

## Changing Password for existing data providers

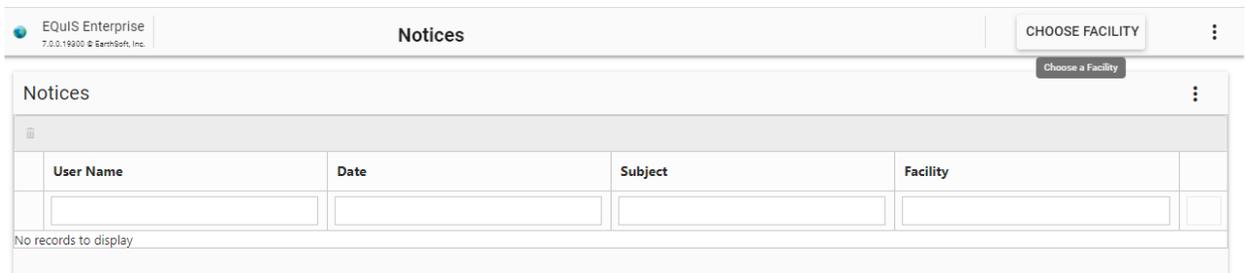
EPA Region 5 has upgraded to EQuIS Enterprise and EDP version 7, Enterprise 7 has enhanced the encryption process for passwords. Therefore, if you had the username and password that was assigned to your prior upgraded to EQuIS version 7, you will need to update your password for EDP version 7 to acknowledge your password as correct. Please use the following steps to change your password so you can use your username and your own password in Sign and Submit.

1. Go to <https://epar5.equisonline.com>



The screenshot shows the login interface for EQuIS Enterprise. The page features the EQuIS™ Enterprise logo and the tagline "the most widely used environmental data management software in the world". A prominent blue banner displays "US EPA Region 5". On the right side, there are input fields for "Username or Email \*" and "Password \*", a "Stay signed in" checkbox, and a blue "LOGIN" button. Below the login button are two links: "Forgot your password?" and "Get started".

2. Enter your username or email and password.
  - If you forgot your password, select [Forgot your password?](#) Link below the login button.
    - o Enter your email address
    - o The system will email you a new password.
    - o Use this new password to log in. You may update the password after you log in.
3. Click the Login button
4. Once you logged in, you should see a dashboard. It can be your own dashboard or the “Notices” dashboard if you don’t have a dashboard assigned to you yet.

