

How to Create a Secure Access Washington (SAW) Account

Note: an account with Secure Access Washington is required to access the Shellfish Export Application System

First time users will need to create a SAW account. This guide will walk you through the steps to create an account

Requirements for SAW account:

User Name and Email Address:

A user name and email address is required to create a SAW account.

IMPORTANT: The system will **ONLY** send the requested certificates to the email address used in the SAW account.

Companies with multiple export agents will need a unique user name AND email address for each agent. This is a change from our old system. Where you could use the same email address for each agent and have certificates sent to a variety of accounts.

An alternative is to create a single user name for your company with one email account. Export agents would share this account. *(Some companies already follow this practice)*

If you have questions about this, please contact our office at shellfish@doh.wa.gov or 360.236.3330

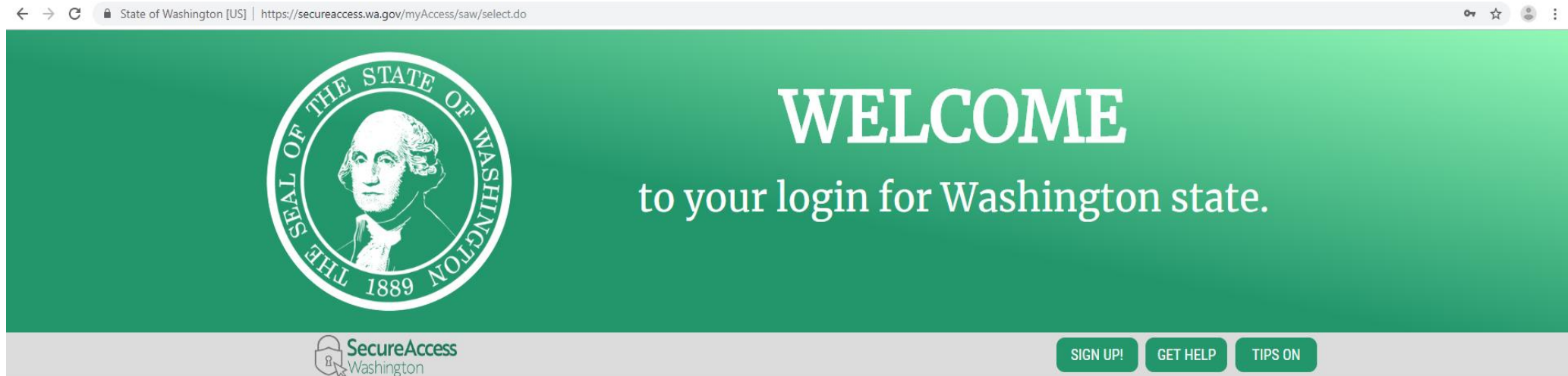
Step 1: click [this](#) link to be directed to Secure Access Washington (SAW)

Step 2: click Sign Up!

Step 1

- Click Link

<https://secureaccess.wa.gov/myAccess/saw/select.do>



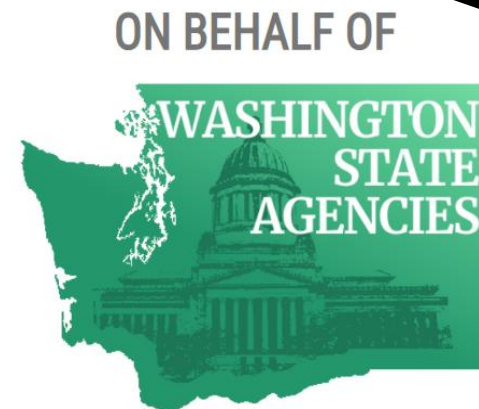
LOGIN

USERNAME

PASSWORD

SUBMIT

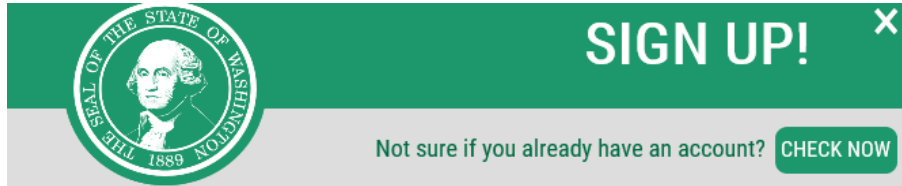
[Forgot your username?](#) | [Forgot your password?](#)



Step 2

- Click Sign Up!

How to create a user account:



IMPORTANT: Please read the information on page 2 regarding email addresses.

