

Job Aid



How to Submit Attest Engagements

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. Your company must be registered with the Attest Auditor business activity
4. You must have the following user roles in OTAQREG on behalf of the attest auditor company
 - 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>

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1. Click the **Company ID** for the Attest Auditor company
2. Select **Submit Attest Audit Report**

The screenshot displays the 'My Companies' interface. At the top, there is a 'Show 10 entries' dropdown and a 'Filter Companies:' search box. Below this is a table with columns: 'Company ID', 'Company Name', 'Address', and 'My Roles'. The first row is highlighted, and a context menu is open over the 'Company ID' '1961'. The menu items are: 'View Company Information', 'Edit Roles', 'Edit Company Information', 'Edit Program Types and Activities', 'QAP Associations', 'Submit Attest Audit Report' (highlighted with a yellow box), 'RCC Update Request', 'Manage ER Submissions', 'Manage Attest Submissions', and 'Manage Reports'. Below the table, there are 'Previous', '1', and 'Next' navigation buttons. At the bottom, there are tabs for 'Pending', 'Withdrawn', and 'Rejected'.

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
	ewable Fuel Producer Inc	123 Main St, Fairfax, VA 22030, US	<ul style="list-style-type: none">Part 80/1090 Report SubmitterCompany Editor

Steps continue on next slide...

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3. Select the appropriate **Report Type**
 - Original
 - Resubmission
4. Select the appropriate **Confidential Business Information** answer to indicate whether the report contains CBI
 - ❖ You may refer to 40 CFR Part 80.1402 for what qualifies as Confidential Business Information (CBI)
5. Enter the appropriate **Compliance Year**
6. Select the **Audit Completion Date**
7. Click **Search for Audited Company**

Steps continue on next slide...

The screenshot shows the 'Attest Audit Report' form with the following fields and callouts:

- 3**: Report Type * (Radio buttons for Original and Resubmission)
- 4**: Confidential Business Information * (Radio buttons for Yes and No)
- 5**: Compliance Year * (Text input field containing 2021)
- 6**: Audit Completion Date * (Date picker input field containing 01/01/2023)
- 7**: Audited Company ID * (Search button labeled 'Search for Audited Company')

