

How to transfer your business, forest, and leasehold tax account information into *My DOR*

You will need logon ID and password used in our old system to complete this one-time step. If you had multiple logon IDs in our old system, you have the option of consolidating the tax accounts associated with each logon ID in from our old system to your one SAW user ID in My DOR.

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

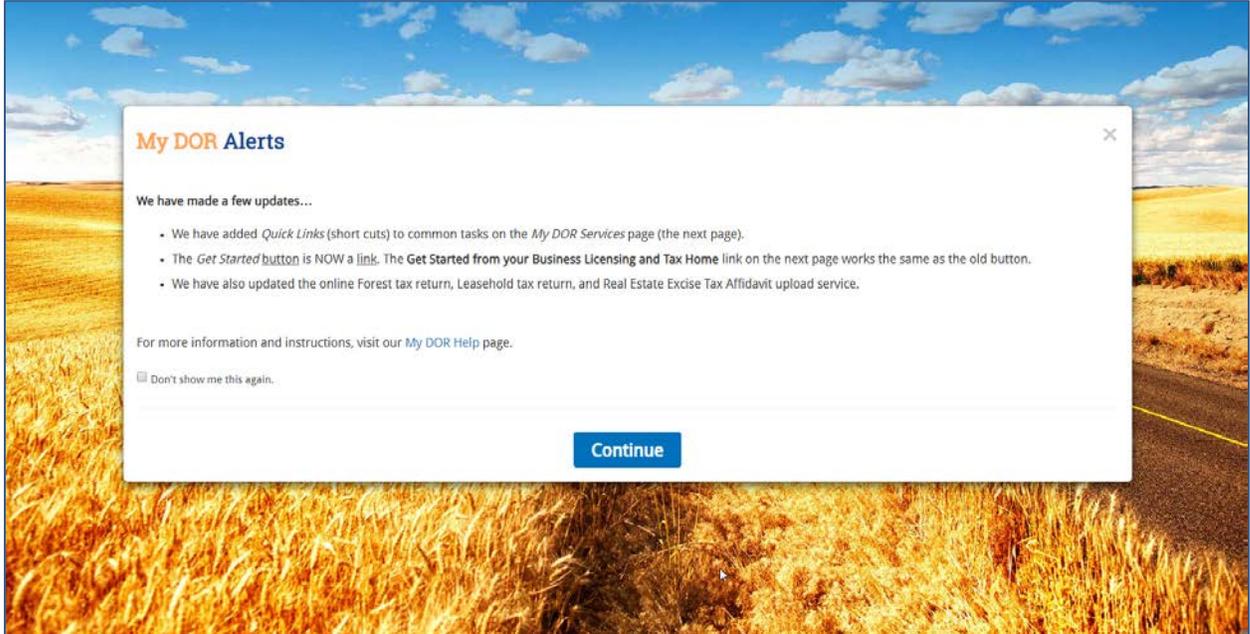
1. Go to <https://dor.wa.gov/> and click the **Log in** button.
2. Click **Sign up** and follow the prompts.
3. You will receive an email with a link to activate your account. Click on the link in the email to complete the activation and log in.

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.

The screenshot shows the My DOR website interface. At the top left is the Department of Revenue Washington State logo. At the top right is the 'My DOR' logo. Below the header is a navigation bar with the text 'Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property'. The main content area is divided into three columns. The first column is titled 'Businesses' and lists services like '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', and 'More services'. The second column is titled 'General Public' and lists 'File a consumer use tax return' and 'Access secure messages'. Below this is the 'ClaimYourCash' logo and the text 'Unclaimed Property' with a link to 'File an unclaimed property claim'. The third column is the login form, which includes instructions to use a Secure Access Washington (SAW) user ID and password, a link for 'What is SAW?', input fields for 'SAW User ID' and 'Password' (each with a 'Forgot?' link), a 'Log in' button, and links for 'New user? Sign up' and 'Not sure? Check if you have one'. Below the main content is a large image of a forest. At the bottom, there is a footer with 'Contact us', 'Activate your account', 'My DOR help', the Department of Revenue logo, 'powered by SecureAccess Washington™', 'Your Privacy | Access Agreement', and copyright information: '© 2018 Washington State Department of Revenue and its licensors. All rights reserved.'

