

# Sign up for Secure Access Washington (SAW) - EBIPS

## 1. Create User ID

Go to the SecureAccess Washington website - <https://secureaccess.wa.gov/>.

First step is to create a User ID and Password in SAW and add the service. Select 'Create One'.



Figure 1

Select Start



Figure 2

## 2. Entering Personal information

Enter your personal information and select next.

The screenshot shows the SAW SecureAccess WASHINGTON registration process. At the top, a progress bar indicates six steps: 1. Name & email address, 2. Username & password, 3. Review your information, 4. Enter security check, 5. Check your email, and 6. Login to your account. Step 2 is currently active. Below the progress bar, the heading reads "Enter your personal information:". The form contains the following fields: Name (Sam G Tree), E-Mail Address (pet235@lni.wa.gov), Confirm E-Mail (pet235@lni.wa.gov), Secret Question (Who was your best childhood friend?), and Question Answer (Peter pan). There are "Previous" and "Next" buttons at the bottom right. At the bottom of the page, there are links for "Privacy Notice" and "Help", and a copyright notice: "Copyright 2004-2011 © Washington State Department of Information Services -- All Rights Reserved".

Figure 3

## 3. Create User ID and Password

Enter a User ID and password. Password must be 10 characters in length and a mix of upper and lowercase letters, numerals and special characters.

The screenshot shows the SAW SecureAccess WASHINGTON registration process at step 3: "Create a user ID and password:". The progress bar at the top shows step 2 as the current step. Below the heading, a note states: "NOTE: We value the security of your personal information. In order to protect this information, your password will expire every 24 months or 13 months depending on application access." The form includes fields for User ID (SamG), Password (masked with dots), and Confirm Password. A yellow callout box on the right contains the message "You have selected a secure password!" and lists the requirements for a secure password: at least 10 characters, contain at least three of the following character classes (uppercase letters, lowercase letters, numerals, special characters), and does not contain user ID. "Previous" and "Next" buttons are located at the bottom right.

Figure 4

## 4. Review Information

Review the information and print it before continuing.

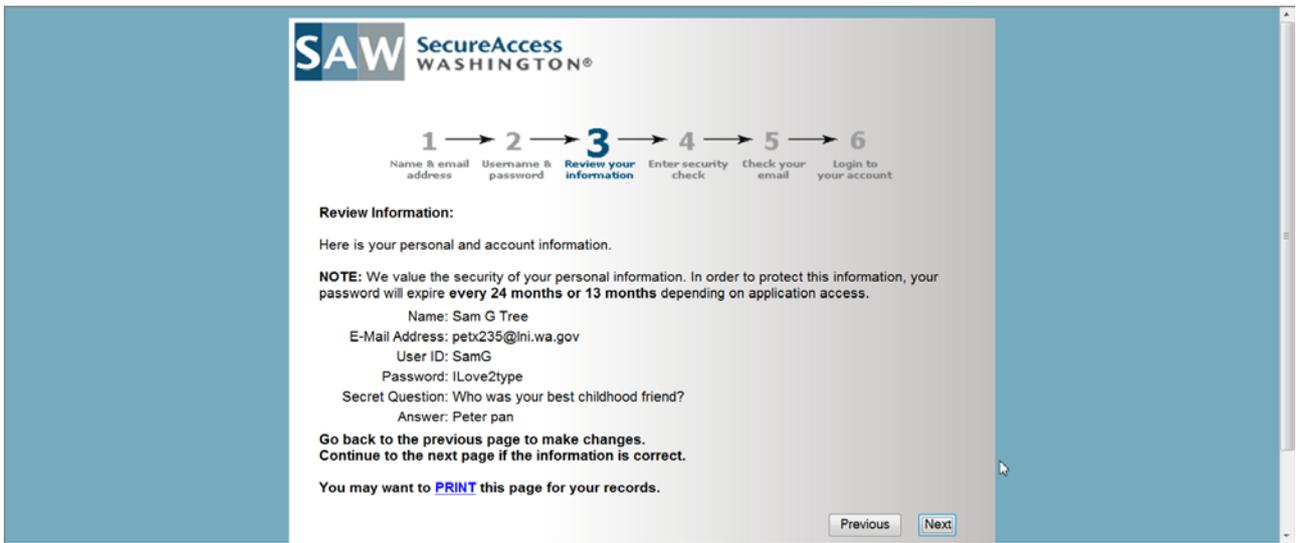


Figure 5

Enter the security code and select Submit.

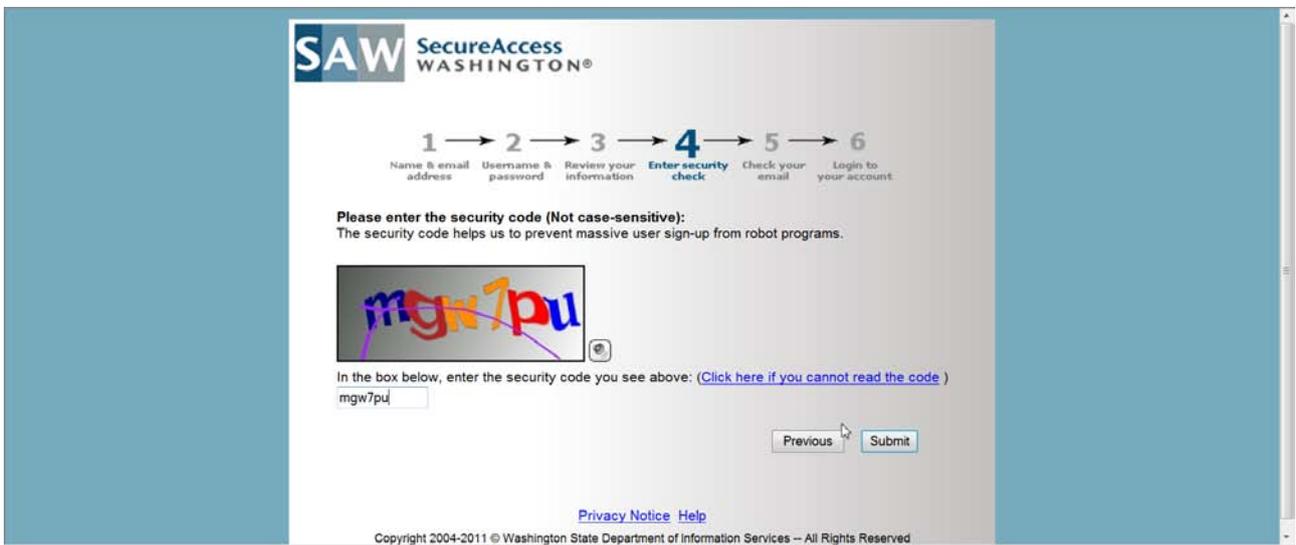


Figure 6

Confirmation page.

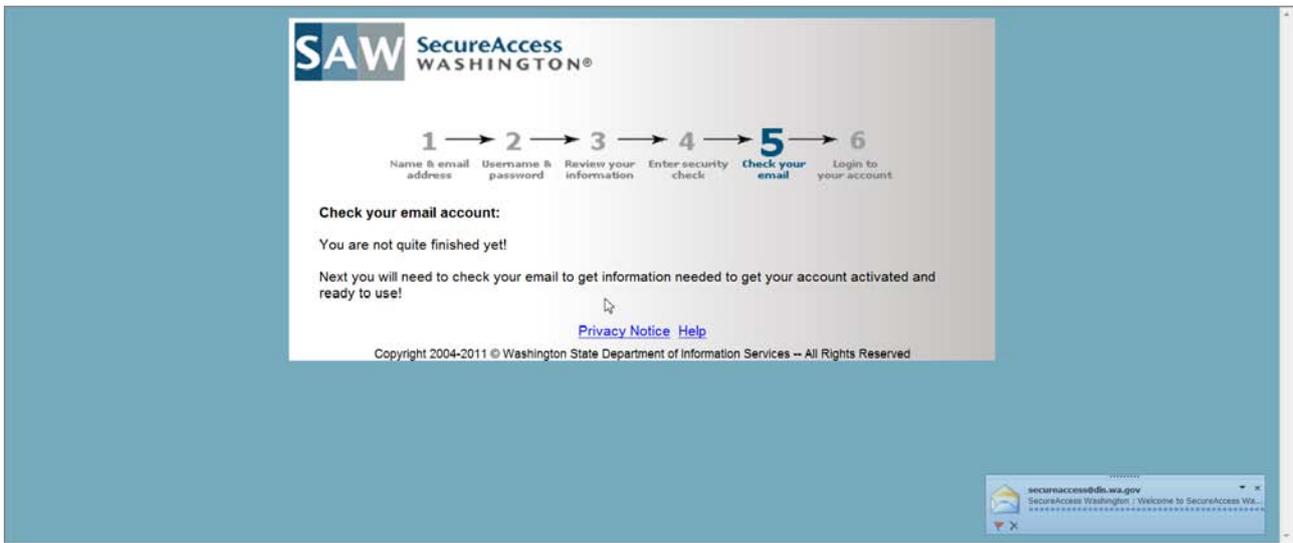


Figure 7

## 5. Email Notification

You'll receive an email regarding your request. **Select the link.**

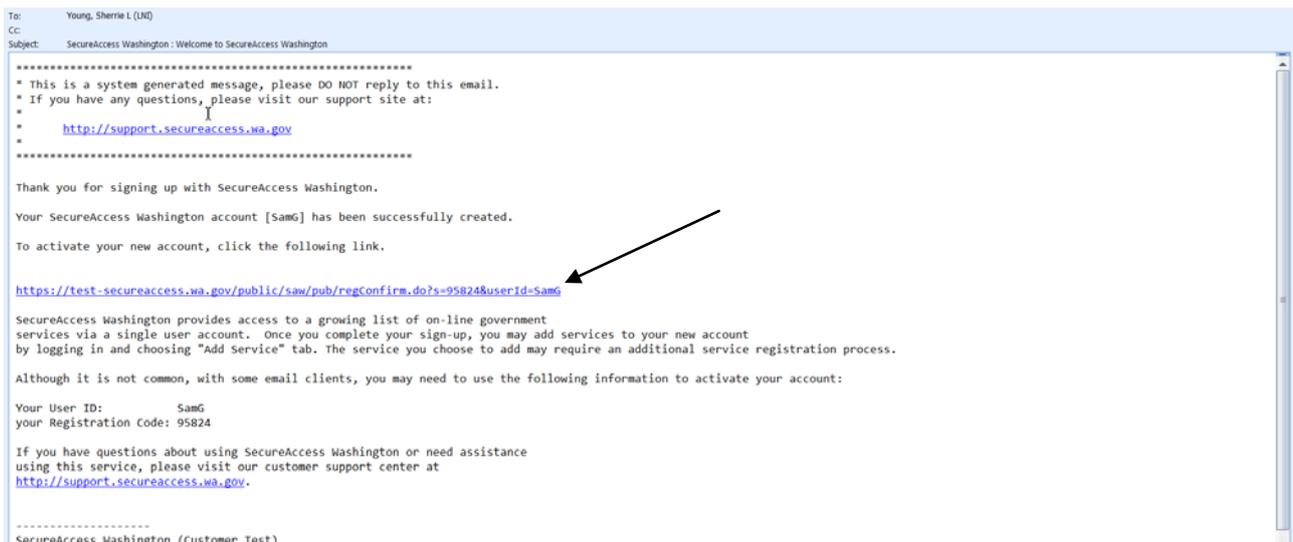


Figure 8

## 6. Logging in

To complete the process, enter your user ID and password.

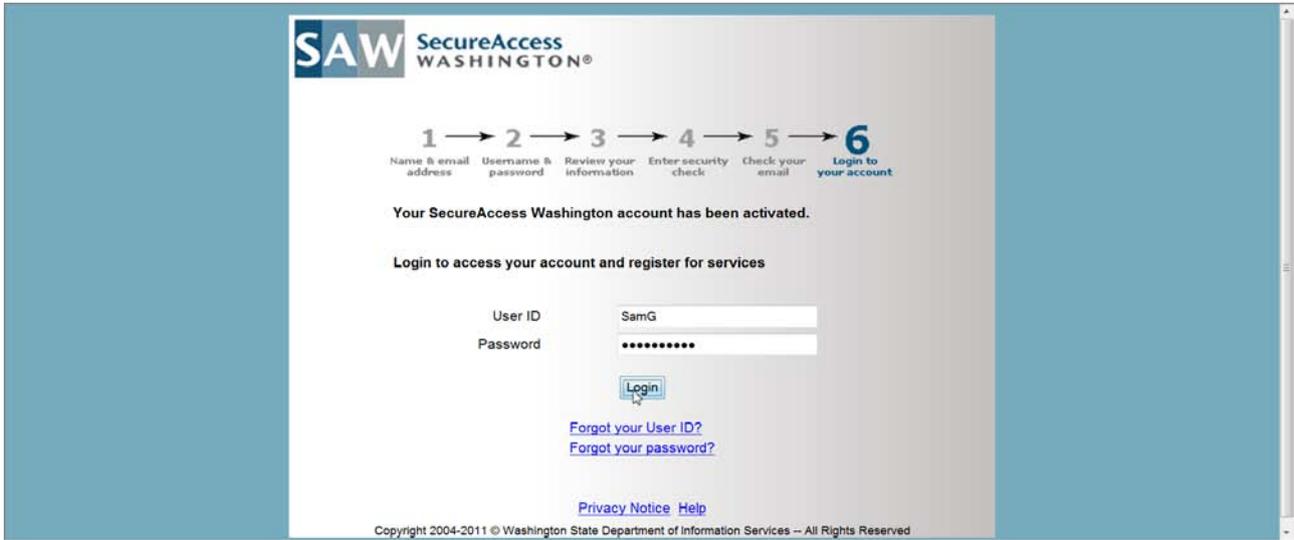


Figure 9

## 7. Adding the Service

To add the Online Insurance program select '**Click here to add services**'

