



How Do I Request Access to the EIS Gateway?

Introduction

To provide increased security for the Agency's external facing applications and to provide users a single point of access to multiple government systems, the Emissions Inventory System is now using the EPA Gateway. The EPA Gateway is an external facing portal for customer access to agency applications. Users will enter the Gateway and select their login method. Depending on their authenticated identity level (as determined by Login.gov), the Gateway will determine which applications the user will have access to. Web Application Access (WAA) is then used to request access to the Emissions Inventory System (EIS) community.

This section of the EIS Users Manual identifies the two types of users who will request access to the EIS Gateway; users outside of the EPA and EPA users. For each user type, the steps necessary to gain access to EIS are provided.

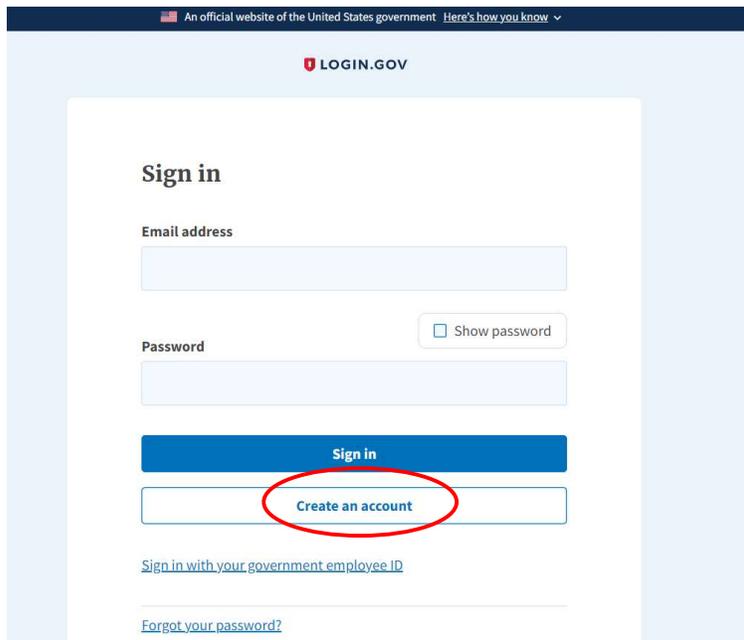
- Users outside of EPA who have never registered at the EPA Portal (Login.gov) should start on [page 2](#).
- Users outside of the EPA who have registered at the EPA Portal (Login.gov) but who are not members of the Emissions Inventory System community should begin with the instructions on [page 14](#).
- EPA users should follow the steps beginning on [page 22](#).

Users Outside of EPA Who Have Never Registered at the EPA Portal (Login.gov)

The following are the major process steps a user outside of the EPA must follow to request access to EIS. Steps 1-6 are required. Step 7 is only required for users who request permission to submit emissions to EIS via CDX/ENSC in step 6.

Step 1: Create a Login.gov account

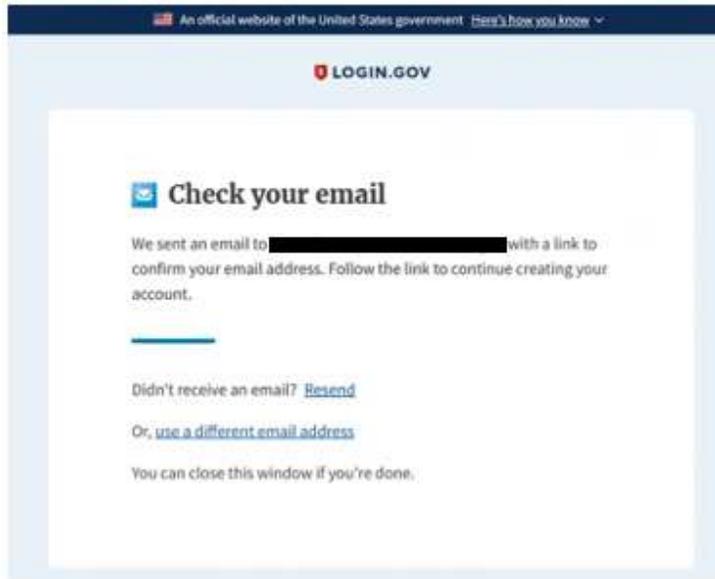
Go to Login.gov Portal located at <https://secure.login.gov/>. Select the option to Create an account indicated in the screenshot below.



