

with a hard copy of your company association registration forms. The Company Association request will appear in the Pending Requests section of your OTAQ Registration Home Page, as shown in Figure 4-26.

**Note:** All Company Association requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms. This letter can be electronically signed by the RCO in OTAQReg if they have a valid CDX ESA.

4.2 Update Company Roles



Figure 4-11 OTAQ Registration Home Page

Click the "Update Existing Company Association" link in the left side toolbar of your OTAQ Registration Home Page. Figure 4-12 will display.



| OTAQ Registration                       |                                      |   | Contact Us   |
|---|--------------------------------------|---|--|
| мусдх                                   | Update Co                            | ompany Associations                       |  |
| Inbox                                   | Remove? ID                           | ◆ Name                                    | ¢ : Roles ▼ :  |
| OTAQ Registration Home                  | 615                                  | 57 Pentane Test Co                        | Company Editor   |
| Associate to Company                    |                                      |   | Cellulosic Biofuel Waiver Credits (Pay.gov)     Submitter  |
| Update Existing Company<br>Associations |                                      |   | DC Fuels Submitter, Title 40 CFR Part 79     Subparts A, B, C, D, and F  |
| Edit User Profile                       |                                      |   | DC Fuels Submitter, Title 40 CFR Part 80 Subpart   |
| OTAQ Form Submissions                   |                                      |   | <ul> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart<br/>O</li> <li>DC Fuels Submitter, Title 40 CFR Part 80<br/>Subparts D, E, F, H, J, and L</li> <li>DC Fuels Submitter, Title 40 CFR Part 80<br/>Subparts K and M</li> <li>EMTS Submitter</li> <li>EMTS Viewer</li> </ul> |
|   | Legend: 🏵 Added 🧌<br>Remove Selected | 🌮 Updated 🤏 Removed 🍩 Unchanged<br>Review |  |

Figure 4-12 Update Company Associations Page

Select the "Roles" link for the company you wish to update. Figure 4-13 will display.

## Figure 4-13 Update Roles

| Select Roles fo    | r Pentane Test Co [6157]   |  |  |  |
|--------------------|--|--|--|--|
| OTAQ Registration: | Company Editor O Company Viewer Limited Company Viewer   |  |  |  |
| OTAO Program Roles | DTAO Program Roles: 🖉 Cellulosic Riofuel Waiver Credits (Pay gov) Submitter  |  |  |  |
| (Select all OTAO   | (Select all OTAO) (This role should only be selected if the company is registered as a gasoline or diesel refiner, or a  |  |  |  |
| Program Roles)     | non-renewable fuels importer.)   |  |  |  |
|                    | <ul> <li>DC Fuels Submitter Roles: Only select programs your company can submit reports for. If your company is not registered or registering for a program do not select that program's subpart.</li> <li>DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)</li> <li>DC Fuels Submitter, Third Party Engineering Review</li> <li>DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart I</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart O</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart D</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M</li> </ul> |  |  |  |
|                    | EPA Moderated Transaction System (EMTS) Roles:   |  |  |  |
|                    | EMTS Fuels ABT Submitter   |  |  |  |
|                    | EMTS Fuels ABT Viewer  |  |  |  |
|                    | ✓ EMTS RFS Submitter   |  |  |  |
|                    | ✓ EMTS RFS Viewer  |  |  |  |
| Other :            | <ul> <li>Agent (An agent is defined as any individual who is not a direct employee of the company.)</li> <li>Independent Third Party Engineer</li> </ul>   |  |  |  |

Your existing roles will be pre-selected on the page. Update your OTAQ Registration and OTAQ Program Roles by selecting a new radio button and/or checkboxes (reference Appendix A:



OTAQ Registration Roles if you are unsure which roles to select). You may select only one OTAQ Registration role however multiple OTAQ Program Roles are allowed.

Click the "Select" button once you have made your selections. Figure 4-14 will display.

