

Associating a Cooperative Agreement to Your Account

In ACRES, you are allowed to associate yourself with as many Cooperative Agreements (CAs), as needed. Multiple users can be associated to a single CA, as there are no limitations to User-CA associations.

This reference guide will show you how to associate a CA to your account in ACRES.

Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL:

<https://acres6.epa.gov>

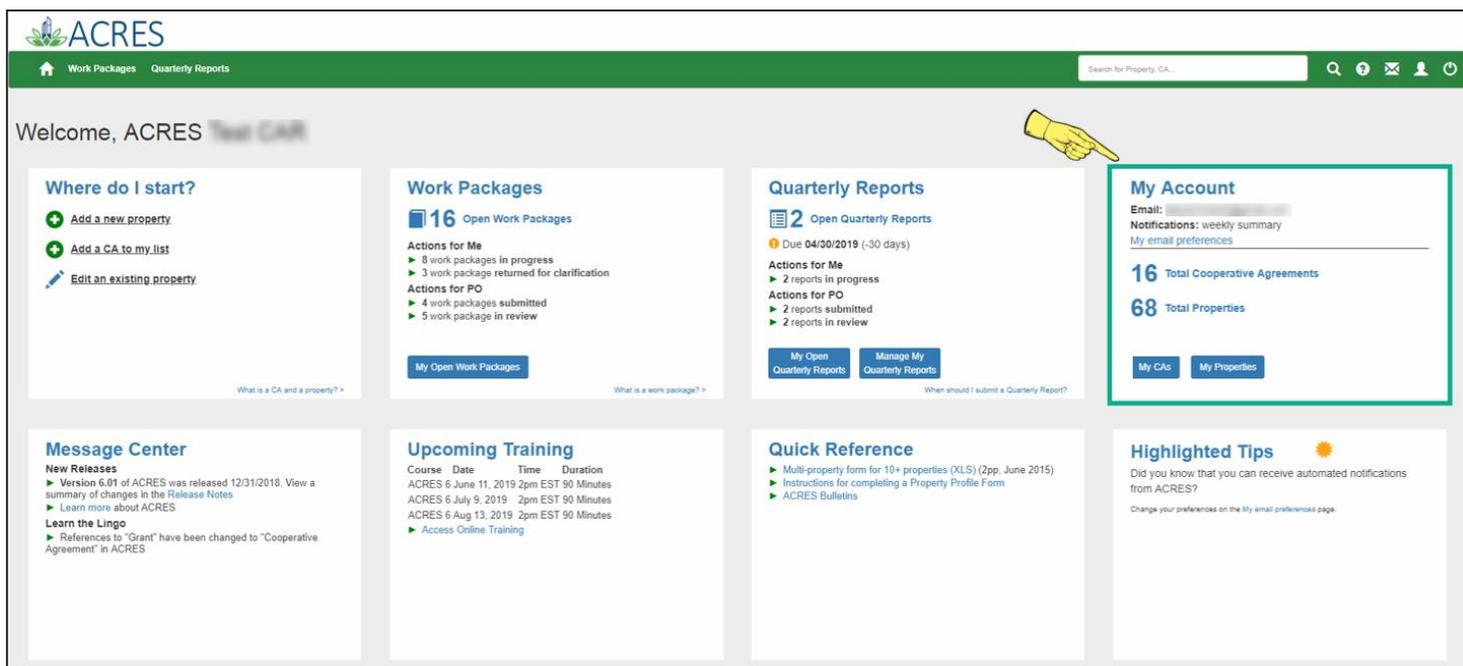
1. Enter your ACRES **User ID**.
2. Enter your ACRES **Password**.
3. Select **Login**.



NOTE: Your ACRES **User ID** and **Password** are what you set during the EPA registration process.

