



How Do I Request Access to the EIS Gateway?

Introduction

The EIS has adopted an EPA service that uses a centrally managed set of User IDs. Called Web Access Management (WAM), this service allows the user of any system that adopts WAM to use a single User ID and password to access those systems. In the case of the Emissions Inventory System (EIS), users will be able to use the same User ID and password to access the EIS Gateway and to make batch submissions of data to the EPA. The WAM service is currently managed through the EPA Web Portal.

This section of the EIS Users Manual identifies the two types of users who will request access to the EIS Gateway; users outside of the EPA and EPA users. For each user type, the steps necessary to gain access to EIS are provided.

- Users outside of EPA who have never registered at the EPA Portal should start on page 2.
- Users outside of the EPA who have registered at the EPA Portal but who are not members of the Emissions Inventory System community should begin with the instructions on page 11.
- EPA users should follow the steps beginning on page 19.



Users Outside of EPA Who Have Never Registered at the EPA Portal

The following are the process steps a user outside of the EPA must follow to request access to EIS.

Step 1:

Go to the EPA's Web Portal located at <http://portal.epa.gov>. Select the option to Request Access to the EPA Portal.

Welcome to the EPA Portal

[Portal Help](#)

Login Instructions

If you have an EPA LAN account, log in using the following: User Name = your LAN id and Password = your LAN password.
If you DO NOT have an EPA LAN account you will need to request access to the Portal using the "Request Access to the EPA Portal" link below.

Login

Enter your user name and password to login.

User Name

Password

Resources for EPA business partners and affiliates.
If you do not have an EPA LAN account, please click on the appropriate link below.

[Forgot your user-id or password?](#) [Request Access to the EPA Portal](#)

Instructions for Bookmarking the Portal

You will need to bookmark <http://portal.epa.gov> to ensure that you can always reach the EPA Portal main log-in screen. Once you create the bookmark, right click on the bookmark, then click "Properties" to ensure that the URL is <http://portal.epa.gov>.

Note: If you bookmark any other URL, you may have problems in the future, reaching the EPA Portal main log-in screen.

epaAuth Need Assistance? Call the EPA Customer Support Center at 1-866-411-4EPA or email at EPACallCenter@epa.gov

[Contact Us](#) [Privacy & Security Notice](#)



Step 2:

Complete the registration information. All fields are required to be completed.

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 [Click](#)

The following information should be entered as the EPA Contact:

EPA Contact Name: Jonathan Miller

EPA Contact's Email Address: miller.jonathan@epa.gov

EPA Contact's Phone Number: (919) 541-7738

You also need to establish a password that will be used to access the EPA Portal and the EIS Gateway.



Step 3:

Select the Community you wish to join. In this case, you want to select the Emissions Inventory System from the dropdown box.

ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:
format: emailid@domain.com

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:
format: (xxx) xxx-xxxx

EPA Contact Name:

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

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

Passwords must be at least 8 characters long, contain at least one number and no spaces

Password:

Confirm Password:

Select One

Air Analysis
ARRA Inter-Agency Subcommittee Workspace (AISW) Wiki
Borders Gateway
CRSSM Docs Wiki
CRSSM Projects
Data Finder Blog
Emergency Management Portal
Emissions Inventory System
Environmental Science Connector
ER FTPS External User Registration Community
ESE Connection General Access
ESE Connection Privileged Access
Field Activity Compliance Technology (FACT) Wiki
Finding Understanding Using Environmental Indicators Blog
General Portal Access
Geospatial
GRTS OBI Reporting
Guidelines for Evaluating EPA Partnership Programs (GEEPP) Wiki
HERONet
ITGSS READ
Library Network Wiki
Local Climate Action Wiki - EPA Region 8
National Estuary Program Wiki/Blog
Septic (Decentralized) Wiki
System of Registries
Tribal Grants
Tribal Water Quality
Underground Storage Tank External User Registration
Visual Communications (VisCom) Wiki
Select One

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



Step 4:

After you've selected the Emissions Inventory System as your community, click on the "I accept the EPA Portal Privacy and Security Notice." The notice is available for you to read before checking the "I Accept" box. After you've checked the box, click on the Submit button.

Street Address:	<input type="text"/>
City:	<input type="text"/>
Country:	<input type="text"/>
State/Province/Region:	<input type="text"/>
Postal Code:	<input type="text"/>
Daytime Phone Number:	<input type="text"/>
EPA Contact Name:	<input type="text"/>
EPA Contact's Email Address: format: emailid@domainname.com	<input type="text"/>
EPA Contact's Phone Number: format: (xxx) xxx-xxxx	<input type="text"/>

Select the Community from the drop down list that is the reason for your business need to obtain Portal access. Once you gain access to the Portal you will have the ability to request access to additional Communities.

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

[Contact Us](#) [Privacy & Security Notice](#)

Step 5A:

After your request for EPA Portal access has been submitted, the EPA contact will receive an Email asking him to approve your request. When your request is approved, you will receive an Email with your User ID and password.

From: portal@epa.gov
To: jsmith@nc.rr.com
Sent: Wednesday, April 23, 2008 3:31 PM
Subject: EPA Portal General Portal Access Community access request approved

Dear John Smith:

Your request for access to the EPA Portal and the Emissions Inventory System Community has been accepted. Below is your access information:

User ID: John Smith
Password: dUdv6NOu

Once you have logged into the EPA Portal successfully, you may change your password by clicking the "Change Password" link below the banner. Passwords must be 8 or more characters long and contain at least one letter and one number or symbol (i.e. \$, 5, etc.).

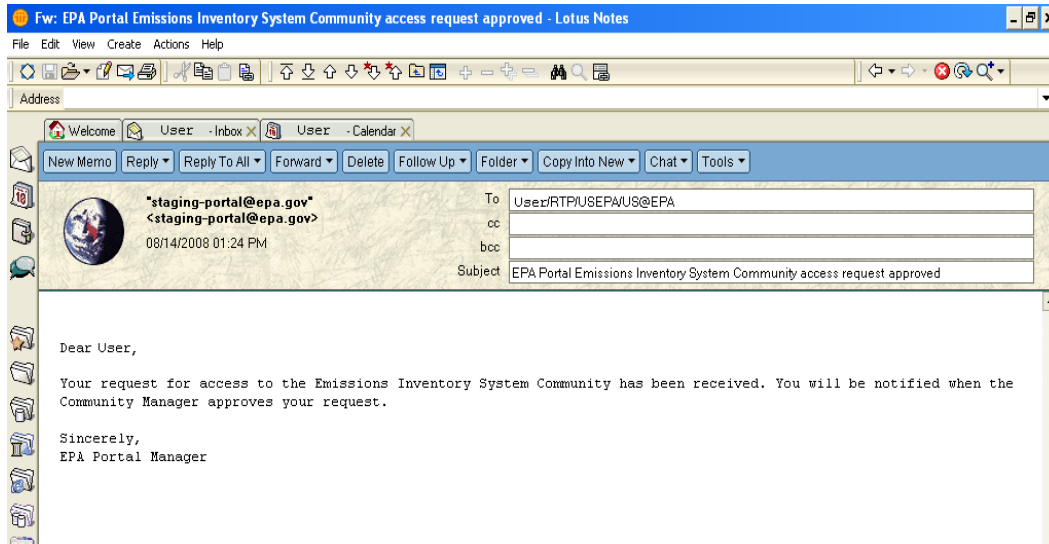
If you have any questions regarding your access please contact the EPA Customer Call Center at epacallcenter@epa.gov or 1-866-411-4EPA.

NOTE: We recommend that you change your password in the EPA Portal to something you can easily remember before requesting access to the EIS Gateway. See the section entitled "How Do I Change My Password" for step by step instructions.

