

Create Your User Access to the Professional and Business Licensing System

Creating your user access to the Professional and Business Licensing system is a 4-step process:

1. [Create a SecureAccess Washington \(SAW\) account](#) if you don't already have one
2. [Add the Professional and Business Licensing service](#) to your SAW account
3. [Enroll in multi-factor authentication \(MFA\)](#)
4. After you've accessed the Professional and Business Licensing system, you'll need to [complete the user access setup](#) by linking any existing licenses.

Create a SecureAccess Washington (SAW) Account

Before you start

You already have a SAW account if you:

- Have a License eXpress account for your driver, vehicle, or business licenses
- Have done business online with:
 - Department of Revenue
 - Department of Labor and Industries
 - Employment Security Department

If you like, you may use the same SAW account for your access to the Professional and Business Licensing system. If so, go to [Add the Professional and Business Licensing Service](#).

1. Go to [SecureAccess Washington Login Page](#)
2. Click the Sign Up button.



3. **Enter** your first and last name and an email address for this account.
- **Don't** enter a middle name or initial in the First Name field as this will cause issues in the Professional and Business Licensing system.

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

4. **Optional: Enter** additional information for security purposes.
- This information will be used later when you enroll for multi-factor authentication (MFA).

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.


5. **Enter** a username and password, and then **enter** the password again in the Confirm Password field.
- Before you enter a password, the page displays red text listing the requirements for the password. As you meet those requirements, the red text disappears.

Username and Password

Username

Password

Confirm Password

I'm not a robot 
reCAPTCHA
[Privacy - Terms](#)

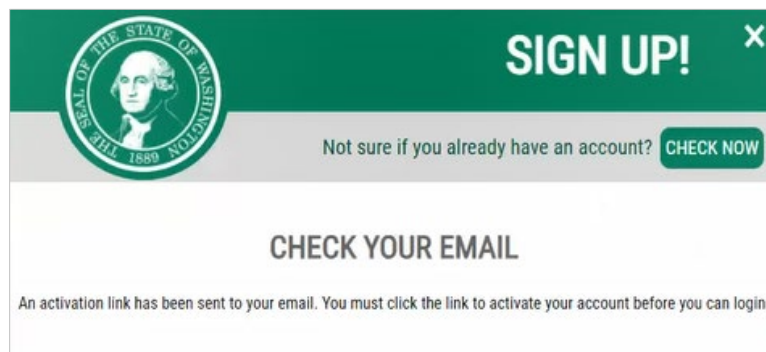
[Privacy Policy](#) [Create my account](#)

5. **Click** the checkbox for I'm not a robot, complete any additional challenges (if any), and **click** the Submit button.

The screenshot shows a registration form with the following elements:

- Username and Password** (Section Header)
- Username** field: A text input containing "Tayberry4".
- Password** field: A text input with masked characters (dots).
- Confirm Password** field: A text input with masked characters (dots).
- I'm not a robot** checkbox: A green checkmark icon is visible, and the text "I'm not a robot" is present. A red box highlights the checkbox area.
- reCAPTCHA** logo: A blue circular logo with a white arrow, and the text "reCAPTCHA Privacy - Terms" below it.
- Privacy Policy** link: A blue text link.
- Create my account** button: A green button with white text, highlighted with a red box.

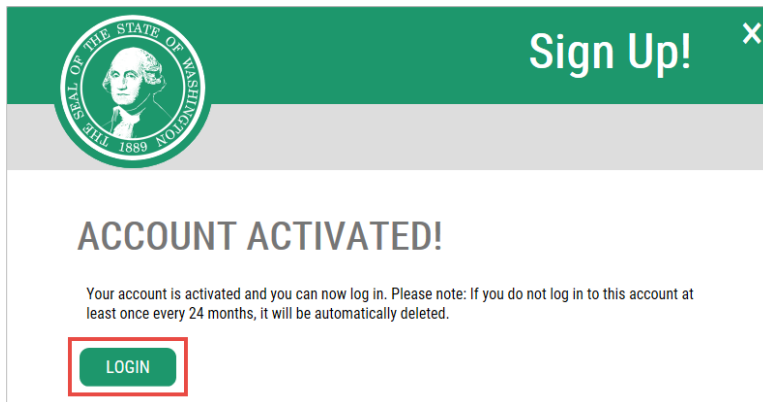
6. When you see this pop-up, **go to** the email you used for this account to complete the process.



7. **Click** on the link in the email to activate the SAW account.



8. You'll be taken back to SecureAccess Washington. **Click** the Login button to continue.

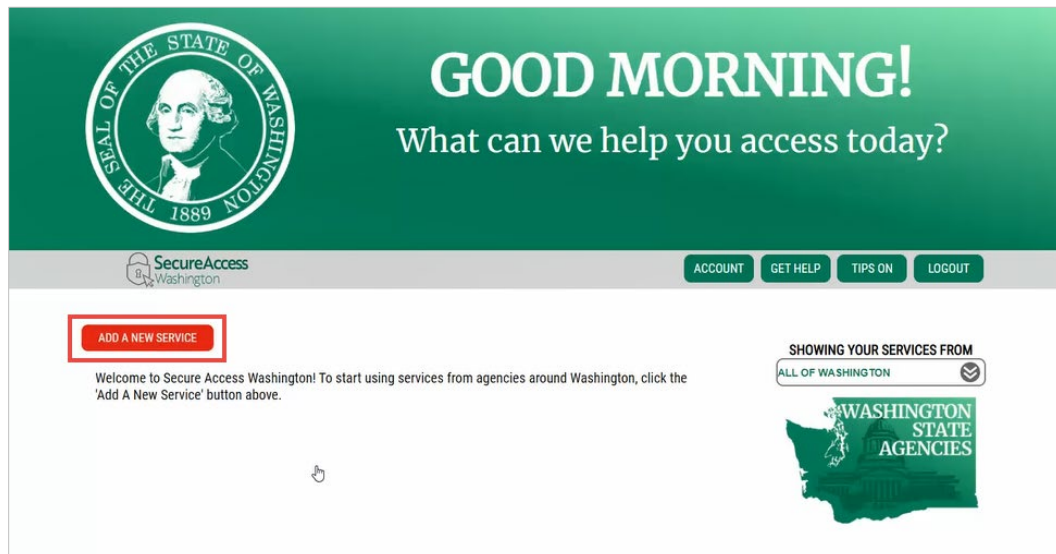


Add Professional and Business Licensing Service

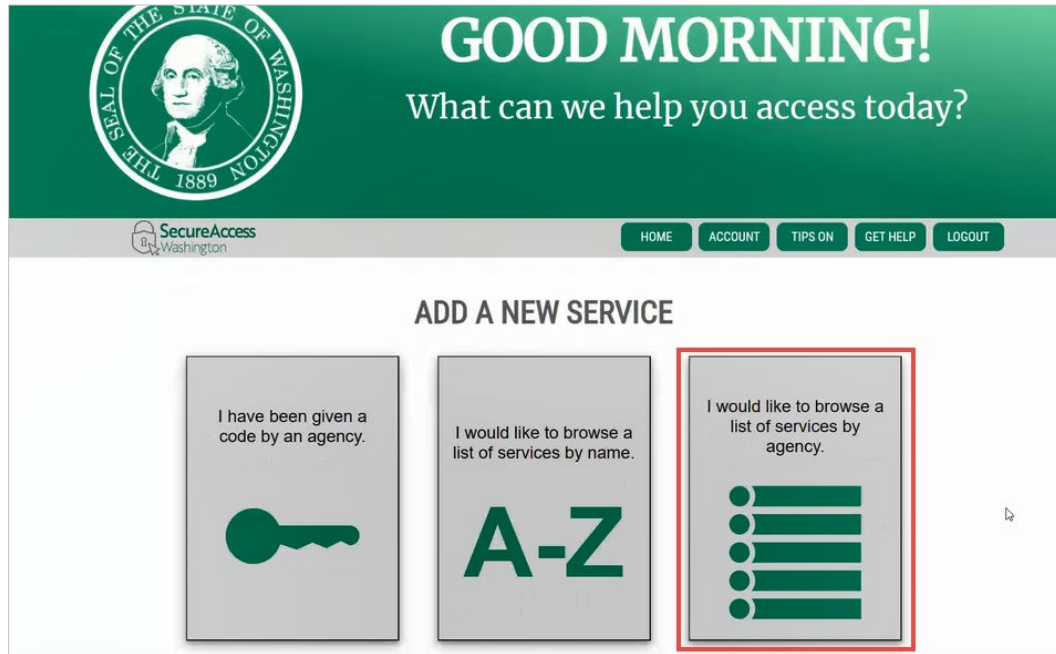
1. Enter your username and password at the SAW login page and **click** Submit.



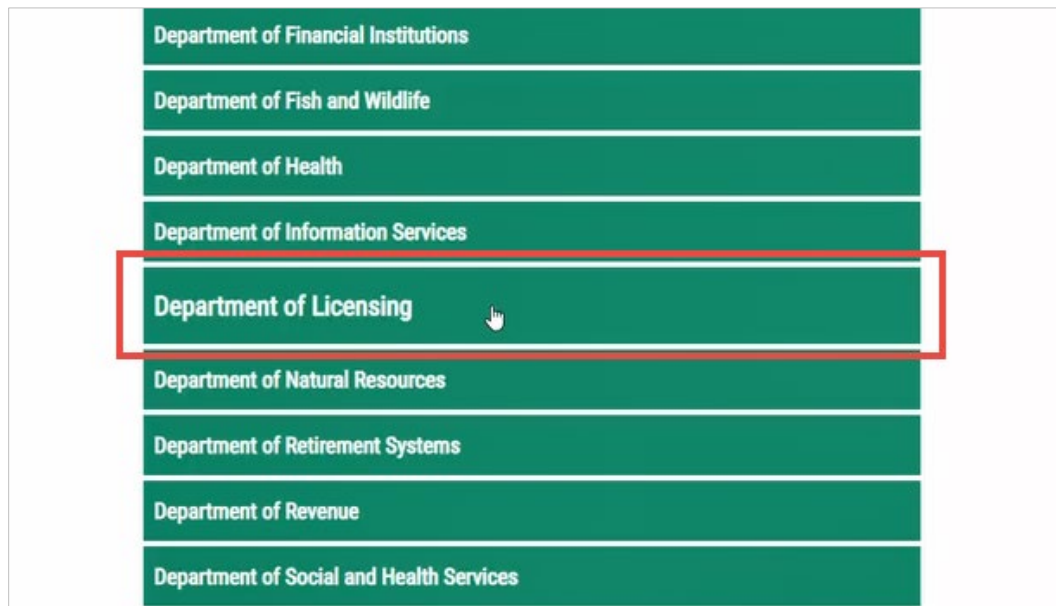
2. Click the Add a New Service button (this button will be green if you already have other services).
 - If you have a **License eXpress** account, that account may open automatically in a new window. Return to the SecureAccess window to see this page.



