



Large On-Site Sewage
Online Payment Guide

Online payment options for Large On-Site Sewage System (LOSS) invoices is 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.

LOSS 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 page. At the top, there is a blue 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 split 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

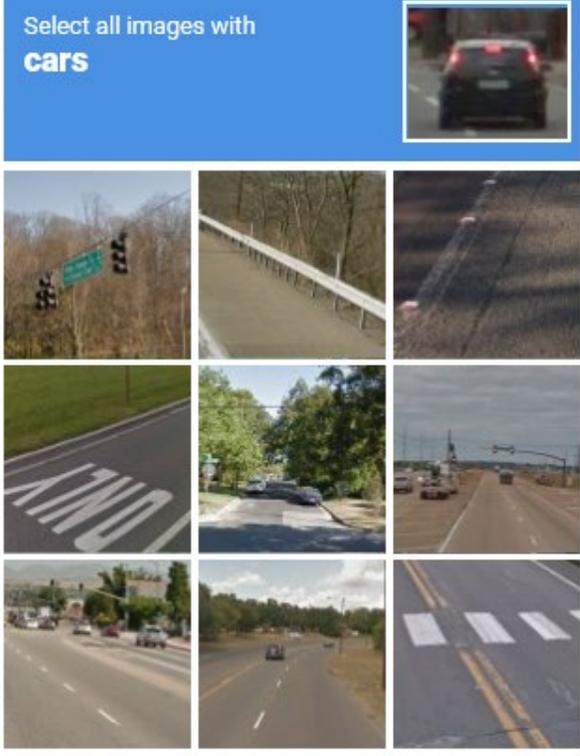
PASSWORD REQUIREMENTS

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

Select all images with **cars**

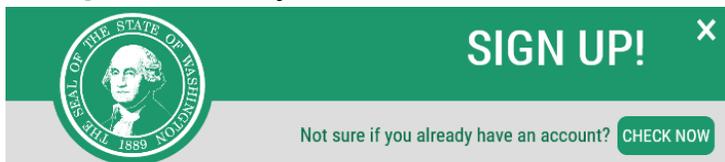


   [VERIFY](#)

I'm not a robot 

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

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 Washington

 **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.

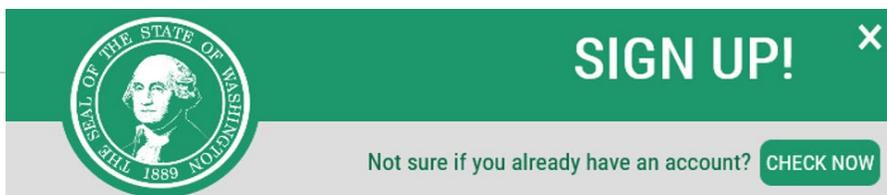
Your username is: dmouse

To activate your account, please click: <https://secureaccess.wa.gov/public/saw/pub/regConfirmdo?s=6524&userid=dmouse>

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

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.

[LOGIN](#)

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

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



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

GOOD MORNING!
What can we help you access today?

SecureAccess
Washington

ACCOUNT GET HELP TIPS ON LOGOUT

ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
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SHOWING YOUR SERVICES FROM
ALL OF WASHINGTON

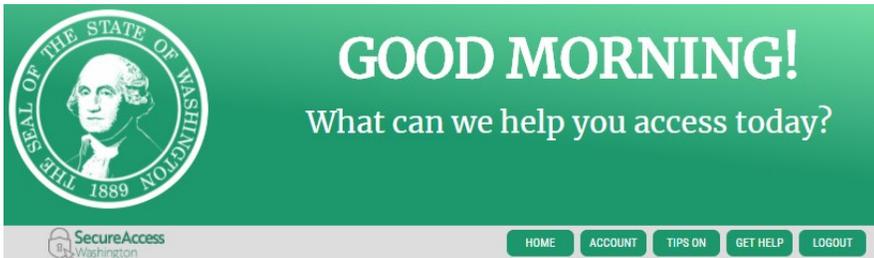
Step 9: Select **I would like to browse a list of services**.

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**.



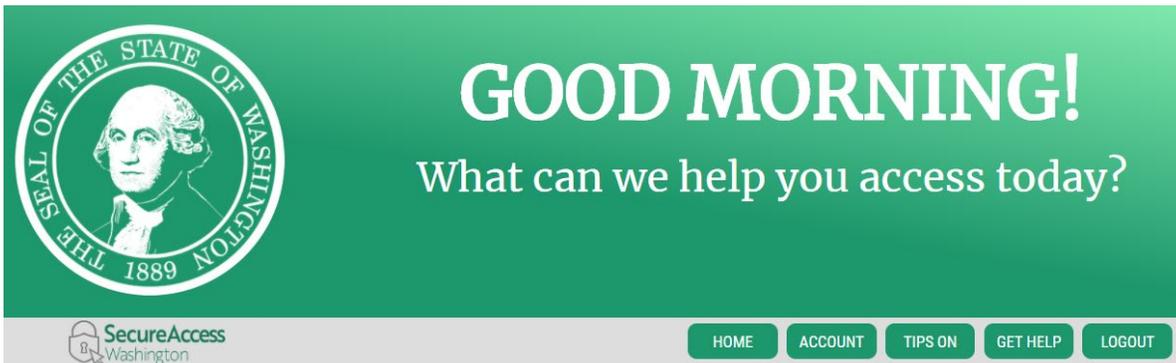
GOOD MORNING!
What can we help you access today?

SecureAccess Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

ADD A NEW SERVICE

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



GOOD MORNING!
What can we help you access today?

SecureAccess Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

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**

SecureAccess Washington

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

WASHINGTON STATE AGENCIES

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 OpPermit
- Radioactive Materials Licensing
- Radioactive Waste Site Permit
- Export Certificate
- 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 360-236-4593

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

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

Washington State Department of Health
Division of Environmental Public Health

Environmental Public Health Online Payment System

Home | Drinking Water | Radiation Protection | **Environmental Health and Safety**

Welcome to Environmental Public Health Online Payment System
Please click on 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 360-236-4593

Step 15: Enter your **Permit Number, Customer ID, or Invoice Number**.
Click **Search**

Washington State Department of Health
Division of Environmental Public Health

Environmental Public Health Online Payment System

Home | Drinking Water | Radiation Protection | **Environmental Health and Safety**

LOSS Invoice Payment

** Please enter your Customer ID, System ID, or the Invoice Number as shown on your invoice.*
** If you want to pay for multiple systems, enter only your Customer ID in order to see all invoices associated with your organization.*
** For billing questions or assistance with online payments, please email [Wastewater Management](#) or call (360) 236-3330.*

System ID: Customer ID: Invoice Number:

NOTE: If you own more than 1 (one) LOSS enter **ONLY** your Customer ID (found on your invoice, next to your to see all payments due at the same time.

STATE OF WASHINGTON
Department of Health
INVOICE
OFFICE OF ENVIRONMENTAL HEALTH AND SAFETY
LARGE ON-SITE SEWAGE SYSTEM (LOSS) OPERATING PERMIT RENEWAL

ACCOUNTS PAYABLE
OWNER
ADDRESS
CITY, WA 98000

Customer ID: 012345
Invoice Number: 040238
Invoice Date: July 10, 2021
Due Date: August 31, 2021



Environmental Public Health Online Payment System

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

LOSS Invoice Payment

* Please enter your Customer ID, System ID, or the Invoice Number as shown on your invoice.
* If you want to pay for multiple systems, enter **only** your Customer ID in order to see all invoices associated with your organization.
* For billing questions or assistance with online payments, please email [Wastewater Management](#) or call (360) 236-3330.

System ID: Customer ID: Invoice Number:

Select Invoice(s) to make a payment

System ID	System Name	Owner Name	Invoice Type	Invoice Year	DueDate	Invoice Total Amount	Balance Due
<input type="checkbox"/> ASO001	Cherry Hill Mobile Home Park	Curtis Sutton	Operating Permit	2020	01/31/2021	\$ 568.50	\$ 568.50

Step 16: Click check box and Continue



Environmental Public Health Online Payment System

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

LOSS Invoice Payment

* Please enter your Customer ID, System ID, or the Invoice Number as shown on your invoice.
* If you want to pay for multiple systems, enter **only** your Customer ID in order to see all invoices associated with your organization.
* For billing questions or assistance with online payments, please email [Wastewater Management](#) or call (360) 236-3330.

System ID: Customer ID: Invoice Number:

Select Invoice(s) to make a payment

System ID	System Name	Owner Name	Invoice Type	Invoice Year	DueDate	Invoice Total Amount	Balance Due
<input checked="" type="checkbox"/> ASO001	Cherry Hill Mobile Home Park	Curtis Sutton	Operating Permit	2020	01/31/2021	\$ 568.50	\$ 568.50



Step 17: Click Pay Now



Environmental Public Health Online Payment System

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

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
ASO001	Cherry Hill Mobile Home Park	2020	01/31/2021	\$ 568.50	\$ 568.50

Invoice(s) Amount Due: \$ 568.50

Total Payment: \$ 568.50

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.

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

[Home](#) |
 [Drinking Water](#) |
 [Radiation Protection](#) |
 [Environmental Health and Safety](#)

Entity ID: **KIN042** Entity Name: **Wellington Elementary**

The following entities are selected for invoice payment.

Entity ID	Entity Name	Invoice Year	Invoice DueDate	Invoice Total	Balance Due
KIN042	Wellington Elementary	2020	03/01/2021	\$ 637.50	\$ 637.50

Invoice(s) Total Amount Paid: \$ 637.50

Convenience Fee: \$ 0.00

Transaction Status: PaymentSuccess

Transaction Date: 11/25/2020

Confirmation Number: 20112512587575