Office of Transportation and Air Quality EPA Moderated Transaction System (OTAQEMTS)

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**

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](#)

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**

Download Copy of Record

1. Select **Download Copy of Record**

2. Click **Go**

3. Click **Open** or **Save**

Sign Copy of Record

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

Steps continue on next slide…

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:	

3 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…

Sign Copy of Record (cont.)

6. The **CROMERR Activity ID** and **CROMERR Document ID** are displayed after the COR has been signed

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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

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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:	
* Frequency:	-- Select -- Weekly Daily Monthly Quarterly
* Format:	

* = Required Field

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<< Back   Update

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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