

## **Background Check System (BCS) User Manual: Log into BCS Using SecureAccess Washington (SAW)**

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## About This Manual

Welcome to the Background Check System (BCS) User Manual. This manual is intended to serve as a guide as you create a user login in SecureAccess Washington (SAW) and get your account set up to access the BCS.

Please note that the BCS system (and therefore this manual) is subject to alteration. Modifications/updates to the manual may result from changes in State or Federal policies and procedures, BCS system upgrades, or other factors.

BCS was developed for use by the DSHS Background Check Central Unit (BCCU). Use of BCS and this manual is restricted to authorized end users of BCS system. BCCU can be contacted at [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov).

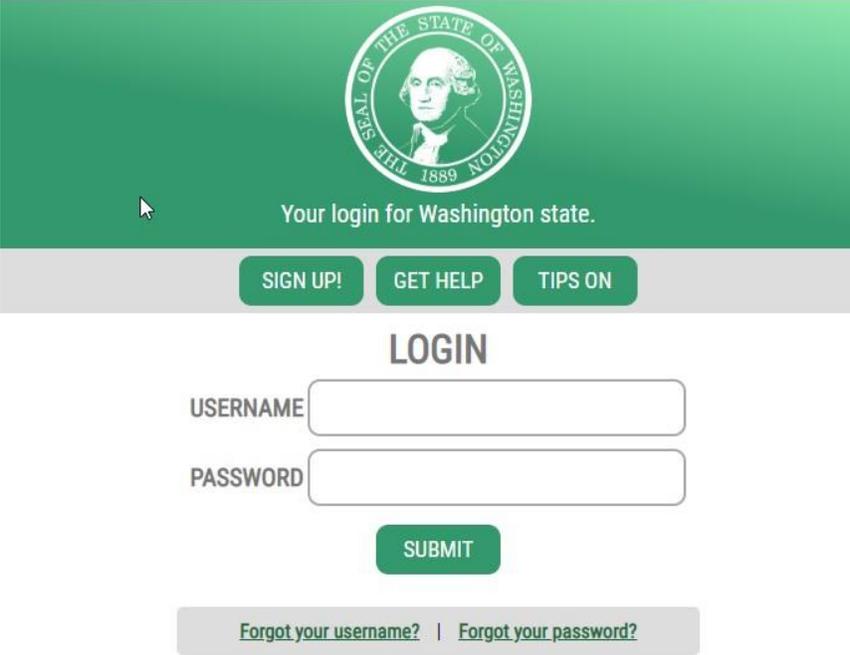
**Please Note:** If you are an **applicant** who has been asked to fill out a Background Check Authorization form to have a background check run, you do **not** need a SAW account. Instead, please use Google Chrome internet browser and fill out the online Background Check Authorization form here: <https://fortress.wa.gov/dshs/bcs/>

## Logging in to SecureAccess Washington

Using the Google Chrome internet browser, navigate to <https://secureaccess.wa.gov/>. It will take you to the SAW login page (shown below).

If you already have a SAW account, enter your username and password and click **Submit** and proceed to page 7, [Adding BCS to your list of SAW Services](#).

If you do not have a SAW Log-in, click the **Sign-Up!** button at the top of the page.



Your login for Washington state.

SIGN UP! GET HELP TIPS ON

**LOGIN**

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

## Create an Account

You will be taken to the **Sign Up!** page, which you can see below:

 **SIGN UP!** ×

Not sure if you already have an account? [CHECK NOW](#)

FIRST NAME

LAST NAME

EMAIL

USERNAME

**PASSWORD REQUIREMENTS**

- Add at least 10 more characters
- Add a special character or a lower case letter or an uppercase letter or a number

PASSWORD

CONFIRM PASSWORD

I'm not a robot   
reCAPTCHA  
Privacy · Terms

**SUBMIT**

## ***Name & Email***

In order to create an account, you will need to enter the following:

1. First Name
2. Last Name
3. Email Address
4. Username (the chosen username does not need to match the email address)
5. Password (it will need to match the SAW requirements)

**FIRST NAME**

BCSTEST

**LAST NAME**

TESTBCS

**EMAIL**

BCSTESTAPP13@GMAIL.COM

**USERNAME**

bcstestapp13

## ***User ID & Password***

In this section, you will create a Username and Password for logging-in to SAW. Your password must meet the requirements within SAW to successfully move to the next step.

