

DSHS Central Contracts & Legal Services



Agency Contracts Database

Login – SAW Profile Manual

Instructions for Login to new ACD/SAW gateway

Version 1.2. 4/25/2016

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ACD and SAW Account Overview

Why Are We Here?

The answer is simple – data and system security. To bring this new version of the ACD fully into compliance with state and DSHS security policies and practices, a secure login solution was required. This was made somewhat more complicated in the case of the ACD because many of our users operate outside of the State Governmental Network, from a home computer, outstation, or non-profit agency partner.

Now, in this newest version of the ACD, login is done through “SAW” which stands for SecureAccess Washington, which is described by DIS as follows: “*SecureAccess Washington® provides self-administered single sign-on access to multiple agency applications, shields online services from harmful activity, and allows access only to known users.*” The idea is that once a user has both a SAW account, and accounts for various applications like the ACD, login is seamless and easy through just the one system.

The Four Possible Scenarios

The first time that an **existing ACD user** logs into the new ACD system, that user will need to establish a new SAW account. But there are other scenarios as well – new ACD users, users with SAW accounts already established, and those with both an ACD and SAW accounts. Each of the headings below is a link to the appropriate section of this manual.

[User has ACD Profile, but no SAW account.](#)

This will be the most common scenario for those of us who have been using the ACD for years. One time only, users with existing ACD profiles will need to establish and validate a new SAW account. Once that five-minute process is complete, logging into the ACD through SAW is easy.

[New user has neither ACD profile nor SAW account.](#)

Any new users being added to the ACD, and who have not ever had to establish a SAW account will need to create both. While the account creation process is only a few minutes longer to do than the process for existing ACD users, there are the required extra steps of requesting ACD access through the Key Contract Coordinator, and validation of contract management training.

[User has both accounts, but they're not synced.](#)

For existing ACD users who also have SAW accounts that were established for some other application, syncing the two is very straightforward and only takes a few minutes.

[User has no ACD profile, but does have a SAW account.](#)

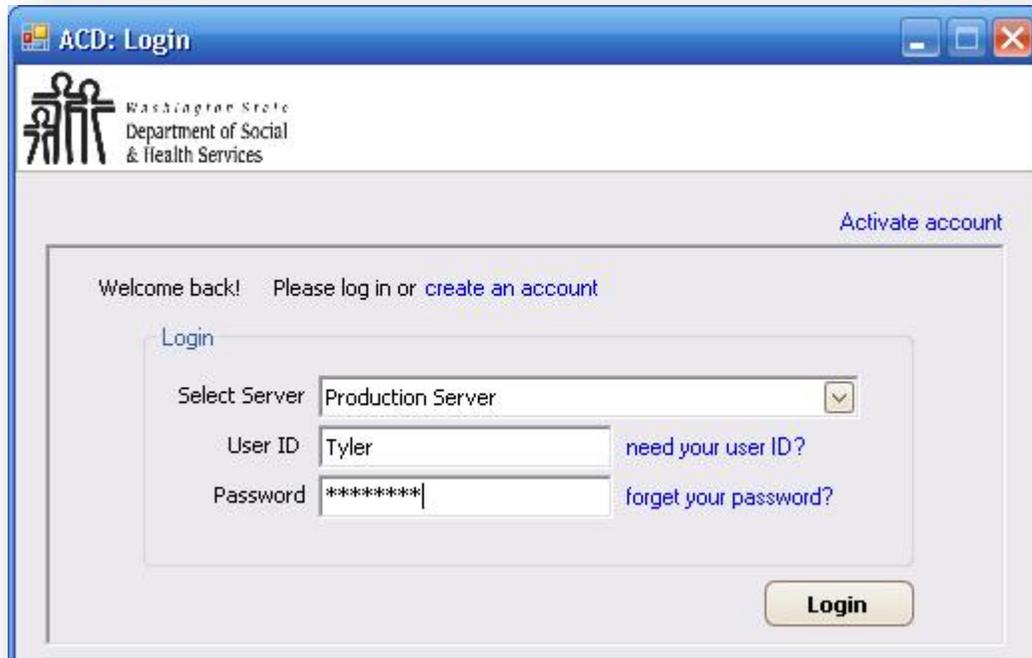
Finally, for a new ACD user who has an existing SAW account, creating a new ACD account is required. Again, that process in the application is straightforward, but also requires the extra steps of requesting ACD access through the Key Contract Coordinator, and validation of contract management training.

