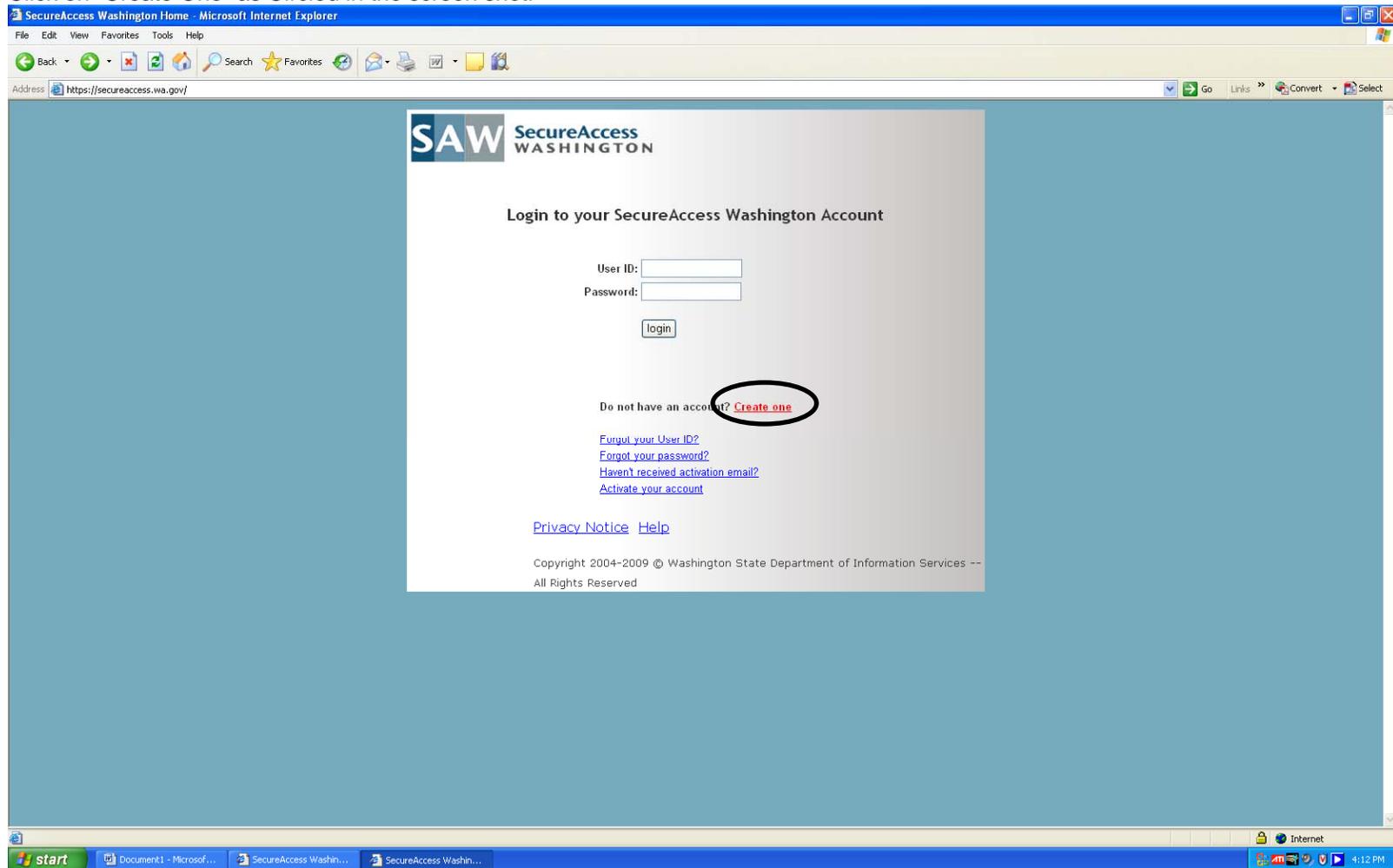


Creating a SAW Account

Follow this link. [Secure Access Washington Home](https://secureaccess.wa.gov/)

Click on "Create One" as Circled in the screen shot.



Click the Start Button on the SAW start page.

Fill in the personal information asked for.

SecureAccess WASHINGTON

1 → 2 → 3 → 4 → 5 → 6

Name & email address Username & password Review your information Enter security check Check your email Login to your account

Enter your personal information:

Name: Your Name

E-Mail Address: support@dahp.wa.gov

Confirm E-Mail: support@dahp.wa.gov

Secret Question: What city were you born in?

Question Answer: Olympia

Previous Next

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Fill in username and password. Notice that there are requirements for the password.

SecureAccess WASHINGTON

1 → 2 → 3 → 4 → 5 → 6
Name & email address Username & password Review your information Enter security check Check your email Login to your account

Create a user ID and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**.

User ID

Password

Confirm Password

Requirements for a secure password:

Choose a password with:

- at least 8 characters
- a number
- either upper or lower case letters
- at least one special character like \$ @ ! *
- no user ID in it

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When you have created a password that is secure enough for the system, you will see this.

SecureAccess Washington Registration Step 2 - Microsoft Internet Explorer

File Edit View Favorites Tools Help

Back Forward Stop Home Search Favorites Refresh Print Mail Print Mail Print Mail

Address <https://secureaccess.wa.gov/public/saw/pub/submitRegister1.do> Go Links Convert Select

SAW SecureAccess WASHINGTON

1 → 2 → 3 → 4 → 5 → 6
Name & email address Username & password Review your information Enter security check Check your email Login to your account

Create a user ID and password:

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 120 days**.

User ID

Password

Confirm Password

You have selected a secure password!

Requirements for a secure password:

Choose a password with:

- at least 8 characters
- a number
- either upper or lower case letters
- at least one special character like \$ @ !
- no user ID in it

Previous Next

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start Document1 - Microsof... SecureAccess Washin... SecureAccess Washin... Internet 4:25 PM

The system then requires a check that it is an actual human signing up for an account. You must enter the information in the box.

The screenshot shows a Microsoft Internet Explorer browser window displaying the SecureAccess Washington registration process. The address bar shows the URL: <https://secureaccess.wa.gov/public/saw/pub/displayRegister4.do>. The page features the SAW logo and a progress indicator with six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check (highlighted), 5. Check your email, and 6. Login to your account. Below the progress indicator, the text reads: "Please enter the security code (Not case-sensitive): The security code helps us to prevent massive user sign-up from robot programs." A CAPTCHA image showing the word "laarpy" is displayed, with a red oval highlighting it. Below the CAPTCHA is a text input field and a link: "(Click here if you cannot read the code)". At the bottom of the form are "Previous" and "Submit" buttons. The footer contains "Privacy Notice Help" and "Copyright 2004-2009 © Washington State Department of Information Services -- All Rights Reserved". The Windows taskbar at the bottom shows the Start button, several open applications, and the system tray with the time 4:34 PM.

You will then receive an email from the system. You must click the link in the email.

SecureAccess Washington : Welcome to SecureAccess Washington - Message (Plain Text)

File Edit View Insert Format Tools Actions Help Adobe PDF

Reply Reply to All Forward

Extra line breaks in this message were removed.

From: secureaccess@dis.wa.gov Sent: Thu 7/23/2009 4:36 PM
To: DAHP Support (DAHP)
Cc:
Subject: SecureAccess Washington : Welcome to SecureAccess Washington

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

Thank you for signing up with SecureAccess Washington.

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

To activate your new account, click the following link.

<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=98224&userId=dahpsupport>

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.

Although it is not common, with some email clients, you may need to use the following information to activate your account:

Your User ID: dahpsupport
your Registration Code: 98224

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/index_su.shtml.

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

start DAHP Support (DAHP...) SecureAccess Washin... 4:55 PM

You should then be able to log in to your account.

SecureAccess WASHINGTON

1 → 2 → 3 → 4 → 5 → 6
Name & email address Username & password Review your information Enter security check Check your email **Login to your account**

Your SecureAccess Washington account has been activated.
To continue the registration for available services, please login below.

Login to your SecureAccess Washington Account

User ID

Password

[Forgot your User ID?](#)
[Forgot your password?](#)

[Privacy Notice](#) [Help](#)

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