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Multi-factor Authentication

Securing employer accounts

Creating an Employer Account



- **Create and activate a Secure Access Washington (SAW) Account**
- **Sign up for WorkSourceWA (WSWA)**
- **Sign in using Multi-Factor Authentication (MFA)**
- **WSWA Employer Landing page**

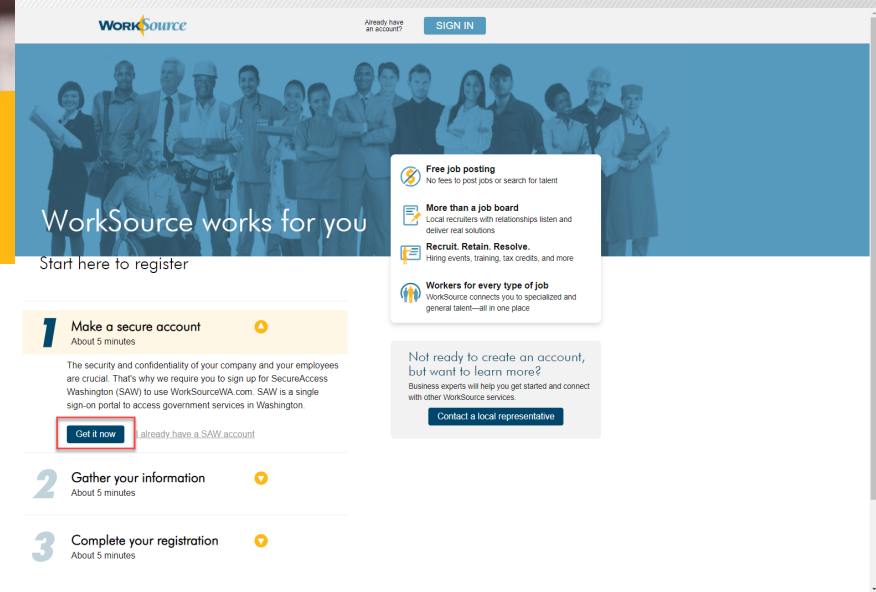
Create and activate a Secure Access Account



From the WSWA home page, click on either Employer icon



Then expand step 1 and select 'Get it now'



Create and activate a Secure Access Account



WORKSource

[← Return to WorkSourceWA.com](#)

Account setup

* RequiredLabel

Personal Information

* Name

* Email

* Confirm 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:

Mobile Phone:

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.

Username and Password

* Username

* Password

Password required.

