CONTRACTOR PORTAL SIGN-UP INSTRUCTIONS

1. Existing My L&I users*: Log in and click "+Get more access" under My Profile, then skip to step 4. New users: Sign up for an account, enter your personal information, then click continue.

*If you need to access both the Awarding Agency & Contractor Portals, you will need to create separate user ID's for each portal.

Washington State Departs Labor & Indust	ent of Research A	i My L&I	powered by SecureAccess WASHINGTON®
My L&I Sign up			Already have a profile? log in
If you get a warning this email address is already in use, you can still continue.	Enter your personal information First name: * Last name: * Email address: * Retype email: * Phone number: *		You can check to see if you have an account on the log in page.
~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~~	Create a User ID and password User ID:		

- 2. You will receive an email from "My L&I" to **activate your profile**. Follow the link to complete your setup. If you don't see an activation email, check your spam or junk mail folders.
- 3. Log in to My L&I using your newly created User ID and password.
- 4. To complete set up, choose the following options:

Complete set up	this step. You will be asked for your UBI
First, choose a role that applies to yot Injured Worker or Authorized D Legal representative for an injur Medical or Vocational provider Billing provider Employer or representative Third party againments fator	Complete set up Enter the following to gain access: WA UBI number Back Continue
<ul> <li>Third party accountant/bookkeeper</li> <li>Retro program administrator</li> <li>Health Services Coordinators and COHE Directors</li> </ul>	You may complete the following cashs right-every:
Surgical Best Practices Coordinator     Best Practice Activity Coach     Other	Payroll, and training Electronic Permits & Inspections (EPIS)
Cancel	Manage continuing education for self-insurance claim     administrators

5. Click the "My tasks" button, then click the link to "File an intent to pay prevailing wage or an affidavit of wages paid" to complete your registration.

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	File an intent to pay prevailing wage or an affidavit of wages paid
+ Get more access	f Y C To Si home page cureAccess Washington
	Washington State Dept. of Labor & Industries. Use of this site is subject to the laws of the state of Washington. Access Agreement   Privacy & Security Statement   Intended Use/External Content Policy   Staff Only

- 6. Next, you will be asked to provide a backup email and phone number to complete your security profile.
- 7. To complete your registration, enter your name, phone number, email address, UBI, and contractor registration number, then click **Register**.

Registration	
PWIA Registration	
First Name (required)	
Middle Name	
Last Name <mark>(required)</mark>	
Phone Number <mark>(required)</mark>	Ext
Email Address (required) If applicable this	s field is required
Company UBI (required)	e registration.
Contractor Registration Number	
Cancel	Register
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## Congratulations! You have completed setting up your PWIA access.

Accepting the legal disclaimer will take you to the contractor dashboard where you can manage your public works projects. This includes filing the intent and affidavit, certified payroll, completing the responsible bidder training, and much more...