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/](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.

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/](https://www.login.gov/help/get-started/create-your-account/).
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 following information should be entered as the EPA Contact:

EPA Contact Name: Jonathan Miller  
EPA Contact’s Email Address: miller.jonathan@epa.gov  
EPA Contact’s Phone Number: (919) 541-7738

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

The community manager for the Emissions Inventory System community is Jonathan Miller, who can be reached at miller.jonathan@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](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 can 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.
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.
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

Use your existing EPA Portal Login.gov User ID and Password to log into the EPA Portal at https://waa.epa.gov/ to request access to the Emissions Inventory System Community. 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:

![Web Application Access Registration](image)

The following information should be entered as the EPA Contact:

**EPA Contact Name:** Jonathan Miller  
**EPA Contact’s Email Address:** [miller.jonathan@epa.gov](mailto:miller.jonathan@epa.gov)  
**EPA Contact’s Phone Number:** (919) 541-7738

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

The community manager for the Emissions Inventory System community is Jonathan Miller, who can be reached at miller.jonathan@epa.gov.

**Step 2: 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](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.
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.
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 3: 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.
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.

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.**

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.
The EIS Gateway: How Do I Request Access to the EIS Gateway  Your Entry into the EIS  January 2022

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

The community manager for the Emissions Inventory System community is Jonathan Miller, who can be reached at miller.jonathan@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.
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.
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.**