To Add DC FUELS Program

1. Login to CDX and click on Edit Current Account Profiles.

   ![CDX Registration Status: Active]
   
   You have 30 new messages in your Inbox
   
<table>
<thead>
<tr>
<th>Change System Password</th>
<th>Edit Personal Information</th>
<th>Edit Current Account Profiles</th>
<th>Add New Employer Profile</th>
</tr>
</thead>
</table>

   **Available Account Profiles:**
   - OTAQREG: Fuels Programs Registration

2. Select “Office of Transportation and Air Quality DC FUEL Program (OTAQDCFUEL)” and click the ADD button.

   ![MyCDX » Edit Organization Profiles » Add Program for PQA]
   
   **Add Program**
   
   - Ozone Depleting Substances (ODS)
   - Office of Transportation Air Quality DC FUEL Program (OTAQDCFUEL)
   - Cellulosic Biofuel Waiver Credits Pay.gov Application (OTAQWaiverCredits)
   - Public Health Air Surveillance Evaluations (PHASE)
   - Radionuclide NESHAPs (RAD)
   - Risk Management Plan (RMPESUBMIT)
   - STORET File Transfer (STORET)
   - Stormwater Notice of Intent (eNOI) (SWENOI)
   - Toxic Release Inventory Made Easy Web (TRIMEweb)
   - TRI Data Exchange Viewer (TRISDX)
   - TSCA (TSCA)
   - Vehicles and Engines Compliance Information System (VERIFY)
   - Request Manufacturer Code for Vehicle or Engine Compliance (VERIFY MFR REG)
   - Water Contaminant Information Tool (WCIT)

   ![ADD CANCEL]
3. On the Add Role page, accept the default settings and click ADD.
To Sign an Electronic Signature Agreement (ESA)*

*Note: The absence of a signed ESA does not prevent you from continuing your new registration or updating your registration information. Do not wait for the ESA to be approved before completing your registration, associating companies, etc.

1. Login to CDX and click on the OTAQ Registration application link

2. If your ESA has not been sent in and/or processed by EPA, this page will be displayed. Click the Sign Paper Form button.
CDX ESA

This particular registration requires proof of identity and a CDX Electronic Signature Agreement. You have not provided proof of identity to the U.S. Environmental Protection Agency, so you must print, sign, and submit a signed form through U.S. Postal Mail to the U.S. Environmental Protection Agency.

Once the ESA has been signed, you will be authorized for your data flow. For any questions regarding the CDX ESA please contact the CDX Help Desk.

SIGN PAPER FORM  CANCEL

Last updated on February 9, 2012.
URL: https://cdx.epa.gov/SSL/CDX/EmissionsEsignOrPaper.aspx
3. Click Sign Paper Form at the bottom of the page.
4. Click Print and Close.

5. Sign the paper form and send in with the RCO delegation letter (see below).

Signature: _________________________________

Date: _________________________________

PLEASE MAIL THIS DOCUMENT AS SOON AS POSSIBLE TO:

US Mail:
U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C, 202-343-9038
1310 L Street, NW
Washington, DC 20005

Please click PRINT & CLOSE to get a hard copy of this agreement.

PRINT & CLOSE
To Associate with a Company and Generate RCO Delegation Letter

1. Click the “Associate to Company” link in the left side toolbar of your OTAQ Registration Home.

2. Enter your company specific search criteria into the textboxes and click the “Search” button.
3. A list of all companies matching your search criteria will be displayed. Select the checkbox next to the company with which you wish to associate, and then click the “Add Selected” button.

4. You must select at least one role per company prior to submitting your user association request. Click the “Select Roles” link to display available roles for the company.
5. Choose the appropriate OTAQ Registration and OTAQ Program Roles by selecting the corresponding radio button and checkboxes. Click the “Select” button once you have made your selections.

6. Your selected roles will now display beside the selected company. Click the “Review” button to continue.
7. The Associate to Company Review page displays a read-only version of your company association details. If the company and role information are correct, click the “Continue” button.

8. All Company Association requests require a signed RCO Delegation Letter by your Company Responsible Corporate Officer. The RCO Delegation Letter is included in the hard copy of your company association registration forms. Click the “Print, Sign and Mail” button to continue.

9. Print all pages, **including Page 1**.

10. Check ALL appropriate boxes.
11. Obtain the RCO’s signature on the letter.

12. Send signed letter and signed ESA to one of the addresses below.

US Mail:
U.S. Environmental Protection Agency
Fuels Programs Registration (6406J)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

Commercial Delivery:
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C, 202-343-9038
1310 L Street, NW
Washington, DC 20005

For more detailed information and troubleshooting tips, please see the Fuels Programs Registration User’s Guide located on the EPA’s Fuels Reporting Registration web page: