April 16, 2025
DOH 346-128

WA HEALTH Admin User Guide

You must have the "Parent Organization Administrator" role to perform the functions listed in this guide.

To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email doh.information@doh.wa.gov.

Microsoft Edge is the preferred browser to access the WA HEALTH web portal.

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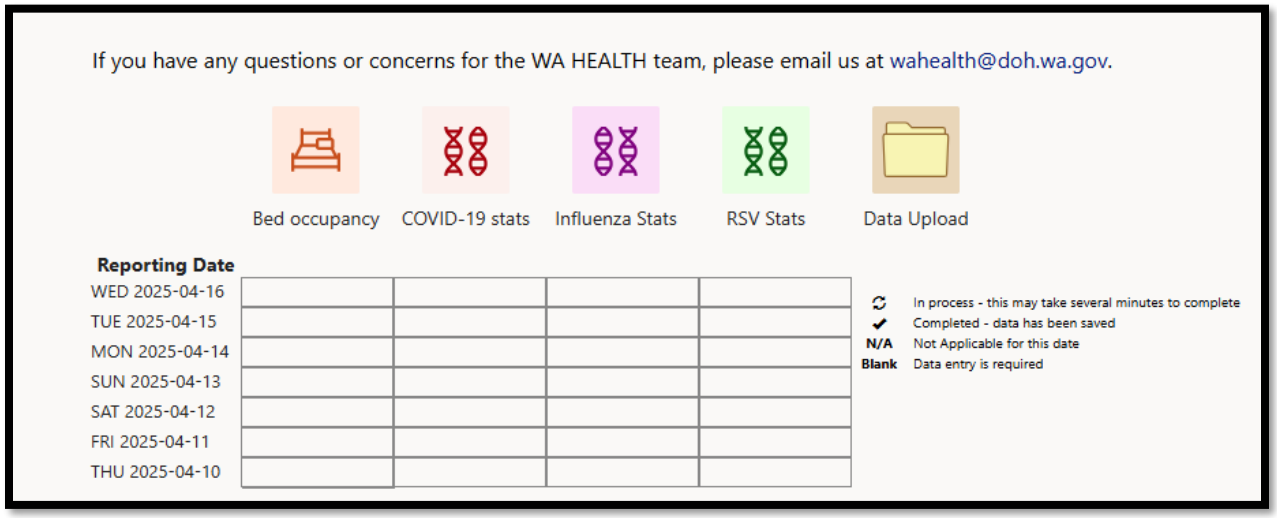
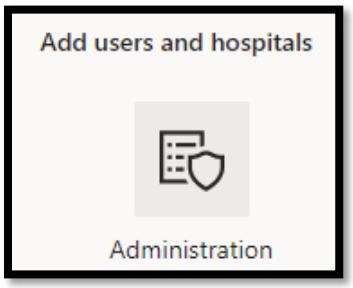
Adding a New User

You must have the “Parent Organization Administrator” role to perform these functions.

Log into the WA HEALTH home page: **https://wahealth.doh.wa.gov/SignIn**.
You will be directed to Secure Access Washington (SAW) to authenticate your account.
Then you will be re-routed back to WA HEALTH.



Scroll to the Administration tile & click on this tile.

