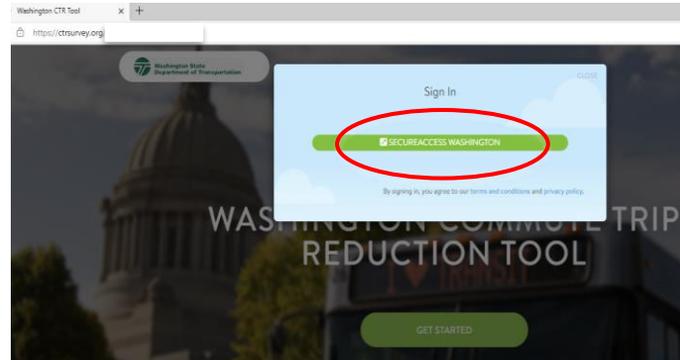


CTR Tool

**HOW TO LOG IN
FOR THE FIRST TIME**

CTR Tool: how to log in

1. Go to ctrsurvey.org.
2. Click **GET STARTED**.
3. Click **SECURE ACCESS WASHINGTON**.
 - You will be routed to the SAW portal. To learn more about SAW and why we're using it, visit <https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services>



Note: If you were sent a *Shareable Join URL* from an implementer, follow the instructions from their email.

CTR Tool: how to log in

4. If you have a SAW account, enter your Secure Access Washington credentials to log in.
 - You can use either your personal or work email, but we recommend your work email address as it will be associated with your access and permissions.
 - Click **GET HELP** to check if you already have a SAW account for a specific email address.



CTR Tool: how to log in

5. If you do not have a SAW account, click **SIGN UP** to create one.
 - We recommend using your work email address if you are creating a new account.
6. After you have created an account, you may need to navigate back to ctrsurvey.org to log in.

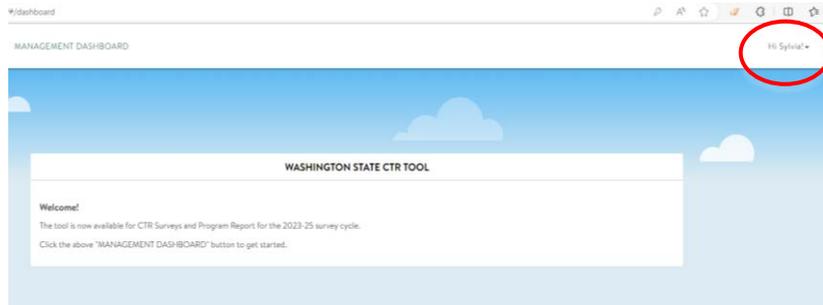


CTR Tool: how to log in

You should now see the **WASHINGTON STATE CTR TOOL** landing page. If not, navigate back to ctrsurvey.org.

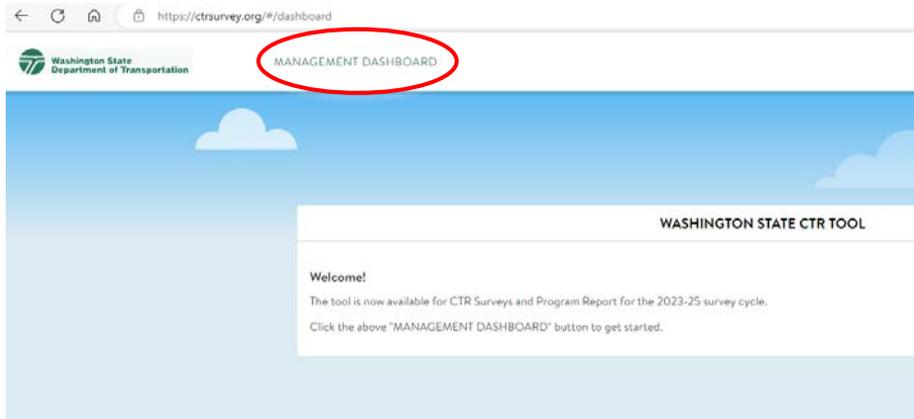
7. Verify that the dropdown near the upper right corner reads, “**Hi (your name)!**”

- If the dropdown reads “**Hi Commuter!**”, click the arrow, click **EDIT PROFILE**, and fill in your name and email.
- Click **UPDATE PROFILE DETAILS** to save your changes.



CTR Tool: how to log in

8. Click **MANAGEMENT DASHBOARD** at the top of the screen.
 - This will allow you to view the worksite(s) relevant to your role.



CTR Tool: how to log in

9. If you do not see the **MANAGEMENT DASHBOARD** button, please request the correct permissions from your implementer.
- There are multiple ways to be given access. Implementers can follow the steps in the **“Add an ETC”** document posted on tdmboard.com/ctr-tool/ to update ETC permissions.
 - Implementers can request updates to their own permissions from TDM@wsdot.wa.gov.

