

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.)

Address Sheet

You will receive instructions on your address sheet. This explains how to access your case. The specific codes you need will be on your address sheet. If you cannot find your address sheet, please call OAH at (800) 583-8271.

Here is an example address sheet:

Tarisse Injerd
123456 Sunshine Street SE Apt 3
Olympia, WA 98513

Electronic access to your case files now available! Manage your case from one easy and secure location.

1. Create an account on <https://secureaccess.wa.gov>
2. Click **Add A New Service**
3. Select **I have been given a code**
4. Enter Your **SAW Service Code**: 1-OAHNow!
5. Click **Participant Portal**
6. Add Your Case using **Docket Number**: _____ and **Participant Identifier**: _____

For more detailed instructions visit www.oah.wa.gov.

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Olympia, WA 98513

Electronic access to your case files now available! Manage your case from one easy and secure location.

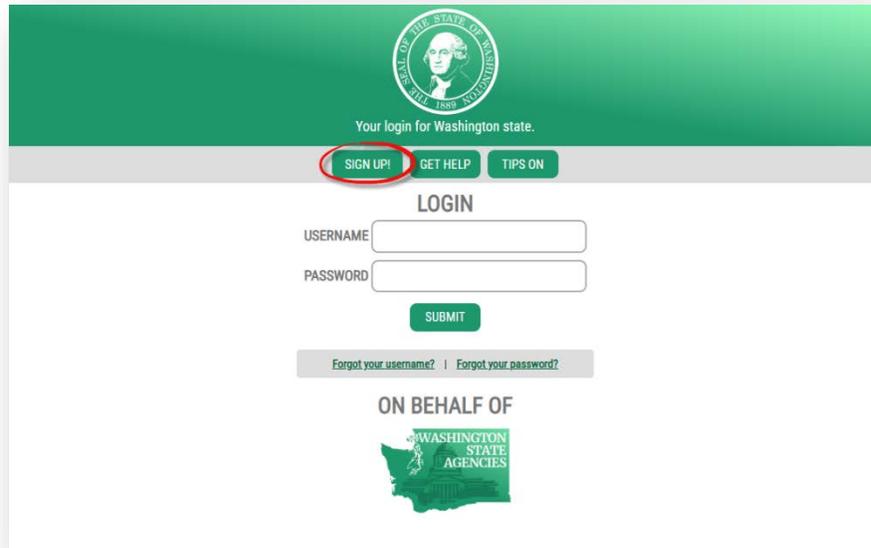
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2. Click **Add A New Service**
3. Select **I have been given a code**
4. Enter Your **SAW Service Code**:
5. Click **Participant Portal**
6. Add Your Case using **Docket Number**: 08-2019-DCS-12345 and **Participant Identifier**: 123456

For more detailed instructions visit www.oah.wa.gov.

