



The Central Data Exchange (CDX) Its how you report

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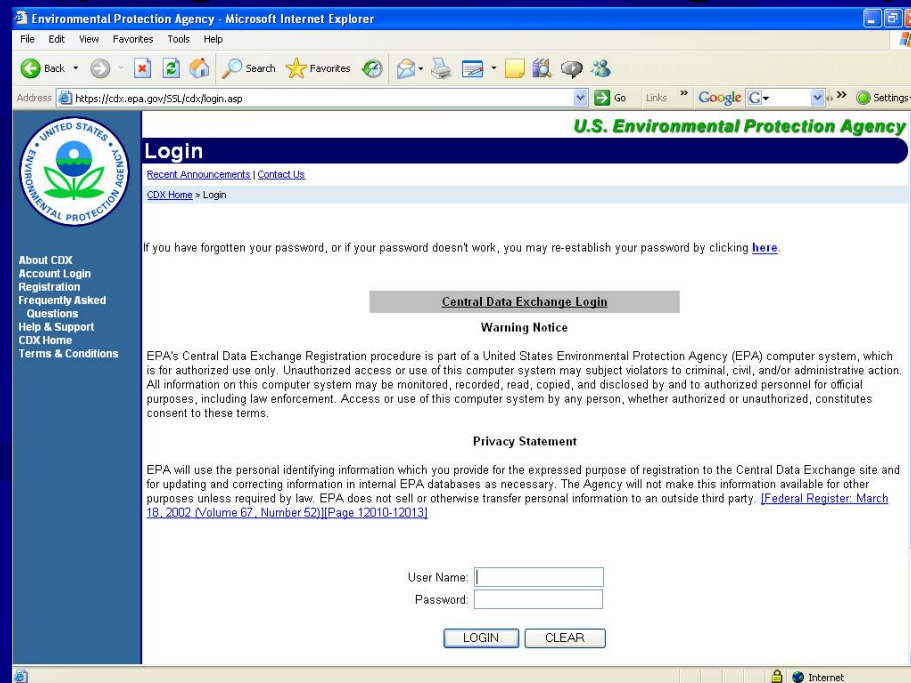
CDX Overview

- Highly Secure online submission and signature system
- Can be used to submit all your EPA part 79 and 80 fuels reports (RFG, Diesel Sulfur, Gasoline Sulfur, Fuels and Fuel Additives) at the same time
- Used by all 50 states and other EPA organizations
- Free to you*
- Easy to use

* (OTAQ will cover the digital certification costs for up to 5 submitters per entity)

Step by Step 1 of 5

- After you have registered and installed your digital signature and the QTAQ encryption key
- Login (<http://cdx.epa.gov/> or <https://cdx.epa.gov/SSL/cdx/login.asp>)



The screenshot shows a Microsoft Internet Explorer window with the address bar displaying <https://cdx.epa.gov/SSL/cdx/login.asp>. The page title is "Environmental Protection Agency - Microsoft Internet Explorer". The main content area is titled "Login" and features the EPA logo on the left. A sidebar on the left contains links: "About CDX", "Account Login", "Registration", "Frequently Asked Questions", "Help & Support", "CDX Home", and "Terms & Conditions". The main content area includes a "Warning Notice" and a "Privacy Statement". At the bottom, there are input fields for "User Name:" and "Password:", followed by "LOGIN" and "CLEAR" buttons.

Environmental Protection Agency - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Address <https://cdx.epa.gov/SSL/cdx/login.asp>

U.S. Environmental Protection Agency

Login

[Recent Announcements](#) | [Contact Us](#)

[CDX Home](#) > Login

If you have forgotten your password, or if your password doesn't work, you may re-establish your password by clicking [here](#).