FIRST NAME


LAST NAME

EMAIL


USERNAME

PASSWORD

CONFIRM PASSWORD

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Privacy Notice](#)

Check this box 

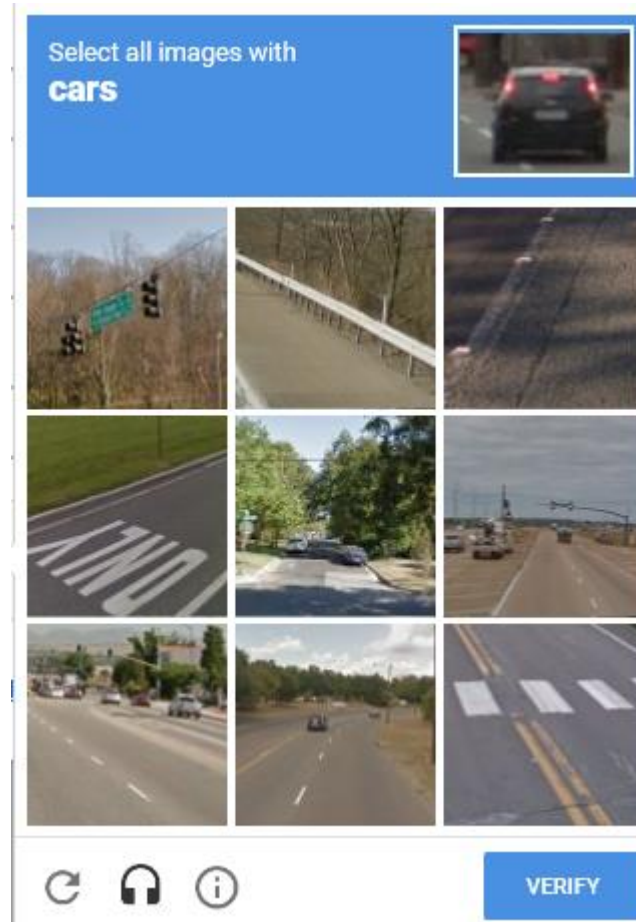
- Step 1:**
Enter the following information
- First Name
 - Last Name
 - Email (Note: export certificates will be sent to this account)

Step 2:
Create a User Name (Note: the system will not allow you to advance to the next screen if you selected a user name in use. If you get this error, it will offer suggested user names to try instead)

Step 3: Create a password and confirm the password

Step 4: Check the “I’m not a robot box” (Note: after selecting this, a box will pop up with images)

Verifying you are not a “robot”



After you check “I’m not a robot”, the system will likely require you to verify you are not a “robot” by selecting images.

In this example, the system requires you to select all the cars.

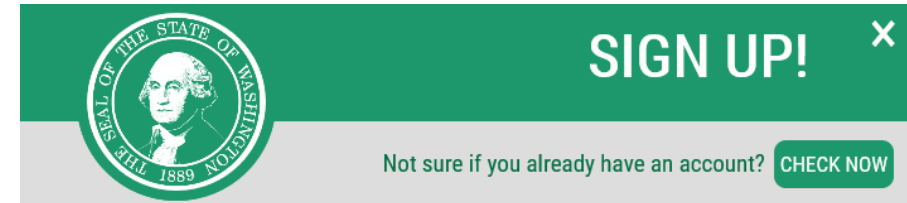
NOTE: It may refresh and require you to keep selecting images. Once you’ve selected all the images you can click verify.

Step 1: Select all the images that apply until you no longer see any related images

Step 2: Click verify

Finalizing creating a user account:

Now click **SUBMIT** button



The header of the sign-up form features a green background. On the left is the Seal of the State of Washington, which includes a portrait of George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON" and "1889". On the right, the text "SIGN UP!" is displayed in white, accompanied by a close icon (an 'x' in a square).

