



EPA Region 4 EQiS Quick Start Guide

The Superfund Program in EPA Region 4 uses EQiS 7 Enterprise to provide access to their environmental sampling data. This guide provides a summary of important documents for environmental data submission and a brief overview of how to access the EPA Region 4 Enterprise site.

Important Documents

The Environmental Data Submission procedural (SEMDPROC-009-R0) outlines how to prepare and submit EQiS EDDs for the EPA Region 4 and includes the following supporting reference documents:

- *EPA Region 4 EDD Format File Guide* – Provides detailed information for the creation of the EDD files that are required to be submitted.
- *EPA Region 4 EQiS Data Processor Reference Manual* – Provides the information needed to download, install and maintain the EDP software, as well as how to use the software to proof EDDs and create data packages.

Obtain the procedural and guidance documentation at the EPA Region 4 website:

<https://www.epa.gov/superfund/region-4-superfund-electronic-data-submission>

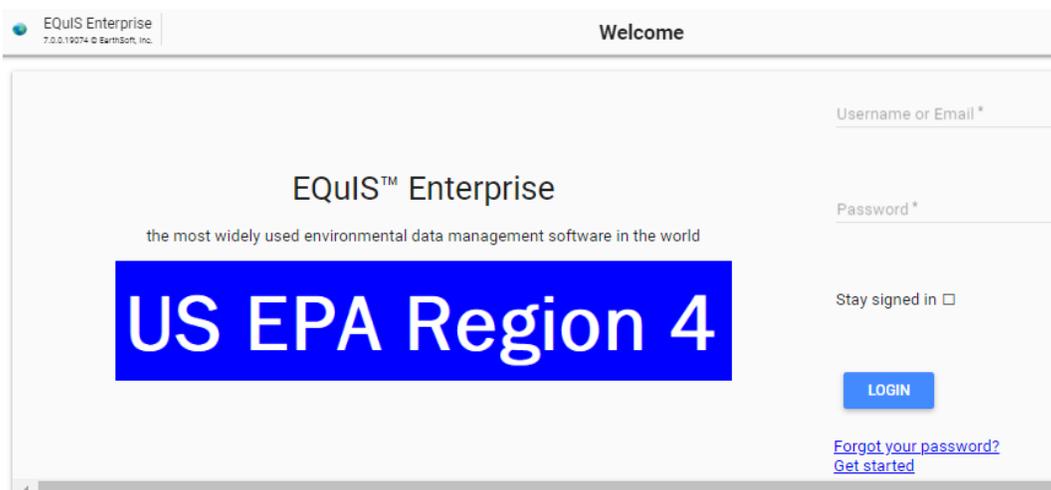
The EPA Region 4 has upgraded to EQiS 7. All users should obtain the latest version of EDP 7 and the EPAR4 format file needed to submit data directly to the system.

- Obtain the EDP software, format file, and controlled reference values at: earthsoft.com/products/edp/edp-format-for-epar4/
- Follow the EDP Reference Manual on how to install and register the EDP data checker for EPAR4.
- The Approval Code to obtain the software license keys is: EPAR4-SESD-8617-2008-1
- A distribution email will be sent to all data providers when updates occur.

Existing Data Providers

Enterprise 7 has enhanced the encryption process for passwords. Therefore, you will need to update your password for EPD 7 to acknowledge your password as correct. The following steps describe the login process.

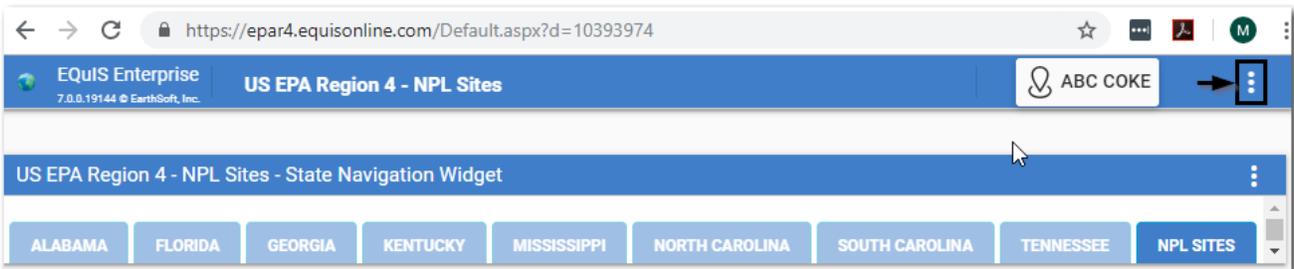
- Go to <https://epar4.equisonline.com> to open the login Welcome page.



