open to all CDX users. If you are an existing CDX user please refer to Section 2.3.

2.2 DC FUEL Registration for New CDX Users

If you do not have an existing CDX user account please go to the following URL and complete your CDX Registration: <http://epacdx.net/regwarning.asp?Referer=registration>.

After entering your user specific information you will see to the “CDX Registration Add Program” page. Make sure to select “Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)” as seen in Figure 2-1.

If you are an existing CDX user please refer to Section 2.3.

Figure 2-1 Add Program



[About CDX](#)
[Account Login](#)
[Registration](#)
[Frequently Asked Questions](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)

U.S. Environmental Protection Agency

Registered | [Contact Us](#)

MyCDX > Registration

Logged in as, BIOFUELTEST9.

CDX Registration: Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES): ☐
- CROMERR Test Sandbox (CROMERRTEST): ☐
- Environmental Appeals Board (EAB): ☐
- Audit Reporting System (eDisclosure): ☐
- Federal Bridge Interoperability Test (FBIT): ☐
- Facility Registry System - Update Service (FRS-US): ☐
- Great Lakes Environmental Database Query System (GLENDQ): ☐
- High Production Volume (HPV): ☐
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB): ☐
- Lead-Based Paint Program (LEAD): ☐
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2): ☐
- National Environmental Methods Index Contaminants (NEMI-CBR): ☐
- Ozone Depleting Substances (ODS): ☐
- Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL): ☐**
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS): ☐
- Office of Transportation and Air Quality Fuels Registration (OTAQREG): ☐
- Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQWaiverCredits): ☐
- Public Health Air Surveillance Evaluations (PHASE): ☐
- Radionuclide NESHAPs (RAD): ☐
- Radiation Network (RADNET): ☐
- Risk Management Plan (RMPESUBMIT): ☐
- STORET File Transfer (STORET): ☐
- Stormwater Notice of Intent (eNOI) (SWENOI): ☐
- Toxic Release Inventory Made Easy Web (TRIMEweb): ☐
- TRI State Data Exchange (TRISDX): ☐
- TSCA (TSCA): ☐
- Toxic Substance Control Act - HaSD Form (TSCA-HASD): ☐
- Compliance Information Systems (VERIFY): ☐
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG): ☐
- Water Contaminant Information Tool (WCIT): ☐

You are in an encrypted secure session.

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Last updated on September 2, 2010.
URL: <http://www.epa.gov/epahome/usenotice.htm>

After you select the “Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)” radio button, click the “Next” button. Figure 2-2 will display.

Figure 2-2 New User CDX Registration Add Program ID

Registration

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MyCDX > Registration

Logged in as, TESTUSERA.

CDX Registration: Add Program ID

Use the TAB key to move from field to field. ★ = REQUIRED FIELD

Role: A SUBMITTER

Program ID Type: Submitter

Program ID: ★ N/A ★
Please enter N/A.

Submission Method: WEBFORM

FINISHED

You are in an encrypted secure session.

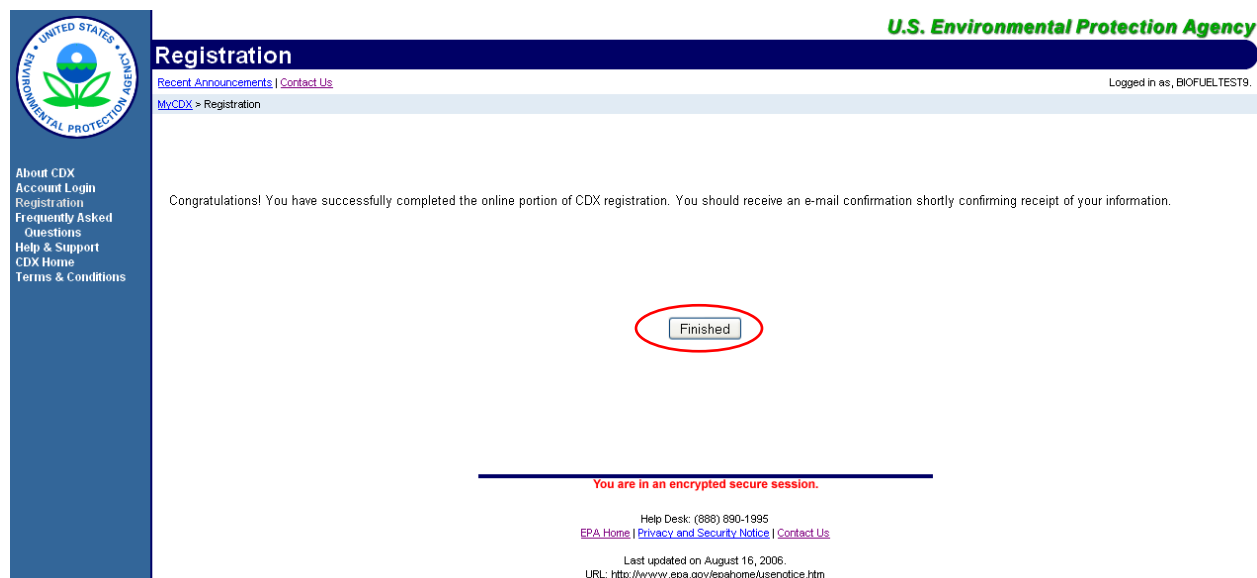
Help Desk: (888) 890-1995
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Last updated on April 6, 2011.
 URL: <http://www.epa.gov/epahome/usenotice.htm>

The “New User CDX Registration Add Program ID” page acts as the DC FUEL registration page. You must provide data for all required fields (required fields are marked with a red star). “Submitter” is the only available Role and Program ID type you can have for the DC FUEL application.

Please note that the Program ID field is also a required field. Enter “N/A” into this field and click the “Finished” button. Figure 2-3 will display.

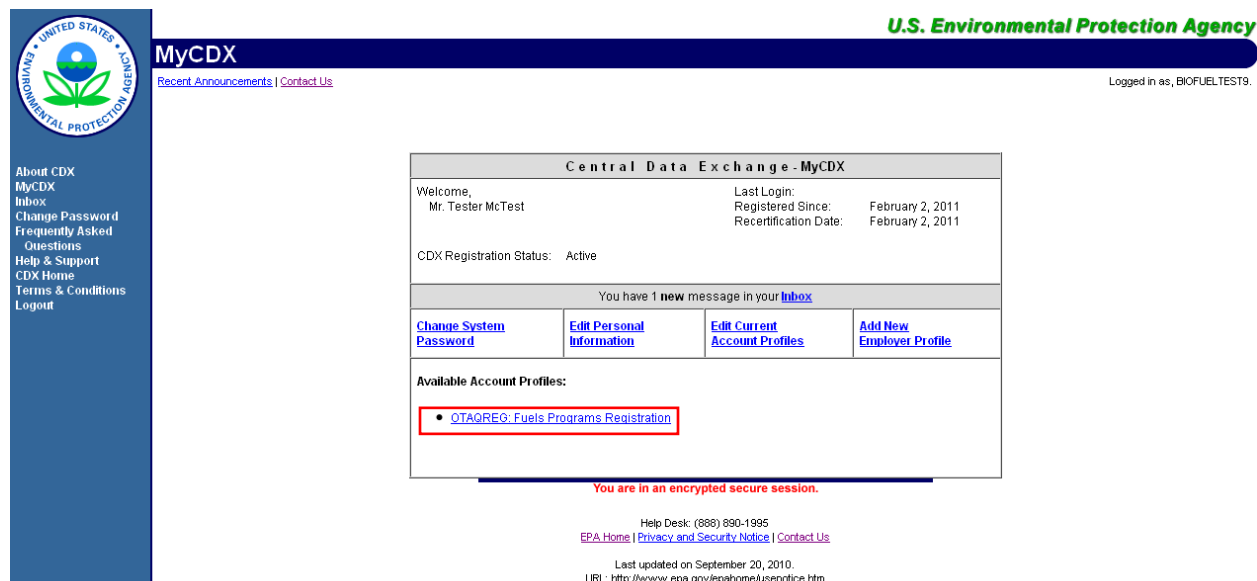
Figure 2-3 New User Registration Confirmation



Congratulations on the completion of your online portion of CDX registration for the OTAQ DC FUEL application. You will receive an e-mail notification confirming that you have registered for the OTAQ program at CDX.

Click the “Finished” button. Figure 2-4 will display.

Figure 2-4 MyCDX Home Page



As seen in Figure 2-4, you will automatically be given the “OTAQReg: Fuels Programs Registration” dataflow after registering for DC FUEL. It is required by the OTAQ Program that you complete a user profile within OTAQReg prior to being granted access to DC FUEL. Please refer to Section 2.4 for further details on OTAQReg: Fuels Programs Registration.

Existing CDX users should refer to Section 2.3 for further details.

Reminder: You will not be able to access the DC FUEL application until your registration request has been activated by the OTAQ Program. Please refer to Section 3 for further details.

2.3 DC FUEL Registration for Existing CDX Users

This section is only for existing CDX users who do not already have DC FUEL access. New CDX users should refer to Section 2.2 for further details.

Note: Existing DC FUEL users will be automatically migrated to the new application and will not be required to re-register.

After logging into CDX, Figure 2-5 will be displayed. To register for the DC FUEL dataflow you must first add the dataflow to your account.

Figure 2-5 MYCDX Home Page

Click the “Edit Current Account Profiles” link. Figure 2-6 will display.

Figure 2-6 Edit Organization Profiles

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Edit Organization Profiles

[Recent Announcements](#) | [Contact Us](#) Logged in as, PAINEJ21.

[MyCDX](#) > Edit Organization Profiles

Organization	Program Status
CGI	▶ Edit Organization Contact Information OTAPREG ▶ Add New Program Add additional programs for CGI ▶ List Roles

[<< BACK](#)

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Click the “Add New Program” link. This link will take you to the Add Program Page as seen in Figure 2-7.

Figure 2-7 Add Program



- About CDX
- MyCDX
- Inbox
- Change Password
- Frequently Asked Questions
- Help & Support
- CDX Home
- Terms & Conditions
- Logout

U.S. Environmental Protection Agency

Add Program

[Recent Announcements](#) | [Contact Us](#)

MyCDX > [Edit Organization Profiles](#) > Add Program for CGI

Logged in as, PAINEJ21.

Add Program

- Assessment Cleanup and Redevelopment Exchange System (ACRES): ☐
- CROMERR Test Sandbox (CROMERRTEST): ☐
- Environmental Appeals Board (EAB): ☐
- Audit Reporting System (eDisclosure): ☐
- Federal Bridge Interoperability Test (FBIT): ☐
- Facility Registry System - Update Service (FRS-US): ☐
- Great Lakes Environmental Database Query System (GLENDA): ☐
- High Production Volume (HPV): ☐
- Exchange Network Grant Semi-Annual Reporting Forms (IEPB): ☐
- Lead-Based Paint Program (LEAD): ☐
- LT2: LT2, Stage 2, and IDSE Plan/Report Entry (LT2): ☐
- National Environmental Methods Index Contaminants (NEMI-CBR): ☐
- Ozone Depleting Substances (ODS): ☐
- Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL): ☒**
- Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS): ☐
- Public Health Air Surveillance Evaluations (PHASE): ☐
- Radionuclide NESHAPs (RAD): ☐
- Radiation Network (RADNET): ☐
- Risk Management Plan (RMPESUBMIT): ☐
- STORET File Transfer (STORET): ☐
- Stormwater Notice of Intent (eNOI) (SWENOI): ☐
- Toxic Release Inventory Made Easy Web (TRIMEweb): ☐
- TRI State Data Exchange (TRISDX): ☐
- TSCA (TSCA): ☐
- Toxic Substance Control Act - HaSD Form (TSCA-HASD): ☐
- Compliance Information Systems (VERIFY): ☐
- Request Manufacturer Code for OTAQ Compliance (VERIFY MFR REG): ☐
- Water Contaminant Information Tool (WCIT): ☐

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The “Add Program” page lists all of the available dataflows available for registration. Select the “Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)” radio button and then click the “Add” button. Figure 2-8 will display.

Figure 2-8 ADD OTAQDCFUEL Role (DCFUEL Registration)

Registration U.S. Environmental Protection Agency

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[MyCDX > Registration](#)

CDX Registration: Add Program ID

Use the TAB key to move from field to field. ★ = REQUIRED FIELD

Role:

Program ID Type:

Program ID: ★ ★
Please enter N/A.

Submission Method:

You are in an encrypted secure session.

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 URL: <http://www.epa.gov/epahome/usenotice.htm>

The “CDX Registration: Add Program ID” page acts as the DC FUEL Registration page. Before adding your DC FUEL role you must first make sure you have selected and entered data for all required fields (required fields are marked with a red star). “Submitter” is the only Role and Program ID type available for the DC FUEL application.

Please note that the Program ID field is also a required field. Enter “N/A” into this field and click the “Finished” button. Figure 2-9 will display.

Figure 2-9 Registration Confirmation



Congratulations on the completion of your online portion of CDX registration for the OTAQ DC FUEL application. You will receive an e-mail notification confirming that you have registered for the OTAQ program at CDX.

Click the “Finished” button. Figure 2-10 will display.

Figure 2-10 Return to MyCDX Home Page

U.S. Environmental Protection Agency

MyCDX

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Logged in as, TESTUSERA.

Central Data Exchange - MyCDX

Welcome,
Mr. Jenny Paine

Last Login: May 5, 2011
Registered Since: May 5, 2011
Recertification Date: May 5, 2011

CDX Registration Status: Active

You have 1 new message in your [Inbox](#)

[Change System Password](#) | [Edit Personal Information](#) | [Edit Current Account Profiles](#) | [Add New Employer Profile](#)

Available Account Profiles:

- [OTAQREG: Fuels Programs Registration](#)

You are in an encrypted secure session.

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Last updated on April 27, 2011.
URL: <http://www.epa.gov/epahome/usenotice.htm>

As seen in Figure 2-10 you will automatically be given the “OTAQReg: Fuels Programs Registration” dataflow after registering for DC FUEL (if you are not already an existing OTAQReg: Fuels Programs Registration user). It is required by the OTAQ Program that you complete a user profile within OTAQReg in order to submit reports through DC FUEL. Please refer to Section 2.4 for further details.

If you are an existing OTAQReg user, EPA will review your delegations to ensure you have the proper access to EPA Fuels Programs.

Reminder: You will not be able to access the DC FUEL application until your registration request has been activated by the OTAQ Program. Please refer to Section 3 for further details.

2.4 OTAQ Registration

As previously stated, the OTAQReg dataflow is automatically listed in your CDX account upon registering for the DC FUEL application (if you are not already an existing OTAQReg user). It is required that you have an active user profile and company association with the Submitter role in OTAQReg prior to being able to submit reports for your company in the DC FUEL application. In addition, OTAQ must have received your signed Electronic Signature Agreement (provided during registration for OTAQReg) and Delegation Letter. EPA will review your delegations to ensure you receive the appropriate access to EPA Fuels Programs.

