

Secure Access Washington (SAW) - (WEIRS User's Manual - chapter 2)

System Access via the Internet

SAW is a portal to state applications for users outside of the state intranet. If you are accessing WEIRS from within the state intranet, this Chapter will not apply to you.

There are two versions of WEIRS: One for training purposes and one for real data entry. You need two separate SAW accounts to get to those separate applications.

To access the **Training** version use this SAW address <https://test-secureaccess.wa.gov/>

To access the **Production** version use this SAW address <https://secureaccess.wa.gov/>

Simply follow the directions on the screen to: Create an Account; Activate the account; Select Ecology's WEIRS Application; Request user permissions within WEIRS.

If you need an account in both systems, you will need to do this entire process TWO times:

First for Training, then later for Production

Create an account

SAW SecureAccess WASHINGTON

News Video Help

Log in to SecureAccess Washington

User ID:

Password:

LOGIN

New SAW Users

Do not have an account? [Create one](#)

Forgot User ID? Forgot Password? Activate Account Missing Email?

© Copyright 2014
Washington State Dept. of Consolidated Technology Services
All Rights Reserved

[Privacy Notice](#)

Click Start

SAW SecureAccess WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Validate information 5 Check email 6 Log in to account

Create an Account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

START

© Copyright 2014
Washington State Dept. of Consolidated Technology Services
All Rights Reserved

[Privacy Notice](#)

Enter your name, email, and secret question/answer. Click Next

Enter your personal information

Name:

E-mail Address:

Confirm E-mail:

Secret Question:

Question Answer:

Secret Question:

---select a question---

- What was your first teachers last name?
- What city were you born in?
- What city did your first airplane ride take you to?
- Who was your best childhood friend?
- What was the name of your first permanent employer?
- By what nickname did your friends call you when you were a child?
- What was the mascot of your high school football team?

PREVIOUS **NEXT**

Select and enter a User ID and Password. Please use your name (NO SPACES) as your User ID. The system will assist you in developing your password. As you enter characters it will let you know how it's going and when you have reached a password that meets the requirements. When finished click, Next.

<p>User ID:</p> <input type="text" value="StephanieSummers"/>	<p>Requirements for a secure password:</p> <ul style="list-style-type: none">● At least 10 characters● Contain at least three of the following character classes:<ul style="list-style-type: none">• uppercase letters• lowercase letters• numerals• special characters● Does not contain user ID● Does not contain your full name <p>Elements still needed for a secure password:</p> <ul style="list-style-type: none">● At least 10 more characters
<p>Password:</p> <input type="password"/>	
<p>Confirm Password:</p> <input type="password"/>	
<p>PREVIOUS</p>	<p>NEXT</p>

The System will show your information. You can print this page with the PRINT link. Your password will not show here. You might want to add that while it's still fresh. Click Next.

Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name:
Stephanie Summers

E-mail Address:
Stephanie.Summers@Example.com

User ID:
StephanieSummers

Password:
XXXXXXXXXXXXXX

Secret Question:
What city did your first airplane ride take you to?

Answer:
XXXXXXXXXXXXXX

Go back to the previous page to make changes.
Continue to the next page if the information is correct.
You may want to **PRINT** this page for your records.

[PREVIOUS](#) [NEXT](#)

Please note the message at the top of the review page - passwords don't last forever.

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire every 24 months or 13 months depending on application access. Also, your password should not include a dictionary word.

Enter the security code the system gives you (to prove you're human) and click Submit.

SAW SecureAccess WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Validate information 5 Check email 6 Log in to account

Enter security check

19ae7u
(Click here if you cannot read the code)

In the box below, enter the security code you see above (not case sensitive):

PREVIOUS SUBMIT

© Copyright 2014
Washington State Dept. of Consolidated Technology Services
All Rights Reserved

Privacy Notice

You're NOT DONE YET! You need to access your email to activate your SAW account.

SAW SecureAccess WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Security check 5 Check email 6 Log in to account

Check your email account

You are not quite finished yet! Next you will need to check your email to get information needed to get your account activated and ready to use!

