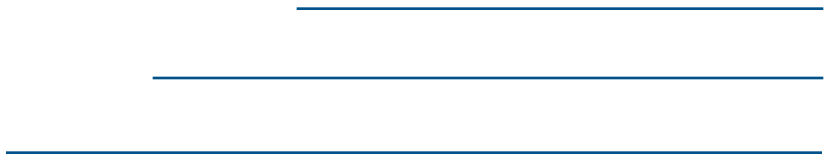


# Office of Transportation and Air Quality (OTAQ) DCFUEL Registration Quick Start Guide

Version 3.01



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Version 3.01

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

Prepared for EPA by  
CGI Federal  
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## Table of Contents

1	Introduction .....	1
2	Registration .....	2
2.1	CDX Registration .....	2
2.2	DC FUEL Registration for New CDX Users .....	2
2.2.1	LexisNexis Verification .....	6
2.2.2	Print and Sign CDX Electronic Signature Agreement .....	11
2.3	DC FUEL Registration for Existing CDX Users .....	12
2.4	OTAQ Registration .....	15
3	DC FUEL Access .....	16
3.1	Activation of your Role .....	16
3.2	Access DC FUEL Dataflow .....	16
4	Support Information .....	17

## List of Figures

Figure 2-1 Terms and Conditions .....	2
Figure 2-2 Add Program.....	3
Figure 2-3 Request Role Access.....	3
Figure 2-4 Part 1: User Information .....	4
Figure 2-5 Part 2: Organization Information .....	4
Figure 2-6 Additional Organization Information .....	5
Figure 2-7 Confirmation Page .....	5
Figure 2-8 Proceed to Verification .....	6
Figure 2-9 LexisNexis Verification .....	7
Figure 2-10 LexisNexis Results.....	7
Figure 2-11 Retry LexisNexis .....	8
Figure 2-12 CROMERR Challenge Questions and Answers .....	9
Figure 2-13 Electronic Signature Agreement – Sign Electronically .....	9
Figure 2-14 CROMERR eSignature Widget .....	10
Figure 2-15 MyCDX Home Page.....	10
Figure 2-16 Paper Electronic Signature Agreement .....	11
Figure 2-17 MyCDX Home Page.....	12
Figure 2-18 MYCDX Home Page .....	13
Figure 2-19 Add Program.....	13
Figure 2-20 Add OTAQDCFUEL Role (DCFUEL Registration).....	14
Figure 2-21 Submit Request for Access.....	14
Figure 3-1 OTAQ DC FUEL Dataflow Link .....	16

## 1 Introduction

This document is the Quick Registration Guide for the OTAQ DC FUEL online application. It describes the process a user must follow to register for the DC FUEL application in the Central Data Exchange, CDX.

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.

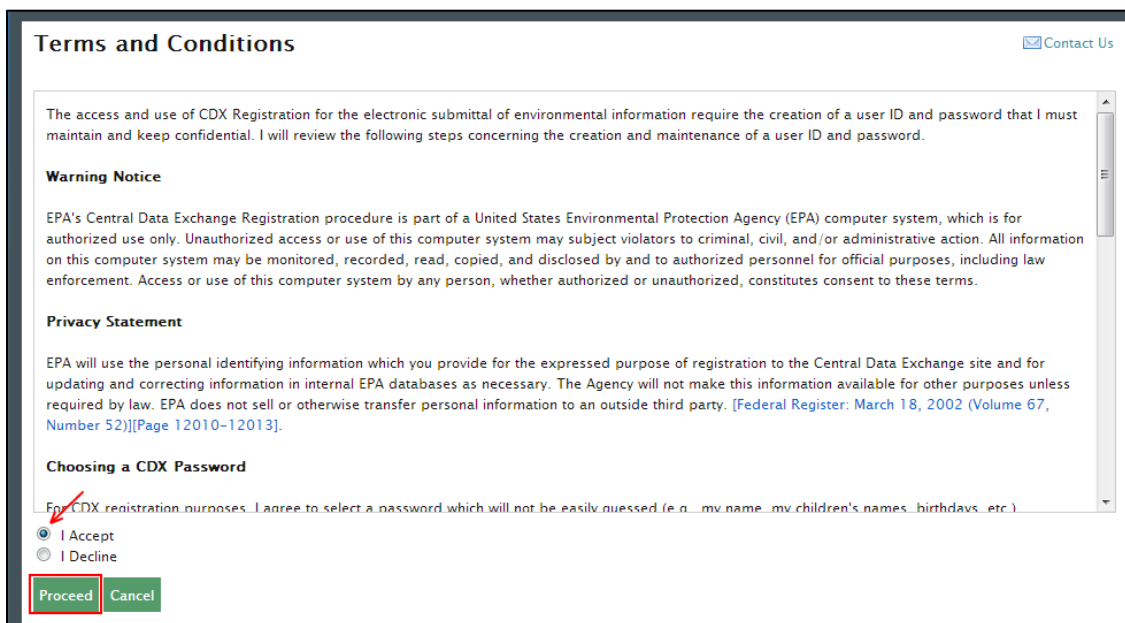
Registration for the OTAQDCFUEL: OTAQ DCFUEL Application dataflow is open to all CDX users. If you are an existing CDX user please refer to Section 2.3.

