

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:

The screenshot shows the SecureAccess Washington login page. At the top left is the Seal of the State of Washington, featuring George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON 1889". To the right, a large green banner says "WELCOME to your login for Washington state." Below this is a navigation bar with the "SecureAccess Washington" logo and three buttons: "SIGN UP!", "GET HELP", and "TIPS ON". The main content area is divided into two sections. The left section, titled "LOGIN", has input fields for "USERNAME" and "PASSWORD", a "SUBMIT" button, and links for "Forgot your username?" and "Forgot your password?". The right section, titled "ON BEHALF OF", features a graphic of the Washington State Capitol building with the text "WASHINGTON STATE AGENCIES" overlaid.

Do not login. Click **“Sign Up!”**

Step 1: Enter your login credentials to be used.

The screenshot shows a registration form titled "SIGN UP!" with a close button (X) in the top right corner. In the top left, there is the Seal of the State of Washington. Below the title, there is a link: "Not sure if you already have an account? CHECK NOW". The form contains the following fields and sections:

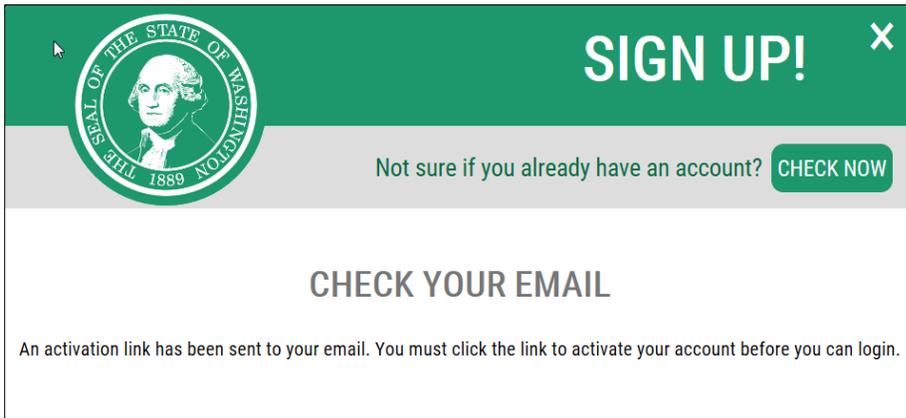
- FIRST NAME: [Text Input Field]
- LAST NAME: [Text Input Field]
- EMAIL: [Text Input Field]
- USERNAME: [Text Input Field]
- PASSWORD REQUIREMENTS**:
 - Add at least 10 more characters
 - Add a special character or a lower case letter or an uppercase letter or a number
- PASSWORD: [Text Input Field]
- CONFIRM PASSWORD: [Text Input Field]
- I'm not a robot (reCAPTCHA) [reCAPTCHA logo]
- SUBMIT**: [Green Button]

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."

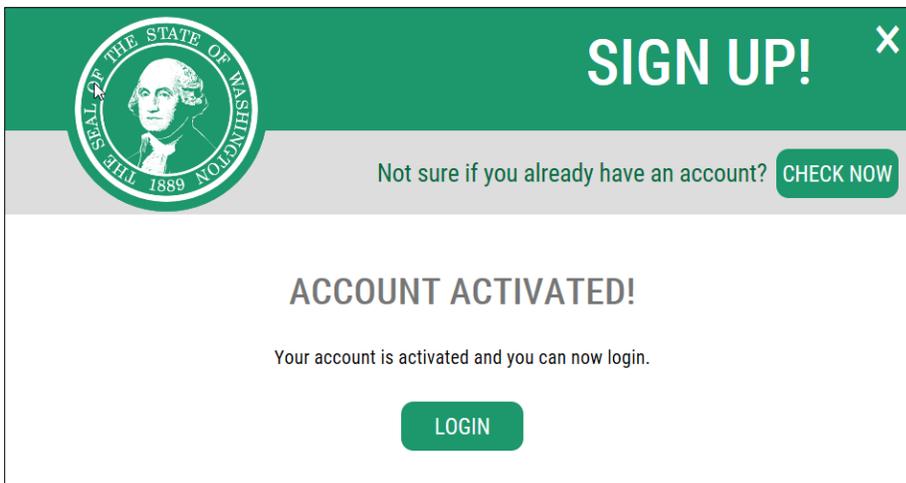
Step 2: You will receive this notification on your browser.



