



Secure Access Washington (SAW) Login Instructions for Existing Users

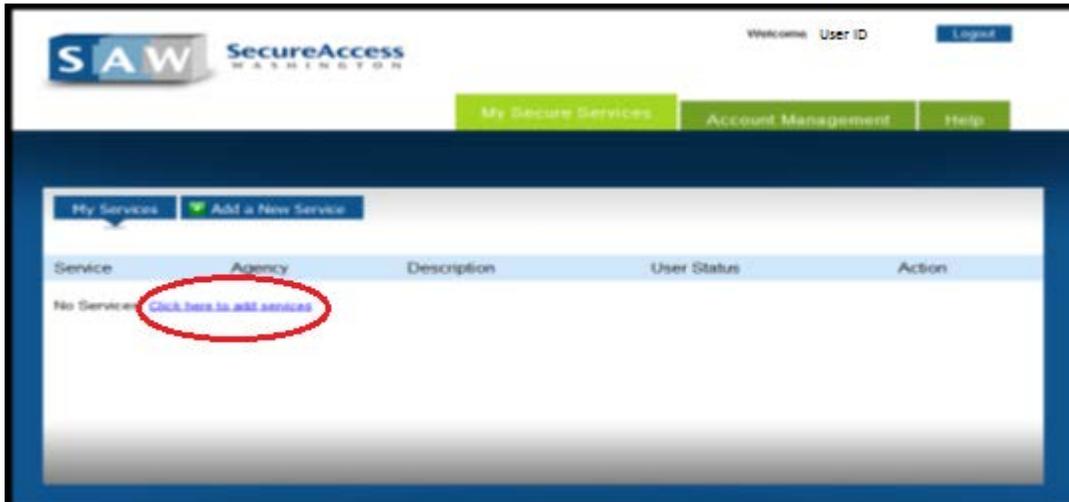
Follow each step to ensure your online renewal is completed successfully.

1. Get started at <https://secureaccess.wa.gov/>. Enter the User ID and Password you previously created. Select "LOGIN."

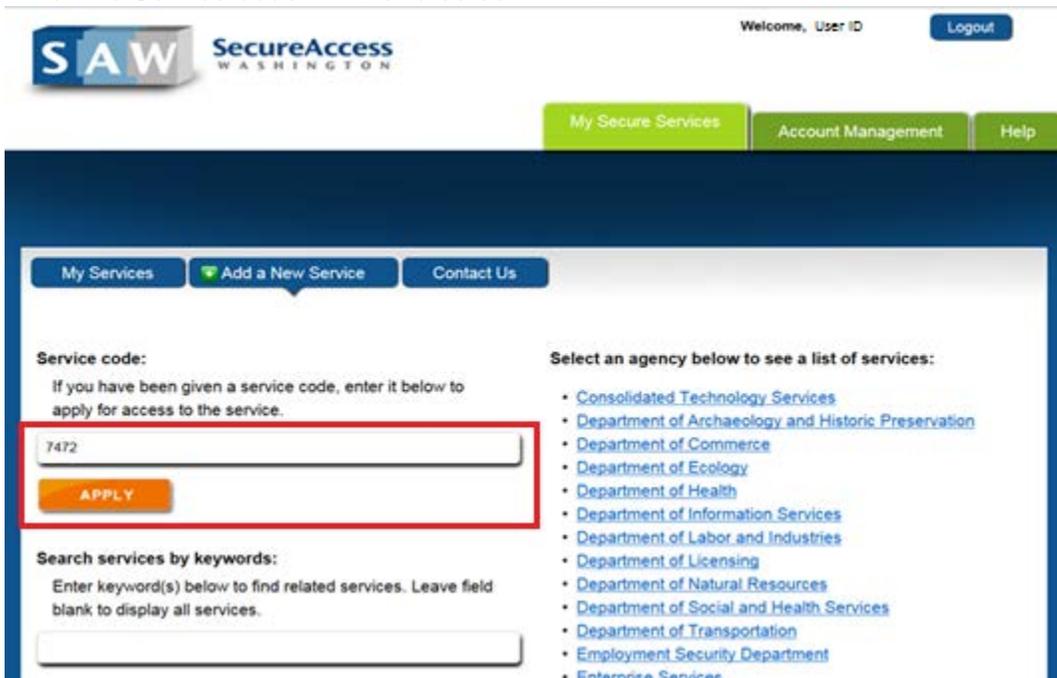
Forgot your SAW User ID or Password? Instructions are available at the link above.

