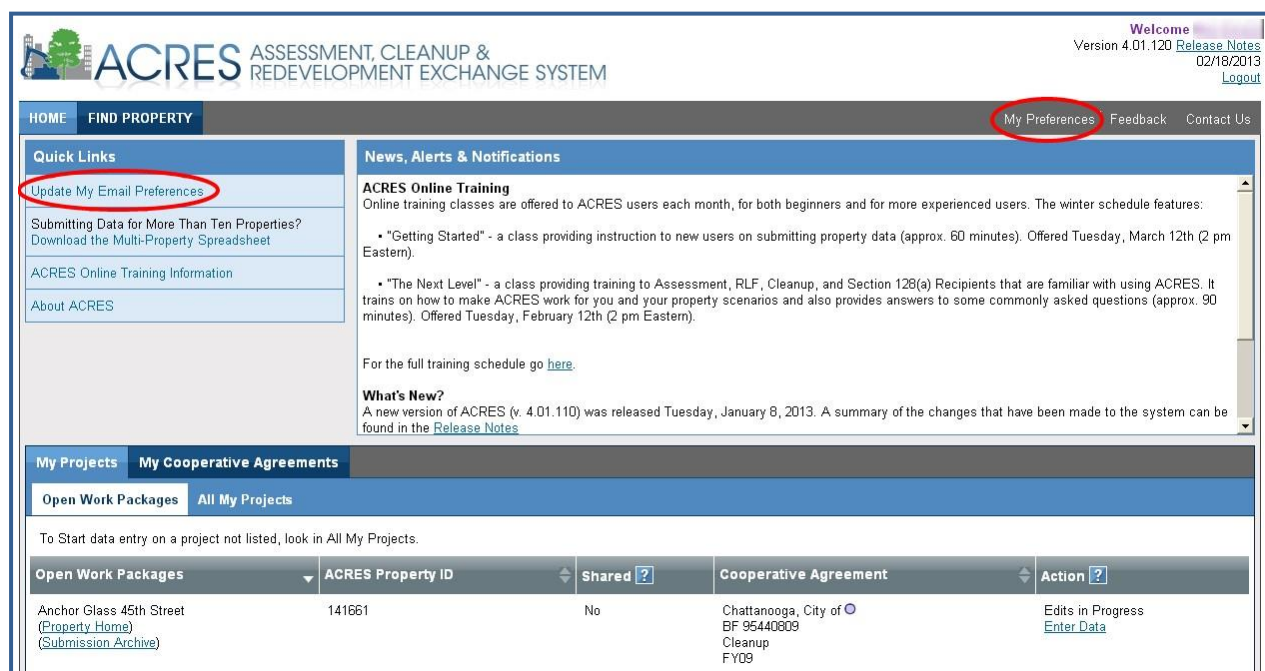


QUICK REFERENCE GUIDE

Setting Email Preferences

ACRES can automatically generate email reminders and notifications, depending on how you set your email preferences on your ACRES user account. Personalizing the settings can be very useful for obtaining notification when you're assigned a new work package, when your work packages have been approved, or even when your submitted work packages have been in the same status for more than a number of days that YOU specify. ACRES also lets you choose how often you receive the emails. As long as you are an active ACRES user, you may change your email notification selections at any time.

1. Open your Internet browser to the following URL: <https://cfext.epa.gov/acres/>. 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. From your ACRES Home screen, click "My Preferences" in the top right corner or "[Update My Email Preferences](#)" under Quick Links to the left.



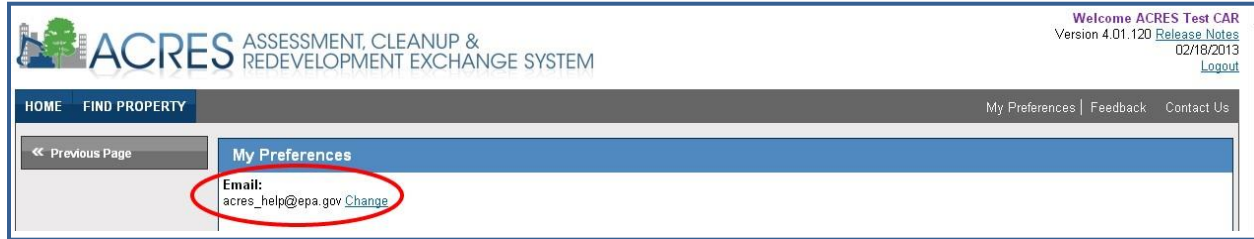
The screenshot shows the ACRES home page. At the top right, there is a 'Welcome' message with the version number '4.01.120', the date '02/18/2013', and a 'Logout' link. Below this is a navigation bar with 'HOME', 'FIND PROPERTY', and 'My Preferences' (circled in red). The 'My Preferences' link is also circled in red in the 'Quick Links' section on the left. The main content area includes 'News, Alerts & Notifications' with information about 'ACRES Online Training' and 'What's New?'. Below this is a section for 'My Projects' and 'My Cooperative Agreements', with a table of open work packages.