Not sure if you already have an account? [CHECK NOW](#)

FIRST NAME

Daffy

LAST NAME

Mouse

EMAIL

daffymouse@yahoo.com

USERNAME


dmouse

PASSWORD

••••••••

CONFIRM PASSWORD

••••••••

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Privacy Notice](#)

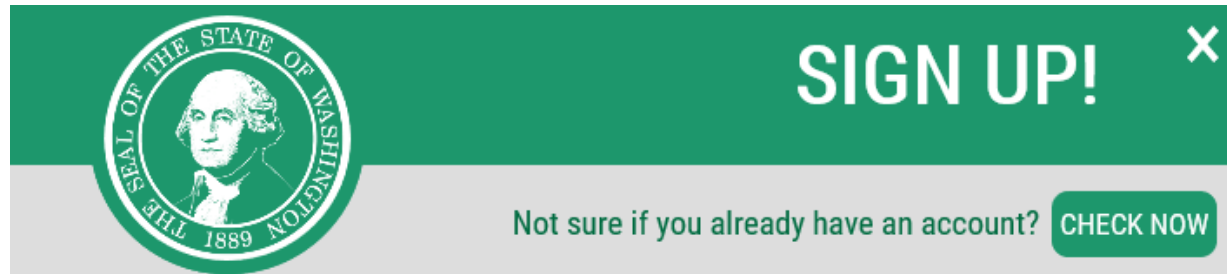
SUBMIT

Sign Up:
You can now click **SUBMIT**

Activating your SAW account

After clicking submit, the message below will display.

SAW will send an email to the address you registered with. On the next screen is an example of an activation email.



CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

Activating your SAW Account continued...

Click on the link in the message to activate the account

Inbox

Contacts Notepad Calendar

Reply Reply All Forward Delete Spam Actions Apply

SecureAccess Washington : Welcome to SecureAccess Washington

daffymouse@yahoo.../Inbox

secureaccess@cts.wa.gov <secureaccess@cts.wa.gov>
To: daffymouse@yahoo.com

Nov 20 at 3:39 PM

Print Raw message

You are almost finished, Daffy...

Thank you for signing up with Secure Access Washington.

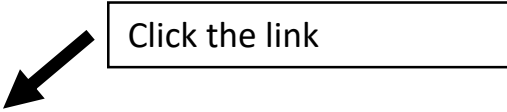
Your username is: dmouse

To activate your account, please click: <https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=6524&userId=dmouse>

For questions or concerns about your SecureAccess Washington account, please visit <https://test-secureaccess.wa.gov/public/saw/pub/help.do>

Thank you,
The Secure Access Washington Team

This is an automated message sent by the SecureAccess Washington CUSTOMER TEST environment. THIS IS NOT PRODUCTION.
Login at <https://test-secureaccess.wa.gov>
If you require assistance, please leave us a note at <https://test-secureaccess.wa.gov/public/saw/pub/help.do>



Login into SAW by clicking the LOGIN button.

