



ADMINISTRATOR ACCOUNT ACCESS USER GUIDE

E-permits, Wrecker Destroyed Reporting,
Abandoned Vehicle Reporting,
Contracted Plate Search

Extended Early Registration Edition

Department of Licensing
December 9, 2016

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ESTABLISH ACCOUNT ACCESS

Establish your License eXpress account

Important! The person who establishes the License eXpress business account will be the **Administrator** for the account. This person will be responsible for setting up account access for other employees who will need access to the system to perform business tasks.

You will access various business tasks, such as E-permitting and various types of vehicle reporting, through **SecureAccess Washington (SAW)** via **License eXpress**. You'll need to create a username/user ID and password for License eXpress. **This is a one-time process.**

[I already have a License eXpress account](#) (below)

[I don't know if I have a SAW account](#) (below)

[I already have a SAW account](#) (page 4)

[I don't have a SAW account](#) (page 7)

I already have a License eXpress account

If you currently have a License eXpress account, it is set up to handle transactions for your personal vehicles and driver's license. We recommend you create a new License eXpress account for your business.

- If you have a SecureAccess Washington (SAW) account for your business, you can use your current username/user ID and password to create a License eXpress account. Go to [I already have a SAW account](#) (page 4).
- If you don't have a SAW username/user ID and password, go to [I don't have a SAW account](#) (page 7).

I don't know if I have a SAW account

You already have a SAW account if you:

- Have renewed or accessed your account online with Department of Revenue Business Licensing Service after June 6, 2016
- Have filed online with Department of Labor and Industries or Employment Security Department

You can use the same username/user ID and password to sign into License eXpress.

If you're still not sure, you can [check to see if you have a SAW account](#) (next page).

Check to see if you have a SAW account

1. Go to *License eXpress login* page (secure.dol.wa.gov).
2. Click *I need to check to see if I have an account*.

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

A new customer?

Join now!

[I haven't received my activation email](#)

[What is License eXpress?](#)

[I need to check to see if I have an account](#)

Already joined?

Username

Password

Login

[I forgot my username](#)

[I forgot my password](#)

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3. Enter your email address and click *Find my account*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Check account

Please give us your email so we can check to see if you have a License eXpress account.

Email

Find my account

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- If there is a username/user ID already associated with your email address, you will receive an email with the username/user ID.
 - Go to your email to get your username/user ID, then go to [I already have a SAW account](#) (page 4).

WASHINGTON STATE DEPARTMENT OF LICENSING

Check account

Please give us your email so we can check to see if you have a License eXpress account.

Email

djohnson@dol.wa.gov

Find my account

We found your account and have emailed you your username

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- If there is no username/user ID associated with your email address, you can try a different email address or click *Join now* to begin the registration process.
 - Go to [I don't have a SAW account](#) (page 7).

Join now'. The page includes a 'Back' button, a 'Find my account' button, and a 'SECURED BY SecureAccess WASHINGTON' logo."/>

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Check account
Please give us your email so we can check to see if you have a License eXpress account.

Email
mardee23@msn.com

Find my account

We didn't find an account with this email. You can try another or [Join now](#)

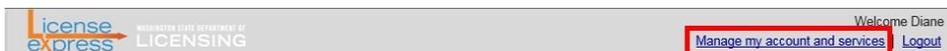
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I already have a SAW account

1. Go to *License eXpress login* page (secure.dol.wa.gov).
2. Enter your SAW username/user ID and password and click *Login*.
 - If you don't remember your password, click *I forgot my password* to get a new password, then return to this step.

- If you don't already have any services or if you have several services through License eXpress, go to step 3.
- If you already have **one** service through License eXpress, you'll go directly to that account. Click *Manage my account and services* (upper right hand corner of screen) ...



...then *Join other DOL services* under My services.

3. At the **Join other services** page, select *Do business related to vehicles and vessels* under License eXpress for business. Click *Continue*.

WASHINGTON STATE DEPARTMENT OF LICENSING [Logout](#)

License eXpress: Account and services

Join other services

License eXpress for individuals

- Manage my personal driver license, ID card, vehicle, and boat licenses
- Pre-apply for my first Washington driver permit, driver license or ID card

License eXpress for business

- Renew or manage a DOL business license
 - For a firm, agency, company, shop etc.
- Do business related to driver training schools
 - For instructors, owners, staff
- Do business related to vehicles and vessels
 - Manage my E-permits (dealers)
 - Manage my vehicle fleets
 - Report vehicles a total loss (insurance companies)
 - Report vehicles in my wrecking yard's inventory (wreckers)
 - Report abandoned vehicles my business has towed, affidavits of sale (tow truck operators)
 - Look up a vehicle plate or vessel (formerly IVIPS)

[Continue](#)

[Join other state services \(SecureAccess Washington\)](#)

[← Manage my account and services](#)

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4. At the **Registration** page, enter your first and last name. Click *Continue*.

[Back](#) WASHINGTON STATE DEPARTMENT OF LICENSING [Logout](#)

Registration

License eXpress for business

Confirm your name before continuing

First name

Last name

[Continue](#)

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5. The **Registration – Step 2** screen will confirm you’ve successfully joined. To continue setting up access to your account, click the *Vehicle and vessel related business* hyperlink.



6. You will be taken into the new computer system to [continue your account access setup](#) (page 12).

I don't have a SAW account

1. Go to *License eXpress login* page (secure.dol.wa.gov).
2. Click *Join now!*

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

A new customer?

[Join now!](#)

[I haven't received my activation email](#)

[What is License eXpress?](#)

[I need to check to see if I have an account](#)

Already joined?

Username

Password

[Login](#)

[I forgot my username](#)

[I forgot my password](#)

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3. At the *What type of account* page, select *License eXpress for business* and click *Continue*.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Join now

What type of account do you want to join?

License eXpress for individuals

- Manage my personal driver license, ID card, vehicle, and boat licenses
- Pre-apply for my first Washington driver permit, driver license or ID card

License eXpress for business

- Conduct business with DOL on behalf of my firm, agency, company, etc.
- Driver training schools

[Continue](#)

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4. At the **What do you want to do** page, select *Do business related to vehicles and vessels*. Click *Continue*.

The screenshot shows the 'What do you want to do' page in the Washington State Department of Licensing system. The page has a header with a 'Back' button and the 'WASHINGTON STATE DEPARTMENT OF LICENSING' logo. Below the header is a green bar with the text 'Join now'. The main content area is titled 'License eXpress for business' and 'What do you want to do with your account?'. There are three radio button options: 'Renew or manage a DOL business license', 'Do business related to driver training schools', and 'Do business related to vehicles and vessels'. The third option is selected, indicated by a red square around the radio button. Below the options is a 'Continue' button with a red arrow pointing to it. The footer contains links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', and 'Survey', along with a copyright notice for 2016 and a 'SECURED BY SecureAccess WASHINGTON' logo.

5. At the **Tell us who you are** page, enter your first and last name. Click *Continue*.

The screenshot shows the 'Tell us who you are' page in the Washington State Department of Licensing system. The page has a header with a 'Back' button and the 'WASHINGTON STATE DEPARTMENT OF LICENSING' logo. Below the header is a green bar with the text 'Vehicle and vessel related business - Step 1 of 4'. The main content area is titled 'License eXpress for business' and 'Tell us who you are'. There are two text input fields: 'First name' and 'Last name'. Below the input fields is a 'Continue' button with a red arrow pointing to it. The footer contains links for 'dol.wa.gov', 'Privacy & Use', 'Contact Us', and 'Survey', along with a copyright notice for 2016 and a 'SECURED BY SecureAccess WASHINGTON' logo.

