

Office of Transportation and Air Quality (OTAQ) DCFUEL User Guide

Version 3.01



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

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1 Introduction

This document is the User Guide for the OTAQ DC FUEL online application. It describes the process a user must follow to submit reports using DC FUEL. This document will cover registration, how to upload a file and submit a report, and how to view your copy of record.

If you have any questions about the content, 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 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.

2 Registration

The following section describes how to register for the DC FUEL application.

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.

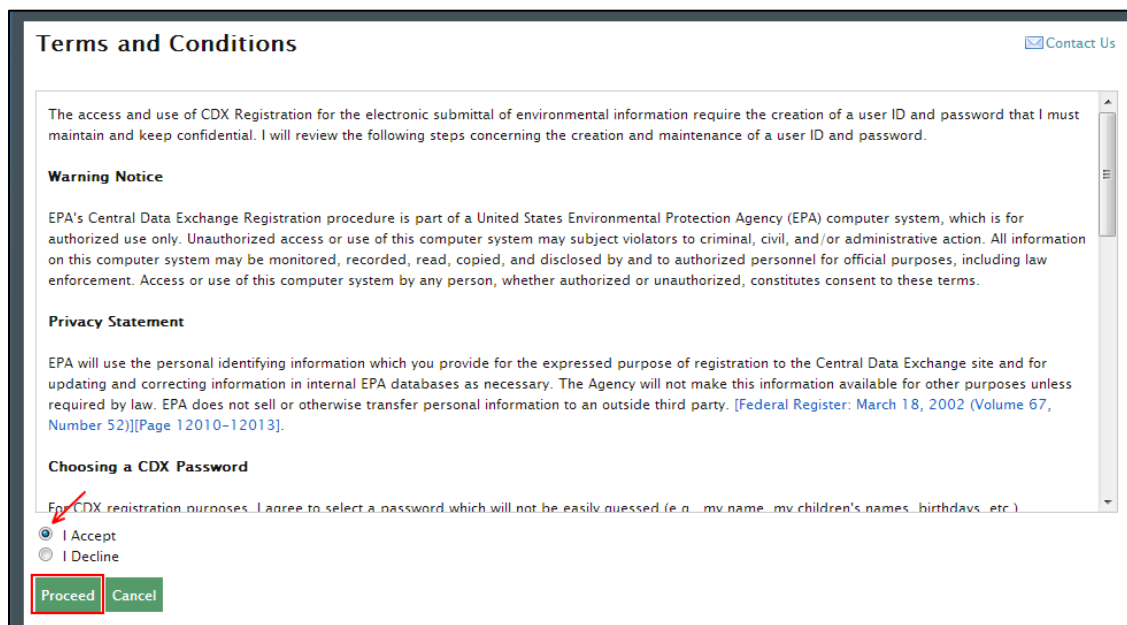
Registration for the OTAQDCFUEL: OTAQ DCFUEL Application dataflow is open to all CDX users. If you are an existing CDX user, please refer to Section 2.3.

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: <https://cdx.epa.gov>.

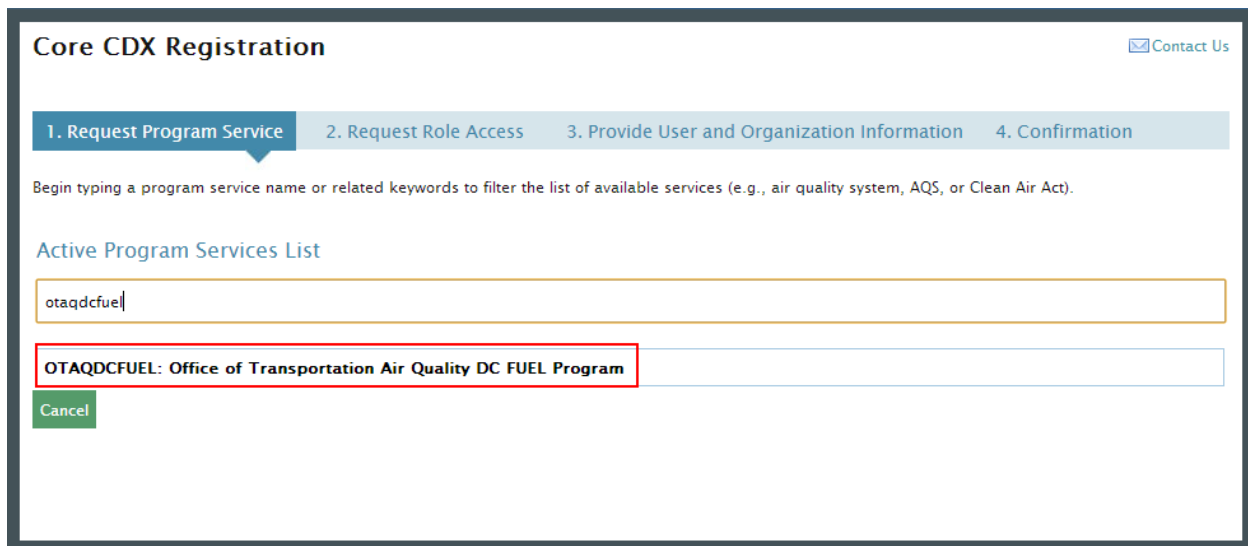
Users will reach the Terms and Conditions page upon clicking the “Register with CDX” button from the provided link, as seen in **Error! Reference source not found..**

Figure 2-1 Terms and Conditions



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 seen 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

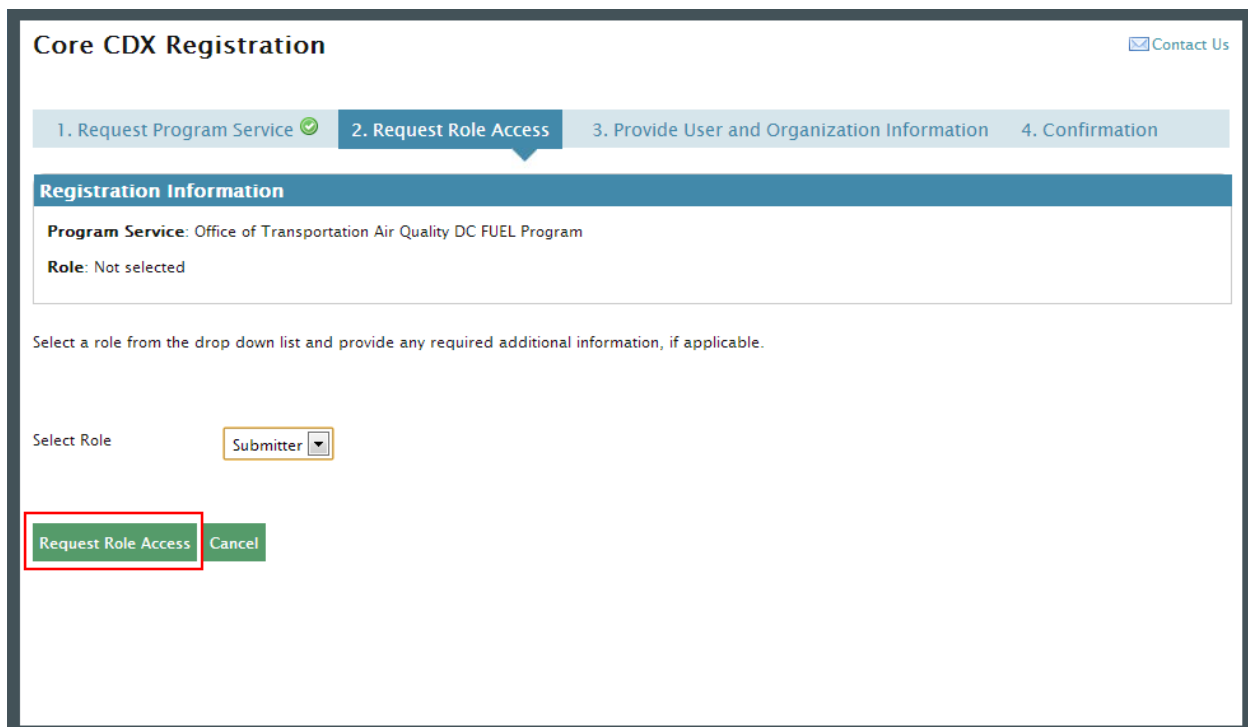
otaqdcfue

OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program

Cancel

Error! Reference source not found. 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 seen in **Error! Reference source not found.**. 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, as seen in Figure 2-5. 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.

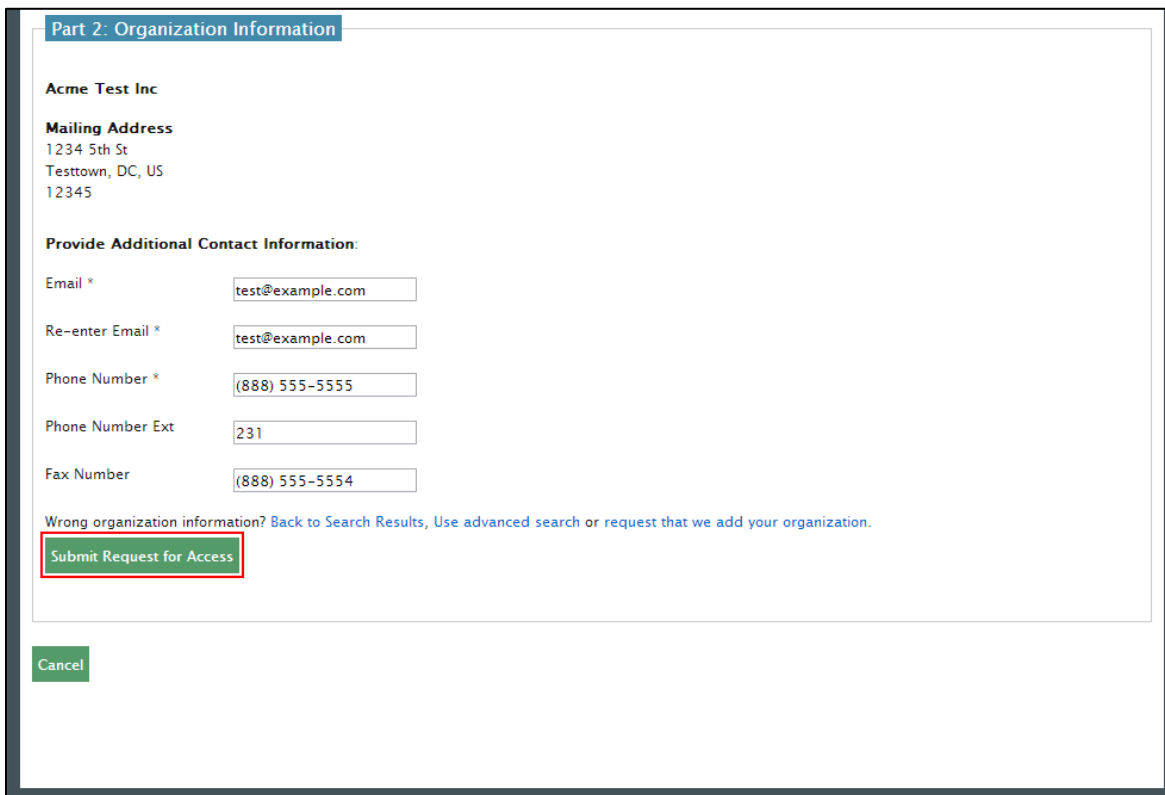
Organization Id	Organization Name	Address	City	State	ZIP Code
19204	Acme Test Inc	1234 5th St	Testtown	DC	12345

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

Cancel

Error! Reference source not found. 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 seen in **Error! Reference source not found.**

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

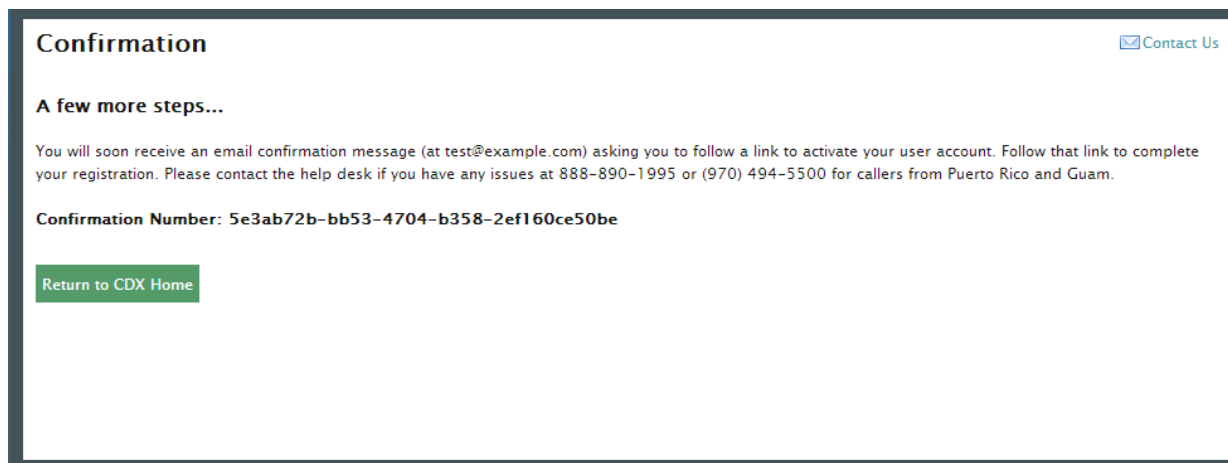
Fax Number

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.

