

# 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 registering and applying, as well as supporting information to help with the process.

Contact for WALT user help.

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## 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.**

**WELCOME**  
to your login for Washington state.

SecureAccess  
Washington

SIGN UP! GET HELP TIPS ON

**LOGIN**

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

**ON BEHALF OF**

WASHINGTON  
STATE  
AGENCIES

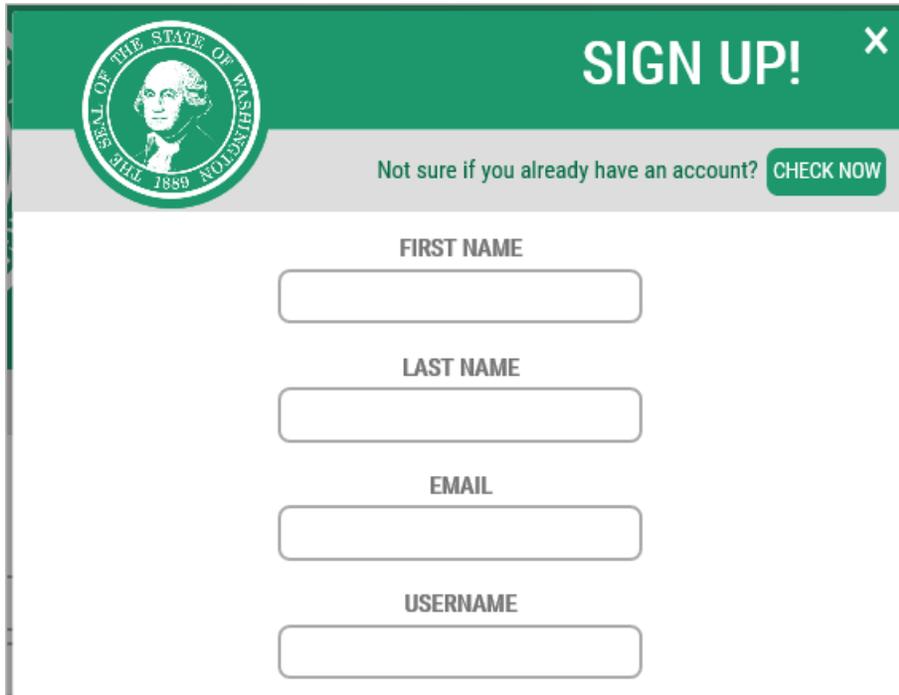
### 2.1.1 New to SAW

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 <https://secureaccess.wa.gov> 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.

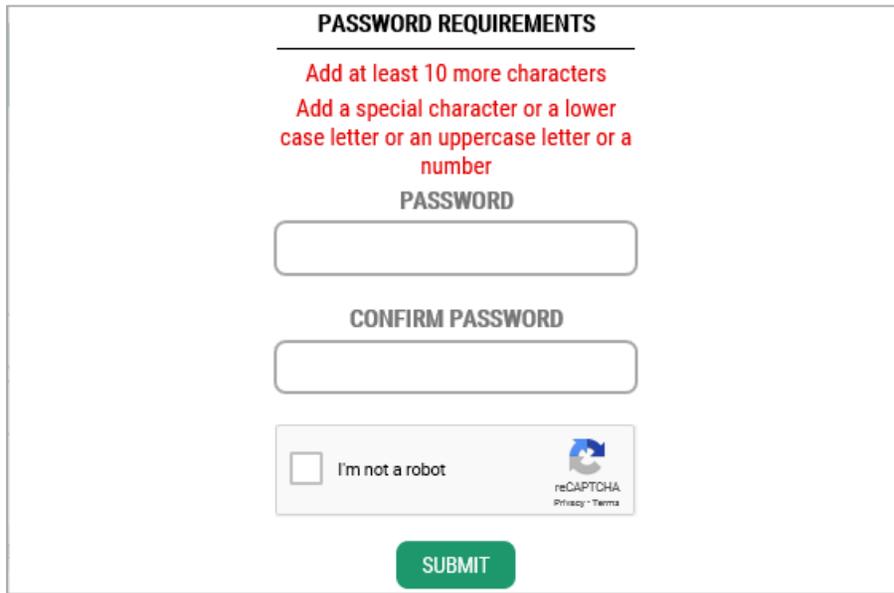


4. Create your SAW account by following these steps.
  - a. Enter your name, email, and a username you create.



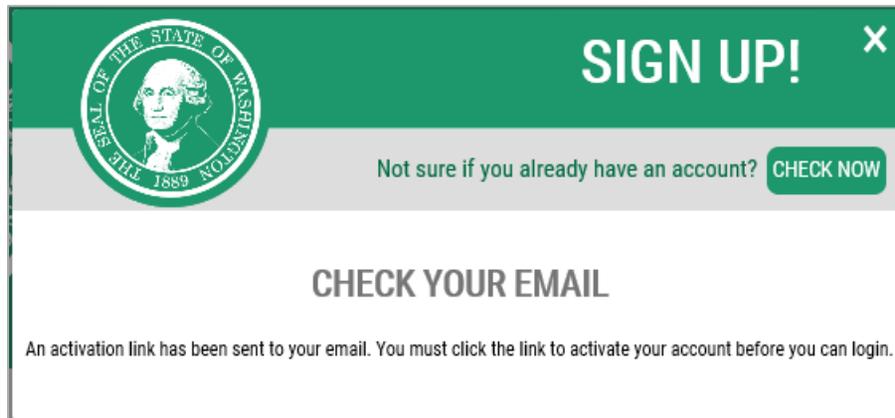
The screenshot shows a 'SIGN UP!' form with a green header. On the left of the header is the Seal of the State of Washington, featuring George Washington and the text 'THE SEAL OF THE STATE OF WASHINGTON 1889'. On the right of the header is the text 'SIGN UP!' and a close button 'X'. Below the header is a grey bar with the text 'Not sure if you already have an account?' and a green button labeled 'CHECK NOW'. The main form area contains four input fields, each with a label above it: 'FIRST NAME', 'LAST NAME', 'EMAIL', and 'USERNAME'.

- 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.



The screenshot shows a form titled "PASSWORD REQUIREMENTS". It lists three requirements in red text: "Add at least 10 more characters", "Add a special character or a lower case letter or an uppercase letter or a number", and "Add at least 10 more characters". Below the requirements are two input fields labeled "PASSWORD" and "CONFIRM PASSWORD". At the bottom of the form is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and a green "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**.

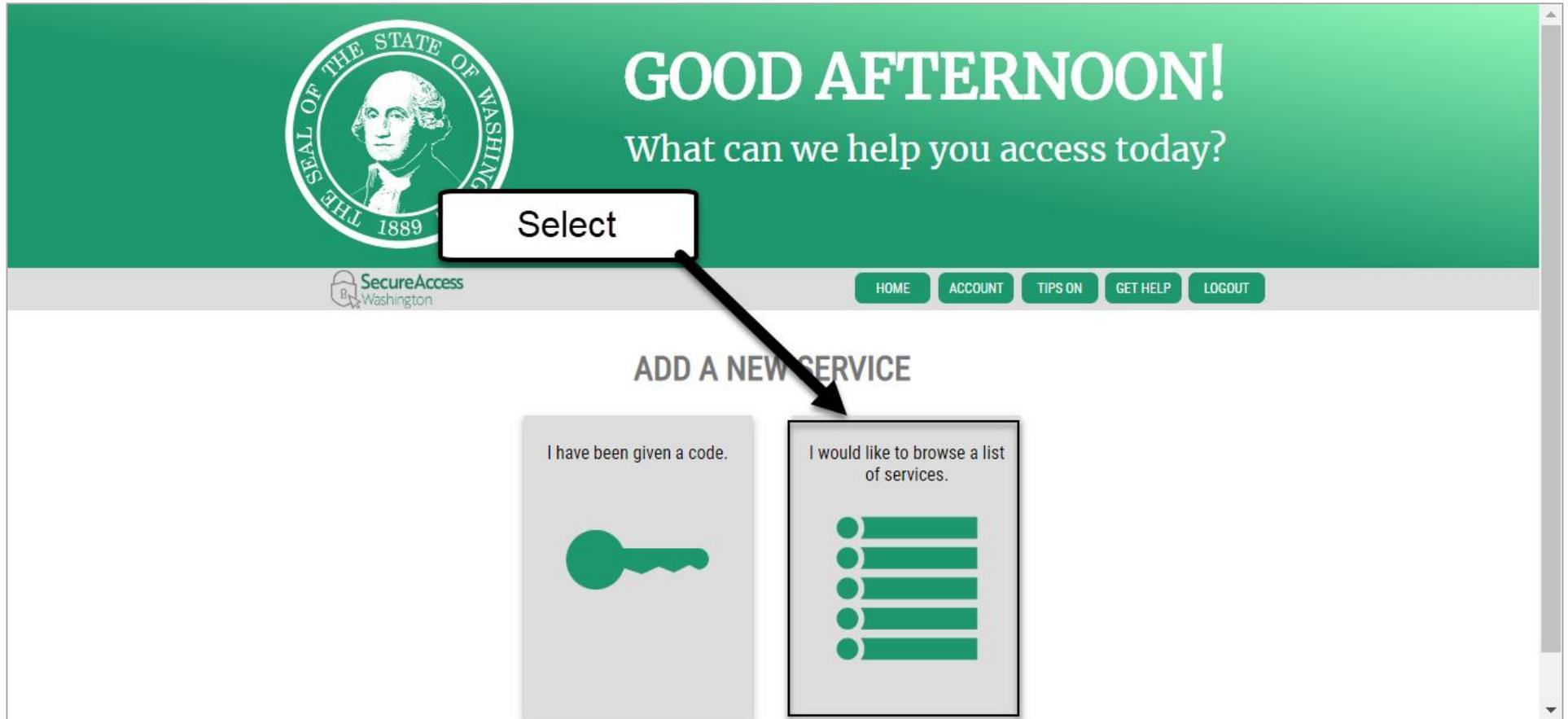
The screenshot shows the SecureAccess Washington user interface. At the top, there is a green header with the text "GOOD AFTERNOON! What can we help you access today?" and the Seal of the State of Washington. Below the header, there is a navigation bar with the "SecureAccess Washington" logo and several buttons: "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT".

A white box labeled "Select" has an arrow pointing to a red button labeled "ADD A NEW SERVICE". Below this button is a table with the following columns: "SERVICE", "DESCRIPTION", "MEMBERSHIP ?", and "ACTION ?".

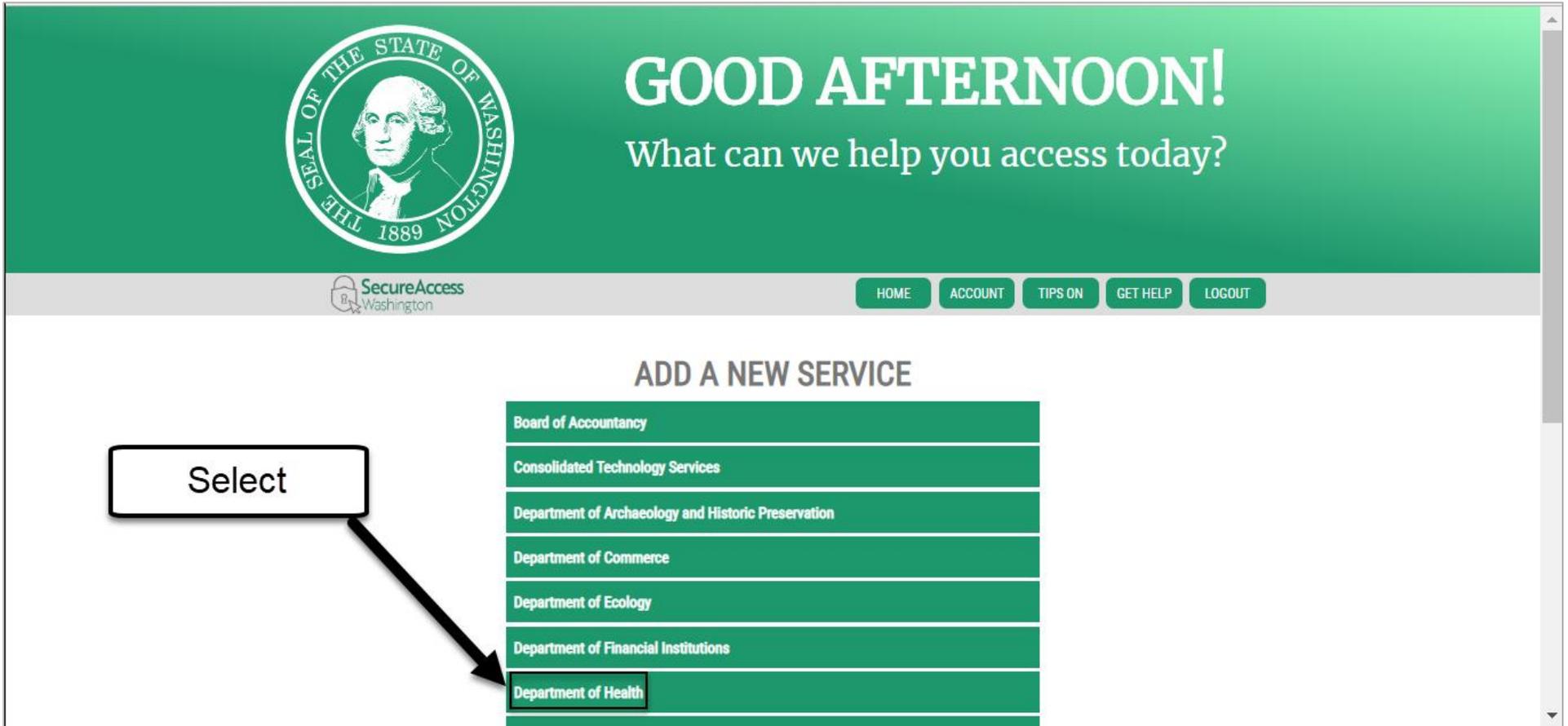
To the right of the table, there is a dropdown menu labeled "SHOWING YOUR SERVICES FROM" with "ALL OF WASHINGTON" selected. Below this is a logo for "WASHINGTON STATE AGENCIES" featuring a map of Washington and the state capitol building.

Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

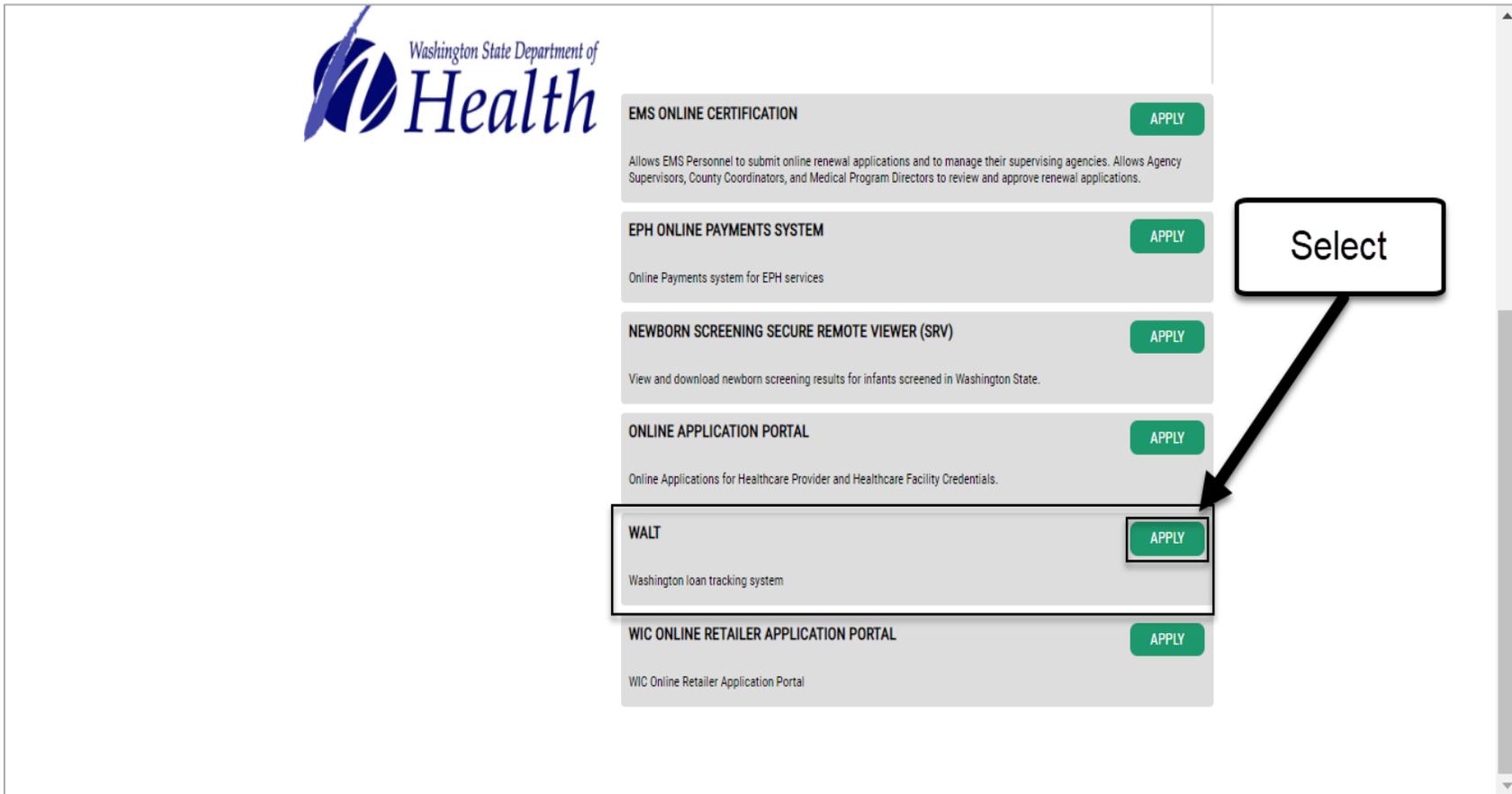
2. In the right column, click on **I would like to browse a list of services.**



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 Register for WALT

Follow the steps below.

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

The screenshot shows the SecureAccess Washington user interface. At the top, there is a green header with the Seal of the State of Washington and the text "GOOD AFTERNOON! What can we help you access today?". Below the header is a navigation bar with buttons for "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT". A "Select" box with an arrow points to the "WALT" service in a table. The table has columns for "SERVICE", "DESCRIPTION", "MEMBERSHIP", and "ACTION".

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
WALT	Washington loan tracking system	Active ?	<a href="#">Remove</a>

Additional elements include an "ADD A NEW SERVICE" button, a "SHOWING YOUR SERVICES FROM ALL OF WASHINGTON" dropdown menu, and a "WASHINGTON STATE AGENCIES" logo.

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



3. WALT Registration page instructions.



## Organization Information



**IMPORTANT:** In order to access WALT you must use the same email address you used with your Secure Access Washington account in the 'Contact Information' below.

### Organization Information Instructions:

- Fields marked with an \* are required fields
- Please enter the applicant Organization Information

### Contact Information Instructions:

- Please enter your Contact Information, if the Contact Address is the same as the Organization Address select Copy Address
- Once complete, please Submit

4. Your Organization and Contact Information.

- a. Enter your Name, Address, City, State, County, Zip Code +4, County, Phone Number, and Email address.

Link to USPS Zip Code Lookup: <https://tools.usps.com/go/ZipLookupAction!input.action>

\* County

- b. Enter your Federal Tax ID#, and website address (if available).

**\* Federal Tax ID #**

Provide 9 digit Federal Tax ID number or if not known, provide 5 digit water system ID number and last 4 digits of primary phone number.



Web Site



- c. Enter your Contact Information. Use [Copy Address](#), to autofill the Address, City, State and Zip+4 from above. **Important:** *In order to access WALT you must use the same email address you used with your Secure Access Washington account.*

## Contact Information

[Copy Address](#)

\* First Name

\* Last Name

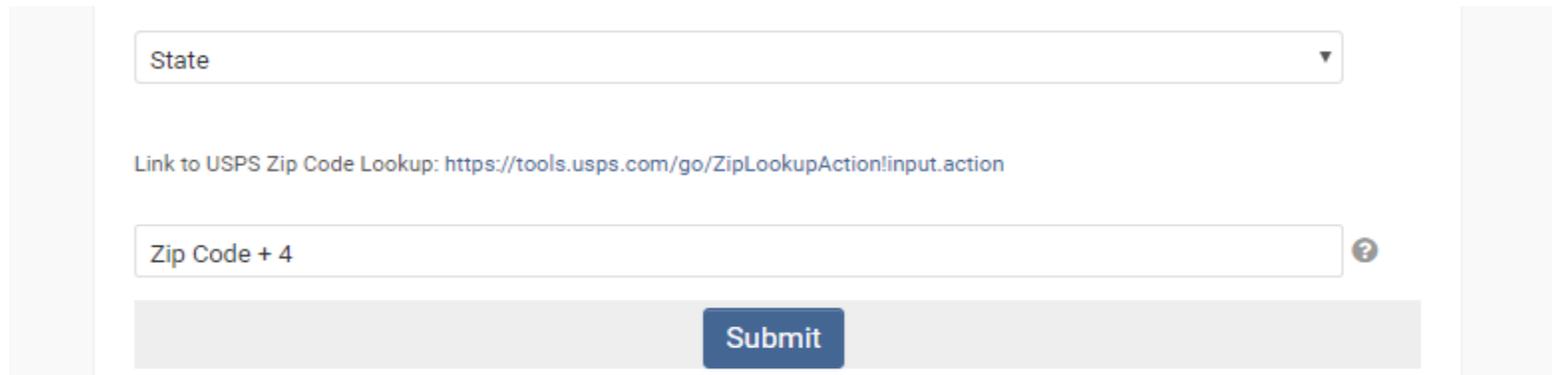
\* Phone Number 

\* Email

Address

Address 2

City



The screenshot shows a web form with two input fields and a submit button. The first field is a dropdown menu labeled "State" with a downward arrow on the right. Below it is a text link: "Link to USPS Zip Code Lookup: <https://tools.usps.com/go/ZipLookupAction!input.action>". The second field is a text input labeled "Zip Code + 4" with a question mark icon on the right. Below the fields is a wide grey bar containing a blue "Submit" button.

5. Click on **Submit**.

NOTE: You may receive a message that your organization already exists in WALT. If you do, please reach out for assistance to [DWSRF@doh.wa.gov](mailto:DWSRF@doh.wa.gov). DWSRF staff will ensure you are able to access WALT.

**Consultants** can access more than one organization. Please reach out to [DWSRF@doh.wa.gov](mailto:DWSRF@doh.wa.gov).

## 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
<b>Internet Explorer*</b>	9.0 and above (11.0 is recommended)
<b>Firefox</b>	3.6 and above
<b>Safari</b>	5.1 and above
<b>Chrome</b>	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

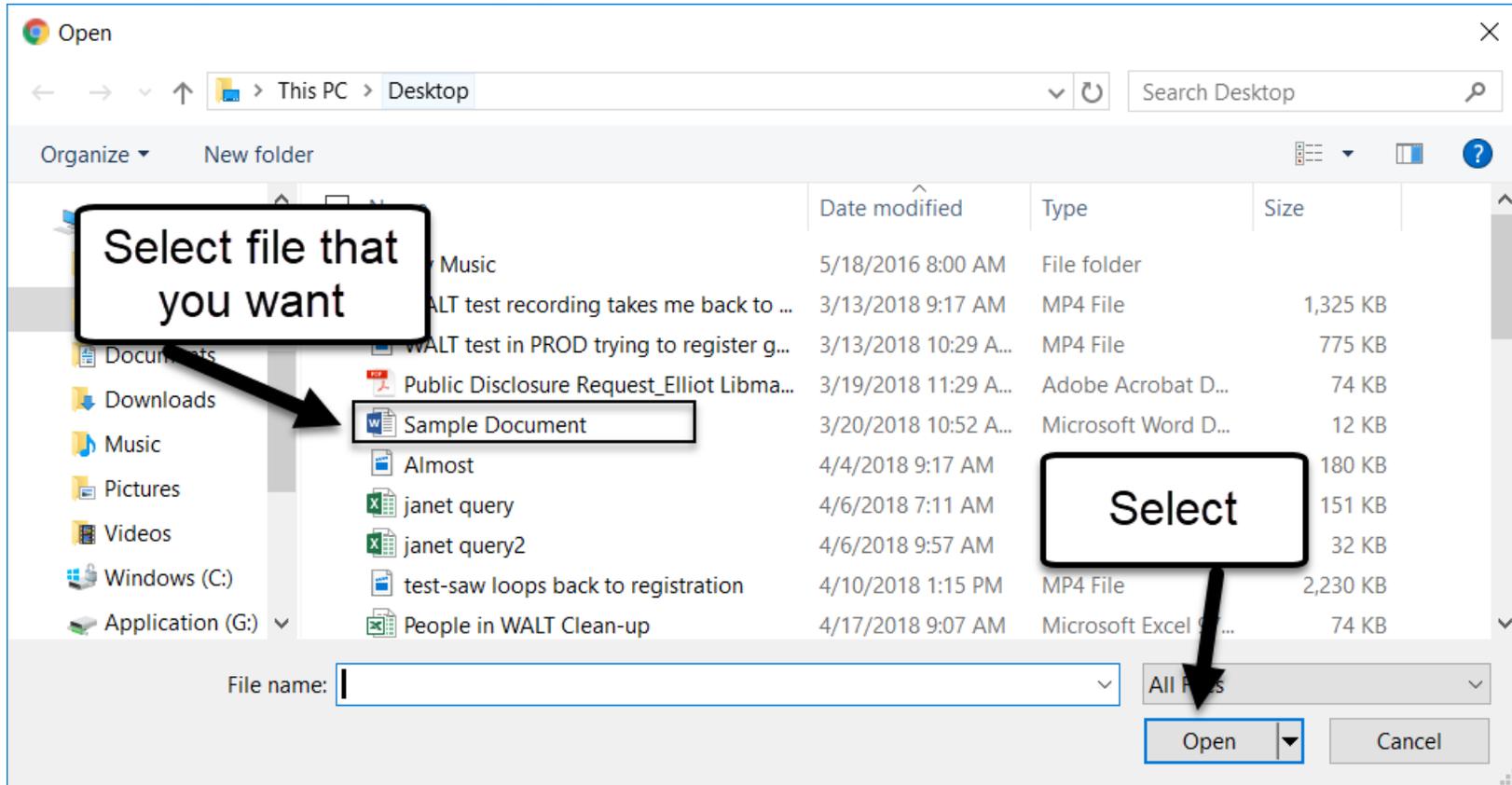
WALT enables you to attach one or more document files from your personal computer or network. With some questions, attaching a file is optional; with other questions attaching a file is a requirement. Files should be named so they are easily identified without opening. Example for the EZ1 form requirement the file 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.

