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!

- If you already have a SAW account and your name precisely matches the name shown in the email instructions from pop.estimates@ofm.wa.gov, then skip to Step 11.

SecureAccess Washington

1. Start a browser session.

   In the address bar, enter:
   https://secureaccess.wa.gov

2. Click the SIGN UP! button to create a SAW account.
3. Enter the First and Last Name along with the email address exactly as shown in the account registration instructions from pop.estimates@ofm.wa.gov

The USERNAME can be anything you choose.

As you type your PASSWORD, You will see if you’re meeting the requirements.

4. Click the I’m not a robot check box once you’ve completed all the required fields.

Select all the images as requested in the pop up verification window.

Click the VERIFY button.
5. Click the **SUBMIT** button once the **I’m not a robot** has a green check mark.

Click the **SUBMIT** button to continue.

6. You’ve created your account, but you’re not quite done.

7. Check your email account for an email from `secureaccess@cts.wa.gov`.

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

   Click the **link** to activate your account.
8. Congratulations! our SAW account is now set up.

Click the LOGIN button to continue.

9. Enter your USERNAME and PASSWORD.

Click the SUBMIT button to continue your login to SAW.

10. You successfully logged in to SAW with your new account.

Click the LOGOUT button to exit SAW.

You will not need to add a new service to access PES.
To access PES, enter https://pop.ofm.wa.gov in the URL of your browser session. You will be redirected to a Sign In screen.

Choose Secure Access Washington from the account list.

Enter your USERNAME and PASSWORD that you created when you set up your SAW account.

Click the SUBMIT button.
14. 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.estimates@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.

Note: if you do not get to this page or your get an authentication error, contact OFM at 360-902-0599

15. 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.

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

16. For general instructions on how to use PES to enter Form A data, view reports and manage users, see the PES User Guide. Visit the OFM April 1 population estimates program information web page to access the PES User Guide and other helpful information.