

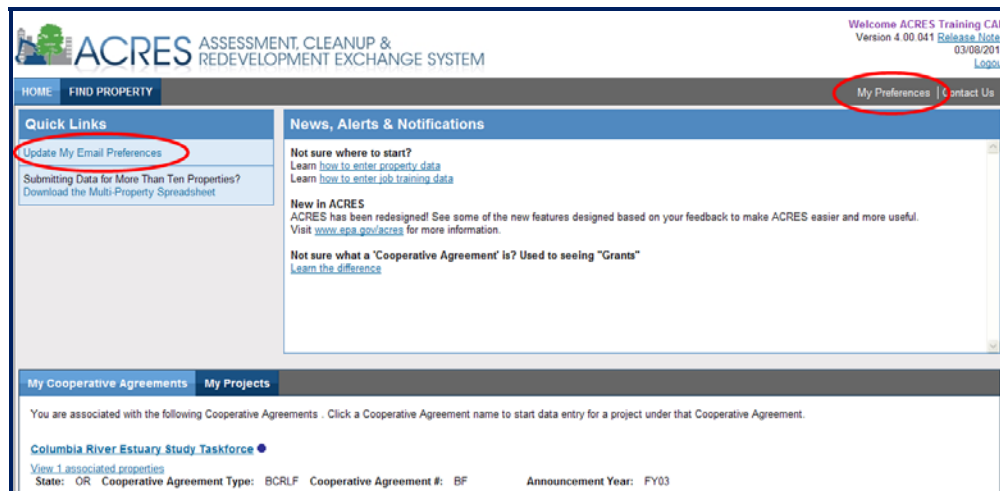
Setting Email Preferences

ACRES can automatically generate email reminders and notifications, depending on how you set your email preferences on you ACRES user account. As long as you are an active ACRES user, you may change any of your email notification selections at any time.

1. Open your Internet browser to <http://cdx.epa.gov> and login. On the MyCDX screen, click “[ACRES: Assessment Cleanup and Redevelopment Exchange](#).”

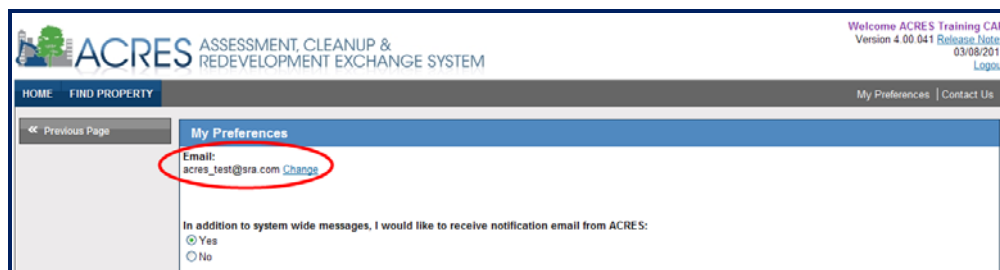


2. From your ACRES Home screen, click “My Preferences” in the top right corner or “[Update My Email Preferences](#)” under Quick Links to the left.



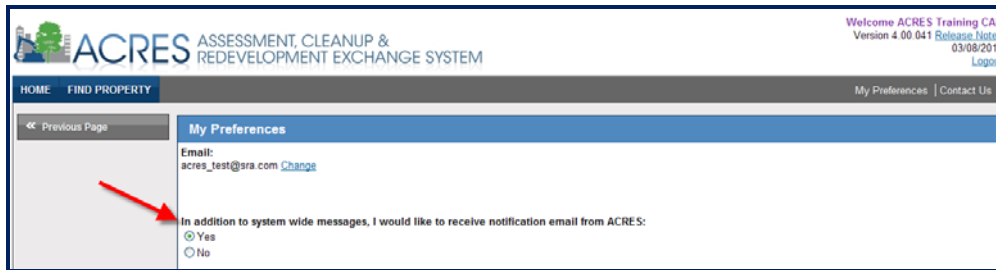
3. Confirm the email address for which you are setting preferences. This is the address at which you will receive ACRES notifications. To change this email address, click “[Change](#),” and enter the new email address.

