Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid

How to Change Program Types and Business Activities 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.
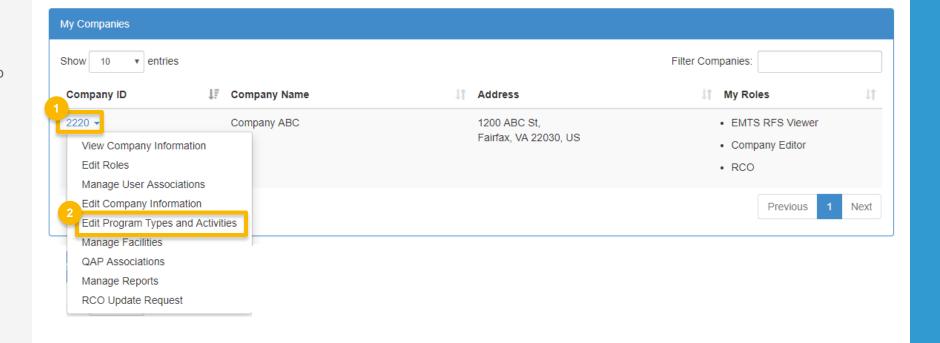
Before you begin:

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

❖ If company program types/business activities are correct and only facility program types/business activities need to be updated, please refer to the below job aids accordingly

❖ "**How to Add a New Facility to an Existing Company in OTAQREG**"

❖ "**How to Update a Renewable Fuel Producer Facility in OTAQREG**"

❖ Please proceed to the below steps to edit program types/business activities at the company level

1. Click the **Company ID**

2. Select **Edit Program Types and Activities**

Steps continue on next slide...

My Companies

Show [10 ▾] entries

Filter Companies: [ ]

Company ID	Company Name	Address	My Roles
① 2220 ▾	Company ABC	1200 ABC St, Fairfax, VA 22030, US	• EMTS RFS Viewer • Company Editor • RCO

View Company Information
Edit Roles
Manage User Associations
Edit Company Information
② Edit Program Types and Activities
Manage Facilities
QAP Associations
Manage Reports
RCO Update Request

Previous [1] Next

Edit program types and business activities

1. Make changes to program types/business activities at the company level

2. Click **Save and Continue**

❖ Changing program types/business activities at the company level may require updating program types/business activities for one or more facilities

Steps continue on next slide…

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

Are you an independent third party that conducts surveys on behalf of other companies under 40 CFR Part 1090? — ○ Yes ● No

Are you an independent third party that conducts attest audits on behalf of other companies under 40 CFR Part 1090? — ○ Yes ● No

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; or do you blend Oxygenates? — ○ Yes ● 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

Business Activities For *Renewable Fuel Standard* Program Type

Business Activity	
Foreign Undenatured Ethanol Producer ℹ	No
PADD Importer (Renewable Fuel Importer) ℹ	No
RFS Pathway Petition Submitter (80.1416) ℹ	No
RIN Owner Only (Blenders, Marketers, Traders) ℹ	No
Renewable Fuel Producer ℹ	Yes
Renewable Fuels Exporter ℹ	Yes
Renewable Fuels Importer ℹ	No
Small Blender (Blenders in 40 CFR 80.1440) ℹ	No

◀ Back ⤓ Save Save & Continue ▶

Edit program types and business activities (cont.)
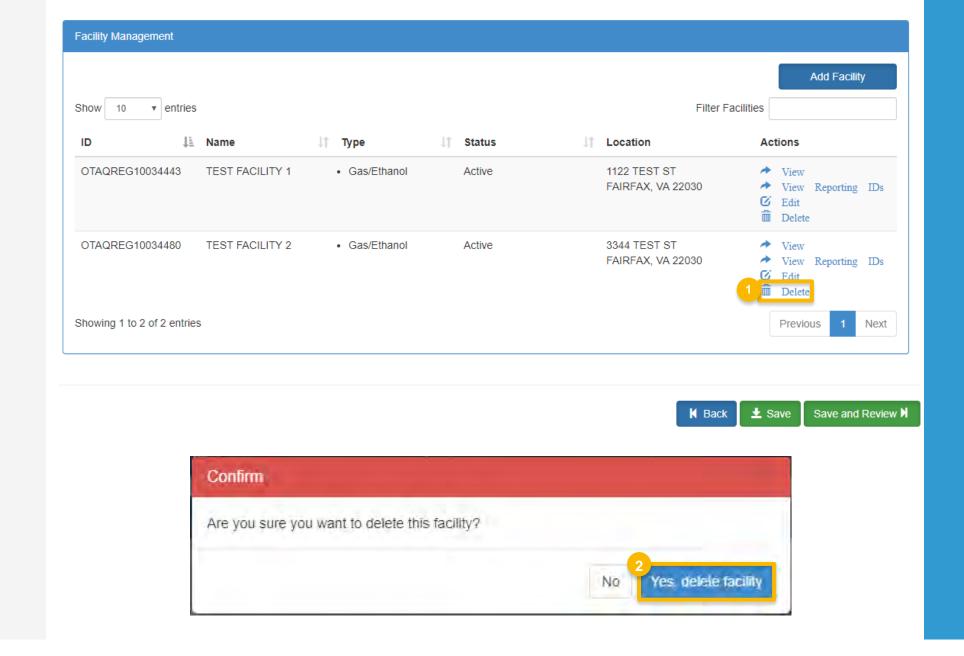
3. Select the appropriate **Foreign Bond Information**

