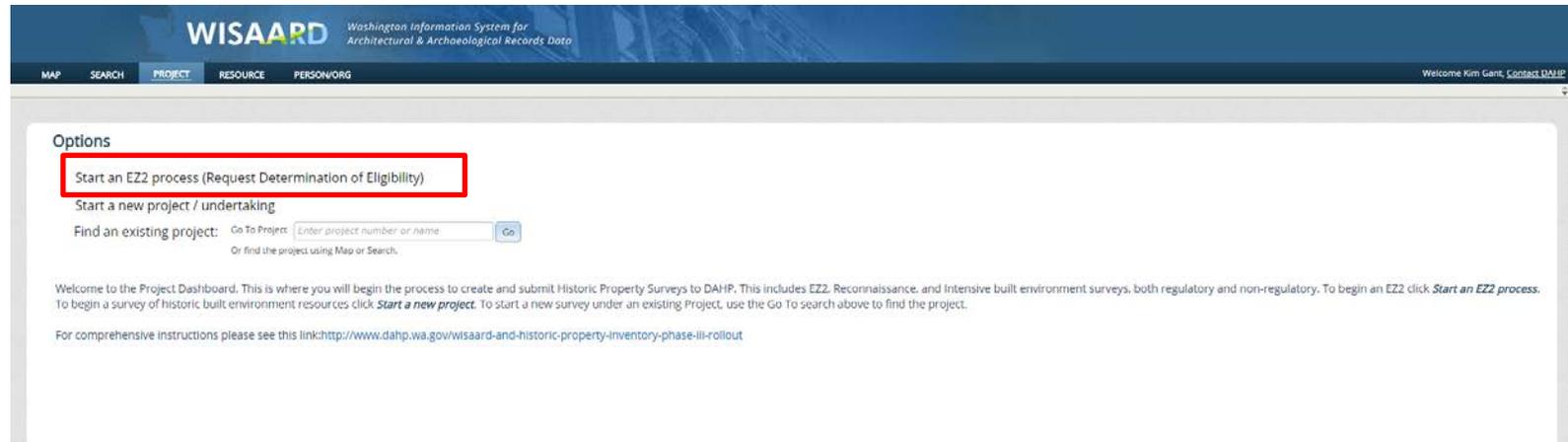
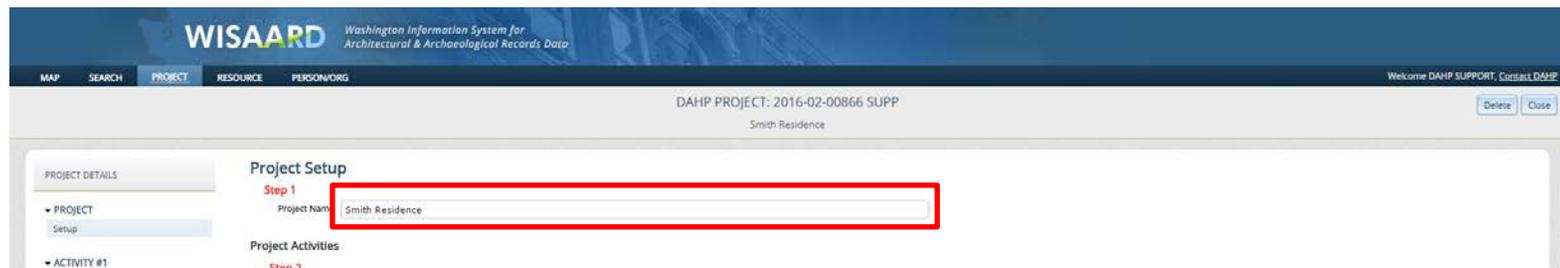


