

## Creating an Account / Submitting a Document in WDesk

- 1) Open the email received via Workiva <notifications@workiva.com>.
  - a) Click on the document link (Ex.: FY23 CU Standardized Reporting Attachment A). See screenshot #1.

Anthony Venditelli,	Screenshot #1	
Please review and certify FY23 CU Standardized Reporting - Attachment A by Friday, June 30.		
Please contact me if you have any questions.		
Sincerely,		
Anthony Venditelli anthony.venditelli@doa.ri.gov		
Please DO NOT REPLY TO THIS E-MAIL. Should you have any questions regarding this e-mail or your account, please contact us.		
The information contained in this email may be confidential or otherwise legally privileged. If you believe this message has reached you in error please delete it and notify the sender. <u>Workiva Confidentiality Policy &amp; Terms of Use</u>		

- 2) This will bring you to the WDesk Home Screen.a) Click "Trouble signing in?" See screenshot #2.
- **3)** From here, enter your username your full email address (*Ex.: First.LastName@doa.ri.gov*).
  - a) Click "Send Email" button; this will generate an email which will contain a link to change your password. See screenshot #3.
  - b) Click the link to create a new password. Please follow the password requirements established by WDesk. See screenshot #4.



We received your request to change your password.         Please click the link below to complete your request. If clicking the link does not work, please copy and paste the link into your browser to complete your request. This link is case sensitive.         https://app.wdesk.com/s/iam-service/auth/password_reset/?         authToken=eyJhbGciOiJIUzI1NiJ9.eyJleHAiOjE2ODAyMDE0MTI9.BL1WbST6um5dfJ2JIBXaO00f7Qb1m_tLwZDjF1MtE00         This link will expire in 5 hours.         If you don't want to change your password, please ignore this message. Your password will not be changed. If you feel that this request was made in error or if you have any concerns, please contact your account administrator immediately.         Thank you, The Workiva Team	Anthony Venditelli,	
Please click the link below to complete your request. If clicking the link does not work, please copy and paste the link into your browser to complete your request. This link is case sensitive.         https://app.wdesk.com/s/iam-service/auth/password_reset/?         authToken=eyJhbGciOiJIUzI1NiJ9.eyJleHAiOjE2ODAyMDE0MTI9.BL1WbST6um5dfJ2JIBXaO00f7Qb1m_tLwZDjF1MtE00         This link will expire in 5 hours.         If you don't want to change your password, please ignore this message. Your password will not be changed. If you feel that this request was made in error or if you have any concerns, please contact your account administrator immediately.         Thank you, The Workiva Team	We received your request to change your password.	
https://app.wdesk.com/s/iam-service/auth/password_reset/?         authToken=eyJhbGciOiJIUz11NiJ9.eyJleHAiOjE2ODAyMDE0MTI9.BL1WbST6um5dfJ2JIBXaO00f7Qb1m_tLwZDjF1MtE00         This link will expire in 5 hours.         If you don't want to change your password, please ignore this message. Your password will not be changed. If you feel that this request was made in error or if you have any concerns, please contact your account administrator immediately.         Thank you, The Workiva Team       Screenshot #3	Please click the link below to complete your request. If clicking the link does not work, please copy and paste the link into your browser to complete your request. This link is case sensitive.	
This link will expire in 5 hours. If you don't want to change your password, please ignore this message. Your password will not be changed. If you feel that this request was made in error or if you have any concerns, please contact your account administrator immediately. Thank you, The Workiva Team Screenshot #3	https://app.wdesk.com/s/iam-service/auth/password_reset/? authToken=eyJhbGciOiJIUzI1NiJ9.eyJleHAiOjE2ODAyMDE0MTI9.BL1WbST6um5dfJ2JIBXaO00f7Qb1m_tLwZDjF1MtE00	
If you don't want to change your password, please ignore this message. Your password will not be changed. If you feel that this request was made in error or if you have any concerns, please contact your account administrator immediately. Thank you, The Workiva Team Screenshot #3	This link will expire in 5 hours.	
Thank you,       Screenshot #3	If you don't want to change your password, please ignore this message. Your password will not be changed. If you feel that this request was made in error or if you have any concerns, please contact your account administrator immediately.	
The Workiva Team Screenshot #3	Thank you,	
	The Workiva Team	Screenshot #3

Screenshot #4 <b>Change Password</b> Vour new password must be at least 16 characters long. It should not contain your first name, last name, or username.	<ul> <li>4) After creating a new password, go back to the original email received via Workiva.</li> <li>a) Click on the document link</li> <li>b) If this is your first-time logging into WDesk, you may need to submit an identification verification; simply enter the 6-digit passcode sent to your email.</li> </ul>
Username  Password  Show password  Confirm Password  Show password  Save Changes	<ul> <li>5) Now complete the document which was sent on behalf of the Office of Accounts and Control (A&amp;C).</li> <li>a) Be sure to download, complete and sign any attached files indicated in the document that may be required.</li> <li>b) Type your name at the bottom of the document and click the "Sign" button to submit to A&amp;C. See screenshot #5.</li> <li>c) If this is an Ordered Signer process, once you click "Sign" button, this document will go to the next assignee for review/submission.</li> </ul>
Anthony Venditelli Type your name to sign	Screenshot #5 Save for Later

Anthony Venditelli,	Anthony Venditelli,
Thank you for certifying the document titled <u>FY23 CU Standardized</u>	The document you recently certified has been returned by Anthony Venditelli with the following comments:
<u>Reporting - Attachment A</u> .	<i>Please review all questions thoroughly.</i>
No further action is required at this time.	Please review and re-certify FY23 CU Standardized Reporting - Attachment
Please contact me if you have any questions.	Please contact me if you have any questions.
Sincerely,	Sincerely,
Anthony Venditelli	Anthony Venditelli
anthony.venditelli@doa.ri.gov	anthony.venditelli@doa.ri.gov
Please DO NOT REPLY TO THIS E-MAIL. Should you have any questions regarding this e-mail or your account,	Please DO NOT REPLY TO THIS E-MAIL. Should you have any questions regarding this e-mail or your account,
please contact us.	please contact us.
The information contained in this email may be confidential or otherwise legally privileged. If you believe this	The information contained in this email may be confidential or otherwise legally privileged. If you believe this
message has reached you in error please delete it and notify the sender.	message has reached you in error please delete it and notify the sender.
<u>Workiva Confidentiality Policy &amp; Terms of Use</u>	<u>Workiva Confidentiality Policy &amp; Terms of Use</u>