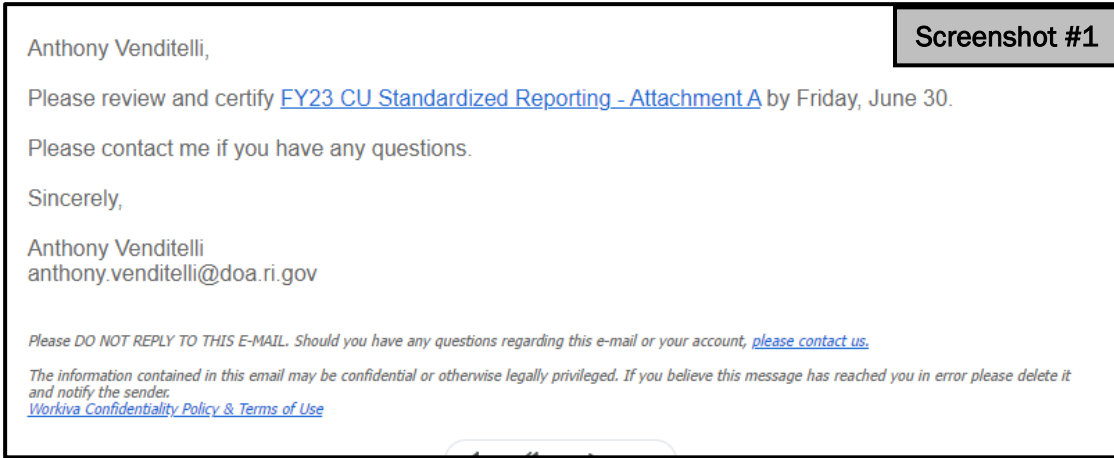




Creating an Account / Submitting a Document in WDesk

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.



Screenshot #1

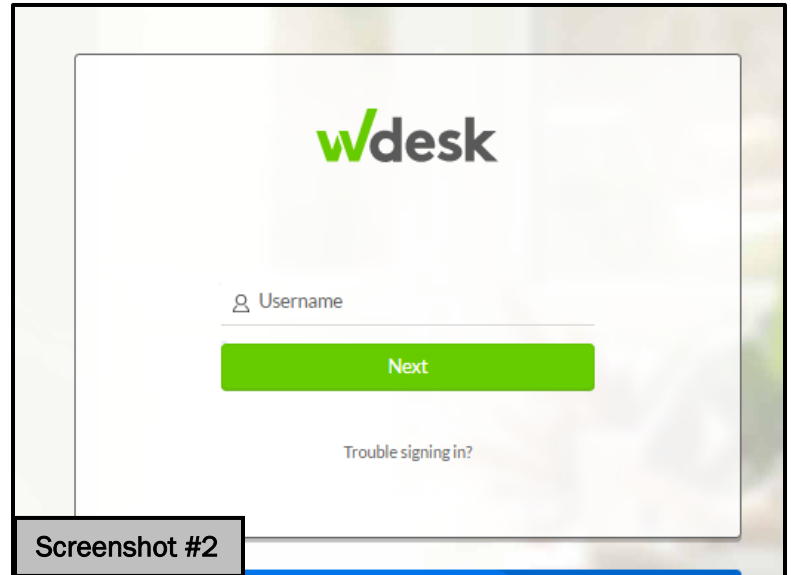
2) This will bring you to the WDesk Home Screen.

a) Click "Trouble signing in?" See screenshot #2.

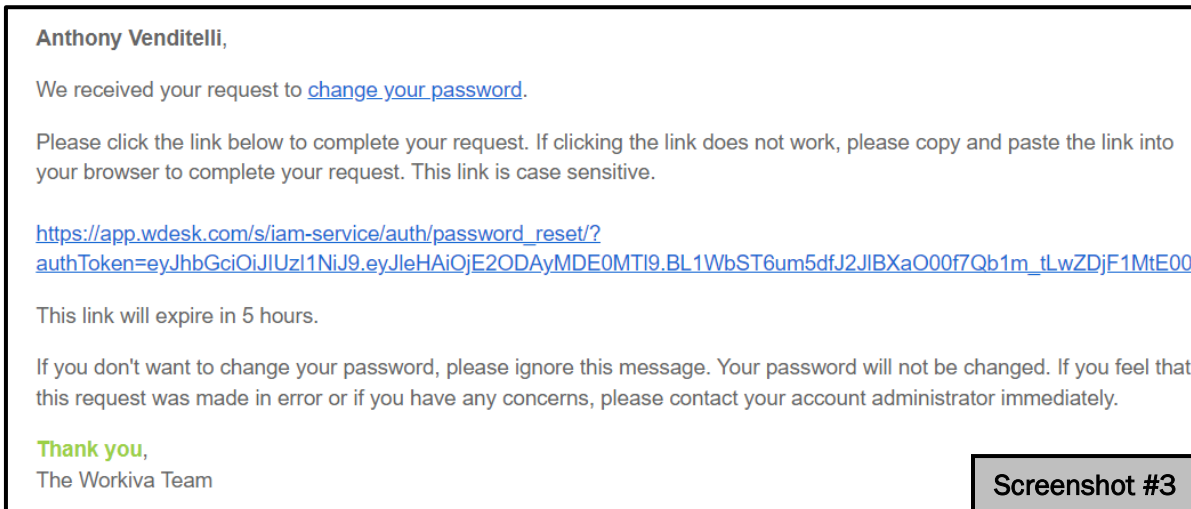
3) From here, enter your username – your full email address (Ex.: First.LastName@doa.ri.gov).

a) Click "Send Email" button; this will generate an email which will contain a link to change your password. See screenshot #3.

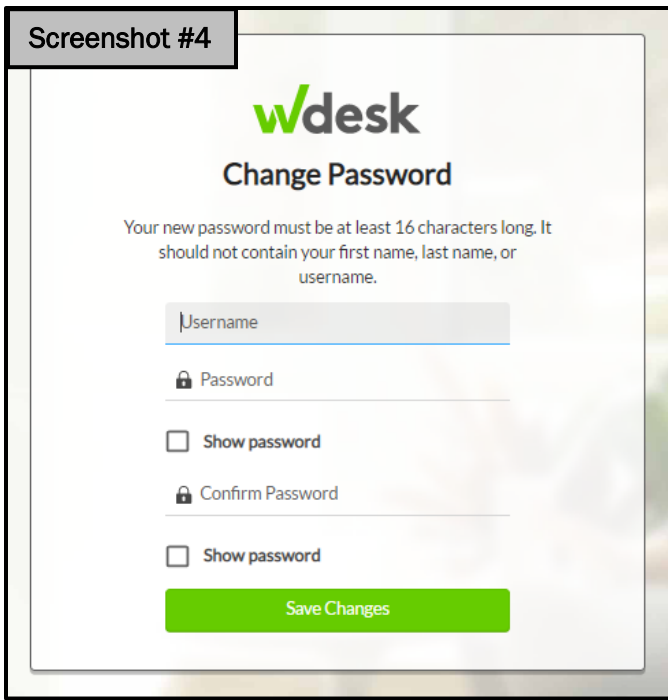
b) Click the link to create a new password. Please follow the password requirements established by WDesk. See screenshot #4.



Screenshot #2

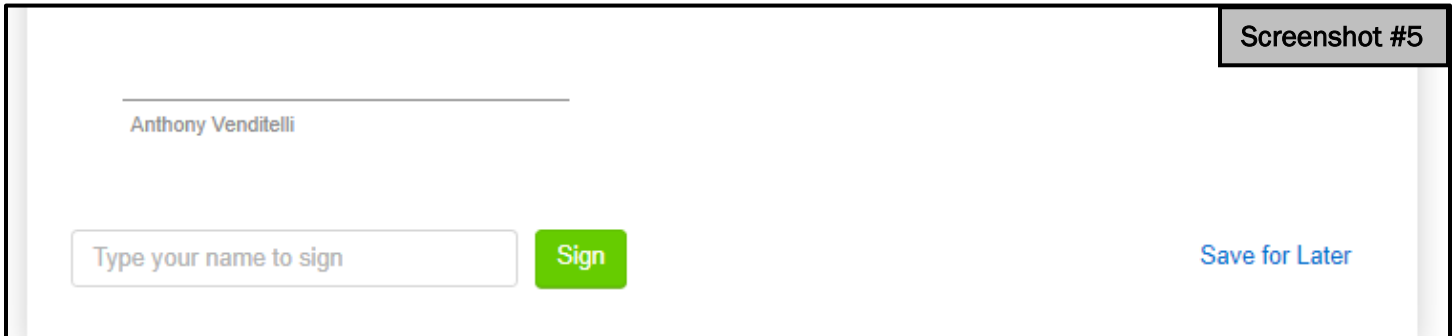


Screenshot #3



- 4) After creating a new password, go back to the original email received **via Workiva**.
 - a) Click on the [document link](#)
 - 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.

- 5) Now complete the document which was sent on behalf of the Office of Accounts and Control (A&C).
 - a) Be sure to download, complete and sign any attached files indicated in the document that may be required.
 - b) Type your name at the bottom of the document and click the “Sign” button to submit to A&C. See screenshot #5.
 - c) If this is an Ordered Signer process, once you click “Sign” button, this document will go to the next assignee for review/submission.



- 6) Once the document completes the approval hierarchy within the agency and submitted to A&C; an email will be sent via Workiva – advising if any further actions are needed or not.

Anthony Venditelli,

Thank you for certifying the document titled [FY23 CU Standardized Reporting - Attachment A](#).

No further action is required at this time.

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.
[Workiva Confidentiality Policy & Terms of Use](#)

Anthony Venditelli,

The document you recently certified has been returned by Anthony Venditelli with the following comments:
Please review all questions thoroughly.

Please review and re-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.
[Workiva Confidentiality Policy & Terms of Use](#)

Please email questions to:
Anthony.Venditelli@doa.ri.gov
Alexander.Herald@doa.ri.gov