Getting your username and password for Sign and Submit

Each EDD must be checked using the EDP and the most updated EDD format before submitting to EPA Region 5. Please follow the three steps below to submit your EDD data:

Got to EQuIS enterprise to set up your own username and password:

In order to use the <u>Sign and Submit</u> process in the EDP to create a EDD zip data package, you need to go to EQuIS Enterprise <u>https://epar5.equisonline.com/</u>, then follow the steps below to set up your username and password:

1. Select the "Get Started" link below the "Forgot your password?" link to register yourself as a new user. (image below)

$\leftrightarrow \rightarrow \mathcal{C}$ (https://epar5.equisonline.com	
EQUIS Enterprise 7.0.0.19800 & EarthSoft, Inc.	Welcome
	Username or Email *
EQuIS	nterprise Password*
the most widely used environmen	ta management software in the world
US EPA	Region 5
	LOGIN
	Forgot your password? Get started

2. Next, provide the username and email address:

Please provide the following information to register for a new account. All fields are required.				
User Name *	Email Address *			
	CANCEL	CONTINUE		

- 3. Click "Continue"
- 4. If you enter your email address correctly, you should receive a "confirmation code", enter the confirmation code in the next screen:

Please provide the following User Name *	information to register for a new acc	ount. All fields are required. Email Address *		
Check your inbox for an ema Email Confirmation Code*	ail from EQuIS with your confirmation	code. Copy and paste the confirr	mation code into th	ne field below.
First Name *		.ast Name *		
Password		Confirm Password *		
Company Name *	City Name *	Postal Code *		
		CANCEL	GET NEW CODE	REGISTER

- 5. Fill in the form with your First Name, Last Name, Password, Cofirm Password, Company Name, City Name, and Postal Code
- 6. Click "Register" or if you don't receive your confirmation code, click "GET New Code"
- 7. Once you are successfully "Registered", you should receive the following:

	<u> </u>
EQuIS [™] Enterprise	Password *
ost widely used environmental data management software in	the world
US EPA Region 5	Stay signed in □
	LOGIN
	You have successfully registered for an account. You will receive an email when your account has been activated.
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- 8. EPA Region 5 database manager John Canar (<u>canar.john@epa.gov</u>) will receive your registeration request, and assign your role and approve your request.
- 9. Once you are approved with your assigned role, you should receive a email to ask about the site(s) names that you are going to submit data for.
- 10. Now you should be able to use your username and password in the Sign and Submit process.