

# CDX Fuels Programs Registration User Guide for Responsible Corporate Officers

Version 3.02



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Version 3.02

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 Company Responsible Corporate Officer (RCO) for the OTAQ Fuels Program Registration (OTAQReg) online application. It describes the processes an RCO must follow to request RCO e-signature abilities including electronically submitting company requests and electronically managing user associations. These timesaving features eliminate the need to print and sign most requests and therefore avoids many mail delays in the registration process.

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

If you need assistance logging into CDX, please contact the CDX Help Desk at:

- 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.

### 1.1 Registration

---

Please refer to the OTAQ Registration User Guide for instructions on how to register for the OTAQ Fuels Program Registration (OTAQReg) online application. RCOs wishing to gain RCO e-signature abilities must have their own CDX User ID and complete an Electronic Signature Agreement (ESA).

### 1.2 Additional OTAQReg User Functions

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Please refer to the OTAQ Registration User Guide for detailed instructions on how to utilize the remaining sidebar links:

- Associate to Company
- Update Existing Company Associations
- Edit User Profile

## 2 Requesting RCO e-signature abilities

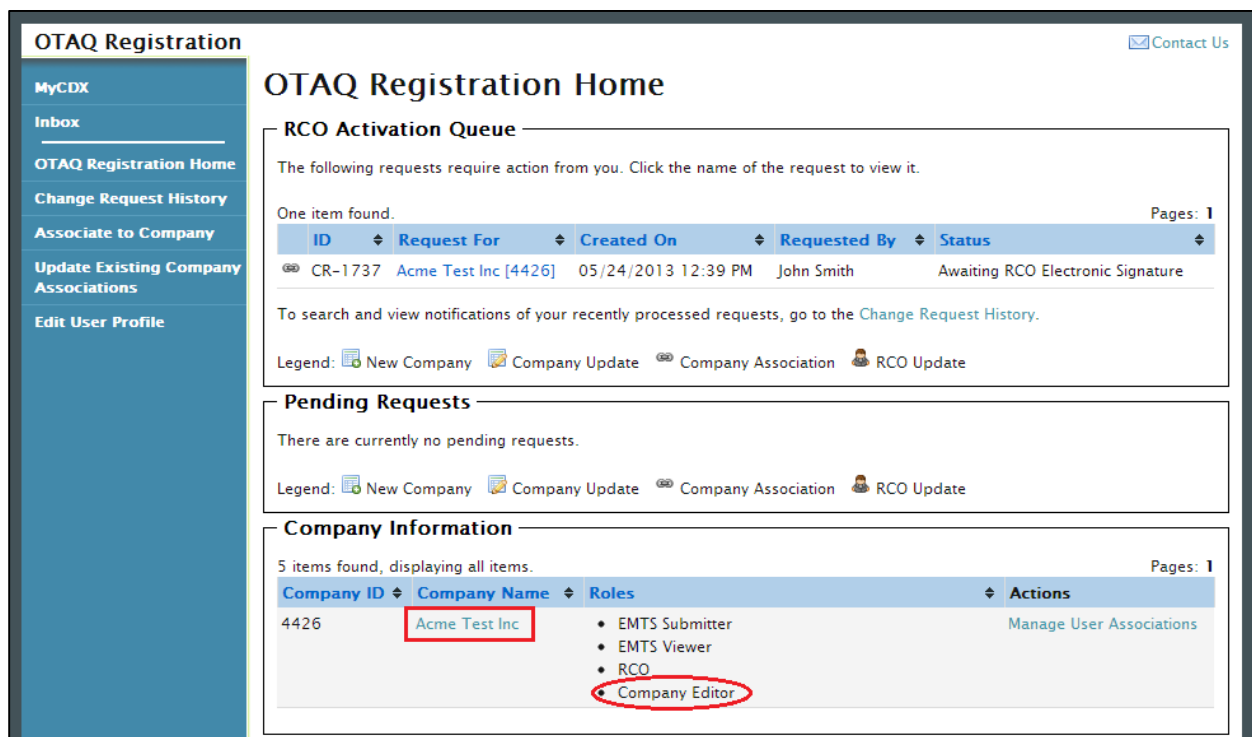
The following sections describe the steps a user must take to become the Responsible Corporate Officer (RCO) user with the e-signature ability for a company in the OTAQReg application.

### 2.1 Initiate RCO Update Request

To receive the RCO e-signature ability within the OTAQReg application you must be identified as the company RCO on the company record. Any associated user with the Company Editor role may initiate an RCO Update Request to add the RCO's CDX User ID to the company's registered RCO information.

To initiate an RCO Update Request, click the Company Name link, as shown in Figure 2-1, for a company for which you have an active Company Editor role. Figure 2-2 will display.

**Figure 2-1 OTAQ Registration Home Page**



**OTAQ Registration** Contact Us

**MyCDX**

- Inbox
- OTAQ Registration Home**
- Change Request History
- Associate to Company
- Update Existing Company Associations
- Edit User Profile

### OTAQ Registration Home

#### RCO Activation Queue

The following requests require action from you. Click the name of the request to view it.

One item found. Pages: 1

ID	Request For	Created On	Requested By	Status
CR-1737	<a href="#">Acme Test Inc [4426]</a>	05/24/2013 12:39 PM	John Smith	Awaiting RCO Electronic Signature

To search and view notifications of your recently processed requests, go to the [Change Request History](#).

Legend: New Company Company Update Company Association RCO Update

#### Pending Requests

There are currently no pending requests.

Legend: New Company Company Update Company Association RCO Update

#### Company Information

5 items found, displaying all items. Pages: 1

Company ID	Company Name	Roles	Actions
4426	<a href="#">Acme Test Inc</a>	<ul style="list-style-type: none"> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>RCO</li> <li><b>Company Editor</b></li> </ul>	<a href="#">Manage User Associations</a>



**Figure 2-2 Company Information: Company Details**

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Company Information: Company Details

You are currently in VIEW mode.

Edit

Company Details

Facility Details

Basic Information

Company Name and Location

Company ID: 3386

Address 1: 123 Test Way

Company Name: John Doe's Company 123

Address 2:

Created On: 06/18/2013

City: Anywhere

(MM/DD/YYYY):

State: District of Columbia

Valid From: 06/18/2013

Postal Code: 20000

(MM/DD/YYYY):

Country: United States

Valid To:

(MM/DD/YYYY):

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: John

RCO Title: Doe

RCO E-mail: ryan.kurtzman@cgifederal.com

RCO Phone: 3333333333

RCO Fax:

Program Type and Business Activities

Program Type and Business Activities

Renewable Fuel Standard

Renewable Fuels Exporter

Company Foreign Bond

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS – Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG – Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur – Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel – Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Renewable Fuel Standard : Yes

Company Contacts

There are currently no company contacts.

Back

Click the “Edit” button in the top right side of the page. Figure 2-3 will display.

Figure 2-3 Edit Company Details Page

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Company Information: Company Details

You are currently in EDIT mode.

ReviewCancel

Company DetailsFacility Details

Basic Information

Company Name and Location

Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

Company ID: 3313

\* Company Name: Ryan's Test Company 4

\* Created On: 01/30/2013 (MM/DD/YYYY)

Valid From: 01/30/2013 (MM/DD/YYYY)

Valid To: (MM/DD/YYYY) Optional

\* Address 1: 5678 Main Street

Address 2:

\* City: Santa Fe

\* State: New Mexico

\* Postal Code: 77777

\* Country: United States

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: Jean-Leman

RCO Title: Consultant

RCO E-mail: jean-leman.rusangiza@cgifederal.com

RCO Phone: 5555555555

RCO Fax:

Initiate RCO Update Request

Program Type and Business Activities

Program Type and Business Activities

☒ Gasoline

☐ Refiner

☐ Non-Renewable Fuels Importer

☐ Oxygenate Blender (Reformulated Gasoline Program)

☐ Independent Lab

☐ Small Refiner

☒ PADD Importer

☐ Diesel

☐ Renewable Fuel Standard

Company Foreign Bond

For each Program Type selected above, indicate if:

Domestic company with **only** domestic facility or facilities, please put "No"

RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467

Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)

Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable

Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

\* Gasoline Yes No

Company Contacts

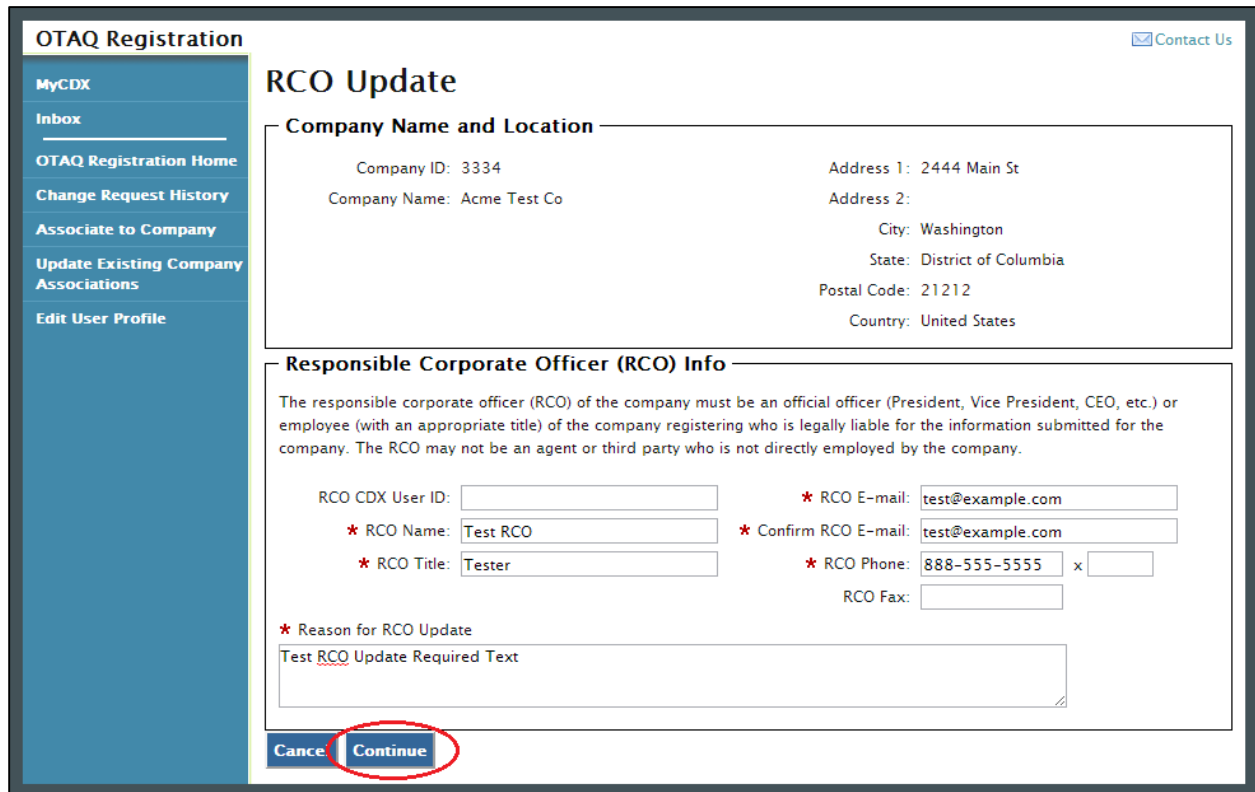
There are currently no company contacts.

Add New ContactRemove Selected

The page will now state, “You are currently in EDIT mode.” Click the “Initiate RCO Update Request” button. Figure 2-4 will display.

**Note:** Clicking the “Initiate RCO Update Request” button will initiate a RCO Update request which is processed separately from any company edits. RCO Update Requests may not be made simultaneously with Company Update Requests.

**Figure 2-4 RCO Update**



**OTAQ Registration** Contact Us

**MyCDX**

**Inbox**

**OTAQ Registration Home**

**Change Request History**

**Associate to Company**

**Update Existing Company Associations**

**Edit User Profile**

## RCO Update

### Company Name and Location

Company ID: 3334      Address 1: 2444 Main St

Company Name: Acme Test Co      Address 2:

City: Washington

State: District of Columbia

Postal Code: 21212

Country: United States

### Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID:

\* RCO E-mail:

\* RCO Name:       \* Confirm RCO E-mail:

\* RCO Title:       \* RCO Phone:  x

RCO Fax:

\* Reason for RCO Update

The RCO Update page is pre-populated with the current RCO information. Update the RCO information as needed.

**Note:** In order to grant RCO e-signature abilities to the RCO, you must enter the CDX User ID for the designated RCO.

Once you have provided data for all required fields click the “Continue” button. Figure 2-5 will display.

**Figure 2-5 Further Action Required Window**

### Further Action Required

In order for this registration to be submitted to EPA, you must click the applicable blue button on the following screen. EPA will not process registrations if a user fails to click the applicable button and submit the paperwork either electronically or via mail.

You will not be able to electronically sign within the OTAQReg application until your CDX ESA is received by the Fuels Program.

If you are not able to have your registration electronically signed, the registration forms must be printed, signed and mailed to Fuels Program Registration at:

**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

It is recommended that all registration materials including ESAs are sent in the same package.

OK

Click the “OK” button on the “Further Action Required” window. Figure 2-6 will display.

**Figure 2-6 Submit Request**

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Submit Request

Please click the Submit button to make the submission request and move on to print the registration forms.

