Secure Access Washington (SAW)

System Access via the Internet

SAW is a portal to state applications for users outside of the state intranet. If you are accessing WEIRS from within the state intranet, this Chapter will not apply to you.

There are two versions of WEIRS: One for training purposes and one for real data entry. You need two separate SAW accounts to get to those separate applications.

To access the **Training** version use this SAW address https://test-secureaccess.wa.gov/
To access the **Production** version use this SAW address https://secureaccess.wa.gov/

> *If you need an account in both systems, you will need to do this entire process TWO times:*
>
> *First for Training, then later for Production*

Note: The WELCOME banner is gold color in Training and green in Production. The example below is for Production.

Create an account by clicking the **SIGN UP!** button.

Enter your name, email,
username and password.

SIGN UP!

Not sure if you already have an account? **CHECK NOW**

FIRST NAME

LAST NAME

EMAIL

USERNAME

PASSWORD REQUIREMENTS

Add at least 10 more characters
Add a special character or a lower
case letter or an uppercase letter or a
number

PASSWORD

CONFIRM PASSWORD

Check the **"I'm not a robot"**
box and click **SUBMIT**.

I'm not a robot

reCAPTCHA
Privacy · Terms
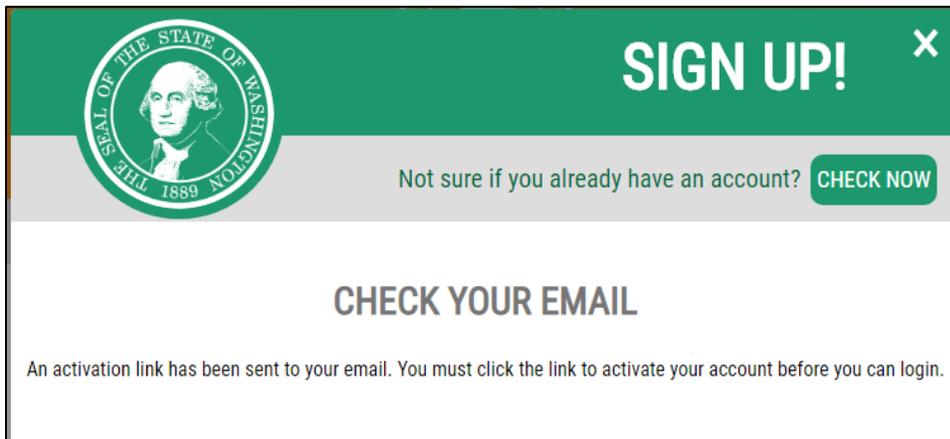
Privacy Notice   **SUBMIT**

