Signing up for SAW and InfoNet

(1) Receive Email



(2) To sign up for SAW account, click the link in the email to go to the SAW website

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Commere C.trix	Log in to SecureAccess Washington	News Video Help	
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(3) Click the Create One link

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(4) Click START

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	Name: Fake Test User						
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	Confirm E-mail: testexample@hotmail.c	om					
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(5) Fill out the information and click NEXT



(6) Fill out the information and click NEXT

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	Review your info	ormation					
	Here is your perso	nal and account informat	tion.				
	NOTE: We value t	he security of your perso	nal information. In ord	er to protect this infor	mation your password		
	24 months or 13 r	nonths depending on ap	pplication access. Also	, your password shou	Id not include a diction	ary word.	
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(7) Verify the information and click NEXT

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(8) You'll see this screen. Wait to receive an email with a SAW Registration code.

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Friends Contact Info	Tour section course transition account (new) has been successfully created.	and the second s
HOA	SecureAccess Washington offers two methods to activate your account.	
Mortgage and House 74	The easiest method is to click on the following link;	
Nebraska	https://test-secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=48145&userId=FakeT	
Nicky 53	If your amail does not support hyperlinks or your cannot log in after following the link your can manually activate your account by following four easy steps:	
Other 17	 Is Navigate to the Security control cannot reg in a recomming the mix you can managing activate you account by knowing rout easy steps. Is Navigate to the Security contexpressions of poor cannot reg in a recomming the mix you can managing activate you account by knowing rout easy steps. 	
YWCA 68	2. Click on "Activate your account".	⊖ <i>t</i> -ty
New folder	3. In the "User ID" field enter FARET. 4. In the "Revisitation Code" field enter 48145	
	SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your ne "Add Exercise" tab. The program with dense to add any services to additional exercises restricted accessor.	w account by logging in and choosing
	Aud service tab. The service you choose to add may require an additional service registration process.	
	If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at http://www-dev.support.secureAccess.was	.gov or call 1-888-241-7597.
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(9) Use the link in the email to go back to SAW

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(10)Use the credentials you set up in STEP 5 above to log in

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						My Services	Add a New Service	Contact Us						
						Please note: SAV	V is a shared portal serving mu	ultiple state agencies.	To get help with a service p	rovided through SAW, p	lease contact the			
							sponsoring agency directly. C	lick the "Contact Us"	outton to view a list of agen	cy contact information.				
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(11)Click ADD A NEW SERVICE

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	DV DDC ITARS	Development DDC ITARS Privacy Notice		APPLY		
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	DV Growth Management System Plan View	DV Growth Management System I Privacy Notice	Plan View	APPLY		~
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(12) Find the service named "OCVAInfoNet" and click APPLY

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		Privacy Houce		
	DV Weatherization	Privacy Notice	APPLY	
	QA Bond User Clearinghouse	QA Bond User Clearinghouse <u>Privacy Notice</u>	APPLY	
	QA Commerce Contract Management System	Commerce Contract Management System Test Site <u>Privacy Notice</u>	APPLY	
	QA DDC ITARS	QA DDC ITARS Privacy Notice	APPLY	
	QA Fuel Mix Disclosure	QA Fuel Mix Disclosure Privacy Notice	unavailable	
	QA Fuel Mix Disclosure Online	QA Fuel Mix Disclosure Online Privacy Notice	unavailable	
	QA Growth Management System Plan View	QA Growth Management System Plan View Privacy Notice	APPLY	
	QA Housing Trust Fund Exit Report System	QA Housing Trust Fund Exit Report system Test Site <u>Privacy Notice</u>	APPLY	
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(13)Click MY SERVICES

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(14)Click the OCVAInfoNet link

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I have received my registration email and I would like to complete my registration.

Enter your registration code sent to you in your registration email below:
Finish Registration

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This service is intended for the use of Washinton State Infonct System only. If you are a Infonct user, contact your administrator for registration details. If you are not a Infonct user, please remove this service from your My Services.

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(15)COPY AND PASTE the registration code from your VERY FIRST EMAIL into this screen:



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I have received my registration email and I would like to complete my registration

Enter your registration code sent to you in your registration email below: 880D5DEF-A23A-4A63-BA12-5073D9132111 × Finish Registration

This service is intended for the use of Washinton State Infonet System only. If you are a Infonet user, contact your administrator for registration details. If you are not a Infonet user, please remove this service from your My Services.



(16)Click FINISH REGISTRATION

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Agency Name X Testing			
Program Type Domestic Violence			
Enter			
QA TESTING SAW ACCOUNT AS 02/03/2016			
Important Notice:			
Our most recent rollout occurred Thursday, January 28. If you encounter any problems with			
InfoNet after this upgrade, please let us know immediately by contacting Maria Shattuck at (360) 725-2875 or maria.shattuck@commerce.wa.gov.			
Welcome to InfoNet			
Have a question, but don't have time for a lengthy training? Check out our line of "mini" videos on a variety of InfoNet FAQs. More to come!			
Entering Group Services Video (Duration: 8 minutes)			
Managing User Accounts Video (Duration: 3 minutes)			
Updating Your Staff/Volunteer List Video (Duration: 9 minutes)			
Edit and Delete Client and Case Numbers Video (Duration: 5 minutes)			
Entering Staff Training Data Video (Duration: 8 minutes)			
Entering Staff Allocation Video(Duration: 9 minutes)			
Protection Orders Video (Duration: 7 minutes)			
Resetting Your Password Video (Duration: 6 minutes)			
Using Report Parameters Video (Duration: 8 minutes)			
SA Prevention Activities for Native American and Marginalized Communities Grantees: <u>Video</u> (Duration: 5 minutes)			
Release Notes and Troubleshooting:			
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(17)You are now logged into InfoNet. Bookmark this page as your new InfoNet page.

The next time you log into InfoNet, you'll come to this page:

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Use the credentials you set up in step 5 above to log in. This will take you directly to InfoNet, and you no longer need to log in on the InfoNet homepage.