

## Job Aid



# How to Approve an Attest Auditor Association Request as an Attest Auditor

This job aid is designed to provide a high-level overview of this task so that you can start using the attest auditor functionalities 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 following user roles in OTAQREG on behalf of the attest auditor company
  - RCO
4. Your company must be registered with the Attest Auditor business activity
5. There must be an Attest Auditor Association (ATT) request initiated by the regulated party

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>

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The RCO Task List will list any pending tasks in status "Awaiting RCO Approval"

1. Click the appropriate **Request ID**

Request ID	Request Type	Request Subject	Submitted By	Date Last Updated	Status
ATT-32593	New Attest Auditor Association	Company ABC	UserName	02/14/2023	Awaiting RCO Approval

Showing 1 to 1 of 1 entries (filtered from 2 total entries)

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*Steps continue on next slide...*

# How to Approve an Attest Auditor Association Request as an Attest Auditor

2. Review the **Attest Auditor Association Request** details
3. To cancel the request, click **Reject Request**
4. To activate the request, click **Sign and Approve**

❖ Proceed to step 5 (next slide)

Steps continue on next slide...

# How to Approve an Attest Auditor Association Request as an Attest Auditor

- 5. Click **Accept**
- 6. Use the **eSignature Widget** to sign the request