Submitting an EZ-2 in Wisaard

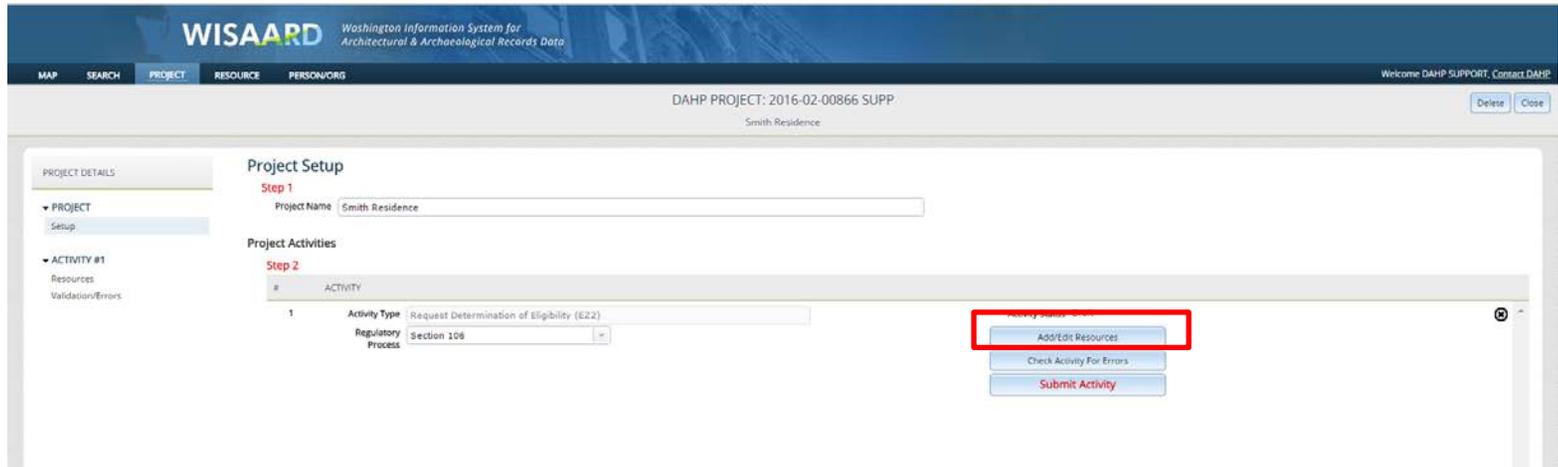
1. Before you submit an EZ-2 be sure to search the address for previous determinations. See [here](#) for instructions.
2. Go to the Project Dashboard and select Start and EZ-2 Process



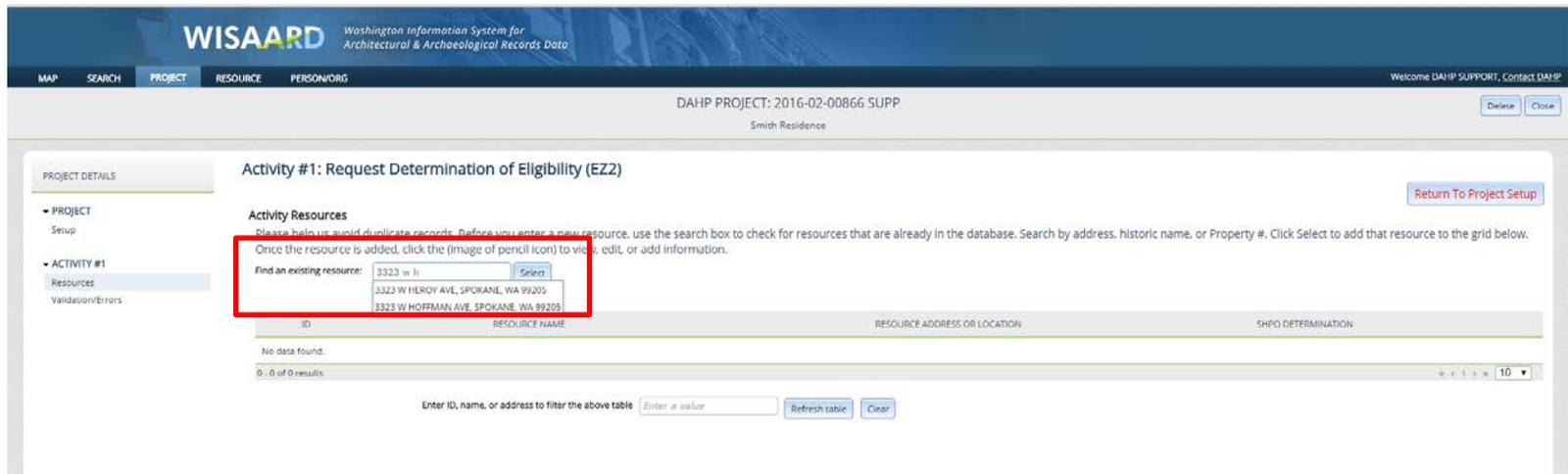
3. Provide a name for the Project. The name can be anything you like.



