Create SAW account to access eGGR

Secure Access Washington (SAW) is a portal to access state applications.
Which includes Washington's electronic Greenhouse Gas Reporting (eGGR) system.

Go to this webpage:

https://secureaccess.wa.gov/

Create an account (if you already have a SAW account skip to page 6)
Click Start

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

Enter your personal information:

Name
E-Mail Address
Confirm E-Mail
Secret Question ––select a question––
Question Answer

Previous Next

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Here are the secret questions:

<table>
<thead>
<tr>
<th>Secret Question</th>
<th>Question Answer</th>
</tr>
</thead>
<tbody>
<tr>
<td>What city were you born in?</td>
<td>---select a question---</td>
</tr>
<tr>
<td>What was your first teachers last name?</td>
<td></td>
</tr>
<tr>
<td>What city did your first airplane ride take you to?</td>
<td></td>
</tr>
<tr>
<td>Who was your best childhood friend?</td>
<td></td>
</tr>
<tr>
<td>What was the name of your first permanent employer?</td>
<td></td>
</tr>
<tr>
<td>By what nickname did your friends call you when you were a child?</td>
<td></td>
</tr>
<tr>
<td>What was the mascot of your high school football team?</td>
<td></td>
</tr>
</tbody>
</table>

*If you already have a SAW account* using this email address you will get a message indicating such. You can continue with the new User ID, or jump out of this “Create” a new account and use the existing account. If you don’t remember the User ID and/or password for that just use the links in the message to recover that information.

Select and enter a User ID and Password.

Please use your name (NO SPACES) as your User ID. The system assists in creating a 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. Also, your password should not include a dictionary word.

User ID: TexKJo
Password: [Blank]
Confirm Password: [Blank]

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
- does not contain your full name
The System will show your information. You can print this page with the PRINT link. Click Next.

Decipher the funky code the system gives you (to prove you're human) and click Submit.
You’re NOT DONE YET! You need to access your email to activate your account.

Open your Welcome to SecureAccess email.

Click the link in your confirmation email which will launch a new SAW login page.

https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=51465&userId=TexKJo
Enter your User ID (not case sensitive) and password, click login button

Click the "Click here to add services" link

Click on the "Department of Ecology" link
Scroll way down to the Ws near the bottom of the Service Name list.
Find Washington’s Electronic Greenhouse Gas Reporting System (eGGR)

![Image of SecureAccess Washington interface]

**Add a Service to Your Account**

Select a service to apply for from the following.

*Note:* Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

<table>
<thead>
<tr>
<th>All Agencies</th>
<th>Department of Ecology</th>
</tr>
</thead>
<tbody>
<tr>
<td>Action</td>
<td>Service Name</td>
</tr>
</tbody>
</table>

**Click the Apply button next the system name.**

![Image of Apply button being clicked]

Immediate confirmation that you have successfully requested access to Washington’s Greenhouse Gas Reporting System appears. Click the My Services tab to access a link to the upload system.

![Image of Service Registration Successful]

**Service Registration Successful**

Thank you for registering with agency Department of Ecology’s service Washington’s Greenhouse Gas Reporting System. Please click the "My Services" tab above to access the service.
In the My Services tab click the Washington’s Greenhouse Gas Reporting System link to launch the data upload application.

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

If you have trouble getting into the system, call Ecology AQ IT.

Congratulations, you are now an eGGR user.

You will also receive an email containing system access confirmation. The link within the email will open a new internet browser window for logging in.

You can use that email to launch the system in the future, or create a “Favorites” in your browser.

Tex Sullivan 360.407.6836
TexKjo.Sullivan@ecy.wa.gov
Save as a Favorite:  

https://secureaccess.wa.gov/ opens this page

do NOT login at this time

This is the page you start on to access the upload system. So this is the favorites page.

Click Favorites on the Internet Explorer menu bar... then click Add to favorites

Name it whatever you want, organize in folders if you want, click Add

Done Creating Favorite