

Secure Access Washington (SAW) Login Instructions for New Users

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

First-time users must start by creating an account.

1. Get started at <https://secureaccess.wa.gov/>.
2. Select "Create one."



SAW SecureAccess
WASHINGTON

News Video Help

Log in to SecureAccess Washington

User ID:

Password:

LOGIN

Do not have an account? [Create one](#)

Forgot User ID? Forgot Password? Activate Account Missing Email?

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3. Select "START."

The screenshot shows the 'Create an Account' page. At the top, there is a progress bar with six steps: 1 Name & email, 2 User ID & password, 3 Review information, 4 Validate information, 5 Check email, and 6 Log in to account. Below the progress bar, the heading 'Create an Account' is followed by a paragraph explaining SecureAccess Washington (SAW). At the bottom left, an orange 'START' button is circled in red. The footer contains copyright information for 2015 and a 'Privacy Notice' link.

1 Name & email 2 User ID & password 3 Review information 4 Validate information 5 Check email 6 Log in to account

Create an Account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

START

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4. Enter your personal information. Select "NEXT."

The screenshot shows the 'Enter your personal information' page. At the top, there is a progress bar with six steps: 1 Name & email address, 2 Username & password, 3 Review your information, 4 Enter security check, 5 Check your email, and 6 Log in to your account. Below the progress bar, the heading 'Enter your personal information' is followed by five input fields: Name, E-mail Address, Confirm E-mail, Secret Question (with a dropdown menu), and Question Answer. At the bottom, there are two orange buttons: 'PREVIOUS' and 'NEXT', with the 'NEXT' button circled in red. The footer contains copyright information for 2012 and links for 'Privacy Notice' and 'Help'.

SAW SecureAccess WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Log in to your account

Enter your personal information

Name:

E-mail Address:

Confirm E-mail:

Secret Question:

Question Answer:

PREVIOUS **NEXT**

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5. Create a user ID and password. Select "NEXT." Note: Consider using your Department of Health Online Renewal User ID as your SAWUser ID. Be sure to create a password that meets the specific parameters required by SAW.

Create a user ID and password

NOTE: We value the security of your personal information. In order to protect this information, your password will expire every 24 months or 13 months depending on application access. Also, your password should not include a dictionary word.

User ID:

Password:

Confirm Password:

Requirements for a secure password: You have selected a secure password!

- At least 10 characters
- Contain at least three of the following character classes:
 - uppercase letters
 - lowercase letters
 - numerals
 - special characters
- Does not contain user ID
- Does not contain your full name

6. Review your information entered. **Print this page** to keep record of your SAW User ID and Password for future renewals.

SAW SecureAccess
WASHINGTON

1 Name & email address 2 Username & password 3 Review your information 4 Enter security check 5 Check your email 6 Login to your account

Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire every 24 months or 13 months depending on application access. Also, your password should not include a dictionary word.

Name: Your name

E-Mail Address: Your email

User ID: Your User ID

Password: XXXXXXXXXXXX

Secret Question: Who was your best childhood friend?

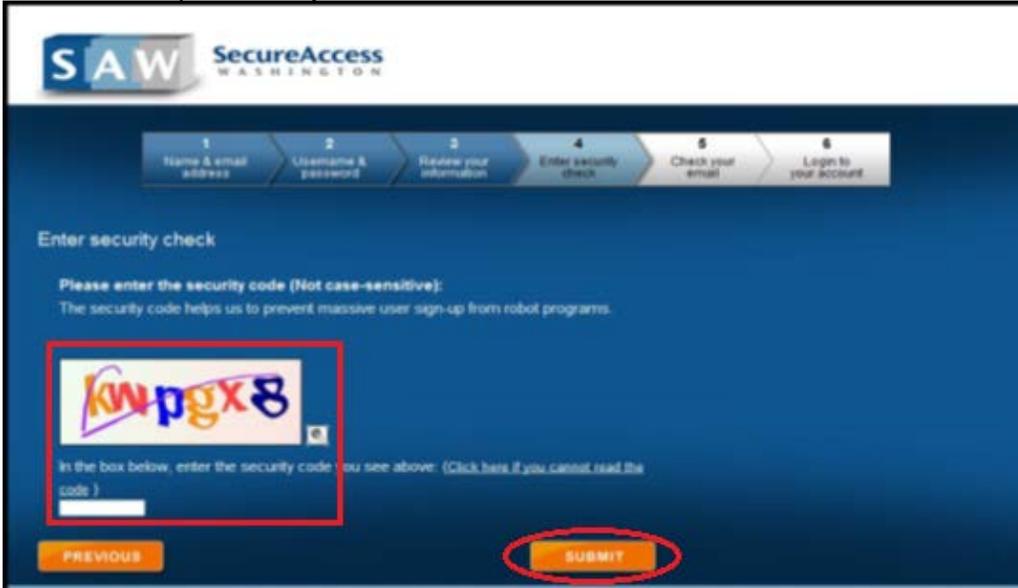
Answer: XXXXXXXXXXXX

Go back to the previous page to make changes.

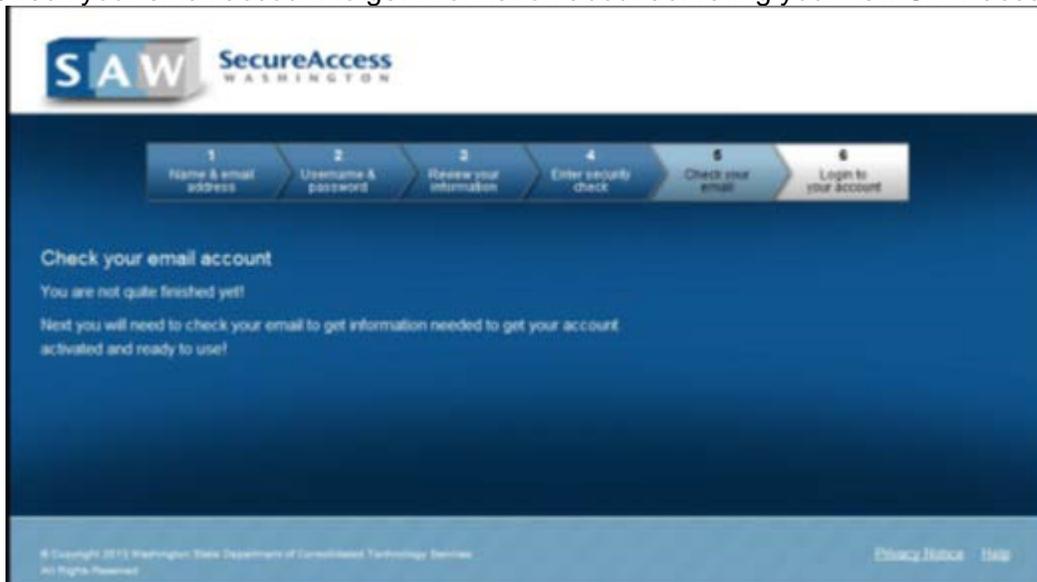
Continue to the next page if the information is correct.

You may want to **PRINT** the page for your records.

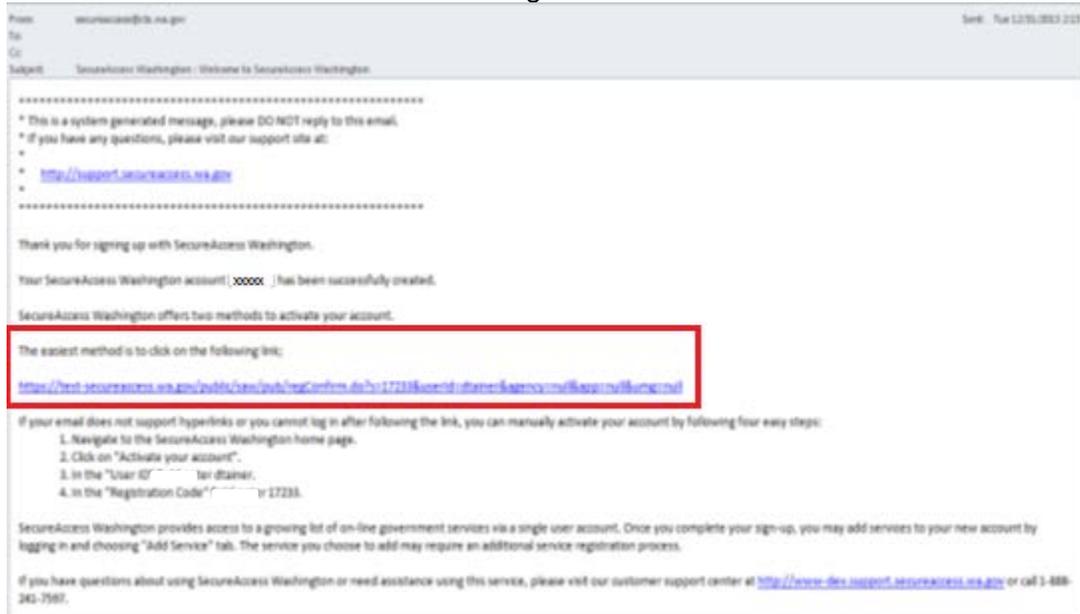
7. Enter the unique security code. Select "SUBMIT."