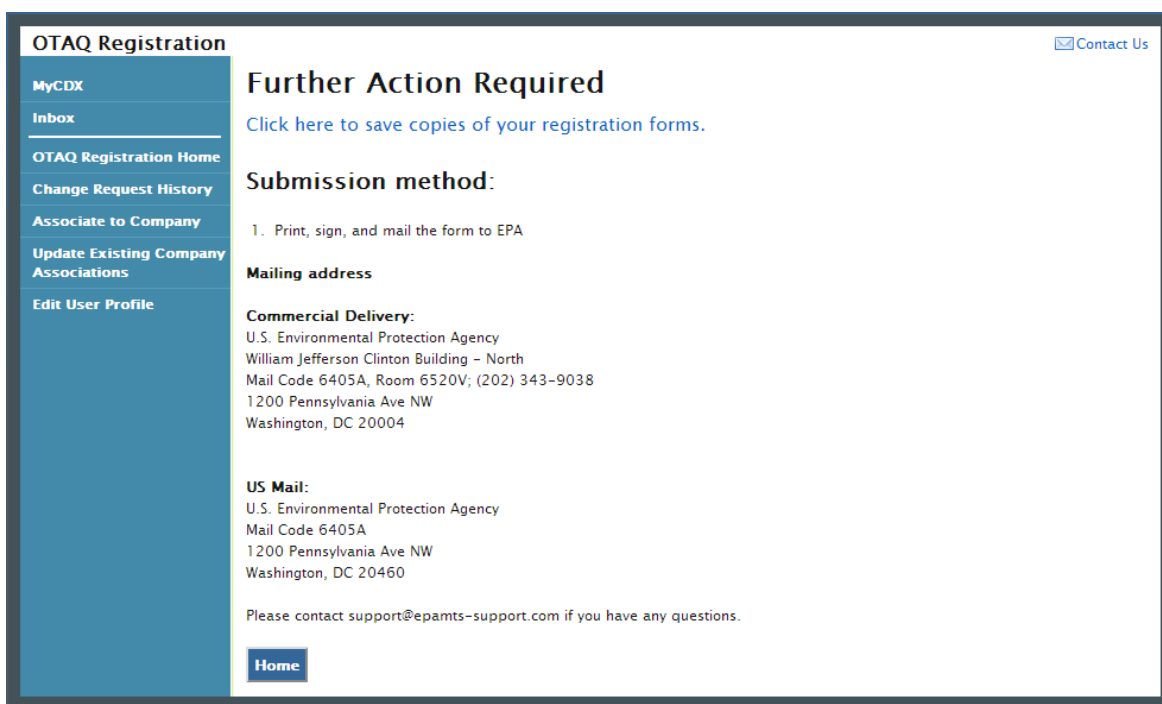
Submit

Contact Us

Click the “Submit” button to finalize your RCO update request. An email will be sent to you, the current company RCO, and the new company RCO (if applicable) containing a hardcopy of the request and confirming your RCO update request. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page, as shown in Figure 2-8.

Figure 2-7 will display.

**Figure 2-7 Further Action Required Page**



**OTAQ Registration** [Contact Us](#)

**MyCDX**

**Inbox**

**OTAQ Registration Home**

**Change Request History**

**Associate to Company**

**Update Existing Company Associations**

**Edit User Profile**

## Further Action Required

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

**Submission method:**

1. Print, sign, and mail the form to EPA

**Mailing address**

**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

Please contact [support@epamts-support.com](mailto:support@epamts-support.com) if you have any questions.

[Home](#)

Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

**Note:** All RCO Updates must be hand-signed by the existing company RCO and the new company RCO (if the RCO is changing) and mailed to the Fuels Program. The signature letter is included in the hard copy of the request. RCO Update requests cannot be electronically signed.

## 2.2 Pending RCO Update Request

As shown in Figure 2-8, your request will be displayed in your Pending Requests queue on your OTAQ Registration Home Page along with its current status.

**Note:** The designated RCO will not receive RCO e-signature abilities until approved by the Fuels Program.

**Figure 2-8 Pending RCO Update**

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

OTAQ Registration Home

RCO Activation Queue

The following requests require action from you. Click the name of the request to view it.

One item found. Pages: 1

ID	Request For	Created On	Requested By	Status
CR-4764	<a href="#">Hagrid's Hut [3362]</a>	06/07/2013 10:37 AM	Ryan L. Kurtzman	Awaiting RCO Electronic Signature

To search and view notifications of your recently processed requests, go to the [Change Request History](#).

Legend:
New Company
Company Update
Company Association
RCO Update

Pending Requests

ID	Request For	Created On	Requested By	Status
CR-4888	<a href="#">Hagrid's Hut [3362]</a>	06/18/2013 12:00 PM	Ryan L. Kurtzmama	Awaiting RCO Wet Ink Signature
CR-4395	<a href="#">Ollivander's Wands [3352]</a>	05/14/2013 05:46 PM	Ryan L. Kurtzmama	Awaiting RCO Wet Ink Signature

Legend:
New Company
Company Update
Company Association
RCO Update

Company Information

3 items found, displaying all items. Pages: 1

Company ID	Company Name	Roles	Actions
3362	<a href="#">Hagrid's Hut</a>	<ul style="list-style-type: none"> <li>EMTS Submitter</li> <li>Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li> <li>RCO</li> <li>Company Editor</li> <li>Company Viewer</li> </ul>	<a href="#">Manage User Associations</a>
3358	<a href="#">The Three Broomsticks</a>	<ul style="list-style-type: none"> <li>DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F</li> <li>Company Editor</li> </ul>	
3363	<a href="#">The Quidditch Pitch</a>	<ul style="list-style-type: none"> <li>EMTS Viewer</li> <li>Company Editor</li> </ul>	

Registration Lists

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- [EPA Fuels Programs Company and Facility List](#)
- [EPA Fuels Programs Company List](#)
- [Independent Lab List](#)

To view a pending RCO Update Request, click the Company Name link in the Pending Requests Queue for a request with the RCO Update icon . Figure 2-9 will display.

**Figure 2-9 Pending RCO Update Request**

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

RCO Update Request

View printer-friendly version

Request Information

Request ID : CR-4892

Request Type : RCO Update

Request Status : Awaiting RCO Wet Ink Signature

Created On : 06/18/2013 12:16 PM

Modified On : 06/18/2013 12:16 PM

Requested By : John Doe

Username : OTAQREGTESTUSER123

List of Changes

- RCO Title changed from "Doe" to "President"
- RCO Name changed from "John" to "John Doe"

Company Name and Location

Company ID: 3386

Company Name: John Doe's Company 123

Address 1: 123 Test Way

Address 2:

City: Anywhere

State: District of Columbia

Postal Code: 20000

Country: United States

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID: OTAQRegTestUser123

RCO Name: John Doe

RCO Title: President

RCO E-mail: ryan.kurtzman@cgifederal.com

RCO Phone: 3333333333

RCO Fax:

Reason for RCO Update:  
test

Return

Cancel Request

The RCO Update Request page displays the pending RCO information as well as a list of changes made by the request. To return to the OTAQReg Home Page, click the “Return” button.

To cancel the RCO Update Request, click the “Cancel Request” button. A notification window will appear, prompting you to select the “Yes” button to continue with the request cancellation or the “No” button to return to the previous page. The request will be canceled immediately and will no longer display in the Pending Requests queue.

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### 3 The RCO Activation Queue

As an acknowledged RCO for a company within the OTAQReg application, you will have the ability to electronically sign user requests for your company within the system as well as manage your company's users.

When an OTAQReg user submits a request to associate to your company or update your company's details it will appear in your RCO Activation Queue as shown in Figure 3-1. The following sections describe how to approve, reject, or edit these requests.

**Figure 3-1 RCO OTAQ Registration Home Page**

The screenshot displays the 'OTAQ Registration Home' page. On the left is a sidebar with navigation links: MyCDX, Inbox, OTAQ Registration Home (selected), Change Request History, Associate to Company, Update Existing Company Associations, and Edit User Profile. The main content area is titled 'OTAQ Registration Home' and includes a 'Contact Us' link in the top right.

**RCO Activation Queue**

The following requests require action from you. Click the name of the request to view it.

One item found. Pages: 1

ID	Request For	Created On	Requested By	Status
CR-4891	John Doe's Company 123 [3386]	06/18/2013 12:15 PM	Ryan L. Kurtzman	Awaiting RCO Electronic Signature

To search and view notifications of your recently processed requests, go to the [Change Request History](#).

Legend: New Company Company Update Company Association RCO Update

**Pending Requests**

ID	Request For	Created On	Requested By	Status
CR-4892	John Doe's Company 123 [3386]	06/18/2013 12:16 PM	John Doe	Awaiting RCO Wet Ink Signature

Legend: New Company Company Update Company Association RCO Update

**Company Information**

One item found. Pages: 1

Company ID	Company Name	Roles	Actions
3386	John Doe's Company 123	<ul style="list-style-type: none"> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>RCO</li> <li>Company Editor</li> </ul>	<a href="#">Manage User Associations</a>

**Registration Lists**

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- [EPA Fuels Programs Company and Facility List](#)
- [EPA Fuels Programs Company List](#)
- [Independent Lab List](#)

#### 3.1 Company Association Requests

To act on a Company Association request, click the company name link for a request in the RCO Activation Queue with the company association icon . Figure 3-2 will display.



**Figure 3-2 Company Association Request**

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

View printer-friendly version

Company Association Request

Request Information

Request ID : CR-4891

Request Type : Company Association

Request Status : Awaiting RCO Electronic Signature

Created On : 06/18/2013 12:15 PM

Modified On : 06/18/2013 12:15 PM

Requested By : Ryan L. Kurtzman

Username : RKURTZMAN19

List of Changes

- Added OTAQREG role "Company Viewer" for user "Ryan L. Kurtzman"
- Added PROGRAM role "EMTS Viewer" for user "Ryan L. Kurtzman"
- Added PROGRAM role "EMTS Submitter" for user "Ryan L. Kurtzman"

Remove?	Name	Roles
 <input type="checkbox"/>	Ryan L. Kurtzman	<ul style="list-style-type: none"> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>Company Viewer</li> </ul>

Legend:  Added  Updated  Removed  Unchanged

Remove Selected

Continue

Reject

The Company Association Request page displays the request information, a list of changes, and various actions to perform on the request.

### 3.1.1 Approve Company Association Request

To approve a Company Association request, click the “Continue” button, as shown in Figure 3-3. Figure 3-4 will display.

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**Figure 3-3 Approve Company Association Request**



**OTAQ Registration** [Contact Us](#)

**MyCDX**

**Inbox**

**OTAQ Registration Home**

**Change Request History**

**Associate to Company**

**Update Existing Company Associations**

**Edit User Profile**

## Company Association Request

[View printer-friendly version](#)

**Request Information**

Request ID : CR-4891  
 Request Type : Company Association  
 Request Status : Awaiting RCO Electronic Signature

Created On : 06/18/2013 12:15 PM  
 Modified On : 06/18/2013 12:15 PM  
 Requested By : Ryan L. Kurtzman  
 Username : RKURTZMAN19

**List of Changes**

- Added OTAQREG role "Company Viewer" for user "Ryan L. Kurtzman"
- Added PROGRAM role "EMTS Viewer" for user "Ryan L. Kurtzman"
- Added PROGRAM role "EMTS Submitter" for user "Ryan L. Kurtzman"

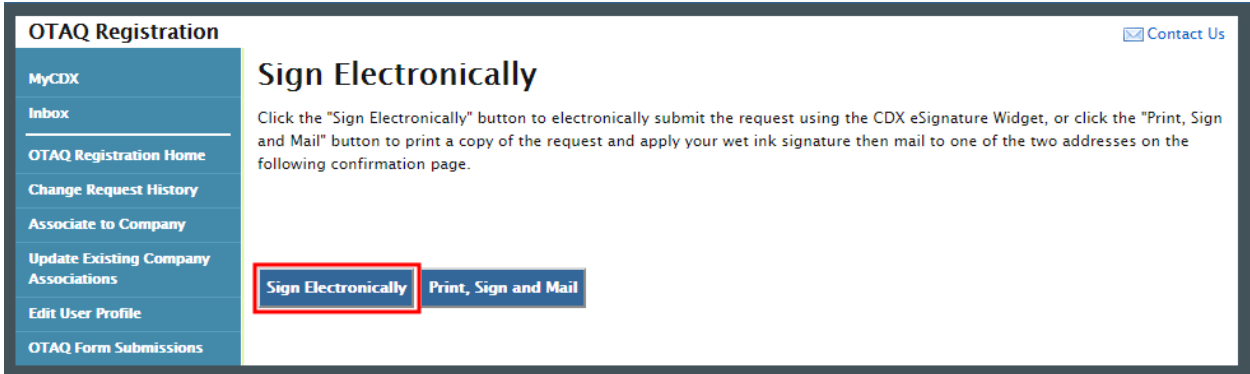
Remove?	Name	Roles
<input type="checkbox"/>	Ryan L. Kurtzman	<ul style="list-style-type: none"> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>Company Viewer</li> </ul>

Legend: Added Updated Removed Unchanged

**Remove Selected**

**Continue** **Reject**

**Figure 3-4 Sign Electronically Page**



**OTAQ Registration** [Contact Us](#)

**MyCDX**

**Inbox**

**OTAQ Registration Home**

**Change Request History**

**Associate to Company**

**Update Existing Company Associations**

**Edit User Profile**

**OTAQ Form Submissions**

## Sign Electronically

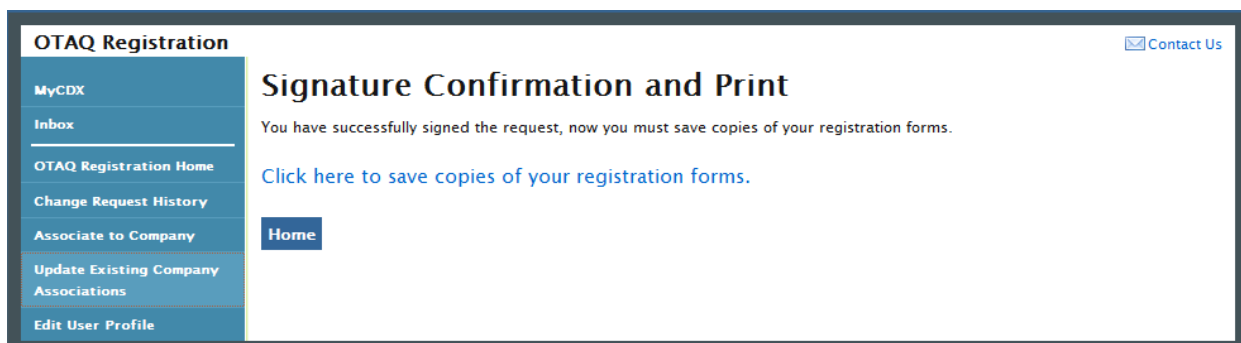
Click the "Sign Electronically" button to electronically submit the request using the CDX eSignature Widget, or click the "Print, Sign and Mail" button to print a copy of the request and apply your wet ink signature then mail to one of the two addresses on the following confirmation page.