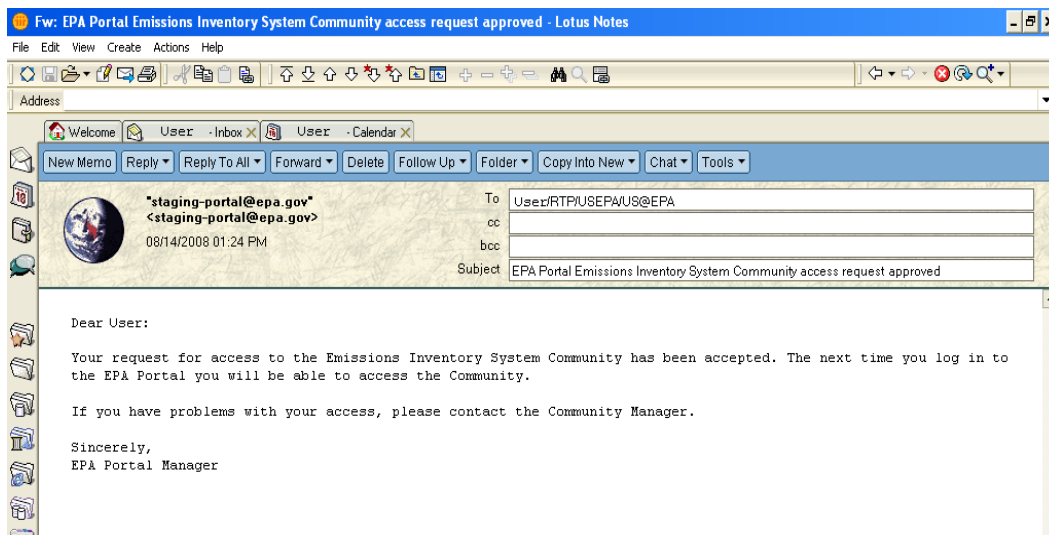


Step 5B:

You will also receive two Emails from the Emissions Inventory System community. The first will inform you that your request has been received and that you will be notified when the request has been approved.



The second Email will inform you that your request was either approved or denied.



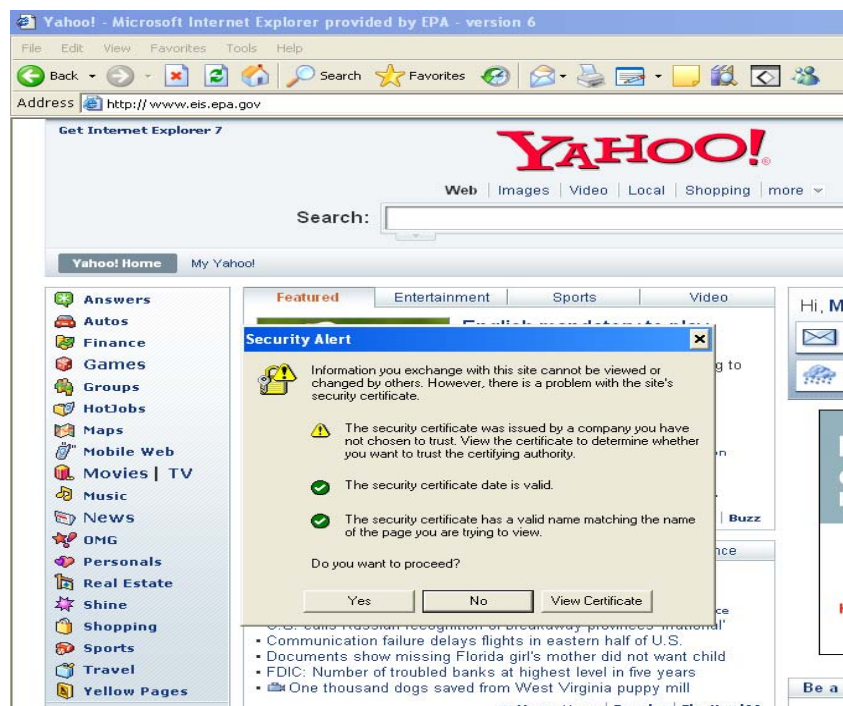
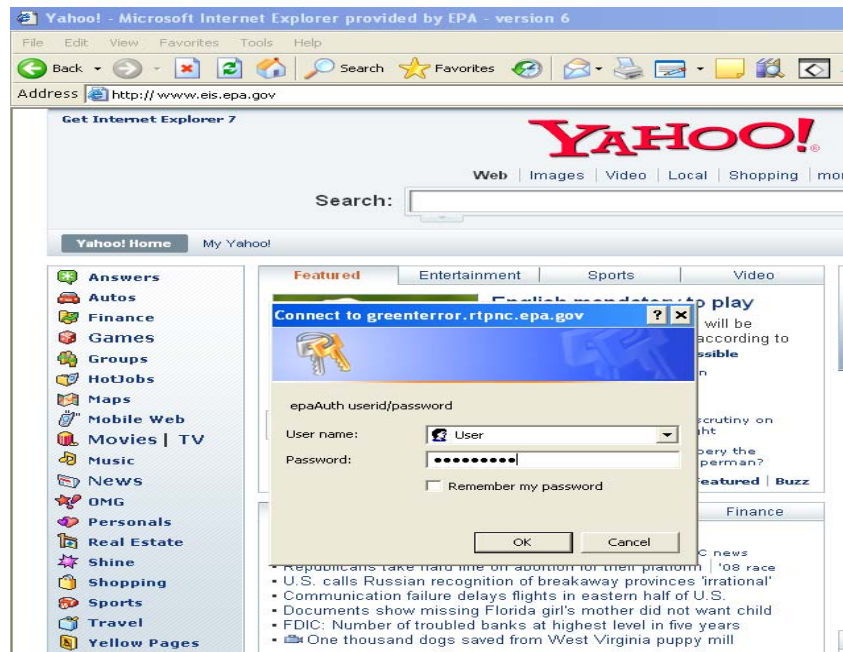
The community manager for the Emissions Inventory System community is Martin Husk, who can be reached at husk.martin@epa.gov.



Step 6:

Use your User ID and Password to log into the EIS Gateway at this site <https://eis.epa.gov/eis-system-web> to complete the registration process for the EIS Gateway.

You will be prompted to accept the security certificate and to enter your User ID and password.



Step 7:

After logging into EIS, the Account Setup page will appear. Here you will need to verify that your profile information is correct, select the name of your agency from the drop down list, indicate whether you should have write permissions your agency's data and whether you intend to submit batch data through the CDX node, and provide your supervisor's name and phone number so they can be contacted to verify your requested permissions.

Finally, you have the ability to indicate the data categories for which you are the point of contact and the data categories for which you want to receive any notifications. When you can completed all the fields, select the Save button.

Account Setup

VERIFY ACCOUNT PROFILE

Please verify your account profile and click Save to continue.

First Name:

User First Name

Middle Name:

Last Name:

User Last Name

Suffix:

E-Mail Address:

User@aol.com

Work Phone:

Cell Phone:

Mailing Address:

1122 Stafford Court

Supplemental Mailing Address:

Locality:

Eldersburg

State:

-- Select --

Postal Code:

21782

AGENCY AUTHORIZATION REQUEST

Your account does not have an active Agency Authorization. Please select an agency and submit for approval.

Agency Organization:

-- Select --

Request Write Permission:

☐

Intend to submit via CDX:

☐

Supervisor Name, Phone :

☐ Event
☐ Onroad
☐ Point
☐ Nonroad
☐ Nonpoint
☐ Facility Inventory

☐ Event
☐ Onroad
☐ Point
☐ Nonroad
☐ Nonpoint
☐ Facility Inventory

Save

Step 8:

After providing the information from the Account Setup page and selecting the Save button, the Terms and Conditions for the EIS Gateway will appear. After reading the Terms and Conditions, you must either Accept or Decline.

EIS GATEWAY TERMS AND CONDITIONS

The access and use of the EIS Gateway for the electronic submittal and maintenance of emissions inventory information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

EIS Gateway Warning Notice

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official business. Unauthorized access or use of this 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. Clicking the ACCEPT button constitutes consent to these terms.