6. At the **Continue setting up your account** page, enter a username, then enter and confirm your email address. Click **Continue**.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle and vessel related business - Step 2 of 4

License eXpress for business
Jane, please continue setting up your account.

[I want to use my existing SecureAccess WA account.](#)

Username
[input field]
No spaces, 4 or more characters

Email
[input field]

Confirm email
[input field]

Continue

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7. At the **Registering username** page, select a secret question from the dropdown list, provide the answer, and enter and confirm a password. Click **Register me**.

- The system will help you create a strong password.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Vehicle and vessel related business - Step 3 of 4

License eXpress for business
Registering username: janedoe222

Secret question
---select a question---

Secret answer
[input field]

Password
[input field]

Confirm password
[input field]

Register me

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8. The **Check your email** page informs you an activation email has been sent to the email you used to register the account.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Registration - Step 4 of 4

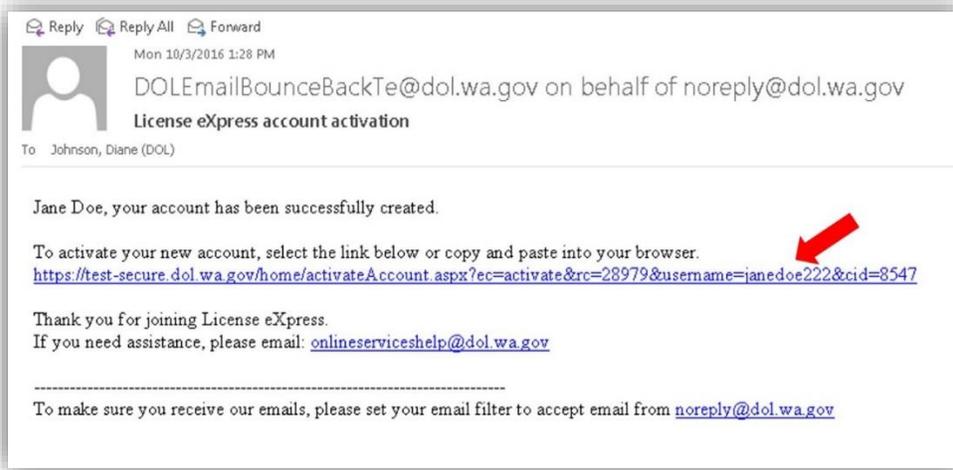
License eXpress for business
You're almost done Jane!
Please check your email.

We've sent you an email containing your activation link. Click on the link to activate your account.

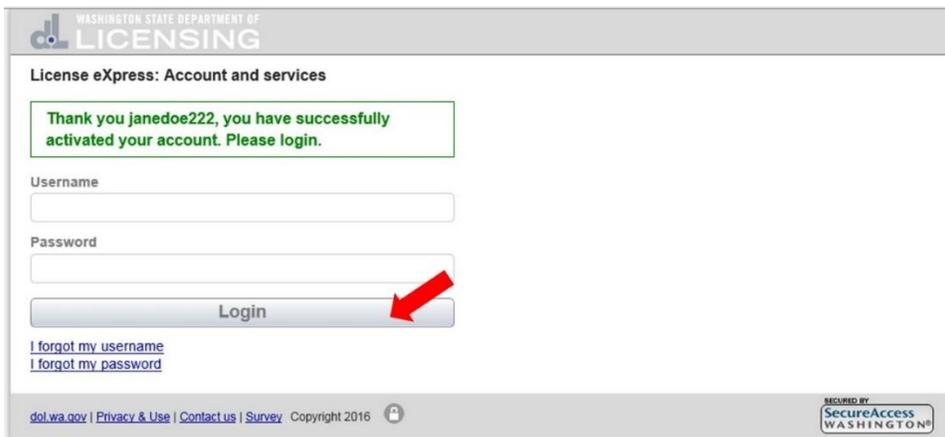
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9. Go to your email account and click the link in the email to activate your account.

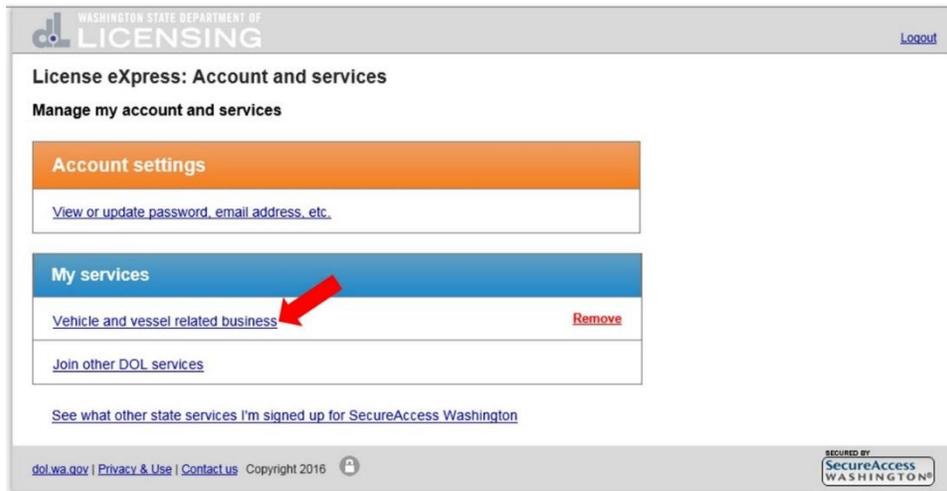


10. You will be taken to the login page. You now need to continue your account setup for E-services. Enter your username/user ID and click *Login*.



- You can use your username/user ID and password you registered at License eXpress at any site displaying the SecureAccess Washington logo.

11. At the *Manage my account and services* page, click *Vehicle and vessel related business* in the My Services section.

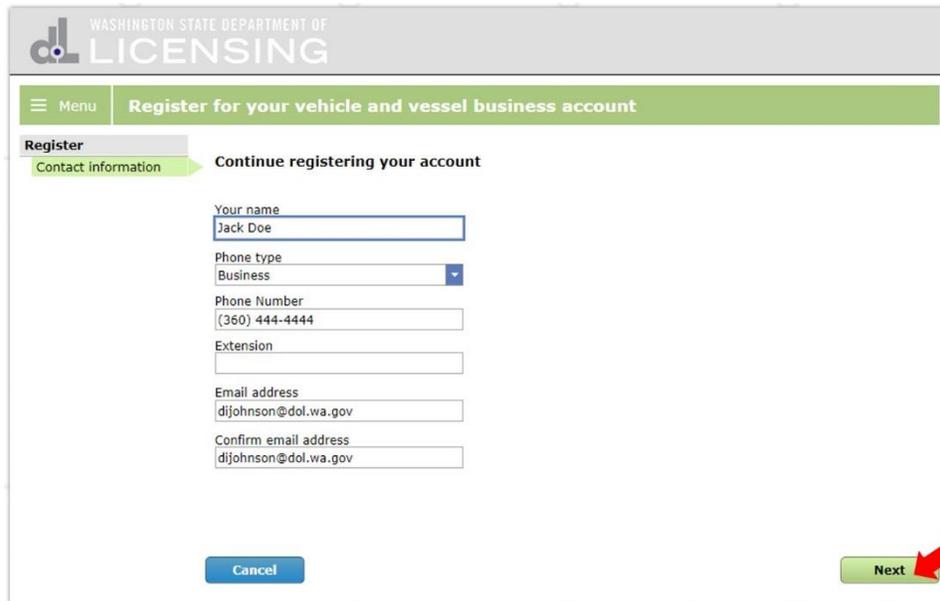


12. You will be taken into the new computer system to [continue your account access setup](#) (next page).

Continue account access setup

You'll now enter the new computer system. We'll need a little more information about who you are. **This is a one-time process.**

1. At the **Contact information** page (page names appear at the upper left of the page), your name and email address are auto-filled from the information you entered for License eXpress. Enter your phone number and extension (if applicable) and click *Next*.
 - You can change your phone type by selecting the appropriate option from the drop-down list.