**Sign Electronically** **Print, Sign and Mail**

Click the "Sign Electronically" button to electronically sign the request. This will apply your signature to the request and automatically complete the company association. An email will be sent to you and the user who was modified through the Company Association request, containing a hardcopy of the request and confirming your request. Please reference Appendix A: Using the e-signature Widget for instructions on signing electronically. Figure 3-5 will display to confirm your completed association request.

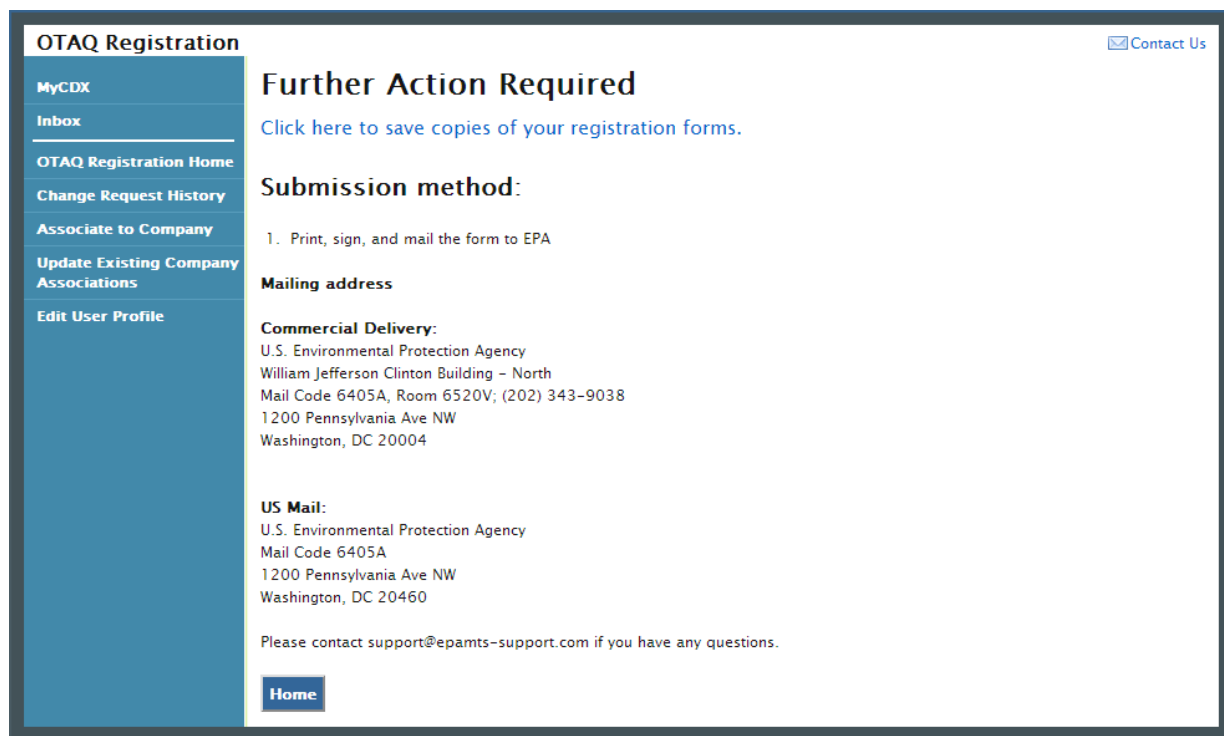
**Note:** The "Sign Electronically" button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Otherwise, a "Submit" button will be displayed.

**Figure 3-5 Signature Confirmation and Print**



If you prefer to hand-sign the Company Association Letter, then click the “Print, Sign and Mail” button. Figure 3-6 will display. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page.

**Figure 3-6 Further Action Required Page**



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

### 3.1.2 Reject Company Association Request

To reject a Company Association request, click the “Reject” button, as shown in Figure 3-7. Figure 3-8 will display.

**Figure 3-7 Reject Company Association Request**



**OTAQ Registration**

**MyCDX**

**Inbox**

**OTAQ Registration Home**

**Change Request History**

**Associate to Company**

**Update Existing Company Associations**

**Edit User Profile**

**Company Association Request**

[View printer-friendly version](#)

**Request Information**

Request ID : CR-4891  
 Request Type : Company Association  
 Request Status : Awaiting RCO Electronic Signature

Created On : 06/18/2013 12:15 PM  
 Modified On : 06/18/2013 12:15 PM  
 Requested By : Ryan L. Kurtzman  
 Username : RKURTZMAN19

**List of Changes**

- Added OTAQREG role "Company Viewer" for user "Ryan L. Kurtzman"
- Added PROGRAM role "EMTS Viewer" for user "Ryan L. Kurtzman"
- Added PROGRAM role "EMTS Submitter" for user "Ryan L. Kurtzman"

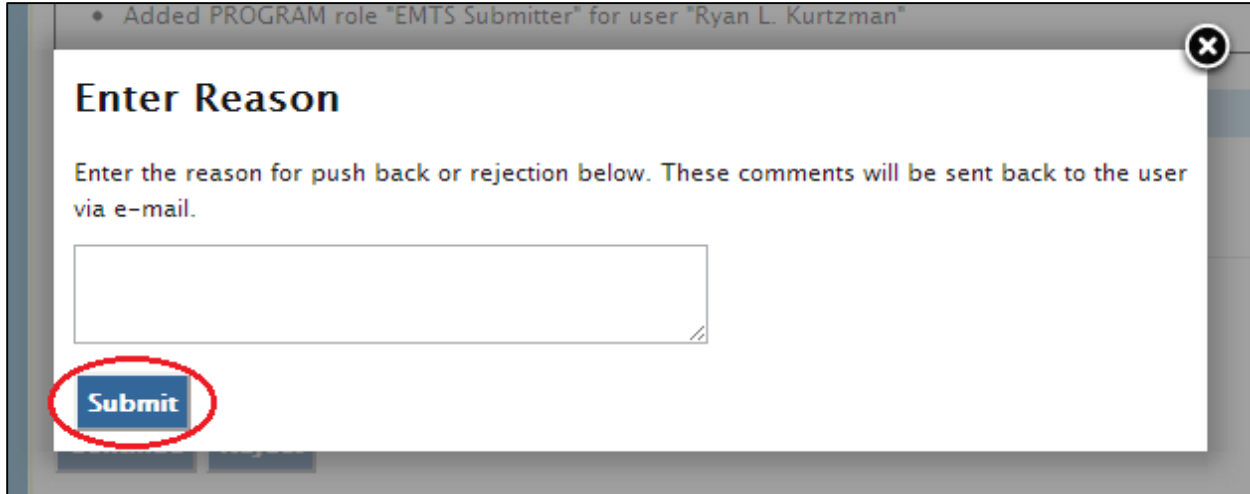
Remove?	Name	Roles
<input type="checkbox"/>	Ryan L. Kurtzman	<ul style="list-style-type: none"> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>Company Viewer</li> </ul>

Legend: Added Updated Removed Unchanged

**Remove Selected**

**Continue** **Reject**

**Figure 3-8 Enter Reason Screen**



Added PROGRAM role "EMTS Submitter" for user "Ryan L. Kurtzman"

**Enter Reason**

Enter the reason for push back or rejection below. These comments will be sent back to the user via e-mail.

**Submit**

Before finalizing the rejection of a Company Association request, you are required to provide an explanation for your rejection. Provide these details by typing in the textbox. Then click the "Submit" button. The requesting user will receive an e-mail notification stating that their Company Association request has been rejected for the provided reasons.

### 3.1.3 Edit Company Roles

As an RCO, you are able to edit a user's requested roles before activating their pending Company Association request.

Click the roles link on the Company Association request, as shown in Figure 3-9. Figure 3-10 will display.

**Figure 3-9 Edit User Roles**

**OTAQ Registration** [Contact Us](#)

**MyCDX**  
[Inbox](#)  
[OTAQ Registration Home](#)  
[Change Request History](#)  
[Associate to Company](#)  
[Update Existing Company Associations](#)  
[Edit User Profile](#)  
[OTAQ Form Submissions](#)

## Company Association Request

[View printer-friendly version](#)

**Request Information**

Request ID : CR-12080	Created On : 09/18/2014 04:52 PM
Request Type : Company Association	Modified On : 09/18/2014 04:52 PM
Request Status : Awaiting RCO Electronic Signature	Requested By : John Smith
Company Name : Test Co 1 [3414]	Username : TESTUSER376

**List of Changes**

- Added OTAQREG role "Company Editor" for user "John Smith"
- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 80 Subpart O" for user "John Smith"

Remove?	Name	Roles
<input type="checkbox"/>	John Smith	<ul style="list-style-type: none"> <li>Company Editor</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart O</li> </ul>

Legend: Added Updated Removed Unchanged

[Remove Selected](#)  
[Continue](#) [Reject](#)

**Figure 3-10 Select Roles**

### Select Roles for Test Co 1 [3414]

OTAQ Registration: ☒ Company Editor ☐ Company Viewer ☐ Limited Company Viewer

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

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

- ☐ DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)
- ☐ DC Fuels Submitter, Third Party Engineering Review
- ☐ DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F
- ☐ DC Fuels Submitter, Title 40 CFR Part 80 Subpart I
- ☒ DC Fuels Submitter, Title 40 CFR Part 80 Subpart O
- ☐ DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L
- ☐ DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M

**EPA Moderated Transaction System (EMTS) Roles:**

- ☐ EMTS Fuels ABT Submitter
- ☐ EMTS Fuels ABT Viewer
- ☐ EMTS RFS Submitter
- ☐ EMTS RFS Viewer

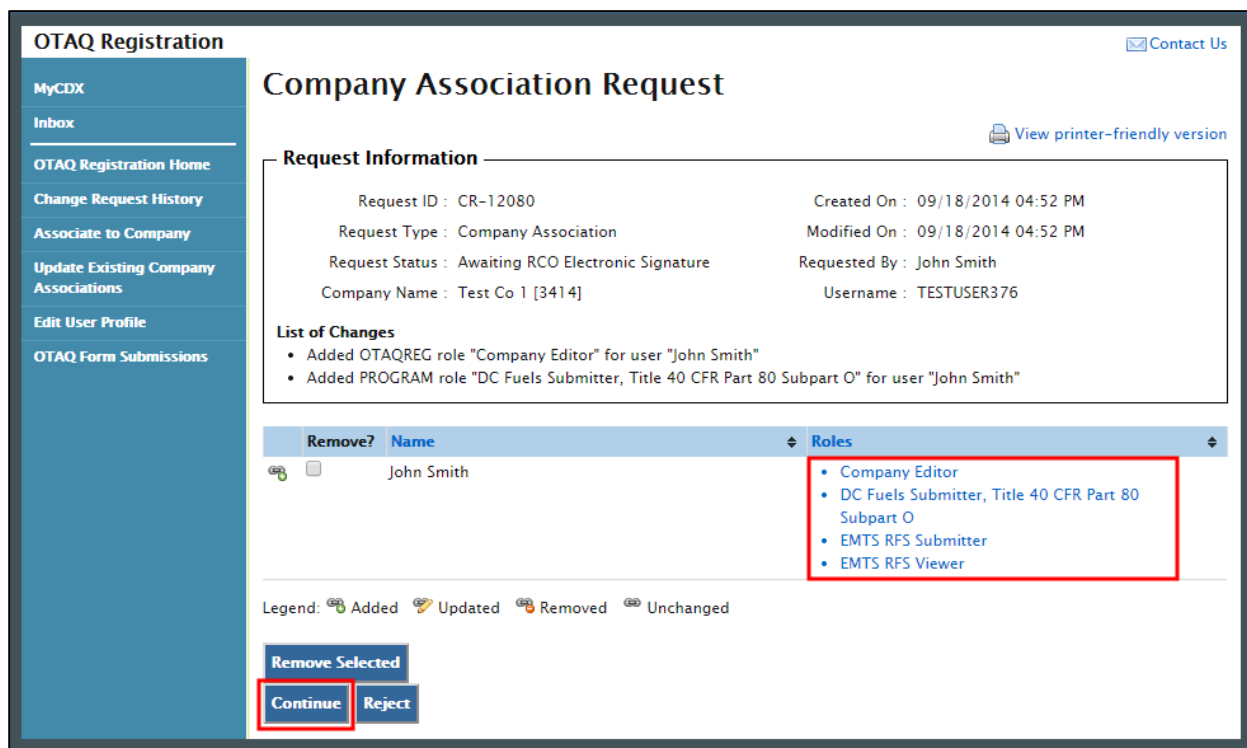
Other : ☐ Agent (An agent is defined as any individual who is not a direct employee of the company.)  
☐ Independent Third Party Engineer

[Select](#)

The Select Roles page displays the roles the user requested for the company. Edit the OTAQ Registration and Program roles by selecting the corresponding radio button and checkboxes. You

may select only one Registration role, however multiple OTAQ Program roles are allowed. Click the “Select” button once you have made your selections. Figure 3-11 will display.