Login with Active ACD Profile

User has ACD Profile, but no SAW Account.

The first time that an **existing ACD user** logs into the new ACD system, that user will need to establish a new SAW account. First, choose the Production Server from the Select Server drop-down, then enter your current ACD login, and password.

Enter "Old" ACD Login.



Click Login, and you'll receive the following message about creating a new SAW account:



Create SAW Account.

Click Yes, and the SAW account screen will open, where you can create that account. This is a one-time process that allows access to the ACD over the Internet, regardless of the user's location inside or outside the State Governmental Network. Here is the SAW account screen:

ACD: User Profile

Washington State
Department of Social
& Health Services

Change Password Save Edit Cancel Submit Exit Profile Settings

CCS Supervisor CCS Supervisor All Admins and Division

If you already have a DIS SAW account, use your existing SAW UserID and password to create your ACD account profile.

I have a SAW account I do not have a SAW account

SAW UserID Password

Secret Question

Secret Answer

ACD Account Data

Administration

Division

User Name

Title

Manager CCS Staff

Email

Phone Extension

FAX

Address Line 1

Address Line 2

City State

Zip Code Mailstop

Complete the form in its entirety, including designating a new SAW User ID, and password. There are some rules for user IDs – click on the ? button and the info pops up:

SAW UserID Requirements

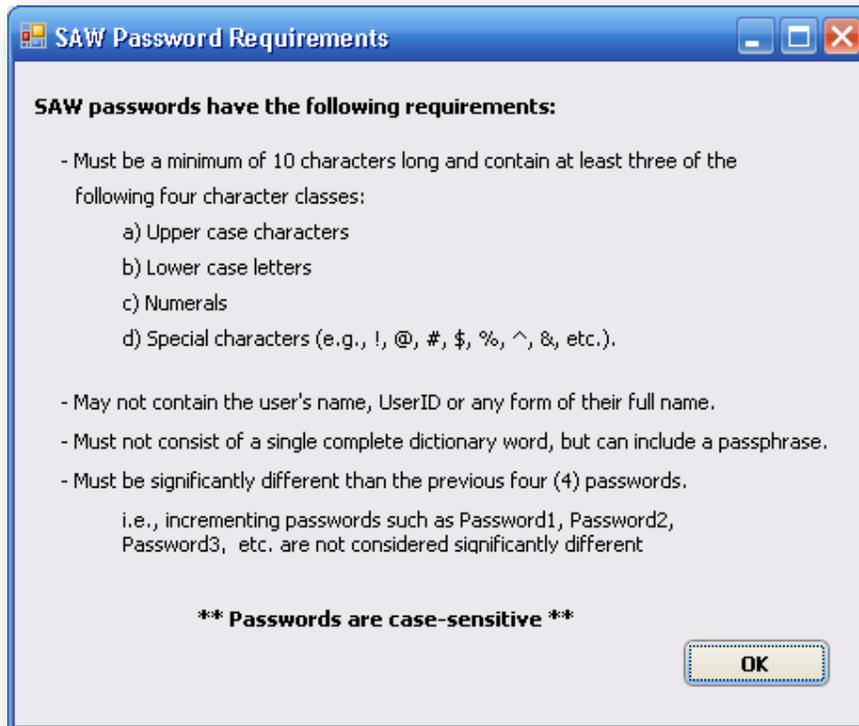
SAW User IDs must meet the following requirements:

- Must be between 1 and 32 characters long
- May have both letters (a-z, A-Z) and numbers (0-9)
- May have any of the following four special characters:
' , ' _ , and '@'

