

# DCFUEL User Guide

## Version 2.0



# DCFUEL User Guide

## Version 2.0

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

## Table of Contents

1	Introduction .....	1
2	Registration .....	2
2.1	CDX Registration .....	2
2.2	DC FUEL Registration for New CDX Users .....	2
2.2.1	LexisNexis Verification .....	6
2.2.2	Print and Sign CDX Electronic Signature Agreement .....	11
2.3	DC FUEL Registration for Existing CDX Users .....	12
2.4	OTAQ Registration .....	15
3	DC FUEL Access .....	16
3.1	Activation of your Role .....	16
3.2	Access DC FUEL Dataflow .....	16
4	DC FUEL Submissions .....	17
4.1	Enter DC FUEL .....	17
4.2	Confirm Company and RCO Information .....	18
4.3	Upload File .....	21
4.4	Select Certify Reports .....	25
4.5	Encrypt and Sign Submission .....	26
4.6	Submission Confirmation .....	29
4.7	Submitting Reports from Different Computers .....	30
5	View Activity History .....	31
5.1	Accessing CROMERR Activity History .....	31
5.2	CROMERR Submission Details .....	33
5.2.1	Submission Details .....	33
5.2.2	Creator Details .....	34
5.2.3	List of Documents .....	34
5.3	CROMERR Search .....	35
6	View Copy of Record .....	36
6.1	Copy of Record Search .....	36
6.2	Copy of Record Submission Details .....	39
6.3	Select Download Location .....	40
6.4	Download and Decrypt .....	41
7	Support Information .....	45
8	Appendix A: System Java Requirements .....	46

## List of Figures

Figure 2-1 Terms and Conditions .....	2
Figure 2-2 Add Program.....	3
Figure 2-3 Request Role Access.....	3
Figure 2-4 Part 1: User Information .....	4
Figure 2-5 Part 2: Organization Information .....	4
Figure 2-6 Additional Organization Information .....	5
Figure 2-7 Confirmation Page .....	5
Figure 2-8 Proceed to Verification .....	6
Figure 2-9 LexisNexis Verification .....	7
Figure 2-10 LexisNexis Results.....	7
Figure 2-11 Retry LexisNexis .....	8
Figure 2-12 CROMERR Challenge Questions and Answers .....	9
Figure 2-13 Electronic Signature Agreement – Sign Electronically .....	9
Figure 2-14 CROMERR eSignature Widget .....	10
Figure 2-15 MyCDX Home Page.....	10
Figure 2-16 Paper Electronic Signature Agreement .....	11
Figure 2-17 MyCDX Home Page.....	12
Figure 2-18 MYCDX Home Page .....	13
Figure 2-19 Add Program.....	13
Figure 2-20 Add OTAQDCFUEL Role (DCFUEL Registration).....	14
Figure 2-21 Submit Request for Access .....	14
Figure 2-22 Return to MyCDX Home Page .....	15
Figure 3-1 OTAQ DC FUEL Dataflow Link .....	16
Figure 4-1 MyCDX Home Page.....	17
Figure 4-2 DC FUEL File Upload .....	18
Figure 4-3 Confirm Company Responsible Corporate Officer Information .....	19
Figure 4-4 Agent Verification.....	20
Figure 4-5 Agent Responsibility Statement .....	21
Figure 4-6 Incorrect RCO Information – Company Lock.....	21
Figure 4-7 File Upload – File Type Selection.....	22
Figure 4-8 Report Type “Original”.....	23
Figure 4-9 Report Type “Resubmission” .....	23
Figure 4-10 Attach Report File .....	24
Figure 4-11 File Open Dialogue Box .....	24
Figure 4-12 File Selected .....	25
Figure 4-13 Certify Reports .....	25
Figure 4-14 Accept Certify Report(s) Selection .....	26

Figure 4-15 Authentication .....	26
Figure 4-16 Failed Authentication.....	27
Figure 4-17 Answer Secret Question .....	27
Figure 4-18 Incorrect Answer to Secret Question.....	28
Figure 4-19 Encrypt and Sign File .....	28
Figure 4-20 File Upload Confirmation.....	29
Figure 5-1 MyCDX Inbox Link .....	31
Figure 5-2 MyCDX Inbox.....	31
Figure 5-3 CROMERR Notification Service Inbox Message .....	32
Figure 5-4 Submission Details .....	33
Figure 5-5 Activity Details .....	34
Figure 5-6 Creator Details .....	34
Figure 5-7 List of Documents .....	34
Figure 5-8 CROMERR History Home link.....	35
Figure 5-9 Search Submissions Page .....	35
Figure 6-1 Copy of Records Link.....	36
Figure 6-2 Copy of Record Search.....	37
Figure 6-3 Search by Certification Type .....	38
Figure 6-4 Selected Certification Type .....	38
Figure 6-5 Copy of Record Submission List .....	39
Figure 6-6 Copy of Record Submission Details .....	40
Figure 6-7 Copy of Record Not Yet Ready for Download .....	40
Figure 6-8 Copy of Record Ready for Download .....	41
Figure 6-9 Choose Download Location .....	41
Figure 6-10 Download Location Selected.....	41
Figure 6-11 Authentication .....	42
Figure 6-12 Failed Authentication.....	42
Figure 6-13 Answer Secret Question .....	42
Figure 6-14 Incorrect Answer to Secret Question.....	43
Figure 6-15 Download and Decrypt.....	43
Figure 6-16 File Download Success Pop-up .....	43
Figure 6-17 Files Downloaded and Decrypted .....	44
Figure 6-18 Navigate to Download Location.....	44
Figure 8-1 JRE Installation .....	46
Figure 8-2 Mozilla Firefox Security Warnings .....	46
Figure 8-3 Internet Explorer Security Warnings.....	47
Figure 8-4 Safari Security Warnings.....	47
Figure 8-5 Google Chrome Security Warnings .....	48



## 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, format, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels/index.htm>.

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](mailto:helpdesk@epacdx.net) with “Technical Support” in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line: [support@epamts-support.com](mailto:support@epamts-support.com).

## 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.

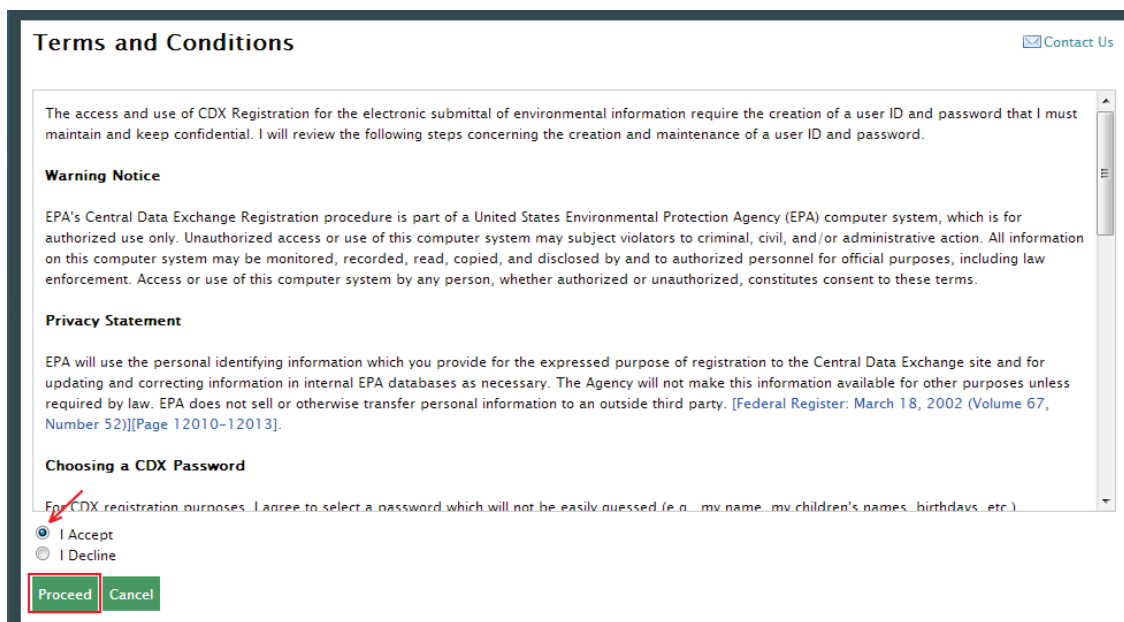
### 2.2 DC FUEL Registration for New CDX Users

If you do not have an existing CDX user account please go to the following URL and complete your CDX Registration: <http://epacdx.net/regwarning.asp?Referer=registration>.

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

Users will reach the Terms and Conditions page upon accessing CDX Registration from the provided link, as seen in Figure 2-1.

**Figure 2-1 Terms and Conditions**



**Terms and Conditions** [Contact Us](#)

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**Warning Notice**

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register: March 18, 2002 \(Volume 67, Number 52\)\]](#)[Page 12010-12013].

**Choosing a CDX Password**

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

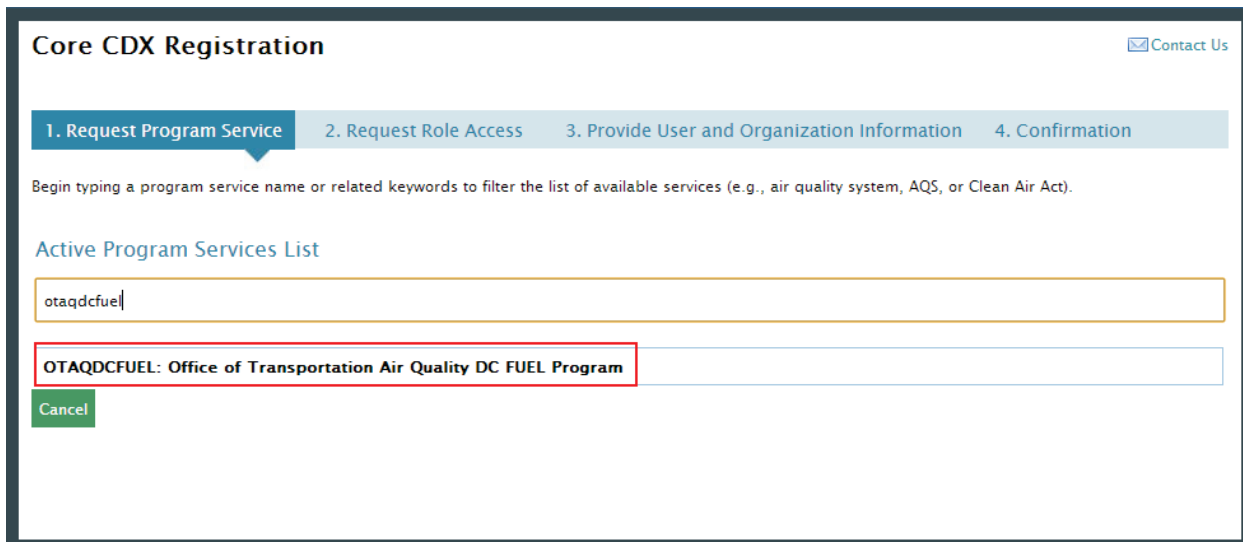
☒ I Accept  
☐ I Decline

**Proceed** **Cancel**

After accepting the Terms and Conditions, you will see the “Request Program Service” page. This page will display the full list of CDX Program Services. Select “OTAQDCFUEL: Office of Transportation and Air Quality DC FUEL Program”. You can do this by either typing ‘OTAQDCFUEL’ into the text field, as shown in Figure 2-2, or scrolling through the list of program services.



**Figure 2-2 Add Program**



**Core CDX Registration** [Contact Us](#)

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 4. Confirmation

Begin typing a program service name or related keywords to filter the list of available services (e.g., air quality system, AQS, or Clean Air Act).

Active Program Services List

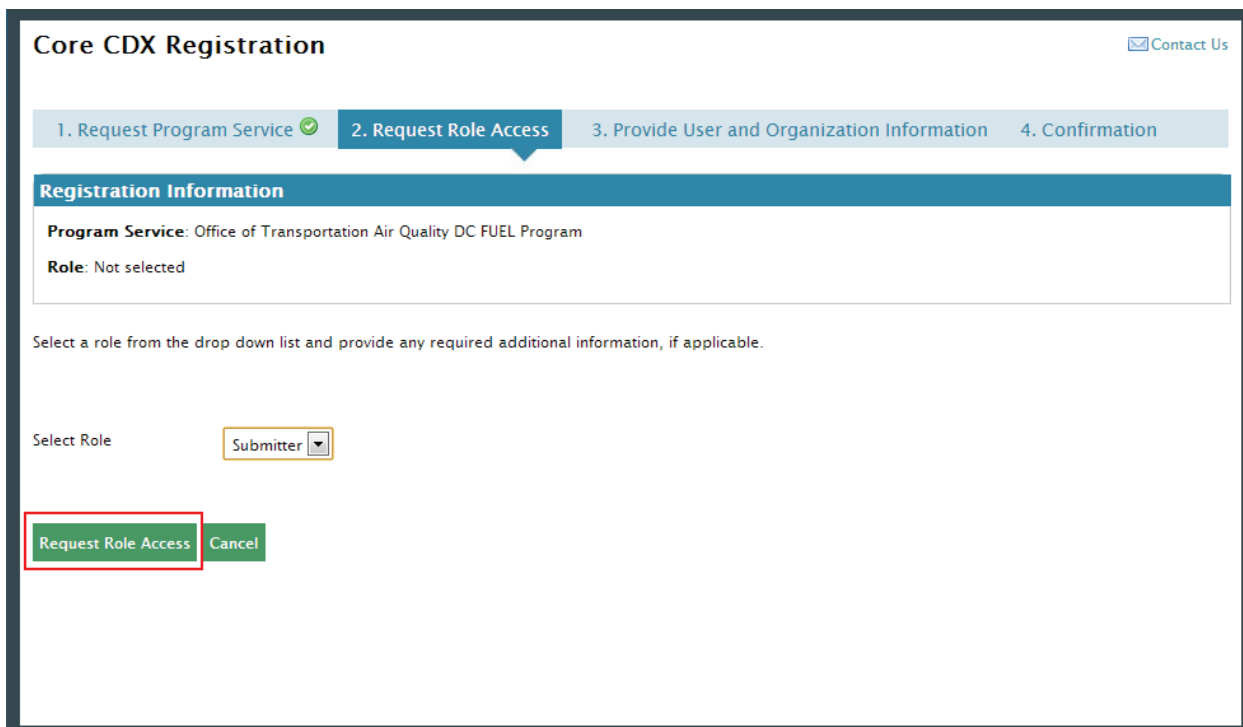
otaqdcfue

OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program

Cancel

Figure 2-3 will display. The role “Submitter” will be automatically selected from the dropdown menu. Click the “Request Role Access” button to continue with the registration process.

**Figure 2-3 Request Role Access**



**Core CDX Registration** [Contact Us](#)

1. Request Program Service 2. Request Role Access 3. Provide User and Organization Information 4. Confirmation

**Registration Information**

**Program Service:** Office of Transportation Air Quality DC FUEL Program

**Role:** Not selected

Select a role from the drop down list and provide any required additional information, if applicable.

Select Role Submitter

Request Role Access Cancel

The “Provide User and Organization Information” page will display, as shown in Figure 2-4. Enter your user information, and scroll down to complete the organization information.

**Figure 2-4 Part 1: User Information**

Core CDX Registration

Contact Us

1. Request Program Service

2. Request Role Access

3. Provide User and Organization Information

4. Confirmation

Registration Information

Program Service: Office of Transportation Air Quality DC FUEL Program

Role: Submitter

Essential information is marked with an asterisk(\*)

Part 1: User Information

Description of Fields

User ID \*  
TestDCFUELUser

Title \*  
Mr

First Name \*  
John

Middle Initial

Last Name \*  
Smith

Suffix  
-Please Select-

Password \*  
.....

Re-type Password \*  
.....

Security Question 1 \*  
What was your childhood nickname?  
test

Security Question 2 \*  
What street did you live on in third grade?  
test

Security Question 3 \*  
What school did you attend for sixth grade?  
test

Enter an organization name and click the “Search” button. Matching results will display in a table below. Select your organization from the table by clicking on the hyperlinked Organization ID. If you do not see your organization you can try the advanced search, or create a new organization through the links location directly below the search results.

**Figure 2-5 Part 2: Organization Information**

Part 2: Organization Information

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

Acme Test Inc

Search

Select your organization from the table below.

