

FAAST

WBKey Account: Getting Started

WBKey ACCOUNT REGISTRATION (existing FAAST users)

The following are step-by-step instructions for existing FAAST users:

1. Click on the WBKey Registration button.

WBKEY REGISTRATION

2. Enter the email address.

WBKey Registration - Step 1

To register for a WBKey account, please enter your email address and then click the 'Send Security Code' button.

Email Address *

3. Enter the 6-character security code sent to your email address on record.

WBKey Registration - Step 2

Enter the 6-character security code below and click the 'Submit Security Code' button.

Security Code

(* Security Code field is required)

Email Address *

4. Confirm your first and last name.

WBKey Registration - Step 3

Welcome, your email address was not found. Therefore, you must continue the WBKey registration process. Enter your first name, last name and a password twice. Click the 'Complete WBKey Registration' button.

First Name *	<input type="text"/>	Enter a first name (First Name is field required)	
Last Name *	<input type="text"/>	Enter a last name (Last Name is field required)	
Password *	<input type="password"/>	Enter a password. Must be at least 15 characters long and contain at least one lowercase, uppercase and special character.	(Password field is required)
Password Confirmation *	<input type="password"/>	Enter password again to confirm.	(Password Confirmation field is required)

5. Congratulations. Your email address was found and you can now move on to sign into FAAST.

WBKey ACCOUNT REGISTRATION (new FAAST users)

The following are step-by-step instructions for **new** FAAST users:

1. Click on the WBKey Registration button.

WBKEY REGISTRATION

2. Enter the email address.

WBKey Registration - Step 1

To register for a WBKey account, please enter your email address and then click the 'Send Security Code' button.

Email Address *

3. Enter the security code (6 characters) sent to your email address on record.

WBKey Registration - Step 2

Enter the 6-character security code below and click the 'Submit Security Code' button.

Security Code

(* Security Code field is required)

Email Address *

4. Enter your first name, last name, and password twice. Confirm your first and last name.

WBKey Registration - Step 3

Welcome, your email address was not found. Therefore, you must continue the WBKey registration process. Enter your first name, last name and a password twice. Click the 'Complete WBKey Registration' button.

First Name * Enter a first name (First Name is field required)

Last Name * Enter a last name (Last Name is field required)

Password * Enter a password. Must be at least 15 characters long and contain at least one lowercase, uppercase and special character. (Password field is required)

Password Confirmation * Enter password again to confirm. (Password Confirmation field is required)

Note: Passwords must be at least 15 characters long and contain at least one lowercase letter, one uppercase letter, and at least once special character.

5. WBKey account registration completion.

Congratulations!

WBKey account registration is complete. Please click [here](#) to open FAAST to sign into FAAST.

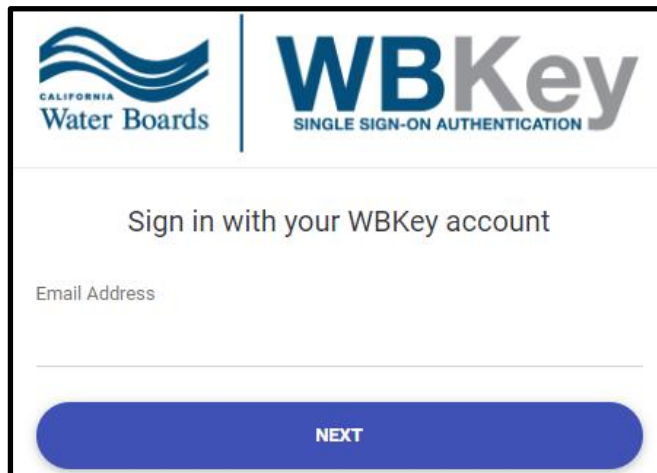
INITIAL SIGN INTO FFAST USING WBKEY ACCOUNT

On the main menu, click on the FFAST Sign In button. Note: The first time you sign onto FFAST, you will need to set up the Multi-factor Authentication (MFA), review the conditions and privacy policy, and associate your account with an organization.

1. Click on the FFAST Sign In button.



2. Enter the email address associated with your WBKey account and click the "Next" button.

A screenshot of the WBKey sign-in form. At the top left is the California Water Boards logo. To its right is the WBKey logo with the text "SINGLE SIGN-ON AUTHENTICATION". Below the logos, the text "Sign in with your WBKey account" is centered. Underneath is a text input field labeled "Email Address". At the bottom of the form is a blue rounded rectangular button with the text "NEXT" in white.

Note: The email address is not case-sensitive. However, the password is case-sensitive.