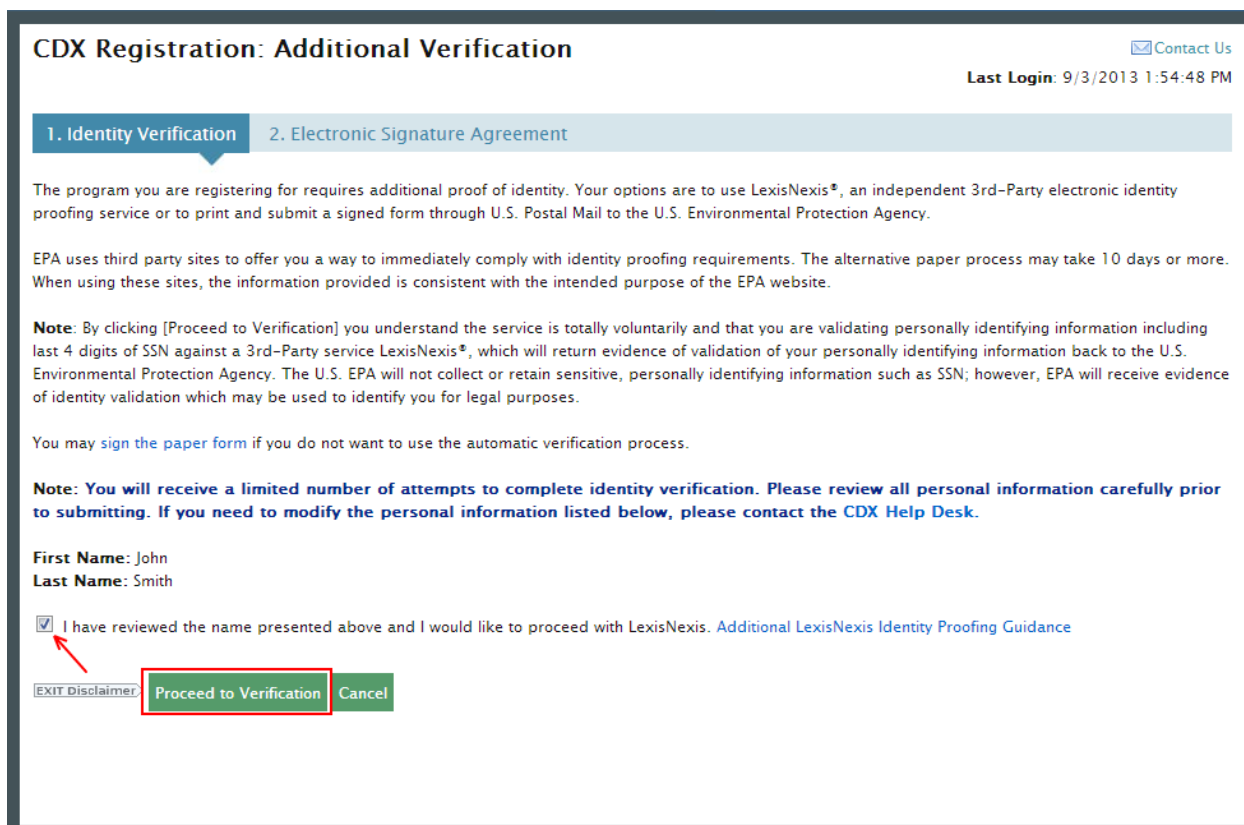
Confirmation Number: 5e3ab72b-bb53-4704-b358-2ef160ce50be

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. After logging into the CDX application, **Error! Reference source not found.** will display.

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 **Error! Reference source not found.** will take you through the process of completing LexisNexis and electronically signing your ESA.

Section **Error! Reference source not found.** will take you through the process of printing, signing and mailing in your paper ESA.

2.2.1 LexisNexis Verification

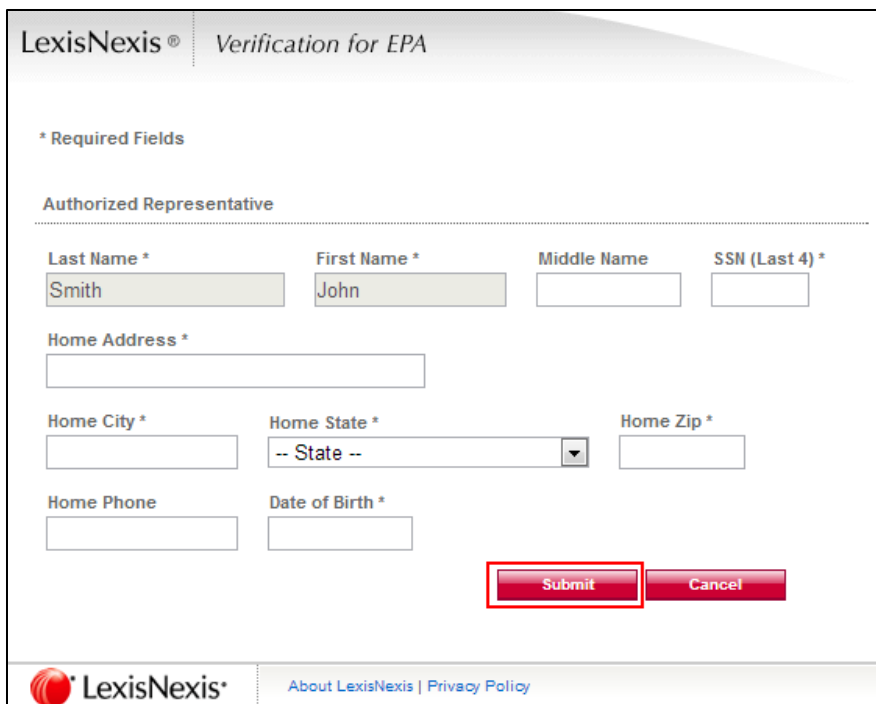
This section will take you through the registration steps if you choose to use the LexisNexis Identity Proofing process.

If you choose to proceed with LexisNexis you will need to review all of the information provided on the Identity Verification page in **Error! Reference source not found.** 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. **Error! Reference source not found.** displays the LexisNexis verification pop-up window and required fields.

Figure 2-9 LexisNexis Verification

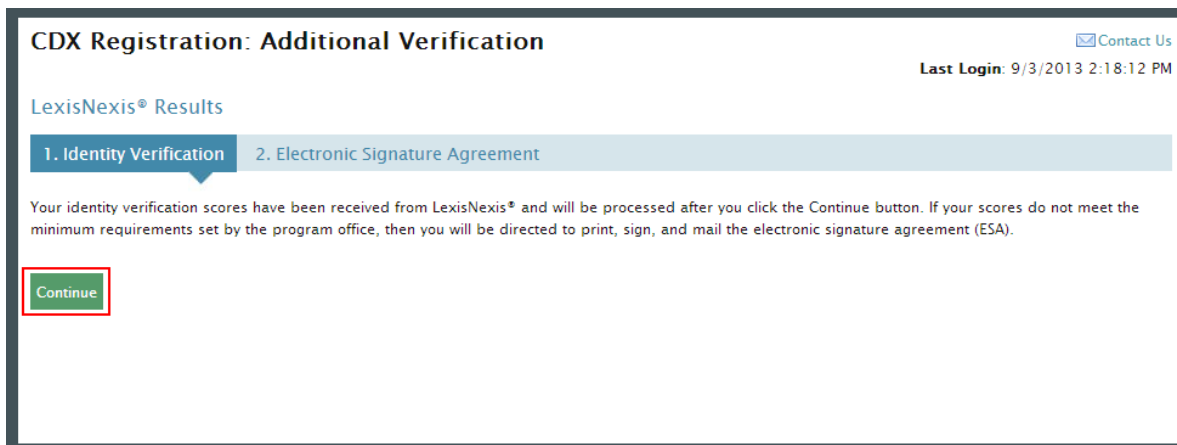


The image shows a web form titled "LexisNexis® Verification for EPA". It includes a section for "Required Fields" and "Authorized Representative" information. The form contains input fields for Last Name (pre-filled with "Smith"), First Name (pre-filled with "John"), Middle Name, and SSN (Last 4). Below these are fields for Home Address, Home City, Home State (a dropdown menu showing "-- State --"), Home Zip, Home Phone, and Date of Birth. At the bottom right, there are "Submit" and "Cancel" buttons. The "Submit" button is highlighted with a red border. The LexisNexis logo and links for "About LexisNexis" and "Privacy Policy" are at the bottom.

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



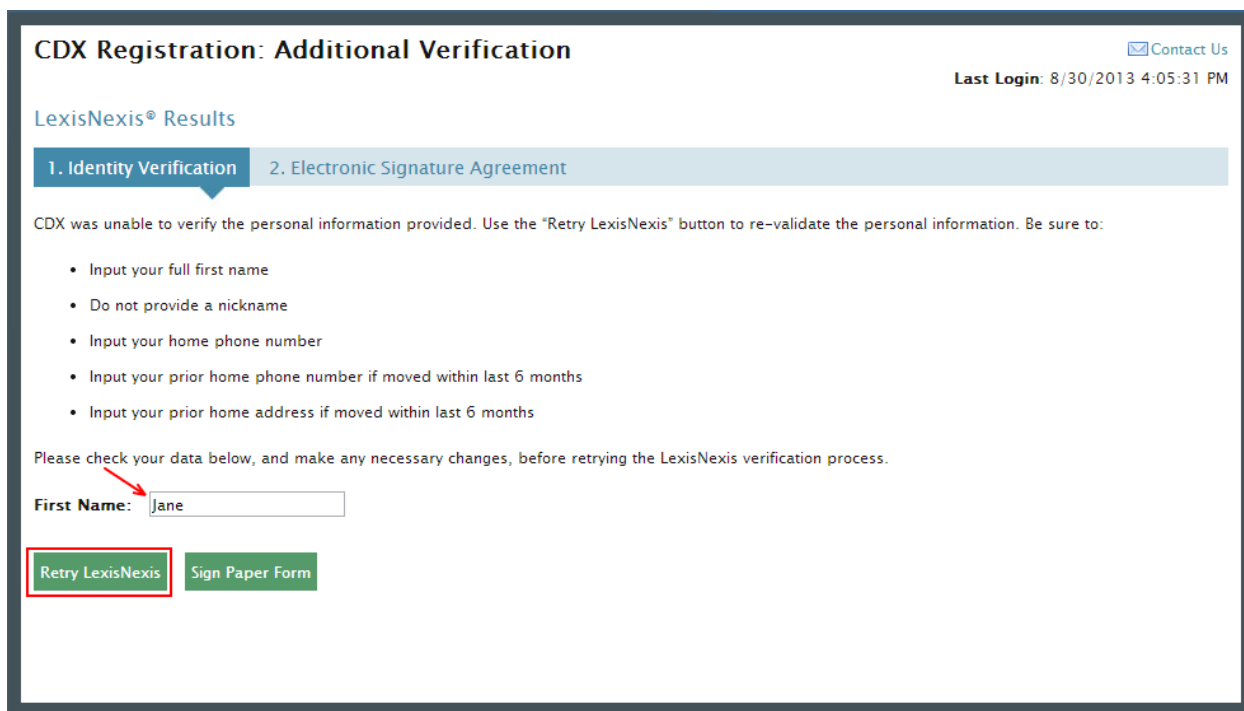
The image shows a web page titled "CDX Registration: Additional Verification". It includes a "Contact Us" link and a "Last Login" timestamp of "9/3/2013 2:18:12 PM". The main content area is titled "LexisNexis® Results" and has two tabs: "1. Identity Verification" (selected) and "2. Electronic Signature Agreement". Below the tabs, there is a paragraph explaining that identity verification scores have been received and will be processed after clicking the "Continue" button. If scores do not meet requirements, users will be directed to print, sign, and mail an electronic signature agreement (ESA). A green "Continue" button is highlighted with a red border.

Click the “Continue” button to process your LexisNexis score (see Figure 2-10) and proceed with registration. If you are successfully identity proofed by LexisNexis you will be taken to the Challenge Questions and Answers page seen in **Error! Reference source not found.** 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 seen in **Error! Reference source not found.** 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

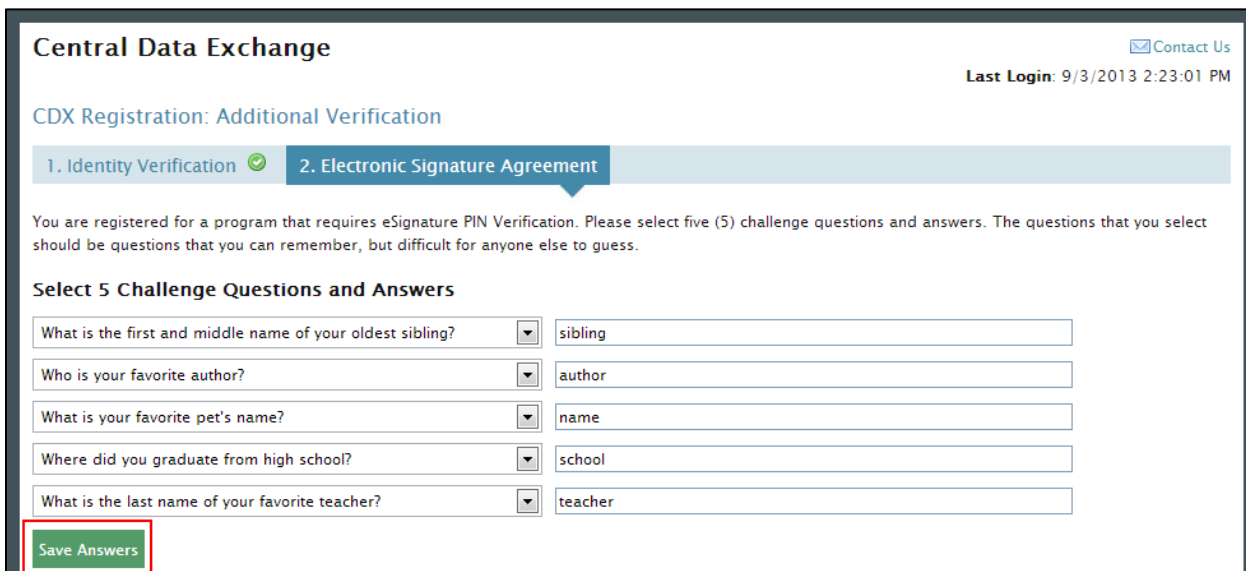
Please check your data below, and make any necessary changes, before retrying the LexisNexis verification process.