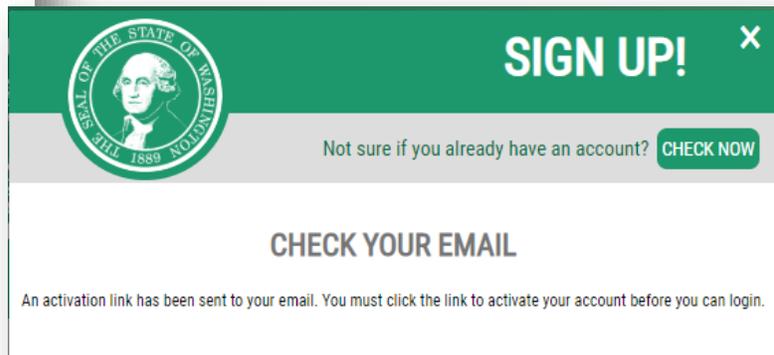
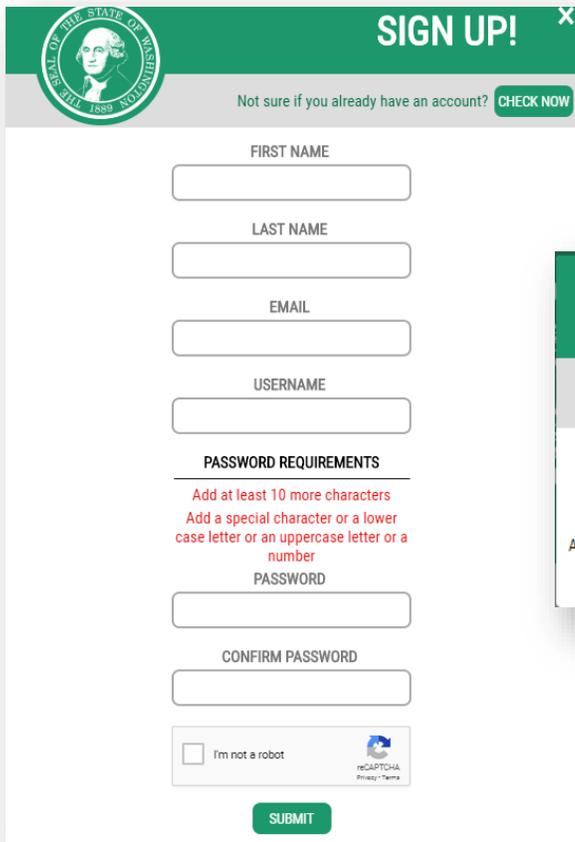
SAW Account

Here is the process to get a SAW account:

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



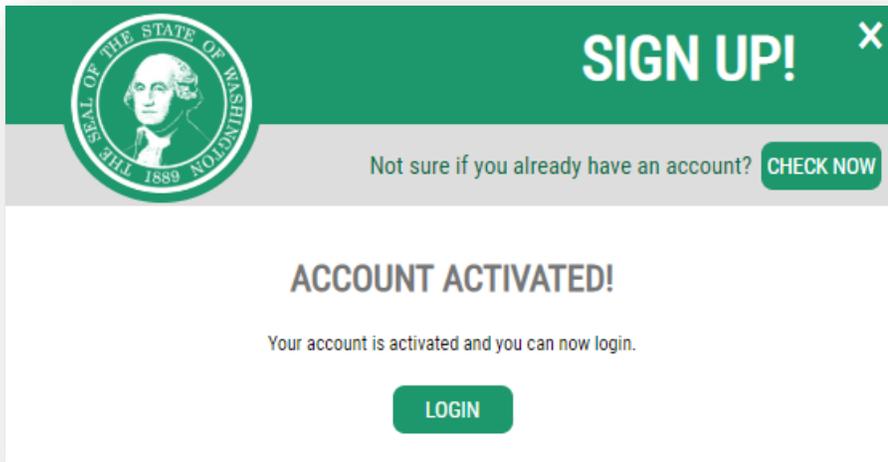
- Fill out the required fields and **SUBMIT**.