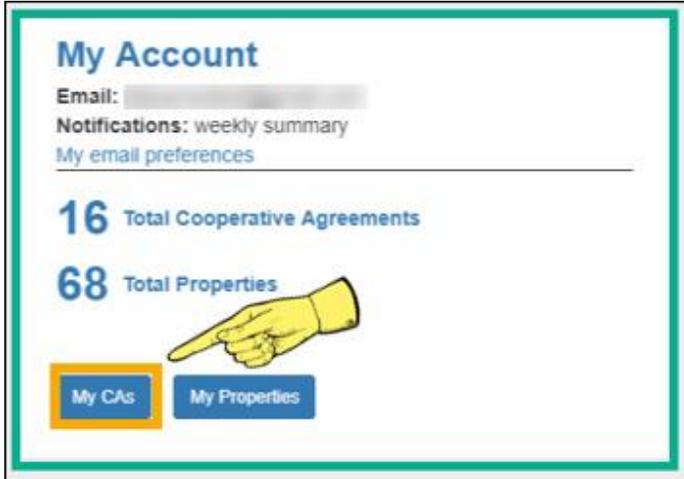
Accessing My CAs

1. On your ACRES Homepage, go to your **My Account** card.

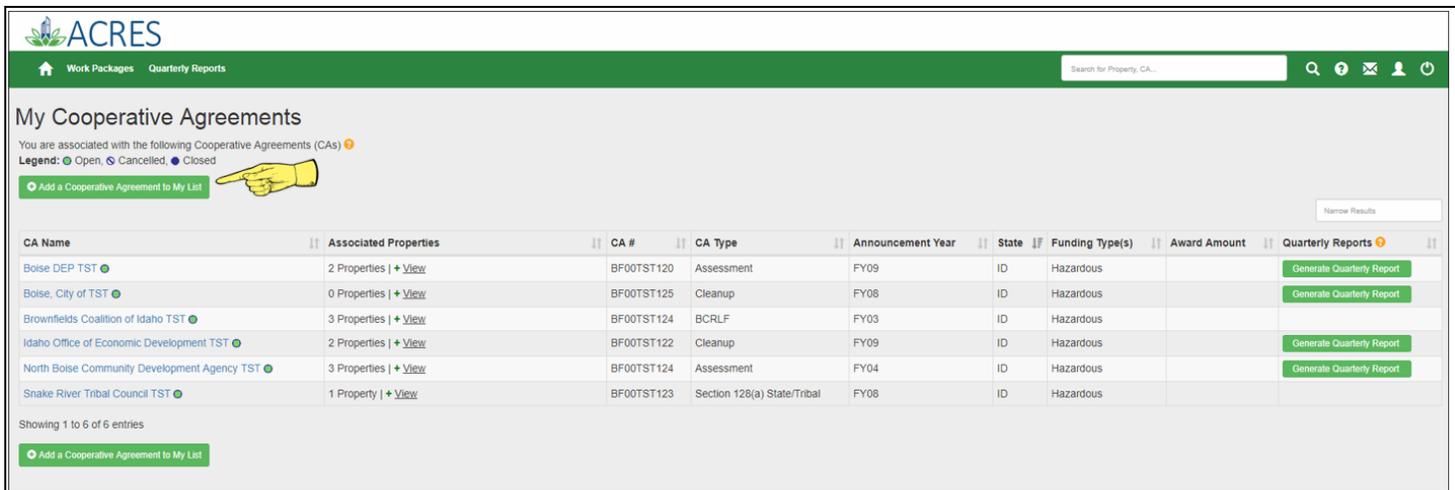


The screenshot shows the ACRES homepage dashboard. The 'My Account' card is highlighted with a green border and a yellow hand icon pointing to it. The dashboard includes sections for 'Where do I start?', 'Work Packages', 'Quarterly Reports', 'Message Center', 'Upcoming Training', 'Quick Reference', and 'Highlighted Tips'.

- On your **My Account** card, select the **My CAs** button to access all of your associated Cooperative Agreements.



