Submitting Online A19s to the Washington State Department of Commerce

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**Introduction**
This manual will guide you through the registration and use of the Commerce Contract Management System (CMS) Portal.

If you have any questions, contact your Commerce program manager.

You can also use the Table of Contents to navigate through this document.

**Getting Started**
In order to gain access to the system you must first complete a few initial steps:

1. Create a Secure Access Washington (SAW) account
2. Add the Commerce Contract Management System service
3. Submit a CMS Access Request form
4. Log into CMS Portal site using the registration code via SAW.
Step 1 – Create your Secure Access Washington (SAW) account (one-time only)

In order to access Commerce applications, you will need to create a Secure Access Washington (SAW) account. If you already have a SAW account, go to Step 2.

Go to the Secure Access Washington site at https://secureaccess.wa.gov/

Click the “Sign Up!” button to begin.
Enter your name, email and create a Username. Note the requirements for a secure password. You will also need to verify that you are not a “Not a robot”.

SIGN UP!

FIRST NAME

LAST NAME

EMAIL

USERNAME

PASSWORD REQUIREMENTS
Add at least 10 more characters
Add a special character or a lower case letter or an uppercase letter or a number

PASSWORD

CONFIRM PASSWORD

I’m not a robot

CAPTCHA

Submit
You will be sent an email to activate your account.

Go to your email account and click the link provided on your email. The email will be titled → SecureAccess Washington: Welcome to SecureAccess Washington. Click the link to activate your account.


Thank you for signing up with Secure Access Washington.

Your username is: [Redacted]

To activate your account, please click: https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?id=25551&userId=[Redacted]

For questions or concerns about your SecureAccess Washington account, please visit https://test-secureaccess.wa.gov/public/saw/pub/help.do

Thank you,
The Secure Access Washington Team
You will get an Account Activated message when you have successfully activated your SAW account.

Next log into SAW using your new username and password.
Step 2 – Add the Commerce Contract Management System service

Once you’ve logged into SAW, you can add your selected services by clicking on the “Add a New Service” button.
This will take you to a list of state agencies. Click on Department of Commerce to see the list of available Commerce services.

Next select the “I would like to browse a list of services” option.
Click Apply for the Commerce Contract Management System.

You will get a Registration Complete message. You will also get two emails, a User Registered for Service email and an Access Approved email. They are informational only and you do not need them to continue.
You will be redirected to the Home screen. Click on the Commerce Contract Management System link to access the system.

**Step 3 – Submit a CMS Access Request form**

You will also need to send a message to your Commerce program manager letting them know that you would like to access the system. Send them a CMS Access Request form to make sure that they have all of the information necessary to get you added into the system.

The CMS portal has three roles available. Submit, Data Entry and Read Only. Below is a list of activities available by role.

<table>
<thead>
<tr>
<th>Service</th>
<th>Submit</th>
<th>Data Entry</th>
<th>Read Only</th>
</tr>
</thead>
<tbody>
<tr>
<td>View Contract Details</td>
<td>X</td>
<td>X</td>
<td>X</td>
</tr>
<tr>
<td>View A19s</td>
<td>X</td>
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<tr>
<td>Print A19s</td>
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</tr>
<tr>
<td>Create A19s</td>
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<td>X</td>
</tr>
<tr>
<td>Submit A19s</td>
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<td>X</td>
<td></td>
</tr>
<tr>
<td>Correct and Resubmit A19s</td>
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<td></td>
<td>X</td>
</tr>
</tbody>
</table>
Access to contracts is granted by SWV number, please complete as many forms as needed to be granted access to all the SWV numbers used for contracts by your organization.

**System Access Request Form**
Mail or email this completed form to your Commerce program manager. The Contract Management System Portal [CMS] is accessed through Secure Access Washington (SAW). Use this link to access the SAW site [https://secureaccess.wa.gov/](https://secureaccess.wa.gov/) and create a SAW account.

