



Operations and Maintenance

# Online Payment Guide

DOH 331-688 • Revised March 2023

## Pay Online

- ◆ **Operating Permits**
- ◆ **Project and Plan Reviews**
- ◆ **Sanitary Survey Inspections**

## Accessing the Environmental Health Payment System

### New User Login Instructions

Follow each step to ensure your successful online renewal.

First-time users must start by creating an account with SecureAccess Washington (SAW).

**If you have an existing SAW account**, skip to step 7 for instructions to log in and sign up for online payment services.

Note: Contact Consolidated Technology Services (24 hours) at 888-241-7597 or email them at [servicedesk@cts.wa.gov](mailto:servicedesk@cts.wa.gov) if you experience problems with the SAW website.

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**Step 1:** Get started at <https://secureaccess.wa.gov/>

**Step 2:** Select **SIGN UP!**



**WELCOME**  
to your login for Washington state.

 **SecureAccess**  
Washington

**SIGN UP!** **GET HELP** **TIPS ON**

**LOGIN**

USERNAME

PASSWORD

**SUBMIT**


[Forgot your username?](#) | [Forgot your password?](#)

**ON BEHALF OF**

**WASHINGTON STATE AGENCIES**

**Step 3:** Enter your personal information, create a password and **select I'm not a robot**. Choose the verification images, **select VERIFY**, then **select SUBMIT**.

**Note:** Be sure to create a password that meets the specific parameters required by SAW: must be at least 10 characters, must contain at least three uppercase letters, lowercase letters, numerals or special characters, and does not include your user ID or your full name.



# SIGN UP!

×

Not sure if you already have an account? [CHECK NOW](#)

FIRST NAME

LAST NAME

EMAIL

USERNAME

**PASSWORD REQUIREMENTS**


Add at least 10 more characters

Add a special character or a lower case letter or an uppercase letter or a number

PASSWORD


CONFIRM PASSWORD




☒ I'm not a robot



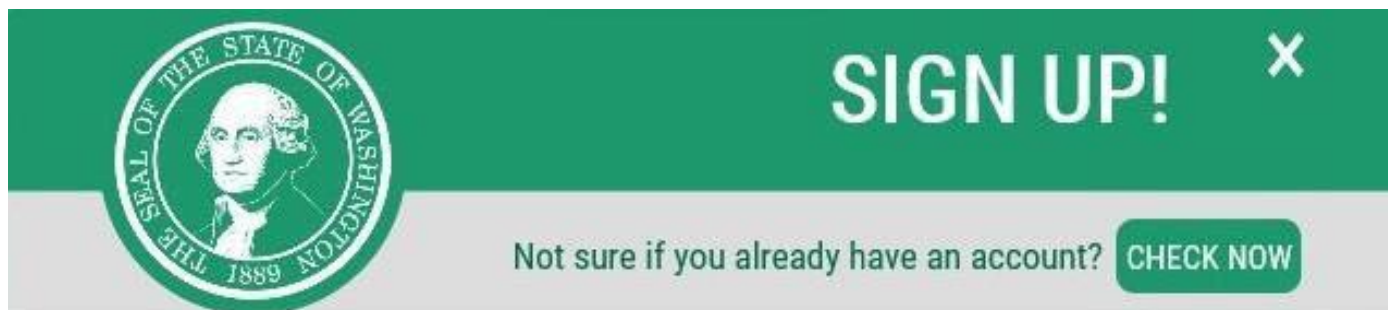
reCAPTCHA  
Privacy - Terms

Select all images with a  
**bus**





**Step 4:** Check your email account to activate your new SAW account.



## CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

**Step 5:** Select the link in the email message: **To activate your account, please click.**



You are almost finished,

Thank you for signing up with Secure Access Washington.