Password requirements

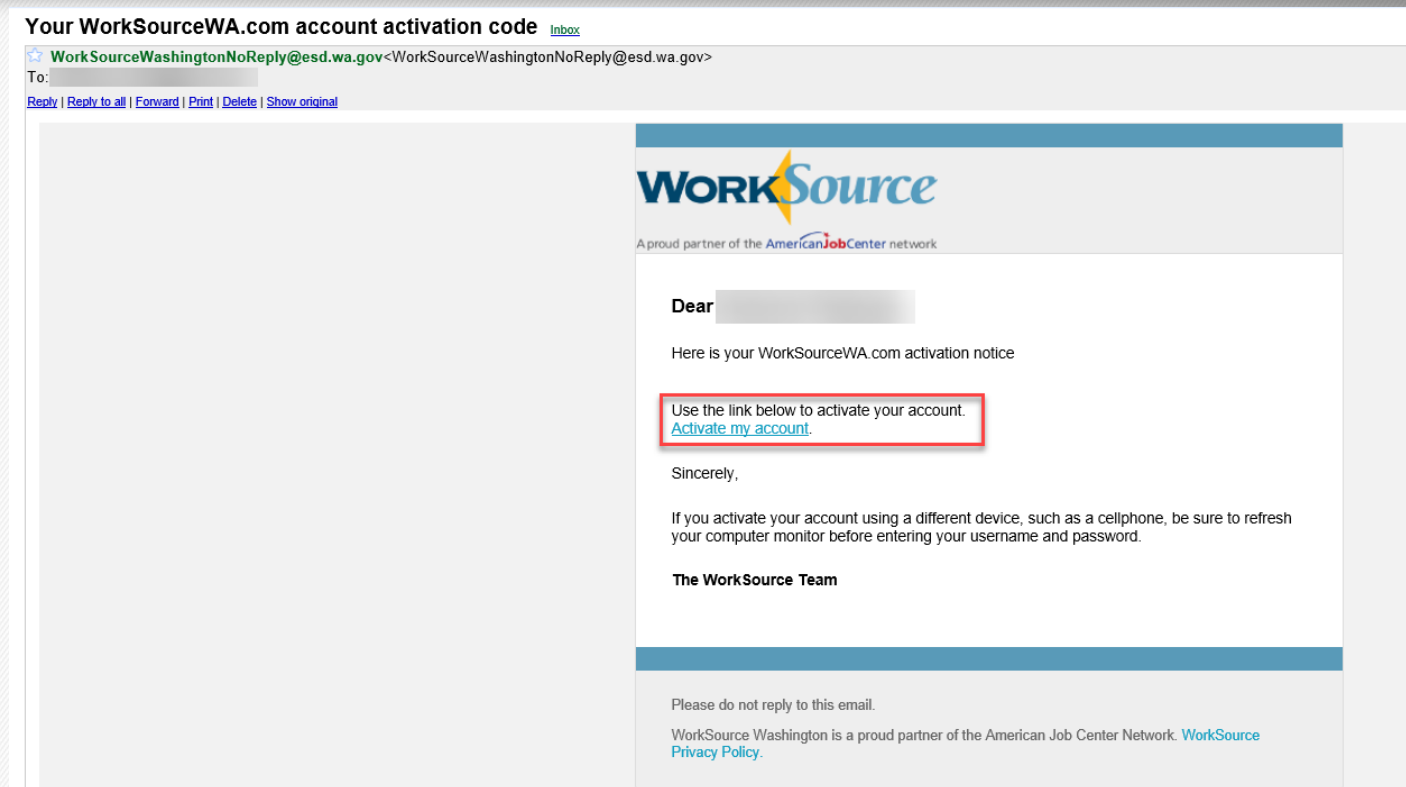
Make sure a green check appears in all the red boxes.

- At least 10 characters
- Contains a number
- Contains a lowercase and uppercase letter
- Contains a special character (like @, #, \$, % or *)
- Passwords match
- Your username can't be part of your password.

* Re-enter password

The additional email and mobile phone number will be used for multi-factor authentication.

Create and activate a Secure Access Account



Follow the link in the email to activate the SecureAccess Washington account.

Sign up for WorkSourceWA



Return to the Employer page on WorkSourceWA.com

Gather the required info in Step 2.

Select 'Sign in to complete registration' when you're ready.

The screenshot shows the WorkSourceWA registration process. At the top, it says "WorkSource works for you" and "Start here to register". There are three main steps:

- 1 Make a secure account** (About 5 minutes): This step is currently active. It includes a "Contact a local representative" button.
- 2 Gather your information** (About 5 minutes): This step is next. It lists the information needed to verify that you represent a real Washington business: Company address, Phone number, Number of employees, Type of organization, Federal contractor status, and Federal Employer Identification Number (EIN). It also provides a link for help finding the EIN.
- 3 Complete your registration** (About 5 minutes): This step is next. It explains that once the account and information are ready, registration can be completed, and it takes one to three days for other organizations to verify the business information. It also mentions that after that, you can sign in to post jobs and search for candidates.

On the right side of the registration page, there are three key benefits:

- Free job posting**: No fees to post jobs or search for talent.
- More than a job board**: Local recruiters with relationships listen and deliver real solutions.
- Recruit. Retain. Resolve.**: Hiring events, training, tax credits, and more.
- Workers for every type of job**: WorkSource connects you to specialized and general talent—all in one place.

At the bottom right, there is a "Not ready to create an account, but want to learn more?" section with a "Contact a local representative" button.

Sign in using MFA



WORKSource

[← Return to WorkSourceWA.com](#)

Employer: Welcome to WorkSourceWA.com

Our goal is to power your search for talent with the information, tools, and resources you need to find y
have so many staffing tools and resources been available in Washington - at no cost to you.

Have an employer account? Sign in.

