

Revised EMTS Overview Tutorial Script

Welcome

Welcome to the EMTS overview tutorial.

This tutorial will present an overview of the EMTS system and some basic instructions on how to use it.

It is designed to be interactive and will require you to participate in order to complete the training.

In most cases, the action you will need to take will be highlighted by a yellow box.

We hope this will enhance your learning experience.

Topics

This tutorial will begin with a brief introduction and then describe how to access EMTS.

Next, it will present a summary of the procedures for submitting your transaction data and managing RINs. Additional resources are listed at the end of this overview.

At any point during this tutorial, you may use the Contents menu to skip ahead or go back and listen to a section again.

This menu is highlighted in the upper left corner of this page and is available on every slide.

Please click Introduction to continue.

Introduction

EPA has created the EPA Moderated Transaction System, or EMTS, to allow users to generate and transact RINs.

A RIN, or Renewable Identification Number, is generated when renewable fuel is produced. In the past, RINs were identified with a 38-digit number.

In EMTS, RIN data are broken into smaller elements allowing EPA to move away from the often cumbersome 38-digit system while preserving data integrity of RIN transactions.

For more information on the Renewable Fuel Standard, please visit EPA's website at www.epa.gov/otaq/fuels/renewablefuels.

EMTS tracks all transactions related to generating, separating, buying, selling, and retiring RINs. The system will also facilitate the process of submitting the quarterly and annual reports that are required by EPA. Finally, EMTS will promote a well functioning RIN market. Please click the Next button to continue to Accessing EMTS.

Accessing EMTS via MyCDX

In this section, we will discuss access to EMTS. EMTS is a web application that sits inside the EPA firewall. In order to access EMTS, you must be registered with the Central Data Exchange (CDX) and must have established a MyCDX login.

A MyCDX login is also required to input registration data through OTAQREG, or to file reports through the DC Fuels program. If you will be submitting files to EMTS via a node or node client, you must also acquire NAAS authentication.

For help with this, see the Additional Resources at the end of this tutorial. To access the MyCDX home page displayed here, go to http://cdx.epa.gov/epa_home.asp.

On this page, you must indicate whether you are new to CDX and wish to register or if you already have a MyCDX ID and password. In this tutorial, you have already been assigned a MyCDX ID and password. Please click the highlighted "Here" link to continue.

Logging In

For purposes of this tutorial, a demonstration login will be used. If you have trouble logging in or forget your user ID or password, please contact the CDX Help Desk. Support contact information is found on the Additional Resources page of this tutorial.

Please click the Login button to continue.

MyCDX Applications

You have now logged into MyCDX. Both the OTAQ EMTS Application and the OTAQREG Fuels Programs Registration are listed under Available Account Profiles.

If you do not see EMTS listed you should contact the EMTS Technical Support Line for help with registering for EMTS. If you do not see OTAQREG listed you should contact the EPA Fuels Programs Support line for help with registration.

Please click the OTAQEMTS application link to continue.

EMTS Home Page

After a successful login, you will see the EMTS home page. The upper right corner will display information about your account and your organizational affiliations.

This information is based on your registration in OTAQREG: Fuels Program Registration. EMTS updates its user profiles daily based on registration data in OTAQREG.

If you are an individual associated with only one organization in OTAQREG, the upper right corner will display your MyCDX Login and organization. If you are an agent associated with multiple organizations, this corner will initially only show your MyCDX Login and you will be prompted to select an organization.

After you identify the organization for which you are acting, you will see your MyCDX Login and the organization name. You should always check the upper right corner of this page to confirm your successful login.

If at any time you wish to act on behalf of a different organization, you may do so by opening the "Organizations" accordion on the right-hand side of the screen and clicking "Select a Different Organization."

From the home page, you can access various functions of EMTS. Some of the functions will be discussed in more detail in other sections of this tutorial.

Please click the Next button to continue to Submitting Data.

Submitting Data

Using EMTS will change the way you handle your transaction data. Users must enter transaction information within five business days of a reportable event. Because it will have current data, EMTS will be able to provide a near "real time" accounting of your RIN activity and your RIN holdings.

EMTS will help identify transaction errors immediately, before their impact can proliferate to subsequent transactions. EMTS was designed recognizing the many different needs and technical capabilities of participants in the renewable fuels program.

Consequently, you have the choice to submit data using XML files or to enter data using online wizards. Regardless of your method for submitting transactions, the system includes quality assurance checks that are designed to identify data errors before they are entered into the system.

The system maintains a transaction log, which includes a record of all transactions that are submitted to EMTS.

Please click the Next button to continue.

Submissions

All of your transaction data can be submitted using XML files, and EMTS supports several configurations that will enable you to do this. Whether you use the EMTS Web Tool or configure your own node-to-node connection, EMTS will validate all of the XML files in your submission before they are processed in EMTS.

These checks include data field checks, which should help capture errors before they are entered into the system. It is important to note that an entire XML file submission will be rejected if any of the enclosed transactions fail any of the validation checks.

Should this happen, EMTS will return an error message to you explaining the failure. EMTS will maintain a submission log that shows the submission ID, when a file is received, and when the submission is complete. EMTS will also forward the file to CDX where an archived copy is retained. You will be notified of your file submission progress through email correspondence.