3. Click the “I would like to browse a list of services by agency” button.



4. Scroll down the list of agencies and click Department of Licensing.



5. Click the Apply button for Professional and Business Licensing.

The screenshot shows the top of the Washington State Department of Licensing website. At the top left is the Seal of the State of Washington, featuring George Washington and the text 'THE SEAL OF THE STATE OF WASHINGTON' and '1889'. To the right, a green banner contains the text 'Good afternoon! What can we help you access today?'. Below the banner is a navigation bar with 'SecureAccess Washington' on the left and buttons for 'Home', 'ACCOUNT', 'Español', 'GET HELP', and 'LOGOUT' on the right. The main content area is titled 'SERVICES FROM DOL' and features the 'WASHINGTON STATE DEPARTMENT OF LICENSING' logo on the left. On the right, there are two service cards. The first card is titled 'DOL PROFESSIONAL AND BUSINESS LICENSING' and has a red box around its 'Apply' button. Below this card is a second card titled 'LX FOR INDIVIDUALS AND BUSINESSES' with its own 'Apply' button.

6. Click the OK button.

The screenshot shows a confirmation message on the Washington State Department of Licensing website. At the top is the Seal of the State of Washington. Below it, the text 'REGISTRATION COMPLETE' is displayed in a large font. Underneath, a smaller message reads: 'This service has been added to your list and is ready for you to start accessing.' At the bottom of the message is a red box around an 'OK' button.

7. Click the Access Now button.

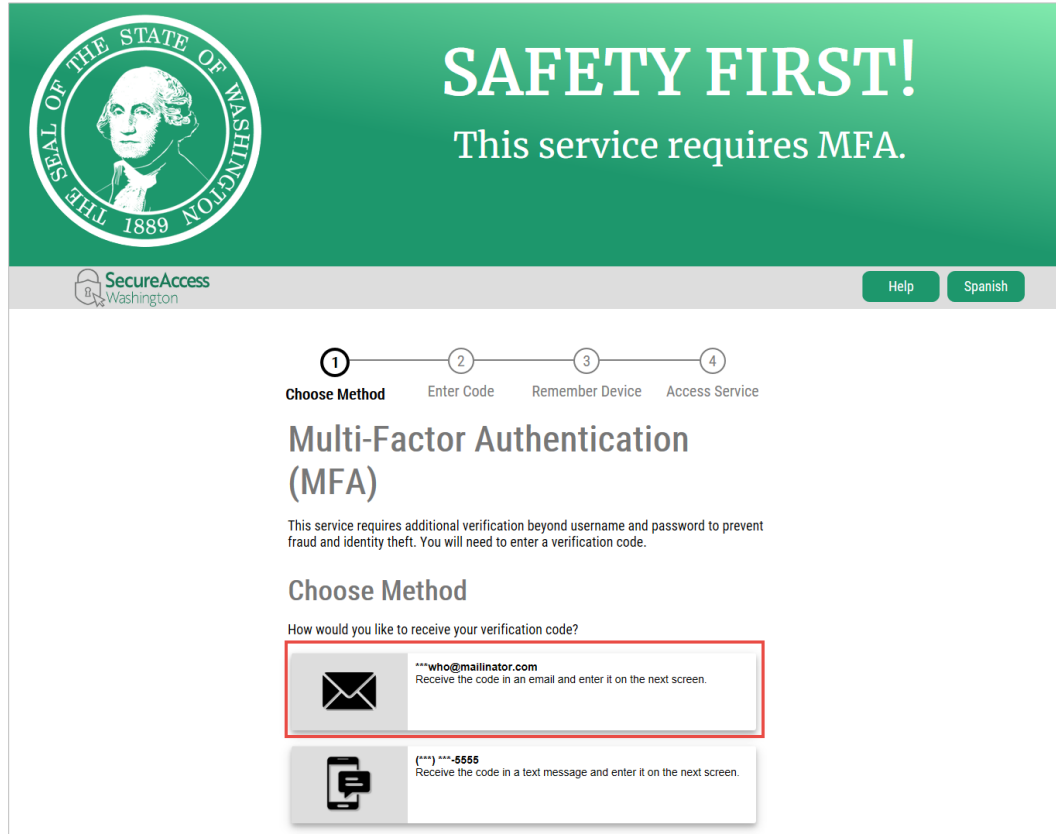
The screenshot shows the top section of the SecureAccess Washington website. At the top left is the Seal of the State of Washington, featuring a portrait of George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON 1889". To the right, a green banner contains the text "GOOD MORNING!" and "What can we help you access today?". Below the banner is a navigation bar with the "SecureAccess Washington" logo and buttons for "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT".

The main content area features a section titled "ADD A NEW SERVICE". Below this is a service card for "Professional and Business Licensing provided by Department of Licensing". The card includes a red-bordered "Access Now" button. Below the card, there is a note: "DOL's new secure service for professionals and businesses through the DOL professional and business licensing portal. Access for professional licensing for Notaries, Architects, Engineers, and more." and links for "Contact bpd@licensing.help.desk" and "Remove from my list".

To the right of the service card is a section titled "SHOWING YOUR SERVICES FROM" with a dropdown menu set to "ALL OF WASHINGTON" and a map of Washington State labeled "WASHINGTON STATE AGENCIES".