First, you'll need to choose a Username. You will use your Username to log into SAW each time you access your BCS account. Make sure to choose something that is easy (and save it somewhere safe) for you to remember so that you can use it each time you login.

Under the **Password Requirements** prompt, it will display each requirement until a password is entered that matches all requirements. Your special character should be one of the following: \$, #, or !. Other special characters do not work.

### **PASSWORD REQUIREMENTS**

---

Add at least 10 more characters  
Add a special character or a lower  
case letter or an uppercase letter or a  
number

**REQUIREMENTS**

When a password is entered that does not follow the requirements, or if the passwords do not match, you will be prompted by an error message in red. See below:

**PASSWORD REQUIREMENTS**

---

Add at least 3 more characters  
Add a special character or a number

PASSWORD

.....

**CONFIRM PASSWORD**

Your passwords do not match.

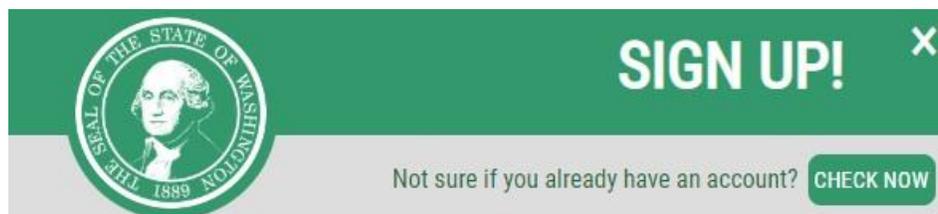
.....|

After you have filled out the **Username** and **Password** sections, you must select the check box next to **I'm not a robot**. This CAPTCHA serves as another security measure.

I'm not a robot   
reCAPTCHA  
Privacy - Terms

SUBMIT

Select **SUBMIT**. The screen will display a **CHECK YOUR EMAIL** message letting you know that the activation link has been sent to the email address that you provided.



## CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.



## Check Email

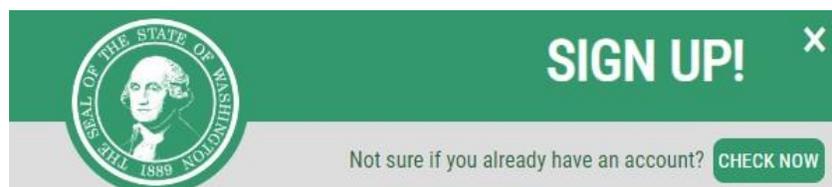
In order to finalize your account in SecureAccess Washington, you'll need to locate the activation email in your email inbox and follow the instructions in the email.

You should receive the activation email shortly after you submit your new account information. It will look like the email below. The email will contain an activation link, which you will need to click to finalize your SAW account. If your web browser doesn't open the link automatically, you can copy and paste the link into your address bar and then press the **Enter** button on your keyboard.

**Please Note:** This is not an activation email for the Background Check System (BCS). You are activating your SAW account to securely access BCS.



Once you click the activation link or enter it into your web browser, it will let you know that your account is activated and that you can now log in. Click **Login** to be taken to the SecureAccess Washington (SAW) login page.



## ACCOUNT ACTIVATED!

Your account is activated and you can now login.

LOGIN

## Log into SecureAccess Washington

After you activate your account by following the activation link from the email, you will need to log in to start adding and accessing services. You'll need to enter the username and password you created earlier into the **Username** and **Password** boxes, then press **Submit** to log in.



