Happy Summer! In just three months eRETA will be the mandatory method to submit Work Requests (WRs) and RWAs to GSA. To make sure you are prepared for the October 1, 2019 conversion date, here is another Quick Tip outlining how you can use eRETA to upload documents and maintain an electronic file for your WRs and RWAs!

1- Upload documents to a new WR or to an existing RWA (from the Documentation hyperlink)
On your new or existing WR or RWA, click the “Documentation” hyperlink at the bottom left of the Customer Information screen. Note that while this screen will look slightly different for a WR versus RWA, the yellow “Documentation” hyperlink will still be available at the bottom left.

Click the yellow “Documentation” hyperlink to bring up the Documents Detail screen..
The Documents Detail screen holds all documents uploaded to the WR/RWA (even when they are uploaded as described in Section 2 of this Quick Tip) and can be referenced throughout the lifecycle of the WR/RWA. To add a document from this screen, click the “Upload New” button at the bottom right. This will prompt you to enter the Document Type/Name and to browse your desktop for the appropriate document.

![Image of Documents Detail screen]

Click the “Upload New” button to add a document to the WR/RWA Documents file.

While GSA encourages its customers to upload documents relevant to the WR/RWA in eRETA, not all documents need to be uploaded. For example, the Summary Cost Estimate (SCE) - a summary of the IGE which includes GSA fees and identifies the RWA Authorized Amount - does not need to be uploaded, as the SCE is automatically uploaded once a GSA Project Manager or Estimator creates it and links it to the WR/RWA in RETA. If you have any questions regarding which documents to upload, please reach out to eRETA@gsa.gov and we’ll be happy to assist.

You may also upload documents for your agency’s own internal review and approval purposes. For example, if multiple individuals need to approve your RWA, you could send them the RWA for review outside of eRETA before sending to GSA for acceptance. Once they approve, you could upload the approval routing slip to the Documentation tool and then send to GSA for acceptance. After GSA fills out the GSA-specific information and routes for signature, your final signatory will receive an email to digitally sign the RWA.
2- Upload documents when submitting a completed RWA or RWA amendment (from the Customer Approval tab)
When submitting a completed RWA to GSA, or when submitting an amendment to an existing RWA, you may upload documentation on the Customer Approval tab prior to sending to GSA for acceptance. On the Customer Approval tab, click “Upload New”, upload the appropriate document(s) and send to GSA for acceptance when ready.

Upload documents before sending for acceptance via the Customer Approval tab.

BONUS KNOWLEDGE: RWA Year End Guidance for FY2019 was distributed to customers and is available at www.gsa.gov/rwa on the “Policy and Guidance” page for reference. Please review the guidance to ensure you and your agency are aware of the Year End deadlines for submitting RWAs to GSA. If you have any questions please reach out to an RWA Manager. Their contact information can be found at www.gsa.gov/rwa.

As a reminder, beginning October 1, 2019, all federal customers will be REQUIRED to do the following:
● Use eRETA to submit all Work Requests, RWAs and Amended RWAs to GSA
● Utilize eRETA’s digital signature functionality to sign RWAs

DOUBLE BONUS KNOWLEDGE: Training, training and more training!
We are offering not one but TWO eRETA training sessions each month this summer! One is an “eRETA Basics” overview session similar to what we've been delivering since July 2018, the other an “eRETA Advanced” session focused on answering some of the more complex questions posed by customers like you! These courses are held through GSA’s Client Enrichment Series and you can register by visiting www.gsa.gov/ces or by clicking the links below!

● eRETA Basics - Overview Sessions
  ○ June 27: 1-3pm (eastern)
  ○ July 9: 1-3pm (eastern)
  ○ August 6: 1-3pm (eastern)
  ○ September 10: 1-3pm (eastern)

● eRETA Advanced - How do I...? Feature Focus Sessions (attending an Overview session and gaining access to eRETA are strongly encouraged prior to attending these advanced sessions)
  ○ July 18: 1-2:30pm (eastern)
  ○ August 15: 1-2:30pm (eastern)

Still thirsty for more information and training on eRETA? Visit www.gsa.gov/ereta and/or email eRETA@gsa.gov to let us know how we can better meet your needs to ensure a seamless conversion to going fully electronic with eRETA!