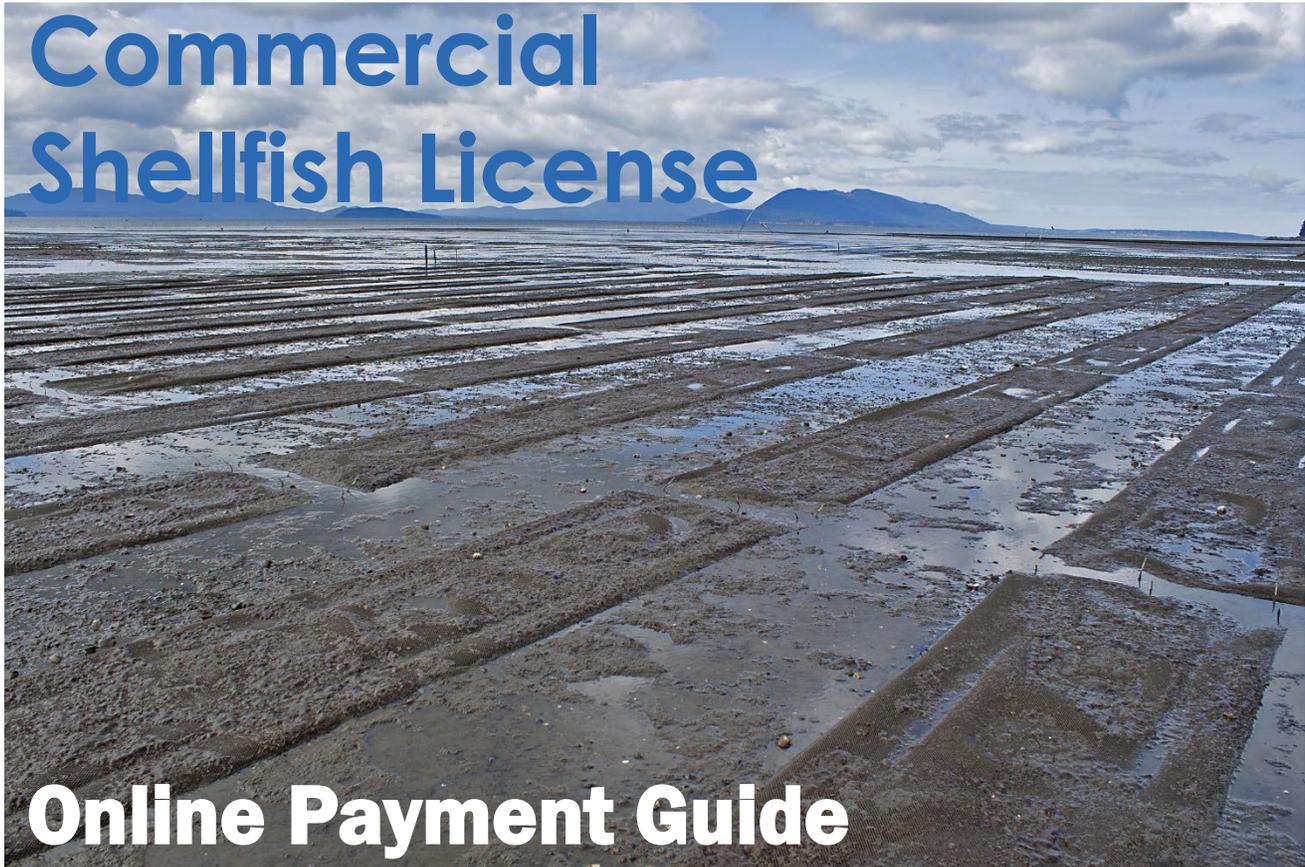


WASHINGTON STATE DEPARTMENT OF HEALTH



DOH 332-175 October 2023

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.

Online payment options for Commercial Shellfish License renewals are now available. System owners and their designees may now pay project and operating permit fees online with an electronic check (free) or by debit or credit card (2% processing fee applied).

If you have an existing SAW account, skip to [step 7](#) for instructions to log in and sign up for online payment services.

Shellfish License Renewal payments

Online payments are made through Secure Access Washington (SAW).

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

Step 2: Select SIGN UP!

The screenshot shows the Secure Access Washington (SAW) login interface. At the top, there is a green banner with the Washington State Seal on the left and the text "WELCOME to your login for Washington state." on the right. Below the banner is a navigation bar with three buttons: "SIGN UP!" (highlighted with a red box), "GET HELP", and "TIPS ON". The main content area is divided into two columns. The left column is titled "LOGIN" and contains two input fields for "USERNAME" and "PASSWORD", a "SUBMIT" button, and two links: "Forgot your username?" and "Forgot your password?". The right column is titled "ON BEHALF OF WASHINGTON STATE AGENCIES" and features a graphic of the Washington State Capitol building.

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



SIGN UP!

×

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

Name and Email

First Name

Last Name

Primary Email

Optional Contact Information

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email

Mobile Phone

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.

Username and Password

PASSWORD REQUIREMENTS

- Add at least 10 more characters
- Add a special character or a lower case letter or an uppercase letter or a number

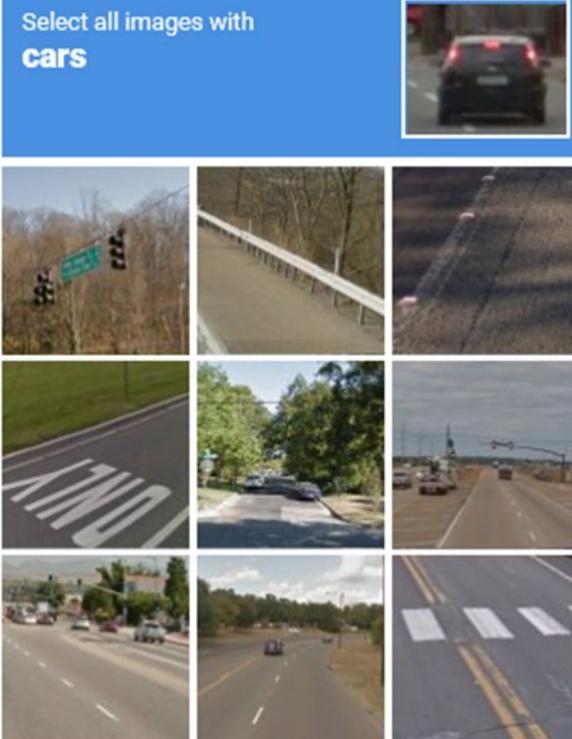
Password

Confirm Password

I'm not a robot 

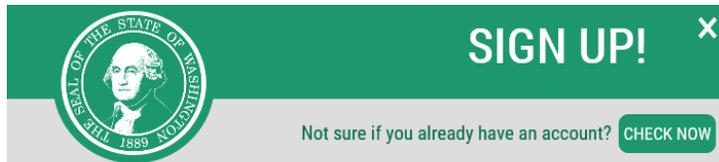
[Privacy Notice](#) [Create my account](#)

Select all images with **cars**



   [VERIFY](#)

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.**

SecureAccess Washington : Welcome to SecureAccess

 **secureaccess@cts.wa.gov** <secureaccess@cts.wa.gov>
To: daffymouse@yahoo.com

You are almost finished, Daffy...

Thank you for signing up with Secure Access Washington.

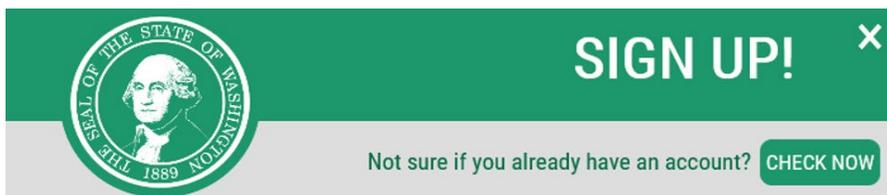
Your username is: dmouse

To activate your account, please click: <https://secureaccess.wa.gov/publ>

For questions or concerns about your SecureAccess Washington account,

Thank you,
The Secure Access Washington Team

Step 6: Select **LOGIN**



ACCOUNT ACTIVATED!

Your account is activated and you can now log in. Please note: If you do not log in to this account at least once every 24 months, it will be automatically deleted.



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



WELCOME

to your login for Washington state.

SecureAccess
Washington

[SIGN UP!](#) [GET HELP](#) [TIPS ON](#)

LOGIN

USERNAME

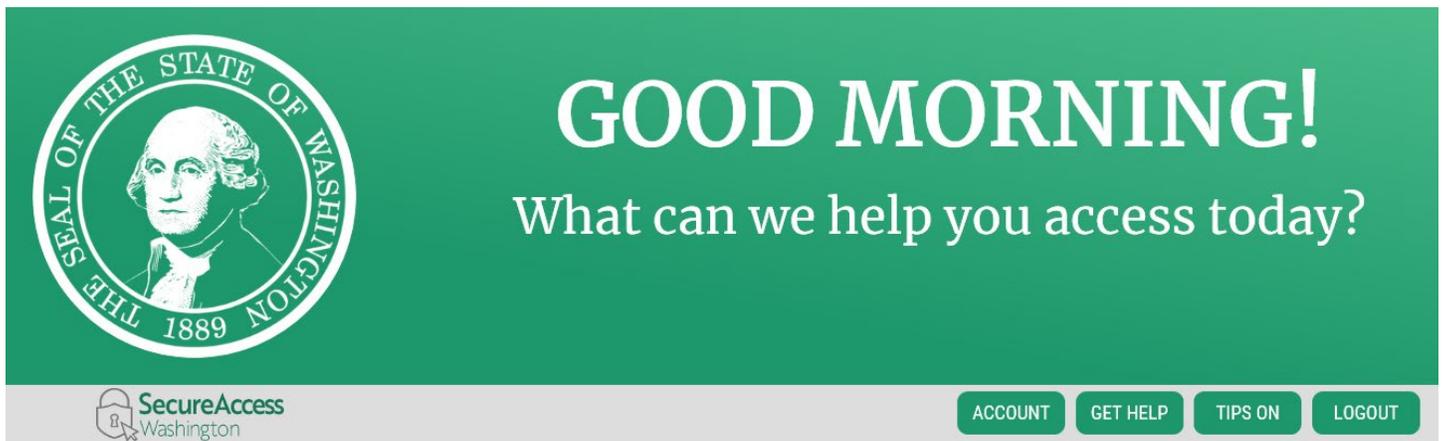
PASSWORD

SUBMIT

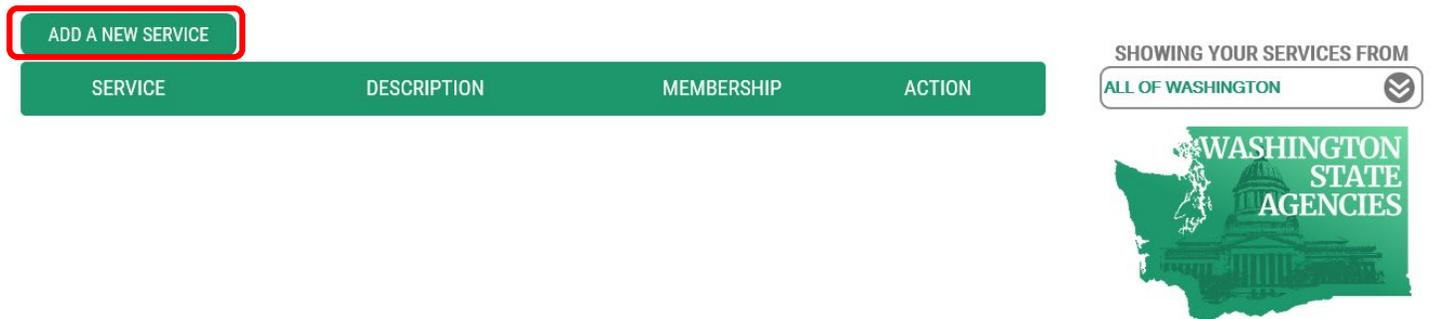
[Forgot your username?](#) | [Forgot your password?](#)



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



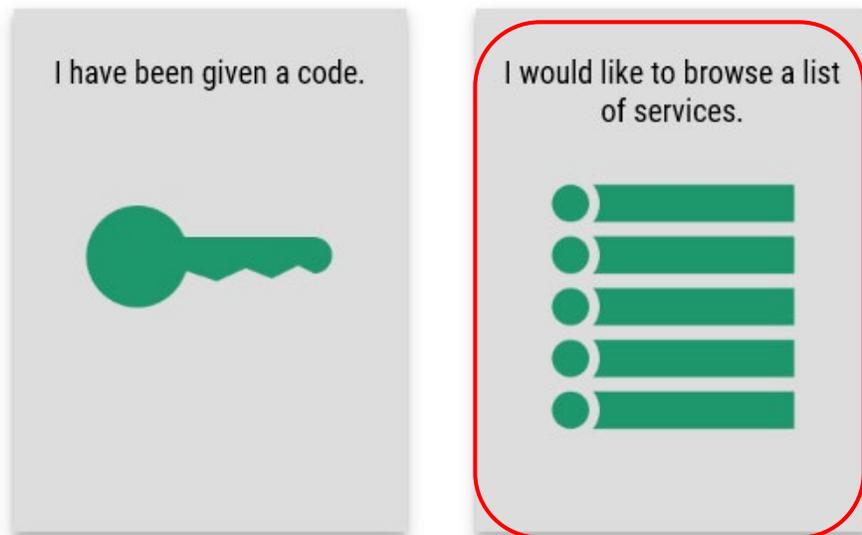
The header features the Seal of the State of Washington on the left, which includes a portrait of George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON" and "1889". To the right, the text "GOOD MORNING!" is displayed in large white letters, followed by "What can we help you access today?". Below this, the "SecureAccess Washington" logo is on the left, and navigation buttons for "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT" are on the right.



