# Burn Portal
WA Department of Natural Resources

Outdoor Burning Permits Made Easier
The Landowner's Guide

Profile Setup – SAW

Secure Access Washington (SAW) is a self-hosted authentication and authorization service provided by the State of Washington's <u>WaTech</u>. This service allows public users and other agencies to create a user profile that can provide a Single Sign-On (SSO) across all publicly available applications provided by the State. To log in to the Burn Portal, you must have a SAW account. Review the steps outlined below to get started.

1. Navigate to <u>https://burnportal.dnr.wa.gov/</u>

2. Click the **Login** button on the right side and select **SAW**.
   ★ The first time you visit the site, you will be prompted to create a SAW (Secure Access Washington) account. **Already have a SAW account? Skip to step 6.**
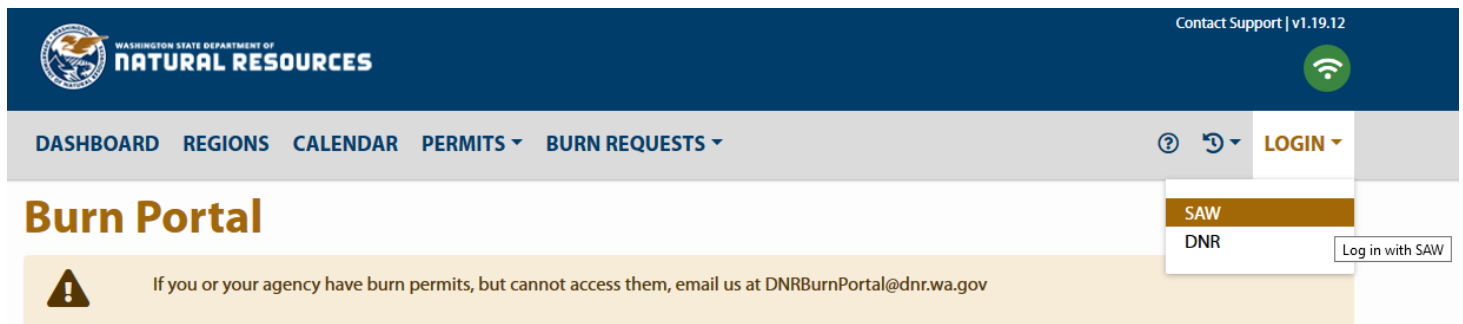
3. On the SAW site, click **Sign Up!** and complete the account application prompts.

4. You will receive a confirmation email (this may take up to 15 minutes). Click the link in the email to activate your account.

5. A message will pop up. Click **Login**.

6. On the SAW site, click the red button that says **Add A New Service**.

7. Click **I would like to browse a list of services**.

8. Scroll down and click **Department of Natural Resources**.

9. Click the green **Apply** button next to **Burn Portal**.

10. You will see a message that reads **Registration Complete**. Click **OK**.

11. Click the blue **Burn Portal** link.

12. Click **Continue**.

13. You will now be on your Burn Portal profile page. Add your **Preferred Contact Method**, **Person Type**, **Address** (click "Show 0 Addresses" to open the address box), and **Phone Number(s)**. Click **Save**.

Questions? Click the link at the top of the Burn Portal page that says **"Contact Support"** to send an email to the support group or find your local DNR Region Office contact information.

Need more help? There is a more detailed guide next to the login drop down. **Click** the ⑦ for more help.

Profile Preferences – Burn Portal

All users must update their profile before they can fully use the system. You must set your phone numbers, addresses, and preferred contact method in the Burn Portal.

Setting up account:

1. Select a choice in the **Preferred Contact Method** drop-down.

2. Select a choice in the **Person Type** drop-down.

3. Click **Show 0 Addresses** to open the address list and add your address(s).

4. Click **Show 0 Phone** to open the phone list and add your phone number(s).

5. Click **Save**.

Alert Preferences:

You can configure in your Profile how you prefer to be alerted for a select set of system alerts. Some system alerts are not configurable as they are required by DNR to be sent to you in order to facilitate a review or to notify of critical events; such as Permit Denial, Revocation, Burn Request Denial, etc.

