WASHINGTON STATE DEPARTMENT OF LICENSING

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

> Tanya

Last Name

> Tayberry

Primary Email

> tayberry@mailinator.com

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)

> 5555555555

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

Tayberry4

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.

Username and Password

Username

Tayberry4

Password

••••••••••

Confirm Password

••••••••••

✓ I'm not a robot

reCAPTCHA
Privacy - Terms

Privacy Policy   **Create my account**

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

SIGN UP! ✕

Not sure if you already have an account? **CHECK NOW**

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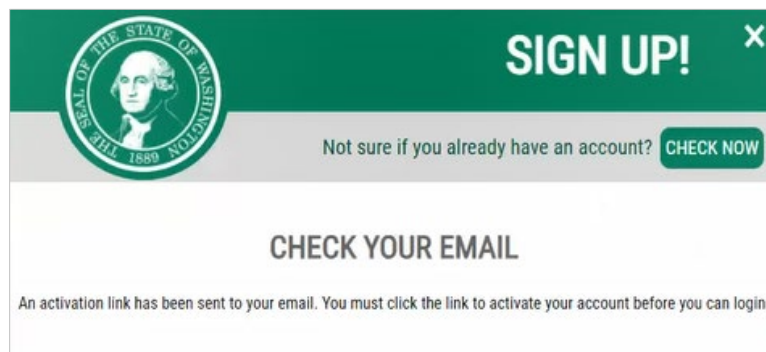
7.   Click on the link in the email to activate the SAW account.

8.   You'll be taken back to SecureAccess Washington. **Click** the Login button to continue.
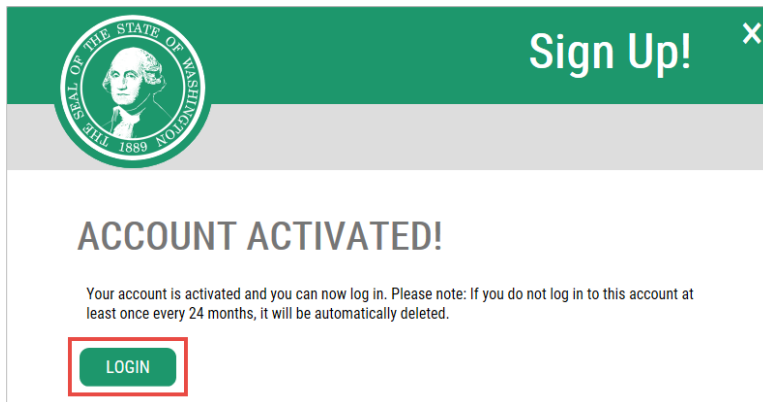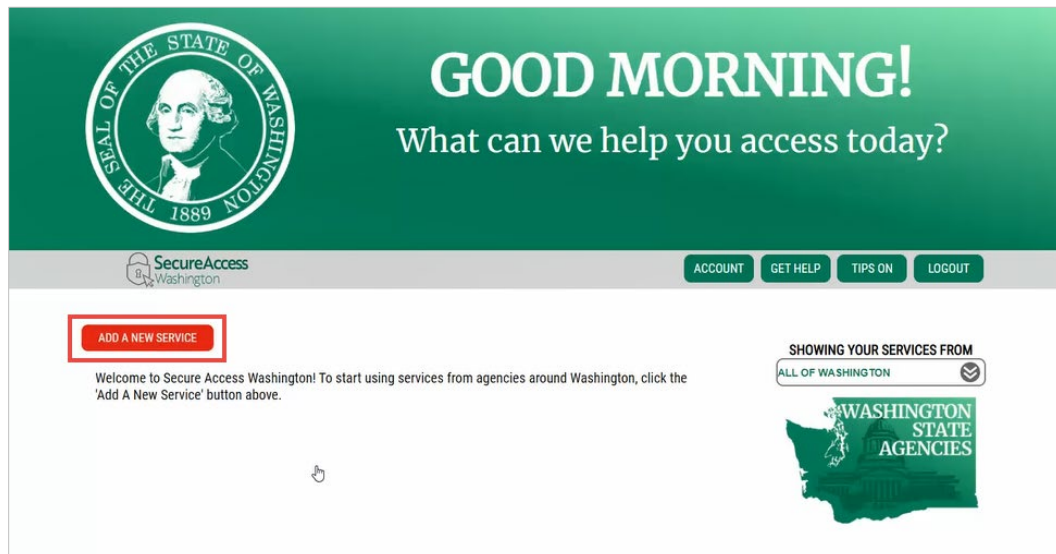
Add Professional and Business Licensing Service

