

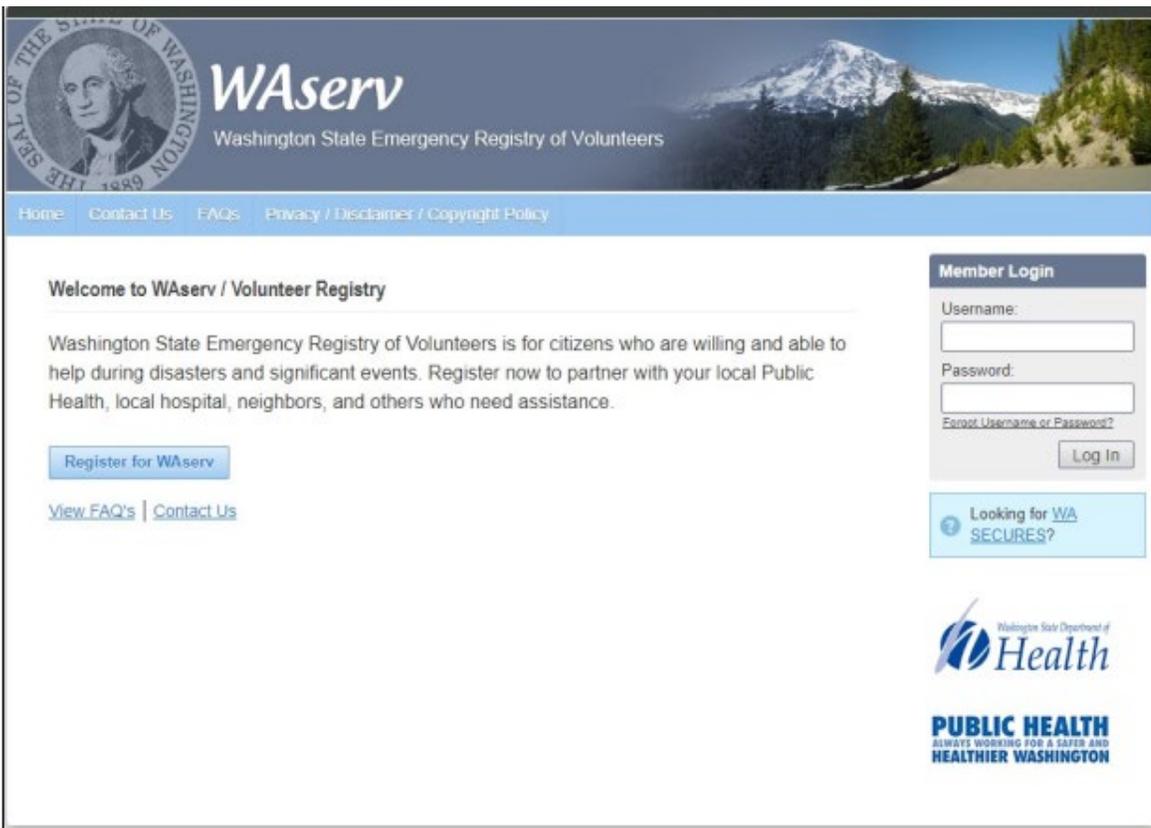
All Medical Volunteers must meet the following requirements to become eligible for activation:

- 1) A healthcare provider license as issued by any US state, in Active status, and absent any conditions or restrictions. Please note: National Registry Certifications are not applicable.
- 2) Registration in the WAserv Volunteer management & notification system.

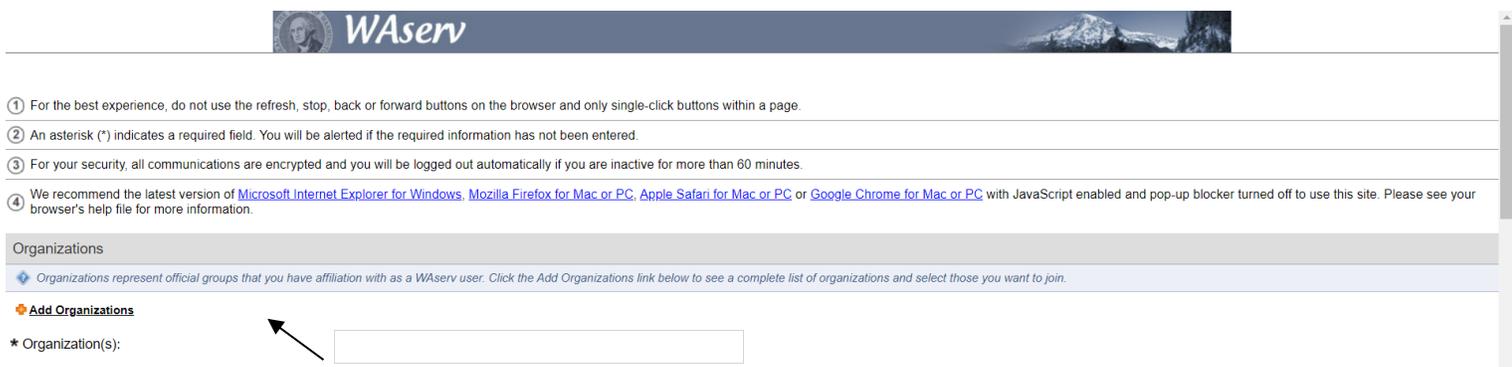
To initiate the self-registration process, visit waserv.org and follow these steps:

Step 1: Register for WAserv

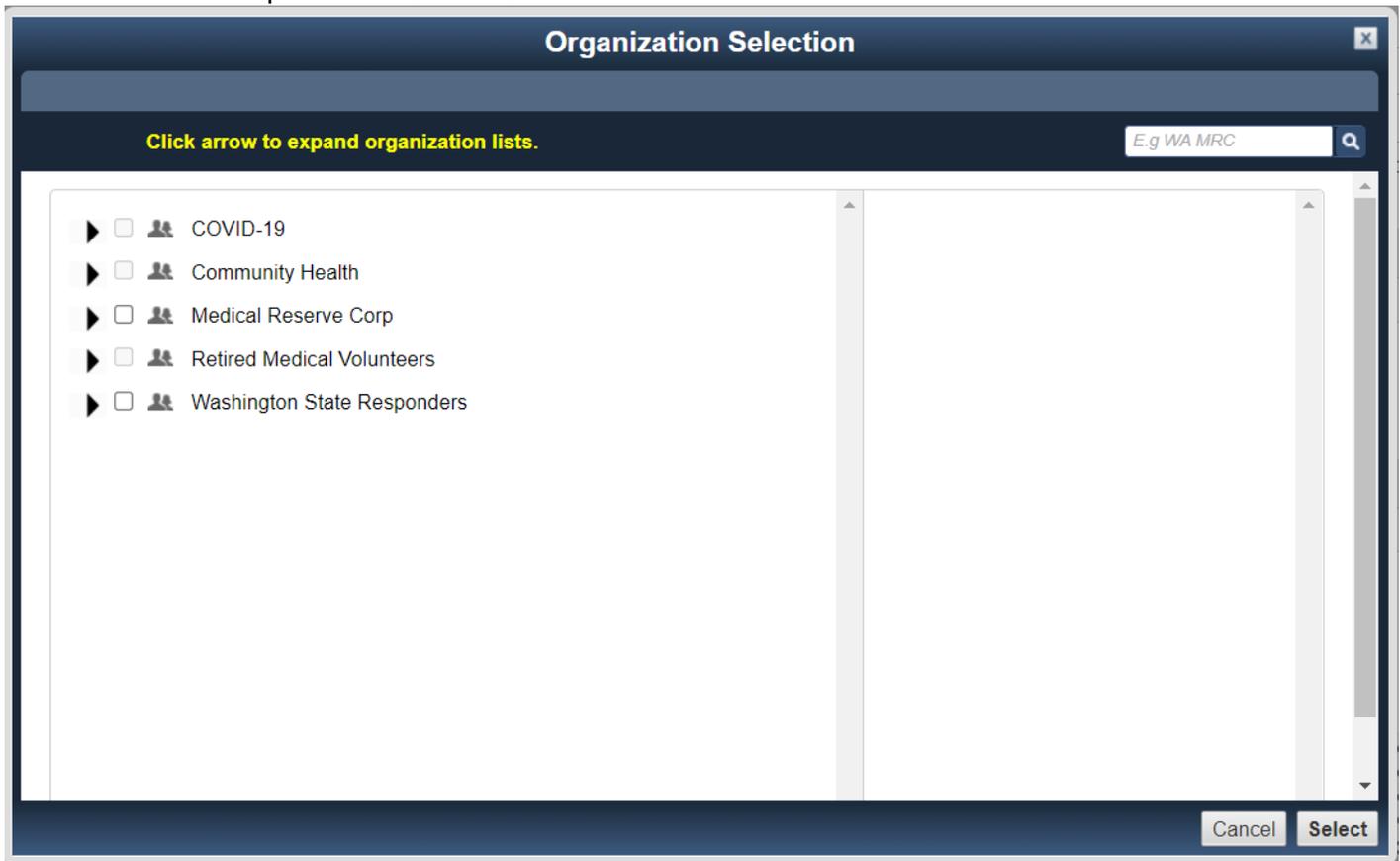
Select the button: **Register for WAserv**.



