

eRETA Log-in and Search Features

In this Quick Reference Guide you will gain a comprehensive understanding of:

- How to request a User ID and Password
- How to log onto the PBS Portal Extranet
- How to carry out an eRETA RWA search
- What special functions exist to aid a RWA search

Getting Started

- 1) Go to www.gsa.gov/rwa and click on the eRETA banner located on the left hand side of your screen. A User ID request form is available here. Open the request form and follow the directions.
- 2) If approved, a confirmation e-mail will be sent providing a User ID and phone number to call for a temporary password.
- 3) After receiving a user ID and password, enter the PBS Portal Extranet by going to <https://extportal.pbs.gsa.gov> and click the green "login-on" button located at the top right hand corner of the intro page.



Need your Password?
Follow these 2 simple steps!

Step 1
Click this button

Need Your Password? Go

Step 2
Follow the instructions in each of the steps to retrieve your new password.

+ For assistance, contact the National Applications Help Desk, COPBSAPP@gsa.gov or call 1-866-367-7878

+ For additional password help, click here: [Portal UIMS Extranet User Guide](#)

Latest News
PBS recently upgraded extranet password requirements. Password requirements are currently posted [here](#). Users may experience issues when changing their password. We are actively working to resolve this issue. If you require support, please contact the National Applications Help Desk at copbsapp@gsa.gov or 1-866-367-7878.

PBS Warning
This is a U.S. General Services Administration Federal government computer system that is FOR OFFICIAL USE ONLY. This system is subject to monitoring. Therefore, no expectation of privacy is to be assumed. Individuals found performing unauthorized activities are subject to disciplinary action including criminal prosecution.

Inside PBS
The mission of GSA's Public Buildings Service (PBS) is to provide a superior workplace for the federal worker and superior value to the American taxpayer. The vision is to be the best real estate organization in the world.

PBS is the landlord of the civilian federal government, with a total inventory of over 345 million square feet of workspace for a million federal employees in 2,000 American communities. This comprises over 1,600 government-owned buildings, or approximately 55 percent of GSA's total inventory. The remaining 45 percent is in privately owned leased facilities.

Need Access?

PBS Associates
PBS Associates with a PBS Portal account already have access to the PBS Portal Extranet.

PBS External Contractors
PBS Contractors with a PBS Portal account already have access to the PBS Portal Extranet.

PBS Portal Extranet "Log-on" Page

eRETA Log-in and Search Features

- 4) On the “Log-On” page, enter your username and password. Once logged in, select the eRETA icon.



- 5) After the eRETA application launches, the eRETA Welcome Screen displays your User ID, Group Status, Agency Information and the eRETA Note Board- which GSA will use to communicate RWA information, news and updates.



The screenshot shows the eRETA Welcome Page. At the top left is the GSA logo. The main header contains the eRETA logo and the text 'External RWA Entry & Tracking Application' and 'A Customer Agency Portal for RWA Information'. To the right of the header, it says 'Version 1.0 arlette.clinton@dot.gov'. Below the header is a navigation bar with 'DOCUMENTATION', 'HELP', and 'LOGOUT' buttons. The main content area displays the current date and time: 'Tuesday, November 09, 2010 4:06:32 PM' and a 'Print / Save Report' button. Below this is the 'Logged in User Details' section, which includes:

- User ID: arlette.clinton@dot.gov
- Group(s): eRETA_READ_ONLY_USER
- Agency(ies): 6900 - DEPARTMENT OF TRANSPORTATION, 6902 - DEPARTMENT OF TRANSPORTATION, PHMSA-PIPELINE&HZRDS MATERIAL SFTY ADMIN
- Reimbursable Work Authorizations Customer Website: www.gsa.gov/rwa
- National eRETA Note Board:

eRETA Welcome Page

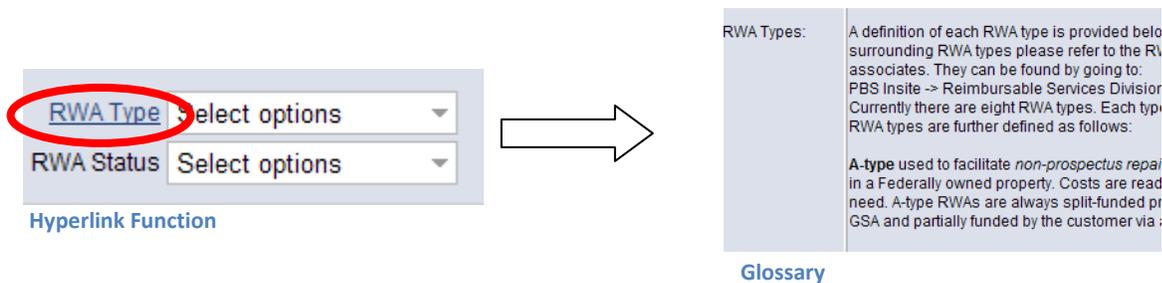
eRETA Log-in and Search Features

Searching

To begin your search, click on the “Documentation” tab located on the navigation bar. Once you arrive to the RWA Documentation Search page, there are numerous fields to conduct a search and locate your RWA(s).