### 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 Figure 2-1.

**Figure 2-1 Terms and Conditions**



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**

Figure 2-3 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 Figure 2-4. 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.

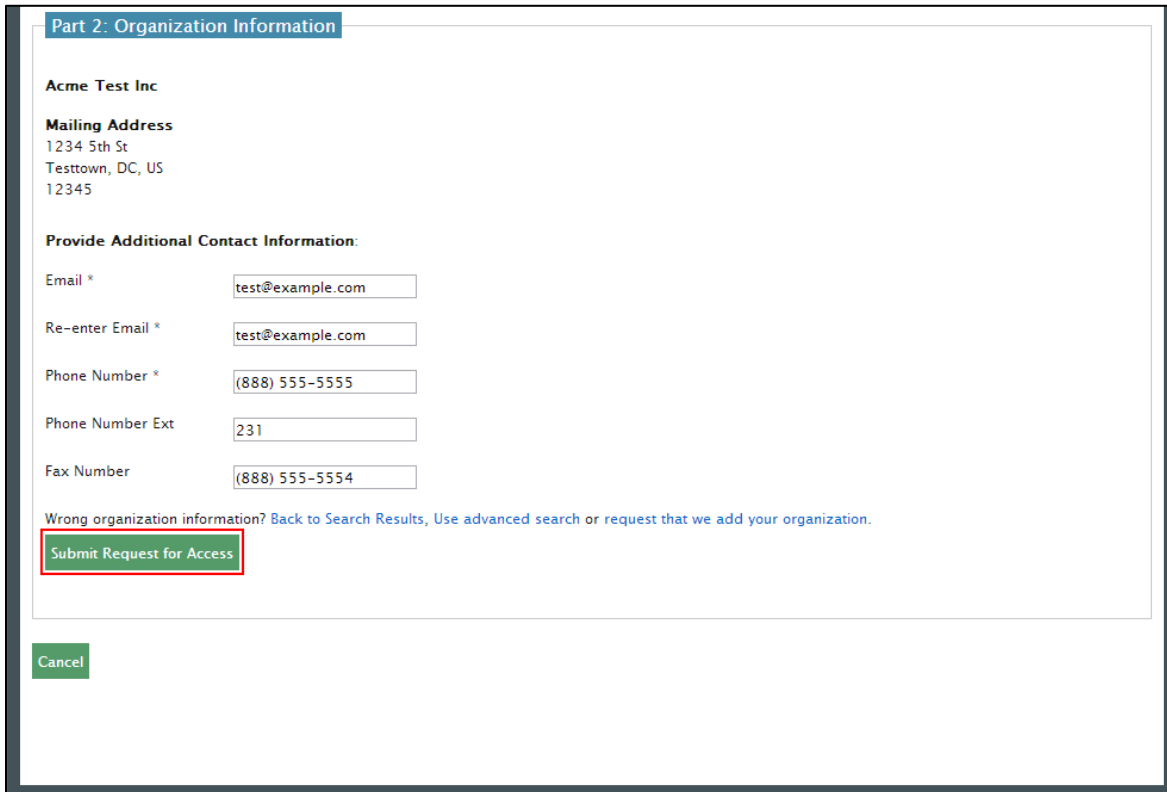
Organization Id	Organization Name	Address	City	State	ZIP Code
<a href="#">19204</a>	Acme Test Inc	1234 5th St	Testtown	DC	12345

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



Figure 2-6 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 in Figure 2-7.