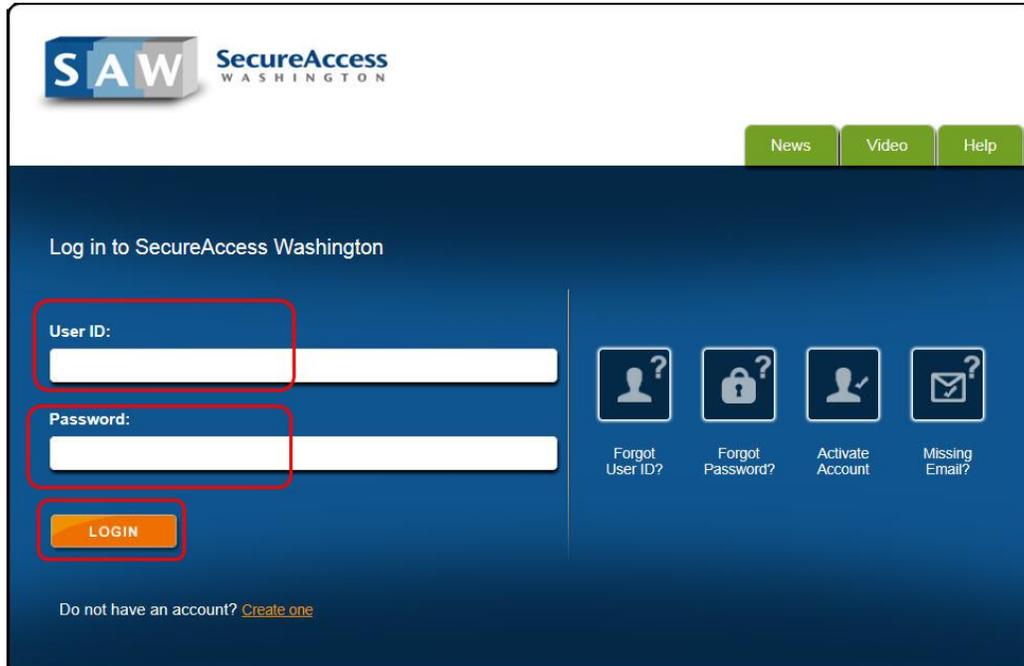
© Copyright 2014
Washington State Dept. of Consolidated Technology Services
All Rights Reserved

Privacy Notice

CLOSE THIS SAW WINDOW

Go back to your email. Open the “Welcome to SecureAccess Washington” email and click the blue account activation link.

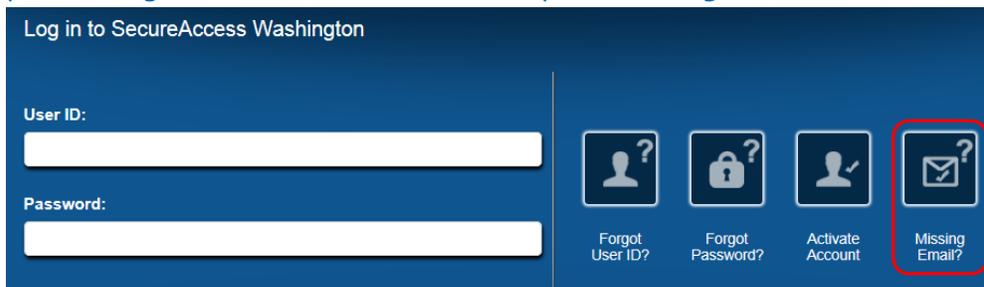
This will launch a SAW login page. Enter User ID (not case sensitive) and password (case sensitive). Click Login. Enter your User ID (not case sensitive) and password (case sensitive)



