

# WORK INSTRUCTIONS

## HOW TO REQUEST A NEW PIDX PRODUCT CODE

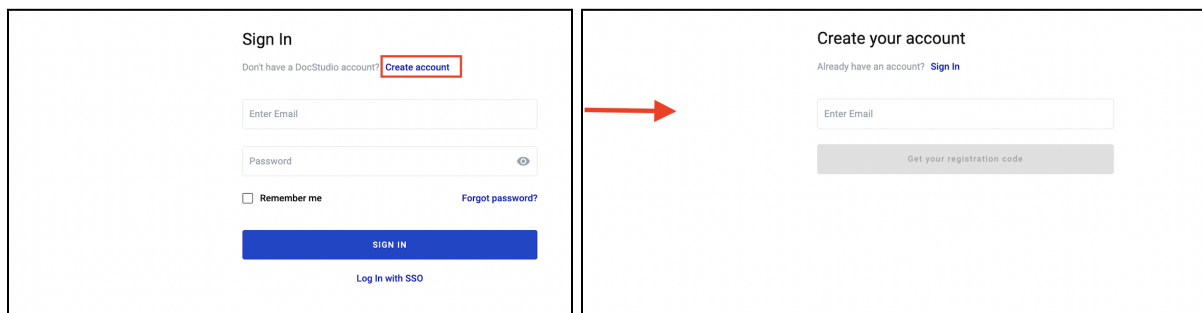
### Step 1.

Go to

<https://app.docstudio.com/envelope/create/e963d482-93eb-438d-8258-abccb054eaed>

### Step 2.

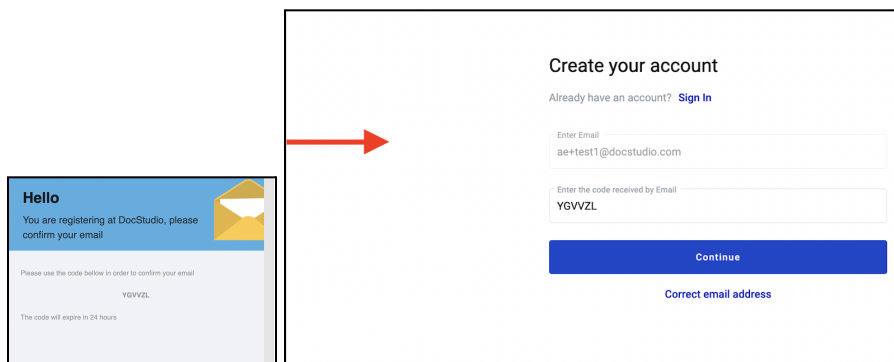
Sign in to the platform, or create an account if you are a new user.



### Step 3.

Create a new account:

- To create an account, enter your email address and a confirmation code will be sent to you. If you do not receive the code in your primary inbox, please check your promotions and spam folders.



- You can create either a personal or company account by filling out your personal or company information and creating a secured password.

#### Step 4.

After creating your account, you will be redirected to the New PIDX Codes Request Form. Press the "NEXT" button and fill in the required information.

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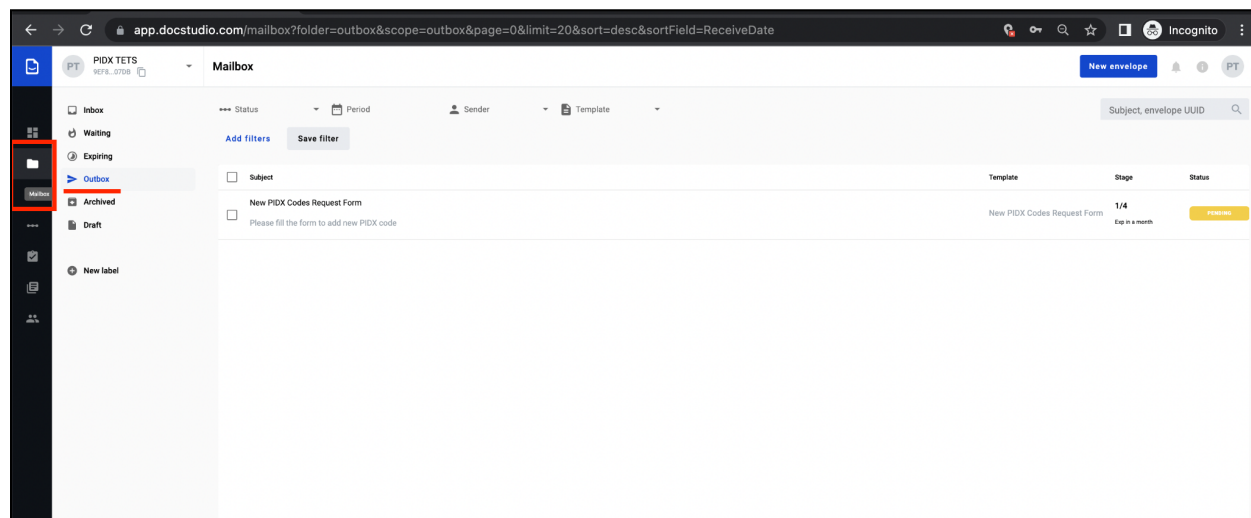
## Step 5.

