

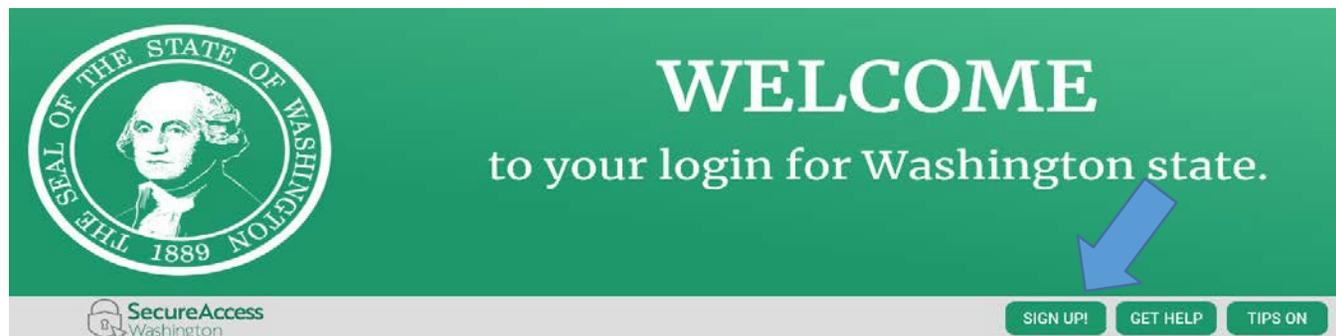
You can access online services for the **Washington State Gambling Commission** (WSGC) through **Secure Access Washington** (SAW). Only one user ID and password is needed and SAW provides additional security, keeping your identity safeguarded.

Note: To avoid any delays and to be able to renew immediately, you must complete the identity verification section. If you choose to skip the identity verification process, there will be a 1 – 2 business day delay in completing your registration.

Introduction

This guide will walk you through the registration process to sign up for SAW and gain access to your My Account.

To begin, go to secureaccess.wa.gov, then choose **SIGN UP**.



LOGIN

USERNAME

PASSWORD

SUBMIT

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





Enter in your name and email address. You will need to **create** your username and password, confirm your password, then click **I'm not a robot**.



SIGN UP!

✕

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

FIRST NAME

LAST NAME

EMAIL

USERNAME

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

I'm not a robot

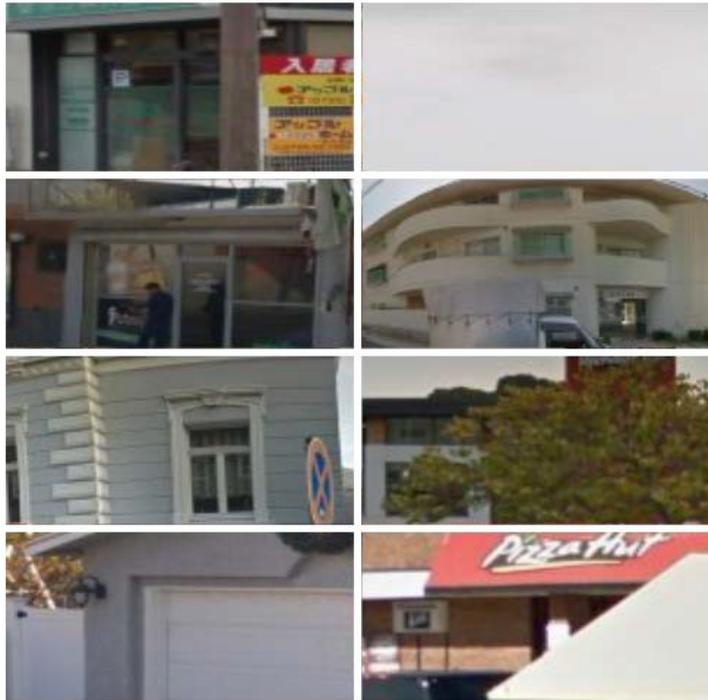


[Privacy](#) - [Terms](#)

SUBMIT

Click on images as instructed then select verify or skip. (New pictures may appear with additional images that you will need to select.) Please read the instructions *carefully* when clicking on the pictures. Please note, the instructions for each page varies.

Select all images with a
store front
Click verify once there are none left.



⏪ 🎧 ⓘ [VERIFY](#)

Click on **Submit**.



SIGN UP!

