

**Secure Access Washington (SAW)** is a portal to access state applications.

There are two versions of WEIRD: One for training purposes and one for reporting purposes. You have to have two separate SAW accounts to get to those separate applications.

For reporting purposes you will start in SAW-Production. This walk through was adapted from the instructions made from the Training site. Some of the following screenshots may say 'Training' in them. Production sign-up pages will read 'Production'.

Go to this webpage:

<https://secureaccess.wa.gov/>

Create an account

**SAW** SecureAccess  
WASHINGTON®

Login to your SecureAccess Washington Account

User ID:

Password:

login

Do not have an account? [Create one](#)

[Forgot your User ID?](#)  
[Forgot your password?](#)  
[Haven't received activation email?](#)  
[Activate your account](#)

[Privacy Notice](#) [Help](#)

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Click Start



1 → 2 → 3 → 4 → 5 → 6  
Name & email address    Username & password    Review your information    Enter security check    Check your email    Login to your account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

**Start**

[Privacy Notice](#) [Help](#)

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Enter your name, email, and secret question/answer. Click Next



1 → 2 → 3 → 4 → 5 → 6  
Name & email address    Username & password    Review your information    Enter security check    Check your email    Login to your account

**Enter your personal information:**

Name

E-Mail Address

Confirm E-Mail

Secret Question

Question Answer

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Select and enter a User ID and Password. Please use your name (NO SPACES) as your User ID. Click Next.

**SAW** SecureAccess  
WASHINGTON®

1 → **2** → 3 → 4 → 5 → 6  
Name & email address    **Username & password**    Review your information    Enter security check    Check your email    Login to your account

**Create a user ID and password:**

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

User ID

Password

Confirm Password

Previous

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The system will assist you in developing your password. As you enter character it will let you know how it's going and when you have reached a password that meets the requirements.

User ID

Password

Confirm Password

**You have selected a secure password!**

**Requirements for a secure password:**

Choose a password with:

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID

The System will show your information. You can print this page with the PRINT link. Click Next.

**SAW SecureAccess WASHINGTON®**

1 → 2 → **3** → 4 → 5 → 6  
Name & email address    Username & password    **Review your information**    Enter security check    Check your email    Login to your account

**Review Information:**

Here is your personal and account information.

**NOTE:** We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access.

Name: KathyJo Sullivan  
E-Mail Address: kathyjo.sullivan@ecy.wa.gov  
User ID: KathyJoSullivan  
Password:   
Secret Question: Who was your best childhood friend?  
Answer:

**Go back to the previous page to make changes.  
Continue to the next page if the information is correct.**

You may want to [PRINT](#) this page for your records.

[Privacy Notice](#) [Help](#)

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Decipher the code the system gives you (to prove you're human) and click Submit.

**SAW SecureAccess WASHINGTON®**

1 → 2 → 3 → **4** → 5 → 6  
Name & email address    Username & password    Review your information    **Enter security check**    Check your email    Login to your account

**Please enter the security code (Not case-sensitive):**  
The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: [\(Click here if you cannot read the code\)](#)

[Privacy Notice](#) [Help](#)

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**You're NOT DONE YET!** You need to access your email to activate your account.

**SAW** SecureAccess WASHINGTON®

1 → 2 → 3 → 4 → **5** → 6

Name & email address    Username & password    Review your information    Enter security check    **Check your email**    Login to your account

**Check your email account:**  
You are not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

[Privacy Notice](#) [Help](#)

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## CLOSE THIS SAW WINDOW

Open your *Welcome to SecureAccess* email. Click the link in your confirmation email which will launch a *new SAW* login page.

Subject: SecureAccess Washington : Welcome to SecureAccess Washington

\*\*\*\*\*  
\* This is a system generated message, please DO NOT reply to this email.  
\* If you have any questions, please visit our support site at:  
\* <http://support.secureaccess.wa.gov>  
\*  
\*\*\*\*\*

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [stephtest] has been successfully created.

To activate your new account, click the following link.

<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=25889&userId=stephtest>

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

Enter your User ID (not case sensitive) and password (case sensitive)

**SAW SecureAccess WASHINGTON®**

1 → 2 → 3 → 4 → 5 → 6  
Name & email address    Username & password    Review your information    Enter security check    Check your email    **Login to your account**

**Your SecureAccess Washington account has been activated.**

**Login to access your account and register for services**

User ID:

Password:

[Forgot your User ID?](#)  
[Forgot your password?](#)

[Privacy Notice](#) [Help](#)

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Click the blue link "Click here to add services"

**SAW SecureAccess WASHINGTON®**

[My Secure Services](#)    [Account Management](#)    [Help](#)    [About SecureAccess](#)    [Logout](#)

Hello KathyJoSullivan

My Services   

Service	Agency	Description	User Status	Action
No Services				<a href="#">Click here to add services</a>

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)

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Click on the blue link "Department of Ecology"

**SAW SecureAccess WASHINGTON®**

[My Secure Services](#) | [Account Management](#) | [Help](#) | [About SecureAccess](#) | [Logout](#)

