Welcome to the first of two FPARS Reviewer Profile tutorials. This tutorial will assist you in setting up a Secure Access Washington (SAW) account.

The second FPARS Reviewer Profile tutorial explains how to access the FPARS Search web page and your FPARS Reviewer Notification History using your SAW User ID and Password.
The Washington Office of the Chief Information Officer Security policy requires Secure Access Washington (SAW) to authenticate all secure login access for Washington state programs.

A Secure Access Washington account allows you to access many Washington state online services with a single User ID and Password.
Creating an account with Secure Access Washington

Type [https://secureaccess.wa.gov](https://secureaccess.wa.gov) in the url address bar
Select **Create one** to begin the registration process.
SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more, with just one account.

Select the Start button.
Fill-in the information requested

Select the Next button
Create a user ID and password, and enter them in the space provided.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire every 120 days.

You have selected a secure password!

Requirements for a secure password:
Choose a password with:
- at least 8 characters
- a number
- either upper or lower case letters
- at least one special character like $ @ !
- no user ID in it

Select the Next button.
Review your information and make sure it's correct.

Print this page for your records.

Select the Next button.
Enter the letters you see in the box in the space below.

Select the Submit button.
Check your email and open the SecureAccess Washington message.
This is a system generated message, please DO NOT reply to this email.

If you have any questions, please contact our service desk at:

http://support.secureaccess.wa.gov

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [steve55] has been successfully created.

To activate your new account, click the following link.


SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

Although it is not common, with some email clients, you may need to use the following information to activate your account:

Your User ID:  steve55
your Registration Code:  77326

If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at http://support.secureaccess.wa.gov/index_sui.shtml.

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SecureAccess Washington

Login at https://secureaccess.wa.gov/myAccess/saw/select.do
Enter your user ID and password
Select the Login button
This concludes the Reviewer Profile Tutorial Part 1.

IMPORTANT: After you setup your SAW account, email the information below to fpars-admin@dnr.wa.gov.

In the **Subject** line type: **FPARS Reviewer Profile SAW Account User ID**

In the **Body** of the email include:

1. The **Name** used for FPARS Reviewer Profile account
2. The **Email Address** that receives notifications for the FPARS Reviewer Profile account
3. The **FPARS Reviewer Profile User ID** for the account
4. The **SAW Account User ID** to be used for the FPARS Reviewer Profile account

**Next Steps:** After we receive your email, we will make the necessary changes to your FPARS Reviewer Profile account. We will notify you when the changes are complete. Until then, continue using your FPARS Reviewer Profile User ID and your FPARS Reviewer Profile Password.
We hope you found this tutorial for Secure Access Washington useful.

If you have any questions about setting up your Secure Access Washington account or your FPARS Reviewer Profile, please contact the FPARS Help Desk at:

Email: f pars-admin@d nr .wa.gov
Phone: (360)902-1420