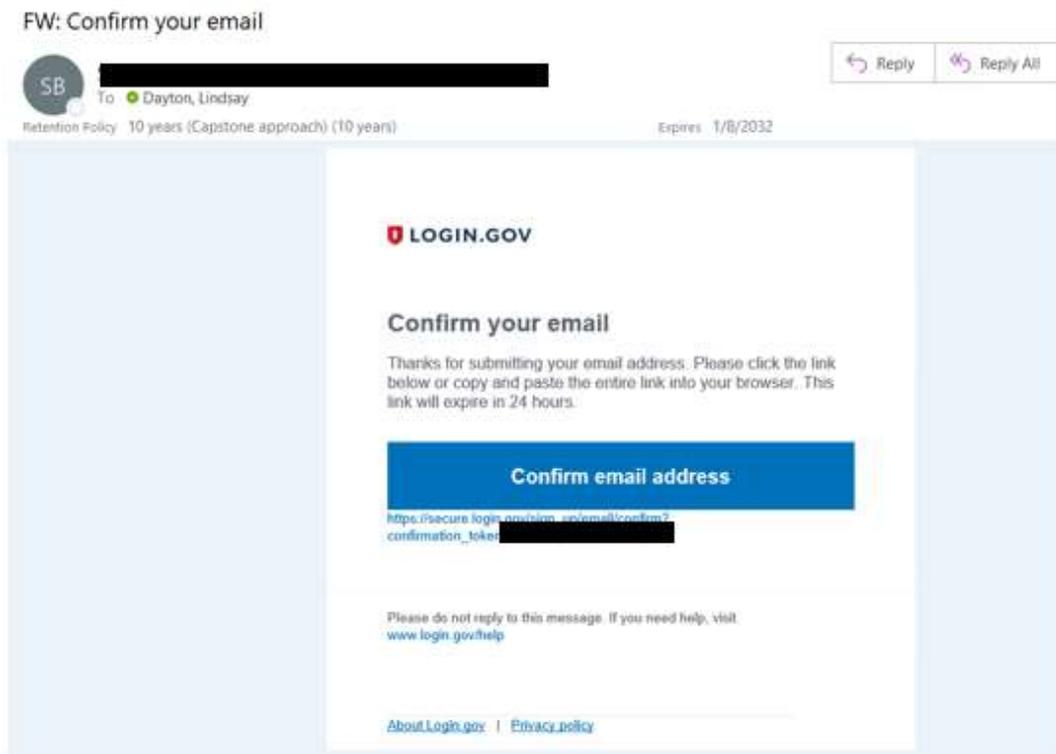
Follow the steps to create your account and click submit.

Step 2: Verify your Login.gov account

You will receive notification to check your email to verify your account.

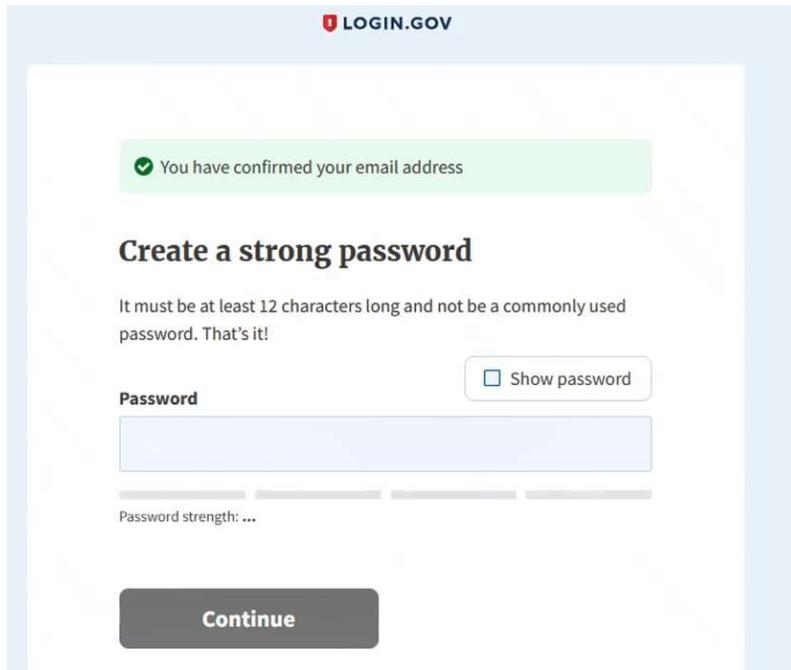


Click on the link to verify your email and you will be moved to the next step in setting up your account.



Step 3: Create a password

On the screen, enter a password for your Login.gov account. Click continue to be taken to the next step.



The screenshot shows the Login.gov interface for creating a strong password. At the top, the 'LOGIN.GOV' logo is visible. A green notification bar at the top left states 'You have confirmed your email address'. The main heading is 'Create a strong password', followed by the instruction: 'It must be at least 12 characters long and not be a commonly used password. That's it!'. Below this is a 'Password' input field with a 'Show password' toggle button. Underneath the input field is a 'Password strength: ...' indicator. At the bottom of the form is a dark grey 'Continue' button.

Step 4: Select an authentication method

Select an authentication method from the choices on the screen. For more information on the authentication methods that are available, please visit <https://www.login.gov/help/get-started/create-your-account/>.

Authentication method setup

Add a second layer of security so only you can sign in to your account.

i Keep this information safe. You will be locked out and have to create a new account if you lose your authentication method.

Select an option to secure your account:

- Security key**
Use a security key that you have. It's a physical device that you plug in or that is built in to your computer or phone (it often looks like a USB flash drive). Recommended because it is more phishing resistant.
MORE SECURE
- Government employee ID**
Insert your government or military PIV or CAC card and enter your PIN.
MORE SECURE
- Authentication application**
Get codes from an app on your phone, computer, or tablet. Recommended because it is harder to intercept than texts or phone calls.
SECURE
- Text or Voice Message**
Get security codes by text message (SMS) or phone call. Please do not use web-based (VOIP) phone services.
LESS SECURE
- Backup codes**
We'll give you 10 codes. You can use backup codes as your only authentication method, but it is the least recommended method since notes can get lost. Keep them in a safe place.
LEAST SECURE

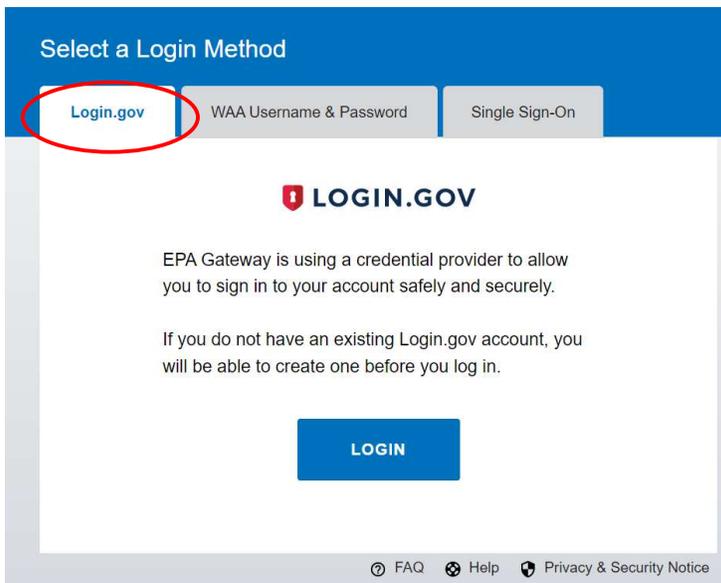
Continue

Once you click Continue, you should be taken to your Login.gov account profile and your account setup is complete.

