

Create Your User Access to the Professional and Business Licensing System

Creating your user access to the Professional and Business Licensing system is a 3-step process:

1. [Create a SecureAccess Washington \(SAW\) account](#) if you don't already have one
2. [Add the Professional and Business Licensing service](#) to your SAW account
3. [Enroll in multi-factor authentication \(MFA\)](#)

After you've accessed the Professional and Business Licensing system:

- **If you have existing licenses or applications:** You'll need to link your SAW account to any existing professional licenses, exam applications, and/or business licenses.
 - [Link Your Professional License or Exam Application](#)
 - [Link Your Professional License with Activation Code](#) (only available if linking with personal and license Information didn't work)
 - [Link Your Business License](#)
- **If you have no existing licenses or applications:** See the following separate documents:
 - Apply for Professional License
 - Create Business Account and Apply for Business License

Create a SecureAccess Washington (SAW) Account

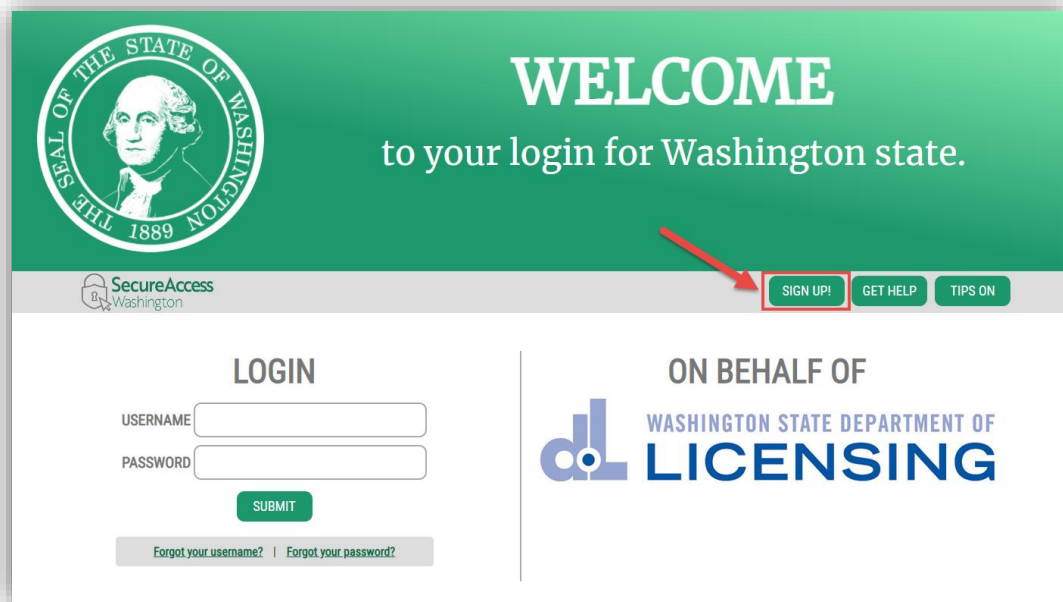
Before you start

You already have a SAW account if you:

- Have a License eXpress account for your driver, vehicle, or business licenses
- Have done business online with:
 - Department of Revenue
 - Department of Labor and Industries
 - Employment Security Department

If you like, you may use the same SAW account for your access to the Professional and Business Licensing system. If so, go to [Add the Professional and Business Licensing Service](#).

1. Go to [SecureAccess Washington Login Page](#)
2. Click the Sign Up button.



3. **Enter** your first and last name and an email address for this account.
- **Don't** enter a middle name or initial in the First Name field as this will cause issues in the Professional and Business Licensing system.

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

4. **Optional: Enter** additional information for security purposes.
- This information will be used later when you enroll for multi-factor authentication (MFA).

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.


5. **Enter** a username and password, and then **enter** the password again in the Confirm Password field.
- Before you enter a password, the page displays red text listing the requirements for the password. As you meet those requirements, the red text disappears.

Username and Password

Username
Tayberry4

Password
.....

Confirm Password
.....

I'm not a robot 
reCAPTCHA
Privacy - Terms

[Privacy Policy](#) [Create my account](#)

5. **Click** the checkbox for I'm not a robot, complete any additional challenges (if any), and **click** the Submit button.

The screenshot shows a registration form with the following fields and elements:

- Username and Password** (Section Header)
- Username** field: Input box containing "Tayberry4"
- Password** field: Input box with masked characters "....."
- Confirm Password** field: Input box with masked characters "....."
- I'm not a robot** checkbox: A red box highlights the checked checkbox and the text "I'm not a robot". To the right is the reCAPTCHA logo and text "reCAPTCHA Privacy - Terms".
- Create my account** button: A green button with white text, highlighted with a red box.
- [Privacy Policy](#) link: A blue text link located to the left of the "Create my account" button.

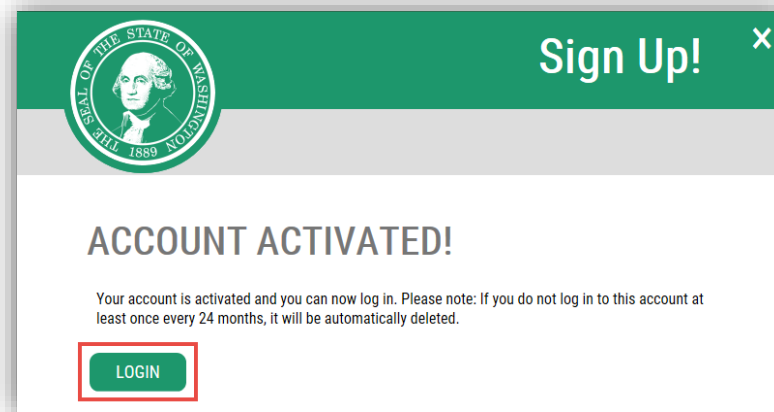
6. When you see this pop-up, **go to** the email you used for this account to complete the process.



