Create Your User Access to the Professional and Business Licensing System

Creating your user access to the Professional and Business Licensing system is a 4-step process:

1. [Create a SecureAccess Washington (SAW) account](#) if you don’t already have one
2. [Add the Professional and Business Licensing service](#) to your SAW account
3. [Enroll in multi-factor authentication (MFA)](#)
4. After you’ve accessed the Professional and Business Licensing system, you’ll need to [complete the user access setup](#) by linking any existing licenses.
Create a SecureAccess Washington (SAW) Account

Before you start
You already have a SAW account if you:

- Have a License eXpress account for your driver, vehicle, or business licenses
- Have done business online with:
  - Department of Revenue
  - Department of Labor and Industries
  - Employment Security Department

If you like, you may use the same SAW account for your access to the Professional and Business Licensing system. If so, go to Add the Professional and Business Licensing Service.

1. Go to SecureAccess Washington Login Page
2. Click the Sign Up button.
3. **Enter** your first and last name and an email address for this account.
   - **Don’t** enter a middle name or initial in the First Name field as this will cause issues in the Professional and Business Licensing system.

![Sign Up For An Account](image1)

4. **Optional:** **Enter** additional information for security purposes.
   - This information will be used later when you enroll for multi-factor authentication (MFA).

![Contact Information For Security (Optional)](image2)
5. **Enter** a username and password, and then **enter** the password again in the Confirm Password field.

- Before you enter a password, the page displays red text listing the requirements for the password. As you meet those requirements, the red text disappears.
5. **Click** the checkbox for I'm not a robot, complete any additional challenges (if any), and **click** the Submit button.

![Username and Password](image)

6. When you see this pop-up, **go to** the email you used for this account to complete the process.

![Sign Up Pop-up](image)
7. **Click** on the link in the email to activate the SAW account.

![Email content]

8. You’ll be taken back to SecureAccess Washington. **Click** the Login button to continue.

![Login button]
Add Professional and Business Licensing Service

1. **Enter** your username and password at the SAW login page and **click** Submit.

   ![SAW login page]

2. **Click** the Add a New Service button (this button will be green if you already have other services).
   - If you have a **License eXpress** account, that account may open automatically in a new window. Return to the SecureAccess window to see this page.

   ![SecureAccess window]
3. **Click** the “I would like to browse a list of services by agency” button.

4. **Scroll down** the list of agencies and **click** Department of Licensing.
5. **Click** the Apply button for Professional and Business Licensing.

6. **Click** the OK button.
7. **Click** the Access Now button.
Enroll in Multi-factor Authentication (MFA)

1. **Select** the method you want to use to enroll in MFA.
   
   - The options are based on the information you provided on the page where you set up your username and password.
2. You’ll receive an email or text (depending on your selection) with a code.
   - You only need the last 6 digits of the code (after the hyphen).

   ![Email example]

3. **Enter** the 6 digits in the space provided and **click** the Submit button.
4. If you want SAW to remember your device, **check** the checkbox for Yes, remember my device.
   - If this is a public or shared computer, you should **not** check the checkbox.
   - If you select Yes, you can provide a name for the device. This is optional.
5. **Click** the Submit button.

6. **Click** the Continue button to access the Professional and Business Licensing system.
Complete user access setup

1. You’ve reached the Home page of the Professional and Business Licensing system. Click the Get Started button.

2. The existing professional license question displays.

3. Determine next step:
   - You have an existing professional license or application: Answer Yes to this question and click Continue. Go to Link Your Professional License or Exam Application.
   - You don’t have an existing professional license or application, but you do have an existing BUSINESS license or application: Answer No to the professional license question, click Continue, then answer Yes to the business license question and click Continue. Go to Link Your Business License.
• **You don't have any existing licenses or applications:** Answer No and click Continue on both questions. Click the OK button on the pop-up. The Home page will be displayed.
  
  o From this page, you can apply for professional licenses or create a business account so you can apply for business licenses.
Link Your Professional License or Exam Application

Important! Don’t link someone else’s professional license to your SAW account. This will cause access issues for you and the licensee.

1. **Select** For Me for the “The license I want to link is?” question.
   - For Me means the name of the person logged into the system is the SAME person as the person whose license is being linked.
   - For Someone Else will give you an error message. You should not link someone else’s professional license to your login.

2. **Select** No for the “Do you have an Activation Code?” question.
3. **Enter or select** your last name, date of birth, license type, and license (or exam application) number in the appropriate fields, then **click** the Search button.
   - Don’t enter any leading zeros before your license number.
   - If you have more than one license, you only need to enter one license type and license number.