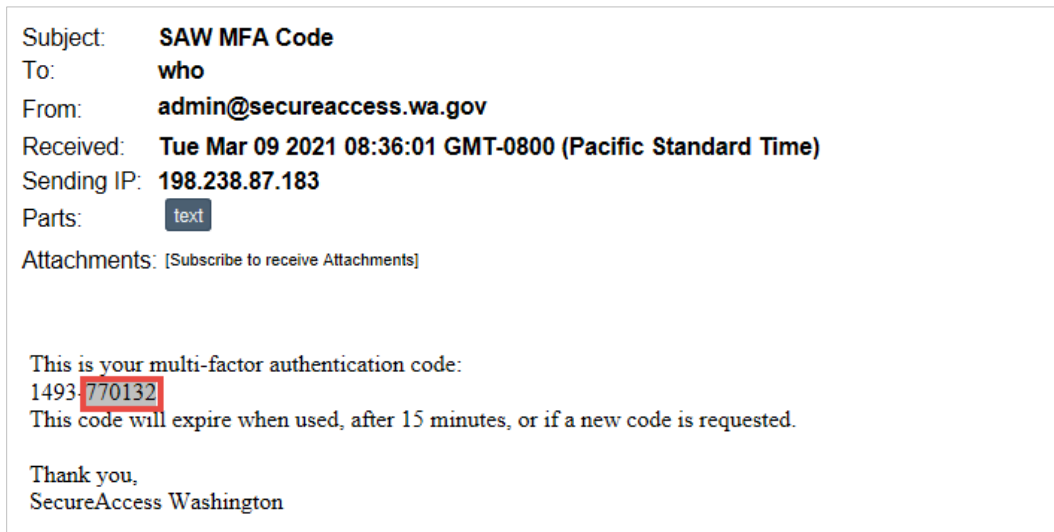
Enroll in Multi-factor Authentication (MFA)

1. **Select** the method you want to use to enroll in MFA.
 - The options are based on the information you provided on the page where you set up your username and password.

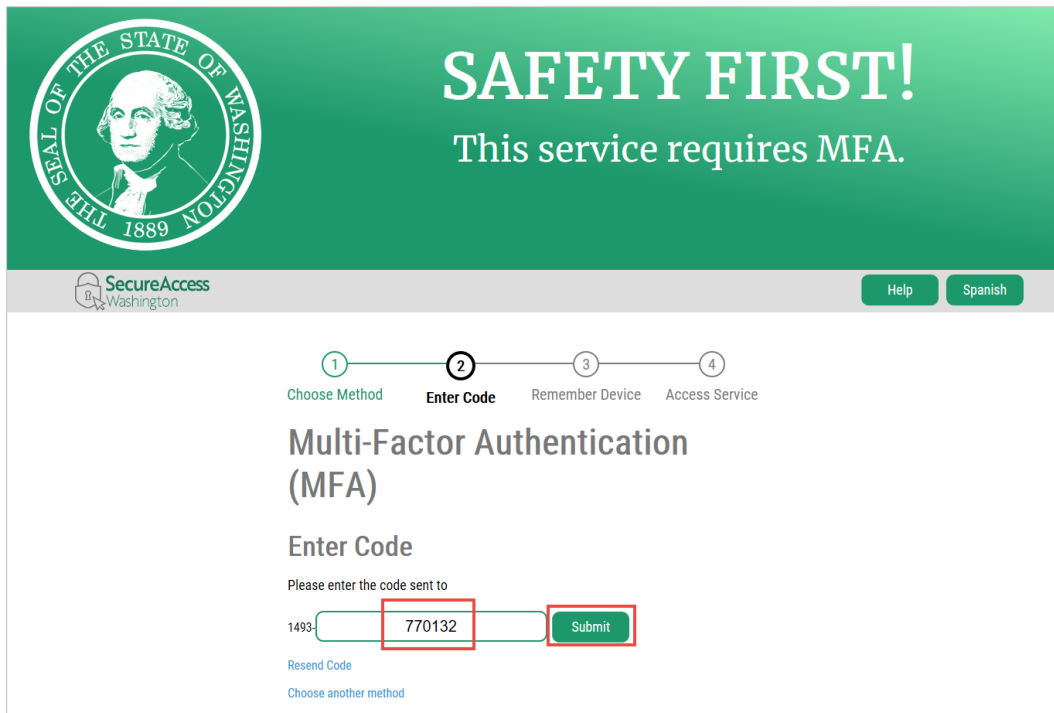


The screenshot shows the MFA enrollment page for SecureAccess Washington. At the top left is the Seal of the State of Washington, featuring George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON 1889". To the right, a green banner reads "SAFETY FIRST! This service requires MFA." Below the banner is the "SecureAccess Washington" logo and "Help" and "Spanish" buttons. A progress indicator shows four steps: 1. Choose Method (highlighted), 2. Enter Code, 3. Remember Device, and 4. Access Service. The main heading is "Multi-Factor Authentication (MFA)". Below it, a note states: "This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code." The "Choose Method" section asks "How would you like to receive your verification code?" and offers two options: 1. Email: An envelope icon, the email address "***who@mailinator.com", and the instruction "Receive the code in an email and enter it on the next screen." This option is highlighted with a red border. 2. Text Message: A smartphone icon, the phone number "(***) ***-5555", and the instruction "Receive the code in a text message and enter it on the next screen."

- You'll receive an email or text (depending on your selection) with a code.
 - You only need the last 6 digits of the code (after the hyphen).



- Enter the 6 digits in the space provided and **click** the Submit button.



4. If you want SAW to remember your device, **check** the checkbox for Yes, remember my device.
- If this is a public or shared computer, you should **not** check the checkbox.
 - If you select Yes, you can provide a name for the device. This is optional.

SAFETY FIRST!
This service requires MFA.

SecureAccess
Washington

Help Spanish

1 Choose Method 2 Enter Code 3 Remember Device 4 Access Service

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

Optional

Name: (Numbers and letters only)

Submit

5. Click the Submit button.

SAFETY FIRST!
This service requires MFA.

