

Job Aid



How to Use e-Signature to Sign RIN or Token Transaction Reports in EMTS

This job aid is designed to provide a high-level overview of this task so that you can begin utilizing the new functionality in EMTS as quickly as possible.

Before you begin:

1. You must have a Central Data Exchange (CDX) account and active Electronic Signature Agreement (ESA)
2. You must be logged into the CDX EPA Moderated Transaction System (EMTS) program service
3. You must have a Part 80 Report Submitter role with the selected company

For help with these steps, see the documentation on EPA's Fuels Registration, Reporting, and Compliance Help website: <https://www.epa.gov/fuels-registration-reporting-and-compliance-help>



Open e-Signature Module

1. Hover over E-Signature
2. Click Review Submissions

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Logged in as: TUTORIALDEMO3 for Jason QAP Producer (6196)

MTS
EPA Moderated Transaction System

Organization Submissions Trades Reports RINS **1 E-Signature**
2 Review Submissions

 Good Morning Mrs Jamie R Kent,
Regulated parties are urged to conduct due diligence investigations and exercise caution when conducting Renewable Identification Number (RIN) transactions. Neither EPA nor its systems, including the EPA Moderated Transaction System (EMTS), certify or validate RINs or make any provision for parties who, despite good faith, transfer or receive invalid RINs. As specified in the regulations at 40 CFR 80.1431(b)(2), invalid RINs cannot be used to achieve compliance with the Renewable Volume Obligations of an obligated party or exporter, regardless of the party's good faith belief that the RINs were valid at the time they were acquired. Additionally, the regulations at 40 CFR 80.1460(b)(2) prohibit the creation or transfer to any person of a RIN that is invalid.
Your organization has 0 pending received RFS2 trades and 5 pending initiated trades. [View Pending RFS2 Transactions.](#)
 You can submit your XML file here. [Submit File](#)

Announcements
+ EMTS Version 4.3

Select Action

Click the links below to jump to that section of this job aid:

1. [View Details of Copy of Record](#)
2. [Download Copy of Record](#)
3. [Sign Copy of Record](#)
4. [Change Report Frequency](#)

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Logged in as: TUTORIALDEMO3 for Jason QAP Producer (6111)

Organization Submissions Trades **Reports** RINs E-Signature

Review Copy Of Record (COR) Files for E-Signature

To sign off on a Copy of Record (COR), select the 'Sign Copy of Record' from the 'I want to...' column of the record you want to sign. To review the contents of the COR, select 'View Details' in the 'I want to...' column. Once signed, you will no longer see the unsigned record in this table.

COR Files for: Jason QAP Producer (6111)

Displaying records 1 through 1 of 1 total.

Year	Quarter	Program Type	Submission Start Date	Transaction Count	Generation Date	I want to...
2018	2	RFS2 (10)	04/01/2018	8	10/12/2018 1:23:33 PM EDT	<input type="text" value="- Select -"/> Go

Export options: [CSV](#) | [Excel](#)

View Details
Download Copy of Record
Sign Copy of Record

I want to...

Go

- 1 View Details
- 2 Download Copy of Record
- 3 Sign Copy of Record

View Details of Copy of Record

1. Enter Search Criteria
2. Click Filter
3. Select **View Details**. *NOTE:* Node submissions also have the option to **Download Submitted XML**
4. Click Go

The screenshot shows the top navigation bar with the MTS logo, EPA logo, and the text "Moderated Transaction System". The user is logged in as "TUTORIALDEMO3 for Jason QAP Producer (6196)". The main navigation menu includes "Organization", "Submissions", "Trades", "Reports", "RINs", and "E-Signature". The page title is "View Copy of Record (COR) Submissions". A message box states: "The following are the submissions included in the Copy of Record(COR). Choose the View Details option in the 'I want to...' column of the grid below to see more information about a submission and the list of transactions within the submission. You will be able to view transaction details from the submission details page." A sidebar on the right shows "RFS2 Transaction Bin" with a message: "Your organization has 0 un-submitted transactions in the RFS2 transaction bin." and a link "View RFS2 Transaction Bin". The search form includes fields for "CDX Submission ID:", "Submission ID:", "Submission Date (Begin):", "Submission Date (End):", and "Results Per Page:" (set to 20). There are "Clear" and "Filter" buttons. A yellow box highlights the search form, with a "1" in a circle at the top right and a "2" in a circle at the bottom right.

COR Submissions for: Jason QAP Procuder
Number of Submissions: 4

Displaying records 1 through 4 of 4 total.

Submission ID	Submission Date	Submitter	Submission Status	I want to...
238316	6/6/18 12:00 AM	Orejudos, William	Processed	View Details <input type="button" value="Go"/>
238315	6/6/18 12:00 AM	Orejudos, William	Processed	View Details <input type="button" value="Go"/>
239106	5/11/18 12:00 AM	Orejudos, William	Processed	- Select - <input type="button" value="Go"/>
239105	5/11/18 12:00 AM	Orejudos, William	Processed	Download Submitted XML <input type="button" value="Go"/> View Details <input type="button" value="Go"/>

Download Copy of Record

1. Select **Download Copy of Record**
2. Click **Go**
3. Click **Open** or **Save**

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Organization Submissions Trades Reports RINs E-Signature

Review Copy Of Record (COR) Files for E-Signature

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COR Files for: Jason QAP Producer (6111)

Displaying records 1 through 1 of 1 total.