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

FIRST NAME

LAST NAME

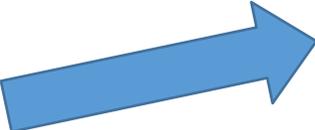
EMAIL

USERNAME

PASSWORD

CONFIRM PASSWORD

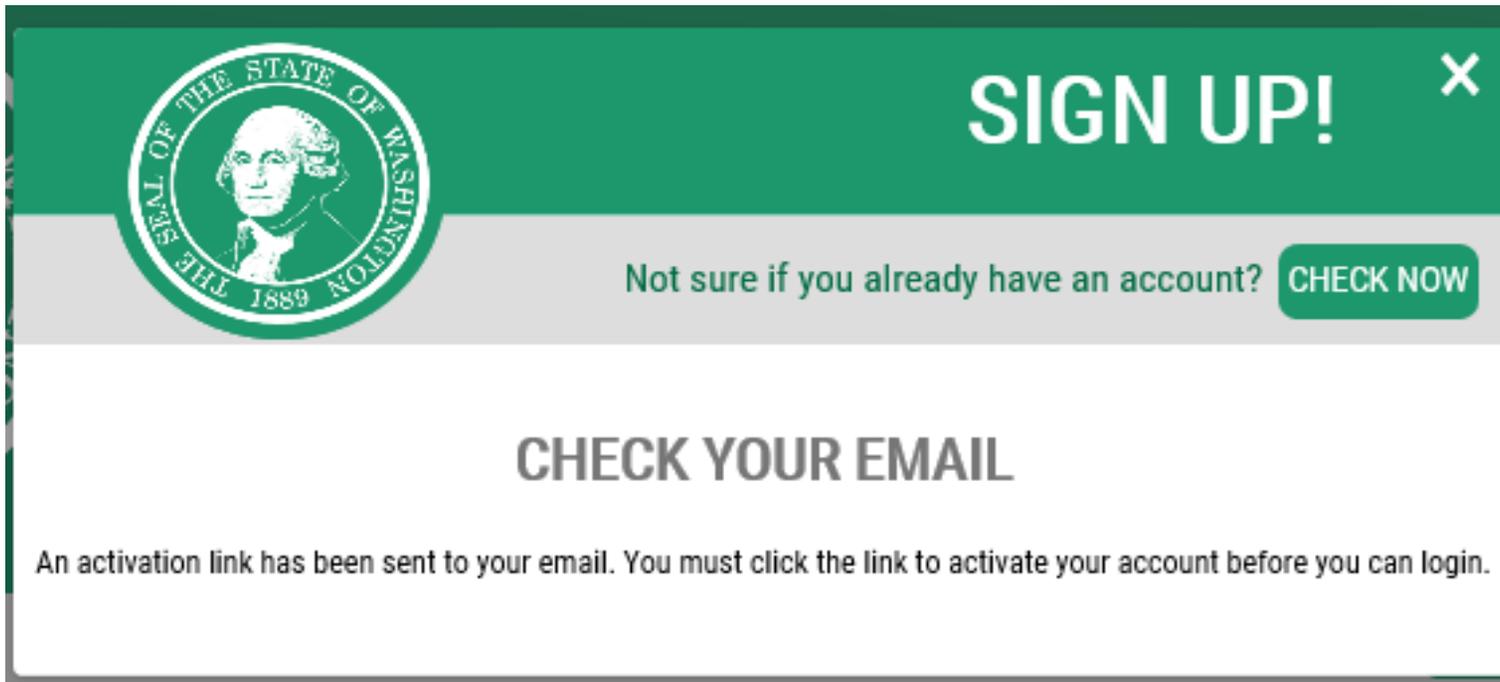
I'm not a robot  [Privacy](#) - [Terms](#)



If you passed the security checkpoint then you are ready to check your email for the **activation link**. If it asks you to click in **I'm not a robot** again then you will have to choose images and complete the security again.

Once you have successfully passed the security checkpoint:

Close out all of your internet browser screen(s). Check your email account.



 **SIGN UP!** ×

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

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.