Follow the instructions in the next screen (asks you to choose the squares that contain certain objects such as store fronts or street signs) and click Verify when finished selecting the pictures. If you don't choose all the correct pictures, you will be given further attempts.
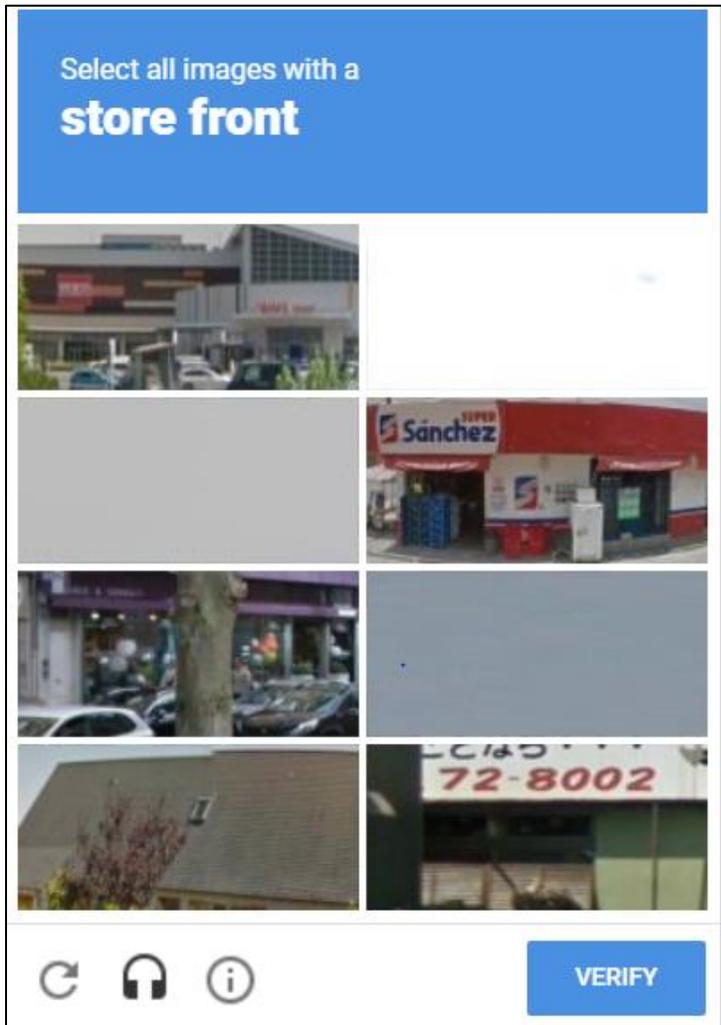
If all the correct pictures were chosen, you will get a verification on the screen. Click the **SUBMIT** button.
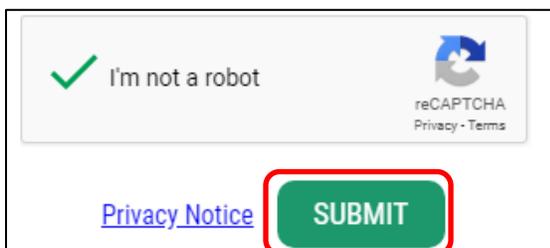
After clicking on the SUBMIT button, you will be directed to check your email for an activation link.
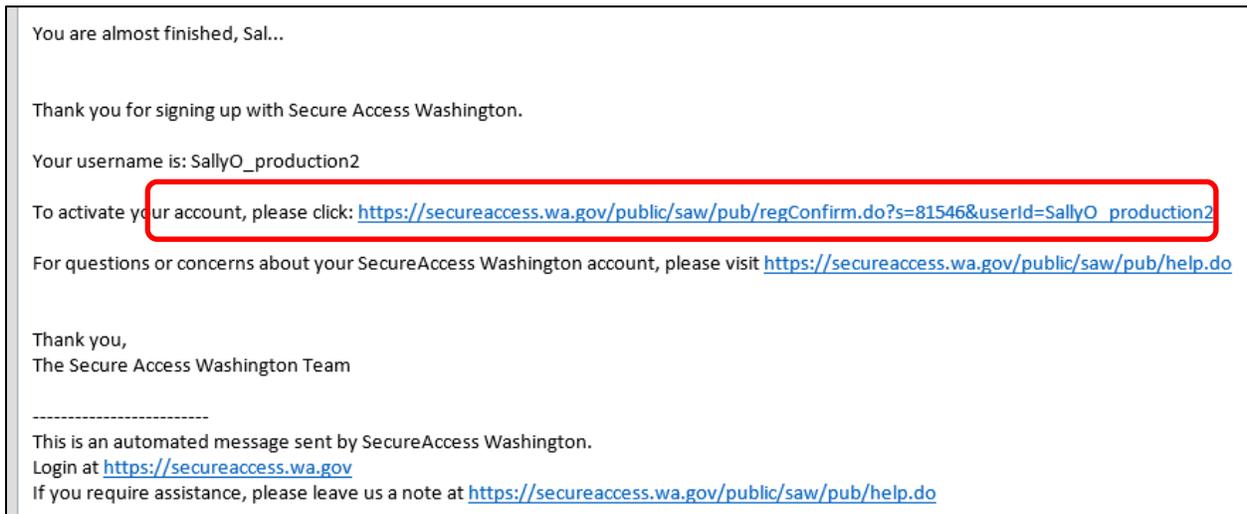
Close your browser, open the **"SecureAccess Washington: Welcome to SecureAccess Washington"** email, and click on the activation link:

You are almost finished, Sal…

Thank you for signing up with Secure Access Washington.

Your username is: SallyO_production2

To activate your account, please click: https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=81546&userId=SallyO_production2

For questions or concerns about your SecureAccess Washington account, please visit https://secureaccess.wa.gov/public/saw/pub/help.do

Thank you,
The Secure Access Washington Team

This is an automated message sent by SecureAccess Washington.
Login at https://secureaccess.wa.gov
If you require assistance, please leave us a note at https://secureaccess.wa.gov/public/saw/pub/help.do

Your SAW account is now activated. Click the **LOGIN** button and log in.

Just a note, if you are prompted to store your password, it is best to choose **"Not for this site."**

| Would you like to store your password for wa.gov? | Why am I seeing this? | Yes | Not for this site | × |

Once logged in, click the **"ADD A NEW SERVICE"** button. The button will be red if you don't have any services, or green if you have previously registered for a state service. If you are using a small screen, or are zoomed on a larger screen, the information will be arranged to fit your screen.

Large Screen Arrangement
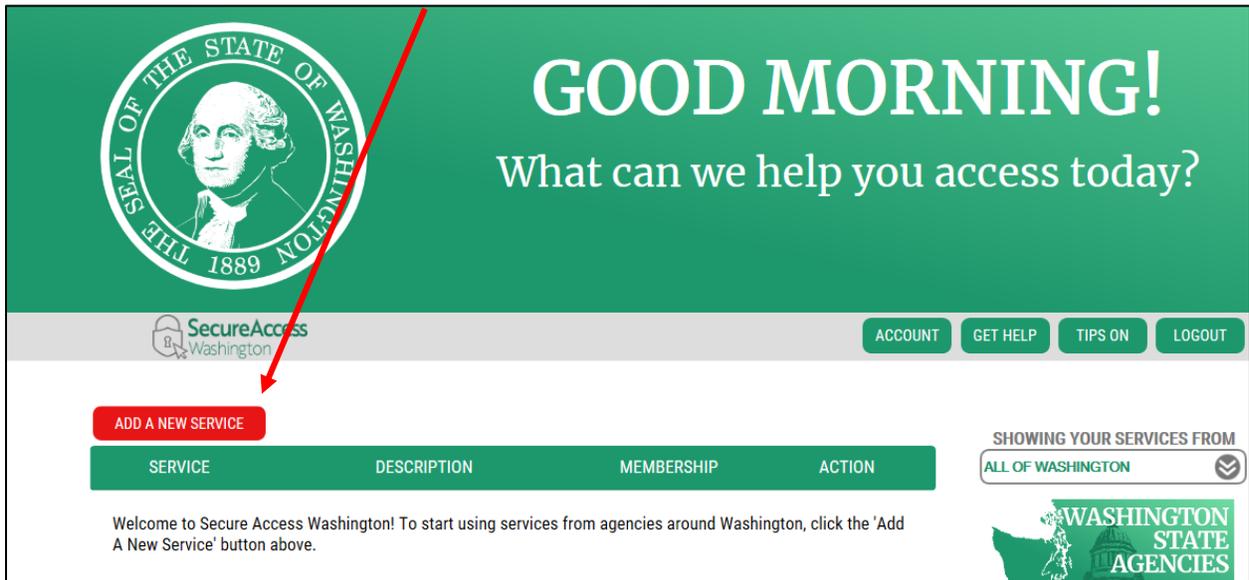
Small Screen Arrangement
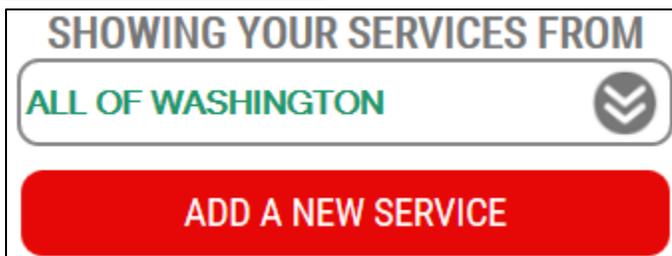
The rest of the screen pictures in this section are the large screen arrangements.

Click on the browse list icon

ADD A NEW SERVICE

I have been given a code.

I would like to browse a list of services.
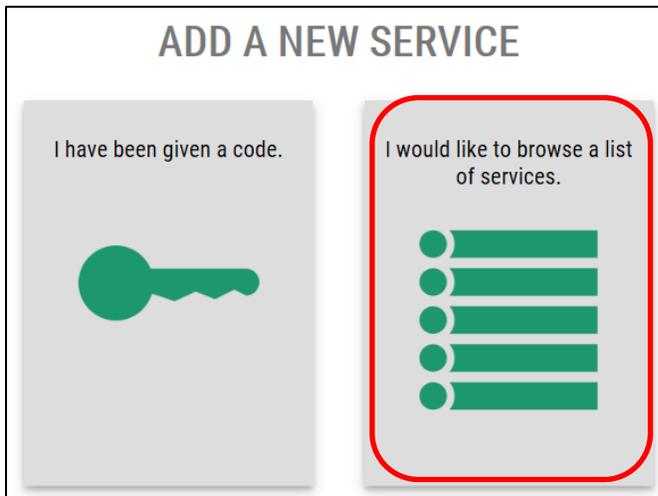
Choose the Department of Ecology.

