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 Licensing@wsgc.wa.gov.

Instructions:

1. Open your internet browser and go to the website secureaccess.wa.gov.

2. Click the **SIGN UP!** button.

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

4. Check the "**I'm not a robot**" box.

   You will be shown a security captcha and asked to select specific images.
   After you make your selection, click the **VERIFY** button. (If no images are correct, click the **SKIP** button)
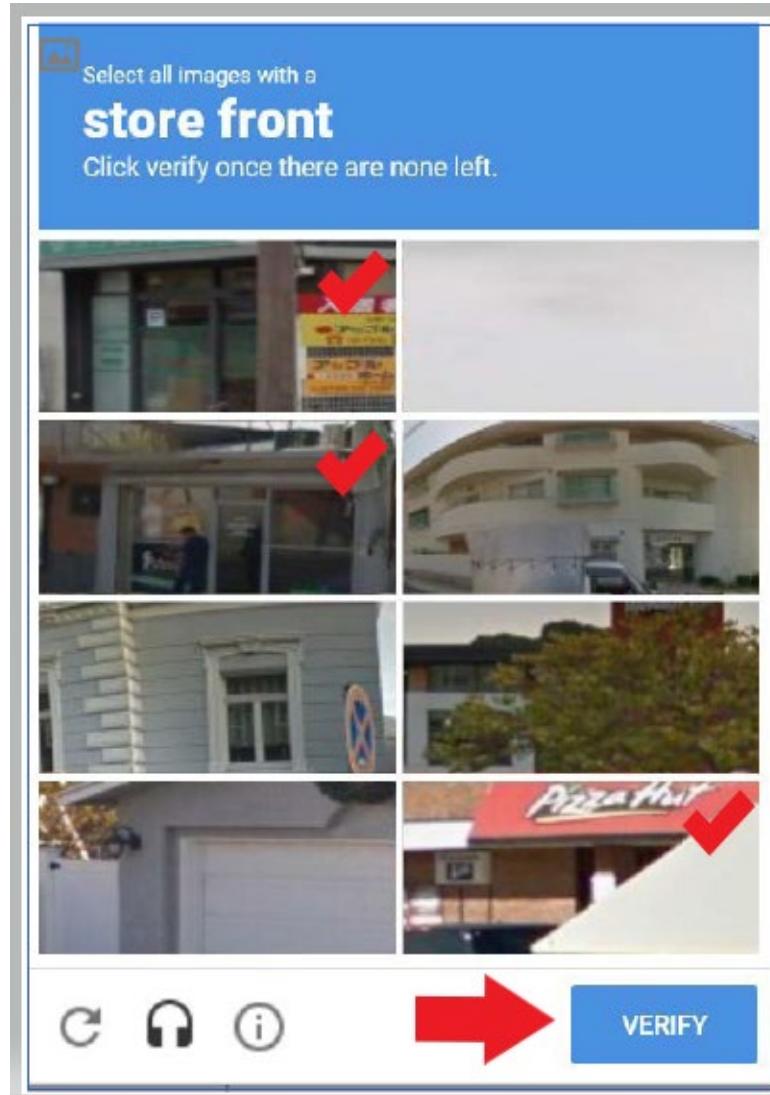
5. Click the **SUBMIT** button.

You will be notified that an activation link has been sent to your email.
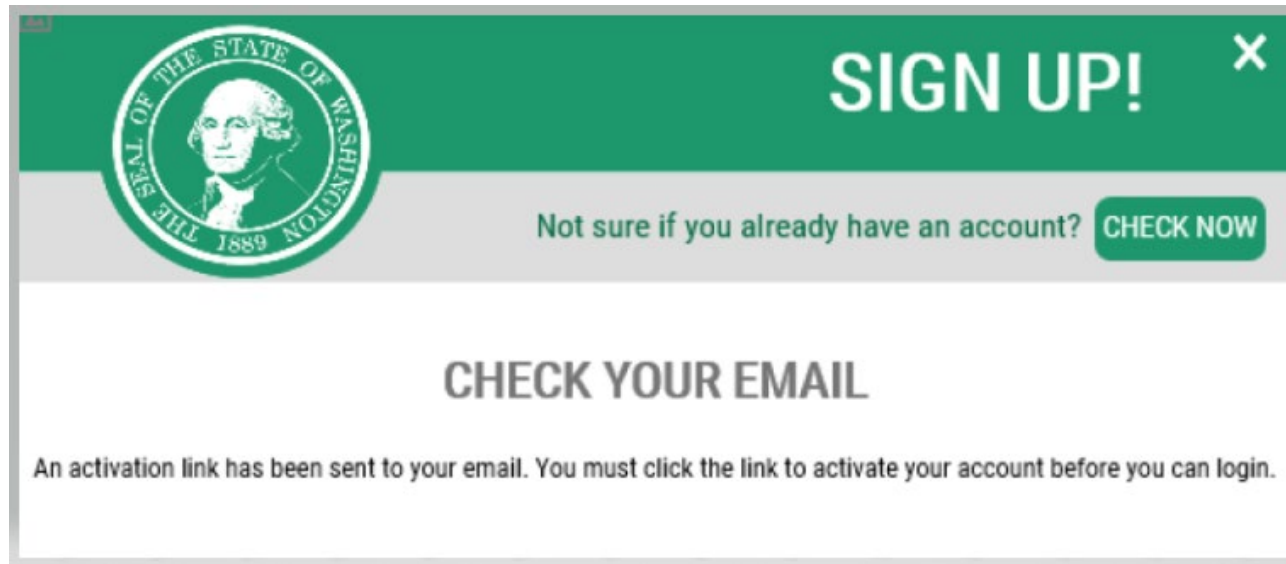
6. Close any internet browser windows you have open.

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)

ℹ We removed extra line breaks from this message.

You are almost finished, Isabel...

