[SecureAccess Washington](https://secureaccess.wa.gov/myAccess/saw)

**Introduction:** Secure Access Washington [SAW] is a central login that lets you access the online services of multiple state agencies. Employers can report new hires and remit child support for their employees by using DCSOnline within SAW. You may use an existing SAW account or create a new SAW account. Once you have logged in to SAW, you will need to add DCS Online as a service. Follow the steps below.

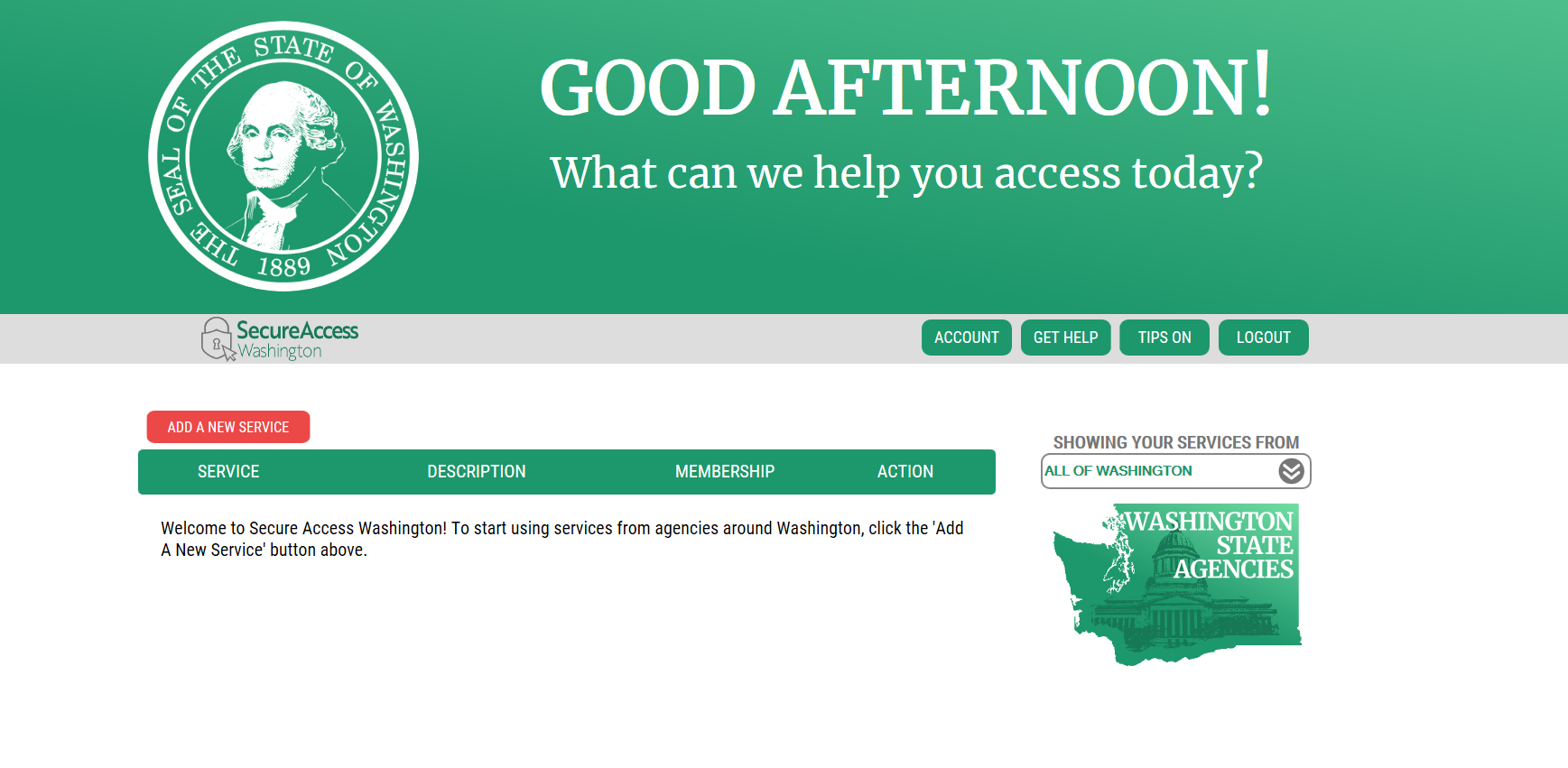
**Step 1: Log in using an existing account or create a new account and log in**



**Option 1: You may enter the same USERNAME and PASSWORD you used with the other agencies or for DCS Online**

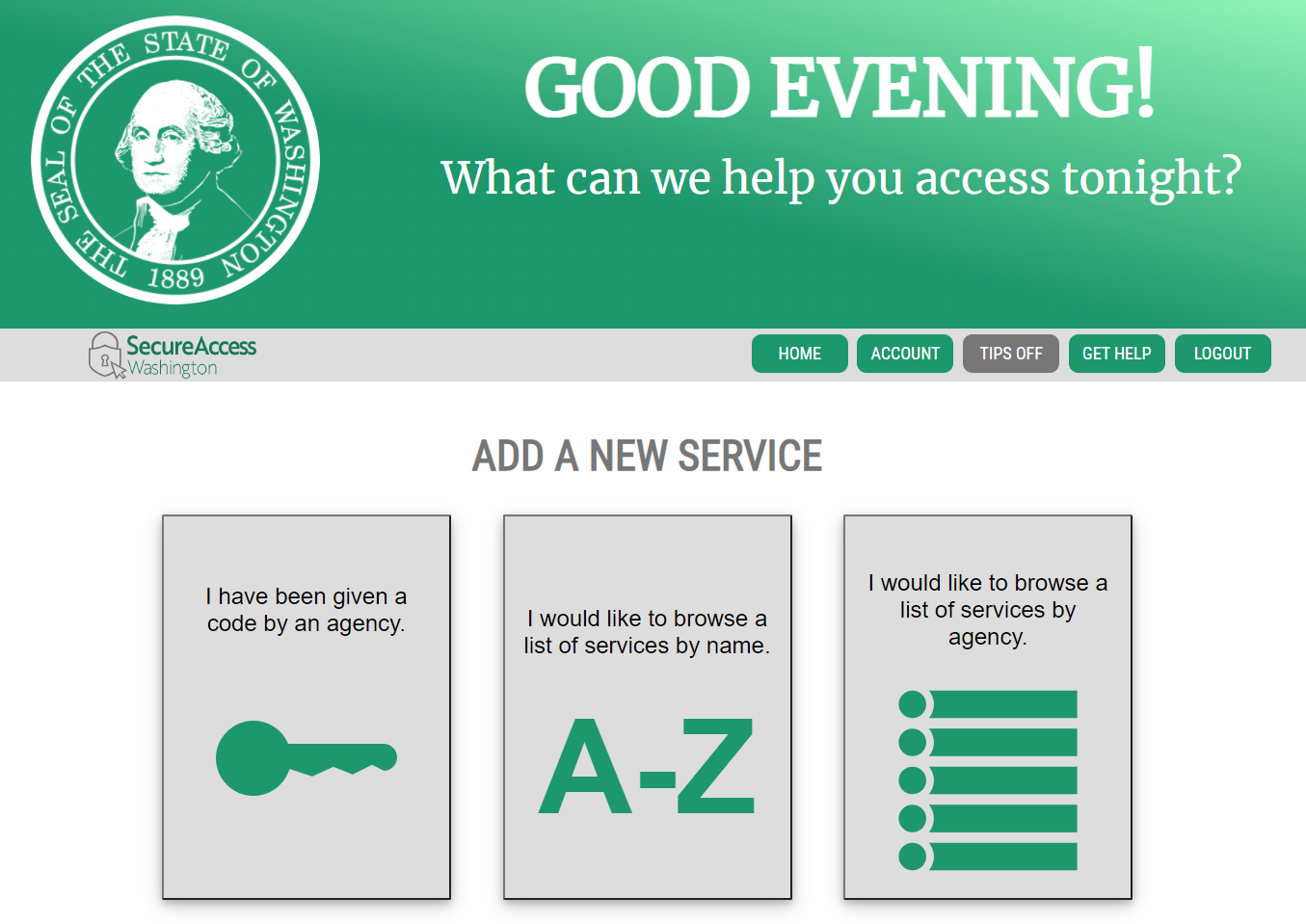
**Option 2: Sign up for a new SAW Account**

**Step 2: Add a New Service – DCS Online**



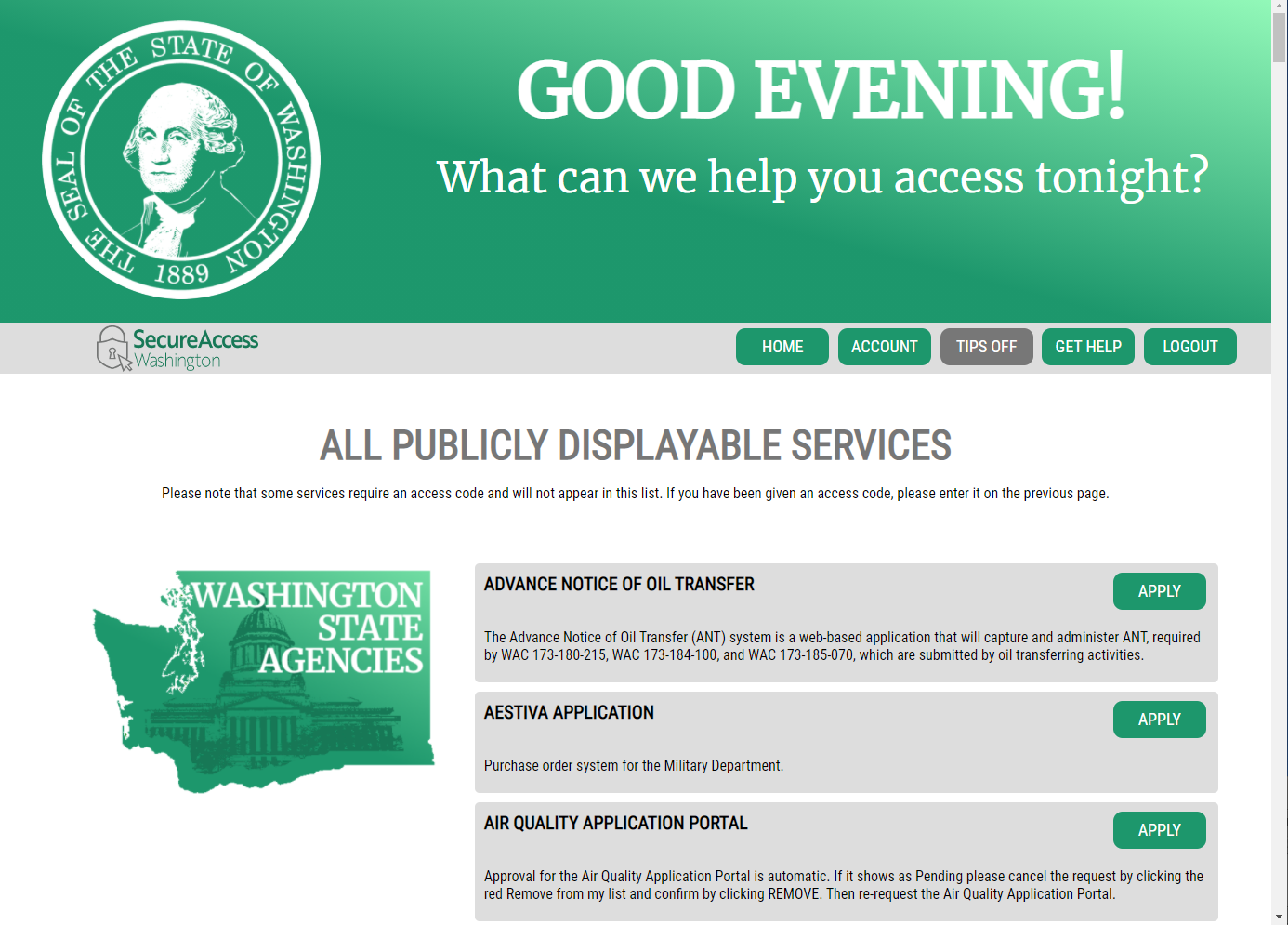
**Click here to ADD A NEW SERVICE**

**Step 3: Browse to find DCS Online so you can add it as a service**

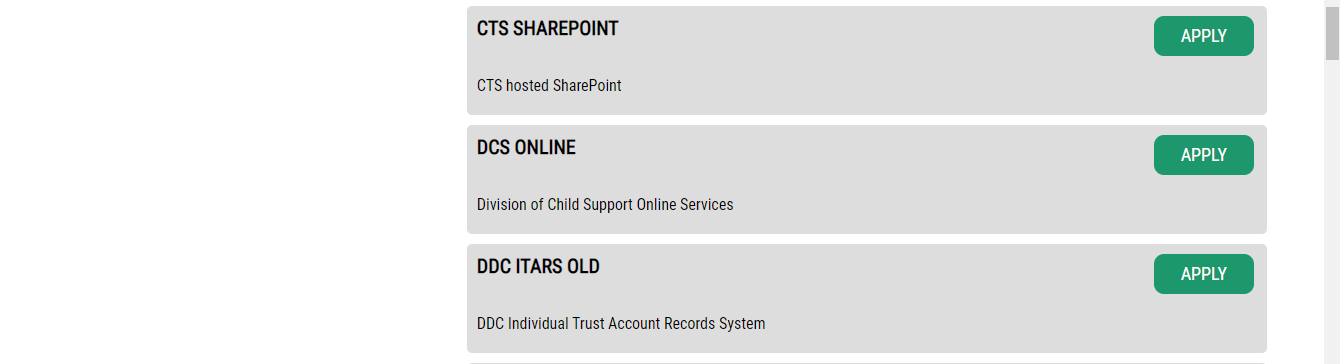


**Click here for a list of services**

**Step 4: Scroll down to DCS Online and click Apply to add DCS Online as a service**



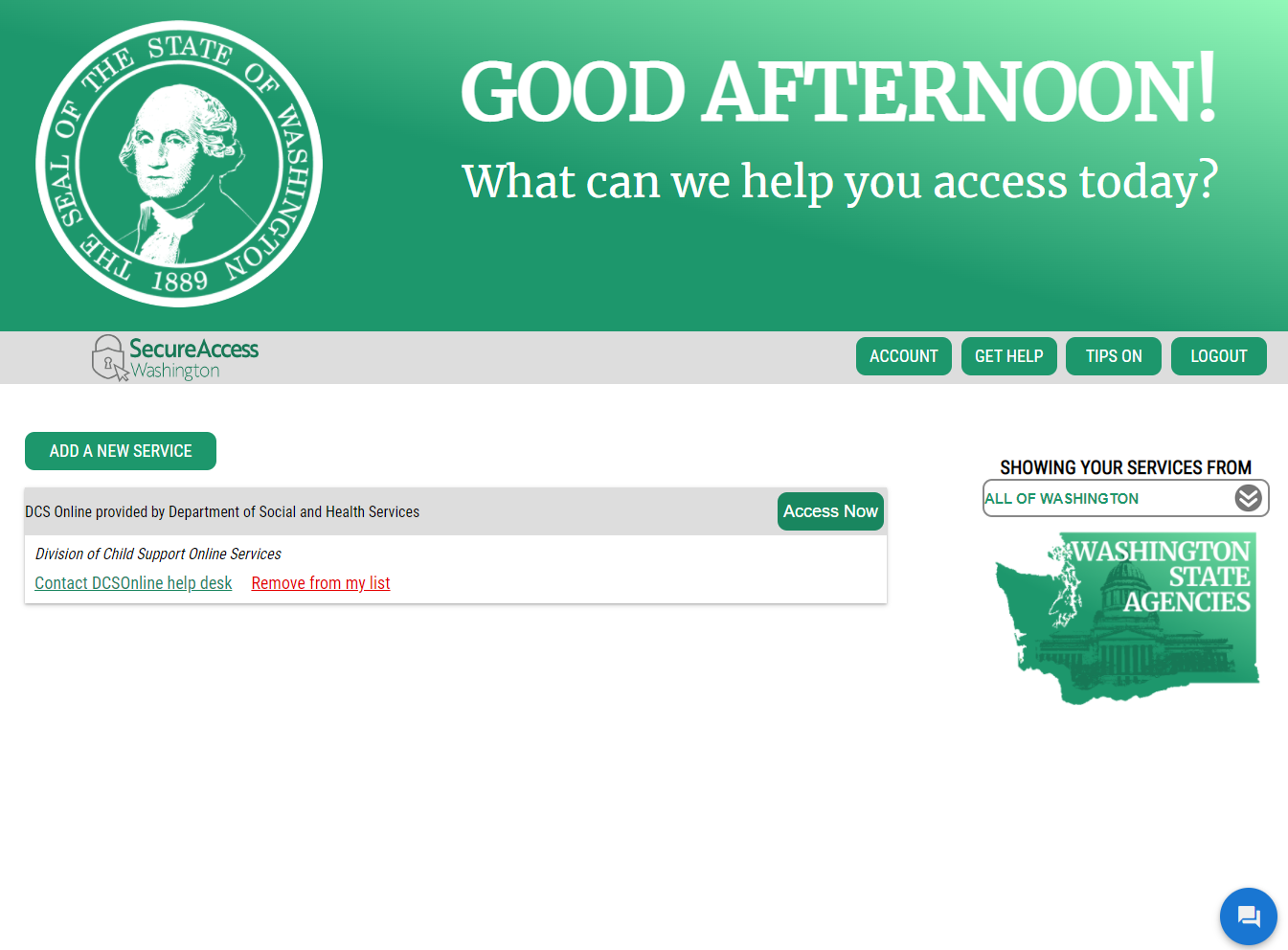
**Scroll down using the side bar to DCS ONLINE**



