

Register for SSPS Portal and SAW Account

SSPS Portal Allows You To...

- *Sign up for the Social Services Payment System (SSPS) Provider Portal to simplify the payment process. In the portal you can:*
- *Review the invoice information you have provided and make changes*
- *Review address, phone number, and email and notify SSPS of any changes*
- *Contact SSPS with questions*
- *View real-time invoicing and see all remittances, invoices and tax documents in one place*

**YOU MUST HAVE A SECURE ACCESS WASHINGTON (SAW)
ACCOUNT TO REGISTER FOR THE SSPS PORTAL**

What will you need to get started?

You will need 3 things:

1) SSPS Payee # - *This will be created when you get your license.*

- The **Social Service Payment System (SSPS) Provider / Payee number** is set up with the Provider File Action Request (PFAR) which sets the payment provider file. **(This is not your FamLink Provider # that is listed on placement confirmations)**

2) A Code

- The **agency code** is used to register for SSPS and the code is **2795**.

3) A Token

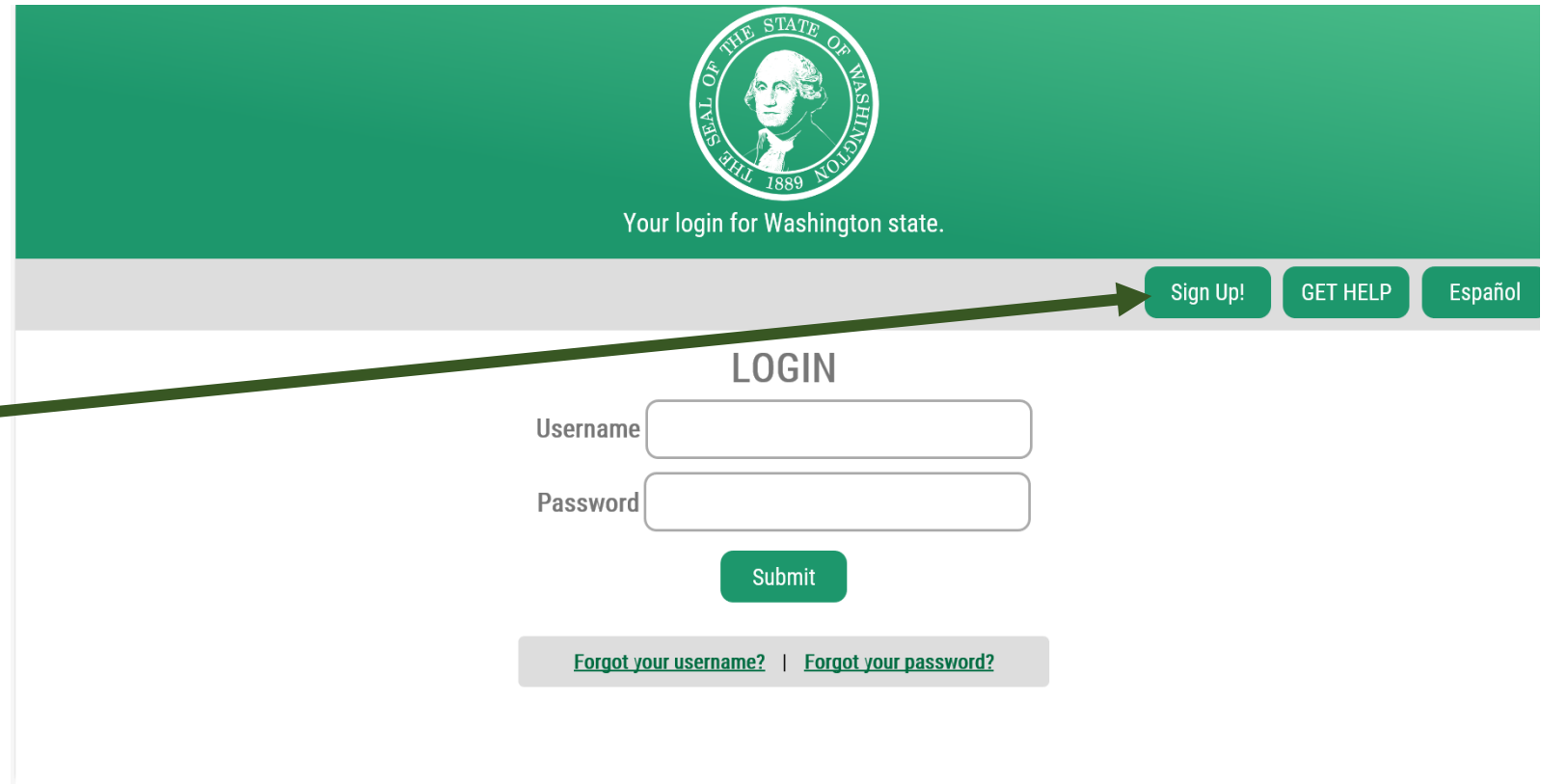
- Email DSHS_SSPSMail@dshs.wa.gov or call SSPS Customer Service at 360-664-6161 to request your **security token**.
- The **security token** is a time sensitive token used to get through network securities during registration and it must be requested .

To register for a SAW Account:



<https://secureaccess.wa.gov>

Click SIGN
UP on the
login page



The screenshot shows the Washington State login page. At the top, there is a green header with the state seal and the text "Your login for Washington state." Below the header, there are three buttons: "Sign Up!", "GET HELP", and "Español". The "Sign Up!" button is highlighted with a green arrow pointing from a dark grey callout box on the left. Below the buttons, the word "LOGIN" is centered. Underneath, there are two input fields: "Username" and "Password". Below the "Password" field is a green "Submit" button. At the bottom, there is a grey bar with two links: "Forgot your username?" and "Forgot your password?".

THE SEAL OF THE STATE OF WASHINGTON
1889

Your login for Washington state.

Sign Up! GET HELP Español

LOGIN

Username

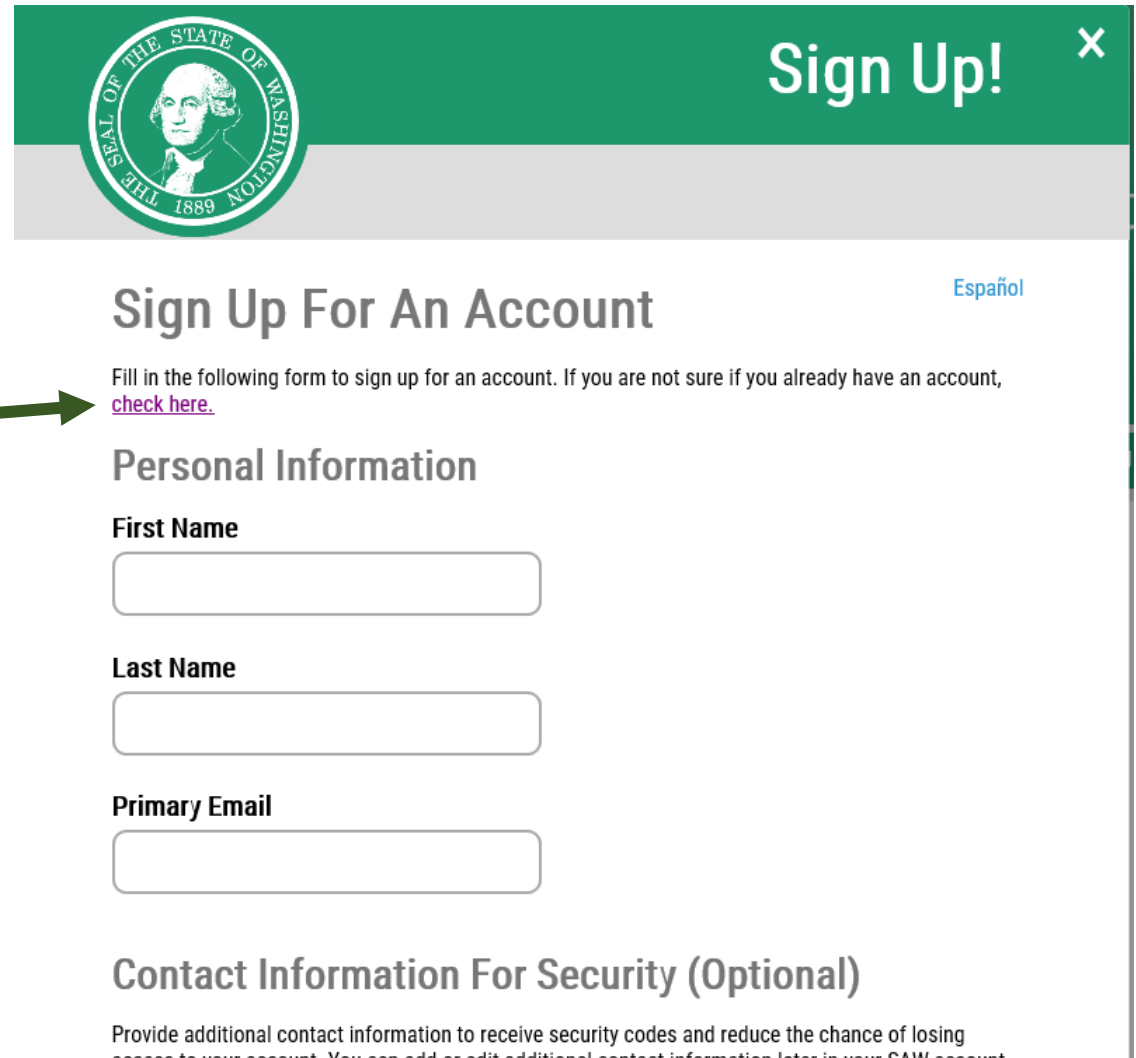
Password


Submit

[Forgot your username?](#) | [Forgot your password?](#)

Check to make sure you do not already have an account.

Click the “**check here**” link on the Sign Up! page and follow the directions. If an account already exists associated with your email, the system will help you recover your username and password.