Thank you for signing up with Secure Access Washington.

Your username is: IsabelC@123

To activate your account please click: https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=72062&userId=IsabelC%40123

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

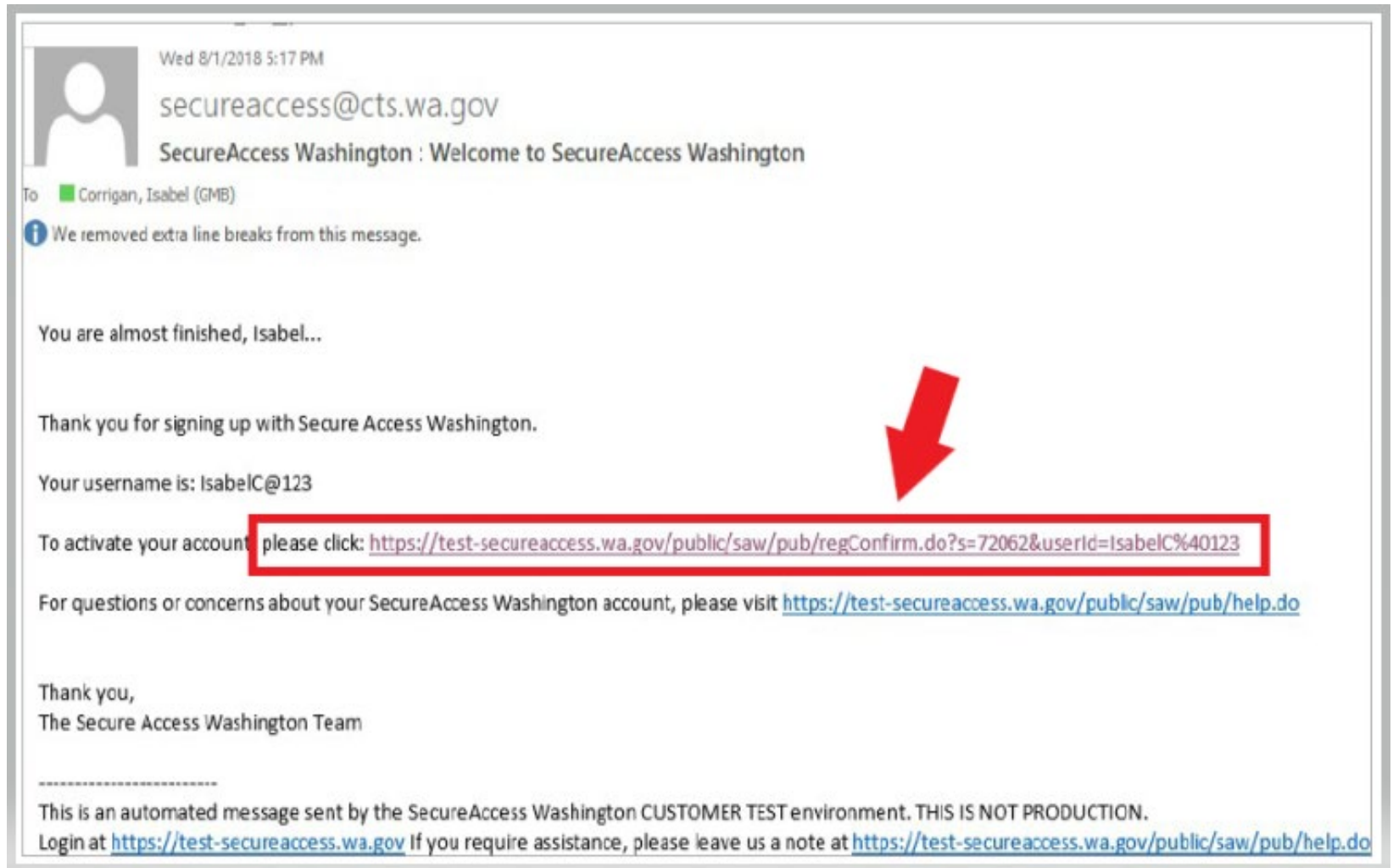Thank you,
The Secure Access Washington Team

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
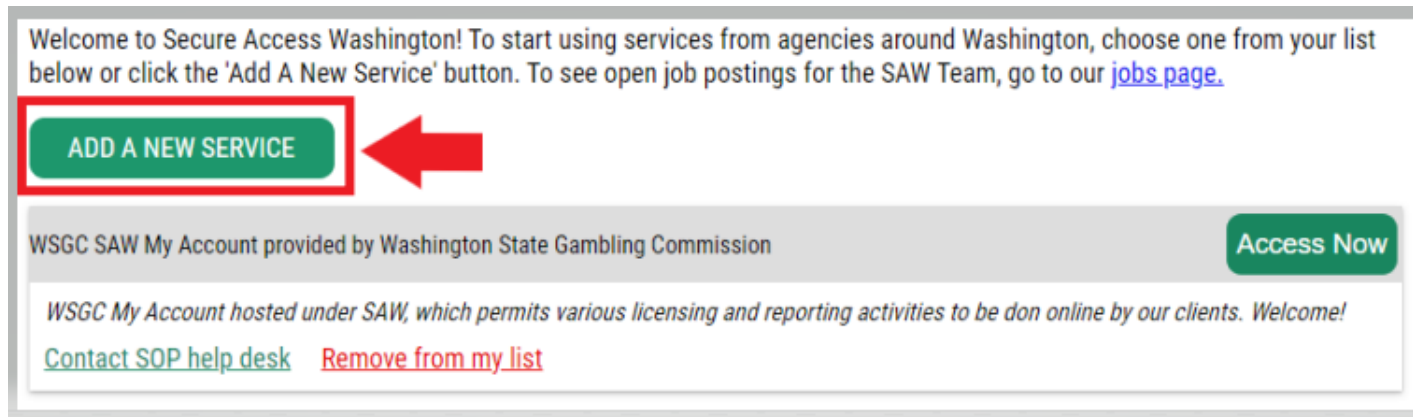
9. Click the **LOGIN** button.