SIGN UP! X

Not sure if you already have an account? **CHECK NOW**

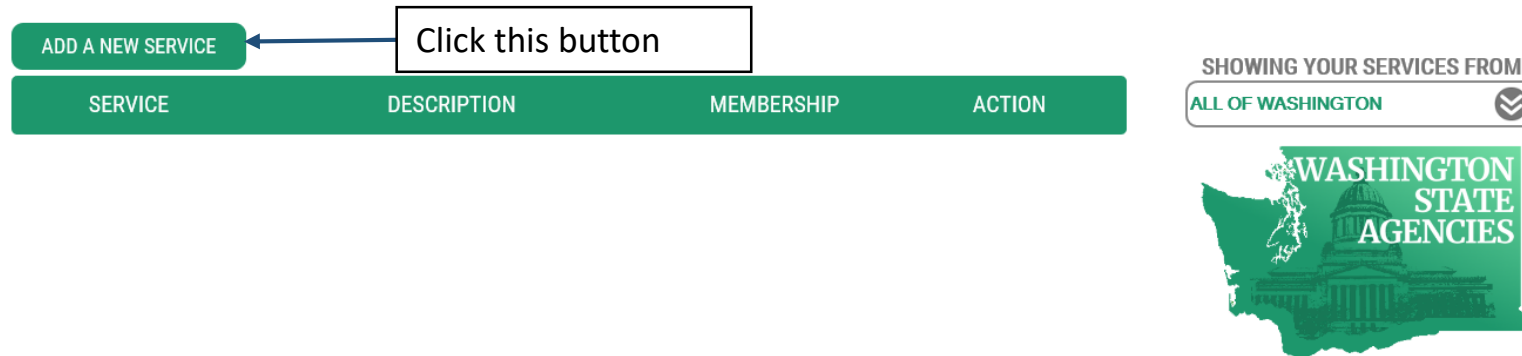
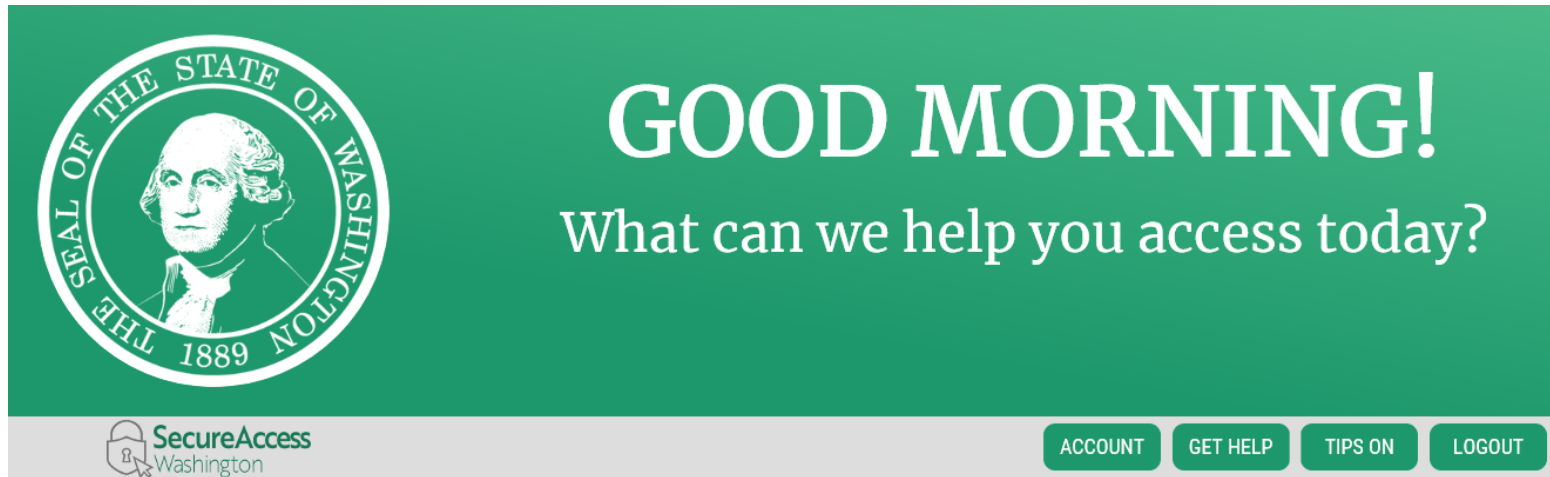
ACCOUNT ACTIVATED!

Your account is activated and you can now log in. Please note: If you do not log in to this account at least once every 24 months, it will be automatically deleted.

LOGIN ← Click here

Accessing the Shellfish Export System

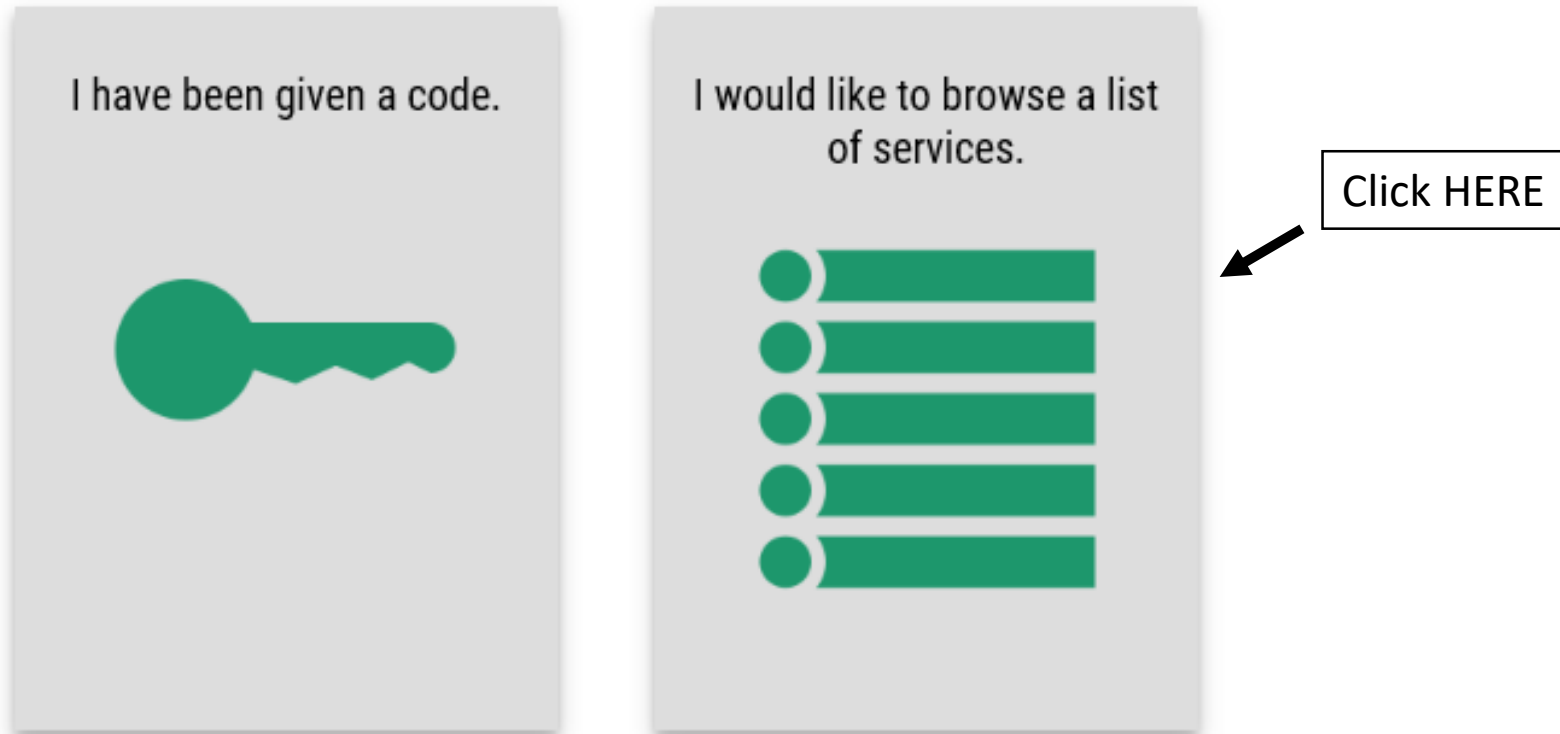
To gain access to the system, you must “Add A New Service”, click the ADD A NEW SERVICE button to find the Department of Health List of Services



