

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

NOTE: Pre-registration is required to access WALT. If you're already in the WALT system, no action is needed.

For WALT Pre-registration and other user help, please contact:

Sara J Herrera

360-236-3089

[sara.herrera@doh.wa.gov](mailto:sara.herrera@doh.wa.gov)

## 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?](#)

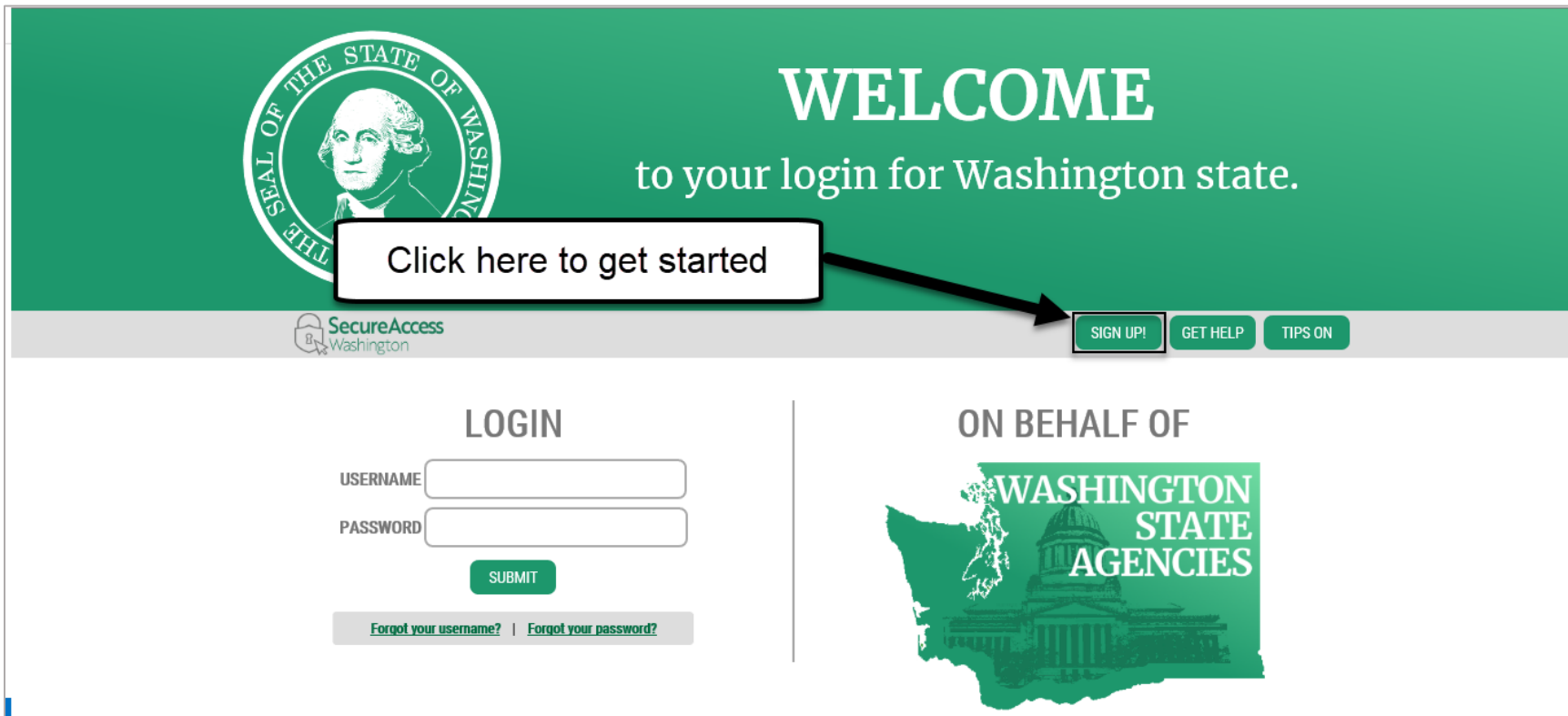
ON BEHALF OF

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 [secureaccess.wa.gov](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.



## Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

### Personal Information

First Name

Last Name

Primary Email

### Contact Information For Security (Optional)

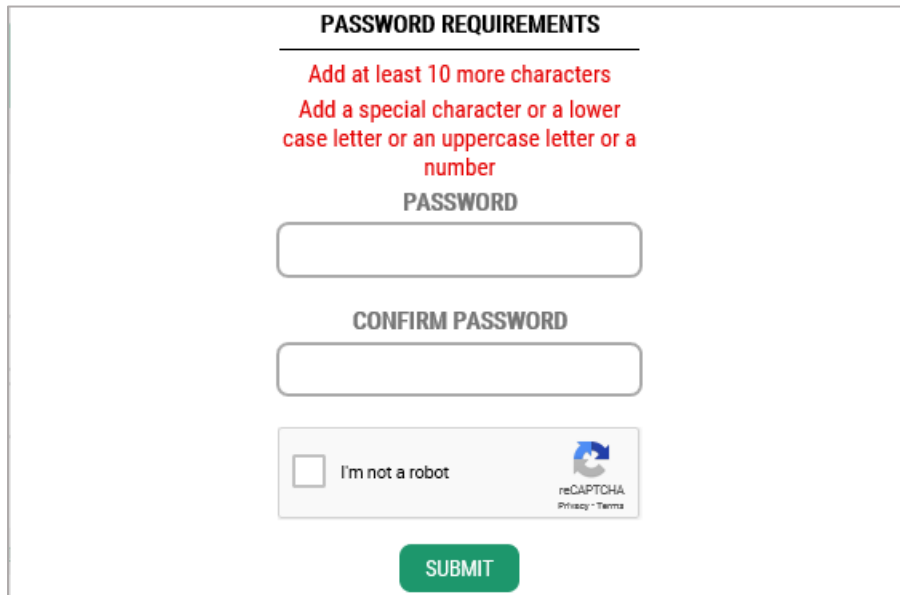
Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

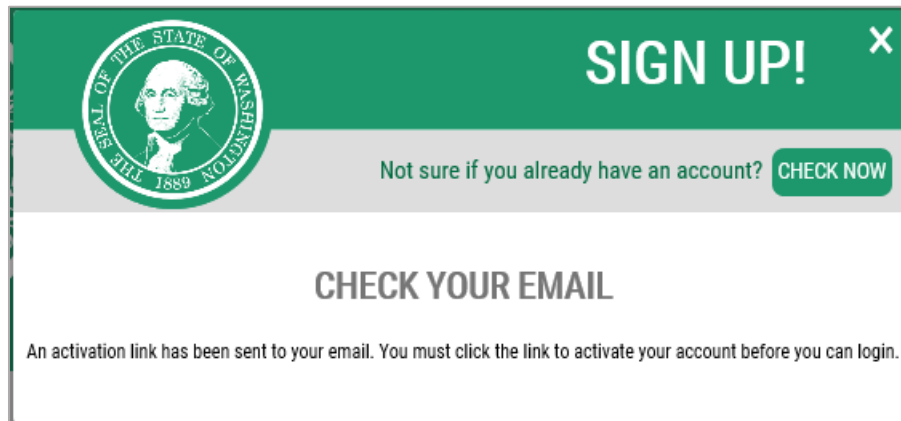
Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.

- 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 contains two red error messages: "Add at least 10 more characters" and "Add a special character or a lower case letter or an uppercase letter or a number". Below these are two input fields labeled "PASSWORD" and "CONFIRM PASSWORD". At the bottom, there is a checkbox labeled "I'm not a robot" next to a reCAPTCHA logo and "Privacy - Terms" link. A green "SUBMIT" button is located at the bottom center.

- 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**.

Select

GOOD AFTERNOON!  
What can we help you access today?

