



How Do I Request Access to the EIS Gateway?

Introduction

The EIS has adopted an EPA service that uses a centrally managed set of User IDs. Called Web Access Management (WAM), this service allows the user of any system that adopts WAM to use a single User ID and password to access those systems. In the case of the Emissions Inventory System (EIS), users will be able to use the same User ID and password to access the EIS Gateway and to make batch submissions of data to the EPA. The WAM service is currently managed through the EPA Web Portal.

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.

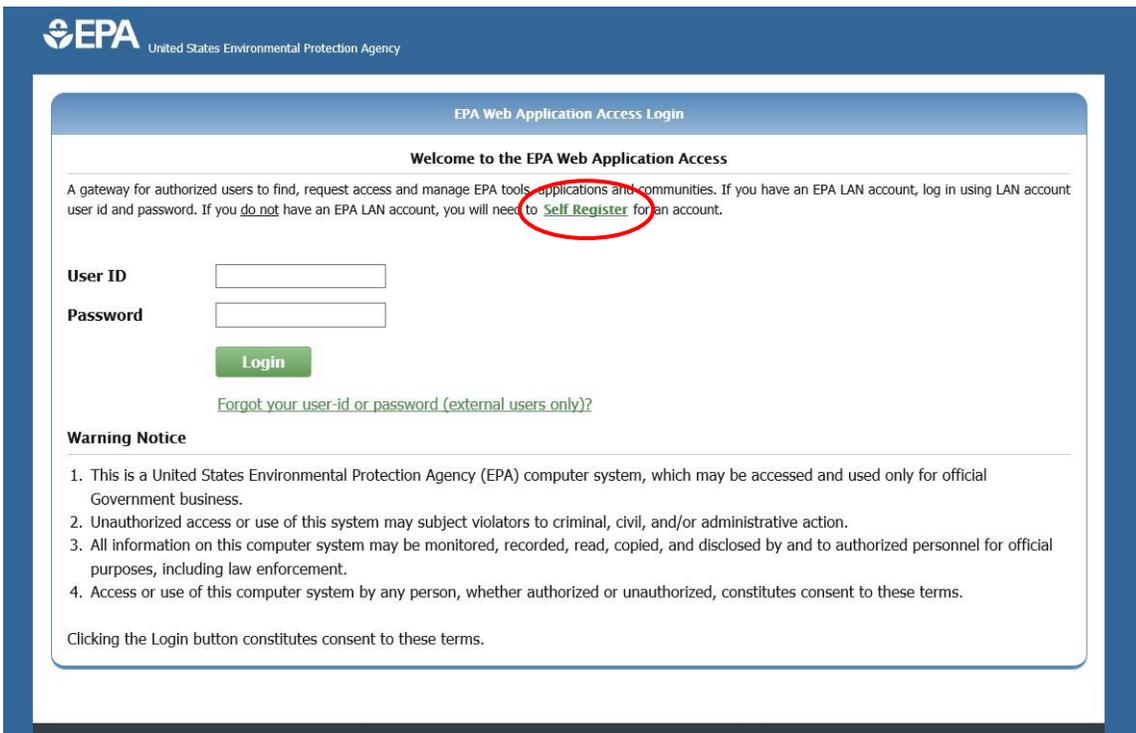
- **Users outside of EPA who have never registered at the EPA Portal** go to page 2 or click [here](#).
- **Users outside of the EPA who have registered at the EPA Portal but who are not members of the Emissions Inventory System community** should begin with the instructions on page 12 by clicking [here](#).
- **EPA users** should follow the steps beginning on page 20 by clicking [here](#).

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Users Outside of EPA Who Have Never Registered at the EPA Portal

The following are the process steps a user outside of the EPA must follow to request access to EIS.

Step 1:

Go to the EPA's Web Portal located at <https://waaapex.epa.gov/> . Select the option to Self-Register indicated in the below screenshot.



Step 2:

Complete the registration information. All fields are required to be completed.

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The screenshot shows the 'EPA Web Application Access Self Registration' form. At the top, there is a header with the title and a grid of small images. Below the header, the 'PURPOSE' section explains that the form is for outside business partners and affiliates to request access to an authorized EPA Community/Application. An 'IMPORTANT NOTE' states that the form is only for those who do not have an EPA LAN account. A warning says not to complete the form if you are an EPA employee or contractor with an EPA LAN account, and provides contact information for the EPA Call Center (1-888-611-4872). The form contains several input fields: 'EPA Contact Name', 'EPA Contact's Email Address' (with an example 'email@epa.gov'), and 'EPA Contact's Phone Number' (with an example '(xxx) xxx-xxxx'). A 'Your Information' section includes fields for 'First Name', 'Last Name', 'Email Address' (with an example 'email@domainname.com'), 'Street Address', 'City', 'Country' (a dropdown menu), 'State/Territory/Region', 'Postal Code', 'Daytime Phone Number', and 'Mobile Phone Number'. A password requirement note states: 'Passwords must be between 5 and 20 characters long and contain at least one lower case letter and one number and no spaces.' There are fields for 'Password' and 'Confirm Password'. At the bottom, there is a 'Select the Community or Application for which you are requesting access:' dropdown menu with 'Select One' below it. A checkbox for 'I accept the EPA Privacy & Security Notice' is present, with a link 'Click here to read.' and buttons for 'Submit Registration' and 'Cancel'. At the very bottom, there are links for 'Contact Us' and 'Privacy & Security Notice'.

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

You also need to establish a password that will be used to access the EPA Portal and the EIS Gateway.

