Secure Access Washington (SAW)

WSGC My Account Registration Instructions

Online services for the Washington State Gambling Commission (WSGC) are only available through Secure Access Washington (SAW). SAW is a website that allows users access to services for many Washington State government agencies, using only one user ID and password. These instructions will guide you through registering for SAW and adding the the Gambling Commission online service, "WSGC My Account".

If you need help with registration, please contact a Licensing Specialist at (360) 486-3441 or <u>Licensing@wsgc.wa.gov</u>.

Instructions:

- 1. Open your internet browser and go to the website <u>secureaccess.wa.gov</u>.
- 2. Click the **<u>SIGN UP!</u>** button.

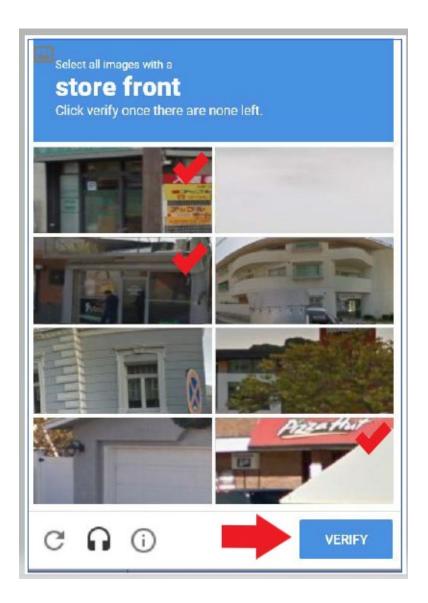
TRUE STATE OF MASHING	WELCOME to your login for Washington state.
B Secure Access Washington	SIGN UP! GET HELP TIPS ON
LOGIN	Tweets by @SecureAccessWi (0)
USERNAME PASSWORD SUBMIT	SecureAccess Washington (SecureAccessWA Due to scheduled maintenance on SecureAccess Washington, users may not be able to log in between 5:30-6:15 a.m. on Tuesday, April 19.
Forgot your username2 Forgot your pas	word? C+ Apr 10, 2003

3. Enter your personal information, contact information (optional), and create a username and password.

Sign Up!	×
Sign Up For An Account Fil in the following form to sign up for an account. If you are not sure if you already have an account, check how. Personal Information First Name	
Last Name	
Primary Email	
Contact Information For Security (Optional) Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your BAW account settings. Additional Email Address (Optional)	
Mobile Phone Number (Optional)	
Message and data rates may apply. A message will only be sent when you request it. View our <u>Mobile</u> <u>Terms of Service</u> or <u>Privacy Policy</u> for more information.	
Username and Password	
Password Requirements Add at least 10 more characters Add a special character or a lower case letter or an uppercase letter or a number Password	
Confirm Password	

4. Check the "<u>**I'm not a robot**</u>" box.

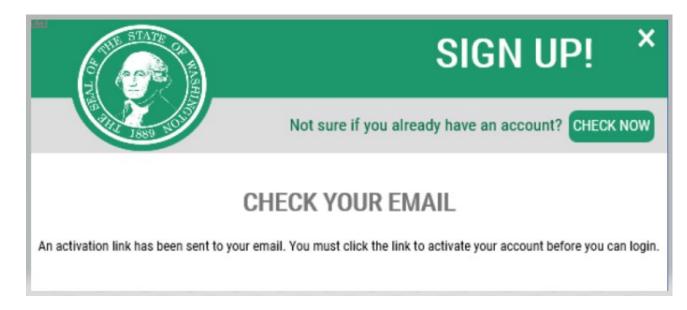
You will be shown a security captcha and asked to select specific images. After you make your selection, click the <u>VERIFY</u> button. (If no images are correct, click the <u>SKIP</u> button)



5. Click the <u>SUBMIT</u> button.

SIGN UP! ×
Not sure if you already have an account? CHECK NOW
FIRST NAME
Isabel
LAST NAME
Corrigan
EMAIL
isabel.corrigan@wsgc.wa.gov
USERNAME
isabelc@123
PASSWORD
•••••
CONFIRM PASSWORD
•••••
Vim not a robot
SUBMIT

You will be notified that an activation link has been sent to your email.



