

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

**OTAQ Registration Home**

**Pending Requests**

ID	Request For	Created On	Requested By	Status
CR-1007	MARATHON PETROLEUM COMPANY LP [4268]	10/05/2011 11:44 AM	Joe Test	Awaiting RCO Wet Ink Signature

Legend: New Company Company Update Company Association RCO Update

**Company Information**

One item found. Pages: 1

Company ID	Company Name	Roles
1024	Kurt's Test Company	<ul style="list-style-type: none"> <li>Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subpart I</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts A, B, C, D, and F</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L</li> <li>EMTS Submitter</li> <li>EMTS Viewer</li> <li>DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M</li> <li>Company Editor</li> </ul>

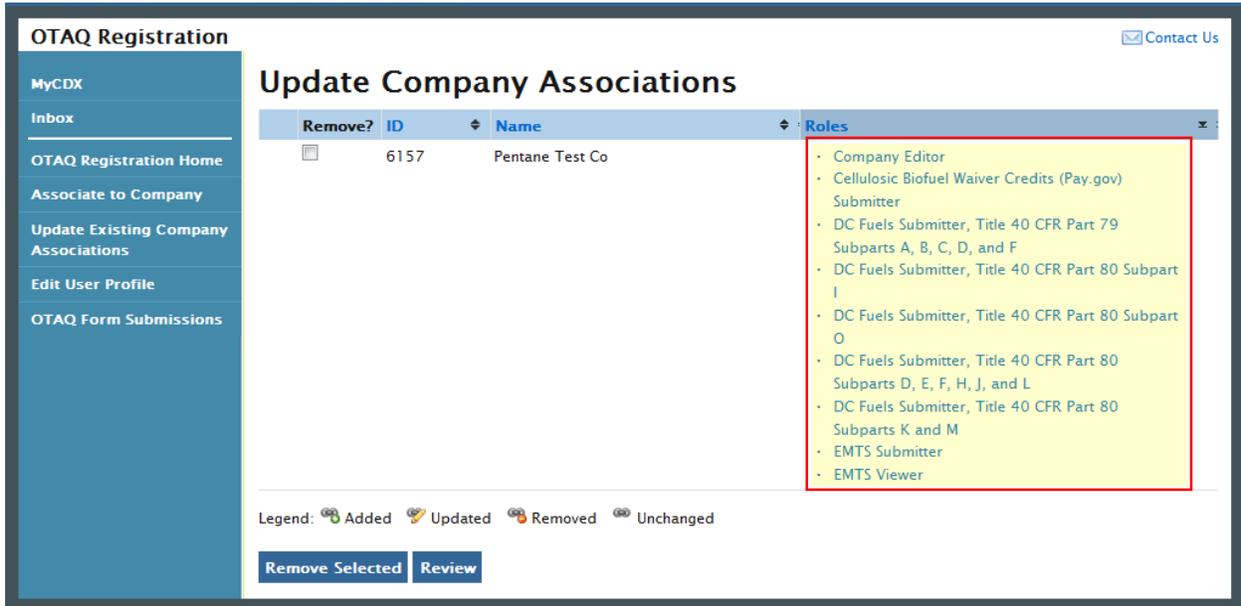
**Registration Lists**

Please click one of the lists below for an up-to-date version. All lists are exported as an xls file. These lists are also available at <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm>.

- EPA Fuels Programs Company and Facility List
- EPA Fuels Programs Company List
- Independent Lab List

