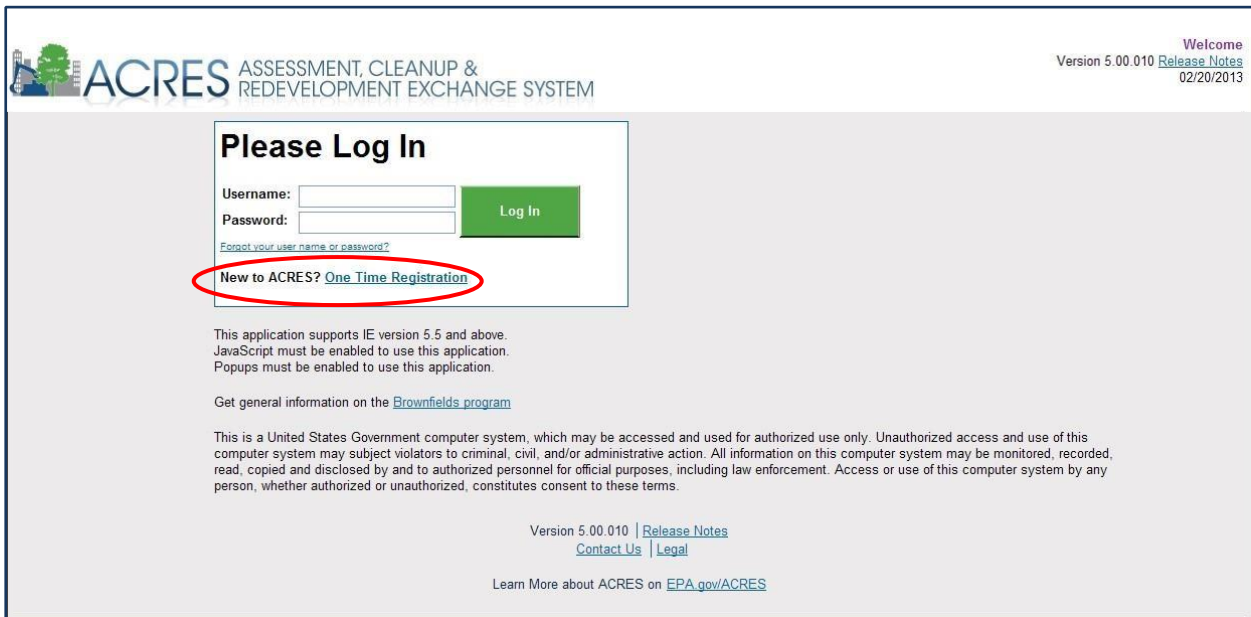


ACRES Registration for New Users

Each Cooperative Agreement Recipient (CAR) user, each HQ contractor user and each EPA user must complete a one-time registration process with the EPA. CARs and HQ contractors will create a user name and password for accessing ACRES. EPA users will associate themselves to the ACRES community.

- 1) Open an Internet browser to the following URL: <https://cfext.epa.gov/acres/index.cfm>. The ACRES Log In page displays.



ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome
Version 5.00.010 [Release Notes](#)
02/20/2013

Please Log In

Username:

Password:

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

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

[Log In](#)

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](#)

- 2) Click the “**New to ACRES? [One time registration](#)**” link. A prompt is displayed to obtain your email address. The address will determine whether you will be registered as an EPA user or a non-EPA user
- 3) Enter your email address and click the “Submit” button.



[\[close\]](#)

Please enter your e-mail address:

For more information regarding the registration process, go to <http://epa.gov/acres/>

- 4) If you are a Cooperative Agreement user or HQ contractor (non-EPA user):
- a) The EPA's Self Registration page displays:

Link.' At the bottom are 'Submit' and 'Cancel' buttons."/>

EPA United States Environmental Protection Agency

Self Registration
To obtain an account, you must be a business partner or affiliate who has business with the Environmental Protection Agency. Please fill out the following information and click submit to request access.

USE THIS FORM ONLY if you do not have an EPA LAN account. If you are an EPA employee or an on-site contractor and you already have an EPA LAN account you **DO NOT** need to complete this form. (User Name = your LAN id and Password = your LAN password)

ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:
format: emailid@domainname.com

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

EPA Contact's Email Address:
format: emailid@domainname.com

EPA Contact's Phone Number:
format: (xxx) xxx-xxxx

Passwords must be at least 8 characters long and contain at least one lower case letter and one number and no spaces

Password:

Confirm Password:

Select the Community or Application for which you are requesting access.

Select One:

I accept the EPA Privacy & Security Notice. Click here to read [Link](#).

- b)** Enter the following:
 - Your contact information including name, address and phone number
 - Your EPA Contact (your Project Officer) information
 - Your new ACRES password (note that it must be at least 8 characters long, have at least one lower case letter and one number and no spaces)
 - Using the drop down list for “Select a Community or Application”, select “ACRES” Read through the EPA Privacy & Security Notice, click the “I accept ...” box
 - c)** Complete the registration by clicking the “Submit” button.
- 5)** If you are an EPA user:
- a)** The EPA Web Application Access page displays.



- b)** Enter your user LAN name and your LAN password.
 - c)** Click the Logon button.
 - d)** Using the drop down list for “Select the Community or Application”, click “ACRES”.
 - e)** Click the “Submit” button to complete the registration.
- 6)** Your registration information will be forwarded to the ACRES Team. Once your account approval is received from EPA, you will be notified by email that your ACRES account is active and available. You will then be able to log in using the URL in your email (also listed in Step 1).

See the quick reference guide (or video) “Accessing ACRES after Registration” for detailed instructions on logging in.

ACRES HELP DESK
Acres_Help@usepa.onmicrosoft.com



ACRES *QUICK REFERENCE GUIDE*

703-284-8212 M-F, 9am-5pm EST