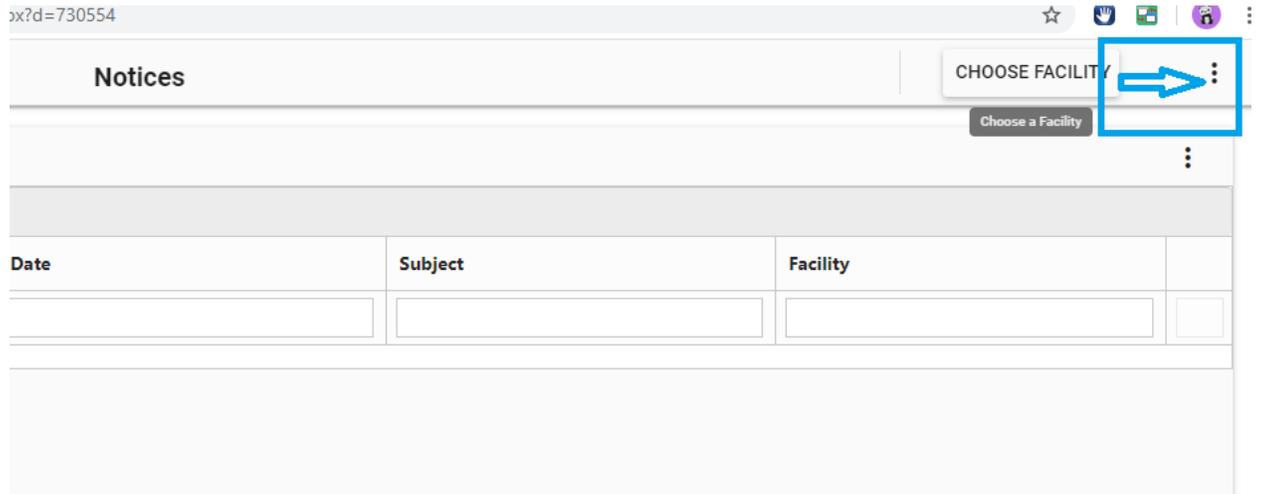


The screenshot shows the EQuIS Enterprise dashboard. The top navigation bar includes the EQuIS Enterprise logo, the text "7.0.0.19900 © EarthSoft, Inc.", the word "Notices", and a "CHOOSE FACILITY" button with a dropdown arrow. Below the navigation bar, there is a "Choose a Facility" button. The main content area is titled "Notices" and contains a table with the following columns: "User Name", "Date", "Subject", and "Facility". The table is currently empty, and a message at the bottom of the table reads "No records to display".

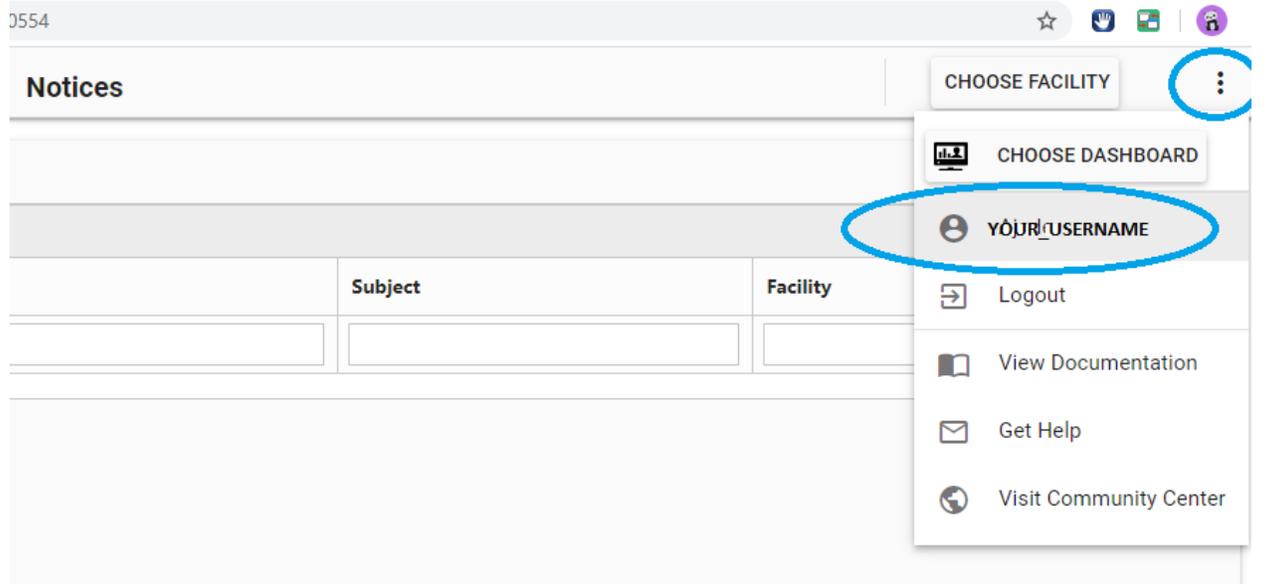
User Name	Date	Subject	Facility

No records to display

5. Click on the “**More Options**” icon (three vertical dots) in the upper right corner of the dashboard.



6. Click the three vertical dots, then click on your own username:



- Now, you should see your information, then click “CLICK HERE TO CHANGE PASSWORD”:

**User Information**

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**General**

Roles

Permissions

Application Settings

User Name: \* **YOUR\_USERNAME** Enter your email address: \* **FIRSLST@EMAIL.COM**

First Name: **FIRSTNAME** Last Name: **LSTNAME**

Preferred Message Delivery Method: \*  
Email and Web Remark:

**CLICK HERE TO CHANGE PASSWORD**

- Type in your old password, then new password and confirmed your password
- Click the check mark button on the upper right to SAVE the changes and close.

**User Information**

✕  Save changes and close

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User Name: \* **YOUR\_USERNAME** Enter your email address: \* **FIRSLST@EMAIL.COM**

First Name: **FIRSTNAME** Last Name: **LSTNAME**

Preferred Message Delivery Method: \*  
Email and Web Remark:

Current Password \* New Password Confirm Password \*

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