

To Add DC FUELS Program

1. Login to CDX and click on Edit Current Account Profiles.

CDX Registration Status: Active

You have 30 **new** messages in your **Inbox**

Change System Password	Edit Personal Information	Edit Current Account Profiles	Add New Employer Profile
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Available Account Profiles:

- [OTAQREG: Fuels Programs Registration](#)

2. Select "Office of Transportation and Air Quality DC FUEL Program (OTAQDCFUEL)" and click the ADD button.

[MyCDX](#) » [Edit Organization Profiles](#) » Add Program for PQA

Add Program

- ☐ Ozone Depleting Substances (ODS)
- ☒ Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)
- ☐ Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQWaiverCredits)
- ☐ Public Health Air Surveillance Evaluations (PHASE)
- ☐ Radionuclide NESHAPs (RAD)
- ☐ Risk Management Plan (RMPESUBMIT)
- ☐ STORET File Transfer (STORET)
- ☐ Stormwater Notice of Intent (eNOI) (SWENOI)
- ☐ Toxic Release Inventory Made Easy Web (TRIMEweb)
- ☐ TRI Data Exchange Viewer (TRISDX)
- ☐ TSCA (TSCA)
- ☐ Vehicles and Engines Compliance Information System (VERIFY)
- ☐ Request Manufacturer Code for Vehicle or Engine Compliance (VERIFY MFR REG)
- ☐ Water Contaminant Information Tool (WCIT)

3. On the Add Role page, accept the default settings and click ADD.

MyCDX

About CDX

Recent Announcements

MyCDX

Inbox

Change Password

Submission History

Frequently Asked Questions

Help & Support

CDX Home

Terms & Conditions

Logout

MyCDX » [Edit Organization Profiles](#) » Add OTAQDCFUEL Role

Add Role

The red asterisk (*) indicates a required field.

Role:

A SUBMITTER

*

Program ID Type:

Submitter

Program ID:*

N/A

*

Submission Method:

WEBFORM

*

ADD

CANCEL

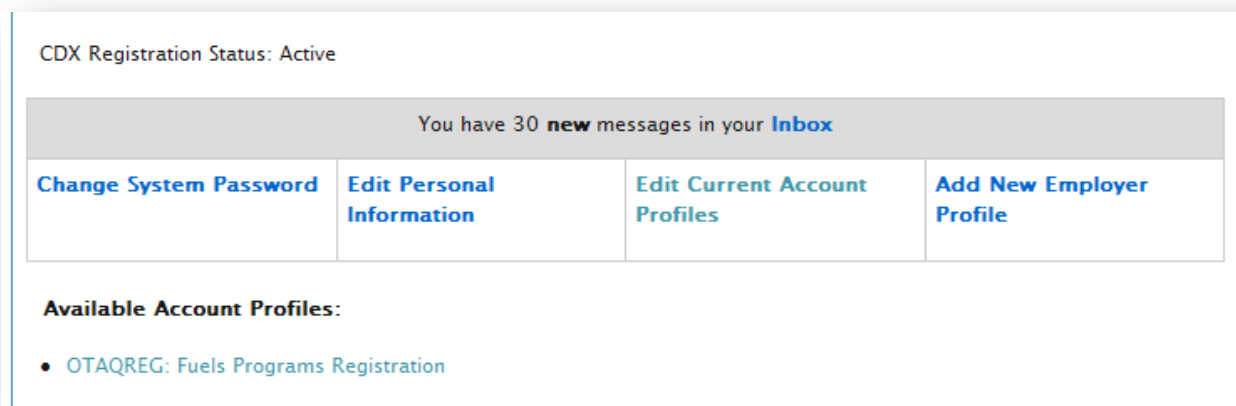
Last updated on October 12, 2011.

URL: <https://cdx.epa.gov/SSL/CDX/addclientrole.asp>

To Sign an Electronic Signature Agreement (ESA)*

*Note: The absence of a signed ESA does not prevent you from continuing your new registration or updating your registration information. Do not wait for the ESA to be approved before completing your registration, associating companies, etc.

