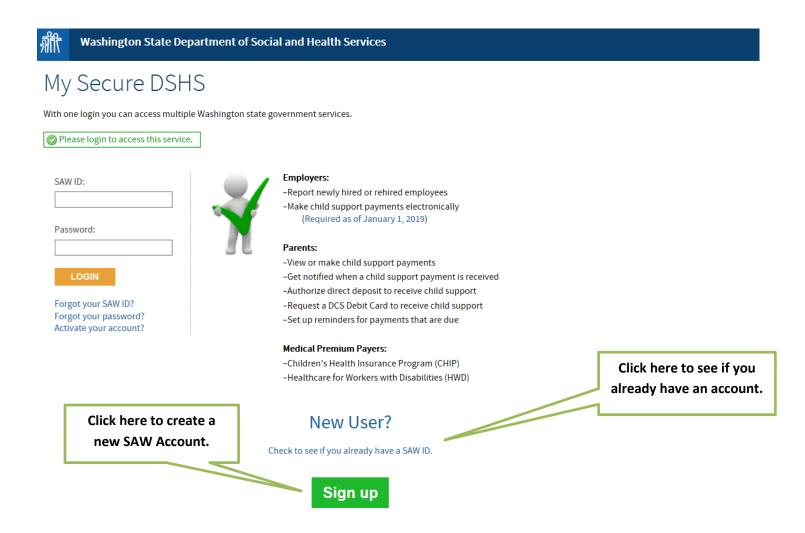
Set-up Account—Secure Access Washington [SAW]

For Employers

Introduction: Secure Access Washington [SAW] is an online portal where employers can report new hires and remit child support for their employees by using DCSOnline. You create your SAW account and then select DCSOnline within SAW. You may already be using SAW to report information to Labor and Industries or the Department of Revenue. If so, you can use your existing SAW account by adding the DSHS service, DCSOnline.

Step 1 Getting Started: **Sign up at https://secure.dshs.wa.gov/dcsonline.** Click Sign Up to create your own accountly you think you already have an account, click Check to see if you already have a SAW ID. If you already have a saw account, go to step 8.



Step 2: Sign Up For Your SAW Account: Sign up for secure access by entering your contact information, a SAW ID and password of your choice, accepting the agreement, and clicking on Validate.



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Sign up for secure access



Enter your conta	ct information	Enter Your Contact Information		
First name:	•	Illiormation		
Last name:				
Email address:	*			
Retype email:	*			
Create a SAW ID	and password	Decide and enter what SA		
SAW ID:	*	ID and Password you wou like to use	ld	
Password:	•			
Retype password:	★ Write the password down and keep it secure.			
Accept the Acces	ss Agreement	Review and accept the access agreement with	vour	
Indicate you accept:	* ☐ I have read and accept the Access Agreement	initials.	youi	
Your initials:	•			
Ensure you are a	human by typing the characters in the imag	ge		
lmage: (speak image)	TEASIAN O	Enter in the character and validate.	Enter in the characters list and validate.	
Characters in the image:	* VALIDATE			

Step 3: Activate your SAW account: We need to activate your account. SAW will send an email to the address you entered in your contact information. If you did not receive an email, check your junk email folder



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Check your email

Back to My Secure DSHS

An email message with a link to activate your account has been sent to you.

Open your email and look for a message from "My Secure DSHS"

Your Screen will look like this

Didn't receive the activation email?

If you don't see the activation message, check your spam or junk mail folders. It's possible that the account verification email we sent was caught by a spam or junk mail filter.

Still having trouble?

If you still haven't received the message, contact Web Customer Support at 360-664-5103 weekdays between 8 a.m. - 5 p.m. (Pacific).

Step 4: Check your email box to see if you received the email below.

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Let's activate your account

User ID: BillyBobsBBQ1

Activation Code: 40072

Click on the link to go to the SAW log in page and activate your account

To activate your My Secure DSHS account and verify your email address please click this link:

https://test-secure.dshs.wa.gov/home/? function=Activate&UserID=BillyBobsBBQ1&ActivationCode=40072

If you do not activate by clicking the link above, this account will expire. If clicking the above link does not work, copy and paste the link into a new browser window and press enter on your keyboard.

Thank you for using My Secure DSHS.

For questions or concerns about your account, please contact Web Customer Support at 360-664-5103 weekdays between 8:00AM - 5:00PM (Pacific). <u>Email Web Customer Support</u>



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My Secure DSHS

With one login you can access multiple Washington state government services.

Your account has been activated. Please login.

SAW ID:			
Password:			
LOGIN			
Forgot your SAW ID?			
Forgot your password?			
Activate your account?			
Click here to activate your			
account.			



Employers:

- -Report newly hired or rehired employees
- -Make child support payments electronically (Required as of January 1, 2019)

Parents:

- -View or make child support payments
- -Get notified when a child support payment is received
- -Authorize direct deposit to receive child support
- -Request a DCS Debit Card to receive child support
- -Set up reminders for payments that are due

Medical Premium Payers:

- -Children's Health Insurance Program (CHIP)
- -Healthcare for Workers with Disabilities (HWD)

New User?

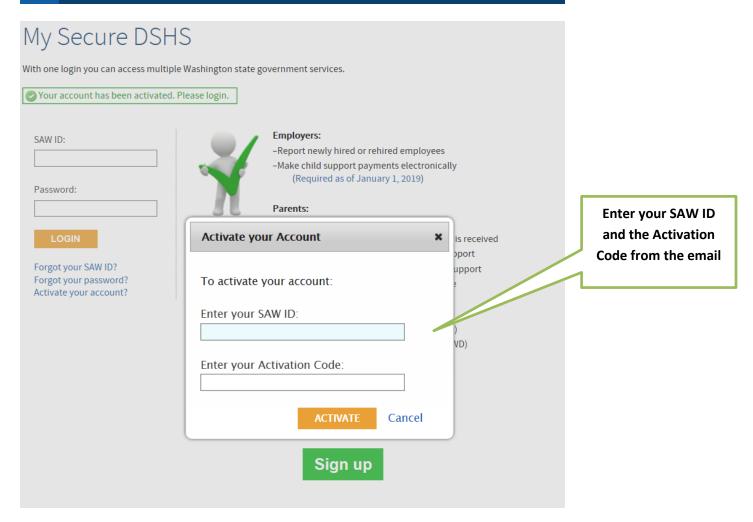
Check to see if you already have a SAW ID.

Sign up

Step 6: Enter the information from the email you received in the pop-up box.



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My Secure DSHS

With one login you can access multiple Washington state government services.

Your account has been activated. Pleas	e login.
SAW ID:	Enter your SAW ID and password
	-keport newly hired or rehired employees
Password:	-Make child support payments electronically (Required as of January 1, 2019)
	Parents:
	-View or make child support payments
LOGIN	-Get notified when a child support payment is receive
	-Authorize direct deposit to receive child support
Forgot your SAW ID?	-Request a DCS Debit Card to receive child support
Forgot your password? Activate your account?	-Set up reminders for payments that are due
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New User?

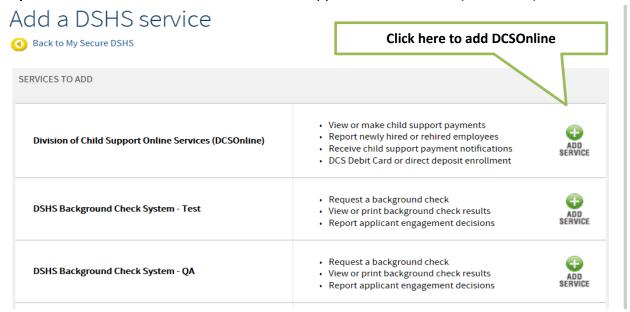
Check to see if you already have a SAW ID.

Sign up

Step 8: Select DCSOnline within SAW. Once logged into your account, you will need to add Child Support Services by clicking **ADD DSHS SERVICES TO MY LIST**.



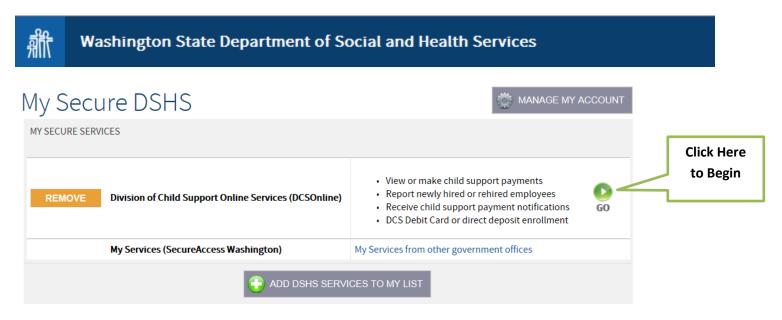
Step 9: Add DCSOnline: Add Division of Child Support Online Services (DCSOnline).



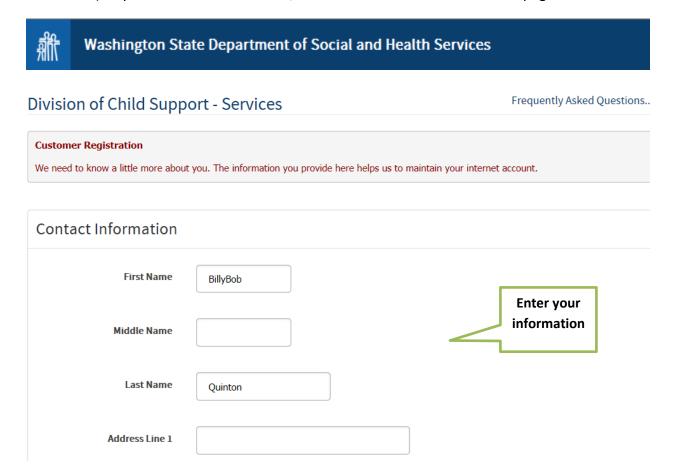
Step 10: Go back to My Secure DSHS



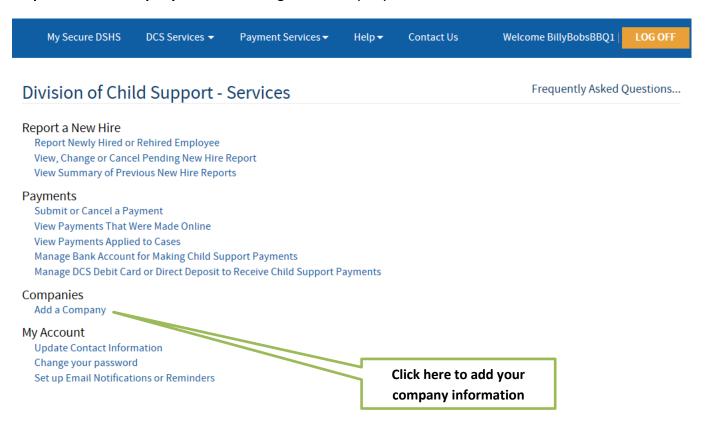
Step 11: Click GO to get started in DCSOnline.



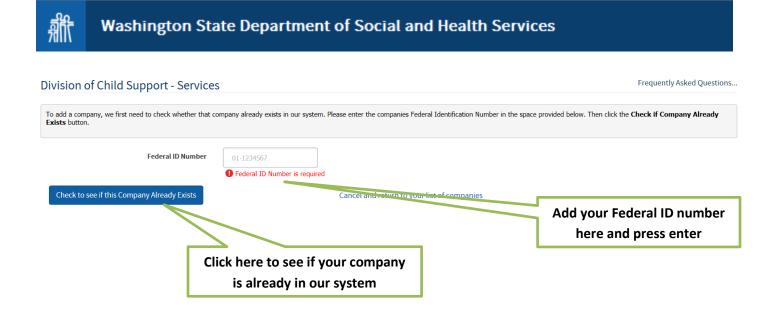
Step 12: Customer Registration: You will need to enter your contact information (not the company, that will come later) to your account. When done, click **SUBMIT** at the bottom of the page..



Step 13: Add a Company: Now add the general company information:

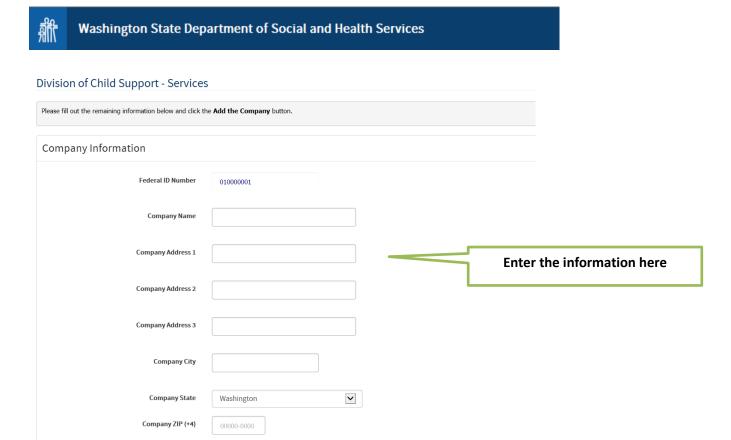


Step 14: Add your federal ID number.



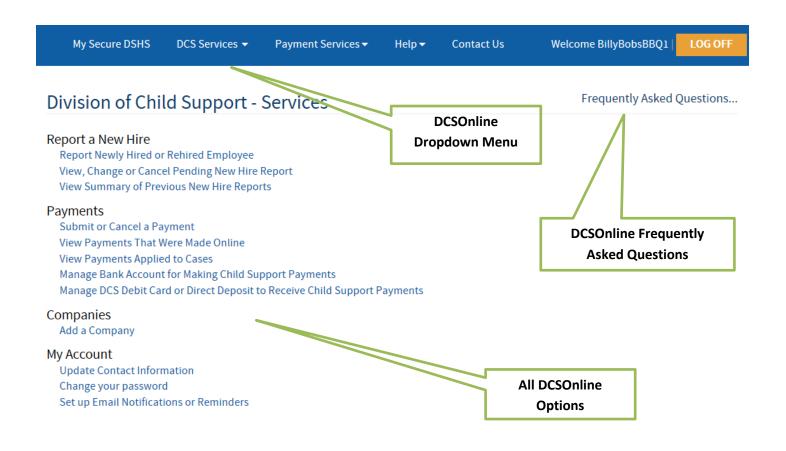
Step 15: Add the company specific contact information.

Add the Company



Cancel and return to your list of companies

Step 16: Select what you would like to do in DCSOnline: Your DCSOnline account is now ready to use. 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.



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 covering New Hire Reporting and Making Payments.