

## Job Aid



# How to Use e-Signature to Sign RIN Transaction Reports in EMTS

This job aid is designed to provide a high-level overview of this task so that you can begin utilizing the new functionality in EMTS as quickly as possible.

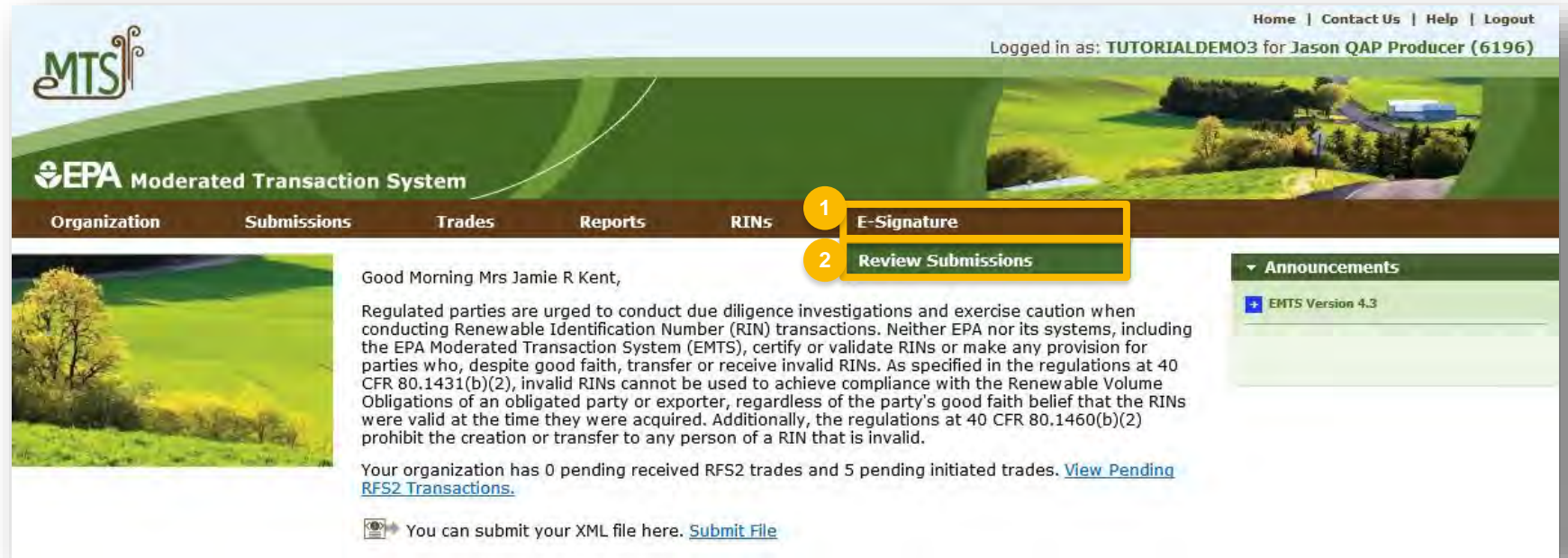
## Before you begin:

1. You must have a Central Data Exchange (CDX) account and active Electronic Signature Agreement (ESA)
2. You must be logged into the CDX EPA Moderated Transaction System (EMTS) program service
3. You must have a Part 80 Report Submitter role with the selected company

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>

# Open e-Signature Module

1. Hover over E-Signature
2. Click Review Submissions



# Select Action

Click the links below to jump to that section of this job aid:

1. [View Details of Copy of Record](#)
2. [Download Copy of Record](#)
3. [Sign Copy of Record](#)
4. [Change Report Frequency](#)

Home | Contact Us | Help | Logout  
Logged in as: TUTORIALDEMO3 for Jason QAP Producer (6111)

MTS  
EPA Moderated Transaction System

Organization Submissions Trades **Reports** RINs E-Signature

### Review Copy Of Record (COR) Files for E-Signature

To sign off on a Copy of Record (COR), select the 'Sign Copy of Record' from the 'I want to...' column of the record you want to sign. To review the contents of the COR, select 'View Details' in the 'I want to...' column. Once signed, you will no longer see the unsigned record in this table.

COR Files for: Jason QAP Producer (6111)

Displaying records 1 through 1 of 1 total.

