

**RFS Pathway Petitions CDX  
User Guide  
Version 0.02**

# RFS Pathway Petitions CDX User Guide Version 0.02

Transportation and Climate Division  
Office of Transportation and Air Quality  
U.S. Environmental Protection Agency

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## 1 Introduction

This document is the Quick Submission Guide for submitting RFS Pathway Petitions in the OTAQ DC FUEL online application. It describes the process a user must follow to register as a petitions submitter in the OTAQReg application and submit petitions using DC FUEL.

If you have any questions about the content, format, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels/index.htm>.

If you have any general or technical questions related to the Central Data Exchange (CDX) you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) with "Technical Support" in the Subject line.

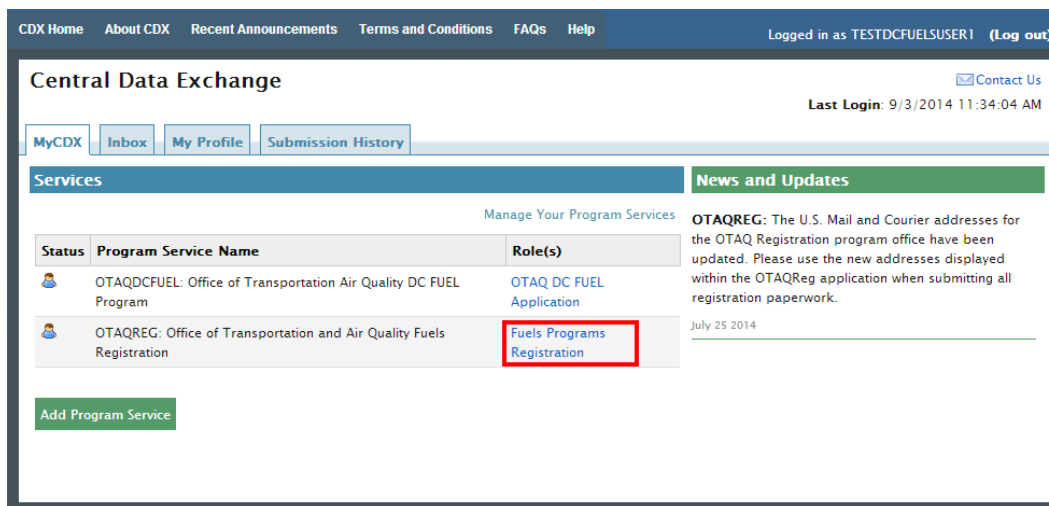
If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line: [support@epamts-support.com](mailto:support@epamts-support.com).

## 2 OTAQ Registration

In order to submit petitions through the DC Fuels application, you must be associated to a company in the OTAQReg application with a DC Fuels Submitter role. This section will describe the necessary steps to register in the OTAQReg application. Users already associated with a company in OTAQReg with a DC FUEL Submitter role who wish to submit a petition for that company should skip to Section 3.

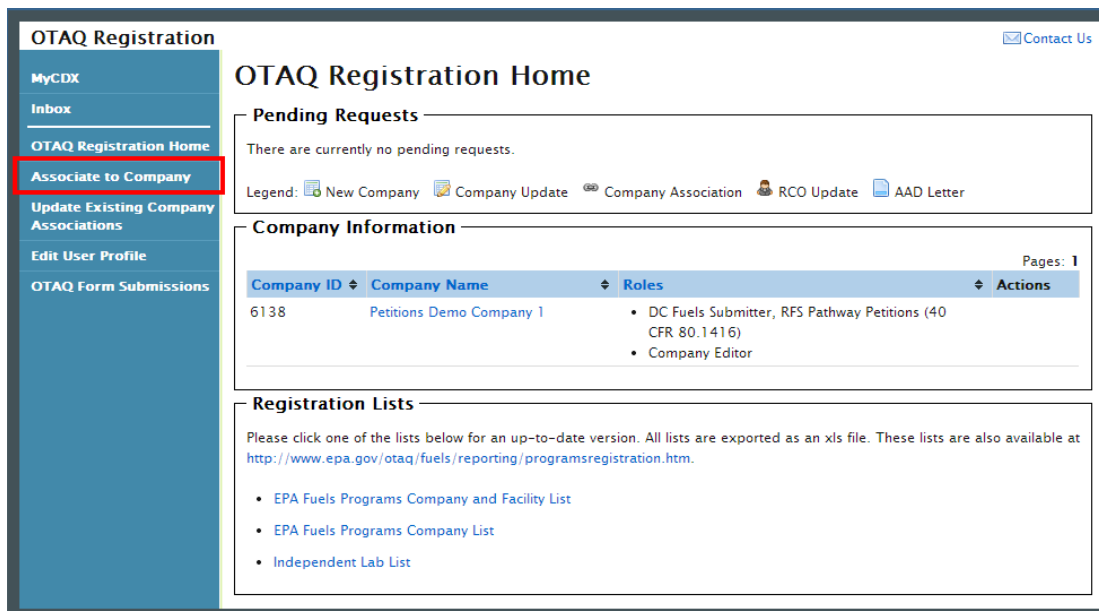
Click the “Fuels Program Registration” link on the MyCDX Home page to access OTAQReg as seen in Figure 2-1.

**Figure 2-1 Access OTAQReg Application**



All of your existing company associations will be displayed, if applicable, as displayed in Figure 2-2. To create a new association with an existing company as a petition submitter, or to create a new company, click the “Associate to Company” sidebar item.

**Figure 2-2 Associate to Company**



The page shown in Figure 2-3 will display. You must search for an existing company before you may create a new company or associate to an existing company. Enter search criteria into the search boxes and click the “Search” button.

If your company is not displayed and you wish to create a new company, proceed to Section 2.1. For instructions on associating to an existing company, skip to Section 2.2.

**Figure 2-3 Search for Existing Company**



## 2.1 Create New Company

After the search results are displayed, click the “Create New Company” button at the bottom of the “Associate to Company: Search for Existing Company” page to initiate the new company process, as shown in Figure 2-4.

## Figure 2-4 Create New Company Button

If you do not see the company in the above results, you may search again. If you are certain your company does not already exist in OTAQ Reg, click the "Create New Company" button below.