**WELCOME**  
to your login for Washington state.

SecureAccess Washington

SIGN UP! GET HELP TIPS ON

**LOGIN**

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

**ON BEHALF OF**

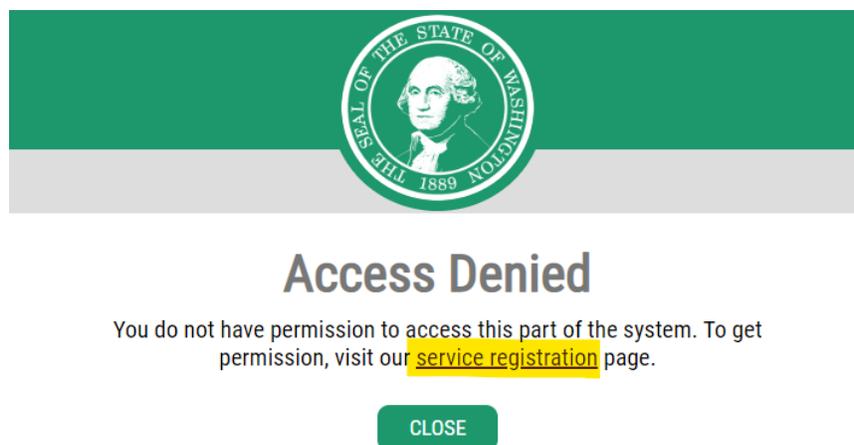
 Washington State  
Department of Social  
& Health Services

*Transforming lives*

## Adding BCS to your list of SAW Services

Once you are logged in to SecureAccess Washington, you will need to add BCS as a service to your SAW account in order to access it.

If you receive an **Access Denied** message after you log in, please select the **service registration** link highlighted below to proceed. This occurs when you attempt to access the Background Check System via the direct link without having it in your Service List first.



To add a new service, select the **Add a New Service** button.



First, select **I would like to browse a list of services by name**.

**Note:** If you have received a Registration Key email from BCS, do **not** enter the BCS registration key in the **I have been given a code** field. You will enter the Registration Key into the Background Check System the first time you access the service.

Then scroll down until you see **Background Check System** (list is in alphabetical order), and then click the green **Apply** button.

---

**ADD A NEW SERVICE**

I have been given a code  
by an agency.

I would like to browse a  
list of services by name.

I would like to browse a  
list of services by agency.

<b>AREIS</b>	<b>APPLY</b>
Track properties with potentially elevated levels of lead and arsenic. This application is for internal use only. Public access for TSP is located at: <a href="https://fortress.wa.gov/ecy/areispublic/">https://fortress.wa.gov/ecy/areispublic/</a> . ESP information is not yet publicly available.	
<b>BACKGROUND CHECK PORTAL</b>	<b>APPLY</b>
Washington State's portal to request Child Abuse and Neglect history	
<b>BACKGROUND CHECK PORTAL</b>	<b>APPLY</b>
Washington State's portal to request Child Abuse and Neglect history	
<b>BACKGROUND CHECK SYSTEM</b>	<b>APPLY</b>
Production Background Check System	

You should receive a **REGISTRATION COMPLETE** message indicating that the service was added and is ready to access.



**REGISTRATION COMPLETE**

This service has been added to your list and is ready for you to start accessing.

**OK**

Select **OK**. You will be redirected back to your services page. Select the large, green **Access Now** button to access BCS.

**ADD A NEW SERVICE**

**Access Now**

Background Check System provided by Department of Social and Health Services

[Contact BCS help desk](#)

[Remove from my list](#)

## Multi-Factor Enrollment

The first time you access the Background Check System service, you will be presented with a Multi-Factor Authentication (MFA) on your account.

The MFA process is a security feature provided by SecureAccess Washington that helps to prevent unauthorized access to certain services. When you log into the BCS service, it will send a code via the MFA method of your choice (for example, sending you a code via email, if you choose the email option) to confirm that it is the actual account owner accessing the service.

The MFA system will prepopulate the email address and phone number you used at account setup. If this information is no longer accurate, you will need to create a new SAW account.