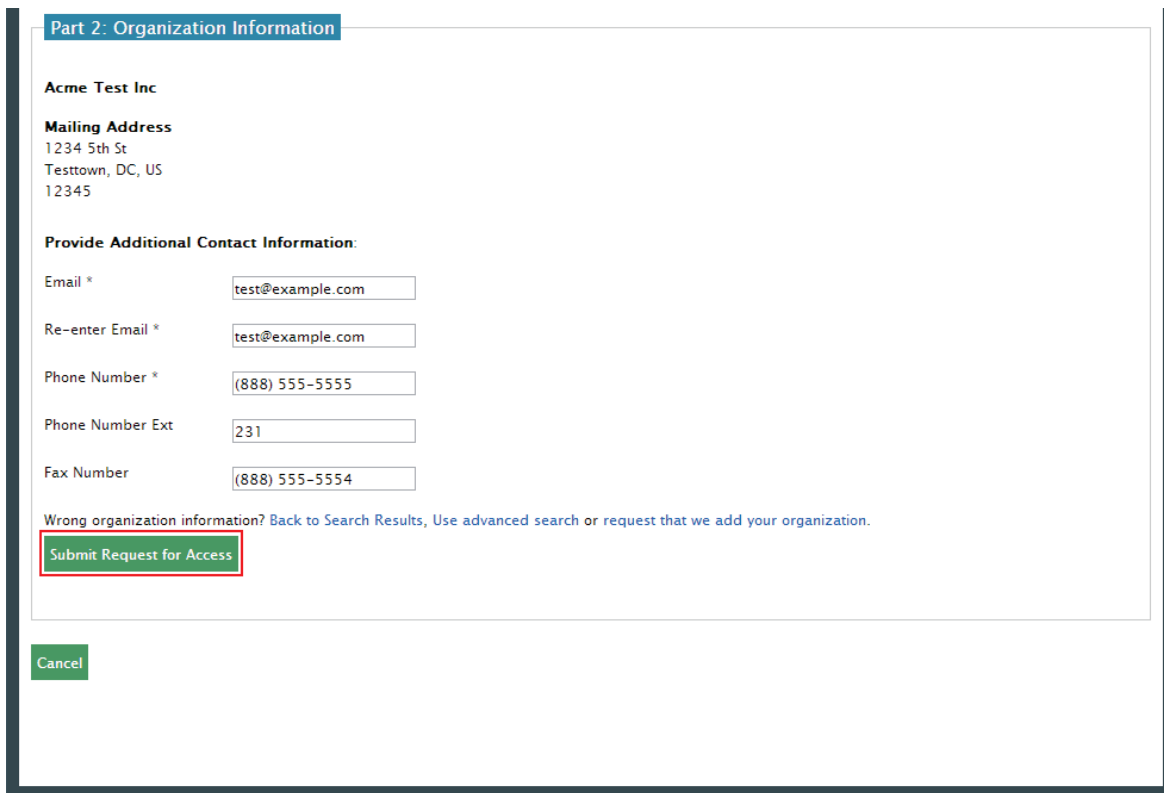
Organization Id	Organization Name	Address	City	State	ZIP Code
19204	Acme Test Inc	1234 5th St	Testtown	DC	12345

Can't find your organization? [Use advanced search](#) or [request that we add your organization.](#)

Cancel

Figure 2-6 will display. Enter additional contact information into the required fields, and click the “Submit Request for Access” button. At this point you will be taken to the Confirmation Page as shown in Figure 2-6.

**Figure 2-6 Additional Organization Information**



**Part 2: Organization Information**

**Acme Test Inc**

**Mailing Address**  
1234 5th St  
Testtown, DC, US  
12345

**Provide Additional Contact Information:**

Email \*

Re-enter Email \*

Phone Number \*

Phone Number Ext

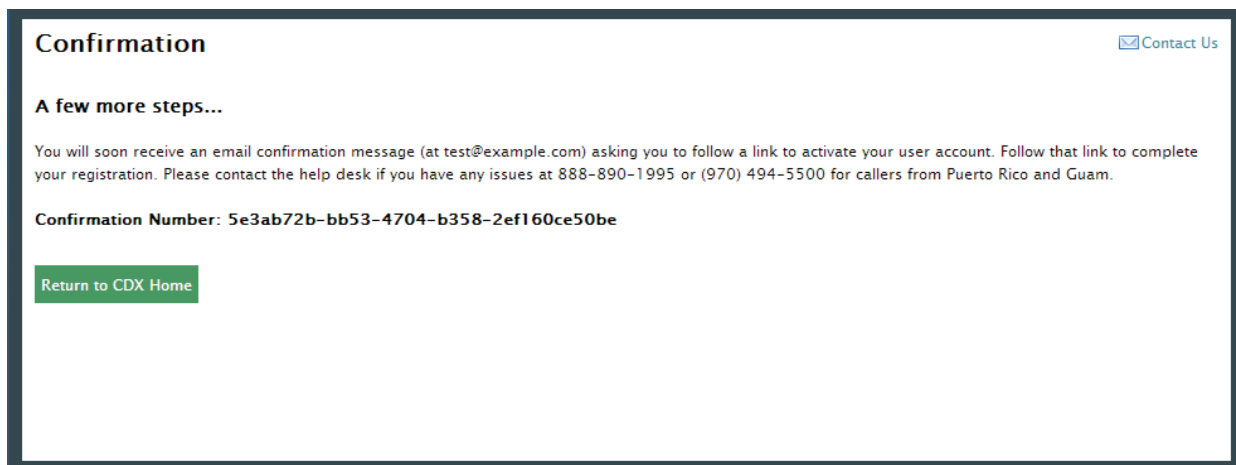
Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

**Submit Request for Access**

**Cancel**

**Figure 2-7 Confirmation Page**



**Confirmation** [Contact Us](#)

**A few more steps...**

You will soon receive an email confirmation message (at test@example.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for callers from Puerto Rico and Guam.

**Confirmation Number: 5e3ab72b-bb53-4704-b358-2ef160ce50be**

**Return to CDX Home**

After receiving this confirmation message you will need to check your inbox for an email from the CDX Help Desk. This email will contain a URL to allow you to continue registration. Click on the hyperlink provided in the email. Opening this link will load a new browser window that will prompt you to log in with your newly created CDX account. Enter your log-in credentials and click the “Log In to CDX” button.

Figure 2-8 Proceed to Verification

**CDX Registration: Additional Verification** [Contact Us](#)  
Last Login: 9/3/2013 1:54:48 PM

**1. Identity Verification** 2. Electronic Signature Agreement

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

EPA uses third party sites to offer you a way to immediately comply with identity proofing requirements. The alternative paper process may take 10 days or more. When using these sites, the information provided is consistent with the intended purpose of the EPA website.

**Note:** By clicking [Proceed to Verification] you understand the service is totally voluntarily and that you are validating personally identifying information including last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as SSN; however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

**Note:** You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the CDX Help Desk.

First Name: John  
Last Name: Smith

☒ I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[EXIT Disclaimer](#) **Proceed to Verification** [Cancel](#)

This page will provide you with two options: (1) use LexisNexis Identity Proofing to electronically validate your identity, allowing you to electronically sign an Electronic Signature Agreement (ESA) or (2) move forward to print, sign and mail in a paper ESA.

Section 2.2.1 will take you through the process of completing LexisNexis and electronically signing your ESA.

Section 2.2.2 will take you through the process of printing, signing and mailing in your paper ESA.

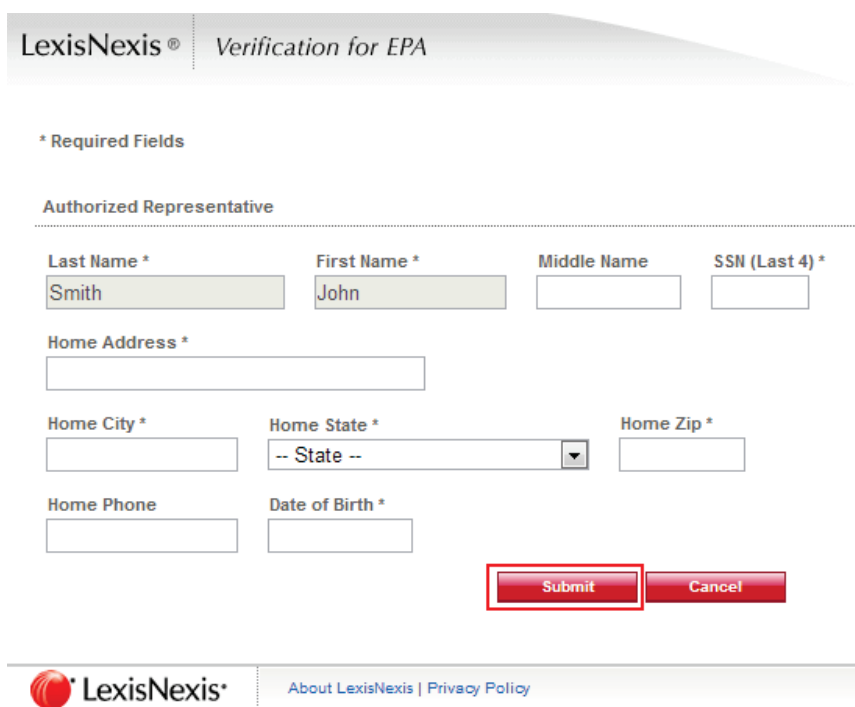
### 2.2.1 LexisNexis Verification

This section will take you through the registration steps if you choose to use the LexisNexis Identity Proofing process.

If you choose to proceed with LexisNexis you will need to review all of the information provided on the Identity Verification page as seen in Figure 2-8 above. After you have reviewed the information and verified your first and last name, check the checkbox and click the “Proceed to Verification” button.

LexisNexis Identity Proofing will be completed in a separate pop-up window. The first page will display an acknowledgement statement. Click the “OK” button. The next screen will require you to enter personal information. Figure 2-9 displays the LexisNexis verification pop-up window and required fields.

Figure 2-9 LexisNexis Verification



LexisNexis® Verification for EPA

\* Required Fields

Authorized Representative

Last Name \* First Name \* Middle Name SSN (Last 4) \*

Smith John

Home Address \*

Home City \* Home State \* Home Zip \*

-- State --

Home Phone Date of Birth \*

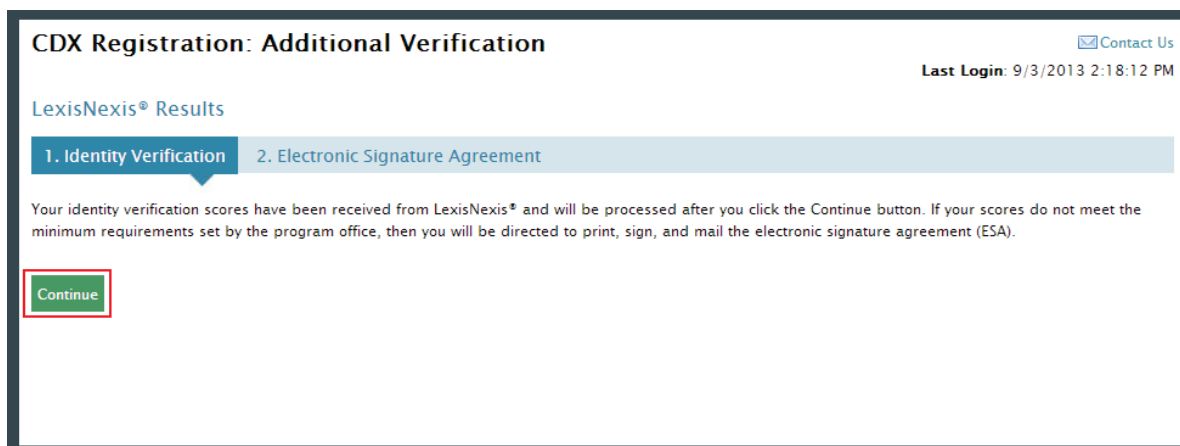
Submit Cancel

LexisNexis® About LexisNexis | Privacy Policy

After entering your identification information, click the “Submit” button. After completing this step the LexisNexis popup window will display a confirmation message. Click the “OK” button to close the popup window and return to the CDX application.

**Note:** The LexisNexis popup window will pre-populate your first and last name with the information entered during core registration. These fields will be read-only.

Figure 2-10 LexisNexis Results



CDX Registration: Additional Verification [Contact Us](#)

Last Login: 9/3/2013 2:18:12 PM

LexisNexis® Results

1. Identity Verification 2. Electronic Signature Agreement

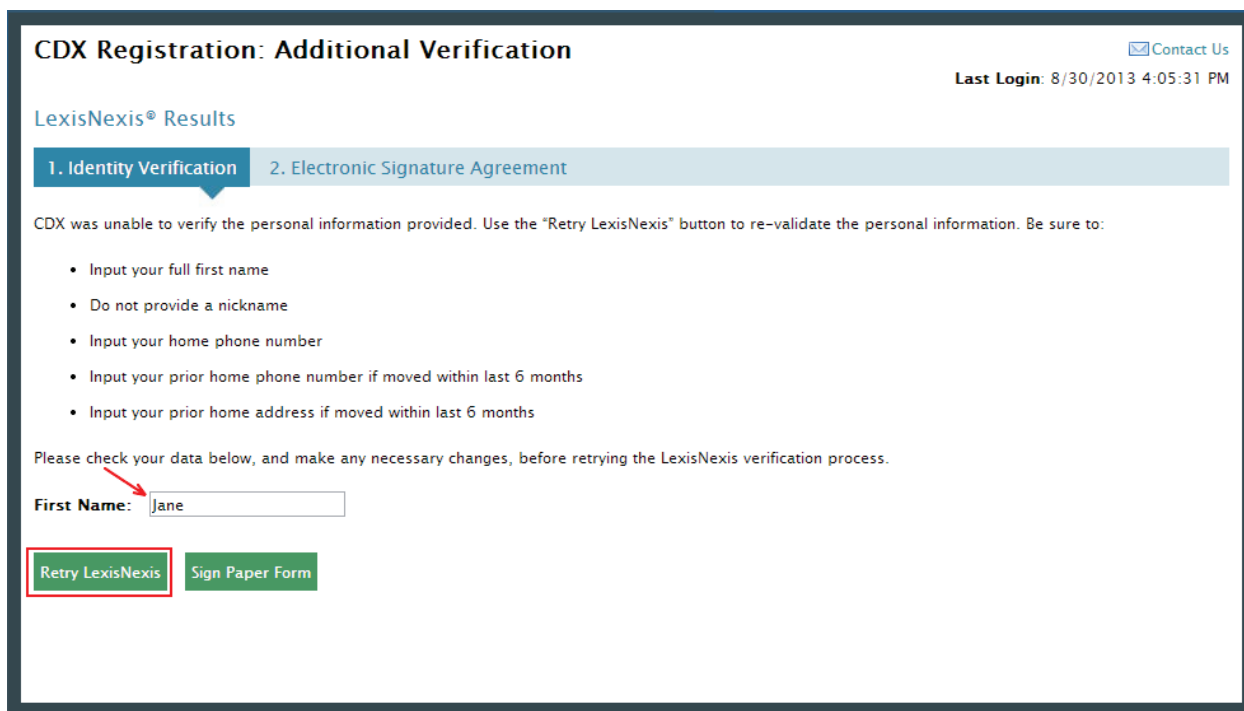
Your identity verification scores have been received from LexisNexis® and will be processed after you click the Continue button. If your scores do not meet the minimum requirements set by the program office, then you will be directed to print, sign, and mail the electronic signature agreement (ESA).

Continue

Click the “Continue” button to process your LexisNexis score and proceed with registration. If you are successfully identity proofed by LexisNexis you will be taken to the Challenge Questions and Answers page as shown in Figure 2-12. If you are not successfully identity proofed by LexisNexis you will be taken to the Electronic Signature Agreement page to print, sign, and mail your ESA (see Section 2.2.2).

In some cases, you may be eligible to retry LexisNexis validation. If you are eligible for this retry you will be taken to the Retry LexisNexis page where you can launch the popup window once again. You will also be presented with the opportunity to verify or edit your first name, as shown in Figure 2-11. The opportunity to edit your first name will only be presented to you as long as you do not have another CDX role with a status of “Awaiting ESA.” At this point you may also choose to opt-out of the LexisNexis identity proofing by clicking the “Sign Paper Form” button.

**Figure 2-11 Retry LexisNexis**



**CDX Registration: Additional Verification** [Contact Us](#)

**Last Login:** 8/30/2013 4:05:31 PM

**LexisNexis® Results**

**1. Identity Verification** **2. Electronic Signature Agreement**

CDX was unable to verify the personal information provided. Use the “Retry LexisNexis” button to re-validate the personal information. Be sure to:

- Input your full first name
- Do not provide a nickname
- Input your home phone number
- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

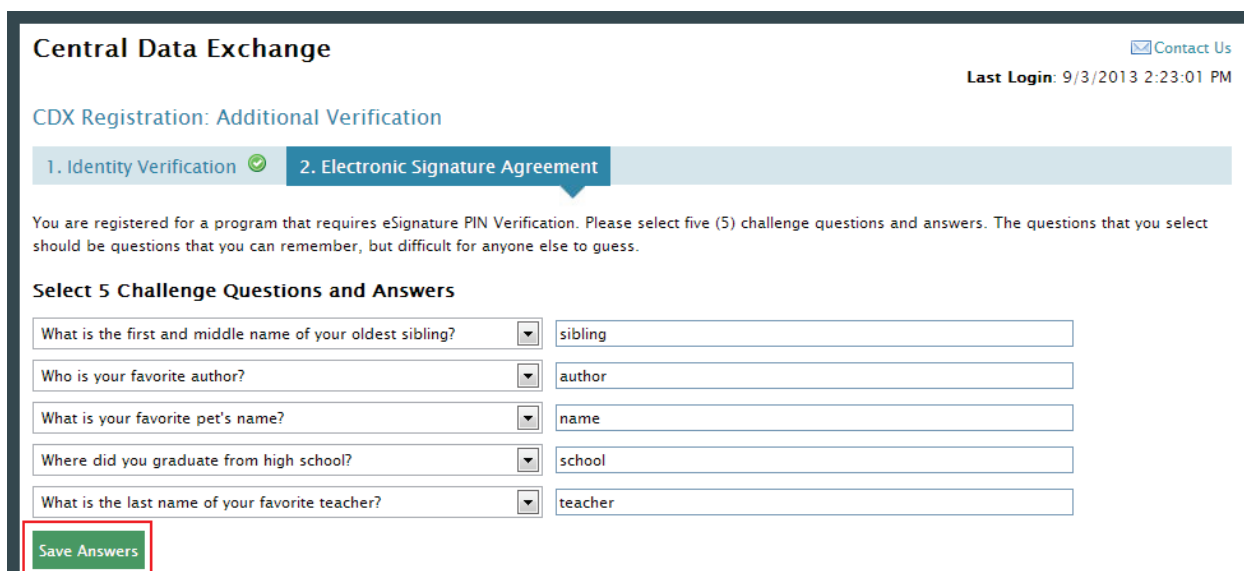
Please check your data below, and make any necessary changes, before retrying the LexisNexis verification process.

**First Name:**

**Retry LexisNexis** **Sign Paper Form**

Click the “Retry LexisNexis” button. You will then be returned to the Identity Verification Page seen in Figure 2-8, and may begin your verification again. LexisNexis retries may be attempted up to five times before the identity proofing will be considered unsuccessful.

**Figure 2-12 CROMERR Challenge Questions and Answers**



**Central Data Exchange** [Contact Us](#)  
**Last Login:** 9/3/2013 2:23:01 PM

**CDX Registration: Additional Verification**

**1. Identity Verification** **2. Electronic Signature Agreement**

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

**Select 5 Challenge Questions and Answers**

What is the first and middle name of your oldest sibling?	sibling
Who is your favorite author?	author
What is your favorite pet's name?	name
Where did you graduate from high school?	school
What is the last name of your favorite teacher?	teacher

**Save Answers**

Click the “Save Answers” button after completing the Challenge Questions and Answers. You will now be taken to the step two of the Additional Verification pages, where you will be able to electronically sign your ESA.

**Figure 2-13 Electronic Signature Agreement – Sign Electronically**



**CDX Registration: Additional Verification** [Contact Us](#)  
**Last Login:** 9/4/2013 1:46:26 PM

**1. Identity Verification** **2. Electronic Signature Agreement**

**Electronic CDX Electronic Signature Agreement**

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](#).

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

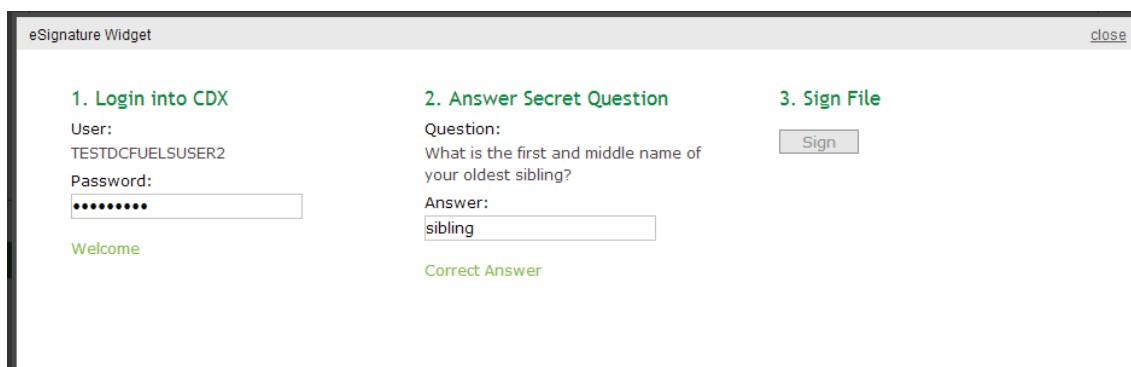
In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

Electronic Signature Holder Company Information	
Organization Name:	Acme Test Inc
Address:	1234 5th St
City, State, Zip:	Testtown, DC 12345
Province:	US
Country:	US
Phone Number:	(703) 227-5673
E-mail Address:	test@example.com
Registrant's Name:	John Smith
CDX User Name:	TESTDCFUELSUSER2

**Sign Electronically** **Cancel**

Click the “Sign Electronically” button and “Accept” in the pop-up window. Complete the eSignature widget as shown in Figure 2-14 by entering your password, Challenge Question & Answer, and then clicking “Sign”. If you enter an incorrect password or Challenge Question answer, you will receive an error message. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or [helpdesk@cdx.net](mailto:helpdesk@cdx.net).

**Figure 2-14 CROMERR eSignature Widget**

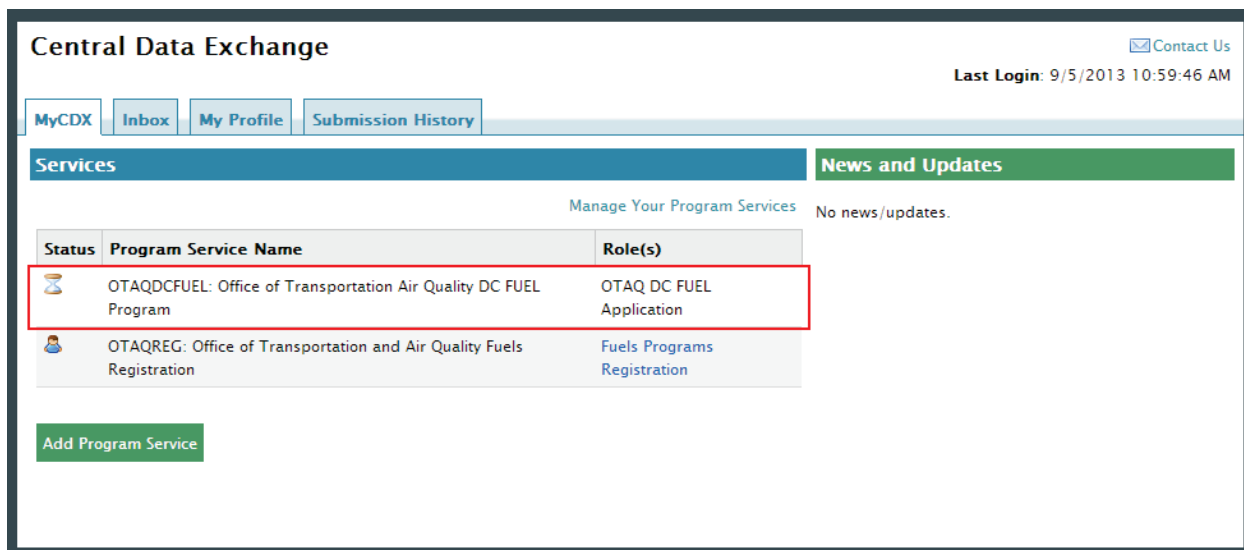


The eSignature Widget interface is divided into three sections:



- 1. Login into CDX:** Includes fields for User (TESTDCFUELSUSER2), Password (masked with dots), and a Welcome message.
- 2. Answer Secret Question:** Includes a Question field (What is the first and middle name of your oldest sibling?), an Answer field (sibling), and a Correct Answer confirmation.
- 3. Sign File:** Includes a Sign button.

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.

**Figure 2-15 MyCDX Home Page**



The MyCDX Home Page interface displays the Central Data Exchange and includes navigation tabs for MyCDX, Inbox, My Profile, and Submission History. The last login is 9/5/2013 10:59:46 AM. The Services section shows a table of program services:

Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	OTAQ DC FUEL Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

There is an "Add Program Service" button and a "News and Updates" section with no news/updates.

Your DC Fuel role will be displayed with a pending status. As seen in Figure 2-15, 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.

## 2.2.2 Print and Sign CDX Electronic Signature Agreement

This section will take you through the registration steps if you choose to print, sign and mail a paper ESA, or if you are not successfully identity proofed by LexisNexis.

You will be taken to the Electronic Signature Agreement page to print, sign and mail in your ESA. Figure 2-16 displays the paper version of the Electronic Signature Agreement.

**Figure 2-16 Paper Electronic Signature Agreement**



The screenshot shows a web browser window with the title "CDX Registration: Additional Verification". In the top right corner, there is a "Contact Us" link and a "Last Login: 9/3/2013 3:57:55 PM" timestamp. Below the title bar, there are two tabs: "1. Identity Verification" and "2. Electronic Signature Agreement", with the second tab being active. The main heading is "Paper CDX Electronic Signature Agreement". Below this, a paragraph explains the CDX electronic signature agreement (ESA). The central part of the page is titled "U.S. Environmental Protection Agency ELECTRONIC SIGNATURE AGREEMENT". It states that by accepting the electronic signature credential issued by the EPA to sign electronic documents submitted to EPA's Central Data Exchange (CDX), the user agrees to the terms. Below this is a section titled "Electronic Signature Holder Company Information" containing a table with the following details:

Organization Name:	Acme Test Inc
Address:	1234 5th St
City, State, Zip:	Testtown, DC 12345
Province:	
Country:	US
Phone Number:	(703) 227-5673
E-mail Address:	test@example.com
Registrant's Name:	Mr John Smith
CDX User Name:	TESTDCFUELSUSER1

At the bottom left of the form, there are two buttons: "Sign Paper Form" (highlighted with a red box) and "Cancel".

Clicking the “Sign Paper Form” button will trigger a popup window which allows you to print the ESA.

Print, sign and mail the CDX ESA to the Fuels Program Helpdesk at one of the following mailing addresses:

**For US Mail:**

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

### For Commercial Delivery:

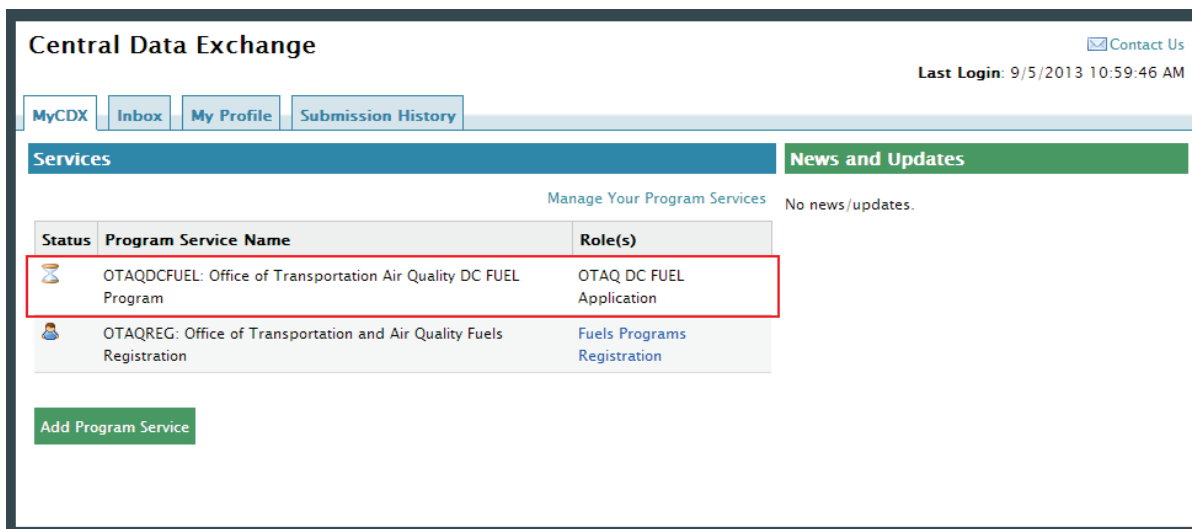
U.S. Environmental Protection Agency  
Fuels Programs Registration  
Room 647C  
1310 L Street, NW  
Washington, DC 20005

**Note:** When using a commercial delivery service, do not use the U.S. mail address (or vice versa) as your mail will be delayed, may be returned to you, or may even never arrive at our offices. Be aware that sending materials via US Mail will require an irradiation process and could possibly delay delivery.

Paper ESAs will be processed and activated by EPA. You will be prompted to complete the Challenge Questions and Answers, as seen in Figure 2-12, that will be used to Sign Electronically once your ESA has been received.

You will now be taken to the MyCDX Home Page. Your DC Fuel role will be displayed with a pending status. 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.

**Figure 2-17 MyCDX Home Page**





**Central Data Exchange** Contact Us

Last Login: 9/5/2013 10:59:46 AM

[MyCDX](#) [Inbox](#) [My Profile](#) [Submission History](#)

**Services** Manage Your Program Services

Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	OTAQ DC FUEL Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

[Add Program Service](#)

**News and Updates**  
No news/updates.

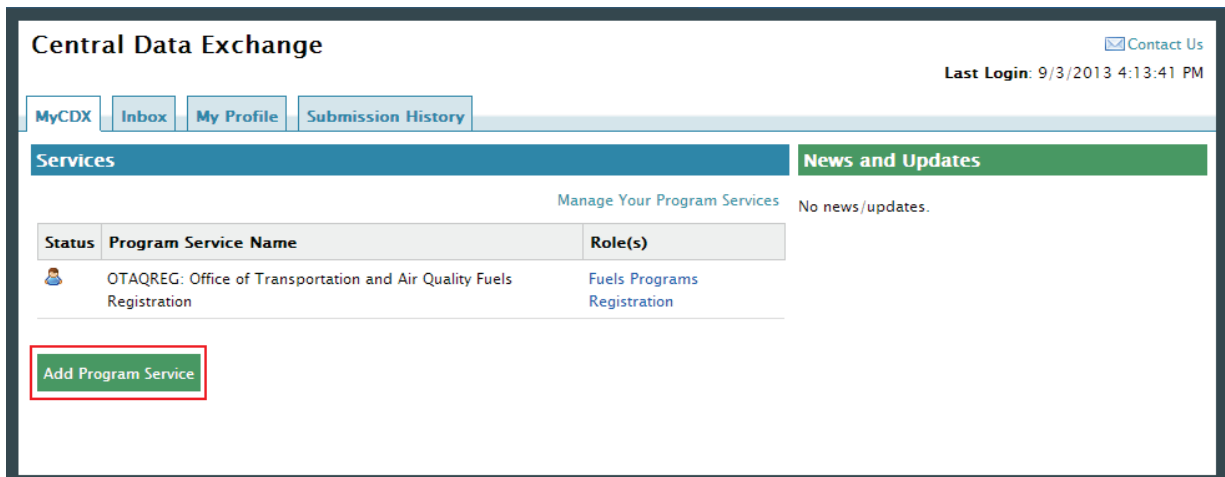
## 2.3 DC FUEL Registration for Existing CDX Users

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 2-18 will be displayed. To register for the DC FUEL dataflow you must first add the dataflow to your account. Click the “Edit Current Account Profiles” link. Figure 2-19 will display.

**Figure 2-18 MYCDX Home Page**



Select “OTAQDCFUEL: Office of Transportation and Air Quality DC FUEL Program”. You can do this by either typing ‘OTAQDCFUEL’ into the text field, as shown in Figure 2-19, or scrolling through the list of program services.

**Figure 2-19 Add Program**

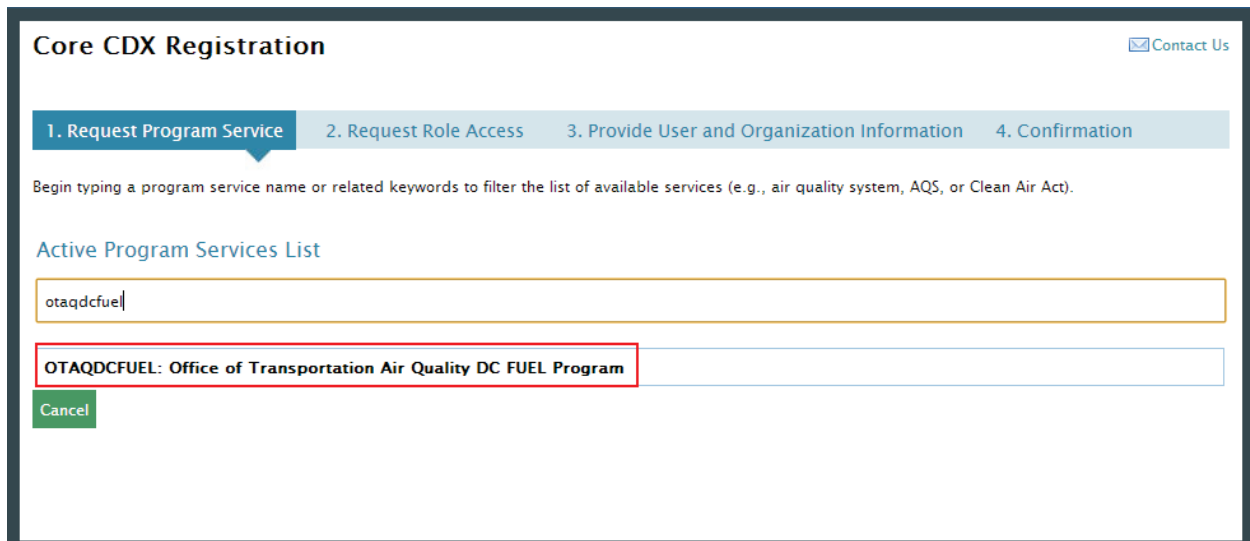
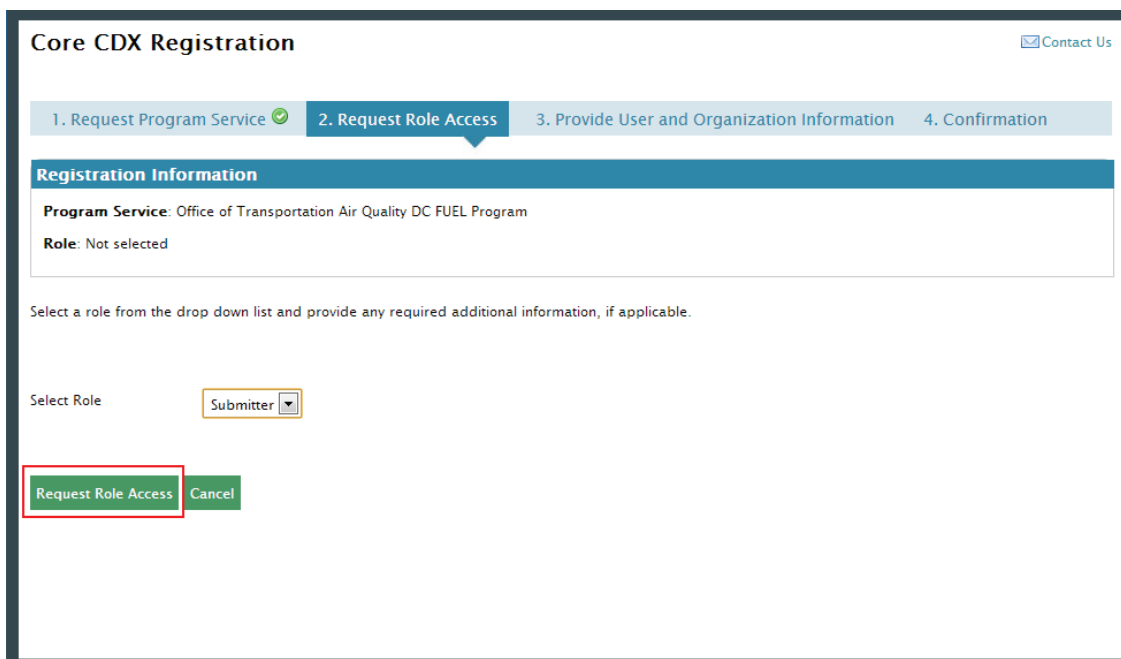


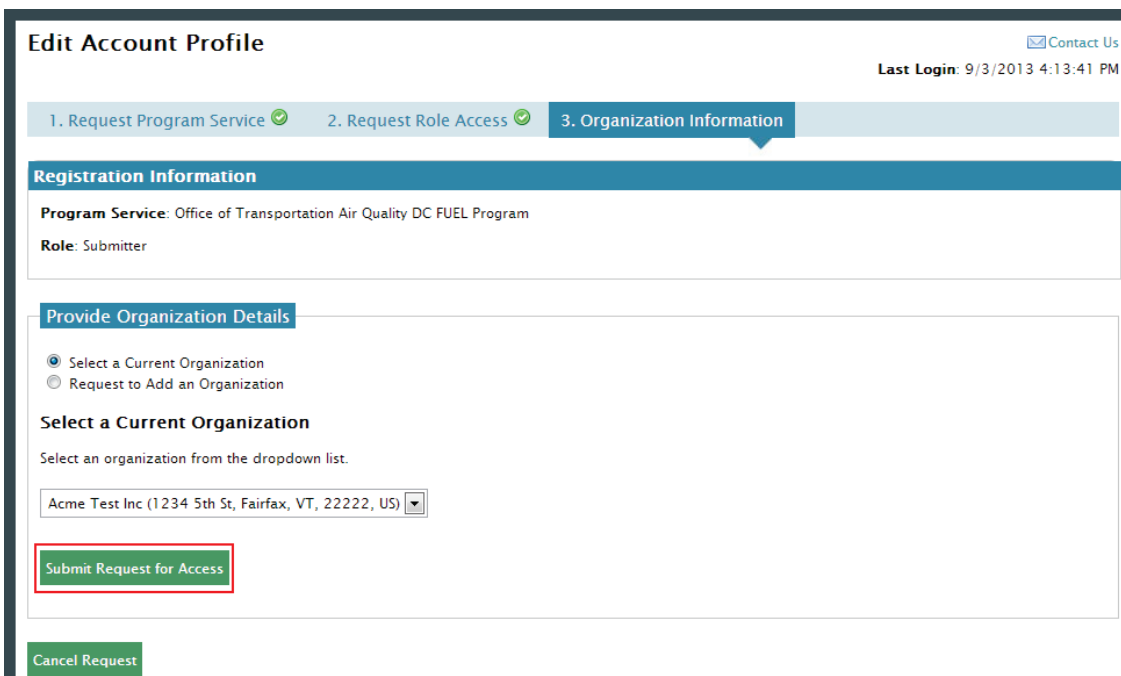
Figure 2-20 will display. The role “Submitter” will be automatically selected from the dropdown menu. Click the “Request Role Access” button to continue with the registration process.

**Figure 2-20 Add OTAQDCFUEL Role (DCFUEL Registration)**



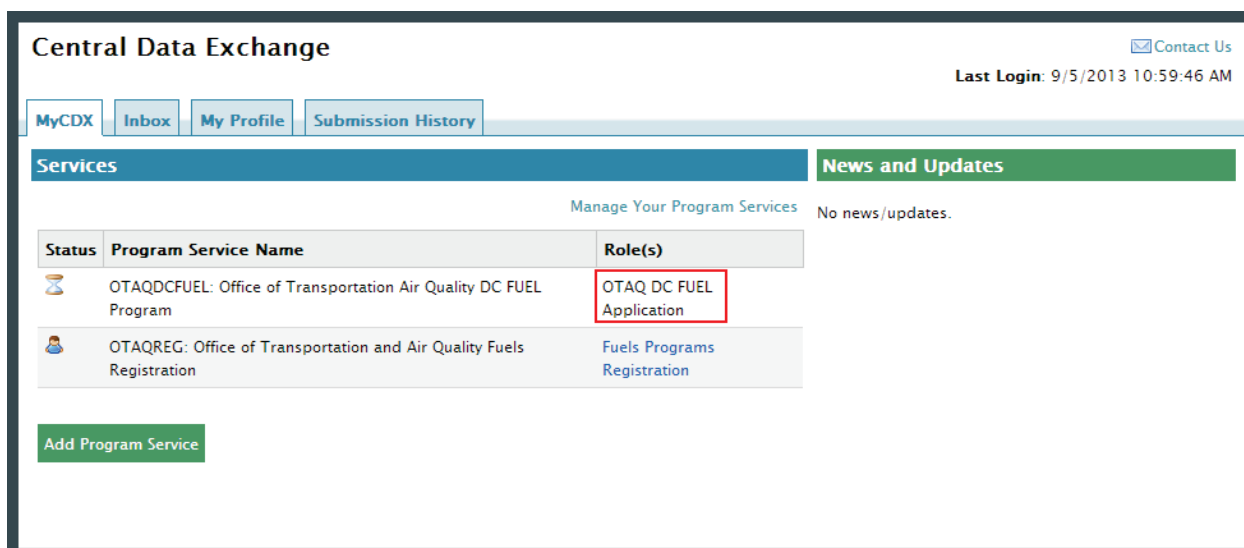
The Organization Information page seen in Figure 2-21 will display. Select your organization from the dropdown menu, or request to add an organization. Then click the “Submit Request for Access” button.

**Figure 2-21 Submit Request for Access**



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.

**Figure 2-22 Return to MyCDX Home Page**



Central Data Exchange



Contact Us

Last Login: 9/5/2013 10:59:46 AM

MyCDX | Inbox | My Profile | Submission History

Services | News and Updates

Manage Your Program Services | No news/updates.

Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	OTAQ DC FUEL Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

Add Program Service

As seen in Figure 2-22 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](mailto: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.

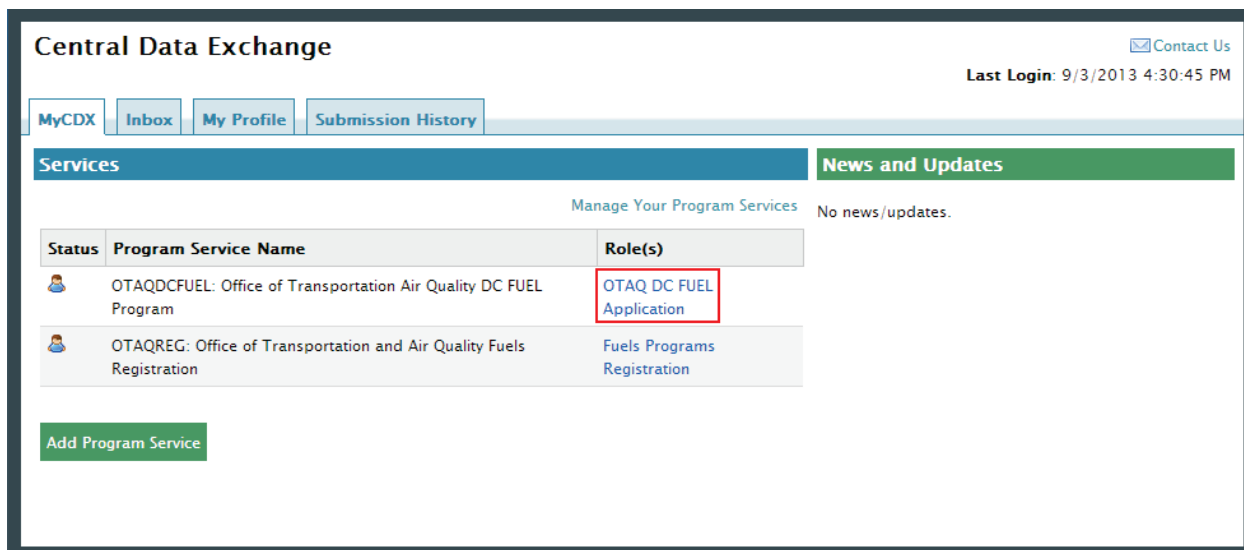
The “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link will not appear as clickable until your role is activated by the OTAQ Program.

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 Access DC FUEL Dataflow

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.

**Figure 3-1 OTAQ DC FUEL Dataflow Link**



The screenshot shows the 'Central Data Exchange' (CDX) user interface. At the top, there is a navigation bar with links for 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. To the right, there is a 'Contact Us' link and a 'Last Login' timestamp of '9/3/2013 4:30:45 PM'. Below the navigation bar, there are two main sections: 'Services' and 'News and Updates'. The 'Services' section has a sub-header 'Manage Your Program Services' and contains a table with the following data:

Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	<b>OTAQ DC FUEL Application</b>
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

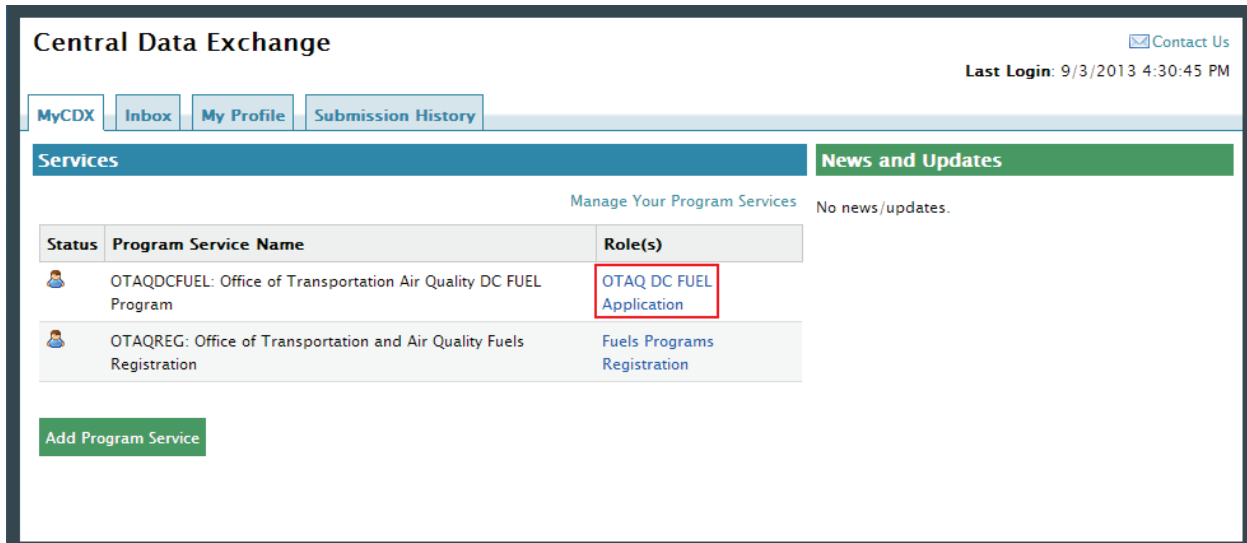
Below the table, there is a green button labeled 'Add Program Service'. The 'OTAQ DC FUEL Application' role is highlighted with a red box in the original image.

## 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**



Central Data Exchange

Contact Us



Last Login: 9/3/2013 4:30:45 PM

MyCDX | Inbox | My Profile | Submission History

Services | News and Updates

Manage Your Program Services

No news/updates.

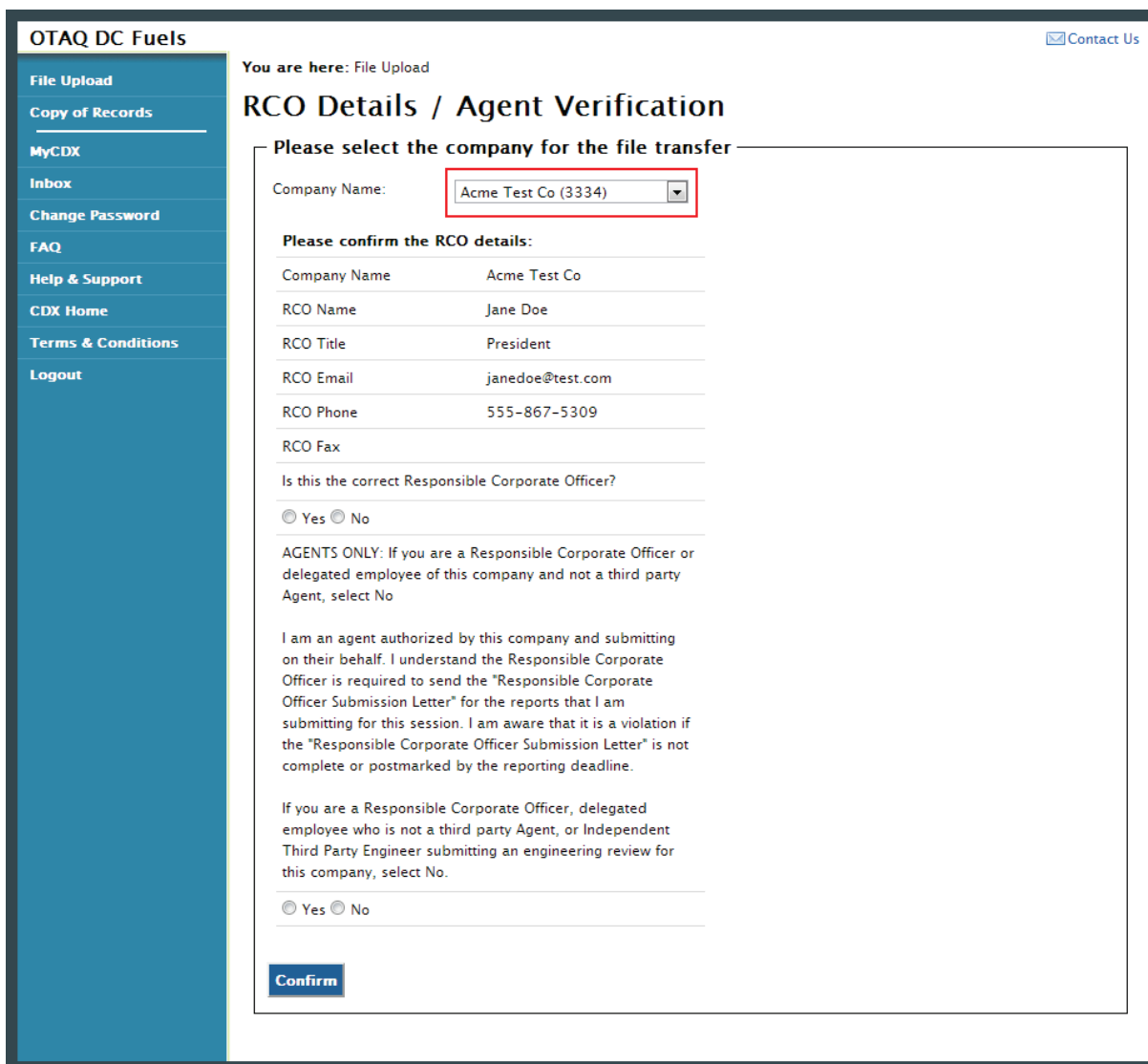
Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	OTAQ DC FUEL Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

Add Program Service

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**



**OTAQ DC Fuels** [Contact Us](#)

**You are here:** File Upload

**RCO Details / Agent Verification**

Please select the company for the file transfer

Company Name: Acme Test Co (3334) ▼

**Please confirm the RCO details:**

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	

Is this the correct Responsible Corporate Officer?

☒ Yes ☐ No

AGENTS ONLY: If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select 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 Responsible Corporate Officer, delegated employee who is not a third party Agent, or Independent Third Party Engineer submitting an engineering review for this company, select No.

☒ Yes ☐ No

**Confirm**

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**

OTAQ DC Fuels

[File Upload](#)
[Copy of Records](#)
[MyCDX](#)
[Inbox](#)
[Change Password](#)
[FAQ](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

[Contact Us](#)

You are here: File Upload

RCO Details / Agent Verification

Please select the company for the file transfer

Company Name:

Acme Test Co (3334)

Please confirm the RCO details:

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	

Is this the correct Responsible Corporate Officer?

☐ Yes
☐ No

AGENTS ONLY: If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select 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 Responsible Corporate Officer, delegated employee who is not a third party Agent, or Independent Third Party Engineer submitting an engineering review for this company, select No.

☐ Yes
☐ No

Confirm

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 as shown in Figure 4-4.

If any of the RCO details are incorrect, select “No” and proceed to answering the Agent Identification question as shown in Figure 4-4.

**Figure 4-4 Agent Verification**

OTAQ DC Fuels

File Upload

Copy of Records

MyCDX

Inbox

Change Password

FAQ

Help & Support

CDX Home

Terms & Conditions

Logout

Contact Us

You are here: File Upload

RCO Details / Agent Verification

Please select the company for the file transfer

Company Name:

Acme Test Co (3334)

Please confirm the RCO details:

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	

Is this the correct Responsible Corporate Officer?

☐ Yes
☐ No

AGENTS ONLY: If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select 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 Responsible Corporate Officer, delegated employee who is not a third party Agent, or Independent Third Party Engineer submitting an engineering review for this company, select No.

☐ Yes
☐ No

Confirm

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 or an Independent Third Party Engineer.

If you identify yourself as an agent, you will be prompted with the Agent Responsibility Statement below the agent identifier question as seen in Figure 4-5. You must select "Agree" to this statement to continue with your submission.

Click the "Confirm" button.

**Figure 4-5 Agent Responsibility Statement**

**Agent Responsibility Statement**

I understand that I will be submitting on behalf of my clients and will only submit information that could be associated with their companies as true reportable information. I also understand the Responsible Corporate Officers of my client companies are responsible for the information that I submit as their Agent. I may be liable for information submitted that I submit and know to be untrue.

☒ Agree

**Confirm**

If you selected “No” to the RCO details then Figure 4-6 will display. If you selected “Yes” to the RCO details then Figure 4-7 will display.

**Figure 4-6 Incorrect RCO Information – Company Lock**

**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 » Company Lock

**File Upload – Company Lock**

Your company Acme Test Co has been locked.  
Please contact EPA with correct Responsible Corporate Officer information.

To reestablish an RCO and unlock your company , please refer to the guidelines provided at <http://www.epa.gov/otaq/fuels/reporting/registration-letters.htm>

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. Please refer to Appendix A: System Java Requirements if you do not have JRE installed or are prompted with a security warning. Figure 4-7 will display.

**Figure 4-7 File Upload – File Type Selection**

OTAQ DC Fuels

File Upload

Copy of Records

MyCDX

Inbox

Change Password

FAQ

Help & Support

CDX Home

Terms & Conditions

Logout

Contact Us

You are here: [File Upload](#) » File Type Selection

File Upload – File Type Selection

Company, RCO and User Information:

Company/Entity Information:

Company/Entity Name: Acme Test Co

EPA Company/Entity ID: 3334

User Information:

Name (First Middle Last): John Smith

Address 1: 1234 5th St

Address 2:

City State, Zip: Testtown DC, 12345

Phone Number: 555-867-5309

Fax Number:

E-Mail Address: test@example.com

CDX User ID: TESTDCFUELSUSER1

Agent: 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.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

☒ Original

☐ Resubmission

Attach Report File (required):

Comments (optional):

Encrypt and Sign

Reset

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 as shown in Figure 4-8 thru Figure 4-10.

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 shown in Figure 4-8.

Office of Transportation and Air Quality DC FUEL User Guide

September 13, 2013  
22

**Figure 4-8 Report Type “Original”**

**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.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

☒ Original
 ☐ Resubmission

Attach Report File (required):

**Comments (optional):**

If you identify your submission as a “Resubmission” you are required to provide comments in the comments field as shown in Figure 4-9. 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 4-9 Report Type “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.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

☐ Original
 ☒ Resubmission

Attach Report File (required):

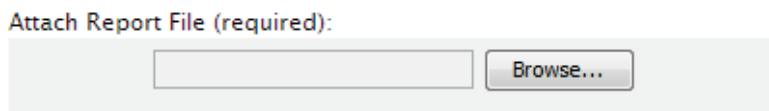
**Comments (required):** Please provide us with more information about your Resubmission. Please include (1) the report form ID name, (2) compliance period code quarter, (3) compliance year of the reports you are resubmitting, (4) the dates of all previous submissions and resubmissions for the specific report(s), and (5) the reason for your current resubmission.

If resubmitting an engineering review for a company, please provide the dates of any previous submissions and resubmissions of this engineering review for this company as well as the reason for your current resubmission.

Enter Required Comments Here

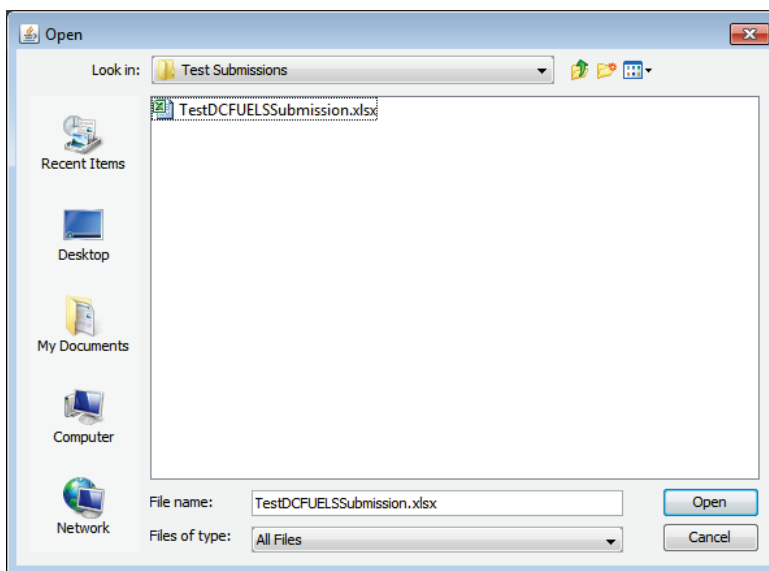
After identifying the Report Type, you are required to attach your report file as shown in Figure 4-10.

**Figure 4-10 Attach Report File**



To attach a file, click the “Browse” button. An open dialogue box will display as shown in Figure 4-11.

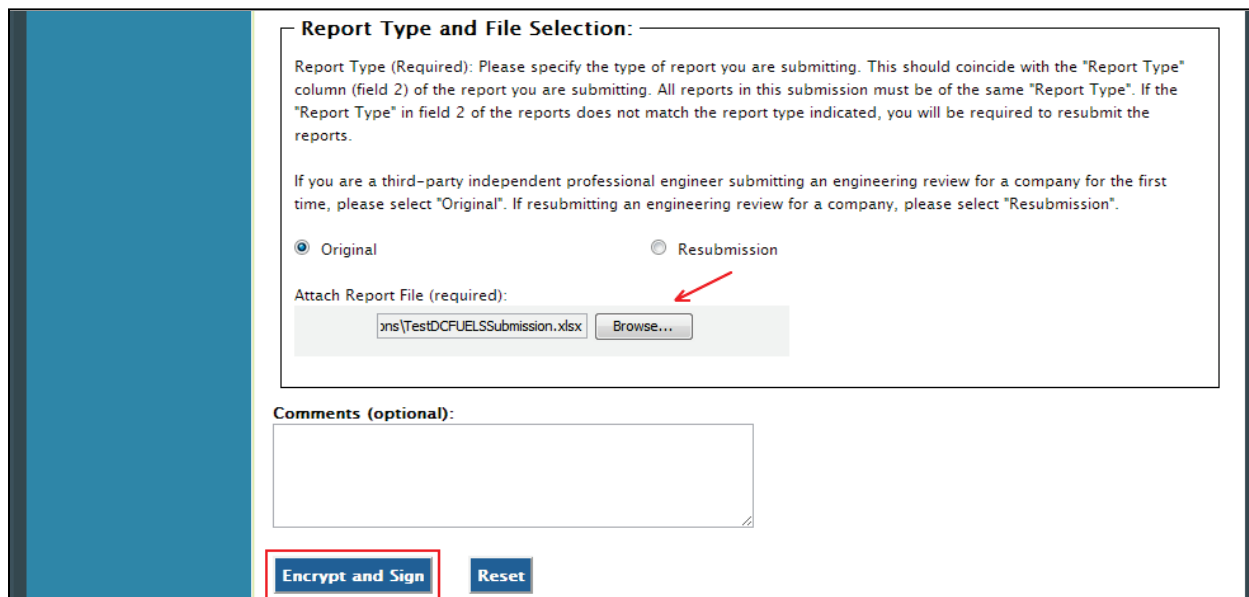
**Figure 4-11 File Open Dialogue Box**



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 shown in Figure 4-12.

**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.

**Figure 4-12 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.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

☒ Original ☐ Resubmission

Attach Report File (required):

ms\TestDCFUELSSubmission.xlsx

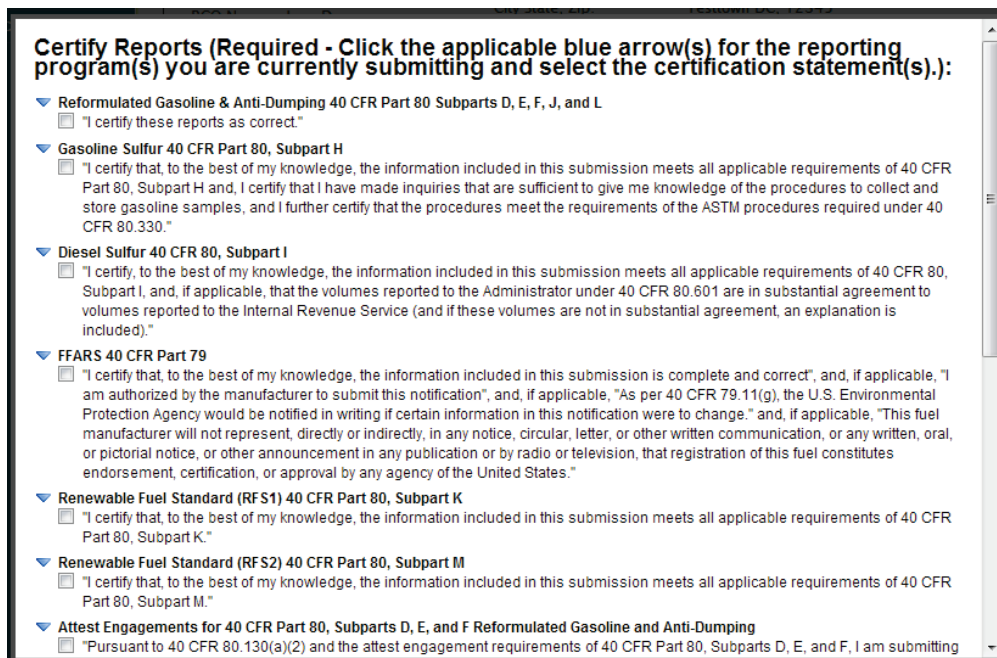
**Comments (optional):**

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 4-13 will display.

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

#### 4.4 Select Certify Reports


**Figure 4-13 Certify Reports**



**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
  - ☐ "I certify these reports as correct."
- ▼ Gasoline Sulfur 40 CFR Part 80, Subpart H
  - ☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart H and, I certify that I have made inquiries that are sufficient to give me knowledge of the procedures to collect and store gasoline samples, and I further certify that the procedures meet the requirements of the ASTM procedures required under 40 CFR 80.330."
- ▼ Diesel Sulfur 40 CFR 80, Subpart I
  - ☐ "I certify, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR 80, Subpart I, and, if applicable, that the volumes reported to the Administrator under 40 CFR 80.601 are in substantial agreement to volumes reported to the Internal Revenue Service (and if these volumes are not in substantial agreement, an explanation is included)."
- ▼ FFARS 40 CFR Part 79
  - ☐ "I certify that, to the best of my knowledge, the information included in this submission is complete and correct", and, if applicable, "I am authorized by the manufacturer to submit this notification", and, if applicable, "As per 40 CFR 79.11(g), the U.S. Environmental Protection Agency would be notified in writing if certain information in this notification were to change." and, if applicable, "This fuel manufacturer will not represent, directly or indirectly, in any notice, circular, letter, or other written communication, or any written, oral, or pictorial notice, or other announcement in any publication or by radio or television, that registration of this fuel constitutes endorsement, certification, or approval by any agency of the United States."
- ▼ Renewable Fuel Standard (RFS1) 40 CFR Part 80, Subpart K
  - ☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart K."
- ▼ Renewable Fuel Standard (RFS2) 40 CFR Part 80, Subpart M
  - ☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart M."
- ▼ Attest Engagements for 40 CFR Part 80, Subparts D, E, and F Reformulated Gasoline and Anti-Dumping
  - ☐ "Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of 40 CFR Part 80, Subparts D, E, and F, I am submitting

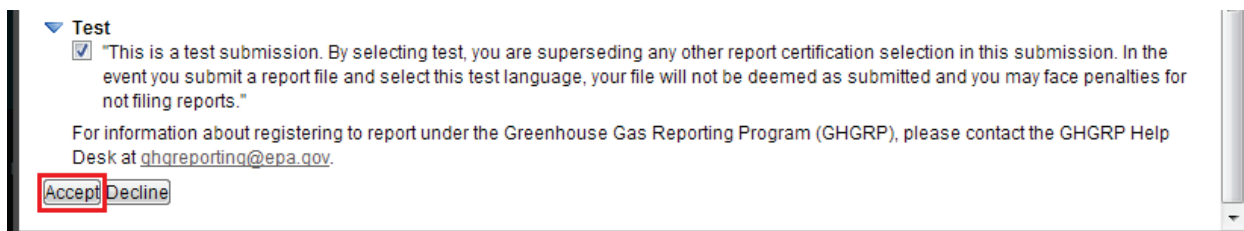
The “Certify Reports” page displays all the Fuels Reporting Programs for which you can submit reports for in DC FUEL.

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 or hide 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 as shown in Figure 4-14. Figure 4-15 will display.

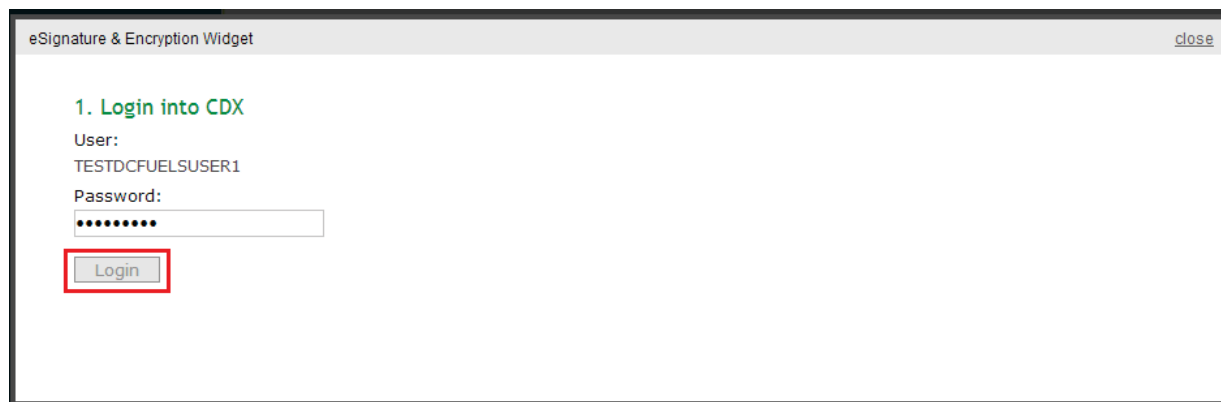
**Figure 4-14 Accept Certify Report(s) Selection**



## 4.5 Encrypt and Sign Submission

Upon accepting the selected certifications in Figure 4-13, you will then be directed through the eSignature and Encryption process. The first step of the eSignature and Encryption process is Authentication as shown in Figure 4-15).

**Figure 4-15 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 shown in Figure 4-16. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or [helpdesk@cdx.net](mailto:helpdesk@cdx.net).

Enter your CDX user account password and click the “Login” button. Figure 4-17 will display.

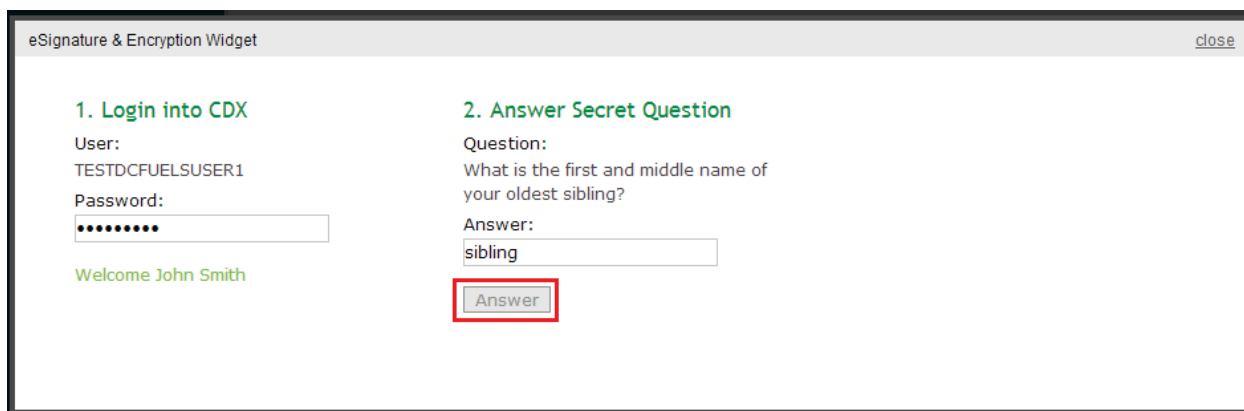


**Figure 4-16 Failed Authentication**



The screenshot shows a web interface titled "eSignature & Encryption Widget" with a "close" link in the top right. The main heading is "1. Login into CDX". Below this, the "User:" field contains "TESTDCFUELSUSER1". The "Password:" field is a text box filled with dots. A "Login" button is positioned below the password field. A red error message at the bottom states: "Combination of username and password is incorrect."

**Figure 4-17 Answer Secret Question**



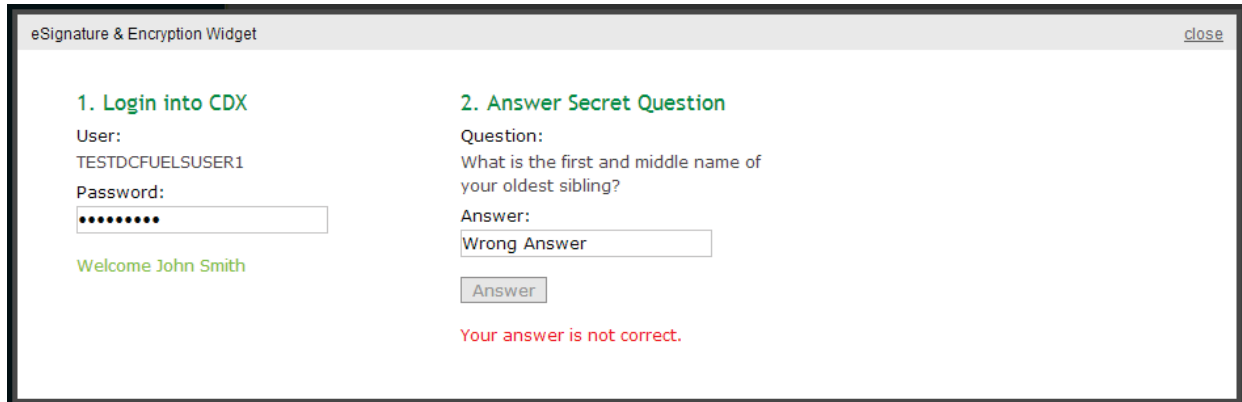
The screenshot shows the same "eSignature & Encryption Widget" interface. It now displays two sections. The left section, "1. Login into CDX", shows the user "TESTDCFUELSUSER1" and a "Welcome John Smith" message. The right section, "2. Answer Secret Question", contains a "Question:" field with the text "What is the first and middle name of your oldest sibling?". Below this is an "Answer:" field containing the word "sibling". A red rectangular box highlights the "Answer" button located below the answer field.

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 2.2.1).

If you fail to respond or enter an incorrect answer, you will be prompted with an error message as shown in Figure 4-18. 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 [helpdesk@cdx.net](mailto:helpdesk@cdx.net).

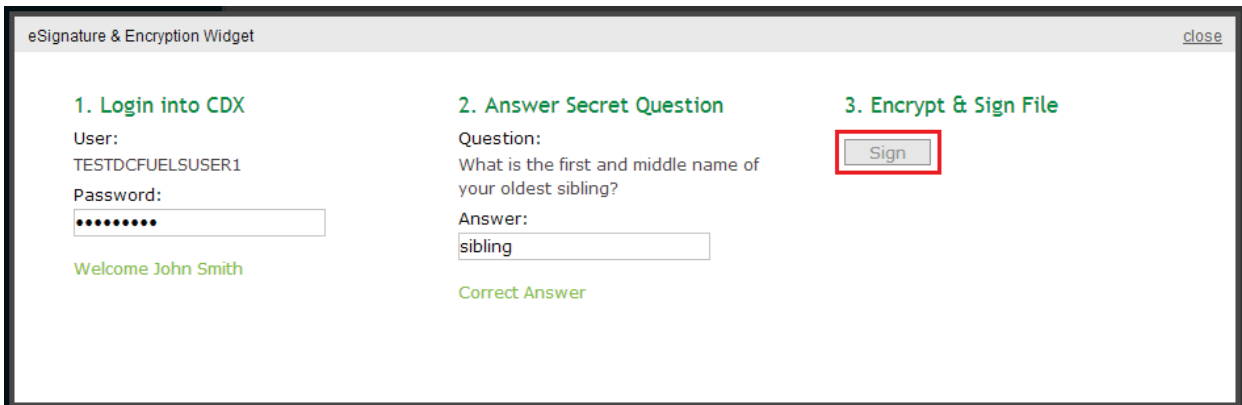
Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 4-19 will display.

**Figure 4-18 Incorrect Answer to Secret Question**



The screenshot shows a web interface titled "eSignature & Encryption Widget" with a "close" link in the top right. It is divided into two main sections. The left section, "1. Login into CDX", contains a "User:" field with the text "TESTDCFUELSUSER1", a "Password:" field with masked characters, and a green "Welcome John Smith" message. The right section, "2. Answer Secret Question", contains a "Question:" field with the text "What is the first and middle name of your oldest sibling?", an "Answer:" field with the text "Wrong Answer", and a grey "Answer" button. Below the "Answer" button, a red message states "Your answer is not correct."

**Figure 4-19 Encrypt and Sign File**



The screenshot shows the same "eSignature & Encryption Widget" interface. The left section, "1. Login into CDX", remains the same. The right section, "2. Answer Secret Question", now shows the "Answer:" field with the text "sibling" and a green "Correct Answer" message. A third section, "3. Encrypt & Sign File", has been added to the right, containing a grey "Sign" button which is highlighted with a red rectangular box.

The final step is to Encrypt and Sign your submission. Click the “Sign” button. Figure 4-20 will display.

## 4.6 Submission Confirmation

**Figure 4-20 File Upload Confirmation**

**OTAQ DC Fuels**

[File Upload](#)
[Copy of Records](#)
[MyCDX](#)
[Inbox](#)
[Change Password](#)
[FAQ](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

[Contact Us](#)

You are here: [File Upload](#) » Confirmation

### File Upload – Confirmation

CDX has received your encrypted submission with information listed below:

**Company, RCO and User Information:**

<b>Company/Entity Information:</b>	<b>User Information:</b>
Company/Entity Name: Acme Test Co	Name (First Middle Last): John Smith
EPA Company/Entity ID: 3334	Address 1: 1234 5th St
	Address 2:
<b>RCO details:</b>	City, State Zip: Testtown DC, 12345
RCO Name: Jane Doe	Phone Number: 555-867-5309
RCO Title: President	Fax Number:
RCO Email: janedoe@test.com	E-Mail Address: test@example.com
RCO Phone: 555-867-5309	CDX User ID: TESTDCFUELSUSER1
RCO Fax:	Is Agent: No

**Report Information:**

Document Name: TestDCFUELSSubmission.xlsx  
Transaction Id: \_257bd7b1-09f8-49ac-ace8-1c0b3cdc4ae5  
Submission Time: 2013-09-10 14:07:54.476  
Report Type: Original  
Comments:  
Certification Type: **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."

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.

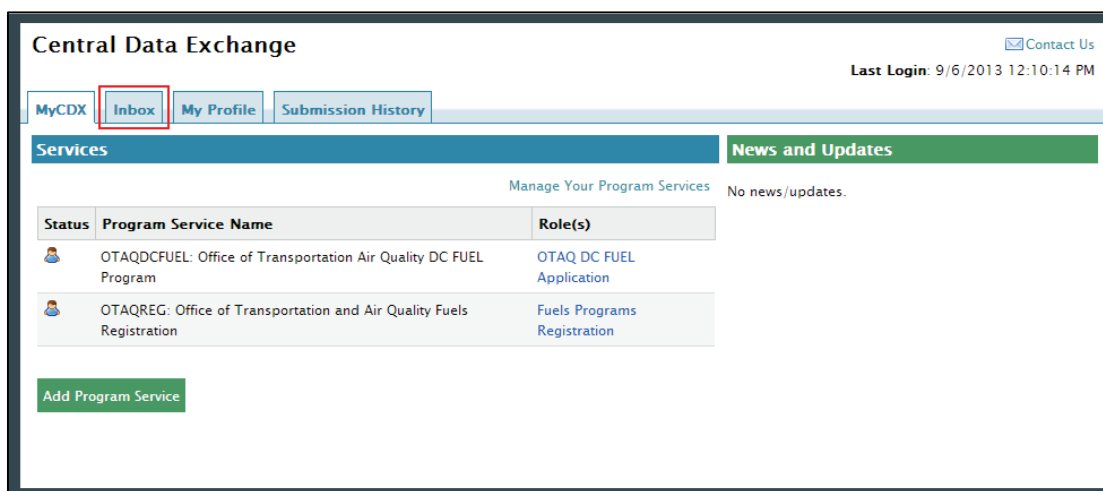
## 5 View Activity History

The following sections describe how to navigate within CDX to view your submission activity history.

### 5.1 Accessing CROMERR Activity History

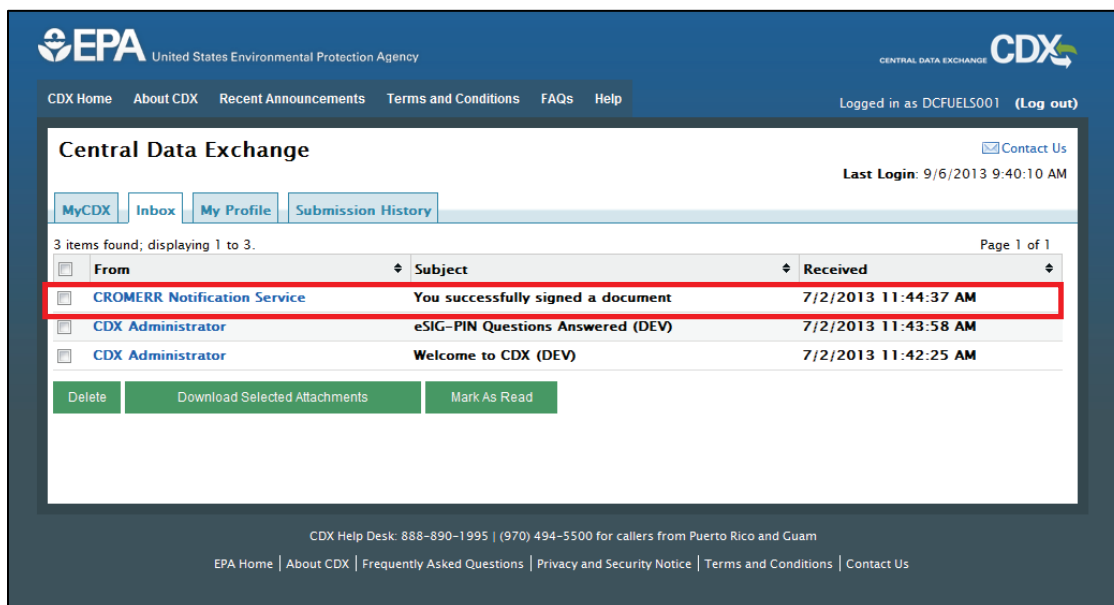
A confirmation email will be sent to your CDX registered email address along with your MyCDX Inbox once you have successfully signed and submitted a submission in DCFUEL. Both messages contain a link to view the activity history for the submission.

**Figure 5-1 MyCDX Inbox Link**



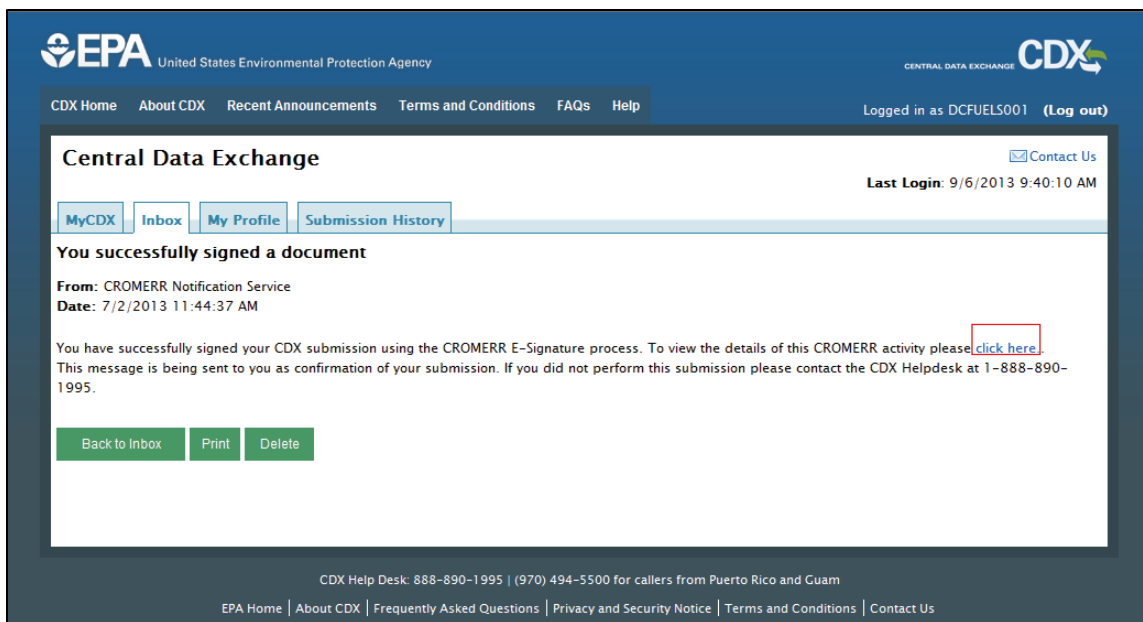
To access your MyCDX inbox, click the “Inbox” tab provided at the top of the page as seen in Figure 5-1. Figure 5-2 will display.

**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 Details**

The screenshot displays the EPA CDX 'My Submissions' page. The left sidebar contains links for 'MyCDX', 'Inbox', and 'Logout'. The top right shows 'Contact Us' and 'Logged in as DCFUELS001'. The main content area is titled 'Submission Details' and includes a breadcrumb trail: 'You are here: Search » Search Results » Submission Details'.

**Submission Details**

Submission Id	_64670382-add5-4d37-8b15-19189e61fd93
Description	
Dataflow	OTAQDCFUEL
Created	Sep 06, 2013 10:37:32 AM
Download	Encrypted

**Creator Details**

User Id	DCFUELS001
Name	Melissa Kirby
Organization Name	

**Documents Set 1** Signature: valid Decrypt (private key)

Name	Size (kb)	Category	Created
app_e.pdf	14134.56	Encrypted Submission	09-06-2013 10:58:37 AM
detached-signature.xml	3.12	Signature	09-06-2013 10:58:38 AM
detached-signature-before-encrypt.xml	3.2	Signature Before Encryption	09-06-2013 10:58:38 AM
encryption-metadata-xml.xml	1.37	Encrypted Metadata	09-06-2013 10:58:38 AM

**Documents Set 2** Signature: valid Not Decryptable - Why?

Name	Size (kb)	Category	Created
app_e.pdf	14134.56	Encrypted Submission	09-06-2013 10:37:51 AM
detached-signature.xml	2.63	Signature	09-06-2013 10:37:51 AM
detached-signature-before-encrypt.xml	2.61	Signature Before Encryption	09-06-2013 10:37:51 AM
encryption-metadata-xml.xml	1.03	Encrypted Metadata	09-06-2013 10:37:51 AM

[Back to Results](#)

The “Submission Details” page displays the Submission Details, Creator Details, and Documents for the submission.

### 5.2.1 Submission Details

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

**Figure 5-5 Activity Details**

Submission Details	
<b>Submission Id</b>	_64670382-add5-4d37-8b15-19189e61fd93
<b>Description</b>	
<b>Dataflow</b>	OTAQDCFUEL
<b>Created</b>	Sep 06, 2013 10:37:32 AM
<b>Download</b>	Encrypted

### 5.2.2 Creator Details

The Creator Details displays information about the submitting user. This section contains the submitter's User ID, Name and Organization Name as seen in Figure 5-6.



**Figure 5-6 Creator Details**

Creator Details	
<b>User Id</b>	DCFUELS001
<b>Name</b>	Melissa Kirby
<b>Organization Name</b>	



### 5.2.3 List of Documents

The last section of the page is the Documents list. This list contains the document name, size, category and date created.

**Figure 5-7 List of Documents**

Documents Set 1				Signature: valid 	Decrypt (private key) 
Name	Size (kb)	Category	Created		
app_e.pdf	14134.56	Encrypted Submission	09-06-2013 10:58:37 AM		
<a href="#">detached-signature.xml</a>	3.12	Signature	09-06-2013 10:58:38 AM		
<a href="#">detached-signature-before-encrypt.xml</a>	3.2	Signature Before Encryption	09-06-2013 10:58:38 AM		
<a href="#">encryption-metadata-xml.xml</a>	1.37	Encrypted Metadata	09-06-2013 10:58:38 AM		

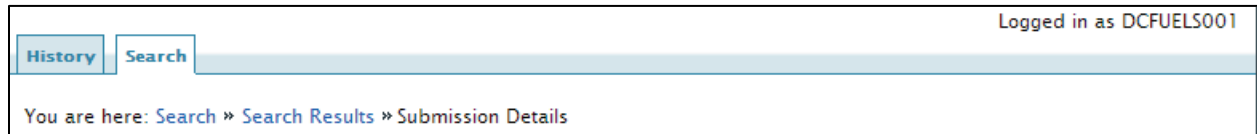
Documents Set 2				Signature: valid 	Not Decryptable - Why? 
Name	Size (kb)	Category	Created		
app_e.pdf	14134.56	Encrypted Submission	09-06-2013 10:37:51 AM		
<a href="#">detached-signature.xml</a>	2.63	Signature	09-06-2013 10:37:51 AM		
<a href="#">detached-signature-before-encrypt.xml</a>	2.61	Signature Before Encryption	09-06-2013 10:37:51 AM		
<a href="#">encryption-metadata-xml.xml</a>	1.03	Encrypted Metadata	09-06-2013 10:37:51 AM		



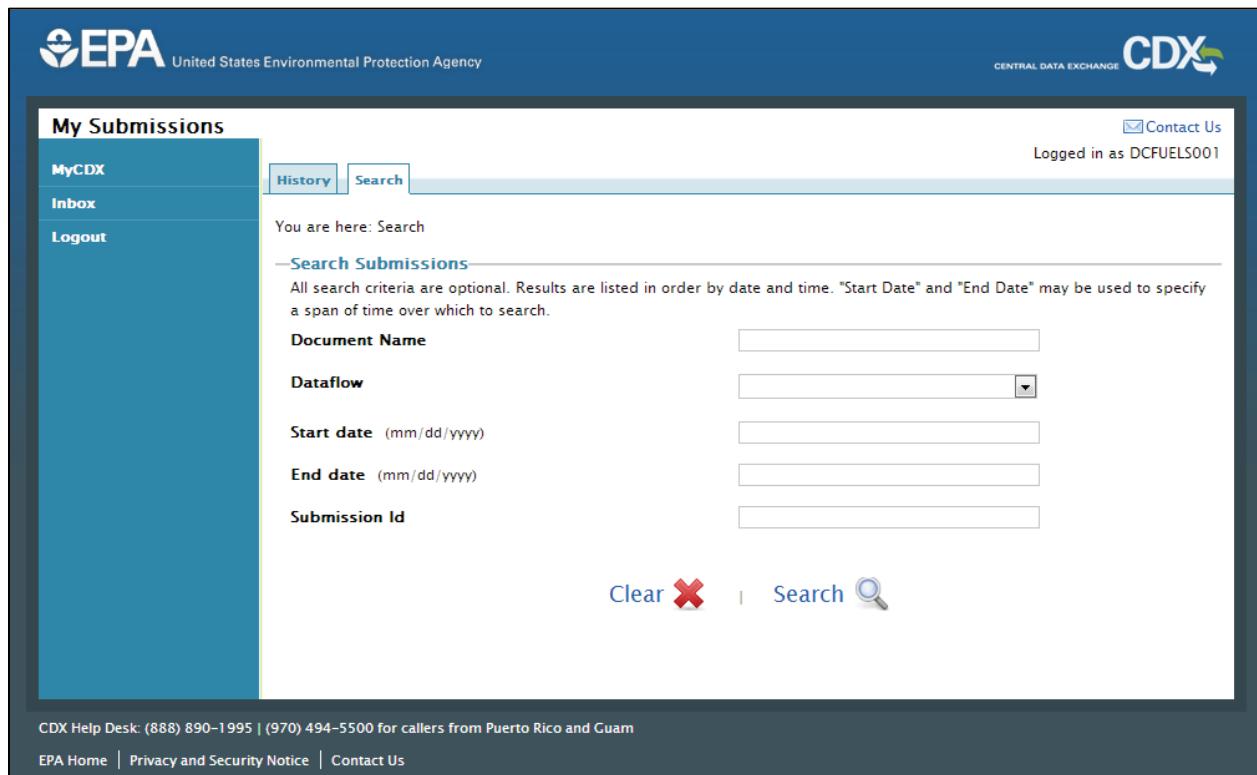
### 5.3 CROMERR Search

The “Search Submissions” page is displayed in Figure 5-9. Access this page by clicking the “Search” link in the breadcrumbs provided at the top of each page of the CROMERR Activity User Interface as shown in Figure 5-8.