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

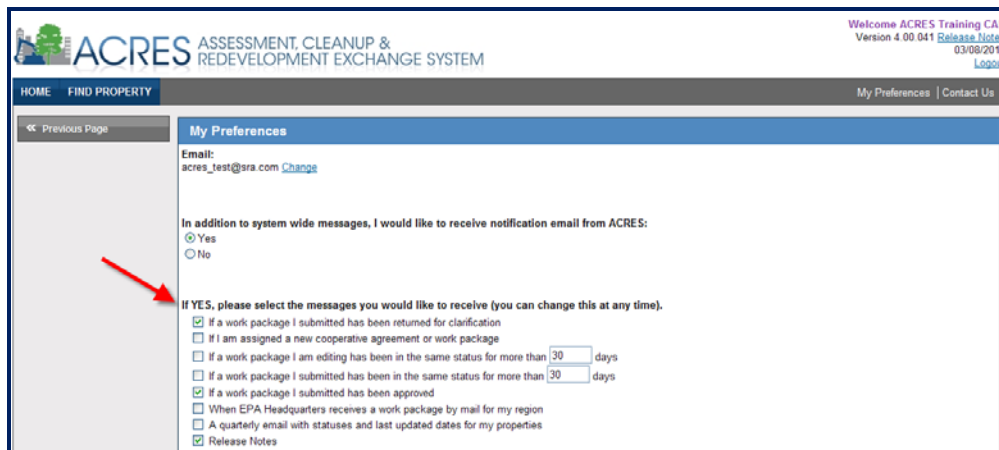


4. Indicate if you would like to receive email notifications from ACRES. The default setting for all user accounts is to receive no email notification; each user must go to My Preferences and actively elect to receive notifications. Once you have elected to receive email notifications, you can opt out at any time by clicking “My Preferences” from your Home screen and changing your selection.

Note: *News, Alerts & Notifications will continue to be shown on your ACRES Home screen regardless of your selections in My Preferences.*



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



The following email notifications are available:

- 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 for further clarification and editing.
- b. *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.
- c. *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.

- d. *If a work package I submitted has been in the same status for more than XX days* – this will notify you if a work package you have submitted has remained in the same status. This alerts you that the work package has not moved in the workflow. 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.
- e. *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.
- f. *When EPA Headquarters receives a work package by mail for my region* – this will notify you when EPA Headquarters receives a hard-copy Property Profile Form for a property in your region via mail. The data on the form will be entered into a work package in ACREs.
- g. *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.
- h. *Release notes* – this will notify you of any updates to ACREs and what features were changed or added.

6. Select how often you would like to receive the notifications you selected.

The following options are available:

- a. *Whenever my selections above occur*
- b. *In a daily summary email*
- c. *In a weekly summary email*
- d. *In a monthly summary email*

7. In order to activate your selections, click “Save My Preferences” at the bottom left of the My Preferences screen. If you decide not to keep your changes, click “[Cancel Changes](#)” at the bottom of the screen and your changes will be discarded.

Welcome ACRES Training CAR
Version 4.00.041 [Release Notes](#)
03/08/2011
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HOME FIND PROPERTY My Preferences | Contact Us

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My Preferences

Email:
acres_test@ara.com [Change](#)

In addition to system wide messages, I would like to receive notification email from ACRES:
 Yes
 No

If YES, please select the messages you would like to receive (you can change this at any time).

- If a work package I submitted has been returned for clarification
- If I am assigned a new cooperative agreement or work package
- If a work package I am editing has been in the same status for more than days
- If a work package I submitted has been in the same status for more than days
- If a work package I submitted has been approved
- When EPA Headquarters receives a work package by mail for my region
- 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](#)

ACRES HELP DESK
acres_help@epa.gov or 703-284-8212
M-F, 9am-5pm EST