

# Office of Transportation and Air Quality (OTAQ) DCFUEL User Guide

Version 3.01



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

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## 1 Introduction

This document is the User Guide for the OTAQ DC FUEL online application. It describes the process a user must follow to submit reports using DC FUEL. This document will cover registration, how to upload a file and submit a report, and how to view your copy of record.

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 Registration

The following section describes how to register for the DC FUEL application.

### 2.1 CDX Registration

The OTAQ DC FUEL system is hosted by the Central Data Exchange (CDX). CDX is the system that EPA has provided to all programs to standardize and centralize the reporting functions and data submissions that are required of the various EPA regulated communities. In order to access DC FUEL, users must first be registered users of CDX.

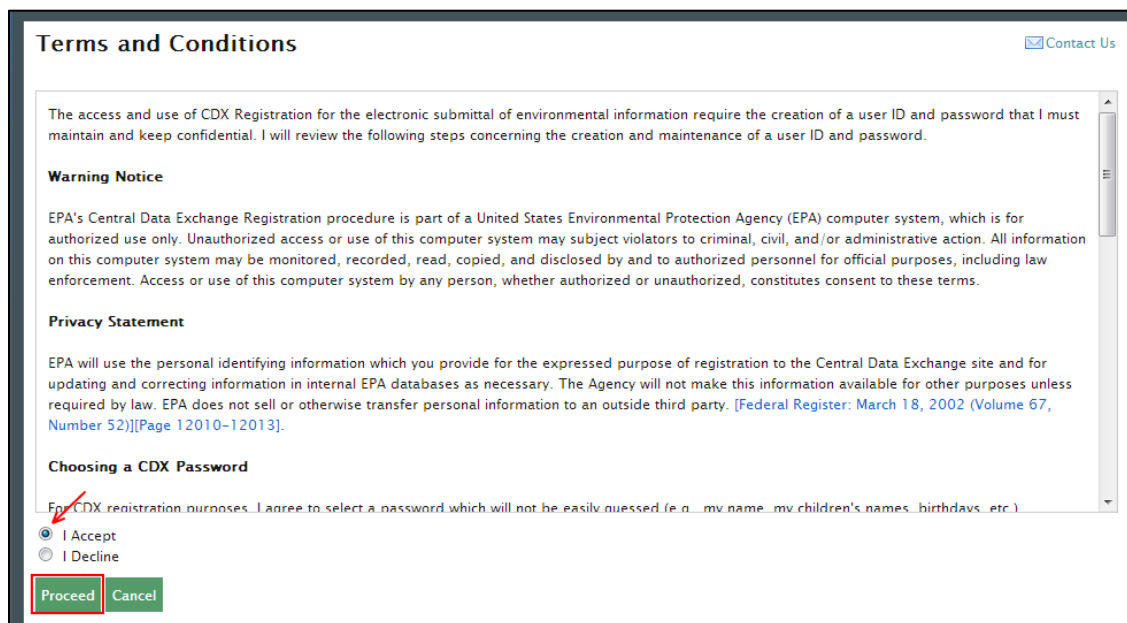
Registration for the OTAQDCFUEL: OTAQ DCFUEL Application dataflow is open to all CDX users. If you are an existing CDX user, please refer to Section 2.3.

### 2.2 DC FUEL Registration for New CDX Users

If you do not have an existing CDX user account please go to the following URL and complete your CDX Registration: <https://cdx.epa.gov>.

Users will reach the Terms and Conditions page upon clicking the “Register with CDX” button from the provided link, as seen in **Error! Reference source not found.**

**Figure 2-1 Terms and Conditions**



**Terms and Conditions** Contact Us

The access and use of CDX Registration for the electronic submittal of environmental information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**Warning Notice**

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

**Privacy Statement**

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [Federal Register: March 18, 2002 (Volume 67, Number 52)](Page 12010-12013).

**Choosing a CDX Password**

For CDX registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

I Accept  
 I Decline

**Proceed** **Cancel**

After accepting the Terms and Conditions, you will see the “Request Program Service” page. This page will display the full list of CDX Program Services. Select “OTAQDCFUEL: Office of Transportation and Air Quality DC FUEL Program”. You can do this by either typing ‘OTAQDCFUEL’ into the text field, as seen in Figure 2-2, or scrolling through the list of program services.



**Figure 2-2 Add Program**

**Error! Reference source not found.** will display. The role “Submitter” will be automatically selected from the dropdown menu. Click the “Request Role Access” button to continue with the registration process.

**Figure 2-3 Request Role Access**

The “Provide User and Organization Information” page will display, as seen in **Error! Reference source not found.**. Enter your user information, and scroll down to complete the organization information.

**Figure 2-4 Part 1: User Information**

**Core CDX Registration** Contact Us

1. Request Program Service ✔ 2. Request Role Access ✔ 3. Provide User and Organization Information ▶ 4. Confirmation

**Registration Information**

**Program Service:** Office of Transportation Air Quality DC FUEL Program  
**Role:** Submitter

Essential information is marked with an asterisk(\*)

**Part 1: User Information**

Description of Fields ⓘ

User ID \*

Title \*

First Name \*

Middle Initial

Last Name \*

Suffix

Password \*

Re-type Password \*

Security Question 1 \*

Security Question 2 \*

Security Question 3 \*

Enter an organization name and click the “Search” button. Matching results will display in a table below. Select your organization from the table by clicking on the hyperlinked Organization ID, as seen in Figure 2-5. If you do not see your organization you can try the advanced search, or create a new organization through the links location directly below the search results.

**Figure 2-5 Part 2: Organization Information**

**Part 2: Organization Information**

Search for your organization using the text box below. You may search by entering the Organization Name or the Organization ID.

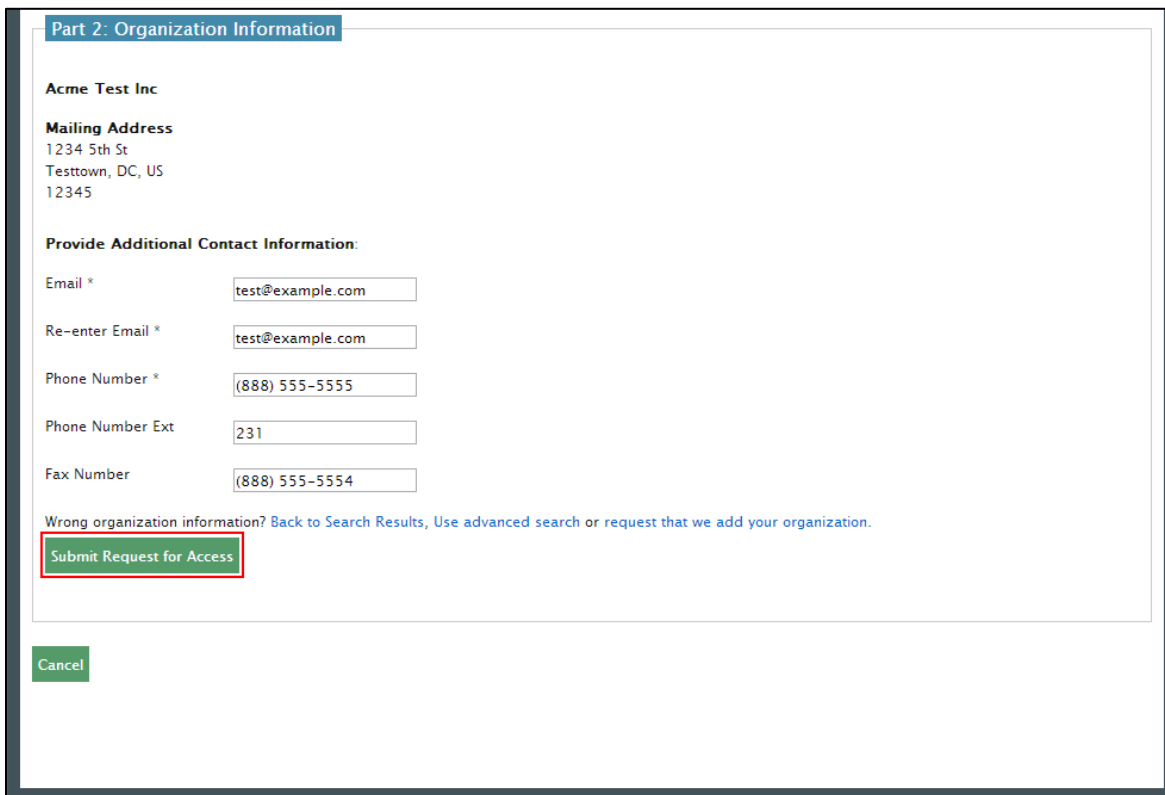
Select your organization from the table below.

Organization Id	Organization Name	Address	City	State	ZIP Code
<a href="#">19204</a>	Acme Test Inc	1234 5th St	Testtown	DC	12345

Can't find your organization? [Use advanced search](#) or [request that we add your organization.](#) ↗

**Error! Reference source not found.** will display. Enter additional contact information into the required fields, and click the “Submit Request for Access” button. At this point you will be taken to the Confirmation Page, as seen in **Error! Reference source not found.**

**Figure 2-6 Additional Organization Information**



**Part 2: Organization Information**

**Acme Test Inc**

**Mailing Address**  
 1234 5th St  
 Testtown, DC, US  
 12345

**Provide Additional Contact Information:**

Email \*

Re-enter Email \*

Phone Number \*

Phone Number Ext

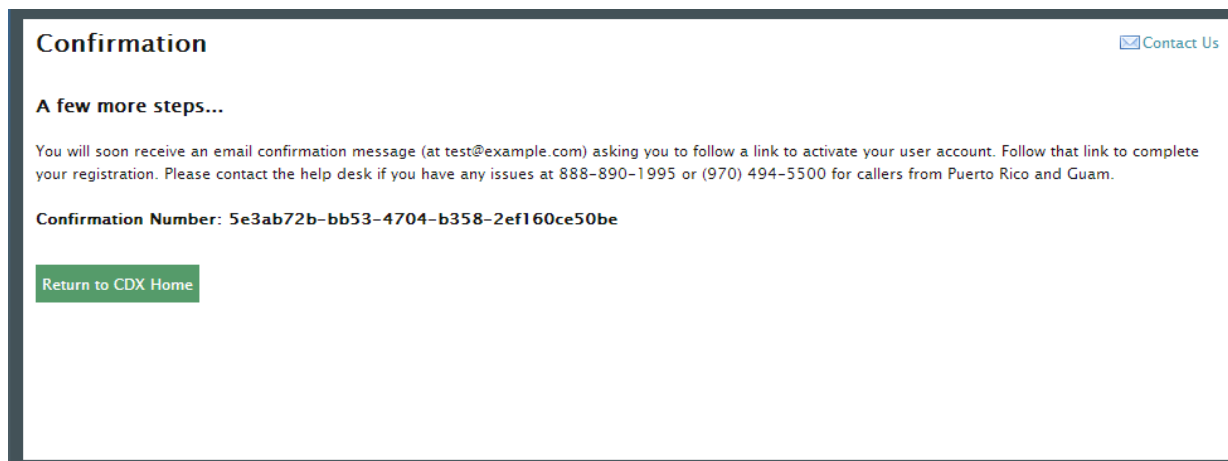
Fax Number

Wrong organization information? [Back to Search Results](#), [Use advanced search](#) or [request that we add your organization](#).

**Submit Request for Access**

**Cancel**

**Figure 2-7 Confirmation Page**



**Confirmation** [Contact Us](#)

**A few more steps...**

You will soon receive an email confirmation message (at test@example.com) asking you to follow a link to activate your user account. Follow that link to complete your registration. Please contact the help desk if you have any issues at 888-890-1995 or (970) 494-5500 for callers from Puerto Rico and Guam.

**Confirmation Number: 5e3ab72b-bb53-4704-b358-2ef160ce50be**

**Return to CDX Home**

After receiving this confirmation message you will need to check your inbox for an email from the CDX Help Desk. This email will contain a URL to allow you to continue registration. Click on the hyperlink provided in the email. Opening this link will load a new browser window that will prompt you to log in with your newly created CDX account. Enter your log-in credentials

and click the “Log In to CDX” button. After logging into the CDX application, **Error! Reference source not found.** will display.

**Figure 2-8 Proceed to Verification**

This page will provide you with two options: (1) use LexisNexis Identity Proofing to electronically validate your identity, allowing you to electronically sign an Electronic Signature Agreement (ESA) or (2) move forward to print, sign and mail in a paper ESA.