SecureAccess  
Washington

ACCOUNT GET HELP TIPS ON LOGOUT

ADD A NEW SERVICE

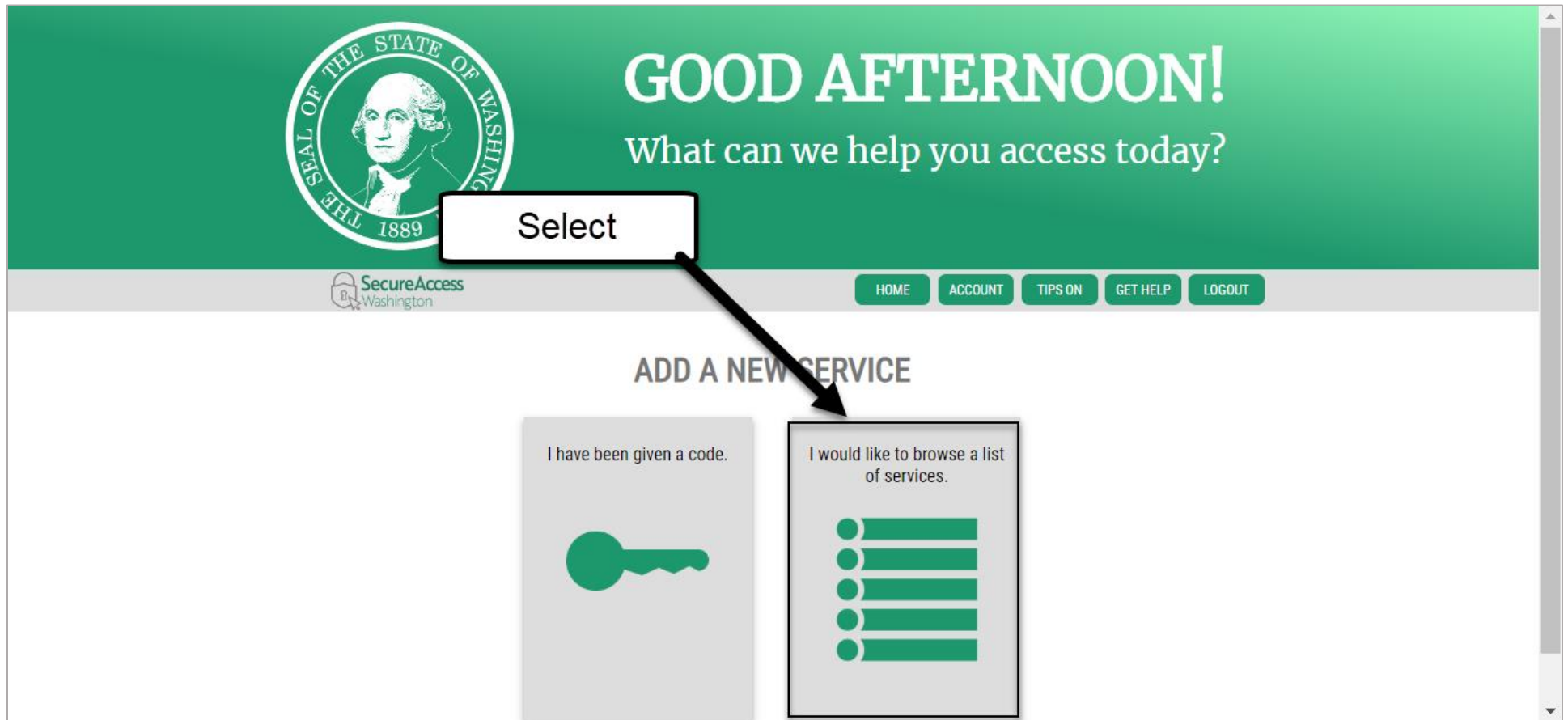
SERVICE	DESCRIPTION	MEMBERSHIP ?	ACTION ?
---------	-------------	--------------	----------

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

SHOWING YOUR SERVICES FROM  
ALL OF WASHINGTON

WASHINGTON  
STATE  
AGENCIES

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**.

The screenshot displays the top navigation bar with the Washington State seal and the text "GOOD AFTERNOON! What can we help you access today?". Below this is a "SecureAccess Washington" logo and navigation buttons for HOME, ACCOUNT, TIPS ON, GET HELP, and LOGOUT. The main content area is titled "ADD A NEW SERVICE" and contains a vertical list of service options: Board of Accountancy, Consolidated Technology Services, Department of Archaeology and Historic Preservation, Department of Commerce, Department of Ecology, Department of Financial Institutions, and Department of Health. A callout box with the word "Select" and an arrow points to the "Department of Health" option, which is highlighted with a black border.

4. In the column under **Services from DOH**, scroll down until you see **WALT** and click **Apply**.

The screenshot shows the Washington State Department of Health website. The logo is in the top left. A list of services is displayed in a column. Each service has a title, a brief description, and an 'APPLY' button. The 'WALT' service is highlighted with a black border, and an arrow points from a callout box labeled 'Select' to its 'APPLY' button.

Service Name	Description	Action
EMS ONLINE CERTIFICATION	Allows EMS Personnel to submit online renewal applications and to manage their supervising agencies. Allows Agency Supervisors, County Coordinators, and Medical Program Directors to review and approve renewal applications.	APPLY
EPH ONLINE PAYMENTS SYSTEM	Online Payments system for EPH services	APPLY
NEWBORN SCREENING SECURE REMOTE VIEWER (SRV)	View and download newborn screening results for infants screened in Washington State.	APPLY
ONLINE APPLICATION PORTAL	Online Applications for Healthcare Provider and Healthcare Facility Credentials.	APPLY
<b>WALT</b>	Washington loan tracking system	<b>APPLY</b>
WIC ONLINE RETAILER APPLICATION PORTAL	WIC Online Retailer Application Portal	APPLY

### 2.1.4.1 Register for WALT

Pre-registration is required to access WALT. If you're already in the WALT system, no action is needed.

