Adding a TBA property to ACRES

Targeted Brownfields Area (TBA) data is entered into ACRES by EPA users and EPA contractors.

The instructions and steps below show how to associate an add a TBA property to ACRES.

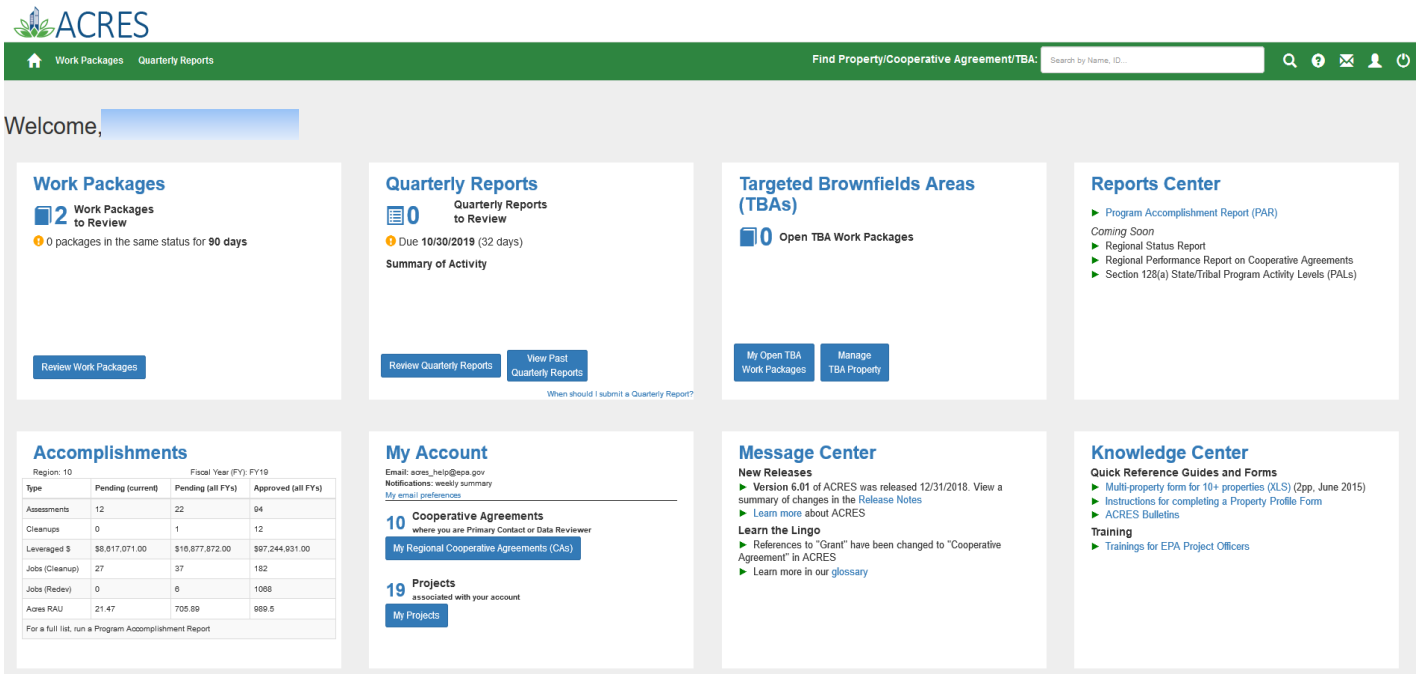
Logging into ACRES

To log into ACRES, open your Internet Browser and enter the following URL:
https://acres6.epa.gov

1. Enter your ACRES **User ID**.
2. Enter your ACRES **Password**.
3. Select **Login**.

NOTE: As an EPA user, your **User ID** and **Password** are your EPA LAN credentials.

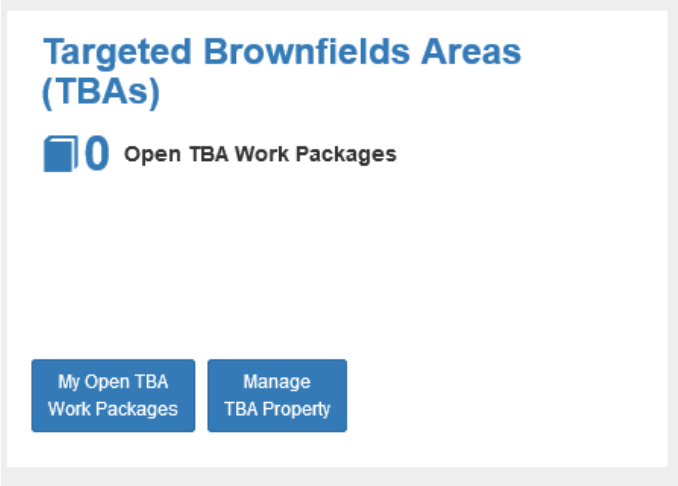
The ACRES Homepage displays.