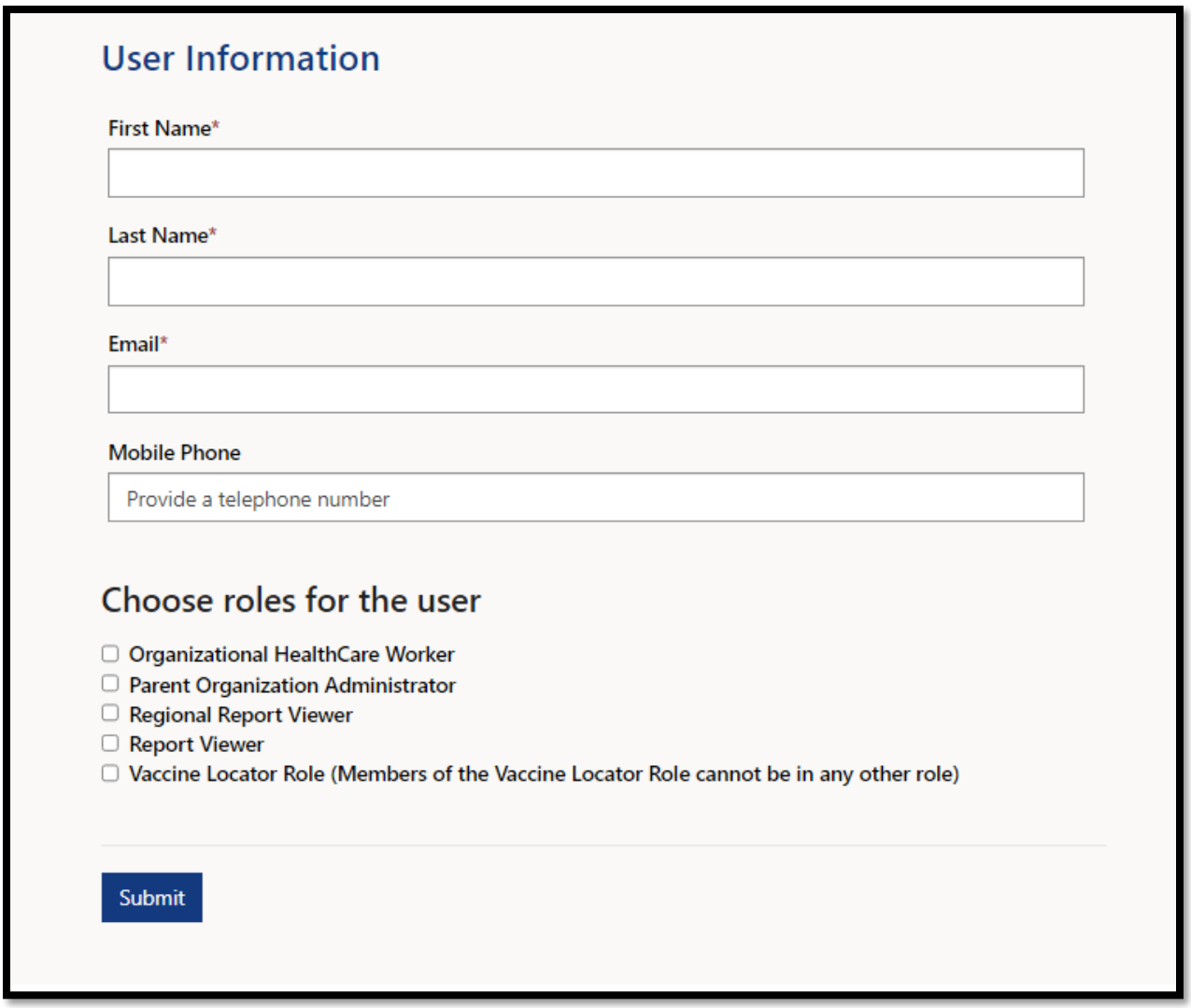


Click on the Users tile.

You will see all the current users for this facility.

Click on the Create Button.

Enter the appropriate information – click on submit.



Roles:

Organizational Healthcare Worker – You need to have this role to enter data into the system. This role is responsible for submitting and updating data on behalf of the facility.

