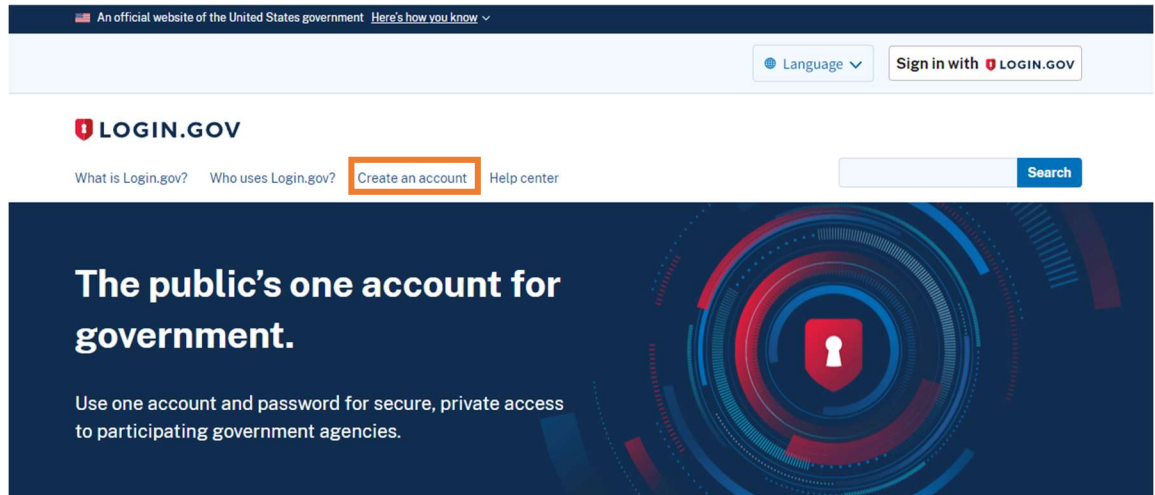


Guide for creating a new SeqAPASS account using Login.gov

- 1) Open <https://login.gov/> in a web browser
- 2) Click “Create an account.”

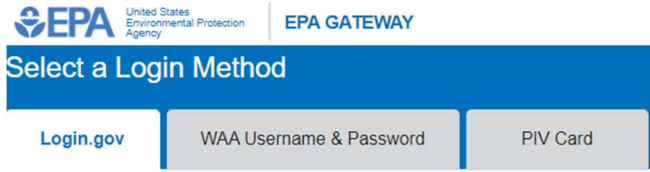


- 3) Choose an email address you can access right away as you will be asked to verify it before your account is created.

A screenshot of the "Create your account" page on Login.gov. The URL in the browser is "secure.login.gov/sign_up/enter_email". The page has a dark blue header with the same text as the homepage. Below the header, there is a navigation bar with the Login.gov logo and a "Create your account" heading. The main content area has a white background and contains the following elements: a text input field labeled "Enter your email address", a section titled "Select your email language preference" with three radio button options: "English (default)", "Español", and "Français", a checkbox labeled "Check this box to accept the Login.gov Rules of Use" with a link to the rules, and a "Submit" button.

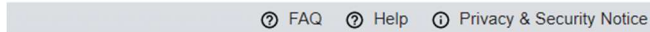
- 4) You will then be sent an email to the email address you provided for creating an account. Follow additional steps until you have completed setup of a login.gov account. Your Login.gov account will be used in the following steps.

- 5) Open the site: <https://waa.epa.gov/> and choose the first tab at the top left: “Login.gov.” Click the button at the bottom that says, “LOGIN”



EPA Gateway is using a credential provider to allow you to sign in to your account safely and securely.

If you do not have an existing Login.gov account, you will be able to create one before you log in.



- 6) Enter your new Login.gov credentials and follow any two-factor authentications steps.
- 7) The first time you do this, you will see the following screen. Click “OK” at bottom of screen.



