

All IIS users will need a Secure Access Washington account to access the IIS. If you currently are not an IIS user or part of an existing participating organization, please see the [IIS access page](#).

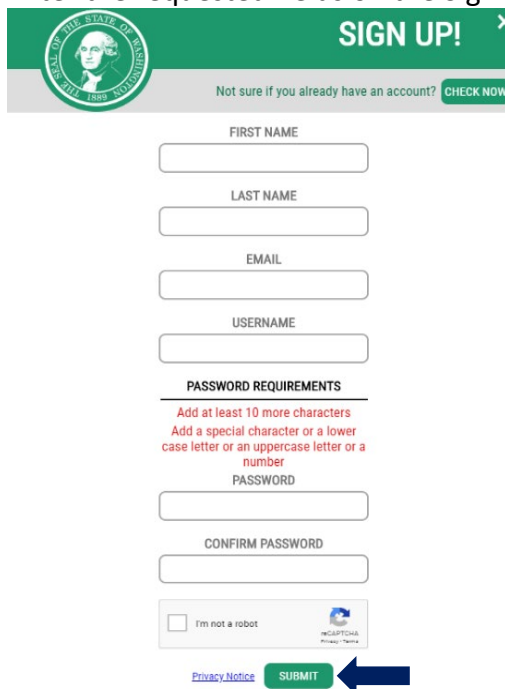
To navigate to any of the topics below, select the question of interest.

- 1) [How Do I Create a Secure Access Washington Account?](#)
- 2) [How to check if you already have a SecureAccess WA \(SAW\) account?](#)
- 3) [Forgot your SAW Password?](#)
- 4) [How Can I add the Washington State Immunization Information System \(IIS\) to my SecureAccess Washington \(SAW\) Account?](#)

How Do I Create A SecureAccess Washington (SAW) Account?

SecureAccess Washington (SAW) is a secure gateway that allows individuals to access multiple online state agency services. All IIS users will need to login through SAW to access the Washington State Immunization Information System (IIS).

1. Go to <https://secureaccess.wa.gov>
2. Click the **SIGN UP!** button on the home page.
3. Enter the requested fields on the Sign Up page and click **Submit**



The screenshot shows the 'SIGN UP!' page for SecureAccess Washington. At the top left is the Washington State Department of Health logo. The page title is 'SIGN UP!' with a close button. Below the title is a link: 'Not sure if you already have an account? CHECK NOW'. The form fields include: FIRST NAME, LAST NAME, EMAIL, USERNAME, and PASSWORD. Under 'PASSWORD REQUIREMENTS', it states: 'Add at least 10 more characters', 'Add a special character or a lower case letter or an uppercase letter or a number'. There are input fields for 'PASSWORD' and 'CONFIRM PASSWORD'. At the bottom, there is a checkbox for 'I'm not a robot' and a 'SUBMIT' button. A blue arrow points to the 'SUBMIT' button.

4. A message will display letting you know to check your email for account activation.
5. Check your email for a welcome message from **secureaccess@cts.wa.gov**. This email will include a **link** to activate your SAW account.



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/regConfirm.do?s=40110&userId=Aroberts2> 

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

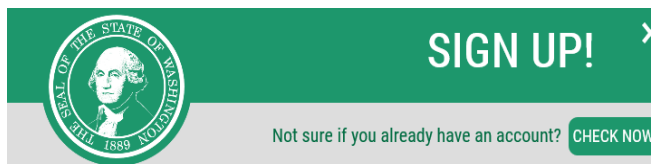
Thank you,
The Secure Access Washington Team

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>

6. Once you click the activation link provided in the email, you will receive an account activated message and a prompt to **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.

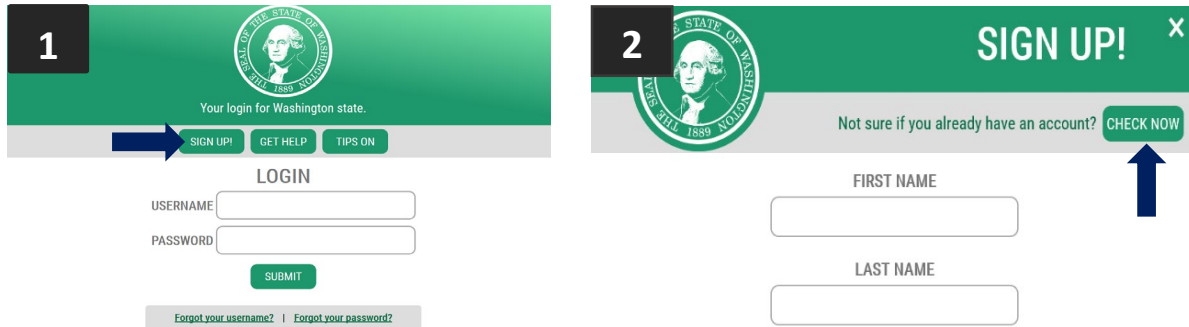


7. Log in to SecureAccess Washington with the Username and Password you created when registering for a new account.

Ready to add the IIS as a Service to your SAW account? [Click Here!](#)

How to check if you already have a SecureAccess WA (SAW) account

On the [SAW Home Page](#) click the **Sign Up!** button. At the top of the Sign Up pop up box, click the **Check Now** button and follow the prompts to determine if you have a SAW account.



1 Your login for Washington state. **SIGN UP!** GET HELP TIPS ON

LOGIN

USERNAME

PASSWORD

SUBMIT

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

2 **SIGN UP!** X

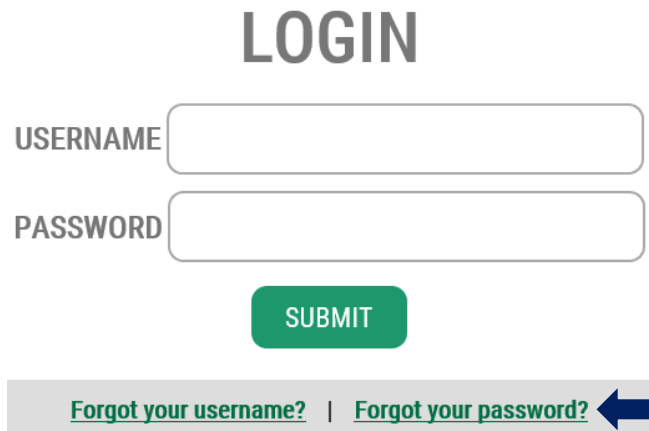
Not sure if you already have an account? **CHECK NOW**

FIRST NAME

LAST NAME

Forgot your SecureAccess Washington (SAW) password?

If you forget your SAW password, click the **Forgot Password** link on the [SAW Home Page](#) and follow the prompts to reset your SAW password. You can also contact the SAW Help Desk by selecting the **Get Help** button on the SAW home page.



LOGIN

USERNAME

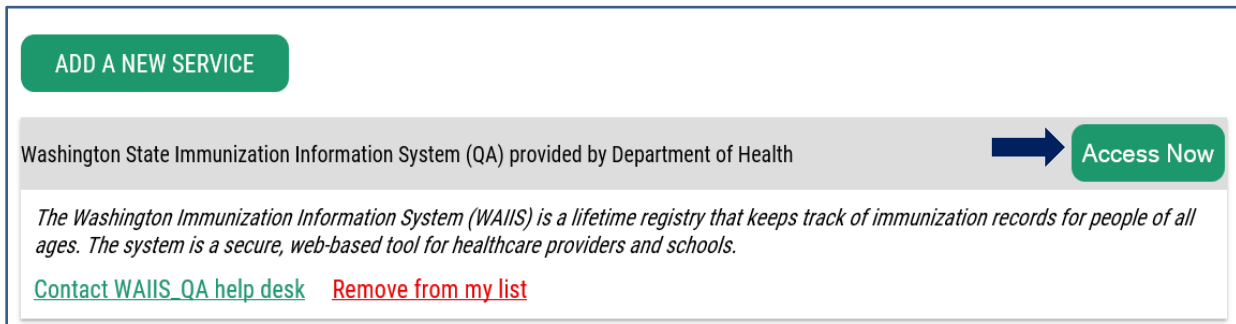
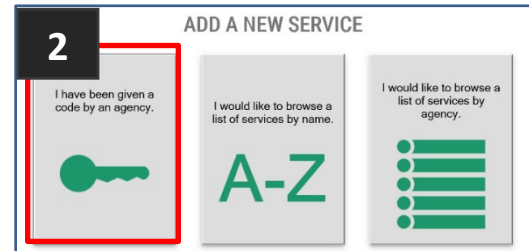
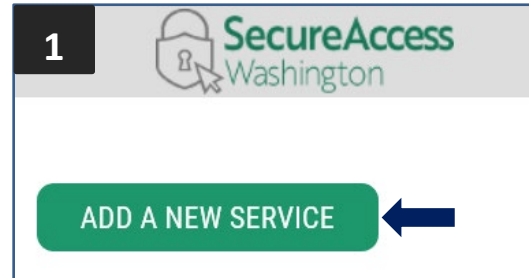
PASSWORD

SUBMIT

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

How can I add the Washington State Immunization Information System (IIS) to my SecureAccess Washington (SAW) Account? The IIS is integrated with Secure Access Washington. This is now the only way to access the IIS.

1. Once you are logged into SAW, add a service to your account by clicking the button on the left hand navigation of your screen.
2. Select “I have been given a code by an agency.”
3. Enter the code: **WAIS**
4. Follow the KBA authentication questions for your personal information including your address. Bypassing this process will create delays in gaining access to the IIS.
5. Once the IIS has been added to your account, return to the services menu and you will see the IIS in your menu of services. If you have other SAW services linked to your account you will see them listed here.
6. Select Access Now to the right hand side to access the IIS.



7. As the IIS is a registry of health information, multifactor authentication will be required. Please select a method of validation (phone, email or text) to authenticate.
8. Once you have authenticated through your preferred method, a page will indicate that you are now accessing the IIS, select continue. The IIS login page will now appear. Use your **IIS login credentials** to access the IIS.



SAW Account- Use the **help** feature on the top right of the SAW homepage.

IIS User Account- Contact the IIS Help Desk at 1-800-325-5599 or WAIISHelpDesk@doh.wa.gov