Guide to Setting Up an Account for the Advance Notice of Transfer System through SecureAccess Washington

Guide overview

This guide is intended to help you set up an account in the state's SecureAccess Washington (SAW) online system. Before you can enter or view an Advance Notice of Oil Transfer, you must set up an account with SecureAccess Washington.

SecureAccess Washington is an application gateway created by Washington Technology Solutions (WaTech) to simplify access to state government services accessible via the internet. Once you have registered and activated an account with this system, Transfer Submitters can enter information into the Advance Notice of Oil Transfer (ANT) System. The State Emergency Management Division, and any county, city, tribal, port, or local government emergency response agency may set up View Only accounts that will permit viewing and downloading rail shipments of crude oil. The Utilities and Transportation Commission (UTC) also receives information about rail shipments of crude oil through the ANT System.

Best Practices for Setting up SAW/ANT accounts:

For organizations with multiple people accessing ANT:

- Create a single SAW account that is specific for accessing ANT.
- Create a SAW user ID and SAW contact email that is not specific to one person.
    - Ex: CompanyDispatch email: dispatch@company.com
- Keep login information secure and only share with authorized personnel.
- Change SAW account password when an employee who accessed the SAW ANT account leaves the organization. If the email address attached to the SAW ANT account becomes invalid, you must deactivate that SAW account and create a new one.

For organizations with a single person submitting oil transfers:

- We also recommend establishing a SAW account that is specific for accessing ANT.
- Create a SAW user ID and SAW contact email that is not specific to one person.
    - Ex: CompanyDispatch email: dispatch@company.com
- Keep login information secure and only share with authorized personnel.
- Change SAW account password when an employee who accessed the SAW ANT account leaves the organization. If the email address attached to the SAW ANT account becomes invalid, you must deactivate that SAW account and create a new one. While it is not a best practice, it is possible to access ANT through a personal SAW account. If you do access ANT through a personal SAW account do not share your login information with anyone.

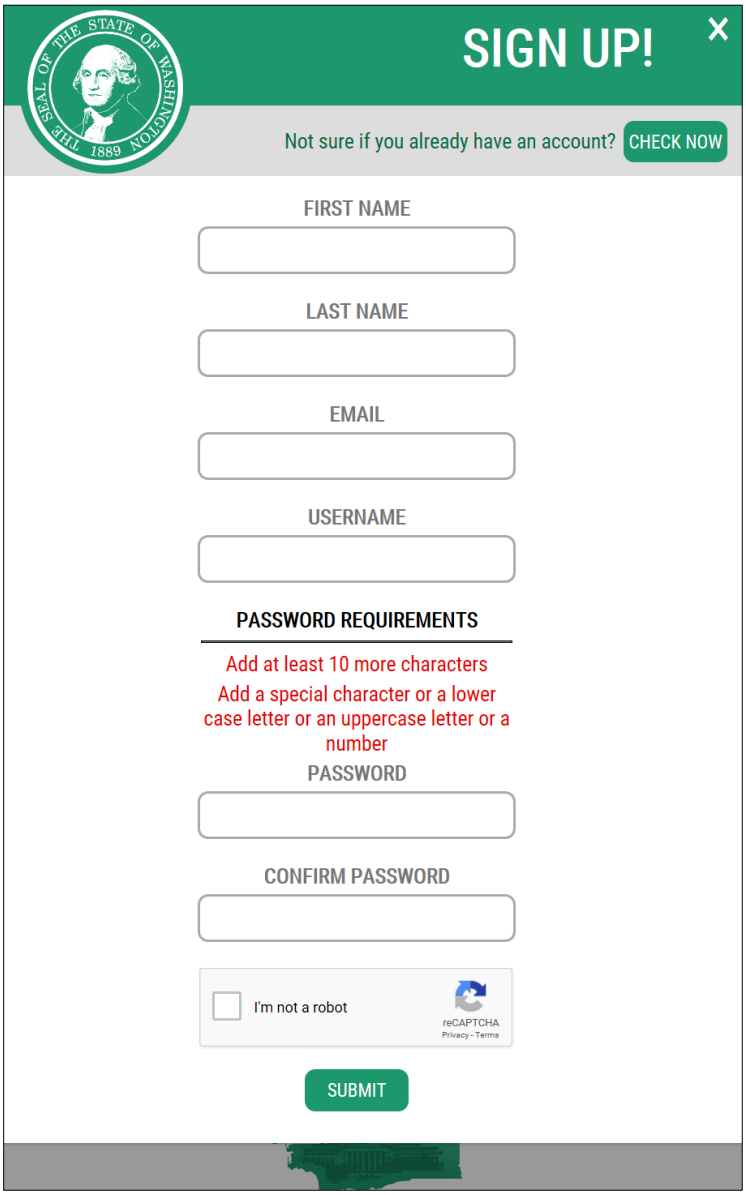
Special accommodations: To request ADA accommodation, contact Ecology by phone at (360) 407-6831 or email at ecyadacoordinator@ecy.wa.gov. For TTY or Washington Relay Service, call 711 or 877-833-6341. Visit Ecology's website at https://ecology.wa.gov/accessibility for more information.