The "Create New Company: Company Details" shown in Figure 2-5 will display. Complete all required fields on the page.

### Figure 2-5 Create New Company: Company Details Page

OTAQ Registration
Contact Us

MyCDX

Inbox

OTAQ Registration Home

Associate to Company

Update Existing Company Associations

Edit User Profile

OTAQ Form Submissions

## Create New Company: Company Details

**Basic Information**

**Company Name and Location**

Note: Address 1 may not be a PO Box. If you are entering an international address that has no postal code, enter "00000".

<p>* Company Name: <input type="text"/></p> <p>* Created On 09/03/2014 (MM/DD/YYYY):</p> <p>Valid From 09/03/2014 (MM/DD/YYYY):</p> <p>Valid To <input type="text"/> Optional (MM/DD/YYYY):</p>	<p>* Address 1: <input type="text"/></p> <p>Address 2: <input type="text"/></p> <p>* City: <input type="text"/></p> <p>* State: Please Select From List</p> <p>* Postal Code: <input type="text"/></p> <p>* Country: United States</p>
---	--

**Responsible Corporate Officer (RCO) Info**

The responsible corporate officer (RCO) of the company must be an official officer (President, Vice President, CEO, etc.) or employee (with an appropriate title) of the company registering who is legally liable for the information submitted for the company. The RCO may not be an agent or third party who is not directly employed by the company.

RCO CDX User ID: <input type="text"/>	* RCO E-mail: <input type="text"/>
* RCO Name: <input type="text"/>	* Confirm RCO E-mail: <input type="text"/>
* RCO Title: <input type="text"/>	* RCO Phone: <input type="text"/> x <input type="text"/>
	RCO Fax: <input type="text"/>

**Program Type and Business Activities**

**Program Type and Business Activities**

Gasoline

Diesel

Renewable Fuel Standard

Quality Assurance Provider

**Company Foreign Bond**

For each Program Type selected above, indicate if:

- Domestic company with **only** domestic facility or facilities, please put "No"
- RFS - Your company has met the bonding requirements of Title 40 CFR Parts 80.1465, 80.1466, or 80.1467
- Gasoline/RFG - Your company has met the bonding requirements of Title 40 CFR Parts 80.94(k)
- Gasoline/Tier 2 Gasoline Sulfur - Your company has met the bonding requirements of Title 40 CFR Parts 80.410(k), if applicable
- Diesel - Your company has met the bonding requirements of Title 40 CFR Parts 80.620(k), if applicable

**Company Contacts**

There are currently no company contacts.

In the "Program Type and Business Activities" section, select the "Renewable Fuel Standard" program type. The "RFS Pathway Petitioner Submitter (80.1416)" business activity under the "Renewable Fuel Standard" program type should be selected if the new company is not required to register with EPA as an RFS Company under Part 80 (e.g. Trade Association, Seed Company, etc.), or if the company will not be able to register any valid pathways until the petition is approved.



Companies that select this business activity will not be able to select any other business activity. Selecting this company activity will allow the company to be automatically activated without requiring EPA approval. Figure 2-6 displays the program type and business activity selections.

**Figure 2-6 RFS Pathway Petitioner Submitter (80.1416) Business Activity**

**Program Type and Business Activities**

- Gasoline
- Diesel
- Renewable Fuel Standard
  - Renewable Fuel Producer
  - Renewable Fuels Importer
  - Renewable Fuels Exporter
  - Foreign Undenatured Ethanol Producer
  - RIN Owner Only (Blenders, Marketers, Traders)
  - PADD Importer (Renewable Fuel Importer)
  - Small Blender (Blenders in 40 CFR 80.1440)
  - RFS Pathway Petitioner Submitter (80.1416)
- Quality Assurance Provider

If the Company Foreign Bond section does not apply your company, please select the “No” radio button as shown in Figure 2-7.

**Figure 2-7 Company Foreign Bond**

\* Renewable Fuel Standard  Yes  No

Click the “Next” button at the bottom of the page to continue. The Company Roles page shown in Figure 2-8 will display. Click the “Company Editor” hyperlink to display the list of roles.

**Figure 2-8 Create New Company: Company Roles Page**

**OTAQ Registration** Contact Us

**MyCDX**

- Inbox
- OTAQ Registration Home
- Associate to Company
- Update Existing Company Associations
- Edit User Profile
- OTAQ Form Submissions

## Create New Company: Company Roles

Select Roles

To add additional roles, click the link below.

- [Company Editor](#)

The “Select Roles” pop-up window shown in Figure 2-9 will display. Select the “DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)” checkbox, as well as any additional roles you wish to request. Click “Select” to close the window.

**Figure 2-9 Select Roles Pop-up Window**

The selected roles will be displayed on the page as shown in Figure 2-10. Click the “Next” button.

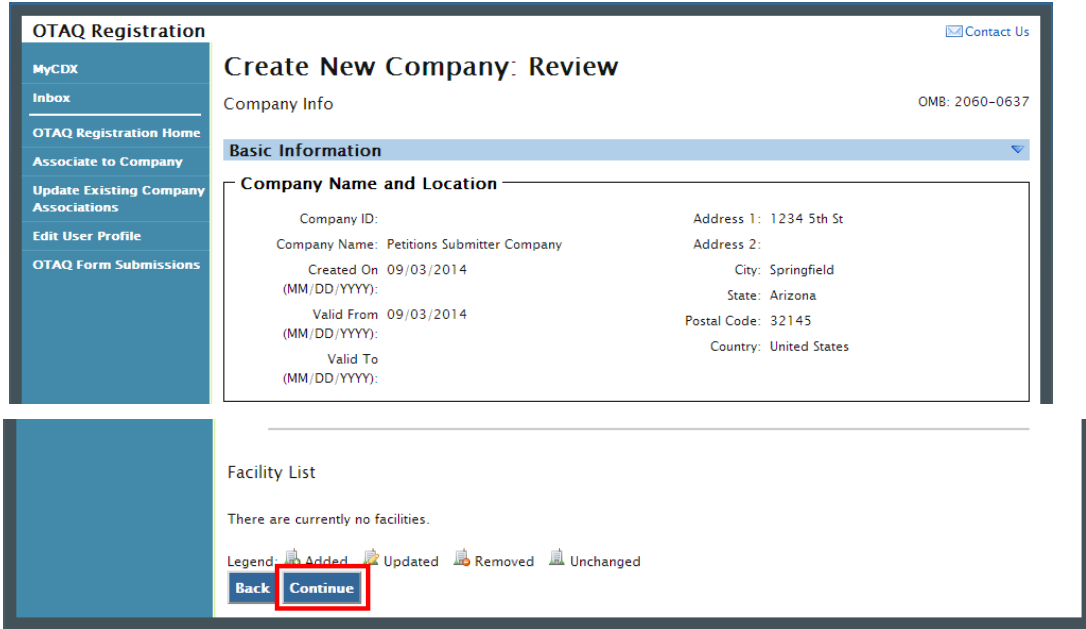
**Figure 2-10 Selected Roles Displayed**

When creating an RFS Pathway Petition Submitter (80.1416) company, you are not allowed to add facilities to your company. Click the “Review” button to continue as shown in Figure 2-11.

**Figure 2-11 Facility List Page**

The Review page will display a summary of all previously entered information. Verify that the information is correct, scroll to the bottom of the page and click the “Continue” button as shown in Figure 2-12.

**Figure 2-12 Create New Company Review Page**



The page shown in Figure 2-13 will display. To submit your New Company Request, click the “Submit” button.

**Figure 2-13 Submit New Company Request**



Congratulations! You have successfully created your RFS Pathway Petition Submitter (80.1416) company in OTAQReg. The “Submission Confirmation and Print” page in Figure 2-14 will display. You now have access to submit your pathway petition in the DC Fuels application.

**Figure 2-14 Submission Confirmation and Print Page**

**OTAQ Registration** [Contact Us](#)

**Submission Confirmation and Print**

[Click here to save copies of your registration forms.](#)

**Important Notice for Petition Submitters:**  
 Your company has now completed the first step in the registration process and has been automatically activated. You may now access the DC Fuels application and electronically submit your petition. If you do not have an active CDX ESA (Electronic Signature Agreement) on file, you will not be able to submit petitions in DC Fuels. If you need to access a copy of your ESA, please follow the steps listed below:

1. Click the "MyCDX" link on the left-hand menu.
2. Click on the "Fuels Programs Registration" hyperlink.
3. You will be prompted to print a new ESA. Print, sign, and mail that ESA to the OTAQ Fuels Program at the address below. If you are not prompted to sign an ESA after clicking the "Fuels Programs Registration" hyperlink, then EPA has marked your ESA as received and you do not need to send in a paper copy at this time.

**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

Additionally, if you wish to update your OTAQReg Company Information to add facilities and/or pathways to your registration after the approval of your petition, you must submit a Company Update request. This request must be signed by the RCO and approved by an EPA Administrator.

Please contact [support@epamts-support.com](mailto:support@epamts-support.com) if you have any questions.

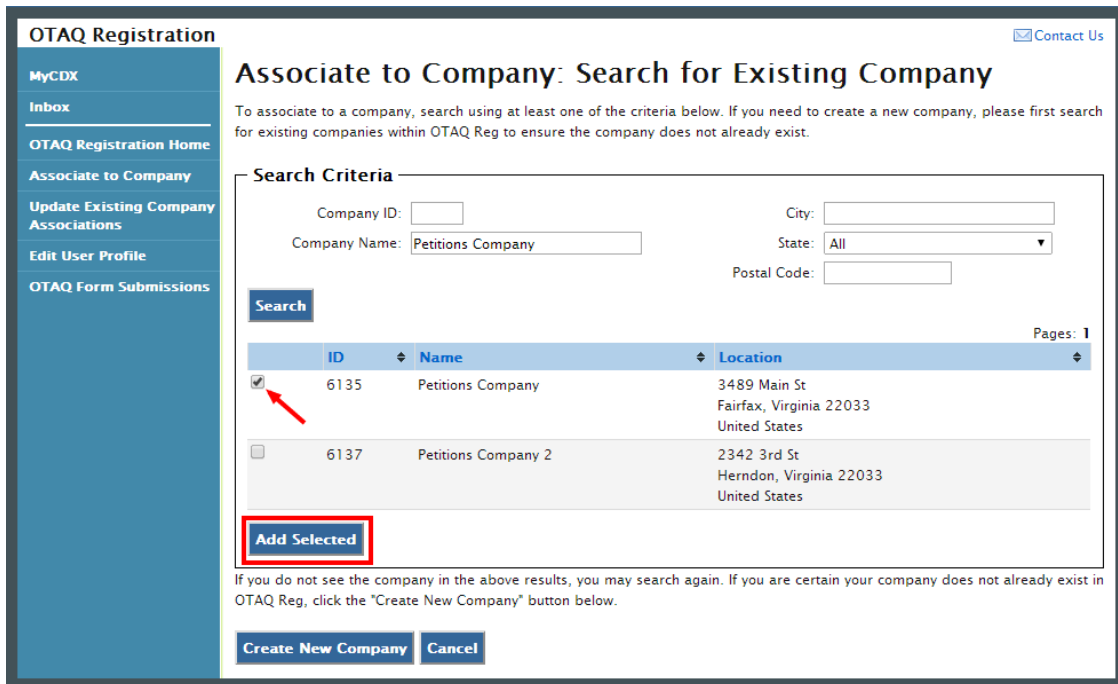
[Home](#)

If your fuel pathway petition has been approved and you wish to add this fuel pathway to your company’s registration, you will need to return to the OTAQReg application and submit a Company Update request. This request will require a signature by the RCO and EPA approval.