3. Enter the password for your WBKey account and click the "Sign In" button.

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WBKey
SINGLE SIGN-ON AUTHENTICATION

Sign in with your WBKey account

Email Address
ibby.faast@gmail.com

Password [Forgot your password?](#)

SIGN IN

4. Multi-Factor Authentication (MFA)

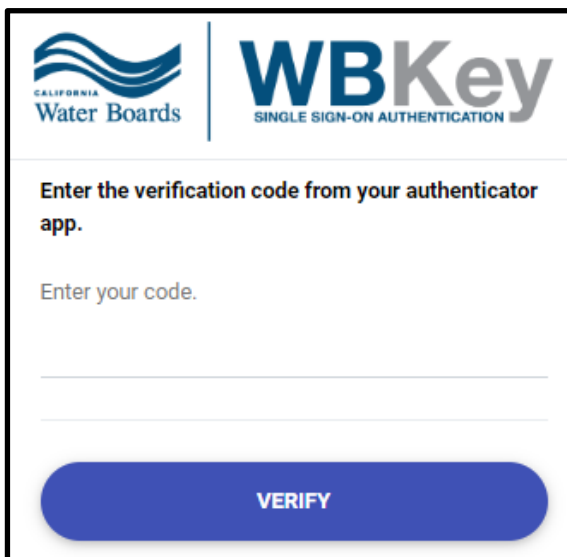
To further enhance the security of your account, you will be prompted to enroll in Multi-Factor Authentication (MFA). This is an extra layer of protection that helps ensure that only you can access your account, even if your password is compromised. Follow the prompts to set up MFA. You'll need to provide a second authentication method using a mobile app.

- a. Multi-Factor Authentication (MFA) for new WBKey Account screen will appear only once to new WBKey Account users. Review steps 1-3 and then click on continue when ready to proceed.

Note: If you experience issues scanning the QR code using the mobile app, there should be an option to add the account manually in your mobile app. Once you select that option, you should be prompted to enter information for the account. On the MFA instructions in the WBKey browser window, please click the link "Can't scan? Try this." below the QR code and you will see the account information to enter in your mobile app.




b. Enter the verification code from the authenticator application.



5. Accepting Conditions of Use and Privacy Policy

State Water Board Resources Control Board's [Conditions of Use](#) and [Privacy Policy](#). Next, you'll be asked to review and agree to the Conditions of Use and the Privacy Policy. These documents outline the terms and conditions for using WBKey, Water Board systems, and how your data will be handled. It's important to read them carefully and, if you agree, accept them by checking the box.

 **WBKey**
SINGLE SIGN-ON AUTHENTICATION

Before you can continue, you must accept the State Water Resources Control Board Conditions of Use and Privacy Policy:

[Conditions of Use](#)


[Privacy Policy](#)

I have read and agree to the Conditions Of Use and Privacy Policy

CONTINUE

6. Security Questions

As an additional security measure, you will be asked to provide answers to three security questions. These questions are meant to verify your identity in case you need to reset your MFA or access your account in the future. Choose questions that you can easily remember the answers to.

 **WBKey**
SINGLE SIGN-ON AUTHENTICATION

Before you can continue, you must add your WBKey account security questions & answers:

Security Question #1

-- Please select a security question --

Enter answer for question #1

Security Question #2

-- Please select a security question --

Enter answer for question #2

Security Question #3

-- Please select a security question --

Enter answer for question #3

CONTINUE

7. Organization Search

Search for your organization. If the organization is not found, please create a new organization record to associate with your WBKey account.


Organization Search

Search for your organization by entering part of the organization name and then click the "Search" button. Note: An extra space or misspelled words will prevent FFAST from retrieving the correct organization record.

If you found the correct organization record, click on the organization's name in the search results. If the organization record is not found, please click on the Create New Organization button.

Search for Organization

Organization Name:

Sort By: 

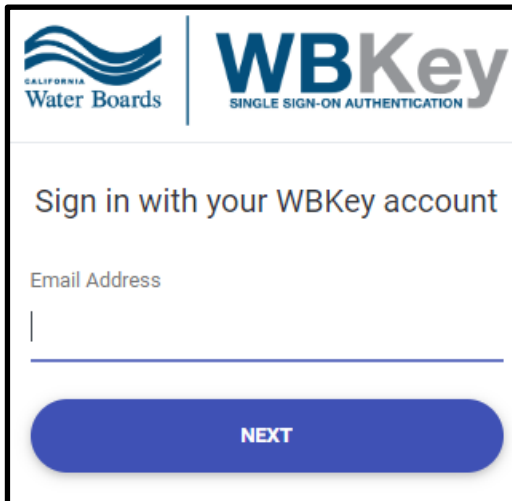
Congratulations! You have completed the WBKey Registration and Initial Sign-In process. You are now able to work in FFAST. Your account is now more secure and streamlined, allowing you to access FFAST.