**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

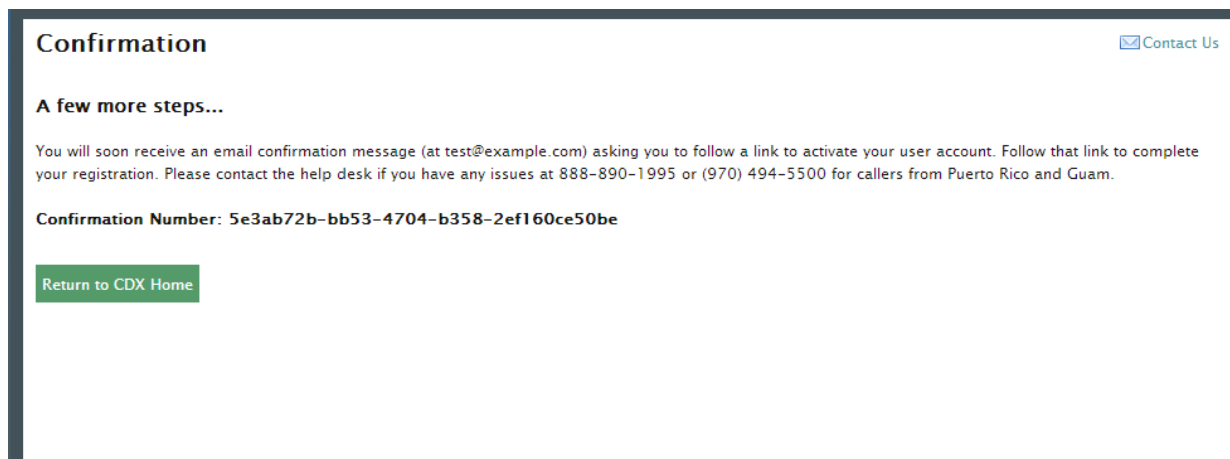
Fax Number

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.

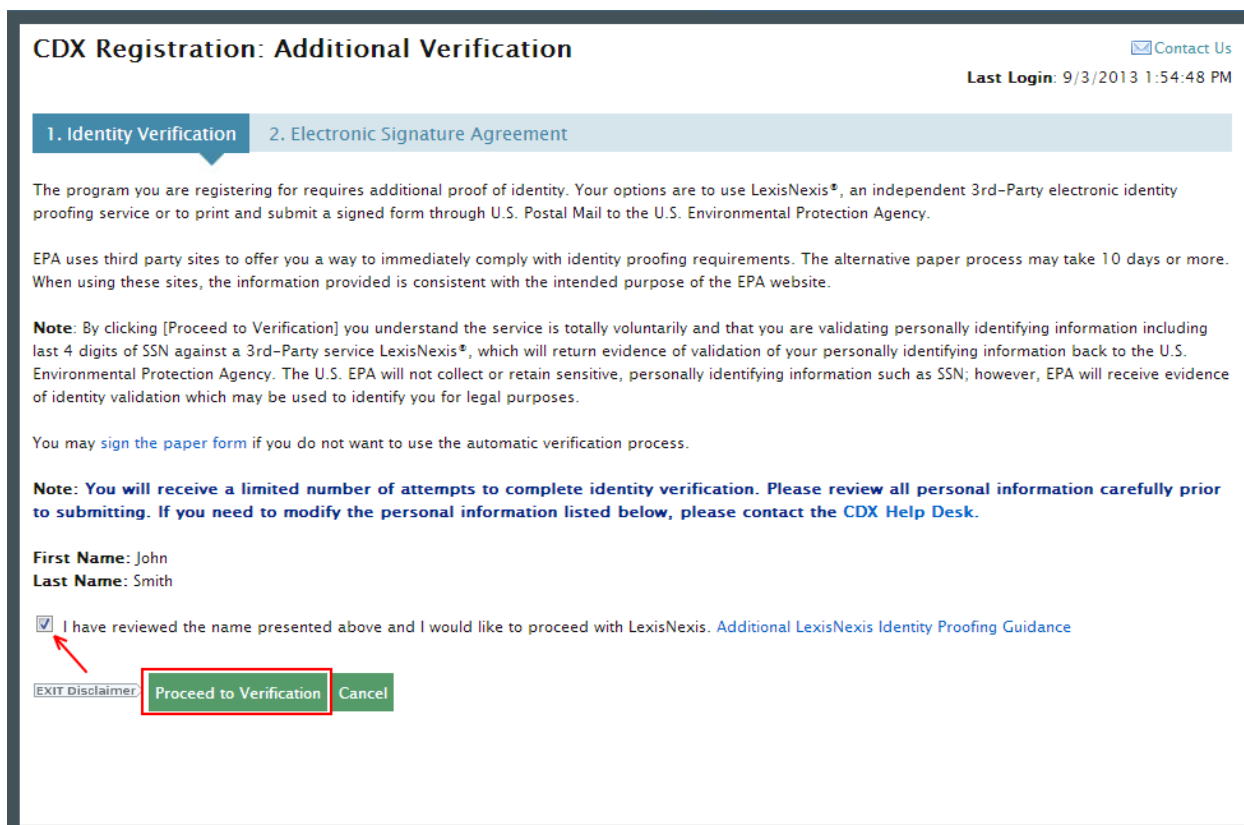
**Confirmation Number: 5e3ab72b-bb53-4704-b358-2ef160ce50be**