 **Sign Up!** ×

Sign Up For An Account Español

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

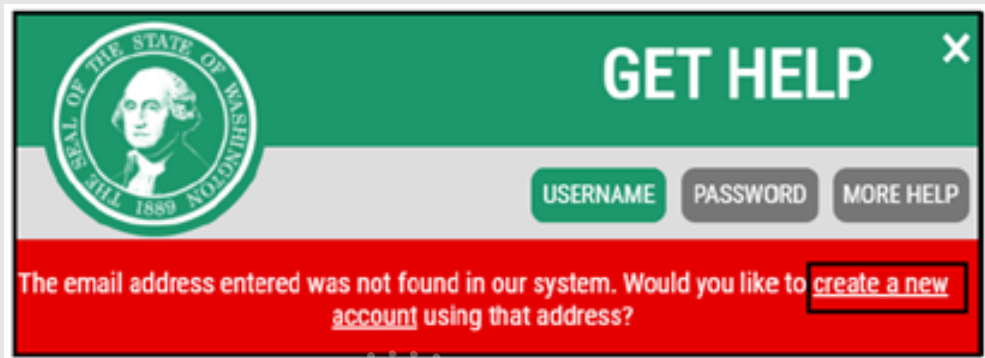
Last Name

Primary Email

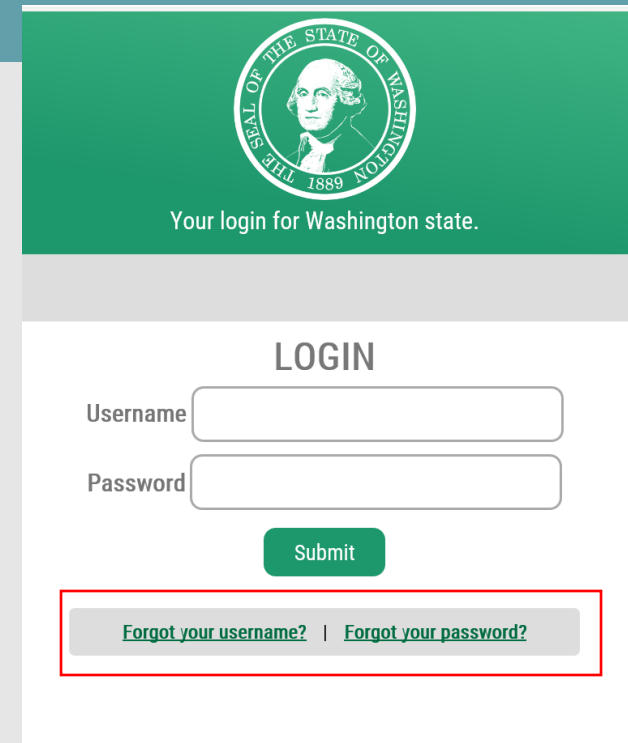
Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAM account.

If **no** account exists, click the “create a new account” link.



If an account **does** exist, you can click back to the SAW login page and login OR you will be sent an email that will help you recover your username and / or password. (Skip to slide 11)



Sign Up For An Account

[Español](#)

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Create a New Account

Enter your information as prompted on the Sign Up for Account screen.

- - First Name
- - Last Name
- - Primary Email
- - You may also choose to enter an additional email address and/or mobile phone number to receive security codes and reduce the chance of losing access to your account. This is optional.

Username and Password

Username

Password

Confirm Password

I'm not a robot



reCAPTCHA
Privacy - Terms

[Privacy Policy](#)

Create my account

Create a *Username* and *Password*, check the *reCAPTCHA* checkbox then click the "Create my account" button.

When you create an account, an email will be sent to you.

How to Activate your account

Open the email from SecureAccess Washington.

Click on the link sent via email from secureaccess@cts.wa.gov to the email address you have registered.



secureaccess@cts.wa.gov

SecureAccess Washington : Welcome to SecureAccess Washington

You are almost finished,

Thank you for signing up with Secure Access Washington.