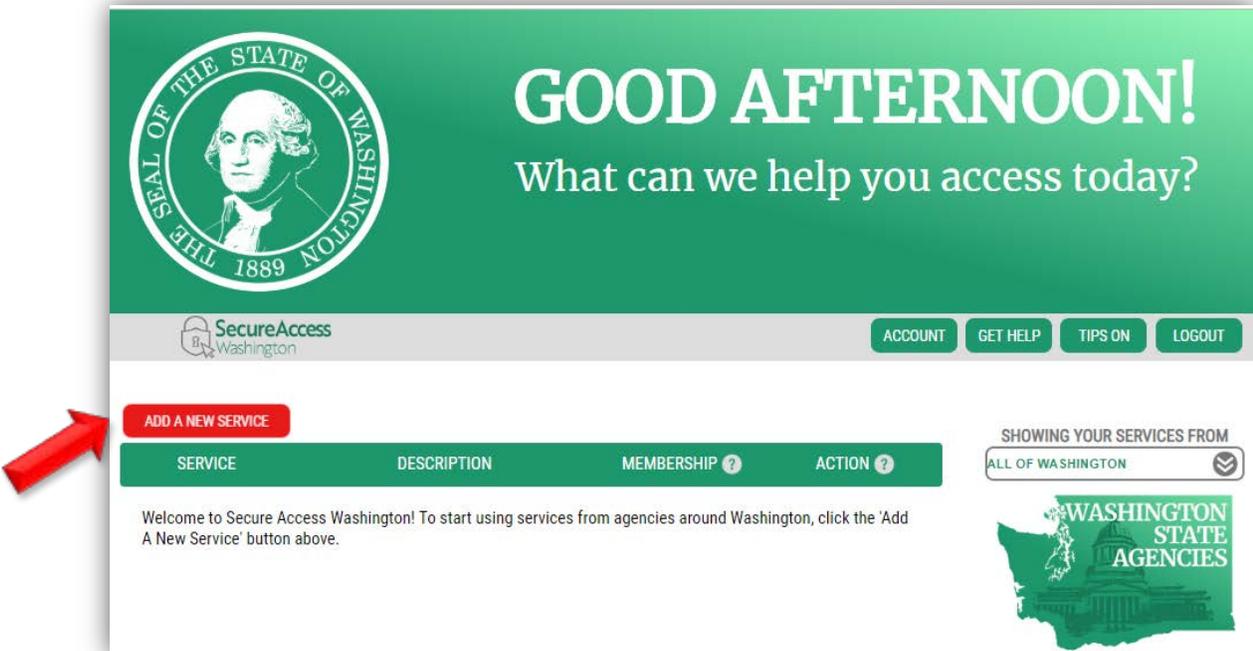
- You will then receive an email from secureaccess@cts.wa.gov. The email will contain a link you must click on to activate your account.



- Once activated, Login to your account.

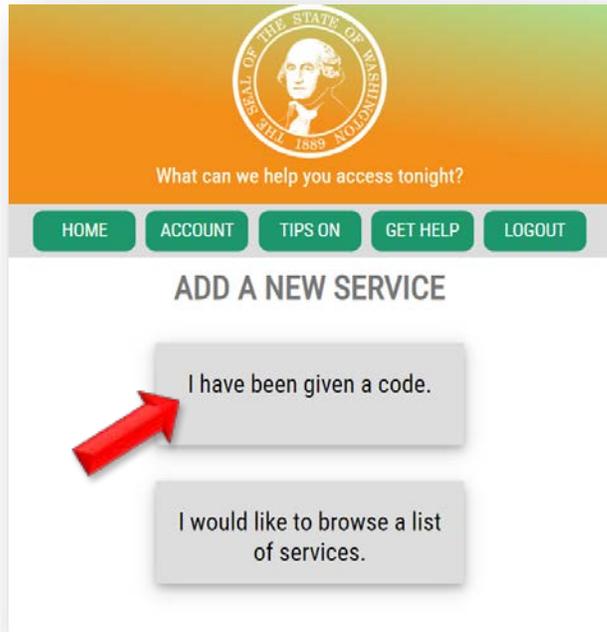


- Select the "ADD A NEW SERVICE" button.