Section **Error! Reference source not found.** will take you through the process of completing LexisNexis and electronically signing your ESA.

Section **Error! Reference source not found.** will take you through the process of printing, signing and mailing in your paper ESA.

### 2.2.1 LexisNexis Verification

This section will take you through the registration steps if you choose to use the LexisNexis Identity Proofing process.

If you choose to proceed with LexisNexis you will need to review all of the information provided on the Identity Verification page in **Error! Reference source not found.** above. After you have reviewed the information and verified your first and last name, check the checkbox and click the “Proceed to Verification” button.

LexisNexis Identity Proofing will be completed in a separate pop-up window. The first page will display an acknowledgement statement. Click the “OK” button. The next screen will require you

to enter personal information. **Error! Reference source not found.** displays the LexisNexis verification pop-up window and required fields.

**Figure 2-9 LexisNexis Verification**

LexisNexis® Verification for EPA

\* Required Fields

Authorized Representative

Last Name \* First Name \* Middle Name SSN (Last 4) \*

Smith John

Home Address \*

Home City \* Home State \* Home Zip \*

-- State --

Home Phone Date of Birth \*

Submit Cancel

LexisNexis® About LexisNexis | Privacy Policy

After entering your identification information, click the “Submit” button. After completing this step the LexisNexis popup window will display a confirmation message. Click the “OK” button to close the popup window and return to the CDX application.

**Note:** The LexisNexis popup window will pre-populate your first and last name with the information entered during core registration. These fields will be read-only.

**Figure 2-10 LexisNexis Results**

CDX Registration: Additional Verification Contact Us

Last Login: 9/3/2013 2:18:12 PM

LexisNexis® Results

1. Identity Verification 2. Electronic Signature Agreement

Your identity verification scores have been received from LexisNexis® and will be processed after you click the Continue button. If your scores do not meet the minimum requirements set by the program office, then you will be directed to print, sign, and mail the electronic signature agreement (ESA).

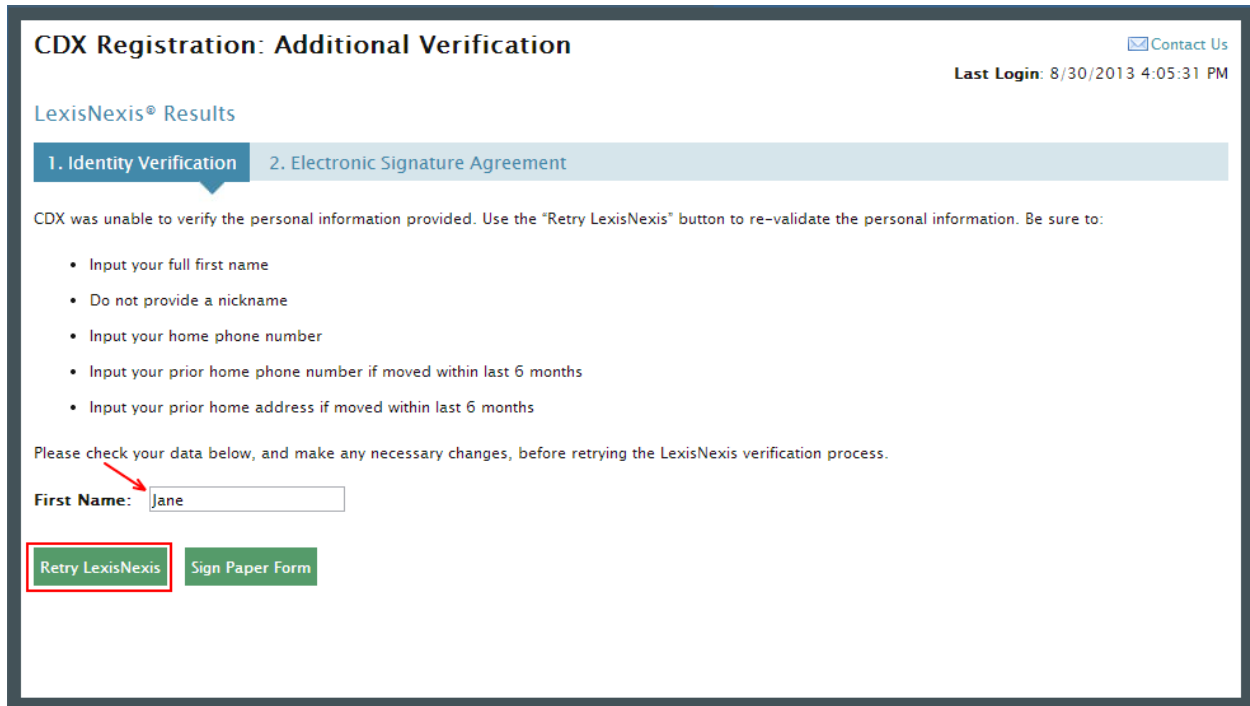
Continue

Click the “Continue” button to process your LexisNexis score (see Figure 2-10) and proceed with registration. If you are successfully identity proofed by LexisNexis you will be taken to the Challenge Questions and Answers page seen in **Error! Reference source not found.** If you are

not successfully identity proofed by LexisNexis you will be taken to the Electronic Signature Agreement page to print, sign, and mail your ESA (see Section 2.2.2).

In some cases, you may be eligible to retry LexisNexis validation. If you are eligible for this retry you will be taken to the Retry LexisNexis page where you can launch the popup window once again. You will also be presented with the opportunity to verify or edit your first name, as seen in **Error! Reference source not found.** The opportunity to edit your first name will only be presented to you as long as you do not have another CDX role with a status of “Awaiting ESA.” At this point you may also choose to opt-out of the LexisNexis identity proofing by clicking the “Sign Paper Form” button.

**Figure 2-11 Retry LexisNexis**



Click the “Retry LexisNexis” button. You will then be returned to the Identity Verification Page (see **Error! Reference source not found.**) and may begin your verification again. LexisNexis retries may be attempted up to five times before the identity proofing will be considered unsuccessful.

**Figure 2-12 CROMERR Challenge Questions and Answers**

**Central Data Exchange** [Contact Us](#)  
Last Login: 9/3/2013 2:23:01 PM

CDX Registration: Additional Verification

1. Identity Verification ✔ 2. Electronic Signature Agreement

You are registered for a program that requires eSignature PIN Verification. Please select five (5) challenge questions and answers. The questions that you select should be questions that you can remember, but difficult for anyone else to guess.

**Select 5 Challenge Questions and Answers**

What is the first and middle name of your oldest sibling?	sibling
Who is your favorite author?	author
What is your favorite pet's name?	name
Where did you graduate from high school?	school
What is the last name of your favorite teacher?	teacher

**Save Answers**

Click the “Save Answers” button after completing the Challenge Questions and Answers. You will now be taken to step two of the Additional Verification pages, as seen in Figure 2-13, where you will be able to electronically sign your ESA.

**Figure 2-13 Electronic Signature Agreement – Sign Electronically**

**CDX Registration: Additional Verification** [Contact Us](#)  
Last Login: 9/4/2013 1:46:26 PM

1. Identity Verification 2. Electronic Signature Agreement

**Electronic CDX Electronic Signature Agreement**

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

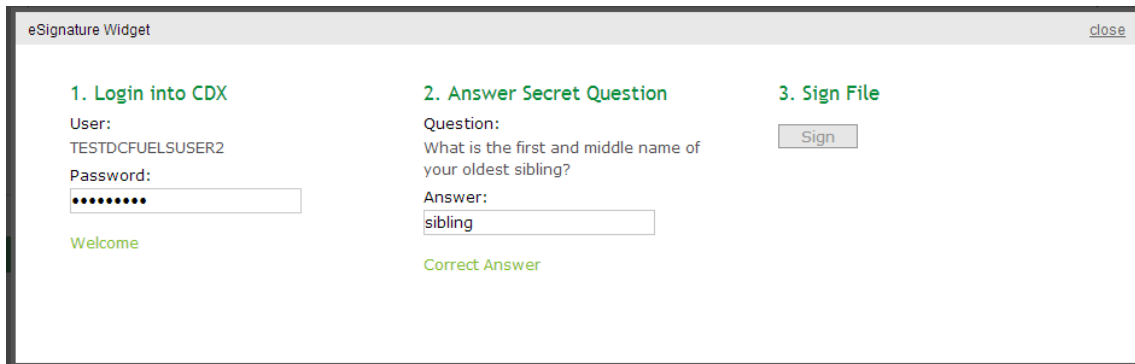
**Electronic Signature Holder Company Information**

Organization Name:	Acme Test Inc
Address:	1234 5th St
City, State, Zip:	Testtown, DC 12345
Province:	
Country:	US
Phone Number:	(703) 227-5673
E-mail Address:	test@example.com
Registrant's Name:	John Smith
CDX User Name:	TESTDCFUELSUSER2

**Sign Electronically** Cancel

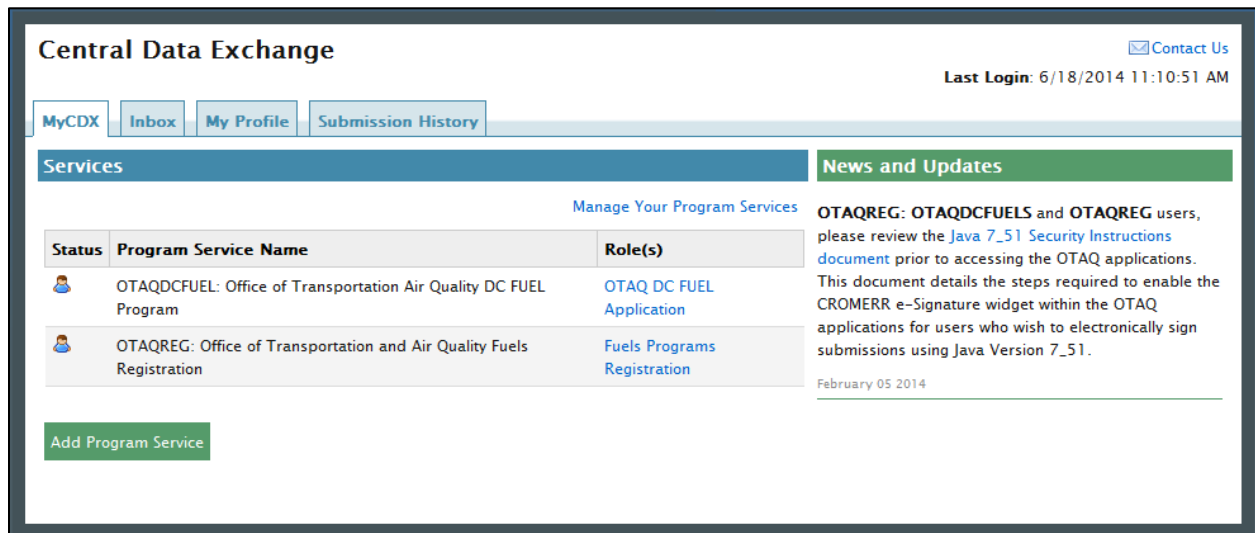
Click the “Sign Electronically” button and “Accept” in the pop-up window. Complete the eSignature widget, as seen in **Error! Reference source not found.**, by entering your password, Challenge Question & Answer, and then clicking “Sign”. If you enter an incorrect password or Challenge Question answer, you will receive an error message. 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 2-14 CROMERR eSignature Widget**



Congratulations on the completion of your online portion of CDX registration for the OTAQ DC FUEL application. You will receive an e-mail confirmation of your registration for the OTAQ program in CDX.

**Figure 2-15 MyCDX Home Page**



Your DC Fuel role will be displayed with an active status. As seen in Figure 2-15, you will automatically be given the “OTAQReg: Fuels Programs Registration” dataflow after registering for DC FUEL. It is required by the OTAQ Program that you complete a user profile within OTAQReg prior to submitting reports in DC FUEL. Please refer to Section 2.4 for further details on OTAQReg: Fuels Programs Registration.



## 2.2.2 Print and Sign CDX Electronic Signature Agreement

This section will take you through the registration steps if you choose to print, sign and mail a paper ESA, or if you are not successfully identity proofed by LexisNexis.

You will be taken to the Electronic Signature Agreement page to print, sign and mail in your ESA. Figure 2-16 displays the paper version of the Electronic Signature Agreement.

