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](http://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](https://extportal.pbs.gsa.gov) and click the green “login-on” button located at the top right hand corner of the intro page.

![PBS Portal Extranet “Log-on” Page](image)
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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.
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**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.

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

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

![Multi-select Drop Down Pull-down arrow](image1)

**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](http://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](http://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](http://www.gsa.gov/rwa) for the latest contact list.