Your username is:

To activate your account, please click: <https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=64145&userId=>

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

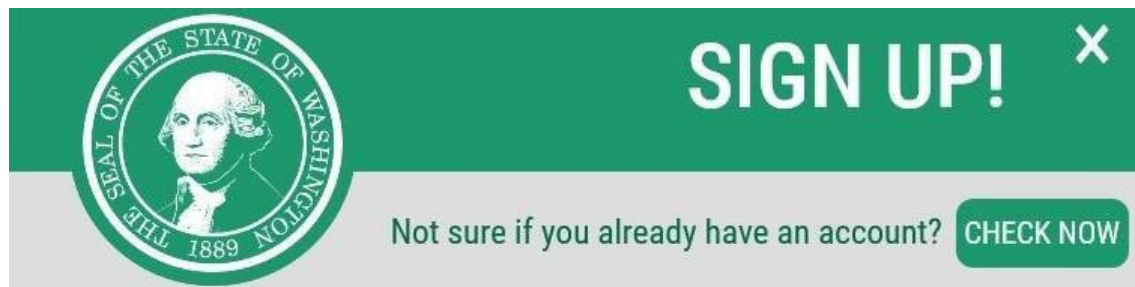
Thank you,  
The Secure Access Washington Team

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This is an automated message sent by SecureAccess Washington.

Login at <https://secureaccess.wa.gov>

If you require assistance, please leave us a note at <https://secureaccess.wa.gov/public/saw/pub/help.do>

**Step 6: Select LOGIN.**

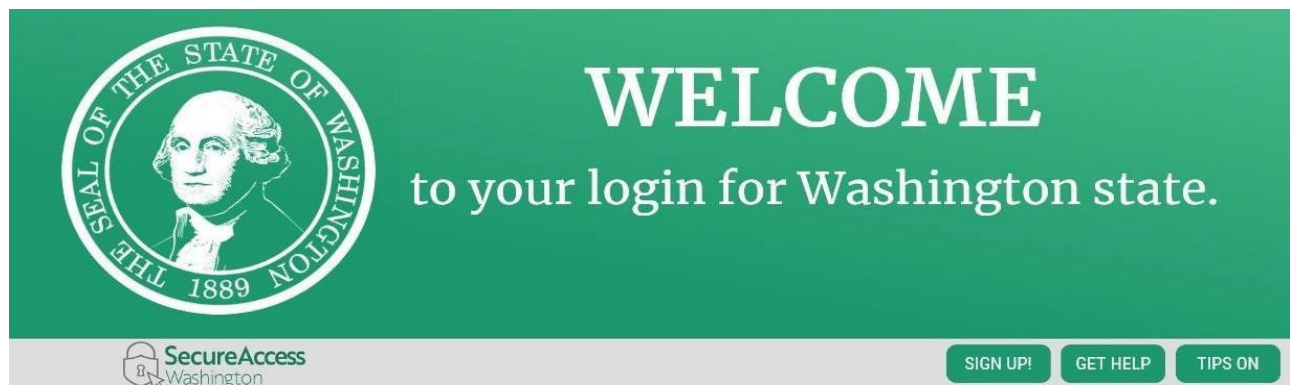


**ACCOUNT ACTIVATED!**

Your account is activated and you can now login.

**LOGIN**

**Step 7:** Enter the user ID and password you just created. **Select SUBMIT.**



**LOGIN**

USERNAME **SAW Username**

PASSWORD **SAW Password**

**SUBMIT**

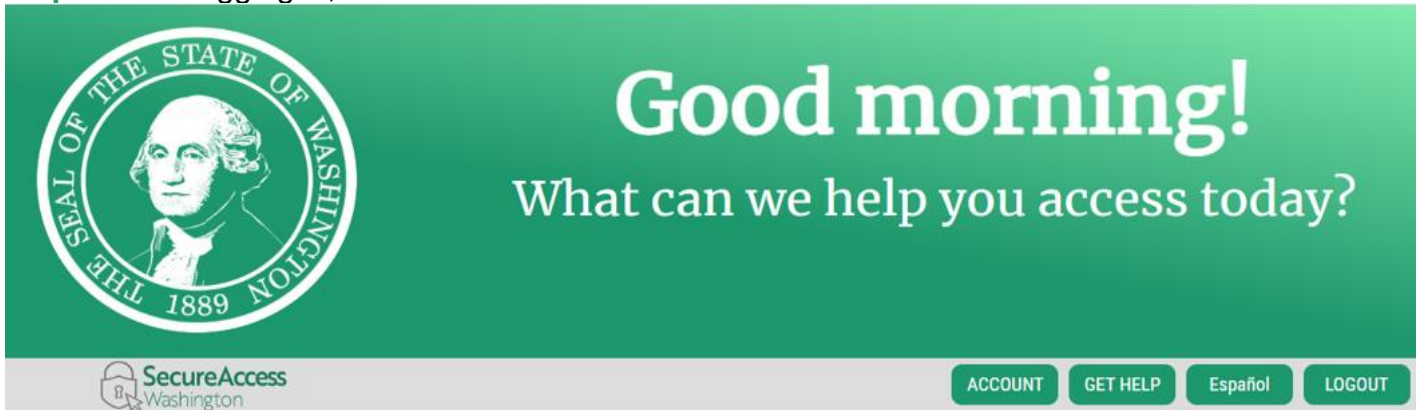
[Forgot your username?](#) | [Forgot your password?](#)

**ON BEHALF OF**





**Step 8:** After logging in, **select ADD A NEW SERVICE.**



Welcome to Secure Access Washington! To start using services from agencies around Washington, choose one from your list below or click the 'Add A New Service' button. [To see open job postings for the SAW Team, go to our jobs page.](#)

Add A New Service

Services From

ALL OF WASHINGTON



WASHINGTON

**Step 9: Select I would like to browse a list of services by agency.**

## Add A New Service

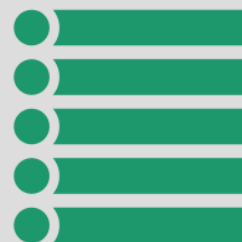
I have been given a code by an agency.



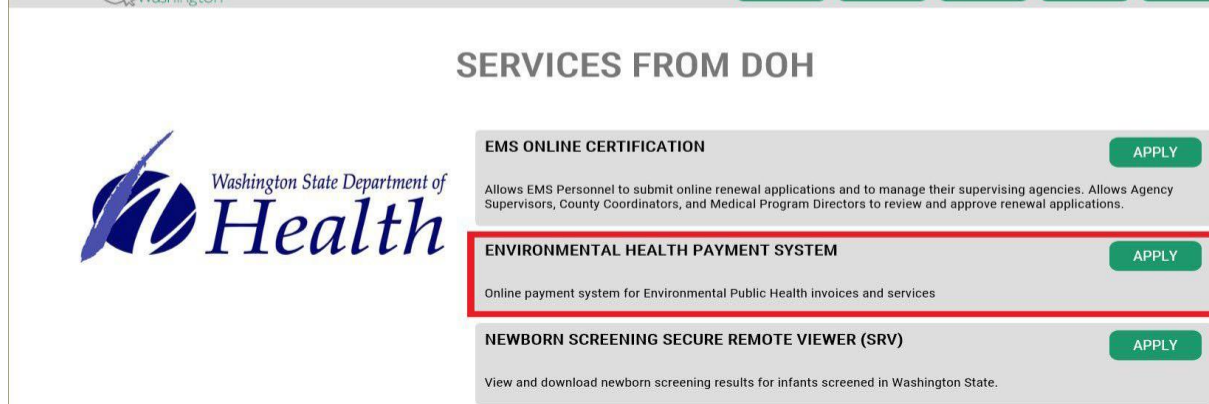
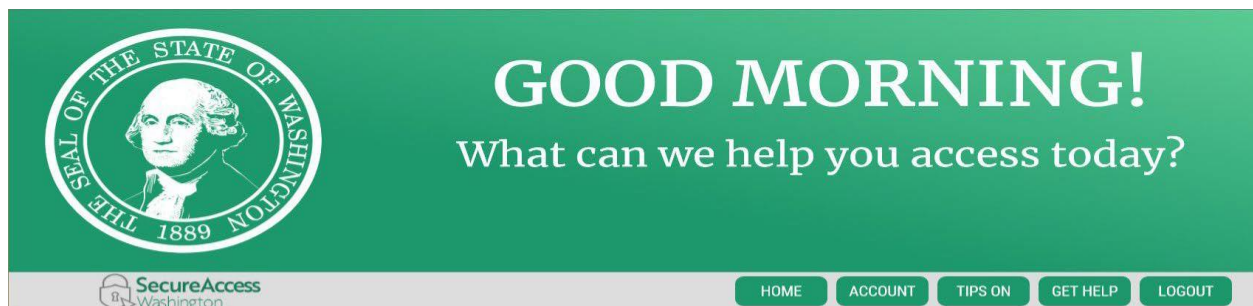
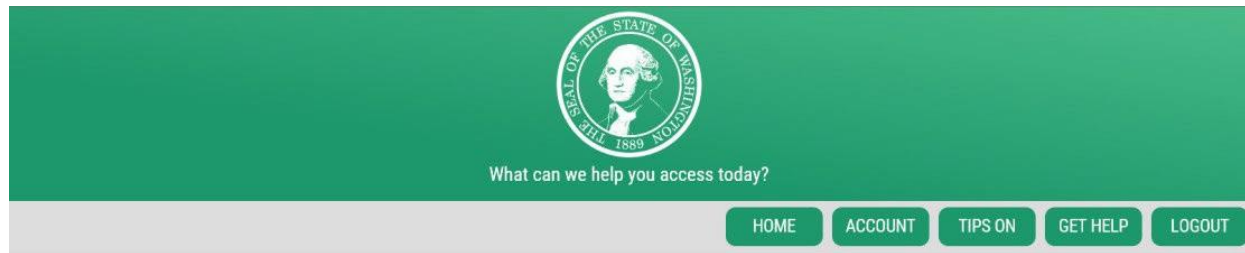
I would like to browse a list of services by name.