**Figure 2-16 Paper Electronic Signature Agreement**

**CDX Registration: Additional Verification** Contact Us  
Last Login: 9/3/2013 3:57:55 PM

1. Identity Verification 2. **Electronic Signature Agreement**

**Paper CDX Electronic Signature Agreement**

The CDX electronic signature agreement (ESA) is an agreement between yourself and CDX that will authorize your electronic signature. By signing the ESA you agree to adhere to the conditions listed on the agreement below. Once the ESA has been signed, you will be authorized to sign and/or encrypt information for your data flow. For any questions regarding the CDX ESA please contact the [CDX Help Desk](#).

**U.S. Environmental Protection Agency  
ELECTRONIC SIGNATURE AGREEMENT**

In accepting the electronic signature credential issued by the U.S. Environmental Protection Agency (EPA) to sign electronic documents submitted to EPA's Central Data Exchange (CDX), and as a representative for:

**Electronic Signature Holder Company Information**

Organization Name:	Acme Test Inc
Address:	1234 5th St
City, State, Zip:	Testtown, DC 12345
Province:	
Country:	US
Phone Number:	(703) 227-5673
E-mail Address:	test@example.com
Registrant's Name:	Mr John Smith
CDX User Name:	TESTDCFUELSUSER1

Clicking the “Sign Paper Form” button will trigger a popup window which allows you to print the ESA.

Print, sign and mail the CDX ESA to the Fuels Program Helpdesk 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:

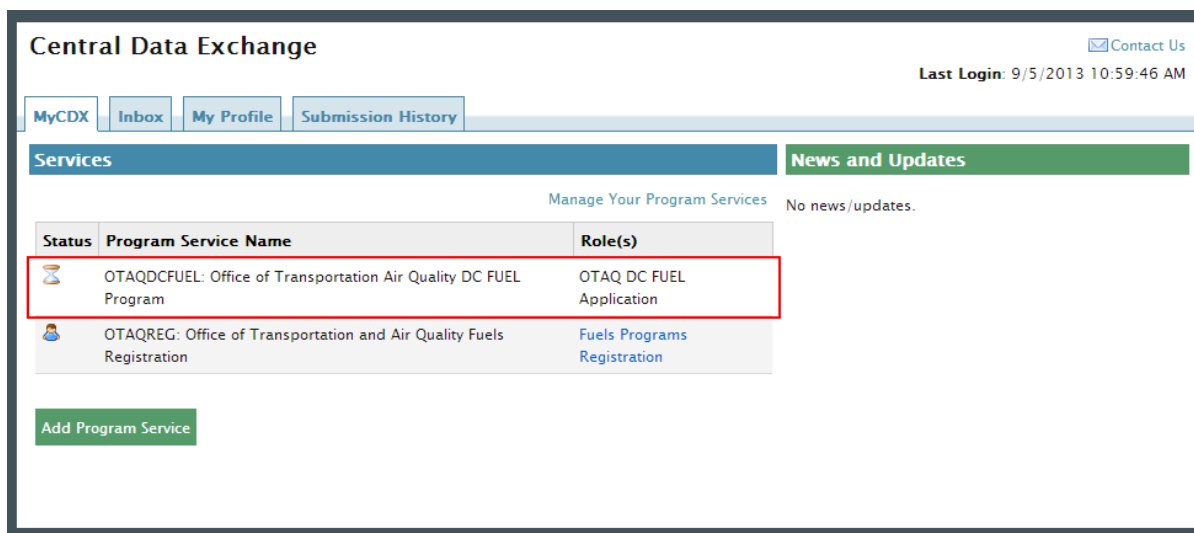
U.S. Environmental Protection Agency  
 Mail Code 6405A  
 1200 Pennsylvania Ave NW  
 Washington, DC 20460

**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.

Paper ESAs will be processed and activated by EPA. You will be prompted to complete the Challenge Questions and Answers (see **Error! Reference source not found.**) that will be used to Sign Electronically once your ESA has been received.

You will now be taken to the MyCDX Home Page, as seen in Figure 2-17. Your DC Fuel role will be displayed with a pending status. You will automatically be given the “OTAQReg: Fuels Programs Registration” dataflow after registering for DC FUEL. You must then complete a user profile within OTAQReg and submit your signed CR paperwork and ESA to EPA prior to gaining access to DC FUEL. Refer to Section 2.4 for details on OTAQReg: Fuels Programs Registration.

**Figure 2-17 MyCDX Home Page**

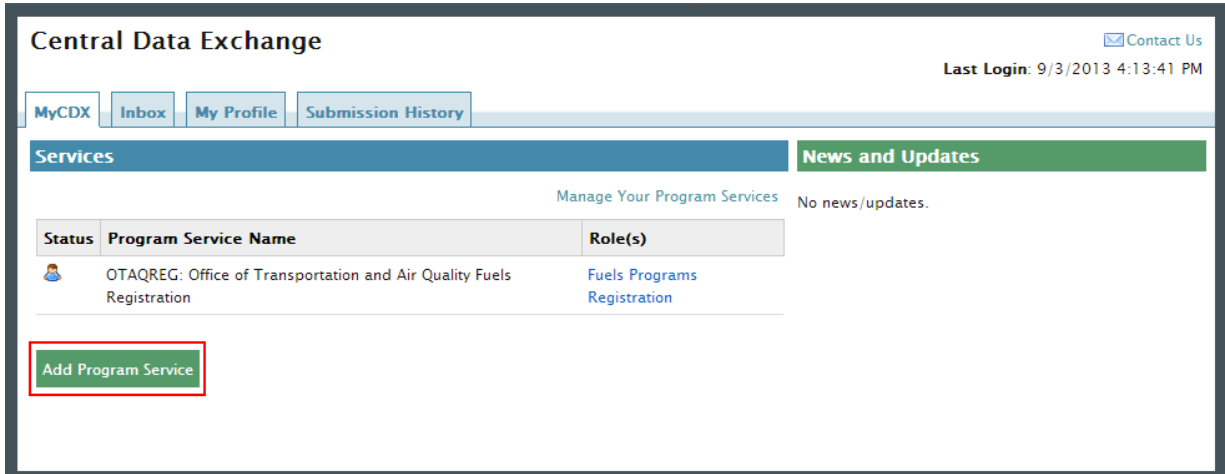


### 2.3 DC FUEL Registration for Existing CDX Users

This section is only for existing CDX users who do not already have DC FUEL access. New CDX users should refer to Section 2.2 for further details.

After logging into CDX, Figure 2-18 will be displayed. To register for the DC FUEL dataflow you must first add the dataflow to your account. Click the “Edit Current Account Profiles” link. Figure 2-19 will display.

**Figure 2-18 MYCDX Home Page**



Select “OTAQDCFUEL: Office of Transportation and Air Quality DC FUEL Program”. You can do this by either typing ‘OTAQDCFUEL’ into the text field, as seen in Figure 2-19, or scrolling through the list of program services.

**Figure 2-19 Add Program**

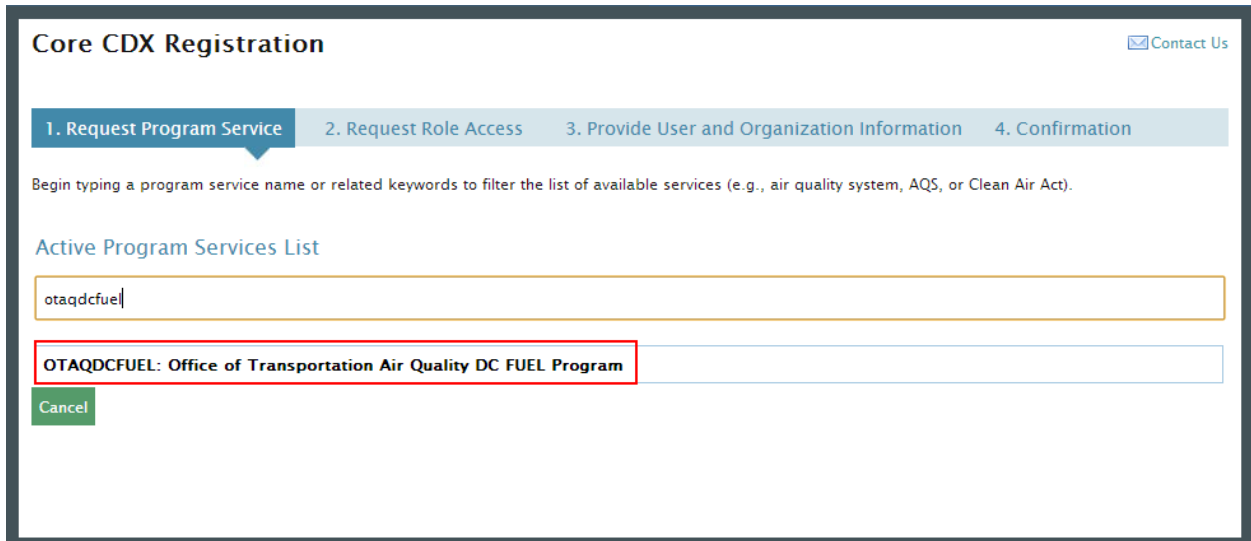


Figure 2-20 will display. The role “Submitter” will be automatically selected from the dropdown menu. Click the “Request Role Access” button to continue with the registration process.

**Figure 2-20 Add OTAQDCFUEL Role (DCFUEL Registration)**

The Organization Information page, as seen in Figure 2-21, will display. Select your organization from the dropdown menu, or request to add an organization. Then click the “Submit Request for Access” button.

**Figure 2-21 Submit Request for Access**

Congratulations on the completion of your online portion of CDX registration for the OTAQ DC FUEL application. You will receive an e-mail notification confirming that you have registered for the OTAQ program at CDX.

---

Depending on the status of your ESA and the organization you choose to add DC FUEL to, the link to open DC FUEL will either be automatically activated and clickable, the new organization will be added to the application handoff dropdown menu, or the link will appear disabled, pending EPA's receipt of your signed ESA.

## 2.4 OTAQ Registration

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As previously stated, the OTAQReg dataflow is automatically listed in your CDX account upon registering for the DC FUEL application (if you are not already an existing OTAQReg user). It is required that you have an active user profile and company association with one of the DC FUELS Submitter roles in OTAQReg prior to being able to submit reports for your company in the DC FUEL application. In addition, OTAQ must have received your signed Electronic Signature Agreement (provided during registration for OTAQReg) and Delegation Letter. EPA will review your delegations to ensure you receive the appropriate access to EPA Fuels Programs.

For additional information or assistance in completing OTAQ Registration, please refer to the Fuels Programs registration pages <http://www.epa.gov/otaq/fuels/reporting/programsregistration.htm> and the User Manual for Fuels Programs Registration (OTAQREG) and the Central Data Exchange (CDX) available for download in PDF format on the page, or contact the EPA Fuels Program Support Line at 800-385-6164, [support@epamts-support.com](mailto:support@epamts-support.com).

### 3 DC FUEL Access

#### 3.1 Activation of your Role

If you chose to print, sign and mail in your ESA and OTAQReg change request delegation letter paperwork, the OTAQ Program must activate your role in CDX in order to access the DC FUEL application and submit reports. OTAQ will either activate or deny your DC FUEL access pending receipt of your Electronic Signature Agreement and review of your OTAQReg registration.

If you were able to electronically sign your ESA, the DC FUEL link will automatically be activated. You may enter the DC FUEL application but you will be unable to make submissions until your company is registered and you have the appropriate roles within the OTAQReg application.

The “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link, as seen in Figure 3-1, will not appear as clickable until your role is activated by the OTAQ Program.

Once your role is activated, you will receive an e-mail notification with the subject “CDX Registration Status Change” confirming that your registration status has changed.

#### 3.2 Access DC FUEL Dataflow

You may now access the OTAQ DC FUEL application and submit reports to EPA.

**Figure 3-1 OTAQ DC FUEL Dataflow Link**

The screenshot shows the 'Central Data Exchange' interface. At the top, there are navigation tabs: 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. A 'Contact Us' link is in the top right, and the 'Last Login' is '9/3/2013 4:30:45 PM'. Below the navigation is a 'Services' section with a 'Manage Your Program Services' link and a 'News and Updates' section showing 'No news/updates.' A table lists the following services and roles:

Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	OTAQ DC FUEL Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

Below the table is a green 'Add Program Service' button.

