

## Setting Email Preferences

ACRES has the ability to automatically generate email reminders and notifications, depending on how you set your email preferences on your ACRES user account.

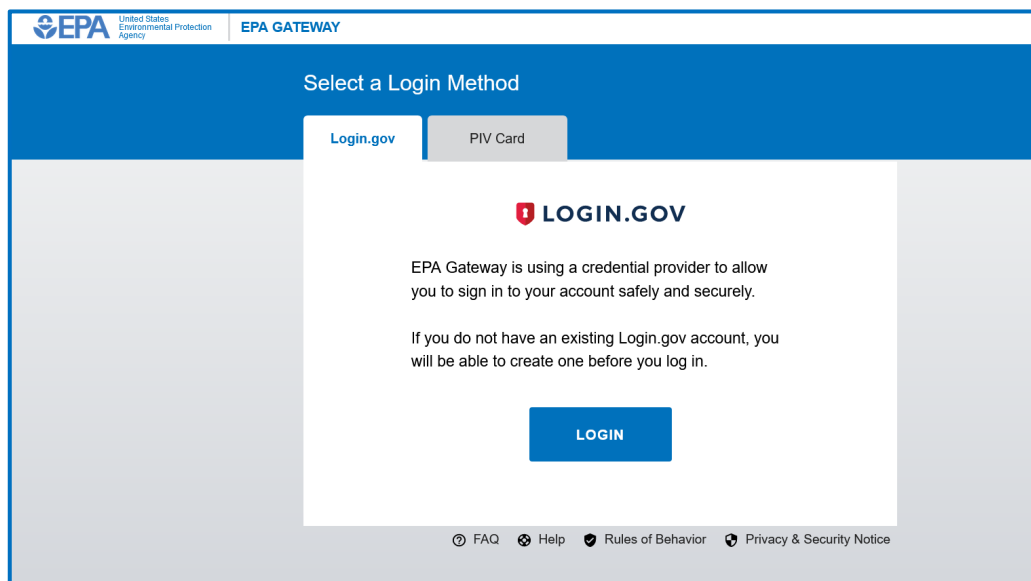
Personalizing your email settings can be very useful for receiving notification(s) when you are assigned a new work package or when your work packages have been approved. It also allows you to receive a quarterly report listing your property(ies) status and last date updated.

Your settings let you choose how often you want to receive emails from ACRES. As long as you are an active ACRES user, you may change your email notification selections at any time.

### Logging into ACRES

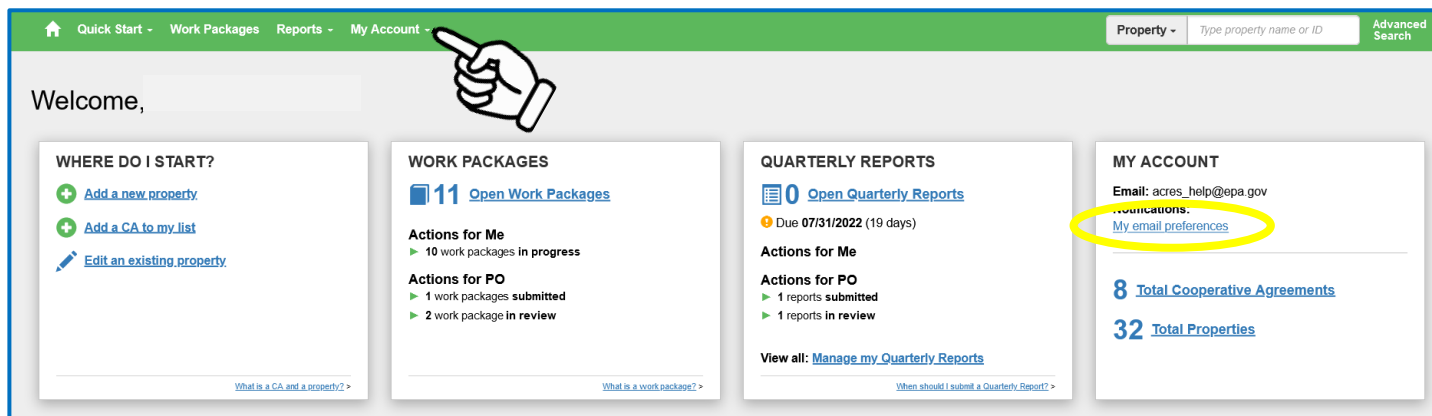
Follow the process below to access ACRES and log into the system.