Add new service continued...

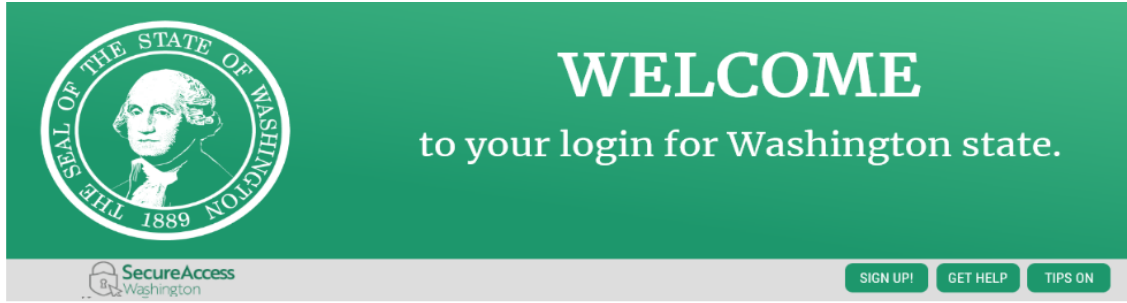
Click, “I would like to browse a list of services.

ADD A NEW SERVICE



Add a New Service

Click on Department of Health (you might have to scroll down to find DOH on the list)



ADD A NEW SERVICE

- Board for Volunteer Fire Fighters
- Board of Accountancy
- Consolidated Technology Services
- Criminal Justice Training Commission
- DIS DEMO DOMAIN
- Department of Children, Youth and Families
- Department of Commerce
- Department of Early Learning
- Department of Ecology
- Department of Financial Institutions
- Department of Fish and Wildlife
- Department of Health**
- Department of Information Services
- Department of Licensing

Click HERE



Add a New Service: Find Shellfish Export Certification Application and click **APPLY**