The interface shows a red-bordered button labeled "ADD A NEW SERVICE". Below it is a table with the following headers: "SERVICE", "DESCRIPTION", "MEMBERSHIP", and "ACTION". To the right of the table, there is a dropdown menu labeled "SHOWING YOUR SERVICES FROM" with "ALL OF WASHINGTON" selected. Below the dropdown is a graphic for "WASHINGTON STATE AGENCIES" featuring a map of the state and the state capitol building.

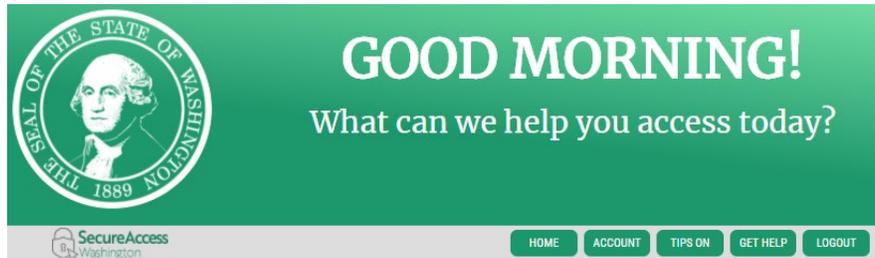
Step 9: Select **I would like to browse a list of services**.

ADD A NEW SERVICE



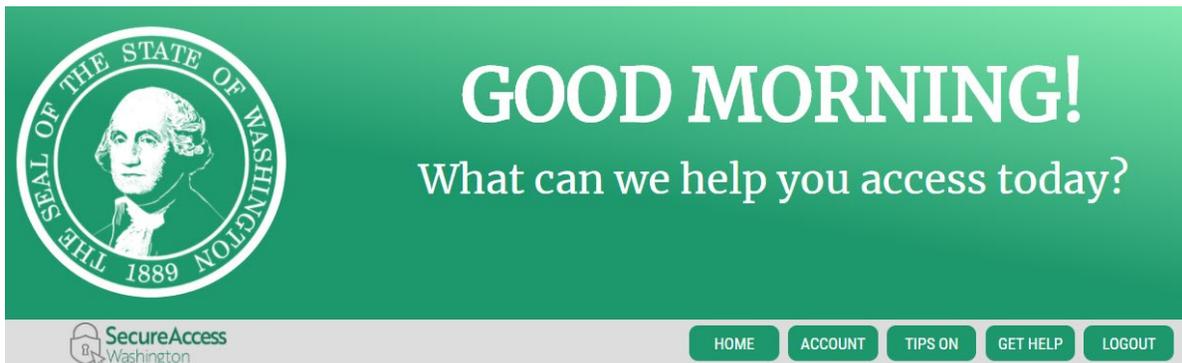
Two selection cards are shown. The first card, "I have been given a code.", features a large green key icon. The second card, "I would like to browse a list of services.", features a red border and a list of five horizontal bars, each with a green circle on the left side, representing a list of services.

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



ADD A NEW SERVICE

- Department of Early Learning
- Department of Ecology
- Department of Financial Institutions
- Department of Fish and Wildlife
- Department of Health**



SERVICES FROM DOH



CARE COORDINATOR SYSTEM	APPLY
TBD	
CHILD HEALTH INTAKE FORM	APPLY
The CHIF data system partners with the WA Medicaid agency to identify a child or youth who has special health care needs in order for Apple Health to offer care coordination and other services. CHIF access is limited to NDCs and LHJs.	
ENVIRONMENTAL HEALTH PAYMENT SYSTEM	APPLY
Online payment system for Environmental Public Health invoices and services	

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



REGISTRATION COMPLETE

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

OK

Step 12: Click on **ACCESS NOW**



ACCOUNT

GET HELP

TIPS ON

LOGOUT

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

SHOWING YOUR SERVICES FROM
ALL OF WASHINGTON



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

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

Quick Links

- Drinking Water Invoices
- Radioactive Materials Licensing
- Radioactive Waste Site Use Permit
- Shellfish Invoices
- LOSS Permit
- SAW

Welcome to Environmental Public Health Online Payment System

Please select an option from the Quick Links.