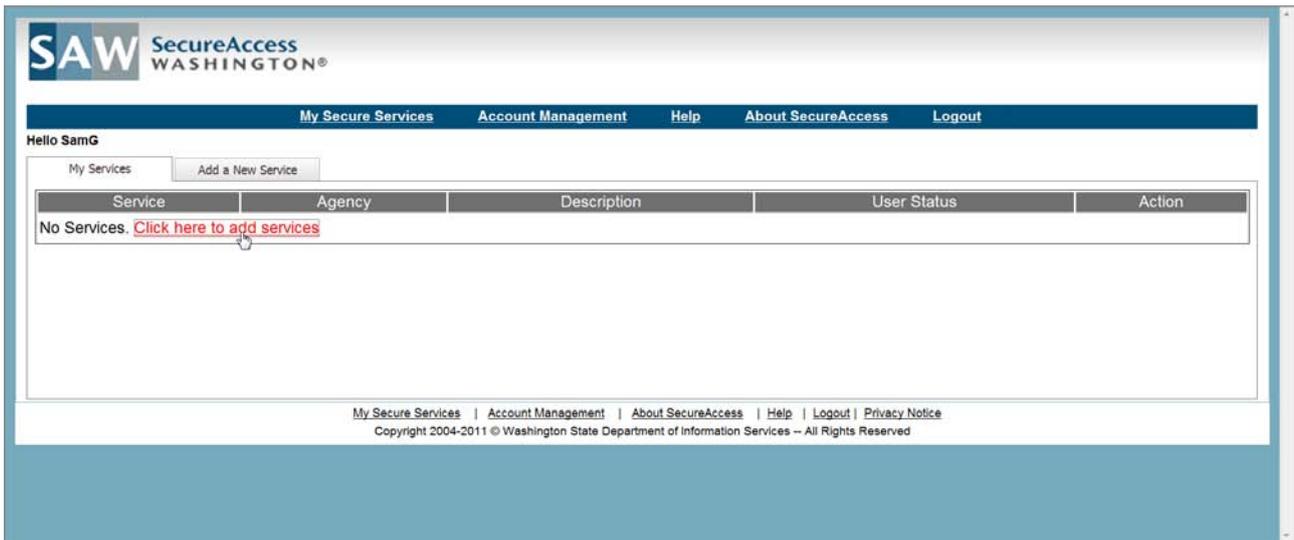
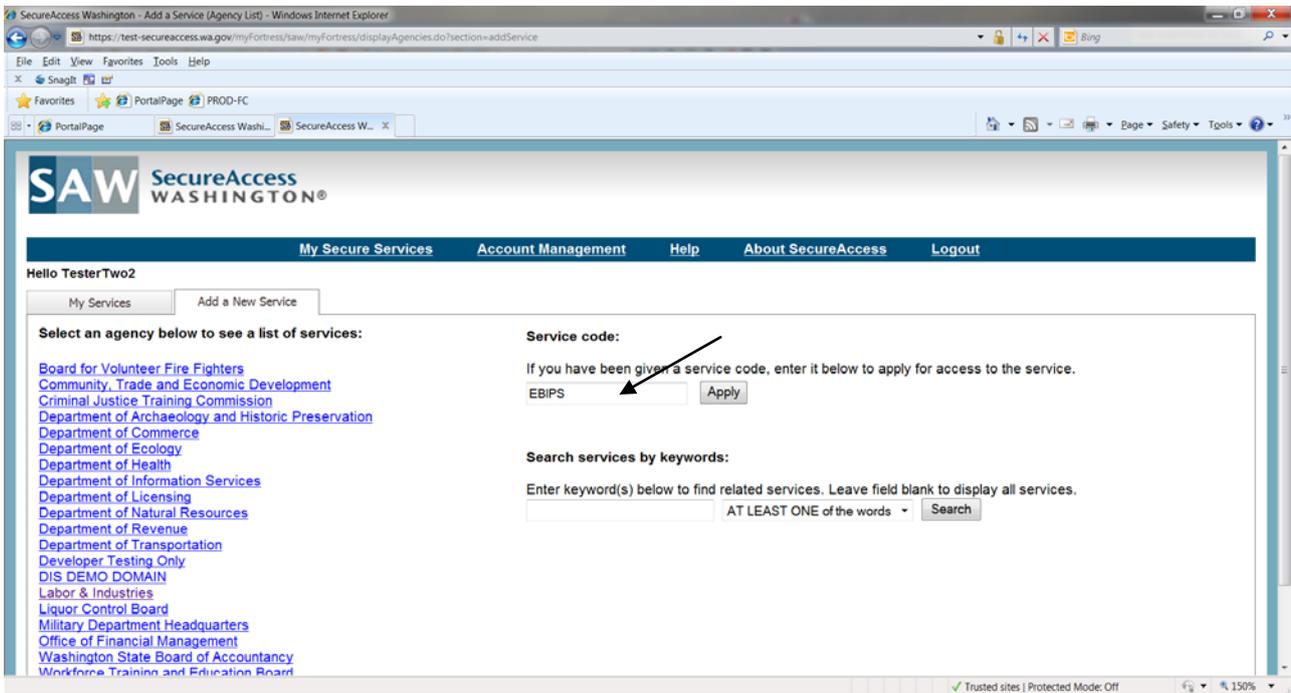


Figure 10

Enter **EBIPS** under the Service Code and select Apply.



