Directions for setting up a Secure Access Washington (SAW) account to access the PrEP DAP client online application. (Please note, SAW is the gateway that allows secure access to your PrEP DAP profile, this is not the PrEP DAP application.)

Step 1: using your browser, open https://secureaccess.wa.gov

If you do not already have a SAW account, click 'Create one' to create a new SAW account. Use whatever User ID and Password you want. <u>Remember to save your SAW User ID and Password</u> <u>somewhere safe where you can find it again</u> (Skip to Step 3, bottom of page 3, if you already have a SAW account).

		Ne	ws Vide	o He
Log in to SecureAccess Washington				
User ID:	2	a ?		_?
Password:				
Password:	Forgot User ID?	Forgot Password?	Activate Account	Missing Email?

Use the start button to create an account:



<complex-block><complex-block><complex-block>

Enter your name and email address, and set up your security question(s) and answer(s).

Review your information and print or save the page for your records:

SAW	SecureAcce	SS N			
1 Name &	2 User ID &	3 Review	4 Validate	5 Check	6 Log in to
Review your info	password	information	Information	email	account
Here is your persor NOTE: We value th months or 13 mor	al and account informa le security of your perso t hs depending on appl	tion. onal information. In orc cation access. Also, y	ler to protect this inforr our password should n	nation, your password ot include a dictionary	will expire every 24 word.
Name:					
E-mail Address:					
User ID:					
Secret Question:					
What city did your fir Answer:	st airplane ride take you	ı to?			
Continue to the previo	to us page to make chan page if the information	ges. is correct.			
PREVIOUS	<u>MT</u> uns page for your re	NEXT			
© Copyright 2015 Washington State Dept. of Cons All Rights Reserved	olidated Technology Services				<u>Privacy Notic</u>

Complete the security check:



After you create an account, you'll receive an email from "secureaccess" to confirm the SAW registration.



Step 2: Check your email account for the *Welcome to Secure Access Washington* message. Click on the link in the message to re-open SAW.



Step 3. Log into SAW again

	News Video He
Log in to SecureAccess Washington	
line (D)	
Password:	
	Forgot Forgot Activate Missing
	Get cyber security news and alerts by following our
	Security Operations Center

For persons with disabilities, this document is available on request in other formats. To submit a request, please call 1-800-525-0127 (TDD/TTY call 711).

Go to the green tab "My Secure Services". Click on the secondary tab "Add a New Service"

SAW	SecureAccess washington		Ļ	Welcome,	Logout
		Admin	My Secure Services	Account Manageme	nt Help
My Services	Add a New Service	Contact Us			
Binner CANVIS	1				and the second
Please note: SAW is a spon	snared portal serving multiple isoring agency directly. Click t	he "Contact Us" I	button to view a list of ager	provided through SAVV, pleas	se contact the
Service	Agency	Desc	iption	Status	Action
No services.					_

Use the <u>Service Code 159392</u> and click Apply (once you add the service code, the link will remain on your "My Services" list for future access to your PrEP DAP profile.)

SAW SecureAccess			Welcome, JoshuaP Logout			
			My Secure Services	Account Management	Help	
		r				
My Services	Add a New Service	Contact Us				
Service code: If you have been below to apply fo	given a service code by an a r access to the service.	gency, enter it	Select an agency below Board for Volunteer Fil Consolidated Technolo Criminal Justice Trainii Department of Comme	to see a list of services: re Fighters agy Services ag Commission arce		
APPLY			Department of Early Le Department of Ecology Department of Ecology	earning (
Search services b	y keywords:		 Department of Fish an 	d Wildlife		
Enter keyword(s)	below to find related service	s. Leave field	Department of Health			
blank to display a	all services.		Department of Informa	tion Services		
			Department of Licensir Department of Natural	Resources		
			Department of Natural	and Health Services		
AT LEAST ONE of th	e words	~	Department of Transport	ortation		
			Developer Testing Onl	У		
SEARCH			DIS DEMO DOMAIN			
			 Employment Security I 	Department		

Complete the Service Registration by entering your information. *Make sure something is entered into the fields with * to the left of the field description*. This service registration is sent to PrEP DAP for the staff to verify it is a real person and link to an existing account if applicable, if there is no existing account we will create a new one for you. (Please note, this is a one-time process, linking may take as little as 15 minutes or up to one full business day.) Please allow time for this to occur in order to access your PrEP DAP online application.