For additional information or assistance in completing OTAQ Registration, please refer to the Fuels Programs registration pages <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm> and the *User Manual for*

Fuels Programs Registration (OTAQREG) and the Central Data Exchange (CDX)

<http://www.epa.gov/otaq/regs/fuels/420b10022.pdf> or contact the EPA Fuels Program Support Line at 202-343-9755 or EPAFuelsPrograms@epa.gov.

3 DC FUEL Access

3.1 Activation of your Role

In order to access the DC FUEL application and submit reports, the OTAQ Program must activate your role in CDX. OTAQ is notified of your registration request once you successfully complete registration for the DC FUEL application (see Sections 2.2 and 2.3). OTAQ will either activate or deny your DC FUEL access pending receipt of your Electronic Signature Agreement and review of your OTAQReg registration.

The “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link will not appear under your Available Account Profiles until your role is activated by the OTAQ Program.

Once your role is activated, you will receive an e-mail notification with the subject “CDX Registration Status Change” confirming that your registration status has changed.

3.2 eSignature PIN Verification

Upon first logging into CDX after your DC FUEL role has been activated, you will be prompted to complete your eSignature PIN Verification. See Figure 3-1.

Figure 3-1 eSignature PIN Verification Questions and Answers

CDX U.S. Environmental Protection Agency

[Recent Announcements](#) | [Contact Us](#) Logged in as, DCFUEL01.

[MyCDX](#) > CDX

You are registered for a program that requires [eSignature PIN Verification](#). Please select exactly 5 questions. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

- ☒ What is the first and middle name of your oldest sibling?
Answer:
- ☒ What is your favorite vacation destination?
Answer:
- ☒ What year and model (yyyy-name) was your first car?
Answer: 2009 -
- ☒ What is your favorite TV show?
Answer:
- ☒ Where did you first meet your spouse?
Answer:
- ☐ What is your favorite book?
- ☐ What was your first pet's name?
- ☐ What is your favorite movie?
- ☐ What street was your high school located on?
- ☐ What is the name of your home town newspaper?
- ☐ What is your favorite hobby?
- ☐ What is the name of the hospital where you were born?
- ☐ Who is your favorite all-time entertainer?
- ☐ What was your high school's mascot?
- ☐ What is your favorite song?
- ☐ What is your best friend's last name?
- ☐ What is the last name of your favorite teacher?
- ☐ Where did you graduate from high school?
- ☐ What is your favorite pet's name?
- ☐ Who is your favorite author?

You are in an encrypted secure session.

As seen in Figure 3-1, you are required to select five out of the twenty questions displayed. The questions and answers you select here will be used later to verify your identity when electronically signing reports in DC FUEL (see Section 4.5).

Select your questions by clicking the check box next to each question. Enter your answers into the displayed text boxes. Once you have provided answers for all five questions click the “Save Answers” button. Figure 3-2 will display.

Reminder: The questions that you select should be questions that you can easily remember however should be difficult for anyone else to guess.

Figure 3-2 eSignature PIN Confirmation



You have now successfully completed your eSignature PIN Verification. You will receive an email notification stating that you have provided answers to 5 eSIG-PIN questions. A MyCDX Inbox message will also be created containing the questions that you selected. However, for your protection, your answers will not be provided. If you ever forget your questions or answers, you may contact the CDX Help Desk to receive an eSIG-PIN Reset Authorization Code.

Click the “Continue” button. Figure 3-3 will display.

3.3 Access DC FUEL Dataflow

Figure 3-3 OTAQ DC FUEL Dataflow Link



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[MyCDX](#)
[Inbox](#)
[Change Password](#)
[Frequently Asked Questions](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

U.S. Environmental Protection Agency

MyCDX

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Logged in as, DCFUELTEST05.

Central Data Exchange - MyCDX			
Welcome, Mr. Test User5		Last Login: September 7, 2010	Registered Since: September 3, 2010
		Recertification Date: September 3, 2010	
CDX Registration Status: Active			
You have 5 new messages in your inbox			
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
Available Account Profiles: • OTAQDCFUEL: OTAQ DC FUEL Application • OTAQREG: Fuels Programs Registration			

You are in an encrypted secure session.

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 Last updated on September 20, 2010.
 URL: <http://www.epa.gov/epahome/usenotice.htm>

Congratulations! The “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow should now appear on your MyCDX home page. You may now access the OTAQ DC FUEL application and submit reports to EPA.

4 DC FUEL Submissions

The following sections describe how to navigate within the DC FUEL application and perform a successful report submission.

4.1 Enter DC FUEL

Figure 4-1 MyCDX Home Page

U.S. Environmental Protection Agency

MyCDX

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Logged in as, DCFUEL01.

Central Data Exchange - MyCDX			
Welcome, Mr. John Test		Last Login:	May 16, 2011
		Registered Since:	May 13, 2011
		Recertification Date:	May 13, 2011
CDX Registration Status: Active			
You have 4 new messages in your Inbox			
Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
Available Account Profiles:			
OTAQDCFUEL: OTAQ DC FUEL Application OTAQREG: Fuels Programs Registration			

You are in an encrypted secure session.

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Last updated on April 26, 2011.
 URL: <http://www.epa.gov/epahome/usenotice.htm>

Click the “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link on your MyCDX Home page. Figure 4-2 will display.

4.2 Confirm Company and RCO Information

Figure 4-2 DC FUEL File Upload

EPA United States Environmental Protection Agency

Logged in as, DCFUEL01 (Logout)

OTAQ DC Fuels

[Contact Us](#)

You are here: File Upload

RCO Details / Agent Verification

Please select the company for the file transfer

Company Name: DC Fuel Test Company (2877) ▼

Please confirm the RCO details:

Company Name	DC Fuel Test Company
RCO Name	John Test
RCO Title	President
RCO Email	JohnTest@testaccount.com
RCO Phone	123-123-1234
RCO Fax	321-321-4321

Is this the correct Responsible Corporate Officer?

☐ Yes ☐ No

I am an agent authorized by this company and submitting on their behalf. I understand the Responsible Corporate Officer is required to send the "Responsible Corporate Officer Submission Letter" for the reports that I am submitting for this session. I am aware that it is a violation if the "Responsible Corporate Officer Submission Letter" is not complete or postmarked by the reporting deadline.

If you are a delegated employee of this company and not a third party Agent, select No.

☐ Yes ☐ No

Confirm

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The “RCO Details” page is the DC FUEL landing page and the first step of the DC FUEL report submission process. Before moving forward you must first confirm the information displayed on this page.

The Company Name drop down list is pre-populated with all of your active OTAQReg company associations (see Figure 4-2). The RCO details are then pre-populated based on the company you select in the Company Name drop down.

Select the company you will be submitting a report for in the Company Name drop down list. Next, confirm the Responsible Corporate Officer (RCO) information (see Figure 4-3).

Figure 4-3 Confirm Company Responsible Corporate Officer Information

EPA United States Environmental Protection Agency Logged in as, DCFUEL01 ([Logout](#))

OTAQ DC Fuels [Contact Us](#)

You are here: File Upload

RCO Details / Agent Verification

Please select the company for the file transfer

Company Name: DC Fuel Test Company (2877) ▼

Please confirm the RCO details:

Company Name	DC Fuel Test Company
RCO Name	John Test
RCO Title	President
RCO Email	JohnTest@testaccount.com
RCO Phone	123-123-1234
RCO Fax	321-321-4321

Is this the correct Responsible Corporate Officer?

☐ Yes ☐ No

I am an agent authorized by this company and submitting on their behalf. I understand the Responsible Corporate Officer is required to send the "Responsible Corporate Officer Submission Letter" for the reports that I am submitting for this session. I am aware that it is a violation if the "Responsible Corporate Officer Submission Letter" is not complete or postmarked by the reporting deadline.

If you are a delegated employee of this company and not a third party Agent, select No.

☐ Yes ☐ No

Confirm

EPA Home | Privacy and Security Notice | Contact Us

If the Company Name, RCO Name, RCO Title, RCO Email, RCO Phone, and RCO Fax are all correct then select “Yes” and proceed to answering the Agent Identification question (Figure 4-4).

If any of the RCO details are incorrect, select “No” and proceed to answering the Agent Identification question (Figure 4-4).

Figure 4-4 Agent Verification

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Logged in as, DCFUEL01 ([Logout](#))

OTAQ DC Fuels

[File Upload](#)
[Copy of Records](#)
[MyCDX](#)
[Inbox](#)
[Change Password](#)
[FAQ](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

[Contact Us](#)

You are here: File Upload

RCO Details / Agent Verification

Please select the company for the file transfer

Company Name: DC Fuel Test Company (2877) ▼

Please confirm the RCO details:

Company Name	DC Fuel Test Company
RCO Name	John Test
RCO Title	President
RCO Email	JohnTest@testaccount.com
RCO Phone	123-123-1234
RCO Fax	321-321-4321

Is this the correct Responsible Corporate Officer?

☐ Yes ☐ No

I am an agent authorized by this company and submitting on their behalf. I understand the Responsible Corporate Officer is required to send the "Responsible Corporate Officer Submission Letter" for the reports that I am submitting for this session. I am aware that it is a violation if the "Responsible Corporate Officer Submission Letter" is not complete or postmarked by the reporting deadline.

If you are a delegated employee of this company and not a third party Agent, select No.

☐ Yes ☐ No

Confirm

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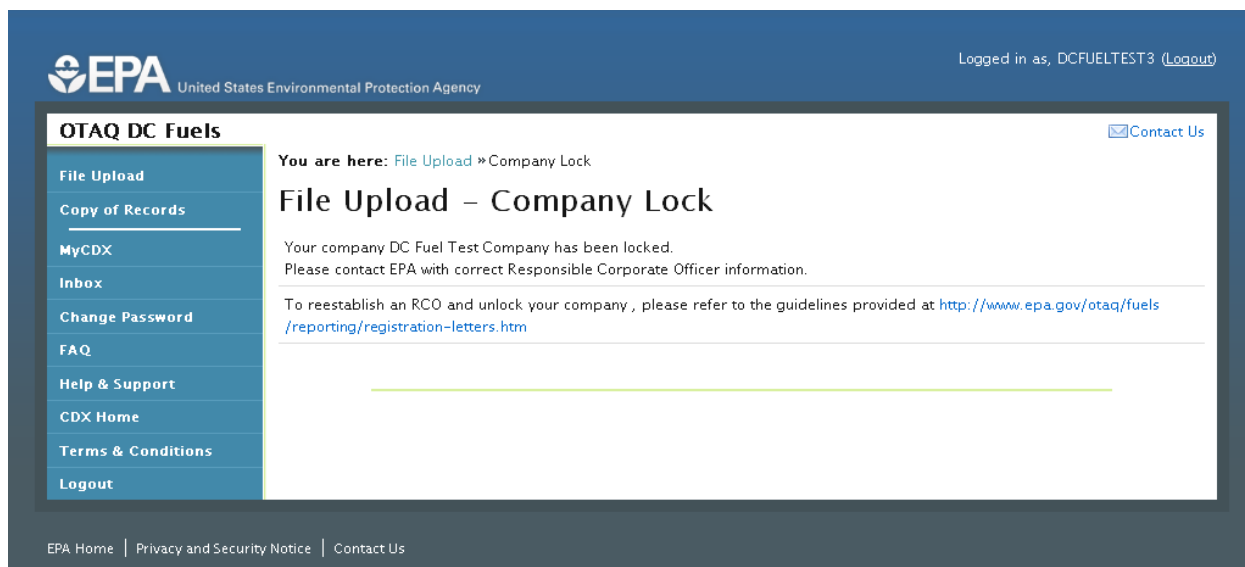
After you confirm the RCO details, you must next identify whether or not you are an agent authorized by the company to submit on their behalf. An agent is defined as any individual who is not a direct employee of the company (i.e. contractors, vendors, etc).

Select "Yes" if you are an agent for the selected Company. Select "No" if you are a delegated employee of the selected Company.

Click the "Confirm" button.

If you selected "No" to the RCO details then Figure 4-5 will display. If you selected "Yes" to the RCO details then Figure 4-6 will display.

Figure 4-5 Incorrect RCO Information – Company Lock



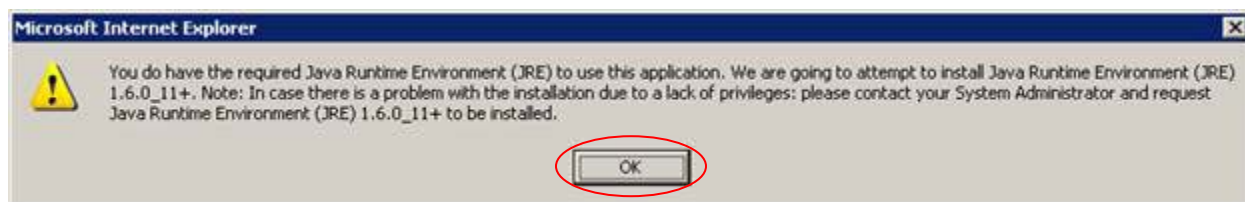
The DC FUEL application will automatically lock your company from submitting reports if the provided RCO details are not confirmed as being accurate. To unlock your company, please follow the guidelines provided at <http://www.epa.gov/otaq/fuels/reporting/registration-letters.htm>.

4.3 Upload File

In order to upload and encrypt your submission, the DC FUEL application requires that you have Java Runtime Environment (JRE) 1.6.0_11+ installed on your device. You will be prompted with the message seen in Figure 4-6 if you do not have JRE installed.

Note: Certain configurations require administrator rights to install and update JRE. Please check your corporate IT policy before installing and using this software.

Figure 4-6 JRE Installation



Click the “OK” button to download Java Runtime Environment.

If your device already has JRE installed, then you will be prompted with a security warning before entering the “File Upload-File Type Selection” page. This security warning will vary depending on the web browser you are using as seen in Figures Figure 4-7 thru Figure 4-10.

Figure 4-7 Mozilla Firefox Security Warnings

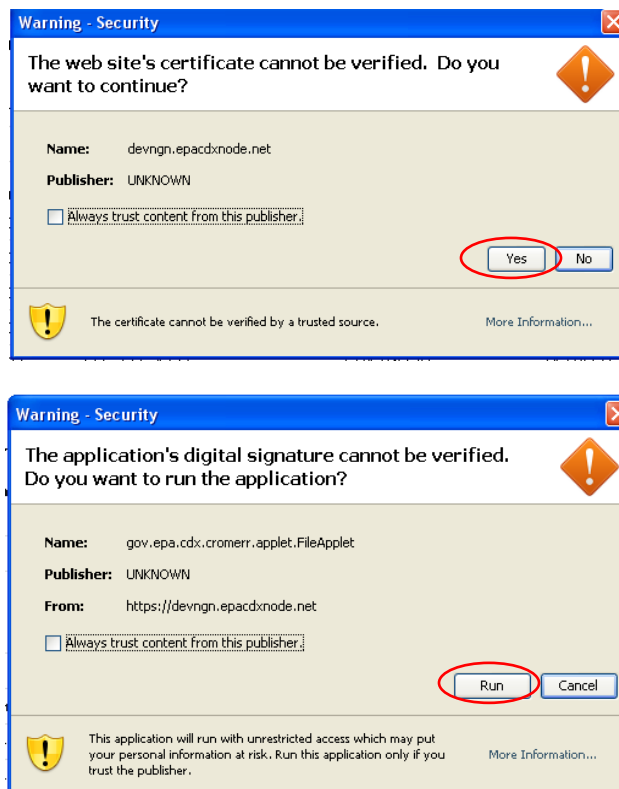


Figure 4-8 Internet Explorer Security Warnings

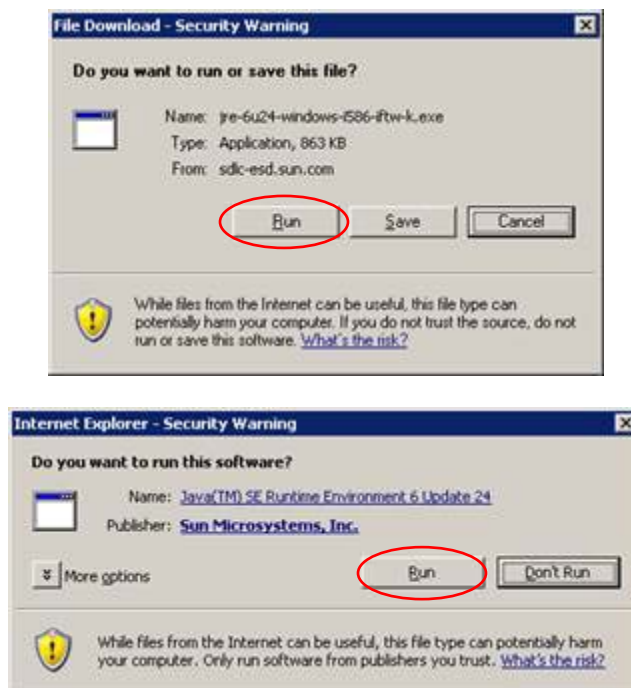


Figure 4-9 Safari Security Warnings

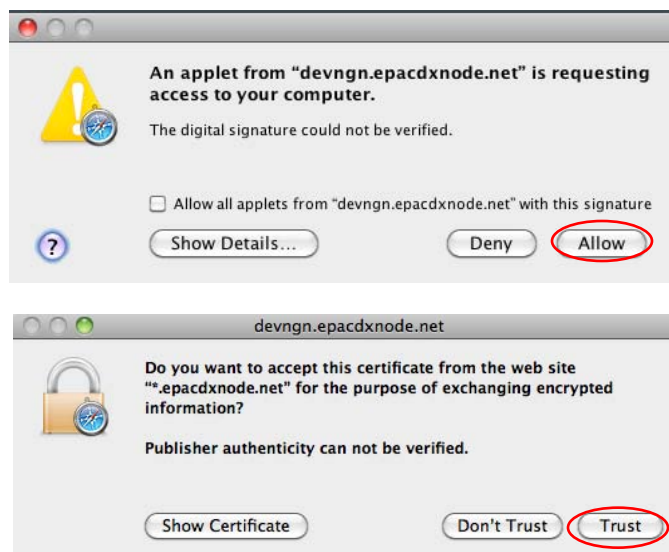
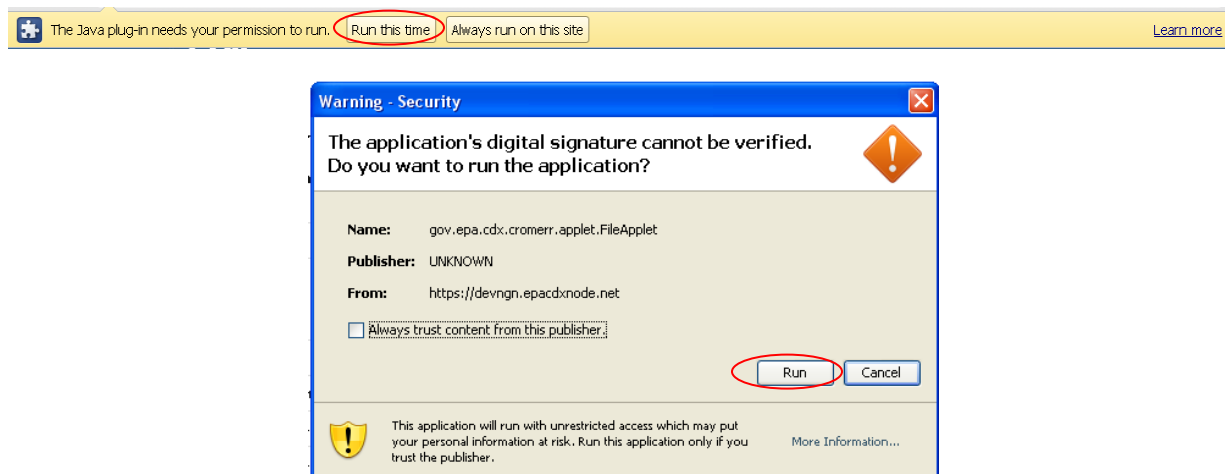


Figure 4-10 Google Chrome Security Warnings



Select the “Run”, “Trust”, or “Allow” button (depending on your web browser). You may be prompted with two Security Warnings, continue to select the “Run”, “Trust” or “Allow” button. Figure 4-11 will display.

Figure 4-11 File Upload – File Type Selection

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OTAQ DC Fuels [Contact Us](#)

File Upload
Copy of Records
MyCDX
Inbox
Change Password
FAQ
Help & Support
CDX Home
Terms & Conditions
Logout

You are here: [File Upload](#) » File Type Selection

File Upload – File Type Selection

Company, RCO and User Information:

Company/Entity Information:	User Information:
Company/Entity Name: DC Fuel Test Company	Name (First Middle Last): John Test
EPA Company/Entity ID: 3254	Address 1: 2000 Test Street
	Address 2:
RCO details:	City State, Zip: Tampa Bay FL, 33333
RCO Name: John Test	Phone Number: 3333333333
RCO Title: President	Fax Number:
RCO Email: johntest@test.com	E-Mail Address: JohnTest@testaccount.com
RCO Phone: 123-123-1234	CDX User ID: DCFUEL01
RCO Fax: 321-321-4321	Agent: No

Report Type and File Selection:

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

☐ Original
 ☐ Resubmission

Attach Report File (required):

Comments (optional):

The “File Upload – File Type Selection” page is where you will upload your report submission file. The top section of the page displays a summary of the selected Company, RCO, and User information.

In addition to the pre-populated information, there are several additional sections of the page that you are required to complete (see Figure 4-12 thru Figure 4-14).

You must first identify whether your report is an original submission or a resubmission. If you identify your submission as an “Original” then you may optionally provide comments in the comments field as seen in Figure 4-12.

Figure 4-12 Report Type “Original”

Report Type and File Selection:

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

☒ Original
 ☐ Resubmission

Attach Report File (required):

Comments (optional):

If you identify your submission as a “Resubmission” you are required to provide comments in the comments field as seen in Figure 4-13. Please include the report form ID name, compliance period code quarter, compliance year of the reports you are resubmitting, the dates of all previous submissions and resubmissions for the specific report(s), and the reason for your current resubmission.

Figure 4-13 Report Type “Resubmission”

Report Type and File Selection:

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

☐ Original
 ☒ Resubmission

Attach Report File (required):

Comments (required): Please provide us with more information about your Resubmission. Please include (1) the report form ID name, (2) compliance period code quarter, (3) compliance year of the reports you are resubmitting, (4) the dates of all previous submissions and resubmissions for the specific report(s), and (5) the reason for your current resubmission.

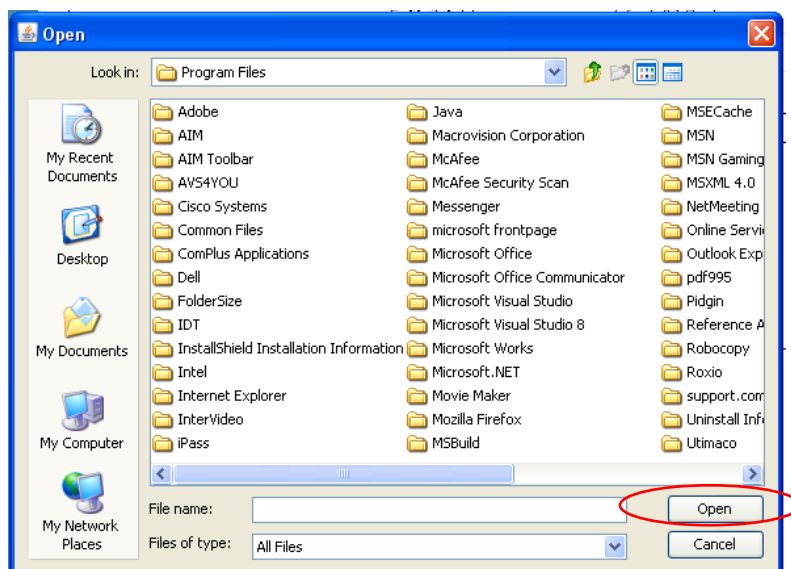
After identifying the Report Type, you are required to attach your report file as seen in Figure 4-14.

Figure 4-14 Attach Report File

Attach Report File (required):

To attach a file, click the “Browse” button. An open dialogue box will display as seen in Figure 4-15.

Figure 4-15 File Open Dialogue Box



Navigate to your submission file, double click the file name and the file will appear in the File Name text box. Click the “Open” button. The file name will appear in the text box next to the “Browse” button as seen in Figure 4-16.

Reminder: You may only upload one file per submission. You may use .Zip format for multi-file submissions. You may also include all reports on one worksheet of an XLS file or CSV file. CSV or

Figure 4-16 File Selected

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OTAQ DC Fuels [Contact Us](#)

File Upload
Copy of Records
MyCDX
Inbox
Change Password
FAQ
Help & Support
CDX Home
Terms & Conditions
Logout

You are here: [File Upload](#) » File Type Selection

File Upload – File Type Selection

Company, RCO and User Information:

Company/Entity Information:	User Information:
Company/Entity Name: DC Fuel Test Company	Name (First Middle Last): John Test
EPA Company/Entity ID: 3254	Address 1: 2000 Test Street
	Address 2:
RCO details:	City State, Zip: Tampa Bay FL, 33333
RCO Name: John Test	Phone Number: 3333333333
RCO Title: President	Fax Number:
RCO Email: johntest@test.com	E-Mail Address: JohnTest@testaccount.com
RCO Phone: 123-123-1234	CDX User ID: DCFUEL01
RCO Fax: 321-321-4321	Agent: No

Report Type and File Selection:

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

☐ Original ☐ Resubmission

Attach Report File (required):

Comments (optional):

EPA Home | Privacy and Security Notice | Contact Us

Once you have provided information for all required fields and your report file is selected, click the “Encrypt and Sign” button at the bottom of the page. Figure 4-17 will display.

Clicking the “Reset” button will clear all the data provided on the page.

4.4 Select Certify Reports

Figure 4-17 Certify Reports

Certify Reports (Required - Click the applicable blue arrow(s) for the reporting program(s) you are currently submitting and select the certification statement(s).):

☐ **Reformulated Gasoline & Anti-Dumping 40 CFR Part 80 Subparts D, E, F, J, and L**
☐ "I certify these reports as correct."

☒ **Gasoline Sulfur 40 CFR Part 80, Subpart H**
☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart H and, I certify that I have made inquiries that are sufficient to give me knowledge of the procedures to collect and store gasoline samples, and I further certify that the procedures meet the requirements of the ASTM procedures required under 40 CFR 80.330."

☐ **Diesel Sulfur 40 CFR 80, Subpart I**
☐ "I certify, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR 80, Subpart I, and, if applicable, that the volumes reported to the Administrator under 40 CFR 80.601 are in substantial agreement to volumes reported to the Internal Revenue Service (and if these volumes are not in substantial agreement, an explanation is included)."

☐ **FFARS 40 CFR Part 79**
☐ "I certify that, to the best of my knowledge, the information included in this submission is complete and correct", and, if applicable, "I am authorized by the manufacturer to submit this notification", and, if applicable, "As per 40 CFR 79.11(g), the U.S. Environmental Protection Agency would be notified in writing if certain information in this notification were to change." and, if applicable, "This fuel manufacturer will not represent, directly or indirectly, in any notice, circular, letter, or other written communication, or any written, oral, or pictorial notice, or other announcement in any publication or by radio or television, that registration of this fuel constitutes endorsement, certification, or approval by any agency of the United States."

☐ **Renewable Fuel Standard (RFS1) 40 CFR Part 80, Subpart K**
☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart K."

☐ **Renewable Fuel Standard (RFS2) 40 CFR Part 80, Subpart M**
☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart M."

☐ **Green House Gas Mandatory Reporting Rule 40 CFR Part 98, Subpart M**
☐ "I am authorized to make this submission on behalf of the owners and operators of the facility or supplier, as applicable, for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment."
 Note to Agents :
 The designated representative or alternate designated representative must sign (i.e., agree to) this certification statement. If you are an agent and you click on "SUBMIT", you are not agreeing to the certification statement, but are submitting the certification statement on behalf of the designated representative or alternate designated representative who is agreeing to the certification statement. An agent is only authorized to make the electronic submission on behalf of the designated representative, not to sign (i.e., agree to) the certification statement.

☒ **Test**
☐ "This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports."

The “Certify Reports” page displays all the Fuels Reporting Programs for which you can submit reports for in DC FUEL.

Clicking the expand/collapse icon  next to each Program header (i.e., Reformulated Gasoline and Anti-Dumping, Gasoline Sulfur, Diesel Sulfur, FFARS, Renewable Fuel Standard, Green House Gas Mandatory Reporting Rule, etc.) will display the Certification Statements for each Program.

You may submit for multiple Fuel Reporting Programs by selecting multiple check boxes.

You must select at least one Certify Report in order to complete your submission. Select the Certify Report(s) you are reporting for and click the “Accept” button. Figure 4-18 will display.

