DCFUEL User Guide
Version 2.0

United States
Environmental Protection
Agency

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Version 2.0

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

United States
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 with “Technical Support” in the Subject line.

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

2 Registration

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

> **Note:** Existing DC FUEL users will be automatically migrated to the new application and will not be required to re-register.

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.

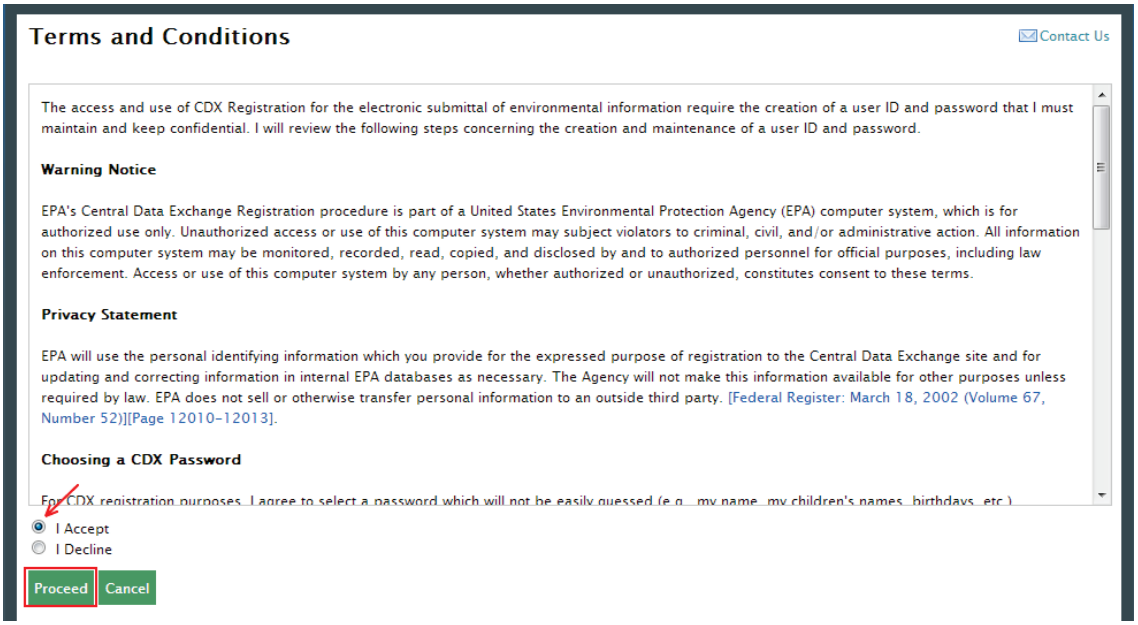
2.2 DC FUEL Registration for New CDX Users

If you do not have an existing CDX user account please go to the following URL and complete your CDX Registration: http://epacdx.net/regwarning.asp?Referer=registration.

If you are an existing CDX user please refer to Section 2.3.

Users will reach the Terms and Conditions page upon accessing CDX Registration 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 shown in Figure 2-2, or scrolling through the list of program services.

Figure 2-2 Add Program

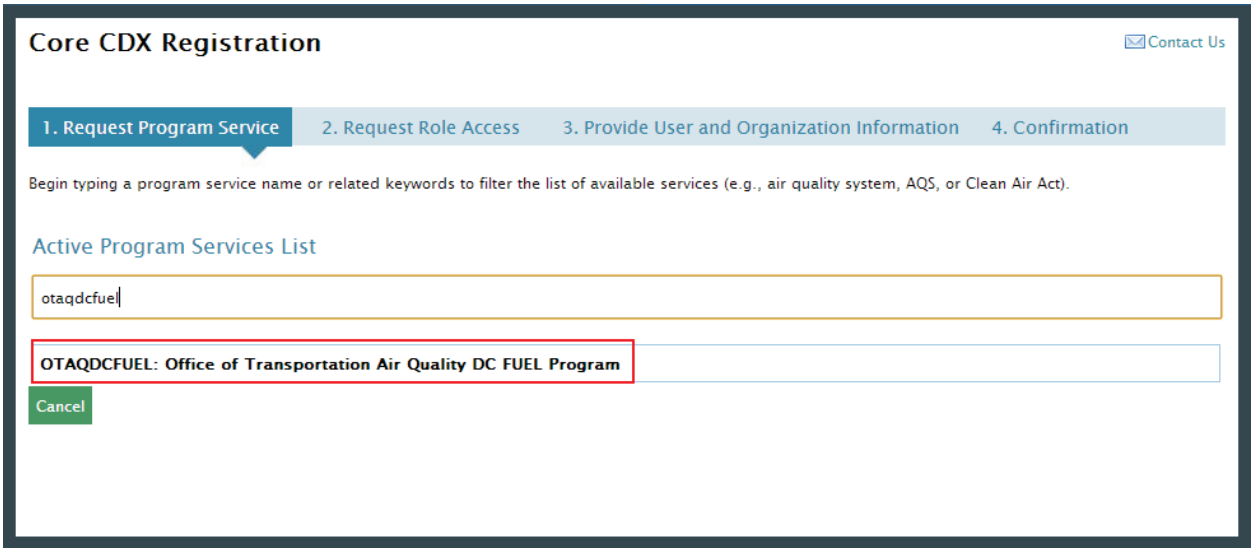
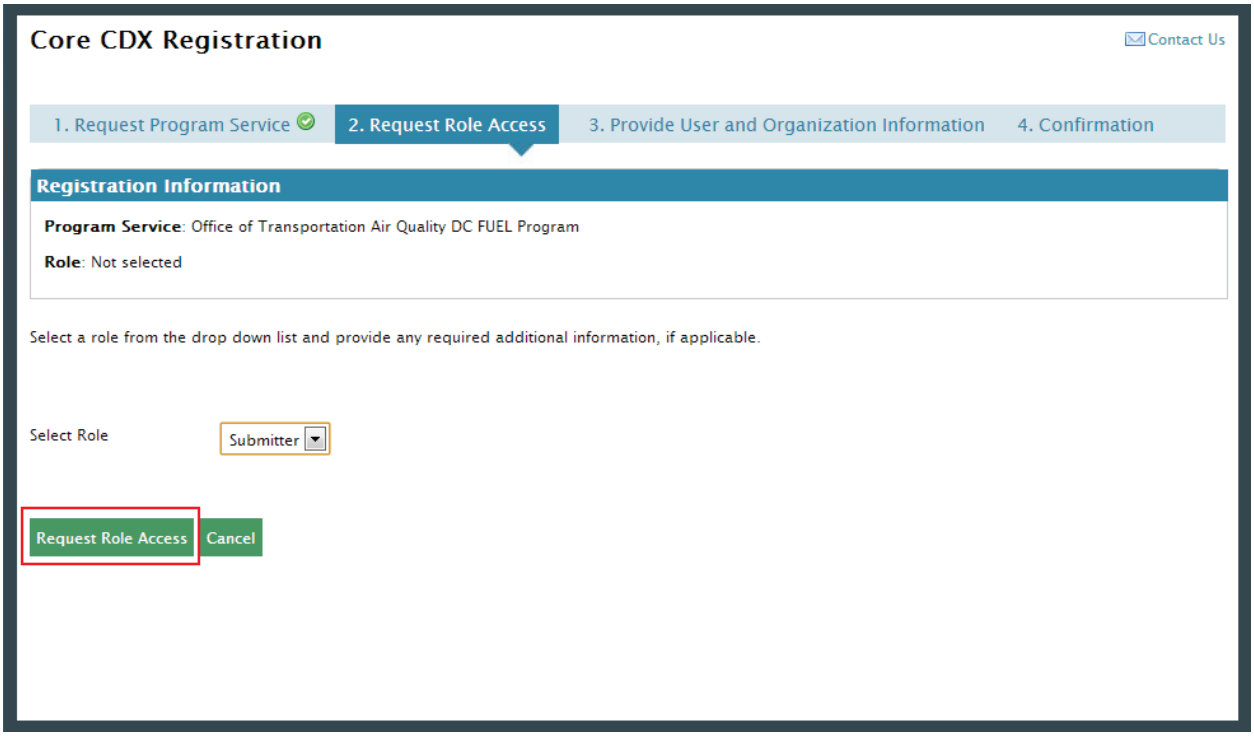


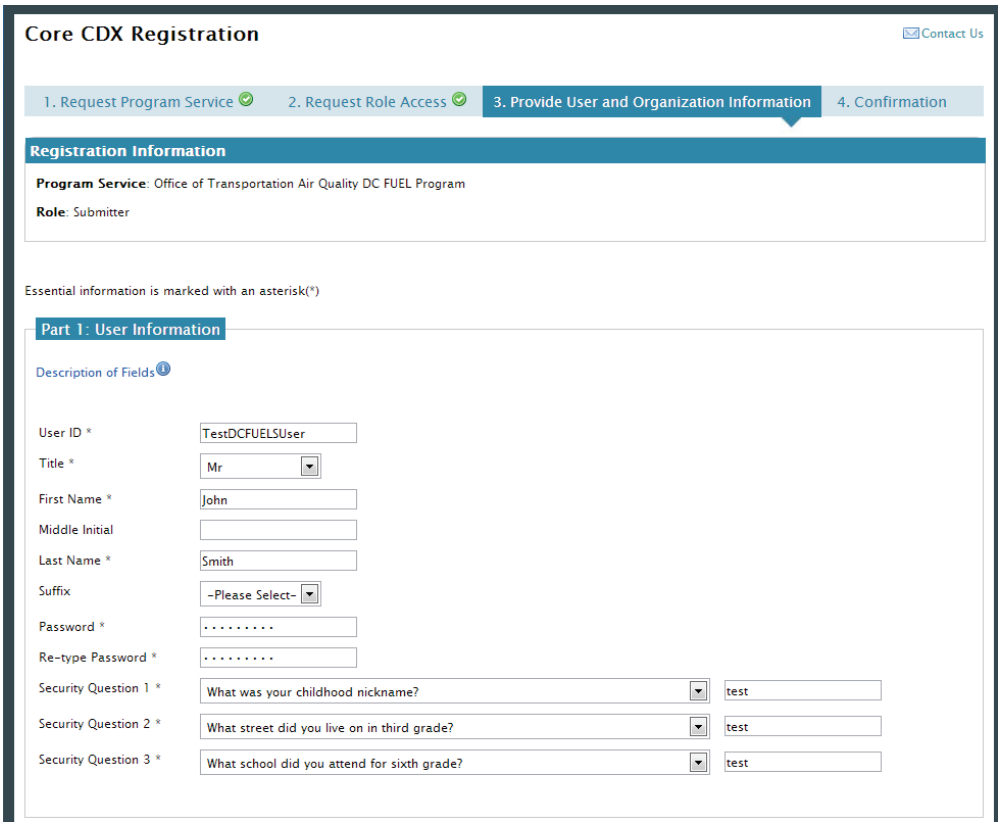
Figure 2-3 will display. The role "Submitter" will be automatically selected from the dropdown menu. Click the "Request Role Access" button to continue with the registration process.

Figure 2-3 Request Role Access



The "Provide User and Organization Information" page will display, as shown in Figure 2-4. Enter your user information, and scroll down to complete the organization information.

Figure 2-4 Part 1: User Information



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. 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

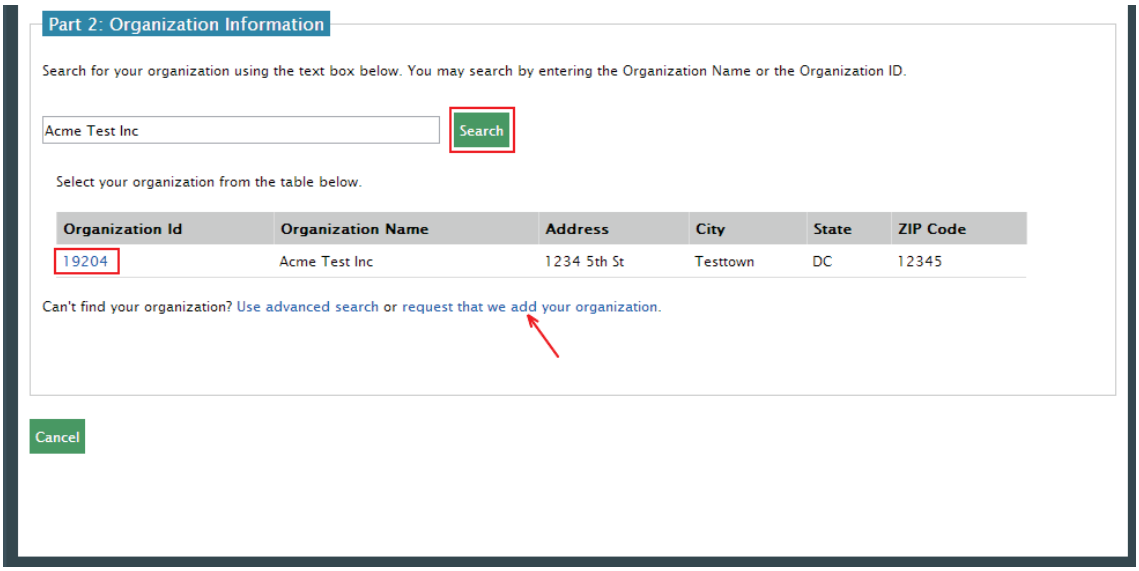


Figure 2-6 will display. Enter additional contact information into the required fields, and click the “Submit Request for Access” button. At this point you will be taken to the Confirmation Page as shown in Figure 2-6.

Figure 2-6 Additional Organization Information

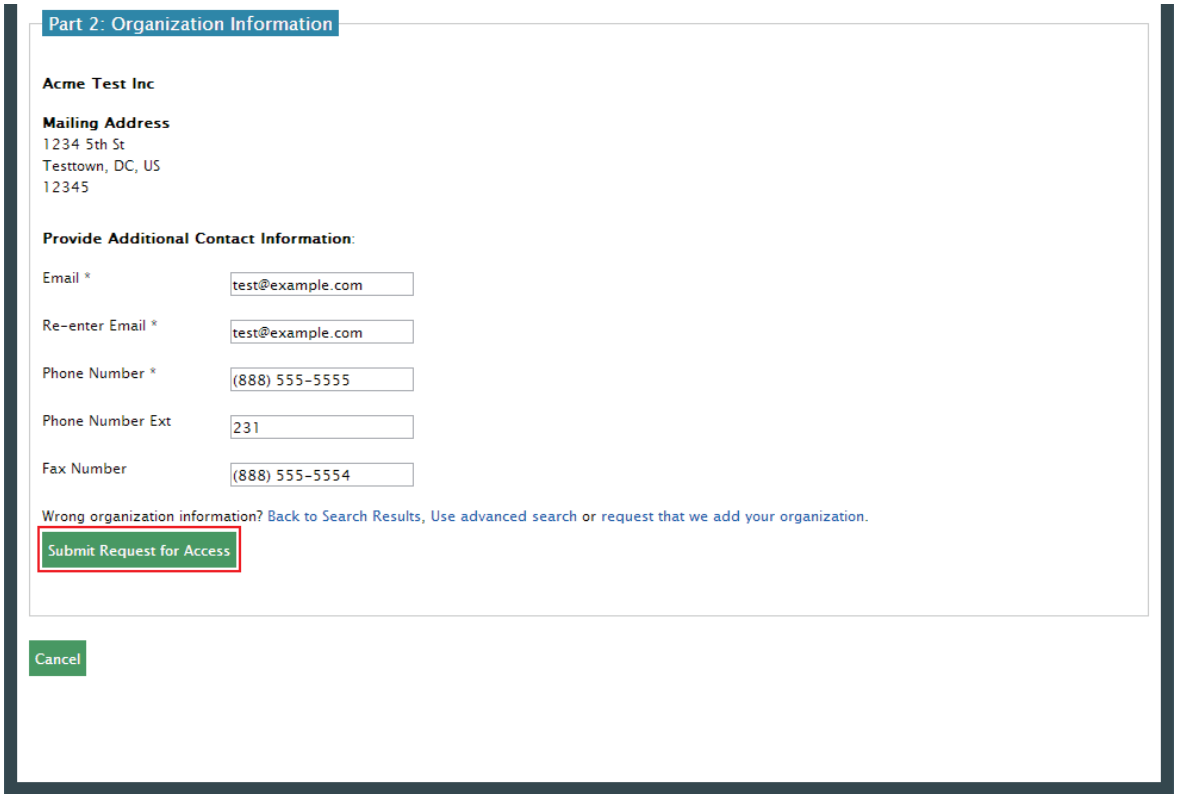
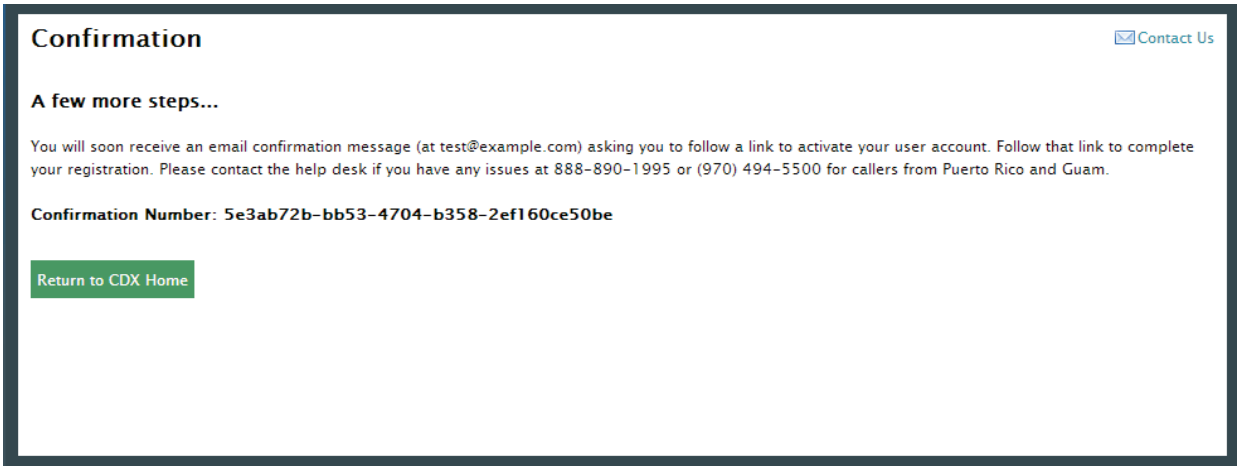
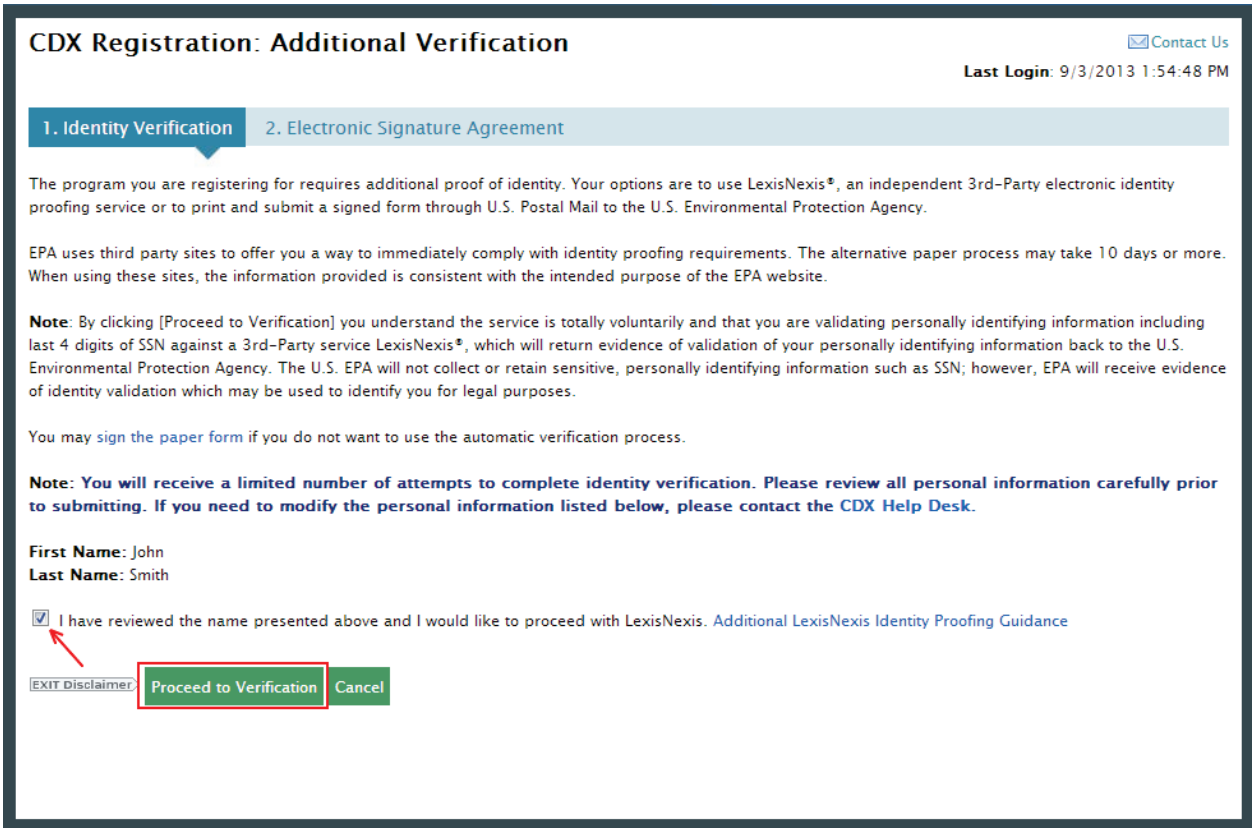