Year	Quarter	Program Type	Submission Start Date	Transaction Count	Generation Date	I want to...
2018	2	RFS2 (10)	04/01/2018	8	10/12/2018 1:23:33 PM EDT	<input type="text" value="- Select -"/> Go View Details Download Copy of Record Sign Copy of Record

Export options: [CSV](#) | [Excel](#)

I want to...

Go

- 1 View Details
- 2 Download Copy of Record
- 3 Sign Copy of Record

# View Details of Copy of Record

1. Enter Search Criteria
2. Click Filter
3. Select **View Details**. *NOTE:* Node submissions also have the option to **Download Submitted XML**
4. Click Go

The screenshot shows the EPA Moderated Transaction System interface. At the top, there is a navigation bar with links for Home, Contact Us, Help, and Logout. The user is logged in as TUTORIALDEMO3 for Jason QAP Producer (6196). The main navigation menu includes Organization, Submissions, Trades, Reports, RINs, and E-Signature. The current page is titled "View Copy of Record (COR) Submissions".

A text box explains: "The following are the submissions included in the Copy of Record(COR). Choose the View Details option in the 'I want to...' column of the grid below to see more information about a submission and the list of transactions within the submission. You will be able to view transaction details from the submission details page."

On the right, there is a "RFS2 Transaction Bin" section with a folder icon and the text: "Your organization has 0 un-submitted transactions in the RFS2 transaction bin." Below this is a link to "View RFS2 Transaction Bin".

The search form is highlighted with a yellow box and numbered 1 and 2. It includes a "Search" button, a "CDX Submission ID:" field, a "Submission ID:" field, "Submission Date (Begin):" and "Submission Date (End):" fields with date pickers, and a "Results Per Page:" dropdown set to 20. There are "Clear" and "Filter" buttons at the bottom of the form.

COR Submissions for: Jason QAP Procuder  
Number of Submissions: 4

Displaying records 1 through 4 of 4 total.

Submission ID	Submission Date	Submitter	Submission Status	I want to...
238316	6/6/18 12:00 AM	Orejudos, William	Processed	View Details <input type="button" value="Go"/>
238315	6/6/18 12:00 AM	Orejudos, William	Processed	View Details <input type="button" value="Go"/>
239106	5/11/18 12:00 AM	Orejudos, William	Processed	<input type="button" value="Go"/>
239105	5/11/18 12:00 AM	Orejudos, William	Processed	<input type="button" value="Go"/>

The table shows four records. The "I want to..." column has a dropdown menu open for the second record, showing options: "View Details", "Download Submitted XML", and "View Details". The "Download Submitted XML" option is highlighted with a yellow box and numbered 3. The "Go" button for the second record is numbered 4.



# Download Copy of Record

1. Select **Download Copy of Record**
2. Click **Go**
3. Click **Open** or **Save**

Home | Contact Us | Help | Logout  
Logged in as: TUTORIALDEMO3 for Jason QAP Producer (6111)

**MTS**  
EPA Moderated Transaction System

Organization Submissions Trades Reports RINs E-Signature

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COR Files for: Jason QAP Producer (6111)

Displaying records 1 through 1 of 1 total.

Year	Quarter	Program Type	Submission Start Date	Transaction Count	Generation Date	I want to...
2018	2	RFS2 (10)	04/01/2018	8	10/12/2018 1:23:33 PM EDT	<input type="button" value="Go"/> <input type="button" value="Download Copy of Record"/> <input type="button" value="Sign Copy of Record"/> <input type="button" value="View Details"/>

Export options: [CSV](#) | [Excel](#)

Do you want to open or save RFS2 EMTS Copy Of Record (COR).zip ?

Open Save Cancel

# Sign Copy of Record

1. Click **Sign Copy of Record**
2. Click **Go**

Steps continue on next slide...

Home | Contact Us | Help | Logout  
Logged in as: TUTORIALDEMO3 for Jason QAP Producer (6111)

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COR Files for: Jason QAP Producer (6111)

Displaying records 1 through 1 of 1 total.

