

# How to Start an Application in the Salmon Recovery Portal



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## Before Starting

You need the following information and accounts:

- [Salmon Recovery Portal](#) user name and password. To get an account, e-mail [PrismSupport@rco.wa.gov](mailto:PrismSupport@rco.wa.gov).
- [SecureAccess Washington](#) (SAW) account.
- Project Information: project name, project identification number, project summary, total project amount, amount requested from the Salmon Recovery Funding Board, project type (acquisition, planning, etc.), primary sponsor, and start and end dates.

If you are new to the Salmon Recovery Funding Board process, please contact [PrismSupport@rco.wa.gov](mailto:PrismSupport@rco.wa.gov). RCO will add your information to PRISM.

## Creating a Project in the Salmon Recovery Portal

**If the project already is in the portal, skip to the next section and follow instructions under “Submit to PRISM.”**

If the project is not in the portal, following these basic steps:

1. Log into SAW to access the Salmon Recovery Portal.
2. Note, first-time users will need to complete a double sign-in. The double sign-in, described below, will happen only once. After completing the double sign-in, applicants will use SecureAccess Washington credentials to log into the portal.
  - a. Using SecureAccess Washington credentials, login to the Salmon Recovery Portal.
  - b. When directed to the SecureAccess login page, enter the SecureAccess credentials.
  - c. When redirected to the one-time Salmon Recovery Portal sign-in page, enter the portal login credentials.

3. Once logged in to the portal, select the lead entity from the drop-down menu on the left side.
4. From the Workspace, click "Add" on the right side + "Add Grant Project."
5. Fill in the following fields:
  - Project Name\*
  - Number or ID\*
  - Project Category (acquisition, restoration, etc.)
  - Primary Status (Projects to be submitted to SRFB are "Proposed")
  - Start and End Dates
  - Summary (1,500 characters or less)
  - Estimate Cost (Total cost of the project)
  - Primary Funding Source (Funding source for SRFB is RCO)
6. Check the Funding Instrument from the Funding Source check box.
7. Select Funding Instrument Template–PRISM Submit from the drop-down menu.
8. Click "Create Project."
9. You now are on the home page of your new project! Continue filling in the required fields (map, metrics, etc.). Check with your lead entity coordinator about required fields.

## **Submit to PRISM**

Now that the project has been created, the next step is to submit to PRISM. These instructions walk you through the PRISM submit process.

1. From the project page, click on the link to the Funding Instrument. The link is under the requested amount.
2. Once on the Funding Instrument page, click on the PRISM button labeled "External References."
3. A new dialog box will open. Click "Submit Application to PRISM" (Note: the

PRISM Connection Settings is for projects that already exist in PRISM).

4. Enter funding program, project type, and primary sponsor, then click "Continue."
5. Click "Submit to PRISM."
6. Remember to write down your new PRISM project ID number, e.g. 22-xxxx.

Once you have your PRISM project number, you can log into [PRISM Online](#) and enter the project number to begin your application (see [Salmon Recovery Grants-Manual 18](#) for PRISM login instructions). Go to the "Project Field," enter the PRISM number, and follow the instructions on the screen.

## **Additional Resources**

- For help logging into the Salmon Recovery Portal, e-mail [PrismSupport@rco.wa.gov](mailto:PrismSupport@rco.wa.gov) or call (360) 902-3086. After business hours, visit the Salmon Recovery Portal for an [instructional video](#).
- [Manual 18: Salmon Recovery Grants](#)
- [Portal Log In Page](#)
- [Portal Training Site](#) (anything created here will not impact your real data)