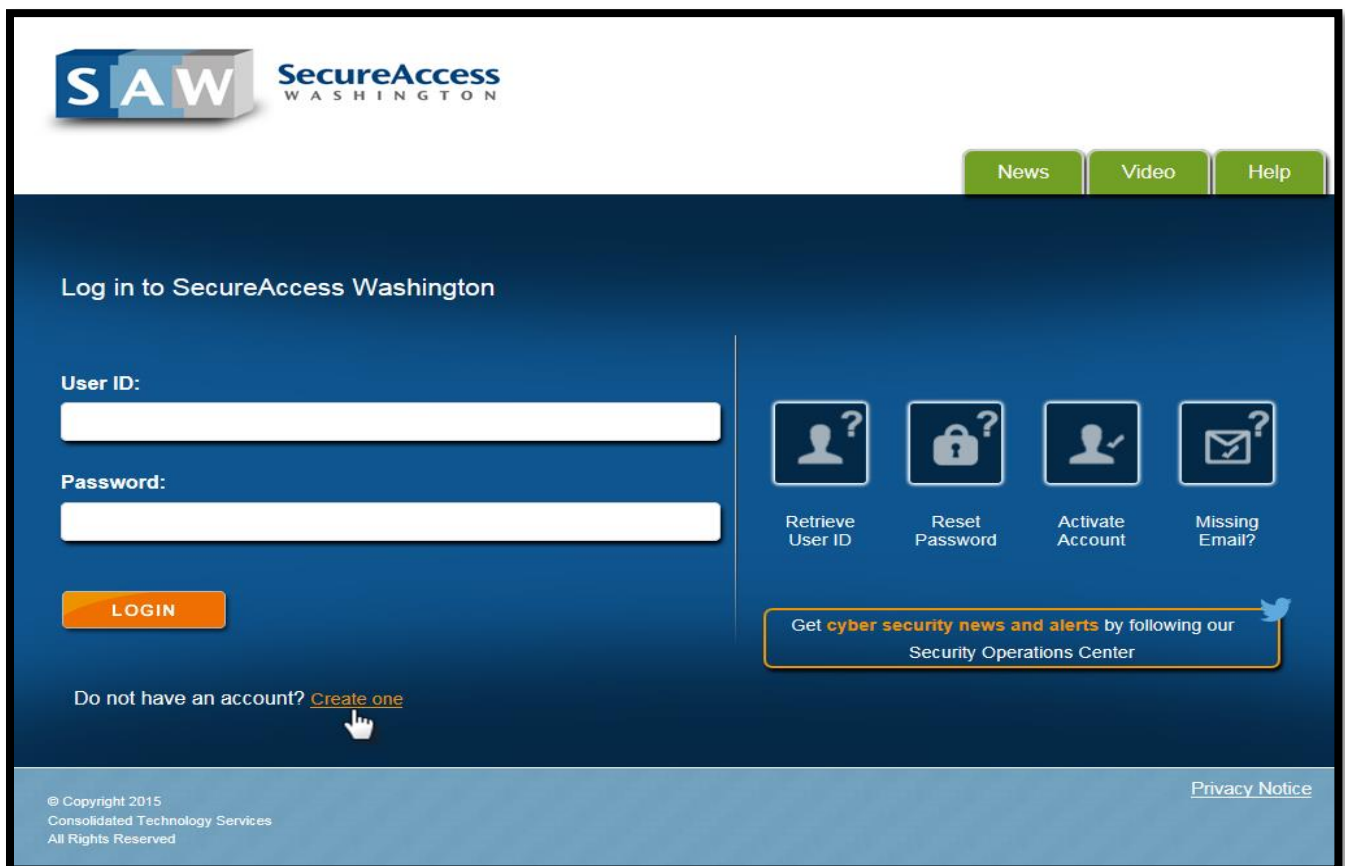


Sign up for Secure Access Washington (SAW)

- [Create a SAW Account](#)
- [Add a New Service](#)
- [Adaptive Authentication Enrollment](#)

Create a SAW Account

1. Go to the Secure Access Washington (SAW) website <https://secureaccess.wa.gov/dshs/ejas/> to create your User ID and password. Click **Create One**.



