Secure Access Washington (SAW)

and

WorkSourceWA.com

Version 1.0

Contents

Job Seeker Processes

- Job Seeker - Create a Secure Access Washington an account in WorkSourceWA.com
- Job Seeker forgot User Name
- Job Seeker forgot Password

Basic Job Seeker Log in Screen

- **Above is the initial access page for both Employers and Job Seekers.**
- **To get to the Job Seeker log in page, click on the 'Job Seeker' in the upper right-hand corner or in the blue area below and to the left of the big picture.**

- **If the Job Seeker does not understand what the 'Secure Access Washington (SAW)' account is, there is a link on the Welcome to WorkSourceWA.com screen that helps to explain what SAW is about.**

- **If the Job Seeker does not have an account, they will access the Sign In screen, and click the 'Sign up' button under the 'Need an account? Start here.' section on the right-side of the screen.**

User setup

Your free Washington WorkSource membership starts here! Create your account to view the latest job openings, post a resume, explore careers, get career advice, and more!

* Required fields

*Name: [Name]

* Email address: [Email]

*Re-enter email address: [Confirm Email]

*Username: [Username]

* Password: [Password]

Password requirements
✖ At least 10 characters
✖ No more than 20 characters
✖ Contains a number
✖ Contains a lowercase and uppercase letter
✖ Contains a special character
✖ Passwords match

* Re-enter password: [Password]

*Choose a secret question: [▼]

* Your answer: [Your Answer]

I'm not a robot — reCAPTCHA Privacy - Terms

[Next]

- **The Job Seeker will enter the appropriate information on the User setup screen.**
- **The Job Seeker needs to be aware of the required fields indicated by the "*".**
- **The Job Seeker needs to click on the checkbox next to "I'm not a robot" for security purposes.**
- **The Job Seeker will click on the "Next" button.**
- **The System will send the Job Seeker the Account Activation Notification message to the email address supplied.**
- *Notice the 'Password Requirements' box below the Password. As each requirement is met as the Job Seeker enters their new password, the "X" will change to "✔ ".*

Password Requirements

✖ At least 10 characters
✔ No more than 20 characters
✖ Contains a number
✔ Contains a lowercase and uppercase letter
✔ Contains a special character
✖ Passwords match

- **After clicking the 'Next' Button, the following screen will display to inform the user the account has been created and an email with the activation code has been sent:**

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Your account has been created and an activation email has been sent to you

Activate a Job Seeker Account:

- **The Job Seeker will need to access their email account and find the NoReply@esd.wa.gov message. Open the message and click the 'Activate my account' link in the message.**

Dear MGS Test Jevec 251,

We're sending this email because we received a request to activate your WorkSourceWA.com account. (If you did not make this request, please ignore this email.)

To activate your account, click the link below.
Activate my account.

Look smart with WorkSourceWA.com!

The WorkSource Team

Please do not reply to this email.

Questions? Visit WorkSourceWA.com and use the Live Chat feature to communicate with a WorkSource professional. Live Chat is available Monday through Friday, 8 a.m. to 5 p.m.

WorkSource Washington is a proud partner of the American Job Center Network: WorkSource Privacy Policy.

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Welcome to WorksourceWA!

Our goal is to help power your career search by providing the jobs, tools, social networks and technologies that you need to find your next great career fast!

Sign in

Enter the username and password you provided when registering for Secure Access Washington (SAW).

Important: You can't sign in using your Go2WorkSource.com username and password. You must create a new SAW account.

Your account has been activated. Please sign in.   ✕

Username:

Forgot username

Password:

Forgot password

Sign in

Need an account? Start here.

Your first time here, you must create and activate a Secure Access Washington (SAW) account.

Create an account

- **The system will automatically activate the account, and display the log in screen with the successful activation message (in green).**

If the Job Seeker tries to activate the account more than once, the System will return the message that the account has already been activated. **This message is changing - This *account has already been activated. Please sign in below***

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Welcome to WorksourceWA!

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Sign in

Enter the username and password you provided when registering for Secure Access Washington (SAW).

Important: You can't sign in using your Go2WorkSource.com username and password. You must create a new SAW account.

> You've entered an invalid activation code.   ✕

Username:

[   ]

Forgot username

Password:

[   ]

Forgot password

[Sign in]

Need an account? Start here.

Your first time here, you must create and activate a Secure Access Washington (SAW) account.

[Create an account]

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Welcome to WorkSourceWA.com

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Have an account? Sign in.

Enter the username and password you provided when registering for Secure Access Washington (SAW).

Important: You can't sign in using your Go2WorkSource.com username and password. You must create a new SAW account.

Username:

Forgot username

Password:

Forgot password

Sign in

Need an account? Start here.

Your first time here, you must create and activate a Secure Access Washington (SAW) account.

Sign up

- **To log into their account, the Job Seeker will enter their Username and Password, and then click on the 'Sign in' button under the 'Have an account? Sign in' section on the left-side of the screen.**

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Welcome to WorksourceWA!

Our goal is to help power your career search by providing the jobs, tools, social networks and technologies that you need to find your next great career fast!

Sign in

Enter the username and password you provided when registering for Secure Access Washington (SAW).

Important: You can't sign in using your Go2WorkSource.com username and password. You must create a new SAW account.

You've entered an invalid username or password. Please try again.   ×

Username:

Forgot username

Password:

Forgot password

Sign in

Need an account? Start here.

Your first time here, you must create and activate a Secure Access Washington (SAW) account.

Create an account

- **If the Job Seeker enters an incorrect Username and/or Password, the system will display the message "You've entered an invalid username or password. Please try again."**

Forgot Job Seeker Username

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Have an account? Sign in.

Enter the username and password you provided when registering for Secure Access Washington (SAW).

Important: You can't sign in using your Go2WorkSource.com username and password. You must create a new SAW account.

Username:

Forgot username

Password:

Forgot password

Sign in

Need an account? Start here.

Your first time here, you must create and activate a Secure Access Washington (SAW) account.

