DCFUEL User Guide
Version 1.0

EPA United States Environmental Protection Agency

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Version 1.0

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

United States
Environmental Protection
Agency

EPA-420-B-11-027b
August 2011

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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.

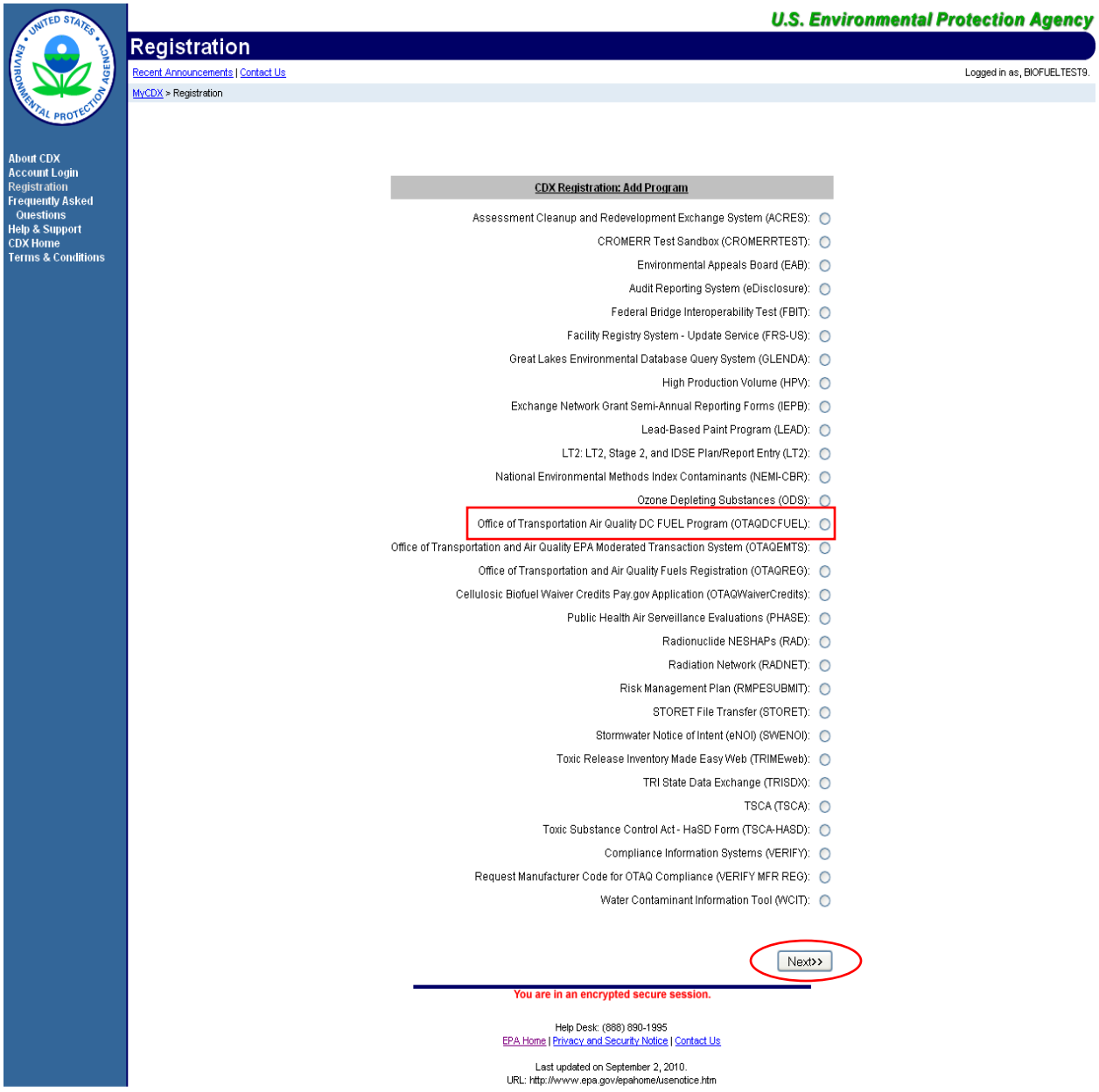
2.2 DC FUEL Registration for New CDX Users

If you do not have an existing CDX user account please go to the following URL and complete your CDX Registration: http://cdx.epa.gov/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.

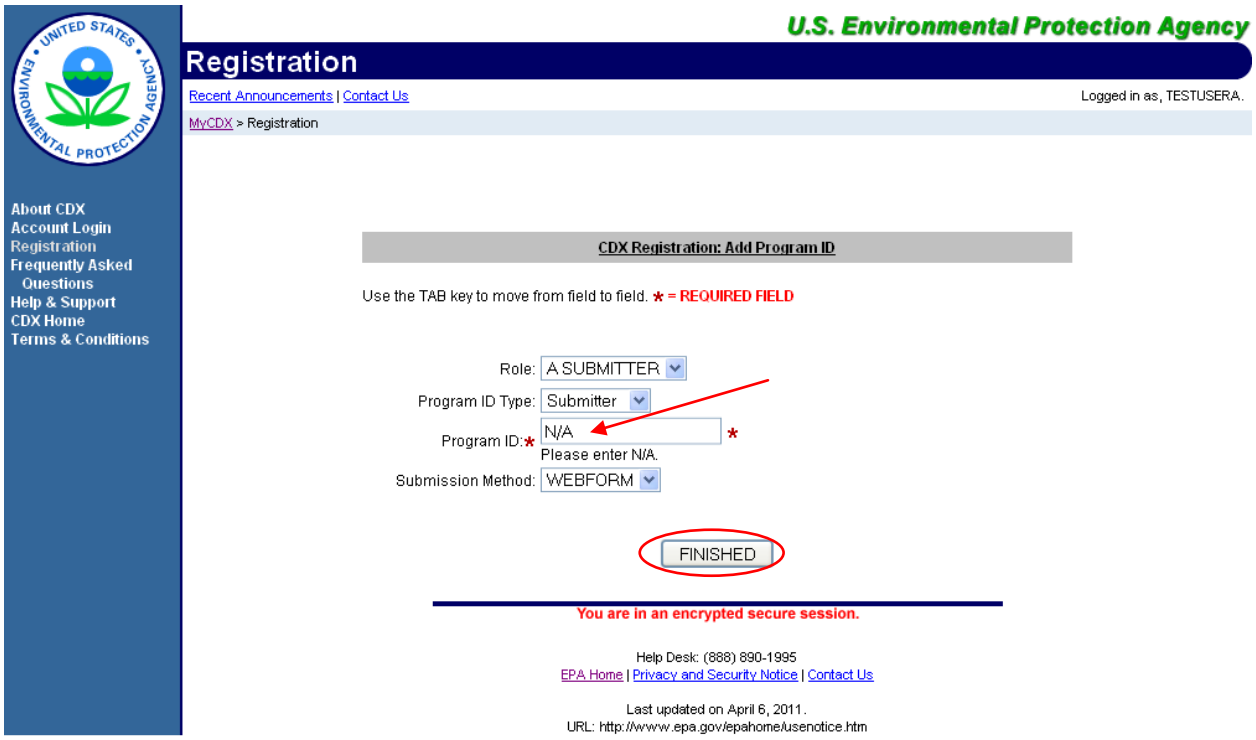
If you are an existing CDX user please refer to Section 2.3.

Figure 2-1 Add Program



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



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.

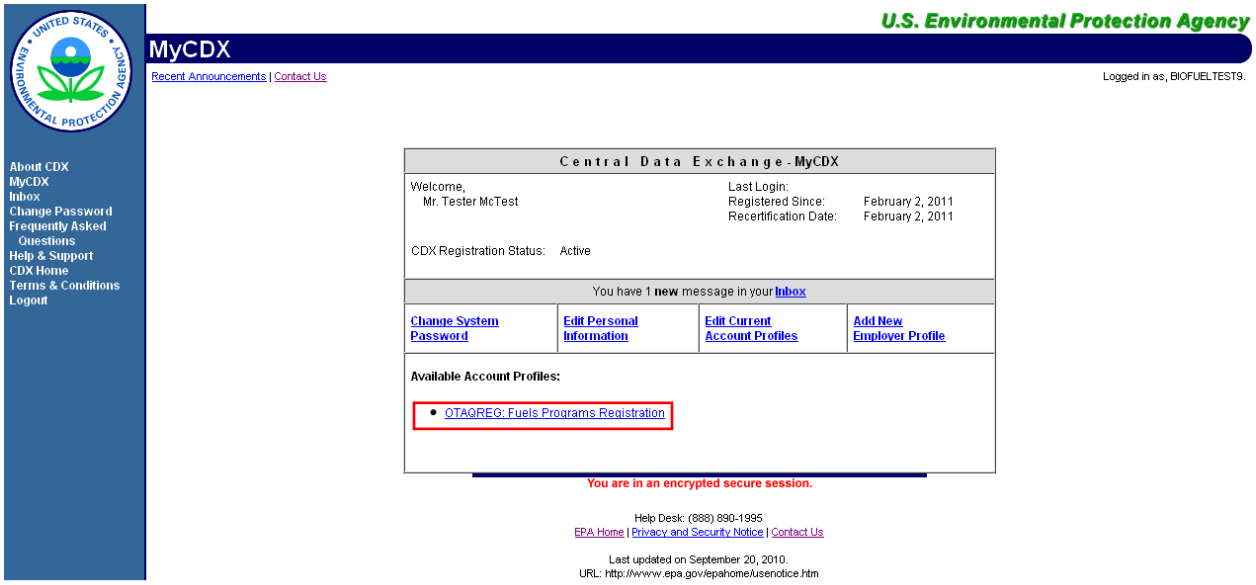
Please note that the Program ID field is also a required field. Enter "N/A" into this field and click the "Finished" button. Figure 2-3 will display.

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.

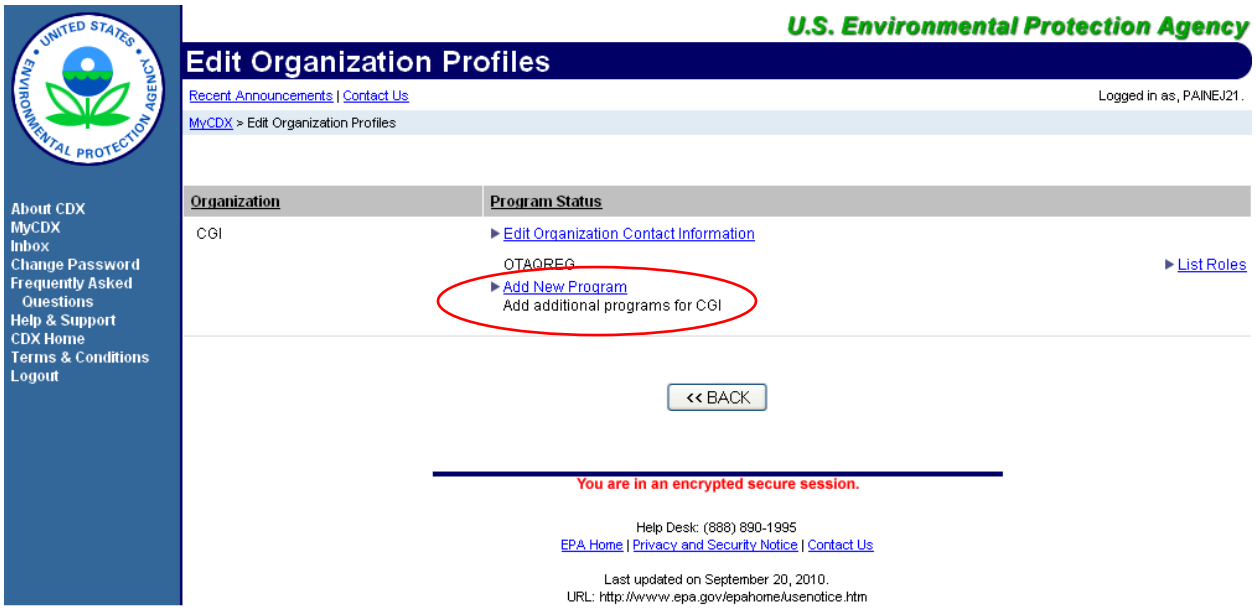
> **Note:** Existing DC FUEL users will be automatically migrated to the new application and will not be required to re-register.

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

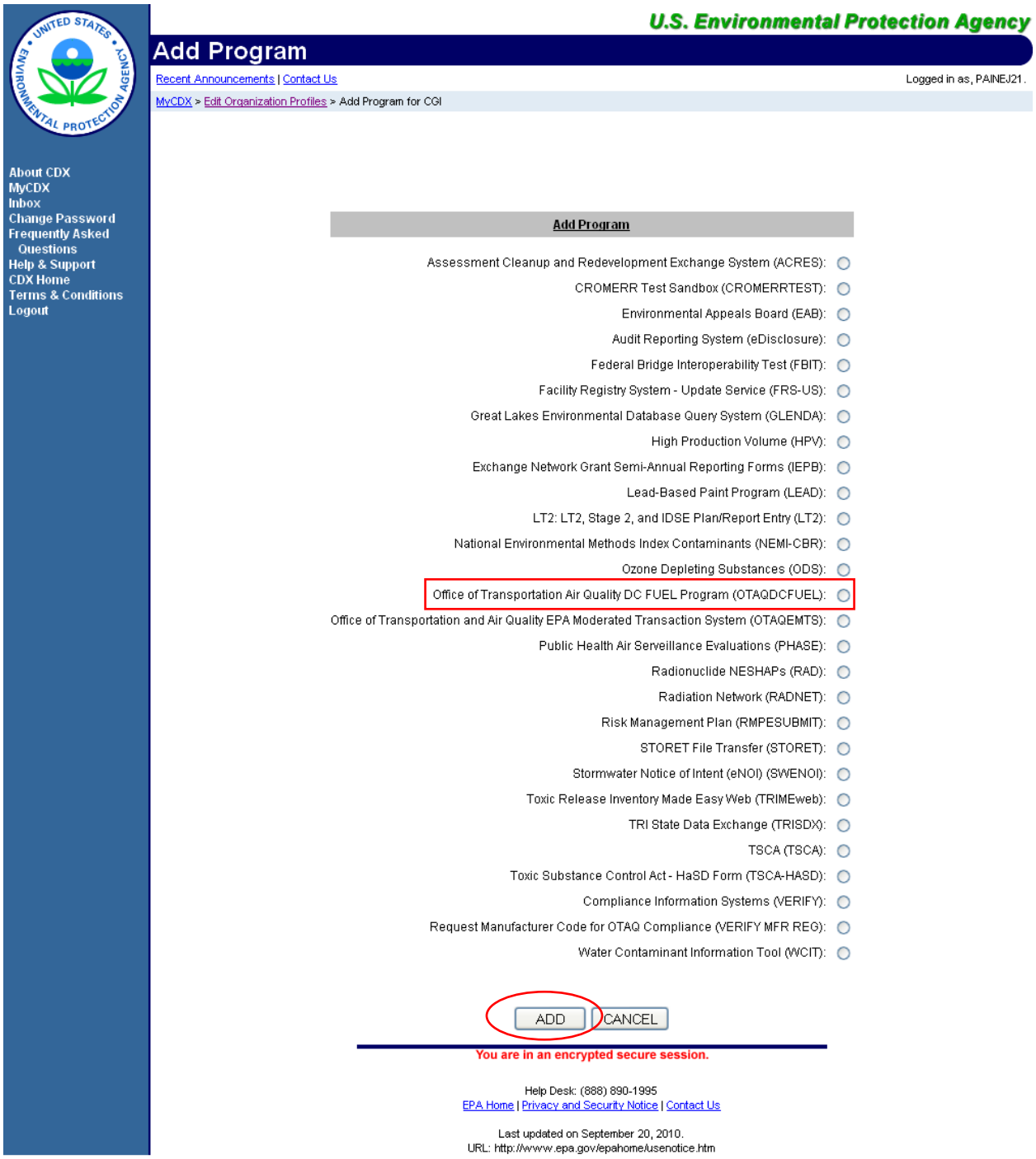
Click the “Edit Current Account Profiles” link. Figure 2-6 will display.

Figure 2-6 Edit Organization Profiles



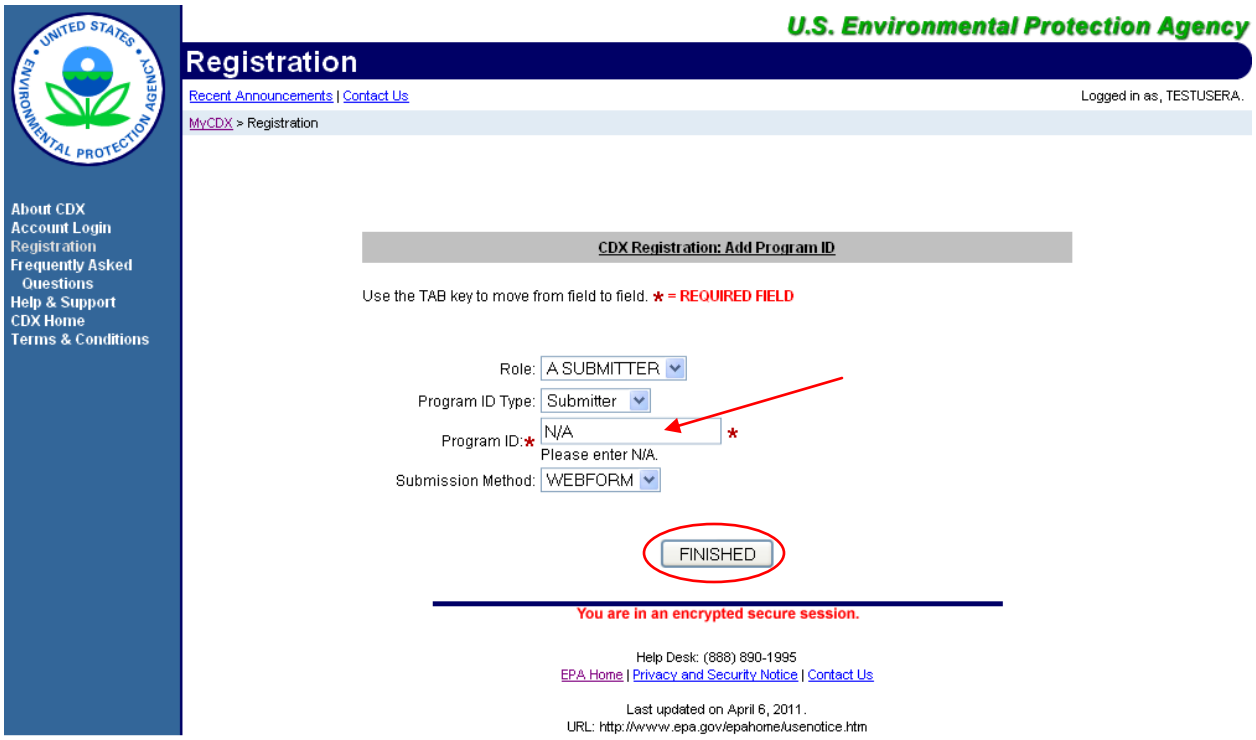
Click the “Add New Program” link. This link will take you to the Add Program Page as seen in Figure 2-7.

Figure 2-7 Add Program



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)



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.

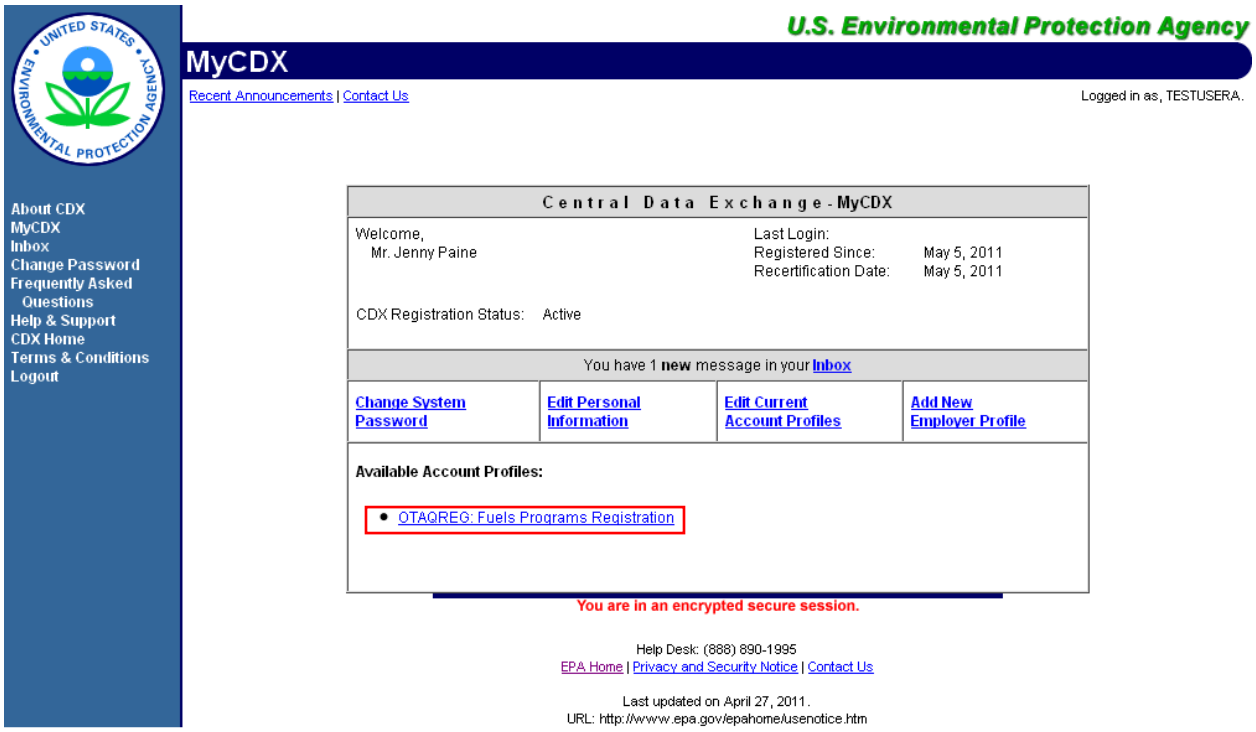
Please note that the Program ID field is also a required field. Enter "N/A" into this field and click the "Finished" button. Figure 2-9 will display.

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



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.

