

GUIDE TO SETTING UP AN ACCOUNT FOR THE ADVANCE NOTICE OF TRANSFER (ANT) SYSTEM

This guide is intended to help you set up an account in the state's SecureAccess Washington online system. Before you can enter or view an Advance Notice of Oil Transfer, you must set up an account with SecureAccess Washington.

SecureAccess Washington is an application gateway created by Washington State Department of Information Services to simplify access to state government services accessible via the internet. Once you have registered and activated an account with this system, Transfer Submitters can enter information into the Advance Notice of Oil Transfer (ANT) system. City/County local governments, 1st Responder organizations, and tribal authorities may set up View Only accounts that will permit viewing and downloading rail shipments of crude oil.

TO REGISTER: Open your browser and go to following address: <https://secureaccess.wa.gov/>. This screen will appear:



The screenshot shows the SecureAccess Washington login interface. At the top left is the SAW logo (SecureAccess WASHINGTON). To the right are three green buttons: News, Video, and Help. The main content area has a dark blue background with the text "Log in to SecureAccess Washington". Below this are two white input fields: "User ID:" and "Password:". An orange "LOGIN" button is positioned below the password field. To the right of the input fields are four icons with question marks, each with a corresponding text label: "Retrieve User ID" (person icon), "Reset Password" (lock icon), "Activate Account" (person with checkmark icon), and "Missing Email?" (envelope icon). At the bottom left, there is a link: "Do not have an account? [Create one](#)". At the bottom right, there is a blue box with a Twitter icon and the text: "Get cyber security news and alerts by following our Security Operations Center".

Do not Login. Click "**Create One**."

1

Name &
email

2

User ID &
password

3

Review
information

4

Validate
information

5

Check
email

6

Log in to
account

Create an Account

SecureAccess Washington (SAW) allows you to access multiple online government services with the use of a single user ID and password. By creating a SAW account, you can interact with many government agencies, like L&I, Ecology, DSHS, and more with just one account.

If you need help during this process, please contact us at, 888-241-7597.

[START](#)

Click **“Start.”**

STEP 1

1 Name & email	2 User ID & password	3 Review information	4 Validate information	5 Check email	6 Log in to account
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Enter your personal information

Name:

E-mail Address:

Confirm E-mail:

Secret Question:

Question Answer:

Complete the blocks above. "Name" is the name of the person completing the registration, not the Company name. Click **Next**

STEP 2

1 Name & email	2 User ID & password	3 Review information	4 Validate information	5 Check email	6 Log in to account
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Create a user ID and password

User ID:

Password:

Confirm Password:

I'm not a robot 
reCAPTCHA
Privacy - Terms

PREVIOUS **NEXT**

Enter User ID of your choice. If multiple users at the same location will be entering data, you may enter a User ID and password that is common to all.

A box will appear to the right as you start to type in the password. The letters at the top of the box will guide you as to the characters needed to complete the password.

Click the "I'm not a robot" box and follow the instructions.

Click "**Next.**"

STEP 3 & 4

A summary screen will appear and offer you a chance to print your User ID and Password details. Suggestion: PRINT IT!
Click "**Next**"

1 Name & email	2 User ID & password	3 Review information	4 Validate information	5 Check email	6 Log in to account
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Review your information

Here is your personal and account information.

NOTE: We value the security of your personal information. In order to protect this information, your password will expire **every 24 months or 13 months** depending on application access. Also, your password should not include a dictionary word.

Name:
Jack Barfield Test

E-mail Address:
jacb461@ecy.wa.gov

User ID:
jbar

Password:
XXXXXXXXXXXXXXXX

Secret Question:
What was the mascot of your high school football team?

Answer:
XXXXXXXXXXXXXXXX

Go back to the previous page to make changes.
Continue to the next page if the information is correct.
You may want to PRINT this page for your records.

[PREVIOUS](#) [NEXT](#)

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[Privacy Notice](#)

STEP 5

The screenshot shows the SecureAccess WASHINGTON website interface. At the top left is the logo for SAW (SecureAccess WASHINGTON). To the right of the logo are two green buttons labeled "News" and "Help". Below these is a horizontal navigation bar with six steps: 1 Name & email, 2 User ID & password, 3 Review information, 4 Security check, 5 Check email, and 6 Log in to account. Step 5 is highlighted. Below the navigation bar, the main content area has a dark blue background with the heading "Check your email account". The text reads: "You are not quite finished yet! Next you will need to check your email to get information needed to get your account activated and ready to use!"

Close your web browser and check your email account that you entered in Step 1 for instructions on activating your ANT account – open the email message from “SecureAccess,” and click the “easiest method” link as highlighted below.

