Radioactive Materials licensees may now pay annual license fees online with an electronic check account transfer, Visa or MasterCard.

Certain license information changes require review or license amendments. Information regarding changes to your license can be found on our website (https://www.doh.wa.gov/CommunityandEnvironment/Radiation/RadioactiveMaterials/Licensing/regulatoryguide).

We recommend submitting any license changes (radiation safety officer contact, address, etc.) to our office at least two weeks before making a payment online.

Send change requests to the Office of Radiation Protection, Radioactive Materials Section by email to RadioactiveMaterials@doh.wa.gov, or fax to 360-236-2255.

**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.

**Online License Payments**

Online payments are made through Secure Access Washington (SAW).

**Step 1:** Get started at https://secureaccess.wa.gov/

**Step 2:** Select SIGN UP!
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.

An activation link has been sent to your email. You must click the link to activate your account before you can login.

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

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

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**.

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. Your license category is based on the letter in your license (Ex: M001 – ‘M’ is Medical, I001 – ‘I’ is Industrial, etc.) and your license number are the digits that follow before the hyphenation, if applicable. 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.**

![Embedded Image](image1.png)

**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.

![Embedded Image](image2.png)

**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:

Example of Pay by Card:
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.