Open Work Packages	ACRES Property ID	Shared ?	Cooperative Agreement	Action ?
Anchor Glass 45th Street (Property Home) (Submission Archive)	141661	No	Chattanooga, City of BF 95440609 Cleanup FY09	Edits in Progress Enter Data

3. Confirm the email address for which you are setting preferences. This is the address at which you will receive ACRES notifications. To change this email address, click "[Change](#)," and enter the new email address.

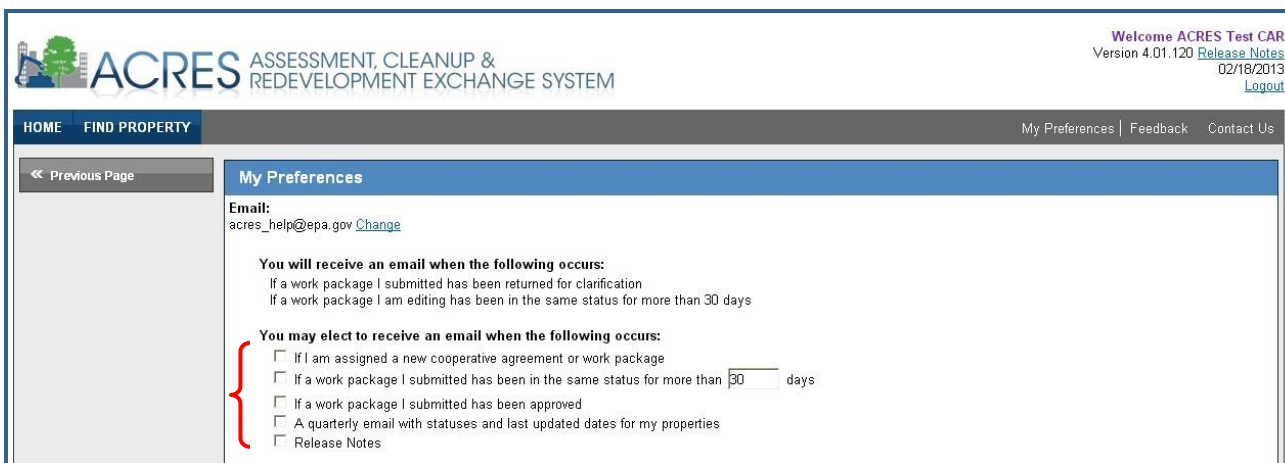
QUICK REFERENCE GUIDE

Note: Changing the email address in My Preferences will change the contact email address associated with your ACRES account.



4. There are two email notifications that you will automatically receive (these cannot be changed):
 - a. *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.
 - b. *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.
 - c. *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.

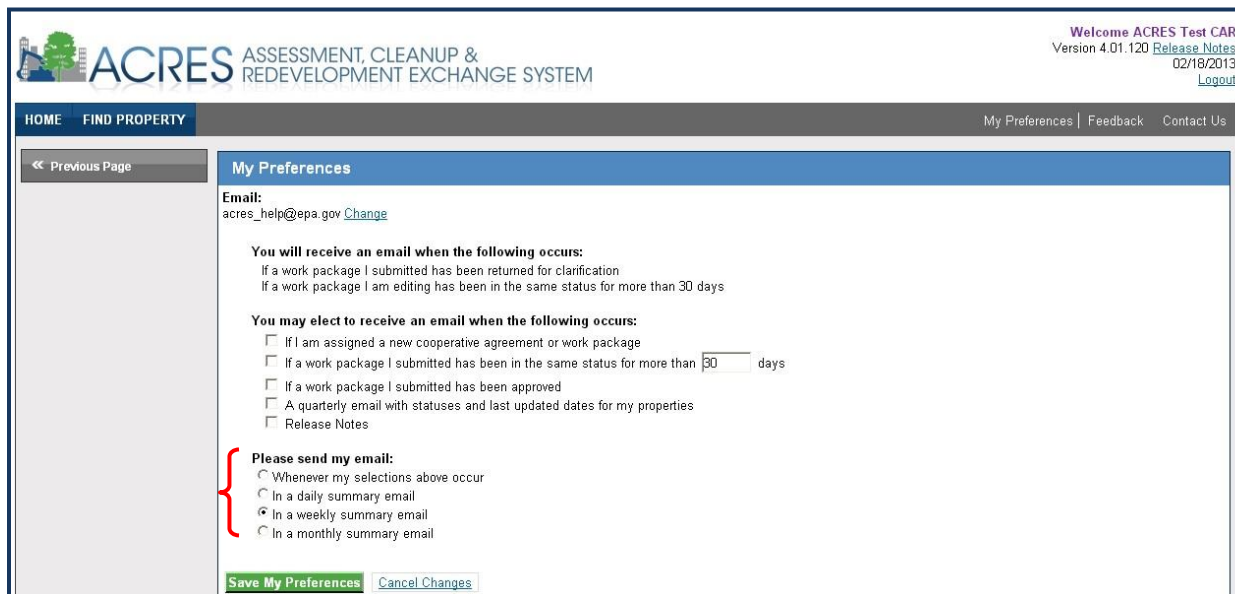
5. You can select additional types of email notifications that you are interested in receiving by checking the appropriate boxes. To unselect a notification, click the check box a second time.