4.5 Encrypt and Sign Submission

Upon accepting the selected certifications in Figure 4-17, you will then be directed through the eSignature and Encryption process. The first step of the eSignature and Encryption process is Authentication (see Figure 4-18).

Figure 4-18 Authentication

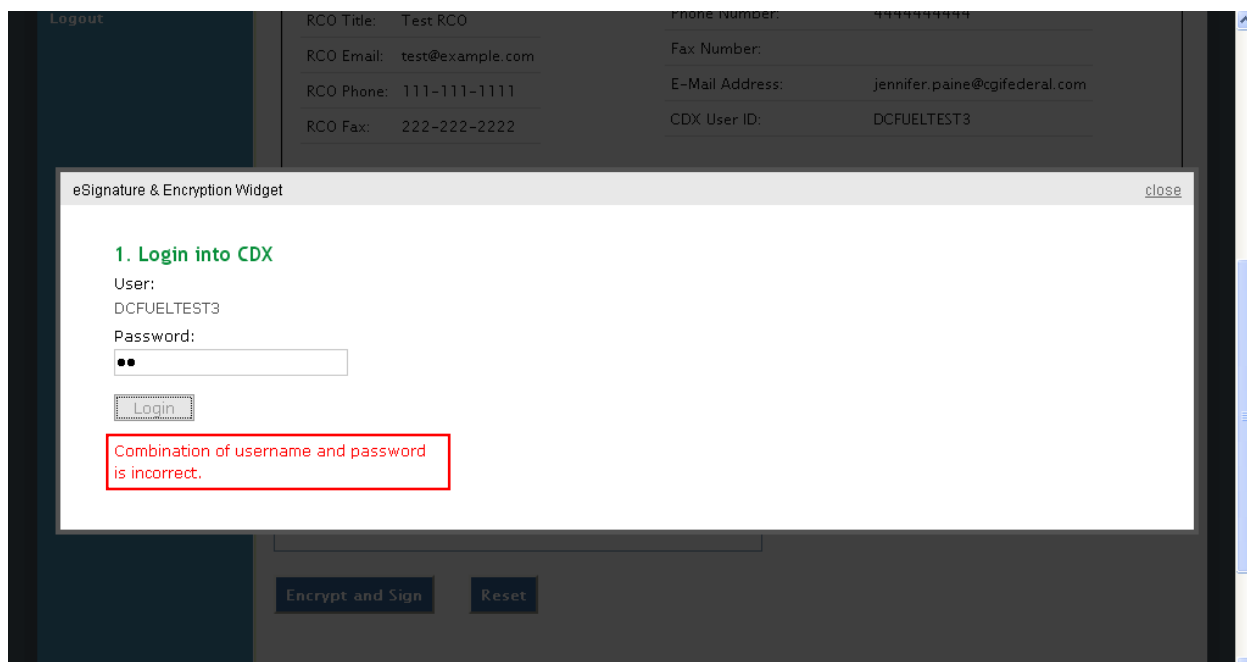
The screenshot shows the CDX File Upload - File Type Selection page. A modal window titled "eSignature & Encryption Widget" is open, displaying a login form. The form includes a "User:" field with the value "DCFUEL01" and a "Password:" field with a text input box. Below the password field is a "Login" button, which is circled in red. The background page shows a sidebar with "File Upload" and "Copy of Records" options, and a main area with "File Upload - File Type Selection" and "Company, RCO and Contact Information:" fields. At the bottom, there is a "Report Status and File Selection:" section with radio buttons for "Original", "Resubmission", and "Both", and a text input for "Attach Report File (required):".

This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password.

If you enter an incorrect password, you will be prompted with the error message seen in Figure 4-19. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@cdx.net.

Enter your CDX user account password and click the “Login” button. Figure 4-20 will display.

Figure 4-19 Failed Authentication



Logout

RCO Title: Test RCO
RCO Email: test@example.com
RCO Phone: 111-111-1111
RCO Fax: 222-222-2222

Phone Number: 9999999999
Fax Number:
E-Mail Address: jennifer.paine@cgifederal.com
CDX User ID: DCFUELTEST3

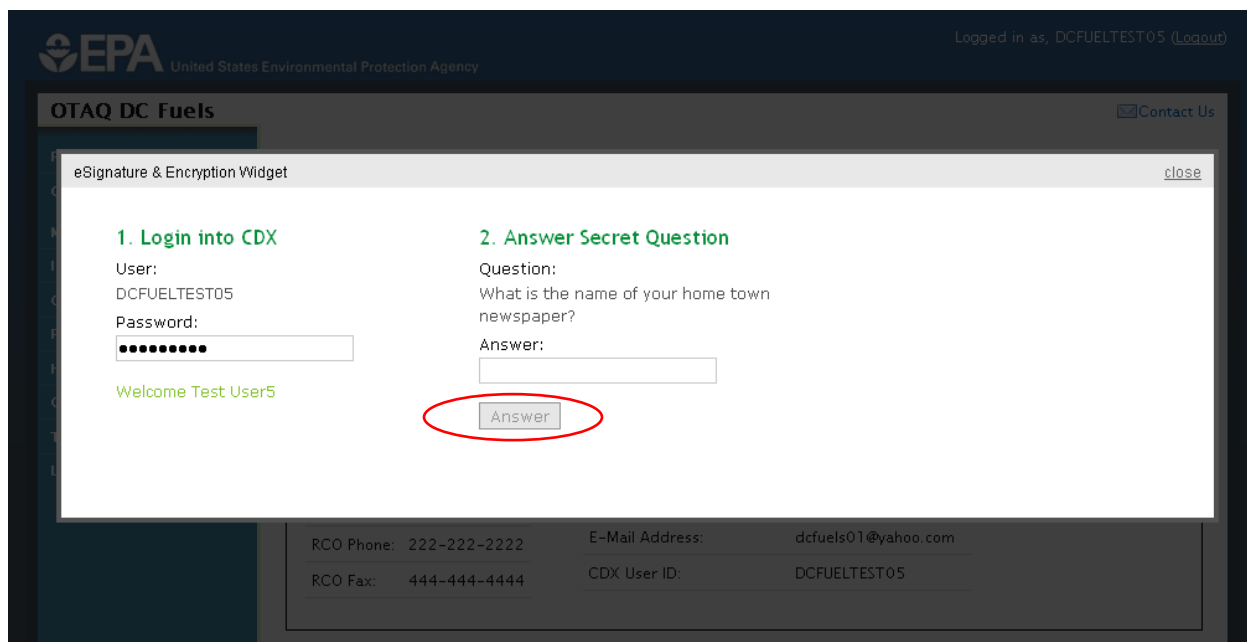
eSignature & Encryption Widget [close](#)

1. Login into CDX
User:
DCFUELTEST3
Password:
●●
[Login](#)

Combination of username and password is incorrect.

[Encrypt and Sign](#) [Reset](#)

Figure 4-20 Answer Secret Question



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OTAQ DC Fuels [Contact Us](#)

Logged in as, DCFUELTEST05 ([Logout](#))

eSignature & Encryption Widget [close](#)

1. Login into CDX
User:
DCFUELTEST05
Password:
●●●●●●●●
Welcome Test User5

2. Answer Secret Question
Question:
What is the name of your home town newspaper?
Answer:

[Answer](#)

RCO Phone: 222-222-2222 E-Mail Address: dcfuels01@yahoo.com
RCO Fax: 444-444-4444 CDX User ID: DCFUELTEST05

The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your eSignature PIN verification (refer to Section 3.2).

If you fail to respond or enter an incorrect answer, you will be prompted with an error message as seen in Figure 4-21. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or heldesdesk@cdx.net.

Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 4-22 will display.

Figure 4-21 Incorrect Answer to Secret Question

The screenshot shows the 'eSignature & Encryption Widget' with a 'close' button in the top right. The widget is divided into two main sections. The left section, titled '1. Login into CDX', shows the user 'DCFUELTESTER3' and a password field with masked characters. Below this, it says 'Welcome Test Test'. The right section, titled '2. Answer Secret Question', shows a question: 'What is the first and middle name of your oldest sibling?'. The answer field contains 'Joe'. Below the answer field is an 'Answer' button. A red rectangular box highlights the text 'Your answer is not correct.' below the 'Answer' button. At the top of the widget, there is a table with contact information: RCO Phone: 123-123-1234, E-Mail Address: jennifer.paine@cgifederal.com, RCO Fax: 321-321-4321, and CDX User ID: DCFUELTESTER3. Below the widget, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

Figure 4-22 Encrypt and Sign File

The screenshot shows the 'eSignature & Encryption Widget' with a 'close' button in the top right. The widget is divided into three main sections. The left section, titled '1. Login into CDX', shows the user 'DCFUELTEST05' and a password field with masked characters. Below this, it says 'Welcome Test User5'. The middle section, titled '2. Answer Secret Question', shows a question: 'What is the name of your home town newspaper?'. The answer field contains 'blue'. Below the answer field, it says 'Correct Answer'. The right section, titled '3. Encrypt & Sign File', contains a 'Sign' button which is circled in red. At the top of the widget, there is a table with contact information: RCO Phone: 222-222-2222, E-Mail Address: dcfuels01@yahoo.com, RCO Fax: 444-444-4444, and CDX User ID: DCFUELTEST05. Below the widget, there are links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

The final step is to Encrypt and Sign your submission. Click the “Sign” button. Figure 4-23 will display.

4.6 Submission Confirmation

Figure 4-23 File Upload Confirmation

EPA United States Environmental Protection Agency Logged in as, DCFUEL01 ([Logout](#))

OTAQ DC Fuels [Contact Us](#)

You are here: [File Upload](#) » Confirmation

File Upload – Confirmation

CDX has received your encrypted submission with information listed below:

Company/Entity Information:

Company/Entity Name: DC Fuel Test Company

EPA Company/Entity ID: 3254

User Information:

Name (First Middle Last): John Test

Address 1: 2000 Test Street

Address 2:

City, State Zip: Tampa Bay FL, 33333

Phone Number: 3333333333

Fax Number:

E-Mail Address: JohnTest@testaccount.com

CDX User ID: DCFUEL01

Is Agent: No

RCO details:

RCO Name: John Test

RCO Title: President

RCO Email: johntest@test.com

RCO Phone: 123-123-1234

RCO Fax: 321-321-4321

Report Information:

Document Name: July 15 Submission Test 2.doc

Transaction Id: _eea62545-35c9-499d-87fb-01695c128c55

Submission Time: Fri Jul 15 09:28:07 EDT 2011

Report Status: Original

Comments:

Certification Type: **Test**

"This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports."

Congratulations! You have successfully signed and submitted your report to the OTAQ Program. This page displays a summary of your report information along with a confirmation message stating that CDX has received your encrypted submission. An email notification will be sent to you and your Company RCO confirming a report has been submitted.

Reminder: Files may be submitted from any machine however you will only be able to access the copy of records for the submitted documents from the specific machine for a submission unless the key file is copied into the same location of another machine. Please refer to Section 4.7 for complete details.

4.7 Submitting Reports from Different Computers

A user certificate and Private/Public Key pair is used to digitally sign and encrypt the submitted files, providing security protection for DC FUEL submissions. The certificate and key pair is automatically obtained after the first DC FUEL login.

The following data is stored into a keystore under your computer's home directory:

- user ID
- user private key
- user certificate
- creation time

The following file will be created: \<userHome>\.<userId>-cromerr-keystore.jks where <userHome> is a local user home directory (C:\Documents and Settings\myuser) and <userId> is your DC FUEL user ID registered with CDX Web (i.e. DCFuelTest01-cromerr-keystore.jks). This file is stored on the local drive of the machine that was used to log into DC FUEL to complete a submission. While you may submit files from any machine, you will only be able to access the copy of records for the submitted documents from the specific machine for a submission unless the key file is copied into the same location of another machine. In any case, it is recommended that you copy this file to another safe location for backup.

5 View Activity History

The following sections describe how to navigate within CDX to view your submission activity history.

5.1 Accessing CROMERR Activity History

A confirmation email will be sent to your CDX registered email address along with your MyCDX Inbox once you have successfully signed and submitted a submission in DCFUEL. Both messages contain a link to view the activity history for the submission.

Figure 5-1 MyCDX Inbox Link

U.S. Environmental Protection Agency

MyCDX

[Recent Announcements](#) | [Contact Us](#)

Logged in as, DCFUELTESTER3.

Central Data Exchange - MyCDX

Welcome,
Mr. Test Test

Last Login: June 14, 2011
Registered Since: June 6, 2011
Recertification Date: June 6, 2011

CDX Registration Status: Active

You have 7 **new** messages in your [inbox](#)

[Change System Password](#) | [Edit Personal Information](#) | [Edit Current Account Profiles](#) | [Add New Employer Profile](#)

Available Account Profiles:

- [OTAQDCFUEL: OTAQ DC FUEL Application](#)
- [OTAQREG: Fuels Programs Registration](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

To access your MyCDX inbox, click the “Inbox” link provided on the left side navigation menu as seen in Figure 5-1. Figure 5-2 will display.

Figure 5-2 MyCDX Inbox

U.S. Environmental Protection Agency

Inbox - All Messages: DCFUELTESTER3

[Recent Announcements](#) | [Contact Us](#) Logged in as, DCFUELTESTER3.

[MyCDX](#) > [Inbox](#) - All Messages: DCFUELTESTER3

<< Prev Message: 1 to 2 of 2 Next >>

☐	All	From	Subject	Date
☒		CROMERR Notification Service	You successfully signed a document	Tue 6/14/2011 11:17 AM
☒		CROMERR Notification Service	You successfully signed a document	Mon 6/13/2011 17:48 PM

[DELETE](#) [Download Selected Files](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

Click the email from “CROMERR Notification Service” with the subject line, “You successfully signed a document.” Figure 5-3 will display.

Figure 5-3 CROMERR Notification Service Inbox Message

U.S. Environmental Protection Agency

Inbox

[Recent Announcements](#) | [Contact Us](#) Logged in as, DCFUELTESTER3.

[MyCDX](#) > [Inbox](#)

You successfully signed a document - Message

From: CROMERR Notification Service

Subject: You successfully signed a document

Date: Tue 6/14/2011 11:17 AM

You have successfully signed your CDX submission using the CROMERR E-Signature process. To view the details of this CROMERR activity please [click here](#).

This message is being sent to you as confirmation of your submission. If you did not perform this submission please contact the CDX Helpdesk at 1-888-890-1995.

[<< BACK](#) [PRINT](#) [DELETE](#)

You are in an encrypted secure session.

Help Desk: (888) 890-1995
[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

The CROMERR Notification Service message confirms that you have successfully signed your CDX submission using the CROMERR E-Signature process. You may view the submission activity details by clicking the “click here” link.