10. Enter your Username and Password, then click **SUBMIT**.

11.   Click the **ADD A NEW SERVICE** 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.

ADD A NEW SERVICE ←

WSGC SAW My Account provided by Washington State Gambling Commission   Access Now

WSGC My Account hosted under SAW, which permits various licensing and reporting activities to be don online by our clients. Welcome!

Contact SOP help desk   Remove from my list

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

ADD A NEW SERVICE

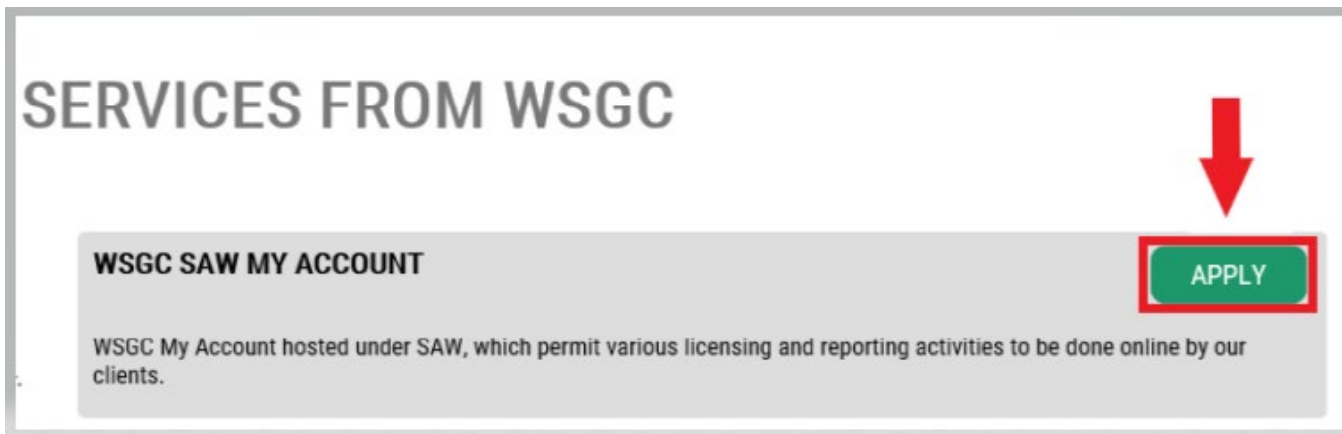| I have been given a code by an agency.	I would like to browse a list of services by name.	I would like to browse a list of services by agency.
🔑	A-Z	☰
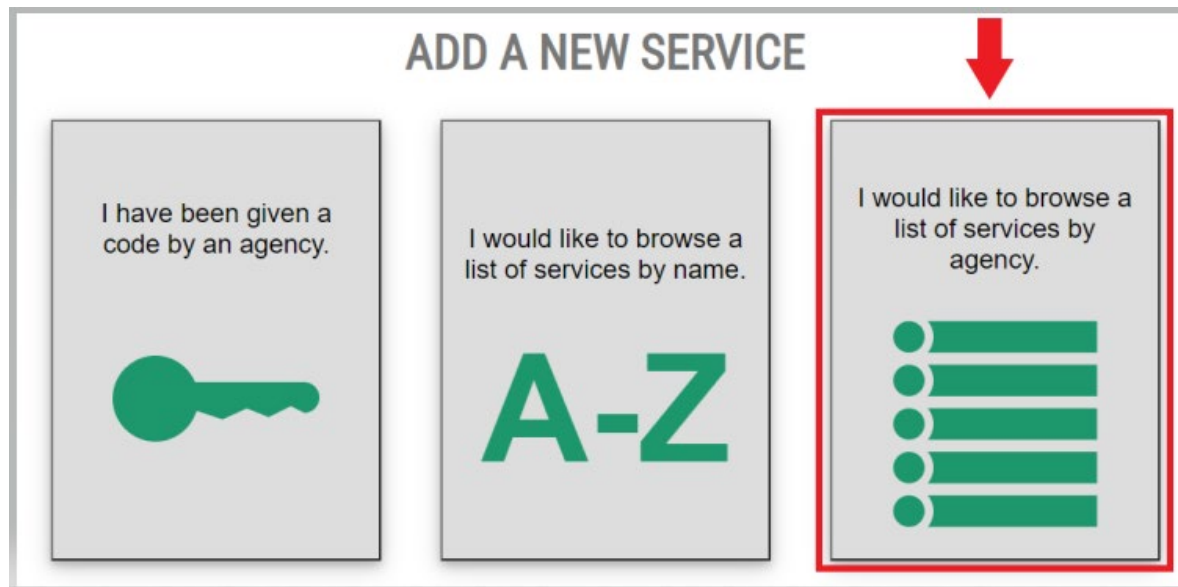
13. Select **<u>Washington State Gambling Commission</u>** from the list of agencies.
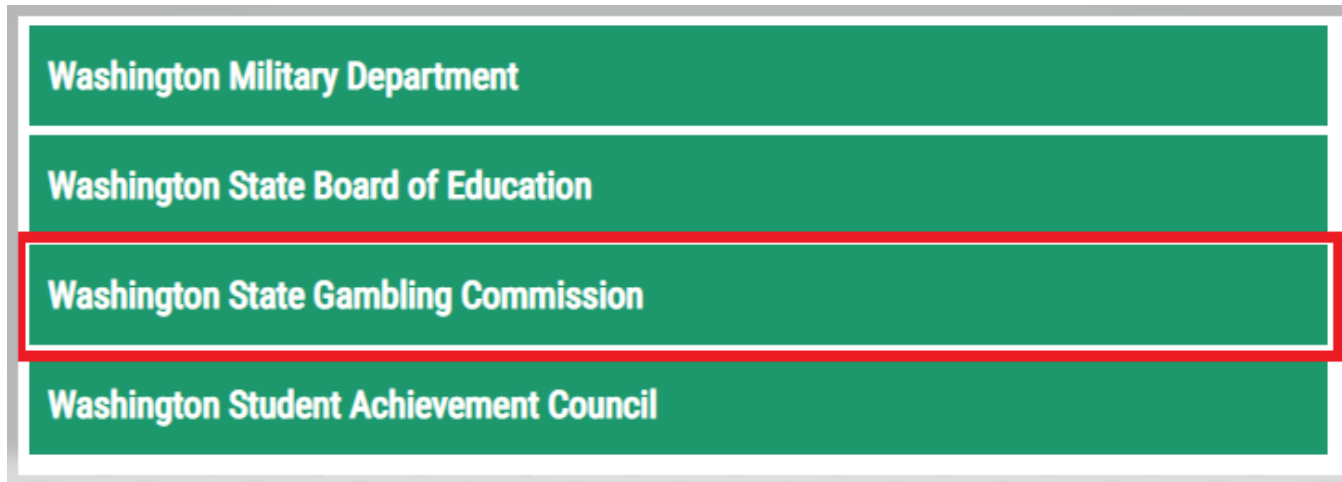
14. Click the **<u>APPLY</u>** but
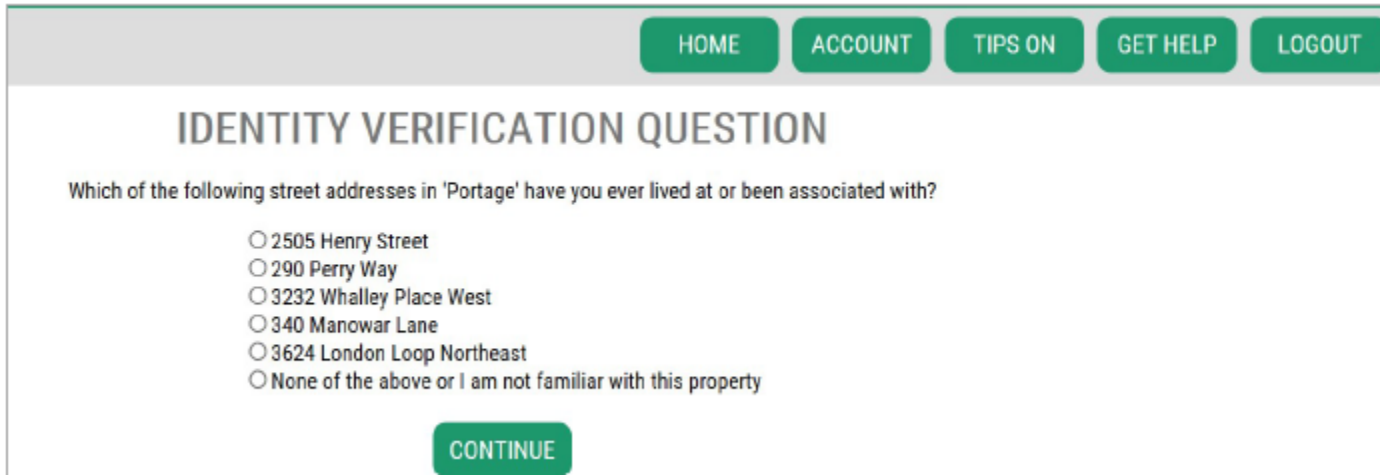
Identity Verification:
Completing the Identify Verification will allow you to access your account immediately. SAW asks you questions from information you have submitted to different state agencies (e.g., Dept of Licensing, Dept. of Health). You will be asked questions about vehicles you have owned, 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 **CONTINUE** button.