* This is a system generated message, please DO NOT reply to this email.

* If you have any questions, please visit our support site at:

*

* <http://support.secureaccess.wa.gov>

*

Thank you for signing up with SecureAccess Washington.

Your SecureAccess Washington account [xxxx] has been successfully created.

SecureAccess Washington offers two methods to activate your account.

The easiest method is to click on the following link;

<https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=91626&userId=xxxx>

If your email does not support hyperlinks or you cannot log in after following the link, you can manually activate your account by following four easy steps:

1. Navigate to the SecureAccess Washington home page.
2. Click on "Activate your account".
3. In the "User ID" field enter [xxxx].
4. In the "Registration Code" field enter #####.

SecureAccess Washington provides access to a growing list of on-line government services via a single user account. Once you complete your sign-up, you may add services to your new account by logging in and choosing "Add Service" tab. The service you choose to add may require an additional service registration process.

If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support center at <http://support.secureaccess.wa.gov> or call 1-888-241-7597.

SecureAccess Washington

Login at <https://secureaccess.wa.gov/myAccess/saw/select.do>

STEP 6 – LOG IN TO YOUR ACCOUNT

After clicking the link in your received email, you will see the following screen.

SAW SecureAccess
WASHINGTON

News Help

1 Name & email 2 User ID & password 3 Review information 4 Security check 5 Check email 6 Log in to account

Log into SecureAccess Washington

Your SecureAccess Washington account has been activated. Log in to access your account and register for services.

User ID:

Password:

LOGIN

Forgot User ID? Forgot Password?

Enter the User ID and Password that you entered in Step 2 and click **“Login.”**

STEP 7 – REGISTER FOR THE ANT SERVICE

Welcome, xxxx [Logout](#)

[My Secure Services](#) [Account Management](#) [Help](#)

[My Services](#) [+Add a New Service](#) [Contact Us](#)

Please note: SAW is a shared portal serving multiple state agencies. To get help with a service provided through SAW, please contact the sponsoring agency directly. Click the "Contact Us" button to view a list of agency contact information.

Service	Agency	Description	Status	Action
No services.				

You now must select the ANT application as the service to which you wish access.
Click **"Add a New Service."**

My Services **Add a New Service** Contact Us

Service code:
If you have been given a service code by an agency, enter it below to apply for access to the service.

APPLY

Select an agency below to see a list of services:

- [Consolidated Technology Services](#)
- [Department of Archaeology and Historic Preservation](#)
- [Department of Commerce](#)
- [Department of Ecology](#)
- [Department of Financial Institutions](#)
- [Department of Health](#)
- [Department of Labor and Industries](#)
- [Department of Licensing](#)
- [Department of Natural Resources](#)
- [Department of Social and Health Services](#)
- [Department of Transportation](#)
- [Employment Security Department](#)
- [Enterprise Services](#)
- [Office of Financial Management](#)
- [Test Domain](#)
- [Washington State Board of Accountancy](#)

Search services by keywords:
Enter keyword(s) below to find related services.
Leave field blank to display all services.

AT LEAST ONE of the words

SEARCH

Click on “**Department of Ecology**” on the right side of the screen. Leave the Service Code and Search Services boxes blank.

My Services **Add a New Service** Contact Us

Add a Service to Your Account
Select a service to apply for from the following.

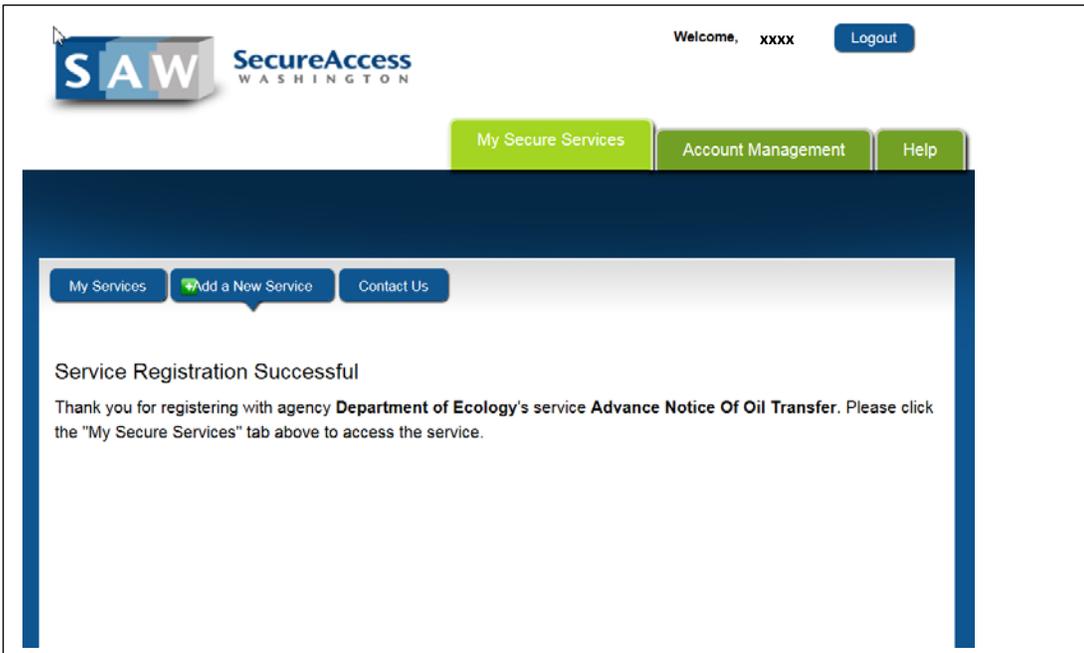
Note: Services for which you currently have access, have applied to and are awaiting approval, or those that you have been suspended or rejected from will not appear in this list.