Sign up

- **If the Job Seeker has forgotten their username, from the Sign In screen, click on the 'Forgot username' link.**

WORKSource

Search thousands of jobs on WorkSource Washington:

Title, keyword, or job number   Where

My WorkSource   Career tools   Resources   About us   Select language

Forgot Username

To access your account, please enter your email address so that we may locate your account information.
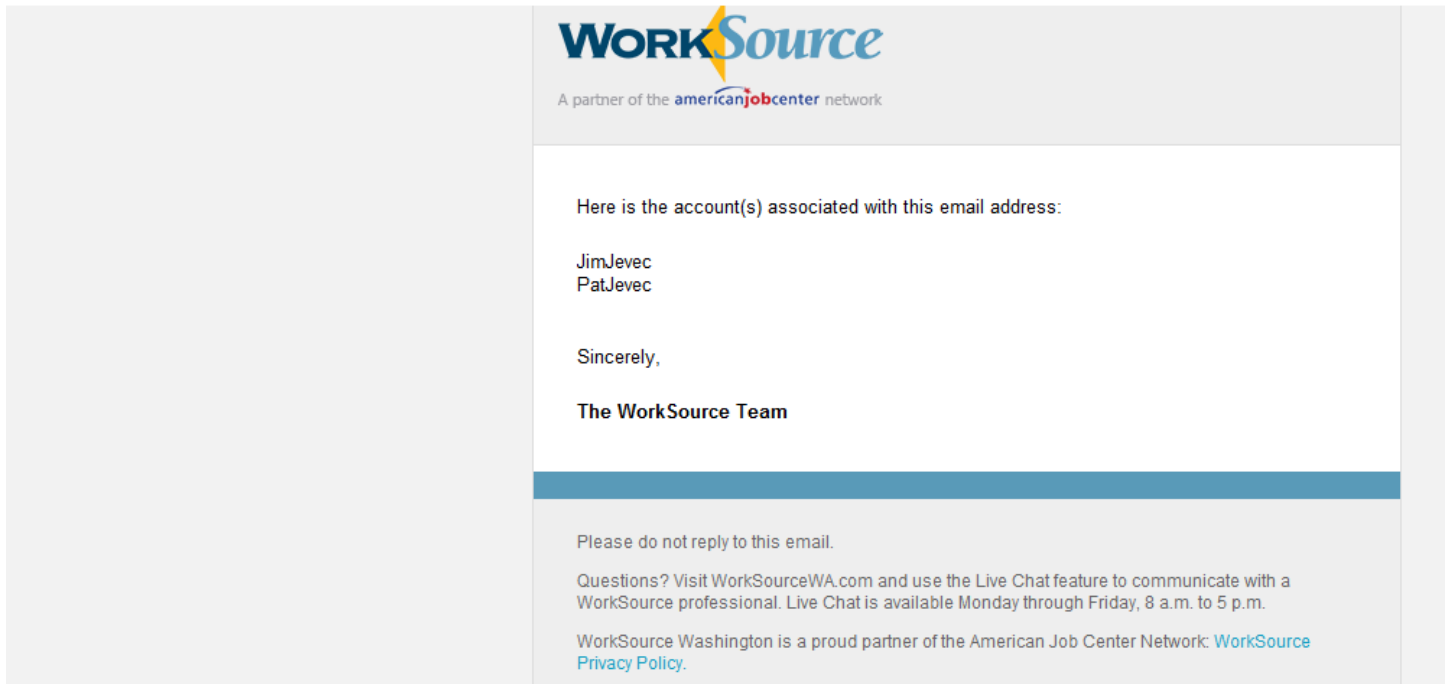
Email Address:

Submit

- **The Job Seeker will enter their email address and click on the "Submit" button.**

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If your email is correct, an email with your username(s) has been sent to you. click here to login

- **The System will send back a message that an email with the associated username(s) has been sent to the email address provided**
- **The Job Seeker can link directly back to the Sign In screen by clicking on the 'return to login' link, or the Job Seeker can re-access the Sign In screen themselves.**

☐ NoReply@esd.wa.gov

To: ✉ Jevec, Jim (ESD CONTR)

WORKSource
A partner of the **americanjobcenter** network

Here is the account(s) associated with this email address:

JimJevec
PatJevec

Sincerely,

The WorkSource Team

Please do not reply to this email.

Questions? Visit WorkSourceWA.com and use the Live Chat feature to communicate with a WorkSource professional. Live Chat is available Monday through Friday, 8 a.m. to 5 p.m.

WorkSource Washington is a proud partner of the American Job Center Network: WorkSource Privacy Policy.

- **The Job Seeker will log into the email account for the provide email address and access the WorkSource email.**
- **Displayed is the email that is sent to the email address provided by the Job Seeker.**
- **In this example, there are 2 usernames for the provided email address. The Job Seeker will return to the Sign In screen and enter the appropriate username.**

- **If the Job Seeker has forgotten their password, from the Sign In screen, click on the 'Forgot password' link.**

- **The Job Seeker will enter their email address and username associated with the account.**
- **The Job Seeker will click on the "Enter" button**.

- **The System will send back a message that an email with a temporary password has been sent to the email address provided**
- **The Job Seeker can link directly back to the Sign In screen by clicking on the 'click here to login' link, or the Job Seeker can re-access the Sign In screen themselves.**

Dear MGS Test Jevec 5,

Here is your activation code

To activate your account, click the link below.
Activate my account.

Sincerely,

The WorkSource Team

Please do not reply to this email.

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- **The Job Seeker will log into the email account for the provided email address and access the WorkSource email.**
- **Displayed is the email that is sent to the email address provided by the Job Seeker.**

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Welcome to WorkSourceWA.com

Our goal is to help power your career search by providing the jobs, tools, social networks and technologies that you need to find your next great career fast!

Have an account? Sign in.

Enter the username and password you provided when registering for Secure Access Washington (SAW).

Important: You can't sign in using your Go2WorkSource.com username and password. You must create a new SAW account.

Username:

Forgot username

Password:

Forgot password

Sign in

Need an account? Start here.

Your first time here, you must create and activate a Secure Access Washington (SAW) account.

Sign up

- **The Job Seeker will then enter their username and the temporary password provide in the forgot-password email.**
- **The Job Seeker will click on the "Sign in" button.**

- **The System will automatically take the user to the 'Change Password' screen when it recognizes the temporary password.**
- **The Job Seeker will enter the temporary password, enter their new password and re-enter their new password to verify the change.**
- **The Job Seeker will click on the "Submit" button**
- **Notice the 'Password Requirements' box on the right. As each requirement is meet as the Job Seeker enters their new password, the "X" will change to "✔".**

- **If the Job Seeker wants to change their Email Address, while they are logged into the Job Match application, click on the blue silhouette dropdown in the upper right-hand corner.**

- **Then click on the 'Profile' link in the dropdown.**

- **The Job Seeker's profile information will be displayed.**
- **Click on the 'Change email address' link under the Email address information in the Account Details section.**

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Update my profile

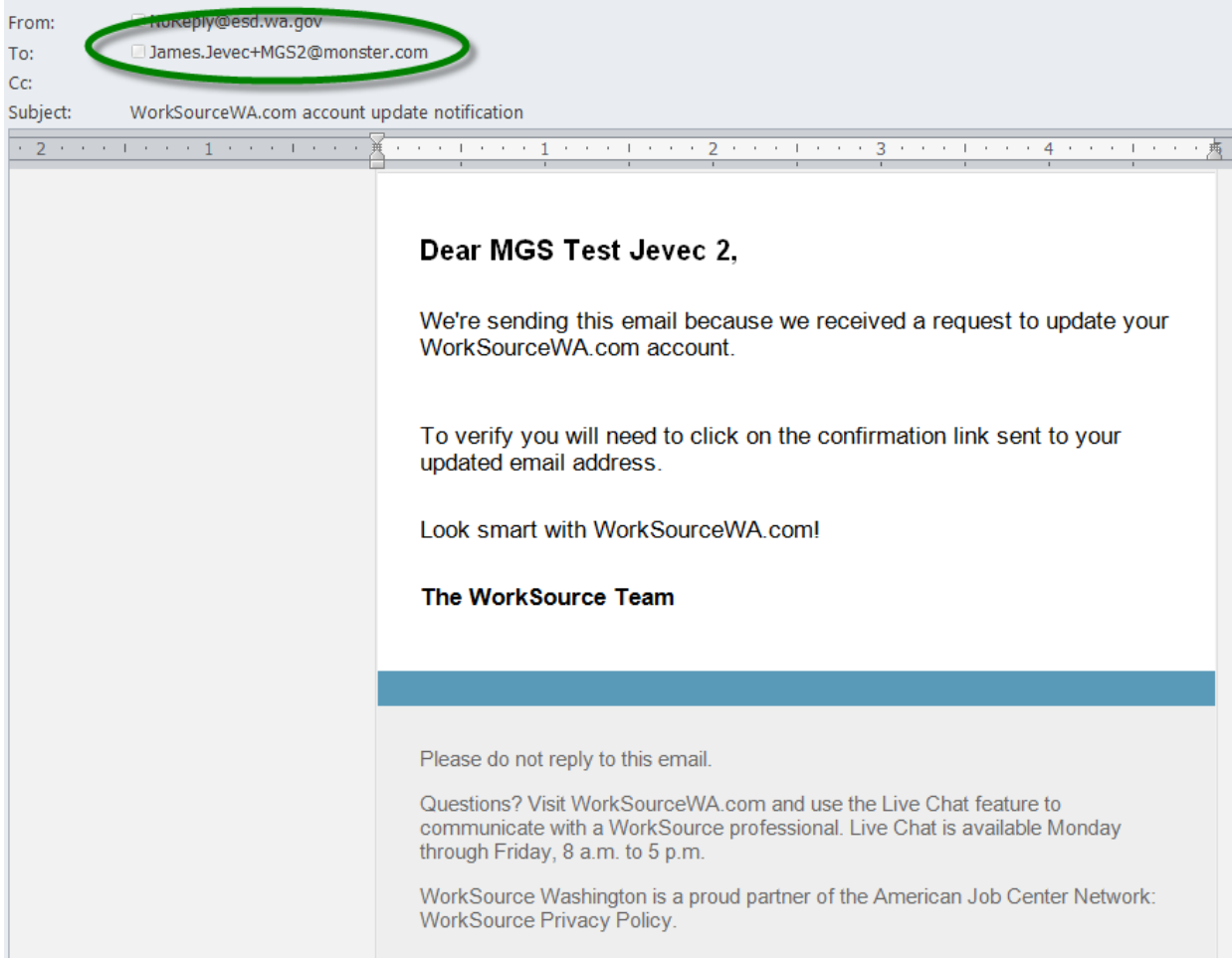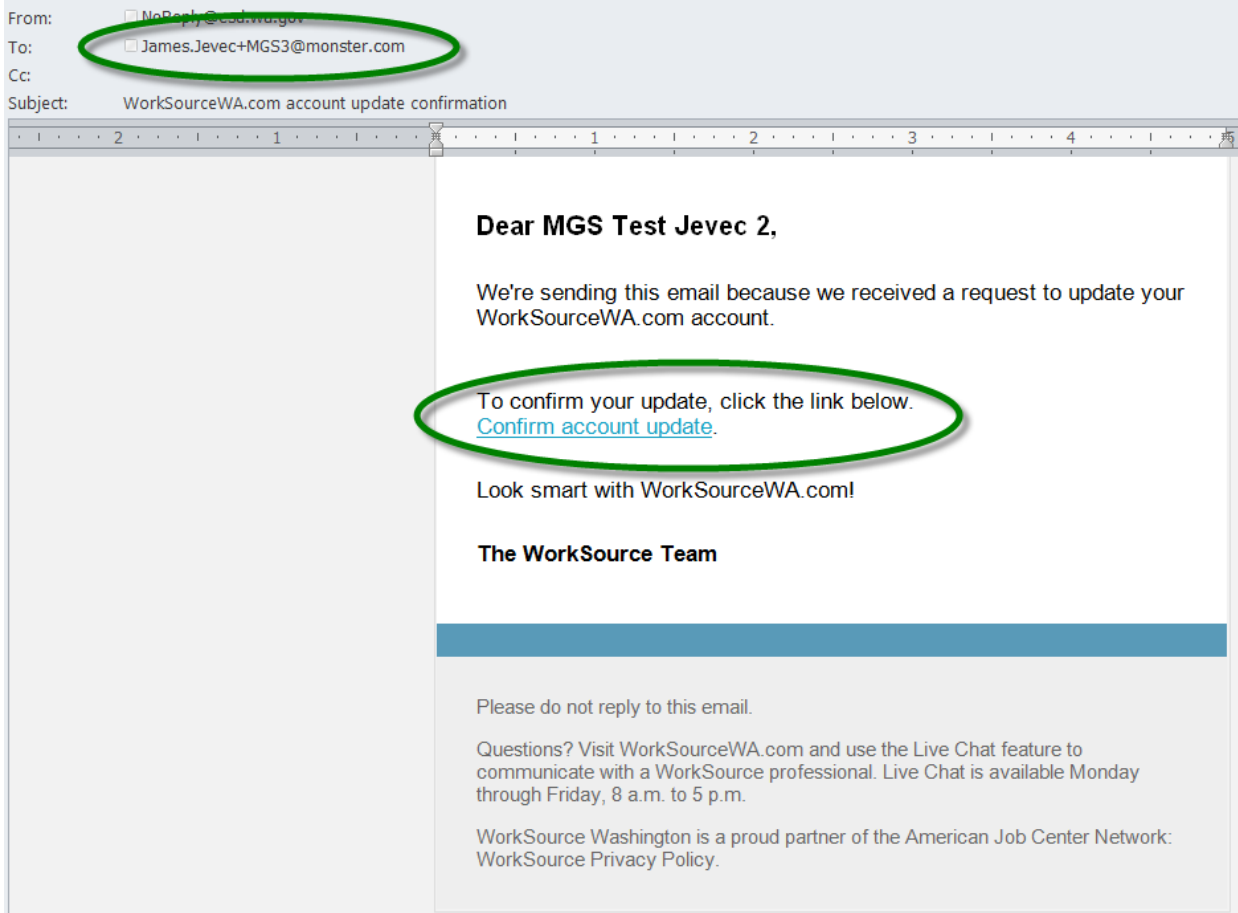|	
Email:	James.Jevec+MGS2@monster.com
Name:	MGS Test Jevec 2
Secret question:	What city were you born in? ▾
Question answer:	

Submit

- **Change the email address.**
- **All fields need to be filled in including the 'Question answer' field.**
- **Click on the 'Submit' button.**

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A confirmation link has been sent to your email address.

- **The System will display a message that the confirmation emails have been sent.**
- **The System will send two emails: 1) to the old email address; and 2) to the new email address, which will contain the confirmation link.**

From: NoReply@esd.wa.gov
To: James.Jevec+MGS2@monster.com
Cc:
Subject: WorkSourceWA.com account update notification

Dear MGS Test Jevec 2,

We're sending this email because we received a request to update your WorkSourceWA.com account.

To verify you will need to click on the confirmation link sent to your updated email address.

Look smart with WorkSourceWA.com!

The WorkSource Team

Please do not reply to this email.

Questions? Visit WorkSourceWA.com and use the Live Chat feature to communicate with a WorkSource professional. Live Chat is available Monday through Friday, 8 a.m. to 5 p.m.

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- This is the email sent to the old email address informing the user that the email address has been changed.

From: ☐ NoReply@esd.wa.gov
To: ☐ James.Jevec+MGS3@monster.com
Cc:
Subject: WorkSourceWA.com account update confirmation

Dear MGS Test Jevec 2,

We're sending this email because we received a request to update your WorkSourceWA.com account.

To confirm your update, click the link below.
Confirm account update.

Look smart with WorkSourceWA.com!

The WorkSource Team

Please do not reply to this email.

Questions? Visit WorkSourceWA.com and use the Live Chat feature to communicate with a WorkSource professional. Live Chat is available Monday through Friday, 8 a.m. to 5 p.m.

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- **This is the confirmation email sent to the new email address.**
- **To confirm the change, the Job Seeker needs to click on the 'Confirm account update' link.**
- **If the Job Seeker did not request the email address change, do NOT click on the 'Confirm account update' link.**
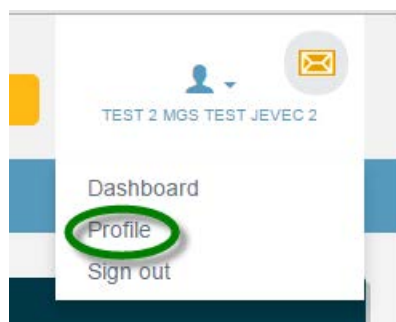

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Your account has been updated.
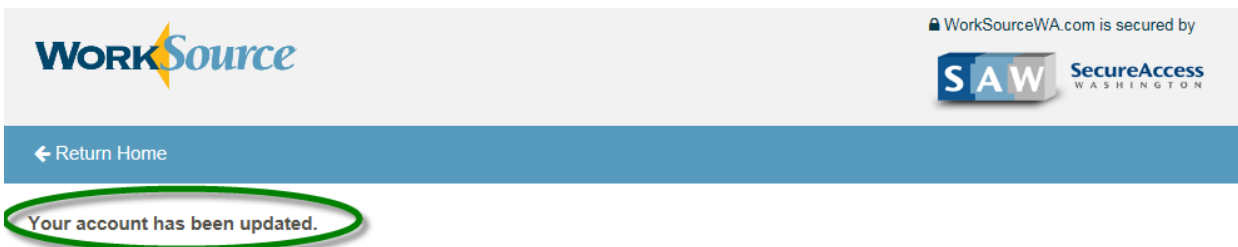
- **When the Job Seeker clicks on the 'Confirm account update' link, the System will display the account updated message.**

Change Job Seeker Password

- **If the Job Seeker wants to change their password, while they are logged into the Job Match application, click on the blue silhouette dropdown in the upper right-hand corner.**

- **Then click on the 'Profile' link in the dropdown.**

User setup

Your free Washington WorkSource membership starts here! Create your account to view the latest job openings, post a resume online, explore careers and career advice, and much, much more.

* Required fields

Verification details Why do we ask for this information? ?

* Are you legally entitled to work in the United States?

| Yes | No |

* Social Security number ?	*** Re-enter Social Security number (SSN)**	*** Date of birth:**
SSN	Re-enter SSN	mm/dd/yyyy

Account details ?

* Email address:

James.Jevec+MGS2@monster.com

Change email address Change password

In order to serve you better, we share some of your personal information with WorkSource partners offering additional employment and training services. Partners are prohibited from sharing this information with anyone not involved in WorkSource. If you ask us, we will not share your information – it may however, affect your eligibility for additional employment and training services offered by WorkSource partners. Contact your local WorkSource office for additional information.

- **The Job Seeker's profile information will be displayed.**
- **Click on the 'Change Password' link under the Email address information in the Account Details section**

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← Return Home

Change my password

Provide your current or temporary password in order to change your password.

Current password / Temporary:

New password:

Password requirements

✖ At least 10 characters
✖ No more than 20 characters
✖ Contains a number
✖ Contains a lowercase and uppercase letter
✖ Contains a special character
✖ Passwords match

Re-enter password:

Submit

- **The Job Seeker will enter their current password, enter their new password and re-enter their new password to verify the change.**
- **The Job Seeker will click on the "Submit" button**
- **Notice the 'Password Requirements' box below the 'New password' field. As each requirement is meet as the Job Seeker enters their new password, the "X" will change to "✔".**

Password Requirements

✖ At least 10 characters
✔ No more than 20 characters
✖ Contains a number
✔ Contains a lowercase and uppercase letter
✔ Contains a special character
✖ Passwords match

Your password has been updated.

- **The system will display a message when the password was successfully updated.**

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.

Secure Access Washington

Secure Access Washington allows Internet access to multiple government services with a single username and password. Example: you may have created a SAW account to renew your driver's tabs or fishing license. Once you're signed in, you can change your password and access various government services.

...count? Start here.

...ate and activate a Secure ...unt. SAW allows you access to ...ng a single username and

Sign up

Username:

Forgot username

Password:

Forgot password

Sign in

- **If the Employer does not understand what the 'Secure Access Washington (SAW)' account is, there is a link on the Welcome to WorkSourceWA.com screen that helps to explain what SAW is about.**

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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

[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.

[Sign up]

- **If the Employer does not have an account, they will access the Employers: welcome to WorkSourceWA.com screen, and click the 'Sign up' button in the "Need an employer account? Start here." box on the right side of the screen.**

Account setup

Name	Name
Email	Email
Confirm email	Confirm email
Username	Username
Password	Password

Password requirements

✘ At least 10 characters
✘ No more than 20 characters
✘ Contains a number
✘ Contains a lowercase and uppercase letter
✘ Contains a special character
✘ Passwords match

Confirm password	Confirm password
Choose a secret question	▼
Your answer	Your answer

☐ I'm not a robot
reCAPTCHA
Privacy - Terms

[Save and continue]

- **The Employer will enter the appropriate information on the User setup screen.**
- **The Employer needs to enter information into all fields on the screen, every field is required.**
- **The Employer needs to click on the checkbox next to "I'm not a robot" for security purposes.**
- **The Employer will click on the "Save and Continue" button.**
- **The System will send the Employer the Account Activation Notification message to the email address supplied.**
- *Notice the 'Password Requirements' box below the Password. As each requirement is met as the* **Job Seeker** *enters their new password, the "*X*" will change to "* ✔ *".*

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← Return Home

Your account has been created and an activation email has been sent to you

- **After clicking the 'Save and Continue' Button, the following screen will display to inform the user the account has been created and an email with the activation code has been sent:**

Dear MGS Test Employer Jevec 3,

We're sending this email because we received a request to activate your WorkSourceWA.com account. (If you did not make this request, please ignore this email.)

To activate your account, click the link below.
Activate my account.

Look smart with WorkSourceWA.com!

The WorkSource Team

Please do not reply to this email.

Questions? Visit WorkSourceWA.com and use the Live Chat feature to communicate with a WorkSource professional. Live Chat is available Monday through Friday, 8 a.m. to 5 p.m.

WorkSource Washington is a proud partner of the American Job Center Network: WorkSource Privacy Policy.

- **When the Employer creates an account by entering the appropriate information and clicking the "Save and continue" button, the System will send an email to the entered email address. (See Create an Account)**
- **The Employer will click on the link supplied in the email: 'Activate my account' link to have the account activated.**

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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.

Your account has been activated. Please sign in.   ✕

Username:

[   ]

Forgot username

Password:

[   ]

Forgot password

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.

Sign up

- **The system will automatically activate the account, and display the log in screen with the successful activation message (in green).**

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You've entered an invalid activation code.   ✕

Username:

Forgot username

Password:

Forgot password

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.

Sign up

- **If the Employer tries to activate the account more than once, the System will return the message that the account has already been activated.**

- **To log into their account, the Employer will enter their Username and Password, and then click on the 'Sign in' button.**

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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.

You've entered an invalid username or password. Please try again. ✕

Username:

Forgot username

Password:

Forgot password

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.

Sign up

- **If the Employer enters an incorrect Username and/or Password, the system will display the message "You've entered an invalid username or password. Please try again."**

Forgot Employer Username

- **If the Employer has forgotten their username, from the Sign In screen, click on the 'Forgot username' link.**
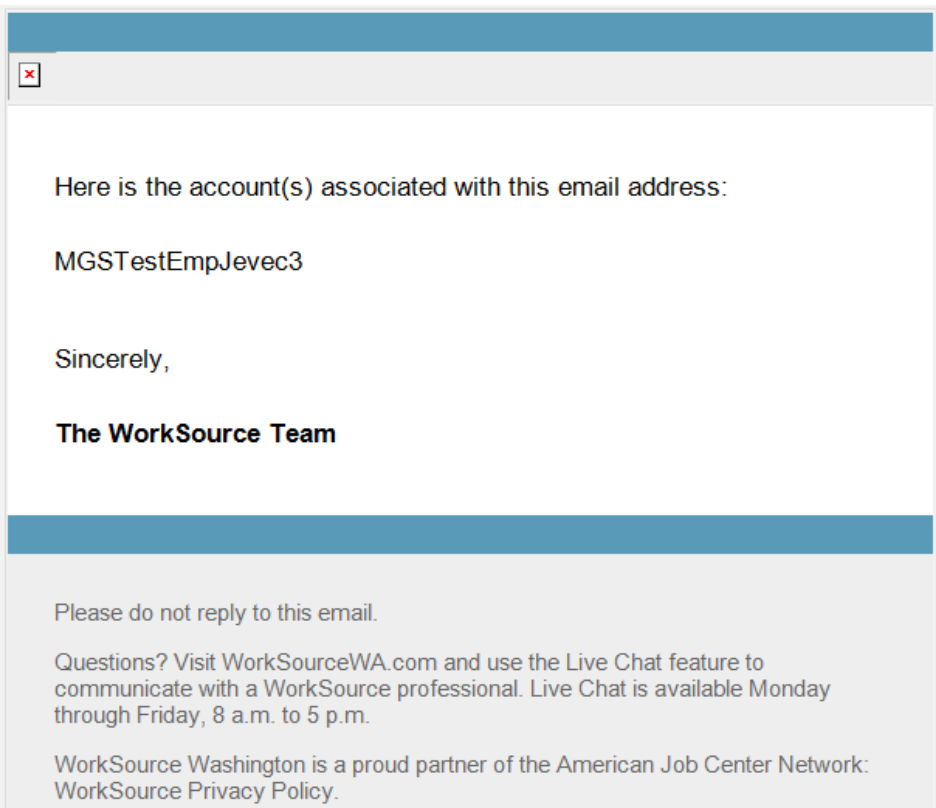

- **The Employer will enter their email address and click on the "Submit" button.**

WORKSource

← Return Home

If your email is correct, an email with your username(s) has been sent to you. click here to login

- **The System will send back a message that an email with the associated username(s) has been sent to the email address provided**
- **The Employer can link directly back to the Sign In screen by clicking on the 'return to login' link, or the Employer can re-access the Sign In screen themselves.**

Here is the account(s) associated with this email address:

MGSTestEmpJevec3

Sincerely,

The WorkSource Team

Please do not reply to this email.

Questions? Visit WorkSourceWA.com and use the Live Chat feature to communicate with a WorkSource professional. Live Chat is available Monday through Friday, 8 a.m. to 5 p.m.

WorkSource Washington is a proud partner of the American Job Center Network: WorkSource Privacy Policy.

- **The Employer will log into the email account for the provide email address and access the WorkSource email.**
- **Displayed is the email that is sent to the email address provided by the Employer.**

- **If the Employer has forgotten their password, from the Sign In screen, click on the 'Forgot password' link.**

Forgot my password

To access your account, please enter your email address and username so we can locate your account information.

Email address [ ]

Username [ ]

[Enter]

- **The Employer will enter their email address and username associated with the account.**
- **The Employer will click on the "Enter" button.**

A temporary password has been sent. click here to login

- **The System will send back a message that an email with a temporary password has been sent to the email address provided**
- **The Employer can link directly back to the Sign In screen by clicking on the 'click here to login' link, or the Employer can re-access the Sign In screen themselves.**

Dear MGSTestEmpJevec3,

We're sending this email because we received a request from you to change your password. (If you did not make this request, please ignore this email.)

Here is your temporary password: U8K7A$H1E4.

Once you log on, be sure to establish a new password for you to remember. Be sure to keep it secure. Never reveal your password to anyone, and never respond to an email asking for our password information.

Look smart with WorkSourceWA.com!

The WorkSource Team

Please do not reply to this email.

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- **Displayed is the email that is sent to the email address provided by the Employer.**

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SAW SecureAccess WASHINGTON

Employers, 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

Employer 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.

Employer sign up

- **The Employer will enter their username and the temporary password provide in the forgot-password email.**
- **The Employer will click on the "Employer sign in" button.**

44

Change password

Current password / Temporary

New password

Password requirements
✖ At least 10 characters
✖ No more than 20 characters
✖ Contains a number
✖ Contains a lowercase and uppercase letter
✖ Contains a special character
✖ Passwords match

Re-enter password

Submit

- **The System will automatically take the Employer to the 'Change password' screen when it recognizes the temporary password.**
- **The Employer will enter the temporary password, enter their new password and re-enter their new password to verify the change.**
- **The Employer will click on the "Submit" button**
- **Notice the 'Password Requirements' box below the 'New password' field. As each requirement is meet as the Employer enters their new password, the "X" will change to "✔".**

Password Requirements
✖ At least 10 characters
✔ No more than 20 characters
✖ Contains a number
✔ Contains a lowercase and uppercase letter
✔ Contains a special character
✖ Passwords match

- **Log into the Employer Job Match and access the Employer's Dashboard.**
- **Click on the 'Your account' dropdown.**
- **Select 'Account settings'.**

Hello, Mark Hagen.   Sign Out »

Home   **Jobs** ▾   **Candidates** ▾   **Your account**   **Help** ▾

▸ Account settings | Company settings | Users | Hiring library

Account settings

Account profile

Account profile

Account preferences

Account profile   Edit   ?

Mark Hagen   **Email**   James.Jevec+test22@monster.com
Express Employment Professionals   **Phone**   360-336-1980
525 E. College Way   **Company**   www.ExpressPros.com/KentWA
Ste F   **website**
Mount Vernon, Washington 98273
US
Mailing address
is same as primary location
525 E. College Way
Ste F
Mount Vernon, Washington 98273
US

EmployerID number   Edit   ?

Unified Business Identifier (UBI)   601157611

Tax ID number   Edit   ?

Federal Employment   84-0909680
Identification Number
(FEIN)

Job posting contact   Edit   ?

                                        Email   jobs.mountvernonwa@expresspros.com
Express Employment Professionals   **Phone**   360-336-1980
525 E. College Way
Ste F
Mount Vernon, Washington 98273
US

Additional company information   Edit   ?

NAICS code   -
Number of employees
Type of organization
Are you a federal   No
contractor?

