



How Do I Request Access to the EIS Gateway?



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## How Do I Request Access to the EIS Gateway?

U.S. Environmental Protection Agency  
Office of Air Quality Planning and Standards  
Air Quality Assessment Division  
Research Triangle Park, NC



## **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.



**Welcome to the EPA Portal**

[Portal Help](#)

**Login Instructions**

If you have an EPA LAN account, log in using the following: User Name = your LAN id and Password = your LAN password.  
If you DO NOT have an EPA LAN account you will need to request access to the Portal using the "Request Access to the EPA Portal" link below.

**Login**

Enter your user name and password to login.

User Name

Password

**Resources for EPA business partners and affiliates.**  
If you do not have an EPA LAN account, please click on the appropriate link below.  
[Forgot your user-id or password?](#) [Request Access to the EPA Portal](#)

**Instructions for Bookmarking the Portal**

You will need to bookmark <http://portal.epa.gov> to ensure that you can always reach the EPA Portal main log-in screen. Once you create the bookmark, right click on the bookmark, then click "Properties" to ensure that the URL is <http://portal.epa.gov>.

**Note: If you bookmark any other URL, you may have problems in the future, reaching the EPA Portal main log-in screen.**

**epaAuth** Need Assistance? Call the EPA Customer Support Center at 1-866-411-4EPA or email at [EPACallCenter@epa.gov](mailto:EPACallCenter@epa.gov)

[Contact Us](#) [Privacy & Security Notice](#)

## Step 2:

Complete the registration information. All fields are required to be completed.



**Self Registration**  
 To obtain an account, you must be a business partner or affiliate who has business with the Environmental Protection Agency. Please fill out the following information and click submit to request access.

**USE THIS FORM ONLY if you do not have an EPA LAN account. If you are an EPA employee or an on-site contractor and you already have an EPA LAN account you DO NOT need to complete this form. (User Name = your LAN id and Password = your LAN password)**

ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:   
format: emailid@domainname.com

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

EPA Contact's Email Address:   
format: emailid@domainname.com

EPA Contact's Phone Number:   
format: (xxx) xxx-xxxx

Passwords must be at least 8 characters long and contain at least one lower case letter and one number and no spaces

Password:

Confirm Password:

Select the Community or Application for which you are requesting access

I accept the EPA Privacy & Security Notice. Click here to read [Click](#).

The following information should be entered as the EPA Contact:

EPA Contact Name: Jonathan Miller  
 EPA Contact's Email Address: [miller.jonathan@epa.gov](mailto: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.



ALL FIELDS ARE REQUIRED

First Name:

Last Name:

Email Address:   
format: emailid@domain.com

Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:   
format: (xxx) xxx-xxxx

EPA Contact Name:

EPA Contact's Email Address:   
format: emailid@domain.com

EPA Contact's Phone Number:   
format: (xxx) xxx-xxxx

Passwords must be at least 8 characters long, contain at least one number and no spaces

Password:

Confirm Password:

Select One

- Air Analysis
- ARRA Inter-Agency Subcommittee Workspace (AISW) Wiki
- Borders Gateway
- CRSSM Docs Wiki
- CRSSM Projects
- Data Finder Blog
- Emergency Management Portal
- Emissions Inventory System**
- Environmental Science Connector
- ER FTPS External User Registration Community
- ESE Connection General Access
- ESE Connection Privileged Access
- Field Activity Compliance Technology (FACT) Wiki
- Finding Understanding Using Environmental Indicators Blog
- General Portal Access
- Geospatial
- GRTS OBI Reporting
- Guidelines for Evaluating EPA Partnership Programs (GEEPP) Wiki
- HERONet
- ITGSS READ
- Library Network Wiki
- Local Climate Action Wiki - EPA Region 8
- National Estuary Program Wiki/Blog
- Septic (Decentralized) Wiki
- System of Registries
- Tribal Grants
- Tribal Water Quality
- Underground Storage Tank External User Registration
- Visual Communications (VisCom) Wiki

I accept the EPA Privacy & Security Notice. [Click here to read Click.](#)

#### 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.



Street Address:

City:

Country:

State/Province/Region:

Postal Code:

Daytime Phone Number:

EPA Contact Name:

EPA Contact's Email Address:  
format: emailld@domainname.com

EPA Contact's Phone Number:  
format: (xxx) xxx-xxxx

Select the Community from the drop down list that is the reason for your business need to obtain Portal access. Once you gain access to the Portal you will have the ability to request access to additional Communities.

Emissions Inventory System

I accept the EPA Portal Privacy & Security Notice. [Click here to read](#) [Click](#).

Submit

Cancel

[Contact Us](#)

[Privacy & Security Notice](#)

### 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.).

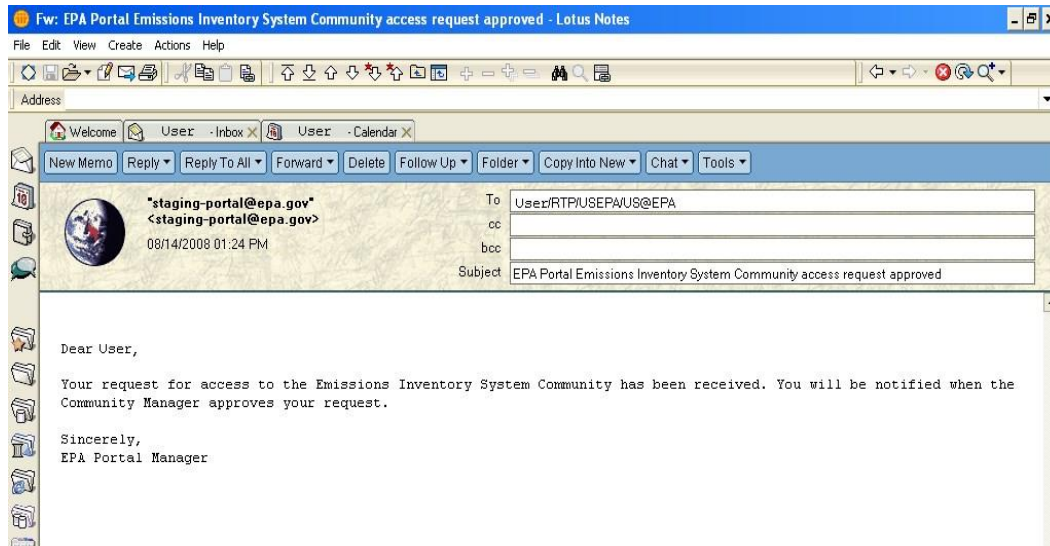
If you have any questions regarding your access please contact the EPA Customer Call Center at [epacallcenter@epa.gov](mailto:epacallcenter@epa.gov) or 1-866-411-4EPA.



