



**APPLICATION TO ACCESS L&I'S ELECTRONIC PERMIT & INSPECTION SYSTEM (EPIS)  
FROM SECUREACCESS WASHINGTON AND UTILIZE CONTRACTOR DEPOSIT  
ACCOUNT VIA THE INTERNET**

The contractor requests limited access, via Internet, to L&I's Electronic Permit & Inspection System (EPIS) for electronic data relevant to the contractor's electrical and manufactured home alteration permits and inspections. This access includes the optional use of Contractor deposit accounts (CD) which are established for businesses that are licensed by the department as electrical contractors or registered construction contractors and are legally required to purchase electrical work or manufactured home alteration permits from the department.

The CD account allows the business to deposit money with the department and request electronic transfers from this account for the purchase of electrical permits, manufactured home alteration permits as well as other departmental business. **This account is subject to all legal attachments.** To request the establishment of a contractor deposit account and online access to the EPIS system, please complete this application and submit to:

**Dept. of Labor and Industries  
PO Box 44460  
Olympia, Washington 98504-4460:  
Fax: (360) 902-5595**

To request limited access to EPIS systems, please complete and sign the attached EPIS System Access Request and submit it to the same address as shown above.

Please allow seven to ten days for processing.

**APPLICATION TO REQUEST ACCESS TO ELECTRONIC PERMITS AND INSPECTION  
SERVICE.**

**PLEASE TYPE OR PRINT CLEARLY WHEN COMPLETING THIS APPLICATION FORM**

COMPANY/BUSINESS NAME: (limited to 30 characters)
CONTRACTOR LICENSE/REGISTRATION NUMBER:
UBI NUMBER

COMPLETE MAILING ADDRESS			
Street/PO			
City		State	Zip
Phone number		Fax Number	

Do you want to be subscribed to the electrical listserve to be added to the electrical program Listserv and receive correspondence from the department via e-mail?

(Check one)  Yes  No

E-MAIL ADDRESS (required):
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PRINCIPAL NAMES: (These are names of individuals who will be authorized to sign for electrical work permit and or Manufactured home alteration permit applications, and to authorize the disbursement of funds from the account to pay for services.)


**The owner/ member of the business requesting access must sign this form and have his/her signature notarized.**

Print Name

Signature (*signature must be owner/member of business requesting access*)

Date

Notary Seal Here

Subscribed and sworn to before me on this  
the \_\_\_\_ day of \_\_\_\_\_, \_\_\_\_\_

Notary Signature:

Notary Public in and for the State of

Residing in

My commission expires

## GETTING SET UP IN SECUREACCESS WASHINGTON

### Step-by-step instructions for signing up for the Electronic Permit and Inspection System through SecureAccess Washington.

If you already have a SecureAccess account skip to step 8.

1. Go to the SecureAccess Washington web site - <https://secureaccess.wa.gov/>. Below the Login button, see the question "Do not have an account? Create one", click on "Create one". Then click on "Start" button.
2. Complete the personal information requested then click "Next".
3. Choose and enter a User Id and Password then click "Next".
4. Review the information on the screen and if correct click "Next".
5. Enter security code as shown the click "Submit".
6. Go to your email account and you will receive an e-mail from SecureAccess that asks you to activate your account. Click on the link provided in the e-mail.
7. The SecureAccess page says your registration was successful and asks you to LOGIN.
8. LOGIN with your User ID and password, under My Services tab you can click where it says "here" to add services or you can click on the "Add a New Service" tab.
9. On the Add a New Service page, click on "Department of Labor and Industries" from the list of agencies.
10. On the "Add a Service to Your Account" page, look for Electronic Permit and Inspection System and click on the "Apply" button.
11. On the "Service Registration" page enter all the required information to create your profile to use EPIS.
  - o Hint: **Make sure you have listed your contractor's license number accurately, it should be 12 characters long and it must match exactly the license number issued by the department. Also be careful with the letter I (igloo) and the number 1 (one) and the letter O (olive) and the number 0 (zero).**
12. After you've finished entering the information, click on the "Register" button at the bottom of the page.
13. A message will appear saying. "Service Registration Received".
14. This will send the department a notice that you have registered; once we have reviewed it, you will receive formal approval or denial of your application. This is usually done within **5** business days.