LINK TO BUSINESS LICENSES
Step-by-step instructions

To access your business license information, you must first create or sign into a SecureAccess Washington (SAW) login. If you haven’t completed this step, please visit https://www.dol.wa.gov/business/accountaccess.html.

If you have multiple business licenses with the same UBI number, you only need to follow these steps once and all of those licenses will link to your account.

Please be aware, the first person in your organization to link to your business license will become an account administrator. To learn more about setting up administrator accounts, please visit https://www.dol.wa.gov/business/accountaccess.html.

1. Select the “Link Existing Business License” button.

![Manage Your Professional and Business Licenses Online](image)

2. Select the “request an activation code” link.

![Link Existing Business License](image)
3. Use the drop-down boxes to select your program and type of business. Enter your license number in the last field. Select “Next.”

4. The system will show a masked version of the email we have on file for you. Select the “Next” button, and you’ll be taken back to the main page.

5. Select “Link Existing Business License” button again to return to the activation code page.

6. When you receive the activation code in your email, enter the code into the Activation Code field and select the “Verify Code” button.
7. At the bottom of the screen, you should see your license information appear. Select the “Link License” button.

8. You’ll be taken to the Business Dashboard. Select the link on the business tile to manage the licenses for that business.

Questions or help
If you have trouble completing these steps, or cannot link to your license, please contact your professional licensing program for assistance.