

Job Aid



How to Associate your Company with 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 regulated party
 - Company Editor or RCO
 - Part 80/1090 Report Submitter

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:

- [How to Update your Company's Attest Submission Requirement](#)
- [How to Associate to an Attest Auditor](#)

How to Update your Company's Attest Submission Requirement

1. Click the **Company ID** for the appropriate regulated party
2. Select **Edit Program Types and Activities**

The screenshot shows the 'My Companies' interface. At the top, there is a header 'My Companies' and a search filter 'Filter Companies: 1601'. Below this is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row shows '1601' as the Company ID, 'Renewable Fuel Producer - Test' as the Company Name, '123 Main St, Fairfax, VA 22030, US' as the Address, and 'RCO' and 'Company Editor' as the roles. A dropdown menu is open for the '1601' Company ID, with options: 'View Company Information', 'Edit Roles', 'Manage User Associations', 'Edit Company Information', 'Edit Program Types and Activities' (highlighted), 'Manage Facilities', 'QAP Associations', and 'RCO Update Request'. A 'Previous 1 Next' pagination control is visible at the bottom right of the table.

Steps continue on next slide...

How to Update your Company's Attest Submission Requirement

3. On the Program Type and Business Activities screen, click **Save & Continue**

Steps continue on next slide...

Program Type and Business Activities

Are you required to submit Engineering Reviews (ER) via ER Webform and/or documents via DCFuels in order to register your company activities? If you have already had your company activated, select No and select the appropriate company type below. Yes No

Are you an independent third party that will conduct audits of renewable fuel production under the Quality Assurance Plan (QAP) Program? Yes No

Are you an independent third party that conducts surveys on behalf of other companies under 40 CFR Part 1090? Yes No

Are you an independent third party that conducts attest audits on behalf of other companies under 40 CFR Part 1090? Yes No

Do you produce or import Gasoline, Reformulated Gasoline, Pentane, Ethanol Denaturant, or Oxygenates; or do you blend Oxygenates? Yes No

Do you produce or import Diesel fuel that is used to power highway vehicles and/or non-road engines and equipment? Yes No

Do you produce, import, export or otherwise handle Renewable Fuels or Biointermediate Products as defined under the Renewable Fuel Standard Program? Yes No

Business Activities For *Renewable Fuel Standard* Program Type

Biointermediate Producer ⓘ	<input type="radio"/> No
Foreign Udenatured Ethanol Producer ⓘ	<input type="radio"/> No
PADD Importer (Renewable Fuel Importer) ⓘ	<input type="radio"/> No
Renewable Fuel Producer ⓘ	<input checked="" type="radio"/> Yes
Renewable Fuels Exporter ⓘ	<input type="radio"/> No
Renewable Fuels Importer ⓘ	<input type="radio"/> No
RFS Pathway Petition Submitter (80.1416) ⓘ	<input type="radio"/> No
RIN Owner Only (Blenders, Marketers, Traders) ⓘ	<input type="radio"/> No
Small Blender (Blenders in 40 CFR 80.1440) ⓘ	<input type="radio"/> No

⏪ Back

📄 Save

3 Save & Continue ⏩

How to Update your Company's Attest Submission Requirement

- 4. On the Foreign Bond Information screen, click **Save & Continue**

Foreign Bond Information

Does your company own or operate any foreign facilities? * Yes No

Foreign Bond Determination	
Gasoline	<input checked="" type="radio"/> No
Renewable Fuel standard	<input checked="" type="radio"/> No

◀ Back Save **4** Save & Continue ▶

Steps continue on next slide...

How to Update your Company's Attest Submission Requirement

5. On the **Attest Submission Information** screen, you will be asked the question "*Is this company required to submit one or more annual attest audit reports?*"
Select **Yes**
6. Click **Save & Continue**

Attest Submission Information

Is this company required to submit one or more annual attest audit reports? *

Yes No

◀ Back Save Save & Continue ▶

Steps continue on next slide...

How to Update your Company's Attest Submission Requirement

- 7. On the **40 CFR Part 79 Company Information** screen, click **Save & Continue**
- 8. On the **Facility Management** screen, click **Save and Review**

40 CFR Part 79 Company Information

What To Do

Each motor-vehicle gasoline, motor-vehicle diesel fuel, and fuel additive for either or both, is required to be registered under 40 CFR Part 79 and assigned a nine-digit product identifier.

In an effort to end the use of paper forms 3520-12 and 3520-13 under 40 CFR Part 79, EPA is transitioning all fuel and fuel additive registrations to this online system.

For fuel and fuel additive products that were assigned a nine-digit product ID prior to August 2020, the company that manufactures or imports the product must manage that product through a company that is registered in this online system.

Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? * Yes No

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Back Save Save & Continue

Facility Management

Show 10 entries Filter Facilities

Add Facility

ID	Name	Type	Status	Location	Actions
OTAQREG10024928	EAST TEXAS RENEWABLES, LLC	Gas/Ethanol	Active	12942 FM2767 TYLER, TX 75708	View View Reporting IDs Edit Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

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Back Save Save and Review

Steps continue on next slide...

