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ESTABLISH ACCOUNT ACCESS

Establish your License eXpress account
You will access various services, such as E-permitting and various types of vehicle reporting, through SecureAccess Washington (SAW) via License eXpress.

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.

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 are still not sure, you can check to see if you have a SAW account.

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*. 

![Image of a webpage with a login form](image1)

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

![Image of a webpage with a form to find an account](image2)

- 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). 

![Image of a webpage showing a found account](image3)
• 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.
  o Go to [I don’t have a SAW account](#) (page 7).
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*.

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

![Registration - Step 2](image)

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!

3. At the What type of account page, select License eXpress for business and click Continue.
4. At the **What do you want to do** page, select *Do business related to vehicles and vessels.* Click *Continue.*

5. At the **Tell us who you are** page, enter your first and last name. Click *Continue.*
6. At the *Continue setting up your account* page, enter a Username, then enter and confirm your email address. Click *Continue*.

![Continue setting up your account page](image1)

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.

![Registering username page](image2)

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

![Check your email page](image3)
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

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.
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.

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*. 
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.

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.
6. At the Confirmation page:

- Click Print if you want to print a copy of the confirmation page.
- Click Continue. You’ll be taken to the Home page.

7. You now need to apply for a new Contracted Plate Search account (next page).
Apply for a new contracted plate search account

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 for *New contracted plate search account* in the Apply for a New Account list.
3. The *Introduction* page (page names appear at the upper left of the page) gives you information about contracted plate search access and the items you will need to complete your account access request. Click *Next*.

13. At the *Business info* page, provide all the required information for the contact person for the plate search contract. Click *Next*. 
5. At the Request detail page:

   a. Select your entity type from the drop-down list.
   b. Select an identifier type from the drop-down list, and provide the number for that identifier.
      - Important! You must use this same identifier and number when you request access to the Contracted Plate Search business task.
   c. Provide an explanation of your primary business activity.
   d. Click Next.
6. At the Business area page:
   a. Click in the blank row in the Business Area column.
   b. Click on the arrow at the right of the column to show the drop-down list.
   c. Select the business area that applies to your business.
   d. If you are conducting searches for more than one business area, repeat steps a. – c. for each business area. You must select at least one.
   e. Click Next.
7. At the **Physical 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.

8. 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.
9. At the **Mailing address** page:

- If your mailing address is the same as your physical address, click the **Same as physical address** checkbox. The address fields will disappear. Go to step 12.
- If your mailing address is different, enter your mailing address information. Go to step 11.

10. At the **Verify mailing address** page, the system will display the address formatted to meet postal standards. In most cases, you should select the verified address. Click **Next**.
11. The next two pages are Declarations pages. They explain the entity types that qualify for contracted plate search access and the documents required for each type.

- You must select at least one entity type between the two pages (not one on each page).

  a. On the Declarations Part 1 page, select all entity types that apply to you (you do not have to select any of these if they do not apply). Click Next.
b. On the *Declarations 2* page, select all entity types that apply to you. (If you selected at least one on the previous page, you do not have to select any here if they do not apply.) Click *Next*. 
12. At the *Upload* page, you will need to upload scanned copies of the document types marked with an exclamation point icon: 

a. Click the *Upload* hyperlink for the document you want to add.

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 documents listed in the Attachments section of the page. The exclamation point icon will be replaced with a checkmark icon for the uploaded document.

d. Repeat the steps 12a. and 12b. for each required document.

e. After all required documents have been uploaded, click Next.
13. 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*.

![Summary Page Image]

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

![Confirmation Page Image]

15. You have completed the application process for a new Contracted Plate Search account. Your request will be reviewed by the Department of Licensing.
   - If you are approved for access:
     a. The Department of Licensing will send you a digital contract.
     b. E-sign the contract and return it to the Department.
c. The Department will e-sign the contract and return it to you.
d. After you receive the signed contract from the Department, you can set up Contracted Plate Search account access for you and your employees. Begin at Request business account access in the Administrator Account Access User Guide available at http://www.dol.wa.gov/about/drives-forms-and-publications.html.

- If you are denied, you will receive an email explaining the reasons for the denial and how to proceed.

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

17. 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!