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.
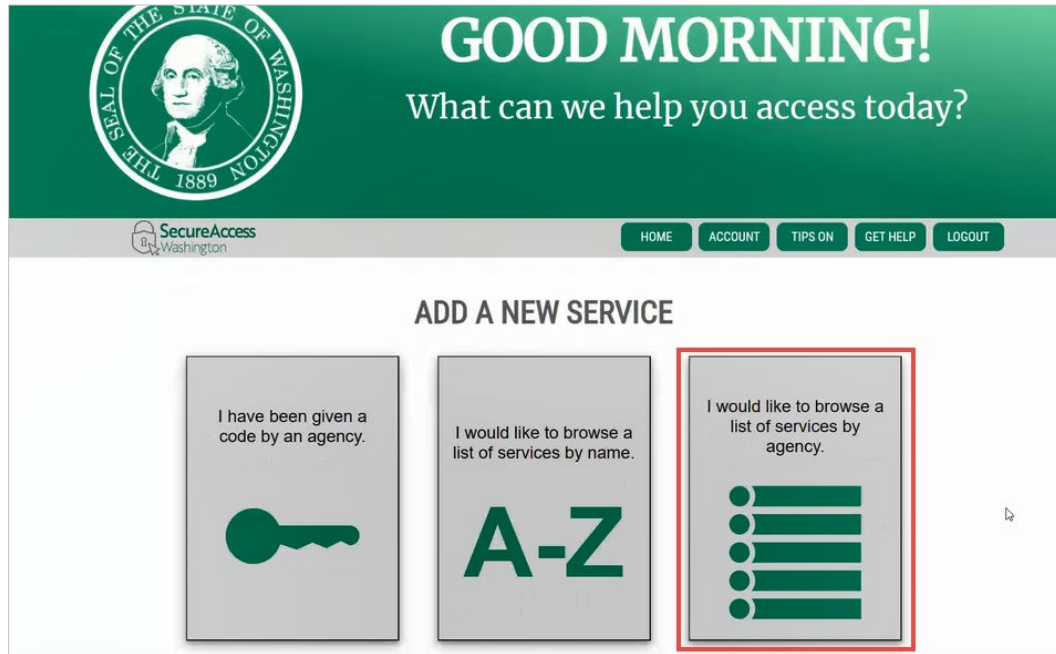
4.   **Scroll down** the list of agencies and **click** Department of Licensing.
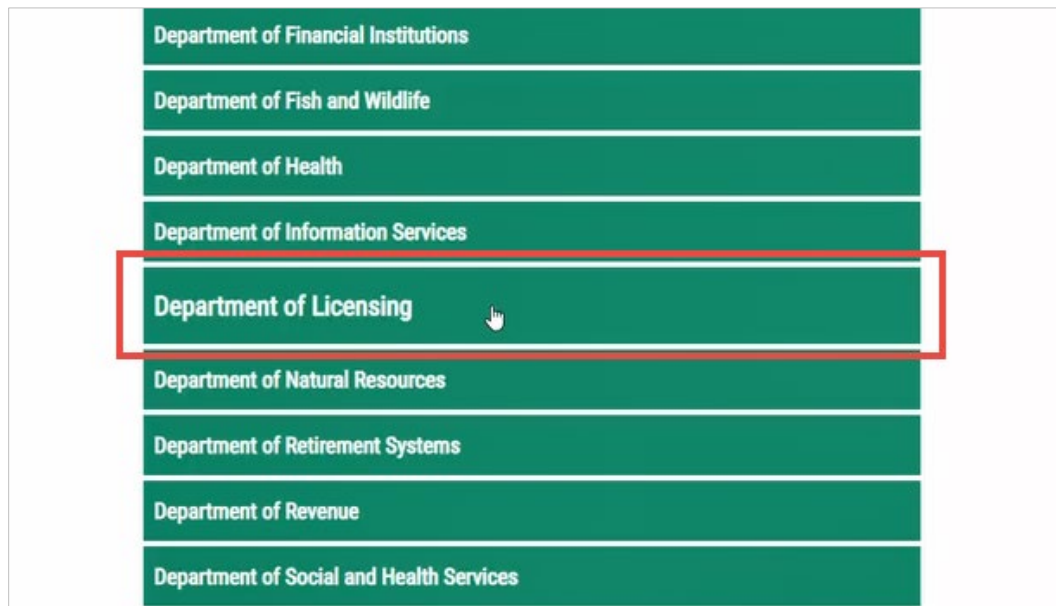
5.   **Click** the Apply button for Professional and Business Licensing.

