



WASHINGTON STATE DEPARTMENT OF
Natural Resources

Peter Goldmark - Commissioner of Public Lands

FPA Reviewer Notification

Welcome to the FPA Reviewer Notification Tutorial. This tutorial will assist you in setting up a Secure Access Washington (SAW) account and the Forest Practices Reviewer Profile service.

Your SAW account will allow you to access many Washington state online services with a single user ID and password.



Department of Natural Resources - Windows Internet Explorer

secureaccess.wa.gov

Department of Natural Resources

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Caring for your natural resources... now and forever

PETER GOLDMARK
Commissioner of Public Lands

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02/25/2014 - DNR to host safety conference for professional divers April 7-8 in Seattle

02/14/2014 - Volunteers awarded for restoring urban forest in Centralia

02/13/2014 - Public hearing on February 27 about proposed exchange of parcels between state trusts

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MEETINGS & EVENTS

Wednesday Feb 26, 10:00 AM - 4:00 PM

WASHINGTON STATE DEPARTMENT OF Natural Resources

www.dnr.wa.gov

Type secureaccess.wa.gov in the address bar

Creating an account with Secure Access Washington

SAW SecureAccess WASHINGTON

Login to your SecureAccess Washington Account

User ID:

Password:

Do not have an account? [Create one](#)

- News for 11/18/2013
- Forgot your User ID?
- Forgot your password?
- Haven't received activation email?
- Activate your account
- Help

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Select [Create one](#) to begin the registration process



SecureAccess
WASHINGTON



Create an Account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

START

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Select the Start button

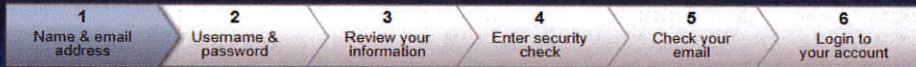


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SecureAccess
WASHINGTON



Enter your personal information

Name:

E-mail Address:

Confirm E-mail:

Secret Question:

Question Answer:

PREVIOUS

NEXT

Fill-in the information requested

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Select the Next button



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Create a user ID and password

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Create a user ID and password, and enter them in the space provided

User ID:

Password:

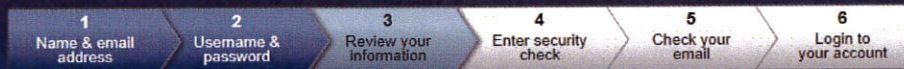
Confirm Password:

Select the Next button

PREVIOUS

NEXT

<p>Requirements for a secure password:</p> <ul style="list-style-type: none"> ● At least 10 characters ● Contain at least three of the following character classes: <ul style="list-style-type: none"> • uppercase letters • lowercase letters • numerals • special characters ● Does not contain user ID ● Does not contain your full name 	<p>You have selected a secure password!</p>
---	--



Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name: Stephen Harmon
 E-Mail Address: fpars-admin@dnr.wa.gov
 User ID: fpars-admin
 Password: XXXXXXXXXXXX
 Secret Question: What was the mascot of your high school football team?
 Answer: XXXXXXXXXXXX

Review your information and make sure it's correct

Print this page for your records

Go back to the previous page to make changes.
 Continue to the next page if the information is correct.
 You may want to **PRINT** this page for your records.

Select the Next button

PREVIOUS

NEXT



Enter security check

Please enter the security code (Not case-sensitive):
The security code helps us to prevent massive user sign-up from robot programs.



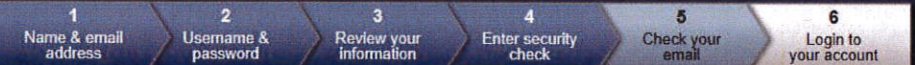
In the box below, enter the security code you see above: [\(Click here if you cannot read the code \)](#)

PREVIOUS

SUBMIT

Select the Submit button

Enter the letters you see in the box in the space provided



Check your email account

You are not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

Check your email and open the *SecureAccess Washington* message

SecureAccess Washington : Welcome to SecureAccess Washington

secureaccess@cts.wa.gov

Sent: Thu 2/27/2014 9:26 AM

To: DNR RE FP FPARS-ADMIN

* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please visit our support site at:
* <http://support.secureaccess.wa.gov>

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [fpars-admin] has been successfully created.

Select the link to activate your account

SecureAccess Washington offers two methods to activate your account.

The easiest method is to click on the following link;

<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=3752&userId=fpars-admin>

If your email does not support hyperlinks or you cannot log in after following the link, you can manually activate your account by following four easy steps:

1. Navigate to the SecureAccess Washington home page.
2. Click on "Activate your account".
3. In the "User ID" field enter fpars-admin.
4. In the "Registration Code" field enter 3752.

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at <http://support.secureaccess.wa.gov> or call 1-888-241-7597.

SecureAccess Washington

Login at <https://secureaccess.wa.gov/myAccess/saw/select.do>



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Login to your account

Your SecureAccess Washington account has been activated.

Login to access your account and register for services.