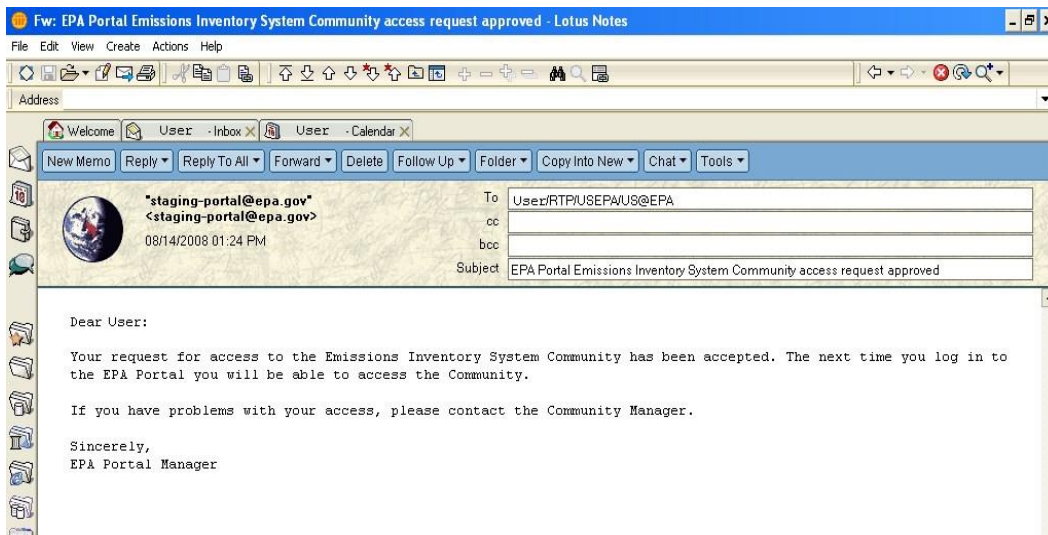
**NOTE:** We recommend that you change your password in the EPA Portal to something you can easily remember before requesting access to the EIS Gateway. See the section entitled "How Do I Change My Password" for step by step instructions.

**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.



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

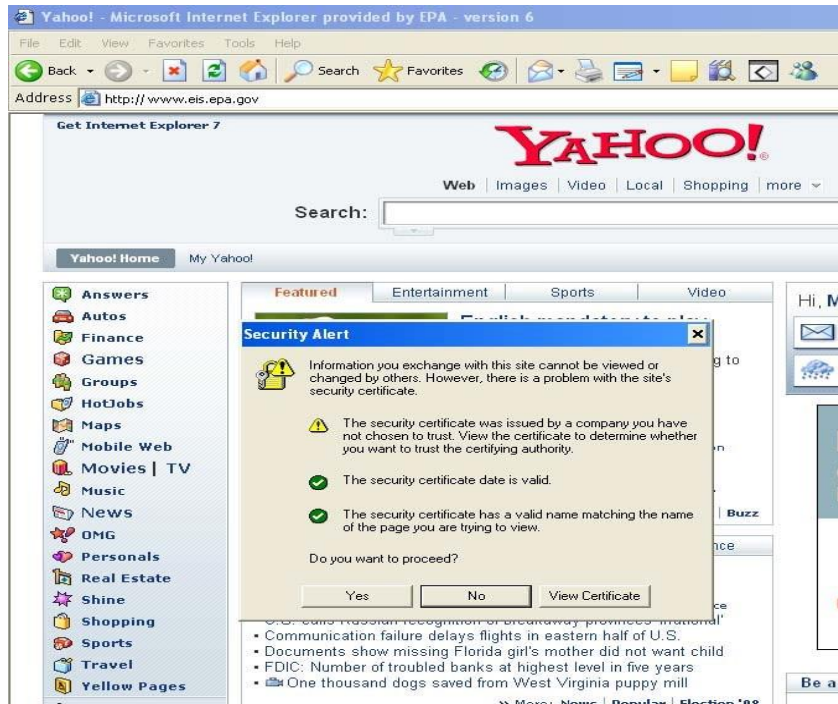
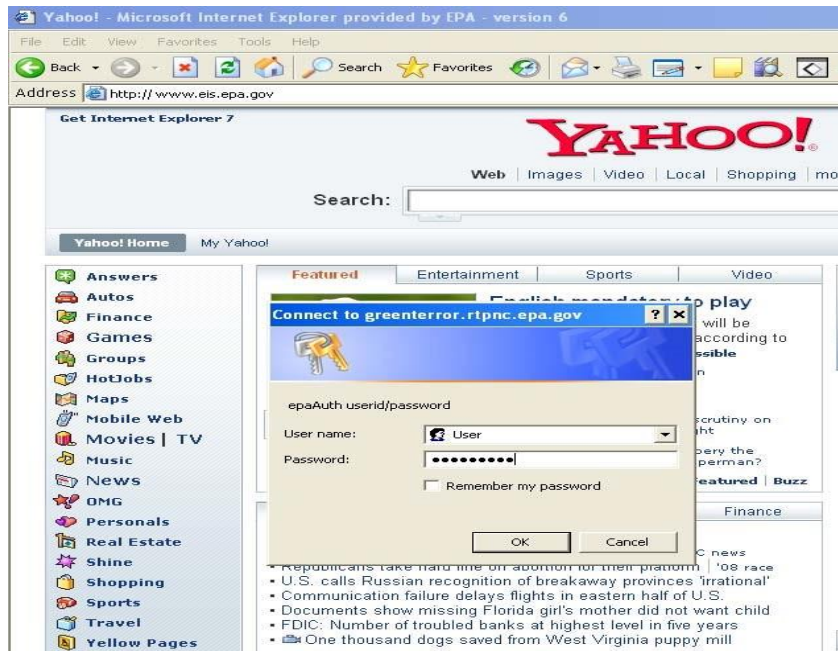


The community manager for the Emissions Inventory System community is Martin Husk, who can be reached at [husk.martin@epa.gov](mailto:husk.martin@epa.gov).

**Step 6:**

Use your User ID and Password to log into the EIS Gateway at this site <https://eis.epa.gov/eis-system-web> 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.

### Account Setup

---

#### VERIFY ACCOUNT PROFILE

Please verify your account profile and click Save to continue.

**First Name:**

**Middle Name:**

**Last Name:**

**Suffix:**

**E-Mail Address:**

**Work Phone:**

**Cell Phone:**

**Mailing Address:**

**Supplemental Mailing Address:**

**Locality:**

**State:**

**Postal Code:**

---

#### AGENCY AUTHORIZATION REQUEST

Your account does not have an active Agency Authorization. Please select an agency and submit for approval.

**Agency Organization:**

**Request Write Permission:**

**Intend to submit via CDX:**

**Supervisor Name, Phone :**

---

#### NOTIFICATION PREFERENCES

Edit Point of Contact (and Notification) Data Categories:

Event  Onroad  Point  Nonroad  Nonpoint  Facility Inventory

Edit Notification Only Data Categories:

Event  Onroad  Point  Nonroad  Nonpoint  Facility Inventory

### 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.

### EIS GATEWAY TERMS AND CONDITIONS

The access and use of the EIS Gateway for the electronic submittal and maintenance of emissions inventory information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**EIS Gateway Warning Notice**

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official business. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Clicking the ACCEPT button constitutes consent to these terms.

**EIS Gateway Privacy Statement**

EPA will use the additional information you provide at initial access for the expressed purpose of registering for the EIS Gateway and for updating and correcting information in internal EPA databases as necessary. EPA will not make the information requested from within the EIS Gateway available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.

**Choosing an EIS Gateway Password**

For EIS Gateway registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.). This password will be at least eight characters long, include at least one capital letter, and contain a mix of letters and numbers.

**Maintaining My EIS Gateway Password**

I will be required to change my EIS Gateway password every 90 days. I will change my password in the EPA Portal. If my password expires, I agree to go to the EPA Portal to request a new password.

**Protecting My EIS Gateway Password**

I agree to protect my EIS Gateway password.

*I will not divulge my password to any other individual and I will not store it in an unprotected location.*

**Actions to take if my EIS Gateway Account has been Compromised**

If I have determined that my EIS Gateway account has become compromised, I agree to contact EPA as soon as possible.

**Terminating my EIS Gateway Account**

I agree to notify EPA within ten working days if my duties change and I no longer need to interact with the EIS Gateway on behalf of my organization. I agree to make this notification by using the Ticketing Management process. This notification will allow EPA to deactivate my account and protect it from potential abuse by others.

**I have reviewed these terms and conditions.**

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.