7. **Click** on the link in the email to activate the SAW account.



8. You'll be taken back to SecureAccess Washington. **Click** the Login button to continue.



Add Professional and Business Licensing Service

1. Enter your username and password at the SAW login page and **click** Submit.

 **WELCOME**
to your login for Washington state.

SecureAccess
Washington

[SIGN UP!](#) [GET HELP](#) [TIPS ON](#)

LOGIN

USERNAME

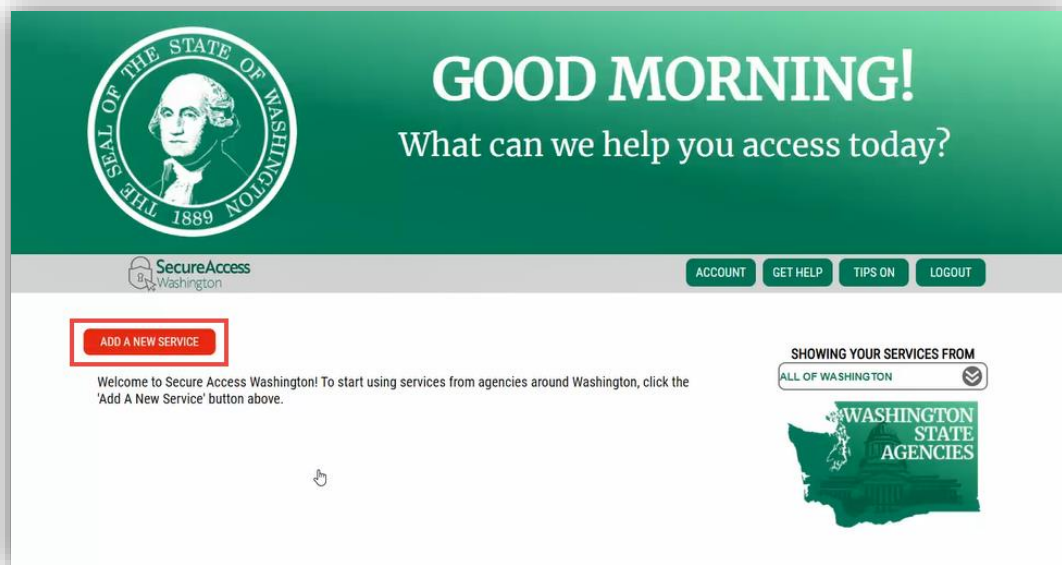
PASSWORD

[Forgot your username?](#) | [Forgot your password?](#)