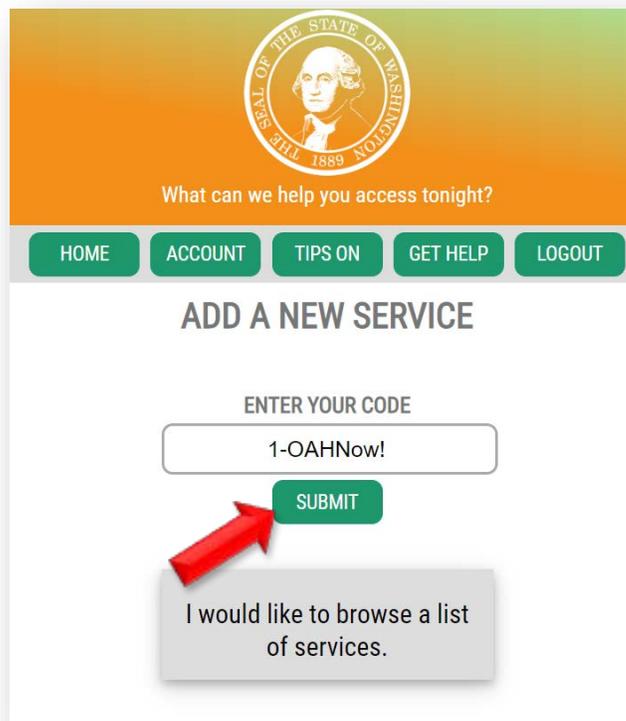


Note: The format may change depending on the size of your screen.

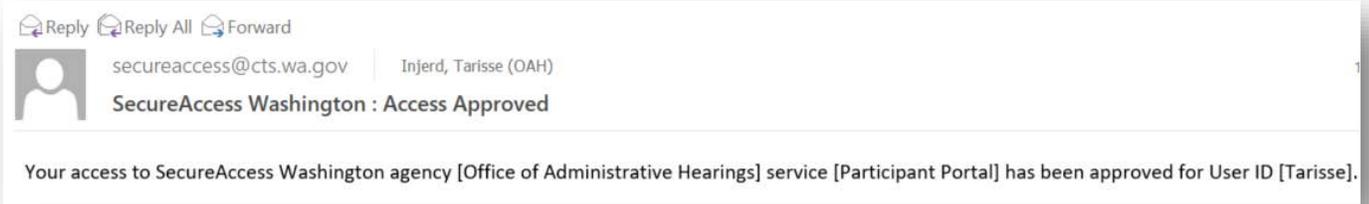
- Select “I have been given a code” button.



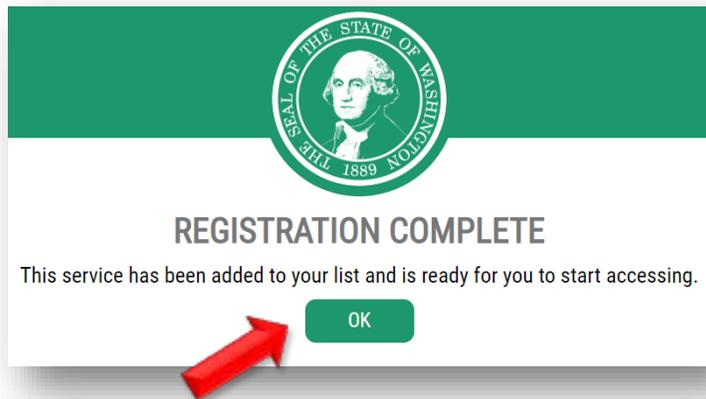
- Enter “1-OAHNow!” and click Submit.



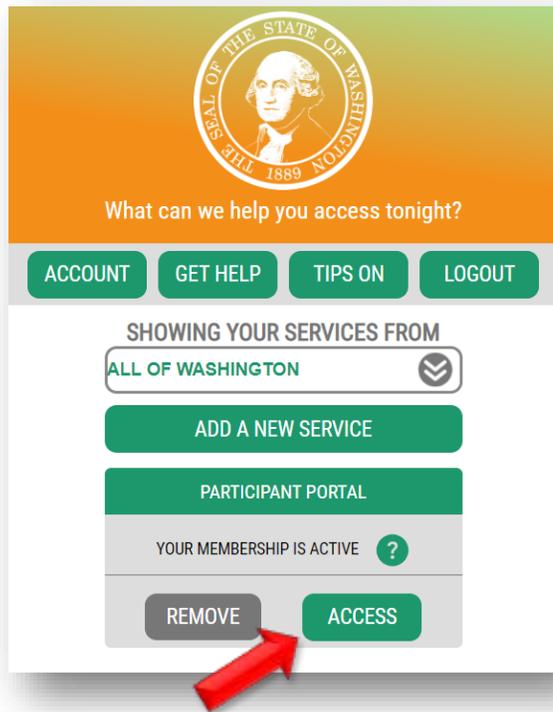
- You will receive an email that your access has been approved.



