Associating a Cooperative Agreement to Your Account

ACRES allows you to associate to as many Cooperative Agreements (CAs) as needed. Also, multiple users may be associated to a single Cooperative Agreement. There are no limitations on these associations.

1. Open your Internet browser to the following URL: [https://cfext.epa.gov/acres/index.cfm](https://cfext.epa.gov/acres/index.cfm). 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.

2. Click the My Cooperative Agreements tab.

3. Click the “Add a Cooperative Agreement to My List” button at the bottom of the screen.
4. Enter your eight-digit CA number and select the state in which the CAR is located. Be sure to exclude the two-letter prefix and any amendment numbers when entering your eight-digit CA number.

Do NOT include the two-letter prefix or any amendment numbers when entering your eight-digit CA number:

![Image of ACRES system with highlighted fields for cooperative agreement number and state]

5. A confirmation screen will appear with identifying information for your CA. If the information is not for the CA you were expecting, click "Change Cooperative Agreement" and re-enter the CA number and state. If the CA information is correct, click "Confirm Cooperative Agreement" and you will be returned to the ACRES Home page.
ACRES HELP DESK
acres_help@epa.gov or 703-284-8212
M-F, 9am-5pm EST