Office of Transportation and Air Quality Fuels Registration (OTAQREG)

Job Aid

EPA

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

How to Submit Attest Engagements

1. Click the **Company ID** for the Attest Auditor company

2. Select **Submit Attest Audit Report**

Steps continue on next slide...

How to Submit Attest Engagements

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…

How to Submit Attest Engagements

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

9. Click **Search**

Steps continue on next slide…
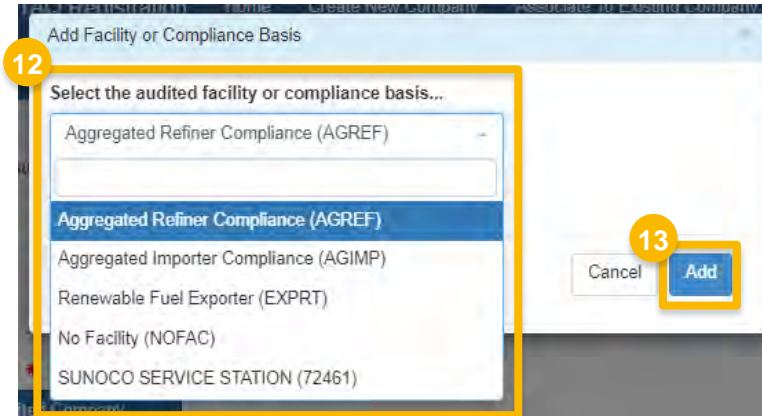
How to Submit Attest Engagements

