Washington Loan Tracking (WALT) External User Guide
Drinking Water State Revolving Fund (DWSRF)

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1.0   INTRODUCTION

Washington Loan Tracking (WALT) is the Washington State Department of Health Office of Drinking Water's online loan and grant management tool. You may submit applications for funding opportunities, check the status of your application, and submit applicable documentation through WALT.

It is important to review the loan or grant guidelines before you start the application process.

This WALT user's guide is for all loan and/or grant applicants. It includes step-by-step directions for applying, as well as supporting information to help with the process.

NOTE: Pre-registration is required to access WALT. If you're already in the WALT system, no action is needed.

For WALT Pre-registration and other user help, please contact:
Sara J Herrera
360-236-3089
sara.herrera@doh.wa.gov

2.0   GETTING STARTED

This section describes what WALT can do, how to log in, move through WALT, and what you can expect to see while using WALT.

2.1 Secure Access of Washington (SAW)

Secure Access Washington (SAW) allows you to access multiple online government services with a single user ID and password. Your SAW account allows you to interact with many government agencies like L&I, Ecology, DSHS, and more. You must have a SAW account to access WALT. If you already have a SAW account, you may notice the SAW screen is different this year (green instead of blue). **If you need help during this process, please contact SAW Help at 1-888-241-7597.**

2.1.1 New to SAW

Follow these steps to create a SAW account (**Get Help** is on the right side of the screen above the Washington state map).

1. Open your Internet browser.
2. Type or copy and paste the website address <u>secureaccess.wa.gov</u> into the browser window and press **Enter** or click the "go to" arrow in the browser.
3. The **Sign Up!** button is on right, just above the Washington state map.
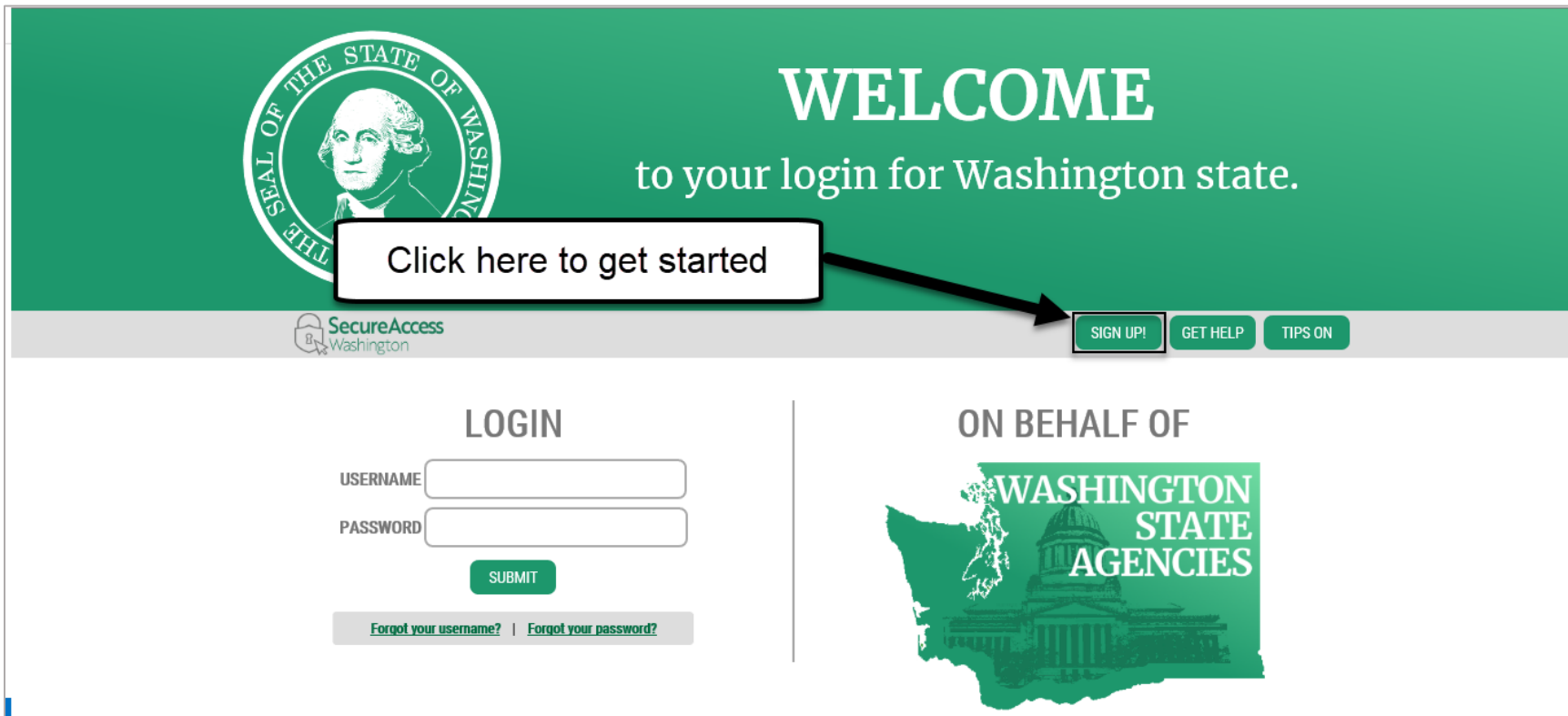
4. Create your SAW account by following these steps.
   a. Enter your name, email, and a username you create.

