

## Population Estimate System

### Setting up a SAW Account and Registering with PES

This document will show you how to create a SecureAccess Washington (SAW) account and register your account with the Population Estimate System (PES). A SAW account is required to access PES.

#### **IMPORTANT! Before You Begin!**

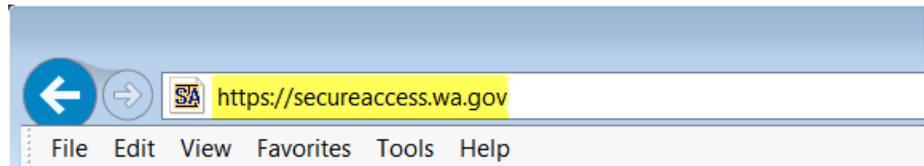
- **Internet Explorer 11** is the recommended browser. Other browsers such as Chrome or Firefox will work, but the systems may behave differently.
- If you already have a SAW account and your name precisely matches the name shown in the email instructions from pop.estimate@ofm.wa.gov, then skip to Step 10.

#### SecureAccess Washington

**1.** Start a browser session.

In the address bar, enter:

<https://secureaccess.wa.gov>



**2.** Click the **Create one** link to create a SAW account.



**3.** Click the **Start** button.

The numbered boxes at the top will track your progress through setting up your account.



SAW SecureAccess WASHINGTON

News Help

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 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.

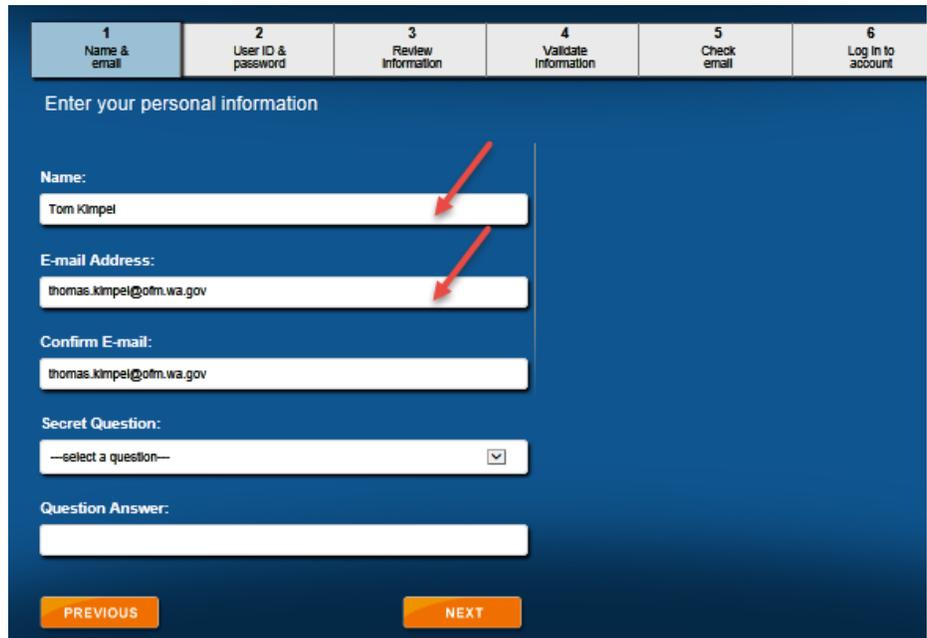
If you need help during this process, please contact us at, 888-241-7597.

**START**

**4.** Enter the Name and E-Mail Address exactly as shown in the account registration instructions email from pop.estimate@ofm.wa.gov.

The Secret Question and Question Answer are just for you to know.

Click the **Next** button.



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### Enter your personal information

Name:  
Tom Kimpel

E-mail Address:  
thomas.kimpel@ofm.wa.gov

Confirm E-mail:  
thomas.kimpel@ofm.wa.gov

Secret Question:  
--select a question--

Question Answer:  
[Text Field]

**PREVIOUS** **NEXT**

## 5. Create a User ID and Password.

The User ID can't contain spaces.

The right side of the screen will tell you if your password is secure or not.

This would be a good time to write down your User ID and Password. You will need them later.

Enter the **security code** characters.

Click the **Next** button to continue.

## 6. Review your information.

Click the **Next** button to continue.

Your password will expire after 24 months. You will be sent an email when the expiration date nears.

**7.** Check your email account for an email from [secureaccess@cts.wa.gov](mailto:secureaccess@cts.wa.gov).

*If you don't find it in your Inbox, check your Junk Mail folder.*

Click the **second link** below where it says "The easiest method is to click on the following link" to activate your account.