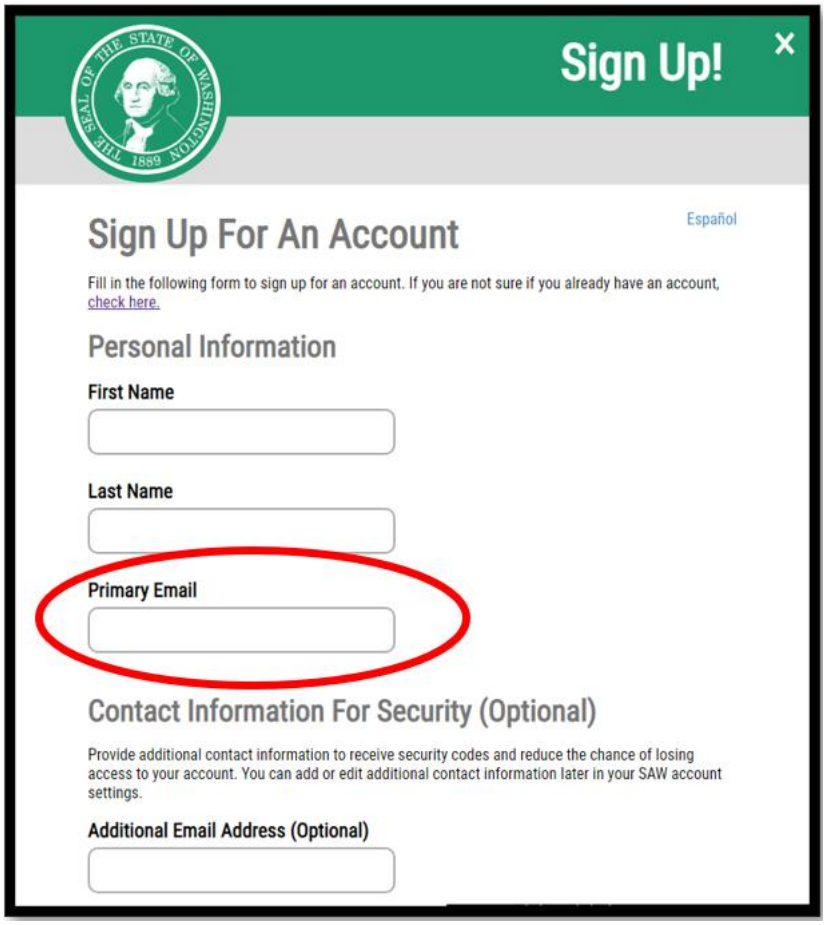
Report View – Can access the dashboard and export all reports associated with their parent organization. Note: To export data on the dashboard to an Excel sheet, click on the ellipses ("…") on the top right of the report.

Regional Report Viewer – can only access the dashboard and export reports for various facilities. Users with this role do not need to be associated with a specific facility or parent organization. Note: Export to Excel is located under the ellipses ("…") on the top right of the report.

Parent Organization Administrator – Can add & remove users to your system. This role can access the Administration section of the WA HEALTH portal where facility and user information are updated. Limiting the number of users with this role is recommended.

Please Note: While still in our interface, the Vaccine Locator Role has been retired. Please do not select this role.

Once you submit the new user information, the new user will receive an auto generated email invitation from the WA HEALTH system explaining how to complete their registration process. **Note**: The new user must have a Secure Access Washington (SAW) account with the same email used in WA HEALTH to login. This email must be their **primary** email in SAW. If they do not have a SAW account, they can create one here: Secure Access Washington (SAW).



Removing a User

You must have the “Parent Organization Administrator” role to perform these functions.

