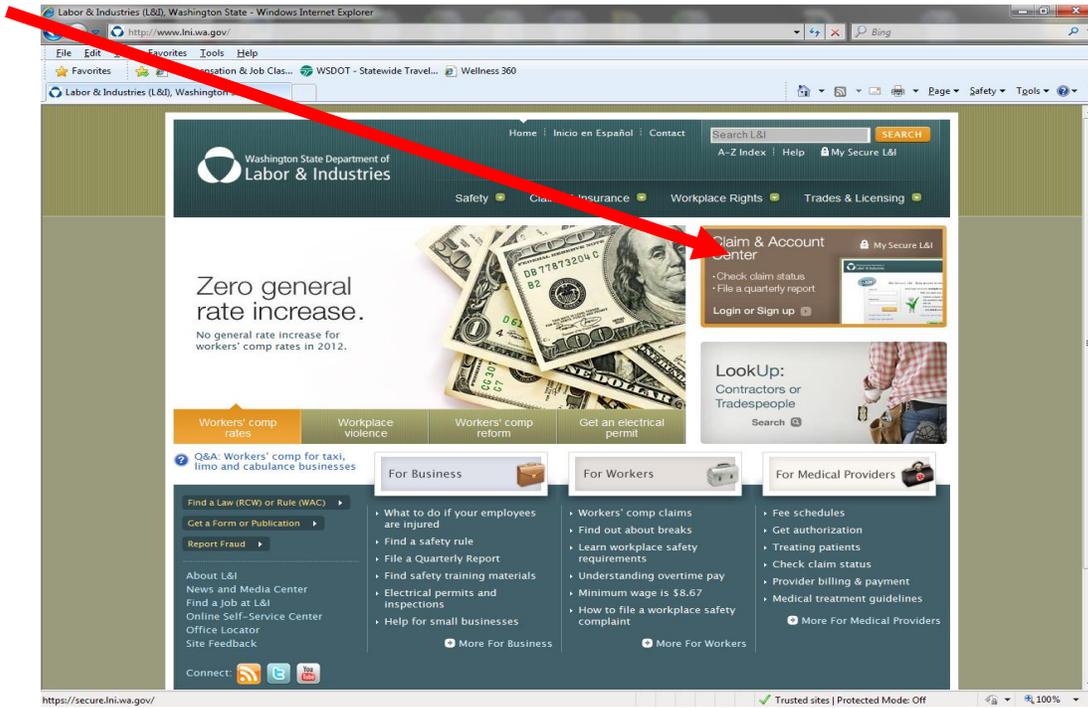


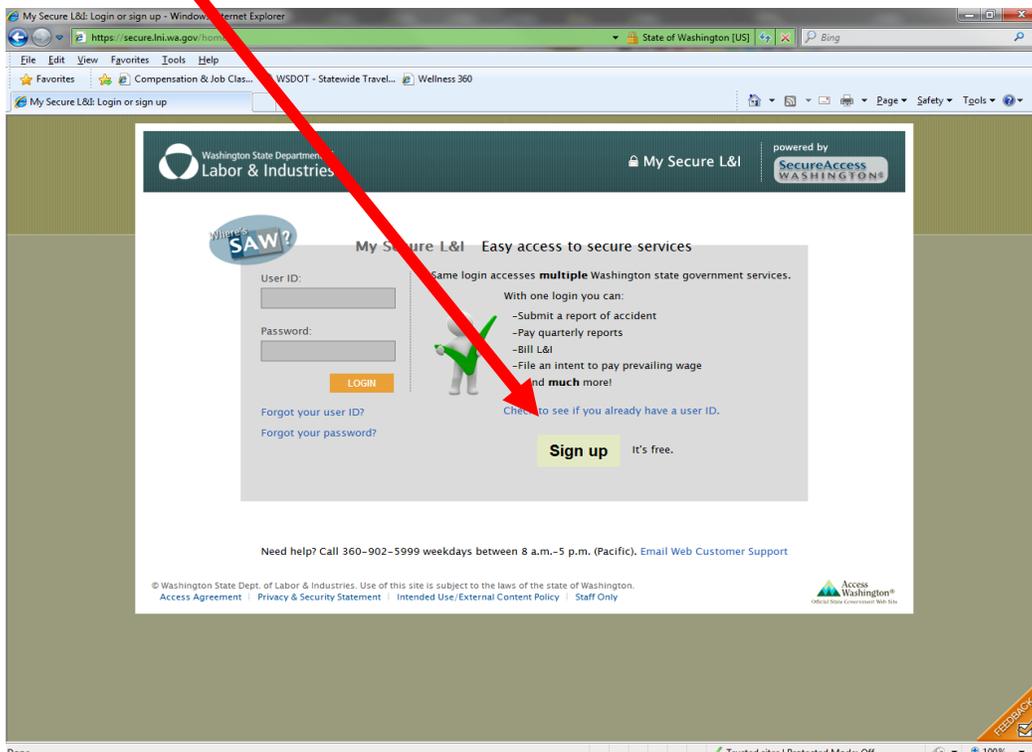
Signing up for the Claim & Account Center