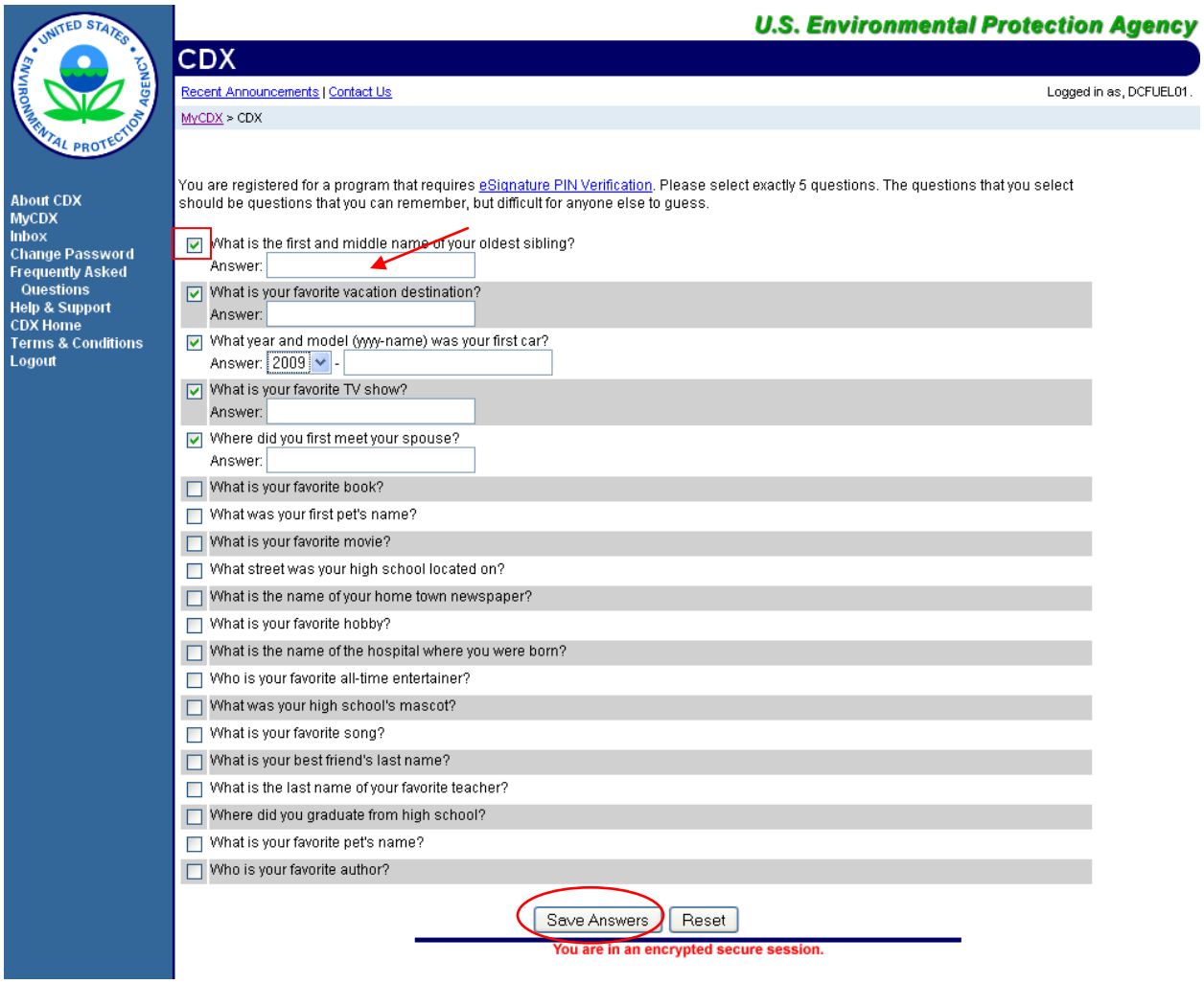
The "OTAQDCFUEL: OTAQ DC FUEL Application" dataflow link will not appear under your Available Account Profiles until your role is activated by the OTAQ Program.

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



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.

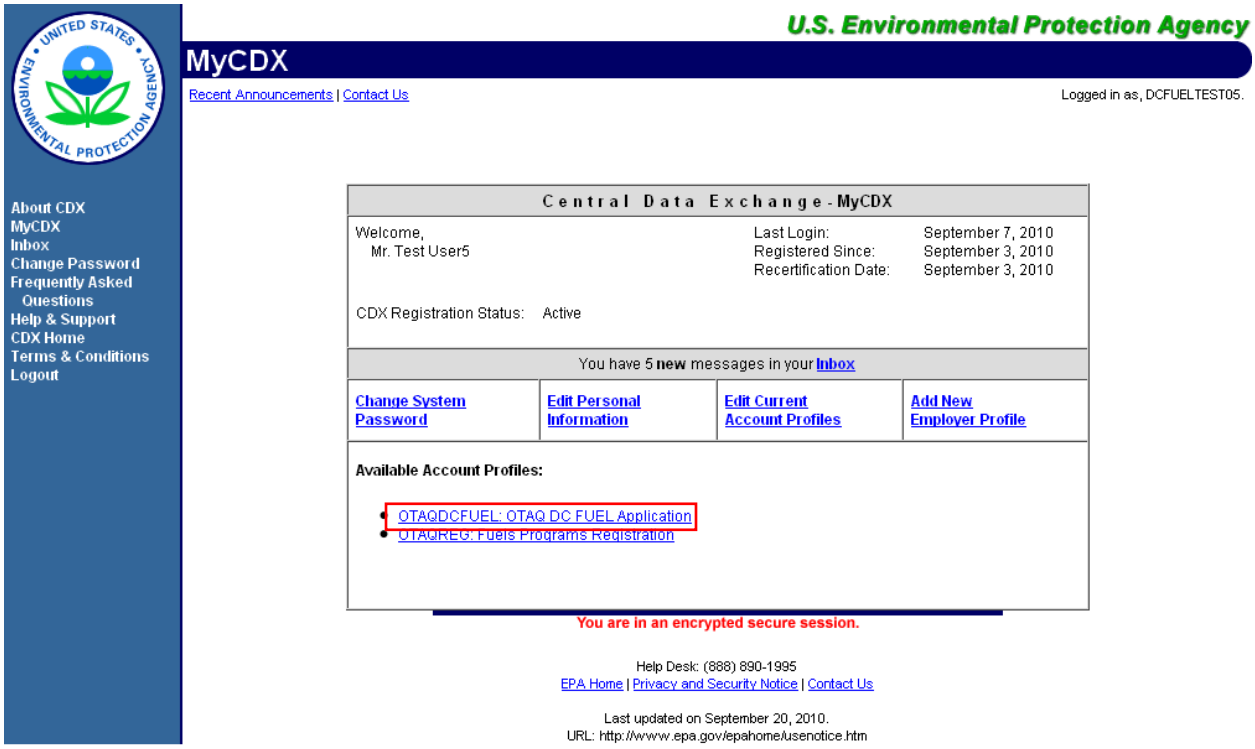
Figure 3-2 eSignature PIN Confirmation

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



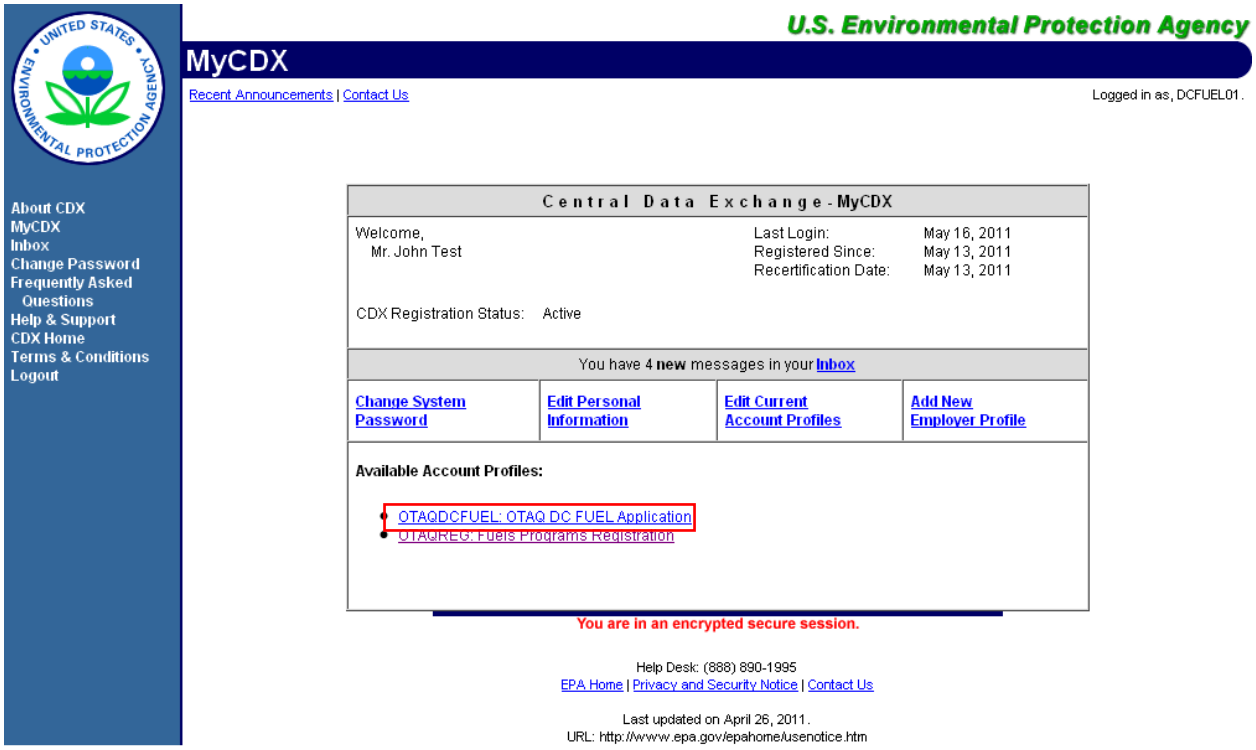
Congratulations! The "OTAQDCFUEL: OTAQ DC FUEL Application" dataflow should now appear on your MyCDX home page. You may now access the OTAQ DC FUEL application and submit reports to EPA.

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

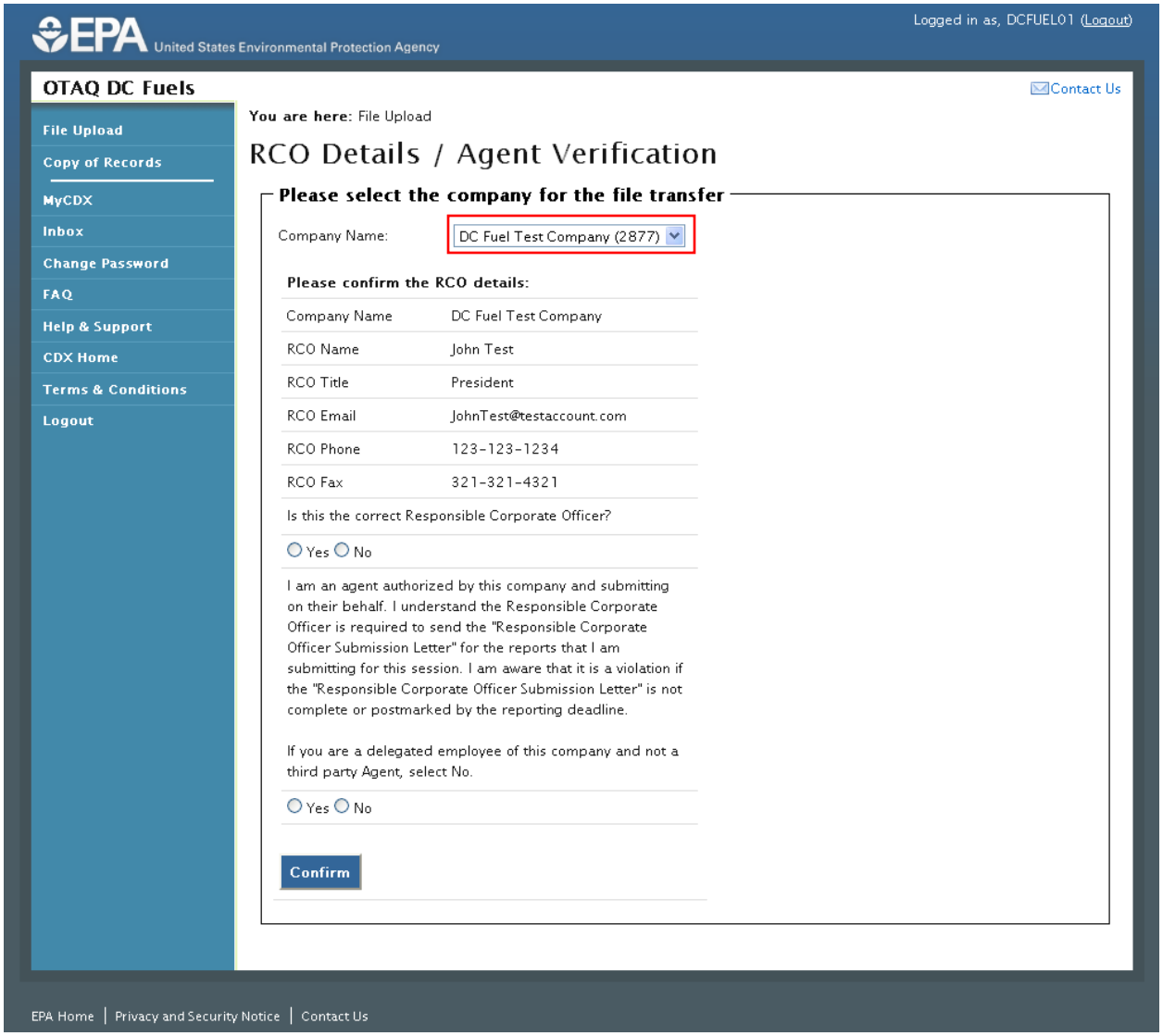
Figure 4-1 MyCDX Home Page



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

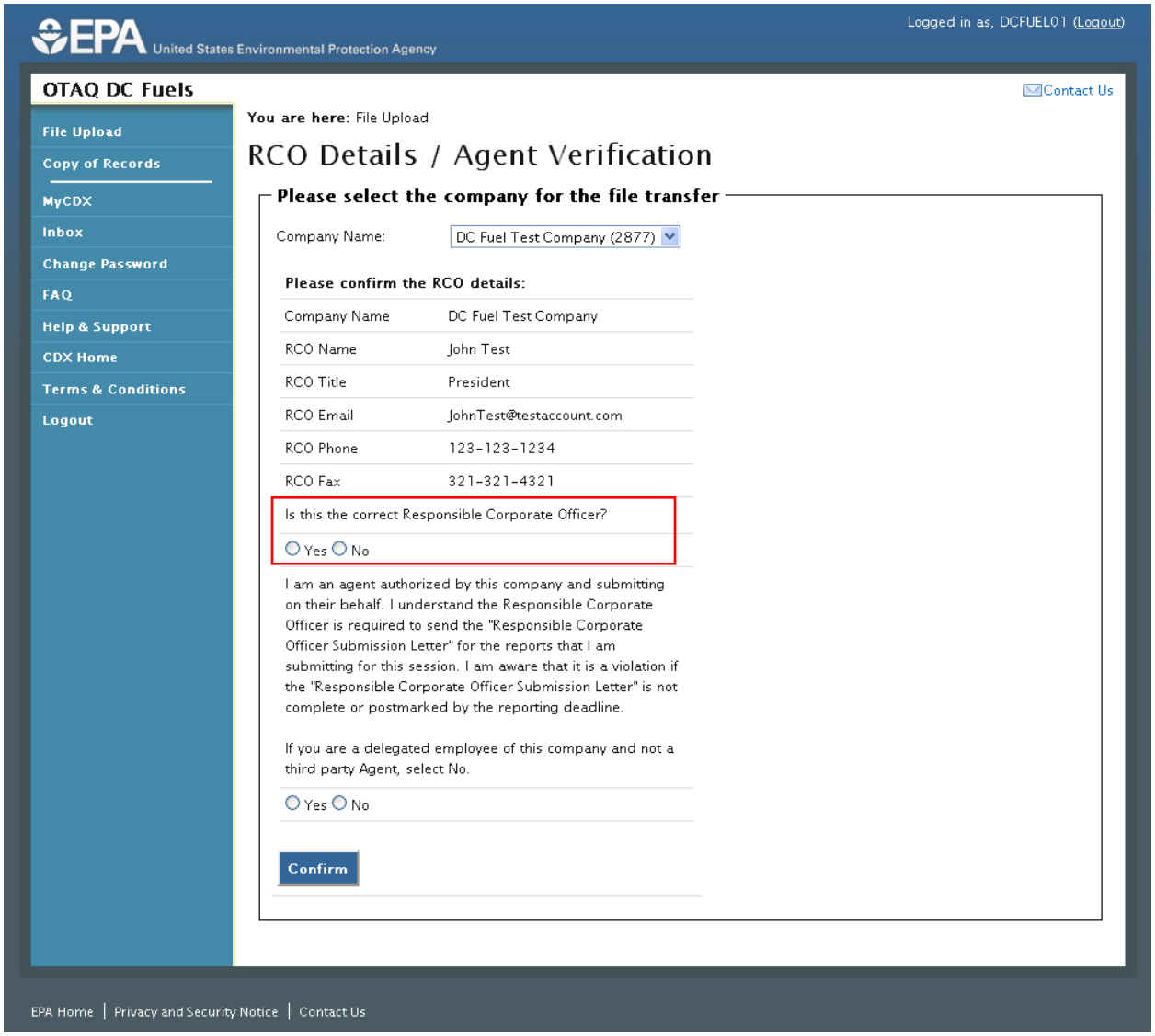


The “RCO Details” page is the DC FUEL landing page and the first step of the DC FUEL report submission process. Before moving forward you must first confirm the information displayed on this page.

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).

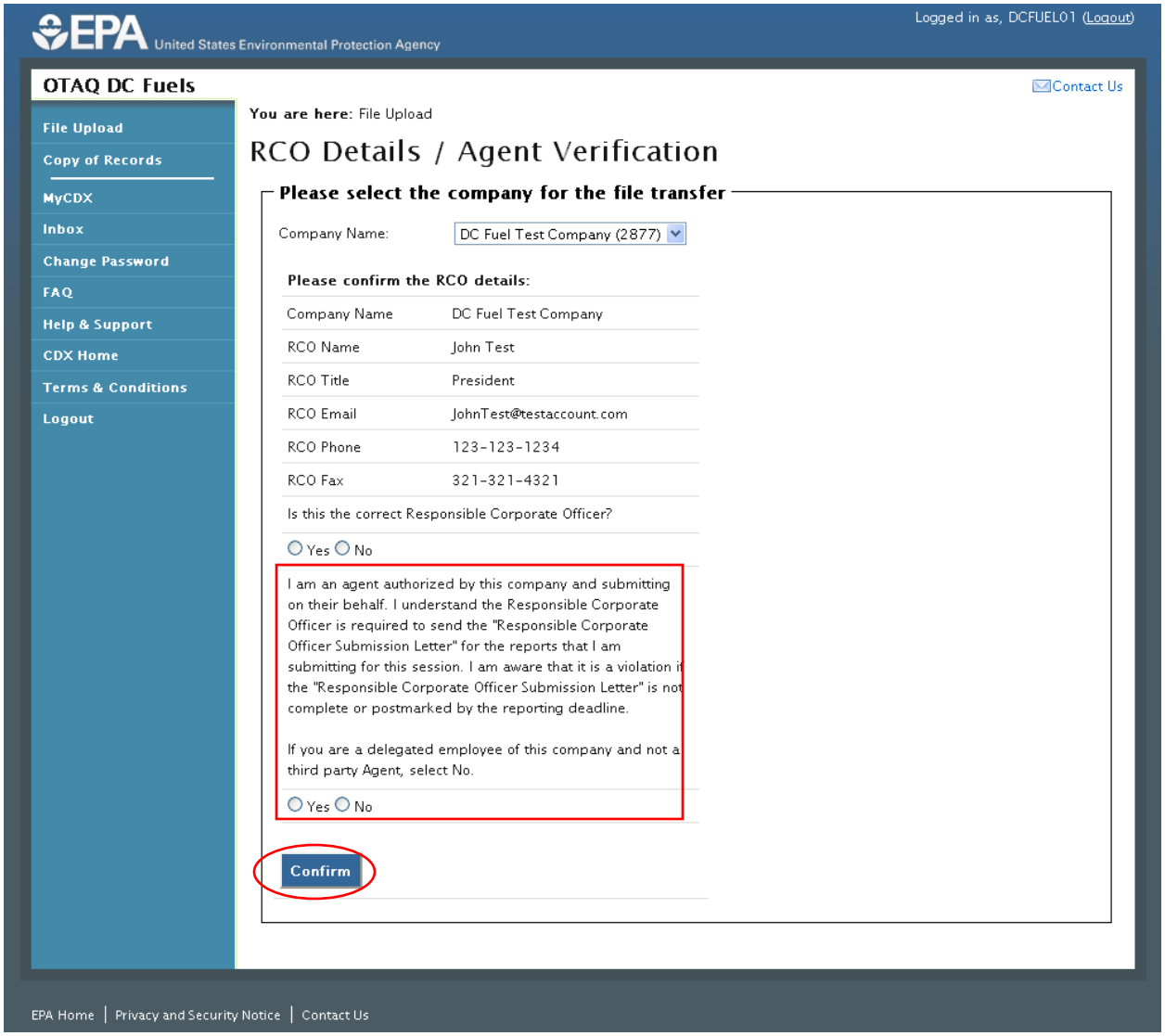
Figure 4-3 Confirm Company Responsible Corporate Officer Information



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



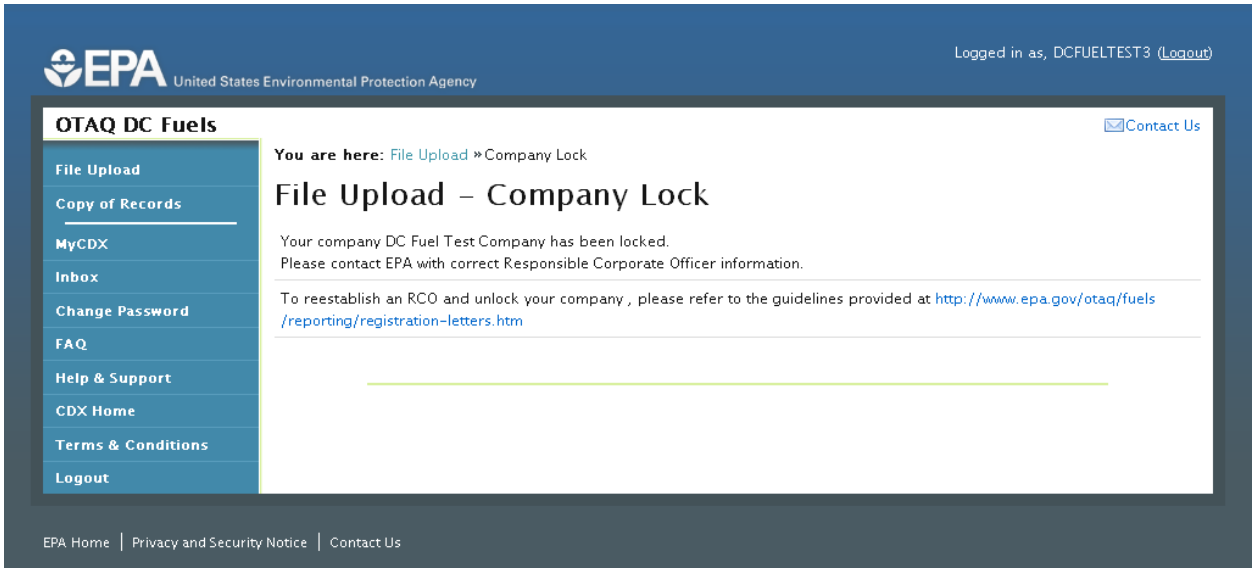
After you confirm the RCO details, you must next identify whether or not you are an agent authorized by the company to submit on their behalf. An agent is defined as any individual who is not a direct employee of the company (i.e. contractors, vendors, etc).