Log into the WA HEALTH home page: **https://wahealth.doh.wa.gov/SignIn**.
You will be directed to Secure Access Washington (SAW) to authenticate your account.
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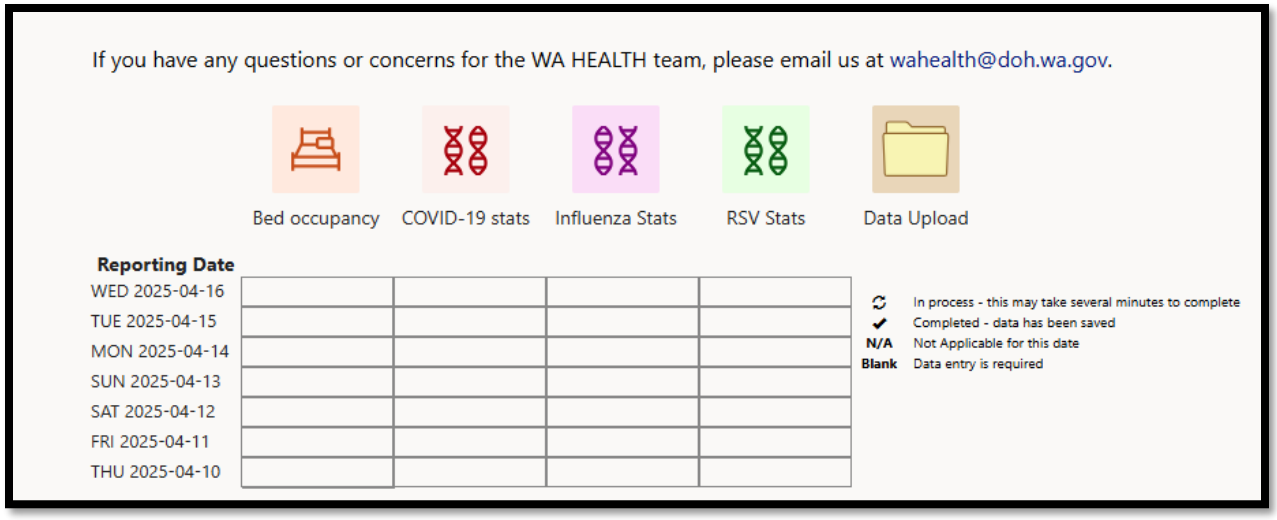
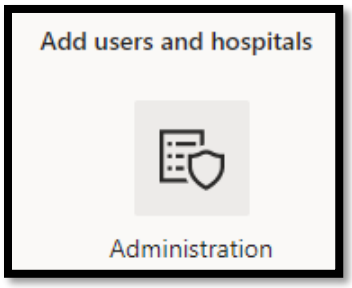


Scroll to the Administration tile & click on this tile.

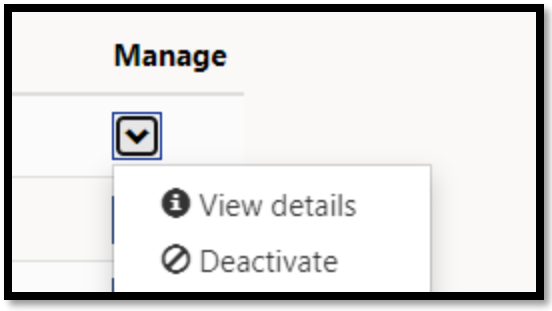


Click on the Users tile.

You will see all the current users for this facility.

Review your current active user list. Are there users listed that are no longer with the facility or users that no longer need access to the WA HEALTH platform?

Click on the Manage button across from their name.

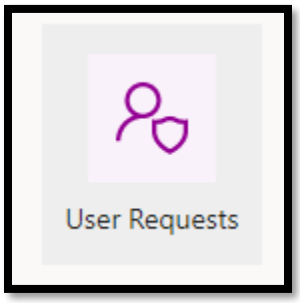


Click on Deactivate.

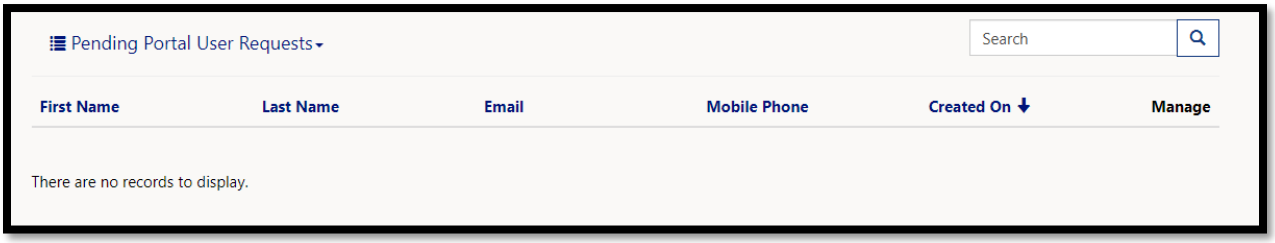
Their name will no longer be on the Active Users list and the individual will no longer have access to WA HEALTH.

