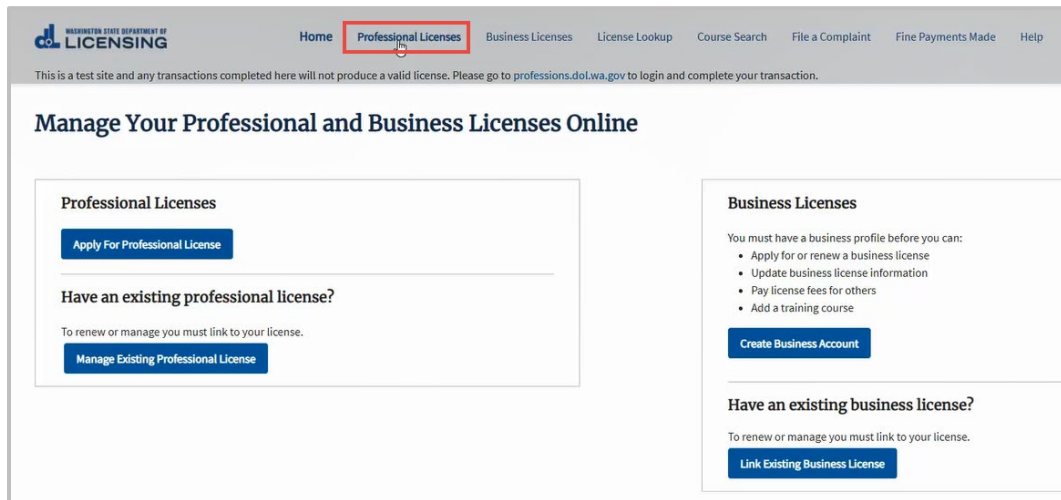


Add a software provider to an electronic or remote notary endorsement

If you haven't already done so, you'll need to create a SecureAccess Washington (SAW) account and link your notary license before you can add a software provider to your notary license endorsement. See our [Setup Account Access](#) page for written and video instructions.

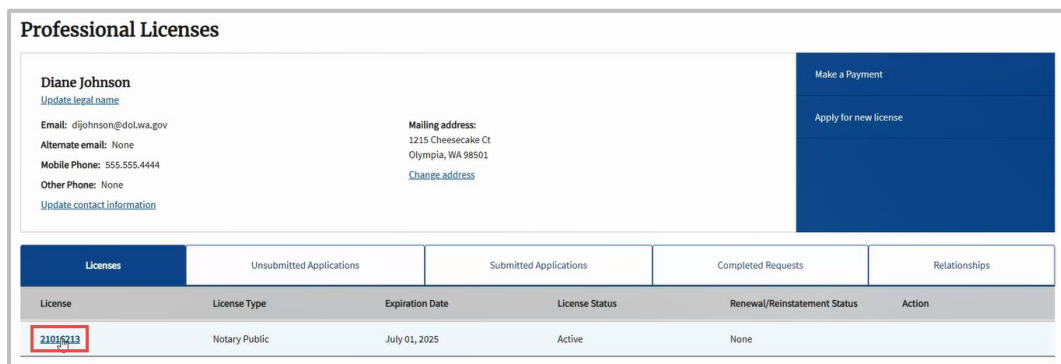
Add a provider

1. **Login** to the Professional and Business Licensing system.
2. **Click Professional Licenses** in the gray navigation bar at the top of the page.



The screenshot shows the Washington State Department of Licensing website. The navigation bar at the top includes links for Home, Professional Licenses (highlighted with a red box), Business Licenses, License Lookup, Course Search, File a Complaint, Fine Payments Made, and Help. Below the navigation bar, there is a message: "This is a test site and any transactions completed here will not produce a valid license. Please go to professions.dol.wa.gov to login and complete your transaction." The main content area is titled "Manage Your Professional and Business Licenses Online" and contains two columns of options for managing licenses.

