DEPARTMENT OF
ECOLOGY
State of Washington

Step-by-step Instructions for How to Register for the SEPA Record Submittal Portal (SRS)

Department of Ecology's Lead Agency Portal to
Submit State Environmental Policy Act (SEPA)
Records and Documents to Ecology

Contents

Please follow the instructions below to access the SEPA Record Submittal (SRS) Portal. It is a two-step process. The first step is to create a SAW account. The second step is to add the service through your SAW account. If you already have a SAW account, you can skip to Step 2 on page 5.

STEP 1: Create Secure Access Washington (SAW) Account

In order to access the SEPA Record Submittal (SRS) Portal you need to have a SecureAccess Washington (SAW) account:

- o   If you are registering for a new SAW account, please follow the registration instructions below.
- o   If you have an existing SAW account, go straight to Step 2 "Add a New Service" section.

NOTE: *Individuals, not by company, set up Accounts.* Each person needs to have his or her own SAW account. You can set up a new account using your work information and do not need to use your personal SAW account. Your SAW account can be used to access many different web applications offered by Washington State agencies.

Steps for Creating a New SAW account

1. Go to https://secureaccess.wa.gov in your internet browser.
2. Click on the "Sign Up!" link to create a new SAW account.

3. Fill in all of the required fields and click the box "I'm not a robot" (and do the action it describes). Click "Submit".

4. Log into your e-mail provider and find the message from secureaccess@cts.wa.gov with subject line "SecureAccess Washington: Welcome to SecureAccess Washington." Open the e-mail message and click on the "To activate your new account" link. **You must log on using the link in the e-mail message to activate your account.**
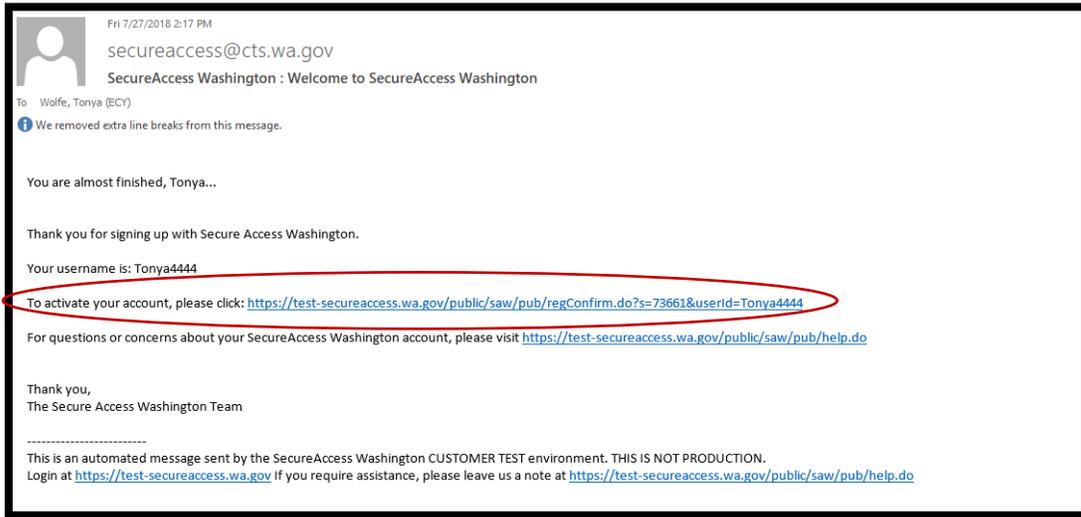
Email Example Message:

5. When you click on the link in your email, you will receive the message that your account has been activated. To continue and add the SRS portal, click "LOGIN".