ADD A NEW SERVICE

Board for Volunteer Fire Fighters

Board of Accountancy

Consolidated Technology Services

Criminal Justice Training Commission

DIS DEMO DOMAIN

Department of Commerce

Department of Early Learning

Department of Ecology

Department of Financial Institutions

Find the **AIR QUALITY APPLICATION PORTAL** (for Production) or **AIR QUALITY APPLICATION PORTAL - TEST** – depending on which system you are accessing. Click on **APPLY**.
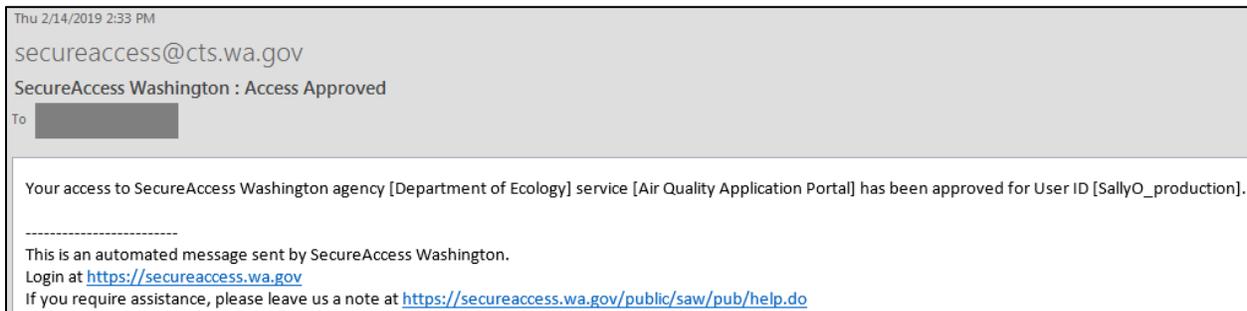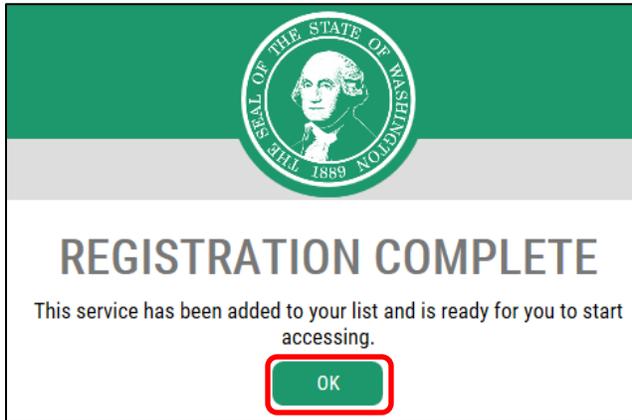

Approval for the Portal is automatic. Click **OK** on the registration confirmation pop-up screen. You will also receive a courtesy confirmation email with title **"SecureAccess Washington: Access Approved"**.

The next screen will show you a list of your services. Click on the **"Air Quality Application Portal."** If you are viewing the services page on a smaller screen, click the **ACCESS** button since the name is not a link.

*See the **Action** Remove link to the far right?* **Don't** CLICK this link unless you never need to use any Air Quality services (including permitting, greenhouse gases, etc.)

Click on **CONTINUE** on the **"Now Accessing"** page to enter the Portal. Be patient here, the Portal takes a little time to load.

The first time you enter the Portal, you must register with your name, address, phone number, and email. Click **Submit** after entering the required information.

Instructions

Fields with asterisk (*) are required.

Enter your information.

Prefix	First Name *	Middle Name	Last Name *	Suffix

Address *	Address 2	Zip *

Country *	State *	County *	City *

Phone *	Ext.

Email *

* = required fields

Submit

Now that you are registered in the Portal, select the application(s) you need to use. You can access multiple Ecology Air Quality systems through the Portal. Click the **Add** button for the **"Washington Emissions Inventory Reporting System."**

Approval for WEIRS is Pending, and you may close your browser.

Dept. of Ecology staff will receive an email notifying them that you have registered for WEIRS. You will be contacted by Ecology staff via email requesting information on your permitting agency, requested user role, and the facility(ies) you are requesting access to.

