

# QUICK REFERENCE GUIDE

## Accessing ACRES after Registration

ACRES is accessed through the EPA website. If you have not already registered with the EPA and created an ACRES User Name and Password, please see the ACRES Quick Reference Guide “ACRES Registration for New Users.”

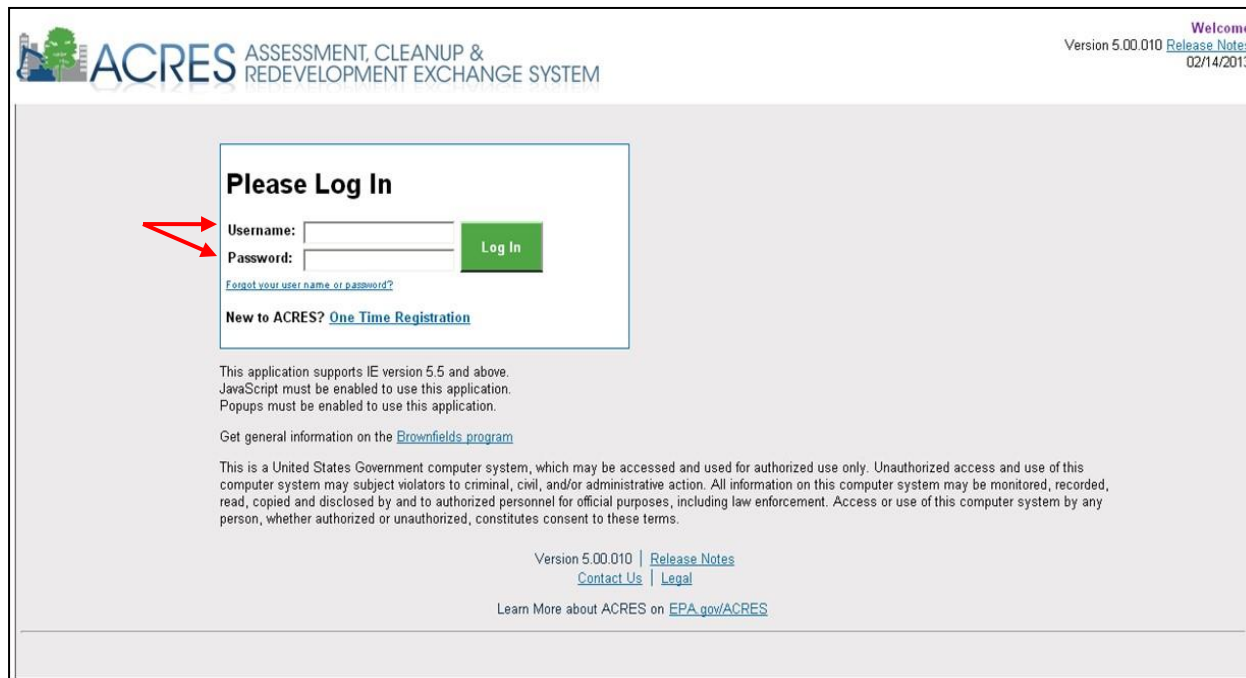
The ACRES login process is described below.

1. Open your Internet browser to the following URL: <https://cfext.epa.gov/acres/>. You can add this to your favorites for easy access by pressing <Ctrl> D on your keyboard.

**Note:** ACRES is designed to operate with Microsoft Internet Explorer 5.5 or higher, Firefox, and Chrome.

2. 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.

**Note:** You will be prompted to change your password every 90 days in accordance with EPA security policy.



**Please Log In**

Username:  Password:

[Forgot your user name or password?](#)

New to ACRES? [One Time Registration](#)

This application supports IE version 5.5 and above.  
JavaScript must be enabled to use this application.  
Popups must be enabled to use this application.

Get general information on the [Brownfields program](#)

This is a United States Government computer system, which may be accessed and used for authorized use only. Unauthorized access and 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.

Version 5.00.010 | [Release Notes](#)  
[Contact Us](#) | [Legal](#)

Learn More about ACRES on [EPA.gov/ACRES](http://EPA.gov/ACRES)



## QUICK REFERENCE GUIDE

If you forget your password or username, click the "[Forgot username or password?](#)" link under the password field.

For a forgotten password, you will be prompted to enter the User Name established during the EPA registration process. The EPA will send you a new password.

If you forgot your User Name, you will be prompted to enter your First and Last Name. In this case, your user name will be emailed to you.