For WALT Pre-registration and other user help, please contact:

Sara J Herrera

360-236-3089

[sara.herrera@doh.wa.gov](mailto:sara.herrera@doh.wa.gov)

After you are registered follow the steps below to access WALT.

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

The screenshot shows the SecureAccess Washington user interface. At the top, there is a green banner with the Seal of the State of Washington and the text "GOOD AFTERNOON! What can we help you access today?". Below the banner 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". The "WALT" service is listed with the description "Washington loan tracking system", "Active" membership, and a "Remove" action. To the right of the table, there is a section for "SHOWING YOUR SERVICES FROM" with a dropdown menu set to "ALL OF WASHINGTON" and a "WASHINGTON STATE AGENCIES" logo.

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

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



## 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
Internet Explorer*	9.0 and above (11.0 is recommended)
Firefox	3.6 and above
Safari	5.1 and above
Chrome	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.

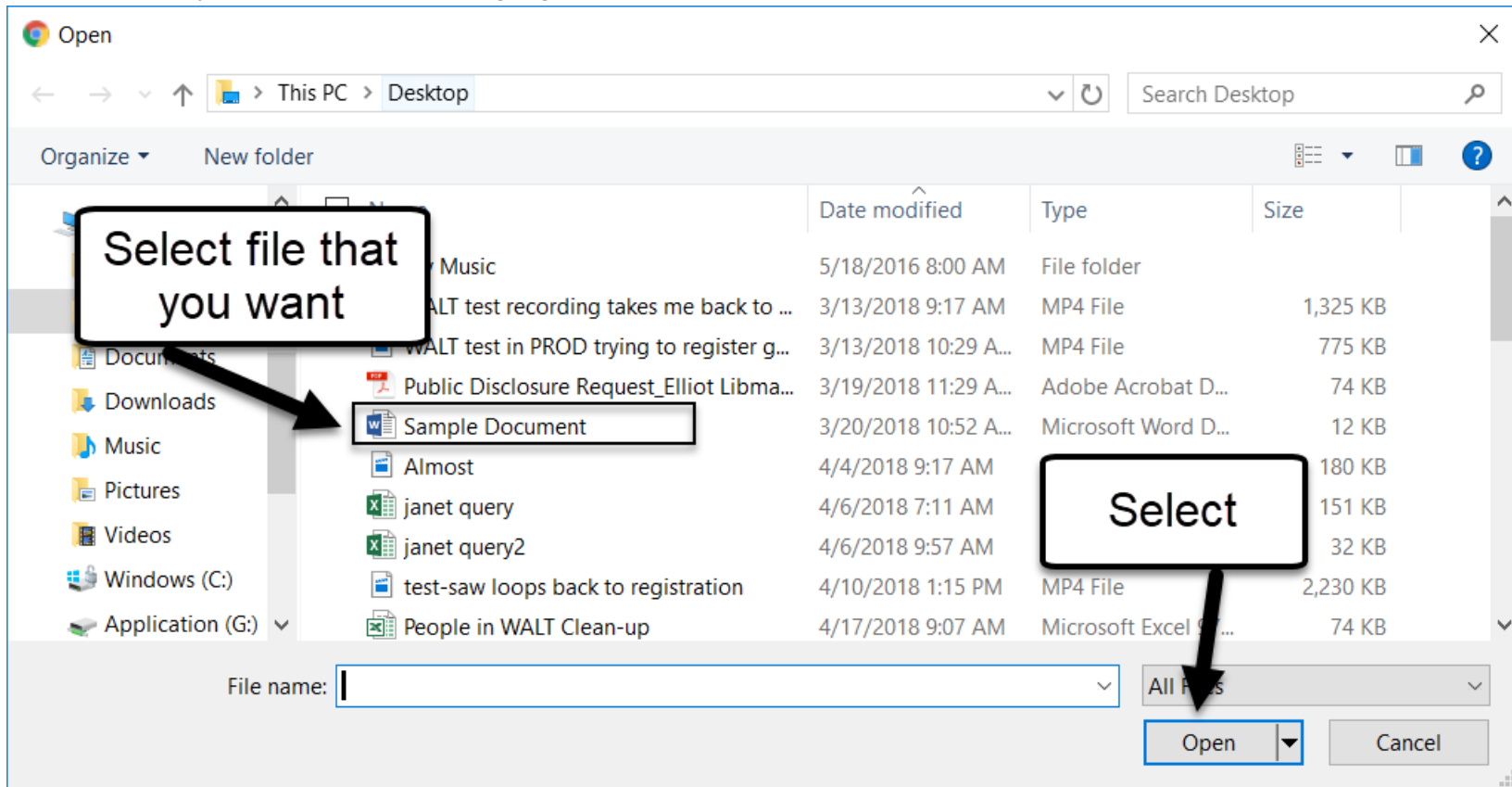
The following steps explain how to attach a document file.