A-Z

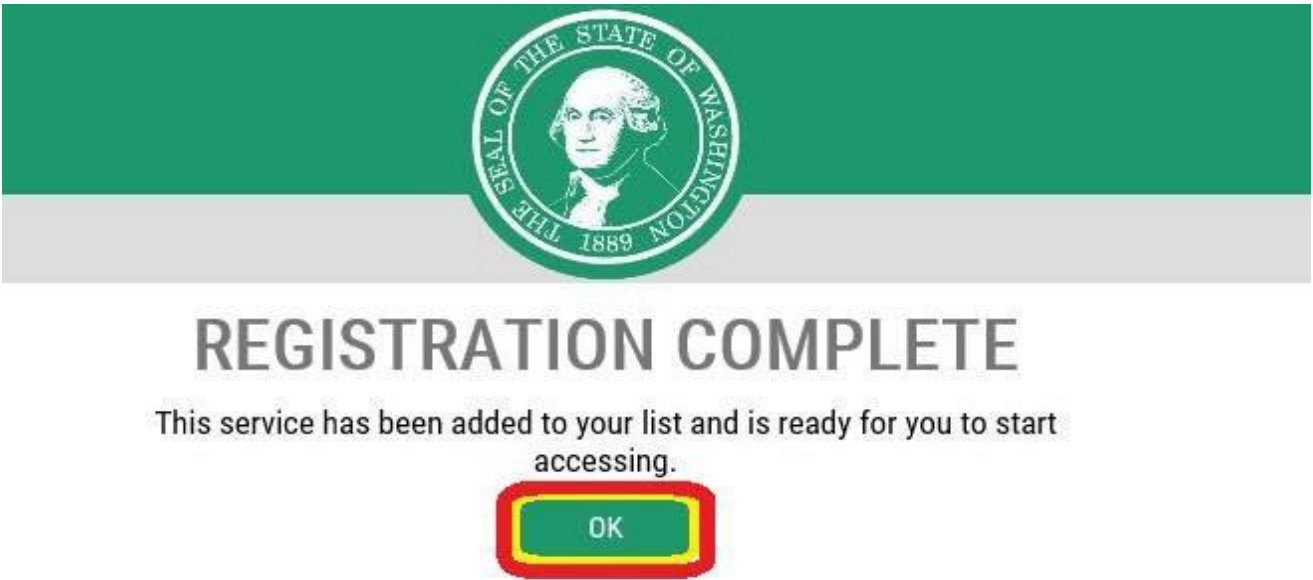
I would like to browse a list of services by agency.



**Step 10: Click on Department of Health to expand the list, select ENVIRONMENTAL HEALTH PAYMENT SYSTEM and click APPLY.**



**Step 11:** You will see the **REGISTRATION COMPLETE** page. **Select OK.**



**Step 12:** Click **Access Now** for **Environmental Health Payment System**.



Welcome to Secure Access Washington! To start using services from agencies around Washington, choose one from your list below or click the 'Add A New Service' button. [To see open job postings for the SAW Team, go to our jobs page.](#)

[Add A New Service](#)

Environmental Health Payment System provided by Department of Health

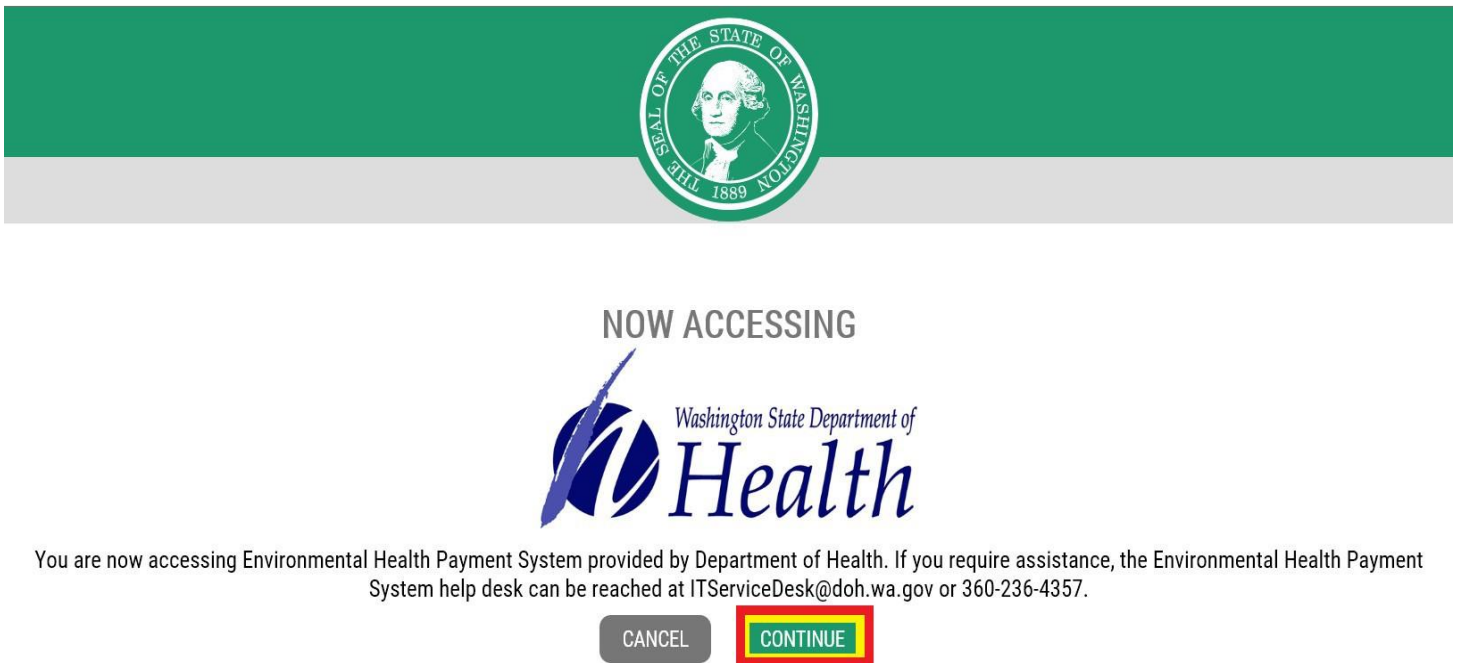
[Access Now](#)

*Online payment system for Environmental Public Health invoices and services*

[Contact the help desk for OLPS](#) [Remove from my list](#)

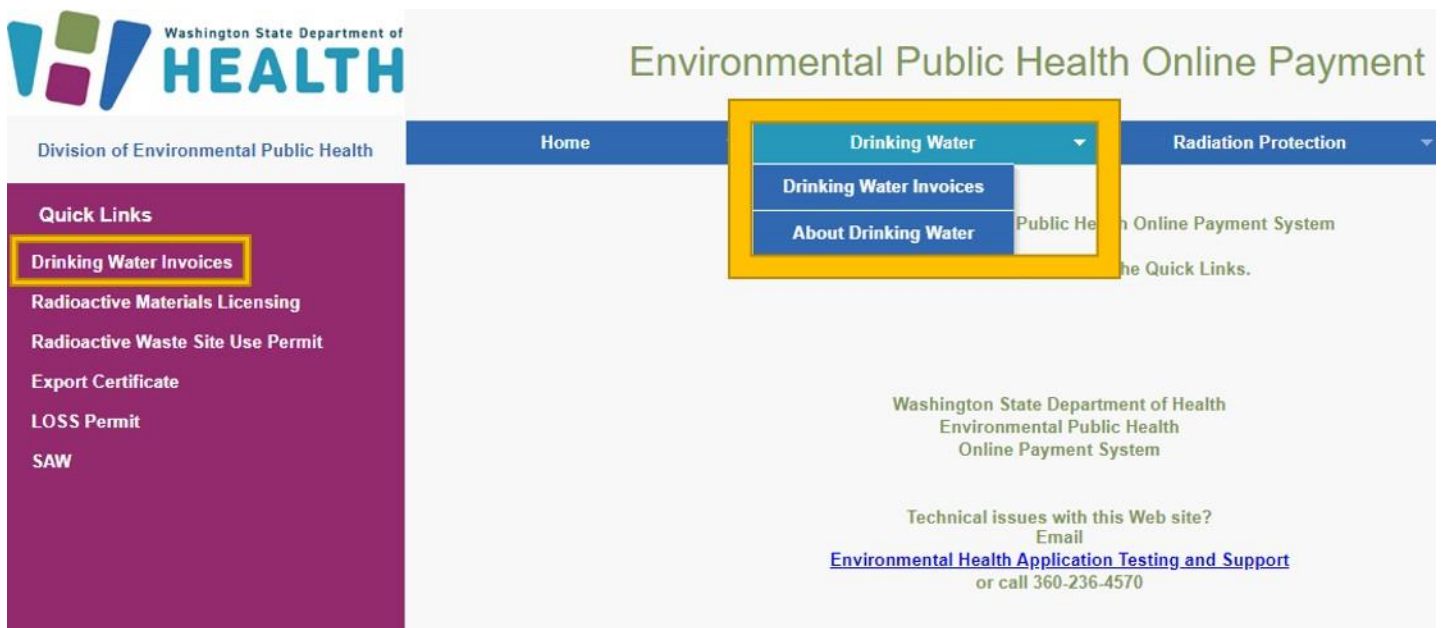


**Step 13:** Click **CONTINUE** to be directed to the **Department of Health Environmental Public Health Online Payment System** page.



**Step 14:** Follow each step to ensure you complete your online payment successfully.

From the home page, **select Drinking Water Invoices** from the drop-down list on the **Drinking Water** tab, or **select Drinking Water Invoices** from the **Quick Links** on the left-hand navigation.



**Step 15:** Enter your **Owner Number** from the invoice you received in the mail and your Water System ID number if known (not required) **Select Search.**



Washington State Department of  
**HEALTH**

Environmental Public Health Online Payment System

Division of Environmental Public Health

Home Drinking Water Radiation Protection Environmental Health and Safety

**Drinking Water Invoice Payment**

\* OwnerNumber is required.

