

## Starting Property Data Entry

Property data entry can be initiated several different ways in ACRES. The instructions provided below are divided by accessing property records through the My Cooperative Agreements tab or the My Projects tab on your ACRES Home screen.

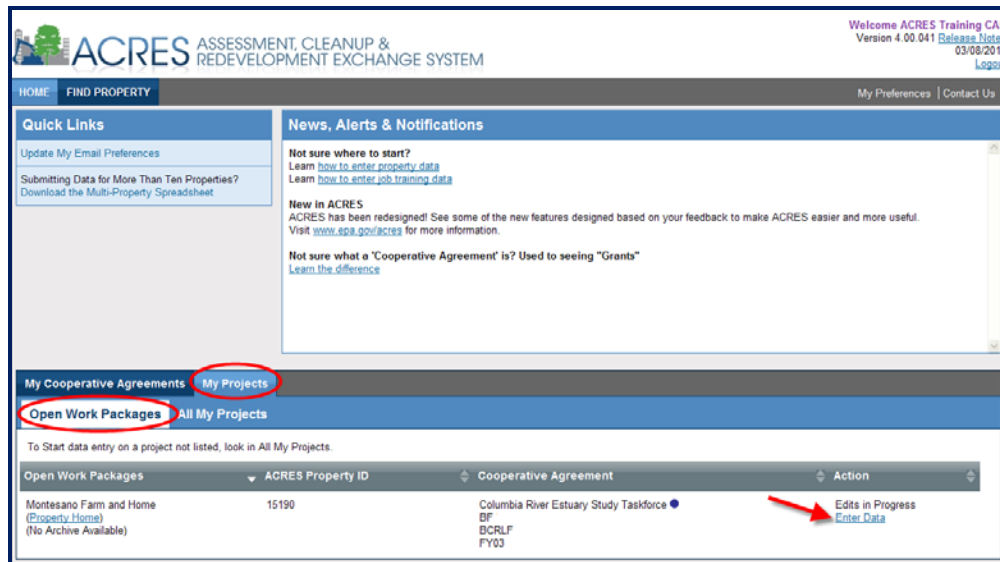
1. Open your Internet browser to <http://cdx.epa.gov> and login. On the MyCDX screen, click “[ACRES: Assessment Cleanup and Redevelopment Exchange.](#)”



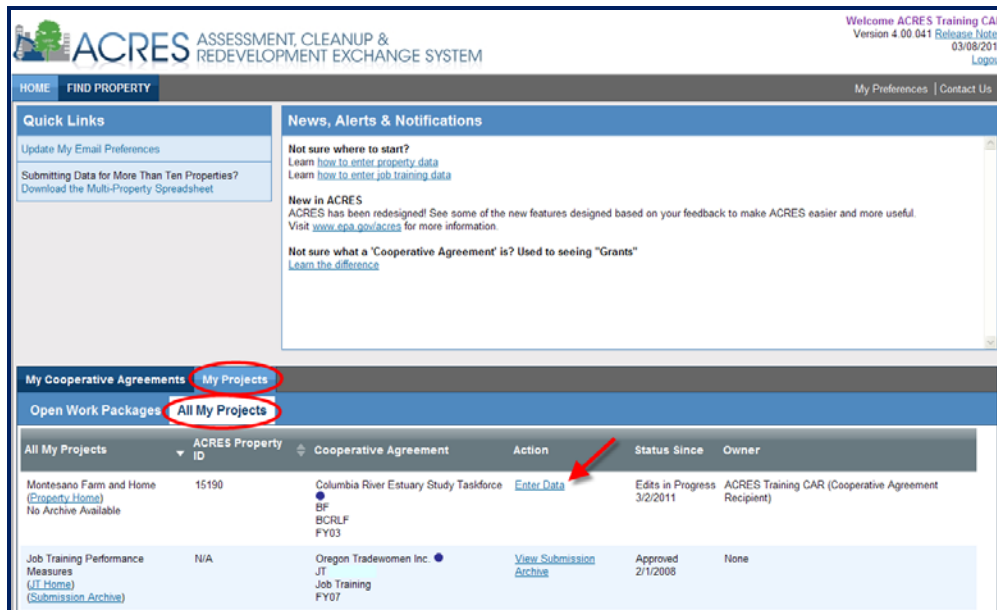
### My Projects Tab

Under the My Projects tab on your Home screen, there are two subtabs: Open Work Packages and All My Projects. The Open Work Packages tab displays any work packages that you currently own for editing. The All My Projects tab displays any project that is associated with your user account (for example, properties for which you have previously submitted work packages).

2. To resume data entry on an existing Property Work Package, locate the property in the list on the Open Work Packages tab and click “[Enter Data](#)” under the Action column to the right. This will open the data entry screens for the Property Work Package.



