

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. Remember to save your SAW User ID and Password somewhere safe where you can find it again (Skip to Step 3, bottom of page 3, if you already have a SAW account).



Use the start button to create an account:



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

SAW SecureAccess WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Validate information 5 Check email 6 Log in to account

Create a user ID and password

User ID:

Password:

Confirm Password:

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Requirements for a secure password:

- At least 10 characters
- Contain at least three of the following character classes:
 - uppercase letters
 - lowercase letters
 - numerals
 - special characters
- Does not contain user ID
- Does not contain your full name

Elements still needed for a secure password:

- At least 10 more characters

Privacy Notice

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

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Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire every 24 months or 13 months depending on application access. Also, your password should not include a dictionary word.

Name:

E-mail Address:

User ID:

Password:
XXXXXXXXXXXX

Secret Question:
What city did your first airplane ride take you to?

Answer:
XXXXXXXXXXXX

Go back to the previous page to make changes.
Continue to the next page if the information is correct.
You may want to **PRINT** this page for your records.

PREVIOUS NEXT

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Privacy Notice

Complete the security check:

1 Name & email 2 User ID & password 3 Review information 4 Validate information

Enter security check

(Click here if you cannot read the code)

In the box below, enter the security code you see above (not case sensitive):

 x

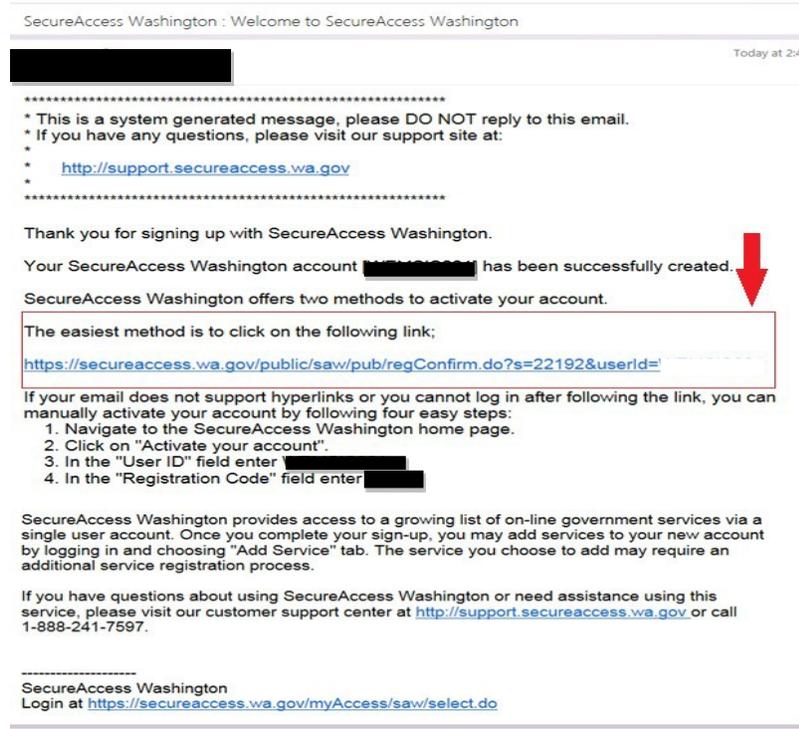
After you create an account, you'll receive an email from "secureaccess" to confirm the SAW registration.

1 Name & email 2 User ID & password 3 Review information 4 Security check

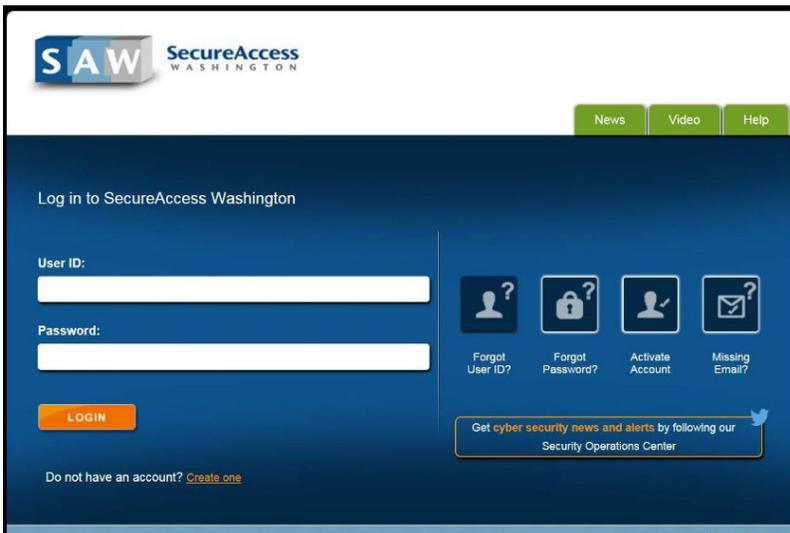
Check your email account

You are not quite finished yet! Next you will need to check your email to get information needed to get your account activated and ready to use!

