



SAW user guide

Secure Access Washington

To access our Online Services, you need to log in using SecureAccess Washington, the state's authentication service. Read on to learn how to create an account and log in, and what to expect in that process.

Create an account

VERY IMPORTANT: Use the same email you use to log in to SAO's Online Services.

*Note: Unsure whether you have an existing account? Click **Check Now** after you select **Sign up!** in Step 4.*

1. Go to www.sao.wa.gov.
2. Click the **Client login** link in the banner.
3. Click the **Login with SAW** button.

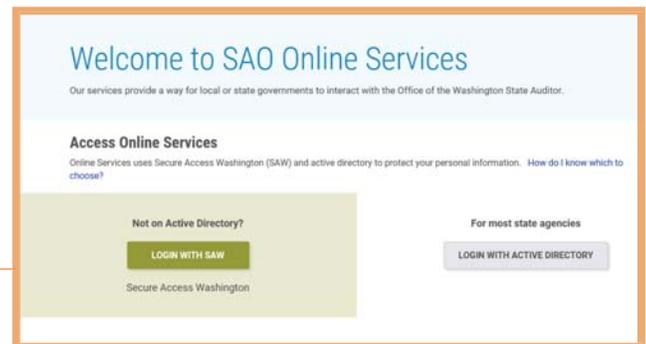
Note: This will take you from our website to the SAW login page. Once you have created an account and logged in, you will be redirected back to our website.

4. Click the **Sign up!** button.
5. Provide the requested registration information.

REMEMBER: Provide the same email address that you use to log in to Online Services. If you provide a different email address for SAW than you use to log in to SAO's website, the SAO system will not match your SAW login to your Online Services account. If this happens, help requests will need to go through WaTech, the state agency that administers SAW.

Also, it is important to **provide your actual name** in the "First and Last Name" field when creating/managing your SAW account, instead of the name of your government. We use the information in this field to identify a contact.

6. Click the **I'm not a robot** box, follow the prompts on the popup screen, then click **Submit**. SAW will send a verification email to the email address you submitted.
7. Click the link in the email to activate your SAW account. Enter your SAW username and password, and you will be redirected to our website.



How to get help from WaTech

For problems logging into SAW, complete the SAW help form at:

<https://secureaccess.wa.gov/public/saw/pub/help.do>



Log in to Online Services through SAW

First time you log in

1. On your first login, you will be asked to add multi-factor authentication to your account. Click **Begin**.

Multi-factor authentication means you must use another method to authenticate your identity, such as responding to an email or text, in addition to your username and password.

2. Enter the email address where you would like to receive login verification codes, then click **Next**. *(required)*
3. Enter any phone numbers you would like SAW to use for authentication checks, then click **Next**.
4. Review your contact information for accuracy.
5. Choose whether you want the computer you are using to be added to SAW's list of known devices.
6. Click **Submit**.

Note: If this is your first time signing in to Online Services, you must submit additional information about your government affiliation.

7. Click **Save**. You will receive a confirmation email within 5 minutes, and then you can use Online Services.

Logging in all other times

1. Go to www.sao.wa.gov.
2. Click the **Client login** link in the banner.
3. Click the **Login with SAW** button.

Note: This will take you out of our website to the SAW login page. After you log in to SAW, you will be redirected automatically to our website.



4. Enter your SAW username and password and click **Submit**.
5. On the multi-factor authentication screen, choose whether you prefer to be contacted via phone call, email or text message. Click **Continue**.
6. Select or confirm the contact information and choose whether you want SAW to add your computer to its list of known devices, then click **Continue**.
7. When prompted, enter the verification code you received to be redirected to the Online Services web page.

Log out

Click your name at the upper right of the page and select **Logout**, then close all browser windows.



Office of the Washington State Auditor
Pat McCarthy

P.O. Box 40031 Olympia, WA 98504

www.sao.wa.gov

WAStateAuditorSubscriptions@sao.wa.gov