.....  
 \* 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 [Thomask105] 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=76979&userId=Thomask105>

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

1. Navigate to the SecureAccess Washington home page.
2. Click on "Activate your account".
3. In the "User ID" field enter Thomask105.
4. In the "Registration Code" field enter 76979.

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

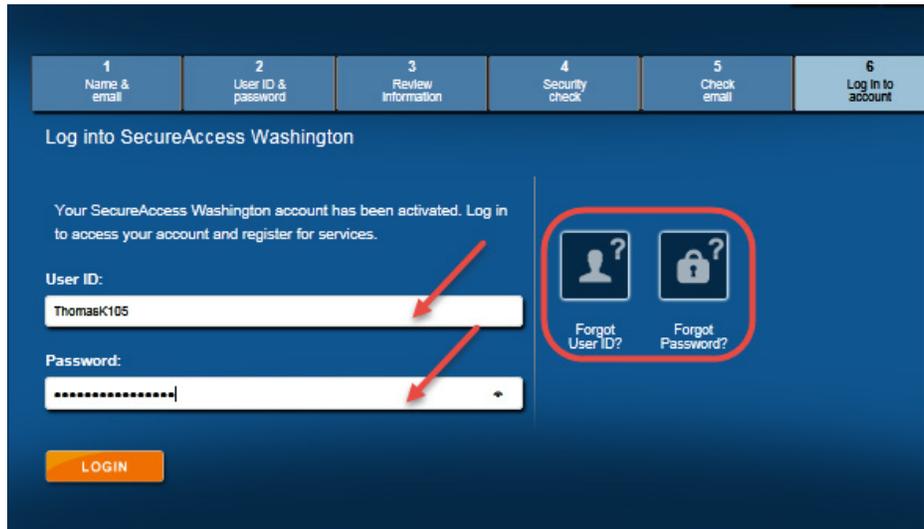
If you have questions about using SecureAccess Washington or need assistance using this service, please visit our customer support site at <http://support.secureaccess.wa.gov> or call 1-888-241-7597.

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

**8.** Enter your **User ID** and **Password**.

Click the **Login** button to continue.

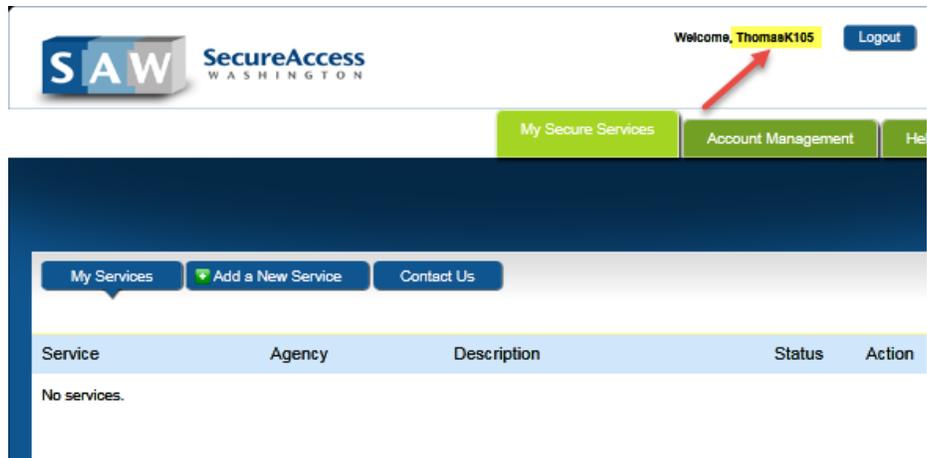
*Use the Forgot User ID or Forgot Password buttons, if you can't remember your login credentials.*



**9.** You should see your **User ID** in the upper-right corner.

**Congratulations!** Your SAW account is now set up.

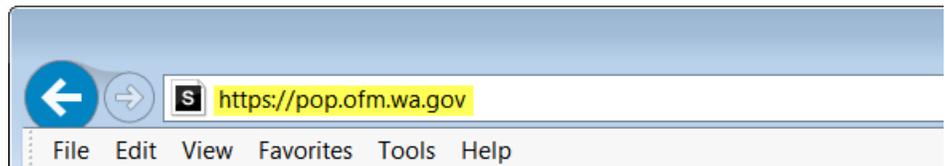
You can **Logout** of SAW now if you'd like.



