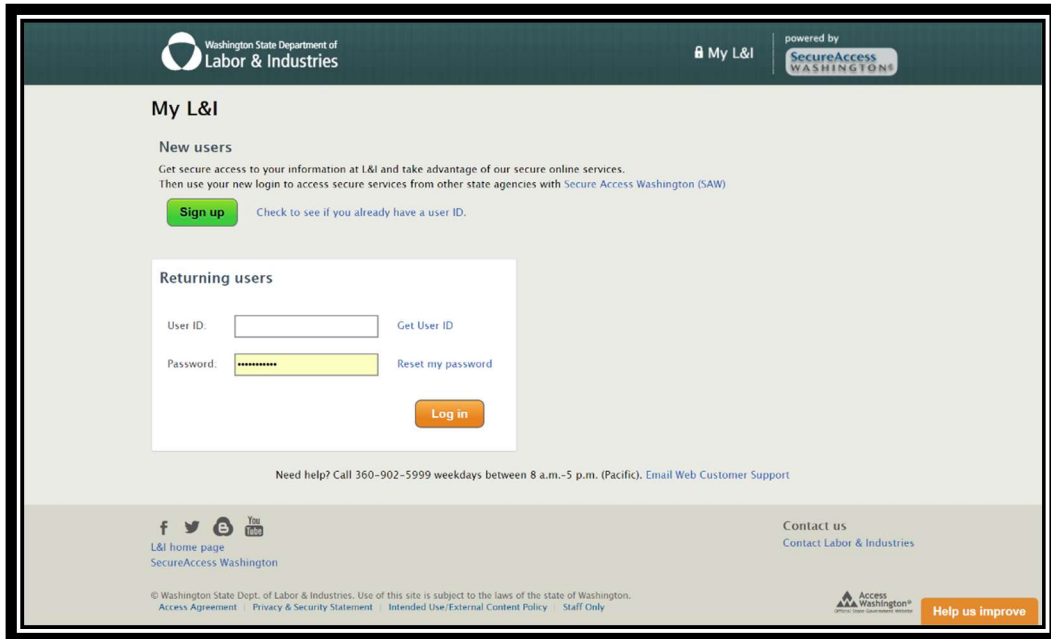


MY L&I (SAW/SEAP) Enrollment Instructions (Billing and Non-Attending Providers and/or scheduling staff)

1. Go to My L&I at <https://secure.lni.wa.gov/home/>



- You'll need to first Sign up and set login credentials to enter the system. You should see the following form, which you'll need to complete to create an account:

Washington State Department of Labor & Industries

My L&I

powered by SecureAccess WA (WA-1000000000)

Sign up for My L&I

Enter your information

First Name * Last Name *

Email *

Contact Phone *

Format: 100100010000

Contact info for security (optional)

Provide additional contact info to receive multi-factor authentication security codes and reduce the chance of losing access to your account.

Additional Email

Mobile Phone

Format: 100100010000

Message and data rates may apply for mobile phones. A message will be sent only when you request it.

Create a user ID and password

User ID *

User IDs must be at least four characters long and may contain -, /, ., @

Your password *

For your security, please enter a password with:

- At least 10 characters
- Including at least 3 of the following:
 - One uppercase letter
 - One lowercase letter
 - One number
 - One special character
- Do not include your user ID.

Accept the Access Agreement

To create an account, initial and indicate you have read and accept the Access Agreement

Your Initials *

I have read and accept the Access Agreement

CANCEL CONTINUE

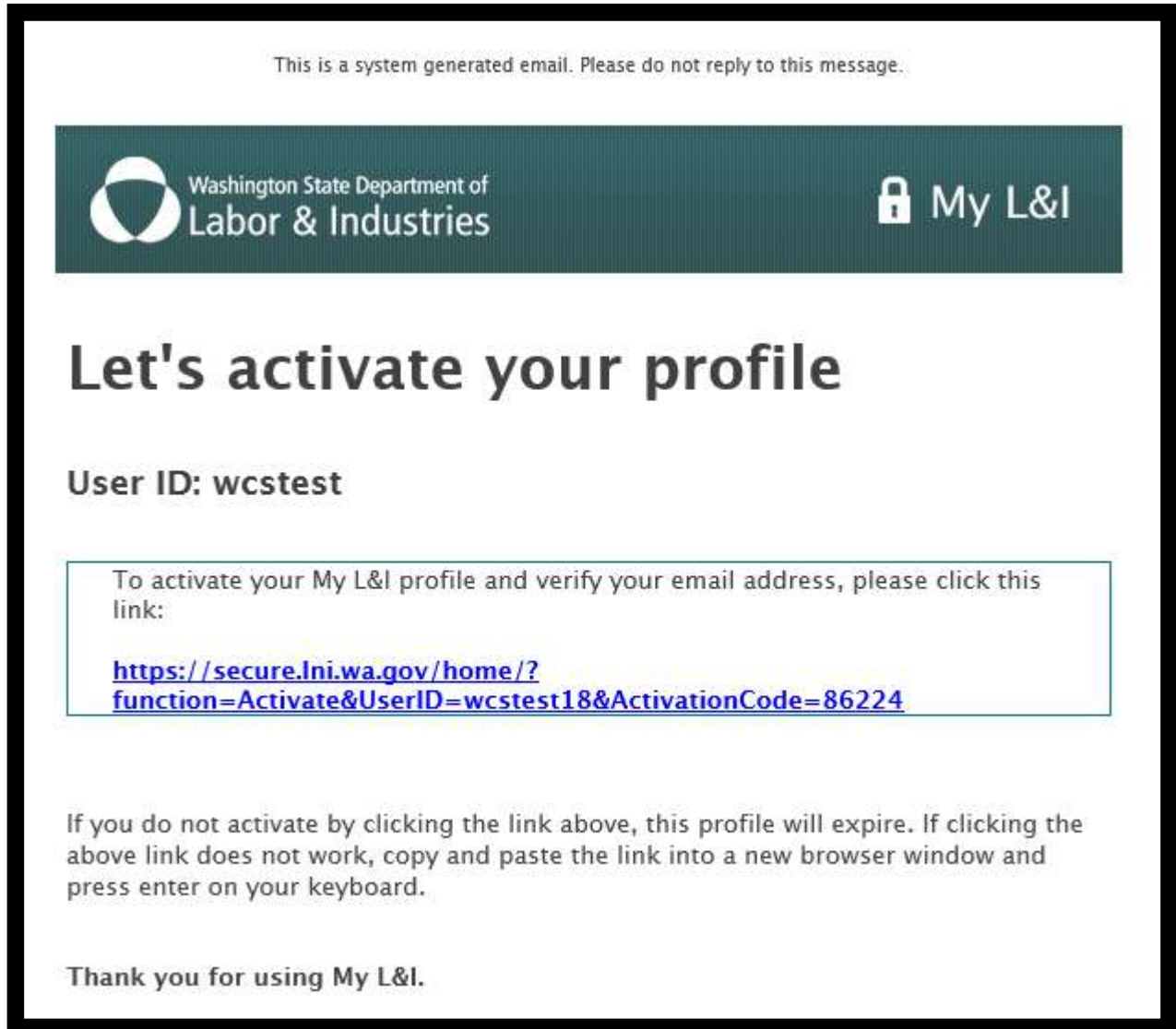
L&I home page Contact us
SecureAccess Washington Contact Labor & Industries