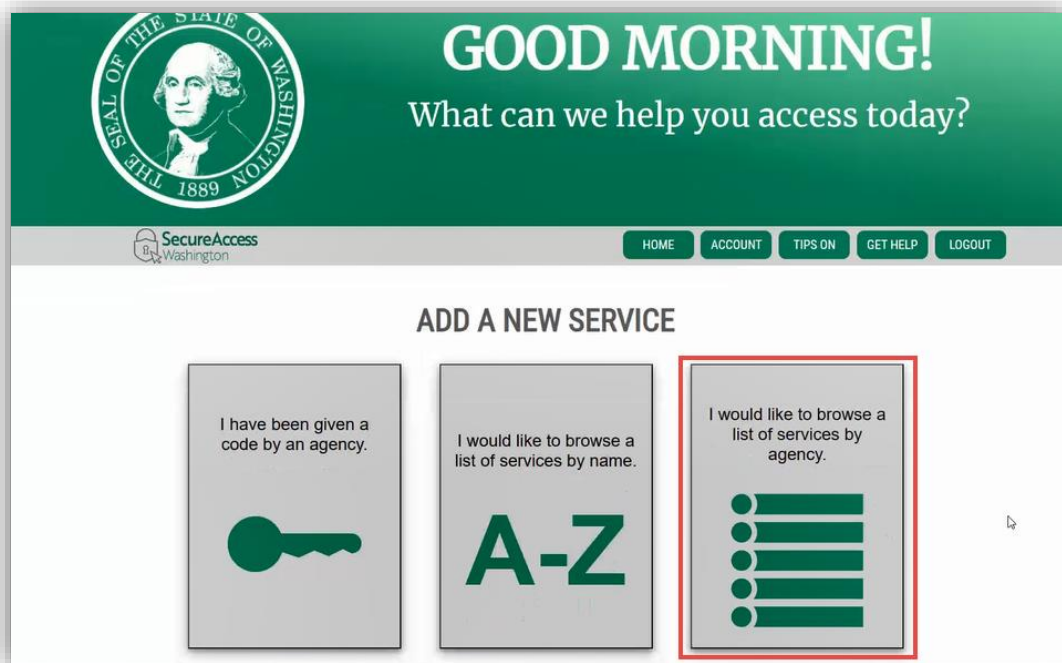
ON BEHALF OF

WASHINGTON
STATE
AGENCIES

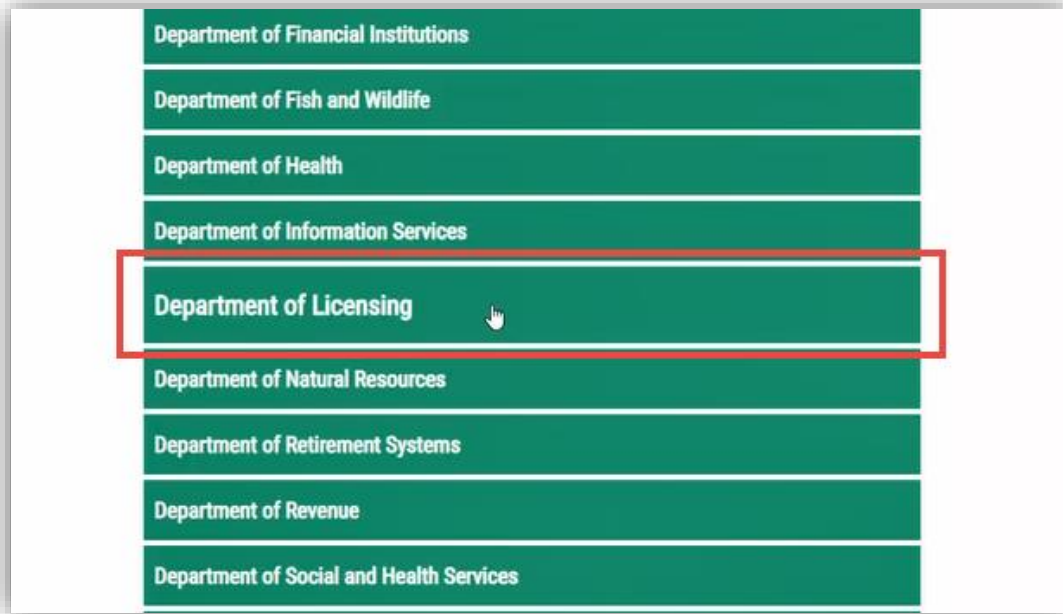
2. **Click** the Add a New Service button (this button will be green if you already have other services).
 - If you have a **License eXpress** account, that account may open automatically in a new window. Return to the SecureAccess window to see this page.



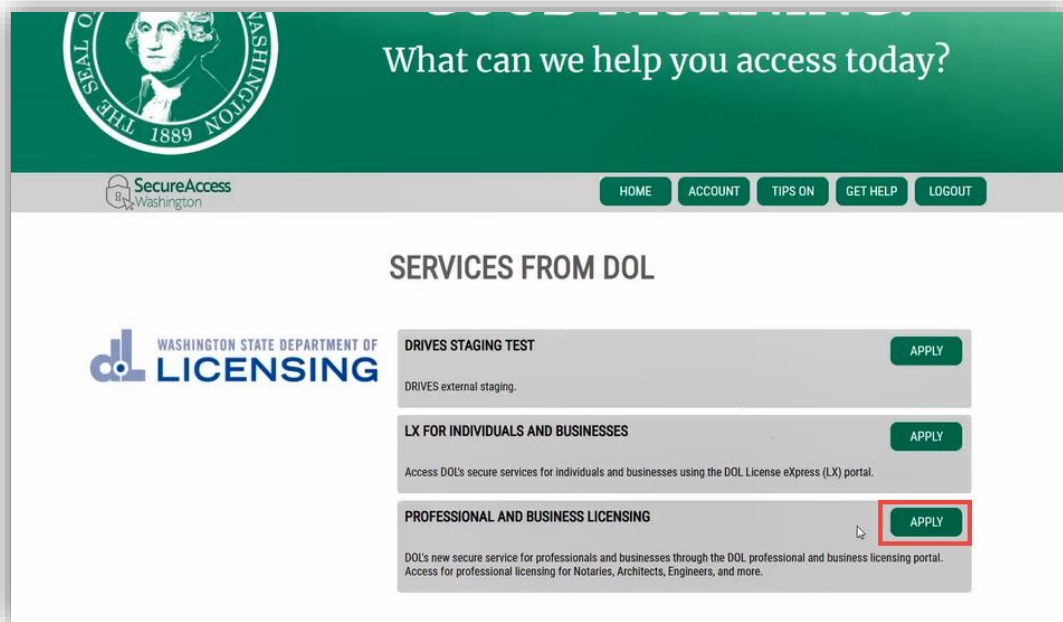
3. **Click** the “I would like to browse a list of services by agency” button.



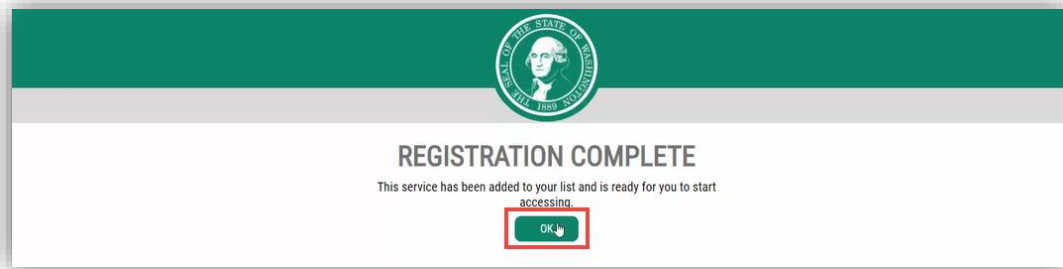
4. **Scroll down** the list of agencies and **click** Department of Licensing.



