

Job Aid



How to Register a New Company Subject to 40 CFR Part 79 & 40 CFR Part 80 in OTAQREG

This job aid is designed to provide a high-level overview of the process for registering a new company under Title 40 CFR in OTAQREG 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

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>

How to create a New Company Request

1. Click **Register New Company**
2. Enter the following company information
 - Company Name
 - Street Address
 - Street Address (Line 2)
 - City
 - State
 - Postal Code
 - Country
3. Click **Continue**

Steps continue on next slide...

Welcome to the OTAQ Fuels Registration application, in order to be EPA compliant you must enter your Company information. Please choose one of the options below.

Select this option if your Company has not been registered and does not have a 4-digit OTAQ ID number

Select this option to search for your Company that has been registered and has a 4-digit OTAQ ID Number

1

Register New Company

Search for Existing Company

2

Company Name and Location

Company Name:

Test Fuel Manufacturer Company

Street Address:

123 Main Street

Street Address (Line 2):

City:

Anywhere

State/Province:

Alabama

Postal Code:

12345

Country:

UNITED STATES

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Continue

How to create a New Company Request (cont.)

- Review Company Name and Location information

If you are the RCO of the company:

- Select **Yes** for the question "Are you the Responsible Corporate Officer for this company?"
- Enter RCO Title
- Click **Save and Continue**

If you are not the RCO of the company:

- Select **No** for the question "Are you the Responsible Corporate Officer for this company?"
- Enter RCO Email
- Click **Save and Continue**

Steps continue on next slide...

The screenshot shows the EPA OTAQ Registration form. At the top, there is a navigation bar with the EPA logo and links for "OTAQ Registration", "Home", "Create New Company", "Associate To Existing Company", and "Welcome to OTAQREG". Below this, a breadcrumb trail shows "Home" and "Company Information".

The form is divided into two main sections: "Company Name and Location" and "Responsible Corporate Officer (RCO) Information".

Company Name and Location:

- A note states: "Note: Address must be a street address and not a PO box. If you are entering an international address that has no postal code, enter '00000' for Postal Code."
- Company Name:** A text field containing "Test Fuel Manufacturer Company".
- Street Address:** A text field containing "123 Main Street".
- Street Address (Line 2):** An empty text field.
- City:** A dropdown menu with "Anywhere" selected.
- State/Province:** A dropdown menu with "Alabama" selected.
- Postal Code:** A text field containing "12345".
- Country:** A dropdown menu with "UNITED STATES" selected.

Responsible Corporate Officer (RCO) Information:

- A note states: "The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company."
- Are you the Responsible Corporate Officer for this company?:** A radio button question with "Yes" and "No" options. The "Yes" option is selected.
- RCO CDX User ID:** A text field containing "DEMOUSER".
- RCO Name:** A text field containing "Jennifer Johnson".
- RCO Title:** A text field containing "test".
- RCO Phone:** A text field containing "(434) 989-1236".
- RCO Email:** A text field containing "jennifer.johnson@csra.com".
- RCO Fax:** An empty text field.

At the bottom of the form, there are two sets of buttons: "Back", "Save", and "Save & Continue".

Numbered callouts (4-10) highlight specific parts of the form:

- 4:** The "Company Name and Location" section header.
- 5:** The "Are you the Responsible Corporate Officer for this company?" question.
- 6:** The "RCO Title" field.
- 7:** The "Save & Continue" button at the bottom right.
- 8:** The "Are you the Responsible Corporate Officer for this company?" question.
- 9:** The "RCO Email" field.
- 10:** The "Save & Continue" button at the bottom right.


How to create a New Company Request (cont.)


11. Select applicable Program Type and Business Activities
12. Click Save and Continue

Steps continue on next slide...










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Program Type and Business Activities


Are you an independent third party that will conduct audits of renewable fuel production under the Quality Assurance Plan (QAP) Program?  ☐ Yes ☒ No

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; do you blend Oxygenates; or are you an Independent Lab?  ☒ Yes ☐ No

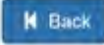

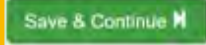
Business Activities For Gasoline Program Type

Ethanol Denaturant Producers and Importers 	<input type="radio"/> No
Independent Lab 	<input type="radio"/> No
Non-Renewable Fuels Importer 	<input type="radio"/> No
Oxygenate Blender 	<input type="radio"/> No
Oxygenate Producers and Importers 	<input type="radio"/> No
PADD Importer 	<input type="radio"/> No
Pentane Producer 	<input type="radio"/> No
Refiner 	<input checked="" type="radio"/> Yes
Small Refiner 	<input type="radio"/> No

Do you produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment?  ☐ Yes ☒ No

Do you produce, import, export or otherwise handle Renewable Fuels as defined under the Renewable Fuel Standard Program?  ☐ Yes ☒ No

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How to create a New Company Request (cont.)

