How to Manage Attest Engagement Submissions in OTAQREG

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

Before you begin:

1. You must have a Central Data Exchange (CDX) account
2. You must be logged into the CDX OTAQREG program service
3. You must have a Part 80 Report Submitter role with the selected company

For help with these steps, see the documentation on EPA’s Fuels Registration, Reporting, and Compliance Help website: https://www.epa.gov/fuels-registration-reporting-and-compliance-help
Access Submission Form

1. Click the Company ID
2. Select Manage Attest/ER Submissions
3. Select Company Name
4. Click Continue
Select Action

Click links below to jump to that section of this job aid:

1. Create new attest engagement
2. Edit a draft submission
3. View a completed submission
Submit New Attest Engagement

1. Enter and confirm a secure passphrase*
2. Click Save and Continue

*IMPORTANT: The secure passphrase is required to both 1) edit the submission later and 2) view the Copy of Record after submitting.

Steps continue on next slide...
Submit New Attest Engagement (cont.)

3. Select an RFS Regulated Type

4. OPTIONAL: You may choose to submit the Attest Engagement for a specific Facility. If you do not select a facility, the Attest Engagement will apply to all facilities of the selected company.

Steps continue on next slide...
Submit New Attest Engagement (cont.)

5. Enter the name and contact information of the auditor who created the report

6. Click Save and Continue

Steps continue on next slide…
Submit New Attest Engagement (cont.)

7. Select the reporting period covered
8. Enter the date the audit report was completed
9. Answer the questions related to Exemptions and Remedial Actions
10. Click Save and Continue

Steps continue on next slide...
Submit New Attest Engagement (cont.)

11. Choose file and click Upload
12. OPTIONAL: Enter Comments
13. Acknowledge the Attest Statement
14. Click Save and Continue

Steps continue on next slide...
Submit New Attest Engagement (cont.)

15. Review the submission and then click Sign, Encrypt, and Submit

Steps continue on next slide...
Submit New Attest Engagement (cont.)

16. Use the eSignature Widget to sign submission

17. The submission will appear on the OTAQ Form Submissions Home page with the status of Submitted
Edit a Saved Attest Engagement

1. Click Edit
2. Enter the secure passphrase
3. Click Continue

The Create New Attest Engagement page will display, retaining all previously saved information.
View a “Copy of Record”

1. Click View
2. Enter the secure passphrase
3. Click Continue
View a “Copy of Record” (cont.)

4. Click a link to view or download
5. Click the document name to open attached documents