ADMINISTRATORS FOR YOUR BUSINESS ACCOUNT

Step-by-step instructions

If you have multiple business licenses, you can manage them all under one account in our new Professional and Business License service. There are different levels of permission you can assign others to help manage your licenses.

Account Administrators

The Account Administrator is the ultimate level of permissions for your business account. Account Administrators can:

- Renew or reinstate all licenses associated to this business.
- Apply for a new license or branch license.
- View and update information for all licenses associated to this business.
- Add and remove relationships for all licenses associated to this business.
  Add, remove, or replace the Designated Person for all licenses associated to this business.
- Add or remove others to act as an administrator for the business account or to manage specific licenses or branches.

Establish yourself as an Account Administrator

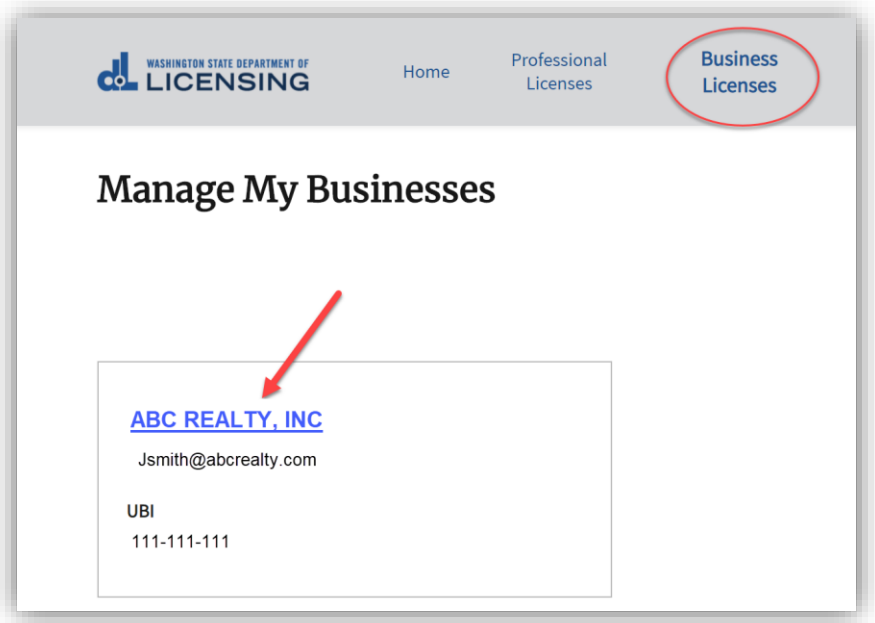
1. The first person from your organization to link to your business license will automatically become an administrator.
2. You must be signed into your SecureAccess Washington (SAW) account.
3. Follow the steps to link to your business account.
4. If you haven't completed the steps above, please follow the instructions for setting up your SAW account and linking to your business license at www.dol.wa.gov/business/accountaccess.html.

Invite other Account Administrators

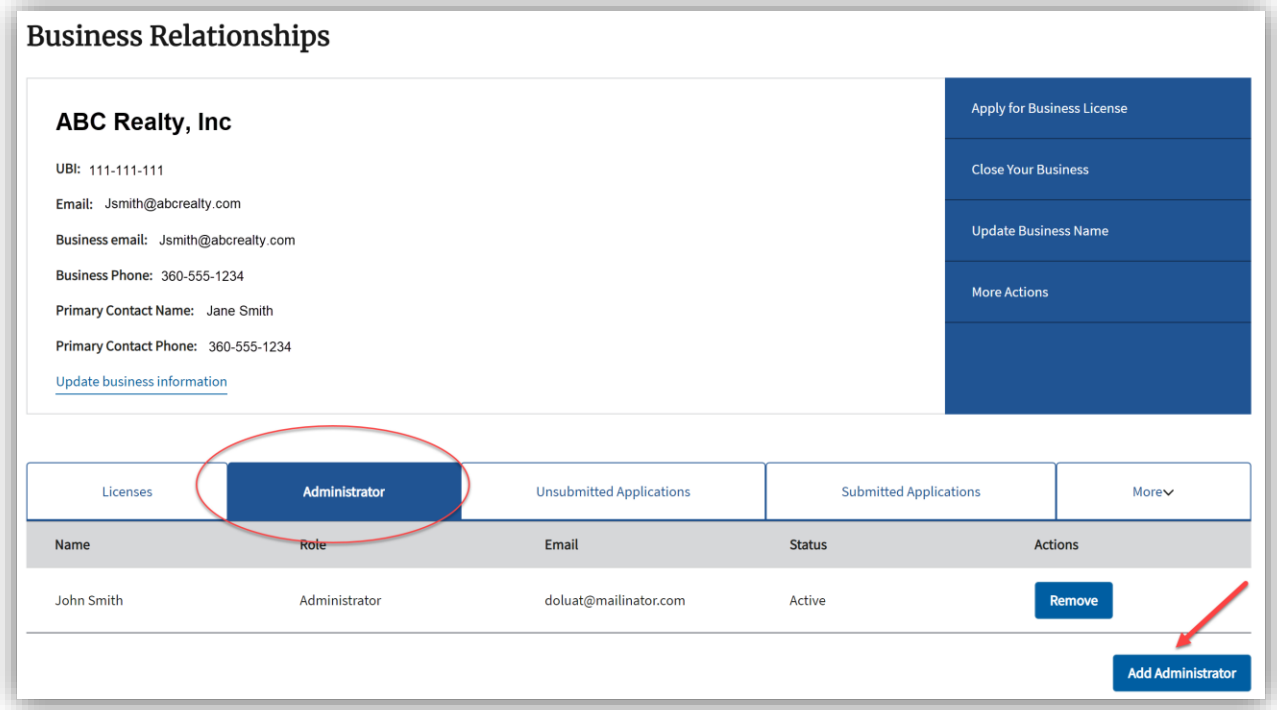
As an Account Administrator, you can add others to manage all licenses associated with your business account. Please keep the following in mind:

- All others added as Account Administrators have equal permissions.
- Your business account must have at least one Account Administrator—if you are the only Account Administrator, you cannot remove yourself. We recommend adding an additional Account Administrator as backup.

1. After signing into your account, select the "Business Licenses" link in the top banner, and select the business account you'd like to manage.



2. From your Business Licenses dashboard, select the “Administrators” tab. This tab will show you a list of your account level administrators.



3. Select the “Add Administrator” button and fill out the details of the person you’d like to act as an Account Administrator. Select the “Save” button.
4. The person you invited to be an administrator will receive an email invitation. This person must set up their own access through SecureAccess Washington (SAW) to accept the invitation.

Instructions for setting up access through SAW are on www.dol.wa.gov/business/accountaccess.html.

5. You can use the "Remove" button to remove someone as the Account Administrator, as long as there is still at least one additional person listed as an administrator.

License Administrators

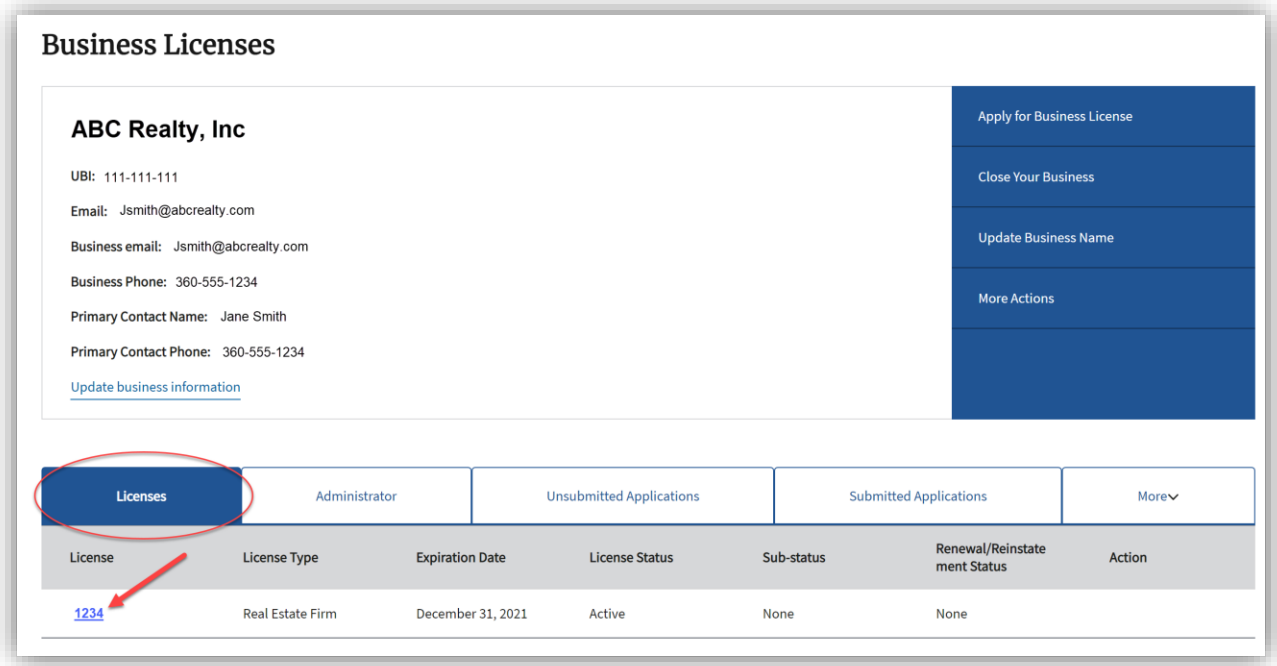
You may wish to have someone manage just one specific license, but not have the extended permissions of an Account Administrator.

