

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

Version 3.01



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

Version 3.01

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

Prepared for EPA by
CGI Federal
EPA Contract No. GS00Q09BGD0022
Work Assignment No. EP-G11H-00154

Table of Contents

1	Introduction	1
2	DC FUEL Submissions.....	2
2.1	Enter DC FUEL.....	2
2.2	Confirm Company and RCO Information	3
2.3	Upload File	6
2.4	Select Certify Reports.....	10
2.5	Encrypt and Sign Submission	11
2.6	Submission Confirmation.....	14
3	Support Information.....	15

List of Figures

Figure 2-1 MyCDX Home Page.....	2
Figure 2-2 DC FUEL File Upload	3
Figure 2-3 Confirm Company Responsible Corporate Officer Information	4
Figure 2-4 Agent Verification.....	5
Figure 2-5 Agent Responsibility Statement	6
Figure 2-6 Incorrect RCO Information – Company Lock.....	6
Figure 2-7 File Upload – File Type Selection.....	7
Figure 2-8 Report Type “Original”.....	8
Figure 2-9 Report Type “Resubmission”.....	8
Figure 2-10 Attach Report File	9
Figure 2-11 File Open Dialogue Box	9
Figure 2-12 File Selected	10
Figure 2-13 Certify Reports.....	10
Figure 2-14 Accept Certify Report(s) Selection	11
Figure 2-15 Authentication	11
Figure 2-16 Failed Authentication.....	12
Figure 2-17 Answer Secret Question	12
Figure 2-18 Incorrect Answer to Secret Question.....	13
Figure 2-19 Encrypt and Sign File.....	13
Figure 2-20 File Upload Confirmation.....	14

1 Introduction

This document is the Quick Submission Guide for the OTAQ DC FUEL online application. It describes the process a user must follow to submit reports using DC FUEL.

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.

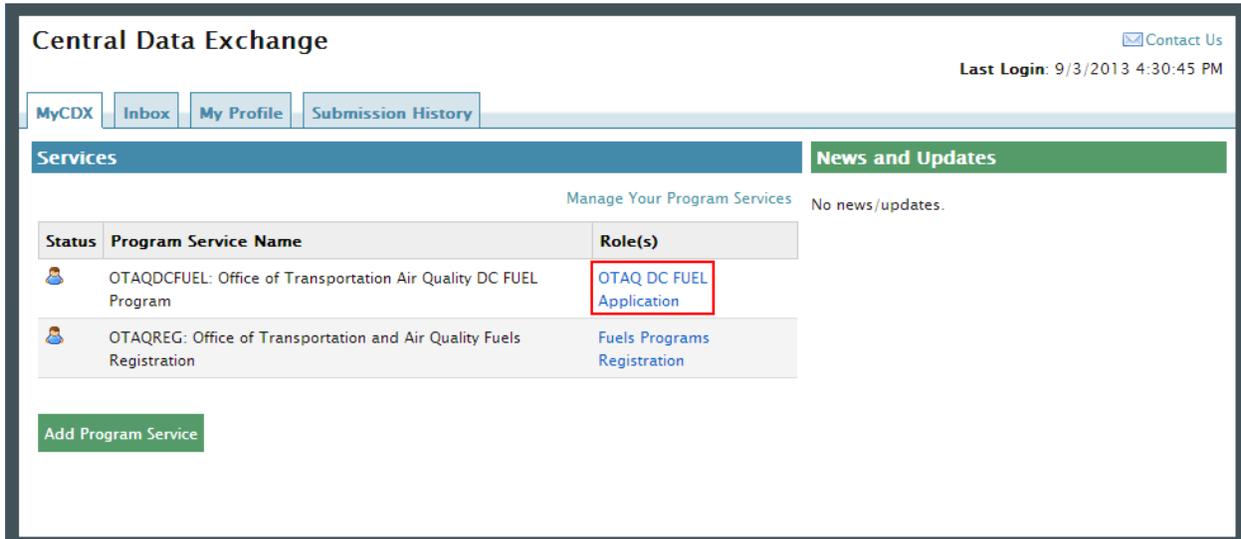
If you have any questions relating to fuels programs registration, reporting, or DC FUEL, please contact the EPA Fuels Programs and EMTS Support Line: support@epamts-support.com.

2 DC FUEL Submissions

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

2.1 Enter DC FUEL

Figure 2-1 MyCDX Home Page



The screenshot shows the MyCDX Home Page interface. 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 is titled '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	OTAQ DC FUEL Application
	OTAQREG: Office of Transportation and Air Quality Fuels Registration	Fuels Programs Registration

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, as seen in Figure 2-1, on your MyCDX Home page. Figure 2-2 will display.

2.2 Confirm Company and RCO Information

Figure 2-2 DC FUEL File Upload

OTAQ DC Fuels [Contact Us](#)

File Upload

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 2-2). 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 2-3).

Figure 2-3 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 2-4).

If any of the RCO details are incorrect, select “No” and proceed to answering the Agent Identification question (see Figure 2-4).

Figure 2-4 Agent Verification

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

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 2-5. You must select “Agree” to this statement to continue with your submission.

Click the “Confirm” button.

Figure 2-5 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 2-6 will display.

Figure 2-6 Incorrect RCO Information – Company Lock

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](#) » [Company Lock](#)

File Upload – Company Lock

Your company Acme Test Co has been locked.
Please contact EPA with correct Responsible Corporate Officer information.

To reestablish an RCO and unlock your company , please refer to the guidelines provided at <http://www.epa.gov/otaq/fuels/reporting/registration-letters.htm>

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.

2.3 Upload File

If you selected “Yes” to the RCO details then Figure 2-7 will display.

Figure 2-7 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:

Company/Entity Information:	User Information:
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"/>
RCO details:	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 2-8 thru Figure 2-10).

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 2-8.

Figure 2-8 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 2-9. 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 2-9 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.

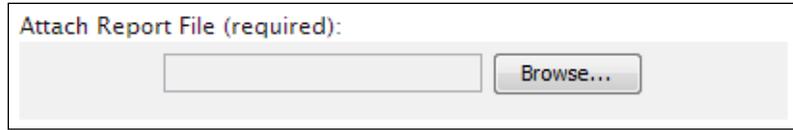
If resubmitting an engineering review for a company, please provide the dates of any previous submissions and resubmissions of this engineering review for this company as well as the reason for your current resubmission.

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.

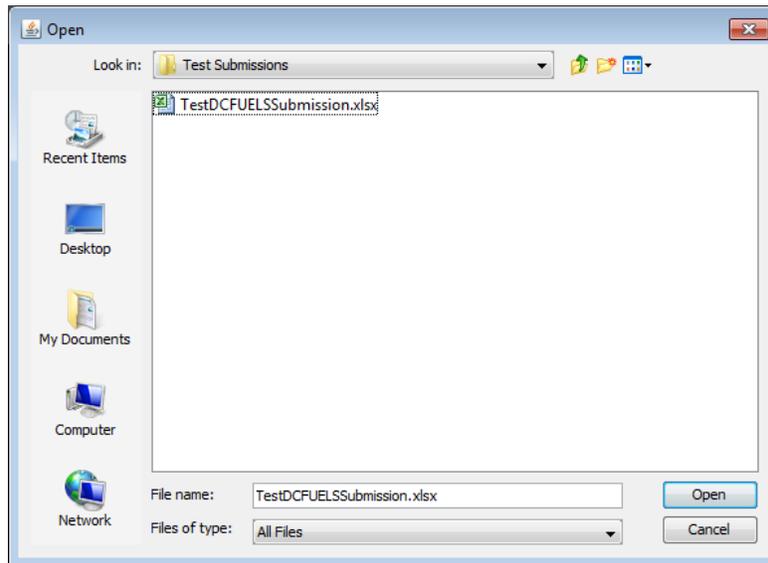
After identifying the Report Type, you are required to attach your report file, as seen in Figure 2-10.

Figure 2-10 Attach Report File



To attach a file, click the “Browse” button. An open dialogue box will display, as seen in Figure 2-11.

Figure 2-11 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 2-12.