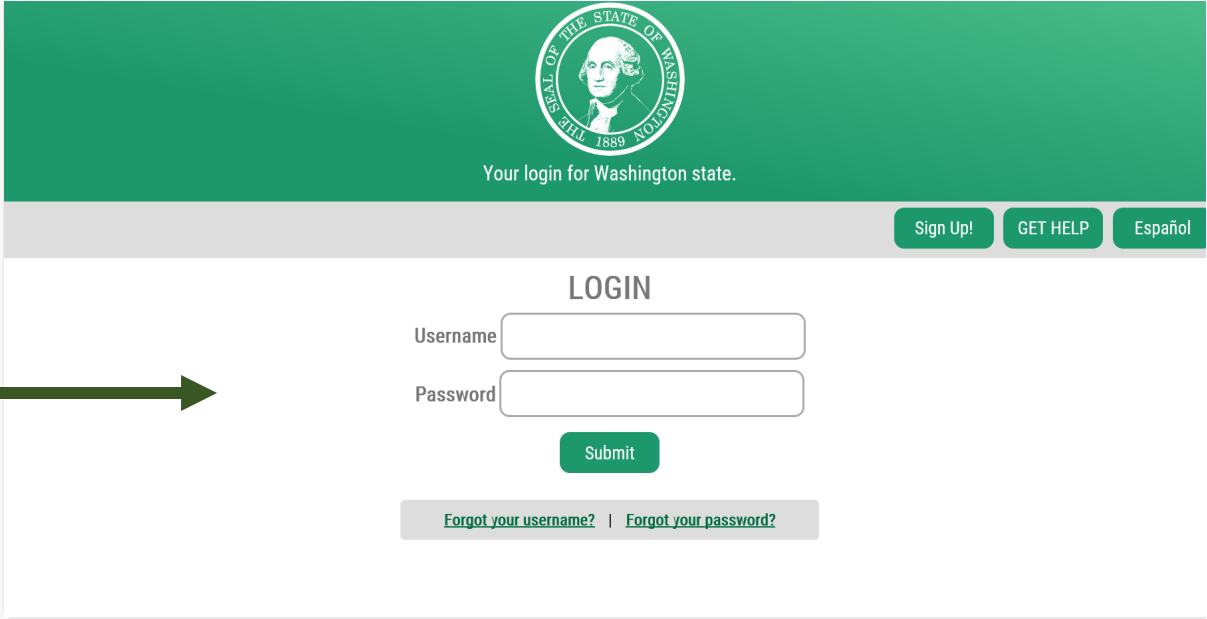
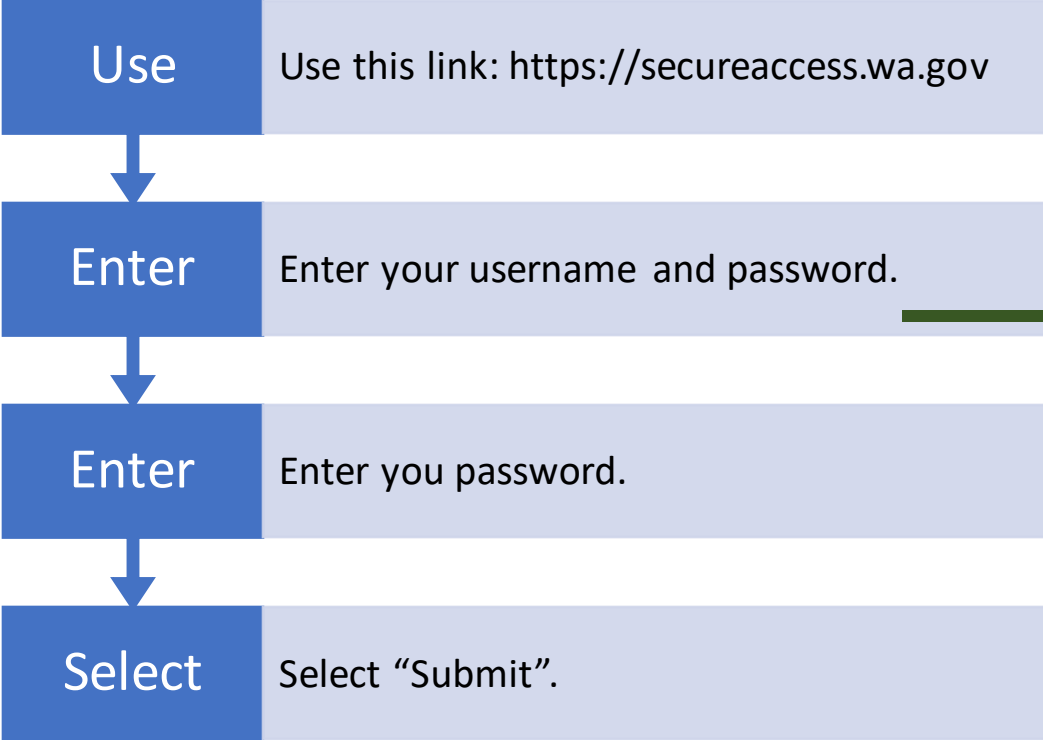
Your username is: ABC123

To activate your account, please click: <https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=76937&userId=ABC123>

For questions or concerns about your SecureAccess Washington account, please visit <https://secureaccess.wa.gov/public/saw/pub/help.do>

Thank you,
The Secure Access Washington Team

Login SAW Account Page Once Your Account is Activated



Once Your SAW Account is Set Up, You Can Add Services To it.