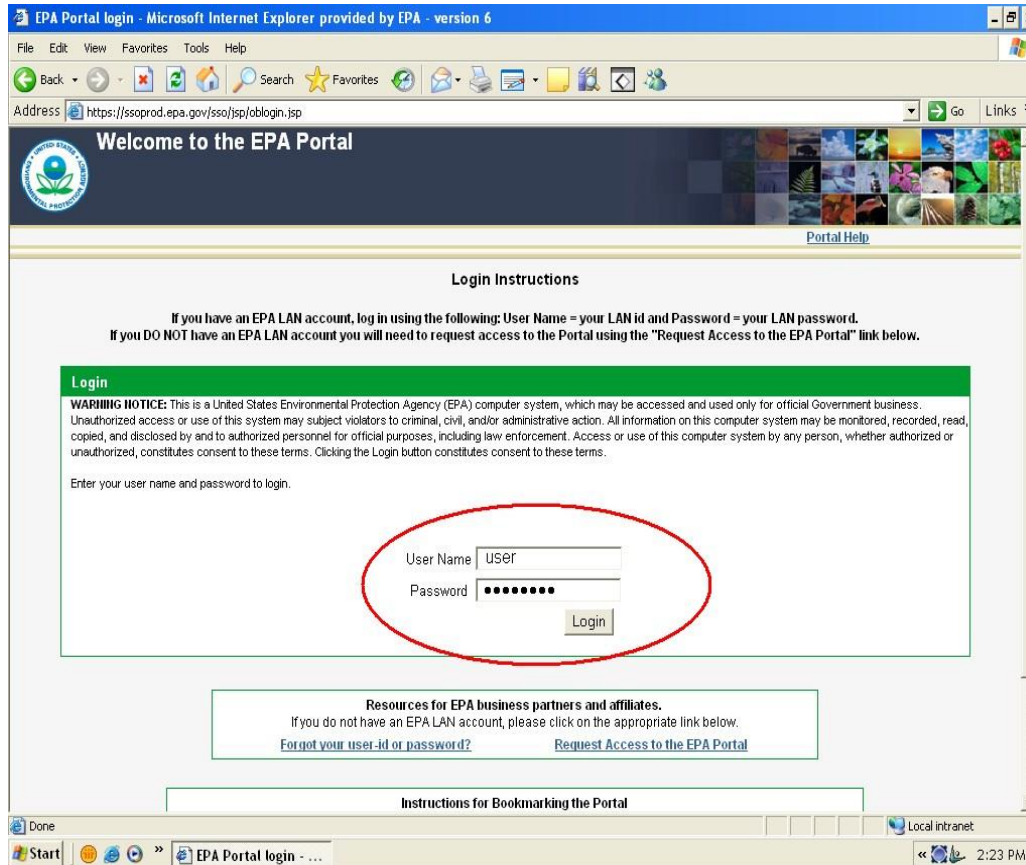
**Please note that you will not be able to view any of your agency's data until your authorizations have been verified and you receive an Email from the EPA. This should not take more than one business day.**



## 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>.



### Step 2:

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



My Page - Microsoft Internet Explorer provided by EPA - version 6

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites

Address http://badger.epa.gov/portal/page?\_pageid=742,1&\_dad=portal&\_schema=PORTAL Go Links

Welcome to the EPA Portal

[Request Access to a Community](#) [Personalize Your Portal](#) [Portal Help](#) [Logout](#)

Search

Web Conferencing

Workspaces

General Pages

- My Page
- EPA Employee Page
- Team Resources
- Reference Library

Air Analysis

- Atmospheric Conditions
- Chemicals Pollutants & Risk
- Facilities, Permits & Compliance
- Source and Facility Emissions

Emergency Management

- Emergency Management
- EMP - Training

My Page

**What's Next**

This portlet provides information about upcoming changes that are planned for the Portal and timeframes for implementation. For additional information on these enhancements or changes, please contact the Portal Portfolio Manager, Terry Grady, at [grady.terry@epa.gov](mailto:grady.terry@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 ENHANCEMENTS FOR VERSION 1.6:**

**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;

**My Page Favorites**

- [Add New Favorites](#)

**Environmental News**

[Help](#) [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**

[Help](#) [Edit News Source](#)

**Toyota, Ford Post Drop in June Sales**

Toyota and Ford posted double-digit declines in June sales, as demand for trucks and SUVs continued to slump amid soaring gasoline prices. General Motors, Chrysler and other auto makers report later in the day.

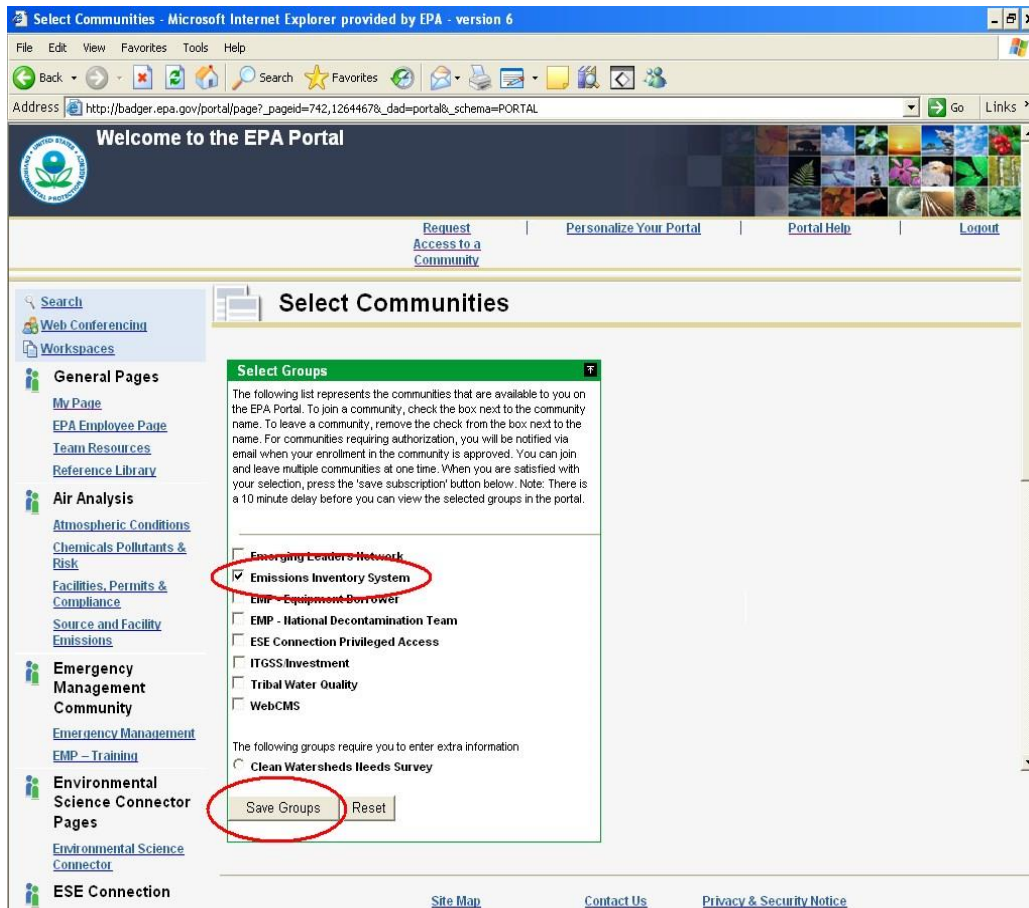
Email this Save to del.icio.us Digg This!

