

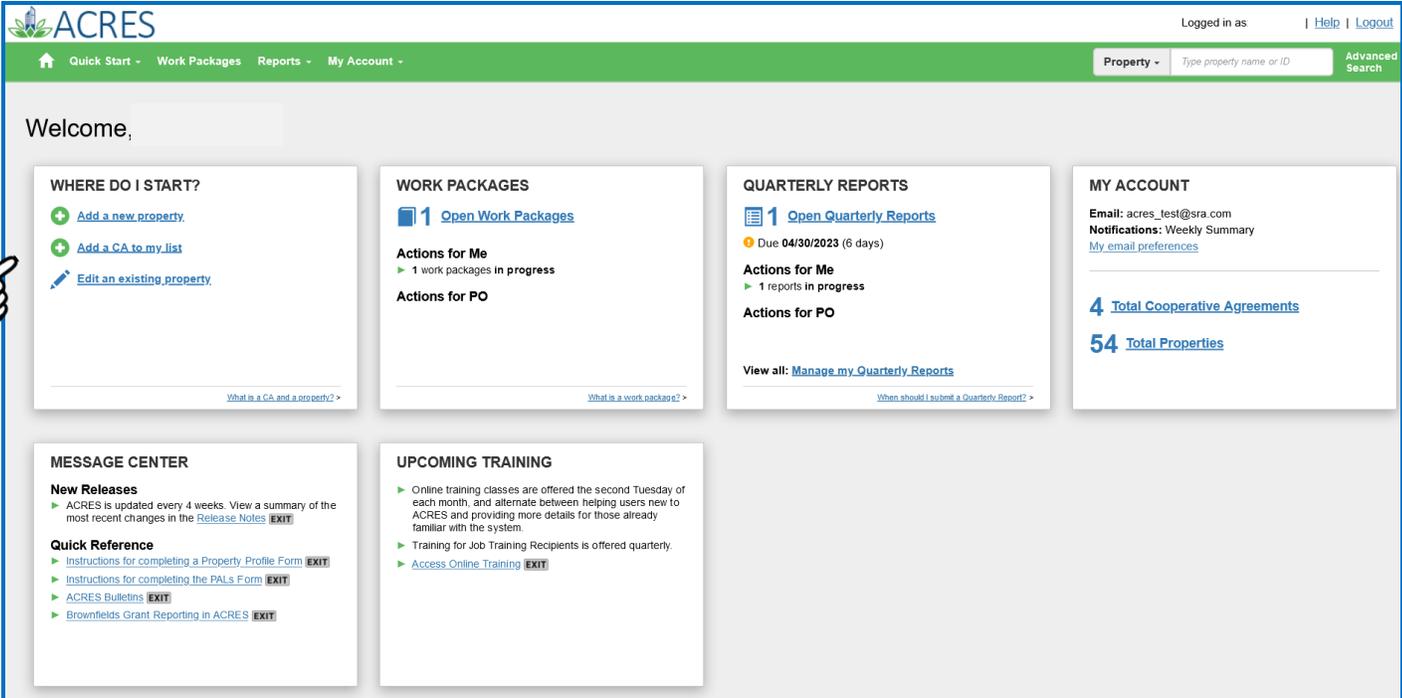
Associating a Cooperative Agreement to Your Account

In ACRES, you are allowed to associate yourself with as many Cooperative Agreements (CAs), as needed. Multiple users can be associated to a single CA, as there are no limitations to User-CA associations.

This reference guide will show you how to associate a CA to your account in ACRES.

Accessing My CAs

1. On your ACRES Homepage, go to your **Where Do I Start?** card.



The screenshot shows the ACRES homepage dashboard. At the top, there is a navigation bar with 'Quick Start', 'Work Packages', 'Reports', and 'My Account'. A search bar is on the right. The main content area is divided into several cards:

- WHERE DO I START?**: Contains links for 'Add a new property', 'Add a CA to my list', and 'Edit an existing property'. A hand icon points to this card.
- WORK PACKAGES**: Shows '1 Open Work Packages' and 'Actions for Me' (1 work packages in progress).
- QUARTERLY REPORTS**: Shows '1 Open Quarterly Reports' due 04/30/2023 (6 days) and 'Actions for Me' (1 reports in progress).
- MY ACCOUNT**: Shows email 'acres_test@sra.com', 'Notifications: Weekly Summary', and '4 Total Cooperative Agreements' and '54 Total Properties'.
- MESSAGE CENTER**: Contains 'New Releases' and 'Quick Reference' links.
- UPCOMING TRAINING**: Lists online training classes and job training recipients.

2. On the **Add Cooperative Agreement** screen (below), enter the CA# in the **Cooperative Agreement Number** field. Click **Next**.



NOTE: Enter the CA# without any prefixes or extensions. Only enter the eight-digit Agreement number.

ACRES

Help | Logout

Quick Start Work Packages Reports My Account Property Type property name or ID Advanced Search

Add Cooperative Agreement

Cooperative Agreement Number:

CA #

Next

- On the Confirm **Add Cooperative Agreement** screen, review all of the information for the CA to ensure it is correct, then select the **Confirm Cooperative Agreement** button.

ACRES

Help | Logout

Quick Start Work Packages Reports My Account Property Type property name or ID Advanced Search

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.

CA Name:
Coalition for a Clean Boise TST

Cooperative Agreement #:
00TST128

State:
Idaho

Cooperative Agreement Type:
BCRLF

Announcement Date:
2016-05-18

Confirm Cooperative Agreement Change CA

- A message displays on your **My Cooperative Agreements** screen to indicate the new agreement is now added to your account.

You will have access to the newly added CA.



The screenshot shows the ACRES web interface. At the top, there is a navigation menu with options: Home, Work Packages, User, Cooperative Agreements, Quarterly Reports, Reports, and Misc Utilities. A search bar is present with the text 'Property - Type property name or ID' and an 'Advanced Search' button. The main heading is 'My Cooperative Agreements'. Below this, a light blue notification box states: 'Cooperative Agreement for Coalition for a Clean Boise TST added to your account.' Underneath, it says 'You are associated with the following Cooperative Agreements (CAs)' and provides a green button labeled 'Add a Cooperative Agreement to My List'. A 'Narrow Results' button is located at the bottom right of the content area.

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