You will receive an email from secureaccess@cts.wa.gov. Inside the email, there is a link. **Click on the link to activate your account.**



To  Corrigan, Isabel (GMB)

 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>

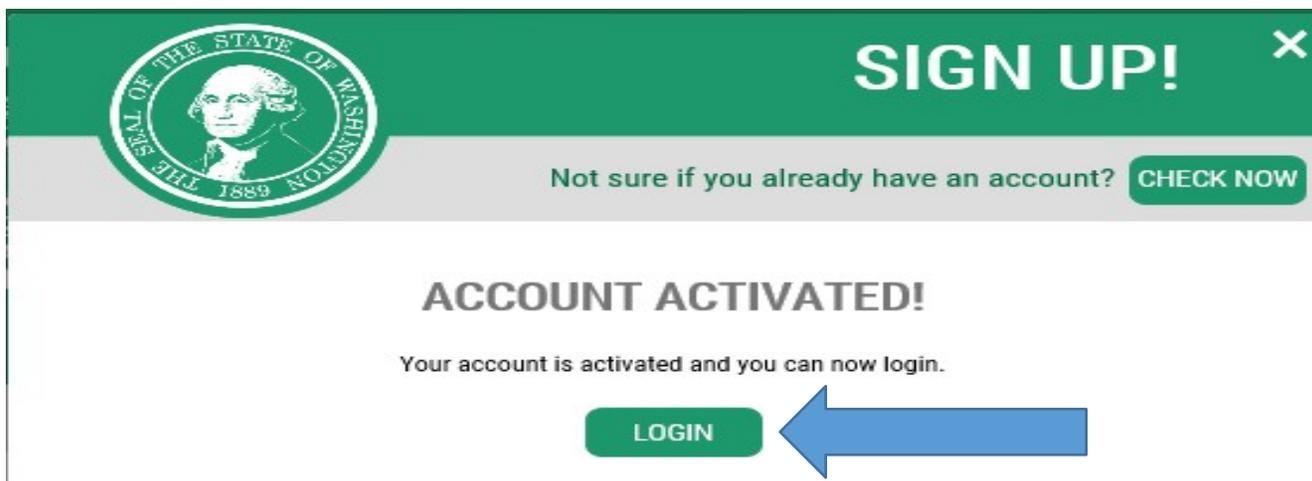
Thank you,
The Secure Access Washington Team

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>



Once you have clicked on the link, your account will be activated. Click on **Login**.



Enter in your Username and Password, then **click Submit**.

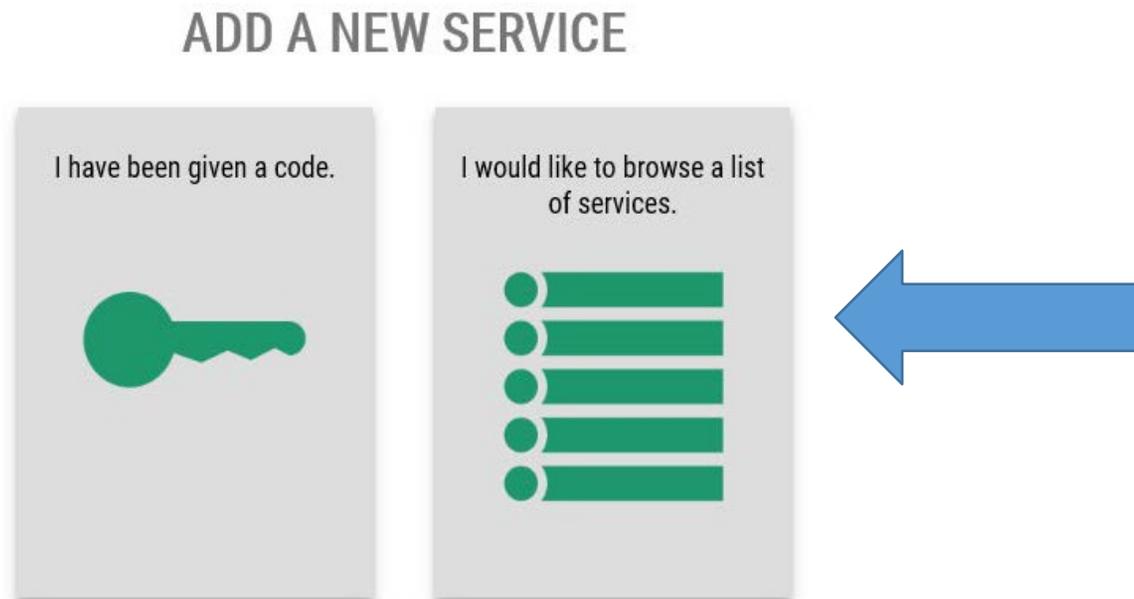


Click on **Add A New Service**.



Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

Click on **I would like to browse a list of services**.



Scroll down and click on **Washington State Gambling Commission**.

- Department of Revenue
- Department of Social and Health Services
- Department of Transportation
- Developer Testing Only
- Employment Security Department
- Enterprise Services
- Health Care Authority
- Labor & Industries
- Liquor Control Board
- Military Department Headquarters
- Office of Financial Management
- Office of the State Auditor
- Washington State Gambling Commission**



Click on **Apply**.

SERVICES FROM WSGC



WSGC SAW MY ACCOUNT

APPLY

WSGC My Account hosted under SAW, which permit various licensing and reporting activities to be done online by our clients.

Enter in your personal mailing address, Click on Continue.



HOME

ACCOUNT

TIPS ON

GET HELP

LOGOUT

IDENTITY VERIFICATION

You will be asked a series of questions based on your public record data (the state of Washington does not gather or store this data). These questions could be about things you have owned, people you know or your professional experience. If you do not wish to answer these questions, you may [request permission to skip this step](#). This choice may delay access to your service. Requests to bypass this process will send a notification to the owner of the service who may reach out to you to verify your identity manually. Once verified, you will be able to continue the registration process for this service.

NAME

Is your legal name displayed correctly below? First and Last name are required. This name should match what appears on your official documents, like your driver's license or passport. [Edit your name](#) if it does not match your official documents. Once any edits are complete, please return to this page.

ISABEL CORRIGAN

ADDRESS

The State of Washington does not store this address or use it for any purpose other than this transaction. If you have more than one address, enter the location where you receive bills or bank statements.

STREET ADDRESS

CITY

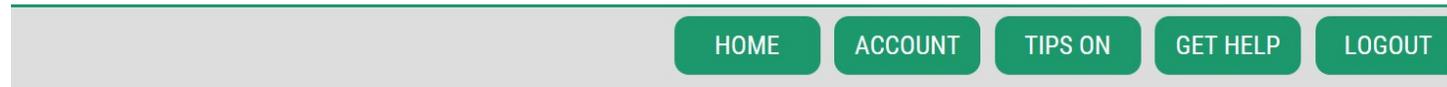
STATE

ZIP

CONTINUE

You will be asked a series of Identity Verification Questions. Once you have selected an answer, click on continue.

Note: These questions are based on information that has been pulled from public records. (Examples below)



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 I am not familiar with this property



IDENTITY VERIFICATION QUESTION

Which of the following first names have you also been known by?

- Arleigh
- Cheryl
- Heather
- Kimberly
- Roseann
- None of the above



Once your information has been verified, you will need to enter in Multi-Factor Authentication information. Click on Begin.



This service requires MFA.

HOME TIPS ON GET HELP LOGOUT

ADD MFA TO YOUR ACCOUNT

We will collect additional emails and phone numbers where we can send codes to verify you in the future.

BEGIN

Enter in your primary email address. Click on Next.

HOME TIPS ON GET HELP LOGOUT

ADD EMAILS

Enter the email addresses that you would like us to send verification codes when we need to make additional security checks.

PRIMARY (REQUIRED)

OPTIONAL

NEXT

Enter in your primary phone number. Click on Next.

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

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.

