

The Forest Practices Reviewer Notification Instructions

Washington Office of the Chief Information Officer Security policy requires **Secure Access Washington (SAW)** to authenticate login access to the **Forest Practices Reviewer Profile Service** and **Reviewer Notification History** web page. The compliance deadline for this policy was Friday, August 31st, 2012.

Setting up to receive Forest Practices Reviewer Notifications is a three-step process. Please follow the steps listed below.

1. **Create a SAW account.** Login to Secure Access Washington (<https://secureaccess.wa.gov>) and **Create one**.
 - a. This tutorial, http://www.dnr.wa.gov/Publications/fp_reviewer_notification_tutorial.pdf, will help you setup your account, or
 - b. If you already have a SAW account, skip to # 2.
2. **Complete the Forest Practices Reviewer Profile Form.**
 - a. Download and complete the Forest Practices Reviewer Profile Form at http://www.dnr.wa.gov/Publications/fp_reviewer_profile_form.pdf.
 - b. Email the completed form to fpars-admin@dnr.wa.gov.
3. **Turn on the Forest Practices Reviewer Profile service.**
 - a. Login to <https://secureaccess.wa.gov/>. Use your SAW user id and SAW password to login.
 - b. Select the “**Add a New Service**” tab
 - c. Select “[Department of Natural Resources](#)”
 - d. Select the “**Forest Practices Reviewer Profile**” service
 - e. The second part of this tutorial, http://www.dnr.wa.gov/Publications/fp_reviewer_notification_tutorial.pdf, will assist you in turning on the Forest Practices Reviewer Profile service and accessing your Reviewer Notification History using your SAW account User ID and Password.

Note: Do not select the Forest Practices Application Review System (FPARS) service – that is a different service, under development, that will allow an applicant to submit a Forest Practices Application online – sorry for the confusion. If you have applied for the FPARS service by mistake, please “**Remove**” it from your list of services.

The “**Forest Practices Reviewer Profile**” service will show under the “**My Services**” tab as “**Pending**”. An authorization request is sent to SAW. SAW will activate the service and send you an email informing you that access is granted. At that time the link to “[Forest Practices Reviewer Profile](#)” will be active and you can access your FPA notifications.

Once the “[Forest Practices Reviewer Profile](#)” service is activated, bookmark the link below, copy it to your “**Favorites**” folder or use it to create a shortcut on your desktop. At login, you will be asked for your SAW account user id and password, but upon logging in the system will take you directly to your **Reviewer Notification History** webpage.

<https://secureaccess.wa.gov/dnr/fparsreviewerprofile/>

IMPORTANT: DNR will not have access to your SAW account User ID or Password. If you change your SAW account User ID you must notify fpars-admin@dnr.wa.gov of the change. We must make the change in your Forest Practices Reviewer Profile for you to continue to access your Reviewer Notification History.