Start My Page - Micro... Internet 2:38 PM



### Step 3

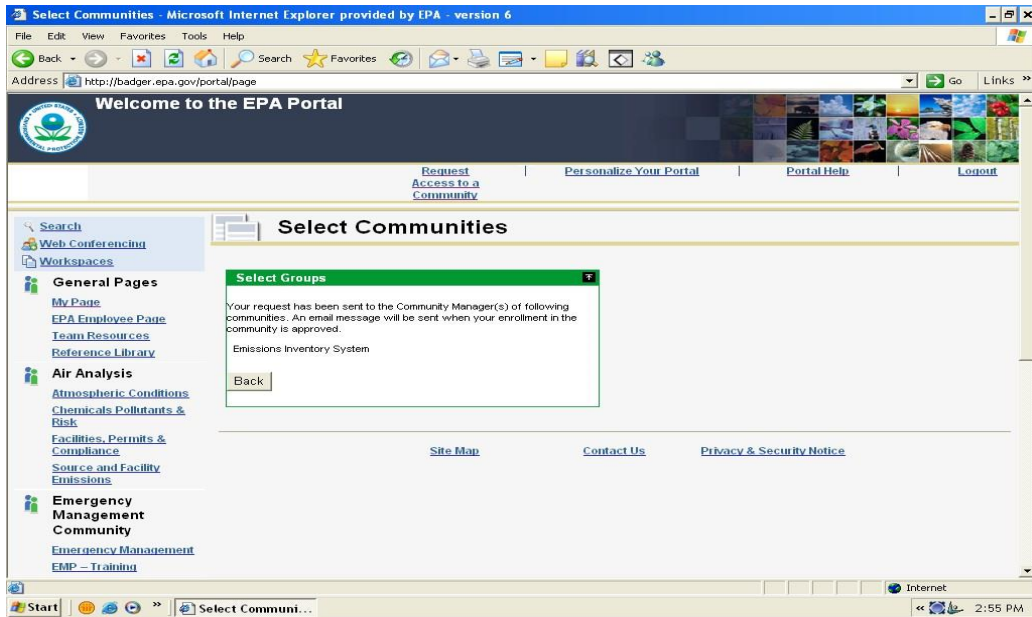
A list of the communities in the EPA Portal will appear. From the Select Groups box, click on the box next to the Emissions Inventory System and select the Save Groups button.



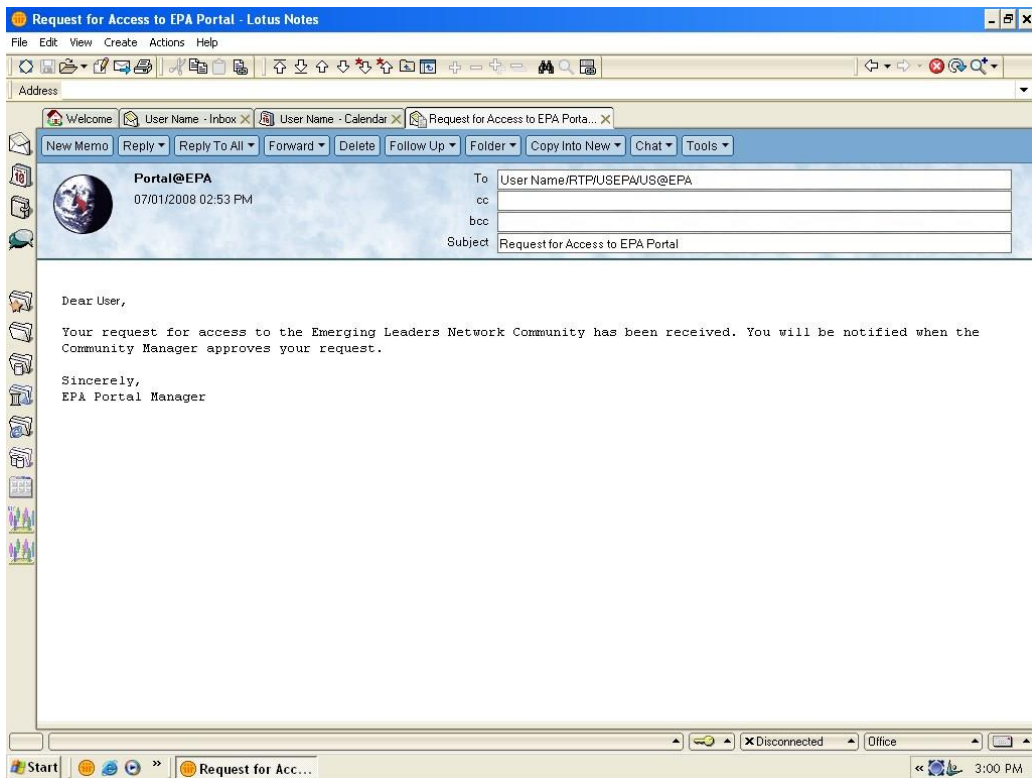
### Step 4

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 not use the Back button on your browser.**



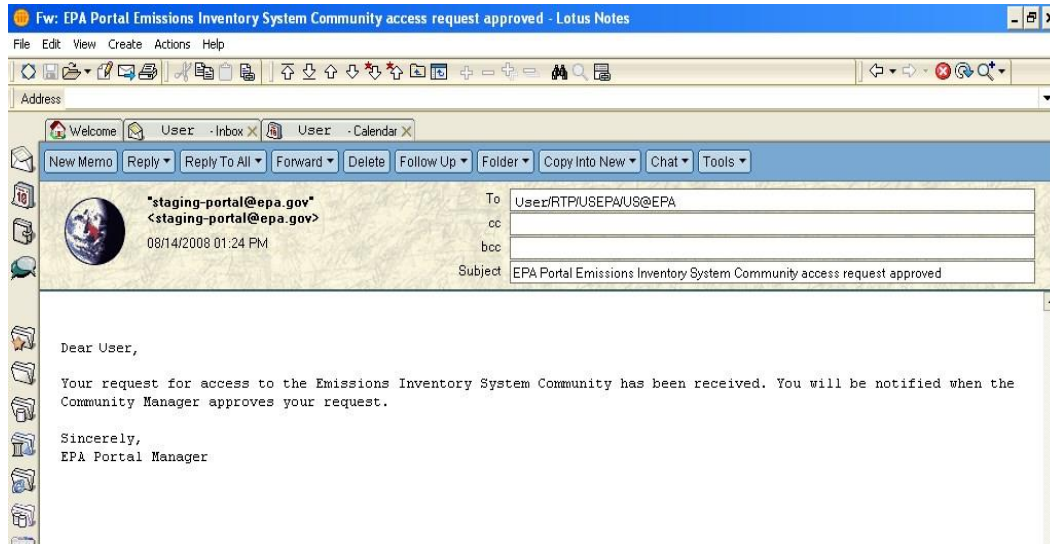


Email message from the Portal Manager.