## 4 DC FUEL Submissions

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

### 4.1 Enter DC FUEL

**Figure 4-1 MyCDX Home Page**

The screenshot shows the MyCDX Home Page. At the top, it says 'Central Data Exchange' and 'Last Login: 9/3/2013 4:30:45 PM'. There are navigation tabs for 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. Below these are two main sections: 'Services' and 'News and Updates'. The 'Services' section has a sub-header 'Manage Your Program Services' and contains a table with the following data:

Status	Program Service Name	Role(s)
	OTAQDCFUEL: Office of Transportation Air Quality DC FUEL Program	<a href="#">OTAQ DC FUEL Application</a>
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	<a href="#">Fuels Programs Registration</a>

Below the table is a green button labeled 'Add Program Service'. To the right of the table, it says 'No news/updates.'.

Click the “OTAQDCFUEL: OTAQ DC FUEL Application” dataflow link on your MyCDX Home page, as seen in Figure 4-1. Figure 4-2 will display.

## 4.2 Confirm Company and RCO Information

**Figure 4-2 DC FUEL File Upload**

**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

### RCO Details / Agent Verification

Please select the company for the file transfer

Company Name: Acme Test Co (3334)

**Please confirm the RCO details:**

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	

Is this the correct Responsible Corporate Officer?

Yes  No

AGENTS ONLY: If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select No

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.

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

**Confirm**

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 4-2). 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 4-3).



**Figure 4-3 Confirm Company Responsible Corporate Officer Information**

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](#)

## RCO Details / Agent Verification

**Please select the company for the file transfer**

Company Name:

**Please confirm the RCO details:**

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	

Is this the correct Responsible Corporate Officer?

Yes  No

AGENTS ONLY: If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select No

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.

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

[Confirm](#)

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 4-4).

If any of the RCO details are incorrect, select “No” and proceed to answering the Agent Identification question (see Figure 4-4).

**Figure 4-4 Agent Verification**

OTAQ DC Fuels Contact Us

You are here: File Upload

### RCO Details / Agent Verification

Please select the company for the file transfer

Company Name:

**Please confirm the RCO details:**

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	

Is this the correct Responsible Corporate Officer?

Yes  No

**AGENTS ONLY:** If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select No

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.

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

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 4-5. You must select “Agree” to this statement to continue with your submission.

Click the “Confirm” button.

**Figure 4-5 Agent Responsibility Statement**

Agent Responsibility Statement

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.

---

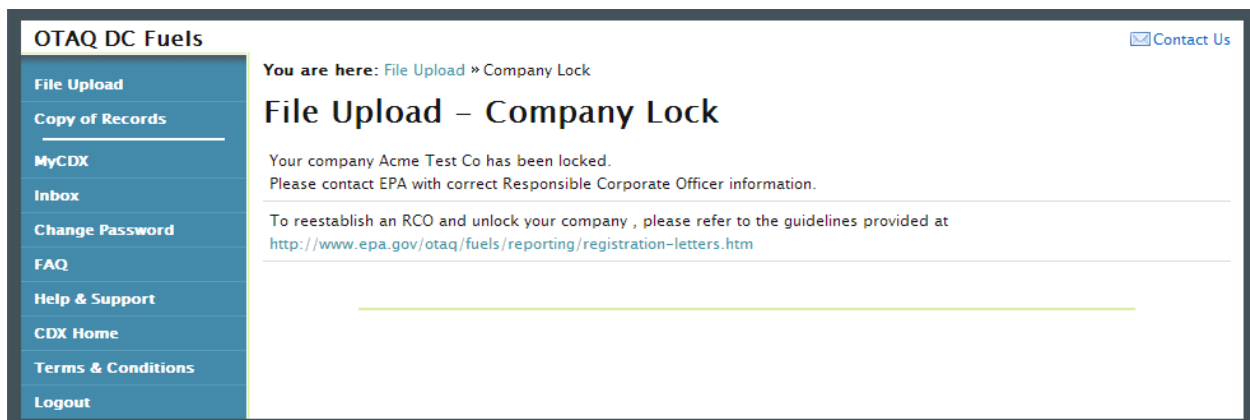
Agree

---

**Confirm**

If you selected “No” to the RCO details then Figure 4-6 will display.

**Figure 4-6 Incorrect RCO Information – Company Lock**



The DC FUEL application will automatically lock your company from submitting reports if the provided RCO details are not confirmed as being accurate. To unlock your company, please contact the EPA Fuels Programs and EMTS Support Line: [support@epamts-support.com](mailto:support@epamts-support.com).

### 4.3 Upload File

If you selected “Yes” to the RCO details then **Error! Not a valid bookmark self-reference.** will display.

**Figure 4-7 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="Acme Test Co"/>	Name (First Middle Last): <input type="text" value="John Smith"/>
EPA Company/Entity ID: <input type="text" value="3334"/>	Address 1: <input type="text" value="1234 5th St"/>
	Address 2: <input type="text"/>
<b>RCO details:</b>	City State, Zip: <input type="text" value="Fairfax VT, 22222"/>
RCO Name: <input type="text" value="Jane Doe"/>	Phone Number: <input type="text" value="888-867-5309"/>
RCO Title: <input type="text" value="President"/>	Fax Number: <input type="text" value="555-555-5555"/>
RCO Email: <input type="text" value="janedoe@test.com"/>	E-Mail Address: <input type="text" value="test@example.com"/>
RCO Phone: <input type="text" value="555-867-5309"/>	CDX User ID: <input type="text" value="TESTDCFUELSUSER1"/>
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".

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 report submission 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 4-8 thru Figure 4-10).

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 4-8.

**Figure 4-8 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".

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, as seen in Figure 4-9. Please include the report form ID name, compliance period code quarter, compliance year of the reports you are resubmitting, the dates of all previous submissions and resubmissions for the specific report(s), and the reason for your current resubmission.

**Figure 4-9 Report Type “Resubmission”**

**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".

Original
  Resubmission

Attach Report File (required):  No file chosen

---

**Comments (required):** Please provide us with more information about your Resubmission. Please include (1) the report form ID name, (2) compliance period code quarter, (3) compliance year of the reports you are resubmitting, (4) the dates of all previous submissions and resubmissions for the specific report(s), and (5) the reason for your current resubmission.

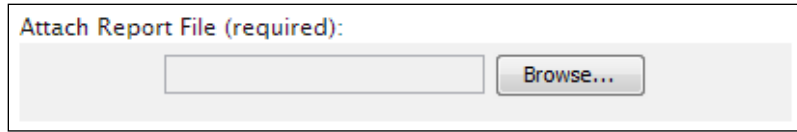
If resubmitting an engineering review for a company, please provide the dates of any previous submissions and resubmissions of this engineering review for this company as well as the reason for your current resubmission.

Enter Required Comments Here...

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.

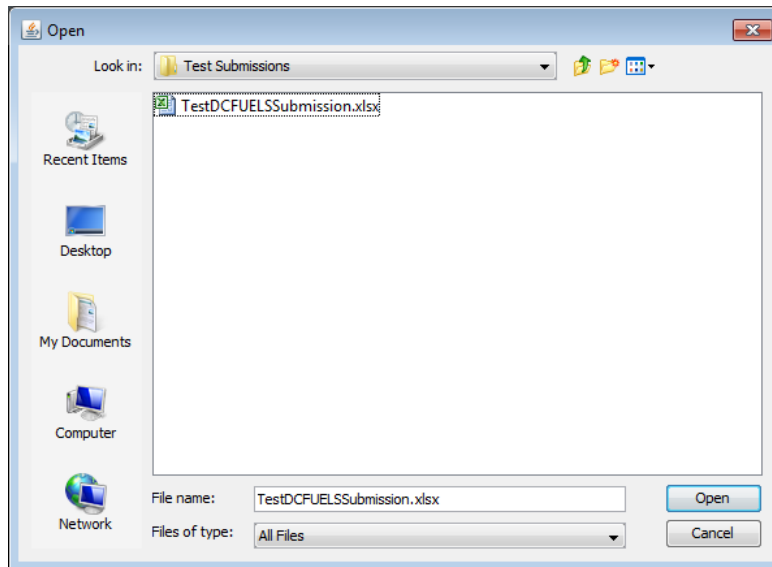
After identifying the Report Type, you are required to attach your report file, as seen in Figure 4-10.

**Figure 4-10 Attach Report File**



To attach a file, click the “Browse” button. An open dialogue box will display as seen in Figure 4-11.

**Figure 4-11 File Open Dialogue Box**



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 4-12.

**Reminder:** You may only upload one file per submission. You may use .Zip format for multi-file submissions. You may also include all reports on one worksheet of an XLS file or CSV file.

**Figure 4-12 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".

Original
  Resubmission

Attach Report File (required):  TestDCFUELSSubmission.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 4-13 will display.

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


#### 4.4 Select Certify Reports

**Figure 4-13 Certify Reports**

**Certify Reports (Required - Click the applicable blue arrow(s) for the reporting program(s) you are currently submitting and select the certification statement(s).):**

- Reformulated Gasoline & Anti-Dumping 40 CFR Part 80 Subparts D, E, F, J, and L**  
 "I certify these reports as correct."
- Gasoline Sulfur 40 CFR Part 80, Subpart H**  
 "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart H and, I certify that I have made inquiries that are sufficient to give me knowledge of the procedures to collect and store gasoline samples, and I further certify that the procedures meet the requirements of the ASTM procedures required under 40 CFR 80.330."
- Diesel Sulfur 40 CFR 80, Subpart I**  
 "I certify, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR 80, Subpart I, and, if applicable, that the volumes reported to the Administrator under 40 CFR 80.601 are in substantial agreement to volumes reported to the Internal Revenue Service (and if these volumes are not in substantial agreement, an explanation is included)."
- FFARS 40 CFR Part 79**  
 "I certify that, to the best of my knowledge, the information included in this submission is complete and correct", and, if applicable, "I am authorized by the manufacturer to submit this notification", and, if applicable, "As per 40 CFR 79.11(g), the U.S. Environmental Protection Agency would be notified in writing if certain information in this notification were to change." and, if applicable, "This fuel manufacturer will not represent, directly or indirectly, in any notice, circular, letter, or other written communication, or any written, oral, or pictorial notice, or other announcement in any publication or by radio or television, that registration of this fuel constitutes endorsement, certification, or approval by any agency of the United States."
- Renewable Fuel Standard (RFS1) 40 CFR Part 80, Subpart K**  
 "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart K."
- Renewable Fuel Standard (RFS2) 40 CFR Part 80, Subpart M**  
 "I certify that, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR Part 80, Subpart M."
- Attest Engagements for 40 CFR Part 80, Subparts D, E, and F Reformulated Gasoline and Anti-Dumping**  
 "Pursuant to 40 CFR 80.130(a)(2) and the attest engagement requirements of 40 CFR Part 80, Subparts D, E, and F, I am submitting

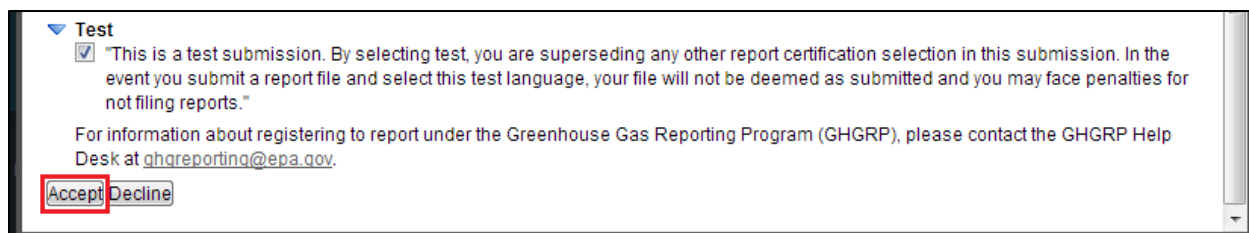
The "Certify Reports" page displays all the Fuels Reporting Programs for which you can submit reports for in DC FUEL.

Clicking the expand/collapse icon  next to each Program header (i.e., Reformulated Gasoline and Anti-Dumping, Gasoline Sulfur, Diesel Sulfur, FFARS, Renewable Fuel Standard, Green House Gas Mandatory Reporting Rule, etc.) will display or hide the Certification Statements for each Program.

You may submit for multiple Fuel Reporting Programs by selecting multiple check boxes.

You must select at least one Certify Report in order to complete your submission. Select the Certify Report(s) you are reporting for and click the “Accept” button, as seen in Figure 4-14. Figure 4-15 will display.