10. Click the **Select** link in the row for the appropriate audited company

11. Click **Search for Facility ID or Compliance Basis**
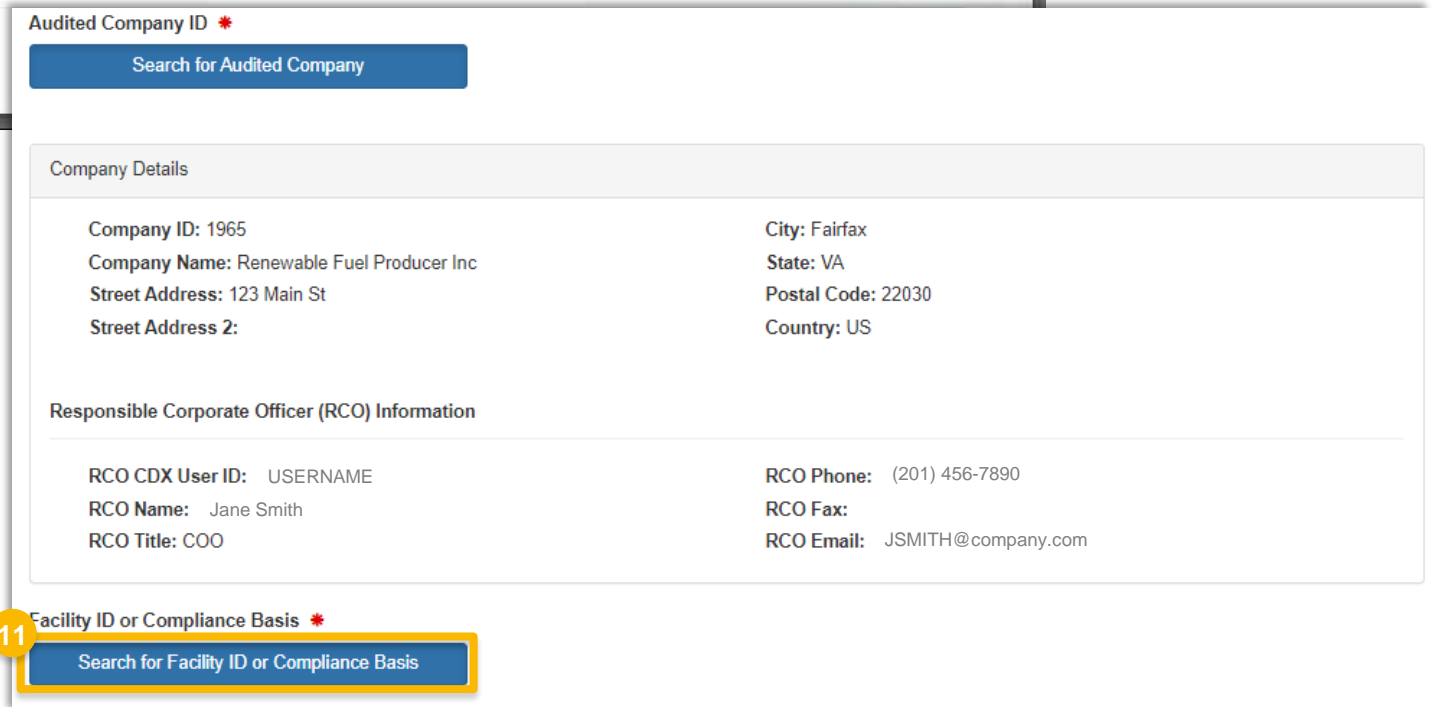