Welcome to the View and Edit Company Details tutorial where you will learn how to update details for a company registered for one of EPA's Fuels Programs. To be able to make these updates, you must have a CDX account. If you do not have a CDX account, please see the "Registering a New CDX User" tutorial. You must also have added the OTAQReg application to your CDX account. For more information on adding applications, please see the "Adding the EMTS Application in CDX" tutorial.
After logging into the Central Data Exchange (CDX) you will see a list of the Program Services (or applications) you are actively registered for.

Please click the Fuels Programs Registrations link under the Role(s) column to continue.
You are now on the OTAQ Registration Home page where you can see that there are currently no pending requests. Editing the details of a company you are associated with will create a pending request that needs RCO approval. If you are associated with multiple companies, each will be listed here. In this example, there is only one company. For more information on associating an account with a company, please see the "Company Associations" tutorial.

Please click the link in the Company Name column.
Company Information: Company Details

You are now viewing the details of the company you selected on the previous page. You need to change from View mode to Edit mode to make any changes.

Please click the Edit button in the upper right to continue.
You can now make edits to any of the company details. You can edit the company name and location, request a change to the Responsible Corporate Officer (RCO), or make updates to the programs and business activities the company is involved in. Please note that RCO updates and Company Updates (edits to the company and facility information) cannot be submitted concurrently. If you need to edit both the RCO and Company information, please start with the RCO information first.

Please click the Facility Details tab to continue.
On the Facility Details tab, you can make edits to the facility details of any facilities associated with this company, including adding or removing facilities. You can click a specific Facility Name link and follow steps to add or edit fuel pathways and capacities or edit general facility information, including facility contacts. When editing any of the facility information, make sure to continue through all screens until the option "Save Facility" appears at the bottom of the screen in order to preserve any changes made to the facility.

After you have completed all of your edits, select the Review option in the upper right portion of the screen.
You now need to scroll through the information to confirm that the changes you made are correct. All information from both the Company Details and Facility Details tabs will be displayed on this page.
Once you have reviewed and confirmed all of the changes, click the Continue button.
You will get a notice of further action required indicating that registration forms either need to be mailed or electronically signed for submittal by the RCO. Additionally, please note that users are unable to access the OTAQEMTS and OTAQDCFUEL program services until the EPA has a valid Electronic Signature Agreement, or ESA, on file. Please click the OK button to continue.
Next, click the Submit button.
Company Update: Print, Sign and Mail

You have successfully submitted the request, now you must:
1. Save copies of your registration forms
2. Print, sign, and mail the forms to EPA

If the information you provide changes, your company/entity is responsible for resubmitting this form to update the information.

Important Note:
Submitting this form does not equal registration, before submission these forms must be printed and all data inputted must be present on the page. The form also must be signed by a Responsible Corporate Officer and mailed to one of the addresses below. EPA must receive and approve this form before you will be allowed to perform other tasks in this application (e.g. associating yourself with other companies or facilities, nominating new users, editing your user information, etc.).

The forms on this page are to be used for the RFG and Anti-Dumping, Diesel Sulfur, and Renewable Fuels Standard programs. Please see our Fuel and Fuel Additive Registration (FFARS) web site for FFARS registration forms.

Click here to save copies of your registration forms.

US Mail:
U.S. Environmental Protection Agency
Fuels Programs Registration (6460)
1200 Pennsylvania Avenue, NW
Washington, DC 20460

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

Please make sure to save copies of your registration forms. Once you have saved your forms, please click the Home button to continue.
You are now back on the OTAQ Registration Home page where you can see the pending request that you submitted. Please look at the status to determine your next steps.

If the status indicates "Awaiting RCO Wet Ink Signature", please print all pages of your saved forms, have the RCO sign the document, and mail all pages to the appropriate EPA address. If the status indicates "Awaiting RCO Electronic Signature", then your RCO needs to electronically sign the forms using his or her own OTAQ Registration account in order to electronically transmit them to the EPA.

Note: Delegation letters will be generated for all associated users of a company in OTAQREG upon submitting an RCO Update Request. If the RCO wishes for a user to remain associated, the RCO should sign their delegation letter.

This concludes the tutorial on viewing and editing company details.