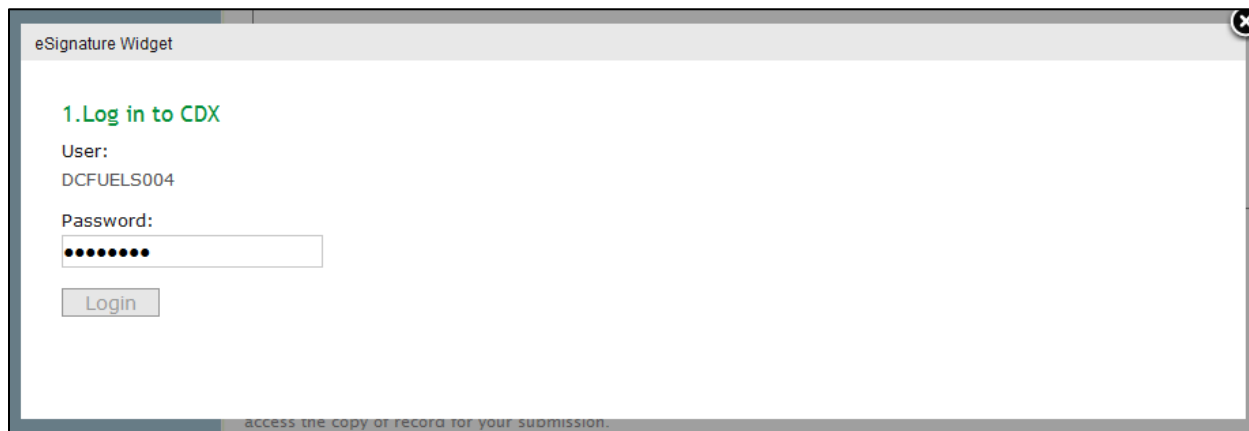
**Figure 4-14 Accept Certify Report(s) Selection**



#### 4.5 Encrypt and Sign Submission

Upon accepting the selected certifications in Figure 4-13, you will then be directed through the eSignature and Encryption process. The first step of the eSignature and Encryption process is Authentication (see Figure 4-15).

**Figure 4-15 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.

If you enter an incorrect password, you will be prompted with an error message, as seen in Figure 4-16. 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).

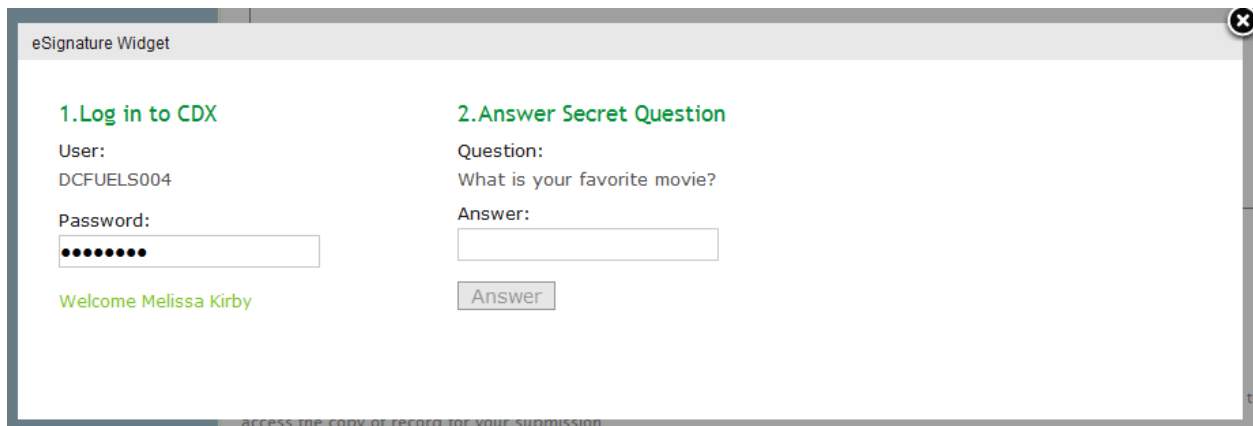


**Figure 4-16 Failed Authentication**



Enter your CDX user account password and click the “Login” button. Figure 4-17 will display.

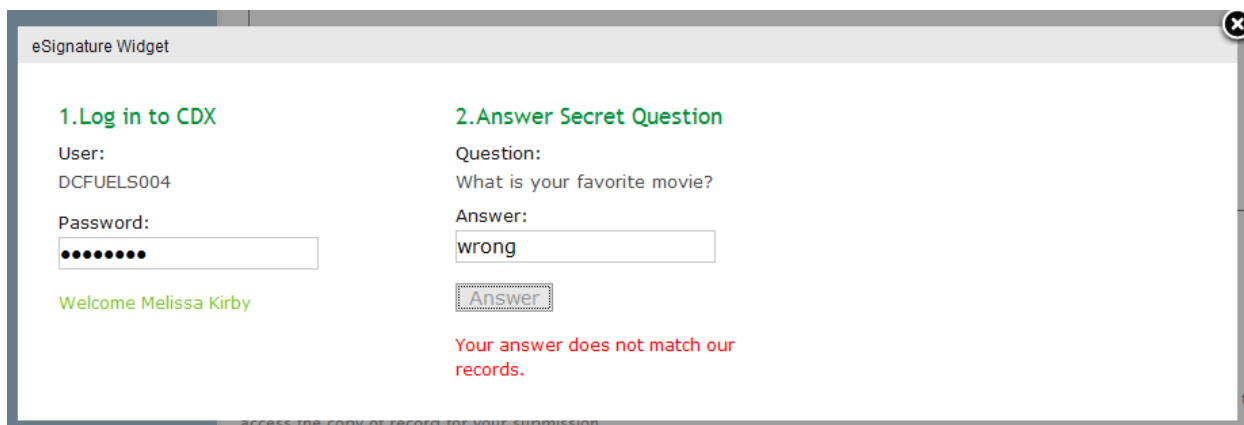
**Figure 4-17 Answer Secret Question**



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 (refer to Section **Error! Reference source not found.**).

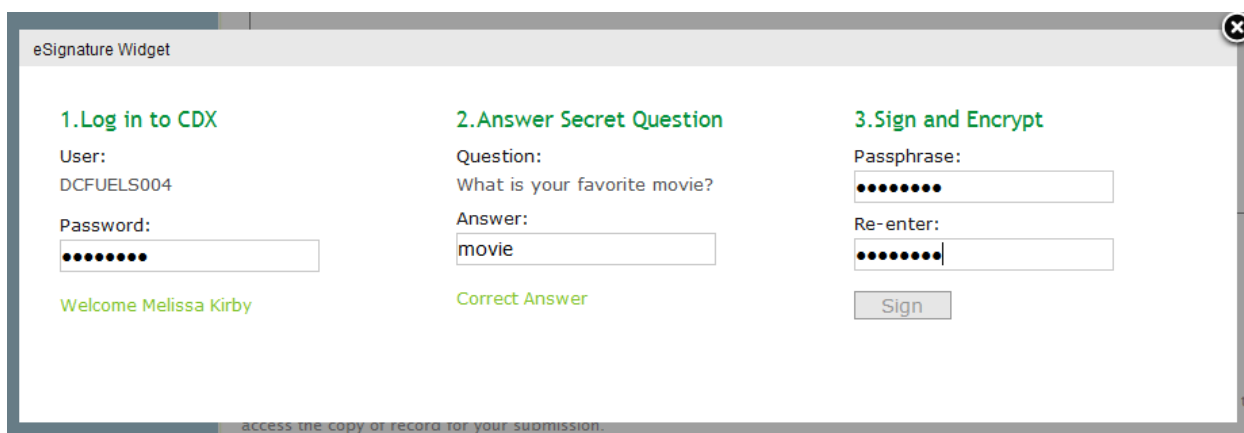
If you fail to respond or enter an incorrect answer, you will be prompted with an error message, as seen in Figure 4-18. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).

**Figure 4-18 Incorrect Answer to Secret Question**



Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 4-19 will display.

**Figure 4-19 Encrypt and Sign File**



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, and 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 4-20 will display.

## 4.6 Submission Confirmation

**Figure 4-20 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
<b>RCO details:</b>	Address 2:
RCO Name: Jane Doe	City, State Zip: Testtown DC, 12345
RCO Title: President	Phone Number: 555-867-5309
RCO Email: janedoe@test.com	Fax Number:
RCO Phone: 555-867-5309	E-Mail Address: test@example.com
RCO Fax:	CDX User ID: TESTDCFUELSUSER1
	Is Agent: No

**Report Information:**

Document Name: TestDCFUELSSubmission.xlsx  
 Transaction Id: \_257bd7b1-09f8-49ac-ace8-1c0b3cdc4ae5  
 Submission Time: 2013-09-10 14:07:54.476  
 Report Type: Original  
 Comments:  
 Certification Type: **Test**

\*This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports.\*

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

This page displays a summary of your report 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 report has been submitted.

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## 5 View Copy of Record

The following sections describe how to navigate within the DC FUEL application and download your Copy of Record.

### 5.1 Copy of Record Search

Upon successful submission of a DC FUEL report, a copy of your submission file will become available for you to download. After a short processing period an email notification will be sent to your CDX registered email address when your Copy of Record is available.

**Figure 5-1 Copy of Records Link**

The screenshot shows the 'OTAQ DC Fuels' application interface. On the left is a blue navigation menu with the following items: File Upload, Copy of Records (highlighted with a red box), MyCDX, Inbox, Change Password, FAQ, Help & Support, CDX Home, Terms & Conditions, and Logout. The main content area is titled 'RCO Details / Agent Verification' and contains the following form elements:

- Breadcrumb: You are here: File Upload
- Header: RCO Details / Agent Verification
- Section: Please select the company for the file transfer
- Company Name: Acme Test Co (3334) (dropdown menu)
- Section: Please confirm the RCO details:
- Form fields:
 

Company Name	Acme Test Co
RCO Name	Jane Doe
RCO Title	President
RCO Email	janedoe@test.com
RCO Phone	555-867-5309
RCO Fax	
- Question: Is this the correct Responsible Corporate Officer?
  - Yes  No
- Text: AGENTS ONLY: If you are a Responsible Corporate Officer or delegated employee of this company and not a third party Agent, select No
- Text: 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.
- Text: If you are a Responsible Corporate Office, 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
- Button: Confirm

To view your Copy of Records, click the “Copy of Records” link provided on the left side navigation menu, as seen in Figure 5-1. Figure 5-2 will display.