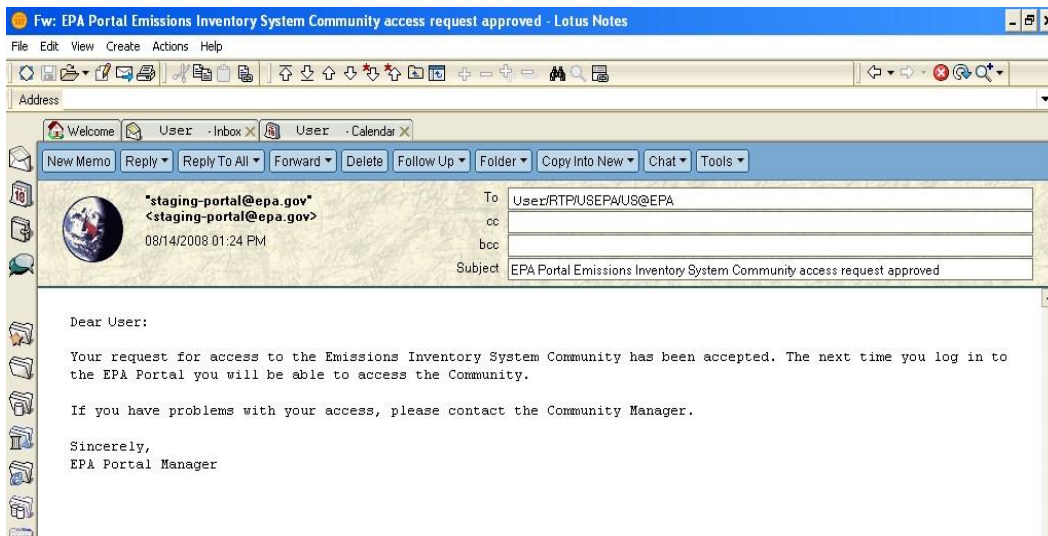


Step 5

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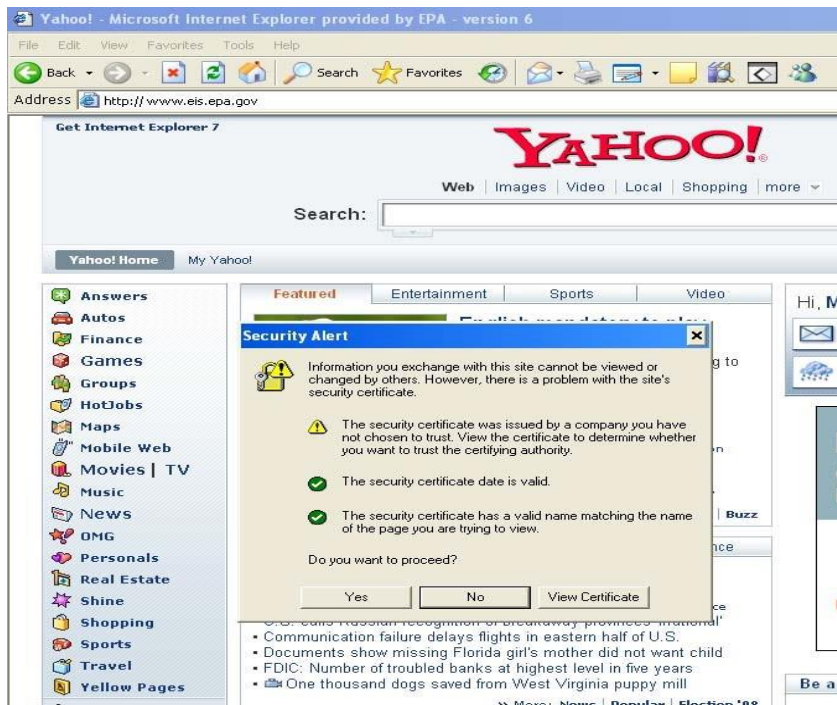
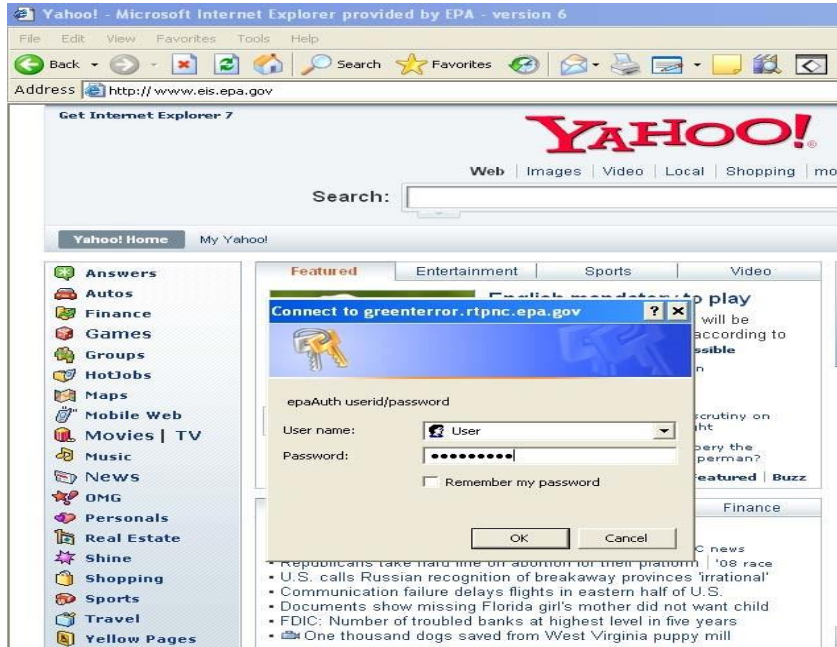


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## **Step 7:**

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.



### Account Setup

---

#### VERIFY ACCOUNT PROFILE

Please verify your account profile and click Save to continue.

**First Name:**

**Middle Name:**

**Last Name:**

**Suffix:**

**E-Mail Address:**

**Work Phone:**

**Cell Phone:**

**Mailing Address:**

**Supplemental Mailing Address:**

**Locality:**

**State:**

**Postal Code:**

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#### AGENCY AUTHORIZATION REQUEST

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**Agency Organization:**

**Request Write Permission:**

**Intend to submit via CDX:**

**Supervisor Name, Phone :**

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#### NOTIFICATION PREFERENCES

Edit Point of Contact (and Notification) Data Categories:

Event  Onroad  Point  Nonroad  Nonpoint  Facility Inventory

Edit Notification Only Data Categories:

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### 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.





**EIS GATEWAY TERMS AND CONDITIONS**

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**EIS Gateway Privacy Statement**

EPA will use the additional information you provide at initial access for the expressed purpose of registering for the EIS Gateway and for updating and correcting information in internal EPA databases as necessary. EPA will not make the information requested from within the EIS Gateway available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.

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If I have determined that my EIS Gateway account has become compromised, I agree to contact EPA as soon as possible.

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I agree to notify EPA within ten working days if my duties change and I no longer need to interact with the EIS Gateway on behalf of my organization. I agree to make this notification by using the Ticketing Management process. This notification will allow EPA to deactivate my account and protect it from potential abuse by others.