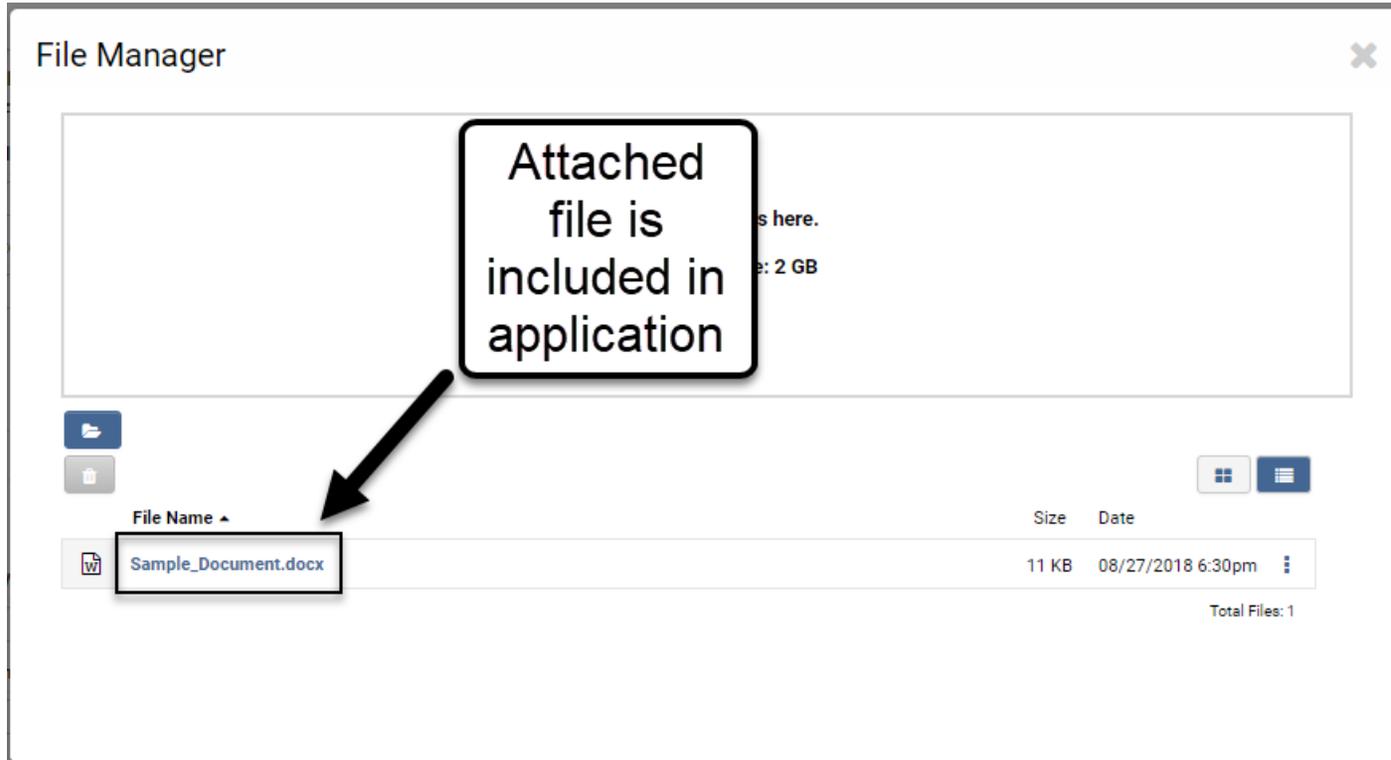
1. Click on **Upload.** 
2. Attach a file by "drag and drop" or click on **Browse**  to navigate to the file.



3. Click on the file you want to upload to highlight it, then click **Open**.



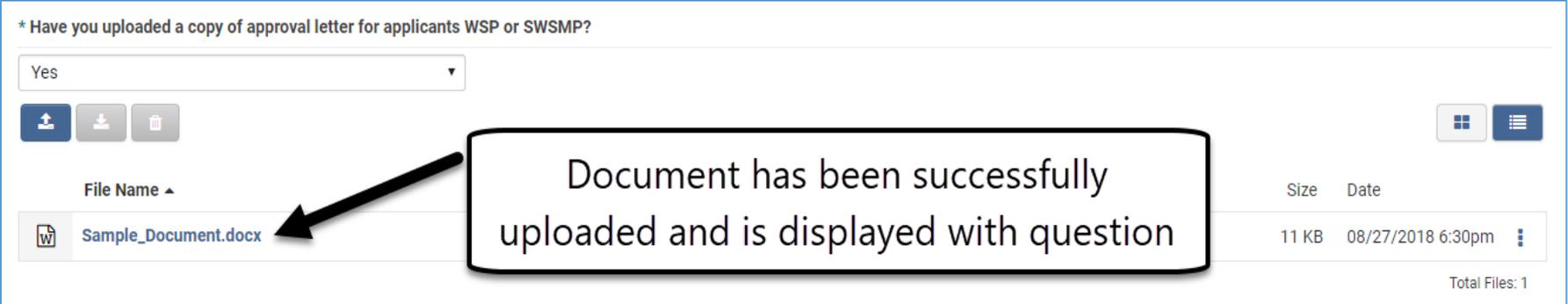
4. File will appear automatically in the application.



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.



The screenshot shows a web interface for uploading a document. At the top, there is a question: "\* Have you uploaded a copy of approval letter for applicants WSP or SWSMP?". Below the question is a dropdown menu with "Yes" selected. To the right of the dropdown are three buttons: an upload button (blue square with a white arrow pointing up), a download button (grey square with a white arrow pointing down), and a delete button (grey square with a white trash can icon). Below these buttons is a table of uploaded files. The table has columns for "File Name", "Size", and "Date". A single file is listed: "Sample\_Document.docx" with a size of "11 KB" and a date of "08/27/2018 6:30pm". A black arrow points from a text box to the file name. The text box contains the text: "Document has been successfully uploaded and is displayed with question". In the top right corner of the interface, there are two buttons: a close button (blue square with a white 'X') and a menu button (blue square with a white hamburger menu icon). At the bottom right of the interface, it says "Total Files: 1".