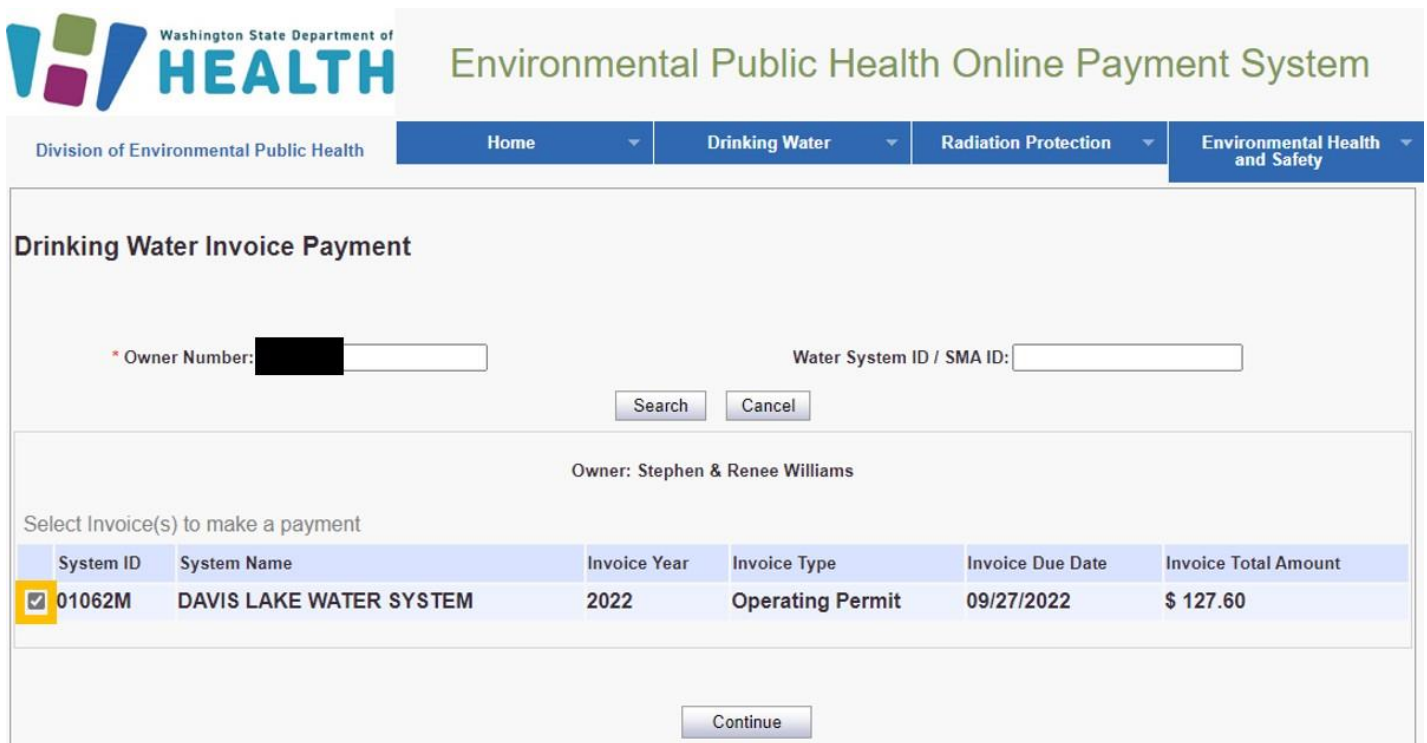
\* Owner Number:

Water System ID / SMA ID:

Search Cancel

**Step 16:** Your Water System ID number, Water System Name, and invoice information should now appear. Please verify that the information matches the information on your invoice.

**Select the invoice(s)** you want to pay using the check boxes on the left-hand side of the screen. If you are the owner of multiple water systems and would like to make one payment, make sure you click the box for each system.



Washington State Department of  
**HEALTH**

Environmental Public Health Online Payment System

Division of Environmental Public Health

Home Drinking Water Radiation Protection Environmental Health and Safety

**Drinking Water Invoice Payment**

\* Owner Number:

Water System ID / SMA ID:

Search Cancel

Owner: Stephen & Renee Williams

Select Invoice(s) to make a payment

	System ID	System Name	Invoice Year	Invoice Type	Invoice Due Date	Invoice Total Amount
<input checked="" type="checkbox"/>	01062M	DAVIS LAKE WATER SYSTEM	2022	Operating Permit	09/27/2022	\$ 127.60

Continue

**Step 17:** Your Water System ID, Water System Name, and invoice information should appear again. Please verify that the information matches the information on your invoice. **Click Pay Now.**



Washington State Department of **HEALTH** Environmental Public Health Online Payment System

Division of Environmental Public Health | Home | Drinking Water | Radiation Protection | Environmental Health and Safety

Owner Number: [REDACTED] Owner Name: [REDACTED]

The following system(s) are selected for payment. Click **'Pay Now'** to proceed to pay.