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



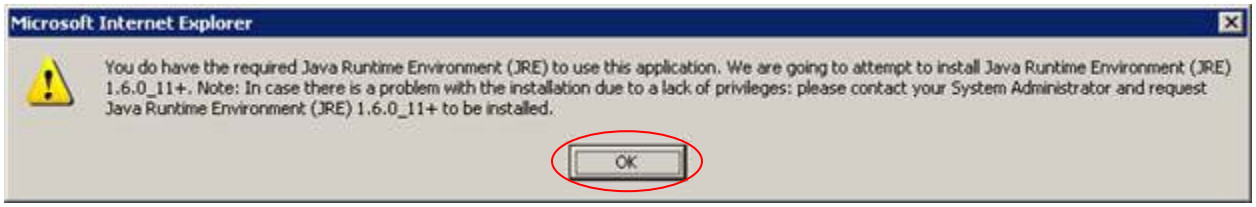
The DC FUEL application will automatically lock your company from submitting reports if the provided RCO details are not confirmed as being accurate. To unlock your company, please follow the guidelines provided at http://www.epa.gov/otaq/fuels/reporting/registration-letters.htm.

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.

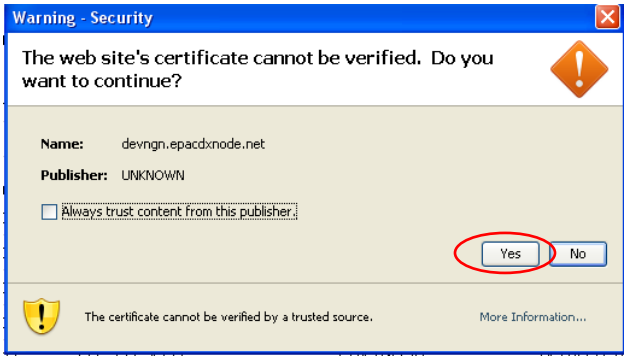
Figure 4-6 JRE Installation



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



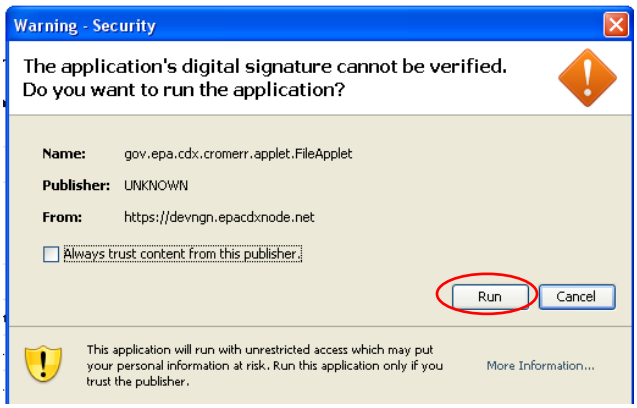


Figure 4-8 Internet Explorer Security Warnings

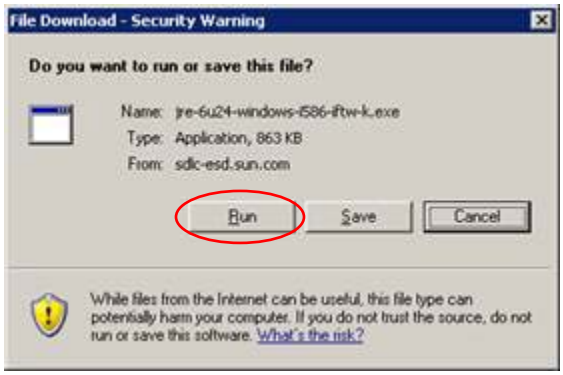


Figure 4-9 Safari Security Warnings

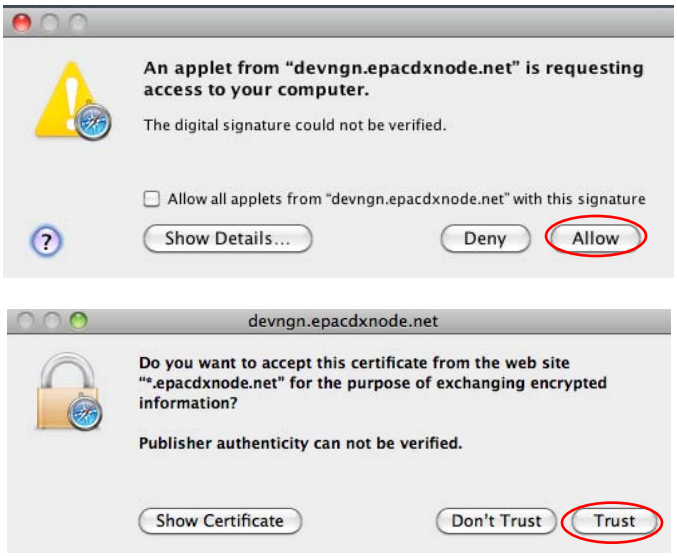
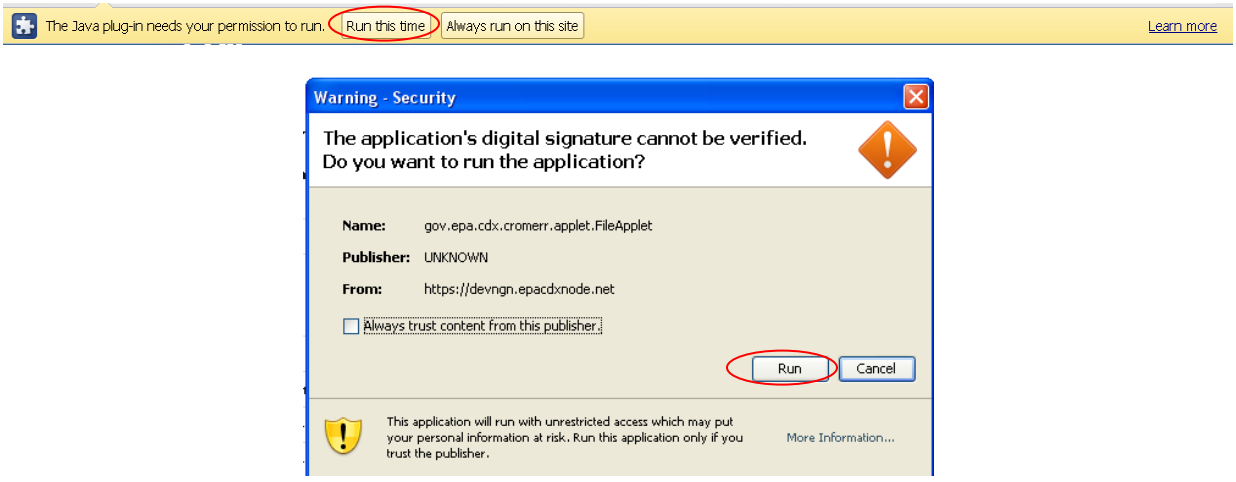
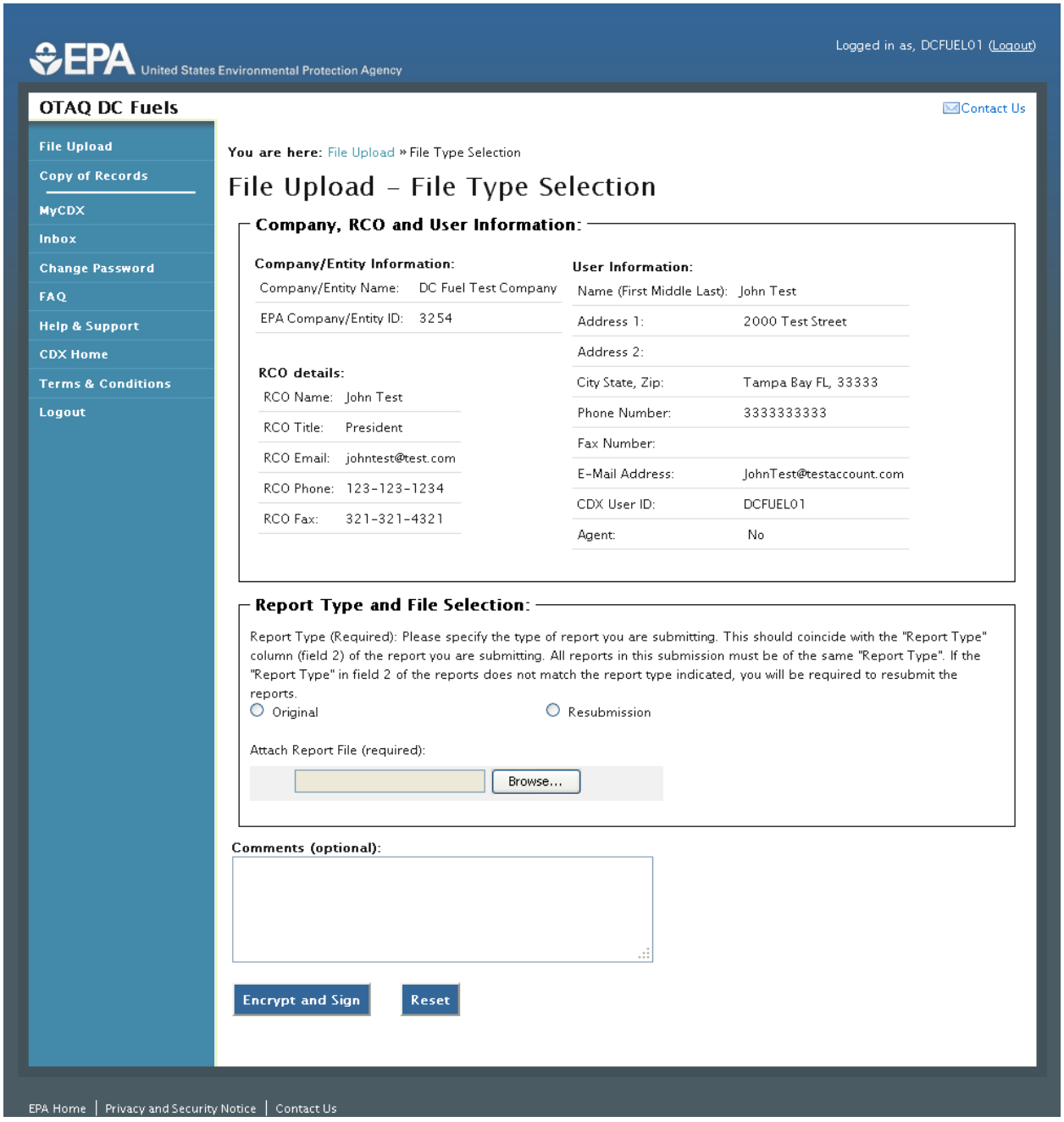


Figure 4-10 Google Chrome Security Warnings



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

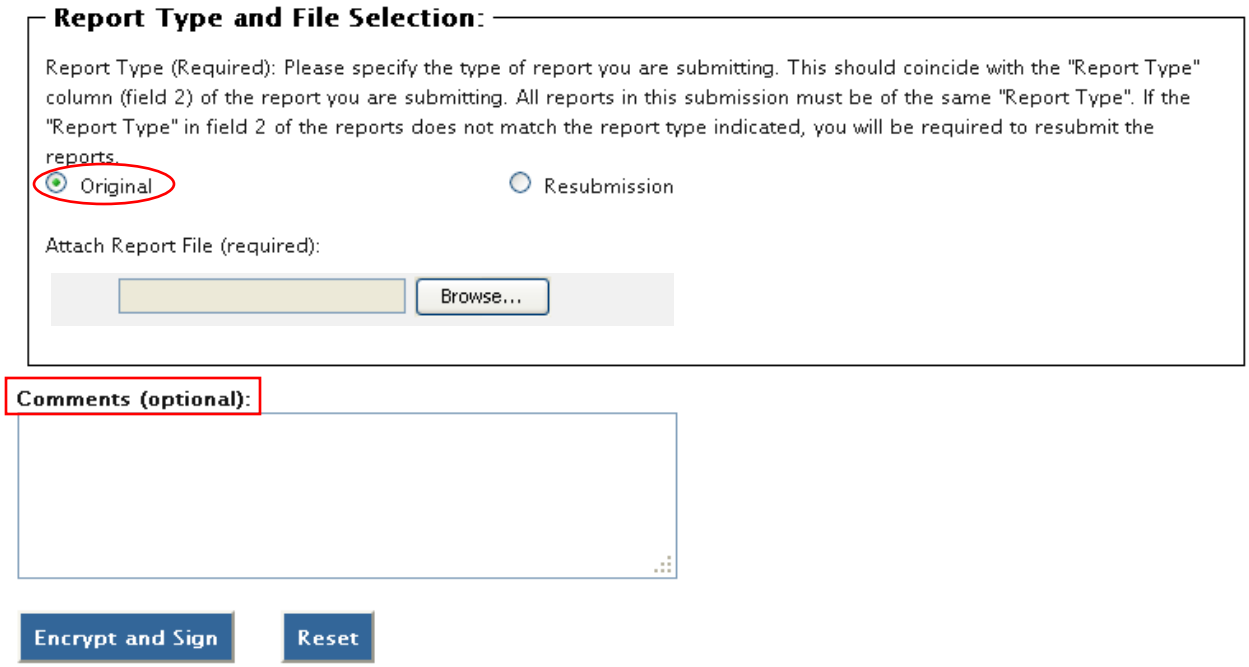


The "File Upload – File Type Selection" page is where you will upload your report submission file. The top section of the page displays a summary of the selected Company, RCO, and User information.

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).

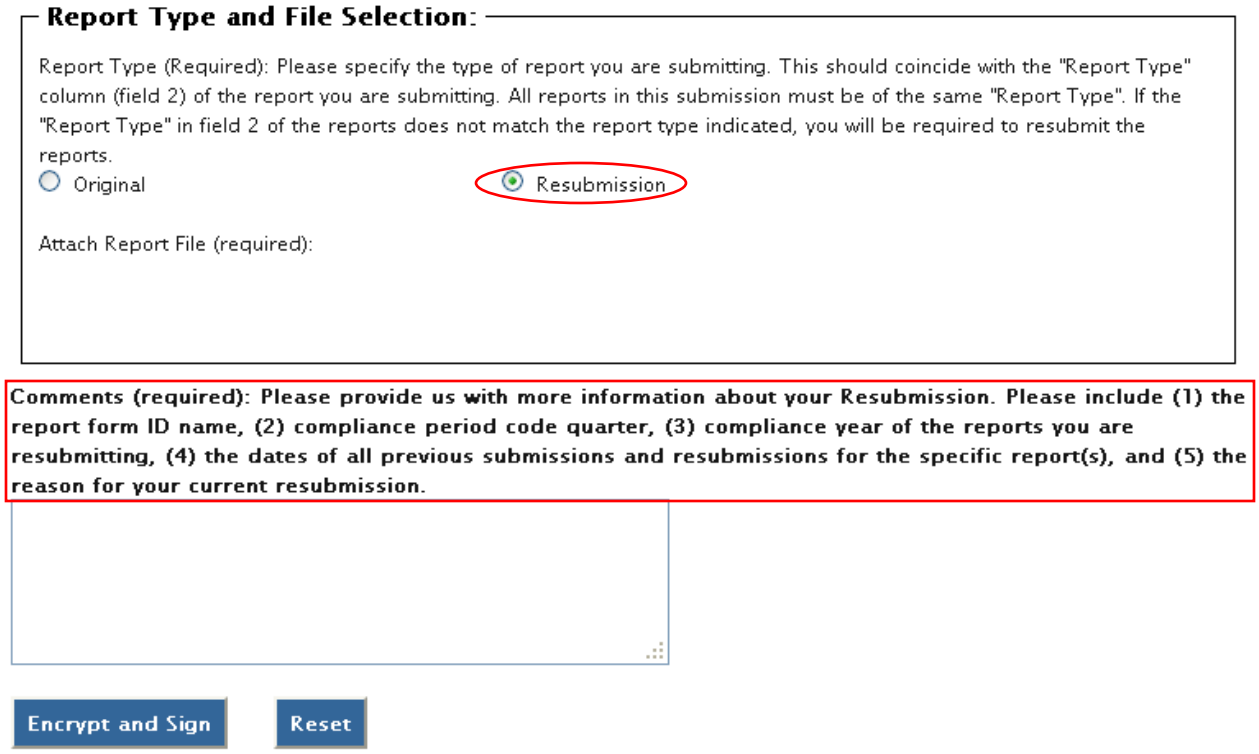
You must first identify whether your report is an original submission or a resubmission. If you identify your submission as an "Original" then you may optionally provide comments in the comments field as seen in Figure 4-12.

Figure 4-12 Report Type "Original"



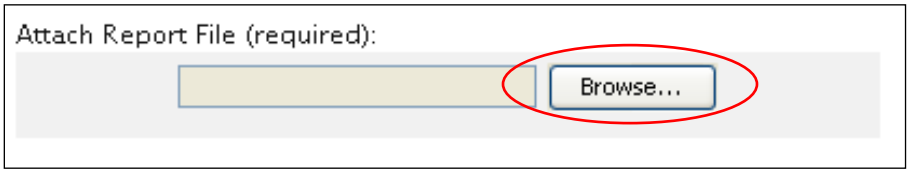
If you identify your submission as a "Resubmission" you are required to provide comments in the comments field as seen in Figure 4-13. Please include the report form ID name, compliance period code quarter, compliance year of the reports you are resubmitting, the dates of all previous submissions and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

Figure 4-13 Report Type "Resubmission"



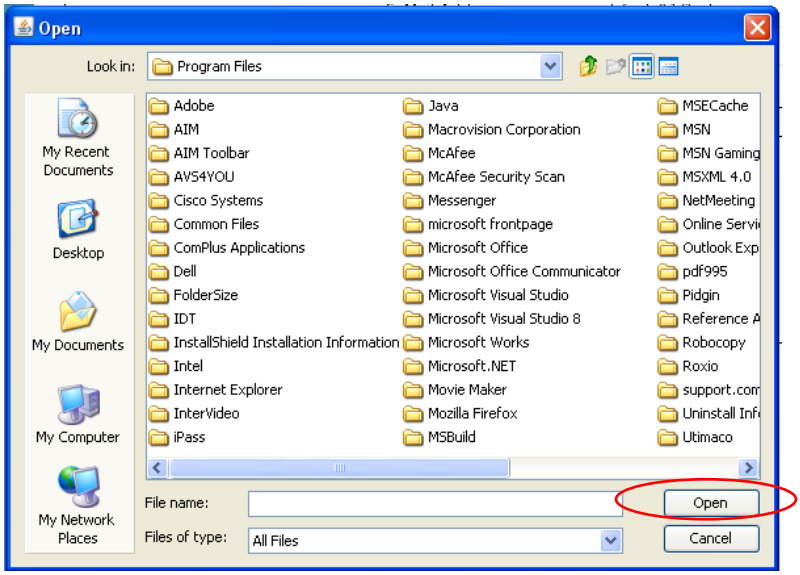
After identifying the Report Type, you are required to attach your report file as seen in Figure 4-14.