You are now signing in for the first time

We'll share this information with EPA Production:

✓ Email address

t @ .m

✓ Updated on

Not yet verified

EPA Production will only use this information to connect to your account

- 8) You will then see the following screen to enter your personal information and the following EPA contact information
- EPA Contact Name: Carlie LaLone
 - EPA Contact's Email Address: lalone.carlie@epa.gov
 - EPA Contact's Phone Number: 218-529-5038

The screenshot shows the EPA Web Application Access Registration form. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below the logo is a grid of 24 small images. The main heading is "Web Application Access Registration". The text below the heading reads: "Thank you for registering for EPA Web Application Access with your login.gov credentials. Please complete this form to gain access to EPA Web Community or Application." Below this is an "IMPORTANT NOTE" section with two red lines of text: "THIS FORM is ONLY for outside business partners and affiliates that do not have an EPA LAN account." and "DO NOT complete if you are an EPA employee or an on-site contractor with an EPA LAN account. If you have an EPA LAN account and are having difficulty logging in, contact the EPA Call Center 1-866-411-4372". Below the note is the text "ALL FIELDS ARE REQUIRED". There are three input fields: "EPA Contact Name:" with an empty text box, "EPA Contact's Email Address:" with a text box containing "e.g. emailid@epa.gov", and "EPA Contact's Phone Number:" with an empty text box.

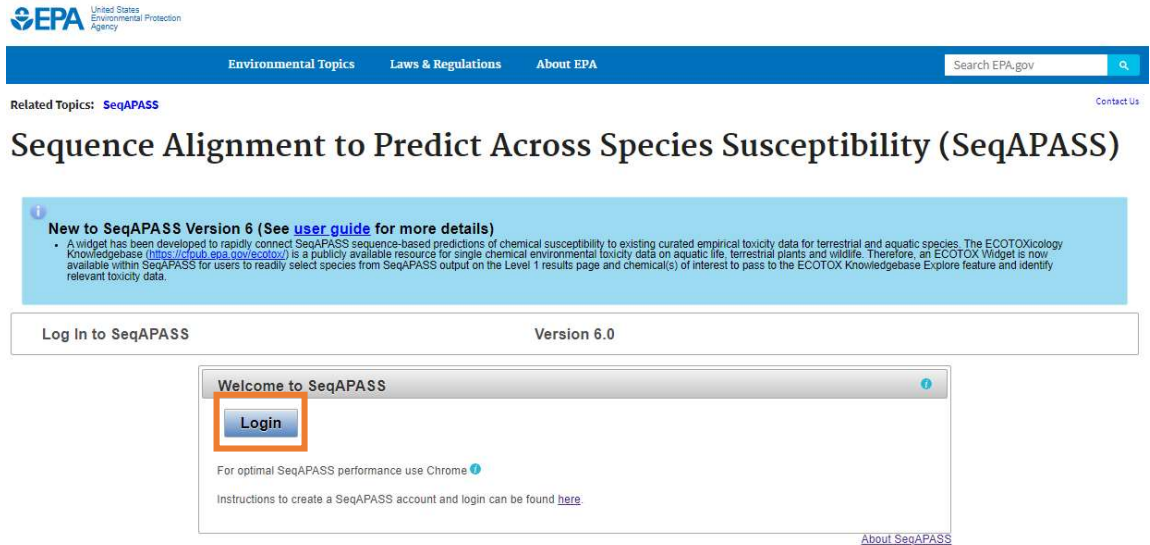
- 9) On the screen find the drop-down bar to scroll through the alphabetical list to find the “SeqAPASS Users” Application, select it, and click the “Submit Registration” button

The screenshot shows the EPA Web Application Access Registration form. At the top is the text "Select the Community or Application for which you are requesting access:". Below this is a dropdown menu with "Select One" and a downward arrow. Below the dropdown is a checkbox with the text "I accept the EPA Privacy & Security Notice. [Click here to read.](#)". Below the checkbox are two buttons: "Submit Registration" (highlighted with an orange border) and "Reset". At the bottom of the form are two links: "Contact Us" and "Privacy & Security Notice".

- 10) You will then see a screen like this:

The screenshot shows the EPA Web Application Access Registration form. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below the logo is a grid of 24 small images. The main heading is "Request Web Community Access". Below the heading is a large green checkmark icon. Below the icon is the text "Your Request for Web Community Access is successful. You will receive an email once your request is approved." At the bottom of the form are two links: "Contact Us" and "Privacy & Security Notice".

- 11) Within a day or two, you should receive an email indicating that your request has been approved. You will then be able to login to SeqAPASS.
- 12) You should now be able to login to seqapass. Open <https://seqapass.epa.gov/seqapass/> and click “Login.” Then follow the instructions. Once logged in with your new SeqAPASS (Login.gov) account, you should automatically be directed to SeqAPASS.



If you run into challenges creating your SeqAPASS account, please ask us directly by sending an email to SeqAPASS.support@epa.gov