**Figure 5-8 CROMERR History Home link**



**Figure 5-9 Search Submissions Page**



The search page allows users to search for submissions using the following criteria:

- Document Name
- Dataflow
- Start date
- End date
- Submission ID

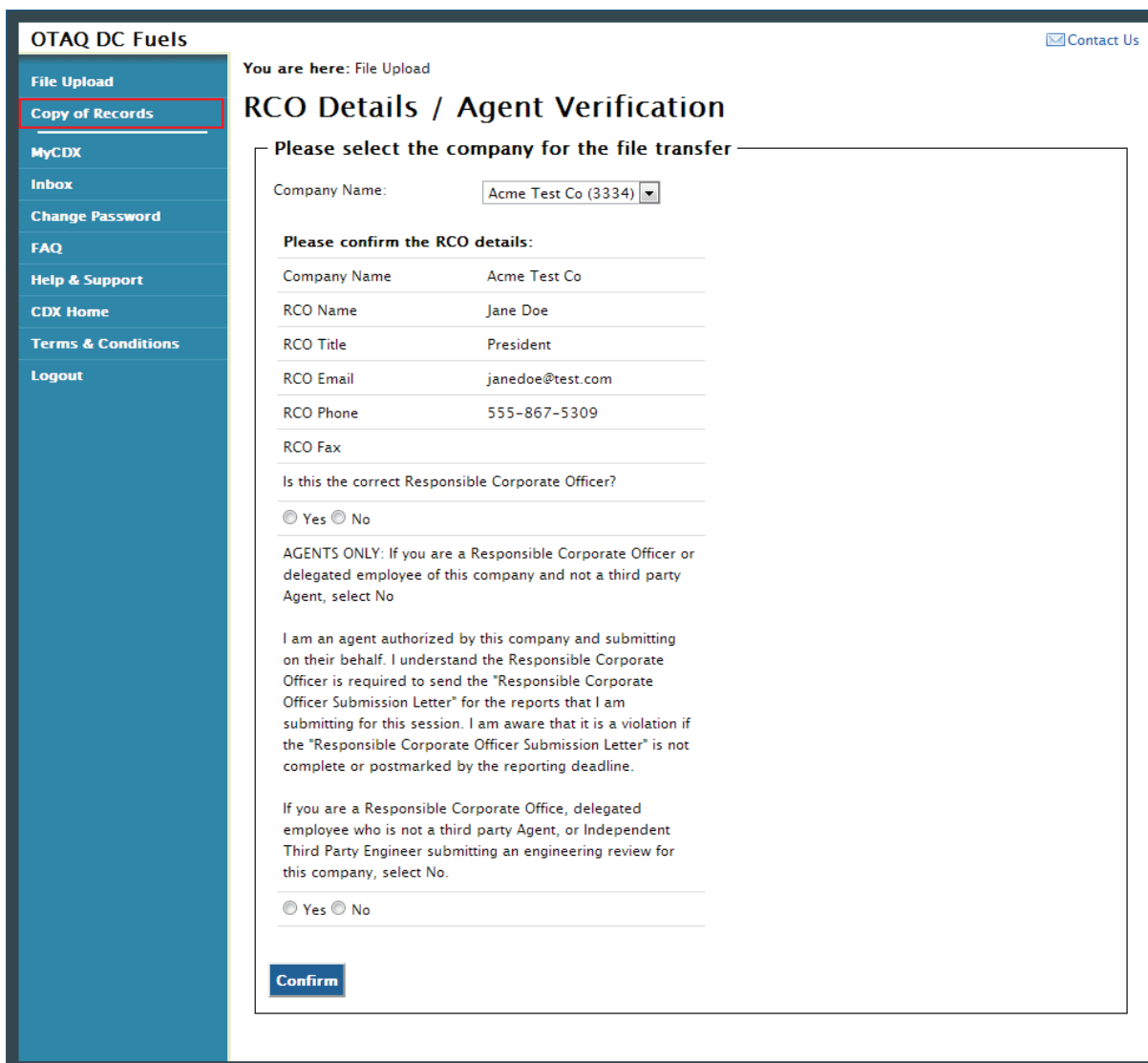
## 6 View Copy of Record

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**



**OTAQ DC Fuels** Contact Us

**You are here:** File Upload

**Copy of Records** (highlighted in the left menu)

**RCO Details / Agent Verification**

Please select the company for the file transfer

Company Name:

**Please confirm the RCO details:**

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	

Is this the correct Responsible Corporate Officer?

☐ Yes ☐ No

AGENTS ONLY: If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select 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.

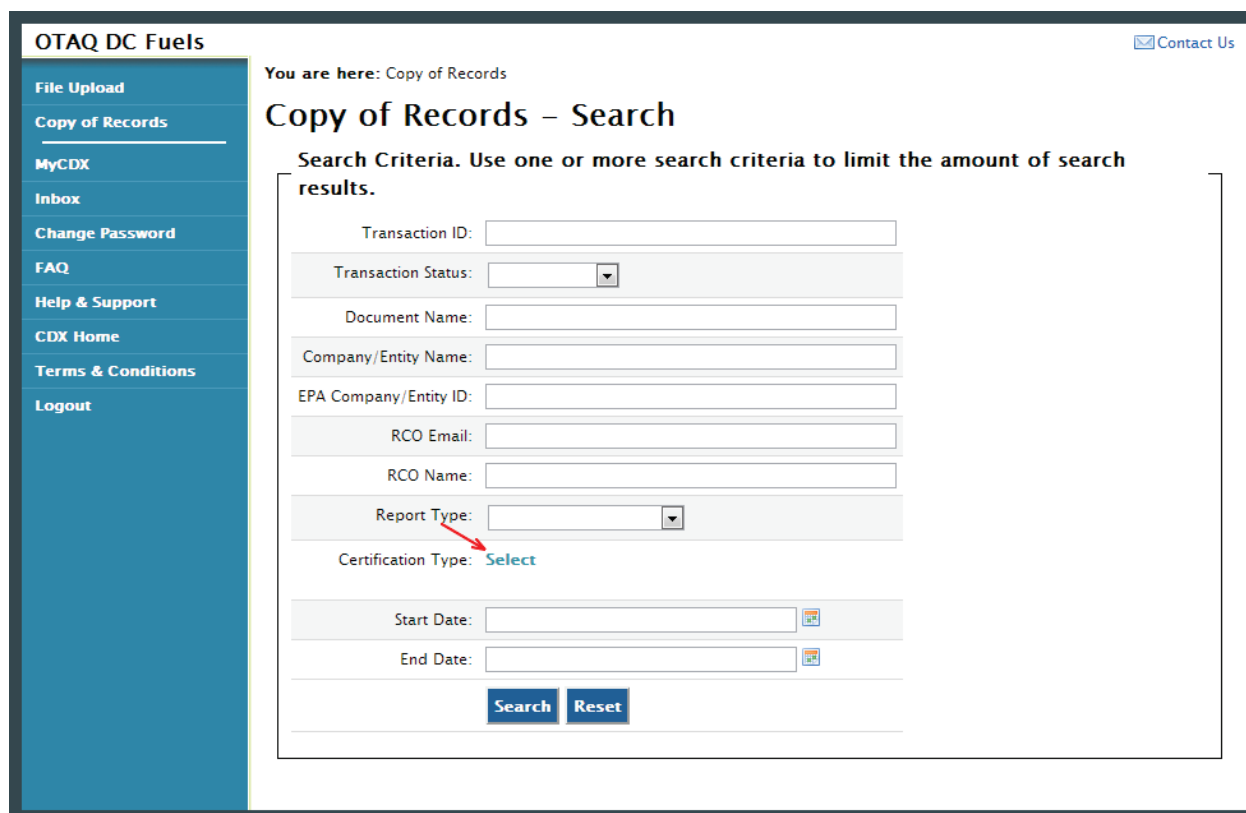
If you are a Responsible Corporate Office, delegated employee who is not a third party Agent, or Independent Third Party Engineer submitting an engineering review for this company, select No.

☐ Yes ☐ No

**Confirm**

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**

Part 80, Subpart K."

- ▼ **Renewable Fuel Standard (RFS2) 40 CFR Part 80, Subpart M**
  - ☐ "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart M."
- ▼ **Attest Engagements for 40 CFR Part 80, Subparts D, E, and F Reformulated Gasoline and Anti-Dumping**
  - ☐ "Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of 40 CFR Part 80, Subparts D, E, and F, I am submitting the copy required by the regulations of the auditor's agreed upon procedures report."
- ▼ **Attest Engagements for 40 CFR Part 80, Subparts F and H Gasoline Sulfur**
  - ☐ "Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of 40 CFR Part 80, Subparts F and H, I am submitting the copy required by the regulations of the auditor's agreed upon procedures report."
- ▼ **Attest Engagements for 40 CFR Part 80, Subparts F and J Gasoline Toxics**
  - ☐ "Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of 40 CFR Part 80, Subparts F and J, I am submitting the copy required by the regulations of the auditor's agreed upon procedures report."
- ▼ **Attest Engagements for 40 CFR Part 80, Subparts F, K, and M Renewable Fuel Standard**
  - ☐ "Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of 40 CFR Part 80, Subparts F, K, and M, I am submitting the copy required by the regulations of the auditor's agreed upon procedures report."
- ▼ **Attest Engagements for 40 CFR Part 80, Subparts F and L Gasoline Benzene**
  - ☐ "Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of 40 CFR Part 80, Subparts F and L, I am submitting the copy required by the regulations of the auditor's agreed upon procedures report."
- ▼ **Third Party Engineering Review**
  - ☐ "I certify that I conducted an on-site review of the facility and, being familiar with the provisions of 40 CFR Part 80.1450, attest this engineering review, in its entirety, is accurate and complete pursuant to 40 CFR 80.1450(b)(2). I certify that I am an independent third-party professional engineer meeting the requirements for independence, relevant subject matter expertise, and licensure under 40 CFR Part 80.1450(b)(2)(ii)."
- ▼ **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."

**OK**

If you decide to search for a Copy of Record by the particular Certification Type you may 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**

**OTAQ DC Fuels** [Contact Us](#)

**You are here:** Copy of Records

### Copy of Records – Search

**Search Criteria. Use one or more search criteria to limit the amount of search results.**

Transaction ID:

Transaction Status:

Document Name:

Company/Entity Name:

EPA Company/Entity ID:

RCO Email:

RCO Name:

Report Type:

Certification Type: **Select**  
**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."

Start Date:

End Date:


**Search** **Reset**

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**



**OTAQ DC Fuels** Contact Us

You are here: [Copy of Records](#) » Search Results

### Copy of Records – Submission Details

CDX Otaq Submissions List

One item found. 1

Transaction Id	Time	DocumentName	Company/Entity Name	Report Type	View Details
_257bd7b1-09f8-49ac-ace8-1c0b3cdc4ae5	2013-09-10 14:07:54.476	TestDCFUELSubmission.xlsx	Acme Test Co	Original	<a href="#">Details</a>

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.

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

## 6.2 Copy of Record Submission Details

Similar to the File Upload page, you may be prompted with a Security Warning before the application allows you to proceed with the download process (see Appendix A: System Java Requirements for browser specific warnings). Click the “Run”, “Trust” or “Allow” button. Figure 6-6 will display.

**Figure 6-6 Copy of Record Submission Details**

OTAQ DC Fuels

[File Upload](#)
[Copy of Records](#)
[MyCDX](#)
[Inbox](#)
[Change Password](#)
[FAQ](#)
[Help & Support](#)
[CDX Home](#)
[Terms & Conditions](#)
[Logout](#)

[Contact Us](#)

You are here: [Copy of Records](#) » [Search Results](#) » Submission Details

## Copy of Records – Submission Details

**Company, RCO and User Information:**

<b>Company/Entity Information:</b>	<b>User Information:</b>
Company/Entity Name: Acme Test Co	Name (First Middle Last): John Smith
EPA Company/Entity ID: 3334	Address 1: 1234 5th St
	Address 2:
<b>RCO details:</b>	City, State Zip: Testtown DC, 12345
RCO Name: Jane Doe	Phone Number: 555-867-5309
RCO Title: President	Fax Number:
RCO Email: janedoe@test.com	E-Mail Address: test@example.com
RCO Phone: 555-867-5309	CDX User ID: TESTDCFUELSUSER1
RCO Fax:	Is Agent: No

**Report Information:**

Document Name:	TestDCFUELSSubmission.xlsx
Transaction Id:	_257bd7b1-09f8-49ac-ace8-1c0b3cdc4ae5
Submission Time:	2013-09-10 14:07:54.476
Report Type:	Original
Comments:	
Certification Type:	<b>Test</b>

"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."

**Retrieve Copy of Record:**

Document Name:	TestDCFUELSSubmission.xlsx
Choose Download Location:	<input type="text"/> <input type="button" value="Browse..."/>
<input type="button" value="Download"/>	

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 6-7 will display in the Retrieve Copy of Record section.

**Figure 6-7 Copy of Record Not Yet Ready for Download**

**Retrieve Copy of Record:**

Copy of Record is NOT YET READY for download.

If you have received an email notification stating that your Copy of Record is available for download then Figure 6-8 will display.

**Figure 6-8 Copy of Record Ready for Download**

**Retrieve Copy of Record:**

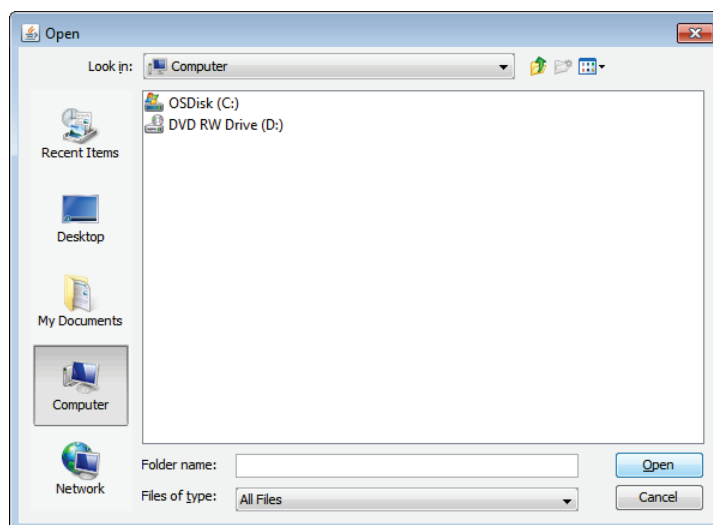
Document Name: **TestDCFUELSubmission.xlsx**

Choose Download Location:  **Browse...**

**Download**

To download the Copy of Record, click the “Browse” button. Figure 6-9 will display.

**Figure 6-9 Choose Download Location**



Select the download location for the Copy of Record and click the “Open” button. Figure 6-10 will display.

**Figure 6-10 Download Location Selected**

**Retrieve Copy of Record:**

Document Name: **TestDCFUELSubmission.xlsx**

Choose Download Location:  **Browse...**

**Download**

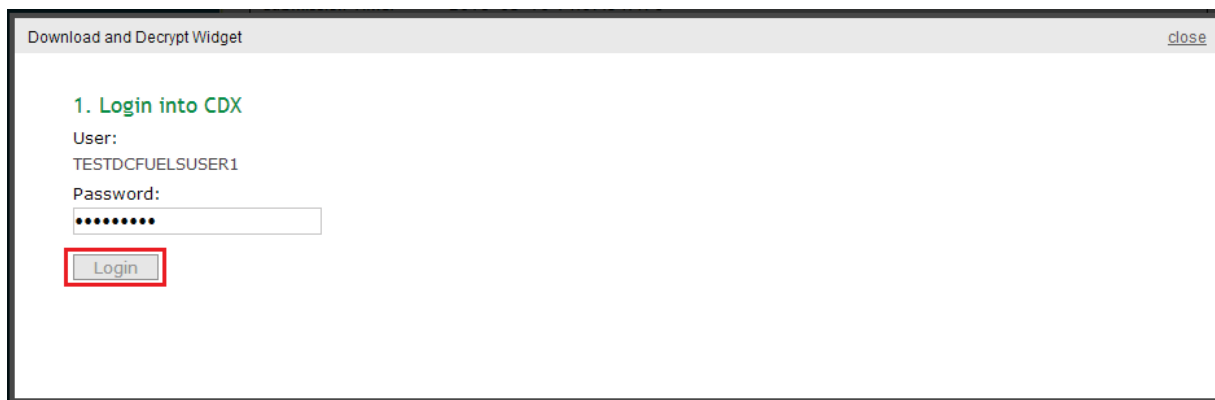
The selected file location will display in the Download Location. Click the “Download” button. Figure 6-11 will display.

