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.

ACRES QUICK REFERENCE GUIDE

Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL: <u>https://acres6.epa.gov</u>

- 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.

ACRES			
A Work Packages Quarterly Reports		San	nch für Property. CA Q 😧 🗶 🖞
Welcome, ACRES			\
Where do I start? Add a new property. Add a CA to my list Edit an existing property.	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	<section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header><section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header></section-header>	My Account Email: Notifications: weekly summary My email preferences 16 Total Cooperative Agreements 68 Total Properties
Message Center New Release • Version 6.01 of ACRES was released 12/31/2018. View a summary of changes in the Release Notes • Learn more about ACRES Learn the Ling0 • References to "Grant" have been changed to "Cooperative Agreement" in ACRES	Upcoming Training Course Date Time Duration ACRES 6 July 9, 2019 2pm EST 90 Minutes ACRES 6 July 9, 2019 2pm EST 90 Minutes ACRES 6 Aug 13, 2019 2pm EST 90 Minutes ACRES 6 Aug 13, 2019 2pm EST 90 Minutes	Quick Reference • Mult-property form for 10 + properties (RLS) (2pp, June 2015) • Instructions for completing a Property Profile Form • ACRES Bulletins	Highlighted Tips We you know that you can receive automated notifications from ACRES? Charge your preferences on the My email preferences page.



2. 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.

ACRES								
🔶 Work Packages Quarterly Reports Q 😧 🗴 🗘								
My Cooperative Agreements You are associated with the following Cooperative Agreements (CAs) • Legend: © Open, © Cancelled, ● Closed • Add a Cooperative Agreement to My List								
CA Name It	Associated Properties	CA # 11	CA Type	Announcement Year	State ↓	Funding Type(s)	Award Amount	Quarterly Reports 😯
Boise DEP TST O	2 Properties + <u>View</u>	BF00TST120	Assessment	FY09	ID	Hazardous		Generate Quarterly Report
Boise, City of TST O	0 Properties + <u>View</u>	BF00TST125	Cleanup	FY08	ID	Hazardous		Generate Quarterly Report
Brownfields Coalition of Idaho TST	3 Properties + <u>View</u>	BF00TST124	BCRLF	FY03	ID	Hazardous		
Idaho Office of Economic Development TST	2 Properties + View	BF00TST122	Cleanup	FY09	ID	Hazardous		Generate Quarterly Report
North Boise Community Development Agency TST	3 Properties + <u>View</u>	BF00TST124	Assessment	FY04	ID	Hazardous		Generate Quarterly Report
Snake River Tribal Council TST O	1 Property + View	BF00TST123	Section 128(a) State/Tribal	FY08	ID	Hazardous		
Showing 1 to 6 of 6 entries Add a Cooperative Agreement to My List								

4. 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.

ACRES QUICK REFERENCE GUIDE

ACRES				
In Work Packages Quarterly Reports		Search for Property, CA	ର 😗 🖾	ڻ 1
Add Cooperative Agreement				
	Cooperative Agreement Number: ch # State: -Select One-			

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

ACRES		
In Work Packages Quarterly Reports		
Add Cooperative Agreement		
	Cooperative Agreement Number:	
	CA#	
	State:	
	-Select One-	T
	Alabama Alaska	
	American Samoa Arizona	
	Arkansas California	
	Colorado	
	Delaware	
	Florida	
	Georgia	
	Hawaii	
	Idaho Illinois	
	Indiana	
	Kansas	-



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

ACRES		
A Work Packages Quarterly Reports		
Add Cooperative Agreement		
	Cooperative Agreement Number: 00J24101 State: Idaho Next>>	

6. 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.

ACRES
In Work Packages Quarterly Reports
Confirm Add Cooperative Agreement
Please review the information below and confirm that it is your Cooperative Agreement. If not, you can Change your Cooperative Agreement or contact ACRES Help if you need assistance.
Recipient Name: Moscow, City of
Cooperative Agreement #: 00J24101
State: Idaho
Cooperative Agreement Type: Assessment
Announcement Date: 2010-05-01
Confirm Cooperative Agreement Change CA



7. 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.

ACRES						
In Work Packages Quarterly Reports	In Work Packages Quarterly Reports					
My Cooperative Agreements						
Cooperative Agreement for Moscow. City of added to your acc	count					
You are associated with the following Cooperative Agreements (CAs) 😔					
• Add a Cooperative Agreement to My List						
CA Name	Associated Properties	CA # ↓↑	СА Туре	Announcement Year	State ↓	
Boise DEP TST •	4 Properties + <u>View</u>	BF00TST120	Assessment	FY09	ID	
Boise, City of TST 🔵	1 Property + <u>View</u>	BF00TST125	Cleanup	FY08	ID	
Brownfields Coalition of Idaho TST	3 Properties + <u>View</u>	BF00TST124	BCRLF	FY03	ID	
Idaho Office of Economic Development TST G	2 Properties + <u>View</u>	BF00TST122	Cleanup	FY09	ID	
Moscow, City of	6 Properties + <u>View</u>	BF00J24101	Assessment	FY10	ID	
North Boise Community Development Agency TST	3 Properties + <u>View</u>	BF00TST124	Assessment	FY04	ID	
Snake River Tribal Council TST	1 Property + <u>View</u>	BF00TST123	Section 128(a) State/Tribal	FY08	ID	
Showing 1 to 7 of 7 entries						
Add a Cooperative Agreement to My List						

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