SIGN INTO FFAST

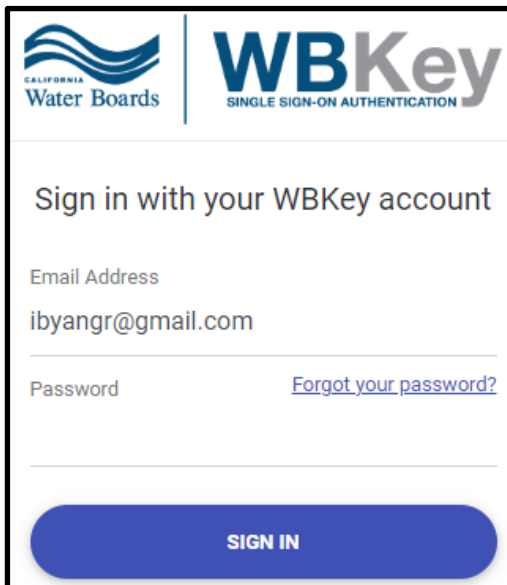
1. Signing into FFAST using WBKey account by clicking on the FFAST Sign In button.



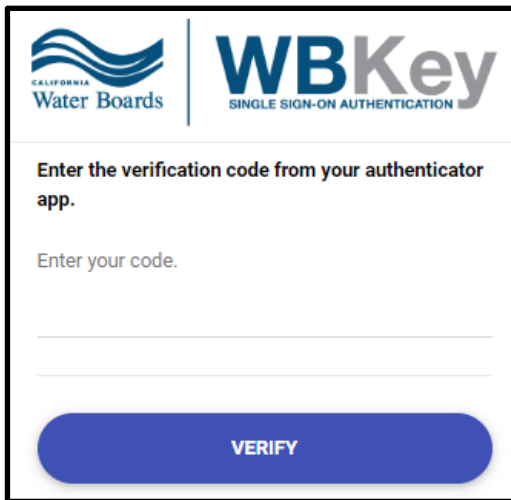
- a. Enter the email address associated with your WBKey account and click the "Next" button.

A screenshot of the WBKey sign-in form. At the top left is the California Water Boards logo. To its right is the "WBKey" logo with the tagline "SINGLE SIGN-ON AUTHENTICATION". Below the logos, the text "Sign in with your WBKey account" is displayed. Underneath is a label "Email Address" followed by an empty input field. At the bottom is a blue rounded button labeled "NEXT".

- b. Enter the password for your WBKey account and click the "Sign In" button.

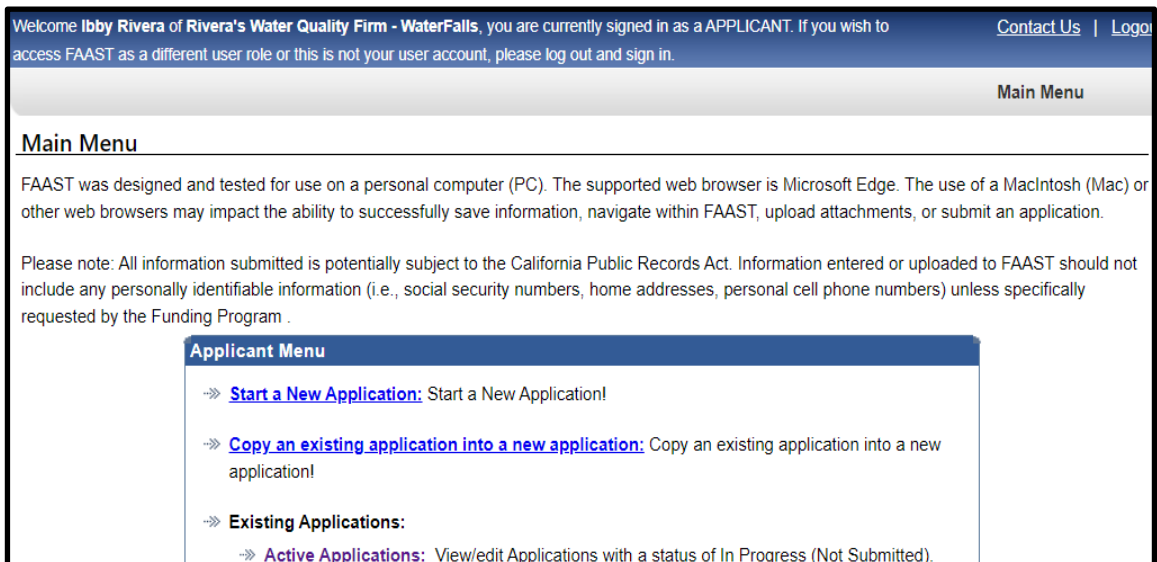
A screenshot of the WBKey sign-in form, showing the second step. The top logos and heading are the same as in the previous step. The "Email Address" field now contains the text "ibyangr@gmail.com". Below it is a label "Password" followed by an empty input field. To the right of the password field is a blue link that says "Forgot your password?". At the bottom is a blue rounded button labeled "SIGN IN".

