

How to set up account access: Firm, company, or agency licenses

Our online services are being enhanced! You will be able to renew your license, update contact information, and perform other account or license maintenance tasks.

You will access your firm, company, or agency license account through **SecureAccess Washington (SAW)** via **License eXpress**.

Establishing a username/user ID, password, and account access

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** screen, select **License eXpress for business** and click **Continue**.

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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** screen, select *Renew or manage a DOL business license* and click *Continue*.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Join now

License eXpress for business

What do you want to do with your account?

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

Continue

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5. At the **Tell us who you are** screen, enter your first and last name, then select your license type and enter the license number and UBI number for your firm, company, or agency. Click *Verify my information*.

Back WASHINGTON STATE DEPARTMENT OF LICENSING

Step 1 of 4

License eXpress for business

Tell us who you are

First name

Last name

Profession

License number

UBI - first 9 digits

Verify my information

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- At the **Account set up** screen, enter a Username, then enter and confirm your email address. Click *Continue*.

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Registration - Step 2 of 4

License eXpress for business
Diane, we've successfully verified your information. Please continue to set up your account.

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

Username
[input field]
No spaces

Email
[input field]

Confirm email
[input field]

Continue

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- At the **Registering username** screen, select a secret question from the dropdown list, provide the answer, and enter and re-enter a password. Click *Register me*.

 - The system will help you create a strong password.

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Registration - Step 3 of 4

License eXpress for business
Registering username: dianejohnson

Secret question
---select a question---

Secret answer
[input field]

Password
[input field]

Confirm password
[input field]

Register me

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

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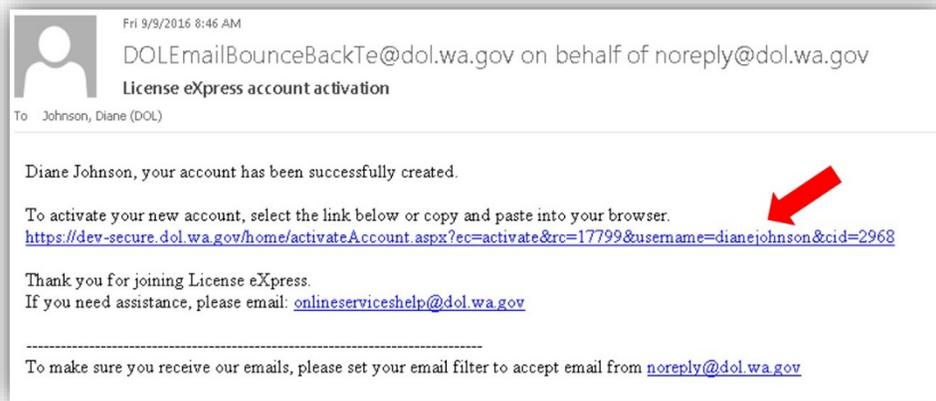
Registration - Step 4 of 4

License eXpress for business
You're almost done Diane!
Please check your email.
We've sent you an email containing your activation link. Click on the link to activate your account.

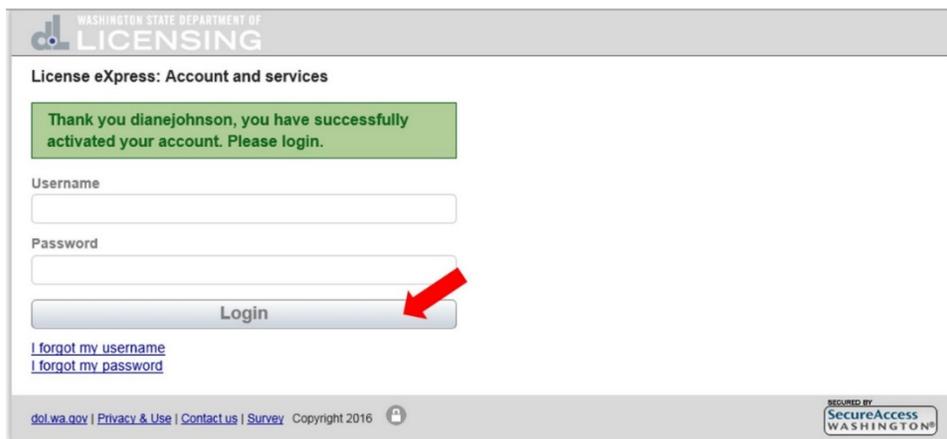
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8. Go to your email account and click the link in the email to activate your account.



9. You will be taken to the login screen.



- Your firm, company, or agency information is now associated with your Username/User ID and Password.
- You can use your Username/User ID and Password you registered at License Express at any site displaying the SecureAccess Washington logo.

