This job aid includes step-by-step instructions for creating a new leased facility in FPMT.

As of April 2024, FPMT's accounting functionality and integration with the Agency Financial Reporting System (AFRS) have been removed. There is now one agency editor role, which has access to all wizards. Additionally, creating a new leased facility is now a single-step wizard process.

Contents

Overview

Where do I access the Create Leased Facility wizard?	• The Create Leased Facility wizard is accessed via the menu button on the agency tile.
When should I enter a new leased facility?	• New leased facilities should be entered into FPMT no earlier than 30 days before, and no later than 30 days after, the lease contract start date.
What counts as a lease?	• A contract where the primary purpose is to grant use of a property during a specific period. The contract may be in a traditional lease form or may take other forms, including but not limited to, a sublease from a private sector entity, a resource sharing agreement (RSA), a memorandum of understanding (MOU), an interagency agreement with a local or federal government (IAA), or a federal license. • All facility leases, including agreements with no exchange of money (i.e., $0), must be entered into FPMT. • For subleases where a state agency is the lessor, refer to the Create Receivable Lease job aid.

What information do I need to create a new leased facility?	• A copy of the lease contract.
	• If you are creating a new facility:
	    ○ Parcel Number
	    ○ Legislative District

What is the difference between creating a new facility and creating a new leased facility?	• Facilities and leased facilities are two separate tables in FPMT. A leased facility table must be associated with a facility. • The facility table captures static information about the building, such as the address, map coordinates, parcel number etc. The leased facility captures information about the tenant agency and the condition of the leased space. • As part of the wizard process, you will have the option to create a new facility or link to an existing facility. • Always search FPMT before creating a new facility to ensure that the building 1) is not occupied by another agency or 2) was not previously obligated to the state.
If I need to create a new facility, how do I get the unique facility identifier (UFI) into HRMS?	• Make sure to select "yes" for the HRMS field in the facility table. • The UFI will be uploaded to HRMS after the new facility record has been reviewed for accuracy and approved by OFM. • Refer to the UFI Frequently Asked Questions for more information.
Why should I use the wizard?	• Users no longer have permissions to edit tables manually and must use the wizard to create a leased facility. • The wizard simplifies the leased facility creation process by guiding you through each step and automating some steps behind the scenes. • The wizard also includes business rules, or validation checks, to prevent incomplete data and common data entry errors.

Wizard basics:
- The wizard opens in a new window, which will close when you complete the leased facility creation process. Once the window closes, you will need to refresh your original FPMT window to see all of the changes.
- Once you Save and Close, you cannot go back into the wizard.
- Make sure to allow enough time to complete the wizard process in one sitting. If you time out during the process, you will lose your data.
- You must go all the way through the wizard to the Data Review section and select the last Save and Close button to complete the wizard and save your changes to the database. If you exit out of the wizard before this step, you will lose your data.

Search for the Facility

Always search for the facility to ensure it's not already part of the inventory.

1. **Open** the Data Explorer module.

   Data Explorer
   Begin here to search, analyze, and drill down into your data
   Open
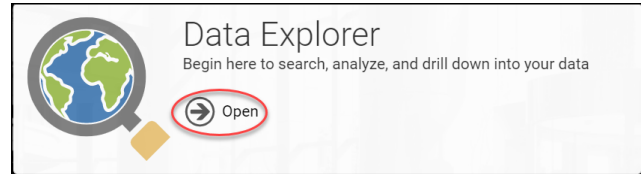
2. **Select** the Search button on the data explorer tool bar.

3. **Select** Filter by and choose **Facilities**.

4. **Select** Refine by and choose **Primary Address**.

5. **Enter** the street address.

   ➔Be aware that the system will not recognize abbreviations and full street names as the same word (e.g., St vs. Street).

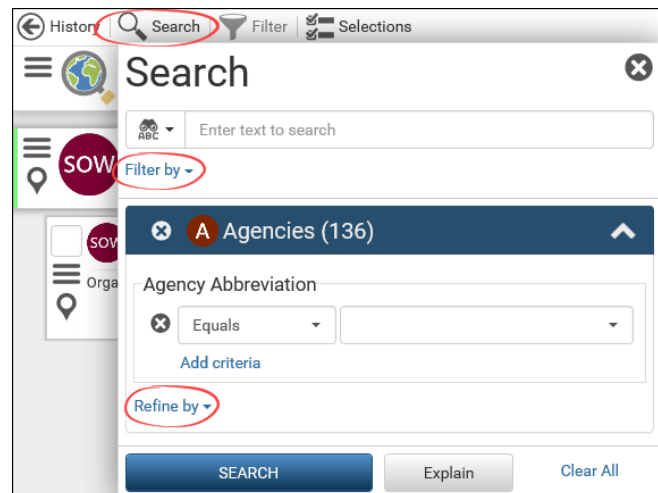   ➔Start with the abbreviation. If you don't find the facility, repeat the search with the full name.

6. **Select** SEARCH
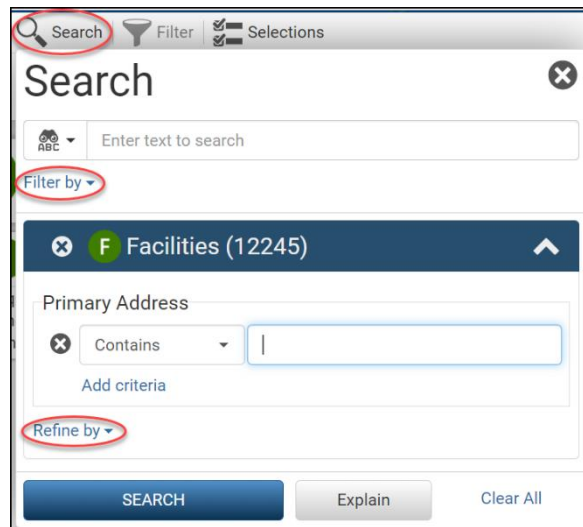
   ➔If the facility already exists in the inventory, you will link to it as part of the wizard process instead of creating a new location.

   Search | Filter | Selections
   Search
   ABC | Enter text to search
   Filter by

   F Facilities (12245)
   Primary Address
   Contains |
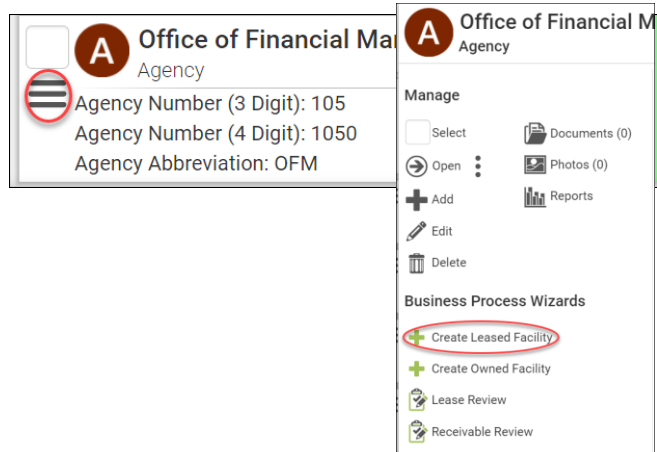   Add criteria
   Refine by

   SEARCH | Explain | Clear All

Launch the Leased Facility Creation Wizard

Navigate to the agency tile and launch the leased facility creation wizard.

1. **Select** the Search button on the data explorer tool bar.

   ➔If you are doing this search immediately after the above search, select Clear All before continuing on to step 2.

2. **Select** Filter by and choose **Agencies**.

3. **Select** Refine by and choose **Agency Abbreviation**.

4. **Enter** the abbreviation.

   ➔These are [SAAM acronyms](#).

5. **Select** SEARCH

   History | Search | Filter | Selections
   Search
   ABC | Enter text to search
   Filter by

   A Agencies (136)
   Agency Abbreviation
   Equals |
   Add criteria
   Refine by

   SEARCH | Explain | Clear All

2. **Select** the ☰ menu button on the agency tile.

3. **Select** Create Leased Facility.
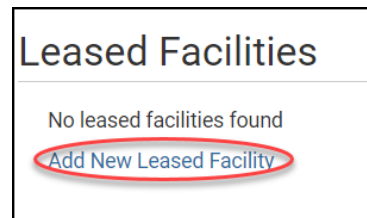
Add a New Leased Facility

1. **Select** Add New Leased Facility

2. **Enter** agency data. Red fields are system required. Other required fields are noted in this job aid.

   ➔Additional guidance is available by selecting the information icon ⑦ next to the field name.

   ▪ Name

      ➔Agency SAAM acronym – Agency common name

      (e.g., ES – Yakima Worksource)

   ▪ Condition Assessment Score

      ➔This is a required field for all facilities (1-5 or NA).
      ➔The Condition Matrix table, which is available later in the wizard, is an optional way to populate this score.

      ➔If you skip this field and the matrix, you will receive an error.

   ▪ Six-Year Facilities Plan

      ➔Ensure this field is marked "yes" if this leased facility is in scope for the Six-Year Facilities Plan. Otherwise, select "no."
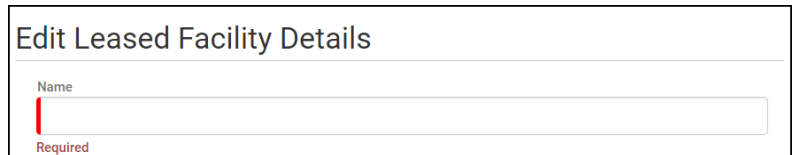
3. **Select** Next >
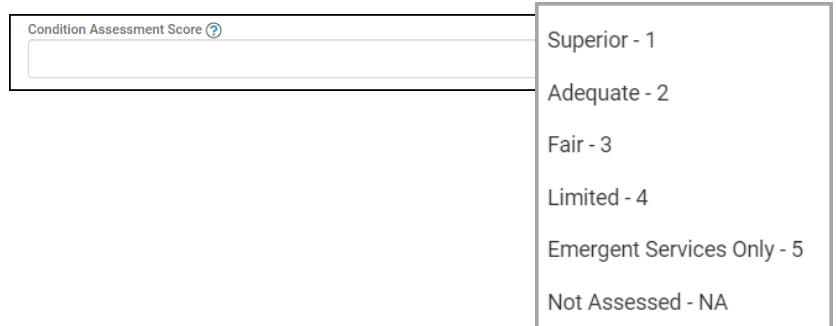
Create Leased Facility
Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100

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Facility – Add New or Link to Existing

➜If you located an existing facility in your initial search, choose **Select an existing facility**.

➜If you did not find an existing facility, choose Create a new facility.
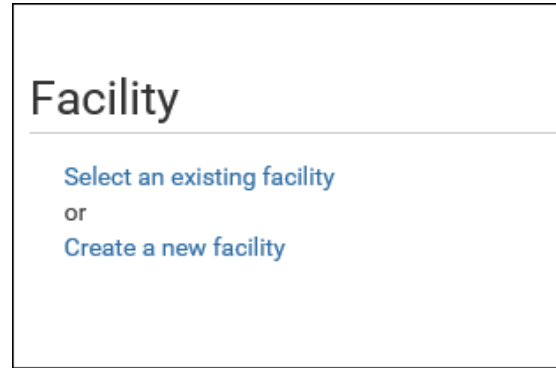
Link to an Existing Facility

1. **Select** the 🔍 Search button to locate an existing facility.
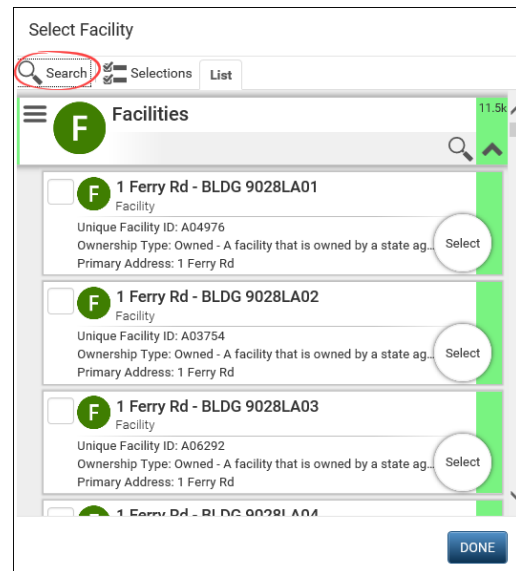
2. **Enter** the primary address in the search box using quotation marks.

   ➜You can also use the UFI.

3. **Select** SEARCH
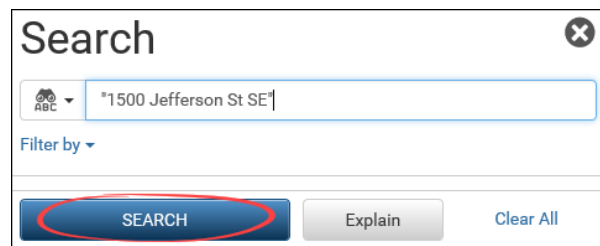
4. **Select** the checkbox next to the facility.

5. **Select** DONE
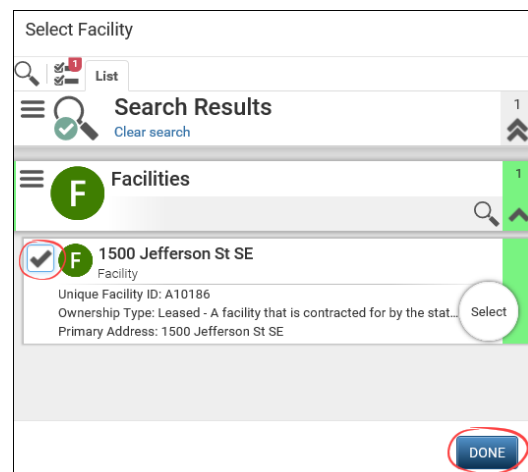
➔Your new leased facility is now associated with an existing facility record.

➔If you need to make a change, you can either **Select a different existing facility** or **Create a new facility**.

➔Once you have the correct facility, select [Next >]

➔Click/tap here to skip the new facility instructions and continue on to adding a new space.

Add a New Facility

1. **Enter** agency data. Red fields are required.

   ➔Additional guidance is available by selecting the information icon ⓘ

   ▪ Name

   ➔Use the primary address. If the facility address is not unique, include a building number. (e.g., 1313 N 13th Ave – BLDG 1W165000)

   ▪ Primary address

   ➔This is the legal address.

   ➔Abbreviate the directional and street suffix per USPS Addressing Standards. (e.g., 123 S Main St)

   ➔The system will require a secondary address if a facility with the same primary address already exists.

   ➔The system will only catch duplicate addresses if they are entered exactly the same. If you are entering multiple facilities with the same primary address, make sure to use the same formatting.

   (e.g., Jefferson St)

Facility

Facility
1500 Jefferson St SE

Select a different existing facility
or
Create a new facility

‹ Previous   Next ›   Cancel Changes

Edit Facility Details

Name
_____
Required

Description
_____

Primary Address ⓘ
_____
Required

- **Secondary Address**
  - ➔A secondary designator, such as a building number or name.
- **Alternative Address**
  - ➔ Only populate this field if the facility has an address other than the legal address, for example a different mailing address.

Secondary Address ⦾

Alternative Address ⦾

- **City – Out of State**
  - ➔ If the facility is located outside of Washington State, select Out of State at the bottom of the dropdown list on the City, County and Legislative District fields. Enter the city in the City – Out of State field.

City
Required

City - Out of State ⦾

County
Required

Zip Code
Required

Zip +4

State
Required

Country
Required

- **Property Tax Parcel or Account Number**
  - ➔This information can be found on the county assessor's website.
  - ➔If there is no parcel number for this facility or it is located out of state, enter N/A.
- **Latitude & Longitude (required)**
  - ➔FPMT will automatically populate this data after you geocode the facility.
- **Legislative District**
  - ➔ Based on location of the facility. You can locate the legislative district on the Legislature's website.
- **Registered Historic Property**
  - ➔If unsure, refer to the Department of Archaeology and Historic Preservation for more information
- **Essential Public Facility**
  - ➔Essential public facility refers to public facilities that are typically hard to site and critical to state government. Refer to WAC 365.196.550, RCW 36.70A.200, RCW 47.06.140 or RCW 71.09.020.

Property Tax Parcel or Account Number ⦾
Required

Latitude ⦾

Longitude ⦾

Legislative District ⦾
Required

Registered Historic Property ⦾
Required

Essential Public Facility ⦾
Required

- Facility Type (Building or Structure) – **only buildings are included in the facilities inventory**

  ➔A building is a facility with at least one wall, a roof and permanent foundation, regardless of occupancy.

  ➔A stucture is a real property improvement constructed on or in the land, which is not a building.

- Property Class

  ➔Auto-populated based on the primary space type with the most square feet in the Space table.

- Surplus

  ➔Select "yes" if the facility is no longer needed by the agency and can be surplused.

Facility Type
▼
Required
Property Class ?
▼
Surplus ?
▼
Required

- Campus

  ➔ Is this facility part of a campus? (Yes/No)

- Campus Identification Number

  ➔As defined in the Energy Star Portfolio Management System. The format should be the agency SAAM number and campus ID (e.g., 405-0123).

- Conditioned Space

  ➔Select Yes if the facility meets the criteria for conditioned space as defined by the Washington State Energy Code. This code defines conditioned space as any facility which has a room or area that is being heated or cooled, containing uninsulated ducts or with a fixed opening directly into adjacent conditioned space.

Campus ?
▼
Campus Identification Number ?
Conditioned Space ?
▼

➔Populate the following fields with the corresponding value from the Energy Star Portfolio Management System.

- Portfolio Management Identification Number
- Parent Portfolio Management Identification Number
- Energy Use Intensity (EUI)

➔Refer to the Department of Commerce's website for more information on Clean Buildings Act compliance criteria.

- Does this facility meet the Clean Buildings Act standard? (Yes/No)

➔Click the information icon ⓘ for electric vehicle charging port definitions.

- Number of Level 2 Charging Ports
- Number of Level 3 Charging Ports
- Number of Publicly Available Charging Ports

Portfolio Management Identification Number ⓘ

Parent Portfolio Management Identification Number ⓘ

Energy Use Intensity (EUI)

Does this facility meet the Clean Buildings Act standard?

Number of Level 2 Charging Ports ⓘ

Number of Level 3 Charging Ports ⓘ

Number of Publicly Available Charging Ports ⓘ

- Facilities Inventory

  ➔ Select "yes" if the facility is a building with at least one wall, a roof and a permanent foundation, regardless of occupancy.

- HRMS

  ➔ Select "yes" if the facility serves as a duty station for employees.

- OFM Validation Date

  ➔All new facilities are saved in pending approval status. OFM must review key data for accuracy and will change the status of the facility to "approved" and populate the OFM validation date.

Facilities Inventory ⓘ

Required

HRMS ⓘ

Required

2. **Select** Edit Geometry to geocode your facility (place a point on the map).
   ➔You must geocode the facility or manually populate the coordinates.
   ➔You will receive an error if you skip this step.
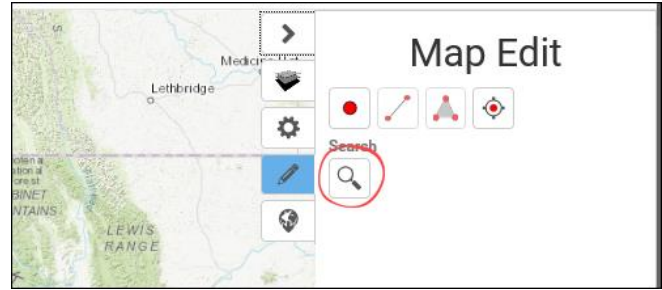
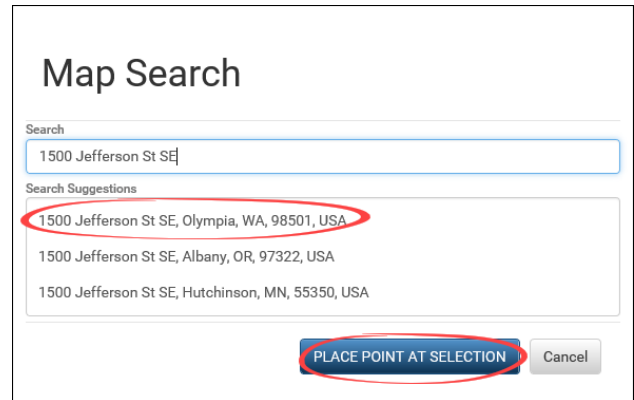Edit Geometry

SAVE CHANGES   Cancel Changes

Errors

- Facility must have Latitude and Longitude or be geocoded.
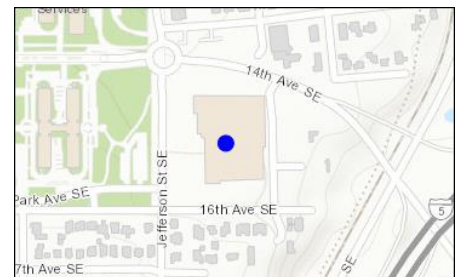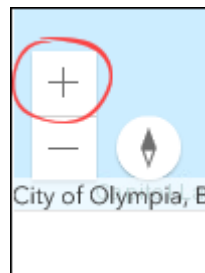
3. **Select** the search 🔍 button.

4. **Enter** the street address – the system will populate addresses in the dropdown menu.
5. **Select** the appropriate address.
6. **Select** Place Point at Selection

7. **Select** the + button to zoom in on the map.

   ➔A dark blue dot will appear at the specified address.

8. If the point is in a road, you will need to move it so it is on the actual facility.
   A. **Select** the dot – it will become light blue.
   B. **Move** the dot to the approximate center of the building.
   C. **Click/tap** anywhere on the map to change the dot back to a darker blue.
9. **Select** Done.
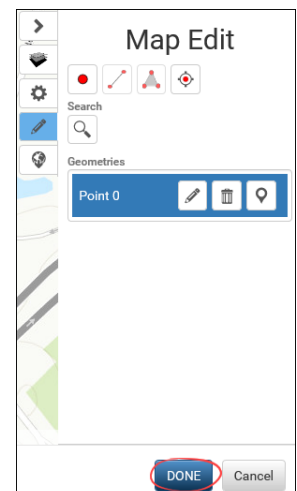
➜In the event that a building shape does not exist yet at the address you have entered, do your best to approximate the location and add a comment.

Comment

10. Select SAVE CHANGES

Edit Geometry

SAVE CHANGES   Cancel Changes

➜Your new leased facility is now associated with a new facility record.

➜If you need to make a change, you can either **Edit Details** for your new facility or **Replace the facility with an existing facility**.

Facility

Facility
New Facility Edit Details

Replace the facility with an existing facility

11. Select Next ❯

❮ Previous   Next ❯   Cancel Changes

Add a New Space

1. **Select** Add New Space

Lease Spaces

No lease spaces found

Add New Space

2. **Enter** agency data. Red fields are required.

   ➔ Select the information ⑦ icon for additional guidance about fields.

   ▪ Name

      ➔ Use the Space ID

   ▪ Space ID

      ➔ UFI-Lease Number-Space Number

      (e.g., A27122-SRL 24-0001-1)

      ➔ Use sequential space numbers if there is more than one space (e.g., 1, 2, 3)

   ▪ Tenant

Edit Space Details

Name

Required

Description

Space ID ⑦

Required

Tenant ⑦

Required

   ▪ Square Feet

      ➔ The sum of all space square feet cannot exceed the total square feet in the lease contract.

   ▪ Square Feet Measurement Type (dropdown)

   ▪ Primary Space Type (dropdown)

      ➔ Refer to the Property Class & Space Type Categories job aid for additional information.

Square Feet ⑦

Required

Square Feet Measurement Type

Required

Primary Space Type ⑦

Required

   ▪ If part of your new space is available for use by another agency, refer to the Available Space job aid for details on how to populate the additional fields for potential collocation.

      ➔ If Available Space is marked "yes," you must populate the **Annual Full Service Rate per Square Foot** and **Available Occupancy Date** fields.

Available Space ⑦

No

Create Leased Facility
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➔If this leased facility is in scope for the Six-Year Facilities Plan, you must populate the following additional fields:

- Number of Offices
- Number of Cubicles
- Number of Touchdown Spaces
  ➔Refer to any unassigned workspace (office, cube, bench etc.) that could be used for hoteling as a touchdown space.

➔OFM will populate user count fields from HRMS data via import.

Number of Offices (Required For Six-Year Plan) ⓘ

Number of Cubicles (Required For Six-Year Plan) ⓘ

Number of Touchdown Spaces (Required For Six-Year Plan) ⓘ

Number of Resident Users (Required For Six-Year Plan) ⓘ

Number of Externally Mobile Users (Required For Six-Year Plan) ⓘ

Number Of Fully Remote Users (Required For Six-Year Plan) ⓘ

3. Select SAVE CHANGES

SAVE CHANGES   Cancel Changes

➔Once the new space is saved, you can update the information by selecting the details icon or delete the space by selecting the trash can.

Lease Spaces

Space Name	Space ID	Details	Delete
Space	001		

Add New Space

4. Navigate to the next needed form.

- The operating costs table is no longer required. OFM will apply a proxy instead.

- To skip operating costs and add a condition matrix, select Next › twice.

  ➔A condition assessment score is required for all facilities in the inventory. The condition matrix is an optional way to populate that score. Refer to the condition matrix job aid for more details.

- To skip operating costs and condition matrix, select Next › twice and then select SAVE CHANGES.

  ➔To skip ahead to the lease contract instructions, click/tap here.

‹ Previous   Next ›   Cancel All Changes

‹ Previous   Next ›   SAVE CHANGES   Cancel Changes

Add a Condition Matrix

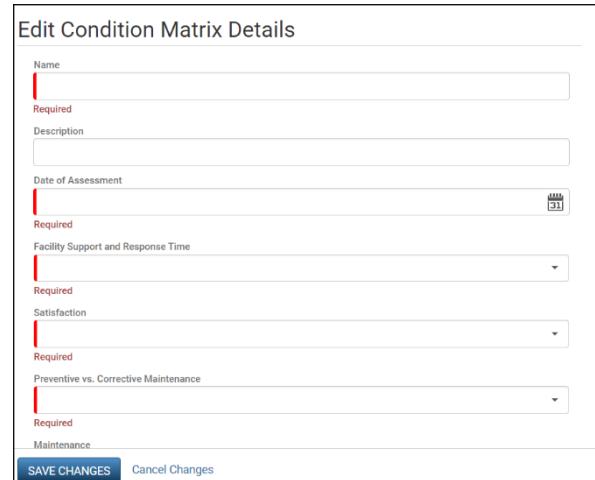1. **Select** Add New Condition Matrix

Condition Matrix

There are no condition matrices

Add New Condition Matrix

2. **Enter** data. Red fields are required.
   ➔ Refer to the Condition Matrix job aid for more information.
3. **Select** SAVE CHANGES