**Figure 3-11 Updated Company Association Request Page**



**OTAQ Registration** [Contact Us](#)

**Company Association Request** [View printer-friendly version](#)

**Request Information**

Request ID : CR-12080 Created On : 09/18/2014 04:52 PM  
 Request Type : Company Association Modified On : 09/18/2014 04:52 PM  
 Request Status : Awaiting RCO Electronic Signature Requested By : John Smith  
 Company Name : Test Co 1 [3414] Username : TESTUSER376

**List of Changes**

- Added OTAQREG role "Company Editor" for user "John Smith"
- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 80 Subpart O" for user "John Smith"

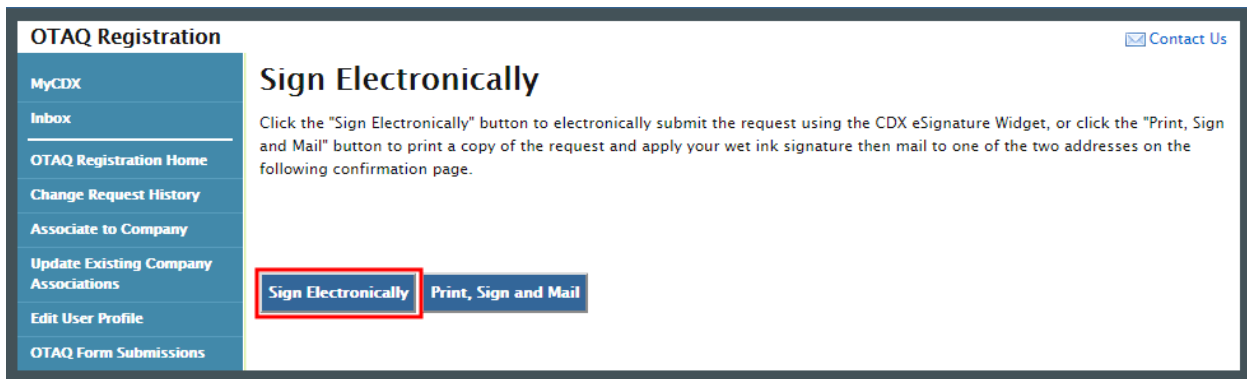
Remove?	Name	Roles
<input type="checkbox"/>	John Smith	<ul style="list-style-type: none"> <li>Company Editor</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart O</li> <li>EMTS RFS Submitter</li> <li>EMTS RFS Viewer</li> </ul>

Legend: Added Updated Removed Unchanged

[Remove Selected](#) [Continue](#) [Reject](#)

The updated user roles are displayed on the Company Association Request page. If the updated information is correct, click the “Continue” button. Figure 3-12 will display.

**Figure 3-12 Sign Electronically Page**



**OTAQ Registration** [Contact Us](#)

**Sign Electronically**

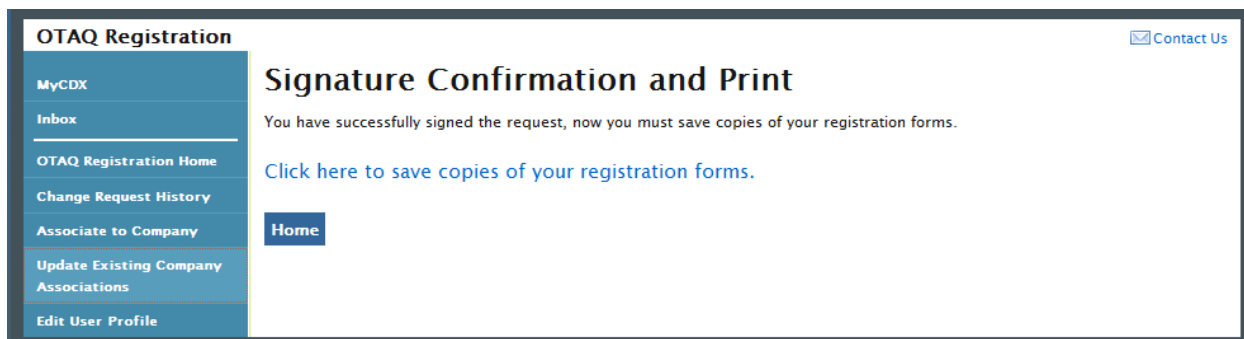
Click the "Sign Electronically" button to electronically submit the request using the CDX eSignature Widget, or click the "Print, Sign and Mail" button to print a copy of the request and apply your wet ink signature then mail to one of the two addresses on the following confirmation page.

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

Click the “Sign Electronically” button to electronically sign the request. This will apply your signature to the request and automatically complete the company association. An email will be sent to you and the user who was modified through the Company Association request, containing a hardcopy of the request and confirming your request. Please reference Appendix A: Using the e-signature Widget for instructions on signing electronically. Figure 3-13 will display to confirm the completed Company Association request.

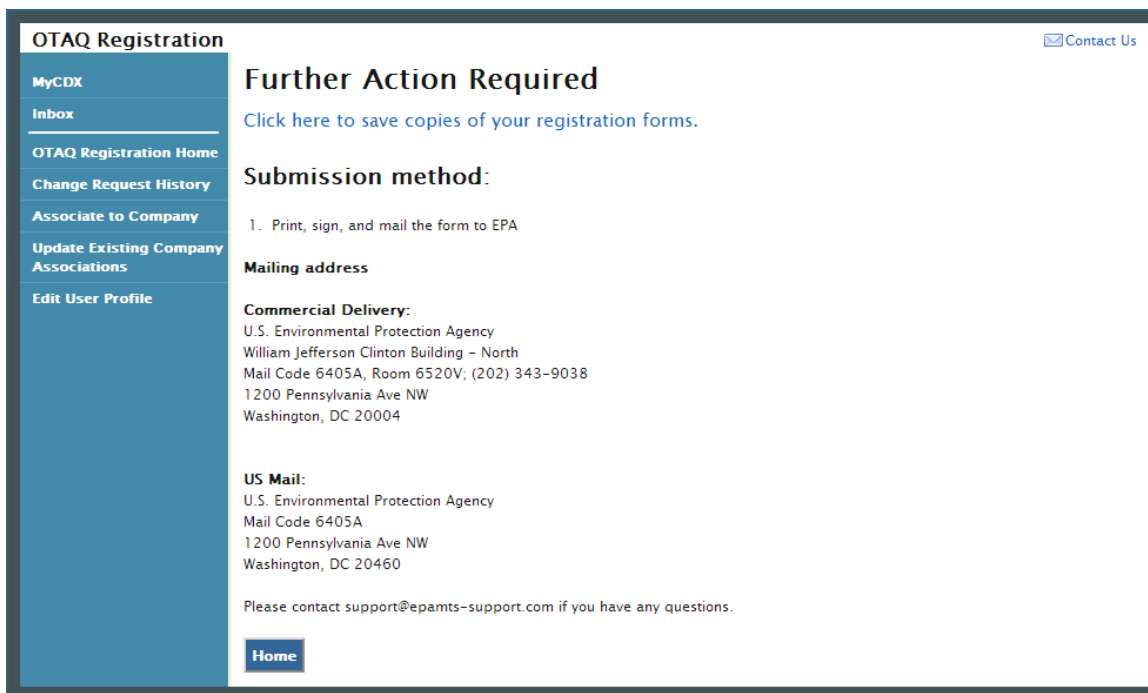
**Note:** The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Otherwise a “Submit” button will be displayed.

**Figure 3-13 Signature Confirmation and Print**



If you prefer to hand-sign the RCO Delegation Letter, then click the “Print, Sign and Mail” button. Figure 3-14 will display. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page.

**Figure 3-14 Further Action Required Page**



Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

If you select the request from the Pending Requests queue, your changes will be displayed in the List of Changes section and appended with the following text: “updated by RCO”, as shown in Figure 3-15.

**Figure 3-15 Company Association Request**



**OTAQ Registration** [Contact Us](#)

**Company Association Request** [View printer-friendly version](#)

**Request Information**

Request ID : CR-12080	Created On : 09/18/2014 04:52 PM
Request Type : Company Association	Modified On : 01/06/2015 02:07 PM
Request Status : Awaiting RCO Wet Ink Signature	Requested By : John Smith
Company Name : Test Co 1 [3414]	Username : TESTUSER376

**List of Changes**


- Added PROGRAM role "DC Fuels Submitter, Title 40 CFR Part 80 Subpart O" for user "John Smith"
- Added OTAQREG role "Company Editor" for user "John Smith"
- Added PROGRAM role "EMTS RFS Submitter" for user "John Smith" **updated by RCO**
- Added PROGRAM role "EMTS RFS Viewer" for user "John Smith" **updated by RCO**

ID	Name	Roles
3414	John Smith	<ul style="list-style-type: none"> <li>EMTS RFS Submitter</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart O</li> <li>EMTS RFS Viewer</li> <li>Company Editor</li> </ul>

Legend: Added Updated Removed Unchanged

[Return](#) [Cancel Request](#)

### 3.2 Company Update Request

To act on a Company Update request, click the company name link for a request in your RCO Activation queue with the Company Update icon . Figure 3-16 will display.



**Figure 3-16 Company Update Request**

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Company Request

You are currently in VIEW mode.

View Active Version

Edit

View printer-friendly version

Request Information

Request ID : CR-4899

Created On : 06/18/2013 01:33 PM

Request Type : Company Update

Modified On : 06/18/2013 01:33 PM

Request Status : Awaiting RCO Electronic Signature

Requested By : Ryan L. Kurtzman

Username : RKURTZMAN19

List of Changes

- Address 1 changed from "123 Test Way" to "1234 Test Way"

Company Details

Facility Details

Basic Information

Company Name and Location

Company ID: 3386

Address 1: 1234 Test Way

Company Name: John Doe's Company 123

Address 2:

Created On 06/18/2013

City: Anywhere

(MM/DD/YYYY):

State: District of Columbia

Valid From 06/18/2013

Postal Code: 20000

(MM/DD/YYYY):

Country: United States

Valid To

(MM/DD/YYYY):

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: John

RCO Title: Doe

RCO E-mail: ryan.kurtzman@cgifederal.com

RCO Phone: 3333333333

RCO Fax:

Program Type and Business Activities

Program Type and Business Activities

Renewable Fuel Standard

Renewable Fuels Exporter

Company Foreign Bond

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Renewable Fuel Standard : Yes

Company Contacts

There are currently no company contacts.

Continue

Reject

---

The Company Update request page displays the updated company record information, a list of changes, and actions to perform on the request. Additionally, you can view the active version of the company record by clicking the “View Active Version” button.

### 3.2.1 Approve Company Update Request

---

To approve a Company Update request, click the “Continue” button at the bottom of the page, as shown in Figure 3-17. Figure 3-18 will display.

Figure 3-17 Company Request Page

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

Company Request

You are currently in VIEW mode.

View Active Version Edit

View printer-friendly version

Request Information

Request ID : CR-4899

Request Type : Company Update

Request Status : Awaiting RCO Electronic Signature

Created On : 06/18/2013 01:33 PM

Modified On : 06/18/2013 01:33 PM

Requested By : Ryan L. Kurtzman

Username : RKURTZMAN19

List of Changes

- Address 1 changed from "123 Test Way" to "1234 Test Way"

Company Details

Facility Details

Basic Information

Company Name and Location

Company ID: 3386

Company Name: John Doe's Company 123

Created On 06/18/2013 (MM/DD/YYYY):

Valid From 06/18/2013 (MM/DD/YYYY):

Valid To (MM/DD/YYYY):

Address 1: 1234 Test Way

Address 2:

City: Anywhere

State: District of Columbia

Postal Code: 20000

Country: United States

Responsible Corporate Officer (RCO) Info

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO Name: John

RCO Title: Doe

RCO E-mail: ryan.kurtzman@cgifederal.com

RCO Phone: 3333333333

RCO Fax:

Program Type and Business Activities

Program Type and Business Activities

Renewable Fuel Standard

Renewable Fuels Exporter

Company Foreign Bond

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

Renewable Fuel Standard : Yes

Company Contacts

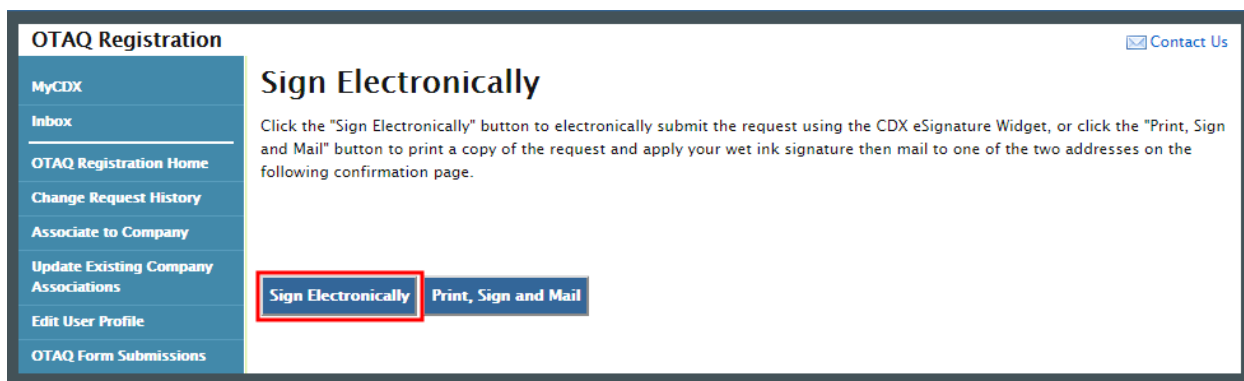
There are currently no company contacts.

