

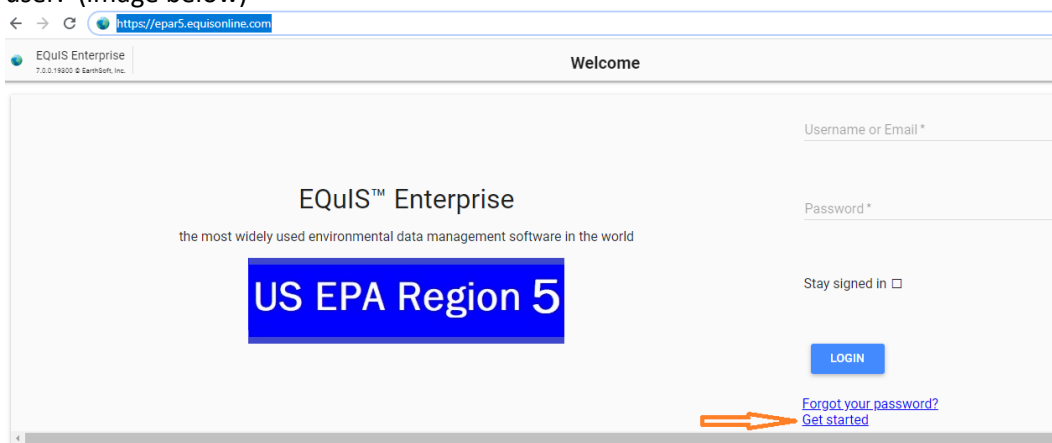
For New users: creating a username and password for Sign and Submit

Before submitting EDDs to U.S. EPA Region 5, each EDD must use the most recent Region 5 EDD format. Additionally, each EDD must be checked using the EQUIS Data Processor (EDP) software. Please follow the three steps below to submit your EDD.

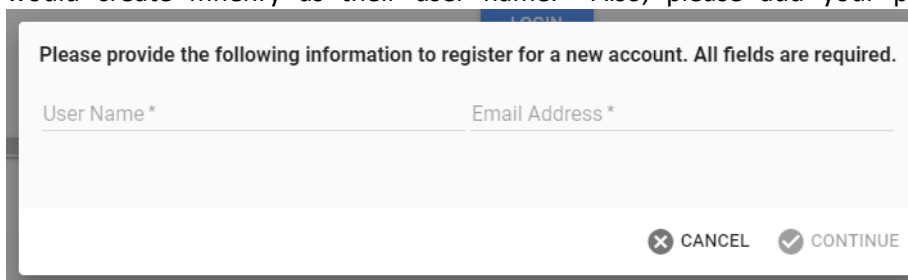
Go to EQUIS enterprise to set up your own username and password:

In order to use the **Sign and Submit** process in the EDP to create an EDD zip data package, you need to go to EQUIS Enterprise <https://epar5.equisonline.com/>, then follow the steps below to create your username and password:

1. Select the **“Get Started”** link below the **“Forgot your password?”** link to register yourself as a new user. (image below)



2. Next, for non-USEPA data providers, please create a user name in the following format: dp_FirstInitialLastName. For example, Becky Smith would create: dp_BSmith. For USEPA data providers, please use your LAN ID to create your user name. For example, Max Henry would create mhenry as their user name. Also, please add your preferred email address.



3. Click **“Continue”**
4. If you entered your email address correctly, you should receive a **“confirmation code”**, enter the confirmation code in the next screen:

