

Department of Commerce
Endowment Trust Fund System

External Manual

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Introduction

Welcome to the Endowment Trust Fund System (ETFS)! This system connects primary representatives to view quarterly statements for authorized trust accounts.

This manual will guide you through the features in ETFS so you can make the best use of it.

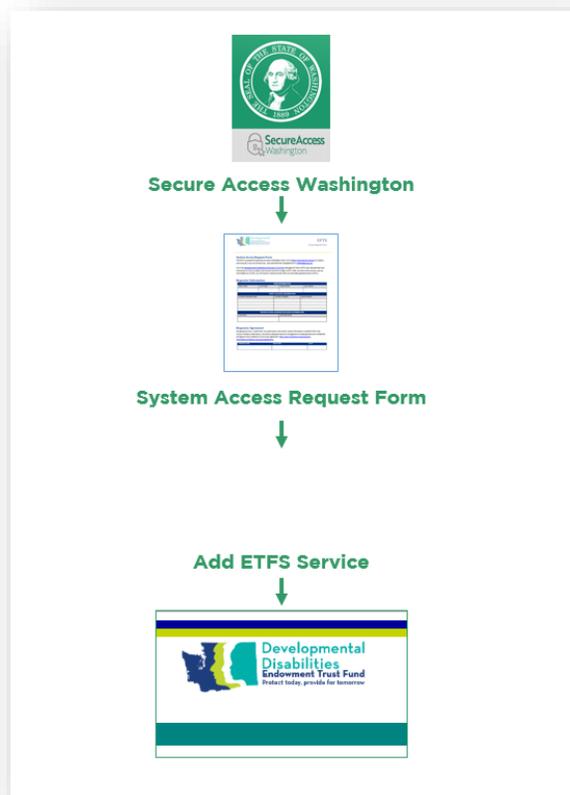
If you are new to this system, start by going through the Getting Started steps to create a Secure Access Washington (SAW) account and add the Department of Commerce's Endowment Trust Fund System service to your new account. If you have any questions, contact etfinfo@arcwa.org or call 1-888-754-8789 Ext 1.

You can also use the [Table of Contents](#) to navigate through this document.

Getting Started (One-Time Only)

In order to gain access to system you must first complete a few initial steps:

1. [Create a Secure Access Washington \(SAW\) account.](#)
2. [Submit an ETFS Access Request form.](#)
3. [Receive a New User Registration Email.](#)
4. [Add the ETFS service to your SAW Account.](#)



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, log in and go to [Step 2](#).

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

Click the “Sign Up!” button to begin.

THE SEAL OF THE STATE OF WASHINGTON
1889

WELCOME

to your login for Washington state.

SecureAccess
Washington

[SIGN UP!](#) [GET HELP](#) [TIPS ON](#)

LOGIN

USERNAME

PASSWORD

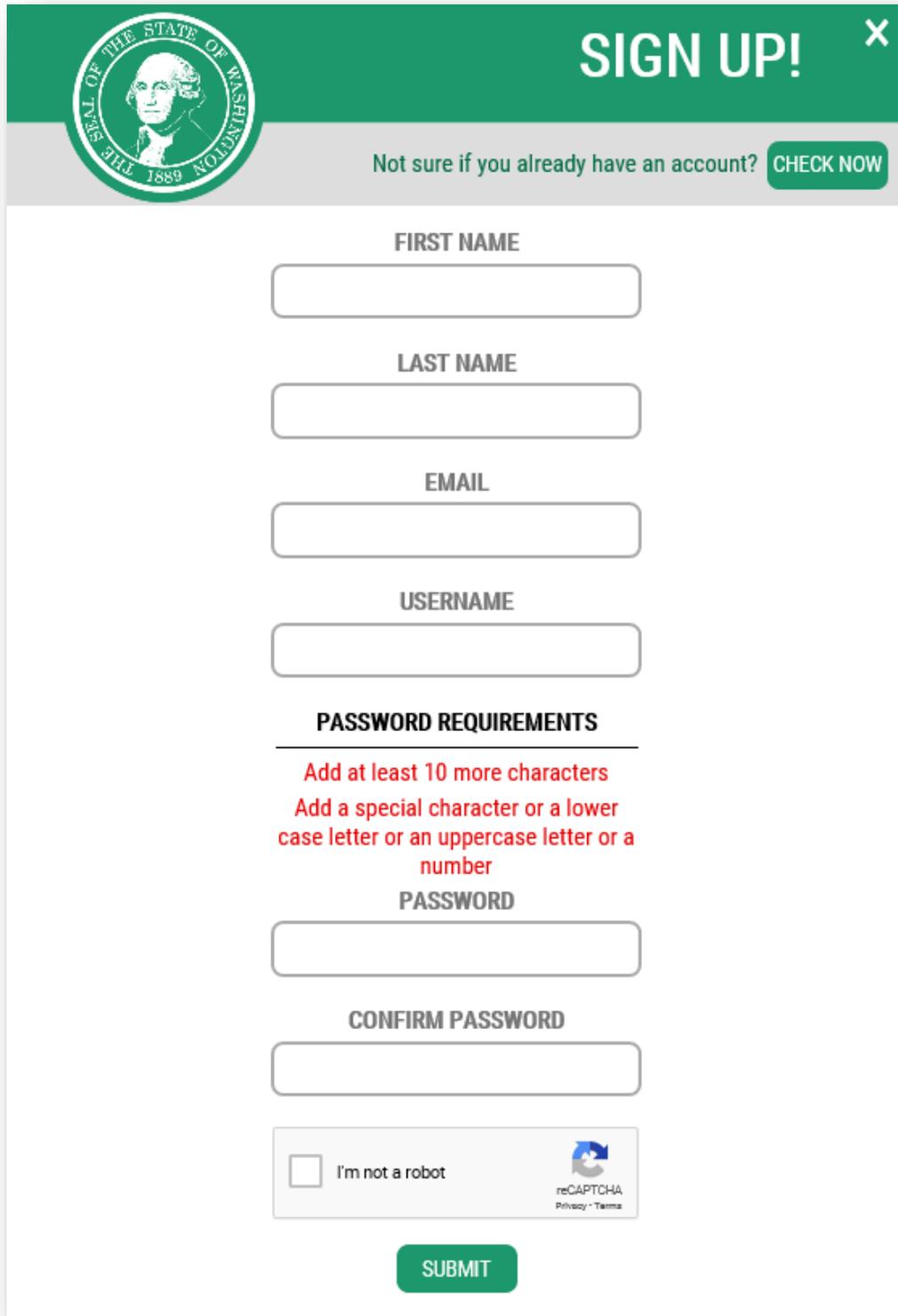
[SUBMIT](#)