Central Data Exchange Login

Warning Notice

EPA's Central Data Exchange Registration procedure is part of a United States Environmental Protection Agency (EPA) computer system, which is for authorized use only. Unauthorized access or use of this computer system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Privacy Statement

EPA will use the personal identifying information which you provide for the expressed purpose of registration to the Central Data Exchange site and for updating and correcting information in internal EPA databases as necessary. The Agency will not make this information available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party. [\[Federal Register March 18, 2002 \(Volume 67, Number 52\)\(Page 12010-12013\)\]](#)

User Name:

Password:

Step by Step 2 of 5

- Open OTAQ:DCFUEL

The screenshot shows the EPA MyCDX web application in a Microsoft Internet Explorer browser window. The address bar displays the URL: <https://cdx.epa.gov/SSL/CDX/MyCDX.asp>. The page header includes the EPA logo and the text "U.S. Environmental Protection Agency". The user is logged in as "SCOTTDCRISTIAN".

The main content area is titled "Central Data Exchange - MyCDX". It displays a welcome message to "Mr. Scott Christian" and shows login details: Last Login: March 9, 2007, Registered Since: January 9, 2007, and Recertification Date: January 9, 2007. The CDX Registration Status is "Active".

Below the login details, it states "You have 1 new messages in your [Inbox](#)". There are four links: [Change System Password](#), [Edit Personal Information](#), [Edit Current Account Profiles](#), and [Add New Employer Profile](#).

Under the "Available Account Profiles:" section, there is a list of profiles, with "OTAQ: DCFUEL" highlighted by a hand-drawn circle.

At the bottom, a red message states "You are in an encrypted secure session." Below this, there is a Help Desk contact number (888) 890-1995 and links to EPA Home, Privacy and Security Notice, and Contact Us. The page was last updated on April 27, 2006. The URL at the bottom of the browser window is <https://cdx.epa.gov/SSL/CDX/appprofileset.asp?AppUrl=/otaq/OTAQUpload.do&certreq=yes&program=OTAQ>.

Step by Step 3 of 5

- Fill out the form and indicate which programs you are submitting for. (Then click next)

The screenshot shows a web browser window titled "OTAQ File Transfer - File Type Selection - Microsoft Internet Explorer". The address bar shows the URL "https://cdx.epa.gov/otaq/OTAQUpload.do". The page header includes the EPA logo and the text "OTAQ File Transfer" and "U.S. Environmental Protection Agency". A sidebar on the left contains links: "About CDX", "MyCDX", "Inbox", "Change Password", "Frequently Asked Questions", "Help & Support", "CDX Home", "Terms & Conditions", and "Logout". The main content area is titled "OTAQ File Transfer" and shows a form for "Company/Entity Information". The form includes fields for "Company/Entity Name" (EPA/OAR/OTAQ/CISD/IO), "EPA Company/Entity ID" (required), "Facility Name", and "EPA Facility ID". Below this is the "Contact Information (required)" section, which includes fields for "Name (Last, Middle, First)" (Christian Scott), "Address 1" (1200 Pennsylvania Ave, NW), "Address 2", "City, State Zip" (Washington, DC 20460), "Phone Number" (2023439498), "Fax Number", and "E-Mail Address" (christian.scott@epa.gov). At the bottom is the "Report Status (required)" section with radio buttons for "Original" (selected) and "Resubmission".

OTAQ File Transfer - File Type Selection - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Search Favorites Go Links Google Settings

Address: https://cdx.epa.gov/otaq/OTAQUpload.do

U.S. Environmental Protection Agency

OTAQ File Transfer

Recent Additions | Contact Us

Logged in as, SCOTTDCCHRISTIAN

Company/Entity Information :

Company/Entity Name: EPA/OAR/OTAQ/CISD/IO

EPA Company/Entity ID (required):

Facility Name:

EPA Facility ID:

Contact Information (required):

Name (Last, Middle, First): Christian Scott

Address 1: 1200 Pennsylvania Ave, NW

Address 2:

City, State Zip: Washington, DC 20460

Phone Number: 2023439498

Fax Number:

E-Mail Address: christian.scott@epa.gov

Report Status (required):

☒ Original

☐ Resubmission

Done Internet

Step by Step 4 of 5

- Verify your submission
- *Encrypt, Sign, and Submit*

(Please note those with certain Firewalls will have an additional step in their submission process)

OTAQ File Transfer - Preview - Microsoft Internet Explorer

Address: <https://cdx.epa.gov/otaq/OTAQUpload.do>

Please review and confirm the submission details.

