Online License Payments
Secure Access Washington (SAW)

New User Login Instructions
Follow each step to ensure your successful online renewal.
First-time users must start by creating an account.

If you have an existing SAW account, skip to step 7 for instructions to log in and sign up for online payment services.

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

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**Step 1:** Get started at [https://secureaccess.wa.gov/](https://secureaccess.wa.gov/)

**Step 2:** Select SIGN UP!

![Login Screen](image-url)
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.
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: [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
Step 6: Select LOGIN.

Step 7: Enter the user ID and password you just created. Select SUBMIT.
Step 8: After logging in, select **ADD A NEW SERVICE**.

Step 9: Select **I would like to browse a list of services**.
Step 10: Click on Department of Health to expand the list, select ENVIRONMENTAL HEALTH PAYMENT SYSTEM and click APPLY.
Step 11: You will see the REGISTRATION COMPLETE page. Select OK.

REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.

OK

Step 12: Select the link for Environmental Health Payment System.
Step 13: Click CONTINUE to be routed to the Department of Health Environmental Public Health Online Payment System page.

Step 14: Follow each step to ensure you complete your online renewal successfully. To get started, on the Radiation Protection tab, select Radioactive Materials Licensing on the drop-down list or under Quick Links on the left side.
Step 15: Enter your license number from the invoice you received in the mail. Select Search.

Note: The License Category letter and License Number are required fields. The License Suffix is an option field that is not included on all licenses. See highlighted area on the invoice example below.
Step 16: Your License Number, Licensee Name, and invoice information should now appear. Please verify that the information matches the information on your invoice. Click Continue.

Step 17: Your License Number, Licensee Name, and invoice information should appear again. Please verify that the information matches the information on your invoice. Enter the amount you wish to pay in the Current Payment field. Click Pay Now.
Step 18: Choose a method of payment, then select Next. You may pay by electronic check (ACH) or pay by credit card (VISA or MasterCard). There is a 2-percent convenience fee, if you choose to pay with a credit card.

Note: If you choose electronic check, you must also choose either Personal or Business on Account Type. For business checks, you will need to provide the business tax ID number for verification.

Step 19: Complete the required information and select Next. The billing address must be what your financial institution has on file for verification purposes or the renewal attempt will be unsuccessful.
Example of Pay by Check:

![Payment Information Form](image1)

Example of Pay by Card:

![Payment Information Form](image2)
Step 20: Review your payment information. Select Pay Now.

Step 21: You will receive a message that reads Approved! You may want to print a receipt for your records by selecting Print Receipt.

Step 22: At the top of the screen, select Logout. Then select OK to end your session.