You can access online services for the **Washington State Gambling Commission (WSGC)** through **Secure Access Washington (SAW)**. Only one user ID and password is needed and SAW provides additional security, keeping your identity safeguarded.

**Note:** To avoid any delays and to be able to renew immediately, you must complete the identity verification section. If you choose to skip the identity verification process, there will be a 1 – 2 business day delay in completing your registration.

**Introduction**

This guide will walk you through the registration process to sign up for SAW and gain access to your My Account. To begin, go to [secureaccess.wa.gov](http://secureaccess.wa.gov), then choose **SIGN UP**.
Enter in your name and email address. You will need to create your username and password, confirm your password, then click I’m not a robot.
Click on images as instructed then select verify or skip. (New pictures may appear with additional images that you will need to select.) Please read the instructions carefully when clicking on the pictures. Please note, the instructions for each page varies.
Click on **Submit**.
If you passed the security checkpoint then you are ready to check your email for the *activation link*. If it asks you to click in *I’m not a robot* again then you will have to choose images and complete the security again.

*Once you have successfully passed the security checkpoint:*

Close out all of your internet browser screen(s). Check your email account.
You will receive an email from secureaccess@cts.wa.gov. Inside the email, there is a link. Click on the link to activate your account.

You are almost finished, Isabel...

Thank you for signing up with Secure Access Washington.

Your username is: IsabelC@123

To activate your account, please click: https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?session=72062&userid=IsabelC%40123

For questions or concerns about your SecureAccess Washington account, please visit https://test-secureaccess.wa.gov/public/saw/pub/help.do

Thank you,
The Secure Access Washington Team

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This is an automated message sent by the SecureAccess Washington CUSTOMER TEST environment. THIS IS NOT PRODUCTION.
Login at https://test-secureaccess.wa.gov If you require assistance, please leave us a note at https://test-secureaccess.wa.gov/public/saw/pub/help.do
Once you have clicked on the link, your account will be activated. Click on **Login**.

Enter in your Username and Password, then **click Submit**.
Click on **Add A New Service**.

Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

Click on **I would like to browse a list of services**.
Scroll down and click on **Washington State Gambling Commission**.

<table>
<thead>
<tr>
<th>Department of Revenue</th>
</tr>
</thead>
<tbody>
<tr>
<td>Department of Social and Health Services</td>
</tr>
<tr>
<td>Department of Transportation</td>
</tr>
<tr>
<td>Developer Testing Only</td>
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<tr>
<td>Employment Security Department</td>
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<tr>
<td>Enterprise Services</td>
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<tr>
<td>Health Care Authority</td>
</tr>
<tr>
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<tr>
<td>Office of Financial Management</td>
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<td>Office of the State Auditor</td>
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<td>Washington State Gambling Commission</td>
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</table>
Click on **Apply**.

SERVICES FROM WSGC

**WSGC SAW MY ACCOUNT**

WSGC My Account hosted under SAW, which permit various licensing and reporting activities to be done online by our clients.
Enter in your personal mailing address, Click on Continue.
You will be asked a series of Identity Verification Questions. Once you have selected an answer, click on continue.

Note: These questions are based on information that has been pulled from public records. (Examples below)
Once your information has been verified, you will need to enter in Multi-Factor Authentication information. Click on Begin.

ADD MFA TO YOUR ACCOUNT
We will collect additional emails and phone numbers where we can send codes to verify you in the future.

Enter in your primary email address. Click on Next.

ADD EMAILS
Enter the email addresses that you would like us to send verification codes when we need to make additional security checks.

PRIMARY (REQUIRED)

OPTIONAL

NEXT
Enter in your primary phone number. Click on Next.

### ADD PHONES

Enter the phone numbers you would like us to use for additional security checks. When those occur, you will be able to choose between text messages or an automated call if you prefer to use a number that doesn't receive texts.

#### PRIMARY PHONE

**10 DIGIT NUMBER**

#### OPTIONAL PHONE

**10 DIGIT NUMBER**

**EXTENSION (OPTIONAL)**

Next

### REVIEW AND FINALIZE

Please review the information you have entered and make any changes before pressing the "SUBMIT" button.

### PHONE NUMBERS

**PRIMARY:** 3604863520

### EMAILS

**EMAIL 1:** Isabel.Corrigan@wsge.wa.gov

Would you like us to add this computer to our list of known devices? Users who access the system using a known device are slightly less likely to be challenged.

- Yes
- No

Change Submit
If the identity verification failed, you will see this screen. Click on **Request to Skip this step** highlighted in blue.

**NOTE:** If you choose the option to “Request to Skip this step”, you will need to wait until we approve your request before you can continue with the registration process. This may take up to 1 – 2 business days.
Click **OK** then log out of your account and any internet browser screens that you have open at this time.

**REQUEST RECEIVED**

Your request has been received and is awaiting review by the application owner. You will be notified by email when a decision has been made.
**Break Time:** Wait for an email message to be sent. *It may* take our agency up to 1-2 business days to receive and process your request. Once we have approved your request, an email will be sent to you.