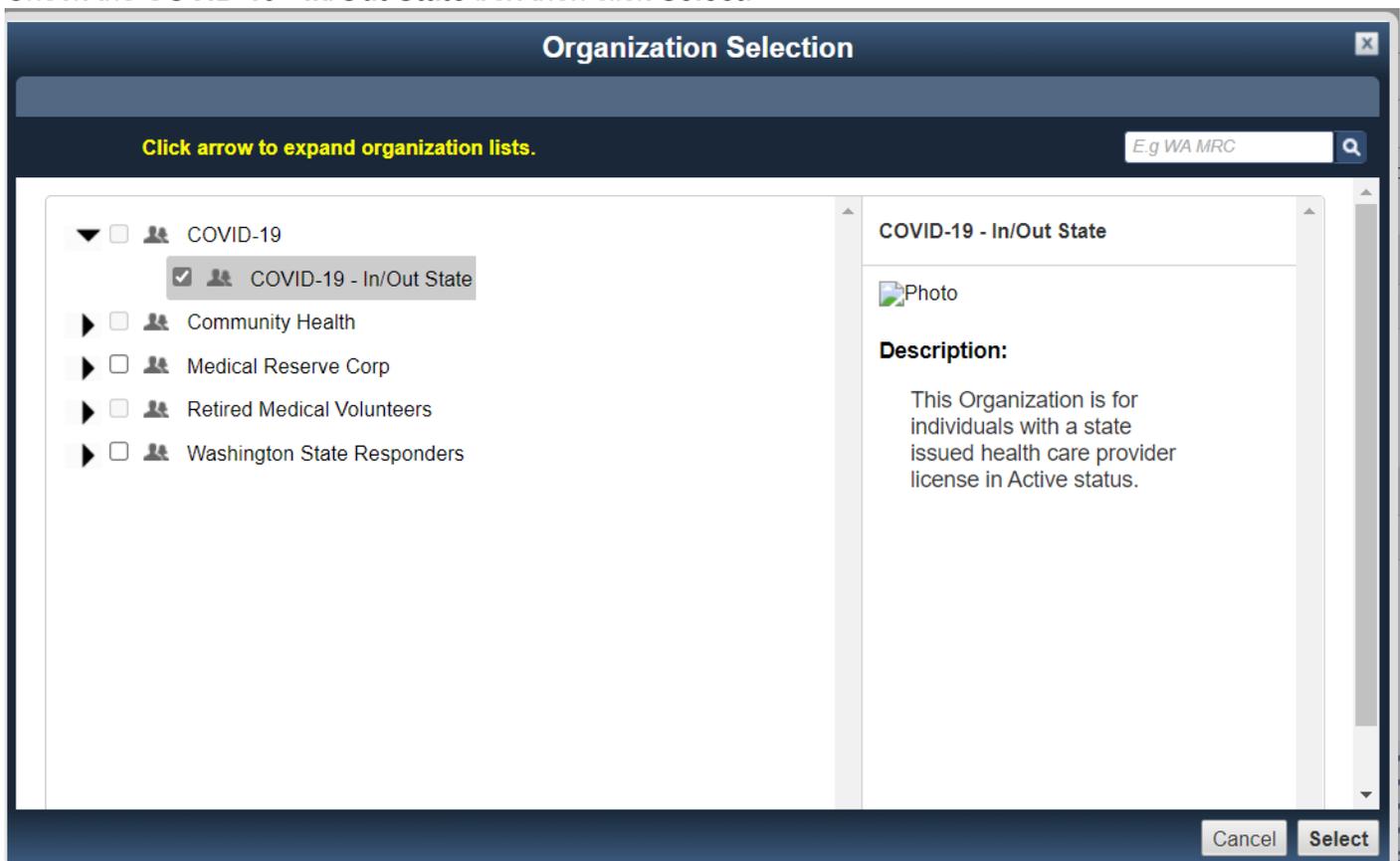
Click **Add Organizations**.



Click the arrow to expand the **COVID-19** menu.



