Creating a Background Check Portal Account

1. Using Google Chrome browser, go to the Background Check Portal (BCP) website: https://apps.dcyf.wa.gov/BackgroundCheckPortal/Welcome.

2. Click the “Sign in or Register” button, which will take you to the SecureAccess Washington login page.

3. Click the “Sign Up!” button.

4. Fill out the form that appears with your information. Click the “I’m not a robot” box and click “Submit.”
5. You will receive a notification saying that an activation link has been sent to your email.

6. Click the activation link in the email to activate your account.

7. Using Google Chrome, return to the BCP website https://apps.dcyf.wa.gov/BackgroundCheckPortal/Welcome and click the “Sign in and Register” button.

8. On the SecureAccess Washington login page, enter the username and password you chose during the account creation process and click “Submit.”
9. On the next page, click the “Begin” button to add MFA (Multi-Factor Authentication) to your account.

10. Enter your email address in the “Primary” field. An optional secondary email address can be entered into the “Optional” field. Click “Next.”

11. Enter your full phone number into the “10 Digit Number” field. An optional secondary number can be entered into the provided fields. Click “Next.”
12. On the next page, you will have an opportunity to review and finalize the information you entered. If both the phone number and email address listed are correct, click “Submit.”

![Review and Finalize](image)

13. On the next page, click the “I am a new user” button.

![I am a new user](image)

14. A registration form will pop up. The first name, last name, and primary email address fields should be pre-populated. Enter your date of birth and click “Save.”

![Registration form](image)

15. You are now ready to submit a Child Abuse & Neglect request through the portal.