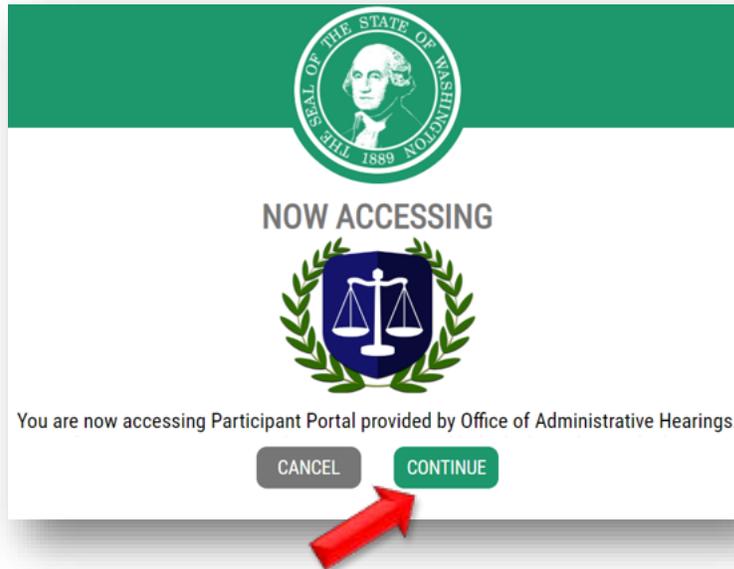
- Click OK on Registration Complete.



- 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 issues.

Adding a Case

Once you have accessed the portal, you will be asked to enter a docket number and a participant identifier. These are both found on the address sheet.

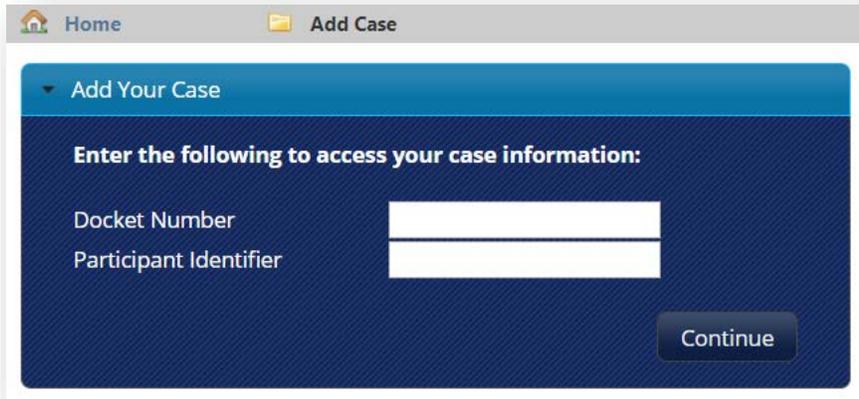
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4. Enter Your **SAW Service Code**:
5. Click **Participant Portal**
6. Add Your Case using **Docket Number**: 08-2019-DCS-12345 and **Participant Identifier**: 123456

For more detailed instructions visit www.oah.wa.gov.

Enter the Docket Number and Participant Identifier and click Continue.



The image shows a screenshot of a web portal interface. At the top, there is a navigation bar with a home icon and the text 'Home' on the left, and a folder icon and the text 'Add Case' on the right. Below this is a blue header bar with a dropdown arrow and the text 'Add Your Case'. The main content area has a dark blue background with a white grid pattern. It contains the instruction 'Enter the following to access your case information:' followed by two input fields. The first field is labeled 'Docket Number' and the second is labeled 'Participant Identifier'. A 'Continue' button is located at the bottom right of the form area.

If you would like additional help understanding the information in the portal, please watch the Participant Portal video.

Please contact OAH with any questions (800) 583-8271.