The screenshot shows the Secure Access Washington (SAW) login page. At the top left is the SAW logo with the text "SecureAccess WASHINGTON". To the right are three green buttons: "News", "Video", and "Help". The main heading is "Log in to SecureAccess Washington". Below this are two input fields: "User ID:" and "Password:". Below the password field is an orange "LOGIN" button. To the right of the login fields are four icons with question marks: a person icon, a padlock icon, a person with a checkmark icon, and an envelope icon. Below these icons are the labels: "Retrieve User ID", "Reset Password", "Activate Account", and "Missing Email?". Below the login fields is a link: "Do not have an account? [Create one](#)". At the bottom left is the copyright notice: "© Copyright 2015 Consolidated Technology Services All Rights Reserved". At the bottom right is a link: "Privacy Notice".

2. Click **START**.

SAW SecureAccess
WASHINGTON

News Help

1 Name & email	2 User ID & password	3 Review information	4 Validate information	5 Check email	6 Log in to account
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Create an Account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

If you need help during this process, please contact us at, 888-241-7597.

START

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[Privacy Notice](#)

3. Update the following fields and click **NEXT**.

⚠ Make sure to use your legal name and work email address.

The screenshot shows the SecureAccess WASHINGTON registration interface. At the top left is the SAW logo and the text "SecureAccess WASHINGTON". On the top right are "News" and "Help" buttons. Below these is a progress bar with six steps: 1. Name & email (highlighted), 2. User ID & password, 3. Review information, 4. Validate information, 5. Check email, and 6. Log in to account. The main content area is titled "Enter your personal information" and contains the following fields:

- Name:** A text input field containing "John Doe".
- E-mail Address:** A text input field containing "JohnDoe@ssa.gov".
- Confirm E-mail:** A text input field containing "JohnDoe@ssa.gov".
- Secret Question:** A dropdown menu with the selected option "Who was your best childhood friend?".
- Question Answer:** A text input field containing "Peter Pan".

At the bottom of the form are two orange buttons: "PREVIOUS" on the left and "NEXT" on the right, with a left-pointing arrow icon between them. The footer contains the copyright notice "© Copyright 2016 Consolidated Technology Services All Rights Reserved" on the left and a "Privacy Notice" link on the right.

4. Update the required fields and click **NEXT**.

The screenshot shows the Secure Access Washington (SAW) user registration interface. At the top, the SAW logo and "SecureAccess WASHINGTON" text are displayed. Navigation links for "News" and "Help" are in the top right. A progress bar at the top contains six steps: 1. Name & email, 2. User ID & password (currently active), 3. Review information, 4. Validate information, 5. Check email, and 6. Log in to account. The main heading is "Create a user ID and password".

The registration form includes the following fields and elements:

- User ID:** A text input field containing "SSAJohnDoe".
- Password:** A password input field with masked characters.
- Confirm Password:** A password input field with masked characters and a toggle icon.
- reCAPTCHA:** A checkbox labeled "I'm not a robot" and a reCAPTCHA logo with links for "Privacy" and "Terms".
- Navigation:** "PREVIOUS" and "NEXT" buttons.

A white box on the right side of the form lists the "Requirements for a secure password":

- At least 10 characters
- Contain at least three of the following character classes:
 - uppercase letters
 - lowercase letters
 - numerals
 - special characters
- Does not contain user ID
- Does not contain your full name

Below these requirements, a green message states: "You have selected a secure password!".

The footer contains copyright information: "© Copyright 2016 Consolidated Technology Services All Rights Reserved" and a link to the "Privacy Notice".

5. Review the information and click **NEXT** to continue.

⚠ If any of the information showing is incorrect, click PREVIOUS to go back and make any needed corrections.

SAW SecureAccess WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Validate information 5 Check email 6 Log in to account

Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name:
John Doe

E-mail Address:
JohnDoe@SSA.gov

User ID:
SSAJohnDoe

Password:
XXXXXXXXXXXXXXXX

Secret Question:
Who was your best childhood friend?

