



How to Enable RCO E-Signature Capabilities in OTAQREG

This job aid is designed to provide a high-level overview of this task so that you can start using the redesigned OTAQREG system as quickly as possible.

Before you begin:

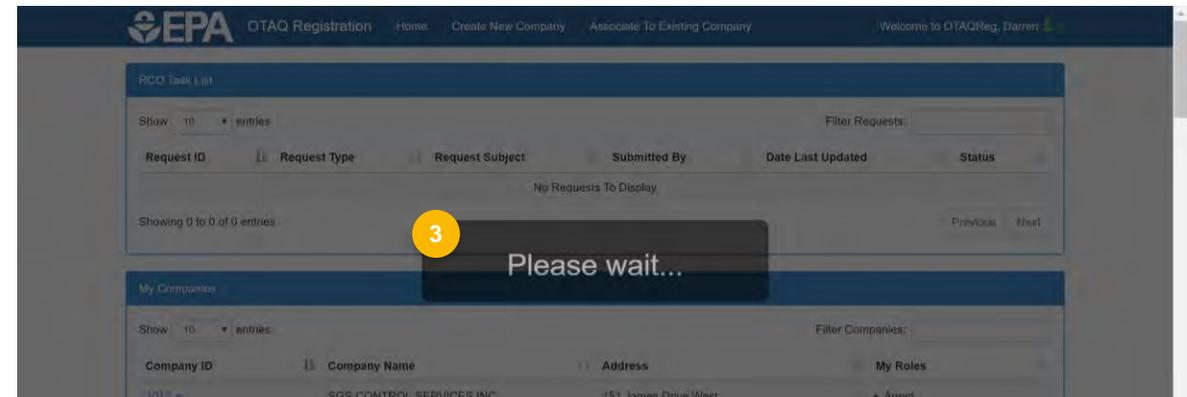
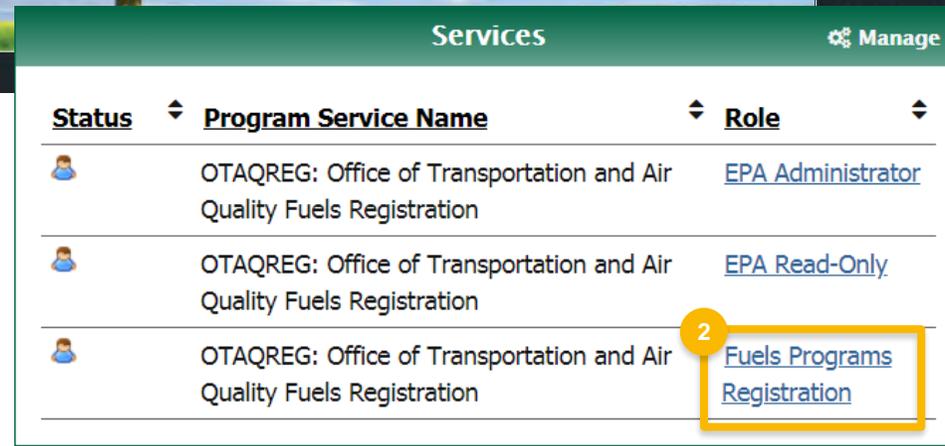
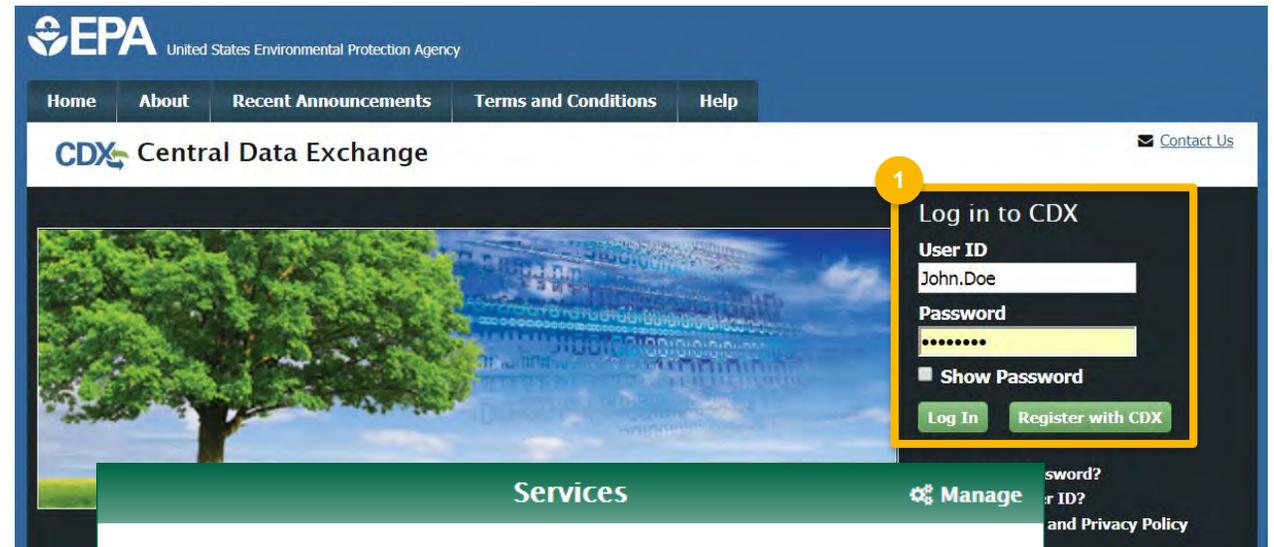
1. You must have a Central Data Exchange (CDX) account
2. You must be logged into the CDX OTAQREG program service
3. You must be the Responsible Corporate Officer of a registered company with a 4-digit EPA Company ID in CDX OTAQREG

