

AA PORTAL: MULTI AGENCY STEP-BY-STEP INSTRUCTIONS



Step-by-step instructions

Access and navigate through this secured system to streamline your interactions with L&I on public works projects.

Last Updated: December 2025

Prevailing Wage Program

360.902.5335

PW1@Lni.wa.gov



Washington State Department of
Labor & Industries

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Each agency must have an Agency Administrator assigned to the portal. The Agency Administrator will then be responsible for adding and managing additional users for the agency. The following instructions are for an Agency Administrator to grant other agencies access to their project(s) or to share project(s).

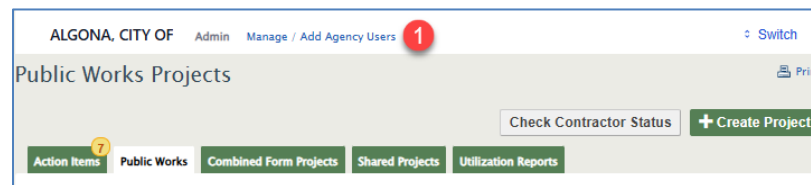
Assistance

Please contact the Prevailing Wage Program at PW1@Lni.wa.gov or 360.902.5335 if assistance is needed with accessing or using the portal.

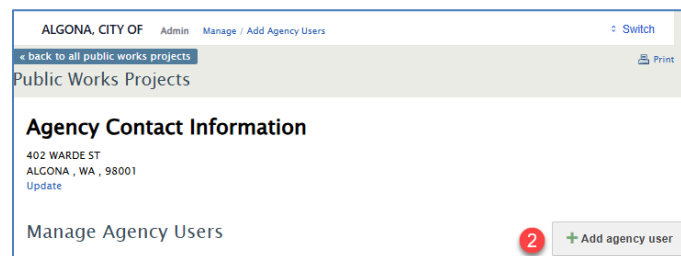
Granting Access

By sharing agency access, the granting agency administrator will specify which representative is gaining access and if they are an Agency Administrator or Project Manager for the granting agency.

1. From the Public Works Projects Dashboard, select Manage/Add Agency Users



2. Select +Add agency user button



3. Select the agency or agencies you are granting access for
4. Enter the User information- First Name, Last Name, Email address and Phone number
5. Select the permissions for each agency
 - a. Agency Admin- This user will be able to view all projects, access certified payroll records, create new projects, and create and submit the Notice of Completion. In addition, they may add, edit and remove users.
 - b. Project Manager- This user can view all projects and only has access to certified payroll records for project selected by Admin.
6. Select Add Projects button

ALGONA, CITY OF Admin Manage / Add Agency Users Switch

[← back to all users](#) Print

Public Works Projects

Add agency user

Agency 3

You're adding this user to the following agency:

- Hands on Children's Museum
- ALGONA, CITY OF

User 4

First Name:

Last Name:

Email Address:

Phone Number:

Permissions 5

Role for ALGONA, CITY OF

This user will be able to view all projects, access certified payroll records, create new projects, and create and submit the Notice of Completion. In addition they may add, edit, and remove users.

Role for Hands on Children's Museum

This user can view all projects and only has access to certified payroll records for projects selected below.

Can this user create new projects?

Yes No

Can this user send a notice of completion?

Yes No

Add Projects 6 Cancel

7. Select Filters to narrow search
 - a. Agency
 - b. Type of Project
 - c. Project Name
8. Select Apply filters button
9. Select Projects from the list by selecting the checkbox
10. Select Save Permissions button

Public Works Projects

Add agency user

Certified Payroll Access

Project managers may review all projects, but their access to certified payroll is limited to the projects that are selected below. Check the box of the project on the left to add it to the selected projects.