Upon receipt of this form, your Commerce program manager will send a CMS Registration Code to your SAW email address. See the [CMS training manual on the website](http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/) for instructions on how to create a SAW account and to login to CMS.

**Requestor Information**

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<th>FIRST NAME</th>
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**Requestor Agreement**
By signing this form, I certify that I am authorized to view and/or submit information on behalf of the organizations listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement. [http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/](http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/)

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**Step 4 – Log into CMS Portal site using the registration code**

Once your Commerce program manager registers you as a CMS portal user, you will receive an email like the one pictured below.

If you received an email first, but have not created a SAW account, complete Steps 1 - 3 above.

When you receive this email and have an active SAW account, you can either click on the link in the email to launch the CMS Portal or you can enter the Commerce Contract Management System through you “My Services” in SAW.

If your organization contracts with multiple programs within Commerce, you may have already received an email like the one below. If you have been granted access to all of your Statewide Vendors, you will be automatically granted access to those contracts, provided the program allow online invoices. This means you have already been set up as a person in the Contract Management System. If you need to be
granted access to another SWV, submit a completed CMS Access Request form to the applicable Program Manager.

When you receive this email, copy your registration code. You can do this by highlighting the text and holding down the control key while pressing ‘c’.

Then follow the link found in the email to the CMS Portal.

You will be prompted to enter your registration code.
Click in the text box and paste the code. This can be done holding down the control key while pressing ‘v’. Then click on “Finish Registration”.

Log into CMS Portal site using the registration code via SAW.

**CMS Portal**

You will be granted access and redirected to the Commerce Contract Management System Home page.

The CMS portal provides more than just the ability to submit your A19s electronically. You can track the progress of your A19, print your A19s at any time, view A19 attachments, and even print loan amortizations schedules. Use the links below to find out more.

1. [Screen Overviews](#)
2. [Create and Submit a New A19](#)
3. [Print an A19](#)
4. [Correct an A19](#)
5. [View Contract Summary Information](#)
6. View and Print Loan Amortization Schedules  
7. Track your A19 Status  
8. System Access Request Form  

Screens  
There are four menu options on the top of the Portal. Use these to navigate to each page.
Home Screen

The home page will show invoices associated with your contracts. Your program manager will be able to see the same information within Commerce with the exception of drafts, which are A19s that you have created and saved but not submitted to Commerce.

This screen shows you the A19s you currently have in process. “In process” statuses are:

- Draft
- Submitted
- Program Approved
- Processing Payment

Learn more about statuses here.
**Contracts Screen**

This screen will show you all of the contracts that you have been given access to by the Commerce program manager(s). The “Contracts” and “Create a New A19” menu options will both take you to the Contracts screen.

The Contracts screen shows you all of your contracts that you can use for online A19s and provides a starting point for creating a new A19. To create a new A19, click on the icon with the green plus sign under “New A19”.

You can view your Contract Summary Information by clicking on the magnifying glass to the far left of each contract listing.

Viewing your contract allows you to see contract details as well as any A19s for that contract. You can go to individual A19s by clicking on the view icon by the A19.

If you feel you are missing any contracts or if any information is incorrect, please contact your Commerce program manager.
**Review All A19s Screen**

This screen is similar to the Home Screen. The difference is that you have the ability to view not only “in process” A19’s, but also all paid A19s for your contracts.

To view all A19s, check the “Show all” box and then press the “Refresh” button. To go back to an “in process” view, select “Show In process only” and press “Refresh”.

![Review All A19s Screen](image-url)
Create New A19 Screen
This screen shows you all of your contracts. As previously mentioned, the Contracts and Create New A19 menu options both take you to the Contracts list view.

From this screen you have the ability to start a new A19.

A19 Invoice Screen
This will take you to the A19 Invoice screen. Your Commerce program manager information is also displayed if you have any questions or need assistance. This screen is divided into five sections. They are
described below with key entry fields defined for clarity.
A19 Details
This section contains general information about your contract as well as the reporting period information for the A19. Your commerce contact information is also included in case you have any questions.