3. Note the alert page and click **Continue**.



4. On the *My DOR Services* page, in the *From our old system* section, select **Transfer your account from our old system**.

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

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

or use the *Quick Links* below

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

4. Type in the **Logon ID** and **Password** from our old system (E-file), then click the **Submit** button.

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

The screenshot shows a web form titled "Transfer my tax account information into My DOR". Below the title is a paragraph explaining the process: "Transfer your tax account information from our old system, My Account/E-file to get immediate access to the last four years of returns and file a state tax return for your business. You'll need your old logon ID and password to complete the transfer into My DOR. [Confused?](#)".

Below the paragraph are three numbered instructions:

1. Enter your E-file Logon ID.
2. Enter your E-file Password.
3. Click the blue Submit button.

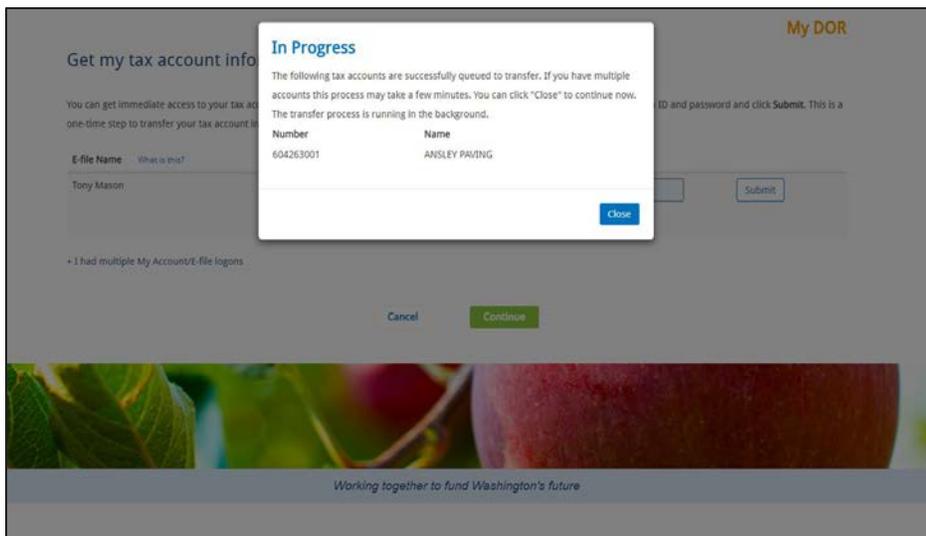
The form fields are:

- E-file Name** (with a "What is this?" link): Eileen Ansley
- E-file Logon ID**: A text input field containing "Logon ID". Below it is a link "Forgot Logon ID?".
- E-file Password**: A text input field containing "Password". Below it is a link "Forgot Password?".
- Submit**: A blue button.

Below the form is a link: "+ I had multiple My Account/E-file logons".

At the bottom of the form is a "Cancel" button and a link: "Take me back to the My DOR Services page."

5. A message will display the associated tax accounts that are now transferring into My DOR. If you have multiple tax accounts associated to your old logon ID, they will be listed here. Click **Close**.



Your logon ID will now have a green check next to it to show that the tax accounts associated with that logon ID have transferred.

Transfer my tax account information into My DOR

Transfer your tax account information from our old system, My Account/E-file to get immediate access to the last four years of returns and file a state tax return for your business. You'll need your old logon ID and password to complete the transfer into My DOR. [Confused?](#)

1. Enter your E-file Logon ID.
2. Enter your E-file Password.
3. Click the blue Submit button.

E-file Name <small>What is this?</small>	E-file Logon ID	E-file Password	
Tony Mason	TonyMason	*****	 Click Continue to view your accounts.