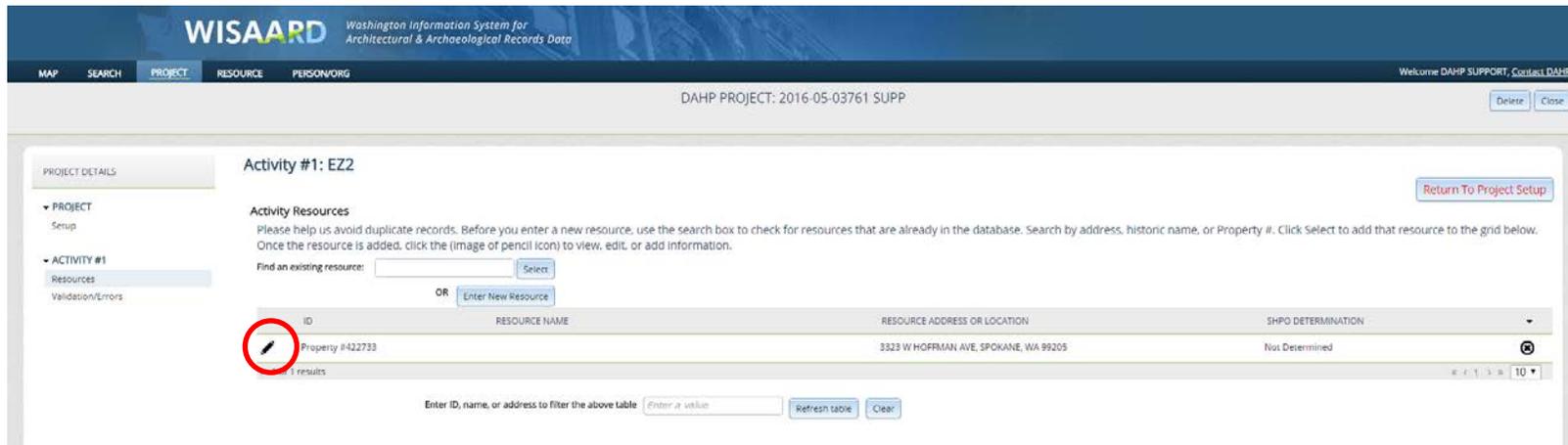
4. Press the Add/Edit Resources button



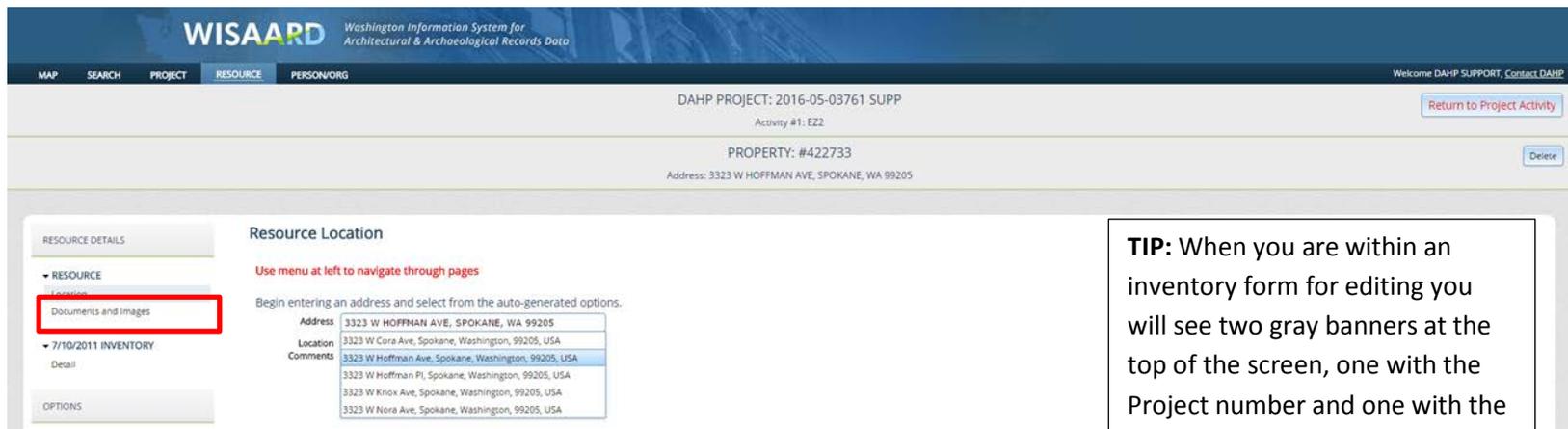
5. Enter the address in the Find an Existing Resource box to check for existing records. If the address appears in the selections below the box, select it by clicking on it. It will populate in the Resource table. Proceed to Step 6. If the address does not appear in the box, click the Enter New Resource button and skip ahead to Step 8.



6. To do this, click the pencil icon. This will take you to the inventory form for the property.

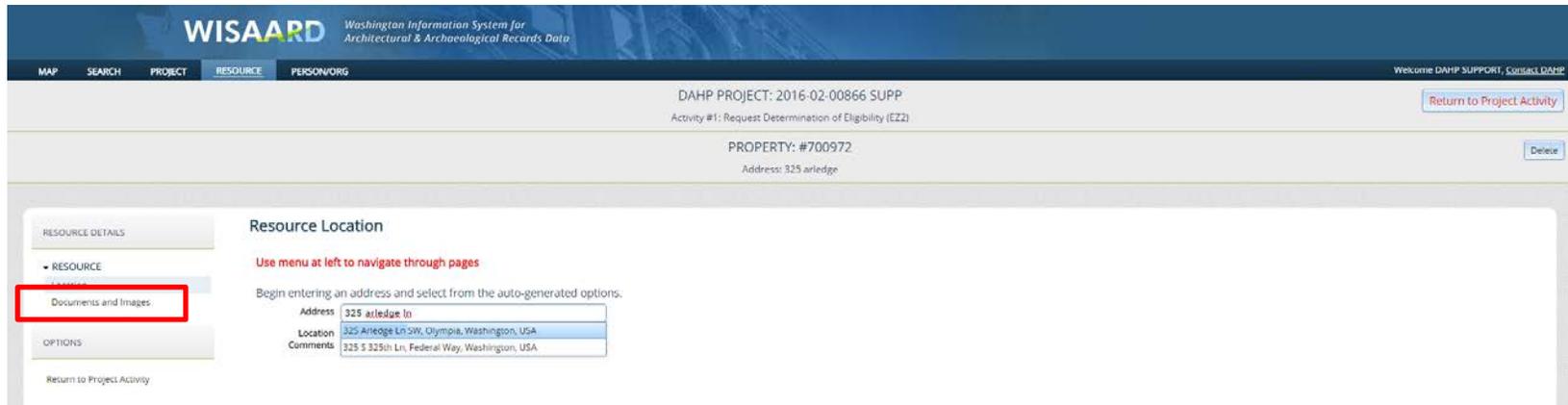


7. This is the screen you will see. In order for the address to map correctly you will need to confirm the address. Click in the address bar and delete one of the numbers, then put that number back in and the system will suggest address choices like in the image below. Carefully select the correct address. (If the system tells you it cannot map that address, please contact DAHP. You cannot fix this on your own.) Click out of the address bar and the address will save. The next step is to attach a photo. Click Documents & Images on the left hand side of the screen. Skip to Step 9 to complete the process.



