

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 account access

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.

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
dianejohnson

Password
.....

[Login](#)

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

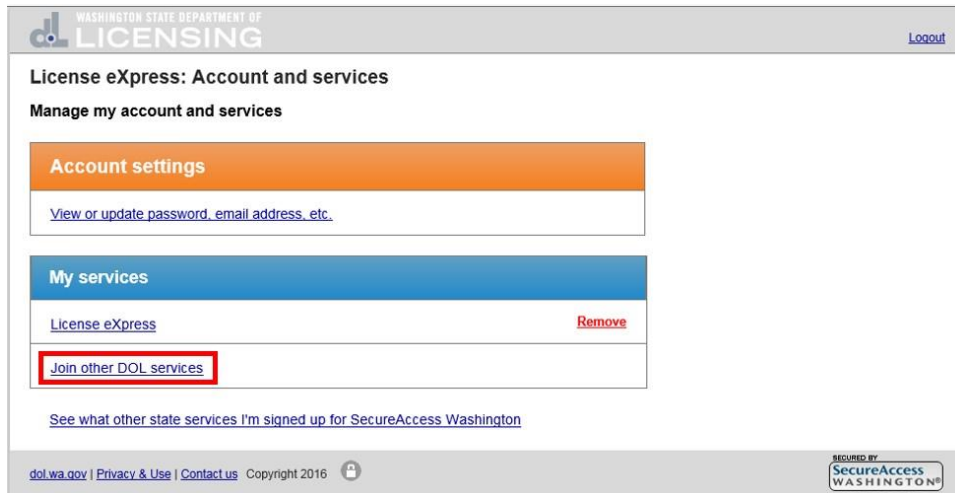
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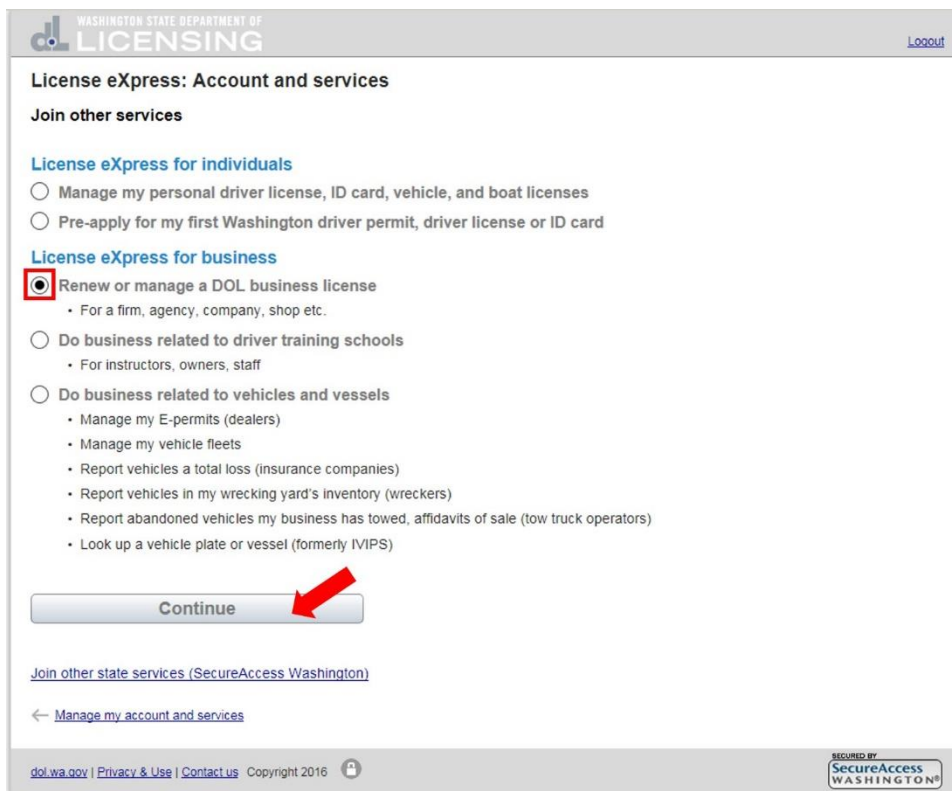
- If you don't already have any services or if you have several services through License eXpress, go to step 3.
- If you already have **one** service through License eXpress, you'll go directly to that account. Click *Manage my account and services* (upper right hand corner of screen) ...



then *Join other DOL services* under My services.



3. At the *Join other services* screen, select *Renew or manage a DOL business license* under License eXpress for business.



- At the **Registration** 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 Logout

Registration

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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- The **Registration – Step 2** screen will confirm you’ve successfully joined. To access your account, click the *Conduct business with DOL* hyperlink.

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Registration - Step 2

Thank you Diane. You've successfully joined.

Which service would you like to use now?
[Conduct business with DOL on behalf of my firm, agency, company, etc.](#)

← [Manage my account and services](#)

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

WASHINGTON STATE DEPARTMENT OF LICENSING Exit

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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7. The [dashboard](#) (account screen) for your account will be displayed.
 - Your firm, company, or agency information is now associated with your Username/User ID and Password.
8. Click the appropriate hyperlink for the task you want to perform.
 - To access your account in the future, use [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?

[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
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* hyperlink.

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Logout

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](#)

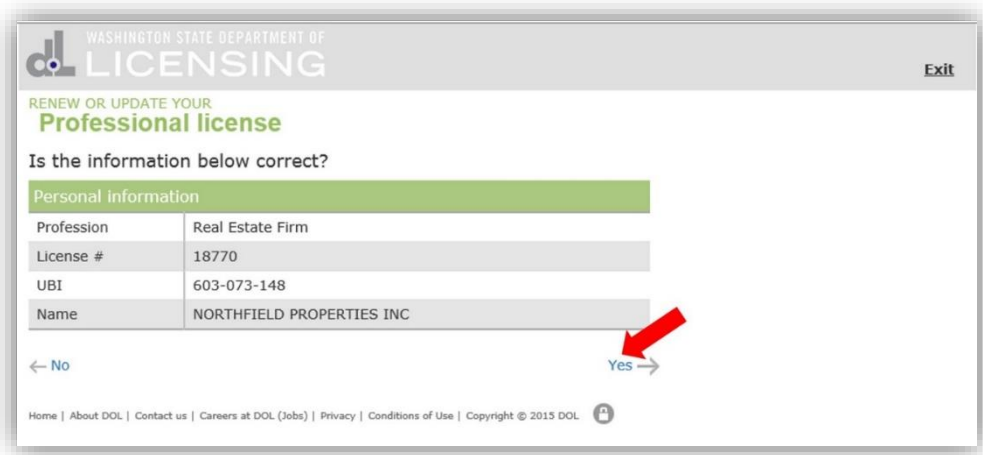
[Join other DOL services](#)

[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*.



WASHINGTON STATE DEPARTMENT OF LICENSING

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
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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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