



RADIOACTIVE MATERIALS

Online License Fee Payment Guide

DOH 320-122 January 2020

Radioactive Materials licensees may now pay annual license fees online with an electronic check account transfer, Visa or MasterCard.

Certain license information changes require review or license amendments. Information regarding changes to your license can be [found on our website \(https://www.doh.wa.gov/CommunityandEnvironment/Radiation/RadioactiveMaterials/Licensing/regulatoryguide\)](https://www.doh.wa.gov/CommunityandEnvironment/Radiation/RadioactiveMaterials/Licensing/regulatoryguide).

We recommend submitting any license changes (radiation safety officer contact, address, etc.) to our office at least **two weeks** before making a payment online.

Send change requests to the Office of Radiation Protection, Radioactive Materials Section by email to RadioactiveMaterials@doh.wa.gov, or fax to 360-236-2255.

New User Login Instructions

Follow each step to ensure your successful online renewal.
First-time users must start by creating an account.

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 if you experience problems with the SAW website.

Online License Payments

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

- Step 1: Get started at** <https://secureaccess.wa.gov/>
- Step 2: Select SIGN UP!**



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! X

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

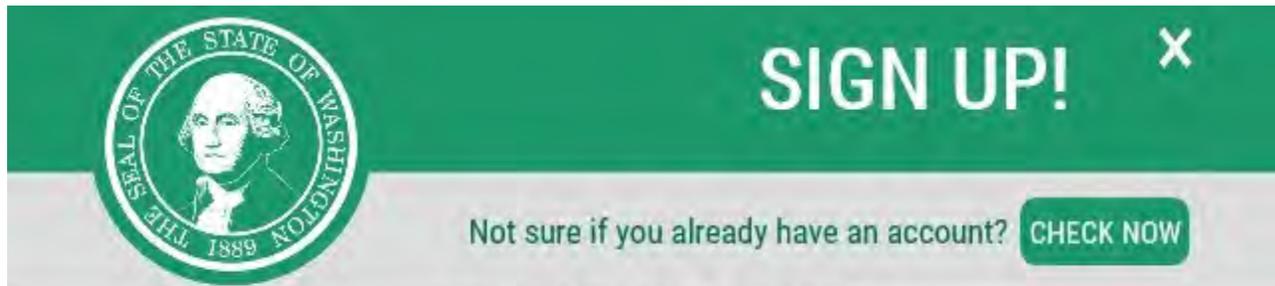
reCAPTCHA
Privacy - Terms

Select all images with a **bus**

VERIFY

SUBMIT

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/reqConfirm.do?s=64145&userId=>

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

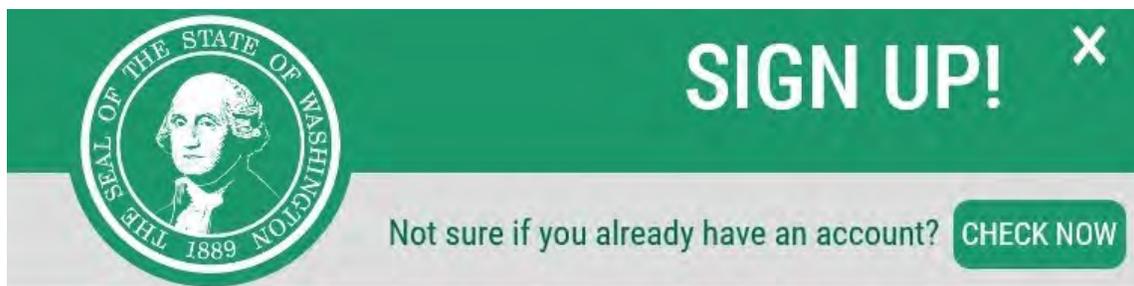
Thank you,
The Secure Access Washington Team

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.



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



WELCOME
to your login for Washington state.



