

Create SAW account to access eGGR

Secure Access Washington (SAW) is a portal to access state applications.

Which includes Washington's **electronic Greenhouse Gas Reporting (eGGR)** system.

Go to this webpage:

<https://secureaccess.wa.gov/>

Create an account (if you already have a SAW account skip to page 6)



SAW SecureAccess
WASHINGTON®

Login to your SecureAccess Washington Account

User ID:

Password:

Do not have an account? [Create one](#)

[Forgot your User ID?](#)
[Forgot your password?](#)
[Haven't received activation email?](#)
[Activate your account](#)

[Privacy Notice](#) [Help](#)

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Click Start



1 → **2** → **3** → **4** → **5** → **6**
Name & email address Username & password Review your information Enter security check Check your email Login to your account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

Start

[Privacy Notice](#) [Help](#)

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Enter your name, email, and secret question/answer. Click Next



1 → **2** → **3** → **4** → **5** → **6**
Name & email address Username & password Review your information Enter security check Check your email Login to your account

Enter your personal information:

Name

E-Mail Address

Confirm E-Mail

Secret Question

Question Answer

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Here are the secret questions:

Secret Question	What city were you born in?
Question Answer	---select a question--- What was your first teachers last name? What city were you born in? What city did your first airplane ride take you to? Who was your best childhood friend? What was the name of your first permanent employer? By what nickname did your friends call you when you were a child? What was the mascot of your high school football team?

* If you already have a SAW account using this email address you will get a message indicating such. You can continue with the new User ID, or jump out of this "Create" a new account and use the existing account. If you don't remember the User ID and/or password for that just use the links in the message to recover that information.

A SAW account exists with the same email address you have entered. SAW is a single sign-on security gateway. With one account, you can access all services available behind SAW

- If you forgot your ID, click [Forgot your User ID?](#), or
- If you forgot your password, click [Forgot your password?](#), or
- If you still want to create another SAW account with the same email address, please fill out the required information down below, and click the " Next " button to continue

Select and enter a User ID and Password.

Please use your name (NO SPACES) as your User ID. The system assists in creating a password.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

User ID	<input type="text" value="TexKJo"/>
Password	<input type="password"/>
Confirm Password	<input type="password"/>

Requirements for a secure password:

Choose a password with:

- at least 10 characters
- contain at least three of the following character classes: uppercase letters, lowercase letters, numerals, special characters
- does not contain user ID
- does not contain your full name

The System will show your information. You can print this page with the PRINT link. Click Next.

SAW SecureAccess WASHINGTON®

1 → 2 → **3** → 4 → 5 → 6
Name & email address Username & password **Review your information** Enter security check Check your email Login to your account

Review Information:

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name: [redacted]
E-Mail Address: TexKJo.Sullivan@ecy.wa.gov
User ID: TexKJo
Password: [redacted]
Secret Question: What city were you born in?
Answer: [redacted]

**Go back to the previous page to make changes.
Continue to the next page if the information is correct.**

You may want to [PRINT](#) this page for your records.

Previous [Next](#)

Decipher the funky code the system gives you (to prove you're human) and click Submit.

SAW SecureAccess WASHINGTON®

1 → 2 → 3 → **4** → 5 → 6
Name & email address Username & password Review your information **Enter security check** Check your email Login to your account

Please enter the security code (Not case-sensitive):
The security code helps us to prevent massive user sign-up from robot programs.



In the box below, enter the security code you see above: ([Click here if you cannot read the code](#))

Previous [Submit](#)

[Privacy Notice](#) [Help](#)

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You're NOT DONE YET! You need to access your email to activate your account.

SAW SecureAccess WASHINGTON®

1 → 2 → 3 → 4 → **5** → 6

Name & email address Username & password Review your information Enter security check **Check your email** Login to your account

Check your email account:
You are not quite finished yet!

Next you will need to check your email to get information needed to get your account activated and ready to use!

[Privacy Notice](#) [Help](#)

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↑ **CLOSE THIS SAW WINDOW** ↑

Open your Welcome to SecureAccess email.



Click the link in your confirmation email which will launch a *new* SAW login page.

* This is a system generated message, please DO NOT reply to this email.
* If you have any questions, please visit our support site at:
* <http://support.secureaccess.wa.gov>
* *****

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [TexKJo] has been successfully created.

To activate your new account, click the following link.