8. Check your email account to get information about activating your new SAW account.



9. You'll receive an email from SAW. To activate your account, click on the link below "The easiest method is to click on the following link:"

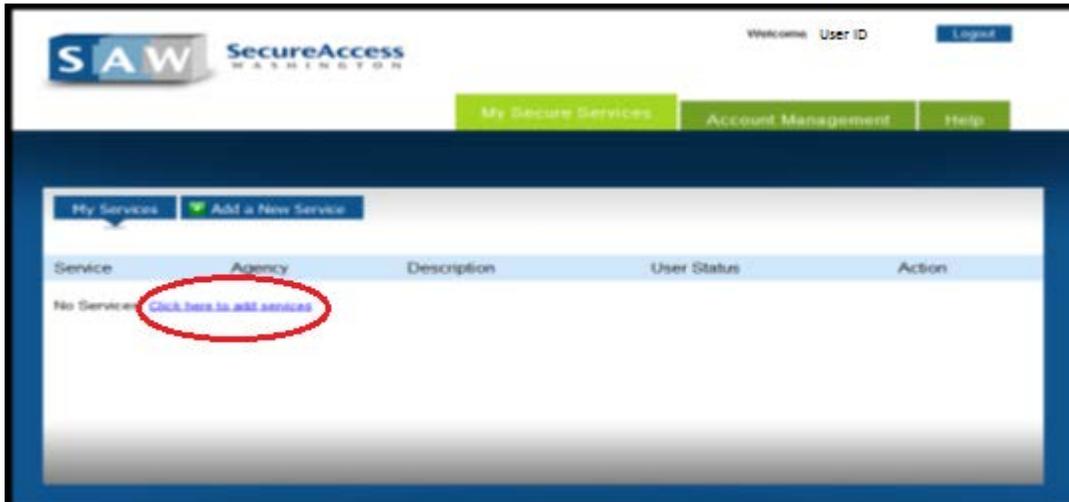


10. The SAW Login page should display.

11. Enter the User ID and Password you just created. Select "LOGIN."



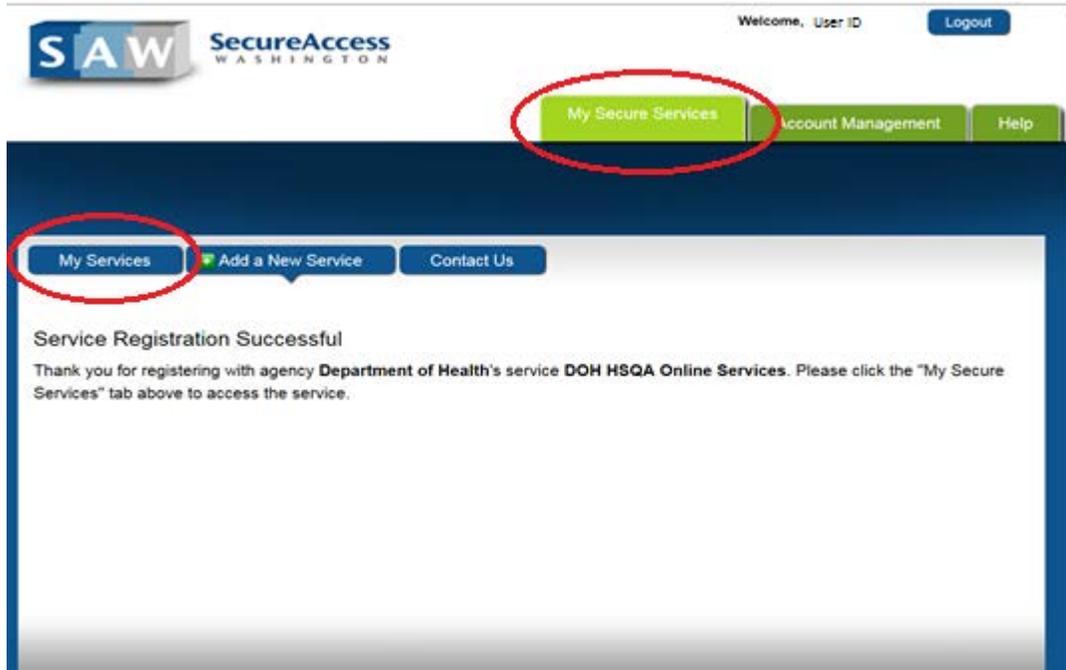
12. After logging in, you'll see "No Services Click here to add services". Select "Click here to add services".



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



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



15. 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.



16. Select the “DOH HSQA Online Services” link.

The screenshot shows the SecureAccess WASHINGTON user interface. At the top left is the logo for SecureAccess WASHINGTON. 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". Underneath the tabs are three buttons: "My Services", "Add a New Service", and "Contact Us". A table lists services with columns for Service, Agency, Description, Status, and Action. The first row 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

17. 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 logo for the Washington State Department of Health. At the top right is a "Login" button. Below the logo and button is the heading "Online Services". The main content area contains a welcome message: "Welcome to the Washington State Department of Health, Health Systems Quality Assurance Online Site". Below this is a list of instructions: "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." Below the list is the instruction: "To start the online process, select the Login link at the top right corner." At the bottom is contact information: "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."