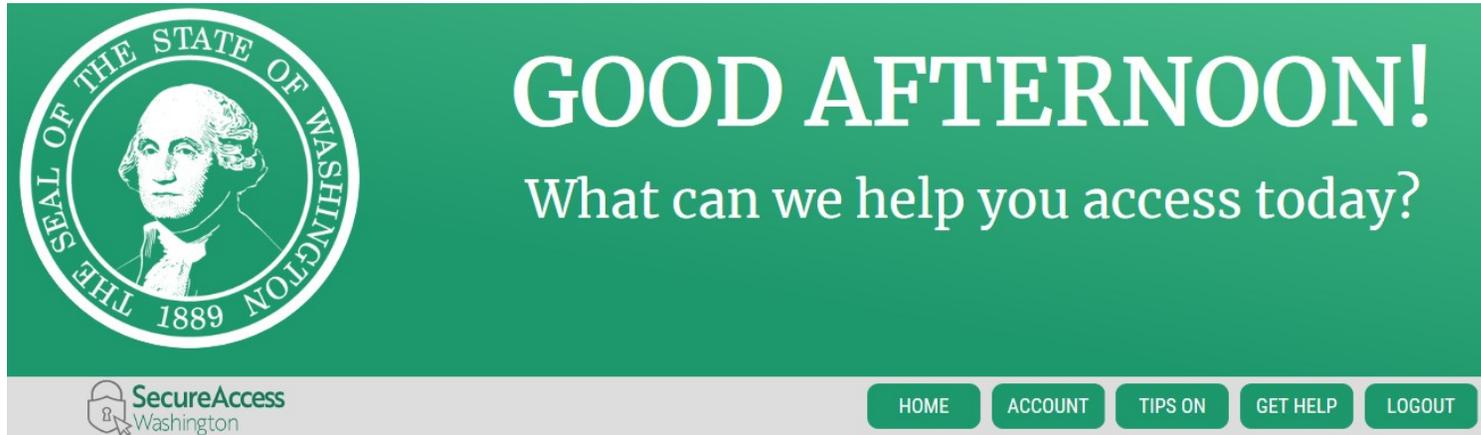
- Yes
- No

CHANGE

SUBMIT

If the identity verification failed, you will see this screen. Click on **Request to Skip this step** highlighted in blue.

NOTE: If you choose the option to “Request to Skip this step”, you will need to wait until we approve your request before you can continue with the registration process. This may take up to 1 – 2 business days.



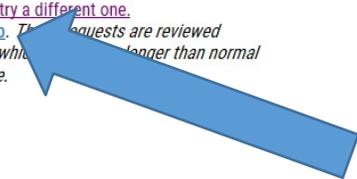
IDENTITY VERIFICATION FAILED

What should I do next?

1. Verify that Isabel Corrigan is your full legal name. [Edit your profile](#) if necessary.
2. Make sure you are entering a valid address. The best address to use is the location where you receive bills or bank statements.
3. [Try again](#).

What if it still does not work?

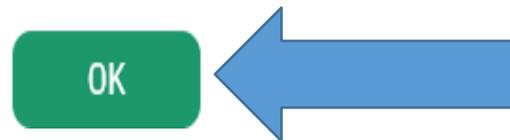
1. If you have more than one address, [try a different one](#).
2. [Request permission to skip this step](#). *These requests are reviewed manually by the application owner, which may result in longer than normal wait times for access to this service.*



Click **OK** then log out of your account and any internet browser screens that you have open at this time.

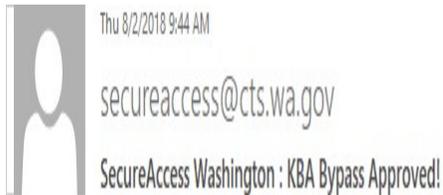
REQUEST RECEIVED

Your request has been received and is awaiting review by the application owner. You will be notified by email when a decision has been made.



Break Time: Wait for an email message to be sent. It *may* take our agency up to 1- 2 business days to receive and process your request. Once we have approved your request, an email will be sent to you.

Once we receive and approve your request, you will receive this email message. **Click on the link to log back into your account.**



To  Corrigan, Isabel (GMB)

 We removed extra line breaks from this message.

Your KBA Bypass request for SecureAccess Washington agency [Washington State Gambling 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.

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>



Enter in your **Username and Password**, then click on **Submit**.



WELCOME

to your login for Washington state.

 [SIGN UP!](#) [GET HELP](#) [TIPS ON](#)

LOGIN

USERNAME

PASSWORD

 [SUBMIT](#)