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

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.

The screenshot shows the WALT landing page for the Washington State Department of Health. At the top right, there are links for "Switch Organization" and "Bobby Ann". A "Home" button is located in the top right corner. The main content area includes a welcome message, a "Funding Opportunities" sidebar, and a "My Applications" table. A callout box with a black border and white background contains the text "To return to this screen at anytime; select". A black arrow points from this callout box to the "Home" button.

Washington State Department of Health

Welcome to Washington State Department of Health

If you need assistance using this online application, please email [sara.herrera@doh.wa.gov](mailto:sara.herrera@doh.wa.gov) or call (360) 236-3089. Please see our [2018 Construction Loan Guidelines](#) for additional information.

Please use Google Chrome as your browser for optimal performance

**Funding Opportunities**

Opportunity Details

Construction Loan

Deadline: 8/24/2018

**My Applications**

IN PROGRESS UNDER REVIEW ACTION NEEDED ACTIVE INACTIVE

#	Application ID	Applicant Organization	Project Name	Application Type	
1	2018-3477	Bobby Ann's Boathouse		Construction Loan	<input type="button" value="Open"/>

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.

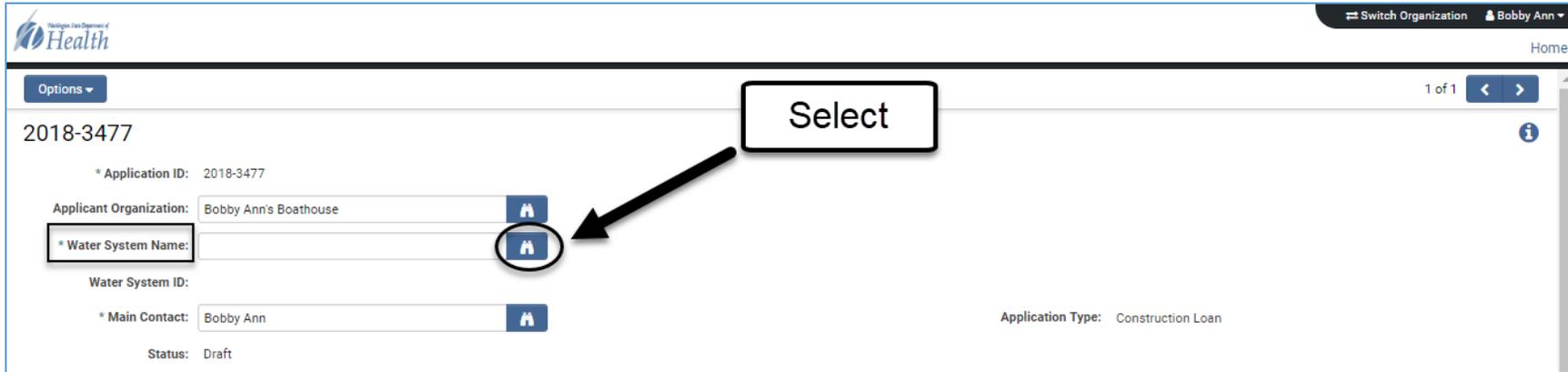
IMPORTANT: To enable certain features you will first need to **Save Draft** upon entering application.

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

The screenshot shows a web form for application submission. The top left features the 'Washington State Department of Health' logo and a navigation bar with 'Switch Organization' and 'Bobby Ann'. Below the logo is an 'Options' dropdown menu. The main form area displays the application ID '2018-3477' and the applicant organization 'Bobby Ann's Boathouse'. The 'Application Type' is set to 'Construction Loan'. The 'Federal Tax ID' is populated with '98-9800123'. Three callout boxes with arrows point to these fields: 'Application ID 2018-3477', 'Application Type is populated based on the funding opportunity you chose on previous', and 'Federal Tax ID field is populated from Registration page'. The form also includes fields for 'Water System Name', 'Water System ID', 'Main Contact' (Bobby Ann), 'Status' (Draft), 'Data Universal Numbering System (DUNS) #', 'Central Contractor Registration (CCR) Expiration Date', 'Statewide Vendor #', and 'UBI #'. A 'Link to Central Contractor Registration' is provided below the DUNS field.