- **In the Account profile section, click on the 'Edit' button.**

- **The Employer's profile information will be displayed.**
- **Click on the *Identity Provider* - IDP link in the second sentence of the Account profile description paragraph (in blue).**
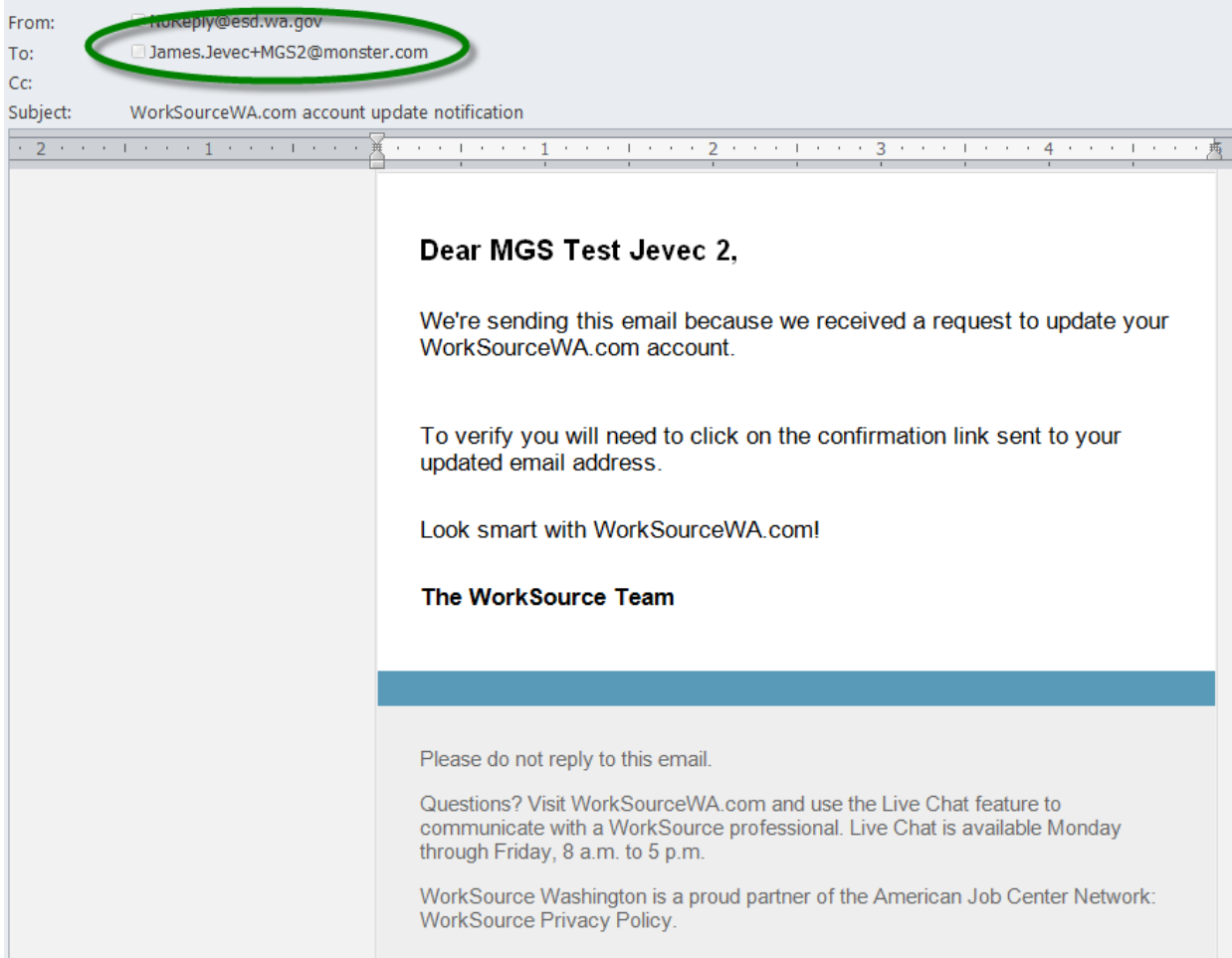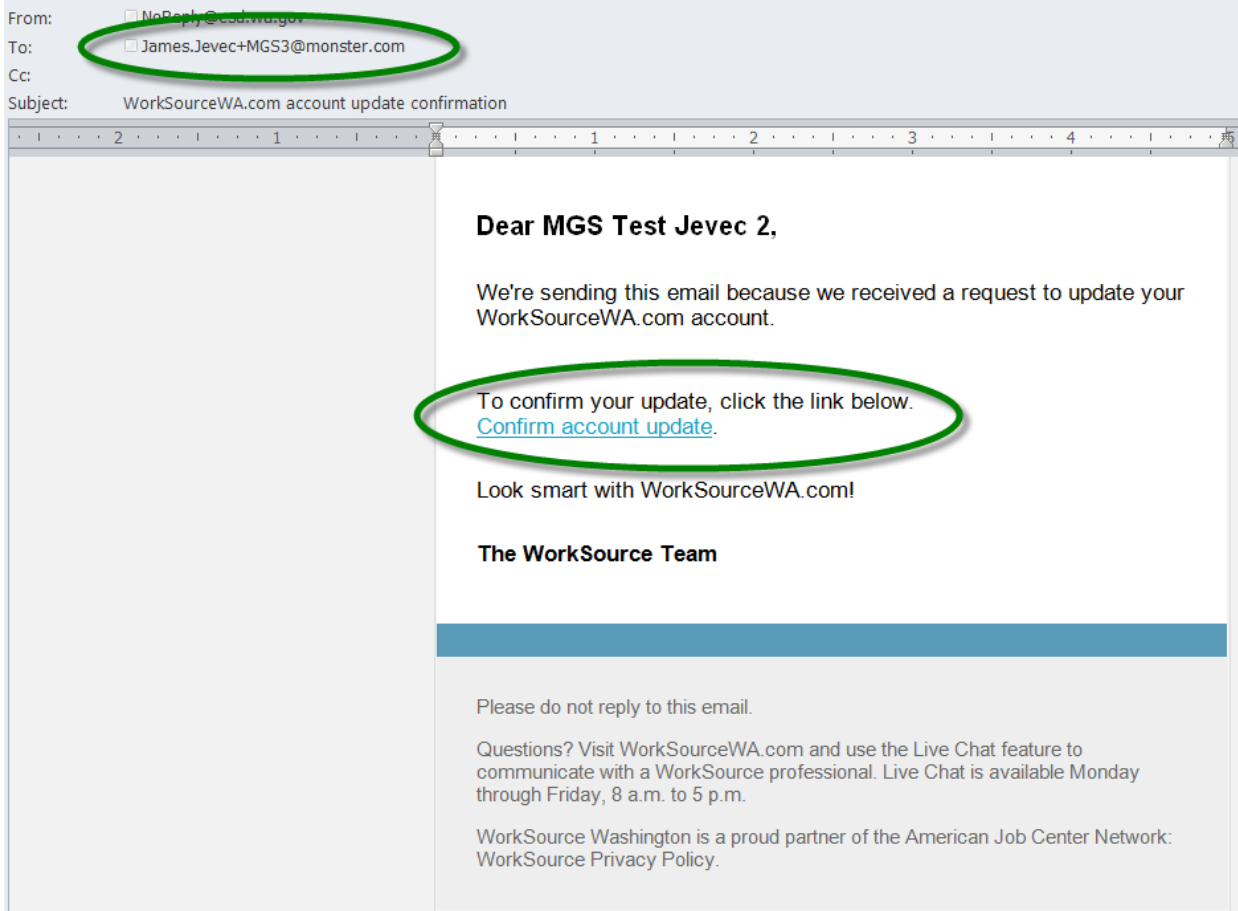
- **Change the email address.**
- **All fields need to be filled in including the 'Question answer' field.**
- **Click on the 'Submit' button.**

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A confirmation link has been sent to your email address.

- **The System will display a message that the confirmation emails have been sent.**
- **The System will send two emails: 1) to the old email address; and 2) to the new email address, which will contain the confirmation link.**

From: NoReply@esd.wa.gov
To: James.Jevec+MGS2@monster.com
Cc:
Subject: WorkSourceWA.com account update notification

Dear MGS Test Jevec 2,

We're sending this email because we received a request to update your WorkSourceWA.com account.

To verify you will need to click on the confirmation link sent to your updated email address.

Look smart with WorkSourceWA.com!

The WorkSource Team

Please do not reply to this email.

Questions? Visit WorkSourceWA.com and use the Live Chat feature to communicate with a WorkSource professional. Live Chat is available Monday through Friday, 8 a.m. to 5 p.m.

WorkSource Washington is a proud partner of the American Job Center Network: WorkSource Privacy Policy.

- This is the email sent to the old email address informing the Employer that the email address has been changed.

- **This is the confirmation email sent to the new email address.**
- **To confirm the change, the Employer needs to click on the 'Confirm account update' link.**
- **If the Employer did not request the email address change, do NOT click on the 'Confirm account update' link.**
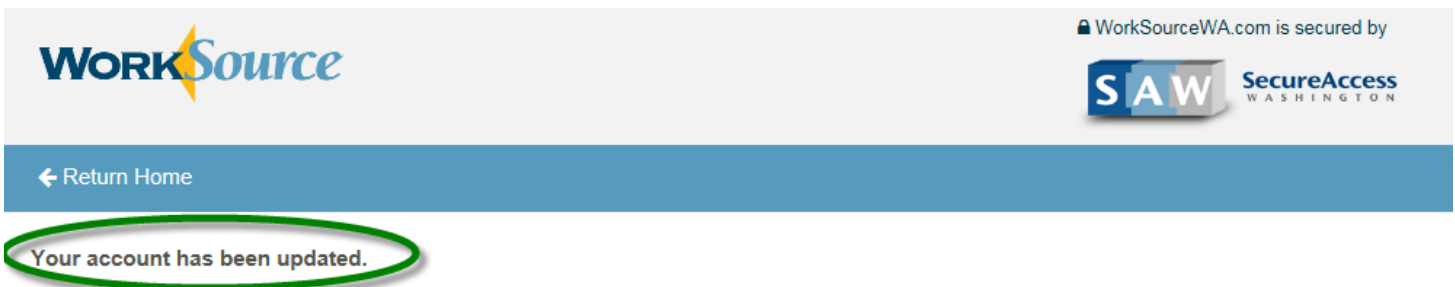
- **When the Employer clicks on the 'Confirm account update' link, the System will display the account updated message.**

Change Employer Password

- **Log into the Employer Job Match and access the Employer's Dashboard.**
- **Click on the 'Your account' dropdown.**
- **Select 'Account settings'.**

WORKSource

Home   Jobs ▾   Candidates ▾   **Your account**   Help ▾

▸ Account settings | Company settings | Users | Hiring library

Account settings

Account profile   Edit   [?]

Account profile

Account preferences

Mark Hagen
Express Employment Professionals
525 E. College Way
Ste F
Mount Vernon, Washington 98273
US
Mailing address
is same as primary location
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EmployerID number   Edit   [?]

Unified Business Identifier (UBI)   601157611

Tax ID number   Edit   [?]

Federal Employment   84-0909680
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Job posting contact   Edit   [?]

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US

Additional company information   Edit   [?]

NAICS code   -
Number of employees
Type of organization
Are you a federal   No
contractor?

- **In the Account profile section, click on the 'Edit' button.**

- **The Employer's profile information will be displayed.**
- **Click on the 'here' link in the last sentence of the Account profile description paragraph (in blue).**

WORK Source

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SAW SecureAccess WASHINGTON

Change my password

Provide your current or temporary password in order to change your password.

Current password / Temporary:

New password:

Password requirements

✖ At least 10 characters
✖ No more than 20 characters
✖ Contains a number
✖ Contains a lowercase and uppercase letter
✖ Contains a special character
✖ Passwords match

Re-enter password:

Submit

- **The Employer will enter their current password, enter their new password and re-enter their new password to verify the change.**
- **The Employer will click on the "Submit" button**
- **Notice the 'Password Requirements' box below the 'New password' field. As each requirement is meet as the Employer enters their new password, the "X" will change to "✔".**

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S A W **SecureAccess**
WASHINGTON

← Return Home

Your password has been updated.

- **The System will display a message when the password was successfully updated.**