How to Register for Access to
Online Aquatic Pesticide Permit Applications
in SecureAccess Washington (SAW)

Note: Current rule changes proposed by EPA may cause Ecology to change registration processes in the future due to changes in our database requirements and user interface implementation.

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Questions about these instructions?

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INTRODUCTION

SecureAccess Washington (SAW) is a web portal that allows the user to connect to multiple permit application and reporting services. In order to access the online permit application and reporting services of the Aquatic Plant and Algae Management, Aquatic Noxious Weed, or Aquatic Mosquito Control General Permits, you need to have a SAW account.

CREATE A SECUREACCESS WASHINGTON (SAW) ACCOUNT

To start creating your new SAW account, go to https://secureaccess.wa.gov in your internet browser and click on the **red** "Create one" link.

> **NOTE:** If you have an existing SAW account, you can skip this section and go straight to the "Add and Aquatic Pesticide Permit Application to Your Services" section.

There are six steps in the registration process. Click on the "Start" button to proceed.

Step 1.   Name & Email Address

Fill in the required information and once complete, click the "Next" button.

> **NOTE:** Make sure you use a valid and active e-mail address. It is necessary to complete the registration process and is where SAW will send emails about your account.
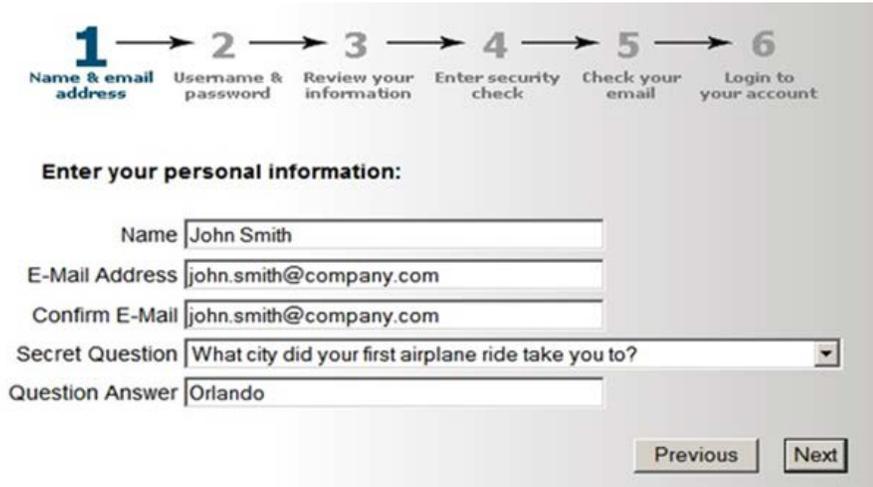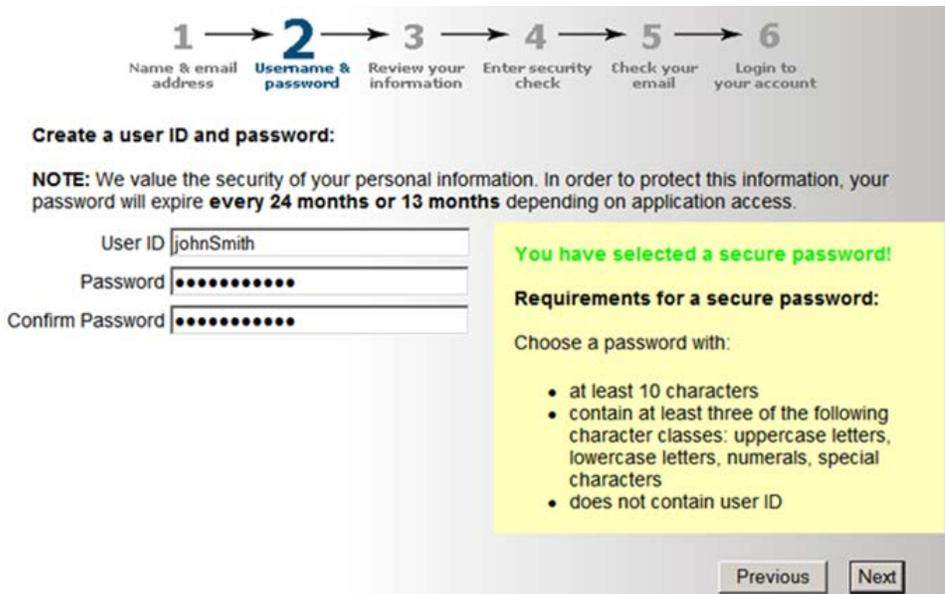

Step 2.   Username & Password

Create a User ID and Password, and once complete, click the "Next" button.