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

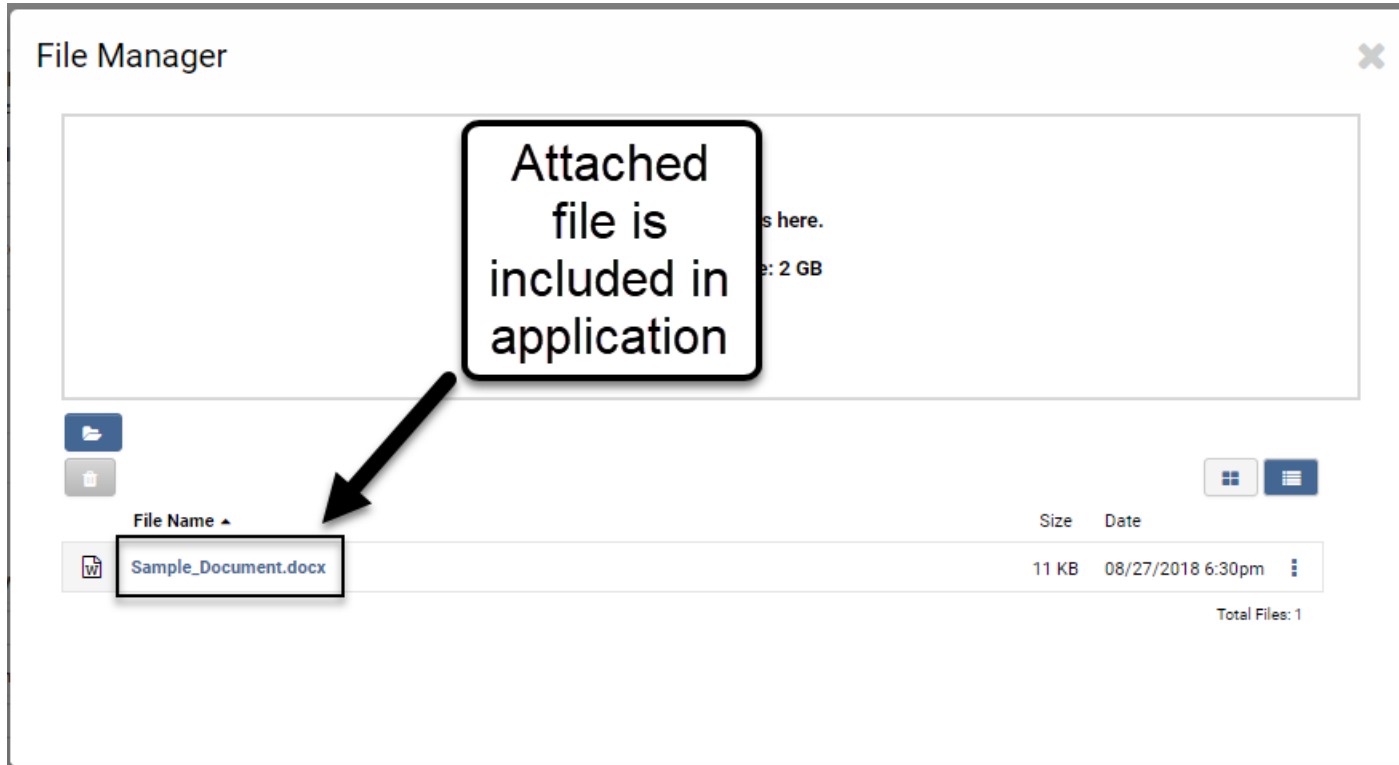




3. Click on the file you want to upload to highlight it, then click **Open**.




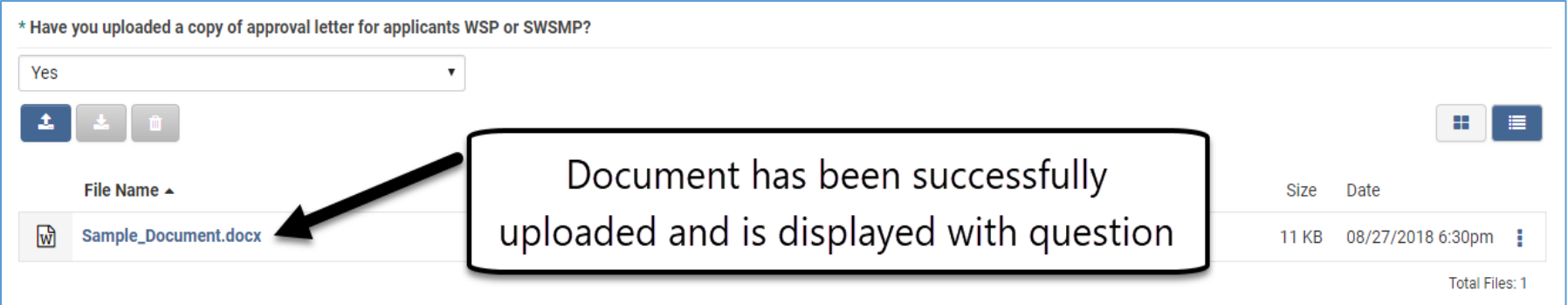
4. File will appear automatically in the application.



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 displays a web interface for file uploads. At the top, a question asks, "\* Have you uploaded a copy of approval letter for applicants WSP or SWSMP?". Below this is a dropdown menu set to "Yes". There are three buttons: upload, download, and delete. A table lists the uploaded files, with one entry: "Sample\_Document.docx" (11 KB, 08/27/2018 6:30pm). A callout box with a black border and white background contains the text "Document has been successfully uploaded and is displayed with question", with a black arrow pointing to the file name in the table. The interface also includes a grid view toggle, a list view toggle, and a "Total Files: 1" indicator.

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