5.2 CROMERR Submission Details

Figure 5-4 Submission Activity Details



United States Environmental Protection Agency

Welcome DCFUELTESTER3

Transaction History

MyCDX

Inbox

Change Password

FAQ

Help & Support

Home

Terms & Conditions

Logout

Documents Activities Events

You are here: [Home](#) » [Activities](#) » [Activity Details](#)

Activity Details

Activity Id _8b1eba6b-50bc-44f7-a17a-f85af783d552

Dataflow OTAQ-DCFUELS

Created 06/15/2011 04:29:55 PM

Creator Details

User Id DCFUELTESTER3

Name Test Test

Role user

Events

Group	Type	Created	Status	User	Details
authentication	authenticate	Jun 15, 2011 4:29:55 PM	success	DCFUELTESTER3	View
question-answer	get-question	Jun 15, 2011 4:29:55 PM	success	DCFUELTESTER3	View
question-answer	validate-answer	Jun 15, 2011 4:29:59 PM	success	DCFUELTESTER3	View
certificate	retrieve-certificate	Jun 15, 2011 4:30:01 PM	success	DCFUELTESTER3	View
encryption	client-sign-encrypt-sign-with-detached	Jun 15, 2011 4:30:01 PM	success	DCFUELTESTER3	View
signature	auto-validate-detached	Jun 15, 2011 4:30:02 PM	success	DCFUELTESTER3	View
authentication	authenticate	Jun 15, 2011 4:30:17 PM	success	otaq_fuelsdev@cgifederal.com	View
document	download-document	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
document	download-document	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
encryption	client-decrypt	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
document	download-document	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
certificate	retrieve-certificate	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
encryption	client-sign-encrypt-sign-with-detached	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
signature	auto-validate-detached	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View

CDX Home | Contact Us

The “Activity Details” page displays the Activity Details, Creator Details, and Events for the submission.

5.2.1 Activity Details

The Activity Details section displays the Activity ID, submitting Dataflow and the timestamp the submission was created as seen in Figure 5-5.

Figure 5-5 Activity Details

Activity Detail 	
Activity Id	_8b1eba6b-50bc-44f7-a17a-f85af783d552
Dataflow	OTAQ-DCFUELS
Created	06/15/2011 04:29:55 PM

Click the XML icon  to view the XML file for the activity details. Figure 5-6 will display.

Figure 5-6 XML File

This XML file does not appear to have any style information associated with it. The document tree is shown below.

```

- <Activity>
  <ActivityId>_8b1eba6b-50bc-44f7-a17a-f85af783d552</ActivityId>
  <CreateDate>2011-06-15 16:29:55.496</CreateDate>
  <Application>OTAQ-DCFUELS</Application>
- <Creator>
  <UserId>DCFUELTESTER3</UserId>
  <UserRole>user</UserRole>
  <FirstName>Test</FirstName>
  <LastName>Test</LastName>
  <ValidAnswer>>false</ValidAnswer>
</Creator>
- <Events>
- <Event>
  <CreateDate>2011-06-15 16:29:55.792</CreateDate>
  <Type>authenticate</Type>
  <Status>success</Status>
  <Group>authentication</Group>
- <User>
  <UserId>DCFUELTESTER3</UserId>
  <UserRole>user</UserRole>
  <FirstName>Test</FirstName>
  <LastName>Test</LastName>
  <ValidAnswer>>false</ValidAnswer>
</User>

```

5.2.2 Creator Details

The Creator Details displays information about the submitting user. This section contains the submitter’s User ID, Name and Role as seen in Figure 5-7.

Figure 5-7 Creator Details

Creator Details	
User Id	DCFUELTESTER3
Name	Test Test
Role	user

5.2.3 List of Events

The last section of the page is the Events list. This list contains the event Group, Type, Created time stamp, Status, User, and a link to view the event details for each of the tracked events for the submission.

Figure 5-8 List of Events

Events					
					Page 1
Group ▾	Type ▾	Created ▲	Status ▾	User ▾	Details
authentication	authenticate	Jun 15, 2011 4:29:55 PM	success	DCFUELTESTER3	View
question-answer	get-question	Jun 15, 2011 4:29:55 PM	success	DCFUELTESTER3	View
question-answer	validate-answer	Jun 15, 2011 4:29:59 PM	success	DCFUELTESTER3	View
certificate	retrieve-certificate	Jun 15, 2011 4:30:01 PM	success	DCFUELTESTER3	View
encryption	client-sign-encrypt-sign-with-detached	Jun 15, 2011 4:30:01 PM	success	DCFUELTESTER3	View 
signature	auto-validate-detached	Jun 15, 2011 4:30:02 PM	success	DCFUELTESTER3	View
authentication	authenticate	Jun 15, 2011 4:30:17 PM	success	otaq_fuelsdev@cgifederal.com	View
document	download-document	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
document	download-document	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
encryption	client-decrypt	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
document	download-document	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
certificate	retrieve-certificate	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View
encryption	client-sign-encrypt-sign-with-detached	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View 
signature	auto-validate-detached	Jun 15, 2011 4:30:18 PM	success	otaq_fuelsdev@cgifederal.com	View

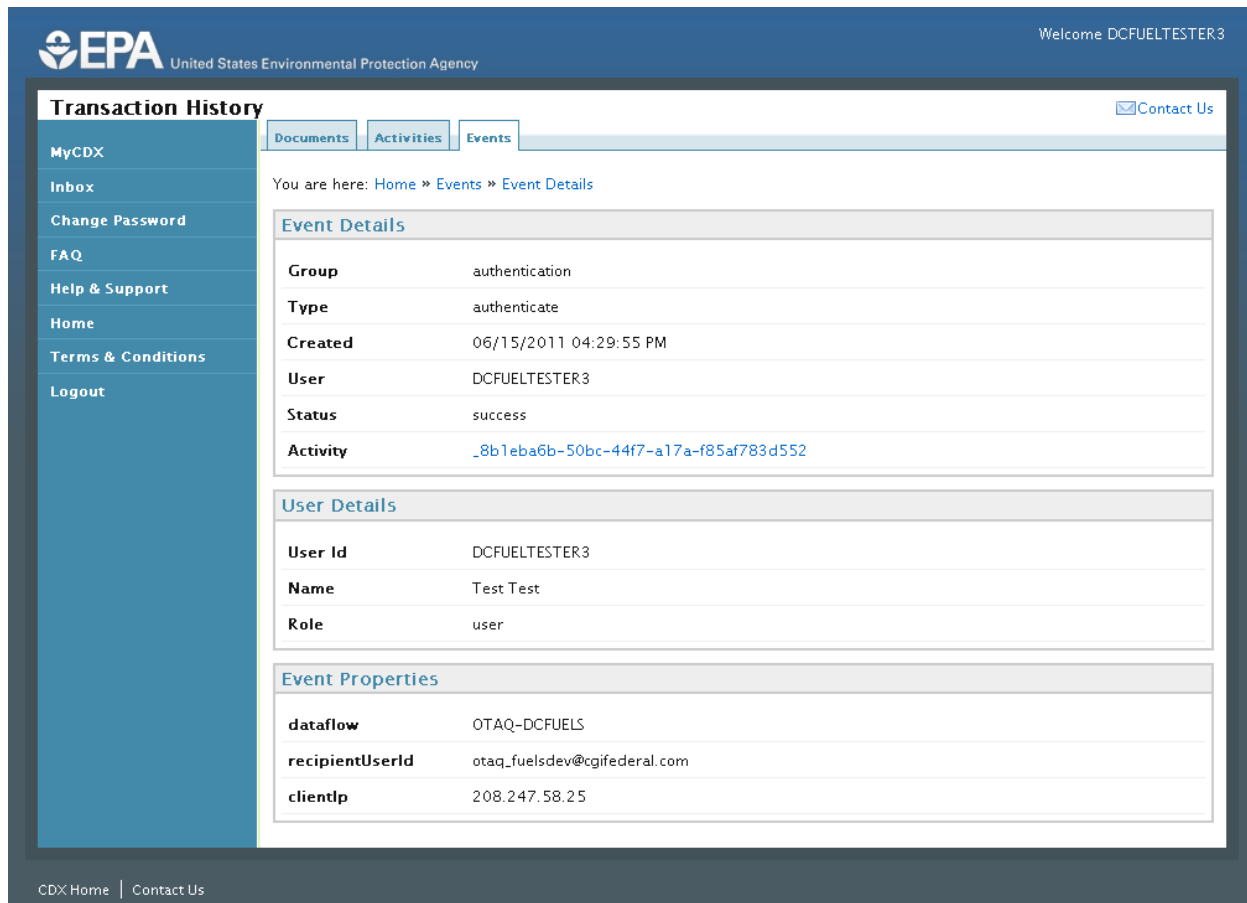
You can sort the Events by Group, Type, Created, Status and User by clicking on either the column header link or the sort icon as seen in Figure 5-9.

Figure 5-9 Sort Events

Group ▾	Type ▾	Created ▲	Status ▾	User ▾
---------	---------------	-----------	----------	--------

Click the “view” link in the Details column to view additional information on a specific event. Figure 5-11 displays the “Event Details” page for any event identified as an “encryption”. These events contain a document icon  in the Details column. Figure 5-10 displays the “Event Details” page for all other Groups.

Figure 5-10 Event Details



The screenshot shows the EPA MyCDX interface. The top navigation bar includes the EPA logo, the text "United States Environmental Protection Agency", and a user greeting "Welcome DCFUELTESTER3". A left sidebar contains links: MyCDX, Inbox, Change Password, FAQ, Help & Support, Home, Terms & Conditions, and Logout. The main content area is titled "Transaction History" and has tabs for Documents, Activities, and Events. Below the tabs, a breadcrumb trail reads "You are here: Home » Events » Event Details". The "Event Details" section contains a table with the following data:

Group	authentication
Type	authenticate
Created	06/15/2011 04:29:55 PM
User	DCFUELTESTER3
Status	success
Activity	_8b1eba6b-50bc-44f7-a17a-f85af783d552

Below the event details is the "User Details" section with the following data:

User Id	DCFUELTESTER3
Name	Test Test
Role	user

The "Event Properties" section contains the following data:

dataflow	OTAQ-DCFUELS
recipientUserId	otaq_fuelsdev@cgifederal.com
clientip	208.247.58.25

At the bottom of the page, there are links for "CDX Home" and "Contact Us".

The “Event Details” page displays the Event Details, User Details, and Event Properties for the event.

Figure 5-11 Encryption Event Details


United States Environmental Protection Agency
Welcome DCFUELTESTER3

Transaction History

Documents
Activities
Events

MyCDX
Inbox
Change Password
FAQ
Help & Support
Home
Terms & Conditions
Logout

You are here: [Home](#) » [Events](#) » [Event Details](#)

Event Details

Group	encryption
Type	client-sign-encrypt-sign-with-detached
Created	06/15/2011 04:30:01 PM
User	DCFUELTESTER3
Status	success
Activity	_8b1eba6b-50bc-44f7-a17a-f85af783d552

User Details

User Id	DCFUELTESTER3
Name	Test Test
Role	user

Documents

Page 1

Document Id	Name	Type	Category	Created	Size (kb)
283bcfa5-f745-41b4-bf51-04dcdc2e4f11	Test Document 4.docx	bin	encrypted-signed-with-detached	Jun 15, 2011 4:30:02 PM	11.02
57af4596-17c9-4bbe-bbd2-e8c56b9f5c88	detached-signature.xml	xml	detached-signature	Jun 15, 2011 4:30:02 PM	2.47
f8e64c85-5051-4fb4-aade-f5bf61edf455	detached-signature-before-encrypt.xml	xml	detached-signature-before-encrypt	Jun 15, 2011 4:30:02 PM	2.44
84d301f8-1c0d-4929-a753-1c64f3322b3f	encryption-metadata.xml.xml	xml	encryption-metadata-xml	Jun 15, 2011 4:30:02 PM	1.06

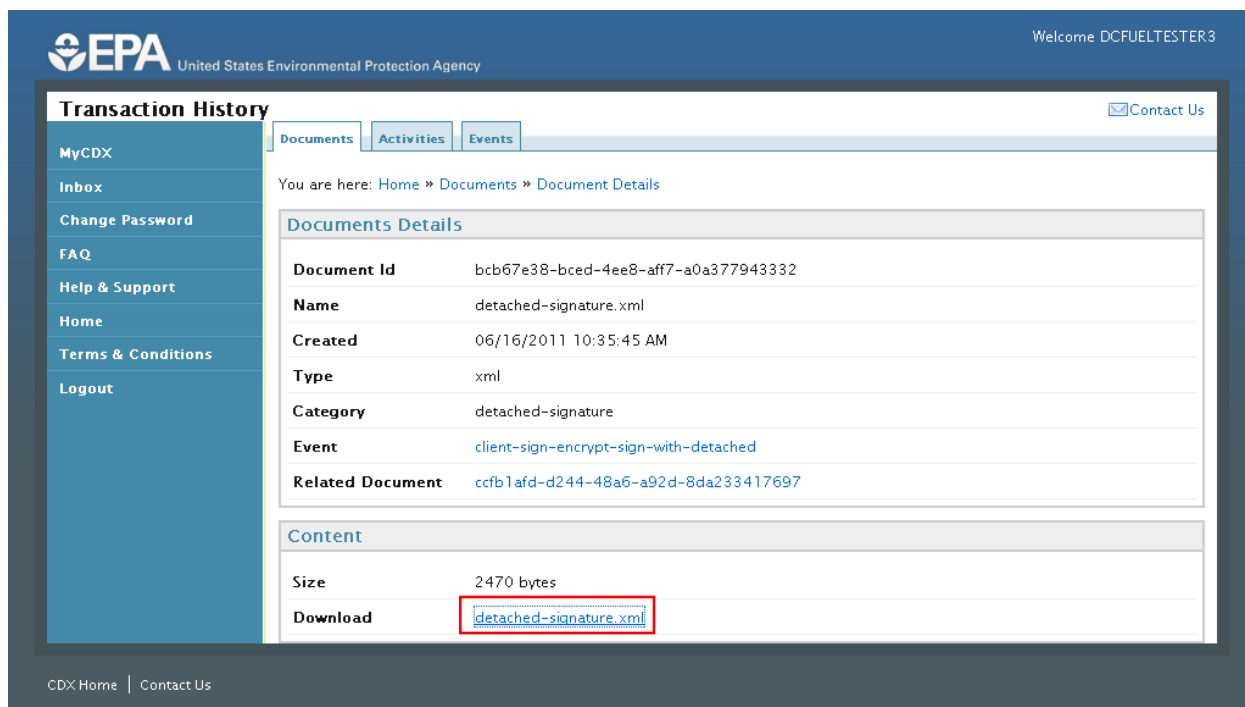
Event Properties

dataflow	OTAQ-DCFUELS
originalFileType	bin
originalFileName	Test Document 4.docx
recipientUserId	otaq_fuelsdev@cgifederal.com
userEmail	jennifer.paine@cgifederal.com
originalFileCategory	encrypted-signed-with-detached

CDX Home | Contact Us

The “Encryption Event Details” page displays the Event Details, User Details, Documents and Event Properties. Click one of the links provided in the Document ID column to view additional details on the document. Figure 5-12 will display.