- [Forgot your user ID?](#)
- [Forgot your password?](#)

User ID:

Enter your user ID and password

Password:

LOGIN

Select the Login button

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My Services

+ Add a New Service

Service	Agency	Description	User Status	Action
No Services. Click here to add services				

Select the Link to add services



My Services

Add a New Service

Select an agency below to see a list of services:

- [Consolidated Technology Services](#)
- [Department of Archaeology and Historic Preservation](#)
- [Department of Commerce](#)
- [Department of Ecology](#)
- [Department of Health](#)
- [Department of Information Services](#)
- [Department of Labor and Industries](#)
- [Department of Licensing](#)
- [Department of Natural Resources](#)
- [Department of Social and Health Services](#)
- [Department of Transportation](#)
- [Employment Security Department](#)
- [Enterprise Services](#)
- [Office of Financial Management](#)
- [Test Domain](#)

Select Department of Natural Resources

Service code:

If you have been given a service code, enter it below to apply for access to the service.

APPLY

Search services by keywords:

Enter keyword(s) below to find related services. Leave field blank to display all services.

AT LEAST ONE of the words

SEARCH



My Services

Add a New Service

Add a Service to Your Account

Select a service to apply for from the following.

Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

[All Agencies](#) > [Department of Natural Resources](#)

Action	Service Name	Description
APPLY	Forest Practices Application Review System	The Forest Practices Application Review System(FPARS) streamlines the processing of Forest Practices Applications and improves the public's ability to review proposed forest activities. more Privacy Notice
APPLY	Forest Practices Reviewer Profile	Forest Practices Reviewer Profile more Privacy Notice

Select Forest Practices Reviewer Profile



Service Registration Received

Thank you for registering with agency **Department of Natural Resources's** service **Forest Practices Reviewer Profile**. You will be notified by email of the approval or rejection of your service registration.



This completes the first part of the FPA Reviewer Notification sign-up process.

At this point, you should complete the Forest Practices Reviewer Profile form located at http://www.dnr.wa.gov/Publications/fp_reviewer_profile_form.pdf

Return the completed form to fpars-admin@dnr.wa.gov or fax to (360) 902-1428

After submitting the Forest Practices Reviewer Profile form, or if you already have a reviewer profile, proceed to the next slide.



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FPA Reviewer Notification Process Part 2

Bookmark this link, add it to your Favorites or use it to create a shortcut on your desktop.

<https://secureaccess.wa.gov/dnr/fparsreviewerprofile/>

Use this link to access your Reviewer Notification History.



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Login to your SecureAccess Washington Account

Enter your user ID and password

User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

Select the Login button

- News for 11/18/2013
- Forgot your User ID?
- Forgot your password?
- Haven't received activation email?
- Activate your account
- Help

Thu Apr 3 09:47:01 PDT 2014

Forest **P**ractices **A**pplication **R**eview **S**ystem

- FPARS Home
- > My Reviewer Notification History
- My SAW Account
- Create a Reviewer Notification Profile
- FPA/N Search
- Logout

Reviewer Notification History

Notice: To protect vulnerable resources, information on the presence and/or location of sensitive wildlife species or cultural resource sites is excluded from scanned documents.

[Go Bottom](#)

Page of 162 Pages.

Select an FPA# from the list

Show Only

Notifications for FPA/N Number:

Notification Date	Sent To	FPAN
04/02/2014	fpars-admin@dnr.wa.gov	2416522
04/02/2014	fpars-admin@dnr.wa.gov	2416557
04/02/2014	fpars-admin@dnr.wa.gov	2416774
04/02/2014	fpars-admin@dnr.wa.gov	2416832
04/02/2014	fpars-admin@dnr.wa.gov	2416836



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Forest Practices Application/Notification
Office Checklist Page 1
Sound Puget Sound Region

The FPA should
open for your
review

FPA/N #:	2416522
Received Date:	10-24-13
Comments Due Date:	11-6-13
Decision Due Date:	11-22-13
FP Forester:	CC-3970
Shutdown Zone:	655
RMAP #:	240683

FPA/N CLASSIFICATION: [] I [] II III [] IVG [] IVS RMAP Exempt: [] 80/20 [] No Forest Rds [] Ag [] LLO
 Landowner Name: *William Goeres ET AL* Project Name:

WRIA: *Kennedy-Goldsborough* WAU: *Mason*
Lower Chehalis *Cloquallum*
 Legal Description: *2-19-05W*
 Activity Type: Harvest *28* ac Spray _____ ac Stream Crossing(s) _____
 Rd Constr *150* ft Rd Abandonment _____ ft

ALTERNATIVE PRESCRIPTIONS

<input type="checkbox"/> Alternate Plan	<input type="checkbox"/> Habitat Conservation Plan
<input type="checkbox"/> Ten-Year Forest Management Plan	<input type="checkbox"/> Landowner Option Plan for Northern Spotted Owl
<input type="checkbox"/> Columbia River Gorge National Scenic Area	<input type="checkbox"/> Cooperative Habitat Enhancement Agreement
<input type="checkbox"/> Watershed Analysis: _____	

RESOURCE REVIEW



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FPA Reviewer Notification

We hope you found this tutorial on setting up to receive FPA Reviewer Notification useful.

For assistance setting up a Secure Access Washington account or completing the Forest Practices Reviewer Profile form email fpars-admin@dnr.wa.gov or call the FPARS Help Desk at (360) 902-1420.



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