

# Shellfish Export Certificate Payment Guide

Washington State Department of Health

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## Receiving Invoices

### Emailed Monthly

Invoices are emailed monthly to the export agent and primary email account on file for the shellfish company. They include a detailed statement of all certificates approved the prior month.

## Accessing the Payment System

### New User Login Instructions

Follow each step to ensure your successful online renewal.

First-time users must start by creating an account with SecureAccess Washington (SAW).

### Already Have a SAW Account

If you have an existing SAW account, skip to step 7 for instructions to login and sign up for online payment services.

Note: Contact Consolidated Technology Services (24 hours) at 888-241-7597 or email them at [servicedesk@cts.wa.gov](mailto:servicedesk@cts.wa.gov) if you experience problems with the SAW website.

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## Step 1

Get started at <https://secureaccess.wa.gov>

## Step 2

Select **SIGN UP!**

**WELCOME**  
to your login for Washington state.

SecureAccess Washington

**SIGN UP!** GET HELP TIPS ON

**LOGIN**

USERNAME

PASSWORD

SUBMIT


[Forgot your username?](#) | [Forgot your password?](#)

**ON BEHALF OF**  
**WASHINGTON STATE AGENCIES**

### Step 3

Enter your personal information, create a password and select **I'm not a robot**. Choose the verification images, select **VERIFY**, then select **SUBMIT**.

Note: Be sure to create a password that meets the requirements of SAW. Passwords must be at least 10 characters and need at least one uppercase letter, one lowercase letter, and either one number or one special character. Don't include your user ID or your full name in the password.



## SIGN UP!

Not sure if you already have an account? [CHECK NOW](#)

**FIRST NAME**

**LAST NAME**

**EMAIL**


**USERNAME**

**PASSWORD REQUIREMENTS**


Add at least 10 more characters  
Add a special character or a lower case letter or an uppercase letter or a number

**PASSWORD**

**CONFIRM PASSWORD**

I'm not a robot 

Select all images with a **bus**




[VERIFY](#)

[SUBMIT](#)

### Step 4

Check your email account to activate your new SAW account.



## SIGN UP!

Not sure if you already have an account? [CHECK NOW](#)

### CHECK YOUR EMAIL

An activation link has been sent to your email. You must click the link to activate your account before you can login.

## Step 5

Select the link in your email message: **To activate your account, please click:**



Fri 8/3/2018 8:55 AM

secureaccess@cts.wa.gov

SecureAccess Washington : Welcome to SecureAccess Washington

You are almost finished,

Thank you for signing up with Secure Access Washington.

Your username is:

To activate your account, please click: <https://secureaccess.wa.gov/public/saw/pub/regConfirm.do?s=64145&userId=>

For questions or concerns about your SecureAccess Washington account, please visit <https://secureaccess.wa.gov/public/saw/pub/help.do>

Thank you,  
The Secure Access Washington Team

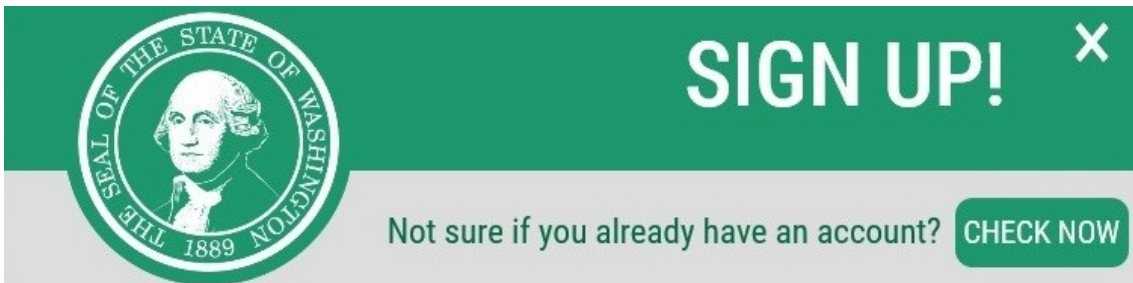
-----  
This is an automated message sent by SecureAccess Washington.

Login at <https://secureaccess.wa.gov>

If you require assistance, please leave us a note at <https://secureaccess.wa.gov/public/saw/pub/help.do>

## Step 6

Select **LOGIN**.