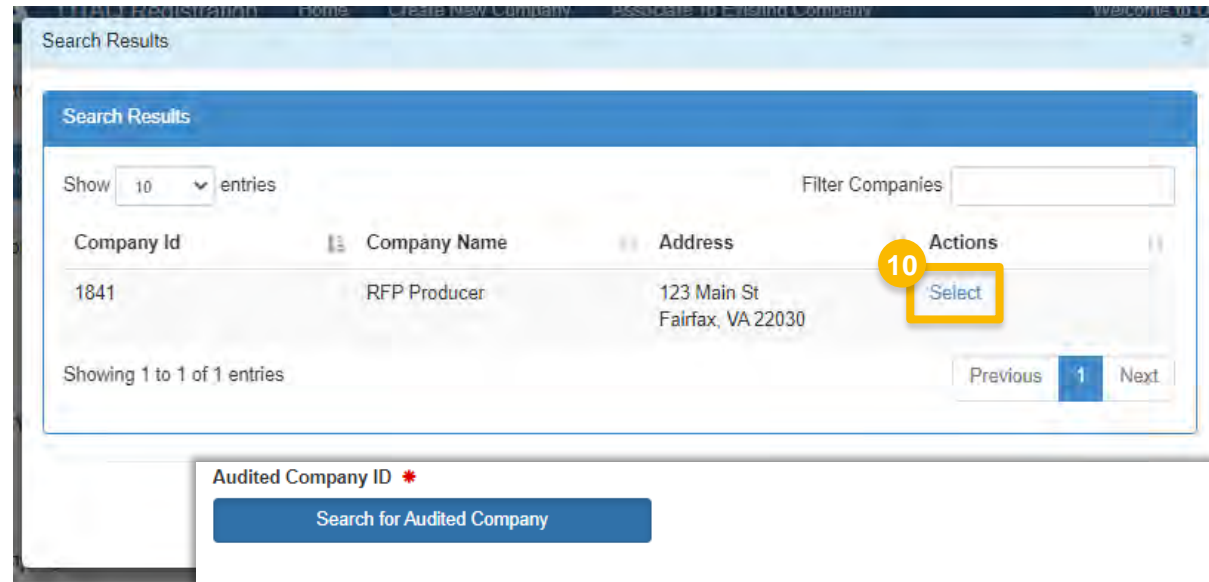
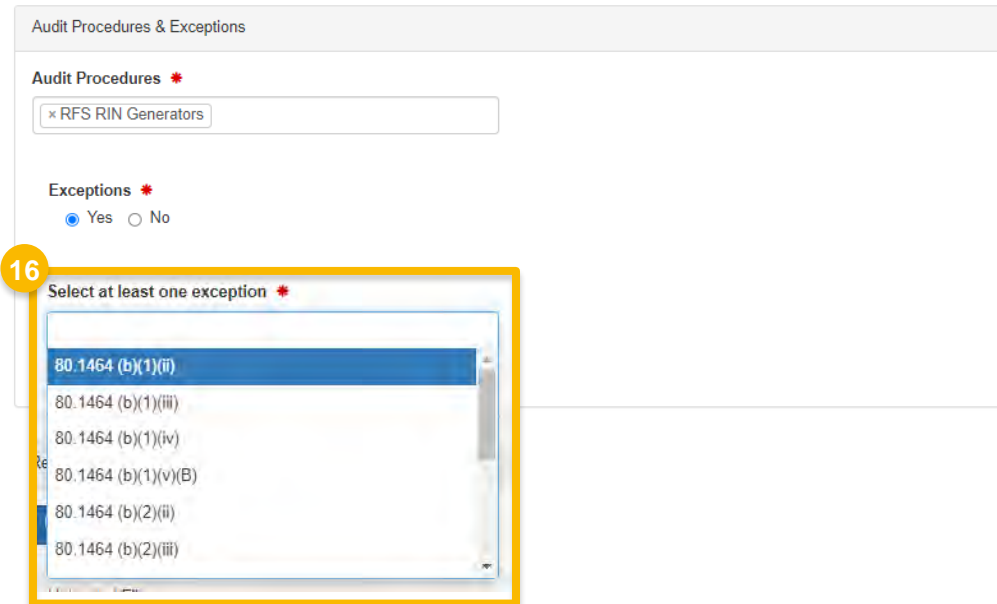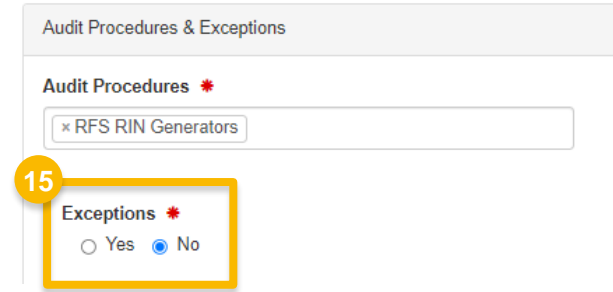*Steps continue on next slide...*

