Office of Transportation and Air Quality Fuels Registration (OTAQREG)

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:

- 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

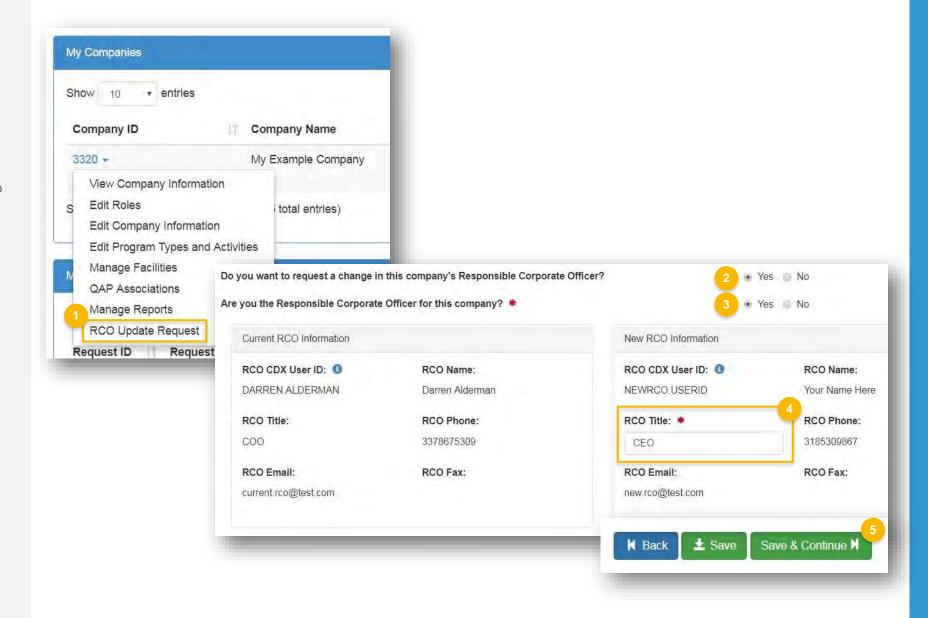
Skip to instructions for:

- New RCO of the company
- Delegated user of the company
- <u>User that is not associated with the company</u> in OTAQREG

How to submit the request as the New RCO

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

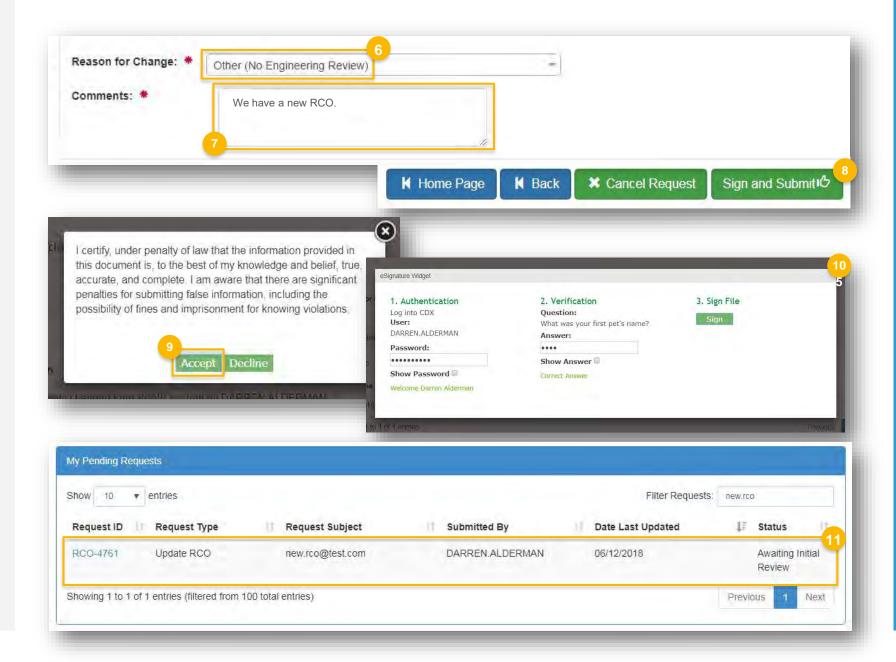
Steps continue on next slide...



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

- 6. Select **Other (No Engineering Review)** in the Reason for Change field
- Add comment
- 8. Click Sign and Submit
- 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"

