WAserv Registration Guide

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.

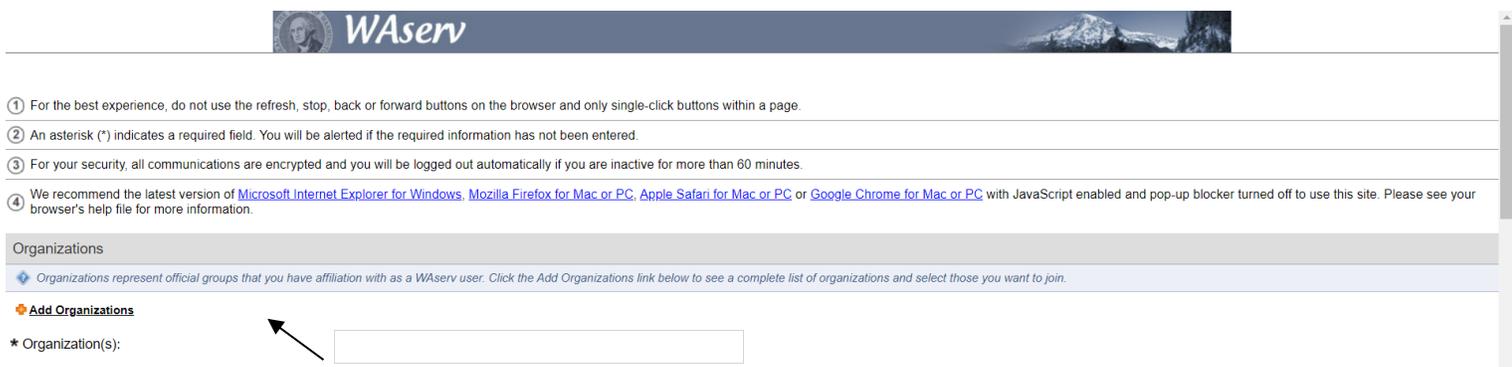2) Registration in the WAserv Volunteer management & notification system.