EHDDI APPLICATION	APPLY
This is the QA SAW service for the EHDDI program's web based application that allows DCH staff and specialists outside of the DCH to enter screening and diagnostic results, patient information, and complete follow-up actions.	
ELECTRONIC TEST ORDER AND REPORTING SYSTEM FOR THE PUBLIC HEALTH LABORATORIES	APPLY
Lab Web Portal for ETOR	
EMS ONLINE CERTIFICATION	APPLY
Allows EMS Personnel to submit online renewal applications and to manage their supervising agencies. Allows Agency Supervisors, County Coordinators, and Medical Program Directors to review and approve renewal applications.	
EMS ONLINE NR	APPLY
Version of EMSOnline that runs against the new release version of eLicense	
EMSONLINE HF	APPLY
HSQA application EMSOnline - Hot fix version.	
EMSONLINE LIBERTY LAKE	APPLY
This registration is used to test the disaster recovery environment at Liberty Lake, WA. If there is a disaster, the production registration would be reprinted to the Liberty Lake web server.	
EMSONLINE QA	APPLY
QA Version of EMSOnline	
ENVIRONMENTAL HEALTH PAYMENT SYSTEM	APPLY
Online payment system for Environmental Public Health invoices and services	
HEALTH SERVICES PORTAL (DEV)	APPLY
Request and manage your access to all available Washington State Department of Health application services.	
HEALTHY HOMES LEAD PREVENTION & SURVEILLANCE	APPLY
Lead Program application to manage environmental lead exposures and blood lead testing results.	
IO TEMPLATE	APPLY
Use for a template for creating apps behind SAW. Includes PostListener, DB, WEBApp Skeleton	
NEWBORN SCREENING SECURE REMOTE VIEWER (SRV)	APPLY
View and download newborn screening results for infants screened in Washington State.	
ONLINE APPLICATION PORTAL	APPLY
Online Applications for Healthcare Provider and Healthcare Facility Credentials.	
PRESCRIPTION MONITORING PROGRAM (PMP) ACCESS FOR HEALTHCARE PROVIDERS	APPLY
PMP access for healthcare providers only, only for providing medical and/or pharmaceutical care to their patients.	
SHELLFISH EXPORT CERTIFICATION APPLICATION	APPLY
Shellfish Export Certification Application	

SHELLFISH EXPORT CERTIFICATION APPLICATION

APPLY

Shellfish Export Certification Application

Click Apply on
'Shellfish Export Certification Application'

SAW Service Registration Complete

The window below will pop up confirming your registration to the Shellfish Export System.

Click OK



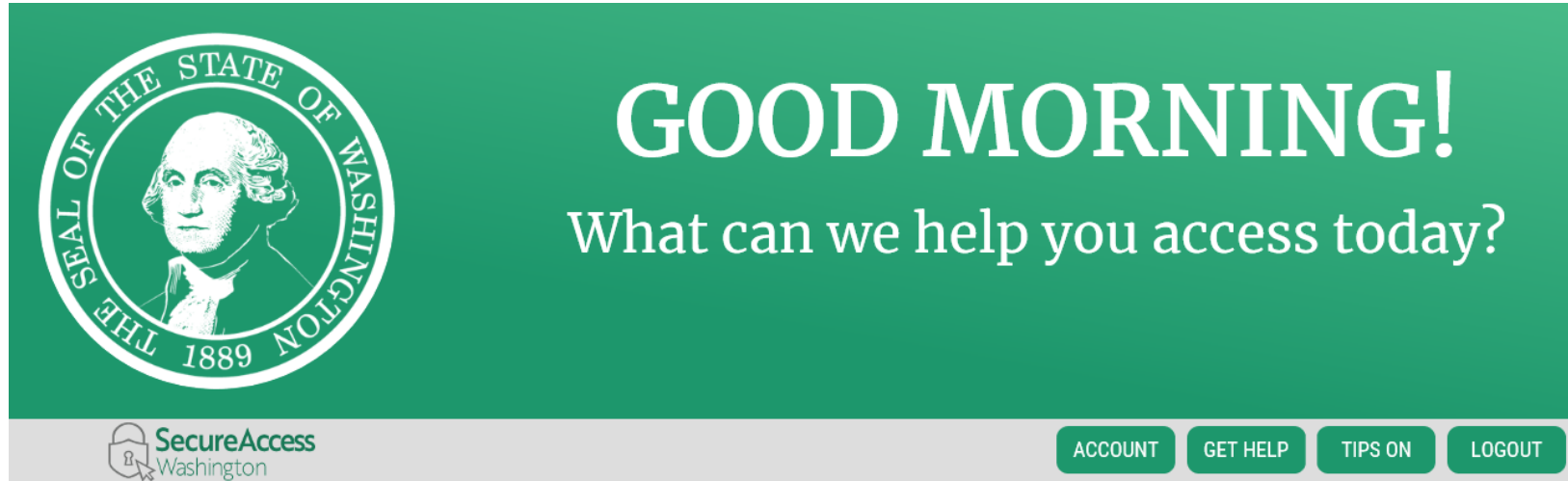
REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.



Accessing the Shellfish Export System.