Edit Condition Matrix Details

Name

Required

Description

Date of Assessment

Required

Facility Support and Response Time

Required

Satisfaction

Required

Preventive vs. Corrective Maintenance

Required

Maintenance

SAVE CHANGES   Cancel Changes

➔ Once the condition matrix is saved, you can update the information by selecting the details icon or delete it by selecting the trash can.

Condition Matrix

Condition Matrix Name	Details	Delete
Test Condition Matrix		

4. **Select** SAVE CHANGES

❮ Previous   Next ❯   **SAVE CHANGES**   Cancel Changes
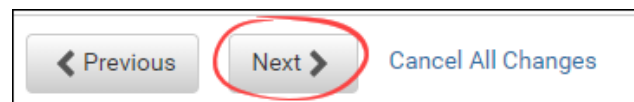
➔ If you need to edit any of the data you have previously entered, select the details icon. To delete all of the data that you have previously entered, select the trash can.

Leased Facilities

Leased Facility Name	Details	Delete
Test Leased Facility		

Add New Leased Facility

5. **Select** Next ❯

❮ Previous   Next ❯   Cancel All Changes

Add a Lease Contract

1. **Enter** agency data. Red fields are required.

   - Name
     - ➔ Use the lease number
   - Lease Number
     - ➔ Lease numbers must be unique; they cannot be used for more than one record.
   - Lessor
   - Lease Type
     - ➔ Dropdown menu
   - Is This A Triple Net Lease?
     - ➔ Defaulted to No. Change to Yes if it's a triple net lease.

Edit Lease Contract Details

Name
Required

Description

Lease Number
Required

Lessor ⓘ
Required

Lease Type
Required

Is This A Triple Net Lease? ⓘ
No

> Triple net lease, triple net, or NNN, is a type of commercial real estate lease where the tenant or lessee pays the full expenses of the property.

   - Real Estate Authority
     - ➔ Dropdown menu
   - Lease Primary Address
   - Lease Secondary Address
   - Lease City
   - Leased Square Feet
     - ➔ Make sure the square feet in your space table matches the square feet in your lease contract.
   - Leased Square Feet Type (dropdown)

Real Estate Authority ⓘ
Required

Lease Primary Address ⓘ

Lease Secondary Address ⓘ

Lease City ⓘ

Leased Square Feet ⓘ
Required

Leased Square Feet Type ⓘ
Required

   - Lease Executed Date
     - ➔ The date the last party signed the lease
   - Lease Start Date
   - Lease End Date
     - ➔ For long-term leases with no end date (e.g., with the federal government), populate an end date 10 years out from when you enter the lease in the system.

Lease Executed Date ⓘ
Required

Lease Start Date
Required

Lease End Date
Required

- **Month-To-Month**

  ➔ Select "yes" if this is a month-to-month lease. If there is no specific end date, enter an end date one year out from the start date.

- **Full Service (required)**

  ➔ Defaulted to "No" for new leased facilities.

  ➔ Update field to "Yes" if the lease is fully serviced. This will auto-populate most operating cost fields to "lessor paid"

- **Operating Cost Fields**

  ➔ Dropdown fields – select lessor or lessee paid. If a cost is not applicable, select N/A.

Month-To-Month

Holdover Status

Parking Included in Lease

Parking Stall Count ⑦

Full Service ⑦
No

Assessment
Required

Bulbs/Tubes
Required

Natural Gas
Required

Electric
Required

Garbage
Required

Insurance
Required

➔ The following fields only apply to office spaces that are in scope for the Six-Year Facilities Plan.

➔ If any of these fields are relevant to your location and you do not have actuals, enter an estimate. Do not leave the cost fields blank. When actuals are available, update the record.

➔ If you select Yes for the required fields, additional fields become required.

- Was furniture moved to this location?
- Moving furniture cost, if applicable
- New furniture cost, if applicable
- If new furniture was purchased, why wasn't existing furniture used?
- Were staff moved to this location?
- Staff moving cost, if applicable
- Are there tenant improvement (TI) costs?

Was Furniture Moved To This Location?
Required

Moving Furniture Cost, If Applicable

New Furniture Cost, If Applicable

If New Furniture Was Purchased, Why Wasn't Existing Furniture Used?

Were Staff Moved To This Location?
Required

Staff Moving Cost, If Applicable

Are There Tenant Improvement (TI) Costs?
Required

➜If any cost fields are populated, the associated fields become required.

- Construction – Cost
- Construction – How are tenant improvements being paid for?
- Common Area Improvement – Cost
- Common Area Improvement – How are tenant improvements being paid for?
- Exterior Improvement – Cost
- Exterior Improvement – How are tenant improvements being paid for?
- Fire and Security Improvement – Cost
- Fire and Security Improvement – How are tenant improvements being paid for?
- Deferred Maintenance – Cost
- Deferred Maintenance – How are tenant improvements being paid for?
- Other Tenant Improvement
- Other – Cost
- Other – How are tenant improvements being paid for?
- If tenant improvement costs are not one-time costs, how much is added to the cost/SF?

