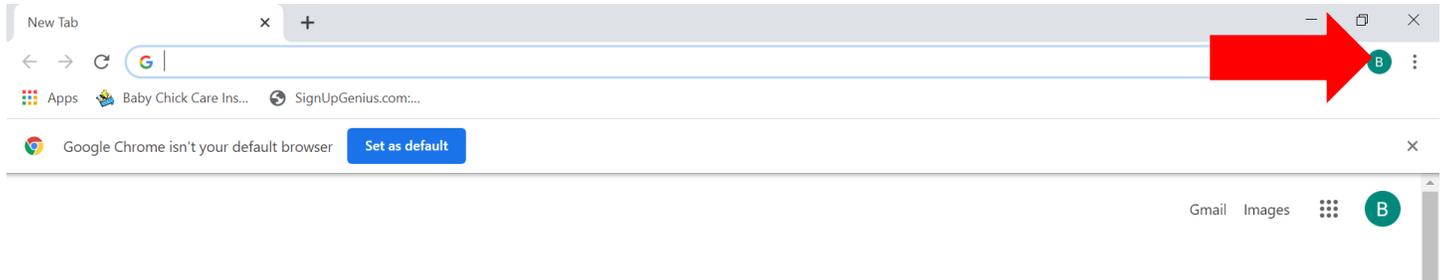


Creating a WASERV Account

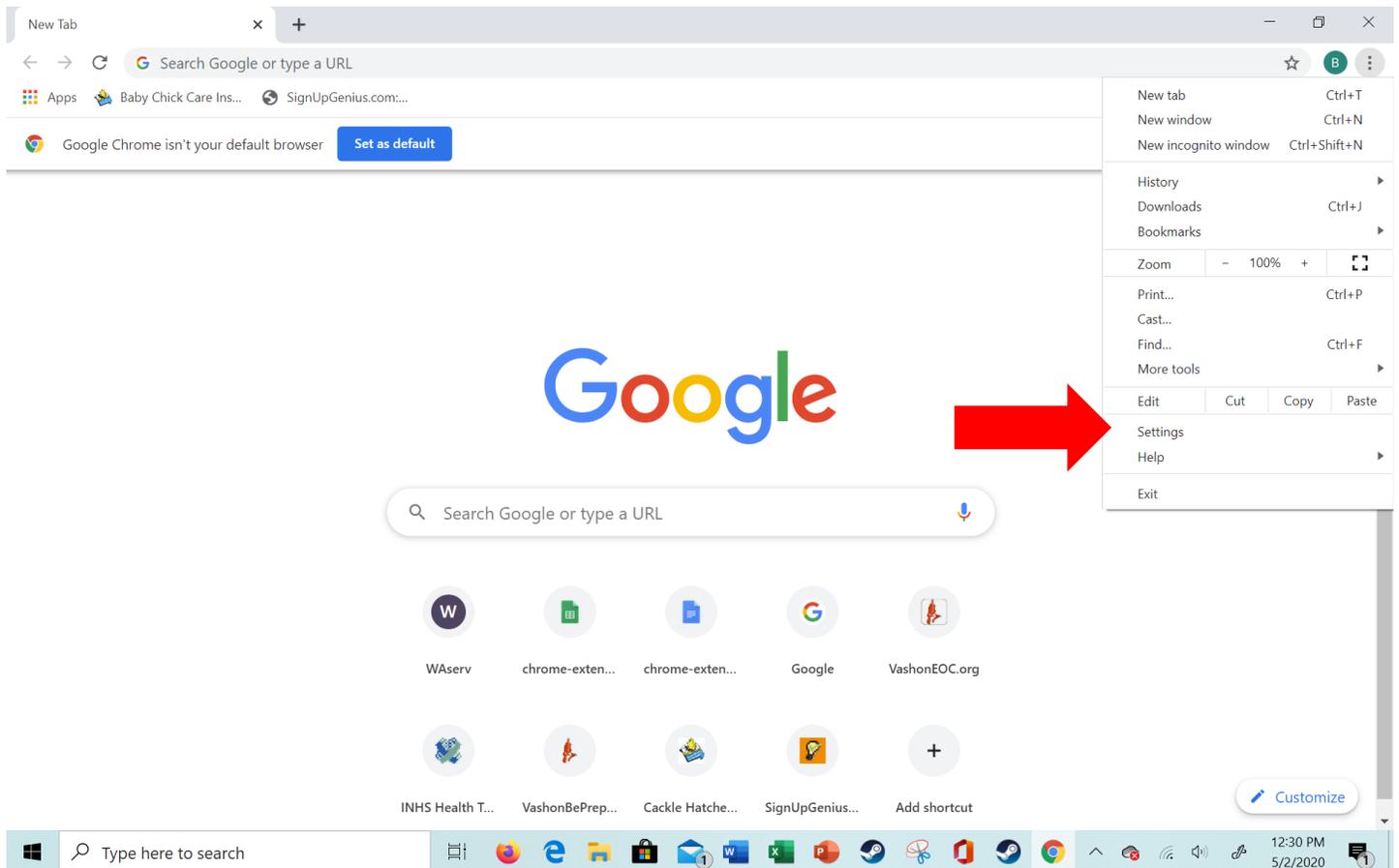
Below is a step by step description of how to create you WASERV account. You can save this document to your desktop and open it up – then minimize it on your screen as you work, so you can bring it up between steps.