When the information has been verified with your permitting agency, you will be granted access to WEIRS and be notified via an automated email.
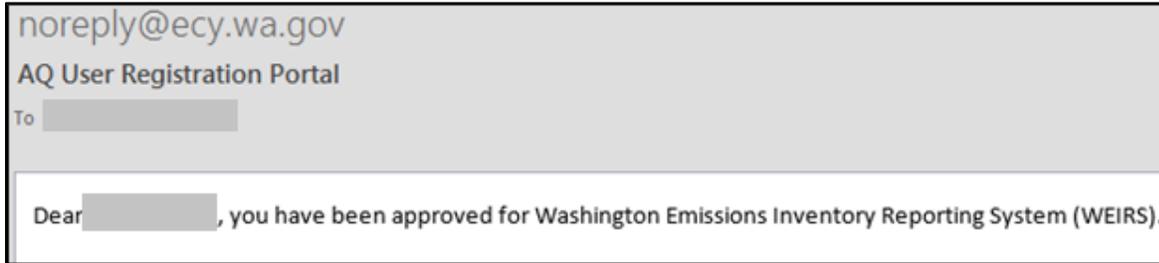
After receiving the approval email, log into SAW. You may get an **Access Denied** screen; just click on **CLOSE** and continue on.
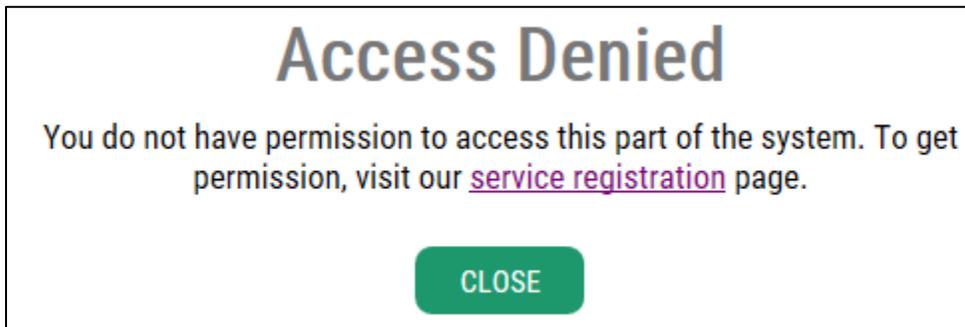
Select the **AIR QUALITY APPLICATION PORTAL**, and click on the **"Go To WEIRS"** badge.
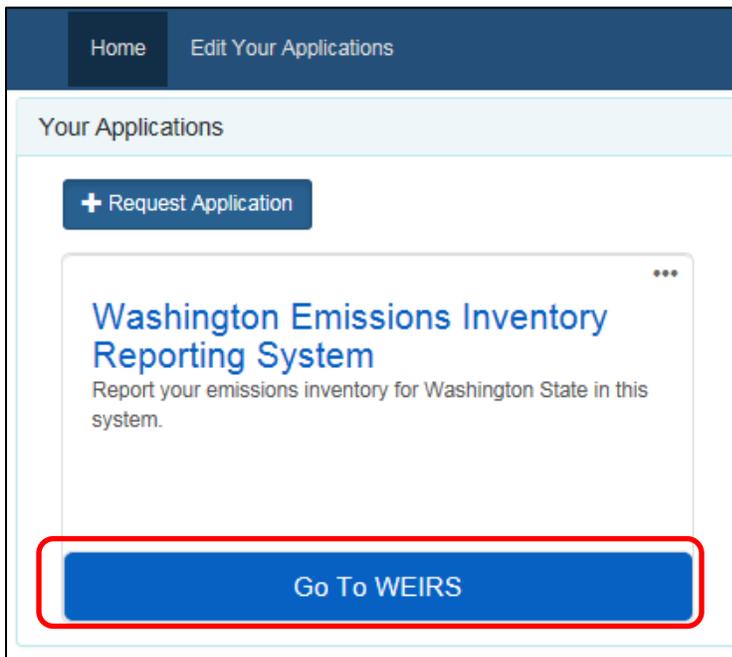
Or, you can click on **"Edit Your Applications"** at the top of the page, and click the **Go** button on the next screen.

After clicking **Go** you will on the new user introduction page of the Washington Emissions Inventory Reporting System (WEIRS). Whenever you use WEIRS make sure you are in the version (training or production) that you intended to use. You don't want to do a lot of actual *annual data entry* only to find out later you did that work in the training environment. *It **CANNOT** be replicated over to production.*

**This is the step most often missed:
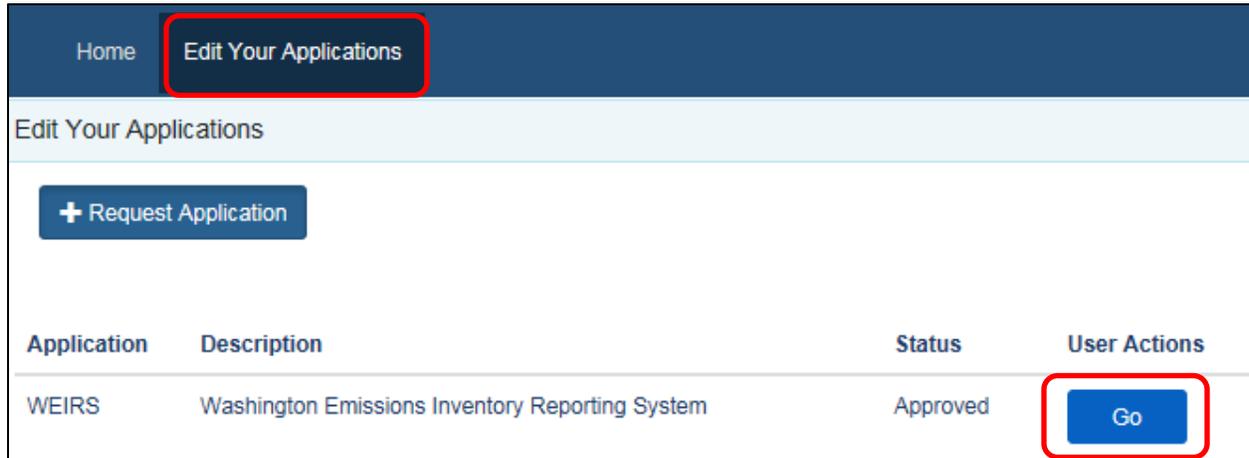
See that little Continue button at the bottom left?
Check it to create your WEIRS account
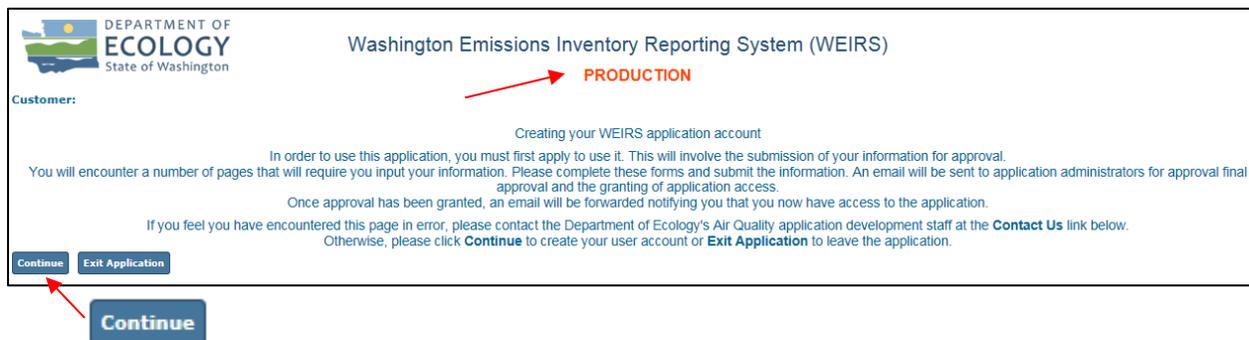
Next you will be directed to screens to fill out your user account information (name, address, phone, email). After entering your information, you will come to the facility search table screen. All facilities are listed. You can search by typing a part of the facility name in the Search for box and clicking Go. Alternately, you can scroll through the pages with the arrows to the top right of the list. Select the facility(ies) you want access to. A green check appears next to the facilities you have selected. Click **DONE** when finished.

After clicking "Done" you will see a message on-screen notifying you that your application is complete. You may exit the registration process by closing your browser. You will be contacted by Ecology staff via email when your permissions have been set and you have access to your facility(ies) inWEIRS

Congratulations, you are now a WEIRS user!

Users that won't be signing and certifying the inventory submission may skip the next section on *Electronic Signature Account - CROMERR*.

Users that will be signing and certifying the inventory submission must create an electronic signature account as described in the next section.

Electronic Signature Account - CROMERR

Users that will be signing and certifying the inventory submission, must sign up for a Cross Media Electronic Reporting Rule (CROMERR) account. Log into SAW, and choose the WEIRS link. You create your CROMERR account from the CROMERR menu in WEIRS. Click on the CROMERR Sign In from the drop-down menu.

If you are signing up for Production and you already have a CROMERR account for reporting to Ecology for another program, you can use the login for that account here and jump to page 18.

If you don't already have a CROMERR account or if you wish to create a new account, or if you are signing up for WEIRS - Training, click **Create one** to create a CROMERR account.

Create a user name and password that you can remember, and click **Submit New User**. If you wish, you may create the same password that you created for SAW. This information must be kept secure. Do not share your login information.

my Electronic Signature Account

Create new Electronic Signature Account user:
Help!

Instructions:

- The User Name length must be a minimum of 6 characters.
- The Password length must be a minimum of 8 characters.
- The Password must include at least 1 of each of the following 3 types of characters:
- Use UPPER and lower case letters, a number, and a special character such as: ~!@#$% ^&*-=+?

Create User Name: |

Name Taken?

Create Password:

Confirm Password:

Submit New User

Back

Follow the instructions to set up Security questions.   You cannot use the same answer for more than one question.   Use answers that are real and can be recalled. These will be used to verify your identity each time you access your CROMERR account. Answers are case-sensitive. During future logins if you answer incorrectly three times your account will be locked. Click **Continue.**

Security Questions for Identity Verification

Select and answer 5 different questions: *Help!*

Instructions:

- Chose questions that are easy for you to answer consistently.

- Chose questions that are not common knowledge to others.

- Remember that you will need to be able to answer the question exactly the way you do here.

- Spelling, spacing, and case of letters must match each and every time you answer.

- Consider printing this page out for your records after completing the questions.

Select a question and enter the answer to it below. ▼

Select a question and enter the answer to it below. ▼

Select a question and enter the answer to it below. ▼

Select a question and enter the answer to it below. ▼

Select a question and enter the answer to it below. ▼

Continue

Add your User Profile Information. Click **Submit User Profile Information**.

Congrats - Your CROMERR account has been created! Click return.

You will be returned to the CROMERR logon screen. Click the **HOME** menu item to return to the WEIRS home screen.

The electronic signature (CROMERR) account requires an original "wet-ink" signature. You will receive a CROMERR confirmation email (see below) which will include the required signature document as an attachment. If you have signed an Electronic Signature Account form (ESA) for another Ecology *Air Quality* application (eGGR, CARTS) you don't have to fill out another ESA. Simply notify us that we already have an ESA on file. If you have an ESA for a non-Air Quality program such as Turbowaste or PARIS, you must fill out an ESA for the Air Quality Program. If you do not receive the form via email after logging in to your existing CROMERR account from WEIRS, contact us and we will send you the form.