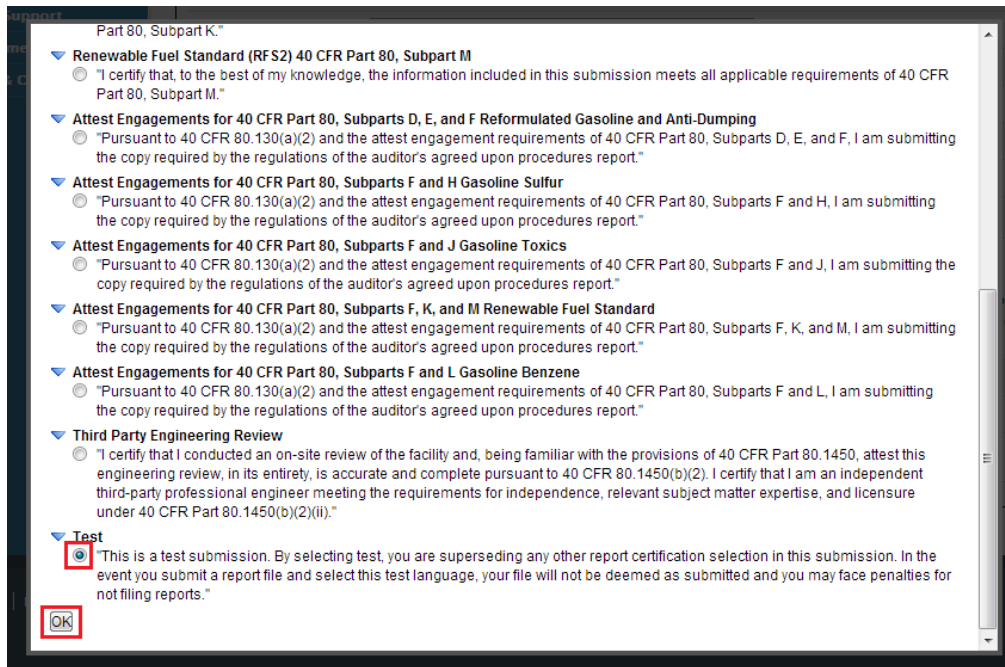
**Figure 5-2 Copy of Record Search**

You can search for a Copy of Record by using any of the following search criteria:

- Transaction ID
- Transaction Status
- Document Name
- Company/Entity Name
- EPA Company/Entity ID
- RCO Email
- RCO Name
- Report Status
- Certification Type
- Start Date
- End Date

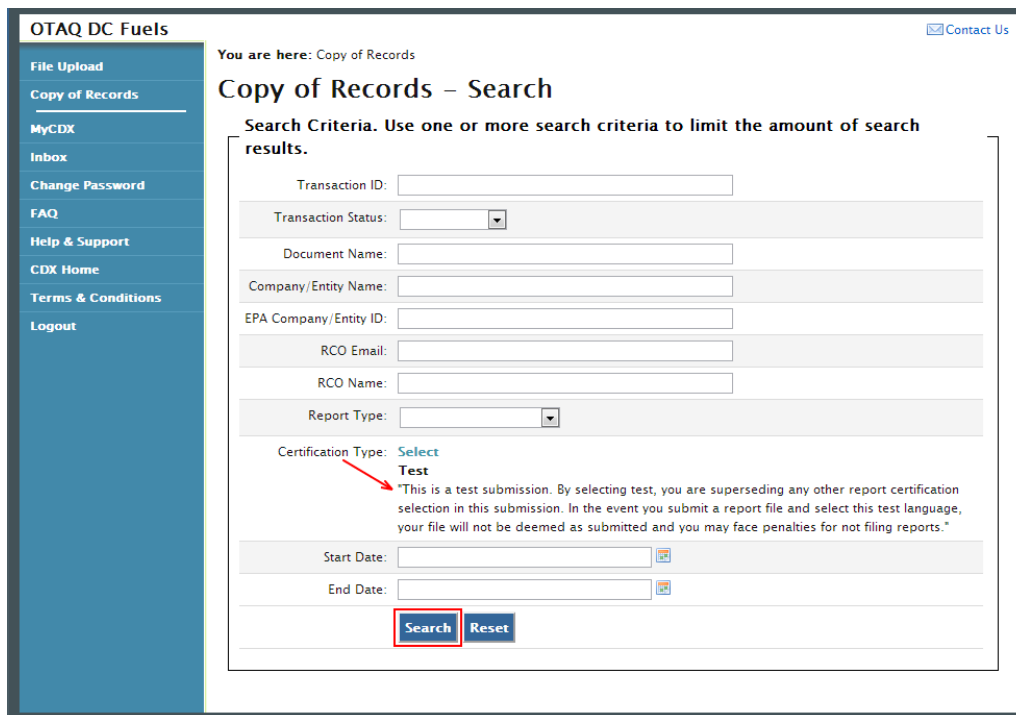
To limit your search criteria to a specific Certification Type, click the “Select” link next to Certification Type. Figure 5-3 will display.

**Figure 5-3 Search by Certification Type**



If you decide to search for a Copy of Record by the particular Certification Type you may click the expand/collapse icon next to the specific Program header. You can only select one Certification Type during a single search. Select the radio button next to the Certification Type and click the "OK" button. Figure 5-4 will display.

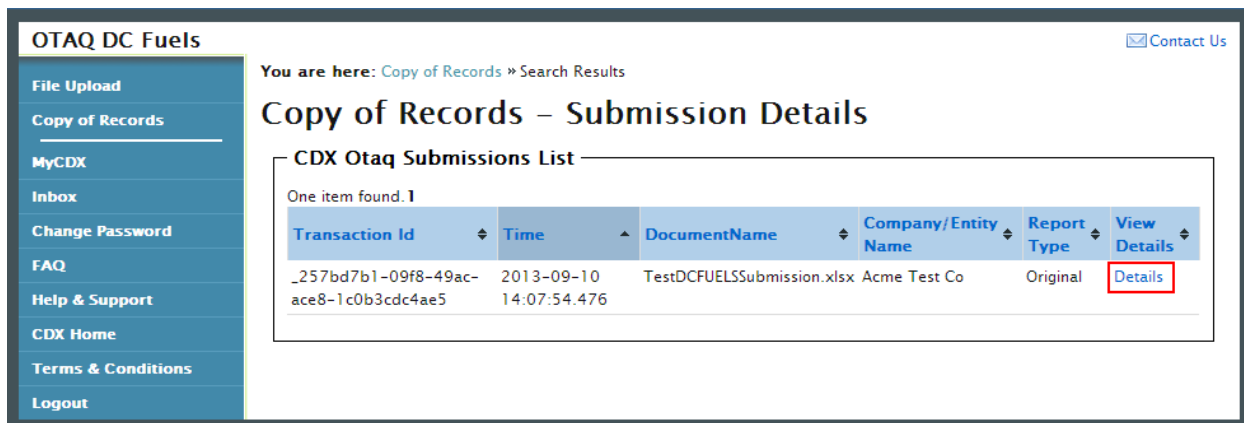
**Figure 5-4 Selected Certification Type**



As seen in Figure 5-4, the selected Certification Type will display next to Certification Type. Use multiple search criteria to limit the amount of search results. Enter your search criteria and click the “Search” button. Figure 5-5 will display.

Click the “Reset” button to clear all data entered on the page.

**Figure 5-5 Copy of Record Submission List**



The “Copy of Record Submission List” displays all of the DC FUEL submissions that match the search criteria provided in Figure 5-2.

You can sort the results by Transaction ID, Time, Document Name, Company/Entity Name, or Report Status by clicking on either the column header link or the sort icon.

To view further details for a submission, click the “Details” link in the View Details column. Figure 5-6 will display.

## 5.2 Copy of Record Submission Details

Decrypting your Copy of Record will be done in one of two ways depending on when the report was submitted.

### 5.2.1 Submissions Encrypted with Private Key

If your report was submitted prior to June 28, 2014 then you will need to follow the process outlined below.

Similar to the File Upload page, you may be prompted with a Security Warning before the application allows you to proceed with the download process (see Appendix A: System Java Requirements for browser specific warnings). Click the “Run”, “Trust” or “Allow” button. Figure 5-6 will display.

**Figure 5-6 Copy of Record Submission Details**

**OTAQ DC Fuels** Contact Us

You are here: [Copy of Records](#) » [Search Results](#) » Submission Details

## Copy of Records – Submission Details

**Company, RCO and User Information:**

<b>Company/Entity Information:</b>	<b>User Information:</b>
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: Testtown DC, 12345
RCO Name: Jane Doe	Phone Number: 555-867-5309
RCO Title: President	Fax Number:
RCO Email: janedoe@test.com	E-Mail Address: test@example.com
RCO Phone: 555-867-5309	CDX User ID: TESTDCFUELSUSER1
RCO Fax:	Is Agent: No

**Report Information:**

Document Name: TestDCFUELSSubmission.xlsx  
 Transaction Id: \_257bd7b1-09f8-49ac-ace8-1c0b3cdc4ae5  
 Submission Time: 2013-09-10 14:07:54.476  
 Report Type: Original  
 Comments:  
 Certification Type: **Test**  
 "This is a test submission. By selecting test, you are superseding any other report certification selection in this submission. In the event you submit a report file and select this test language, your file will not be deemed as submitted and you may face penalties for not filing reports."

**Retrieve Copy of Record:**

Document Name: **TestDCFUELSSubmission.xlsx**  
 Choose Download Location:

The “Copy of Records Submission Details” page displays a summary of the report information for the selected Copy of Record.

### 5.2.1.1 Select Download Location

If you have not received an email notification stating that your Copy of Record is available for download then Figure 5-7 will display in the Retrieve Copy of Record section.

**Figure 5-7 Copy of Record Not Yet Ready for Download**

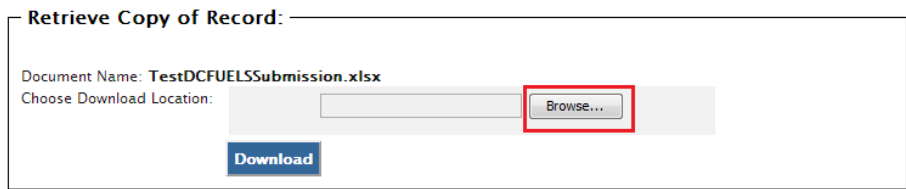
**Retrieve Copy of Record:**

Copy of Record is NOT YET READY for download.

If you have received an email notification stating that your Copy of Record is available for download then Figure 5-8 will display.

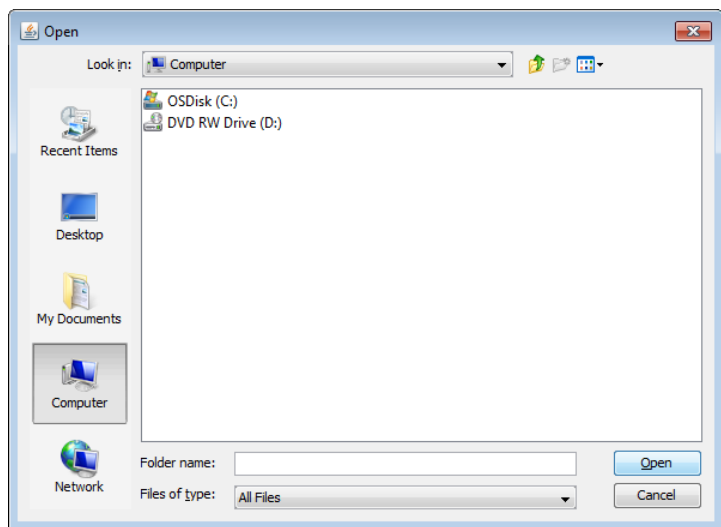


**Figure 5-8 Copy of Record Ready for Download**



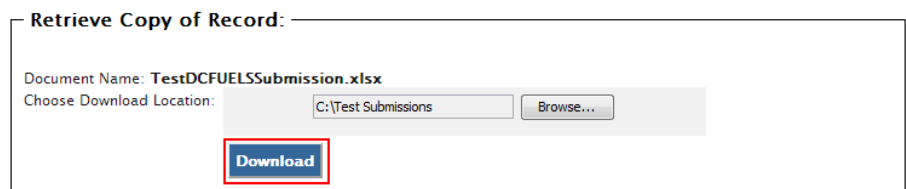
To download the Copy of Record, click the “Browse” button. Figure 5-9 will display.

**Figure 5-9 Choose Download Location**



Select the download location for the Copy of Record and click the “Open” button. Figure 5-10 will display.

**Figure 5-10 Download Location Selected**



The selected file location will display in the Download Location. Click the “Download” button. Figure 5-11 will display.

### 5.2.1.2 Download and Decrypt

Upon selecting your download location, you will then be directed through the Download and Decrypt process. The first step of the Download and Decrypt process is authentication (see Figure 5-11).

**Reminder:** Files may be submitted from any machine however you will only be able to access the copy of records for the submitted documents from the specific machine for a submission unless the key file is copied into the same location of another machine. Please refer to Section 4.7 for complete details.

**Figure 5-11 Authentication**

Download and Decrypt Widget close

**1. Login into CDX**

User:  
TESTDCFUELSUSER1

Password:

Login

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

If you enter an incorrect password, you will be prompted with the error message seen in Figure 5-12. 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).

Enter your CDX user account password and click the “Login” button. Figure 5-13 will display.

**Figure 5-12 Failed Authentication**

Download and Decrypt Widget close

**1. Login into CDX**

User:  
TESTDCFUELSUSER1

Password:

Login

Combination of username and password is incorrect.