- 6. Close any internet browser windows you have open.
- 7. Go to your email inbox.

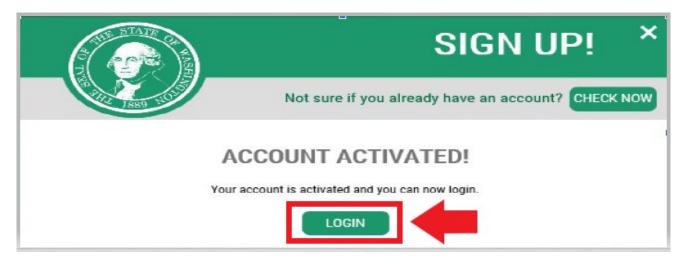
The activation email will be from the email address: secureaccess@cts.wa.gov. (If you do not see it in your inbox, check the junk or spam folder.)



8. Open the email and click the activation link.

	Wed 8/1/2018 5:17 PM
	secureaccess@cts.wa.gov
	SecureAccess Washington : Welcome to SecureAccess Washington
To Corrigan,	Isabel (GMB)
We removed	extra line breaks from this message.
You are almo	ost finished, Isabel
Thank you fo	or signing up with Secure Access Washington.
Your userna	me is: IsabelC@123
To activate y	our account please click: https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=72062&userId=IsabelC%40123
For question	s or concerns about your SecureAccess Washington account, please visit <u>https://test-secureaccess.wa.gov/public/saw/pub/help.do</u>
Thank you,	
The Secure	Access Washington Team
	tomated message sent by the SecureAccess Washington CUSTOMER TEST environment. THIS IS NOT PRODUCTION. s://test-secureaccess.wa.gov If you require assistance, please leave us a note at <u>https://test-secureaccess.wa.gov/public/saw/pub/help.do</u>

9. Click the **LOGIN** button.



10. Enter your Username and Password, then click **<u>SUBMIT</u>**.

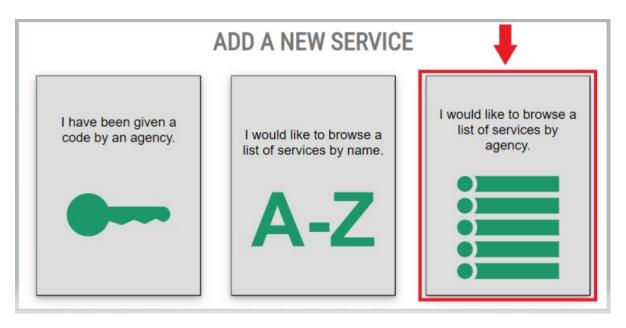
to ye	WELCOME to your login for Washington state.	
SecureAccess Washington	SIGN UPI GET HELP TIPS ON	
	ON BEHALF OF Washington State GAMBLING COMMISSION	

11. Click the <u>ADD A NEW SERVICE</u> button.

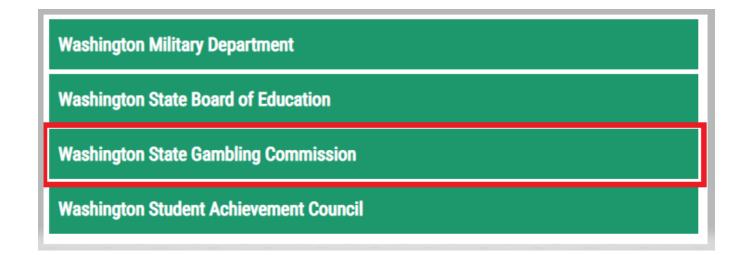
Welcome to Secure Access Washington! To start using services from agencies around Washington, choose one from your list below or click the 'Add A New Service' button. To see open job postings for the SAW Team, go to our jobs page.



