# First Time Access to the Clean Building Portal

Commerce has launched the Clean Buildings Portal (Portal), a Clean Buildings reporting and management system. The system provides building owners secure access to manage their building's compliance with the Clean Buildings Performance Standard and their application with the Early Adopter Incentive Program.

**You will not be able to access the Portal or Guest Access without a notification code**. If you own a *covered commercial building* over 50,000 square feet and did not receive a notification letter with a code to access the Portal, please complete this form.

Here are a few key features available in the Clean Buildings Portal:

- View and verify your parcel/building information
- Data verification
- Manage roles and authorized users to work on your parcel/building profile
- Submit applications
- Submit compliance forms
- Track compliance requirements
- Check on the status of applications
- Make changes to your account information

**Compliance Dates**

**June 1, 2026**
**More than 220,000 sq. ft.**
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**June 1, 2027**
**More 90,000 sq. ft. but less than 220,001 sq. ft.**
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**June 1, 2028**
**More 50,000 sq. ft. but less than 90,001 sq. ft.**

## Steps for first-time access to the Portal

### 1) Set up a Secure Access Washington (SAW) account

To access the portal, you will log in to your Secure Access Washington (SAW) account, or sign up if you don't already have one.

To sign-up:

- Go to secureaccess.wa.gov
- Click on **SIGN UP!**
- On the **SIGN UP!** page, fill in the required and optional information.

The primary email address you enter will link this account to SAW and be used to send the SAW registration confirmation email.

- An additional email address and phone number is optional. By choosing to provide additional contact information you reduce the chance of losing access to your account.
- Create a username, choose a password for your SAW account and then confirm your password.
- Click on **I'm not a robot**, then click on **Create my account** at the bottom.

After you click Create my account, go to the email account you used to activate your SAW account.

- To activate your account, click on the link provided in the confirmation email.
- The link in your confirmation email should take you to the **ACCOUNT ACTIVATED** confirmation page.
- To access your new account, click on the **LOGIN** button and enter the user name and password you created.
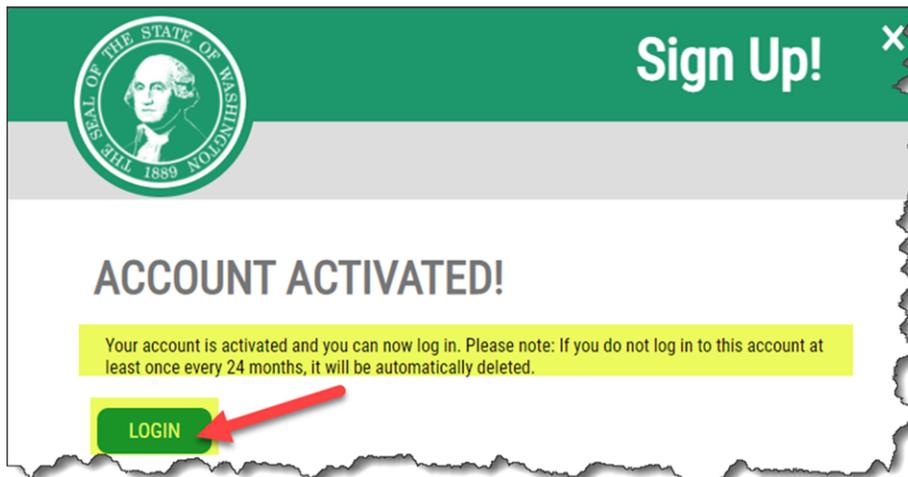


## 2) Add Clean Buildings Service

After logging in to your account you will see the ADD A NEW SERVICE button.
To connect to the Clean Buildings Portal:

- Click on **ADD A NEW SERVICE. (**You will only be required to do this once.)
- Click on the first option, **I have been given a code by an agency**.
- Enter **CBPS21**
- Click **submit**.
- Click **OK**.
- You will receive an email approving your access.

## 3) Enter the Notification Code

Refer to your Building Owner Notification Letter. The letter provides a unique code to access the Clean Buildings Portal.

- Enter your notification code.
- Click **Sign In.**
- After entering your notification code, you will be required to complete the one time certification requirements. This includes the **Shared Access Consent** and the **Conditions of Use and Non-Commercial Use Agreement**.
- For the Shared Access Consent choose to Opt In or Opt Out.
- Click on the box to agree to the **Conditions of Use and Non-Commercial Use Agreement.**
- Click on **Certify and Save my Responses.**

**For additional questions, complete the [Customer Support Form](#).**