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 **CONTINUE** button after each question.
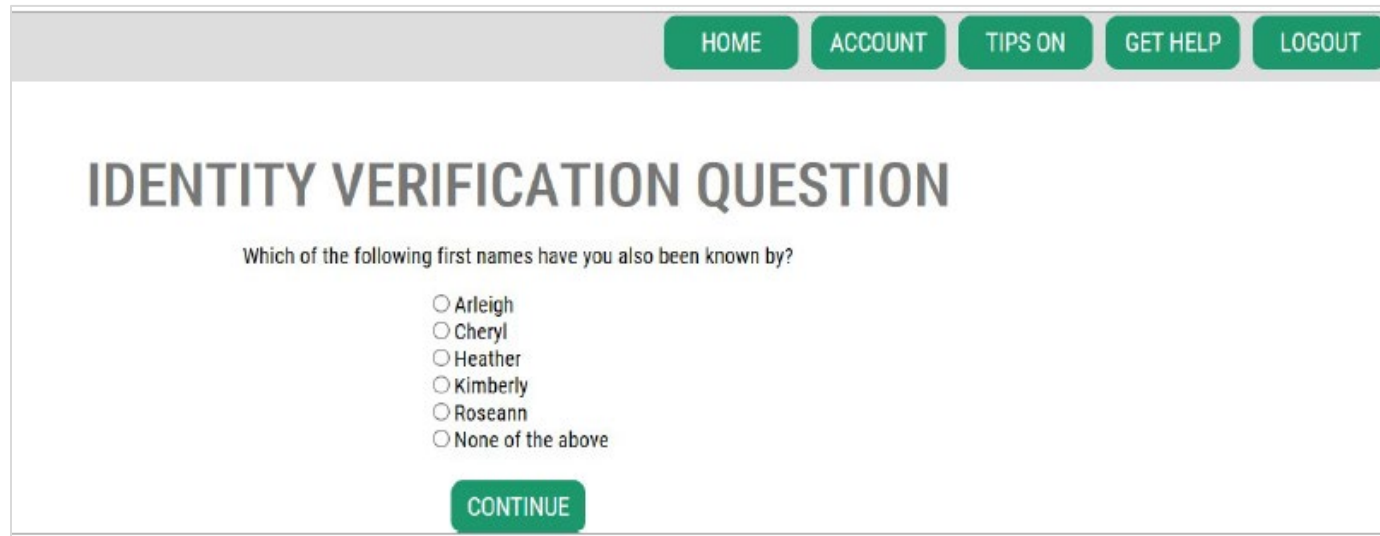
Identity Verification Failed:

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 **Request permission to skip this step** hyperlink.
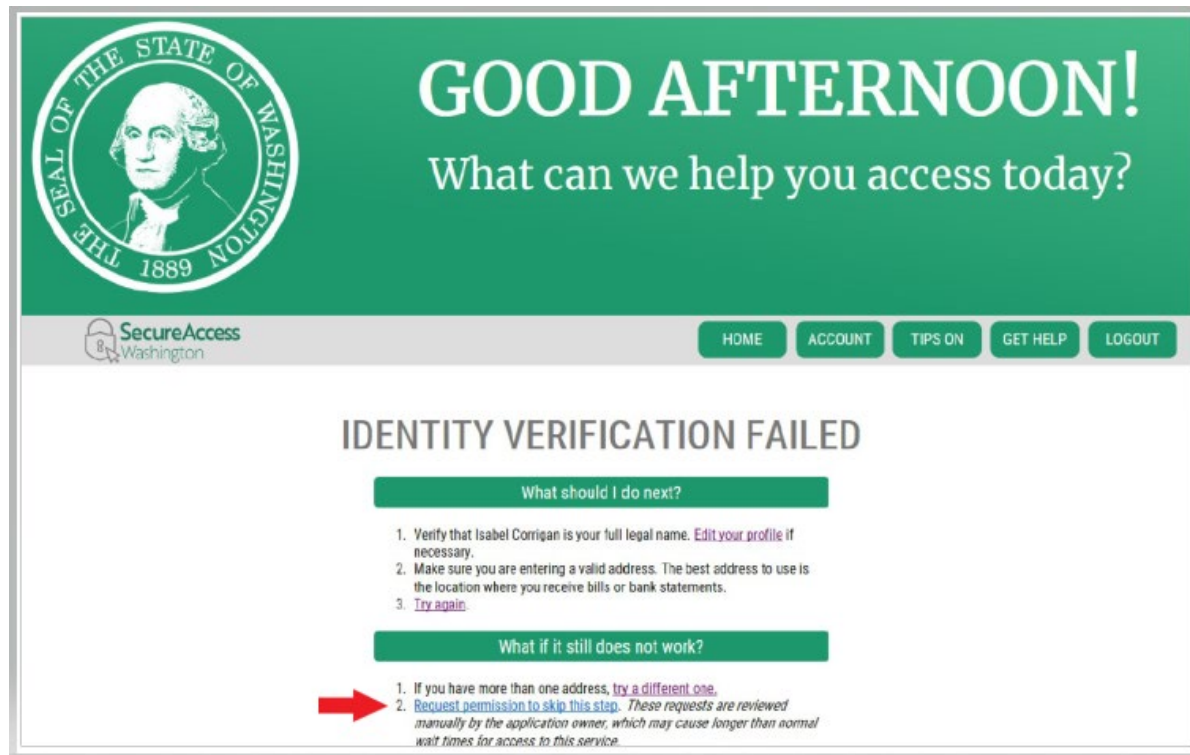
B. Click the OK button.
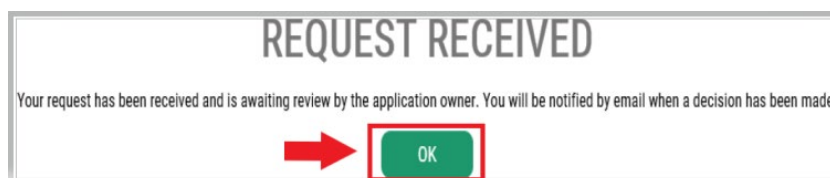
C. Log out of SAW.

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. You will need to add re-add the WSGC My Account service (go back to Step 11 for instructions).

18. **If you are currently licensed**:
Find your PIN number and Client or License Number.
You can find that information in these documents:
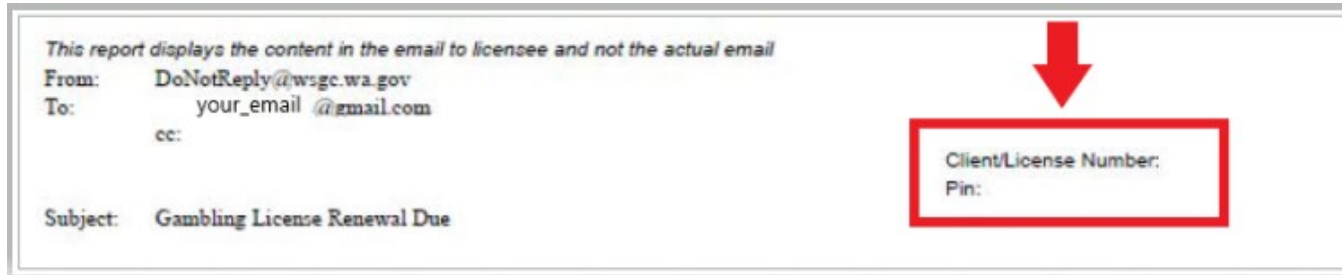
- **For card room employees, representatives, and gambling managers:**
  - Email reminder to renew your license

This report displays the content in the email to licensee and not the actual email
From: DoNotReply@wsgc.wa.gov
To: your_email @gmail.com
cc:

Subject: Gambling License Renewal Due

Client/License Number:
Pin:

- **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 COMMISSION
Location: 4565 7th Avenue SE, Lacey WA 98503
Mailing Address: P.O. Box 42400, Olympia WA 98504-2400
Telephone: 360-486-3440 / Fax Number: 360-486-3631
In-State Toll-Free: 1-800-345-2529 / Web Site: www.wsgc.wa.gov

ANNUAL RENEWAL APPLICATION FOR NONPROFIT ORGANIZATION

WAC 230-05-128
requires you to submit your
application and fees at least
15 days in advance of the license
expiration date.