Please use these instructions if you have never signed up through My Secure L&I or Secure Access Washington. If you have a Secure Access Washington User ID and Password, please login to [My Secure L&I](#), then go to the Claim and Account Center, click on My Profile, Request Access, then follow [Step 11](#).

Step 1: Go to our website www.Lni.wa.gov and click on Claim & Account Center on the right side of the page



Step 2: Click on Sign up



Step 3: Enter the required information

Sign up for secure access - Windows Internet Explorer

https://secure.lni.wa.gov/home/signup.aspx

State of Washington [US]

File Edit View Favorites Tools Help

Washington State Department of Labor & Industries My Secure L&I powered by SecureAccess WASHINGTON

Sign up for secure access

1) Tell us who you are 2) Choose roles 3) Activate account

Enter your personal information

First name:

Last name:

Email address:

Retype email:

Phone number: Ext:

Create a User ID and password

User ID:

Password:

Retype password:

Write the password down and keep it secure.

Secret question:

Your answer:

Accept the Access Agreement

Indicate you accept: I have read and accept the Access Agreement

Your initials:

Ensure you are a human by typing the characters in the image

Image (speak image):

Characters in the image: VALIDATE

CONTINUE Cancel

Need help? Call 360-902-5999 weekdays between 8 a.m.-5 p.m. (Pacific). Email Web Customer Support

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Trusted sites | Protected Mode: Off

Step 4: Choose your role. If you are an Accountant or Bookkeeper you would choose employer representative. Click continue.

Help us choose your services - Windows Internet Explorer

https://secure.lni.wa.gov/home/rolesSelection.aspx?UserID=bettertest

Identified by Entrust

File Edit View Favorites Tools Help

Washington State Department of Labor & Industries My Secure L&I powered by SecureAccess WASHINGTON

Help us choose your services

1) Tell us who you are 2) Choose roles 3) Activate account

Choose all the roles and additional tasks that apply to you.

Injured worker or representative

Healthcare or other provider

Tradesperson or trades business

Business or employer representative

Core services:

- Claim & Account Center [What's available...](#)
- Employer Report of Accident
- File quarterly reports

Additional tasks:

Track self-insurance claims administrators' continuing education

Union representative

Retro program administrator [What's this?](#)