- CMS Invoice ID – This is the unique number for your Invoice. It will be added to your EFT notification.
- Account # --This is where you can track your account number, if applicable.
- *From Date -- This is the start date for the service period. *Required
- *Thru Date -- This is the end date for the service period. *Required
- Vendor Notes to Commerce -- Enter notes here that will be visible to Commerce.

A19 Reimbursement Request
This section provides up-to-date budget balances and percentages.

- Request Amount -- This is where you enter the amount they are requesting on your A19. If your program manager has set up budgets categories and/or activities then you have the ability to request amounts by line item.

Attachments
This is where you can add an attachment that can be viewed by Commerce when reviewing your A19. In order to add an attachment, you must first save your new A19 so that an invoice number is generated. Attachments cannot be deleted after submission. The Save Button is in the Submit section.

**Important** You must SAVE your A19 before you can add attachments.
Expenses over $1,000
This section is where you report Subcontractor and Sub Subcontractor expenses over $1,000. You may manually enter expenses by adding rows using the on the top left of the grid, or by uploading the Expense Template Excel spreadsheet. For detailed instructions on what expenses to report, visit the Contract Management Portal Webpage.

- Download Template Link – allows you to download the Excel Spreadsheet to
- All Expenses Under $1,000 checkbox – Check this box if you do not have any eligible expenses to report.
- Browse/Upload – this allow you to select and upload the Expense template. This works similarly to the Browse/Attach buttons for attachments.

Submit
This section is where you save, certify, print and submit the A19.

- Certification Checkbox -- In order to submit an A19 to Commerce you will be required to check the certification box to verify that they have the authority to submit the invoice. This removes the need for a signature. You will need to re-certify by clicking the checkbox each time you re-submit your A19.
- Save – The Save button allows you to save your A19 in Draft status without submitting. If you need to exit the system, you will be able to return to your A19 to complete and submit it
- Save and Submit – Once you Save and Submit your A19, your Commerce Program Manager is able to view and process it for payment.
- Print A19 – This allows you to print your A19 for your records.
- Print Budget Matrix – if you have a budget with C
- Cancel – If you have not saved your A19, clicking Cancel will allow you to exit the screen without creating a new A19. If you have saved your A19, clicking Cancel will allow you to exit the screen without saving any changes.
- Delete – You can delete a draft A19 using the “Delete” button. If there is a need to delete a submitted A19, contact your Program Manager and they will reject the A19 for you.

- □ Check this to certify that the above statement is true.

**Note: If you do not check the box above your A19 will not be submitted to Commerce.**

Save | Save and Submit | Print A19 | Print Budget Matrix | Cancel | Delete
**Contract Details Screen**

This screen provides a summary view of your contract information. You can access all of its A19s, create a new one and print out loan amortization schedules for loan contracts. If you see any incorrect information, please contact your program manager.
How to Create a New A19
You can create a new A19 from either the Contracts screen or the Create New A19 screen. From either of these screens, select an executed contract and click on the icon with the green plus sign.

This will take you to a new invoice screen. Some of the fields will be auto-populated for you. You will see the project name, the corresponding Commerce program and contract number based on the contract you selected to create an invoice/A19 for.

You will also see your contract budget categories and activities, if applicable.

This will save the A19 in draft form. The A19 is not yet visible to Commerce staff. It will now be included in your list of in-process A19s. If you need to exit the system, you will be able to return to your A19 to complete and submit it. Re-open the draft A19 you just created by clicking on the edit icon to the left of the row.

Once you are ready to submit your A19 to Commerce, check the certification box, stating that you are authorized to submit the A19 and click on “Save and Submit”. This will send your A19 to Commerce’s Contract Management System, where your program manager will review and process it.
If you are missing any required fields, you will see a warning letting you know what you need to fill in.

From within the A19, you also have the ability to delete the A19 using the “Delete” button. This option is only available for Draft A19s. If there is a need to delete a submitted A19, contact your Program Manager and they will reject the A19 for you.

