Access to the SSPS Provider Portal through SAW

Access to the SSPS Provider Portal requires a SAW Account be created prior to accessing the Portal. If you already have an SAW Account the SSPS Portal can be added to your account as a Service (Application).

Every SSPS provider (by provider number) who has a current authorization for service should have received a letter at the mailing address on the provider file. This letter included the security token that corresponds to the provider number associated with the mailing address. You will need this token for the final step of this registration process. If you received a letter with your token but you no longer have it, please call SSPS at DSHS_SSPSMail@dshs.wa.gov or call SSPSCustomer Service at 360-664-6161.

**Course Icons**
You will see some symbols appear throughout this course. These icons are used to indicate the following:

<table>
<thead>
<tr>
<th>Icon</th>
<th>Function</th>
</tr>
</thead>
<tbody>
<tr>
<td>🧪</td>
<td>This will be covered in more detail later in the course.</td>
</tr>
<tr>
<td>🌐</td>
<td>FYI – Helpful information related to Accessing SSPS via SAW.</td>
</tr>
<tr>
<td>🌟</td>
<td>Best Practice – This is a technique that through our experience has been shown to be the most effective and efficient.</td>
</tr>
</tbody>
</table>

**Objectives**
Assist Providers in accessing the SSPS Portal via Secure Access Washington (SAW).

- Understand activation process
- Setup Secure Access Washington Account (SAW)
- Provider Portal Registration
- Multi-Factor Authentication (MFA)

**Have an existing SAW Account?**
You may already have a personal SAW account. If you are an individual or agency with only one SSPS provider number, you may use your existing SAW account and simply add the SSPS Provider Portal as one of your applications.

Please go to the Add A Service Section on Page 6 and follow the instructions to add SSPS Provider Portal to your current account.

**Do you have more than 1 SSPS Provider Number?**
If you are a business or individual provider with more than one SSPS provider number, please be aware that you must create a separate SAW account for EACH provider number. You’ll need to create a separate UserID for each one, though you can use the same email address for every one.
Follow the instructions below to ensure that your registration is completed successfully. **Even if you are familiar with SAW it is important that you read through these instructions as they contain information specific to the SSPS Provider Portal.** It will be easiest if you allow yourself enough time (10-15 minutes) to complete the process in one sitting.

**To Begin:** Click: [SecureAccess Washington](https://secureaccess.wa.gov)

Or Enter: **https://secureaccess.wa.gov in browser**

Login in Page will display

![Login Page](image)

1. Click **Sign Up**

Sign Up or Registration page will display

Before you create an account, it is encouraged that you select the check how button to see if an account already exists using your information. (Name and Email Address).

1. Select **check here**
Username Reminder box will display

1. Enter YOUR EMAIL
2. Check I’m not a robot
3. Complete CAPTCHA
4. Select SEND

If an account is found an email with username reminder will be sent to your email.

Once you have Username if you don’t remember your password select Password box and following the same steps and an email will be provided to you.

Password Reset Box will display

1. Enter YOUR USERNAME
2. Confirm YOUR EMAIL
3. Check I’m not a robot
4. Complete CAPTCHA
5. Select SEND

You may have multiple usernames for the same email address, make sure to use the correct username.

If NO account exists using your email address the system will display

1. Click create a new account hyperlink

Returns to the SIGN UP page
Returns to the Sign Up for An Account page
Personal Information

1. Enter First Name
2. Enter Last Name
3. Enter Primary Email

Contact Information for Security
(Optional)

1. Enter Additional Email Address
2. Enter Mobile Phone Number

Username and Password

1. Enter Username
2. Enter Password
3. Confirm Password
4. Check I’m not a robot
5. Complete CAPTCHA
6. Select Create my account

Popup will display

SIGN UP!

Not sure if you already have an account? CHECK NOW

CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

Open Email (for email address entered on during Registration)

1. Open Email
Email will display

![Email content]

1. **Click Link** to activate account

Returns to Web browser (SAW Page)

1. **Click LOGIN**

Returns to SAW Login Page

1. **Enter USERNAME**
2. **Enter PASSWORD**
3. **Select SUBMIT**
Add A New Service

Services Page Displays

1. Select **ADD A NEW SERVICE**

ADD A NEW SERVICE displays

1. Select **I have been given a code by an agency** box.

ENTER YOUR CODE box displays

1. Enter **2795**
2. Select **SUBMIT**

ADDITIONAL INFO FOR DSHS displays

1. Enter **Provider Number**

*Fill in your six digit SSPS Provider Number. If you do not know your number, email DSHS_SSPSMail@dshs.wa.gov or call 360-664-6161.*
2. Enter **First Name**

3. Enter **Last Name**

4. Enter **Security Token**

   *If you no longer have the letter or if it is over 90 days old, please contact SSPS at the above email address or phone number and request a new security token.*

5. Click **SUBMIT**

**REGISTRATION COMPLETE**
Message Box will display

1. Click **OK**

   *If your registration says “Pending” or anything other than the above registration complete. There was an error during registration. Please send an email to DSHS_SSPSMAIL@dshs.wa.gov with your six digit SSPS Provider Number and we can help to correct the issue.*

**Services Page will Display**

1. Click **Access Now**

Multi-Factor Authentication (MFA) will open
Choose Method for MFA

1. Select Email or
2. Select Text message

Verification Code will be sent to either your Email Address or Phone depending on your choice above.

1. Enter Code

Remember Device?

1. Select Submit

Or

2. Select Yes checkbox to have device remembered
NOW ACCESSING
1. Click Continue

SSPS will now display

**Continued Access to SSPS Portal via SAW**

Now that a SAW Account has been created and a Service for SSPS has been added to an existing or new account, you can now Access SSPS.

To Begin: Click: SecureAccess Washington

Or

Enter: https://secureaccess.wa.gov in browser

Login in Page will display

1. Enter USERNAME
2. Enter PASSWORD
3. Click SUBMIT

Services Page will Display

1. Click Access Now