Figure 2-7 Confirmation Page



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.

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 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.

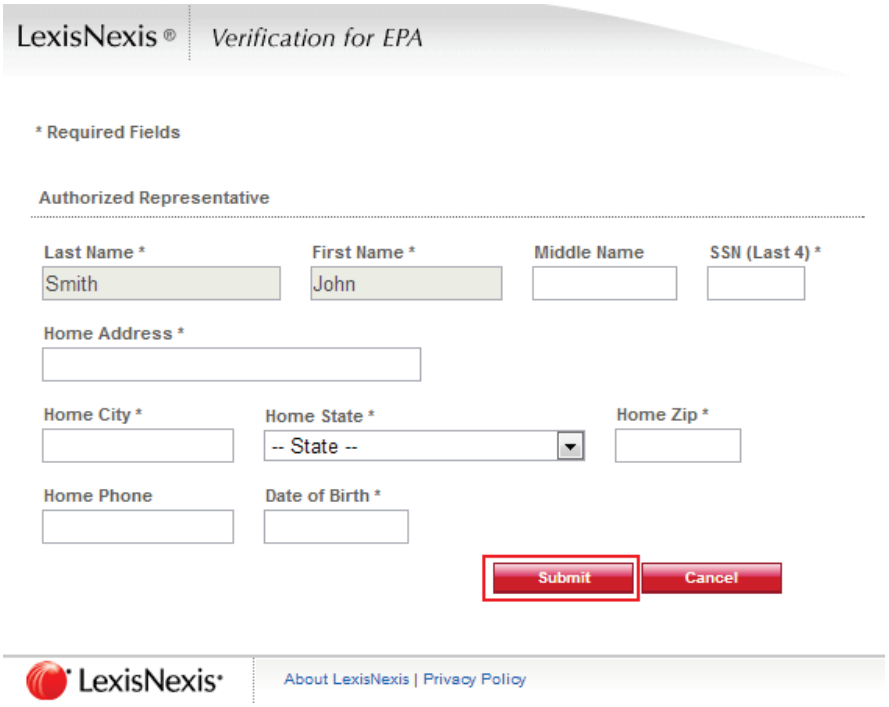
2.2.1 LexisNexis Verification

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 as seen 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.

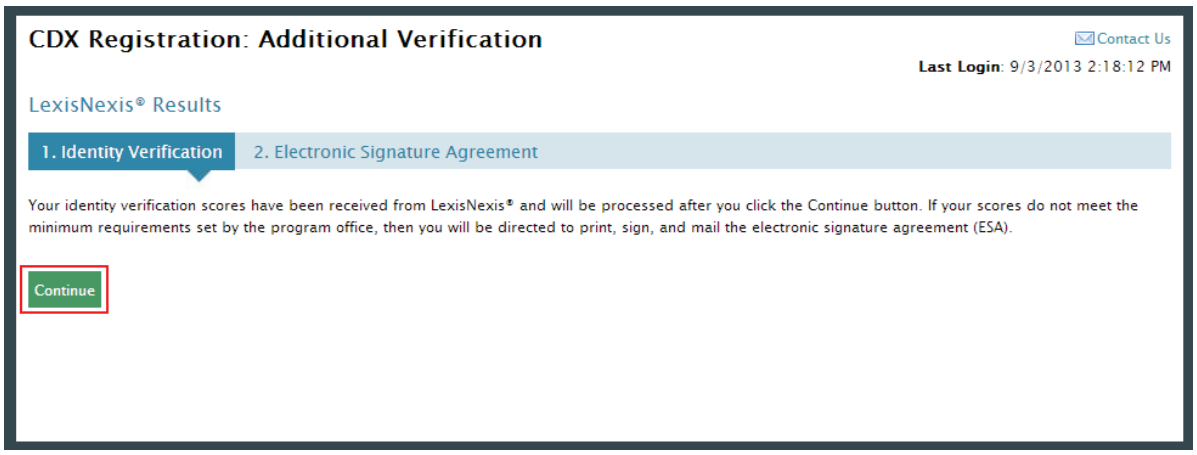
Figure 2-9 LexisNexis Verification



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.

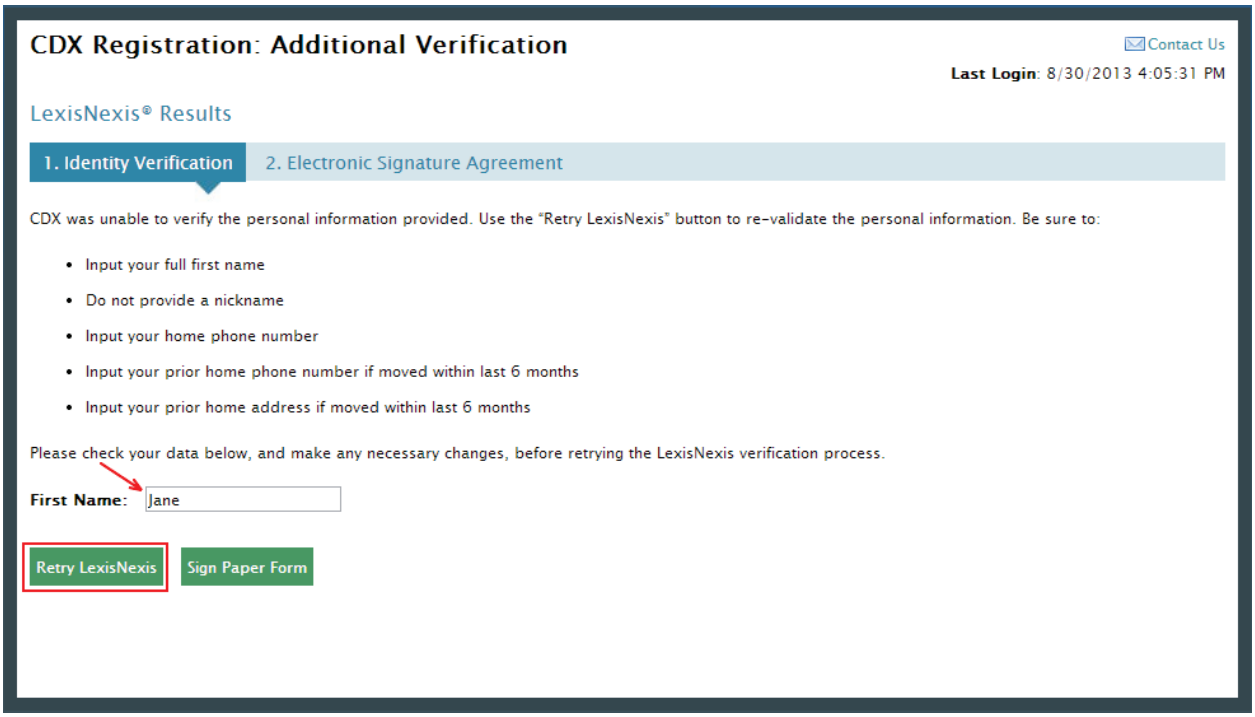
Figure 2-10 LexisNexis Results



Click the "Continue" button to process your LexisNexis score and proceed with registration. If you are successfully identity proofed by LexisNexis you will be taken to the Challenge Questions and Answers page as shown 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).

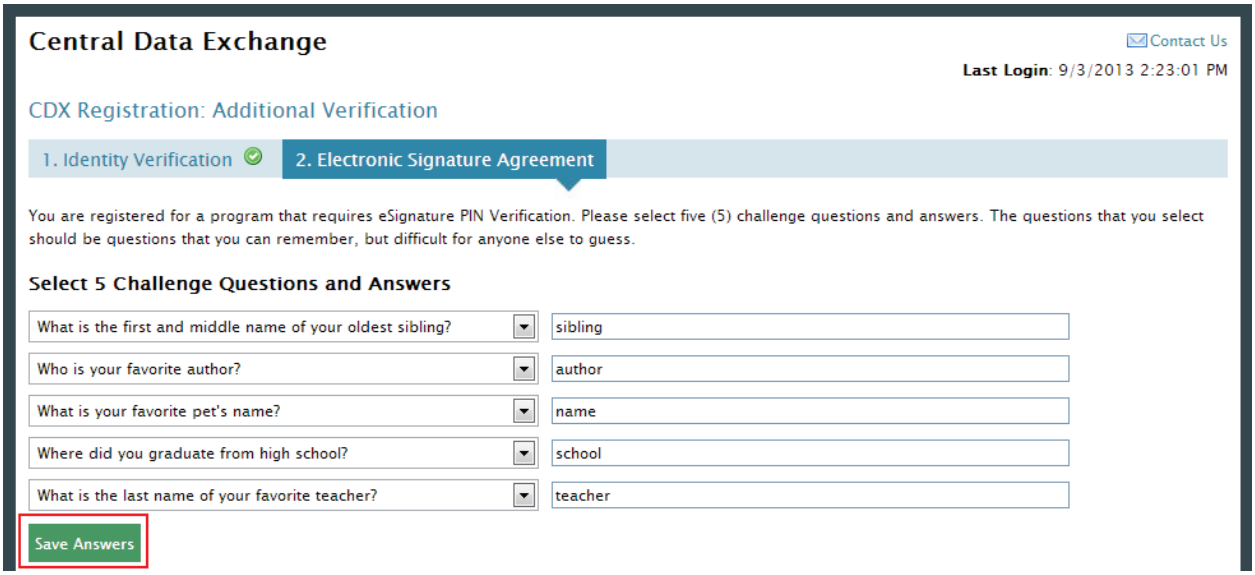
In some cases, you may be eligible to retry LexisNexis validation. If you are eligible for this retry you will be taken to the Retry LexisNexis page where you can launch the popup window once again. You will also be presented with the opportunity to verify or edit your first name, as shown in Figure 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



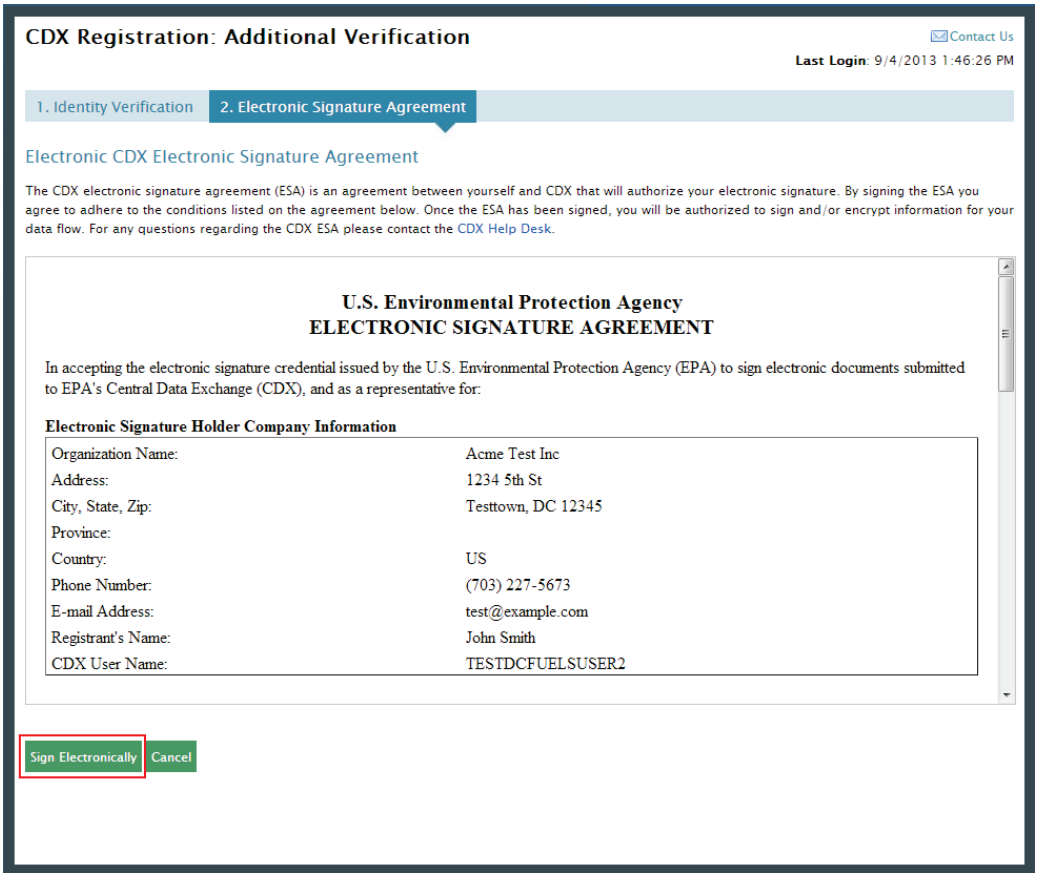
Click the "Retry LexisNexis" button. You will then be returned to the Identity Verification Page seen in Figure 2-8, and may begin your verification again. LexisNexis retries may be attempted up to five times before the identity proofing will be considered unsuccessful.

Figure 2-12 CROMERR Challenge Questions and Answers



Click the "Save Answers" button after completing the Challenge Questions and Answers. You will now be taken to the step two of the Additional Verification pages, where you will be able to electronically sign your ESA.

Figure 2-13 Electronic Signature Agreement – Sign Electronically

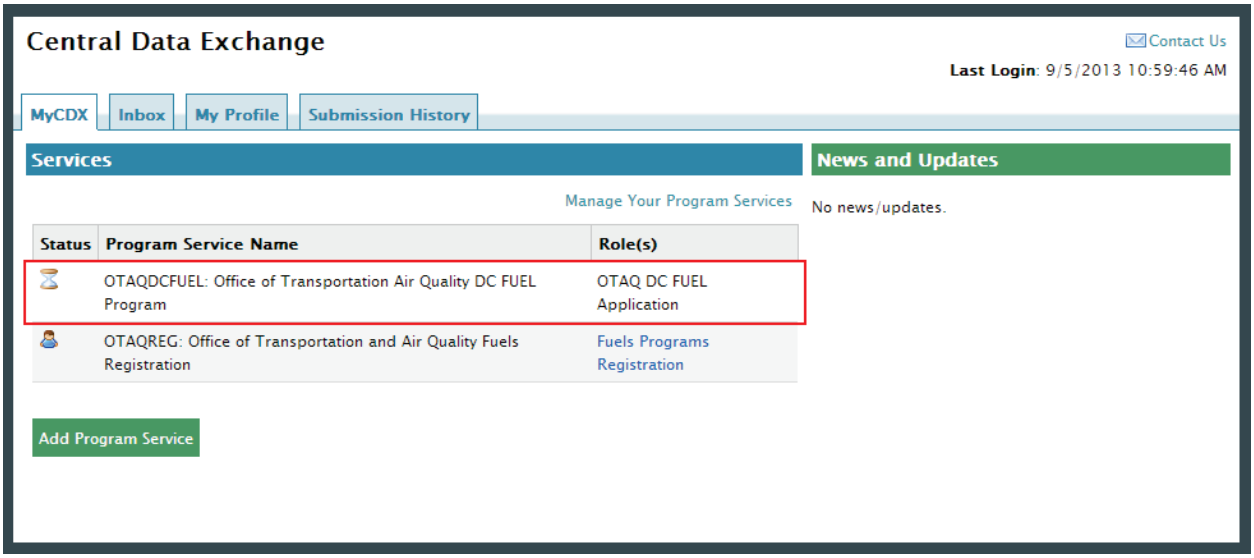


Click the “Sign Electronically” button and “Accept” in the pop-up window. Complete the eSignature widget as shown in Figure 2-14 by entering your password, Challenge Question & Answer, and then clicking “Sign”. If you enter an incorrect password or Challenge Question answer, you will receive an error 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 heldesk@cdx.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 a pending 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 being granted access to DC FUEL. Please refer to Section 2.4 for further details on OTAQReg: Fuels Programs Registration.

Existing CDX users should refer to Section 2.3 for further details.

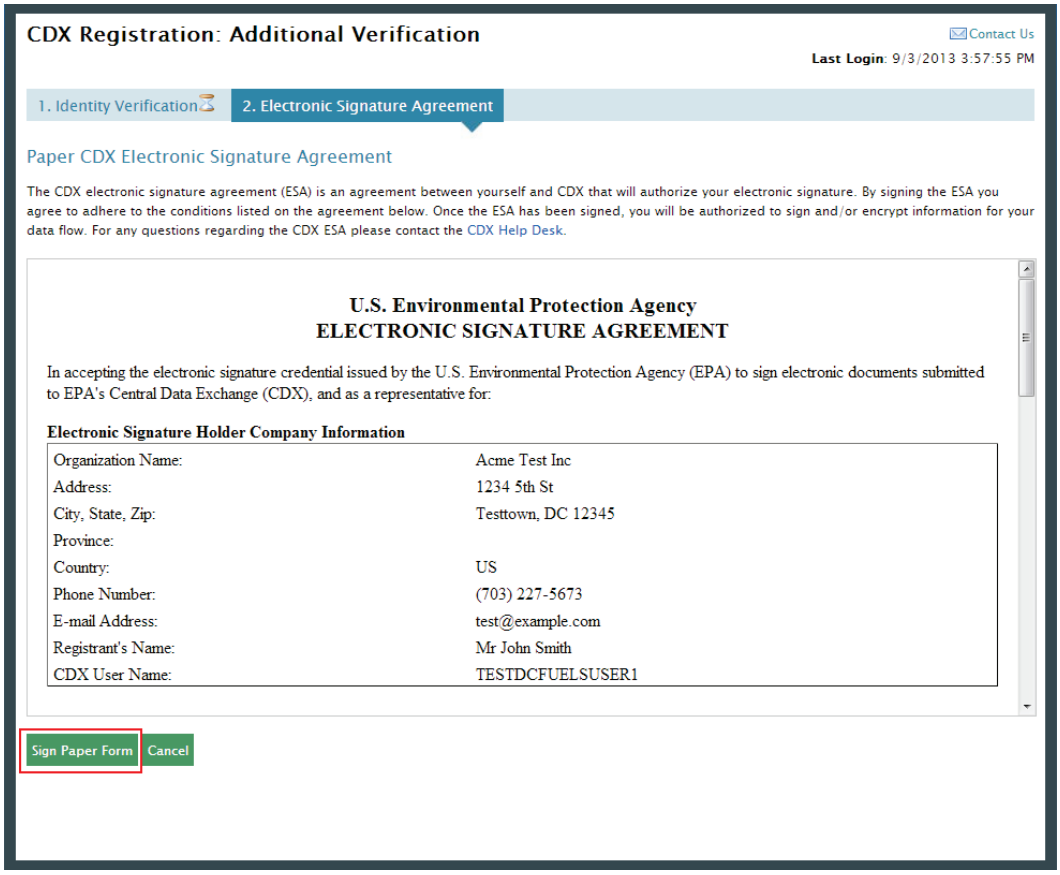
Reminder: You will not be able to access the DC FUEL application until your registration request has been activated by the OTAQ Program. Please refer to Section 3 for further details.

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



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:

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

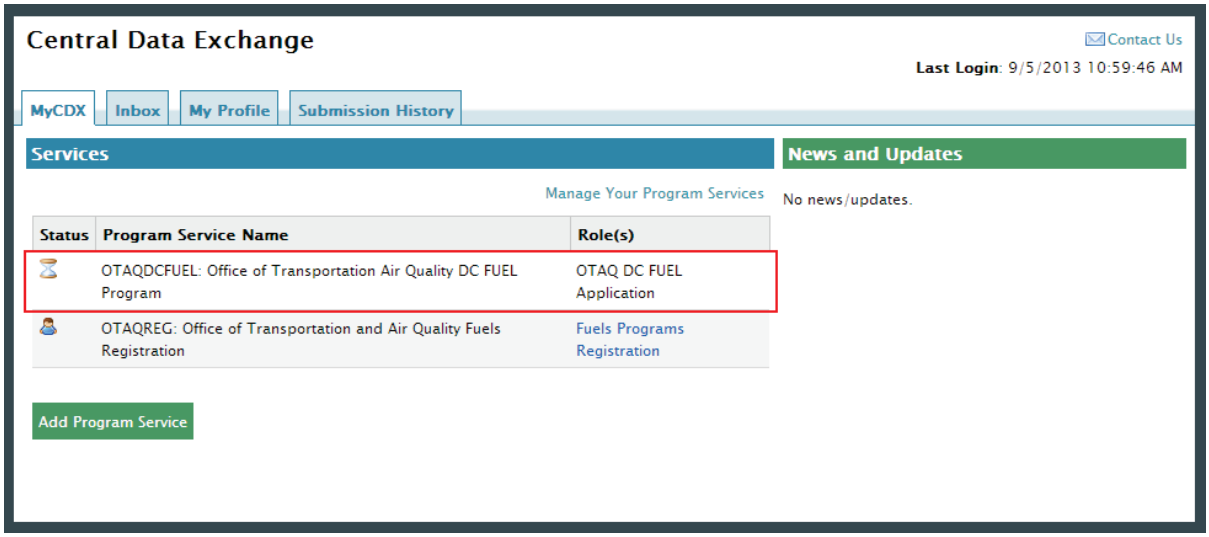
For Commercial Delivery:
U.S. Environmental Protection Agency
Fuels Programs Registration
Room 647C
1310 L Street, NW
Washington, DC 20005

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, as seen in 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. 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 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



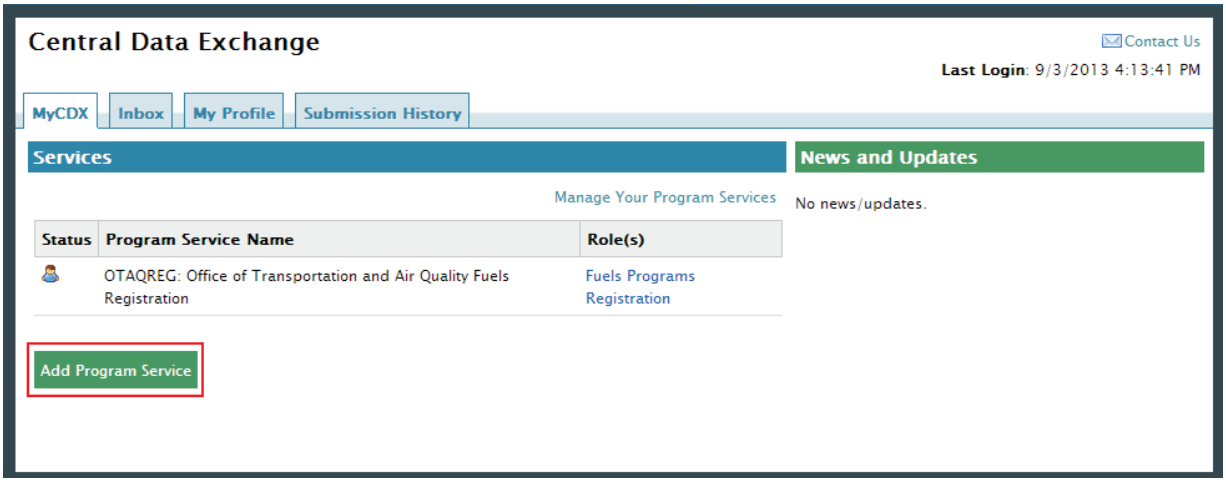
2.3 DC FUEL Registration for Existing CDX Users

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.

Note: Existing DC FUEL users will be automatically migrated to the new application and will not be required to re-register.

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 shown in Figure 2-19, or scrolling through the list of program services.

Figure 2-19 Add Program

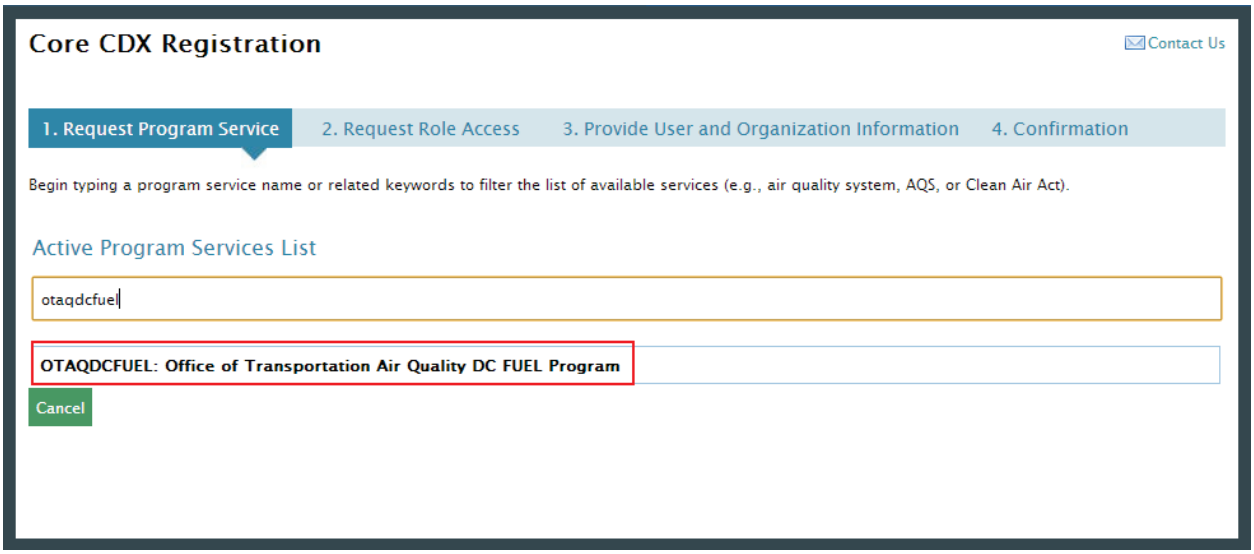
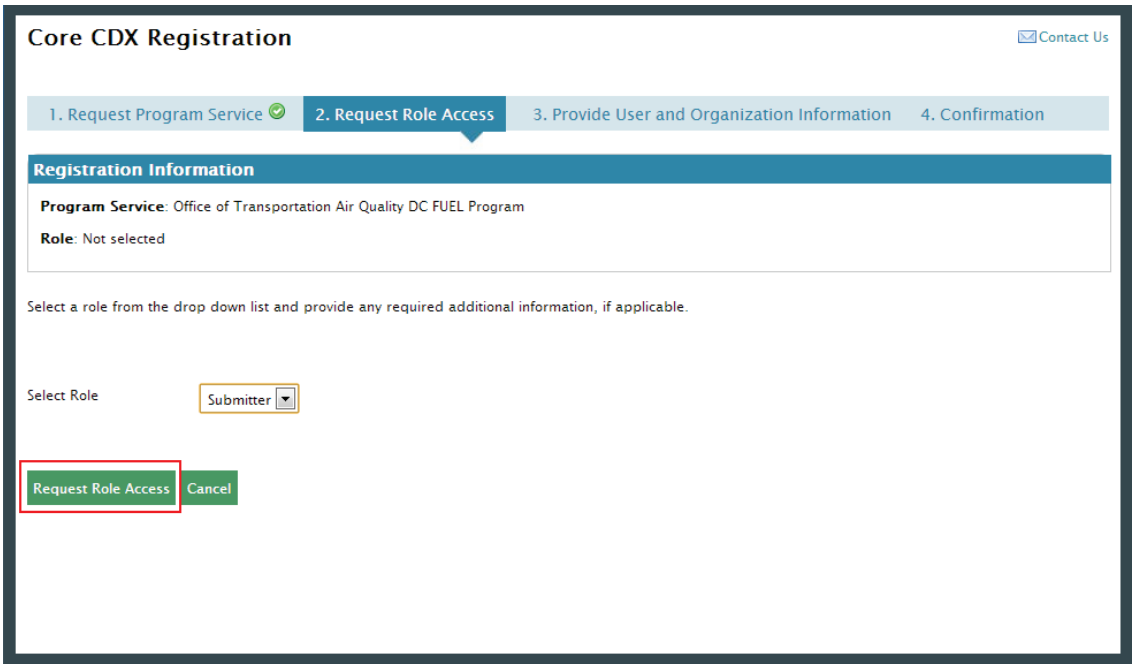


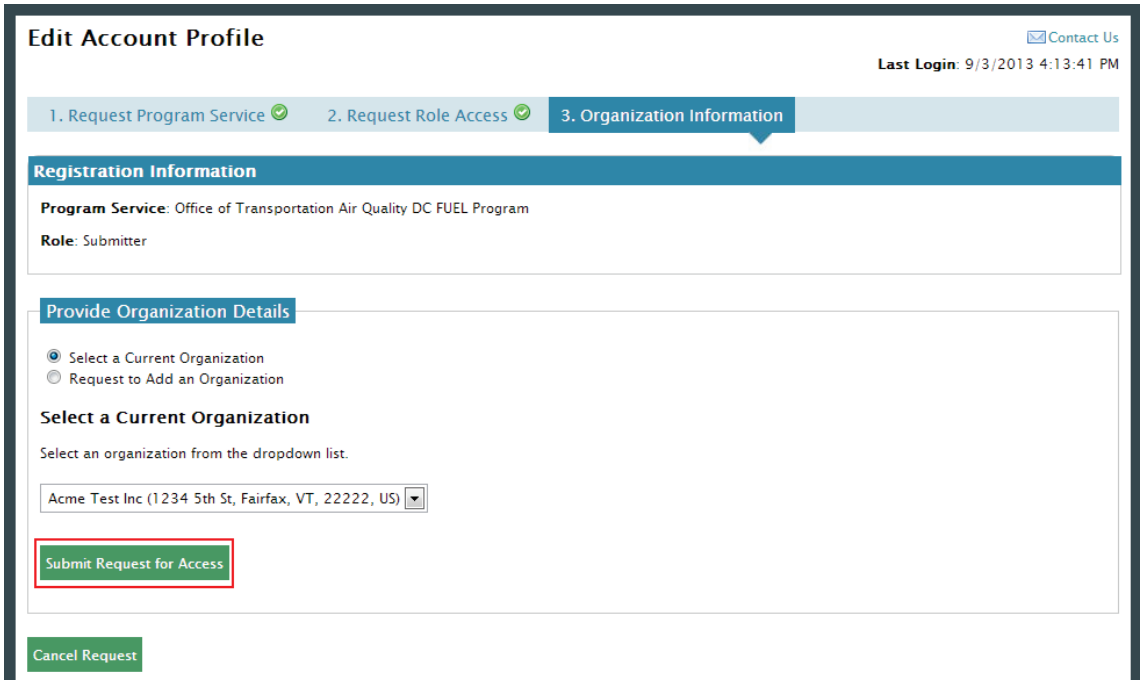
Figure 2-20 will display. The role "Submitter" will be automatically selected from the dropdown menu. Click the "Request Role Access" button to continue with the registration process.

Figure 2-20 Add OTAQDCFUEL Role (DCFUEL Registration)



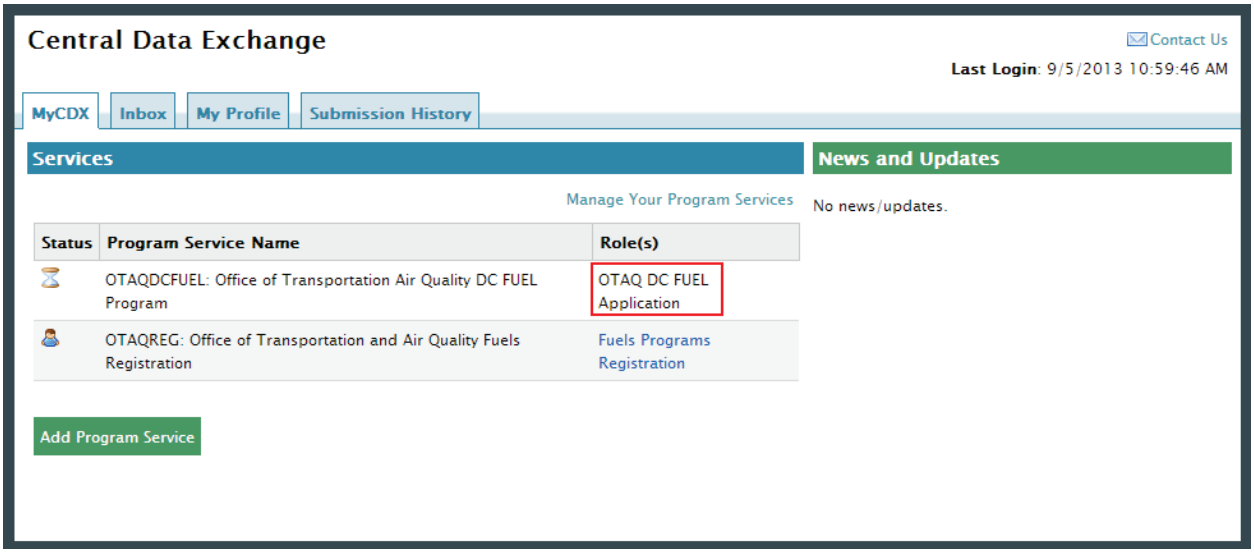
The Organization Information page seen in Figure 2-21 will display. Select your organization from the dropdown menu, or request to add an organization. Then click the "Submit Request for Access" button.

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.

Figure 2-22 Return to MyCDX Home Page



As seen in Figure 2-22 you will automatically be given the "OTAQReg: Fuels Programs Registration" dataflow after registering for DC FUEL (if you are not already an existing OTAQReg: Fuels Programs Registration user). It is required by the OTAQ Program that you complete a user profile within OTAQReg in order to submit reports through DC FUEL. Please refer to Section 2.4 for further details.

If you are an existing OTAQReg user, EPA will review your delegations to ensure you have the proper access to EPA Fuels Programs.

Reminder: You will not be able to access the DC FUEL application until your registration request has been activated by the OTAQ Program. Please refer to Section 3 for further details.

2.4 OTAQ Registration

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 the Submitter role 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) http://www.epa.gov/otaq/regs/fuels/420b10022.pdf* or contact the EPA Fuels Program Support Line at 202-343-9755 or EPAFuelsPrograms@epa.gov.

3 DC FUEL Access

3.1 Activation of your Role

In order to access the DC FUEL application and submit reports, the OTAQ Program must activate your role in CDX. OTAQ is notified of your registration request once you successfully complete registration for the DC FUEL application (see Sections 2.2 and 2.3). OTAQ will either activate or deny your DC FUEL access pending receipt of your Electronic Signature Agreement and review of your OTAQReg registration.

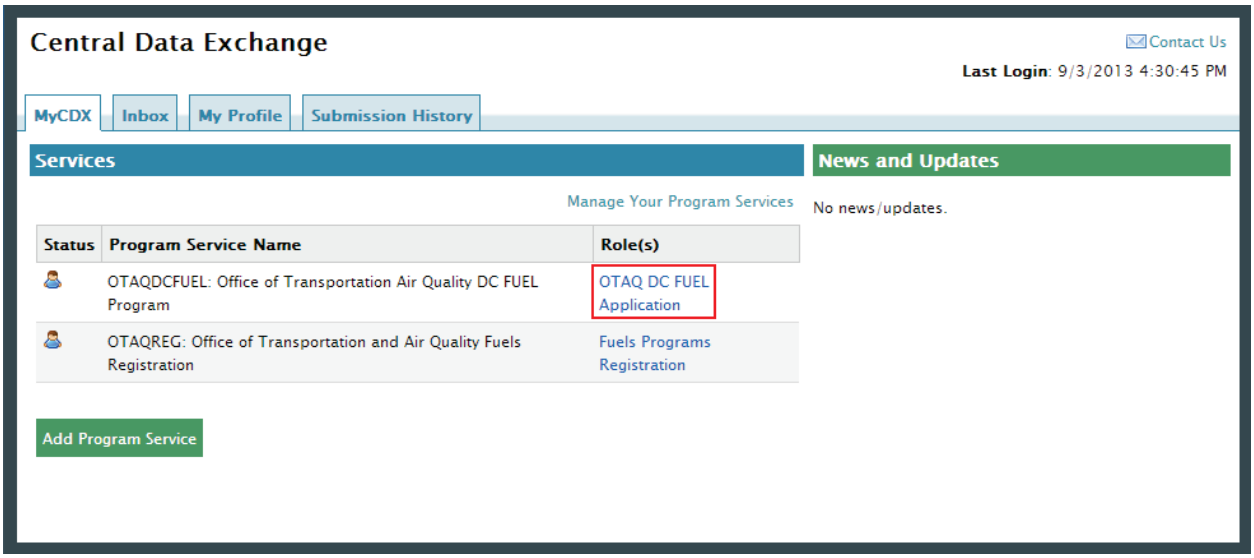
The "OTAQDCFUEL: OTAQ DC FUEL Application" dataflow link will not appear as clickable until your role is activated by the OTAQ Program.

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

Congratulations! The "OTAQDCFUEL: OTAQ DC FUEL Application" dataflow should now appear on your MyCDX home page. You may now access the OTAQ DC FUEL application and submit reports to EPA.

Figure 3-1 OTAQ DC FUEL Dataflow Link

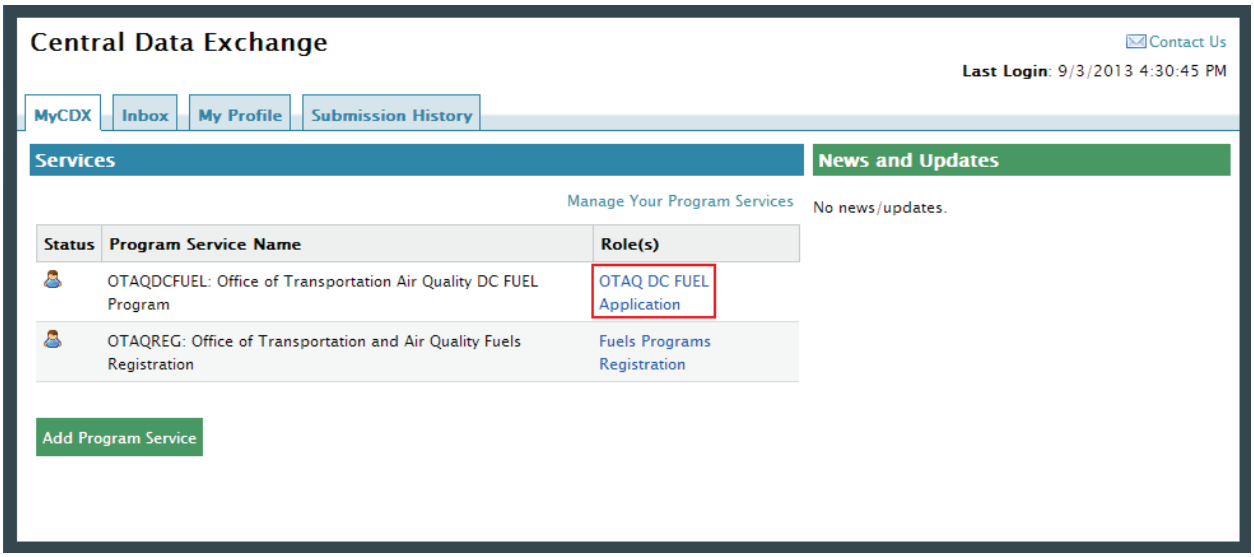


4 DC FUEL Submissions

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

4.1 Enter DC FUEL

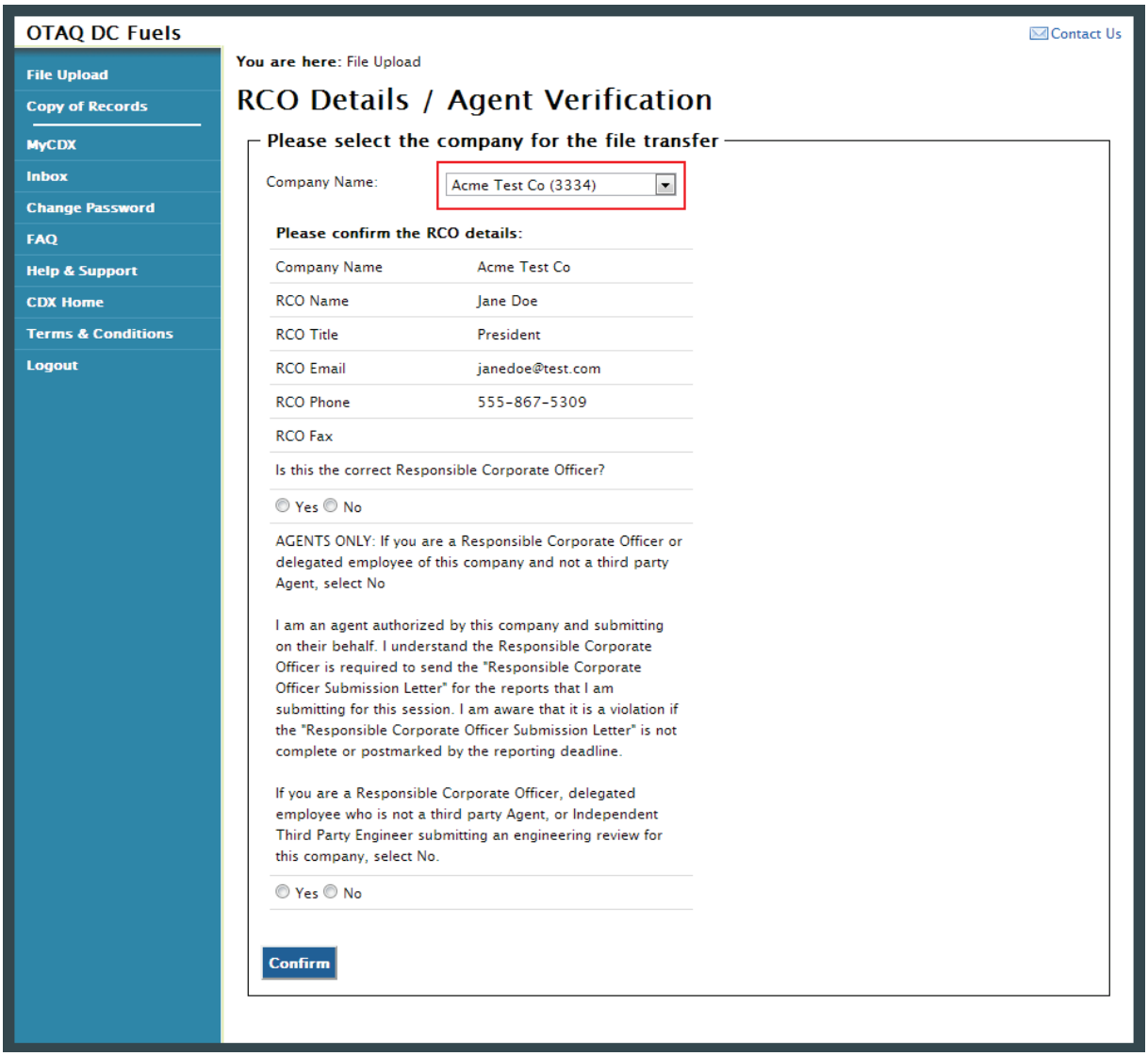
Figure 4-1 MyCDX Home Page



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

4.2 Confirm Company and RCO Information

Figure 4-2 DC FUEL File Upload

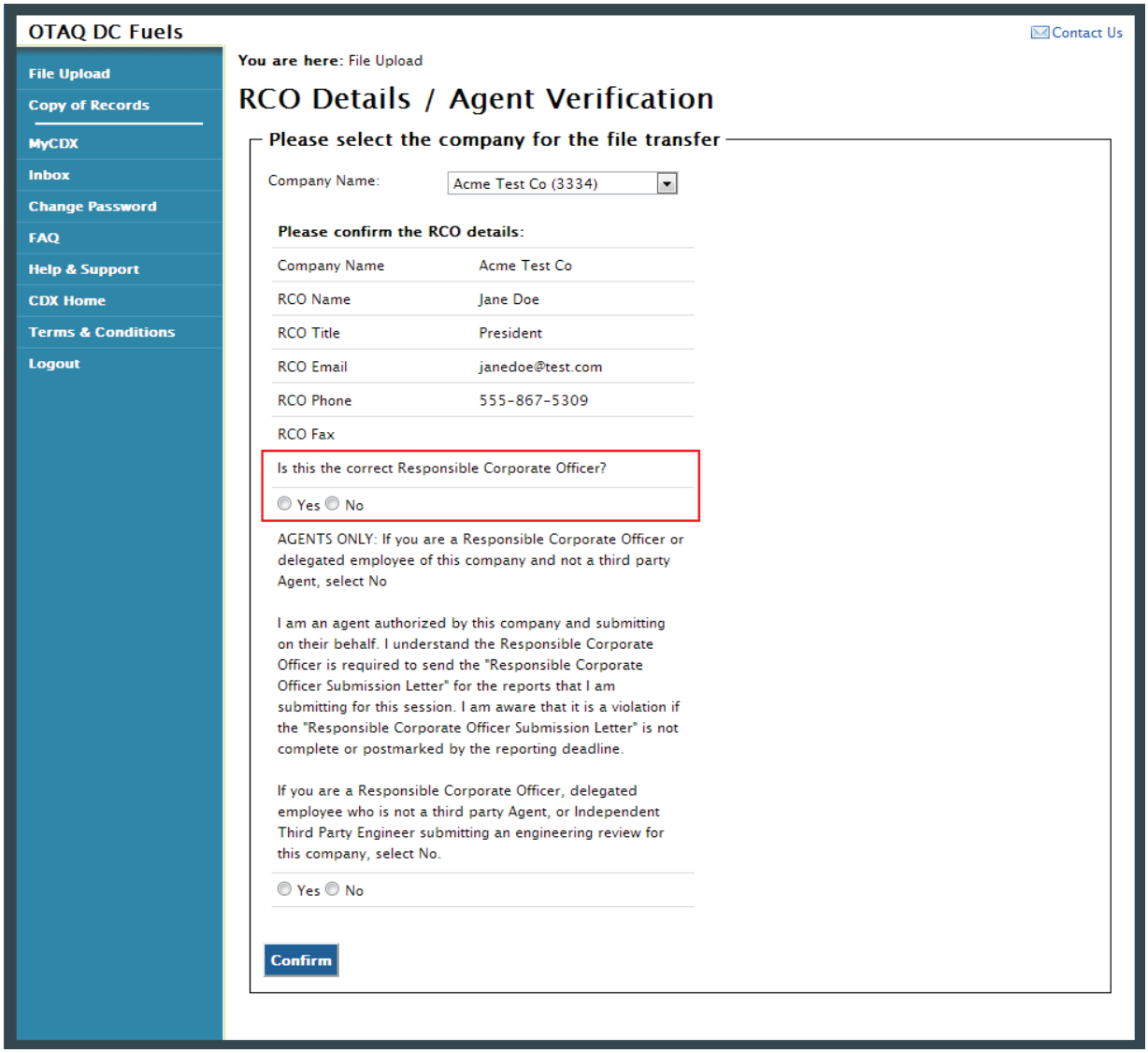


The “RCO Details” page is the DC FUEL landing page and the first step of the DC FUEL report submission process. Before moving forward you must first confirm the information displayed on this page.

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).

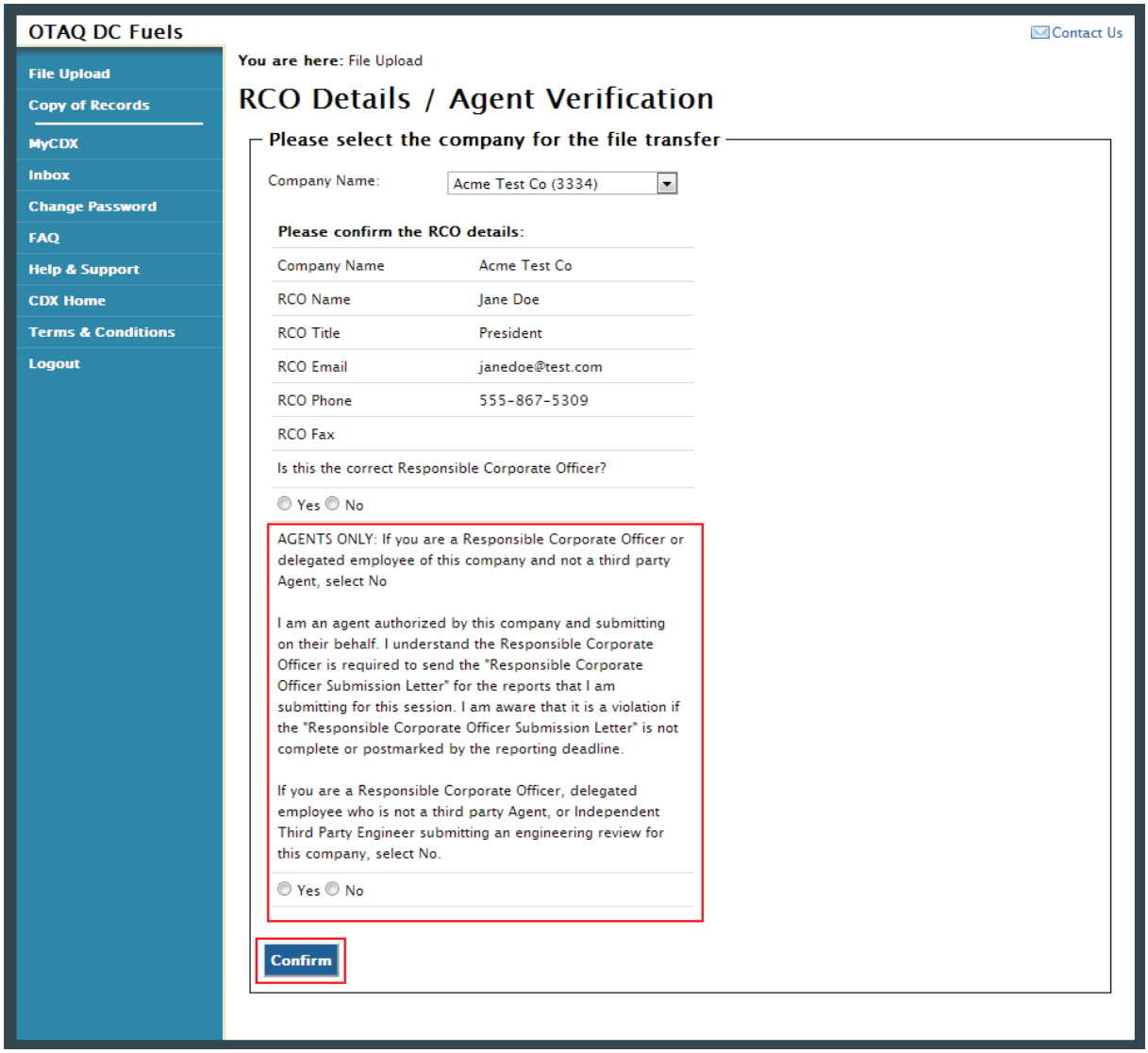
Figure 4-3 Confirm Company Responsible Corporate Officer Information



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 as shown in Figure 4-4.

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

Figure 4-4 Agent Verification



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.

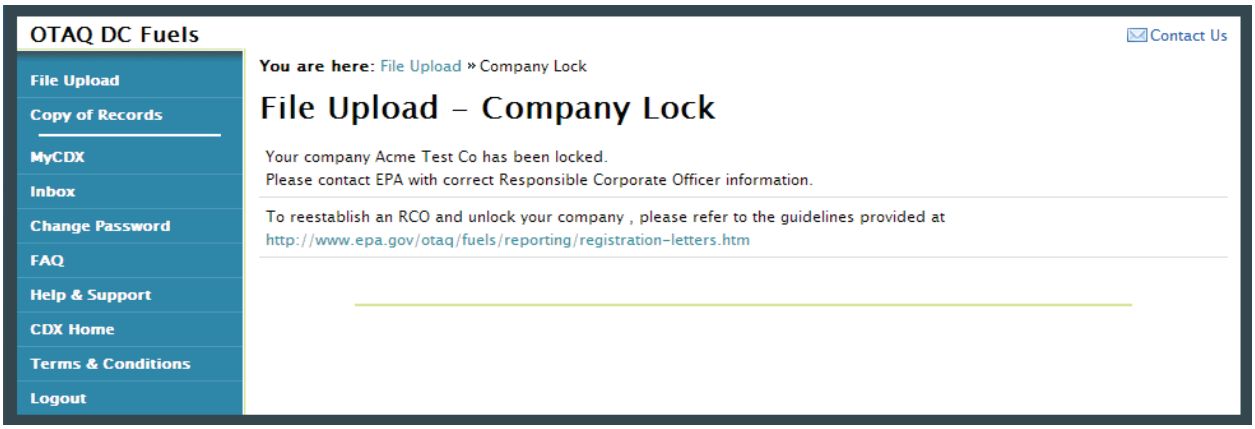
If you identify yourself as an agent, you will be prompted with the Agent Responsibility Statement below the agent identifier question as seen in Figure 4-5. You must select “Agree” to this statement to continue with your submission.

Click the “Confirm” button.

Figure 4-5 Agent Responsibility Statement

If you selected "No" to the RCO details then Figure 4-6 will display. If you selected "Yes" to the RCO details then Figure 4-7 will display.

Figure 4-6 Incorrect RCO Information – Company Lock

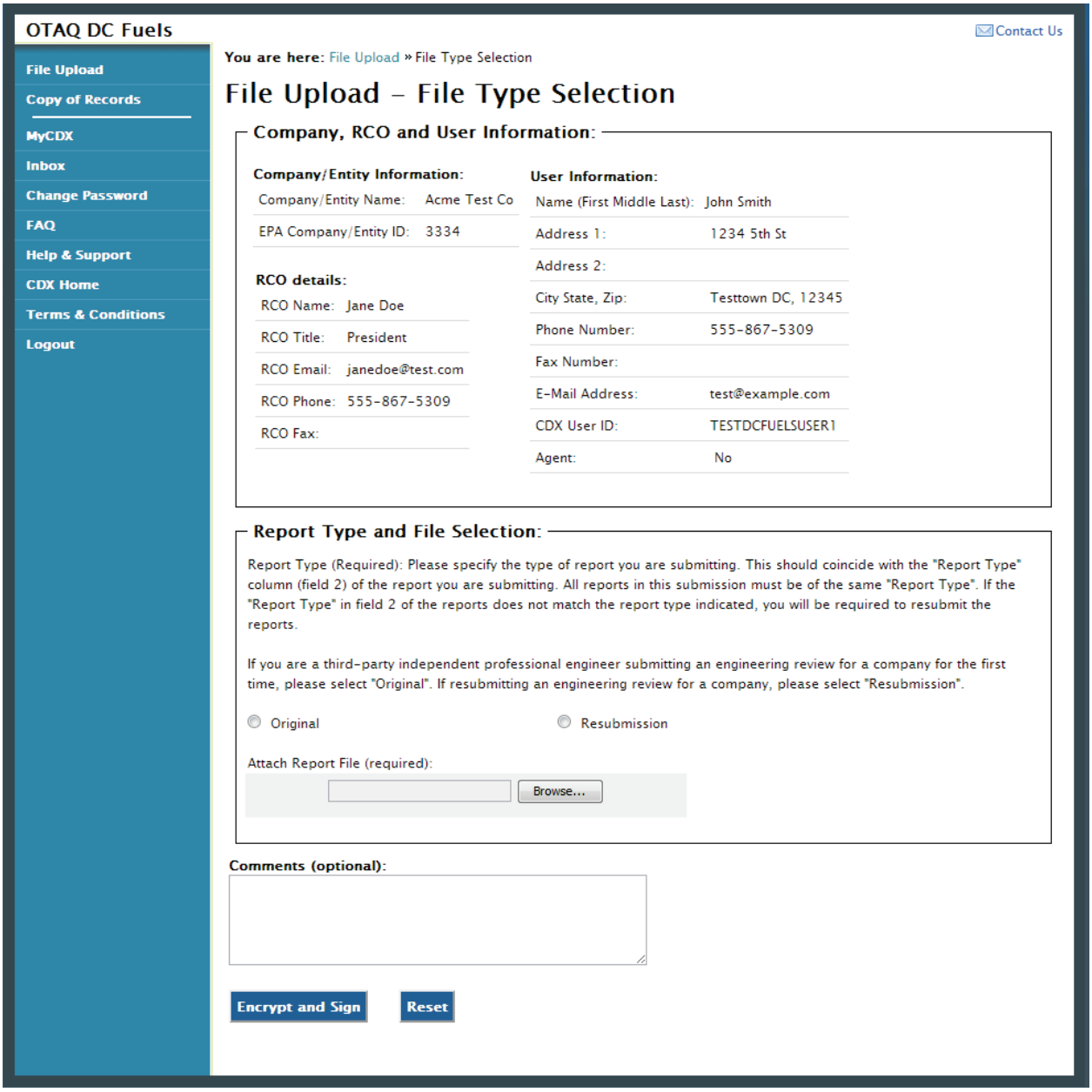


The DC FUEL application will automatically lock your company from submitting reports if the provided RCO details are not confirmed as being accurate. To unlock your company, please follow the guidelines provided at http://www.epa.gov/otaq/fuels/reporting/registration-letters.htm.

4.3 Upload File

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. Please refer to Appendix A: System Java Requirements if you do not have JRE installed or are prompted with a security warning. Figure 4-7 will display.

Figure 4-7 File Upload – File Type Selection

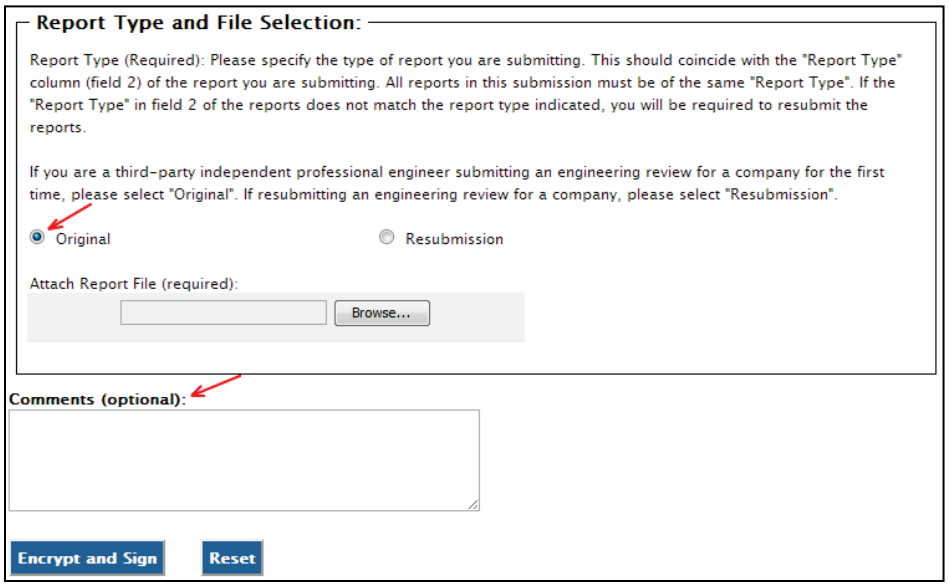


The “File Upload – File Type Selection” page is where you will upload your report submission file. The top section of the page displays a summary of the selected Company, RCO, and User information.

In addition to the pre-populated information, there are several additional sections of the page that you are required to complete as shown in Figure 4-8 thru Figure 4-10.

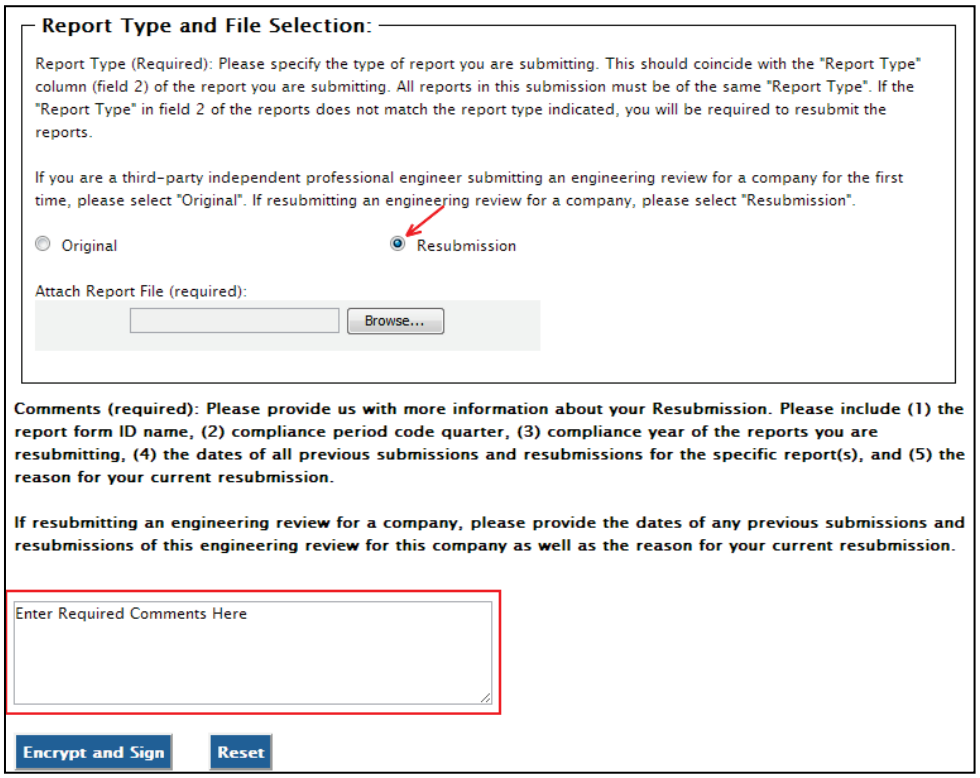
You must first identify whether your report is an original submission or a resubmission. If you identify your submission as an “Original” then you may optionally provide comments in the comments field as shown in Figure 4-8.

Figure 4-8 Report Type "Original"



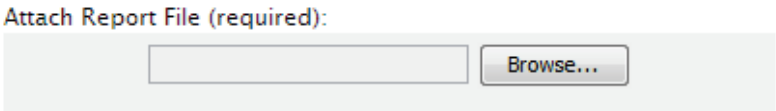
If you identify your submission as a "Resubmission" you are required to provide comments in the comments field as shown in Figure 4-9. Please include the report form ID name, compliance period code quarter, compliance year of the reports you are resubmitting, the dates of all previous submissions and resubmissions for the specific report(s), and the reason for your current resubmission.

Figure 4-9 Report Type "Resubmission"



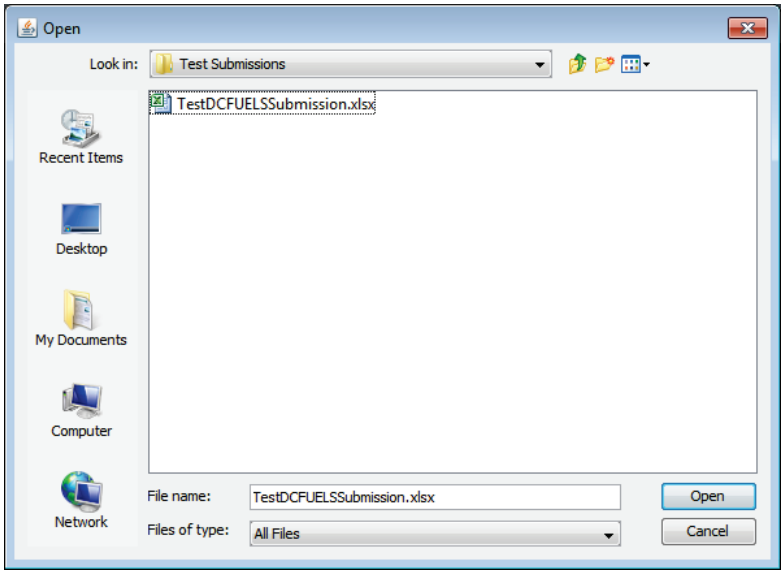
After identifying the Report Type, you are required to attach your report file as shown in Figure 4-10.

Figure 4-10 Attach Report File



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

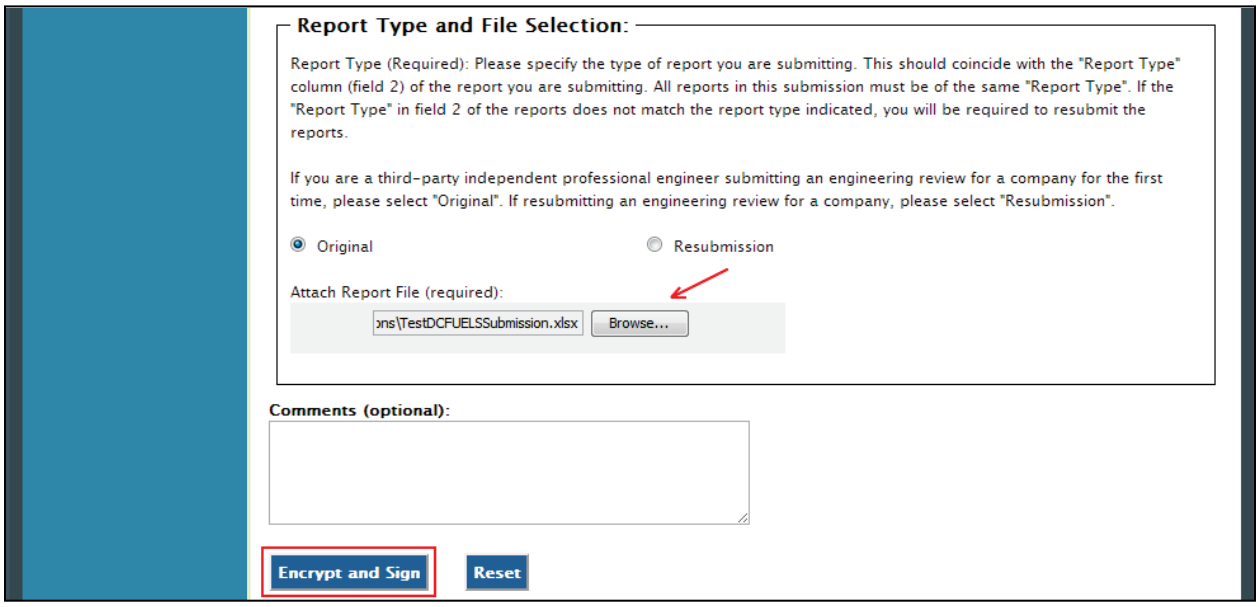
Figure 4-11 File Open Dialogue Box



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 shown 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

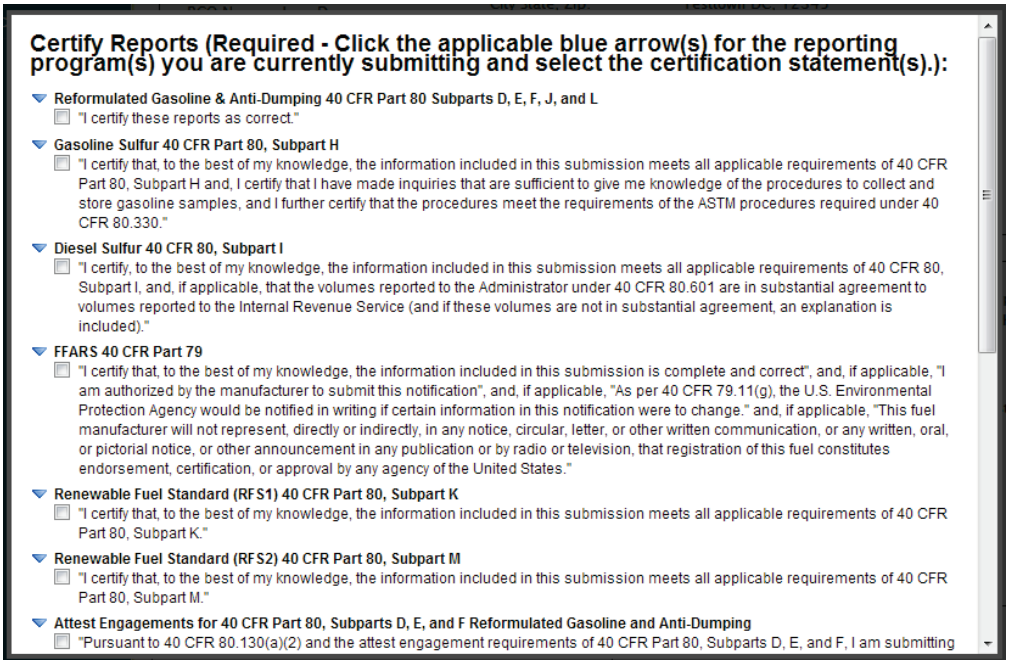


Once you have provided information for all required fields and your report file is selected, click the “Encrypt and Sign” button at the bottom of the page. Figure 4-13 will display.

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

4.4 Select Certify Reports

Figure 4-13 Certify Reports



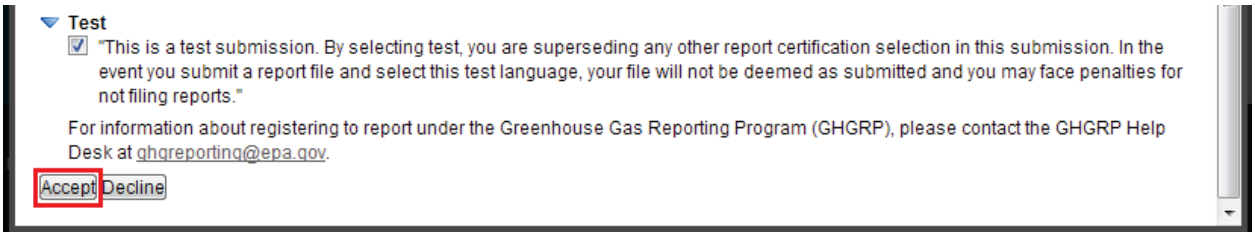
The “Certify Reports” page displays all the Fuels Reporting Programs for which you can submit reports for in DC FUEL.

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 shown 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 as shown in 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 the error message shown 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 heldesk@cdx.net.

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

Figure 4-16 Failed Authentication

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 2.2.1).

If you fail to respond or enter an incorrect answer, you will be prompted with an error message as shown 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 heldesk@cdx.net.

