

**RFS Pathway Petitions CDX
Quick Start Guide
Version 0.02**

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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 a new company as a petitions submitter in the OTAQReg application and submit petitions using DC FUEL. 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 4.

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 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.

2 CDX Registration

1. Access <https://cdx.epa.gov/>.
2. Click "Register with CDX".
3. Review and accept CDX Terms and Conditions, click "Proceed".
4. Select OTAQDCFUEL: Office of Transportation and Air Quality DC FUEL Program.
5. Click "Request Role Access".
6. Enter required information as indicated by an asterisk.
7. Enter company name in organization field and click "Search".
8. Click on Organization ID from search results or add new organization by clicking "request that we add your organization" hyperlink.
9. Enter required information as indicated by an asterisk and click "Submit Request for Access".
10. Access inbox for email address provided in step 9 and open email from helpdesk@epacdx.net.
11. Click on hyperlink provided in the email.
12. Log in to CDX with credentials created in step 6.
13. Review identity proofing information, check the checkbox, and click "Proceed to Verification".
14. Review LexisNexis Privacy Policy and click "OK".
15. Enter required information as indicated by an asterisk and click "Submit".
16. Click "OK".
17. Click "Continue".
18. Select 5 questions, provide answers, and click "Save Answers".
19. Review the ESA and click "Sign Electronically".
20. Review the Certification Statement and click "Accept".
21. Enter the password created in step 6 and click "Login".
22. Enter the answer to the question displayed and click "Answer".
23. Click "Sign".
24. CDX Registration is complete. Both OTAQ DC FUEL Application and Fuels Programs Registration should display on the MyCDX page.

If you require additional assistance with any of the steps listed above, please reference the detailed user guide (DCFUEL Registration Quick Start Guide v3.01).

3 OTAQ Registration

1. Access <https://cdx.epa.gov/>.
2. Enter CDX credentials and click "Log In".
3. Click "Fuels Programs Registration".
4. Enter a Position or Job Title and click "Save".
5. Click the "Associate to Company" link in the left side navigation menu.
6. Enter your company's name in the Company Name field and click "Search".
7. Click "Create New Company".
8. Enter required information as indicated by a red asterisk.
9. Select "Renewable Fuel Standard" from the Program Type list.
10. Select "RFS Pathway Petition Submitter (80.1416)" from the Business Activity list.
11. Indicate whether or not the Company Foreign Bond section applies to your company and click "Next".
12. Click the "Company Editor" hyperlink.
13. Check the "DC Fuels Submitter, RFS Pathway Petitions (40 CFR 80.1416)" checkbox and click "Select".
14. Click "Next".
15. Click "Review".
16. Review the information and click "Continue".
17. Click "Submit".
18. OTAQ Registration is complete. You may now access DC FUELS and submit a petition.

If you require additional assistance with any of the steps listed above, please reference the detailed user guide (OTAQ RFS Pathway Petitions User Guide v0.01).

4 Petitions Submission

1. Access <https://cdx.epa.gov/>.
2. Enter CDX credentials and click "Log In".
3. Click "OTAQ DC FUEL Application".
4. Verify that the RCO information displayed is correct and select the "Yes" radio button.
5. Indicate whether or not you are an agent submitting on behalf of another company.
6. Click "Confirm".
7. Review the Company, RCO and User information.
8. Indicate whether this is an original submission or a resubmission.
9. Upload the petition. (If your petition consists of multiple documents they must be zipped together to submit).
10. Enter comments (optional if the submission is original, required if the submission is a resubmission).
11. Click "Encrypt and Sign".
12. Scroll down and check the "RFS Pathway Petitions (40 CFR 80.1416)" report type.
13. Click "Accept".
14. Enter your CDX password and click "Login".
15. Enter the answer to the question displayed and click "Answer".
16. Create a passphrase, confirm the passphrase, and click "Sign".
17. Your submission is complete.

If you require additional assistance with any of the steps listed above, please reference the detailed user guide (OTAQ RFS Pathway Petitions User Guide v0.01).

5 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>.

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