

DCFUEL Submission Quick Start Guide Version 0.1



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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 Quick Submission Guide for the OTAQ DC FUEL online application. It describes the process a user must follow to submit reports using DC FUEL.

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 DC FUEL Submissions

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

2.1 Enter DC FUEL

Figure 2-1 MyCDX Home Page

U.S. Environmental Protection Agency

MyCDX
Recent Announcements | Contact Us

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](#)

1. Click the “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link

Note: If you do not have this link, please reference the OTAQ DC FUEL User Guide or the OTAQ DC FUEL Registration Quick Start Guide.

2.2 Confirm Company and RCO Information

Figure 2-2 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

EPA Home | Privacy and Security Notice | Contact Us

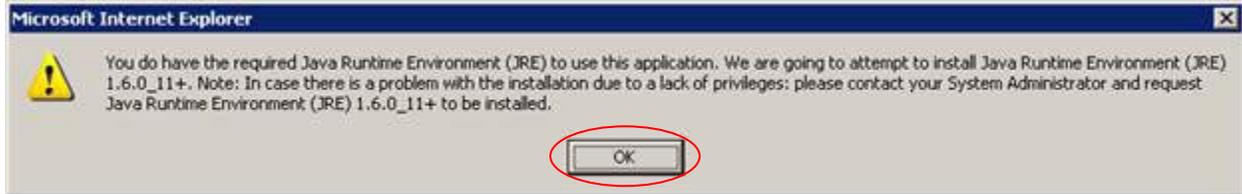
2. Select the company for which you will submit a report in the Company Name drop down list.
3. Confirm that the Company Name, RCO Name, RCO Title, RCO Email, RCO Phone, and RCO Fax are all accurate then select “Yes”.
4. Identify yourself as an agent or non-agent. Select “Yes” if you are an agent for the selected Company. Select “No” if you are not an agent and you are a delegated employee of the selected Company.
5. Click the “Confirm” button.

2.3 Upload File

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 2-3 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 2-3 JRE Installation



6. 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. See Figure 2-4 through Figure 2-7.