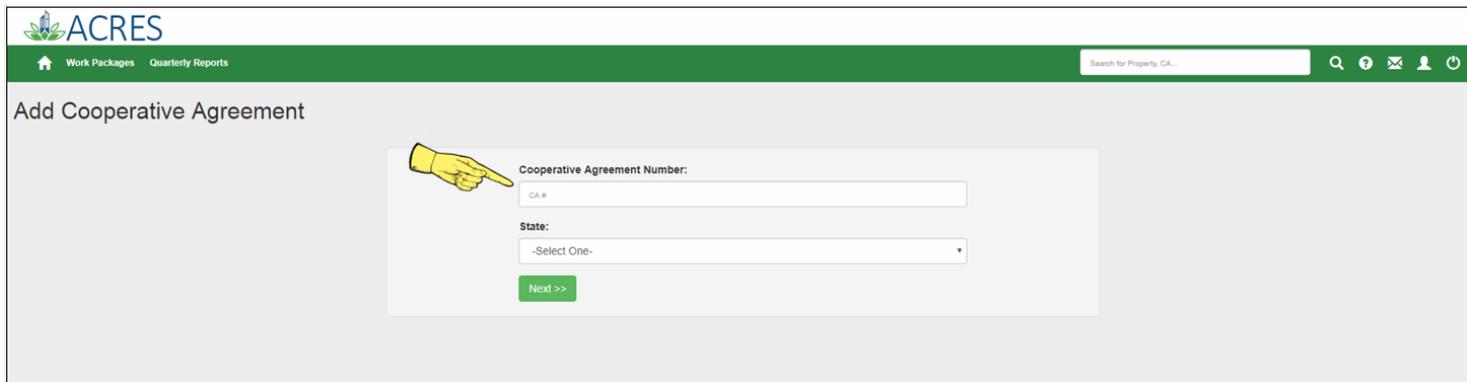
- On the **My Cooperative Agreements** screen (below), Select the **+Add a Cooperative Agreement to My List** button, at the top or bottom of the screen.



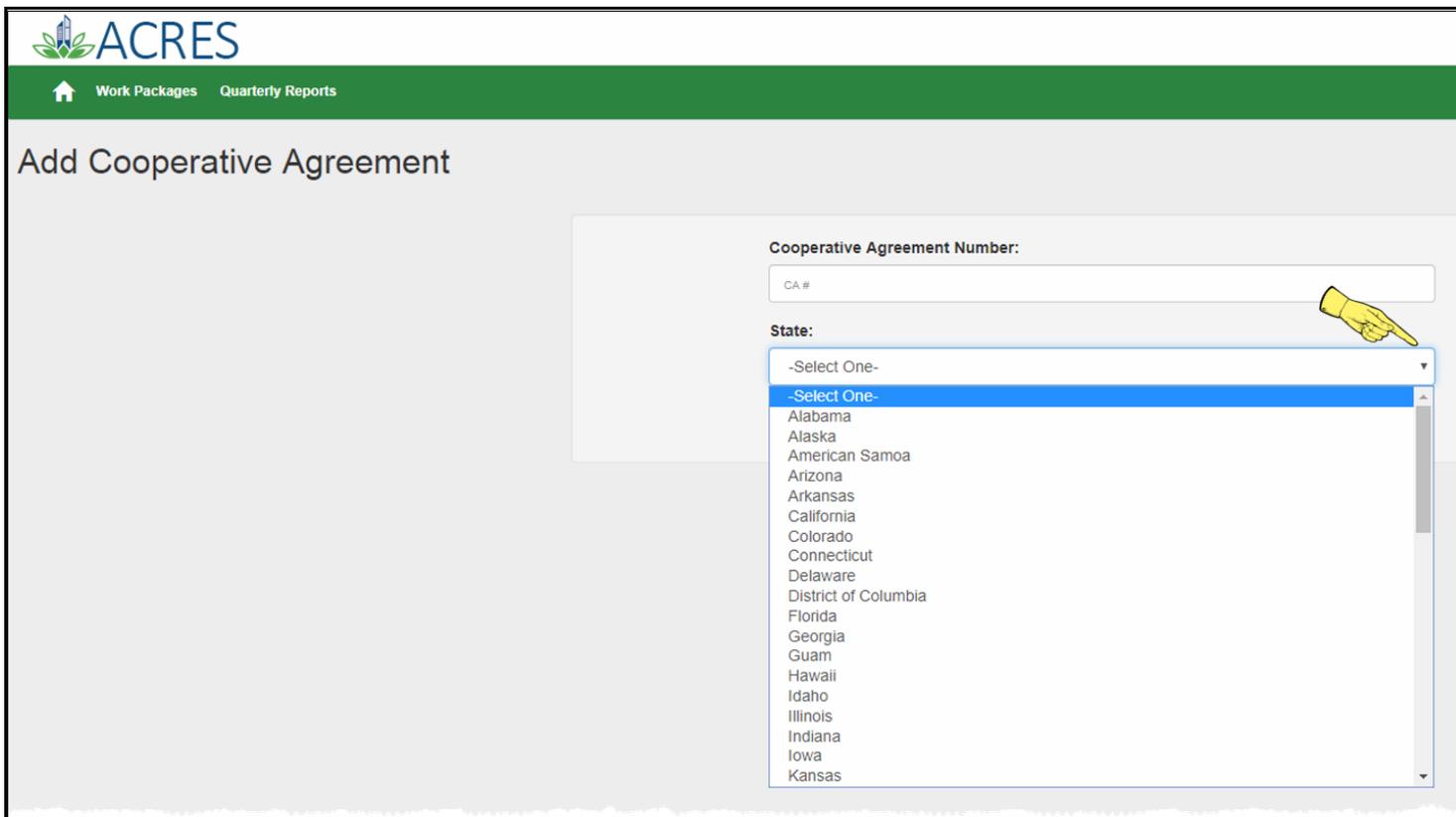
- On the **Add Cooperative Agreement** screen (below), enter the CA# in the **Cooperative Agreement Number** field.