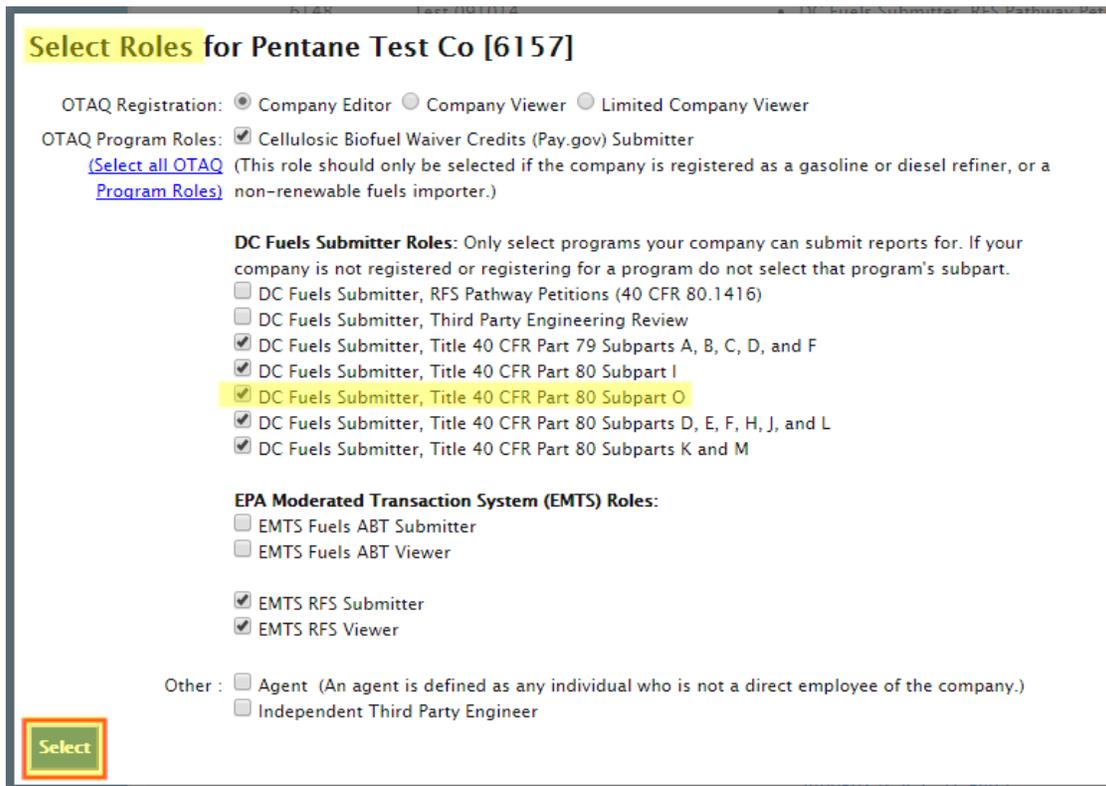
Click the “Update Existing Company Association” link in the left side toolbar of your OTAQ Registration Home Page. Figure 4-12 will display.

**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**

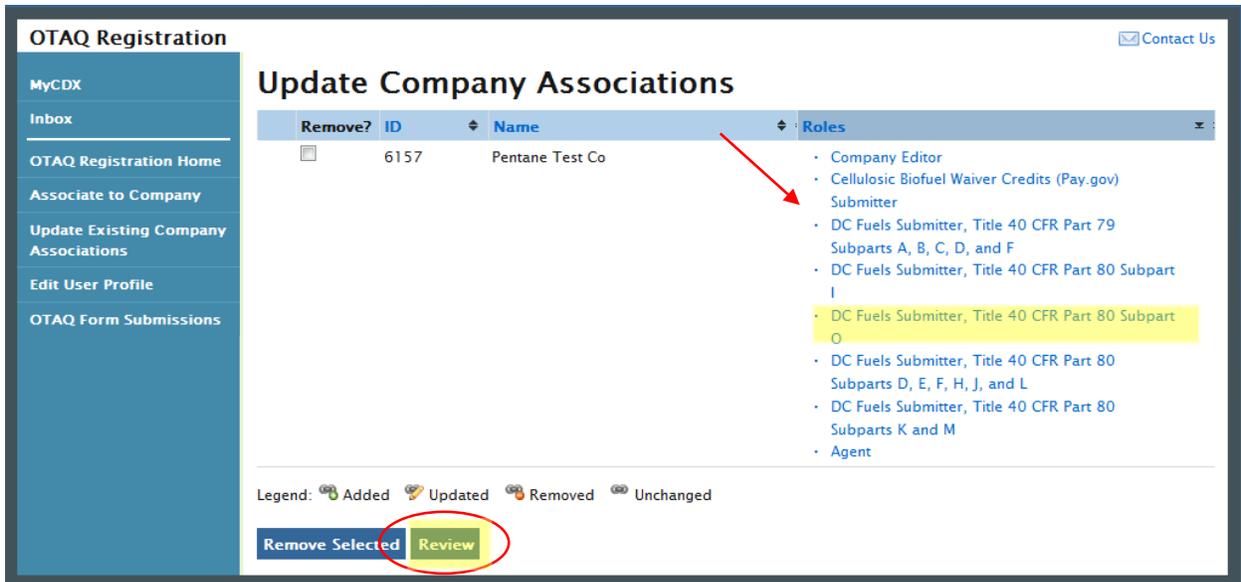


Your existing roles will be pre-selected on the page. Update your OTAQ Registration and OTAQ Program Roles by selecting a new radio button and/or checkboxes (reference Appendix A:

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.