3. **Click the link for your notary license.**



The screenshot shows the "Professional Licenses" page for Diane Johnson. The page displays her contact information, including email (djohnson@dol.wa.gov), mailing address (1215 Cheesecake Ct, Olympia, WA 98501), and phone numbers. There are links to "Update legal name", "Change address", and "Update contact information". A "Make a Payment" button and a link to "Apply for new license" are also visible. Below this information is a table with tabs for "Licenses", "Unsubmitted Applications", "Submitted Applications", "Completed Requests", and "Relationships". The "Licenses" tab is active, showing a table with the following data:

License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
21016213	Notary Public	July 01, 2025	Active	None	

4. Click the Manage Endorsement link in the blue menu bar on the right side of the page.

The screenshot shows a 'Professional Licenses' page. On the right side, there is a blue vertical menu bar with several options: 'Update Mailing Address', 'Manage Endorsement' (highlighted with a red box), 'Print License', and 'More Actions'. The main content area on the left displays license details for 'Dee Dee Johnson', including license number, type, status, issue date, and expiration date. Below this, there is a section for 'Endorsements' showing 'Electronic Notary'.

5. The endorsement(s) you hold will be displayed on the page.

The screenshot shows the 'Manage Endorsement' page. It features a table titled 'Endorsement Details' with the following data:

Endorsement Type	Status	Date Requested	Action
Electronic Notary	Active	July 27, 2021	▼

Below the table is a 'Back' button.

6. Click the down arrow in the Action column and select Add Provider from the dropdown.

- If the provider you want to use isn't listed in the dropdown, select Other.

This screenshot shows the 'Manage Endorsement' page with the dropdown menu open in the 'Action' column. The dropdown menu contains two options: 'Show Provider' and 'Add Provider' (highlighted with a red box). The table data is the same as in the previous screenshot.

7. **Complete** the following fields on the Provider Details pop-up.
- **Select** the appropriate option from the Provider Name dropdown.
 - **Enter** the appropriate date in the Effective Date field.
 - If you selected Other in the Provider Name field, **enter** the name of the provider you want to use in the Description box.
 - We'll review this provider and let you know if this provider doesn't meet the software provider requirements.
 - **Click** the Save button.

Provider Details

* Provider Name: DocuSign

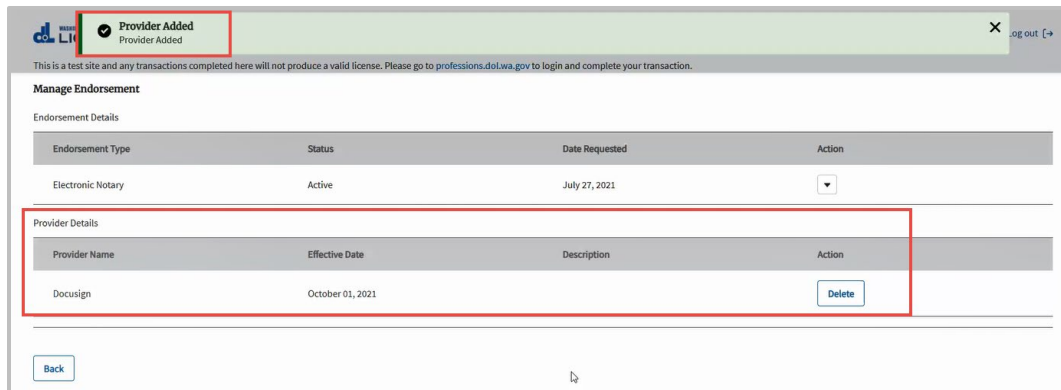
* Effective Date: Oct 1, 2021

Description:

If you selected Other, enter the name of the provider

Cancel Save

8. You'll see a Provider Added message at the top of the page and the provider you selected will be displayed.
- If you made an error, add the correct provider FIRST, then delete the provider you don't want.
 - If you delete the provider without first adding a new one, the system will remove your endorsement.
 - If you have another endorsement that needs a software provider, repeat steps 6 – 8 for that endorsement.



9. Click the Back button to return to the License Detail page.