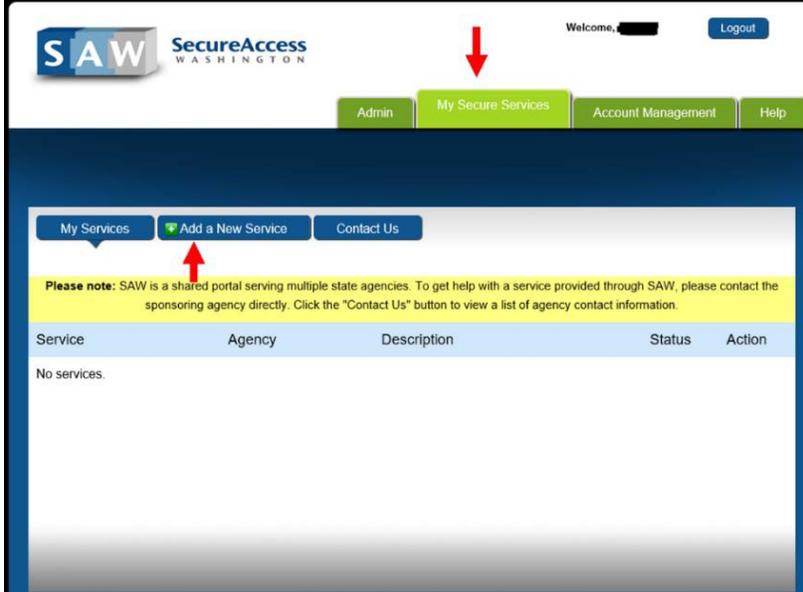
Step 2: Check your email account for the *Welcome to Secure Access Washington* message. Click on the link in the message to re-open SAW.



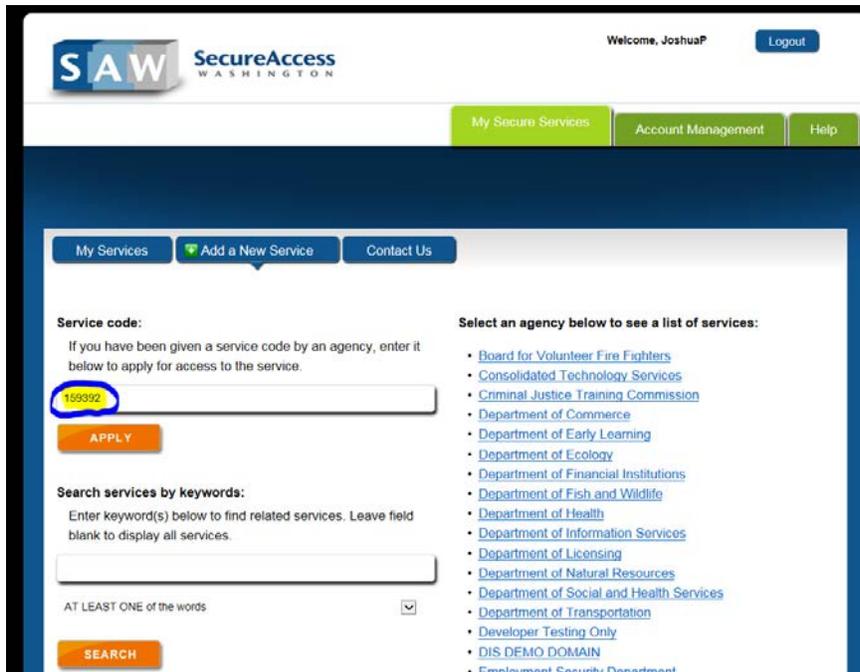
Step 3. Log into SAW again



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



Use the **Service Code 159392** 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.)



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.

Click on the “REGISTER” button.

The screenshot shows the SAW SecureAccess WASHINGTON user interface. At the top, there is a logo for SAW SecureAccess WASHINGTON, a user greeting "Welcome, JoshuaP", and a "Logout" button. Below the header are three navigation tabs: "My Secure Services" (highlighted in green), "Account Management", and "Help".