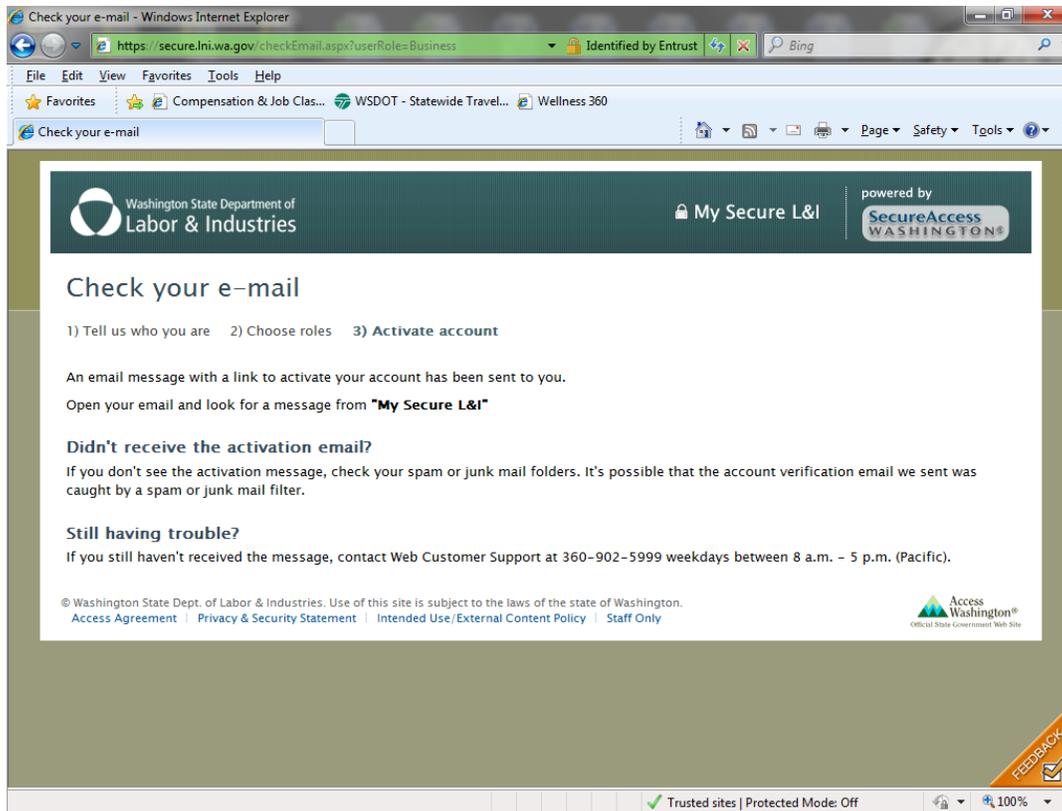
CONTINUE Skip

Need help? Call 360-902-5999 weekdays between 8 a.m.-5 p.m. (Pacific). Email Web Customer Support

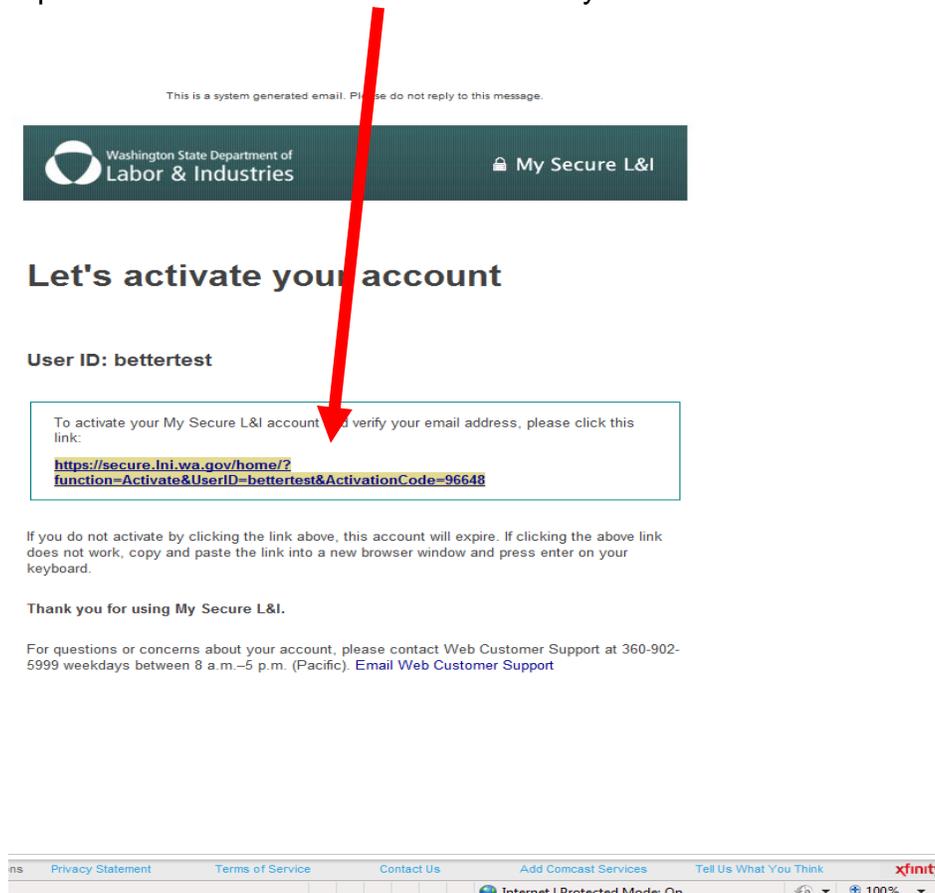
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Trusted sites | Protected Mode: Off