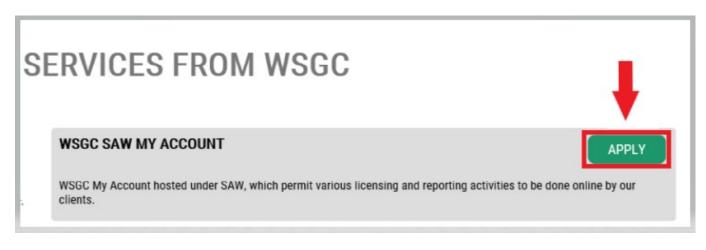
12. Click "I would like to browse a list of services by agency" button.



13. Select <u>Washington State Gambling Commission</u> from the list of agencies.



14. Click the <u>APPLY</u> but



Identity Verification:

Completing the Identify Verification will allow you to access your account immediately. SAW asks you questions from information you have submitted to different state agencies (e.g., Dept of Licensing, Dept. of Health). You will be asked questions about vehicles you have owned, people you know, your professional experience, etc.

If you do not know the answer to these questions, you may request permission to skip this step; however, it may take 2-7 business days for us to verify your identity.

15. Enter your home street address, then click the **<u>CONTINUE</u>** button.

	IDENTITY VE		I			
	IDENTITY	RIFICATION	N			
You will be asked a series of questions based on you know or your professional experience. If you do not w process will send a notification to the owner of the set	vish to answer these questions, you may request p	ermission to skip this step. This c	choice may delay acc	ess to your service.	. Requests to bypas:	s thi
	NA	ME				
	Is your legal name displayed correctly b This name should match what appears driver's license or passport. <u>Edit your na</u> documents. Once any edits are complet	on your official documents, like your official documents, like your official does not match your official documents and the second s	our			
	ISABEL C	ORRIGAN				
	ADD	RESS				
	The State of Washington does not store other than this transaction. If you have location where you receive bills or bank	more than one address, enter the	pose			
	STREET	ADDRESS				
	CI	ТҮ				
	ST	ATE				
	Z	IP				

- 16. Answer the Identity Verification questions. They are based off of your public records, so the examples shown below will be different than the questions you will be asked.
- 17. Click the **<u>CONTINUE</u>** button after each question.

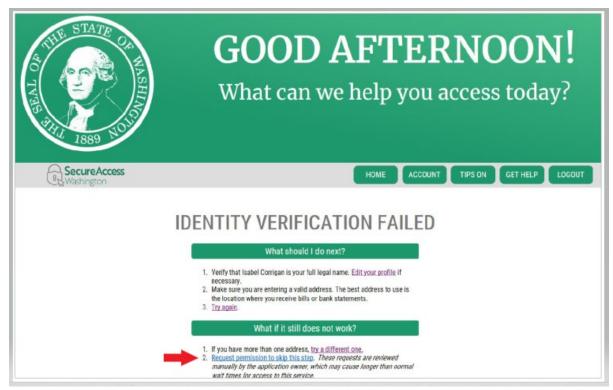
HOME ACCOUNT TIPS ON GET HELP LOGOUT
IDENTITY VERIFICATION QUESTION
Which of the following street addresses in 'Portage' have you ever lived at or been associated with?
 2505 Henry Street 290 Perry Way 3232 Whalley Place West 340 Manowar Lane 3624 London Loop Northeast None of the above or Lam not familiar with this property
CONTINUE

HOME ACCOUNT TIPS ON GET HELP LOGOUT
IDENTITY VERIFICATION QUESTION
Which of the following first names have you also been known by?
○ Arleigh
○ Cheryl
○ Heather
○ Kimberly ○ Roseann
○ Roseann ○ None of the above
CONTINUE

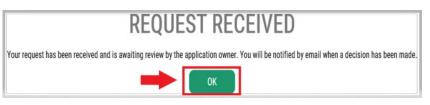
Identity Verification Failed:

If you were unable to answer the identity verification questions correctly, try one of the list of options "What should I do next?". You may be able to answer the identity verification questions correctly after editing your profile or home address.

