

# 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](http://www.dol.wa.gov/business/accountaccess.html).

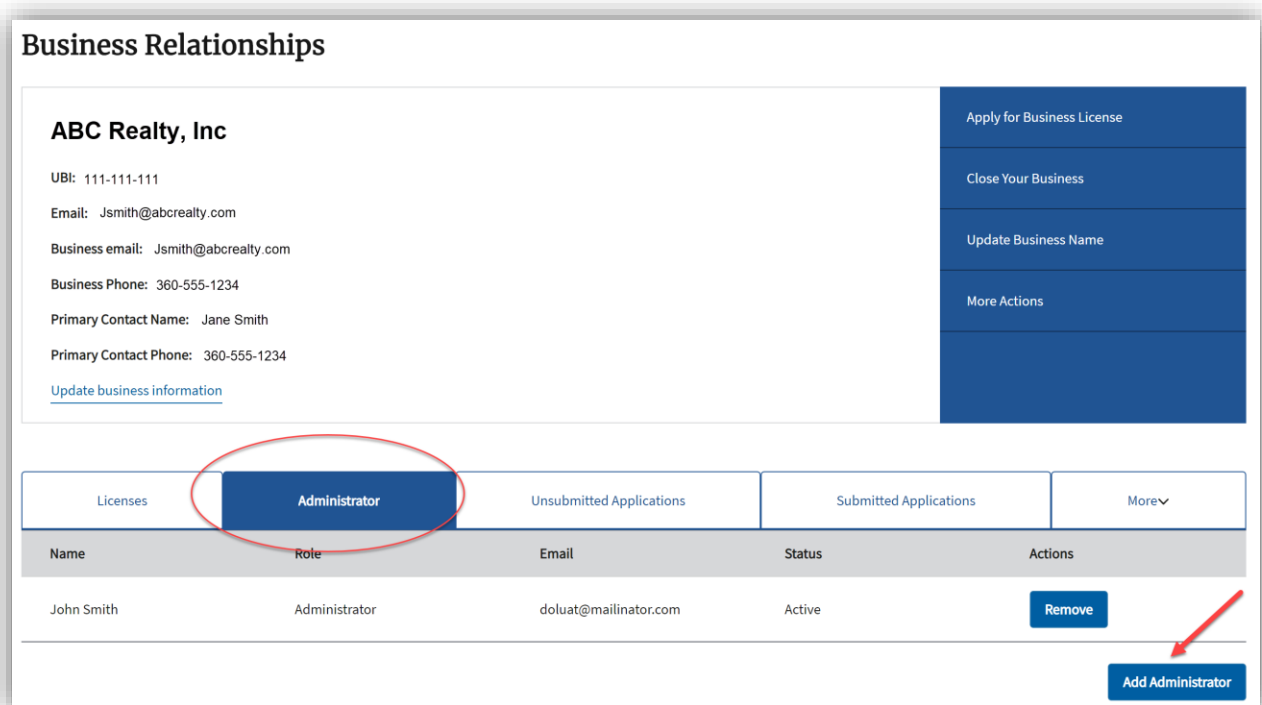
### Invite other Account Administrators

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.



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



- 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.
- 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](http://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.

**Business Licenses**

**ABC Realty, Inc**

UBI: 111-111-111  
Email: Jsmith@abcrealty.com  
Business email: Jsmith@abcrealty.com  
Business Phone: 360-555-1234  
Primary Contact Name: Jane Smith  
Primary Contact Phone: 360-555-1234  
[Update business information](#)

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

License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
<a href="#">1234</a>	Real Estate Firm	December 31, 2021	Active	None	None	

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](http://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.

### Business Licenses

**ABC Realty, Inc**

UBI: 111-111-111

Email: [Jsmith@abcrealty.com](mailto:Jsmith@abcrealty.com)

Business email: [Jsmith@abcrealty.com](mailto:Jsmith@abcrealty.com)

Business Phone: 360-555-1234

Primary Contact Name: Jane Smith

Primary Contact Phone: 360-555-1234

[Update business information](#)

Apply for Business License

Close Your Business

Update Business Name

More Actions

Licenses	Administrator	Unsubmitted Applications	Submitted Applications	More		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
1234	Real Estate Firm	December 31, 2021	Active	None	None	

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

## Business Branches

License Number: 1234	License Type: Real Estate Firm	Status: Active	Generate License
Business Name: ABC REALTY, INC.	Doing Business As: None	Phone: 360-555-1234	Add Branch License
Email: Jsmith@abcrealty.com	Physical Address: None	Mailing Address: 1234 MAIN STREET OLYMPIA, WA	Finding
First Issue Date: January 02, 2010	Current Issue Date: January 02, 2020	Expiration Date: December 31, 2021	More Actions
Sub-status: None	Web-Address: None	Discipline: None	
Program: Real Estate			

<b>Branches</b>	License Administrator	Unsubmitted Applications	Submitted Applications	Completed Requests
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License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinsta...	Action
<a href="#">RE100234</a>	Real Estate Branch	None	Active	None	None	

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](http://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
<b>Account</b>	Yes	Yes	Yes	All	All	All	All
<b>License</b>	No	Yes	Yes	Assigned license only	Associated to assigned license only	Associated to assigned license only	Associated to assigned license only
<b>Branch</b>	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.