Step 3:

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

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ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

EPA Contact's Email Address:

EPA Contact's Phone Number:

Password:

Confirm Password:

I accept the EPA Privacy & Security Notice. Click here to read [Click](#).

Step 4:

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 button.

:

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

EPA Contact's Email Address:
format: email@domainname.com

EPA Contact's Phone Number:
format: (xxx) xxx-xxxx

Select the Community from the drop down list that is the reason for your business need to obtain Portal access. Once you gain access to the Portal you will have the ability to request access to additional Communities.

Emissions Inventory System

I accept the EPA Portal Privacy & Security Notice. [Click here to read](#) [Click](#)

Submit

Cancel

[Contact Us](#)

[Privacy & Security Notice](#)

Step 5A:

After your request for EPA Portal access has been submitted, the EPA contact will receive an Email asking him to approve your request. When your request is approved, you will receive an Email with your User ID and password.

NOTE: We recommend that you change your password in the EPA Portal to something you can easily remember before requesting access to the EIS Gateway. See the section entitled “How Do I Change My Password” for step by step instructions.

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From: portal@epa.gov
To: jsmith@nc.rr.com
Sent: Wednesday, April 23, 2008 3:31 PM
Subject: EPA Portal General Portal Access Community access request approved

Dear John Smith:

Your request for access to the EPA Portal and the Emissions Inventory System Community has been accepted. Below is your access information:

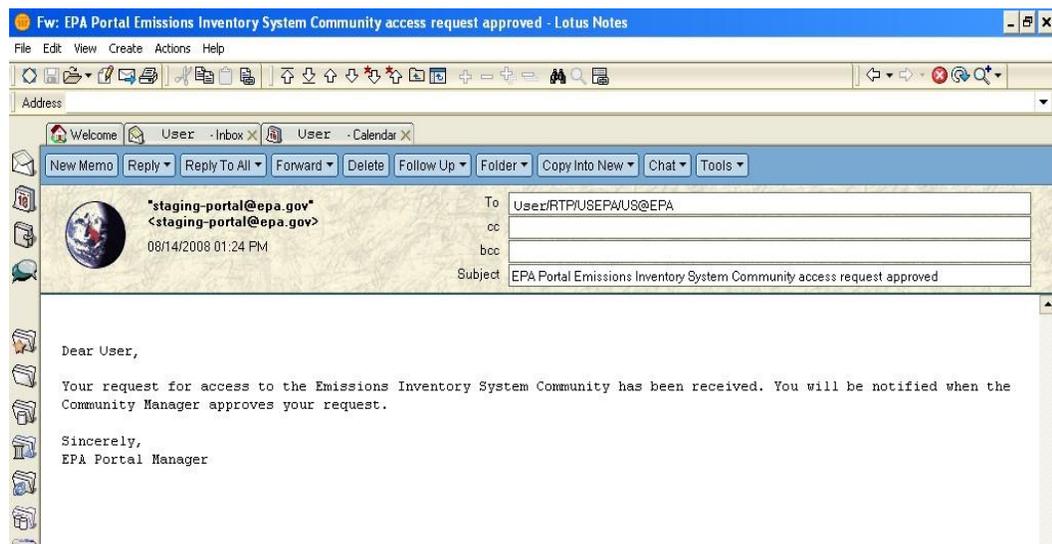
User ID: John Smith
Password: dUdv6NOu

Once you have logged into the EPA Portal successfully, you may change your password by clicking the "Change Password" link below the banner. Passwords must be 8 or more characters long and contain at least one letter and one number or symbol (i.e. \$, 5, etc.).

If you have any questions regarding your access, please contact the EPA Customer Call Center at epacallcenter@epa.gov or 1-866-411-4EPA.

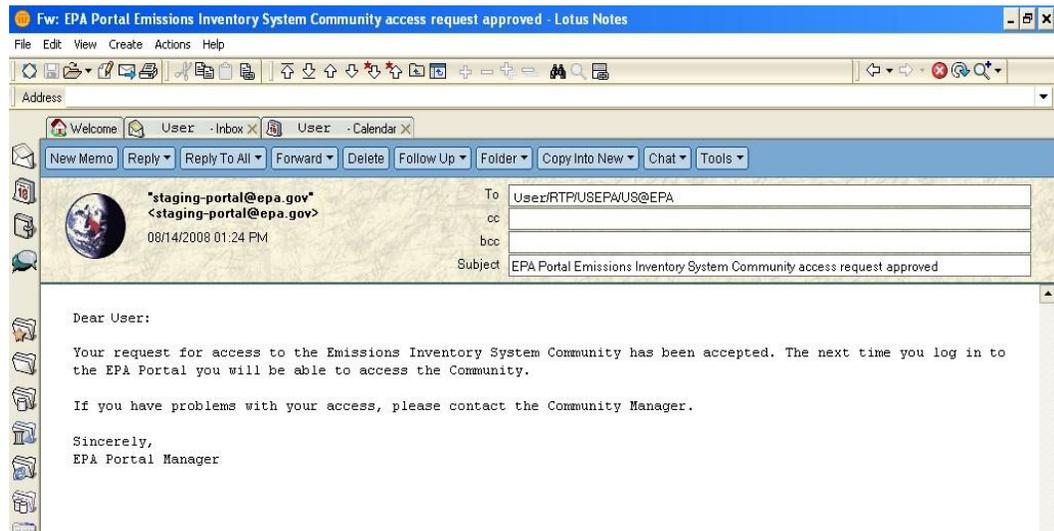
Step 5B:

You will also 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.