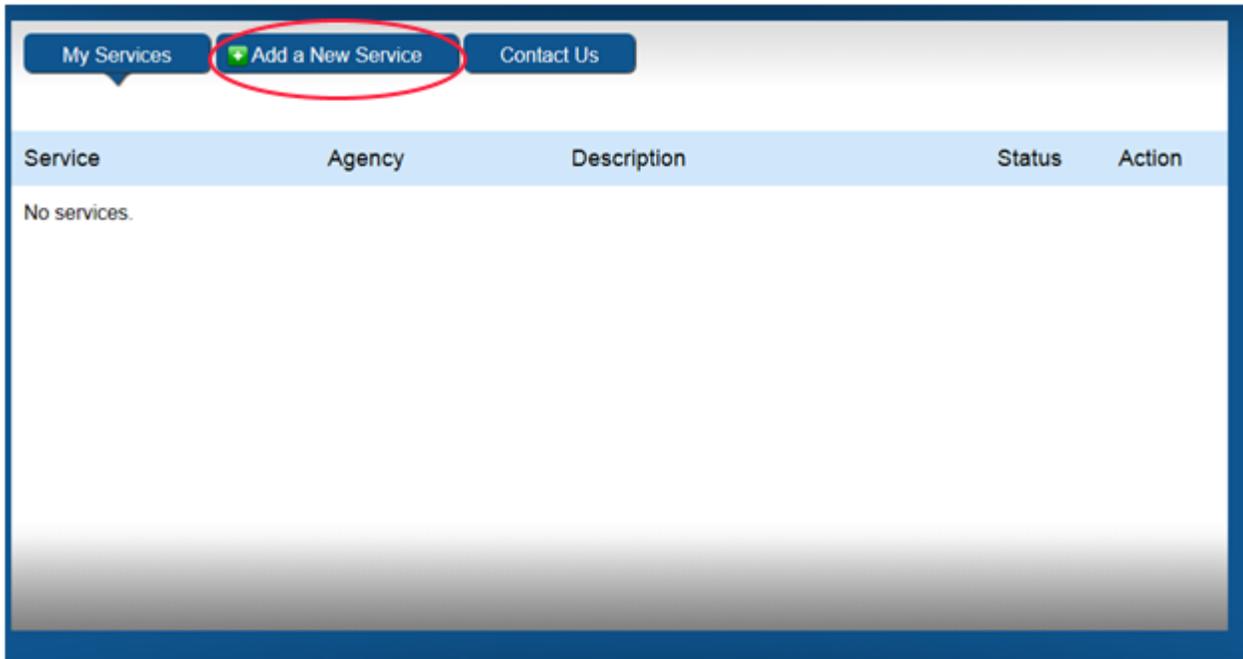
Or click the *Activate Account* link - you will need the confirmation code from the email.



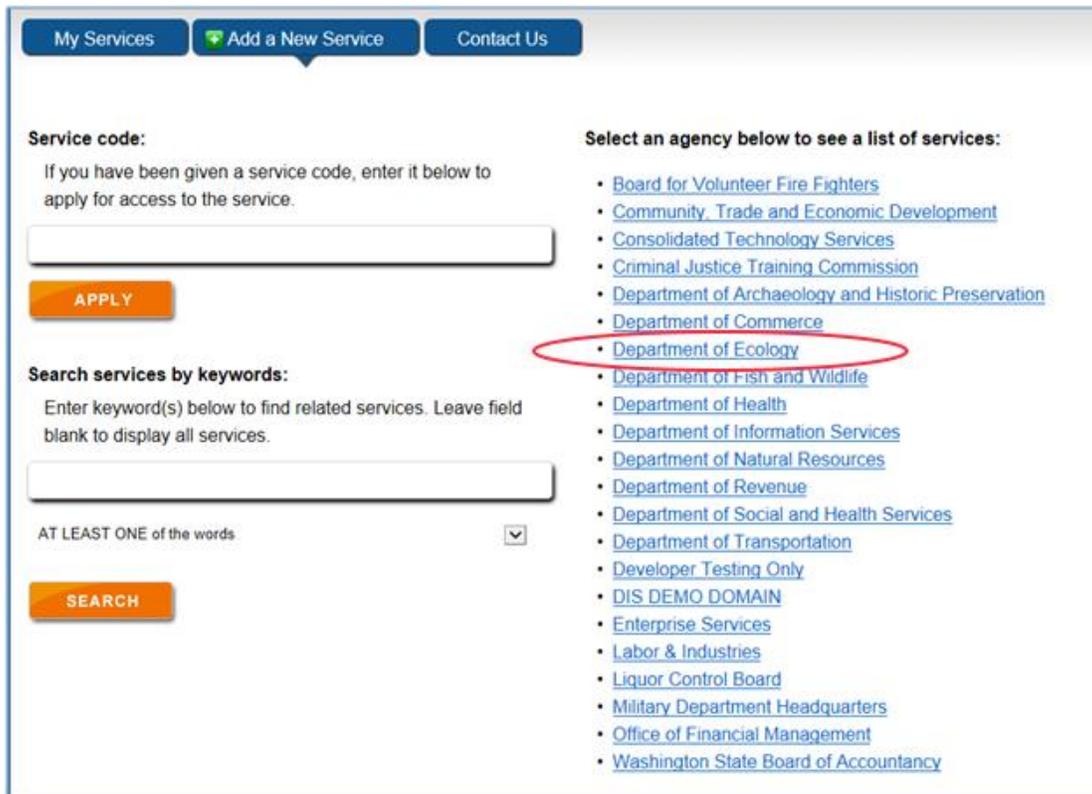
If you never got the confirmation email try the *Missing Email?* link