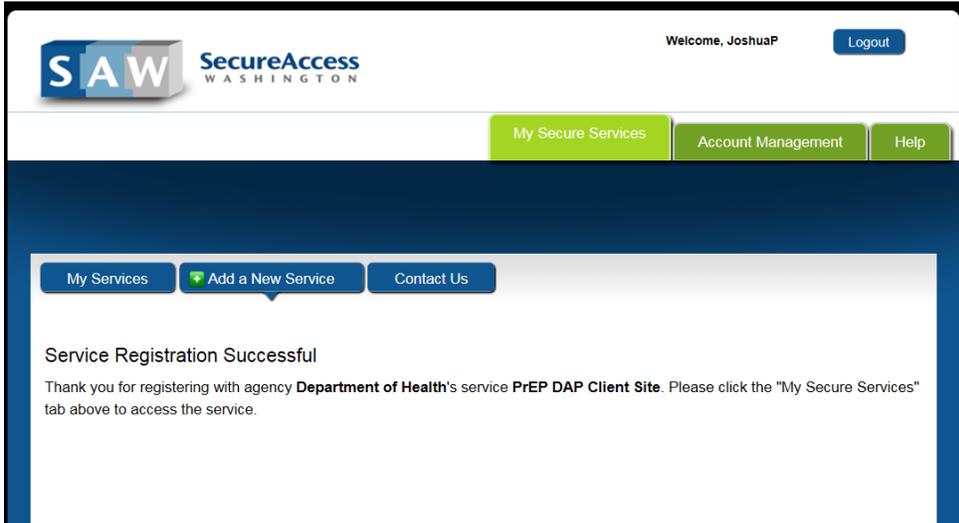
The main content area is titled "Service Registration" and includes a sub-header "Please fill out the form below to apply to agency Department of Health's service PrEP DAP Client Site." Below this is a blue banner that reads "Complete the following form: (*) indicates a required field".

The form contains the following fields:

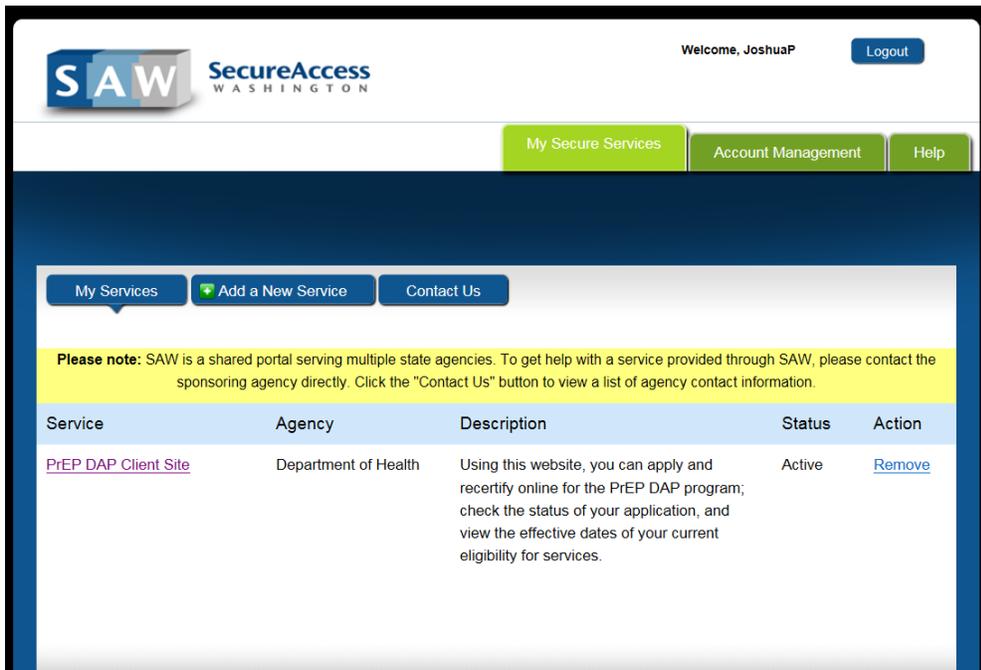
- *Legal First Name (text input)
- Legal Middle Initial (text input)
- *Legal Last Name (text input)
- *Date of Birth (text input, format: mm/dd/yyyy)
- Social Security Number (text input, format: ###-##-####)
- Sex at Birth (dropdown menu, currently set to "Female")
- PreP DAP Status at SAW Request (dropdown menu, currently set to "Actively Enrolled")
- *Who to contact about this access request (dropdown menu, currently set to "Applicant")
- Contact Phone (text input)
- Preferred Contact days/times (text input)
- PrEP DAP Prevention Navigator Name (text input)
- PrEP DAP Prevention Navigator Agency (text input)

At the bottom of the form are two buttons: "CANCEL" and "REGISTER".