Continue Reject

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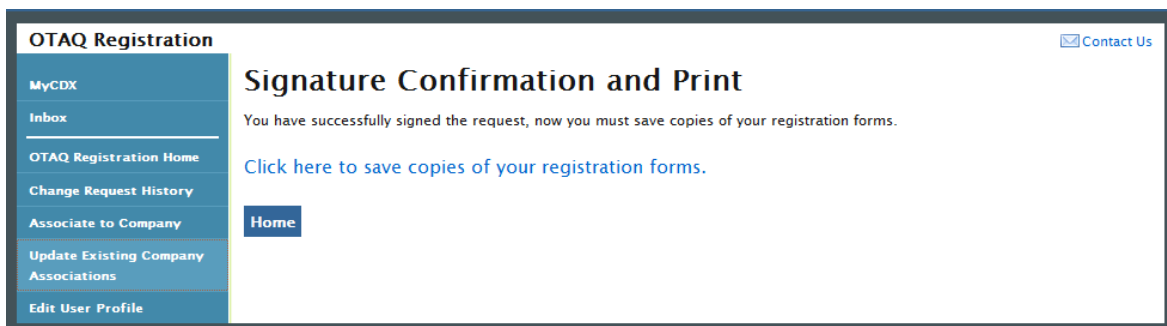
**Figure 3-18 Sign Electronically Page**



Click the “Sign Electronically” button to electronically sign the request. This will automatically apply your signature to the request and send it to EPA for review. An email will be sent to you and the user who initiated the Company Update request, containing a hardcopy of the request and confirming your request. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page. Please reference Appendix A: Using the e-signature Widget for instructions on signing electronically. Figure 3-19 displays the page that confirms your electronic signature.

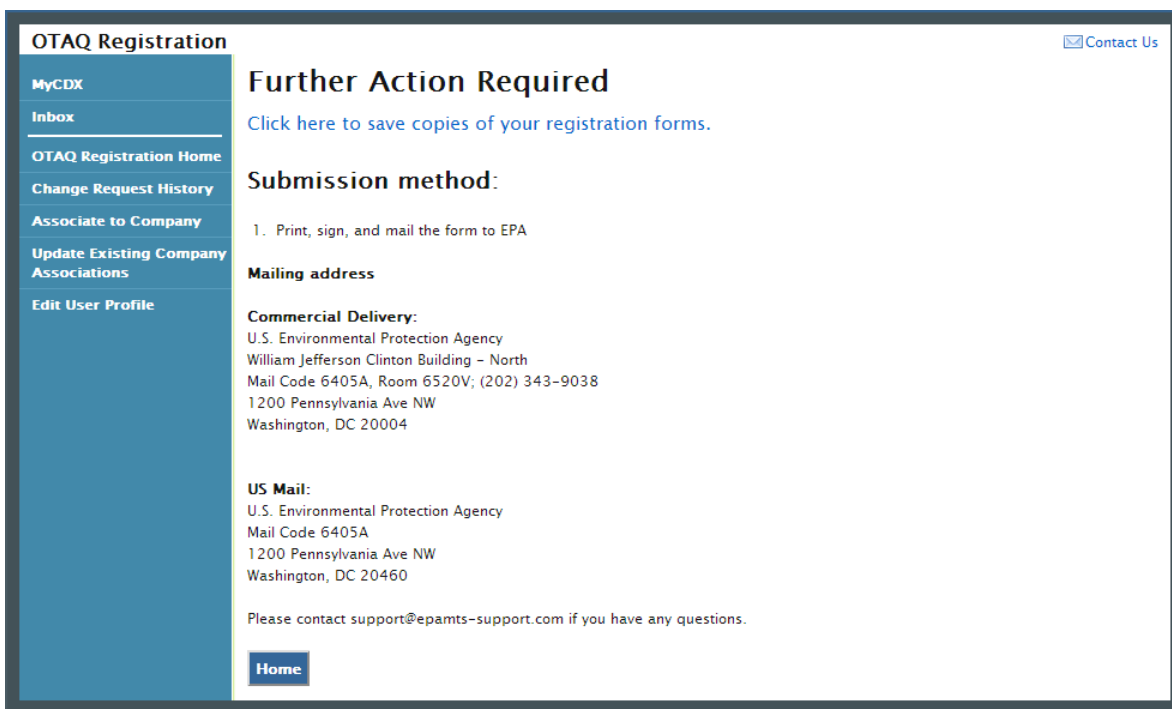
**Note:** The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Otherwise, a “Submit” button will be displayed.

**Figure 3-19 Signature Confirmation and Print**



If you prefer to hand-sign the Company Update Request Letter, then click the “Print, Sign and Mail” button. Figure 3-20 will display.

**Figure 3-20 Further Action Required Page**



**OTAQ Registration** [Contact Us](#)

**Further Action Required**

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

**Submission method:**

1. Print, sign, and mail the form to EPA

**Mailing address**

**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

Please contact [support@epamts-support.com](mailto:support@epamts-support.com) if you have any questions.

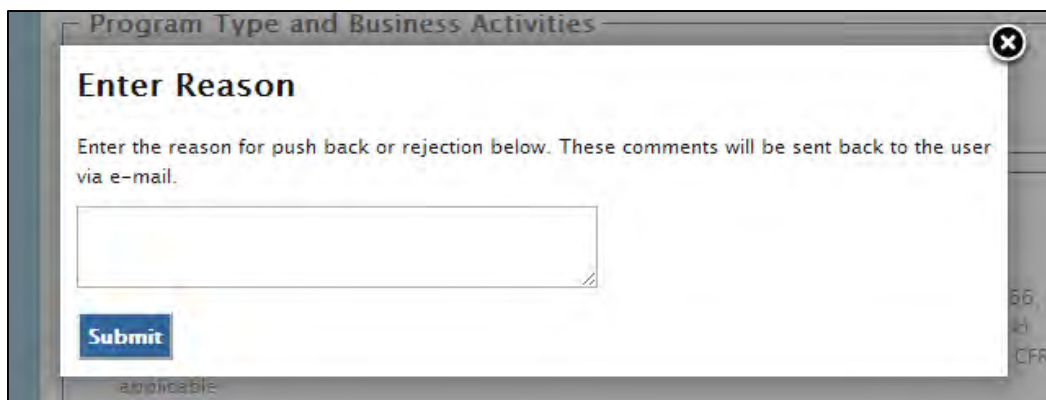
[Home](#)

Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page.

### 3.2.2 Reject Company Update Request

To reject a Company Update request, click the “Reject” button at the bottom of the page, as shown in Figure 3-17. Figure 3-21 will display.

**Figure 3-21 Enter Reason Screen**



**Program Type and Business Activities**

**Enter Reason**

Enter the reason for push back or rejection below. These comments will be sent back to the user via e-mail.

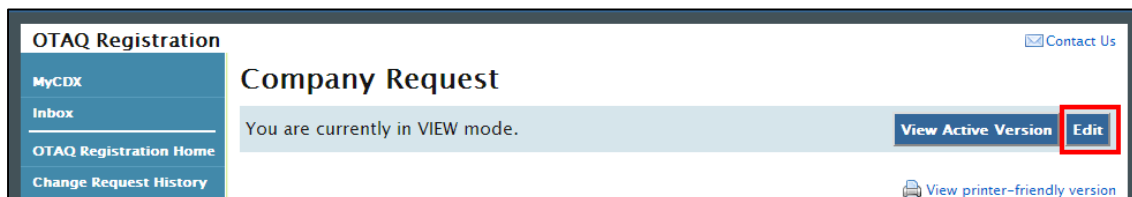
[Submit](#)

Before finalizing the rejection of a Company Update request, you are required to provide an explanation for your rejection. Provide these details by typing in the textbox. Then click the “Submit” button. The requesting user will receive an e-mail notification stating that their Company Update request has been rejected for the provided reasons.

### 3.2.3 Edit Company Update Request

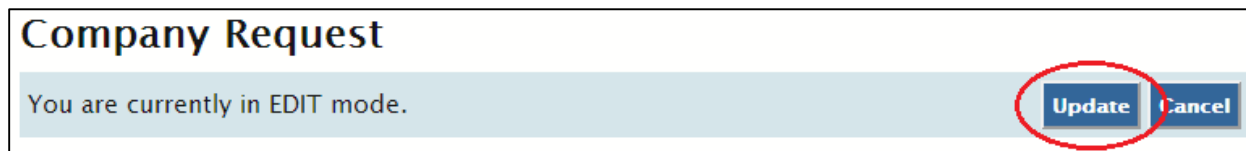
To edit a Company Update request click, the “Edit” button displayed at the top of the request page, as shown in Figure 3-22.

**Figure 3-22 Edit Company Update Request**



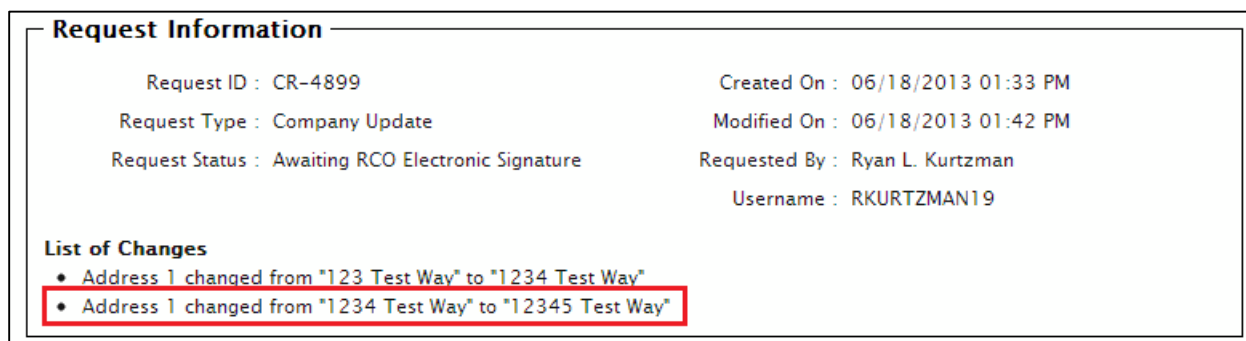
The page will display an updated header stating you are in “EDIT mode”, as shown in Figure 3-23. The company’s information will now be editable. Update the company information by typing in the available textboxes and/or selecting new radio buttons and checkboxes. Click the “Update” button in the header once you have completed your updates.

**Figure 3-23 Edit Mode**

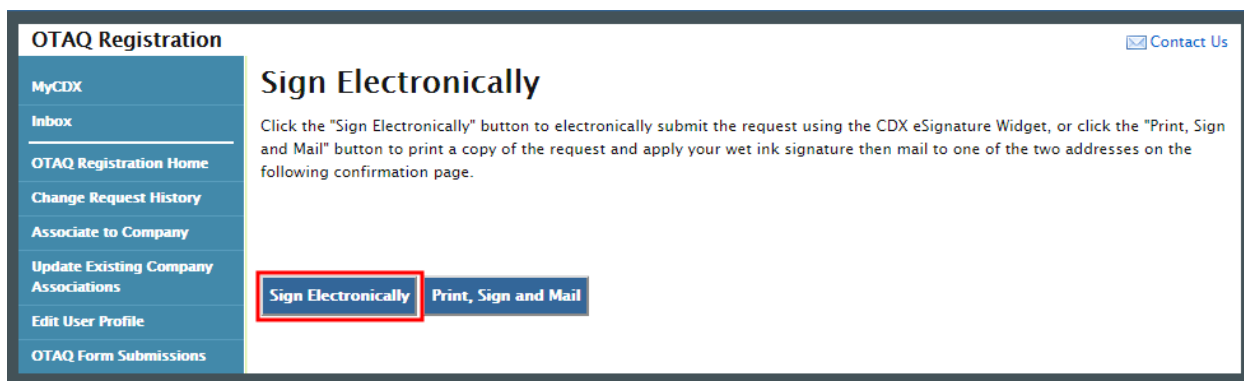


The updated information will now display in the List of Changes section, as shown in Figure 3-24. If the updated information is correct, click the “Continue” button. Figure 3-25 will display.

**Figure 3-24 Updated List of Changes**



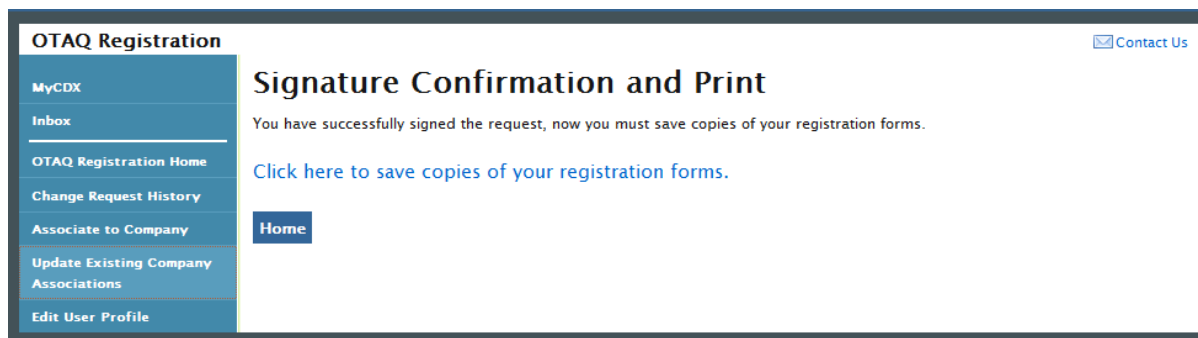
**Figure 3-25 Sign Electronically Page**



Click the “Sign Electronically” button to electronically sign the request. This will automatically apply your signature to the request and send it to EPA for review. An email will be sent to you and the user who initiated the Company Update request, containing a hardcopy of the request and confirming your request. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page. Please reference Appendix A: Using the e-signature Widget for instructions on signing electronically. Figure 3-26 will display to confirm your electronic signature.