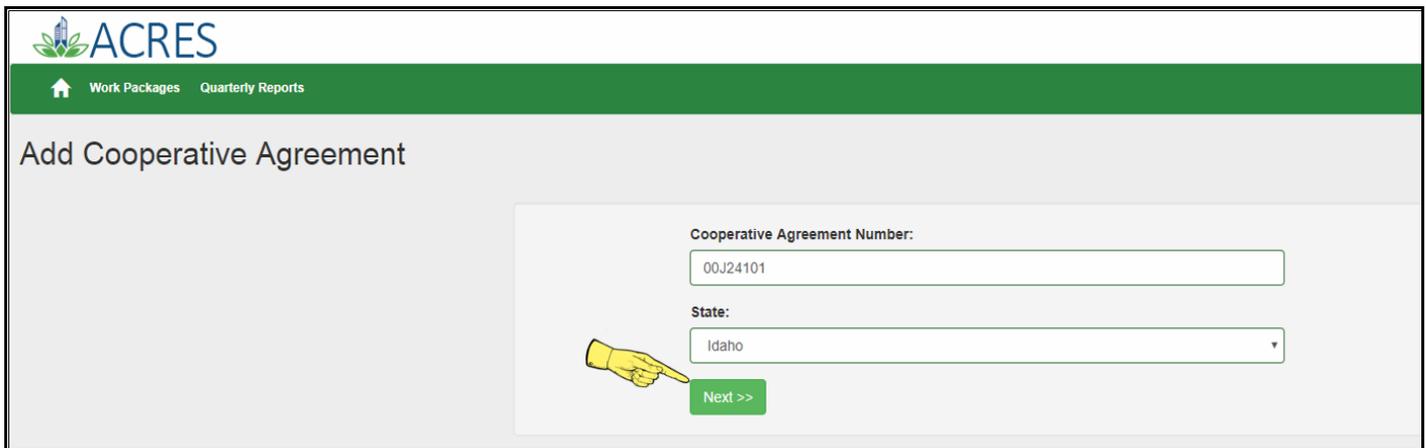
NOTE: Enter the CA# *without* any prefixes or extensions. Only enter the eight-digit Agreement number.