Hello KathyJoSullivan

[My Services](#) | [Add a New Service](#)

**Select an agency below to see a list of services: Service code:**

[Board for Volunteer Fire Fighters](#)  
[Community, Trade and Economic Development](#)  
[Criminal Justice Training Commission](#)  
[Department of Archaeology and Historic Preservation](#)  
[Department of Commerce](#)  
[Department of Ecology](#)  
[Department of Health](#)  
[Department of Information Services](#)  
[Department of Licensing](#)  
[Department of Natural Resources](#)  
[Department of Revenue](#)  
[Department of Transportation](#)  
[Developer Testing Only](#)  
[DIS DEMO DOMAIN](#)  
[Labor & Industries](#)  
[Liquor Control Board](#)  
[Military Department Headquarters](#)  
[Office of Financial Management](#)  
[Washington State Board of Accountancy](#)  
[Workforce Training and Education Board](#)

If you have been given a service code, enter it below to apply for access to the service.

**Search services by keywords:**

Enter keyword(s) below to find related services. Leave field blank to display all services.

[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)  
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Scroll all the way to the bottom of the systems list. Find WEIRD.

Click the Apply button next the system name.

<input type="button" value="Apply"/>	Water Quality Underground Injection Control Application	An Underground Injection Control (UIC) well is a man made structure used to put water and other fluids into the ground. This application is used to register your UIC well with the Department of Ecology. <a href="#">Privacy Notice</a>
<input type="button" value="Apply"/>	WEIRD	This application handles the emissions inventory for fixed site emitters of compounds that affect air quality. <a href="#">Privacy Notice</a>

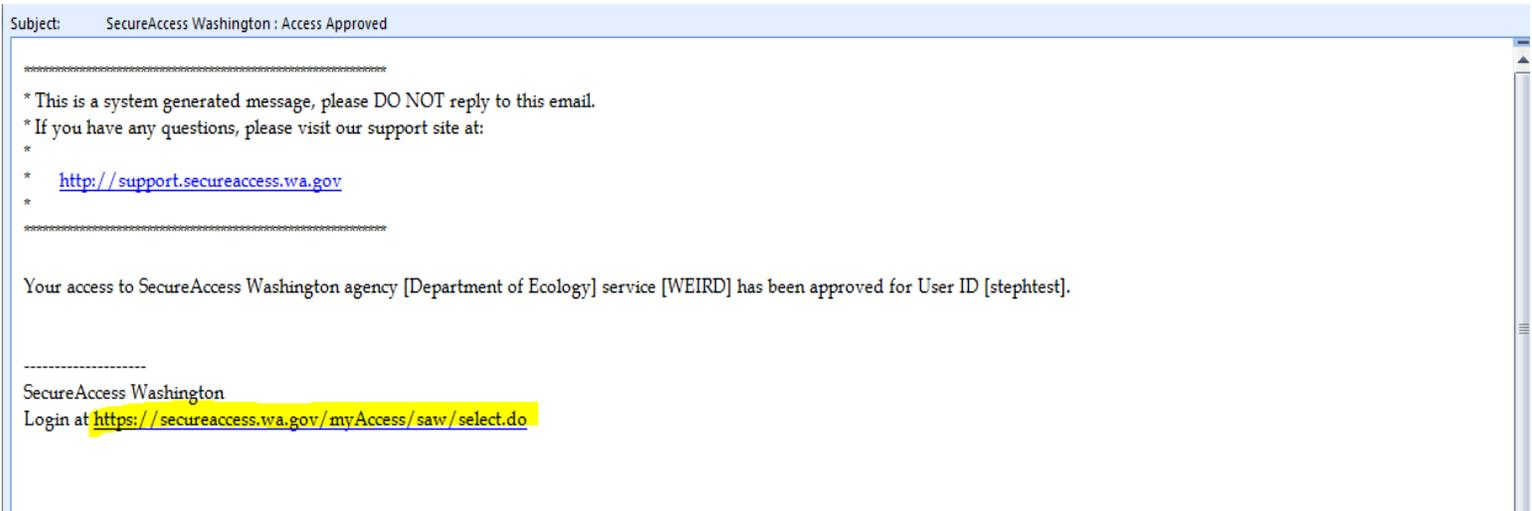
[My Secure Services](#) | [Account Management](#) | [About SecureAccess](#) | [Help](#) | [Logout](#) | [Privacy Notice](#)

This is confirmation that you have *requested* access to Washington Emissions Inventory Repository Database. Now a live person at Ecology will approve your request.