Ensure that if you selected SMS Text, that you have your phone number listed as a mobile number.

1. Click **Show Alert Preferences** to open.

2. **Select** the type of alerts and method of contact.

Accessing My Data:

The Burn Portal has permit and other related data dating back to 2014. This allows burners and DNR to find historical and existing data.

Access My Permits

To find Permits and Applications:

1. In the navbar, click the **Permits** dropdown.

2. Click **My Permits**.

Access My Burn Requests

To find Burn Requests:

1. In the navbar, click the **Burn Requests** dropdown.

2. Click **My Requests**.

Not Finding Your Data? This page contains a table of all the Burn Requests known to relate to your profile. If you do not see any data or there is some data missing, please contact dnrburnportal@dnr.wa.gov. It is likely that the data is available but needs to be merged into your new user profile.

Starting Application Process

Applying for a Permit can now be completed 100% online. You can still download and print a .PDF version to manually complete then mail or walk in. The Permit Application contains multiple sections about the area you are burning, whose property the burn will occur on, and information about what is being burned. The following sections and screen shots will guide you through what is required.

1. In the navbar, click the **Permits** dropdown, click **Apply.**

2. You will be asked whether you are burning debris from an unimproved property or not. Click **Yes.**
   - ★ You will be navigated to the online Permit Application form. Complete the form based on your burn requirements.
   - ★ The application skips over the **Application and Permit Status** section and opens the **Burn Area Information** section.
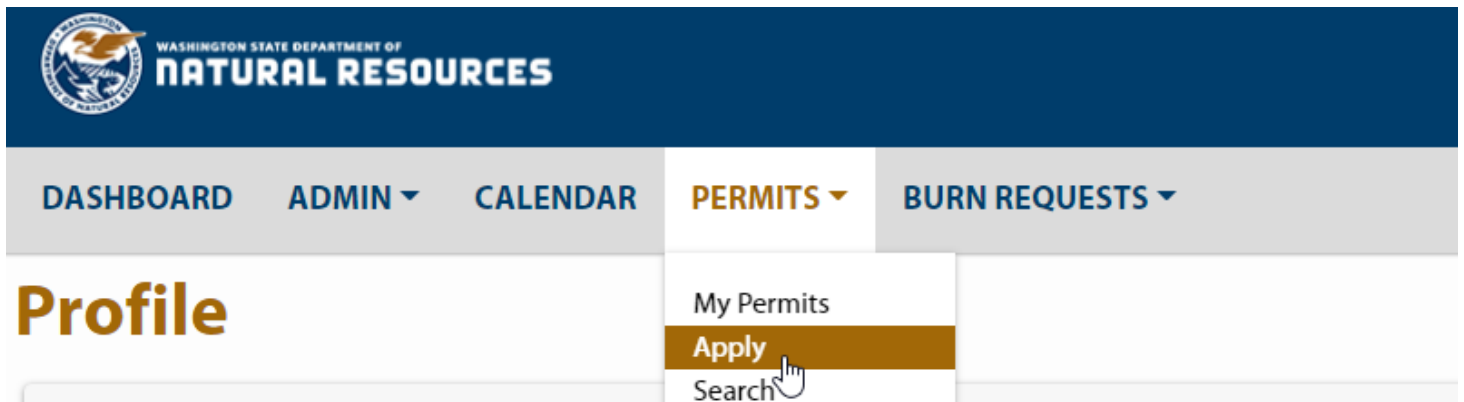
Burn Area Information:

1. **Enter** the size of unit; this is referring to how many acres you gathered materials from.

2. **Enter** burn type.

3. Click **Save & Next**.

Applicant & Agent Information:

1. Check the box for **Landowner**, *and* **Agent**, if applicable.
   - ★ **IMPORTANT** - when an agent is listed on the application, you must also select landowner.
   - ★ As you begin to type the name, it will auto-populate matching entries
2. Select the correct name by clicking on it.
3. Select phone numbers and email associated with the name.
4. Select the agent in the same manner, if applicable.

Starting Application Process (cont.)

Burn Location Information:

1. Enter the **Legal Description**, if unsure reach out to your local dispatch center, they may be able to assist you with this information.
2. Enter the **Physical Address** of the burn site, if applicable.
   - ★ **NOTE:** do not enter the Latitude/Longitude under Geolocation unless no physical address is listed

3. Continue entering the information into the **Additional Location Information** section.
   - ★ If no slope is given, you must enter "0".
   - ★ If elevation is unknown, in the map from section 2, scroll down to topo map, which has elevation lines.
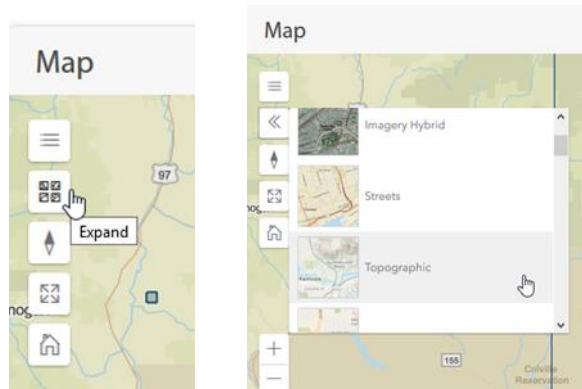
Piles Information:

1. Enter **Pile Information**, use link for **Piled Fuels Biomass and Emissions Calculator** to get tonnage.
   - ★ Save this document, you will need to upload it later in section 7**.**

2. Continue entering data in the following sections.
   - ★ Section 5 **Fuels Information**, this is how you plan to lit piles**.**
   - ★ Section 6 **Total Tonnage and Fee**, confirm tonnage matches the Biomass Calculations.

Applications Documents:

1. Application Documents**, Scan** and **Upload** any additions, such as tonnage calculator or map.

2. This is where you will locate additional documents from forester.
   - ★ Such as addendums that the forester has uploaded for you to review.

Signing Your Application

You must electronically sign the application before you can pay for and submit your applications. This electronic signature replaces the need for you to physically sign the application as previously required.

1. Ensure you have completed the application with all required data.

2. Expand the section 8, **Certification & Signature** section.

3. Click the **Validate & Sign** button.

4. You will be **navigated** to the site DocuSign where your application data is mapped into the digital version of the paper application.

5. **Review** the data is correct.
   ★ If the data is not correct, use the **Previous Page / Back control** of your browser or choose to **Finish Later**, or **Cancel** the signing ceremony in the actions menu of DocuSign.
   ★ Once you are back in the Burn Portal, viewing your digital application, **review the sections** to ensure the data that was incorrect in DocuSign is correct in the Burn Portal. If it is also incorrect in the Burn Portal, update it to the correct information, then attempt to sign again.
   ★ If you confirm the data is correct in the Burn Portal and confirmed it is incorrect in DocuSign, contact dnrburnportal@dnr.wa.gov and provide a detailed outline of what data is incorrect, the application number, and your user information.

6. If the data is correct, you can complete this section in three different ways:
   ★ Click the **Finish** button at the top.
   ★ Click the **Start** button on the left-hand side.
   ★ **Scroll** to the signature section.

7. Click the **Sign** button to create and save a digital signature.

8. Click the **Finish** button at the top and then you will be navigated back to the Burn Portal.

Adding Payment Information

Once you have completed your application, you must **Pay** for it in order to submit it for review.

1. Go back to **My Permits.**

2. Go to **Create New Order.**

3. Checkboxes will appear next to each row in the table.

4. Select the **Application ID** you want to add payment information to and click **Add Permit to Order.**
   ★ You can select more than one application to pay for.

5. A dialog will display asking if you wish to **Pay Now** or close the dialog.

6. Click **Pay Now** to be navigated to **The Pay Place** to pay for the application(s).

7. Click **Close** to close the dialog to pay later.
   ★ If you pay later, you must go to **Permits -> Orders** in the navbar then find the order.
   ★ Click the **Pay** button for the order to be navigated to the pay website.

What Happens Next? Once the application(s) are paid for, they will be submitted and the appropriate DNR staff will be notified. Once they are complete issuing the permit, you will receive email notification.