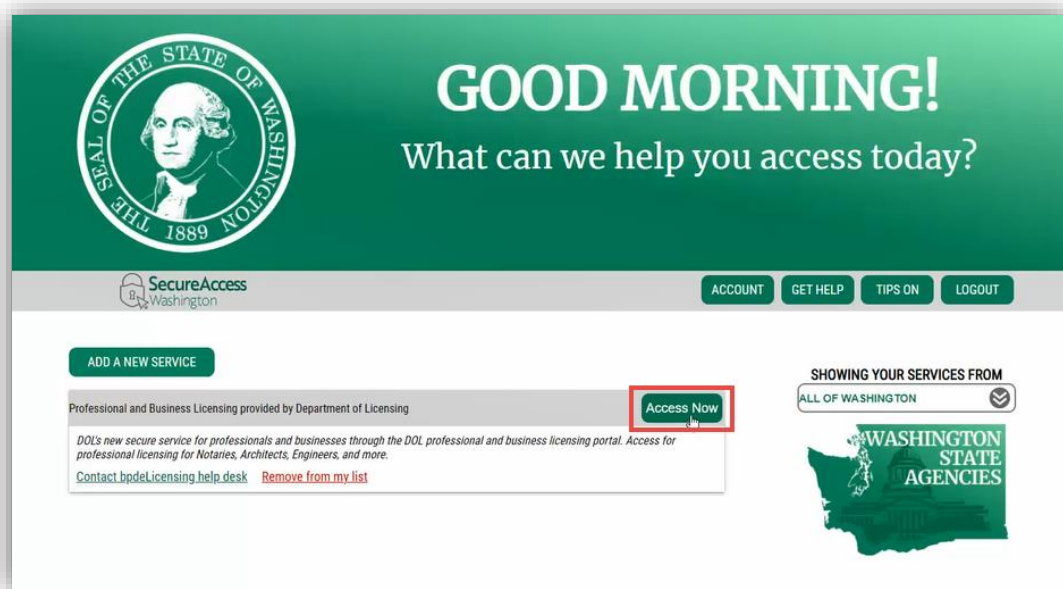
5. **Click** the Apply button for Professional and Business Licensing.



6. Click the OK button.



7. Click the Access Now button.



Enroll in Multi-factor Authentication (MFA)

1. **Select** the method you want to use to enroll in MFA.
 - The options are based on the information you provided on the page where you set up your username and password.

The screenshot shows the MFA enrollment interface for SecureAccess Washington. At the top left is the Seal of the State of Washington (1889). The main header features the text "SAFETY FIRST! This service requires MFA." Below this is a navigation bar with "SecureAccess Washington" and "Help" and "Spanish" buttons. A progress indicator shows four steps: 1. Choose Method (highlighted), 2. Enter Code, 3. Remember Device, and 4. Access Service. The main heading is "Multi-Factor Authentication (MFA)". A sub-heading asks "How would you like to receive your verification code?". Two options are listed: an email option for "***who@mailinator.com" and a text message option for "(***) ***-5555". The email option is highlighted with a red border.

SecureAccess
Washington

Help Spanish

1 2 3 4
Choose Method Enter Code Remember Device Access Service

Multi-Factor Authentication (MFA)

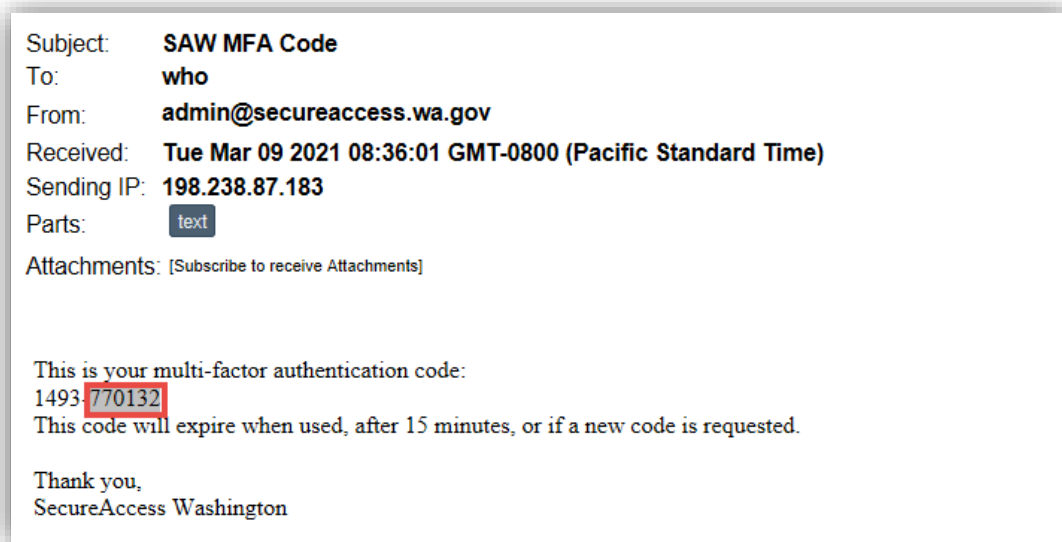
This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.

Choose Method

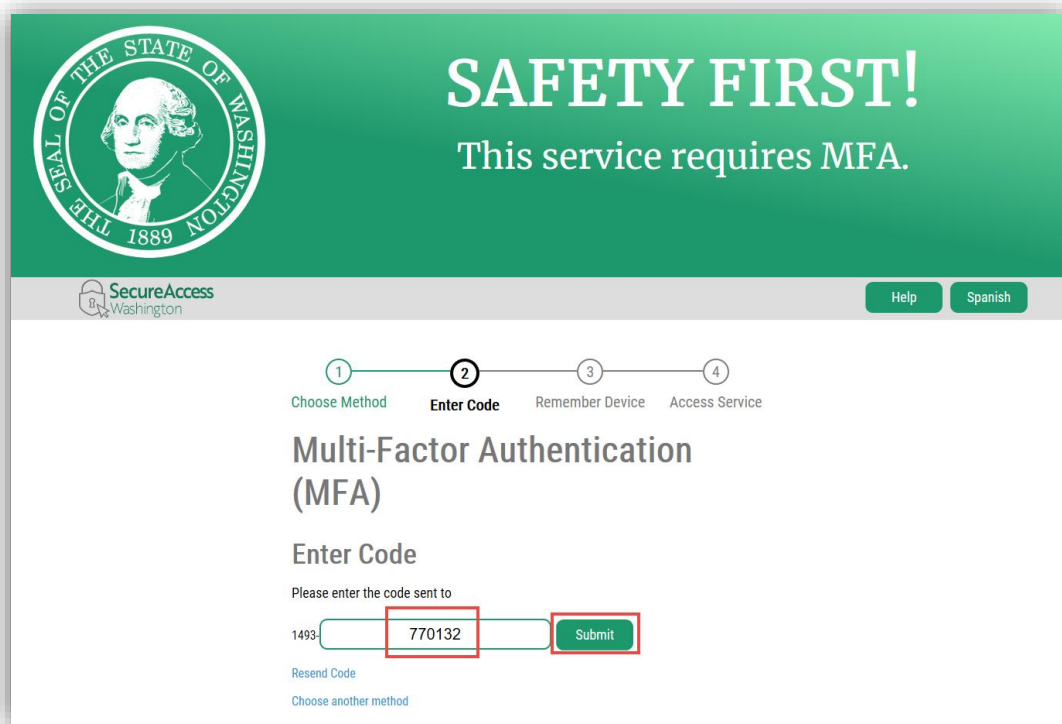
How would you like to receive your verification code?