Washington State Department of Health
Environmental Public Health
Online Payment System

Technical issues with this Web site?
Email
[Environmental Health Application Testing and Support](#)
or call 360-236-4570

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

To get started, click on the **Environmental Health and Safety** tab, select **Shellfish Invoices** on the drop-down list or under **Quick Links** on the left side.

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

Quick Links

- Drinking Water Invoices
- Radioactive Materials Licensing
- Radioactive Waste Site Use Permit
- Shellfish Invoices
- LOSS Permit
- SAW

Welcome to Environmental Public Health Online Payment System

Please select an option from the Quick Links.

Washington State Department of Health
Environmental Public Health
Online Payment System

Technical issues with this Web site?
Email
[Environmental Health Application Testing and Support](#)
or call 360-236-4570

Environmental Health and Safety

- LOSS Permit
- Shellfish Invoices
- About Shellfish

Step 15: Enter your License Number. Click 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

Shellfish Invoice Payment

• LicenseNumber is required.

* License Number:

ex:WA-1236-SS

Invoice Type: --Select One--

Search Cancel

Step 16: Click check box and Continue

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

Shellfish Invoice Payment

ex:WA-1236-SS

* License Number:

Invoice Type: --Select One--

Search Cancel

Select Invoice(s) to make a payment

License Number	Licensee Name	Invoice Type	Invoice Year	Invoice DueDate	Invoice Total Amount	Balance Due
<input checked="" type="checkbox"/> WA-1234-SS	Washington Shellfish Co.	Shellfish Licensing	2023	12/03/2023	\$ 1437.00	\$ 1437.00

Continue

Step 17: 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

Entity ID: WA-1234-SS Entity Name: Washington Shellfish Co.

The following entities are selected for payment. Click 'Pay Now' to proceed to payment portal.

Entity ID	Entity Name	Invoice Year	Invoice DueDate	Invoice Total Amount	Balance Due
WA-1234-SS	Washington Shellfish Co.	2023	12/03/2023	\$ 1437.00	\$ 1437.00

Invoice(s) Amount Due: \$1437.00

Total Payment: \$1437.00

Pay Now

Return to Invoice Search

Step 18: You will be directed to the payment site “PayPoint”
Follow instructions and complete payment.

NOTE:

- 1) There is a 2% fee charged if you select the “Pay by credit card” option.
- 2) You may pay with a debit card by selecting credit card and using debit card information, the 2% charge still applies.

Step 19: Choose **method of payment** and **Next**; follow instructions and complete payment. Click **Next** again.

Note: Credit card option, including debit cards, (a 2% fee will be applied); Electronic Check (No Fee applied).

Step 20: Click 'I Agree' checkbox and 'Pay Now'. Wait for payment confirmation

Address

Billing Address:
Daffy Duck
1111 Test Address
Test City, WA 98123

Payment Method

Electronic Check
Checking
x1111
121000358

Payment Amount

Amount: 1424.00 USD
Convenience Fee: 0.00 USD
Total: 1424.00 USD

Today, being 11/10/2020, by entering my routing and account number above and clicking "Pay Now," I authorize my payment in the amount indicated above to be processed as an electronic funds transfer (EFT) or draft drawn from my checking or savings account as indicated above and, if necessary, to have my account electronically credited to correct erroneous debits. I understand that my payment will be processed within 1-3 banking days. I understand that this authorization will remain in full force and effect until I notify you that I wish to revoke it and allow you reasonable opportunity to act on my notice. PLEASE PRINT A COPY OF THIS PAGE FOR YOUR RECORDS.

[Back](#) [Pay Now](#) [Exit](#)

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

Step 21: WAIT for confirmation of your payment. If you leave the page, the processing of your payment may **NOT** be completed.

Step 22: Payment receipt available for **print**.

 Environmental Public Health Online Payment System

Division of Environmental Public Health [Home](#) [Drinking Water](#) [Radiation Protection](#) [Environmental Health and Safety](#)

Entity ID: WA-1234-SS Entity Name: Washington Shellfish Co.

The following entities are selected for invoice payment.

Entity ID	Entity Name	Invoice Year	Invoice DueDate	Invoice Total	Balance Due
WA-1234-SS	Washington Shellfish Co.	2023	12/31/2023	\$1437.00	\$1437.00

Invoice(s) Total Amount Paid: \$1437.00

Convenience Fee: \$ 0.00

Transaction Status: PaymentSuccess

Transaction Date: 12/1/2023

Confirmation Number: 20112512587575

[Return to Invoice Search](#) [Print](#)

Questions? Please email shellfish@doh.wa.gov or call (360) 236-3330