

Secure Access Washington (SAW) → SAGE

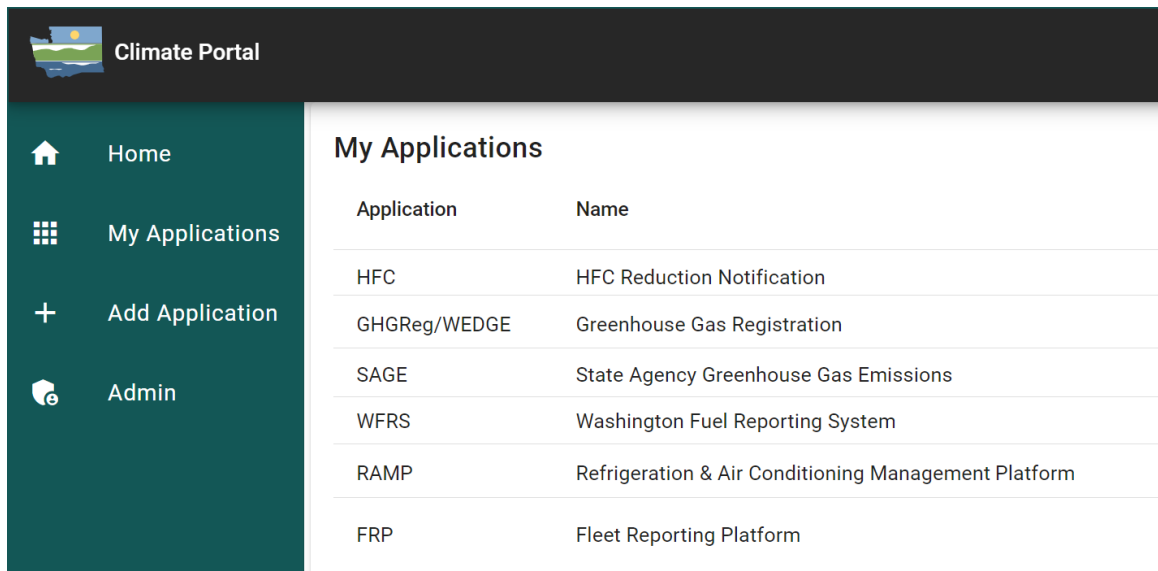
New users can skip to Create a SAW account at the top of the next page

IMPORTANT INFORMATION for EXISTING SAGE USERS

Add the Climate Portal to your SAW account as outlined starting at #4 on next page

SAGE has moved from Ecology's Air Quality Program (AQP) to the new Climate Pollution Reduction Program (CPRP). Your previous AQ Portal information is in the Climate Portal. It is important that you use the same SAW account previously used when SAGE was in AQP. A new SAW username will disconnect you from your previous portal registration and all applications.

The applications displayed here are administered by CPRP and are available only in the Climate Portal.



Application	Name
HFC	HFC Reduction Notification
GHGReg/WEDGE	Greenhouse Gas Registration
SAGE	State Agency Greenhouse Gas Emissions
WFRS	Washington Fuel Reporting System
RAMP	Refrigeration & Air Conditioning Management Platform
FRP	Fleet Reporting Platform

These are Air Quality Program applications: Agricultural & Outdoor Burn Permitting; Site Information Management; Source Management System; Washington Emission Inventory Reporting System.

If you do not use any of these applications, it is recommended that you **remove the Air Quality Application Portal from your SAW account** to prevent confusion in the future when you are looking to launch SAGE.

Air Quality Application Portal provided by Department of Ecology

[Access Now](#)

Approval for the Air Quality Application Portal is automatic. If it shows as Pending please cancel the request by clicking the red Remove from my list and confirm by clicking **REMOVE**. Then re-request the Air Quality Application Portal.