Enter the username and password you provided to create your SecureAccess Washington (SAW) account. [What's SAW?](#)

Your account has been activated. Please sign in.

Username:

[Forgot username](#)

Password:

[Forgot password](#)

[Resend my activation code](#)

[Sign in](#)

Need help?

If you have a Washington account, you can:

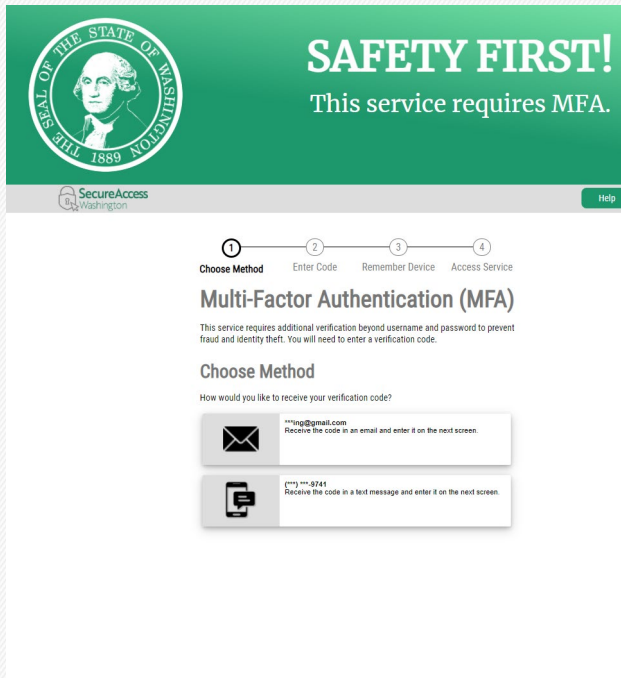
1. Check if you have an account. [Do I have an account?](#)
2. If you don't have an account, you can create one. [Create an account.](#)

We use SecureAccess Washington (SAW) for authentication.

POWERED BY
MONSTER
AND YOU!

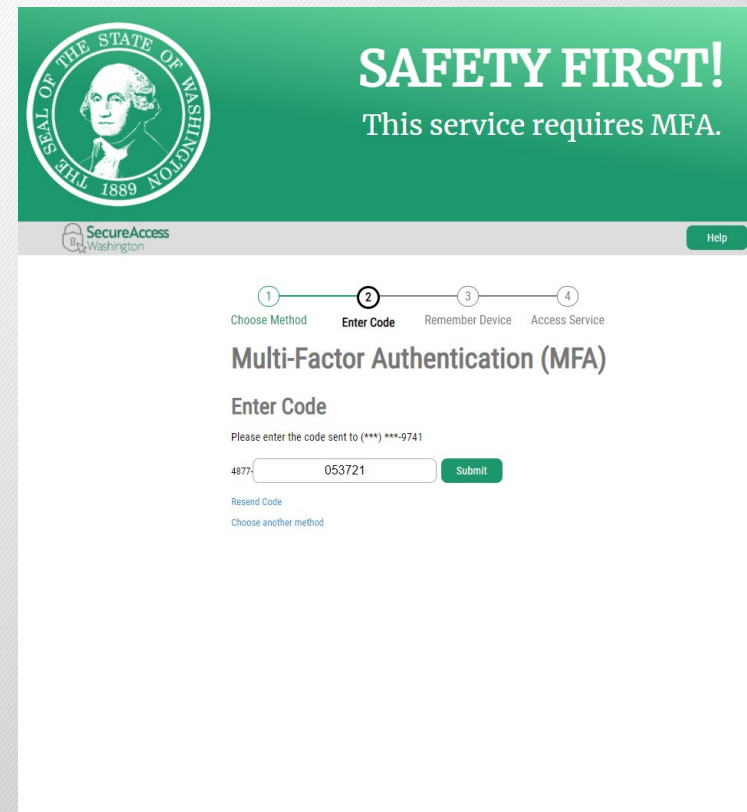
When you sign back in, you will be prompted to complete multi-factor authentication prior to completing the WSWA Employer profile.

