Secure Access Washington (SAW) provides a way for you to log on to the report portal or BI Launchpad/Web Intelligence (WebI) outside of the state government network (SGN).

Overview

Use Secure Access Washington (SAW) if you need to log on to the report portal or BI Launchpad (WebI) outside of the state government network (SGN).

✓ The email address to create your SAW account needs to be a valid Washington State agency email address so that you can access the report portal or BI launchpad (WebI).

Scenario	Additional Information
I do not have a SAW account	You will need to create a new SAW account using your work email (Washington State agency email address). ✓ You will also need to add services to your SAW account for report portal and/or BI Launchpad (WebI).
I have a SAW account but it was not created using my work email	You will need to create a new SAW account using your work email (Washington State agency email address). ✓ You will also need to add services to your SAW account for report portal and/or BI Launchpad (WebI).
I have a SAW account created using my work email but report portal or BI Launchpad (WebI) are not listed in my SAW membership services	You will need to add services to your SAW account for report portal and/or BI Launchpad (WebI).

To request an enterprise reporting user ID/account so that you can log on to the report portal and/or BI Launchpad/Web Intelligence (WebI), use the access request form.

✓ For additional information, reference the enterprise reporting page on the OFM IT systems website or contact the OFM Help Desk.

HereToHelp@ofm.wa.gov 360.407.9100

Create SAW Account

Use your work email (agency email) as the primary email when you create your SAW account. If you do not use a valid Washington State agency email address, your request to access the report portal or BI Launchpad (WebI) via SAW will be denied.

1. **Open:** Browser.
2. **Input:** SAW URL/address (secureaccess.wa.gov).
➔ SAW will display the login page with an option to sign up.

In this example, we input the SAW URL/address secureaccess.wa.gov.

🔒 **secureaccess.wa.gov** ☆

3. **Select:** Sign up.
➔ SAW will provide guidance to help you create your new account.

Your login for Washington state.

SIGN UP! **GET HELP** **TIPS ON**

LOGIN
USERNAME [ ]
PASSWORD [ ]
SUBMIT

4. **Input:** Your first name and last name.
5. **Input:** Your primary email.
➔ **Caution!** Use your work email as the primary email. If you do not use a valid Washington State agency email address, your request to access report portal or BI Launchpad (WebI) via SAW will be denied.
➔ You can also input optional contact information for security.

Sign Up For An Account
Fill in the following form to sign up for an account. If you are not sure if you already have an account, check here.

Personal Information
First Name
[ ]

Last Name
[ ]

Primary Email
[ ]

Contact Information For Security (Optional)
Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)
[ ]

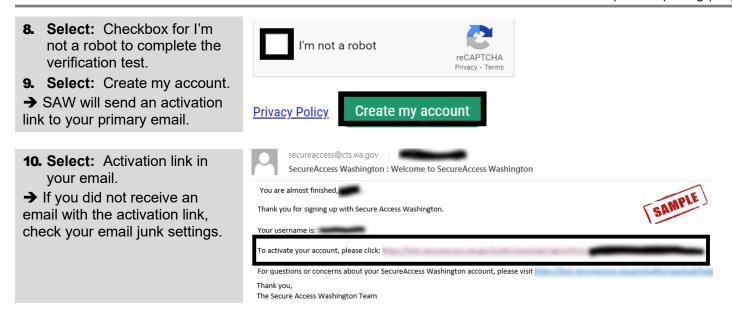**Mobile Phone Number (Optional)**
[ ]

6. **Input:** Username.
➔ Consider using your enterprise reporting user ID as the user name to help make it easier to remember.
7. **Input:** Password.

Username and Password
Username
[ ]

Password
[ ]

OFM
OFFICE OF FINANCIAL MANAGEMENT

8. **Select:** Checkbox for I'm not a robot to complete the verification test. 9. **Select:** Create my account. ➔ SAW will send an activation link to your primary email.	☐ I'm not a robot reCAPTCHA Privacy - Terms Privacy Policy **Create my account**
10. **Select:** Activation link in your email. ➔ If you did not receive an email with the activation link, check your email junk settings.	secureaccess@cts.wa.gov SecureAccess Washington : Welcome to SecureAccess Washington You are almost finished, Thank you for signing up with Secure Access Washington. Your username is: To activate your account, please click: For questions or concerns about your SecureAccess Washington account, please visit Thank you, The Secure Access Washington Team *SAMPLE*

Add Report Portal &/or BI Launchpad To Your SAW Account

When you login to your SAW account, a list of requested and/or approved services will be displayed. If the report portal or BI Launchpad (WebI) are not listed in your membership services, you will need to add them to your SAW account.

✓ **Caution!** Ensure you login using the SAW account that you created using your work email as the primary email. If you do not use a valid Washington State agency email address, your request to access the report portal or BI Launchpad (WebI) will be denied.