The screenshot shows the EPA Login Reset page. At the top left is the EPA logo and the text "United States Environmental Protection Agency". To the right is a grid of small images. Below the header is a green bar with the text "Login Reset". The main content area has a green border and contains the following text: "\*\* USE THIS FORM ONLY IF YOU DO NOT HAVE AN [epa.gov](#) EMAIL ADDRESS \*\*". Below this is a paragraph: "For the user who has an EPA email account. Your user name and password are the same as your network user name and password. If you forget your user name or password, please contact your administrator. You can not use this screen to reset your user name and/or password." There are two sections: the first is for password reset, with a "User Name" input field and a "Reset and Email My Password" button; the second is for user name lookup, with "First Name" and "Last Name" input fields and a "Lookup and Email My User Name" button. At the bottom left is a "Help" link, and at the bottom center are "Contact Us" and "Privacy & Security Notice" links.

If you continue to have trouble logging in, please contact the ACRES Help Desk at [ACRES\\_Help@epa.gov](mailto:ACRES_Help@epa.gov) or (703)-284-8212.

Note: *If a pop-up blocker prevents ACRES from opening when you click the ACRES link, follow these steps:*

- 1) *Right click on the yellow message bar at the top of the screen that indicates a pop-up has been blocked.*

## QUICK REFERENCE GUIDE

- 2) Highlight and left-click on “Always Allow Pop-ups from this Site.”
- 3) Click “Retry” from the dialog box to launch the application window.

If this is the first time you have logged into ACRES, you will be prompted with two one-time only actions:

1. Agreement to the Warning Notice and Privacy Statement
2. Identification of your CA number and the state in which the Cooperative Agreement is located.

### 1. Warning Notice and Privacy Statement:

After reading through the Warning Notice and Privacy Statement, click the “I have read and agree” box and click the Continue button.

**Rules of Behavior**

Welcome to the EPA ACRES system.  
To continue, please review and acknowledge the Rules of Behavior below.

**Assessment, Cleanup & Redevelopment Exchange System (ACRES)**  
*Rules of Behavior*

The Assessment, Cleanup & Redevelopment Exchange System (ACRES) serves the EPA Office of Brownfields and Land Revitalization (OBLR) as a production analytical system to track information and measure performance of the Brownfield grants/pilots under the Brownfields Program. All ACRES users share the responsibility and accountability for maintaining the confidentiality, integrity and accessibility of ACRES and the data it contains. Users must agree to follow the system rules as a condition for access to ACRES, as stipulated under the Federal Information Security Management Act of 2002, Public Law 107-347 and the Office of Management and Budget (OMB) Circular A-130, Section 8b(3), Securing Agency Information Systems, as analyzed in A-130, Appendix IV: Analysis of Key Sections. Supplemental information is provided in A-130, Appendix III.

**General ACRES Rules of Behavior**  
The Rules of Behavior apply equally to ACRES users in HQ, at EPA contractor facilities, and in regional facilities. The users receiving the rules of behavior document [1] will be required to sign off their agreement to the Rules of Behavior. Failure to adhere to the rules listed in this document may result in one or more of the following administrative or legal actions:

- Suspension of access privileges

I have read and agree to the ACRES Rules of Behavior.

# QUICK REFERENCE GUIDE

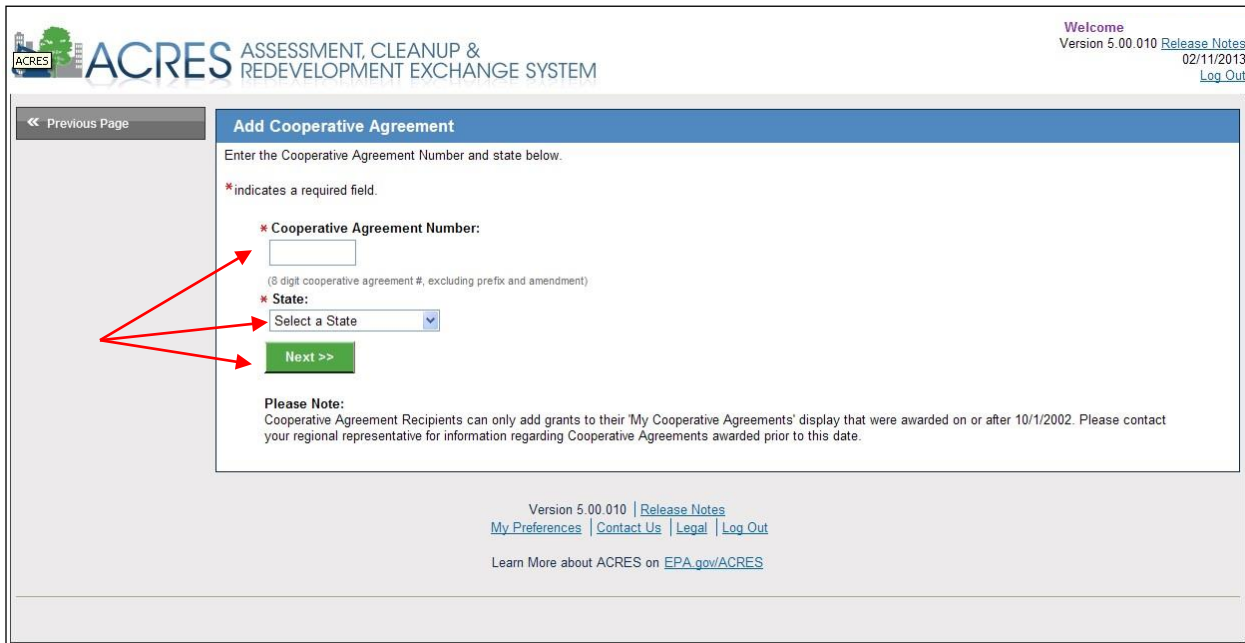
## 2. Cooperative Agreement (CA) Identification:

The second prompt associates you with a CA number and state. Enter your eight-digit grant number for your Cooperative Agreement (CA), and the state in which the CA is located. Be sure to exclude the two-letter prefix and any amendment numbers when entering your eight-digit CA number. Each CA number can be used more than once, allowing for multiple users for each CAR organization.

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

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

- a. Enter the CA number, the state and click the Next button.



Welcome  
Version 5.00.010 [Release Notes](#)  
02/11/2013  
[Log Out](#)

<< Previous Page

### Add Cooperative Agreement

Enter the Cooperative Agreement Number and state below.

\* indicates a required field.

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

\* State:  
 Select a State v

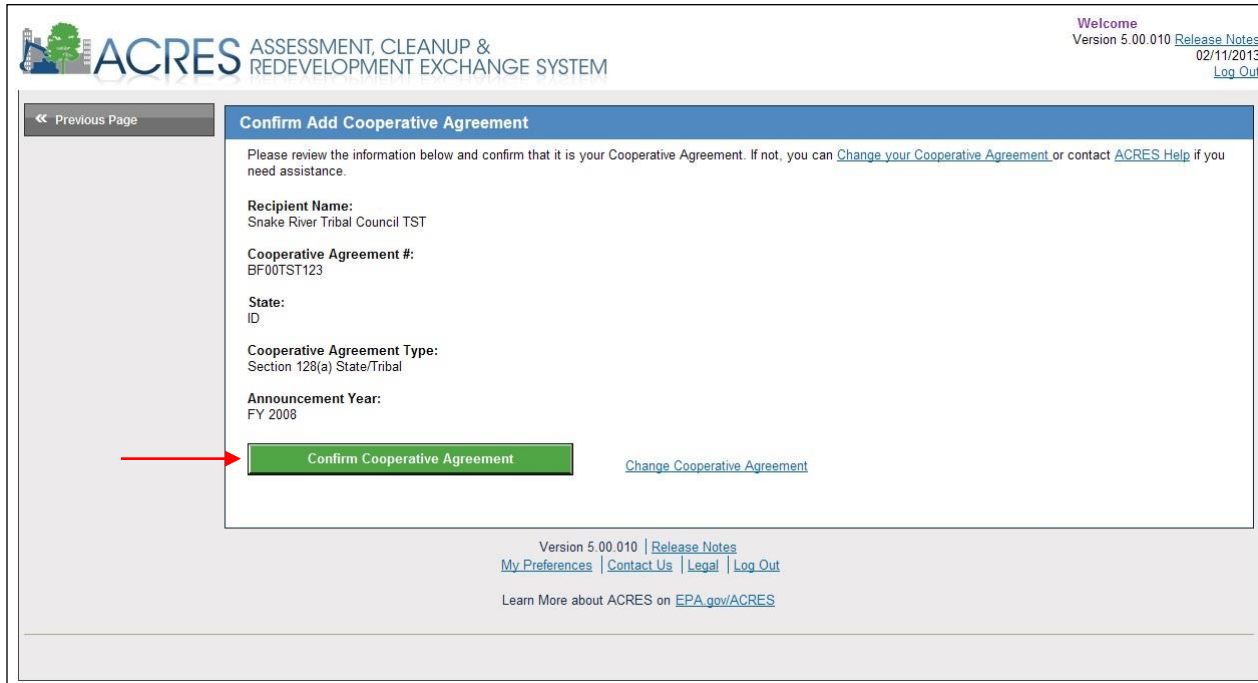
Next >>

**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.

Version 5.00.010 | [Release Notes](#)  
[My Preferences](#) | [Contact Us](#) | [Legal](#) | [Log Out](#)  
 Learn More about ACRES on [EPA.gov/ACRES](http://EPA.gov/ACRES)

