This document outlines the steps for creating or updating a SecureAccess Washington account.

All PrepMod users will need a SecureAccess Washington (SAW) account to access PrepMod as a service. If you currently are not a PrepMod user or part of a participating organization, visit the PrepMod Landing Page and Use Case Scenarios to determine if PrepMod is a good tool for your organization.

IMPORTANT NOTE: The email and First & Last names for the SecureAccess Washington (SAW) account, need to be an exact match to those used for the PrepMod Account. If they do not match, the user will not be able to access PrepMod.

To navigate to any of the topics below, select the question of interest.

How do I create a SecureAccess Washington (SAW) account?

How do I check to see if I already have a SAW account?

How do I review and edit my credentials on my existing SAW account?

How do I reset my SAW password?

How Do I Create a SAW Account?

SecureAccess Washington (SAW) is a secure gateway that allows individuals to access multiple online state agency services. All PrepMod users will need to login through SAW to access the PrepMod.

1. Go to https://secureaccess.wa.gov

2. Click the **SIGN UP** Button.
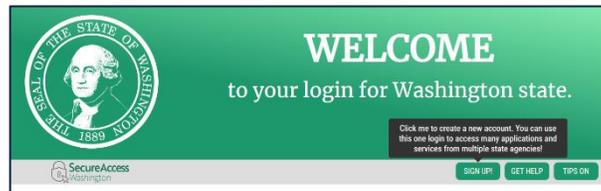
3. Enter the requested fields on the Sign-Up page:
    - First Name (exact match to PrepMod Account)
    - Last Name (exact match to PrepMod Account)
    - Primary email (exact match to PrepMod Account)
    - Optional: 2nd email and Phone
    - Create a Username
    - Password Requirements
        - at least 10 characters
        - lower and upper case letters
        - number
        - special character.
   - Press the "Create my account" button.
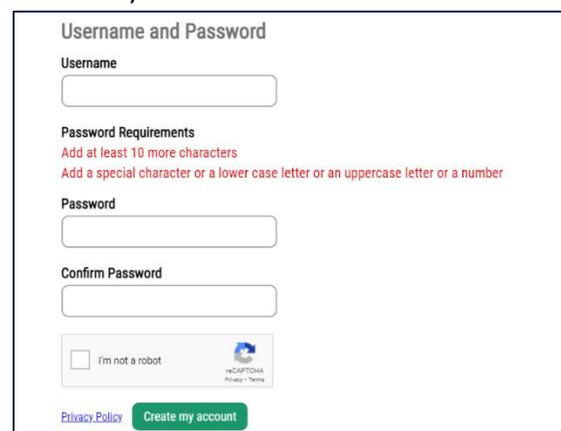
A message will display letting you know to check your email for account activation.

4. Check your email for a welcome message from **secureacess@cts.wa.gov.** This email will include a **link** to activate your SAW account.
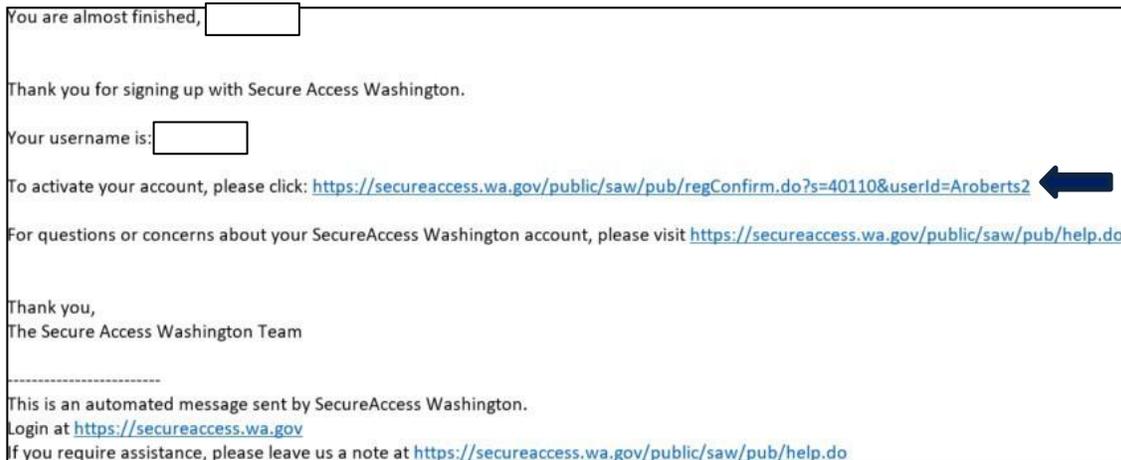
Once you click the activation link provided in the email, you will receive an account activated message and a prompt to **login.**
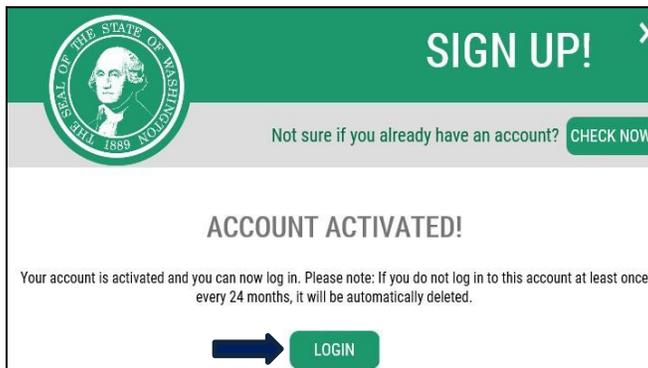
5. Log in to SecureAccess Washington with the Username and Password you created when registering for a new account.