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

LOGIN

USERNAME

PASSWORD

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



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

ADD A NEW SERVICE

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

SHOWING YOUR SERVICES FROM
ALL OF WASHINGTON

WASHINGTON STATE AGENCIES

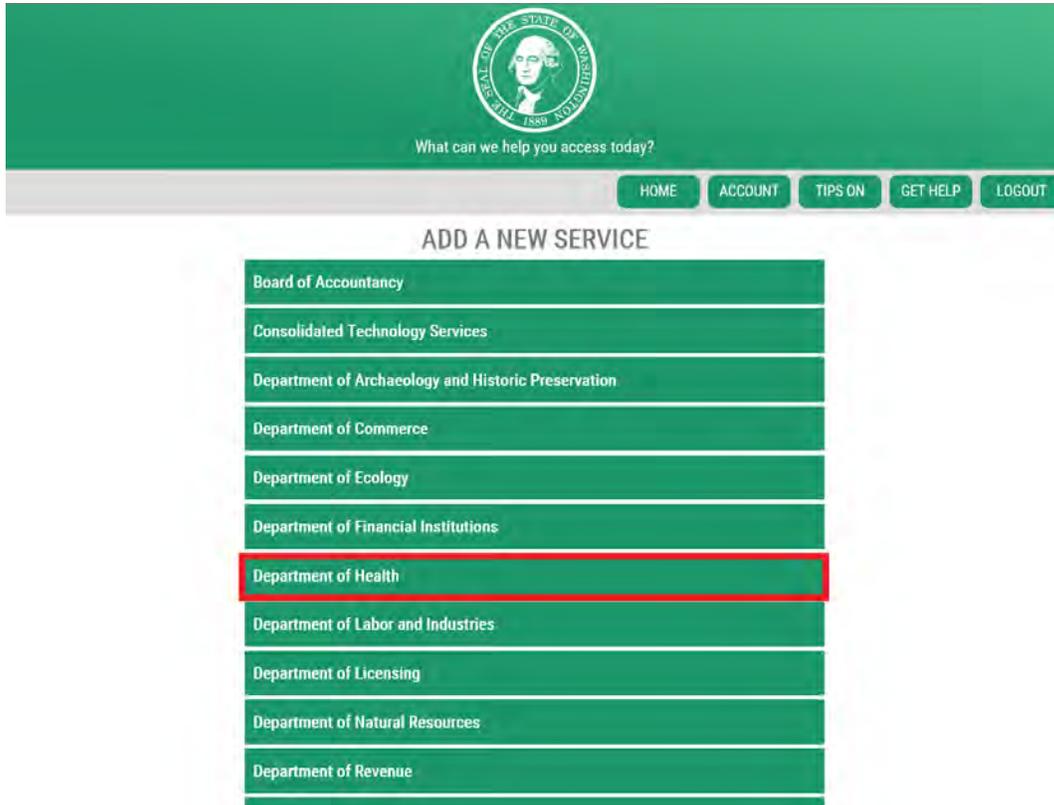
Step 9: Select I would like to browse a list of services.

ADD A NEW SERVICE

I have been given a code.

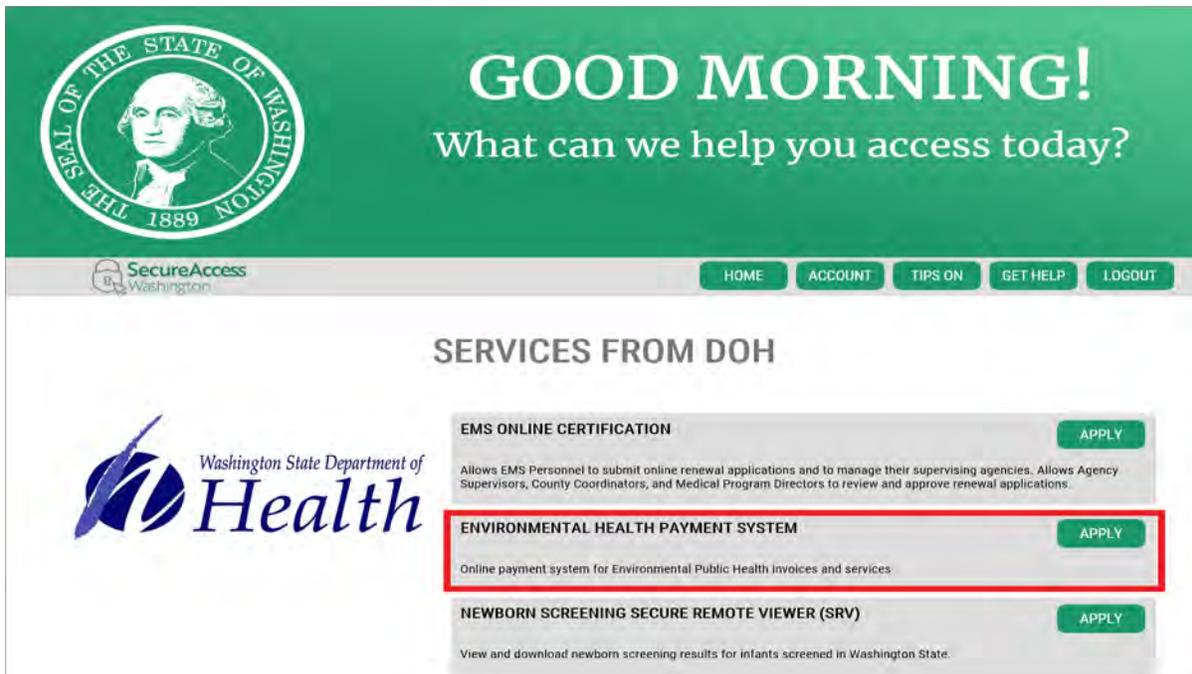
I would like to browse a list of services.