b. Choose a password ten characters in length and containing at least one special character, lower case or uppercase letter, or a number. Check the box for **I'm not a robot** and click the **Submit** button.

c. You will receive a SAW email to confirm your account.
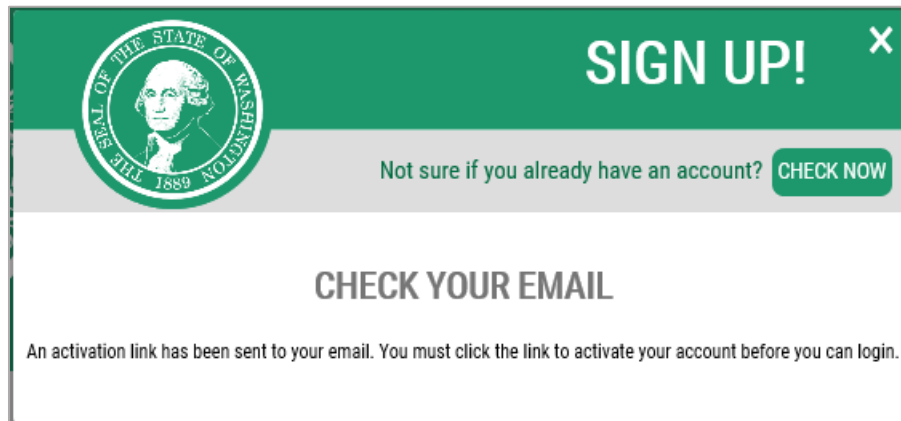
d. Check your email for further instructions.

2.1.2 Log into SAW

Log into SAW by following the steps below.