User Request

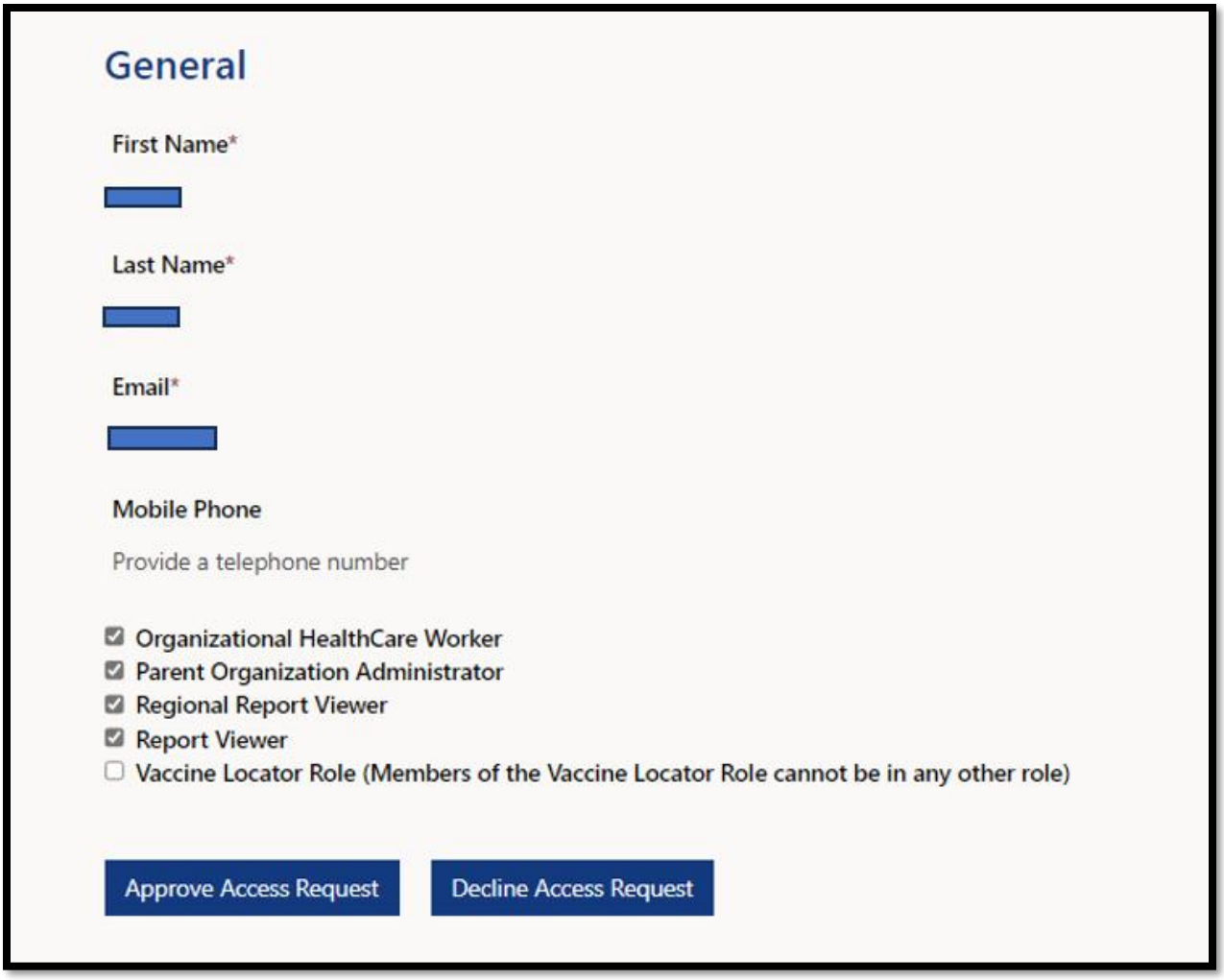
The User Requests tile is where you can monitor individuals who have requested access to WA HEALTH at your facility.