4. Click **Save and Continue**

❖ If a new facility needs to be added, please refer to job aid **"How to Add a New Facility to an Existing Company in OTAQREG"**

❖ If a registered facility needs to be updated, please refer to job aid **"How to Update a Renewable Fuel Producer Facility in OTAQREG"**

❖ If changes in program types/business activities require a facility to be removed, please proceed to slide 5

5. If changes in program types/business activities do not require adding, updating, or removing a facility, click **Save and Review** and proceed to slide 7

Foreign Bond Information

Does your company own or operate any foreign facilities? *   ○ Yes   ● No

Foreign Bond Determination	
Gasoline	✖ No
Renewable Fuel standard	✖ No

Back   Save   Save & Continue ▶

Facility Management

Add Facility

Show 10 ▼ entries   Filter Facilities [   ]

ID	Name	Type	Status	Location	Actions
OTAQREG10034443	TEST FACILITY 1	• Gas/Ethanol	Active	1122 TEST ST FAIRFAX, VA 22030	➤ View ➤ View Reporting IDs ✎ Edit 🗑 Delete
OTAQREG10034480	TEST FACILITY 2	• Gas/Ethanol	Active	3344 TEST ST FAIRFAX, VA 22030	➤ View ➤ View Reporting IDs ✎ Edit 🗑 Delete

Showing 1 to 2 of 2 entries   Previous 1 Next

Back   Save   Save and Review ▶

Removing a registered facility

1. Click **Delete**

2. Click **Yes delete facility**

Steps continue on next slide...

Facility Management

Add Facility

Show [10 ▾] entries

Filter Facilities [   ]

ID	Name	Type	Status	Location	Actions
OTAQREG10034443	TEST FACILITY 1	• Gas/Ethanol	Active	1122 TEST ST FAIRFAX, VA 22030	View / View Reporting IDs / Edit / Delete
OTAQREG10034480	TEST FACILITY 2	• Gas/Ethanol	Active	3344 TEST ST FAIRFAX, VA 22030	View / View Reporting IDs / Edit / **Delete** (1)

Showing 1 to 2 of 2 entries

Previous | 1 | Next

◂ Back | ⬇ Save | Save and Review ▸

Confirm

Are you sure you want to delete this facility?

No | (2) **Yes, delete facility**

Removing a registered facility (cont)

3. Click **Save and Review**

Steps continue on next slide…

Facility Management

Add Facility

Show | 10 | v | entries   Filter Facilities [ ]

ID	Name	Type	Status	Location	Actions
OTAQREG10034443	TEST FACILITY 1	• Gas/Ethanol	Active	1122 TEST ST FAIRFAX, VA 22030	→ View → View Reporting IDs ✎ Edit 🗑 Delete

Showing 1 to 1 of 1 entries

Previous 1 Next
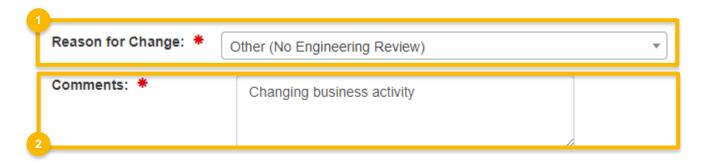
Back   Save   3 Save and Review

Indicate reason for change and submit your request

1. Select **Reason for Change**
2. Enter **Comments**
3. Click **Sign and Submit**

Steps continue on next slide...

1 Reason for Change: ✱ | Other (No Engineering Review) ▼

2 Comments: ✱ | Changing business activity

Request History

Show [10 ▼] entries   Filter History [   ]

Date/Time ↕	Description
07/15/2019 1:59 PM	Request Status changed from NONE to Draft by JohnSmithCDXID

Showing 1 to 1 of 1 entries   Previous [1] Next

◀ Home Page   ✖ Cancel Request   **3** Sign and Submit👍

Indicate reason for change and submit your 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 regarding any status changes to your request.

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.

3

Accept   Decline

4

eSignature Widget

1. Authentication
Log into CDX
User:
JohnSmithCDXID
Password:
●●●●●●●●●●●●●●
Show Password ☐
Welcome John Smith

2. Verification
Question:
What is the first and middle name of your oldest sibling?
Answer:
●●●●●
Show Answer ☐
Correct Answer

3. Sign File
Sign

My Pending Requests

Show 10 ▼ entries   Filter Requests:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
5 CPT-14987	Update Company Program Type	Company ABC	JohnSmithCDXID	07/16/2019	Awaiting Initial Review

Showing 1 to 1 of 1 entries   Previous 1 Next