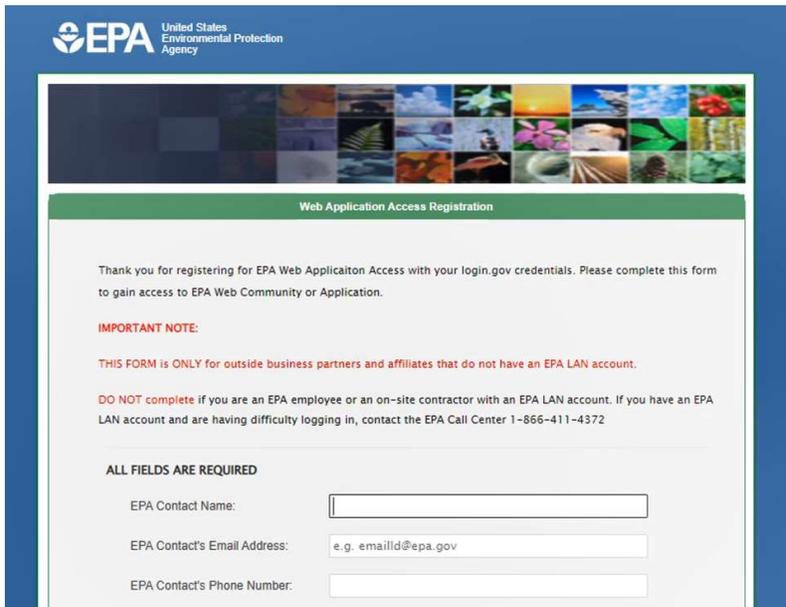
For questions related to creating an account or authentication methods, please contact Login.gov using the contact form located on this page <https://login.gov/contact/>. The Help Center located at <https://login.gov/help/> is also a useful resource for questions related to Login.gov.

Step 5: Request access to the Emissions Inventory System Community

Now that you have a Login.gov account, you will need to request access to the Emissions Inventory System Community. To do this go to <https://waa.epa.gov/> and log in using your Login.gov credentials. Select the Login.gov tab as the method, as shown in the following screenshot, and click LOGIN, then AGREE.



The Web Application Access Registration should then pop up:



The screenshot shows the EPA Web Application Access Registration form. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below this is a grid of 24 small images representing various environmental scenes. The main heading of the form is "Web Application Access Registration". The text on the form reads: "Thank you for registering for EPA Web Application Access with your login.gov credentials. Please complete this form to gain access to EPA Web Community or Application." Below this is an "IMPORTANT NOTE" in red: "THIS FORM is ONLY for outside business partners and affiliates that do not have an EPA LAN account." Another note in red states: "DO NOT complete if you are an EPA employee or an on-site contractor with an EPA LAN account. If you have an EPA LAN account and are having difficulty logging in, contact the EPA Call Center 1-866-411-4372". Under the heading "ALL FIELDS ARE REQUIRED", there are three input fields: "EPA Contact Name:" with an empty text box, "EPA Contact's Email Address:" with a text box containing the example "e.g. emailid@epa.gov", and "EPA Contact's Phone Number:" with an empty text box.

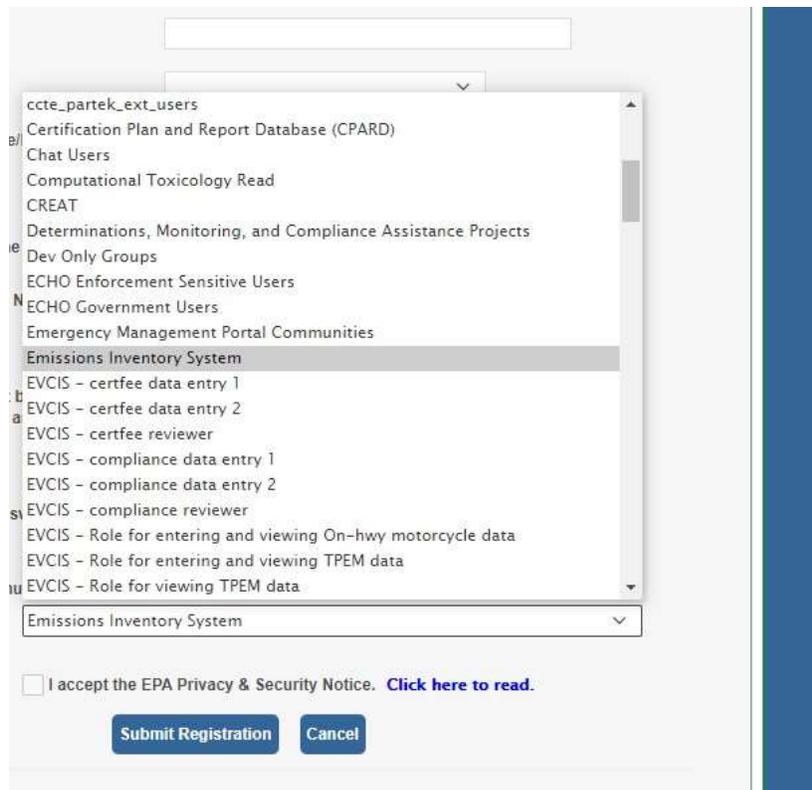
The following information should be entered as the EPA Contact:

EPA Contact Name: Chris Chapman

EPA Contact's Email Address: chapman.chris@epa.gov

EPA Contact's Phone Number: (919) 541-2073

Select the Community you wish to join. In this case, you want to select the Emissions Inventory System from the dropdown box.



