

## Requesting New PAWS Accounts

Access to PAWS is intended for state users (with an official state email), who are part of regular OTAA email lists and communications, and have an active and ongoing role in one or more of the following:

1. filing petitions
2. identifying affected worker groups
3. collecting worker lists
4. conducting outreach or rapid response to affected workers
5. coordinating with DOL investigators

This generally includes groups such as state TAA coordinators, petition coordinators, centralized TAA petition files, rapid response and outreach staff working with TAA worker groups. Sporadic petition filers, local workforce offices, and reporting staff will generally not have access to PAWS.

In order to create a new account, prospective users would:

1. Watch and read information on PAWS users roles and responsibilities
2. Complete and sign the PAWS state user agreement
3. Have the state TAA coordinator confirm that you meet the above criteria by transmitting the agreement to [taa.reports@dol.gov](mailto:taa.reports@dol.gov)

Once those steps are completed, OTAA will provide access to the PAWS system (<https://dol.appiancloud.com/suite/>), but users must create a Login.gov account to access the system if they do not already have one. Instructions on creating a login.gov account can be found at: [https://www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/Login.Gov\\_Instructions.pdf](https://www.dol.gov/sites/dolgov/files/ETA/tradeact/pdfs/Login.Gov_Instructions.pdf)

When first accessing the system, you should be taken to a page to “Create New Petition,” however, if you have access to other systems on the platform such as the Workforce Integrated Performance System (WIPS) or other DOL workforce systems, you may need to access PAWS by going to the 9-squares icon in the upper right and selecting “PAWS State Users.”