**** UserIDs are not case sensitive ****

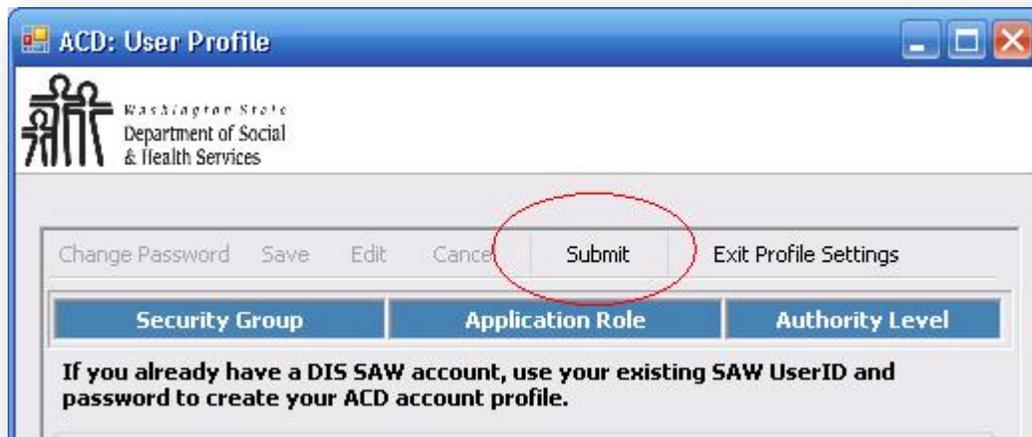
OK

Likewise, passwords have rules – click on that ? button and the info pops up:



Submit and Activate SAW Account.

Once the form is complete, click the Submit link at the top.



You will receive a verification email that will contain your activation code, needed for the next and final step in the SAW process. Click the Activate Account link near the top of the login form:

ACD: Login

Washington State
Department of Social
& Health Services

Activate account

Welcome back! Please log in or create an account

Login

Select Server Production Server

User ID Tyler need your user ID?

Password ***** forget your password?

Login

Type in your SAW User ID that you've just created, and the activation code from the email:

ACD - Activate Account

Enter your SAW userID and the account activation code that you received via email to activate your account

Activate Account

SAW User ID

Activation Code

Cancel Submit

Click submit, and you'll be back at the Login screen. Enter your SAW User ID and Password, Click Login, and you're in the ACD:

The screenshot shows a web browser window titled "ACD: Login". The header includes the Washington State Department of Social & Health Services logo and name. The main content area is divided into two sections. The top section, titled "Logout to change server or user account", includes a "Current User" box with fields for "User" (Mark Tyler), "Administration" (EX-MO), and "Division" (ASD). A "view my profile" link is below these fields. A "Logout" button is to the right. The bottom section contains a message: "The availability of ACD modules is based on your ACD security authorization. For questions regarding application access and security, please contact [ACD Support](#)." Below this are four buttons: "Contractor Module", "Contracts Module", "Administration Module", and "Report Generator" (which is highlighted with a dashed border). At the bottom left is a "CCS Home Page" link, and at the bottom right is an "Exit ACD" button. The footer contains copyright information: "Copyright (c) 2011, Version x.x.x Washington State, Dept. of Social & Health Services".

Now you'll be able to navigate to the Contractor and Contract modules in the ACD. Please refer to the ACD User's Manual for full instructions on the operation of the system. A link to that manual can be found on both the ACD Internet Download page, and the CCLS Intranet page here:

DSHS Public-facing Internet page: <https://www.dshs.wa.gov/fsa/central-contract-services/agency-contracts-database-application-download>

CCLS Intranet Page: <http://one.dshs.wa.lcl/FS/OSS/CCS/ACD/Pages/default.aspx>

Create New ACD Profile and New SAW Account

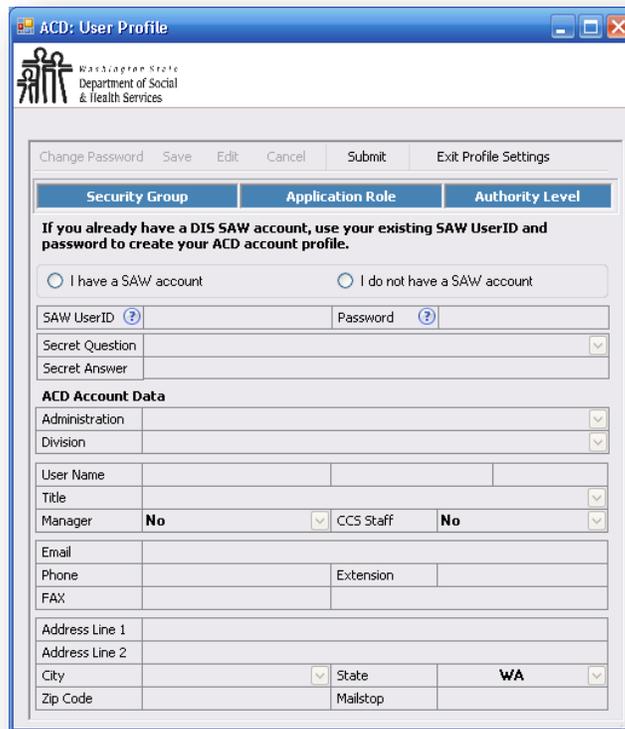
New user has neither ACD profile nor SAW account

First time ACD users will need to establish both a new ACD profile, and a new SAW account. First, choose the Production Server from the Select Server drop-down, then click the *create an account* link.