After you've selected the Emissions Inventory System as your community, click on the "I accept the EPA Portal Privacy and Security Notice." The notice is available for you to read before checking the "I Accept" box. After you've checked the box, click on the Submit Registration button.



You will receive two emails from the Emissions Inventory System community. The first will inform you that your request has been received and that you will be notified when the request has been approved.

From: wam_support@epa.gov <wam_support@epa.gov>
Sent: Friday, January 7, 2022 10:19 AM
To:
Subject: Approved - Request for an External Affiliate Account and Emissions Inventory System Application Access

Dear ,

Your request for an EPA Web Application Access (WAA) external affiliate account and access to the Emissions Inventory System Community has been approved. Below is your Login.gov Username:

Login.gov Username:

As an EPA external affiliate you must sign in using the Login.gov credentials. Once you have logged into the EPA WAA Community Access (<https://waa.epa.gov>) successfully, you may update your profile by clicking the User Profile menu. Additional password security features are available on the Login.gov web page.

If you have questions regarding your access, please contact EPA Enterprise IT Service Desk via email at epacallcenter@epa.gov or by phone at 1-866-411-4EPA (4372).

Sincerely,
EPA WAA Manager

The second Email will inform you that your request was either approved or denied.

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Sent: Friday, January 7, 2022 10:18 AM
To:
Subject: Request for an External Affiliate Account and Emissions Inventory System Application Access

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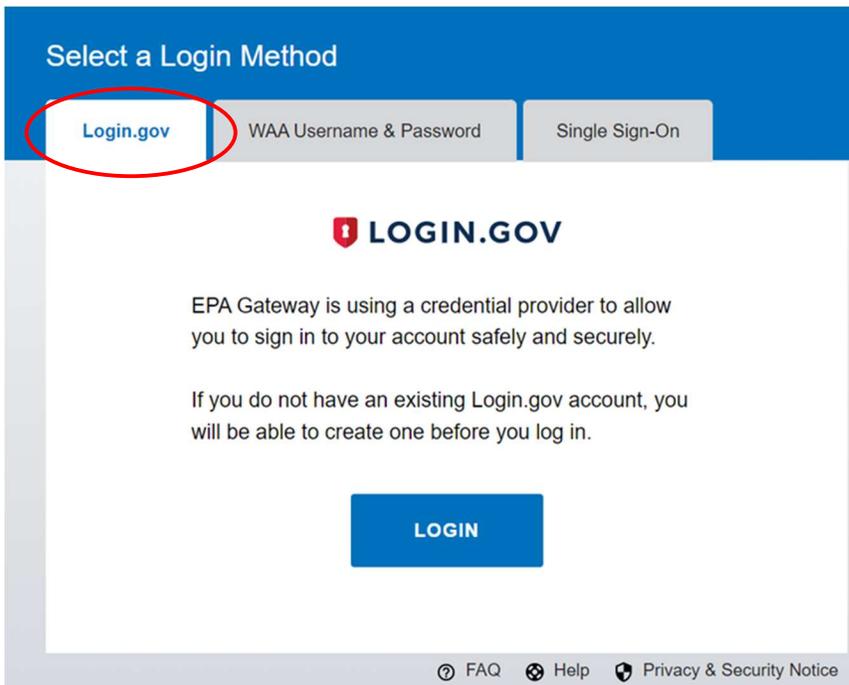
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Sincerely,
EPA WAA Manager

The community manager for the Emissions Inventory System community is Chris Chapman, who can be reached at chapman.chris@epa.gov.

Step 6: Complete your registration on the EIS Gateway

Use your Login.gov information to log into the EIS Gateway at this site <https://eis.epa.gov/eis-system-web/welcome.html> to complete the registration process for the EIS Gateway.



After logging into EIS, the Account Setup page will appear. Here you will need to verify that your profile information is correct, select the name of your agency from the drop down list, indicate whether you should have write permissions your agency's data, and whether you intend to submit batch data through the CDX node. Be sure to provide your supervisor's name and phone number so they can be contacted to verify your requested permissions.

Finally, you have the ability to indicate the data categories for which you are the point of contact and the data categories for which you want to receive any notifications. When you have completed all the fields, click the Save button.

VERIFY ACCOUNT PROFILE

Please verify your account profile and click Save to continue.

Middle Name:

 Suffix:

Your email address will be your login name.

Work Phone:

 Cell Phone:

Supplemental Mailing Address:

AGENCY AUTHORIZATION REQUEST

Your account does not have an active Agency Authorization. Please select an agency and submit for approval.

Request Write Permission:

 Intend to submit via CDX:

NOTIFICATION PREFERENCES

Edit Point of Contact (and Notification) Data Categories:

Event Onroad Point Biogenic Nonroad Nonpoint Facility Inventory

Select Notification Only Data Categories:

Event Onroad Point Biogenic Nonroad Nonpoint Facility Inventory

After providing the information from the Account Setup page and selecting the Save button, the Terms and Conditions for the EIS Gateway will appear. After reading the Terms and Conditions, you must either Accept or Decline.