**Note:** The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Otherwise a “Submit” button will display.

**Figure 3-26 Signature Confirmation and Print**



If you prefer to hand-sign the Company Update Request Letter, then click the “Print, Sign and Mail” button. Figure 3-27 will display.

**Figure 3-27 Further Action Required Page**

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

Contact Us

## Further Action Required

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

### Submission method:

1. Print, sign, and mail the form to EPA

#### Mailing address

**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

Please contact [support@epamts-support.com](mailto:support@epamts-support.com) if you have any questions.

Home

Click the “Click here to save copies of your registration forms” link to save a hard copy of the registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page.

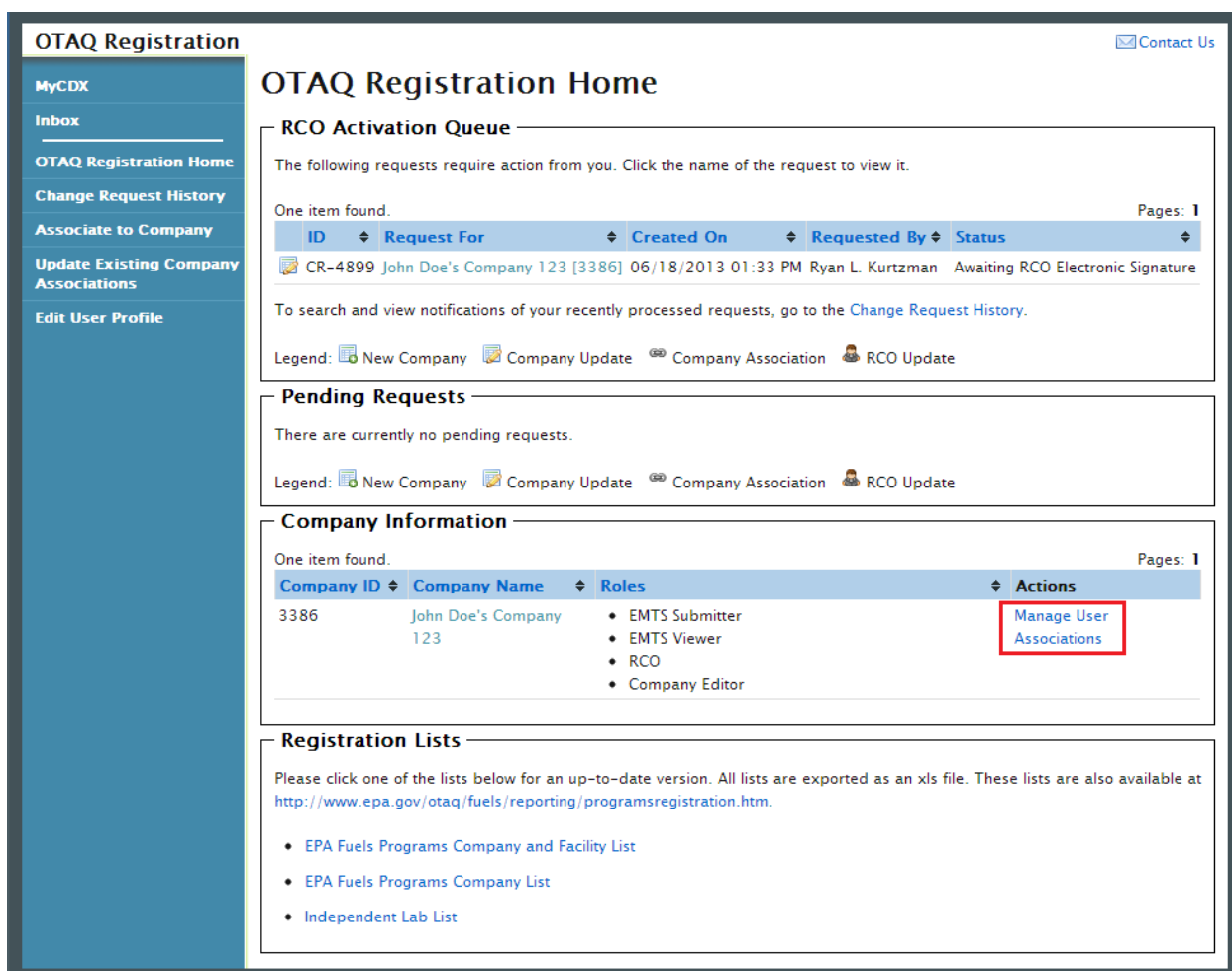


## 4 Managing User Associations

OTAQReg system RCOs can manage user associations for their company. The following section provides details on how to remove user associations and edit user roles for your company.

To manage user associations, click the “Manage User Associations” link in the Company Information section, as shown in Figure 4-1.

**Figure 4-1 RCO OTAQ Registration Home Page**



**OTAQ Registration Home**

**RCO Activation Queue**

The following requests require action from you. Click the name of the request to view it.

One item found. Pages: 1

ID	Request For	Created On	Requested By	Status
CR-4899	John Doe's Company 123 [3386]	06/18/2013 01:33 PM	Ryan L. Kurtzman	Awaiting RCO Electronic Signature

To search and view notifications of your recently processed requests, go to the [Change Request History](#).

Legend: New Company Company Update Company Association RCO Update

**Pending Requests**

There are currently no pending requests.

Legend: New Company Company Update Company Association RCO Update

**Company Information**

One item found. Pages: 1

Company ID	Company Name	Roles	Actions
3386	John Doe's Company 123	<ul style="list-style-type: none"> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>RCO</li> <li>Company Editor</li> </ul>	<a href="#">Manage User Associations</a>

**Registration Lists**

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- [EPA Fuels Programs Company and Facility List](#)
- [EPA Fuels Programs Company List](#)
- [Independent Lab List](#)

### 4.1 Edit User Roles

The Manage User Associations page displays all users currently associated to your company and their active roles. To edit a user’s roles, click the roles link next to the user you would like to edit, as shown in Figure 4-2. Figure 4-3 will display.

**Figure 4-2 Manage User Associations Page**

Remove?	Name	Roles
<input type="checkbox"/>	Jane Doe	<ul style="list-style-type: none"> <li>RCO</li> <li>Company Editor</li> </ul>
<input type="checkbox"/>	John Smith	<ul style="list-style-type: none"> <li>DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)</li> <li>Company Editor</li> </ul>

Legend: Added Updated Removed Unchanged

[Remove Selected](#) [Review](#)

**Figure 4-3 Select Roles Screen**

Select Roles for John Doe's Company 123 [3386]

OTAQ Registration: ☒ Company Editor ☐ Company Viewer ☐ Limited Company Viewer

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

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

☒ DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)  
☐ DC Fuels Submitter, Third Party Engineering Review  
☐ DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F  
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subpart I  
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subpart O  
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L  
☐ DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M

**EPA Moderated Transaction System (EMTS) Roles:**

☒ EMTS Fuels ABT Submitter  
☐ EMTS Fuels ABT Viewer  
☐ EMTS RFS Submitter  
☐ EMTS RFS Viewer

Other: ☐ Agent (An agent is defined as any individual who is not a direct employee of the company.)  
☐ Independent Third Party Engineer

[Select](#)

The user's existing roles will be pre-selected on the page. Select updated OTAQ Registration and Program roles by selecting a new radio button and/or checkboxes. You may select only one OTAQ Registration role however multiple OTAQ Program roles are allowed. Click the "Select" button once you have made your selections. Figure 4-4 will display.

**Figure 4-4 Updated Manage User Associations Page**

OTAQ Registration [Contact Us](#)

**Manage User Associations**

Remove?	Name	Roles
<input type="checkbox"/>	Jane Doe	<ul style="list-style-type: none"> <li>RCO</li> <li>Company Editor</li> </ul>
<input type="checkbox"/>	John Smith	<ul style="list-style-type: none"> <li>Company Editor</li> <li>Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li> <li>DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)</li> <li>EMTS RFS Submitter</li> <li>EMTS RFS Viewer</li> </ul>

Legend: Added Updated Removed Unchanged

[Remove Selected](#) [Review](#)

The updated user roles are displayed on the Manage User Associations Page. If the updates are correct, click the "Review" button. Figure 4-5 will display.

**Figure 4-5 Manage User Associations Review Page**

OTAQ Registration [Contact Us](#)

**Manage User Associations**

OMB: 2060-0637

ID	Name	Roles
6141	John Smith	<ul style="list-style-type: none"> <li>Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li> <li>DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)</li> <li>EMTS RFS Submitter</li> <li>EMTS RFS Viewer</li> <li>Company Editor</li> </ul>

Legend: Added Updated Removed Unchanged

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

Review the updates once more and click the “Continue” button. Figure 4-6 will display.

**Figure 4-6 Further Action Required Pop-up**

### Further Action Required

In order for this registration to be submitted to EPA, you must click the applicable blue button on the following screen. EPA will not process registrations if a user fails to click the applicable button and submit the paperwork either electronically or via mail.

You will not be able to electronically sign within the OTAQReg application until your CDX ESA is received by the Fuels Program.

If you are not able to have your registration electronically signed, the registration forms must be printed, signed and mailed to Fuels Program Registration at:

**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

It is recommended that all registration materials including ESAs are sent in the same package.

OK

Click “OK” to Close the pop-up and continue to the next page. Figure 4-7 will display.

**Figure 4-7 Sign Electronically**

OTAQ Registration

MyCDX

Inbox

OTAQ Registration Home

Change Request History

Associate to Company

Update Existing Company Associations

Edit User Profile

OTAQ Form Submissions

Contact Us

## Sign Electronically

Click the “Sign Electronically” button to electronically submit the request using the CDX eSignature Widget, or click the “Print, Sign and Mail” button to print a copy of the request and apply your wet ink signature then mail to one of the two addresses on the following confirmation page.

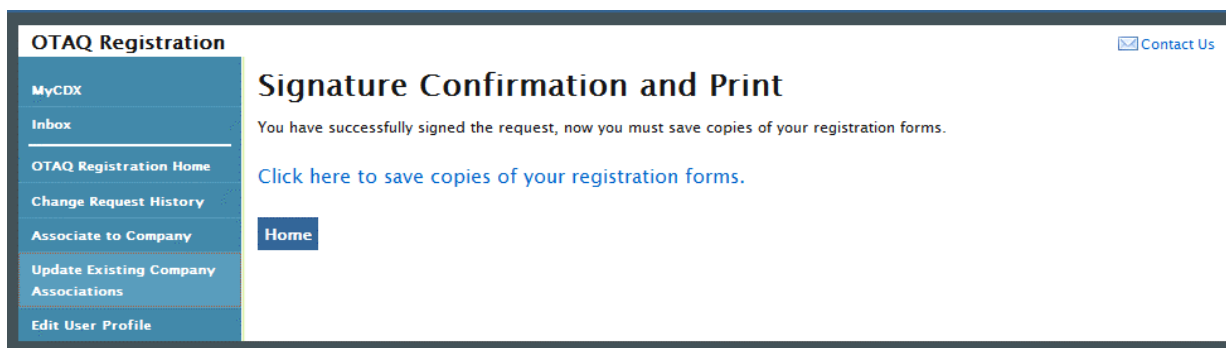
Sign Electronically

Print, Sign and Mail

Click the “Sign Electronically” button to electronically sign the request. This will apply your signature to the request and automatically complete the company association. An email will be sent to you and the user who was modified through the Company Association request, containing a hardcopy of the request and confirming your request. Please reference Appendix A: Using the e-signature Widget for instructions on signing electronically. Figure 4-8 will display to confirm the completion of the company association request.

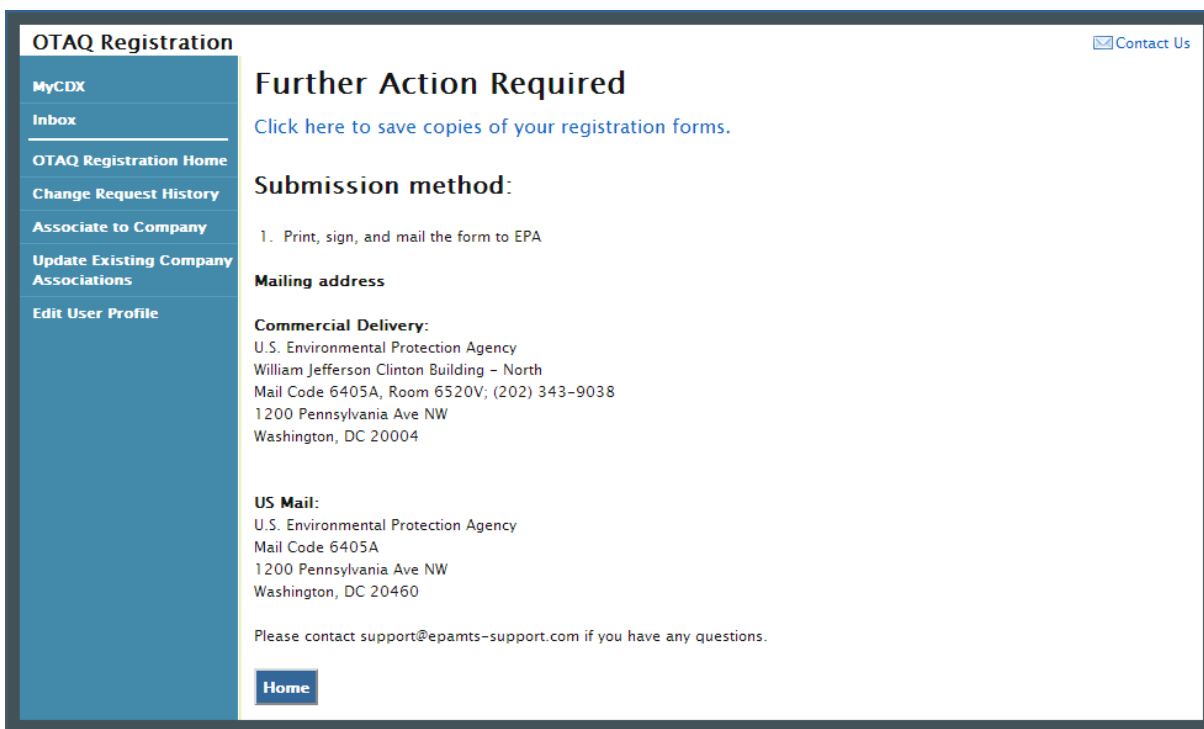
**Note:** The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Otherwise a “Submit” button will be displayed.

