

Population Estimate System

Setting up a SAW Account and Registering with PES

This document will show you how to create a SecureAccess Washington (SAW) account and register your account with the Population Estimate System (PES). A SAW account is required to access PES.

SAW now includes Spanish language support.

IMPORTANT! Before You Begin!

• If you already have a SAW account and your name precisely matches the name shown in the email instructions from pop.estimates@ofm.wa.gov, then skip to Step 16.

SecureAccess Washington

 Start a browser session. In the address bar, enter: <u>https://secureaccess.wa.gov</u> 	File Edit View Favorites Tools	
2. Click the SIGN UP! button to create a SAW account.	to you	Welcome ur login for Washington state.
	LOGIN Username Password Username Cubmit Erroot your username? 1 Erroot your password?	Funcess from @SecureAccessWA Image: Constraint of the secure Access WA Imag

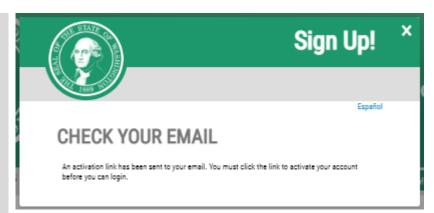


3. Enter the First and Last Name along with the email address exactly as shown in the account registration	Sign Up! ×
instructions from	Sign Up For An Account
pop.estimates@ofm.wa.gov	Fill in the following form to sign up for an account. If you are not sure if you already have an account, <u>check here.</u>
The USERNAME can be	Personal Information
anything you choose.	First Name Jane
As you type your PASSWORD, You will see if you're meeting	Last Name Doe
the requirements.	Primary Email linda.tamayo@ofm.wa.gov
a. Click the " I'm not a robot " check box once you've completed all the required fields.	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)
b. Click "Create my account"	Mobile Phone Number (Optional)
button to continue.	3606284402
	Message and data rates may apply. A message will only be sent when you request it. For more information view our <u>Mobile Terms of Service</u> or <u>Privacy Policy</u> .
	Username and Password
	Username JaneD4
	Password
	·
	Confirm Password
	I'm not a robot
	Privacy Policy Create my account

4. You created a new SAW account, but you're not quite done.

You'll see a pop up that tells you to check your email.

Close out of the pop by clicking the **X** in the upper right corner.





5. Check your email account for an email from	SecureAccess Washington : Welcome to SecureAccess Washington	C Rep
	Tou are shrost finaled, Jave.	
secureaccess@cts.wa.gov.		
secureuccess@cls.wu.yov.	Thenk you for spining up with Secure Access Washington.	
	Your username is: Jane04	
	To excise you access, piece data inter (Jean Cold), and the presting and the presting access and the presting access and acces and access and	
If you don't find it in your Inbox,	For questions or concerns about your Scure Access Walkington eccount, disease viait https://colil.adv/inits.printection.out/out/out/https://adv/inits/Access.esca.wa.avAit/bub/icV/init/Access.esca.wa.avAit/bub/icV/inits/Access.esca.wa.avAit/bub/icV/icV/icV/inits/Access.esca.wa.avAit/bub/icV/icV/icV/icV/icV/icV/icV/icV/icV/icV	
	21126427354-600886675421252248572087208715881387222728255657258800-0109388er/MIXMAGaluMMAACQUeV2M4010119813872488720480100119813872588785-0042v60813562488328488800011993886er88-0	
check your Junk Mail folder.	There you,	
	The Secure Access Washington Team	
	Casi ha terminado, Jane	
Click the link to activate your	Gradar por noothere a Secure Acess Washington.	
	Sunombre de usuario es: SareO44	
account.		
	Si Gene preparte o inquiendes solve so contra de Securidores Washington, visite intra silvand autoristica andras de la contra solución andra de la contra solución de la contra	
	Grados, El regujo de Secure Access Washington	
	Their is an automated message sent by SecureAccess Washington.	
	Legen en temp://doi.org/10.0012/streams/st	

6. You will be directed to the SAW LOGIN page.

THE STATE OF MASHING THE STATE	Welcome to your login for Washington state.
	Sign Up! GET HELP Español
LOGIN Username Password Submit Ergot your username? Ergot your password	Towest from @SecureAccessVA Image: Constraint of the secure AccessVA - Secure



7. Enter your USERNAME and PASSWORD.

Click the **SUBMIT** button to continue your login to SAW.



8. Click Review My Profile to view your account details.

This will be helpful information to OFM if you run into any login issues to PES.



Don't lose access to your account

Review your profile to add or update a phone or email to avoid losing access to your account. You can also add an authenticator application - it is the fastest and most reliable way to receive Multi-Factor Authentication codes.