EIS Gateway Privacy Statement

EPA will use the additional information you provide at initial access for the expressed purpose of registering for the EIS Gateway and for updating and correcting information in internal EPA databases as necessary. EPA will not make the information requested from within the EIS Gateway available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.

Choosing an EIS Gateway Password

For EIS Gateway registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).
This password will be at least eight characters long, include at least one capital letter, and contain a mix of letters and numbers.

Maintaining My EIS Gateway Password

I will be required to change my EIS Gateway password every 90 days. I will change my password in the EPA Portal. If my password expires, I agree to go to the EPA Portal to request a new password.

Protecting My EIS Gateway Password

I agree to protect my EIS Gateway password.
I will not divulge my password to any other individual and I will not store it in an unprotected location.

Actions to take if my EIS Gateway Account has been Compromised

If I have determined that my EIS Gateway account has become compromised, I agree to contact EPA as soon as possible.

Terminating my EIS Gateway Account

I agree to notify EPA within ten working days if my duties change and I no longer need to interact with the EIS Gateway on behalf of my organization. I agree to make this notification by using the Ticketing Management process. This notification will allow EPA to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

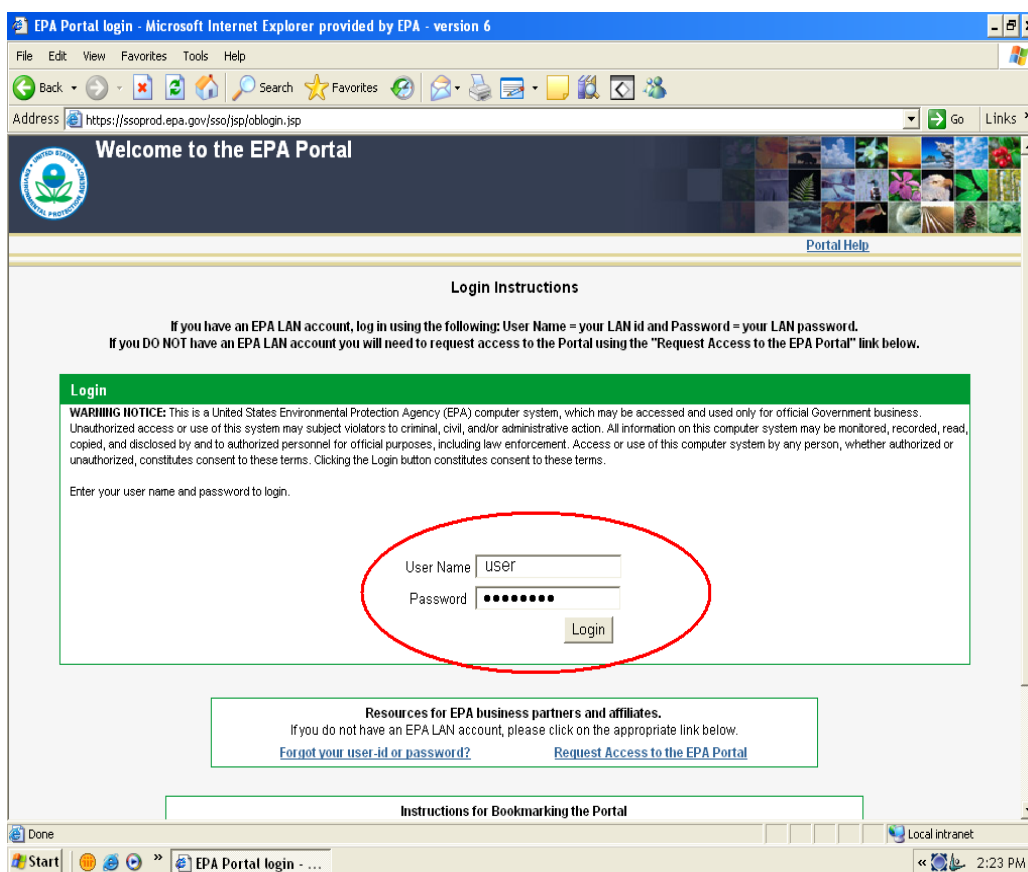
When these items have been submitted, the EIS Gateway homepage will appear on your screen. You will have the ability to access your user profile information and send a request using the Support Request functionality.

Please note that you will not be able to view any of your agency's data until your authorizations have been verified and you receive an Email from the EPA. This should not take more than one business day.

Users Outside of EPA Who Have Registered at the EPA Portal

Step 1:

Use your existing EPA Portal issued User ID and Password to log into the EPA Portal at <http://portal.epa.gov>.



EPA Portal login - Microsoft Internet Explorer provided by EPA - version 6

File Edit View Favorites Tools Help

Address <https://ssoprod.epa.gov/ssoprod/oblogin.jsp> Go Links »

Welcome to the EPA Portal

Portal Help

Login Instructions

If you have an EPA LAN account, log in using the following: User Name = your LAN id and Password = your LAN password.
If you DO NOT have an EPA LAN account you will need to request access to the Portal using the "Request Access to the EPA Portal" link below.

Login

WARNING NOTICE: This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. Unauthorized access or use of this 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. Clicking the Login button constitutes consent to these terms.

Enter your user name and password to login.

User Name


Password

Login

Resources for EPA business partners and affiliates.
If you do not have an EPA LAN account, please click on the appropriate link below.
[Forgot your user-id or password?](#) [Request Access to the EPA Portal](#)

