

# EZ2 INSTRUCTIONS – Updated 5/2/2025



This process is used to provide an address and a photo of a building so DAHP can review for historical significance. A WISAARD account is needed to submit an EZ2.

**Step 1:** Log in to WISAARD and Click on the Projects tab in the top Navigation. Press Complete an EZ2.

The screenshot displays the WISAARD interface. At the top, the DAHP logo and navigation menu (WISAARD, Home, Map, Search, Projects, Resources, Person/Org, Administration) are visible. The 'Projects' tab is active. Below the navigation is a blue header for 'My Projects'. A search bar is present. On the left, there is a sidebar with 'I Want To' options: 'Start a new Project' and 'Complete an EZ2' (circled in red). Below this is a 'Filter Projects By Year' section with options for 2025, 2023, and 2022. The main content area shows two project cards with IDs '2025-05-02904' and '2025-05-02931', both labeled 'Test-Delete'. At the bottom, a pagination bar indicates '1 - 16 of 1946 results' and '16 / page'.

**Step 2:** Add the Project Name. For privacy, use the property address only, not the name of a person.

Select the Primary Regulation from the drop down menu. For HUD, select Section 106. For state grant funds, select 2102. For SEPA, select SEPA. Click Next.

Create New EZ2

Project Name

Primary Regulation

**Step 3:** Begin typing the address of the property. The system will search for existing records as you type. If the address pops up as a choice, click on it to select it, then click the Update Existing Property button at the bottom right. If it does not show up and there is nothing to select, Click the Create New Property button at the bottom right.

Find Existing Resource

Please help us avoid duplicate Property records. Before creating a new Property, use the search box to find existing records. Search by address (4334 E 5th St, Spokane) or name, if applicable (Bigelow House). If you know a Property or Archaeology site is already recorded, and you wish to update it, you can search by Smithsonian (SP00453), address, name, or Property ID to add it to your inventory update list.

If you do not find your property Select Create New Property, otherwise select Next

Q 1301 magnolia

- Property: 1301 MAGNOLIA DR, FIRCREST, WA
- Property: 1301 - 1303 W. First, Spokane 99204
- Property: 1301 1/2 B St, Hoquiam, Washington, 98550
- Property: 1301 101ST ST E, MIDLAND, WA
- Property: 1301 110TH ST S, PARKLAND, WA
- Property: 1301 112TH ST S, PARKLAND, WA
- Property: 1301 112TH ST S, PARKLAND, WA

Cancel Previous Create New Property

If you selected Update Existing Property, skip to Step 5.

**Step 4:** Add a Property Name and the address. This should be a generic name such as Residence or Apartment Building. To respect privacy, do not use the name of a person. Begin typing the address. The system will search all known addresses, similar to Google maps. Select the address and click Next.

Property Name

 ✓

Property Address

🔍 1301 Magnolia Dr, Fircrest, WA, 98466, USA

Property Location Comments

Cancel Previous Next

The next screen will show you the map, with a red dot on the address you entered. Click Next to continue.

The screenshot displays a web-based property mapping application. On the left, a sidebar contains the following elements:

- Buttons: **Instructions**, **Search**, **Draw**, **Upload**
- Drawing instructions**
- Property Mapping Instructions**
- Text: "Drawing is limited to inventories that are in Draft or Returned Status. Editable points show up as red circles. Editable lines are red."
- Text: "In most cases, one point should be used to identify a building, structure, or site on the map. For linear resources (canals, ditches, railroads, levees, etc.) one or several lines may be drawn. The lines may be discontinuous. Please note that for long lines or lines that are not in proximity to each other, the system will zoom to the center of the grouping of lines. If you leave and come back and open the map for the property, the map view may not show the lines. Scroll out to see the entire grouping of lines."
- Text: "If you are updating an existing record, you may move"
- Buttons: **Save Edits**

The main map area shows a residential neighborhood with streets such as 67th Ave W, Fircrest, Coral Dr W, Aloha Ln W, Paradise Pkwy, W Mount Dr, Mar Vista Dr, Emerson St, and Arleo Ln. Two red circular markers are placed on the map, labeled **T20R02E15** and **T20R02E14**. A search bar at the top right contains the text "Find address or place". A scale bar at the bottom center indicates 0 to 200 feet. At the bottom right, there are three buttons: **Cancel** (highlighted in red), **Previous**, and **Next** (highlighted in blue). The footer text reads: "City of Tacoma, County of King, Bureau of Land Management, Esri Canada, Esri, HERE, Garmin, INCREMENT P, USGS, EPA, USDA" and "Powered by Esri".