SecureAccess
Washington

Help Spanish

1 Choose Method 2 Enter Code 3 Remember Device 4 Access Service

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

Name: (Numbers and letters only)

Submit

6. Click the Continue button to access the Professional and Business Licensing system.

THE SEAL OF THE STATE OF WASHINGTON 1889

NOW ACCESSING

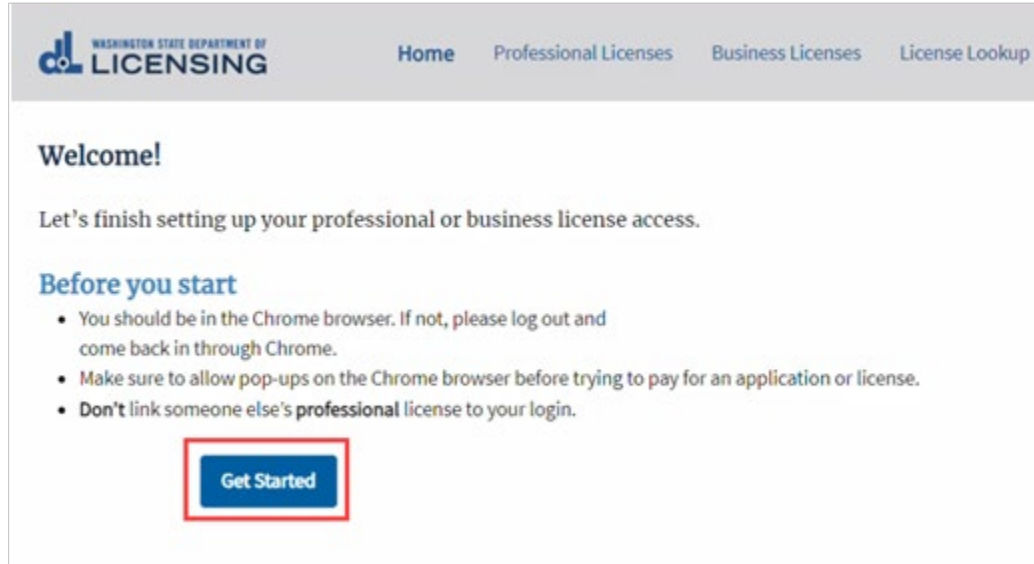
WASHINGTON STATE DEPARTMENT OF LICENSING

You are now accessing Professional and Business Licensing provided by Department of Licensing. If you require assistance, the Professional and Business Licensing help desk can be reached at DOLElicensingSupport@DOL.WA.GOV or 360-664-9696.

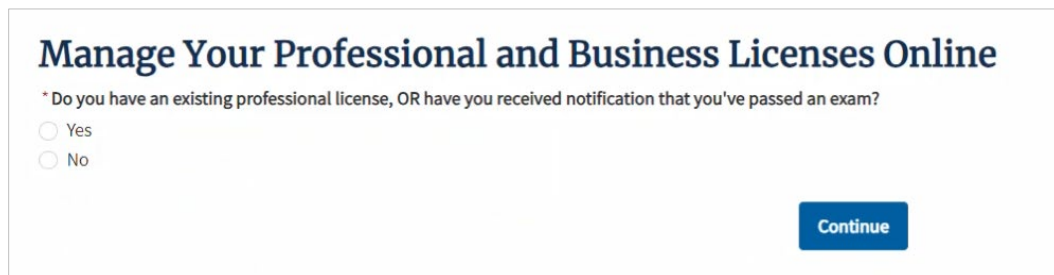
CANCEL CONTINUE

Complete user access setup

1. You've reached the Home page of the Professional and Business Licensing system. **Click** the Get Started button.



2. The existing professional license question displays.



3. **Determine** next step:
 - **You have an existing professional license or application:** Answer Yes to this question and click Continue. Go to [Link Your Professional License or Exam Application](#).
 - **You don't have an existing professional license or application, but you do have an existing BUSINESS license or application:** Answer No to the professional license question, click Continue, then answer Yes to the business license question and click Continue. Go to [Link Your Business License](#).

- **You don't have any existing licenses or applications:** Answer No and click Continue on both questions. Click the OK button on the pop-up. The Home page will be displayed.
 - From this page, you can apply for professional licenses or create a business account so you can apply for business licenses.

Manage Your Professional and Business Licenses Online

Professional Licenses

Renew or manage existing professional license or exam application

- Link your license or exam application to renew or manage
- Don't link someone else's professional license to your login

[Link Existing Professional License Or Exam Application](#)

New professional licenses

If you have any criminal convictions, they may affect your ability to get licensed. For some license types, you can request a free review **before** you apply. Get started with your [Criminal Conviction Screening](#).

- Have existing professional license or exam application?**
Link your existing license or exam application **before** applying for a new one

[Apply For Professional License Or Exam](#)

Handle professional license for someone else

- Have licensee create SAW login for themselves or use their existing SAW login
- See **Add or remove licensees or employees** in the business section if you handle those relationships

Business Licenses

Renew or manage existing business licenses

- Link your business account to renew or manage licenses
- Have an existing professional license or are applying for one?**
Link or apply for the professional license first, then link your business account

[Link Existing Business License](#)

New business licenses

- Adding a license to an existing business?**
Use Link Existing Business Account above and apply for the license from your business account
- New business?** Create a business account to apply for business licenses

[Create Business Account](#)

Add or remove licensees or employees

- Link existing business account **first**

For more help with licensees
Real Estate Firms or Branches

Link Your Professional License or Exam Application

Important! Don't link **someone else's** professional license to your SAW account. This will cause access issues for you **and** the licensee.

1. **Select** For Me for the “The license I want to link is?” question.
 - For Me means the name of the person logged into the system is the SAME person as the person whose license is being linked.
 - For Someone Else will give you an error message. You should not link someone else's professional license to your login.