Answer:
XXXXXXXXXXXXXXXX

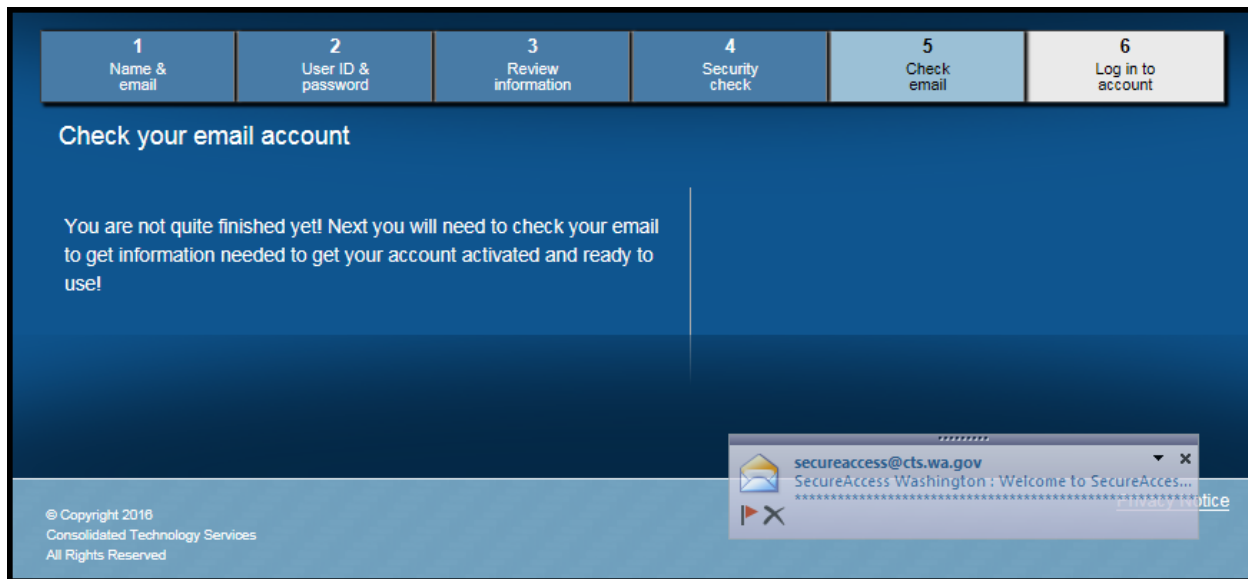
Go back to the previous page to make changes.
Continue to the next page if the information is correct.
You may want to [PRINT](#) this page for your records.