10. Go to [Access my account](#).

Access my account

1. Go to **License eXpress login page** (secure.dol.wa.gov)
2. Enter your Username/User ID and Password and click **Login**.

WASHINGTON STATE DEPARTMENT OF LICENSING

License eXpress: Account and services

A new customer?

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[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
dianejohnson

Password
.....

[Login](#)

[I forgot my username](#)
[I forgot my password](#)

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- If this is the only service you have through License eXpress, go to step 3.
- If you have more than one service in License eXpress, you'll see an interim screen. Click the *Conduct business with DOL ...* link.

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License eXpress: Account and services

Manage my account and services

Account settings

[View or update password, email address, etc.](#)

My services

[Manage my personal driver license, ID card, vehicle, and boat licenses](#) [Remove](#)

[Conduct business with DOL on behalf of my firm, agency, company, etc.](#) [Remove](#)

[Vehicle and vessel related business](#) [Remove](#)

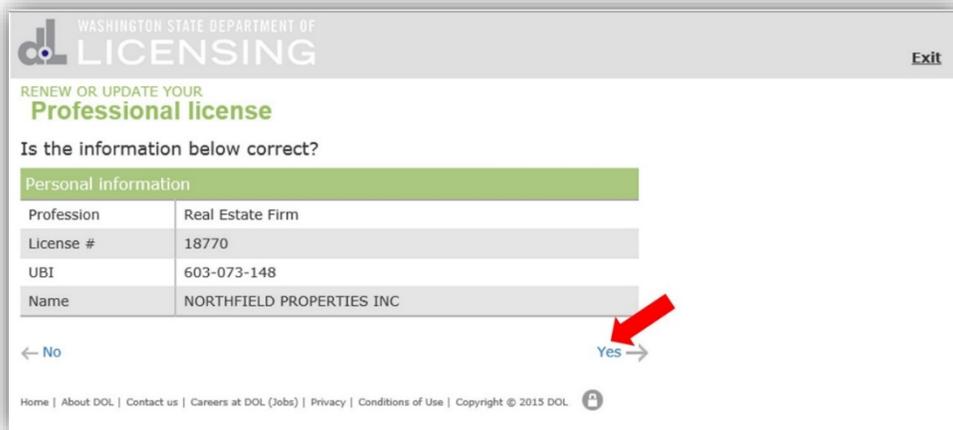
[Join other DOL services](#)

[See what other state services I'm signed up for SecureAccess Washington](#)

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3. The system will return record information. Click Yes.



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RENEW OR UPDATE YOUR **Professional license**

Is the information below correct?

Personal information

| | |
|------------|---------------------------|
| Profession | Real Estate Firm |
| License # | 18770 |
| UBI | 603-073-148 |
| Name | NORTHFIELD PROPERTIES INC |

← No Yes →

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4. The [dashboard](#) (account screen) for your account will be displayed.
5. Click the appropriate hyperlink for the task you want to perform.

Dashboard

The *dashboard* is your “jumping off” point for accessing all the tasks available online. The information displayed and the tasks available for each license type will vary.

Example: Real estate firm

WASHINGTON STATE DEPARTMENT OF LICENSING Logoff

RENEW OR UPDATE YOUR **Professional license** This section alerts you to important tasks for your license or account.

Real Estate Firm

My to do's

- Renew your license before 07/31/2016

Complete the task by clicking the appropriate hyperlink below.

My license

| | |
|----------------|--|
| Business name | NORTHFIELD PROPERTIES INC |
| License | Real Estate Firm |
| License # | 18770 |
| Status | Active |
| Expires | 07/31/2016 |
| Firm licensees | See list of names |
| Branches | View and update branches |

No hyperlink? You don't have access to change this information.

Hyperlinks indicate available tasks. Click to complete the task.

[Renew](#) [Add](#) [Remove](#)

Primary contact information [Update](#)

| | |
|-----------------|--|
| Mailing address | PO BOX 12631 EVERETT, WA 99999-9999 |
| Phone | 425.304.1250 |
| Fax | 425.304.1251 |

Primary email address [Update](#)

| | |
|---------------|------------------------|
| Email address | testemail@anything.biz |
|---------------|------------------------|

Alternate contact information [Update](#)

| | |
|--------------|--|
| Address | 3321 ROCKEFELLER AVE 1 EVERETT, WA 99999-9999 |
| Phone Number | 425.304.1250 |
| Fax | 425.304.1251 |

Alternate email address [Update](#)

| | |
|---------------|------------------------|
| Email address | testemail@anything.biz |
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