# QUICK REFERENCE GUIDE

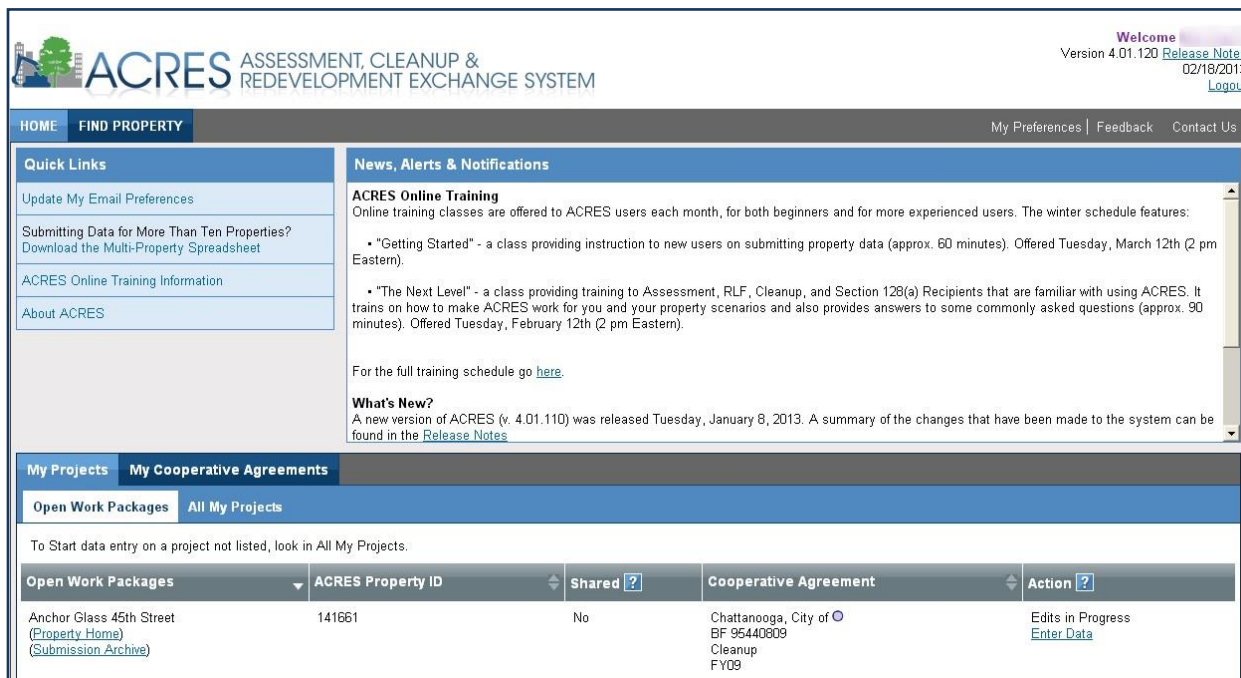
- b. A confirmation page displays. Click the confirm button and you are now ready to work with ACRES.





# QUICK REFERENCE GUIDE

c. Your Home page will display.



**Quick Links**

- Update My Email Preferences
- Submitting Data for More Than Ten Properties?  
Download the Multi-Property Spreadsheet
- ACRES Online Training Information
- About ACRES

**News, Alerts & Notifications**

**ACRES Online Training**  
Online training classes are offered to ACRES users each month, for both beginners and for more experienced users. The winter schedule features:

- "Getting Started" - a class providing instruction to new users on submitting property data (approx. 60 minutes). Offered Tuesday, March 12th (2 pm Eastern).
- "The Next Level" - a class providing training to Assessment, RLF, Cleanup, and Section 126(a) Recipients that are familiar with using ACRES. It trains on how to make ACRES work for you and your property scenarios and also provides answers to some commonly asked questions (approx. 90 minutes). Offered Tuesday, February 12th (2 pm Eastern).

For the full training schedule go [here](#).

**What's New?**  
A new version of ACRES (v. 4.01.110) was released Tuesday, January 8, 2013. A summary of the changes that have been made to the system can be found in the [Release Notes](#).

**My Projects** | **My Cooperative Agreements**

**Open Work Packages** | All My Projects

To Start data entry on a project not listed, look in All My Projects.

Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement	Action ?
Anchor Glass 45th Street ( <a href="#">Property Home</a> ) ( <a href="#">Submission Archive</a> )	141661	No	Chattanooga, City of BF 95440609 Cleanup FY09	Edits in Progress <a href="#">Enter Data</a>

*Note: Do not attempt to register more than once:*

- If you would like to report activities under a CA that differs from the one you registered with EPA, just log in as usual and add the new CA to your ACRES user profile.
- If new funding has been added to your CA but the number has not changed, you can continue reporting accomplishments for the CA as before.
- If you cannot remember whether or not you have registered, contact the ACRES Help Desk at [ACRES\\_Help@epa.gov](mailto:ACRES_Help@epa.gov) or (703)-284-8212.

ACRES HELP DESK  
Acres\_Help@usepa.onmicrosoft.com or 703-284-8212  
M-F, 9am-5pm EST