**10.** To access PES, start a browser session.

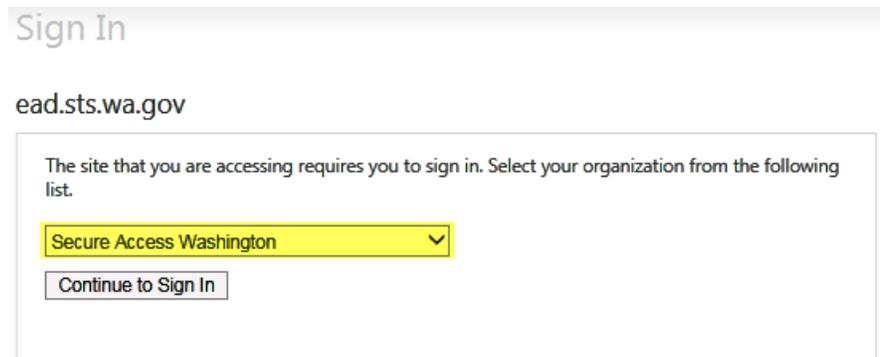
In the address bar, enter:  
<https://pop.ofm.wa.gov>

You will be taken to a **Sign In** screen.



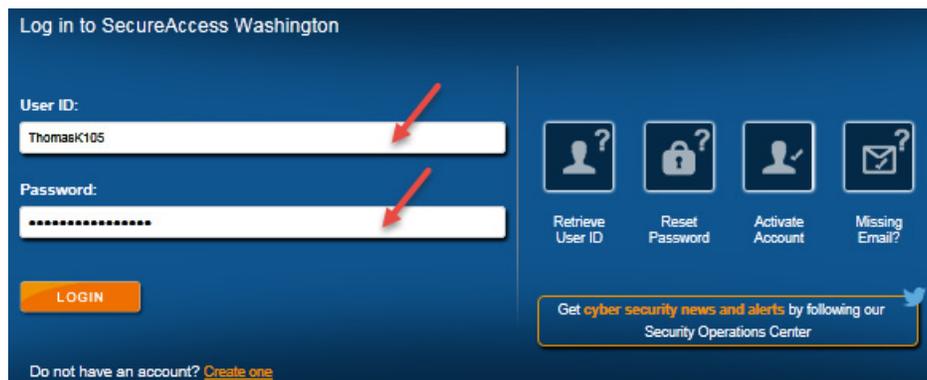
**11.** Choose **SecureAccess Washington** from the drop-down list.

Click **Continue to Sign In**.



**12.** Enter the **User ID** and **Password** that you created when you set up your SAW account.

Click the **Login** button.



**13.** The first time you get into PES, you'll need to enter the **PIN** that was provided in the account registration instructions email from [pop.estimate@ofm.wa.gov](mailto:pop.estimate@ofm.wa.gov).

Type in your **PIN** and then click the **Register** button to continue.

*You'll only have to enter your PIN the first time you login to PES.*

**14. Congratulations!** You have successfully registered your SAW account with PES and can now access the system.

You can review and edit your contact information, or if all is correct, proceed to the PES homepage.

*You'll only see this screen the first time you login to PES.*

*Once you reach the homepage, we recommend you create a bookmark for <https://pop.ofm.wa.gov>.*

**15.** For general instructions on how to use PES to enter Form A data, view reports and manage users, see the PES User Guide.

## Population Estimate System

### Activate Account

Prior to using system, you must complete the activation process.

If you have any questions, contact your office administrator.

\* indicates required field

Account: Tom Kimpel

PIN  \*

Register

### Successful Account Activation

Thank you for activating your Population Estimate System (PES) account.

We have the following contact information associated to you and your PES account. If anything is incorrect, click "Edit My Info" to proceed to our Manage Accounts page where you can edit that contact information. If everything is correct, or if you'd prefer to make those edits at a later date, click "Proceed To Homepage".

**Name:** Tom Kimpel  
**Address Line 1:** 210 11th Ave SW  
**City/State/Zip Code:** Olympia, WA 98504  
**Phone Number:** (360) 902-0596  
**Email Address:** [thomas.kimpel@ofm.wa.gov](mailto:thomas.kimpel@ofm.wa.gov)

Edit My Info
Proceed To Homepage

### [PES User Guide](#)

[http://www.ofm.wa.gov/pop/april1/ofm\\_april1\\_pes\\_user\\_guide.pdf](http://www.ofm.wa.gov/pop/april1/ofm_april1_pes_user_guide.pdf)