## For New users: creating a username and password for Sign and Submit

Before submitting EDDs to U.S. EPA Region 5, each EDD must use the most recent Region 5 EDD format. Additionally, each EDD must be checked using the EQUIS Data Processor (EDP) software. Please follow the three steps below to submit your EDD.

## Go 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 an EDD zip data package, you need to go to EQuIS Enterprise <u>https://epar5.equisonline.com/</u>, then follow the steps below to create 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)

← → C ● https://epar5.equisonline.com	
EQUIS Enterprise Z0.0.1900 0 Earnider, Inc. Welcome	
	Username or Email *
EQUIS <sup>™</sup> Enterprise	Password*
US EPA Region 5	Stay signed in □
	LOGIN
4	Eorgot your password? Get started

2. Next, for non-USEPA data providers, please create a user name in the following format: dp\_FirstInitialLastName. For example, Becky Smith would create: dp\_BSmith.

For USEPA data providers, please use your LAN ID to create your user name. For example, Max Henry would create mhenry as their user name. Also, please add your preferred 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 entered your email address correctly, you should receive a "confirmation code", enter the confirmation code in the next screen:

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 *	il from EQuIS with your confirmation	code. Copy and paste the con	firmation code into t	he field below.
First Name *		Last Name *		
Password .		Confirm Password *		
Company Name *	City Name *	Postal Code	2 *	
		🔇 CANCEL	GET NEW CODE	REGISTER

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

EQuIS <sup>™</sup> 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.
	ок

- 8. EPA Region 5 database manager John Canar (<u>canar.john@epa.gov</u>) will receive your registration request, and assign your role and approve your request.
- 9. Once you are approved with your assigned role, you will receive an email requesting the Superfund Site name(s), RPM(s), and CERCLA ID(s) for the site(s) you wish to submit data.
- 10. You will then receive a confirmation email to tell you that you can use your username and password to zip up your EDD in <u>Sign and Submit.</u>