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.
Creating an account with Secure Access Washington

Type secureaccess.wa.gov in the address bar
Login to your SecureAccess Washington Account

User ID:  
Password:  

LOGIN

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

Select Create one to begin the registration process
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.
Enter your personal information

Name: Stephen Harmon
E-mail Address: fpars-admin@dnr.wa.gov
Confirm E-mail: fpars-admin@dnr.wa.gov
Secret Question: What was the mascot of your high school football team?
Question Answer: honker

Select the Next button

Fill-in the information requested
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.

User ID: fpars-admin
Password: ********
Confirm Password: ********

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

Select the Next button.

Requirements for a secure password:

- At least 10 characters
- Contain at least three of the following character classes:
  - uppercase letters
  - lowercase letters
  - numerals
  - special characters
- Does not contain user ID
- Does not contain your full name

You have selected a secure password!
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:** XXXXXXXXXXX
- **Secret Question:** What was the mascot of your high school football team?
- **Answer:** XXXXXXXXXXX

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.

[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)

pamdad

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

Select the Submit button
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@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.

SecureAccess Washington offers two methods to activate your account.

The easiest method is to click on the following link;


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

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.

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SecureAccess Washington
Login at https://secureaccess.wa.gov/myAccess/saw/select.do
Login to your account

Your SecureAccess Washington account has been activated.

Login to access your account and register for services.

User ID: fpars-admin
Password: ********

Select the Login button

Enter your user ID and password

Forgot your user ID?  
Forgot your password?
<table>
<thead>
<tr>
<th>Service</th>
<th>Agency</th>
<th>Description</th>
<th>User Status</th>
<th>Action</th>
</tr>
</thead>
</table>

No Services. [Click here to add services](#)
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

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

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

Select Department of Natural Resources
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

<table>
<thead>
<tr>
<th>Action</th>
<th>Service Name</th>
<th>Description</th>
</tr>
</thead>
<tbody>
<tr>
<td>APPLY</td>
<td>Forest Practices Application Review System</td>
<td>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</td>
</tr>
<tr>
<td>APPLY</td>
<td>Forest Practices Reviewer Profile</td>
<td>Forest Practices Reviewer Profile .... more Privacy Notice</td>
</tr>
</tbody>
</table>
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.
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.
Select an FPA# from the list.

### 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.

<table>
<thead>
<tr>
<th>Notification Date</th>
<th>Sent To</th>
<th>FPAN</th>
</tr>
</thead>
<tbody>
<tr>
<td>04/02/2014</td>
<td><a href="mailto:fpars-admin@dnr.wa.gov">fpars-admin@dnr.wa.gov</a></td>
<td>2416522</td>
</tr>
<tr>
<td>04/02/2014</td>
<td><a href="mailto:fpars-admin@dnr.wa.gov">fpars-admin@dnr.wa.gov</a></td>
<td>2416557</td>
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<td>2416841</td>
</tr>
</tbody>
</table>
Forest Practices Application/Notification
Office Checklist Page 1
Sound Puget Sound Region

FPA/N Classification: [ ] II [ ] III [ ] IVG [ ] IVS
Landowner Name: William Goeres ET AL

WRIA: Kennedy-Goldsborough
Lower Chehalis

Legal Description: 2-19-05W

Activity Type: Harvest 28 ac Spray __________ ac Stream Crossing(s) ________
Rd Constr 150 ft Rd Abandonment ________ ft

ALTERNATIVE PRESCRIPTIONS
[ ] Alternate Plan [ ] Habitat Conservation Plan
[ ] Ten-Year Forest Management Plan [ ] Landowner Option Plan for Northern Spotted Owl
[ ] Columbia River Gorge National Scenic Area [ ] Cooperative Habitat Enhancement Agreement
[ ] Watershed Analysis:

RESOURCE 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

The FPA should open for your review
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.