DEPARTMENT OF
ECOLOGY
State of Washington

How To:

- Create a Secure Access Washington Account
- Register for Air Quality Portal
- Add Source Management System

Secure Access Washington (SAW)

If you have a SAW account, log in and skip to Add the Portal section below.

If you are new to SAW:

Create a SAW account

If you need help with SAW, go to Ecology's 3 minute SAW tutorial YouTube video.

1. Go to SAW https://SecureAccess.WA.GOV

Single click the green SIGN UP button and follow the prompts to register. Enter your legal name, email address, and create a user name and password.

Check the I'm not a robot [ ] I'm not a robot reCAPTCHA Privacy - Terms check box, then hit SUBMIT button after you successfully complete any number of CAPTCHA tests it throws at you.

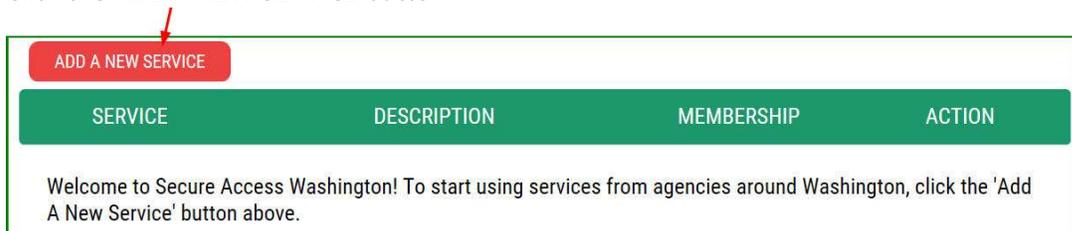2. Activate your new SAW account via the link in your confirmation email. Check your email.
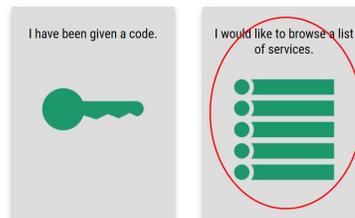
CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

3. Login SAW

Add the Portal to your SAW account

4. Click the ADD A NEW SERVICE button

ADD A NEW SERVICE			
SERVICE	DESCRIPTION	MEMBERSHIP	ACTION

Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

ADD A NEW SERVICE

I have been given a code.

I would like to browse a list of services.

5. Click the "I would like to browse list of services" box

6. Scroll down and click Department of Ecology in the "Add a New Service" list

7. Click the "Apply" button for the "Air Quality Application Portal"

SERVICES FROM ECY

DEPARTMENT OF
ECOLOGY
State of Washington

AIR QUALITY APPLICATION PORTAL   APPLY

Air Quality Application Portal

Approval for the Portal is automatic. Occasionally, the automatic approval fails. If the MEMBERSHIP indicates Pending hit Cancel under the ACTION column and repeat steps 4-7.
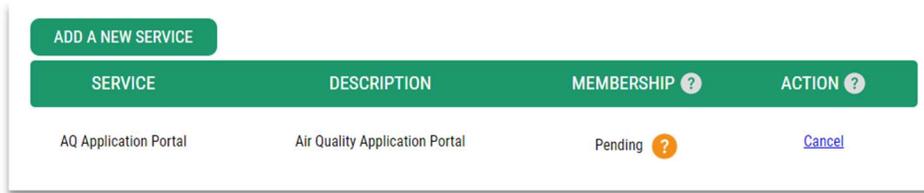
SERVICE	DESCRIPTION	MEMBERSHIP ❓	ACTION ❓
AQ Application Portal	Air Quality Application Portal	Pending ❓	Cancel

ADD A NEW SERVICE

REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.

OK

8. On *Registration Complete* message click OK

9. In *Your Service* list click the "Air Quality Application Portal" link*****

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
Air Quality Application Portal	Air Quality Application Portal	Active ❓	Remove

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* If viewing this page on a smaller screen the name is not a link - click green ACCESS button

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10. Click CONTINUE button on the *Now Accessing* page to enter the AQ Application Portal.

Register in the AQ Application Portal

11. Enter, at a minimum, your first and last name, phone number, and email address.

The Submit button will activate after the address is entered.

12. Select the appropriate button for the location of your address.

If your ***business address*** is outside of the United States of America click "Yes."

a. Outside US Address: Enter the address in the delivery format customary in that country. Type the city, state/province/region, postal code, and country in the appropriate fields.

For US addresses click "No."

b. US Address: Enter address number and street, or PO Box, in Address Line 1. Address Line 2 is for further information such as suite or apartment number. Select the state, this will activate the county. Select the county, this will activate the city. Select the city. If you don't see an entry you expect, make sure the previous fields (county and state) are correct.

Is your address international?

○ Yes ● No

Address

* Address Line 1	Address Line 2	* Zip Code
123 Street Name	Suite 202	10566

* State	* County	* City
Washington (WA) ▾	King ▾	Seattle ▾

[Submit]

When the address is complete, click the Submit button.

Add SMS application to your Portal account

13. Now that you are registered in the Portal, you must select the application you need to access. You can access multiple Ecology Air Quality applications through the Portal. The next screen will show all the applications available in the AQ Application Portal. You are looking for Source Management System (SMS).

Click the "Add" button under Actions for SMS reporting system.

Add an application

Application	Description	Actions
Site Information Management System (SIMS)	Site Information Management System	Add

You will automatically be approved for the system and can now launch the application with the SMS badge from your Portal Home page.

Map to Access SMS reporting system

SecureAccess Washington → Portal (AQAP) → Go To SMS

◆ LOGIN TO SAW https://secureaccess.wa.gov/
  ◆ Launch the AQ Application Portal in SAW
    ◆ Launch SMS in the Portal

User Tips

SAW User name

Do not change your Secure Access Washington user name. All of your downstream identity is based on the user name with which you were logged in when you registered in the Portal. If you create a new SAW account you will be required to re-register in the Portal and your connection to AQ applications will be lost.

Portal User Maintenance

Update your Portal user information

In the portal you can change the information you entered about yourself. This includes updating or correcting email addresses.

Top Right of the main menu bar you will see your user name.
Click the down arrow and then Your Info.

Your Info opens your data in the *View Your Information* page. If you need to change anything, click the

Edit button at the bottom of the fields to activate edit mode. Now the fields are editable.

When done click the **Save** button. If you want to discard any change you may have made, and retain

data as is, click the **Back** button. Both buttons return to the *View Your Information* page.
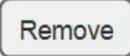
Use the **Home   Edit Your Applications** links on the main menu bar to return.
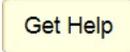
Edit Your Applications

Shows application(s) and status of those for which you have applied. This site is responsive to different screen sizes so these options may appear different from the examples below.

Application	Description	Status	User Actions	
HFC	Hydrofluorocarbon Reduction Program Reporting System	Approved	Go	Remove

Launch the application with the **Go** button.

End your access to the application with the **Remove** button.

You can request access to other applications with the **Request Application** button.

On the Edit Your Applications page is a link to reporting a problem or asking a question. Get Help will launch a message window. Click the words "a help form" to open the form.

To request help, fill out and submit a help form.

Fill out the required fields along with any supporting documents you think might help us help you.

Click **Send Report** and we'll get back to you as soon as possible. You can close that browser tab.

Click Close and you are back in the Portal. Close Portal tab when done.

If you need further help with the Portal please call
Ecology's Air Quality Program Technical Support Section
TEX SULLIVAN → 360.407.6836