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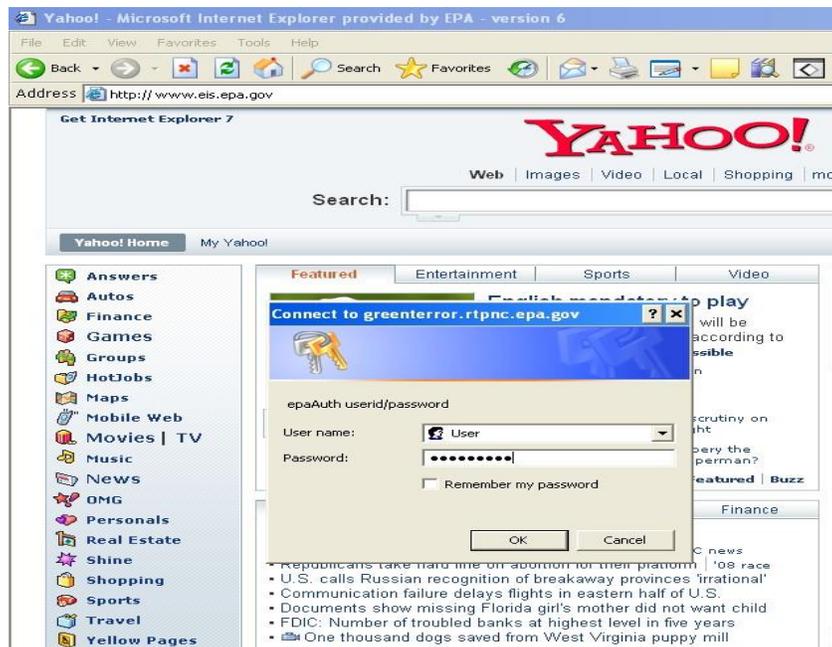


The community manager for the Emissions Inventory System community is Jonathan Miller, who can be reached at miller.jonathan@epa.gov.

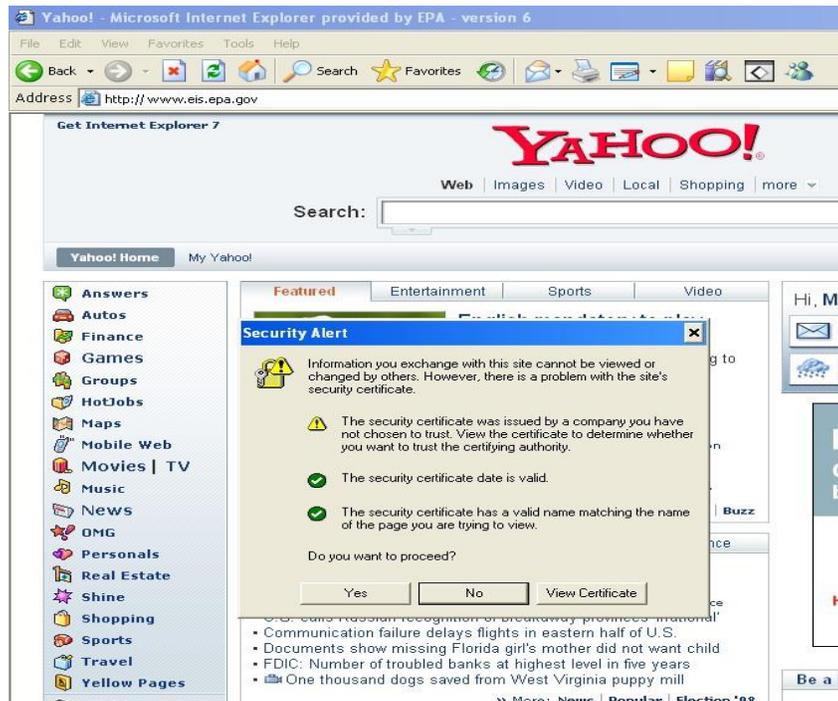
Step 6:

Use your User ID and Password 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.

You will be prompted to accept the security certificate and to enter your User ID and password.



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Step 7:

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, and 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, 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

Step 8:

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.

:
Users Outside of EPA Who Have Registered at the EPA Portal

Step 1:

Use your existing EPA Portal issued User ID and Password to log into the EPA Portal at <https://waaapex.epa.gov/>.

EPA United States Environmental Protection Agency

EPA Web Application Access Login

Welcome to the EPA Web Application Access

A gateway for authorized users to find, request access and manage EPA tools, applications and communities. If you have an EPA LAN account, log in using LAN account user id and password. If you do not have an EPA LAN account, you will need to [Self Register](#) for an account.

User ID

Password

[Login](#)

[Forgot your user-id or password \(external users only\)?](#)