The screenshot shows the 'Contact information' page in the Washington State Department of Licensing system. The page title is 'Register for your vehicle and vessel business account'. The 'Contact information' step is highlighted in green. The form contains the following fields:

- Your name: Jack Doe
- Phone type: Business (selected from a dropdown menu)
- Phone Number: (360) 444-4444
- Extension: (empty)
- Email address: dijohnson@dol.wa.gov
- Confirm email address: dijohnson@dol.wa.gov

At the bottom of the form, there are two buttons: 'Cancel' (blue) and 'Next' (green). A red arrow points to the 'Next' button.

2. At the **Address** page, enter the requested information. Click *Next*.
 - If your address includes a building, apartment, or suite number, select the appropriate option from the Unit type drop-down list, then enter the number in the Unit field.
 - If your address is located outside the USA or the state of Washington, select the appropriate option from the drop-down lists in those fields.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Register for your vehicle and vessel business account

Register

Contact information

Address

Continue registering your account

Country
USA

Street address
405 BLACK LAKE BLVD

Unit type

Unit

City
OLYMPIA

State
WA - WASHINGTON

Zip code
98502

Cancel Back Next

3. At the **Verify address** page, the system will display the address formatted to meet postal standards. In most cases, you should select the verified address. Click *Next*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Register for your vehicle and vessel business account

Register

Contact information

Address

Verify address

Verify your address

You entered this address:
405 BLACK LAKE BLVD OLYMPIA WA 98502

Select the address you want us to use.

ADDRESS OPTIONS

405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046

Continue with unverified address as entered.

Cancel Back Next

4. At the **Terms of Agreement** page, read the terms of service for access to the computer system, then click the checkbox at the bottom of the page to agree. Click *Next*.
 - The date is auto-filled with the current date and can't be changed.

WASHINGTON STATE DEPARTMENT OF LICENSING

Register for your vehicle and vessel business account

Register

Contact information
Address
Verify address
Terms of Agreement

Access Agreement for Department of Licensing DRIVES Website
This Agreement is entered between the Washington State Department of Licensing ("DOL") and any individual or entity ("User") who accesses or uses DOL's "DRIVES" system from DOL's website ("Site"). As a condition to accessing the Site, User agrees to be bound by the terms and conditions of this agreement, which apply to this and all subsequent access and use by the User. If User does not agree to be bound by these terms, now or at any time in the future, User must not access the Site and must cancel all sign-on information.

1. Authorized Users
Only those persons authorized by User may have access to the Site and its Data. User is solely responsible for the protection and security of its username and password to access the Site, and is responsible for all actions by any persons using User's username and password, regardless of how such person obtained the access information.

2. Permission to Access
DOL is the sole owner of the Site and its Data. User is granted permission to access the Site pursuant to a DOL/User agreement, application or request.

Additional text here

15. Assignment
This Agreement is personal to User. User may not assign any rights or obligations under this agreement to any other person or entity without DOL's prior written approval.

I agree to the terms of service above.

Agreement Date
11-Dec-2016

Cancel Back Next

5. At the **Summary** page, review the information you entered on the previous pages.
 - If all the information is correct, click *Submit*.
 - If you need to change any of the information:
 - Click *Back* until you reach the page to be updated, or
 - Click the page name on the left side of the screen.

WASHINGTON STATE DEPARTMENT OF LICENSING

Register for your vehicle and vessel business account

Register

Contact information
Address
Verify address
Terms of Agreement
Summary

Make sure your information is correct.
If it's not, go Back to make edits.

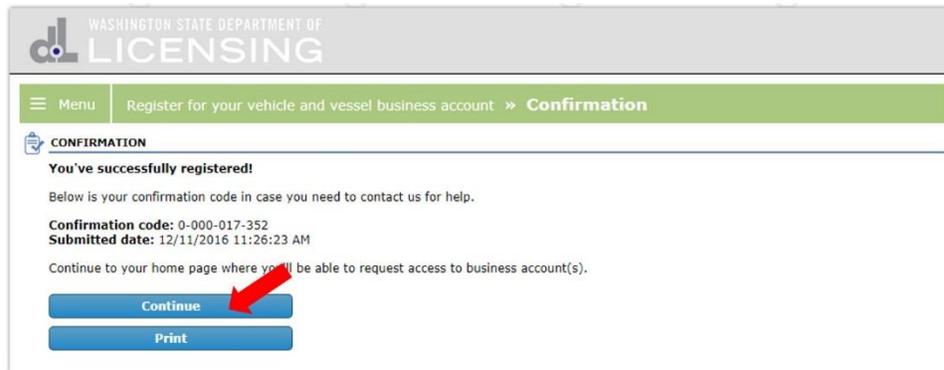
User information

Name	Jack Doe
Phone	(360) 444-4444
Email address	djohanson@dol.wa.gov
Address	405 BLACK LAKE BLVD SW OLYMPIA WA 98502-5046

Cancel Back Submit

6. At the *Confirmation* page:

- Click *Print* to print a copy of the confirmation page.
- Click *Continue* to set up access to the various business tasks you want to perform. Go to [Request business account access](#) (next page).



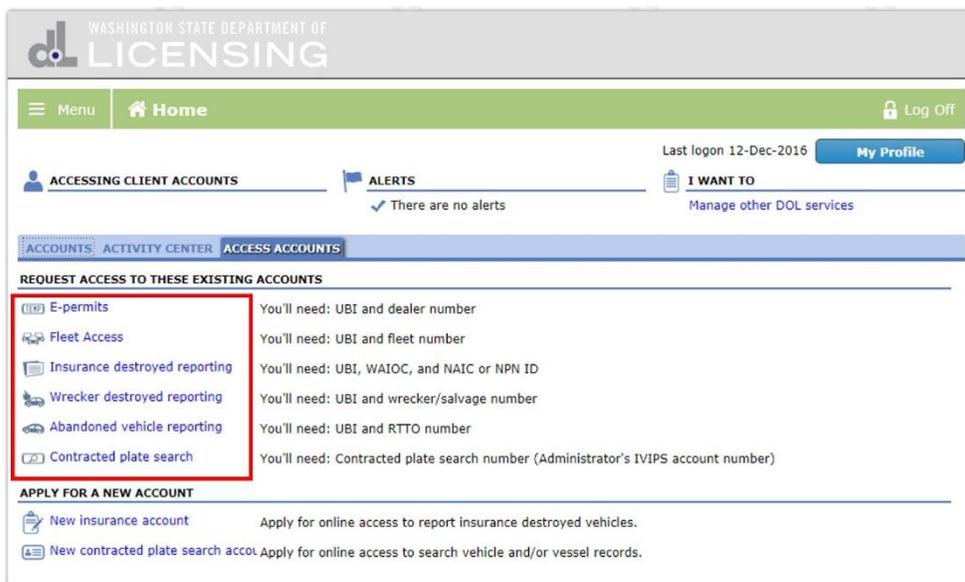
Request business account access

You are now at the **Home** page. Once you've completed the entire registration process, this is the page you'll see after you login at License eXpress.

1. At the **Home** page, you are under the **Accounts** tab (shown in the blue bar in the lower portion of the page). Click the **Access Accounts** tab.



2. Under the **Access Accounts** tab, click the hyperlink in the Request Access list for the type of business task you want to perform.



3. At the **Login information** page (page names appear at the upper left of the page):
 - a. Select *Administrator* from the access level drop-down list.
 - Each business or location will have only one Administrator. This person is responsible for managing access for all other staff who will need access to business tasks in the new system.
 - b. Enter the requested information for the business type you selected on the previous screen:
 - **E-permits, Wrecker Destroyed reporting, Abandoned Vehicle reporting:** UBI number and license number
 - **Contracted plate search:** Existing main IVIPS account number (the number used with your password to access the existing system)
Note: The screenshots used in this guide are for a vehicle dealer adding e-permit access; the header title and the requested number will vary based on the business type you select.
 - c. Click *Next*.
 - **Contracted plate search:** go to step 5.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » Request your E-permit access Log Off

Request access

Login information

Select access level
1. Administrator

Unified Business ID (UBI)
278027706

Dealer #
00068

Cancel Next

These page items will vary based on the business type you selected

4. At the *Location(s)* page:

1. Verify the location or locations.
 - If there is more than one location, you will have Administrator access for all listed locations. This can be adjusted after early registration if needed.
2. Click *Next*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » Request your E-permit access Log Off

Request access

Login information

Location(s)

Select your location

Verify the information below. Click 'next' to proceed or 'back' to make changes.

Location name	Location address	Location Code
TITUS-WILL TOYOTA/SCION	3606 S SPRAGUE TACOMA WA 98409	0220000680001

Cancel Back Next

5. At the **Authentication method** page, indicate whether you have an Early Registration PIN. Early Registration PINs were sent by email or letter and are available for use only through January 6, 2017.

Note: The letter at the beginning of your PIN indicates the service the PIN is for. E=E-permitting, D=Wrecker Destroyed reporting, A=Abandoned Vehicle reporting, C=Contracted Plate Search.

If you use more than one service, you may receive more than one PIN. Make sure you are using the correct PIN for the service you are requesting.

If you did not receive a PIN, you can still begin the registration process during extended early registration. You will need to provide additional information and we will need to review your request before you will be able to complete the registration process.

- If you select *I have an Early Registration PIN code*, go to [Registration with PIN](#) (next page).
- If you select *I do not have an Early Registration PIN code*, go to [Registration without PIN](#) (page 23).

The screenshot shows the Washington State Department of Licensing website. The page title is "Request your E-permit access". Under the "Request access" section, there is a "Select your authentication method" heading. Below this heading, there is explanatory text: "You can expedite your registration process by using an Early Registration PIN code. If you do not have an Early Registration PIN code you can still request access by providing authorizing information." There are two radio button options: "I have an Early Registration PIN code" and "I do not have an Early Registration PIN code". At the bottom of the form, there are three buttons: "Cancel", "Back", and "Next". A red arrow points to the "Next" button.

Registration with PIN

6. At the *Enter pin* page, enter the PIN number sent to you by Department of Licensing.
 - This is a one-time use PIN available only during the early registration period (November 7, 2016 through January 6, 2017).

The screenshot shows the Washington State Department of Licensing website. The header includes the logo and the text 'WASHINGTON STATE DEPARTMENT OF LICENSING'. Below the header is a navigation bar with 'Menu', 'Home', and 'Request your E-permit access' (with a lock icon and 'Log Off' button). The main content area is titled 'Request access' and contains a sidebar with 'Login information', 'Location(s)', 'Authentication method', and 'Enter pin' (highlighted). The 'Enter pin' section is titled 'Enter your pin code' and includes instructions: 'PIN numbers allow the signup of only one admin for a given location. If you have been given a PIN number, please enter it below.' Below this is a text input field labeled 'PIN number' containing the value 'E317788967'. At the bottom of the form are three buttons: 'Cancel', 'Back', and 'Next'. A red arrow points to the 'Next' button.

7. At the *Summary* page, review the information.

- To edit information, click *Back* until you reach the page you need to edit, or click the page title on the left side of the screen.
- If everything looks okay, click *Submit*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » Request your E-permit access Log Off

Request access Make sure your information is correct. If it's not, go Back to make edits.

Login information
Location(s)
Authentication method
Enter pin

Request info

Dealer number	00068
UBI	278027706
Access level	Administrator

The items will vary depending on the business type

Cancel Back Submit

8. At the *Confirmation* page:

- Click *Print* to print the confirmation page.
- Click *Continue*. You will be returned to the *Home* page where you began.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » Request your E-permit access » Confirmation Log Off

CONFIRMATION

You've successfully registered!

Below is your confirmation code in case you need to contact us for help.

Confirmation code: 0-000-130-696
Submitted date: 12/12/2016 3:58:43 PM

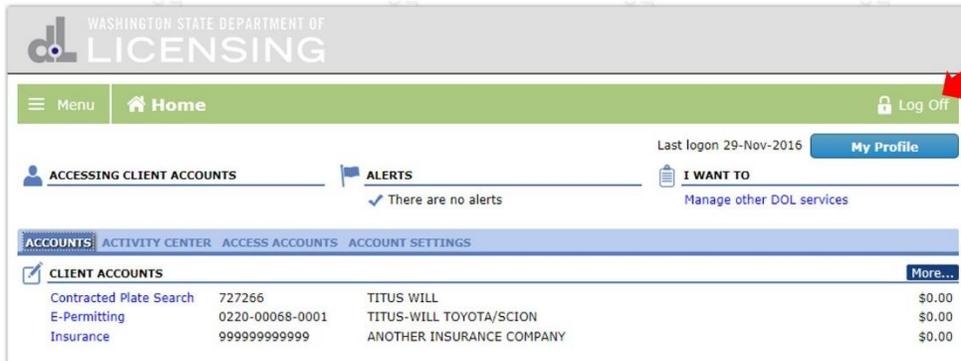
Continue to your home page where you'll be able to request access to business account(s).

Continue Print

- You used a PIN for your account access, so your registration for this account is complete. You will receive a confirmation email.
- You will need to request access for each account for the business tasks you need to perform. For example, a vehicle dealer will need access for both E-permitting and Contracted Plate Search. Repeat steps 1-8 for each business task needed for your business. Make sure you are using the correct PIN for the business task you are requesting.

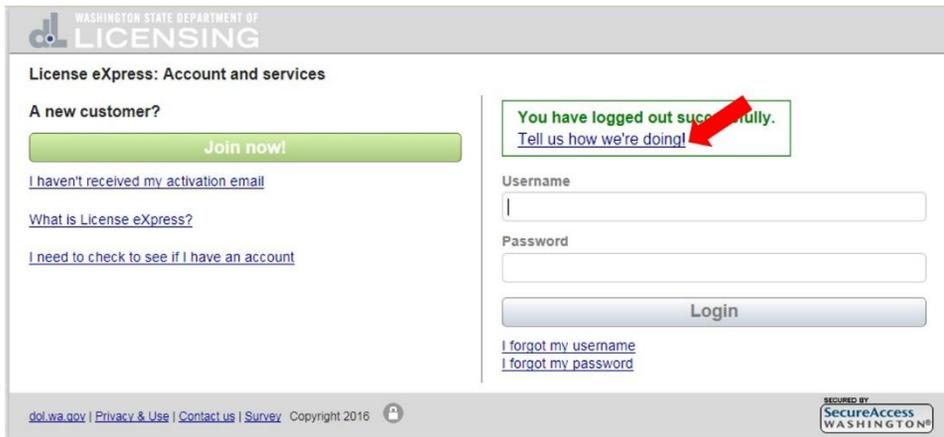
9. Now you need to set up your employees for account access.