## 2.2 Associate to Existing Company

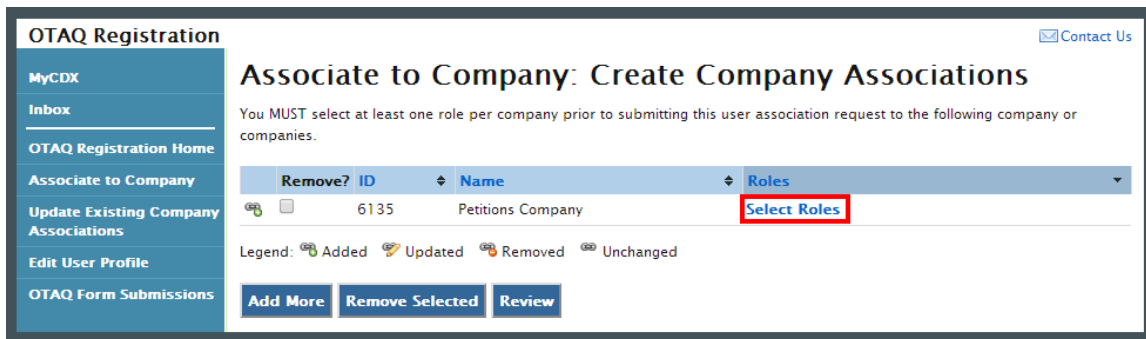
If the company you wish to associate with already exists in OTAQReg, click the checkbox next to the company name and click the “Select” button as shown in Figure 2-15 to begin the company association process.

**Figure 2-15 Select Company**



The Select Roles page shown in Figure 2-16 will display. Click the hyperlink to display the list of roles.

**Figure 2-16 Select Roles**



The “Select Roles” pop-up window in Figure 2-17 will display. Select the “DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)” checkbox, as well as any additional roles you wish to request. Please note that you must select an OTAQ Registration role, but you may select multiple OTAQ Program roles. Click “Select” to close the window.

**Figure 2-17 Select Roles Pop-up Window**

**Select Roles for Petitions Company [6135]**

OTAQ Registration:  Company Editor  Company Viewer  Limited Company Viewer

OTAQ Program Roles:  Cellulosic Biofuel Waiver Credits (Pay.gov) Submitter  
[\(Select All\)](#) This role should only be selected if the company is registered as a gasoline or diesel refiner, or a non-renewable fuels importer.

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.

- DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)
- DC Fuels Submitter, Third Party Engineering Review
- DC Fuels Submitter, Title 40 CFR Part 79 Subparts A, B, C, D, and F
- DC Fuels Submitter, Title 40 CFR Part 80 Subpart I
- DC Fuels Submitter, Title 40 CFR Part 80 Subpart O
- DC Fuels Submitter, Title 40 CFR Part 80 Subparts D, E, F, H, J, and L
- DC Fuels Submitter, Title 40 CFR Part 80 Subparts K and M
- EMTS Submitter
- EMTS Viewer

Other :  Agent  
 An agent is defined as any individual who is not a direct employee of the company.  
 Independent Third Party Engineer

**Select**

The selected roles page will be displayed as shown in Figure 2-18. Click the “Review” button.

**Figure 2-18 Selected Roles Displayed**

**OTAQ Registration** [Contact Us](#)

**Associate to Company: Create Company Associations**

You MUST select at least one role per company prior to submitting this user association request to the following company or companies.

Remove?	ID	Name	Roles
<input type="checkbox"/>	6135	Petitions Company	<ul style="list-style-type: none"> <li>• Company Editor</li> <li>• DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)</li> </ul>

Legend: Added Updated Removed Unchanged

**Add More** **Remove Selected** **Review**

The Review page shown in Figure 2-19 will display a summary of all previously entered information. Verify that the information is correct and click the “Continue” button and “OK” in the pop-up window that will display indicating that Further Action is required.

**Figure 2-19 Associate to Company Review Page**

**OTAQ Registration** [Contact Us](#)

**Associate to Company: Review** OMB: 2060-0637

ID	Name	Roles
6135	Petitions Company	<ul style="list-style-type: none"> <li>• DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)</li> <li>• Company Editor</li> </ul>

Legend: Added Updated Removed Unchanged

**Back** **Continue**

The page shown in Figure 2-20 will display. To submit your Company Association Request, click the “Submit” button.

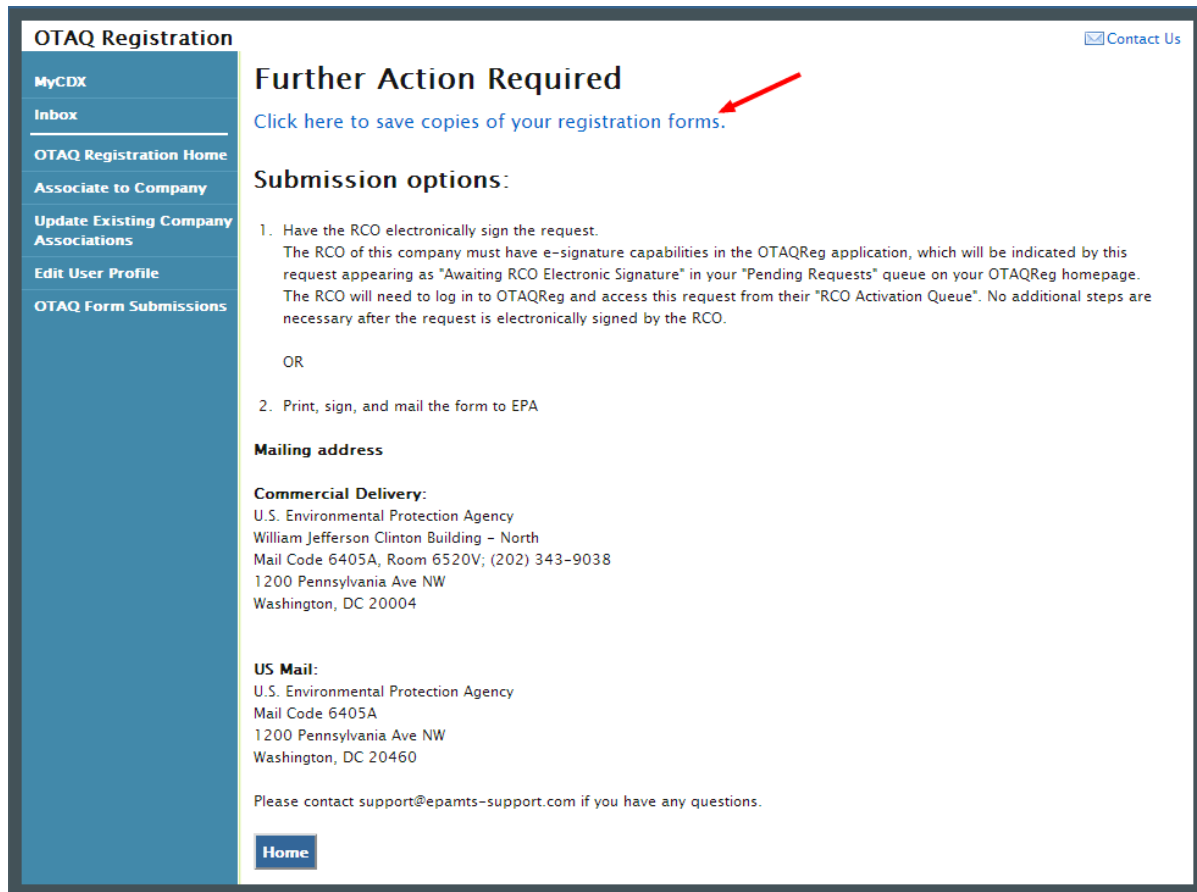
**Figure 2-20 Submit Company Association Request**