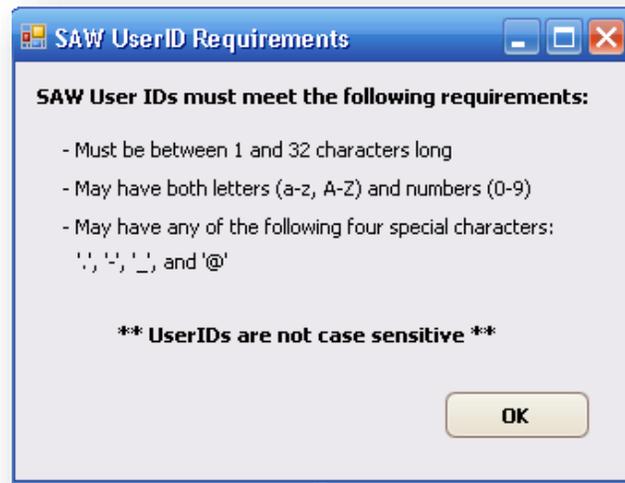
Create an ACD Account.



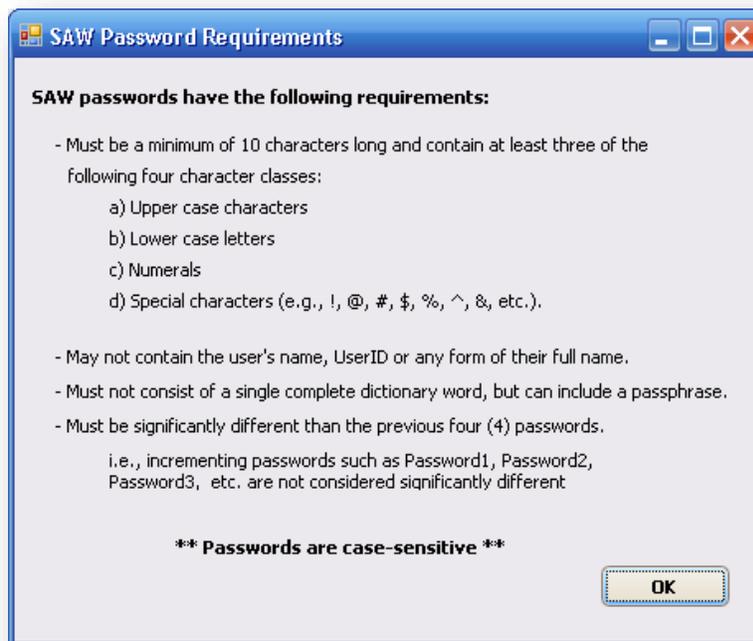
The ACD profile form, with fields for SAW login information is opened:



The first question is whether you have an existing SAW account. If so, enter your SAW UserID and Password in the fields. If not, and most new ACD users will not yet have a SAW account, create your UserID and password. There are some rules for user IDs – click on the ? button and the info pops up:



Likewise, passwords have rules – click on that ? button and the info pops up:



Designate your secret question and answer, according the choices provided. And provide your DSHS Administration and Division information, and your full address, phone and email. You will not be able to change the Manager and CCS Staff fields – those will be completed by Central Contracts staff after you've completed your profile and submitted your ACD Access Request.

Submit and Activate ACD and SAW Accounts

Click Submit at the top of the form, and you will receive a verification email that will contain your activation code, needed for the next and final step in the SAW process. Click the Activate Account link near the top of the login form:



Type in the SAW User ID that you've just created, and the activation code from the email:



Complete ACD Access Request Form

Now that you've created your login accounts, Central Contracts staff will need to know what Access Level you require, get confirmation from your Key Contract Coordinator, and check that you've attended the necessary training. The ACD Access Request form must be filled out and routed through your Key Contract Coordinator. The form and details on the various access levels can be found here:

<http://one.dshs.wa.lcl/FS/OSS/CCS/ACD/Pages/default.aspx>

Read through the descriptions of the access levels, and complete the form **electronically**. Email the electronic form to your Key – the list of Key Contract Coordinators can be found here:

<http://one.dshs.wa.lcl/FS/OSS/CCS/Pages/Coordinators.aspx>

Email ACD Help Desk

Finally, email the ACD helpdesk at: eacdhelp@dshs.wa.gov. Once Central Contracts staff have received your form from the Key, and have set your access level, they will reply back to you and you can log in to the ACD using the SAW UserID and password that you created.