Submitter: SCOTTDCRISTIAN
First Name: Scott
Last Name: Christian
State: DC

Company/Entity Name: EPA/OAR/OTAQ/CISD/IO
EPA Company/Entity ID: TEST
Facility Name: dl
EPA Facility ID: dsl

Report Status: Original

Signature and Certification:
Gasoline Sulfur: I certify that, to the best of my knowledge, the information included in this submission is complete and accurate."

File Name: C:\Documents and Settings\trpdadm\l\Desktop\x.htm
File Size: 350 Bytes

Comments:

This process requires that the OTAQ Public Key be installed on your browser. If you have not done so, please [click here](#) to retrieve and install the public key.
For detail instruction, please [click here](#).

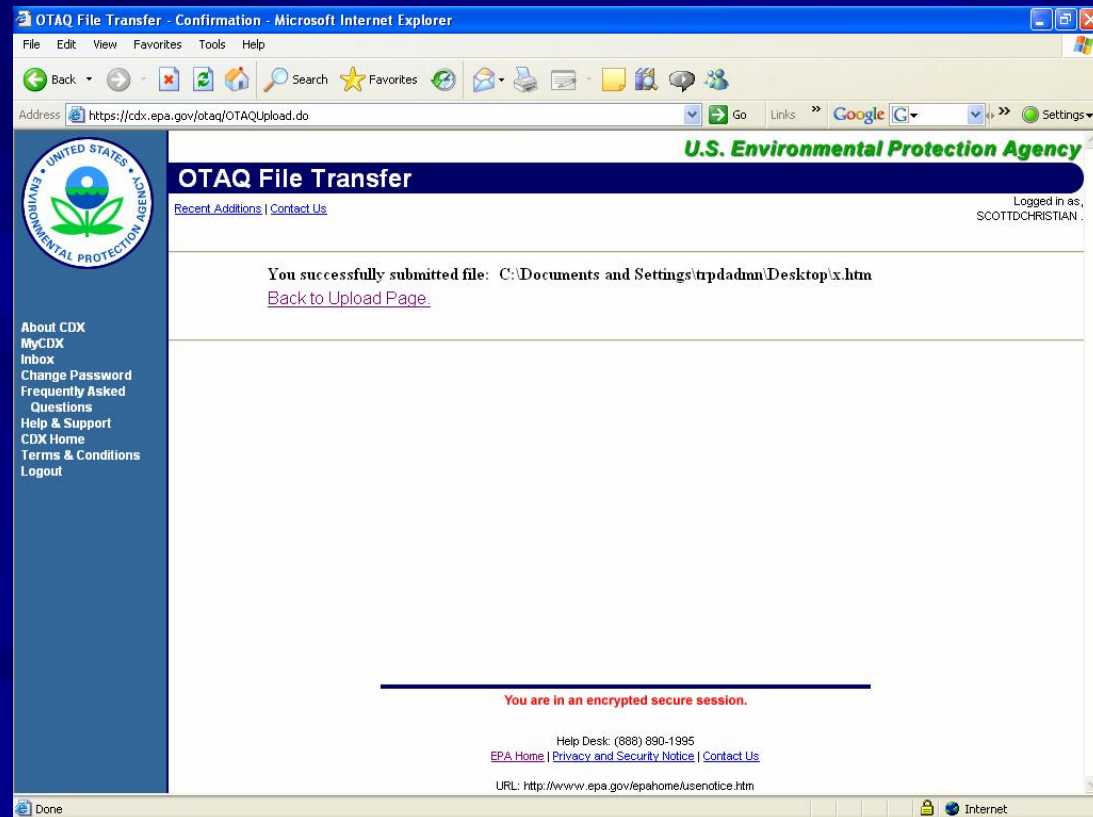
[Encrypt and Sign](#)

Please note that the submission/encryption process is performed via a Java Applet. You will need to click on the "Encrypt and Sign" button twice to invoke the process. After you click on the "Encrypt and Sign", your file will be encrypted and signed.