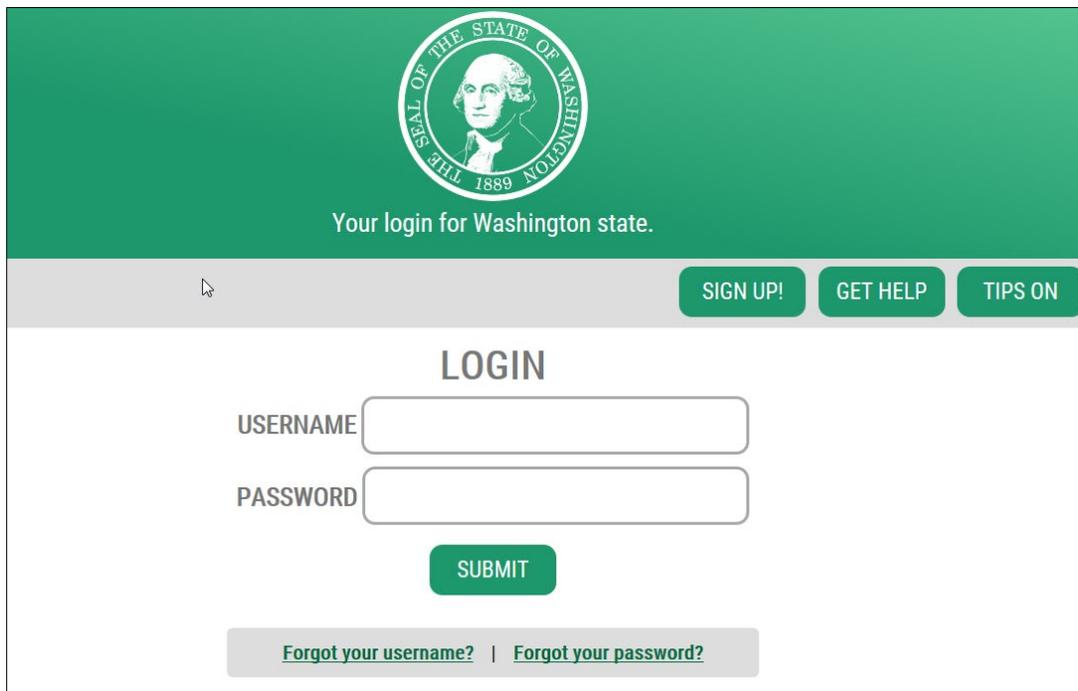
Check the email account that you entered in Step 1 for instructions on activating your ANT account. Open the email message from “SecureAccess,” and click the activation link contained in the email.

Step 3: Login to your account.

You will receive this notification in your browser. Click “Login.”



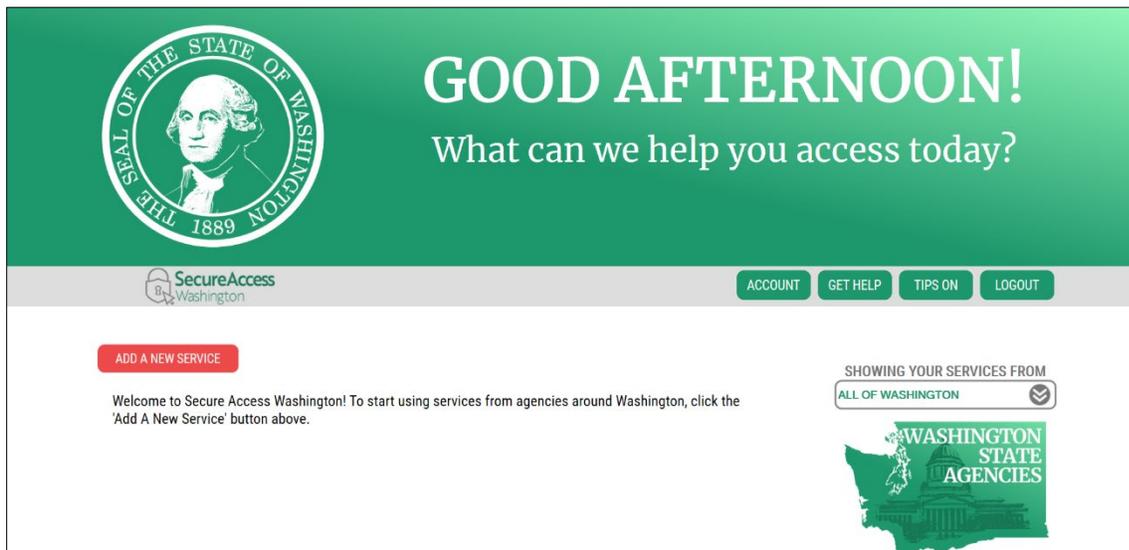
Next, you will see this screen. Enter the user name and password you entered in Step 1 and click “Submit.”



