



Associating a Cooperative Agreement to Your Account

ACRES allows you to associate to as many Cooperative Agreements (CAs) as needed. Also, multiple users may be associated to a single Cooperative Agreement. There are no limitations on these associations.

1. Open your Internet browser to the following URL: <https://cfext.epa.gov/acres/index.cfm>. Enter the User Name and Password you set during the EPA registration process, and click the “Log In” button. The ACRES Home page will display.
2. Click the My Cooperative Agreements tab.
3. Click the “Add a Cooperative Agreement to My List” button at the bottom of the screen.

The screenshot displays the ACRES web application interface. At the top, the ACRES logo and the text 'ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM' are visible. The user is logged in as 'ACRES Test CAR' with version 4.01.120 and a release date of 02/19/2013. The navigation menu includes 'HOME', 'FIND PROPERTY', 'My Preferences', 'Feedback', and 'Contact Us'. The 'My Cooperative Agreements' tab is selected and highlighted with a red box. Below the navigation, there is a 'Quick Links' section and a 'News, Alerts & Notifications' section. The main content area shows a list of cooperative agreements with the following details:

- Boise DEP TST**: View 1 associated properties. State: ID Cooperative Agreement Type: Assessment Cooperative Agreement #: BF 00TST120 Announcement Year: FY09 Funding Type(s): Hazardous - \$200,000.00
- Idaho Office of Economic Development TST**: View 2 associated properties. State: ID Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 00TST122 Announcement Year: FY09 Funding Type(s): Hazardous - \$200,000.00
- Brownfields Coalition of Idaho TST**: View 3 associated properties. State: ID Cooperative Agreement Type: BCRLF Cooperative Agreement #: BF 00TST124 Announcement Year: FY03 Funding Type(s): Hazardous - \$200,000.00
- North Boise Community Development Agency TST**: View 3 associated properties. State: ID Cooperative Agreement Type: Assessment Cooperative Agreement #: BF 00TST124 Announcement Year: FY04 Funding Type(s): Hazardous - \$200,000.00
- Boise, City of TST**: View 1 associated properties. State: ID Cooperative Agreement Type: Cleanup Cooperative Agreement #: BF 00TST125 Announcement Year: FY08 Funding Type(s): Hazardous - \$200,000.00
- Snake River Tribal Council TST**: View 1 associated properties. State: ID Cooperative Agreement Type: Section 128(a) State/Tribal Cooperative Agreement #: BF 00TST123 Announcement Year: FY08 Funding Type(s): Hazardous - \$200,000.00

At the bottom of the list, there is a red button labeled 'Add a Cooperative Agreement to My List'.



4. Enter your eight-digit CA number and select the state in which the CAR is located. Be sure to exclude the two-letter prefix and any amendment numbers when entering your eight-digit CA number.

Do NOT include the two-letter prefix or any amendment numbers when entering your eight-digit CA number:

~~2B~~ 12345678 ~~-01~~

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ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

ACRES Add Cooperative Agreement

Enter the Cooperative Agreement Number and state below.

* indicates a required field.

* Cooperative Agreement Number:
12345678
(8 digit cooperative agreement #, excluding prefix and amendment)

* State:
Alaska

Next >>

Please Note:
Cooperative Agreement Recipients can only add grants to their 'My Cooperative Agreements' display that were awarded on or after 10/1/2002. Please contact your regional representative for information regarding Cooperative Agreements awarded prior to this date.

5. A confirmation screen will appear with identifying information for your CA. If the information is not for the CA you were expecting, click "[Change Cooperative Agreement](#)" and re-enter the CA number and state. If the CA information is correct, click "Confirm Cooperative Agreement" and you will be returned to the ACRES Home page.

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ACRES Confirm Add Cooperative Agreement

Please review the information below and confirm that it is your Cooperative Agreement. If not, you can [Change your Cooperative Agreement](#) or contact [ACRES Help](#) if you need assistance.

Recipient Name:
Manilaq Association Inc.

Cooperative Agreement #:
RP-12345678

State:
AK

Cooperative Agreement Type:
Section 128(a) State/Tribal

Announcement Year:
FY 2008

Confirm Cooperative Agreement [Change Cooperative Agreement](#)



ACRES QUICK REFERENCE GUIDE

ACRES HELP DESK
acres_help@epa.gov or 703-284-8212
M-F, 9am-5pm EST