**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**


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* screen, select *Renew or manage a DOL business license* under License eXpress for business.
4. 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.

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

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

- 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.
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*