Figure 5-12 Document Details



The “Document Details” page displays the Document Details and additional information on the Content of the document. You can download and view the XML for the signature document by clicking the “detached-signature.xml” link.

5.3 CROMERR Search

The “CROMERR History Home Page” is displayed in Figure 5-14. Access this page by clicking the “Home” link in the breadcrumbs provided at the top of each page of the CROMERR Activity User Interface as seen in Figure 5-13.

Figure 5-13 CROMERR History Home link

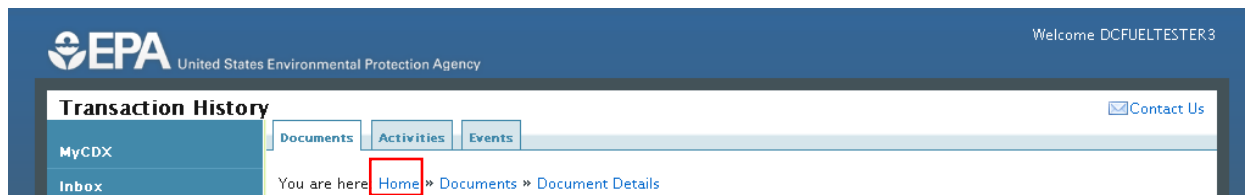
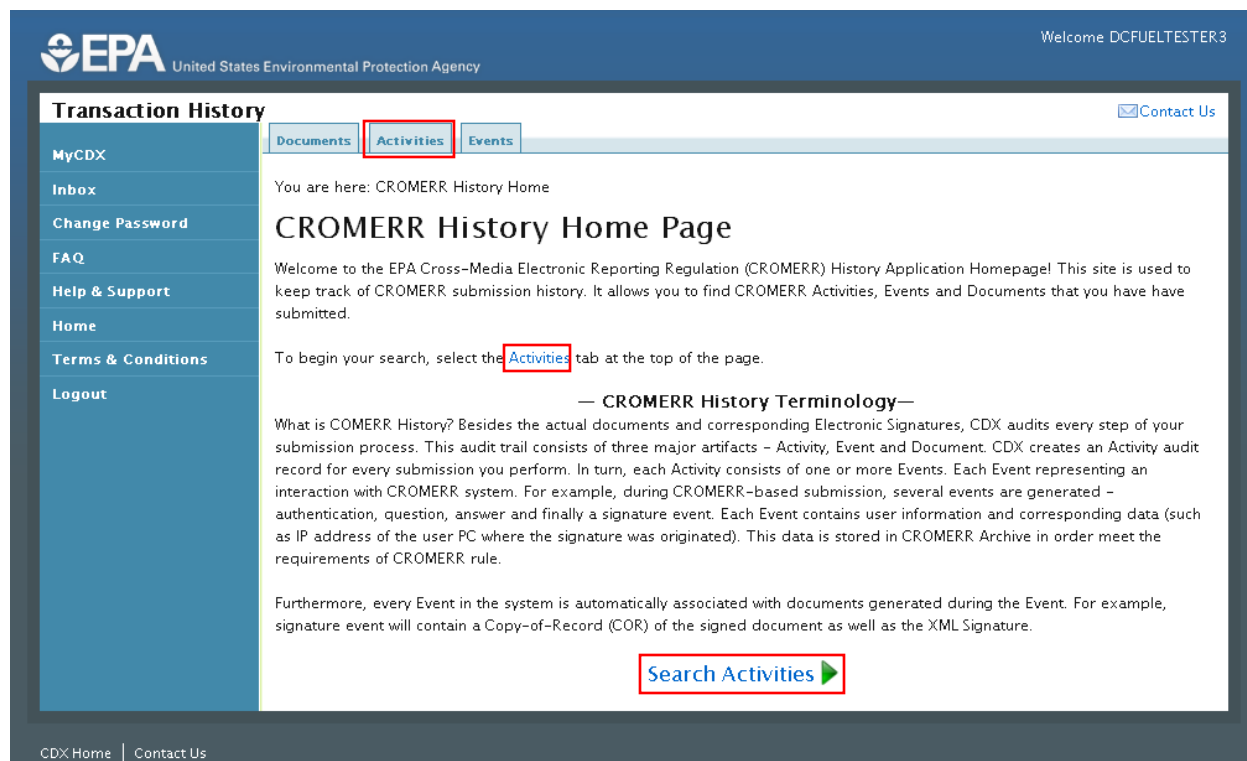


Figure 5-14 CROMERR History Home Page



There are three different search functionalities provided in the CROMERR search: Documents Search, Activities Search, and Events Search.

Click either one of the links provided on the Home Page or click on the Activities tab at the top of the page to navigate to the CROMERR Activity Search page. Figure 5-15 will display.

5.3.1 CROMERR Activity Search

Figure 5-15 CROMERR Activity Search

The screenshot shows the EPA CDX interface. The top header includes the EPA logo and the text 'United States Environmental Protection Agency'. A user greeting 'Welcome DCFUELTESTER3' is in the top right. The main content area is titled 'Transaction History' and has three tabs: 'Documents', 'Activities', and 'Events'. The 'Activities' tab is selected. Below the tabs, there is a breadcrumb trail 'You are here: Home » Activities'. A search section titled 'Search Activities' contains several input fields: 'Application Id', 'Activity Id', 'Dataflow' (a dropdown menu), 'Start date', 'Start time', 'End date', and 'End time'. At the bottom of the search section, there is a 'Clear' button with a red X icon and a 'Search' button with a magnifying glass icon. The 'Search' button is highlighted with a red rectangular box. The footer of the page includes 'CDX Home' and 'Contact Us' links.

The “CROMERR Activity Search” page allows you to search for activities by any of the following search criteria:

- Application ID
- Dataflow
- Start date
- Start time
- End date
- End time

Use multiple search criteria to limit the amount of search results. Enter your search criteria and click the “Search” button. Figure 5-16 will display.

Figure 5-16 CROMERR Activity Search Results

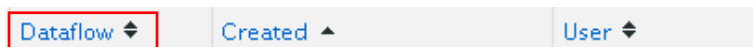
The screenshot shows the EPA MyCDX Transaction History page. The sidebar on the left contains links: MyCDX, Inbox, Change Password, FAQ, Help & Support, Home, Terms & Conditions, and Logout. The main content area has tabs for Documents, Activities, and Events. The Activities tab is selected, showing a search results page. A table lists activity records with columns: Activity Id, Dataflow, Created, User, and XML. The second record, with Activity Id `_c58bae72-1396-454c-87ba-bb7e3b468d92`, is highlighted with a red box. The XML icon for this record is also highlighted.

Activity Id	Dataflow	Created	User	XML
_69383d7c-9b3e-4c7d-963f-92bf892221bb	OTAQ-DCFUELS	Jun 6, 2011 12:26:12 PM	DCFUELTESTER3	
_c58bae72-1396-454c-87ba-bb7e3b468d92	OTAQ-DCFUELS	Jun 6, 2011 12:53:25 PM	DCFUELTESTER3	
_711acb12-a89d-44eb-a530-0b5b2d95a21d	OTAQ-DCFUELS	Jun 6, 2011 1:06:05 PM	DCFUELTESTER3	
_7d17630e-0c00-4c22-9b99-027028c1d8bb	OTAQ-DCFUELS	Jun 6, 2011 1:08:20 PM	DCFUELTESTER3	
_e0425122-ad57-4855-a109-995356d9b1e1	OTAQ-DCFUELS	Jun 8, 2011 10:09:22 AM	DCFUELTESTER3	
_53a4eaff-8758-41d0-a581-6a715916ff29	OTAQ-DCFUELS	Jun 13, 2011 5:48:05 PM	DCFUELTESTER3	
_e7a10ee5-dd7d-4561-8eff-f772369eff65	OTAQ-DCFUELS	Jun 14, 2011 11:16:59 AM	DCFUELTESTER3	
_1192add2-907d-497c-a45f-384bad9a7941	OTAQ-DCFUELS	Jun 14, 2011 9:28:51 PM	DCFUELTESTER3	
_728984c8-b40f-4c54-91ce-d645029254cb	OTAQ-DCFUELS	Jun 14, 2011 9:52:34 PM	DCFUELTESTER3	
_5d4953ea-b4ef-4b3f-877c-f087bb10379b	OTAQ-DCFUELS	Jun 15, 2011 9:35:25 AM	DCFUELTESTER3	
_5f77e69a-6214-4299-badc-ee4bbd2be5a3	OTAQ-DCFUELS	Jun 15, 2011 12:09:42 PM	DCFUELTESTER3	
_8b1eba6b-50bc-44f7-a17a-f85af783d552	OTAQ-DCFUELS	Jun 15, 2011 4:29:55 PM	DCFUELTESTER3	
_aedaf67f-a7ca-41d4-a481-33b6a5fa9e97	OTAQ-DCFUELS	Jun 15, 2011 4:31:39 PM	DCFUELTESTER3	

The “CROMERR Activity Search Results” page displays all activities that match the search criteria entered in Figure 5-15.

You can sort the results by Dataflow, Created timestamp or User by clicking on either the column header link or the sort icon as seen in Figure 5-17.

Figure 5-17 Sort CROMERR Activity Search Results



Click the link provided in the Activity Id column to view further details for a specific activity (see Figure 5-4). Click the XML icon to view the XML file for the activity (see Figure 5-6).

5.3.2 CROMERR Document Search

To navigate to the CROMERR Document Search page, click on the Documents tab at the top of the page. Figure 5-18 will display.

Figure 5-18 CROMERR Document Search

The screenshot shows the EPA MyCDX interface. The top header includes the EPA logo and the text "United States Environmental Protection Agency" on the left, and "Welcome DCFUELTESTER.3" on the right. A "Contact Us" link is in the top right. The main content area is titled "Transaction History" and has three tabs: "Documents", "Activities", and "Events". A red arrow points to the "Documents" tab. Below the tabs, the breadcrumb "You are here: Home » Documents" is shown. The "Search Documents" section contains the following search criteria with input fields:

- Application Id
- Activity Id
- Dataflow (dropdown menu)
- Document Id
- Name
- Category (dropdown menu)
- Validation status (dropdown menu)
- Start date
- Start time
- End date
- End time

At the bottom of the search section are "Clear" and "Search" buttons. The "Search" button is highlighted with a red box. The footer of the page contains "CDX Home" and "Contact Us" links.

The “CROMERR Document Search” page allows you to search for documents by any of the following search criteria:

- Application ID
- Activity ID
- Dataflow
- Document ID
- Name
- Category
- Validation Status
- Start date
- Start time
- End date
- End time

Use multiple search criteria to limit the amount of search results. Enter your search criteria and click the “Search” button. Figure 5-19 will display.

Figure 5-19 CROMERR Document Search Results


United States Environmental Protection Agency
Welcome DCFUELTESR3

Transaction History
Contact Us

MyCDX
Inbox
Change Password
FAQ
Help & Support
Home
Terms & Conditions
Logout

Documents Activities Events

You are here: [Home](#) » [Documents](#) » Search Results

(First/Prev) 1, 2 (Next/Last)

Document Id	Name	Type	Category	Created
e08fd70a-8077-4bbc-b8e8-74fd18c64c18	test doc 3.docx	bin	encrypted-signed-with-detached	Jun 6, 2011 12:29:20 PM
a0704453-454e-4efe-95c5-1ffb15a6cc6a	detached-signature.xml	xml	detached-signature	Jun 6, 2011 12:29:21 PM
0de04e97-4507-451b-a68e-4511eca6bfe0	detached-signature-before-encrypt.xml	xml	detached-signature-before-encrypt	Jun 6, 2011 12:29:21 PM
ae23da9f-c875-4c29-9a8a-2b2456723ff7	encryption-metadata-xml.xml	xml	encryption-metadata-xml	Jun 6, 2011 12:29:21 PM
a10aab0e-029c-4eb0-9297-b082400396c7	test doc 3-signature.xml	xml	encrypted-signed-with-detached	Jun 6, 2011 12:53:30 PM
5f566e56-a772-422b-83d8-c7318faeef36	detached-signature.xml	xml	detached-signature	Jun 6, 2011 12:53:30 PM
973bfaca-d556-41cc-90c5-059832e16563	detached-signature-before-encrypt.xml	xml	detached-signature-before-encrypt	Jun 6, 2011 12:53:30 PM
0b7979f9-b222-4673-a18a-4435244b3c3b	encryption-metadata-xml.xml	xml	encryption-metadata-xml	Jun 6, 2011 12:53:30 PM
9674a747-3f7f-49d4-8f45-d9b5305254f5	Test Document 4.docx	bin	encrypted-signed-with-detached	Jun 8, 2011 10:09:44 AM
d29d86a4-5679-4d6f-aca6-058f975baaff	detached-signature.xml	xml	detached-signature	Jun 8, 2011 10:09:44 AM
1b017a66-b941-4d68-be17-baa33c8297b5	detached-signature-before-encrypt.xml	xml	detached-signature-before-encrypt	Jun 8, 2011 10:09:44 AM
ca36e753-91d7-47b3-9ecc-35145ee730ab	encryption-metadata-xml.xml	xml	encryption-metadata-xml	Jun 8, 2011 10:09:44 AM
8048f946-377a-4b19-a377-e99341f6182f	Test Document 4.docx	bin	encrypted-signed-with-detached	Jun 13, 2011 5:48:10 PM
2bf9d9da-33c8-41ba-b83b-4c19de00dcd2	detached-signature.xml	xml	detached-signature	Jun 13, 2011 5:48:10 PM
cb7cb8f5-547c-498b-8ac4-234377b401ec	detached-signature-before-encrypt.xml	xml	detached-signature-before-encrypt	Jun 13, 2011 5:48:10 PM
e5158a27-e991-4d2a-8190-06b89c6d6811	encryption-metadata-xml.xml	xml	encryption-metadata-xml	Jun 13, 2011 5:48:10 PM
f378916e-0992-422a-816f-2a2ead6bccac	test doc 3.docx	bin	encrypted-signed-with-detached	Jun 14, 2011 11:17:05 AM
ac6696a2-e2d2-41c7-aa36-939fb7c0d8f6	detached-signature.xml	xml	detached-signature	Jun 14, 2011 11:17:05 AM
73c4abc8-af69-41ee-9d93-3dcfc33abb8	detached-signature-before-encrypt.xml	xml	detached-signature-before-encrypt	Jun 14, 2011 11:17:05 AM
1a11e20f-6e05-4328-87bc-f594a9f38675	encryption-metadata-xml.xml	xml	encryption-metadata-xml	Jun 14, 2011 11:17:05 AM

The “CROMERR Documents Search Results” page displays all documents that match the search criteria entered in Figure 5-18.

