

Accessing ACRES After Registration

ACRES Login for Cooperative Agreement Recipients & Contractors

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.

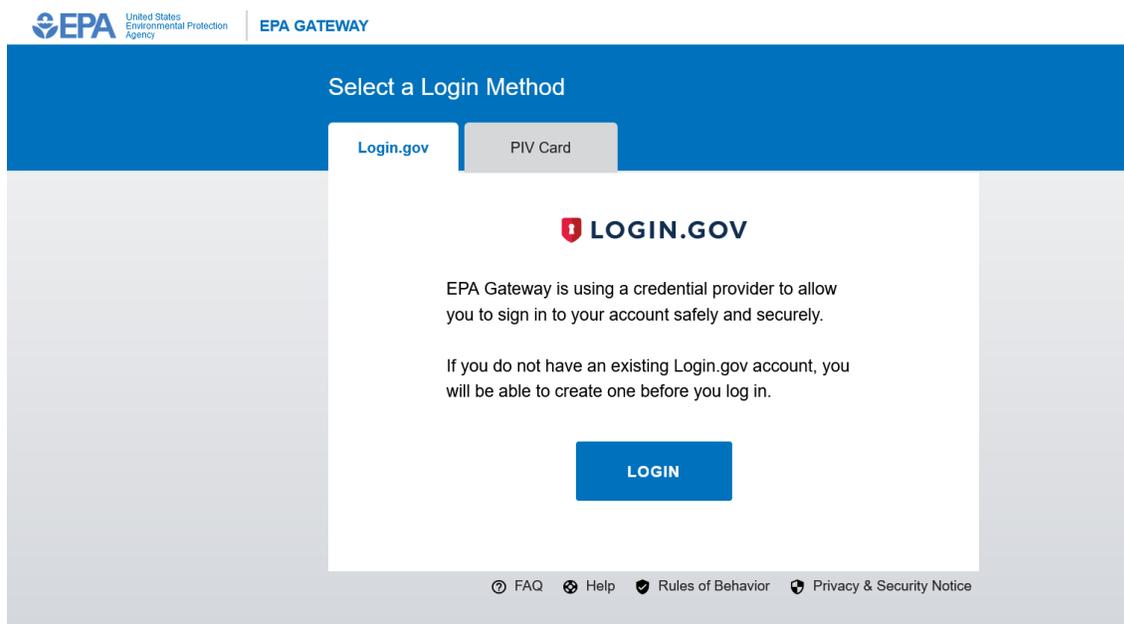


NOTE: If you have not already registered with the EPA and created a Login.gov account, please see the **ACRES Registration for New Users** Quick Reference Guide.

Logging into ACRES

Follow the process below to access ACRES and login to the system.

1. Open your Internet Browser and enter the following URL: <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  button and accept the EPA Rules of Behavior.
3. Enter your Login.gov **Email address** and **Password**.
4. Enter your security codes.

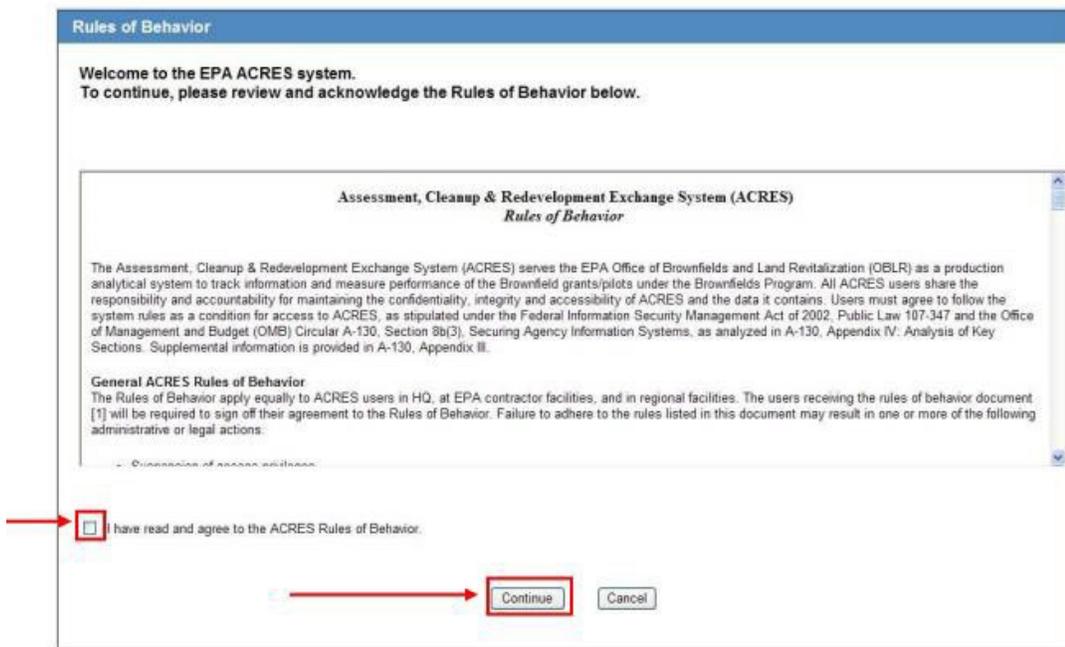


First Time Logging into ACRES

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

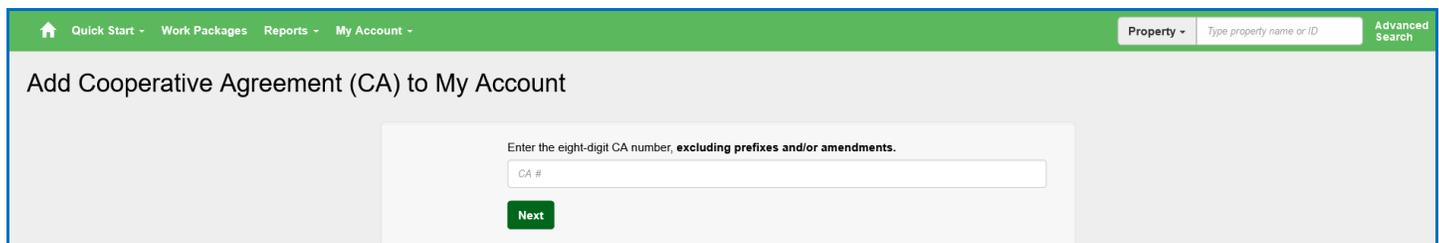
1. The first action is to read and accept the ACRES **Rules of Behavior**.

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.

- o Enter the eight-digit **Cooperative Agreement (CA)** number.
- o Select the **Next** button.





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.

Do NOT include the two-letter prefix or any amendment numbers when entering your eight-digit CA number:

~~2B~~ 12345678 ~~01~~

- o The **Confirm Add CA** screen displays.
 - o Verify the CA information selected.
 - o Select the  button.

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 TST

Cooperative Agreement #:
[REDACTED]

State:
Idaho

Cooperative Agreement Type:
Job Training

Announcement Date:
[REDACTED]

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

- o Do not attempt to register for ACRES more than once.
- o 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.
- o If new funding has been added to your CA, but the number has not changed, you can continue reporting accomplishments for the CA.
- o 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**.

<u>ACRES Help Desk</u>	
Email	Acres_help@epa.gov
Phone	703-284-8212
Day/Time	Mon – Thurs/ 9am -5pm EST