   o For additional assistance, please check out the SAW customer support web site[1]
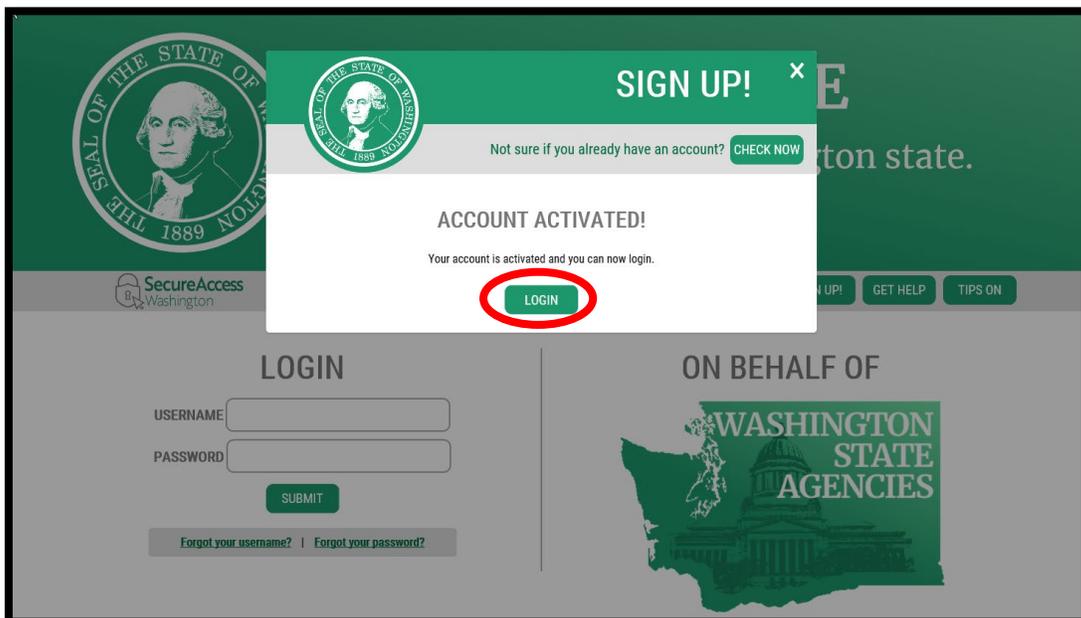
# STEP 2: Add the SEPA Record Submittal (SRS) Portal to Your Services

Once you have a SecureAccess Washington (SAW) account, you will need to add the SRS application to your list of "My Services."

SRS is the Washington State Department of Ecology's SEPA Lead Agency Portal that allows lead agencies to enter and manage their SEPA records.
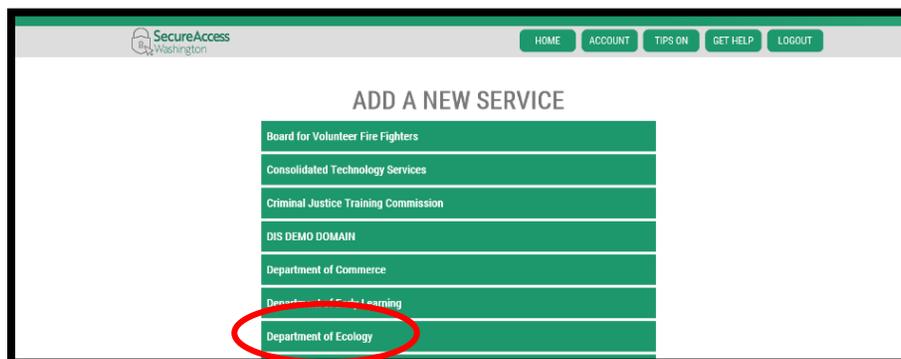
1. Log into SAW with your User ID and Password. Then click the "Add a New Service" box.
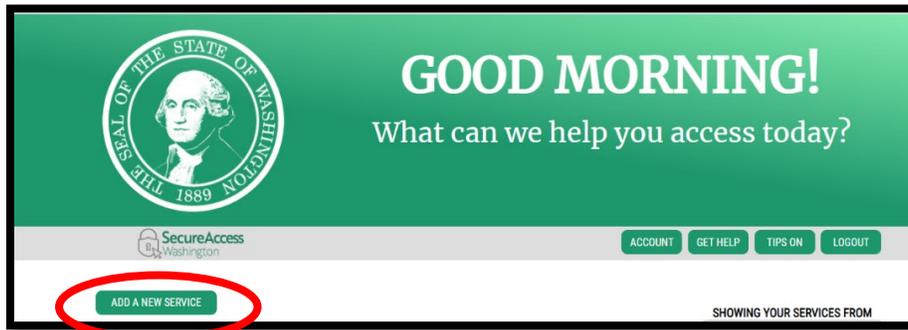
2. Click in the box "I would like to browse a list of services" to the right hand side of the screen.
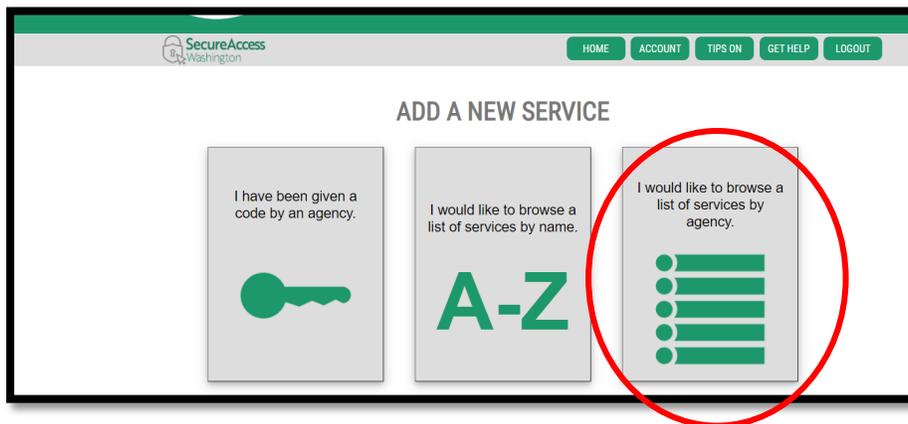

