How Do I Request Access to the EIS Gateway?

Introduction

The EIS has adopted an EPA service that uses a centrally managed set of User IDs. Called Web Access Management (WAM), this service allows the user of any system that adopts WAM to use a single User ID and password to access those systems. In the case of the Emissions Inventory System (EIS), users will be able to use the same User ID and password to access the EIS Gateway and to make batch submissions of data to the EPA. The WAM service is currently managed through the EPA Web Portal.

This section of the EIS Users Manual identifies the two types of users who will request access to the EIS Gateway; users outside of the EPA and EPA users. For each user type, the steps necessary to gain access to EIS are provided.

- Users outside of EPA who have never registered at the EPA Portal should start on page 2.
- Users outside of the EPA who have registered at the EPA Portal but who are not members of the Emissions Inventory System community should begin with the instructions on page 11.
- EPA users should follow the steps beginning on page 19.

Users Outside of EPA Who Have Never Registered at the EPA Portal

The following are the process steps a user outside of the EPA must follow to request access to EIS.

Step 1:

Go to the EPA’s Web Portal located at https://waa.epa.gov. Select the option to Request Access to the EPA Portal.
Step 2:

Complete the registration information. All fields are required to be completed.
The following information should be entered as the EPA Contact:

EPA Contact Name: Jonathan Miller  
EPA Contact’s Email Address: miller.jonathan@epa.gov  
EPA Contact’s Phone Number: (919) 541-7738

You also need to establish a password that will be used to access the EPA Portal and the EIS Gateway.  
**Step 3:**

Select the Community you wish to join. In this case, you want to select the Emissions Inventory System from the dropdown box.
Step 4:

After you’ve selected the Emissions Inventory System as your community, click on the “I accept the EPA Portal Privacy and Security Notice.” The notice is available for you to read before checking the “I Accept” box. After you’ve checked the box, click on the Submit button.
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Step 5A:

After your request for EPA Portal access has been submitted, the EPA contact will receive an Email asking him to approve your request. When your request is approved, you will receive an Email with your User ID and password.

From: portal@epa.gov
To: jsmith@nc.rr.com
Sent: Wednesday, April 23, 2008 3:31 PM
Subject: EPA Portal General Portal Access Community access request approved

Dear John Smith:
Your request for access to the EPA Portal and the Emissions Inventory System Community has been accepted. Below is your access information:

**User ID:** John Smith  
**Password:** dUdv6NOu

Once you have logged into the EPA Portal successfully, you may change your password by clicking the "Change Password" link below the banner. Passwords must be 8 or more characters long and contain at least one letter and one number or symbol (i.e. $, 5, etc.).

If you have any questions regarding your access please contact the EPA Customer Call Center at epacallcenter@epa.gov or 1-866-411-4EPA.

**NOTE:** We recommend that you change your password in the EPA Portal to something you can easily remember before requesting access to the EIS Gateway. See the section entitled “How Do I Change My Password” for step by step instructions.

**Step 5B:**

You will also receive two Emails from the Emissions Inventory System community. The first will inform you that your request has been received and that you will be notified when the request has been approved.
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The second Email will inform you that your request was either approved or denied.

The community manager for the Emissions Inventory System community is Martin Husk, who can be reached at husk.martin@epa.gov.

**Step 6:**

Use your User ID and Password to log into the EIS Gateway at this site [https://eis.epa.gov/eis-system-web](https://eis.epa.gov/eis-system-web) to complete the registration process for the EIS Gateway.

You will be prompted to accept the security certificate and to enter your User ID and password.
Step 7:

After logging into EIS, the Account Setup page will appear. Here you will need to verify that your profile information is correct, select the name of your agency from the drop down list, indicate whether you should have write permissions your agency’s data and whether you intend to submit batch data through the CDX node, and provide your
supervisor’s name and phone number so they can be contacted to verify your requested permissions.

Finally, you have the ability to indicate the data categories for which you are the point of contact and the data categories for which you want to receive any notifications. When you can completed all the fields, select the Save button.

Step 8:
After providing the information from the Account Setup page and selecting the Save button, the Terms and Conditions for the EIS Gateway will appear. After reading the Terms and Conditions, you must either Accept or Decline.

When these items have been submitted, the EIS Gateway homepage will appear on your screen. You will have the ability to access your user profile information and send a request using the Support Request functionality.

Please note that you will not be able to view any of your agency’s data until your authorizations have been verified and you receive an Email from the EPA. This should not take more than one business day.
Users Outside of EPA Who Have Registered at the EPA Portal

**Step 1:**

Use your existing EPA Portal issued User ID and Password to log into the EPA Portal at [https://waa.epa.gov](https://waa.epa.gov).

**Step 2:**

At the top middle of the screen, select the option to Request Access to a Community.
Welcome to the EPA Portal

My Page

What's New

This portal provides information about upcoming changes that are planned for the Portal and enhancements for implementation. For additional information on these enhancements or changes, please contact the EPA Portal Manager, Terry Grady, at terry.grady@epa.gov.

