

## Secure Access Washington Account

The Office of Administrative Hearings (OAH) offers electronic access to all of the documents in your case file. This is done through a portal.

To access this portal, you must create a Secure Access Washington (SAW) account. This is required by Washington State to interact with any data behind the state's firewall. It helps protect your information. (You only need to create a SAW account if you do not already have one.)

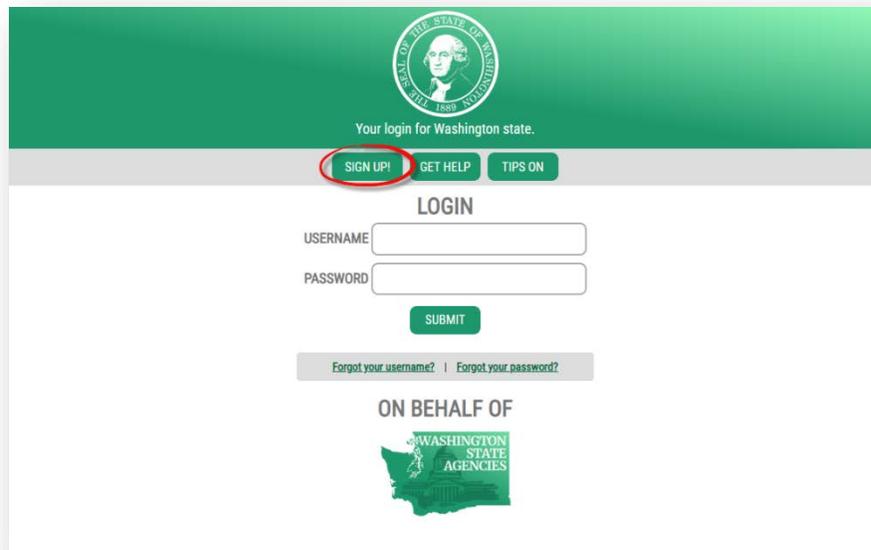
To access the Referring Agency Portal outside the State Government Network, follow these instructions.

If you have any questions, please call OAH at (800) 583-8271.

## SAW Account

Here is the process to get a SAW account:

- Navigate to Secure Access Washington: <https://secureaccess.wa.gov>
- Select the "SIGN UP!" button



- Fill out the required fields and **SUBMIT**.

**SIGN UP!** ✕

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

FIRST NAME

LAST NAME

EMAIL

USERNAME

**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

I'm not a robot 

**SUBMIT**

**SIGN UP!** ✕

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

**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.

- You will then receive an email from [secureaccess@cts.wa.gov](mailto:secureaccess@cts.wa.gov). The email will contain a link you must click on to activate your account.



- Once activated, Login to your account.

**SIGN UP!** ✕

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

**ACCOUNT ACTIVATED!**

Your account is activated and you can now login.

**LOGIN**

- Select the “ADD A NEW SERVICE” button.

GOOD AFTERNOON!  
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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Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

SHOWING YOUR SERVICES FROM ALL OF WASHINGTON

WASHINGTON STATE AGENCIES

Note: The format may change depending on the size of your screen.

- Select “I have been given a code” button.

What can we help you access tonight?

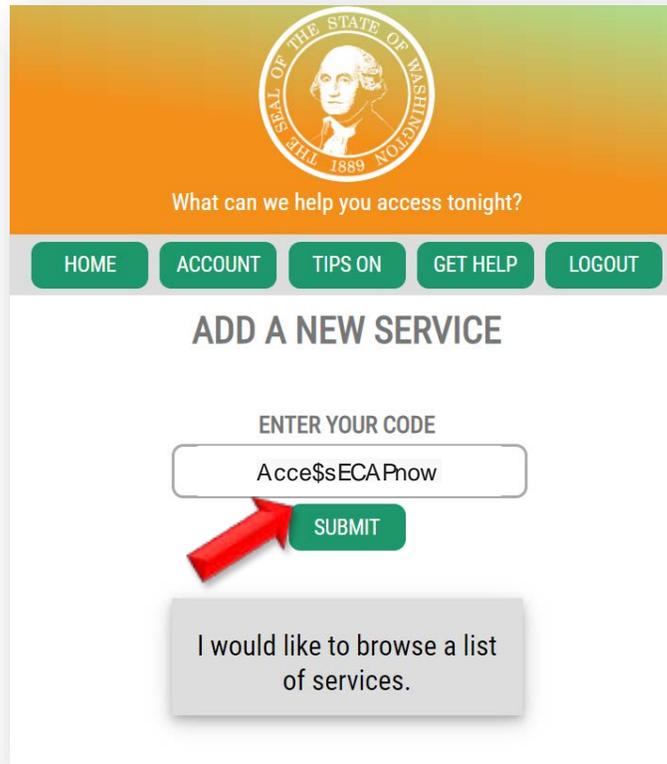
HOME ACCOUNT TIPS ON GET HELP LOGOUT

ADD A NEW SERVICE

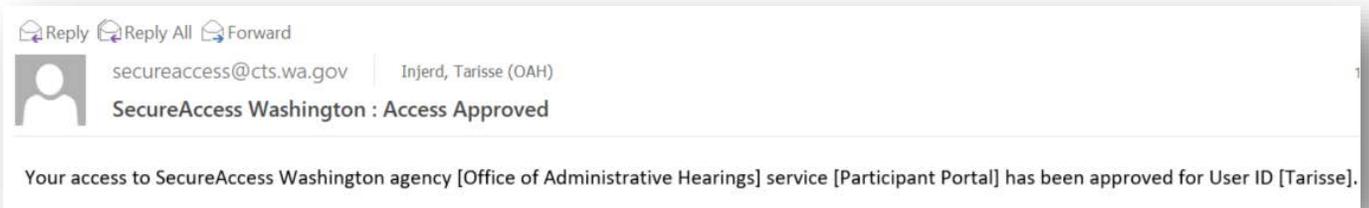
I have been given a code.

I would like to browse a list of services.

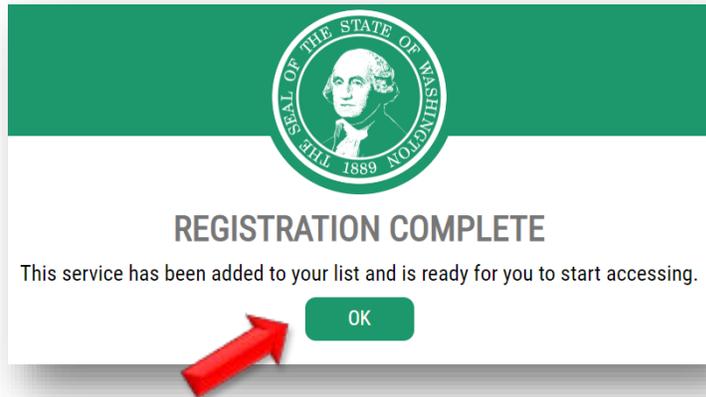
- Enter “Acce\$sECAPnow” and click Submit.



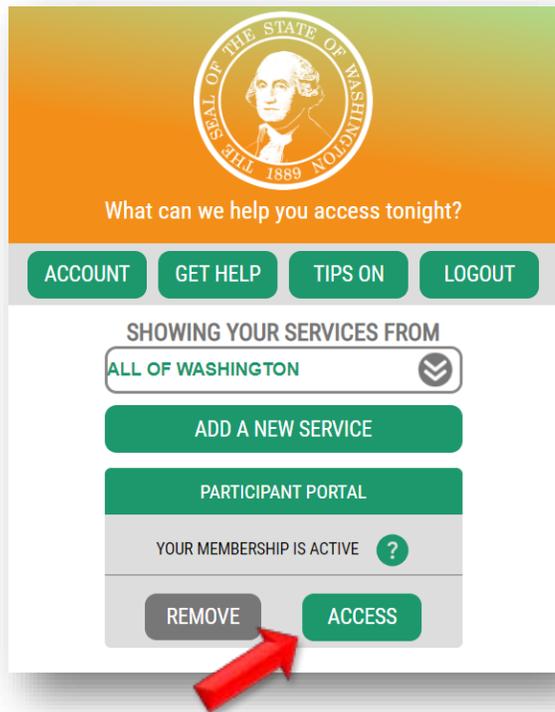
- You will receive an email that your access has been approved.



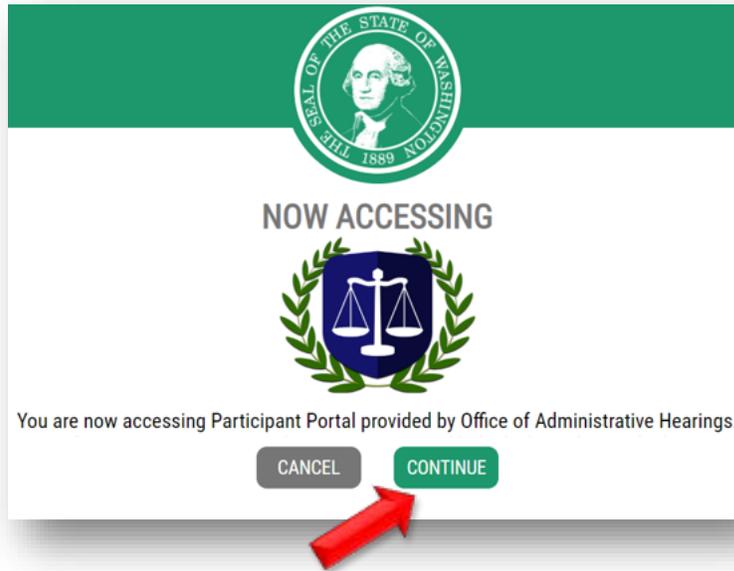
- Click OK on Registration Complete.



- Click the "Access" button.



- Click Continue.



#### [Help with SAW Accounts](#)

The OAH Call Center is trained to help you create your account and access your case files. Please call (800) 583-8271 if you have any questions.