

## **Obtaining a Web Plus Account**

Web Plus is a secure method of transmission for cancer data files and can be used to abstract cases by both registrars and providers.

Web Plus is offered as a service within Secure Access Washington (SAW), a platform that hosts a variety of applications used by state agencies throughout Washington.

You will need to register for both a SAW Account and a Web Plus Account to sign up for this service.

### **Complete the Registration Process**

1. Register for a Secure Access Washington Account here:

<https://secureaccess.wa.gov/public/saw/pub/displayRegister.do>

2. Complete the Web Plus Registration Form located on our webpage

(<https://www.doh.wa.gov/Portals/1/Documents/Pubs/140-191-WebPlusRegistrationForm-Registrar.pdf>) and return it to [wscr@doh.wa.gov](mailto:wscr@doh.wa.gov) or fax it to 360-527-2417. Please note: You will

not be given access to Web Plus until your signed registration form is completed and returned to us.

### **Add Web Plus as a Service in SAW**

1. Log into Secure Access Washington, click on “My Secure Services” at the top of the page and then click on “Add a New Service.” Enter **7176@DOH01** as your agency issued service code. This will bring you to step 2 below.

2. Complete the Knowledge-Based Authentication (KBA) process. In order to add Web Plus as a service, Secure Access Washington will attempt to verify your identity using public records. If you cannot pass KBA authentication after 2 attempts, click on “request a bypass” and contact [wscr@doh.wa.gov](mailto:wscr@doh.wa.gov) for us to verify your identity with Secure Access Washington.

3. If you passed KBA, log back into Secure Access Washington and click on “My Secure Services” again and click on the link to the Web Plus application.

4. Log in to Web Plus with the credentials provided to you in the reply email from [wscr@doh.wa.gov](mailto:wscr@doh.wa.gov) when you submitted your Web Plus Registration Form.

### **Trouble Shooting:**

If you’re having problems registering for a Secure Access Washington account please contact Washington Technology Solutions at 360-586-1000 or email [support@watech.wa.gov](mailto:support@watech.wa.gov)

If you have problems with the Knowledge-Based Authentication (identity verification) process, please contact [wscr@doh.wa.gov](mailto:wscr@doh.wa.gov).

If you’ve added Web Plus as a service to Secure Access Washington and cannot access the Web Plus Application, please contact [wscr@doh.wa.gov](mailto:wscr@doh.wa.gov).