ON BEHALF OF



Washington State
GAMBLING
COMMISSION

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

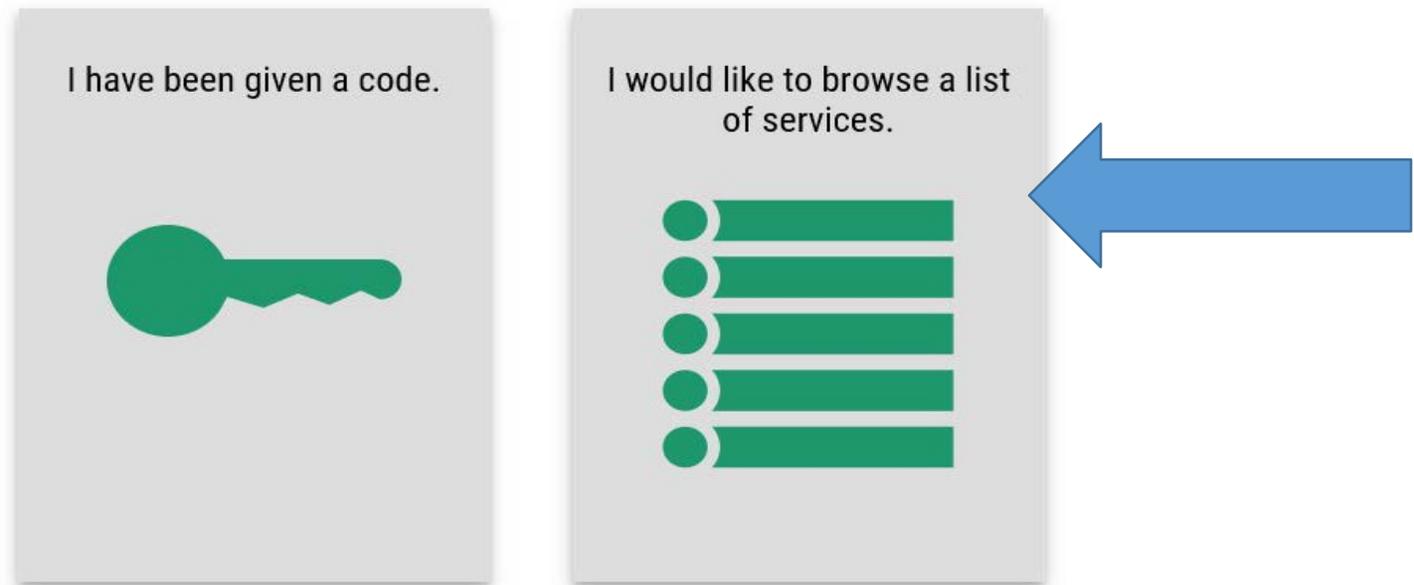
Click on **Add A New Service**.



Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

Click on **I would like to browse a list of services**.

ADD A NEW SERVICE



Scroll to the bottom of the list and click on **Washington State Gambling Commission**.

- Department of Revenue
- Department of Social and Health Services
- Department of Transportation
- Developer Testing Only
- Employment Security Department
- Enterprise Services
- Health Care Authority
- Labor & Industries
- Liquor Control Board
- Military Department Headquarters
- Office of Financial Management
- Office of the State Auditor
- Washington State Gambling Commission**



Click on **Apply**.

WSGC SAW MY ACCOUNT

WSGC My Account hosted under SAW, which permit various licensing and reporting activities to be done online by our clients.

APPLY



Click on **Begin**.

SAFETY FIRST!
This service requires MFA.

SecureAccess
Washington

HOME TIPS ON GET HELP LOGOUT

MULTI-FACTOR AUTHENTICATION (MFA)

Multi-Factor Authentication adds an extra layer of security to your account.

- Requires an additional check beyond username and password
- Helps prevent identity theft and fraud
- Is an Office of the Chief Information Officer (OCIO) requirement for applications containing personally identifiable information (PII)

ADD MFA TO YOUR ACCOUNT

We will collect additional emails and phone numbers where we can send codes to verify you in the future.

BEGIN



Enter in Primary email and click **Next**.

ADD EMAILS

Enter the email addresses that you would like us to send verification codes when we need to make additional security checks.

PRIMARY (REQUIRED)

OPTIONAL



NEXT

Enter in your primary phone number. Click **Next**.

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

Verify the phone number and email address is correct. Click on **Submit**.

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



If you are a **licensed gaming employee**, all you need to enter on this page is your **PIN and License Number**. You will find that information on your renewal email notification. Then click **Submit**.

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 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

SUBMIT

If you are a **business/non-profit organization** complete the questions regarding your organization. You can find your **Client/License number and PIN** on your My Account letter or email notification. Click on **Submit** when done.

ADDITIONAL INFO FOR WSGC



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

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

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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

SUBMIT



Once you click submit, your registration is complete, click on **OK**. You are not done yet!



REGISTRATION COMPLETE

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



Click on **WSGC SAW My Account**.

ADD A NEW SERVICE			
SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
WSGC SAW My Account	WSGC My Account hosted under SAW, which permit various licensing and reporting activities to be done online by our clients.	Active ?	Remove

Click on **Continue**.