Once we receive and approve your request, you will receive this email message. **Click on the link to log back into your account.**

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Your KBA Bypass request for SecureAccess Washington [Washington State Gambling Commission] service [WSGC SAW My Account] has been approved. Please return to SecureAccess Washington and re-request access to this service. You will not be required to complete identity verification.

This is an automated message sent by the SecureAccess Washington CUSTOMER TEST environment. THIS IS NOT PRODUCTION.

Login at https://test-secureaccess.wa.gov if you require assistance, please leave us a note at https://test-secureaccess.wa.gov/public/saw/pub/help.do
Enter in your **Username and Password**, then click on **Submit**.
Click on **Add A New Service**.

Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

Click on **I would like to browse a list of services**.
Scroll to the bottom of the list and click on **Washington State Gambling Commission**.

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Click on **Apply**.

WSGC SAW MY ACCOUNT

WSGC My Account hosted under SAW, which permit various licensing and reporting activities to be done online by our clients.

Click on **Begin**.

SAFETY FIRST!
This service requires MFA.

MULTI-FACTOR AUTHENTICATION (MFA)

Multi-Factor Authentication adds an extra layer of security to your account.

- Requires an additional check beyond username and password
- Helps prevent identity theft and fraud
- Is an Office of the Chief Information Officer (OCIO) requirement for applications containing personally identifiable information (PII)

ADD MFA TO YOUR ACCOUNT

We will collect additional emails and phone numbers where we can send codes to verify you in the future.

BEGIN
Enter in Primary email and click Next.

ADD EMAILS

Enter the email addresses that you would like us to send verification codes when we need to make additional security checks.

PRIMARY (REQUIRED)

OPTIONAL

NEXT
Enter in your primary phone number. Click **Next**.

**ADD PHONES**

Enter the phone numbers you would like us to use for additional security checks. When those occur, you will be able to choose between text messages or an automated call if you prefer to use a number that doesn't receive texts.

**PRIMARY PHONE**

**10 DIGIT NUMBER**

**OPTIONAL PHONE**

**10 DIGIT NUMBER**

**EXTENSION (OPTIONAL)**

[Arrow pointing to ] **NEXT**
Verify the phone number and email address is correct. Click on Submit.

**REVIEW AND FINALIZE**

Please review the information you have entered and make any changes before pressing the "SUBMIT" button.

**PHONE NUMBERS**

**PRIMARY**: 3604863520

**EMAILS**

**EMAIL 1**: isabel.corrigan@wsgc.wa.gov

Would you like us to add this computer to our list of known devices? Users who access the system using a known device are slightly less likely to be challenged.

- [ ] Yes
- [ ] No

[CHANGE] [SUBMIT]
If you are a licensed gaming employee, all you need to enter on this page is your PIN and License Number. You will find that information on your renewal email notification. Then click Submit.

Do you want to apply for a gambling license?
☐ Check if you want to perform any legal gambling activities regulated/licensed by the WSGC

Explain what activities you want to license?
What activity do you want to license? E.g. fundraising events, raffle, recreational gaming activity?

Do you want to renew or pay second-half payment online?
☐ My Account will remind you and let you renew and pay online.

Do you want to manage your employee's licenses/certifications?
☐ See employee's status, renewal dates, and update it inside My Account.

Do you want to sign up for newsletters or reminders?
☐ You can select to receive email notifications.

Do you want to report financial activity online?
☐ Report your quarterly, semi-annual or annual financial activity online.

Previously Licensed?
☐ Check if you have held or hold current WSGC gambling license

Client or License Number
Provide your license or client number

DBA
(Doing Business As) Name

Premises Address
Physical address of your business

UBI
Unified Business Identifier Number

Ownership Type
Ownership Type / Structure

Corporation

SUBMIT
If you are a business/non-profit organization complete the questions regarding your organization. You can find your Client/License number and PIN on your My Account letter or email notification. Click on Submit when done.
Once you click submit, your registration is complete, click on **OK**. You are not done yet!

REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.

**OK**
Click on **WSGC SAW My Account**.

Click on **Continue**.

**NOW ACCESSING**

You are now accessing WSGC SAW My Account provided by Washington State Gambling Commission. If you require assistance, [use this link to let us know](#).
You are now in My Account.

For licensed gaming employees:

Action Center

- Renew Your License
- Change Your Address

SWITCH TO ANOTHER CLIENT
Welcome back WASHINGTON, TEST K - 68-21731 (Primary Email on this account: isabel.corrigan@wsgc.wa.gov)
For **licensed organizations**: (Please note: if you have one or more gambling establishments, you will have a list to choose from. Once you choose the organization, you should see this screen.)
Helpful tips:

Profile – This will show the username and email that you have associated with your SAW Account. If this is not correct, you will need to contact Secure Access Washington for further assistance. SAW Help Desk: 1-888-241-7597 or (360)753-2454.
To change your password, click on Account, then click on Password. Follow the instructions to change your password. If you are unable to change your password, you will need to contact Secure Access Washington for further assistance. SAW Help Desk: 1-888-241-7597 or (360)753-2454.