Year	Quarter	Program Type	Submission Start Date	Transaction Count	Generation Date	I want to...
2018	2	RFS2 (10)	04/01/2018	8	10/12/2018 1:23:33 PM EDT	<b>2</b> -- Select -- View Details Download Copy of Record <b>1</b> Sign Copy of Record

Export options: [CSV](#) | [Excel](#)

**Go**

## Sign Copy of Record (cont.)

3. Click **Sign Copy of Record**
4. Click **Accept**

Steps continue on next slide...

### Sign Copy Of Record (COR) for E-Signature

Click the 'Sign Copy of Record' button and enter your CDX credentials to sign the Copy of Record. After signing, you can use the browser print function to print a copy of this page for your records if you wish to do so.

#### Copy of Record Details

Copy of Record ID:	3621
Program Type:	RFS2 (10)
Year:	2018
Quarter:	2
Submission Start Date:	04-01-2018
Transaction Count:	8
Status:	Not Yet Signed
Generation Date:	10-12-2018
CROMERR Activity ID:	
CROMERR Document ID:	

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Sign Copy of Record

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.

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Decline Accept

## Sign Copy of Record (cont.)

5. Use the eSignature Widget to sign submission

Steps continue on next slide...

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eSignature Widget

<b>1. Authentication</b> Log into CDX <b>User:</b> JOHN.DOE <b>Password:</b> <input type="password" value="••••••"/> <b>Show Password</b> <input type="checkbox"/> Welcome John Doe	<b>2. Verification</b> <b>Question:</b> What is the first and middle name of your oldest sibling? <b>Answer:</b> <input type="text" value="••••••"/> <b>Show Answer</b> <input type="checkbox"/> Correct Answer	<b>3. Sign File</b> <input type="button" value="Sign"/>
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## Sign Copy of Record (cont.)

6. The CROMERR Activity ID and CROMERR Document ID are displayed after the COR has been signed

### Sign Copy Of Record (COR) for E-Signature

Click the 'Sign Copy of Record' button and enter your CDX credentials to sign the Copy of Record. After signing, you can use the browser print function to print a copy of this page for your records if you wish to do so.

#### Copy of Record Details

Copy of Record ID:	3621
Program Type:	RFS2 (10)
Year:	2018
Quarter:	2
Submission Start Date:	04-01-2018
Transaction Count:	8
Status:	Not Yet Signed
Generation Date:	10-12-2018
CROMERR Activity ID:	_81d92179-d5fc-498f-903d-62f3e76dea74
CROMERR Document ID:	ecde8e7d-03e8-4194-a0fa-aa4cddb53c6f

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# Change Report Frequency

1. Hover over **Reports**
2. Click **RFS2 Subscriptions**

Steps continue on next slide...



## Change Report Frequency (cont.)

3. Locate "RFS2 EMTS Copy Of Record (COR)" in the list of reports and click **Go**
4. Select the desired **Frequency**
5. Click **Update**

RFS2 EMTS Annual Report	Report	Yes	07/26/2014	epa admin	Manage Subscription	Go
RFS2 EMTS Annual Statement	Report	Yes	07/26/2014	epa admin	Manage Subscription	Go
RFS2 EMTS Copy Of Record (COR)	Report	Yes	06/16/2018	epa admin	Manage Subscription	Go
RFS2 EMTS RIN Generation CSV/XML Report	Report	No			Manage Subscription	Go
RFS2 EMTS RIN Generation Report	Report	Yes	07/26/2014	epa admin	Manage Subscription	Go
RFS2 EMTS RIN Transaction CSV/XML Report (Buy, Sell, Separate, Retire)	Report	No			Manage Subscription	Go
RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)	Report	Yes	07/26/2014	epa admin	Manage Subscription	Go
RFS2 EMTS Transaction Error Report	Report	Yes	07/26/2014	epa admin	Manage Subscription	Go

Export options: [CSV](#) | [Excel](#)

### Manage Subscription

Modify and click Update.

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**Subscription Name:** RFS2 EMTS Copy Of Record (COR)  
**Type:** Report  
**Description:** The RFS2 EMTS Copy Of Record (COR) file.  
**Subscribed:** -- Select --  
**\* Frequency:** Weekly  
Daily  
Monthly  
Quarterly  
**\* Format:**

\* = Required Field

<< Back Update

# View Signed Copy of Record

1. On the MyCDX screen, click **Submission History** tab
2. Click the **Submission ID** link to view submission details
3. Click **Link (.zip)** to download the submission