Add a New Service (SSPS Portal) to Your SAW Account

First: Select "ADD A NEW SERVICE"



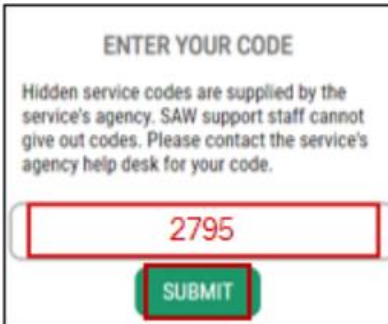
The screenshot shows the top of the SAW account dashboard. At the top center is the Seal of the State of Washington. Below it is the text "What can we help you access today?". A navigation bar contains four buttons: "ACCOUNT", "GET HELP", "TIPS OFF", and "LOGOUT". Below the navigation bar is a dropdown menu labeled "SHOWING YOUR SERVICES FROM" with "ALL OF WASHINGTON" selected. A red button labeled "ADD A NEW SERVICE" is highlighted with a red box. Below the button is a welcome message: "Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above."

Second: Select "I have been given a code by an agency".



The screenshot shows a selection screen titled "ADD A NEW SERVICE". There are three options listed: "I have been given a code by an agency.", "I would like to browse a list of services by name", and "I would like to browse a list of services by agency.". The first option is highlighted with a red box. To the right of the first option is a small inset box containing a green key icon and the text "I have been given a code".

Third: Enter the agency code 2795 in the box displayed and click "Submit".



The screenshot shows a form titled "ENTER YOUR CODE". The text reads: "Hidden service codes are supplied by the service's agency. SAW support staff cannot give out codes. Please contact the service's agency help desk for your code." Below the text is a text input field containing the code "2795" and a green "SUBMIT" button. The input field and the submit button are highlighted with red boxes.

Enter your SSPS provider number in the box

The SSPS Payee # and the SSPS Provider # are the same. If you have received any communication from SSPS, your SSPS Payee/Provider # is listed on it.

INVOICE REGULAR CALL 1-888-661-6611 OR MAIL INVOICE USING YOUR OWN STAMP

INVOICE NUMBER: 31-00352 PAGE 001 OF 001 PAYEE NUMBER: 280569 PROVIDER NUMBER: 280569 FOR MONTH ENDING: 12-31-03

TO SIGN UP FOR DEPENDABLE DIRECT DEPOSIT, SEE INSTRUCTIONS. FOR PAYMENT: MAIL, INCLUDING SUFFICIENT POSTAGE TO PROCESS YOUR INVOICE.

Washington State Department of Social & Health Services

SOCIAL SERVICE PAYMENT SYSTEM (SSPS)

PROVIDER: TACOMA

SERVICE RECEIPT	SERVICES PERIOD	AMOUNT AUTHORIZED	AUTHORIZED RATE	SERVICE UNIT	TOTAL UNIT
1	12/01/03 TO 12/31/03	\$514.95	514.95	MON	1
FC LEVEL I/BASIC RATE	001-01-0001				
CASE NUMBER: 1	AUTHORIZATION: 4992987-01	WORKER ID: 763	SERVICE CODE: 03210		
2	12/01/03	\$513.19	513.19	MON	1

ADDITIONAL INFO FOR DSHS

Washington State Department of Social & Health Services

Transforming lives

Department of Social and Health Services requires some additional information before they can allow access to this service. Please fill in the form below.

***Provider Number**
Enter your 6-digit SSPS Provider Number.

Your provider number is on your invoice (above) or you can email DSHS_SSPSMail@dshs.wa.gov or call SSPS Customer Service at 360-664-6161 to get your provider number once you are licensed. You can also reach out to a licenser or fiduciary.