Link Existing Professional License

The license I want to link is:

For me For someone else

2. **Select** No for the “Do you have an Activation Code?” question.

Link Existing Professional License


The license I want to link is:


For me For someone else

Do you have an Activation Code?


Yes No

3. **Enter or select** your last name, date of birth, license type, and license (or exam application) number in the appropriate fields, then **click** the Search button.
- Don't enter any leading zeros before your license number.
 - If you have more than one license, you only need to enter one license type and license number.

* Last Name 
Tayberry

* Date of Birth
Jan 1, 1986 

* License Type
Real Estate Managing Broker

* License Number / Exam Application Number 
20108589

Cancel Search

4. All professional licenses and applications associated with the personal record will be displayed. **Click** the Link License button.
- If you receive a No Licenses Found error message, go to [Link Your Professional License with an Activation Code](#).

Confirm and link professional license

If this is your professional license, link it to your account

License Number / Exam Application Number: REA2001804	License Type: Real Estate Managing Broker
License Status: Exam Approved	

License Number / Exam Application Number: 20108589	License Type: Real Estate Managing Broker
License Status: Active	

Cancel Link License

5. You've now linked your personal record. The Professional Licenses page is displayed. You'll see:

- **Issued licenses** under the **Licenses** tab (shown in example below).
- **Submitted License or Renewal applications** under the **Submitted Applications** tab. Exam applications will NOT be shown unless they are in Abandoned status.
- If you linked an existing **Exam Application** instead of submitting it through the portal, you won't see that application anywhere on the portal. Return to the **Home page**, where you should see an **Apply for License To-Do**.

Professional Licenses

Tanya Tayberry
[Update legal name](#)

Email: tayberry@mailinator.com
Alternate email: None
Mobile Phone: 555.555.5555
Other Phone: None
[Update contact information](#)

[Apply for new license](#)

Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
20108589	Real Estate Managing Broker	October 30, 2022	Active	None	

7. If you also have existing business licenses, go to [Link Your Business License](#).

Link Your Professional License with an Activation Code

If you receive a No License Found error message, you may attempt to link your professional license using an Activation Code.

1. **Click** the “request an activation code” link in the text box that appears at the bottom of the page.
 - This text box will only appear if you received a No License Found error message.

* Last Name

* Date of Birth

* License Type

* License Number / Exam Application Number

No matching records found. Please correct your entries and try again, or [request an activation code](#). The activation code will be sent to the email address on file.

Cancel Search

2. **Enter or select** the program type, license type, and license number or exam application number in the appropriate fields, then **click** the Next button.

Request Activation Code

Enter license details to request an activation code

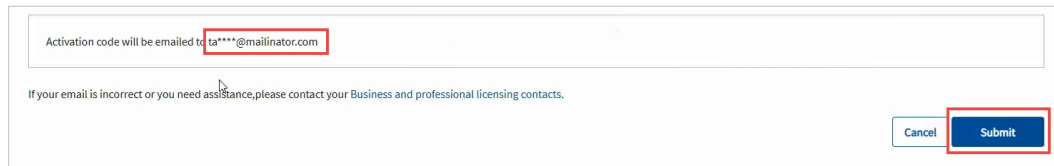
* Program Type

* License Type

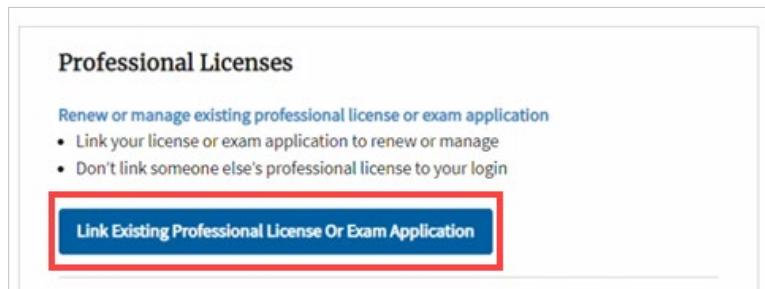
* License Number / Exam Application Number

Cancel Next

3. A masked version of the email address where the Activation Code will be sent will be displayed.
 - If this email address looks correct, **click** the Submit button.
 - If not, **cancel** the request and **contact** the program area to update your email address so you can complete the process.



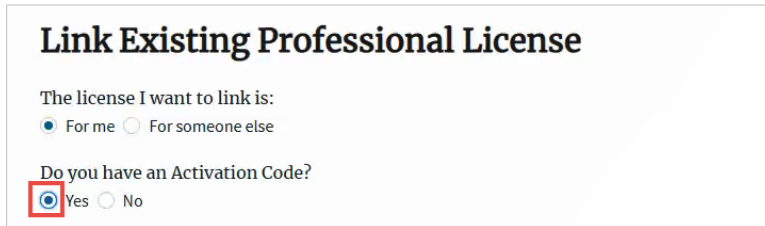
4. The Home page will be displayed.
5. Go to your email to get the Activation Code.
 - It may take a few minutes for the code email to arrive.
6. **Click** the Link Existing Professional License or Exam Application button.



7. **Select** For Me for the “The license I want to link is?” question.
 - For Me means the name of the person logged into the system is the SAME person as the person whose license is being linked.
 - For Someone Else will give you an error message. You should not link someone else’s professional license to your login.



8. **Select** Yes for the “Do you have an Activation Code?” question.