The “Cancel” button takes you out of the A19 and sends you back to your home screen.

**How to Add an Attachment**

After you save your A19, you will have the ability to add an attachment. Any attachments you add will be visible to your Commerce program manager once the A19 is submitted.

Click Browse. The Browse button will give you access to the documents on your computer or within your network depending on where you are working from. It’s the same as adding an attachment to an email.
Once you navigate to the document you’d like to upload, click on the file and click Open.

You will see the name of your attachment on the screen, but in order to finish attaching, you will need to click “Attach”.

You will now see the attached file in the Attachment list. Click the View icon to open the attachment.

You will not be able to add an attachment until after you have saved the initial draft of your A19. The “Attach” button will be grayed out until you save your A19.

You will not be able make changes to your attachment from within the CMS Portal. If you need to update or change an attachment, you will need to delete the old attachment and upload the corrected version. Once an attachment has been submitted to Commerce, you will not be able to delete it.
How to Add Reportable Expenses

There are two ways to enter Reportable Expenses in the CMS portal. Manually entering the expenses or by uploading a template.

Manually Entered Expenses

This is a good option when there are only a few expenses to enter for an A19.

Adding and Deleting Rows

Click the Plus Icon on the top left grid to add a row. Click the Minus icon to delete a row.

Enter Expense Information

Begin entering the expense information on the added rows.

Required Fields

There are only four fields are required for a valid expense row, they are marked by an Asterisk *.
**Upload a Template**
When the Reportable Expense list is extensive, using a Template allows users to gather and organize the information before entering it into the system.

Select the Browse Button

Select the saved Template.
**Successful Template Upload Message**
The system will provide a detailed message when you successfully upload a template.

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**Color Coding and Subtotals**
Color Coding and Subtotals are provided for each Contractor Type when you save the A19 or upload a successful Template.

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**Reload a Template**
If you need to update the expenses, simply upload the template again. The system will delete all existing expense records before reloading the updated ones. You must click the Continue button before reloading expenses.
Upload Errors and Warnings
We have made every attempt to help you load good expense data. If there are errors on the template, you will get an error message at the top of the A19 detailing how many records had errors and a Validation and Errors list with the errors for each record by row number. Some messages are warnings. A warning will not prevent the file from uploading, but the data may need further review.

Error Warning

There were errors when uploading the Contract Expense file. No records were uploaded. The error details are: 7 record(s) were fine but 35 record(s) had errors. See details in Validation Errors grid.

Validation (Warnings) and Errors

<table>
<thead>
<tr>
<th>Row Number</th>
<th>Error and (Warning) Message</th>
<th>Upload Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>29</td>
<td>ERROR: Subcontractor Total Paid to cannot exceed the total invoice request amount/warrant amount; ERROR: The &quot;Expense Type&quot; must be a valid type</td>
<td>10/12/2017 1:25:10 PM</td>
</tr>
<tr>
<td>30</td>
<td>ERROR: The &quot;Expense Type&quot; must be a valid type</td>
<td>10/12/2017 1:25:10 PM</td>
</tr>
<tr>
<td>31</td>
<td>ERROR: Subcontractor Total Paid to cannot exceed the total invoice request amount/warrant amount; ERROR: The &quot;Expense Type&quot; must be a valid type</td>
<td>10/12/2017 1:25:10 PM</td>
</tr>
<tr>
<td>32</td>
<td>ERROR: The &quot;Expense Type&quot; must be a valid type</td>
<td>10/12/2017 1:25:11 PM</td>
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</tr>
<tr>
<td>34</td>
<td>WARNING: Leading zeros added to &quot;Paid by UFR&quot;, please verify</td>
<td>10/12/2017 1:25:11 PM</td>
</tr>
<tr>
<td>35</td>
<td>WARNING: Leading zeros added to &quot;Paid by UFR&quot;, please verify</td>
<td>10/12/2017 1:25:11 PM</td>
</tr>
<tr>
<td>36</td>
<td>ERROR: Subcontractor Total Paid to cannot exceed the total invoice request amount/warrant amount</td>
<td>10/12/2017 1:25:11 PM</td>
</tr>
<tr>
<td>39</td>
<td>ERROR: The &quot;Expense Type&quot; must be a valid type</td>
<td>10/12/2017 1:25:11 PM</td>
</tr>
</tbody>
</table>