YOUR 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 License Number on this page.
    - You can leave all other questions blank.

    - Click the **SUBMIT** 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

Washington State
GAMBLING
COMMISSION

Protect the public by ensuring that gambling is legal and honest.

Washington State Gambling Commission requires some additional information before they can allow access to this service. Please fill in the form below.

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

***Type**
Type of Organization Non-Profit / Commercial
- ○ Charitable/Non-Profit
- ◉ Commercial Business
- ○ Tribal
- ○ Individual Licensee

Do you want to apply for a gambling license?
☐ Check if you want to perform any legal gambling activities regulated/licensed by the WSGC

Explain what activities you want to license?
What activity do you want to license? E.g. fundraising events, raffle, recreational gaming activity?

Do you want to renew or pay second-half payment online?
☐ My Account will remind you and let you renew and pay online.

Do you want to manage your employees licenses/certifications?
☐ See employee's status, renewal dates, and update it inside My Account.

Do you want to sign up for newsletters or reminders?
☐ You can select to receive email notifications.

Do you want to report financial activity online?
☐ Report your quarterly, semi-annual or annual financial activity online.

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
Ownership Type / Structure
Corporation

SUBMIT

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 **SUBMIT** button when you are done.

ADDITIONAL INFO FOR WSGC

Washington State GAMBLING COMMISSION

Protect the public by ensuring that gambling is legal and honest.

Washington State Gambling Commission requires some additional information before they can allow access to this service. Please fill in the form below.

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

*Type
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☐ My Account will remind you and let you renew and pay online.

Do you want to manage your employee's licenses/certifications?
☐ See employee's status, renewal dates, and update it inside My Account.

Do you want to sign up for newsletters or reminders?
☐ You can select to receive email notifications.

Do you want to report financial activity online?
☐ Report your quarterly, semi-annual or annual financial activity online.

Previously Licensed?
☐ Check if you have held or hold current WSGC gambling license

Client or License Number
Provide your license or client number

DBA
(Doing Business As) Name
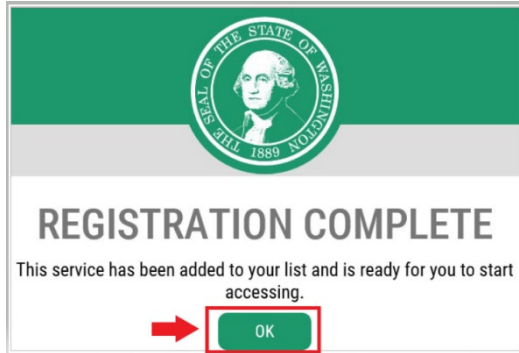
Premises Address
Physical address of your business

UBI
Unified Business Identifier Number

Ownership Type
Ownership Type / Structure
[Corporation ▾]
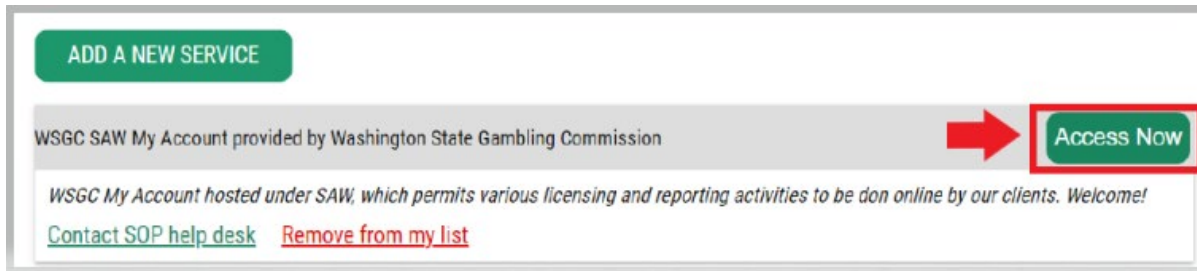
SUBMIT

Registration Complete!