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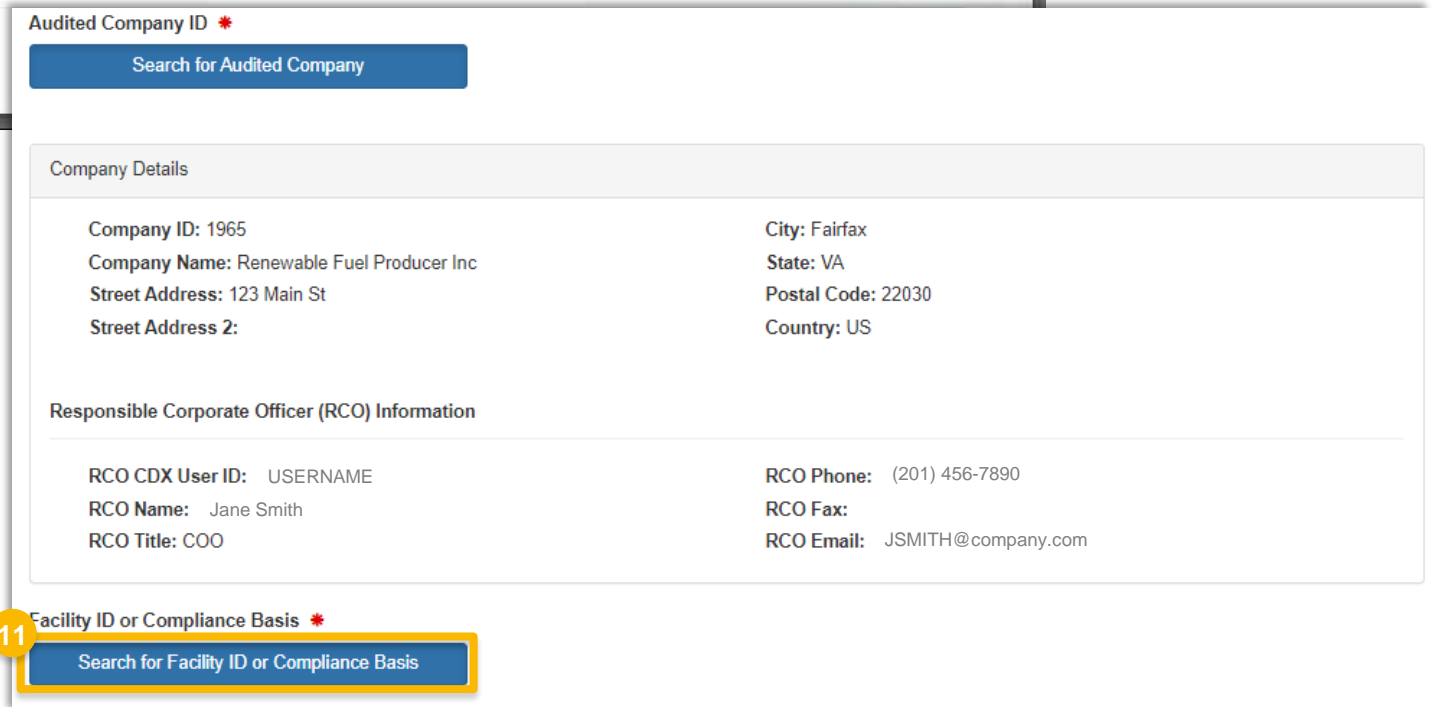
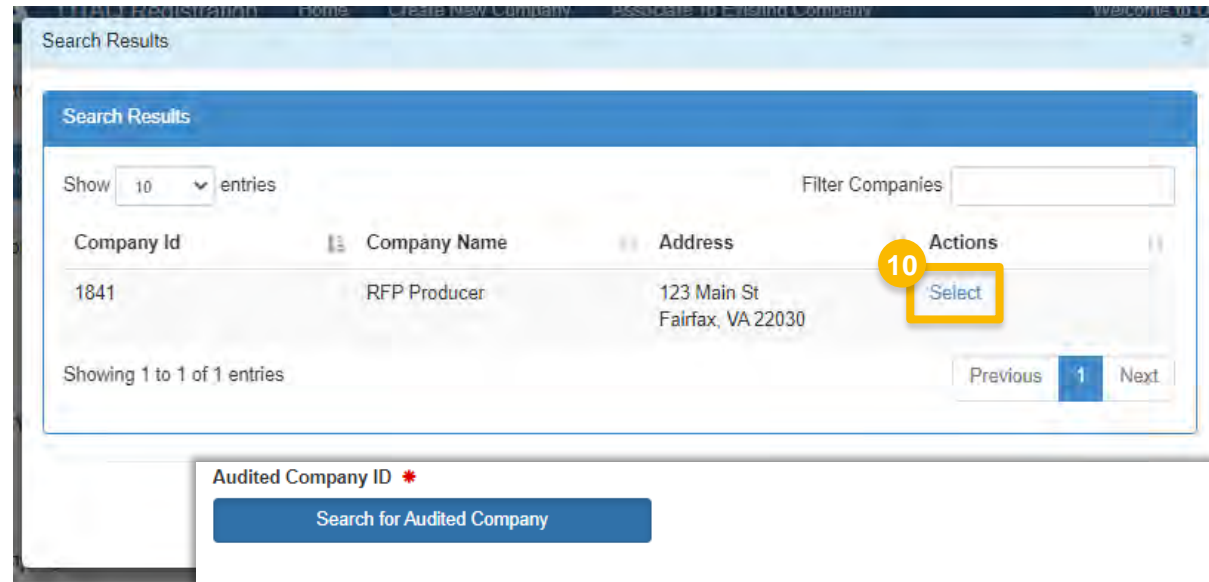
- 8. Search for the audited company via the **Company Name and Location**
- 9. Click **Search**

The screenshot shows a web application window titled "Audited Company Search". At the top, there is a "What To Do" section with a light blue background and a text box containing the instruction: "Please enter the information of the company you would like to associate to and hit search:". Below this is a form titled "Company Name and Location" with a blue header. The form contains several input fields: "Company ID:" with the value "1234", "Company Name:" with the value "Renewable Fuel Producer", "Street Address:" (empty), "Street Address (Line 2):" (empty), "City:" with the value "Springfield", "State/Province:" with a dropdown menu showing "Select a ...", "Postal Code:" with the value "12345", and "Country:" with a dropdown menu showing "UNITED...". A blue "Search" button is located at the bottom right of the form, and a "Cancel" button is at the bottom right of the window. A yellow circle with the number "8" is positioned to the left of the form, and a yellow circle with the number "9" is positioned to the left of the "Search" button.