PREVIOUS NEXT

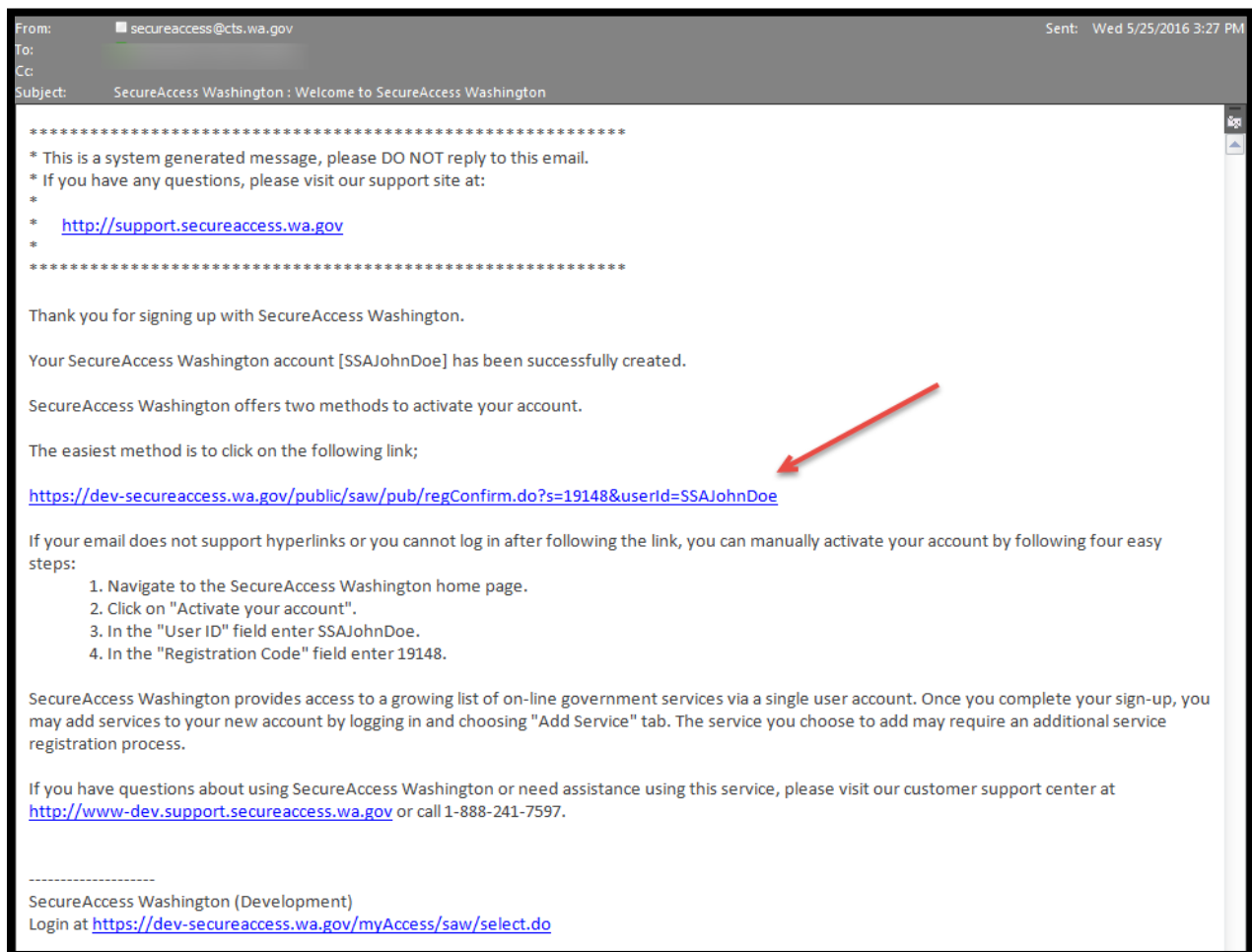
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[Privacy Notice](#)

Check your email - To complete the registration process, follow the instructions contained in the email you'll receive from SecureAccess Washington.

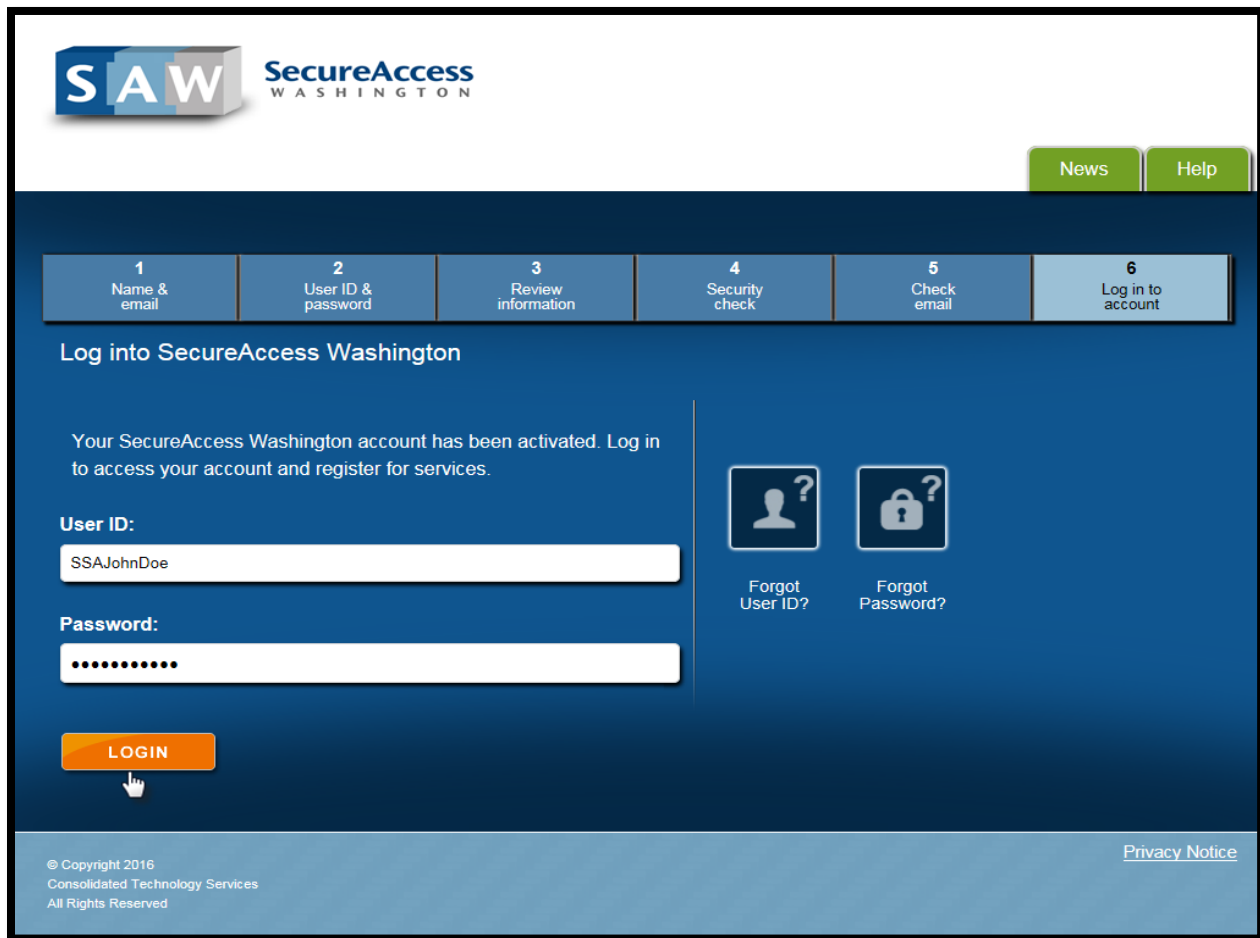


6. Click the link to complete the activation.



Add a New Service

1. Login by entering your user ID, password and clicking **LOGIN**.



The image shows the SecureAccess Washington login page. At the top left is the SAW logo and the text "SecureAccess WASHINGTON". To the right are "News" and "Help" links. Below these is a horizontal navigation bar with six steps: 1 Name & email, 2 User ID & password, 3 Review information, 4 Security check, 5 Check email, and 6 Log in to account. The main heading is "Log into SecureAccess Washington". Below this is a message: "Your SecureAccess Washington account has been activated. Log in to access your account and register for services." The login form includes a "User ID:" label, a text input field containing "SSAJohnDoe", a "Password:" label, and a password input field with masked characters. An orange "LOGIN" button is below the password field. To the right of the form are two links: "Forgot User ID?" with a person icon and "Forgot Password?" with a lock icon. The footer contains copyright information: "© Copyright 2016 Consolidated Technology Services All Rights Reserved" and a "Privacy Notice" link.

SAW SecureAccess
WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Security check 5 Check email 6 Log in to account

Log into SecureAccess Washington

Your SecureAccess Washington account has been activated. Log in to access your account and register for services.

User ID:
SSAJohnDoe

Password:
.....

LOGIN

Forgot User ID? Forgot Password?

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[Privacy Notice](#)