**I have reviewed these terms and conditions.**

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.**

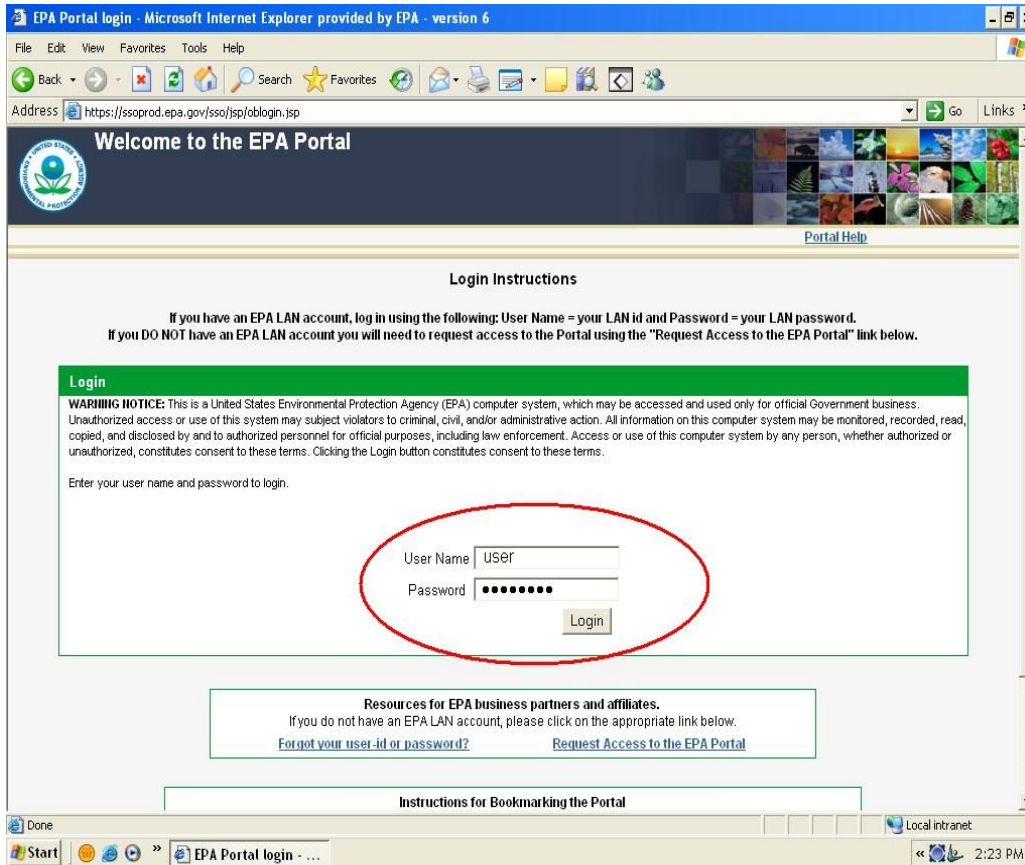
EPA Users

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:**

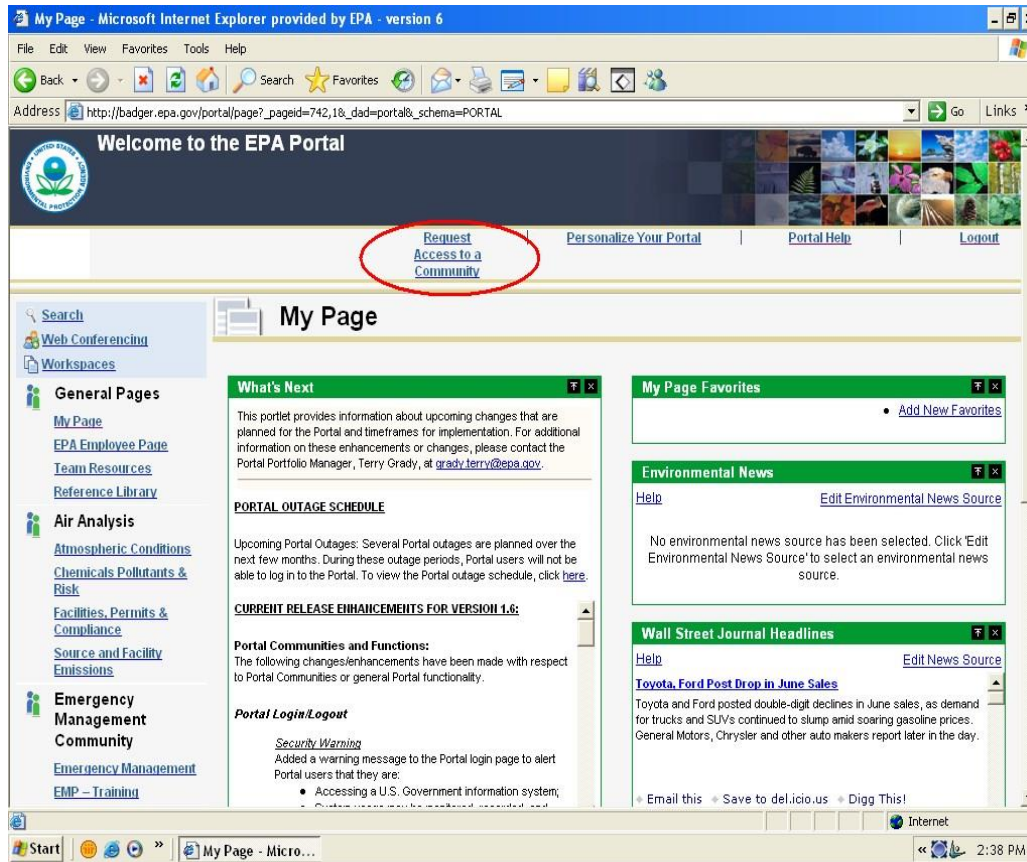


Use your existing LAN User ID and Password to log into the EPA Portal at <https://waa.epa.gov>.



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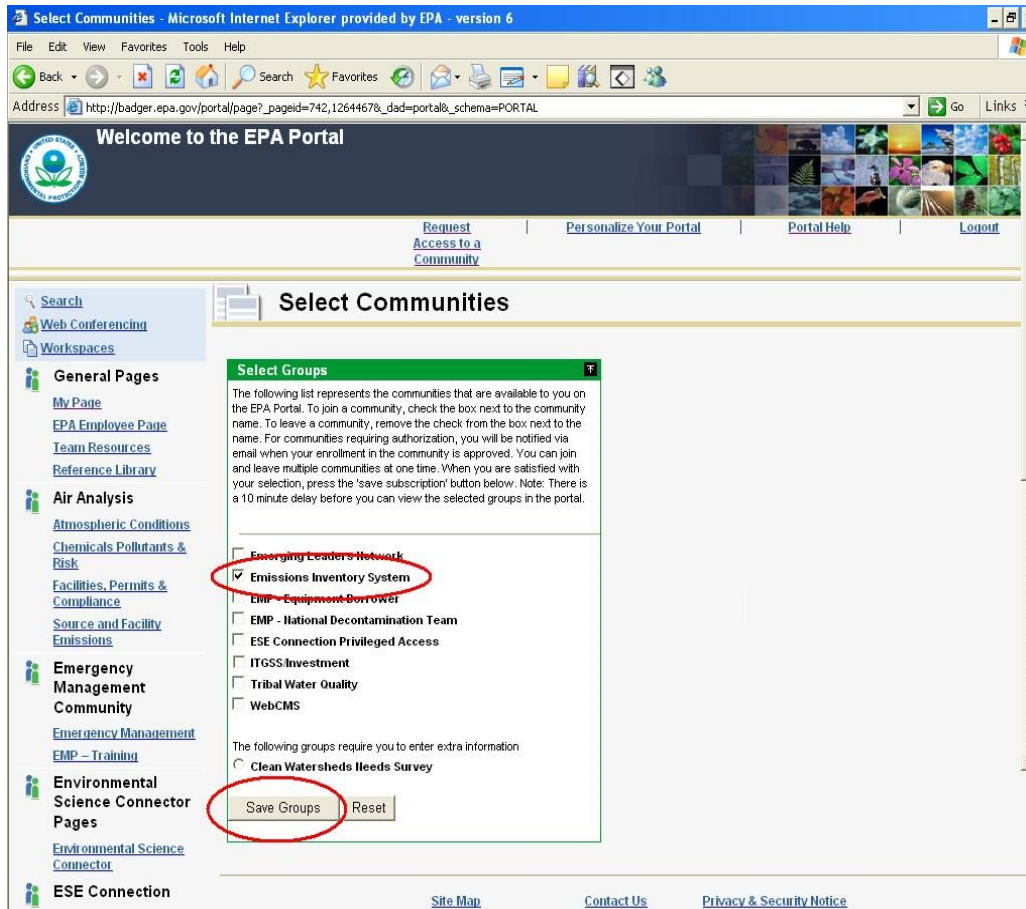
At the top middle of the screen, select the option to Request Access to a Community.



