

WAserv Registration Guide for PREP Act Volunteers

To begin the registration process, go to: www.waserv.org.

Step 1: Register for WAserv

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

Home Contact Us FAQs Privacy / Disclaimer / Copyright Policy

Welcome to WAserv / Volunteer Registry

Washington State Emergency Registry of Volunteers is for citizens who are willing and able to help during disasters and significant events. Register now to partner with your local Public Health, local hospital, neighbors, and others who need assistance.

[Register for WAserv](#)

[View FAQ's](#) | [Contact Us](#)

Member Login

Username:

Password:

[Forgot Username or Password?](#)

Looking for **WA SECURES?**

Washington State Department of Health
PUBLIC HEALTH
ALWAYS WORKING FOR A SAFER AND HEALTHIER WASHINGTON

Click **Add Organizations**.

Organizations

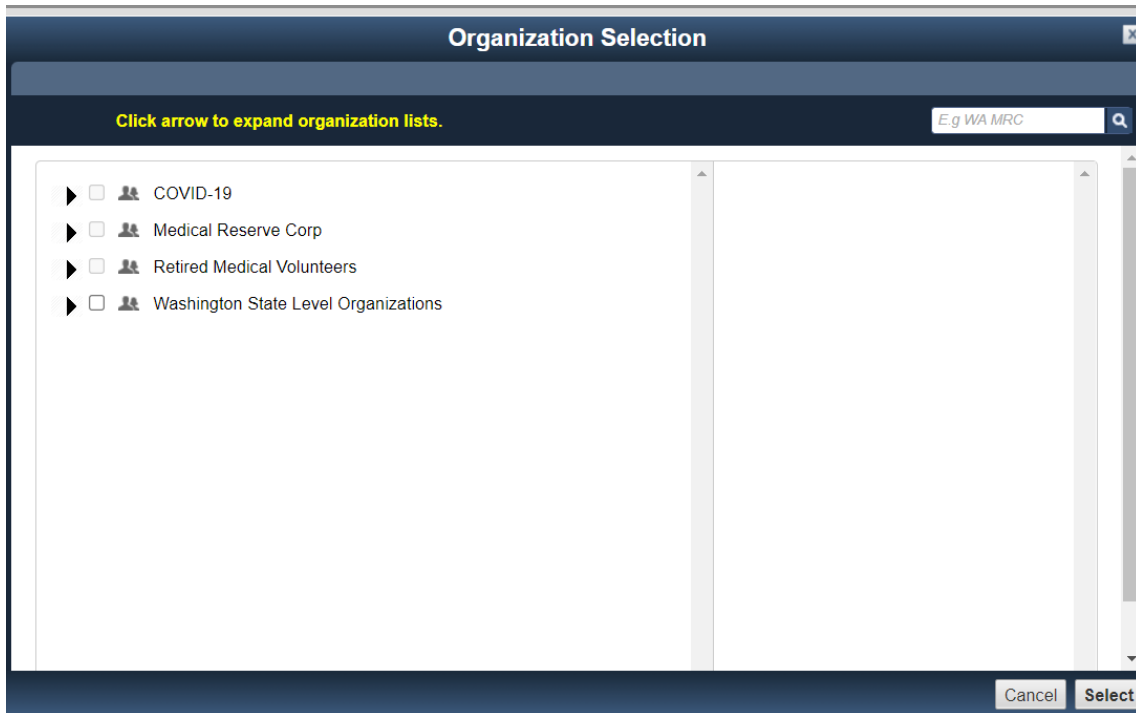
[Organizations represent official groups that you have affiliation with as a WAserv user. Click the Add Organizations link below to see a complete list of organizations and select those you want to join.](#)

+ Add Organizations

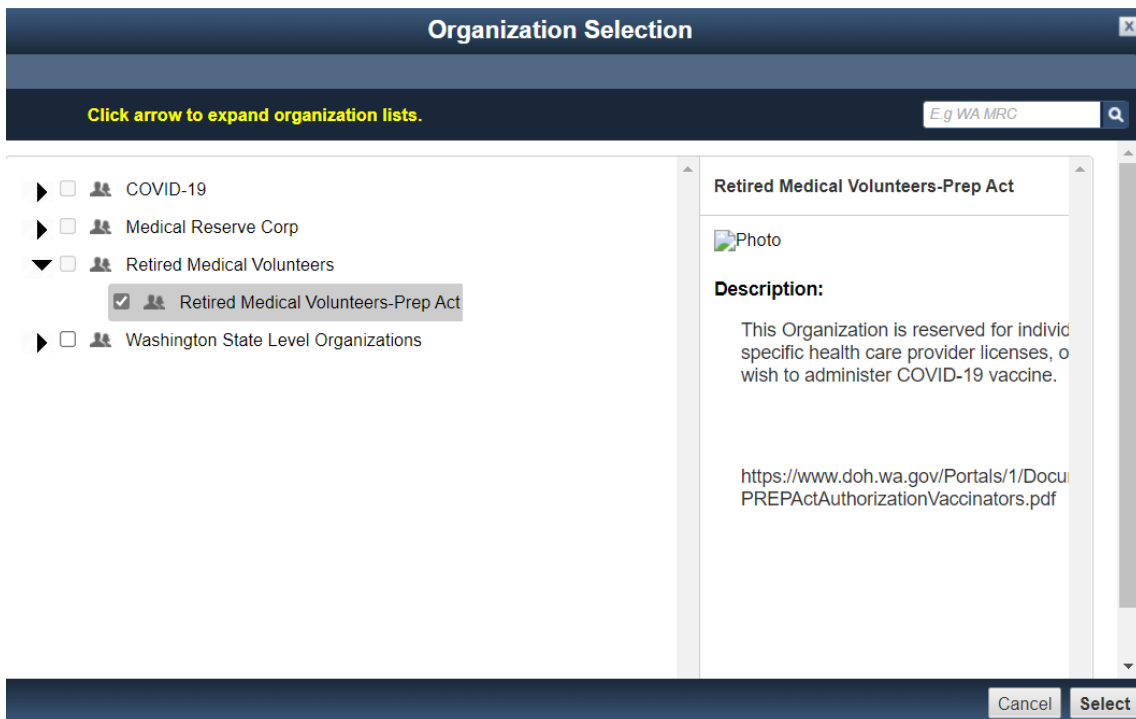
* Organization(s):

WAserv Registration Guide for PREP Act Volunteers

Click the arrow to expand **Retired Medical Volunteers**.



