Submitting the Annual SWaM Plan

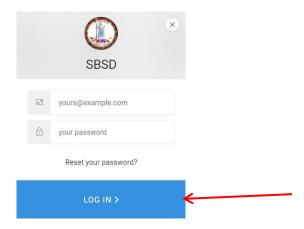*(Only SWaM Plan Administrators have this capability)*

Contents

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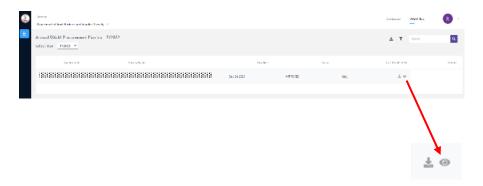
Navigating to the SWaM Plan

1. Log into Dashboard using state e-mail address and password. Click Login.
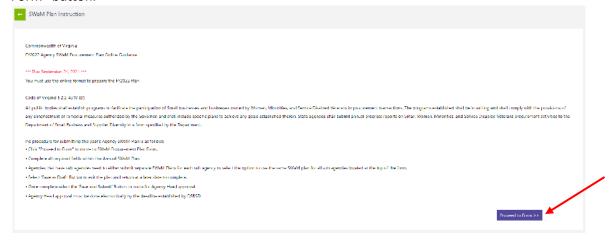

2. Click SWaM Plan Tab at top of Page.

3. You will see a page that has information about when the SWaM plan was published and who it was published by. Click on the eyeball icon under actions.

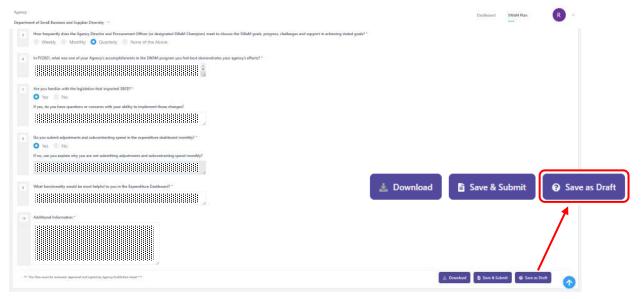4. You will now see the instructions page for completing the SWaM Plan. Click on the "Proceed to Form" button.

Submitting the SWaM Plan

1. You will now be on your agency's SWaM plan. If you are a parent agency completing the plan on behalf of all of your sub agencies. There will be a box to click near the top of the page.
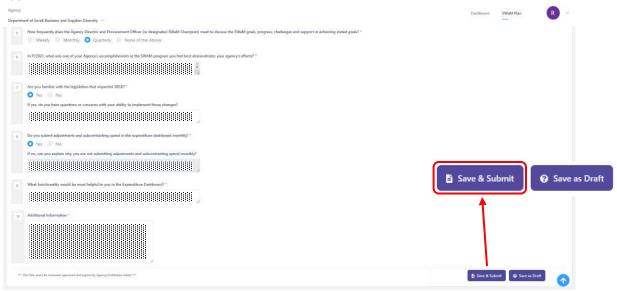

2. Complete the SWaM Plan. There is a save as Draft button if you want to save the Plan as a draft and come back to it later.

3. When you have completed your SWaM Plan, click the Submit and Approve button. You will be able to sign the SWaM Plan and it will be electronically sent to your agency head for them to approve.

4. Once your agency head has electronically signed the SWaM Plan, it will be submitted to DSBSD electronically.