Create Your Electronic Signature Account

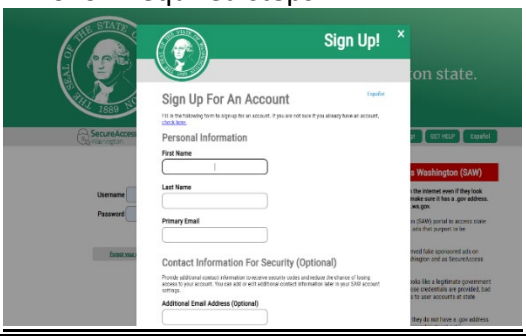
Step 1 – Log-into Your Secure Access Washington (SAW) Account

Secure Access Washington (SAW) provides you with a way to securely submit and receive information from the State. (If you already have a SAW account, go to Step 2).

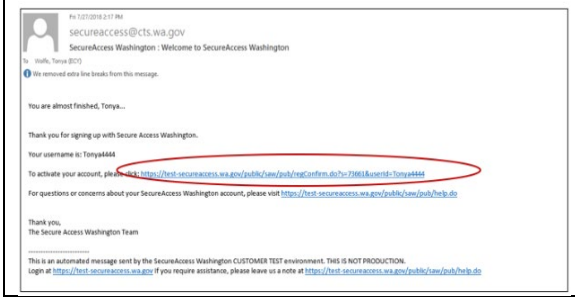
- Visit https://secureaccess.wa.gov/myAccess/saw/select.do
- Log-into your SAW Account.
  - If you don't have a SAW account yet, complete the sign-up sequence by creating a new account (see screenshots below).
    - SAW will send you an email to activate your account (check your spam folder); click on the link to activate your account.
  - SAW Account activated; add the Water Quality WebPortal (WQWebPortal) platform.

A. Sign up for SAW

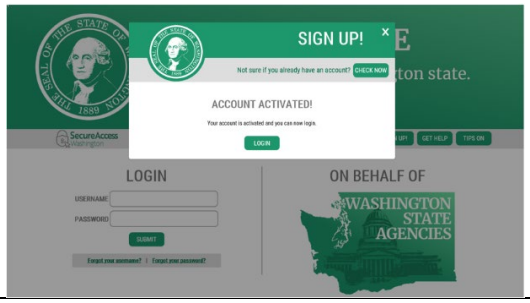
B. Follow required steps



C. Check your email



D. Account activated



Reference:

For additional information about SAW, please visit: SecureAccess Washington (SAW) is Your Login for State Services | WA.gov[1]

[1] https://wa.gov/how-to-guides/secureaccess-washington-saw-your-login-state-services?utm_medium=email&utm_source=govdelivery

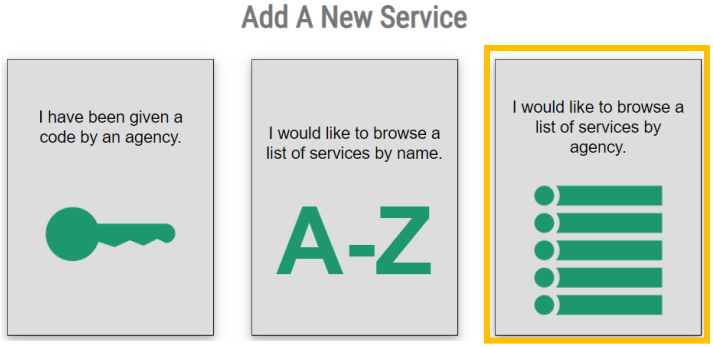
Step 2 – Add the Service for WQWebPortal

Add the service for WQWebPortal; WQWebPortal is the website interface for Ecology's electronic water quality permit submissions, including applying for permits and submittals. (If you already have access to the WQWebPortal service in your SAW account, go to Step 3).