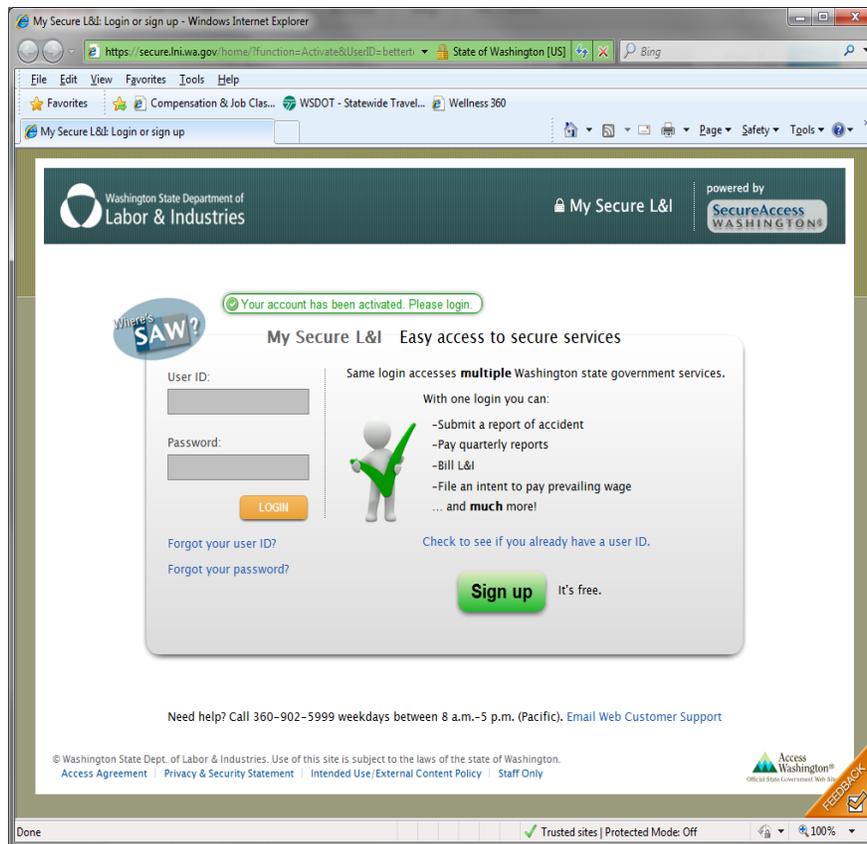
Step 5: We will send you an email message with a link.



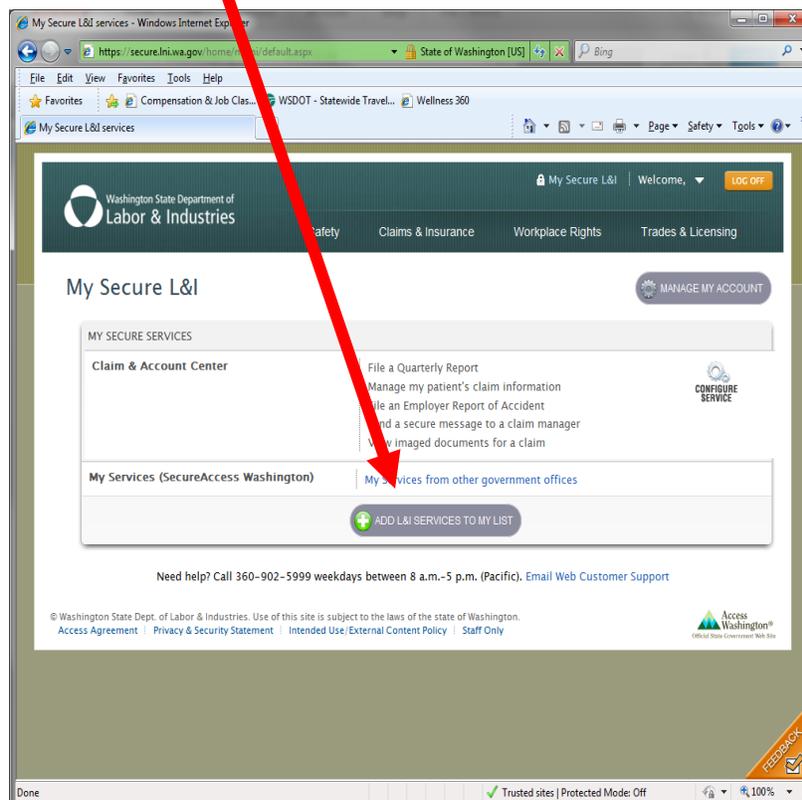
Step 6: Email example. Please click on the link to activate your account.



