

# 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**

**Professional Licenses**

- Apply For Professional License

Have an existing professional license?

- Manage Existing Professional License

**Business Licenses**

- Manage Business Account
- Create Business Account
- Apply For Business License
- Add Training Course

Have an existing business license?

- Link Existing Business License

2. Select the "request an activation code" link.

**Link Existing Business License**

Link using an activation code

If you have an activation code, enter it below or you can [request an activation code](#) using your license number.

\* Activation Code

Cancel Verify Code

- Use the drop-down boxes to select your program and type of business. Enter your license number in the last field. Select "Next."

**Request Activation Code**  
Enter license details to request an activation code

\* Program Type  
Bail Bonds

\* License Type  
Bail Bond Agency

\* License Number  
1234

Cancel Next

- 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.
- Select "Link Existing Business License" button again to return to the activation code page.
- When you receive the activation code in your email, enter the code into the Activation Code field and select the "Verify Code" button.

**Link using an activation code**  
If you have an activation code, enter it below or you can [request an activation code](#) using your license number.

\* Activation Code  
ACCR26032808641234

Cancel Verify Code

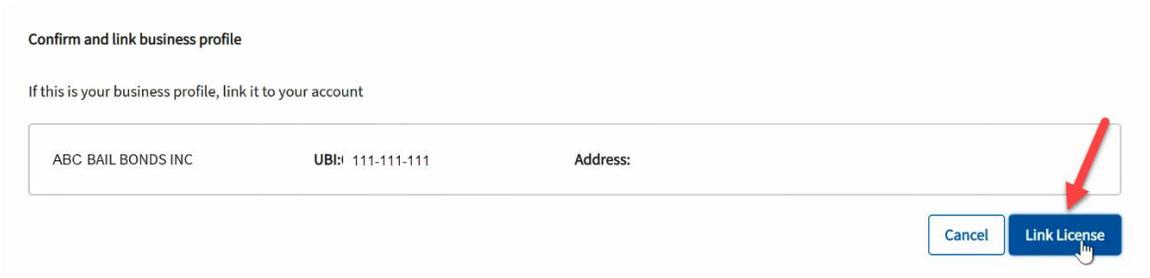
7. At the bottom of the screen, you should see your license information appear. Select the "Link License" button.

Confirm and link business profile

If this is your business profile, link it to your account

ABC BAIL BONDS INC	UBI: 111-111-111	Address:
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Cancel Link License



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

## Manage My Businesses

[ABC BAIL BONDS INC](#)

management@abc bail.com

UBI

111-111-111



## Questions or help

If you have trouble completing these steps, or cannot link to your license, please contact your [professional licensing program](#) for assistance.