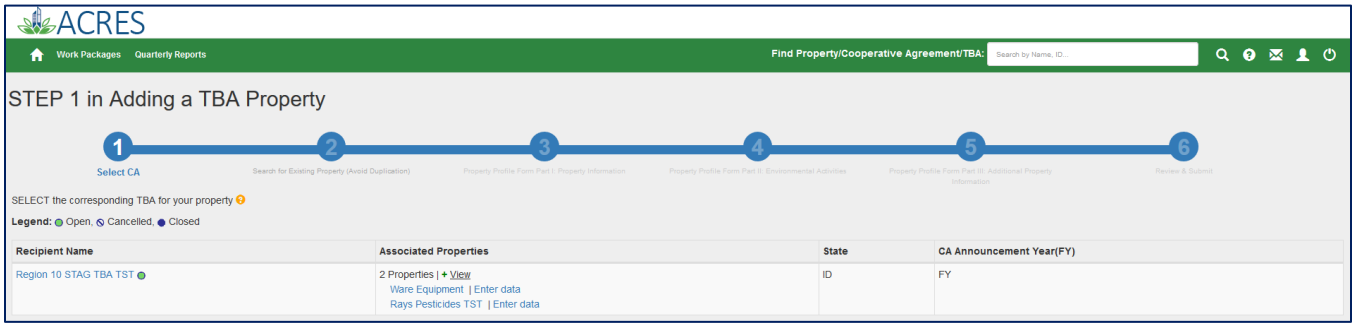
Adding a property to a TBA

You can add a property to your regional TBA.

1. On the **Targeted Brownfields Areas (TBAa)** card on your homepage, select the **Manage TBA property** button.

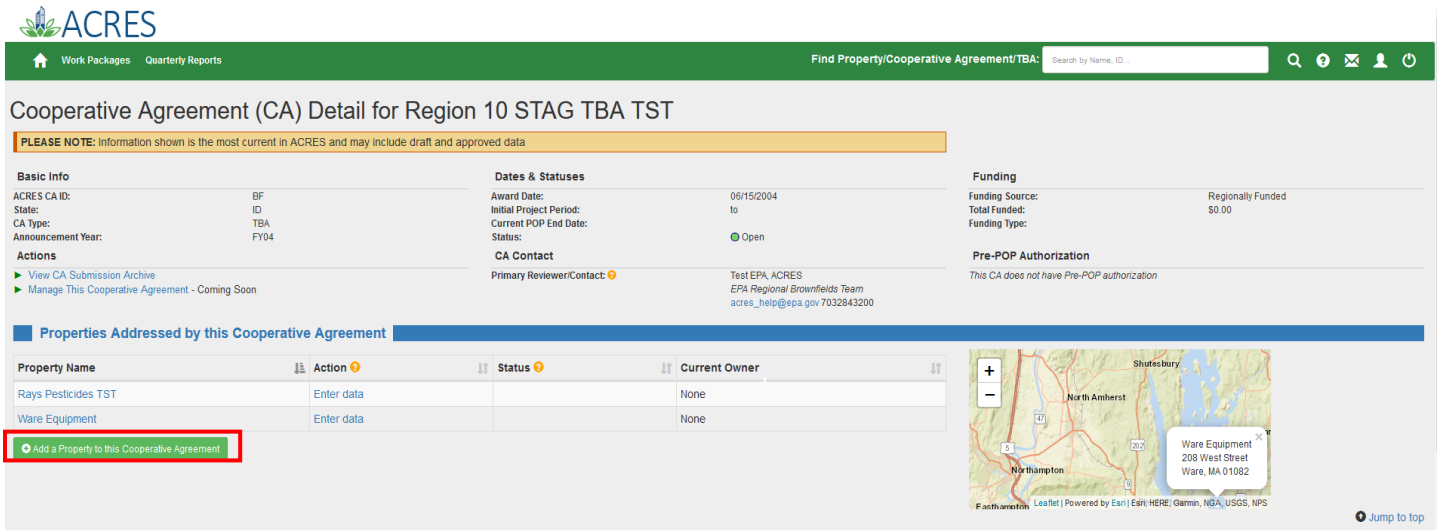


You will be directed to STEP 1 in Adding a TBA Property.