TIP: When you are within an inventory form for editing you will see two gray banners at the top of the screen, one with the Project number and one with the Property number.

8. If you clicked the Enter New Resource button, enter the address in the address bar and select from one of the suggestions provided. (If the system tells you it cannot map that address, please contact DAHP. You cannot fix this on your own.) You do not need to supply anything in the Location Comments box. This is all you need to do on this screen. Next you will upload your photo. Do this by clicking on Documents and Images on the left hand side of the screen.



9. This is the screen where you can upload a photo. Click the Attach Document or Image button. Select the file or files and click Upload. Then click Close. When you see the photo(s) on the screen it has been successfully uploaded. There is no Save button. The system auto saves. Please limit individual photos to 2MB. When you have finished uploading photos click Return to Project Activity.



10. This is the Project Activity page. At this time you can click Validation/Errors button to check for errors.

The screenshot shows the WISAARD interface for a project titled "DAHP PROJECT: 2016-02-00866 SUPP" with the location "Smith Residence". The main heading is "Activity #1: Request Determination of Eligibility (E22)". On the left sidebar, under "ACTIVITY #1", the "Validation/Errors" button is highlighted with a red arrow. The main content area shows "Activity Resources" with a table containing one resource: "Property #22365", "Critzler House", "303 N. Vernon, Deer Park 99006", and "Not Determined". Below the table is a search bar and a "Refresh table" button.

11. Click the Refresh button to check for errors.

The screenshot shows the same WISAARD interface, but now the "Validation Errors" section is active. A red arrow points to the "Refresh" button. The text below the heading says: "The following errors must be fixed before the activity can be moved to the next status." Below this is a table with columns: "ERROR", "MODULE->PAGE", "IDENTIFIER", and "RESOURCE NAME". The table content shows "Validations have not yet been run." and "0 - 0 of 0 results".

12. If there is an error, click on the pencil icon to go to the place where you can correct it.

The screenshot shows the WISAARD interface for a project titled "DAHP PROJECT: 2016-02-00866 SUPP" with the resource "Smith Residence". The left sidebar shows "PROJECT DETAILS" with "ACTIVITY #1" selected. The main content area is titled "Activity #1: Request Determination of Eligibility (E22)" and displays a "Validation Errors" section. A table lists one error: "For this E22 resource, please select Address from list of options." The table columns are ERROR, MODULE-PAGE, IDENTIFIER, and RESOURCE NAME. A pencil icon in the right margin of the table row is circled in red. A "Return To Project Setup" button is visible in the top right.

ERROR	MODULE-PAGE	IDENTIFIER	RESOURCE NAME
For this E22 resource, please select Address from list of options.	Resource-Location	Property #22365	Critzer House

13. When you have corrected the error click Return to Project Activity. Click Refresh again and if the error is cleared you are now ready to submit. Click the Return to Project Setup button, and then click the Submit Activity button. You are finished! You should receive an automated email when your property has been reviewed. The Project will be in Review Complete status. You can log back in to see the determination on the Activity page like in the example below.

The screenshot shows the WISAARD interface for a project titled "DAHP PROJECT: 121015-27-HHS HHS" with the resource "Lee Olsen". The left sidebar shows "PROJECT DETAILS" with "ACTIVITY #1" selected. The main content area is titled "Activity #1: Request Determination of Eligibility (E22)" and displays an "Activity Resources" section. A table lists one resource: "Property #680625" with the address "3238 NW Market St, Seattle, WA 98107". The "SHPO DETERMINATION" column for this resource is circled in red and contains the text "Determined Not Eligible". A "Return To Project Setup" button is visible in the top right.

ID	RESOURCE NAME	RESOURCE ADDRESS OR LOCATION	SHPO DETERMINATION
Property #680625		3238 NW Market St, Seattle, WA 98107	Determined Not Eligible