



## Client Enrichment Series *Special Event*

***Entering RWAs into GSA's eRETA System***  
***the presentation will start at 1:00 PM Eastern***

**Note:** Phones are automatically muted during the presentation. You have the ability to send questions to the host and presenters through your “Chat” pane. Our Subject Matter Experts will answer as many of the questions as possible throughout the presentation. All questions will be captured, and formal Q&A will be posted on our [www.gsa.gov/ces](http://www.gsa.gov/ces) website.



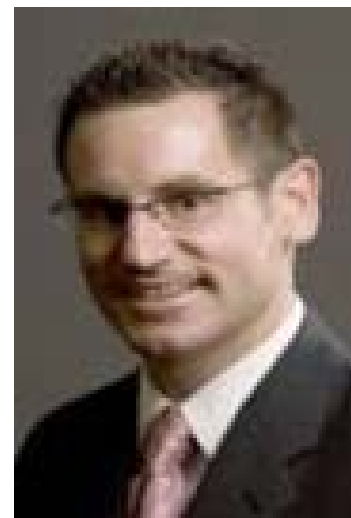
# Client Enrichment Series

## *Entering RWAs into GSA's eRETA System*

***Presented by:***

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PBS Project Delivery Excellence Division  
Office of Design & Construction





# Electronic RWA Enhancements

- On May 5th, 2017, GSA introduced several new electronic features to the RWA workflow to allow customer agencies and GSA to interact more efficiently
- The new features include:
  - 1) Data entry capabilities that allow RWA customer agencies to identify and submit new project or service needs (known as "RWA Work Requests") directly to GSA via the [external RWA Entry and Tracking Application \(eRETA\)](#),
  - 2) Data entry capabilities that allow RWA customer agencies to enter and submit new and amended RWAs directly to GSA via the eRETA application,
  - 3) An integrated digital signature solution.
- Features 1) and 2) require eRETA access. Feature 3) only requires an email address



# Electronic RWA Enhancements con't

- These features are all optional, but highly encouraged
- Aside from today's live training demonstration customer agencies should go to [www.gsa.gov/ereta](http://www.gsa.gov/ereta). At this site we have:
  - Instructions on gaining access to eRETA (not required for digital signatures),
  - User guides on both digital signatures and on entering Work Requests and RWAs in eRETA,
  - Video training demonstrations (a video alternative to the user guides),
  - Links to register for one of our other live training sessions in May 2017
- Once again that site is [www.gsa.gov/ereta](http://www.gsa.gov/ereta)



# eRETA Direct Data Entry Enhancements

- Customer agencies can submit new project or service needs (called RWA “Work Requests”) directly to GSA online in under 60 seconds
- The Work Request is routed to the appropriate GSA regional office who will review the request and assign a GSA Project Manager
- Once requirements development and cost estimating occur between the customer agency and GSA offline, the customer can return to eRETA and build on the Work Request by entering the rest of their RWA information (equivalent to page 1 of the RWA 2957 Form)
- GSA and Treasury edits ensure only valid data is entered
- Customer can choose to upload a signed form or use the digital signature feature before sending the completed RWA package to GSA



## Demo: Entering RWAs Directly into eRETA

- We will now enter the RETA/eRETA Test environment to demonstrate entering an RWA work request, having GSA assign the project manager, and then returning to eRETA to finish submitting the RWA
- If you are joining us by audio only, please navigate to [www.gsa.gov/ereta](http://www.gsa.gov/ereta) and download the document titled “User Guide - Submitting RWA Work Requests to GSA in eRETA”
- The live demonstration will not follow that User Guide identically, but it will be helpful in following along with how the functionality works