Step 1

Open the Chrome Brower and click on **the 3 dots** at the upper right-hand corner



This will bring you to the choice of SETTINGS – **Click on Settings**



Click on **Privacy and Security**

Settings Search settings

- You and Google
- Autofill
- Privacy and security
- Appearance
- Search engine
- Default browser
- On startup
- Advanced
- Extensions
- About Chrome

You and Google

Get Google smarts in Chrome
Sync and personalize Chrome across your devices

Turn on sync...

- Sync and Google services
- Manage your Google Account
- Chrome name and picture
- Import bookmarks and settings

This screen will pop up – Click on **Site Settings**

Settings Search settings

- You and Google
- Autofill
- Privacy and security
- Appearance
- Search engine
- Default browser
- On startup
- Advanced
- Extensions
- About Chrome

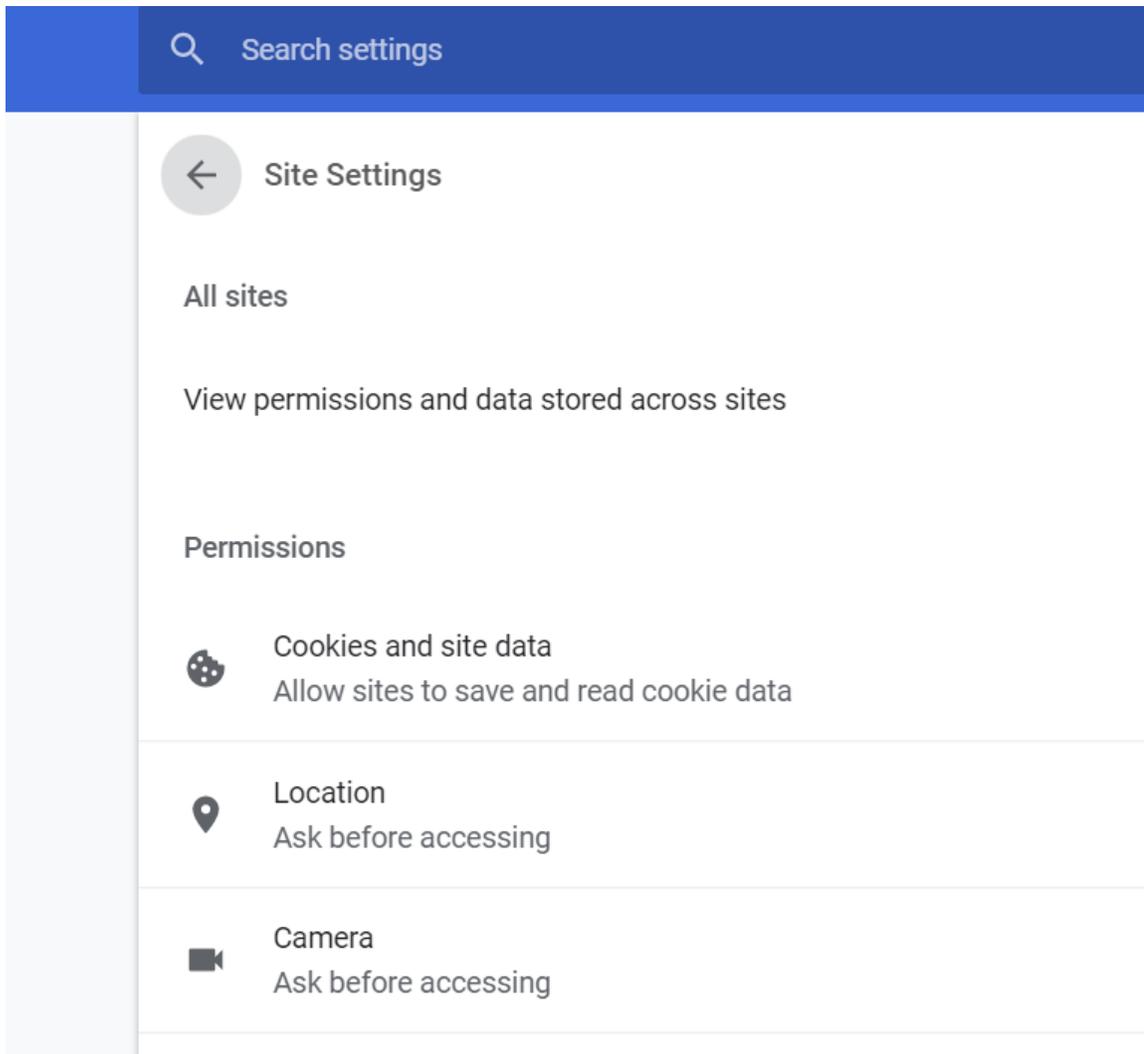
Privacy and security

- Clear browsing data
Clear history, cookies, cache, and more
- Site Settings**
Control what information websites can use and what content they can show you
- More

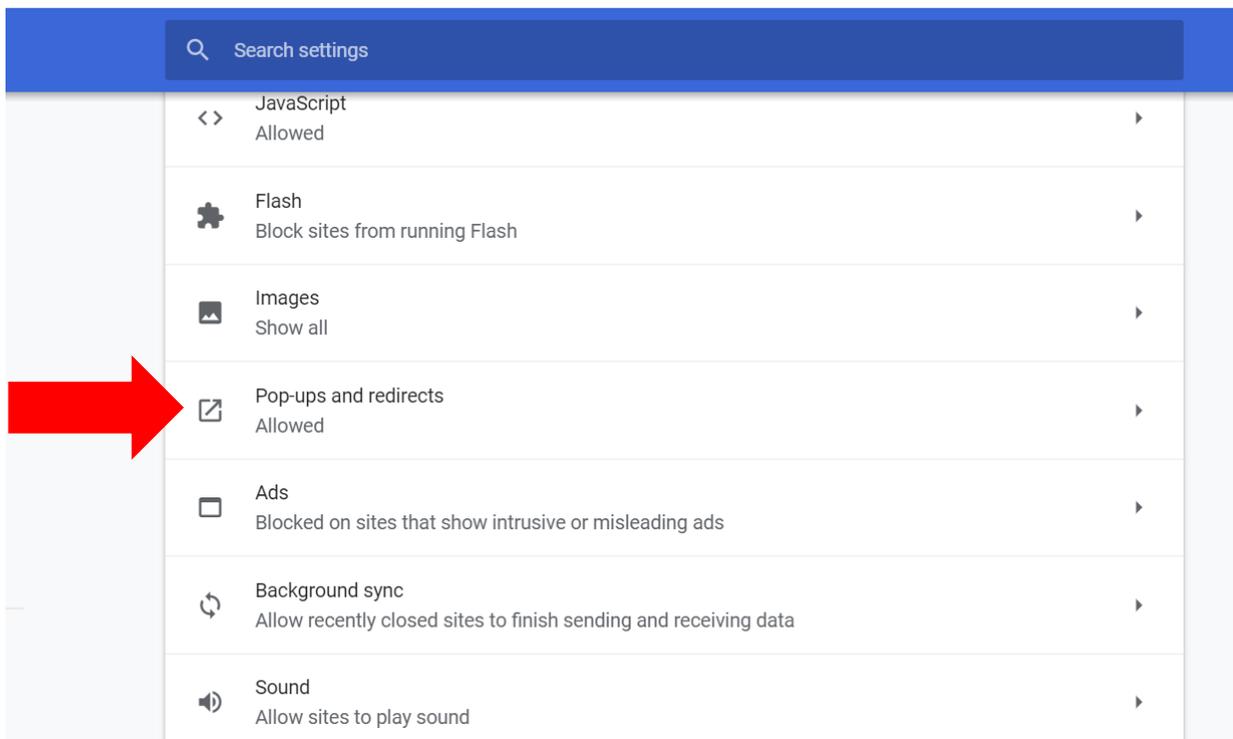
Appearance

- Themes
Open Chrome Web Store
- Show home button
Disabled
- Show bookmarks bar
- Font size
Medium (Recommended)