## 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 6-11.

**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 6-11 Authentication**



Download and Decrypt Widget close

**1. Login into CDX**

User:  
TESTDCFUELSUSER1

Password:

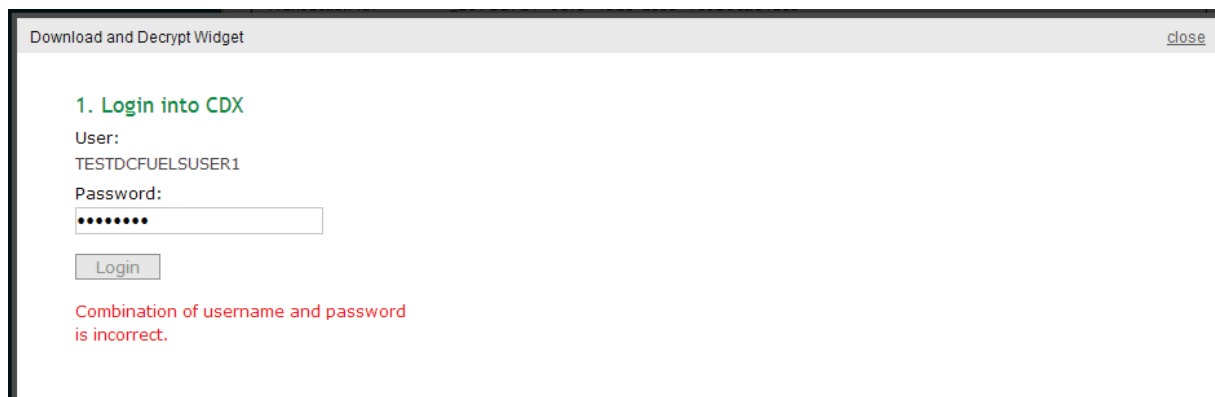
Login

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 6-12. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or [helpdesk@cdx.net](mailto:helpdesk@cdx.net).

Enter your CDX user account password and click the “Login” button. Figure 6-13 will display.

**Figure 6-12 Failed Authentication**



Download and Decrypt Widget close

**1. Login into CDX**

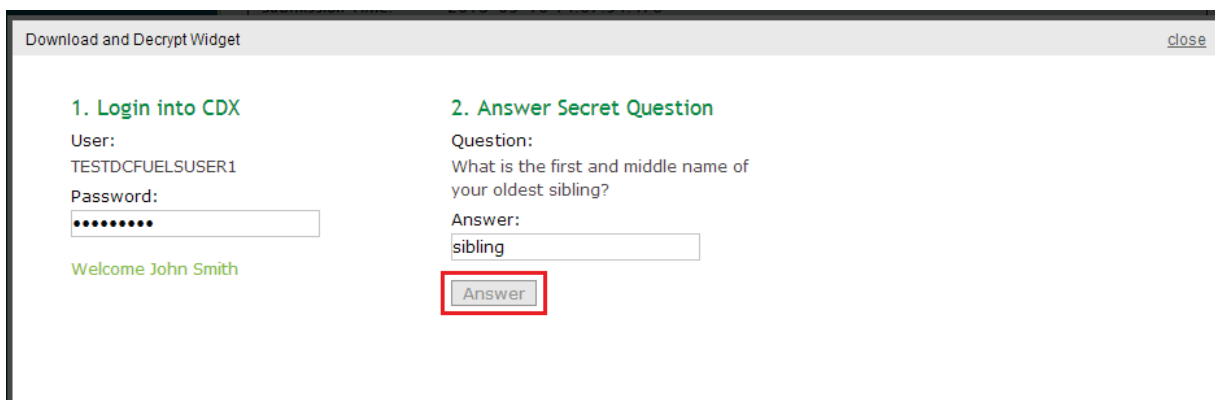
User:  
TESTDCFUELSUSER1

Password:

Login

Combination of username and password  
is incorrect.

**Figure 6-13 Answer Secret Question**



Download and Decrypt Widget close

**1. Login into CDX**

User:  
TESTDCFUELSUSER1

Password:

Welcome John Smith

**2. Answer Secret Question**

Question:  
What is the first and middle name of  
your oldest sibling?

Answer:

Answer

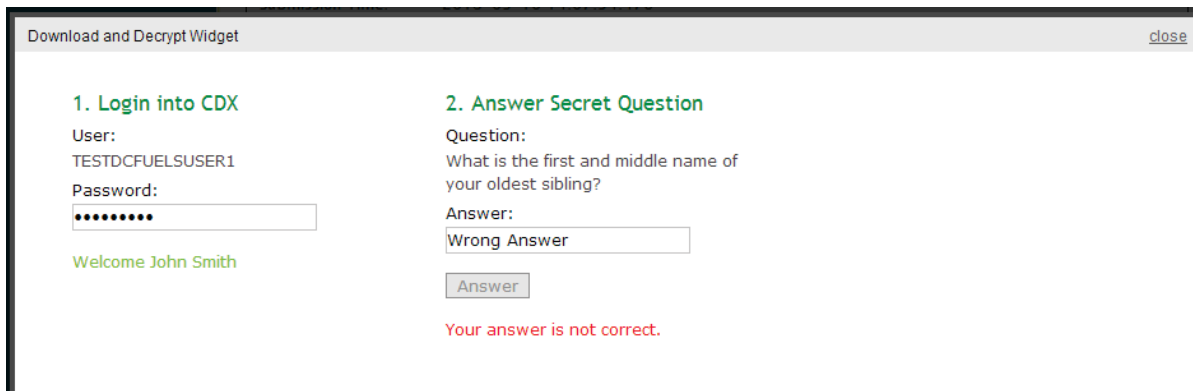


The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your eSignature PIN verification (refer to Section 2.2.2).

If you enter an incorrect answer, 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 [helpdesk@cdx.net](mailto:helpdesk@cdx.net).

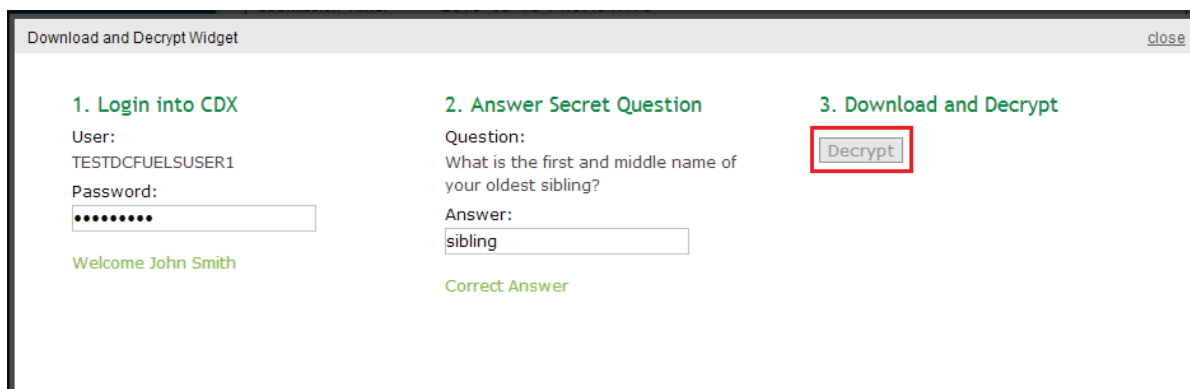
Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 6-15 will display.

**Figure 6-14 Incorrect Answer to Secret Question**



The screenshot shows a web interface titled "Download and Decrypt Widget" with a "close" link in the top right. It is divided into two main sections. The left section, "1. Login into CDX", shows a login form with "User: TESTDCFUELSUSER1" and a masked password field. Below the password field is the text "Welcome John Smith". The right section, "2. Answer Secret Question", contains a question: "What is the first and middle name of your oldest sibling?". Below the question is an "Answer:" label and a text input field containing "Wrong Answer". A grey "Answer" button is positioned below the input field. At the bottom of the right section, a red error message states: "Your answer is not correct."

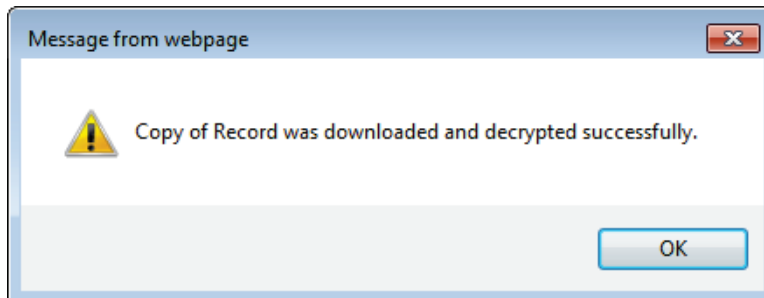
**Figure 6-15 Download and Decrypt**



The screenshot shows the same "Download and Decrypt Widget" interface. In the "2. Answer Secret Question" section, the text input field now contains the word "sibling", and below it, the text "Correct Answer" is displayed in green. A new section, "3. Download and Decrypt", has appeared on the right, featuring a grey "Decrypt" button which is highlighted with a red rectangular box.

The final step is to decrypt your submission. Click the “Decrypt” button. The window shown in Figure 6-16 will pop-up. Click the “Ok” button to continue.

**Figure 6-16 File Download Success Pop-up**



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 shown in Figure 6-17.

**Figure 6-17 Files Downloaded and Decrypted**

**Retrieve Copy of Record:**

Files were download and decrypted successfully

Document Name: **TestDCFUELSSubmission.xlsx**

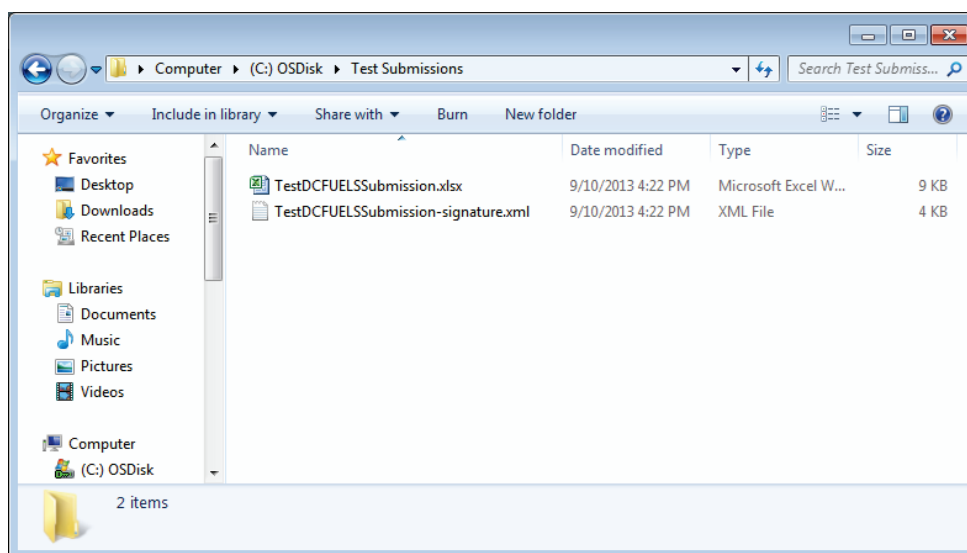
Choose Download Location:

C:\Test Submissions
Browse...

Download

Navigate to the download location. Figure 6-18 will display.

**Figure 6-18 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/index.htm>.

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](mailto:helpdesk@epacdx.net) with “Technical Support” in the Subject line.

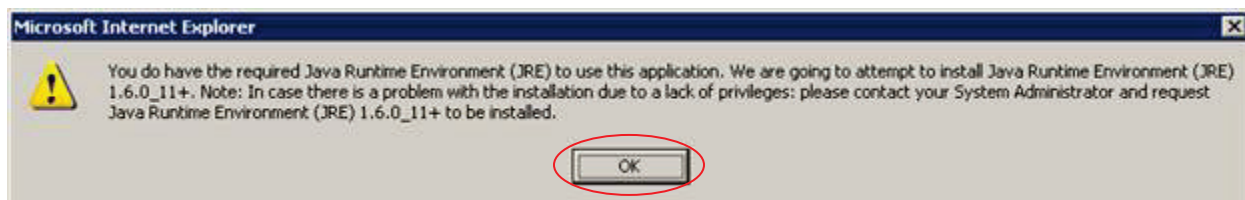
If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line at [support@epamts-support.com](mailto:support@epamts-support.com).

## 8 Appendix A: System Java Requirements

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 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 8-1 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 Figure 8-2 thru Figure 8-5.

**Figure 8-2 Mozilla Firefox Security Warnings**

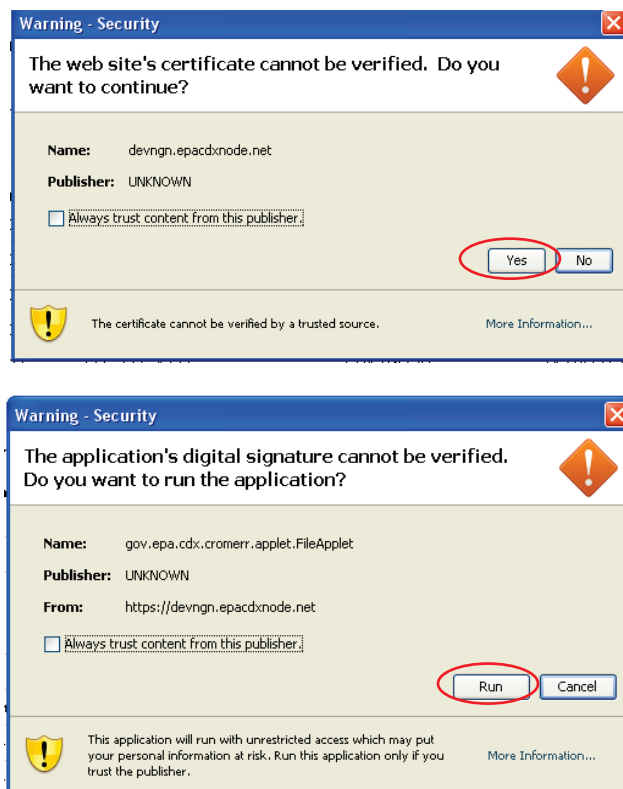


Figure 8-3 Internet Explorer Security Warnings

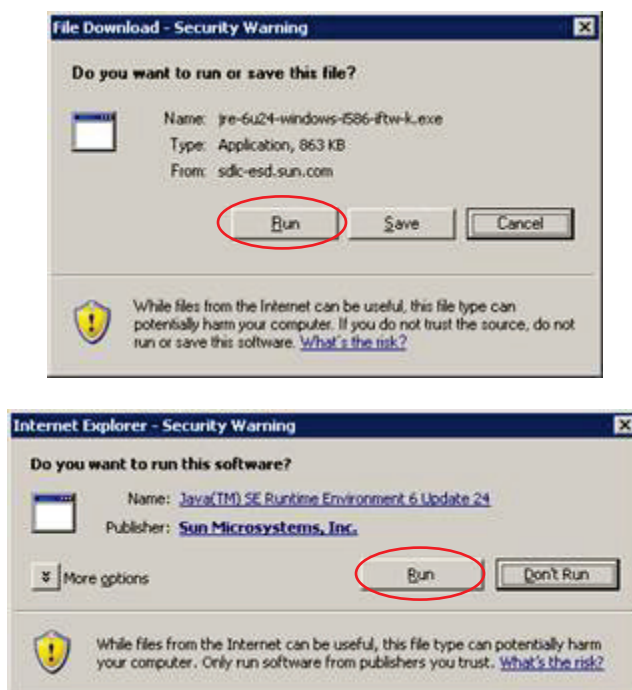
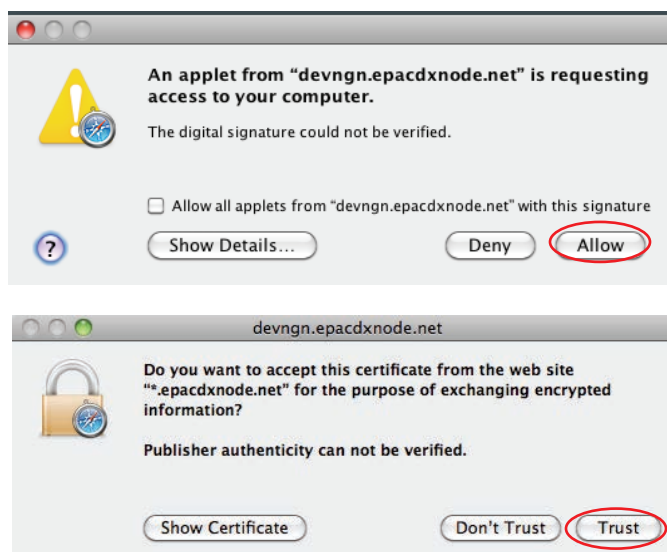
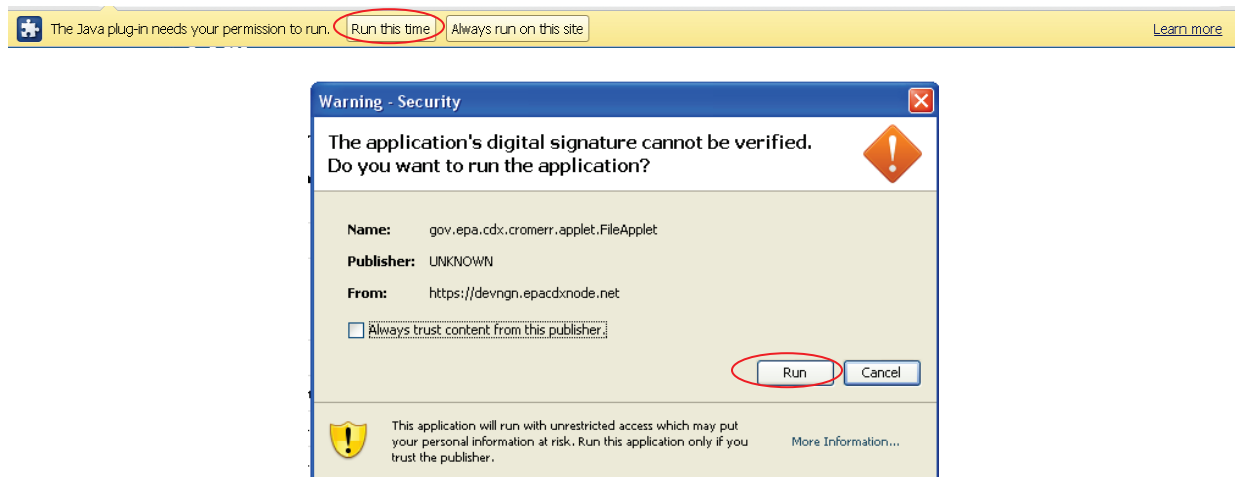


Figure 8-4 Safari Security Warnings



**Figure 8-5 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.