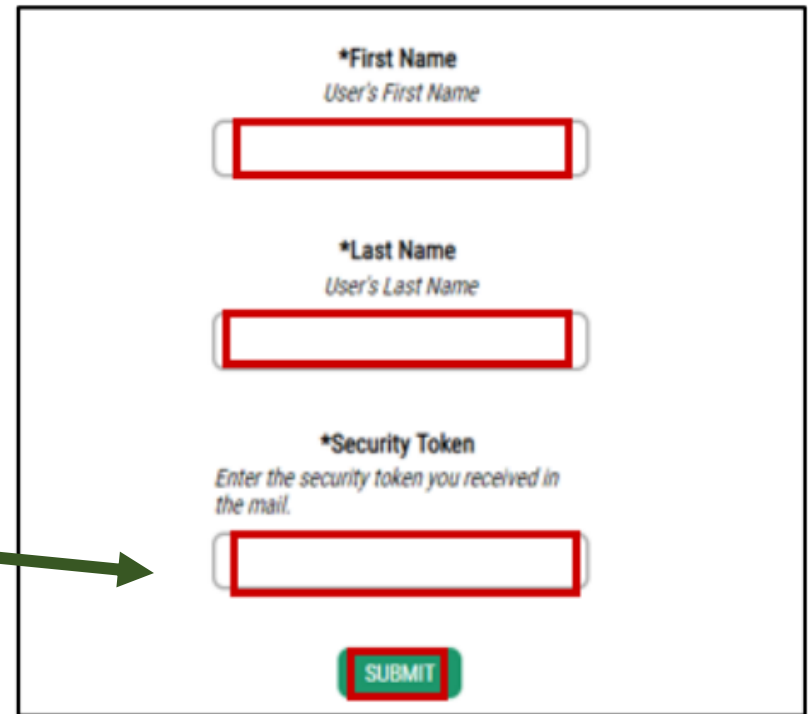
Complete Registration for the SSPS Provider Portal

Enter First Name, Last Name, and Security Token. Email DSHS_SSPSMail@dshs.wa.gov or call SSPS Customer Service at 360-664-6161 to request your security token. Tokens are good for 90 days.

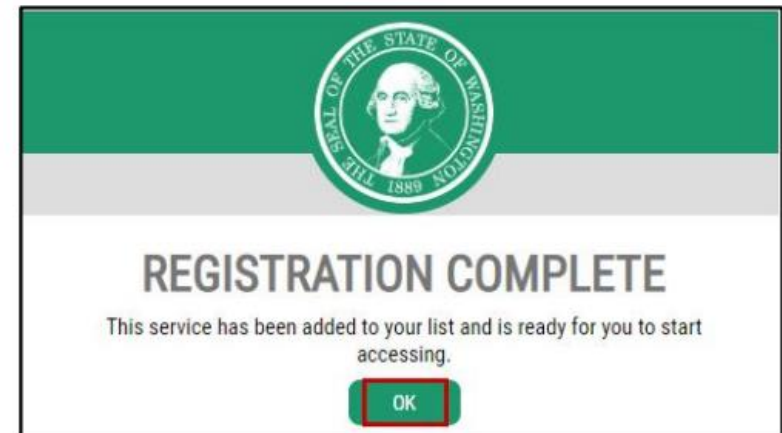
Click Submit.

Registration Complete box will display. Click OK to see the services page displayed with SSPS Provider Portal.

If your registration says pending or anything other than complete, please email DSHS_SSPSMail@dshs.wa.gov and provide your SSPS Provider Number and the issue will be corrected.



The registration form contains three input fields and a submit button. The first field is labeled '*First Name' with the subtext 'User's First Name'. The second field is labeled '*Last Name' with the subtext 'User's Last Name'. The third field is labeled '*Security Token' with the subtext 'Enter the security token you received in the mail.' Below the fields is a green 'SUBMIT' button. A green arrow points from the text 'Tokens are good for 90 days.' to the 'Security Token' input field.