- ***who@mailinator.com
Receive the code in an email and enter it on the next screen.
- (***) ***-5555
Receive the code in a text message and enter it on the next screen.

2. You'll receive an email or text (depending on your selection) with a code.
 - You only need the last 6 digits of the code (after the hyphen).



3. Enter the 6 digits in the space provided and click the Submit button.



4. If you want SAW to remember your device, **check** the checkbox for Yes, remember my device.
- If this is a public or shared computer, you should **not** check the checkbox.
 - If you select Yes, you can provide a name for the device. This is optional.

SAFETY FIRST!
This service requires MFA.

SecureAccess Washington

Help Spanish

1 Choose Method 2 Enter Code 3 Remember Device 4 Access Service

Multi-Factor Authentication (MFA)

Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.


Yes, remember my device

Name: (Numbers and letters only)

Optional

Submit

5. Click the Submit button.

 **SAFETY FIRST!**
This service requires MFA.

SecureAccess
Washington

Help Spanish

1 2 3 4
Choose Method Enter Code Remember Device Access Service

Multi-Factor Authentication (MFA)

Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device

Name: (Numbers and letters only)

Submit

6. Click the Continue button to access the Professional and Business Licensing system.



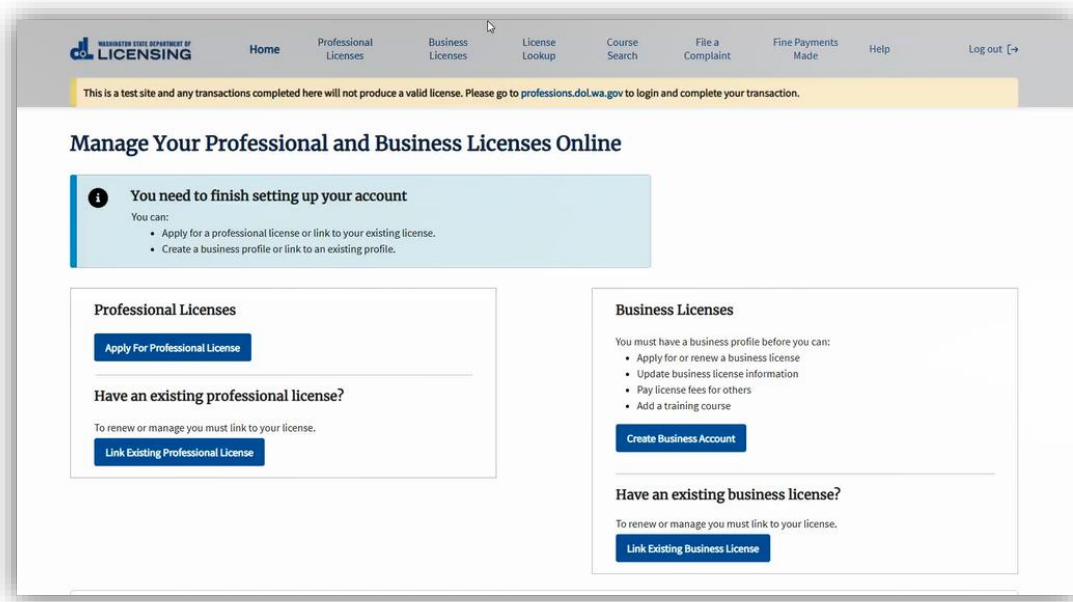
NOW ACCESSING

 **WASHINGTON STATE DEPARTMENT OF LICENSING**

You are now accessing Professional and Business Licensing provided by Department of Licensing. If you require assistance, the Professional and Business Licensing help desk can be reached at DOLElicensingSupport@DOL.WA.GOV or 360-664-9696.

CANCEL **CONTINUE**

7. You've reached the Home page of the Professional and Business Licensing system.

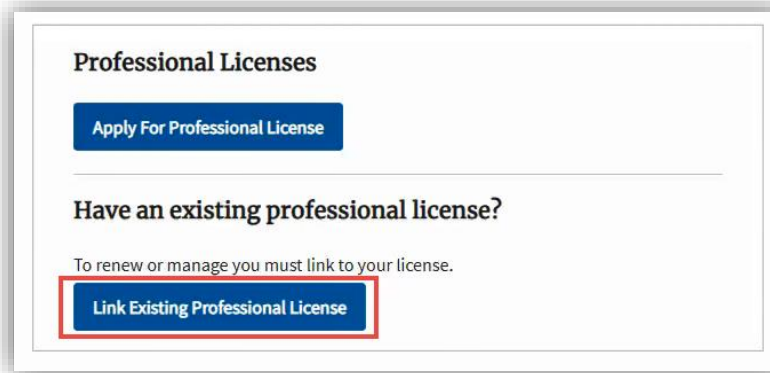


8. If you have existing Professional or Business licenses or exam applications, follow the appropriate instructions below:
- [Link Your Professional License or Exam Application](#)
 - [Link Your Professional License with Activation Code](#) (this option is only available if you are unable to link using personal and license information)
 - [Link Your Business License](#)

Link Your Professional License or Exam Application

Important! Don't link someone else's professional license to your SAW account. This will cause access issues for you **and** the licensee.