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



The screenshot shows the top navigation bar with the state seal and the text "What can we help you access today?". Below this are buttons for HOME, ACCOUNT, TIPS ON, GET HELP, and LOGOUT. The main content area is titled "ADD A NEW SERVICE" and contains a vertical list of department names. The "Department of Health" entry is highlighted with a red rectangular border.

- Board of Accountancy
- Consolidated Technology Services
- Department of Archaeology and Historic Preservation
- Department of Commerce
- Department of Ecology
- Department of Financial Institutions
- Department of Health**
- Department of Labor and Industries
- Department of Licensing
- Department of Natural Resources
- Department of Revenue



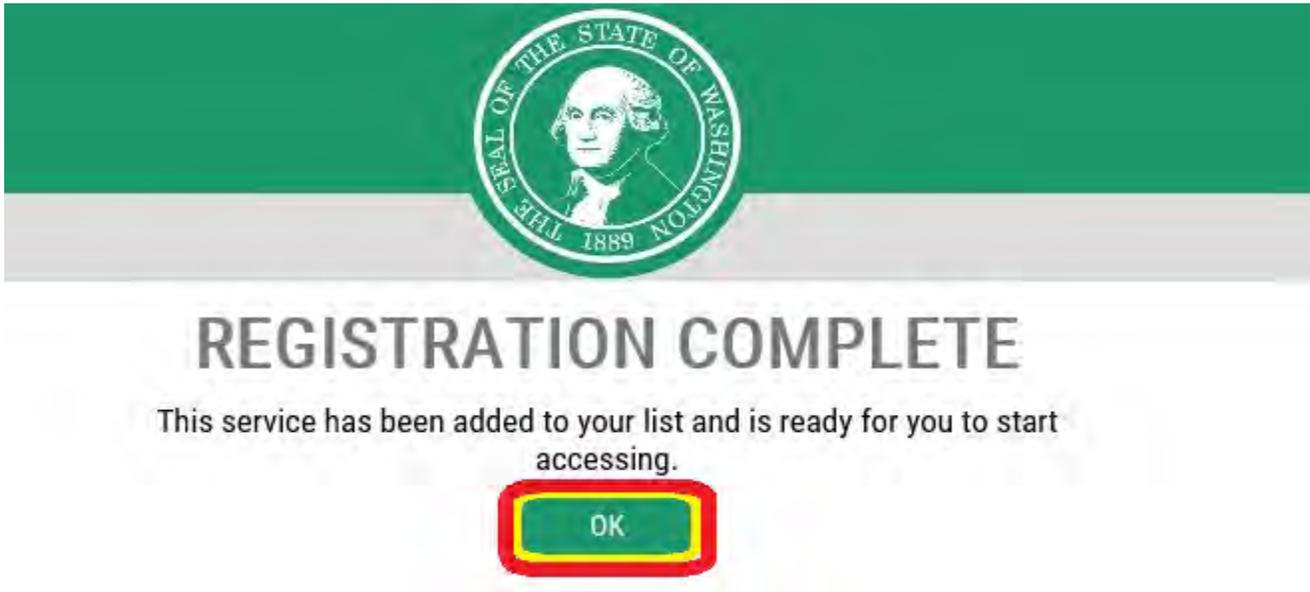
The screenshot shows the "GOOD MORNING!" header with the state seal and the text "What can we help you access today?". Below this are buttons for HOME, ACCOUNT, TIPS ON, GET HELP, and LOGOUT. The main content area is titled "SERVICES FROM DOH" and features the Washington State Department of Health logo. A list of services is displayed, with the "ENVIRONMENTAL HEALTH PAYMENT SYSTEM" entry highlighted by a red rectangular border.