20. Click the **OK** button.
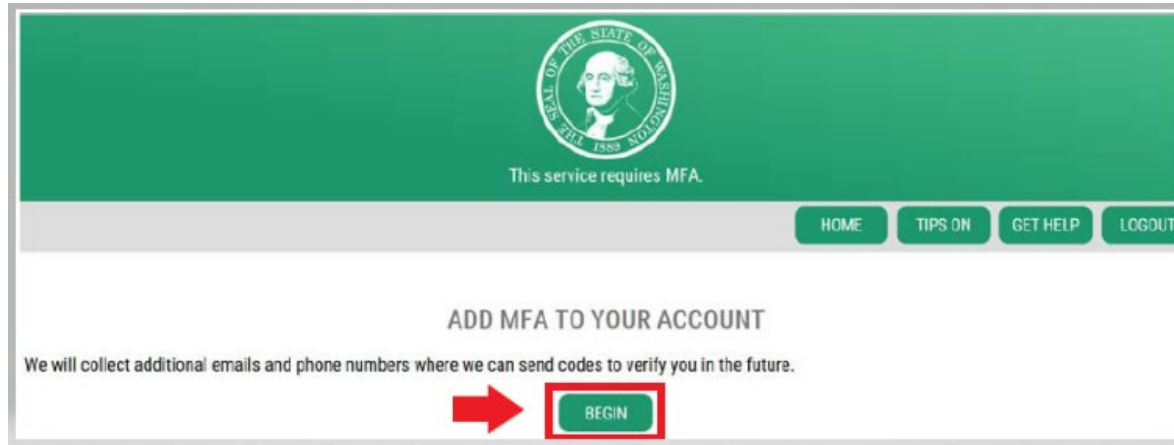

21. Click the **Access Now** button.

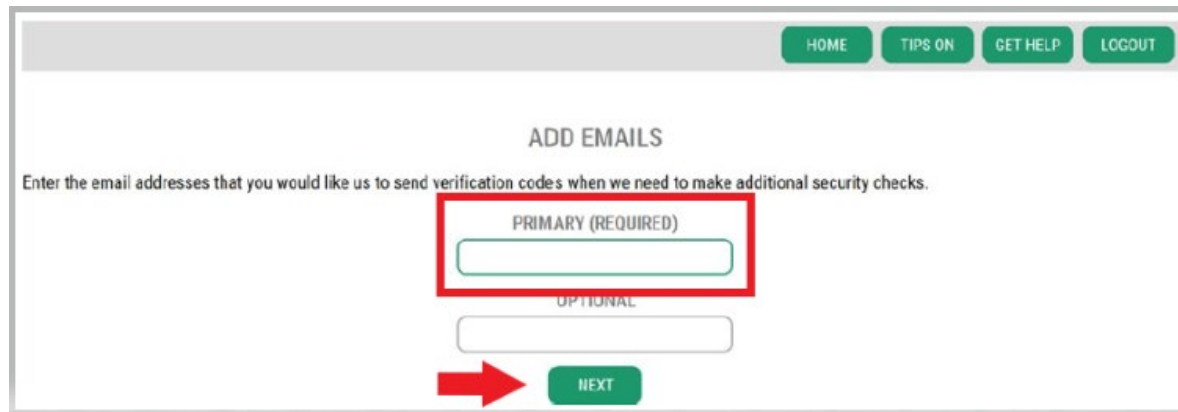22. Click the **CONTINUE** button.

Multi-Factor Authentication:
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 **BEGIN** button.

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

25. Enter a phone number that can reecive text messages, then click the **NEXT** button.

ADD PHONES

Enter the phone numbers you would like us to use for additional security checks. When those occur, you will be able to choose between text messages or an automated call if you prefer to use a number that doesn't receive texts.

PRIMARY PHONE

10 DIGIT NUMBER

OPTIONAL PHONE

10 DIGIT NUMBER

EXTENSION (OPTIONAL)

NEXT

26. Review the information you entered. If everything is correct, click the **SUBMIT** 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

CHANGE   SUBMIT

Using WSGC My Account:

For card room employee, representatives, and gambling managers:

- The **Action Center** is where you can renew your license and change your address. It also displays your license expiration date.

- **You cannot renew your license after it has expired.** 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 Licensing@wsgc.wa.gov.

- The **Licensing** 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]

[Change Your Address]

[Pay for Other Fines / Fees]

Important Reminders for Licensees

Expires 01/18/2021
Public Card Room Employee Class B

For organizations (nonprofits and commercial businesses):

- The **Action Center** is where you can renew your license, print a copy of your license, and upload documents. It also displays your license expiration date.