Steps continue on next slide...

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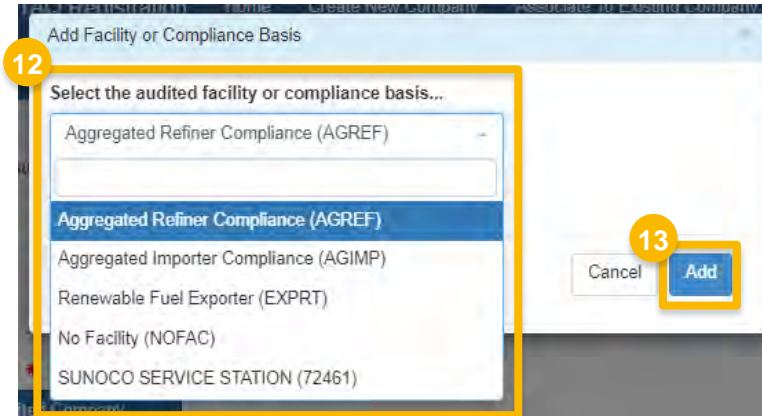
- 10. Click the **Select** link in the row for the appropriate audited company
- 11. Click **Search for Facility ID or Compliance Basis**



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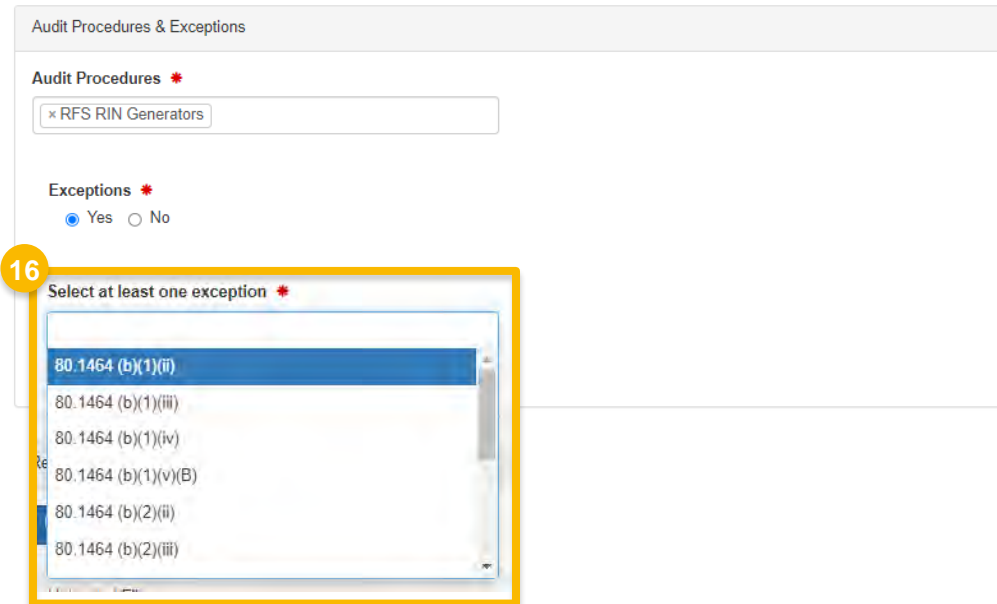
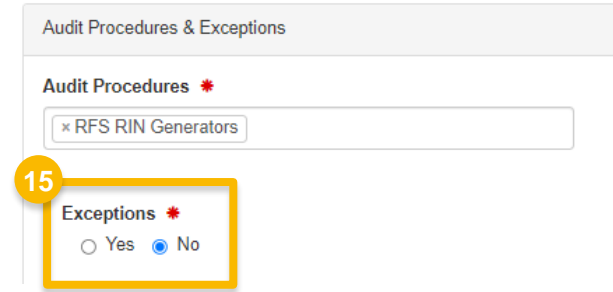
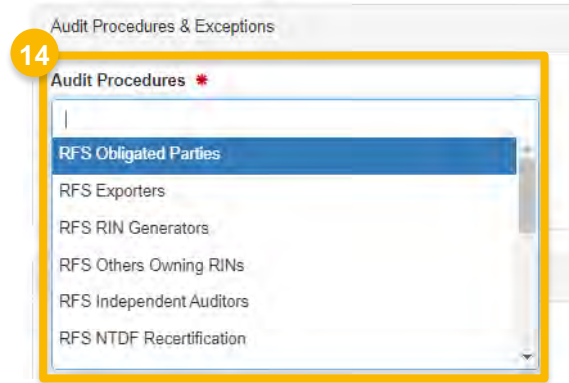
- 12. Select the appropriate option from the **Add Facility or Compliance Basis** drop-down menu
- 13. Click **Add**



Steps continue on next slide...