EMS ONLINE CERTIFICATION [APPLY](#)
Allows EMS Personnel to submit online renewal applications and to manage their supervising agencies. Allows Agency Supervisors, County Coordinators, and Medical Program Directors to review and approve renewal applications.

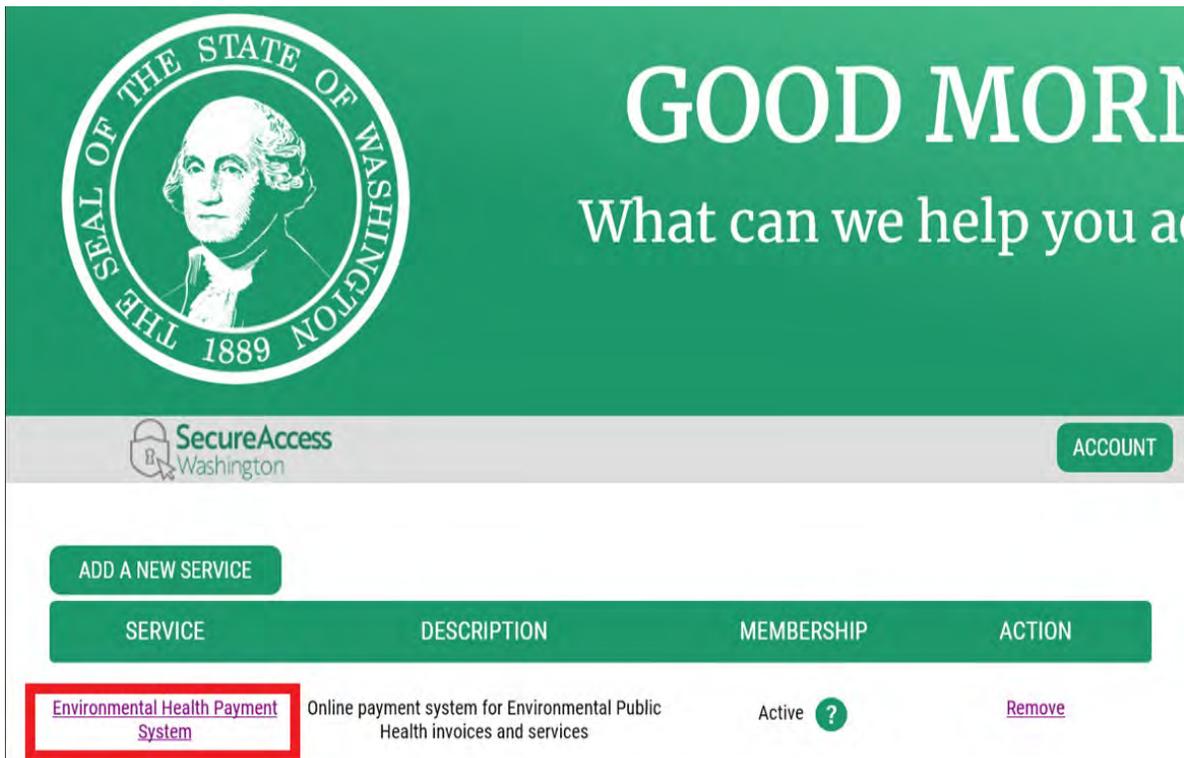
ENVIRONMENTAL HEALTH PAYMENT SYSTEM [APPLY](#)
Online payment system for Environmental Public Health invoices and services

NEWBORN SCREENING SECURE REMOTE VIEWER (SRV) [APPLY](#)
View and download newborn screening results for infants screened in Washington State.

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



Step 12: Select the link for Environmental Health Payment System.