6.   **Click** the OK button.

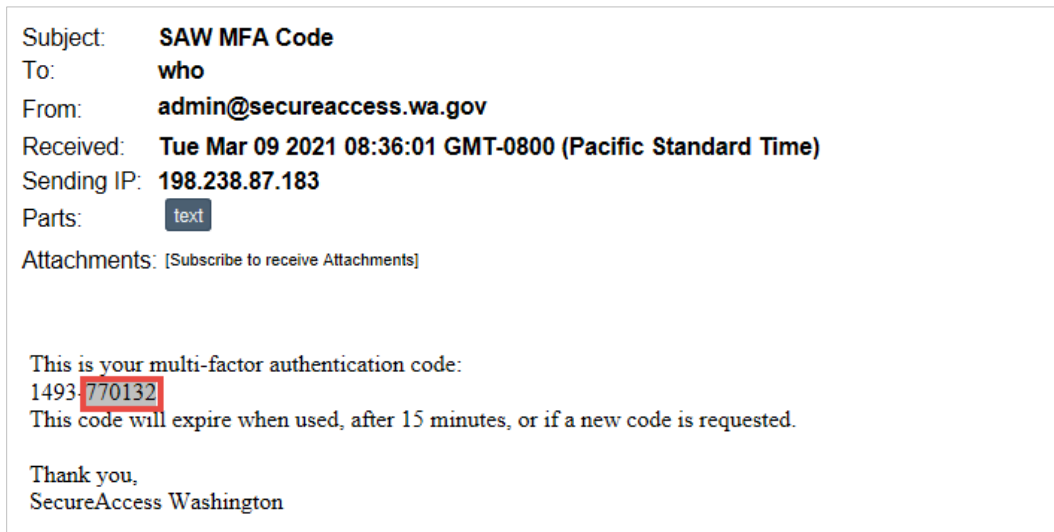**7.** **Click** the Access Now button.

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.
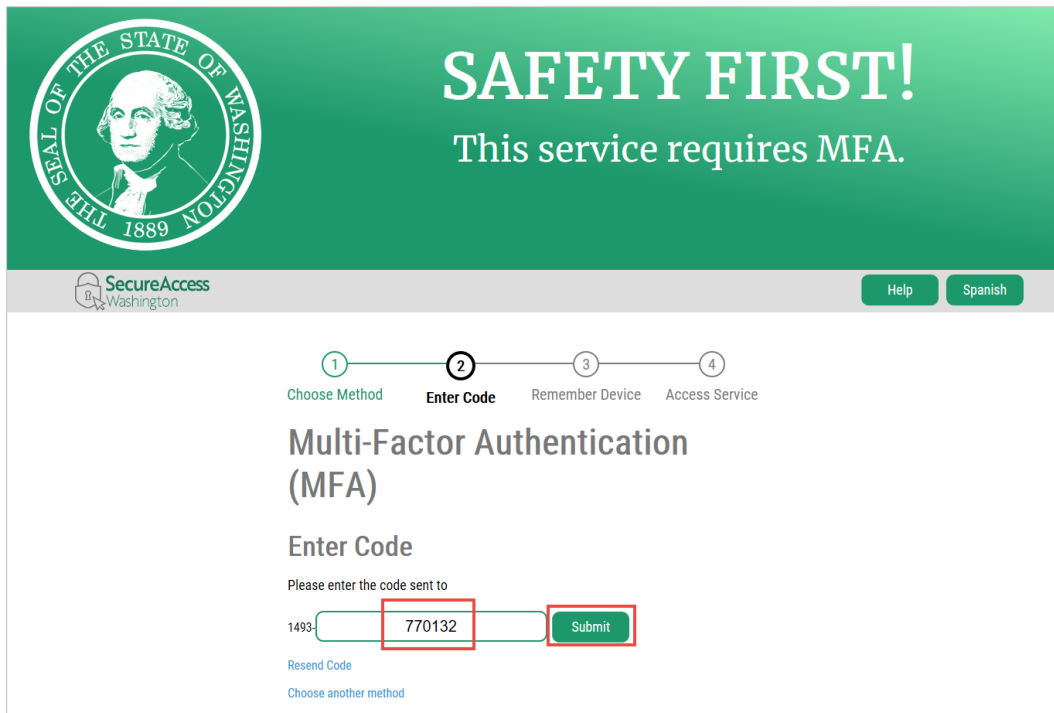
2. You'll receive an email or text (depending on your selection) with a code.

