

Job Aid



How to Update Company Name or Address 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 have the Company Editor role in OTAQREG on behalf of the company for which you intend to perform this task

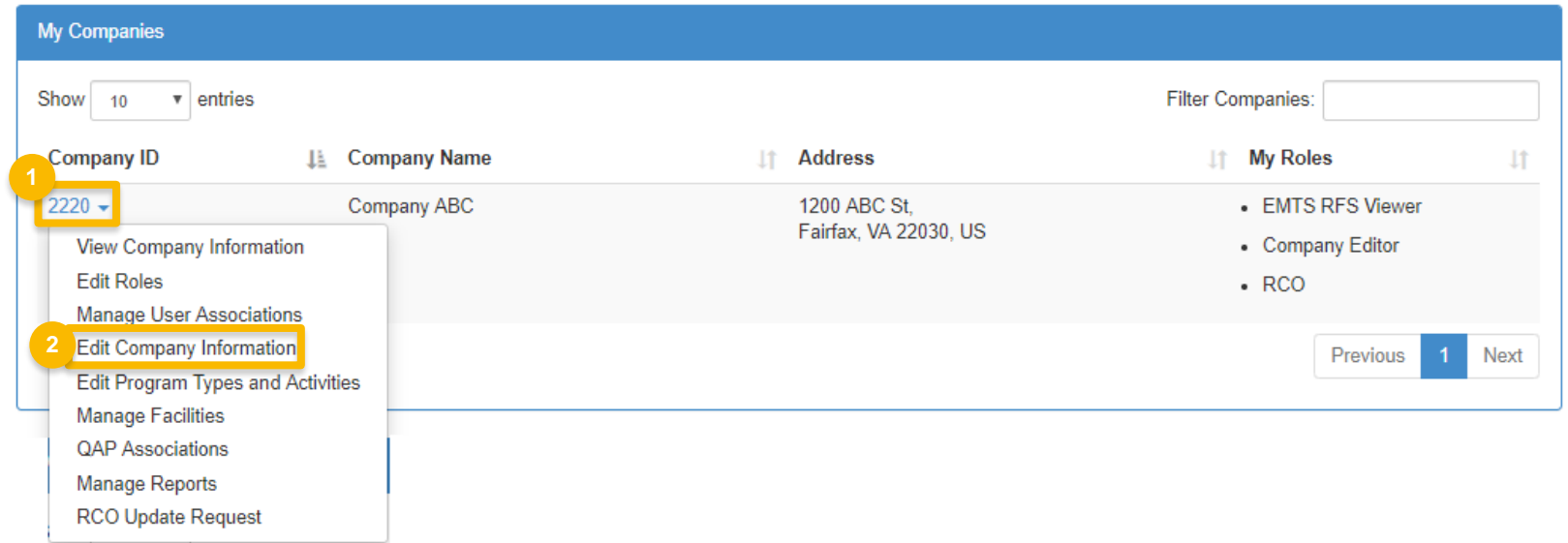
For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website:

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

Initiate the request

1. Click the **Company ID**
2. Select **Edit Company Information**

Steps continue on next slide...



The screenshot displays the 'My Companies' management interface. At the top, there's a blue header bar. Below it, a control bar shows 'Show 10 entries' and a 'Filter Companies' search input. The main content is a table with four columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row contains the data: '2220' (highlighted with a yellow box and a '1' in a yellow circle), 'Company ABC', '1200 ABC St, Fairfax, VA 22030, US', and a list of roles: 'EMTS RFS Viewer', 'Company Editor', and 'RCO'. A dropdown menu is open for the '2220' ID, showing options like 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information' (highlighted with a yellow box and a '2' in a yellow circle), 'Edit Program Types and Activities', 'Manage Facilities', 'QAP Associations', 'Manage Reports', and 'RCO Update Request'. At the bottom right, there are pagination controls: 'Previous', '1' (active), and 'Next'.

Edit company name and location

1. Edit the following company information (as applicable):

- Company Name
- Street Address
- Street Address (Line 2)
- City
- State
- Postal Code
- Country

2. Click **Save and Continue**

Steps continue on next slide...

Company Name and Location

Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

1

Company Name: *

Company ABC

Street Address: *

1200 ABC St

Street Address (Line 2):

Unit A

City: *

Fairfax

State: *

Virginia x ▾

Postal Code: *

22030

Country: *

UNITED STATES x ▾

⏪ Back

⬇ Save

2 Save & Continue ⏩

Review and submit request

1. Review the **Update Company Request**
2. Select **Reason for Change**
3. Add **Comments**
4. Click **Sign and Submit**

Steps continue on next slide...