- If you're ready to set up your employees, go to [Administer Employee Account Access](#) (page 28).
- If you'd like to set up your employees at a later time, click *Log Off* in the upper right-hand corner of the page.



10. You'll be returned to the License eXpress login page.

- We value your input! Please click the *Tell us how we're doing* hyperlink to take a survey on your online experience. Thank you!



Registration without PIN

6. At the ***Your business role*** page, select one of the options and enter the required information for that option. Click *Next*.
 - If you select *I am the owner or supervisor*, you must include the business license expiration date. You do **not** need to complete the **What's your role** or **Owner or supervisor contact** information fields.
 - If you select *I'm not the owner or supervisor*, you don't need to include the license expiration date, but you must complete all of the other fields on the page.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » Request your E-permit access Log Off

Request access

- Login information
- Location(s)
- Authentication method
- Your business role**

Provide additional information

Your name
JANE DOE

I'm the owner or supervisor

Business license expiration

I'm **not** the owner or supervisor

What's your role in your organization
ADMINISTRATOR

Owner or supervisor contact information

Name
JACK DOE

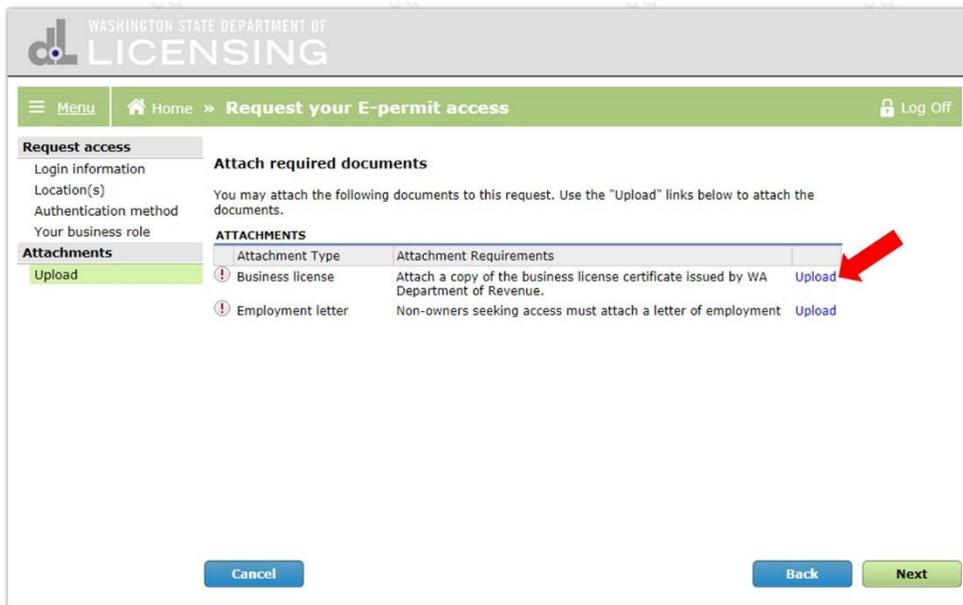
Phone
(360) 444-4444

Email address
JACKDOE@EMAIL.COM

Cancel Back Next

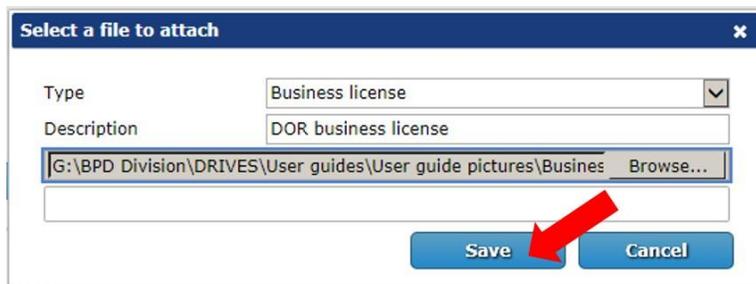
7. At the **Upload** page:

- a. Click the **Upload** hyperlink for the document you need to upload.
 - For **E-permits, Wrecker Destroyed reporting, or Abandoned Vehicle reporting**, you will upload a copy of your business license issued by Department of Revenue.
 - For **Contracted Plate Search**, you will upload a copy of your contract with Department of Licensing.
 - If you are not the owner or supervisor, you will also need to upload an employment letter or other proof of employment.

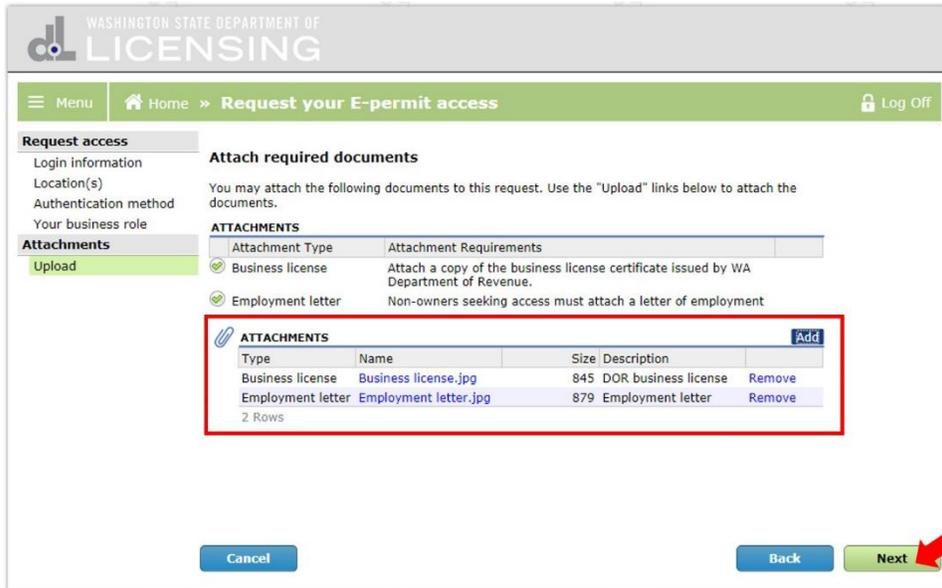


b. A dialog box will appear.

- 1) Enter a description of the file you will upload in the Description field.
- 2) Click the **Browse** button to locate your file.
- 3) Navigate to the file you want to upload and then double-click on the file.
- 4) The name of the file will appear in the Browse field. Click **Save**.

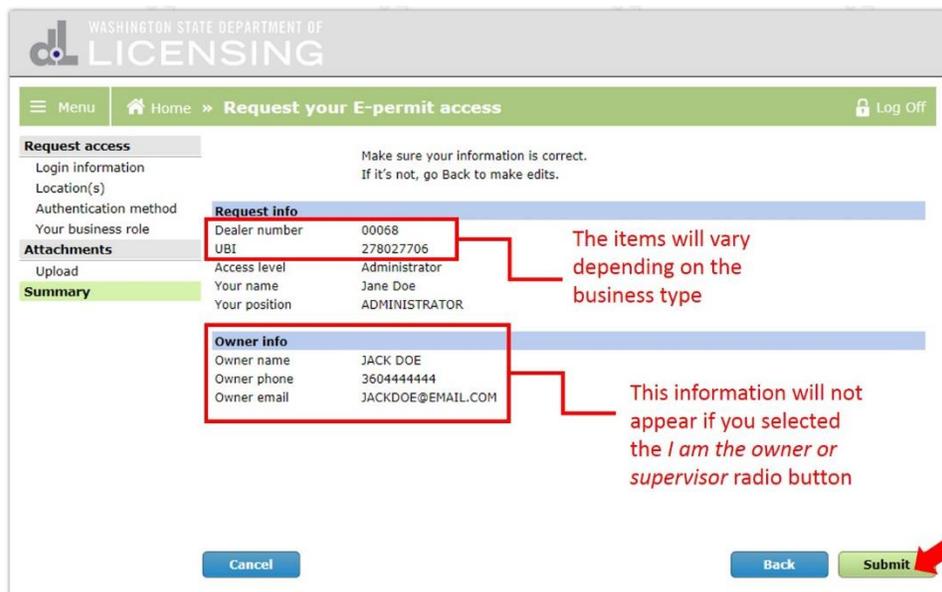


- c. You will see your uploaded document listed in the Attachments section of the page.
- d. Repeat steps a. and b. if more than one document is required.
- e. When all required documents have been uploaded, click *Next*.



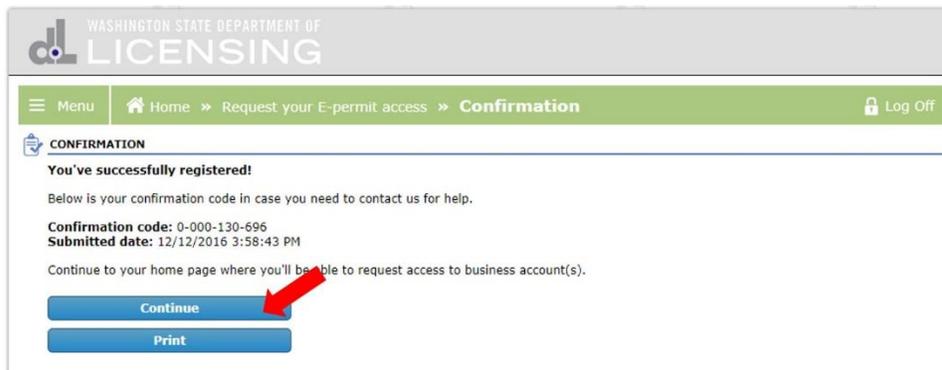
8. At the *Summary* page, review the information.

- To edit information, click *Back* until you reach the page you need to edit, or click the page title on the left side of the screen.
- If everything looks okay, click *Submit*.



9. At the *Confirmation* page:

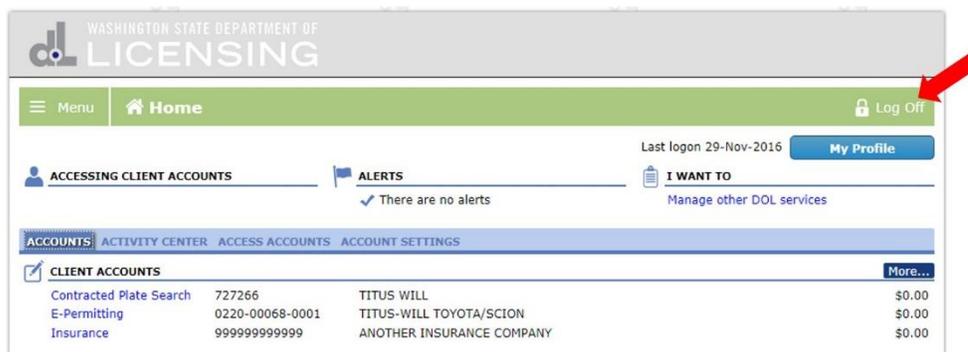
- Click *Print* to print the confirmation page.
- Click *Continue*. You will be returned to the *Home* page where you began.



10. You have completed the registration process for this business task. Your request will be reviewed by the Department of Licensing.

- If you are approved, you will receive a confirmation email. After you are approved, you will be able to administer access to the account for your employees as explained in [Administer Employee Account Access](#) (page 28).
- If you are denied, you will receive an email explaining the reasons for the denial and how to proceed.
- If you use more than one business task, repeat steps 6 – 10 in this section for each business task.

11. Click *Log Off* in the upper right-hand corner of the page.



12. You'll be returned to the License eXpress login page.

- We value your input! Please click the *Tell us how we're doing* hyperlink to take a survey on your online experience. Thank you!

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SecureAccess
WASHINGTON

ADMINISTER EMPLOYEE ACCOUNT ACCESS

Each employee must establish access to business accounts using access codes you generate for them in the system.

The employee will need a separate access code for each task they will be performing. If they will be performing a task for more than one business or location, they will need a separate access code for that as well. For example, if a dealer employee will be issuing e-permits for two locations, and will also be doing plate searches, they will need a total of three access codes – one for each location for which they will be doing e-permits, and one for the contracted plate search.

The employee will also need the following information about the business to complete their access requests:

- **E-permits, Wrecker Destroyed reporting, Abandoned Vehicle reporting:** UBI number and license number
- **Contracted plate search:** Existing main IVIPS account number (the number used with your password to access the existing system)

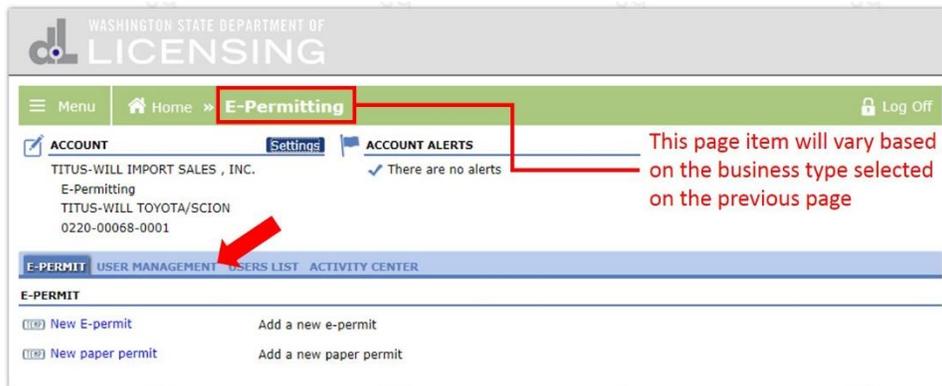
Once the employees have established their accounts (see Employee Account Access User Guide), they will be able perform business tasks when the computer system becomes available on December 12, 2016.

Generate access code

1. If you're not already in the system, login through License eXpress (secure.dol.wa.gov).
2. At the **Home** page, under the **Accounts** tab, click the hyperlink for business task you want to assign access for from the Client Accounts list.



3. At the *[Business type]* page (the header will vary based on the business type selected on the previous page), click the **User Management** tab.



4. In the User Management list, click *Create a new user access code*.



5. At the **Request new access code** page:
 - a. Verify this is the correct location for the access.
 - b. Select Manager or Employee from the Access level drop-down list.
 - An explanation of the tasks this access level can perform will show beneath the drop-down.
 - c. Click *Submit*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » E-Permitting » Request Access Code Log Off

REQUEST NEW Access code

Business Name
TITUS-WILL TOYOTA/SCION

Business Address
3606 S SPRAGUE TACOMA WA 98409

Access Level
3. Employee

Can perform actions but cannot manage user access.

An email containing an access code will be sent to your stored email address at:
dijohnson@dol.wa.gov.