a) Log into your SAW account

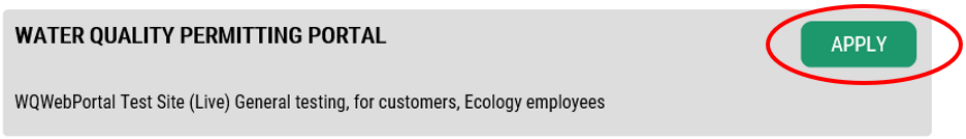
b) Click on "Add New Service" 

c) Click in the box "I would like to browse a list of services"



d) Click on "Department of Ecology"

e) Look for "Water Quality Permitting Portal (WQWebPortal)" and click "Apply"



f) Click "OK" and then click "Access Now"

g) Click "Continue" to the homepage

Reference Guide:

Please review this Step-by-Step Instructions for How to Register for Water Quality Permitting Portal (WQWebPortal)[2] located on Ecology's WebPortal Guidance page[3] which provides even more detailed instructions on Ecology's databases.

[2] https://ecology.wa.gov/Asset-Collections/Doc-Assets/Water-quality/Water-Quality-Permits/Guidance/WQ-Web-Portal-Instrcutions

[3] https://ecology.wa.gov/Regulations-Permits/Guidance-technical-assistance/Water-quality-permits-guidance/WQWebPortal-guidance

Next Steps and What to Expect:

When you create your electronic signature account, you must fill out and mail an Electronic Signature Agreement Form (ESAF) to the Department of Ecology. An ESAF lets you sign and submit your Water Quality permit related reports/submittals electronically from your computer if you are the Permittee or Legal Responsible Party. Your electronic signature serves as your written signature. Keep in mind:

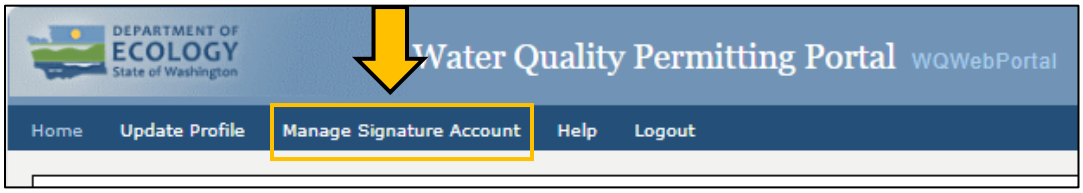
- Each individual must have their own signature account.
- Two people cannot share the same email address.
- You can have more than one person on the permit with the same or different roles as long as each person has their own account.

User Roles:

Facility Coordinator:	This role will allow a person to enter data and sign electronically. In this role, you are in charge of inviting other users to your permits, once you have been approved.
Facility Signer:	This role will allow a person to enter data and sign electronically.
Facility Preparer:	This role will allow a person to enter data only. This role will not be able to sign electronically.
Facility Administrator:	This role will allow a person to enter data, and, like the Coordinator role, can invite other users to the permit, once you have been approved. This role will not be able to sign electronically.

Step 3 – Create Your Signature Account

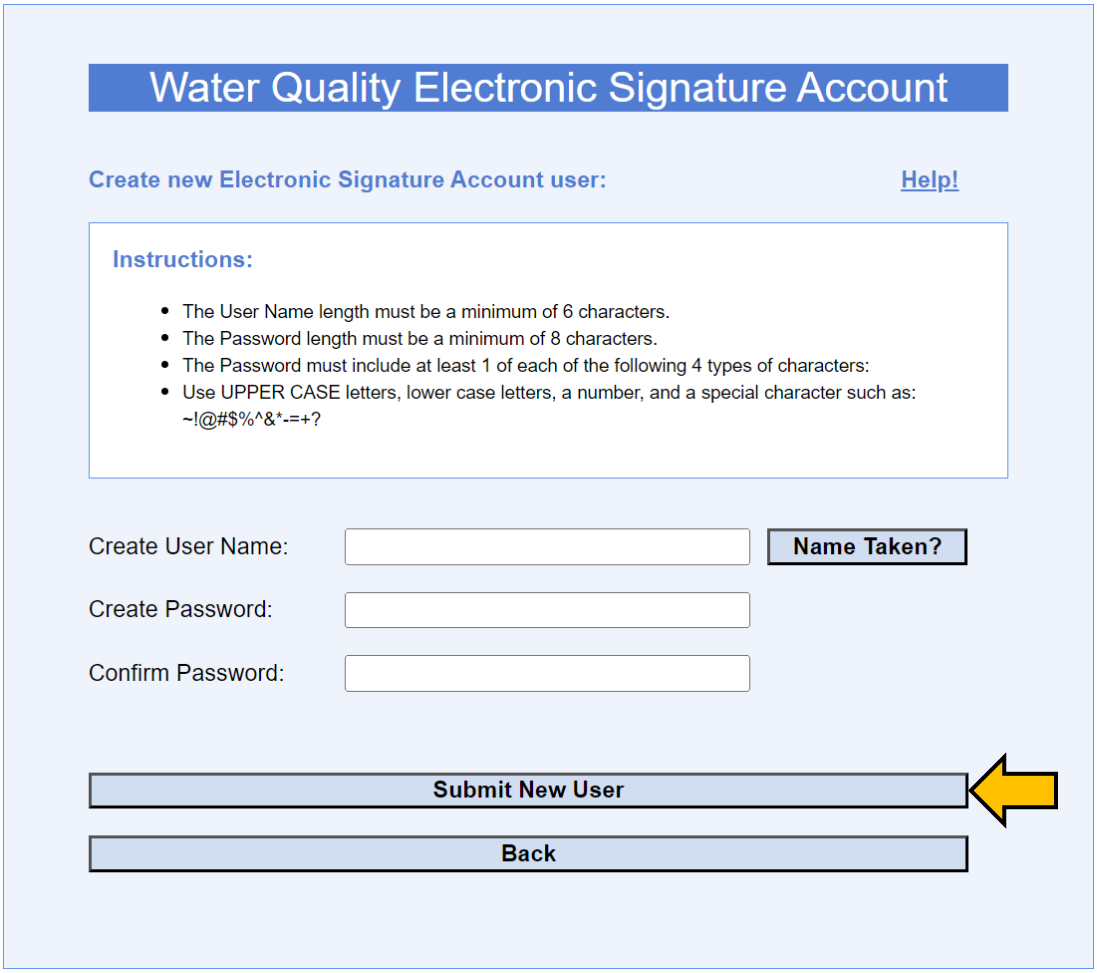
In the ribbon of the Water Quality Permitting Portal homepage, select the "**Manage Signature Account**."



You can also click on "**Manage Signature Account**" in the "Update your information" section.

Instructions:

For more information about electronic signature accounts, please see the signature account help page[4]. The "Create Username" is populated by your SAW account. If it is blank, please fill with your SAW account username.



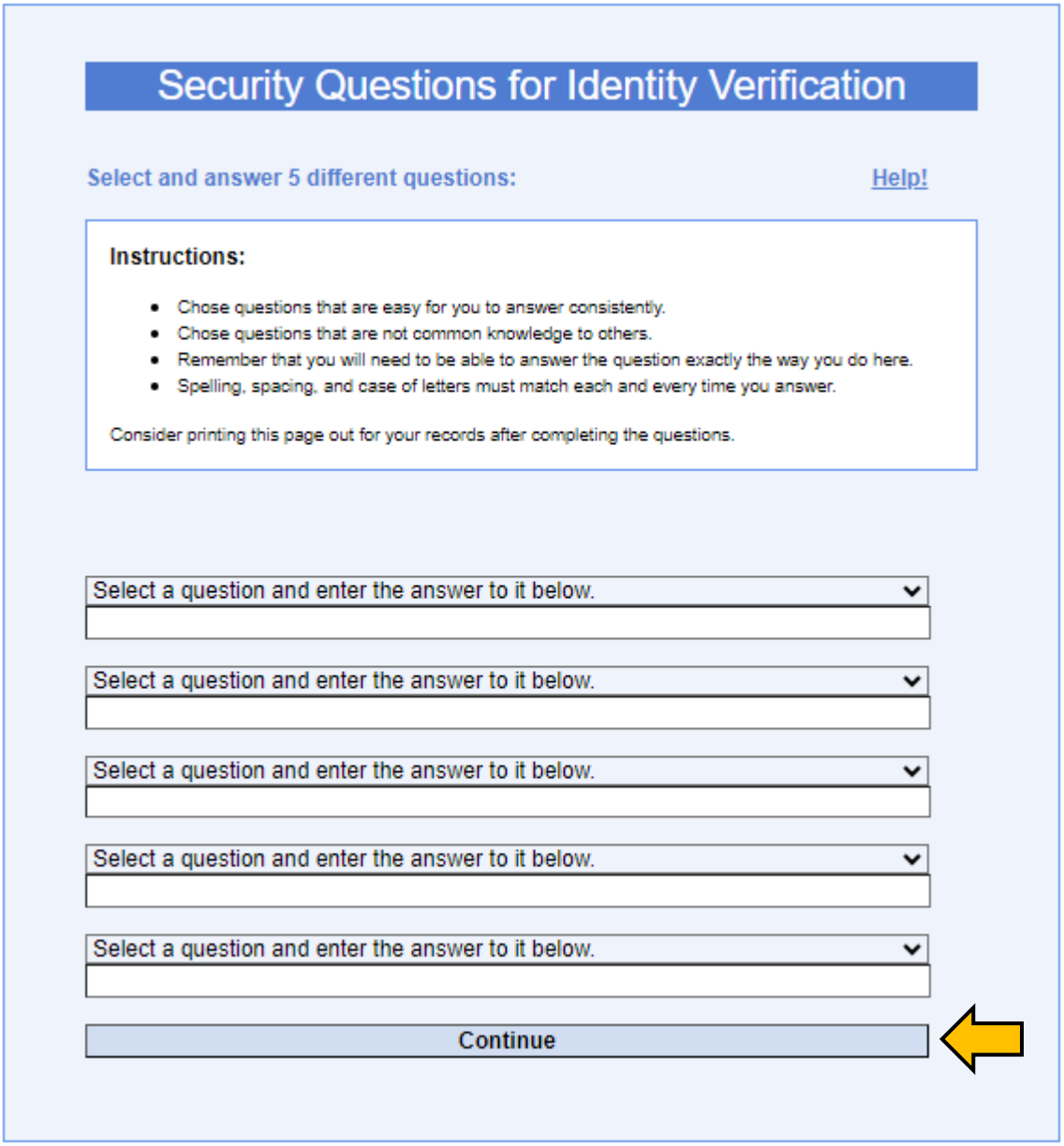
- The username length must be a minimum of 6 characters.
- The password length must be a minimum of 8 characters.
- The password must include at least 1 of each of the following four (4) types of characters: UPPER CASE letters, lower case letters, a number, and a special character such as: ~!@#$%^&*-=+?

Once you're ready to create your account, click on "**Submit New User**"