The Air Quality Electronic Signature Account form (ESA) must be printed, read, signed, and mailed to Ecology. This signed form will be kept on file at Ecology as verification of your signing authority.
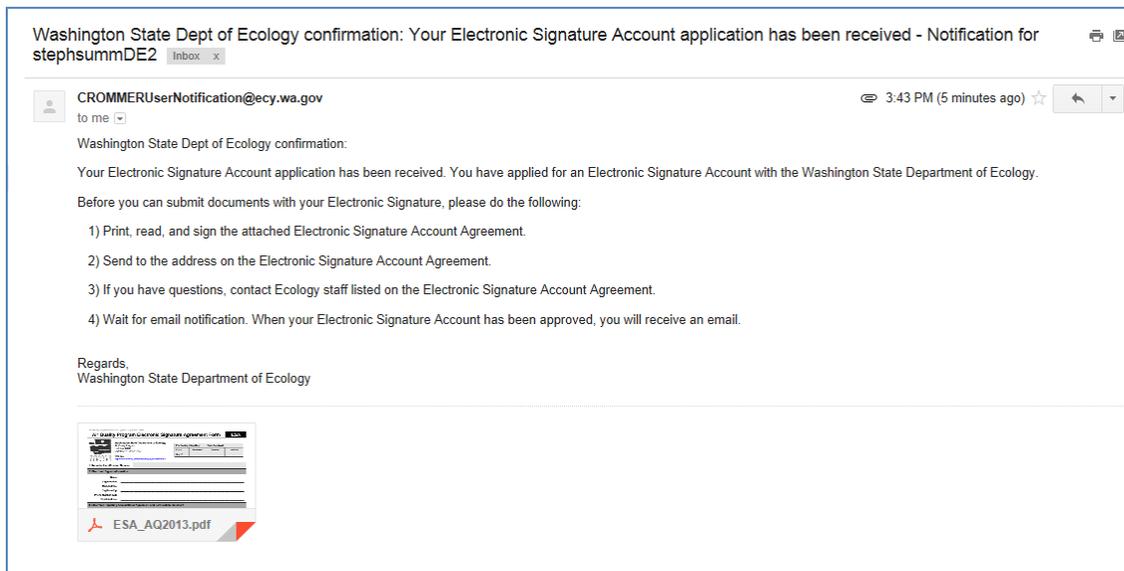
Only Production WEIRS accounts need an ESA – do not send for training accounts

Mail the form to:

Washington Department of Ecology
Air Quality Program
c/o Emissions Inventory
PO Box 47600
Olympia, WA 98504-7600

When your signed ESA is received at Ecology, your CROMERR account will be approved. You will then receive a final activation e-mail. If you are using an existing CROMERR account, ignore the activation email - it will generate an error screen. Instead, simply log into WEIRS through your SAW account.

Washington State Dept of Ecology notification: Your request for Electronic Signature Account has been approved - Notification for stephsummDE3 Trash x

CROMMERUserNotification@ecy.wa.gov
to me

12/2/14

Washington State Department of Ecology notification:

Your request for an Electronic Signature Account to sign documents for the WEIRS system has been approved.

To activate your account, please use the link below.

Important: If you do not click on the link below and complete the process, your account will not be usable. Do not alter the link below.

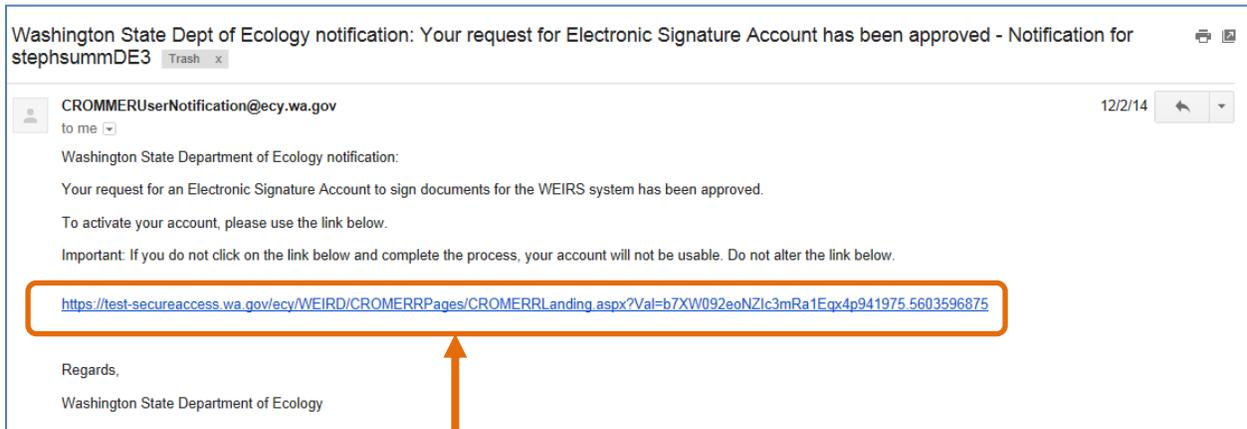https://test-secureaccess.wa.gov/ecy/WEIRD/CROMERRPages/CROMERRLanding.aspx?Val=b7XW092eoNZlc3mRa1Eqx4p941975.5603596875

Regards,

Washington State Department of Ecology

IMPORTANT: Click the link in the e-mail to activate your account.
This completes the process

When you sign in to SAW and launch WEIRS, you should get to this page which states that your CROMERR account has been approved. If you receive that message, you may close the browser or click **Home** or **Next** to go to the WEIRS home page.