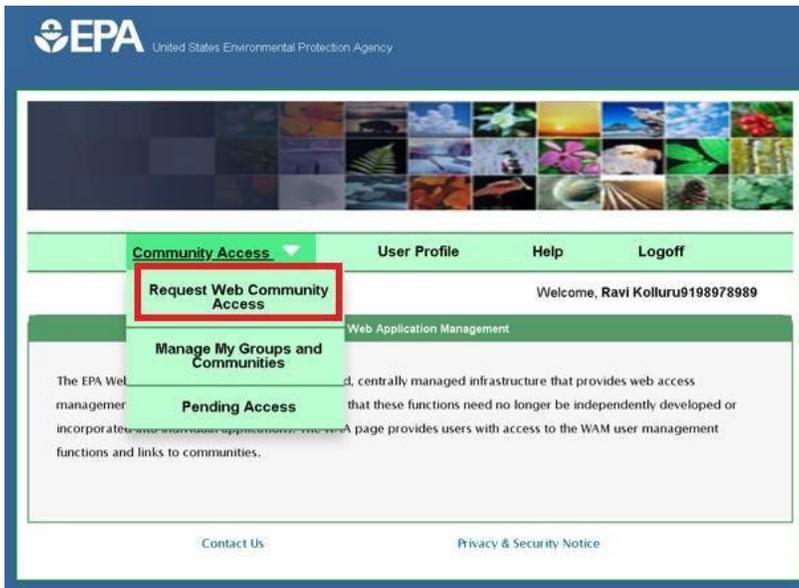
Warning Notice

1. This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business.
2. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action.
3. 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.
4. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms.

Clicking the Login button constitutes consent to these terms.

Step 2:

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



Step 3

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.

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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 wam_support@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.

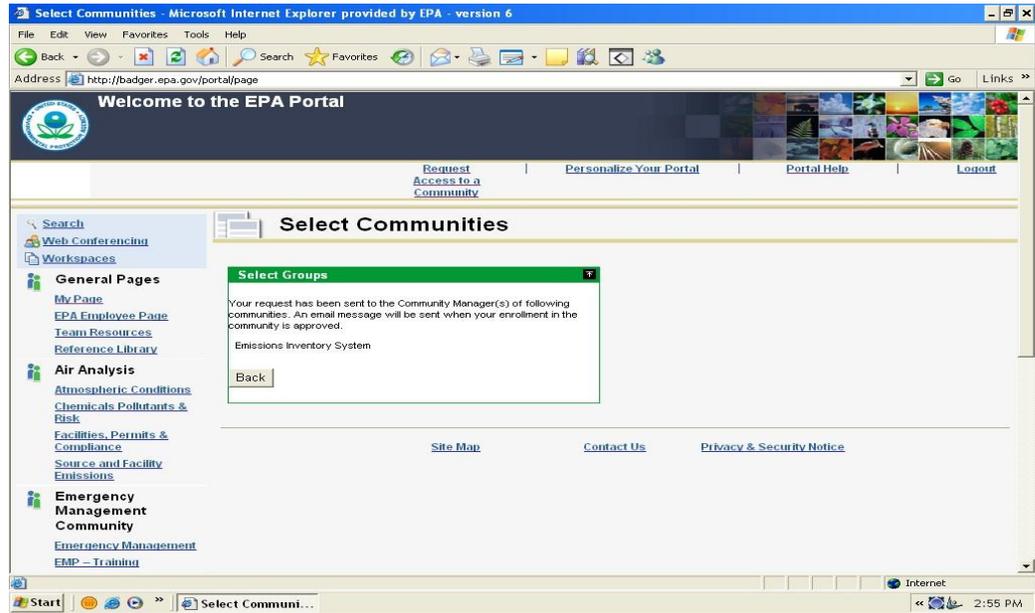
Your current communities are checked below. Add checks to new communities you want to request to join.

- Region 10 Pesticide Safety Outreach Wiki
- Registry of EPA Applications and Databases
- SGITA Community
- Statipedia Wiki
- System of Registries
- Toxicity Testing in the 21st Century Wiki
- Tribal Water Quality
- Tribal-Focused Exposure and Risk Screening Tool (T-FERST) Users
- Verdi Wiki
- WQSITS Group
- Water Resiliency and Preparedness Wiki
- Water Security Division Climate Change Initiatives Wiki
- Waters of the U.S. Docket Comments
- Watershed Central Wiki
- WebCMS
- Wetland Program Support (wetlands) Wiki
- Window To My Environment
- Workshop Planner
- Xacta
- Z WAM Test Community