Figure 4-14 Attach Report File



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

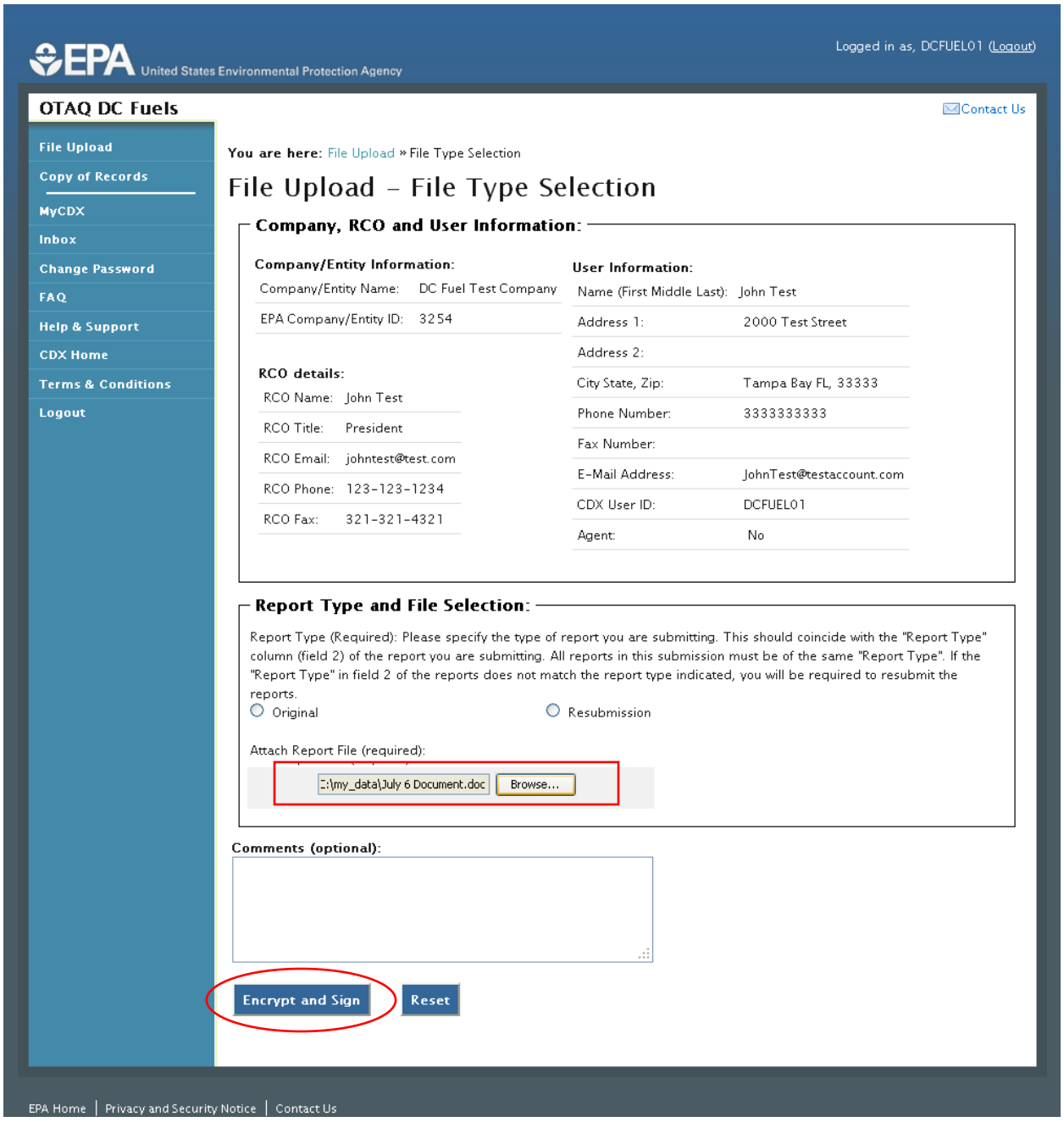
Figure 4-15 File Open Dialogue Box



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

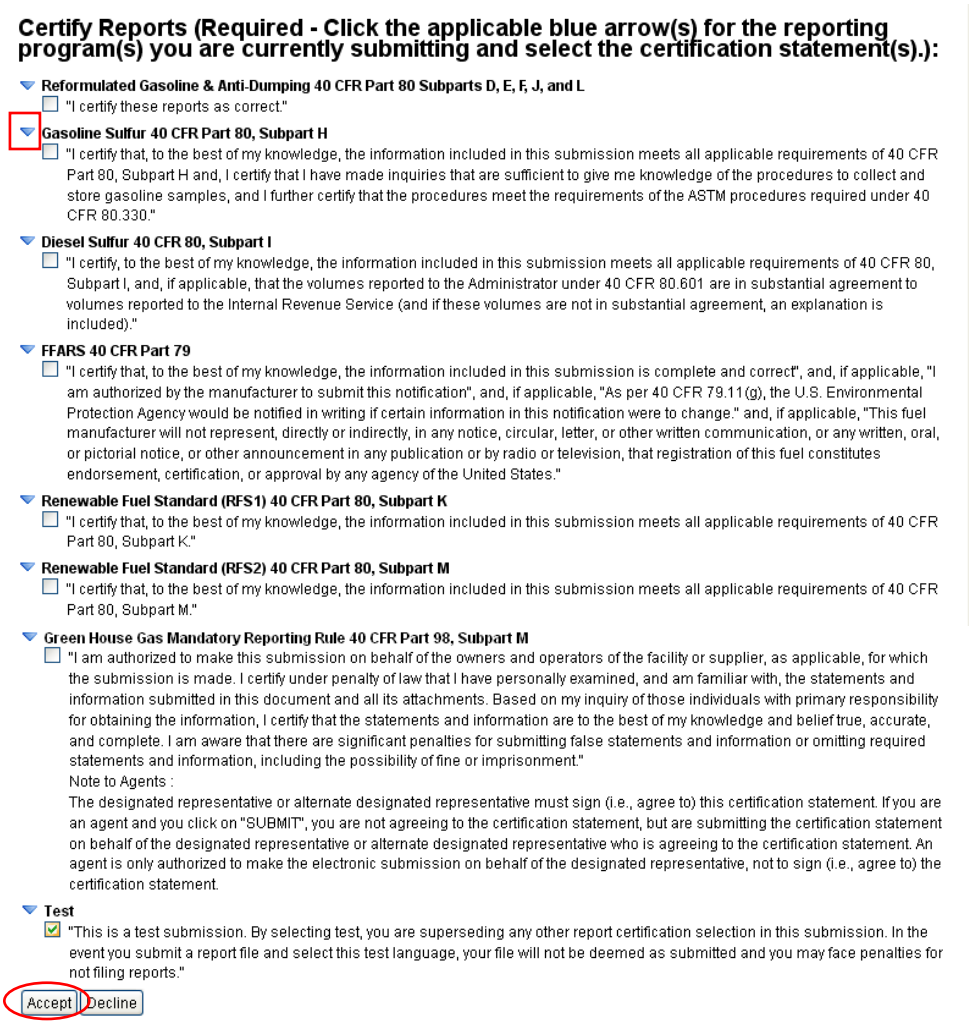


Once you have provided information for all required fields and your report file is selected, click the “Encrypt and Sign” button at the bottom of the page. Figure 4-17 will display.

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

4.4 Select Certify Reports

Figure 4-17 Certify Reports



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.

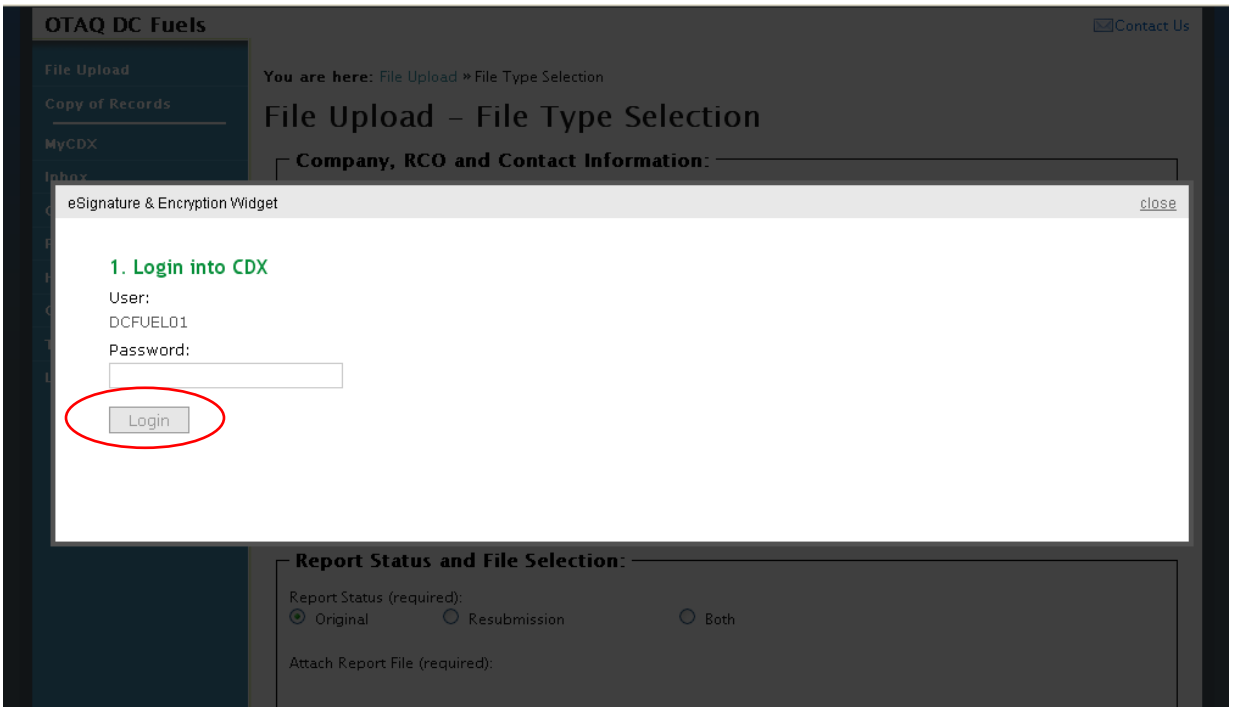
You may submit for multiple Fuel Reporting Programs by selecting multiple check boxes.

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



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 heldesk@cdx.net.

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

Figure 4-19 Failed Authentication

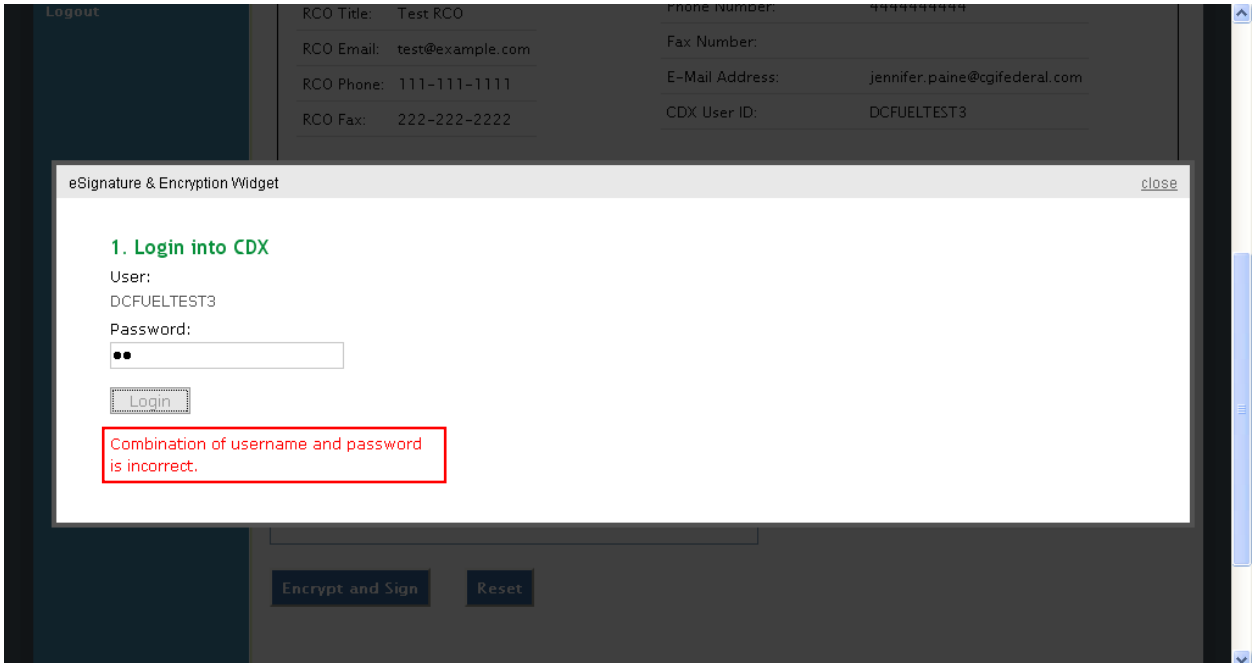
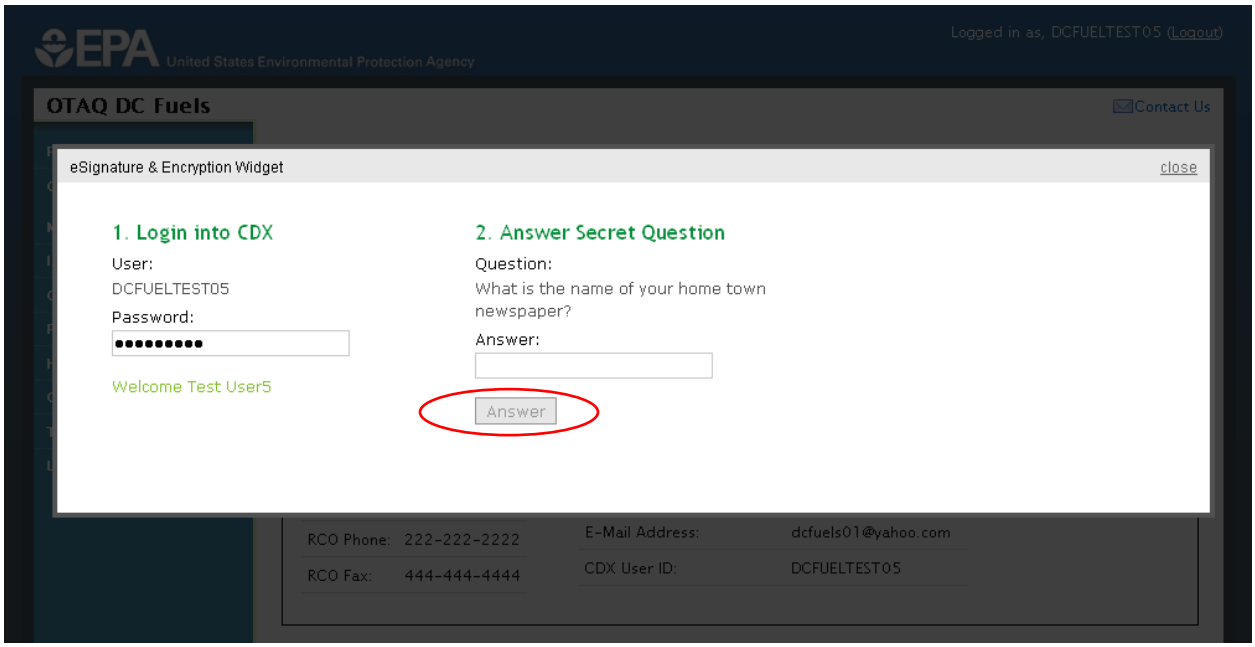


Figure 4-20 Answer Secret Question



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 heldesk@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

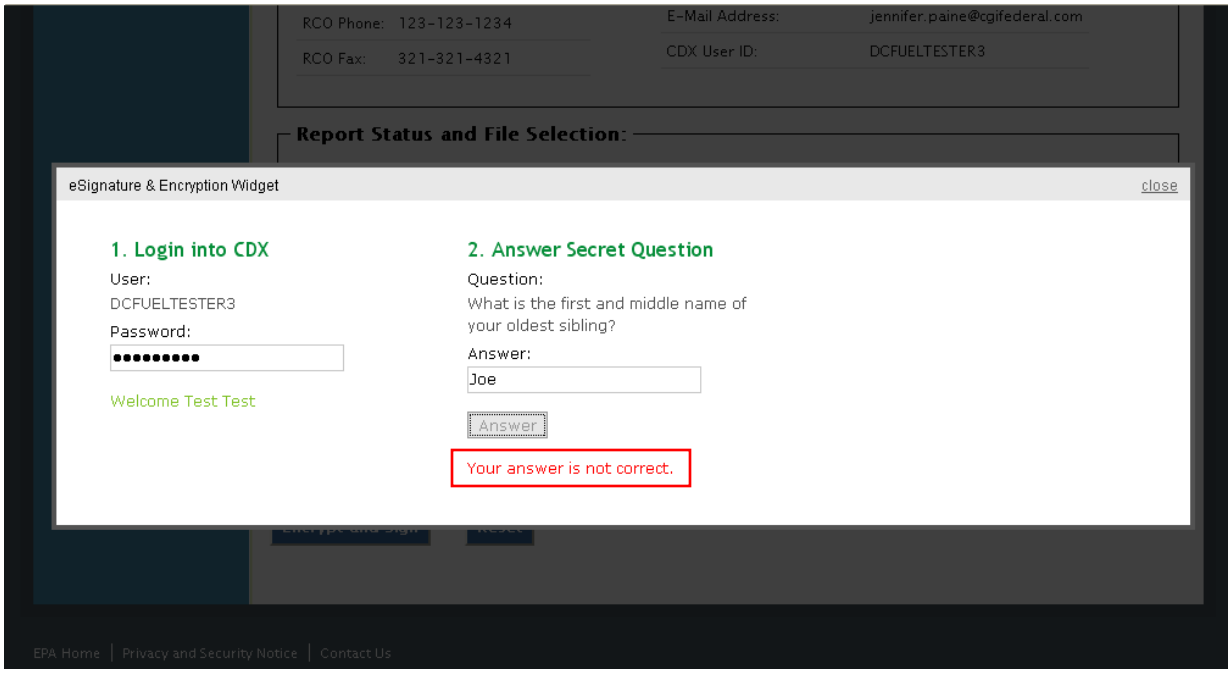
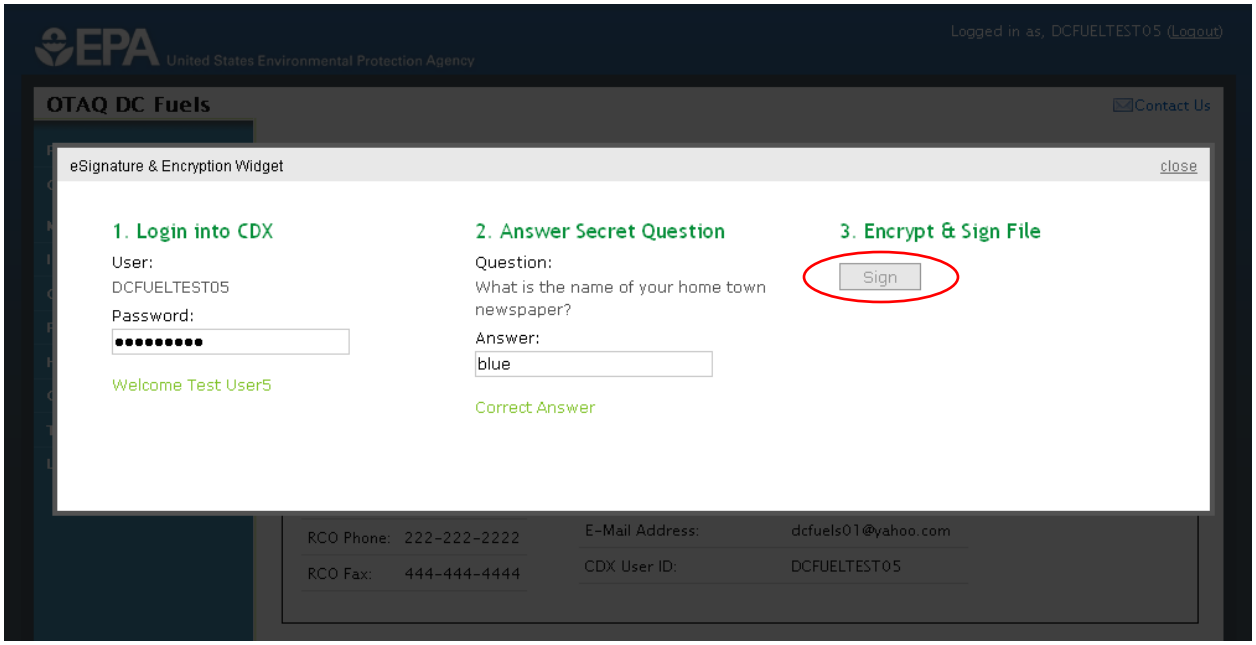


Figure 4-22 Encrypt and Sign File



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

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.