- You only need the last 6 digits of the code (after the hyphen).

Subject:	**SAW MFA Code**
To:	**who**
From:	**admin@secureaccess.wa.gov**
Received:	**Tue Mar 09 2021 08:36:01 GMT-0800 (Pacific Standard Time)**
Sending IP:	**198.238.87.183**
Parts:	text
Attachments:	[Subscribe to receive Attachments]

This is your multi-factor authentication code:
1493-770132
This code will expire when used, after 15 minutes, or if a new code is requested.

Thank you,
SecureAccess Washington

3. **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.

5. **Click** the Submit button.

6. **Click** the Continue button to access the Professional and Business Licensing system.
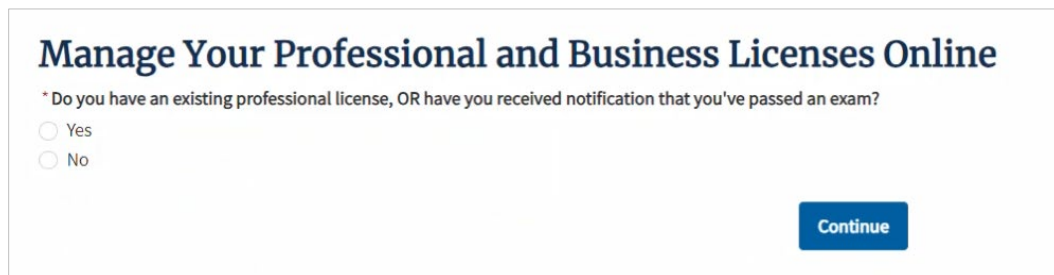
Complete user access setup

1. You've reached the Home page of the Professional and Business Licensing system. **Click** the Get Started button.
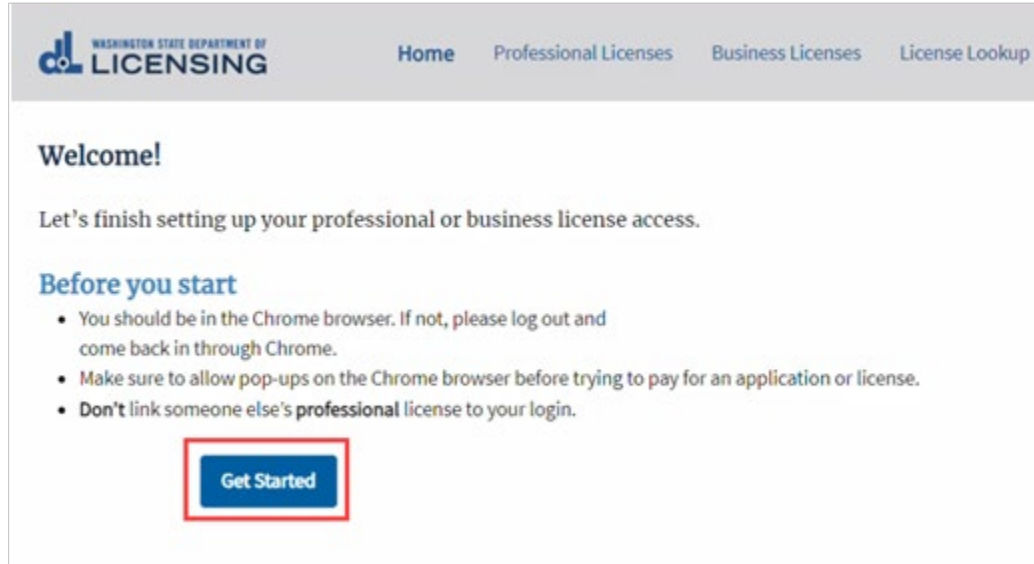
2. The existing professional license question displays.