A License Administrator can:

- Renew or reinstate a main license and the branch licenses associated with it.
- Add a branch license.
- View and update information for a main license and the branch licenses associated with it.
- Add and remove relationships for a main license and the branch licenses associated with it.
- Add, remove, or replace the Designated Person for a main license and the branch licenses associated with it.
- Add or remove others to act as an administrator for a main license and the branch licenses associated with it.

Invite a License Administrator

1. Select the "Licenses" tab, and select the link of which license you'd like to invite someone to manage.



2. Select the “Add Administrator” button and fill out the details of the person you’d like to act as an administrator for that license. Select the “Save” button.
3. The person you invited to be an administrator will receive an email invitation. This person must set up their own access through SecureAccess Washington (SAW) to accept the invitation. Instructions for setting up access through SAW are on www.dol.wa.gov/business/accountaccess.html.
4. You can use the “Remove” button to remove a License Administrator. A License Administrator cannot remove themselves as administrator. However, another License Administrator for that license or an Account Administrator can remove them.

Branch Administrators

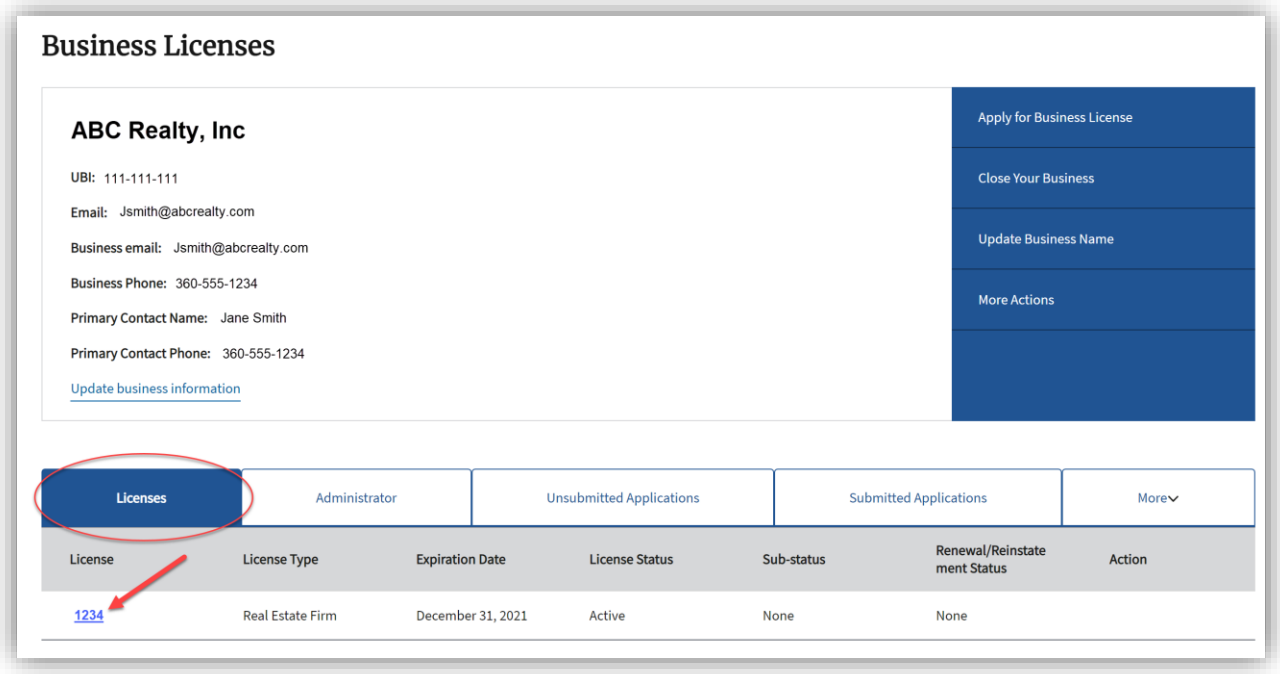
You may wish to give someone permission to manage just one specific branch.

