

## How to access secure e-mails in our old (legacy) system

To access secure e-mails sent or received in our legacy system, you will have to add the old messaging service into our new secure portal, My DOR. For more information on how to send or receive secure messages sent for business licensing or tax services, visit [dor.wa.gov/MyDORHelp](http://dor.wa.gov/MyDORHelp).

### Log in to My DOR

You'll need a SecureAccess Washington (SAW) username and password to log into My DOR.

*If you don't have a SAW User ID*

1. Go to <https://dor.wa.gov/> and click the **Log in** button.
2. Click **Sign up** and follow the prompts.
3. You will receive an email with a link to activate your account. Click on the link in the email to complete the activation and log in.

*If you have a SAW User ID*

1. Go to <https://dor.wa.gov/> and click the **Log in** button.
2. Enter your SAW User ID and Password, and then click the **Log in** button.

Department of Revenue Washington State

My DOR

Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property

**Businesses**

- File a tax return
- Get or renew a business license
- Access a reseller permit
- File UCP holder reports
- Request a tax status letter
- Access secure messages
- [More services](#)

**General Public**

- File a consumer use tax return
- Access secure messages

**ClaimYourCash**  
Unclaimed Property

- File an unclaimed property claim

Use your Secure Access Washington (SAW) user ID and password. [What is SAW?](#)

**SAW User ID**

 [Forgot?](#)

**Password**

 [Forgot?](#)

**Log in** [New user? Sign up](#)  
Not sure? [Check if you have one](#)

Contact us

Activate your account  
[My DOR help](#)

powered by  
SecureAccess  
Washington™

Your Privacy | [Access Agreement](#)

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## Link your secure e-mails into My DOR

3. Click the **View secure messages sent before 03/19/2018** in the *From our old system* section of the *My DOR Services* page.

**My DOR Services** Welcome [? Help](#) [Log out](#)

**Get started** from your **Business Licensing and Tax Home**

or use the *Quick Links* below

|   |   |   |
|---|---|---|
| <b>Business Licensing</b><br>Access your account using a letter ID<br>Renew or update your business license<br>Apply for a new business license | <b>File and pay taxes</b><br>Access your account using a letter ID<br>File a business tax return<br>File a forest tax return<br>File a leasehold tax return<br>Sign up for filing reminders | <b>Other services</b><br>Print your reseller permit<br>Read messages and letters<br>Send a secure message<br>More options > |
| <b>Unclaimed Property</b><br>Claim your cash or property<br>File an unclaimed property holder report<br>Secure messages for unclaimed property  | <b>Property Tax</b><br>Renew property tax exemption<br>Check appraiser accreditation status<br>Secure messages for property tax   | <b>Partners</b><br>Add the Partner Portal<br>File real estate excise tax affidavits   |
| <b>General Public</b><br>Learn more about Consumer Use Tax<br>File a Consumer Use Tax Return  | <b>From our old system</b><br>Transfer your account from our old system<br><b>View secure emails sent before March 2018</b>   |   |

4. Type in your My Account/e-file Logon ID and Password, then click the **Submit** button on the *Secure Mail* page. This is a one-time step. Next time you log into My DOR, you'll have access to your secure e-mail inbox without entering this information.

If you have forgotten your logon ID or password, you can retrieve your logon ID by clicking the **Forgot Logon ID?** or receive a temporary by clicking the **Forgot Password?**.

The screenshot shows the 'Secure Mail' login page. At the top left is the Department of Revenue logo with the tagline 'Working together to fund Washington's future'. Below the logo is the breadcrumb 'My DOR Services > Secure Mail' and a 'Log out My DOR' link. The main content area is split into two columns. The left column, titled 'Secure Mail', contains a paragraph explaining the one-time linking step and a 'Cancel' button. The right column, titled 'Returning users', contains two input fields for 'E-file Logon ID' and 'E-file Password', a green 'Submit' button, and two links: 'Forgot Logon ID?' and 'Forgot Password?'.

5. Your secure e-mail inbox displays on the *My Account Secure e-mail* page.

The screenshot shows the 'Secure Messaging' inbox page. At the top left is the title 'Secure Messaging'. At the top right is the navigation bar with '<< My DOR Services', 'Welcome', 'Help', and 'Log out'. Below the navigation bar are two buttons: 'New' and 'Check Mail'. On the left side is a sidebar with navigation links: 'Inbox', 'Sent Items', 'Deleted Items', and 'Add/Edit Folders'. The main content area is titled 'Inbox' and displays 'No Messages' in the center.