Step 7: The link will bring you to the screen below. Please login with your User ID and Password.



Step 8: Under “My Secure Services” Click on the Claim & Account Center. If you do not see the Claim & Account Center please click on “Add L&I Services to my list”.



Step 9: Select I am a first time visitor...

Washington State Department of Labor and Industries

L&I Home L&I Secure Access Logged in as: L&I Secured

Sign up for L&I Secure Access

[Need help with registration?](#)

I am a first time visitor for the selected application.

I am migrating my profile from an Authentication Gateway (i.e. Fortress1) or using a digital certificate. I have the user ID and migration code so that I can use the secure user ID and password access method.

I already use a digital certificate and want to have the option of using a free secure user ID and password. [View Instructions](#)

I already use this application without a Digital Certificate, prior to obtaining a SAW ID [View Instructions](#)

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Step 10: Enter in your contact information

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L&I Home L&I Secure Access Logged in as: L&I Secured

Contact Information

[Need help with registration?](#)

Contact Information. Fields marked with * are required.

*First Name

Middle Name

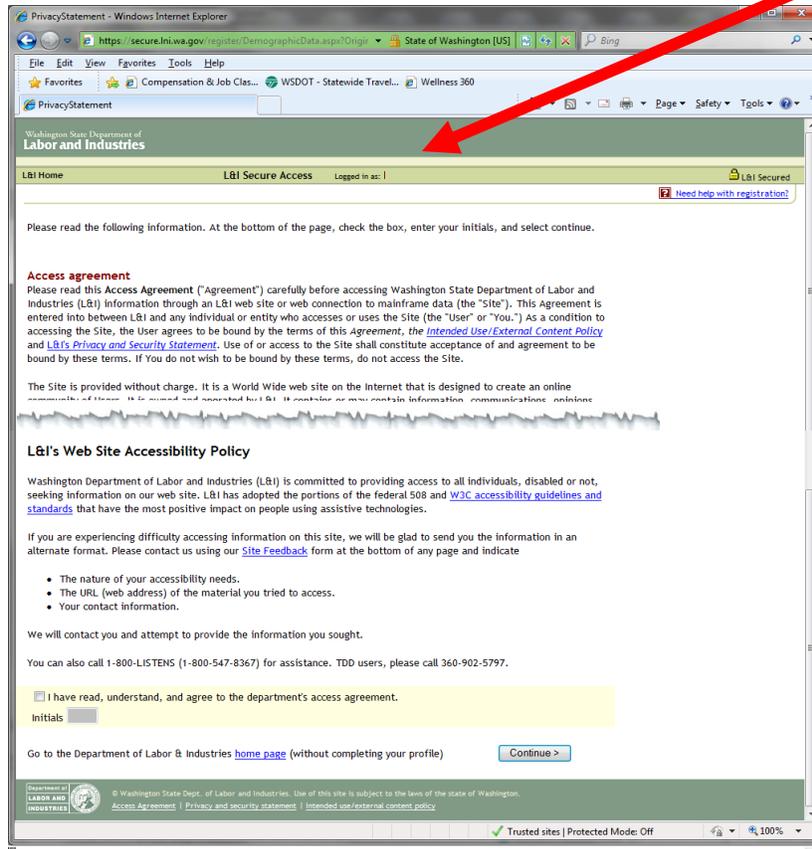
*Last Name

*Phone number Ext

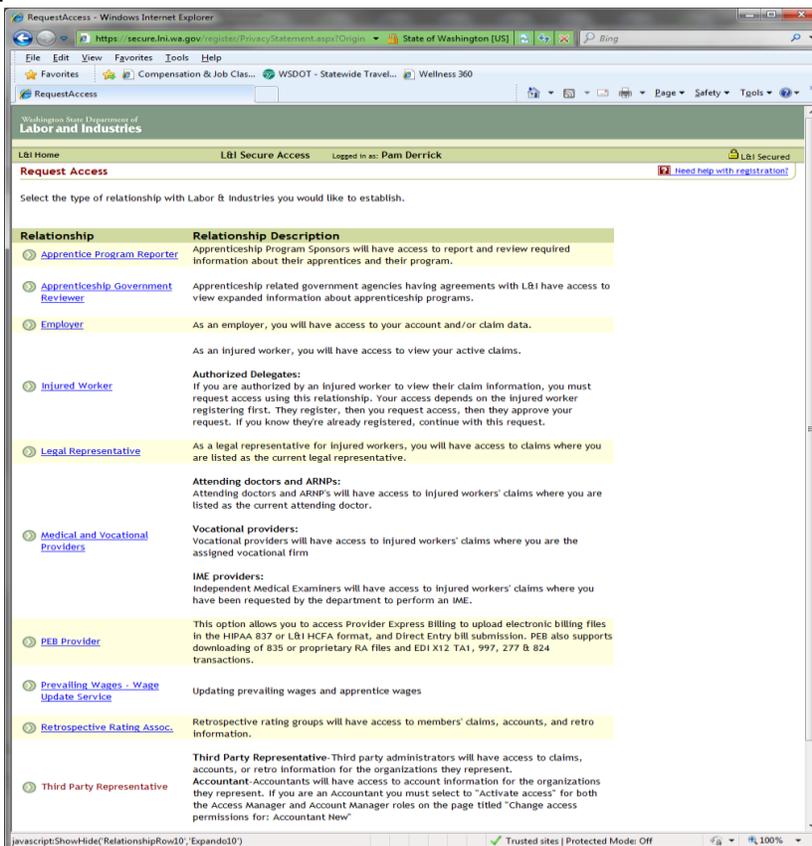
*E-mail address

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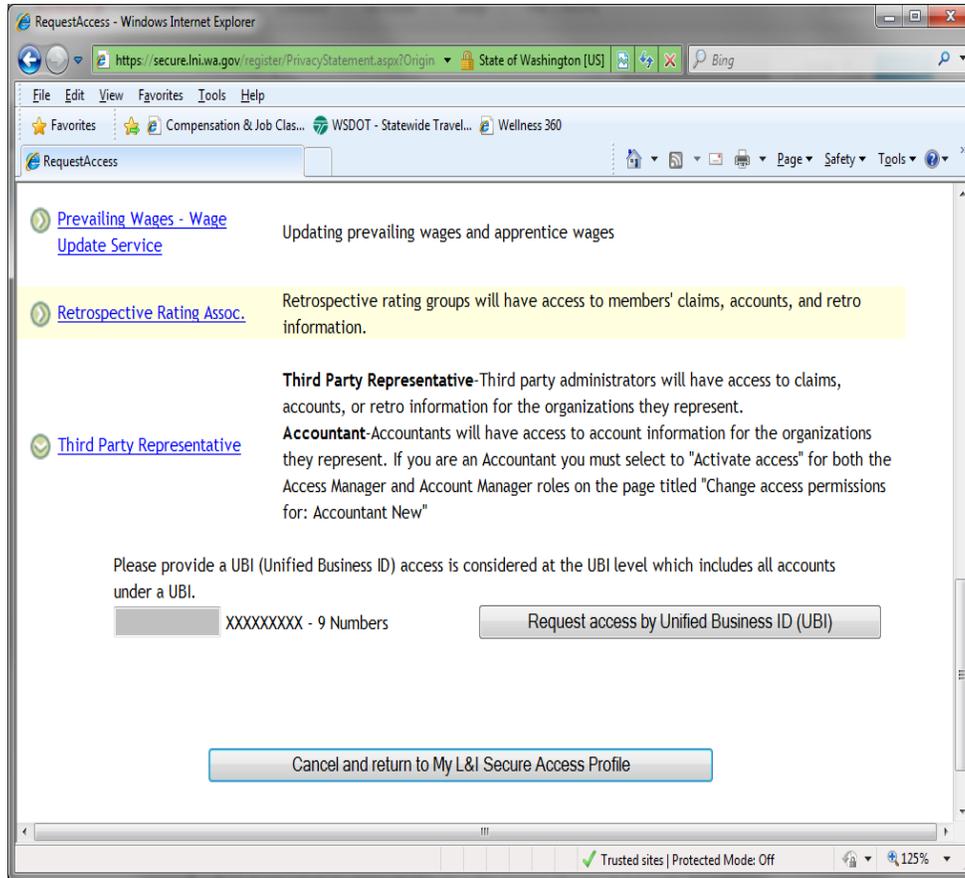
Step 11: Read and initial the access agreement. Use the same initials from the top of the page