1. Enter your Username and Password on the SAW Log in page.
2. Click the **Submit** button.

2.1.3 Add WALT to my services in SAW
Follow these steps to add WALT to your SAW services.

1. Click on **Add a New Service**.

2. In the right column, click on **I would like to browse a list of services.**
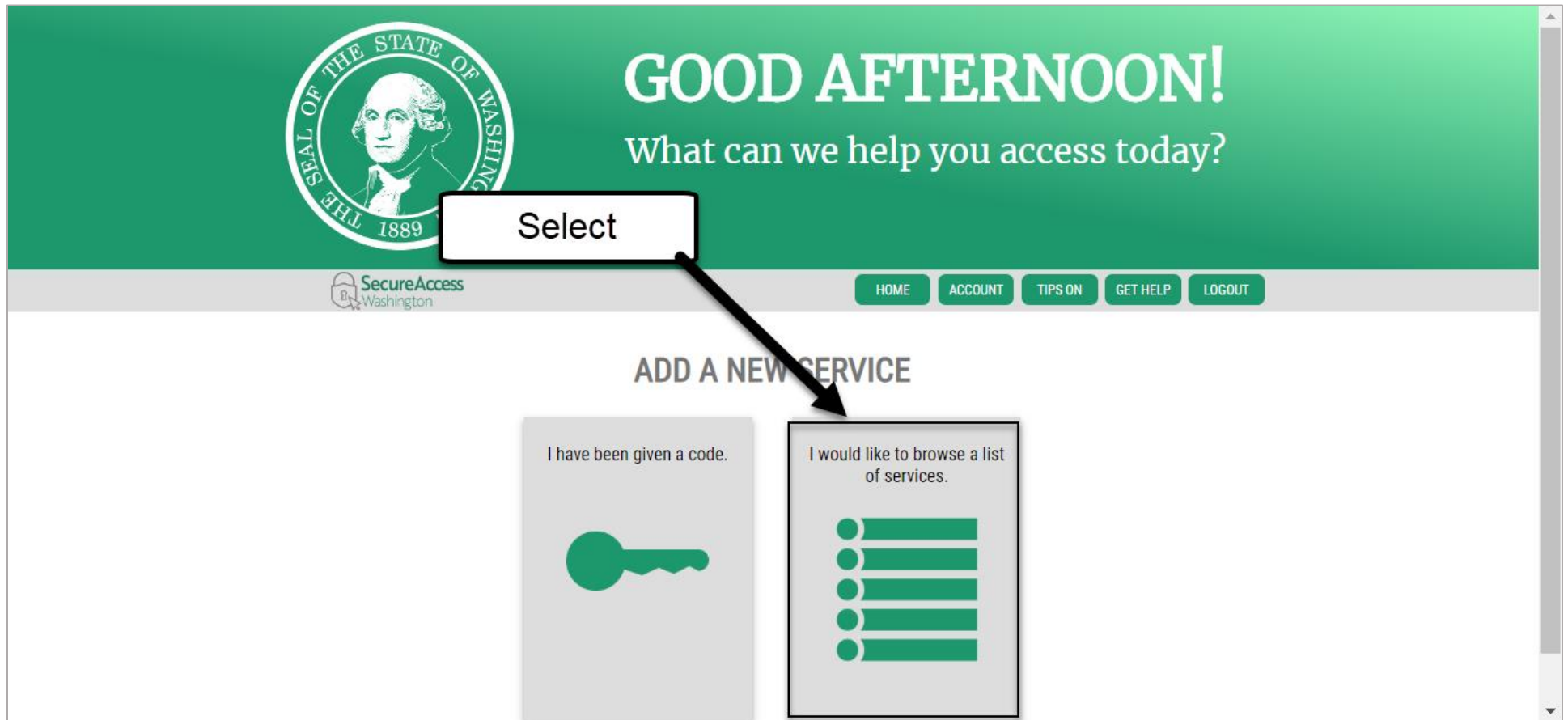
3. In the column under **Add a New Service**, click on **Department of Health**.

4. In the column under **Services from DOH**, scroll down until you see **WALT** and click **Apply**.

2.1.4.1 Register for WALT

Pre-registration is required to access WALT. If you're already in the WALT system, no action is needed.

For WALT Pre-registration and other user help, please contact:.
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360-236-3089
sara.herrera@doh.wa.gov

After you are registered follow the steps below to access WALT.

1. On the SAW page, click on **WALT.**

2. You will see this page, click **Continue** to get to the WALT registration page.

2.2 Supported Browsers

This table shows supported browsers that can be used to access the features available in WALT (however for optimal performance, please use Google Chrome).

Browser	Version
Internet Explorer*	9.0 and above (11.0 is recommended)
Firefox	3.6 and above
Safari	5.1 and above
Chrome	20.0 and above

PLEASE NOTE: Internet Explorer 10.0 is not supported.

2.3 System Navigation

As with many online systems, use your keyboard and mouse to enter data. Most WALT pages support keyboard navigation.

- Use the **Tab** key to move the cursor to the next data-entry field or link
- Use the **Enter** key to open a link
- Use **Shift+Tab** to move in reverse order through fields and links.

