

# Grants Management System (GMS) training

## Completing registration in GMS

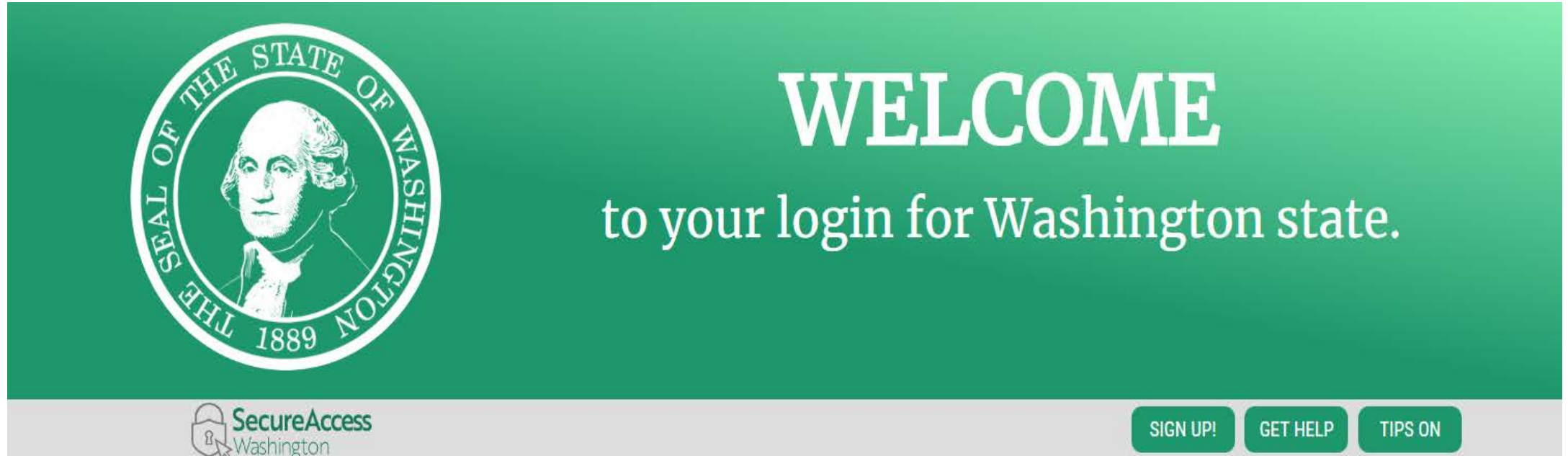
Debbie Ruggles - WSDOT



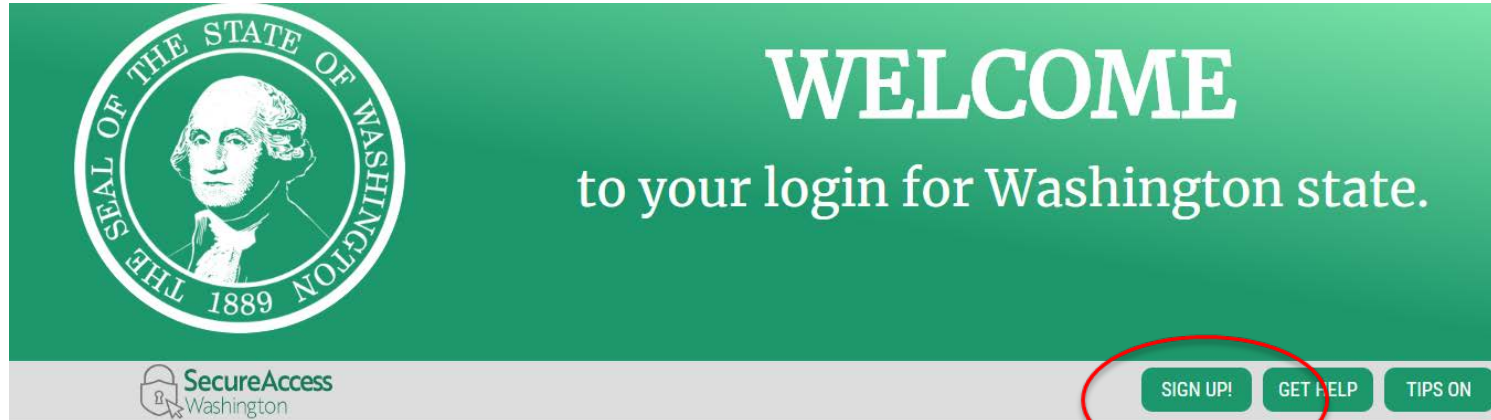
# Logging into Grants Management System



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 callout box to this button. The callout box contains the text: '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 ☆ ☆ 📦 Not syncing ⋮

 THE SEAL OF THE STATE OF WASHINGTON 1889

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 for 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, task view, 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 displays 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 lists several 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. The Windows taskbar at the bottom shows the search bar and various application icons, with the system clock displaying 10:52 PM on 5/28/2020.

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 board. From top to bottom, the buttons 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 a description and an "APPLY" button. The services listed are: "AIRCRAFT INTERNET REGISTRATION" (Annual registration of aircraft operating within the state of Washington.), "GRANTS MANAGEMENT SYSTEM" (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.

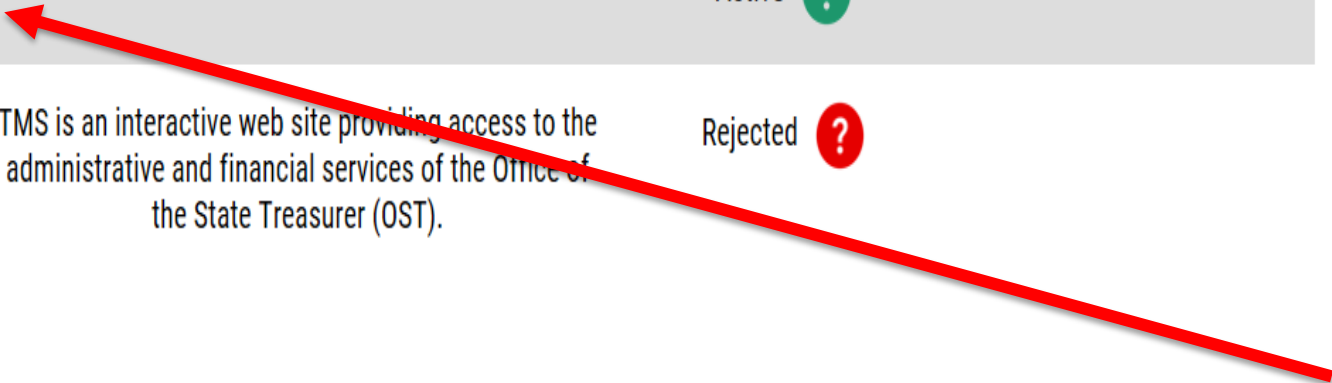


# Accessing PTD Grants directly through SAW – Add a New Service



ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP ?	ACTION ?
<a href="#">Drives</a>	Department of Licensing: DRIVES application	Active ?	<a href="#">Remove</a>
<a href="#">Grants Management System</a>	Grants Management System	Active ?	<a href="#">Remove</a>
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 a web registration form titled 'Registration' with a 'Save Registration Information' button. The form is divided into sections: 'Personal Contact Information' and 'Program Area of Interest'. The 'Personal Contact Information' section includes fields for Name (Salutation, First Name, Middle Name, Last Name), Title, Email\*, Address\* (Address 1, Address 2), City, State/Province (set to Washington), Zip, Phone\* (Phone, Ext.), and Fax. The 'Program Area of Interest' section has a dropdown menu. A red arrow points to the Zip field with a note about finding zip codes. A red circle highlights the 'Program Area of Interest' dropdown with a note about program area selection. Required fields are marked with an asterisk and red text.