+ I had multiple My Account/E-file logons

[Cancel](#)

Take me back to the My DOR Services page.

6. If you have more than one logon ID that you used in our old system, you can add the tax accounts associated with additional logon IDs by clicking **I had multiple My Account/E-file logons**.

Transfer my tax account information into My DOR

Transfer your tax account information from our old system, My Account/E-file to get immediate access to the last four years of returns and file a state tax return for your business. You'll need your old logon ID and password to complete the transfer into My DOR. [Confused?](#)

1. Enter your E-file Logon ID.
2. Enter your E-file Password.
3. Click the blue Submit button.

E-file Name <small>What is this?</small>	E-file Logon ID	E-file Password	
Tony Mason	TonyMason	*****	Click Continue to view your accounts.

I had multiple My Account/E-file logons

[Cancel](#)

Take me back to the My DOR Services page.

7. Enter the logon ID and password used in our old system and click **Submit**.

Transfer my tax account information into My DOR

Transfer your tax account information from our old system, My Account/E-file to get immediate access to the last four years of returns and file a state tax return for your business. You'll need your old logon ID and password to complete the transfer into My DOR. [Confused?](#)

1. Enter your E-file Logon ID.
2. Enter your E-file Password.
3. Click the blue Submit button.

E-file Name	What is this?	E-file Logon ID	E-file Password
Tony Mason		TonyMason	*****

 [Click Continue](#) to view your accounts.

- I had multiple My Account/E-file logons

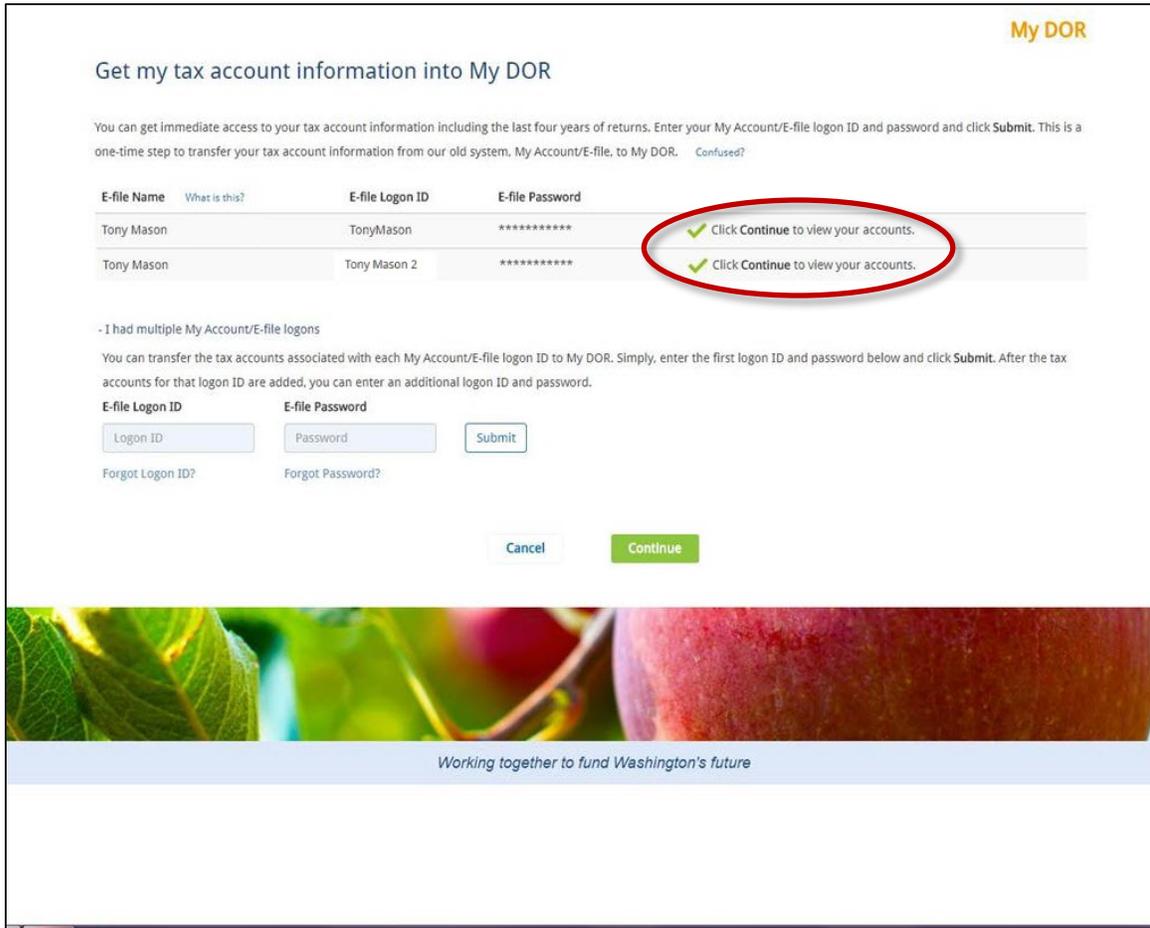
You can transfer the tax accounts associated with each My Account/E-file logon ID to My DOR. Simply, enter the first logon ID and password below and click **Submit**. After the tax accounts for that logon ID are added, you can enter an additional logon ID and password.

E-file Logon ID	E-file Password	
<input type="text" value="Logon ID"/>	<input type="password" value="Password"/>	<input type="button" value="Submit"/>

[Forgot Logon ID?](#) [Forgot Password?](#)

8. You will see the message that lists the tax accounts associated with logon ID that are in process of transferring, click **Close**.

9. The logon ID that you transferred is added to the page with a green check. If you have additional logon IDs that you wish to consolidate, you can keep using **I had multiple My Account/E-file logons** link. When you finish adding logons, click **Continue**.



My DOR

Get my tax account information into My DOR

You can get immediate access to your tax account information including the last four years of returns. Enter your My Account/E-file logon ID and password and click **Submit**. This is a one-time step to transfer your tax account information from our old system, My Account/E-file, to My DOR. [Confused?](#)

E-file Name <small>What is this?</small>	E-file Logon ID	E-file Password	
Tony Mason	TonyMason	*****	✔ Click Continue to view your accounts.
Tony Mason	Tony Mason 2	*****	✔ Click Continue to view your accounts.

[I had multiple My Account/E-file logons](#)

You can transfer the tax accounts associated with each My Account/E-file logon ID to My DOR. Simply, enter the first logon ID and password below and click **Submit**. After the tax accounts for that logon ID are added, you can enter an additional logon ID and password.

E-file Logon ID **E-file Password**

[Forgot Logon ID?](#) [Forgot Password?](#)



Working together to fund Washington's future

10. The *Business Licensing and Taxes* home page displays with your transferred tax accounts. You now have the same permission level to the listed tax accounts as you did in our old system.

This is a DEMO website
For My DOR (secure.dor.wa.gov) click here

Business Licensing and Taxes

My DOR

Welcome, Tony Mason Settings Help Log Out

Home

Logon

Tony Mason
tonym@email.com
+1 (206) 123-4567
Last logged on Feb-27-2018

Alerts

There is 1 unread letter
File return for Dec-31-2017

I Want To

- File New Business License Application
- File Tax Returns and Manage Payments
- File Corporation or LLC Annual Report
- Apply for/view a Reseller Permit
- File a Consumer Use Tax Return
- Access an Existing Business Account
- Add or Remove Other Users
- Send a Message
- View more

Accounts Submissions Correspondence Names

Select Tax and Licensing Accounts View Accounts

<input checked="" type="checkbox"/> Excise Tax 604-057-423 ANSLEY PAVING 123 S MAIN ST SEATTLE WA 98104-2515 File return for Dec-31-2017	<input checked="" type="checkbox"/> License 604057423-001-0001 ANSLEY PAVING 123 S MAIN ST SEATTLE WA 98104-2515
---	--