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 2-12 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): TestDCFUELSubmission.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 2-13 will display.

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

2.4 Select Certify Reports

Figure 2-13 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

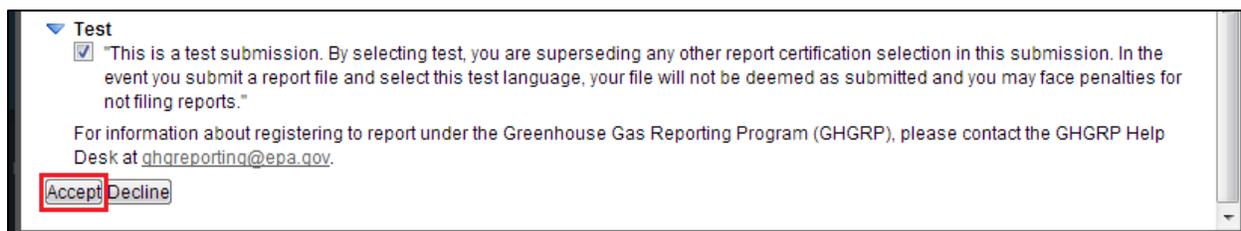
The "Certify Reports" page displays all the Fuels Reporting Programs for which you can submit reports for in DC FUEL.

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 2-14. Figure 2-15 will display.

Figure 2-14 Accept Certify Report(s) Selection



2.5 Encrypt and Sign Submission

Upon accepting the selected certifications in Figure 2-13, you will then be directed through the eSignature and Encryption process. The first step of the eSignature and Encryption process is Authentication (see Figure 2-15).

Figure 2-15 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.

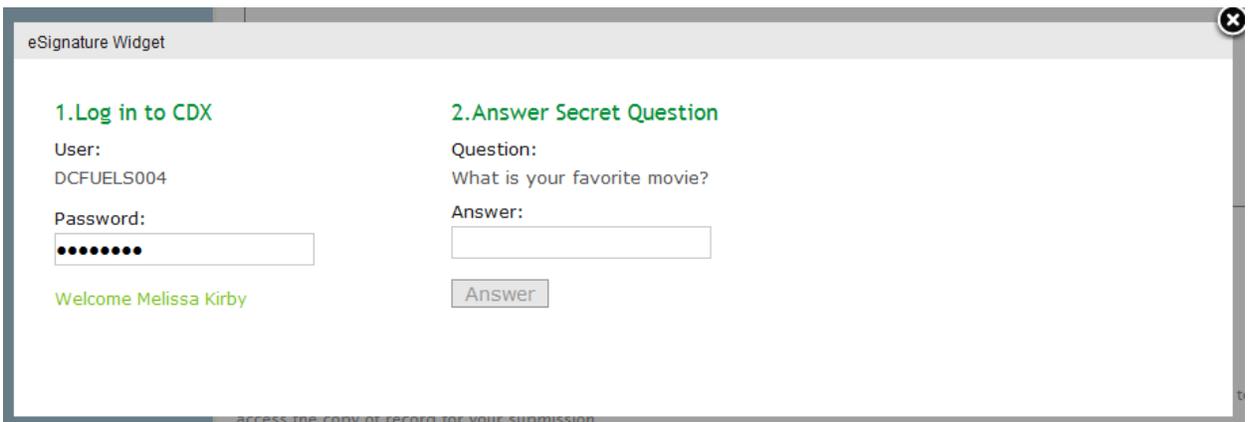
If you enter an incorrect password, you will be prompted with an error message, as seen in Figure 2-16. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@epacdx.net.

Figure 2-16 Failed Authentication



Enter your CDX user account password and click the “Login” button. Figure 2-17 will display.