**Registration** Save Registration Information

**Personal Contact Information**

Name:      
Salutation First Name Middle Name Last Name

Title:

Email\*:

Address\*:

City  Washington  Zip   
City State/Province Postal Code/Zip

Phone\*:    
Phone Ext.  
### ### ####

Fax:   
### ### ####

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.?

Program Area of Interest\*:

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

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

# 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



The screenshot shows a web browser window with the URL <https://secureaccess.wa.gov/myAccess/saw/myFortress/home.do>. The page has a green header with the Seal of the State of Washington and the text "GOOD EVENING! What can we help you access tonight?". Below the header is a navigation bar with buttons for "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT".

Below the navigation bar, there is a section titled "ADD A NEW SERVICE" and a table showing the status of services. The table has columns for "SERVICE", "DESCRIPTION", "MEMBERSHIP", and "ACTION".

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
Grants Management System	Grants Management System	Pending ?	<a href="#">Cancel</a>

A red arrow points to the "Pending ?" status in the table. To the right of the table is a dropdown menu labeled "SHOWING YOUR SERVICES FROM" with the option "ALL OF WASHINGTON" selected. Below the dropdown is a map of Washington State with the text "WASHINGTON STATE AGENCIES".

The Windows taskbar at the bottom shows the date and time as 11:15 PM on 5/28/2020.

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.

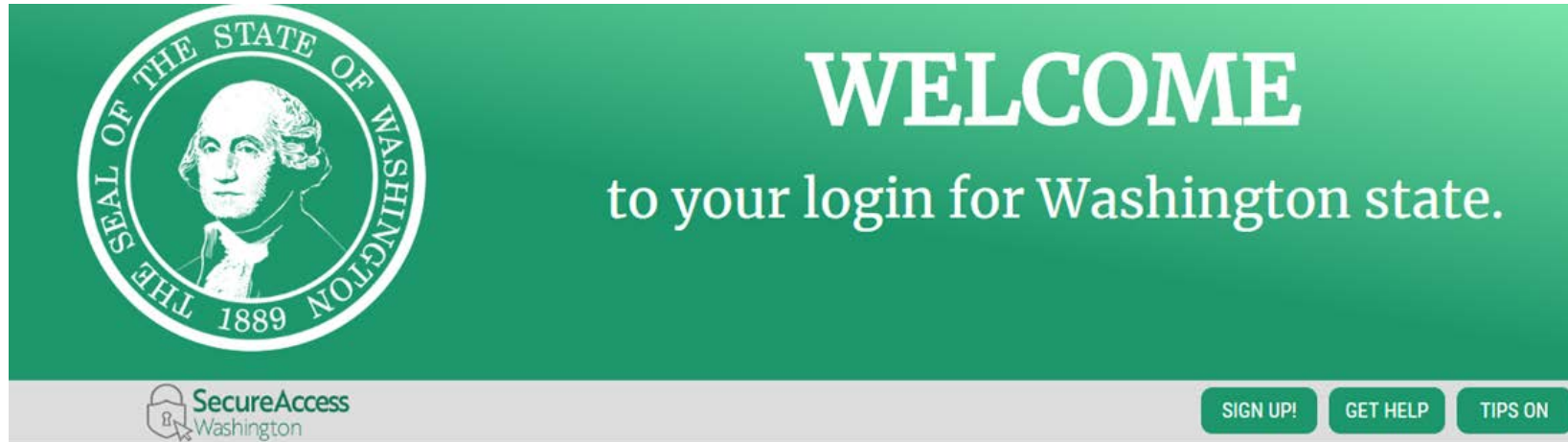
If you have any questions, please call (360) 705-7711 or email [PTGrantsMgmtSystem@wsdot.wa.gov](mailto:PTGrantsMgmtSystem@wsdot.wa.gov)

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

**SUBMIT**

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





# 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](mailto:PTDGMSsupport@wsdot.wa.gov)**

**Or**

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