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF

WASHINGTON
STATE
AGENCIES

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!** ×

Not sure if you already have an account? [CHECK NOW](#)

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

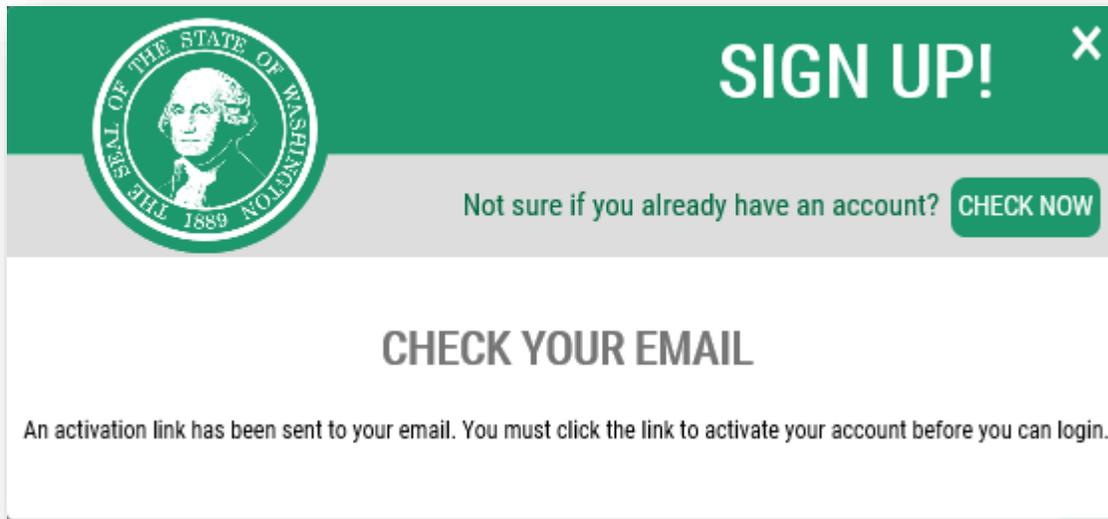
PASSWORD

CONFIRM PASSWORD

I'm not a robot 
reCAPTCHA
Privacy - Terms

SUBMIT

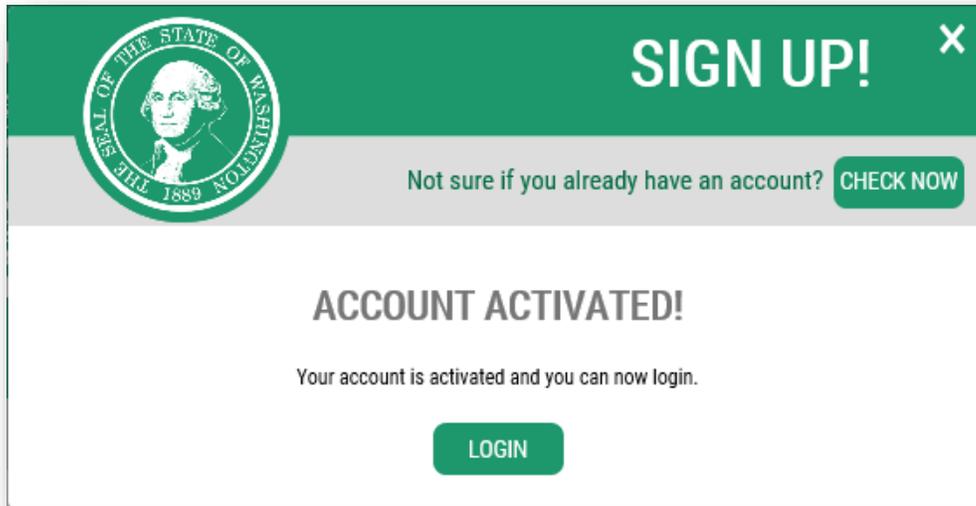
You will be sent an email to activate your account.



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.



You will get an Account Activated message when you have successfully activated your SAW account.