The 'REGISTRATION COMPLETE' message features the Seal of the State of Washington at the top. The text reads: 'REGISTRATION COMPLETE' followed by 'This service has been added to your list and is ready for you to start accessing.' Below the text is a green 'OK' button.

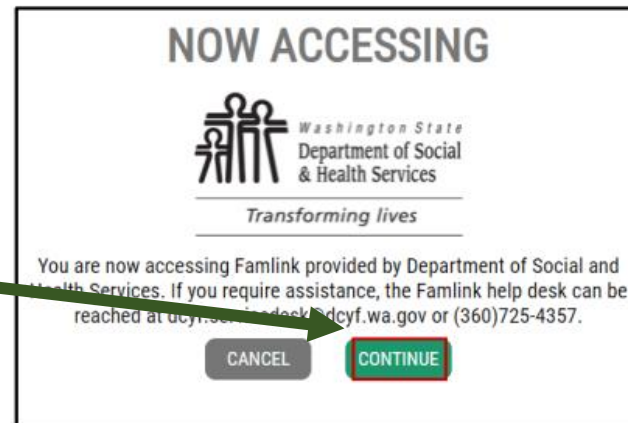
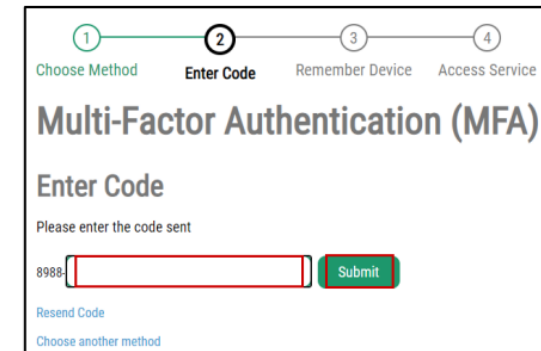
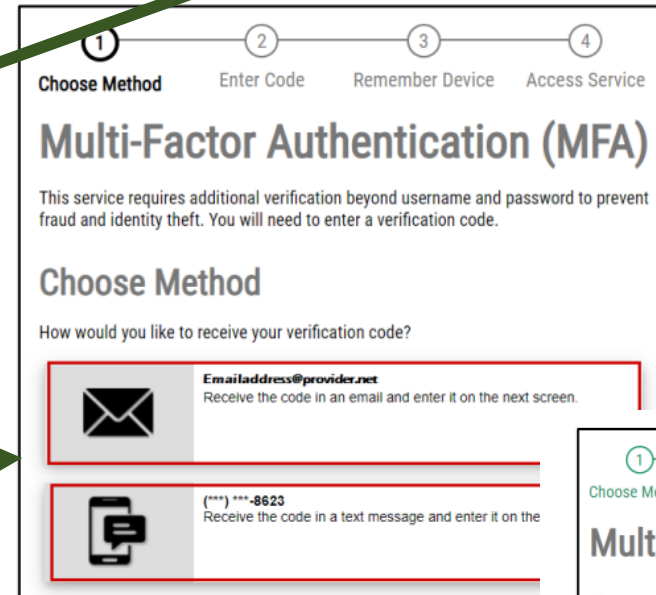
Sign Into the SSPS Portal

The service page will now show SSPS Provider Portal provided by Department of Social and Health Services. Click on the “Access Now” button next to the service.

Select a multi-factor authentication option, phone or email. You will receive a security code sent to whichever you select.

Enter your security code in the MFA box and hit “Submit”

Click “Continue” to connect to the portal.



How to sign into SSPS once your registration is complete

- 1) To access the portal in the future, login to your SAW account from the login page (<https://secureaccess.wa.gov>)
- 2) Enter you "LOGIN" information and select "SUBMIT"
- 3) Select "Access Now" next to the SSPS Provider Portal service which will now be available in your SAW account (SSPS Provider Portal provided by Department of Social and Health Services)