1. **Click** the Link Existing Professional License button from the Home page.



Professional Licenses

[Apply For Professional License](#)

Have an existing professional license?

To renew or manage you must link to your license.

[Link Existing Professional License](#)

2. **Select** For Me for the “The license I want to link is?” question.
 - For Me means the name of the person logged into the system is the SAME person as the person whose license is being linked.
 - For Someone Else will give you an error message. You should not link someone else's professional license to your login.

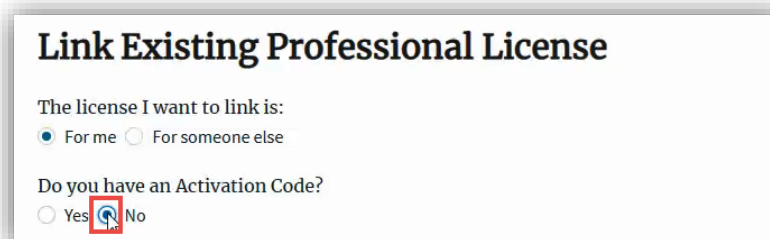


Link Existing Professional License

The license I want to link is:

For me For someone else

3. **Select** No for the “Do you have an Activation Code?” question.



Link Existing Professional License

The license I want to link is:

For me For someone else

Do you have an Activation Code?

Yes No

4. **Enter or select** your last name, date of birth, license type, and license (or exam application) number in the appropriate fields, then **click** the Search button.
- Don't enter any leading zeros before your license number.
 - If you have more than one license, you only need to enter one license type and license number.

* Last Name

* Date of Birth

* License Type

* License Number / Exam Application Number

5. All professional licenses and applications associated with the personal record will be displayed. **Click** the Link License button.
- If you receive a No Licenses Found error message, go to [Link Your Professional License with an Activation Code](#).

Confirm and link professional license

If this is your professional license, link it to your account

License Number / Exam Application Number: REA2001804	License Type: Real Estate Managing Broker
License Status: Exam Approved	

License Number / Exam Application Number: 20108589	License Type: Real Estate Managing Broker
License Status: Active	

6. You've now linked your personal record. The Professional Licenses page is displayed. You'll see:
- **Issued licenses** under the **Licenses** tab (shown in example below).
 - **Submitted License or Renewal applications** under the **Submitted Applications** tab. Exam applications will NOT be shown unless they are in Abandoned status.
 - If you linked an existing **Exam Application** instead of submitting it through the portal, you won't see that application anywhere on the portal. Return to the **Home page**, where you should see an **Apply for License To-Do**.

Professional Licenses

Tanya Tayberry
[Update legal name](#)
 Email: tayberry@mailinator.com
 Alternate email: None
 Mobile Phone: 555.555.5555
 Other Phone: None
[Update contact information](#)

[Apply for new license](#)


Licenses	Unsubmitted Applications	Submitted Applications	Completed Requests	Relationships	
License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
20108589	Real Estate Managing Broker	October 30, 2022	Active	None	


7. If you also have existing business licenses, go to [Link Your Business License](#).

Link Your Professional License with an Activation Code


If you receive a No License Found error message, you may attempt to link your license using an Activation Code.

1. **Click** the “request an activation code” link in the text box that appears at the bottom of the page.
 - This text box will only appear if you received a No License Found error message.

* Last Name 
Tayberry

* Date of Birth
Jan 1, 1987 

* License Type
Real Estate Managing Broker

* License Number / Exam Application Number 
20108589

[request an activation code.](#) The activation code will be sent to the email address on file.

Cancel Search

2. **Enter or select** the program type, license type, and license number or exam application number in the appropriate fields, then **click** the Next button.

Request Activation Code
Enter license details to request an activation code

* Program Type
Real Estate

* License Type
Real Estate Managing Broker

* License Number / Exam Application Number
20108589

Cancel Next

3. A masked version of the email address where the Activation Code will be sent will be displayed.
 - If this email address looks correct, **click** the Submit button.
 - If not, **cancel** the request and **contact** the program area to update your email address so you can complete the process.

Activation code will be emailed to ta****@mallinator.com

If your email is incorrect or you need assistance, please contact your Business and professional licensing contacts.

Cancel Submit

4. The Home page will be displayed.
5. Go to your email to get the Activation Code.
 - It may take a few minutes for the code email to arrive.
6. **Click** the Link Existing Professional License button.

Professional Licenses

Apply For Professional License

Have an existing professional license?

To renew or manage you must link to your license.

Link Existing Professional License

7. **Select** For Me for the “The license I want to link is?” question.
 - For Me means the name of the person logged into the system is the SAME person as the person whose license is being linked.
 - For Someone Else will give you an error message. You should not link someone else’s professional license to your login.

Link Existing Professional License

The license I want to link is:

For me For someone else

8. **Select** Yes for the “Do you have an Activation Code?” question.