Once you have filled out all required fields, the "SEND" button will appear. Click it to send your form.

The screenshot shows a web application interface for creating a new PIDX Code Request Form. The top navigation bar includes a user profile 'PS Form applicant 8177-1090', a 'Draft creation' status, and buttons for 'Close', 'Save draft', and 'PS'. A left sidebar contains icons for document management. The main content area is titled 'New PIDX Code Request Form' and includes a 'Delegation is denied' message and a 'Do not send files by email' toggle. A 'Send envelope' dialog box is overlaid on the form, prompting the user to click 'Not now' for further review or to 'Send' the document. The dialog also offers an option to 'Disable this notification permanently'. The background form contains various input fields for product information, including 'PIDX Product Family' (set to 'B - FUEL ETHANOL'), 'Code', 'Product definition', 'Description', 'Cetane/Octane', 'Oxygenated/RBOB type', and 'Oxygenate percent (% volume)'. A 'SEND' button is visible in the bottom right corner of the form area.

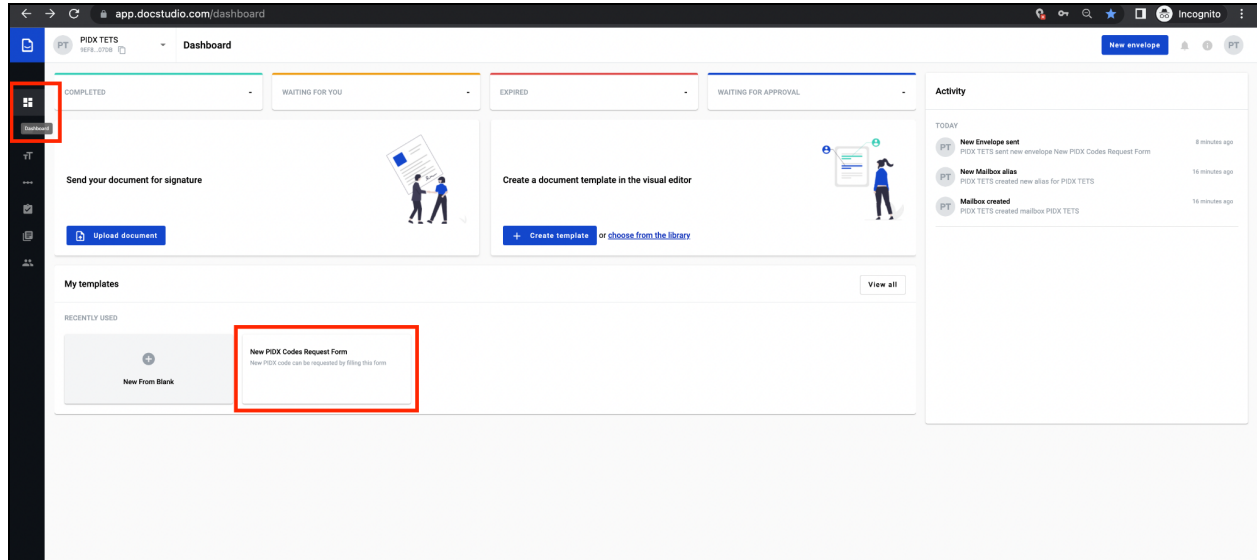
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To view the status of your sent form, go to the "Mailbox" on the left sidebar menu and select the "Outbox" folder.



## Step 6.

To request another PIDX Product Code, go to the "Dashboard" on the left sidebar menu and select the "New PIDX Codes Request Form" template, or use the link <https://app.docstudio.com/envelope/create/e963d482-93eb-438d-8258-abccb054eaeed>



If you encounter any challenges while requesting a new PIDX Product Code, please don't hesitate to reach out for assistance.