Filters 7

Agency:

Type:

- This agency's public works projects
- Shared
- This agency's small works projects

Project Name:

Apply filters 8

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- TestPreProd111925

Full list of currently selected projects with certified payroll access for user Testing Multi Agency.8:

- TestPreProd111925

Save Permissions 10 Back to User Details

Once User has been added, system will go back to the Manage Agency Users screen and display “User Added”, the Name of user, what agencies and roles were granted access to.

- a. User will be displayed on the list with the Status showing “Pending email confirmation”

User	Role	Status	Actions
Neeson, Liam amy.l@lami210.wa.gov 5097350116	Admin		Edit
Multi Agency.8, Testing testingma8@gmail.com 360-999-9999 x99999	Admin	Pending email confirmation	View Resend

User Set up

User will receive a system generated email.

1. Select the link

This is a system generated email. Please do not reply to this message.

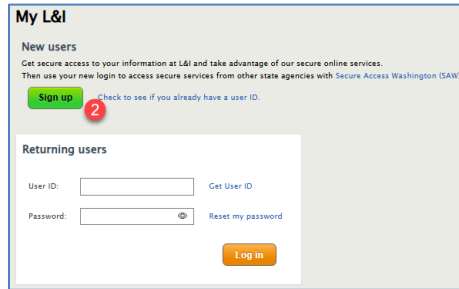
has given you access to the following:

You are given access to Prevailing wage agency portal

To enable your new access, please click this link:
<https://test-secure.lni.wa.gov/home/default.aspx?SecretCode=2094395208> 1

If you don't have a My Secure L&I account, you'll be prompted to create one after clicking the link.
This link will expire 14 days from the date of this email.
If you feel you have received this message in error, please contact Web Customer Support at 360-902-5999 or email.us.

2. Select the Sign up button



My L&I

New users
Get secure access to your information at L&I and take advantage of our secure online services. Then use your new login to access secure services from other state agencies with Secure Access Washington (SAW).

Sign up Check to see if you already have a user ID.

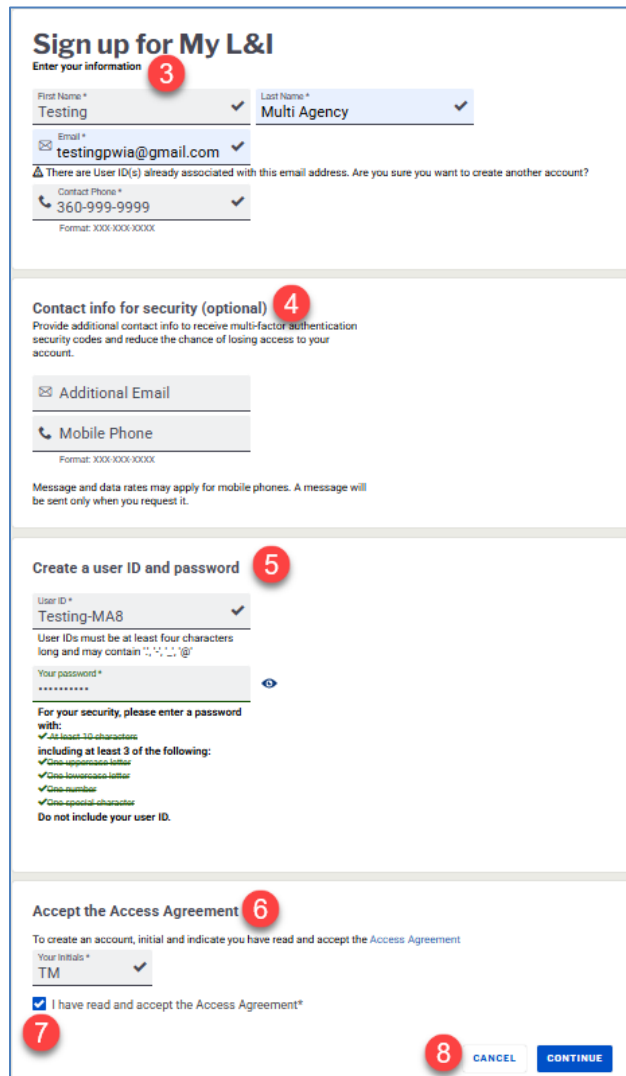
Returning users

User ID: Get User ID

Password: Reset my password

Log in

3. Enter your information
4. Enter Contact info for security (optional)
5. Create a user ID and Password
6. Accept the Access Agreement
7. Select Checkbox to accept Access Agreement
8. Select Continue