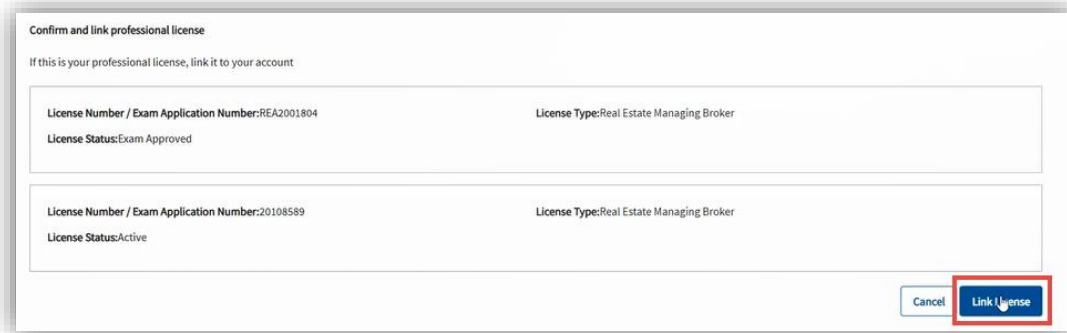
The screenshot shows a form titled "Link Existing Professional License". It contains two sections. The first section is "The license I want to link is:" with two radio buttons: "For me" (selected) and "For someone else". The second section is "Do you have an Activation Code?" with two radio buttons: "Yes" (selected) and "No". A red box highlights the "Yes" radio button.

9. **Enter** the code you received in the Activation Code field and **click** Verify Code.



The screenshot shows a form titled "Link using an activation code". It contains a text input field labeled "Activation Code" with the value "T5gJeaaf" entered. A red box highlights the input field. Below the input field are two buttons: "Cancel" and "Verify Code". A red box highlights the "Verify Code" button.

10. All professional licenses and applications associated with the personal record will be displayed. **Click** the Link License button.



The screenshot shows a form titled "Confirm and link professional license". It contains two sections. The first section displays license information: "License Number / Exam Application Number: REA2001804" and "License Status: Exam Approved". The second section displays license information: "License Number / Exam Application Number: 20108569" and "License Status: Active". Below the license information are two buttons: "Cancel" and "Link License". A red box highlights the "Link License" button.

11. You've now linked your personal record to your login. The Professional Licenses page is displayed. You'll see:

- **Issued licenses** under the **Licenses** tab (shown in example below). You may also see Abandoned Exam Applications under this tab. They will eventually disappear from the list.
- **Submitted License or Renewal applications** under the **Submitted Applications** tab. Exam applications will NOT be shown here.
- If you linked an existing **Exam Application** instead of submitting it through the portal, you won't see that application anywhere on the portal. Return to the **Home page**, where you should see an **Apply for License To-Do**.

The screenshot shows the 'Professional Licenses' page for Tanya Tayberry. At the top left, there is a user profile section with the name 'Tanya Tayberry', a link to 'Update legal name', and contact information: 'Email: tayberry@mailinator.com', 'Alternate email: None', 'Mobile Phone: 555.555.5555', and 'Other Phone: None'. There is also a link to 'Update contact information'. To the right of this section is a blue button labeled 'Apply for new license'. Below the profile is a navigation bar with five tabs: 'Licenses' (selected), 'Unsubmitted Applications', 'Submitted Applications', 'Completed Requests', and 'Relationships'. Under the 'Licenses' tab, there is a table with the following data:

License	License Type	Expiration Date	License Status	Renewal/Reinstatement Status	Action
20108589	Real Estate Managing Broker	October 30, 2022	Active	None	

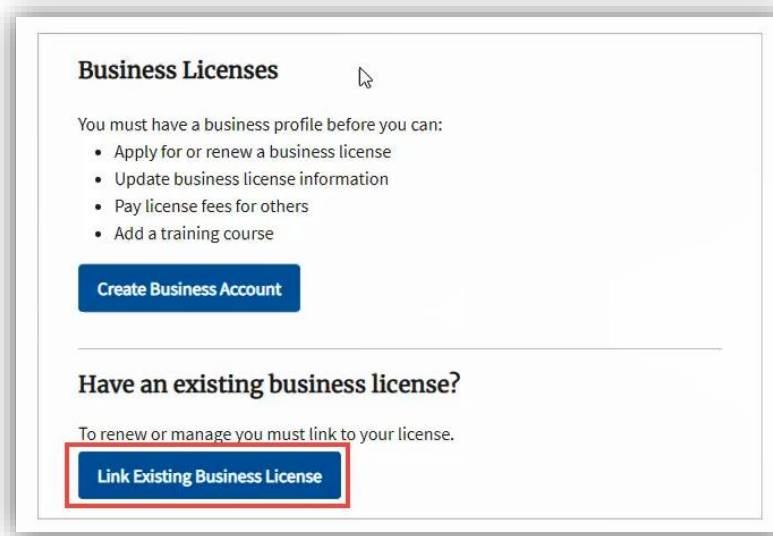
12. If you also have business licenses, go to the next section to link your Business Account and licenses to your login.

Link Your Business License

Before you start

- If you used an Activation Code to link your professional licenses, that code **won't** work for this process. You'll need to request a separate Activation Code for your business licenses.
- The first person to link a business account is the Account Administrator. If someone has already linked the Business Account, you'll get an error message if you try to link the same account. You can be invited by the existing Account Administrator to be an additional Administrator on the account.

1. **Click** the Link Existing Business License button on the Home page.



2. **Select** For Me for the "The license I want to link is?" question.



3. **Click** the “request an activation code” link in the sentence above the Activation Code field.

Link Existing Business License

The license I want to link is:
 For me For someone else

Link using an activation code

If you have an activation code, enter it below or you can **request an activation code** using your license number.

* Activation Code

4. **Enter or select** the program type, license type and license number in the appropriate fields, then **click** the Next button.