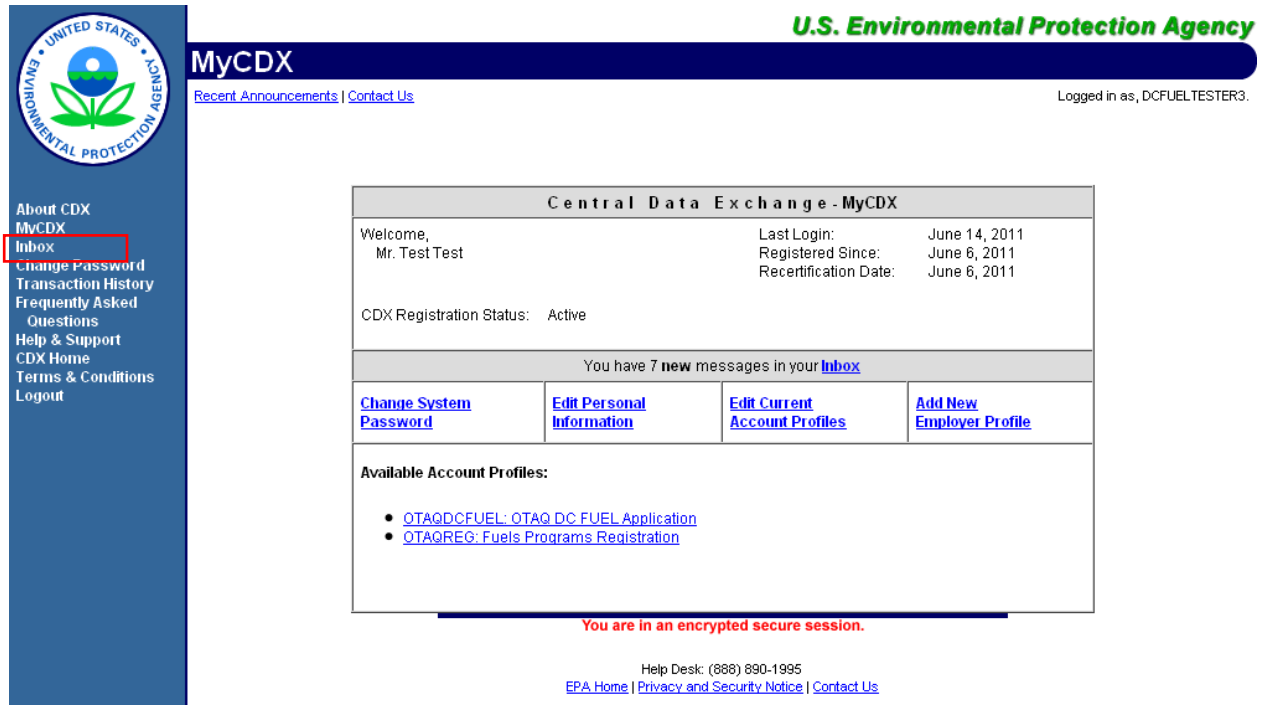
5 View Activity History

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



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

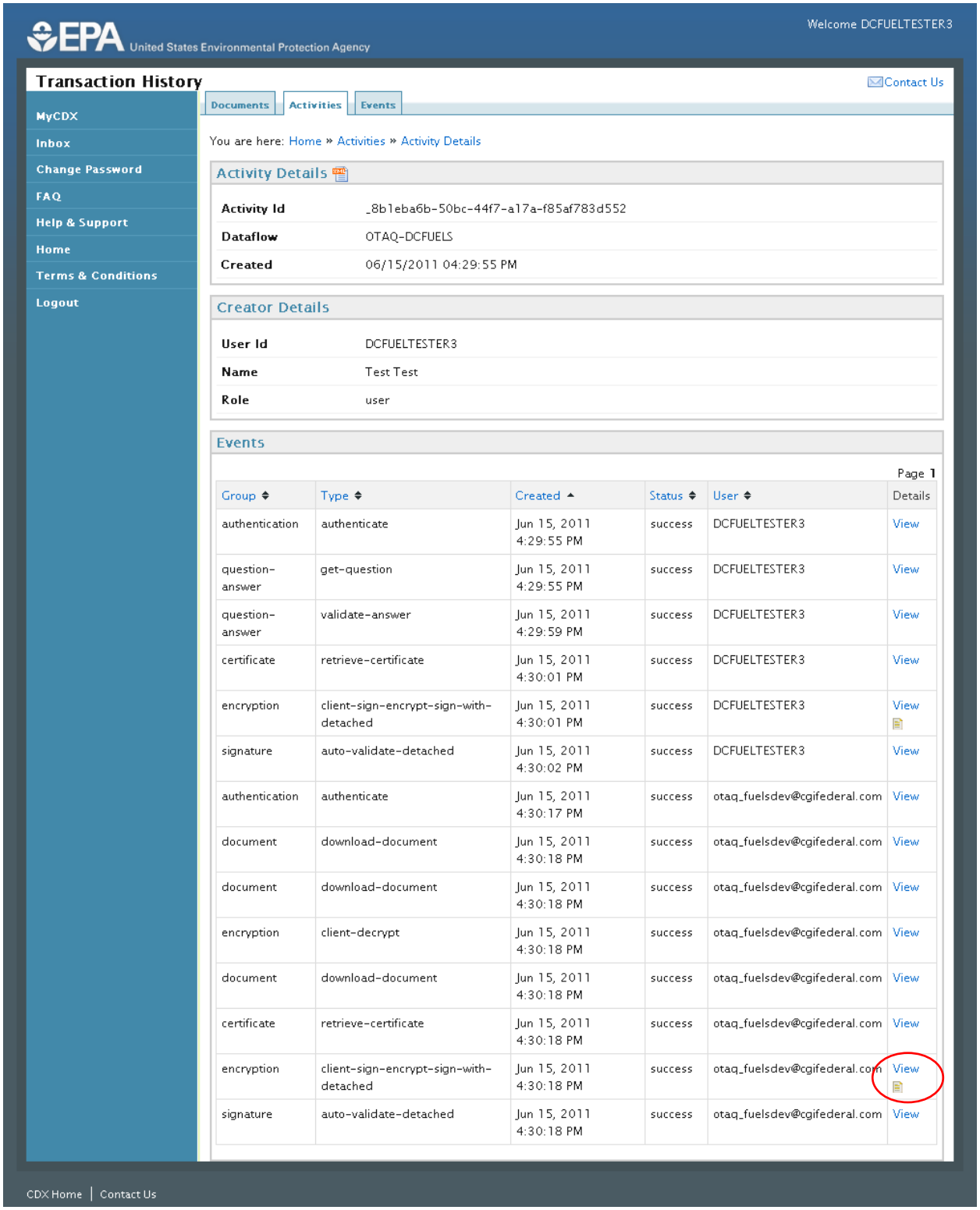
Click the email from "CROMERR Notification Service" with the subject line, "You successfully signed a document." Figure 5-3 will display.

Figure 5-3 CROMERR Notification Service Inbox Message

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

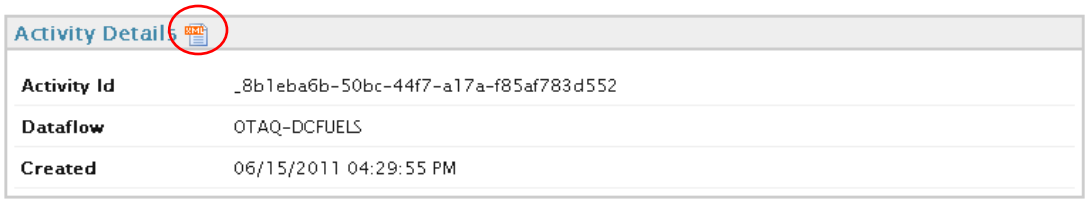


The "Activity Details" page displays the Activity Details, Creator Details, and Events for the submission.

5.2.1 Activity Details

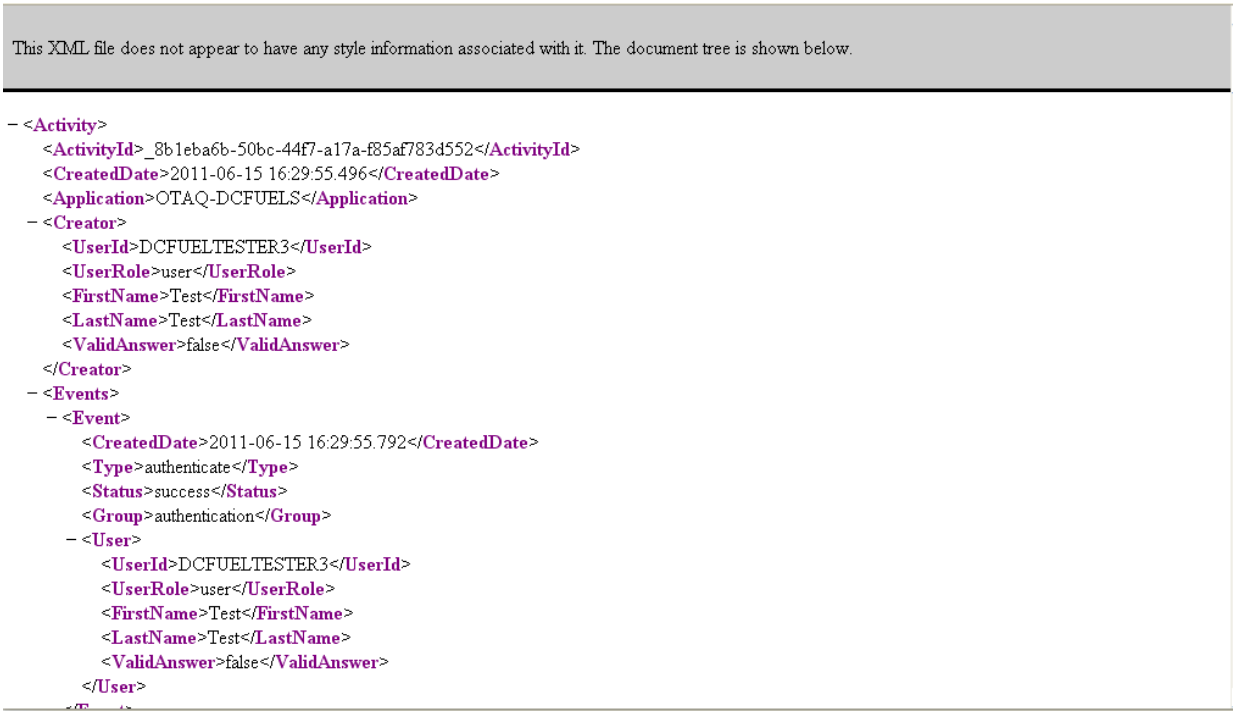
The Activity Details section displays the Activity ID, submitting Dataflow and the timestamp the submission was created as seen in Figure 5-5.

Figure 5-5 Activity Details



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

Figure 5-6 XML File



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

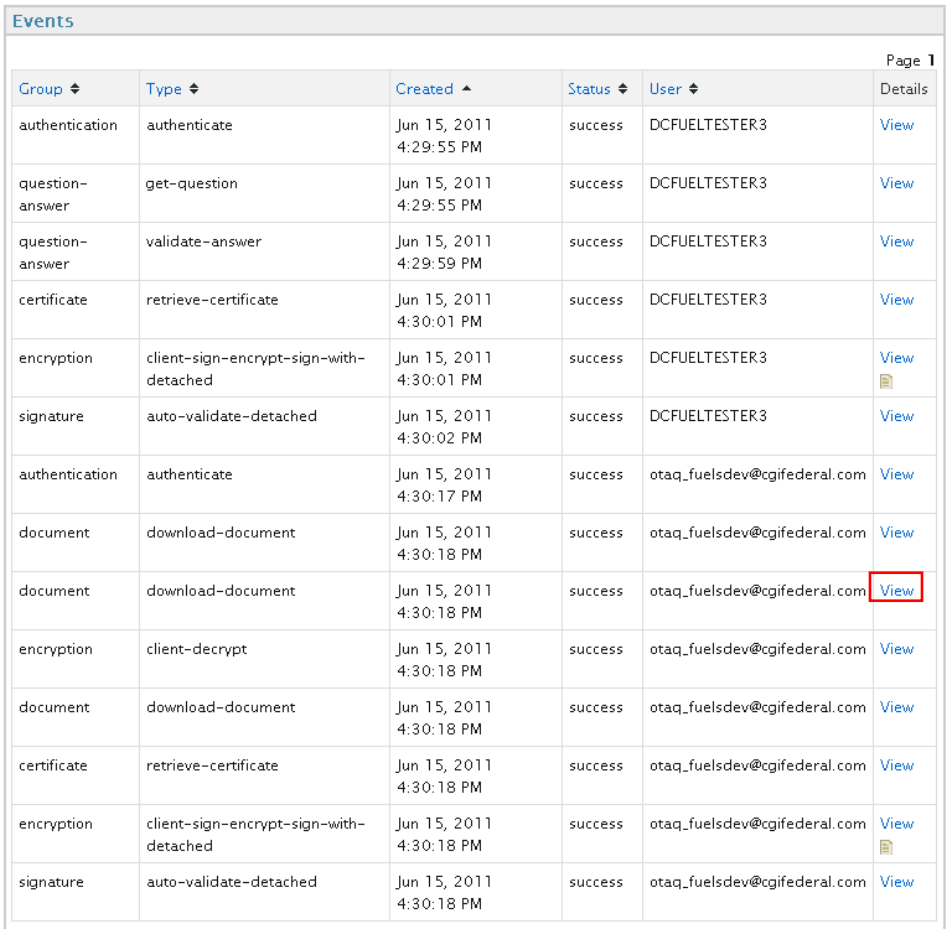
Creator Details

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



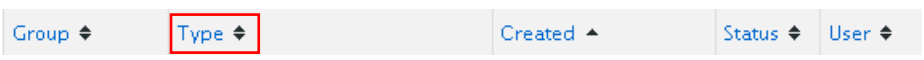
Events

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.

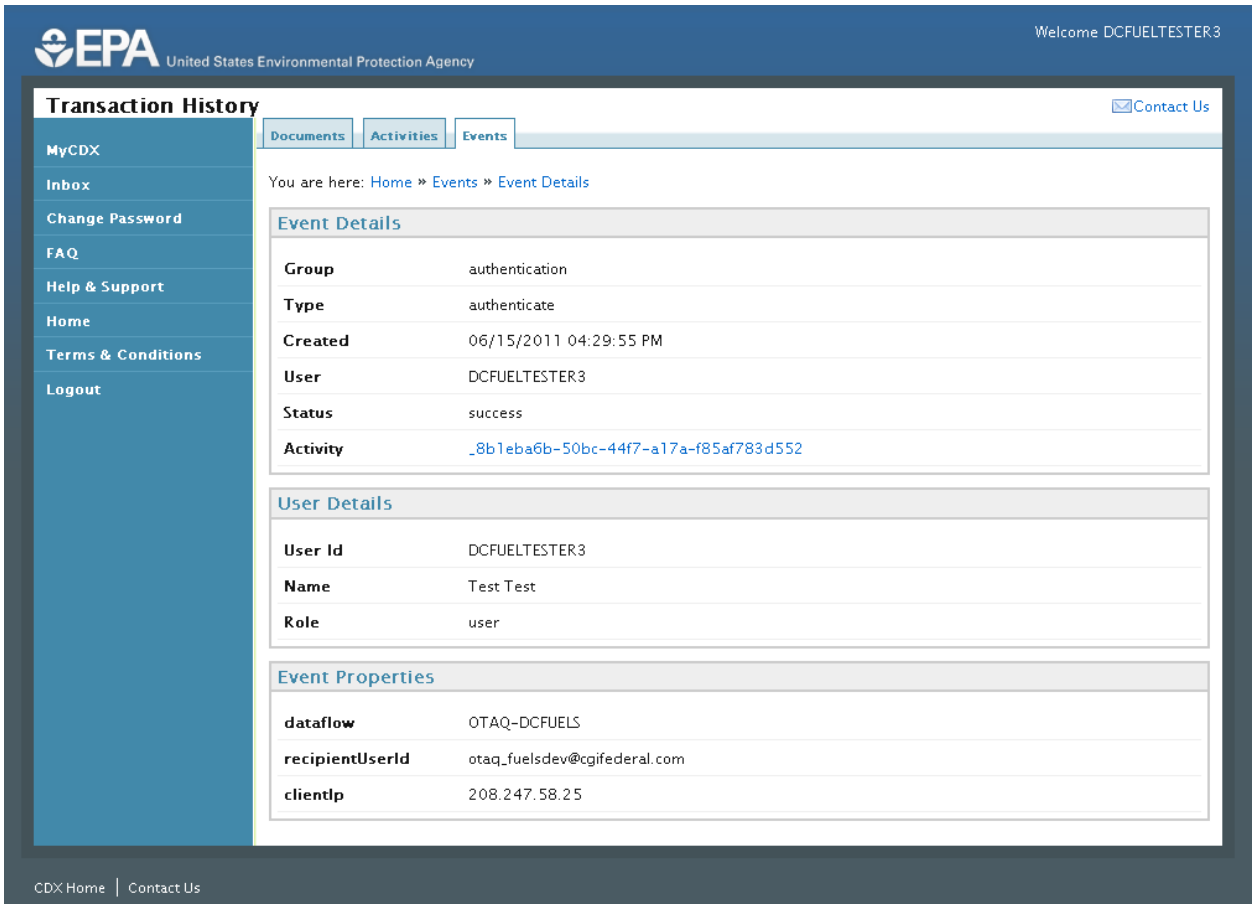
Figure 5-9 Sort Events



Group Type Created Status User

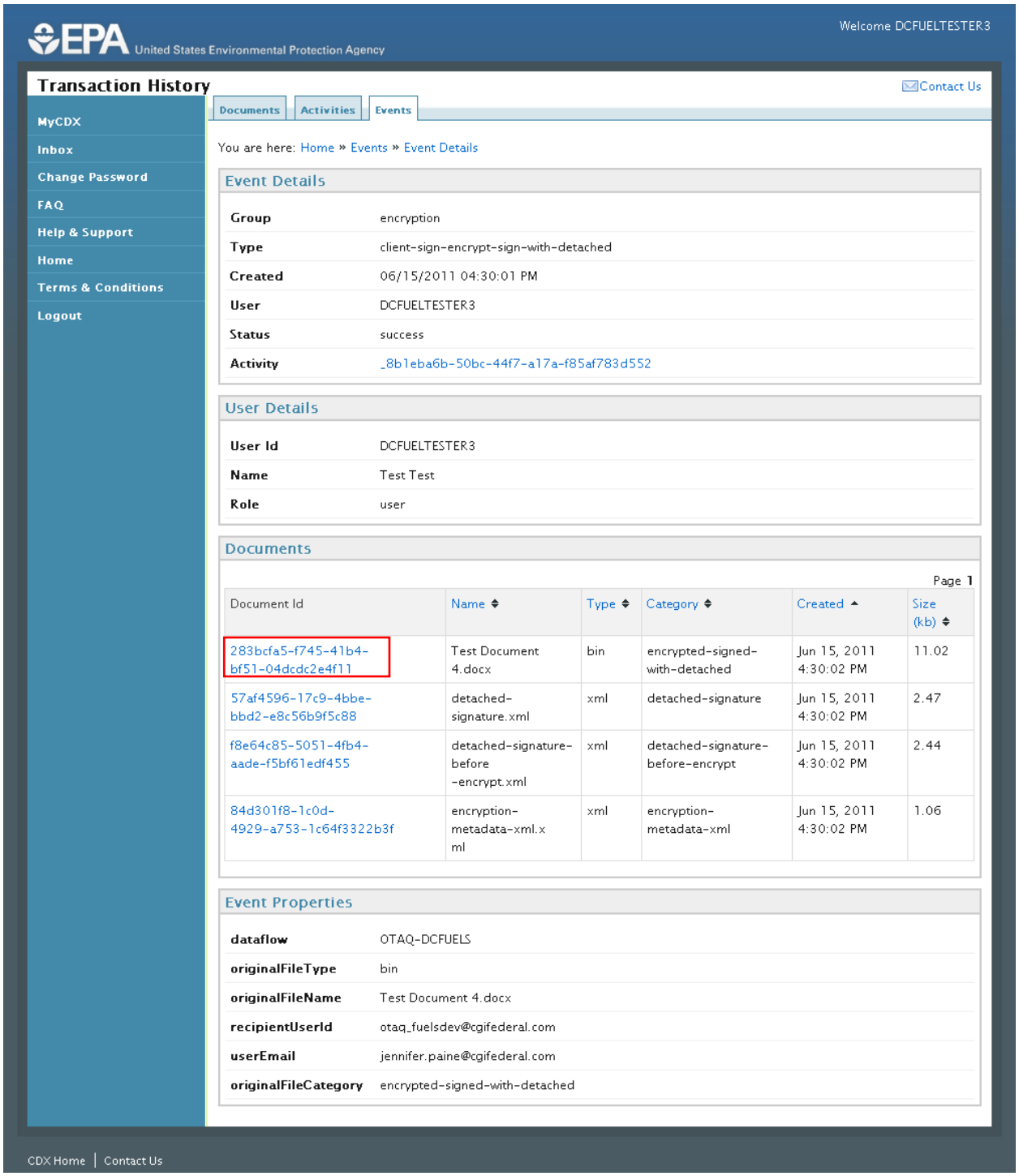
Click the “view” link in the Details column to view additional information on a specific event. Figure 5-11 displays the “Event Details” page for any event identified as an “encryption”. These events contain a document icon in the Details column. Figure 5-10 displays the “Event Details” page for all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

Figure 5-10 Event Details



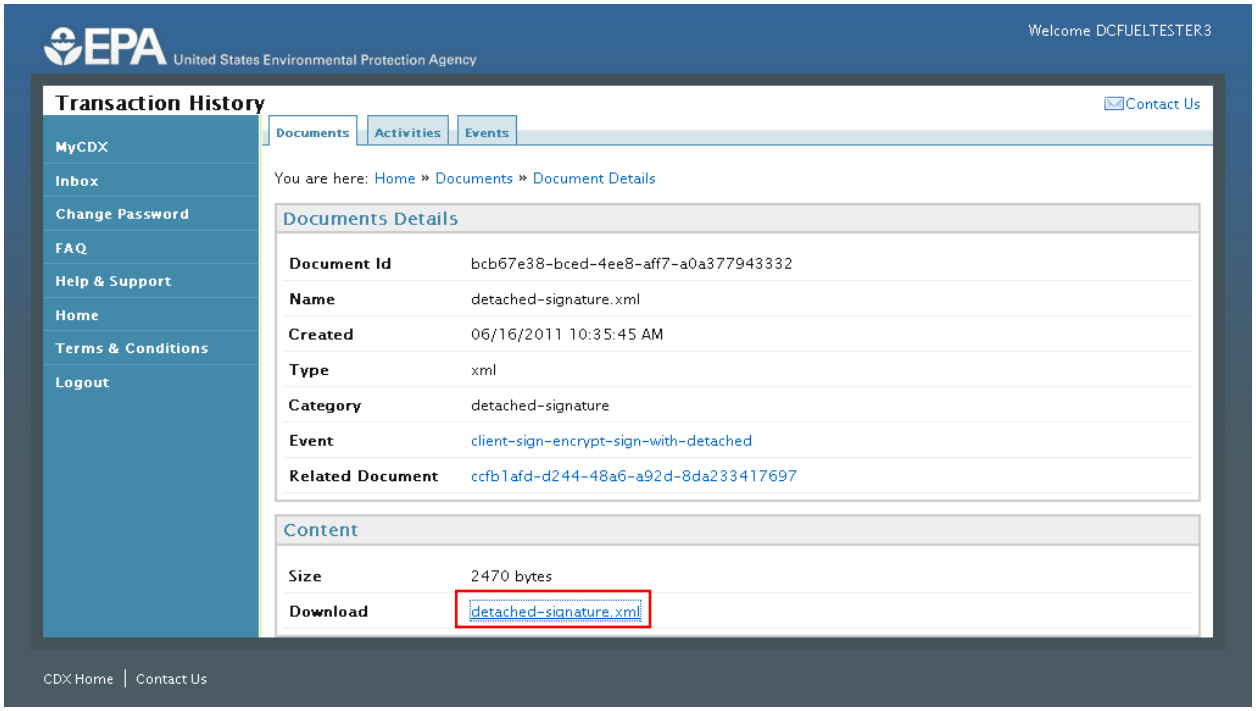
The “Event Details” page displays the Event Details, User Details, and Event Properties for the event.