> **NOTE:** The yellow box contains password complexity requirements. It will notify you if your password meets those requirements.

Step 3.   Review Your Information

Review your registration information. If you need to change any of your information, click on the "Previous" button. If your information is correct, click on the "Next" button.

NOTE: You can also print this page for future reference by clicking on the "Print" link.

Step 4.   Enter Security Check

Type the security code into the text box and click the "Submit" button to create your SAW account. This also sends an account activation email to the email address you supplied during the registration process.

Step 5.   Check Your E-mail

Log into your e-mail account and find the message from secureaccess@dis.wa.gov. The subject line of the email should read "*SecureAccess Washington: Welcome to SecureAccess Washington*". Open the e-mail message and click on the link below "To activate your new account". To activate your new account, you must log on from the new SAW login page the link opens.
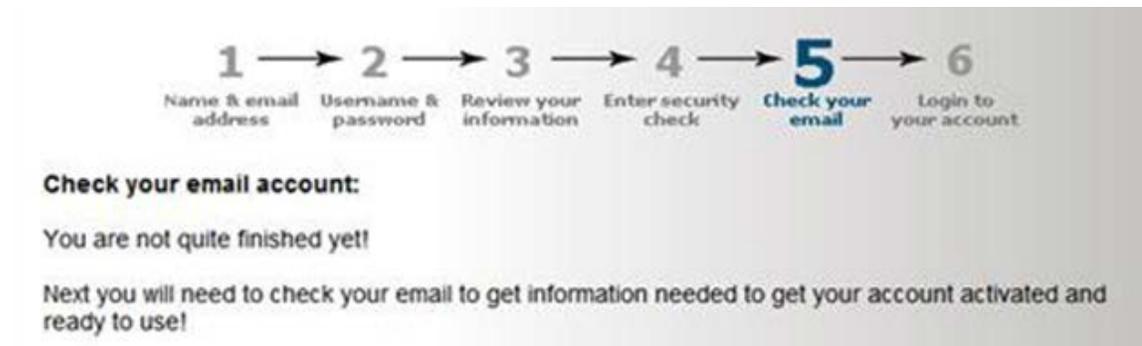
Here is an example e-mail message:
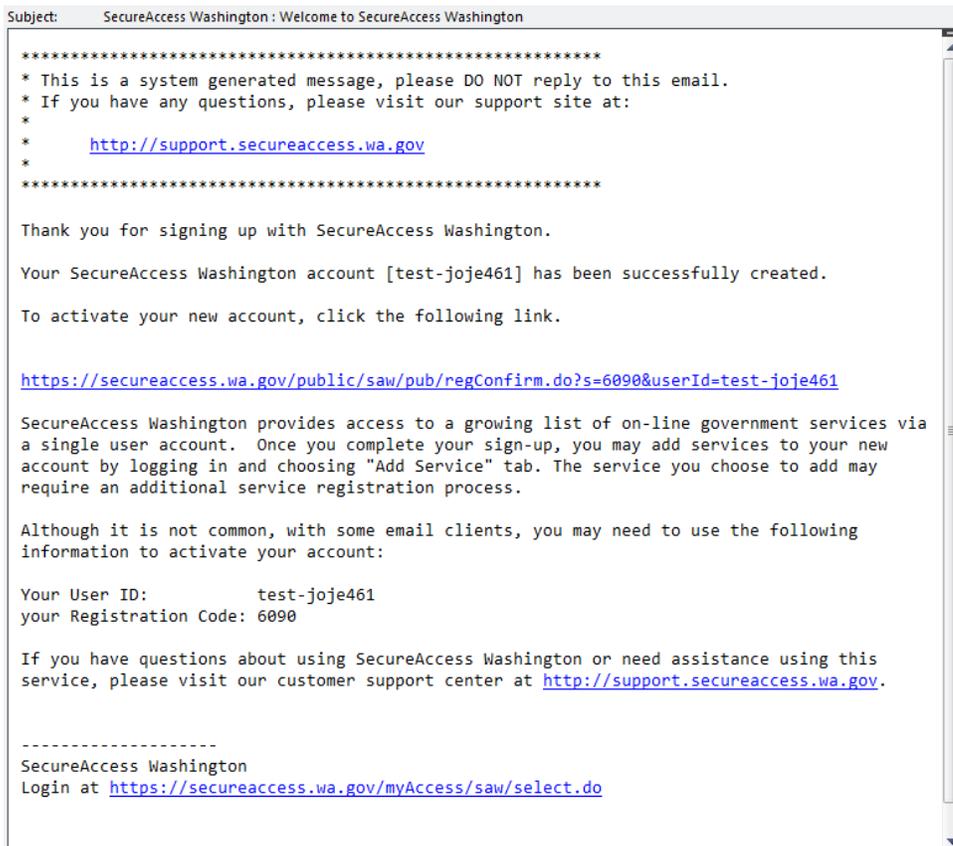
Step 6.   Login to Your Account