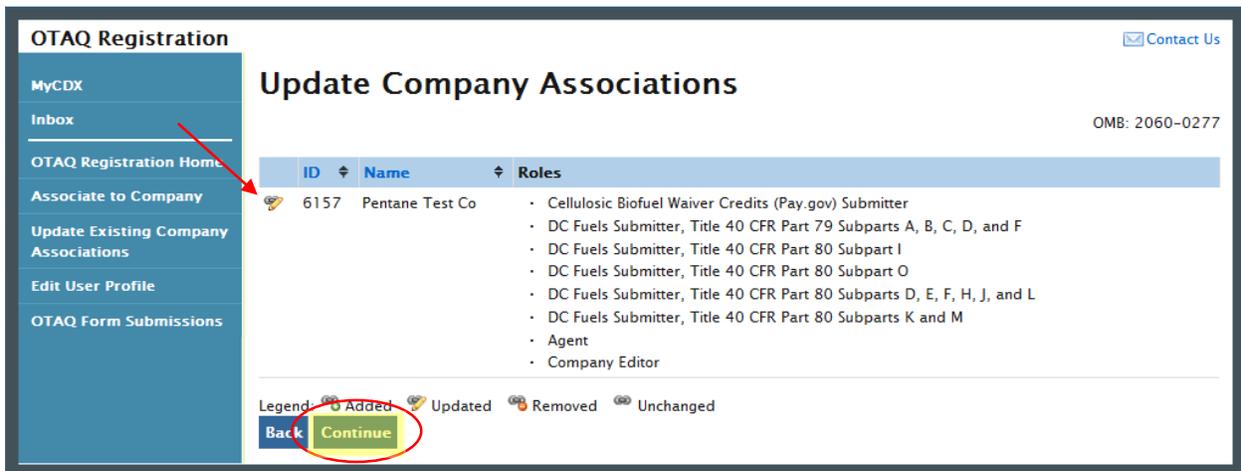
Click the “Select” button once you have made your selections. Figure 4-14 will display.

**Figure 4-14 Updated Company Associations**



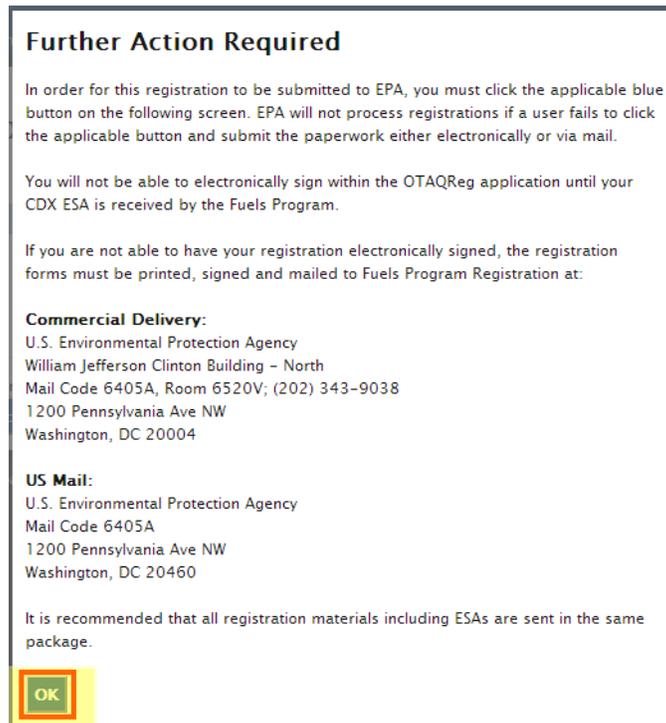
The Update Company Associations Page will now display your updated roles. Click the “Review” button. Figure 4-15 will display.

