

DCFUEL Registration Quick Start Guide Version 0.2



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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 Registration Guide for the OTAQ DC FUEL online application. It describes the process a user must follow to register for the DC FUEL application in the Central Data Exchange, CDX.

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 CDX Registration: <http://cdx.epa.gov/regwarning.asp?Referer=registration>. You may also contact the CDX Help Desk at helpdesk@epacdx.net or 888-890-1995 for further assistance with CDX Registration.

Existing CDX users should refer to Section 2.3.

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).”

1. Select the “Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)” radio button.
2. Click the “Next” button.

Figure 2-1 Add Program

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 (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):

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.

Figure 2-2 New User CDX Registration Add Program ID

- Account Login
- Registration
- Frequently Asked Questions
- Help & Support
- CDX Home
- Terms & Conditions

CDX Registration: Add Program ID

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

Role:

Program ID Type:

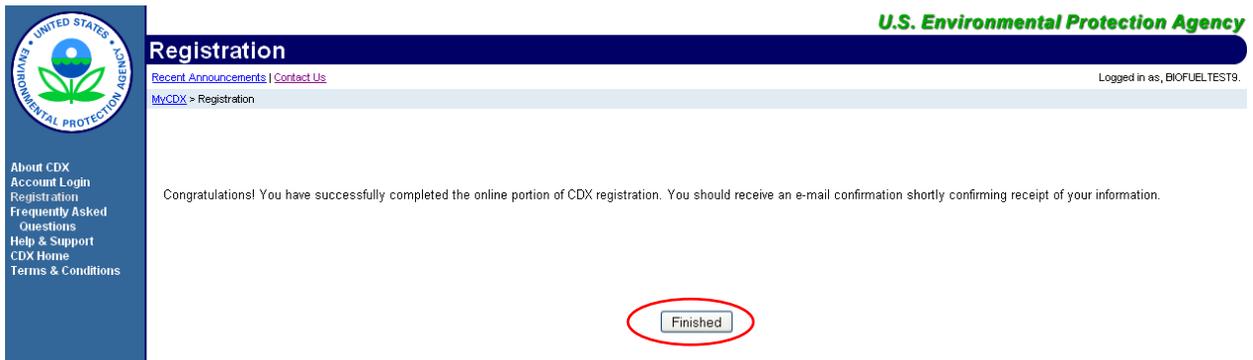
Program ID: * *

Please enter N/A.

Submission Method:

3. Select "Submitter" from the drop down menus for both Role and Program ID Type.
4. Enter "N/A" into the Program ID field.
5. Click the "Finished" button. You must provide data for all required fields.

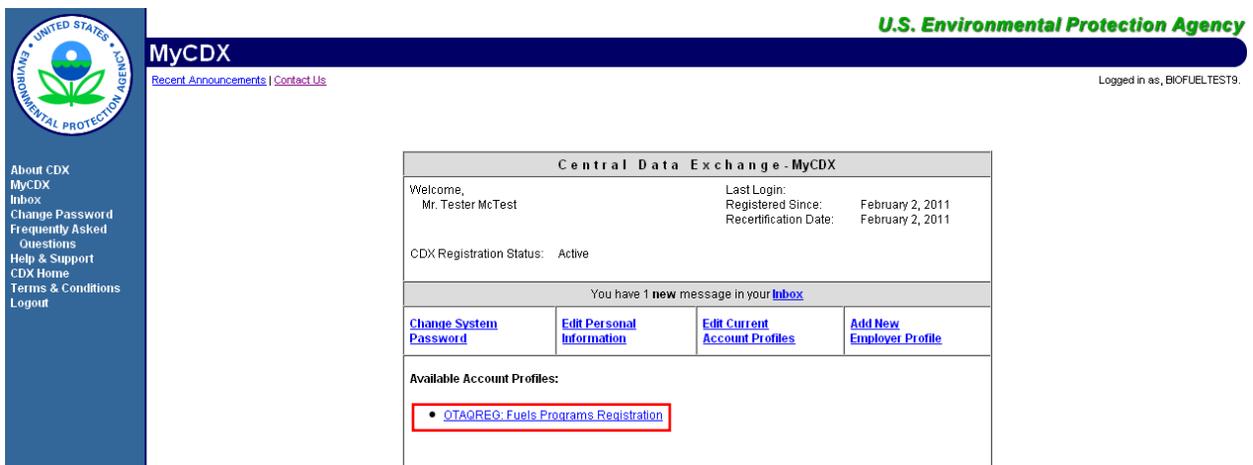
Figure 2-3 New User Registration Confirmation



Congratulations on the completion of your online portion of CDX registration for the OTAQ DC FUEL application. You will receive an e-mail confirmation of your registration for the OTAQ program in CDX.

6. Click the “Finished” button.

Figure 2-4 MyCDX Home Page



You will automatically be given the “OTAQReg: Fuels Programs Registration” dataflow after registering for DC FUEL. You must then complete a user profile within OTAQReg prior to gaining access to DC FUEL. Refer to Section 2.4 for details on OTAQReg: Fuels Programs Registration.

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. To register for the DC FUEL dataflow you must first add the dataflow to your account.

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

Figure 2-5 MYCDX Home Page

1. Click the “Edit Current Account Profiles” link.

Figure 2-6 Edit Organization Profiles

2. Click the “Add New Program” link.

Figure 2-7 Add Program

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 EasyWeb (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.

