

Prescription Review (PMP) - SAW Integration

The document that follows is intended to help in registering for use of the Prescription Review program through the Secure Access Washington Web portal.

Some of the steps may not be exact depending on which application of Prescription Review you're registering for (healthcare provider, law enforcement, state site).

If you have questions, additional resources are online where you found this document, on the SecureAccess Washington homepage, or you may contact the Prescription Review program below.

Thank you.

[Prescription Review Staff](#)

360-236-4806

Prescription Review (PMP) - SAW Integration

Step by Step Registration

Important

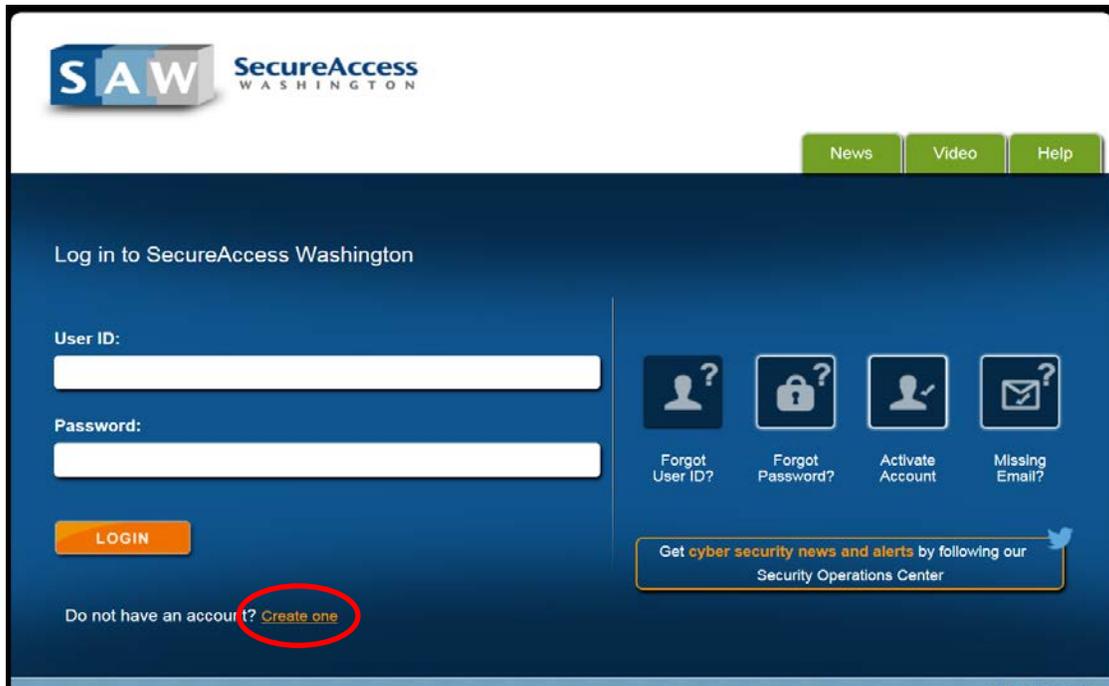
You'll use your SAW account for a high-security application; for this purpose SAW is an authentication tool designed to authenticate specific **users**, not businesses, offices, or groups. Don't attempt to set up a SAW account to be used as a "group" account. Your SAW account must be registered with your specific personal information and your personal email address. Be sure to use your legal name and your legal address. Attempting to allow others to use your SAW account in a high-security application is guaranteed to lock your account access frustrating you and the user.

Once you have your active Prescription Review and SAW accounts linked, you'll access Prescription Review by signing in to your SAW account and clicking on the PMP service under "My Services"

Register for a SAW account and apply for the SERVICENAME

Skip this section if you already have an active SAW account.

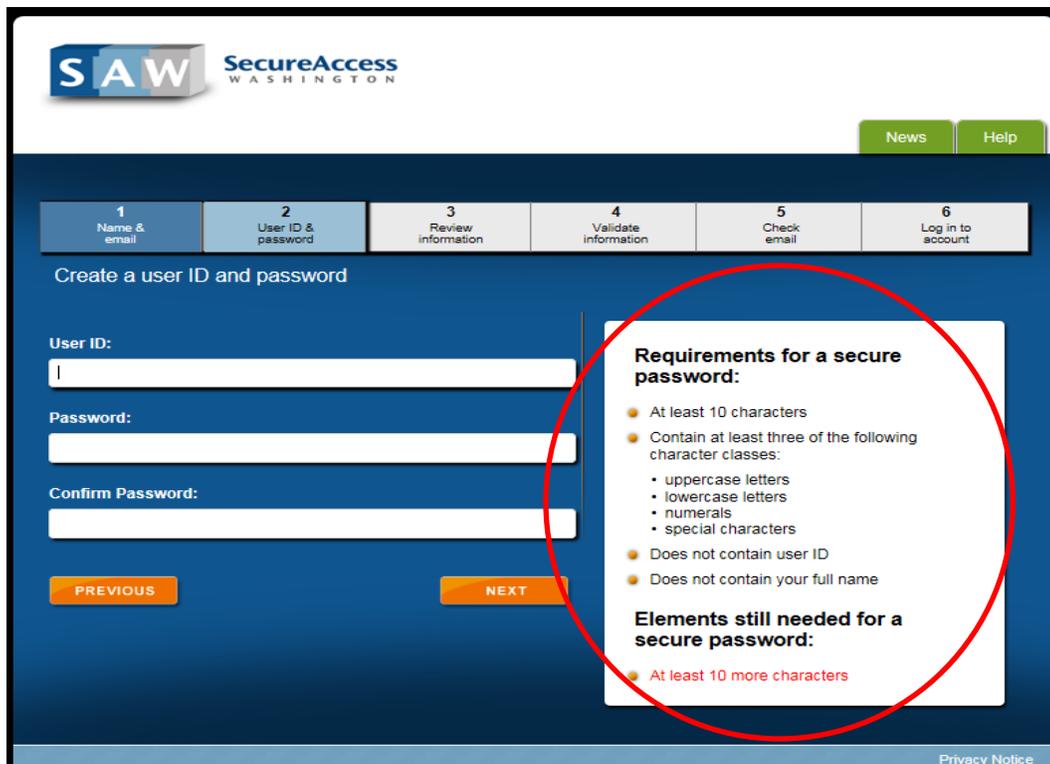
1. [On the SAW site](#) and click on the, "Do not have an account? Create one" to start the registration process.