Figure 5-11 Encryption Event Details



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

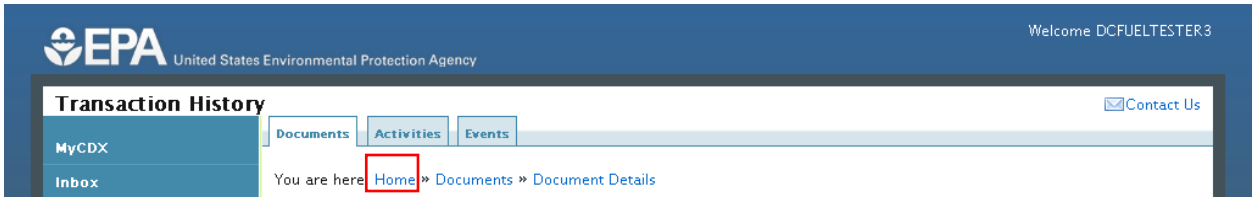
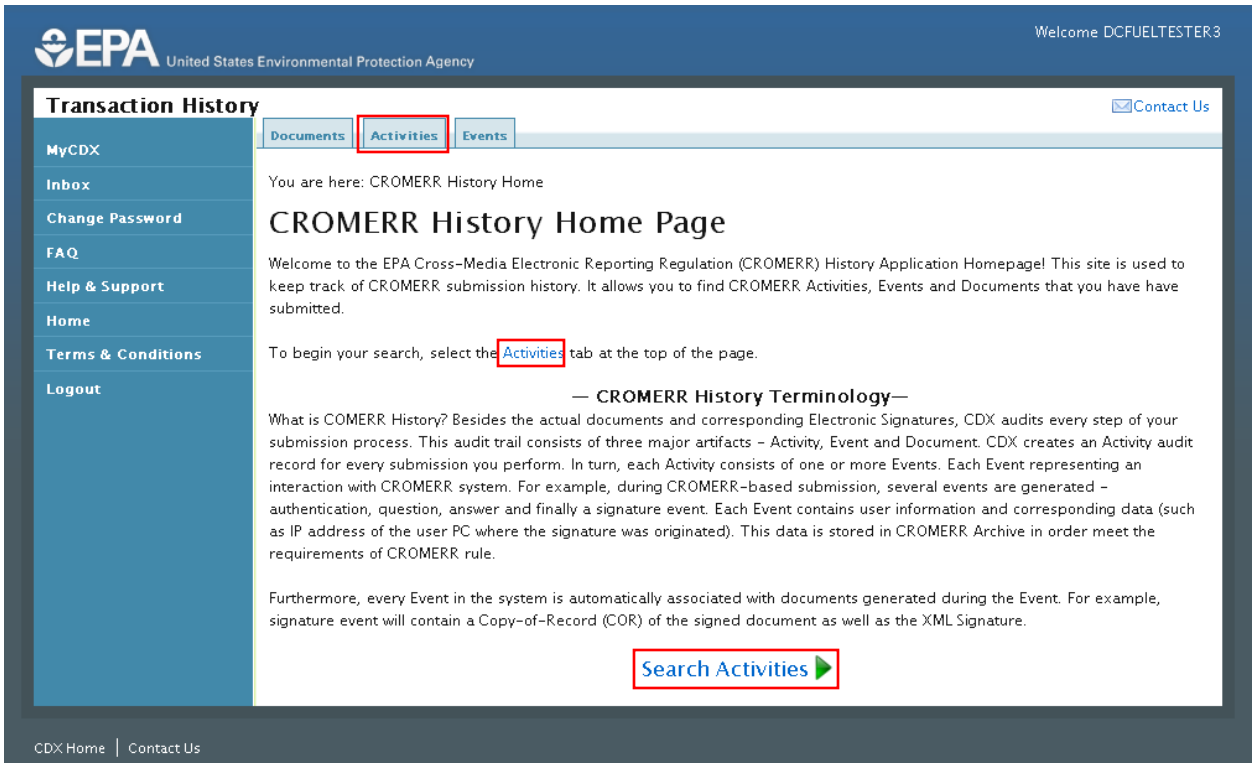


Figure 5-14 CROMERR History Home Page

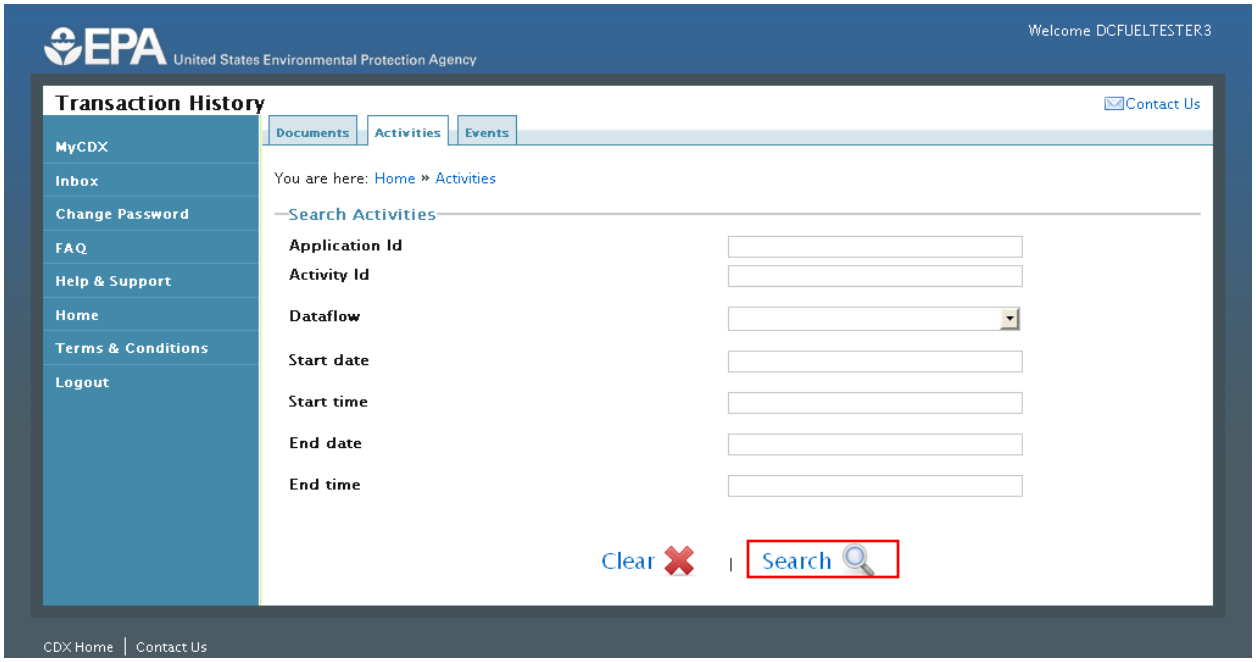


There are three different search functionalities provided in the CROMERR search: Documents Search, Activities Search, and Events Search.

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

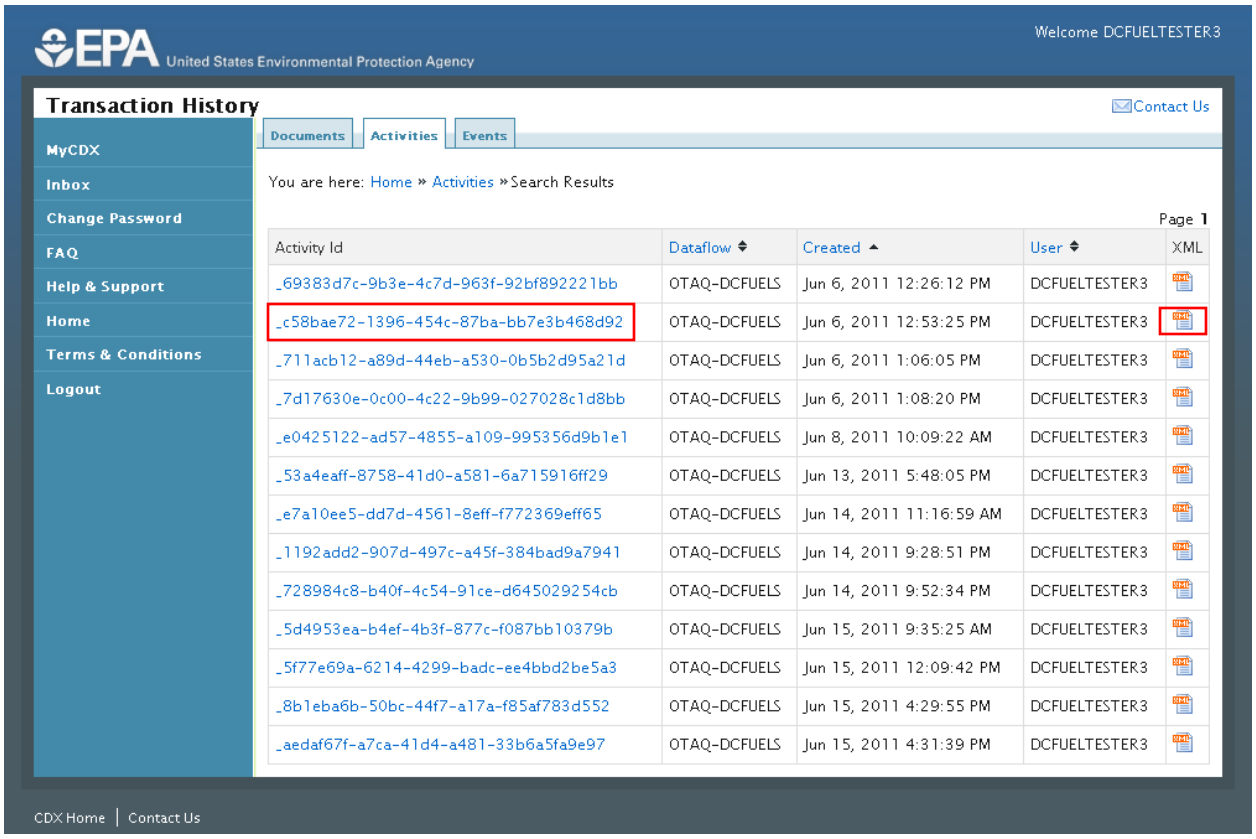


The "CROMERR Activity Search" page allows you to search for activities by any of the following search criteria:

- 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 “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.

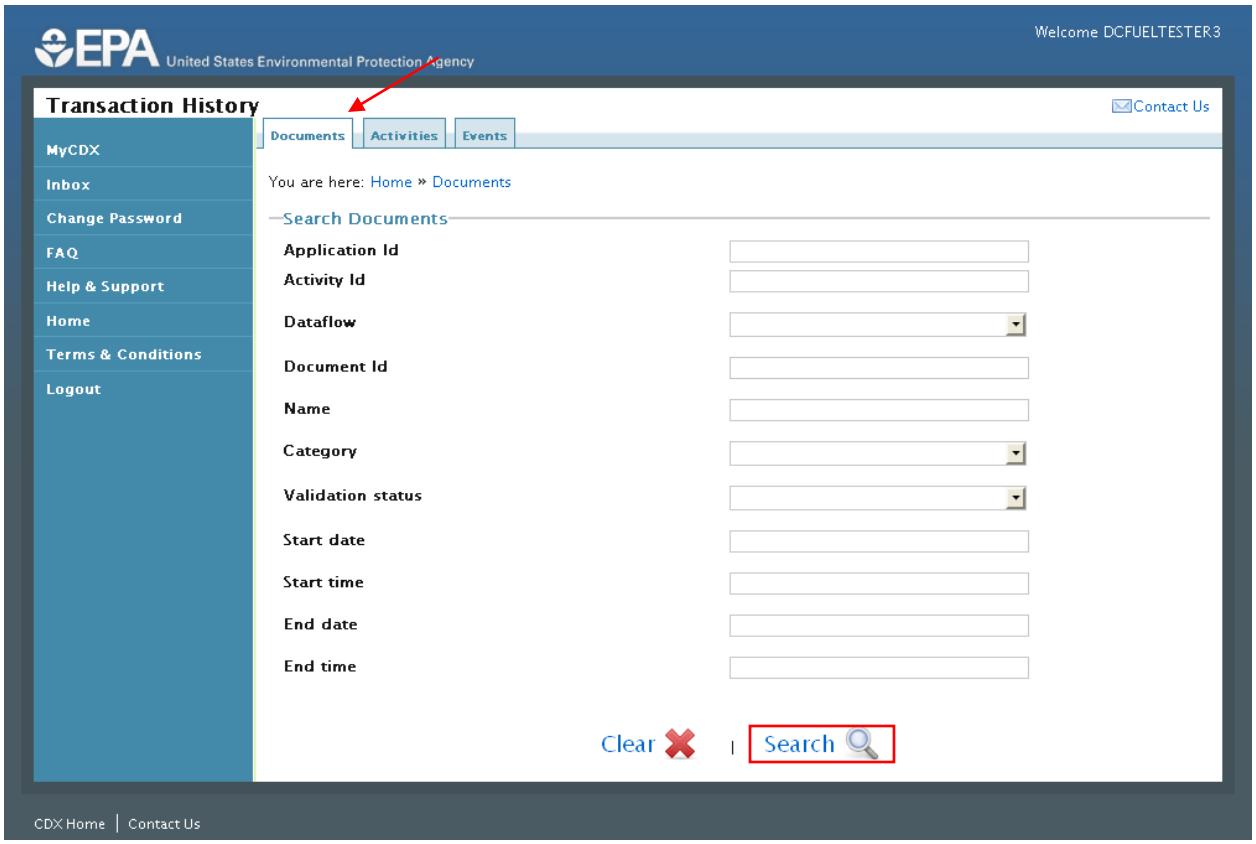
Figure 5-17 Sort CROMERR Activity Search Results

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

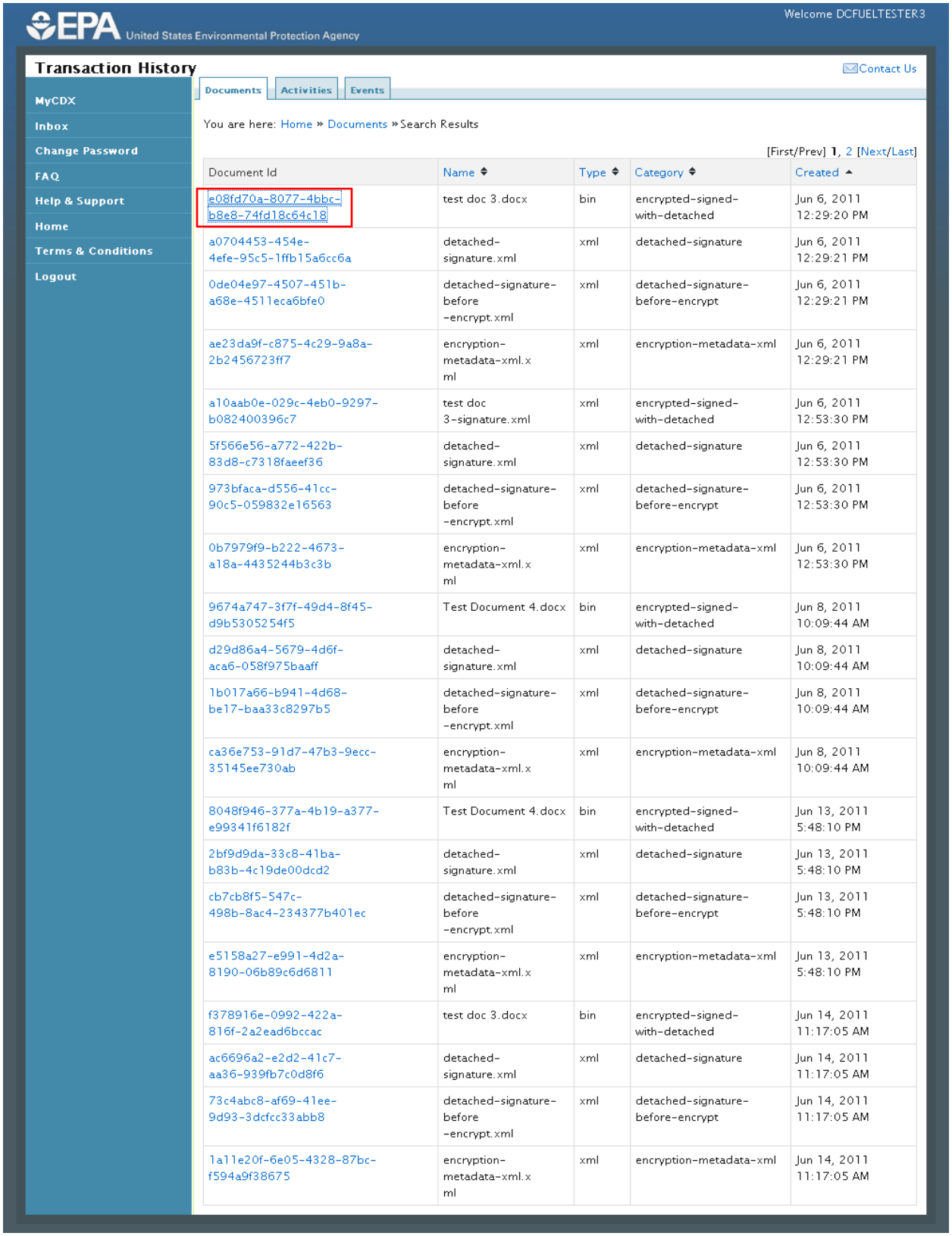


The "CROMERR Document Search" page allows you to search for documents by any of the following search criteria:

- 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



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.

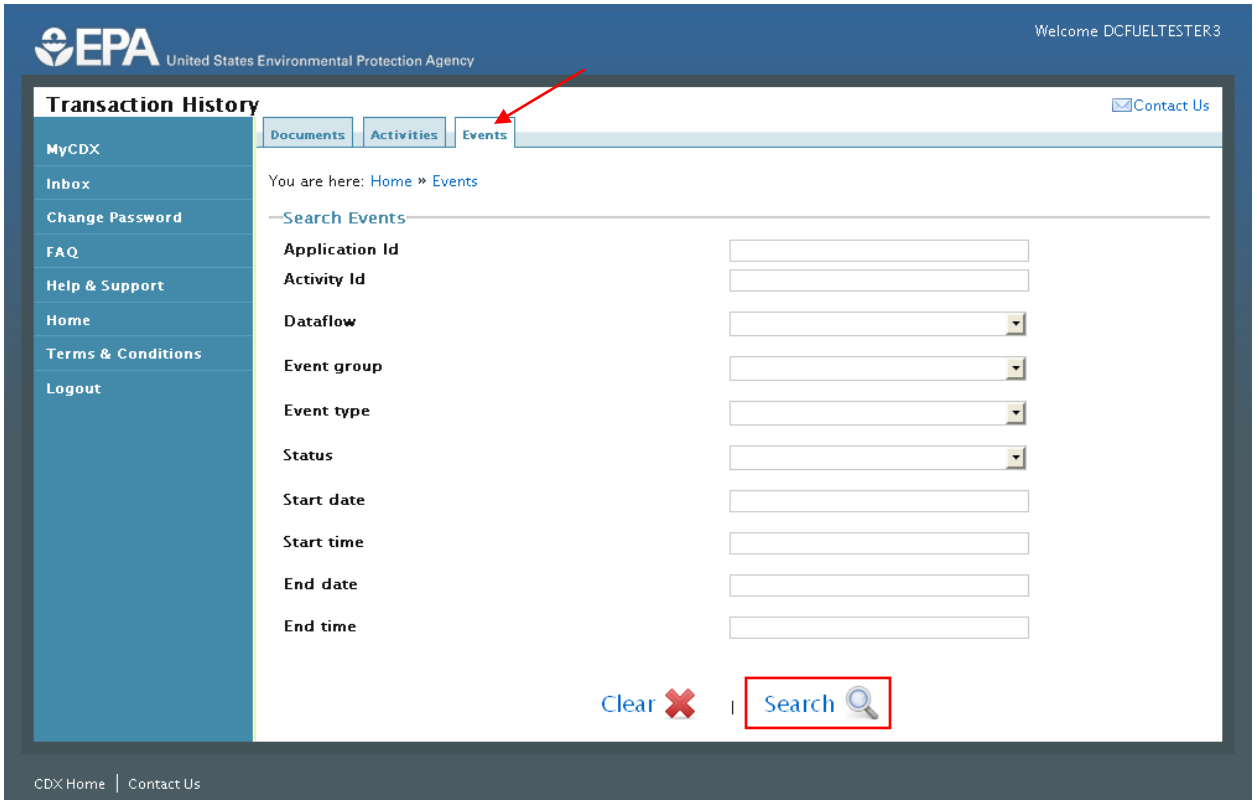
Figure 5-20 Sort CROMERR Document Search Results

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



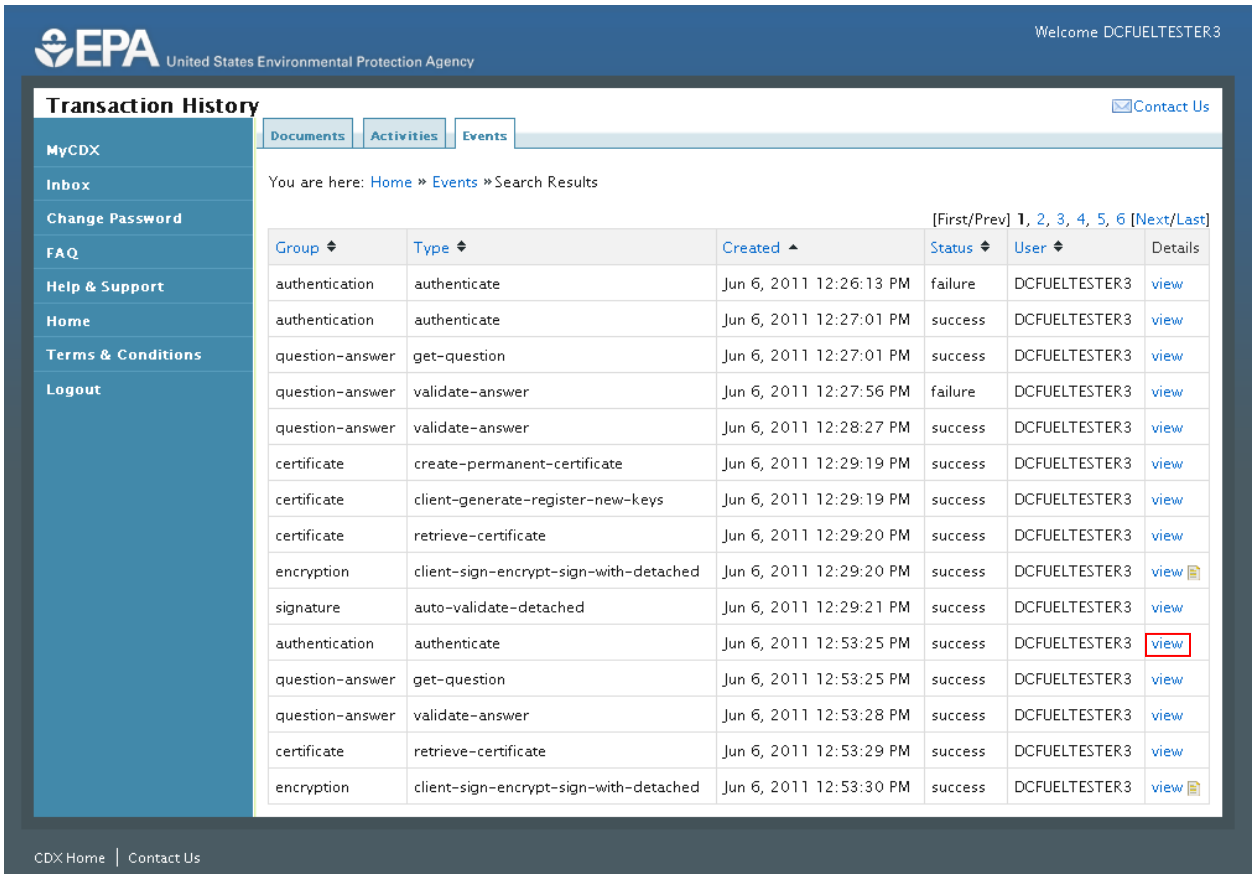
The “CROMERR Event Search” page allows you to search for events by any of the following search criteria:

- 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.