The screenshot shows the SecureAccess Washington web application. At the top left is the logo "SAW SecureAccess WASHINGTON®". A dark blue navigation bar contains links for "My Secure Services", "Account Management", "Help", "About SecureAccess", and "Logout". Below the navigation bar, the user is greeted with "Hello KathyJoSullivan". There are two buttons: "My Services" and "Add a New Service". The main content area features a heading "Service Registration Received" and a message: "Thank you for registering with agency Department of Ecology's service Washington Emissions Inventory repository Database. You will be notified by email of the approval or rejection of your service registration." At the bottom, there is a footer with links for "My Secure Services", "Account Management", "About SecureAccess", "Help", "Logout", and "Privacy Notice", along with the copyright notice "Copyright 2004-2011 © Washington State Department of Information Services -- All Rights Reserved".

Close any instance of SAW that might be open in your browser. Go back to your email. Open the "SecureAccess Washington : Access Approved" email and click the blue login link.



The screenshot shows an email interface with the subject line "SecureAccess Washington : Access Approved". The email body contains the following text: "\*\*\*\*\*", "\* This is a system generated message, please DO NOT reply to this email.", "\* If you have any questions, please visit our support site at:", "\*", "<http://support.secureaccess.wa.gov>", "\*". Below this is another line of "\*\*\*\*\*". The main message reads: "Your access to SecureAccess Washington agency [Department of Ecology] service [WEIRD] has been approved for User ID [stephtest].". At the bottom, it says "SecureAccess Washington" and "Login at <https://secureaccess.wa.gov/myAccess/saw/select.do>".

A new internet browser window will open. Click the Washington Emission Inventory Repository Database link.

SAW SecureAccess WASHINGTON®

My Secure Services Account Management Help About SecureAccess Logout

Hello ssumtest

My Services Add a New Service

Service	Agency	Description	User Status	Action
<a href="#">WEIRD</a>	Department of Ecology	This application handles the emissions inventory for fixed site emitters of compounds that affect air quality.	Active	<a href="#">Remove</a>

See the Action Remove link to the far right? **NEVER** CLICK this link.

Now, you SHOULD be on the new user introduction page of Washington Emissions Inventory Repository Database.

WASHINGTON STATE Department of Ecology

Washington Emissions Inventory Repository Database (WEIRD)  
Training

Creating your WEIRD application account

In order to use this application, you must first apply to use it. This will involve the submission of your information for approval. You will encounter a number of pages that will require you input your information. Please complete these forms and submit the information. An email will be sent to application administrators for approval final approval and the granting of application access. Once approval has been granted, an email will be forwarded notifying you that you now have access to the application.

If you feel you have encountered this page in error, please contact the Department of Ecology's Air Quality application development staff at the [Contact Us](#) link below. Otherwise, please continue with or exit from the application.

[CONTINUE](#) [EXIT APPLICATION](#)

[Contact Us](#)

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\*\*On this main page, click the *Continue* button and fill in the name, address, phone number and other information.\*\*


**WASHINGTON STATE**  
**Department of Ecology**

**Washington Emissions Inventory Repository Database (WEIRD)**  
**Training**

**WEIRD Application Completed**

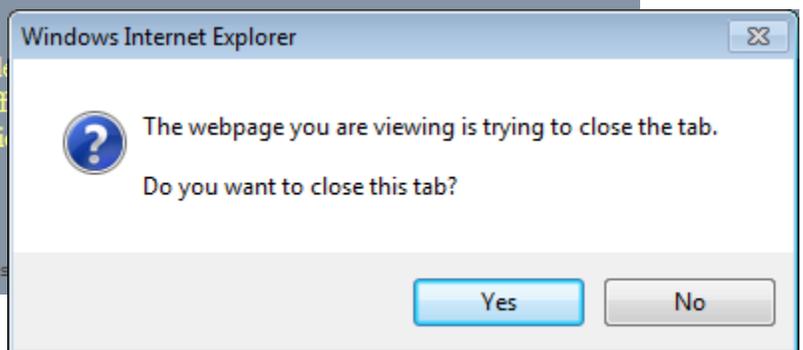
You have completed the application process. An email will be forwarded to the application administrators and they will contact you regarding your application. They will ask you for additional information to verify this application. In the meantime, you will not be allowed access to the application until these actions are completed. Once approval has been granted, an email will be forwarded notifying you that you now have access to the application.

If you feel you have encountered this page in error, please contact the Department of Ecology's Air Quality application development staff. Otherwise, please continue and exit from the application.

[EXIT APPLICATION](#)

[Contact Us](#)

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Click the *Exit Application* button and then the *Yes* button on the little message if it pops up.

Sorry, you're not active in the system yet. You have to be granted permissions. Different users have different rights, responsibilities, and facilities. A system administrator will set your permissions and connect you to your facility. Then they will send you an email indicating such.

**Now** you can re-logout to SAW, click the link for the Production version of WEIRD.



[My Secure Services](#)   [Account Management](#)   [Help](#)   [About SecureAccess](#)   [Logout](#)

Hello ssumtest

My Services   [Add a New Service](#)

Service	Agency	Description	User Status	Action
<a href="#">WEIRD</a>	Department of Ecology	This application handles the emissions inventory for fixed site emitters of compounds that affect air quality.	Active	<a href="#">Remove</a>

Congratulations, you are now a WEIRD user.