How do I verify my existing SAW account?

On the SAW Home Page click the **Sign Up!** button. At the top of the Sign-Up pop-up box, click the **Check Now** button and follow the prompts to determine if you have a SAW account.
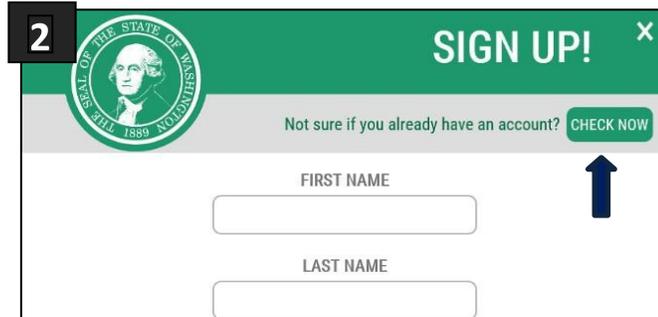
How do I verify or edit sign-in credentials of my SAW account?

Select "Account"

Follow two-step authentication process. Once in the "account" screen verify and/or edit the First and Last Name field, and primary email field. Then select the "update" button.
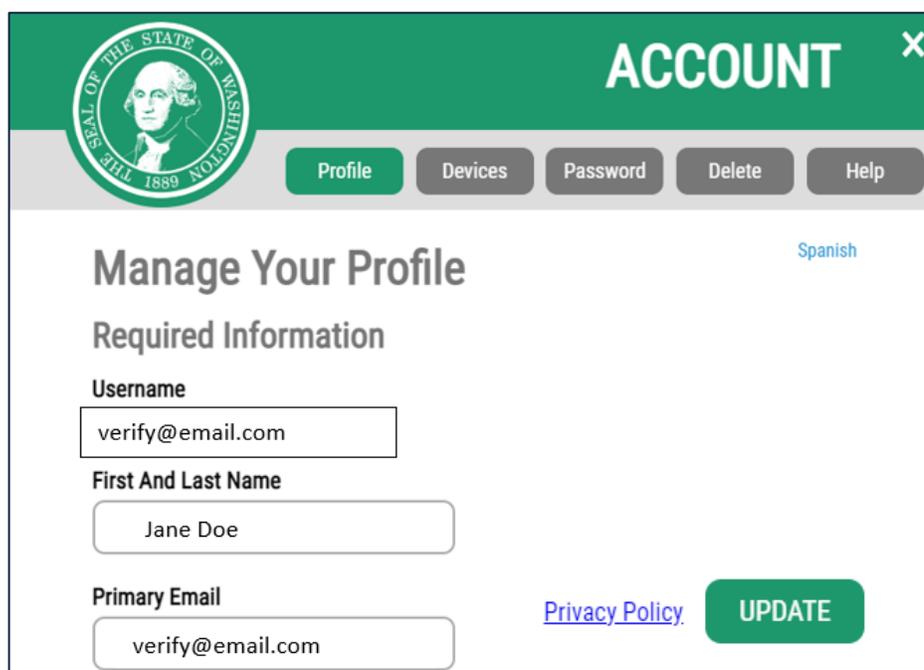
To request this document in another format, call 1-800-525-0127. Deaf or hard of hearing customers, please call 711 (Washington Relay) or email civil.rights@doh.wa.gov. DOH 348-859 December 2021

How do I reset my SAW password?

If you forget your SAW password, click the **Forgot Password** link on the SAW Home Page and follow the prompts to reset your SAW password. You can also contact the SAW Help Desk by selecting the **Get Help** button on the SAW home page.
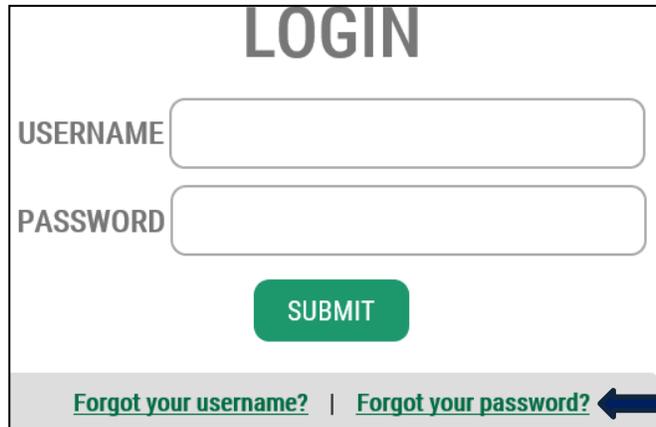
Instructions for Adding PrepMod as a Service to your SecureAccess Washington Account will be posted on the PrepMod Landing Page.