ACRES is accessed through the EPA website. If you have not already registered with the EPA and created an ACRES User Name and Password, please see the ACRES Quick Reference Guide “ACRES Registration for New Users.”

The ACRES login process is described below.

1. Open your Internet browser to the following URL: https://cfext.epa.gov/acres/. You can add this to your favorites for easy access by pressing <Ctrl> D on your keyboard.

   **Note:** ACRES is designed to operate with Microsoft Internet Explorer 5.5 or higher, Firefox, and Chrome.

2. Enter the User Name and Password you set during the EPA registration process, and click the “Log In” button. The ACRES Home page will display.

   **Note:** You will be prompted to change your password every 90 days in accordance with EPA security policy.
If you forget your password or username, click the “Forgot username or password?” link under the password field.

For a forgotten password, you will prompted to enter the User Name established during the EPA registration process. The EPA will send you a new password.

If you forgot your User Name, you will be prompted to enter your First and Last Name. In this case, your user name will be emailed to you.

If you continue to have trouble logging in, please contact the ACRES Help Desk at ACRES_Help@epa.gov or (703)-284-8212.

Note: If a pop-up blocker prevents ACRES from opening when you click the ACRES link, follow these steps:

1) Right click on the yellow message bar at the top of the screen that indicates a pop-up has been blocked.
2) Highlight and left-click on “Always Allow Pop-ups from this Site.”
3) Click “Retry” from the dialog box to launch the application window.

If this is the first time you have logged into ACRES, you will be prompted with two one-time only actions:

1. Agreement to the Warning Notice and Privacy Statement

2. Identification of your CA number and the state in which the Cooperative Agreement is located.

1. Warning Notice and Privacy Statement:

After reading through the Warning Notice and Privacy Statement, click the “I have read and agree” box and click the Continue button.
2. Cooperative Agreement (CA) Identification:

The second prompt associates you with a CA number and state. Enter your eight-digit grant number for your Cooperative Agreement (CA), and the state in which the CA is located. Be sure to exclude the two-letter prefix and any amendment numbers when entering your eight-digit CA number. 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

a. Enter the CA number, the state and click the Next button.
b. A confirmation page displays. Click the confirm button and you are now ready to work with ACRES.
c. Your Home page will display.

Note: Do not attempt to register more than once:

- If you would like to report activities under a CA that differs from the one you registered with EPA, just log in as usual and add the new CA to your ACRES user profile.
- If new funding has been added to your CA but the number has not changed, you can continue reporting accomplishments for the CA as before.
- If you cannot remember whether or not you have registered, contact the ACRES Help Desk at ACRES_Help@epa.gov or (703)-284-8212.