The banner features the Seal of the State of Washington on the left, which includes a portrait of George Washington and the text "THE SEAL OF THE STATE OF WASHINGTON" and "1889". To the right of the seal, the text "SIGN UP!" is displayed in large white letters on a green background, with a white "X" icon to its right. Below this, on a grey background, is the text "Not sure if you already have an account?" followed by a green button with white text that says "CHECK NOW".

**ACCOUNT ACTIVATED!**

Your account is activated and you can now login.

**LOGIN**

## Step 7

Enter the user ID and password you just created. Select **SUBMIT**.

**WELCOME**  
to your login for Washington state.

SecureAccess  
Washington

SIGN UP! GET HELP TIPS ON

**LOGIN**

USERNAME **SAW Username**

PASSWORD **SAW Password**

**SUBMIT**

[Forgot your username?](#) | [Forgot your password?](#)

ON BEHALF OF

WASHINGTON  
STATE  
AGENCIES

## Step 8

After logging in, select **ADD A NEW SERVICE**.

**GOOD MORNING!**  
What can we help you access today?

SecureAccess  
Washington

ACCOUNT GET HELP TIPS ON LOGOUT

**ADD A NEW SERVICE**

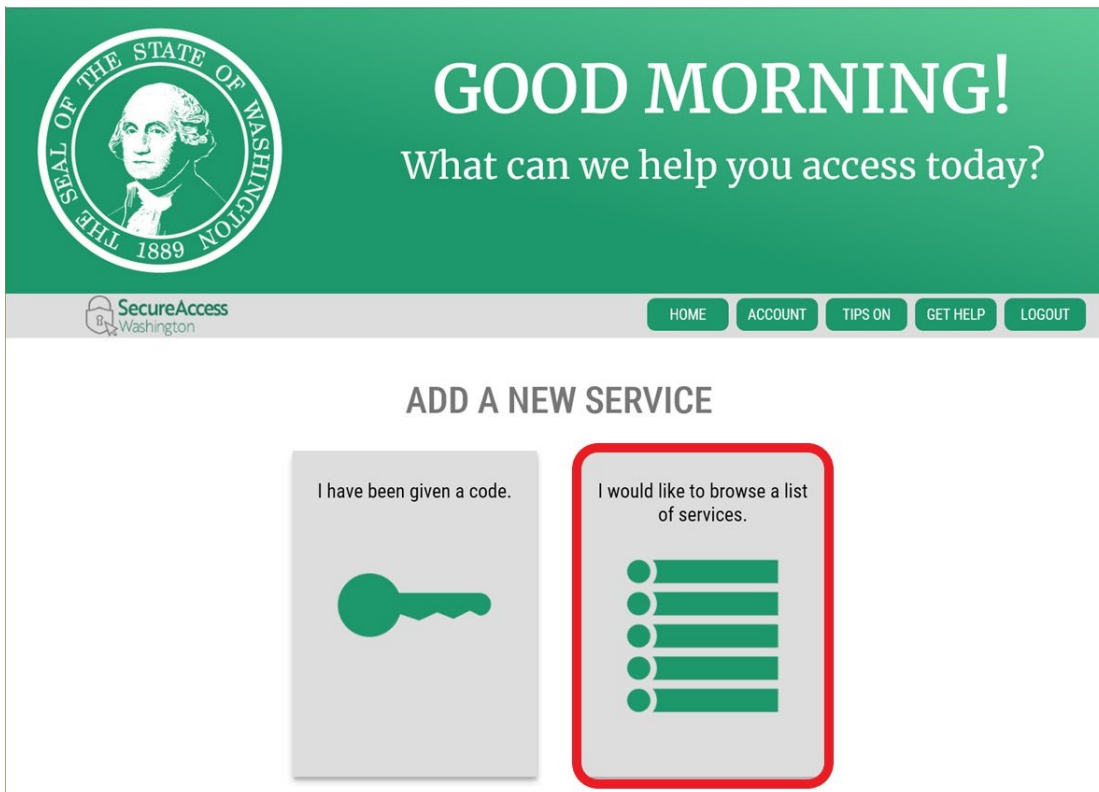
| SERVICE   | DESCRIPTION | MEMBERSHIP | ACTION |
|---|-------------|------------|--------|
| Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above. |             |            |        |

SHOWING YOUR SERVICES FROM  
ALL OF WASHINGTON

WASHINGTON  
STATE  
AGENCIES

## Step 9

Select **I would like to browse a list of services.**



**GOOD MORNING!**  
What can we help you access today?

SecureAccess  
Washington

HOME ACCOUNT TIPS ON GET HELP LOGOUT

### ADD A NEW SERVICE

I have been given a code.