A screenshot of the Secure Access Washington (SAW) login page. The page has a dark blue background. At the top left is the SAW logo, which consists of the letters "SAW" in a stylized font next to the text "SecureAccess WASHINGTON". To the right of the logo are three green buttons labeled "News", "Video", and "Help". Below the logo, the text "Log in to SecureAccess Washington" is displayed. There are two input fields: "User ID:" with the placeholder text "Enter your SAW User ID here" and "Password:" with the placeholder text "Enter your SAW password here". Below the password field is an orange "LOGIN" button, which is circled in red. To the right of the input fields are four icons with question marks: a person icon for "Forgot User ID?", a padlock icon for "Forgot Password?", a person icon with a checkmark for "Activate Account", and an envelope icon for "Missing Email?". At the bottom left, there is a link: "Do not have an account? [Create one](#)". At the bottom right, there is a link: "Privacy Notice". At the very bottom, there is small text: "© Copyright 2014 Washington State Dept. of Community Technology Services All Rights Reserved".

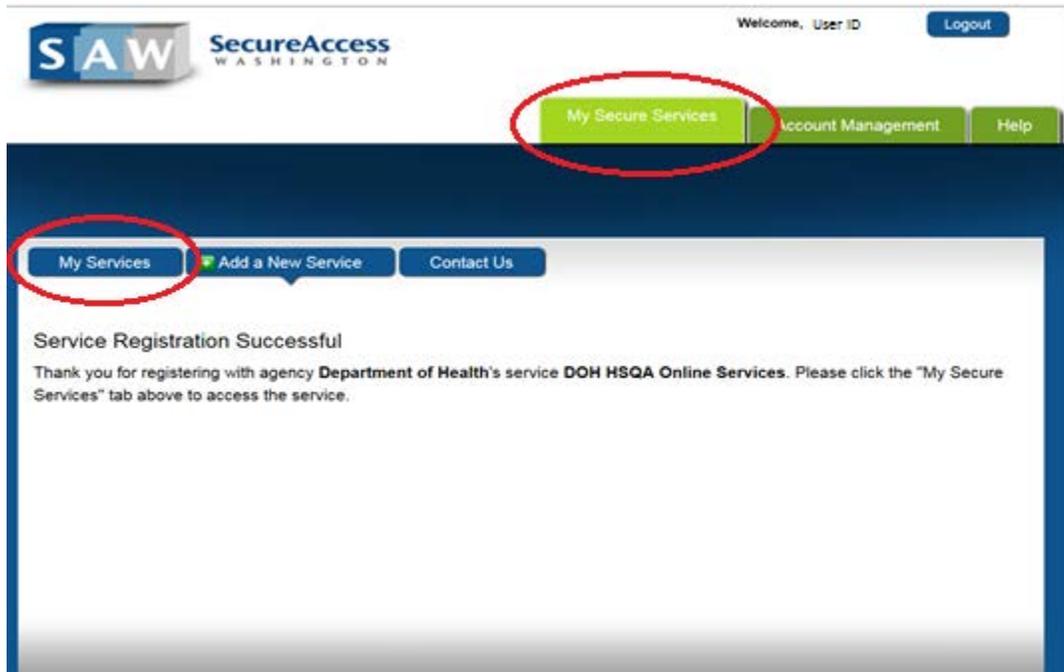
2. After logging in, you'll see "No Services Click here to add services." Select "Click here to add services."



3. Enter the Service code 7472 and select "APPLY."



4. Service Registration Successful page displays. Select “My Secure Services” tab or “My Services.”



5. You'll receive an email confirming your Renew Online access has been approved. You won't need to do anything with the email to move forward.



6. Select the "DOH HSQA Online Services" link.

The screenshot shows the SecureAccess WASHINGTON portal. At the top right, it says "Welcome, User ID" and has a "Logout" button. Below this are three tabs: "My Secure Services" (highlighted in green), "Account Management", and "Help". Under "My Secure Services", there are three buttons: "My Services", "Add a New Service", and "Contact Us". Below these buttons is a table with the following columns: Service, Agency, Description, Status, and Action. The first row in the table is "DOH HSQA Online Services", "Department of Health", "Production version of the eLicense Online module.", "Active", and "Remove". The "DOH HSQA Online Services" link is circled in red.

Service	Agency	Description	Status	Action
DOH HSQA Online Services	Department of Health	Production version of the eLicense Online module.	Active	Remove

7. You'll be routed to the Department of Health Online Services Welcome Page. Department of Health Online Services [Instructions are available here.](#)

The screenshot shows the Department of Health Online Services Welcome Page. At the top left is the "Washington Department of Health" logo. At the top right is a "Login" button. Below the logo is the heading "Online Services". The main content area is a large box with the following text:

**Welcome to the Washington State Department of Health,
Health Systems Quality Assurance Online Site**

- We recommend that you complete your online service in one session.
- Do not use the Browser Back or Forward Arrows at the top left.
- Do not use the Back button on the Payment Method screen. This will terminate the online service.
- Select Next to move to the next page.
- Select Previous to move to the last page.

To start the online process, select the Login link at the top right corner.

Please contact our Customer Service Center at 360-236-4700 or by email at hsqa.csc@doh.wa.gov if you experience any problems or would like to provide us with feedback about this process. Our office hours are 8am-5pm (Pacific Time) Monday-Friday.