INSTRUCTIONS

NEW PROJECT REGISTRATION INFORMATION

If you want to submit an application for a new project, you must have a FAAST user account. To obtain a FAAST user account, log onto FAAST at the following web address: https://faast.waterboards.ca.gov/

I.   CREATING FAAST USER ACCOUNT

To create a User Account, you must complete a 3-step process.

Step 1: User Details
Step 2: Organization Details
Step 3: User Name and Password

A.   STEP 1: USER DETAILS

Enter personal details such as Name, Title in Organization, Phone Number, Fax Number and Email Address. Click on the **"Next Step"** button to proceed to Step 2: Entering Name of Organization.

Note: It is important that your email address is updated as needed, because this will be the primary means of communicating with you.

B.   STEP 2: ENTERING NAME OF ORGANIZATION

The information for your organization may have already been entered in FAAST. You can search the database by entering any part of the name of the organization and clicking on the **"Search"** button. A listing of organizations will appear. For example: Entering the word "river" will return the following organizations, Riverside County and American River Protection Committee.

If the name of the organization you are representing is listed, select the organization name and proceed to Step 3: Entering User Name and Password.

If your organization is NOT found on this list, select the link, "Enter Organization Details" which is located on the upper right side of the screen.

C.   STEP 3: ENTERING USER NAME AND PASSWORD

Select a Login Name/User Name and Password for your account. Also, please select a security question and complete the answer. If you forget your password, please use the retrieve password button located on the main FAAST Login page. If you are still having trouble with your User Name and Password, please call FAAST Administration and a staff member will ask you this security question before revealing the User Name and Password. To complete the FAAST sign up process and activate your FAAST user account, click on the **"Create User Account"** button.

Note: The password is case sensitive.

II.   SIGNING ONTO FAAST

On the FAAST homepage, look for the "FAAST Login" heading on the right hand side. Enter your User Name and Password here and click the **"Login"** button to enter FAAST.

After signing in, the Applicant Menu screen (also known as Main Menu) will appear. The Applicant Menu allows you to submit a new application, work on existing SRF PPL application(s) or update your user and organization profile.

To start a new application, select the "START A NEW APPLICATION" link on the Main Menu.

FAAST HINTS

a.   Enter the information request on the following tabs (screens within the FAAST application process):

- General Information
- Funding Programs
- Project Management
- Legislative Information
- Application Questionnaire

    Disregard the other tabs.

b.   A few of the text boxes within the General Information and the Application Questionnaire tabs have character limits (the number of characters includes spaces, punctuation, and any formatting code). If you exceed the character limits, a pop up window will appear to warn you to edit the text.

c.   In order for an application to be considered, it must be submitted. Once you have submitted your application, you will receive an email confirmation. If you have not received an email confirmation within 24 hours of application submission, send an email to FAAST_Admin@waterboards.ca.gov. Include the Proposal Identification Number (PIN) that is assigned to your application.

CONTACT INFORMATION

SRF Program Contact: Mr. Kyle Wooldridge
Phone: (916) 341-5744
Email: kwooldridge@waterboards.ca.gov

FAAST Help Desk
Phone: (866) 434-1083
Email: faast_admin@waterboards.ca.gov

Technical support is available Monday through Friday, 8:00 – 5:00PM