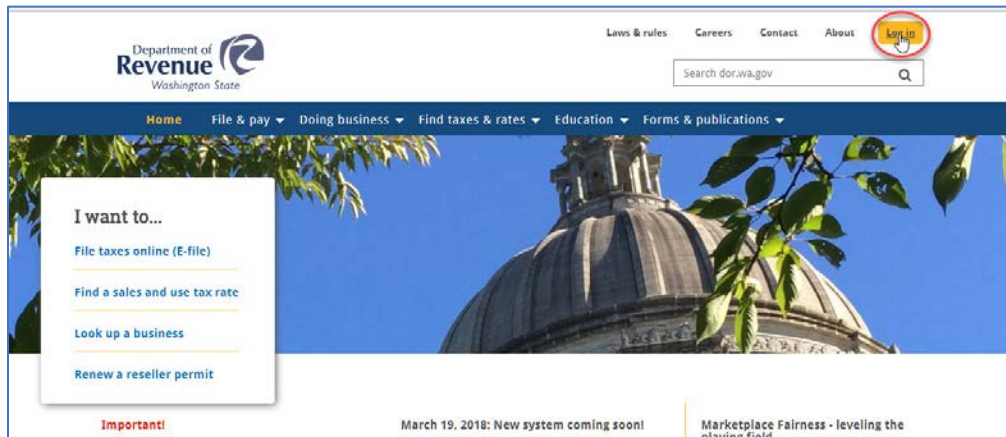


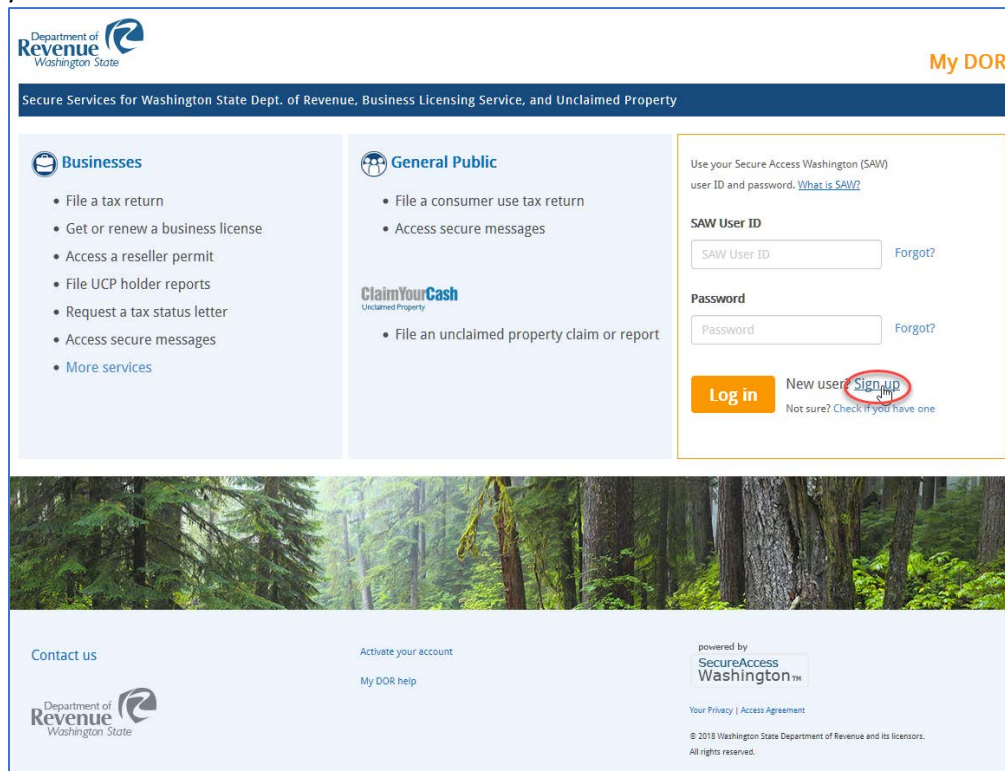
How to set up a My DOR account

To access secure services on My DOR, you will need a SecureAccess Washington (SAW) username and password. This document will walk you through signing up for account and creating a SAW username and password for the Department of Revenue home page.

1. Go to <https://dor.wa.gov/> and click the **Log in** button.



2. Click **Sign up** to create a My DOR account.
 - If you are unsure whether you have a user account, click **Check if you have one** and enter your email.

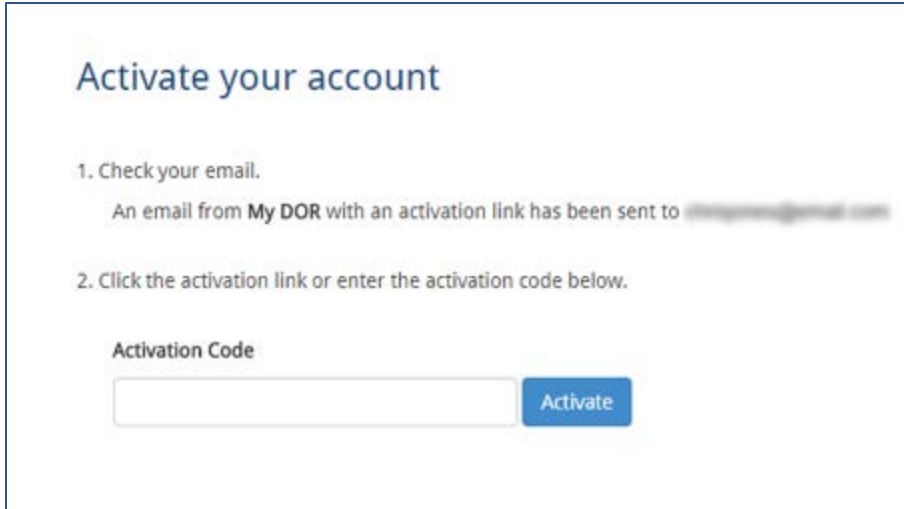


3. Enter your name and email address, then confirm your email by entering it again
4. Create a SAW User ID and password, then confirm your password by entering it again.
5. Acknowledge the DOR Access Agreement by checking the box. You can read the Access Agreement by clicking the link.
6. Verify that you are not a robot by checking the box.
7. Click the **Register** button.

