

SET UP YOUR ACCOUNT

Through SecureAccess Washington

You must have a SecureAccess Washington (SAW) username and password (login) from <https://secureaccess.wa.gov> to access our new Professional and Business Licensing service. You can create a new SAW login or use an existing one.

You already have a SAW login if you:

- Use License eXpress to renew a business license with DOL.
- Use License eXpress to renew your driver license or vehicle tabs.
- Access online services from Department of Revenue, Department of Labor and Industries, or the Employment Security Department.

To check if you already have a SAW login, select the “GET HELP” button on the secureaccess.wa.gov home page and fill out the onscreen form. If a login exists for your email address, you’ll receive an email with the username.

Step 1: Sign into your existing SAW login or create new one

Create a new SAW login

1. Select “SIGN UP” and fill in the form, including a new username and password.

When filing out the name field of the form:

- Don't** use a business name in either the first or last name field
- Don't** enter a middle name or initial
- Do** use your name, even if you are managing the license for a business.
- Do** create the account in the name of the license holder if you're managing a professional license, even if you manage the license for someone else.

2. SAW will send you an email confirmation. Follow the link in the email to activate your SAW login.
3. Sign in to SAW using your new username and password.

Step 2: Add the Professional and Business Licensing service

1. Select the “ADD A NEW SERVICE” button and choose “I would like to browse a list of services.”
Note: there is no code for this step, so do not choose the option to enter a code.
2. Select “Department of Licensing” in the list of agencies, and choose “Professional and Business Licensing” from DOL’s list of services.
3. You’re now registered to use our service! You should see “Professional and Business Licensing” added to your list of services. Services you use through DOL or other state agencies will also appear in this list.

Step 3: Register for multi-factor authentication (MFA)

MFA is an extra layer of security to prevent identify theft and fraud.

1. In your list of services, select the “Professional and Business Licensing” hyperlinked text.
2. Follow the onscreen instructions to register for MFA.
3. You must enter at least one email and one phone number during the registration process.

Important: SAW recommends that you include more than one email address and phone number. If you email or phone number changes, having a backup is the only way to access your account.

You will be redirected to the home page of the Professional and Business Licensing service. From this page, you can link to your existing license information, or apply for a new license.

Questions or help

If you have trouble completing these steps, please contact your [professional licensing program](#) for assistance.