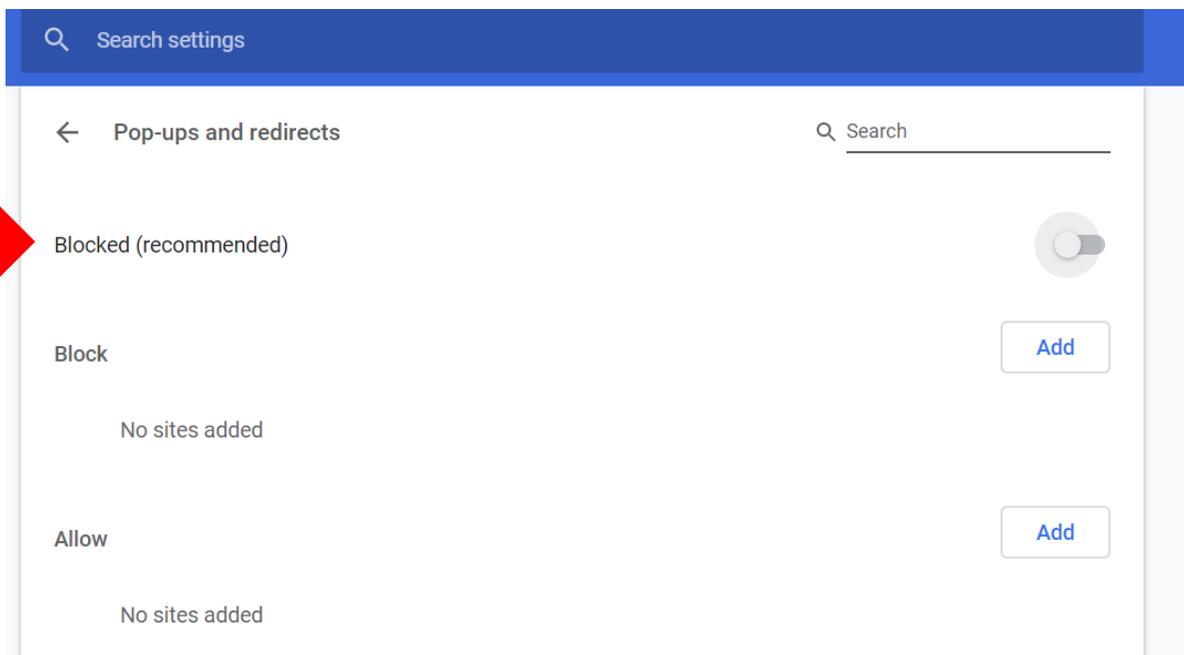
This screen will then pop up



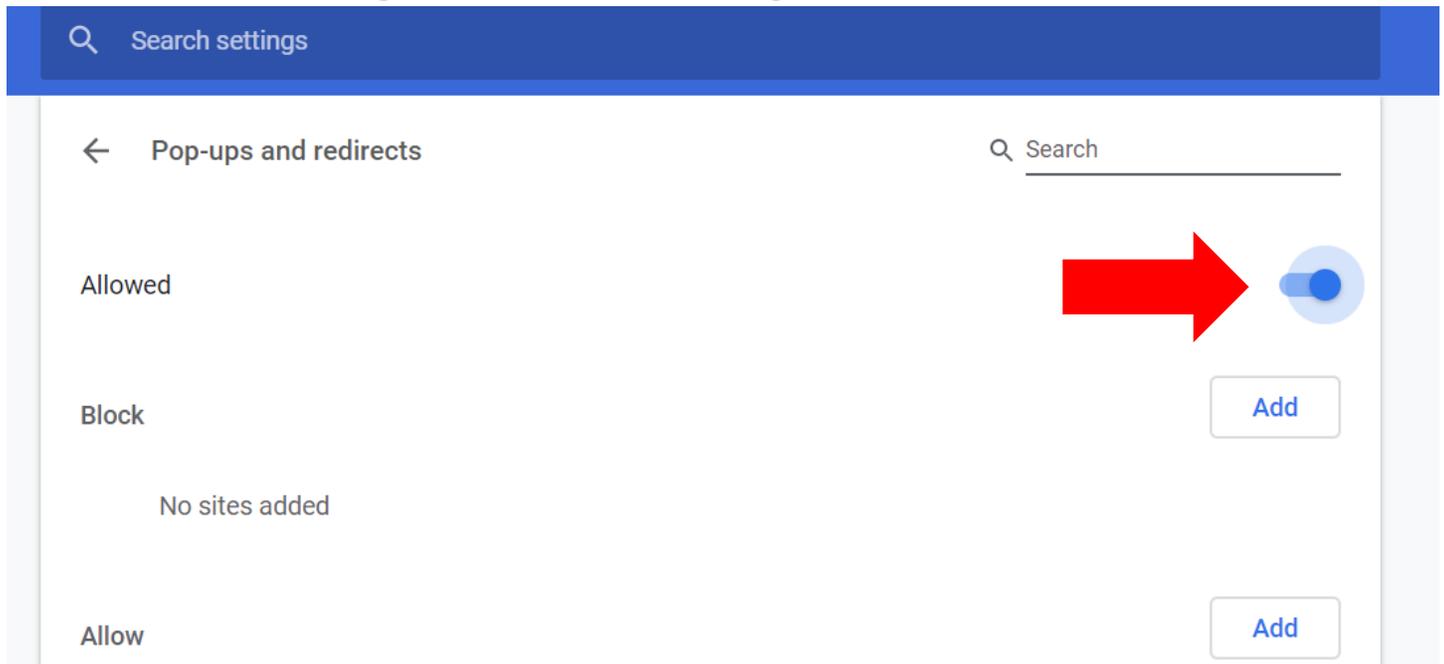
Scroll down and click on **Pop-Ups and Redirects**



