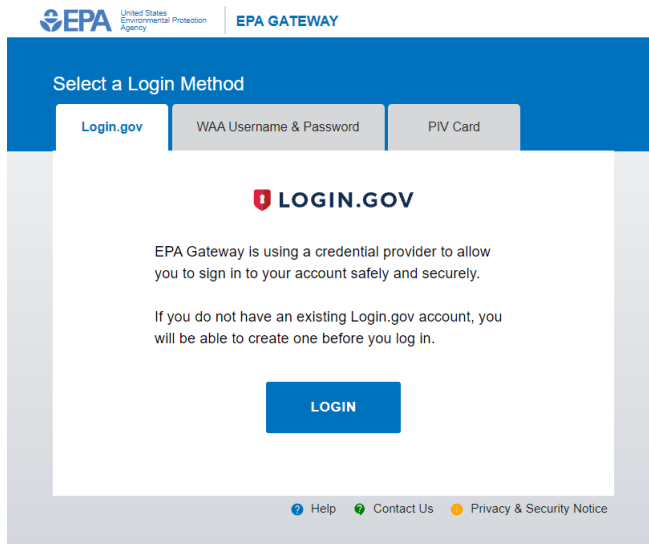
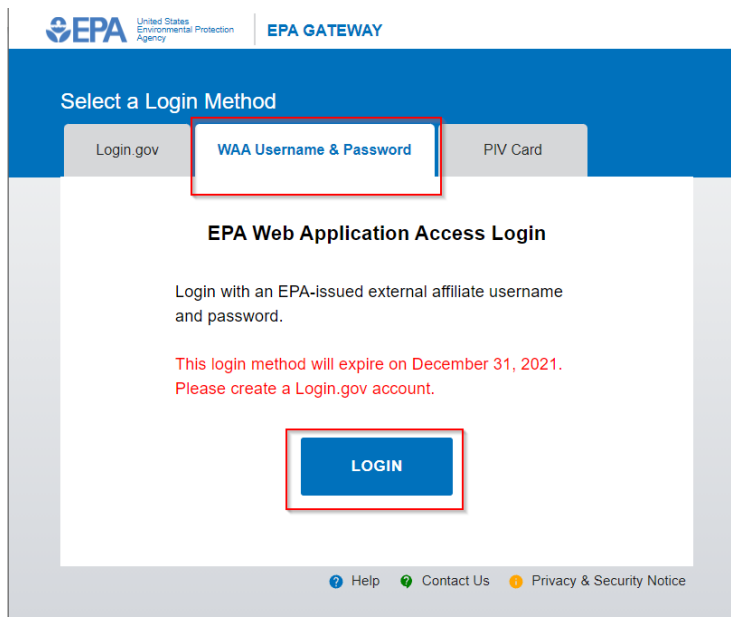


This job aid assists users on how to lookup the email address associated with a legacy WAA EPA Community logon credential.

1. In your browser go to <https://waa.epa.gov>. You will be redirected to the **EPA GATEWAY** login page.



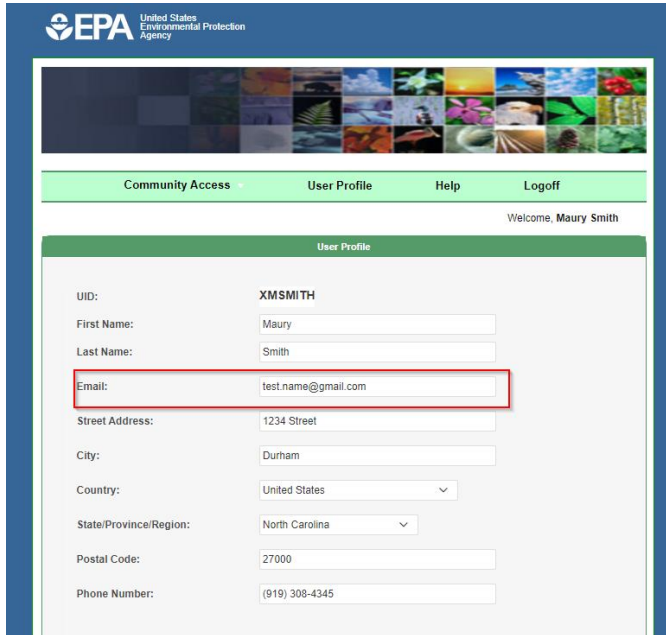
2. From the "WAA Username & Password" tab of the EPA Gateway login page, click the "Login" button.