Figure 4-14 Updated Company Associations

| OTAQ Registration                       | Contact Us  |
|---|---|
| MyCDX                                   | Update Company Associations   |
| Inbox                                   | Remove? ID + Name + Roles *:  |
| OTAQ Registration Home                  | 6157 Pentane Test Co · Company Editor   |
| Associate to Company                    | Cellulosic Biofuel Waiver Credits (Pay.gov)     Submitter   |
| Update Existing Company<br>Associations | DC Fuels Submitter, Title 40 CFR Part 79     Subparts A, B, C, D, and F                             |
| Edit User Profile                       | DC Fuels Submitter, Title 40 CFR Part 80 Subpart  |
| OTAQ Form Submissions                   | DC Fuels Submitter, Title 40 CFR Part 80 Subpart O  |
|   | <ul> <li>DC Fuels Submitter, Title 40 CFR Part 80</li> <li>Subparts D, E, F, H, J, and L</li> </ul> |
|   | DC Fuels Submitter, Title 40 CFR Part 80     Submatter K and M                                      |
|   | · Agent   |
|   | Legend: 🎕 Added 🔗 Updated 👒 Removed 📟 Unchanged   |
|   | Remove Selected Review  |

The Update Company Associations Page will now display your updated roles. Click the "Review" button. Figure 4-15 will display.



| C       | TAQ Registration       |                             |       |              |       |   | 🖂 Contact Us   |
|---------|------------------------|-----------------------------|-------|--------------|-------|---|----------------|
| м       | IYCDX                  | Update Company Associations |       |              |       |   |                |
| <u></u> |                        |                             |       |              |       |   | OMB: 2060-0277 |
| 0       | TAQ Registration Home  |                             | ID 🕈  | Name         | ¢     | Roles   |                |
| A       | ssociate to Company    | Ÿ                           | 6157  | Pentane Test | Co    | Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter   |                |
| U       | pdate Existing Company |                             |       |              |       | DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F                                       |                |
| A       | ssociations            |                             |       |              |       | DC Fuels Submitter, Title 40 CFR Part 80 Subpart 1     DC Fuels Submitter, Title 40 CFR Part 80 Subpart 0 |                |
| E       | dit User Profile       |                             |       |              |       | <ul> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> </ul>                |                |
| 0       | TAQ Form Submissions   |                             |       |              |       | DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M   |                |
|         |                        |                             |       |              |       | Agent   |                |
|         |                        |                             |       |              |       | Company Editor  |                |
|         |                        | Lege<br>Bao                 | k Con | Added 🌮 Up   | dated | 🤏 Removed 🔎 Unchanged   |                |

The page will display the updated icon  $\Im$  for the updated company association. If the updated company association is correct, click the "Continue" button. Figure 4-16 will display.

## Figure 4-16 Further Action Required Pop-up

| Further Action Required   |  |  |  |
|---|--|--|--|
| In order for this registration to be submitted to EPA, you must click the applicable blue<br>button on the following screen. EPA will not process registrations if a user fails to click<br>the applicable button and submit the paperwork either electronically or via mail. |  |  |  |
| You will not be able to electronically sign within the OTAQReg application until your CDX ESA is received by the Fuels Program.   |  |  |  |
| If you are not able to have your registration electronically signed, the registration forms must be printed, signed and mailed to Fuels Program Registration at:  |  |  |  |
| Commercial Delivery:  |  |  |  |
| U.S. Environmental Protection Agency  |  |  |  |
| William Jefferson Clinton Building – North  |  |  |  |
| Mail Code 6405A, Room 6520V; (202) 343-9038   |  |  |  |
| 1200 Pennsylvania Ave NW  |  |  |  |
| Washington, DC 20004  |  |  |  |
| US Mail:  |  |  |  |
| U.S. Environmental Protection Agency  |  |  |  |
| Mail Code 6405A   |  |  |  |
| 1200 Pennsylvania Ave NW  |  |  |  |
| Washington, DC 20460  |  |  |  |
| It is recommended that all registration materials including ESAs are sent in the same package.  |  |  |  |
| ок  |  |  |  |

Click "OK" to Close the pop-up and continue to the next page. Figure 4-17 will display.

Figure 4-17 Submit Request Page



Click the "Submit" button to submit your request. Figure 4-18 will display.



## Figure 4-18 Further Action Required Page



Click the "Click here to save copies of your registration forms" link to save a hard copy of your registration forms in PDF form. It is required that you save a copy of your registration forms after submitting your request. If you attempt to select the "Home" button without first saving a copy of your registration forms, a notification window will appear prompting you to first save your forms.

**Note:** All Company Association Update Requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms. This letter can be electronically signed by the RCO in OTAQReg if they have a valid CDX ESA.

Once you have submitted your Updated Company Association, you will receive an email notification stating your request is awaiting RCO signature along with a hard copy of your company association registration forms. The updated company association request will appear in the pending requests section of your OTAQ Registration Home Page. Please reference Section 4.4 for information on viewing pending association requests.

## 4.3 Remove Existing Company Association

To remove an existing company association, navigate to the Update Company Associations page, as shown in Figure 4-19.