If you have specific information (e.g. an RWA number) to identify your RWA(s), enter this information into the applicable field(s). Note, wildcards are automatic, so for example, entering “San Fran” pulls up RWAs in San Francisco. Additionally, some other features of the search tool include:

Hyperlink- To identify the definition of a term, click a hyperlink field label to open the glossary.



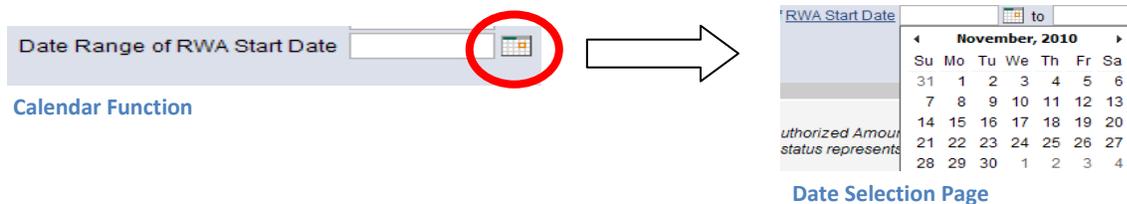
Hyperlink Function

RWA Types: A definition of each RWA type is provided below surrounding RWA types please refer to the RWA associates. They can be found by going to: PBS Insite -> Reimbursable Services Division. Currently there are eight RWA types. Each type RWA types are further defined as follows:

A-type used to facilitate *non-prospectus repair* in a Federally owned property. Costs are read need. A-type RWAs are always split-funded by GSA and partially funded by the customer via :

Glossary

Calendar Icons- Allows you to select a date from a calendar instead of typing in the date.



Calendar Function

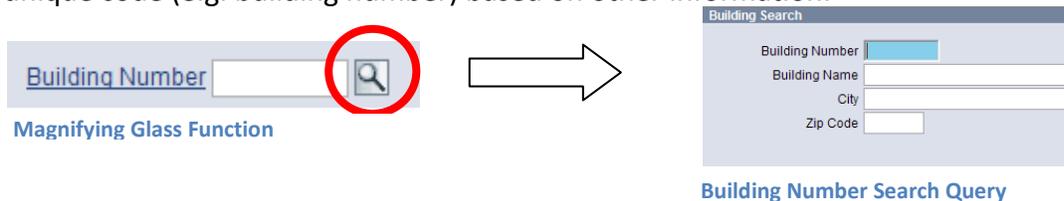
RWA Start Date

November, 2010

| Su | Mo | Tu | We | Th | Fr | Sa |
|----|----|----|----|----|----|----|
| 31 | 1 | 2 | 3 | 4 | 5 | 6 |
| 7 | 8 | 9 | 10 | 11 | 12 | 13 |
| 14 | 15 | 16 | 17 | 18 | 19 | 20 |
| 21 | 22 | 23 | 24 | 25 | 26 | 27 |
| 28 | 29 | 30 | 1 | 2 | 3 | 4 |

Date Selection Page

Magnifying Glass Icons- When selected, a new search window opens allowing you to identify a unique code (e.g. building number) based on other information.



Magnifying Glass Function

Building Search

Building Number

Building Name

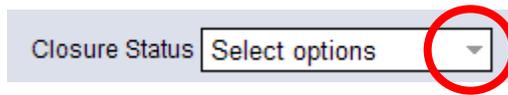
City

Zip Code

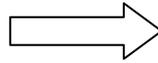
Building Number Search Query

eRETA Log-in and Search Features

Drop-down Menus- Allows users to select one or multiple items to search at once.



Multi-select Drop Down Pull-down arrow




Multi-select drop-down menu

Frequently Asked Questions:

Can I search on more than one criteria at a time?

Answer: Yes, but eRETA automatically applies the “and” operator which means the search will return RWAs that meet all search criteria entered. For example if you select “A” and “B” in the RWA Type menu and also enter RWA number “1234567”, you may get no results returned if RWA “1234567” is actually an “N”-type RWA.

What does the Export to Excel button in the lower right hand side of the search screen do?

Answer: This button exports all the search results shown on screen into Excel. However, not only will the data displayed on the screen populate Excel, but a wealth of additional information about each RWA will also be exported into Excel such as obligations, expenses, billing, collections, and much more.

Where do I go if I can't remember my username or password?

Answer: If you never received an ID/Password, go to www.gsa.gov/rwa (see page 1 of this QRG for more info). Otherwise, if you already have a user ID and password and are experiencing a problem logging into the external portal, contact COPBSApp@gsa.gov.

For additional questions the following resources are available:

- If you need a User ID/Password go to www.gsa.gov/rwa and click on the eRETA icon.
- If you have a User ID but are experiencing trouble logging in, e-mail COPBSApp@gsa.gov
- If you have an RWA project question, contact the regional RWA manager by going to www.gsa.gov/rwa for the latest contact list.