**Figure 11**

Have the email that was originally sent by Labor & Industries. If you no longer have the email please contact the department at 360-902-4492. Example of the email:

Thank you for applying to use the Electronic Bond and Insurance Policy System (EBIPS). To complete the process go to the SecureAccess Washington website - <https://secureaccess.wa.gov/> to create a user id and password.

#### Insurance Agency Administrator and Agents

1. To create a User ID and Password in SAW and add the service. Select 'Create One'.
2. Select Start
3. Enter your name, email, secret question and the answer to the question and select next.
4. Enter a user id and password. Password must be 10 characters in length and a mix of upper and lowercase letters, numerals and special characters.
5. Review the information and print it before continuing.
6. Enter the security code that is displayed on the screen and select Submit.
7. You'll receive an email regarding your request.
  - a. Open your email account to retrieve the email from SecureAccess Washington.
  - b. Open the email and select the link in the middle of the email.
8. To complete the process, enter your user ID and password.
9. To add the Online Insurance program select 'Click here to add services'.
10. Enter EBIPS as your "Service Code" and select Apply.
11. Enter your name, the Agent ID and Registration Code as indicated below:

Name: Insurance Agent  
Agent ID: 1234

SAW Registration Code: STS182BR24

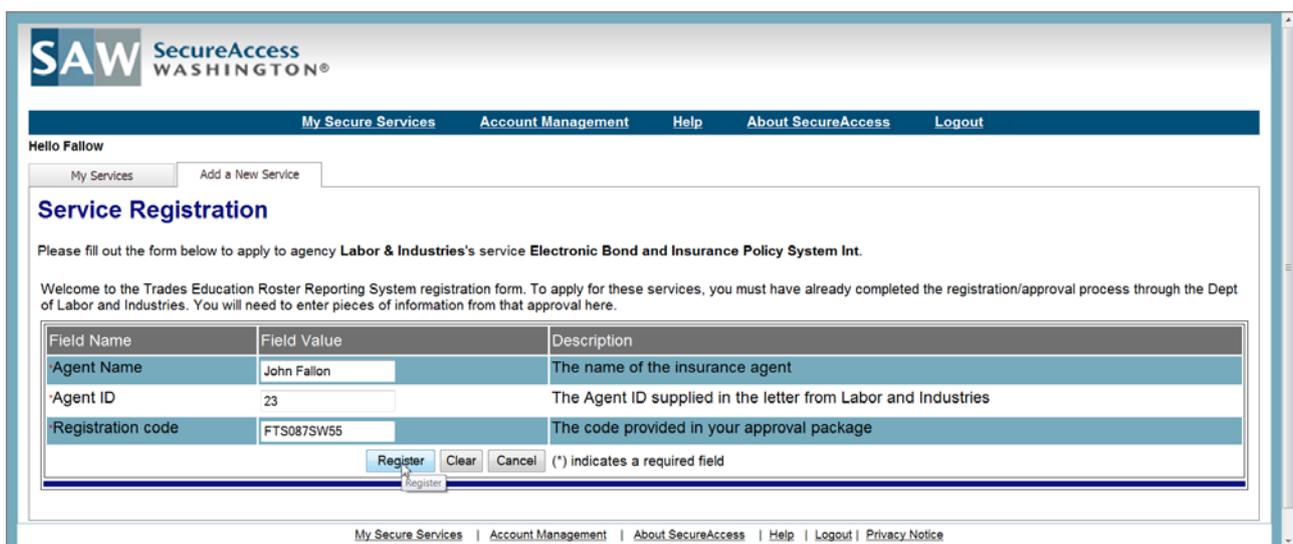
12. Your registration is now complete. Go to the My Services tab and then you may select the Electronic Bond and Insurance Policy System (EBIPS) to proceed.

If you are the Insurance Agency Administrator you may now add agents.

1. Select Manage Insurance Agents from the menu.
2. Select 'Add Agent'.
3. Enter the agent information and select Save to generate a SAW Registration Code. Once the Registration code is generated, select the Send Email button to send it to the agent.

If you have any questions or problems please contact the department at 360-902-4492. Thank you.

Enter your name, the Agent ID and Registration. Select Register.