Done Press SPACEBAR or ENTER to activate and use this control Internet

Step 5 of 5

- Wait for the submission received page and then check you email.
- You are done.



How to Register

- Reminder this is different from Company Registration!
- Don't wait until the last minute!
- Please note CDX is a highly secure system and that it will take a few business days for EPA and our partners to establish your accounts and digital signatures.
- Once set up the CDX is not only very safe but very easy to use.

Company Registration vs. CDX Registration

- Company & Facility Registration

- Corporate Entity Id

- Facility ID

- Infrastructure

- Places

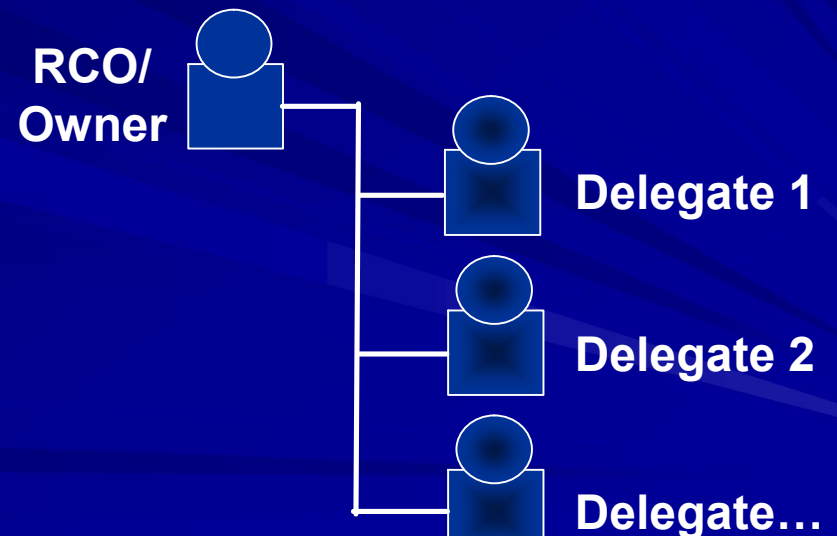


- CDX Registration

- Personal Account – Assigned to an Individual

- Owner/RCO

- Delegates (optional)



How to Register (Delegation)

- Decide who you want to submit your entity's reports (Up to 5 individuals)
- Fill out the CDX Delegation/ Submitter Form at (<http://www.epa.gov/otaq/regs/fuels/fuelsregistration.htm>) and have a responsible corporate officer sign it.
- Mail it to:

Via US Mail

Fuel CDX Programs

1200 Pennsylvania Ave NW

Mail Code:6406J

Washington, DC 20460

Via Private Courier

Fuel CDX Programs

1310 L St NW Suite 613K

Mail Code:6406J

Washington, DC 20005

How to Register (CDX Registration)

- After we receive your delegation via mail or the internet we will process it.
- Within a few days expect an email from the CDX HELP DESK inviting you to retrieve your Customer Retrieval Key (CRK) to register with CDX.
- Go to <http://cdx.epa.gov> and follow the instructions that will be provided to you

How to Register (Digital Signatures)

- After registering for CDX return you will be asked to sign a digital signature agreement please sign, fax and mail it to us ASAP (see below)
- After we receive your digital signature agreement we go through a process to create your signature.
- A digital signature is the digital equivalent of your wet ink signature. *Keep it safe.*

Via US Mail

Fuel CDX Programs

1200 Pennsylvania Ave NW

Mail Code:6406J

Washington, DC 20460

Via Private Courier

Fuel CDX Programs

1310 L St NW Suite 613K

Mail Code:6406J

Washington, DC 20005

Thank you

- Don't wait until the last minute.
- Sign up today!