<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=51465&userId=TexKJo>

click this link

Enter your User ID (not case sensitive) and password, click login button

Login to your SecureAccess Washington Account

User ID: textkjo

Password: ●●●●●●●●●●

login

Click the "Click here to add services" link

SAW SecureAccess WASHINGTON

My Secure Services Account Management Help About SecureAccess Logout

Hello TexKJo

My Services Add a New Service

Service	Agency	Description	User Status	Action
No Services. Click here to add services				

My Secure Services | Account Management | About SecureAccess | Help | Logout | Privacy Notice
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Click on the "Department of Ecology" link

SAW SecureAccess WASHINGTON

My Secure Services Account Management Help About SecureAccess Logout

Hello TexKJo

My Services Add a New Service

Select an agency below to see a list of services:

- [Board for Volunteer Fire Fighters](#)
- [Community, Trade and Economic Development](#)
- [Criminal Justice Training Commission](#)
- [Department of Archaeology and Historic Preservation](#)
- [Department of Commerce](#)
- [Department of Ecology](#)
- [Department of Fish and Wildlife](#)
- [Department of Health](#)
- [Department of Information Services](#)
- [Department of Natural Resources](#)
- [Department of Revenue](#)
- [Department of Social and Health Services](#)
- [Department of Transportation](#)
- [Developer Testing Only](#)
- [DIS DEMO DOMAIN](#)
- [Enterprise Services](#)
- [Labor & Industries](#)

Service code: If you have been given a service code, enter it below to apply for access to the service.

Search services by keywords: Enter keyword(s) below to find related services. Leave field blank to display all services.

AT LEAST ONE of the words Search

Scroll way down to the Ws near the bottom of the Service Name list.
Find Washington's Electronic Greenhouse Gas Reporting System (eGGR)

The screenshot shows the top navigation bar with the logo 'SAW SecureAccess WASHINGTON' and links for 'My Secure Services', 'Account Management', 'Help', 'About SecureAccess', and 'Logout'. Below the navigation, a greeting 'Hello TexKJo' is followed by tabs for 'My Services' and 'Add a New Service'. The main heading is 'Add a Service to Your Account'. A note states: 'Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.' Below the note is a breadcrumb trail: 'All Agencies > Department of Ecology'. At the bottom, a table header is visible with columns for 'Action', 'Service Name', and 'Description'.

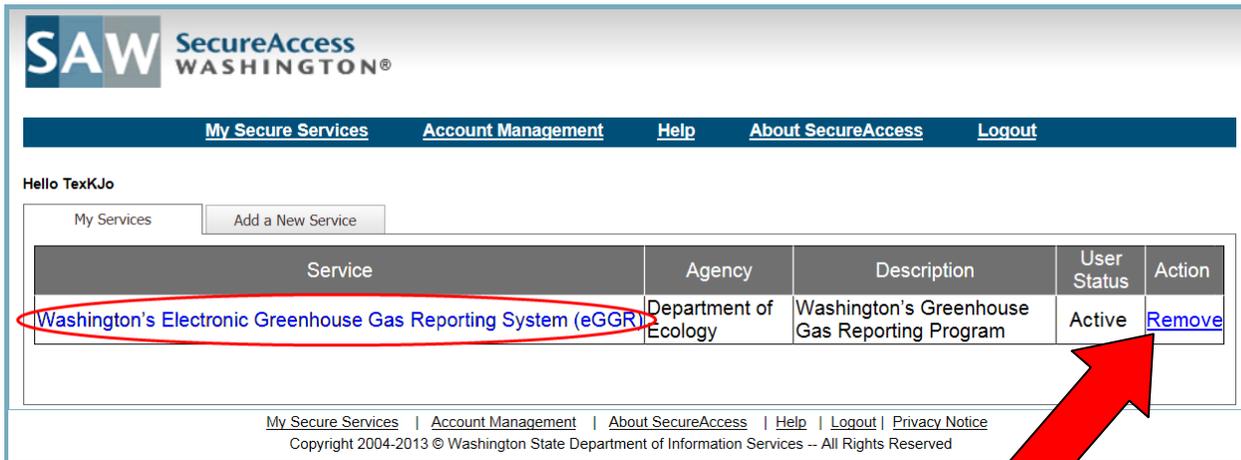
↓ Click the Apply button next the system name.

	Washington's Electronic Greenhouse Gas Reporting System (eGGR)	Washington's Greenhouse Gas Reporting Program more Privacy Notice
--	--	--

Immediate confirmation that you have successfully *requested* access to Washington's Greenhouse Gas Reporting System appears. Click the My Services tab to access a link to the upload system.

The screenshot shows the same portal as before, but with the 'My Services' tab selected. The main heading is 'Service Registration Successful'. The message reads: 'Thank you for registering with agency Department of Ecology's service Washington's Greenhouse Gas Reporting System. Please click the " My Services " tab above to access the service.' At the bottom, there is a footer with links: 'My Secure Services | Account Management | About SecureAccess | Help | Logout | Privacy Notice' and copyright information: 'Copyright 2004-2013 © Washington State Department of Information Services -- All Rights Reserved'.