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SecureAccess Washington

3. Once the Sign Up process has been completed, you'll need to check your email for the activation link that was sent to you – (Note: the system will not allow you to login until you activate the profile).

The activation email will look similar to this:



4. Select role (Billing Provider) and click "Continue".

The screenshot shows the Washington State Department of Labor & Industries website. The user is logged in as Jensina Anderson. A modal window titled "Complete set up" is open, prompting the user to "First, choose a role that applies to you." The modal contains a list of roles with radio buttons. The "Billing provider" option is selected, indicated by a red arrow pointing to the "Complete set-up" link on the page. The "Continue" button is highlighted in orange.

Washington State Department of Labor & Industries

My Profile

You haven't yet completed your set up
To access your information at L&I:

[Complete set-up](#)

Complete set up

First, choose a role that applies to you.

- Injured Worker or Authorized Delegate
- Legal representative for an injured worker
- Medical or Vocational provider
- Billing provider
- Independent Medical Examination (IME) Provider
- Employer or representative
- Third party administrator
- Third party accountant/bookkeeper
- Retro program administrator
- Health Services Coordinators and COHE Directors
- Surgical Best Practices Coordinator
- Best Practice Activity Coach
- Other

Cancel **Continue**

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Access Washington
OFFICIAL STATE GOVERNMENT WEBSITE

5. Click the link to enter the Interpreter Scheduling app.

The screenshot shows the Washington State Department of Labor & Industries website. The user is logged in as Jensina Anderson. A modal titled "Complete set up" is displayed, asking for an L&I Provider ID or NPI (1-10 numbers) and offering a "Continue" button. Below the input field, a list of tasks is provided, with the last item, "Schedule an interpreter for an appointment with an injured worker", highlighted in a red box. The background page shows a "My Profile" section with a "Complete set-up" link and a "Secure Access Washington (SAW)" section.

Washington State Department of Labor & Industries

My L&I | Jensina Anderson | Log out

Complete set up

Enter the following to gain access:

L&I Provider ID or NPI

[Back](#) [Continue](#)

You may complete the following tasks right away:

- Take the Medical Examiners' handbook certification test
- Submit the provider and patient portions of the Report of Accident
- Complete an Activity Prescription Form for my patient
- Schedule an interpreter for an appointment with an injured worker**

My Profile

You haven't yet completed your set up
To access your information at L&I:

[Complete set-up](#)

[Update](#)
InterpreterServices
a
son
902-6565

[Update](#)
ion For Security
a.anderson@lni.wa.gov

Secure Access Washington (SAW)

My L&I is powered by SAW. With SAW, you can use your user ID and password to access online services from multiple state government offices.

[Access my services from other government offices](#)

[Cancel my SAW account](#)

[L&I home page](#)
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Access Washington®
Official State Government Website

6. The next time you log in and view your profile page you should see this, use the My Tasks button to find the Interpreter scheduling system app.

Washington State Department of Labor & Industries

My L&I | Jensina Anderson | Log out

My Profile

[My tasks](#)

+ Get more access

My personal information [Update](#)

User ID:	InterpreterServices
First name:	Jensina
Last name:	Anderson
Phone number:	(360) 902-6565

Additional Contact Information For Security [Update](#)

Email:	jensina.anderson@lni.wa.gov
Mobile number:	

Secure Access Washington (SAW)

My L&I is powered by SAW. With SAW, you can use your user ID and password to access online services from multiple state government offices.

[Access my services from other government offices](#)

[Cancel my SAW account](#)

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Access Washington
OFFICIAL STATE GOVERNMENT WEBSITE

My Profile

Schedule An Interpreter

Schedule an interpreter for an appointment with an injured worker

Medical Provider Report of Accident

Complete and submit the provider and patient portion of the Report of Accident (ROA) form



L&I home page
SecureAccess Washington

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7.