2.5 Attach a File

WALT enables you to attach one or more document files from your personal computer or network. With some questions, attaching a file is optional; with other questions attaching a file is a requirement. Files should be named so they are easily identified without opening. Example for the EZ1 form requirement the filed could be named 'EZ1_Good Water Dept. Also once a file has been uploaded it is not necessary to upload again in another spot.
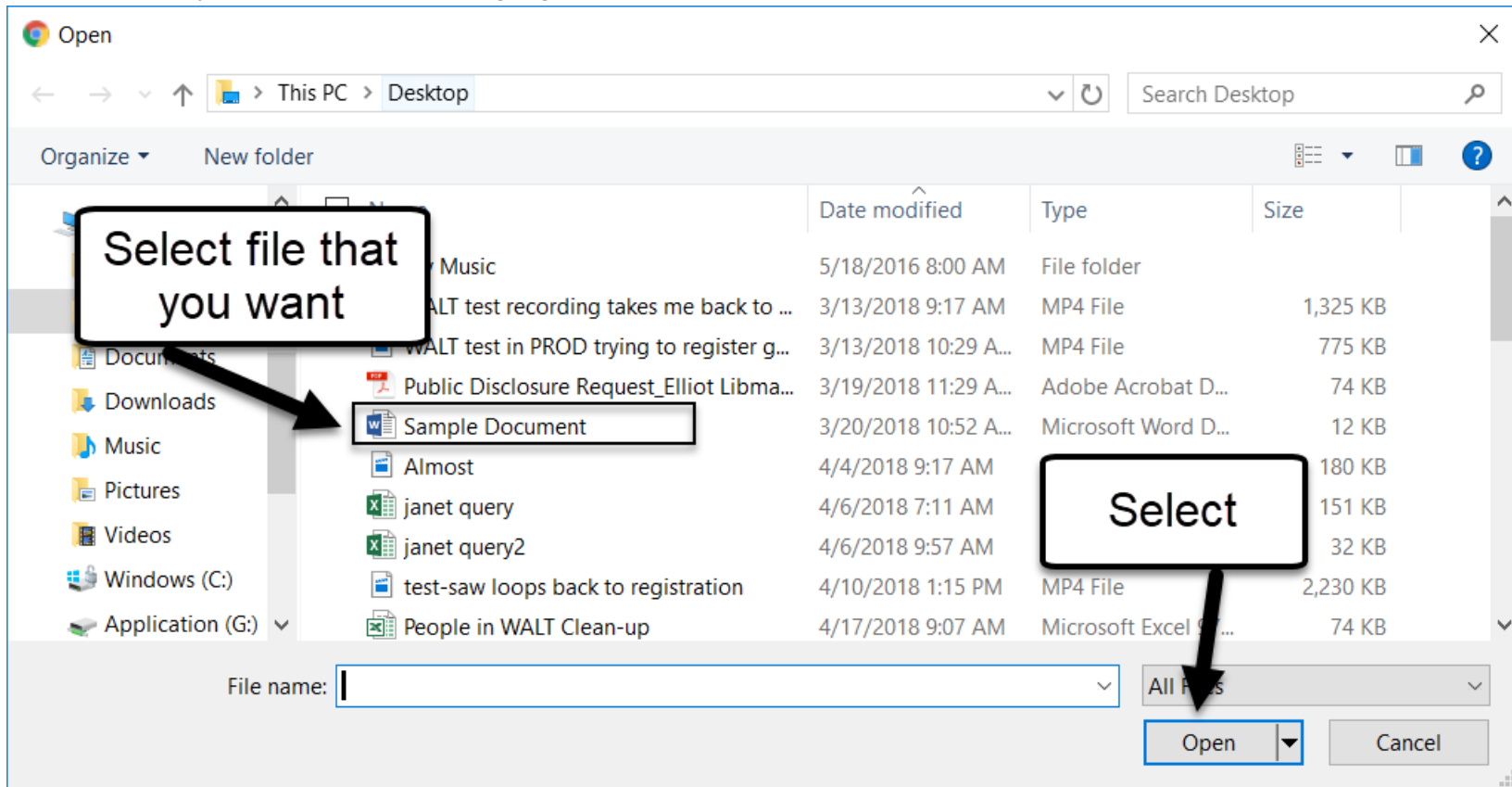
The following steps explain how to attach a document file.