First Name:

[Retry LexisNexis](#) [Sign Paper Form](#)


Click the “Retry LexisNexis” button. You will then be returned to the Identity Verification Page (see **Error! Reference source not found.**) 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.

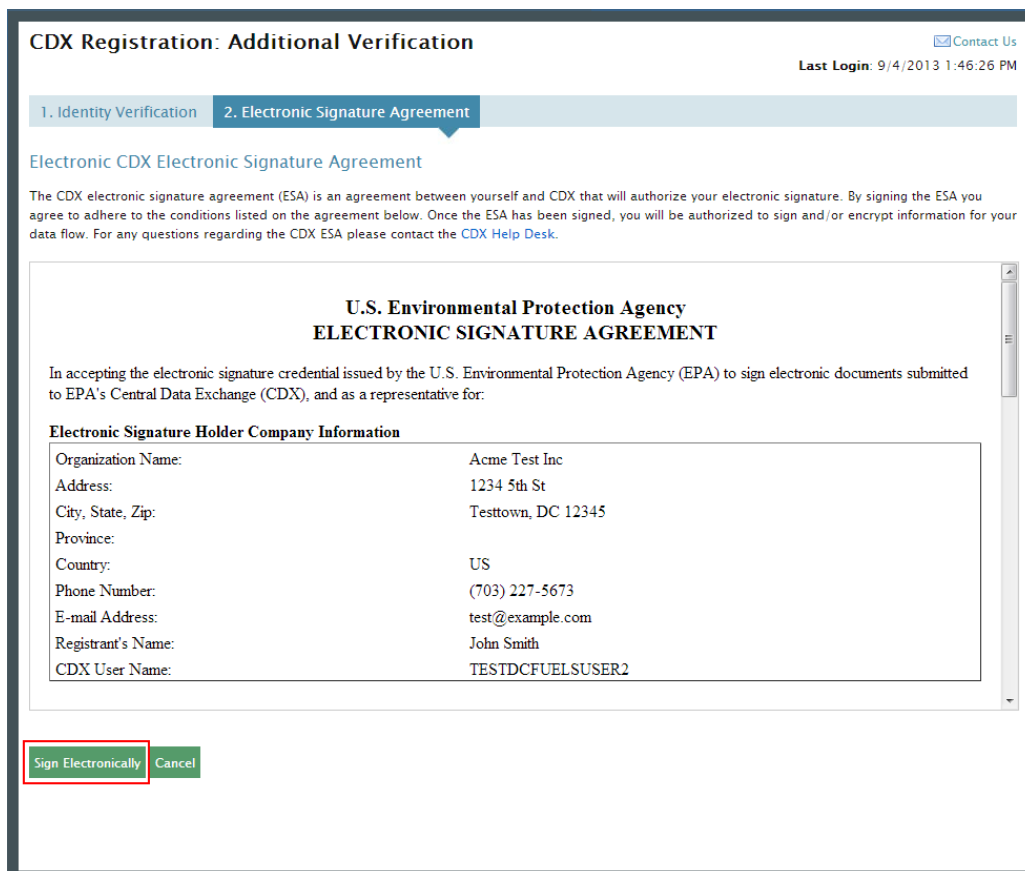
Select 5 Challenge Questions and Answers

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 step two of the Additional Verification pages, as seen in Figure 2-13, 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:

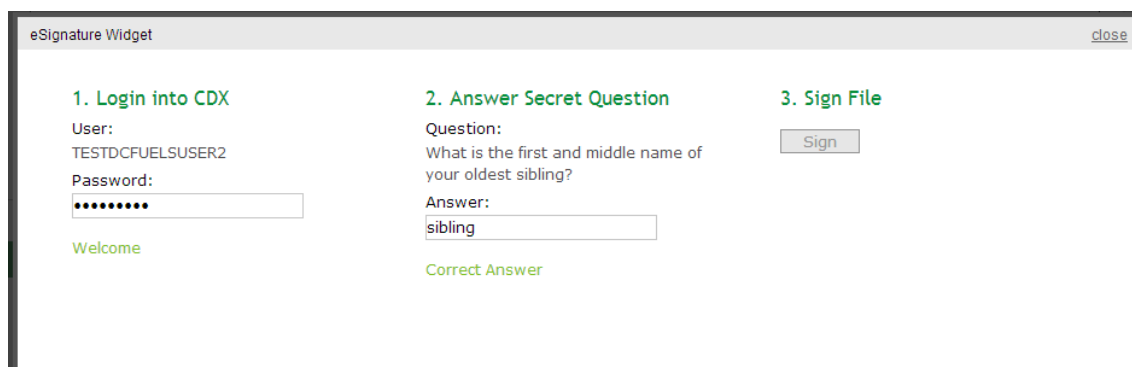
Electronic Signature Holder Company Information

Organization Name:	Acme Test Inc
Address:	1234 5th St
City, State, Zip:	Testtown, DC 12345
Province:	
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 seen in **Error! Reference source not found.**, 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@epacdx.net.

Figure 2-14 CROMERR eSignature Widget

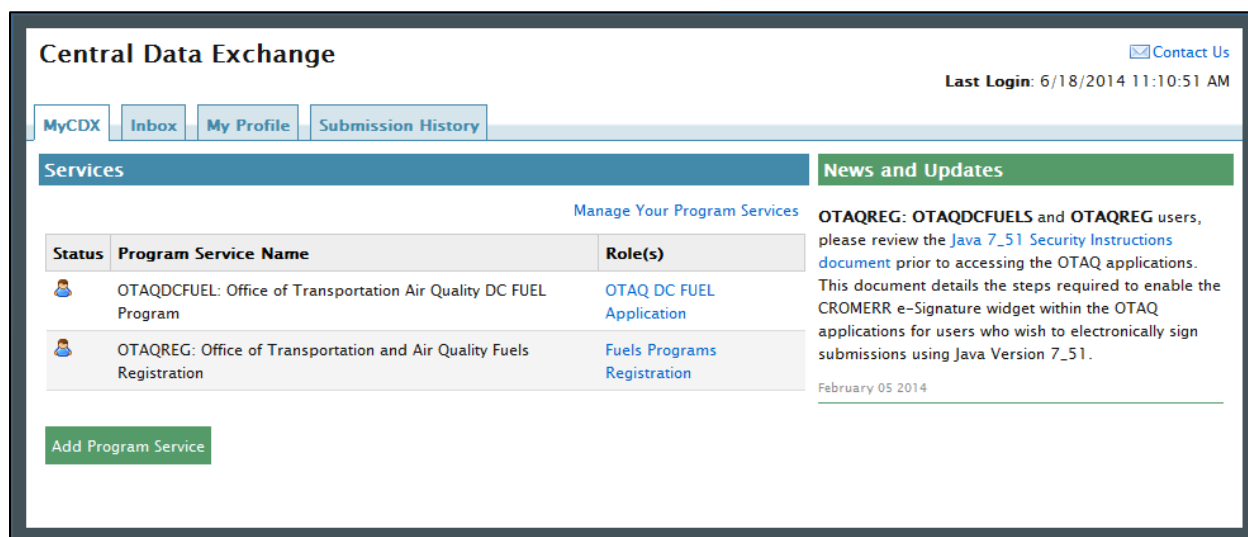


The screenshot shows a web-based eSignature widget with three main sections:

- 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 screenshot displays the MyCDX Home Page with the following components:

- Central Data Exchange:** The main header.
- Last Login:** 6/18/2014 11:10:51 AM.
- Navigation Tabs:** MyCDX, Inbox, My Profile, Submission History.
- Services Section:**
 - Manage Your Program Services:** A table listing services and roles.

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:** A green button.
- News and Updates:**
 - OTAQREG: OTAQDCFUELS and OTAQREG users,** please review the [Java 7_51 Security Instructions document](#) prior to accessing the OTAQ applications. This document details the steps required to enable the CROMERR e-Signature widget within the OTAQ applications for users who wish to electronically sign submissions using Java Version 7_51.
 - February 05 2014**

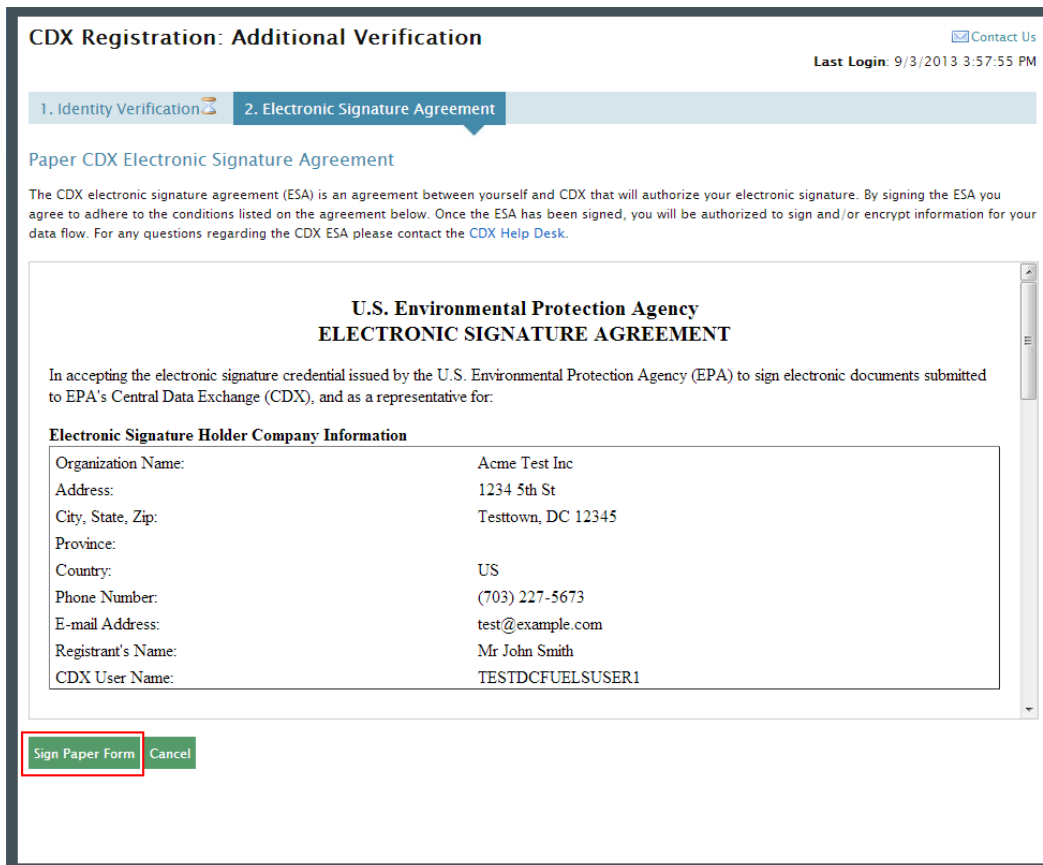
Your DC Fuel role will be displayed with an active status. As seen in Figure 2-15, you will automatically be given the “OTAQReg: Fuels Programs Registration” dataflow after registering for DC FUEL. It is required by the OTAQ Program that you complete a user profile within OTAQReg prior to submitting reports in DC FUEL. Please refer to Section 2.4 for further details on OTAQReg: Fuels Programs Registration.

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



CDX Registration: Additional Verification [Contact Us](#)
Last Login: 9/3/2013 3:57:55 PM

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

Paper 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:	
Country:	US
Phone Number:	(703) 227-5673
E-mail Address:	test@example.com
Registrant's Name:	Mr John Smith
CDX User Name:	TESTDCFUELSUSER1

Sign Paper Form **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:

Commercial Delivery:
U.S. Environmental Protection Agency
William Jefferson Clinton Building - North
Mail Code 6405A, Room 6520V; (202) 343-9038
1200 Pennsylvania Ave NW
Washington, DC 20004

US Mail:



U.S. Environmental Protection Agency
Mail Code 6405A
1200 Pennsylvania Ave NW
Washington, DC 20460

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 (see **Error! Reference source not found.**) that will be used to Sign Electronically once your ESA has been received.