1. Login to CDX and click on the OTAQ Registration application link



CDX Registration Status: Active

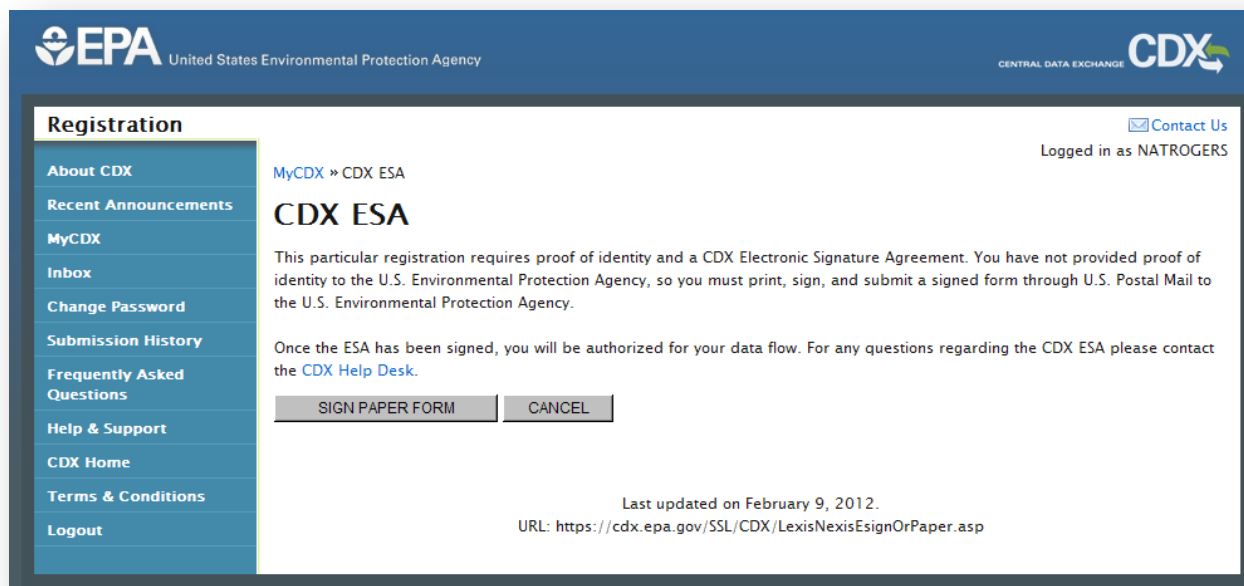
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Available Account Profiles:

- [OTAQREG: Fuels Programs Registration](#)

2. If your ESA has not been sent in and/or processed by EPA, this page will be displayed. Click the Sign Paper Form button.



EPA United States Environmental Protection Agency CENTRAL DATA EXCHANGE **CDX**

[Contact Us](#)
Logged in as NATROGERS

Registration

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

[MyCDX » CDX ESA](#)

CDX ESA

This particular registration requires proof of identity and a CDX Electronic Signature Agreement. You have not provided proof of identity to the U.S. Environmental Protection Agency, so you must print, sign, and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Once the ESA has been signed, you will be authorized for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Last updated on February 9, 2012.
URL: <https://cdx.epa.gov/SSL/CDX/LexisNexisEsignOrPaper.asp>

3. Click Sign Paper Form at the bottom of the page.

Registration

About CDX

Recent Announcements

MyCDX

Inbox

Change Password

Submission History

Frequently Asked Questions

Help & Support

CDX Home

Terms & Conditions

Logout

MyCDX » Registration

CDX ESA

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

Signature: _____

Date: _____

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

US Mail:
U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C; 202-343-9038
1310 L Street, NW
Washington, DC 20005

SIGN PAPER FORM

CANCEL

Contact Us

Logged in as NATROGERS

4. Click Print and Close.
5. Sign the paper form and send in with the RCO delegation letter (see below).

Signature: _____

Date: _____

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

US Mail:

U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:

U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C; 202-343-9038
1310 L Street, NW
Washington, DC 20005

Please click PRINT & CLOSE to get a hard copy of this agreement.

PRINT & CLOSE

To Complete the RCO Delegation Letter

1. Go to the following link:

<http://www.epa.gov/otaq/fuels/reporting/registration-letters.htm#letter3>

2. Print the letter.
3. Check ALL appropriate boxes and have the RCO sign.
4. Send signed letter and signed ESA to one of the addresses below.

US Mail:

U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:

U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C, 202-343-9038
1310 L Street, NW
Washington, DC 20005