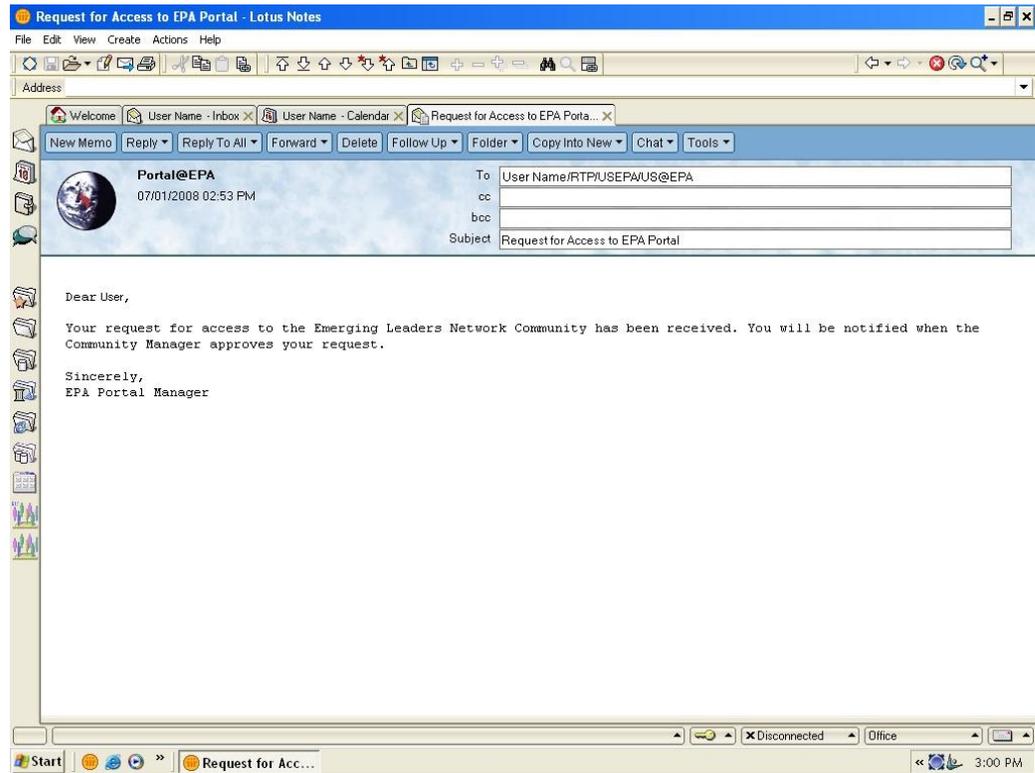
Step 4

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 not use the Back button on your browser.**

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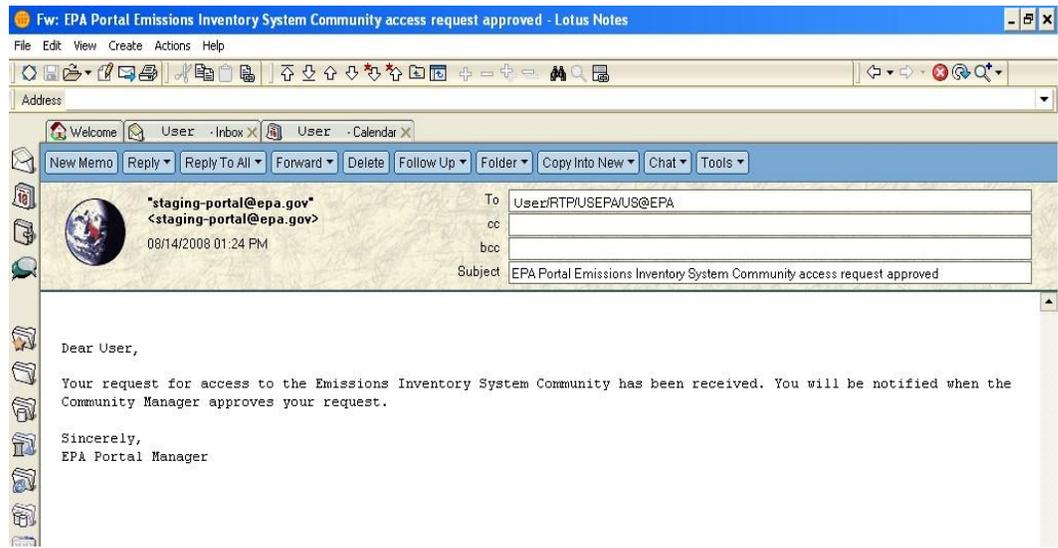
Email message from the Portal Manager.



