

Associating an Existing property to a Cooperative Agreement

When a property is funded by multiple cooperative agreements, the property should be associated to each of those cooperative agreements in ACRES. ACRES allows users to associate existing ACRES properties to those cooperative agreements without creating duplicates.

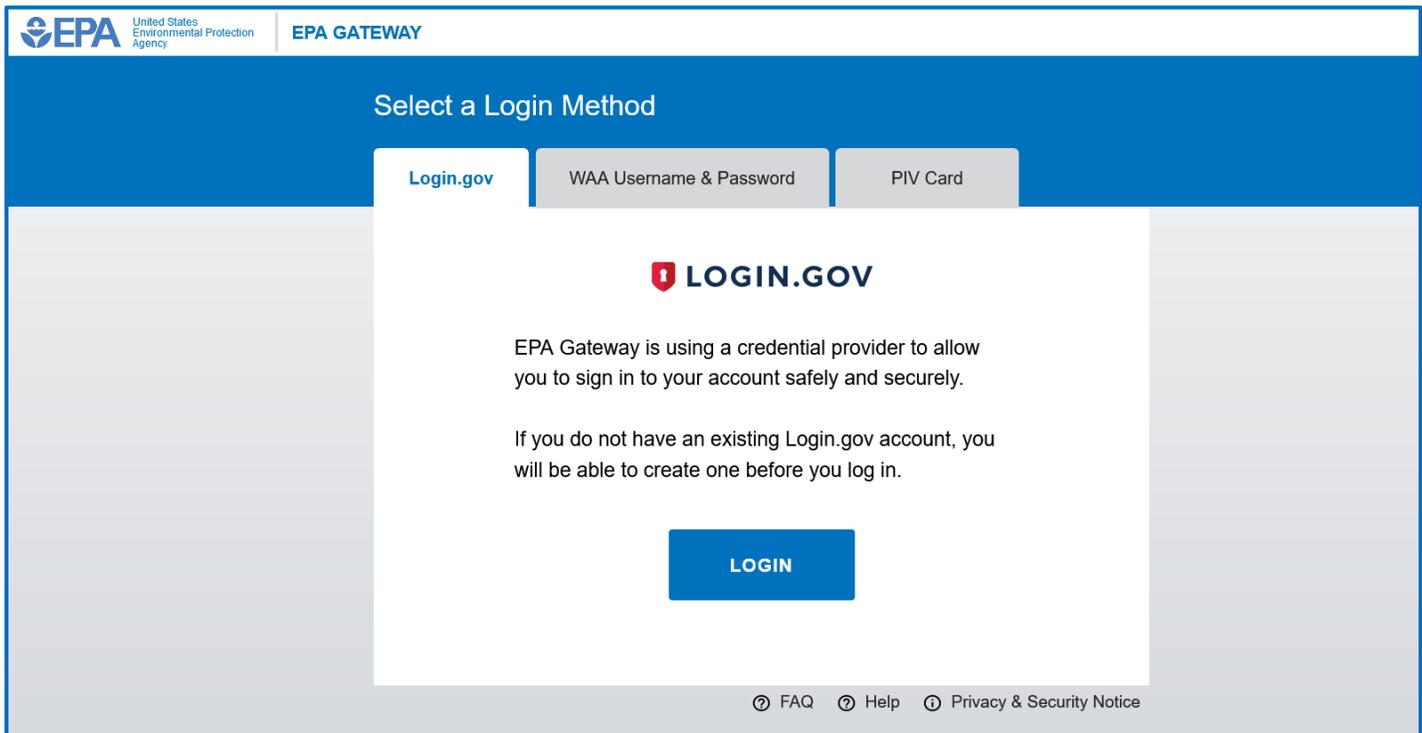
The instructions and steps below show how to associate an existing property to an additional cooperative agreement.

