

Job Aid



How to Associate a 40 CFR Part 79 Company to a 40 CFR Part 80 Company 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 be the Responsible Corporate Officer or a delegated user of a registered company with a 4-digit EPA Company ID

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

(Association can be accomplished by submitting a New Company or Company Program Type Request)

1. Click the Company ID
2. Select Edit Program Types and Activities

The screenshot displays the 'My Companies' interface in the EPA OTAQ Registration system. At the top, the EPA logo and 'OTAQ Registration' are visible, along with navigation links: 'Home', 'Create New Company', and 'Associate To Existing Company'. A user greeting 'Welcome to OTAQReg, Jennifer' is on the right. Below the header, the 'My Companies' section features a 'Show 10 entries' dropdown and a 'Filter Companies:' search box. A table lists company details with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first entry, '1041', is highlighted with a yellow box and labeled '1'. A dropdown menu is open for this entry, with 'Edit Program Types and Activities' selected and labeled '2'. Other menu options include 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Manage Facilities', 'QAP Associations', 'Manage Reports', and 'RCO Update Request'. The table also shows the address '123 Main Street, Anywhere, AL 12345, US' and roles 'Company Editor' and 'RCO'. A pagination bar at the bottom right shows 'Previous', '1', and 'Next'.

Review and edit company program type and activities

1. Answer **Yes** as appropriate to question, "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?"
2. Answer **Yes** to the question, "Is this company responsible for complying with the Part 79 registration and reporting requirements for a fuel or fuel additive product?"
3. Answer **Yes** to the question, "Has the fuel or fuel additive product that is managed by this company been assigned a nine-digit product ID through the submission of paper forms?"

Steps continue on next slide...

40 CFR Part 79 Company Information

What To Do

Each motor-vehicle gasoline, motor-vehicle diesel fuel, and fuel additive for either or both, is required to be registered under 40 CFR Part 79 and assigned a nine-digit product identifier.

In an effort to end the use of paper forms 3520-12 and 3520-13 under 40 CFR Part 79, EPA is transitioning all fuel and fuel additive registrations to this online system.

For fuel and fuel additive products that were assigned a nine-digit product ID prior to August 2020, the company that manufactures or imports the product must manage that product through a company that is registered in this online system.

1
Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? * Yes No

2
The registration of a fuel or fuel additive product under 40 CFR Part 79 can only be managed by one company. Is this company responsible for complying with the Part 79 registration and reporting requirements for a fuel or fuel additive product (i.e., updates to chemical composition, impurities, etc.)? If this company is using a fuel or fuel additive product that is managed by another company (i.e., parent, division, subsidiary, etc.), then answer NO. * Yes No

3
Has the fuel or fuel additive product that is managed by this company been assigned a nine-digit product ID through the submission of paper forms? If this company has not yet registered any products, answer NO. * Yes No