Use User ID and Password you created in Step 2 to log into SAW from the login page the account activation email link opened. Click the "Login" button; this activates your account.

Congratulations, you have finished creating your SAW Account!

After this, you may login to your SAW account here: https://secureaccess.wa.gov.

> **NOTE:** If you need additional assistance, please check out the SecureAccess Washington customer support web site at http://support.secureaccess.wa.gov/.
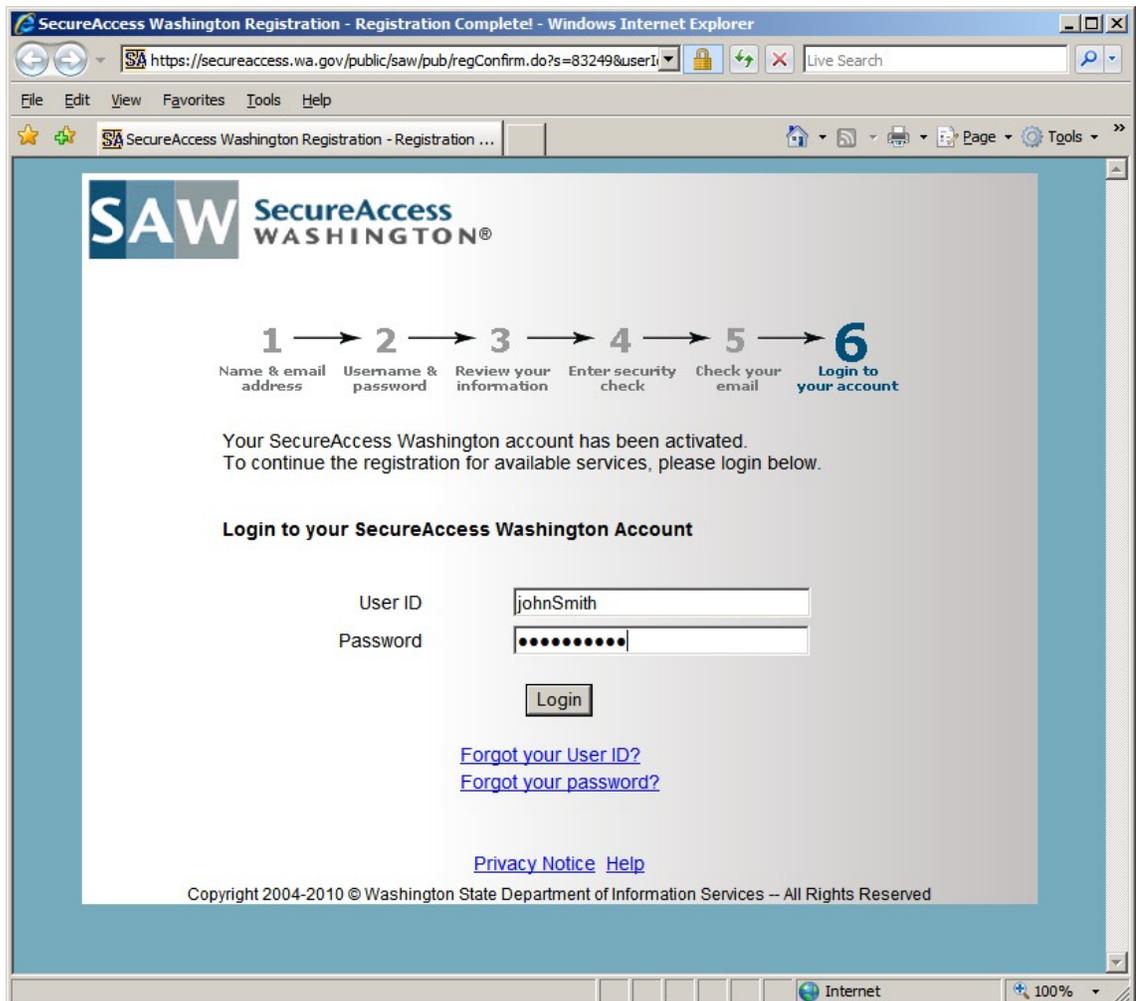
ADD AN AQUATIC PESTICIDE PERMIT APPLICATION TO YOUR SERVICES