Step 2 – Submit an ETFS Access Request Form

After establishing a SAW account, you will need to submit an **ETFS System Request Form**, scan and email to etfinfo@arcwa.org or mail your completed form to:

Developmental Disabilities Endowment Trust Fund
c/o The Arc Washington State
2638 State Ave NE
Olympia, WA 98506




System Access Request Form

The ETFS is accessed through Secure Access Washington (SAW). Go to <https://secureaccess.wa.gov/> to create a SAW account, if you do not have one. Scan and email this completed form to etfinfo@arcwa.org or mail your completed form to:

Developmental Disabilities Endowment Trust Fund
c/o The Arc Washington State
2638 State Ave NE
Olympia, WA 98506

Go to the [Developmental Disabilities Endowment Trust Fund](#) webpages for links to ETFS User Manuals that have instructions on how to create a SAW account and how to log in to ETFS. After you have a SAW account, and we have added you to ETFS, you will receive a welcome email.

Requestor Information

USER INFORMATION			
FIRST NAME	LAST NAME	WORK PHONE	CELL PHONE
REQUIRED	REQUIRED	REQUIRED	REQUIRED

TRUST ACCOUNT INFORMATION		
ACCOUNT HOLDERS NAME	ACCOUNT NUMBER	RELATIONSHIP
FIRST AND LAST NAME	REQUIRED	REQUIRED

SECURE ACCESS WASHINGTON (SAW) INFORMATION	
SAW EMAIL	SAW USER NAME
USER ACCOUNTS WILL BE SET UP WITH THIS EMAIL ADDRESS	REQUIRED

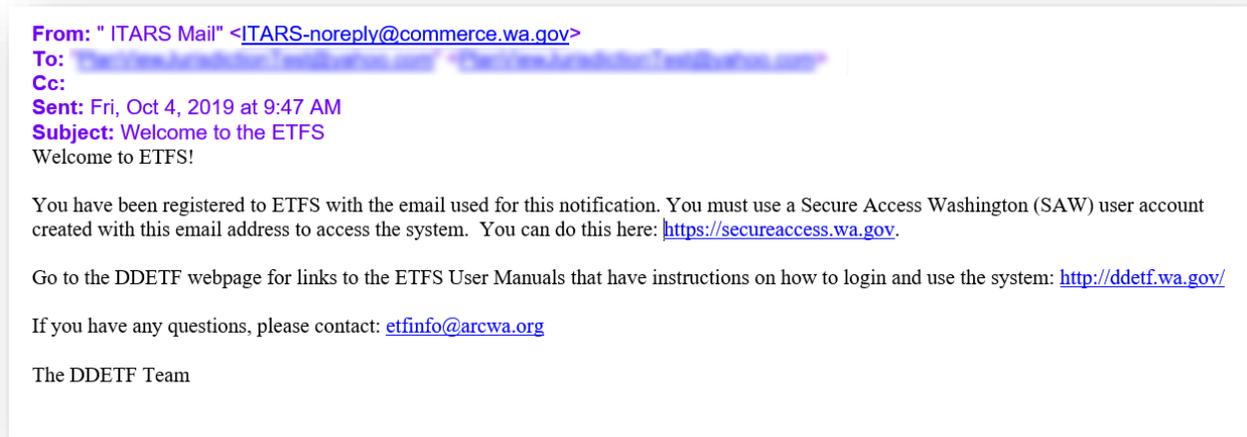
Requestor Agreement

By signing this form I certify that I am authorized to view and/or submit information on behalf of the Trust Account Holder(s) 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/>.

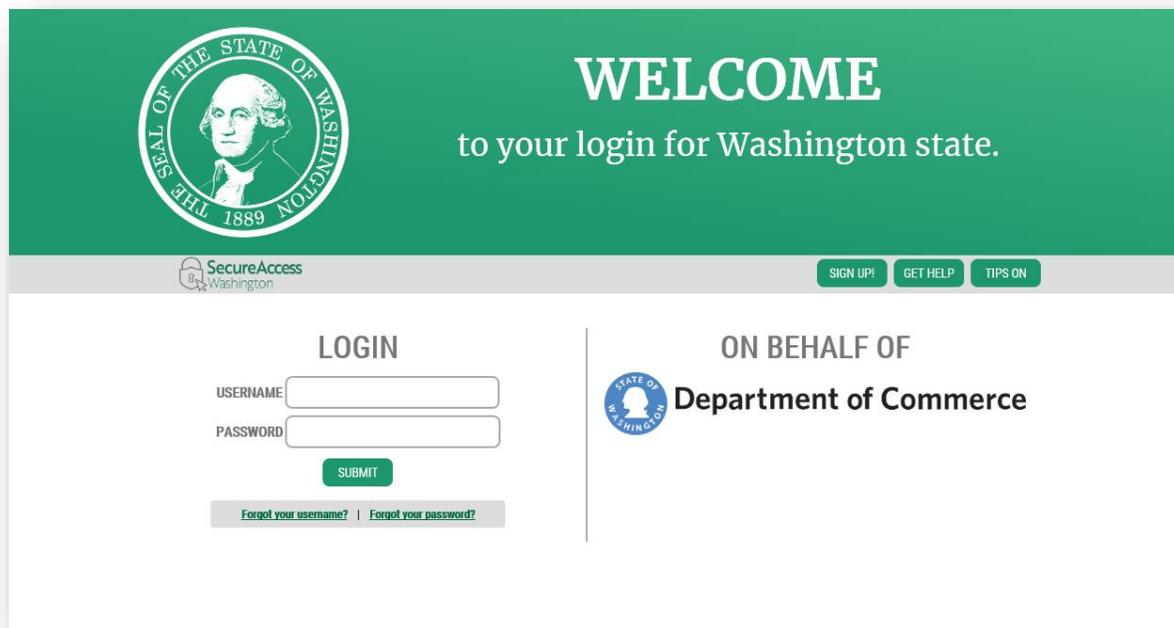
PRINTED NAME	SIGNATURE	DATE
REQUIRED	REQUIRED	REQUIRED

Step 3 – New User Registration Email

Once your Trust Fund Account manager registers you as an ETFS user, you will receive an email like the one pictured below.



