

## HFC User Guide

Now that you have completed the electronic HFC form, and saved the PDF to your computer, what do you do with it? ***It's as easy as 1, 2, 3.***

- 1. Create a Secure Access Washington (SAW) account**
- 2. Register for Ecology's Air Quality Application Portal in SAW**
- 3. Go to HFC Upload tool from the AQ Portal**

### 1. Secure Access Washington (SAW)

Go to <https://SecureAccess.WA.GOV>

If you have an EXISTING SAW ACCOUNT simply login and skip ahead to step 1C

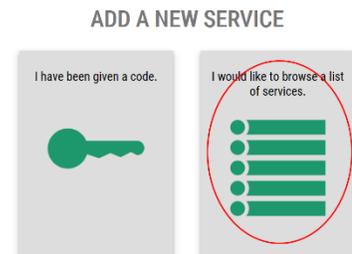
If you are NEW to SAW – Create account ([YouTube video for SAW registration](#))

- A. Click the  button and follow the onscreen instructions
- B. Activate the account from the activation email
- C. Login to the new account

- D. In SAW click the  button
- E. Click the "I would like to browse list of services" button

- F. Scroll down and click  on the "Add a New Service" list

- G. Click "Apply" for the "Air Quality Application Portal" ([YouTube video for Portal registration](#))



### 2. Air Quality Portal (Portal)

- A. Click the [Air Quality Program Portal](#) link in your SAW service list\*

| SERVICE  | DESCRIPTION                    | MEMBERSHIP   | ACTION                 |
|--|--------------------------------|--|------------------------|
| <a href="#">Air Quality Application Portal</a> | Air Quality Application Portal | Active  | <a href="#">Remove</a> |

\* Approval for the Portal should be automatic. If Membership indicates pending instead of active, remove the application and re-add the Portal starting at step 1D above.

- B. Register in the Portal and Select HFC Upload Tool from the Application List

| Application                    | Description                            | Actions   |
|--------------------------------|--|---|
| Hydrofluorocarbon Upload (HFC) | upload tool for HFC fillable pdf forms |  |

### 3. HFC Upload

- A. Click the  button in your portal application list to launch the HFC Upload tool
- B. Follow the onscreen instructions to upload one or more pdf forms