There are 3 distinct things to request permission to. These are described below.

1. Create a new account on the portal.
2. Request access to the WSAMs application.
3. Request access to the systems that you need access to.
4. Access / View the confidential reports for the system that you have access to.

1. If you have never had an account with our portal you first must create an account.

Go to https://oehsportal.wvdhhr.org/WebPortal/Default.aspx

And go to the log-In tab if you have an account

Or go to create a New Account

Then you will fill out the New Account form

Remember that your password needs upper and lower case letters a number and a symbol.

All bold lines are required.
You will receive an email after you fill out the form.

Once you are approved you will receive an email.

2. **Now you will get access to the WSAM application.**


And log in to your account.

Go to the Applications tab and request access to a new application.
• You may need to update your contact information. If it looks correct click the box that says the above information is correct.
• Or you could click to update your contact information.
• Then you will select which application you want access to.

The choices for applications to request will look like this.

• You will want to choose WSAM Application.
• It will tell you what the purpose of the application. Click Next.
• Then you must fill in the information. Your reference won’t be emailed, it’s in case there is a question on the information you’ve provided.
• It will take a couple minutes and you will get a message when it is submitted. You then have to wait to be accepted. When your application is submitted you will receive the following message.
• Once you have applied go ahead and close your browser entirely, even if you have other windows open.

3. Once you have been approved you will need to add systems that you have connection with. Log in and go to the applications tab.

You will select the WSAM Admin Tool. The first step is to add the systems that you need.

You will need to Agree to the Water System Assignment Management Screen

You will Search for a System to Add. Adding a system is requesting access to that System’s confidential plan.
You will then get an email that says your request has been submitted for review.

4. Now that you are approved for the system you wanted access to you can then look for reports that may be uploaded.

You can access the confidential map data at https://oehsportal.wvdhhr.org/wvswapsecure/

Go to the Assigned Systems tab and search for the system name that you want to upload a report for.

Once you click on the Reports button for the one you want this will show up at the bottom of your screen.

From there you can View the Report or you can inactivate the System from your list.

You will also want to request access to the Confidential Mapping application if you will need access to that information.

Otherwise we do have a public mapping application if you go to.
Go to the Reports tab

And then Launch the Mapping Application.