Logging into ACRES

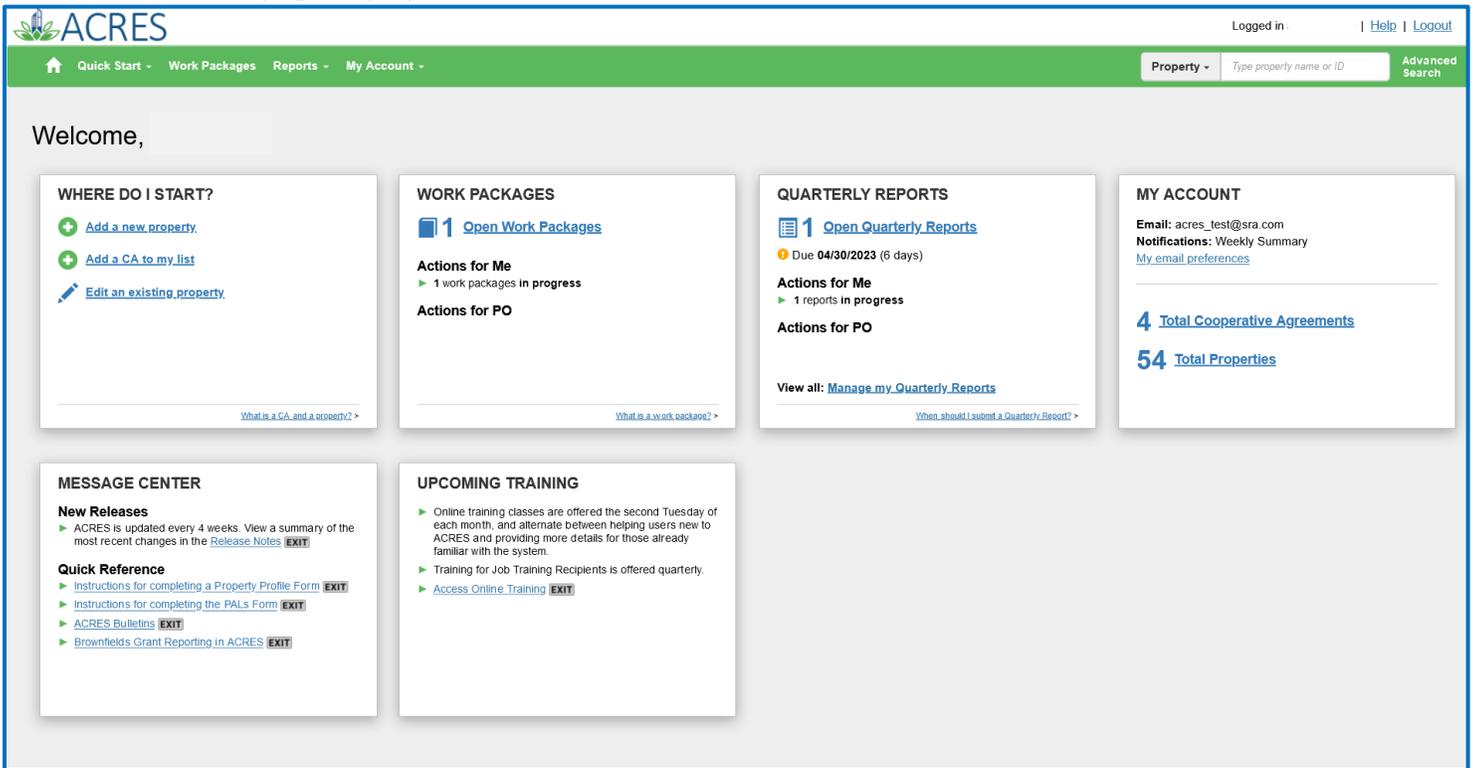
To log into ACRES, open your Internet Browser and enter the following URL:

<https://acres6.epa.gov>

1. Select the  button.
2. Enter your Login.gov **Email address** and **Password**.
3. Enter your security codes.



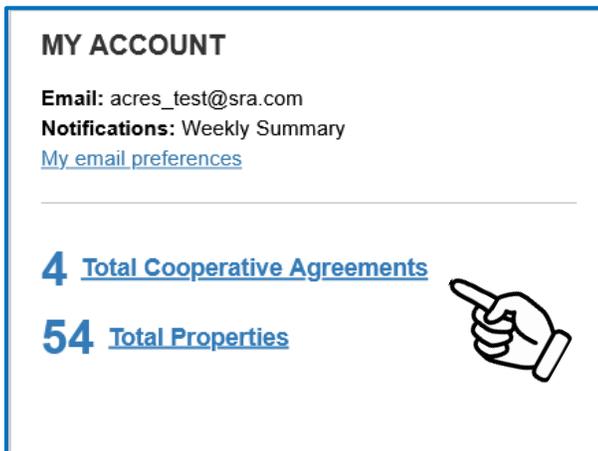
The ACRES Homepage displays.