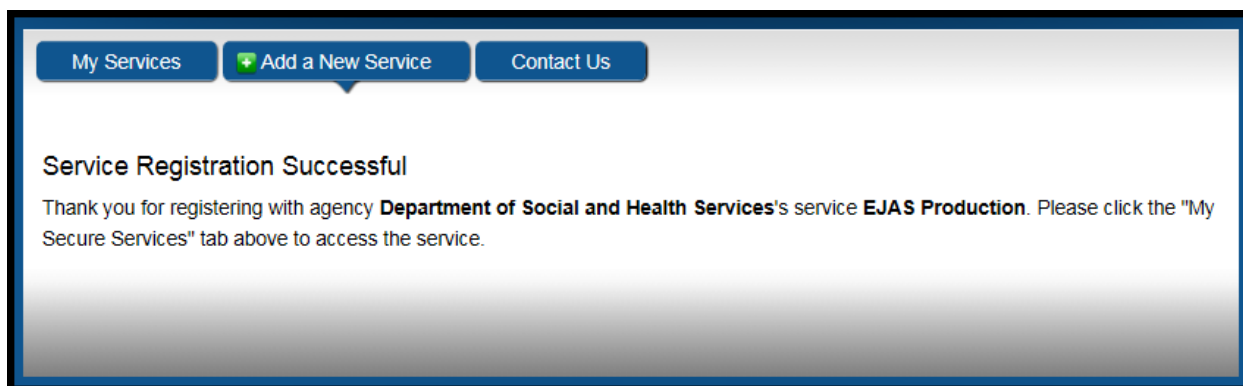
2. To add a new service to the My Services list, click the **Add A New Service** tab.

The screenshot shows the SAW portal interface. At the top left is the SAW logo and 'SecureAccess WASHINGTON'. At the top right is a 'Welcome,' message and a 'Logout' button. Below this is a navigation bar with 'My Secure Services' (highlighted in green), 'Account Management', and 'Help'. A secondary navigation bar contains 'My Services', 'Add a New Service' (highlighted with a green plus icon), and 'Contact Us'. A yellow note states: 'Please note: SAW is a shared portal serving multiple state agencies. To get help with a service provided through SAW, please contact the sponsoring agency directly. Click the "Contact Us" button to view a list of agency contact information.' Below the note is a table with headers: Service, Agency, Description, Status, and Action. The table currently contains the text 'No services.'

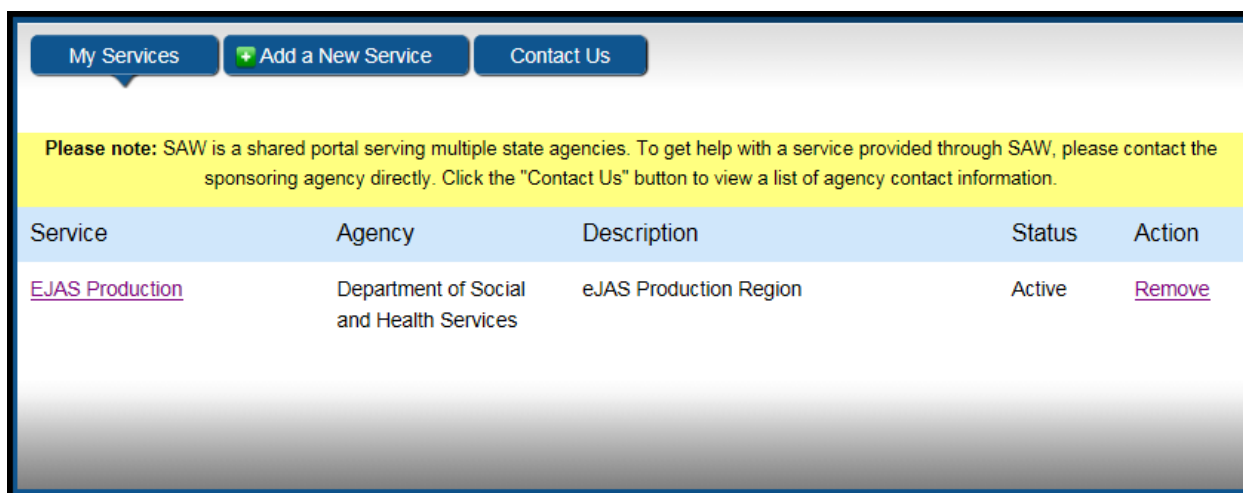
3. Enter Service Code # **12152016** (for eJAS Production) and click **APPLY**.

