# **Creating a SAW Account**

#### **New User Login Instructions**

Follow each step. First-time users must start by creating an account with SecureAccess Washington (SAW).

Note: Contact Consolidated Technology Services (24 hours) at 888-241-7597 or email them at <u>servicedesk@cts.wa.gov</u> if you experience problems with the SAW website.

# Step 1: Get started at <u>https://secureaccess.wa.gov/</u>

### Step 2: Select SIGN UP!

THE STATE OF WASHING	<b>WELCOME</b> to your login for Washington state.	
Becure Access Washington	SIGN UP! GET HELP TIPS ON	
LOGIN USERNAME PASSWORD SUBMIT Forgot your username?   Forgot your passw	NORSE IN THE OUTPON OF THE OUT	

**Step 3:** Enter your personal information, create a password and **select I'm not a robot**. Choose the verification images, **select VERIFY**, then **select SUBMIT**.

**Note:** Be sure to create a password that meets the specific parameters required by SAW: must be at least 10 characters, must contain at least three uppercase letters, lowercase letters, numerals or special characters, and does not include your user ID or your full name.

	SIGN UP! ×
1889 55	Not sure if you already have an account? CHECK NOW
FIRST NAME	
LAST NAME	
EMAIL	Select all images with a <b>bus</b>
USERNAME	
PASSWORD REQUIREMEN	TS
Add at least 10 more charac Add a special character or a l case letter or an uppercase lett number PASSWORD	ters ower er or a
CONFIRM PASSWORD	
I'm not a robot	C G G VERIFY
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Step 4: Check your email account to activate your new SAW account.



#### Step 5: Select the link in the email message: To activate your account, please click.



You are almost finished,

Thank you for signing up with Secure Access Washington.

Your username is:

To activate your account, please click: https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=64145&userId=

For questions or concerns about your SecureAccess Washington account, please visit https://secureaccess.wa.gov/public/saw/pub/help.do

Thank you, The Secure Access Washington Team

This is an automated message sent by SecureAccess Washington.

Login at https://secureaccess.wa.gov

If you require assistance, please leave us a note at https://secureaccess.wa.gov/public/saw/pub/help.do

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## Step 6: Select LOGIN.



Step 7: Enter the user ID and password you just created. Select SUBMIT.

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RecureAccess Washington	SIGN UP! GET HELP TIPS ON
LOGIN	ON BEHALF OF
USERNAME SAW Username PASSWORD SAW Password USUBMIT Forgot your username?   Forgot your password?	WASHINGTON STATE AGENCIES