You have successfully submitted your association with the DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416) role with company in OTAQReg. The “Further Action Required” page shown in Figure 2-21 will display.

Click the “Click here to save copies of your registration forms” hyperlink to download the Change Request PDF. This document will also be emailed to you and the company’s RCO. The request must be signed by the RCO before you are granted access to submit reports in the DC Fuels application. If the RCO has electronic signature capabilities with the company they may electronically sign the request, otherwise they must apply their wet ink signature to the request and mail the document to EPA.

**Figure 2-21 Further Action Required Page**

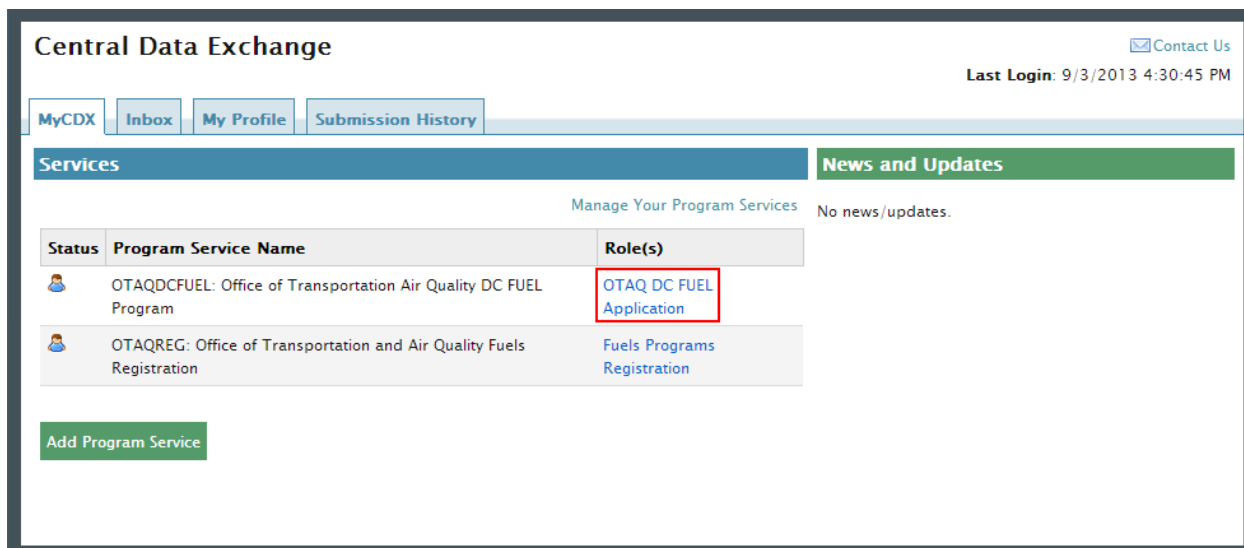


### 3 DC FUEL Submissions

The following sections describe how to navigate within the DC FUEL application and perform a successful petition submission.

#### 3.1 Enter DC FUEL

**Figure 3-1 MyCDX Home Page**



Click the “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link, as seen in Figure 3-1, on your MyCDX Home page. Figure 3-2 will display.

Please note that you must have a valid CDX ESA (Electronic Signature Agreement) in order to submit reports in DC Fuels. If you need to access another copy of your CDX ESA to print and mail to EPA, click the “Fuels Programs Registration” hyperlink to access OTAQReg from the MyCDX Home Page. You will be prompted to print your ESA, which must be signed and mailed to EPA at one of the following mailing addresses:

**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

**Note:** When using a commercial delivery service, do not use the U.S. mail address (or vice versa) as your mail will be delayed, may be returned to you, or may even never arrive at our offices. Be aware that sending materials via US Mail will require an irradiation process and could possibly delay delivery.



### 3.2 Confirm Company and RCO Information

**Figure 3-2 DC FUEL File Upload**

The “RCO Details / Agent Verification” page is the DC FUEL landing page and the first step of the DC FUEL report submission process. Before moving forward you must first confirm the information displayed on this page.

The Company Name drop down list is pre-populated with all of your active OTAQReg company associations (see Figure 3-2). The RCO details are then pre-populated based on the company you select in the Company Name drop down.

Select the company you will be submitting a report for in the Company Name drop down list. Next, confirm the Responsible Corporate Officer (RCO) information (see Figure 3-3).

**Figure 3-3 Confirm Company Responsible Corporate Officer Information**

If the Company Name, RCO Name, RCO Title, RCO Email, RCO Phone, and RCO Fax are all correct then select “Yes” and proceed to answering the Agent Identification question (see Figure 3-4).

If any of the RCO details are incorrect, select “No” and proceed to answering the Agent Identification question (see Figure 3-4). You will not be able to submit a report if you indicate that the RCO details are incorrect.

**Figure 3-4 Agent Verification**

**Agent Indication**

If you are a third party Agent, select Yes below.

If you are a Responsible Corporate Officer, delegated employee who is not a third party Agent, or Independent Third Party Engineer submitting an engineering review for this company, select No.

Yes
  No

---

**Agent Responsibility Letter**

I am an agent authorized by this company and submitting on their behalf. I understand the Responsible Corporate Officer is required to send the "Responsible Corporate Officer Submission Letter" for the reports that I am submitting for this session. I am aware that it is a violation if the "Responsible Corporate Officer Submission Letter" is not complete or postmarked by the reporting deadline.

I understand that I will be submitting on behalf of my clients and will only submit information that could be associated with their companies as true reportable information. I also understand the Responsible Corporate Officers of my client companies are responsible for the information that I submit as their Agent. I may be liable for information submitted that I submit and know to be untrue.

Agree

**Confirm**

After you confirm the RCO details, you must next identify whether or not you are an agent authorized by the company to submit on their behalf. An agent is defined as any individual who is not a direct employee of the company (i.e. contractors, vendors, etc.).

Select “Yes” if you are an agent for the selected Company. Select “No” if you are a delegated employee of the selected Company or an Independent Third Party Engineer.

If you identify yourself as an agent, you will be prompted with the Agent Responsibility Statement below the agent identifier question, as seen in Figure 3-4. You must select “Agree” to this statement to continue with your submission.

Click the “Confirm” button.

### 3.3 Upload File

If you selected “Yes” to the RCO details then Figure 3-6 will display.

**Figure 3-5 File Upload – File Type Selection**

OTAQ DC Fuels
Contact Us

**File Upload**

Copy of Records

MyCDX

Inbox

Change Password

FAQ

Help & Support

CDX Home

Terms & Conditions

Logout

You are here: [File Upload](#) » [File Type Selection](#)

## File Upload – File Type Selection

**Company, RCO and User Information:**

<b>Company/Entity Information:</b>	<b>User Information:</b>
Company/Entity Name: <input type="text" value="Sprint 8 Company"/>	Name (First Middle Last): <input type="text" value="Melissa Kirby"/>
EPA Company/Entity ID: <input type="text" value="1016"/>	Address 1: <input type="text" value="12338 MAIN ST."/>
	Address 2: <input type="text"/>
<b>RCO details:</b>	City State, Zip: <input type="text" value="FAIRFAX VA, 22033"/>
RCO Name: <input type="text" value="Melissa Kirby"/>	Phone Number: <input type="text" value="3298472934"/>
RCO Title: <input type="text" value="Analyst"/>	Fax Number: <input type="text"/>
RCO Email: <input type="text" value="melissa.kirby@cgifederal.com"/>	E-Mail Address: <input type="text" value="melissa.kirby@cgifederal.com"/>
RCO Phone: <input type="text" value="0392382930"/>	CDX User ID: <input type="text" value="MKIRBY688"/>
RCO Fax: <input type="text"/>	Agent: <input type="text" value="No"/>

**Report Type and File Selection:**

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

If you are submitting an RFS Pathway Petition for review for the first time, please select "Original." If you are resubmitting an RFS Pathway Petition, please select "Resubmission". You may only submit one file, therefore if your submission contains multiple files you must compress the files into a single .zip file.

Original
  Resubmission

Attach Report File (required):  No file chosen

**Comments (optional):**

You will be asked to create and confirm a passphrase after clicking the “Encrypt and Sign” button. This passphrase will be used to access the copy of record for your submission.

The “File Upload – File Type Selection” page is where you will upload your petition file. The top section of the page displays a summary of the selected Company, RCO, and User information.

In addition to the pre-populated information, there are several additional sections of the page that you are required to complete (see Figure 3-7 through Figure 3-9).

You must first identify whether your report is an original submission or a resubmission. If you identify your submission as an “Original” then you may optionally provide comments in the comments field, as seen in Figure 3-7.

**Figure 3-6 Report Type “Original”**

**Report Type and File Selection:**

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

If you are submitting an RFS Pathway Petition for review for the first time, please select "Original." If you are resubmitting an RFS Pathway Petition, please select "Resubmission". You may only submit one file, therefore if your submission contains multiple files you must compress the files into a single .zip file.

Original
  Resubmission

Attach Report File (required):  No file chosen

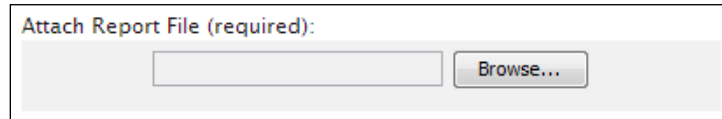
**Comments (optional):**

You will be asked to create and confirm a passphrase after clicking the “Encrypt and Sign” button. This passphrase will be used to access the copy of record for your submission.

If you identify your submission as a “Resubmission” you are required to provide comments in the comments field. Please include the dates of all previous submissions and the reason for your current resubmission.

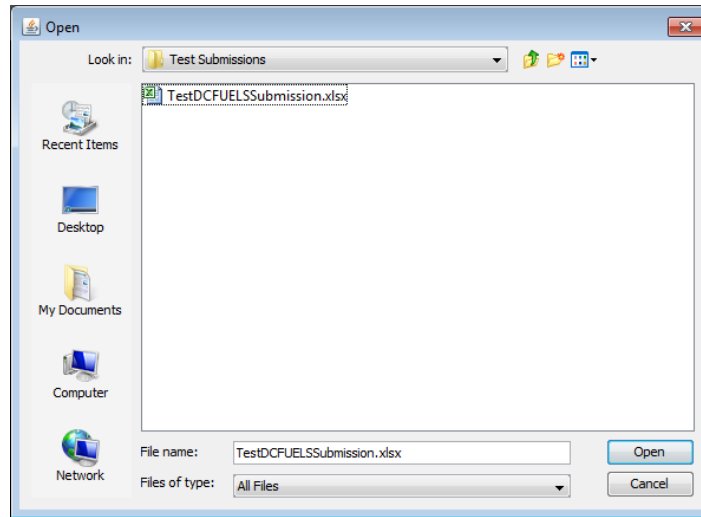
After identifying the Report Type, you are required to attach your report file, as seen in Figure 3-8.

**Figure 3-7 Attach Report File**



To attach a file, click the “Browse” button. An open dialogue box will display, as seen in Figure 3-9.