Once, you've added the service, you will see it in your list below. One final step is required to access the system.



ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
Shellfish Export Certification Application	Shellfish Export Certification Application	Active ?	Remove

Shellfish Export "service" is now in your list of services

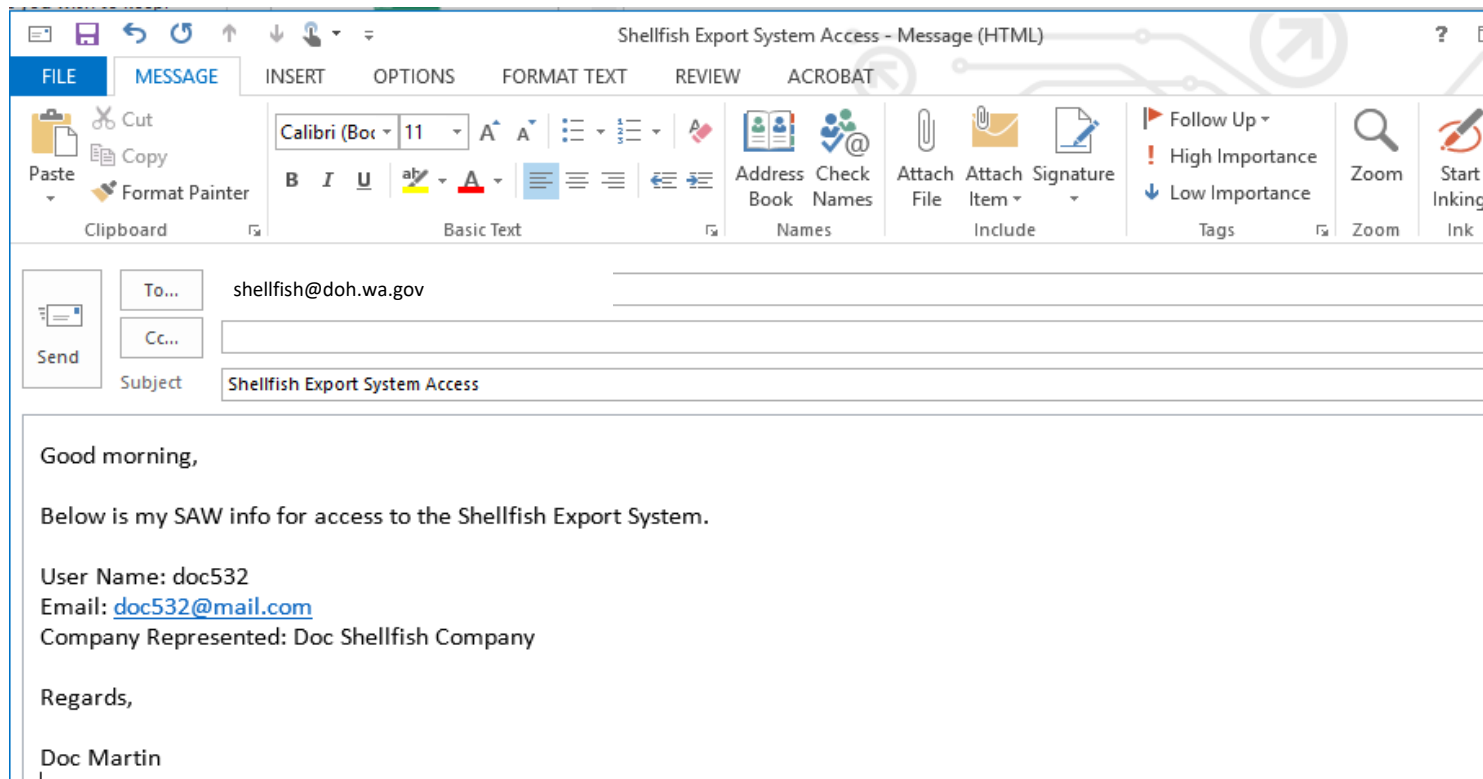
SHOWING YOUR SERVICES FROM

ALL OF WASHINGTON

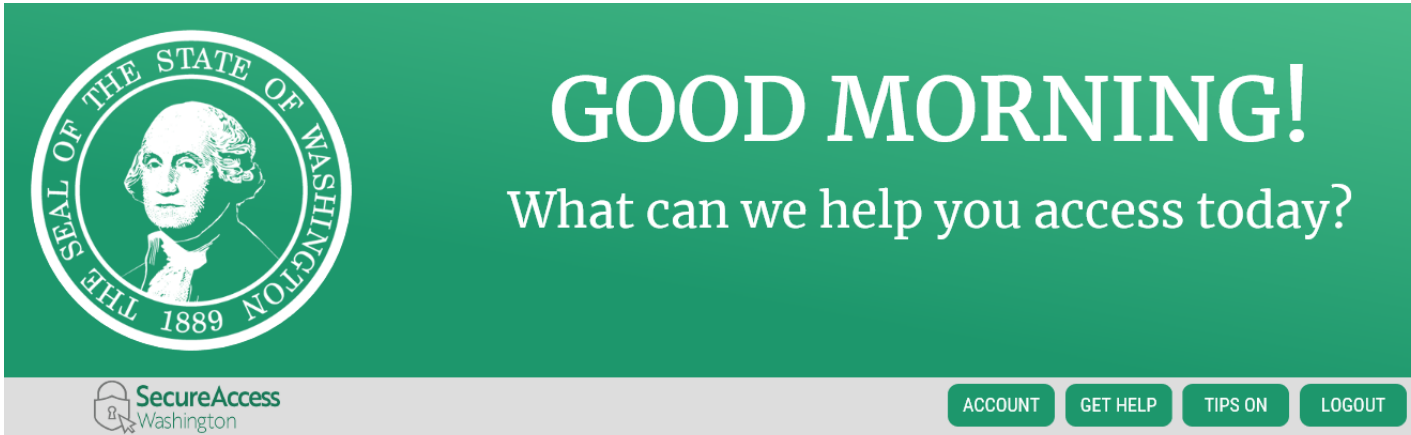


Final step for Shellfish Export Certification Application

All users must send their name, SAW user name, email address, and company(s) represented to shellfish@doh.wa.gov or call Grace Workman, our Shellfish Export System Administrator at (360) 236-3314. If she is unavailable, you can call our mainline at (360) 236-3330 and ask to speak with the Shellfish Export staff on duty for the day and they will find someone to assist you with adding your SAW username to our system for validation.



Verifying your access: after our office registers your user name, email address and company name with the system you can begin creating certificates.



The header of the SecureAccess Washington interface. It features the Seal of the State of Washington on the left, which includes a portrait of George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON 1889". To the right of the seal, the text "GOOD MORNING!" is displayed in large white letters, followed by "What can we help you access today?" in smaller white letters. At the bottom left is the "SecureAccess Washington" logo. At the bottom right are four buttons: "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT".

ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
Shellfish Export Certification Application	Shellfish Export Certification Application	Active ?	Remove

SHOWING YOUR SERVICES FROM
ALL OF WASHINGTON



Step 1: Click link to Shellfish Export Certification Application



The header of the Washington State Department of Health interface. It features the Seal of the State of Washington on the left, which includes a portrait of George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON 1889".