Associated 40 CFR Part 79 Companies

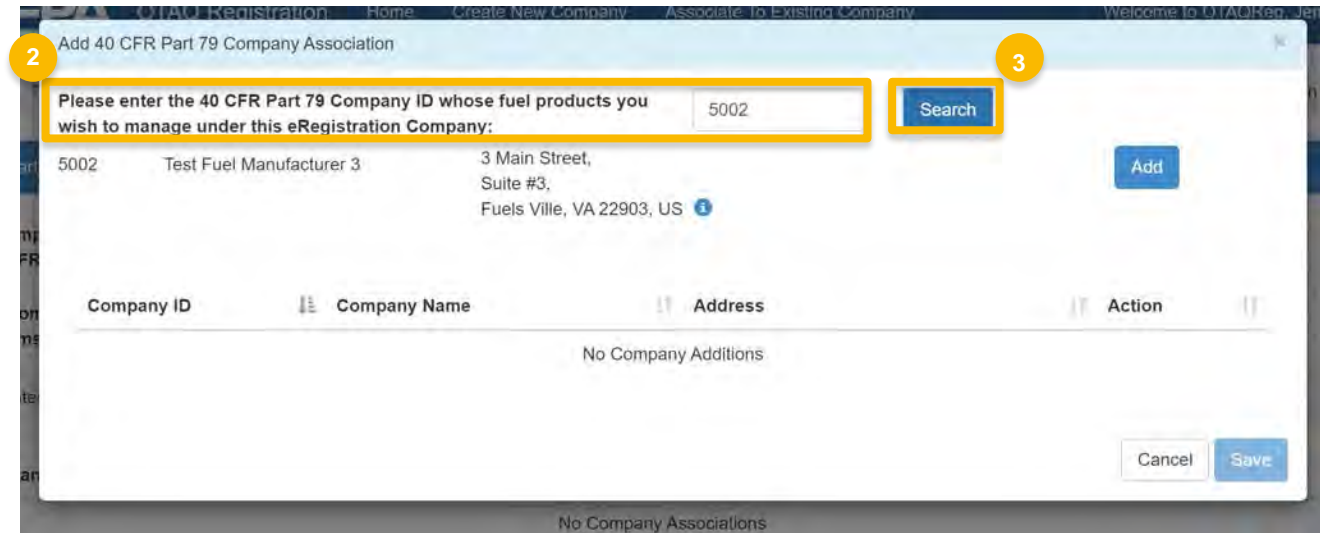
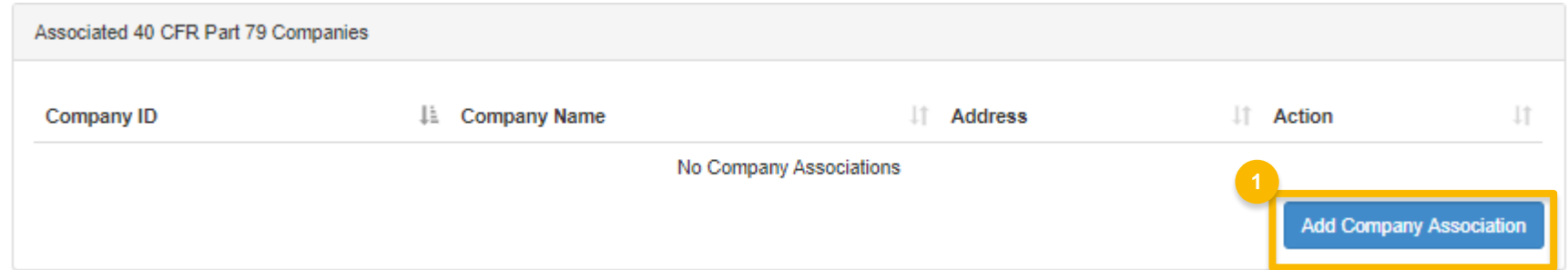
Company ID	Company Name	Address	Action
No Company Associations			

Add Company Association

Add Company Association

1. Click **Add Company Association**
2. **Enter** the 40 CFR Part 79 Company ID whose fuel product you wish to manage
3. Click **Search**

Steps continue on next slide...



Add Company Association (cont.)

4. **Review** the 40 CFR Part 79 company information populated in the search results
5. Click **Save**
6. The 40 CFR Part 79 company will show in your request under "Associated 40 CFR Part 79 Companies." Click **Save & Continue**

Add 40 CFR Part 79 Company Association

Please enter the 40 CFR Part 79 Company ID whose fuel products you wish to manage under this eRegistration Company:

Company ID	Company Name	Address	Action
5002	Test Fuel Manufacturer 3	3 Main Street, Suite #3, Fuels Ville, VA 22903, US	Delete

Associated 40 CFR Part 79 Companies

Company ID	Company Name	Address	Action
5002	Test Fuel Manufacturer 3	3 Main Street, Suite #3, Fuels Ville, VA 22903, US	Delete

Steps continue on next slide...

Review Additional Company/ User Role Associations

1. Review and Edit additional company/user role associations as appropriate
2. Click **Save & Continue**
3. Click **Save and Review**

Steps continue on next slide...

Additional Company/User Role Associations

Will you be submitting compliance reports and other information on behalf of this company? If you have questions about what these reports entail, please see the OTAQ help page [here](#). Yes

Will you need to edit this company's fuels or additive information? Yes

Will you be purchasing Biofuel Waiver Credits on behalf of this company? No

Will you be viewing ABT credit transaction via the EMTS application? No

Will you ALSO be SUBMITTING ABT credit transaction via the EMTS application? No

Will you be viewing RFS RIN transaction via the EMTS application? No

Will you ALSO be SUBMITTING RFS RIN transaction via the EMTS application? No

1

2

[Back](#) [Save](#) [Save & Continue](#)

Facility Management

[Add Facility](#)

Show 10 entries

ID	Name	Type	Status	Location	Actions
OTAQREG10248421	TEST BIODIESEL FACILITY	• Diesel/Biodiesel	Active	12 W POTOMAC ST BRUNSWICK, MD 21716	View View Reporting IDs Edit Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

3

[Back](#) [Save](#) [Save and Review](#)

Review Request and Indicate Reason for Change

1. Select the **Reason for Change** and continue to review the request prior to advancing forward.
2. **Enter** comments describing reason for submitting the request

Company Program Type Request

Request Information

Request ID: CPT-72	Created On: 04/13/2020
Request Type: Update Company Program Type	Modified On: 04/13/2020
Request Status: Draft	Requestor ID: JENNIFERDEV
Company Name: Test Biodiesel Manufacturer Company [1041]	Requestor Name: Jennifer Johnson
Submission: Initial	

Requested Changes

Company Fuel Association Question: "Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79?" changed from false to true

Company Fuel Association: 5002 - Test Fuel Manufacturer 3 Company was added

Company Fuel Association Question: "Has the company reported fuel and/or fuel additive data for 40 CFR Part 79 using paper forms?" changed from false to true

Reason for Change: * Other (No Engineering Review) 1

Comments: * Associating Part 79 Company with an eRegistration Company 2

Delegated Users: Submit and notify RCO

If you are a user that has been delegated by the RCO of the company:

1. Click **Submit and Notify RCO**
2. The request will appear in the My Pending Requests section of your home page with the status **Awaiting RCO Signature**
3. After the RCO of the company signs the request, the status will change to **Awaiting Initial Review**

If you are the RCO, continue to next slide for instructions...

Request History

Show 10 entries Filter History

Date/Time	Description
03/23/2020 7:18 PM	Request Status changed from NONE to Draft by AARONHARRISDEV2.

Showing 1 to 1 of 1 entries

Previous 1 Next

My Pending Requests

Show 10 entries Filter Requests:

1 Cancel Request **Submit and Notify RCO**

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
2 CPT-91	Update Company Program Type	Company ABC	AARONHARRISDEV2	03/23/2020	Awaiting RCO Signature

Showing 1 to 1 of 1 entries

Previous 1 Next

My Pending Requests

Show 10 entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
CPT-91	Update Company Program Type	Company ABC	AARONHARRISDEV2	03/23/2020	3 Awaiting Initial Review

Showing 1 to 1 of 1 entries

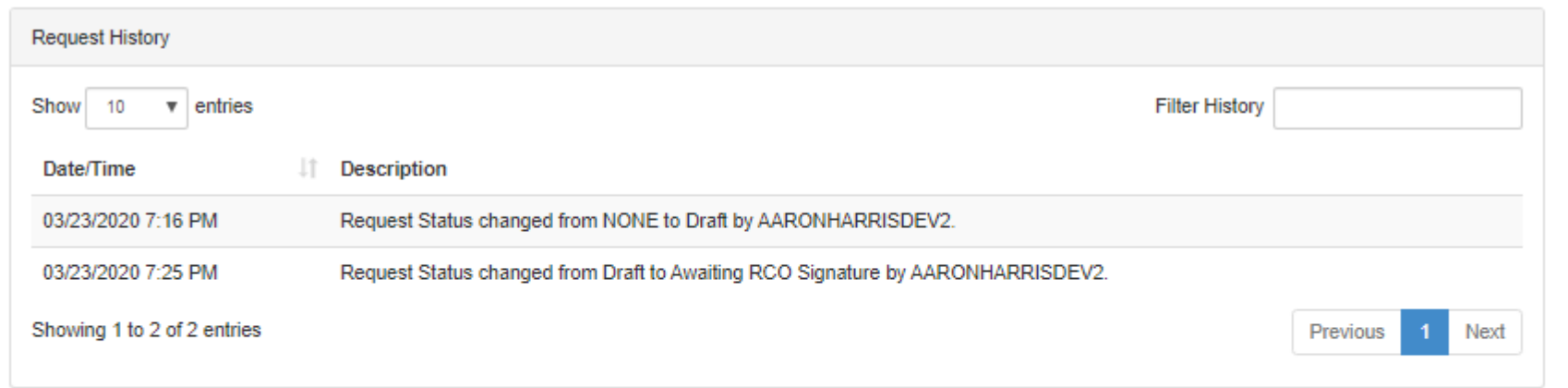
Previous 1 Next

RCOs: Sign and submit

If you are the RCO of the company:

1. Click **Sign and Submit**
2. Click **Accept**
3. Use the **eSignature Widget** to sign the request
4. 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.