Next, log into SAW using your new username and password.



Step 4 – Add the Endowment Trust Fund System service

Once you've logged into SAW, you can add your selected services by clicking on the "Add a New Service" button.

SecureAccess Washington

ACCOUNT GET HELP TIPS ON LOGOUT

ADD A NEW SERVICE

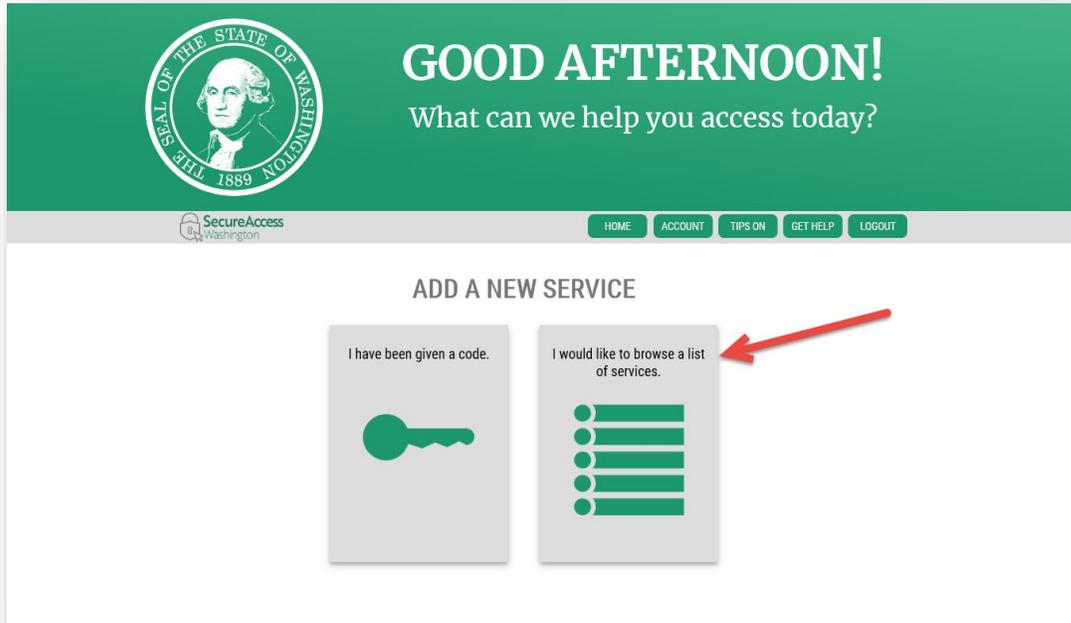
SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
---------	-------------	------------	--------

Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

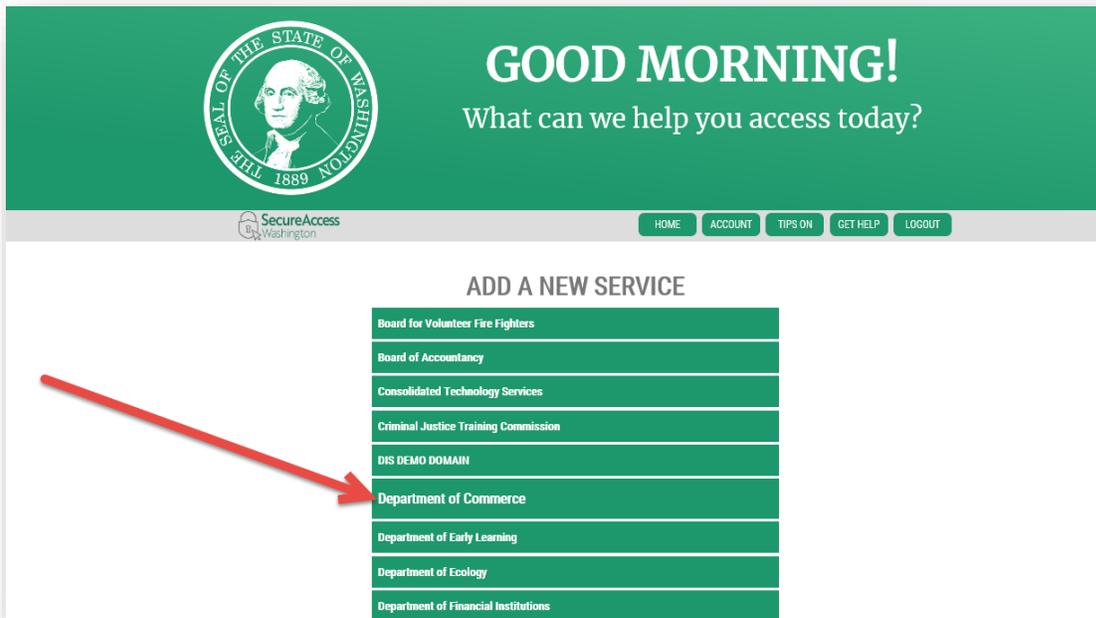
SHOWING YOUR SERVICES FROM ALL OF WASHINGTON

WASHINGTON STATE AGENCIES

Next, select the “I would like to browse a list of services” option.



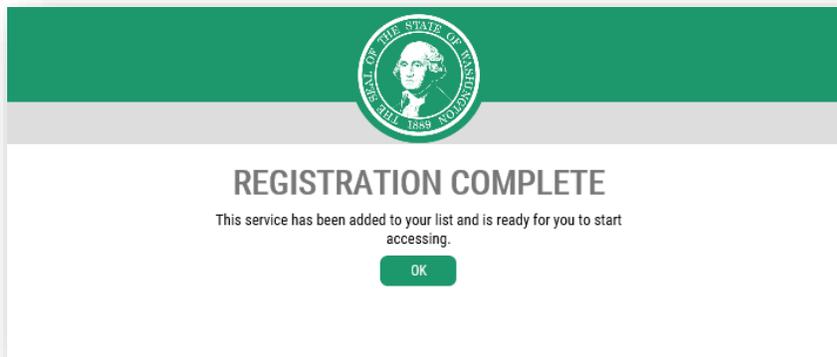
This will take you to a list of state agencies. Click on Department of Commerce to see the list of available Commerce services.



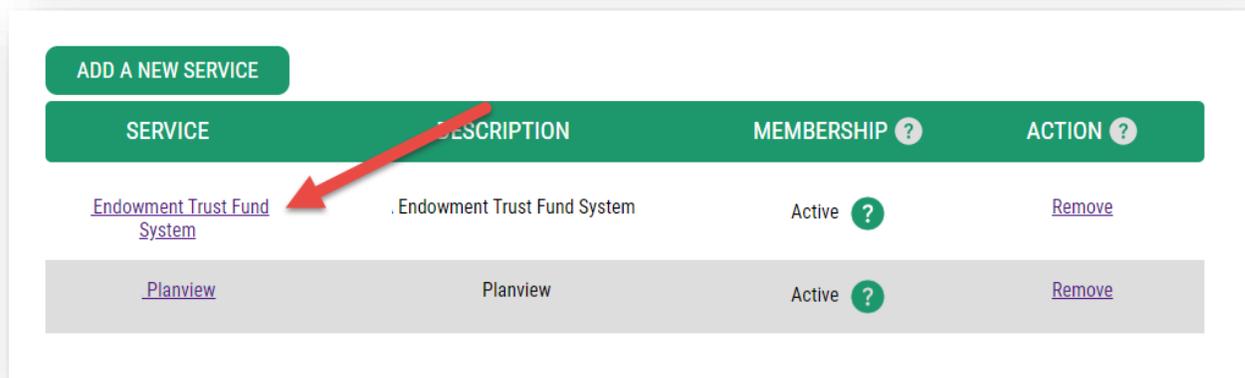
Click Apply for the Endowment Trust Fund System.



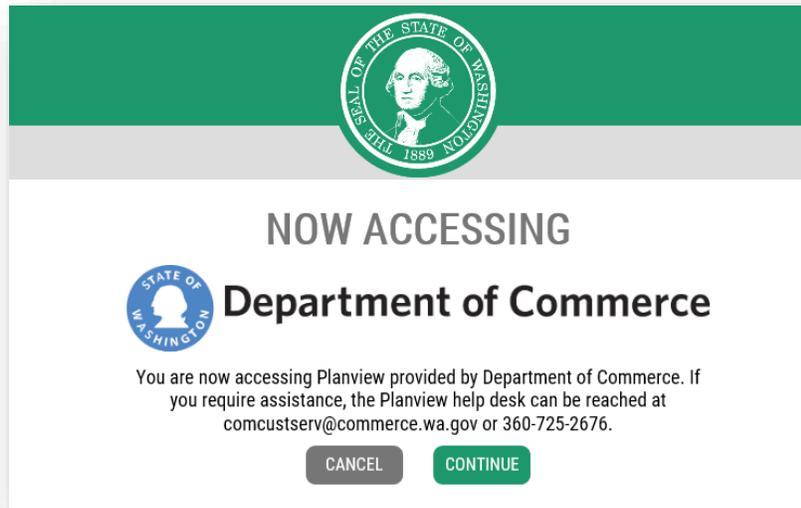
You will get a Registration Complete message. You will also get an automated email stating your access to the Endowment Trust Fund is approved. **This does not mean you have been approved as user and granted access to ETFS. You will get a welcome email from the EFTS system when you are approved. (Step 3).**



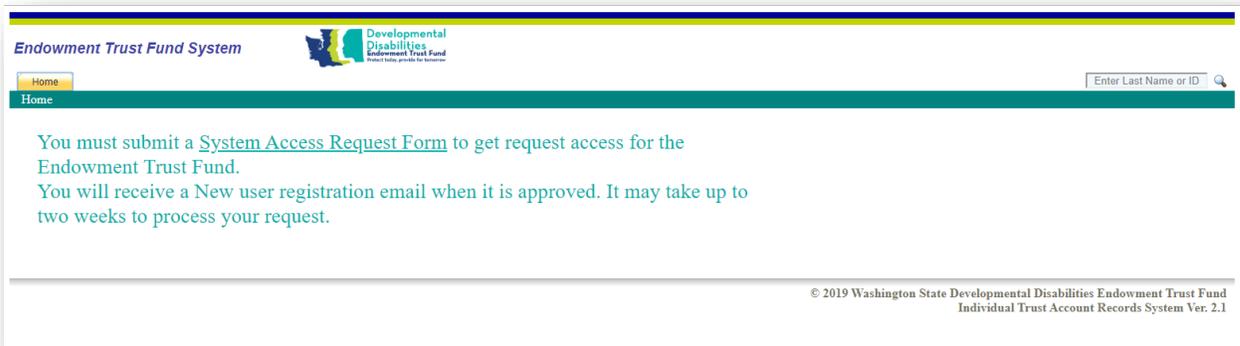
You will be redirected to the Service Screen. Click on the Endowment Trust Fund System to access the system.



You will get an assistance notice, click Continue. The Endowment Trust Fund System should now be displayed.

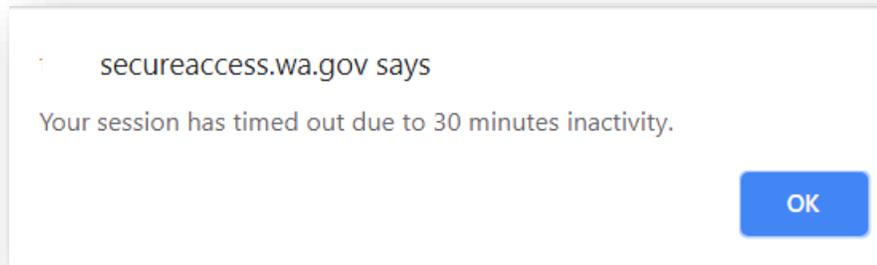


If you have not been set up you will get the following error message. Please note the display may be slightly different, depending on the internet browser you are using. Please contact etfinfo@arcwa.org or call 1-888-754-8789 Ext 1 if you have not received a New User Registration email.



SAW Time Out

SAW automatically times users out after 30 minutes of inactivity. You will see the following message if you are timed out. Please note the display may be slightly different, depending on the internet browser you are using.



Endowment Trust Fund System

After you select Continue, you will see the Home Page. This page allows you to access the account you have been set up.



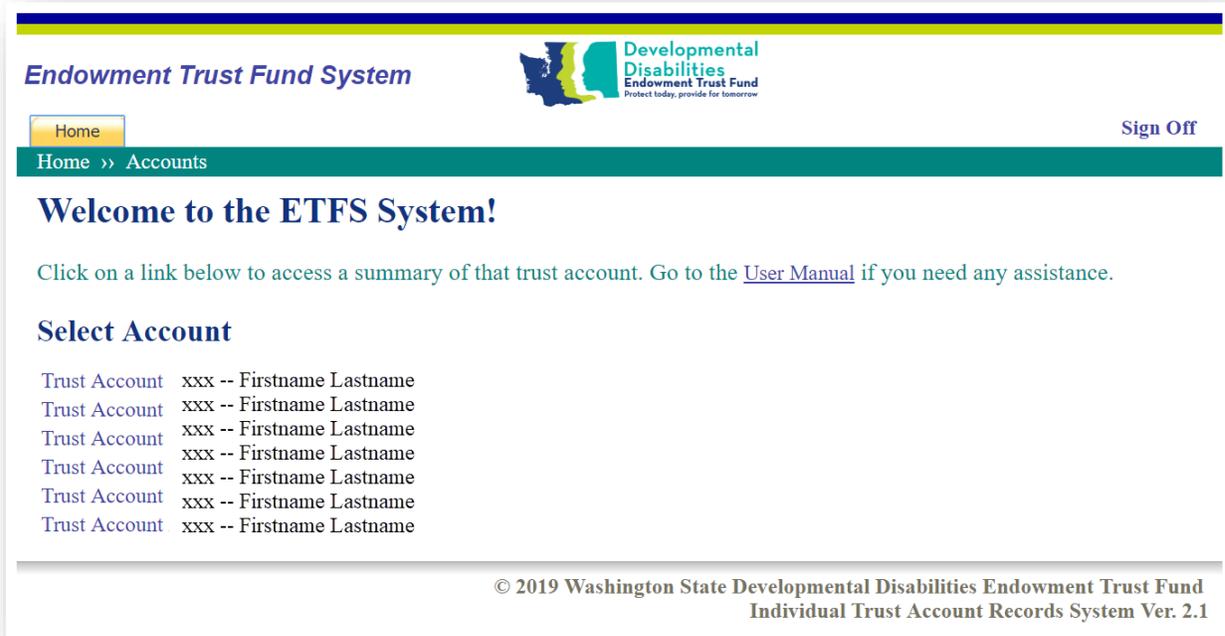
ATTENTION: Be advised that information displayed in the following screen shots are fictitious and for demonstration purposes only.

Home Page

Once you are granted Access, logged into SAW and selected the ETFS service. You will be in the Endowment Trust Fund System.

The Home Page is the first page you will see when ETFS opens. It provides a list of the accounts that you can view statements.

You can also click the [User Manual](#) Link to open this document.



The screenshot shows the ETFS Home Page interface. At the top left, it says "Endowment Trust Fund System" next to the logo. A "Home" button is highlighted. On the top right, there is a "Sign Off" link. Below the navigation bar, it says "Home >> Accounts". The main heading is "Welcome to the ETFS System!". Below this, there is a message: "Click on a link below to access a summary of that trust account. Go to the [User Manual](#) if you need any assistance." Underneath, there is a section titled "Select Account" with a list of six entries, each labeled "Trust Account" followed by "xxx -- Firstname Lastname". At the bottom of the page, there is a copyright notice: "© 2019 Washington State Developmental Disabilities Endowment Trust Fund Individual Trust Account Records System Ver. 2.1".

Account Summary

When you select and account you will see an Account Summary screen with real-time account balances and account transactions for the past 90 days. Click on [View Statements](#) to see a list of the past 12 statements (if the account has been active for that long).

Endowment Trust Fund System

Sign Off

[Home](#)

[Home](#) >> [Accounts](#)

Welcome to the ETFS System!

[Back to select Trust Account](#) [View Statements](#)

Trust Account Detail

Trust Account Id: xxx -- Firstname Lastname	
Trust Type: Trust I	Matching Status: ✔
Trust Status: Active	Contribution Status: ✔
Enrollment Date: XX/XX/XXXX	Disbursement Status: ✔
Anniversary Date: XX/XX/XXXX	
Est. Vesting Date: XX/XX/XXXX	
Vested Date: XX/XX/XXXX	
Closed Date: XX/XX/XXXX	

Contacts

Primary Representative (xx/xx/xxxx - Present)

Firstname Lastname

Transactions

<p>Private Funds</p> <p>Contributions: \$ XX,XXX.XX</p> <p>Distributions: XX,XXX.XX</p> <p>Profit/Loss: XX,XXX.XX</p> <p>Fees: XX,XXX.XX</p> <p>Balance: \$ XX,XXX.XX</p>	<p>State Funds</p> <p>Contributions: \$ XX,XXX.XX</p> <p>Distributions: XX,XXX.XX</p> <p>Profit/Loss: XX,XXX.XX</p> <p>Fees: XX,XXX.XX</p> <p>Balance: \$ XX,XXX.XX</p>
--	--

Account Balance: \$ XX,XXX.XX

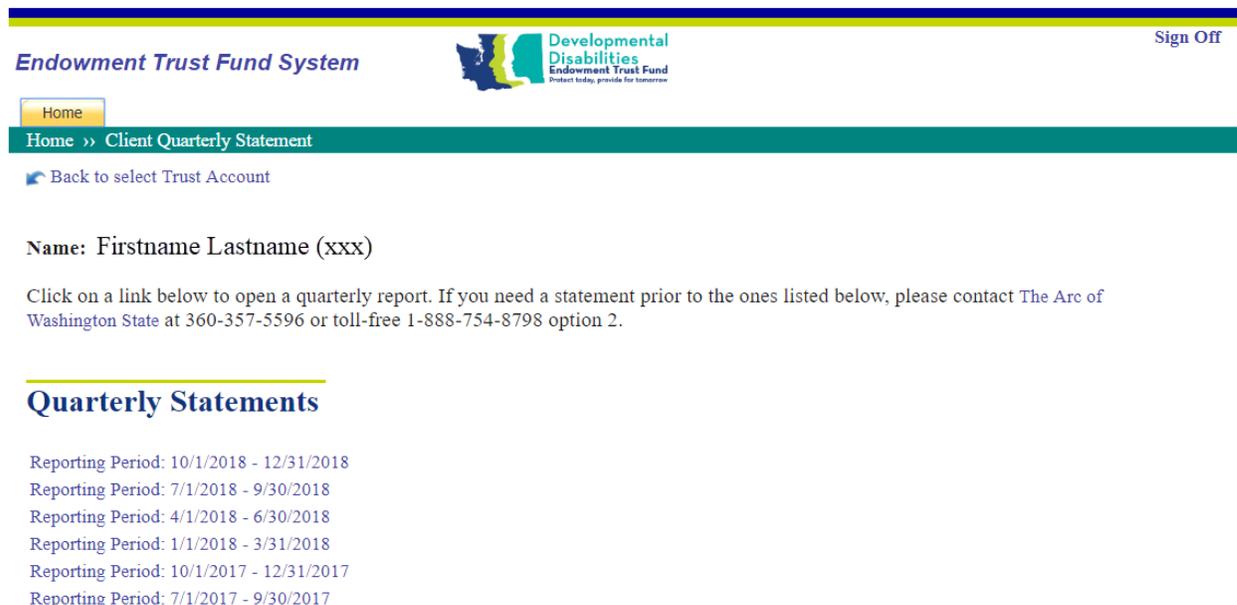
Recent Transactions (90 Days)

Date	Type	Amount	Check #	Is Reconciled	Received Documentation
5/10/2019	Contribution	\$ XX,XXX.XX		✘	✔
5/10/2019	Contribution	\$ XX,XXX.XX		✘	✔
5/10/2019	Contribution	\$ XX,XXX.XX		✘	✔

© 2019 Washington State Developmental Disabilities Endowment Trust Fund
Individual Trust Account Records System Ver. 2

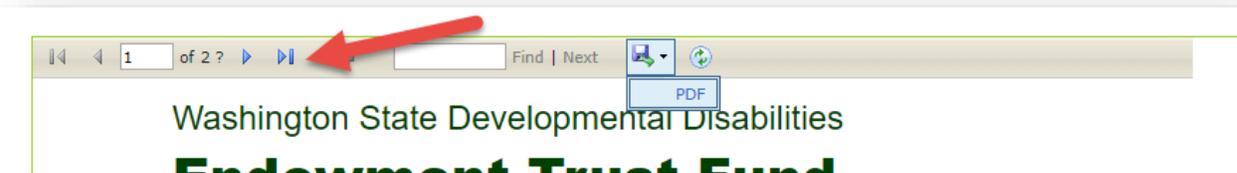
Quarterly Statements

The Quarterly Statement displays three years of statements. You must contact the Arc of Washington to if you want anything older. Click of the statement hyperlink to open a pdf version of your statement.