How to Submit Attest Engagements

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.
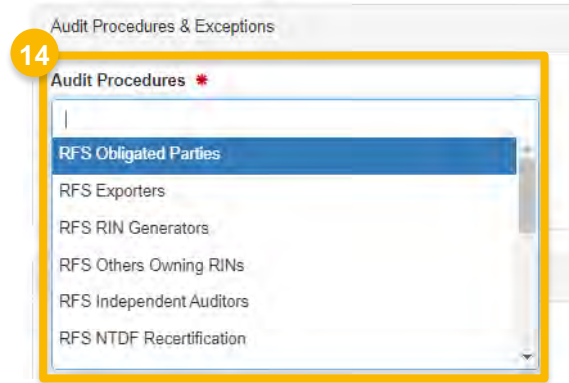
Steps continue on next slide...

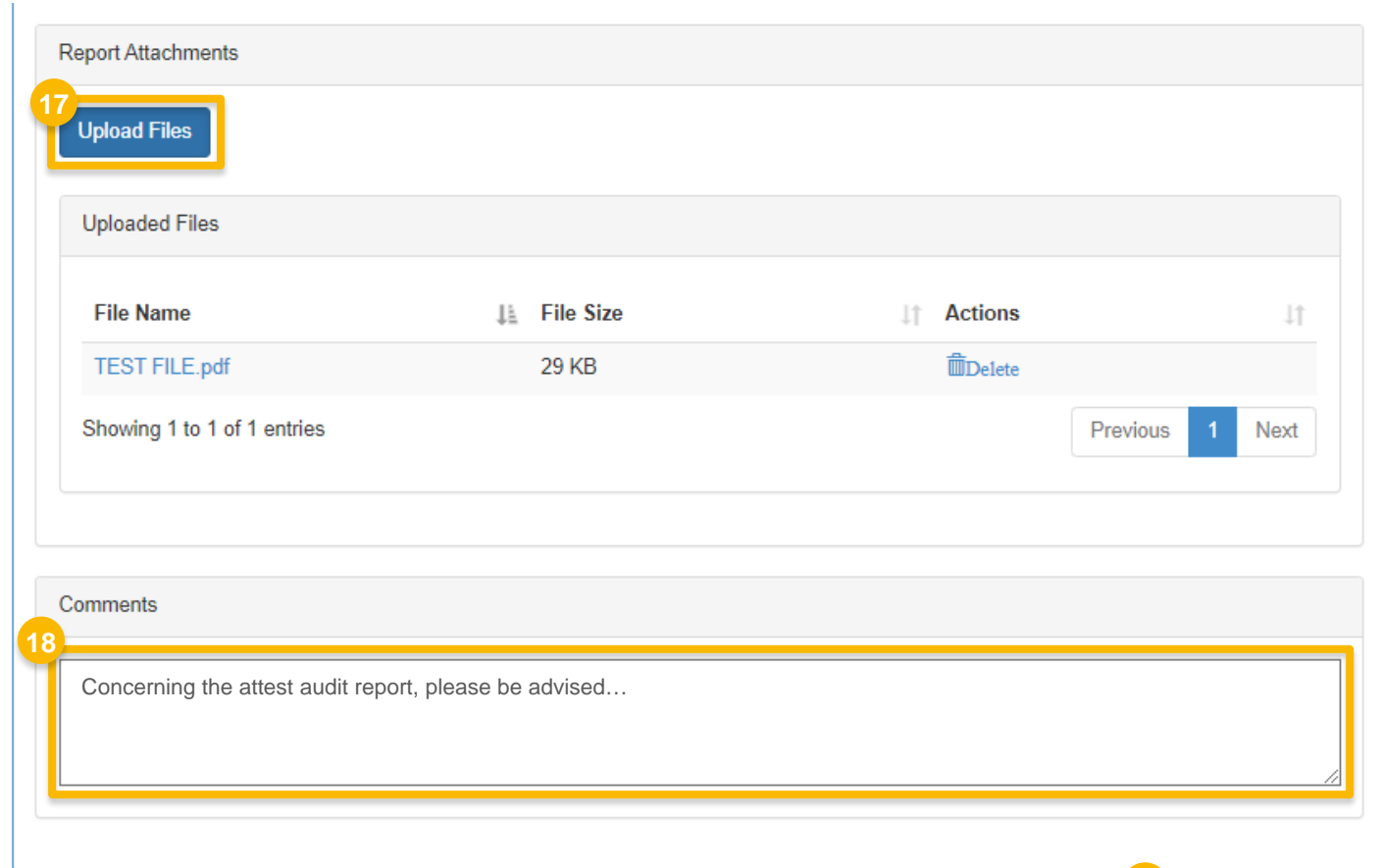# How to Submit Attest Engagements

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**

Steps continue on next slide...

Report Attachments

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

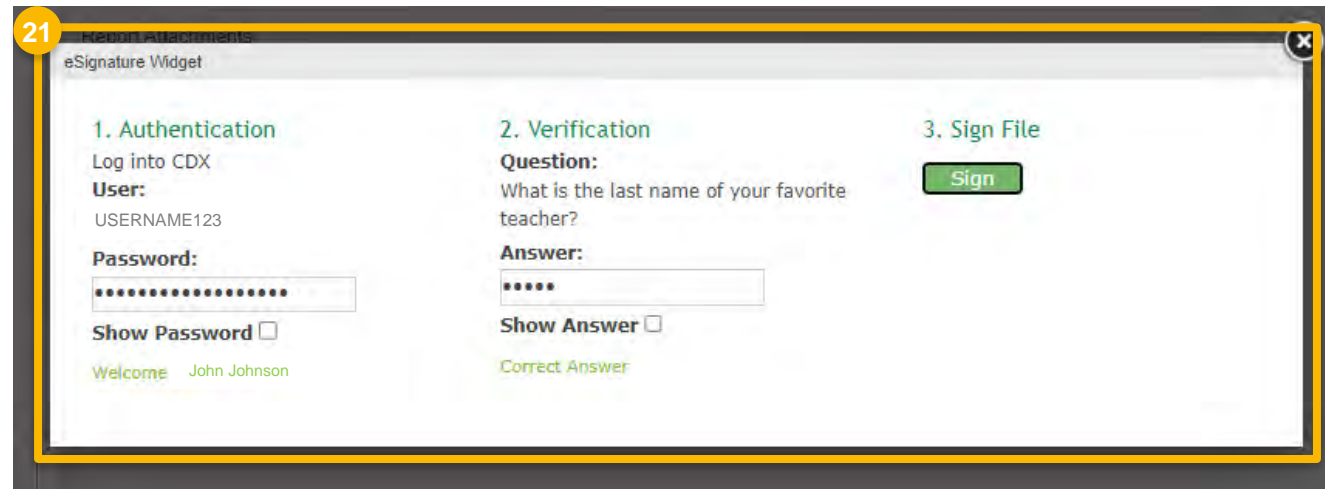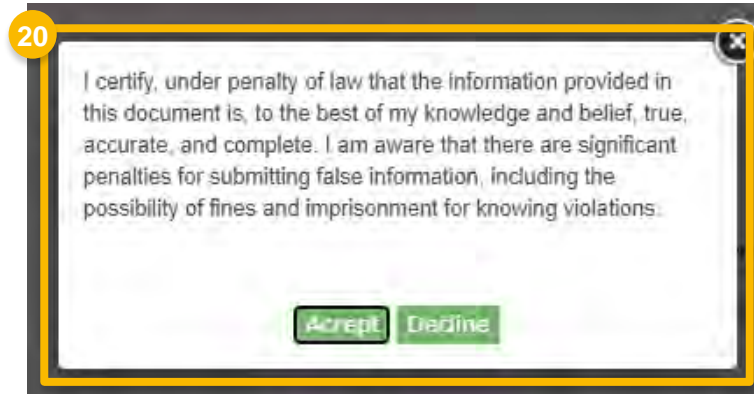Concerning the attest audit report, please be advised...

Back   Sign and Submit

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20. Click **Accept**

21. Proceed through the eSignature steps

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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