A. If you still cannot answer the identity verification questions, click the <u>Request</u> <u>permission to skip this step</u> hyperlink.



B. Click the OK button.



C. Log out of SAW.

D. Close any internet browser windows that are open.

E. We will send you an email with a few questions for you to answer about yourself or for your organization.

- If you do not reply to the email, we will deny your request after 7 days.
- Please check your "junk" or "spam" folder; our emails sometimes go to those folders.
- After we review your emailed answers and if we approve your request, you will receive another email from secureaccess@cts.wa.gov, with the subject line "KBA Bypass Approved!"

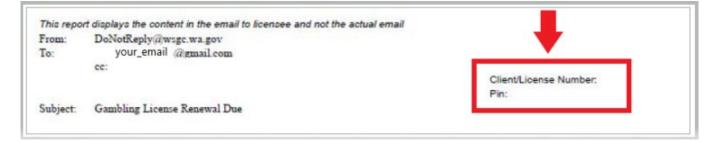
F. Click the hyperlink in the email to log into SAW. <u>You will need to add re-add</u> the WSGC My Account service (go back to Step 11 for instructions).

Thu 8020M8944 AM
secureaccess@cts.wa.gov
SecureAccess Washington : KBA Bypass Approved!
Compan, Isabel (246)
We removed esta line breaks from this message.
our KBA Bypass request for SecureAccess Washington agency (Washington State Gambing Commission) service (WSGC SAW My Account) has been approved. Please return to SecureAccess Washington and re-request access to this service. You will not be required to complete identity verification.
tis is an antimated message sent by the SepureAccess Washington
ogin at https://test-secureaccess.wa.gov fi ou require assistance, please leave us a note at https://test-secureaccess.wa.gov/public/saw

18. If you are currently licensed:

Find your PIN number and Client or License Number. You can find that information in these documents:

- For card room employees, representatives, and gambling managers:
 - Email reminder to renew your license



- For organizations (nonprofits and commercial businesses):
 - My Account Introduction letter
 - Email reminder to complete your quarterly license report.
 - Email reminder to renew your license renewal.

WASHINGTON STATE GAMBLING COM Location: 4565 7th Avenue SE, Lacey W Mailing Address: P.O. Box 42400, Olympia W Telephone: 360-486-3440 / Fax Number: 36 In-State Toll-Free: 1-800-345-2529 / Web Site: w	/A 98503 A 98504-2400 60-486-3631
ANNUAL RENEWAL APPLICATION FOR NONPR	WAC 230-05-128 requires you to submit your application and fees at least 15 days in advance of the license expiration date.
OUR GAMBLING LICENSE(S) WILL EXPIRE ON December 31, 2020	Organization Number: 00- Pin Number:

19. Additional Info for WSGC:

If you are currently licensed:

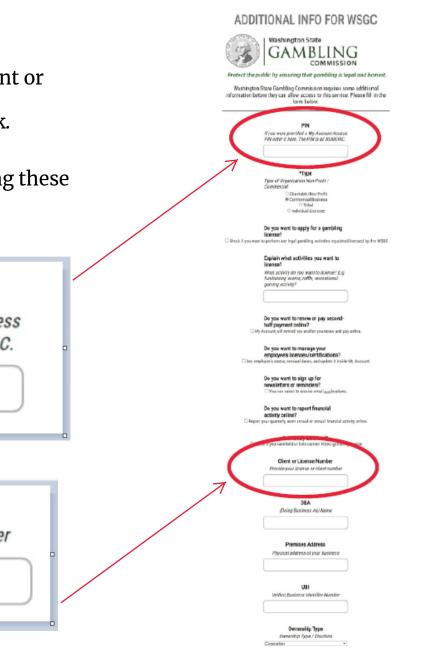
- You only need to enter your PIN & Client or You can leave all other questions blank.
- Click the **<u>SUBMIT</u>** button after entering these • numbers.