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- 14. Select the appropriate **Audit Procedures**
- 15. Once an audit procedure is selected, **Exceptions** will appear beneath it. If you need to report an exception, select Yes.
- 16. If you select Yes, a drop-down menu will appear with a list of exceptions that apply to the audit procedure(s) that you selected previously.



Steps continue on next slide...

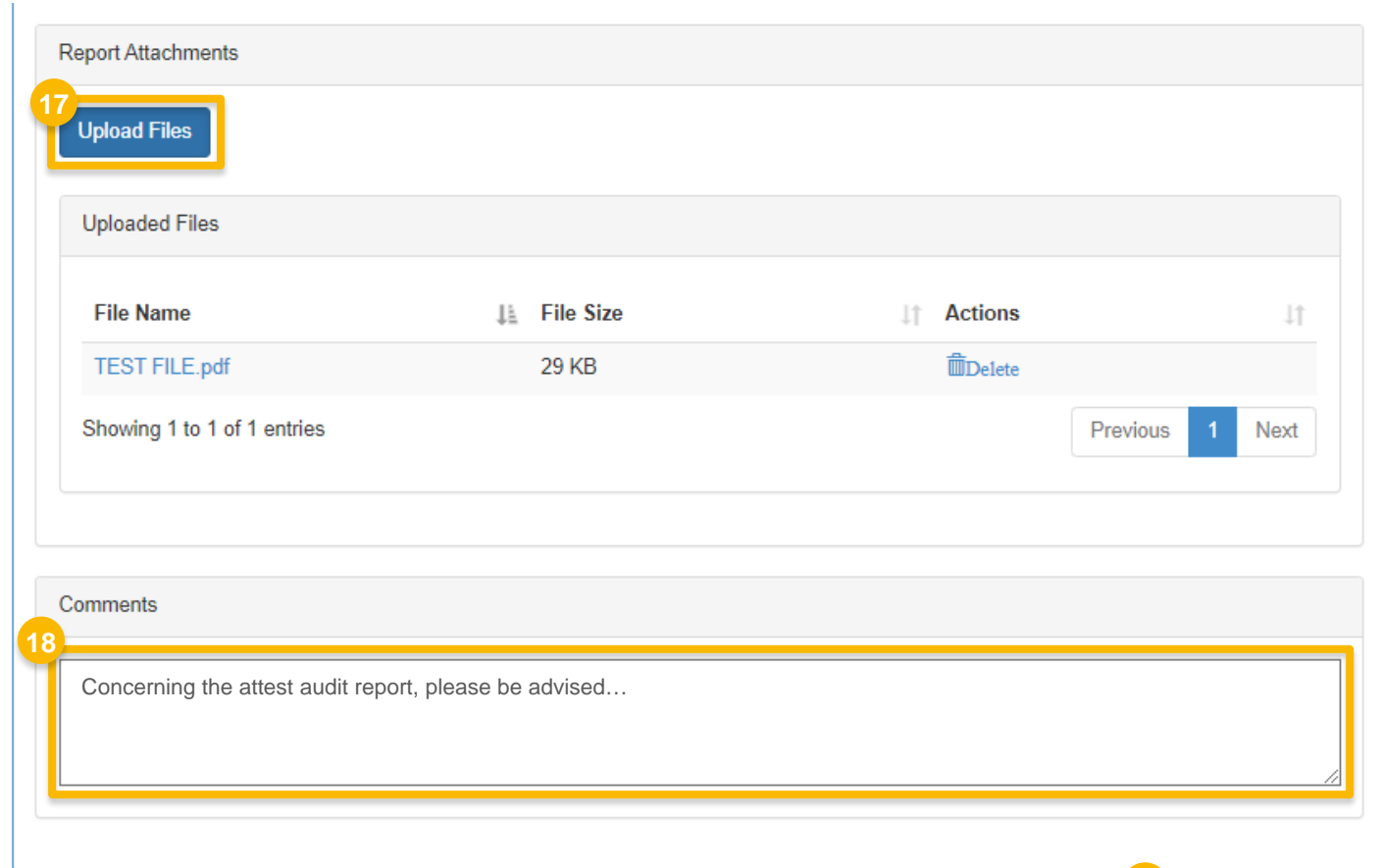
How to Submit Attest Engagements

17. Attach your attest audit report by clicking **Upload Files** and selecting the appropriate files.

❖ *NOTE: Multiple files may be attached one at a time.*

18. Enter **Comments** (4000-character limit)

19. Click **Sign and Submit**



Report Attachments

17 Upload Files

Uploaded Files

File Name	File Size	Actions
