# System Access Request Form

The PlanView System is accessed through Secure Access Washington (SAW). Go to <https://secureaccess.wa.gov/> to create a SAW account, if you do not have one. Scan and email this completed form to [reviewteam@commerce.wa.gov](mailto:reviewteam@commerce.wa.gov).

Go to the [Growth Management](https://www.commerce.wa.gov/serving-communities/growth-management/submitting-materials/) webpage for links to PlanView User Manuals that have instructions on how to create a SAW account and how to login to PlanView. After you have a SAW account, and we have added you to PlanView, you will receive a welcome email when you have been granted access to PlanView.

**Requestor Information**

|  |  |  |  |  |
| --- | --- | --- | --- | --- |
| User Information | | | | |
| First Name | Last Name | Work Phone | | Cell Phone |
|  |  |  | |  |
| Consulting Firm (if applicable) | | | | |
|  | | | | |
| Organization Information | | | | |
| Organization Name | | | Title with Organization | |
|  | | |  | |
| Primary Contact | | | | |
| Yes, I am the Primary Contact for my Organization. I understand that I will replace the current Primary User for this Organization. | | | | |
| secure Access Washington (SAW) Information | | | | |
| SAW Email | | Saw User Name | | Security Role(s) |
|  | |  | | Read Only  Submitter  Administrator |

**Requestor Agreement**

By signing this form, I certify that I am authorized to view and/or submit information on behalf of the Organization listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement. <http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/>

|  |  |  |
| --- | --- | --- |
| Printed Name | Signature | Date |
|  |  |  |

**Organization Approval**

By signing this form, I approve this Person to access the PlanView system on behalf of the Organization listed above and the selected Security Roles.

|  |  |  |
| --- | --- | --- |
| Printed Name | Signature | Date |
|  |  |  |
| Organization Title | Email | Phone Number |
|  |  |  |