NOW ACCESSING



You are now accessing Shellfish Export Certification Application provided by Department of Health. If you require assistance, the Shellfish Export Certification Application help desk can be reached at ITServiceDesk@doh.wa.gov or 360-236-4357.

CANCEL CONTINUE

Step 2: Click Continue

Verifying access, continued...

If your account is fully registered, you will see the screen below. See the next slide for an example of an account that is not fully registered.



The screenshot shows the top navigation bar of the Washington State Department of Health Shellfish Export Certificates web application. The navigation bar includes the department logo, the title "Shellfish Export Certificates", and a menu with links for "Home", "Add Certificate", "Manage Certificate", "Manage Template", and a "SAW Logout" button. Below the navigation bar, the main content area displays a welcome message, an image of two clams, the department's name and program, mailing and physical addresses, and contact information for technical issues.

Washington State Department of Health
Shellfish Export Certificates

[Home](#) [Add Certificate](#) [Manage Certificate](#) [Manage Template](#) [SAW Logout](#)

Welcome to Export Certificates



Washington State Department of Health
Office of Health and Safety
Shellfish Program

Mailing Address:
PO Box 47824
Olympia, WA 98504-7824

Physical Address:
111 E Israel Road
Tumwater, WA

Technical issues with this Web site?
Email
[Environmental Health Application Testing and Support](#)
or call 360-236-4357

Verifying access, continued:



You do not have access to this application. Contact customer support at email shellfish@doh.wa.gov or call 360-236-3330!

Note:

If you did not register your name, SAW user name, email, and shellfish company(s) you represent with the Office of Environmental Health and Safety, Shellfish Export Certificate program you will receive this message. When you