TEST FILE.pdf	29 KB	Delete

Showing 1 to 1 of 1 entries

Previous 1 Next

Comments

18 Concerning the attest audit report, please be advised...

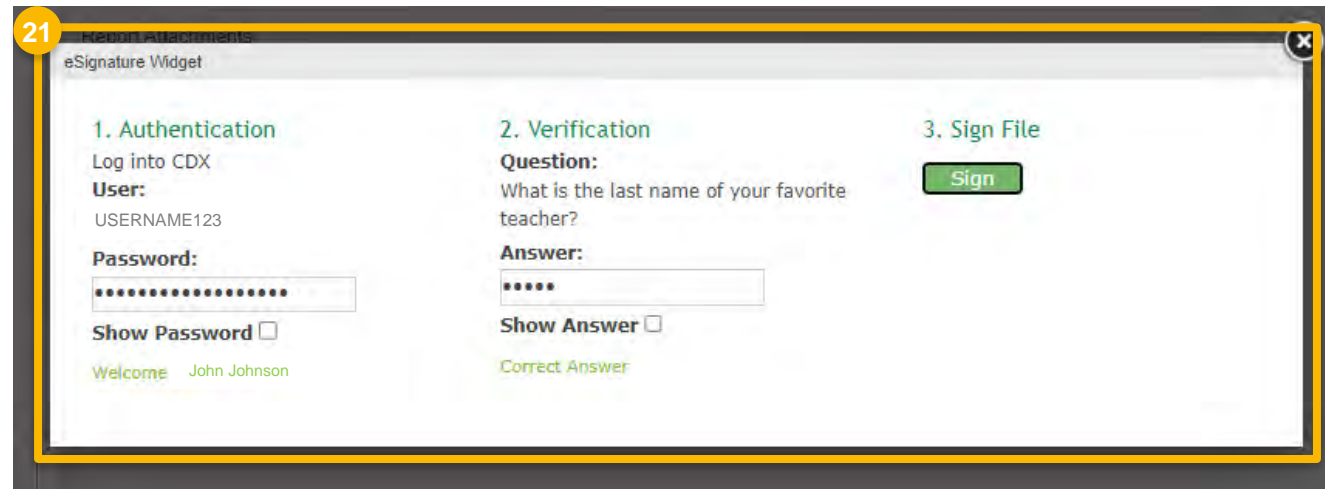
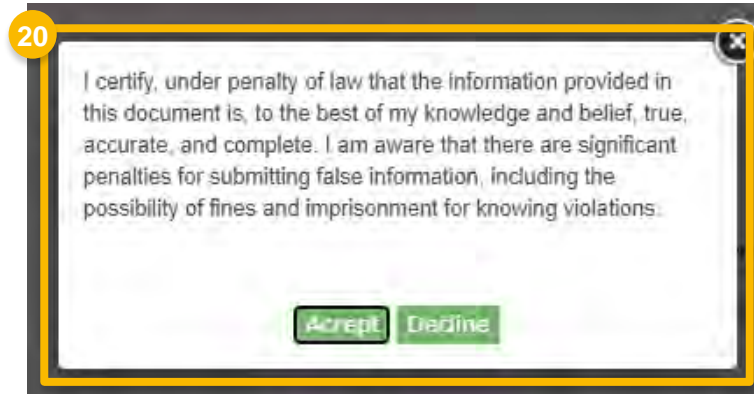
19 Back Sign and Submit

Steps continue on next slide...

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20. Click **Accept**

21. Proceed through the eSignature steps



How to Submit Attest Engagements

If you'd like to review your report submission, you may access it via MyCDX Submission History

- 22. Navigate to the MyCDX landing page and access the **Submission History** tab
- 23. Click on the **Submission ID** link to access
- 24. You may retrieve the documents attached to the request by selecting the hyperlinks in the **Documents Set** section

