

Job Aid



How to Register a New Company as Initial Registration Submissions

This job aid is designed to provide a high-level overview of the process for registering a new company as Initial Registration Submissions in OTAQREG so that you can start using the new functionality as quickly as possible.

The Initial Registration Submissions business activity is intended for use by companies that will need to securely submit additional registration documentation (e.g. renewable fuel producers, biointermediate producers) before registering with their ultimate business activities.

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 Register a New Company as Initial Registration Submissions

1. Click **Create 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...

The image is a screenshot of the "Company Name and Location" registration form. The form is titled "Company Name and Location" and is enclosed in a blue header. It contains several input fields: "Company Name:" with the text "Company Name Inc"; "Street Address:" with the text "123 Main St"; "Street Address (Line 2):" which is empty; "City:" with the text "Fairfax"; "State/Province:" with a dropdown menu showing "Virginia"; "Postal Code:" with the text "22030"; and "Country:" with a dropdown menu showing "UNITED STATES". A blue "Continue" button is located at the bottom right of the form. A yellow box highlights the entire form area, and a circled '2' is placed at the top left corner of the form. A circled '3' is placed at the bottom right corner of the form, near the "Continue" button.

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- 4. Review Company Name and Location information

If you are the RCO of the company:

- 5. Answer **Yes** to question "Are you the Responsible Corporate Officer for this company?"
- 6. Enter RCO Title
- 7. Click **Save and Continue**

If you are not the RCO of the company:

- 8. Answer **No** to question "Are you the Responsible Corporate Officer for this company?"
- 9. Enter RCO Email
- 10. Click **Save and Continue**

Steps continue on next slide...

Company Name and Location

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.

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Company Name *
Company Name Inc

Street Address: *
123 Main St

Street Address (Line 2):

City: *
Fairfax

State/Province: *
Virginia

Postal Code: *
22030

Country: *
UNITED STATES

Responsible Corporate Officer (RCO) Information

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.

5

Are you the Responsible Corporate Officer for this company? *
 Yes No

RCO CDX User ID: ⓘ
User_ID

RCO Name:
First Last

6

RCO Title: *
Title

RCO Phone:
(123) 456-7890

RCO Email: *
First.Last@company.com

RCO Fax:

Responsible Corporate Officer (RCO) Information

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.

8

Are you the Responsible Corporate Officer for this company? *
 Yes No

9

RCO Email: *
First.Last@company.com

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◀ Back Save Save & Continue ▶

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- 11. Answer **Yes** to question “Are you required to submit Engineering Reviews (ER) via ER Webform and/or documents via DCFuels in order to register your company activities?”
- 12. Click **Save & Continue**
- 13. Answer as appropriate to question “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.”
- 14. Click **Save & Continue**

Steps continue on next slide...

Program Type and Business Activities

11 Are you required to submit Engineering Reviews (ER) via ER Webform and/or documents via DCFuels in order to register your company activities? *

Yes No

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⏪ Back Save Save & Continue ⏩

Additional Company/User Role Associations

13 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](#).

No

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⏪ Back Save Save & Continue ⏩

How to Register a New Company as Initial Registration Submissions

15. Review the Company Request

If you are the RCO of the company:

16. Click Sign and Submit

❖ Please proceed to step 19 (next slide)

If you are not the RCO of the company:

17. Click Submit and Notify RCO

18. The request will appear in the My Requests section of your home page with the status **Awaiting RCO Signature**

Steps continue on next slide...

Company Request

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Request Information

Request ID: COM-32055	Created On: 08/23/2022
Request Type: New Company	Modified On: 08/23/2022
Request Status: Draft	Requestor ID: User_ID
Company Name: Company Name Inc [1234]	Requestor Name: First Last
Submission: Initial	

Requested Company Details

Company ID: 1839	City: Fairfax	Edit Company Information
Company Name: Company Name Inc [1234]	State: VA	
Street Address: 123 Main St	Postal Code: 22030	
Street Address 2:	Country: US	

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Home Page Back Cancel Request Sign and Submit

Submit and Notify RCO

My Requests

Pending Withdrawn Rejected

Show 10 entries Search:

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
COM-32056	New Company	Company Name Inc - 1234	User_ID	08/23/2022	Awaiting RCO Signature

Showing 1 to 1 of 1 entries

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If you are the RCO of the company (*cont'd*):

- 19. Click **Accept**
- 20. Use the **eSignature Widget** to sign the request
- 21. The request will appear in the My 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.

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.

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Accept

Decline

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eSignature Widget

1. Authentication

Log into CDX

User:

User_ID

Password:

.....

Show Password

2. Verification

Question:

What is your favorite movie?

Answer:

Show Answer

Correct Answer

3. Sign File

Sign

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My Requests						
Pending Withdrawn Rejected						
Show 10 entries						Filter Requests:
Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status	
COM-236	New Company	Company Name Inc	User_ID	04/07/2020	Awaiting Initial Review	

Showing 1 to 1 of 1 entries

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