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 **LOGIN** button and accept the EPA Rules of Behavior.
3. Enter your Login.gov **Email address** and **Password**.
4. Enter your security codes.



### My Preferences on your ACRES Menu Bar

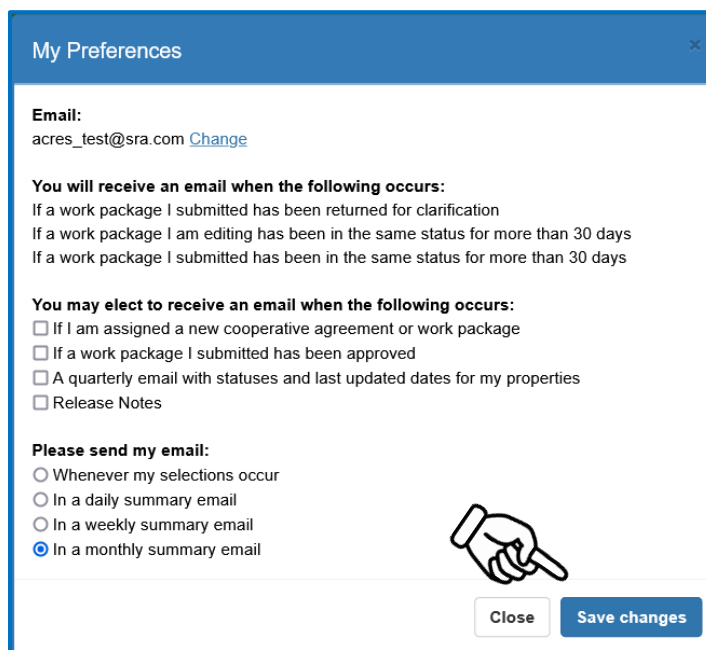
You can select the **My Account** tab on your ACRES menu bar or select **My email preferences** on the **My Account** card to select your preferences for receiving emails from ACRES, and also the frequency.



You will be directed to the **My Preferences** screen, where you can make the following selections (these are Recipient options – EPA staff have slightly different options).

- o **Email (Change):**
  - o Select the Change link to update your email address.
  - o Changing the email address in **My Preferences** will change the Contact Email address associated with your ACRES account.
- o **You will receive an email when the following occurs:**
  - o If a work package I submitted has been returned for clarification:  
This will notify you if a work package you submitted to EPA for Regional Review was returned to you for further clarification and editing.
  - o If a work package I am editing has been in the same status for more than 30 days:  
This will notify you if you have started a work package, but have not yet submitted the work package to EPA for Regional Review.
  - o If a work package I submitted has been in the same status for more than 30 days:  
This will notify you if you have submitted a work package, but your EPA Project Officer has not opened the work package for Regional Review.
  - o These selections cannot be changed.
- o **You may elect to receive an email when the following occurs:**

- o If I am assigned a new cooperative agreement or work package:  
An email is sent to notify you if a work package that another user started has been assigned to your user account for editing, and if you have been designated as the Cooperative Agreement Recipient (CAR) contact for a Cooperative Agreement.
- o If a work package I submitted has been approved:  
An email is sent to notify you when your submitted work package has been approved at National Program Review, the final step in the workflow. The data will be final in ACRES the day after the work package is approved. This also lets you know that you can start a new work package for that same property.
- o A quarterly email with statuses and last updated dates for my properties:  
An email will be sent to provide you with a quarterly summary of the current status and last updated date for all your associated properties.
- o Release notes:  
An email will be sent to notify you of any ACRES updates and any features that have been changed or added.



Select the  button to keep your selections.

<u><a href="#">ACRES Help Desk</a></u>	
<b>Email</b>	<a href="mailto:Acres_help@epa.gov">Acres_help@epa.gov</a>
<b>Phone</b>	703-284-8212
<b>Day/Time</b>	Mon – Thurs/ 9am -5pm EST