

Office of Transportation and Air  
Quality EPA Moderated Transaction  
System (OTAQEMTS)

Job Aid



# How to Use e-Signature to Sign Fuels Averaging, Banking, and Trading (ABT) 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

Home | Contact Us | Help | Logout  
Logged in as: TUTORIALDEMO3 for test08152018 (1380)

**MTS**  
**EPA Moderated Transaction System**

Organization Submissions Trades Reports RINS **1 E-Signature**  
**2 Review Submissions**

 Good Morning Mrs Jamie R Kent,  
Regulated parties are urged to conduct due diligence investigations and exercise caution when conducting Renewable Identification Number (RIN) transactions. Neither EPA nor its systems, including the EPA Moderated Transaction System (EMTS), certify or validate RINs or make any provision for parties who, despite good faith, transfer or receive invalid RINs. As specified in the regulations at 40 CFR 80.1431(b)(2), invalid RINs cannot be used to achieve compliance with the Renewable Volume Obligations of an obligated party or exporter, regardless of the party's good faith belief that the RINs were valid at the time they were acquired. Additionally, the regulations at 40 CFR 80.1460(b)(2) prohibit the creation or transfer to any person of a RIN that is invalid.  
Your organization has 0 pending received RFS2 trades and 5 pending initiated trades. [View Pending RFS2 Transactions.](#)  
 You can submit your XML file here. [Submit File](#)

Announcements  
+ EMTS Version 4.3

# 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 test08152018 (1380)

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: test08152018 (1380)

Displaying records 1 through 1 of 1 total.

Year	Quarter	Program Type	Submission Start Date	Transaction Count	Generation Date	I want to...
2018	2	ABT	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 test08152018 (1380). The main header features the MTS logo and the EPA logo with the text 'Moderated Transaction System'. Below the header is a navigation menu with options: Organization, Submissions, Trades, Reports, RINs, and E-Signature.

The main content area is titled 'View Copy of Record (COR) Submissions'. It contains a text box explaining that the following are the submissions included in the Copy of Record (COR) and that users can 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. To the right of this text 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 criteria 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 calendar icons and '(MM/DD/YYYY)' format hints, and a 'Results Per Page' dropdown set to 20. At the bottom of the form are 'Clear' and 'Filter' buttons.

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 Go
238315	6/6/18 12:00 AM	Orejudos, William	Processed	View Details Go
239106	5/11/18 12:00 AM	Orejudos, William	Processed	- Select - Go
239105	5/11/18 12:00 AM	Orejudos, William	Processed	Download Submitted XML View Details Go

The table shows four records. The 'I want to...' column for the first two records has a dropdown menu open, showing options: '- Select -', 'Download Submitted XML', and 'View Details'. The 'Go' button is visible next to each dropdown.

# 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 test08152018 (1380)

**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: **test08152018 (1380)**

Displaying records 1 through 1 of 1 total.

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

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

**3** Do you want to open or save **Fuels ABT 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 test08152018 (1380)

**MTS**  
EPA Moderated Transaction System

Organization Submissions Trades Reports RINs E-Signature

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

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COR Files for: **test08152018 (1380)**

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

3 **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.

4 **Decline** **Accept**

# Sign Copy of Record (cont.)

- 5. Use the eSignature Widget to sign submission

Steps continue on next slide...