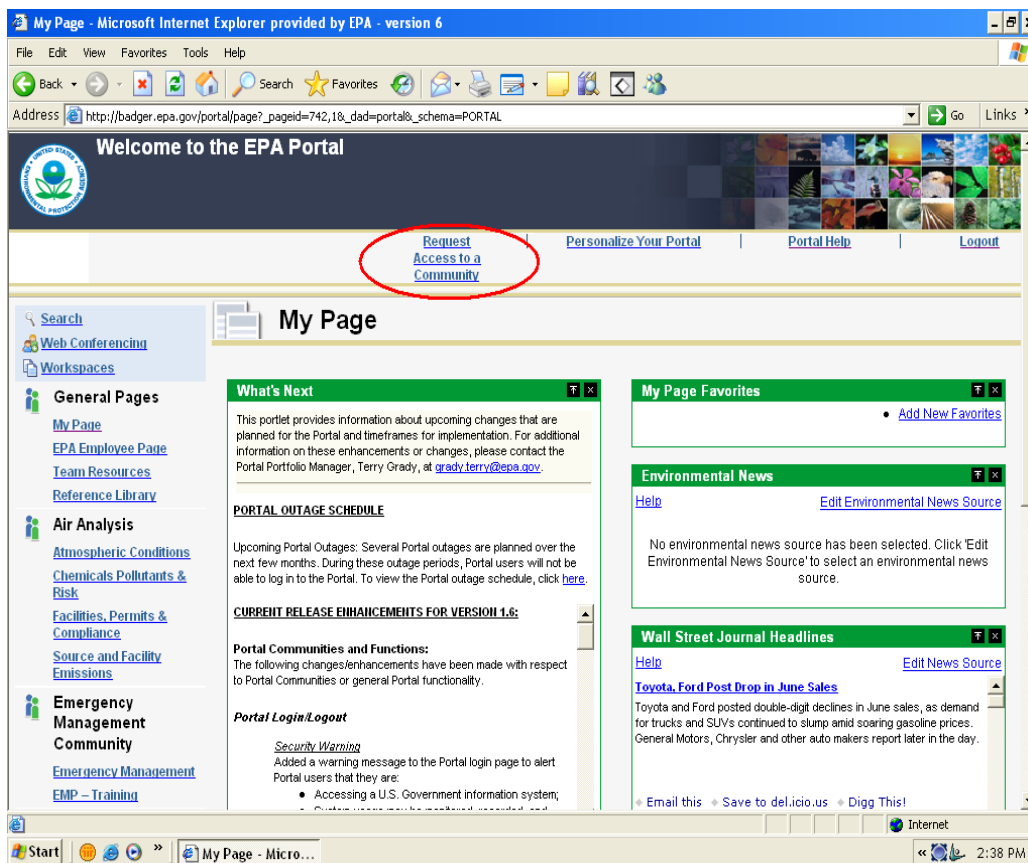
Instructions for Bookmarking the Portal

Done

Start  EPA Portal login - ... Local intranet 2:23 PM

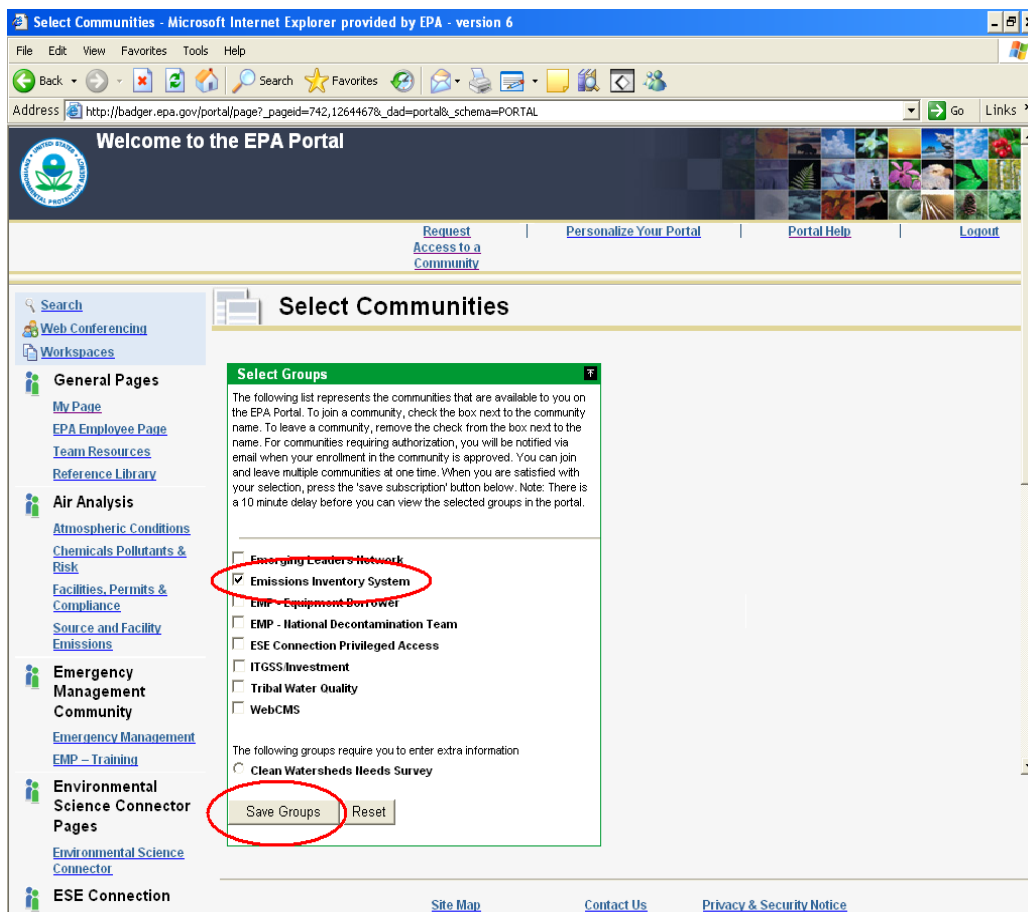
Step 2:

At the top middle of the screen, select the option to Request Access to a Community.



Step 3:

A list of the communities in the EPA Portal will appear. From the Select Groups box, click on the box next to the Emissions Inventory System and select the Save Groups button.



Select Communities - Microsoft Internet Explorer provided by EPA - version 6

File Edit View Favorites Tools Help

Address http://badger.epa.gov/portal/page?_pageid=742,1264467&_dad=portal&_schema=PORTAL Go Links »

Welcome to the EPA Portal

[Request Access to a Community](#) | [Personalize Your Portal](#) | [Portal Help](#) | [Logout](#)

Search

[Web Conferencing](#)
[Workspaces](#)

General Pages
[My Page](#)
[EPA Employee Page](#)
[Team Resources](#)
[Reference Library](#)

Air Analysis
[Atmospheric Conditions](#)
[Chemicals Pollutants & Risk](#)
[Facilities, Permits & Compliance](#)
[Source and Facility Emissions](#)

Emergency Management Community
[Emergency Management](#)
[EMP - Training](#)

Environmental Science Connector Pages
[Environmental Science Connector](#)

ESE Connection

Select Communities

Select Groups

The following list represents the communities that are available to you on the EPA Portal. To join a community, check the box next to the community name. To leave a community, remove the check from the box next to the name. For communities requiring authorization, you will be notified via email when your enrollment in the community is approved. You can join and leave multiple communities at one time. When you are satisfied with your selection, press the 'save subscription' button below. Note: There is a 10 minute delay before you can view the selected groups in the portal.

☐ ~~Emerging Leaders Network~~
☒ **Emissions Inventory System**
☐ ~~EMP - Equipment Borrower~~
☐ EMP - National Decontamination Team
☐ ESE Connection Privileged Access
☐ ITGSS Investment
☐ Tribal Water Quality
☐ WebCMS

The following groups require you to enter extra information
☐ Clean Watersheds Needs Survey

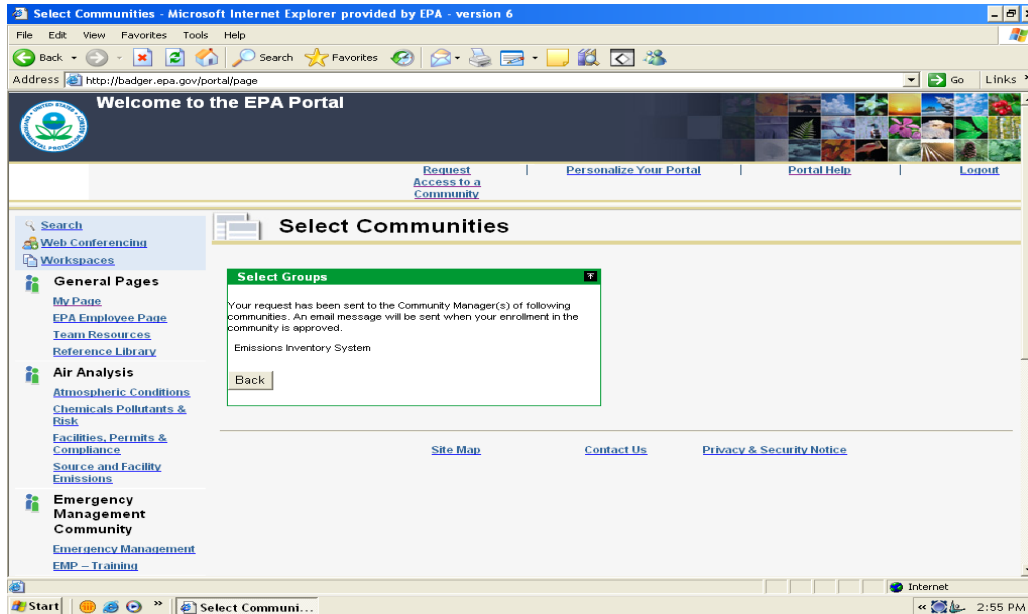
Save Groups **Reset**

[Site Map](#) | [Contact Us](#) | [Privacy & Security Notice](#)