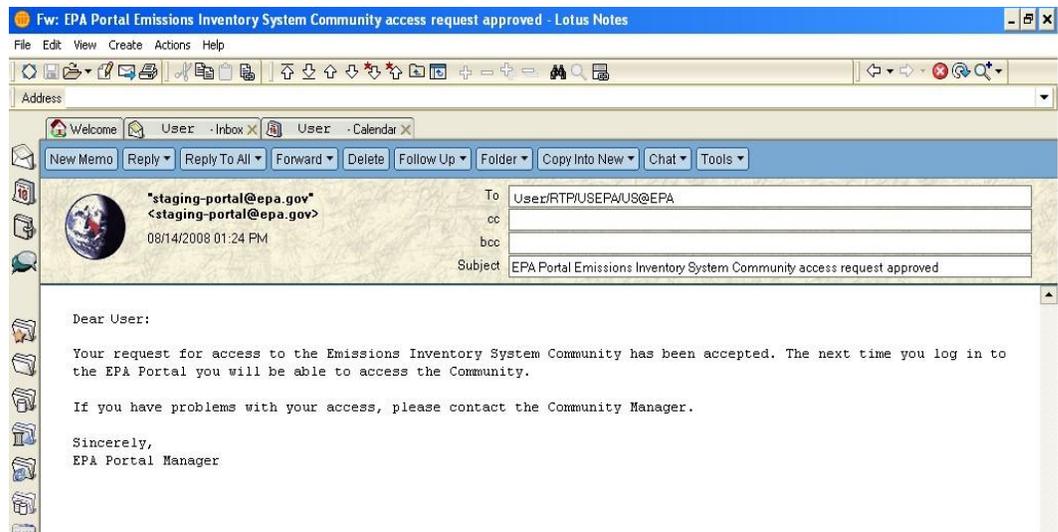
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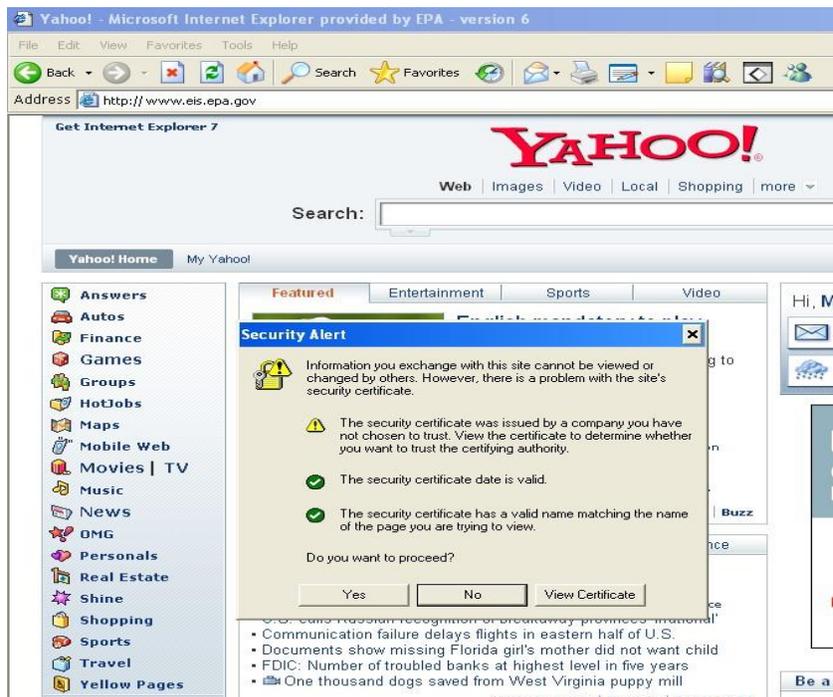
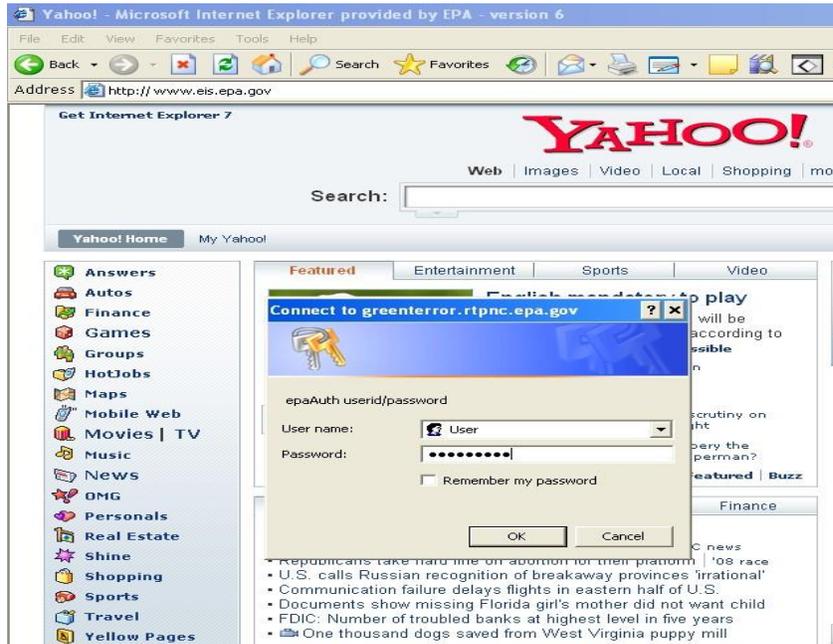
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Account Setup

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:

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Step 8:

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.

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EIS Gateway Privacy Statement

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Choosing an EIS Gateway Password

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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.

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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.

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:

Use your existing LAN User ID and Password to log into the EPA Portal at <https://waaapex.epa.gov/>

The screenshot shows the EPA Web Application Access Login page. At the top left is the EPA logo with the text 'United States Environmental Protection Agency'. The main heading is 'EPA Web Application Access Login'. Below this is a sub-heading 'Welcome to the EPA Web Application Access' and a paragraph: 'A gateway for authorized users to find, request access and manage EPA tools, applications and communities. If you have an EPA LAN account, log in using LAN account user id and password. If you do not have an EPA LAN account, you will need to [Self Register](#) for an account.' There are two input fields: 'User ID' and 'Password'. A red circle highlights these two fields and the green 'Login' button below them. Below the login fields is a link: 'Forgot your user-id or password (external users only)?'. A 'Warning Notice' section follows with four numbered points: 1. This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official Government business. 2. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. 3. 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. 4. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. At the bottom of the warning notice, it says 'Clicking the Login button constitutes consent to these terms.'

Step 2:

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



Step 3:

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.