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.

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.

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.**

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.

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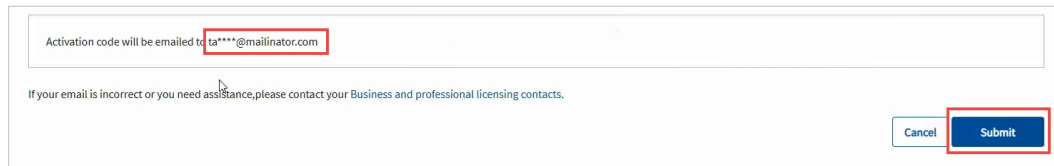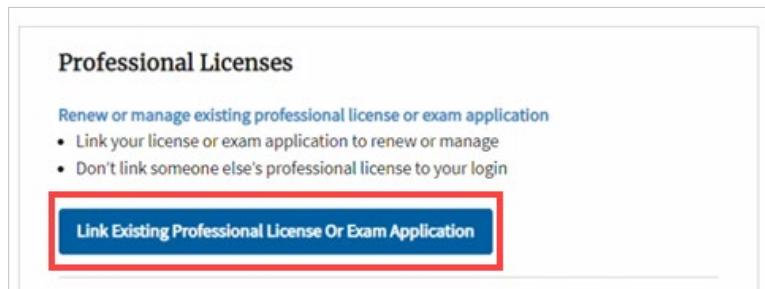
3. A masked version of the email address where the Activation Code will be sent will be displayed.

- 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.
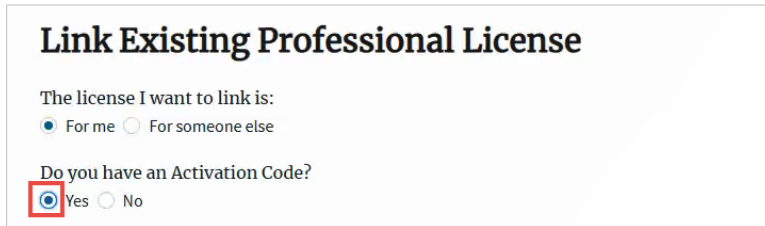

4. The Home page will be displayed.

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.

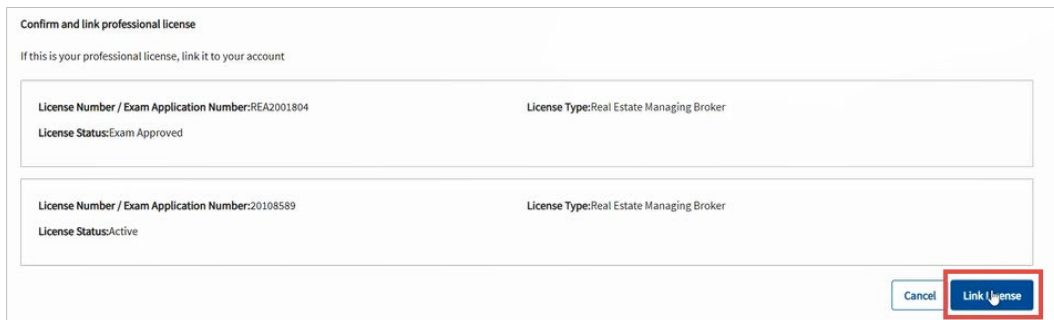**8.** **Select** Yes for the "Do you have an Activation Code?" question.

Link Existing Professional License

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

Do you have an Activation Code?
● Yes ○ No

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

Link using an activation code

Enter Activation Code and click "Verify Code"