PORTAL OUTAGE SCHEDULE

Upcoming Portal Outages: Several Portal outages are planned over the next few months. During these outage periods, Portal users will not be able to log in to the Portal. To view the Portal outage schedule, click here.

CURRENT RELEASE HIGHLIGHTS FOR VERSION 5.0

Portal Communities and Functions:

The following changes/enhancements have been made with respect to Portal Communities or general Portal functionality:

Portal Login/Logout

Security Warning:

Added a warning message to the Portal login page to alert Portal users that they are:

- Accessing a U.S. Government Information System;
- Subject to U.S. law and regulations governing the use of this system.

My Page Favorites

- Add New Favorite

Environmental News

- Edit Environmental News Source

No environmental news source has been selected. Click Edit Environmental News Source to select an environmental news source.

Wall Street Journal Headlines

- Edit News Source

Toyota and Ford posted double-digit declines in June sales, as demand for trucks and SUV's continues to dampen overall market growth.

General Motors, Chrysler and other automakers report later in the day.

- Email this 

- Save to delicious

- Deep This!
Step 3

A list of the communities in the EPA Portal will appear. From the Select Groups box, click on the box next to the Emissions Inventory System and select the Save Groups button.

Step 4

Once you’ve selected the Save Groups button, you will receive an on-screen message that your request has been sent to the community manager and that you will be notified via Email if your request has been approved. At this point you can select the Back button from within the Select Groups box and continue to work within the EPA Portal or simply logout. **NOTE: Do no use the Back button on your browser.**
Email message from the Portal Manager.

Step 5
You will also receive two Emails from the Emissions Inventory System community. The first will inform you that your request has been receive and that you will be notified when the request has been approved.

The second Email will inform you that your request was either approved or denied.

The community manager for the Emissions Inventory System community is Martin Husk, who can be reached at husk.martin@epa.gov.
Step 6:

Using your existing EPA Portal issued User ID and Password, log into the EIS Gateway at this site [https://eis.epa.gov/eis-system-web](https://eis.epa.gov/eis-system-web) to complete the registration process for the EIS Gateway.
**Step 7:**

After logging into EIS, the Account Setup page will appear. Here you will need to verify that your profile information is correct, select the name of your agency from the drop down list, indicate whether you should have write permissions your agency’s data and whether you intend to submit batch data through the CDX node, and provide your supervisor’s name and phone number so they can be contacted to verify your requested permissions.

Finally, you have the ability to indicate the data categories for which you are the point of contact and the data categories for which you want to receive any notifications. When you can completed all the fields, select the Save button.
Step 8:

After providing the information from the Account Setup page and selecting the Save button, the Terms and Conditions for the EIS Gateway will appear. After reading the Terms and Conditions, you must either Accept or Decline.
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When these items have been submitted, the EIS Gateway homepage will appear on your screen. You will have the ability to access your user profile information and send a request using the Support Request functionality.

Please note that you will not be able to view any of your agency’s data until your authorizations have been verified and you receive an Email from the EPA. This should not take more than one business day.

EPA Users

If you have an “epa.gov” email and an EPA LAN account, your process is slightly different than an outside user of EIS.

Step 1:
Use your existing LAN User ID and Password to log into the EPA Portal at https://waa.epa.gov.

Step 2:

At the top middle of the screen, select the option to Request Access to a Community.
Step 3:

A list of the communities in the EPA Portal will appear. From the Select Groups box, click on the box next to the Emissions Inventory System and select the Save Groups button.
Step 4:
Once you’ve selected the Save Groups button, you will receive an on-screen message that your request has been sent to the community manager and that you will be notified via Email if your request has been approved. At this point you can select the Back button from within the Select Groups box and continue to work within the EPA Portal or simply logout. **NOTE: Do no use the Back button on your browser.**
Email message from the Portal Manager.

Step 5:
You will also receive two Emails from the Emissions Inventory System community. The first will inform you that your request has been receive and that you will be notified when the request has been approved.

The second Email will inform you that your request was either approved or denied.

The community manager for the Emissions Inventory System community is Martin Husk, who can be reached at husk.martin@epa.gov.

Step 6:

Using your existing LAN User ID and Password, log into the EIS Gateway at this site https://eis.epa.gov/eis-system-web to complete the registration process for the EIS Gateway.
Step 7:

You will be prompted to verify your profile information and to select your EPA agency.

**NOTE: YOU DO NOT NEED TO PROVIDE ANY OF THE REMAINING INFORMATION IN THE AGENCY AUTHORIZATION REQUEST.**
Once you’ve selected the agency type, select the Save button.

![Account Setup Form]

**Step 8:**

After providing the information from the Account Setup page and selecting the Save button, the Terms and Conditions for the EIS Gateway will appear. After reading the Terms and Conditions, you must either Accept or Decline.
When these items have been submitted, the EIS Gateway homepage will appear on your screen. You will have the ability to access your user profile information and send a request using the Support Request functionality.

Please note that you will not be able to view any data until your access has been verified and you receive an Email from the EPA. This should not take more than one business day.