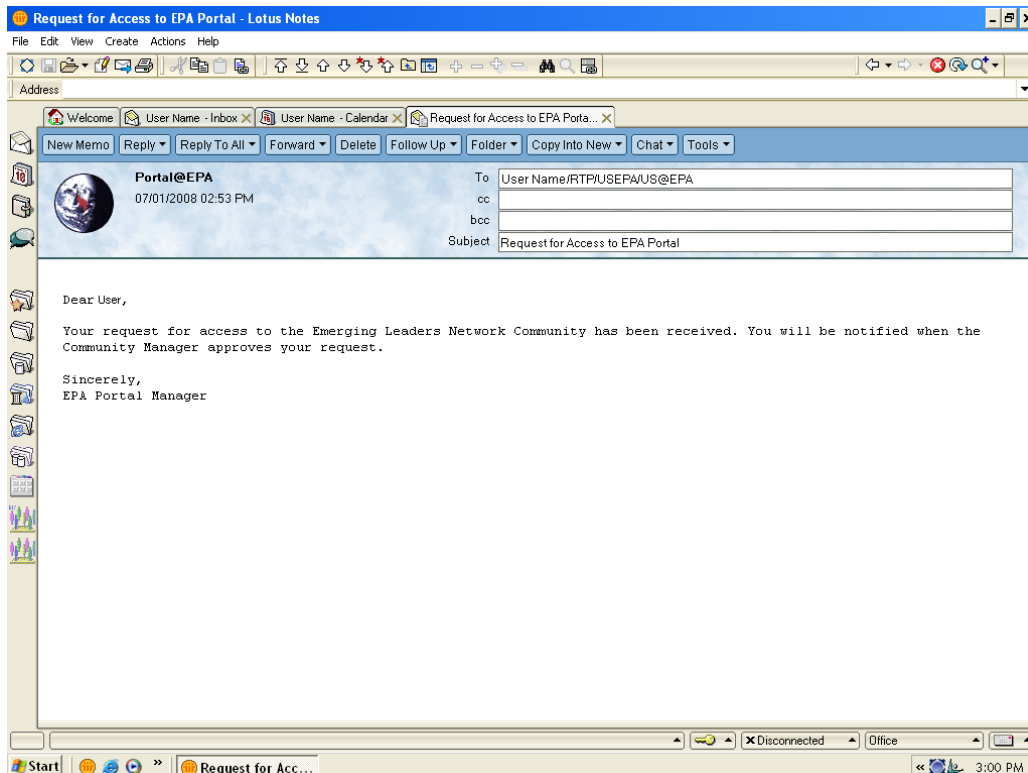


Step 4:

Once you've selected the Save Groups button, you will receive an on-screen message that your request has been sent to the community manager and that you will be notified via Email if your request has been approved. At this point you can select the Back button from within the Select Groups box and continue to work within the EPA Portal or simply logout. **NOTE: Do not use the Back button on your browser.**



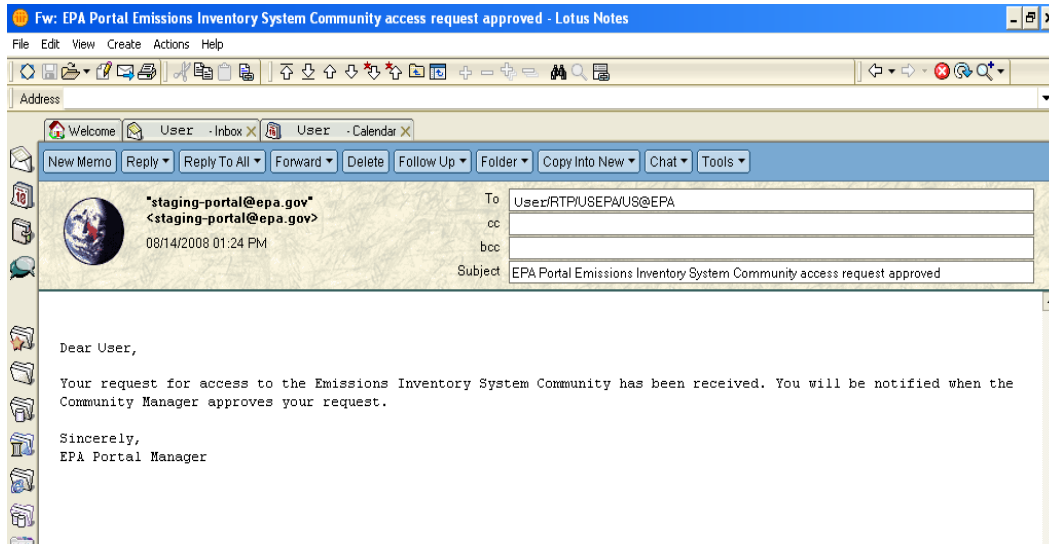
Email message from the Portal Manager.



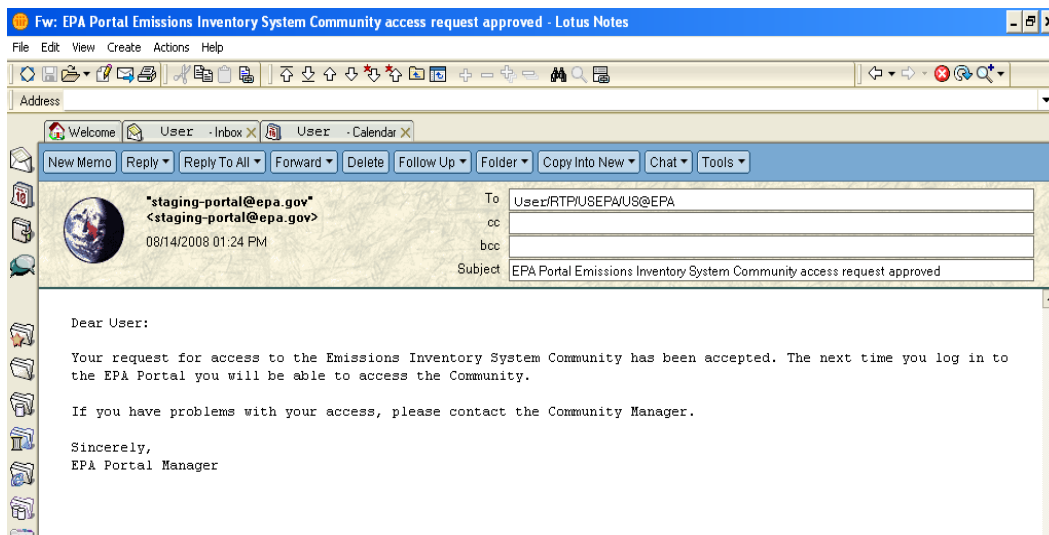


Step 5:

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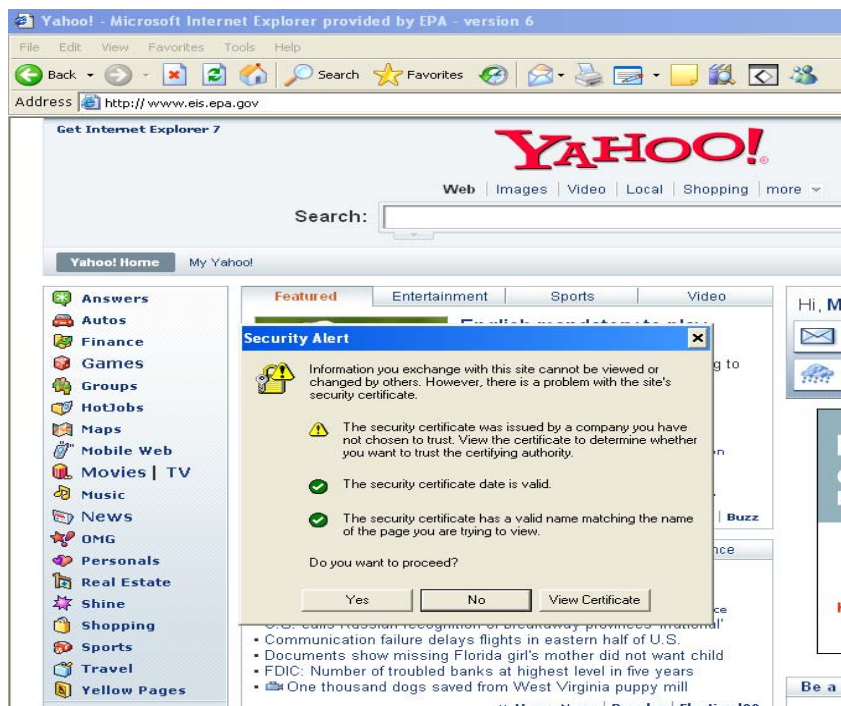
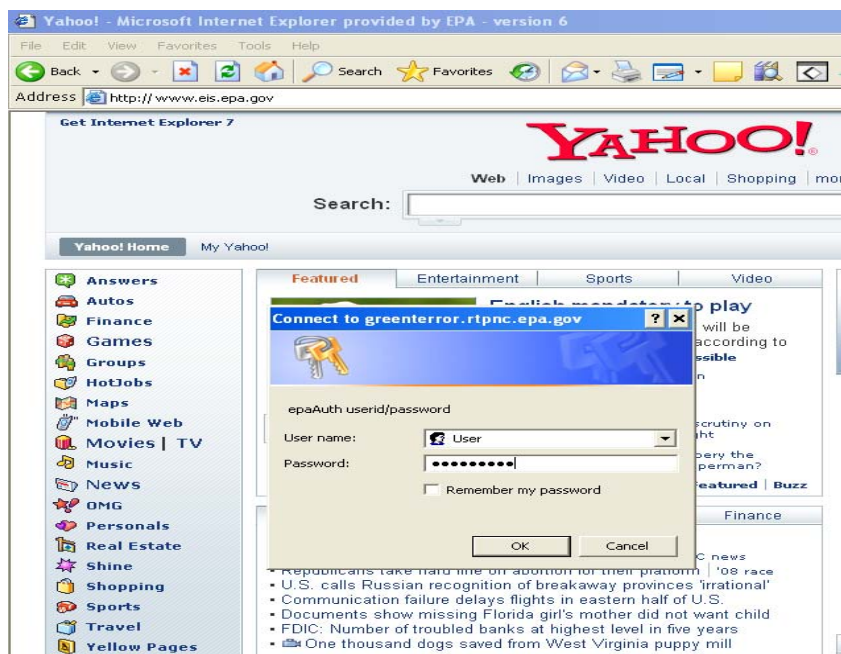
The second Email will inform you that your request was either approved or denied.



The community manager for the Emissions Inventory System community is Martin Husk, who can be reached at husk.martin@epa.gov.

Step 6:

Using your existing EPA Portal issued User ID and Password, log into the EIS Gateway at this site <https://eis.epa.gov/eis-system-web> to complete the registration process for the EIS Gateway.



Step 7:


After logging into EIS, the Account Setup page will appear. Here you will need to verify that your profile information is correct, select the name of your agency from the drop down list, indicate whether you should have write permissions your agency's data and whether you intend to submit batch data through the CDX node, and provide your supervisor's name and phone number so they can be contacted to verify your requested permissions.

Finally, you have the ability to indicate the data categories for which you are the point of contact and the data categories for which you want to receive any notifications. When you can completed all the fields, select the Save button.

Account Setup


VERIFY ACCOUNT PROFILE

Please verify your account profile and click Save to continue.

 **First Name:**


User First Name

Middle Name:

 **Last Name:**

User Last Name


Suffix:

 **E-Mail Address:**

User@aol.com


Work Phone:

Cell Phone:


 **Mailing Address:**

1122 Stafford Court


Supplemental Mailing Address:

 **Locality:**

Eldersburg

 **State:**


-- Select --

 **Postal Code:**

21782

AGENCY AUTHORIZATION REQUEST

Your account does not have an active Agency Authorization. Please select an agency and submit for approval.

 **Agency Organization:**

-- Select --

Request Write Permission:

☐

Intend to submit via CDX:

☐

Supervisor Name, Phone :

Step 8:

After providing the information from the Account Setup page and selecting the Save button, the Terms and Conditions for the EIS Gateway will appear. After reading the Terms and Conditions, you must either Accept or Decline.

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I have reviewed these terms and conditions.

When these items have been submitted, the EIS Gateway homepage will appear on your screen. You will have the ability to access your user profile information and send a request using the Support Request functionality.

Please note that you will not be able to view any of your agency's data until your authorizations have been verified and you receive an Email from the EPA. This should not take more than one business day.



EPA Users

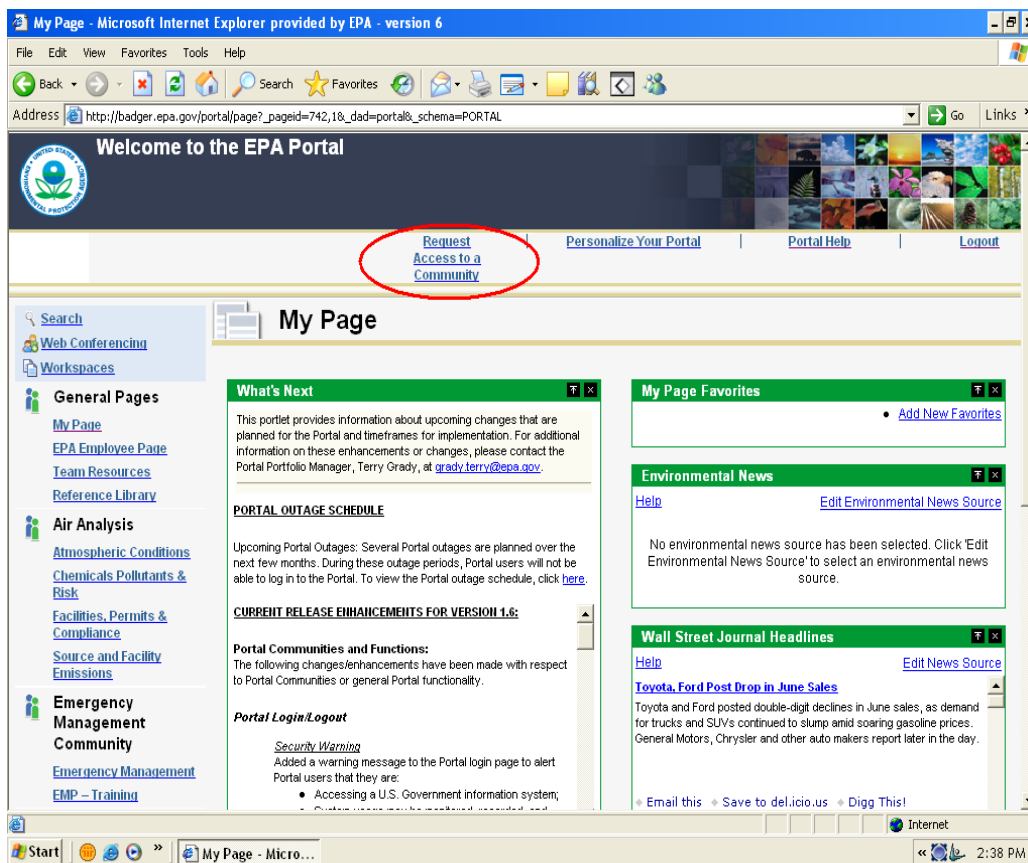
If you have an “epa.gov” email and an EPA LAN account, your process is slightly different than an outside user of EIS.

Step 1:

Use your existing LAN User ID and Password to log into the EPA Portal at <http://portal.epa.gov>.

Step 2:

At the top middle of the screen, select the option to Request Access to a Community.





Step 3:

A list of the communities in the EPA Portal will appear. From the Select Groups box, click on the box next to the Emissions Inventory System and select the Save Groups button.