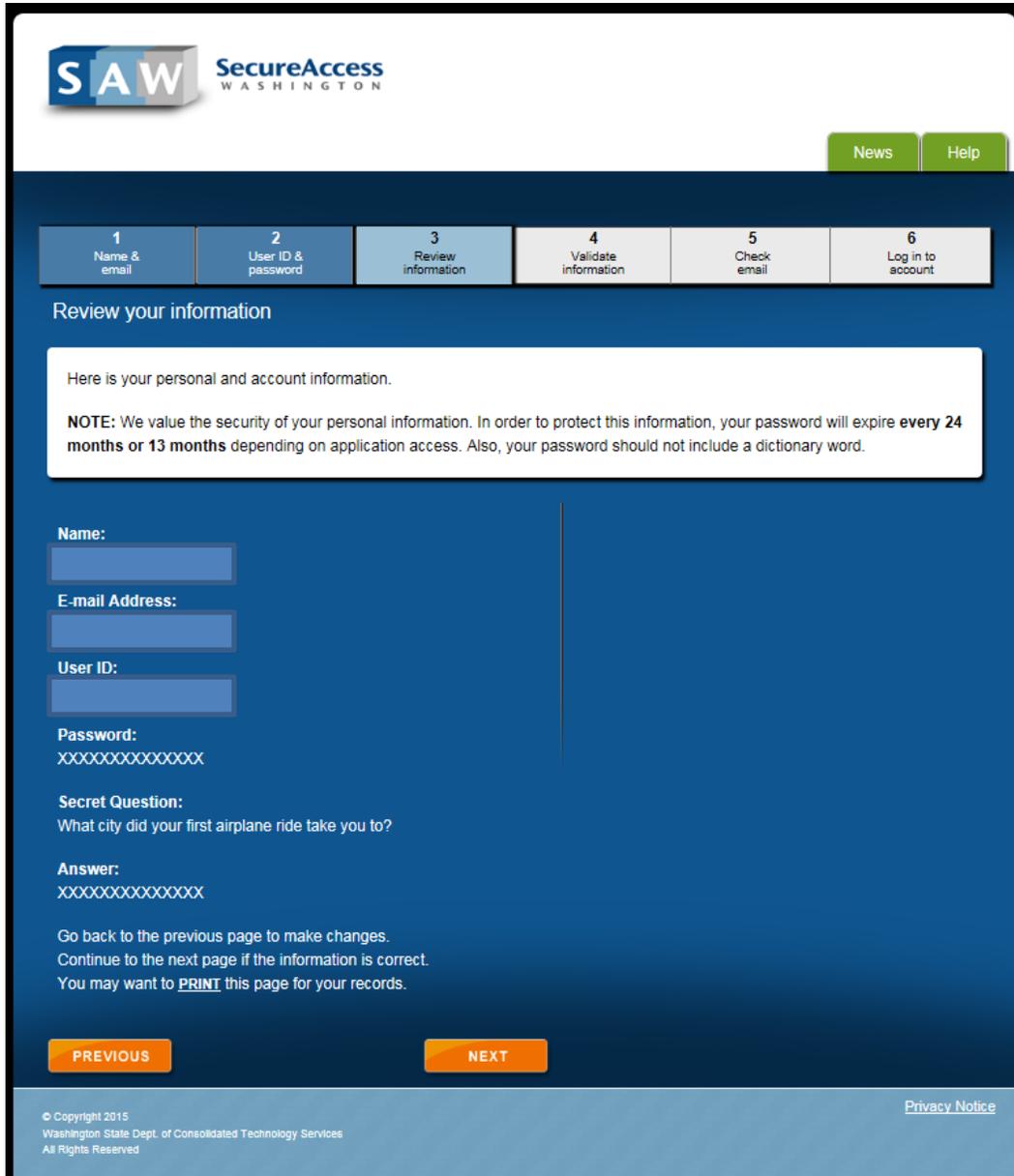
2. Use the start button to create an account:



3. Enter your name and email address, and set up your security question(s) and answer(s).



4. Review your information and print the page for your records:



SAW SecureAccess
WASHINGTON

News Help

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

E-mail Address:

User ID:

Password:
XXXXXXXXXXXX

Secret Question:
What city did your first airplane ride take you to?

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](#) this page for your records.

PREVIOUS NEXT

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5. Complete the security check:

1 Name & email	2 User ID & password	3 Review information	4 Validate information
Enter security check			
			
(Click here if you cannot read the code)			
In the box below, enter the security code you see above (not case sensitive):			
<input type="text" value="gxd8rd"/>			
PREVIOUS		SUBMIT	

6. After you create an account, you'll receive an email from "secureaccess" to confirm the SAW registration.

1 Name & email	2 User ID & password	3 Review information	4 Security check
Check your email account			
You are not quite finished yet! Next you will need to check your email to get information needed to get your account activated and ready to use!			

7. Use the link in your email to activate your account.

SecureAccess Washington : Welcome to SecureAccess Washington

[Redacted] Today at 2:41

* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please visit our support site at:
*
* <http://support.secureaccess.wa.gov>
*

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [Redacted] has been successfully created. 

SecureAccess Washington offers two methods to activate your account.

The easiest method is to click on the following link;
<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=22192&userId=>

If your email does not support hyperlinks or you cannot log in after following the link, you can manually activate your account by following four easy steps:

1. Navigate to the SecureAccess Washington home page.
2. Click on "Activate your account".
3. In the "User ID" field enter [Redacted]
4. In the "Registration Code" field enter [Redacted]

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at <http://support.secureaccess.wa.gov> or call 1-888-241-7597.

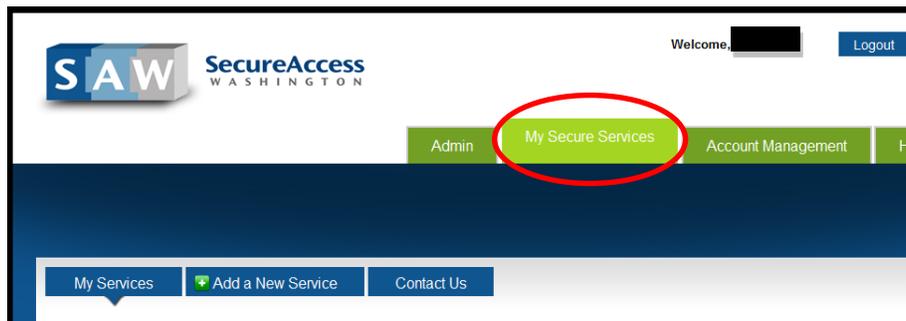
SecureAccess Washington
Login at <https://secureaccess.wa.gov/myAccess/saw/select.do>

8. [Log into SAW](#) using your new username and password.

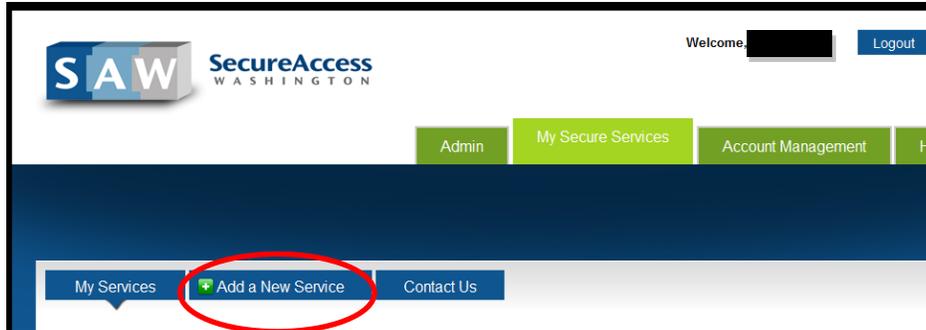


Request Your Secure Service (Prescription Review)

1. Use the green "My Secure Services" tab on the top.



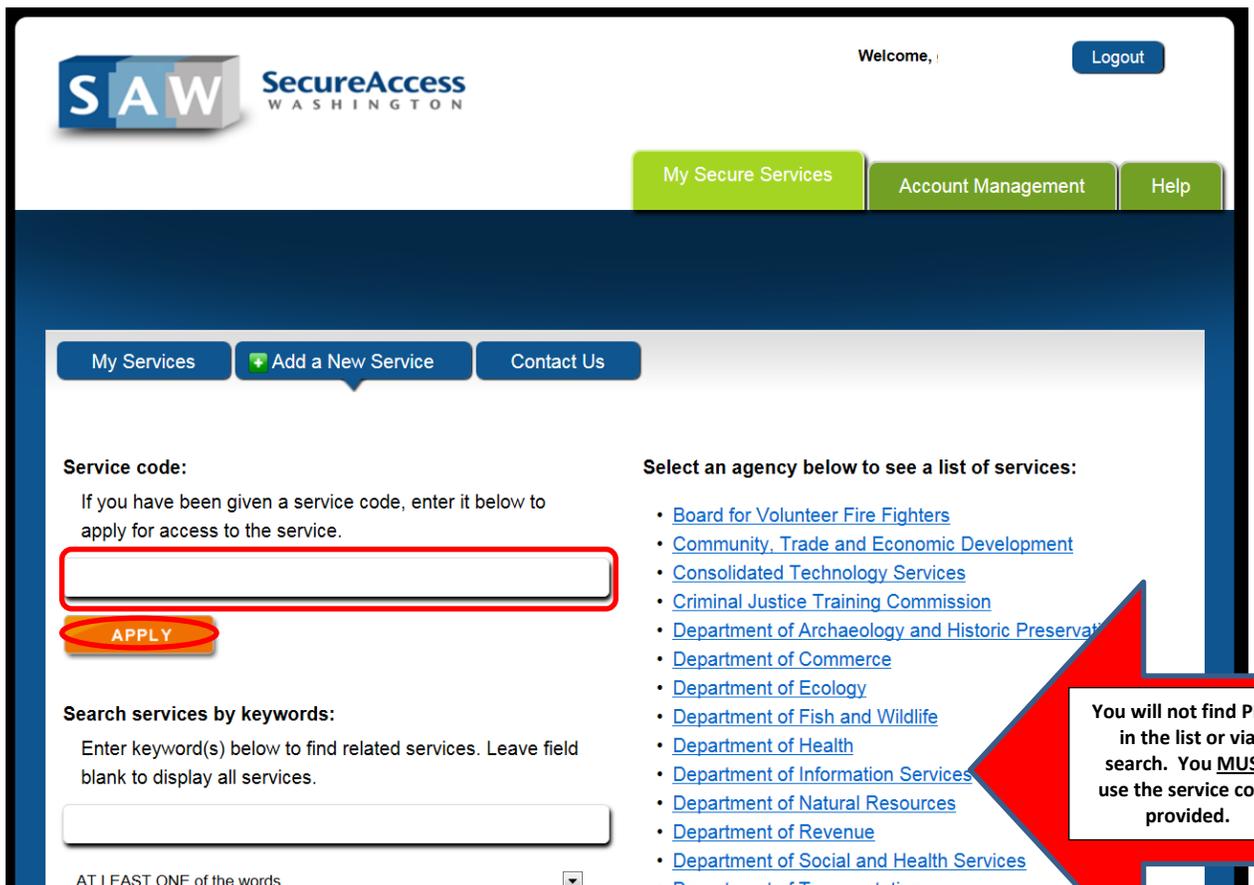
2. Use the “Add a New Service” button.



3. Enter your service code and click “Apply”. The service code for Healthcare professional PMP accounts is:

PMP-PR (This code is not active until April 28, 2015. Do not attempt to use this code prior.)

For high security applications, you won't see the service or service code in the list on the right or be able to use the search to find it.

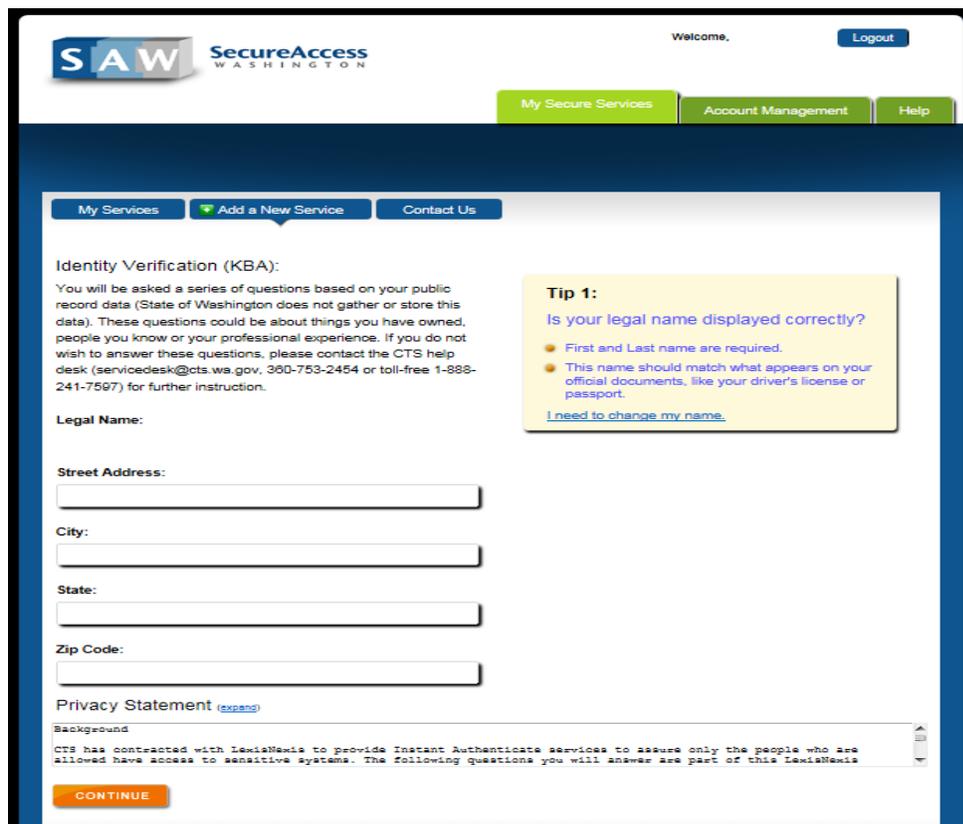


4. *Knowledge Based Authentication* - SAW will now verify your identity using your legal name as it would appear on legal documents and bank loans, and legal address (address where you receive your personal mail). You may be asked additional questions to confirm your identity.

Knowledge Based Authentication (KBA) is an Internet security tool. KBA works to authenticate the identity of the user by asking questions that match existing public record information with the name and address you provide. The information you provide to the system, including your name and address, is encrypted. Once the system has authenticated you, everything but your name is deleted. The Prescription Monitoring Program Security Policy does not allow for bypassing KBA

Keep these TIPS in mind for successfully passing KBA:

- As stated above, these questions may include any information of public record. Because the questions come from public record, you need to provide a complete address and your full legal name as it appears on your driver's license or birth certificate.
- You may find you have to enter a former address, especially if your address has changed recently (within the past 1-2 years) to get the right questions that pertain to your identity.



SAW SecureAccess WASHINGTON

Welcome, [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

[My Services](#) [Add a New Service](#) [Contact Us](#)

Identity Verification (KBA):

You will be asked a series of questions based on your public record data (State of Washington does not gather or store this data). These questions could be about things you have owned, people you know or your professional experience. If you do not wish to answer these questions, please contact the CTS help desk (servicedesk@cts.wa.gov, 360-753-2454 or toll-free 1-888-241-7597) for further instruction.

Legal Name:

Street Address:

City:

State:

Zip Code:

[Privacy Statement](#) [\(expand\)](#)

Tip 1:
Is your legal name displayed correctly?
• First and Last name are required.
• This name should match what appears on your official documents, like your driver's license or passport.
[I need to change my name.](#)

Background
CTS has contacted with LexisNexis to provide Instant Authenticate services to assure only the people who are allowed have access to sensitive systems. The following questions you will answer are part of this LexisNexis

[CONTINUE](#)

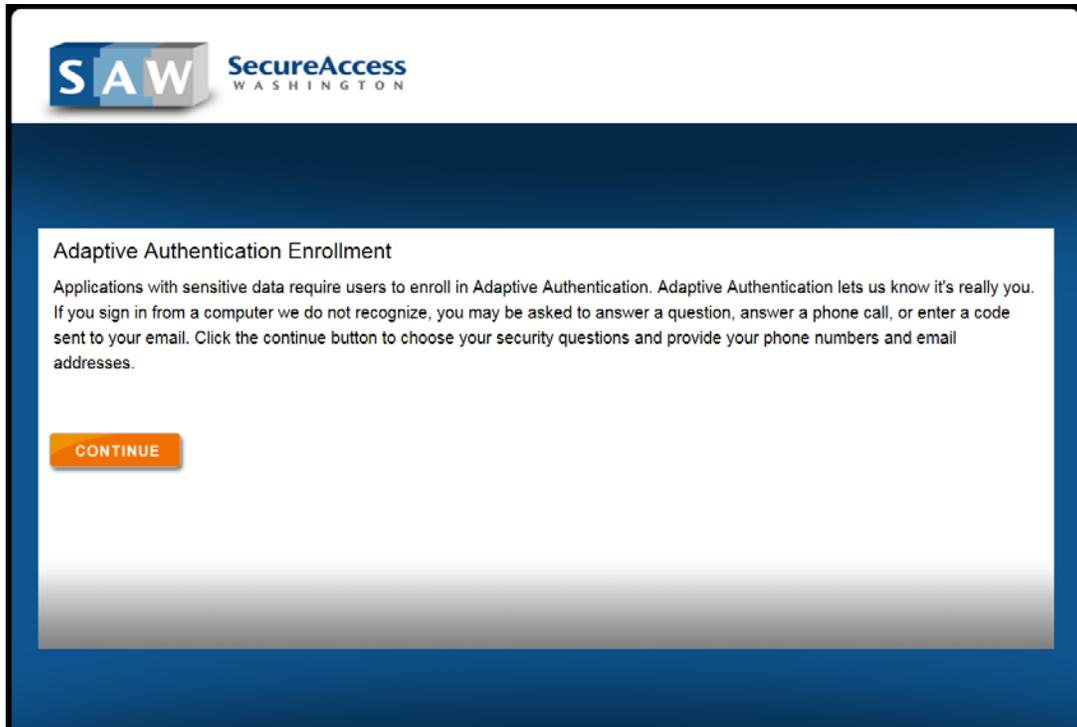
4.1 KBA Question 1:

The screenshot shows the SecureAccess WASHINGTON user interface. At the top left is the SAW logo. To its right is the text "SecureAccess WASHINGTON". In the top right corner, it says "Welcome," followed by a "Logout" button. Below the logo, there are three tabs: "My Secure Services" (highlighted in green), "Account Management", and "Help". The main content area has three sub-tabs: "My Services", "Add a New Service" (with a dropdown arrow), and "Contact Us". The question text reads: "This question is part of the identity verification (KBA) service provided by LexisNexis. Please select the last name that you have most recently been associated with". Below this text are five radio button options, each followed by a small circular icon representing a name. The last option is "None of the above". At the bottom of the question area is an orange "SUBMIT" button.

4.2 KBA Question #2:

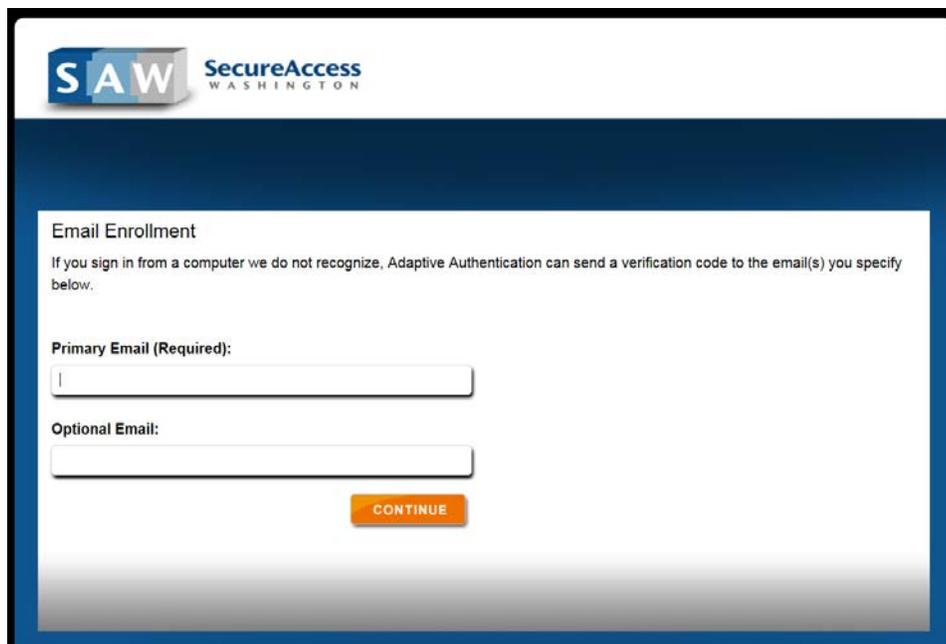
The screenshot shows the SecureAccess WASHINGTON user interface, identical in layout to the previous one. The question text reads: "This question is part of the identity verification (KBA) service provided by LexisNexis. Which of the following colleges have you attended?". Below this text are five radio button options, each followed by a small circular icon representing a college name. The last option is "None of the above". At the bottom of the question area is an orange "SUBMIT" button.