You will now be taken to the MyCDX Home Page, as seen in Figure 2-17. 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 and submit your signed CR paperwork and ESA to EPA 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

MyCDX | Inbox | My Profile | Submission History

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

Services | News and Updates

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

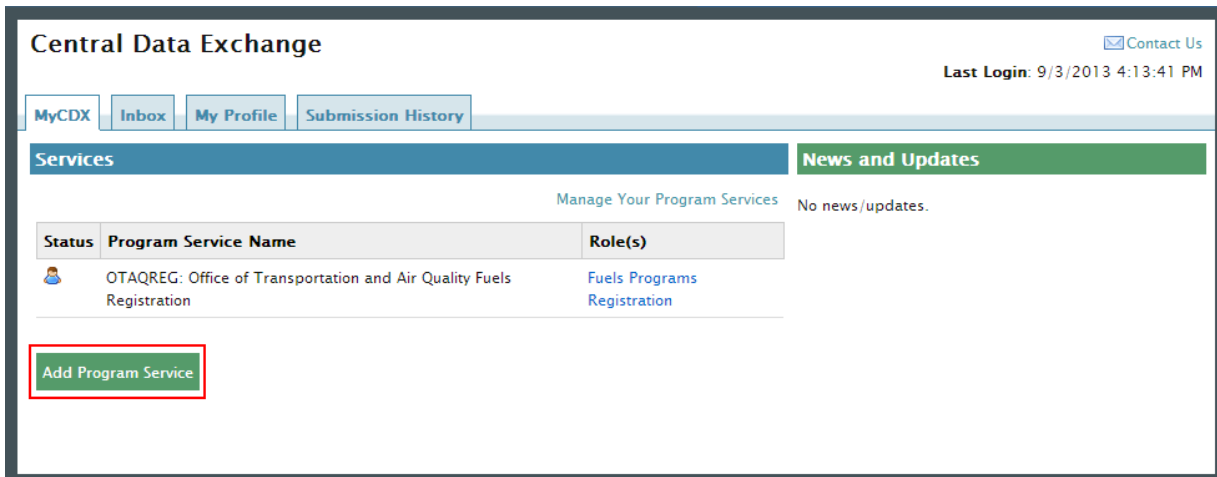
No news/updates.

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.

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




Central Data Exchange

MyCDX | Inbox | My Profile | Submission History

Services | News and Updates

Manage Your Program Services

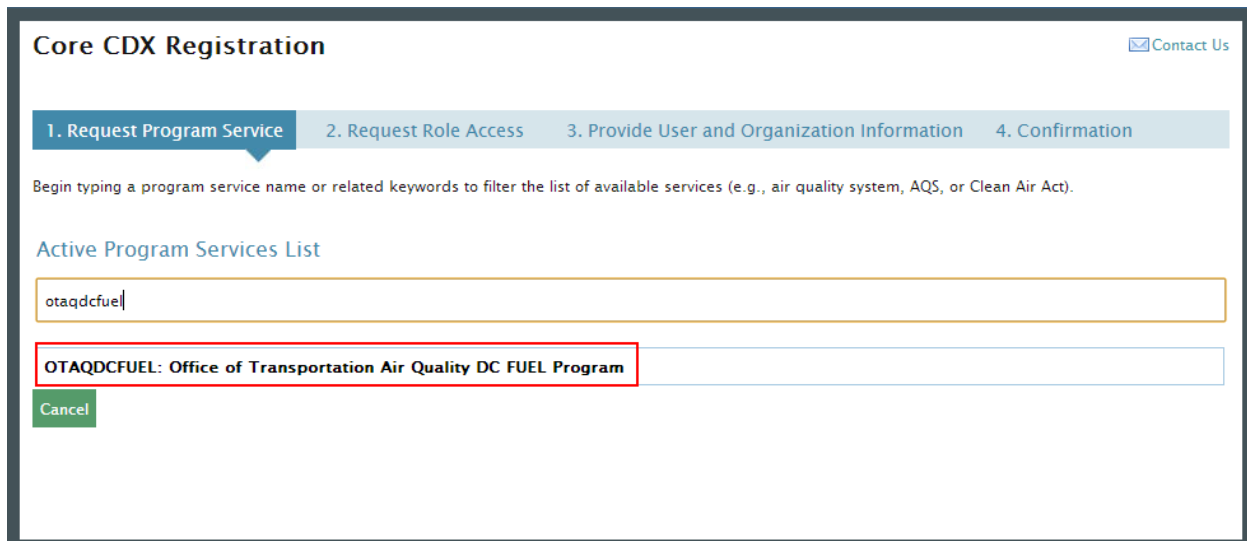
Status	Program Service Name	Role(s)
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

Add Program Service

No news/updates.

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

Figure 2-19 Add Program



Core CDX Registration

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

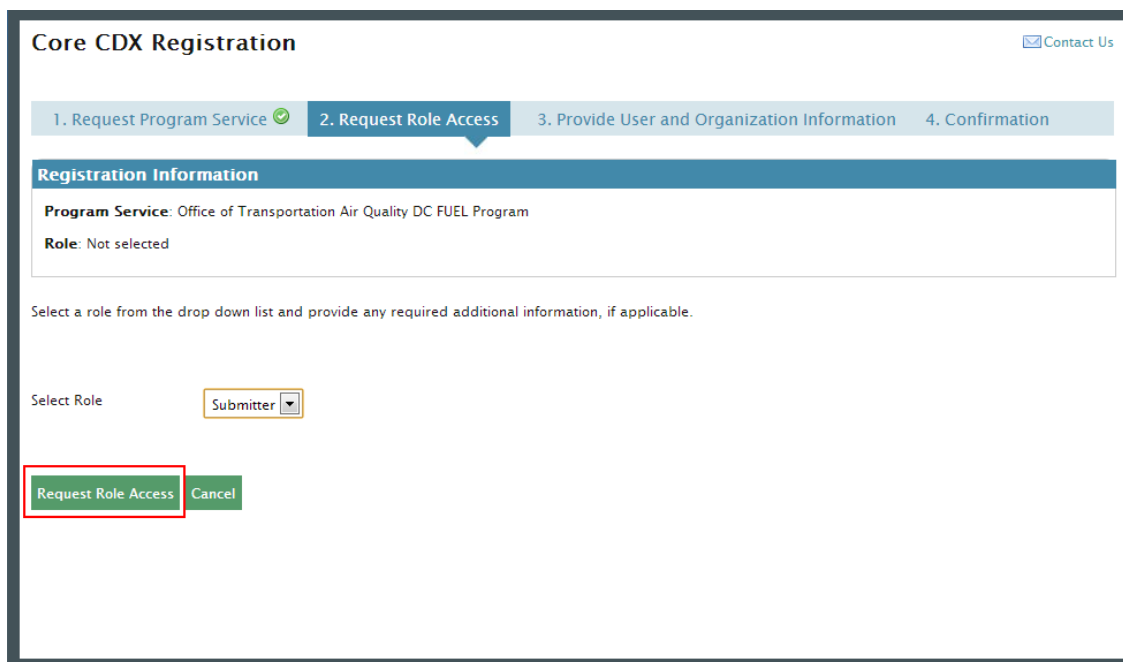
otaqdcfuel

OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program

Cancel

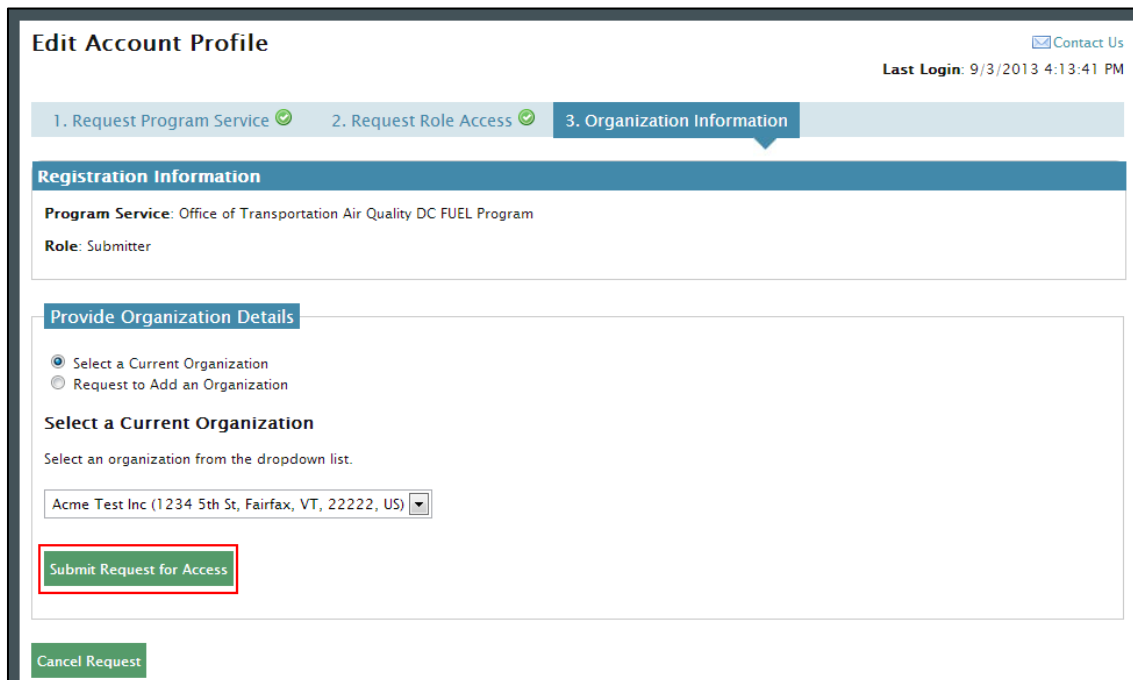
Figure 2-20 will display. The role “Submitter” will be automatically selected from the dropdown menu. Click the “Request Role Access” button to continue with the registration process.

Figure 2-20 Add OTAQDCFUEL Role (DCFUEL Registration)



The Organization Information page, as 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.

Depending on the status of your ESA and the organization you choose to add DC FUEL to, the link to open DC FUEL will either be automatically activated and clickable, the new organization will be added to the application handoff dropdown menu, or the link will appear disabled, pending EPA's receipt of your signed ESA.

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 one of the DC FUELs Submitter roles 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) available for download in PDF format on the page, or contact the EPA Fuels Program Support Line at 800-385-6164, support@epamts-support.com.

3 DC FUEL Access

3.1 Activation of your Role

If you chose to print, sign and mail in your ESA and OTAQReg change request delegation letter paperwork, the OTAQ Program must activate your role in CDX in order to access the DC FUEL application and submit reports. OTAQ will either activate or deny your DC FUEL access pending receipt of your Electronic Signature Agreement and review of your OTAQReg registration.

If you were able to electronically sign your ESA, the DC FUEL link will automatically be activated. You may enter the DC FUEL application but you will be unable to make submissions until your company is registered and you have the appropriate roles within the OTAQReg application.

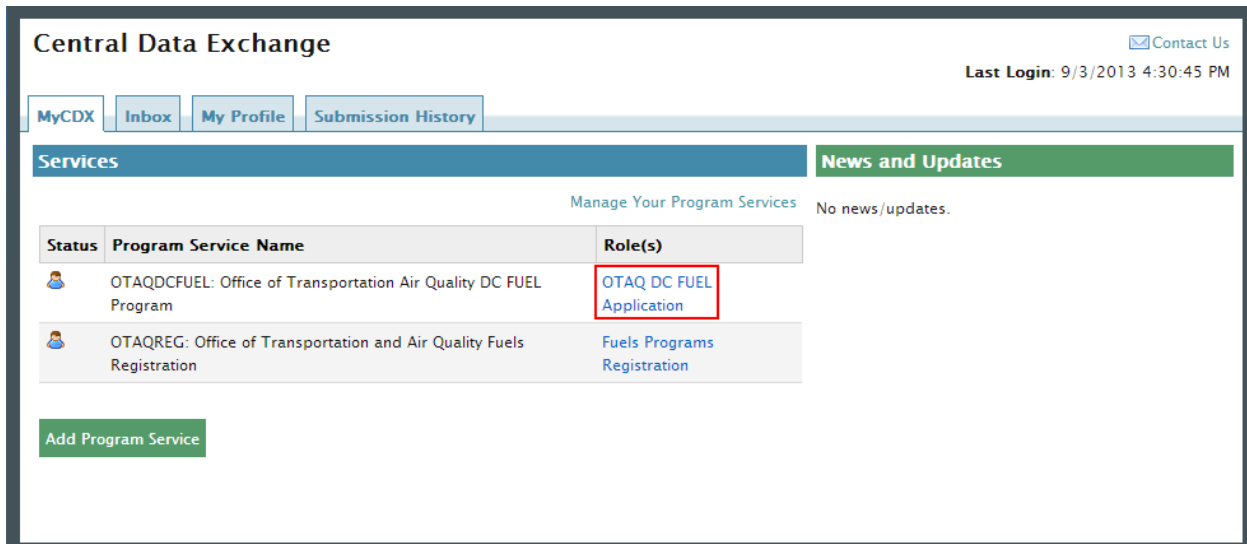
The “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link, as seen in Figure 3-1, will not appear as clickable until your role is activated by the OTAQ Program.

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

You may now access the OTAQ DC FUEL application and submit reports to EPA.

