

Important Reminders for Organizations

To renew your gambling license or file your quarterly reports online, you must go to [SecureAccess Washington \(SAW\)](#) and complete the SAW registration process below (follow steps 1-3).

You were sent an email notification with your PIN and License/Client Number. You will be asked to provide both numbers as part of the SAW registration process.

1. Sign up for SecureAccess Washington (SAW)
2. Add our services (WSGC_SAW_MY_ACCOUNT) to access My Account
3. Go to My Account to renew and/or file your quarterly reports

If you are not yet registered with SAW and need step-by-step instructions, we have created instructions in multiple languages:

- [Step-by-step SAW instructions in Simplified Chinese](#)
- [Step-by-step SAW instructions in Korean](#)
- [Step-by-step SAW instructions in Vietnamese](#)
- [Step-by-step SAW instructions in English](#)

If you have an existing SAW account but need to add our service, [click here](#) for step-by-step instructions.

If you do not have your PIN or License/Client number, please contact a licensing specialist for assistance at in-state toll-free 1-800-345-2529, ext. 2331 or (360) 486-3440, ext. 2331.

Renew and Report Online

Online filing and payments are required, unless you have requested a waiver.

WAC 230-05-126 - Online filing and payments required with waivers available upon request for good cause.

- (1) All licensees must submit the following online:
 - (a) Renewal application and base license fees; and
 - (b) Quarterly license fees; and
 - (c) Quarterly license reports.
- (2) We may waive these requirements if a licensed organization can show good cause. The reasons for good cause include:
 - (a) You do not have access to the internet using your own computer or similar equipment; or
 - (b) You do not have a bank account; or
 - (c) Your bank is unable to send electronic fund transactions; or
 - (d) Some other circumstance or condition exists that, in our judgment, prevents you from submitting online.
- (3) We may waive these requirements if a licensed individual can show good cause. The reasons for good cause include:
 - (a) You do not have access to the internet using your own computer or similar equipment; or
 - (b) You do not have a bank account or credit card; or
 - (c) Your bank is unable to send electronic fund transactions; or
 - (d) Some other circumstance or condition exists that, in our judgment, prevents you from submitting online.
- (4) You must request a waiver when applying for a new license or permit.
- (5) A waiver will cover all fees and reports required under subsection (1) of this section.

WAC 230-05-128 - Renew your license in a timely manner.

- (1) You must renew online, unless you have received a waiver as outlined in this chapter and allow enough time to:
 - (a) Print the license prior to midnight before the license expires; or
 - (b) Have us print the license and mail it to you so you receive it before your license expires.
- (2) If you have a waiver and are not renewing your license online, you must ensure a properly completed renewal application and all applicable license fees are received at our administrative office in Lacey at least fifteen days before the expiration date on the license.
- (3) If you do not submit a properly completed renewal application and all fees and your license expires, you must immediately stop the gambling activity covered by your license.
- (4) If your license expires, you must submit an application and you must not operate any gambling activity until a new license is issued.

Let's Stay Connected.

Access My Account going through **SAW**. This is for both licensees and non-licensees. Using this feature, you can renew and print your gambling licenses, submit and print quarterly reports, amend and print previously filed quarterly reports, find a personalized calendar of important dates, and much more.

Did your email change or would you like to add an email? Contact a Licensing Specialist at 1-800-345-2529 or 360-486-3440. Ext. 2331.

Do you know what you are required to report to us? If not, see the reporting requirements in the '[WSGC License Application Reporting Requirements](#)' (GC5-018).

Gambling Laws and Rules. As a licensee, you must follow all gambling laws and rules. You can find the Laws and Rules at:

Laws: <http://apps.leg.wa.gov/RCW/default.aspx?cite=9.46>

Rules: <http://apps.leg.wa.gov/WAC/default.aspx?cite=230>

To obtain training or recordkeeping packets, see [Training Requirements](#).

New Licensees

Any changes to your initial application? Go to our [Report Changes](#) page for requirements.

RCW 9.46.071 requires licensees to post information concerning problem gambling at each entrance and exit to the premise. Failure to post can result in administrative charges. If you require additional signs and brochures, please contact your local field agent and they will be provided at no charge.

Print a copy of the [Problem Gambling poster](#) and [Problem Gambling sign](#).

Contact Us

If you have any additional questions or would like to speak with a member of our staff, go to our [Contact Page](#).