Select Communities - Microsoft Internet Explorer provided by EPA - version 6

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Go Links

Address http://badger.epa.gov/portal/page?_pageid=742,1264467&_dad=portal&_schema=PORTAL

Welcome to the EPA Portal

Request Access to a Community | Personalize Your Portal | Portal Help | Logout

Search Web Conferencing Workspaces

General Pages
My Page
EPA Employee Page
Team Resources
Reference Library

Air Analysis
Atmospheric Conditions
Chemicals Pollutants & Risk
Facilities, Permits & Compliance
Source and Facility Emissions

Emergency Management Community
Emergency Management
EMP - Training

Environmental Science Connector Pages
Environmental Science Connector

ESE Connection

Select Communities

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☐ Clean Watersheds Needs Survey

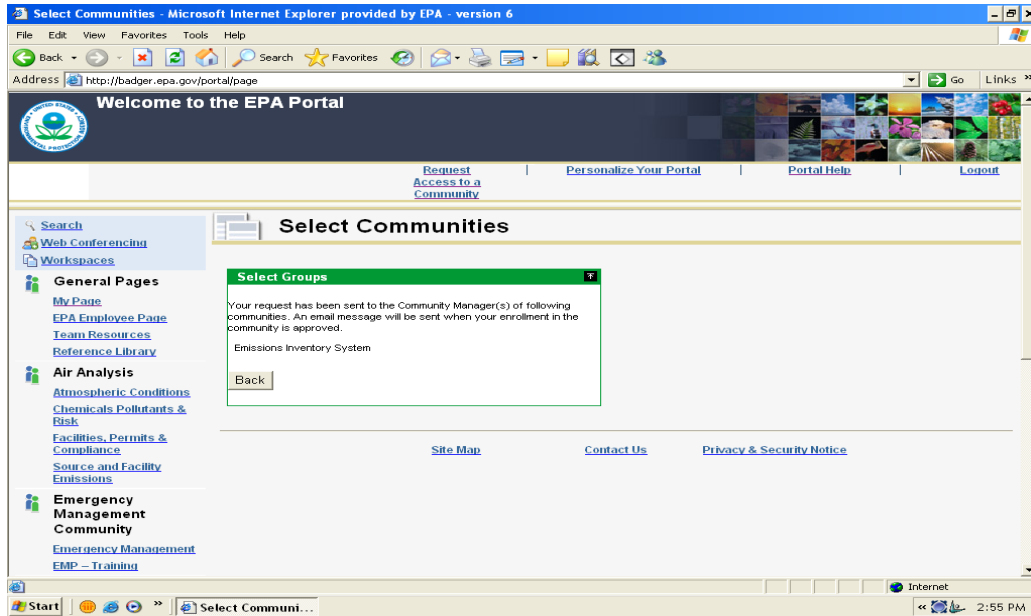
Save Groups Reset

Site Map Contact Us Privacy & Security Notice

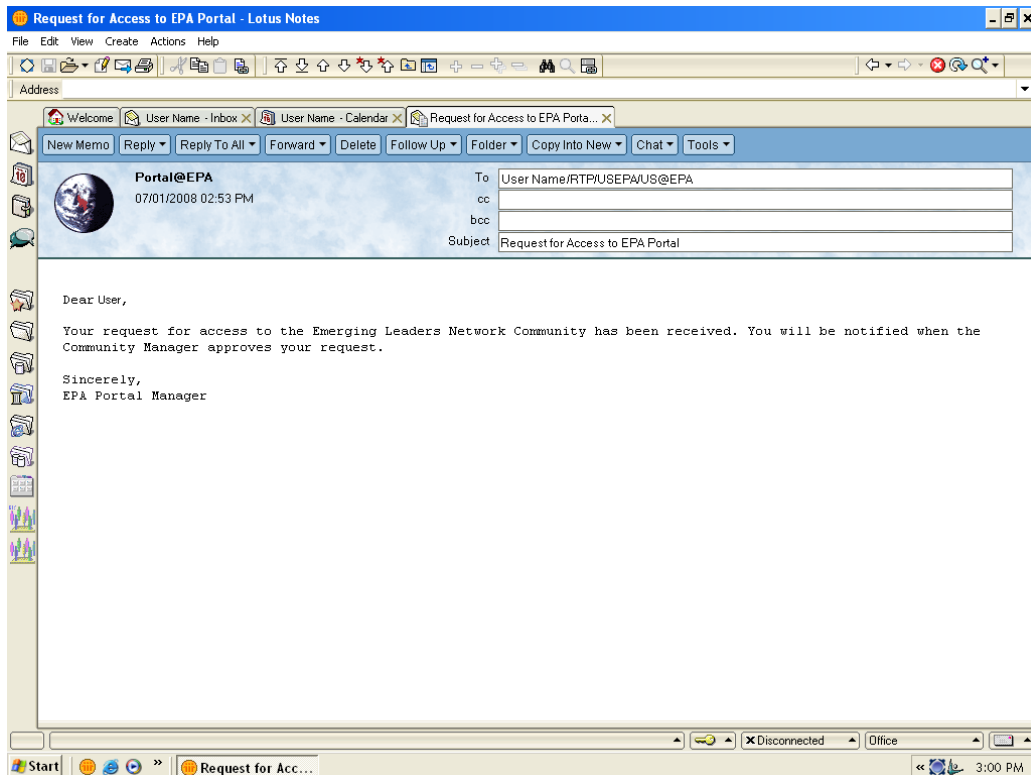


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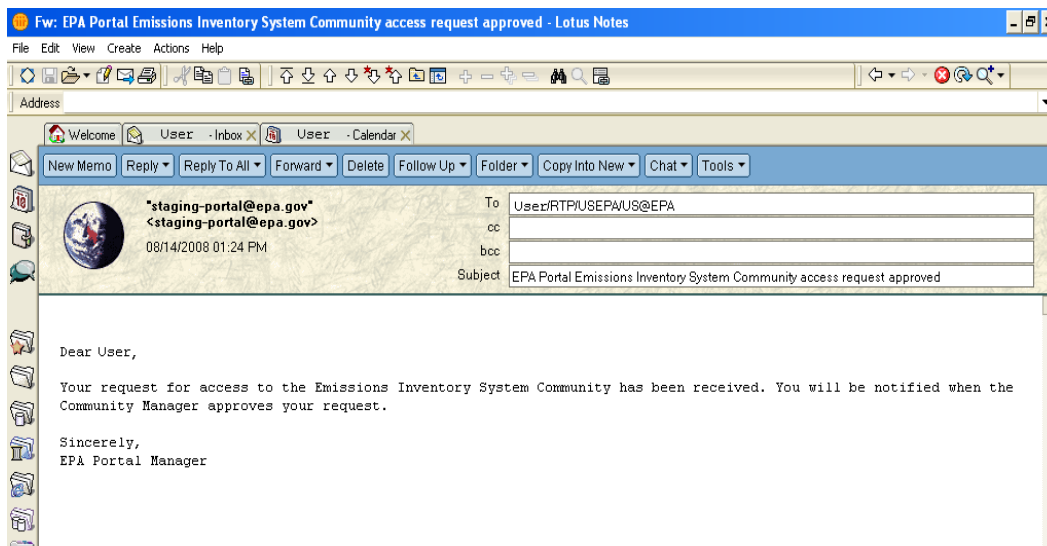


Email message from the Portal Manager.