How to Update your Company's Attest Submission Requirement

- 9. On the **Company Program Type Request** screen, under section **Requested Changes**, Click on the **Reason for Change** drop-down menu and select "Other (No Engineering Review)"
- 10. Enter details into the **Comments** section

The screenshot shows the 'Requested Changes' section of a form. A text box contains the message 'Company Attest Submission Requirement changed from false to true'. Below this, the 'Reason for Change' dropdown menu is open, displaying a list of options: 'Other (No Engineering Review)', 'New Facility (with Engineering Review)', 'Facility ownership change (new Engineering Review)', 'Facility ownership change (carry over Engineering Review)', 'Three Year Update Engineering Review', and 'Facility Update (with Engineering Review)'. The 'Other (No Engineering Review)' option is highlighted in blue. A yellow circle with the number '9' is positioned above the dropdown menu. The 'Comments' field is currently empty.

The screenshot shows the 'Requested Changes' section of a form. A text box contains the message 'Company Attest Submission Requirement changed from false to true'. Below this, the 'Reason for Change' dropdown menu is closed, showing 'Other (No Engineering Review)' as the selected option. The 'Comments' field now contains the text 'Updating Attest Audit requirement'. A yellow circle with the number '10' is positioned above the comments text box.

Steps continue on next slide...

How to Update your Company's Attest Submission Requirement

11. Review the Company Program Type (CPT) Request

If you are the RCO of the company:

12. Click **Sign and Submit** and proceed with the eSignature steps

The request will appear in the My Requests section of your home page with the status Awaiting Initial Review

If you are not the RCO of the company:

13. Click **Submit and Notify RCO**

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

❖ *NOTE: The CPT request will need to be activated by EPA before you will be able to proceed to the next steps.*

Company Program Type Request

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Request Information

Request ID: CPT-26253
Request Type: Update Company Program Type
Request Status: Draft
Company Name: Renewable Fuel Producer - Test [1601]
Submission: Initial

Created On: 01/31/2023
Modified On: 01/31/2023
Requestor ID: RCOLINDA
Requestor Name: Linda Kim

Requested Company Program Types and Business Activities

Edit Company Programs and Business Activities

Program Types and Business Activities

Renewable Fuel Standard
Renewable Fuel Producer

Foreign Bond Information

Gasoline: No
Renewable Fuel standard: No

Attest Submission Information

Is this company required to submit one or more annual attest audit reports? Yes

40 CFR Part 79 Company Information

Is this company required to submit fuel and/or fuel additive information to comply with 40 CFR Part 79? No

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Home Page Cancel Request Sign and Submit

13

Cancel Request Submit and Notify RCO

How to Associate to an Attest Auditor

14. On the OTAQREG homepage, click the **Company ID** for the appropriate regulated party

15. Select **Manage Attest Auditor Associations**

❖ *NOTE: If you do not see this option in the drop-down menu, you will first need to submit an Update Company Program Type (CPT) request to update your company's attest submission requirement: [How to Update your Company's Attest Submission Requirement](#) Once EPA has activated your CPT request, you may then proceed with the steps above.*

Steps continue on next slide...

Company ID	Company Name	Address	My Roles
1961	Attest Auditor Inc	123 Main St, Fairfax, VA 22030, US	<ul style="list-style-type: none">Part 80/1090 Report SubmitterCompany Editor
1965	Renewable Fuel Producer Inc	123 Main St, Fairfax, VA 22030, US	<ul style="list-style-type: none">Part 80/1090 Report SubmitterCompany Editor

Showing 1 to 2 of 2 entries

Filter Companies:

Previous 1 Next

-
- View Company Information
 - Edit Roles
 - Edit Company Information
 - Edit Program Types and Activities
 - Manage Facilities
 - QAP Associations
 - Manage Attest Auditor Associations**
 - RCO Update Request
 - Manage ER Submissions
 - Manage Attest Submissions
 - Manage Reports

How to Associate to an Attest Auditor

16. Click Create New Association

Attest Auditor Associations for Renewable Fuel Producer Inc [1965]

Show entries

Filter associations

Auditor Company (ID)	Start Date	End Date	Actions
There are no Associations to display.			

Showing 0 to 0 of 0 entries

Previous Next

Back

Steps continue on next slide...

How to Associate to an Attest Auditor

17. Select the appropriate Auditor Type

- Independent Auditor
- Certified Internal Auditor

If you select Independent Auditor:

18. Click Search for Attest Auditor Company

19. Enter Company Name and Location details

20. Click Search

21. Click Select

❖ Proceed to step 22 (*next slide*)

If you select Certified Internal Auditor:

❖ Proceed to step 22 (*next slide*)

Steps continue on next slide...

The screenshot shows a web form titled "Attest Auditor Association Information". It is divided into two main sections: "Auditor Information" and "Company Name and Location".

Auditor Information: A callout box labeled "17" highlights the "Select the Auditor Type:" section, which contains two radio buttons: "Independent Auditor" (selected) and "Certified Internal Auditor".

