

From CDX Login to Property Data Entry

This Quick Reference Guide (QRG) assists the user in logging into CDX and starting a Property work package.

1. Open the Internet browser to the following URL: <http://cdx.epa.gov>. Enter the User Name and Password that you set during the CDX registration process. The User Name and Password fields are not case sensitive.

Note: *ACRES is designed to operate with Microsoft Internet Explorer 5.5 or higher and the user must disable any pop-up blockers that are running on the computer.*

2. Click “Login.”
3. The MyCDX home page loads after a successful sign in. Click “ACRES: Assessment Cleanup and Redevelopment Exchange” to open the application and load your ACRES Home screen.

Note: *After clicking ACRES: Assessment Cleanup and Redevelopment Exchange, if your pop-up blocker prevents the application from loading, follow these steps:*

- 1) *Right click on the yellow message bar that indicates a pop-up has been blocked*
- 2) *Highlight and left-click on the ‘Always Allow Pop-ups from This Site’*
- 3) *Click Retry from the dialog box to launch the application window*

The above three-step process will change the pop-up settings only for the CDX Web site.

4. In the “My Grants” section of your Home screen, click the hyperlinked Grant Number. This will bring up the Grant Home screen for that grant.
 - a. If the grant is not listed in the “My Grants” section of your Home screen, click “Add Grant” on the right side of the screen.
 - b. Enter the eight-digit grant number, excluding prefixes and amendments, and choose the appropriate state from the drop down menu. Click “Next.”
 - c. On the following screen, make sure that the correct grant was located and click “Confirm Grant.” If the grant displayed is not the correct grant, click “Change Grant” and return to Step a.
5. To start property data entry, click the hyperlinked property name in the Properties section of the Grant Home screen. This will open the screens for entering Property Profile Form data.
 - a. If the property is not already listed in the Properties section of the Grant Home screen, click “Add property for this grant” located above and below the list of properties.
 - b. Enter the search criteria for the property to see if there is already a record for it in ACRES.

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

- c. If a record for the property is found, click “Add to Grant” to associate the property with the Grant.
- d. If a property record is not found and you want to search again, click either “Modify Search” or “New Search” at the top of the screen.
- e. If a property record is still not found, click the “Add New Property” link on the right of the screen. This will open blank screens for entering Property Profile Form data for a new property.

If you have any questions regarding ACRES, please contact the ACRES Help Desk by e-mail at acres_help@epa.gov, or by phone at 703-284-8212.