- c. Enter the verification code from the authenticator application.



The image shows a verification screen for WBKey Single Sign-On Authentication. At the top left is the California Water Boards logo. To its right is the WBKey logo with the text 'SINGLE SIGN-ON AUTHENTICATION'. Below the logos, the text reads: 'Enter the verification code from your authenticator app.' followed by 'Enter your code.' and two horizontal input lines. At the bottom center is a blue rounded rectangular button with the word 'VERIFY' in white capital letters.

d. The Main Menu will appear immediately after the verify button is pressed.



The screenshot shows the FAAST Main Menu. At the top, a blue header bar contains the text: 'Welcome Ibbby Rivera of Rivera's Water Quality Firm - WaterFalls, you are currently signed in as a APPLICANT. If you wish to access FAAST as a different user role or this is not your user account, please log out and sign in.' To the right of this text are links for 'Contact Us' and 'Logout'. Below the header is a grey bar with the text 'Main Menu'. The main content area is titled 'Main Menu' and contains the following text: 'FAAST was designed and tested for use on a personal computer (PC). The supported web browser is Microsoft Edge. The use of a Macintosh (Mac) or other web browsers may impact the ability to successfully save information, navigate within FAAST, upload attachments, or submit an application. Please note: All information submitted is potentially subject to the California Public Records Act. Information entered or uploaded to FAAST should not include any personally identifiable information (i.e., social security numbers, home addresses, personal cell phone numbers) unless specifically requested by the Funding Program .'. Below this text is a blue-bordered box titled 'Applicant Menu' which contains three items: '->> [Start a New Application](#): Start a New Application!', '->> [Copy an existing application into a new application](#): Copy an existing application into a new application!', and '->> **Existing Applications:** ->> [Active Applications](#): View/edit Applications with a status of In Progress (Not Submitted).'

RESETTING WBKey ACCOUNT PASSWORD

FAAST users must reset their passwords by utilizing the “Forgot Password?” option when trying to signing into FAAST.

To reset the password, please follow the following steps:

1. Click on the FAAST Sign In button.



2. Enter the email address associated with your WBKey account.

The screenshot shows the WBKey sign-in interface. At the top left is the California Water Boards logo. To its right is the WBKey logo with the tagline "SINGLE SIGN-ON AUTHENTICATION". Below the logos, the text "Sign in with your WBKey account" is centered. Underneath is an "Email Address" input field. A large blue button labeled "NEXT" is positioned below the input field. In the bottom right corner, there is a link that says "Learn more about WBKey" with an information icon.

3. Click on the Forgot Your Password on the screen.

This screenshot shows the WBKey sign-in interface with the "Forgot your password?" link visible. The layout is identical to the previous screenshot, but the "Email Address" field now contains the text "FAASTTest7@gmail.com". Below the "Email Address" field is a "Password" input field. To the right of the password field is a blue link that says "Forgot your password?". A large blue button labeled "SIGN IN" is positioned below the password field. The "Learn more about WBKey" link remains in the bottom right corner.

4. Enter the verification code sent to the email address associated with the WBKey account and then click on verify code and then click on the continue button.

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SINGLE SIGN-ON AUTHENTICATION

Verification code has been sent. Please copy it to the input box below.

Email Address
FAASTTest7@gmail.com

Verification Code
346587

VERIFY CODE

SEND NEW CODE

CONTINUE

CANCEL

5. A new screen will appear to let you continue the process to reset the password.

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WBKey
SINGLE SIGN-ON AUTHENTICATION

The code has been verified. You can now continue.

Email Address
FAASTTest7@gmail.com

CONTINUE

CANCEL

6. Enter a new password twice. And click the Continue button.

here.' followed by two input fields labeled 'New Password' and 'Confirm New Password'. At the bottom, there are two buttons: a large blue 'CONTINUE' button and a smaller 'CANCEL' button."/>

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Password criteria can be found [here](#).

New Password

Confirm New Password

CONTINUE

CANCEL

7. Enter the verification code from the authenticator

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SINGLE SIGN-ON AUTHENTICATION

Enter the verification code from your authenticator app.

Enter your code.

919341

VERIFY

CANCEL

Congratulations! You have successfully reset your password and signed into FFAST.