In the My Services tab click the Washington's Greenhouse Gas Reporting System link to launch the data upload application.



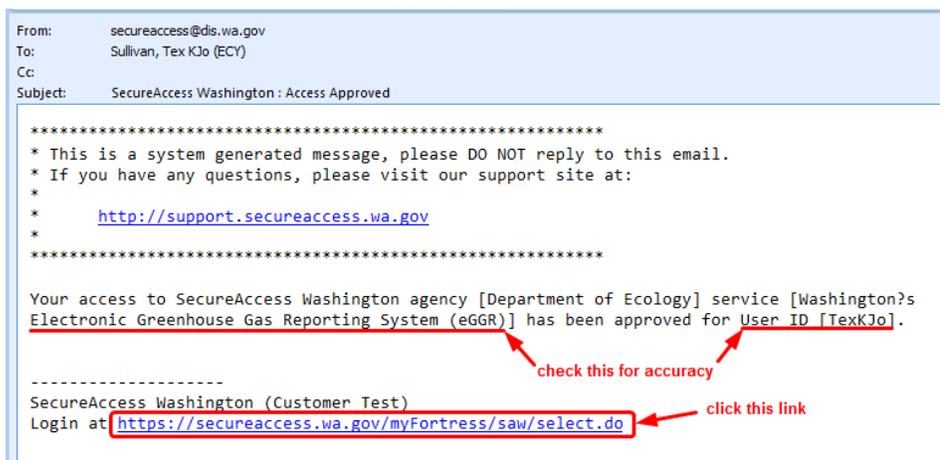
See the Action Remove link to the far right? **NEVER** CLICK this link.

If you have trouble getting into the system, call Ecology AQ IT.

Congratulations, you are now an eGGR user.

Tex Sullivan 360.407.6836
TexKjo.Sullivan@ecy.wa.gov

You will also receive an email containing system access confirmation. The link within the email will open a new internet browser window for logging in.



You can use that email to launch the system in the future, or create a "Favorites" in your browser.

Save as a Favorite:

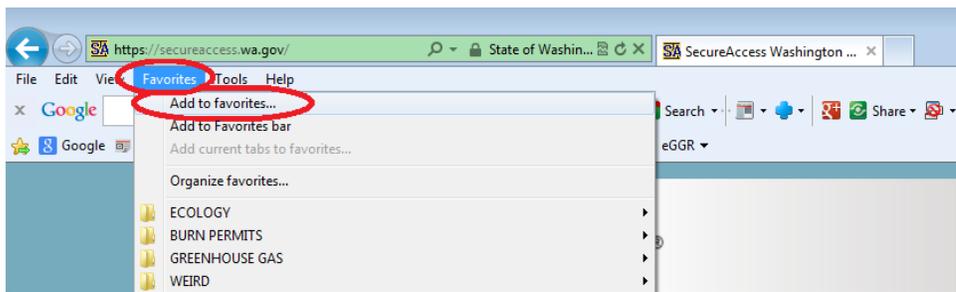
<https://secureaccess.wa.gov/> opens this page

do NOT login at this time

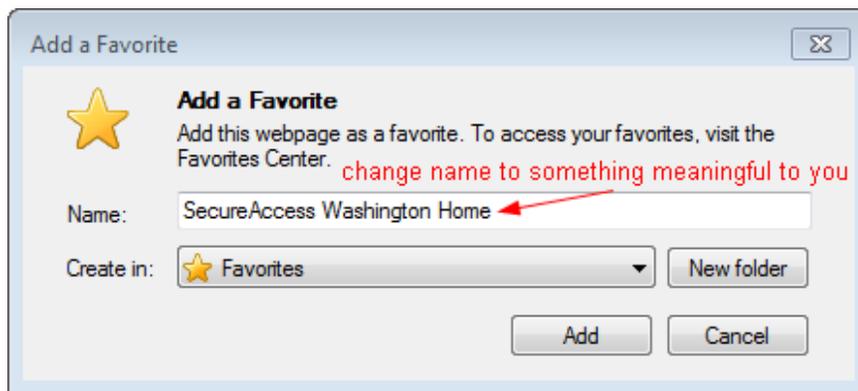
This is the page you start on to access the upload system. So this is the favorites page.



Click *Favorites* on the Internet Explorer menu bar... then click *Add to favorites*



Name it whatever you want, organize in folders if you want, click *Add*



Done Creating Favorite