For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

<https://www.epa.gov/fuels-registration-reporting-and-compliance-help>

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1. Login to the **Central Data Exchange (CDX)**: <https://cdx.epa.gov/>
 - If you do not have a CDX account, you must create one before continuing this process. To watch a short tutorial on registering with CDX, see the following URL: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help/tutorial-creating-cdx-account>
2. Click **Fuels Programs Registration**
3. OTAQREG will attempt to match the email associated with your CDX account to the email addresses of registered RCOs. All registered companies with your email address entered in the RCO information will appear on your Home screen.
4. If a company for which you are the RCO is NOT displayed on your Home screen, then the email address you registered with CDX does NOT match the email address entered in the RCO information for that company in OTAQREG. You must associate your CDX email with the company in OTAQREG. (Continue to Step 5 on next page.)



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- 5. To associate your CDX ID with a registered company and enable your RCO e-signature capabilities, click **Associate to Company**.
- 6. Enter the company name and location and click **Search**
- 7. Locate your company, and click **Select** in the Actions column

Steps continue on next slide...

The screenshot shows the EPA OTAQ Registration application interface. At the top, the EPA logo is on the left, and navigation links for 'OTAQ Registration', 'Home', 'Create New Company', and 'Associate To Existing Company' are on the right. The 'Associate To Existing Company' link is highlighted with a yellow box and a circled '5'. Below the navigation is a welcome message: 'Welcome to the OTAQ Fuels Registration application, in order to be EPA compliant you must enter your Company information. Please choose one of the options below.' Two light blue boxes provide instructions: 'Select this option if your Company has not been registered and does not have a 4-digit OTAQ ID number' and 'Select this option to search for your Company that has been registered and has a 4-digit OTAQ ID Number'. Below these are two buttons: 'Register New Company' and 'Search for Existing Company'. The 'Search for Existing Company' button is highlighted with a yellow box and a circled '6'. Below the buttons is a form titled 'Company Name and Location' with fields for 'Company Name', 'Street Address', 'Street Address (Line 2)', 'City', 'State', 'Postal Code', and 'Country'. The 'Search' button at the bottom right of the form is highlighted with a yellow box and a circled '6'. Below the form is a 'Search Results' section with a table of results. The table has columns for 'Company Id', 'Company Name', 'Address', and 'Actions'. The first row shows '1226', 'My Registered Company', '123 Main St. Anywhere, AL 00000', and a 'Select' button. The 'Select' button is highlighted with a yellow box and a circled '7'. At the bottom right of the search results are 'Previous', '1', and 'Next' buttons.

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8. Answer **Yes** for the question "Do you want to request a change in this company's Responsible Corporate Officer?"
9. Answer **Yes** to the question "Are you the Responsible Corporate Officer for this company?"
10. Enter the email address that is registered with CDX
11. Click **Save and Continue**
12. Select **Other (No Engineering Review)** in the Reason for Change field
13. Add comment
14. Click **Sign and Submit**

Steps continue on next slide...

Do you want to request a change in this company's Responsible Corporate Officer? Yes No

Are you the Responsible Corporate Officer for this company? * Yes No

Current RCO Information		New RCO Information	
RCO CDX User ID: ⓘ	RCO Name:	RCO CDX User ID: ⓘ	RCO Name:
DARREN.ALDERMAN	Darren Alderman	NEWRCO.USERID	Your Name Here
RCO Title:	RCO Phone:	RCO Title: *	RCO Phone:
COO	3378675309	CEO	3185309867
RCO Email:	RCO Fax:	RCO Email:	RCO Fax:
current.rco@test.com		new.rco@test.com	

Buttons: Back, Save, Save & Continue

Reason for Change: * Other (No Engineering Review)

Comments: * We have a new RCO.

Buttons: Home Page, Back, Cancel Request, Sign and Submit

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15. Click **Accept**

16. Use the eSignature Widget to sign the request

17. The request will appear in the My Pending Requests section of your home page with the status "Awaiting Initial Review"

You will receive an email notification when EPA reviews and activates the request.

