Non-EPA Users (States, Territories, and Tribes): How to Register and Login to ATTAINS

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Purpose: This document explains how non-EPA users (including **state**, **territory and tribal users**) can request an ATTAINS user ID. It also describes how non-EPA users access the ATTAINS User Interface.

Note: For non-EPA users, the initial setup of an ATTAINS account requires several components (a Central Data Exchange (CDX) web account, a Login.gov account, and an ATTAINS account). This document explains how to obtain the components and how to connect them. It also describes how to access the ATTAINS User Interface once your account has been set up.

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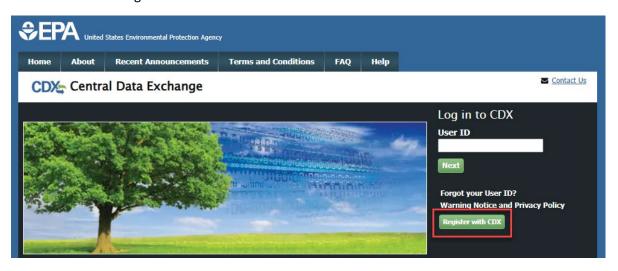
1 How to Register

Published data from ATTAINS are available without a login via <u>How's My Waterway</u> and <u>Expert Query</u>. An ATTAINS login is required for our data partners who need to upload, edit, review, or submit water quality assessment data to EPA through ATTAINS.

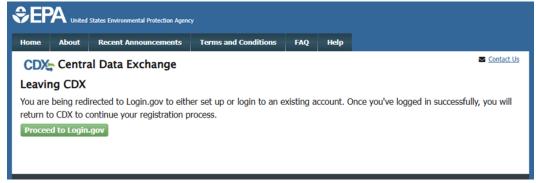
1.1 REQUEST A CENTRAL DATA EXCHANGE (CDX) ACCOUNT

ATTAINS uses Central Data Exchange (CDX) web services to authenticate state, territory, and tribal users. So, the first step is to request a Central Data Exchange (CDX) web account if you do not already have one. (If you have an existing CDX account, you may skip this step.)

- 1. To create a new CDX account, go to the CDX website.
- 2. Click the "Register with CDX" button.

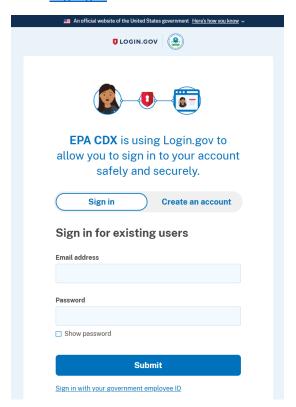


- 3. Review the Terms and Conditions.
- 4. Click the box next to "I am the original registrant and owner of the User ID requested".
- 5. Click "Proceed".
- 6. Under the "Active Program Services List", click on "ATTAINS: Assessment Total Maximum Daily Load (TMDL) Tracking and Implementation System"
- 7. Enter your requested CDX user ID. Follow the system prompts. If your requested user ID meets the requirements and is available, you may continue.
- 8. CDX will direct you to Login.gov to either sign in to an existing Login.gov account or create a new Login.gov account.



1.2 SIGN IN OR SETUP A LOGIN.GOV ACCOUNT

If you already have a Login.gov account, you can connect your CDX account to your existing Login.gov account. Otherwise, set up a new Login.gov account. Information regarding how to login or set up an account is provided on the <u>Login.gov</u> website.



1.2.1 Sign in to an Existing Login.gov Account

If you have an existing Login.gov account for work or personal use, you may sign in to it and connect the CDX account to it. A Login.gov account can be associated with multiple email addresses and government data systems. Skip to section 1.3, Connect the CDX account to the Login.gov account.

1.2.2 Create a Login.gov Account

If you do not have an existing Login.gov account, you may create a new account. Follow the prompts from Login.gov.

1.3 Connect the CDX account to the Login.gov account

Once you have logged into Login.gov, it may prompt you to enter your CDX login ID, or it may connect it automatically and return you to the CDX website.