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

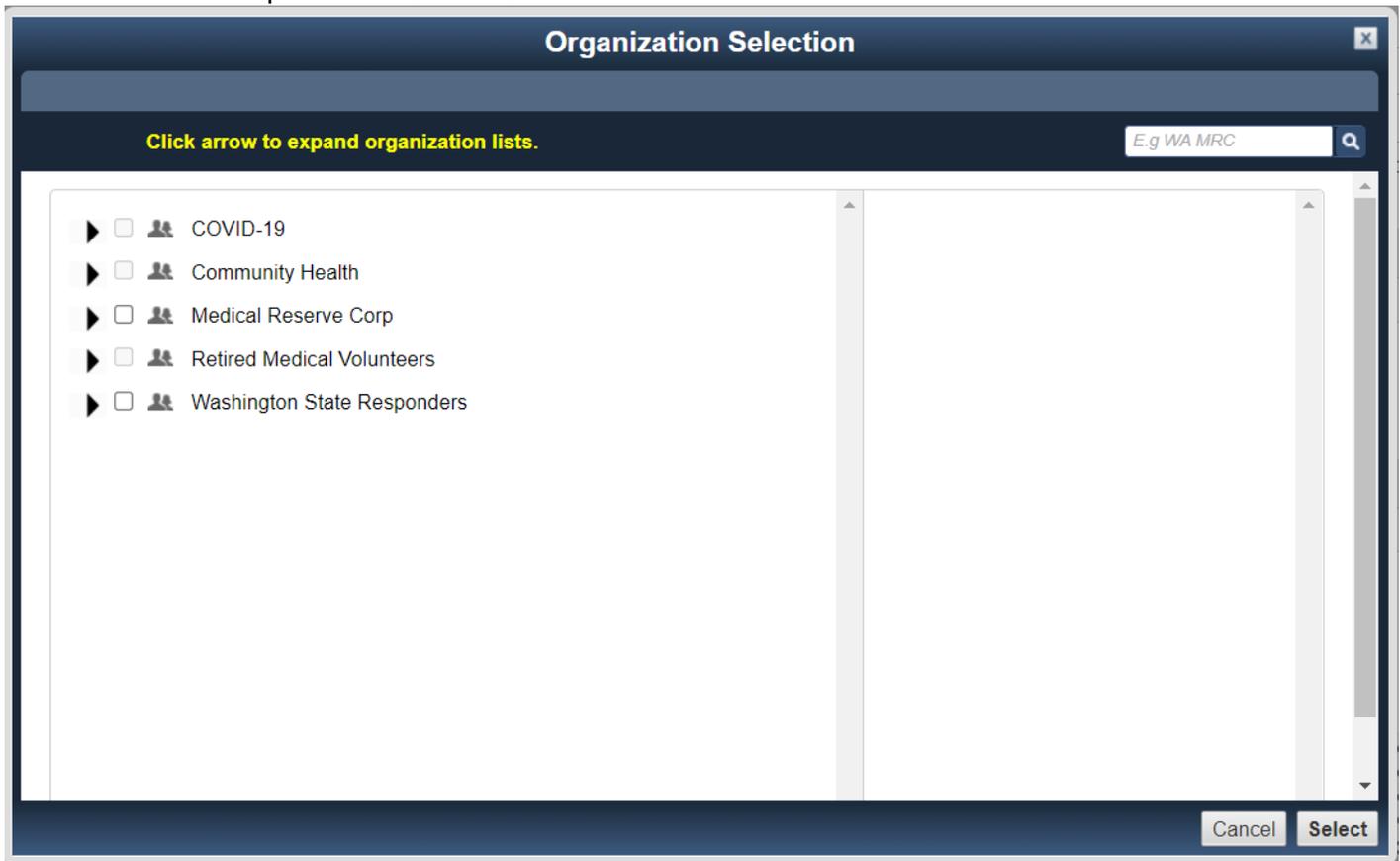## Step 1: Register for WAserv

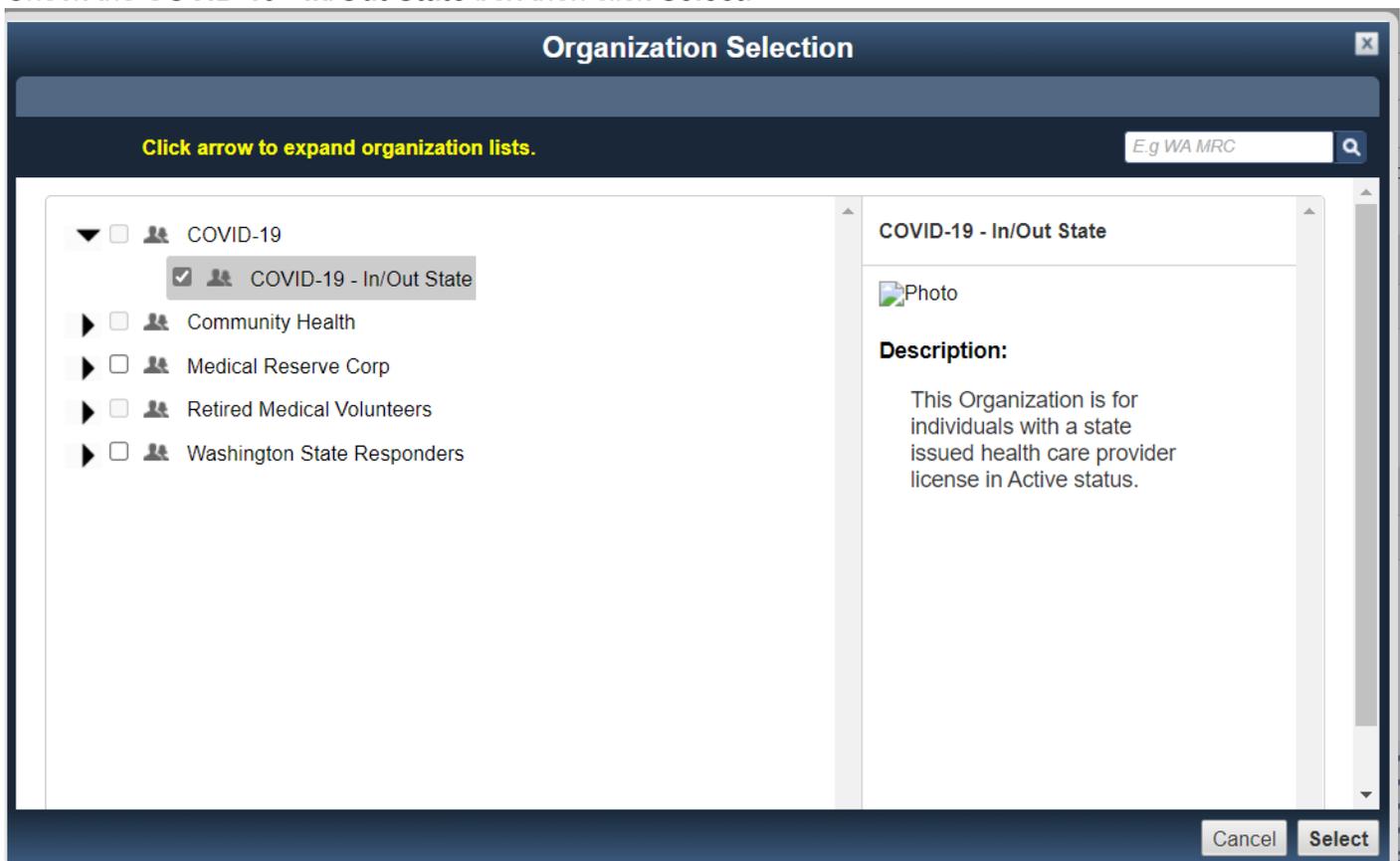Select the button: **Register for WAserv**.
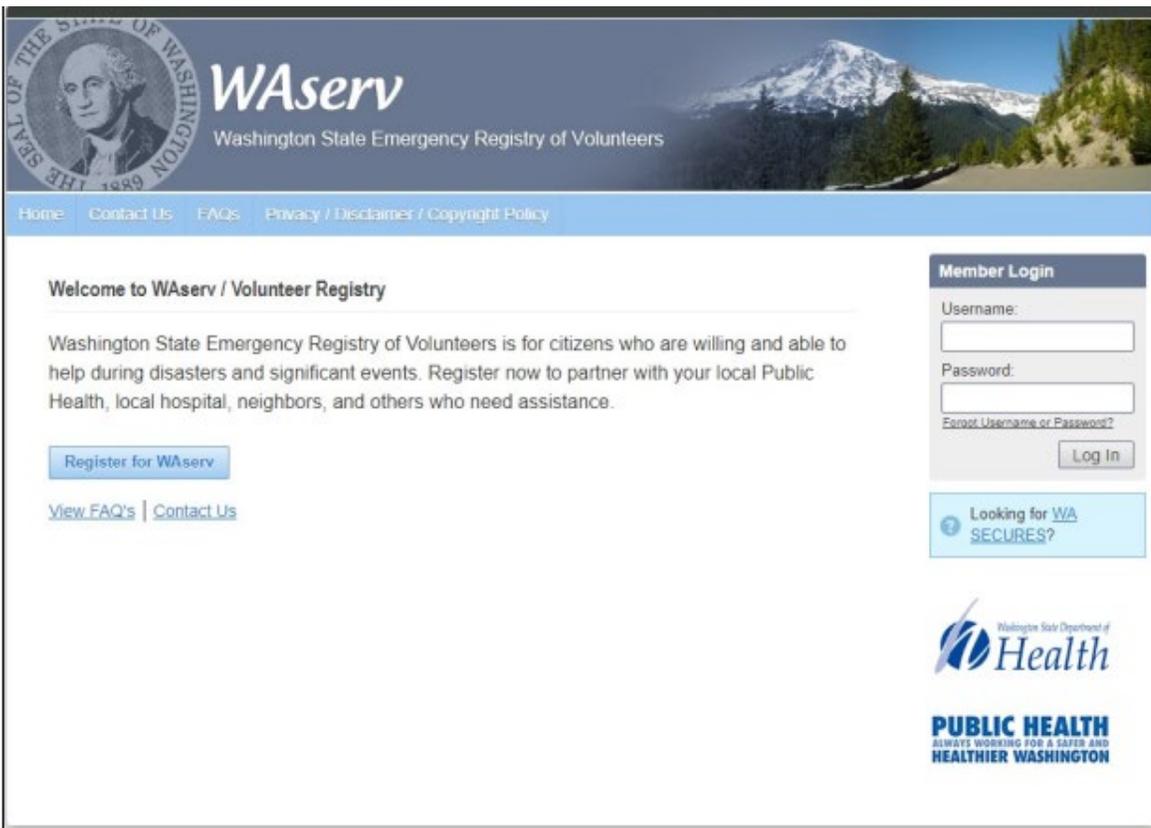
Click **Add Organizations**.

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.

Click the link for **Profile Summary** to go to the next step in completing your registration.
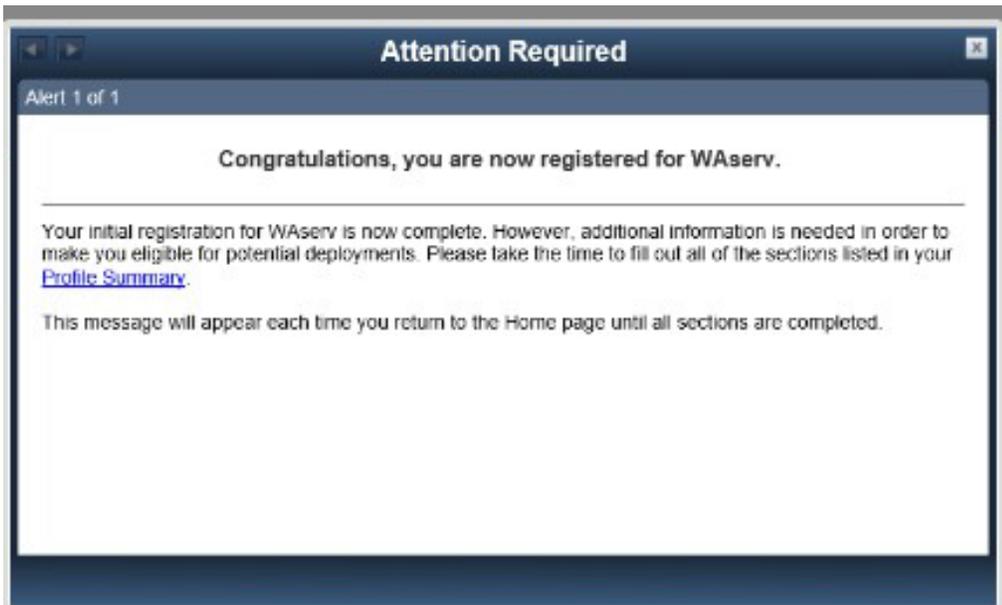
Step 2: Manage Profile on WAserv

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.

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