**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, Figure 2-8 will display.

**Figure 2-8 Proceed to Verification**



**CDX Registration: Additional Verification** [Contact Us](#)

Last Login: 9/3/2013 1:54:48 PM

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

The program you are registering for requires additional proof of identity. Your options are to use LexisNexis®, an independent 3rd-Party electronic identity proofing service or to print and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

EPA uses third party sites to offer you a way to immediately comply with identity proofing requirements. The alternative paper process may take 10 days or more. When using these sites, the information provided is consistent with the intended purpose of the EPA website.

**Note:** By clicking [Proceed to Verification] you understand the service is totally voluntarily and that you are validating personally identifying information including last 4 digits of SSN against a 3rd-Party service LexisNexis®, which will return evidence of validation of your personally identifying information back to the U.S. Environmental Protection Agency. The U.S. EPA will not collect or retain sensitive, personally identifying information such as SSN; however, EPA will receive evidence of identity validation which may be used to identify you for legal purposes.

You may [sign the paper form](#) if you do not want to use the automatic verification process.

**Note:** You will receive a limited number of attempts to complete identity verification. Please review all personal information carefully prior to submitting. If you need to modify the personal information listed below, please contact the CDX Help Desk.

**First Name:** John  
**Last Name:** Smith

I have reviewed the name presented above and I would like to proceed with LexisNexis. [Additional LexisNexis Identity Proofing Guidance](#)

[EXIT Disclaimer](#)    **Proceed to Verification**    [Cancel](#)

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 2.2.1 will take you through the process of completing LexisNexis and electronically signing your ESA.

Section 2.2.2 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 Figure 2-8 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. Figure 2-9 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).