[4] https://secureaccess.wa.gov/ecy/wqwebportal/HelpPages/ESAHelp.aspx

Security Questions for Identity Verification

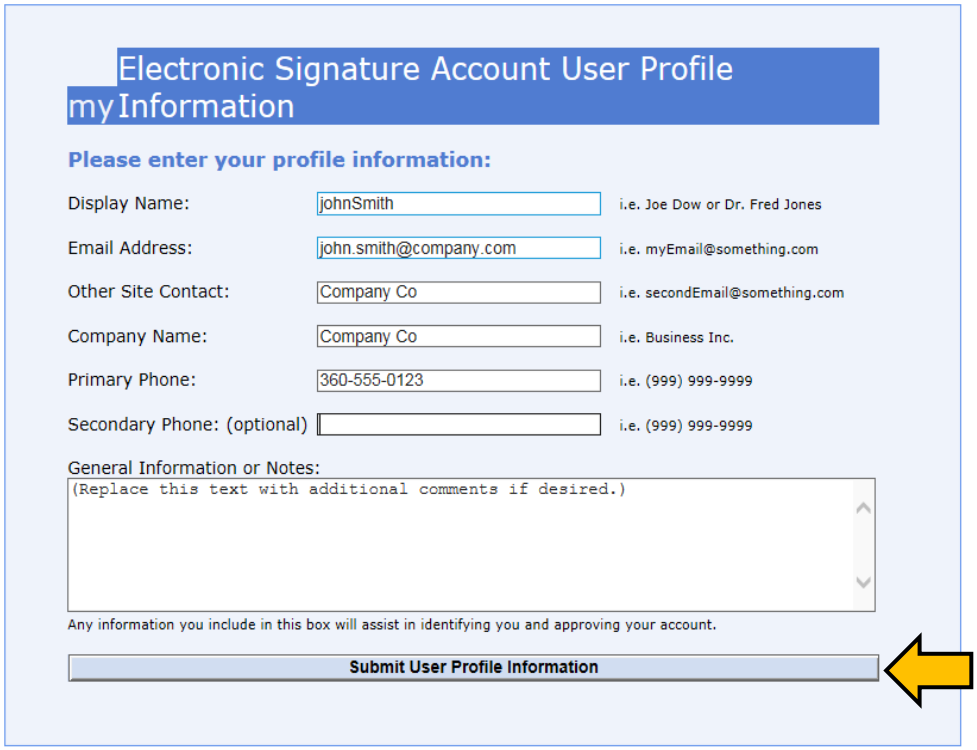
On the next screen, select and answer five (5) different questions. You cannot use the same answer for each question. Ecology recommends you print this page out for your records after completing the questions, so you don't forget them; or take a screenshot and save them somewhere safe. You will be required to answer a security question each time you use the signature account.



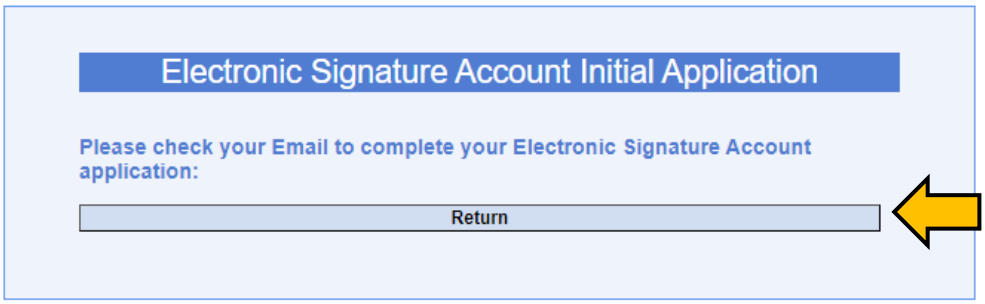
When this section is completed, select "**Continue**."

Electronic Signature Account User Profile Information

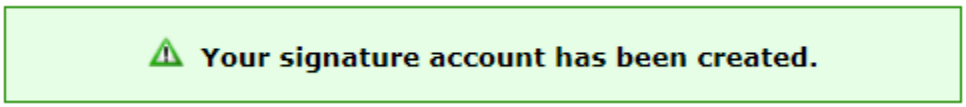
Fill out your profile information to complete the electronic signature account.



When this section is completed, select "Submit User Profile Information."



Click on the "Return" button at the very end. Next, check your email that you provided in this application.



Print, then Sign, and Mail to Ecology

Check your email; you should receive an email from: EcologyElectronicSignatureAccountNotification@ecy.wa.gov

The email will confirm that your electronic signature account has been received and attached to the email will be the ESAF template. Before you can submit documents with your electronic signature, you must:

1. Print, read, then sign the attached ESAF template. Digital signatures are NOT accepted.
2. Send to:

   ATTN: Water Quality Program, General Permit Administrator
   Washington State Department of Ecology
   P.O. Box 47696
   Olympia, WA 98504-7696
3. If you have questions, contact Ecology staff listed on page 4 of the ESAF for Concentrated Animal Feeding Operations (CAFO).
4. Wait for email notification; when your ESAF has been processed and your electronic signature account has been approved, you will receive an email.

To Complete the Process:

- Scan and email your completed ESAF to cafopermit@ecy.wa.gov.
- Until Ecology receives your ESAF, your electronic signature account will be locked.
- Once approved, you'll be able to submit reports and required documents online.
- Mail the signed original ESAF to Ecology. This must be received within 30-days, or your account will be deactivated.