EIS GATEWAY TERMS AND CONDITIONS

The access and use of the EIS Gateway for the electronic submittal and maintenance of emissions inventory information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

EIS Gateway Warning Notice

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official business. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Clicking the ACCEPT button constitutes consent to these terms.

EIS Gateway Privacy Statement

EPA will use the additional information you provide at initial access for the expressed purpose of registering for the EIS Gateway and for updating and correcting information in internal EPA databases as necessary. EPA will not make the information requested from within the EIS Gateway available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.

Choosing an EIS Gateway Password

For EIS Gateway registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long, include at least one capital letter, and contain a mix of letters and numbers.

Maintaining My EIS Gateway Password

I will be required to change my EIS Gateway password every 90 days. I will change my password in the EPA Portal. If my password expires, I agree to go to the EPA Portal to request a new password.

Protecting My EIS Gateway Password

I agree to protect my EIS Gateway password.

I will not divulge my password to any other individual and I will not store it in an unprotected location.

Actions to take if my EIS Gateway Account has been Compromised

If I have determined that my EIS Gateway account has become compromised, I agree to contact EPA as soon as possible.

Terminating my EIS Gateway Account

I agree to notify EPA within ten working days if my duties change and I no longer need to interact with the EIS Gateway on behalf of my organization. I agree to make this notification by using the Ticketing Management process. This notification will allow EPA to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

When these items have been submitted, the EIS Gateway homepage will appear on your screen. You will have the ability to access your user profile information and send a request using the Support Request functionality. **Please note that you will not be able to view any of your agency's data until your authorizations have been verified and you receive an email from the EPA. This should not take more than one business day.**

Step 7: Email permissions request to the Node Help Desk (only required if you intend to submit batch submissions via CDX/ENSC)

To establish permissions to submit batch emissions to EIS, you need to submit a request via email for a new Network Authentication and Authorization Services (NAAS) account from the Node Help Desk (<https://enservices.epa.gov/ContactUs.aspx>). The NAAS account will be separate from the Login.gov account and separate from any CDX Web accounts (cdx.epa.gov). Authentication credentials (e.g. user name and password) may all be different across accounts.

To request a new NAAS account, please email the Node Help Desk at nodehelpdesk@epacdx.net with the following information:

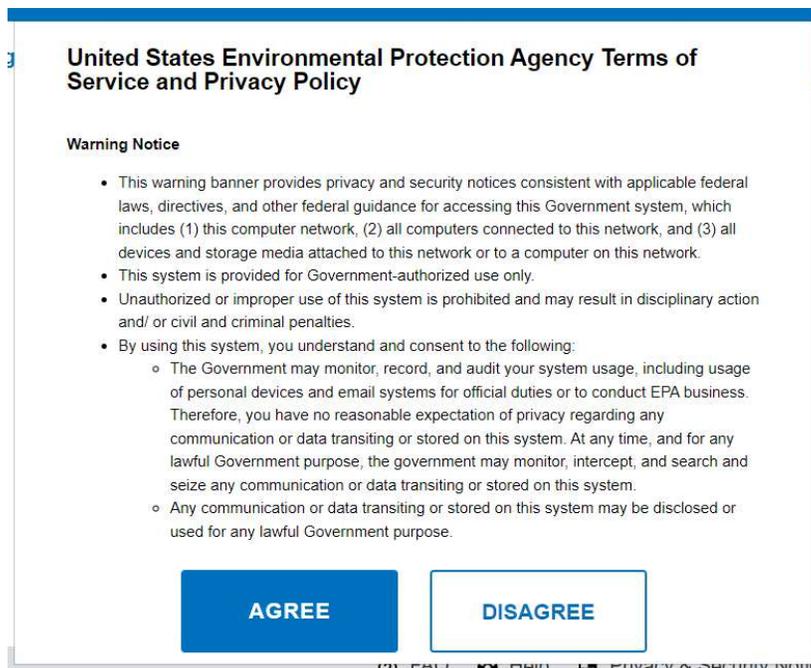
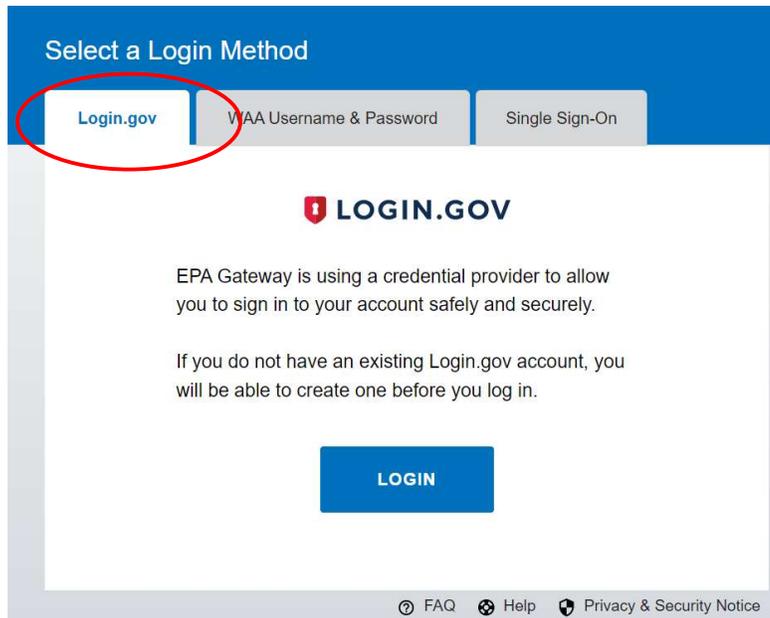
- 1) The email address you wish to use to access ENSC
- 2) Your First and Last Name
- 3) Your agency organization
- 4) The policies for which you need to have access. Please specify the “CERS_v2 data flow” as the policy in order to make submissions to EIS.