Once logged on, click the “Add a New Service” tab with the green plus symbol next to it.



Click on the blue link “Department of Ecology”



Scroll all the way to the bottom of the systems list. **Find the version of the WEIRS application you are looking for – either Training or Production – depending on which system you are accessing.**

Click the Apply button next to the system name.

Underground Storage Tank Tracking System	Underground Storage Tank tracking system. This is a rewrite of an existing system. Privacy Notice	<input type="button" value="APPLY"/>
WA Low Carbon Fuel Standard Reporting Tool (LCFS)	WA Low Carbon Fuel Standard Reporting Tool (LCFS) Privacy Notice	<input type="button" value="APPLY"/>
Washington Emissions Inventory Reporting System - Training	Washington Emissions Inventory Reporting System -Training Privacy Notice	<input type="button" value="APPLY"/>

You have just created a SAW account. You have requested access to Ecology’s Washington Emission Inventory Reporting System. However, at this point you are not actually visible to anyone at Ecology. You need to launch WEIRS, and create a user account. If you will be signing and certifying the data submission, you will also be required to create a CROMERR account. CROMERR is a separate system used by WEIRS and has its own registration and password requirements.

Click the ‘My Services’ link.

The screenshot shows the user interface for the SAW SecureAccess WASHINGTON system. At the top right, it says "Welcome, Stephanie Summers" with a "Logout" button. Below this are three navigation tabs: "My Secure Services", "Account Management", and "Help". In the main content area, there are three buttons: "My Services" (circled in red), "Add a New Service" (with a green plus icon), and "Contact Us". Below the buttons, a message reads: "Service Registration Successful. Thank you for registering with agency Department of Ecology's service Washington Emissions Inventory Repository Database - Training. Please click the 'My Secure Services' tab above to access the service."

Click the Washington Emissions Inventory Reporting System link under Service.

Service	Agency	Description	Status	Action
Washington Emissions Inventory Repository Database - Training	Department of Ecology	Washington Emissions Inventory Repository Database -Training	Active	Remove

See the Action Remove link to the far right? **NEVER** CLICK this link.

Now, you SHOULD be on the new user introduction page of the Washington Emissions Inventory Reporting System (WEIRS). Whenever you use WEIRS make sure you are in the version (training or production) that you intended to use. You don't want to do a lot of actual *annual data* entry only to find out later you did that work in the training environment.