Year	Quarter	Program Type	Submission Start Date	Transaction Count	Generation Date	I want to...
2018	2	RFS2 (10)	04/01/2018	8	10/12/2018 1:23:33 PM EDT	<input type="button" value="Go"/> - Select - View Details Download Copy of Record Sign Copy of Record

Export options: [CSV](#) | [Excel](#)

Do you want to open or save RFS2 EMTS Copy Of Record (COR).zip ?

Open Save Cancel

Sign Copy of Record

1. Click **Sign Copy of Record**
2. Click **Go**

Steps continue on next slide...

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Organization Submissions Trades Reports RINs E-Signature

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Export options: [CSV](#) | [Excel](#)

Go

Sign Copy of Record (cont.)

- 3. Click **Sign Copy of Record**
- 4. Click **Accept**

Steps continue on next slide...

Sign Copy Of Record (COR) for E-Signature

Click the 'Sign Copy of Record' button and enter your CDX credentials to sign the Copy of Record. After signing, you can use the browser print function to print a copy of this page for your records if you wish to do so.

Copy of Record Details

Copy of Record ID: 3621
Program Type: RFS2 (10)
Year: 2018
Quarter: 2
Submission Start Date: 04-01-2018
Transaction Count: 8
Status: Not Yet Signed
Generation Date: 10-12-2018
CROMERR Activity ID:
CROMERR Document ID:

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Sign Copy of Record

I certify, under penalty of law that the information provided in this document is, to the best of my knowledge and belief, true, accurate, and complete. I am aware that there are significant penalties for submitting false information, including the possibility of fines and imprisonment for knowing violations.

4

Decline Accept

Sign Copy of Record (cont.)

- 5. Use the eSignature Widget to sign submission

Steps continue on next slide...

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eSignature Widget

<p>1. Authentication</p> <p>Log into CDX</p> <p>User: JOHN.DOE</p> <p>Password: <input type="password" value="....."/></p> <p>Show Password <input type="checkbox"/></p> <p>Welcome John Doe</p>	<p>2. Verification</p> <p>Question: What is the first and middle name of your oldest sibling?</p> <p>Answer: <input type="text" value="....."/></p> <p>Show Answer <input type="checkbox"/></p> <p>Correct Answer</p>	<p>3. Sign File</p> <p><input type="button" value="Sign"/></p>
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Sign Copy of Record (cont.)

- The CROMERR Activity ID and CROMERR Document ID are displayed after the COR has been signed

Sign Copy Of Record (COR) for E-Signature

Click the 'Sign Copy of Record' button and enter your CDX credentials to sign the Copy of Record. After signing, you can use the browser print function to print a copy of this page for your records if you wish to do so.

Copy of Record Details

Copy of Record ID:	3621
Program Type:	RFS2 (10)
Year:	2018
Quarter:	2
Submission Start Date:	04-01-2018
Transaction Count:	8
Status:	Not Yet Signed
Generation Date:	10-12-2018
CROMERR Activity ID:	_81d92179-d5fc-498f-903d-62f3e76dea74
CROMERR Document ID:	ecde8e7d-03e8-4194-a0fa-aa4cddb53c6f

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Change Report Frequency

1. Hover over **Reports**
2. Click **RFS2 Subscriptions**

Steps continue on next slide...



Change Report Frequency (cont.)

3. Locate "RFS2 EMTS Copy Of Record (COR)" in the list of reports and click **Go**
4. Select the desired **Frequency**
5. Click **Update**

RFS2 EMTS Annual Report	Report	Yes	07/26/2014	epa admin	Manage Subscription ▼	Go
RFS2 EMTS Annual Statement	Report	Yes	07/26/2014	epa admin	Manage Subscription ▼	Go
RFS2 EMTS Copy Of Record (COR)	Report	Yes	06/16/2018	epa admin	Manage Subscription ▼	Go
RFS2 EMTS RIN Generation CSV/XML Report	Report	No			Manage Subscription ▼	Go
RFS2 EMTS RIN Generation Report	Report	Yes	07/26/2014	epa admin	Manage Subscription ▼	Go
RFS2 EMTS RIN Transaction CSV/XML Report (Buy, Sell, Separate, Retire)	Report	No			Manage Subscription ▼	Go
RFS2 EMTS RIN Transaction Report (Buy, Sell, Separate, Retire)	Report	Yes	07/26/2014	epa admin	Manage Subscription ▼	Go
RFS2 EMTS Transaction Error Report	Report	Yes	07/26/2014	epa admin	Manage Subscription ▼	Go

Export options: [CSV](#) | [Excel](#)

Manage Subscription

Modify and click Update.

Subscription Name: RFS2 EMTS Copy Of Record (COR)
Type: Report
Description: The RFS2 EMTS Copy Of Record (COR) file.
Subscribed: -- Select --
*** Frequency:** Weekly
Daily
Monthly
Quarterly

* = Required Field

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Update

View Signed Copy of Record

1. On the MyCDX screen, click **Submission History** tab
2. Click the **Submission ID** link to view submission details
3. Click **Link (.zip)** to download the submission