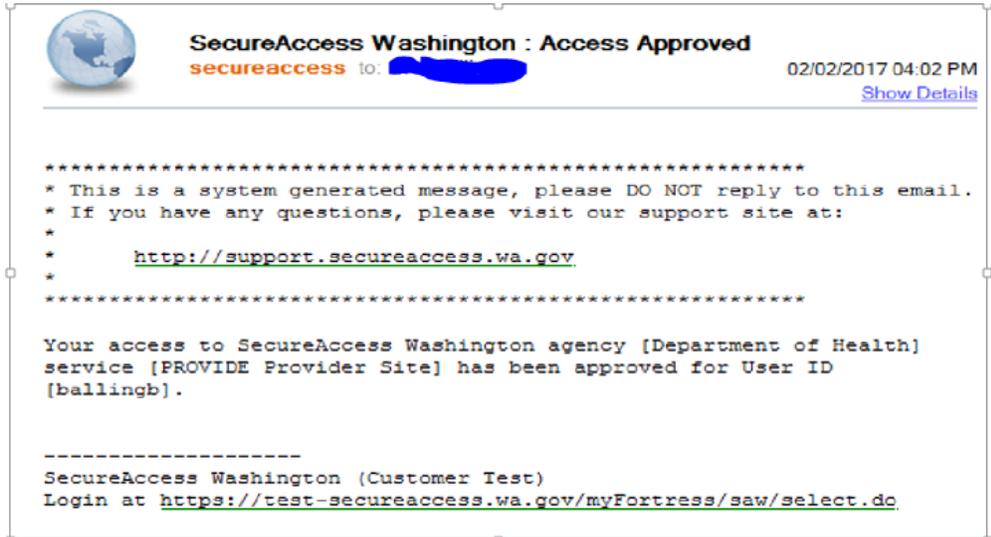
A response webpage will appear telling you your Registration has been submitted.



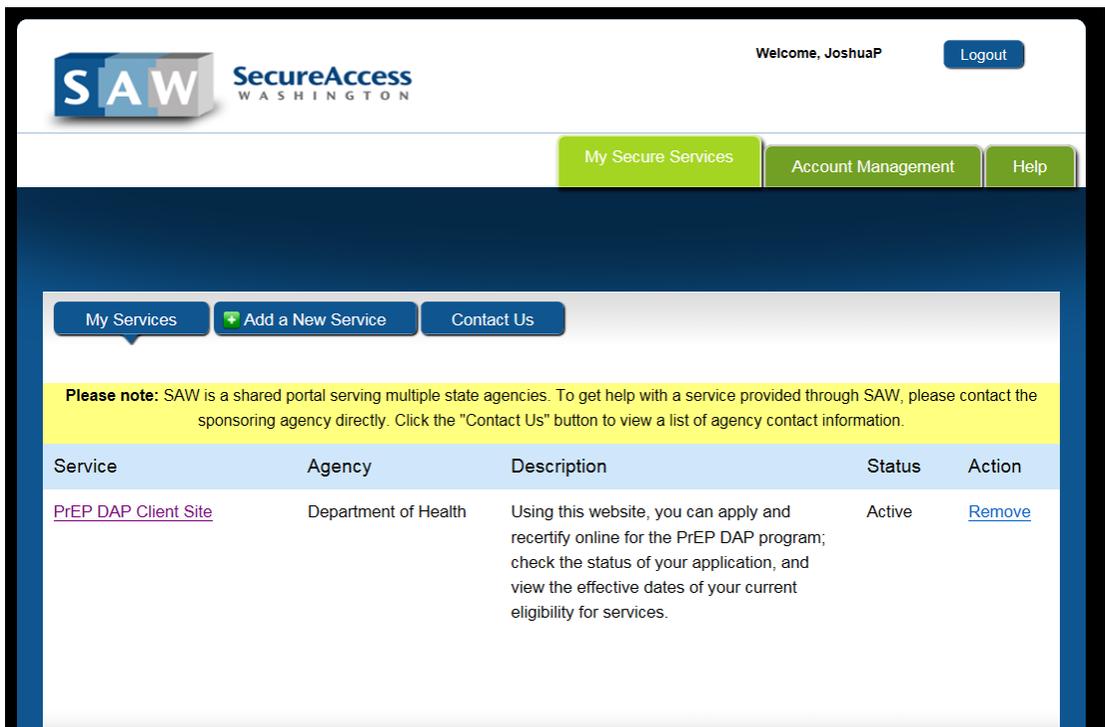
If you return to the "My Services" tab on the SAW website you will see a page like the one below. The Status for the "PrEP DAP – Client Site" should be "Active".



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.



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.



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.