Figure 3-1 OTAQ DC FUEL Dataflow Link



Central Data Exchange Contact Us

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

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

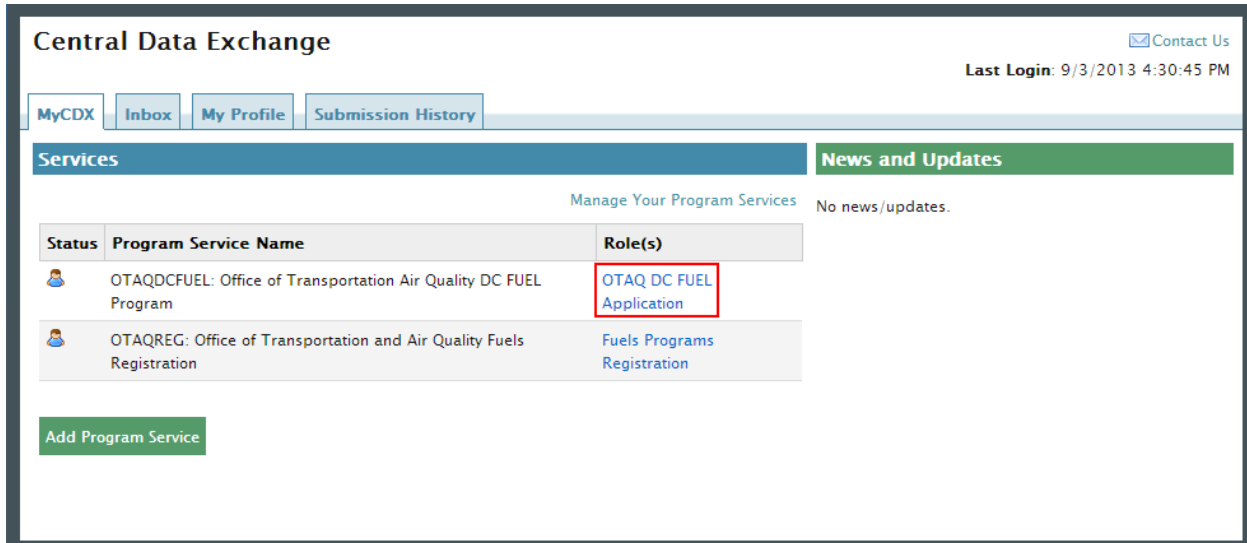
No news/updates.

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 Manage Your Program Services **News and Updates**

No news/updates.

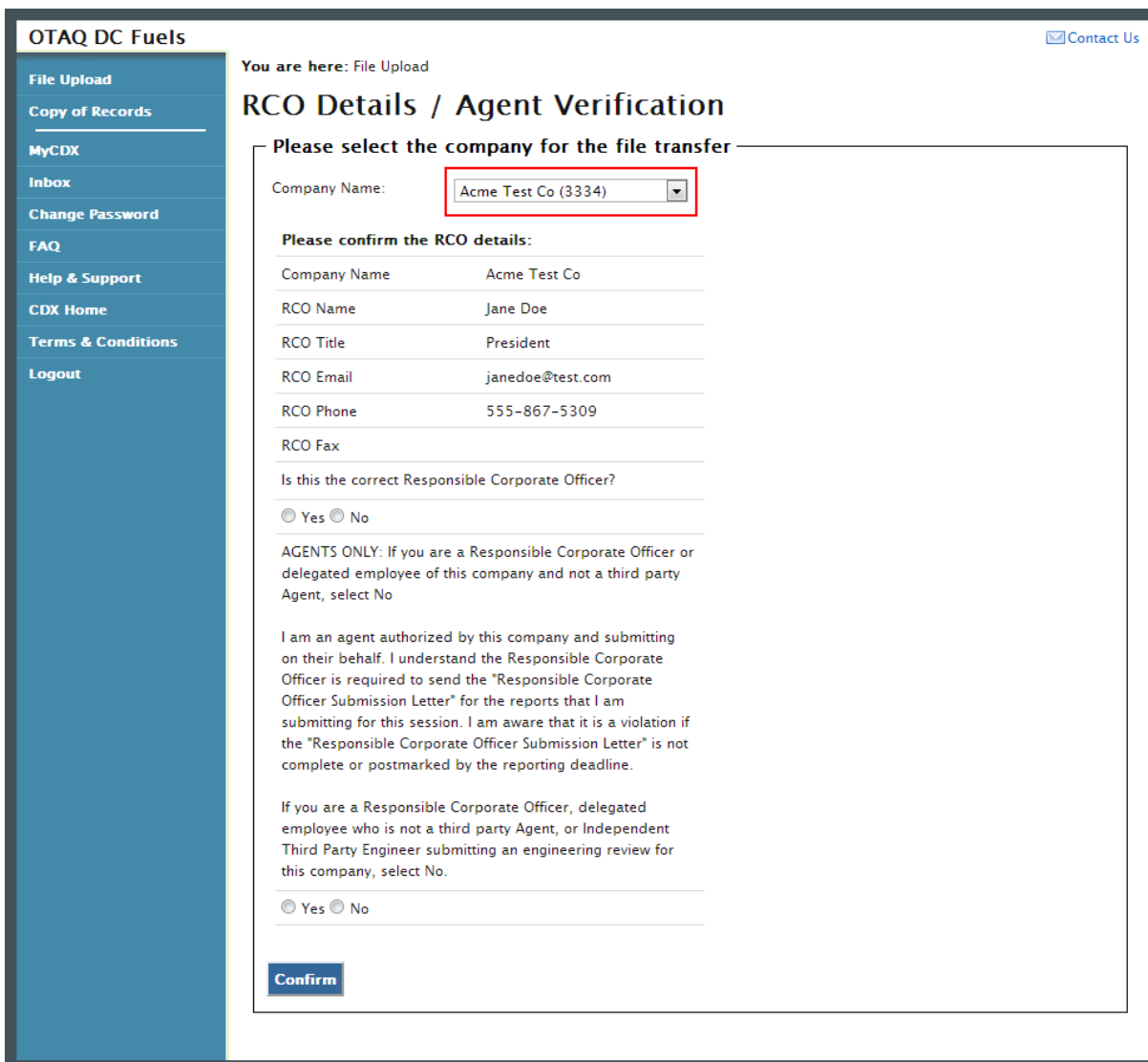
Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	OTAQ DC FUEL Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

[Add Program Service](#)

Click the “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link on your MyCDX Home page, as seen in Figure 4-1. Figure 4-2 will display.

4.2 Confirm Company and RCO Information

Figure 4-2 DC FUEL File Upload



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

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 / Agent Verification” 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 (see Figure 4-4).

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

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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](#)

You are here: File Upload

Contact Us

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.

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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.

Figure 4-6 Incorrect RCO Information – Company Lock

OTAQ DC Fuels

- 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>

Contact Us

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 contact the EPA Fuels Programs and EMTS Support Line: support@epamts-support.com.

4.3 Upload File

If you selected “Yes” to the RCO details then **Error! Not a valid bookmark self-reference.** 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: Fairfax VT, 22222

Phone Number: 888-867-5309

Fax Number: 555-555-5555

E-Mail Address: test@example.com

CDX User ID: TESTDCFUELSUSER1

Agent: No

RCO details:

RCO Name: Jane Doe

RCO Title: President

RCO Email: janedoe@test.com

RCO Phone: 555-867-5309

RCO Fax:

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):

Choose File

No file chosen

Comments (optional):

You will be asked to create and confirm a passphrase after clicking the "Encrypt and Sign" button. This passphrase will be used to access the copy of record for your submission.

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 (see 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 seen in Figure 4-8.

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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): No file chosen

Comments (optional):

You will be asked to create and confirm a passphrase after clicking the "Encrypt and Sign" button. This passphrase will be used to access the copy of record for your submission.

If you identify your submission as a “Resubmission” you are required to provide comments in the comments field, as seen 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): No file chosen

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.

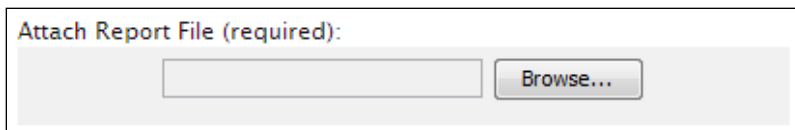
If resubmitting an engineering review for a company, please provide the dates of any previous submissions and resubmissions of this engineering review for this company as well as the reason for your current resubmission.

Enter Required Comments Here...

You will be asked to create and confirm a passphrase after clicking the "Encrypt and Sign" button. This passphrase will be used to access the copy of record for your submission.

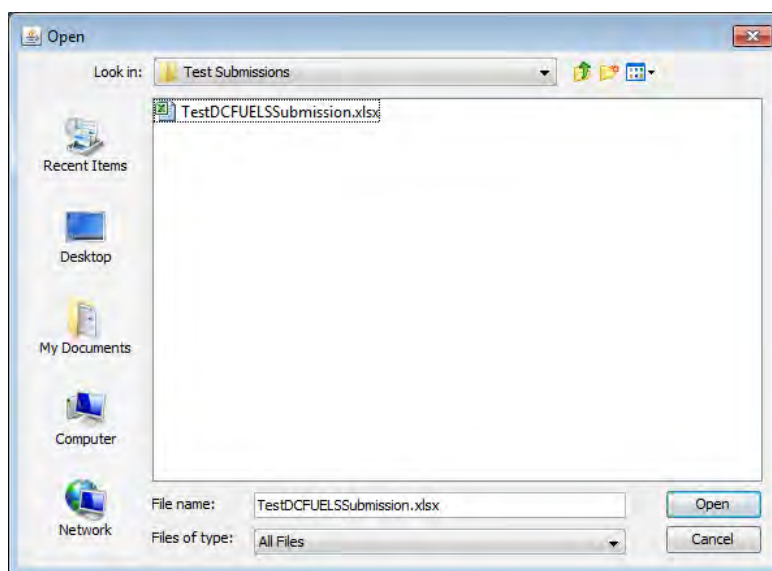
After identifying the Report Type, you are required to attach your report file, as seen in Figure 4-10.

Figure 4-10 Attach Report File



To attach a file, click the “Browse” button. An open dialogue box will display as seen 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 seen 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): TestDCFUELSubmission.xlsx

Comments (optional):

You will be asked to create and confirm a passphrase after clicking the "Encrypt and Sign" button. This passphrase will be used to access the copy of record for your submission.

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

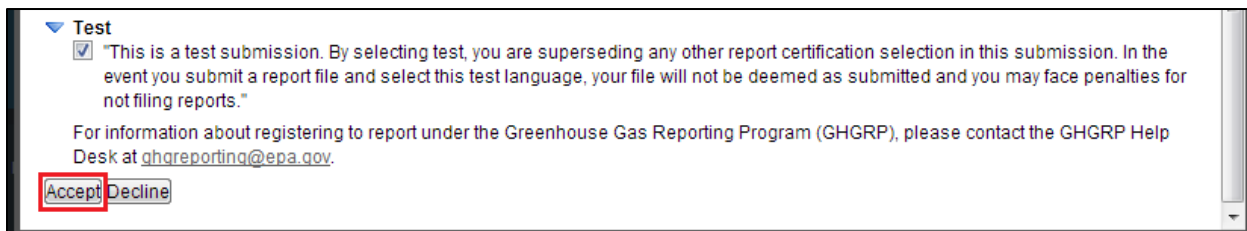
The "Certify Reports" page displays all the Fuels Reporting Programs for which you can submit reports for in DC FUEL.

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 seen 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 (see Figure 4-15).

Figure 4-15 Authentication



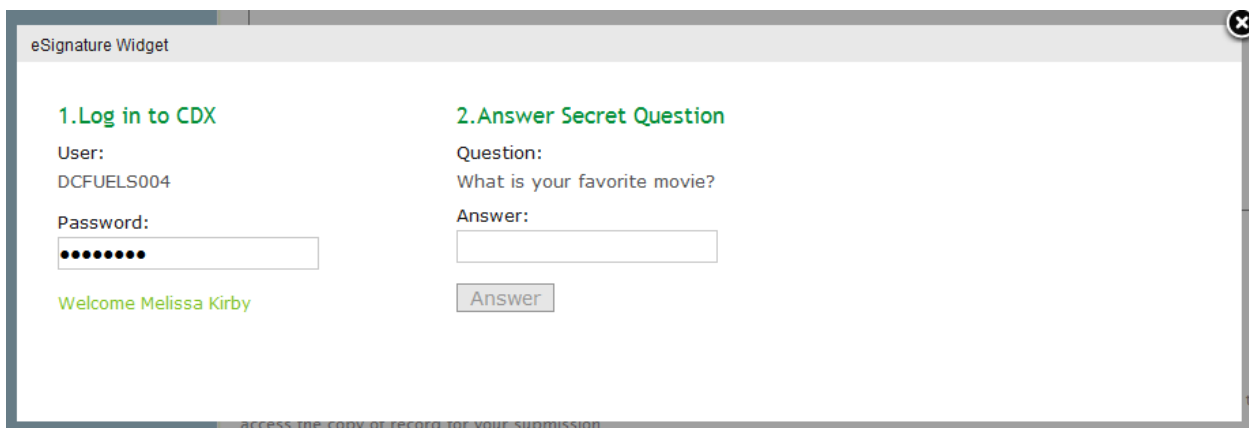
This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password.

If you enter an incorrect password, you will be prompted with an error message, as seen 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@epacdx.net.

Figure 4-16 Failed Authentication

The screenshot shows a web browser window titled "eSignature Widget". Inside, the heading "1. Log in to CDX" is displayed in green. Below it, the "User:" field contains "DCFUELS004". The "Password:" field is masked with black dots. A "Login" button is visible. A red error message at the bottom states: "Unable to authenticate user - The password is invalid." At the very bottom, a small link reads "access the copy of record for your submission."