**Figure 5-13 Answer Secret Question**

Download and Decrypt Widget close

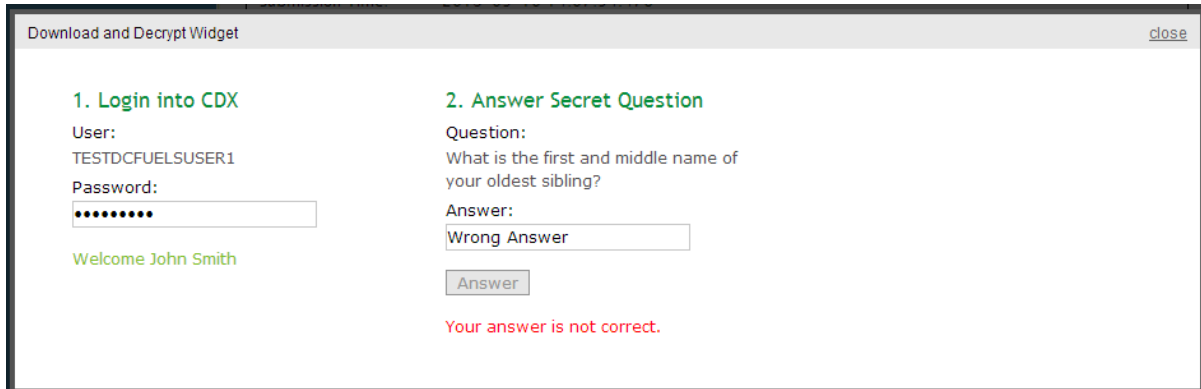
<p><b>1. Login into CDX</b></p> <p>User: TESTDCFUELSUSER1</p> <p>Password:  <input type="password" value="••••~••••"/></p> <p>Welcome John Smith</p>	<p><b>2. Answer Secret Question</b></p> <p>Question: What is the first and middle name of your oldest sibling?</p> <p>Answer:  <input type="text" value="sibling"/></p> <p><span style="border: 1px solid red; padding: 2px;">Answer</span></p>
--	---

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 (refer to Section 2).

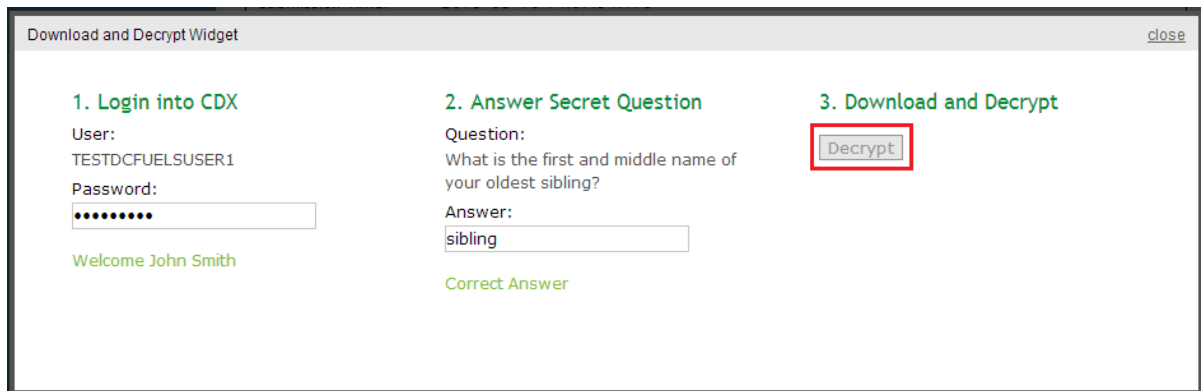
If you enter an incorrect answer, you will be prompted with the error message, as seen in Figure 5-14. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or [helpdesk@epacdx.net](mailto:helpdesk@epacdx.net).

Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 5-15 will display.

**Figure 5-14 Incorrect Answer to Secret Question**

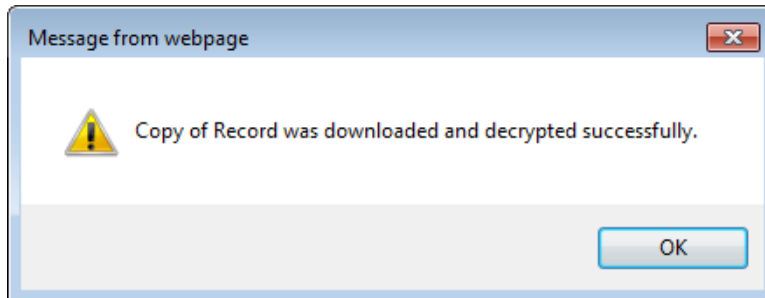


**Figure 5-15 Download and Decrypt**



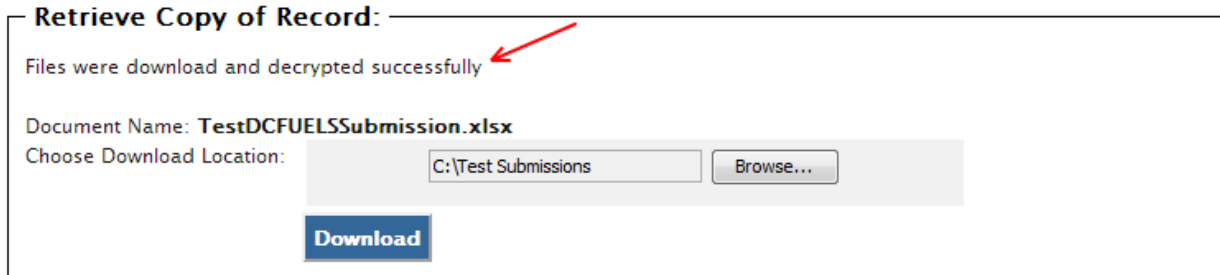
The final step is to decrypt your submission. Click the “Decrypt” button. The window shown in Figure 5-16 will pop-up. Click the “Ok” button to continue.

**Figure 5-16 File Download Success Pop-up**



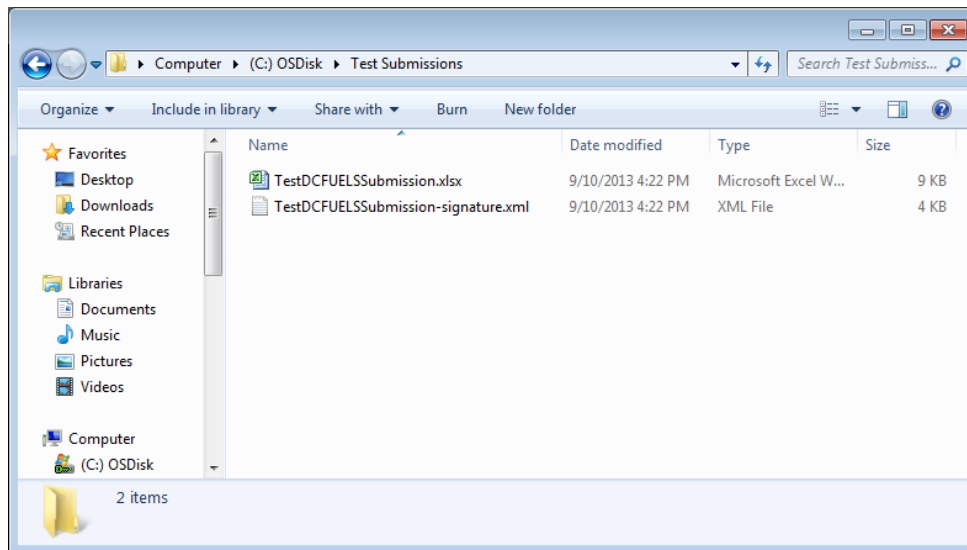
The Copy of Record will be downloaded to the designated download location. The Retrieve Copy of Record section will state that the files were downloaded and decrypted successfully, as seen in Figure 5-17.

**Figure 5-17 Files Downloaded and Decrypted**



Navigate to the download location. Figure 5-18 will display.

**Figure 5-18 Navigate to Download Location**



Congratulations! You have successfully downloaded your DC FUEL submission Copy of Record. Open the file to view the Copy of Record.

### 5.2.2 Submissions Encrypted with Passphrase

To retrieve the Copy of Record for a report submitted after June 28, 2014, enter the passphrase created during submission and click the "Decrypt" button, as seen in Figure 5-19. You will be prompted to open the zipped documents.

Figure 5-19 Copy of Record Submission Details

OTAQ DC Fuels

[Contact Us](#)

You are here: [Copy of Records](#) » [Search Results](#) » [Submission Details](#)

## Copy of Records – Submission Details

**Company, RCO and User Information:**

<p><b>Company/Entity Information:</b></p> <p>Company/Entity Name: <input type="text" value="Melissa's Test Company"/></p> <p>EPA Company/Entity ID: <input type="text" value="3373"/></p>	<p><b>User Information:</b></p> <p>Name (First Middle Last): <input type="text" value="Melissa Kirby"/></p> <p>Address 1: <input type="text" value="123 MAIN ST"/></p> <p>Address 2: <input type="text" value="Apt 3"/></p> <p>City, State Zip: <input type="text" value="FAIRFAX VI, 22030"/></p> <p>Phone Number: <input type="text" value="9827394872"/></p> <p>Fax Number: <input type="text" value=""/></p> <p>E-Mail Address: <input type="text" value="melissa.kirby@cgifederal.com"/></p> <p>CDX User ID: <input type="text" value="DCFUELS004"/></p> <p>Is Agent: <input type="text" value="No"/></p>
---	--

**RCO details:**

RCO Name:

RCO Title:

RCO Email:

RCO Phone:

RCO Fax:

**Report Information:**

Document Name:

Transaction Id:

Submission Time:

Report Type:

Comments:

Certification Type: **Diesel Sulfur 40 CFR 80, Subpart I**

"I certify, to the best of my knowledge, the information included in this submission meets all applicable requirements of 40 CFR 80, Subpart I, and, if applicable, that the volumes reported to the Administrator under 40 CFR 80.601 are in substantial agreement to volumes reported to the Internal Revenue Service (and if these volumes are not in substantial agreement, an explanation is included)."

**Retrieve Copy of Record:**

Document Name: **6628DCFUELS Submission.xlsx\_cor.zip**

Please enter your passphrase below to decrypt the document.

Passphrase:

[Clear](#) [Decrypt](#)

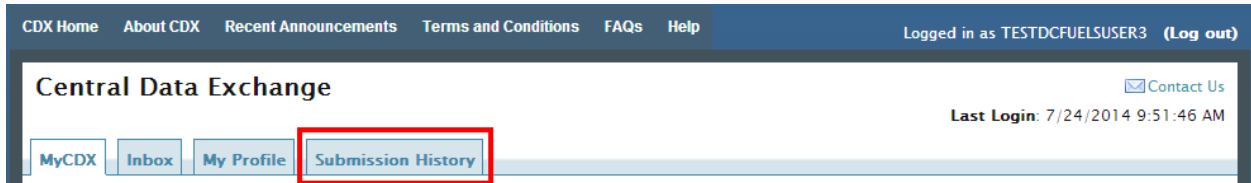
## 6 View Activity History

The following sections describe how to navigate within CDX to view your submission activity history.

### 6.1 CROMERR Search

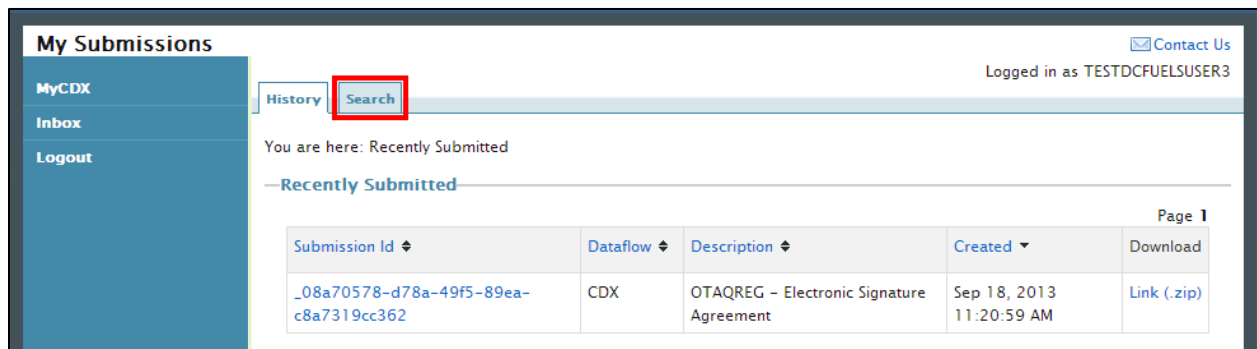
To access the CDX Submission History tool, click the “Submission History” tab on the MyCDX page as seen in Figure 6-1.