1. Click on **Upload.**

2. Attach a file by "drag and drop" or click on **Browse** to navigate to the file.

3. Click on the file you want to upload to highlight it, then click **Open**.
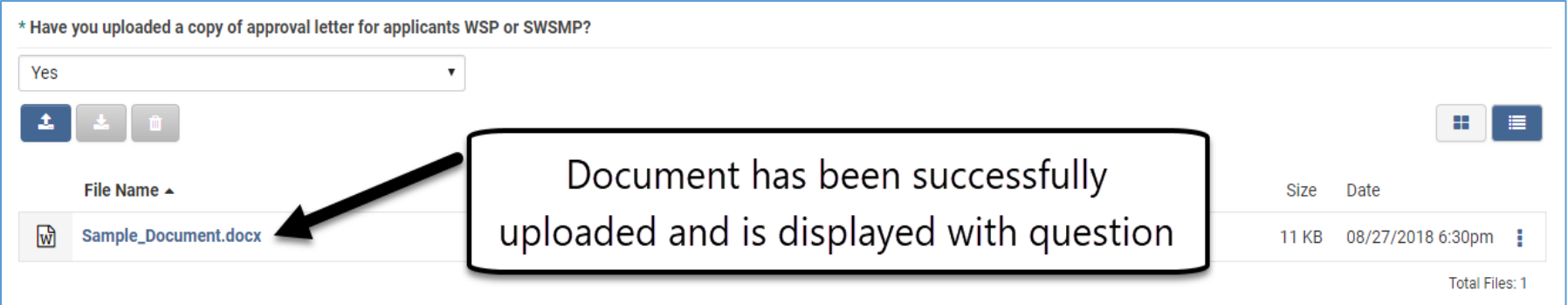
4. File will appear automatically in the application.
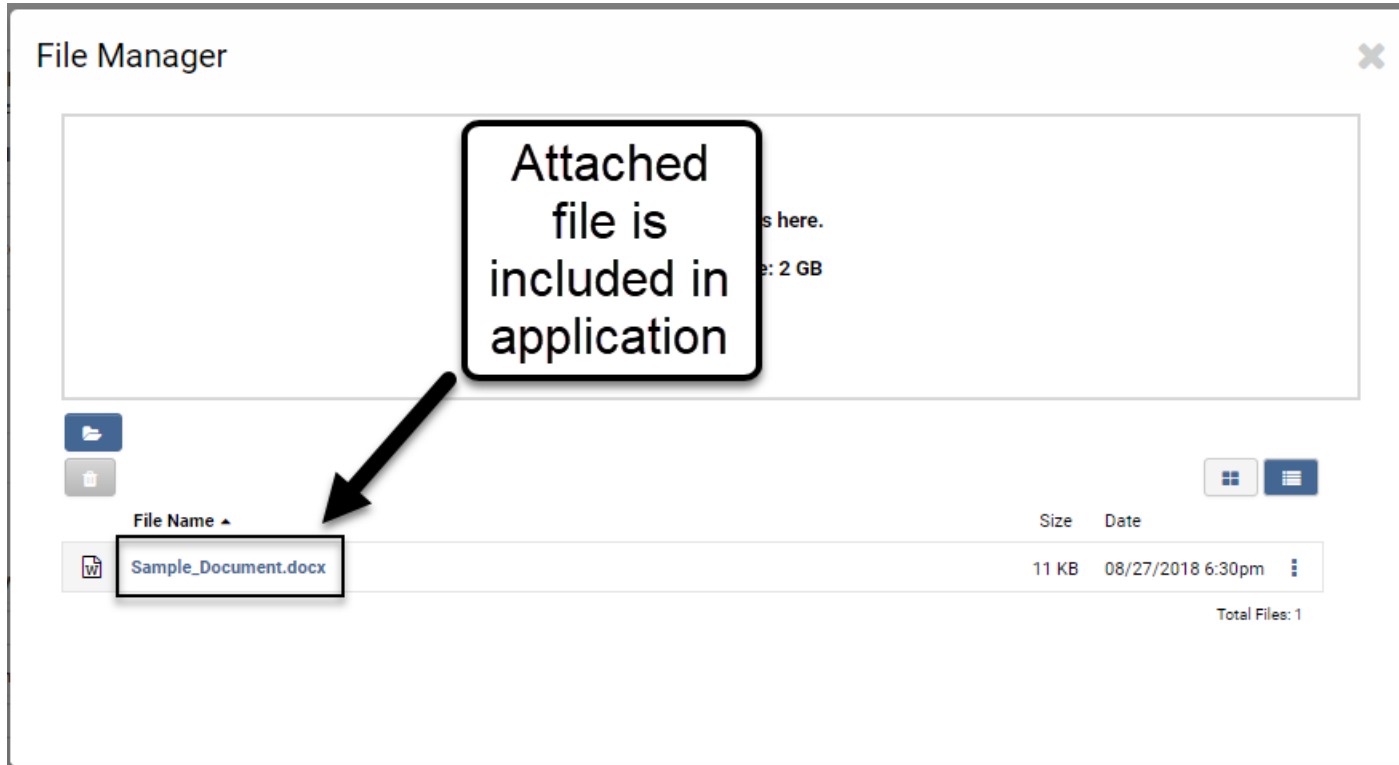
5. Once your file(s) appears, you can select and delete your document(s) by selecting the file and/or clicking the delete button.