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



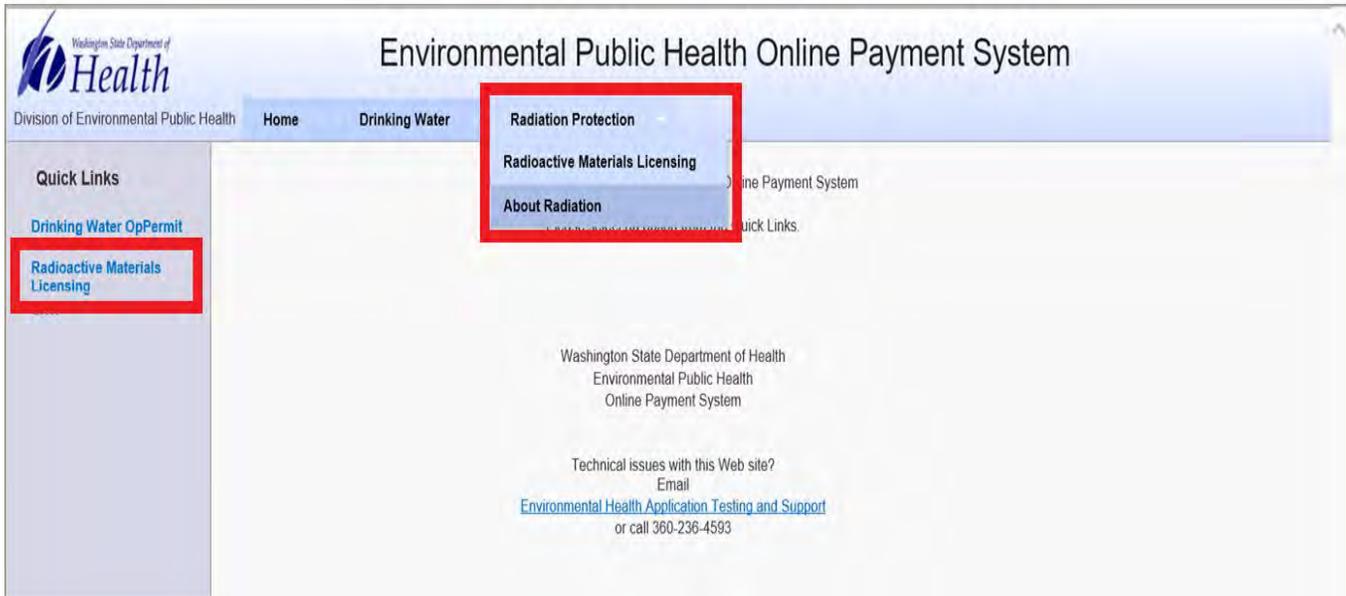
NOW ACCESSING



You are now accessing Environmental Health Payment System provided by Department of Health. If you require assistance, the Environmental Health Payment System help desk can be reached at ITServiceDesk@doh.wa.gov or 360-236-4357.



Step 14: Follow each step to ensure you complete your online renewal successfully.
To get started, on the **Radiation Protection** tab, select **Radioactive Materials Licensing** on the drop-down list or under **Quick Links** on the left side.



Step 15: Enter your license number from the invoice you received in the mail. **Select Search.**

Note: The **License Category** letter and **License Number** are required fields. The **License Suffix** is an option field that is not included on all licenses. Your license category is based on the letter in your license (Ex: M001 – ‘M’ is Medical, I001 – ‘I’ is Industrial, etc.) and your license number are the digits that follow before the hyphenation, if applicable. See highlighted area on the invoice example below.





Radioactive Materials Invoice

This is a bill for the annual radioactive materials license / registration fee as authorized under chapter 246-254 WAC.

Page 1 of 1

Invoice Mail Date: December 14, 2018

Due Date: January 31, 2019

INVOICE

Licensee Facility Name: 1999
 RSO or Contact Name:
 Licensee Mailing Address:
 City State Zip:

Please review all information for accuracy. Line through incorrect data and make any necessary corrections / changes.

Invoice Number: 032119

Licensing Fee Calculation:

Primary Fee Code 31 x 1 Location(s)	\$1,511.00
Total License / Registration Fee:	\$1,511.00

If you qualify for the Small Business Discount, please subtract 25% from the total fee shown above. Complete and return the Small Business Certification with your payment. A copy for your use is on our website at <http://www.doh.wa.gov/Portals/1/Documents/4100/smbuscertm.docx>.

Step 16: Your License Number, Licensee Name, and invoice information should now appear. Please verify that the information matches the information on your invoice. **Click Continue.**



Environmental Public Health Online Payment System

Division of Environmental Public Health
Home
Drinking Water
Radiation Protection

Radioactive Materials Licensee Invoice Payment

* License Category: RECIPI-Reciprocity * License Number: [REDACTED] Licensee Suffix: [REDACTED]

ex.M001-2

Select Invoice(s) to make a payment.

