



## Setting Email Preferences

ACRES can automatically generate email reminders and notifications, depending on how you set your email preferences on your ACRES user account. Personalizing the settings can be very useful for obtaining notification when you're assigned a new work package, when your work packages have been approved, or even when your submitted work packages have been in the same status for more than a number of days that YOU specify. ACRES also lets you choose how often you receive the emails. As long as you are an active ACRES user, you may change your email notification selections at any time.

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. From your ACRES Home screen, click "My Preferences" in the top right corner or "[Update My Email Preferences](#)" under Quick Links to the left.

**ACRES** ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

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HOME FIND PROPERTY **My Preferences** Feedback Contact Us

**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 128(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>



3. Confirm the email address for which you are setting preferences. This is the address at which you will receive ACRES notifications. To change this email address, click "[Change](#)," and enter the new email address.

**Note:** Changing the email address in My Preferences will change the contact email address associated with your ACRES account.

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome ACRES Test CAR  
Version 4.01.120 [Release Notes](#)  
02/18/2013  
[Logout](#)

HOME FIND PROPERTY My Preferences | Feedback | Contact Us

<< Previous Page

**My Preferences**

Email:  
acres\_help@epa.gov [Change](#)

4. There are two email notifications that you will automatically receive (these can not be changed):
  - a. *If a work package I submitted has been returned for clarification* – this will notify you if a work package you submitted to EPA for Regional Review was returned to you for further clarification and editing.
  - b. *If a work package I am editing has been in the same status for more than 30 days* – this will notify you if you have started a work package, but have not yet submitted the work package to EPA for Regional Review.
5. You can select additional types of email notifications that you are interested in receiving by checking the appropriate boxes. To unselect a notification, click the check box a second time.

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome ACRES Test CAR  
Version 4.01.120 [Release Notes](#)  
02/18/2013  
[Logout](#)

HOME FIND PROPERTY My Preferences | Feedback | Contact Us

<< Previous Page

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**You will receive an email when the following occurs:**  
If a work package I submitted has been returned for clarification  
If a work package I am editing has been in the same status for more than 30 days

**You may elect to receive an email when the following occurs:**

- ☐ If I am assigned a new cooperative agreement or work package
- ☐ If a work package I submitted has been in the same status for more than 30 days
- ☐ If a work package I submitted has been approved
- ☐ A quarterly email with statuses and last updated dates for my properties
- ☐ Release Notes

These email notifications will provide:

- a. *If I am assigned a new cooperative agreement or work package* – this will notify you if a work package that someone else started has been assigned to your user account for editing, and if you have been designated as the Cooperative Agreement Recipient contact for a Cooperative Agreement.



- b. *If a work package I am editing has been in the same status for more than XX days* – this will notify you if you have started a work package, but have not yet submitted the work package to EPA for Regional Review. This can serve as a reminder tool, and you can select the number of days at which to receive the reminder. The number of days is set at 30 as a default. You can enter a minimum of one day or a maximum of 120 days.
  - c. *If a work package I submitted has been approved* – this will notify you when a work package you submitted has been approved at National Program Review, the final step in the workflow. The data will be final in ACRES the day after the work package is approved at National Program Review. This also lets you know that you can start a new work package for that same property.
  - d. *A quarterly email with statuses and last updated dates for my properties* – this will provide you with a quarterly summary of the current status and last updated date for all the properties with which your account is associated.
  - e. *Release notes* – this will notify you of any updates to ACRES and the features that were changed or added.
6. Select how often you would like to receive the notifications by clicking the appropriate option:

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome ACRES Test CAR  
Version 4.01.120 [Release Notes](#)  
02/18/2013  
[Logout](#)

HOME FIND PROPERTY My Preferences | Feedback Contact Us

<< Previous Page

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**Please send my email:**  
☐ Whenever my selections above occur  
☐ In a daily summary email  
☒ In a weekly summary email  
☐ In a monthly summary email

[Save My Preferences](#) [Cancel Changes](#)

The following options are available:

- a. *Whenever my selections above occur*
- b. *In a daily summary email*
- c. *In a weekly summary email*
- d. *In a monthly summary email*



# ACRES QUICK REFERENCE GUIDE

7. In order to activate your selections, click the “Save My Preferences” button at the bottom of the screen. If you decide not to keep your changes, click “[Cancel Changes](#)” at the bottom of the screen and your changes will be discarded.

**ACRES** ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome ACRES Test CAR  
Version 4.01.120 [Release Notes](#)  
02/18/2013  
[Logout](#)

HOME FIND PROPERTY My Preferences | Feedback | Contact Us

<< Previous Page

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**Save My Preferences** [Cancel Changes](#)

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