Figure 2-4 Mozilla Firefox Security Warnings

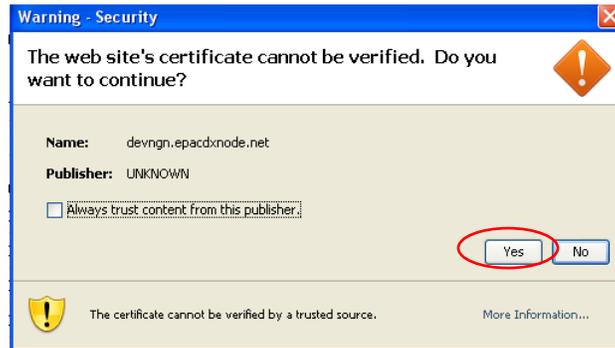


Figure 2-5 Internet Explorer Security Warnings

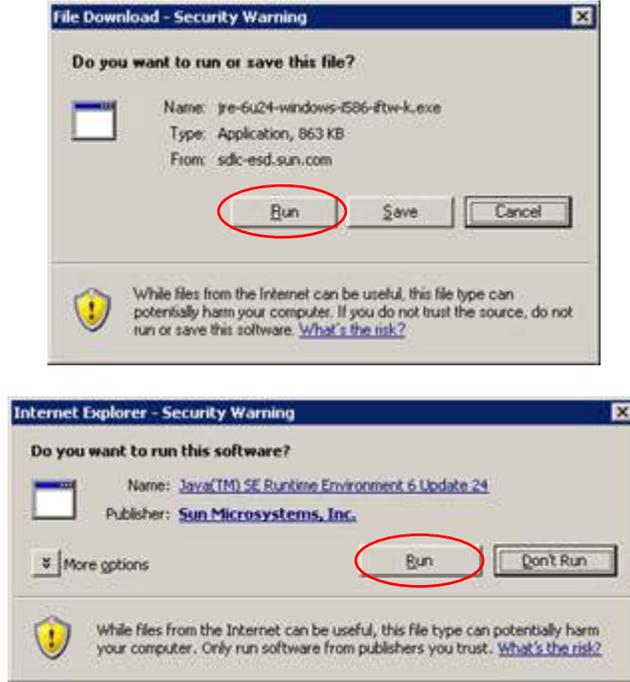


Figure 2-6 Safari Security Warnings

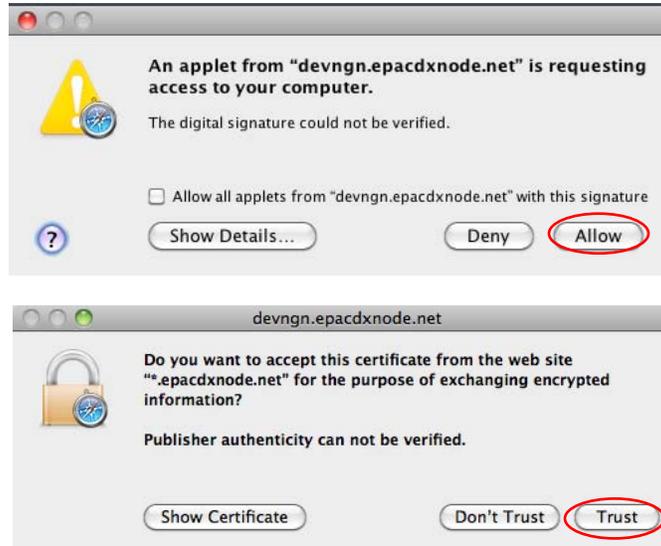
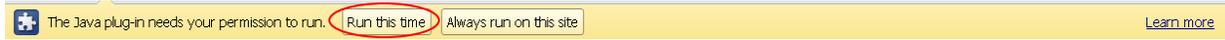


Figure 2-7 Google Chrome Security Warnings



7. Select the “Run”, “Trust”, or “Allow” button (depending on your web browser).

Figure 2-8 File Upload – File Type Selection

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: <input type="text" value="DC Fuel Test Company"/>	Name (First Middle Last): <input type="text" value="John Test"/>
EPA Company/Entity ID: <input type="text" value="3254"/>	Address 1: <input type="text" value="2000 Test Street"/>
	Address 2: <input type="text"/>
RCO details:	City State, Zip: <input type="text" value="Tampa Bay FL, 33333"/>
RCO Name: <input type="text" value="John Test"/>	Phone Number: <input type="text" value="3333333333"/>
RCO Title: <input type="text" value="President"/>	Fax Number: <input type="text"/>
RCO Email: <input type="text" value="johnstest@test.com"/>	E-Mail Address: <input type="text" value="JohnTest@testaccount.com"/>
RCO Phone: <input type="text" value="123-123-1234"/>	CDX User ID: <input type="text" value="DCFUEL01"/>
RCO Fax: <input type="text" value="321-321-4321"/>	Agent: <input type="text" value="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):

8. Identify whether your report is an original submission or a resubmission. If your submission is an “Original” then you may optionally provide comments in the comments field. If your submission is a “Resubmission” you are required to provide comments in the comments field.

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July 18, 2011

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Figure 2-9 Report Status “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.

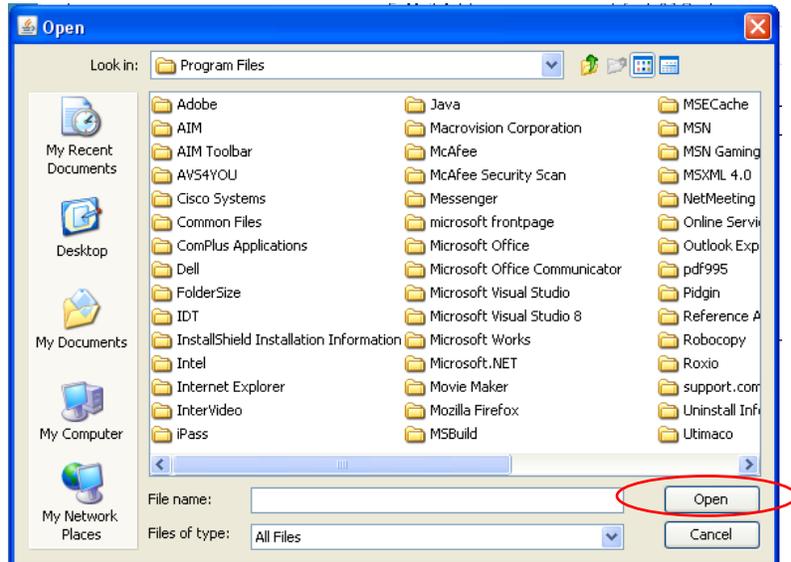
Original
 Resubmission

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.

9. To attach a file, click the “Browse” button.

Figure 2-10 File Open Dialogue Box



- 10. Navigate to your submission file.
- 11. Double click the file name and the file will appear in the File Name text box.
- 12. Click the “Open” button.

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 XLS file.