**Figure 4-8 Signature Confirmation and Print Page**



If you prefer to hand-sign your User Association Letter, click the “Print, Sign and Mail” button. Figure 4-9 will display.

**Figure 4-9 Further Action Required Page**

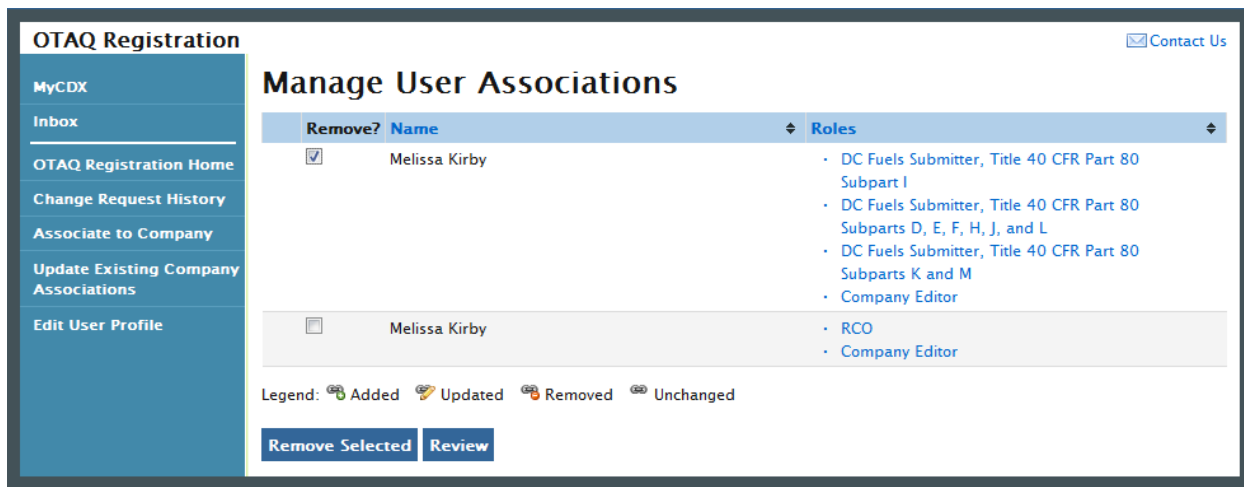


Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page.

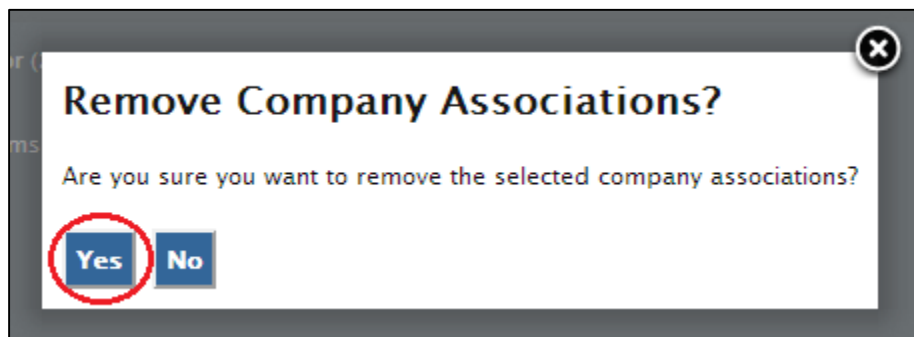
## 4.2 Remove User Associations

To remove a user’s association from your company, select the checkbox next to the user you wish to remove and click the “Remove Selected” button, as shown in Figure 4-10. Figure 4-11 will display.

**Figure 4-10 Manage User Associations Page**



**Figure 4-11 Remove Company Association**



To confirm your removal, click the “Yes” button. Figure 4-12 will display.

**Figure 4-12 Manage User Associations Page**

**OTAQ Registration**  
MyCDX  
Inbox  
OTAQ Registration Home  
Change Request History  
Associate to Company  
Update Existing Company Associations  
Edit User Profile

Contact Us

## Manage User Associations

Remove?	Name	Roles
	Melissa Kirby	<ul style="list-style-type: none"> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart I</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M</li> <li>Company Editor</li> </ul>
	Melissa Kirby	<ul style="list-style-type: none"> <li>RCO</li> <li>Company Editor</li> </ul>

Legend: Added Updated Removed Unchanged

Remove Selected Review

The removed icon will display next to the user. Click the “Review” button. Figure 4-13 will display.

**Figure 4-13 Print and Sign Page**

**OTAQ Registration**  
MyCDX  
Inbox  
OTAQ Registration Home  
Change Request History  
Associate to Company  
Update Existing Company Associations  
Edit User Profile

Contact Us

OMB: 2060-0277

## Manage User Associations

ID	Name	Roles
1016	Melissa Kirby	<ul style="list-style-type: none"> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart I</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M</li> <li>Company Editor</li> </ul>

Legend: Added Updated Removed Unchanged

Back Continue

Confirm the removal by clicking the "Continue" button. Figure 4-14 will display.

**Figure 4-14 Further Action Required Pop-up**

### Further Action Required

In order for this registration to be submitted to EPA, you must click the applicable blue button on the following screen. EPA will not process registrations if a user fails to click the applicable button and submit the paperwork either electronically or via mail.

You will not be able to electronically sign within the OTAQReg application until your CDX ESA is received by the Fuels Program.

If you are not able to have your registration electronically signed, the registration forms must be printed, signed and mailed to Fuels Program Registration at:

**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

It is recommended that all registration materials including ESAs are sent in the same package.

OK

Click “OK” to Close the pop-up and continue to the next page. Figure 4-15 will display.

**Figure 4-15 Sign Electronically**

**OTAQ Registration**

[MyCDX](#)
[Inbox](#)
[OTAQ Registration Home](#)
[Change Request History](#)
[Associate to Company](#)
[Update Existing Company Associations](#)
[Edit User Profile](#)
[OTAQ Form Submissions](#)

Contact Us

## Sign Electronically

Click the “Sign Electronically” button to electronically submit the request using the CDX eSignature Widget, or click the “Print, Sign and Mail” button to print a copy of the request and apply your wet ink signature then mail to one of the two addresses on the following confirmation page.

Sign Electronically

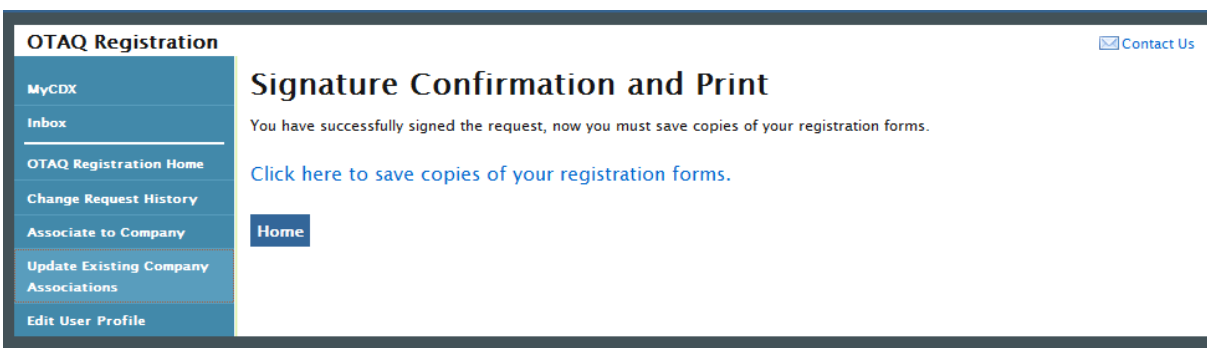
Print, Sign and Mail

Click the “Sign Electronically” button to electronically sign the request. This will apply your signature to the request and automatically complete the company association. An email will be sent to you and the user who was modified through the Company Association request, containing a hardcopy of the request and confirming your request. Please reference Appendix A: Using the e-signature Widget for instructions on signing electronically. Figure 4-16 will display to confirm the completion of the company association request.

**Note:** The “Sign Electronically” button will only be displayed if the Fuels Program has received your CDX Electronic Signature Agreement. Otherwise a “Submit” button will display.

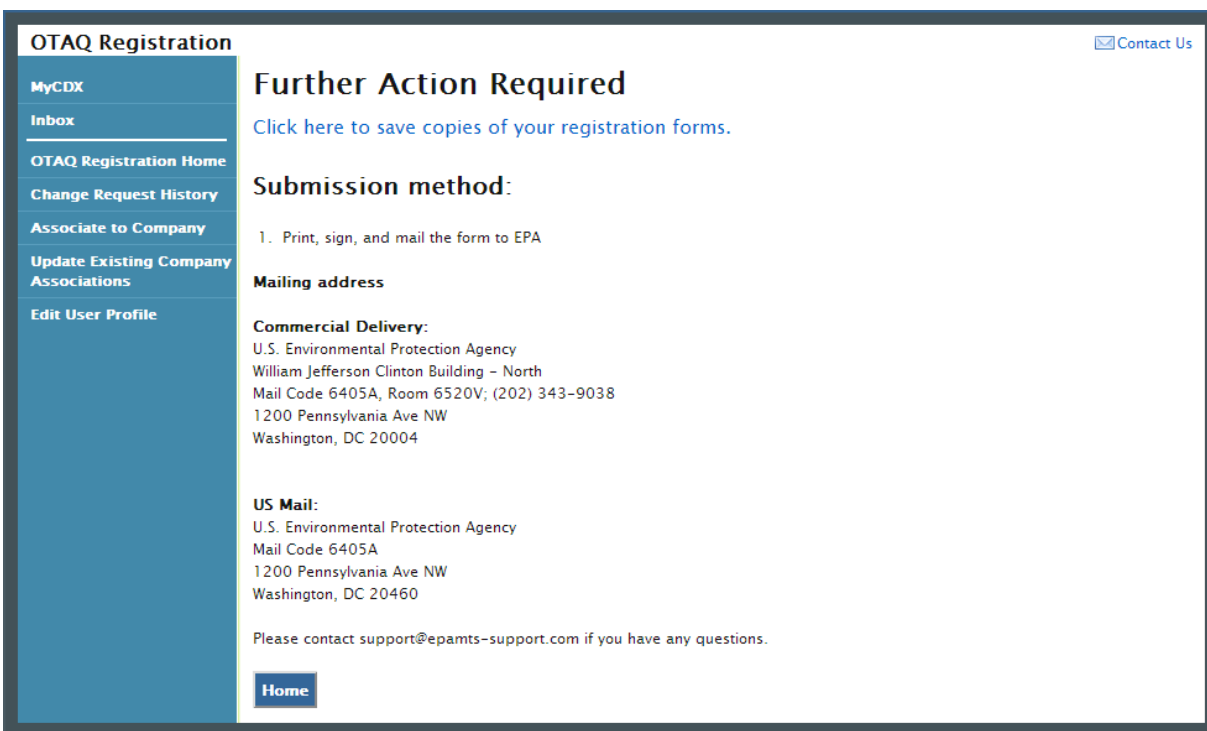


**Figure 4-16 Signature Confirmation and Print**



If you prefer to hand-sign the Company Update Request Letter, then click the “Print, Sign and Mail” button. Figure 4-17 will display.

**Figure 4-17 Further Action Required Page**



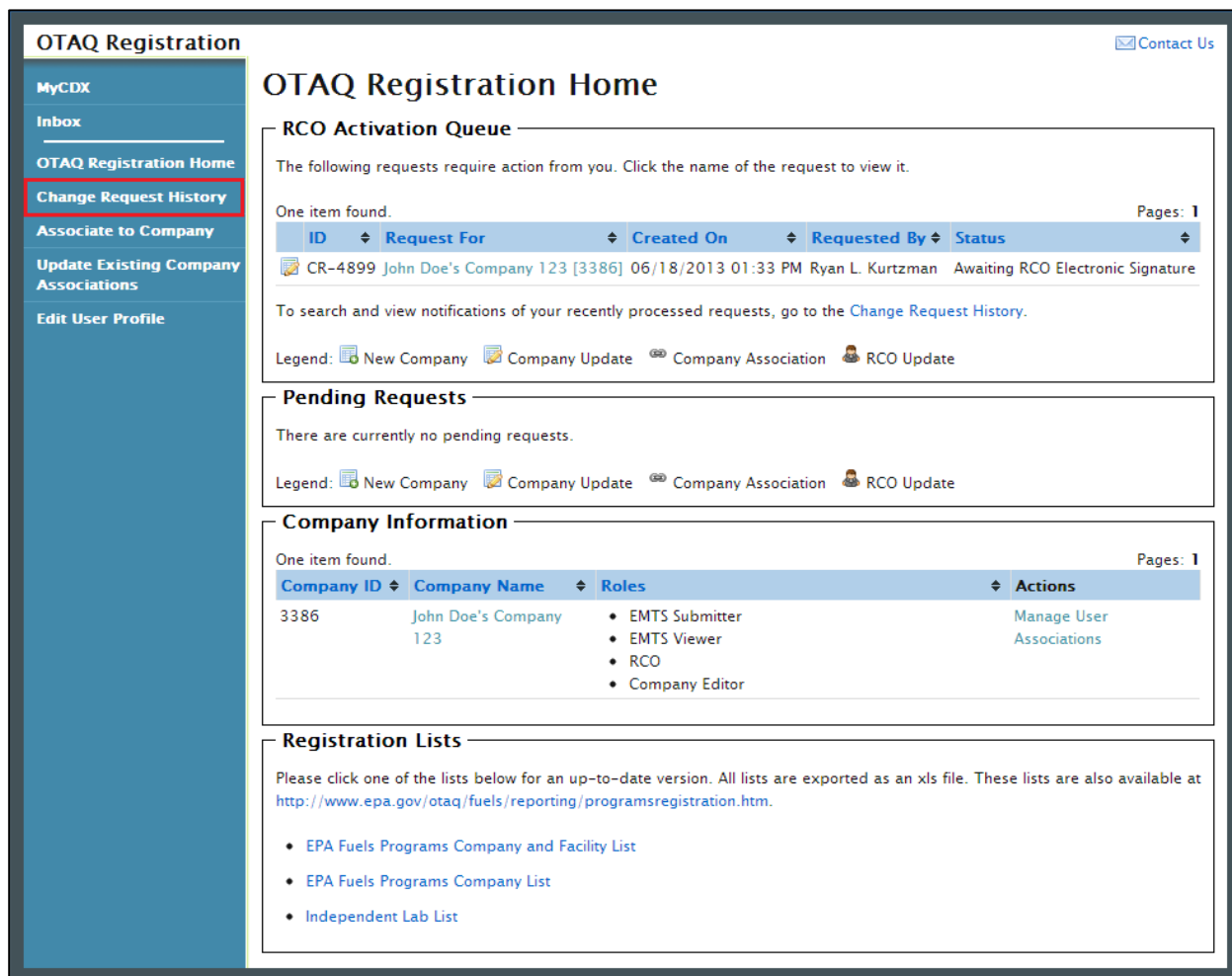
Click the “Click here to save copies of your registration forms” link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the “Home” button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms. The request will also be listed in the Pending Requests section of your OTAQ Registration Home Page.