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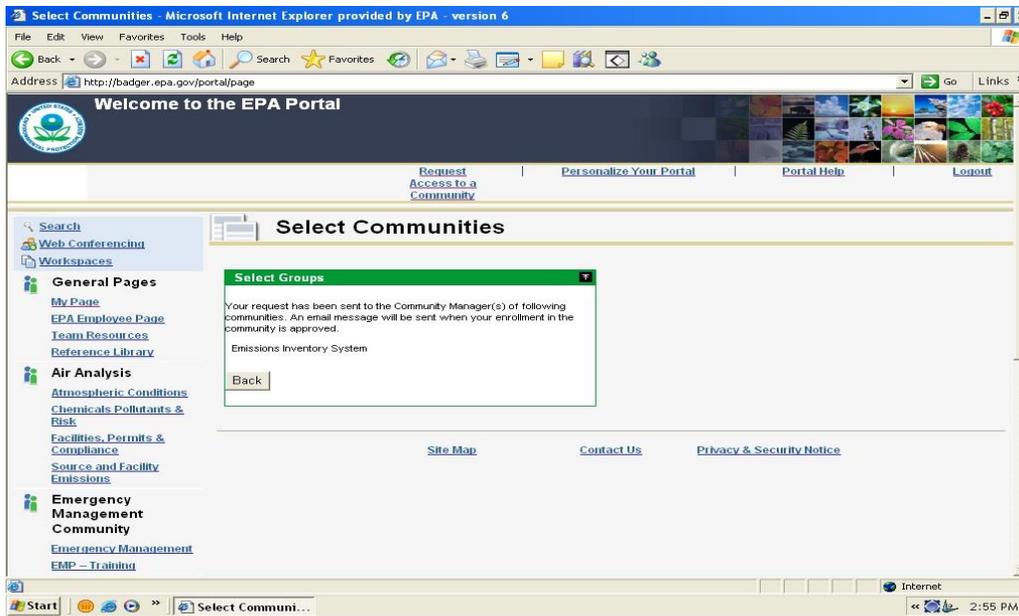
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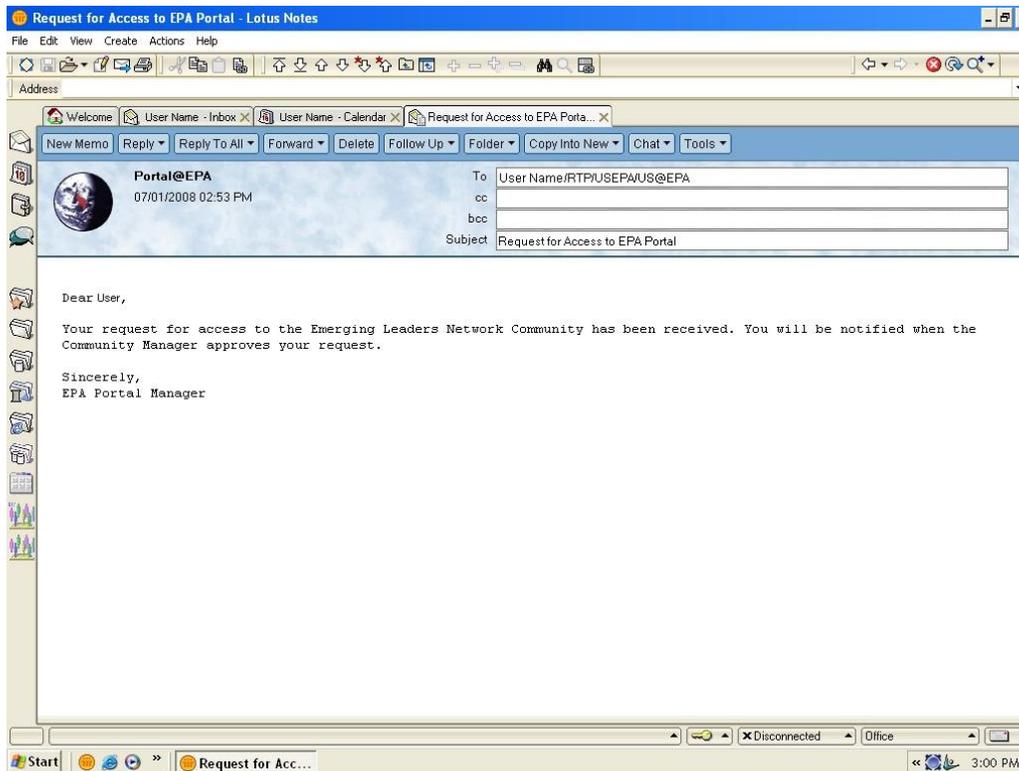
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- Water Security Division Climate Change Initiatives Wiki
- Waters of the U.S. Docket Comments
- Watershed Central Wiki
- WebCMS
- Wetland Program Support (wetlands) Wiki
- Window To My Environment
- Workshop Planner
- Xacta
- Z WAM Test Community

Step 4:

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.**

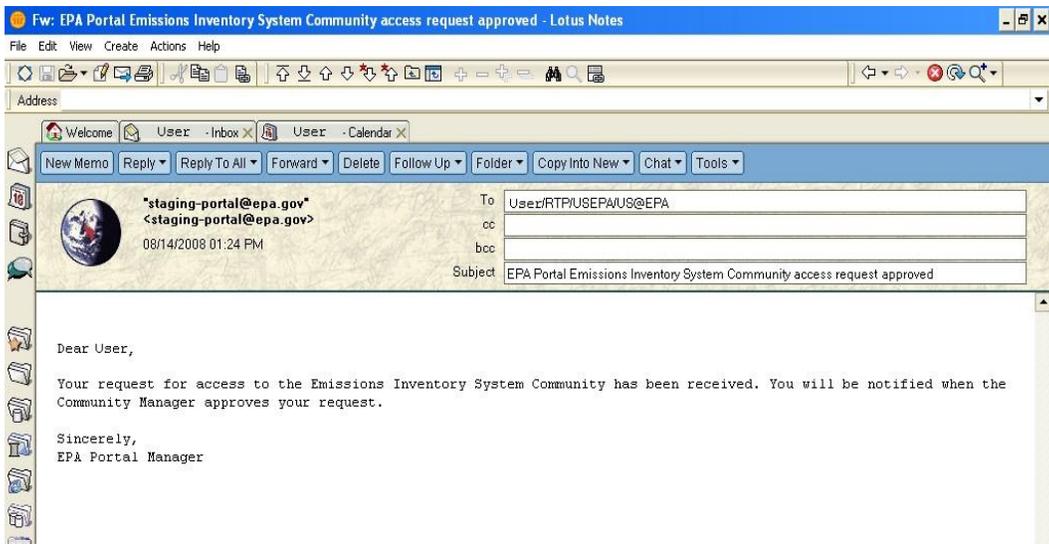


Email message from the Portal Manager.

