LINK TO YOUR PROFESSIONAL LICENSES

Step-by-step instructions

To access your professional 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.

Important! You should not link the license of another professional licensee to your login account.

If you will be administering license for other professional licensees, you must create a separate login for each licensee in the name of the licensee (not your name).

Link your professional license

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

2. Answer “For Me” to “The license I want to link is:"

3. Answer “No” to “Do you have an activation code?”
4. Enter your last name and birthdate, select your type of license, and enter your license number. Select “Search.”

5. At the bottom of the screen, you should see your license information appear. Select the “Link License” button.

   **Note:** If the results show both an Exam Application and an issued license, only the issued license will be visible after you link.

6. You’ll be taken to your professional license page. Here you can complete many actions related to your license.

7. If you have more than one professional license, all your licenses should be displayed.
If the instructions above didn’t work, you can request an activation code via email:

1. If you get a message that says “No matching record found,” click the link that says “request an activation code.”

   ![License Number Form]

   No matching records found. Please correct your entries and try again, or request an activation code. The activation code will be sent to the email address on file.

2. Select your profession and license type and enter your license number.
3. An activation code will be sent to the email we have on file for you.
4. Return to the Link Existing Professional License page, select “Yes” for the Activation Code and enter the code from the email.
5. Then return to step 5 of the instructions above.

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