Cancel Submit

6. At the **Confirmation** page, click *Continue*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » E-Permitting » Request Access Code » Confirmation Log Off

CONFIRMATION

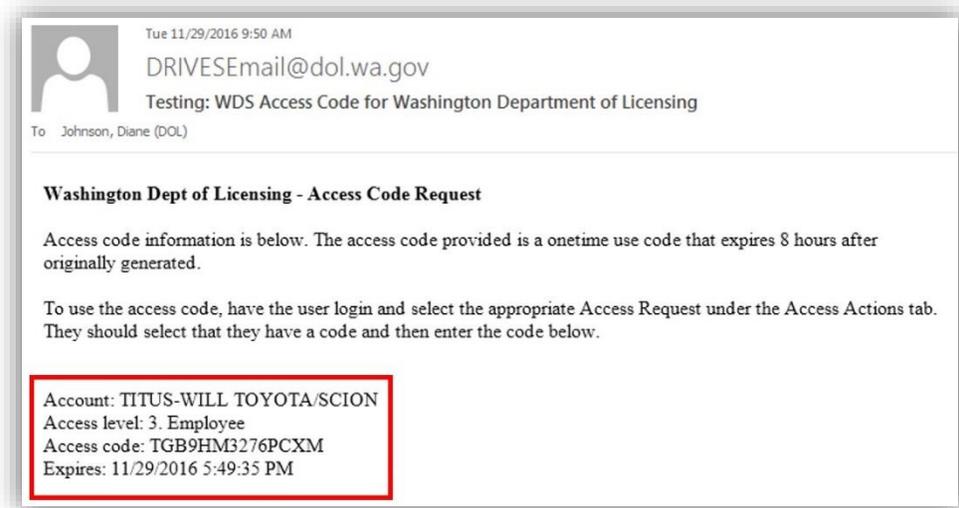
Washington Dept of Licensing - Access Code Request

Request Code: 0-000-034-003
Submitted Date: 11/29/2016 9:49:34 AM

An access code and instructions will be generated and emailed to dijohnson@dol.wa.gov.

Continue Print

7. The access code will be emailed to you. Go to your email and forward the user access code and access level (employee or manager) to the employee. The employee will have **8 hours** to establish an account through License eXpress using the procedures in the Employee Account Access User Guide.



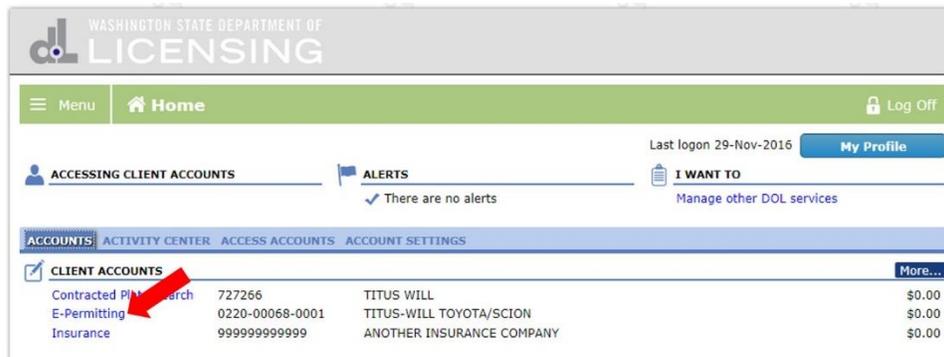
- If the employee or manager needs to perform more than one business task or perform a task for more than one business/location, return to step 2, select a business task and then follow the rest of the steps in the process.

Update employee access

Once an employee has established business account access using the access code, you will be able to make changes to that employee's access level, or remove access for the employee.

Change access level

1. If you're not already in the system, log in through License eXpress (secure.dol.wa.gov).
2. At the **Home** page, under the Accounts tab, click the appropriate business task in the Client Accounts list.



3. At the **[Business type]** page (the title will vary based on the business task selected on the previous page), click the **Users List** tab.



4. Click the *Change Access* hyperlink for the appropriate employee.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » E-Permitting Log Off

ACCOUNT Settings ACCOUNT ALERTS

TITUS-WILL IMPORT SALES, INC.
E-Permitting
TITUS-WILL TOYOTA/SCION
0220-00068-0001

There are no alerts

E-PERMIT USER MANAGEMENT USERS LIST ACTIVITY CENTER

3RD PARTY ACCESS LOGON SUMMARY Filter

Access Level	Email	Phone Number	User Name	Change Access	Remove Access
1. Administrator	dijohnson@dol.wa.gov	3605555555	Jane Doe		
1. Administrator	mchandler@dol.wa.gov	7862347896	Bargle Fripley		
3. Employee	dijohnson@dol.wa.gov	3605555555	Jack Doe	Change Access	Remove Access

3 Rows

5. At the *Change User Access Level* page, select the new access level from the dropdown list and click *Submit*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » E-Permitting » Change User Access Log Off

CHANGE USER
Access level

LOCATION

Location name
TITUS-WILL TOYOTA/SCION

Location address
3606 S SPRAGUE TACOMA WA 98409

USER

Name
Jack Doe

Email
dijohnson@dol.wa.gov

Current access
3. Employee

Can perform actions but cannot manage user access.

Please verify the user and location information above. Select a new access level for the user at that location.

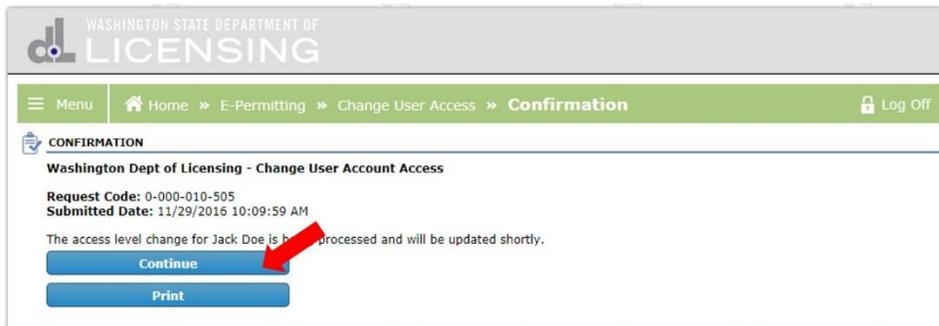
New User Access Level
2. Manager

Can perform actions and manage users access.