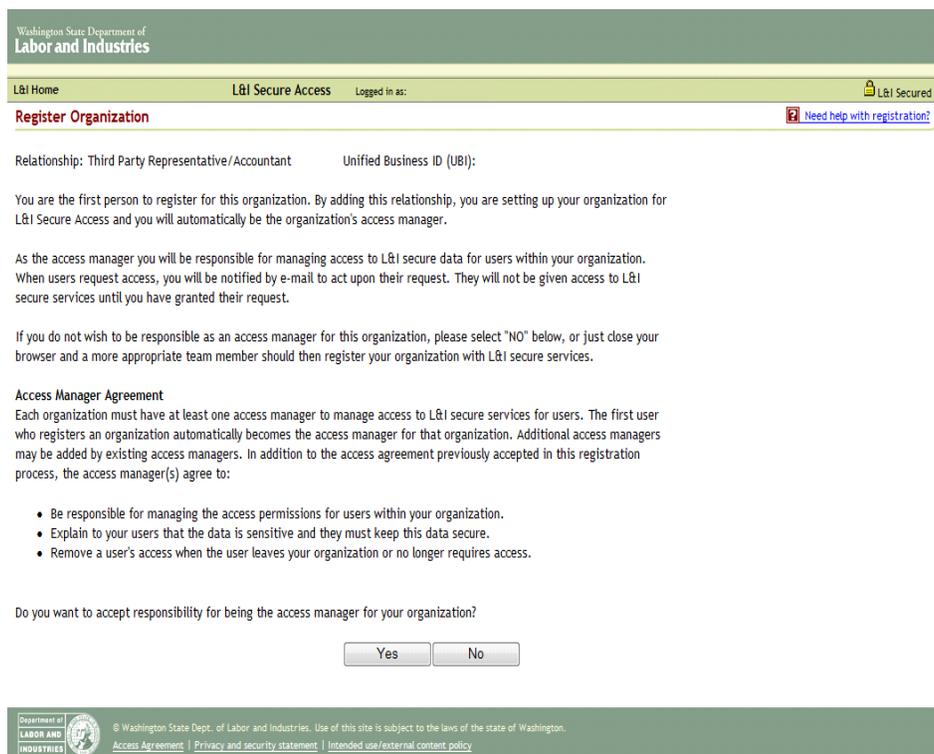
Step 12: Select your relationship. If you are an Accountant or Bookkeeper you are known as Third Party Representative.



Step 13: Please enter your UBI and click on “Request access....”



Step 14: Click **Yes**, No to cancel.



Step 15: Fill in **your** Business name and **your** UBI number. Then enter the Account ID of **one** business you represent.

Washington State Department of Labor and Industries

L&I Home L&I Secure Access Logged in as: [Need help with registration?](#)

Create Third Party Representative/Accountant Relationship

NOTICE: If you are not the third party administrator and are attempting to register as such, you may be in violation of State and Federal privacy laws. Such identity fraud perpetrated through the unauthorized use of Labor and Industries' systems shall be prosecuted to the full extent of the law.