Figure 2-11 File Selected

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):

\\my_data\July 6 Document.doc

Comments (optional):

13. Click the “Encrypt and Sign” button.

Figure 2-12 Certify Reports

RCO Phone: 123-123-1234 CDX User ID: DCFR101

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
- ▶ Gasoline Sulfur 40 CFR Part 80, Subpart H
- ▶ Diesel Sulfur 40 CFR 80, Subpart I
- ▶ FFARS 40 CFR Part 79
- ▶ Renewable Fuel Standard (RFS1) 40 CFR Part 80, Subpart K
- ▶ Renewable Fuel Standard (RFS2) 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."

14. Click the expand/collapse icon ▶ next to each Program.

15. Select the appropriate Certify Report(s) you are reporting for.

16. Click the “Accept” button.

2.4 Encrypt and Sign Submission

Figure 2-13 Authentication



The screenshot shows a web application window titled "eSignature & Encryption Widget" with a "close" button in the top right corner. The main content area displays the following text and form elements:

- 1. Login into CDX**
- User: DCFUEL01
- Password: [text input field]
- [Login button]

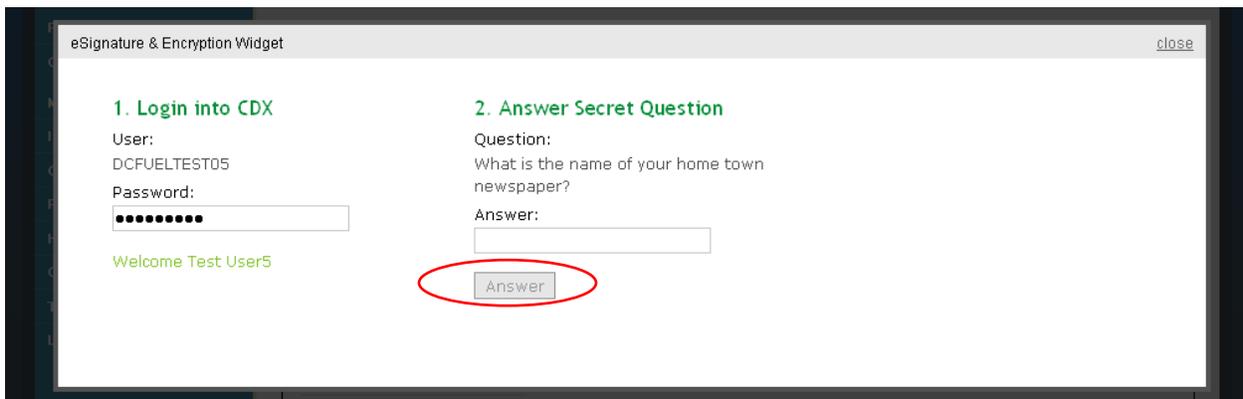
The "Login" button is circled in red.

17. Enter the password that corresponds to the displayed.

18. Click the “Login” button.

If you enter an incorrect password, you will be prompted with the error message. Your CDX account will lock after three failed attempts. To unlock your account, contact the CDX Help Desk at 888-890-1995 or heldesk@cdx.net.

Figure 2-14 Answer Secret Question



The screenshot shows the same "eSignature & Encryption Widget" window. The main content area displays the following text and form elements:

- 1. Login into CDX**
- User: DCFUELTEST05
- Password: [password input field]
- Welcome Test User5
- 2. Answer Secret Question**
- Question: What is the name of your home town newspaper?
- Answer: [text input field]
- [Answer button]

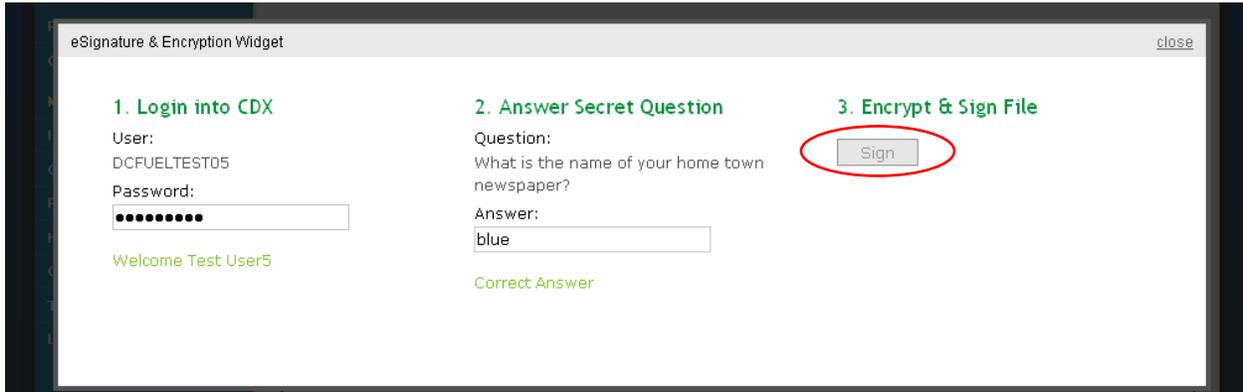
The "Answer" button is circled in red.

