Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid

EPA

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: <u>https://www.epa.gov/fuels-registration-reporting-and-compliance-help</u>

1

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

1. Click the appropriate Request ID



Steps continue on next slide...

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- 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)

est Auditor Association Request	
Request Information	
Request ID: ATT-32593 Request Type: New Attest Request Status: Awaiting F Company Name: Compan Submission: Initial	Auditor Association Date Information Start Date: 02/01/2023 End Date: No End Date Provided
Requested Attest Association Inf	Company Audit Procedures
Auditor Information	Please select all company-level audit procedures (if any) for which the auditor is being engaged: RFS Exporters
Auditor Type: Independe	Facility Audit Procedures
Company Details	Please identify all facilities at which audits are being conducted and select all the audit
Company ID: 196 Company Name: Street Address:	procedures for which the auditor is being engaged at each facility: Facility Name: MAGELLAN NASHVILLE #2 Program ID: OTAQREG10214711 RFS Exporters
Sueer Address 2	Poguest History
Responsible Corpora	Show 10 v entries Filter History
RCO CDX User I	Date/Time Description
RCO Name: Lind RCO Title: COO	02/14/2023 4:43 PM Request Status changed from NONE to Draft by LINDALINDAL
	02/14/2023 4:43 PM Request Status changed from Draft to Awaiting RCO Approval by LINDALINDAL.
	Showing 1 to 2 of 2 entries Previous 1 Next
	Image 3 4 Image Image X Reject Request Sign and Approvento

Steps continue on next slide...

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

irate, and complete. I am aware that the alties for submitting false information, ind	re are significant	
5 Accept Decline		
ignature Widget		
ignature Widget 1. Authentication	2. Verification	3. Sign File
ignature Widget 1. Authentication Log into CDX	2. Verification Question:	3. Sign File
ignature Widget 1. Authentication Log into CDX User:	2. Verification Question: What is your favorite movie?	3. Sign File
ignature Widget 1. Authentication Log into CDX User: User_ID	2. Verification Question: What is your favorite movie? Answer:	3. Sign File
ignature Widget 1. Authentication Log into CDX User: User_ID Password:	2. Verification Question: What is your favorite movie? Answer:	3. Sign File Sign