



## Associating an Existing property to a Cooperative Agreement

When a property is funded by multiple cooperative agreements, the property should be associated to each of those cooperative agreements in ACRES. ACRES allows users to associate existing ACRES properties to those cooperative agreements without creating duplicates.

The instructions and steps below show how to associate an existing property to an additional cooperative agreement.

### 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.

Admin Mode

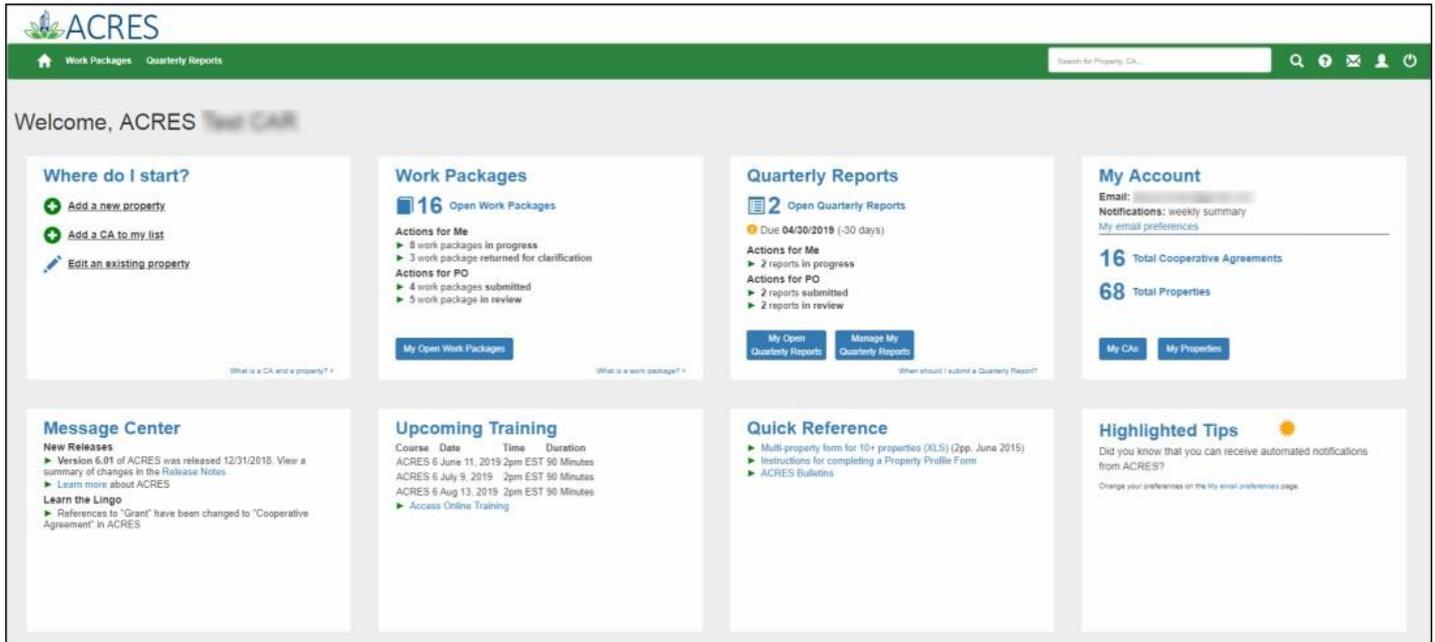
User ID:

Password:

login

Register | Forgot Username/Password?  
Reset your EPA WAM Password

The ACRES Homepage displays.



## **Adding an Existing Property to one of My CA**

You can add an existing property (or multiple properties) to your CA.

1. On the **My Accounts** card on your homepage, select the **My CAs** button.





2. On the **My Cooperative Agreement** screen, locate the CA to which you will add the property.
3. Select the **+View** link.
4. Select the **+Add a Property** button.

**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	Associated Properties	CA #	CA Type	Ann
Washington State Department of Commerce ●	2 Properties   <a href="#">- Hide</a> BRLF07 Former Palouse Producers Site   <a href="#">Enter data</a> Rainier Court IV   <a href="#">Enter data</a> <a href="#">+ Add a Property</a>	BF00J96301	BCRLF	FY1
Chattanooga, City of ●	1 Property   <a href="#">+ View</a>	BF95408208	Cleanup	FY0
Oregon Business Development Department ●	5 Properties   <a href="#">+ View</a>	BF00J96001	BCRLF	FY14
Oregon Tradeswomen Inc. ●	N/A	JT01J08101	Job Training	FY15
Oregon Tradeswomen Inc. ●	N/A	JT01J39901	Job Training	FY17
South Central Oregon Economic Development District ●	6 Properties   <a href="#">+ View</a>	BF01J53301	Assessment	FY17

5. For adding a property, on the **Step 2 - Search for Existing Property (Avoid Duplication)** screen (below), you can add filters to search the system and ensure that you are not adding a duplicate property to the CA.



**IMPORTANT:** The best practice is to first conduct a broad search, such as selecting the **Property State** or **City**, to ensure that the property does not already have a record in the system before creating a new record.

6. Once the filters are entered, select the **Apply Filter/Display Properties** button.

STEP 2 in Adding a Property to Washington State Department of Commerce

1 Select CA    2 Search for Existing Property (Avoid Duplication)    3 Property Profile Form Part I: Property Information    4 Property Profile Form Part II: Environmental Activities    5 Property Profile Form Part III: Additional Property Information    6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected    City or Keyword: Name, Address, City, ACRES ID    Zip Code: Zip Code

Apply Filter/Display Properties    Clear Filter

7. Once you have searched and located the existing property, select the checkbox in front of the property record.

8. Click the **Add selected property** button to add the property to the CA.

STEP 2 in Adding a Property to Washington State Department of Commerce

1 Select CA    2 Search for Existing Property (Avoid Duplication)    3 Property Profile Form Part I: Property Information    4 Property Profile Form Part II: Environmental Activities    5 Property Profile Form Part III: Additional Property Information    6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected    City or Keyword: Name, Address, City, ACRES ID    Zip Code: 092153

Apply Filter/Display Properties    Clear Filter

The highlighted criteria narrowed your results to 0 properties

Add selected property    Create new property

Show 50 entries    Showing 0 to 0 of 0 entries

Property	ACRES Property ID	Property City	Property State	Property Address	Associated CA Name(s)	CA Number	CA Type	CA Announcement Year
No Results Found								

Show 50 entries    Showing 0 to 0 of 0 entries

Add selected property    Create new property    Previous    Next

Once you have clicked Add Selected Property, you will be directed back to the CA home page. The existing property will now be listed under on your CA home page.



**NOTE:** There are is no limit to how many cooperative agreements can be associated to a property.



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