- The “Welcome to the EPA Web Application Access” page will be displayed. Enter your WAA User ID (typically in format username) and Password, click the “Login” button.

- The Web Application Management dashboard page will appear. Click the **User Profile** menu option link.

- The email address associated with the account will be shown in the email field.

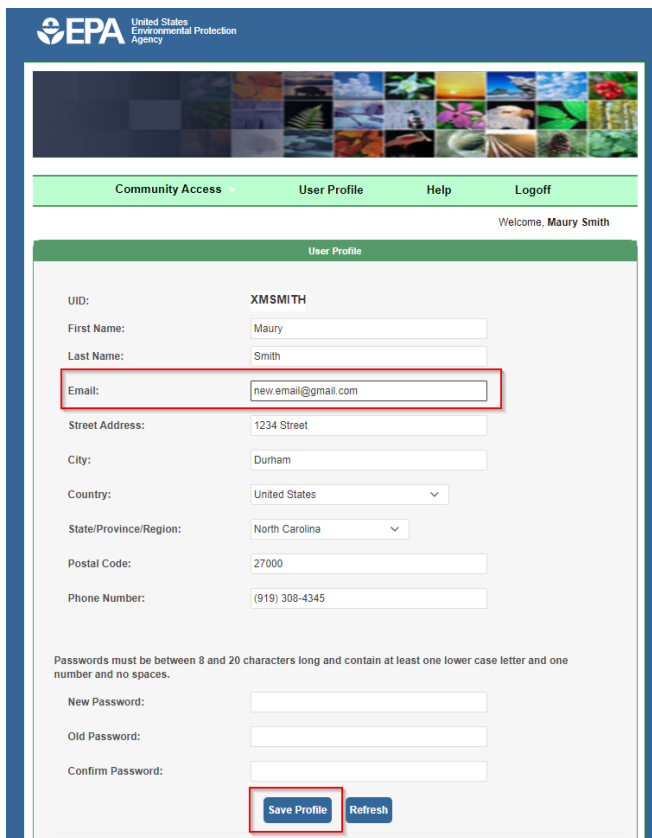


The screenshot shows the EPA User Profile page. At the top left is the EPA logo and the text "United States Environmental Protection Agency". Below this is a grid of 16 small images. A navigation bar contains "Community Access", "User Profile", "Help", and "Logoff". A welcome message "Welcome, Maury Smith" is displayed. The "User Profile" section contains the following fields:

UID:	XMSMITH
First Name:	Maury
Last Name:	Smith
Email:	test.name@gmail.com
Street Address:	1234 Street
City:	Durham
Country:	United States
State/Province/Region:	North Carolina
Postal Code:	27000
Phone Number:	(919) 308-4345

The "Email" field is highlighted with a red rectangular box.

- If the email address needs to be updated click in the Email box to update the email address then click the **Save Profile** button.



The screenshot shows the EPA User Profile page with the "Email" field and "Save Profile" button highlighted. The fields are the same as in the previous screenshot, but the "Email" field now contains "new.email@gmail.com". Below the profile fields, there is a password update section:

Passwords must be between 8 and 20 characters long and contain at least one lower case letter and one number and no spaces.

New Password:	<input type="text"/>
Old Password:	<input type="text"/>
Confirm Password:	<input type="text"/>

At the bottom of the form, there are two buttons: "Save Profile" and "Refresh". The "Save Profile" button is highlighted with a red rectangular box.