Home

This is the CROMERR Landing page. It shows whether or not you have been approved to use CROMERR for document signing.
CROMERR registration has been approved. You are free to sign in to the application and sign documentation.

Next

Ecology Home   Privacy Notice

Disclaimer   Accessibility
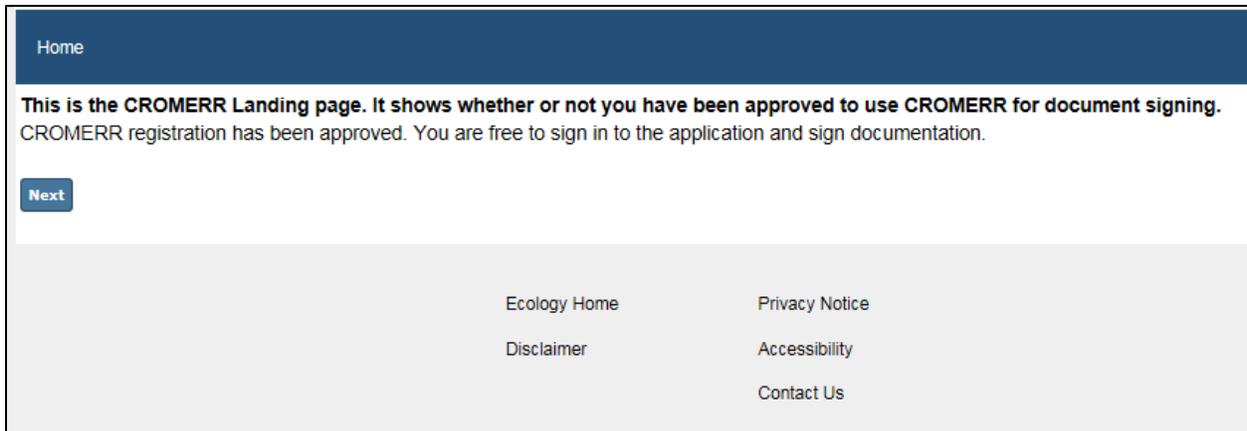
                        Contact Us

If you see a message telling you that your CROMERR account activation *was not successful*, please let us know using the Contact Us link at the bottom of the page.

SAW Support

Access problem?

If you can't log-in or get kicked out of the system - notify Ecology's Emission Inventory staff at email: AQWEIRDrequest@ecy.wa.gov. Include as much information as you can – including: what exactly is the problem? What was happening when the problem occurred? What were you trying to do? Did you get a screen shot of the error/oddity? Attach it to the e-mail. Do you use SAW to access WEIRS? Were you working in the system and got kicked out or you couldn't log in? Did you log into SAW but never get all the way to WEIRS? Were you successfully working in the system earlier in the day; recently; or has it been awhile?

Forgot your User ID and/or password?

SAW allows you to easily retrieve your User ID with a link on main page of SAW.

Password Maintenance

SAW security integrity is ensured through a periodic automatic expiration of your password. This will occur every 24 months or 13 months depending on application access. If your password has expired simply utilize the "Forgot your password?" link on the main page of SAW to reset your password.

Why so many SAW accounts?

You have applied for a SAW account, at a particular url address, that will give you access to a particular version of the WEIRS application. Training will be accomplished on one version of WEIRS which sits on a server at Ecology. While the Production version of WEIRS resides on a different server at Ecology and security requires a different SAW address be used for logging onto a production server. So, in order to train in the database, you will need a training account in SAW, and in order to enter your actual EI data for the year you will need a production account in SAW. Make sure you are working in the proper environment.

Account Management

When logged into SAW you can change your email, name, and password using the ACCOUNT tab. You can also delete your account.

Get Help

The GET HELP lets you send a message to Ecology's Emissions Inventory staff, or to IT staff.

Expired SAW Account and Connection to WEIRS

SAW accounts expire after two years of inactivity. You will receive an automated email prior to account expiration notifying you that the account will be deleted unless there is some activity. Unless Ecology has been notified to delete your WEIRS account, your WEIRS account will still exist. If you still need to access WEIRS, take these steps to access your current WEIRS account:

- Create a new SAW account **using the same User ID as the expired account**. Contact Ecology if you don't remember your User ID. (this is so WEIRS "recognizes" you)
- After creating the SAW account and activating the account via the SAW confirmation email link, choose "Add a New Service" and choose the Air Quality Portal.
- You should have access now with all the same WEIRS rights and responsibilities as before.

You may also create a brand new SAW and WEIRS account.