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

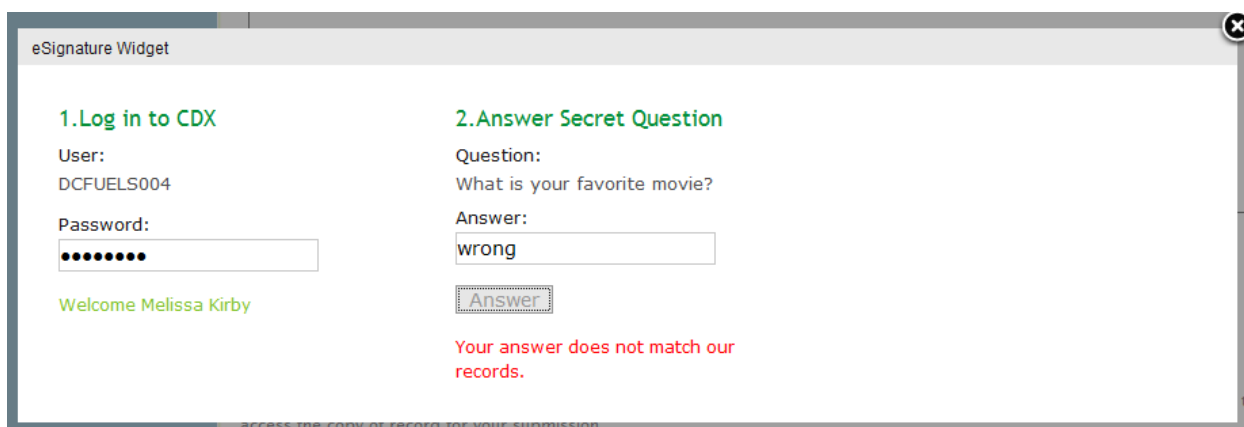
Figure 4-17 Answer Secret Question

The screenshot shows the "eSignature Widget" with two sections. The left section, titled "1. Log in to CDX", shows the "User:" field with "DCFUELS004" and the "Password:" field masked. Below this, it says "Welcome Melissa Kirby". The right section, titled "2. Answer Secret Question", shows the "Question:" "What is your favorite movie?" and an empty "Answer:" text box. An "Answer" button is at the bottom of this section. A small link at the bottom reads "access the copy of record for your submission."

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 **Error! Reference source not found.**).

If you fail to respond or enter an incorrect answer, you will be prompted with an error message, as seen 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@epacdx.net.

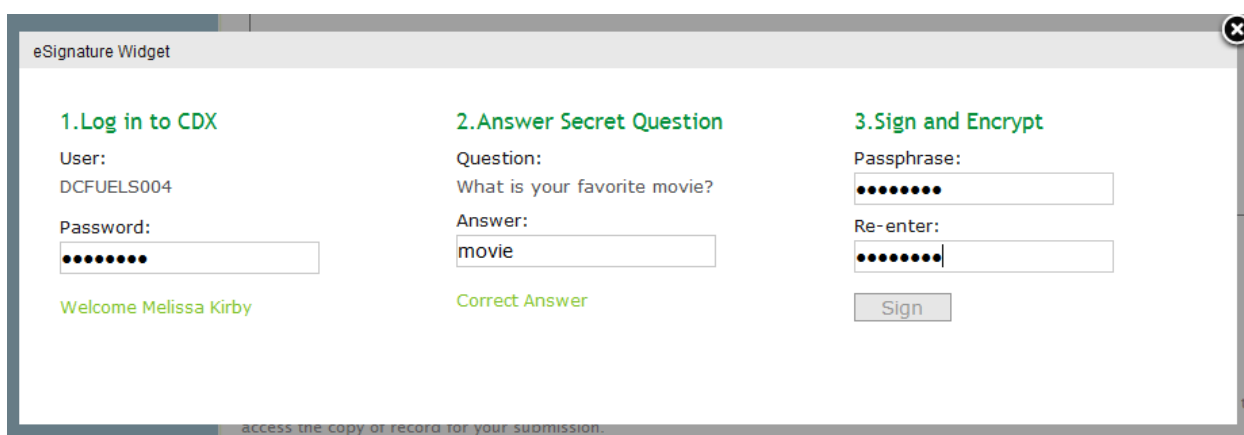
Figure 4-18 Incorrect Answer to Secret Question



The screenshot shows the 'eSignature Widget' interface. It is divided into two main sections. The left section, titled '1. Log in to CDX', contains a 'User:' field with the value 'DCFUELS004', a 'Password:' field with masked characters, and a green message 'Welcome Melissa Kirby'. The right section, titled '2. Answer Secret Question', contains a 'Question:' field with the text 'What is your favorite movie?', an 'Answer:' field with the value 'wrong', and a button labeled 'Answer'. Below the 'Answer' button, a red message states 'Your answer does not match our records.' At the bottom of the widget, a small text line reads 'access the copy of record for your submission.'

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

Figure 4-19 Encrypt and Sign File



The screenshot shows the 'eSignature Widget' interface with three sections. The left section, '1. Log in to CDX', is identical to Figure 4-18. The middle section, '2. Answer Secret Question', shows the 'Answer:' field with the value 'movie' and a green message 'Correct Answer'. The right section, '3. Sign and Encrypt', contains a 'Passphrase:' field with masked characters, a 'Re-enter:' field with masked characters, and a button labeled 'Sign'. At the bottom, the same text 'access the copy of record for your submission.' is visible.

The final step is to create and re-enter a passphrase. This passphrase will be used to decrypt the Copy of Record. Encrypt and Sign your submission. The passphrase may contain letters, numbers, and special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other DC FUELS submissions.

Important! You must remember your passphrase in order to access your Copy of Record. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your Copy of Record.

After entering and confirming your passphrase, 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:

Company/Entity Information:	User Information:
Company/Entity Name: Acme Test Co	Name (First Middle Last): John Smith
EPA Company/Entity ID: 3334	Address 1: 1234 5th St
	Address 2:
RCO details:	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.

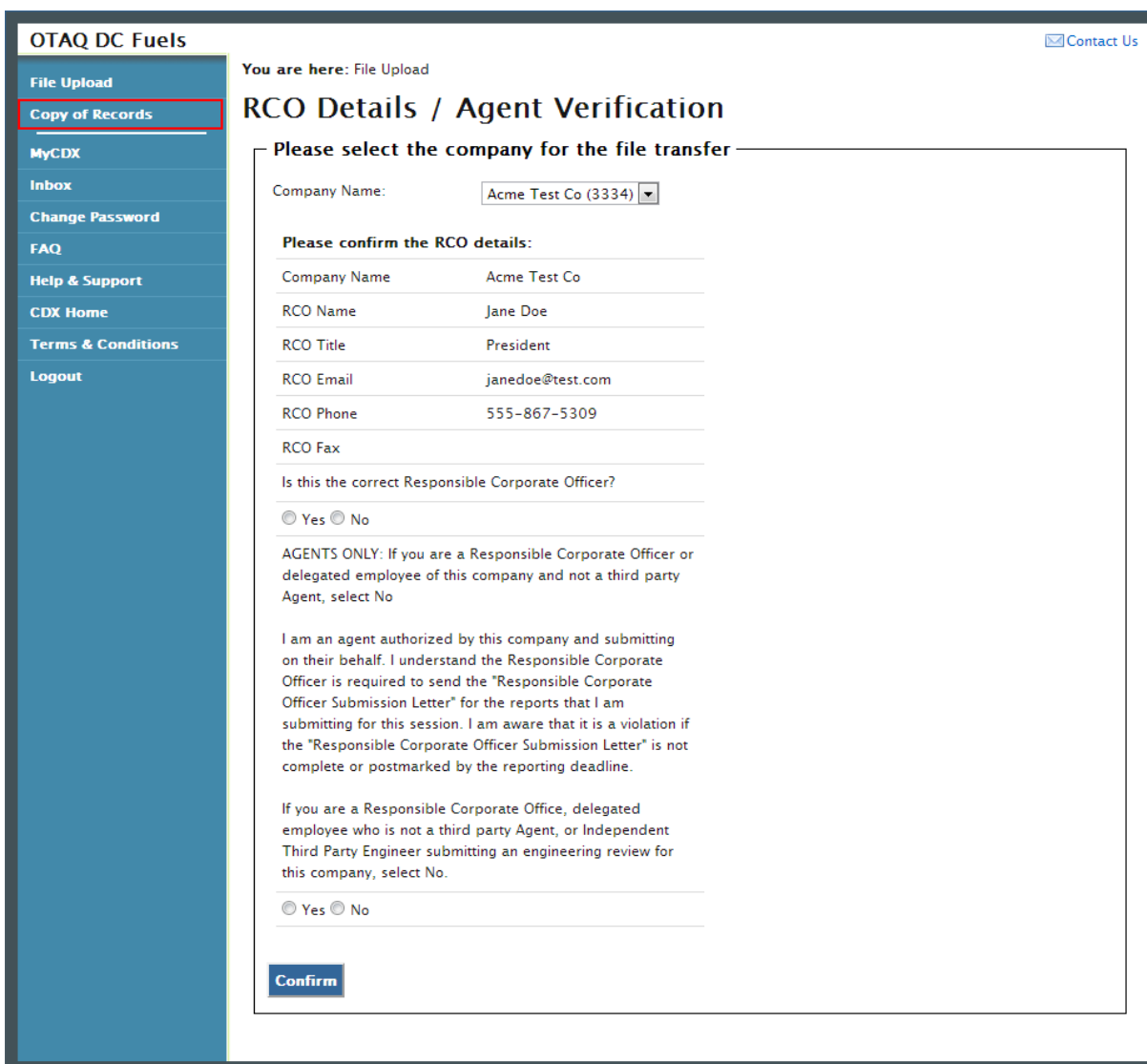
5 View Copy of Record

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

5.1 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 5-1 Copy of Records Link



OTAQ DC Fuels Contact Us

You are here: File Upload

Copy of Records (highlighted in the navigation 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.

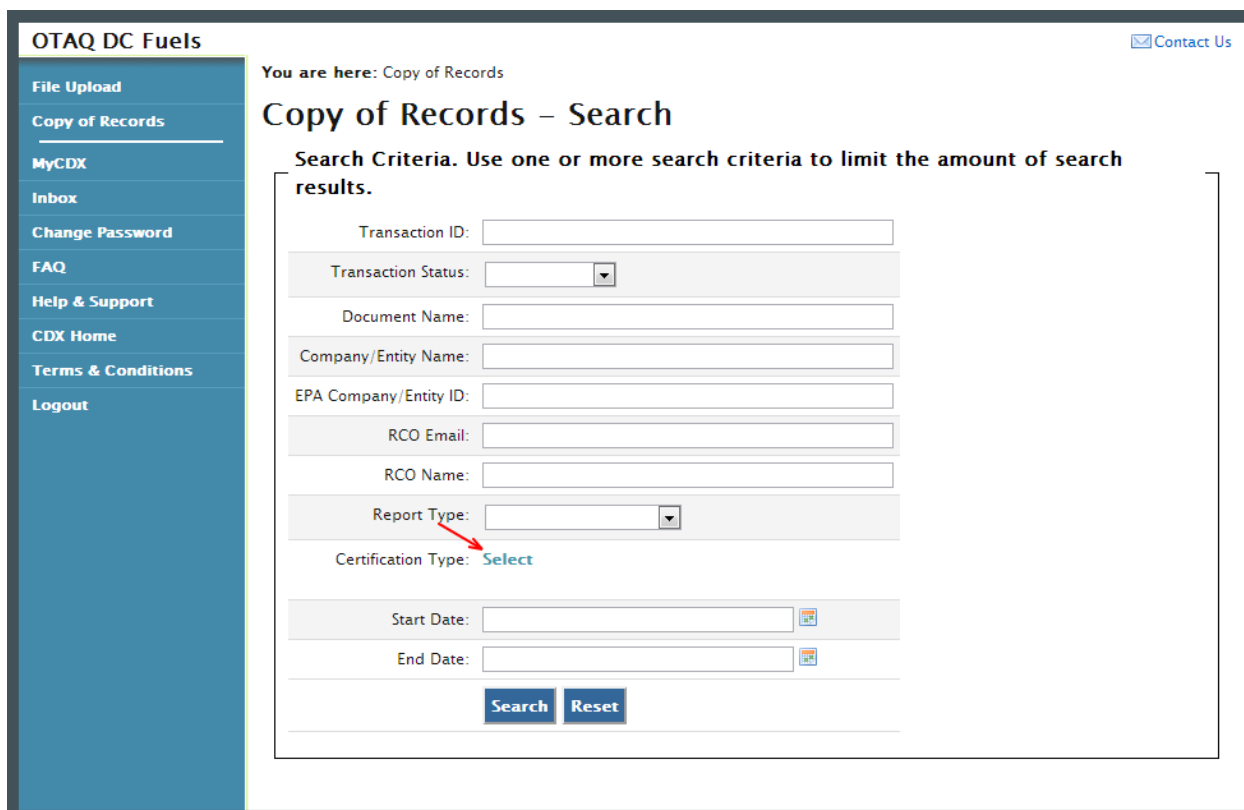
If you are a Responsible Corporate Office, delegated employee who is not a third party Agent, or Independent Third Party Engineer submitting an engineering review for this company, select No.

☐ 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 5-1. Figure 5-2 will display.

Figure 5-2 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 5-3 will display.

Figure 5-3 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 5-4 will display.