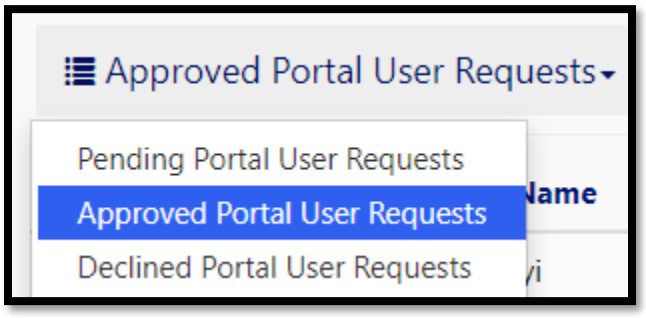
After clicking on the tile, you will be able to view pending user requests here.



If there are any names that you need to approve, click on manage (next to the name) and review the account. Check the roles and approve or decline the user.



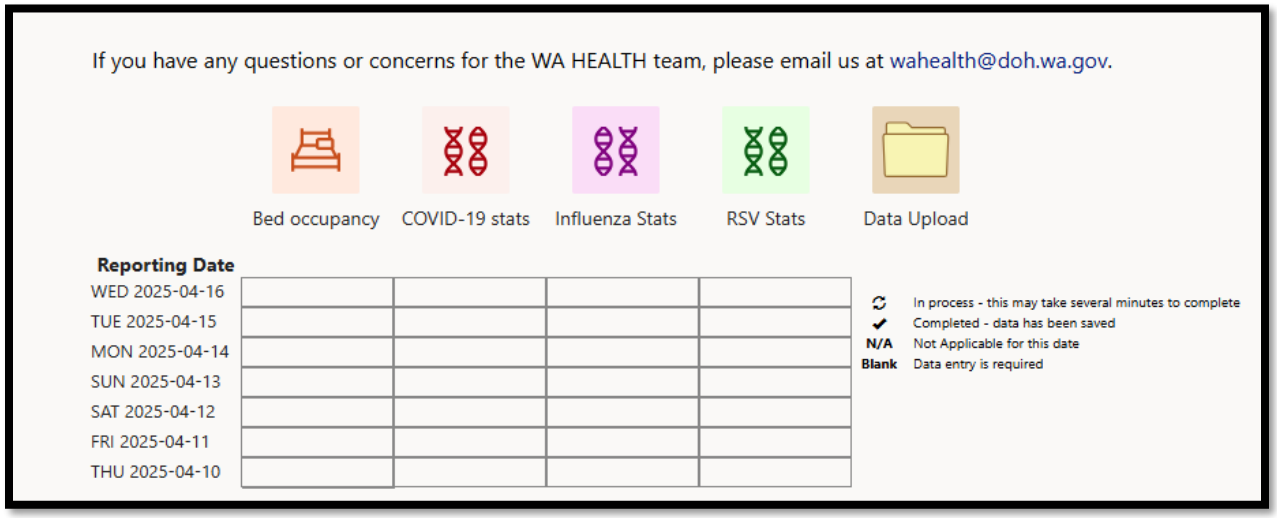
Once a user request is approved, an invitation will be sent to the new user.



You will be able to see historical information on these types of requests by clicking on Approved Portal User Requests.

Facilities Set-Up and Updates

To begin facility setup, you must have the "Parent Organization Administrator" role. Log into the WA HEALTH home page: https://wahealth.doh.wa.gov/SignIn. You will be directed to Secure Access Washington (SAW) to authenticate your account. Then you will be re-routed back to WA HEALTH.



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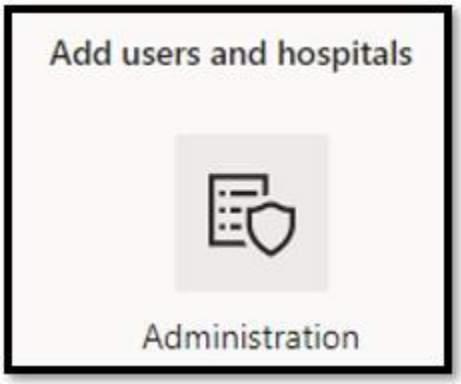
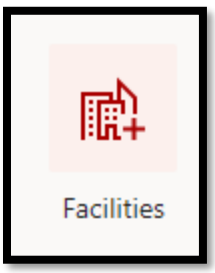
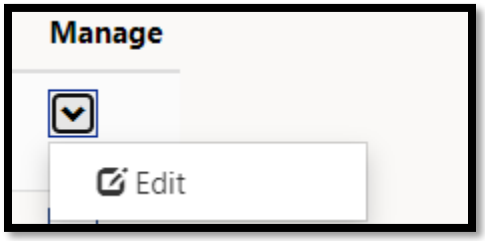


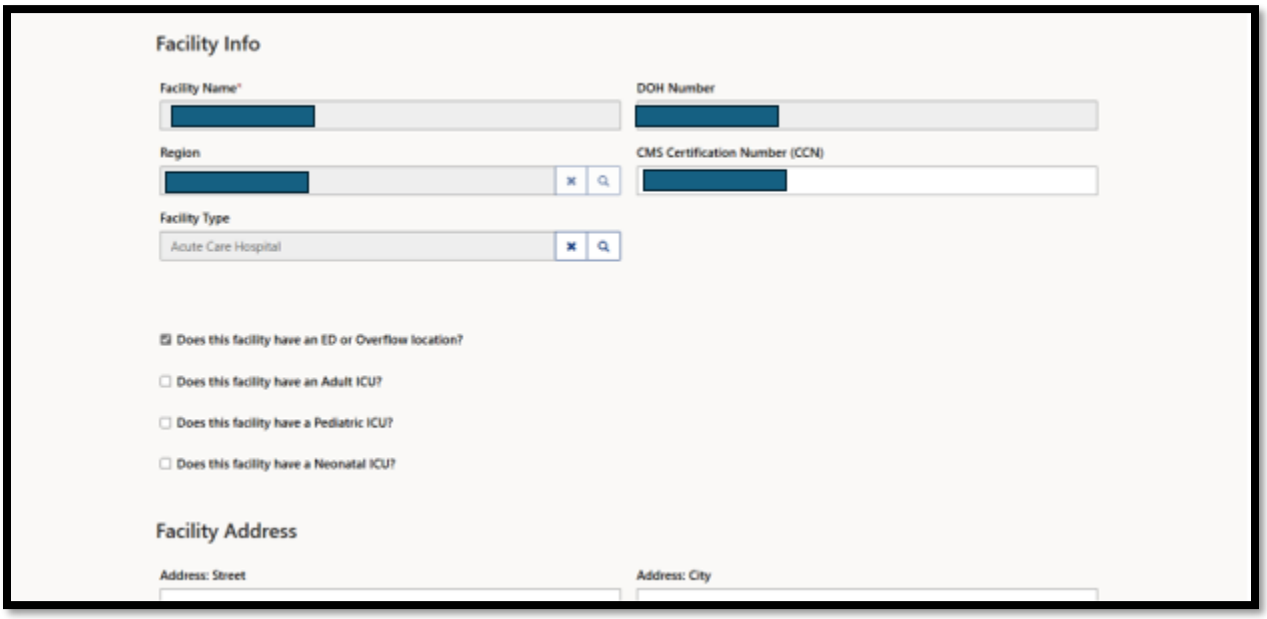
Click on the Facility tile.



Facilities setup is where a facility can set up or update ICU bed Types.
You will see all the facilities under your Parent Organization.
Click on the manage button next to the facility and then click edit.

This page is where facilities can update their applicable bed types (ex: Adult ICU, Pediatric ICU, Neonatal ICU).





We Are Here for You

Thank you for your meaningful contribution to our state's reporting.

Additional resources including the WA HEALTH User Guide and Frequently Asked Questions (FAQs) can be found on the Department of Health's dedicated WA HEALTH webpage. You can always reach us directly with any questions or ideas for how we can better support you at wahealth@doh.wa.gov.