

Employer Account Request Process



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Employer Account Request Process

We are making changes to the Employer Account Request process. These changes are expected to go live the evening of 9/21/2023.

The purpose of the change is to prompt employers who are subject to payment of Washington state unemployment insurance taxes to include their ESD number as part of their account request.

This change will:

- Enable us to better categorize the company that is requesting access to WorkSourceWA.com;
- Reduce time required by staff to process the request;
- Validate the submitter has been authorized to post jobs on behalf of the company; and
- Minimize risk of fraudulent account creation.

We also added a caution statement if the ESD number is not provided.

Employer Account Request Process

First, let's walk through how an employer gets to the process of requesting an account.

- The first thing an employer must do to request a WSWA account is to create a SAW account.
- To do so, they click on either the 'EMPLOYER' icon at the top right corner, or the 'EMPLOYER' link in the middle of the page.

The screenshot shows the WorkSource Washington website. At the top, there is a search bar with the text "Search thousands of jobs on WorkSource Washington:" and input fields for "Title, keyword or job number" and "Where?". To the right of the search bar are icons for "JOB SEEKER" and "EMPLOYER", with the "EMPLOYER" icon highlighted by a red box. Below the search bar is a navigation menu with links for "My WorkSource", "Career tools", "Resources", "Spotlights", and "About us". The main content area features a large image of a smiling woman. Below the image, there are two buttons: "JOB SEEKER Find the right opportunity." and "EMPLOYER Find the right candidate.", with the "EMPLOYER" button highlighted by a red box. Below the buttons is a section titled "Connect to important resources" with five icons: "Economic information", "Explore careers", "Employers: Say yes to vets.", "Retain your skilled workers", and "Washington HealthPlanFinder". At the bottom, there is a logo for "POWERED BY MONSTER AND YOU!" and a footer with links for "Privacy policy", "Terms of use", "Equal opportunity, complaint and discrimination information", and "Contact us".

Employer: welcome to WorkSourceWA.com

Our goal is to power your search for talent with the information, tools, and resources you need to find your next great employee fast! Never 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 when registering for [Secure Access Washington \(SAW\)](#).

Important: If you want to access information from your old Go2WorkSource.com account, you must make sure your SAW account uses the same email address you used to log in to your Go2WorkSource.com account. If not, please update your [SAW Account](#).

Username:

[Forgot username](#)

Password:

[Forgot password](#)

[Resend my activation code](#)

Sign in

Need an employer account? Start here.

Your first time here, you must create and activate a [Secure Access Washington \(SAW\)](#) account. SAW allows you access to multiple government services using a single username and password. [Watch this video](#) to get started.

Sign up

Sign up to create SAW account

The SAW (Secure Access Washington) screen displays:

- For a new account, the user clicks the 'Sign up' button.

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Complete Sign-up

- Complete all items with a red asterisk (*).
- Click the 'Next' button.

[← Return to WorkSourceWA.com](#)

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Important: If you want to access information from your old Go2WorkSource.com account, you must make sure your SAW account

*Name:

* Email address:

*Re-enter email address:

*Username:

* Password:

Password Requirements

- ✓ At least 10 characters
- ✓ No more than 20 characters
- ✓ Contains a number
- ✓ Contains a lower case and uppercase letter
- ✓ Contains a special character
- ✓ Passwords match

* Re-enter password:

*Choose a secret question:

* Your answer:

I'm not a robot

[Next](#)

Need an employer account? Start here.

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[Sign up](#)

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unity, complaint and discrimination information | Contact us
the [AmericanJobCenter](#) network | [Access Washington](#)
2019 WorkSource
v: 2019.20.0.25

Employer account request

- The Employer account request page displays.
- The employer must complete all required fields.
- Now for the changes...

WorkSource WA logo and navigation links (Home, Sign in) are at the top. A message states: "You've completed your registration with Secure Access Washington (SAW). Now it's time to create your WorkSourceWA.com account to post jobs, find qualified talent, research the labor market and more. For a step-by-step tutorial, click [here](#)." A "*Required" label is in the top right. The form title is "Employer account request".

Type of organization *
- SELECT -

First name *
[Text input field]

Last name *
[Text input field]

Company name *
[Text input field]

Unified Business Identifier (UBI)
[Text input field]
[About UBI](#)

Is the business or the business you represent subject to the payment of WA state Unemployment Insurance taxes? *
 Yes No

Federal Employment Identification Number (FEIN) *
[Text input field]
[About FEIN](#)

Company address *
[Text input field]

City *
[Text input field]

State *
Washington

ZIP code *
[Text input field]

Country *
US

Mailing address
 is same as primary location

Company phone *
[Text input field]

Company reg. nr.
[Text input field]

Company website
[Text input field]

Company website must include http:// or https://

Email *
WSWAEmployer5@gmail.com

NAICS code *
[Text input field]

Type in a keyword that describes your business (e.g. construction) to find your 6-digit NAICS (North American Industry Classification System) code or enter the first three digits of your NAICS if you know it. Then, select the appropriate NAICS from the populated results. For help, use [Find your NAICS Code](#).