These email notifications will provide:

QUICK REFERENCE GUIDE

- a. *If I am assigned a new cooperative agreement or work package* – this will notify you if a work package that someone else started has been assigned to your user account for editing, and if you have been designated as the Cooperative Agreement Recipient contact for a Cooperative Agreement.
 - b. *If a work package I am editing has been in the same status for more than XX 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. This can serve as a reminder tool, and you can select the number of days at which to receive the reminder. The number of days is set at 30 as a default. You can enter a minimum of one day or a maximum of 120 days.
 - c. *If a work package I submitted has been approved* – this will notify you when a work package you submitted 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 at National Program Review. This also lets you know that you can start a new work package for that same property.
 - d. *A quarterly email with statuses and last updated dates for my properties* – this will provide you with a quarterly summary of the current status and last updated date for all the properties with which your account is associated.
 - e. *Release notes* – this will notify you of any updates to ACRES and the features that were changed or added.
6. Select how often you would like to receive the notifications by clicking the appropriate option:



ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome ACRES Test CAR
Version 4.01.120 [Release Notes](#)
02/18/2013
[Logout](#)

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My Preferences

Email:
acres_help@epa.gov [Change](#)

You will receive an email when the following occurs:
If a work package I submitted has been returned for clarification
If a work package I am editing has been in the same status for more than 30 days

You may elect to receive an email when the following occurs:

- If I am assigned a new cooperative agreement or work package
- If a work package I submitted has been in the same status for more than 30 days
- If a work package I submitted has been approved
- A quarterly email with statuses and last updated dates for my properties
- Release Notes

Please send my email:

- Whenever my selections above occur
- In a daily summary email
- In a weekly summary email
- In a monthly summary email

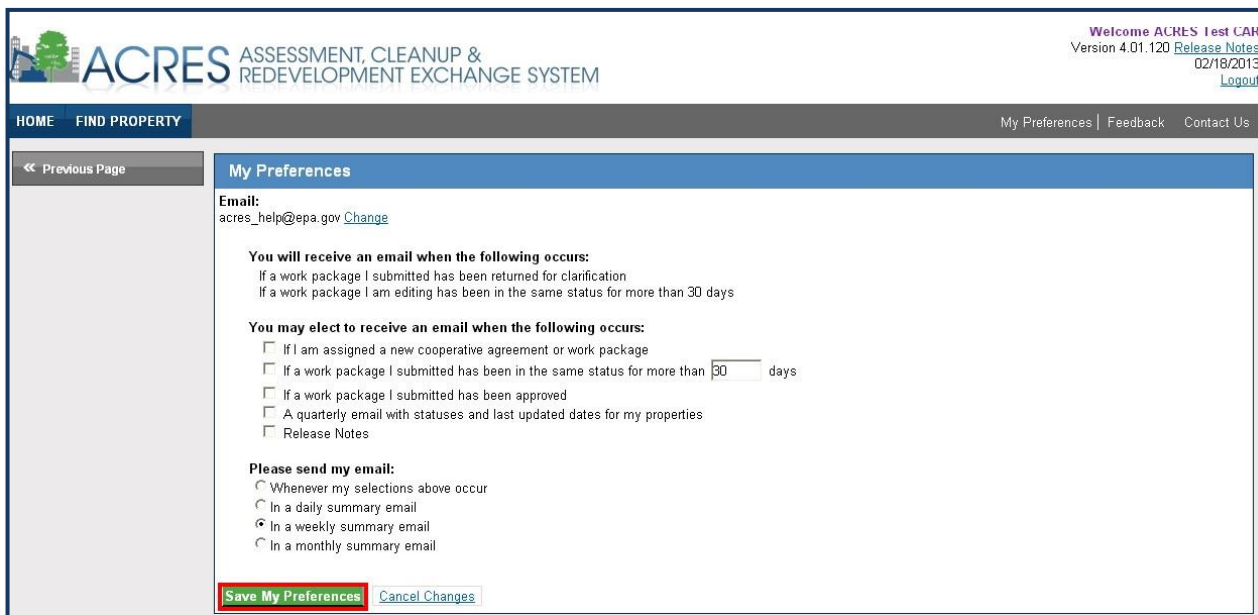
[Save My Preferences](#) [Cancel Changes](#)

The following options are available:

- a. *Whenever my selections above occur*
- b. *In a daily summary email*

QUICK REFERENCE GUIDE

- c. In a weekly summary email
 - d. In a monthly summary email
7. In order to activate your selections, click the “Save My Preferences” button at the bottom of the screen. If you decide not to keep your changes, click “[Cancel Changes](#)” at the bottom of the screen and your changes will be discarded.



ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

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- Whenever my selections above occur
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- In a weekly summary email
- In a monthly summary email

[Save My Preferences](#) [Cancel Changes](#)

ACRES HELP DESK
Acres_Help@usepa.onmicrosoft.com or
703-284-8212
M-F, 9am-5pm EST