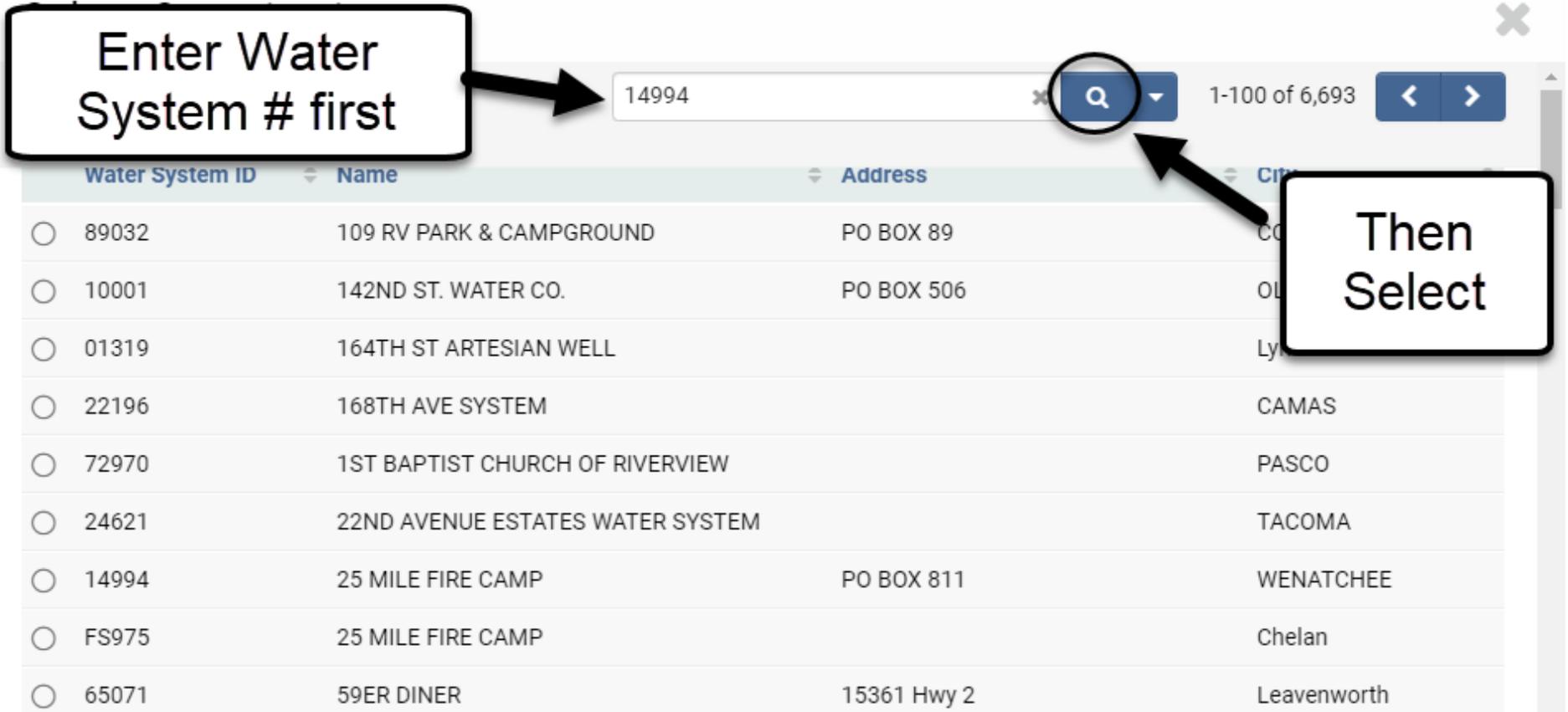
## WALT External User Guide

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



The screenshot displays the WALT External User Guide interface. At the top left is the logo for "Washington State Department of Health". The top right shows "Switch Organization" and "Bobby Ann". Below the header is a navigation bar with "Options" and "1 of 1" with navigation arrows. The main content area shows the application ID "2018-3477". Below this are several fields: "\* Application ID: 2018-3477", "Applicant Organization: Bobby Ann's Boathouse", "\* Water System Name:" (with a binoculars icon circled in red and a callout box labeled "Select" pointing to it), "Water System ID:", "\* Main Contact: Bobby Ann", and "Application Type: Construction Loan". At the bottom left, the status is "Draft".

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  

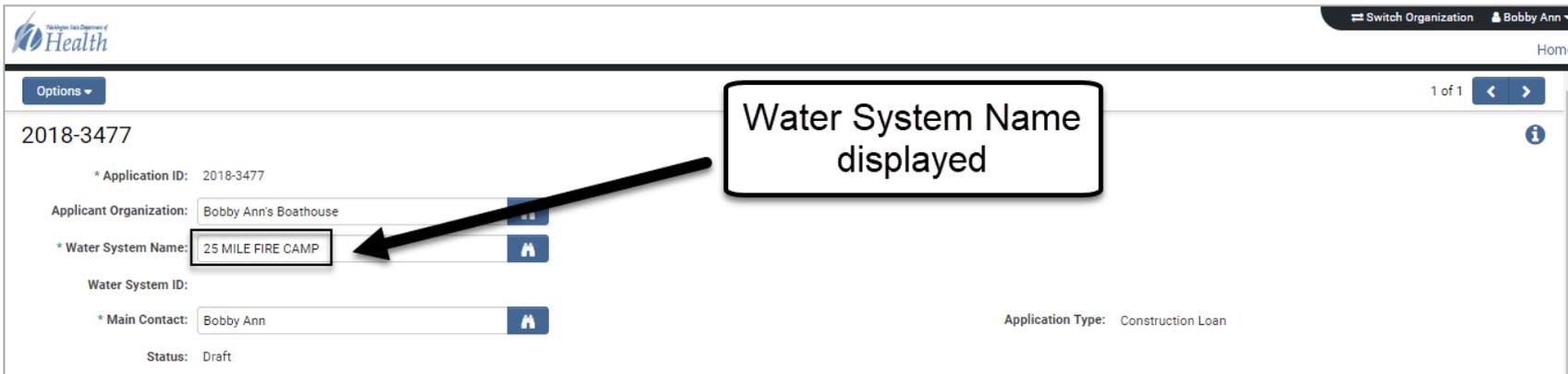
Water System ID	Name	Address	City
<input type="radio"/> 89032	109 RV PARK & CAMPGROUND	PO BOX 89	CO
<input type="radio"/> 10001	142ND ST. WATER CO.	PO BOX 506	OL
<input type="radio"/> 01319	164TH ST ARTESIAN WELL		Ly
<input type="radio"/> 22196	168TH AVE SYSTEM		CAMAS
<input type="radio"/> 72970	1ST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

**Then Select**

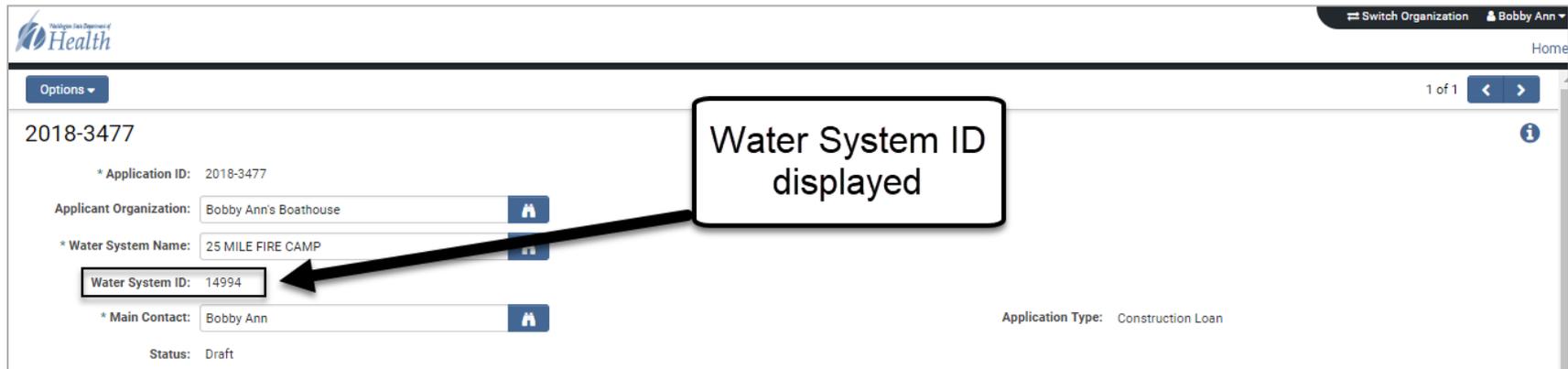
This brings up the required Water System Name. Select the Water System Name and ID.



Now the Water System Name is displayed



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



The screenshot shows a web application interface for the Washington State Department of Health. The page title is "2018-3477". The form contains the following fields:

- \* Application ID: 2018-3477
- Applicant Organization: Bobby Ann's Boathouse
- \* Water System Name: 25 MILE FIRE CAMP
- Water System ID: 14994 (highlighted with a callout box)
- \* Main Contact: Bobby Ann

Additional information on the page includes "Status: Draft" and "Application Type: Construction Loan". A callout box with the text "Water System ID displayed" has an arrow pointing to the "Water System ID" field.

Enter the information from your completed application worksheet into the online application.

1. There are four tabs in the application process, **Applicant Organization Information**, **Project Information**, **Financial Information**, and **Document Attachments**. The first tab is automatically selected; click on another tab to navigate to it.

The screenshot displays the WALT application interface. At the top left is the Washington State Department of Health logo. The top right shows a 'Switch Organization' button and the user name 'Bobby Ann'. Below the header is a navigation bar with an 'Options' dropdown and a '1 of 1' indicator with navigation arrows. The main content area shows the application ID '2018-3477' and a status of 'Draft'. The 'Applicant Organization Information' tab is selected, showing fields for 'Applicant Organization' (Bobby Ann's Boathouse), 'Water System Name' (25 MILE FIRE CAMP), 'Water System ID' (14994), and 'Main Contact' (Bobby Ann). The 'Application Type' is 'Construction Loan'. At the bottom, there are four tabs: '1 APPLICANT ORGANIZATION INFORMATION', '2 PROJECT INFORMATION', '3 FINANCIAL INFORMATION', and '4 DOCUMENT ATTACHMENTS'.

There are four tabs for entering information for your application in WALT. With your application worksheet in hand, enter the required information on each of the four tabs. We have made the worksheet follow the online screens for easy data entry.

### 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.

1. Once information is complete, click **Save Draft** at the bottom of the page.
2. For each tab you will need to upload documents as part of the application process. For help with this process please refer to **Section 2.5 Attach a File in WALT**. Once your files are uploaded they automatically appear.
3. Once each tab is completed click on **Submit** at the bottom of the page.

**NOTE:** Once you click Submit at the bottom of the page the Save Draft, Withdrawal, and Submit buttons will disappear.

### 3.1 View My Application Status

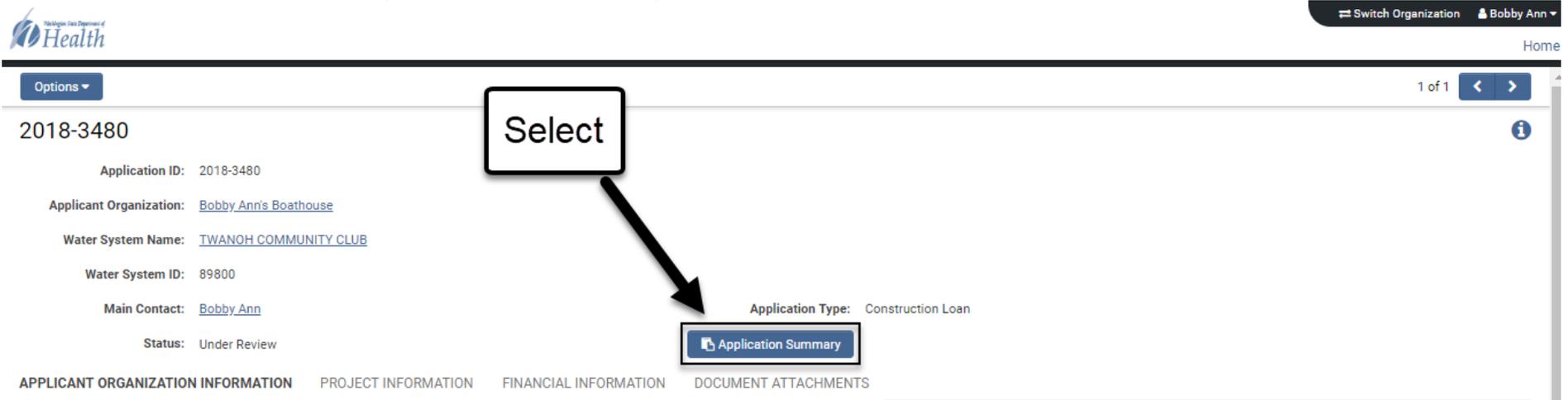
Once submitted, your application(s) appears on the WALT home page in the **My Applications** after you log-in or click the **Home** link at the upper right corner. You will find your application(s) under one of the following five tabs: In Progress, Under Review, Action Needed, Active, and Inactive.

My Applications <span style="float: right;">+</span>					
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	<a href="#">Open</a>
2	2018-3477	Bobby Ann's Boathouse		Construction Loan	<a href="#">Open</a>

### 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.

The screenshot shows a Google Chrome browser window displaying a PDF document. The browser's address bar shows the URL <https://walt.smartsimple.com/pdfWriter>. The PDF document is titled "Application Summary" and is page 1 of 11. The document content includes the Washington State Department of Health logo and the title "2018-3480 Application Summary". The application details are as follows:

<b>Water System Name:</b>	TWANOH COMMUNITY CLUB		
<b>Water System ID:</b>	89800		
<b>Status:</b>	Under Review	<b>Grant Type:</b>	Construction Loan
<b>Organization Name:</b>	Bobby Ann's Boathouse	<b>Primary Contact:</b>	Bobby Ann

**Applicant Organization Information**

**Address:** 123 Gran Via  
**City:** Tumwater  
**State:** WA  
**Zip Code + 4:**  
**County:** Jefferson  
**Phone:**  
**Email:** bobby.ann@mailinator.com

**Data Universal Numbering System** 545454545  
**(DUNS) #:**

### 3.3 Withdraw my Application

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

The screenshot displays a web form with four tabs: 'APPLICANT ORGANIZATION INFORMATION', 'PROJECT INFORMATION', 'FINANCIAL INFORMATION', and 'DOCUMENT ATTACHMENTS'. The 'APPLICANT ORGANIZATION INFORMATION' tab is active. The form contains several fields: '\* Data Universal Numbering System (DUNS) #' with the value 123456789 and a link to 'Central Contractor Registration'; '\* Central Contractor Registration (CCR) Expiration Date:' with the value 04/03/2021 and a calendar icon; '\* Statewide Vendor #' with the value 123456789; '\* UBI #' with the value 123456789; and 'Federal Tax ID:' with the value 12-2256788. A box labeled 'Select' with an arrow points to the 'Withdraw' button at the bottom of the form. The 'Withdraw' button is highlighted with a black border. Below the form, there is an 'ATTENTION:' section with a warning message: 'Answering NO to any of the following six questions or not providing documents requested will make you ineligible. Please contact your regional planner or engineer if you have questions.'

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.