**Figure 3-8 File Open Dialogue Box**



**Reminder:** You may only upload one file per submission. You may use .Zip format for multi-file submissions.

Navigate to your submission file, double click the file name and the file will appear in the File Name text box. Click the “Open” button. The file name will appear in the text box next to the “Browse” button, as seen in Figure 3-10.

**Figure 3-9 File Selected**

**Report Type and File Selection:**

Report Type (Required): Please specify the type of report you are submitting. This should coincide with the "Report Type" column (field 2) of the report you are submitting. All reports in this submission must be of the same "Report Type". If the "Report Type" in field 2 of the reports does not match the report type indicated, you will be required to resubmit the reports.

If you are a third-party independent professional engineer submitting an engineering review for a company for the first time, please select "Original". If resubmitting an engineering review for a company, please select "Resubmission".

If you are submitting an RFS Pathway Petition for review for the first time, please select "Original." If you are resubmitting an RFS Pathway Petition, please select "Resubmission". You may only submit one file, therefore if your submission contains multiple files you must compress the files into a single .zip file.

Original
  Resubmission

Attach Report File (required):  6628DCFUELS ...mission.xlsx

**Comments (optional):**

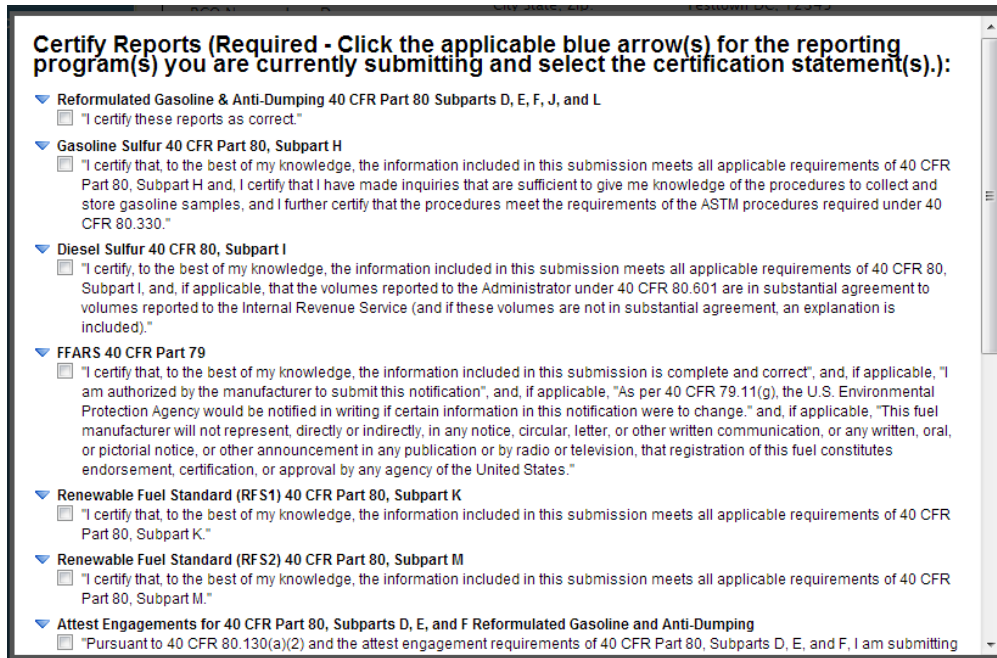
You will be asked to create and confirm a passphrase after clicking the "Encrypt and Sign" button. This passphrase will be used to access the copy of record for your submission.

Once you have provided information for all required fields and your report file is selected, click the "Encrypt and Sign" button at the bottom of the page. Figure 3-11 will display.

Clicking the "Reset" button will clear all the data provided on the page.

### 3.4 Select Certify Reports

**Figure 3-10 Certify Reports**



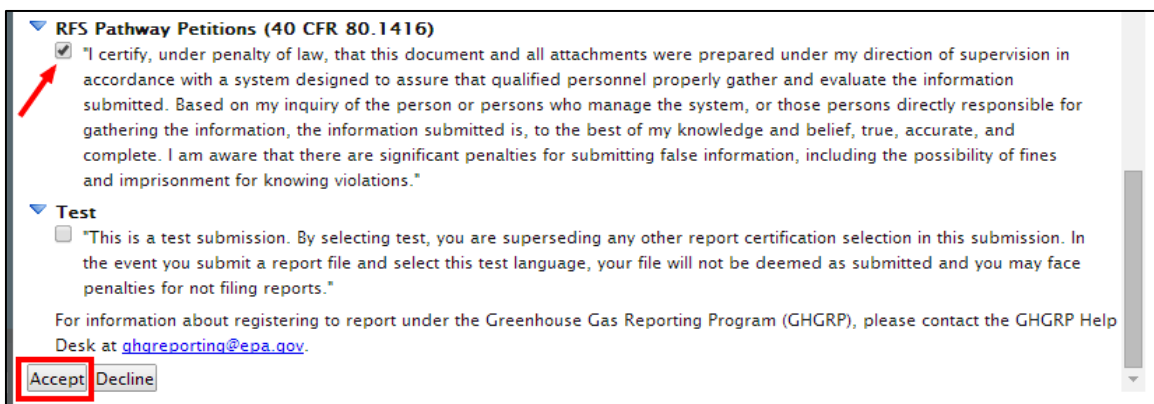
The “Certify Reports” page displays all the Fuels Reporting Programs for which you can submit reports for in DC FUEL.

Scroll to the bottom of the window and click the "RFS Pathway Petitions (40 CFR 80.1416)" checkbox to submit a pathway petition. You will not be able to select any additional certify types.

**Note:** It is important that you select the correct certify type, "RFS Pathway Petitions (40 CFR 80.1416", selecting an incorrect certify type may result in significant delays in the processing of your petition.

Once you have selected the "RFS Pathway Petitions (40 CFR 80.1416)" certify type, click the “Accept” button, as seen in Figure 3-12. Figure 3-13 will display.

**Figure 3-11 Accept Certify Report Selection**



### 3.5 Encrypt and Sign Submission

Upon accepting the selected certifications in Figure 3-12, you will then be directed through the eSignature and Encryption process. The first step of the eSignature and Encryption process is Authentication (see Figure 3-13).