3. Select Department of Ecology

4. Scroll towards the bottom of the list until you find the service called "SEPA Record Submittal". Click the "APPLY" button on the right hand side of the page to add SRS to your list of services.
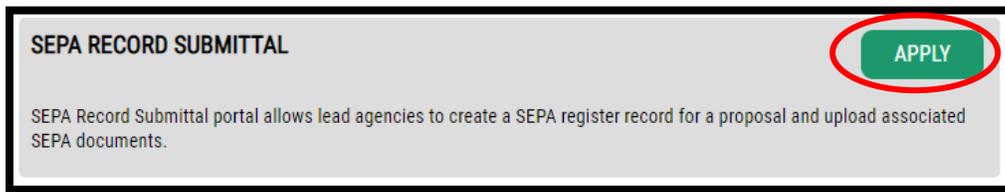
5. Once you have added the service, you will receive the message your registration is complete. Click "OK". You will also receive an email confirmation that you added the service.
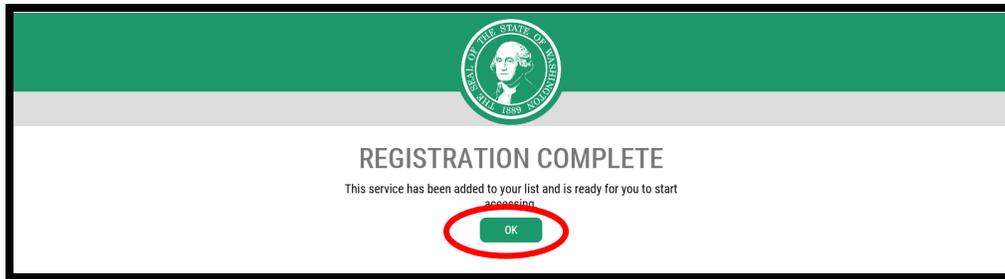
6. Now that you have added this service, the next time you want to access the SRS application, log into SAW and click "Access Now" for the SRS Service.
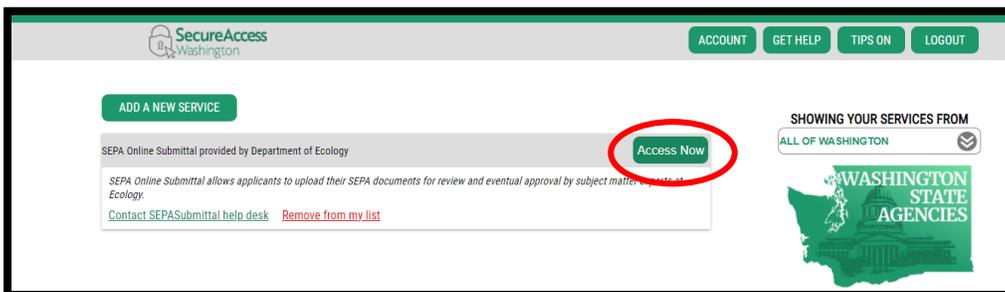
7. Click "Continue" to enter the SRS service.