This is the step most often missed:

****That little Continue button at the bottom of the yellow text****

WASHINGTON STATE
Department of Ecology

Washington Emissions Inventory Reporting System (WEIRS)

Training

WEIRS version:
Training or Production

Creating your WEIRS application account

In order to use this application, you must first apply to use it. This will involve the submission of your information for approval. You will encounter a number of pages that will require you input your information. Please complete these forms and submit the information. An email will be sent to application administrators for approval final approval and the granting of application access. Once approval has been granted, an email will be forwarded notifying you that you now have access to the application.

If you feel you have encountered this page in error, please contact the Department of Ecology's Air Quality application development staff at the [Contact Us](#) link below. Otherwise, please continue with or exit from the application.

CONTINUE EXIT APPLICATION

CONTINUE

****You must click the Continue button to create your user account.****

Fill in the name, address, phone number, and other details as required on the next few screens.

WASHINGTON STATE
Department of Ecology

Washington Emissions Inventory Reporting System (WEIRS)

Training

ADD APPLICATION USER

* First Name

Middle Name or Initial

* Last Name

Preferred Name

* Email Address

SAVE CANCEL

[Connect Us](#)

After entering your user details, you will come to the facility search table screen. All facilities are listed. You can search by typing a part of the facility name in the Search for box and clicking Go. Alternately, you can scroll through the pages with the arrows to the top right of the list.

	Facility Name	Facility ID	Composite Site Code	Permitting Agency	Operating Status
SELECT	A & B Asphalt	0019	J-005-0019	Benton Clean Air Agency	Operating but State/Local/Tribe Not Reporting Emissions
SELECT	Agrium US Inc	0002	J-005-0002	Benton Clean Air Agency	Operating
SELECT	Alcoa Primary Metals Intalco Works	0001	S-073-0001	Dept. of Ecology Industrial Section	Operating
SELECT	Alcoa Primary Metals Wenatchee Works	0001	S-007-0001	Dept. of Ecology Industrial Section	Operating
SELECT	Areva NP, Inc	0027	J-005-0027	Benton Clean Air Agency	Operating but State/Local/Tribe Not Reporting Emissions
SELECT	Avista	0033	A-065-0033	Dept. of Ecology Eastern Regional Office	Operating
SELECT	Blowing Steam Worldwide	test123	S-011-test123	Dept. of Ecology Industrial Section	Operating
SELECT	Boise Cascade Wood Products Kettle Falls Lumber	0010	A-065-0010	Dept. of Ecology Eastern Regional Office	Operating
SELECT	Boise Cascade Wood Products Kettle Falls Plywood	0008	A-065-0008	Dept. of Ecology Eastern Regional Office	Operating
SELECT	Boise Cascade Wood Products, LLC - Arden Lumber	0006	A-065-0006	Dept. of Ecology Eastern Regional Office	Operating

Select the facility, or facilities that you are requesting access to by clicking the SELECT button next to that facility. A green check will appear next to the facility or facilities that you have chosen. When all necessary facilities are selected, click Next.

Users who will NOT be signing and certifying the inventory submission may exit the registration process by closing their browser. You will be contacted by Ecology staff via email requesting information on your permitting agency, requested user role, and the facility(ies) you are requesting access to. When the information has been verified with your permitting agency, you will be granted access to WEIRS and be notified via email. You may skip the next section on *Electronic Signature Account - CROMERR*, and jump to page [14](#).

Users that will be signing and certifying the inventory submission must create an electronic signature account as described in the next section.

Electronic Signature Account - CROMERR

Users that will be signing and certifying the inventory submission, must sign up for a CROMERR account. If you are signing up for Production and you already have a CROMERR account for reporting to Ecology for another program, you can use the login for that account [here](#).

my Electronic Signature Account

Enter User Name:

Enter Password:

[Forgot my password](#)
[View recent account activity](#)
[Update my security questions](#)
[Update my profile](#)
[Change my password](#)

[Leave a comment](#)

Don't have an account? [Create one](#)

You must have an Electronic Signature Account and be logged into it to be able to sign submissions.

Sign into CROMERR or create a new CROMERR account.

If you don't already have a CROMERR account or if you are signing up for WEIRS - Training, click [Create one](#) to create a CROMERR account.