**Find DCS ONLINE and …**

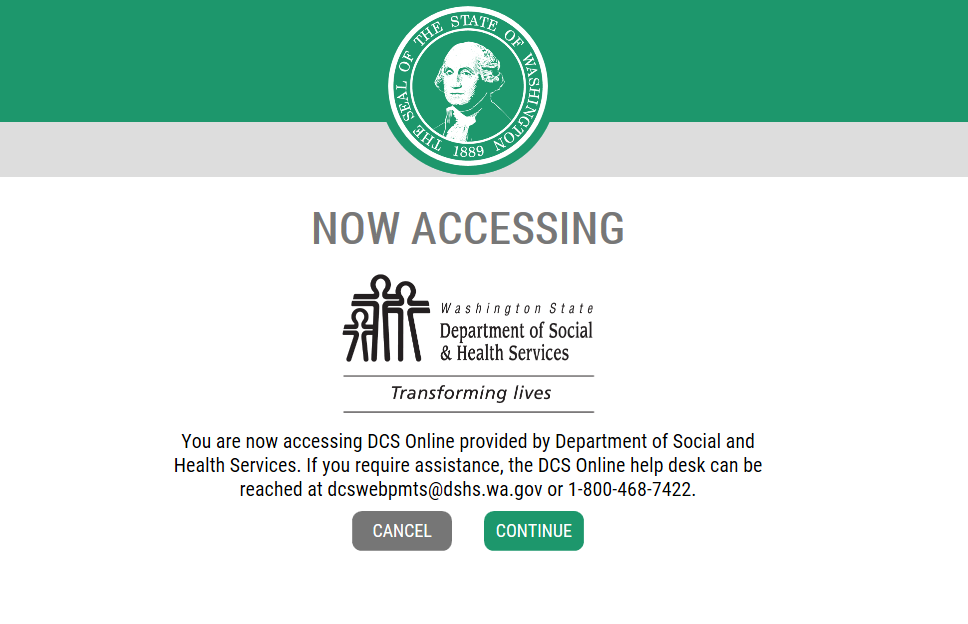
**… Then Click APPLY**

**Step 5: If you have previously added DCS Online to your services, you will see it listed in your services when you log into SAW. Just find Division of Child Support Online Services and Click on Access Now**

**Step 6: Click Continue**

**…. then Click Access Now**

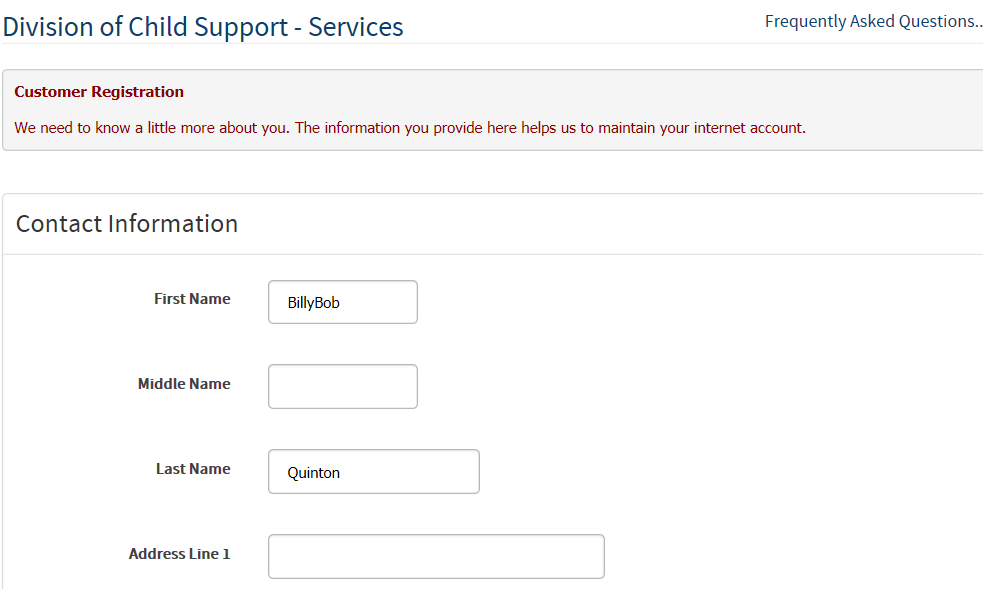
**Find DCS Online and…**



**Click Continue**

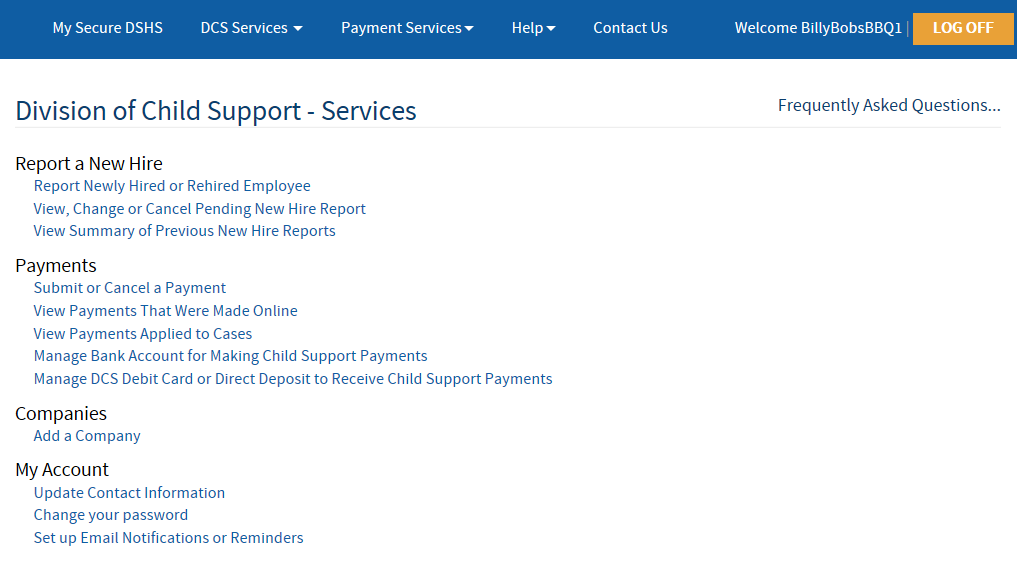
**Step 7: If you are adding DCS Online to your SAW account the first time, you will need to enter your contact information. We use this information to contact you if we have any questions about your account or send you notifications. When finished, you will be taken to the main menu page.**

Washington State Department of Social and Health Services



**Enter your information**

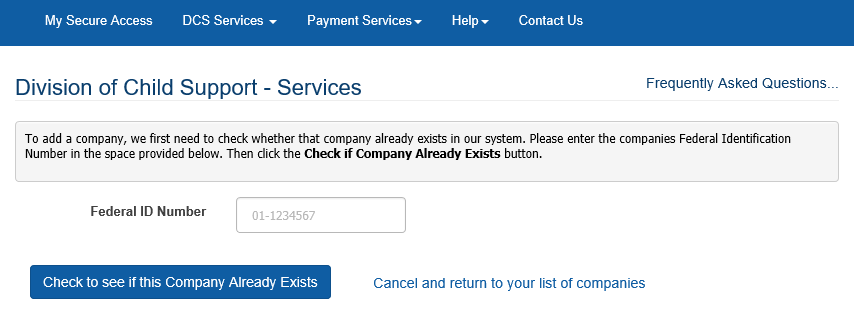
**Step 8: Add your Company from the main menu page.**



**Click Here to Add Your Company**

**Step 9: See if your company is already in the system**

Washington State Department of Social and Health Services

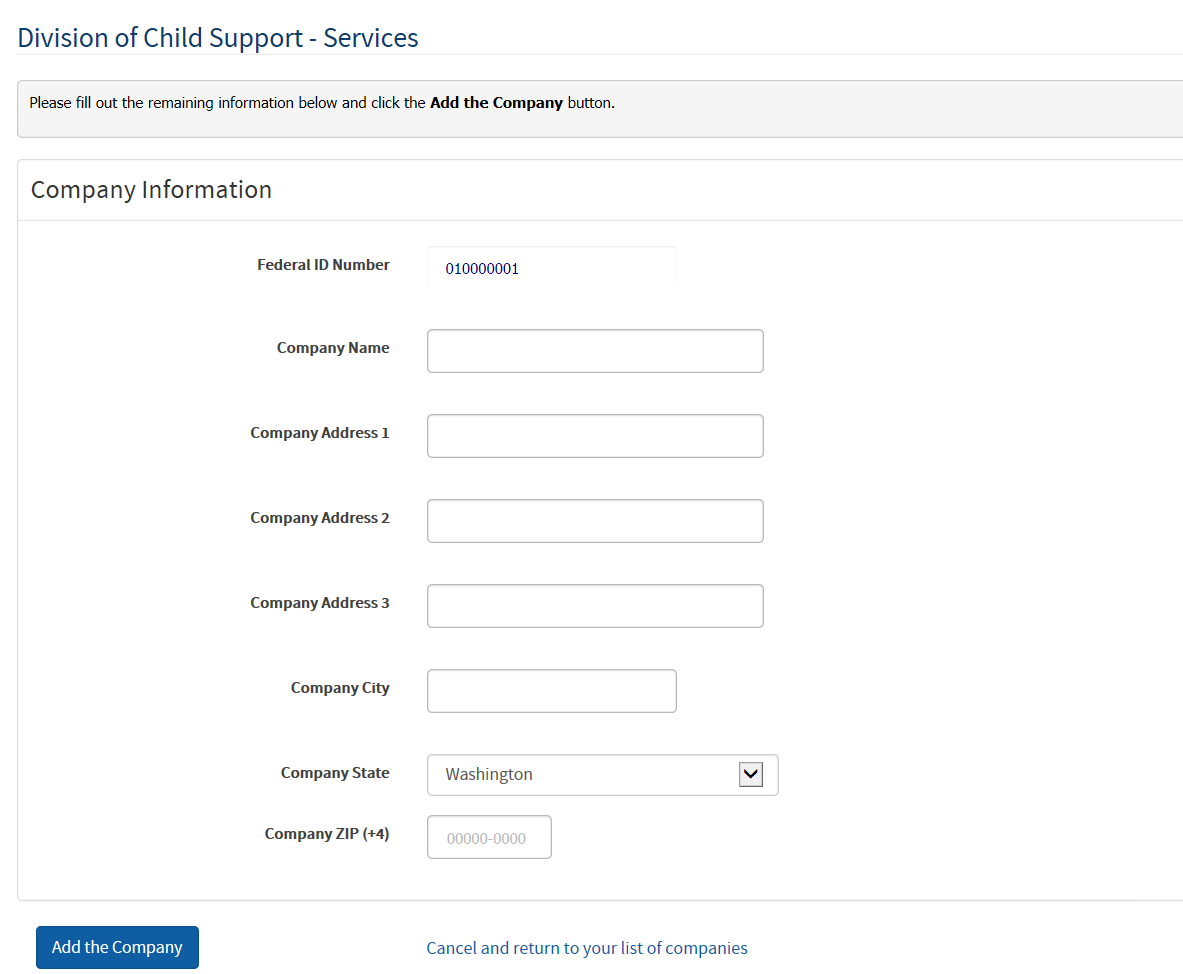


**Add your Federal ID number here and press enter and then…**

**… Click here to see if your company is already in our system. If it does you can request access to it. If not you will enter information about your company.**

**Step 10: If your company is not in the system, you will need to add your company information.**

Washington State Department of Social and Health Services

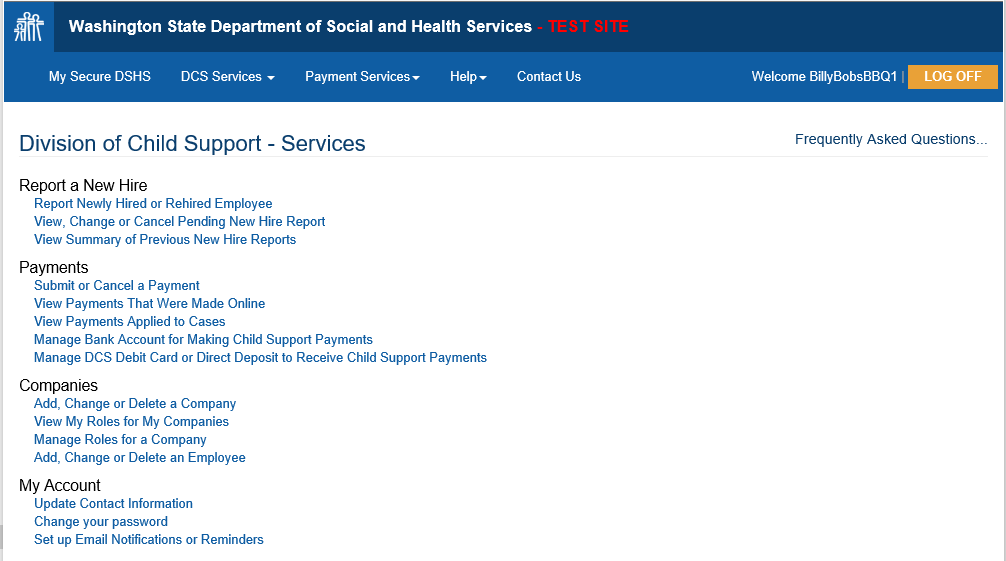


**Click here to add your company**

**Enter your Company’s information on this page**

**Congratulations. Your SAW Account is set up in DCSOnline.** You may now set up a bank account, make payments, view past payments, and report newly hired employees. There are additional How To documents on our website covering **New Hire Reporting** and **Making Payments**.

Select what you want from the DCS Services drop down menu or from the list down the left side of the page. DO NOT select Payment Services as these are for other DSHS services. You may also access the Frequently Asked Questions from this page.



**DCSOnline Frequently Asked Questions**

**This Main Menu page shows DCSOnline Options**

**DCSOnline Dropdown Menu**

**If you need additional assistance with DCS Online or have questions regarding Child Support or New Hire Reporting as an employer, please contact the DCS Employer Relations Team at 800-562-0479 or email** [**dcs-ert@dshs.wa.gov**](mailto:dcs-ert@dshs.wa.gov)**. We’re happy to help!**