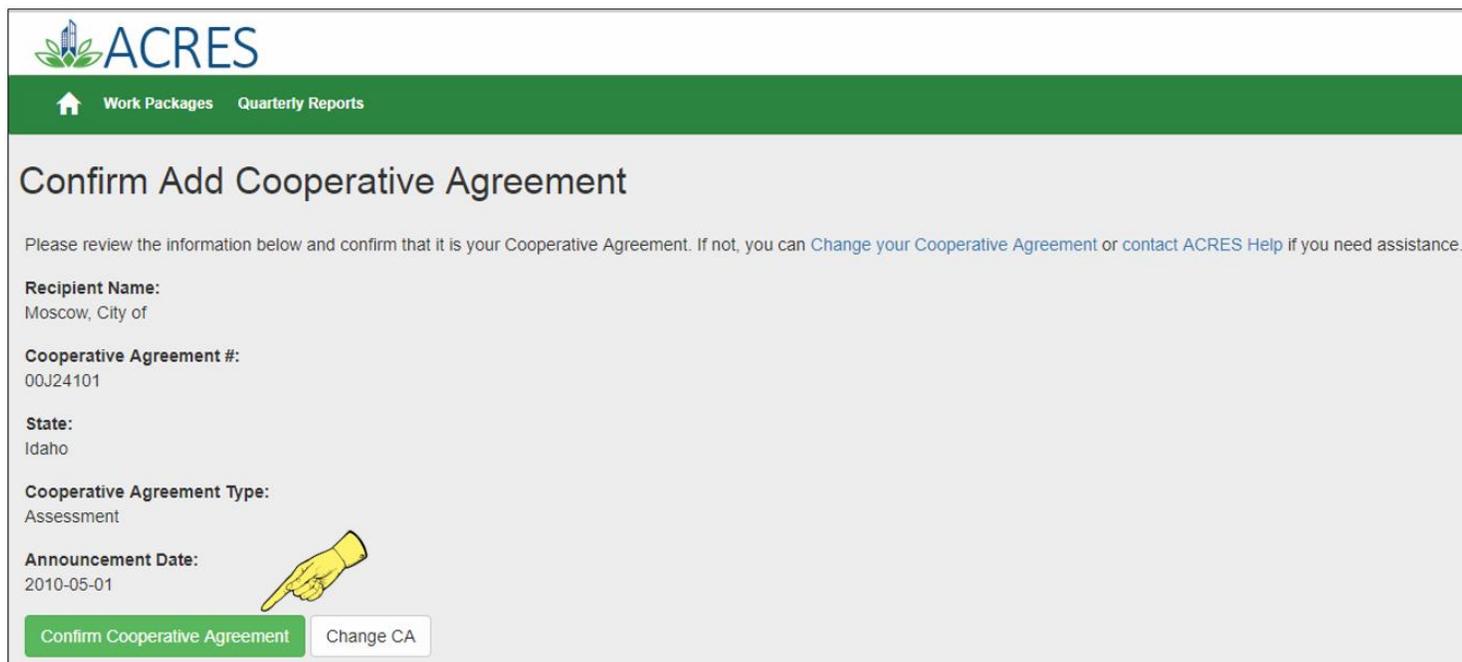
5. In the **State** field, click the dropdown menu to select the state of the CA.



- Once the **CA#** is entered and the **State** is selected, click the **Next>>** button.