6. Click on the ⊠ in the upper right corner to close the screen and take you back to the question.

* Have you uploaded a copy of approval letter for applicants WSP or SWSMP?

Yes	▼

File Name ▲		Size	Date
📄 Sample_Document.docx		11 KB	08/27/2018 6:30pm ⋮

Document has been successfully uploaded and is displayed with question

Total Files: 1

3.0 ENTERING AN APPLICATION IN WALT SCREEN-BY-SCREEN, AND HELPFUL TIPS

When you select WALT from within SAW, you will see this landing page.

To return to this screen at anytime; select

There are three sections on the landing page.

- **Welcome to Washington State Department of Health**
  You'll find contact information, current guidelines link, and the best browser to use.
- **Funding Opportunities**
  This section contains different types of funding opportunities and deadlines for each.
- **My Applications**
  Overall view of applications you have submitted and/or are working on. Using the five tabs you can choose to see: **In Progress, Under Review, Action Needed, Active or Inactive**.

To start and submit an application in WALT.

Select **Apply Now** in the **Funding Opportunities** section.

IMPORTANT: To enable certain features you will first need to **Save Draft** upon entering application.

Once saved, an **Application ID** and **Application Type** are assigned, and the **Federal Tax ID** field is populated from your registration page information.

Select the binoculars to the right of the Water System Name field.

A popup window will open. Enter your water system number and select the search icon. 🔍

Enter Water System # first

14994   🔍 ▾   1-100 of 6,693   ‹ ›

Then Select

Water System ID	Name	Address	City
89032	109 RV PARK & CAMPGROUND	PO BOX 89	CO
10001	142ND ST. WATER CO.	PO BOX 506	OL
01319	164TH ST ARTESIAN WELL		Ly
22196	168TH AVE SYSTEM		CAMAS
72970	1ST BAPTIST CHURCH OF RIVERVIEW		PASCO
24621	22ND AVENUE ESTATES WATER SYSTEM		TACOMA
14994	25 MILE FIRE CAMP	PO BOX 811	WENATCHEE
FS975	25 MILE FIRE CAMP		Chelan
65071	59ER DINER	15361 Hwy 2	Leavenworth

This brings up the required Water System Name. Select the Water System Name and ID.

Now the Water System Name is displayed
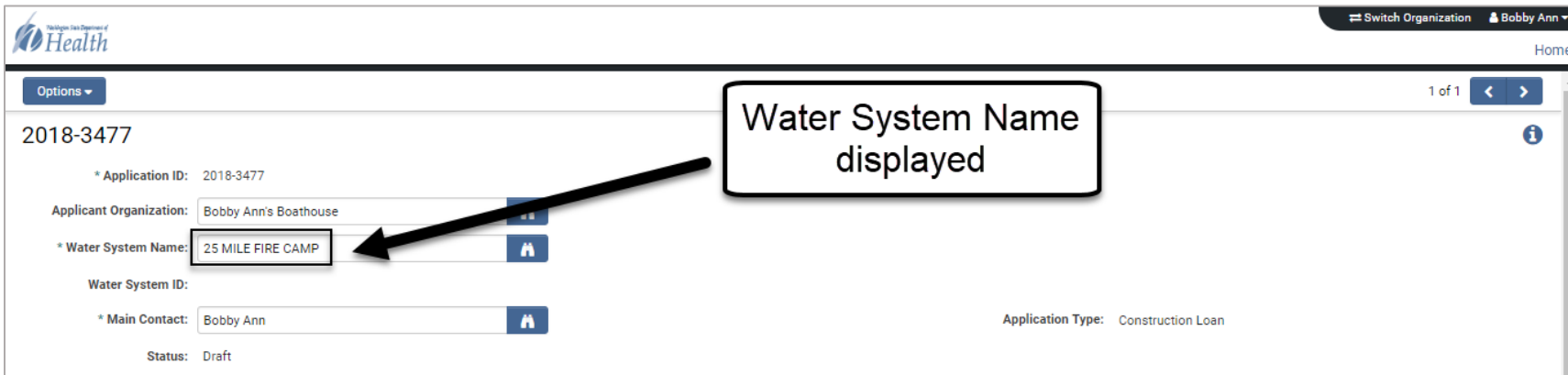
Select **Save Draft** again; the Water System ID is displayed.