4. All professional licenses and applications associated with the personal record will be displayed. **Click** the Link License button.
   - If you receive a No Licenses Found error message, go to [Link Your Professional License with an Activation Code](#).
5. You’ve now linked your personal record. The Professional Licenses page is displayed. You’ll see:

- **Issued licenses** under the **Licenses** tab (shown in example below).
- **Submitted License or Renewal applications** under the **Submitted Applications** tab. Exam applications will NOT be shown unless they are in Abandoned status.
- If you linked an existing **Exam Application** instead of submitting it through the portal, you won’t see that application anywhere on the portal. Return to the **Home page**, where you should see an **Apply for License To-Do**.

![Professional Licenses](image)

7. If you also have existing business licenses, go to [Link Your Business License](#).
Link Your Professional License with an Activation Code

If you receive a No License Found error message, you may attempt to link your professional license using an Activation Code.

1. **Click** the “request an activation code” link in the text box that appears at the bottom of the page.
   - This text box will only appear if you received a No License Found error message.

2. **Enter or select** the program type, license type, and license number or exam application number in the appropriate fields, then **click** the Next button.
3. A masked version of the email address where the Activation Code will be sent will be displayed.
   - If this email address looks correct, click the Submit button.
   - If not, cancel the request and contact the program area to update your email address so you can complete the process.

4. The Home page will be displayed.

5. Go to your email to get the Activation Code.
   - It may take a few minutes for the code email to arrive.

6. Click the Link Existing Professional License or Exam Application button.

7. Select For Me for the “The license I want to link is?” question.
   - For Me means the name of the person logged into the system is the SAME person as the person whose license is being linked.
   - For Someone Else will give you an error message. You should not link someone else’s professional license to your login.
8. **Select** Yes for the “Do you have an Activation Code?” question.

![Link Existing Professional License](image1)

9. **Enter** the code you received in the Activation Code field and **click** Verify Code.

![Link using an activation code](image2)

10. All professional licenses and applications associated with the personal record will be displayed. **Click** the Link License button.

![Confirm and link professional license](image3)
11. You’ve now linked your personal record to your login. The Professional Licenses page is displayed. You’ll see:

- **Issued licenses** under the **Licenses** tab (shown in example below). You may also see Abandoned Exam Applications under this tab. They will eventually disappear from the list.

- **Submitted License or Renewal applications** under the **Submitted Applications** tab. Exam applications will NOT be shown here.

- If you linked an existing **Exam Application** instead of submitting it through the portal, you won’t see that application anywhere on the portal. Return to the **Home page**, where you should see an **Apply for License To-Do**.

![Professional Licenses](image)

12. If you also have business licenses, go to **Link your Business License**.
Link Your Business License

Before you start

- If you used an Activation Code to link your professional licenses, that code won’t work for this process. You’ll need to request a separate Activation Code for your business licenses.

- The first person to link a business account is the Account Administrator. If someone has already linked the Business Account, you’ll get an error message if you try to link the same account. You can be invited by the existing Account Administrator to be an additional Administrator on the account.

**Important!** If you answered Yes to the business license question in the Get Started process, you’ll start at step 2.

1. **Click** the Link Existing Business License button on the Home page.

2. **Select** For Me for the “The license I want to link is?” question.
3. **Click** the “request an activation code” button below the Activation Code field.

![Link Existing Business License](image)

4. **Enter or select** the program type, license type and license number in the appropriate fields, then **click** the Next button.

![Request Activation Code](image)

5. A masked version of the email address where the Activation Code will be sent will be displayed.
   - If this email address looks correct, **click** the Submit button.
   - If not, **cancel** the request and **contact** the program area to update your email address so you can complete the process.

![Activation code will be emailed](image)

6. The Home page will be displayed.
7. Go to your email to get the Activation Code.
   - It may take a few minutes for the code email to arrive.
8. Click the Link Existing Business License button.

9. Select For Me for the “The license I want to link is?” question.

10. Enter the code you received in the Activation Code field and click Verify Code.

11. All business licenses and applications associated with the business account record will be displayed. Click the Link License button.
12. You’ve now linked your Business Account and licenses to your login. The Manage My Business page is displayed. Click the link for the Business Account.

- You have access to the Business Account and all licenses and licensees associated with that account.
- You can invite others to have access to the account at the Business Account, Main License Account, or Branch Account levels.
  - See the separate document Manage Administrators for detailed information and instructions.

![Manage My Businesses](image)

13. The Business Licenses page for this Business Account will be displayed. You’ll see:

- Issued licenses under the Licenses tab (shown in example below).
- Submitted License or Renewal applications under the Submitted Applications tab.

![Business Licenses](image)
14. If you need to manage licensees or employees, **click** the License number link from the list under the Licenses tab. **Scroll down** to see the Licensee Relationships section.