1.4 IMPORTANT NOTE: SET UP MULTIPLE AUTHENTICATION METHODS FOR LOGIN.GOV



Please save yourself some hassle by setting up multiple authentication methods for Login.gov so that you do not get locked out of your Login.gov, CDX, and ATTAINS accounts.

Login.gov uses Multi-Factor Authentication (MFA). It allows you to set up multiple methods for authenticating, which can be useful if you forget your PIN numbers or change phone numbers or email addresses.

Please set up multiple authentication methods. If you lose access to all your authentication methods, you must create a new Login.gov account. Then, you must create a new CDX account, because your original CDX account is tied to your original Login.gov account. Then, you must also create a new ATTAINS account, because the original ATTAINS account is tied to the original CDX account. Then, all three new accounts need to be tied together. Save yourself trouble by ensuring you have multiple ways to authenticate to your Login.gov account, so that you do not lose access to it.

Authentication methods include:

- Phone number This method sends you a one-time code each time you sign in. You can choose to receive a text message or phone call.
- Authentication Apps This method allows you to use an application on your phone to view a temporary security code that changes every 30-60 seconds.
- Face or Touch Unlock This method allows you to authenticate the same way you unlock your device, whether its with your face or fingerprint, a password, or another method. (This option works best for use on a mobile device like a mobile phone or tablet.)
- Security Key This method allows you to use a physical security key.
- Government Employee ID This method allows you to use a smart card reader and a Personal Identity Verification (PIV) or Common Access Card (CAC).
- Backup Codes This method provides you with 10 backup codes that you can download, print, copy or
 write down. You will enter one code every time you sign in. This option is the least preferred method
 because the codes are provided by Login.gov (not selectable) and they can be easily forgotten or lost.

1.5 REQUEST AN ATTAINS ACCOUNT

Once you have access to your CDX account through Login.gov, then you can contact your regional Data Management Coordinator (DMC) or the ATTAINS Helpdesk to request an ATTAINS login ID.

1.5.1 Request Access to the ATTAINS User Interface (All Users)

Provide the DMC or the ATTAINS Helpdesk with the following information. The DMC or ATTAINS Helpdesk may contact you with follow-up questions. The DMC or ATTAINS Helpdesk may verify the request for access with the primary ATTAINS contact for the Organization

- 1. Name
- 2. Work Email Address
- 3. CDX User ID
- 4. Organization Name or Organization ID for your State, Territory, or Tribe
- 5. Level of access you are requesting for each module

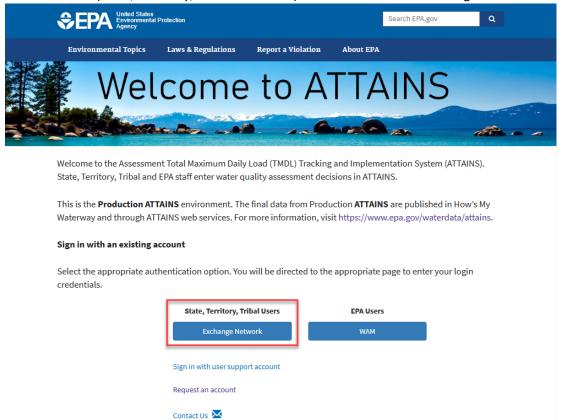
Once an ATTAINS account has been established, the DMC or ATTAINS Helpdesk will contact the user to let them know they can sign in to the ATTAINS User Interface.

