TRAINING GUIDE

Registering for an Account

Users that create an account with SecureAccess Washington will be able to work in the Case Management System (CMS). While all users can search cases and orders and view the public calendar, only users with an account will be able to file appeals and petitions and see cases they are involved in.

Step 1

To register for an account, select the *Create a User Account or Login* button from the CMS home page. You will be connected to the SecureAccess Washington web page to login to an existing account or sign up for a new account.

Note: Attorneys and unrepresented parties in a case must create SecureAccess Washington accounts to receive important case information.

The SecureAccess Washington account will allow one e-mail address. If you need additional people to be notified about a case, such as when board orders are published, please e-mail feedback@eluho.wa.gov. Be sure to include the case number, case name, and e-mail addresses of anyone you want to receive notification related to the case.

Step 2

Fill out all required information and select *Create my Account.*

Step 3

Check your e-mail for an activation link. Once you activate your account, you will be able to login to the CMS.