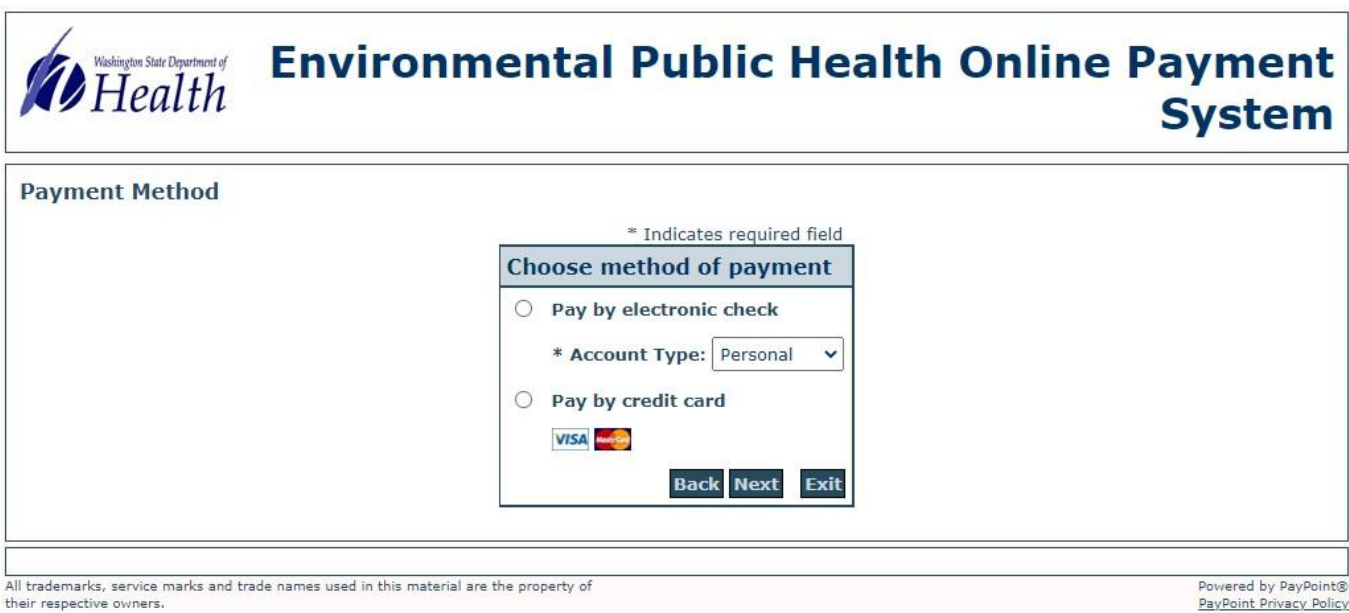
System ID	System Name	Invoice Type	Invoice DueDate	Invoice Total Amount
01062M	DAVIS LAKE WATER SYSTEM	Operating Permit	09/27/2022	\$ 127.60

Invoice(s) Total Amount: \$ 127.60 **Pay Now**

[Return to Search results](#)

**Step 18: Choose a method of payment, then select Next.** You may pay by **electronic check** (ACH) or pay by **credit card** (VISA or MasterCard). There is a 2-percent convenience fee, if you choose to pay with a credit card.

**Note:** If you choose electronic check, you must also choose either **Personal** or **Business** on **Account Type**. For business checks, you will need to provide the business tax ID number for verification.



Washington State Department of **Health** Environmental Public Health Online Payment System

Payment Method

\* Indicates required field

**Choose method of payment**

☐ Pay by electronic check

\* Account Type: Personal ▼

☐ Pay by credit card

VISA MasterCard

Back Next Exit

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PayPoint Privacy Policy

**Step 19:** Complete the required information and **select Next**. The billing address must be what your financial institution has on file for verification purposes or the renewal attempt will be unsuccessful.

**Step 20:** Review your payment information. Click **I Agree**. Click **Pay Now**.



## Environmental Public Health Online Payment System

### Payment Review

Address	
Billing Address:	
Payment Method	
Credit Card	
Payment Amount	
Amount:	127.60 USD
Convenience Fee:	2.55 USD
Total:	130.15 USD
<a href="#">Back</a> <a href="#">Pay Now</a> <a href="#">Exit</a>	

Once you select 'Pay Now' please wait for confirmation of your payment. If you leave this page, the processing of your payment may not be completed.

☒ I Agree

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[PayPoint Privacy Policy](#)

**Step 21:** You will receive a message that reads **Approved!** You may print a receipt for your records by **selecting Print Receipt**. **Note:** There will be *no* emailed receipt for your transaction.

**Step 22:** At the top of the screen, **select Logout**. Then **select OK** to end your session.

## For more information

Contact [Brian Wilson](#) or 360-236-3042, with any questions you may have.



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](mailto:civil.rights@doh.wa.gov).