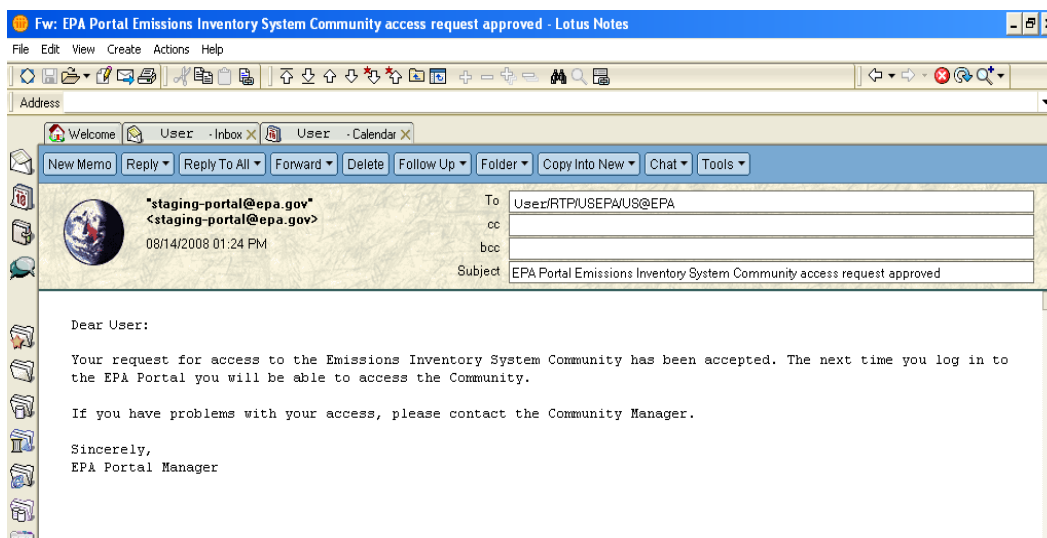


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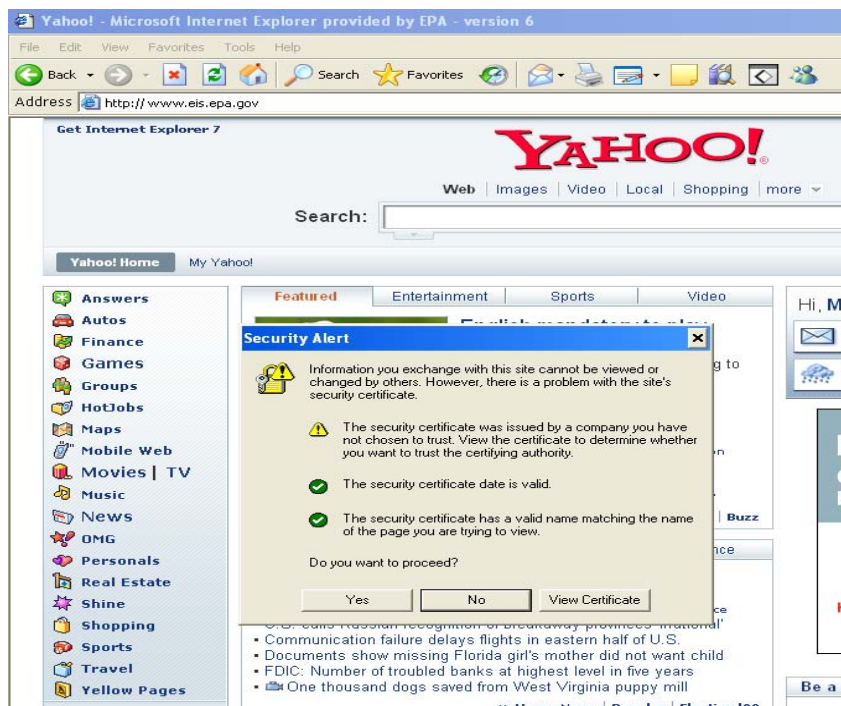
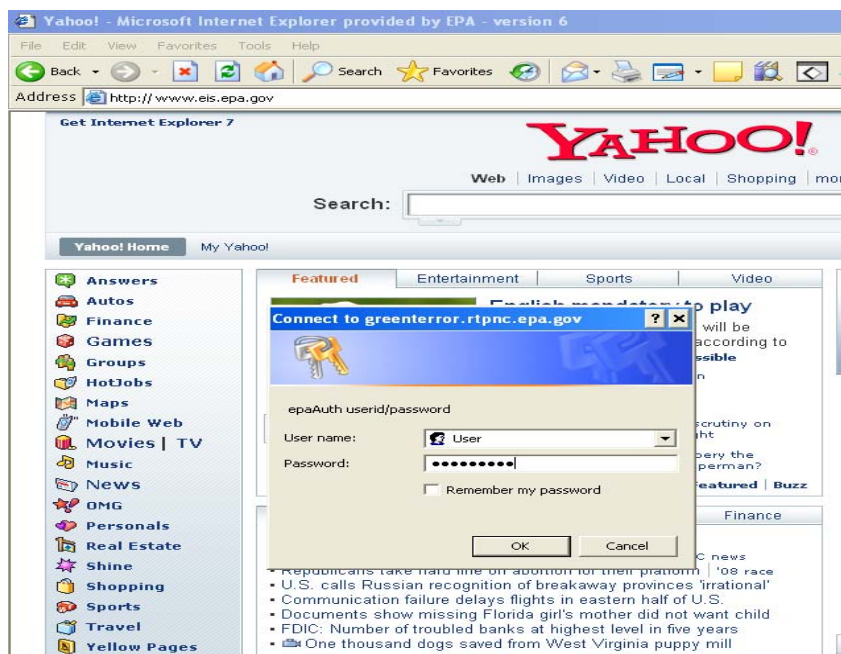
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Step 7:

You will be prompted to verify your profile information and to select your EPA agency.

NOTE: YOU DO NOT NEED TO PROVIDE ANY OF THE REMAINING INFORMATION IN THE AGENCY AUTHORIZATION REQUEST.

Once you've selected the agency type, select the Save button.

Account Setup

VERIFY ACCOUNT PROFILE

Please verify your account profile and click Save to continue.

First Name: User First Name
 Middle Name:
 Last Name: User Last Name
 Suffix:
 E-Mail Address: User@aol.com
 Work Phone:
 Cell Phone:
 Mailing Address: 1122 Stafford Court
 Supplemental Mailing Address:
 Locality: Eldersburg
 State: -- Select --
 Postal Code: 21782

AGENCY AUTHORIZATION REQUEST

Your account does not have an active Agency Authorization. Please select an agency and submit for approval.

Agency Organization: -- Select --
☐ Request Write Permission:
☐ Intend to submit via CDX:
 Supervisor Name, Phone:

NOTIFICATION PREFERENCES

Edit Point of Contact (and Notification) Data Categories:

☐ Event ☐ Onroad ☐ Point ☐ Nonroad ☐ Nonpoint ☐ Facility Inventory

Edit Notification Only Data Categories:

☐ Event ☐ Onroad ☐ Point ☐ Nonroad ☐ Nonpoint ☐ Facility Inventory

Save

Step 8:

After providing the information from the Account Setup page and selecting the Save button, the Terms and Conditions for the EIS Gateway will appear. After reading the Terms and Conditions, you must either Accept or Decline.

EIS GATEWAY TERMS AND CONDITIONS

The access and use of the EIS Gateway for the electronic submittal and maintenance of emissions inventory information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

EIS Gateway Warning Notice

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official business. Unauthorized access or use of this 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. Clicking the ACCEPT button constitutes consent to these terms.

EIS Gateway Privacy Statement

EPA will use the additional information you provide at initial access for the expressed purpose of registering for the EIS Gateway and for updating and correcting information in internal EPA databases as necessary. EPA will not make the information requested from within the EIS Gateway available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.

Choosing an EIS Gateway Password

For EIS Gateway registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).
This password will be at least eight characters long, include at least one capital letter, and contain a mix of letters and numbers.

Maintaining My EIS Gateway Password

I will be required to change my EIS Gateway password every 90 days. I will change my password in the EPA Portal. If my password expires, I agree to go to the EPA Portal to request a new password.

Protecting My EIS Gateway Password

I agree to protect my EIS Gateway password.
I will not divulge my password to any other individual and I will not store it in an unprotected location.

Actions to take if my EIS Gateway Account has been Compromised

If I have determined that my EIS Gateway account has become compromised, I agree to contact EPA as soon as possible.

Terminating my EIS Gateway Account

I agree to notify EPA within ten working days if my duties change and I no longer need to interact with the EIS Gateway on behalf of my organization. I agree to make this notification by using the Ticketing Management process. This notification will allow EPA to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

When these items have been submitted, the EIS Gateway homepage will appear on your screen. You will have the ability to access your user profile information and send a request using the Support Request functionality.

Please note that you will not be able to view any data until your access has been verified and you receive an Email from the EPA. This should not take more than one business day.