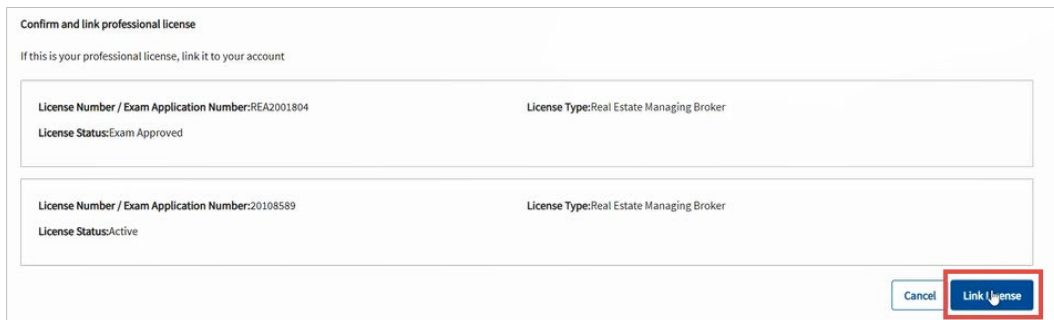
The screenshot shows a form titled "Link Existing Professional License". It contains two sections. The first section is "The license I want to link is:" with two radio buttons: "For me" (selected) and "For someone else". The second section is "Do you have an Activation Code?" with two radio buttons: "Yes" (selected) and "No". A red box highlights the "Yes" radio button.

9. **Enter** the code you received in the Activation Code field and **click** Verify Code.



The screenshot shows a form titled "Link using an activation code". It contains a text input field labeled "Activation Code" with the value "T5gJleaaf". A red box highlights the input field. To the right of the input field are two buttons: "Cancel" and "Verify Code". A red box highlights the "Verify Code" button.

10. All professional licenses and applications associated with the personal record will be displayed. **Click** the Link License button.



The screenshot shows a form titled "Confirm and link professional license". It contains two license entries. The first entry has "License Number / Exam Application Number: REA2001804" and "License Type: Real Estate Managing Broker". The second entry has "License Number / Exam Application Number: 20108589" and "License Type: Real Estate Managing Broker". At the bottom right of the form are two buttons: "Cancel" and "Link License". A red box highlights the "Link License" button.

11. You've now linked your personal record to your login. The Professional Licenses page is displayed. You'll see:

- **Issued licenses** under the **Licenses** tab (shown in example below). You may also see Abandoned Exam Applications under this tab. They will eventually disappear from the list.
- **Submitted License or Renewal applications** under the **Submitted Applications** tab. Exam applications will NOT be shown here.
- If you linked an existing **Exam Application** instead of submitting it through the portal, you won't see that application anywhere on the portal. Return to the **Home page**, where you should see an **Apply for License To-Do**.

The screenshot displays the 'Professional Licenses' page for a user named Tanya Tayberry. At the top left, there is a profile section with the name 'Tanya Tayberry', a link to 'Update legal name', and contact details: Email (tayberry@mailinator.com), Alternate email (None), Mobile Phone (555.555.5555), and Other Phone (None). A link to 'Update contact information' is also present. To the right of this section is a large blue button labeled 'Apply for new license'. Below the profile information is a horizontal navigation bar with five tabs: 'Licenses' (which is selected and highlighted in blue), 'Unsubmitted Applications', 'Submitted Applications', 'Completed Requests', and 'Relationships'. Underneath the navigation bar is a table with the following data:

License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
20108589	Real Estate Managing Broker	October 30, 2022	Active	None	

12. If you also have business licenses, go to [Link your Business License](#).

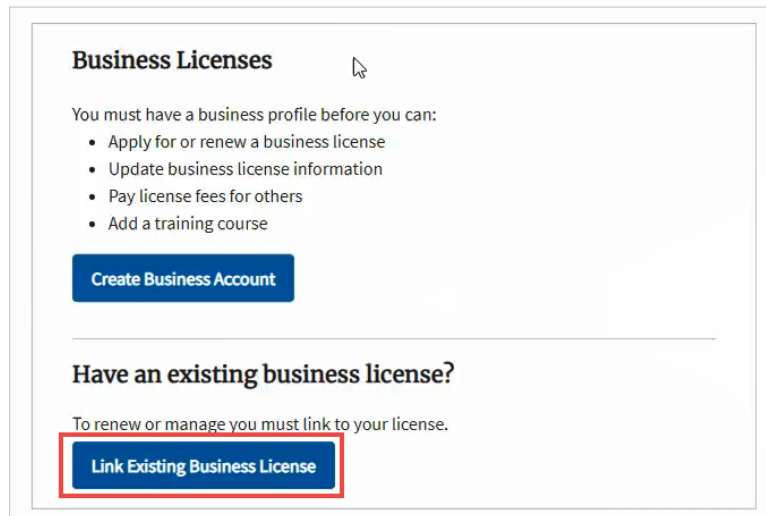
Link Your Business License

Before you start

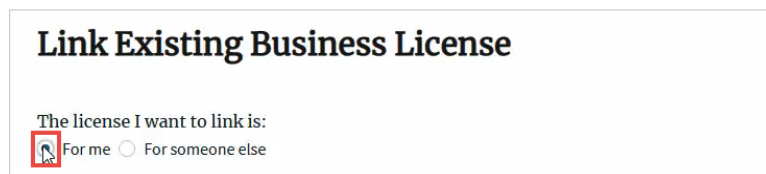
- If you used an Activation Code to link your professional licenses, that code **won't** work for this process. You'll need to request a separate Activation Code for your business licenses.
- The first person to link a business account is the Account Administrator. If someone has already linked the Business Account, you'll get an error message if you try to link the same account. You can be invited by the existing Account Administrator to be an additional Administrator on the account.