Create a user name and password that you can remember. If you wish, you may create the same password that you created for SAW.

This information must be kept secure. Do not share your login information.

You will have to use this account to certify annual data entries into WEIRS. This is how you securely submit (e-sign) your facility emission Inventory reporting.

my Electronic Signature Account

Create new Electronic Signature Account user:
[Help!](#)

Instructions:

- The User Name length must be a minimum of 6 characters.
- The Password length must be a minimum of 8 characters.
- The Password must include at least 1 of each of the following 3 types of characters:
 - Use UPPER and lower case letters, a number, and a special character such as: ~!@#S%^&*.-+?

Create User Name:

Create Password:

Confirm Password:

Sign into CROMERR or create a new CROMERR account.

Follow the instructions to set up Security questions.

Security Questions for Identity Verification

Select and answer 5 different questions: [Help!](#)

Instructions:

- Chose questions that are easy for you to answer consistently.
- Chose questions that are not common knowledge to others.
- Remember that you will need to be able to answer the question exactly the way you do here.
- Spelling, spacing, and case of letters must match each and every time you answer.
- Consider printing this page out for your records after completing the questions.

Select a question and enter the answer to it below.

Select a question and enter the answer to it below.

Select a question and enter the answer to it below.

Select a question and enter the answer to it below.

Select a question and enter the answer to it below.

Continue

You cannot use the same answer for more than one question.

Use answers that are real and can be recalled. These will be used to verify your identity each time you access your CROMERR account.

Answers are case-sensitive.

During future logins if you answer incorrectly three times your account will be locked.

Add your User Profile Information. Click Submit User Profile Information.

HOME

First Message: Change the text
Second Message: Change the text

my Electronic Signature Account User Profile Information

Please enter your profile information:

Display Name: i.e. Joe Dow or Dr. Fred Jones

Email Address: i.e. myEmail@something.com

Company Name: i.e. Business Inc.

Primary Phone: i.e. (999) 999-9999

Secondary Phone: (optional) i.e. (999) 999-9999

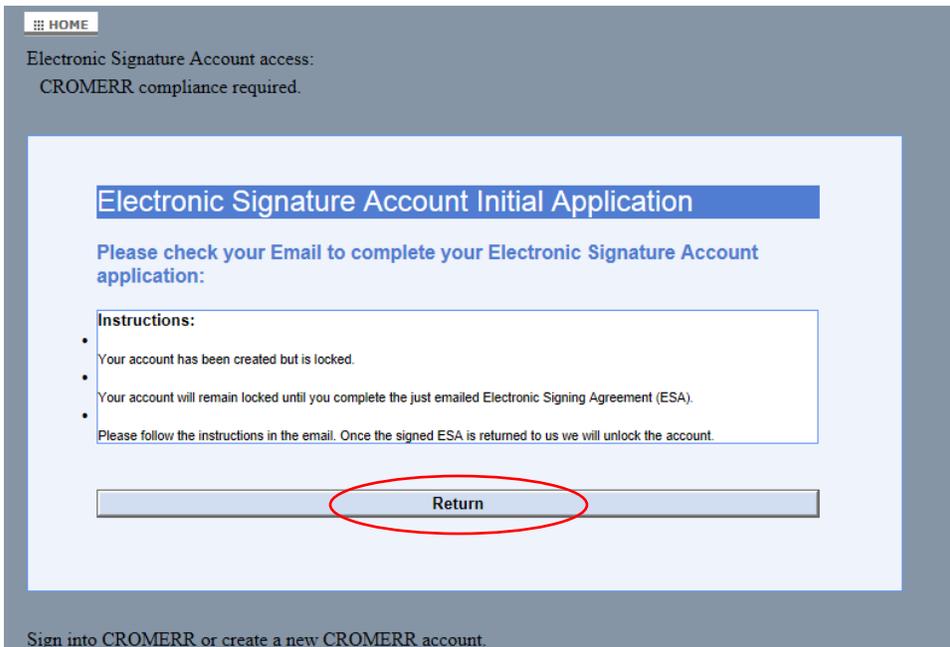
General Information or Notes:

Any information you include in this box will assist in identifying you and approving your account.