5. *Adaptive Authentication* - Once you have successfully finished KBA the system will prompt you to set up some information for Adaptive Authentication. This will involve providing at least 1 email address and 1 phone number as well as setting up a few questions and answers:



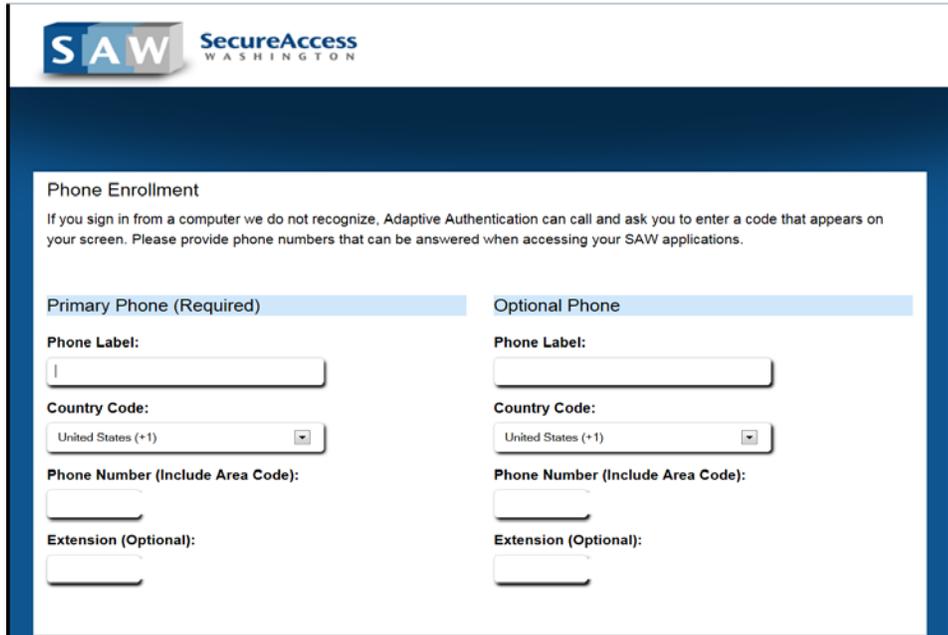
The screenshot shows the 'Adaptive Authentication Enrollment' screen. At the top left is the 'SAW SecureAccess WASHINGTON' logo. The main heading is 'Adaptive Authentication Enrollment'. Below the heading is a paragraph of text: 'Applications with sensitive data require users to enroll in Adaptive Authentication. Adaptive Authentication lets us know it's really you. If you sign in from a computer we do not recognize, you may be asked to answer a question, answer a phone call, or enter a code sent to your email. Click the continue button to choose your security questions and provide your phone numbers and email addresses.' At the bottom of the text area is an orange 'CONTINUE' button.

5.1 Email Enrollment:

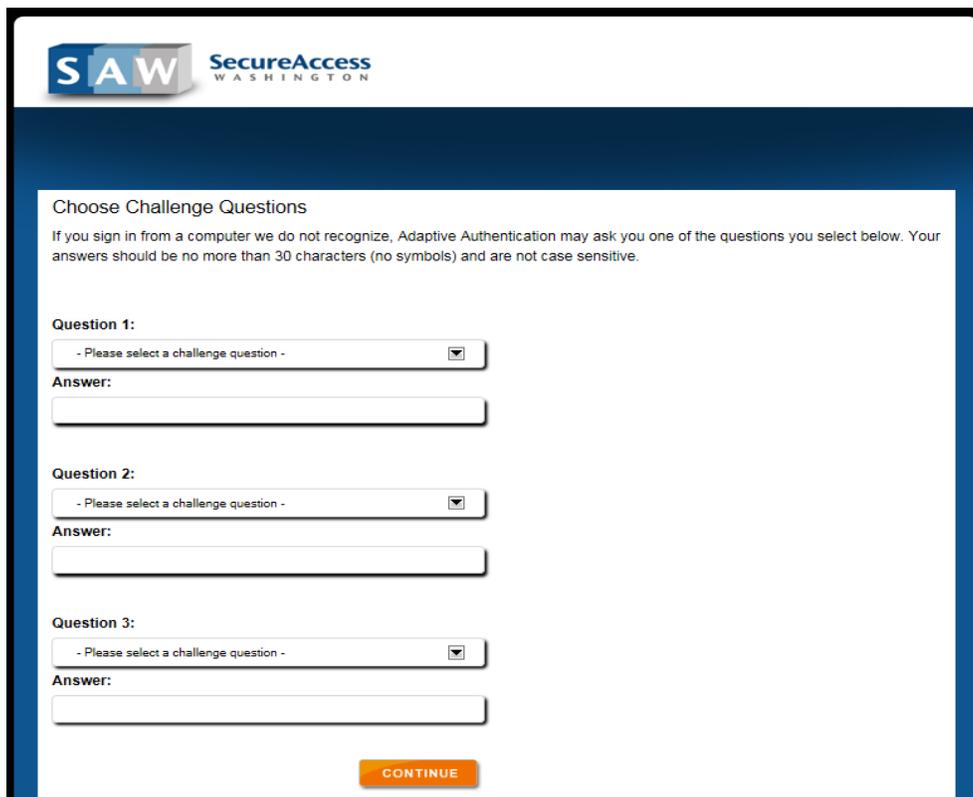


The screenshot shows the 'Email Enrollment' screen. At the top left is the 'SAW SecureAccess WASHINGTON' logo. The main heading is 'Email Enrollment'. Below the heading is a paragraph of text: 'If you sign in from a computer we do not recognize, Adaptive Authentication can send a verification code to the email(s) you specify below.' There are two input fields: 'Primary Email (Required):' and 'Optional Email:'. At the bottom of the form is an orange 'CONTINUE' button.