A Branch Administrator can:

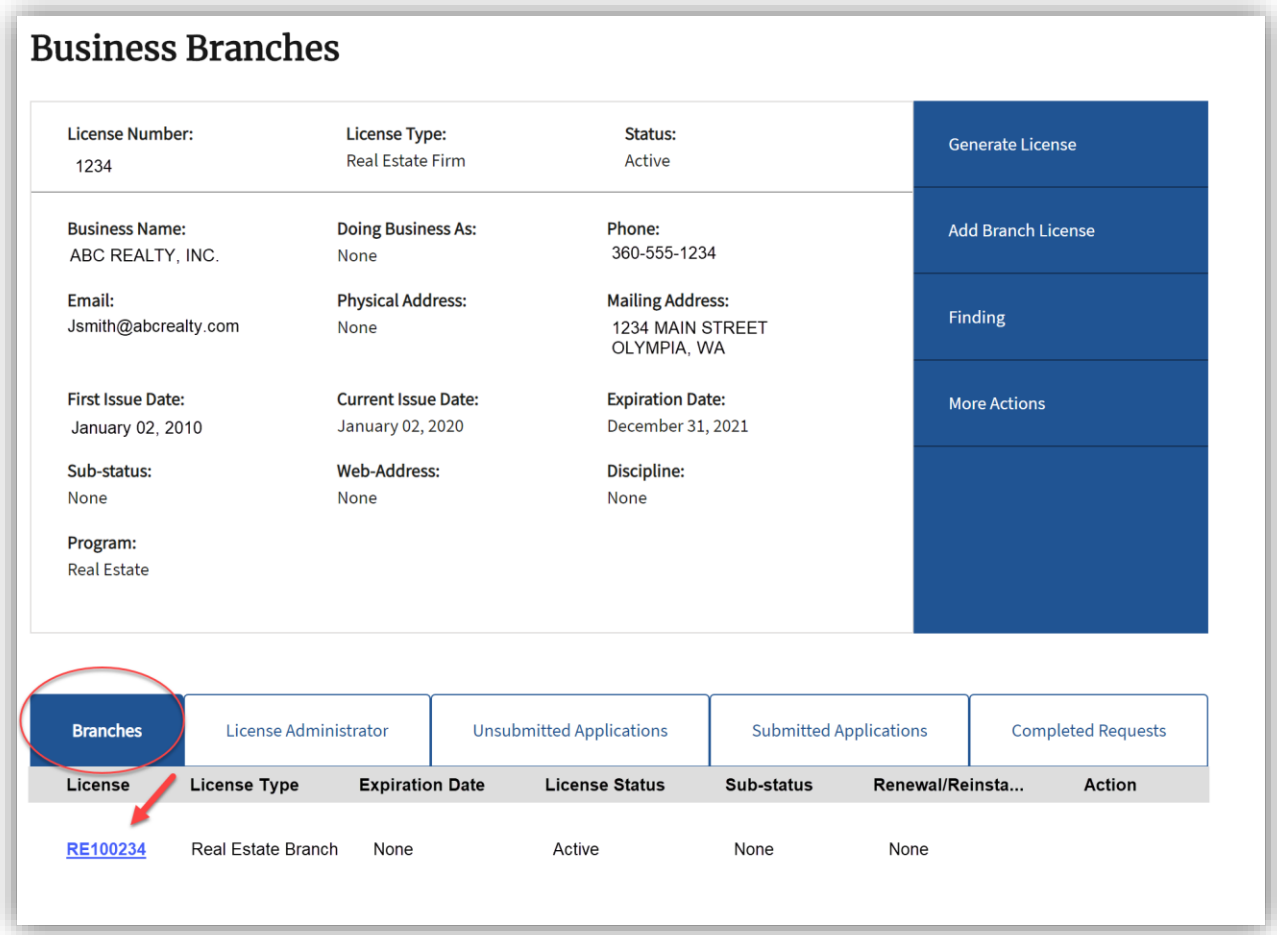
- Renew or reinstate a license for that branch only.
- View and update information for that branch only.
- Add and remove relationships for that branch only.
- Add, remove, or replace the Designated Person for the branch license.
- Invite others to manage that branch license only.

Invite a Branch Administrator

1. Select the “Licenses” tab, and select the link of the main license associated to the branch you’d like to invite someone to manage.



2. Select the “Branches” tab and then select the branch license you’d like to invite someone to manage.



3. Select the “Add Administrator” button and fill out the details of the person you’d like to act as an administrator for that branch license. Select the “Save” button.
4. The person you invited to be an administrator will receive an email invitation. This person must set up their own access through SecureAccess Washington (SAW) to accept the invitation. Instructions for setting up access through SAW are on www.dol.wa.gov/business/accountaccess.html.
5. You can use the “Remove” button to remove a Branch Administrator. A Branch Administrator cannot remove themselves as administrator. However, another Branch Administrator for that branch, a License Administrator for the main license associated with the branch, or any Account Administrator can remove them.

Administrator Summary

Account level	Add account administrators	Add license administrators	Add branch administrators	Manage main location licenses	Manage main location licensees	Manage branch location licenses	Manage branch location licensees
Account	Yes	Yes	Yes	All	All	All	All
License	No	Yes	Yes	Assigned license only	Associated to assigned license only	Associated to assigned license only	Associated to assigned license only
Branch	No	No	Yes	No	No	Assigned branch license only	Associated to assigned branch license only

Questions or help

If you have questions or would like assistance, please contact your professional licensing program for assistance.