I would like to browse a list of services.

## Step 10

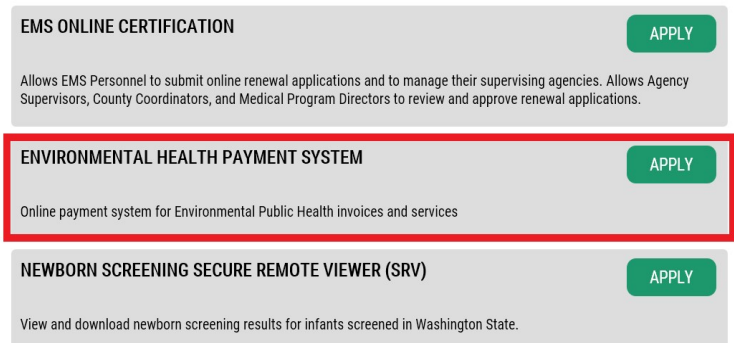
Click on **Department of Health** to expand the list, select **ENVIRONMENTAL HEALTH PAYMENT SYSTEM** and click **APPLY**.



### ADD A NEW SERVICE

- Board of Accountancy
- Consolidated Technology Services
- Department of Archaeology and Historic Preservation
- Department of Commerce
- Department of Ecology
- Department of Financial Institutions
- Department of Health**
- Department of Labor and Industries
- Department of Licensing
- Department of Natural Resources
- Department of Revenue

### SERVICES FROM DOH



**EMS ONLINE CERTIFICATION** [APPLY](#)

Allows EMS Personnel to submit online renewal applications and to manage their supervising agencies. Allows Agency Supervisors, County Coordinators, and Medical Program Directors to review and approve renewal applications.

**ENVIRONMENTAL HEALTH PAYMENT SYSTEM** [APPLY](#)

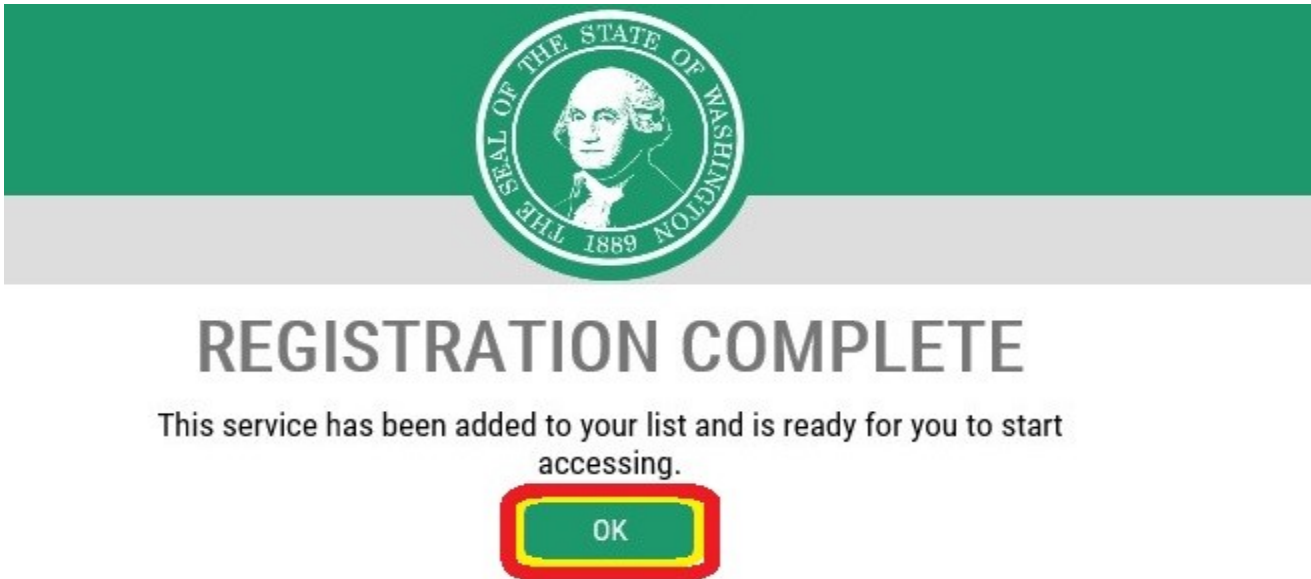
Online payment system for Environmental Public Health invoices and services