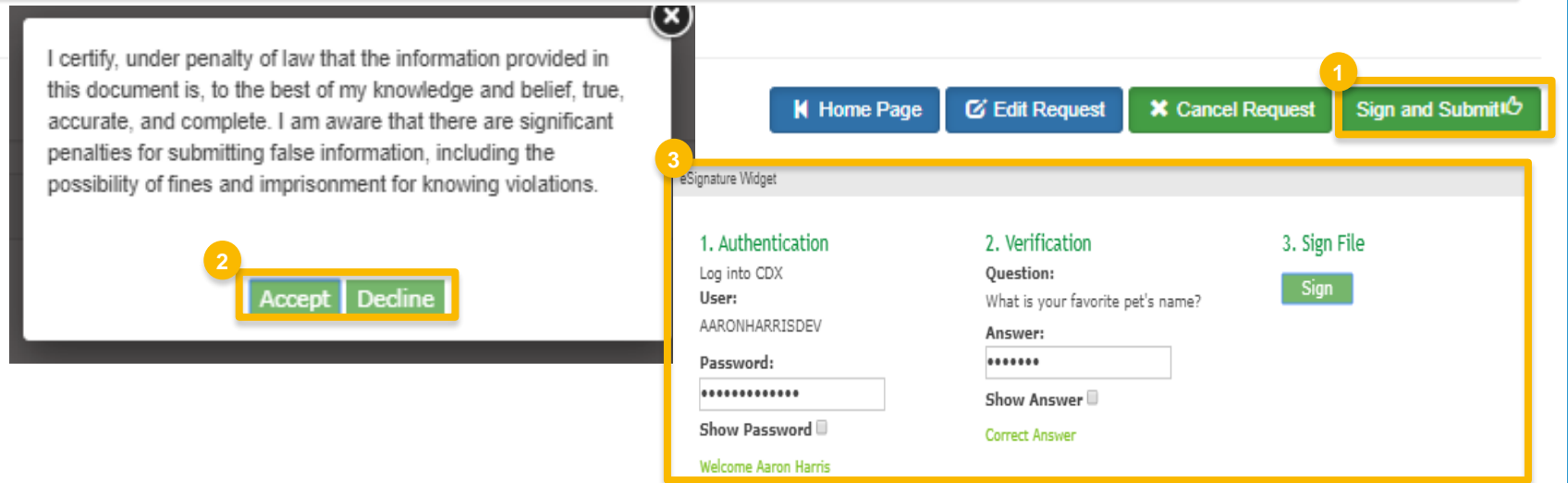
Request History

Show 10 entries Filter History

Date/Time	Description
03/23/2020 7:16 PM	Request Status changed from NONE to Draft by AARONHARRISDEV2.
03/23/2020 7:25 PM	Request Status changed from Draft to Awaiting RCO Signature by AARONHARRISDEV2.

Showing 1 to 2 of 2 entries

Previous 1 Next



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.

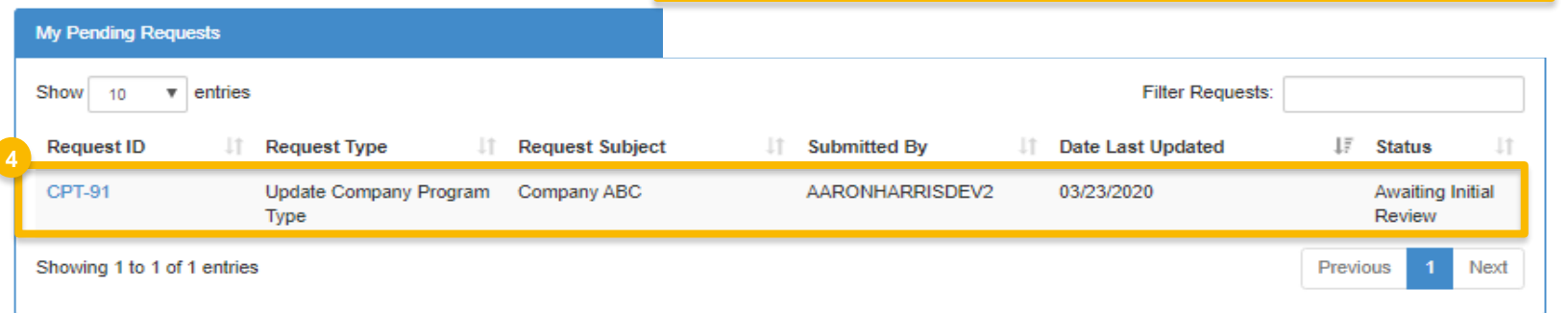
Accept Decline

Home Page Edit Request Cancel Request Sign and Submit

eSignature Widget

- 1. Authentication
Log into CDX
User: AARONHARRISDEV
Password: [redacted]
Show Password
- 2. Verification
Question: What is your favorite pet's name?
Answer: [redacted]
Show Answer
Correct Answer
- 3. Sign File
Sign

Welcome Aaron Harris



My Pending Requests

Show 10 entries Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
CPT-91	Update Company Program Type	Company ABC	AARONHARRISDEV2	03/23/2020	Awaiting Initial Review

Showing 1 to 1 of 1 entries

Previous 1 Next