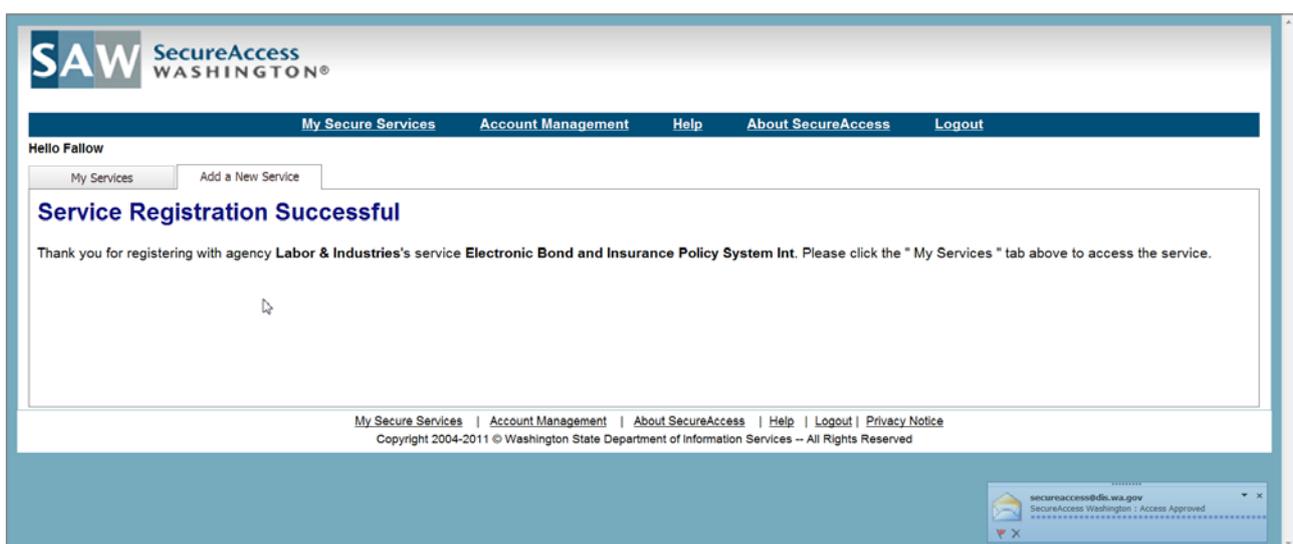
The screenshot shows the 'Service Registration' page in the SAW SecureAccess WASHINGTON system. The user is logged in as 'Hello Fallon'. The page has a navigation bar with 'My Secure Services', 'Account Management', 'Help', 'About SecureAccess', and 'Logout'. Below the navigation bar, there are tabs for 'My Services' and 'Add a New Service'. The main content area is titled 'Service Registration' and contains a form with the following fields:

Field Name	Field Value	Description
Agent Name	John Fallon	The name of the insurance agent
Agent ID	23	The Agent ID supplied in the letter from Labor and Industries
Registration code	FTS087SW55	The code provided in your approval package

Below the form are buttons for 'Register', 'Clear', and 'Cancel'. A note indicates that an asterisk (\*) denotes a required field. The 'Register' button is highlighted with a mouse cursor.

Figure 12

Your registration is now complete.



The screenshot shows the 'Service Registration Successful' page in the SAW SecureAccess WASHINGTON system. The user is logged in as 'Hello Fallon'. The page has a navigation bar with 'My Secure Services', 'Account Management', 'Help', 'About SecureAccess', and 'Logout'. Below the navigation bar, there are tabs for 'My Services' and 'Add a New Service'. The main content area is titled 'Service Registration Successful' and contains a message: 'Thank you for registering with agency Labor & Industries's service Electronic Bond and Insurance Policy System Int. Please click the " My Services " tab above to access the service.' The 'My Services' tab is highlighted. At the bottom of the page, there is a copyright notice: 'Copyright 2004-2011 © Washington State Department of Information Services -- All Rights Reserved'. A security warning icon is visible in the bottom right corner.

Figure 13

## 8. Service Added-Ready to Use

Go to My Secure Services at the top and then you may select the Electronic Bond and Insurance Policy System (EBIPS) to proceed.