NOW ACCESSING



Washington State
GAMBLING
COMMISSION

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

You are now accessing WSGC SAW My Account provided by Washington State Gambling Commission. If you require assistance, [use this link to let us know.](#)

CANCEL

CONTINUE

You are now in **My Account**.

For *licensed gaming employees*:

[SWITCH TO ANOTHER CLIENT](#)

Welcome WASHINGTON, TEST K - 68-21731 (rujirek.zamora@wsgc.wa.gov)

Action Center

Licensing

Account Settings

Calendar

Action Center



 [Renew Your License](#)

 [Change Your Address](#)

Important Reminders for Licensees

For **licensed organizations**: (Please note: if you have one or more gambling establishments, you will have a list to choose from. Once you choose the organization, you should see this screen.)

SWITCH TO ANOTHER CLIENT

Welcome WSGC Nonprofit Test 2 - 00-22720 (cecelia.ortega@wsgc.wa.gov)

- Action Center
- Licensing
- Employees
- Quarterly Reports
- Account Settings
- Calendar

Action Center

ATTENTION: You need to use My Account in Secure Access Washington (SAW) to file activity reports. For complete instructions click here.

 4 Item(s)

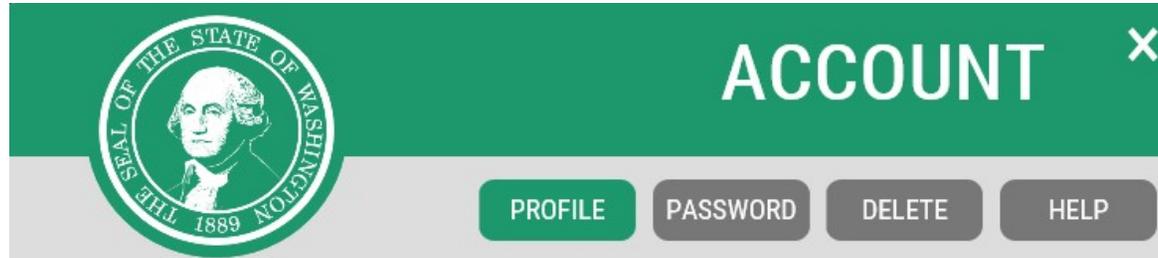
-  [Renew License Now!](#)
- Report Past Due; Late Fees Owed**
-  [File Quarterly License Report/Pay Fee](#)
-  [Uncompleted Application\(s\)](#)
-  [Pay For Completed Application\(s\)](#)
-  [Pay for Other Fines / Fees](#)

01-02669 Expires 12/31/2019
Bingo
Contact WSGC
Your license is suspended, you can renew but the suspension will not be lifted.

Important Reminders for Licensees

Helpful tips:

Profile – This will show the username and email that you have associated with your SAW Account. If this is not correct, you will need to contact Secure Access Washington for further assistance. **SAW Help Desk: 1-888-241-7597 or (360)753-2454.**



MANAGE YOUR PROFILE

USERNAME

IsabelC@123

FIRST AND LAST NAME

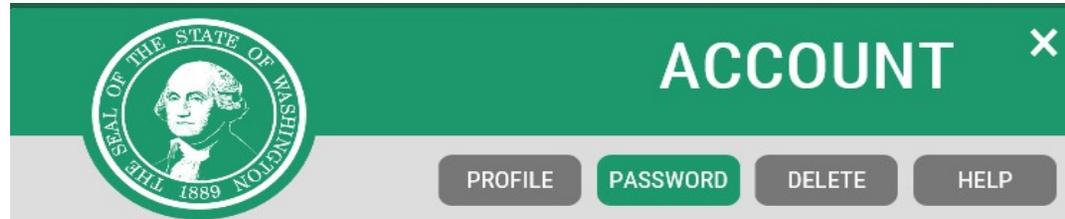
Isabel Corrigan

EMAIL

isabel.corrigan@wsgc.wa.gov

UPDATE

To **change** your **password**, click on **Account**, then click on **Password**. Follow the instructions to change your password. If you are unable to change your password, you will need to contact Secure Access Washington for further assistance. **SAW Help Desk: 1-888-241-7597 or (360)753-2454.**



CHANGE YOUR PASSWORD

CURRENT 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

NEW PASSWORD

CONFIRM PASSWORD

UPDATE