

About this Guide

This guide includes an overview of the steps for creating a Secure Access Washington (SAW) account and adding the Office of Administrative Hearings (OAH) Participant Portal.

For a full guide to these instructions, [click here](#).

About Secure Access Washington and the Participant Portal

Secure Access Washington (SAW) is the platform that hosts the online services for most Washington state agencies. It provides a secure platform for each agency, enabling you to access lots of services online.

If you have an appeal with the Office of Administrative Hearings (OAH), you can view your case files online using the Participant Portal. This allows you to download and view copies of your file documents (including audio recordings of your hearing), update telephone numbers or email addresses and review your mailing address.

You can see the date and time of your hearing – and view documents before they arrive in the mail. (All documents are mailed to the address on file.)

You do not attend Your Hearing by using the Participant Portal!

Note: The Participant Portal will show all dockets (appeals) linked to your Participant ID.



For help, please call **+1-800-583-8271** between 7am and 5pm Monday to Friday, except holidays.

What do I need before I start?

Every letter from OAH will include an address sheet with simple instructions on how to access the Participant Portal. This page includes the information you need to complete this process:

- SAW Service Code
- Docket Number
- Participant Identifier (PID)

Now follow these steps to create a SAW account, then add and access the Participant Portal:

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**: _____
5. Click **Participant Portal**
6. Multi-factor authentication: select the delivery method to receive the code. *It is recommended you use text message.*
Enter the code and then confirm access to the Participant Portal.
7. Add Your Case using **Docket Number**: _____ and **Participant Identifier**: _____

Need more help?

Click on one of the following links:

- How to create a SAW account and access the Participant Portal (English) – [Full Guide](#).
- How to use the Participant Portal (English) – [Quick Guide](#) or [Full Guide](#).
- Watch a guide to SAW and the Participant Portal (English)

- How to create a SAW account and access the Participant Portal (Español) – [Quick Guide](#) or [Full Guide](#).
- How to use the Participant Portal (Español) – [Quick Guide](#) or [Full Guide](#).
- Watch a guide to SAW and the Participant Portal (Español)