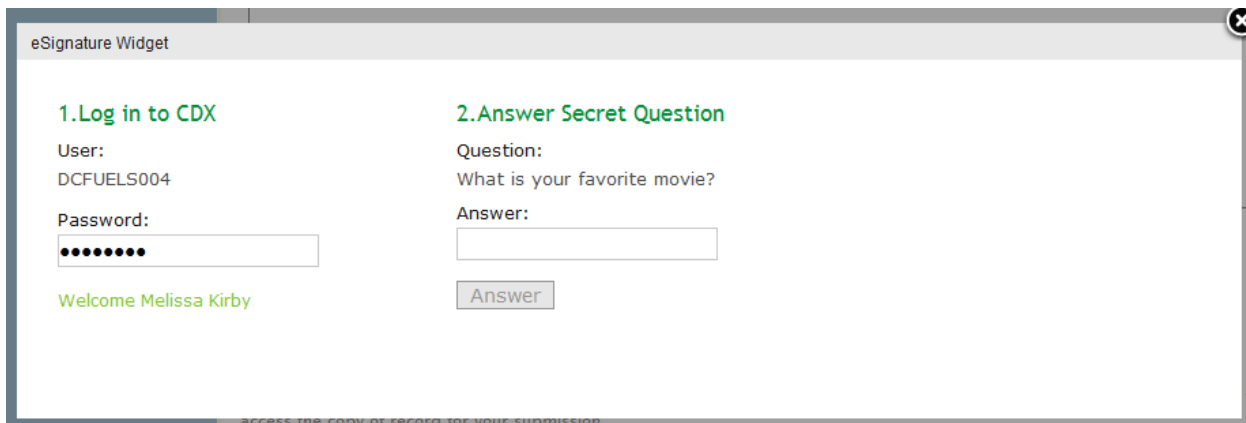
**Figure 3-12 Authentication**



This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password.

Enter your CDX user account password and click the “Login” button. Figure 3-14 will display.

**Figure 3-13 Answer Secret Question**



The next step is to provide the answer to your secret question. The page will display one of the five secret questions you chose during your eSignature PIN verification. Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 3-15 will display.

If you enter an incorrect password, enter an incorrect answer, or fail to respond, you will be prompted with an error message. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).



**Figure 3-14 Encrypt and Sign File**

The screenshot shows a web interface titled "eSignature Widget" with three columns of steps:

- 1. Log in to CDX:**
  - User: DCFUELS004
  - Password: [masked]
  - Welcome Melissa Kirby
- 2. Answer Secret Question:**
  - Question: What is your favorite movie?
  - Answer: movie
  - Correct Answer
- 3. Sign and Encrypt:**
  - Passphrase: [masked]
  - Re-enter: [masked]
  - Sign button

At the bottom of the widget, there is a link: "access the copy of record for your submission."

The final step is to create and re-enter a passphrase. This passphrase will be used to decrypt the Copy of Record. Encrypt and Sign your submission. The passphrase may contain letters, numbers, or special characters. Your chosen passphrase will be unique to the specific submission and is not related to your CDX password or any passphrases entered for other DC FUELS submissions.

**Important!** You must remember your passphrase in order to access your Copy of Record. For security reasons, the system administrator does not have access to your passphrase and it cannot be reset. If you forget or lose your passphrase, you will not be able to access your Copy of Record.

After entering and confirming your passphrase, click the “Sign” button. Figure 3-16 will display.

### 3.6 Submission Confirmation

**Figure 3-15 File Upload Confirmation**

**OTAQ DC Fuels** [Contact Us](#)

**File Upload**

[Copy of Records](#)

[MyCDX](#)

[Inbox](#)

[Change Password](#)

[FAQ](#)

[Help & Support](#)

[CDX Home](#)

[Terms & Conditions](#)

[Logout](#)

You are here: [File Upload](#) » Confirmation

## File Upload – Confirmation

CDX has received your encrypted submission with information listed below:

**Company, RCO and User Information:**

Company/Entity Information:		User Information:	
Company/Entity Name:	Acme Test Co	Name (First Middle Last):	John Smith
EPA Company/Entity ID:	3334	Address 1:	1234 5th St
		Address 2:	
<b>RCO details:</b>		City, State Zip:	Fairfax VT, 22222
RCO Name:	Jane Doe	Phone Number:	7032275673
RCO Title:	President	Fax Number:	555-555-5555
RCO Email:	test@example.com	E-Mail Address:	test@example.com
RCO Phone:	555-867-5309	CDX User ID:	TESTDCFUELSUSER1
RCO Fax:	1112223333	Is Agent:	No

**Report Information:**

Document Name: New Company CR-11996 - Petitions Test No 2.pdf  
 Transaction Id: \_8907f85f-22ff-429a-ba93-083ea05c1241  
 Submission Time: 2014-09-03 13:01:43.092  
 Report Type: Original  
 Comments:

Certification Type: **RFS Pathway Petitions (40 CFR 80.1416)**

"I certify, under penalty of law, that this document and all attachments were prepared under my direction of supervision in accordance with a system designed to assure that qualified personnel properly gather and evaluate the information submitted. Based on my inquiry of the person or persons who manage the system, or those persons directly responsible for gathering the information, the information submitted is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations."

Congratulations! You have successfully signed and submitted your pathway petition to the OTAQ Program.

This page displays a summary of your submission information along with a confirmation message stating that CDX has received your encrypted submission. An email notification will be sent to you and your Company RCO confirming a pathway petition has been submitted.

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## 4 Support Information

For frequently asked questions about the content, formats, or policies for the Office of Transportation and Air Quality (OTAQ) please reference the Fuels Program website at <http://www.epa.gov/otaq/fuels/index.htm>.

For any general or technical questions related to the Central Data Exchange you may contact any of the following:

- Telephone - Person-to-person telephone support is available from the CDX Help Desk 8:00 am to 6:00 pm EST. Call our toll-free line at 888-890-1995.
- Email - Send e-mail to Technical Support at [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net) with "Technical Support" in the Subject line.

If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line at [support@epamts-support.com](mailto:support@epamts-support.com).