Number of employees *
- SELECT -

Are you a federal contractor? *
 Yes No

I certify, by my submission of this request for access to this web site, that I am a legitimate business seeking to hire job seekers to careers within my company. My business has granted me the authority and responsibility to post, modify, delete or manage job vacancies on this site. I understand that as a registered user, I must have my own distinct user ID and password and that I am not allowed to share my user ID or password. I understand that by requesting an account, I am responsible and must ensure that all information obtained from this site, to which I have privileged access, will not be provided to anyone without the express written permission of the site, which is powered by [Humint.com](#). I understand that my access is granted as a convenience and any abuse, as determined by the State, of this privilege may result in my being denied access. I will promptly report any suspected unauthorized use of these services to the site administrators at email: work@esd.wa.gov. I agree to abide by these rules of behavior and I understand the consequences of unauthorized behavior as described below.

I have read, and I accept, WorkSourceWA's [Terms of use](#) and [Privacy Policy](#).

Cancel Submit request

Employer account request

- We added a new question directly under the UBI number field.
- Based on how the employer answers this question, one of two things will display.
- If answer=NO, the 'Caution' statement displays.

Employer account request



Type of organization *

Local Government

First name *

Mary

Last name *

Tester-EnglishNo

Company name *

EnglishNo

Unified Business Identifier (UBI)

999123456

[About UBI](#)

Is the business or the business you represent subject to the payment of WA state Unemployment Insurances taxes? *

Yes No

Caution: If the business or the business you represent is subject to the payment of Unemployment Insurance taxes and doesn't provide the ESD Number, your account approval may be significantly delayed.

Employer account request

- If answer=YES, the ESD Number field displays for the employer to provide their number.

Employer account request ?

Type of organization *

Local Government ▼

First name *

Mary

Last name *

Tester-EnglishYes

Company name *

EnglishYes

Unified Business Identifier (UBI)

999456789

[About UBI](#)

Is the business or the business you represent subject to the payment of WA state Unemployment Insurances taxes? *

Yes No

ESD Number *

000999123123

[About ESD Number](#)

Employer account request

- There is help text to explain what the UBI, ESD, FEIN and NAICS code numbers.

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Employer account registration

What is the **Unified Business Identifier (UBI)**?

Sometimes called a registration, tax, "C," or resale number, the Unified Business Identifier (UBI) is a nine-digit number used to identify persons engaging in business activities. The number is assigned when a person completes a Business License Application to register with or obtain a license from Washington state agencies.

Format – 999999999 (enter as 9 digits – no spaces)

What is the **ESD Number**?

Also known as the Employment Security Department Tax ID or ES Reference Number, it is the account number used to file quarterly unemployment taxes. It is printed on the top right corner of an annual tax-rate notice and the statement of benefit charges sent by the Employment Security Department.

Format – 999 999999 99 9 (enter as 12 digits – no spaces)

What is the **Federal Employer Identification Number (FEIN)**?

The Federal Employer Identification Number (FEIN) is a nine-digit number the IRS uses to identify your company for tax purposes.

Format – 99-9999999 (enter as 9 digits WITH or WITHOUT the dash)

What is the **NAICS code**?

NAICS stands for North American Industry Classification System. It's the standard for classifying business establishments and it groups them according to similarity in the processes used to produce goods or services.

Valid entry should contain both the 6-digit code AND the description. To find a code, type the first few characters in the box (either numeric or text), and then arrow down through the list of values and select "Enter" on the applicable NAICS code.

Format – 999999 - Description (enter search text and then arrow down to select full value from drop-down)

Employer account request

- Once the fields are complete and the employer clicks the 'Submit request' button, the following page displays.
- The account is sent to a queue for the WSS team staff to process.
- The Employer account request process is also available in Spanish.



Home

Employer account request

Thank you for your request. It has been submitted for authorization. Please remember your username and password. You will receive an email within 1-3 business days when you are approved.

Once your account is approved, you will have access to the following services:

Recruitment Services

- Advertise your jobs
- Assistance writing job descriptions
- Show you new approaches for hard to fill jobs
- Host job fairs and hiring events
- Conduct interviews and/or group orientations at WorkSource

Wage and Occupation Information

- Occupation wage levels
- Occupation descriptions
- Job and industry growth patterns
- Economic trends and forecasts
- Skill standards
- Labor force information
- Economic information (regional and country)
- Population and demographic information
- Affirmative-action statistics
- Non-proprietary employer information
- Education and training outcomes: completion rates, placement rates and graduate wages

Workplace Posters

Employee Training

- Apprenticeships
- Skill enhancements
- Basic skills training
- On-the-job training

Business Assistance

- Business registration (master business application)
- Employment law assistance
- Fair labor practices
- Tax incentives and tax credit information
- Employee bonding
- Other business resources

Work Opportunity Tax Credit

Avoid layoffs (Shared Work Program)

Recruit Veterans

Questions?



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