19. Enter the answer to the displayed secret question.

20. Click the “Answer” button.

If you fail to respond or enter an incorrect answer, you will be prompted with an error message. 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 heldesk@cdx.net.

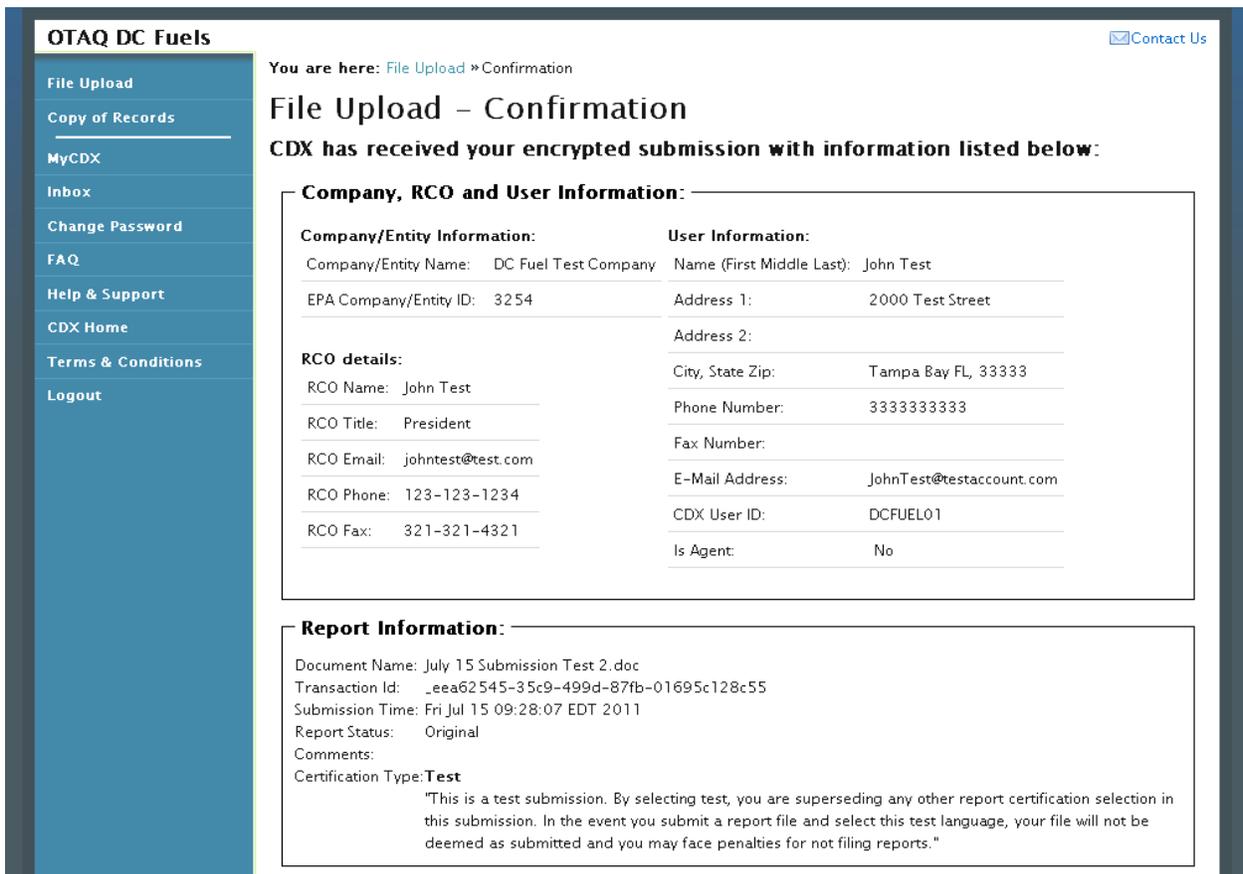
Figure 2-15 Encrypt and Sign File



21. Click the “Sign” button.

2.5 Submission Confirmation

Figure 2-16 File Upload Confirmation



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’s 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 2.6 for complete details.

2.6 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 will be automatically obtained after the first DC FUEL login.

The following data is stored into a keystore under your 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.

3 Support Information

For frequently asked questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the OTAQ Frequently Asked Questions please visit <http://fuelsprograms.supportportal.com/ics/support/default.asp?deptID=23005> or 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.

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- 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.

For complete OTAQ DC FUEL user instructions, please reference the OTAQ DC FUEL User Guide.