Important! If you answered Yes to the business license question in the Get Started process, you'll start at step 2.

1. **Click** the Link Existing Business License button on the Home page.



2. **Select** For Me for the "The license I want to link is?" question.



3. Click the “request an activation code” button below the Activation Code field.

Link Existing Business License

The license I want to link is:
 For me For someone else

Link using an activation code

If you have an activation code, enter it below or you can request an activation code using your license number.

* Activation Code

Request Activation Code The code will be sent to the email on file

4. Enter or select the program type, license type and license number in the appropriate fields, then **click** the Next button.

Request Activation Code
Enter license details to request an activation code

* Program Type
Real Estate

* License Type
Real Estate Firm

* License Number
20108590

Cancel **Next**

5. A masked version of the email address where the Activation Code will be sent will be displayed.

- If this email address looks correct, **click** the Submit button.
- If not, **cancel** the request and **contact** the program area to update your email address so you can complete the process.

Activation code will be emailed to ta****@mailinator.com

If your email is incorrect or you need assistance, please contact your Business and professional licensing contacts.

Cancel **Submit**

6. The Home page will be displayed.

7. Go to your email to get the Activation Code.

- It may take a few minutes for the code email to arrive.

8. Click the Link Existing Business License button.

Manage Your Professional and Business Licenses Online

Professional Licenses

Renew or manage existing professional license or exam application

- Link your license or exam application to renew or manage
- Don't link someone else's professional license to your login

[Link Existing Professional License Or Exam Application](#)

New professional licenses

If you have any criminal convictions, they may affect your ability to get licensed. For some license types, you can request a free review **before** you apply. Get started with your [Criminal Conviction Screening](#).

- Have existing professional license or exam application?**
Link your existing license or exam application **before** applying for a new one

[Apply For Professional License Or Exam](#)

Handle professional license for someone else

- Have licensee create SAW login for themselves or use their existing SAW login
- See **Add or remove licensees or employees** in the business section if you handle those relationships

Business Licenses

Renew or manage existing business licenses

- Link your business account to renew or manage licenses
- Have an existing professional license or are applying for one?**
Link or apply for the professional license first, then link your business account

[Link Existing Business License](#)

New business licenses

- Adding a license to an existing business?**
Use Link Existing Business Account above and apply for the license from your business account
- New business?** Create a business account to apply for business licenses

[Create Business Account](#)

Add or remove licensees or employees

- Link existing business account first**

For more help with licensees
Real Estate Firms or Branches

9. Select For Me for the “The license I want to link is?” question.

Link Existing Business License

The license I want to link is:

For me For someone else

10. Enter the code you received in the Activation Code field and click Verify Code.

Link Existing Business License

The license I want to link is:

For me For someone else

Link using an activation code

If you have an activation code, enter it below or you can request an activation code using your license number.

* Activation Code

6Xly4770d4

[Request Activation Code](#) The code will be sent to the email on file

[Cancel](#) [Verify Code](#)

11. All business licenses and applications associated with the business account record will be displayed. Click the Link License button.

Confirm and link business profile

If this is your business profile, link it to your account

Tanya's Real Estate UBI:221-555-369 Address:

[Cancel](#) [Link License](#)

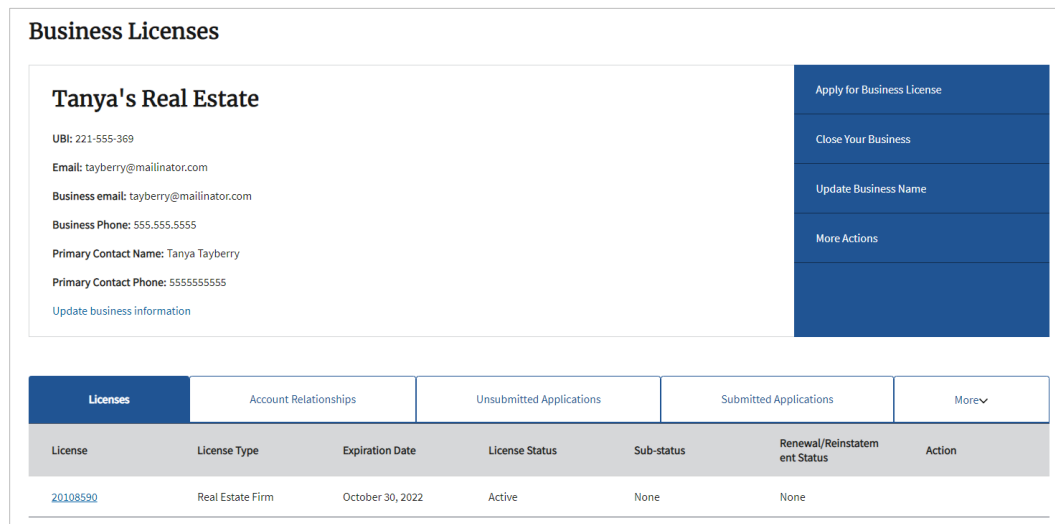
12. You've now linked your Business Account and licenses to your login. The Manage My Business page is displayed. **Click** the link for the Business Account.

- You have access to the Business Account and all licenses and licensees associated with that account.
- You can invite others to have access to the account at the Business Account, Main License Account, or Branch Account levels.
 - See the separate document Manage Administrators for detailed information and instructions.



13. The Business Licenses page for this Business Account will be displayed. You'll see:

- **Issued licenses** under the **Licenses** tab (shown in example below).
- **Submitted License or Renewal applications** under the **Submitted Applications** tab.



14. If you need to manage licensees or employees, **click** the License number link from the list under the Licenses tab. **Scroll down** to see the Licensee Relationships section.