Add Template as an Attachment
The template should be added as backup for the A19.
How to Print an A19

To print a copy of your A19, select the “Print A19” button.

**Note: If you do not check the box above your A19 will not be submitted to Commerce.**

This will give you a PDF version of the A19 you created. There is no requirement to send this to Commerce. This copy is for your own records.
How to Correct an A19

After you’ve saved an A19, you can get back to it from either the home screen or by going to “Review All A19s”. To correct the A19, select the edit icon to the left of your chosen A19.

This option is available to you when your A19 is in draft or submitted status. Once your A19 has been approved by Commerce, it will be locked down to you. If your A19 has moved to approved status, you will need to contact your Commerce program manager if you’d like to make any changes.

Once your A19 is unlocked by your Commerce program manager, correct your data and then click “Save and Submit”.

You will not be able to simple hit “Save”. It will be grayed out. Make sure you recertify your A19 or you will not be able to submit it to Commerce.

Once you press “Save and Submit” you will see a message at the top of your screen. You will see that you have at least one A19 already with a similar date range. Look at your date range, verify that it’s correct and then click continue.

This submits your updated A19 to Commerce.
How to Find Your Commerce Program Manager

Your Commerce program manager is listed on your A19, along with their phone number and email address.

You can also find their name on your contract list.

How to view Contract Summary Information

Click the  Icon on the Contracts Screen to view the basic information about your contracts and a list of all of the A19s for that contract.
How to view and print Loan Amortization Schedules
You can print your Loan Amortization schedules from the Contracts Detail screen. If you have more than one funding source for your contract, you can print a combined amortization schedule that will them roll-up for you.

How to Logout of the System
When you are done using the CMS Portal, you can logout of the portal by clicking on Logout. This will allow other to login if you are using a share machine.

How to Access CMS Portal Help
The blue question mark in the upper right corner of the CMS Portal is a link to user manuals, help documents and other useful information on the Commerce CMS Portal website. If you don’t find what you need here, then contact your Commerce program manager.
**Track your A19s**

Your A19 will move through several different statuses. You’ll see the status on your list of A19s on the Home page.

Here are the statuses you will see and the actions that lead to them.

<table>
<thead>
<tr>
<th>User Action</th>
<th>A19 - Status</th>
</tr>
</thead>
<tbody>
<tr>
<td>You enter basic A19 information online and click save. The A19 has not been seen by Commerce.</td>
<td>Draft</td>
</tr>
<tr>
<td>You click the submit button. Your A19 can now be seen by Commerce.</td>
<td>Submitted</td>
</tr>
<tr>
<td>Commerce approves your A19.</td>
<td>Program Approved</td>
</tr>
<tr>
<td>Commerce fiscal services has received your approved A19.</td>
<td>Processing Payment</td>
</tr>
<tr>
<td>Your A19 has left Commerce. You have either already been paid or will be paid shortly.</td>
<td>Paid</td>
</tr>
<tr>
<td>Commerce rejects your A19. You will need to talk to your program manager to determine next steps.</td>
<td>Rejected</td>
</tr>
</tbody>
</table>
System Access Request Form

Mail or email this completed form to your Commerce program manager. The Contract Management System Portal (CMS) is accessed through Secure Access Washington (SAW). Use this link to access the SAW site [https://secureaccess.wa.gov/](https://secureaccess.wa.gov/) and create a SAW account.

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Manager Approval

By signing this form, I approve this employee to access the CMS portal on behalf of the organizations listed above.

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