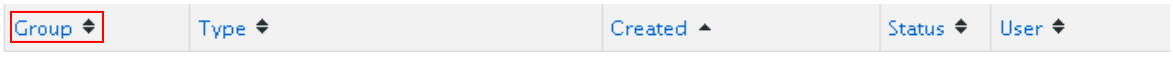
Figure 5-22 CROMERR Events Search Results



The “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



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

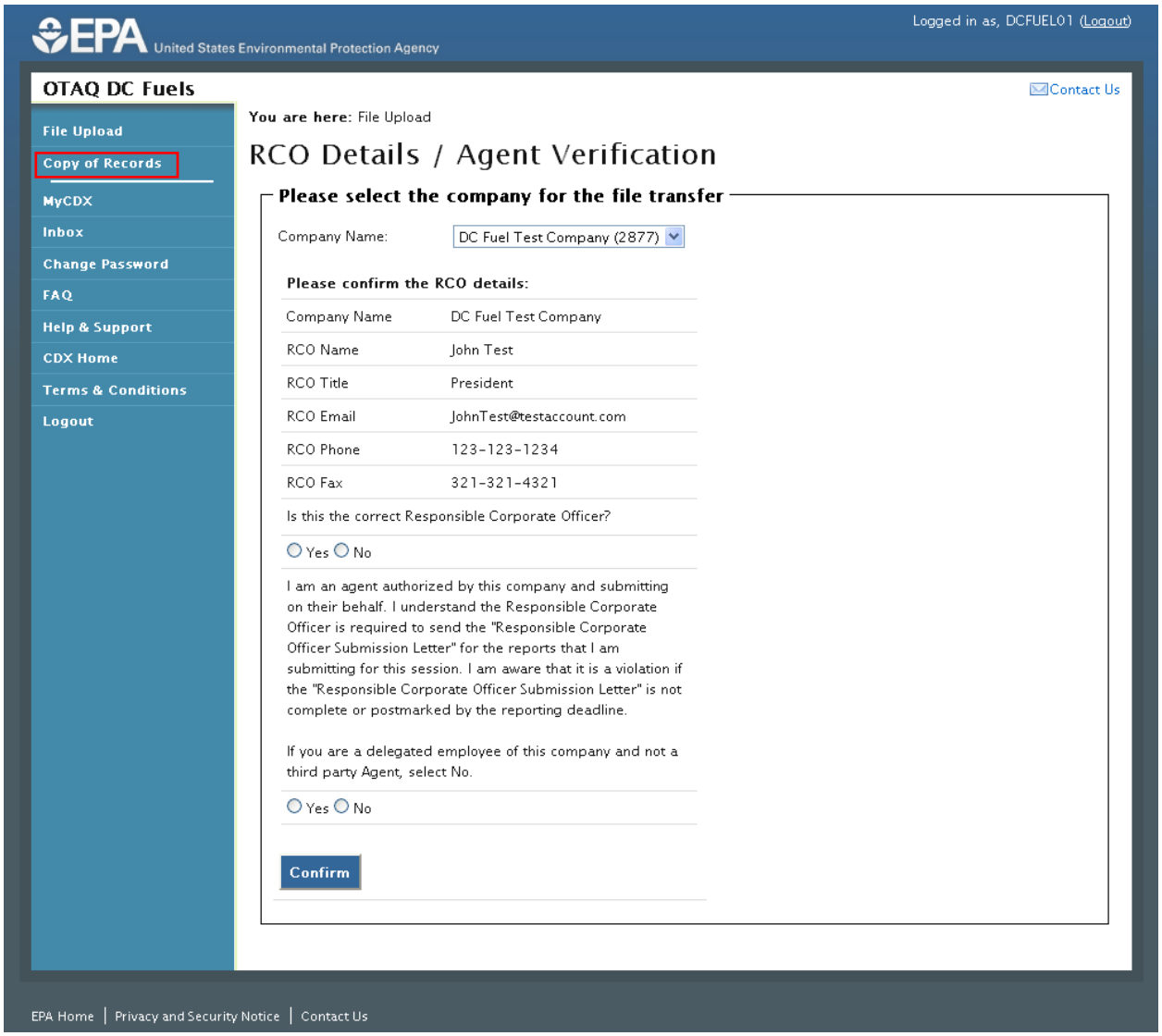
6 View Copy of Record

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

6.1 Copy of Record Search

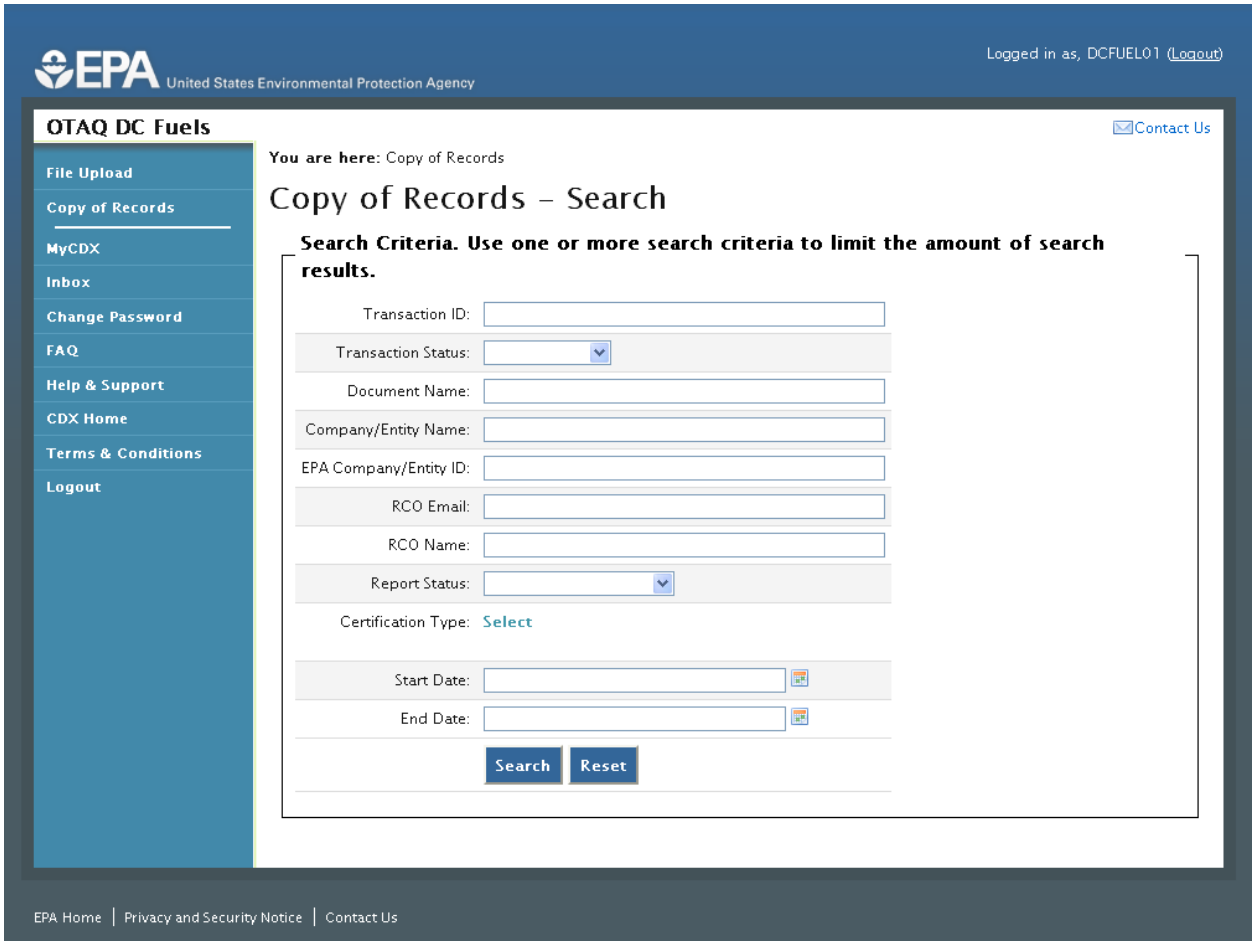
Upon successful submission of a DC FUEL report, a copy of your submission file will become available for you to download. After a short processing period an email notification will be sent to your CDX registered email address when your Copy of Record is available.

Figure 6-1 Copy of Records Link



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

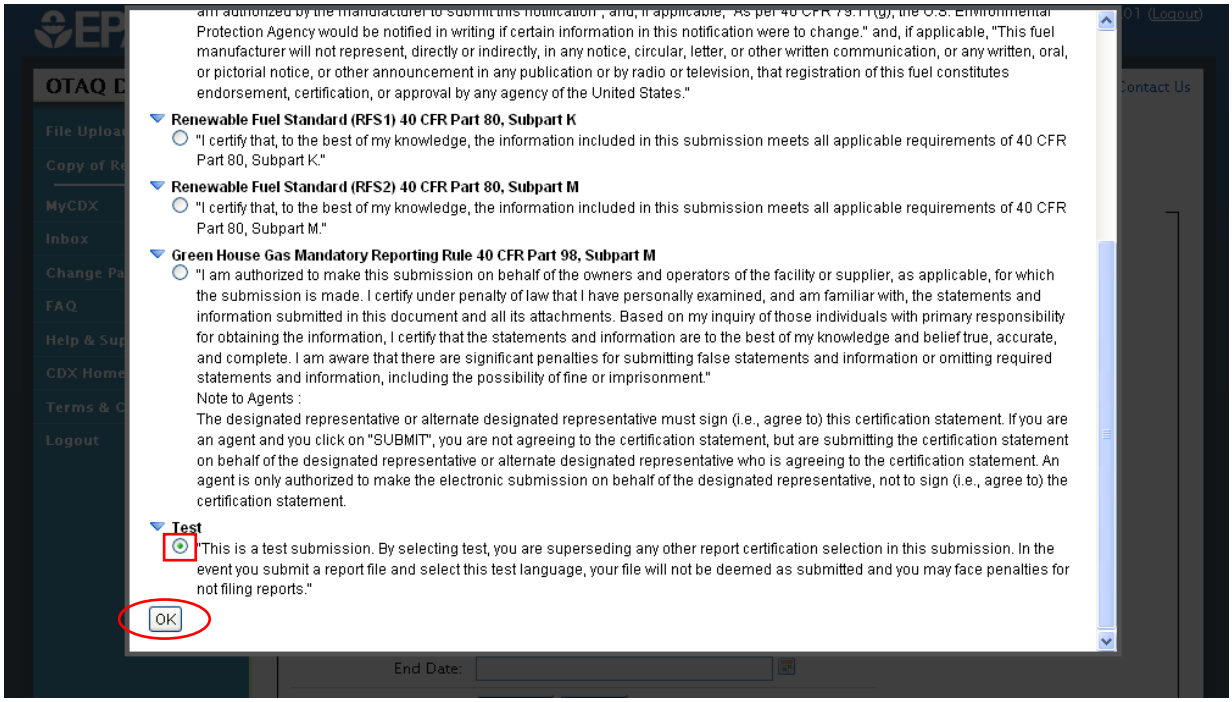


You can search for a Copy of Record by using any of the following search criteria:

- 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

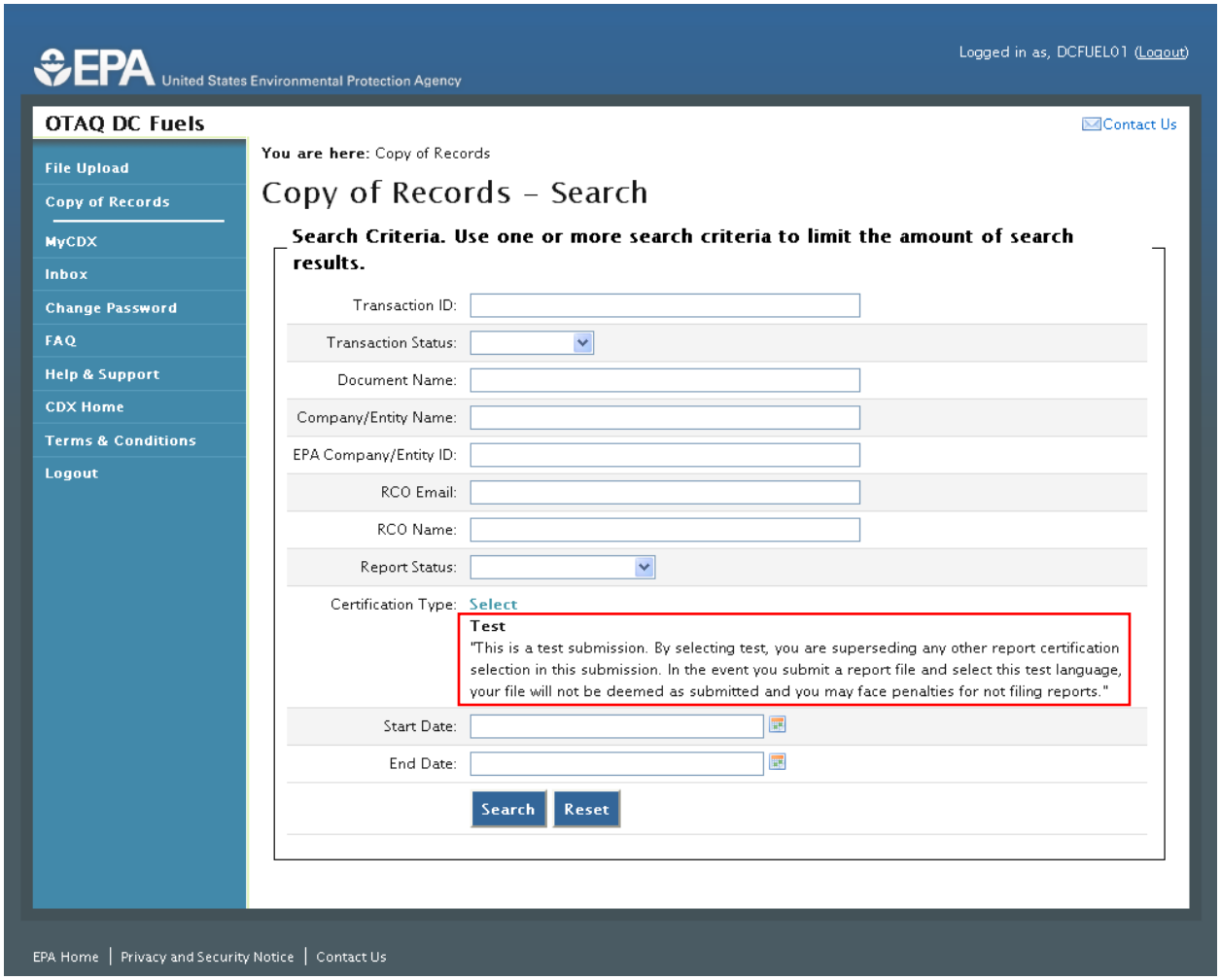
To limit your search criteria to a specific Certification Type, click the “Select” link next to Certification Type. Figure 6-3 will display.

Figure 6-3 Search by Certification Type



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

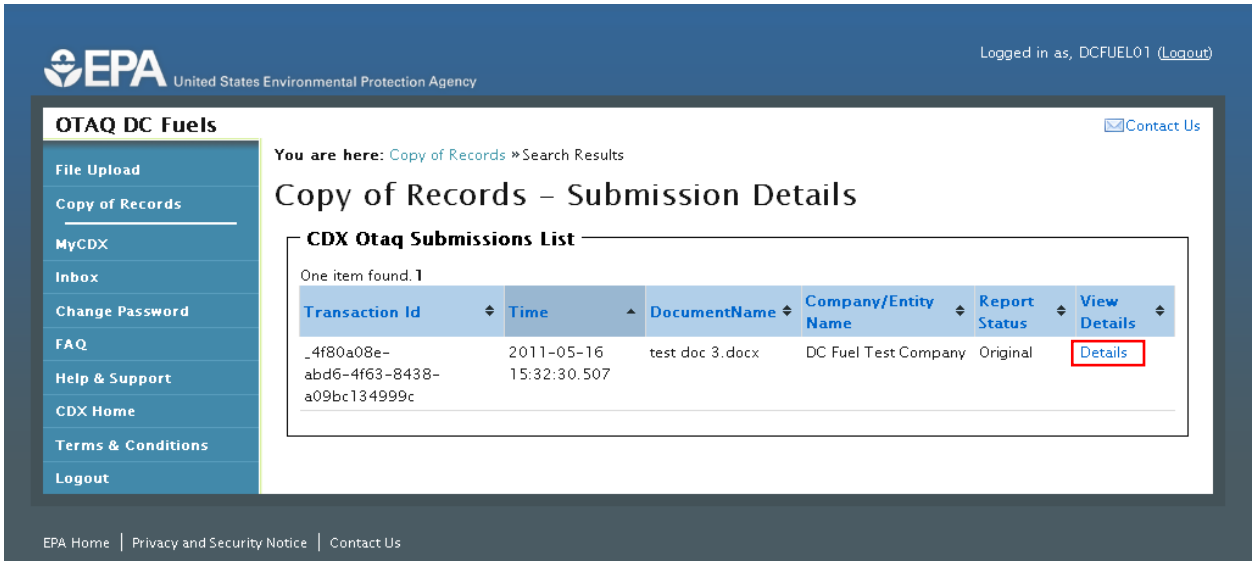


As seen in Figure 6-4, the selected Certification Type will display next to Certification Type.

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



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

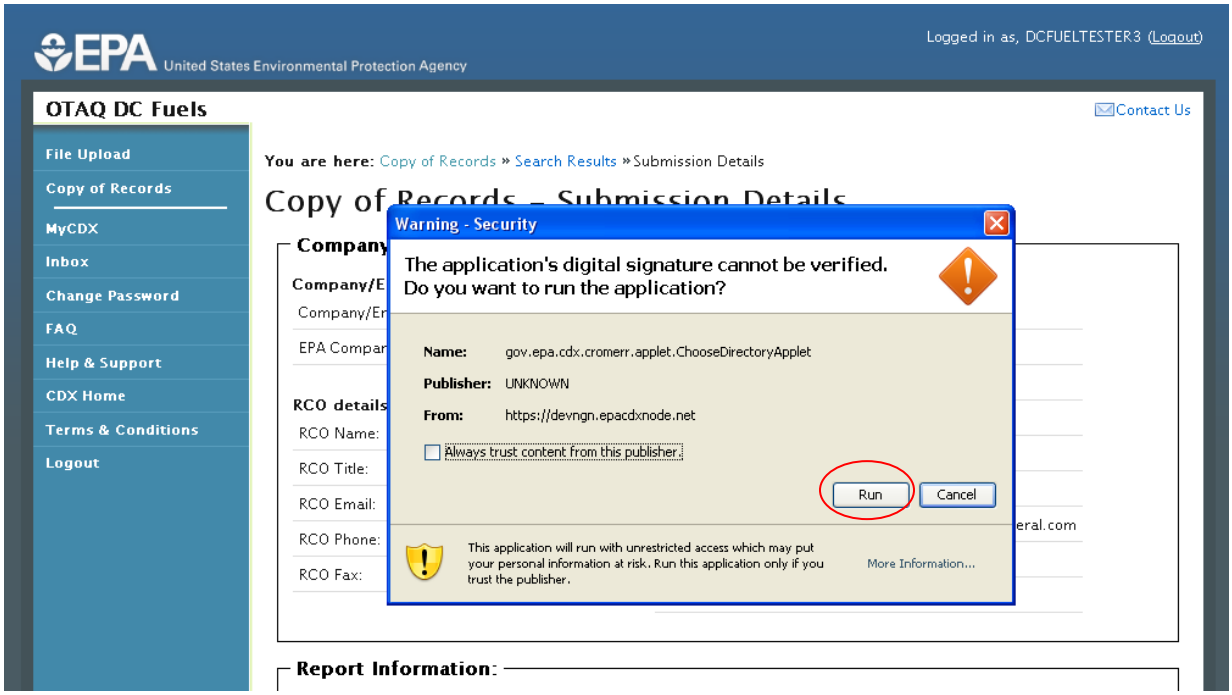
You can sort the results by Transaction ID, Time, Document Name, Company/Entity Name, or Report Status by clicking on either the column header link or the sort icon as seen in Figure 6-6.