License Number	Licensee Name	Invoice Type	Invoice Year	Invoice DueDate	Invoice Total Amount	Balance Due	Scan Code
<input checked="" type="checkbox"/> [REDACTED]	[REDACTED]	Annual Licensing	2018	01/31/2019	\$ 2583.00	\$ 2583.00	[REDACTED]

Step 17: Your License Number, Licensee Name, and invoice information should appear again. Please verify that the information matches the information on your invoice. **Enter the amount you wish to pay in the Current Payment field. Click Pay Now.**

The screenshot shows the 'Environmental Public Health Online Payment System' interface. At the top, there is a navigation bar with 'Home', 'Drinking Water', and 'Radiation Protection'. Below this, the user's entity information is displayed: 'Entity ID: RECIP-092' and 'Entity Name: NEUTRON PRODUCTS'. A message states: 'The following entities are selected for payment. Click 'Pay Now' to proceed to payment portal.' A table lists invoice details:

Entity ID	Entity Name	Invoice Year	Invoice DueDate	Invoice Total Amount	Balance Due	Current Payment
[REDACTED]	[REDACTED]	2018	01/31/2019	\$ 2583.00	\$ 2583.00	\$ 2583.00

Below the table, it shows 'Invoice(s) Amount Due: \$ 2583.00' and 'Total Payment: \$ 2583.00'. A 'Pay Now' button is highlighted with a red box. A 'Return to Invoice Search' button is also visible.

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.

The screenshot shows the 'Choose method of payment' dialog box. It has a title bar that says '* Indicates required field' and 'Choose method of payment'. There are two radio button options: 'Pay by electronic check' and 'Pay by credit card'. The 'Pay by electronic check' option is selected. Below it, there is a dropdown menu for '* Account Type:' with 'Personal' selected. There are also 'VISA' and 'MasterCard' logos. At the bottom, there are three buttons: 'Back', 'Next', and 'Exit'. Two red arrows point to the 'Pay by electronic check' radio button and the 'Pay by credit card' radio button.

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.

Example of Pay by Check:

Payment Information * Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

Phone:

E-Mail:

Payment Details

*Payment Amount: 70.00 USD
Convenience Fee: 2.50 USD

Payment Method

*Name on Card:

*Card Number:

*Expiration Date: * Month
* Year

*Card Verification Value(CVV2): [What's This?](#)



* Enter the above code:

[Can't read? Try a different code.](#)

[Back](#) [Next](#) [Exit](#)

Example of Pay by Card:

Payment Information * Indicates required field

Billing Address

Use Business Name

*First Name:

M.I.:

*Last Name:

*Street Line 1:

Street Line 2:

*City:

*State:

*Zip:

*Country:

Phone:

E-Mail:

Payment Details

*Payment Amount: 70.00 USD
Convenience Fee: 2.50 USD

Your account will be debited in 1 to 3 days from the date identified. If your payment date falls on a non-banking day your payment will be executed on the next available banking day. Current date payments received after 6:00 PM ET will be executed on the next valid banking day.

Payment Method

*Name On Account:

*Account Number: [What's This?](#)

*Re-Type Account Number:

*Routing Number: [What's This?](#)

*Account Type: Checking Savings

*Driver License Number:

*Driver License State:

[Back](#) [Next](#) [Exit](#)

Step 20: Review your payment information. **Select Pay Now.**

The screenshot shows the 'Payment Review' page from the Washington State Department of Health. The page is titled 'Payment Review' and features a logo for the Washington State Department of Health. The main content area is a table with three sections: 'Address', 'Payment Method', and 'Payment Amount'. The 'Address' section contains the text 'Billing Address: Billing information/verification address appears here.' The 'Payment Method' section contains the text 'Payment type and account information appears here.' The 'Payment Amount' section contains a table with the following data:

Amount:	70.00 USD
Convenience Fee:	2.50 USD
Total:	72.50 USD

At the bottom right of the table, there are three buttons: 'Back', 'Pay Now', and 'Exit'. The 'Pay Now' button is highlighted with a red box. Below the table, there is a note: 'Once you select 'Pay Now' please wait for confirmation of your payment. If you leave this page, the processing of your payment and renewal or application may not be c'. At the very bottom of the page, there is a small disclaimer: 'All trademarks, service marks and trade names used in this material are the property of their respective owners.'

Step 21: You will receive a message that reads **Approved!** You may want to print a receipt for your records by selecting **Print Receipt**.

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