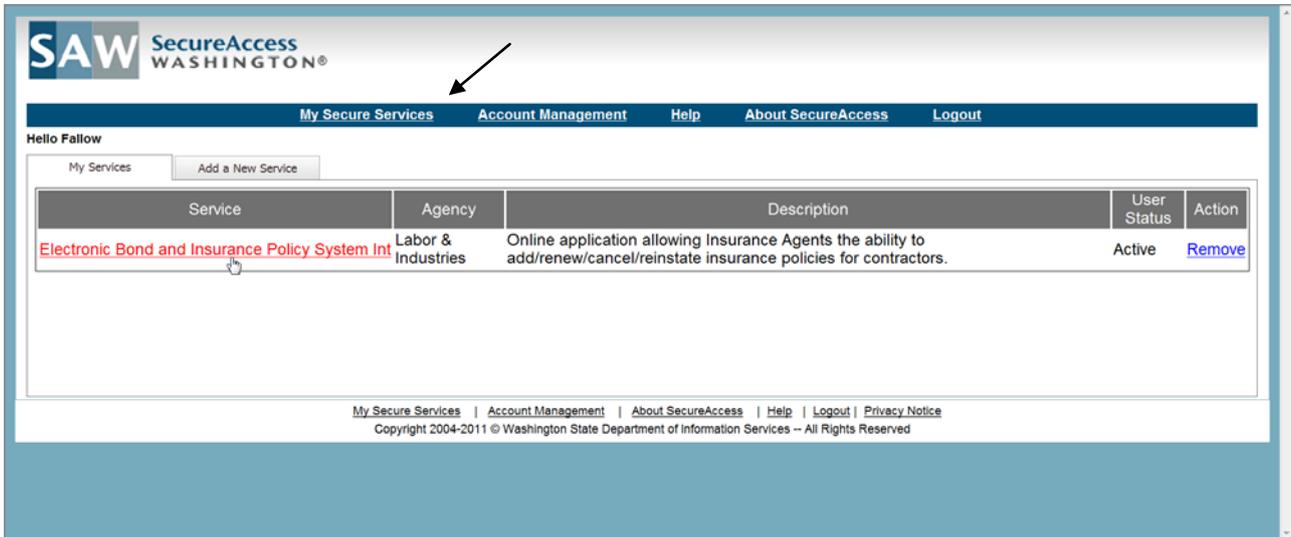


Figure 14

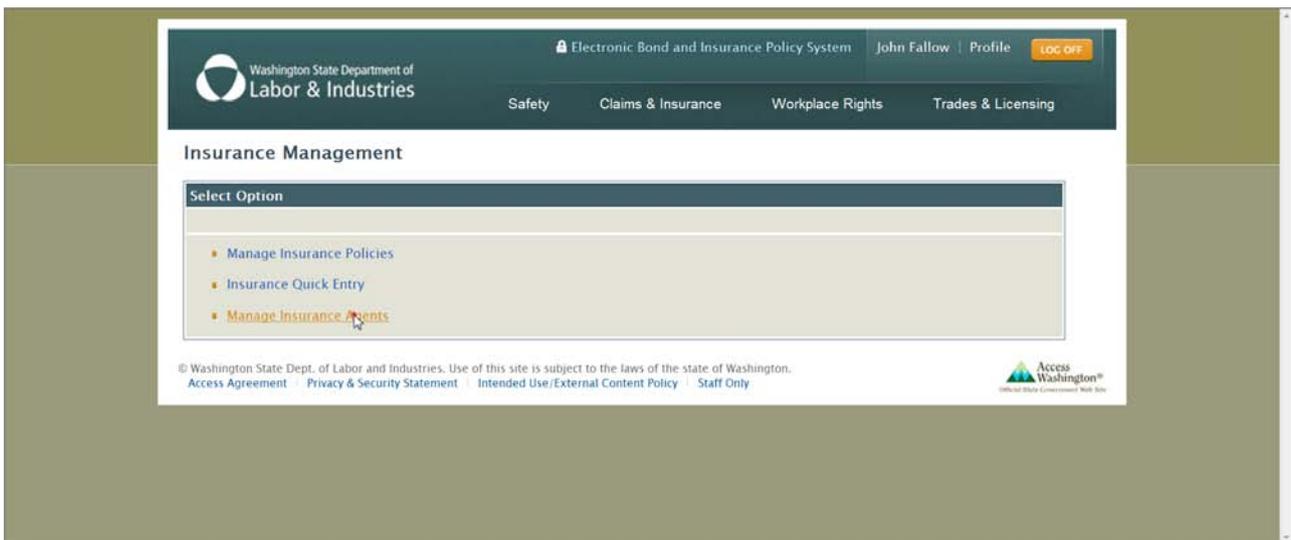
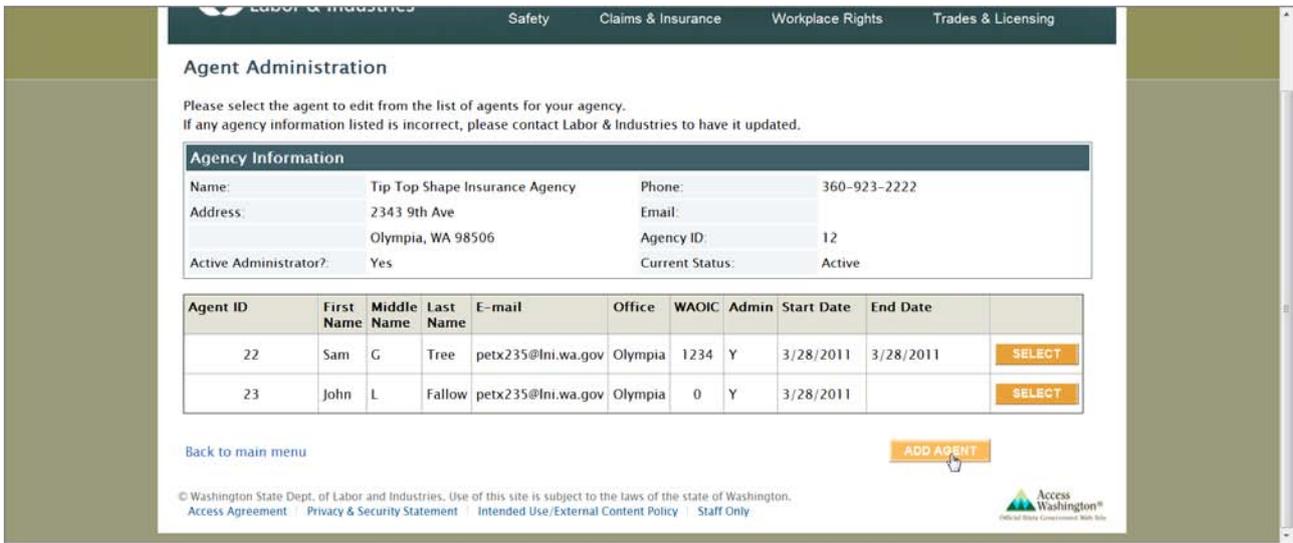


