How to Associate a 40 CFR Part 79 Company to a 40 CFR Part 80 and/or 1090 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

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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...
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 Part 79 company information populated in the search results

5. **Click Save**

6. The Part 79 company will show in your request under “Associated 40 CFR Part 79 Companies.” Click **Save & Continue**

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…
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.

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### Company Program Type Request

<table>
<thead>
<tr>
<th>Request Information</th>
</tr>
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<tbody>
<tr>
<td>Request ID: CPT-72</td>
</tr>
<tr>
<td>Request Type: Update Company Program Type</td>
</tr>
<tr>
<td>Request Status: Draft</td>
</tr>
<tr>
<td>Company Name: Test Biodiesel Manufacturer Company [1041]</td>
</tr>
<tr>
<td>Submission: Initial</td>
</tr>
</tbody>
</table>

<table>
<thead>
<tr>
<th>Requested Changes</th>
</tr>
</thead>
<tbody>
<tr>
<td>Created On: 04/13/2020</td>
</tr>
<tr>
<td>Modified On: 04/13/2020</td>
</tr>
<tr>
<td>Requestor ID: JENNIFERDEV</td>
</tr>
<tr>
<td>Requestor Name: Jennifer Johnson</td>
</tr>
</tbody>
</table>

- **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)**

### Comments:

- Associating Part 79 Company with an eRegistration Company
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...
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 homepage with the status Awaiting Initial Review

You will receive an email notification when EPA reviews and activates the request.