Secure Access Washington (SAW) WSGC My Account Registration Instructions

Online services for the Washington State Gambling Commission (WSGC) are available through Secure Access Washington (SAW). SAW is a website that allows users access to online services for many Washington State government agencies, using only one user ID and password. This guide will assist you with registering for SAW and adding the WSGC's "My Account".
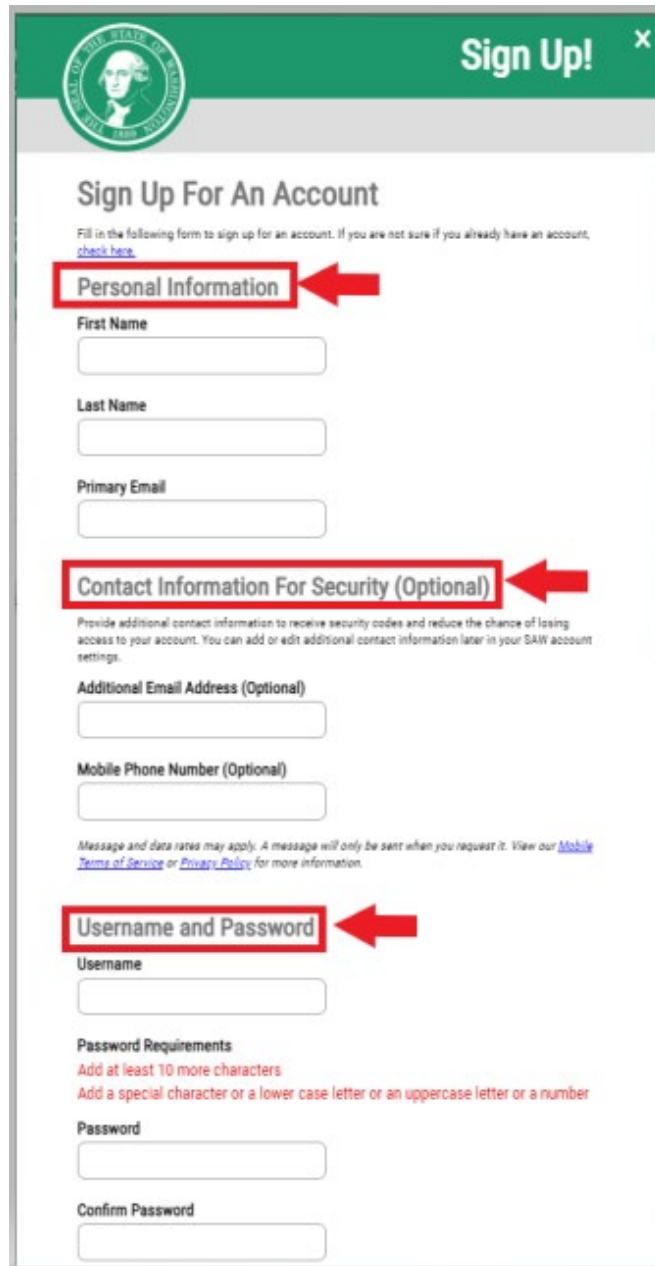
If you need additional assistance with registration, please contact a Licensing Specialist at (360) 486-3440 or Licensing@wsgc.wa.gov.

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.

Sign Up! ×

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, check here.

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 SAW 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 Mobile Terms of Service or Privacy Policy for more information.

Username and Password ⬅

Username

Password Requirements
Add at least 10 more characters
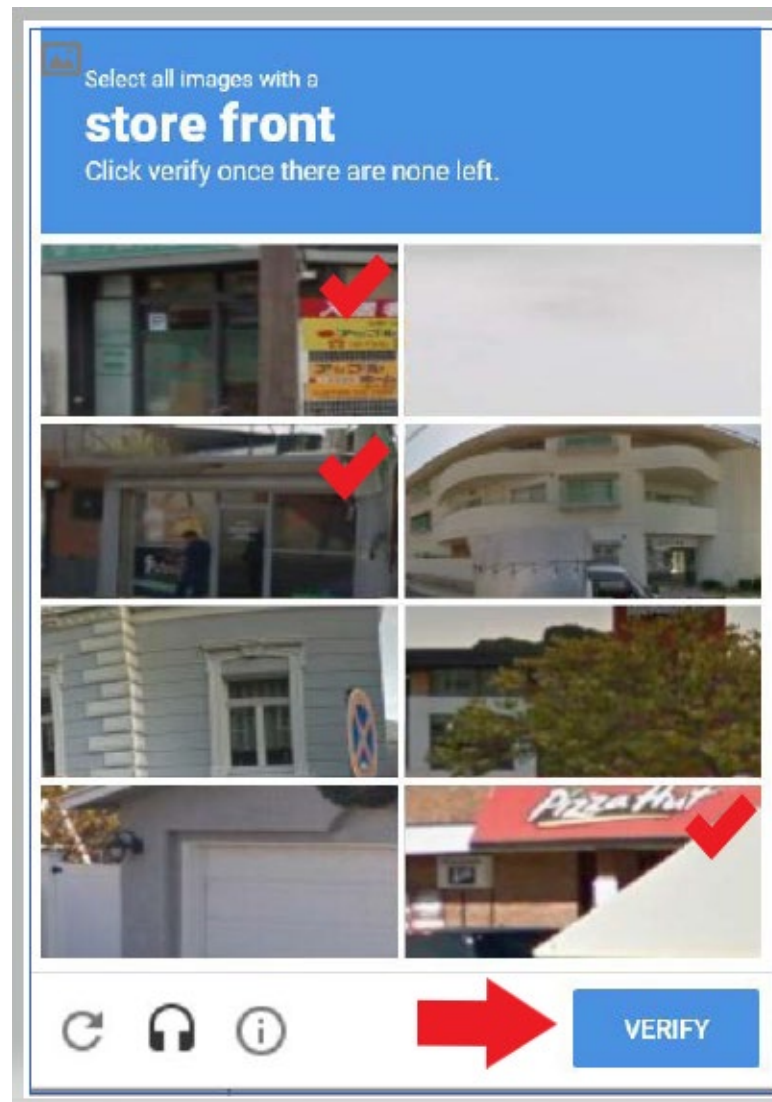Add a special character or a lower case letter or an uppercase letter or a number
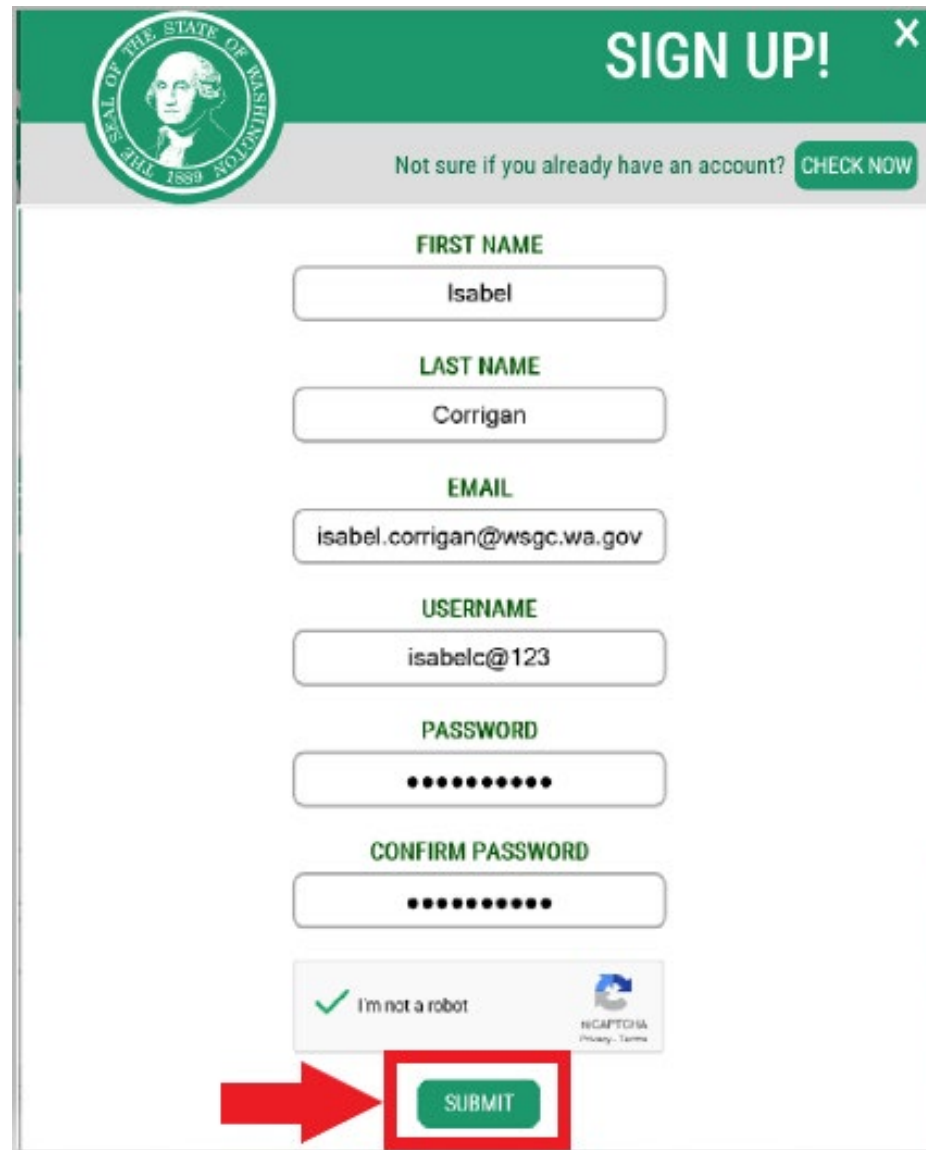
Password

Confirm Password

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 **<u>SUBMIT</u>** button.

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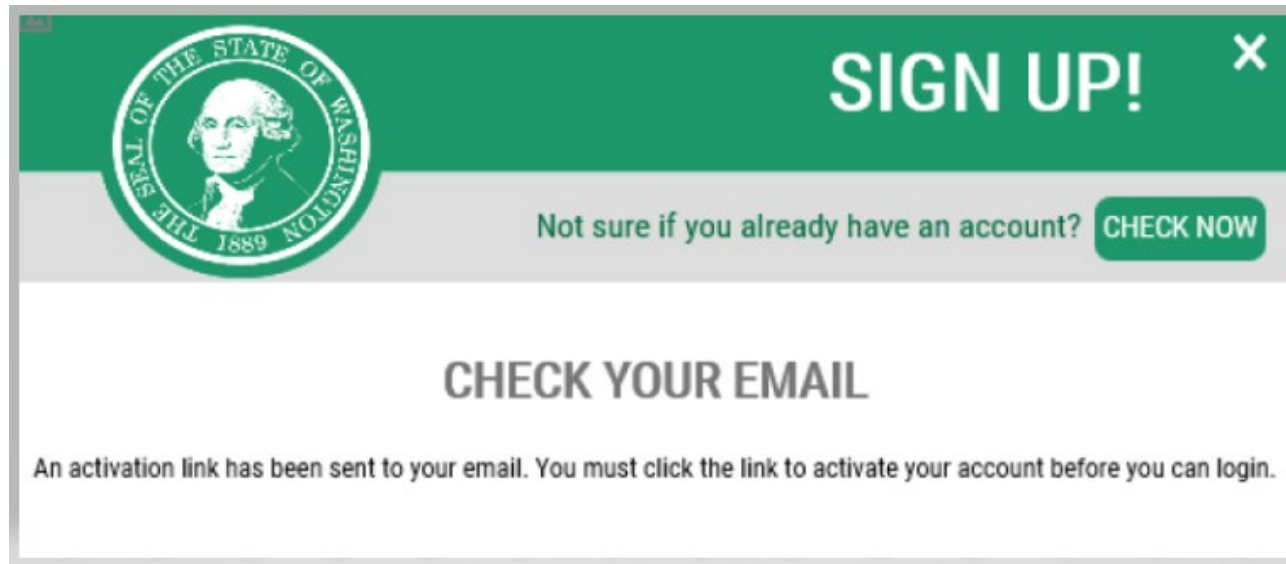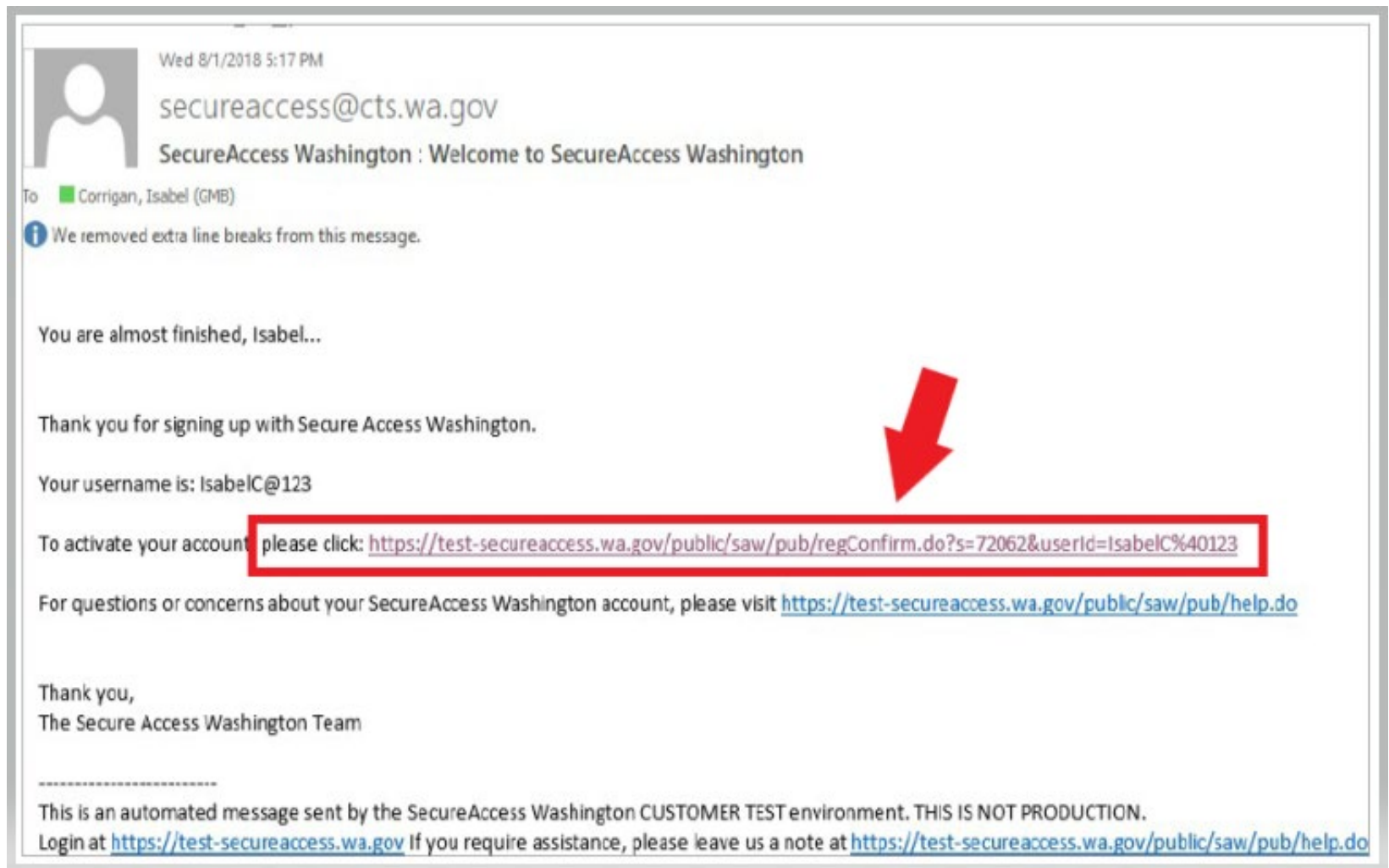

6. Close any internet browser windows you have open.
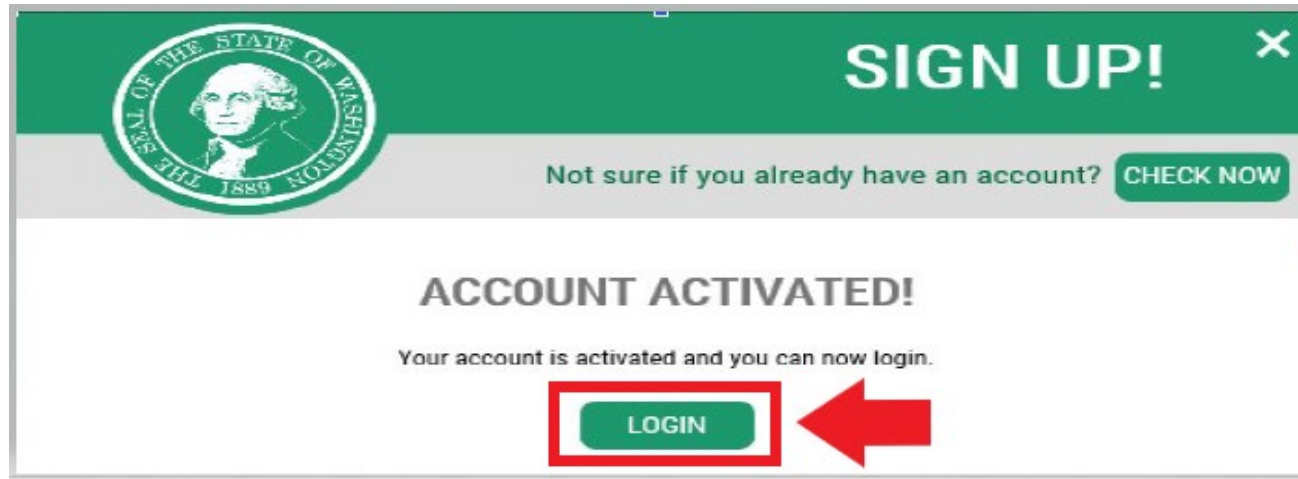
7. Go to your email inbox.
   The activation email will be from the email address: secureaccess@cts.wa.gov.
   (If you do not see it in your inbox, check the junk or spam folder.)

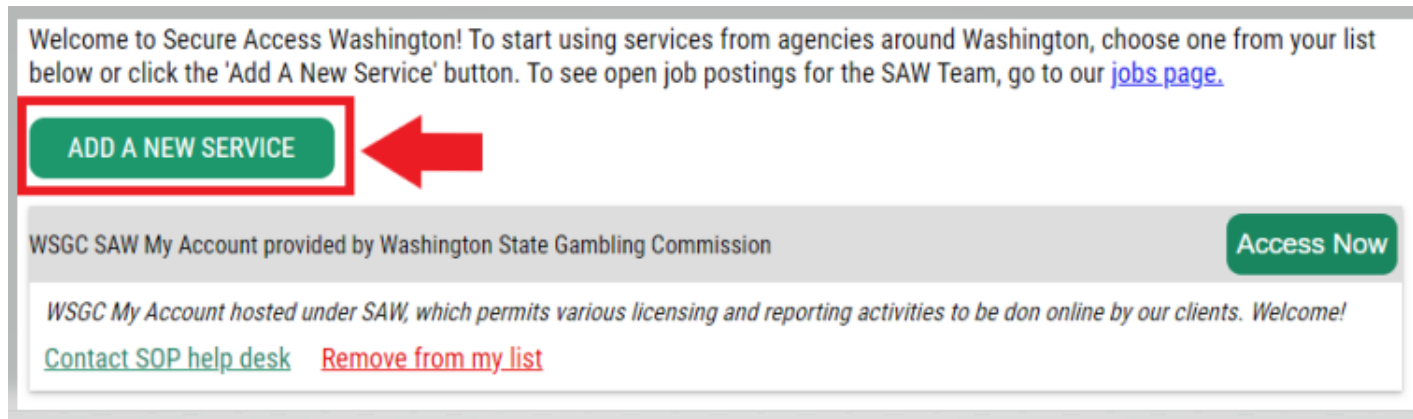8. Open the email and click the activation link.

Wed 8/1/2018 5:17 PM

secureaccess@cts.wa.gov

SecureAccess Washington : Welcome to SecureAccess Washington

To   Corrigan, Isabel (GMB)

ℹ️ 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 **<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.

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 "**<u>I would like to browse a list of services by agency</u>**" 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.

A-Z

I would like to browse a list of services by agency.
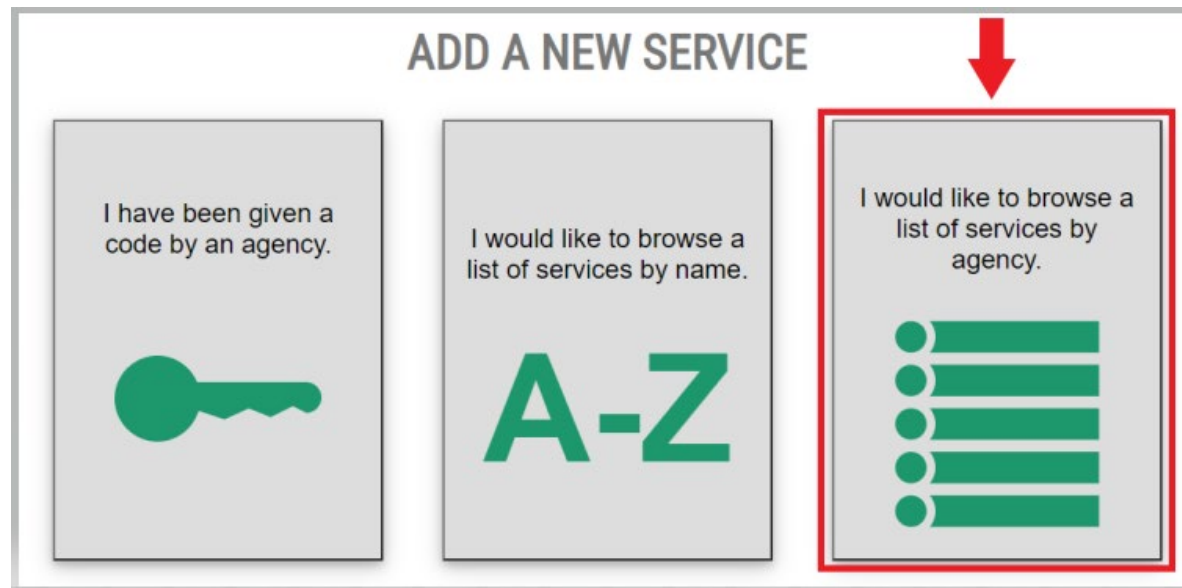
13.   Select **Washington State Gambling Commission** from the list of agencies.
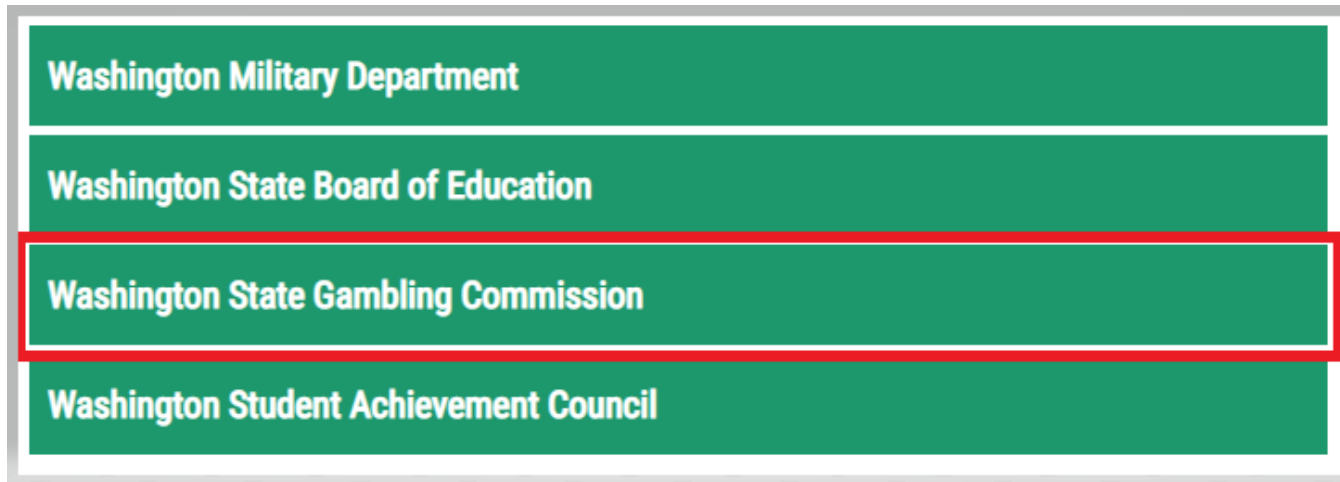
14.   Click the **APPLY** but
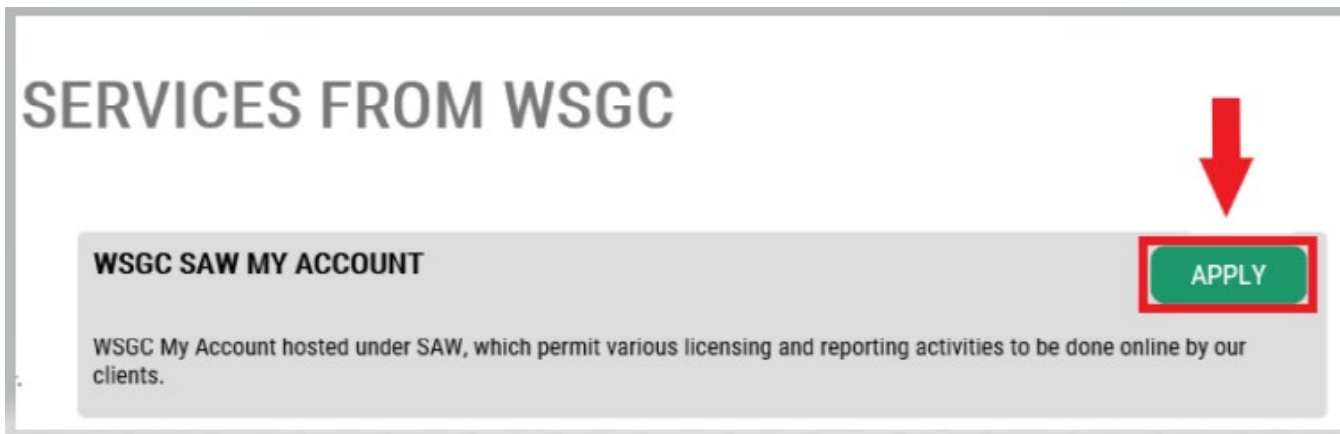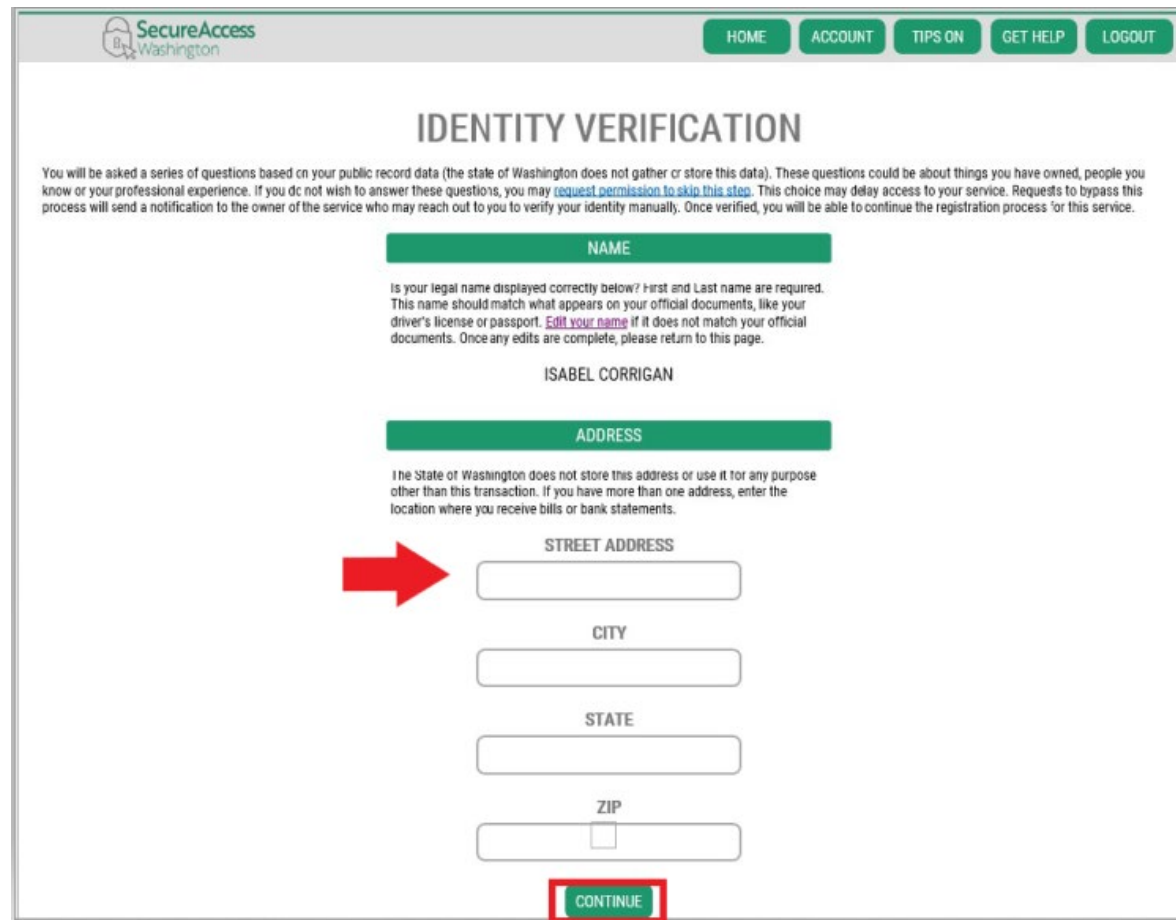
Identity Verification:

Completing the Identify Verification will allow you to access your account immediately. You will be asked questions 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; however, it may take 1-2 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.

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 I am 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?
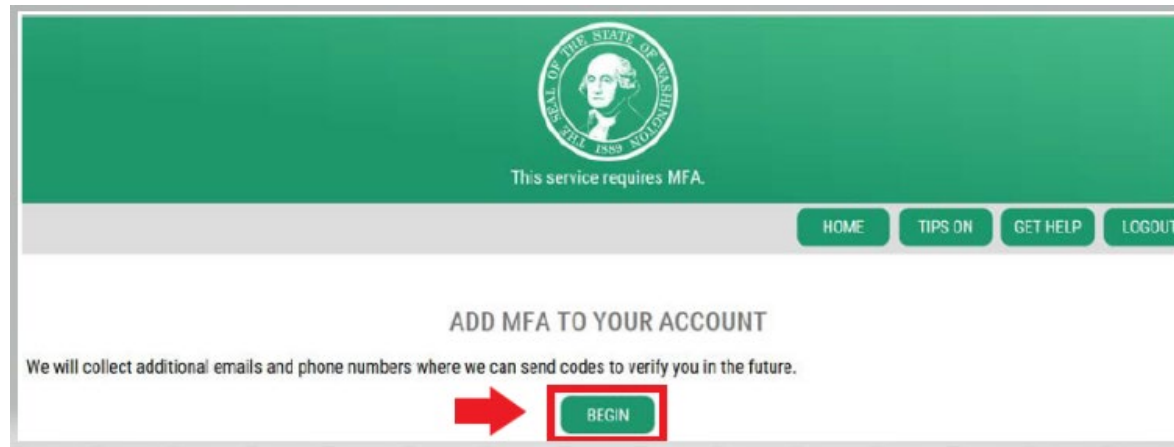
○ Arleigh
○ Cheryl
○ Heather
○ Kimberly
○ Roseann
○ None of the above

CONTINUE

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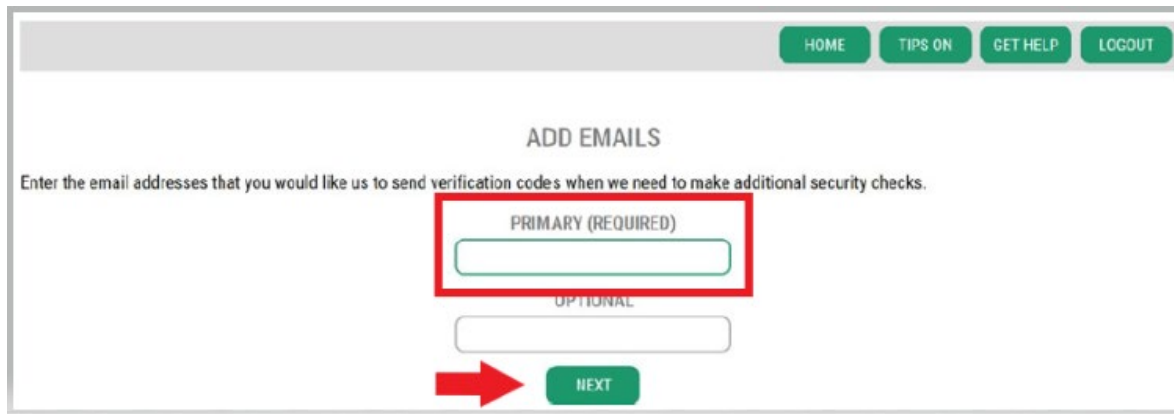
To prevent fraud and identity theft, SAW requires additional verification beyond username and password. You will need to add a Multi-Factor Authentication (MFA) method.

18.   Click the **BEGIN** button.

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

20. Enter your primary phone number, 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
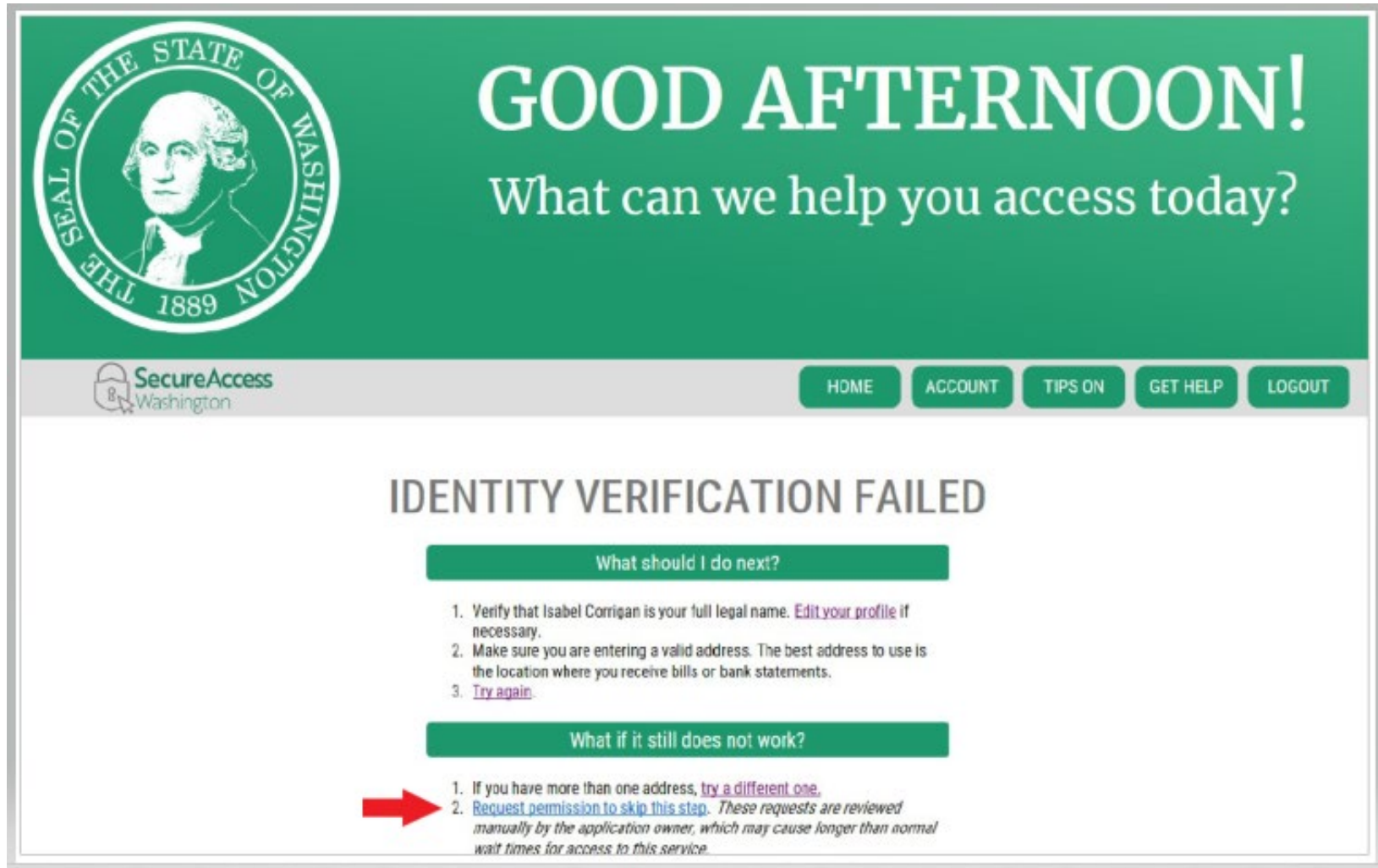
21. Review the information you entered. If everything is correct, click the **SUBMIT** button.

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

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.

If you still cannot answer the identity verification questions, click the **Request permission to skip this step** hyperlink.

If you chose the option to "request permission to skip this step":
After you click the hyperlink, we will receive your request.

- Click the OK button.
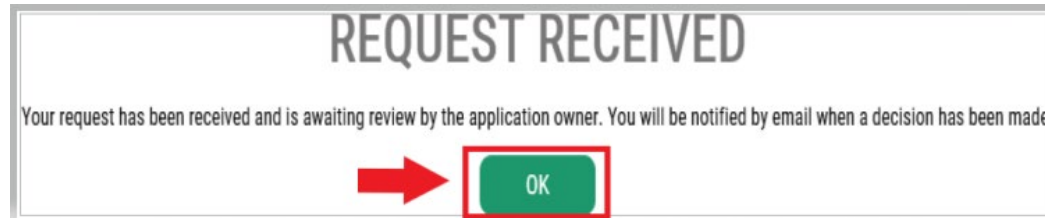
- Log out of SAW and close any open internet browser windows.

You will receive an email from a WSGC staff member in 1-2 business days. The email will contain a questionnaire for you to complete. If you do not complete the questionnaire, your request will be automatically denied after 7 days.

We will review your completed questionnaire. If we approve your request, you will receive a KBA Bypass Approved email. 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).

22. **Additional info for WSGC:**

If you have never been licensed before and are submitting a brand new application, complete all of the information that applies to you or your organization. (You will not have a PIN, or Client or License Number; leave those fields blank.)

Click the **SUBMIT** button when you are done.

If you are currently licensed, you will need your PIN and Client or License Number.
You can find that information in these documents:

- **For card room employees, representatives, and gambling managers:** Reminder email 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:
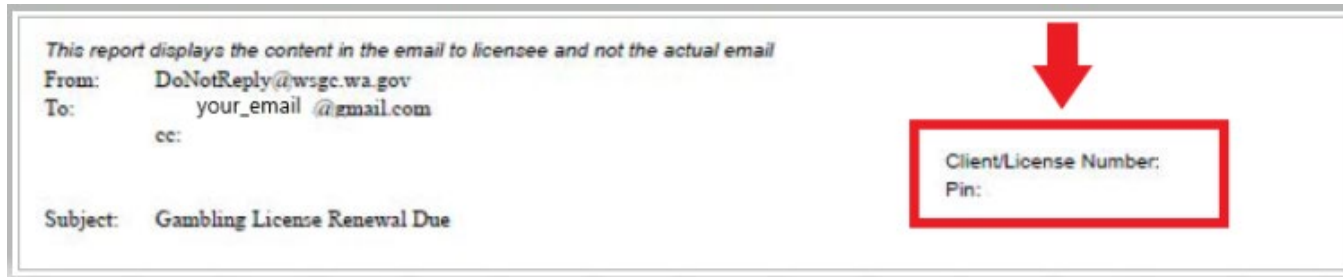
- **For organizations (nonprofits and commercial businesses):** Your My Account Introduction letter or your reminder email to complete your quarterly license report.

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:

Licensed card room employees, representatives, gambling managers, and nonprofit or commercial businesses only need to enter a PIN and Client or License Number.

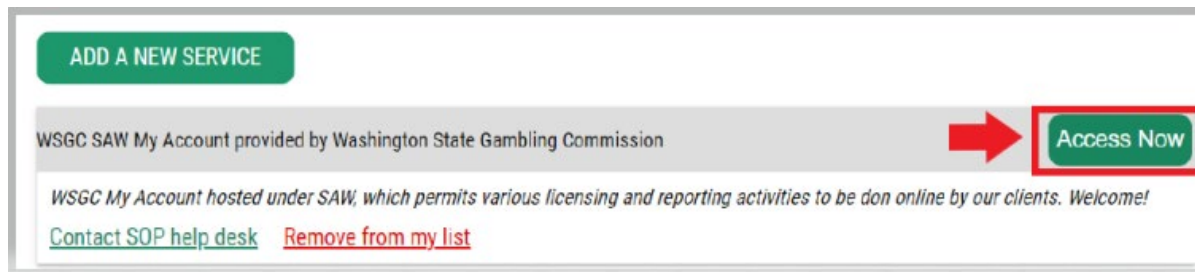Click the **SUBMIT** button after entering these numbers.
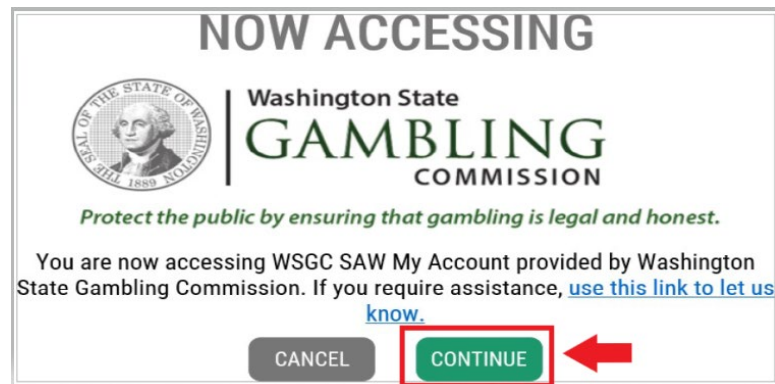
Registration Complete!

23. Click the **OK** button.
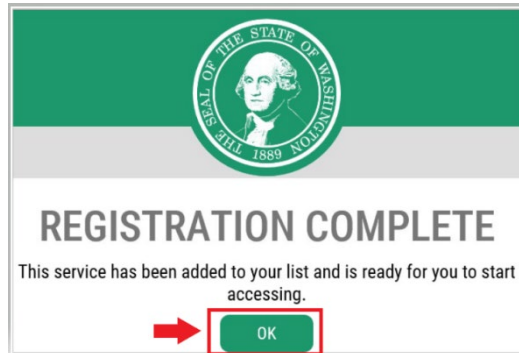
24. Click the **Access Now** button.

25. Click the **CONTINUE** button.
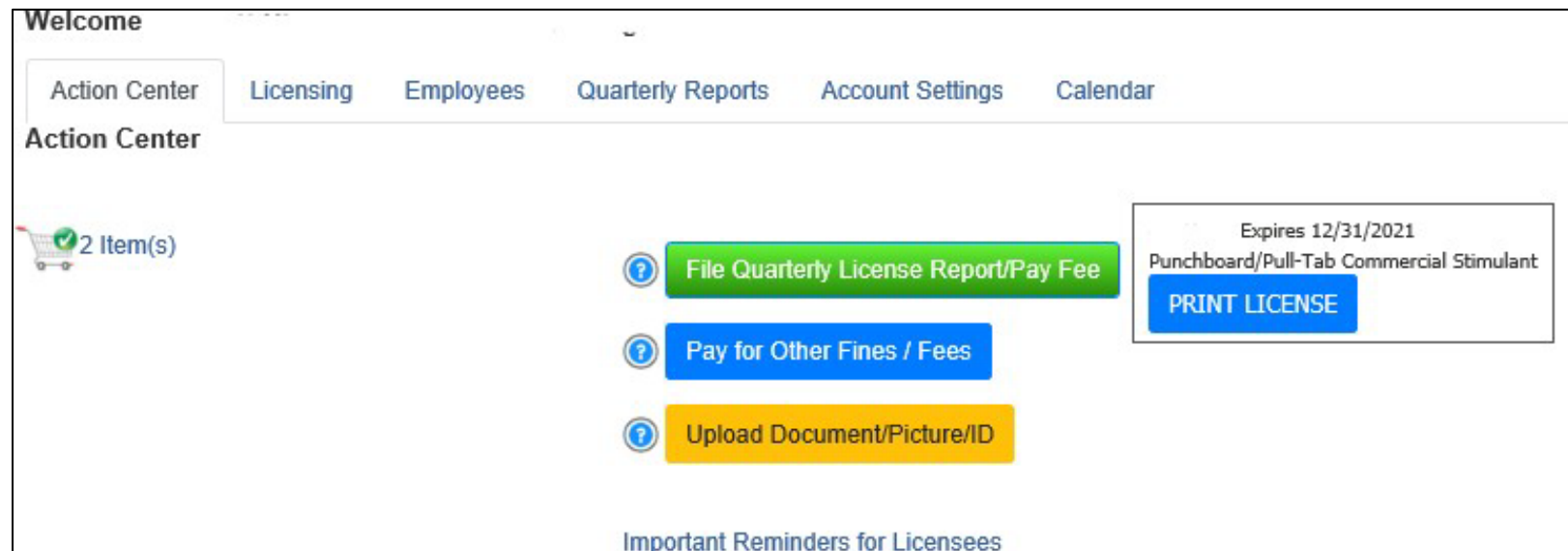
Using WSGC My Account:

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. 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.

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 after it has expired; contact a Licensing Specialist if you are renewing late at (360) 486-3440 or Licensing@wsgc.wa.gov.

- 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.
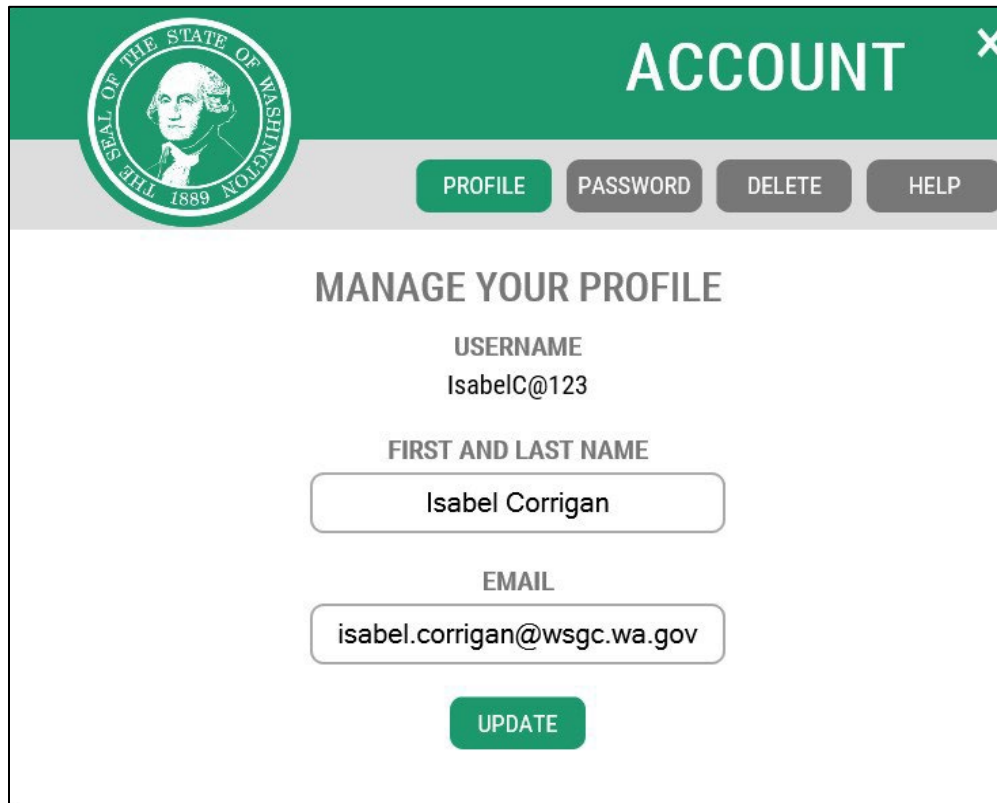
Welcome

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

Action Center

⊘ 2 Item(s)

(?) File Quarterly License Report/Pay Fee

(?) Pay for Other Fines / Fees

(?) Upload Document/Picture/ID

Expires 12/31/2021
Punchboard/Pull-Tab Commercial Stimulant
PRINT LICENSE

Important Reminders for Licensees

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