You will likely find your Pop-Ups already blocked – which looks like this:



Click the button to the right of this which will change it to **“Allowed”**

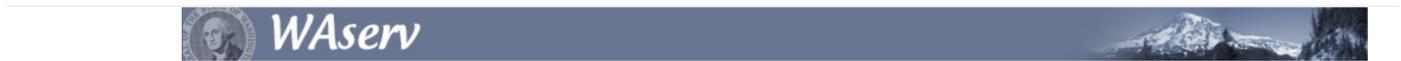


Now you are ready to proceed to Waserv. **Once you are done with your Waserv registration, you can go back into settings and put this back on Blocked**

Go to: <https://www.waserv.org/> and click on **Register for Waserv**



Next, Click on **ADD ORGANIZATIONS**

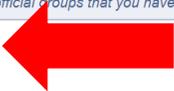


- 1 For the best experience, do not use the refresh, stop, back or forward buttons on the browser and only single-click buttons within a page.
- 2 An asterisk (*) indicates a required field. You will be alerted if the required information has not been entered.
- 3 For your security, all communications are encrypted and you will be logged out automatically if you are inactive for more than 60 minutes.
- 4 We recommend the latest version of [Microsoft Internet Explorer for Windows](#), [Mozilla Firefox for Mac or PC](#), [Apple Safari for Mac or PC](#) or [Google Chrome for Mac or PC](#) with JavaScript enabled and turned off to use this site. Please see your browser's help file for more information.

Organizations

Organizations represent official groups that you have affiliation with as a WAserv user. Click the Add Organizations link below to see a complete list of organizations and select those you want to join.

+ Add Organizations



* Organization(s):

Account Information

Creating an account is the first step in the WAserv registration process. You will use your account username and password each time you log into WAserv.

* Username:
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, ., -, and _ . Usernames are not case sensitive.

* Password:

* Confirm Password:

- ✗ Password must be 10 characters or more
- ✗ Password must contain a number
- ✗ Password must contain a special character
- ✗ Password must contain uppercase and lowercase letters
- ✗ Confirmation password must match

When this box opens up – click on the **+ sign next to Washington State Responders**

Organization Selection

E.g WA MRC

- + COVID-19
- Community Health Volunteers
- + Medical Reserve Corp
- Thurston County IMT
- + WA DOH Response Teams
- **Washington State Responders**
- 1 - Counties
 - + Adams County Organizations
 - + Asotin County Organizations
 - + Benton County Organizations
 - + Chelan County Organizations
 - + Clallam County Organizations
 - + Clark County Organizations
 - + Columbia County Organizations

Washington State Responders

Photo

Email:
waserv@doh.wa.gov

Cancel Select

✗ Confirmation password

Then, scroll down to **King County Organizations** and click the **+ box**

- + 👤 Ferry County Organizations
- + 👤 Franklin County Organizations
- + 👤 Garfield County Organizations
- + 👤 Grant County Organizations
- + 👤 Grays Harbor County Organizations
- + 👤 Island County Organizations
- + 👤 Jefferson County Organizations
- + 👤 King County Organizations
- + 👤 Kitsap County Organizations
- + 👤 Kittitas County Organizations
- + 👤 Klickitat County Organizations
- + 👤 Lewis County Organizations
- + 👤 Lincoln County Organizations
- + 👤 Mason County Organizations