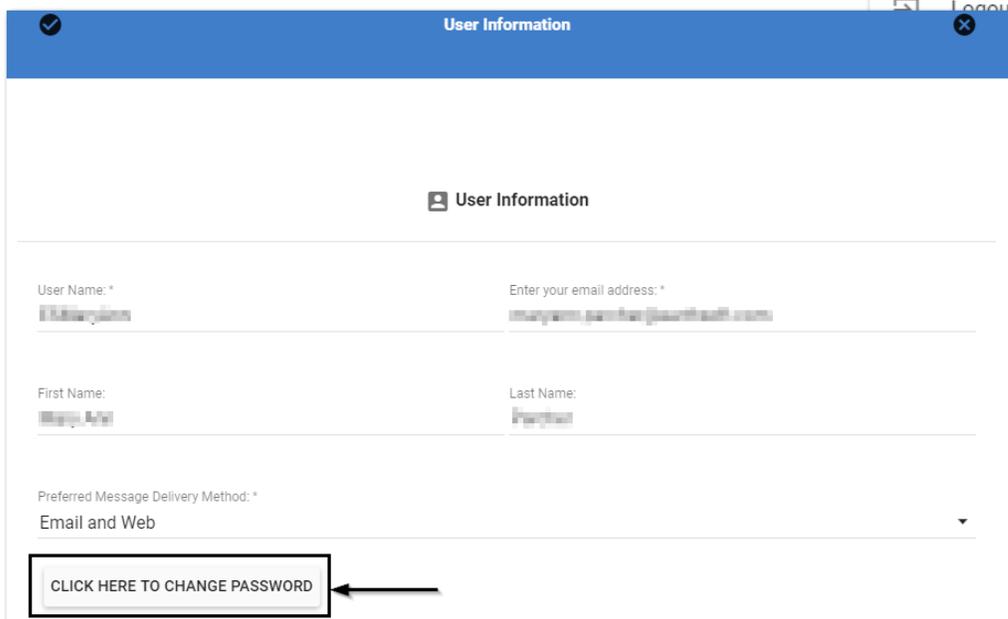
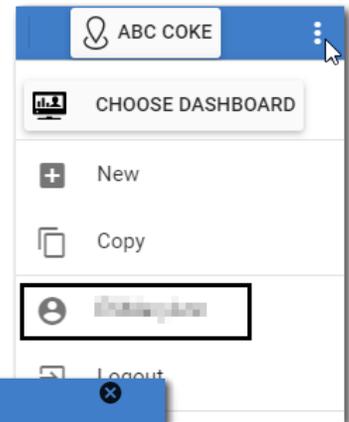
- Enter your username or email and password.
- If you forgot your password, select the **Forgot your password?** link below the Login button.
 - a. The system will email you a new password.
 - b. Use this new password to log in. You may update the password after you log in.
- Click the **Login** button.

Once you are logged in, you may change your password at any time. The following steps describe how to change your password.

1. From any Enterprise dashboard, select the **More Options** icon (three vertical dots) in the upper right corner of the dashboard.



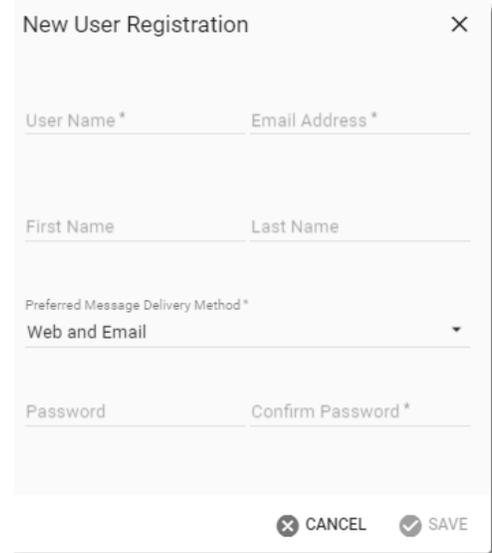
2. From the drop-down menu, select your **username** next to the user profile icon to open the User Information window.
3. Select the **Click Here to Change Password** button to display fields to enter your current password and then change your password. Enter a new password and confirm your new password. Select the Save button in the widget header to save your new password.



New Data Providers

The following steps describe how to obtain a username and be granted access to EPA Region 4 Enterprise site.

1. Go to <https://epar4.equisonline.com> to open the login page.
- Select the **Get Started** link below the 'Forgot Your Password?' link to open a New User Registration window.
 - a. Create your User Name as:
PL-your First Initial Last Name (e.g., PL-JDoe).
 - b. Fill in the remaining items. Keep the **Preferred Message Delivery Method** as **Web and Email** so you will receive the automatic notifications as emails when your EDD has either been accepted or that data errors need to be corrected before the EDD may be committed to the database.
 - c. Select the **Save** button. The R4DART Administrator will then receive notification that your user account needs approval and proper permissions granted.
 - d. Once you have created your new user account, email R4DART@EPA.GOV with the site(s) for which you will be responsible to submit data.



The screenshot shows a 'New User Registration' dialog box with the following fields and options:

- User Name *** and **Email Address *** (text input fields)
- First Name** and **Last Name** (text input fields)
- Preferred Message Delivery Method *** (dropdown menu with 'Web and Email' selected)
- Password** and **Confirm Password *** (text input fields)
- CANCEL** and **SAVE** buttons at the bottom right.