9. Choose one of the two SAFETY FIRST! **Multi-Factor Authentication** (MFA) methods. This service requires MFA. For this example we will choose Help Español the email method. 1 -(4) Choose Method Enter Code Remember Device Access Service Multi-Factor Authentication (MFA) This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code. **Choose Method** How would you like to receive your verification code? ***ayo@ofm.wa.gov Receive the code in an email and enter it on the next screen. \succ (***) ***-4402 Receive the code in a text message and enter it on the next scr Ę **10.** Check your email. External Email SecureAccess Washington Code/Código: 5036-779835 Wed 3/1/2023 2:56 PM 41 KB SAW MFA Code help@secureaccess.wa.gov External Email You're looking for an email from help@secureaccess.wa.gov **11.** Copy the last 6 digits of SAW MFA Code the code. help@secureaccess.wa.gov To 🛛 Zamayo, Linda (OFM) This will be used in the next step. External Email

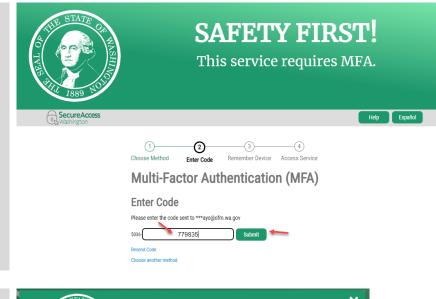
> SecureAccess Washington Code/Código: 5036-<mark>779835</mark>



12. Go back to your SAW window for Multi-Factor Authentication (MFA)

Paste the copied 6 digit code into the text box.

Click the **Submit** button



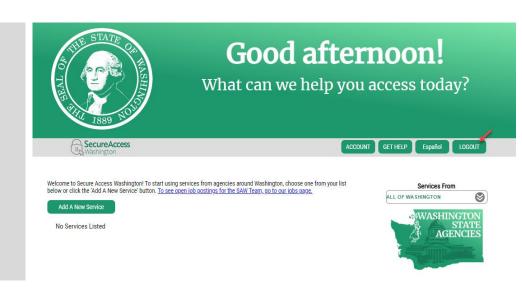
13. Your SAW account information is presented to you in a pop up.	ACCOUNT Profile Devices Password Delete Help
If the information is correct, Close out of the window by clicking the X in the upper right corner.	Manage Your Profile Español Required Information Username JaneD4
	First And Last Name Jane Doe Primary Email Jinda.tamayo@ofm.wa.gov
	Additional Contact Information For Security Provide additional contact information to receive security codes and reduce the chance of losing access to your account. Authenticator apps make it easy to securely access your information. Set Up Authenticator Additional Email Address
	Add Another Email Mobile Phone Number 3606284402 Add Another Phone Number Message and data rates may apply. A message will only be sent when you request it. For more information view our Mobile Terms of Service or Privacy Policy. Privacy Policy. UPDATE



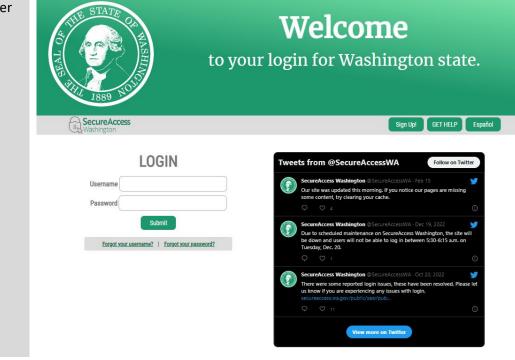
14. You have successfully created your new SAW account.

NOTE: PES is not a service in SAW.

You are finished with this session. Click **LOGOUT** to discontinue.



15. Close out of this browser session.



16. To access PES, enter <u>https://pop.ofm.wa.gov</u> in the URL of your browser session.

You will be redirected to a **Sign** In screen.





17. Choose Secure Access Washington from the account list. Sign in with one of these accounts Secure Access Washington Test-Secure Access Washington **18.** Enter your **USERNAME** Welcome and PASSWORD that you created when you set up your to your login for Washington state. SAW account. Click the SUBMIT button. GET HELP Español **LOGIN** Tweets from @SecureAccessWA Follow on Twitte Username Password Forgot your username? | Forgot your password? **19.** The first time you get into Population Estimate PES, you'll need to enter the System PIN that was provided in the account registration instructions email from Activate Account pop.estimates@ofm.wa.gov. Prior to using system, you must complete the activation process. If you have any questions, contact your office administrator. Type in your **PIN** and then click indicates required field the Register button to continue. Account: Tom Kimpel PIN mhR83Pjm You'll only have to enter your PIN the first time you login to Register PES. Note: if you do not get to this page or your get an



authentication error, contact OFM at 360-902-0599

20. Congratulations! You have successfully registered your SAW account with PES and can now access the system.

You can review and edit your contact information, or if all is correct, proceed to the PES homepage.

Once you reach the homepage, we recommend you create a bookmark for <u>https://pop.ofm.wa.gov</u>.

21. For general instructions on how to use PES to enter Form A data, view reports and manage users, see the PES User Guide.

Successful Account Activation

Thank you for activating your Population Estimate System (PES) account.

We have the following contact information associated to you and your PES account. If anything is incorrect, click "Edit My Info" to proceed to our Manage Accounts page where you can edit that contact information. If everything is correct, or if you'd prefer to make those edits at a later date, click "Proceed To Homepage".

Name:	Tom Kimpel
Address Line 1:	210 11th Ave SW
City/State/Zip Code:	Olympia, WA 98504
Phone Number:	(360) 902-0596
Email Address:	thomas.kimpel@ofm.wa.gov

Edit My Info Proceed To Homepage

Visit the OFM <u>April 1 population estimates program information</u> web page to access the <u>PES User Guide</u> and other helpful information.