

## The Forest Practices Reviewer Notification Process has Changed

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 31<sup>st</sup>, 2012.

**Setting up a Forest Practices Reviewer Profile** 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. If needed, this tutorial, [http://www.dnr.wa.gov/Publications/fp\\_reviewer\\_profile\\_tutorial\\_part1.pdf](http://www.dnr.wa.gov/Publications/fp_reviewer_profile_tutorial_part1.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](http://www.dnr.wa.gov/Publications/fp_reviewer_profile_form.pdf).
  - b. Email the completed form to [fpars-admin@dnr.wa.gov](mailto: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. This tutorial, [http://www.dnr.wa.gov/Publications/fp\\_reviewer\\_profile\\_tutorial\\_part2.pdf](http://www.dnr.wa.gov/Publications/fp_reviewer_profile_tutorial_part2.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, use the link below to create a shortcut on your desktop or copy it to your “**Favorites**” folder. At login, you will still be asked for your user id and password, but upon logging in the system will take you directly to your **Reviewer Notification History** web page.

<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 us of the change. We must make the change in your Forest Practices Reviewer Profile for you to continue to access your Reviewer Notification History.