King County Organizations

Photo

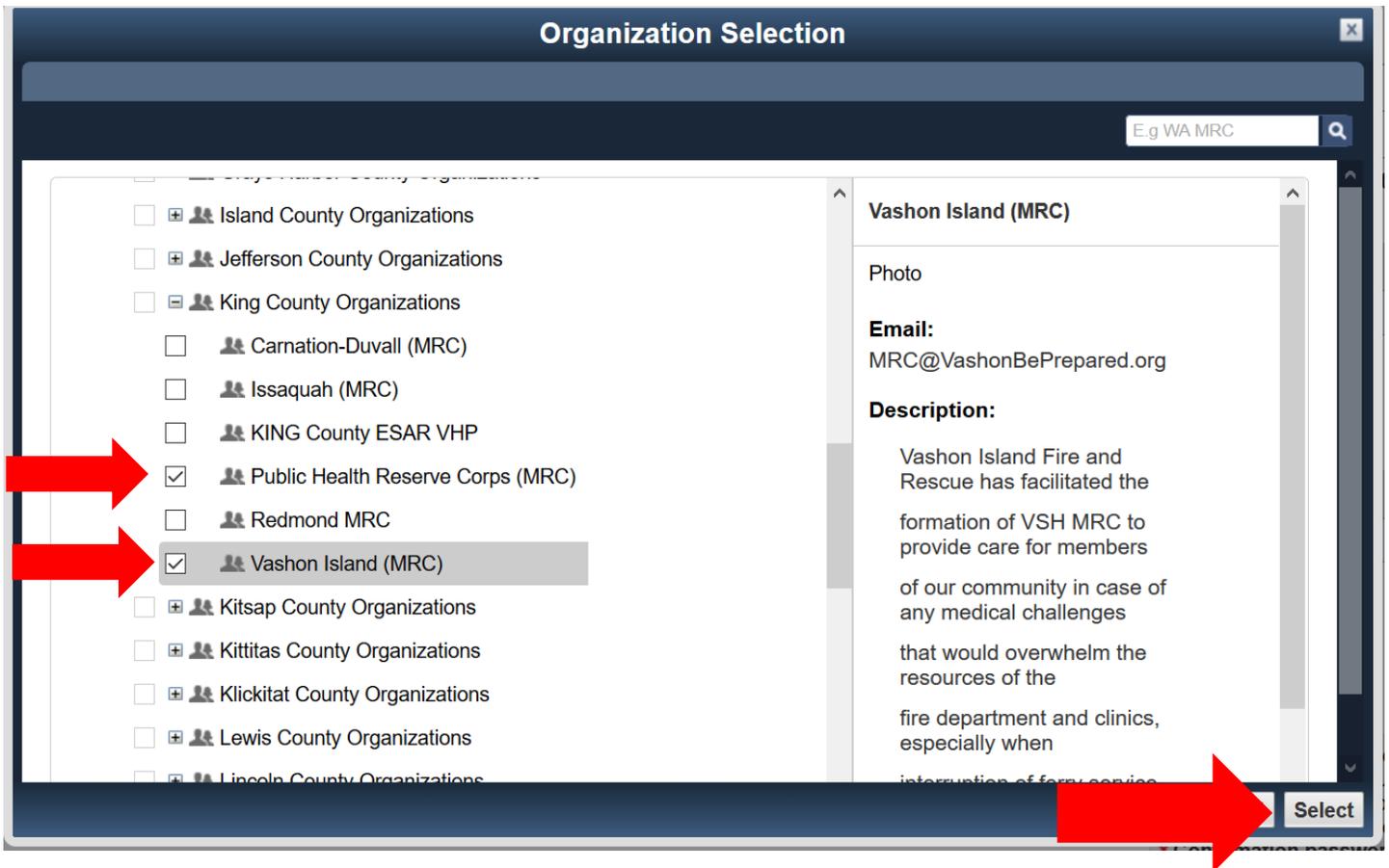
There is no information to display for this Organization.