Figure 6-6 Sort Copy of Record Submissions List

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

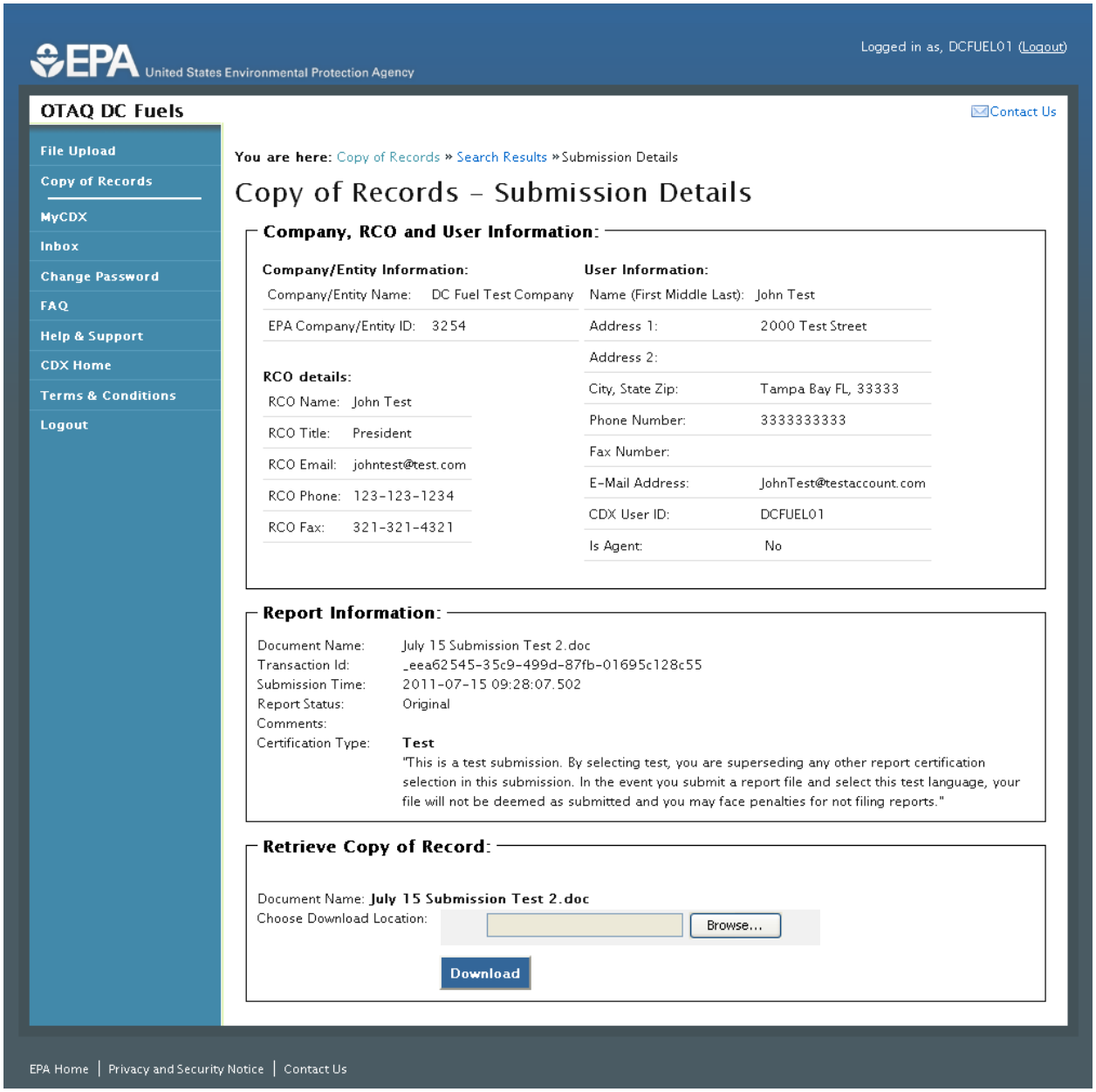
6.2 Copy of Record Submission Details

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



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

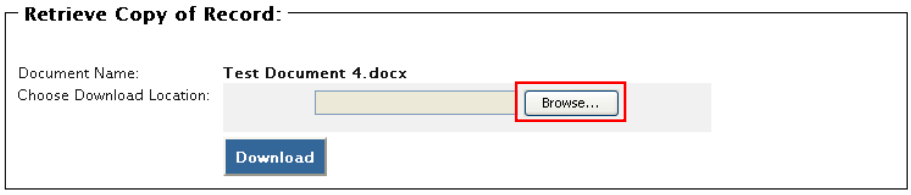
6.3 Select Download Location

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

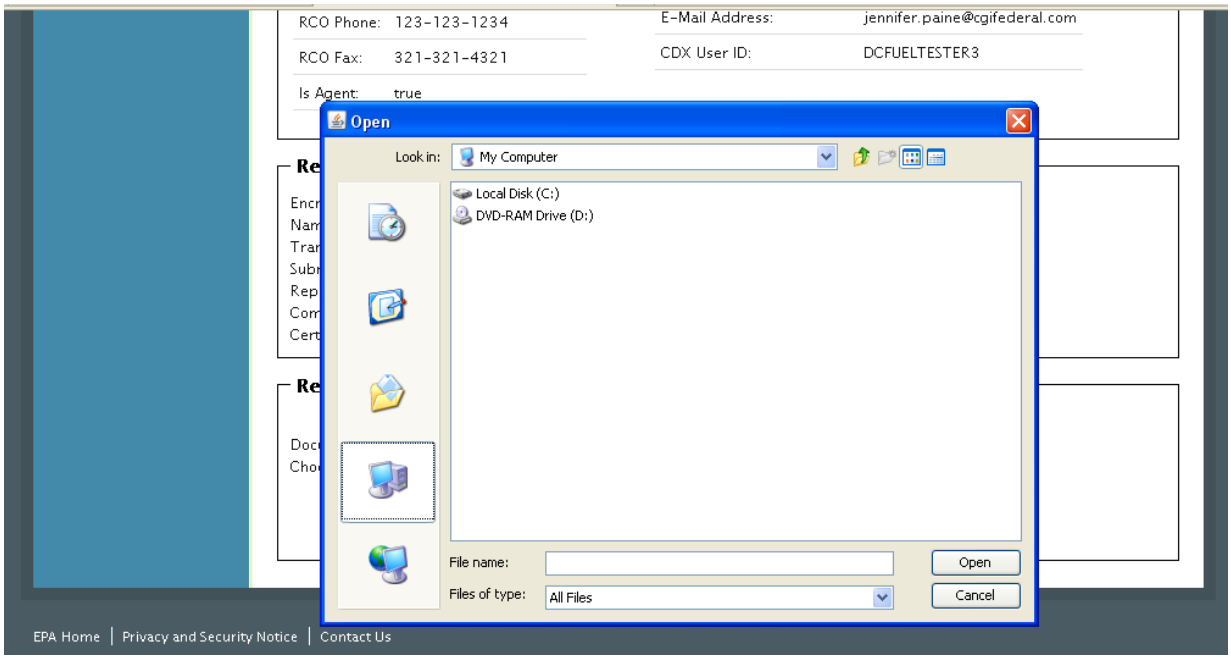
If you have received an email notification stating that your Copy of Record is available for download then Figure 6-10 will display.

Figure 6-10 Copy of Record Ready for Download



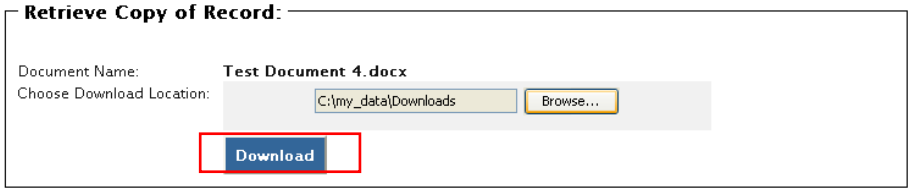
To download the Copy of Record, click the "Browse" button. Figure 6-11 will display.

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



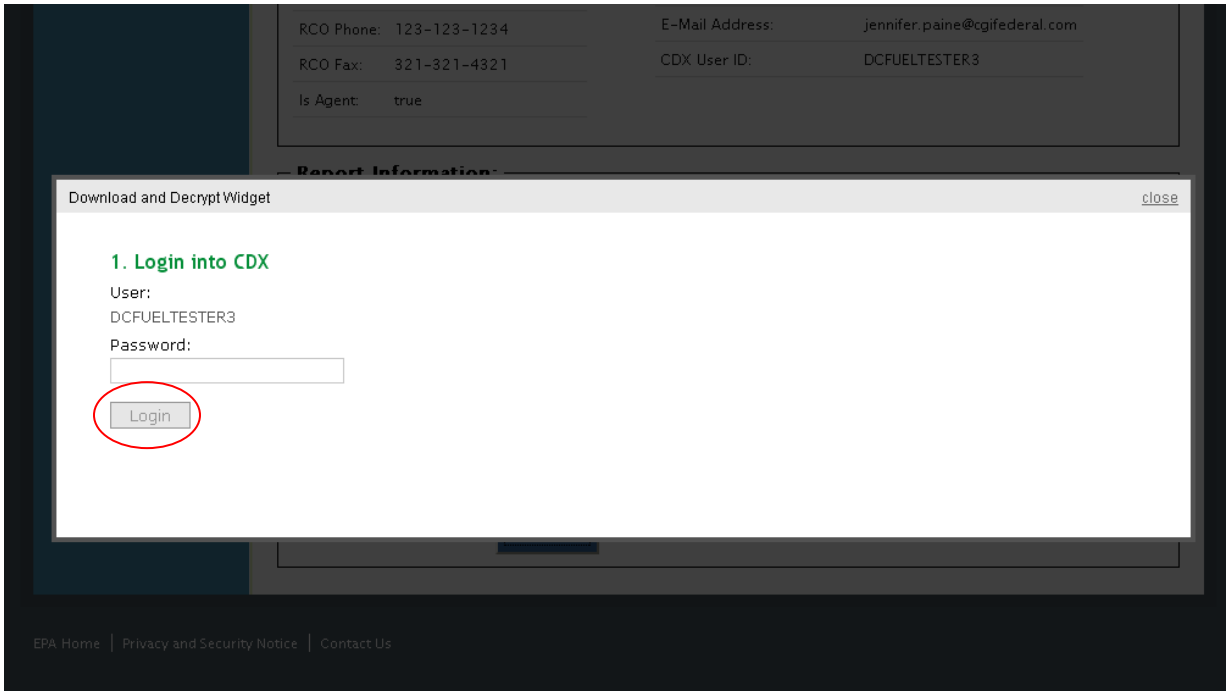
The selected file location will display in the Download Location. Click the "Download" button. Figure 6-13 will display.

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



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 heldesk@cdx.net.

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

Figure 6-14 Failed Authentication

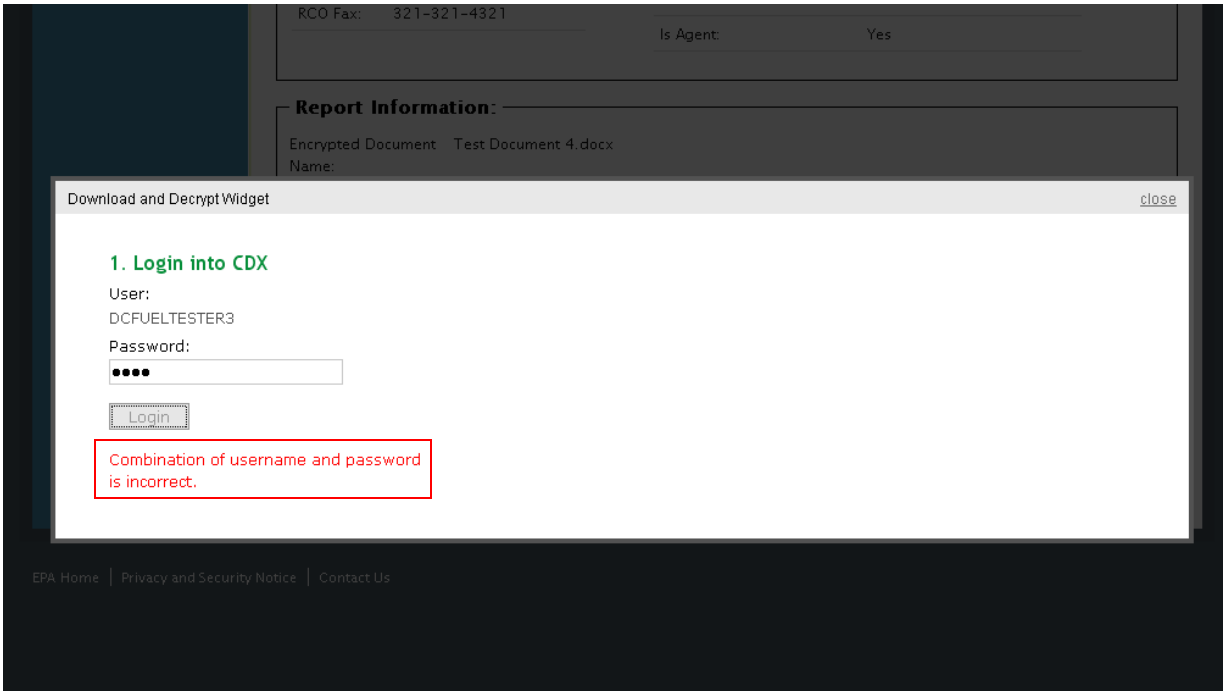
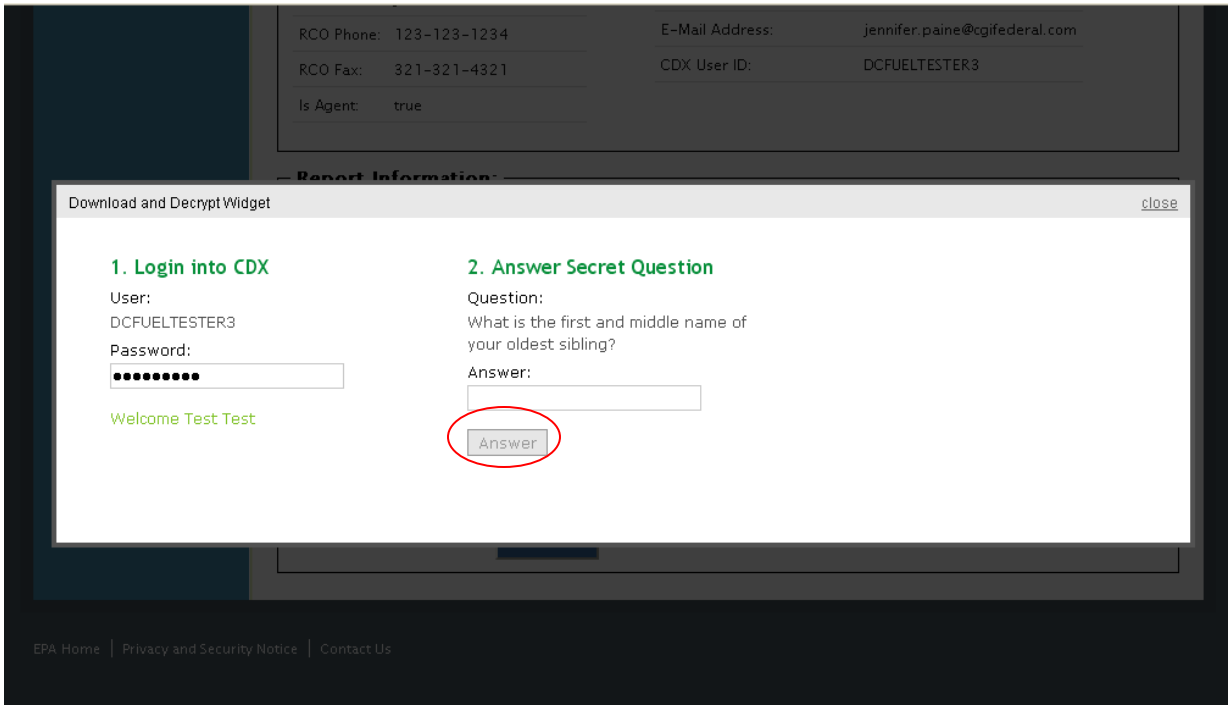


Figure 6-15 Answer Secret Question



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 heldesk@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

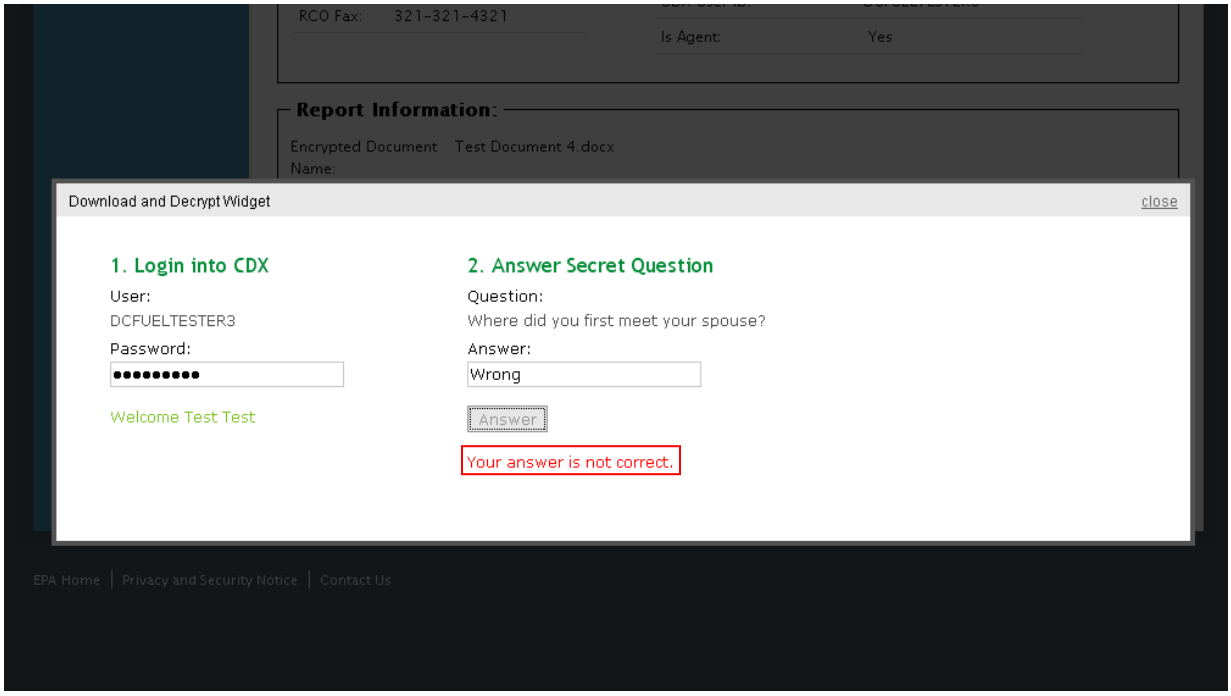
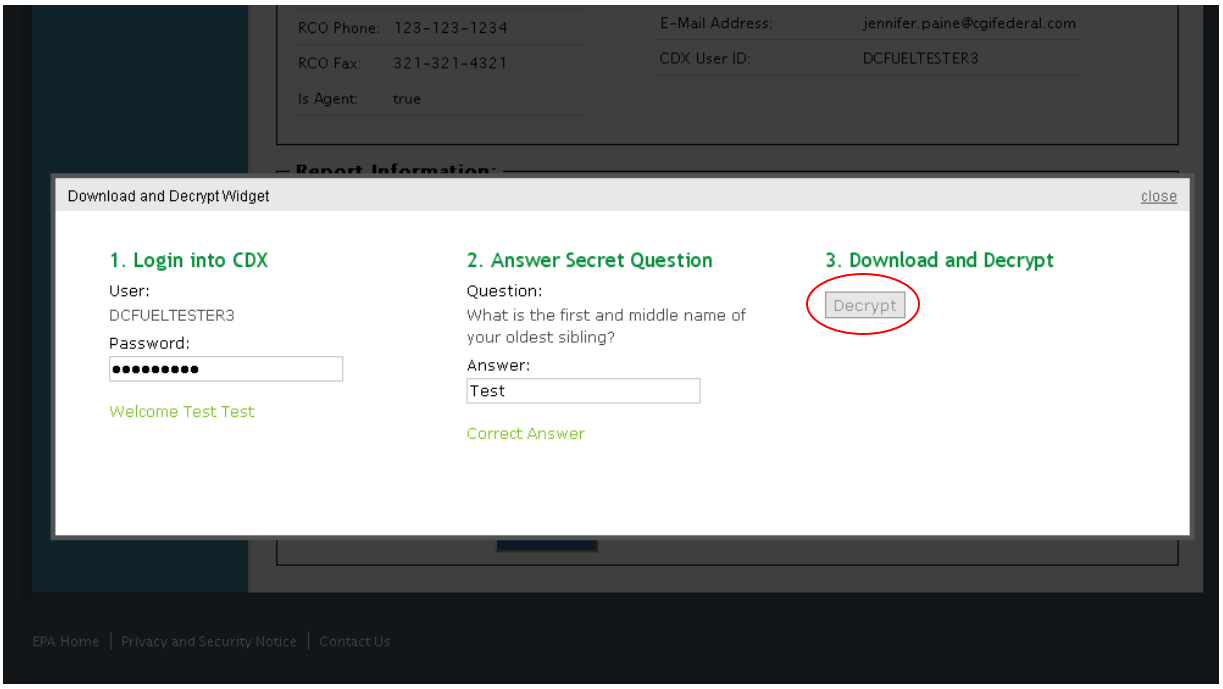


Figure 6-17 Download and Decrypt



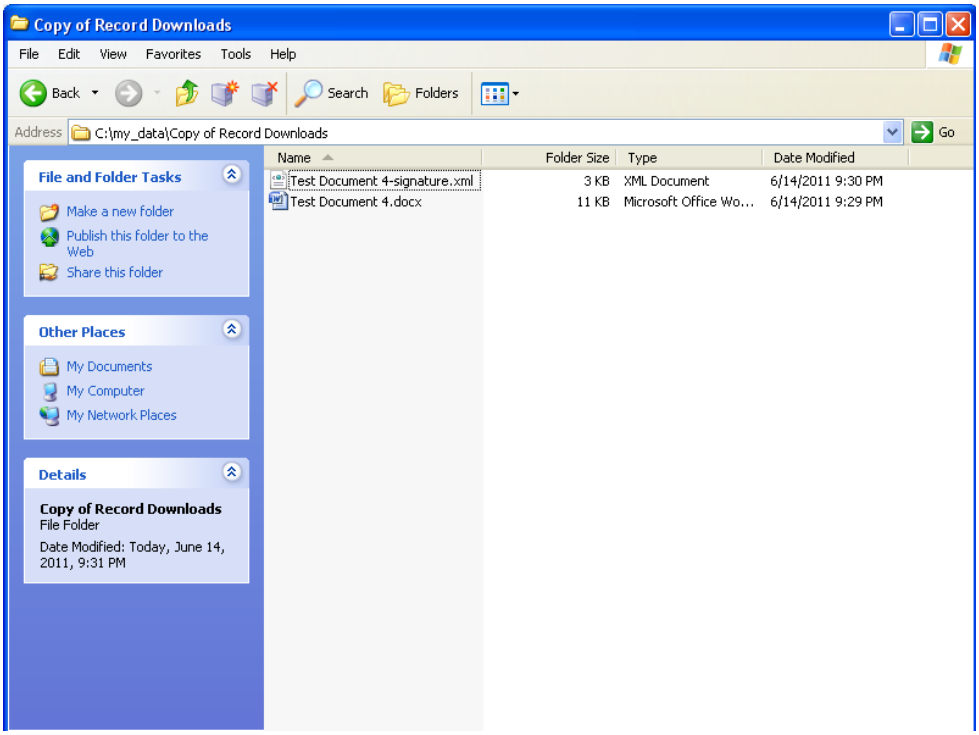
The final step is to decrypt your submission. Click the “Decrypt” button. Figure 6-18 will display.

Figure 6-18 Files Downloaded and Decrypted

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.