* Activation Code

T5gG.Jeaa0f

Cancel **Verify Code**

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

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**

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.**

12. If you also have business licenses, go to Link your Business License.
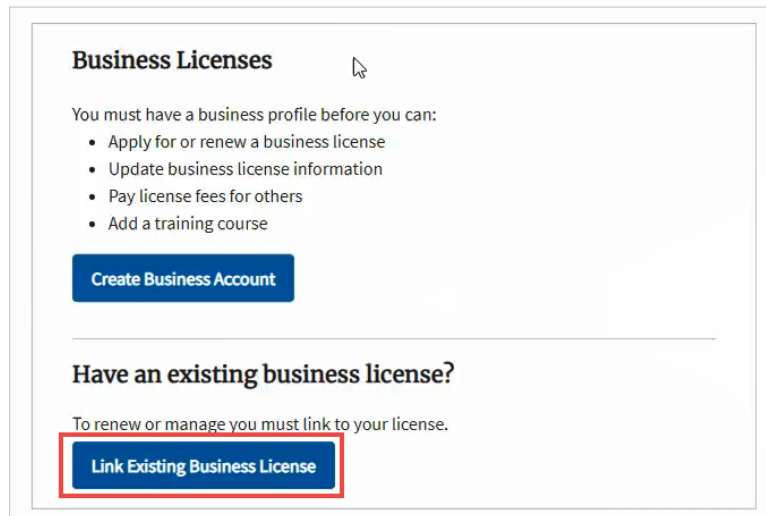
Link Your Business License

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.
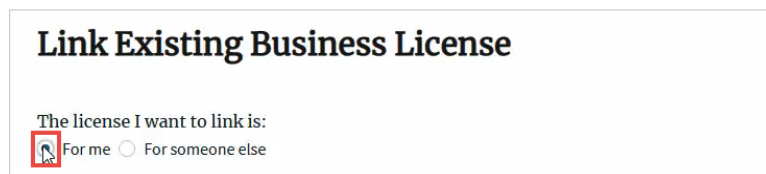
3. **Click** the "request an activation code" button below the Activation Code field.

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

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.

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.

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

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

11. All business licenses and applications associated with the business account record will be displayed. **Click** the Link License button.
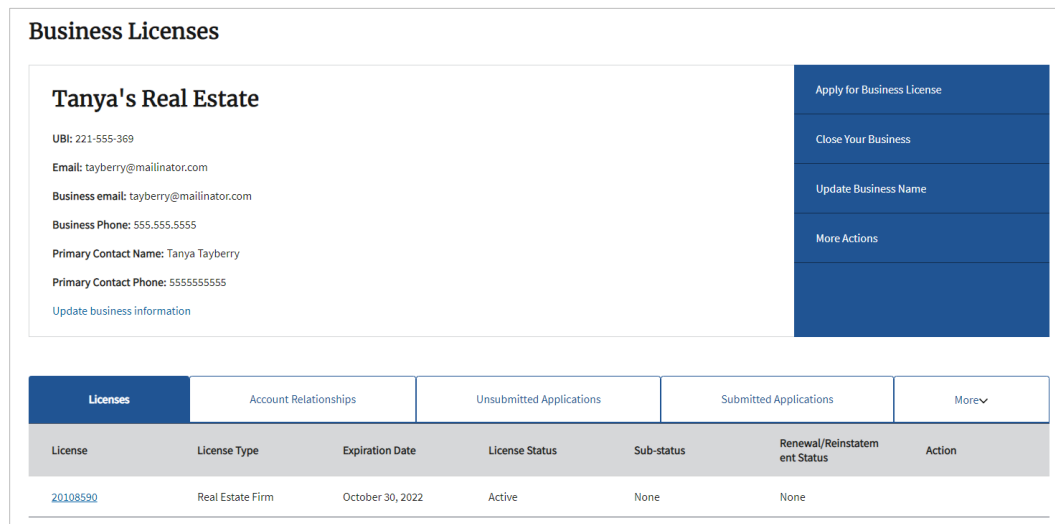
12. You've now linked your Business Account and licenses to your login. The Manage My Business page is displayed. **Click** the link for the Business Account.

- 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.

    o See the separate document Manage Administrators for detailed information and instructions.

Manage My Businesses

Tanya's Real Estate

tayberry@mailinator.com

UBI

221-555-369

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.

Business Licenses

Tanya's Real Estate

UBI: 221-555-369

Email: tayberry@mailinator.com

Business email: tayberry@mailinator.com

Business Phone: 555.555.5555

Primary Contact Name: Tanya Tayberry

Primary Contact Phone: 5555555555

Update business information

| Apply for Business License |
| Close Your Business |
| Update Business Name |
| More Actions |

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More⌄

License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108590	Real Estate Firm	October 30, 2022	Active	None	None	

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.