Sign up for My L&I
Enter your information **3**

First Name * ✓ Last Name * ✓

Email * ✓

⚠ There are User ID(s) already associated with this email address. Are you sure you want to create another account?

Contact Phone * ✓
Format: XXX-XXX-XXXX

Contact info for security (optional) **4**
Provide additional contact info to receive multi-factor authentication security codes and reduce the chance of losing access to your account.

Additional Email

Mobile Phone
Format: XXX-XXX-XXXX

Message and data rates may apply for mobile phones. A message will be sent only when you request it.

Create a user ID and password **5**

User ID * ✓
User IDs must be at least four characters long and may contain '-', '.', ':', '@'.

Your password * 👁

For your security, please enter a password with:

- ✓ At least 10 characters
- ✓ One uppercase letter
- ✓ One lowercase letter
- ✓ One number
- ✓ One special character

Do not include your user ID.

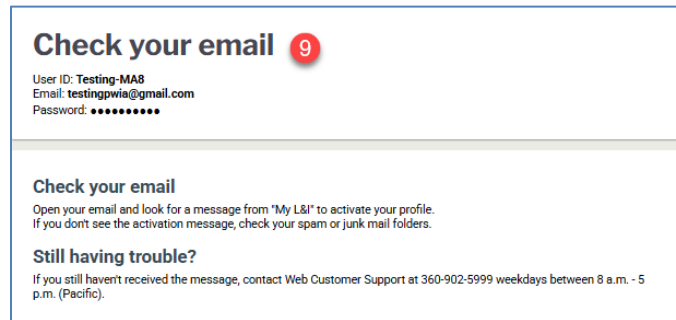
Accept the Access Agreement **6**
To create an account, initial and indicate you have read and accept the Access Agreement

Your initials * ✓

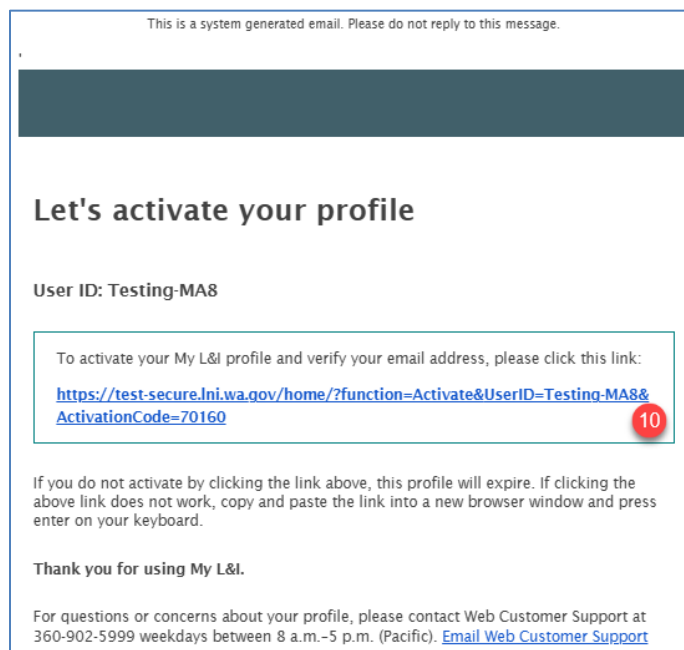
I have read and accept the Access Agreement*

7 **8** **CANCEL** **CONTINUE**

9. System will display *Check your email*



10. Select the link



11. User will receive screen with message *Your profile has been activated. Please Login.* Log in



12. Choose Method to receive Multi-Factor Authentication (MFA) code

The screenshot shows the 'Choose Method' step of a four-step MFA process. The progress bar at the top indicates step 1 is active. The main heading is 'Choose Method Multi-Factor Authentication (MFA)'. Below this, a message states: 'This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.' The question is 'How would you like to receive your verification code?'. The email address '***wia@gmail.com' is displayed. A red circle with the number '12' highlights a 'Send Code via Email' button. At the bottom, it says 'Receive the code in an email and enter it on the next screen.'