### 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 the 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	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 registration. At the top left is the logo for the Washington State Department of Health. Below it 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: one for the Application ID, one for the Federal Tax ID, and one for the Application Type. The callout for the Application Type explains that it is populated based on the funding opportunity chosen on a previous page. The callout for the Federal Tax ID explains that it is populated from the registration page. The callout for the Application ID simply states the value.

Application ID 2018-3477

Application Type is populated based on the funding opportunity you chose on previous

Application Type: Construction Loan

Federal Tax ID field is populated from Registration page

\* Application ID: 2018-3477

Applicant Organization: Bobby Ann's Boathouse

\* Water System Name:

Water System ID:

\* Main Contact: Bobby Ann

Status: Draft

APPLICANT ORGANIZATION INFORMATION PROJECT INFO DOCUMENT ATTACHMENTS

\* Data Universal Numbering System (DUNS) #:

[Link to Central Contractor Registration](#)


\* Central Contractor Registration (CCR) Expiration Date: mm/dd/yyyy

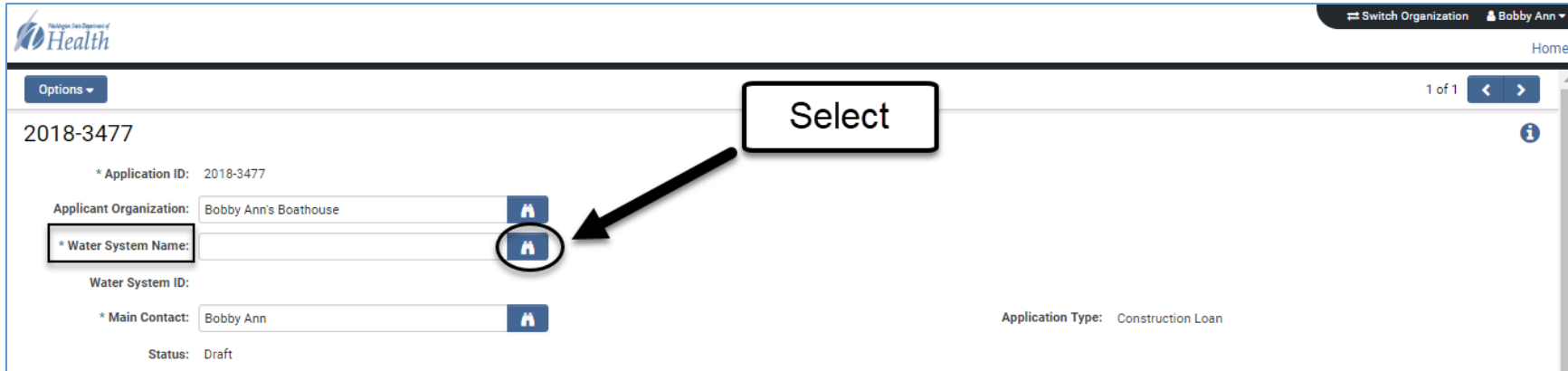
\* Statewide Vendor #:

\* UBI #:


Federal Tax ID: 98-9800123

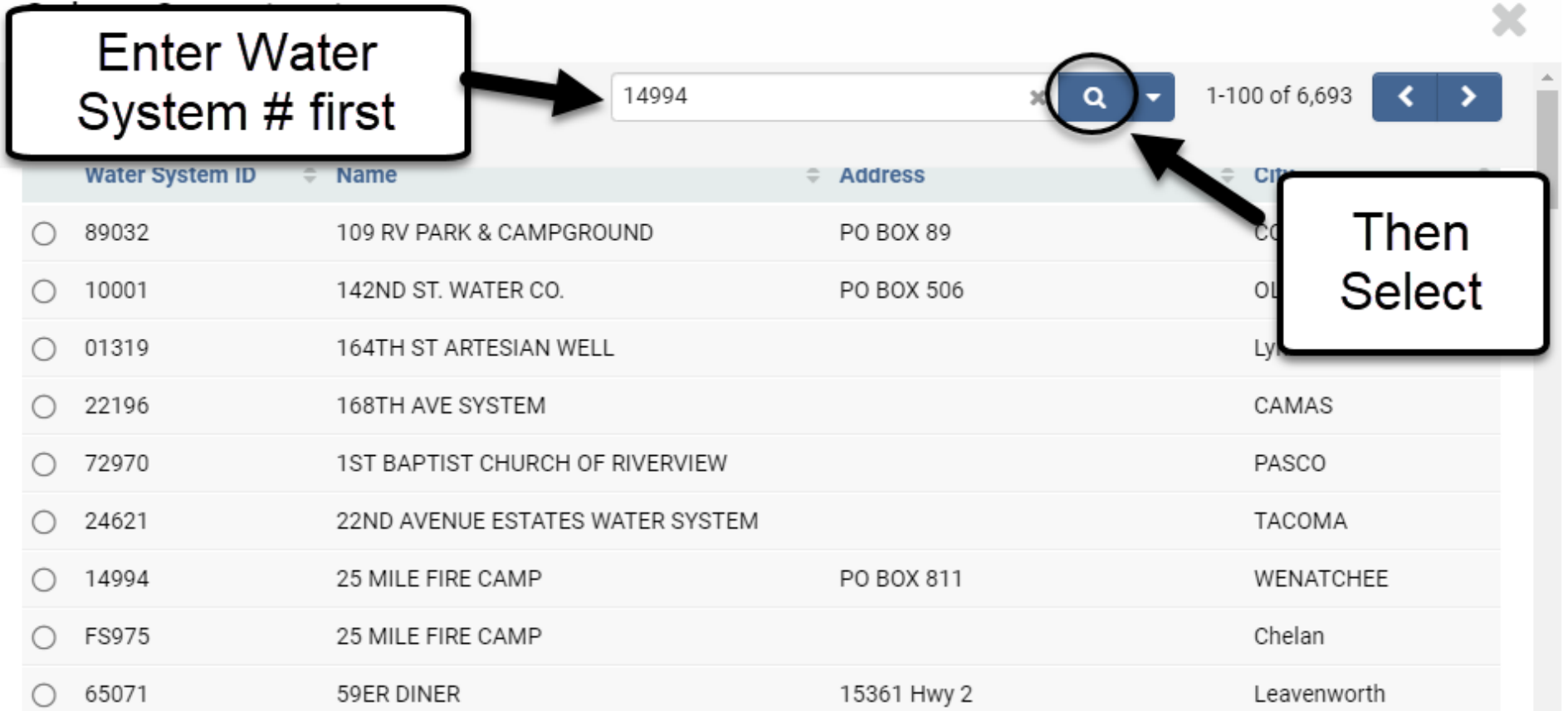
## WALT External User Guide

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

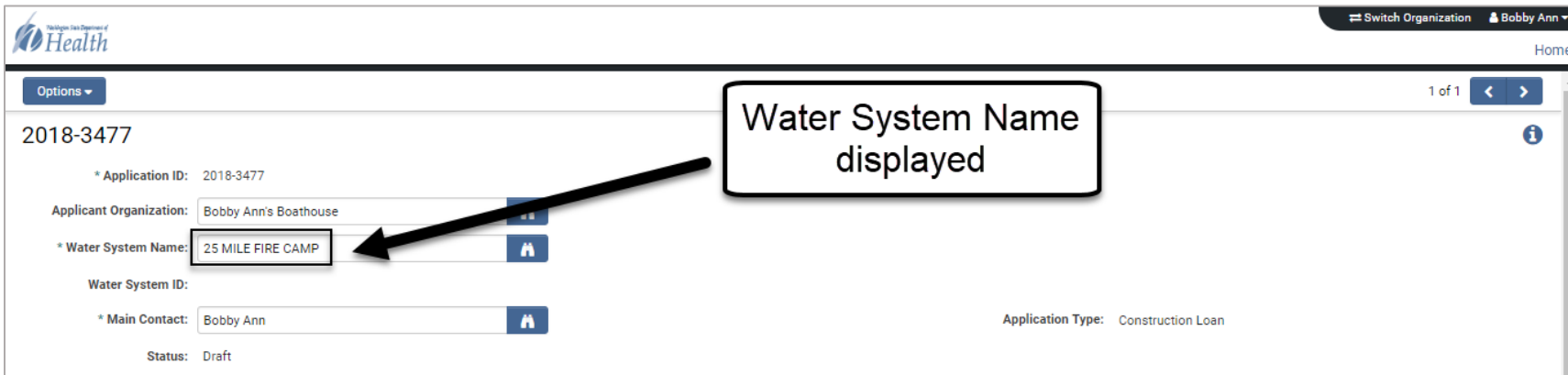
**Then Select**



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 the WALT application interface for application ID 2018-3477. The interface includes a header with the 'Washington State Department of Health' logo and a user profile for 'Bobby Ann'. The main content area displays the following information:

- Application ID: 2018-3477
- Applicant Organization: Bobby Ann's Boathouse
- Water System Name: 25 MILE FIRE CAMP
- Water System ID: 14994 (highlighted with a box and an arrow pointing to a callout box)
- Main Contact: Bobby Ann
- Application Type: Construction Loan
- Status: Draft

A callout box with a black border and white background contains the text "Water System ID displayed". A black arrow points from this callout box to the "Water System ID: 14994" field.

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

## WALT External User Guide

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 process 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 (selected), 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

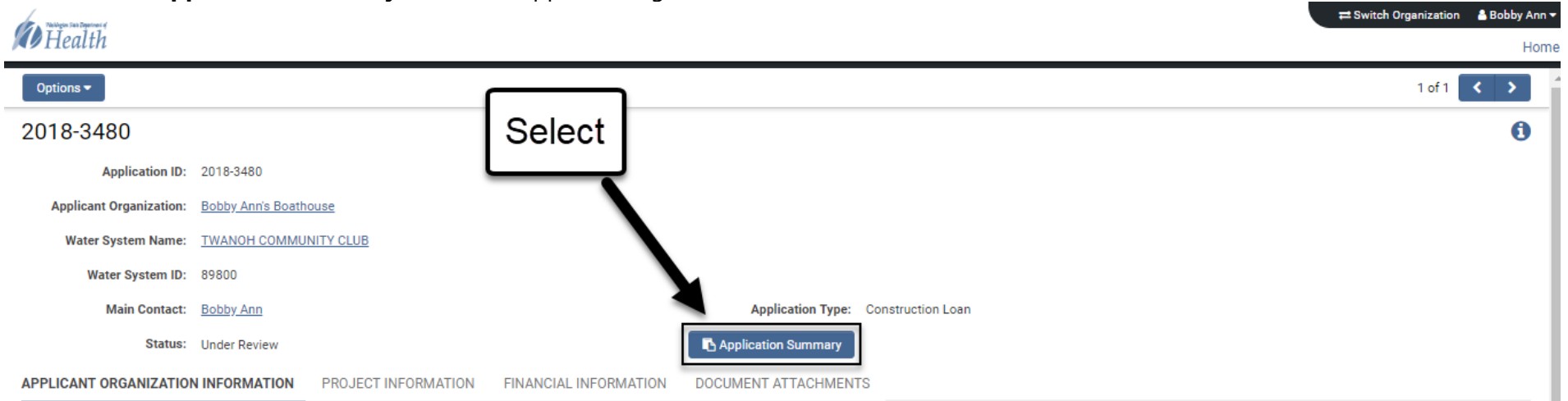
Once submitted, your application(s) appears on the WALT home page in the **My Applications** after you log-in or click the **Home** link at the upper right corner. You will find your application(s) under one of the following five tabs: In Progress, Under Review, Action Needed, Active, and Inactive.

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 viewer interface includes a title bar 'Application Summary', a page indicator '1 / 11', and navigation icons for refresh, download, print, and bookmark. The document content features 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.