It will prompt you to select an MFA verification method as demonstrated below:



## Multi-Factor Authentication (MFA)

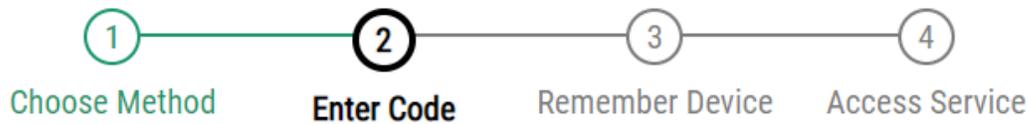
This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.

### Choose Method

How would you like to receive your verification code?

	***att@gmail.com Receive the code in an email and enter it on the next screen.
	(***-***-3467 Receive the code in a text message and enter it on the next screen.

Upon selecting an MFA method, you will proceed to step 2 where you will receive an authentication code via the selected method. You must complete the code to proceed as demonstrated below:



# Multi-Factor Authentication (MFA)

## Enter Code

Please enter the code sent to (\*\*\*) \*\*\*-3467

6983-

[Resend Code](#)

[Choose another method](#)

For the third step, you will be presented with the option to remember the device. This will likely decrease the frequency of the MFA code being requested. **Please Note:** You may be required to perform the Multi-Factor Authentication process multiple times. This is so that SAW can learn to recognize the device you are using. If you switch devices, or if another user also accesses BCS via the device, each user will be required to go through the MFA process for each individual account and device.



# Multi-Factor Authentication (MFA)

## Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device

Submit

Upon logging into SAW with Multi-Factor Authentication, you must select **CONTINUE** to proceed with accessing BCS.



NOW ACCESSING

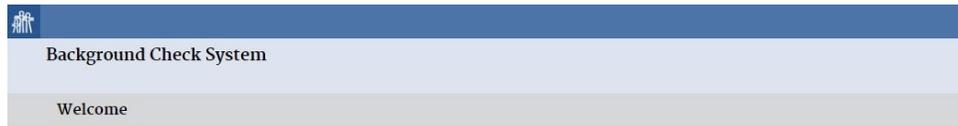


You are now accessing Background Check System provided by Department of Social and Health Services. If you require assistance, the Background Check System help desk can be reached at [bccuquiry@dshs.wa.gov](mailto:bccuquiry@dshs.wa.gov) or 3609020299.

CANCEL

CONTINUE

After selecting **CONTINUE**, you will be directed to the BCS Welcome page. After reading, click **Okay** on the bottom right.



### Background Check System

As the Department of Social and Health Services, a single mission ties us together: to transform lives.

The Background Check Central Unit (BCCU) contributes to this mission by partnering with you to apply transformative employment practices through strategic policies, creative business methods, and innovative technologies to process over 330,000 background checks annually.

The new online Background Check System (BCS) is for authorized entities, such as Department programs and authorized service providers, to complete background checks for those who serve vulnerable adults, juveniles, and children.

Thank you for supporting our mission to transform the lives of our state's most vulnerable.

#### WARNING

This is a government computer system and is the property of the Washington Department of Social and Health Services. It is for authorized use only.

Users (authorized or unauthorized) have no explicit or implicit expectation of privacy. Any or all uses of this system and all files on this system may be intercepted, monitored, recorded, copied, audited, inspected, and disclosed to the authorized site, Department of Social and Health Services, and law enforcement personnel, as well as authorized officials of other agencies, both domestic and foreign.

By using this system, the user consents to such interception, monitoring, recording, copying, auditing, inspection, and disclosure at the discretion of the authorized site or Department of Social and Health Services personnel.

Unauthorized or improper use of this system may result in administrative disciplinary action and civil and criminal penalties.

Unauthorized access is prohibited by Public Law 99-474 "The Computer Fraud and Abuse Act of 1986".

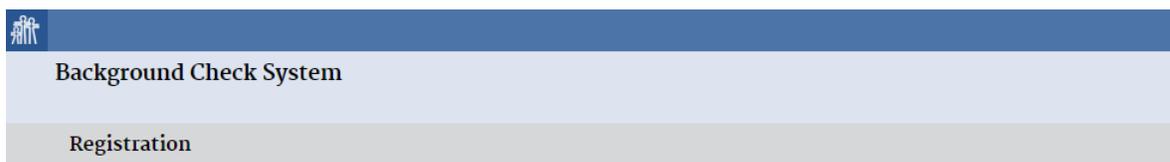
Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may be subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431.