Check the **Retired Medical Volunteers-PREP Act** box then click **Select**.



WAserv Registration Guide for PREP Act Volunteers


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.

Set up your account by completing the registration form. Enter your personal information in the appropriate boxes until you come to **Occupation Information**.

Add Organizations

* Organization(s):

Account Information

 Creating an account is the first step in the WAserv registration process. You will use your account username and password each time you log into WAserv.

* Username:

The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, ., -, and _.
Usernames are not case sensitive.

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

Terms of Service and Privacy Policy

* Terms of Service: By checking this box, I indicate that I understand the [Privacy / Disclaimer / Copyright Policy](#) for this site. My submission of this form will constitute my consent to the collection and use of this information and the transfer of this information across the Internet to processing and storage facilities supporting this system. I also agree to receive required administrative and legal notices such as this electronically.

* Information Pledge: By checking this box, I pledge to provide only correct information when completing this registration process. I also give consent to WAserv and their designated agents to collect, use, verify, and maintain any information that is collected through the use of this site.

WAserv Registration Guide for PREP Act Volunteers

For Occupation type: Select **Medical**.

Select your **Occupation** from the drop-down list.

For Professional Status select either:

Licensed/Certified and Inactive for Less Than 5 Years or
Licensed/Certified and Inactive for More Than 5 Years

Select **NEXT**.

Occupation Information

* What is your occupation type?

* Occupation:
If your occupation does not appear in the list, please select Other.

* What is your current professional status for this occupation?

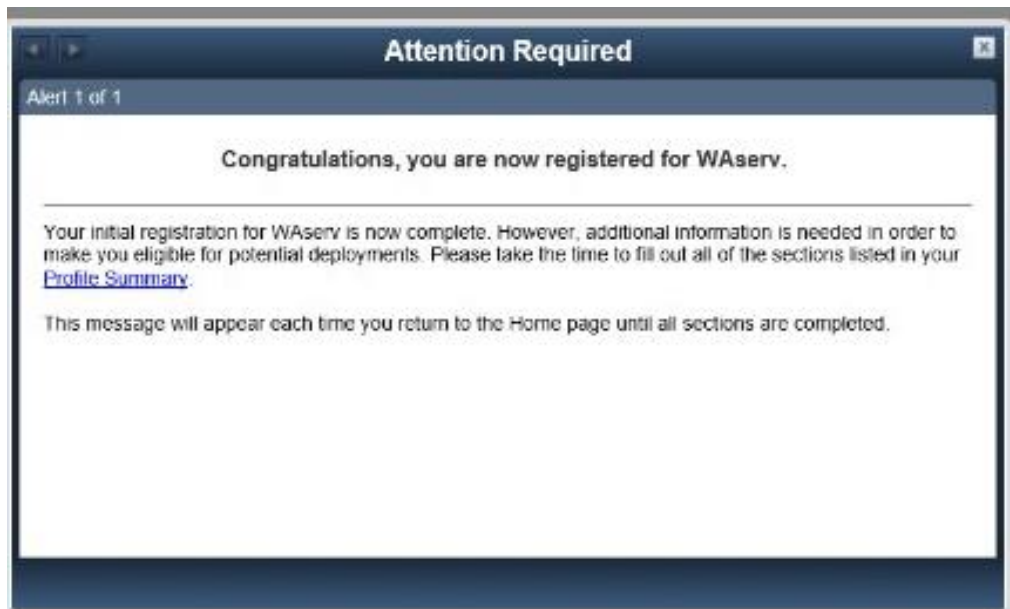
Registration Feedback

How did you hear about the site?

Comments:

- Select
- Licensed/Certified and Active
- Licensed/Certified and Active Part-Time
- Licensed/Certified and Inactive for Less than 5 Years
- Licensed/Certified and Inactive for More than 5 Years
- Non-Licensed and Active
- Non-Licensed and Retired
- Non-Licensed and Student

Upon completion of Step 1, you will receive this message (When finished reading, click the X).



WAserv Registration Guide for PREP Act Volunteers

Step 2: Manage Profile on WAserv

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

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 for which you have ever held a license and the license information for each occupation.

The screenshot shows a web form with two main sections: "Occupation Information" and "Professional License".

Occupation Information

- * What is your occupation type?
- * Occupation:
If your occupation does not appear in the list, please select Other.
- * What is your current professional status for this occupation?

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? Yes No
- License Number:
Professional License number, exactly as it appears on the license.
- Issuing State or Jurisdiction:
State or jurisdiction in which this license was issued.
- Expiration Date:
- Is the responder's license in good standing? Yes No
- Is the responder's license free of adverse actions and restrictions? Yes No

- 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. Click **Save** when you are finished.
- 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 appreciates your willingness to help our communities meet current and emerging needs during the response to COVID-19. Thank you!

Questions?

Please email: waserv@doh.wa.gov

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov.