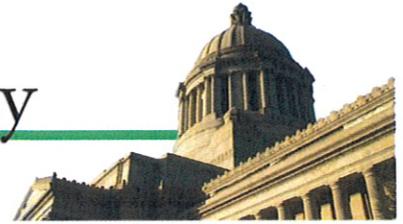


Board of Accountancy

Washington State



ONLINE SERVICES DETAILED INSTRUCTIONS

Step 1

Register for a Secure Access Washington (SAW) user account. If you already have a SAW account, you may skip this step and go directly to [Step 2](#).

1. Go to <https://secureaccess.wa.gov>
 - a) Click "Create one"

SAW SecureAccess
WASHINGTON

Login to your SecureAccess Washington Account

User ID:

Password:

Do not have an account? [Create one](#)

[Forgot your User ID?](#)
[Forgot your password?](#)
[Haven't received activation email?](#)
[Activate your account](#)

[Privacy Notice](#) [Help](#)

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- b) Click "Start"

SAW SecureAccess
WASHINGTON

1 → 2 → 3 → 4 → 5 → 6

Name & email address Username & password Review your information Enter security check Check your email Login to your account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

[Privacy Notice](#) [Help](#)

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c) Enter your personal Information

- Name
- E-Mail Address – (This is the e-mail address where all SAW communications will be sent to.)
- Confirm E-Mail
- Secret Question – pick from dropdown
- Question Answer

The screenshot shows the SAW SecureAccess WASHINGTON registration interface. At the top left is the logo. Below it is a progress bar with six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Step 1 is highlighted. Below the progress bar, the text 'Enter your personal information:' is followed by input fields for Name, E-Mail Address, Confirm E-Mail, Secret Question (a dropdown menu with '---select a question---'), and Question Answer.

d) Click "Next"

e) Create a User ID and Password

- User ID
- Password: Chose a password with at least 10 characters, a number, either upper or lower case letters, at least one special character like \$ @ ! *. The password cannot contain the User ID.
- Confirm Password

The screenshot shows the SAW SecureAccess WASHINGTON registration interface. The progress bar is the same as in the previous screenshot, but step 2, 'Username & password', is now highlighted. Below the progress bar, the text 'Create a user ID and password:' is followed by a 'NOTE' about password security. Below the note are input fields for User ID, Password, and Confirm Password.

f) Click "Next"

g) You will then be shown a page to review the information you entered to create your SAW account.

- We strongly suggest that you print this for your records.

h) Click "Next"

- i) You will then be asked to enter the encrypted security code on the screen.

The screenshot shows the SAW SecureAccess WASHINGTON registration process. At the top, a progress bar indicates six steps: 1 (Name & email address), 2 (Username & password), 3 (Review your information), 4 (Enter security check), 5 (Check your email), and 6 (Login to your account). Step 4 is highlighted. Below the progress bar, the text reads: "Please enter the security code (Not case-sensitive): The security code helps us to prevent massive user sign-up from robot programs." A box contains a colorful, distorted security code "8rdkpm". Below the box is a text input field and a "Click here if you cannot read the code" link. At the bottom right are "Previous" and "Submit" buttons.

- h) Click "Submit"
i) For security reasons, an e-mail will be sent to the e-mail address you provided with a link that will take you back to SAW to complete your registration process.
j) Go to your e-mail inbox
k) Select the link in the e-mail and login to verify services.

Note: If you experience problems with this process and/or you do not receive an e-mail, you may call or e-mail the Department of Information Services Support Center (24 hours) at: (360)753-2454 or (888)241-7597 (toll-free), servicedesk@dis.wa.gov.

Step 2

Once you are registered with SAW:

- [New Users](#)
- [Returning Users](#)

New Users:

1. Use your SAW User ID and Password to log back into your SAW account.

The screenshot shows the SAW SecureAccess WASHINGTON login page. At the top, a progress bar indicates six steps: 1 (Name & email address), 2 (Username & password), 3 (Review your information), 4 (Enter security check), 5 (Check your email), and 6 (Login to your account). Step 6 is highlighted. Below the progress bar, the text reads: "Your SecureAccess Washington account has been activated. To continue the registration for available services, please login below." Below this is the heading "Login to your SecureAccess Washington Account". There are two input fields: "User ID" and "Password". Below the input fields is a "Login" button. At the bottom left are links for "Forgot your User ID?" and "Forgot your password?". At the bottom center are links for "Privacy Notice" and "Help". At the bottom of the page is the copyright notice: "Copyright 2004-2009 © Washington State Department of Information Services - All Rights Reserved".

2. Click the "Click here to add services" link.

SAW SecureAccess WASHINGTON

My Secure Services Account Management Help About SecureAccess Logout

Hello richman

My Services Add a New Service

Service	Agency	Description	User Status
No Services. Click here to add services			

3. Enter "WBOA" for the Service Code.
4. Click "Apply"; you will be directed to the CPAOnline application registration page.

SAW SecureAccess WASHINGTON

My Secure Services Account Management Help About SecureAccess Logout

Hello richman

My Services Add a New Service

Select an agency below to see a list of services:

- [Board for Volunteer Fire Fighters](#)
- [Criminal Justice Training Commission](#)
- [Department of Archaeology and Historic Preservation](#)
- [Department of Ecology](#)
- [Department of Health](#)
- [Department of Information Services](#)
- [Department of Licensing](#)
- [Department of Natural Resources](#)
- [Department of Revenue](#)
- [Department of Transportation](#)

Service code: If you have been given a service code, enter it below to apply for access to the WBOA

Search services by keywords: Enter keyword(s) below to find related services. Leave field blank to display all AT LEAST ONE of the words

5. You will be asked to identify yourself as:
 - a. An existing individual (Licensee, CPA-Inactive Certificateholder or Non Licensee Firm Owner)

Board of Accountancy Washington State Online Services

User Registration

Fields marked with an asterisk (*) are required.

Are You:

- An existing individual (Licensee, CPA-Inactive Certificateholder or Non Licensee Firm Owner)?
- An existing CPA firm licensed by the Washington State Board of Accountancy?
- An outside employer intending to pay for employee(s) (Non CPA Firms only)?
- An individual trying to get an initial CPA license or Non CPA Firm Owner?
- A firm trying to get an initial CPA Firm license?

Number *

WebID *

E-mail *

- b. An existing firm licensed by the Washington State Board of Accountancy

The screenshot shows the 'User Registration' page for the Washington State Board of Accountancy. The page header includes the Board's name and 'Online Services'. The main heading is 'User Registration' with a note that fields marked with an asterisk (*) are required. Under the 'Are You:' section, there are five radio button options. The second option, 'An existing CPA firm licensed by the Washington State Board of Accountancy?', is selected. Below this, there are input fields for 'CPA Firm License Number *', 'WebID *', and 'E-mail *'. At the bottom, there are 'Submit', 'Reset', and 'Return to SAW' buttons.

- c. An outside employer intending to pay for employees(s) (non CPA firms only)

The screenshot shows the 'User Registration' page for the Washington State Board of Accountancy. The page header includes the Board's name and 'Online Services'. The main heading is 'User Registration' with a note that fields marked with an asterisk (*) are required. Under the 'Are You:' section, there are five radio button options. The third option, 'An outside employer intending to pay for employees(s) (Non CPA Firms only)?', is selected. Below this, there are two sections: 'Employer Information' with fields for 'Employer Name *' and 'UBI Number', and 'Contact Information' with fields for 'Contact Name', 'Address Line 1 *', 'Address Line 2', 'City *', 'Country *' (set to UNITED STATES), 'State/Province/APO *' (set to WASHINGTON), 'ZIP *', 'Business Phone # - Ext. *', 'Alternate Phone # - Ext.', 'Fax', and 'Email *'. At the bottom, there are 'Submit', 'Reset', and 'Return to SAW' buttons.

6. Click "Submit" after making the appropriate selection. (Reset will clear your selection. Return to SAW will take you back to Secure Access Washington.)
7. On the next page, you will:
- If you are an existing individual (Licensee, CPA-Inactive Certificateholder or Non Licensee Firm Owner) enter:**
- Your license, certificate or registration number.
 - Your Web ID. Your web id was mailed to your address of record in early January. If you have misplaced this information, please e-mail or call the Board at customerservice@cpaboard.wa.gov or 360-753-2586.
 - Your e-mail address will be pre-filled with the e-mail address you have listed on your SAW account. The e-mail address entered here will become your e-mail address on record with the Board. If you would like

the Board to contact you at a different e-mail address, please change this to the e-mail address where you would prefer to receive communication from the Board.

- d. When both your license/certificate/registration number and web ID match the Board's records, you will be given access to CPAOnline where you will be able to:
- Renew your license/certificate/registration
 - Change your contact information
 - View pending online requests
 - Retire/ Dissolve your license/certificate/registration
 - Print your license or validation card

Returning Users:

1. Use your SAW User ID and Password to log back into your SAW account.
2. Click "CPAonline Application" under "My Services."

The screenshot shows the SAW SecureAccess WASHINGTON user interface. At the top, there is a navigation bar with links for "My Secure Services", "Account Management", "Help", "About SecureAccess", and "Logout". Below the navigation bar, the user is logged in as "Hello manojv@cpaboard.wa.gov". There are two tabs: "My Services" (selected) and "Add a New Service". Below the tabs is a table with the following data:

Service	Agency	Description	User Status	Action
WBOA	Washington State Board of Accountancy	CPAOnline services.	Active	Remove

If you have questions or need assistance with this process, please contact the Board at customerservice@cpaboard.wa.gov or (360) 753-2586.