Enter the information from your completed application worksheet into the online application.
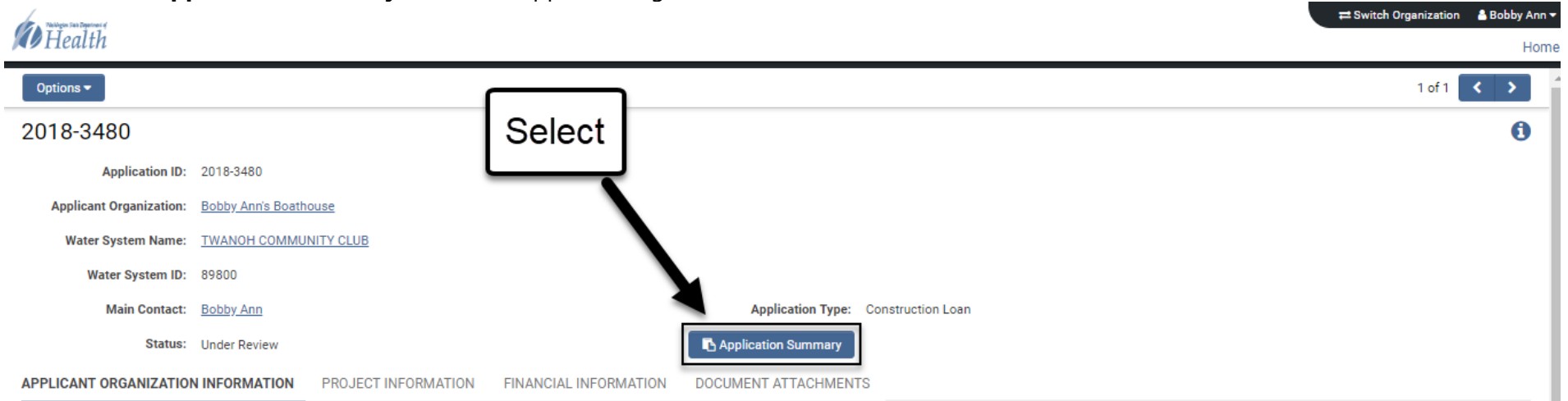
3.1 View My Application Status

Once submitted, your application(s) appears on the WALT home page in the **My Applications** after you log-in or click the **Home** link at the upper right corner. You will find your application(s) under one of the following five tabs: In Progress, Under Review, Action Needed, Active, and Inactive.

My Applications					
IN PROGRESS	UNDER REVIEW	ACTION NEEDED	ACTIVE	INACTIVE	
# Application ID	Applicant Organization	Project Name	Application Type		
1 2018-3480	Bobby Ann's Boathouse		Construction Loan		Open
2 2018-3477	Bobby Ann's Boathouse		Construction Loan		Open

3.2 Print My Application

Once you save your application, you can print a paper copy at any time. The following steps explain how to print out the Application Summary.

1. Click on **Application Summary** above the Applicant Organization Information tab.

2. The Application Summary will load in PDF format, print the document for your files.

3.3 Withdraw my Application

At the bottom of each tab you will see three buttons, click on **Withdraw.**

WALT will ask "Are you sure? Your application will be withdrawn." Click **Yes** and your application will be withdrawn. **Important:** Once deleted it cannot be restored.