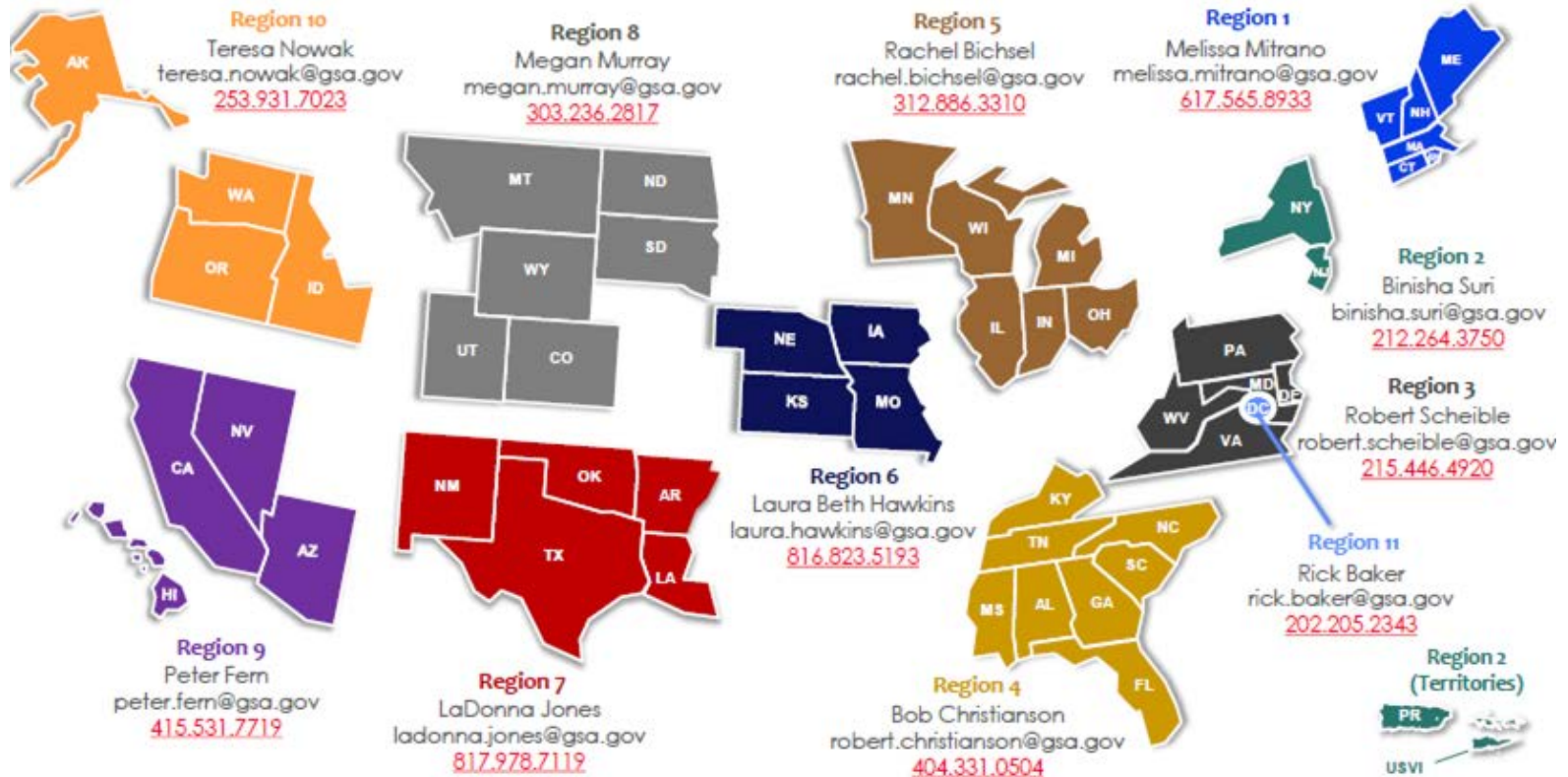


## Questions?

- Lots of eRETA info available at [www.gsa.gov/ereta](http://www.gsa.gov/ereta)
- Lots of RWA info available at [www.gsa.gov/rwa](http://www.gsa.gov/rwa)
- eRETA System question? [eRETA@gsa.gov](mailto:eRETA@gsa.gov)
- General RWA question? [AskRWA@gsa.gov](mailto:AskRWA@gsa.gov)
- Specific question on an RWA project or service?
  - Contact the regional RWA Manager (see map) or locate the GSA Project Manager email in eRETA



## GSA PBS Reimbursable Services RWA Managers



Project Delivery Excellence Division





Thank you for joining us today for a discussion on  
***Entering RWAs into GSA's eRETA System***

Our Next Session will be on

***RWA Digital Signature Functions***

***6/1 at 2:00 pm Eastern***

Register Now at: [www.gsa.gov/ereta](http://www.gsa.gov/ereta)  
under ***Digital Tools: User Guides & Training Resources***

or at: [www.gsa.gov/ces](http://www.gsa.gov/ces)