The screenshot shows the 'Endowment Trust Fund System' interface. At the top right is a 'Sign Off' link. Below the header is a 'Home' button and a breadcrumb trail: 'Home >> Client Quarterly Statement'. A link with a blue arrow icon says 'Back to select Trust Account'. The user's name is displayed as 'Name: Firstname Lastname (xxx)'. A paragraph of text reads: 'Click on a link below to open a quarterly report. If you need a statement prior to the ones listed below, please contact The Arc of Washington State at 360-357-5596 or toll-free 1-888-754-8798 option 2.' Below this is a section titled 'Quarterly Statements' with a list of reporting periods: 10/1/2018 - 12/31/2018, 7/1/2018 - 9/30/2018, 4/1/2018 - 6/30/2018, 1/1/2018 - 3/31/2018, 10/1/2017 - 12/31/2017, and 7/1/2017 - 9/30/2017.

Click the blue arrows to navigate to different pages.



This screenshot shows a PDF viewer interface. A red arrow points to the left navigation arrow in the toolbar. Below the toolbar, the text 'Washington State Developmental Disabilities Endowment Trust Fund' is visible.

Select the Save Icon, then PDF to export the statement and print it out.



This screenshot shows the same PDF viewer interface as the previous one. A red arrow points to the 'Save' icon (a floppy disk) in the toolbar. A 'PDF' button is highlighted below the toolbar. The text 'Washington State Developmental Disabilities Endowment Trust Fund' is visible below the toolbar.

Download Troubleshooting

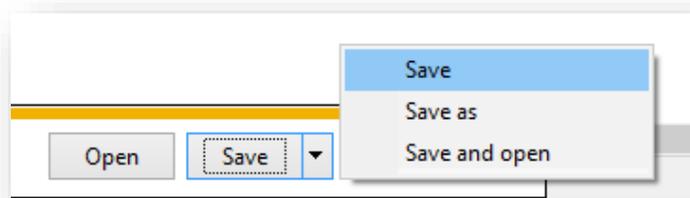
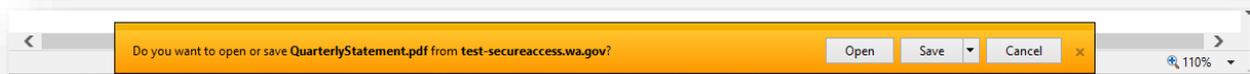
Commerce is dedicated to help their customers use our services easily and with the resources available to our customers. We strive to make all of our systems compatible with as many Internet browsers as we can, but there are simply too many of them. We recommend using one of the following three browsers for ETFS:

- Internet Explorer
- Chrome
- Firefox

When downloading a report or file, these three browsers have very different ways on displaying the downloaded file. We have some examples below, but your experience may be different depending on the version of the browser you are using.

Internet Explorer

When a file is downloaded via Internet Explorer, a popup window is displayed in the bottom center of the screen. You can open the file by clicking the Open button, or you can save it to your PC by clicking the Save or clicking the arrow and Save As option. If you click the Save button, the file will be saved in the folder you select. If you are unsure of that location, click the arrow and Save As option to select the location yourself.

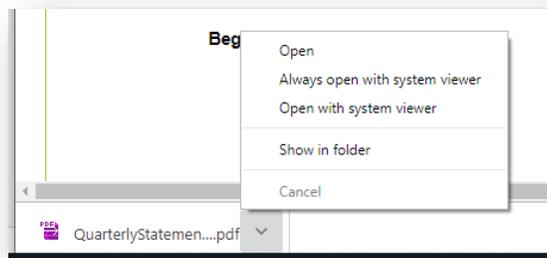


Chrome

Chrome displays the files on the bottom left of the screen.

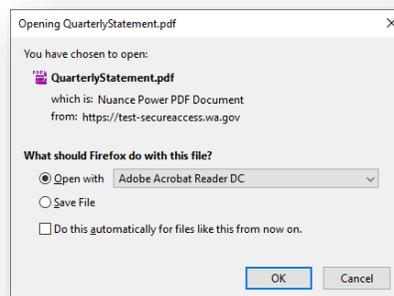


1. Click on a file.
2. Click on the box to open the file, or click on the arrow to select an option.

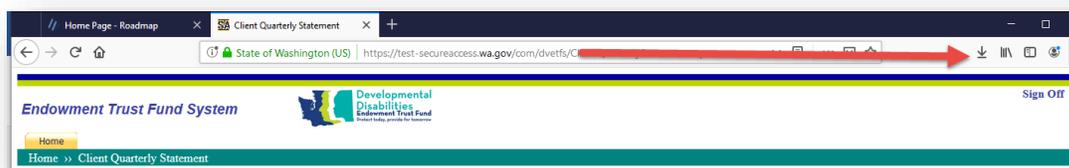


Firefox

Firefox displays downloads in the top right corner of the screen.



1. Select an option and click Ok.
2. Notice the down arrow. Clicking this displays a list of your recently downloaded files.



System Access Request Form

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Requestor Information

USER INFORMATION			
FIRST NAME	LAST NAME	WORK PHONE	CELL PHONE
TRUST ACCOUNT INFORMATION			
ACCOUNT HOLDERS NAME	ACCOUNT NUMBER	RELATIONSHIP	
SECURE ACCESS WASHINGTON (SAW) INFORMATION			
SAW EMAIL	SAW USER NAME		

Requestor Agreement

By signing this form I certify that I am authorized to view and/or submit information on behalf of the Trust Account Holder(s) 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/>.

PRINTED NAME	SIGNATURE	DATE