You will then see this list of drop-downs

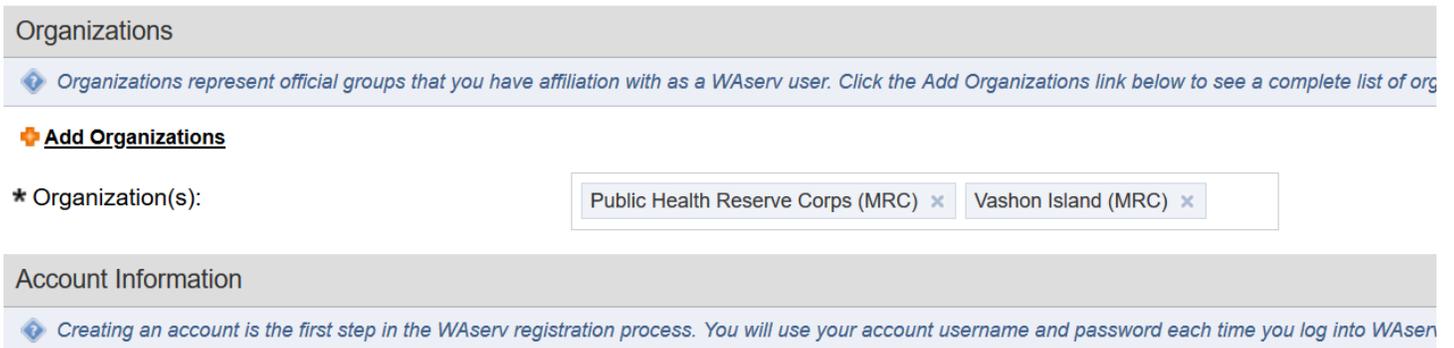
Organization Selection

- + 👤 Jefferson County Organizations
- 👤 King County Organizations
 - 👤 Carnation-Duvall (MRC)
 - 👤 Issaquah (MRC)
 - 👤 KING County ESAR VHP
 - 👤 Public Health Reserve Corps (MRC)
 - 👤 Redmond MRC
 - 👤 Vashon Island (MRC)
- + 👤 Kitsap County Organizations
- + 👤 Kittitas County Organizations
- + 👤 Klickitat County Organizations
- + 👤 Lewis County Organizations
- + 👤 Lincoln County Organizations
- + 👤 Mason County Organizations

Click on **BOTH** Public Health Reserve Corps (MRC) AND Vashon Island (MRC) and click **SELECT**



Now you should see that you have Both Organizations added



Now you need to **create a username and password** – be sure to **WRITE THEM DOWN** somewhere so you can find them later. The username can be your email or whatever you want. The password needs to have at least 10 characters and contain at least 1 number, 1

upper case letter and 1 character.

Account Information

Creating an account is the first step in the WAserv registration process. You will use your account username and password each time you log into WAserv.

* Username:
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, -, and _ . Usernames are not case sensitive.

* Password:

* Confirm Password:

- ✔ Password is 10 characters or longer
- ✔ Password contains a number
- ✔ Password contains a special character
- ✔ Password contains uppercase letter
- ✘ Confirmation password must match

You will **enter the password twice** – if they don't match you will get a red X in the box to the right – once they match, all checks will be GREEN

* Username:
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, -, and _ . Usernames are not case sensitive.

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

- ✔ Password is 10 characters or longer
- ✔ Password contains a number
- ✔ Password contains a special character
- ✔ Password contains uppercase letter
- ✔ Confirmation password matches

Now you need to **choose a secret question** – this will help you retrieve your password if you lose it

Account Information

Creating an account is the first step in the WAserv registration process. You will use your account username and password each time you log into WAserv.

* Username:
The username must be at least six (6) characters long and cannot contain spaces. Acceptable characters include alphanumeric (A-Z, 0-9) and the symbols @, -, and _ . Usernames are not case sensitive.

* Password:

* Confirm Password:

* Secret Question:

* Secret Answer:

- ✔ Password is 10 characters or longer
- ✔ Password contains a number
- ✔ Password contains a special character
- ✔ Password contains uppercase letter
- ✔ Confirmation password matches

Next, you will need to **enter your demographic information**

Name and Address

Prefix:
Example: Dr., Col., Mr., Mrs., Ms.

* First Name:

Middle Name:

* Last Name:

Suffix:
Example: Jr., Sr., MD., PhD, RN

* Address Line 1:

Address Line 2:

* City:

* State/Province:

* County or Tribe of Residence: County Tribe
If you are a tribal member, a tribal designee, or currently employed by a tribal government, please enter a Tribe of Residence.