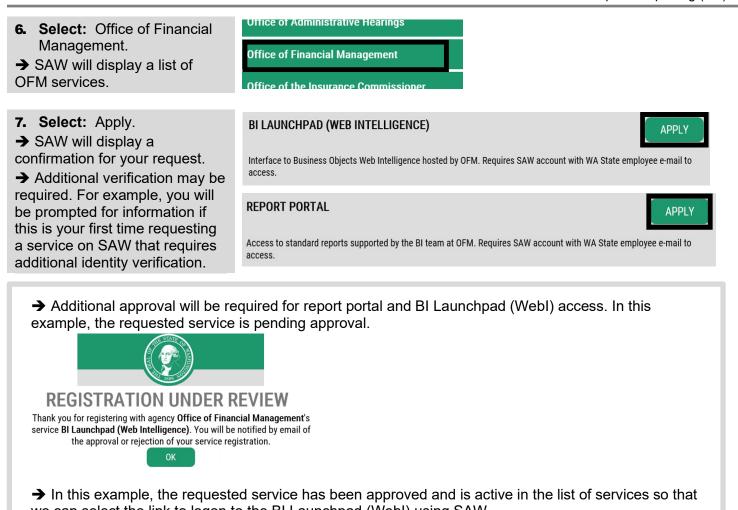|	
1. **Input:** Username. 2. **Input:** Password. 3. **Select:** Submit. ➔ SAW will display the home page with a list of requested and/or approved services.	USERNAME [ ] PASSWORD [ ] SUBMIT
4. **Select:** Add a new service. ➔ You will need to add a new service for report portal and/or BI Launchpad (WebI).	What can we help you access today? ACCOUNT GET HELP TIPS ON LOGOUT SHOWING YOUR SERVICES FROM ALL OF WASHINGTON ⌄ Welcome to Secure Access Washington! To start using services from agencies around Washington, choose one from your list below or click the 'Add A New Service' button. To see open job postings for the SAW Team, go to our jobs page. **ADD A NEW SERVICE** Welcome to Secure Access Washington! To start using services from agencies Washington, click the 'Add A New Service' button above.
5. **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.

6. Select: Office of Financial Management.

➔ SAW will display a list of OFM services.

Office of Administrative Hearings

Office of Financial Management

Office of the Insurance Commissioner

7. Select: Apply.

➔ SAW will display a confirmation for your request.

➔ Additional verification may be required. For example, you will be prompted for information if this is your first time requesting a service on SAW that requires additional identity verification.

BI LAUNCHPAD (WEB INTELLIGENCE)

APPLY

Interface to Business Objects Web Intelligence hosted by OFM. Requires SAW account with WA State employee e-mail to access.

REPORT PORTAL

APPLY

Access to standard reports supported by the BI team at OFM. Requires SAW account with WA State employee e-mail to access.

➔ Additional approval will be required for report portal and BI Launchpad (WebI) access. In this example, the requested service is pending approval.

REGISTRATION UNDER REVIEW

Thank you for registering with agency **Office of Financial Management**'s service **BI Launchpad (Web Intelligence)**. You will be notified by email of the approval or rejection of your service registration.

OK

➔ In this example, the requested service has been approved and is active in the list of services so that we can select the link to logon to the BI Launchpad (WebI) using SAW.

ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
BI Launchpad (Web Intelligence)	Interface to Business Objects Web Intelligence hosted by OFM. Requires SAW account with WA State employee e-mail to access.	Active ?	Remove

Access Report Portal or WebI via SAW
Need help? Contact the OFM Help Desk HereToHelp@ofm.wa.gov 360.407.9100
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Identity Verification

Secure Access Washington (SAW) uses standard security protocols for identity verification. For example, you will be prompted for information if this is your first time requesting a service on SAW that requires additional identity verification.

✓ SAW uses a third-party service to provide proof of identity. The third-party service uses a public database (taxes, property, licenses, etc.) to ask you questions that increase the probability that you are who you say you are. You will be asked a series of questions related to you personally (the questions are not generally work related). For example, you may be asked to verify your home address.

➔ In this example, the identity verification page is displayed.

Multi-Factor Authentication (MFA)

Secure Access Washington (SAW) uses standard security protocols for multi-factor authentication. For example, you may be prompted for information if this is your first time requesting a service on SAW that requires additional authentication.

✓ SAW uses multi-factor authentication (MFA) to confirm your identity. You may need to confirm your identity each time you log in using a different computer (or each time you log in after clearing your cache/cookies from your computer). For example, you can use an email or phone number to confirm your identity. Use your work email as the primary email. If you need to log in from a location where you might not have access to your work email, you can also provide an optional email and phone number.

➔ In this example, the multi-factor authentication (MFA) page is displayed.