2. Click on the hyperlink of TBA you are adding the property. This will take you to the TBA Home page.

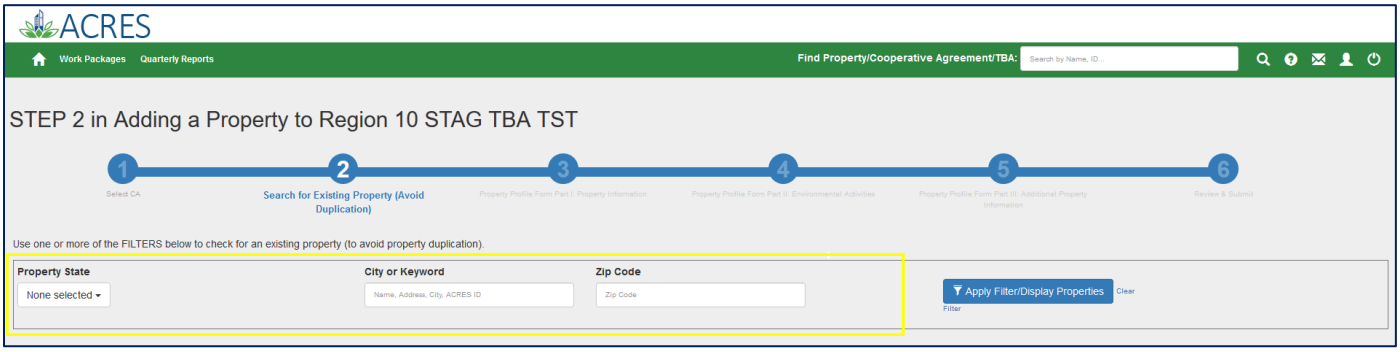
3. On the TBA home page, under Properties Addressed by this Cooperative Agreement, select the **+Add a property to this Cooperative Agreement** button.



4. For adding a property, on the **Step 2 - Search for Existing Property (Avoid Duplication)** screen (below), you can add filters to search the system and ensure that you are not adding a duplicate property to the CA.

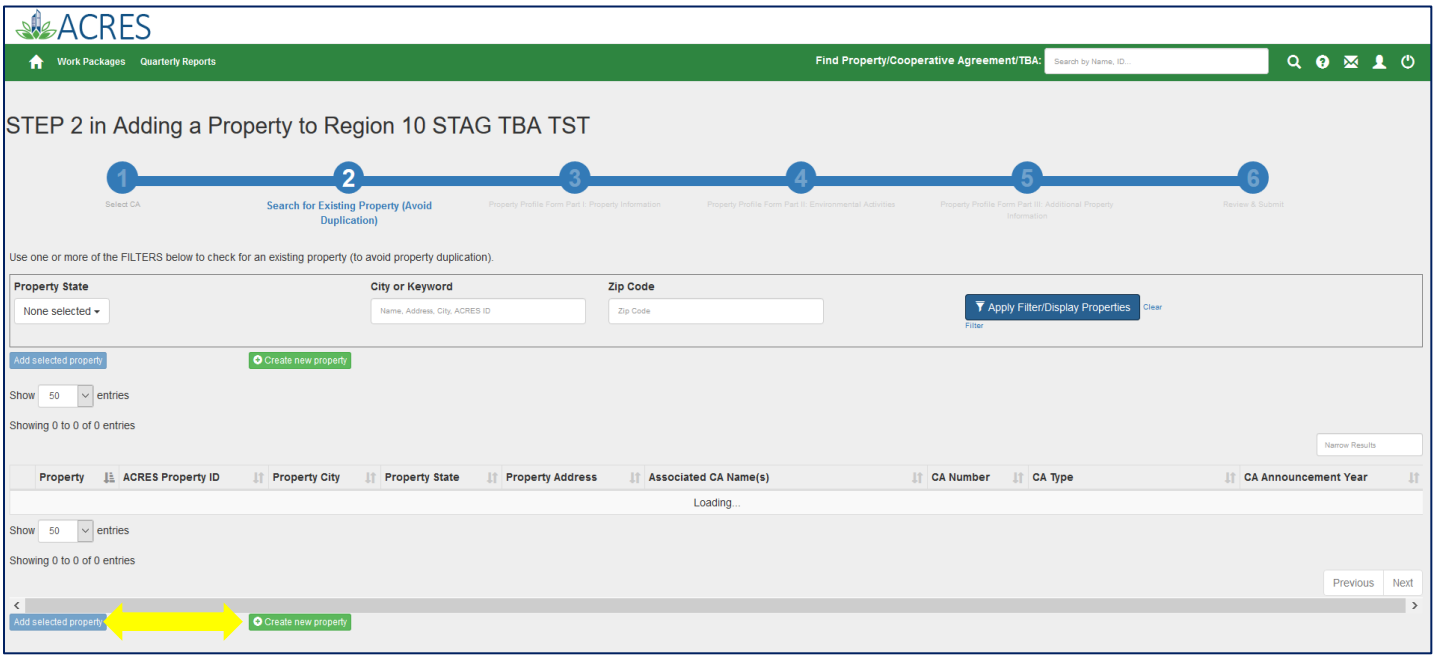
IMPORTANT: The best practice is to first conduct a broad search, such as selecting the **Property State** or **City**, to ensure that the property does not already have a record in the system before creating a new record.