**NEWBORN SCREENING SECURE REMOTE VIEWER (SRV)** [APPLY](#)

View and download newborn screening results for infants screened in Washington State.

## Step 11

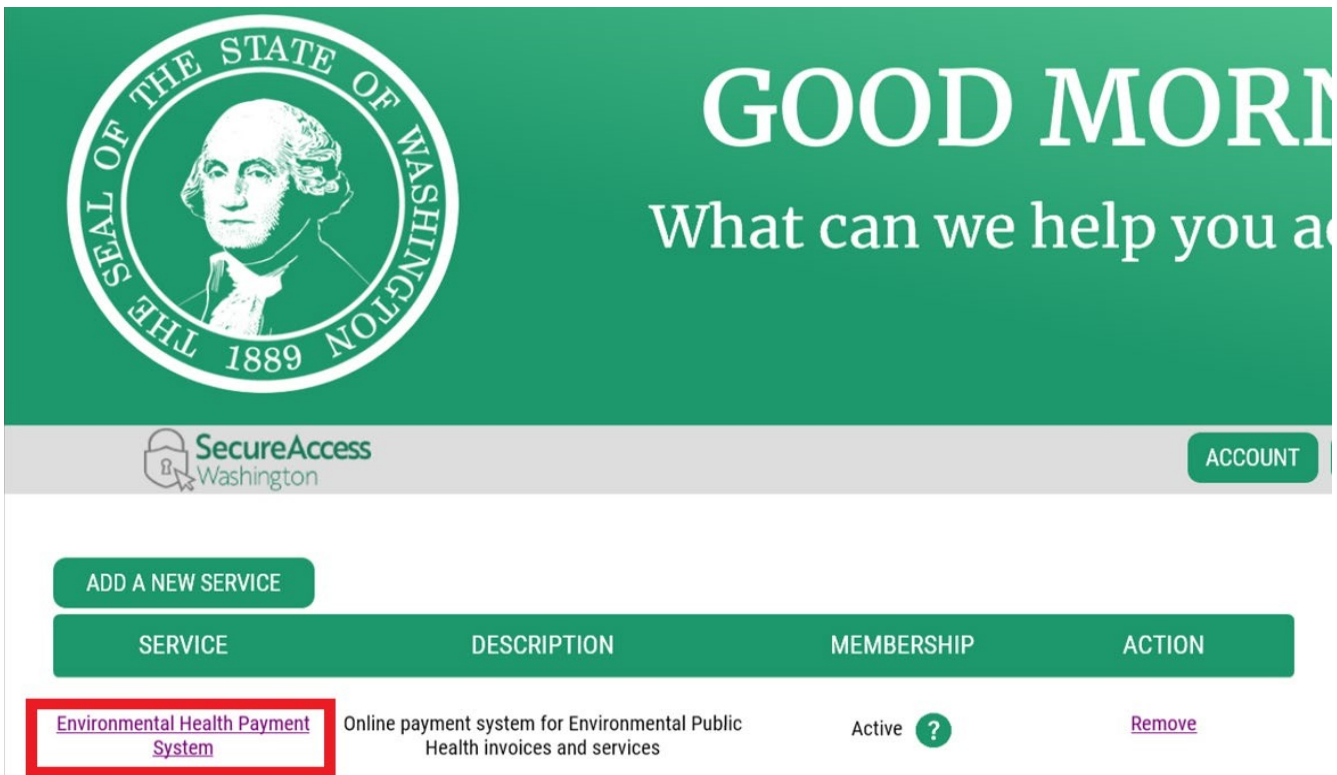
You will see the REGISTRATION COMPLETE page. Select **OK**.