* County:

* Zip Code:

Work State:

Next, you will need to enter your **email** and **contact information** as well as your **occupation**

Primary Email Address

Email Address:
If you have an email account, it is important for you to provide this information. Without your email address, you may miss important messages and notifications. Please note that the system will not allow two accounts with the same email address. If you do not have an email address or your email address is already registered with the system, you can learn more about obtaining a free email address by [clicking here](#).

Confirm Email Address:

[+ Add Email Address](#)

Contact Method 1

* Contact Method 1:

* Number to Attempt: x

[+ Add Another Contact Method](#)

Occupation Information

What is your occupation type?

Occupation:
If your occupation does not appear in the list, please select Other.

What is your current professional status for this occupation?

The last question on this screen is how did you hear about the site – when everything is correctly entered, you will **click NEXT** and then you will get notified you have successfully created a WASERV account

Registration Feedback

How did you hear about the site? If Other, please specify in the comments.

Comments: Vashon MRC"/>

[Previous](#) [Next](#)

FAQ | Contact Us

NOW – you can begin to fill out your Waserv Profile

Start with **Identity** – **Click Edit Information** and fill out this section

Home **My Profile** Missions Messages **8** Organization

Summary **Identity** Deployment Prefs Contact Occupation

Identity

[Edit Information](#)

Name and Address

Prefix:

Next fill out **Deployment preferences** – **Click Edit Information** and fill out this section. This section is asking for time frames you would be willing to be deployed during an event. You are not committing to anything here. The county just wants to have an idea of what capacity they would have in volunteer staffing

Home My Profile Missions Messages 8 C

Summary Identity Deployment Prefs Contact

Deployment Prefs

Edit Information

Next click **contact information** – again just click **Edit Information** and add your info

Home My Profile Missions Messages 8 Organiz

Summary Identity Deployment Prefs Contact Occ

Contact

Edit Information

Email

Next – click **Add an Occupation** and adding license information if appropriate

Home My Profile Missions Messages 8 Organizations

Summary Identity Deployment Prefs Contact Occupations Training Skills & Certifications Medical History

Occupations

Add up to 4 occupations that you currently hold or have held in the past. Use the arrows in the Occupation Rank column to move the occupations up or d

Add Another Occupation

1 row displayed

<input type="checkbox"/>	Occupation Name ↕	License Last Checked ↕	Occup

For the **Training section** you will add any training courses you have taken with the state/FEMA such as the ICS courses – If you have taken these you will **click Add Training Courses** and then fill them out

Course Name	Course Type	Course Date	Course ID	Location	Verification Status	Delete
ICS-100: Introduction to the Incident...	WAserv	05/26/2019	Not Applicable	--	Not Checked	x
ICS-700: An Introduction to National I...	WAserv	07/06/2019	Not Applicable	--	Not Checked	x
Orientation/ Introduction	WAserv	10/08/2019	Not Applicable	--	Not Checked	x

Under **Skills and Certifications** you will **click Edit Information** and add any current courses you have such as CPR, etc

Healthcare Skills and Certifications

- Basic Life Support
- Pediatric Advanced Life Support

Other Relevant Skills and Certifications

Languages

Under Medical History – you are really just noting whether or not you have any ADA accommodation needs. **Click Edit Information** and note Yes or No

Medical History

Edit Information

Special Needs

Need ADA Accommodations? No

▶ History of Changes

YOU need to make sure you have opened EACH Section even if you have nothing to add to that section. Once you do, you can go back to the first tab: **SUMMARY**. If you opened and edited each section correctly, this should now show as **100% complete**.

Summary

100 % Complete

✔ [Identity](#) (complete)

Your name, current address, physical characteristics, and ability to operate a licensed motor vehicle.

✔ [Deployment Preferences](#) (complete)

Your availability for deployments, activity preferences for deployments, and existing emergency response commitments.

✔ [Contact](#) (complete)

Your contact information and emergency contacts for use during a deployment.

✔ [Occupations](#) (complete)

Your professional experience.

✔ [Osteopathic Physician and Surgeon](#) (complete)

Credentials are the formal qualifications you possess and are verified by the system.

✔ [Training](#) (complete)

Your completed training courses.

✔ [Skills and Certifications](#) (complete)

Your expertise to be considered for deployment eligibility and prior deployment history.

✔ [Medical History](#) (complete)

Your health conditions that may affect deployment eligibility and your vaccination history.

✔ [Background Check](#) (complete)

Your background check may affect deployment eligibility.

You are now DONE with your Waserv Registration – THANK YOU! 😊

Remember, you can go back to Google Chrome browser settings and place the Pop-up blocker back on if you need to