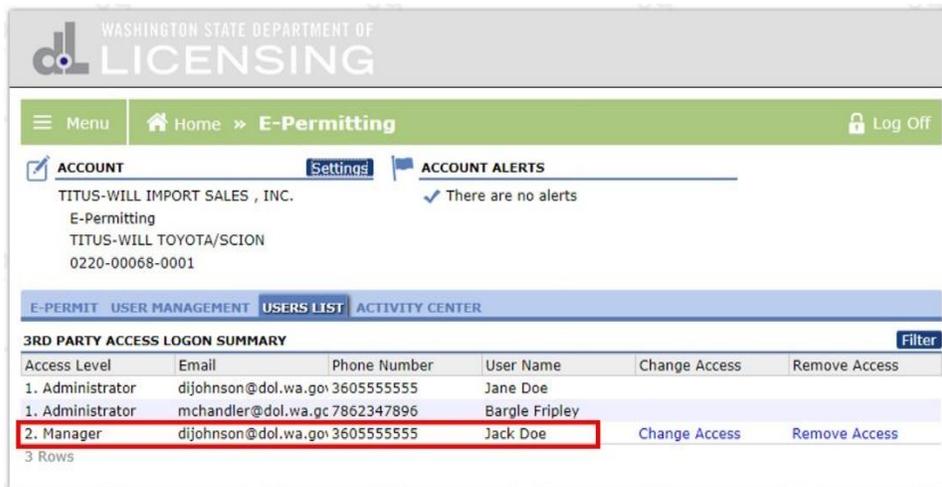
Cancel Submit

6. At the *Confirmation* page:

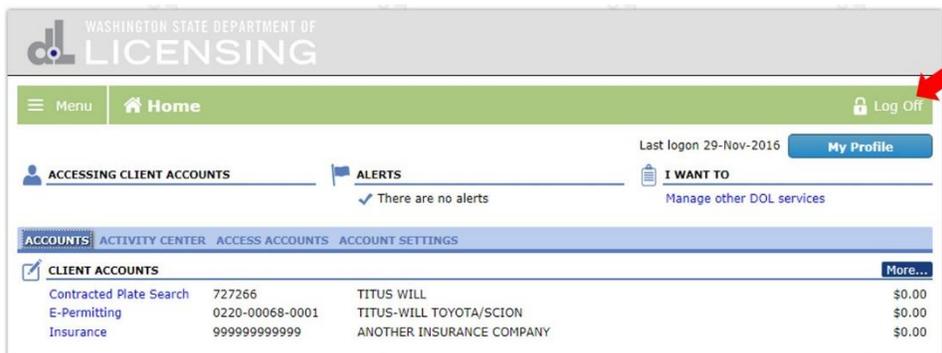
- Click *Print* to print the confirmation page.
- Click *Continue*.



7. You will be returned to the Users List and will see the access level has been changed for this employee.

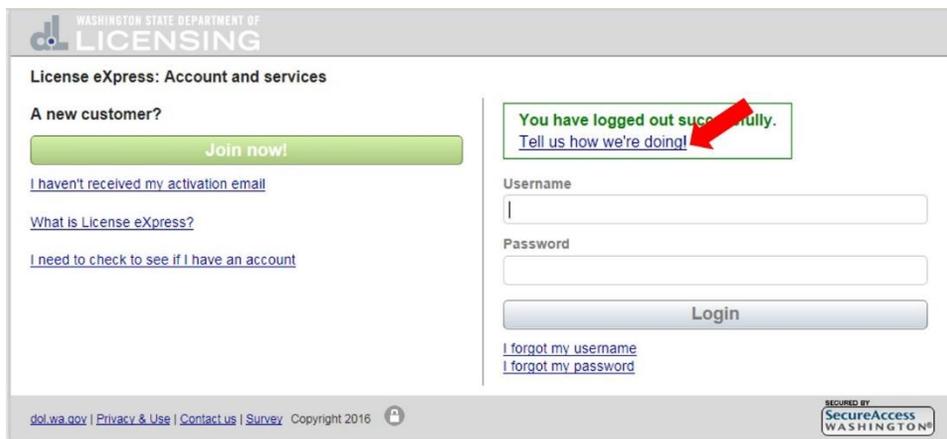


8. When you are done, click *Log Off* in the upper right-hand corner of the page.



9. You'll be returned to the License eXpress login page.

- We value your input! Please click the *Tell us how we're doing* hyperlink to take a survey on your online experience. Thank you!



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Remove account access

1. If you're not already in the system, log in through License eXpress (secure.dol.wa.gov).
2. At the **Home** page, under the Accounts tab, click the appropriate business task in the Client Accounts list.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home Log Off

ACCESSING CLIENT ACCOUNTS ALERTS I WANT TO

There are no alerts Manage other DOL services

ACCOUNTS: ACTIVITY CENTER ACCESS ACCOUNTS ACCOUNT SETTINGS

CLIENT ACCOUNTS More...

Contracted Permit Search	727266	TITUS WILL	\$0.00
E-Permitting	0220-00068-0001	TITUS-WILL TOYOTA/SCION	\$0.00
Insurance	999999999999	ANOTHER INSURANCE COMPANY	\$0.00

3. At the **[Business type]** page (the header title will vary based on the business type selected on the previous page), click the **Users List** tab.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » E-Permitting Log Off

ACCOUNT ACCOUNT ALERTS

TITUS-WILL IMPORT SALES, INC. There are no alerts

E-Permitting

TITUS-WILL TOYOTA/SCION

0220-00068-0001

E-PERMIT USER MANAGEMENT USERS LIST ACTIVITY CENTER

E-PERMIT

New E-permit Add a new e-permit

New paper permit Add a new paper permit

This page item will vary based on the business type selected on the previous page

4. From the list, click the **Remove Access** hyperlink for the appropriate employee.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » E-Permitting Log Off

ACCOUNT ACCOUNT ALERTS

TITUS-WILL IMPORT SALES, INC. There are no alerts

E-Permitting

TITUS-WILL TOYOTA/SCION

0220-00068-0001

E-PERMIT USER MANAGEMENT USERS LIST ACTIVITY CENTER

3RD PARTY ACCESS LOGON SUMMARY Filter

Access Level	Email	Phone Number	User Name	Change Access	Remove Access
1. Administrator	dijohnson@dol.wa.gov	3605555555	Jane Doe		
1. Administrator	mchandler@dol.wa.gov	7862347896	Bargle Fripley		
2. Manager	dijohnson@dol.wa.gov	3605555555	Jack Doe	Change Access	Remove Access

3 Rows

- At the **Remove User Access** page, click the *Remove user's access* checkbox and click *Submit*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » E-Permitting » Remove User Access Log Off

Remove User Access

LOCATION

Location name
TITUS-WILL TOYOTA/SCION

Location address
3606 S SPRAGUE TACOMA WA 98409

USER

Name
Jack Doe

Email
dijohnson@dol.wa.gov

Current access
2. Manager

Can perform actions and manage users access.

Please verify the information above and check the box below to proceed.

Remove user's access

Cancel Submit

- At the **Confirmation** page:

- Click *Print* to print the confirmation page.
- Click *Continue*.

WASHINGTON STATE DEPARTMENT OF LICENSING

Menu Home » E-Permitting » Remove User Access » Confirmation Log Off

CONFIRMATION

Washington Dept of Licensing - Change User Account Access

Request Code: 0-000-043-273
Submitted Date: 11/29/2016 10:12:44 AM

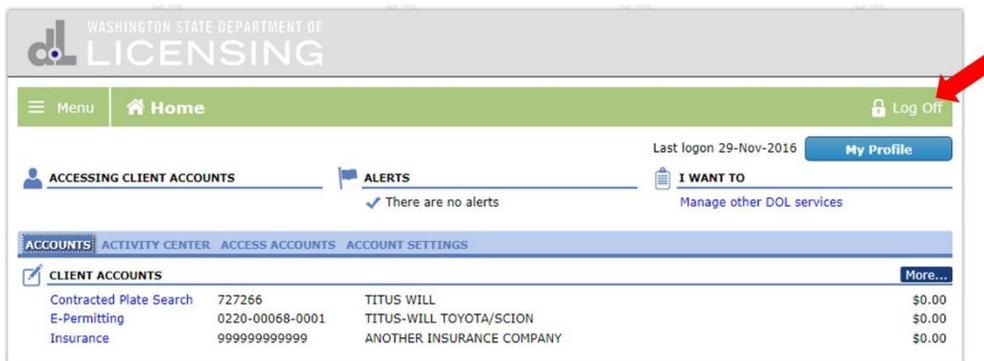
The request to remove access for Jack Doe is being processed and will be completed shortly.

Continue Print

- You'll be returned to the Users List, and you will see the employee has been removed. When the employee logs in, they will no longer have access to perform the business task for that account.



- When you are done, click *Log Off* in the upper right-hand corner of the page.



- You'll be returned to the License eXpress login page.
 - We value your input! Please click the *Tell us how we're doing* hyperlink to take a survey on your online experience. Thank you!