[Contact the help desk for aqportal](#) [Remove from my list](#)

Please email questions:

Air Quality applications and the AQ Portal ✉ AQIT@ecy.wa.gov

Climate Pollution applications and the Climate Portal ✉ CPRPIT@ecy.wa.gov

SAGE business questions ✉ SAGE@ecy.wa.gov or call Stacey Waterman 360.764.6178

Time sensitive IT contact:


Tex Holt-McGraw 360.819.7751 (M-F 7 – 3:30 pacific excluding state holidays)

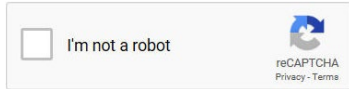
If you are new to SAW:



Create a SAW account

If you need help with SAW go to Ecology's 3 minute [SAW tutorial YouTube video](#).

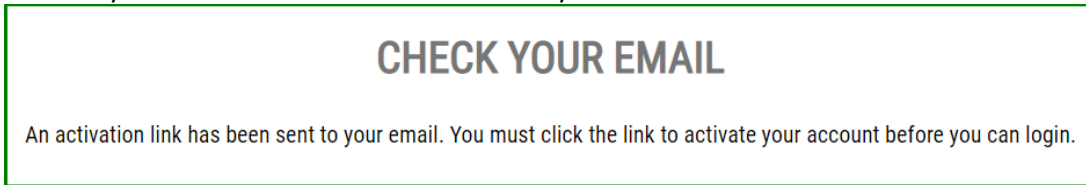
1. Go to SAW <https://SecureAccess.WA.GOV>

Single click the  button and follow the prompts to register. Enter your legal name, email address, create a username and password.



Check the  check box, then hit  after you successfully complete any number of CAPTCHA tests it throws at you.

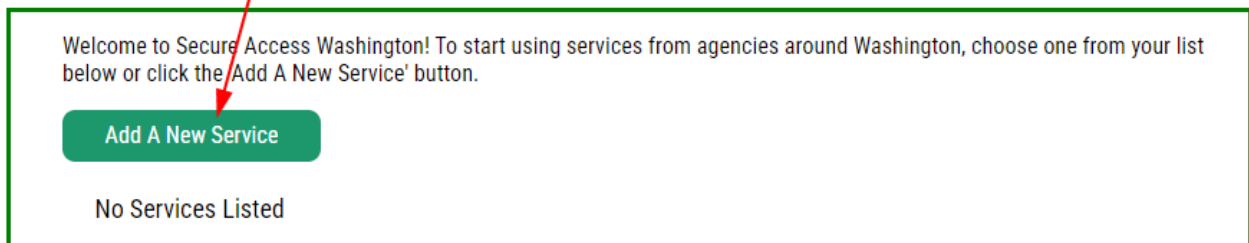
2. Activate your new SAW account via the link in your confirmation email.



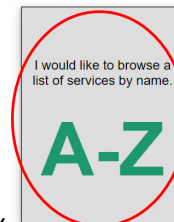
3. Login to SAW

Add the Climate Portal to your SAW account

4. Click the Add A New Service button

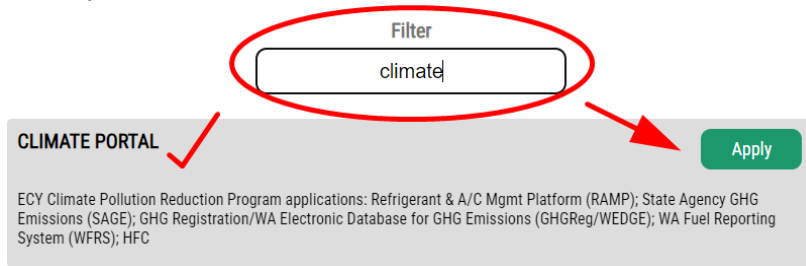


Add A New Service



5. Click the "I would like to browse list of services by name" box

6. Filter by Climate to find the Climate Portal and click APPLY the add the Climate Portal



REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.

7. Click OK
8. Launch Climate Portal from your SAW home page with the Access Now button



9. Click **CONTINUE** on the Now Accessing page to enter the *Climate Portal*.

Register in the Climate Portal

10. Enter, at a minimum, your first and last name, phone number, and email address.

User Information

Instructions
Fields with asterisk (*) are required.
Note: only enter in business contact information.

Enter Your Information

Prefix	First Name*	Middle Name	Last Name*	Suffix
Phone*	Phone Ext.	Email*		

Is your address outside the United States?

Yes No

Select yes or no

The **Submit** button will not be activated until all required fields for the address have been entered with the next steps.