1

Update Company Request

Request Information

Request ID: COM-14981

Request Type: Update Company

Request Status: Draft

Requestor Name: John Smith

Created On: 07/03/2019

Modified On: 07/03/2019

Requestor ID: JohnSmithCDXID

Submission: Initial

Requested Changes

Address 2 changed from null to Unit A

2

Reason for Change: * Other (No Engineering Review)

3

Comments: * New company address

Requested Company Details

Company ID: 2220

Company Name: Company ABC

Street Address: 1200 ABC St

Street Address 2: Unit A

City: Fairfax

State: VA

Postal Code: 22030

Country: US

Edit Company Information

Request History

Show 10 entries

Filter History

Date/Time

Description

07/03/2019 10:42 AM

Request Status changed from NONE to Draft by JohnSmithCDXID

Showing 1 to 1 of 1 entries

Previous

1

Next

4

Home Page

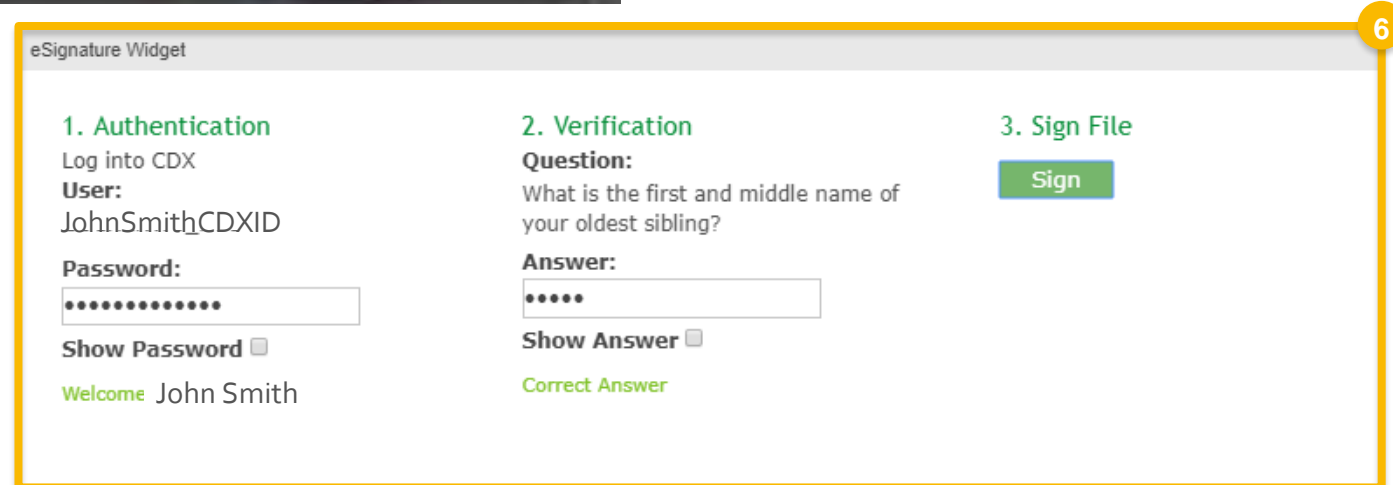
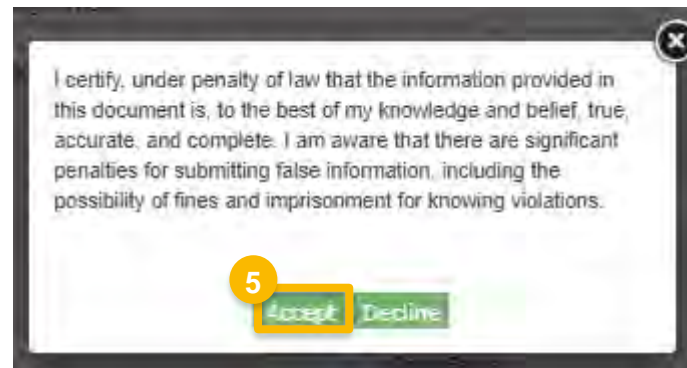
Cancel Request

Sign and Submit

Review and submit request (cont.)

5. Click **Accept**
6. Use the **eSignature Widget** to sign the request
7. 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 regarding any status changes to your request.

A screenshot of the "eSignature Widget" interface. It is divided into three sections: 1. Authentication, 2. Verification, and 3. Sign File. In the Authentication section, the user is logged into CDX with the username "JohnSmithCDXID" and a password field. In the Verification section, a question is asked: "What is the first and middle name of your oldest sibling?" with an answer field. In the Sign File section, there is a "Sign" button. The widget is outlined with a yellow border and a yellow circle with the number 6 is in the top right corner.A screenshot of the "My Pending Requests" section. It features a table with columns: Request ID, Request Type, Request Subject, Submitted By, Date Last Updated, and Status. A single entry is shown with Request ID "COM-14981", Request Type "Update Company", Request Subject "Company ABC", Submitted By "JohnSmithCDXID", Date Last Updated "07/03/2019", and Status "Awaiting Initial Review". The table is outlined with a yellow border and a yellow circle with the number 7 is in the top right corner.

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
COM-14981	Update Company	Company ABC	JohnSmithCDXID	07/03/2019	Awaiting Initial Review