How to Edit Delegated User Roles 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 (RCO), Delegated RCO, 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

**Skip to instructions for:**

- Delegated user of the company
- RCO or Delegated RCO of the company
Submit Updated User Association Request as Delegated User

1. Click the Company ID
2. Select Edit Roles
3. Select or remove the appropriate roles
4. If you desire to disassociate from the company, please click the Disassociate button. (This option is only available for current Delegated Users and Delegated RCOs, not for RCOs)
5. Click Save and Continue

Steps continue on next slide…
Submit Updated User Association Request as Delegated User (cont.)

6. If you selected the **Disassociate** button on the previous screen, confirm by selecting **OK** on this confirmation screen.

7. If you did not select the **Disassociate** button on the previous screen, skip to next slide.

Steps continue on next slide...
Submit Updated User Association Request as Delegated User (cont.)

8. Select Other (No Engineering Review) in the required **Reason for Change** field.

9. Add comment (required)

10. Click **Submit and Notify RCO**.

11. The request will appear in the **My Pending Requests** section on your OTAQREG home page with the status "Awaiting RCO Signature".

12. Once the RCO or the Delegated RCO of the company activates the user association request, the requested role changes will be reflected under **My Roles** in the **My Companies** section of your OTAQREG home page.
Manage User Roles as RCO or Delegated RCO

Note: One of the new features of the enhanced version of OTAQREG is the ability for a company to identify a single individual as a Delegated RCO. The Delegated RCO can perform the same functions as the RCO within the EPA Fuels Program services.

1. Click the Company ID
2. Select Manage User Associations
3. Click Edit Roles

- RCO or Delegated RCO can manage roles for ALL delegated users. Please select the user whose roles you want to change.

Steps continue on next slide...
Manage User Roles as RCO or Delegated RCO (cont.)

4. Select or remove the appropriate roles
5. Click Save and Continue
6. Click Accept
7. Sign the request using the eSignature Widget

Steps continue on next slide...
Manage User Roles as RCO or Delegated RCO (cont.)

- After signing the request, the requested role changes will be reflected under **Roles** in the **Users** section on the **Company Information** page.
- Any changes in roles related to EMTS will not be reflected until a sync occurs between the OTAQREG and OTAQEMTS program services overnight.

<table>
<thead>
<tr>
<th>User ID</th>
<th>Name</th>
<th>Roles</th>
</tr>
</thead>
<tbody>
<tr>
<td>RCO CDX User ID</td>
<td>RCO Name</td>
<td>Fuel Product Additive Editor, Company Editor, Part 80 1090 Report Submitter, RCO</td>
</tr>
<tr>
<td>Delegated User CDX User ID</td>
<td>Delegated User Name</td>
<td>Fuel Product Additive Editor, Company Editor, Part 80 1090 Report Submitter, RCO</td>
</tr>
</tbody>
</table>

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