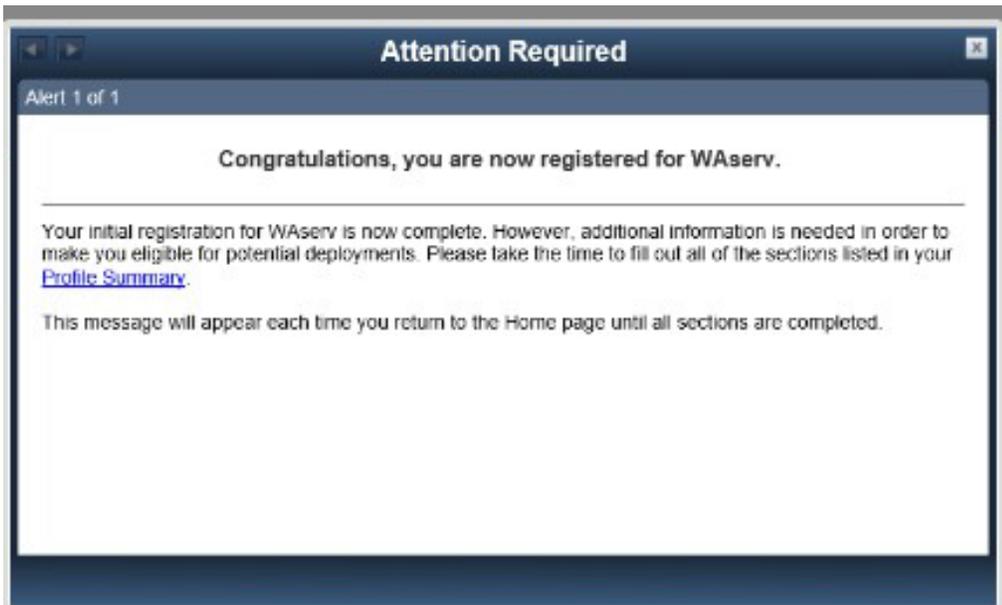
Check the **COVID-19 - In/Out State** box then click **Select**.



- It is important to complete all required fields of the WAserv registration. Required fields are identified with an asterisk (*). Not completing these fields will result in delays processing your registration and receiving approval to practice.

The screenshot shows the WAserv registration interface. At the top, there is a header with the WAserv logo and a mountain landscape. Below the header, there are four numbered instructions: 1) Do not use browser navigation buttons; 2) Asterisks indicate required fields; 3) Communications are encrypted and sessions time out after 60 minutes; 4) Recommended browsers and settings. The main form is divided into two sections: 'Organizations' and 'Account Information'. The 'Organizations' section has a sub-header 'Add Organizations' and a field for 'Organization(s)' with 'COVID-19 - In/Out State' selected. The 'Account Information' section includes fields for 'Username', 'Password', 'Confirm Password', 'Secret Question', and 'Secret Answer'. A password requirements box on the right lists: 10+ characters, must contain a number, a special character, and an uppercase letter, and must match the confirmation password. Username instructions specify a minimum of 6 characters, no spaces, and acceptable characters (alphanumeric, @, -, and _).

Click the link for **Profile Summary** to go to the next step in completing your registration.



Step 2: Manage Profile on WAserv

Click on the tab **My Profile** then select **Occupations**.

As a Medical Volunteer, you must complete the **Occupation Information** and **Professional License** sections with your current **License Number, Issuing State or Jurisdiction and Expiration Date** as well as any additional licenses you hold or have held for this occupation. Add all occupations in which you held a license and the license information for each occupation.

The screenshot shows a web browser window titled "WAserv: Register Responder - Google Chrome" with the URL "waserv.org/register_user.php". The form is divided into two main sections: "Occupation Information" and "Professional License".

Occupation Information:

- * What is your occupation type? (Dropdown menu: Medical)
- * Occupation: (Dropdown menu: ARNP)
If your occupation does not appear in the list, please select Other.
- * What is your current professional status for this occupation? (Dropdown menu: Licensed/Certified and Active)

Professional License:

Please provide the responder's license information for the occupation above

- Is the name on the responder's license the same as the name provided in his or her personal information? (Radio buttons: Yes, No)
- License Number: (Text input field)
Professional License number, exactly as it appears on the license.
- Issuing State or Jurisdiction: (Dropdown menu: Select)
State or jurisdiction in which this license was issued.
- Expiration Date: (Text input field: mm/dd/yyyy)
- Is the responder's license in good standing? (Radio buttons: Yes, No)
- Is the responder's license free of adverse actions and restrictions? (Radio buttons: Yes, No)

At the bottom of the form are three buttons: "Cancel", "Save & Register Another", and "Save".

Error
✖ License Number 1: License number should be in the format XX#####

If you receive this error, WAserv requires 2 letters followed by 8 numbers. You may add XX to the beginning and put zeros between the Xs and your actual license number to equal 8 digits.

- The word “**complete**” will appear by categories that are complete, and the word “**attention**” will appear by categories that are not complete. Please update your profile as completely as possible.
- The information you provide in your profile summary will help to match your skill sets with what is needed for volunteer opportunities.
- WAserv will be the primary method of communication about opportunities that arise for volunteering. Be sure to accept WAserv as a “safe sender” and check your spam box frequently so you don’t miss communications.

The State of Washington greatly appreciates your willingness to help our state meet emerging needs in responding to COVID-19.

Questions?

Please email: waserv@doh.wa.gov