[All Agencies](#) > [Department of Ecology](#)

Service	Description	Action
Advance Notice Of Oil Transfer	The Advance Notice of Transfer (ANT) system is a web-based application that will capture and administer ANT, required by WAC 173-180-215 and WAC 173-184-100, which are submitted by oil transferring activities. Privacy Notice	APPLY

Click the “**Apply**” button on the Advance Notice of Oil Transfer line.

You will receive the following notification:



LAST STEP

Wait for another email notifying you of approval of your registration.



When you receive this email, log into the ANT System website at <https://secureaccess.wa.gov/ecy/ants> using the User ID and password you specified in Step 2 when registering the account.

The first time you login after your account has been approved, you will be asked to provide the information on the following form. There are two types of accounts, and the information to be entered differs as specified below:

- (1) Transfer Submitters
- (2) View Only (accounts are those set up to allow local government, 1st responder, and tribal authorities to view and download rail shipments of crude oil.

User's Organization and Contact Information

** - indicates is required*

Welcome to Ecology's Advance Notice of Oil Transfer (ANT) application. In this form, you will be selecting your type of organization, contact information for the person actually submitting the Advance Notice, and whether the Advance Notice is for rail or vessel transfers, or both. After submitting this form, you will receive an email notifying you that your account is ready for use.

* Organization Type: (v)

* Organization Name: (Company name, city, county, port, tribe or state agency)

* Street Address:

* City: (v)

* State:

* Zip Code:

* Contact Name:

* Contact Phone#:

* Contact Email:

* Type of Transfer: (Type of Oil transfer - Vessel, Rail or Both)

Acknowledgement
By checking this box you assert that you are creating an account to receive oil by rail transfer information on behalf of a local, tribal, or public agency, and acknowledge your agency is prohibited from disclosing to the public or to nongovernmental entities any and all information received from this database that contains proprietary, commercial, or financial information, unless the information is aggregated (RCW 42.56.270, 90.56.565; WAC 173-185-110).

Disclaimer
Information in this report that is proprietary, commercial, or financial, is exempt from public disclosure, and is prohibited from being released to the public or nongovernmental entity, unless the information is aggregated (RCW 42.56.270, 90.56.565; WAC 173-185-110).

Accept

- **Organization Type:**
 - Transfer Submitters select:
 - Vessel Operator
 - Fixed Facility (Refineries)
 - Mobile Facility
 - View Only accounts select:
 - City
 - County
 - State/Federal Agency
 - Tribe
 - Port
 - Other

- **Organization Name**
 - Transfer Submitters -- enter name of your facility:
 - View Only accounts enter:
Name of government entity or tribal authority

- **Contact Name, Phone Number, Email**
 - Enter for the person registering the account

- **Type of Transfer**
 - Transfer Submitters enter selection based on the type of transfer this account will submit:
Vessel
Rail
Vessel and Rail
 - View Only accounts enter Rail

Click "**Accept**" for the Acknowledgement and Disclaimer, then click "**Register.**"

If you encounter difficulty in completing this registration process, contact the following persons:

Kevin Truong
kevin.truong@ecy.wa.gov
 360-407-6950

or

Jack Barfield
jack.barfield@ecy.wa.gov
 360-407-7483

For instructions on using the system to post an advance notice, see the document "Guide for Users of the Advance Notice of Oil Transfer System", which is available at <http://www.ecy.wa.gov/programs/spills/prevention/antsystem.html>.