### Step 3:

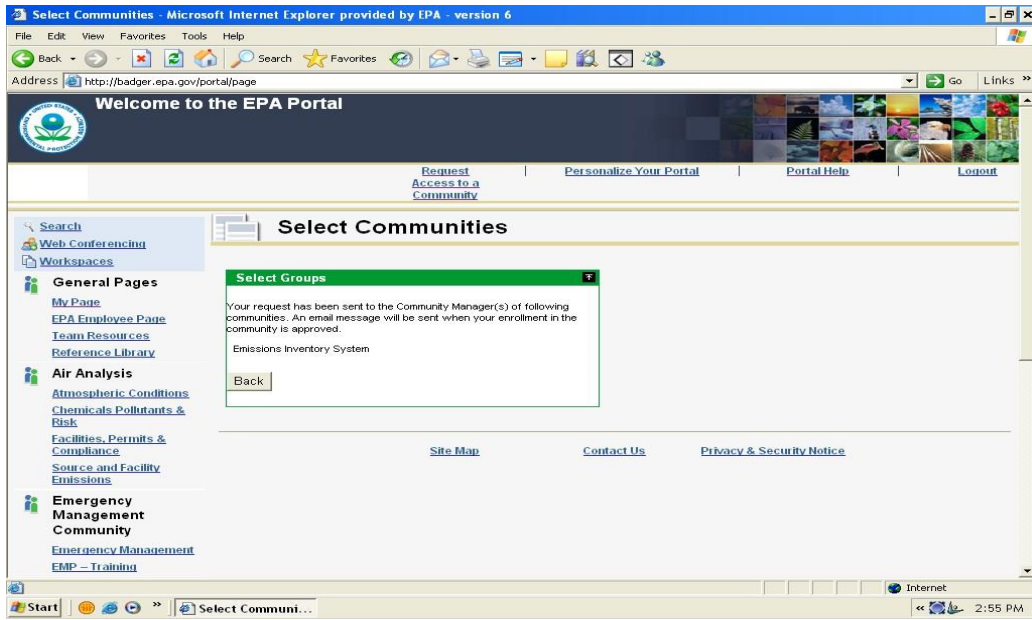
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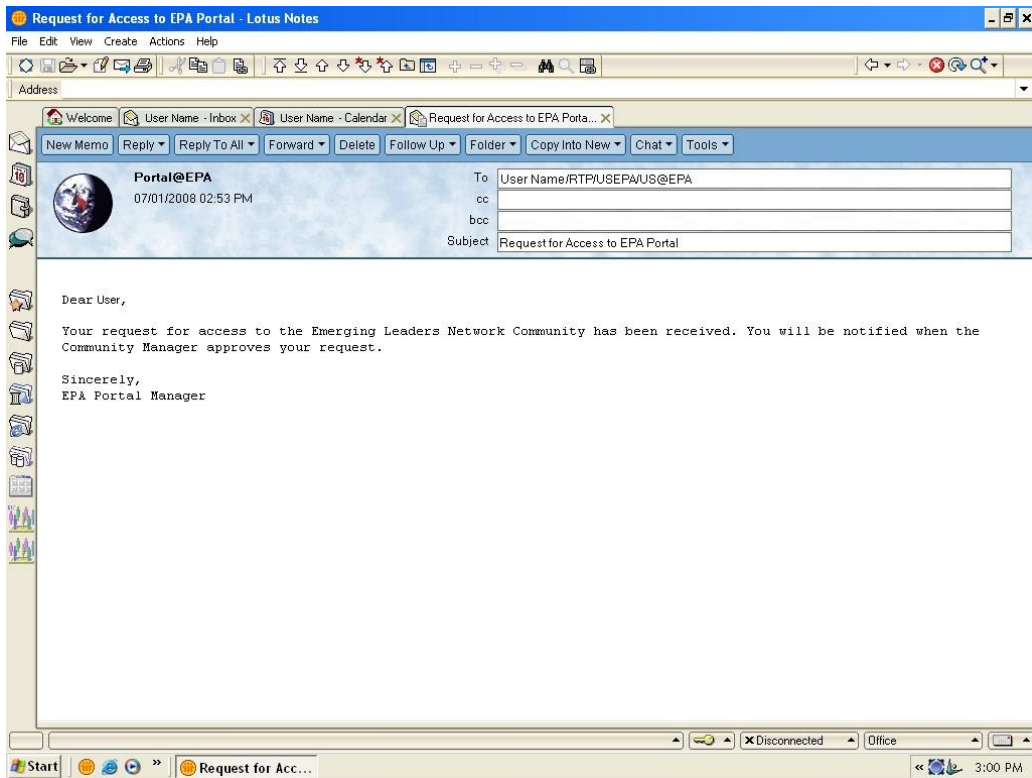


#### Step 4:

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 not use the Back button on your browser.**



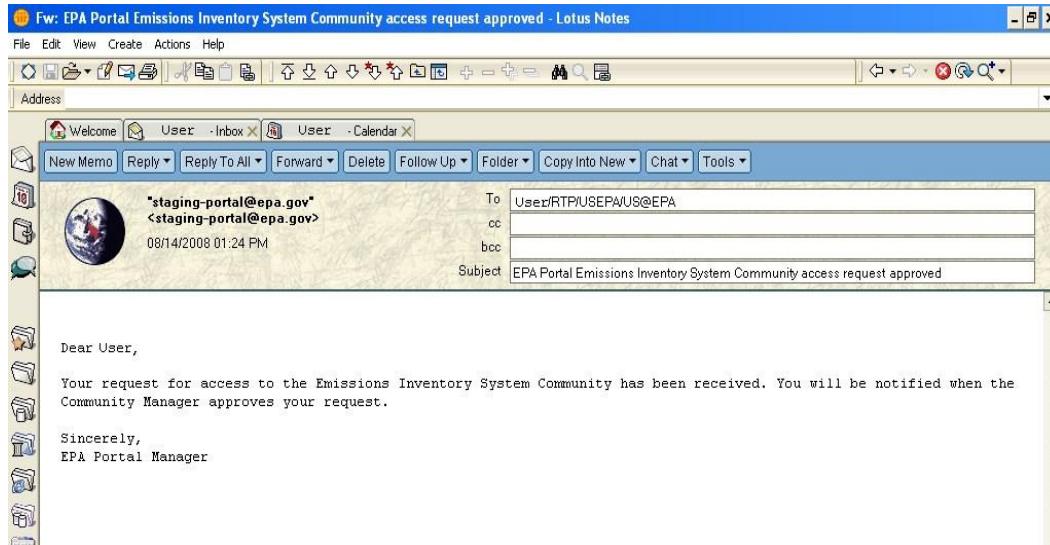
Email message from the Portal Manager.



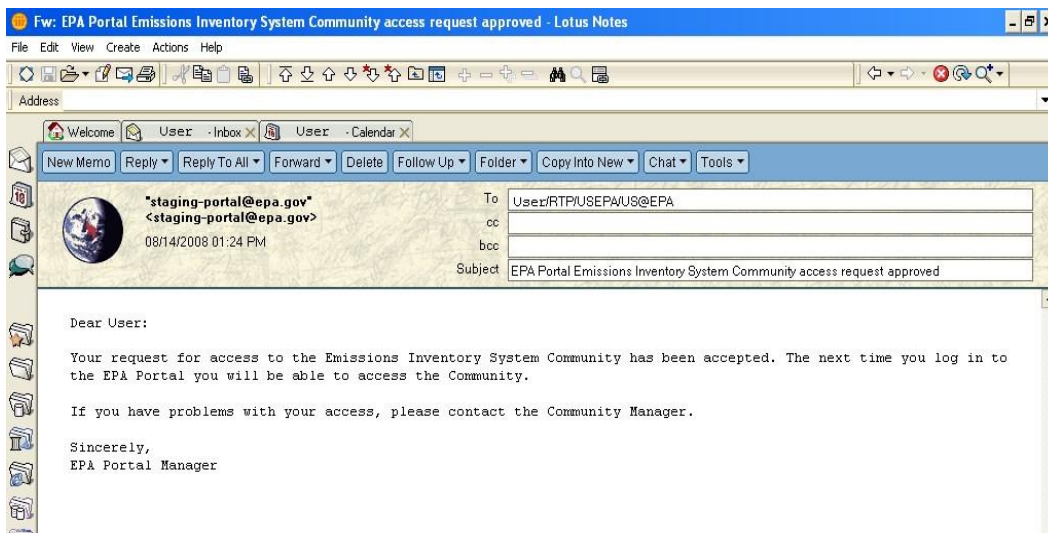
Step 5:



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



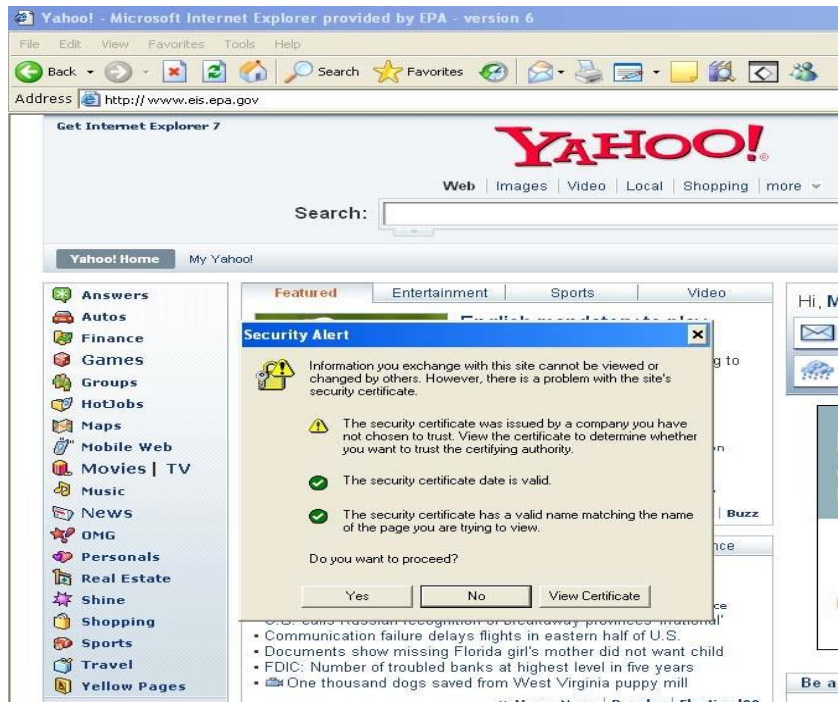
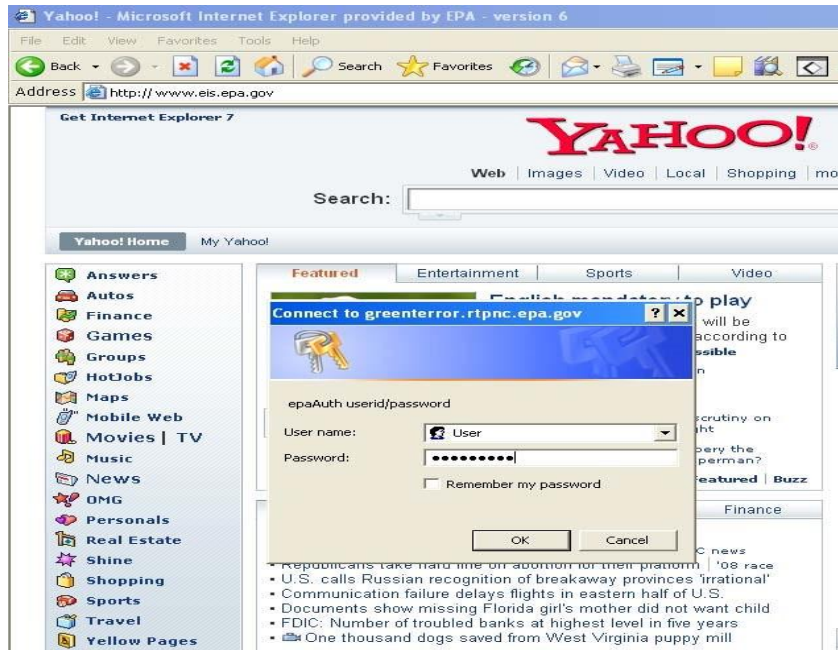
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The community manager for the Emissions Inventory System community is Martin Husk, who can be reached at [husk.martin@epa.gov](mailto:husk.martin@epa.gov).

### 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**

**VERIFY ACCOUNT PROFILE**

Please verify your account profile and click Save to continue.

**First Name:** User First Name  
**Middle Name:**   
**Last Name:** User Last Name  
**Suffix:**   
**E-Mail Address:** User@aol.com  
**Work Phone:**   
**Cell Phone:**   
**Mailing Address:** 1122 Stafford Court  
**Supplemental Mailing Address:**   
**Locality:** Eldersburg  
**State:** -- Select --  
**Postal Code:** 21782

**AGENCY AUTHORIZATION REQUEST**

Your account does not have an active Agency Authorization. Please select an agency and submit for approval.

**Agency Organization:** -- Select --  
~~**Request Write Permission:**   
**Intend to submit MDX:**   
**Supervisor Name, Phone:**~~

**NOTIFICATION PREFERENCES**

Edit Point of Contact (and Notification) Data Categories:  
 Event  Onroad  Point  Nonroad  Nonpoint  Facility Inventory

Edit Notification Only Data Categories:  
 Event  Onroad  Point  Nonroad  Nonpoint  Facility Inventory

### 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.





**EIS GATEWAY TERMS AND CONDITIONS**

The access and use of the EIS Gateway for the electronic submittal and maintenance of emissions inventory information require the creation of a user ID and password that I must maintain and keep confidential. I will review the following steps concerning the creation and maintenance of a user ID and password.

**EIS Gateway Warning Notice**

This is a United States Environmental Protection Agency (EPA) computer system, which may be accessed and used only for official business. Unauthorized access or use of this system may subject violators to criminal, civil, and/or administrative action. All information on this computer system may be monitored, recorded, read, copied, and disclosed by and to authorized personnel for official purposes, including law enforcement. Access or use of this computer system by any person, whether authorized or unauthorized, constitutes consent to these terms. Clicking the ACCEPT button constitutes consent to these terms.

**EIS Gateway Privacy Statement**

EPA will use the additional information you provide at initial access for the expressed purpose of registering for the EIS Gateway and for updating and correcting information in internal EPA databases as necessary. EPA will not make the information requested from within the EIS Gateway available for other purposes unless required by law. EPA does not sell or otherwise transfer personal information to an outside third party.

**Choosing an EIS Gateway Password**

For EIS Gateway registration purposes, I agree to select a password which will not be easily guessed (e.g., my name, my children's names, birthdays, etc.). This password will be at least eight characters long, include at least one capital letter, and contain a mix of letters and numbers.

**Maintaining My EIS Gateway Password**

I will be required to change my EIS Gateway password every 90 days. I will change my password in the EPA Portal. If my password expires, I agree to go to the EPA Portal to request a new password.

**Protecting My EIS Gateway Password**

I agree to protect my EIS Gateway password.

*I will not divulge my password to any other individual* and I will not store it in an unprotected location.

**Actions to take if my EIS Gateway Account has been Compromised**

If I have determined that my EIS Gateway account has become compromised, I agree to contact EPA as soon as possible.

**Terminating my EIS Gateway Account**

I agree to notify EPA within ten working days if my duties change and I no longer need to interact with the EIS Gateway on behalf of my organization. I agree to make this notification by using the Ticketing Management process. This notification will allow EPA to deactivate my account and protect it from potential abuse by others.

**I have reviewed these terms and conditions.**

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.**

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