Registration

Open your browser and go to: https://secureaccess.wa.gov/. This screen will appear:

Do not login. Click "**Sign Up!**"

Step 1: Enter your login credentials to be used.

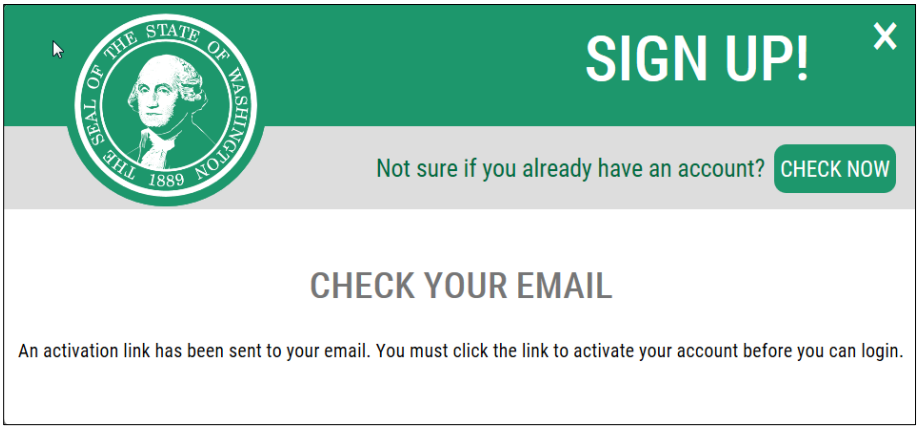


Complete the fields above. Enter the User Name of your choice. If multiple users at the same location will be entering data, you may enter a User ID and password that is common to all.

Check the "I'm not a robot" checkbox and answer the validation questions.

Click "Submit."

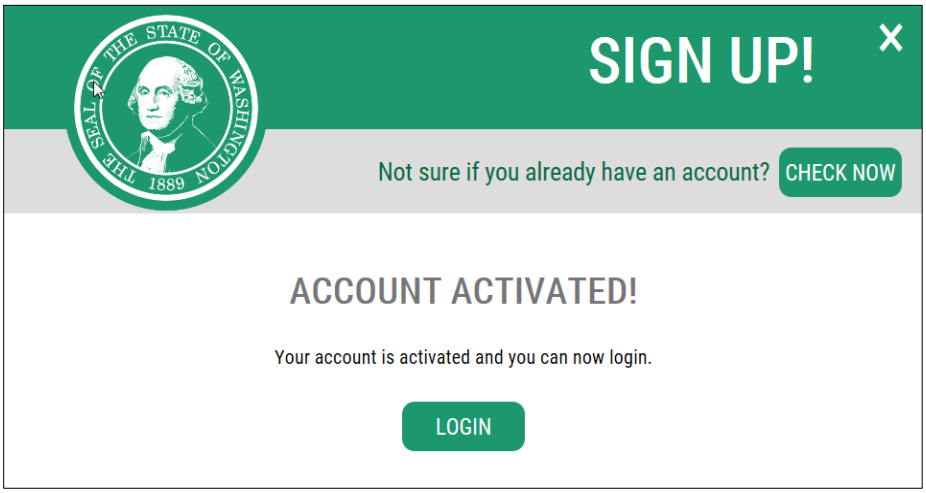
Step 2: You will receive this notification on your browser.