Company Name and Location: A callout box labeled "19" highlights the entire form area. It contains several input fields: "Company ID" (1961), "Company Name" (Attest Auditor Inc), "Street Address" (123 Main St), "Street Address (Line 2)", "City" (Fairfax), "State/Province" (Select a State...), "Postal Code", and "Country" (UNITED STATES). A callout box labeled "18" highlights a "Search For Attest Auditor Company" button at the top right of this section.

Search Results: A callout box labeled "20" highlights a "Search" button at the bottom right of the form. Below the form, a "Search Results" panel is shown. It includes a "Show 10 entries" dropdown, a "Filter Companies" input field, and a table with the following data:

Company Id	Company Name	Address	Actions
1961	Attest Auditor Inc	123 Main St Fairfax, VA 22030	Select

A callout box labeled "21" highlights the "Select" button in the Actions column of the table. At the bottom of the search results, it says "Showing 1 to 1 of 1 entries" and includes "Previous", "1", and "Next" navigation buttons.

How to Associate to an Attest Auditor

22. Enter Auditor Association Date Information details

- Association Start date (required)
- Association End date (not required)

23. Select the appropriate Company Audit Procedures

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Auditor Association Date Information

Provide an association start date *

Provide an association end date

December 2022

Su	Mo	Tu	We	Th	Fr	Sa
				1	2	3
4	5	6	7	8	9	10
11	12	13	14	15	16	17
18	19	20	21	22	23	24
25	26	27	28	29	30	31

procedures (if any) for which the auditor is being engaged:

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Audit Procedure Information

Company Audit Procedures

Please select all company-level audit procedures (if any) for which the auditor is being engaged:

- RFS Obligated Parties
- RFS Exporters
- RFS RIN Generators
- RFS Others Owning RINs
- RFS Independent Auditors
- RFS NTDF Recertification

for which the auditor is

Add Facility

Steps continue on next slide...

How to Associate to an Attest Auditor

24. Click **Add Facility**

25. Select the appropriate facility from the **Add Facility** drop-down menu

26. Click **Add**

Audit Procedure Information

Company Audit Procedures

Please select all company-level audit procedures (if any) for which the auditor is being engaged:

x RFS Obligated Parties

Facility Audit Procedures

Please identify all facilities at which audits are being conducted and select all the audit procedures for which the auditor is being engaged at each facility:

24 **Add Facility**

Add Facility

25 Select a registered facility...

TEST FACILITY EXAMPLE (OTAQREG1000...

26 **Add**

Cancel

Steps continue on next slide...

How to Associate to an Attest Auditor

27. Select the appropriate **Facility Audit Procedures**

28. Click **Save and Continue**

Facility Audit Procedures

Please identify all facilities at which audits are being conducted and select all the audit procedures for which the auditor is being engaged at each facility:

Add Facility

Facility Name: TEST FACILITY Program ID: OTAQREG10001234 **Remove**

EXAMPLE

Facility Audit Procedures: *

- RFS Obligated Parties
- RFS Exporters
- RFS RIN Generators**
- RFS Others Owning RINs
- RFS Independent Auditors
- RFS NTDF Recertification

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Back **Save and Continue**

Steps continue on next slide...

How to Associate to an Attest Auditor

29. Review the Attest Auditor Association (ATT) request

If you are the RCO of the company:

30. Click **Submit and Notify Auditor** and proceed with the eSignature steps

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

If you are not the RCO of the company:

31. Click **Submit and Notify RCO**

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

❖ *NOTE: Both the RCO of the regulated party and the RCO of the Attest Auditor company will need to approve the request before the association becomes active.*

Request Information

Request ID: ATT-32444
 Request Type: New Attest Auditor Association
 Request Status: Draft
 Company Name: Renewable Fuel Producer Inc [1965]
 Submission: Initial

Created On: 01/13/2023
 Modified On: 01/13/2023
 Requestor ID: USERNAME
 Requestor Name: Jane Smith

Requested Attest Association Information

Auditor Information

Auditor Type: Independent Auditor

Company Details

Company ID: 1961
 Company Name: Attest Auditor Inc
 Street Address: 123 Main St
 Street Address 2:

Responsible Corporate Officer (RCO) Information

RCO CDX User ID: RCO_USER
 RCO Name: John Johnson
 RCO Title: CEO

Auditor Association Date Information

Start Date: 12/01/2022
 End Date: No End Date Provided

Company Audit Procedures

Please select all company-level audit procedures (if any) for which the auditor is being engaged:

- RFS RIN Generators

Facility Audit Procedures

Please identify all facilities at which audits are being conducted and select all the audit procedures for which the auditor is being engaged at each facility:

Facility Name: TEST FACILITY EXAMPLE
 Program ID: OTAQREG10001234

- RFS RIN Generators

Request History

Show 10 entries Filter History

Date/Time	Description
01/13/2023 10:08 AM	Request Status changed from NONE to Draft by USERNAME

Showing 1 to 1 of 1 entries

Previous 1 Next

Navigation buttons: Home Page, Back, Cancel Request, **Submit and Notify RCO** (30), **Submit and Notify Auditor** (31)