The screenshot shows the 'Add a New Service' form. At the top are the 'My Services', 'Add a New Service' (highlighted with a green plus icon), and 'Contact Us' buttons. The form is divided into two main sections. The left section, titled 'Service code:', instructs the user to enter a service code if provided by an agency. A text input field contains '12152016', with a red arrow pointing to it. Below the field is an orange 'APPLY' button with a hand cursor icon. The right section, titled 'Select an agency below to see a list of services:', lists 16 agencies with blue hyperlinks: Consolidated Technology Services, Department of Archaeology and Historic Preservation, Department of Commerce, Department of Ecology, Department of Financial Institutions, Department of Health, Department of Labor and Industries, Department of Licensing, Department of Natural Resources, Department of Revenue, Department of Social and Health Services, Department of Transportation, Employment Security Department, Enterprise Services, Office of Financial Management, Test Domain, and Washington State Board of Accountancy. Below the 'APPLY' button is a 'Search services by keywords:' section with instructions to enter keywords, a text input field, and a 'SEARCH' button. A checkbox labeled 'AT LEAST ONE of the words' is also present.

4. A **Service Registration Successful** message displays and a confirmation email sent.



5. Click the **My Services** tab to access the eJAS Production site.



Adaptive Authentication Enrollment

1. Adaptive Authentication Enrollment and verification allows the system to verify who you really are even when signing in from computers not recognized.

Click **CONTINUE**.

Adaptive Authentication Enrollment

Applications with sensitive data require users to enroll in Adaptive Authentication. Adaptive Authentication lets us know it's really you. If you sign in from a computer we do not recognize, you may be asked to answer a question, answer a phone call, or enter a code sent to your email. Click the continue button to choose your security questions and provide your phone numbers and email addresses.

CONTINUE

2. Enter your primary work email address and click **CONTINUE**.

Email Enrollment

If you sign in from a computer we do not recognize, Adaptive Authentication can send a verification code to the email(s) you specify below.

Primary Email (Required):

JohnDoe@dshs.wa.gov

Optional Email:

CONTINUE

3. Enter your primary work phone information and click **CONTINUE**.

Phone Enrollment

If you sign in from a computer we do not recognize, Adaptive Authentication can call and ask you to enter a code that appears on your screen. Please provide phone numbers that can be answered when accessing your SAW applications.

Primary Phone (Required)	Optional Phone
Phone Label: <input type="text" value="Work"/>	Phone Label: <input type="text"/>
Country Code: <input type="text" value="United States (+1)"/>	Country Code: <input type="text" value="United States (+1)"/>
Phone Number (Include Area Code): <input type="text" value="3607254555"/>	Phone Number (Include Area Code): <input type="text"/>
Extension (Optional): <input type="text"/>	Extension (Optional): <input type="text"/>

CONTINUE

4. Select your challenge questions and provide answers. Then click **CONTINUE**.

Choose Challenge Questions

If you sign in from a computer we do not recognize, Adaptive Authentication may ask you one of the questions you select below. Your answers should be no more than 30 characters (no symbols) and are not case sensitive.

Question 1:

What is the name of the first company you worked for?

Answer:

DSHS

Question 2:

What was the first name of your first manager?

Answer:

Cheryl

Question 3:

What was the name of the town your grandmother lived in? (Enter full name)

Answer:

Tacoma

CONTINUE

5. Review the information entered and finalize by clicking **SUBMIT**.

Review and Finalize

Please review the information you have entered and make any changes before pressing the "Submit" button.

Challenge Questions

Question 1: What is the name of the first company you worked for?
Answer: DSHS

Question 2: What was the first name of your first manager?
Answer: Cheryl

Question 3: What was the name of the town your grandmother lived in? (Enter full name of town only)
Answer: Tacoma

Phone Numbers

Work: +1 - 3607254572

Emails

elwessm@dshs.wa.gov


Remember This Computer?

☒ **Yes.** I plan to use this computer in the future to access my account.
☐ No. This is a public computer or one I do not plan on using often to access my account.

CHANGE

SUBMIT

6. Once the Adaptive Authentication enrollment is complete, you will then be directed to your requested service.



Information
Technology
Division

Please enter your User ID and Password

User Id :

Password :

OK

A job, a better job, a better life

!!! WARNING !!! By accessing and using this system you are consenting to possible system monitoring for law enforcement and other purposes. Any unauthorized use of this computer system may subject you to criminal prosecution and penalties, or other disciplinary action.

[Password Reset/Help Desk](#)