Once you have registered for a new NAAS account, you will be provided a temporary password along with instructions as how to reset the password when you log in for the first time.

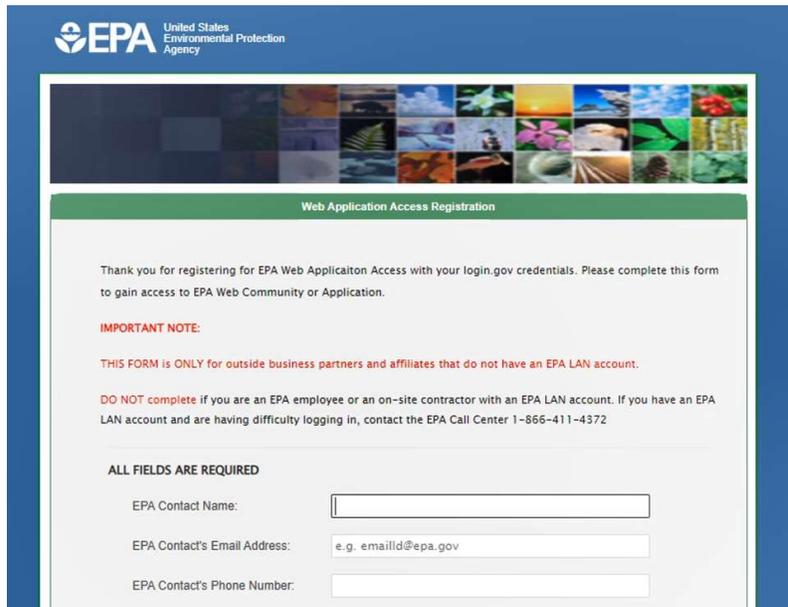
Users Outside of EPA Who Have Registered at the EPA Portal (Login.gov)

Step 1: Request access to the Emissions Inventory System Community

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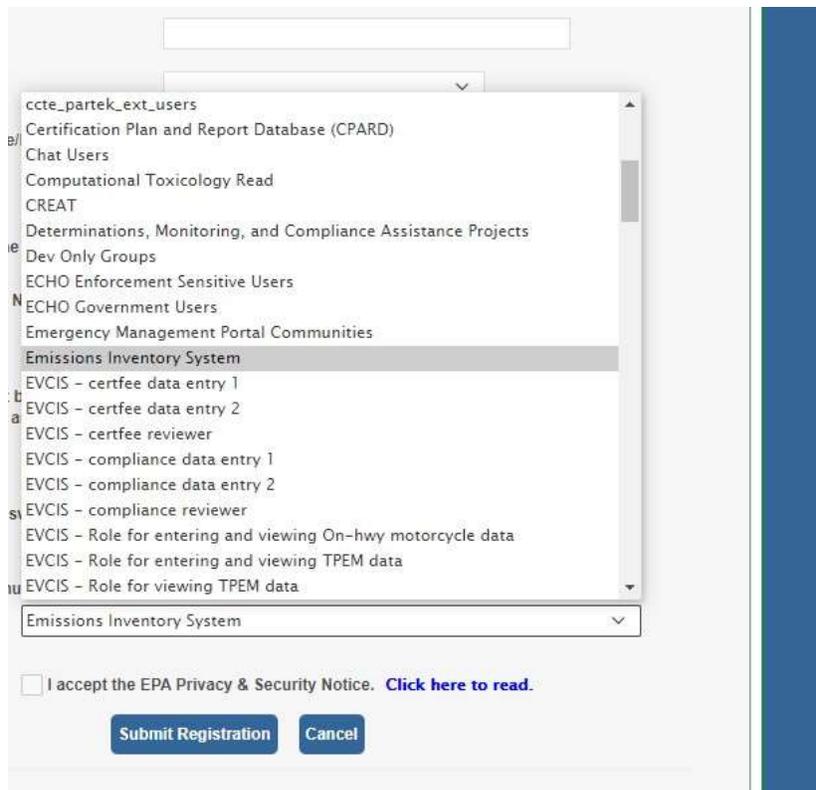
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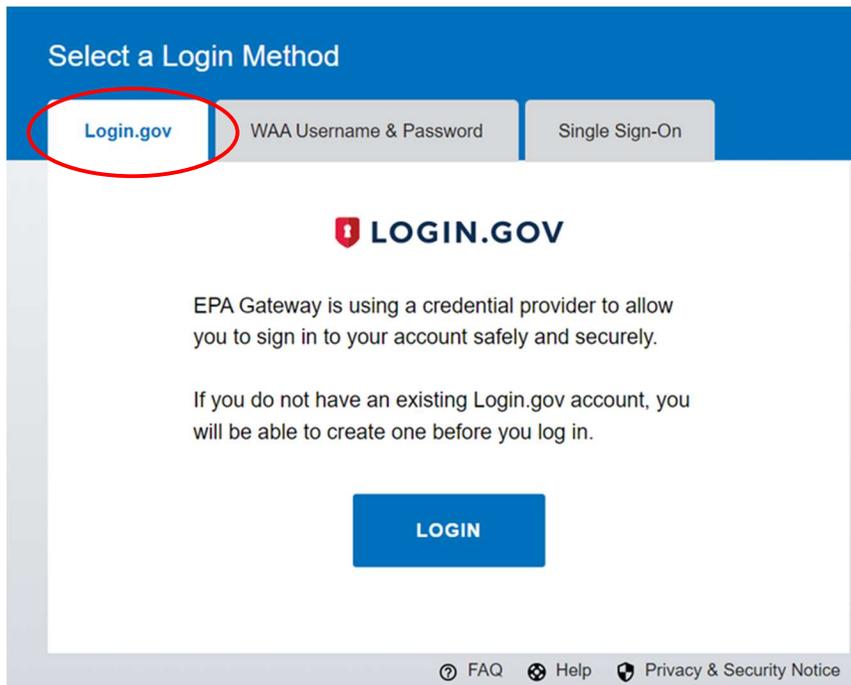
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VERIFY ACCOUNT PROFILE

Please verify your account profile and click Save to continue.

First Name:

Middle Name:

Last Name:

Suffix:

Your email address will be your login name.

E-Mail Address:

Work Phone:

Cell Phone:

Mailing Address:

Supplemental Mailing Address:

Locality:

State: ▼

Postal Code:

Supervisor Name, Phone & Email:

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Agency Organization: ▼

Request Write Permission:

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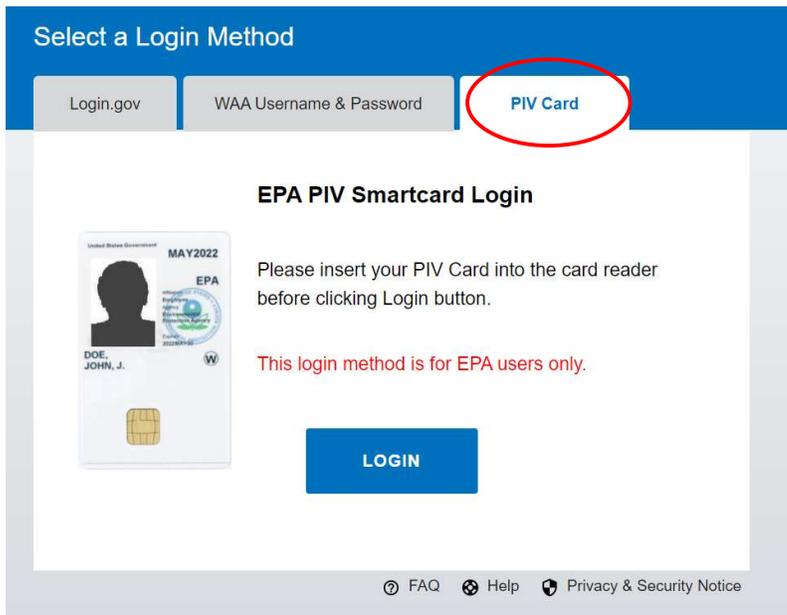
Once you have registered for a new NAAS account, you will be provided a temporary password along with instructions as how to reset the password when you log in for the first time.

EPA Users

If you have an “epa.gov” email and an EPA LAN account, your process is slightly different than an outside user of EIS.

Step 1: Request access to the Emissions Inventory System Community

Log into the EPA Portal at <https://waa.epa.gov/> . Select PIV Card (or Single Sign-On) to use your credentials for Login.gov.



At the top middle of the screen, select the option to Request Access to a Community.



A list of the communities in the EPA Portal will appear. From the Select Groups box, click on the box next to the Emissions Inventory System and select the Save Groups button.

Request Web Community Access

This page allows you to select communities that are available to you on the Web Access Management page.

Instructions:

1) To join a community, check the box next to the community name. You can join and leave multiple communities at one time. When you are satisfied, click the "Submit" button at the bottom. Some communities require authorization, you will be notified via an email when your enrollment in the community is approved by the community owner.

2) If you wish to leave a community that you are a member of contact web application access support team at epacallcenter@epa.gov

NOTE: If you are a community owner you cannot leave the community until you have made someone else the owner of the community and changed your membership. Once that has happened you can leave the community by following the instructions above. Please contact your administrator for assistance if needed.

Your current communities are checked below. Add checks to new communities you want to request to join.

- Emergency Management Portal - Region 05
- Emergency Management Portal - Region 06
- Emergency Management Portal - Region 07
- Emergency Management Portal - Region 08
- Emergency Management Portal - Region 09
- Emergency Management Portal - Region 10
- Emissions Inventory System
- EVCIS - certfee data entry 1
- EVCIS - certfee data entry 2
- EVCIS - certfee reviewer

Once you've selected the Save Groups button, you will receive an on-screen message that your request has been sent to the community manager and that you will be notified via Email if your request has been approved. At this point you can select the Back button from within the Select Groups box and continue to work within the EPA Portal or simply logout. **NOTE: Do no use the Back button on your browser.**

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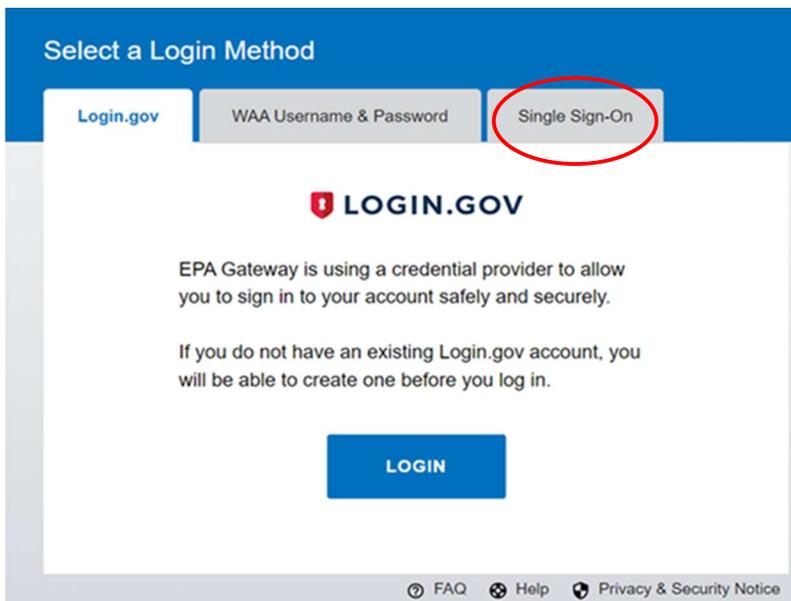
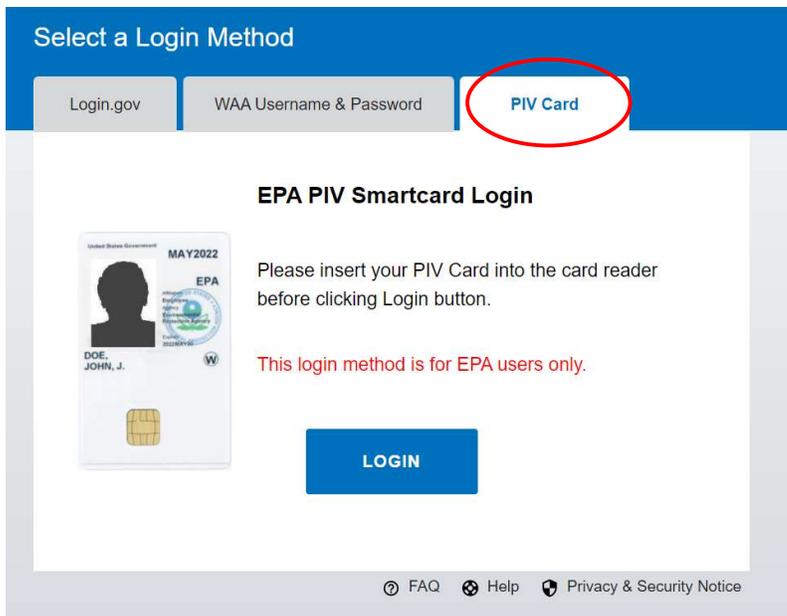
If you have questions regarding your request, please contact EPA Enterprise IT Service Desk via email at epacallcenter@epa.gov or by phone at 1-866-411-4EPA (4372).

Sincerely,
EPA WAA Manager

The community manager for the Emissions Inventory System community is Chris Chapman, who can be reached at chapman.chris@epa.gov.

Step 2: Complete your registration on the EIS Gateway

Log into the EIS Gateway at this site <https://eis.epa.gov/eis-system-web/welcome.html> to complete the registration process for the EIS Gateway. Select PIV Card (or Single Sign-On if connected to the VPN) to use your credentials for Login.gov.



You will be prompted to verify your profile information and to select your EPA agency.

NOTE: YOU DO NOT NEED TO PROVIDE ANY OF THE REMAINING INFORMATION IN THE AGENCY AUTHORIZATION REQUEST.

Once you've selected the agency type, select the Save button.

Account Setup

VERIFY ACCOUNT PROFILE

Please verify your account profile and click Save to continue.

First Name:

Middle Name:

Last Name:

Suffix:

E-Mail Address:

Work Phone:

Cell Phone:

Mailing Address:

Supplemental Mailing Address:

Locality:

State:

Postal Code:

AGENCY AUTHORIZATION REQUEST

Your account does not have an active Agency Authorization. Please select an agency and submit for approval.

Agency Organization:

~~**Request Write Permission:**~~

~~**Intend to submit via CDX:**~~

~~**Supervisor Name, Phone:**~~

NOTIFICATION PREFERENCES

Edit Point of Contact (and Notification) Data Categories:

Event Onroad Point Nonroad Nonpoint Facility Inventory

Edit Notification Only Data Categories:

Event Onroad Point Nonroad Nonpoint Facility Inventory

After providing the information from the Account Setup page and selecting the Save button, the Terms and Conditions for the EIS Gateway will appear. After reading the Terms and Conditions, you must either Accept or Decline.

EIS GATEWAY TERMS AND CONDITIONS

The access and use of the EIS Gateway for the electronic submittal and maintenance of emissions inventory information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

EIS Gateway Warning Notice

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official business. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Clicking the ACCEPT button constitutes consent to these terms.

EIS Gateway Privacy Statement

EPA will use the additional information you provide at initial access for the expressed purpose of registering for the EIS Gateway and for updating and correcting information in internal EPA databases as necessary. EPA will not make the information requested from within the EIS Gateway available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.

Choosing an EIS Gateway Password

For EIS Gateway registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.).

This password will be at least eight characters long, include at least one capital letter, and contain a mix of letters and numbers.

Maintaining My EIS Gateway Password

I will be required to change my EIS Gateway password every 90 days. I will change my password in the EPA Portal. If my password expires, I agree to go to the EPA Portal to request a new password.

Protecting My EIS Gateway Password

I agree to protect my EIS Gateway password.

I will not divulge my password to any other individual and I will not store it in an unprotected location.

Actions to take if my EIS Gateway Account has been Compromised

If I have determined that my EIS Gateway account has become compromised, I agree to contact EPA as soon as possible.

Terminating my EIS Gateway Account

I agree to notify EPA within ten working days if my duties change and I no longer need to interact with the EIS Gateway on behalf of my organization. I agree to make this notification by using the Ticketing Management process. This notification will allow EPA to deactivate my account and protect it from potential abuse by others.

I have reviewed these terms and conditions.

When these items have been submitted, the EIS Gateway homepage will appear on your screen. You will have the ability to access your user profile information and send a request using the Support Request functionality.

Please note that you will not be able to view any data until your access has been verified and you receive an email from the EPA. This should not take more than one business day.