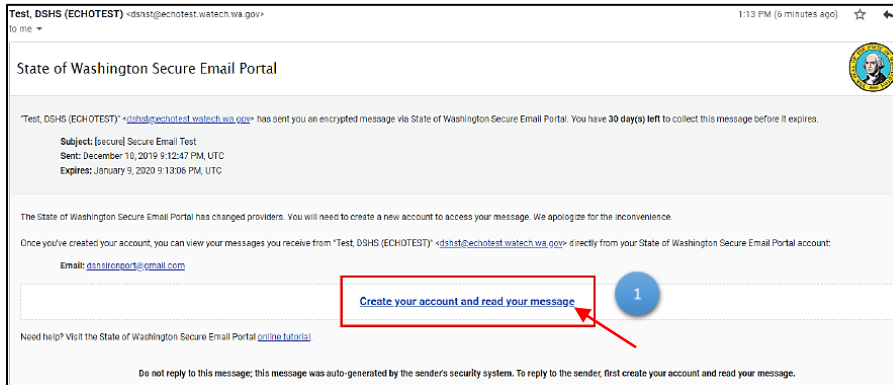


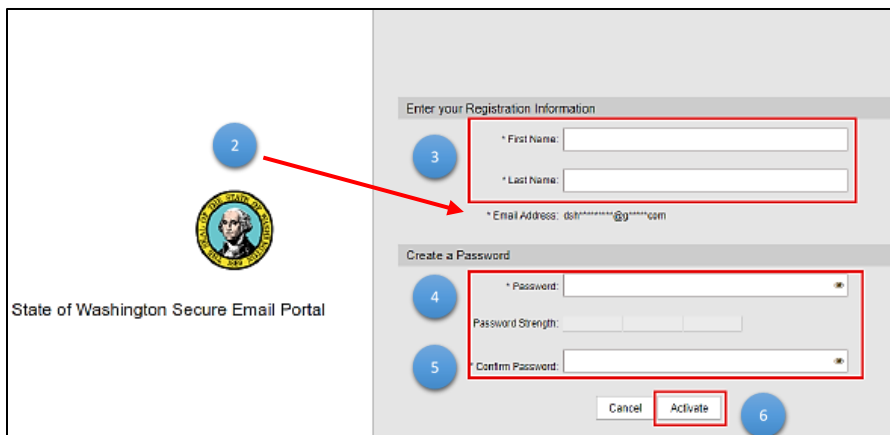
How to create a State of Washington Secure Email Portal account

You now have the ability to securely email documents directly to DSHS, using the State of Washington Secure Email Portal.

The first time a DSHS employee sends you a secure email, you will be asked to **“Create your account and read your message”**. After your account has been created, future email messages will contain an **“Open Message”** link that will open the Secure Email Portal logon page. Please complete the following steps to set up your Secure Email account.



1. Click the activation link **“Create your account and read your message”**



2. The secure email registration page opens with your email already filled in.

3. Enter your First and Last name.

4. Enter a password which must be 10 characters and meet the following standards.

- Contain a number, contain both uppercase and lowercase letters, contain at least one special character (~!@#\$%^&).
- **Cannot** include your name or email address, or be a complete word. Passwords must be significantly different from previous four passwords.

5. Re-enter the password.

6. Select the **Activate** button.

For questions about your case, or if you need assistance creating your account, please call the Customer Service Contact Center at **1-877-501-2233**.