PIN

If you were provided a My Account Access PIN enter it here. The PIN is all NUMERIC.

Client or License Number

Provide your license or client number



Additional Info for WSGC:

If you have never been licensed before:

- Complete all of the information that applies to you or your organization.
- If you don't know how to answer a question, you can leave it blank.
- You will not have a PIN, or Client or License Number; leave those fields blank.
- Click the **<u>SUBMIT</u>** button when you are done.

(Washington State
S.	COMMISSION
Protect the pa	ublic by ensuring that gambling is legal and honest.
Washington information befo	State Gambling Commission requires some additional fore they can allow access to this service. Please fill in the form below.
	PIN If you were provided a My Account Access
	Pill enter it here. The Pill is all MUMERC.
	*Type
	Type of Organization Non-Profit / Commercial © Chaitable Non-Profit # Commercial Basiness
	⊖ Tribal ○ Individual Licensee
	Do you want to apply for a gambling license?
 Uneck if you want 	t to perform any legal gambling activities regulated/licensed by the WSBC
	Explain what activities you want to license?
	What activity do you want to license? E.g. functionising events, rattle, recreational gaming activity?
□My	Do you want to renew or pay second- half payment online? Account will remind you and let you renew and pay online.
See em:	Do you want to manage your employee's licenses/certifications? playee's status, enewal dates, and update it 'nside Wy Account.
	Do you want to sign up for newsletters or reminders? Vou can select to receive email notifications.
	Do you want to report financial activity online?
C Report	your quarterly, semi-annual or annual financial activity online.
□ Che	Previously Licensed? eck if you have held or hold current WSGC gambing license
	Client or License Number
	Provide your license or client number
	DBA
	(Doing Business As) Name
	Premises Address
	Physical address of your business
	UBI Unified Business identifier Number
	Ownership Type Dwnership Type / Structure Corporation
	SUBMIT
	_

ADDITIONAL INFO FOR WSGC

Registration Complete!20.Click the OK button.



Click the Access Now button. 21.



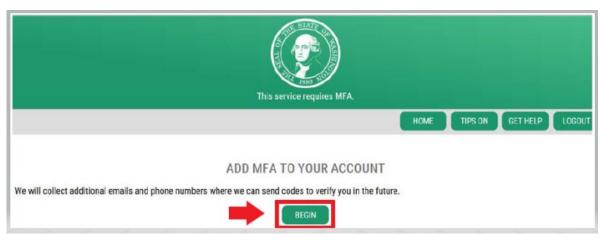
Click the **CONTINUE** button. 22.



<u>Multi-Factor Authentication:</u>

To prevent fraud and identity theft, SAW requires additional verification beyond username and password. You will need to add a Multi-Factor Authentication (MFA) method.

23. Click the **<u>BEGIN</u>** button.



24. Enter your primary email address, then click the <u>NEXT</u> button. (You may also enter additional email addresses.)

	HOME TIPS ON GET HELP LOGOUT
ADD EMAILS	ed to make additional security checks.

25. Enter a phone number that can reecive text messages, then click the <u>NEXT</u> button.

	ADD PHONES	
Enter the phone numbers you would like a automated call if you prefer to use a num	is to use for additional security checks. When those occur, you will be able to choose betwee ber that doesn't receive texts.	een text messages or an
	PRIMARY PHONE	
	10 DIGIT NUMBER	
	OPTIONAL PHONE	
	10 DIGIT NUMBER	
	EXTENSION (OPTIONAL)	

26. Review the information you entered. If everything is correct, click the **<u>SUBMIT</u>** button.

REVIEW AND FINALIZE		
Please review the information you have entered and make any changes before pressing the "SUBMIT" button.		
PHONE NUMBERS		
PRIMARY: 3604863520		
EMAILS		
EMAIL 1: Isabel.Corrigan@wsgc.wa.gov		
Would you like us to add this computer to our list of known devices? Users who access the system using a known device are slightly less likely to be challenged.		
⊛ Yes ◯ No		