All access to data will be recorded and monitored to ensure only authorized access occurs.

Please complete the information below and select Continue. We will mail a letter to the business mailing address on file for this third party administrator informing the business you have registered their organization and you are its access manager. Fields marked with * are required.

*Business name

*UBI number XXXXXXXXX - 9 Numbers

*Please enter one of the following for a business you represent:

Retro group ID XXXXXXXX - 1-8 Numbers

OR

Account ID XXXXXXXX - 3-8 Numbers

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Step 16: Please review and change any of the fields if needed, then click on Submit Update. If no changes are needed, please click on finished.

Washington State Department of Labor and Industries

L&I Home L&I Secure Access Logged in as: [Help for Access Managers](#)

Change access permissions for:

You have successfully registered your organization and you are now the access manager. Use the options below to establish this user's access to your organization's information.

User Profile

Name		Status	<input checked="" type="radio"/> Active
L&I Relationship	Third Party Representative/Accountant		<input type="radio"/> Inactive
Organization		Effective	1/11/2012
UBI	ORG-8e39eece-d1f8-4c45-a408-a56997775a49		

Access permissions

Access Manager: Active Effective: 1/11/2012 Ends on:

Users in this role are responsible for managing access for users of your organization but cannot view data in the Claim & Account Center.

This user is an access manager who can change permissions on other users' profiles.

This user is NOT an access manager.

Account Manager: Active Effective: 1/11/2012 Ends on:

Users in this role can view employer account information in the Claim & Account Center for your organization.

Activate access with no end date

Activate access with the following end date MM/DD/YYYY

Inactivate access

Claims Manager: Active Effective: 1/11/2012 Ends on:

Users in this role can view claims in the Claim & Account Center that are associated to your organization.

Activate access with no end date

Activate access with the following end date MM/DD/YYYY

Inactivate access

Retrospective Rating Worker: Active Effective: 1/11/2012 Ends on:

Users in this role can view retrospective rating group information in the Claim & Account Center for your organization.

Activate access with no end date

Activate access with the following end date MM/DD/YYYY

Inactivate access

Department of LABOR AND INDUSTRIES

Step 17: Click on Return to Application

Washington State Department of Labor and Industries

L&I Home L&I Secure Access Logged in as: L&I Secured

Congratulations [Need help with registration?](#)

Congratulations! You have successfully registered for L&I Secure Access

Note: For security purposes, L&I Secure Access does not provide you with a comprehensive list of claim numbers or account IDs that you can or cannot access. It is your responsibility to keep track of this information.

What would you like to do next?

[Go to My L&I Secure Access Profile](#)

[Go to your organization's Manage User list](#)

[Return to Application](#)

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Step 18: **You should see your list of clients.** If you do not, please log off and log back in. If you continue having problems, please contact Customer Service at 360-902-4817 or TeamOAS@lni.wa.gov.

Washington State Department of Labor and Industries

Topic Index | Contact Info | Search

Home Safety Claims & Insurance Workplace Rights Trades & Licensing

Claim & Account Center L&I Secured My profile Logged in as: cac tpa3 Log off Help

Welcome

- Employer accounts
 - Employer Accounts
 - Quarterly Reports
 - EFT Setup
 - Account Summary
 - Rates and Risk Classes
 - Trend and Analysis Tools
 - Employer imaged documents

Employer Accounts

NEW [Click Here to Bulk File Your Quarterly Reports](#)

Accounts represented by: TEST BUSINESS

Add other accounts you represent

Account: PAC Code: [?](#)

Click column header to sort

UBI	Account	Quarterly reports	Business Name	Filing Status	Account Status	Status Effective Date	
111111111	531,500-00	Quarterly reports	BYRT'S TEST BUSINESS	Q1 Ready to File	Active	01-01-1987	Remove
111111111	531,500-10	Quarterly reports	CAC TEST 1	Q1 Ready to File	Active	07-01-2007	Remove
111111112	919,568-01	Quarterly reports	PATRICKS TESTING II	Closed	Closed	11-15-2008	Remove

3 accounts

[Back To Top](#)

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