Request Activation Code
Enter license details to request an activation code

* Program Type
Real Estate

* License Type
Real Estate Firm

* License Number
20108590

Cancel Next

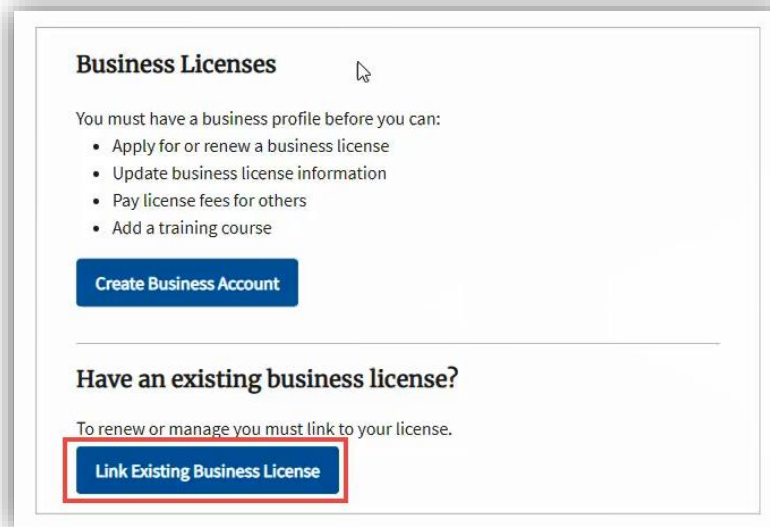
5. A masked version of the email address where the Activation Code will be sent will be displayed.
- If this email address looks correct, **click** the Submit button.
 - If not, **cancel** the request and **contact** the program area to update your email address so you can complete the process.

Activation code will be emailed to ta***@mailinator.com

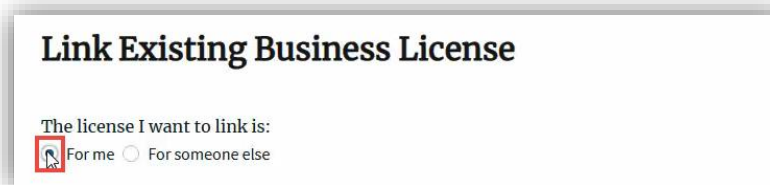
If your email is incorrect or you need assistance, please contact your Business and professional licensing contacts.

Cancel Submit

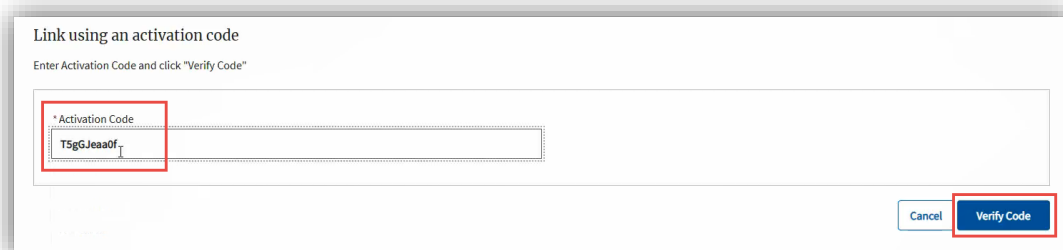
6. The Home page will be displayed.
7. Go to your email to get the Activation Code.
 - It may take a few minutes for the code email to arrive.
8. **Click** the Link Existing Business License button.



9. **Select** For Me for the “The license I want to link is?” question.



10. **Enter** the code you received in the Activation Code field and **click** Verify Code.



11. All business licenses and applications associated with the business account record will be displayed. **Click** the Link License button.

Confirm and link business profile

If this is your business profile, link it to your account

Tanya's Real Estate UBI:221-555-369 Address:

Cancel Link License

12. You've now linked your Business Account and licenses to your login. The Manage My Business page is displayed. **Click** the link for the Business Account.
- You have access to the Business Account and all licenses and licensees associated with that account.
 - You can invite others to have access to the account at the Business Account, Main License Account, or Branch Account levels.
 - See the separate document Manage Administrators for detailed information and instructions.

Manage My Businesses

[Tanya's Real Estate](#)

tayberry@mailinator.com

UBI
221-555-369

13. The Business Licenses page for this Business Account will be displayed. You'll see:

- **Issued licenses** under the **Licenses** tab (shown in example below).
- **Submitted License or Renewal applications** under the **Submitted Applications** tab.

Business Licenses

Tanya's Real Estate

UBI: 221-555-369

Email: tayberry@mailinator.com

Business email: tayberry@mailinator.com

Business Phone: 555.555.5555

Primary Contact Name: Tanya Tayberry

Primary Contact Phone: 5555555555

[Update business information](#)

Apply for Business License

Close Your Business

Update Business Name

More Actions

Licenses	Account Relationships	Unsubmitted Applications	Submitted Applications	More		
License	License Type	Expiration Date	License Status	Sub-status	Renewal/Reinstatement Status	Action
20108590	Real Estate Firm	October 30, 2022	Active	None	None	

14. If you need to manage licensees or employees, **click** the License number link from the list under the Licenses tab. **Scroll down** to see the Licensee Relationships section.

For detailed instructions on managing licensees or employees, see one of the following separate documents:

- Manage Employees for Bail Bond Agencies, Private Investigative Agencies, and Security Guard Companies
- Manage Licensees for Cosmetology Schools
- Manage Licensees for Real Estate Firms or Branches
- Manage Licensees for Timeshares or Camping Resorts

The following businesses manage license relationships through DRIVES:

- Commercial Driver Training Providers
- Driver Training Schools
- Motorcycle Safety Training Providers