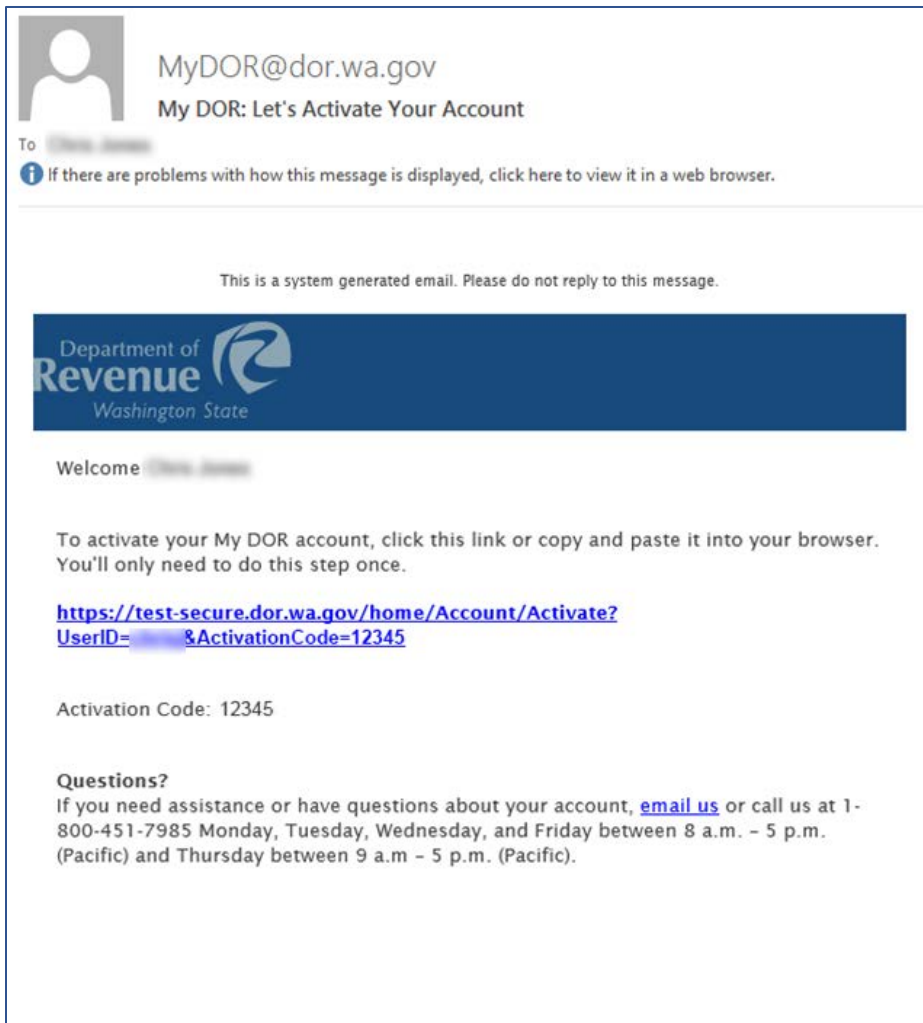
The screenshot shows a 'Sign Up' form with the following sections and numbered callouts:

- Enter your contact information** (Callout 3): Includes fields for Name (placeholder: 'firstname lastname'), Email (placeholder: 'me@email.com'), and Confirm email (placeholder: 'me@email.com').
- Create a SAW User ID and password** (Callout 4): Includes fields for SAW User ID (placeholder: 'me@email.com'), Password (masked with dots), and Confirm password (masked with dots).
- Accept the Access Agreement** (Callout 5): Includes a checked checkbox and the text 'I acknowledge I have read and accept the [My DOR Access Agreement](#)'.
- Security Validation** (Callout 6): Includes a checked checkbox and the text 'I'm not a robot' next to a CAPTCHA image.
- Buttons** (Callout 7): Includes a 'Cancel' button and a blue 'Register' button.

8. You will be prompted to check for an email with your activation code.



9. Your Activation Code is displayed. Note the Activation Code and return to the previous screen.
- You also have the option to click the embedded link or to copy the link and paste it into your browser.



10. Enter the activation code and click the **Activate** button.

The screenshot shows the 'My DOR' account activation page. At the top left is the Department of Revenue Washington State logo. At the top right is the 'My DOR' logo. Below the logo is a dark blue header with the text 'Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property'. The main heading is 'Activate your account'. Below this are two numbered steps: '1. Check your email.' with a sub-note 'An email from My DOR with an activation link has been sent to [redacted]', and '2. Click the activation link or enter the activation code below.' There is a text input field labeled 'Activation Code' containing '12345' and a blue 'Activate' button. At the bottom, there is a link for 'request another email' and contact information for SecureAccess Washington Web Customer Support.

11. Sign in by entering your SAW User ID and Password into the appropriate fields and click the **Log in** button.

The screenshot shows the 'My DOR' sign-in page. At the top left is the Department of Revenue Washington State logo. At the top right is the 'My DOR' logo. Below the logo is a dark blue header with the text 'Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property'. The main heading is 'Your account is now active'. Below this is the instruction 'Please sign in using the SAW User ID and Password you created.' There are two text input fields: 'SAW User ID' and 'Password'. Below the fields is an orange 'Log in' button.