How to Become a Delegated User of a Registered Company in OTAQREG

This job aid is designed to provide a high-level overview of this task so that you can start using the redesigned OTAQREG system 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

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
Submit request to associate to existing company

1. Click Associate to Company
2. Enter the company name and location and click Search
3. Click Select in the Actions column

Steps continue on next slide…
Submit request to associate to existing company (cont.)

4. Click No for the question “Do you want to request a change in this company’s Responsible Corporate Officer?”

5. Select the appropriate roles (note that only roles applicable to the company’s business activities will appear)

6. Click Save and Continue

Steps continue on next slide…
Submit request to associate to existing company (cont.)

7. Select Other (No Engineering Review) in the Reason for Change field.

8. Add comment.

9. Click Submit and Notify RCO.

10. The request will appear in the My Pending Requests section of your home page with the status “Awaiting RCO Signature”.

11. Once the RCO of the company signs and submits the request, the company information will appear on your home page, along with a menu of actions you can take on behalf of the company.