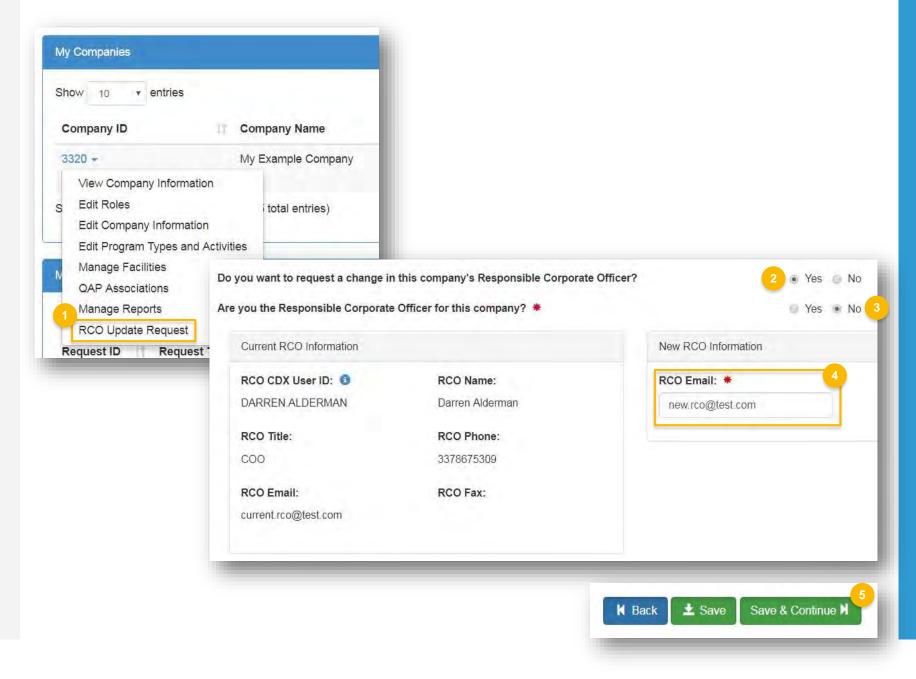
You will receive an email notification when EPA reviews and activates the request.



How to submit the request as a Delegated User

- Click the Company ID and select "RCO Update Request"
- Answer Yes for the question "Do you want to request a change in this company's Responsible Corporate Officer?"
- 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

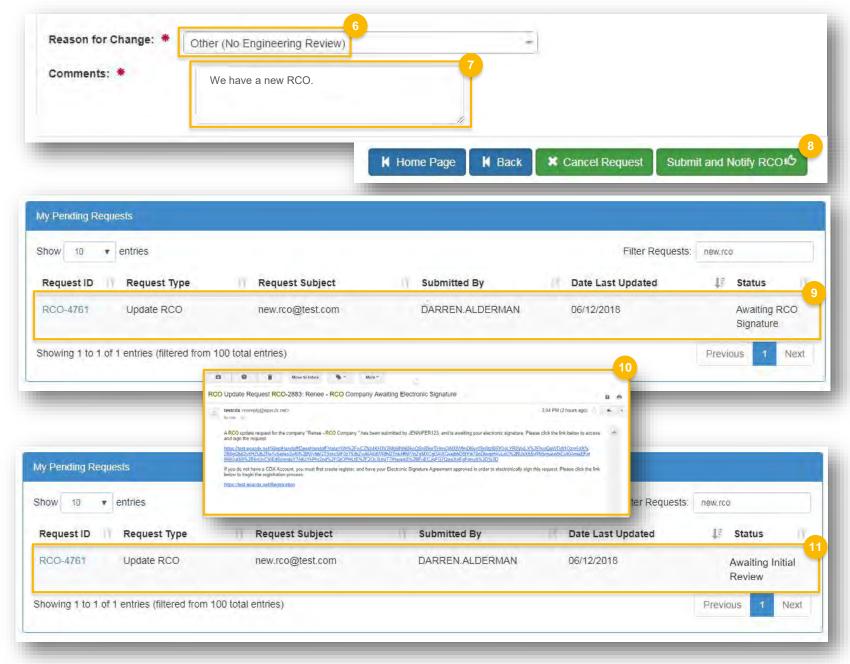
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How to submit the request as a Delegated User (cont.)

- 6. Select **Other (No Engineering Review)** in the Reason for Change field
- Add comment
- 8. Click Submit and Notify RCO
- 9. The request will appear in the My Pending Requests section of your home page with the status "Awaiting RCO Signature"
- 10. An email will be sent to the new RCO with a link to OTAQREG. The new RCO must login to OTAQREG and sign the request.
- **11.** The request status will change to "Awaiting Initial Review"

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

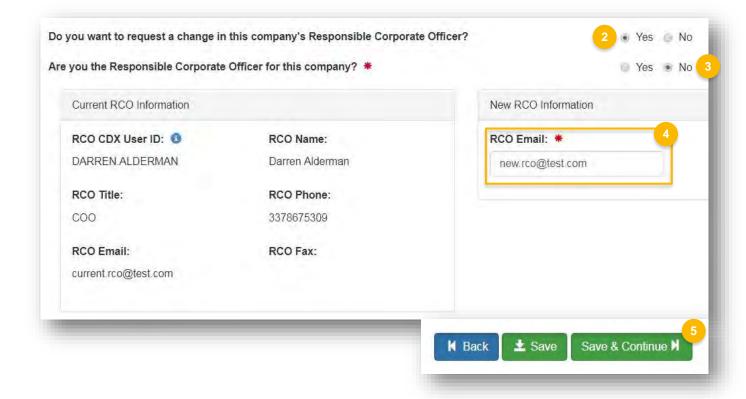


How to submit the request as a user that is not associated with the company

- 1. Click Associate to Company
- Answer Yes for the question "Do you want to request a change in this company's Responsible Corporate Officer?"
- 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...





How to submit the request as a user that is not associated with the company (cont.)

- 6. Select Other (No Engineering Review) in the Reason for Change field
- Add comment
- 8. Click Submit and Notify RCO
- 9. The request will appear in the My Pending Requests section of your home page with the status "Awaiting RCO Signature"
- 10. An email will be sent to the new RCO with a link to OTAQREG. The new RCO must login to OTAQREG and sign the request. *If the new RCO does not have a CDX account, the email will prompt them to create one.
- **11.** The request status will change to "Awaiting Initial Review"

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