**Figure 4-15 Confirm Updated Company Association**



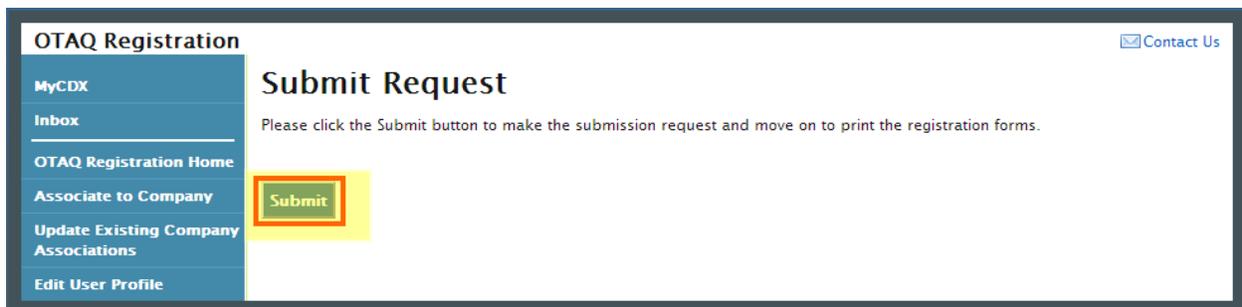
The page will display the updated icon for the updated company association. If the updated company association is correct, click the “Continue” button. Figure 4-16 will display.

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



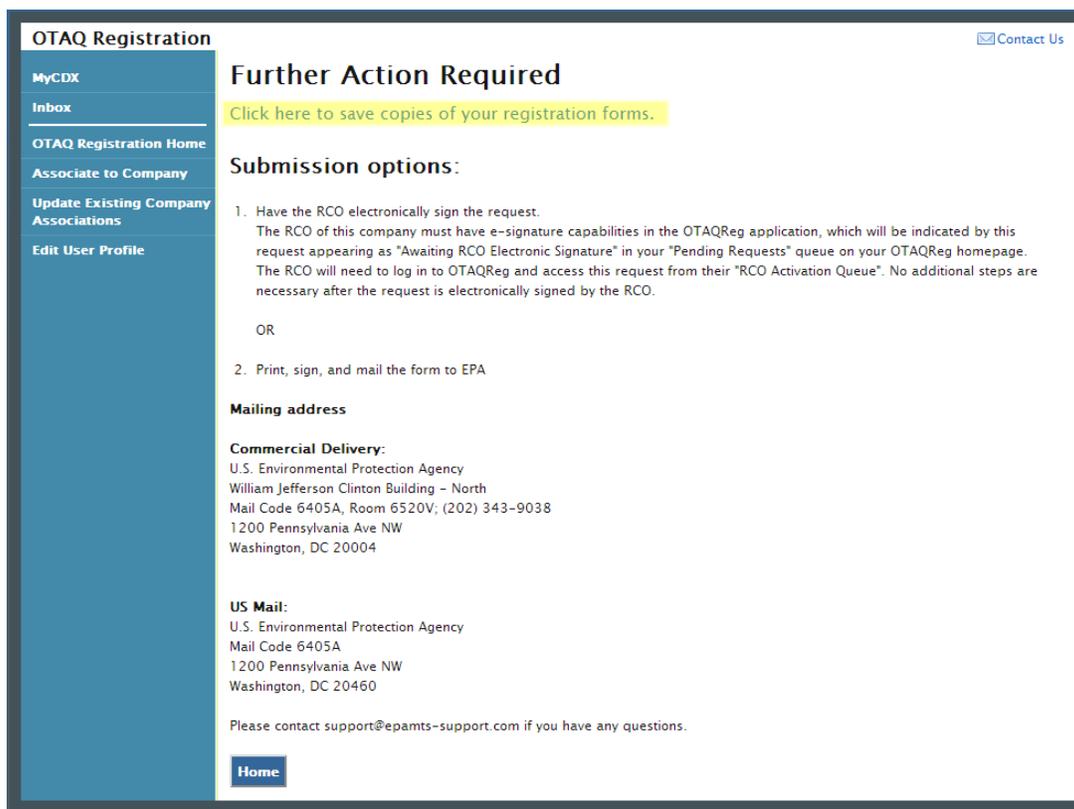
Click “OK” to Close the pop-up and continue to the next page. Figure 4-17 will display.

**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.