Sign in using MFA



The screenshot shows the 'Choose Method' step of the MFA process. At the top left is the Seal of the State of Washington. To its right, a green banner reads 'SAFETY FIRST! This service requires MFA.' Below this is the 'SecureAccess by Washington' logo and a 'Help' button. A progress bar at the top indicates four steps: 1. Choose Method (active), 2. Enter Code, 3. Remember Device, and 4. Access Service. The main heading is 'Multi-Factor Authentication (MFA)' with a sub-note: 'This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.' Under 'Choose Method', it asks 'How would you like to receive your verification code?' and offers two options: 'Receive the code in an email and enter it on the next screen.' (with an email icon) and 'Receive the code in a text message and enter it on the next screen.' (with a text message icon).

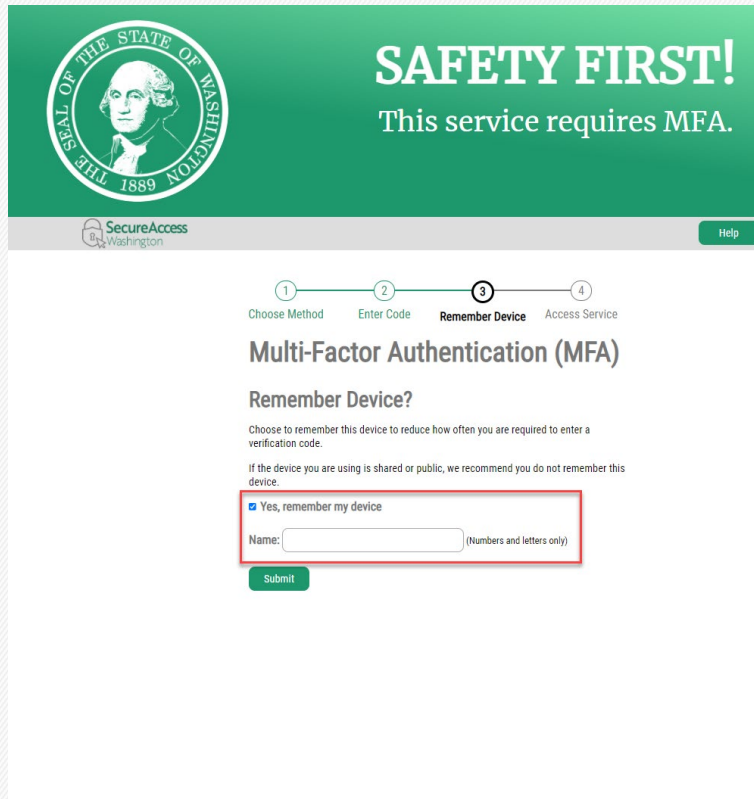
Select the method you want to use for receiving your code and then enter it on the next screen.




The screenshot shows the 'Enter Code' step of the MFA process. It features the same header as the previous screen: Seal of the State of Washington, 'SAFETY FIRST! This service requires MFA.', and 'SecureAccess by Washington' logo with a 'Help' button. The progress bar now shows step 2, 'Enter Code', as active. The heading is 'Multi-Factor Authentication (MFA)' followed by 'Enter Code'. A prompt says 'Please enter the code sent to (***-***-9741)'. Below this is a text input field with '4877:' on the left, the code '053721' entered, and a 'Submit' button. At the bottom, there are links for 'Resend Code' and 'Choose another method'.



Sign in using MFA



The screenshot shows the Washington State SecureAccess Multi-Factor Authentication (MFA) interface. At the top left is the Seal of the State of Washington (1889). The main heading reads "SAFETY FIRST! This service requires MFA." Below this is a progress bar with four steps: 1. Choose Method, 2. Enter Code, 3. Remember Device (highlighted), and 4. Access Service. The "Remember Device" section asks the user to choose whether to remember the device to reduce the frequency of entering verification codes. It includes a checkbox for "Yes, remember my device" (which is checked), a text input field for the device name, and a "Submit" button.

 **SAFETY FIRST!**
This service requires MFA.

SecureAccess Washington [Help](#)

1 Choose Method 2 Enter Code 3 Remember Device 4 Access Service

Multi-Factor Authentication (MFA)

Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device

Name: (Numbers and letters only)

If this is your personal device, you can select Yes, remember my device and name it.