Submit User Profile Information

[Sign into CROMERR or create a new CROMERR account.](#)

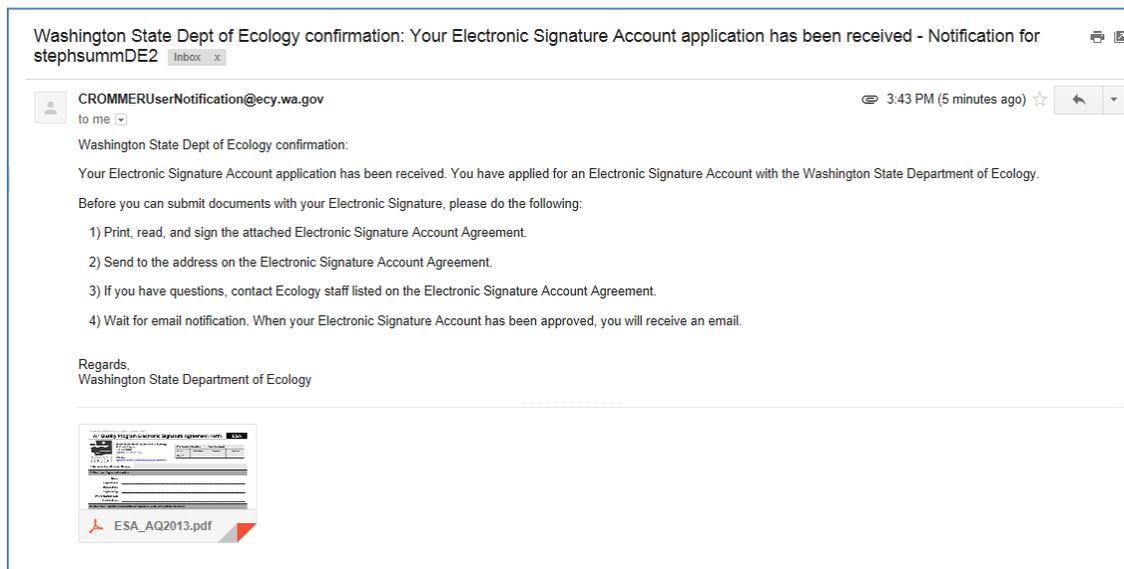
Congrats - Your CROMERR account has been created! Click return.



You will be returned to the WEIRS home screen. Close the browser window.

By law, the electronic signature (CROMERR) account requires an original “wet-ink” signature. You will receive a CROMERR confirmation email (see below) which will include the required signature document as an attachment.

The Electronic Signature Account form (ESA) must be printed, read, signed, and mailed to Ecology. This signed form will be kept on file at Ecology as verification of your signing authority.