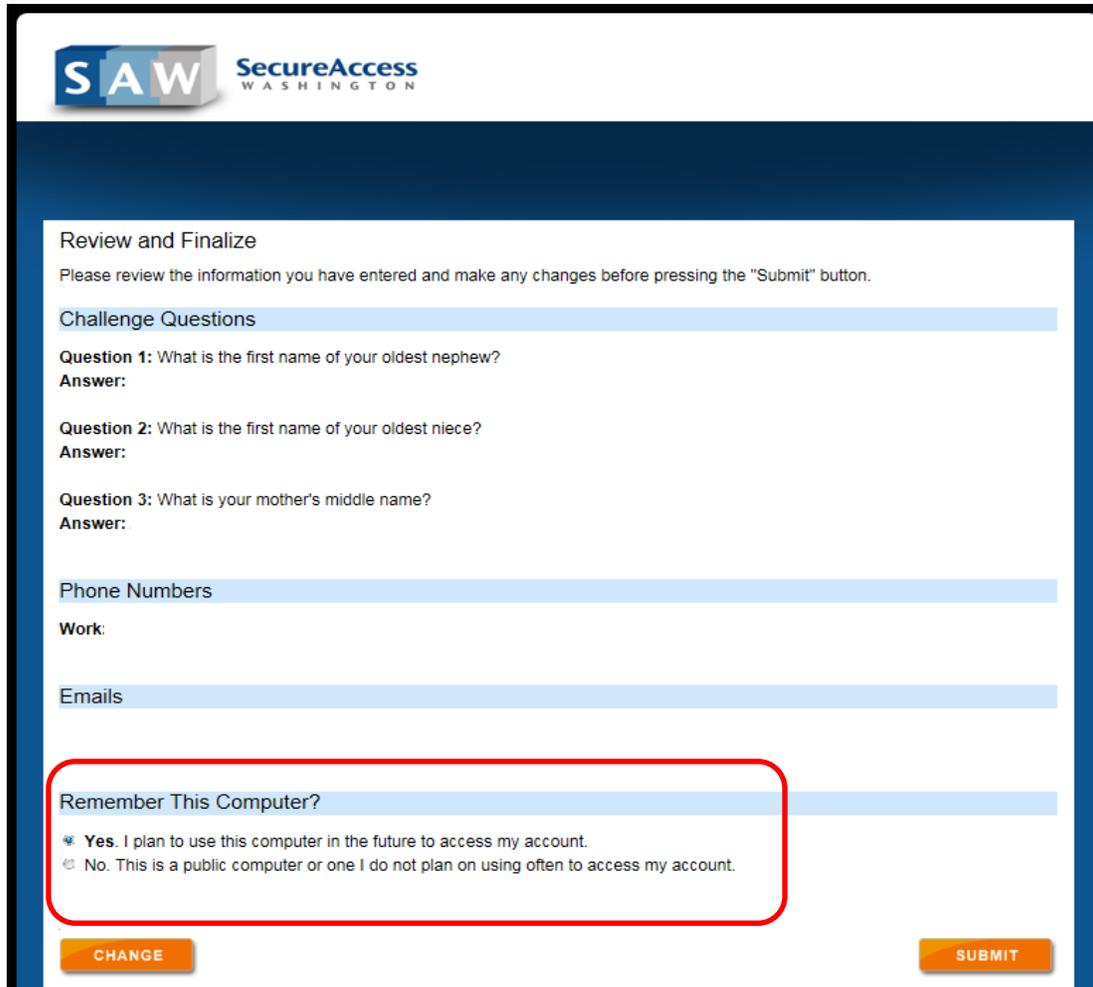
5.2 Phone Enrollment



5.3 Choosing Your Challenge Questions:



5.4 Review and Finalize Your Challenge Questions:



SAW SecureAccess WASHINGTON

Review and Finalize

Please review the information you have entered and make any changes before pressing the "Submit" button.

Challenge Questions

Question 1: What is the first name of your oldest nephew?
Answer:

Question 2: What is the first name of your oldest niece?
Answer:

Question 3: What is your mother's middle name?
Answer:

Phone Numbers

Work:

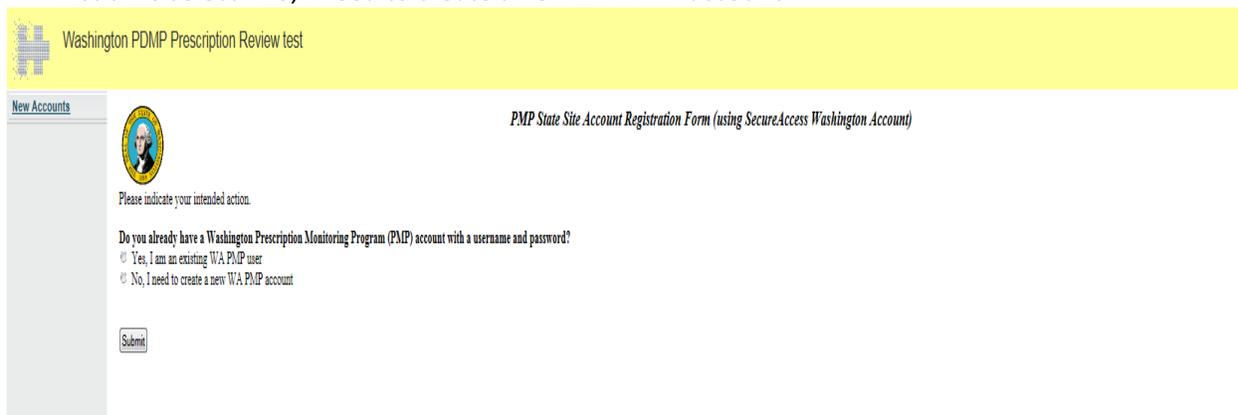
Emails

Remember This Computer?

