

Job Aid



How to Update the Responsible Corporate Officer (RCO) 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

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>

Skip to instructions for:

- [New RCO of the company](#)
- [Delegated user of the company](#)
- [User that is not associated with the company in OTAQREG](#)

How to submit the request as the New RCO

1. Click the Company ID and select **RCO Update Request**
2. Answer **Yes** for the question "Do you want to request a change in this company's Responsible Corporate Officer?"
3. Answer **Yes** for the question "Are you the Responsible Corporate Officer for this company?"
4. Enter your title
5. Click **Save and Continue**

Steps continue on next slide...

My Companies

Show 10 entries

Company ID	Company Name
3320	My Example Company

View Company Information
Edit Roles
Edit Company Information
Edit Program Types and Activities
Manage Facilities
QAP Associations
Manage Reports
RCO Update Request

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	
RCO CDX User ID: DARREN.ALDERMAN	RCO Name: Darren Alderman
RCO Title: COO	RCO Phone: 3378675309
RCO Email: current.rco@test.com	RCO Fax:

New RCO Information	
RCO CDX User ID: NEWRCO.USERID	RCO Name: Your Name Here
RCO Title: * CEO	RCO Phone: 3185309867
RCO Email: new.rco@test.com	RCO Fax:

Back Save Save & Continue

How to submit the request as the New RCO (cont.)

6. Select **Other (No Engineering Review)** in the Reason for Change field
7. Add comment
8. Click **Sign and Submit**
9. Click **Accept**
10. Use the eSignature Widget to sign the request
11. 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.

Reason for Change: * Other (No Engineering Review) 6

Comments: * We have a new RCO. 7

Home Page Back Cancel Request Sign and Submit 8

I certify, under penalty of law that the information provided in this document 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 9

eSignature Widget

1. Authentication
Log into CDX
User: DARREN.ALDERMAN
Password: [redacted]
Show Password [checkbox]
Welcome Darren Alderman

2. Verification
Question: What was your first pet's name?
Answer: [redacted]
Show Answer [checkbox]
Correct Answer

3. Sign File
Sign 10

My Pending Requests

Show 10 entries Filter Requests: new.rco

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
RCO-4761	Update RCO	new.rco@test.com	DARREN.ALDERMAN	06/12/2018	Awaiting Initial Review

Showing 1 to 1 of 1 entries (filtered from 100 total entries) Previous 1 Next 11

How to submit the request as a Delegated User

1. Click the Company ID and select "RCO Update Request"
2. Answer **Yes** for the question "Do you want to request a change in this company's Responsible Corporate Officer?"
3. Answer **No** for the question "Are you the Responsible Corporate Officer for this company?"
4. Enter the email address of the new RCO
5. Click **Save and Continue**

Steps continue on next slide...

The screenshot displays the 'My Companies' interface. At the top, there is a 'Show 10 entries' dropdown. Below this is a table with columns for 'Company ID' and 'Company Name'. The first row shows '3320' and 'My Example Company'. A dropdown menu is open over the '3320' ID, listing several actions: 'View Company Information', 'Edit Roles', 'Edit Company Information', 'Edit Program Types and Activities', 'Manage Facilities', 'QAP Associations', 'Manage Reports', and 'RCO Update Request'. The 'RCO Update Request' option is highlighted with a yellow box and a '1' in a yellow circle.

Overlaid on the interface is a confirmation dialog with two questions:

- Question 2: "Do you want to request a change in this company's Responsible Corporate Officer?" with radio buttons for 'Yes' (selected) and 'No'.
- Question 3: "Are you the Responsible Corporate Officer for this company? *" with radio buttons for 'Yes' and 'No' (selected).

Below the questions is a form with two sections:

- Current RCO Information:**
 - RCO CDX User ID: DARREN.ALDERMAN
 - RCO Name: Darren Alderman
 - RCO Title: COO
 - RCO Email: current.rco@test.com
 - RCO Phone: 3378675309
 - RCO Fax:
- New RCO Information:**
 - RCO Email: * new.rco@test.com (highlighted with a yellow box and a '4' in a yellow circle)

At the bottom right, there is a navigation bar with three buttons: 'Back', 'Save', and 'Save & Continue'. The 'Save & Continue' button is highlighted with a yellow box and a '5' in a yellow circle.

How to submit the request as a user that is not associated with the company

1. Click **Associate to Company**
2. Answer **Yes** for the question "Do you want to request a change in this company's Responsible Corporate Officer?"
3. Answer **No** for the question "Are you the Responsible Corporate Officer for this company?"
4. Enter the email address of the new RCO
5. Click **Save and Continue**

Steps continue on next slide...

The screenshot shows the EPA OTAQ Registration interface. The navigation bar at the top includes the EPA logo and links for "OTAQ Registration", "Home", "Create New Company", and "Associate To Existing Company". The "Associate To Existing Company" link is highlighted with a yellow box and a circled "1".

The main content area displays a confirmation dialog with the following questions and options:

- "Do you want to request a change in this company's Responsible Corporate Officer?" with radio buttons for "Yes" (selected) and "No".
- "Are you the Responsible Corporate Officer for this company?" with radio buttons for "Yes" and "No" (selected).

The dialog also contains two sections for RCO information:

Current RCO Information		New RCO Information	
RCO CDX User ID: <small>i</small>	RCO Name:	RCO Email: *	
DARREN.ALDERMAN	Darren Alderman	<input type="text" value="new.rco@test.com"/>	
RCO Title:	RCO Phone:		
COO	3378675309		
RCO Email:	RCO Fax:		
current.rco@test.com			

The "RCO Email" field in the "New RCO Information" section is highlighted with a yellow box and a circled "4".

At the bottom of the dialog, there are three buttons: "Back", "Save", and "Save & Continue". The "Save & Continue" button is highlighted with a yellow box and a circled "5".