## 5 Viewing RCO Change Request History

OTAQReg system RCOs may view the history of all change requests for the companies that they are registered as RCOs for. The following section provides details on how to view and search for change requests.

To access the history of all change requests for companies for which you are the registered RCO, select the “Change Request History” link on the left sidebar, as shown in Figure 5-1.

**Figure 5-1 RCO OTAQ Registration Home Page**



**OTAQ Registration** Contact Us

**OTAQ Registration Home**

**RCO Activation Queue**

The following requests require action from you. Click the name of the request to view it.

One item found. Pages: 1

ID	Request For	Created On	Requested By	Status
CR-4899	John Doe's Company 123 [3386]	06/18/2013 01:33 PM	Ryan L. Kurtzman	Awaiting RCO Electronic Signature

To search and view notifications of your recently processed requests, go to the [Change Request History](#).

Legend: New Company Company Update Company Association RCO Update

**Pending Requests**

There are currently no pending requests.

Legend: New Company Company Update Company Association RCO Update

**Company Information**

One item found. Pages: 1

Company ID	Company Name	Roles	Actions
3386	John Doe's Company 123	<ul style="list-style-type: none"> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>RCO</li> <li>Company Editor</li> </ul>	<a href="#">Manage User</a> <a href="#">Associations</a>

**Registration Lists**

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- [EPA Fuels Programs Company and Facility List](#)
- [EPA Fuels Programs Company List](#)
- [Independent Lab List](#)

### 5.1 Search Change Requests

The Change Request History: Search page displays the search criteria fields in order to search for change requests associated with companies for which you are the registered RCO, as shown in Figure 5-2.

**Figure 5-2 Change Request History: Search Page**

You may filter your search based on the following fields:

- CR-ID: Change Request ID Number
- Company Name: Name of the Company
- First Name: Requestor's First Name
- Last Name: Requestor's Last Name
- Status: Change Request Status
- Request Type: Change Request Type
- Created: Date Created

The Company Name field will display all companies in OTAQReg for which you are the RCO. To initiate your search, click the “Search” button. Figure 5-3 will display.

**Figure 5-3 Change Request History: Search Results Page**

ID	Request For	Created On	Requested By	Status
CR-4898	John Doe's Company 123 [3386]	06/18/2013 01:31 PM	Ryan L. Kurtzman	Signed by RCO
CR-4897	John Doe's Company 123 [3386]	06/18/2013 01:30 PM	Ryan L. Kurtzman	Canceled by User
CR-4893	John Doe's Company 123 [3386]	06/18/2013 12:32 PM	Ryan L. Kurtzman	Activated by EPA
CR-4892	John Doe's Company 123 [3386]	06/18/2013 12:16 PM	John Doe	Canceled by User
CR-4891	John Doe's Company 123 [3386]	06/18/2013 12:15 PM	Ryan L. Kurtzman	Canceled by User
CR-4890	John Doe's Company 123 [3386]	06/18/2013 12:14 PM	John Doe	Activated by EPA

To refine your search criteria or to conduct a new search, click the “Back” button. You will be taken back to the Change Request History: Search Page, as seen in Figure 5-2.

If you would like to export the search results to save or open on your personal computer, click the “CSV” or “Excel” links below the Search Results table. This will initiate a dialogue box which will allow you to download the results of the change request history search.

To view the details of a particular change request, click the Company Name link. Figure 5-4 will display.

**Figure 5-4 Change Request Details Page**



**OTAQ Registration** [Contact Us](#)

**MyCDX**

- [Inbox](#)
- [OTAQ Registration Home](#)
- [Change Request History](#)
- [Associate to Company](#)
- [Update Existing Company Associations](#)
- [Edit User Profile](#)

## Company Association Request

### Request Information

Request ID : CR-4898	Created On : 06/18/2013 01:31 PM
Request Type : Company Association	Modified On : 06/18/2013 01:32 PM
Request Status : Signed by RCO	Requested By : Ryan L. Kurtzman
	Username : RKURTZMAN19

### List of Changes

- Added OTAQREG role "Company Editor" for user "Ryan L. Kurtzman"
- Removed OTAQREG role "Company Viewer" for user "Ryan L. Kurtzman"

[Return to Search](#)

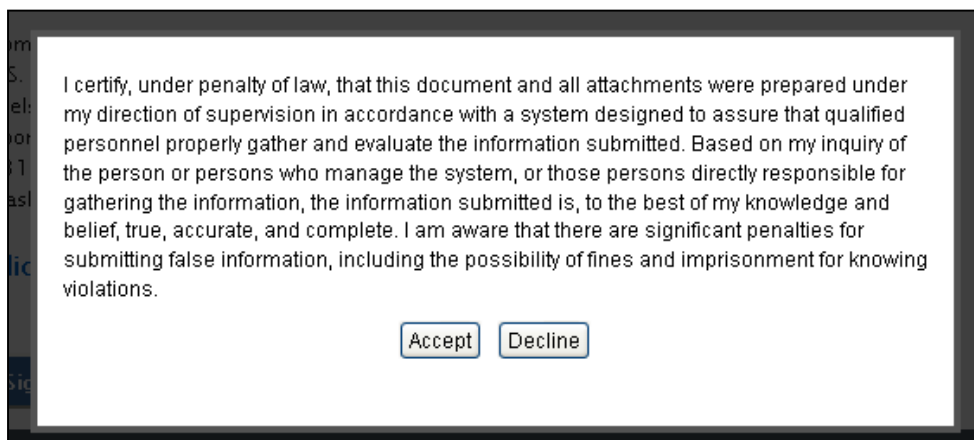
The Change Request Details page displays detailed change request information, as well as the list of changes requested by you or the user who initiated the change request. To refine your search criteria or to conduct a new search, click the “Return to Search” button.

## 6 Appendix A: Using the e-signature Widget

The following section provides RCOs the steps to successfully sign submissions within the OTAQReg application.

Upon selecting the “Submit” button for an OTAQReg submission, you will be prompted with the certification statement displayed in Figure 6-1.

**Figure 6-1 Certification Statement**

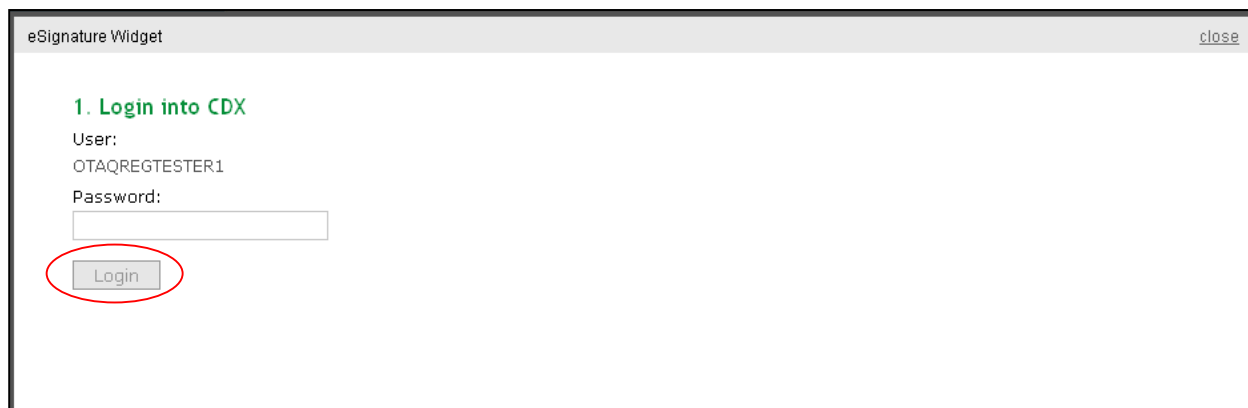


I certify, under penalty of law, that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

Accept Decline

Upon reading the full agreement, click the “Accept” button. Figure 6-2 will display.

**Figure 6-2 Authentication**



eSignature Widget close

**1. Login into CDX**

User:  
OTAQREGTESTER1

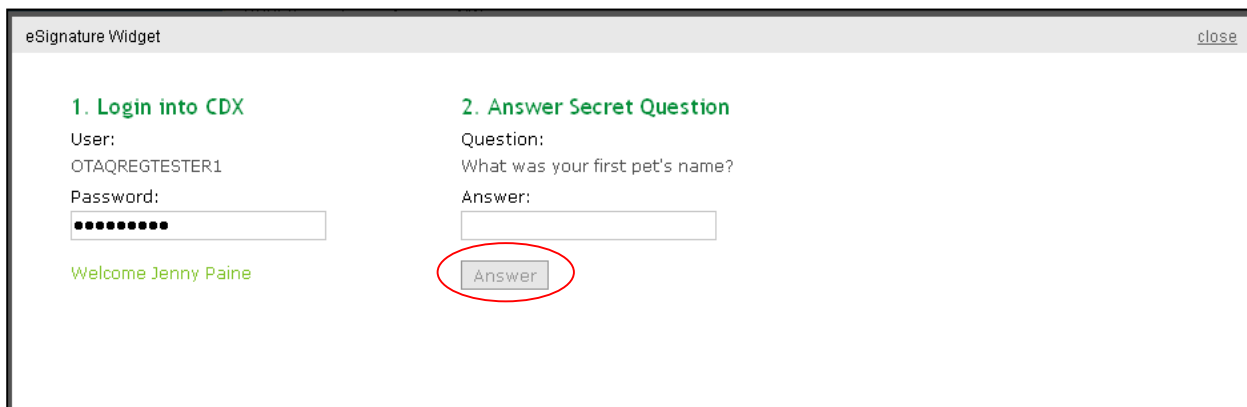
Password:

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 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](mailto:helpdesk@epacdx.net).

Enter your CDX user account password and click the “Login” button. Figure 6-3 will display.

**Figure 6-3 Answer Secret Question**

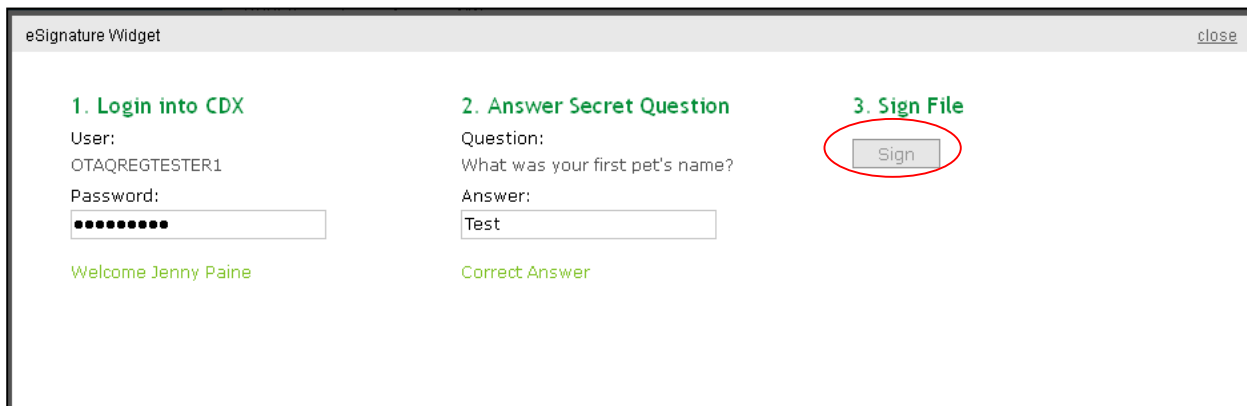


The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your e-signature PIN verification.

If you fail to respond or enter an incorrect answer, you will be prompted with an error message. 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](mailto:helpdesk@epacdx.net).

Enter the answer you provided during your e-signature PIN verification and click the “Answer” button. Figure 6-4 will display.

**Figure 6-4 Sign File**



Click the “Sign” button. You have successfully electronically signed your OTAQReg submission.

---

## 7 Appendix B: Support Information

For frequently asked questions about the content, formats or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels.htm>.

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

If you need assistance logging into CDX, please contact the CDX Help Desk at:

- 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.