You can sort the results by Name, Type, Category, or Created time stamp by clicking on either the column header link or the sort icon as seen in Figure 5-20.

Figure 5-20 Sort CROMERR Document Search Results

Name ▾	Type ▾	Category ▾	Created ▲
--------	--------	------------	-----------

Click the link provided in the Document ID column to view further details for a document (see Figure 5-12).

5.3.3 CROMERR Event Search

To navigate to the CROMERR Event Search page, click on the Events tab at the top of the page. Figure 5-21 will display.

Figure 5-21 CROMERR Event Search

The screenshot shows the EPA CDX interface. At the top, the EPA logo and 'United States Environmental Protection Agency' are displayed. A 'Welcome DCFUELTESTER3' message is in the top right. The main header has 'Transaction History' and a 'Contact Us' link. Below this is a navigation bar with 'Documents', 'Activities', and 'Events' tabs. The 'Events' tab is selected, with a red arrow pointing to it. The breadcrumb trail shows 'You are here: Home » Events'. The search section is titled 'Search Events' and contains several input fields: 'Application Id', 'Activity Id', 'Dataflow' (a dropdown menu), 'Event group' (a dropdown menu), 'Event type' (a dropdown menu), 'Status' (a dropdown menu), 'Start date', 'Start time', 'End date', and 'End time'. At the bottom of the search section, there is a 'Clear' button with a red X icon and a 'Search' button with a magnifying glass icon, which is highlighted with a red box. The footer contains 'CDX Home' and 'Contact Us' links.

The “CROMERR Event Search” page allows you to search for events by any of the following search criteria:

- Application ID
- Activity ID
- Dataflow

- Event group
- Event type
- Status
- Start date
- Start time
- End date
- End time

Use multiple search criteria to limit the amount of search results. Enter your search criteria and click the “Search” button. Figure 5-22 will display.

Figure 5-22 CROMERR Events Search Results

The screenshot shows the EPA MyCDX Transaction History page. The sidebar on the left contains links: MyCDX, Inbox, Change Password, FAQ, Help & Support, Home, Terms & Conditions, and Logout. The main content area has tabs for Documents, Activities, and Events. Below the tabs, it says "You are here: Home » Events » Search Results". A table displays the search results with columns: Group, Type, Created, Status, User, and Details. The table contains 18 rows of event data. The "view" link in the Details column for the 14th row is highlighted with a red box.

Group	Type	Created	Status	User	Details
authentication	authenticate	Jun 6, 2011 12:26:13 PM	failure	DCFUELTESTER3	view
authentication	authenticate	Jun 6, 2011 12:27:01 PM	success	DCFUELTESTER3	view
question-answer	get-question	Jun 6, 2011 12:27:01 PM	success	DCFUELTESTER3	view
question-answer	validate-answer	Jun 6, 2011 12:27:56 PM	failure	DCFUELTESTER3	view
question-answer	validate-answer	Jun 6, 2011 12:28:27 PM	success	DCFUELTESTER3	view
certificate	create-permanent-certificate	Jun 6, 2011 12:29:19 PM	success	DCFUELTESTER3	view
certificate	client-generate-register-new-keys	Jun 6, 2011 12:29:19 PM	success	DCFUELTESTER3	view
certificate	retrieve-certificate	Jun 6, 2011 12:29:20 PM	success	DCFUELTESTER3	view
encryption	client-sign-encrypt-sign-with-detached	Jun 6, 2011 12:29:20 PM	success	DCFUELTESTER3	view
signature	auto-validate-detached	Jun 6, 2011 12:29:21 PM	success	DCFUELTESTER3	view
authentication	authenticate	Jun 6, 2011 12:53:25 PM	success	DCFUELTESTER3	view
question-answer	get-question	Jun 6, 2011 12:53:25 PM	success	DCFUELTESTER3	view
question-answer	validate-answer	Jun 6, 2011 12:53:28 PM	success	DCFUELTESTER3	view
certificate	retrieve-certificate	Jun 6, 2011 12:53:29 PM	success	DCFUELTESTER3	view
encryption	client-sign-encrypt-sign-with-detached	Jun 6, 2011 12:53:30 PM	success	DCFUELTESTER3	view

The “CROMERR Events Search Results” page displays all events that match the search criteria entered in Figure 5-21.

You can sort the results by Group, Type, Created time stamp, Status or User by clicking on either the column header link or the sort icon as seen in Figure 5-23.

Figure 5-23 Sort CROMERR Events Search Results

Group	Type	Created	Status	User
-----------------------	----------------------	-------------------------	------------------------	----------------------

Click the “view” link provided in the Details column to view further details for an event (see Figure 5-10).

6 View Copy of Record

The following sections describe how to navigate within the DC FUEL application and download your Copy of Record.

6.1 Copy of Record Search

Upon successful submission of a DC FUEL report, a copy of your submission file will become available for you to download. After a short processing period an email notification will be sent to your CDX registered email address when your Copy of Record is available.

Figure 6-1 Copy of Records Link

The screenshot shows the EPA OTAQ DC Fuels application interface. The left navigation menu includes links for File Upload, Copy of Records (highlighted with a red box), MyCDX, Inbox, Change Password, FAQ, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area is titled 'RCO Details / Agent Verification' and contains a form for agent verification. The form includes a dropdown for 'Company Name' (DC Fuel Test Company (2877)), a table for 'RCO details' (Company Name, RCO Name, RCO Title, RCO Email, RCO Phone, RCO Fax), and two radio button questions about the user's role as a Responsible Corporate Officer or a delegated employee. A 'Confirm' button is at the bottom of the form.

OTAQ DC Fuels

United States Environmental Protection Agency

Logged in as, DCFUEL01 (Logout)

You are here: File Upload

RCO Details / Agent Verification

Please select the company for the file transfer

Company Name:

Please confirm the RCO details:

Company Name	DC Fuel Test Company
RCO Name	John Test
RCO Title	President
RCO Email	JohnTest@testaccount.com
RCO Phone	123-123-1234
RCO Fax	321-321-4321

Is this the correct Responsible Corporate Officer?

☐ Yes ☐ No

I am an agent authorized by this company and submitting on their behalf. I understand the Responsible Corporate Officer is required to send the "Responsible Corporate Officer Submission Letter" for the reports that I am submitting for this session. I am aware that it is a violation if the "Responsible Corporate Officer Submission Letter" is not complete or postmarked by the reporting deadline.

If you are a delegated employee of this company and not a third party Agent, select No.

☐ Yes ☐ No

Confirm

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To view your Copy of Records, click the "Copy of Records" link provided on the left side navigation menu as seen in Figure 6-1. Figure 6-2 will display.

Figure 6-2 Copy of Record Search

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OTAQ DC Fuels

[File Upload](#)
[Copy of Records](#)
[MyCDX](#)
[Inbox](#)
[Change Password](#)
[FAQ](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

You are here: Copy of Records

Copy of Records – Search

Search Criteria. Use one or more search criteria to limit the amount of search results.

Transaction ID:

Transaction Status:

Document Name:

Company/Entity Name:

EPA Company/Entity ID:

RCO Email:

RCO Name:

Report Status:

Certification Type: [Select](#)

Start Date:

End Date:

[Search](#) [Reset](#)

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You can search for a Copy of Record by using any of the following search criteria:

- Transaction ID
- Transaction Status
- Document Name
- Company/Entity Name
- EPA Company/Entity ID
- RCO Email
- RCO Name
- Report Status
- Certification Type
- Start Date
- End Date

To limit your search criteria to a specific Certification Type, click the “Select” link next to Certification Type. Figure 6-3 will display.

Figure 6-3 Search by Certification Type

The screenshot shows a web application interface for searching by certification type. On the left is a dark sidebar with navigation links: File Upload, Copy of Record, MyCDX, Inbox, Change Password, FAQ, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area has a light blue header with the EPA logo and text: "I am authorized by the manufacturer to submit this notification", and, if applicable, "As per 40 CFR 79.11(g), the U.S. Environmental Protection Agency would be notified in writing if certain information in this notification were to change." and, if applicable, "This fuel manufacturer will not represent, directly or indirectly, in any notice, circular, letter, or other written communication, or any written, oral, or pictorial notice, or other announcement in any publication or by radio or television, that registration of this fuel constitutes endorsement, certification, or approval by any agency of the United States."

Below the header are three expandable sections, each with a downward arrow icon and a radio button:

- Renewable Fuel Standard (RFS1) 40 CFR Part 80, Subpart K**
☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart K."
- Renewable Fuel Standard (RFS2) 40 CFR Part 80, Subpart M**
☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart M."
- Green House Gas Mandatory Reporting Rule 40 CFR Part 98, Subpart M**
☐ "I am authorized to make this submission on behalf of the owners and operators of the facility or supplier, as applicable, for which the submission is made. I certify under penalty of law that I have personally examined, and am familiar with, the statements and information submitted in this document and all its attachments. Based on my inquiry of those individuals with primary responsibility for obtaining the information, I certify that the statements and information are to the best of my knowledge and belief true, accurate, and complete. I am aware that there are significant penalties for submitting false statements and information or omitting required statements and information, including the possibility of fine or imprisonment."
 Note to Agents :
 The designated representative or alternate designated representative must sign (i.e., agree to) this certification statement. If you are an agent and you click on "SUBMIT", you are not agreeing to the certification statement, but are submitting the certification statement on behalf of the designated representative or alternate designated representative who is agreeing to the certification statement. An agent is only authorized to make the electronic submission on behalf of the designated representative, not to sign (i.e., agree to) the certification statement.

At the bottom of these sections is a **Test** option with a radio button and a red square icon:

- Test**
☒ This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports.

Below the Test option is a red circle around an **OK** button. At the bottom of the main content area is an **End Date:** field with a calendar icon.

If you decide to search for a Copy of Record by the particular Certification Type then click the expand/collapse icon  next to the specific Program header. You can only select one Certification Type during a single search. Select the radio button next to the Certification Type and click the “OK” button. Figure 6-4 will display.

Figure 6-4 Selected Certification Type

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[Change Password](#)
[FAQ](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

You are here: Copy of Records

Copy of Records – Search

Search Criteria. Use one or more search criteria to limit the amount of search results.

Transaction ID:

Transaction Status:

Document Name:

Company/Entity Name:

EPA Company/Entity ID:

RCO Email:

RCO Name:

Report Status:

Certification Type: [Select](#)

Test

"This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports."

Start Date:

End Date:

[Search](#) [Reset](#)

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As seen in Figure 6-4, the selected Certification Type will display next to Certification Type.

Use multiple search criteria to limit the amount of search results. Enter your search criteria and click the “Search” button. Figure 6-5 will display.

Click the “Reset” button to clear all data entered on the page.

Figure 6-5 Copy of Record Submission List

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OTAQ DC Fuels

- File Upload
- Copy of Records**
- MyCDX
- Inbox
- Change Password
- FAQ
- Help & Support
- CDX Home
- Terms & Conditions
- Logout

You are here: [Copy of Records](#) » Search Results

Copy of Records – Submission Details

CDX Otaq Submissions List

One item found. 1

Transaction Id	Time	DocumentName	Company/Entity Name	Report Status	View Details
.4f80a08e- abd6-4f63-8438- a09bc134999c	2011-05-16 15:32:30.507	test doc 3.docx	DC Fuel Test Company	Original	Details

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The “Copy of Record Submission List” displays all of the DC FUEL submissions that match the search criteria provided in Figure 6-2.

You can sort the results by Transaction ID, Time, Document Name, Company/Entity Name, or Report Status by clicking on either the column header link or the sort icon as seen in Figure 6-6.

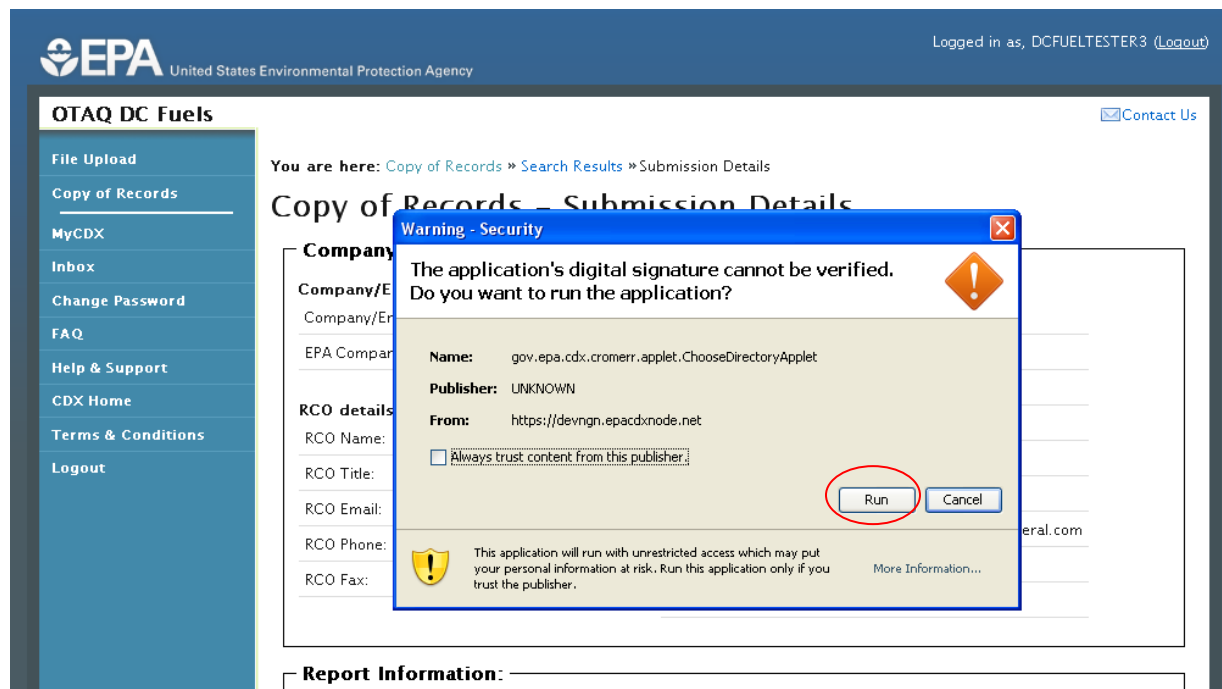
Figure 6-6 Sort Copy of Record Submissions List

Transaction Id	Time	DocumentName	Company/Entity Name	Report Status	View Details
--------------------------------	------	--------------	---------------------	---------------	--------------

To view further details for a submission, click the “Details” link in the View Details column. Figure 6-8 will display.

