



# 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

A screenshot of the SEPA Record Submittal portal search interface. The page header includes the Department of Ecology logo and the title "SEPA Record Submittal". Below the header is a navigation bar with links for "My agency records", "Create new record", "Help", and "My account". The main content area is titled "My agency records" and features a "+ Add a SEPA record" link. A search section is titled "Search ^" and contains several input fields: "SEPA number", "Submittal status" (a dropdown menu), "Created by" (a dropdown menu with "Me" selected), "Location", "Document type" (a dropdown menu), "Document sub type" (a dropdown menu), "Lead agency file number", and "Proposal name and description". At the bottom of the search section are "Search" and "Clear" buttons, and an "Export search results" button. Below the search section is a table header with columns: "SEPA number ^", "Proposal name and description", "Lead agency file number", "Document type", and "Submittal status".

## Contents

<b>STEP 1: Create SecureAccess Washington (SAW) Account</b> .....	1
Steps for Creating a New SAW account .....	1
<b>STEP 2: Add the SEPA Record Submittal (SRS) Portal to Your Services</b> .....	4

To request ADA accommodation including materials in a format for the visually impaired, call Ecology at 360-407-6600 or <https://ecology.wa.gov/accessibility>. People with impaired hearing may call Washington Relay Service at 711. People with speech disability may call TTY at 877-833-6341.

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:

- If you are registering for a new SAW account, please follow the registration instructions below.
- 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.



- Fill in all of the required fields and click the box “I’m not a robot” (and do the action it describes). Click “Submit”.

The screenshot shows a 'SIGN UP!' modal window overlaid on the SecureAccess Washington website. The modal contains the following fields and elements:

- Not sure if you already have an account? [CHECK NOW](#)
- FIRST NAME:
- LAST NAME:
- EMAIL:
- USERNAME:
- 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:
- CONFIRM PASSWORD:
- I'm not a robot 
- [SUBMIT](#)

- Log into your e-mail provider and find the message from [secureaccess@cts.wa.gov](mailto: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.**

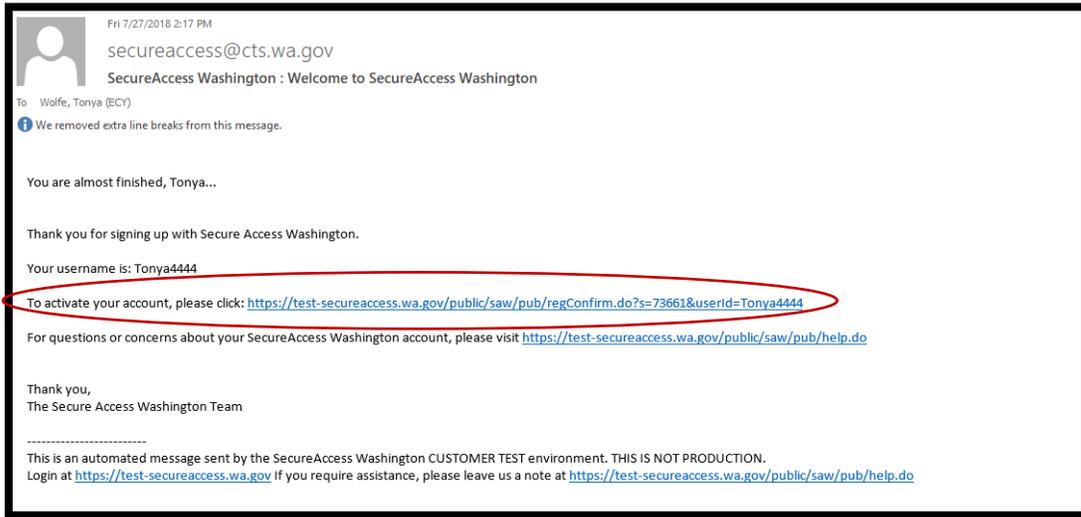
The screenshot shows the 'CHECK YOUR EMAIL' modal window overlaid on the SecureAccess Washington website. The modal contains the following text:

**CHECK YOUR EMAIL**

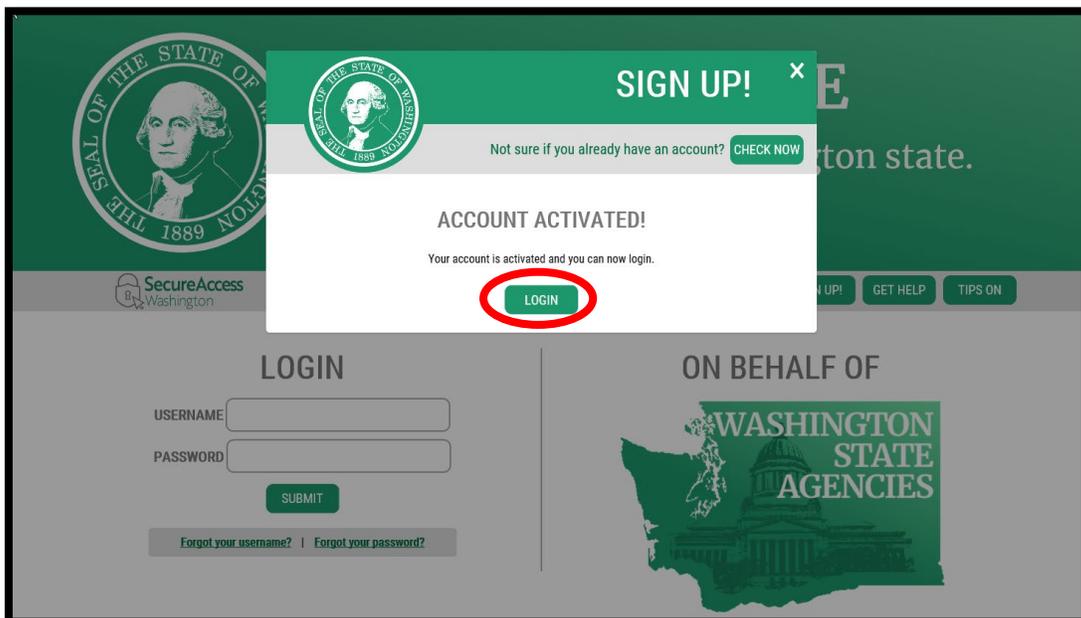
An activation link has been sent to your email. You must click the link to activate your account before you can login.

The background shows the 'LOGIN' section with fields for USERNAME and PASSWORD, a SUBMIT button, and links for 'Forgot your username?' and 'Forgot your password?'. To the right, there is a logo for 'WASHINGTON STATE AGENCIES'.

## 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](#)<sup>1</sup>



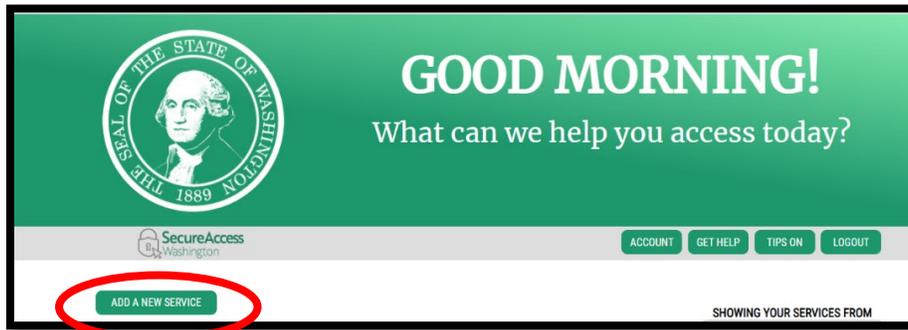
<sup>1</sup> <http://support.secureaccess.wa.gov/>

## STEP 2: Add the SEPA Record Submittal (SRS) Portal to Your Services

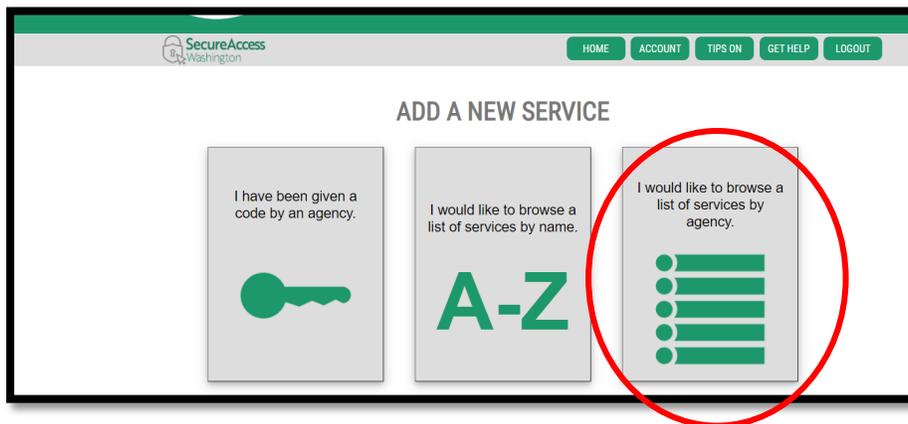
Once you have a SecureAccess Washington (SAW) account, you will need to add the SRS application to your list of “My Services.”