Figure 5-4 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:

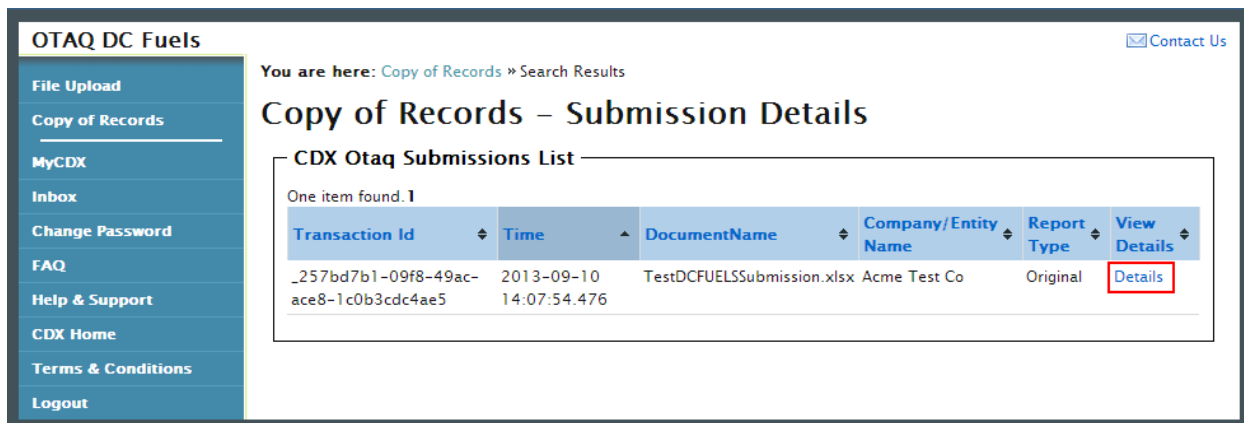
End Date:

Search **Reset**

As seen in Figure 5-4, 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 5-5 will display.

Click the “Reset” button to clear all data entered on the page.

Figure 5-5 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	Details

The “Copy of Record Submission List” displays all of the DC FUEL submissions that match the search criteria provided in Figure 5-2.

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 5-6 will display.

5.2 Copy of Record Submission Details

Decrypting your Copy of Record will be done in one of two ways depending on when the report was submitted.

5.2.1 Submissions Encrypted with Private Key

If your report was submitted prior to June 28, 2014 then you will need to follow the process outlined below.

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 5-6 will display.

Figure 5-6 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:

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

Is Agent: No

RCO details:

RCO Name: Jane Doe

RCO Title: President

RCO Email: janedoe@test.com

RCO Phone: 555-867-5309

RCO Fax:

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."

Retrieve Copy of Record:

Document Name: TestDCFUELSSubmission.xlsx

Choose Download Location:

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

5.2.1.1 Select Download Location

If you have not received an email notification stating that your Copy of Record is available for download then Figure 5-7 will display in the Retrieve Copy of Record section.

Figure 5-7 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 5-8 will display.

Figure 5-8 Copy of Record Ready for Download

Retrieve Copy of Record:

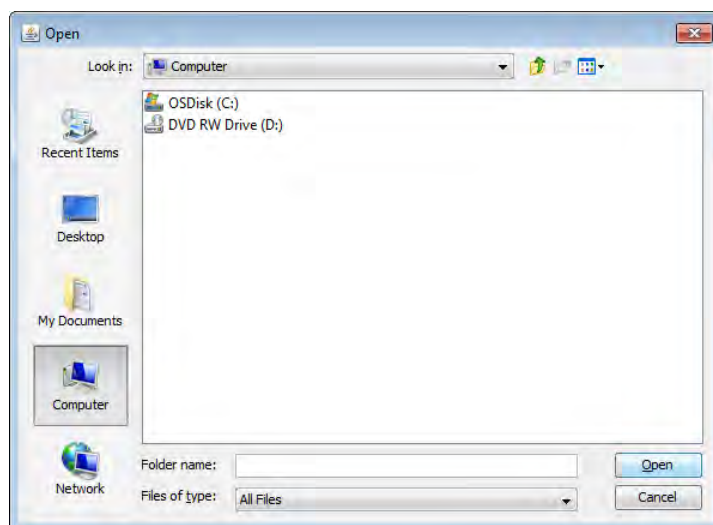
Document Name: **TestDCFUELSubmission.xlsx**

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

Download

To download the Copy of Record, click the “Browse” button. Figure 5-9 will display.

Figure 5-9 Choose Download Location



Select the download location for the Copy of Record and click the “Open” button. Figure 5-10 will display.

Figure 5-10 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 5-11 will display.

5.2.1.2 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 5-11).

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 5-11 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 5-12. 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@epacdx.net.

Enter your CDX user account password and click the “Login” button. Figure 5-13 will display.

Figure 5-12 Failed Authentication



Download and Decrypt Widget [close](#)

1. Login into CDX

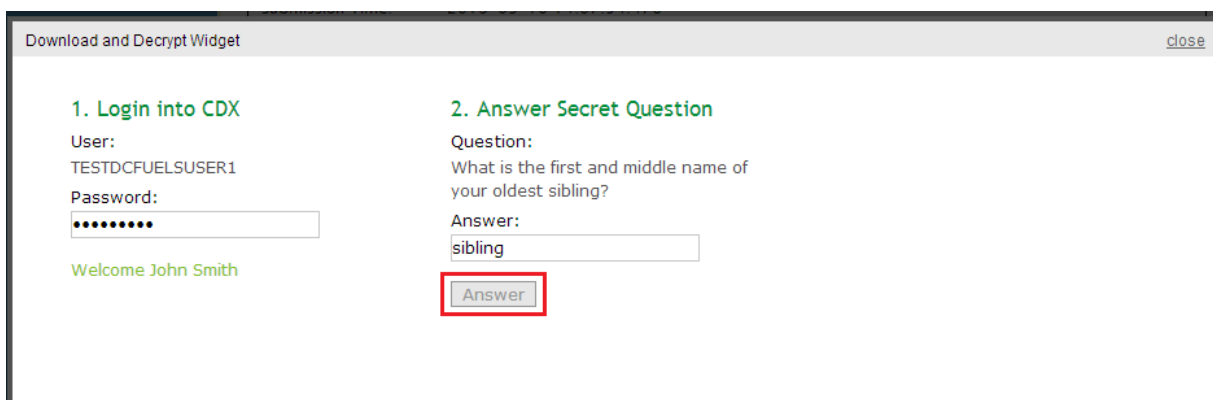
User:
TESTDCFUELSUSER1

Password:

Login

Combination of username and password is incorrect.

Figure 5-13 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:

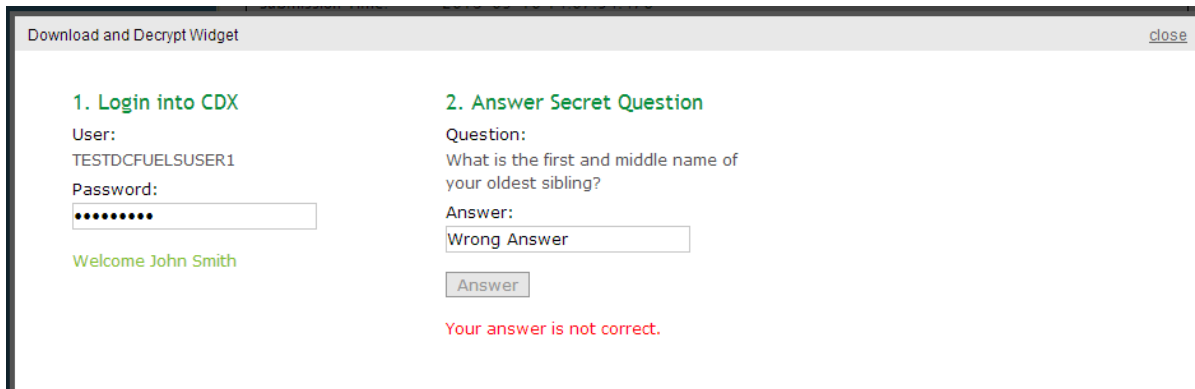
Answer

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).

If you enter an incorrect answer, you will be prompted with the error message, as seen in Figure 5-14. 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@epacdx.net.

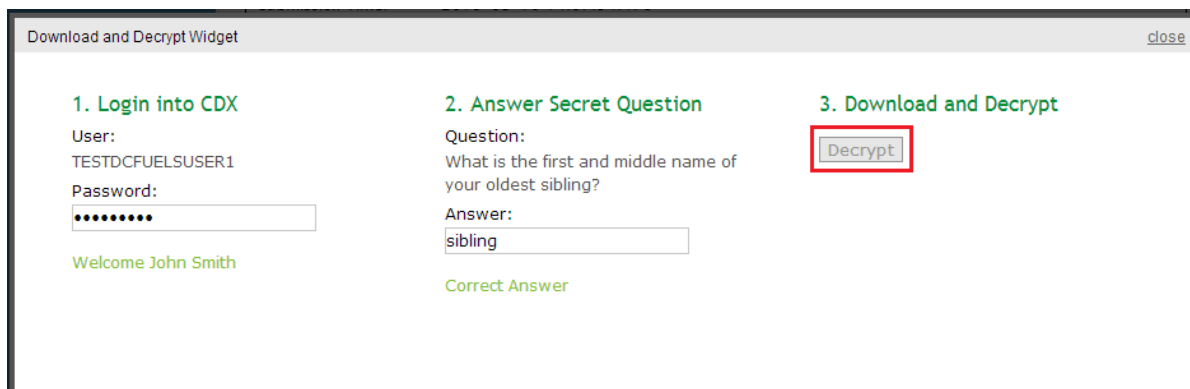
Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 5-15 will display.

Figure 5-14 Incorrect Answer to Secret Question



The screenshot shows a web application window titled "Download and Decrypt Widget". It is divided into two main sections. The left section, "1. Login into CDX", displays the user "TESTDCFUELSUSER1" and a password field with masked characters. Below this, it says "Welcome John Smith". The right section, "2. Answer Secret Question", shows a question: "What is the first and middle name of your oldest sibling?". The answer field contains "Wrong Answer", and a red error message below it states "Your answer is not correct.".

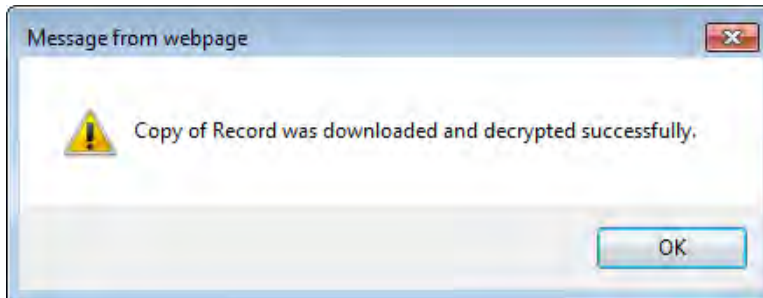
Figure 5-15 Download and Decrypt



The screenshot shows the same "Download and Decrypt Widget" window. The left section remains the same. The right section, "2. Answer Secret Question", now shows the answer "sibling" and a green message "Correct Answer". A new section, "3. Download and Decrypt", has appeared on the right, featuring a "Decrypt" button highlighted with a red rectangle.

The final step is to decrypt your submission. Click the “Decrypt” button. The window shown in Figure 5-16 will pop-up. Click the “Ok” button to continue.

Figure 5-16 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 seen in Figure 5-17.

Figure 5-17 Files Downloaded and Decrypted

Retrieve Copy of Record:

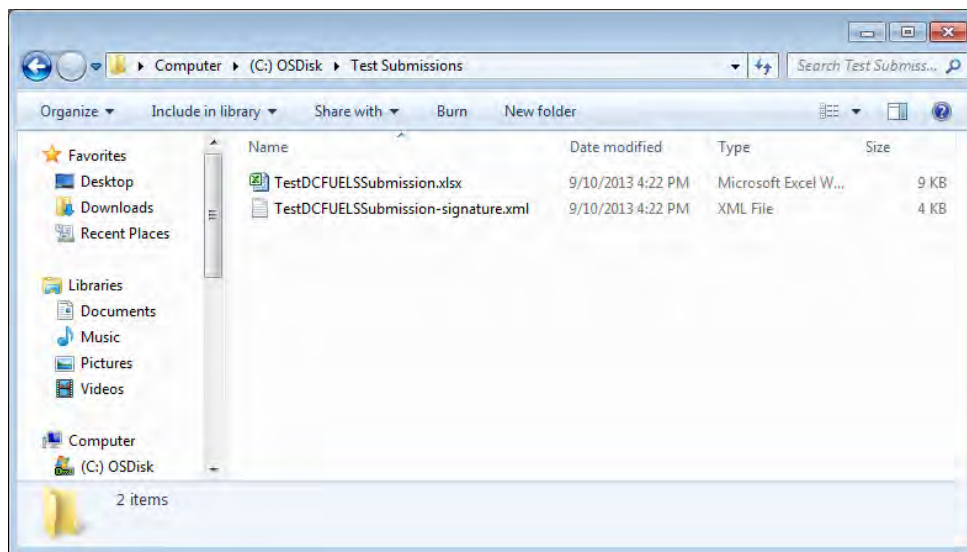
Files were download and decrypted successfully

Document Name: **TestDCFUELSSubmission.xlsx**

Choose Download Location:

Navigate to the download location. Figure 5-18 will display.

Figure 5-18 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.

5.2.2 Submissions Encrypted with Passphrase

To retrieve the Copy of Record for a report submitted after June 28, 2014, enter the passphrase created during submission and click the "Decrypt" button, as seen in Figure 5-19. You will be prompted to open the zipped documents.

Figure 5-19 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:

Company/Entity Information:
Company/Entity Name:
EPA Company/Entity ID:

User Information:
Name (First Middle Last):
Address 1:
Address 2:
City, State Zip:
Phone Number:
Fax Number:
E-Mail Address:
CDX User ID:
Is Agent:

RCO details:
RCO Name:
RCO Title:
RCO Email:
RCO Phone:
RCO Fax:

Report Information:
Document Name:
Transaction Id:
Submission Time:
Report Type:
Comments:

Certification Type: **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)."