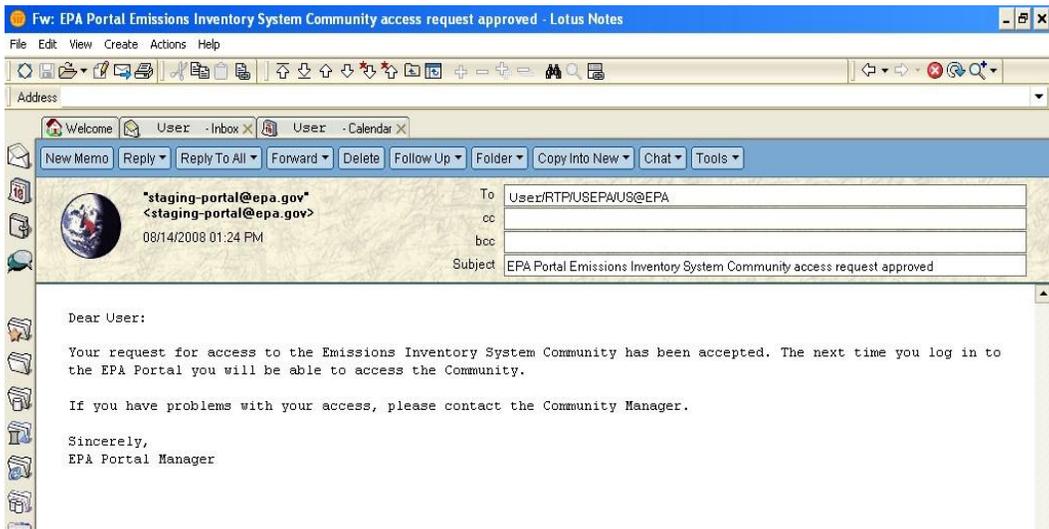


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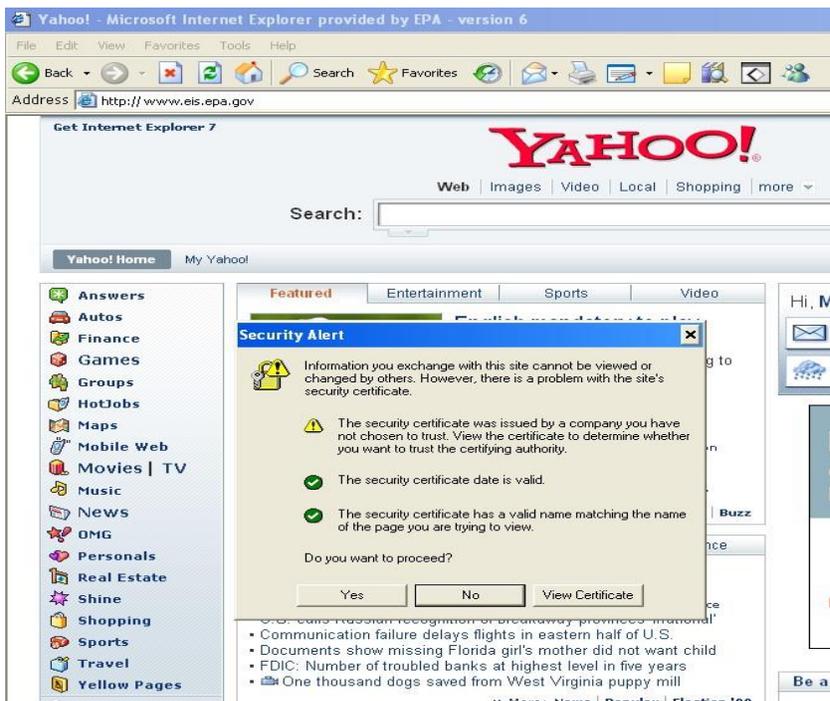
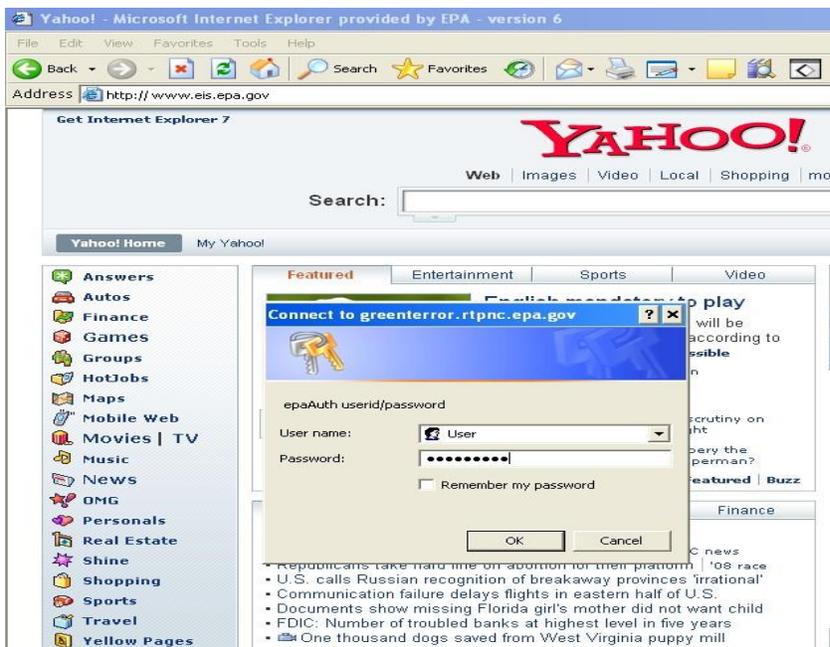
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Step 7:

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:

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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.