Adding an Existing Property to one of My CA

You can add an existing property (or multiple properties) to your CA.

1. On the **My Accounts** card on your homepage, click the **Total Cooperative Agreements** link.



- On the **My Cooperative Agreement** screen, navigate to the CA to which you will add the property.
- Select the **+View Details** link.
- Select the **+Add a Property** button.

My Cooperative Agreements

You are associated with the following Cooperative Agreements (CAs)

[Add a Cooperative Agreement to My List](#)

CA Name (CA#)	Associated Properties	CA Status	CA Type	Announce Year	State	Funding Type(s)	Award Amount	Quarterly Reports	Additional Actions
Pembroke, Town of (BF96460706)	10 Properties View Details	Closed	Assessment	FY06	NC	Petroleum	\$200,000.00		
Boise DEP TST (BF00TST120)	18 Properties View Details	Open	Assessment	FY18	ID	Hazardous		+ Add QR (FY2023 Qtr2)	Remove CA from My List
Coalition for a Clean Boise TST (BF00TST128)	2 Properties Hide Details Property Name: Former Saw Mill Enter data River Front Properties Enter data + Add a Property	Open	BCRLF	FY16	ID	Hazardous		+ Add QR (FY2023 Qtr2)	Remove CA from My List
Idaho Office of Economic Development TST (BF00TST122)	24 Properties View Details	Open	Cleanup	FY18	ID	Hazardous		Edit QR (FY2023 Qtr2)	

Showing 1 to 4 of 4 entries

[Add a Cooperative Agreement to My List](#)

- 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.

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

STEP 2 in Adding a Property to Boise DEP TST

1 Select CA | 2 **Search for Existing Property (Avoid Duplication)** | 3 Property Profile Form Part I: Property Information | 4 Property Profile Form Part II: Environmental Activities | 5 Property Profile Form Part III: Additional Property Information | 6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected | City or Keyword: boise | Zip Code: Zip Code

[Apply Filter/Display Properties](#) [Clear Filters](#)

- Once you have searched and located the existing property, select the checkbox in front of the property record.
- Click the **Add selected property** button to add the property to the CA.

STEP 2 in Adding a Property to Boise DEP TST

1 Select CA 2 Search for Existing Property (Avoid Duplication) 3 Property Profile Form Part I: Property Information 4 Property Profile Form Part II: Environmental Activities 5 Property Profile Form Part III: Additional Property Information 6 Review & Submit

Use one or more of the FILTERS below to check for an existing property (to avoid property duplication).

Property State: None selected City or Keyword: boise Zip Code: Zip Code

Apply Filter/Display Properties Clear Filters

Review Existing Properties

View as List View on Map

IF YOUR PROPERTY IS LISTED BELOW, please click the box next to it and then "Add Selected Property" to add your information to the existing record. IF IT IS NOT LISTED BELOW, you can "Create New Property".

Add selected property + Create new property

Show 50 entries Narrow Results

Select Property	Property Name	Property ID	Property City	Property State	Property Address	Associated CA Name(s)	CA Number	CA Type	CA Announcement Year
<input type="checkbox"/>	1100 West Front Street	124927	Boise	ID	1100 West Front Street	Capital City Development Corporation (Idaho)	[Not Displayed]	Assessment	2006
<input checked="" type="checkbox"/>	1100 West Front Street	124927	Boise	ID	1100 West Front Street	Idaho Department of Environmental Quality	[Not Displayed]	Section 128(a) State/Tribal	2010
<input type="checkbox"/>	1401 W. Jefferson St.	242996	BOISE	ID	1401 W. Jefferson St.	Idaho Department of Environmental Quality	[Not Displayed]	Section 128(a) State/Tribal	2018

Once you have clicked Add Selected Property, you will be directed back to the CA Details page. The existing property will now be listed under on your CA home page.



NOTE: There is no limit to how many cooperative agreements can be associated to a property.

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