Welcome, JoshuaP Logout SecureAccess Add a New Service Contact Us My Services Service Registration Please fill out the form below to apply to agency Department of Health's service PrEP DAP Client Site. Complete the following form: (*) indicates a required field Legal First Name *Legal First Name Legal Middle Initial Legal Middle Initial Legal Last Name *Legal Last Name Date of Birth (mm/dd/yyyy) *Date of Birth Social Security Number (###-######) Social Security Number Sex at birth as assigned by the doctor. Sex at Birth ✓ 1 Female PreP DAP Status at SAW Request PreP DAP Status at SAW Actively Enrolled ~ Request Who to contact about this access request *Who to contact about \checkmark Applicant this access request Contact Phone Contact Phone Preferred Contact days/times Preferred Contact days/times PrEP DAP Prevention Navigator Name PrEP DAP Prevention Navigator Name PrEP DAP Prevention Navigator Agency PrEP DAP Prevention Navigator Agency

Click on the "REGISTER" button.

A response webpage will appear telling you your Registration has been submitted.

SAW SecureAccess WASHINGTON		Welcome, JoshuaP	gout
	My Secure Services	Account Management	Help
My Services Rdd a New Service Contact	Us		
Service Registration Successful			
Thank you for registering with agency Department of Health 's tab above to access the service.	s service PrEP DAP Client Site.	Please click the "My Secure S	ervices"

If you return to the "My Services" tab on the SAW website you will see a page like the one below. The Status for the "PrEP DAP – Client Site" should be "Active".

SAW	SecureAccess	Welcome, Jo	oshuaP L	ogout
		My Secure Services Accou	int Management	Help
My Services	Add a New Service Con	tact Us		
Please note: SAW is sp	a shared portal serving multiple state onsoring agency directly. Click the "Co	agencies. To get help with a service provided thro ntact Us" button to view a list of agency contact in	ugh SAW, please co formation.	ontact the
Service	Agency	Description	Status	Action
PrEP DAP Client Site	Department of Health	Using this website, you can apply and recertify online for the PrEP DAP program; check the status of your application, and view the effective dates of your current eligibility for services.	Active	<u>Remove</u>

You will receive an email from Secure Access Washington approving access. This can take up to one business day depending on response time by PrEP DAP eligibility staff.

	SecureAccess Washington : Access Approved secureaccess to: 02/02/2017 04:02 PM Show Details	
0	<pre>* This is a system generated message, please DO NOT reply to this email. * If you have any questions, please visit our support site at: * http://support.secureaccess.wa.gov *</pre>	0
	Your access to SecureAccess Washington agency [Department of Health] service [PROVIDE Provider Site] has been approved for User ID [ballingb].	
	SecureAccess Washington (Customer Test) Login at <u>https://test-secureaccess.wa.gov/myFortress/saw/select.do</u>	

After receiving the above email, you can apply for PrEP DAP services, check the status of your application and view current eligibility for services through Secure Access Washington (SAW) by clicking on the 'PrEP DAP – Client Site' Service link on the My Services page.

SAW	SecureAccess WASHINGTON			Welcome, JoshuaP	Logout
			My Secure Services	Account Managemer	nt Help
My Services	Add a New Service	Contact Us			
Please note: SAW is	s a shared portal serving multi ponsoring agency directly. Clic	ple state agencies. k the "Contact Us" l	To get help with a service pr button to view a list of agenc	rovided through SAW, pleas cy contact information.	e contact the
Service	Agency	Desc	ription	Status	Action
PrEP DAP Client Site	Department of I	Health Using recerti check view ti eligibil	this website, you can apply fy online for the PrEP DAF the status of your application the effective dates of your of ity for services.	y and Active ? program; ion, and uurrent	<u>Remove</u>

Once you click the PrEP DAP Client Site after you have been linked by eligibility staff, you will see the screen below. Click 'OK' to launch the PrEP DAP client site which will take you directly to the online application.