- 13. Enter Code
- 14. Select Submit

The screenshot shows the 'Enter Code' step of the MFA process. The progress bar indicates step 2 is active. The heading is 'Enter Code' with a red circle '13' next to it. The instruction is 'Please enter the code sent to ***wia@gmail.com'. There is a text input field with '2861-' followed by a blank space. Below the field are three buttons: 'Submit' (with a red circle '14'), 'Resend Code', and 'Choose another method'. A section titled 'If you do not receive an email with the authentication code:' contains a list of troubleshooting steps: check junk/spam folder, check other folders, refresh/update email application, add help@secureaccess.wa.gov as a contact, click 'Resend Code' (noting a two-minute limit), and contact the email service provider if needed.

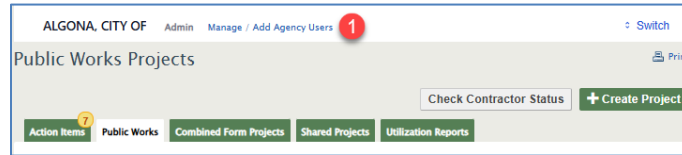
15. Select to Remember device?

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

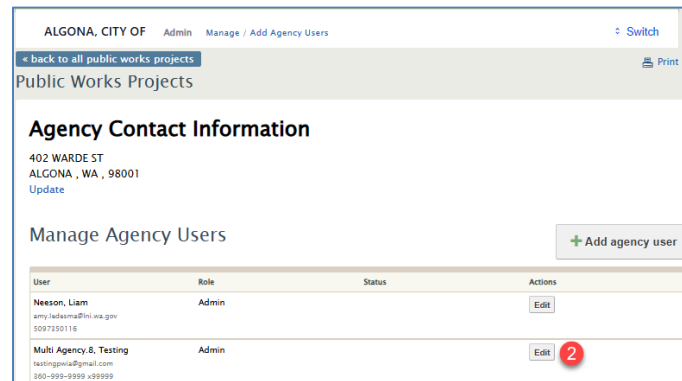
The screenshot shows the 'Remember device?' step of the MFA process. The progress bar indicates step 3 is active. The heading is 'Remember device?'. The instruction is 'Choose to remember this device to reduce how often you are required to enter a verification code.' Below this, it says 'If the device you are using is shared or public, we recommend you do not remember this device.' There is a radio button next to the text 'Yes, remember my device'. A red circle with the number '15' highlights a 'Submit' button at the bottom.

Adding Projects to a PM (Project Manager)