Please click the Next button to continue.

Transaction Templates

If you prefer to enter your data directly into the system, EMTS will provide transaction wizards to assist you. To the extent possible, the fields will be auto-populated with data known by the system. EMTS will provide drop-down menus that reflect your registration in OTAQREG and your current RIN holdings.

Range limited data fields coupled with QA checks that prevent you from moving forward with bad data should help minimize errors. Once you have completed entering your data using the transaction templates, EMTS will display the transactions in the Transaction Bin. There you will have a chance to review the parameters of each transaction you have entered.

You cannot edit transactions at this point and must remove and re-create any transactions containing errors. Once you are finished reviewing you can submit the transactions.

Please click the Next button to continue.

Conversion Tool

Many of the users have asked that EPA develop a tool to configure output to the XML format required by EMTS. In response, EPA developed the EMTS Conversion Tool (ECT) to assist you in transforming your data output to valid XML that can be processed by EMTS.

Information on using this conversion tool can be found at www.epa.gov/otaq/fuels/renewablefuels/epamts.htm. This concludes the section of this tutorial about submitting data to EMTS.

For more information about nodes, please refer to the node and node client seminar EPA presented, available at www.epa.gov/otaq/fuels/renewablefuels/epamts.htm.

This presentation provides more information to help you decide whether establishing a node is appropriate given your circumstances.

Please click the Next button to continue to Managing RINs.

Managing RINs

This section of the tutorial shows you how EMTS helps you manage your RIN holdings and activity. You will use two tools for much of your work with EMTS: the RIN Holdings Account and the Transaction Bin. The RIN Holdings Account provides a snap shot of your RIN holdings at a point in time. Please access your RIN Holdings Account by clicking the RINs menu.

Next click the View RIN Holdings (Current) menu item.

View RIN Holdings

You are now at the Manage RIN Holdings page, which displays the contents of your RIN Holdings Account. This page shows a line for each unique RIN type, including RINs available for transactions, and RINs that are in Pending, Reserved, or Locked states.

You can use the quick search tool on the right side of the page to filter your RIN holdings by RIN Year, Fuel type, and/or Assignment Status. From the manage RIN Holdings page, you can use the large buttons to initiate a buy or generate transaction.

You can also perform those transactions, as well as others, by selecting the desired transaction type from the drop-down menu in the "I want to..." column and clicking "Go."

Please click the drop-down menu in the "I want to..." column to continue.

Transactions

When you select a transaction, EMTS will open a screen for the transaction type you select. It will be auto-populated with data specific to the RINs listed in the selected line. The Generate RINs screen requires you to input source, feedstock, process, and co-product information related to making the renewable fuel.

The Buy and Sell screens ask that you specify the organization with which you have completed a RIN trade. The separate transaction allows you to change RINs from Assigned to Separated.

EMTS has two transaction wizards that can be used to retire RINs and remove them from the active RIN market. There is one wizard for RIN retirements due to obligation and another for all other retirement situations. If you retire RINs to meet your Renewable Volume Obligation, then you must supply a compliance year. If you retire RINs for another reason, you must specify that reason from the drop-down list provided.

For more information about each transaction type, please see the Transaction Instructions or other tutorials which cover specific transaction types in more detail.

Please click the Transaction Bin link to continue.

Transaction Bin

Notice that there are five unsubmitted transactions in your Transaction Bin. In order to submit these transactions you must navigate to the Transaction Bin page. Please click the "View Transaction Bin" link.

The EMTS Transaction Bin temporarily stores all of the transactions you have manually entered, and allows you to review the transactions before you submit them to the database. While a transaction is in the Transaction Bin, any RINs involved are designated as reserved in your RIN Holdings Account so they cannot be used in other transactions.

The Transaction Bin is not used if you submit your transaction data using XML files. You can review details of your transaction specification by selecting View Details from the drop-down menu in the "I want to..." column.

As noted earlier, you cannot edit a transaction. In order to change a transaction you must remove it by selecting the "Remove" option from the drop-down menu and then recreate the transaction with the correct information.

Please click Submit to enter your transactions and continue.

After submitting your transactions, your Transaction Bin will be empty. Please click Next to continue to the Additional Resources section of this tutorial.

Additional Resources

EPA is dedicated to providing support to help you transition to using EMTS for recording your RIN transactions. For questions regarding using EMTS, please email EMTS Technical Support or call 1-800-385-6164.

If you need to establish your CDX login, please email helpdesk@epacdx.net or contact the CDX Help Desk at 1-888-890-1995, and select Option 1.

If you need to establish your NAAS authentication, or have questions about configuring a node, please contact nodehelpdesk@epacdxnode.net, or call the CDX Node Help Desk at 1-888-890-1995 and select Option 2.

Registration and policy questions should be directed to the EPA Fuels Programs Support Line at EPAFuelsPrograms@epa.gov or 1-202-343-9755.

Tutorials, webinars, and other training materials can be accessed via the EPA website, at www.epa.gov/otaq/fuels/renewablefuels/epamts.htm.

Please click the Next button to conclude this tutorial.