10 E-Billing Fact Sheet

Navigation, Getting Around

There are many ways to get around in PRISM Online E-Billing.

PRISM Online works best using the following Internet browsers: Edge, Chrome, Firefox, or Safari, to login to PRISM Online. (Internet Explorer is NOT recommended). If you do not have a login ID, or a password, make a request on RCO's PRISM resources Web page.

PRISM Online link: https://secure.rco.wa.gov/Prism/Sponsor/Account/LogOn

PRISM Resources Web Page: https://rco.wa.gov/recreation-and-conservation-office-grants/apply-for-a-grant/prism/

Once logged onto PRISM Online, you begin on the home page, there are several navigation options.

Home Screen

This is the project actions home screen. Here you can update applications, create billings, submit reports, and attach and update properties.

This is the project search home screen. Here you can select projects you've recently reviewed, by clicking on the down arrow on the left and choosing one of the buttons. The buttons include application, $ Billings, Progress/Final Reports, Attachments, Properties, Details (Project Brief) and Narrative.

NOTE: The Alerts screen (not shown here) will identify any notifications for your projects

Project Billings Screen

If you click the "$ Billings" button the billings screen will display. From here, you can review the project billing history or start a new bill.

Project Brief Screen

If you click the "details" button the project brief will display. PRISM will bring you to the "Project Brief" page. From here, you can select "Billings" to review the project billing history or "Enter a Billing" to start a new bill. For acquisition projects, you may view the "Property" page where acquisition purchase details are entered.

The screens are similar to the several previous screens.

Final Thoughts

Occasionally, if you select a link, a new window may open in your browser. Additional windows can be closed or left open. Be certain to save any information that you update.

Your browser's back button will work in PRISM Online E-Billing. If you ever get lost, you can always select "Home."

While working on your bill, you will have the opportunity to save the information that you have input to reduce the risk of losing data and wasting time.