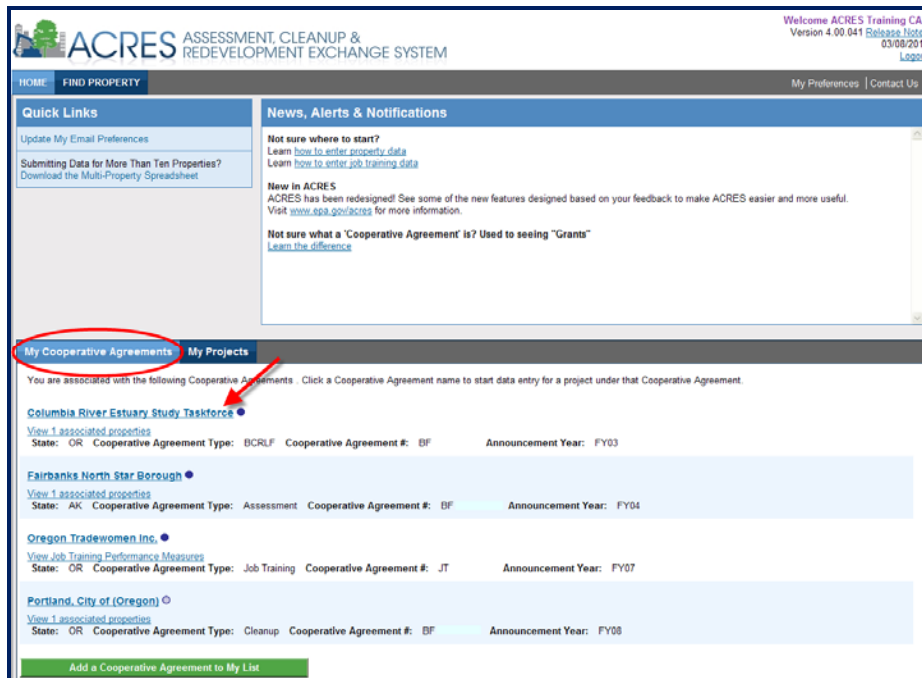
- To start a new work package for a property that is already associated with your user account, locate the property in the list on the All My Projects tab and click [“Enter Data”](#) under the Action column to the right. This will open the data entry screens for the Property Work Package.



### *My Cooperative Agreements Tab*

The My Cooperative Agreements tab on your Home screen provides the list of all Cooperative Agreements (CAs) that are associated with your user account.

- Click the name of the CA to bring up the Cooperative Agreement Home screen, or click [View \[#\] associated properties](#) under the name of the CA to go directly to the list of properties associated with the CA.



- a. If the CA you are looking for is not listed in the My Cooperative Agreements section of your Home screen, click “Add a Cooperative Agreement to My List” at the bottom of your Home screen.

[Add a Cooperative Agreement to My List](#)

- b. Enter the eight-digit CA number, excluding prefixes and amendments, and choose the appropriate state from the drop down menu. Click “Next.”

ACRES ASSESSMENT, CLEANUP & REDEVELOPMENT EXCHANGE SYSTEM

Welcome ACRES Training CAR  
Version 4.00.041 Release Notes  
03/02/2011  
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**Add Cooperative Agreement**

Enter the Cooperative Agreement Number and state below.

\* indicates a required field.

\* Cooperative Agreement Number:  
98765432

(8 digit cooperative agreement #, excluding prefix and amendment)

\* State:  
Alaska

**Next >>**

**Please Note:**  
Cooperative Agreement Recipients can only add grants to their 'My Cooperative Agreements' display that were awarded on or after 10/1/2002. Please contact your regional representative for information regarding Cooperative Agreements awarded prior to this date.

- c. On the following screen, make sure that the correct Cooperative Agreement record was identified and click “Confirm Cooperative Agreement.” If the CA displayed is not correct, click “Change Cooperative Agreement” and return to Step a.

[Confirm Cooperative Agreement](#)

[Change Cooperative Agreement](#)

3. Locate the property name in list under the Properties Addressed by This Cooperative Agreement section and click “[Enter Data](#)” in the second column. This will open the screens for entering property data.

Properties Addressed By This Cooperative Agreement			
Property	Actions	Status	Current Owner
Montesano Farm and Home ( <a href="#">Property Home</a> ) No Archive Available	<a href="#">Enter Data</a>	Edits in Progress	ACRES Training CAR (Cooperative Agreement Recipient)
<a href="#">Add Property to this Cooperative Agreement</a>			

- a. If the property is not already listed, click “Add property to this Cooperative Agreement” below the list of properties.

Properties Addressed By This Cooperative Agreement			
Property	Actions	Status	Current Owner
Montesano Farm and Home ( <a href="#">Property Home</a> ) No Archive Available	<a href="#">Enter Data</a>	Edits in Progress	ACRES Training CAR (Cooperative Agreement Recipient)
<a href="#">Add Property to this Cooperative Agreement</a>			

- b. Enter the search criteria for the property and click “Filter Now” to see if there is already a record for it in ACRES. The search criteria are entered along the left side of the screen. You can also view your results as a map by clicking “View as Map” at the top of the list.

**Note:** *It is best to search as broadly as possible at first—such as entering only the Region, Grant State, and Property City—to make sure that the property does not already have a record in the system before creating a new property record.*

- c. If you identify an existing record for the property, select it by checking the box to the left of the property name and click “Add Selected Properties to [CA Name]” at the bottom of the screen to associate the property record with your CA. You may associate multiple property records to a CA at a time by selecting them in the search results.
- d. If you do not identify an existing property record, click “Add a New Property” at the bottom of the screen. This will open the Add New Property screen where you can enter the information about the property required to start a new property record.
  - i. To enter additional property data, click “Save & Continue Entering Data” at the bottom of the screen.
  - ii. To save the property record with only the required fields, click “Save & Return to Home” of the screen.
  - iii. To cancel the new property record, click “Cancel” at the bottom of the screen.

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