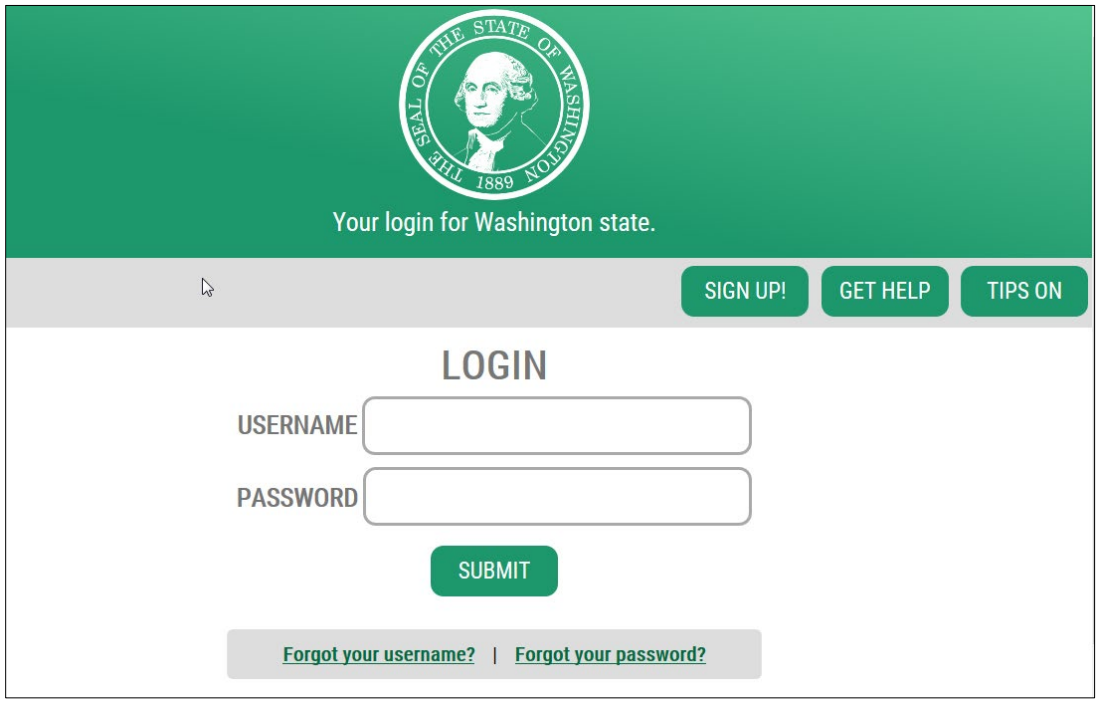
Check the email account that you entered in Step 1 for instructions on activating your ANT account. Open the email message from "SecureAccess," and click the activation link contained in the email.

Step 3: Login to your account.

You will receive this notification in your browser. Click "Login."