Is your address outside of the United States?

Yes No

11. Select the appropriate answer about your address.
If **your business** address is outside of the United States of America click **Yes**.

- a. Outside US Address: Enter the address in the delivery format customary in that country. Type the city, state/province/region, postal code, and country in the appropriate fields and save with the **Submit** button.

For US addresses click **No**.

- b. US Address: Enter address number and street, or PO Box, in Address Line 1. Address Line 2 is for further information such as suite or apartment number. Select the state, this will activate the county. Select the county, this will activate the city. Select the city. If you don't see an entry you expect, make sure the previous fields (county and state) are correct.

When the address is complete, click the Submit button.

Add SAGE application to your Portal account

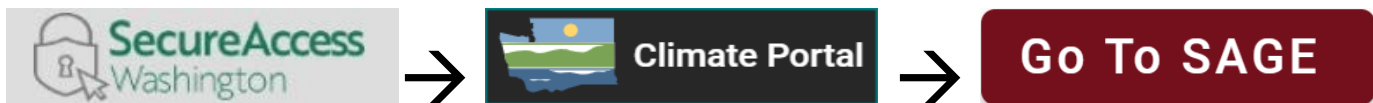
12. Now that you are registered in the Climate Portal, you must select the application you need to access. You can access multiple Climate Pollution Reduction program applications through the Climate Portal. The next screen will show all the applications available in the Climate Portal. You are looking for **State Agency Greenhouse Gas Emissions (SAGE)**.

Click the vertical ellipses and click Add Application SAGE reporting system.

Application	Name	Description	Actions
SAGE	State Agency Greenhouse Gas Emissions	State Agency and Higher Education - Report greenho...	⋮ Add Application

You will automatically be approved for the system and can now launch the application with the SAGE badge on your Climate Portal Home page.

Map to Access SAGE reporting system



- ◆ LOGIN TO SAW <https://secureaccess.wa.gov/>
- ◆ Launch the Climate Portal in SAW
- ◆ Launch SAGE in the Portal

User Tips

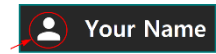
SAW User name

Do not change your Secure Access Washington username. All of your downstream identity is based on the username with which you were logged in when you registered in the Portal. If you create a new SAW account you will be required to re-register in the Portal and your connection to Climate Pollution Reduction program applications will be lost.

Portal User Maintenance

Update your Portal user information

Top Right of the main header bar you will see your name. Click the person icon to open your information.

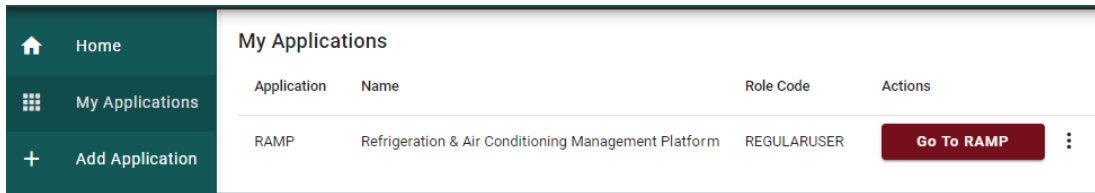


To make changes click the **Edit** button at the bottom of the My Profile page. Update as needed.

When done click the **Submit** button. If you want to discard any change you may have made, and retain data as is, click the **Back** button. Both buttons return to the home page.

My Applications

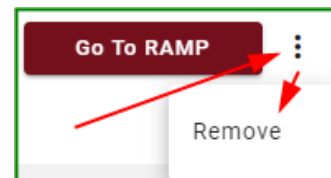
Shows application(s) and status of those for which you have applied. This site is responsive to different screen sizes so these options may appear differently from the examples below.



Launch the application with the **Go To RAMP** button.

To remove an application from your Climate Portal click Remove in the vertical ellipses to the right of the application list.

Add applications to your Climate Portal account at any time with the **+ Add Application** link on the left.



IT HELP

CPR Program IT Section  CPRPIT@ecy.wa.gov

SAGE BUSINESS HELP

CPR Program GHG Inventory Unit  SAGE@ecy.wa.gov

END