5. Once the filters are entered, select the **Apply Filter/Display Properties** button.

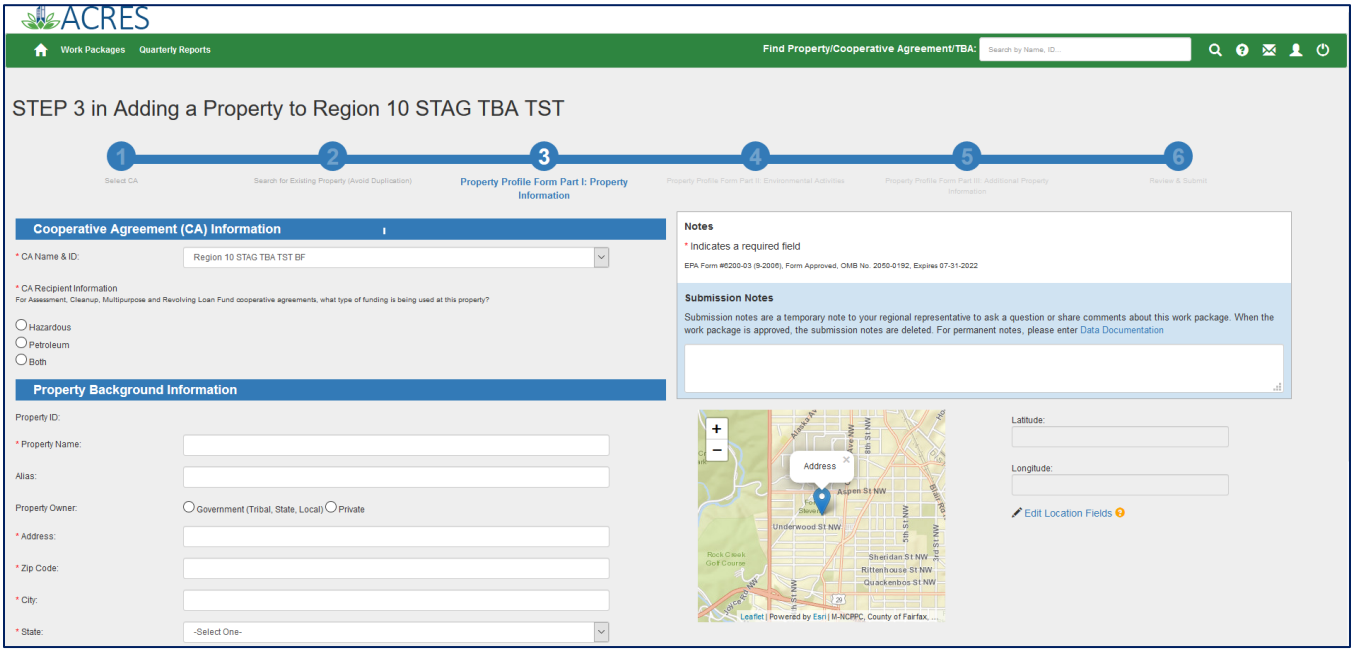


6. If there is no record of the property in ACRES, select the **+Create new property** button.

7. If the property already exists in ACRES, select the checkbox in front of the property record and select the **Add selected property** button to add the property to your TBA.

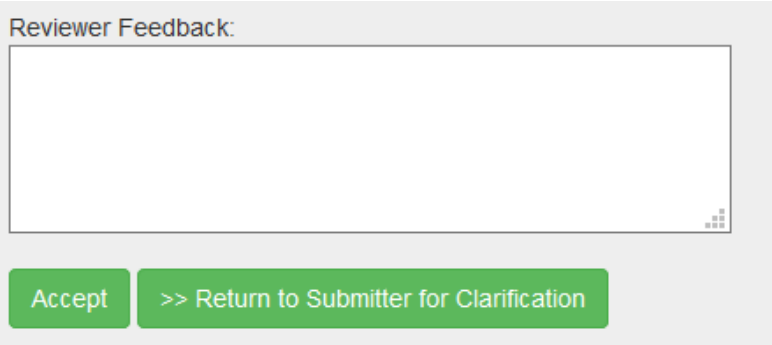


8. This will direct you to STEP 3 in Adding a Property to a TBA, the Property Profile Form.



9. After you have entered your TBA property data, click the Save and Skip to REVIEW & SUBMIT button.

10. At the bottom of the REVIEW & SUBMIT page, click + Accept.



ACRES Help Desk	
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Phone	**703-284-8212**
Day/Time	**Mon – Thurs/ 9am -5pm EST**