Sync Existing ACD Profile and SAW Account

User has both accounts, but they're not synced

Existing ACD users who also have an existing SAW account can sync the two accounts. This is beneficial to the user who then will have a single account login, rather than creating multiple SAW accounts.

Enter Existing SAW Login.

ACD: Login

Washington State
Department of Social
& Health Services

Activate account

Welcome back! Please log in or [create an account](#)

Login

Select Server: Production Server

User ID: Tyler [need your user ID?](#)

Password: ***** [forget your password?](#)

Login

Click Login, and you'll receive the following message:

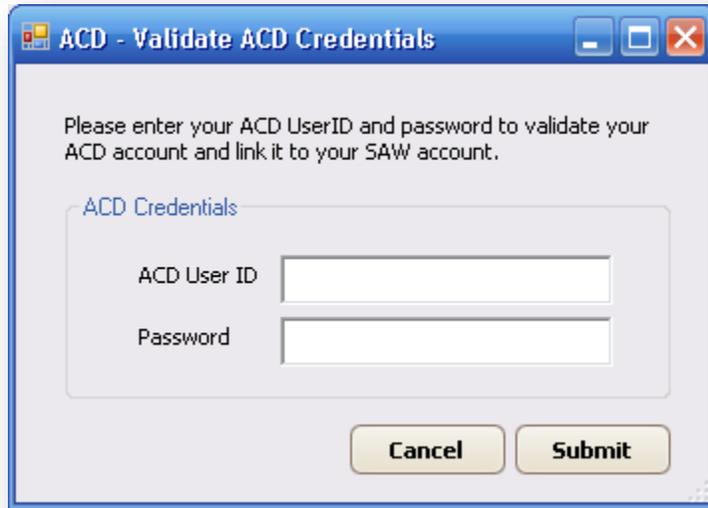
ACD

The application was unable to find your ACD profile.
If you have ACD credentials click on 'Enter ACD Credentials'.
If you would like to create a new ACD profile click on 'Create New Profile'.

Cancel Create New Profile Enter ACD Credentials

Enter ACD Credentials.

Click on the Enter ACD Credentials button, and you'll have a form to type in your ACD login and password:



ACD - Validate ACD Credentials

Please enter your ACD UserID and password to validate your ACD account and link it to your SAW account.

ACD Credentials

ACD User ID

Password

Cancel Submit

Click Submit, and the process is complete. You'll receive this validation message:



ACD

Your ACD account has been linked to your saw account. Please login again.

OK

Login using SAW UserID and Password.

Login into Production Server once more, using your SAW UserID and password. Any future logins will now only require your SAW login.

Existing SAW Account and New ACD Profile

User has no ACD profile, but does have a SAW account

New ACD users who have an existing SAW account will need to establish a new ACD profile. The first step is to enter the existing SAW login.

Enter Existing SAW Login.



Click Login, and you'll receive the following message:



Click the "Create New Profile" button.

Setup ACD Profile

The ACD profile form is opened, with the SAW login fields already completed:

ACD: User Profile

Washington State
Department of Social
& Health Services

Change Password Save Edit Cancel Submit Exit Profile Settings

Security Group Application Role Authority Level

If you already have a DIS SAW account, use your existing SAW UserID and password to create your ACD account profile.

I have a SAW account I do not have a SAW account

SAW UserID Password

Secret Question

Secret Answer

ACD Account Data

Administration

Division

User Name Last First Middle Initial

Title

Manager No CCS Staff No

Email

Phone Extension

FAX

Address Line 1

Address Line 2

City State WA

Zip Code Mailstop

Complete all Fields and Submit

Provide your DSHS Administration and Division information, and your full address, phone and email. You will not be able to change the Manager and CCS Staff fields – those will be completed by Central Contracts staff after you've completed your profile and submitted your ACD Access Request. When all fields are complete, click Submit at the top of the form.

Complete ACD Access Request Form

Now that you've created your ACD profile, Central Contracts staff will need to know what Access Level you require, get confirmation from your Key Contract Coordinator, and check that you've attended the necessary training. The ACD Access Request form must be filled out and routed through your Key Contract Coordinator. The form and details on the various access levels can be found here:

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