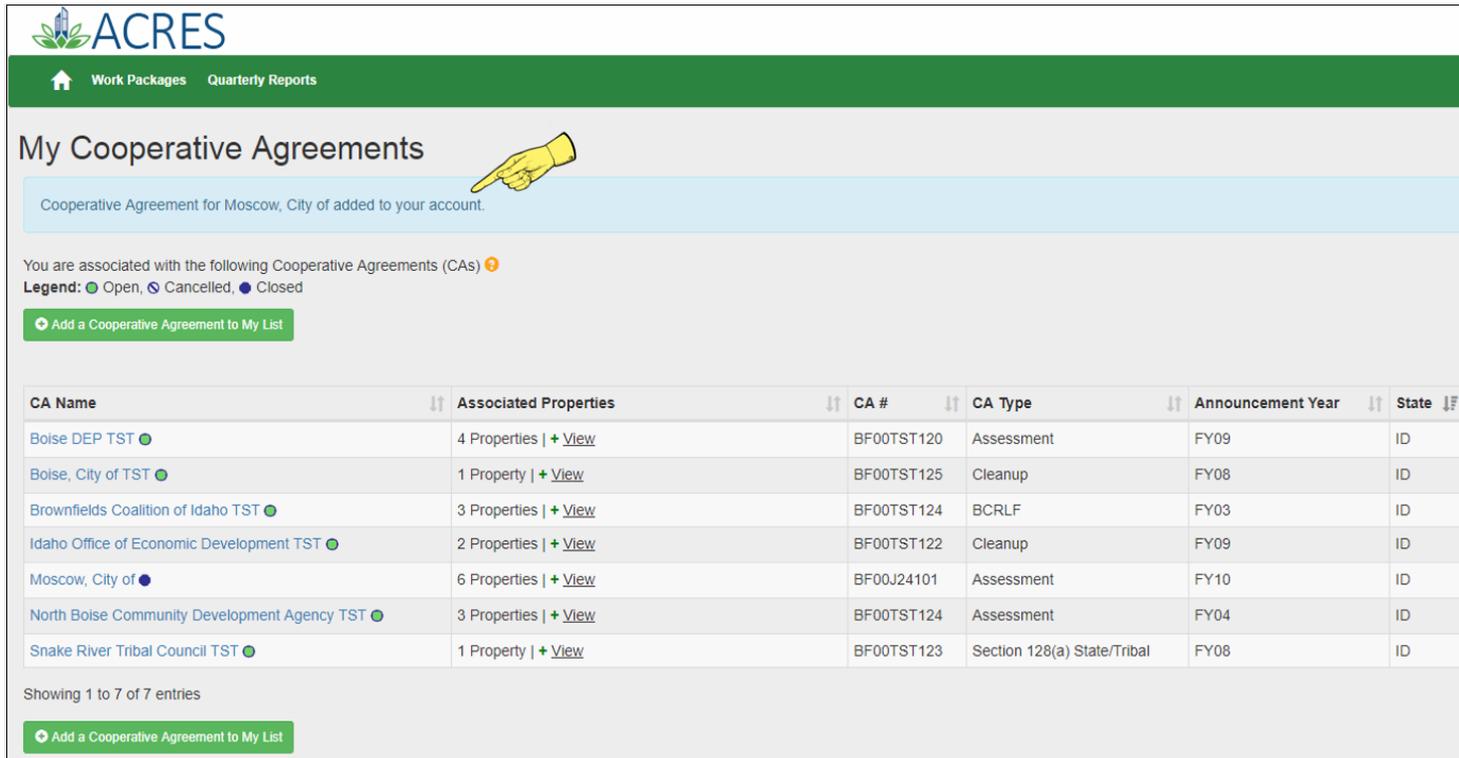


- On the **Confirm Add Cooperative Agreement** screen, review all of the information for the CA to ensure it is correct, then select the **Confirm Cooperative Agreement** button.



- A message displays on your **My Cooperative Agreements** screen to indicate the new agreement is now added to your account.

You will have access to the newly added CA.



My Cooperative Agreements

Cooperative Agreement for Moscow, City of added to your account.

You are associated with the following Cooperative Agreements (CAs)

Legend: ● Open, ● Cancelled, ● Closed

[Add a Cooperative Agreement to My List](#)

CA Name	Associated Properties	CA #	CA Type	Announcement Year	State
Boise DEP TST ●	4 Properties + View	BF00TST120	Assessment	FY09	ID
Boise, City of TST ●	1 Property + View	BF00TST125	Cleanup	FY08	ID
Brownfields Coalition of Idaho TST ●	3 Properties + View	BF00TST124	BCRLF	FY03	ID
Idaho Office of Economic Development TST ●	2 Properties + View	BF00TST122	Cleanup	FY09	ID
Moscow, City of ●	6 Properties + View	BF00J24101	Assessment	FY10	ID
North Boise Community Development Agency TST ●	3 Properties + View	BF00TST124	Assessment	FY04	ID
Snake River Tribal Council TST ●	1 Property + View	BF00TST123	Section 128(a) State/Tribal	FY08	ID

Showing 1 to 7 of 7 entries

[Add a Cooperative Agreement to My List](#)

<u>ACRES Help Desk</u>	
Email	Acres_help@epa.gov
Phone	703-284-8212
Day/Time	Mon – Thurs/ 9am -5pm EST