Using WSGC My Account:

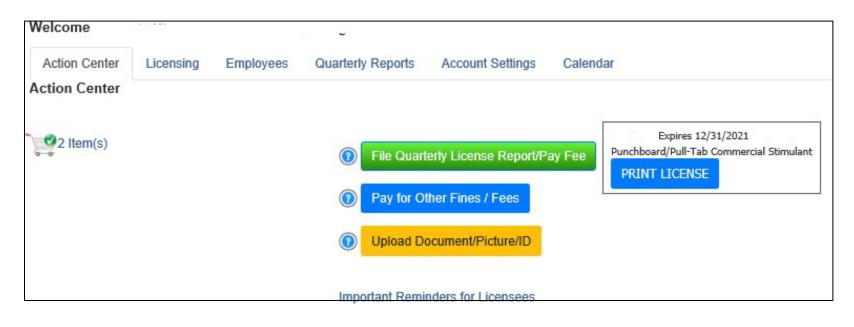
For card room employee, representatives, and gambling managers:

- The <u>Action Center</u> is where you can renew your license and change your address. It also displays your license expiration date.
- <u>You cannot renew your license after it has expired.</u> You must submit a new application, pay the new license fee, and submit new fingerprint cards. Contact a Licensing Specialist if you did not renew your license in time. Call (360) 486-3440 or email <u>Licensing@wsgc.wa.gov.</u>
- The <u>Licensing</u> section is where you can report a violation and find WSGC contact information.

Welcome					
Action Center	Licensing	Account Settings	Calendar		
Action Center					
0 Item			Renew Your License	Important Reminders for Licensees	Expires 01/18/2021 Public Card Room Employee Class B
			Change Your Address		
			Pay for Other Fines / Fees		

For organizations (nonprofits and commercial businesses):

- The <u>Action Center</u> is where you can renew your license, print a copy of your license, and upload documents. It also displays your license expiration date.
- <u>You cannot renew your license online after it has expired</u>. Contact a Licensing Specialist at (360) 486-3440 or Licensing@wsgc.wa.gov if your license expired. They can send you a copy of the renewal application. (Please don't start an application for a new license.)
- The <u>Licensing</u> section is where you can report changes and apply for additional licenses. You can also view submitted applications. If you have licensed gaming employees, you may submit their applications and complete personnel termination notices.
- The <u>Quarterly Reports</u> section is where you can submit quarterly license reports. If you need assistance with your reports, please contact our business office at FinancialReporting@wsgc.wa.gov or (360) 486-3440 (option 2).



<u>Helpful tips:</u>

Profile:

Click Account, then Profile. This displays the username and email address associated with your SAW Account. If this information is incorrect, contact SAW Help Desk for assistance.

SAW Help Desk: (855) 928-3241 or (360) 586-1000

NUL STATE OF MARSH	ACCOUNT ×
	PROFILE PASSWORD DELETE HELP
	MANAGE YOUR PROFILE
	USERNAME IsabelC@123
	FIRST AND LAST NAME
	Isabel Corrigan
	EMAIL
	isabel.corrigan@wsgc.wa.gov
	UPDATE

Password:

To change your password, click Account, then Password. Follow the instructions to change your password. If you are unable to change your password, contact SAW Help Desk for assistance.

SAW Help Desk: (855) 928-3241 or (360) 586-1000

THE STATE OF MARSH	ACCOUNT ×
1889 103	PROFILE PASSWORD DELETE HELP
CH	ANGE YOUR PASSWORD
_	CURRENT PASSWORD
	PASSWORD REQUIREMENTS
	Add at least 10 more characters
	Add a special character or a lower se letter or an uppercase letter or a
	number
	NEW PASSWORD
	CONFIRM PASSWORD
	UPDATE