## Step 5: Upload photo.

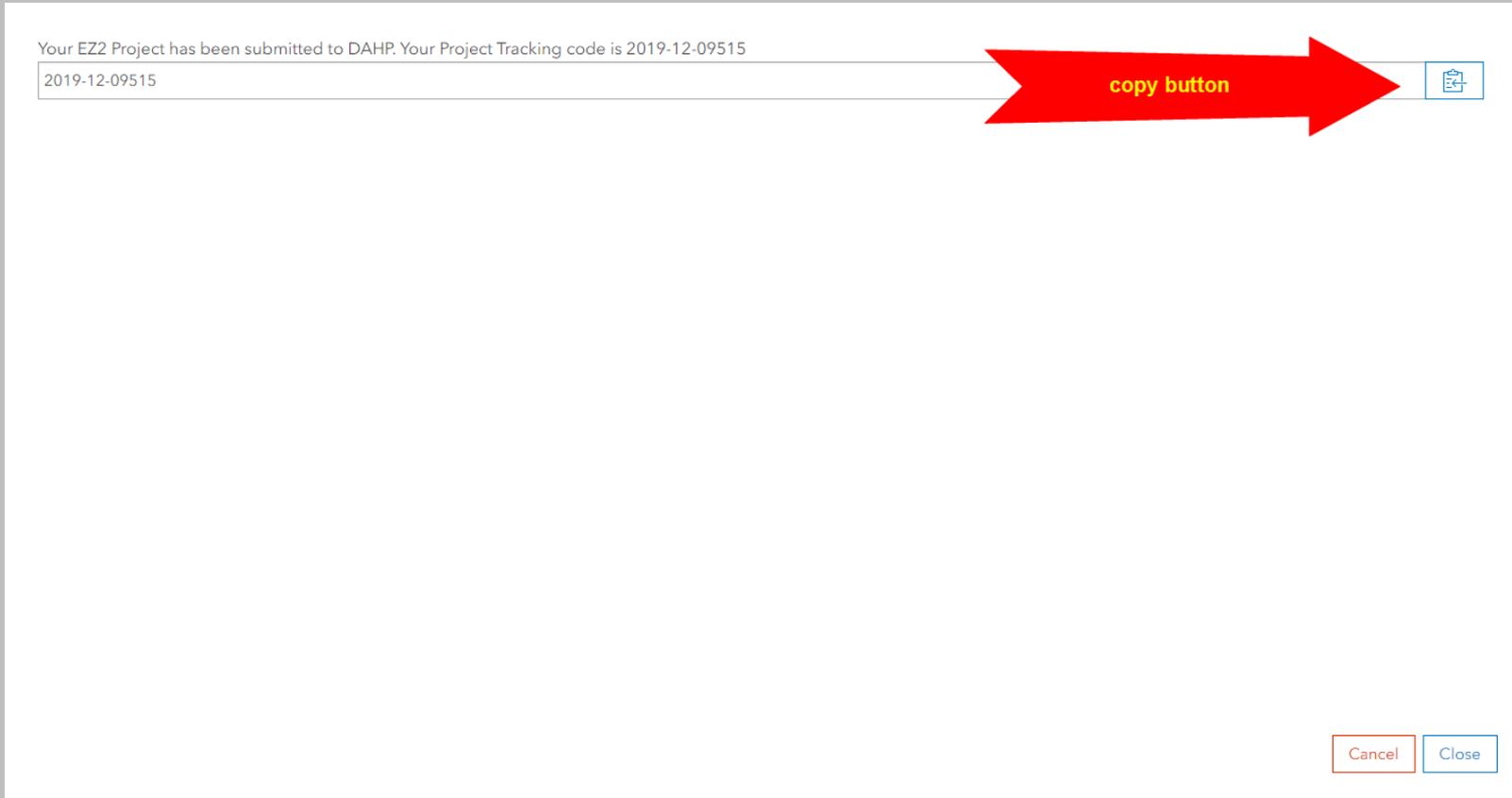
Please upload a JPEG that is approximately 1280 x 960 pixels at 72 dpi. Rotate them upright before uploading. Please do not upload PDFs of photos. Press the Choose File button to navigate to the file on your computer. Only one photo will upload. Choose the best one you have of the front of the building. Then press Submit.

Upload Photos

Upload at least one clear photo of the front exterior of the building. JPEG format only.

No file chosen

After pressing Submit, you will see this screen that gives you a tracking code. You can copy the number by pressing the Copy button. The Project will now also appear in your project dashboard for later viewing.



Please allow a week for DAHP to process your request. To view the DAHP determination, click on the project from your Project Dashboard. Then press Inventory and Evaluation in the top blue bar to view the Property table. You will see the determination under SHPO Determination and the Status will be Review Complete. If the determination is Not Eligible, consultation is complete. If the determination is Eligible, please complete a Project Review Form (<https://dahp.wa.gov/project-review/ez-project-review-form>).

The screenshot displays the DAHP Project Dashboard for project 'Test-Delete' (ID: 2025-05-02904). The top navigation bar includes 'Overview', 'APE', 'Inventory and Evaluation', 'Administration BETA', and 'Delete'. Below the navigation bar is a search bar for 'My Inventories' and a set of tabs for 'Property', 'Archaeology', 'Traditional Cultural Property', and 'Reports'. Action buttons include 'Add Resource/Report', 'Create New Inventory', 'Submit Inventories', and 'Return Inventories'. The main content area shows a table with the following data:

Property ID	Historic Name	Resource Address or Location	SHPO Determination	Status
 Property ID: 736969	Residence	1301 A St, Tacoma, Washington, 98402	Determined Not Eligible	<span>Review Complete</span>

To print the record, click the pencil button to the left of the Property ID to open the record and the print button will be at the top right. The PDF file should appear in your Downloads folder.