5

eSignature Widget

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

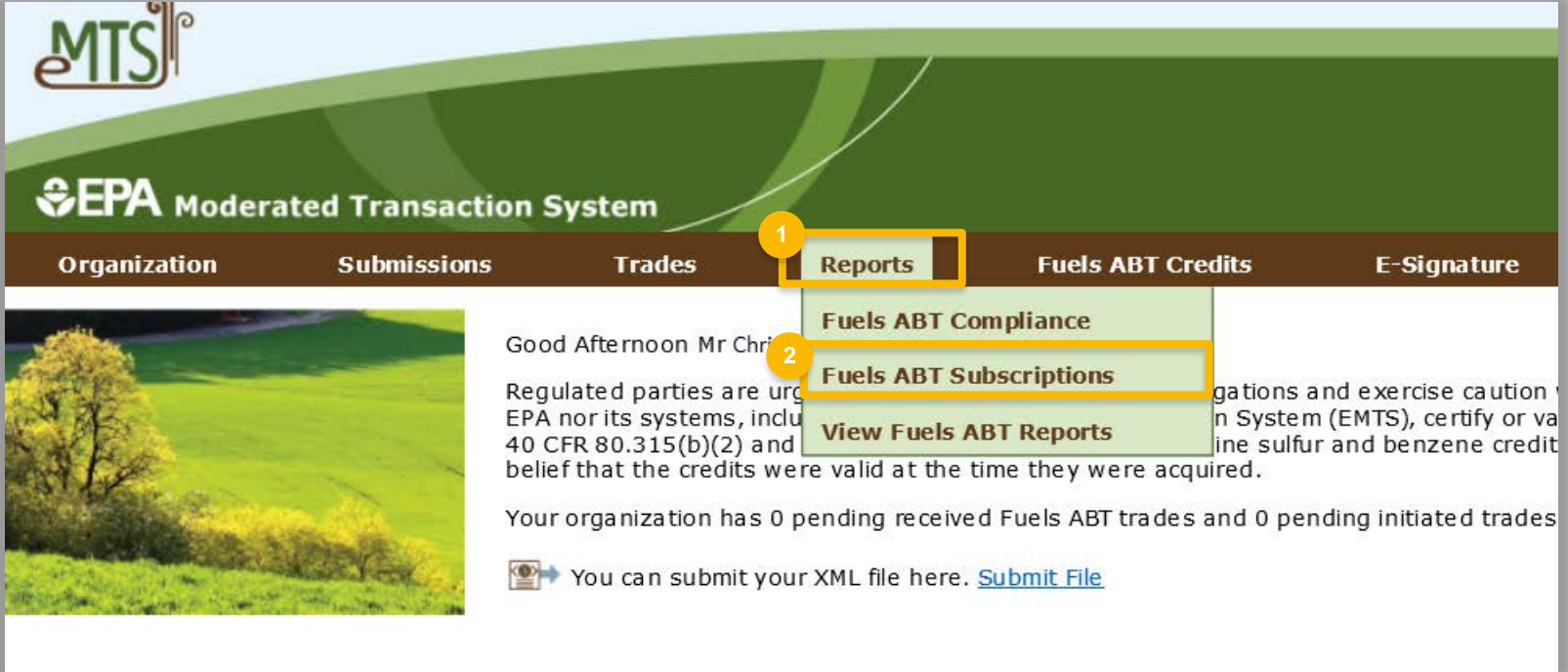
<b>Copy of Record ID:</b>	3621
<b>Program Type:</b>	ABT
<b>Year:</b>	2018
<b>Quarter:</b>	2
<b>Submission Start Date:</b>	04-01-2018
<b>Transaction Count:</b>	8
<b>Status:</b>	Not Yet Signed
<b>Generation Date:</b>	10-12-2018
<b>CROMERR Activity ID:</b>	_81d92179-d5fc-498f-903d-62f3e76dea74
<b>CROMERR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

<< Back

# Change Report Frequency

1. Hover over **Reports**
2. Click **Fuels ABT Subscriptions**

Steps continue on next slide...



The screenshot displays the EPA Moderated Transaction System (EMTS) interface. At the top left is the MTS logo, and below it is the EPA logo and the text "EPA Moderated Transaction System". A navigation bar contains the following items: Organization, Submissions, Trades, Reports, Fuels ABT Credits, and E-Signature. The "Reports" item is highlighted with a yellow box and a circled "1". A dropdown menu is open under "Reports", containing three options: "Fuels ABT Compliance", "Fuels ABT Subscriptions", and "View Fuels ABT Reports". The "Fuels ABT Subscriptions" option is highlighted with a yellow box and a circled "2". Below the navigation bar, there is a large image of a green field with a tree. To the right of the image, there is a message: "Good Afternoon Mr Chris... Regulated parties are urged to exercise caution and exercise caution in System (EMTS), certify or validate the sulfur and benzene credit balance before using them. EPA nor its systems, including the Moderated Transaction System (EMTS), certify or validate the sulfur and benzene credit balance before using them. 40 CFR 80.315(b)(2) and 40 CFR 80.315(b)(3) apply. EPA does not believe that the credits were valid at the time they were acquired. Your organization has 0 pending received Fuels ABT trades and 0 pending initiated trades. You can submit your XML file here. [Submit File](#)

## Change Report Frequency (cont.)

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

Outstanding Initiated Fuels ABT Trade Transactions	Notification	No				Manage Subscription	Go
Outstanding Received Fuels ABT Trade Transactions	Notification	No				Manage Subscription	Go
Pending Fuels ABT Trades	Notification	No				Manage Subscription	Go
Received Fuels ABT Trade Cancelled	Notification	No				Manage Subscription	Go
Received Fuels ABT Trade Denied	Notification	No				Manage Subscription	Go
Unused Fuels ABT Documents	Notification	No				Manage Subscription	Go
Fuels ABT Annual Activity Compliance Report	Report	Yes	11/21/2015	epa admin		Manage Subscription	Go
Gasoline Sulfur and Gasoline Benzene ABT EMTS Copy of Record (COR)	Report	Yes	04/17/2019	epa admin		Manage Subscription	Go

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

### Manage Subscription

Modify and click Update.

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**Subscription Name:** Gasoline Sulfur and Gasoline Benzene ABT EMTS Copy of Record (COR)

**Type:** Report

**Description:** The Fuels ABT EMTS Copy Of Record (COR) file.

**Subscribed:** -- Select --  
Daily  
**Weekly**  
Monthly  
Quarterly

**\* Frequency:**

**\* 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