- **You cannot renew your license online after it has expired**. 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 **Licensing** 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 **Quarterly Reports** 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).
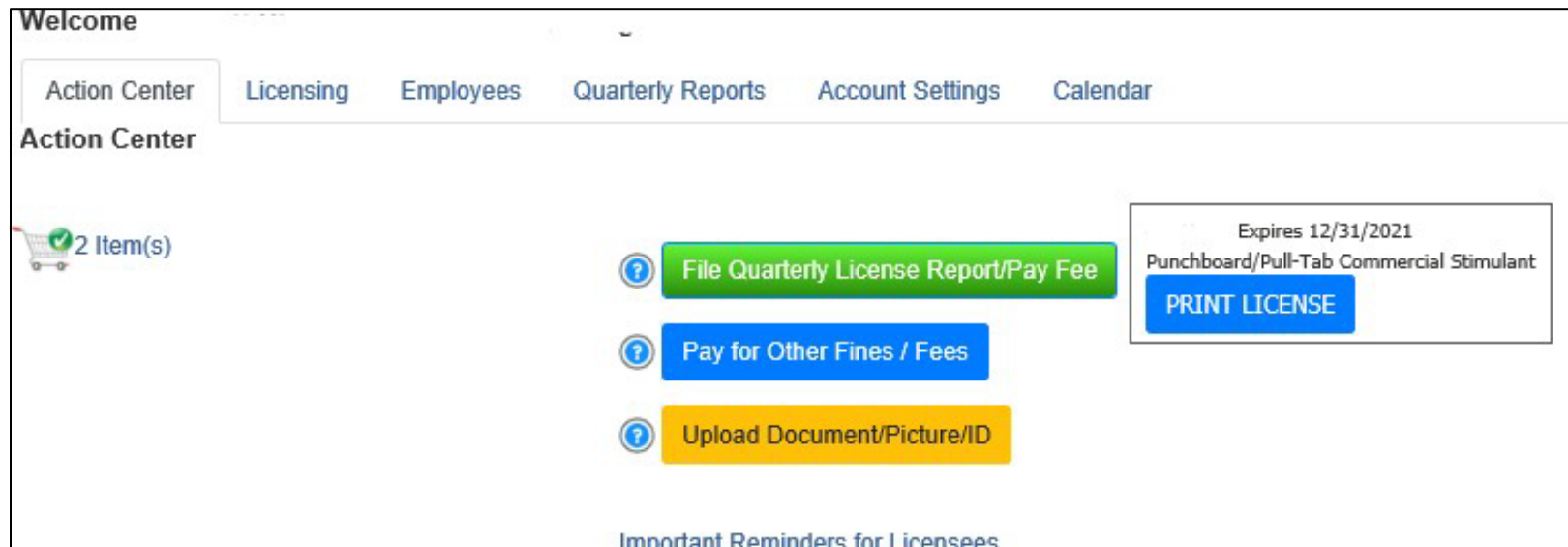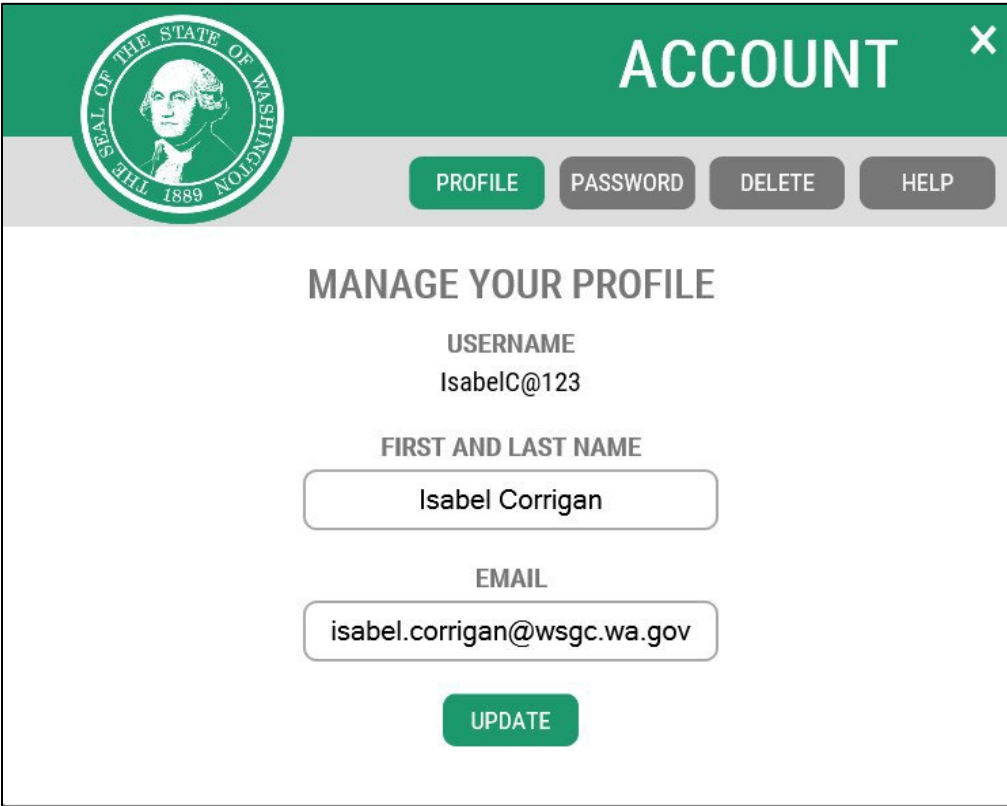
Helpful tips:

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.

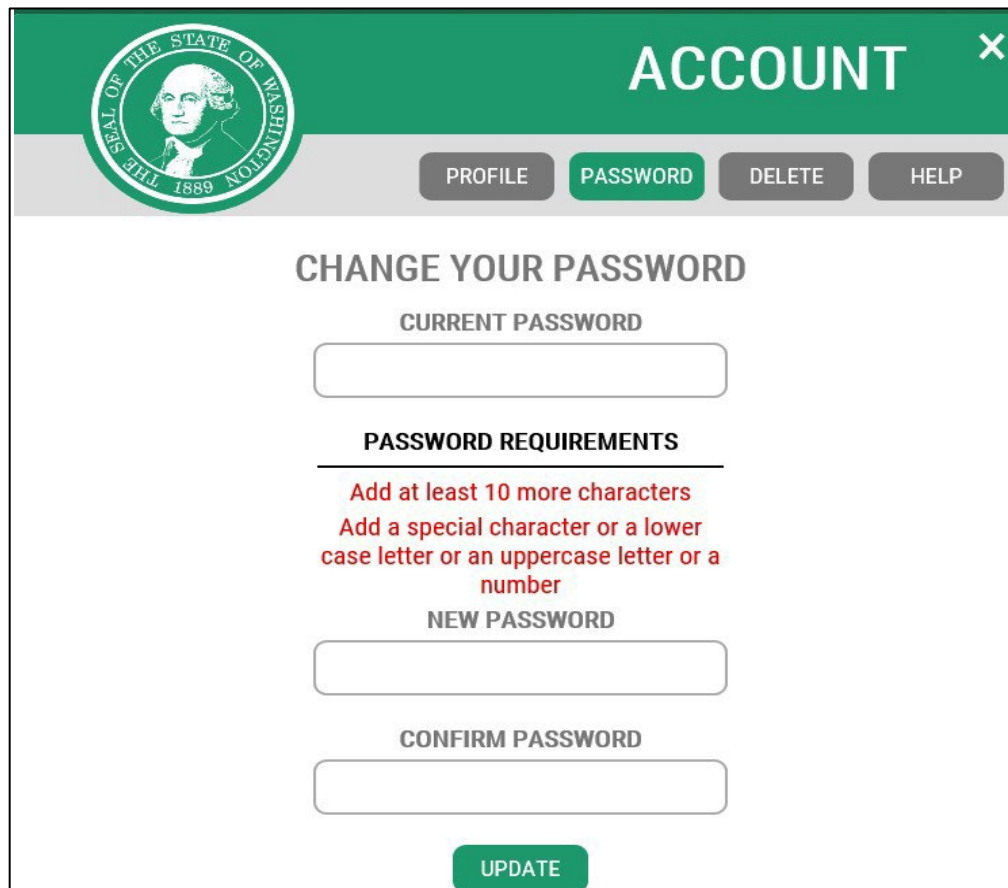**SAW Help Desk**: **(**855) 928-3241 or (360) 586-1000

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