Yes. I plan to use this computer in the future to access my account.
 No. This is a public computer or one I do not plan on using often to access my account.

CHANGE **SUBMIT**

6. Completed with SAW's Authentication process you'll be ported to the Prescription Review site. If you have an active PMP account select "Yes, I am an existing WA PMP User" if you are registering for the first time select "No, I need to create a new WA PMP account"



Washington PDMP Prescription Review test

New Accounts

PMP State Site Account Registration Form (using SecureAccess Washington Account)

Please indicate your intended action.

Do you already have a Washington Prescription Monitoring Program (PMP) account with a username and password?

Yes, I am an existing WA PMP user
 No, I need to create a new WA PMP account

Submit

6.1 Existing PMP User – You are prompted for the Username and Password to your existing PMP/Prescription Review account. Entered correctly you will be granted immediate access to the system. You will have to perform this account linkage only once. Once your accounts are linked you will access the PMP by clicking on the service in SAW, the connection to your PMP account will be automatic.

Washington Prescription Monitoring Program



Home Access System System Help Resources

Login

Please enter your WA PMP credentials to link your account to your SecureAccess Washington account.

Username:

Password:

6.2 New User – You are passed to the Registration form for PMP/Prescription Review. When completed the system will match against your DOH healthcare provider licensing file and auto-approve your account (provided all info is a match). You will receive an email from the system to the address you register on this form with your account access information. Keep an eye on your Junk/Spam folder as this email is system generated and is often diverted as SPAM.

Washington PDMP Prescription Review test

New Accounts



PMP Provider Account Registration Form (using SecureAccess Washington Account)

* LAST Name: * FIRST Name: Middle Initial:

* Date of Birth (MM/DD/YYYY): * Last 4 Digits of SSN:

Business Name (if applicable):

* Street Address:

* City: * State: * Zip Code:

* Health Profession License Type (Example: M.D., PA, etc.):

* State License Number (WA licenses only: without prefix - ex. 12345678): * License State Code:

* Phone # (123-456-7890x0000): Fax:

* DEA Number (for prescribers only, ex. AB1234567): DEA Suffix: * Email:

* Security Question: * Security Answer:

PMP Provider Account Liability Statement

I agree that by accessing this system, I affirm that I am:

- Currently licensed and authorized to prescribe or dispense controlled substances; or
- Currently licensed as a health care practitioner AND I am currently authorized to access this system by a prescriber who meets the requirements in paragraph (1).

I understand that my use of this system is permitted only in connection with:

- providing medical or pharmaceutical care for my patients.
- providing my patient his or her own prescription monitoring information contained in the system, so long as I am sure of the patient's identity.

I understand that any other access or disclosure of PMP data is a violation of Washington law and may result in civil sanctions or disciplinary action. I further understand that I will treat the information in the system as any other health care information and will protect the information in my possession in accordance with federal and state laws governing health care information.

I understand that I am responsible for all use of my user name and password, and any use of the system by a provider I have authorized. I will never share my password with anyone, including co-workers. If any authentication or password is lost or compromised, or if a provider who I have authorized to access the system no longer needs that access, I agree to notify the Department of Health immediately.

I understand that the PMP will conduct auditing activities to monitor for unusual or potentially unauthorized use of the system.

Quick Tips and Suggestions

- If you are not successful at linking to your existing PMP account you can “Remove” the service in SAW and reapply using the service code.
 - Be sure to verify your PMP username and password including cAsE of the characters. If unsure contact the HID helpdesk at 877.719.3121. They will work with you to verify or reset your PMP password.
- To link your SAW and PMP accounts, your name must match. If you used a nickname, or middle as first, you may not be allowed to link accounts. Verify your name as it exists on your PMP account by contacting the HID helpdesk at 877.719.3121
 - Important – This issue can arise as SAW will not verify your identity when using a nickname. SAW will work to verify your identity based on your legal name.

Note: If this is your first time using the SAW portal, you will be prompted to answer several questions to verify your identity (this service is called Knowledge Based Authentication).

Knowledge Based Authentication

Knowledge Based Authentication (KBA) is an internet security tool. KBA works to authenticate the identity of the user through asking questions that match existing public record information with the name and address you provide. The information you provide to the system, your name and address, are encrypted and all but your name is deleted once the system has authenticated you. Prescription Monitoring Program Security policy does not allow for bypassing KBA.

- These questions may include any information of public record. Because the questions come from public record, you need to provide a complete address and your full legal name as it appears on your driver’s license or birth certificate.
- **You may find you have to enter a former address, especially if your address has changed recently (1-2yrs) to get the right questions that pertain to your identity.**

Once you have answered these questions and successfully verified your identity, you will be prompted to enroll in Adaptive Authentication.

- You must first establish your security questions and answers. Special characters are not permitted when answering the security questions.
- You will then provide phone numbers (the country code for USA is at the top of the drop-down list) and e-mail addresses. Phone numbers should be direct lines, as you may get a call from the system when you attempt to login.

You will only be required to perform these steps the first time you add a service to your SAW account.