Retrieve Copy of Record:
Document Name: **6628DCFUELS Submission.xlsx_cor.zip**
Please enter your passphrase below to decrypt the document.
Passphrase:

Clear
X
Decrypt

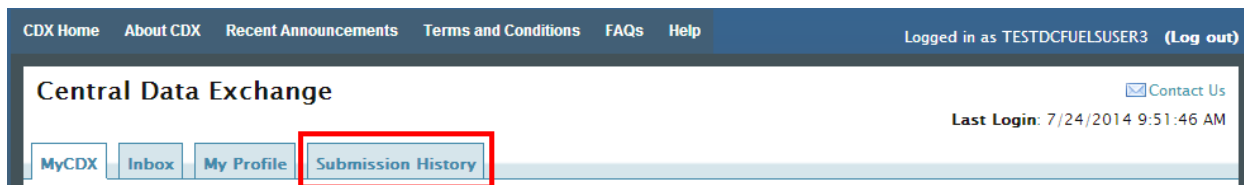
6 View Activity History

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

6.1 CROMERR Search

To access the CDX Submission History tool, click the “Submission History” tab on the MyCDX page as seen in Figure 6-1.

Figure 6-1 Access Submission History Tool



A list of your recent submissions will be displayed. To search for a submission, click the “Search” tab at the top of the page as seen in Figure 6-2.

Figure 6-2 Submission History Search Tab

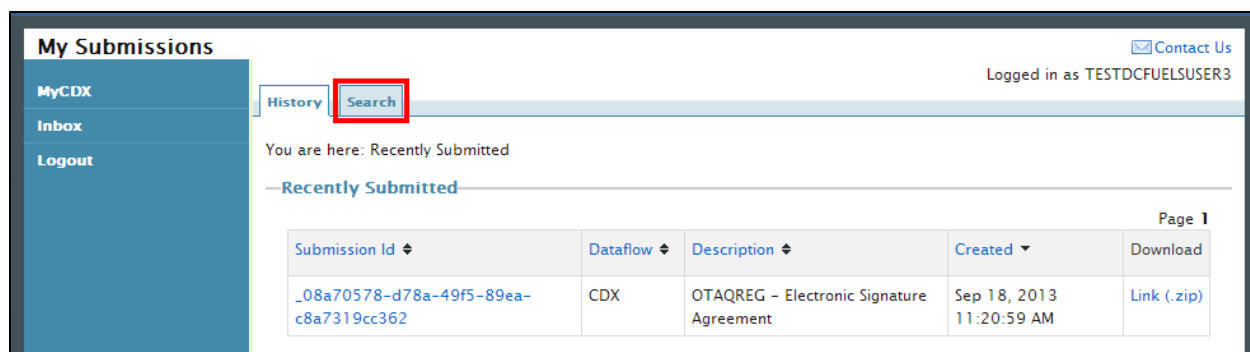
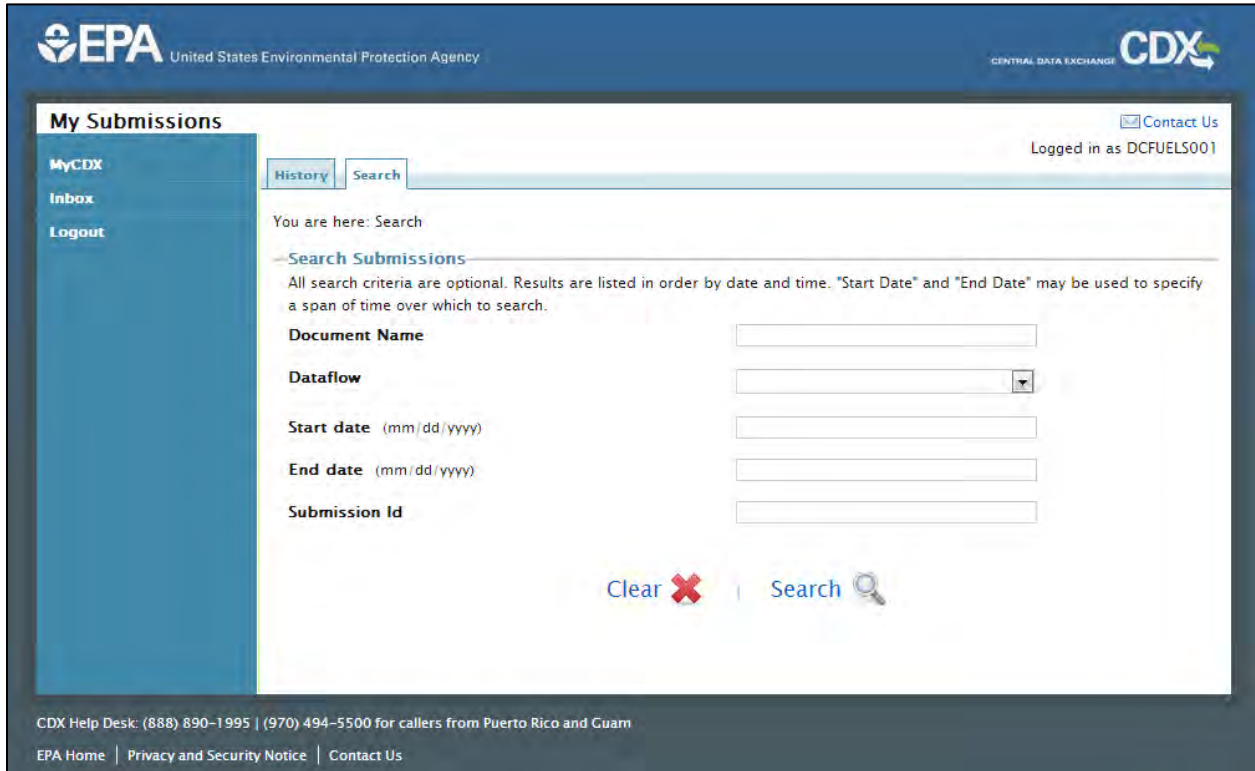


Figure 6-3 Search Submissions Page



The search page seen in Figure 6-3 will display, which allows users to search for submissions using the following criteria:

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

Enter search criteria and click the Search button, then access one of the resulting submissions. The “Submission Details” page (see Figure 6-4) displays the Submission Details, Creator Details, and Documents for the submission.

Figure 6-4 Submission Details

My Submissions
MyCDX
Inbox
Logout

[History](#) [Search](#)

[Contact Us](#)
Logged in as DCFUELS004

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

Submission Details

Submission Id	_ac2a4a95-8b07-4b3d-89b0-2701ea2d6448
Description	OTAQ-DCFUELS Submission
Dataflow	OTAQDCFUEL
Created	Jun 18, 2014 10:53:19 AM
Download	Encrypted

Creator Details

User Id	DCFUELS004
Name	Melissa Kirby
Organization Name	ABC

Documents Set 1
[Decrypt \(passphrase\)](#)

Name	Size (kb)	Category	Created
6628DCFUELS Submission.xlsx.zip	79.5	Encrypted Submission	06-18-2014 10:56:04 AM
encryption-metadata-xml.xml	1.39	Encrypted Metadata	06-18-2014 10:56:04 AM
detached-signature-before-encrypt.xml	3.08	Signature Before Encryption	06-18-2014 10:56:04 AM
detached-signature.xml	3.08	Signature	06-18-2014 10:56:04 AM

Documents Set 2
[Decrypt \(passphrase\)](#)

Name	Size (kb)	Category	Created
6628DCFUELS Submission.xlsx_cor.zip	79.94	Encrypted Submission	06-18-2014 10:56:05 AM
encryption-metadata-xml.xml	1.39	Encrypted Metadata	06-18-2014 10:56:05 AM
detached-signature-before-encrypt.xml	3.09	Signature Before Encryption	06-18-2014 10:56:05 AM
detached-signature.xml	3.08	Signature	06-18-2014 10:56:05 AM

[Back to Results](#)

6.1.1 Submission Details

The Activity Details section displays the Submission ID, submitting Dataflow and the timestamp the submission was created, as seen in Figure 6-5.

Figure 6-5 Activity Details

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

6.1.2 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 6-6.



Figure 6-6 Creator Details

Creator Details	
User Id	DCFUELS001
Name	Melissa Kirby
Organization Name	

6.1.3 List of Documents

The last section of the page is the Documents list. This list contains the document name, size, category and date created, as seen in Figure 6-7.

Figure 6-7 List of Documents

Documents Set 1				Decrypt (passphrase) 
Name	Size (kb)	Category	Created	
6628DCFUELS Submission.xlsx.zip	79.5	Encrypted Submission	06-18-2014 10:56:04 AM	
encryption-metadata-xml.xml	1.39	Encrypted Metadata	06-18-2014 10:56:04 AM	
detached-signature-before-encrypt.xml	3.08	Signature Before Encryption	06-18-2014 10:56:04 AM	
detached-signature.xml	3.08	Signature	06-18-2014 10:56:04 AM	
Documents Set 2				Decrypt (passphrase) 
Name	Size (kb)	Category	Created	
6628DCFUELS Submission.xlsx_cor.zip	79.94	Encrypted Submission	06-18-2014 10:56:05 AM	
encryption-metadata-xml.xml	1.39	Encrypted Metadata	06-18-2014 10:56:05 AM	
detached-signature-before-encrypt.xml	3.09	Signature Before Encryption	06-18-2014 10:56:05 AM	
detached-signature.xml	3.08	Signature	06-18-2014 10:56:05 AM	

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 with “Technical Support” in the Subject line.

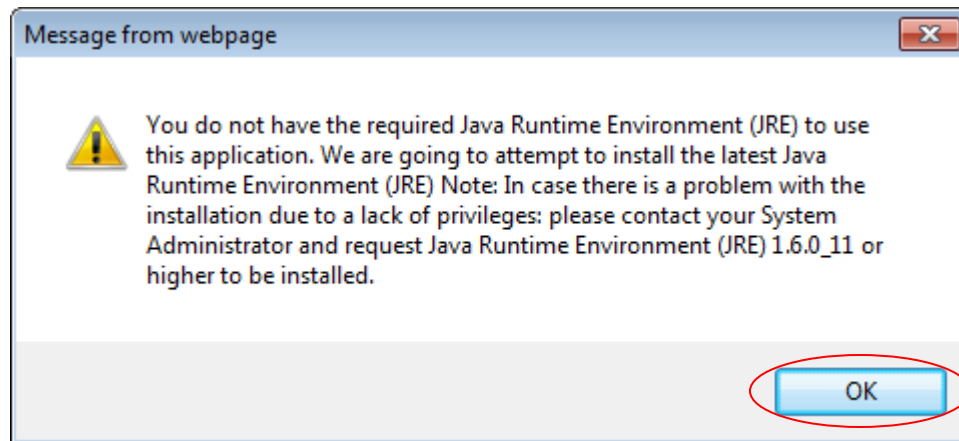
If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line at support@epamts-support.com.

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 a message, as seen in Figure 8-1, 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 Figures Figure 8-2 thru Figure 8-5.

Figure 8-2 Mozilla Firefox Security Warnings

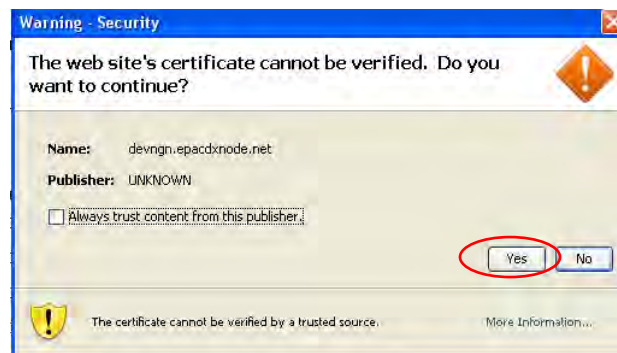




Figure 8-3 Internet Explorer Security Warnings

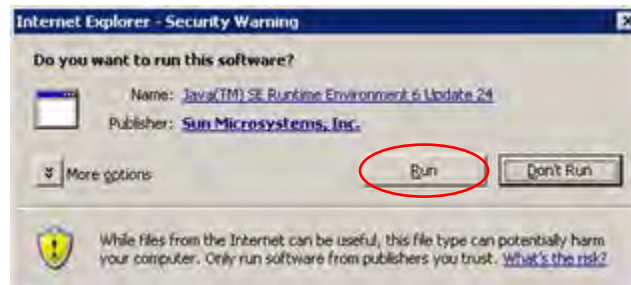
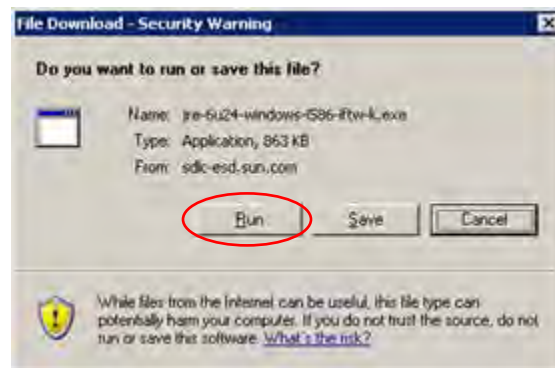
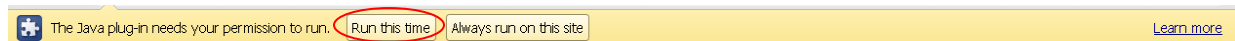


Figure 8-4 Safari Security Warnings





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.