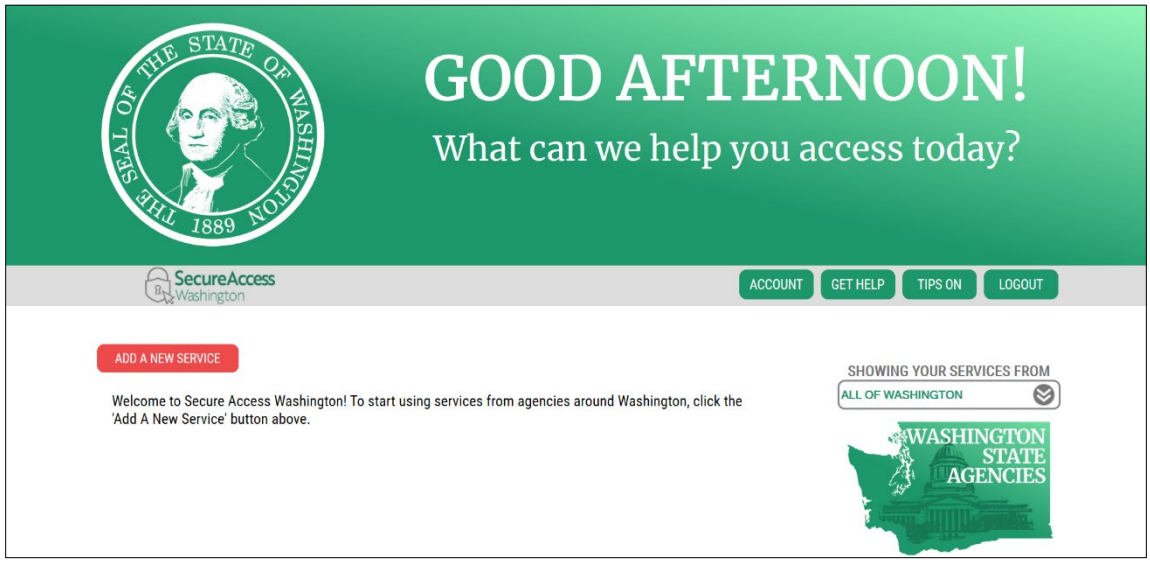


Next, you will see this screen. Enter the user name and password you entered in Step 1 and click “Submit.”

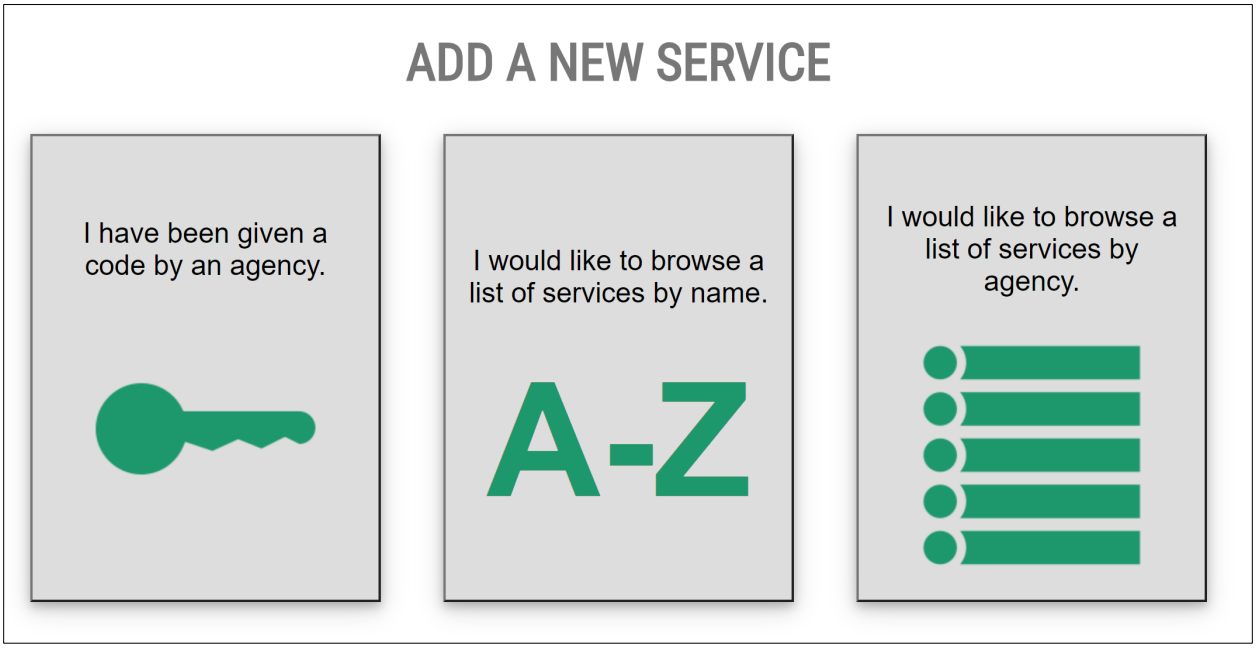


Step 4: Register for access to the ANT system.

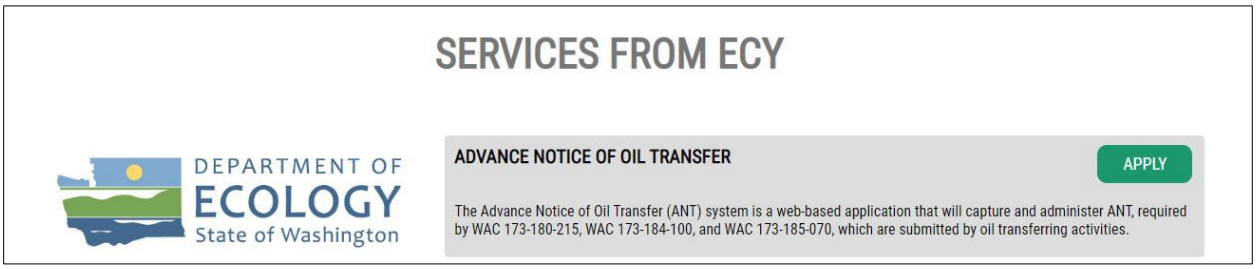
After logging in, you will see this screen. Click “Add a new service.”



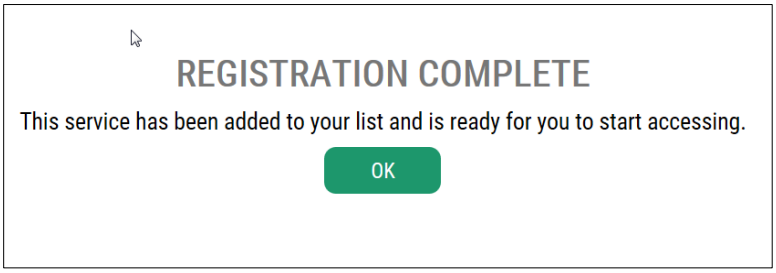
Select "**I would like to browse a list of services by agency**."



Select "Department of Ecology." Then on the next screen, select "Apply" next to the Advance Notice of Oil Transfer.

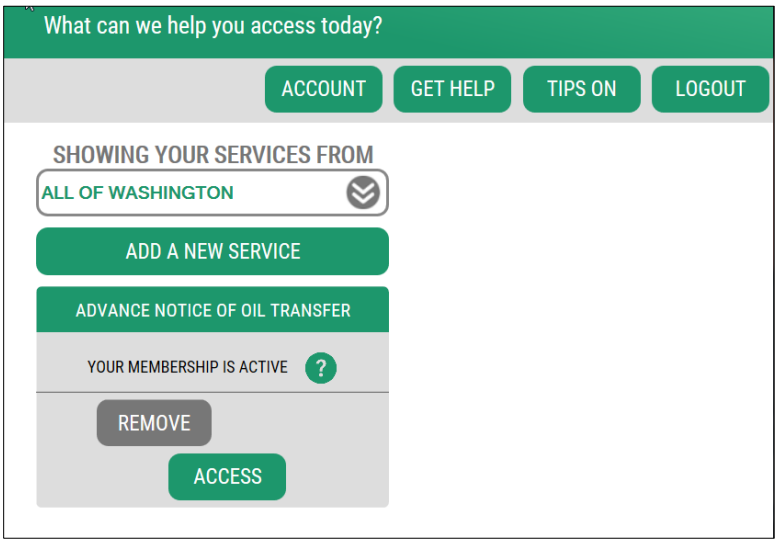


You will receive the notification below. Click “OK.”