SRS is the Washington State Department of Ecology's SEPA Lead Agency Portal that allows lead agencies to enter and manage their SEPA records.

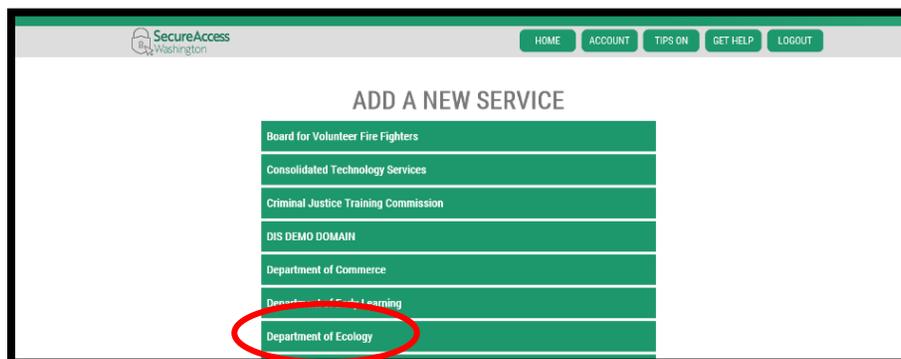
1. Log into SAW with your User ID and Password. Then click the “Add a New Service” box.



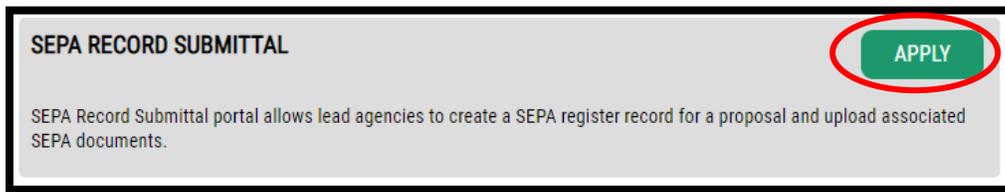
2. Click in the box “I would like to browse a list of services” to the right hand side of the screen.



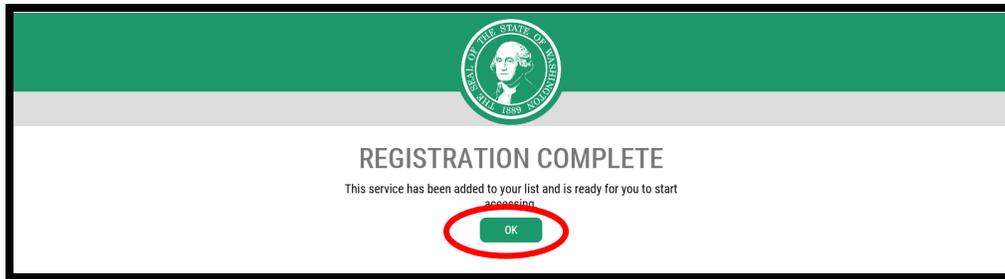
3. Select Department of Ecology



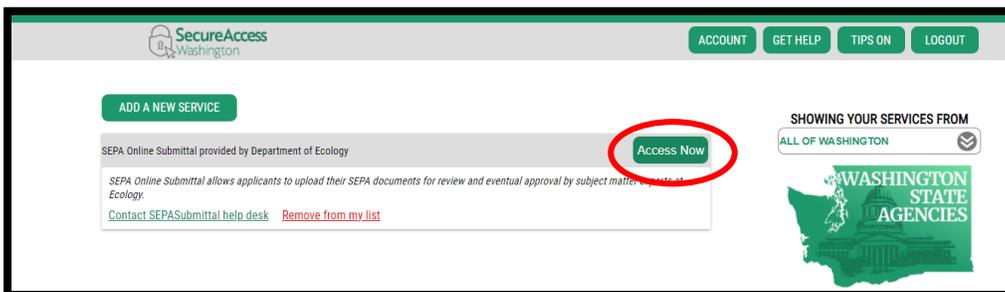
4. Scroll towards the bottom of the list until you find the service called "SEPA Record Submittal". Click the "APPLY" button on the right hand side of the page to add SRS to your list of services.



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.