13. Select appropriate **Foreign Bond Information**
14. Click **Save and Continue**
15. Provide additional information as appropriate (will differ depending on previously selected business activities)
16. Click **Save and Continue**

13

Foreign Bond Information

Does your company own or operate any foreign facilities? *

☐ Yes ☒ No

Foreign Bond Determination

Gasoline	<input checked="" type="radio"/> No
Renewable Fuel standard	<input checked="" type="radio"/> No

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

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[Home](#) [Company Information](#) [Program Types and Activities](#) [Foreign Bond Information](#) [Refiner Compliance](#)

Refiner Compliance Level

Are you a biodiesel/renewable diesel producer? *

☐ Yes ☒ No

Are you planning to conduct annual compliance reporting for your refineries in the aggregate or for each refinery individually as pursuant to 80.1406(c)(1)? *

Select Method of Compliance Level Reporting

Aggregation of Refineries *	<input checked="" type="radio"/> Yes
Refinery-by-Refinery *	<input type="radio"/> No

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

How to create a New Company Request (cont.)

17. 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?"
18. If you are new company, not using a fuel or fuel additive product that is managed by another company (i.e. parent, division, subsidiary, etc.), 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?"
19. If you are a new company, answer **No** 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?"
20. **Select** your Part 79 business activity as appropriate
21. Click **Save & Continue**
22. Click **Confirm** to the warning message

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.

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

18. 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

19. 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

Choose all that apply

20. Is this company a Fuel Manufacturer, Fuel Additive Manufacturer, or both?

Fuel Manufacturer ☐ No

Fuel Additive Manufacturer ☒ Yes

Warning

You will need to complete 3 steps to register your new company.

1. Complete the current registration.
2. After EPA approves, add your 40 CFR Part 79 fuels via the "Manage Fuel Products" option.
3. After EPA approves the new fuel product, enter your facilities via the "Manage Facilities" option.

21. Back Save Save & Continue

22. Cancel Confirm

How to create a New Company Request (cont.)

21. Review Additional Company/User Role Associations and select **Yes** or **No** as appropriate

22. Click **Save & Continue**

Steps continue on next slide...

The screenshot shows a web form titled "Additional Company/User Role Associations". It contains seven questions, each with a "Yes" or "No" radio button. An orange box labeled "21" highlights the right side of the form where the radio buttons are located. At the bottom of the form, there are three buttons: "Back", "Save", and "Save & Continue". An orange box labeled "22" highlights the "Save & Continue" button.

Additional Company/User Role Associations

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

Will you be viewing RFS RIN transaction via the EMTS application?

Will you ALSO be SUBMITTING RFS RIN transaction via the EMTS application?

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](#).

Will you be purchasing Biofuel Waiver Credits on behalf of this company?

Will you be viewing ABT credit transaction via the EMTS application?

Will you ALSO be SUBMITTING ABT credit transaction via the EMTS application?

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Back Save Save & Continue

Review and submit request

If you are the RCO of the company:

- 1. Click Sign and Submit

If you are not the RCO of the company:

- 2. Click Submit and Notify RCO

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

Request History

Show 10 entries

Filter History

Date/Time	Description
04/07/2020 3:48 PM	Request Status changed from NONE to Draft by DEMOUSER.

Showing 1 to 1 of 1 entries

Previous

1

Next

1

Home Page

Back

Cancel Request

Sign and Submit

2

Home Page

Back

Cancel Request

Submit and Notify RCO

Review and submit request(cont.)

3. Click **Accept**
4. Use the **eSignature Widget** to sign the request
5. 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.

The first screenshot shows a modal window with a certification statement: "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." Below the text are two buttons: "Accept" (highlighted with a yellow box and a yellow circle with the number 3) and "Decline".

The second screenshot shows the "eSignature Widget" interface. It is divided into three sections: "1. Authentication" (with fields for User: DEMOUSER and Password: [masked], and a "Show Password" checkbox), "2. Verification" (with a "Question:" "What is your favorite movie?", an "Answer:" input field, and a "Show Answer" checkbox), and "3. Sign File" (with a "Sign" button). A green message "Correct Answer" is visible below the verification section.

The third screenshot shows the "My Pending Requests" table. A yellow box highlights the first row, which is also pointed to by a yellow circle with the number 5. The row contains the following data: Request ID: COM-238, Request Type: New Company, Request Subject: Test Fuel Manufacturer Company, Submitted By: DEMOUSER, Date Last Updated: 04/07/2020, and Status: Awaiting Initial Review.

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
COM-238	New Company	Test Fuel Manufacturer Company	DEMOUSER	04/07/2020	Awaiting Initial Review