Now that you have a created and activated your SAW account, you will need to add an aquatic pesticide permit application to your list of "My Services".

> **NOTE:** If you have not created a SAW account yet, see "Create a SecureAccess Washington (SAW) Account".

> **NOTE:** It is important that you activate your account before trying to add a service. See Step 5 and Step 6 in the "Create a SecureAccess Washington (SAW) Account" section if you have not yet activated your SAW account.

> **NOTE**: Service access requests do not have an automated approval process. Ecology staff must still approve your request for access to a service. If your request for access to a service is after business hours, on a weekend, or during a holiday, it will usually be sometime the next business day that you receive your access confirmation email.

1. If you are not logged into SAW, go to https://secureaccess.wa.gov in your internet browser and log in now with your User ID and Password. Then click on the "Add a New Service" tab or if you see the "Click here to add services" link, you may click on it instead.
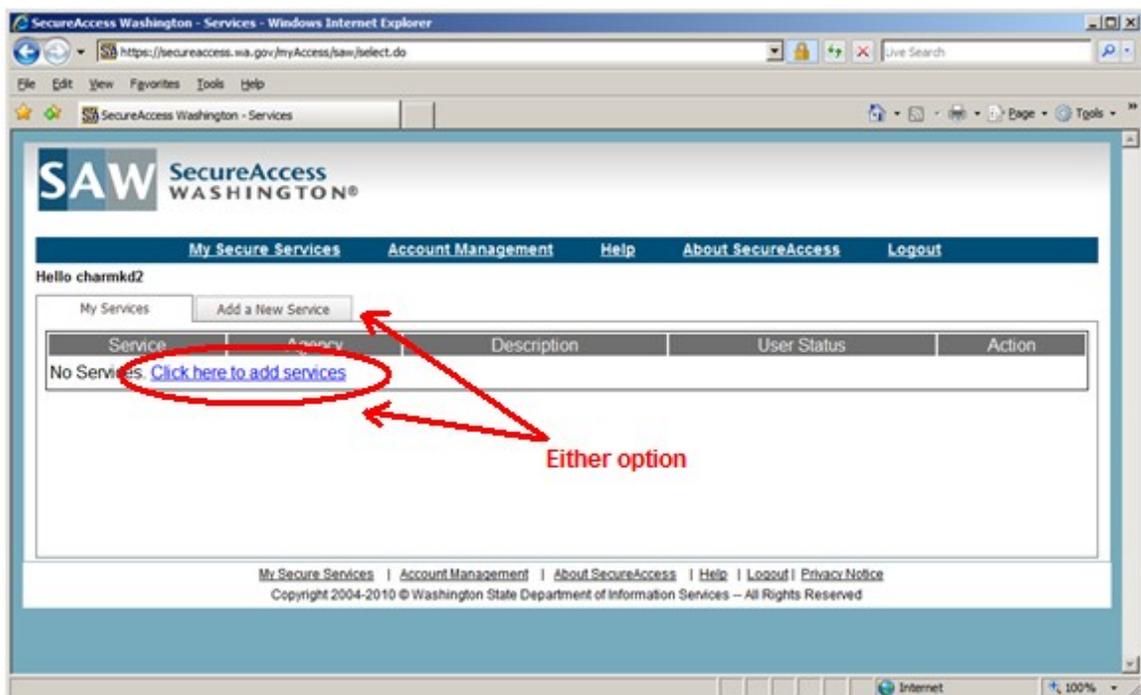
2. Click on the "Department of Ecology" link on the left hand side of the screen.
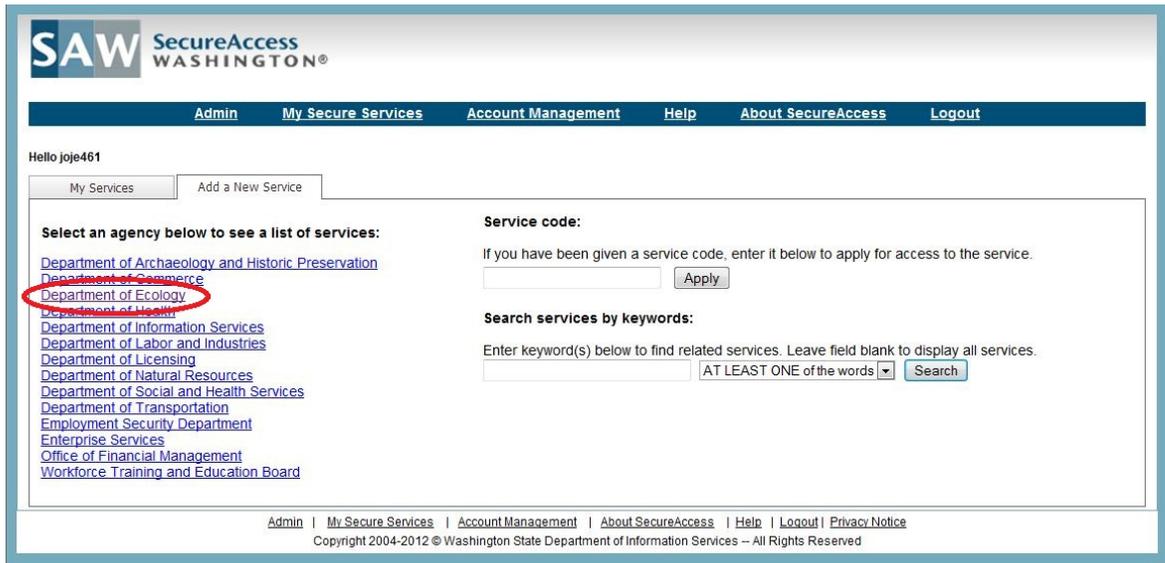
3. In the "Service Name" column, find the aquatic pesticide permit service you need access to (see the table below for reference) and click the "Apply" button next to it. This sends an email to Ecology staff notifying them that a user has applied for a service.

