**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**


2. Click *Join now!*

3. At the *What type of account* screen, select *License eXpress for business* and click *Continue.*
4. At the **What do you want to do** screen, select **Renew or manage a DOL business license** and click **Continue**.

![Image of a screen showing options to renew or manage a DOL business license]

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**.

![Image of a screen asking for personal information and license details]
6. At the **Account set up** screen, enter a Username, then enter and confirm your email address. Click **Continue**.

   ![Registration - Step 2 of 4](image)

6. 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.

   ![Registration - Step 3 of 4](image)
7. The **Check your email** screen informs you an activation email has been sent to the email you used to register the account.

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.

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

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*