

## Checklist to Add E-Signature Capability to an Existing RCO under Title 40 CFR Part 80

Use this checklist to give e-signature capability to an existing Responsible Corporate Officer (RCO). For more information on OTAQREG and Company Requests (CRs) see:

<https://www.epa.gov/fuels-registration-reporting-and-compliance-help/how-register-company-fuel-programs>

In CDX OTAQREG		
1	The RCO email address entered is controlled by the RCO.	<input type="checkbox"/>
2	The RCO User ID entered is the CDX User ID that the RCO already registered and controls.	<input type="checkbox"/>
3	The RCO has logged into CDX OTAQREG at least one time using the RCO User ID and completed the prompt to add a "Position or Job Title".	<input type="checkbox"/>
In Mailed Package		
4	<b>All pages</b> of the CR are in the package, <b>including Page 1.</b>	<input type="checkbox"/>
5	The RCO signed CR paperwork in ink.	<input type="checkbox"/>
6	Delegation letters are included for all registered delegated users.	<input type="checkbox"/>
7	The RCO has indicated which users are affirmed by signing those users' delegation letters in ink. <b>Do not hand mark edits on the letter.</b>	<input type="checkbox"/>
8	The RCO has indicated which users are removed by drawing an "X" through those users' delegation letters in ink. <b>Do not sign letters for users that should be removed.</b>	<input type="checkbox"/>