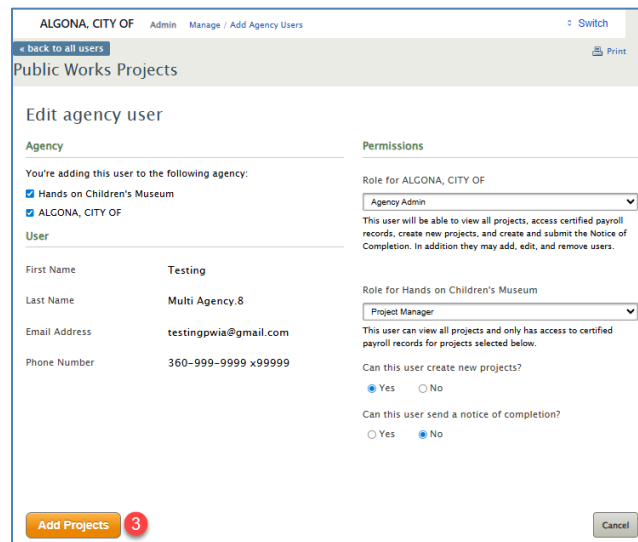
1. Select Manage/Add Agency Users



2. Select the Edit button for the user you are adding projects to.



3. Select Add Projects button



4. Select Filters to narrow search
 - a. Agency
 - b. Type of Project
 - c. Project Name
5. Select Apply filters button
6. Select Projects from the list by selecting the checkbox
7. Select Save Permissions button

ALGONA, CITY OF Admin Manage / Add Agency Users Switch

Public Works Projects

Edit agency user

Certified Payroll Access

Project managers may review all projects, but their access to certified payroll is limited to the projects that are selected below. Check the box of the project on the left to add it to the selected projects.

Filters 4

Agency: Hands on Children's Museum Type: This agency's public works projects Project Name: Project Name

Apply filters 5

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<input checked="" type="checkbox"/>	AA-88
<input checked="" type="checkbox"/>	AASW12.3.20
<input checked="" type="checkbox"/>	Apprentices
<input type="checkbox"/>	asdf
<input type="checkbox"/>	AA create small works
<input type="checkbox"/>	AA Create Project
<input type="checkbox"/>	Build your own river play area
<input type="checkbox"/>	Bond James Bond
<input type="checkbox"/>	Casino Royale Security System
<input type="checkbox"/>	2016 Hands on Children's Museum Roof Maintenance

Full list of currently selected projects with certified payroll access for user Testing Multi Agency.8:

- AA-88
- AASW12.3.20
- Apprentices
- Test 11-20-25EW

Save Permissions 7 Back to User Details

Once projects have been added, and User has selected to Save Permissions the system will go back to the Manage Agency Users screen and display "User Added", the Name of user, what agencies and roles were granted access to.

ALGONA, CITY OF Admin Manage / Add Agency Users Switch

Public Works Projects

Agency Contact Information

402 WARDE ST
ALGONA, WA, 98001
Update

Manage Agency Users + Add agency user

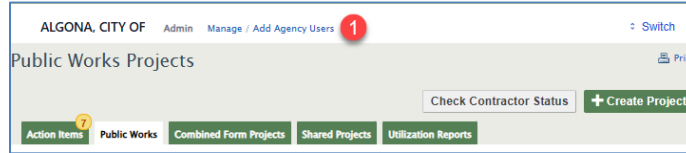
✓ User Added

Testing Multi Agency.8 has been added to the following agencies:

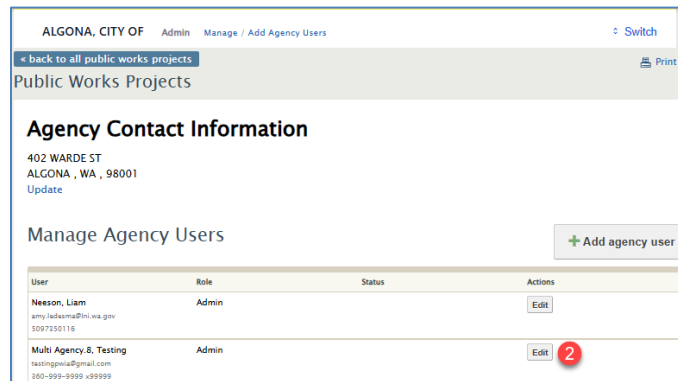
- ALGONA, CITY OF as an Admin
- Hands on Children's Museum as a Project Manager