3. Select the “Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)” radio button.
4. Click the “Add” button.

Figure 2-8 ADD OTAQDCFUEL Role (DCFUEL Registration)



CDX Registration: Add Program ID

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

Role:

Program ID Type:

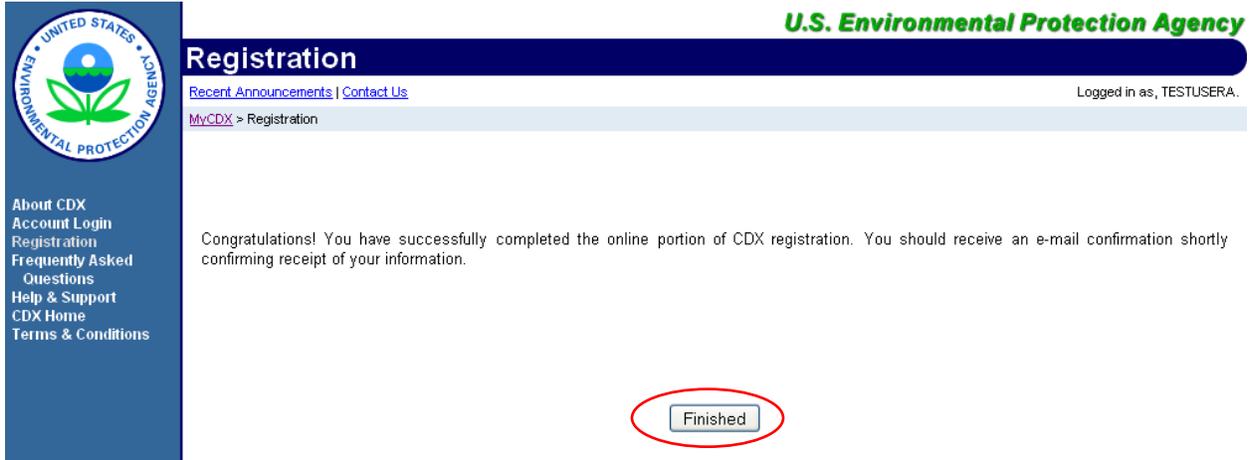
Program ID: * *

Please enter N/A.

Submission Method:

5. Select “Submitter” from the drop down menu for both Role and Program ID.
6. Enter “N/A” into the Program ID field.
7. Click the “Finished” button.

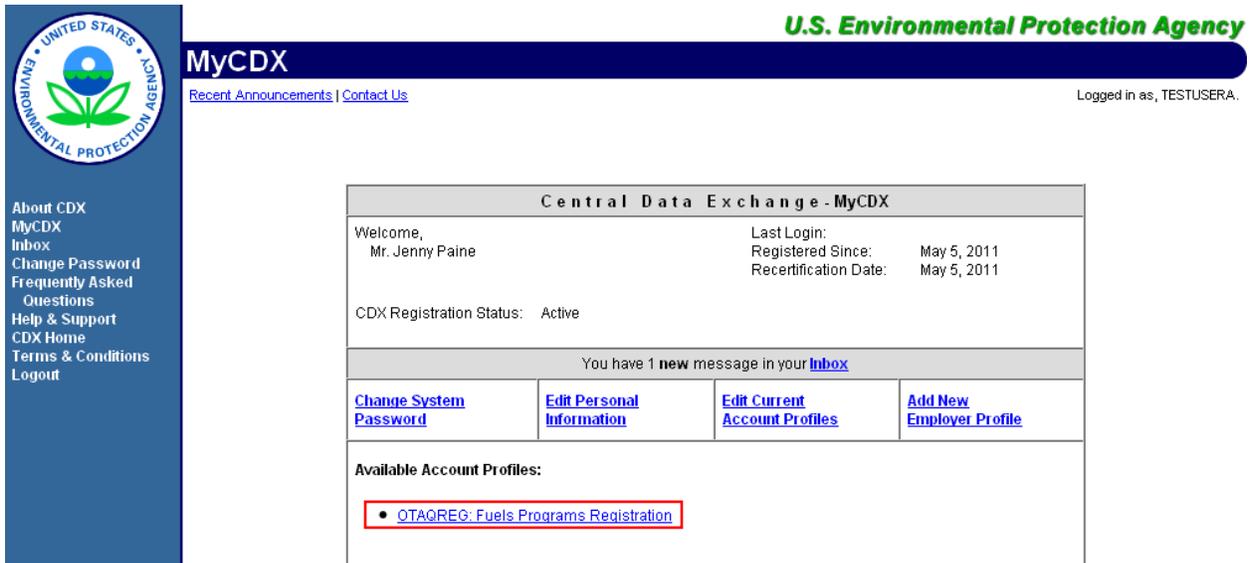
Figure 2-9 Registration Confirmation



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 your registration for the OTAQ program in CDX.

8. Click the “Finished” button.

Figure 2-10 Return to MyCDX Home Page



If you are not already an existing “OTAQReg: Fuels Programs Registration” user, you will automatically be given the “OTAQReg: Fuels Programs Registration” dataflow after registering for DC FUEL. You must complete a user profile within OTAQReg prior to gaining access to DC FUEL. Please refer to Section 2.4 for further details on OTAQReg: Fuels Programs Registration.

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

You must have an active user profile and company association with the Submitter role in OTAQReg prior to being able to submit reports in the DC FUEL application. Additionally, 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

To access the DC FUEL application and submit reports, the OTAQ Program must activate your role in CDX. The “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link will not appear under your Available Account Profiles until your role is activated.

You will receive an e-mail confirmation with the subject “CDX Registration Status Change” once your role has been activated.

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.

Figure 3-1 eSignature PIN Verification Questions and Answers

1. Select five questions by clicking the check box next to each question. Enter your answers into the corresponding text boxes.
2. Click the “Save Answers” button.

Reminder: The questions 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.

3. Click the “Continue” button.

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 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.

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