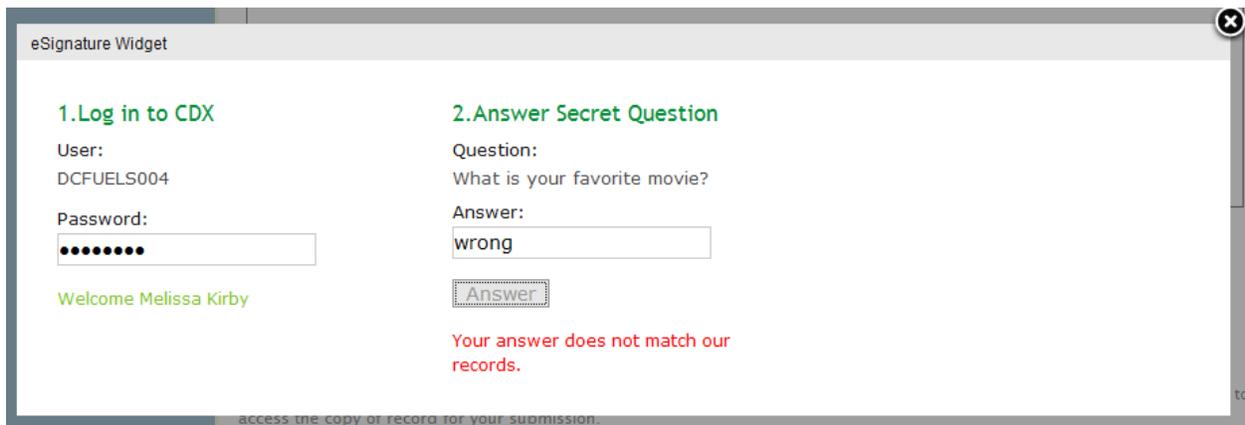
Figure 2-17 Answer Secret Question



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 3.2).

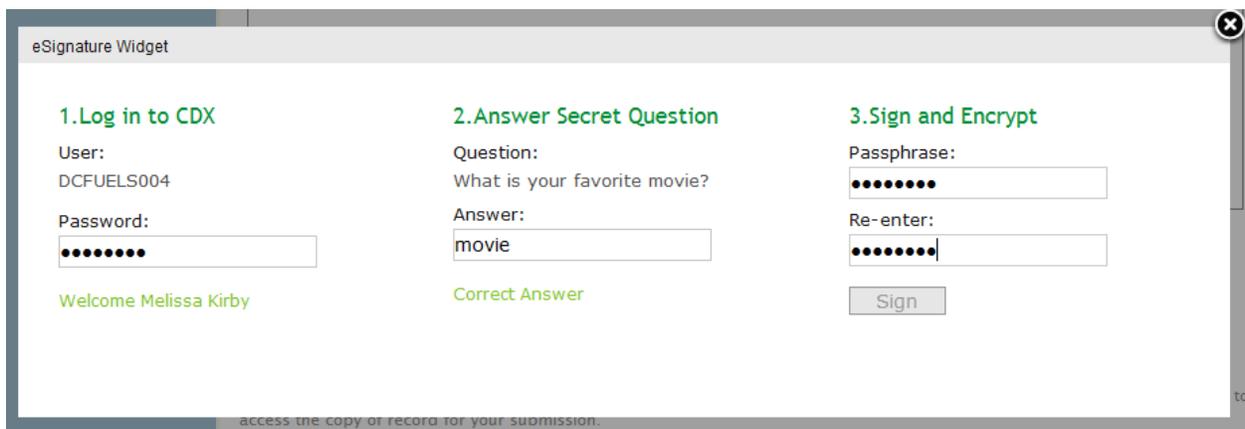
If you fail to respond or enter an incorrect answer, you will be prompted with an error message, as seen in Figure 2-18. Please note that the secret question will not change should you answer incorrectly. After three failed attempts, your CDX account will be locked. To unlock your account, contact the CDX Help Desk at 888-890-1995 or helpdesk@epacdx.net.

Figure 2-18 Incorrect Answer to Secret Question



Enter the answer you provided during your eSignature PIN verification and click the “Answer” button. Figure 2-19 will display.

Figure 2-19 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, or 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 2-20 will display.

2.6 Submission Confirmation

Figure 2-20 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
RCO details:		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.

Office of Transportation and Air Quality DC FUEL Submission Quick Start Guide

July 24, 2014

14

3 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.

For complete OTAQ DC FUEL user instructions, please reference the OTAQ DC FUEL User Guide.