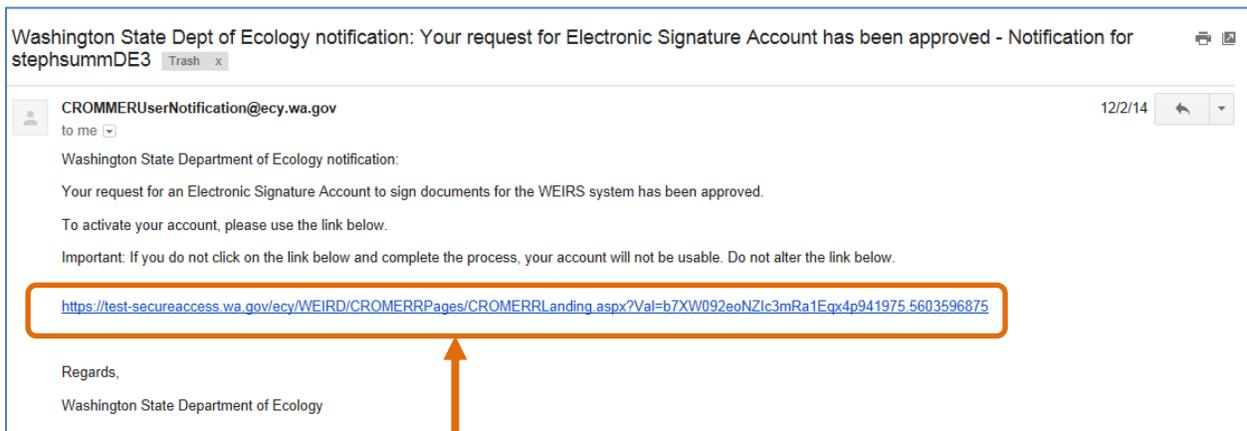


Only Production WEIRS accounts need an ESA – do not send for training accounts

Washington Department of Ecology
Air Quality Program
PO Box 47600
Olympia, WA 98504-7600

Mail the form to:

You will be contacted by Ecology staff via email requesting information on your permitting agency, requested user role, and the facility(ies) you are requesting access to. When the information has been verified with your permitting agency and your signed ESA is received at Ecology, your WEIRS and CROMERR accounts will be approved and you will be granted access to WEIRS. You will then receive a final activation e-mail.



**IMPORTANT: Click the link in the e-mail to activate your account.
This completes the process**

When you sign in to SAW and launch WEIRS, you should get to this page which states that your CROMERR account has been approved. If you receive that message, you may close the browser or click Home to view your facility and user details.



If you see a message telling you that your CROMERR account activation was not successful, please let us know using the [Contact Us](#) link at the bottom of the page.

Now, the next time you re-logout to SAW you will be able to access WEIRS.

Service	Agency	Description	Status	Action
Washington Emissions Inventory Reporting System - Training	Department of Ecology	Washington Emissions Inventory Reporting System -Training	Active	Remove

Congratulations, you are now a WEIRS user!



SAW Support

Access problem?

If you can't log-in or get kicked out of the system - notify Ecology's Emission Inventory staff at email: AQWEIRDrequest@ecy.wa.gov. Include as much information as you can – including: what exactly is the problem? What was happening when the problem occurred? What were you trying to do? Did you get a screen shot of the error/oddity? Attach it to the e-mail. Do you use SAW to access WEIRS? Were you working in the system and got kicked out or you couldn't log in? Did you log into SAW but never get all the way to WEIRS? Were you successfully working in the system earlier in the day; recently; or has it been awhile?

Forgot your User ID and/or password?

SAW allows you to easily retrieve your User ID with a link on main page of SAW.

Password Maintenance

SAW security integrity is ensured through a periodic automatic expiration of your password. This will occur every 24 months or 13 months depending on application access. If your password has expired simply utilize the "Forgot your password?" link on the main page of SAW to reset your password.

Why so many SAW accounts?

You have applied for a SAW account, at a particular url address, that will give you access to a particular version of the WEIRS application. Training will be accomplished on one version of WEIRS which sits on a server at Ecology. While the Production version of WEIRS resides on a different server at Ecology and security requires a different SAW address be used for logging onto a production server. So, in order to train in the database, you will need a training account in SAW, and in order to enter your actual data for the year you will need a production account in SAW.

Account Management

When logged into SAW you can change things like your email, name, and password using Account Management.



Expired SAW Account and Connection to WEIRS

SAW accounts expire after two years of inactivity. You will receive an automated email prior to account expiration notifying you that the account will be deleted unless there is some activity. Unless Ecology has been notified to delete your WEIRS account, your WEIRS account will still exist. If you still need to access WEIRS, take these steps to access your current WEIRS account:

- Create a new SAW account using the same User ID as the expired account. Contact Ecology if you don't remember your User ID.
- After creating the SAW account and activating the account via the SAW confirmation email link, choose "Add a New Service" and choose either WEIRS Production or WEIRS Training, whichever the expired account was for.
- You should have access now.

You may also create a brand new SAW and WEIRS account using the steps outlined in [0](#).