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

Figure 4-18 Incorrect Answer to Secret Question

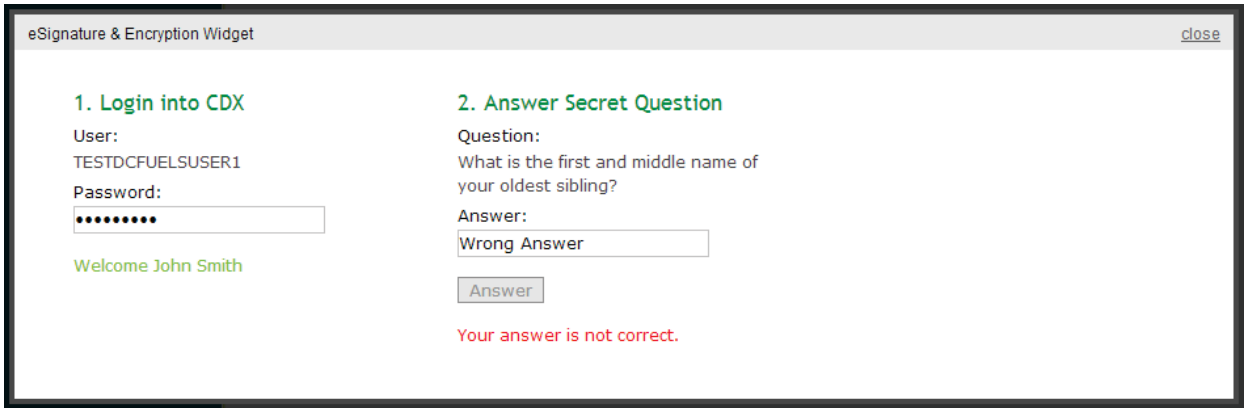
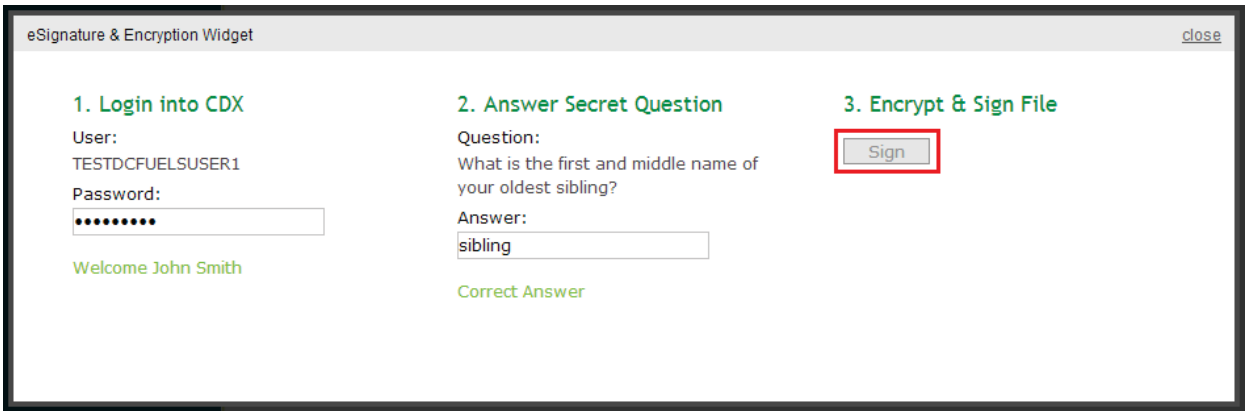


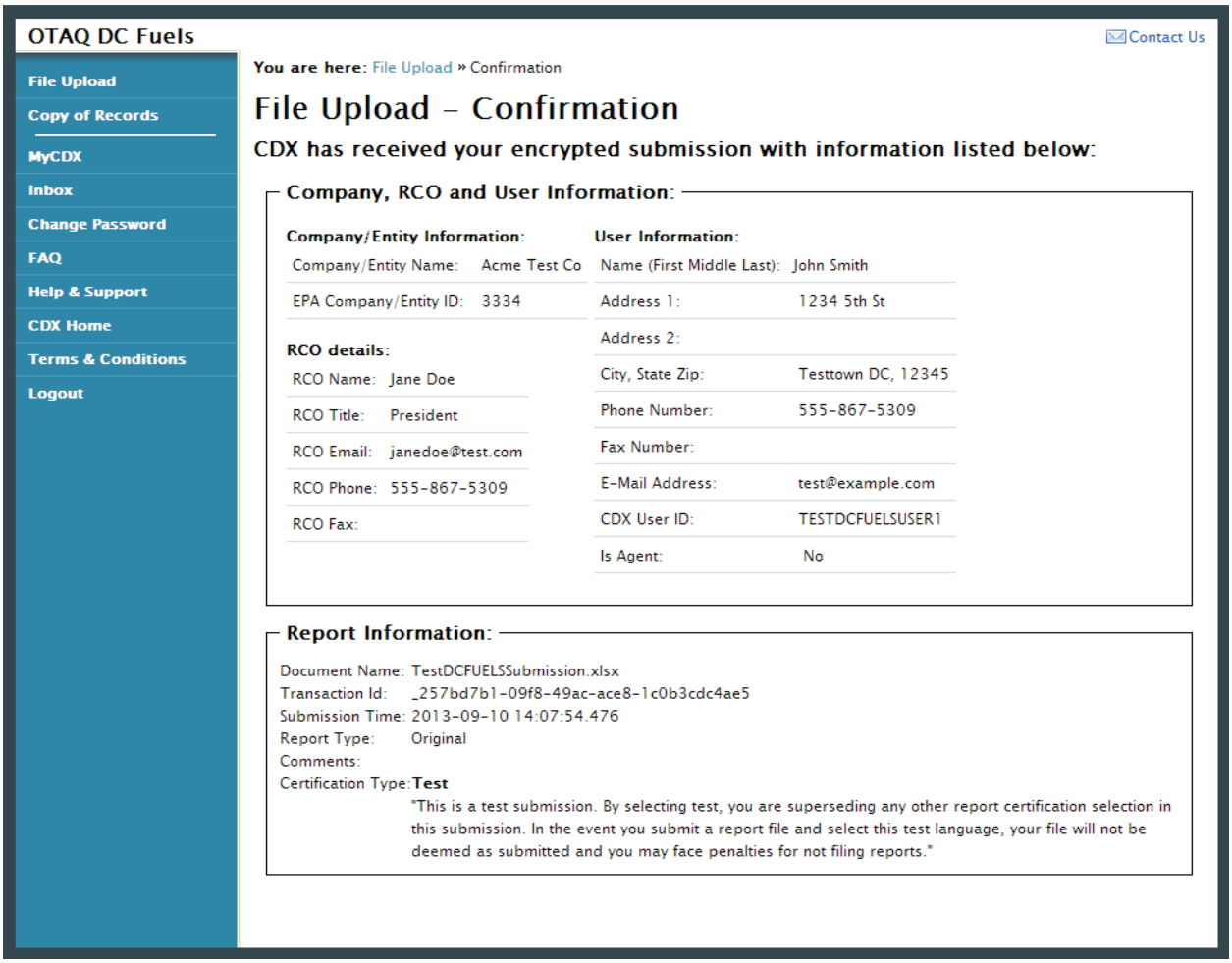
Figure 4-19 Encrypt and Sign File



The final step is to Encrypt and Sign your submission. Click the “Sign” button. Figure 4-20 will display.

4.6 Submission Confirmation

Figure 4-20 File Upload Confirmation



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.

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.

4.7 Submitting Reports from Different Computers

A user certificate and Private/Public Key pair is used to digitally sign and encrypt the submitted files, providing security protection for DC FUEL submissions. The certificate and key pair is automatically obtained after the first DC FUEL login.

The following data is stored into a keystore under your computer's home directory:

- user ID
- user private key
- user certificate
- creation time

The following file will be created: \<userHome>\ .<userId>-cromerr-keystore.jks where <userHome> is a local user home directory (C:\Documents and Settings\myuser) and <userId> is your DC FUEL user ID registered with CDX Web (i.e. DCFuelTest01-cromerr-keystore.jks). This file is stored on the local drive of the machine that was used to log into DC FUEL to complete a submission. While you may submit files from any machine, 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. In any case, it is recommended that you copy this file to another safe location for backup.

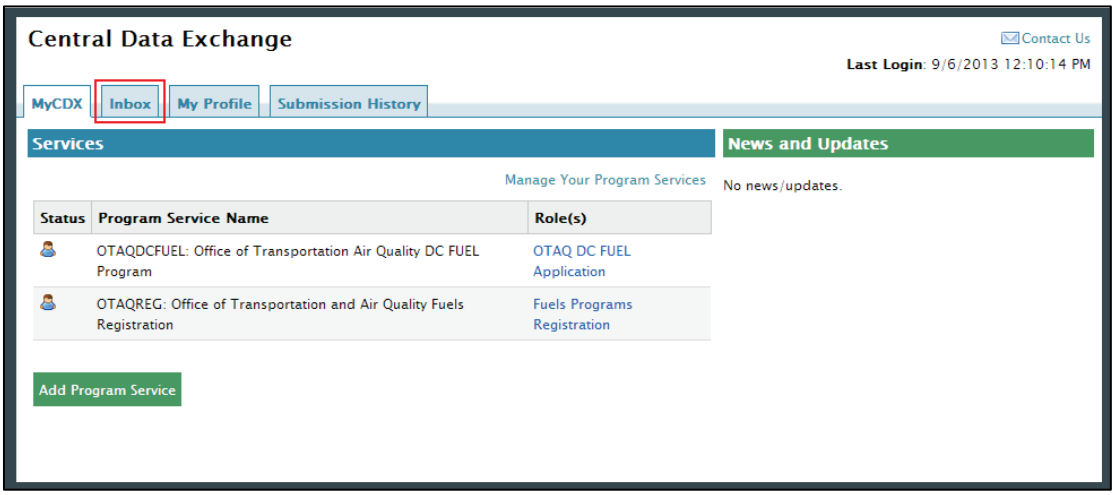
5 View Activity History

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

5.1 Accessing CROMERR Activity History

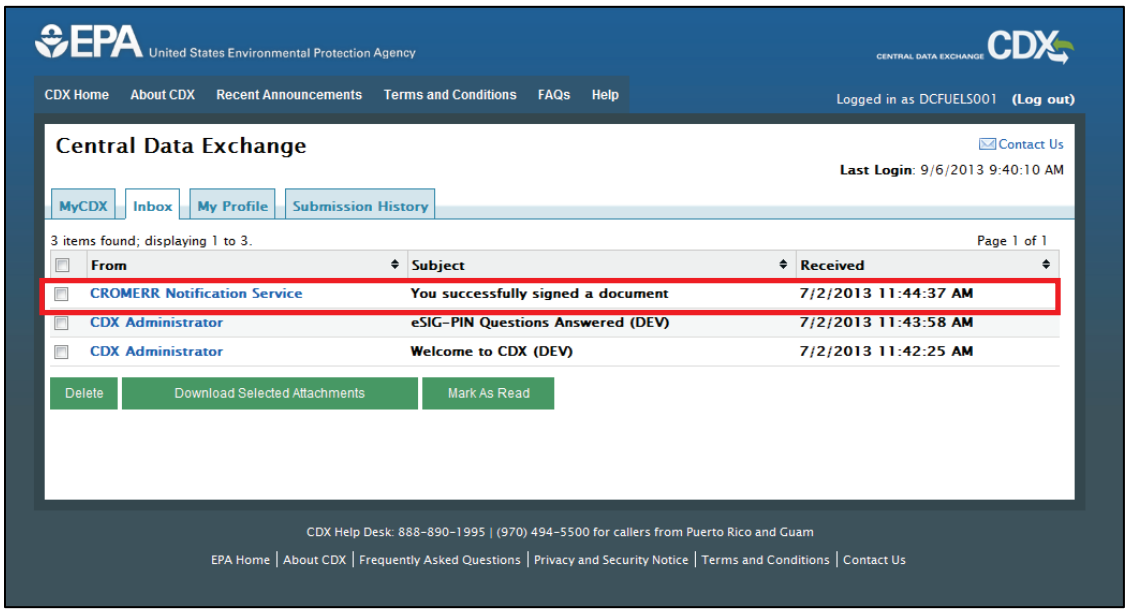
A confirmation email will be sent to your CDX registered email address along with your MyCDX Inbox once you have successfully signed and submitted a submission in DCFUEL. Both messages contain a link to view the activity history for the submission.

Figure 5-1 MyCDX Inbox Link



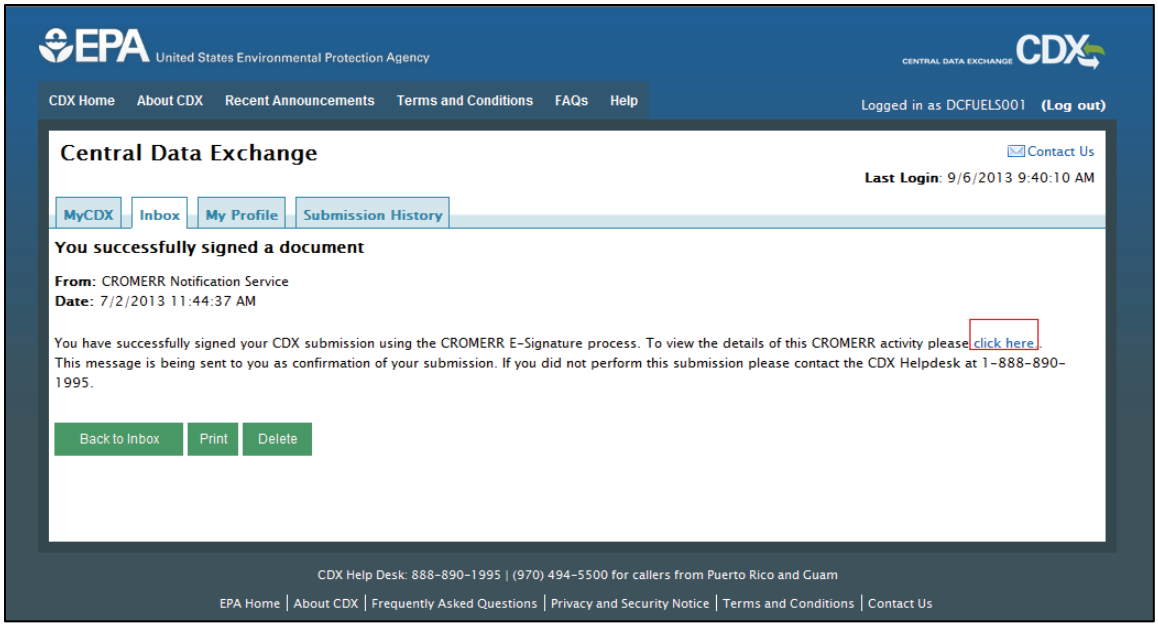
To access your MyCDX inbox, click the “Inbox” tab provided at the top of the page as seen in Figure 5-1. Figure 5-2 will display.

Figure 5-2 MyCDX Inbox



Click the email from “CROMERR Notification Service” with the subject line, “You successfully signed a document.” Figure 5-3 will display.

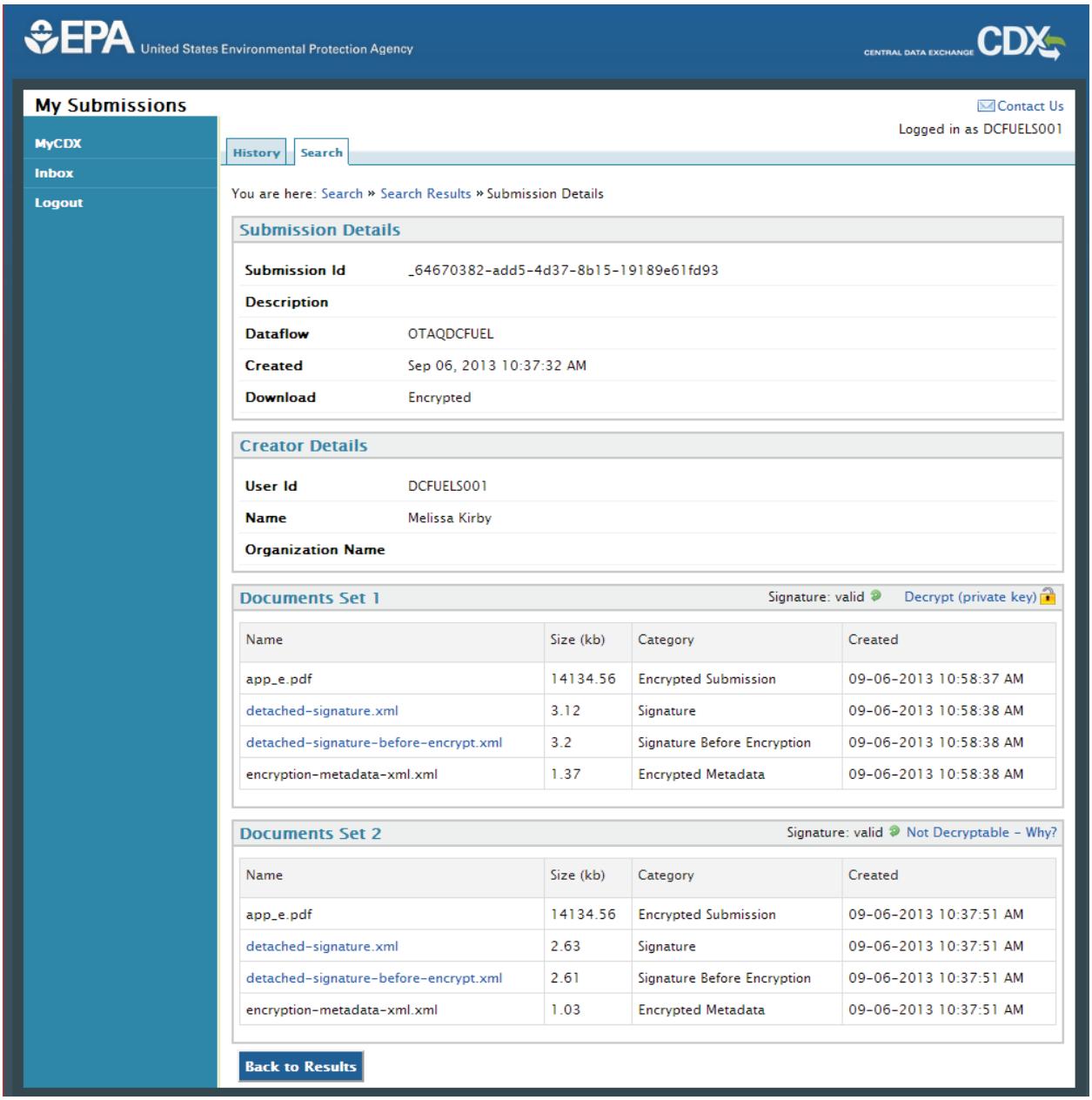
Figure 5-3 CROMERR Notification Service Inbox Message



The CROMERR Notification Service message confirms that you have successfully signed your CDX submission using the CROMERR E-Signature process. You may view the submission activity details by clicking the “click here” link.

5.2 CROMERR Submission Details

Figure 5-4 Submission Details



The "Submission Details" page displays the Submission Details, Creator Details, and Documents for the submission.

5.2.1 Submission Details

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

Figure 5-5 Activity Details

Submission Details

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

5.2.2 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 5-6.

Figure 5-6 Creator Details

Creator Details

User Id	DCFUELS001
Name	Melissa Kirby
Organization Name	

5.2.3 List of Documents

The last section of the page is the Documents list. This list contains the document name, size, category and date created.

Figure 5-7 List of Documents

Documents Set 1 Signature: valid Decrypt (private key)

Name	Size (kb)	Category	Created
app_e.pdf	14134.56	Encrypted Submission	09-06-2013 10:58:37 AM
detached-signature.xml	3.12	Signature	09-06-2013 10:58:38 AM
detached-signature-before-encrypt.xml	3.2	Signature Before Encryption	09-06-2013 10:58:38 AM
encryption-metadata-xml.xml	1.37	Encrypted Metadata	09-06-2013 10:58:38 AM

Documents Set 2 Signature: valid Not Decryptable - Why?