Figure 15

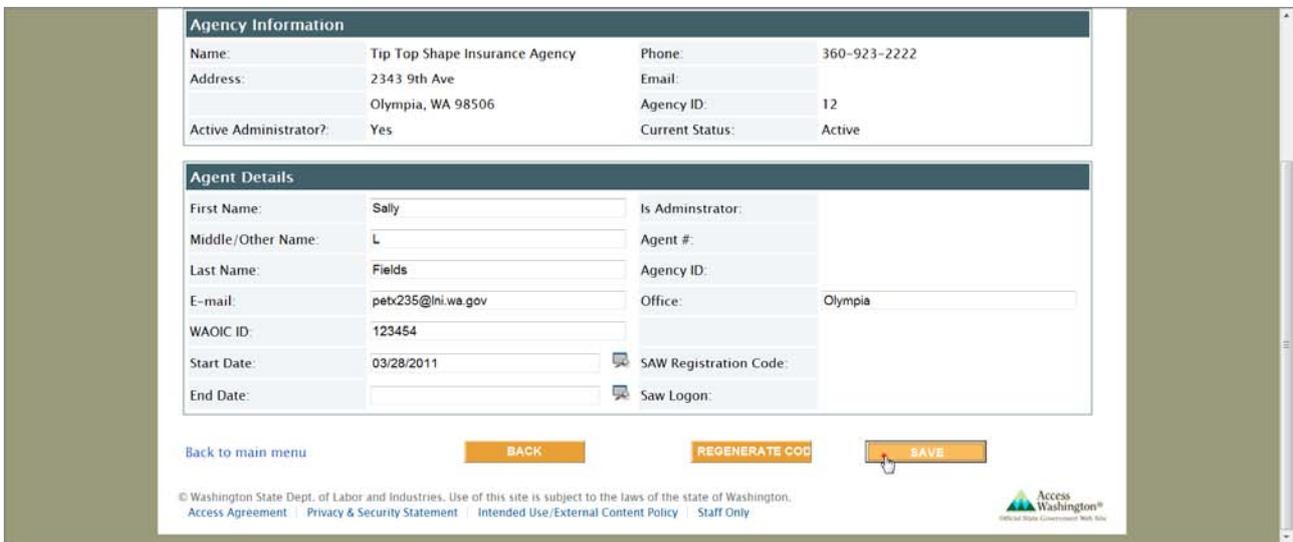
## 9. Managing Insurance Agents

The Insurance Agency Administrator must add the agents to generate the code and give the ability for the agents to create a user name and password.



**Figure 16**

Enter the agent information and select Save to generate a SAW Registration Code.



**Figure 17**

Registration code is generated.

Enter the new agent information below and click 'Save'.

Agency Information			
Name:	Tip Top Shape Insurance Agency	Phone:	360-923-2222
Address:	2343 9th Ave	Email:	
	Olympia, WA 98506	Agency ID:	12
Active Administrator?:	Yes	Current Status:	Active

Agent Details			
First Name:	Sally	Is Administrator:	No
Middle/Other Name:	L	Agent #:	24
Last Name:	Fields	Agency ID:	12
E-mail:	petx235@ini.wa.gov	Office:	Olympia
WAOIC ID:	123454		
Start Date:	3/28/2011	SAW Registration Code:	FTS0872T15
End Date:		Saw Logon:	

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**Figure 18**