General Permit	Service
Aquatic Plant and Algae Management	Aquatic Plant and Algae Management
Aquatic Noxious Weed Control	Aquatic Noxious Weed NPDES Permit
Aquatic Mosquito Control	Aquatic Mosquito Control Permit Application
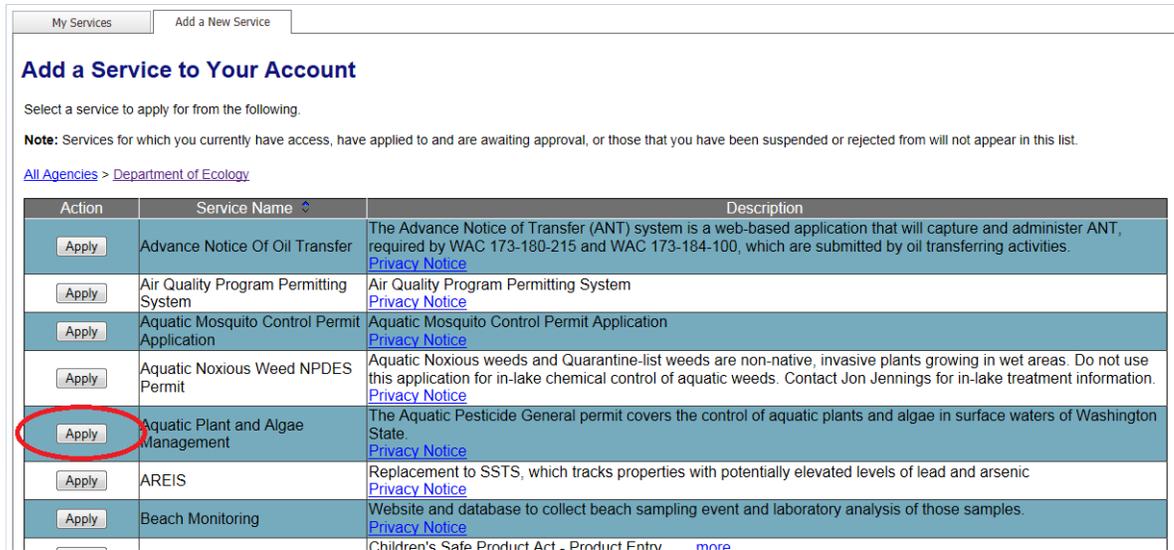
After clicking the "Apply" button, you will see a screen stating that your registration status is currently pending. Here is an example screen.

> **NOTE:** If you click on the "My Services" tab, you will see a screen that lists your "User Status" as pending. Here is an example screen.
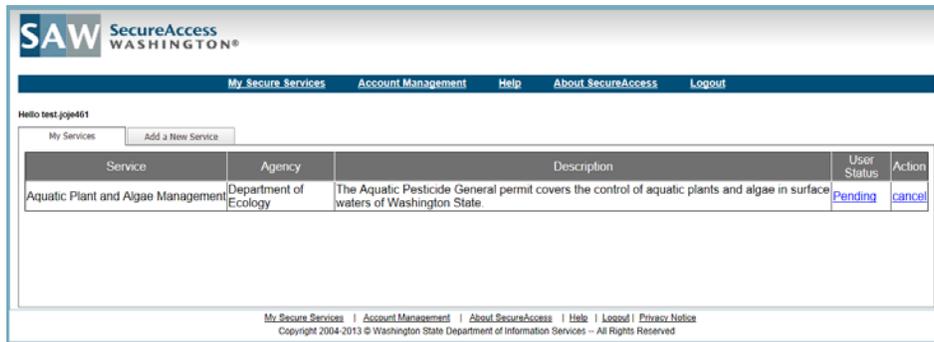
4. Log out of SAW until you receive an email notification that your access request is approved. The approval email will be from secureaccess@dis.wa.gov. The subject line of the email should read "*SecureAccess Washington: Access Approved*". Here is an example of the email.

> **NOTE:** You will not immediately have access to the service. Processing of requests for access to a service is not currently automated. Ecology staff must still approve your request for access to a service. If your request for access to a service is after business hours, on a weekend or holiday, it will usually be sometime the next business day that you receive your access confirmation email.

> **NOTE:** There is sometimes a bug in the registration system in which a user will not be able to access the service they have applied for after receiving their approval email. This usually happens if the user

has not logged out of SAW and closed their internet browser after applying for a service. If this happens to you, log out of your SAW account, close your browser window, and then reopen your internet browser and log in again.

5. After receiving your approval email, log in to your SAW account. You will see the service you applied for listed under the "My Services" tab. You are now ready to use the online permit application. Clicking on the service link will take you to the online permit application.