1.5.2 Users Who Want to Submit Data through the Exchange Network

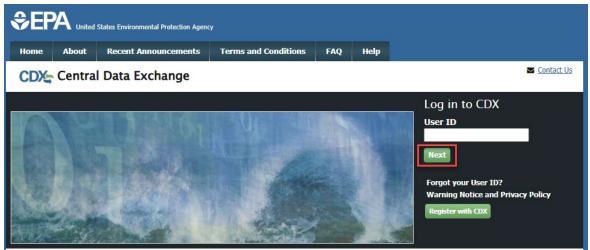
Exchange Network users: If you want to submit data to ATTAINS through the Exchange Network (rather than through the User Interface or Batch Upload), you must complete an extra step. In addition to getting your CDX account added to the ATTAINS User Database (previous step), you must also get your CDX account associated with the ATTAINS data flow under the Exchange Network (this step). Contact the EPA Node Helpdesk at nodehelpdesk@epacdx.net to associate your CDX account with the ATTAINS flow.

2 How to Login to ATTAINS

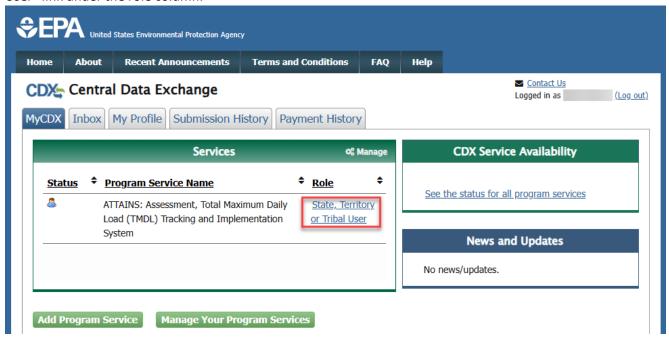
- 1. To login to the ATTAINS User Interface, go to the <u>ATTAINS Login page</u>.
- 2. Non-EPA users (State, Territory, and Tribal Users) should click on the "Exchange Network" button.



3. ATTAINS uses CDX accounts for non-EPA users. You will be redirected to the CDX login page. Enter your CDX user ID and click "Next".



- 4. CDX uses Login.gov for authentication, so you will be redirected to a Login.gov page to enter your Login.gov password.
- 5. Once you authenticate through Login.gov, you will be redirected back to the CDX page.
- 6. Once logged in to CDX, find "ATTAINS: Assessment, Total Maximum Daily Load (TMDL) Tracking and Implementation System" in the Program Service Name list and click on the "State, Territory, or Tribal User" link under the role column.



Note: If you do not see ATTAINS in your list of Program Service Names, then you may request to add it. Click the "Add Program Service" button. Select "ATTAINS: Assessment, Total Maximum Daily Load (TMDL) Tracking and Implementation System" from the list. If prompted, provide your Organization ID (i.e., the Organization ID used by your Organization in ATTAINS).

7. Then, you will be redirected to ATTAINS.

3 Troubleshooting

ATTAINS uses CDX accounts for non-EPA users. CDX switched to using multi-factor authentication through Login.gov.

The ATTAINS Helpdesk cannot reset passwords. For assistance with CDX or Login.gov, please visit their respective websites.

3.1 FORGOTTEN CDX LOGIN

If you forget your CDX Login, you can go to the CDX website and use the "Forgot your User ID?" link.

3.2 LOGIN.GOV HELP

If you need assistance with Login.gov, please visit their Login.gov Help page.

3.3 What To Do If You Lose Access to Your Login.gov Account



Important: Make sure you set up multiple authentication methods for your Login.gov account.

If you lose access to your Login.gov account, such as losing access to your authentication methods, then you must create a new Login.gov account, a new CDX account, and a new ATTAINS account and connect the three new accounts. Your original CDX and ATTAINS accounts are connected to your original Login.gov account, and they cannot be added to a different Login.gov account simultaneously. Therefore, you will need to repeat the Getting Access section of this document to set up new accounts. Then, notify your regional Data Management Coordinator (DMC) or the ATTAINS Helpdesk to get your ATTAINS permissions transferred from your original account to your new account.

Setting up multiple authentication methods for Login.gov reduces the risk of losing access to all your authentication methods and your Login.gov account.

Please see Section 1.4, Important Note: Set Up Multiple Authentication Methods for Login.gov, for more information about the types of available authentication methods.