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
If already registered in SAW

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

If not registered in SAW yet
Accessing PTD Grants directly through SAW – Add a New Service

Click here to Add Grants Management System to your SAW Account

Note – the layout may look different on various browsers
Accessing PTD Grants directly through SAW – Add a New Service

Click here “I would like to browse a list of services.”
Accessing PTD Grants directly through SAW – Add a New Service

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

Click on Department of Transportation

Accessing PTD Grants directly through SAW – Add a New Service

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

<table>
<thead>
<tr>
<th>SERVICE</th>
<th>DESCRIPTION</th>
<th>MEMBERSHIP</th>
<th>ACTION</th>
</tr>
</thead>
<tbody>
<tr>
<td>Drives</td>
<td>Department of Licensing: DRIVES application</td>
<td>Active</td>
<td>Remove</td>
</tr>
<tr>
<td>Grants Management System</td>
<td>Grants Management System</td>
<td>Active</td>
<td>Remove</td>
</tr>
<tr>
<td>Treasury Management System</td>
<td>TMS is an interactive web site providing access to the administrative and financial services of the Office of the State Treasurer (OST).</td>
<td>Rejected</td>
<td></td>
</tr>
</tbody>
</table>

Click here and you will be directed to the GMS registration page.
On the registration page, complete fields shown. All required fields are displayed in red.

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.
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.
Accessing PTD Grants directly through SAW-GMS Registration Approval

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

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 v10 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.
Signing Into GMS

WELCOME to your login for Washington state.

Log in here
Signing Into GMS

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**Washington State Department of Transportation**

- **Work Assignment**
  - All currently assigned work

- **Approaching Deadlines - Next 30 Days**
  - This section displays the documents with due dates arriving in the next 30 days.

- **Recent Negotiations - Due Within 30 Days**
  - This section displays the documents that you negotiated in the last 30 days.

- **My Site Visits - inbox**
  - Site Visits assigned to you personally appear below.

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**Funding Opportunities**

- **Applications**
- **Grants**
- **My Profile**

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Any questions?

If you have any questions or comments, feel free to contact our team:
PTDGMSsupport@wsdot.wa.gov
Or
(360) 705-7711