By continuing to use this system, you indicate your awareness of and consent to these terms and conditions of use. LOG OFF IMMEDIATELY if you do not agree to the conditions stated in this warning.



**NOTE:** Please bookmark this link: <https://secureaccess.wa.gov/dshs/bcs/> to your Google Chrome browser. It will allow you to access the Background Check System directly after logging in without needing to go through your Service List.

You will then arrive at the Background Check System Registration page.



### Welcome to the Background Check System (BCS)

You must have your BCS Registration Letter for reference prior to completing the steps below. Only the Primary Account Administrator should complete this registration process.

To register for BCS access:

1. Enter the Registration Key included in the BCS Registration Letter and click "Search"
2. Confirm the Entity name and address is correct -- Contact your DSHS oversight program or the Background Check Central Unit if the Entity Information is not accurate
3. You will receive a confirmation that your registration was processed

**Registration Key**

Registration Key Required

**Search**

Enter the **Registration Key** provided in the emailed BCS Registration Letter and then click **Search**. Registration keys are specific to each individual user and they cannot be shared or reused. They are only valid for seven (7) days.

Your Entity Information and User Account Information will appear below the **Search** button. Click **Register** to confirm.

### Welcome to the Background Check System (BCS)

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The screenshot shows a registration form with three main sections:

- Registration Key:** A text input field containing a redacted key, with a "Required" label. Below it is a blue "Search" button.
- Entity Information:** A section displaying "01 Briarwood Senior Family Home LLC" and "Aging & Long-Term Support Administration > Residential Care Services > Adult Family Home". Below this are fields for "Entity Account Number", "License", and "City", all of which are redacted.
- User Account Information:** A section displaying "Username (Email)" as a redacted email address ending in "@gmail.com". Below it are fields for "First Name" and "Last Name", both redacted. A "User Profile Status" label indicates "Pending".

At the bottom right of the form, there are two buttons: a "Cancel" button and a "Register" button, which is highlighted with a red rectangular box.

**Please Note:** If the information is incorrect or the Registration Key has expired, you will need to contact BCCU at [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov) to get a new registration key issued.

It will then direct you to the BCS User Access Agreement page. Read the BCS User Agreement and Click **I Agree** in the lower right hand corner to continue into your BCS account.

## User Access Agreement



**BY CLICKING "I AGREE", I UNDERSTAND AND ACCEPT THE FOLLOWING TERMS OF USE FOR ACCESSING THE BACKGROUND CHECK SYSTEM (BCS):**

- BCS is a restricted information system maintained by the Washington State Department of Social and Health Services (DSHS).
- BCS contains confidential and restricted information that I will protect as required by federal and state law.
- I will comply with applicable DSHS confidentiality and security policies.
- Unauthorized use of BCS or any records accessed through BCS is prohibited and may be subject to criminal and/or civil penalties or may result in formal disciplinary action by DSHS, including termination of my employment or contract.
- If I have potential access to national (fingerprint) criminal history records, I have completed Criminal Justice Information System (CJIS) Security Awareness Training.
- The use of criminal history record information obtained through a national (fingerprint) check must comply with the CJIS Security Policy.
- Dissemination or use of national criminal history records for any other purpose is a violation of federal law.
- System usage may be monitored, recorded, and is subject to audit.
- If I have any questions regarding federal, state, or DSHS requirements around system usage, or require access to applicable confidentiality and security policies, I will contact my direct supervisor or program contact.
- Use of this system indicates consent to monitoring and recording of my system usage and indicates I understand and agree to comply with the above terms.

### *Quick Tips and Suggestions*

- If you are not successful at linking to your existing BCS account, you can **Remove** the service in SAW and reapply.
- If you enter the incorrect username/password multiple times, your account may become suspended. For assistance, please email BCCU at [bccuinquiry@dshs.wa.gov](mailto:bccuinquiry@dshs.wa.gov).