Name	Size (kb)	Category	Created
app_e.pdf	14134.56	Encrypted Submission	09-06-2013 10:37:51 AM
detached-signature.xml	2.63	Signature	09-06-2013 10:37:51 AM
detached-signature-before-encrypt.xml	2.61	Signature Before Encryption	09-06-2013 10:37:51 AM
encryption-metadata-xml.xml	1.03	Encrypted Metadata	09-06-2013 10:37:51 AM

5.3 CROMERR Search

The “Search Submissions” page is displayed in Figure 5-9. Access this page by clicking the “Search” link in the breadcrumbs provided at the top of each page of the CROMERR Activity User Interface as shown in Figure 5-8.

Figure 5-8 CROMERR History Home link

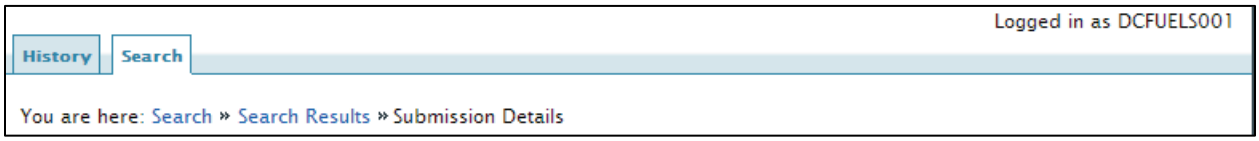
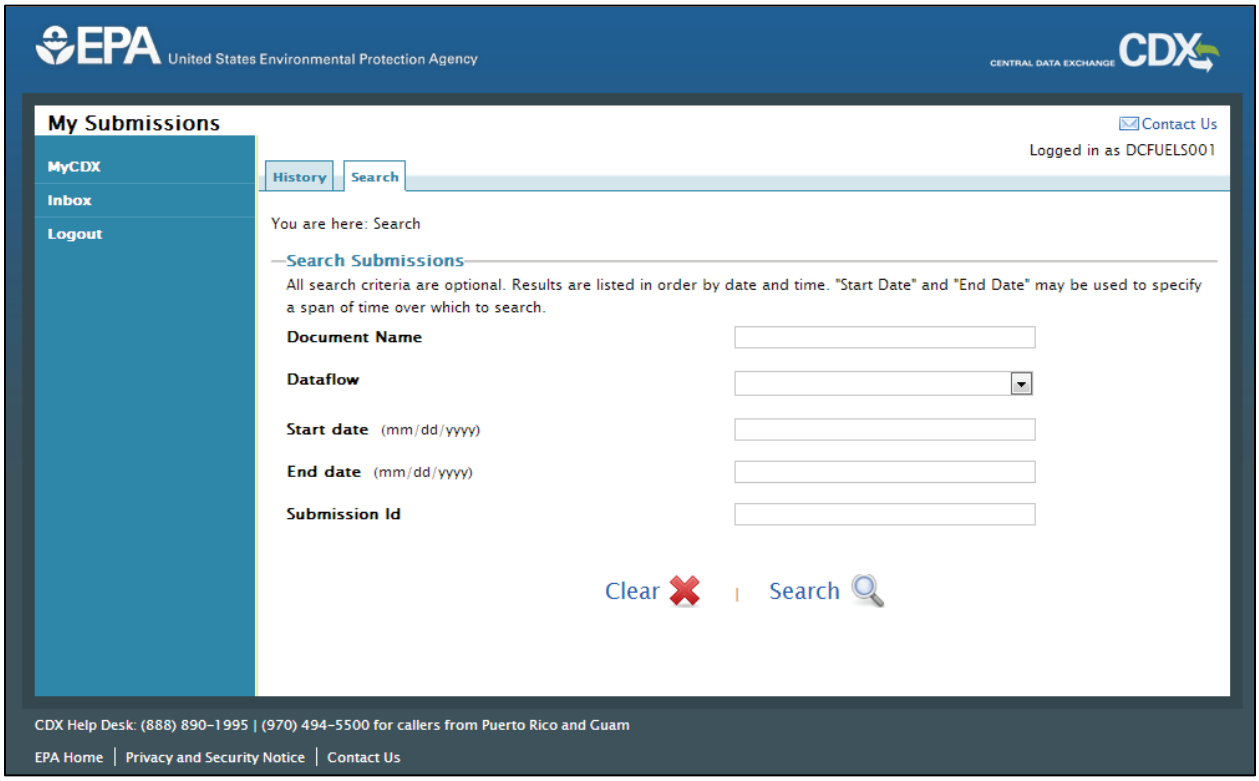


Figure 5-9 Search Submissions Page



The search page allows users to search for submissions using the following criteria:

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

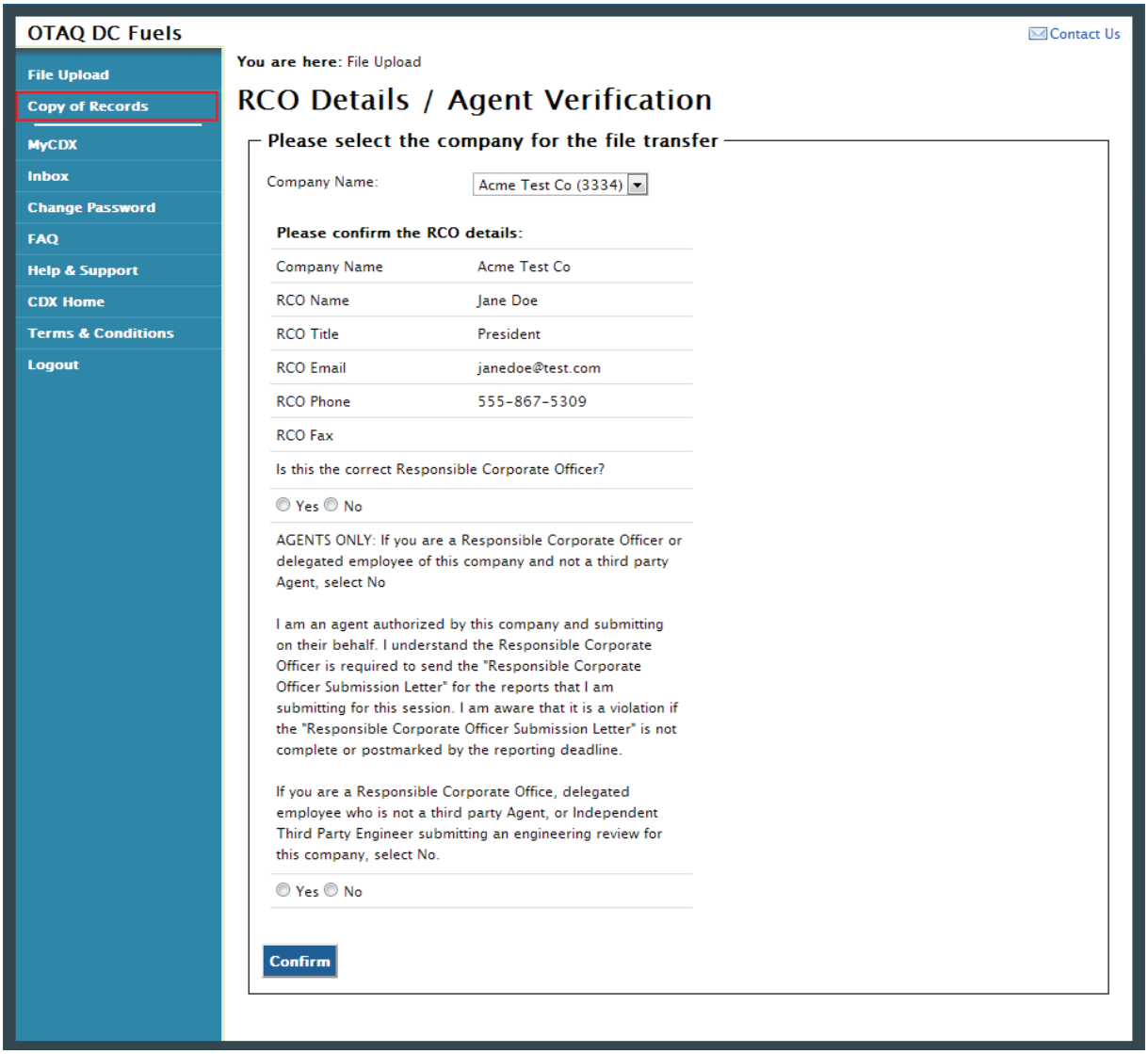
6 View Copy of Record

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

6.1 Copy of Record Search

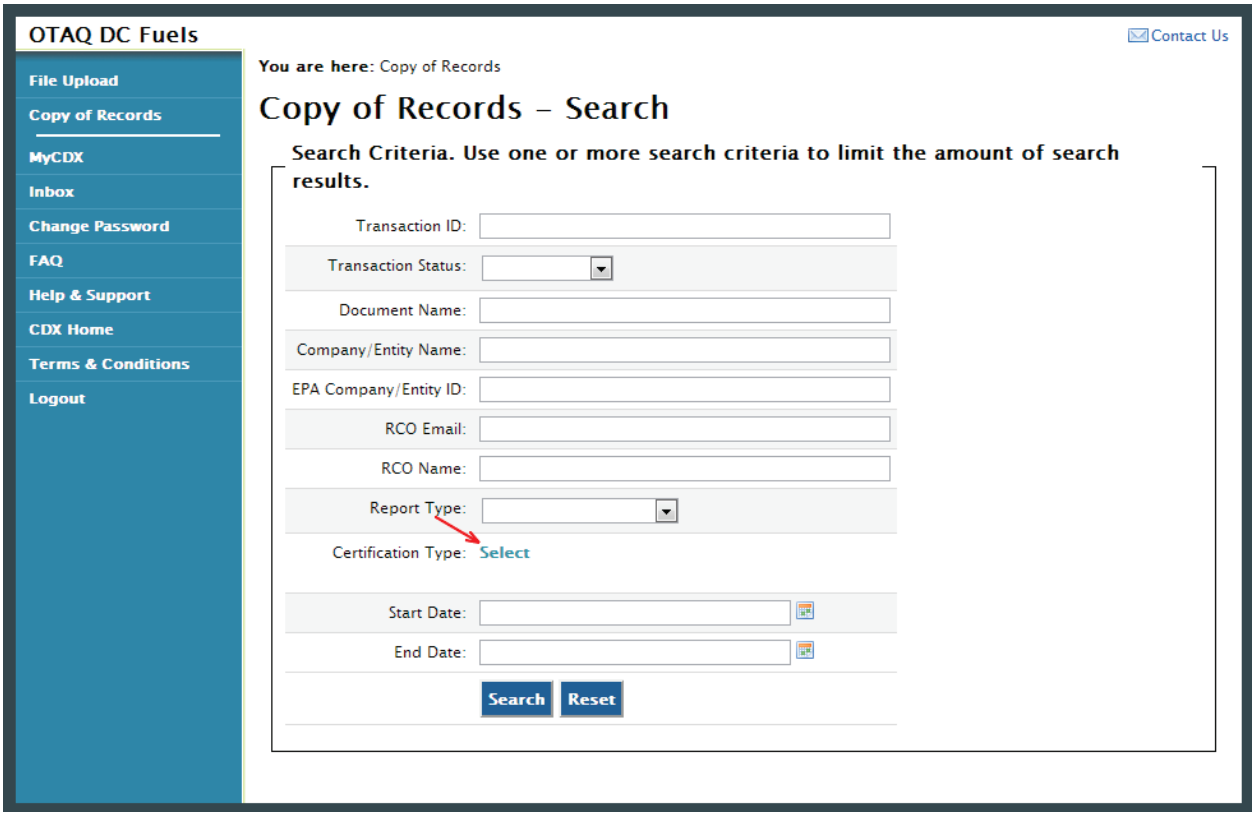
Upon successful submission of a DC FUEL report, a copy of your submission file will become available for you to download. After a short processing period an email notification will be sent to your CDX registered email address when your Copy of Record is available.

Figure 6-1 Copy of Records Link



To view your Copy of Records, click the “Copy of Records” link provided on the left side navigation menu as seen in Figure 6-1. Figure 6-2 will display.

Figure 6-2 Copy of Record Search

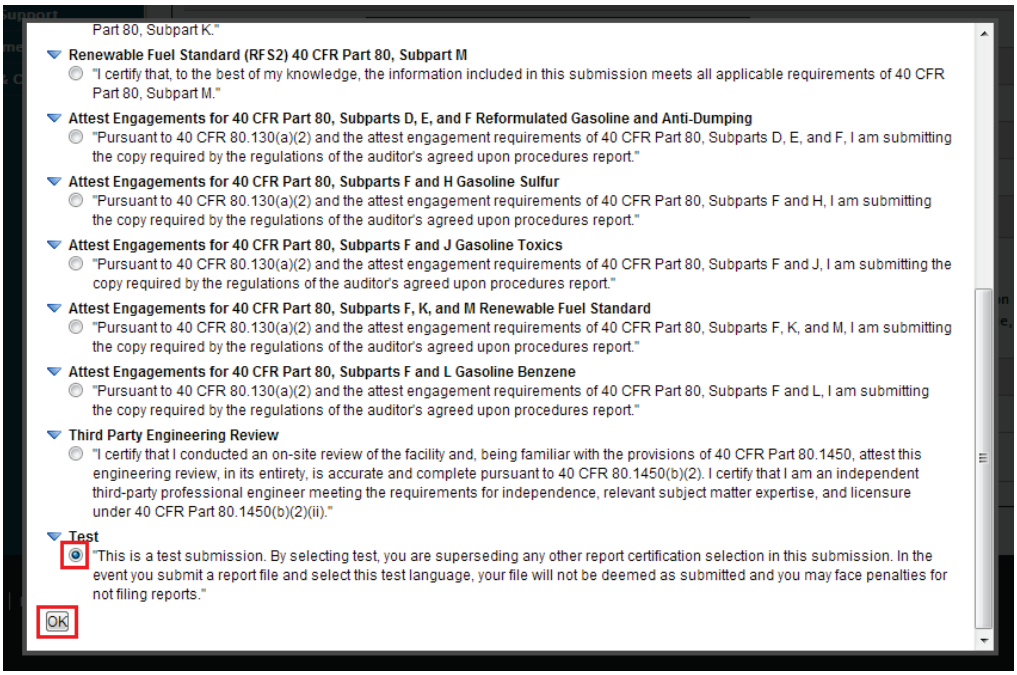


You can search for a Copy of Record by using any of the following search criteria:

- 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

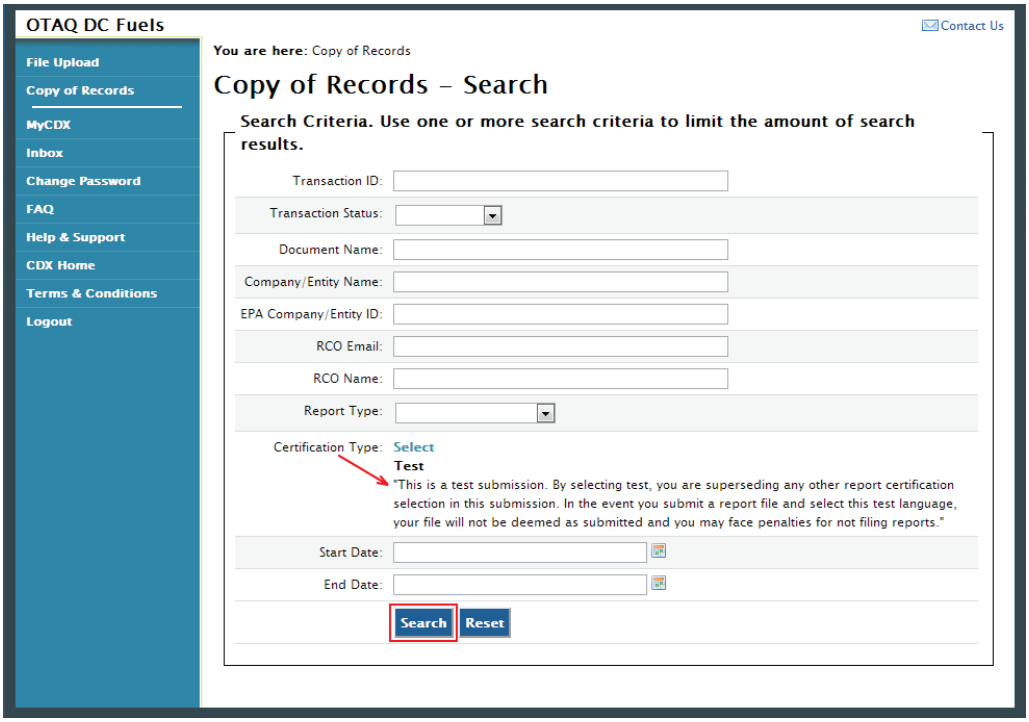
To limit your search criteria to a specific Certification Type, click the “Select” link next to Certification Type. Figure 6-3 will display.

Figure 6-3 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 6-4 will display.

Figure 6-4 Selected Certification Type



As seen in Figure 6-4, 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 6-5 will display.

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

Figure 6-5 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 6-2.

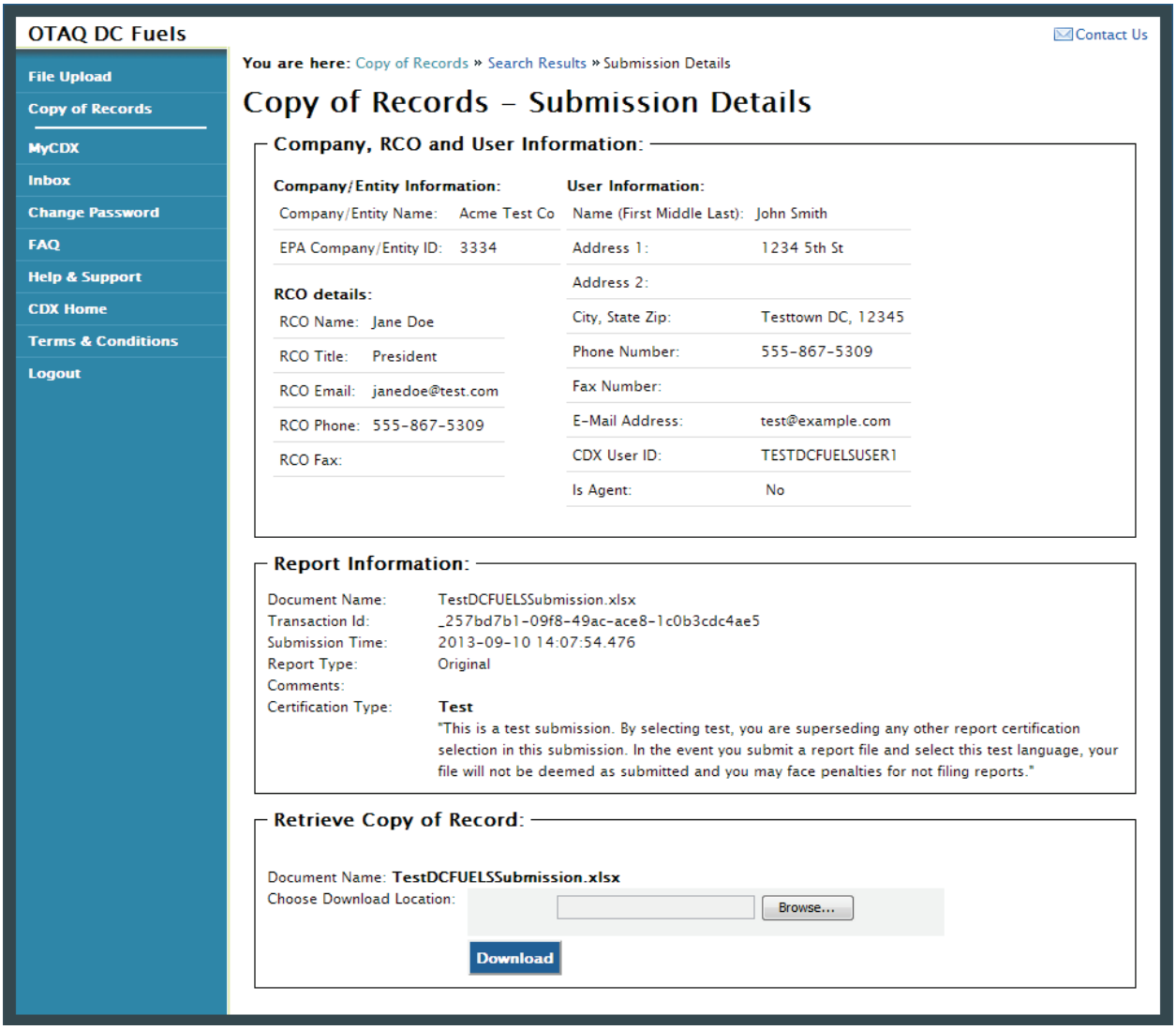
You can sort the results by Transaction ID, Time, Document Name, Company/Entity Name, or Report Status by clicking on either the column header link or the sort icon.

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

6.2 Copy of Record Submission Details

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 6-6 will display.

Figure 6-6 Copy of Record Submission Details



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

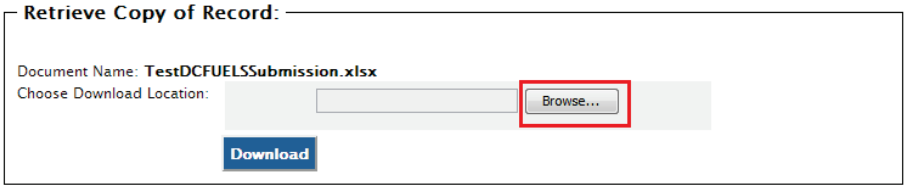
6.3 Select Download Location

If you have not received an email notification stating that your Copy of Record is available for download then Figure 6-7 will display in the Retrieve Copy of Record section.

Figure 6-7 Copy of Record Not Yet Ready for Download

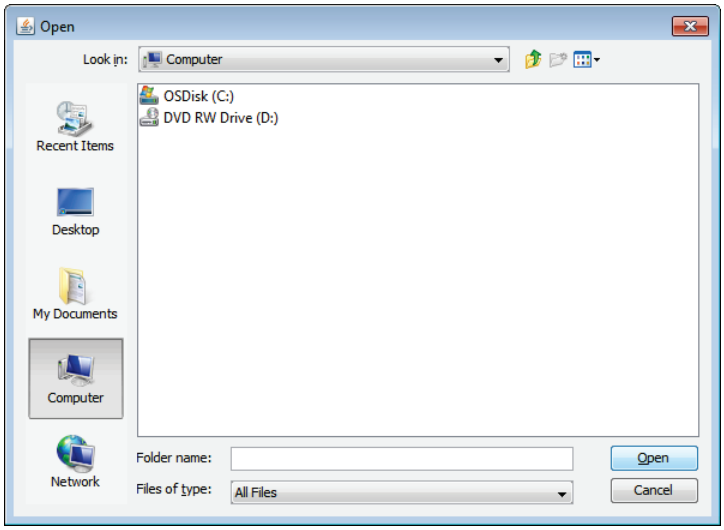
If you have received an email notification stating that your Copy of Record is available for download then Figure 6-8 will display.

Figure 6-8 Copy of Record Ready for Download



To download the Copy of Record, click the "Browse" button. Figure 6-9 will display.

Figure 6-9 Choose Download Location



Select the download location for the Copy of Record and click the "Open" button. Figure 6-10 will display.

Figure 6-10 Download Location Selected

The selected file location will display in the Download Location. Click the "Download" button. Figure 6-11 will display.

6.4 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 6-11.

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 6-11 Authentication

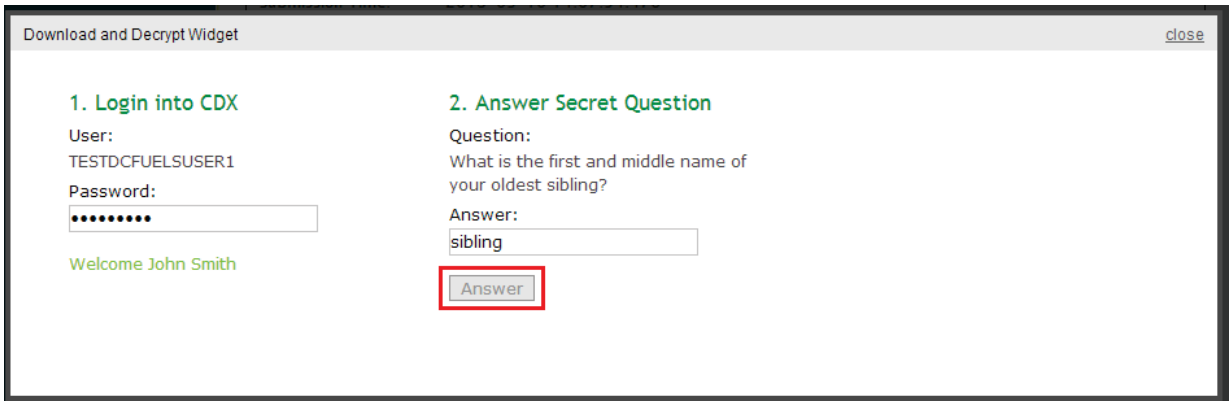
This page requires you to verify your CDX identity. The page displays your CDX User ID and a field to provide your CDX password.

If you enter an incorrect password, you will be prompted with the error message seen in Figure 6-12. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or heldesk@cdx.net.

Enter your CDX user account password and click the "Login" button. Figure 6-13 will display.

Figure 6-12 Failed Authentication

Figure 6-13 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 2.2.2).

If you enter an incorrect answer, you will be prompted with the error message seen in Figure 6-14. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or heldesk@cdx.net.

Enter the answer you provided during your eSignature PIN verification and click the "Answer" button. Figure 6-15 will display.

Figure 6-14 Incorrect Answer to Secret Question

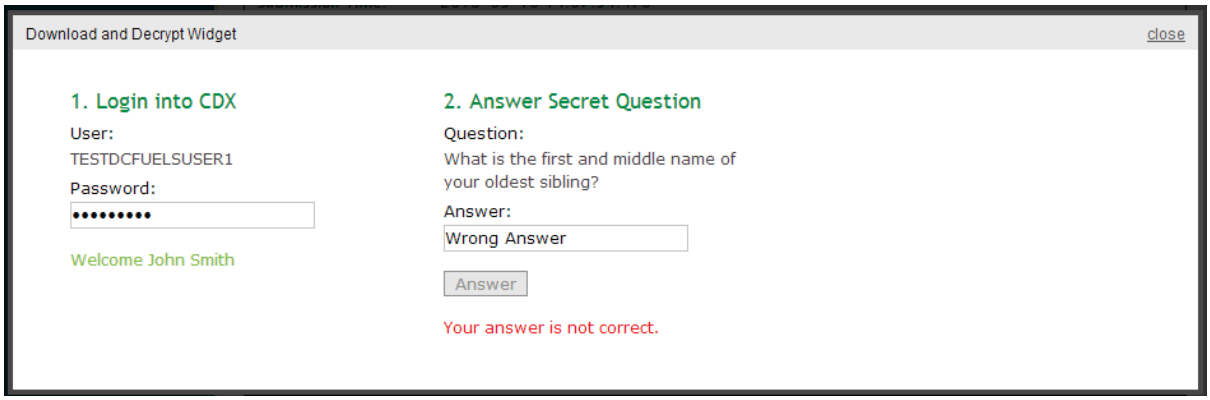
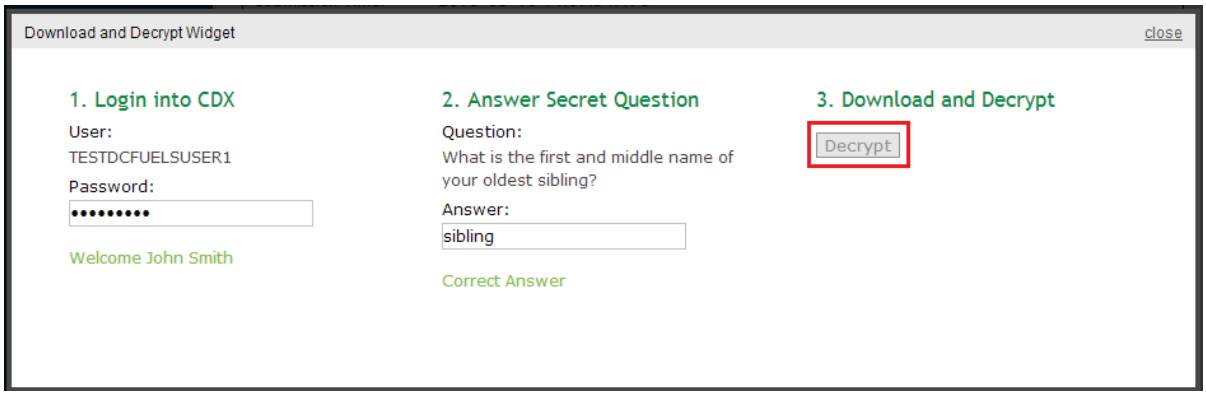
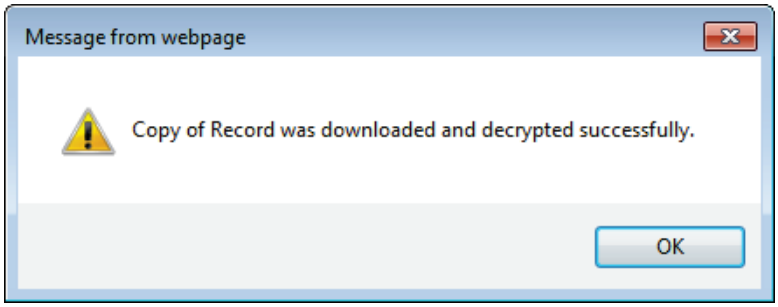


Figure 6-15 Download and Decrypt



The final step is to decrypt your submission. Click the "Decrypt" button. The window shown in Figure 6-16 will pop-up. Click the "Ok" button to continue.

Figure 6-16 File Download Success Pop-up

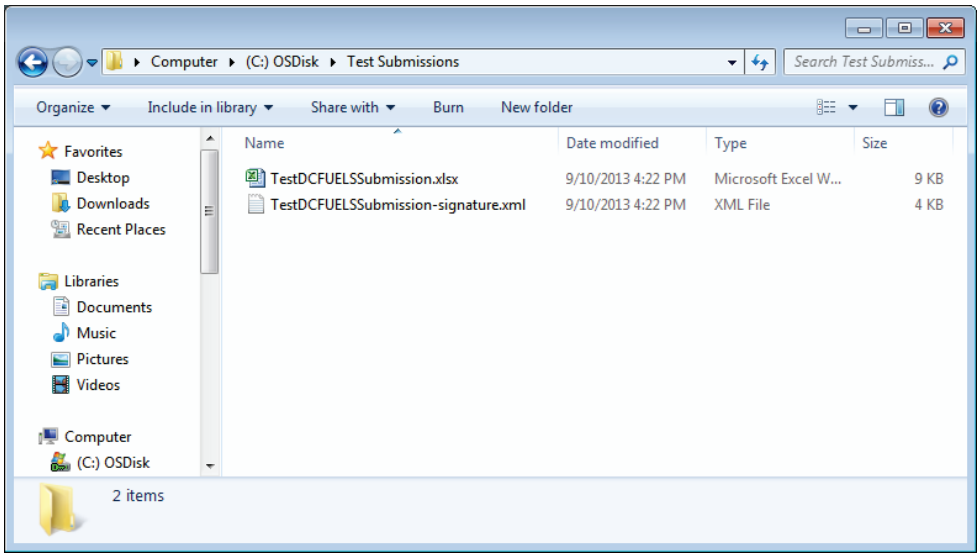


The Copy of Record will be downloaded to the designated download location. The Retrieve Copy of Record section will state that the files were downloaded and decrypted successfully as shown in Figure 6-17.

Figure 6-17 Files Downloaded and Decrypted

Navigate to the download location. Figure 6-18 will display.

Figure 6-18 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.

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 with “Technical Support” in the Subject line.

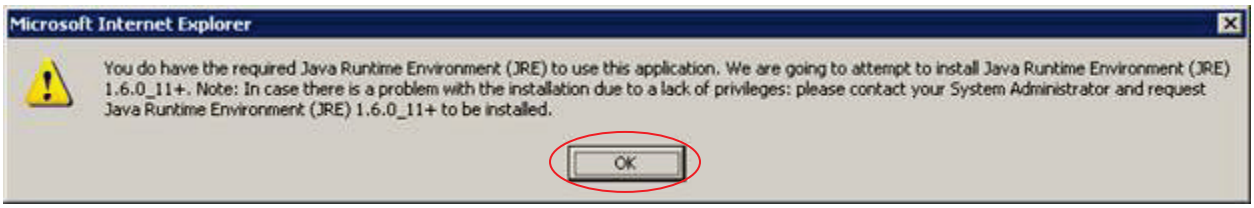
If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line at support@epamts-support.com.

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 the message seen in 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.

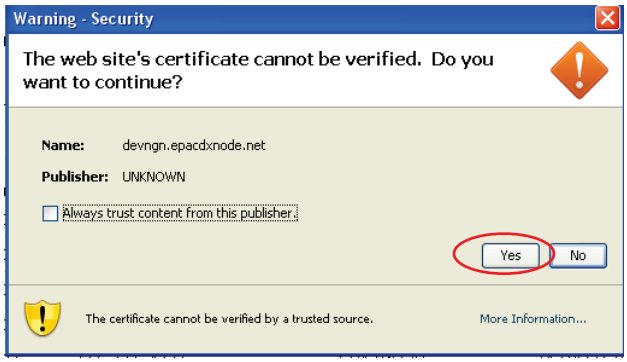
Figure 8-1 JRE Installation



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 Figure 8-2 thru Figure 8-5.

Figure 8-2 Mozilla Firefox Security Warnings



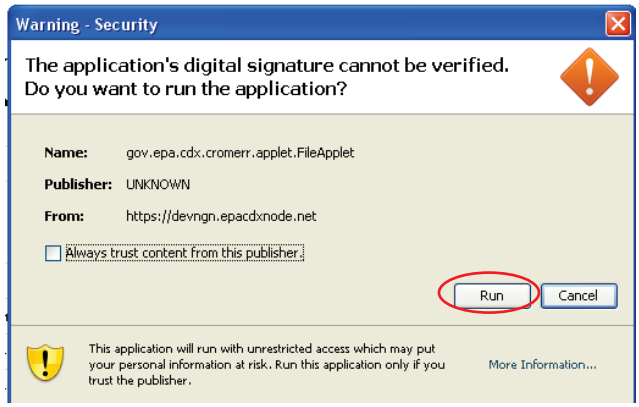


Figure 8-3 Internet Explorer Security Warnings

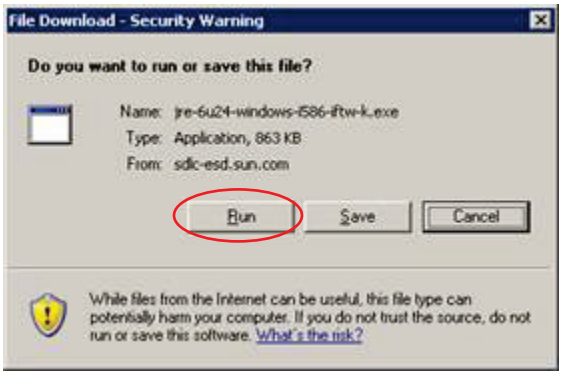
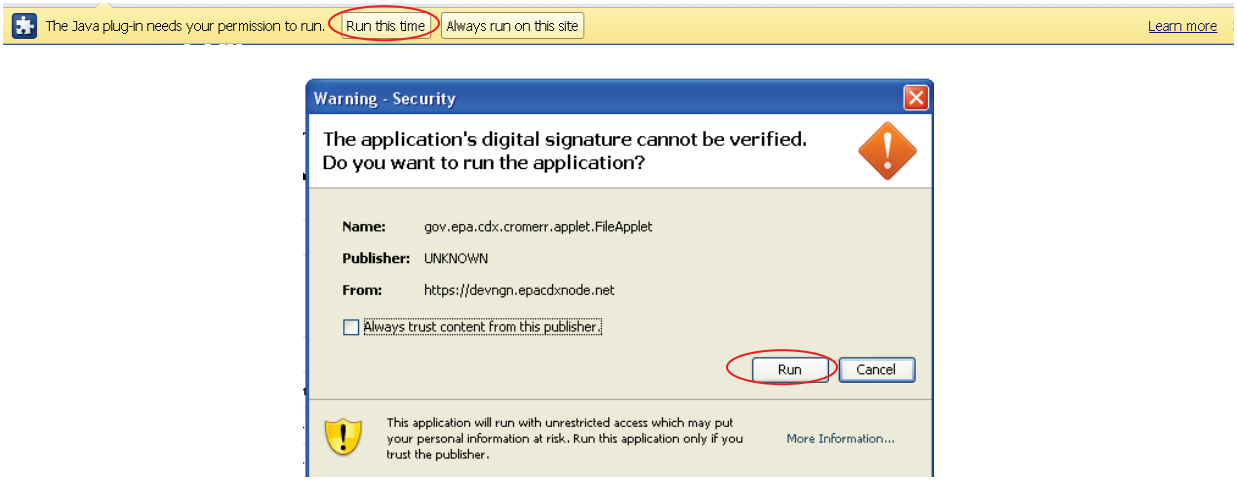


Figure 8-4 Safari Security Warnings

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.