

Grants Management System (GMS) training

Completing registration in GMS

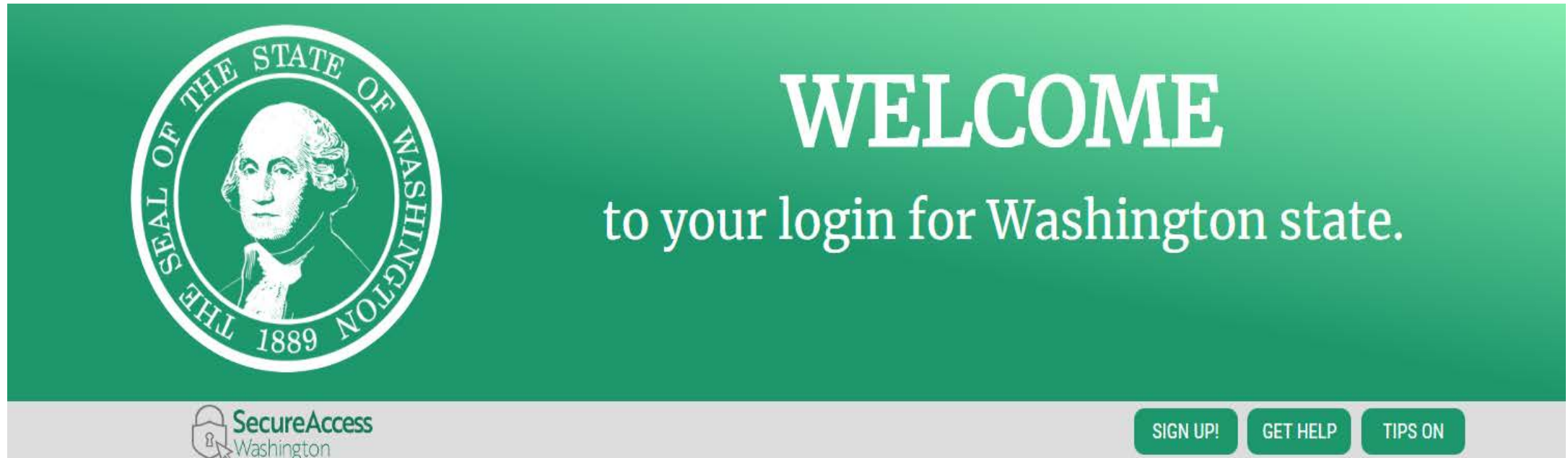
Debbie Ruggles - WSDOT



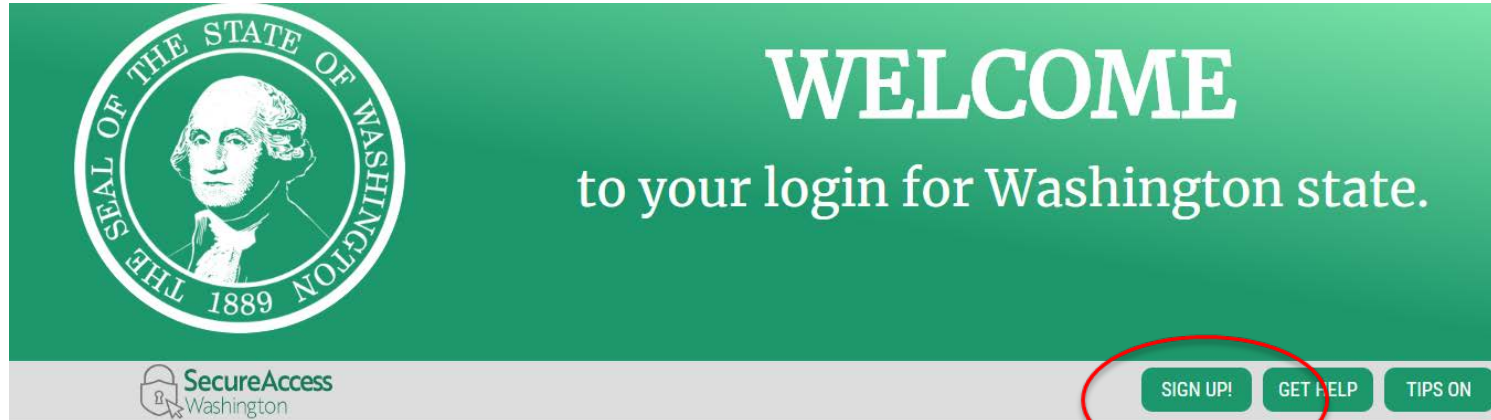
Logging into Grants Management System



Through Secure Access Washington (SAW):
<https://secureaccess.wa.gov/myAccess/saw/select.do>



Secure Access Washington



If already
registered in SAW

LOGIN

USERNAME

PASSWORD

SUBMIT

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

ON BEHALF OF



If not
registered in
SAW yet

<https://secureaccess.wa.gov/myAccess/saw/select.do>

Accessing PTD Grants directly through SAW – Add a New Service

A screenshot of a web browser displaying the Secure Access Washington (SAW) portal. The browser's address bar shows the URL 'https://secureaccess.wa.gov/myAccess/saw/select.do'. The page features a green header with the Seal of the State of Washington and the text 'What can we help you access tonight?'. Below this is a navigation bar with buttons for 'ACCOUNT', 'GET HELP', 'TIPS ON', and 'LOGOUT'. The main content area is titled 'SHOWING YOUR SERVICES FROM' and includes a dropdown menu currently set to 'ALL OF WASHINGTON'. A prominent red button labeled 'ADD A NEW SERVICE' is positioned below the dropdown. A red arrow points from a text box on the right to this button. The text box contains the instruction: 'Click here to Add Grants Management System to your SAW Account'.

WebGrants - WSDOT - TEST SER x Secure Access Washington x

https://secureaccess.wa.gov/myAccess/saw/select.do

What can we help you access tonight?

ACCOUNT GET HELP TIPS ON LOGOUT

SHOWING YOUR SERVICES FROM

ALL OF WASHINGTON

ADD A NEW SERVICE

Click here to Add Grants Management System to your SAW Account

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

Note – the layout may look different on various browsers



Accessing PTD Grants directly through SAW – Add a New Service



The screenshot shows a web browser window with two tabs: 'WebGrants - WSDOT - TEST SER...' and 'Secure Access Washington'. The address bar shows the URL: <https://secureaccess.wa.gov/myAccess/saw/myFortress/displayAgencies.do?section=addService>. The page has a green header with the Seal of the State of Washington and the text 'What can we help you access tonight?'. Below the header is a navigation bar with buttons: HOME, ACCOUNT, TIPS ON, GET HELP, and LOGOUT. The main content area is titled 'ADD A NEW SERVICE' and contains two buttons: 'I have been given a code.' and 'I would like to browse a list of services.'. A red arrow points from a text box to the 'I would like to browse a list of services.' button. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock displaying 10:46 PM on 5/28/2020.

WebGrants - WSDOT - TEST SER... Secure Access Washington

<https://secureaccess.wa.gov/myAccess/saw/myFortress/displayAgencies.do?section=addService>

Not syncing

THE SEAL OF THE STATE OF WASHINGTON
1889

What can we help you access tonight?

HOME ACCOUNT TIPS ON GET HELP LOGOUT

ADD A NEW SERVICE

I have been given a code.

I would like to browse a list of services.

Click here "I would like to browse a list of services."

Type here to search

10:46 PM
5/28/2020

Accessing PTD Grants directly through SAW – Add a New Service



The screenshot shows a web browser window with two tabs: 'WebGrants - WSDOT - TEST SER' and 'Secure Access Washington'. The address bar shows the URL: <https://secureaccess.wa.gov/myAccess/saw/myFortress/displayAgencies.do?section=addService>. The page header features the Seal of the State of Washington and the text 'What can we help you access tonight?'. Below this is a navigation bar with buttons for HOME, ACCOUNT, TIPS ON, GET HELP, and LOGOUT. The main content area is titled 'ADD A NEW SERVICE' and displays a list of agencies: Board of Accountancy, Consolidated Technology Services, Department of Archaeology and Historic Preservation, Department of Children, Youth and Families, and Department of Commerce. A scroll bar on the right indicates that the list continues.

WebGrants - WSDOT - TEST SER x Secure Access Washington x

https://secureaccess.wa.gov/myAccess/saw/myFortress/displayAgencies.do?section=addService

Not syncing

THE SEAL OF THE STATE OF WASHINGTON
1889

What can we help you access tonight?

HOME ACCOUNT TIPS ON GET HELP LOGOUT

ADD A NEW SERVICE

- Board of Accountancy
- Consolidated Technology Services
- Department of Archaeology and Historic Preservation
- Department of Children, Youth and Families
- Department of Commerce

Type here to search

10:52 PM
5/28/2020

Keep Scrolling Down or Page Down until you see an option called "Department of Transportation". Screenshot is on the next slide.

Accessing PTD Grants directly through SAW – Add a New Service

A screenshot of a web browser window displaying the Secure Access Washington (SAW) interface. The browser's address bar shows the URL: <https://secureaccess.wa.gov/myAccess/saw/myFortress/displayAgencies.do?section=addService>. The page content consists of a vertical list of ten green rectangular buttons, each containing the name of a Washington state agency or department. The agencies listed from top to bottom are: Department of Natural Resources, Department of Retirement Systems, Department of Revenue, Department of Social and Health Services, Department of Transportation, Department of Veterans Affairs, Employment Security Department, Enterprise Services, Health Care Authority, and Liquor Control Board. A red arrow points from a text box on the right to the 'Department of Transportation' button. The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons. The system clock in the bottom right corner indicates the time is 10:53 PM on 5/28/2020.

Click on Department of Transportation

Accessing PTD Grants directly through SAW – Add a New Service



A screenshot of a web browser displaying the Secure Access Washington (SAW) portal. The browser's address bar shows the URL: https://secureaccess.wa.gov/myAccess/saw/myFortress/serviceList.do?domain=WSDOT. The page has a green header with the Washington State seal on the left and the text "GOOD EVENING! What can we help you access tonight?" on the right. Below the header is a navigation bar with buttons for HOME, ACCOUNT, TIPS ON, GET HELP, and LOGOUT. The main content area is titled "SERVICES FROM WSDOT" and features the WSDOT logo on the left. To the right of the logo is a list of services, each with an "APPLY" button. The services listed are: "AIRCRAFT INTERNET REGISTRATION" (with a description: "Annual registration of aircraft operating within the state of Washington."), "GRANTS MANAGEMENT SYSTEM" (with a description: "Grants Management System"), and "MATERIALS EVALUATION PROGRAM". A red arrow points from a text box on the right to the "APPLY" button for the "GRANTS MANAGEMENT SYSTEM". The Windows taskbar is visible at the bottom of the screen, showing the search bar and various application icons.

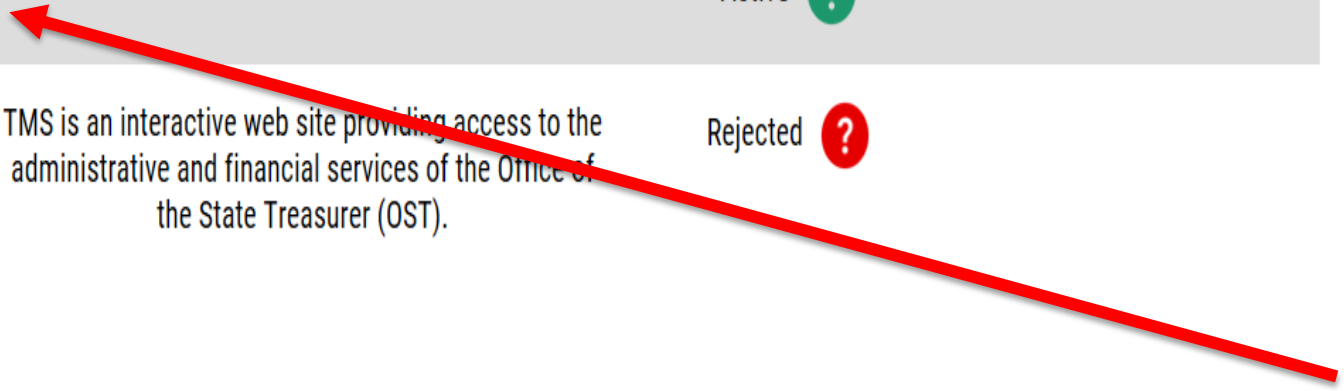
You Will See “Grants Management System”. Click “Apply” to add the PTD Grants Management System to your SAW Account.

Accessing PTD Grants directly through SAW – Add a New Service



ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP ?	ACTION ?
Drives	Department of Licensing: DRIVES application	Active ?	Remove
Grants Management System	Grants Management System	Active ?	Remove
Treasury Management System	TMS is an interactive web site providing access to the administrative and financial services of the Office of the State Treasurer (OST).	Rejected ?	



Click here and you will be directed to the GMS registration page.

GMS registration



On the registration page, complete fields shown. All required fields are displayed in **red**.

A screenshot of the 'Registration' form on a website. The form is titled 'Registration' and has a 'Save Registration Information' button. It contains several sections: 'Personal Contact Information' with fields for Name (Salutation, First Name, Middle Name, Last Name), Title, Email*, Address* (Address 1, Address 2), City, State/Province (dropdown), and Zip; Phone* (Phone, Ext.); and Fax. At the bottom, there is a question 'What Program are you most interested in? This information is used in order to process your registration only and does not restrict your ability to apply for other programs.' followed by a dropdown menu labeled 'Program Area of Interest*'. A red arrow points to the Zip field, and a red circle highlights the 'Program Area of Interest*' dropdown. The labels for required fields (Email*, Address*, Phone*, Program Area of Interest*) are in red text.

Note: If you don't know the zip code + four,
<https://tools.usps.com/go/zip-code-lookup.htm>

Note: Program Area - This WILL NOT limit you to just one funding opportunity.

Registration (continued)



Organization Information

Legal Name*:

DBA Name*:

Organization Type*:

DUNS #:

Unique Entity Identifier (UEI):

Organization Website:

(Please enter http://... for this field)

Physical Address*:

City: Washington Zip:

City State/Province Postal Code/Zip

Mailing Address*:

City: Washington Zip:

City State/Province Postal Code/Zip

Remit to Address*:

City: Washington Zip:

City State/Province Postal Code/Zip

Phone*:

000-000-0000 Ext.

Fax:

000-000-0000

Fiscal Year End Last day of*:

Your DUNS# will eventually be replaced by a UEI# - Unique Entity Identifier – by December 2020. This is not a required field at this time.

When all information is complete, click on the save button at the top or bottom of the screen

 Save Registration Information

Accessing PTD Grants directly through SAW-GMS Registration Approval



A screenshot of a web browser displaying the Secure Access Washington (SAW) portal. The browser's address bar shows the URL 'https://secureaccess.wa.gov/myAccess/saw/myFortress/home.do'. The page has a green header with the Washington State seal on the left and the text 'GOOD EVENING! What can we help you access tonight?' on the right. Below the header is a navigation bar with buttons for 'ACCOUNT', 'GET HELP', 'TIPS ON', and 'LOGOUT'. The main content area features a table with columns 'SERVICE', 'DESCRIPTION', 'MEMBERSHIP', and 'ACTION'. The first row shows 'Grants Management System' for both service and description, with 'Pending' in the membership column and a 'Cancel' link in the action column. A red arrow points from a text box on the right to the 'Pending' status. To the right of the table is a section titled 'SHOWING YOUR SERVICES FROM' with a dropdown menu set to 'ALL OF WASHINGTON' and a map of Washington State labeled 'WASHINGTON STATE AGENCIES'. The Windows taskbar at the bottom shows the date as 5/28/2020 and the time as 11:15 PM.

This should show you the status of the “Grants Management System” service. It should either be “Pending” or “Approved”. Pending means that it is waiting for approval from WSDOT.

Upon registration



Once WSDOT approves your registration, you will receive an email indicating your registration is approved.

Once you receive this email, you may log into GMS directly through Secure Access Washington (SAW) log in. This ensures security and accessibility to the system.

You may also sign into GMS directly – here's how:




Signing Into GMS



wsdot.ptd.webgrantscloud.com/index.do

Apps OCM - All Docume... SmartHealth - Home GoToWebinar | Das... WSDOT - How To S... GoToWebinar Blog FTP GMS Site ID Theft_Attorney G... KylesWebGrants -... Employment Securi...



Washington State Department of Transportation

Login

Internal Staff Sign In

SIGN IN

[Forgot User ID?](#) [Forgot Password?](#)

External Users - GMS Access and Sign In

Click Here to Access Single Sign On Tool

Announcements

Welcome to the WSDOT Public Transportation Grants Management System, otherwise known as GMS. Here you will find all things related to public transportation grants!

PLEASE REGISTER! You must register for use of this system. Instructions are found [HERE](#). Once registered, you will find funding opportunities, applications, awarded grants, reports, and invoicing functions. The Grants Management System allows you to download reports and upload information related to your organization and projects.

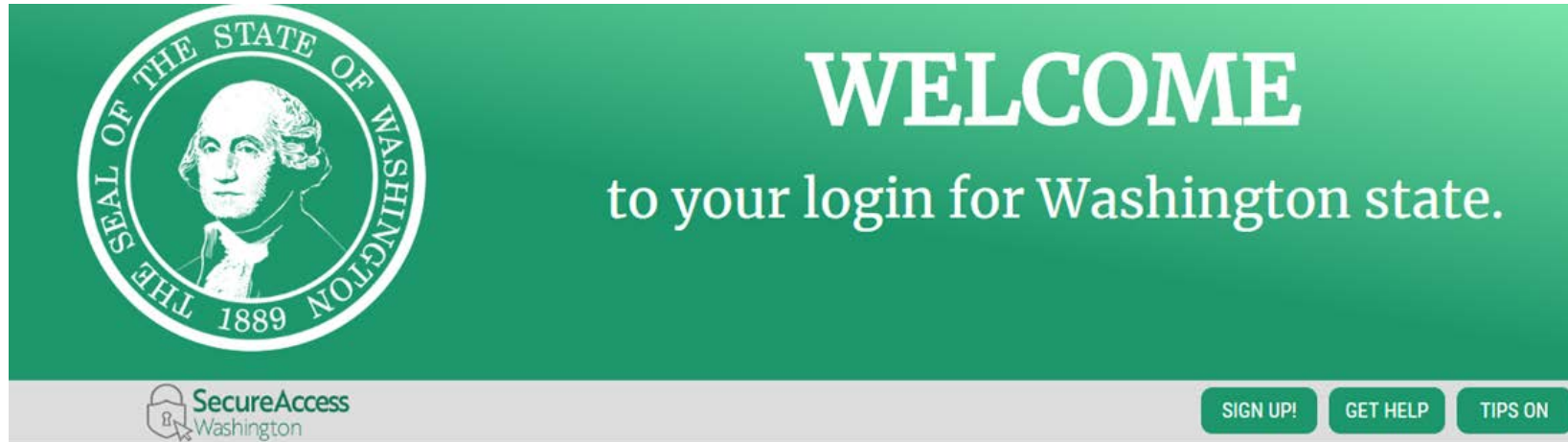
Some of these functions are "live" now and ready for use. Over the course of this year, additional capabilities will be added. Come back to this page often for updates and information related to GMS.

If you have any questions, please call (360) 705-7711 or email PTGrantsMgmtSystem@wsdot.wa.gov

Please note, Microsoft has announced that it will be discontinuing versions of Internet Explorer v.10 and prior in the coming months. The only Internet browsers recommended for use with GMS are Google Chrome, Edge, and Safari. Users should know that problems could exist within the system through use of any other browser.

Copyright © 2001-2020 Dulles Technology Partners Inc.
Dulles Technology Partners Inc.
WebGrants 7.0

Signing Into GMS



Log in here

LOGIN

USERNAME

PASSWORD

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

ON BEHALF OF





Signing Into GMS




wsdot.ptd.webgrantscloud.com/login.do

Apps OCM - All Docume... SmartHealth - Home GoToWebinar | Das... WSDOT - How To S... GoToWebinar Blog FTP GMS Site ID Theft_Attorney G... KylesWebGrants ~... Employment Securi...

 **Washington State
Department of Transportation**

 Debbie Ruggles
External User


 **Work Assignment**
All currently assigned work

[Work Assignment](#) [Calendar](#)

[Dashboard](#) > [Back](#) [Print](#) [Online Help](#) [Log Out](#)


Work Assignment

- Calendar
- Alerts
- Funding Opportunities**
- Applications
- Grants
- My Profile

 **Approaching Deadlines - Next 30 Days**


This section displays the documents with due dates arriving in the next 30 days.

Due Date	Document	ID	Status	Title	Program Area	Funding Opportunity
No data available in table						

 **Recent Negotiations - Due Within 30 Days**

This section displays the documents that you negotiated in the last 30 days.

Due Date	Document Type	Sub Type/Round	ID	Status	Title	Organization	Program Area	Funding Opportunity
No data available in table								

 **My Site Visits - Inbox**

Site Visits assigned to you personally appear below.

Due Date	Number	Type	Status	Grant	Organization	Program Area	Funding Opportunity
No data available in table							

Any questions?



**If you have any questions or comments,
feel free to contact our team:**

PTDGMSsupport@wsdot.wa.gov

Or

[\(360\) 705-7711](tel:(360)705-7711)