Accessing ACRES after Registration

The ACRES system is accessed through the Login.gov and each user is required to have an approved Email address and Password in order to log in.

**NOTE:** If you have not already registered with the EPA and created a Login.gov account, please see the ACRES Registration for New Users Quick Reference Guide.

**Logging into ACRES**

Follow the process below to access ACRES and log into the system.

1. Open your Internet Browser and enter the following URL: [https://acres6.epa.gov](https://acres6.epa.gov)
   a. You can add the ACRES URL to your browser Favorites by selecting **CTRL +D** on your keyboard.
   b. Select or change the **Folder**.
   c. Select **Done**.

2. Select the **LOGIN** button and accept the EPA Rules of Behavior.
3. Enter your Login.gov **Email address** and **Password**.
4. Enter your security codes.
First Time Logging into ACRES

If this is your first time logging into ACRES, you will be prompted with two ‘one-time’ actions:

1. The first action is to read and accept the ACRES Rules of Behavior.

Once read, select the checkbox to indicate you have read and will comply with the Rules of Behavior for ACRES.

2. The second prompt associates you with a Cooperative Agreement number.
   - Enter the eight-digit Cooperative Agreement (CA) number.
   - Select the Next >> button.

Add Cooperative Agreement
**NOTE:** When entering your eight-digit CA number, **exclude** the two-letter prefix and any amendment numbers. Each CA number can be used more than once, allowing for multiple users for each CAR organization.

The Confirm Add CA screen displays.

- Verify the CA information selected.
- Select the Confirm Cooperative Agreement button.

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**Confirm Add Cooperative Agreement**

Please review the information below and confirm that it is your Cooperative Agreement. If not, you can change your Cooperative Agreement or contact ACRES Help if you need assistance.

**Recipient Name:**
Boise Workforce TBT

**Cooperative Agreement #:**
06737701

**State:**
Idaho

**Cooperative Agreement Type:**
Job Training

**Announcement Date:**
2020-06-01

[Confirm Cooperative Agreement] [Change CA]
**Pop-Up Blockers**

If your browser’s ‘Pop-up blocker’ settings prevent ACRES from opening when you select the link to access ACRES, follow these steps:

1. Right-click on the yellow message bar or the prompt at the top of the screen that indicates a pop-up has been blocked.
2. Highlight and left-click or select the “Always Allow Pop-ups from this Site” option.
3. Click **Retry** on the dialog box to launch the application window.

**A Few Important Notes**

- Do not attempt to register for ACRES more than once.
- If you would like to report activities under a CA that differs from the one you registered with the EPA, just log in as usual and add the new CA to your ACRES user profile.
- If new funding has been added to your CA, but the number has not changed, you can continue reporting accomplishments for the CA.
- If you need to check to see if you are registered for ACRES (or not), please contact the ACRES Help Desk, by email at **ACRES_Help@epa.gov**, or by phone **(703)-284-8212**.

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<th><strong>ACRES Help Desk</strong></th>
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