

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 Serveillance 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)

[Type text]

[Type text]

[Type text]

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

MyCDX

MyCDX » Edit Organization Profiles » Add OTAQDCFUEL Role

Add Role

The red asterisk (*) indicates a required field.

Role: *

Program ID Type:

Program ID: * *

Submission Method: *

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

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

[Type text]

[Type text]

[Type text]

EPA United States Environmental Protection Agency

CENTRAL DATA EXCHANGE **CDX**

Registration [Contact Us](#)
Logged in as NATROGERS

[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>

[Type text]

[Type text]

[Type text]

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

The screenshot shows a web interface for 'Registration' on the MyCDX portal. The user is logged in as 'NATROGERS'. The main heading is 'CDX ESA'. Below the heading, there is a paragraph explaining the CDX electronic signature agreement (ESA) and a link to the 'CDX Help Desk'. A large text box contains the following text: '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', and 'Commercial Delivery: U.S. Environmental Protection Agency, Fuels Programs Registration, Room 647C; 202-343-9038, 1310 L Street, NW, Washington, DC 20005'. At the bottom of the page, there are two buttons: 'SIGN PAPER FORM' and 'CANCEL'. A sidebar on the left contains navigation links such as 'About CDX', 'Recent Announcements', 'MyCDX', 'Inbox', 'Change Password', 'Submission History', 'Frequently Asked Questions', 'Help & Support', 'CDX Home', 'Terms & Conditions', and 'Logout'. In the top right corner, there is a 'Contact Us' link and the text 'Logged in as NATROGERS'.

[Type text]

[Type text]

[Type text]

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 Associate with a Company and Generate RCO Delegation Letter

1. Click the “Associate to Company” link in the left side toolbar of your OTAQ Registration Home.

OTAQ Registration Contact Us

OTAQ Registration Home

Activation Queue

To view the full list of pending requests, go to the [EPA Activation Queue](#).

To view notifications of recently processed requests, go to the [EPA Notification Queue](#).

Company Information

One item found. Pages: 1

Company ID	Company Name	Roles
EPA	EPA	<ul style="list-style-type: none">EPA Read OnlyCompany Viewer

2. Enter your company specific search criteria into the textboxes and click the “Search” button.

OTAQ Registration Contact Us

Associate to Company

To associate to a company, search using at least one of the criteria below. If you need to create a new company, please first search for existing companies within OTAQ Reg to ensure the company does not already exist.

Search Criteria

Company ID:

Company Name: ←

City:

State:

Postal Code:

Search Cancel

[Type text]

[Type text]

[Type text]

3. A list of all companies matching your search criteria will be displayed. Select the checkbox next to the company with which you wish to associate, and then click the “Add Selected” button.

OTAQ Registration Contact Us

Associate to Company

To associate to a company, search using at least one of the criteria below. If you need to create a new company, please first search for existing companies within OTAQ Reg to ensure the company does not already exist.

Search Criteria

Company ID: City:
Company Name: State:
Postal Code:

Search

ID	Name	Location
<input checked="" type="checkbox"/>	3145 Austin's Test Company1	12601 Fair Lakes Cir Fairfax, Virginia 22033 United States
<input type="checkbox"/>	3272 Austin's Test Company8	4000 Green Street Indianapolis, Indiana 46627 United States

Add Selected

If you do not see the company in the above results, you may search again. If you are certain your company does not already exist in OTAQ Reg, click the "Create New Company" button below.

Create New Company **Cancel**

4. You must select at least one role per company prior to submitting your user association request. Click the “Select Roles” link to display available roles for the company.

OTAQ Registration Contact Us

Associate to Company

You **MUST** select at least one role per company prior to submitting this user association request to the following company or companies.

Remove?	ID	Name	Roles
<input type="checkbox"/>	3145	Austin's Test Company1	Select Roles

Legend: Added Updated Removed Unchanged

Add More **Remove Selected** **Review**

[Type text]

[Type text]

[Type text]

5. Choose the appropriate OTAQ Registration and OTAQ Program Roles by selecting the corresponding radio button and checkboxes. Click the “Select” button once you have made your selections.

Select Roles for Austin's Test Company1 [3145]

OTAQ Registration: Company Editor Company Viewer Limited Company Viewer

OTAQ Program Roles: Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter
[\(Select All\)](#) This role should only be selected if the company is registered as a gasoline or diesel refiner, or a non-renewable fuels importer.

DC Fuels Submitter Roles: Only select programs your company can submit reports for. If your company is not registered or registering for a program do not select that program's subpart.

- DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F
- DC Fuels Submitter, Title 40 CFR Part 80 Subpart I
- DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L
- DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M
- DC Fuels Submitter, Title 40 CFR Part 98 Subpart LL (Additional documents required)
- DC Fuels Submitter, Title 40 CFR Part 98 Subpart MM (Additional documents required)
- EMTS Submitter
- EMTS Viewer

Other : Agent
An agent is defined as any individual who is not a direct employee of the company.

Select

6. Your selected roles will now display beside the selected company. Click the “Review” button to continue.

OTAQ Registration [Contact Us](#)

Associate to Company

You MUST select at least one role per company prior to submitting this user association request to the following company or companies.

Remove?	ID	Name	Roles
<input type="checkbox"/>	3145	Austin's Test Company1	<ul style="list-style-type: none">Company ViewerDC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M

Legend: Added Updated Removed Unchanged

Add More **Remove Selected** **Review**

[Type text]

[Type text]

[Type text]

7. The Associate to Company Review page displays a read-only version of your company association details. If the company and role information are correct, click the “Continue” button.

OTAQ Registration [Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Associate to Company

OMB: 2060-0277

ID	Name	Roles
3145	Austin's Test Company1	<ul style="list-style-type: none">DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and MCompany Viewer

Legend: Added Updated Removed Unchanged

[Back](#) [Continue](#)

8. All Company Association requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms. Click the “Print, Sign and Mail” button to continue.

OTAQ Registration [Contact Us](#)

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

Associate to Company

If the information you provide changes, your company/entity is responsible for resubmitting this form to update the information.

Submitting this form does not equal registration, before submission these forms must be printed and all data inputted must be present on the page. The form also must be signed by a Responsible Corporate Officer and mailed to one of the addresses below. EPA must receive and approve this form before you will be allowed to perform other tasks in this application (e.g. associating yourself with other companies or facilities, nominating new users, editing your user information, etc.).

The forms on this page are to be used for the RFG and Anti-Dumping, Diesel Sulfur, and Renewable Fuels Standard programs. Please see our Fuel and Fuel Additive Registration (FFARS) web site for FFARS registration forms.

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

[Click here to save copies of your registration forms.](#)

Note: If you are experiencing technical problems while using the CDX eSignature Widget, please clear your Java cache and try again. [Click here to learn how to clear the Java cache.](#)

[Sign Electronically](#) [Print, Sign and Mail](#)

9. Print all pages, including Page 1.

10. Check ALL appropriate boxes.

[Type text]

[Type text]

[Type text]

11. Obtain the RCO's signature on the letter.

12. 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

For more detailed information and troubleshooting tips, please see the Fuels Programs Registration User's Guide located on the EPA's Fuels Reporting Registration web page:

<http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.