Construction - Cost

Construction - How Are Tenant Improvements Being Paid For?

Common Area Improvement - Cost ⑦

Common Area Improvement - How Are Tenant Improvements Being Paid For? ⑦

Exterior Improvement - Cost ⑦

Exterior Improvement - How Are Tenant Improvements Being Paid For? ⑦

Fire And Security Improvement - Cost

Fire And Security Improvement - How Are Tenant Improvements Being Paid For?

Deferred Maintenance - Cost

Deferred Maintenance - How Are Tenant Improvements Being Paid For?

Other Tenant Improvement

Other - Cost

Other - How Are Tenant Improvements Being Paid For?

If Tenant Improvement Costs Are Not One-Time Costs, How Much Is Added To The Cost/Sf?

2. Select Next >

❮ Previous   **Next ❯**   Cancel All Changes

Add a Lease Payment

1. **Select** Add New Lease Payment

2. **Enter** agency data. Red fields are system required.
   - Name
     ➔Payment Type – Series Number (e.g., Base Rent – 1)
   - Payment Series Number
     ➔Use sequential numbers for the series (e.g., 1, 2, 3)
   - Payment Frequency
     ➔Dropdown Menu
   - Payment Type
     ➔Dropdown Menu
   - Payment Amount
   - Index Rate
     ➔Required if payment type is Indexed Payment
   - Payment Start Date
   - Payment End Date

Lease Payments

There are no lease payments
Add New Lease Payment

Edit Lease Payment Details

Name
Required

Description

Payment Series Number
Required

Payment Frequency
Required

Payment Type
Required

Payment Amount
Required

Index Rate ?

Payment Start Date
Required

Payment End Date
Required

3. Select SAVE CHANGES

SAVE CHANGES   Cancel Changes

You now have the option to edit your payment by selecting the Details icon or delete it by selecting the trash can.

Repeat this process if there is more than one payment series.

➔You must enter a series for each time the rent amount changes.

➔If there is no base rent, or if you are receiving free rent for a portion of the lease term, enter a payment for $0.

➔If there is amortized tenant improvement costs associated with this leased facility, you would enter those costs as a lease payment series.

Lease Payments

Payment Name	Payment Series Number	Details	Delete
Base Rent - 1	1	⬈	🗑

Add New Lease Payment

4. **Select** Next >

< Previous   Next >   Cancel All Changes

Add a Lease Option (if applicable)

1. **Select** Add New Lease Option, if applicable.

Lease Options

There are no lease options

Add New Lease Option
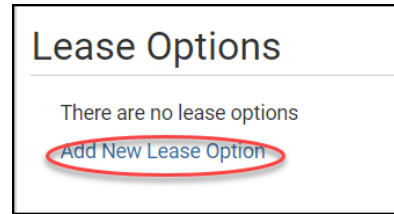
2. **Enter** agency data. Red fields are required.
   - Name
     ➔Use Option Type – Option Number (e.g., Cancel – 1)
   - Option Number
     ➔Options should be numbered sequentially (e.g., 1, 2, 3)
   - Option Type
     ➔Dropdown menu
   - Option Description
     ➔Provide a brief desciption of the clause
   - Option Date
3. **Select** SAVE CHANGES
4. **Select** Next

Edit Lease Option Details

Name
Required

Description

Option Number
Required

Option Type
Required

Option Description
Required

Option Date

Comment

SAVE CHANGES   Cancel Changes

❮ Previous   Next ❯   Cancel All Changes

Add a Lease Amendment (if applicable)

1. **Select** Add New Lease Amendment, if applicable.

Lease Amendments

There are no lease amendments

Add New Lease Amendment
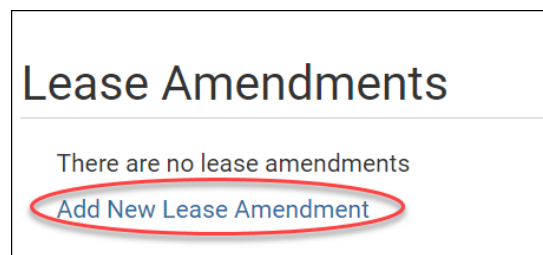
2. **Enter** agency data. Red fields are required.

   ➔Refer to the amendments job aid for more details.

   ▪ Name

      ➔Use Amendment Type – Amendment Number (e.g., Extension – 1)

   ▪ Amendment Number

      ➔Amendments should be numbered sequentially (e.g., 1, 2)

   ▪ Amendment Type

      ➔Dropdown menu

   ▪ Amendment Description

      ➔Provide a brief desciption of the amendment

   ▪ Amendment Effective Date

   ▪ Amendment Execution Date

      ➔The date the last party signed.

Edit Lease Amendment Details

Name

Required

Description

Amendment Number

Required

Amendment Type

Required

Amendment Description

Required

Amendment Effective Date

Required

Amendment Execution Date

3. **Select** SAVE CHANGES

4. Most amendments require updates to other tables in FPMT. Additionally, a copy of the amendment must be attached in FPMT for all amendments. Refer to the Amendments job aid for instructions.

❮ Previous   Next ❯   **SAVE CHANGES**   Cancel Changes

Review Your Data

1. **Select** the ⟨Hierarchy⟩ button to change to the ⟨Flat⟩ view. You can now see all of the tables you have added or edited as part of the wizard process.