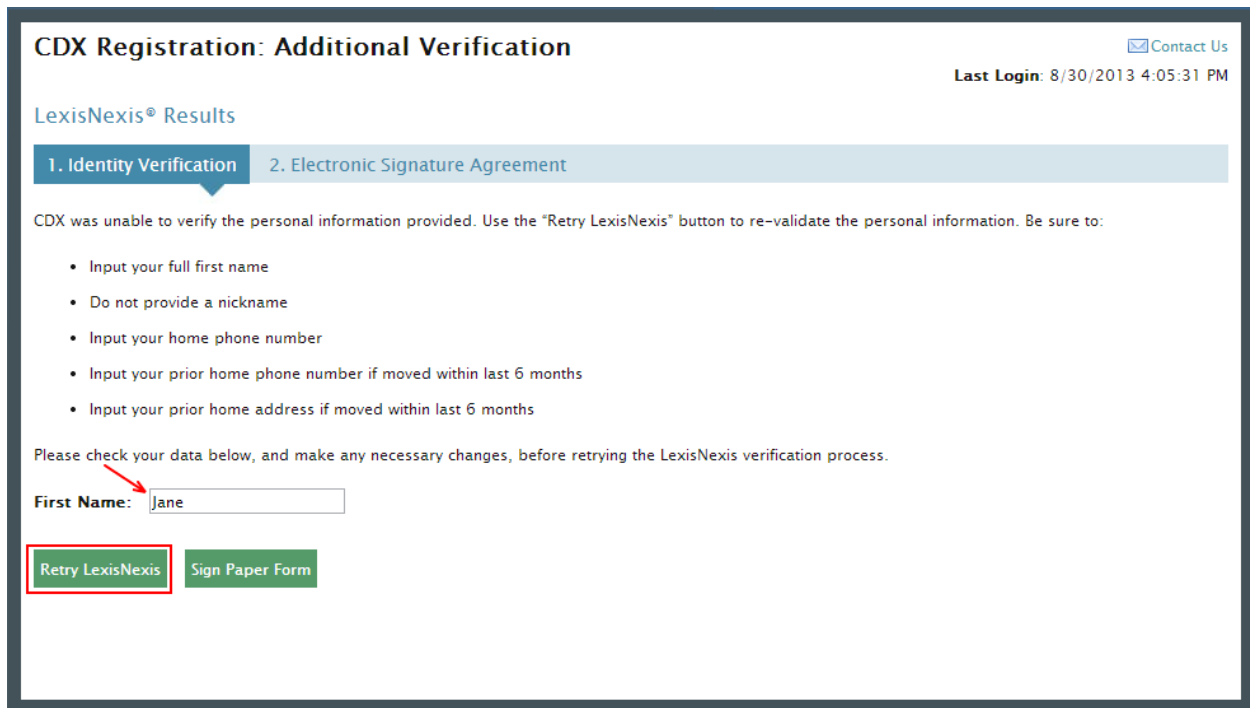
Continue

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 Figure 2-12. 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 Figure 2-11. 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**



**CDX Registration: Additional Verification** [Contact Us](#)

Last Login: 8/30/2013 4:05:31 PM

LexisNexis® Results

1. Identity Verification    2. Electronic Signature Agreement

CDX was unable to verify the personal information provided. Use the “Retry LexisNexis” button to re-validate the personal information. Be sure to:

- Input your full first name
- Do not provide a nickname
- Input your home phone number
- Input your prior home phone number if moved within last 6 months
- Input your prior home address if moved within last 6 months

Please check your data below, and make any necessary changes, before retrying the LexisNexis verification process.

First Name:

[Retry LexisNexis](#)    [Sign Paper Form](#)

Click the “Retry LexisNexis” button. You will then be returned to the Identity Verification Page, as seen in Figure 2-8, 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**

Click the “Sign Electronically” button and “Accept” in the pop-up window. Complete the eSignature widget, as seen in Figure 2-14, 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**

The screenshot shows a web form titled "eSignature Widget" with a "close" button in the top right. It is divided into three columns:

- 1. Login into CDX:** Includes fields for "User:" (TESTDCFUELSUSER2) and "Password:" (masked with dots). A "Welcome" message is displayed below.
- 2. Answer Secret Question:** Includes a "Question:" field with the text "What is the first and middle name of your oldest sibling?" and an "Answer:" field containing the text "sibling". A "Correct Answer" message is shown below.
- 3. Sign File:** Contains a "Sign" button.

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**

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 and "Last Login: 6/18/2014 11:10:51 AM" are also visible. The main content area is split into two sections:

- Services:** A table titled "Manage Your Program Services" with columns for "Status", "Program Service Name", and "Role(s)".
- News and Updates:** A section with a green header containing a notice about Java 7.51 security instructions and a date of "February 05 2014".

An "Add Program Service" button is located at the bottom left of the Services section.

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

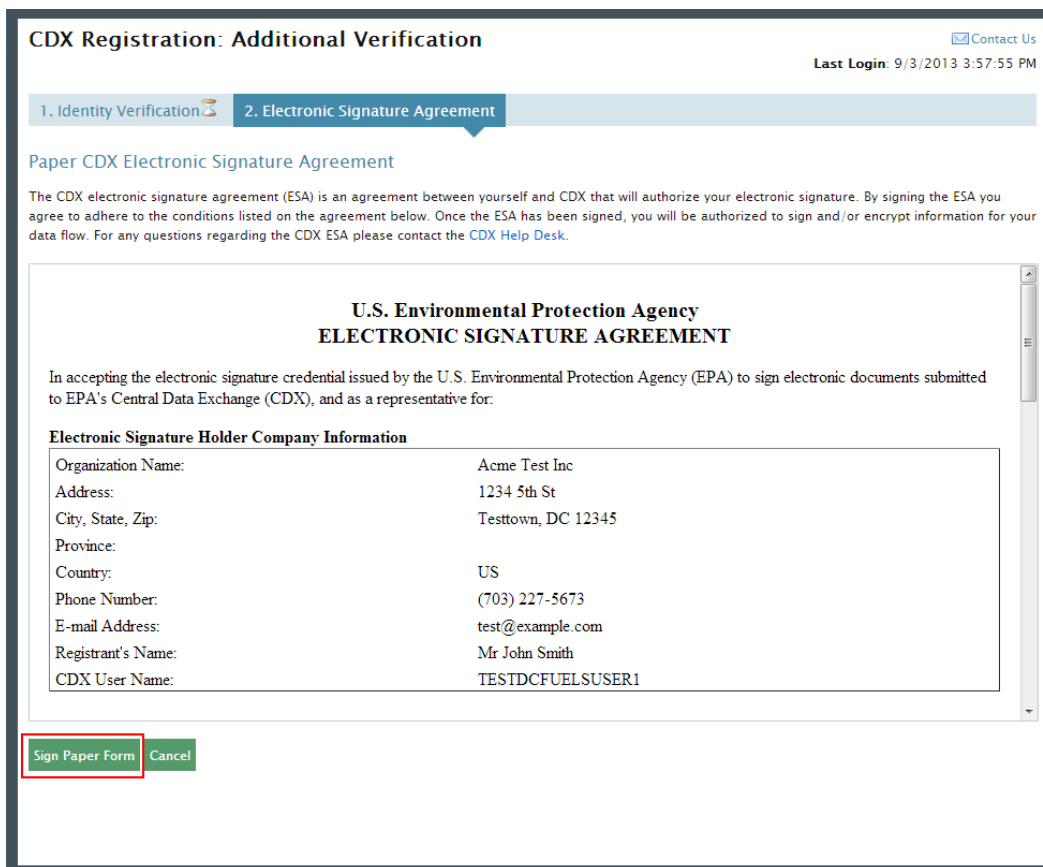
Your DC Fuel role will be displayed with an active status. As seen in Figure 2-15, you will automatically be given the “OTAQReg: Fuels Programs Registration” dataflow after registering for DC FUEL. It is required by the OTAQ Program that you complete a user profile within OTAQReg prior to submitting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

**Sign Paper Form**

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:

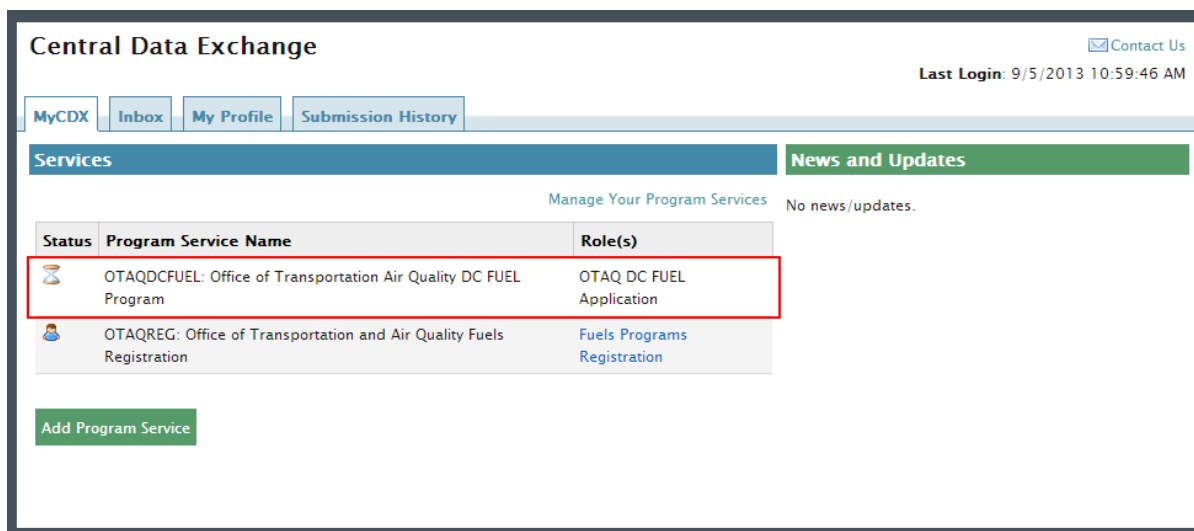
U.S. Environmental Protection Agency  
 Mail Code 6405A  
 1200 Pennsylvania Ave NW  
 Washington, DC 20460

**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 Figure 2-12) 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**



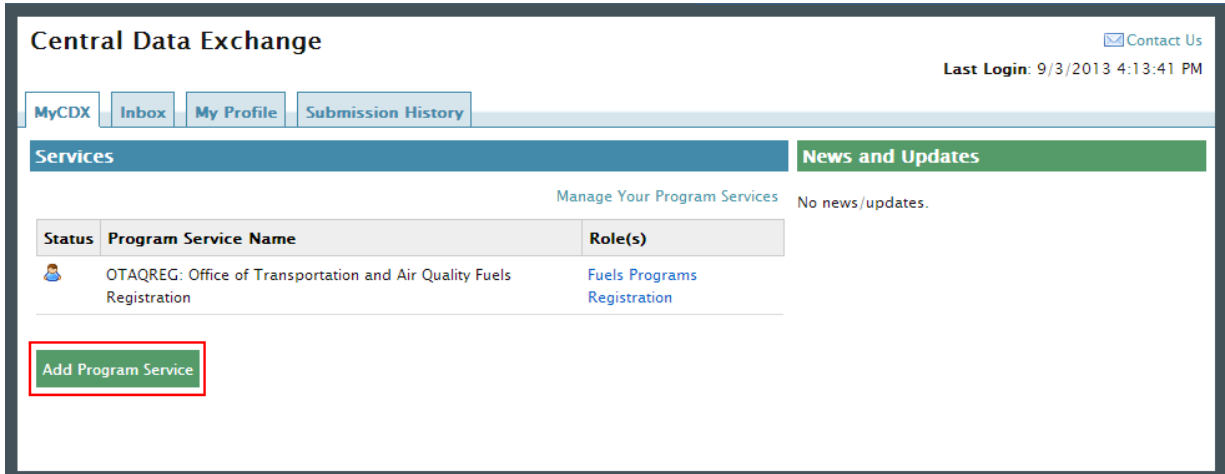
### 2.3 DC FUEL Registration for Existing CDX Users

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**

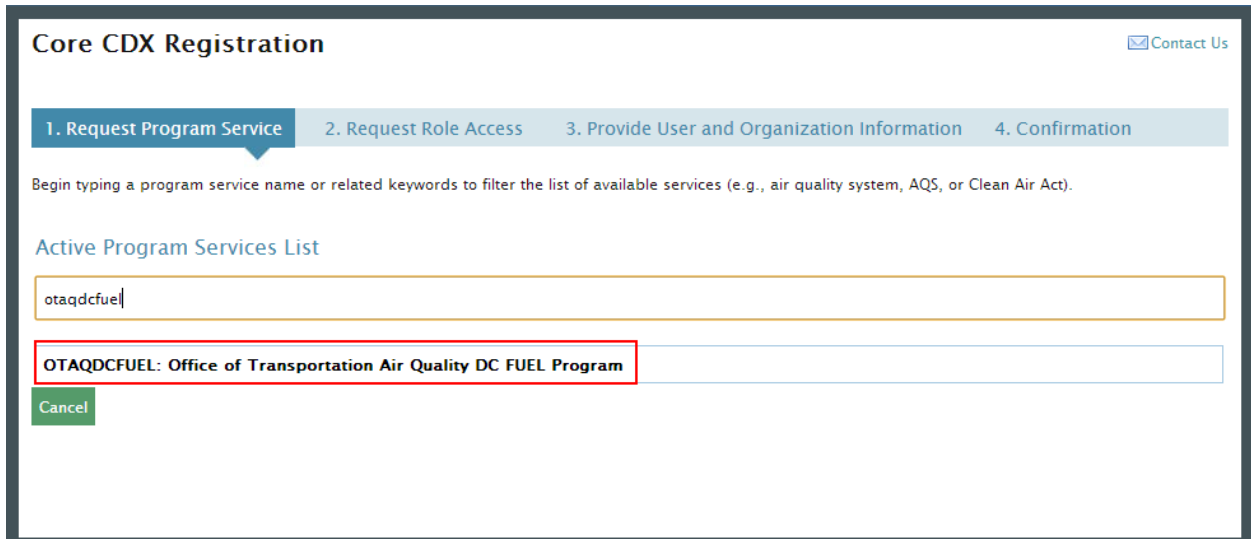


Figure 2-20 will display. The role “Submitter” will be automatically selected from the dropdown menu. Click the “Request Role Access” button to continue with the registration process.

**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 or [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 for 'MyCDX', 'Inbox', 'My Profile', and 'Submission History'. A 'Contact Us' link is in the top right corner, 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 user's roles:

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

Below the table is an 'Add Program Service' button.

---

## 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).