**Figure 6-1 Access Submission History Tool**

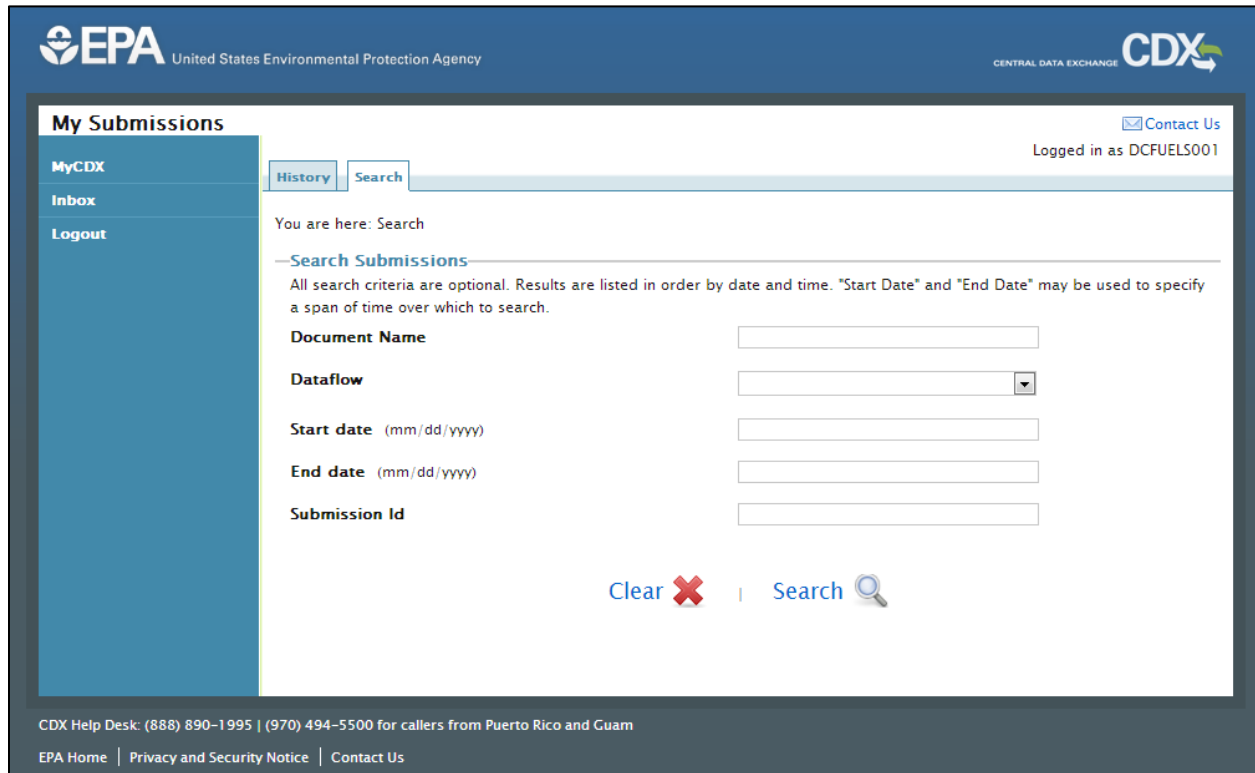


A list of your recent submissions will be displayed. To search for a submission, click the “Search” tab at the top of the page as seen in Figure 6-2.

**Figure 6-2 Submission History Search Tab**



**Figure 6-3 Search Submissions Page**



The search page seen in Figure 6-3 will display, which allows users to search for submissions using the following criteria:

- Document Name
- Dataflow
- Start date
- End date
- Submission ID

Enter search criteria and click the Search button, then access one of the resulting submissions. The “Submission Details” page (see Figure 6-4) displays the Submission Details, Creator Details, and Documents for the submission.

**Figure 6-4 Submission Details**

**My Submissions**

- MyCDX
- Inbox
- Logout

[Contact Us](#)

Logged in as DCFUELS004

History Search

You are here: [Search](#) » [Search Results](#) » Submission Details

**Submission Details**

<b>Submission Id</b>	_ac2a4a95-8b07-4b3d-89b0-2701ea2d6448
<b>Description</b>	OTAQ-DCFUELS Submission
<b>Dataflow</b>	OTAQDCFUEL
<b>Created</b>	Jun 18, 2014 10:53:19 AM
<b>Download</b>	Encrypted

**Creator Details**

<b>User Id</b>	DCFUELS004
<b>Name</b>	Melissa Kirby
<b>Organization Name</b>	ABC

**Documents Set 1** [Decrypt \(passphrase\)](#)

Name	Size (kb)	Category	Created
6628DCFUELS Submission.xlsx.zip	79.5	Encrypted Submission	06-18-2014 10:56:04 AM
encryption-metadata-xml.xml	1.39	Encrypted Metadata	06-18-2014 10:56:04 AM
detached-signature-before-encrypt.xml	3.08	Signature Before Encryption	06-18-2014 10:56:04 AM
detached-signature.xml	3.08	Signature	06-18-2014 10:56:04 AM

**Documents Set 2** [Decrypt \(passphrase\)](#)

Name	Size (kb)	Category	Created
6628DCFUELS Submission.xlsx_cor.zip	79.94	Encrypted Submission	06-18-2014 10:56:05 AM
encryption-metadata-xml.xml	1.39	Encrypted Metadata	06-18-2014 10:56:05 AM
detached-signature-before-encrypt.xml	3.09	Signature Before Encryption	06-18-2014 10:56:05 AM
detached-signature.xml	3.08	Signature	06-18-2014 10:56:05 AM

[Back to Results](#)

### 6.1.1 Submission Details

The Activity Details section displays the Submission ID, submitting Dataflow and the timestamp the submission was created, as seen in Figure 6-5.



**Figure 6-5 Activity Details**

Submission Details	
<b>Submission Id</b>	_64670382-add5-4d37-8b15-19189e61fd93
<b>Description</b>	
<b>Dataflow</b>	OTAQDCFUEL
<b>Created</b>	Sep 06, 2013 10:37:32 AM
<b>Download</b>	Encrypted

### 6.1.2 Creator Details

The Creator Details displays information about the submitting user. This section contains the submitter’s User ID, Name and Organization Name, as seen in Figure 6-6.

**Figure 6-6 Creator Details**

Creator Details	
<b>User Id</b>	DCFUELS001
<b>Name</b>	Melissa Kirby
<b>Organization Name</b>	

### 6.1.3 List of Documents

The last section of the page is the Documents list. This list contains the document name, size, category and date created, as seen in Figure 6-7.

**Figure 6-7 List of Documents**

Documents Set 1				Decrypt (passphrase)
Name	Size (kb)	Category	Created	
6628DCFUELS Submission.xlsx.zip	79.5	Encrypted Submission	06-18-2014 10:56:04 AM	
encryption-metadata-xml.xml	1.39	Encrypted Metadata	06-18-2014 10:56:04 AM	
<a href="#">detached-signature-before-encrypt.xml</a>	3.08	Signature Before Encryption	06-18-2014 10:56:04 AM	
<a href="#">detached-signature.xml</a>	3.08	Signature	06-18-2014 10:56:04 AM	

Documents Set 2				Decrypt (passphrase)
Name	Size (kb)	Category	Created	
6628DCFUELS Submission.xlsx_cor.zip	79.94	Encrypted Submission	06-18-2014 10:56:05 AM	
encryption-metadata-xml.xml	1.39	Encrypted Metadata	06-18-2014 10:56:05 AM	
<a href="#">detached-signature-before-encrypt.xml</a>	3.09	Signature Before Encryption	06-18-2014 10:56:05 AM	
<a href="#">detached-signature.xml</a>	3.08	Signature	06-18-2014 10:56:05 AM	

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## 7 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.

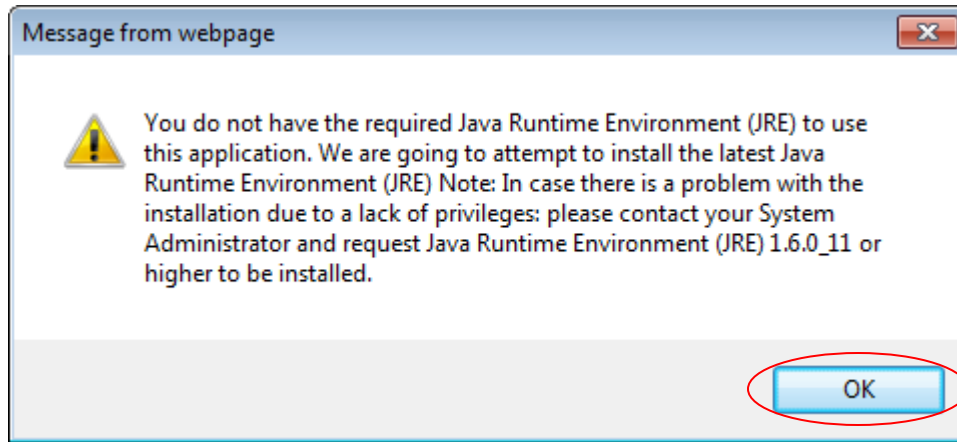
If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line at [support@epamts-support.com](mailto:support@epamts-support.com).

## 8 Appendix A: System Java Requirements

In order to upload and encrypt your submission, the DC FUEL application requires that you have Java Runtime Environment (JRE) 1.6.0\_11+ installed on your device. You will be prompted with a message, as seen in Figure 8-1, if you do not have JRE installed.

**Note:** Certain configurations require administrator rights to install and update JRE. Please check your corporate IT policy before installing and using this software.

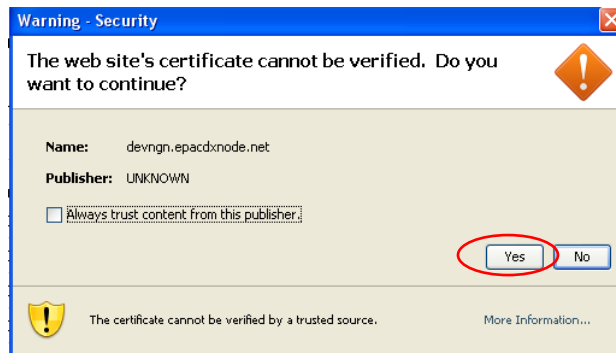
**Figure 8-1 JRE Installation**



Click the “OK” button to download Java Runtime Environment.

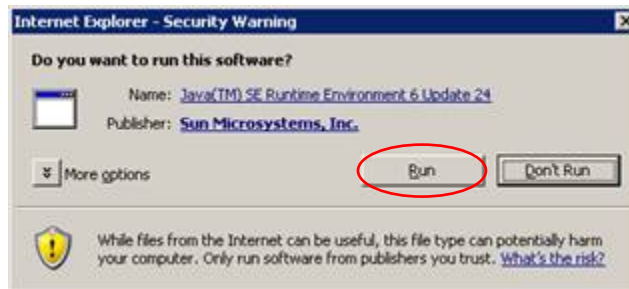
If your device already has JRE installed, then you will be prompted with a security warning before entering the “File Upload-File Type Selection” page. This security warning will vary depending on the web browser you are using, as seen in Figures Figure 8-2 thru Figure 8-5.

**Figure 8-2 Mozilla Firefox Security Warnings**





**Figure 8-3 Internet Explorer Security Warnings**

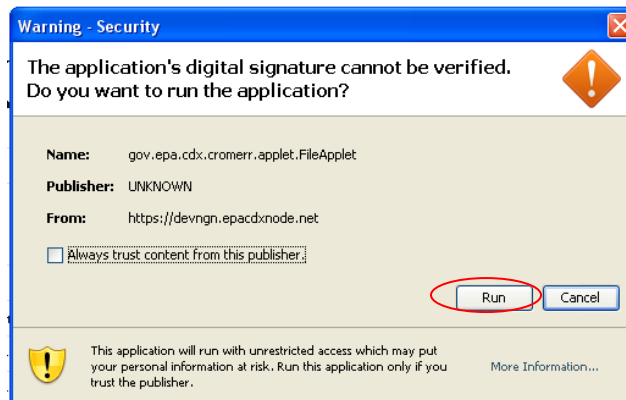
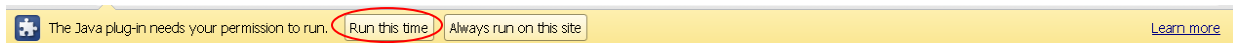


**Figure 8-4 Safari Security Warnings**





**Figure 8-5 Google Chrome Security Warnings**



Select the “Run”, “Trust”, or “Allow” button (depending on your web browser). You may be prompted with two Security Warnings, continue to select the “Run”, “Trust” or “Allow” button.