Removing access for an Admin or PM

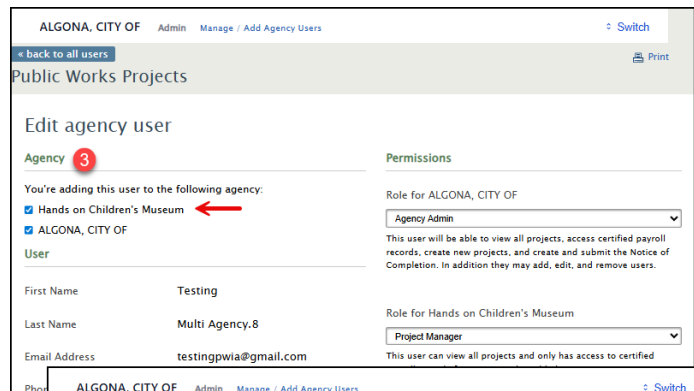
1. Select Manage/Add Agency Users



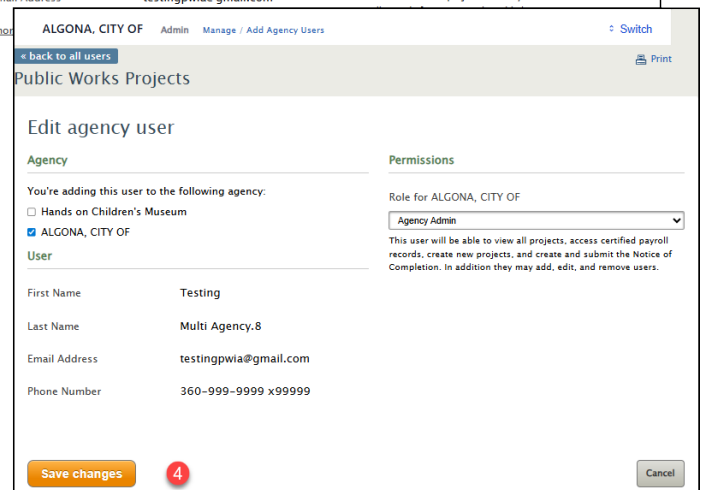
2. Select the Edit button for the user you are removing access



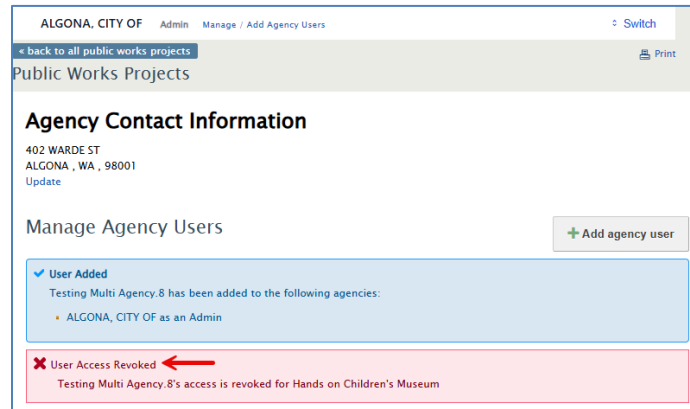
3. Select the Agency you are removing access for, system will remove the Agency from Permissions section



4. Select Save Changes button

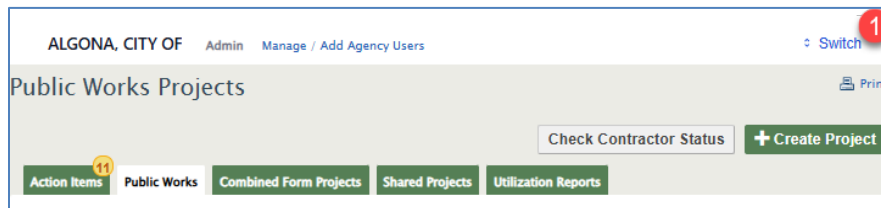


Once the access has been removed, and user has selected to Save changes the system will go back to the Manage Agency Users screen and display “User Access Revoked”, the Name of user, what agencies access is revoked for.



Switching between agencies

1. Select the Switch button



2. Select Choose for the Agency