6.2 Copy of Record Submission Details

Figure 6-7 Security Warning



Similar to the File Upload page, you will be prompted with a Security Warning before the application allows you to proceed with the download process (see Section 4.3 for browser specific warnings). Click the “Run”, “Trust” or “Allow” button. Figure 6-8 will display.

Figure 6-8 Copy of Record Submission Details


United States Environmental Protection Agency

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You are here: [Copy of Records](#) » [Search Results](#) » Submission Details

Copy of Records – Submission Details

Company, RCO and User Information:

Company/Entity Information:	User Information:
Company/Entity Name: DC Fuel Test Company	Name (First Middle Last): John Test
EPA Company/Entity ID: 3254	Address 1: 2000 Test Street
	Address 2:
RCO details:	City, State Zip: Tampa Bay FL, 33333
RCO Name: John Test	Phone Number: 3333333333
RCO Title: President	Fax Number:
RCO Email: johntest@test.com	E-Mail Address: JohnTest@testaccount.com
RCO Phone: 123-123-1234	CDX User ID: DCFUEL01
RCO Fax: 321-321-4321	Is Agent: No

Report Information:

Document Name: July 15 Submission Test 2.doc
Transaction Id: _eea62545-35c9-499d-87fb-01695c128c55
Submission Time: 2011-07-15 09:28:07.502
Report Status: Original
Comments:
Certification Type: **Test**

"This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports."

Retrieve Copy of Record:

Document Name: **July 15 Submission Test 2.doc**
Choose Download Location: [Browse...](#)
[Download](#)

[EPA Home](#) | [Privacy and Security Notice](#) | [Contact Us](#)

The “Copy of Records Submission Details” page displays a summary of the report information for the selected Copy of Record.

6.3 Select Download Location

If you have not received an email notification stating that your Copy of Record is available for download then Figure 6-9 will display in the Retrieve Copy of Record section.

Figure 6-9 Copy of Record Not Yet Ready for Download

Retrieve Copy of Record:

Copy of Record is NOT YET READY for download.

If you have received an email notification stating that your Copy of Record is available for download then Figure 6-10 will display.

Figure 6-10 Copy of Record Ready for Download

Retrieve Copy of Record:

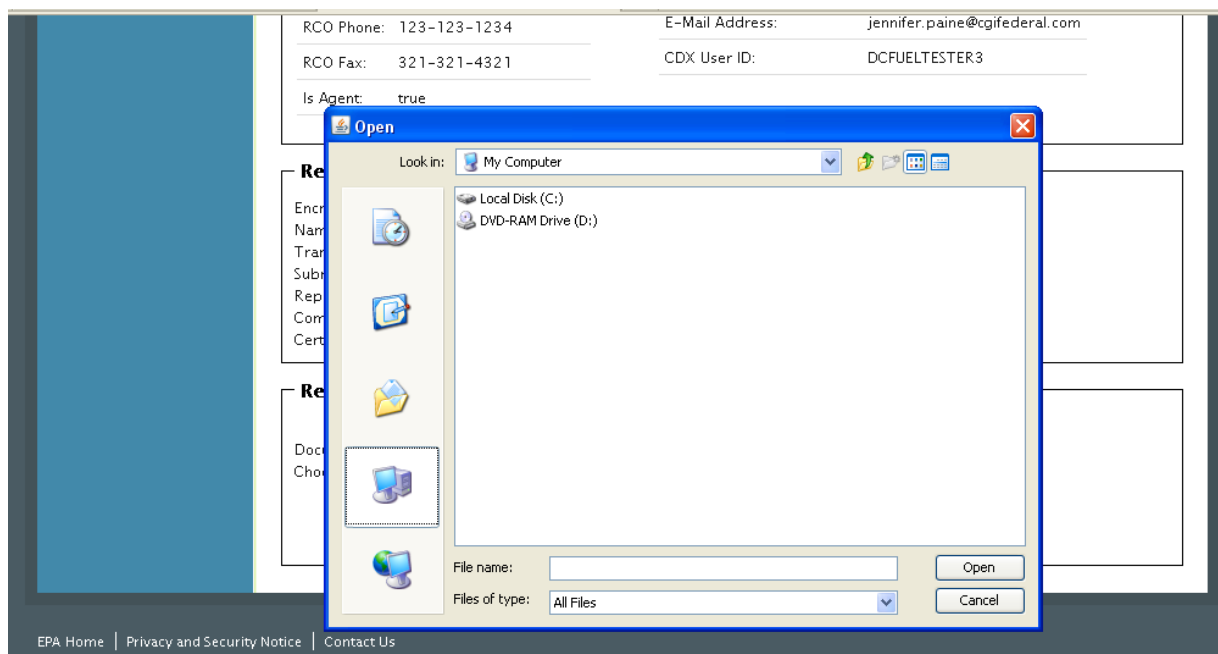
Document Name: **Test Document 4.docx**

Choose Download Location: **Browse...**

Download

To download the Copy of Record, click the “Browse” button. Figure 6-11 will display.

Figure 6-11 Choose Download Location



Select the download location for the Copy of Record and click the “Open” button. Figure 6-12 will display.

Figure 6-12 Download Location Selected

Retrieve Copy of Record:

Document Name: **Test Document 4.docx**

Choose Download Location: **Browse...**

Download

The selected file location will display in the Download Location. Click the “Download” button. Figure 6-13 will display.

6.4 Download and Decrypt

Upon selecting your download location, you will then be directed through the Download and Decrypt process. The first step of the Download and Decrypt process is authentication. See Figure 6-13.

Reminder: Files may be submitted from any machine however you will only be able to access the copy of records for the submitted documents from the specific machine for a submission unless the key file is copied into the same location of another machine. Please refer to Section 4.7 for complete details.

Figure 6-13 Authentication

The screenshot shows a web interface for the CDX (Central Data Exchange). At the top, there is a table displaying user information:

RCO Phone:	123-123-1234	E-Mail Address:	jennifer.paine@cgifederal.com
RCO Fax:	321-321-4321	CDX User ID:	DCFUELTESTER3
Is Agent:	true		

Below this table is a section titled "Report Information". In the foreground, a "Download and Decrypt Widget" is displayed. It contains the following text and form elements:

- 1. Login into CDX** (in green)
- User: DCFUELTESTER3
- Password: [text input field]
- A "Login" button, which is circled in red.

At the bottom of the page, there are links: EPA Home | Privacy and Security Notice | Contact Us.

This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password.

If you enter an incorrect password, you will be prompted with the error message seen in Figure 6-14. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@cdx.net.

Enter your CDX user account password and click the "Login" button. Figure 6-15 will display.

Figure 6-14 Failed Authentication

RCO Fax: 321-321-4321 Is Agent: Yes

Report Information:
Encrypted Document: Test Document 4.docx
Name:

Download and Decrypt Widget [close](#)

1. Login into CDX
User: DCFUELTESTER3
Password:

Combination of username and password is incorrect.

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Figure 6-15 Answer Secret Question

RCO Phone: 123-123-1234 E-Mail Address: jennifer.paine@cgifederal.com
RCO Fax: 321-321-4321 CDX User ID: DCFUELTESTER3
Is Agent: true

Report Information:

Download and Decrypt Widget [close](#)

1. Login into CDX
User: DCFUELTESTER3
Password:
Welcome Test Test

2. Answer Secret Question
Question: What is the first and middle name of your oldest sibling?
Answer:

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The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your eSignature PIN verification (refer to Section 3.2).

If you enter an incorrect password, you will be prompted with the error message seen in Figure 6-16. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@cdx.net.

Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 6-17 will display.

Figure 6-16 Incorrect Answer to Secret Question

The screenshot shows a web interface with a dark sidebar on the left and a main content area. In the main area, there's a 'Report Information' section with fields for 'RCO Fax' (321-321-4321), 'Is Agent' (Yes), 'Encrypted Document' (Test Document 4.docx), and 'Name'. Below this is a 'Download and Decrypt Widget' window. The widget has two columns: '1. Login into CDX' and '2. Answer Secret Question'. In the first column, the 'User' is 'DCFUELTESTER3' and the 'Password' is masked with dots. A green message 'Welcome Test Test' is displayed. In the second column, the 'Question' is 'Where did you first meet your spouse?' and the 'Answer' field contains 'Wrong'. A red-bordered box below the answer field contains the text 'Your answer is not correct.'.

Figure 6-17 Download and Decrypt

The screenshot shows a web interface for the CDX Central Data Exchange. At the top, there is a header with the CDX logo. Below the header, there is a section for user information with fields for RCO Phone, RCO Fax, Is Agent, E-Mail Address, CDX User ID, and a corresponding value. Below this is a section titled 'Report Information' which contains a 'Download and Decrypt Widget'. The widget has a title bar with 'Download and Decrypt Widget' and a 'close' button. The widget content is divided into three columns. The first column is titled '1. Login into CDX' and contains fields for 'User:' (DCFUELTESTER3), 'Password:' (masked with dots), and a 'Welcome Test Test' message. The second column is titled '2. Answer Secret Question' and contains a 'Question:' (What is the first and middle name of your oldest sibling?), an 'Answer:' field (containing 'Test'), and a 'Correct Answer' message. The third column is titled '3. Download and Decrypt' and contains a 'Decrypt' button, which is circled in red. At the bottom of the page, there is a footer with links for 'EPA Home', 'Privacy and Security Notice', and 'Contact Us'.

RCO Phone:	123-123-1234	E-Mail Address:	jennifer.paine@cgifederal.com
RCO Fax:	321-321-4321	CDX User ID:	DCFUELTESTER3
Is Agent:	true		

Report Information:

Download and Decrypt Widget close

1. Login into CDX

User:
DCFUELTESTER3

Password:
••••••••

Welcome Test Test

2. Answer Secret Question

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

Answer:
Test

Correct Answer

3. Download and Decrypt

[Decrypt](#)

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The final step is to decrypt your submission. Click the “Decrypt” button. Figure 6-18 will display.

Figure 6-18 Files Downloaded and Decrypted


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OTAQ DC Fuels

File Upload
Copy of Records
MyCDX
Inbox
Change Password
FAQ
Help & Support
CDX Home
Terms & Conditions
Logout

You are here: [Copy of Records](#) » [Search Results](#) » Submission Details

Copy of Records – Submission Details

Company, RCO and User Information:

Company/Entity Information:	User Information:
Company/Entity Name: DC Fuel Test Company	Name (First Middle Last): John Test
EPA Company/Entity ID: 3254	Address 1: 2000 Test Street
	Address 2:
RCO details:	City, State Zip: Tampa Bay FL, 33333
RCO Name: John Test	Phone Number: 3333333333
RCO Title: President	Fax Number:
RCO Email: johntest@test.com	E-Mail Address: JohnTest@testaccount.com
RCO Phone: 123-123-1234	CDX User ID: DCFUEL01
RCO Fax: 321-321-4321	Is Agent: No

Report Information:

Document Name: July 15 Submission Test 2.doc
Transaction Id: _eea62545-35c9-499d-87fb-01695c128c55
Submission Time: 2011-07-15 09:28:07.502
Report Status: Original
Comments:
Certification Type: **Test**

"This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports."

Retrieve Copy of Record:

Files were download and decrypted successfully

Document Name: **July 15 Submission Test 2.doc**

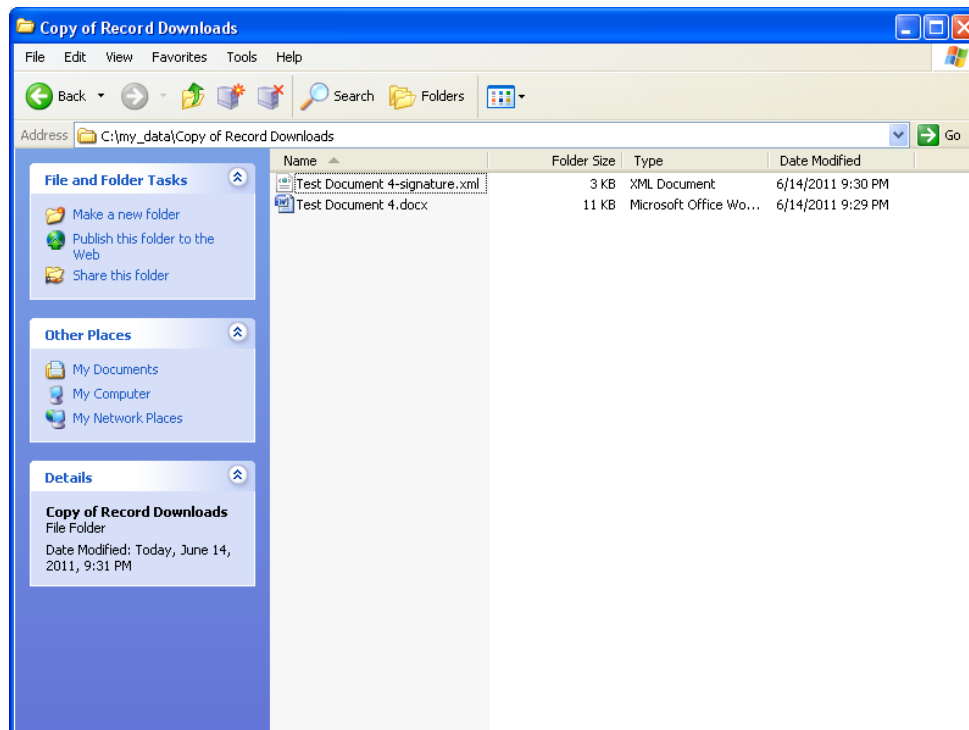
Choose Download Location:

EPA Home | Privacy and Security Notice | Contact Us

The Copy of Record will be downloaded to the designated download location. The Retrieve Copy of Record section will state that the files were downloaded and decrypted successfully as seen in Figure 6-18.

Navigate to the download location. Figure 6-19 will display.

Figure 6-19 Navigate to Download Location



Congratulations! You have successfully downloaded your DC FUEL submission Copy of Record. Open the file to view the Copy of Record.

7 Support Information

For frequently asked questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels.htm>.

You may also contact the EPA Fuels Program Support Line at 202-343-9755 or by sending an email to EPAFuelsPrograms@epa.gov.

For any general or technical questions related to the Central Data Exchange you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at helpdesk@epacdx.net with “Technical Support” in the Subject line.
- Fax - Assistance requests are accepted 24 hours a day at 703-227-4199. Support personnel will respond to faxed requests Monday through Friday from 8:00 am to 6:00 pm EST.