2. **Select** the arrows ⟱ on the Starting Point tile to expand all of the tiles below.

⟵ History | ▼ Filter | 🔲 Hierarchy
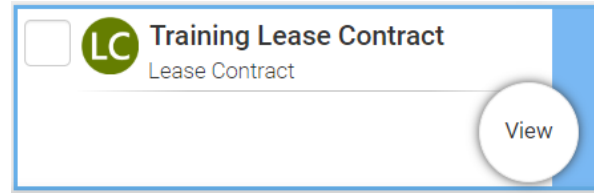
⟵ History | ▼ Filter | 🔲 Flat
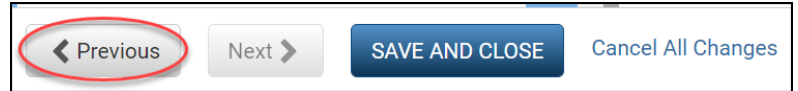
🌐 **Starting Point**
Navigate all data
6
⟱

3. **Select** View on each tile to see the data you have entered.

4. **Review** your data.

➔To edit your data, use the Previous button to navigate back to an earlier screen.

5. **Select** SAVE AND CLOSE to complete the wizard.

6. You will see a warning that lets you know you can't go back into the wizard after saving and closing. If you don't need to make any additional edits, select YES.
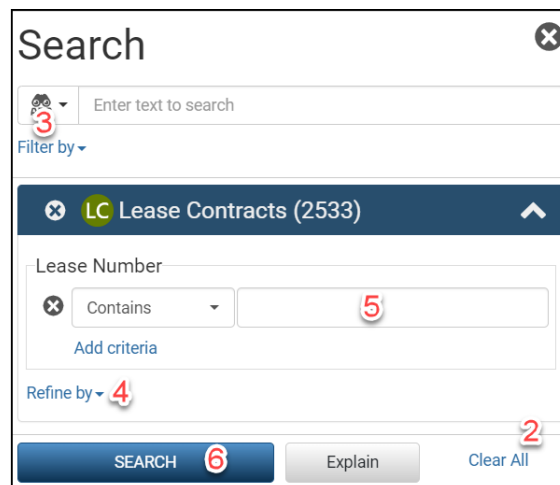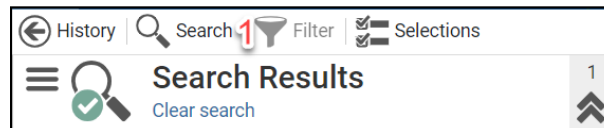
➔When you complete the wizard, the window will automatically close. FPMT will still be open in the original window. You will need to refresh your screen in order to see your changes.
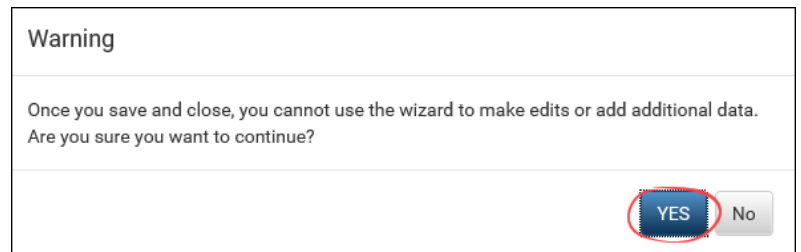
Upload Copy of Lease Contract

You will need to navigate to the new lease in order to attach a copy of the contract.

1. **Select** the Search button on the data explorer tool bar

2. **Select** Clear All

3. **Select** Filter by ▾ and choose **Lease Contracts**

4. **Select** Refine by ▾ and choose **Lease Number**

5. **Enter** the lease number

6. **Select** the SEARCH button

Create Leased Facility
Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100

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7. **Select** the ☰ menu button on the new lease contract tile.

8. **Select** Documents

   ➔The document manager will open in a new window.
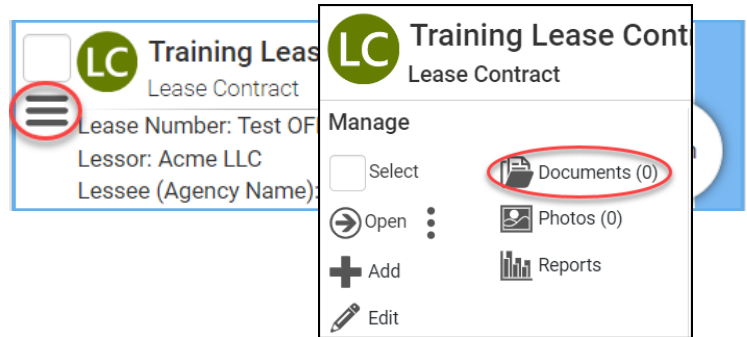
9. **Select** the ⬆ Upload button.
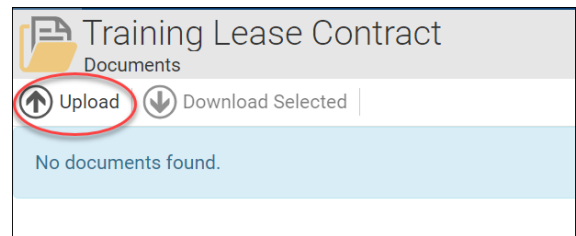
10. **Browse** for, or drag and drop, the file.

11. **Select** CLOSE.