Last step: Enter your information.

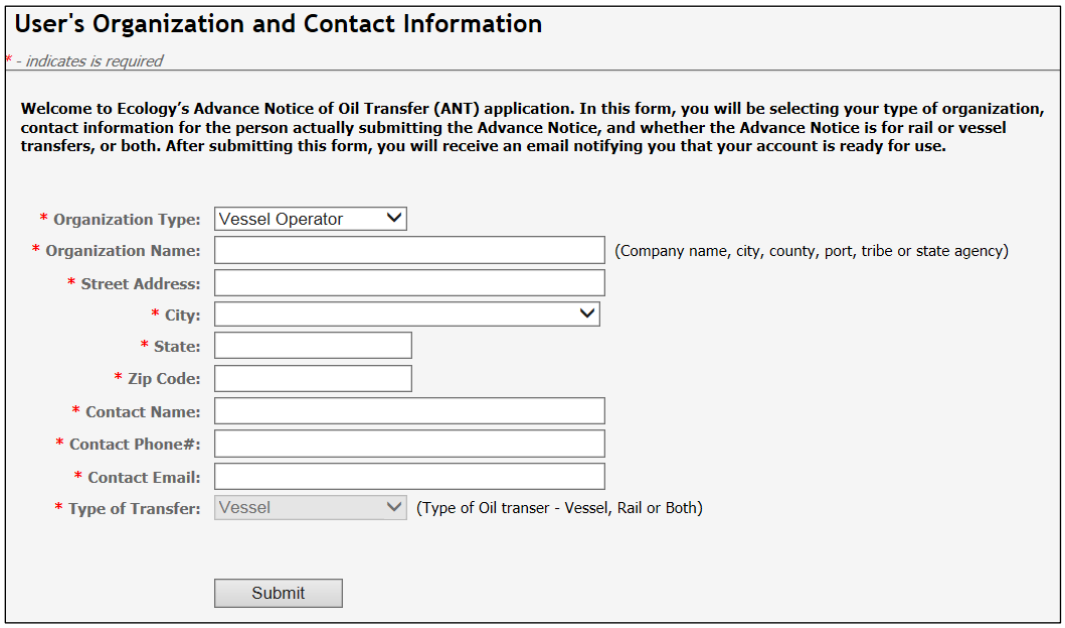
You will see the following screen.



Click “Access.” You will see the screen below. Click “Continue.”

NOW ACCESSING
DEPARTMENT OF
ECOLOGY
State of Washington
You are now accessing Advance Notice Of Oil Transfer provided by Department of Ecology. If you require assistance, the Advance Notice Of Oil Transfer help desk can be reached at ecyreishelpdesk@ecy.wa.gov or 360-407-6911.
CANCEL
CONTINUE

Enter the information on the following form.



There are two types of accounts, and the information to be entered differs as specified below:

1. Transfer Submitters.
2. View Only. (Accounts are those set up to allow the State Emergency Management Division, and any county, city, tribal, port, or local government emergency response agency to view and download rail shipments of crude oil. The UTC also receives information about rail shipments of crude oil through the ANT System.)

Field name	For Transfer Submitters	For View Only
Organization Type	Select: • Vessel Operator • Fixed Facility (Refineries) • Mobile Facility	Select: • City • County • State/Federal Agency • Tribe • Port • Other
Organization Name	Enter name of your facility.	Enter name of government entity or tribal authority.
Contact Name, Phone, Email	Enter for the person registering the account.	Enter for the person registering the account.
Type of Transfer	Enter selection based on the type of transfer this account will submit—Vessel, Rail, or Vessel and rail.	Enter Rail.

Click “Submit.” You are finished! You will receive an email when your access to the ANT system has been approved.

For instructions on using the system to post an advance notice, see the document "Guide for Users of the Advance Notice of Oil Transfer System," which is available at https://ecology.wa.gov/Regulations-Permits/Reporting-requirements/Advance-notice-of-oil-transfer