The screenshot shows a login interface for Washington state. At the top, there is a green banner with the state seal and the text "Your login for Washington state." Below this is a navigation bar with buttons for "SIGN UP!", "GET HELP", and "TIPS ON". The main content area is white and contains the heading "LOGIN". There are two input fields: "USERNAME" and "PASSWORD". Below the fields is a green "SUBMIT" button. At the bottom, there is a grey bar with links for "Forgot your username?" and "Forgot your password?".

Step 4: Register for access to the ANT system.

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



The screenshot shows a dashboard interface for Washington state. At the top, there is a green banner with the state seal and the text "GOOD AFTERNOON! What can we help you access today?". Below this is a navigation bar with buttons for "ACCOUNT", "GET HELP", "TIPS ON", and "LOGOUT". The main content area is white and contains a red "ADD A NEW SERVICE" button. 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." To the right, there is a dropdown menu for "SHOWING YOUR SERVICES FROM" with "ALL OF WASHINGTON" selected. Below the dropdown is a logo for "WASHINGTON STATE AGENCIES".

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

ADD A NEW SERVICE

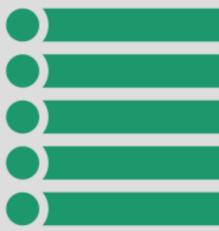
I have been given a code by an agency.



I would like to browse a list of services by name.



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.

SERVICES FROM ECY



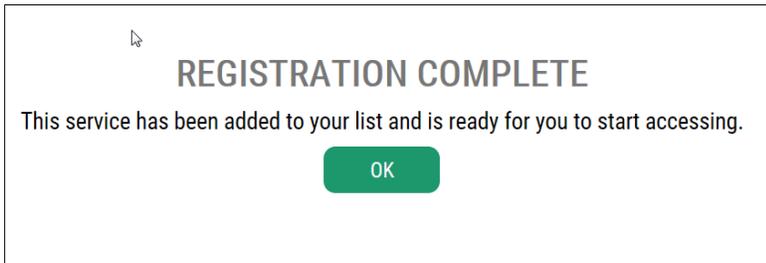
DEPARTMENT OF
ECOLOGY
State of Washington

ADVANCE NOTICE OF OIL TRANSFER

The Advance Notice of Oil Transfer (ANT) system is a web-based application that will capture and administer ANT, required by WAC 173-180-215, WAC 173-184-100, and WAC 173-185-070, which are submitted by oil transferring activities.

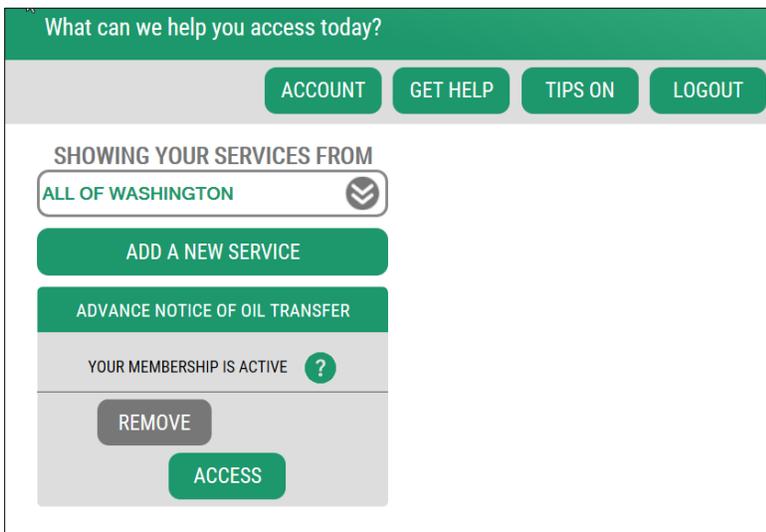
APPLY

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



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.

User's Organization and Contact Information

** - indicates is required*

Welcome to Ecology's Advance Notice of Oil Transfer (ANT) application. In this form, you will be selecting your type of organization, contact information for the person actually submitting the Advance Notice, and whether the Advance Notice is for rail or vessel transfers, or both. After submitting this form, you will receive an email notifying you that your account is ready for use.

* Organization Type: (V)

* Organization Name: (Company name, city, county, port, tribe or state agency)

* Street Address:

* City: (V)

* State:

* Zip Code:

* Contact Name:

* Contact Phone#:

* Contact Email:

* Type of Transfer: (Type of Oil transfer - Vessel, Rail or Both)

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: <ul style="list-style-type: none"> • Vessel Operator • Fixed Facility (Refineries) • Mobile Facility 	Select: <ul style="list-style-type: none"> • 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.

If you encounter difficulty in completing this registration process, contact the following persons:

Rebecca Ames

IT Project Manager

rebecca.ames@ecy.wa.gov

360-970-7688

Kevin Truong

Information System Manager

kevin.truong@ecy.wa.gov

360-628-2743

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>