The image shows a registration completion screen. At the top is the Seal of the State of Washington. Below it, the text reads "REGISTRATION COMPLETE" in large, bold letters. Underneath, a message states: "This service has been added to your list and is ready for you to start accessing." A green button with the text "OK" is centered below the message and is highlighted with a red and yellow border.

## Step 12

Select the link for **Environmental Health Payment System**.



The image shows the SecureAccess Washington dashboard. At the top left is the Seal of the State of Washington. To the right, the text reads "GOOD MORNING" and "What can we help you a...". Below this is the SecureAccess Washington logo and an "ACCOUNT" button. A green button labeled "ADD A NEW SERVICE" is visible. Below that is a table with the following columns: SERVICE, DESCRIPTION, MEMBERSHIP, and ACTION.

| SERVICE   | DESCRIPTION   | MEMBERSHIP            | ACTION                 |
|---|---|-----------------------|------------------------|
| <a href="#">Environmental Health Payment System</a> | Online payment system for Environmental Public Health invoices and services | Active <span>?</span> | <a href="#">Remove</a> |

## Step 13

Click **CONTINUE** to be directed to the Department of Health Environmental Public Health Online Payment System page.



NOW ACCESSING



You are now accessing Environmental Health Payment System provided by Department of Health. If you require assistance, the Environmental Health Payment System help desk can be reached at [ITServiceDesk@doh.wa.gov](mailto:ITServiceDesk@doh.wa.gov) or 360-236-4357.

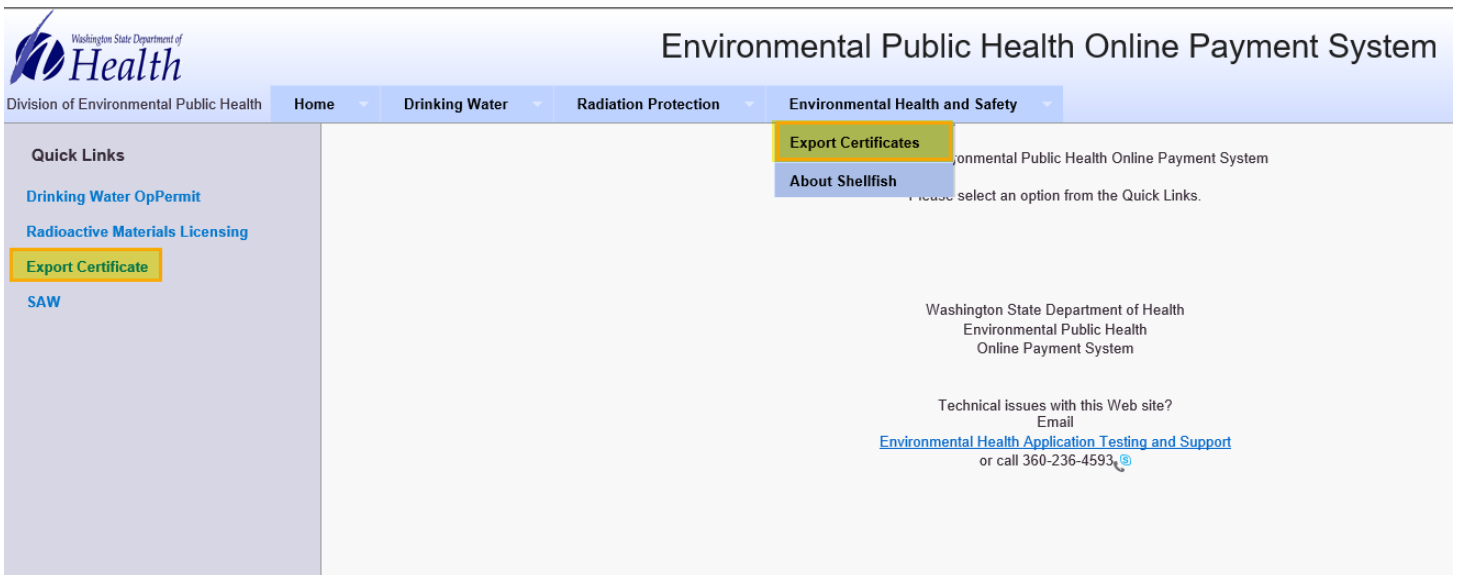
CANCEL

CONTINUE

## Step 14

Follow each step to ensure you complete your online payment successfully.

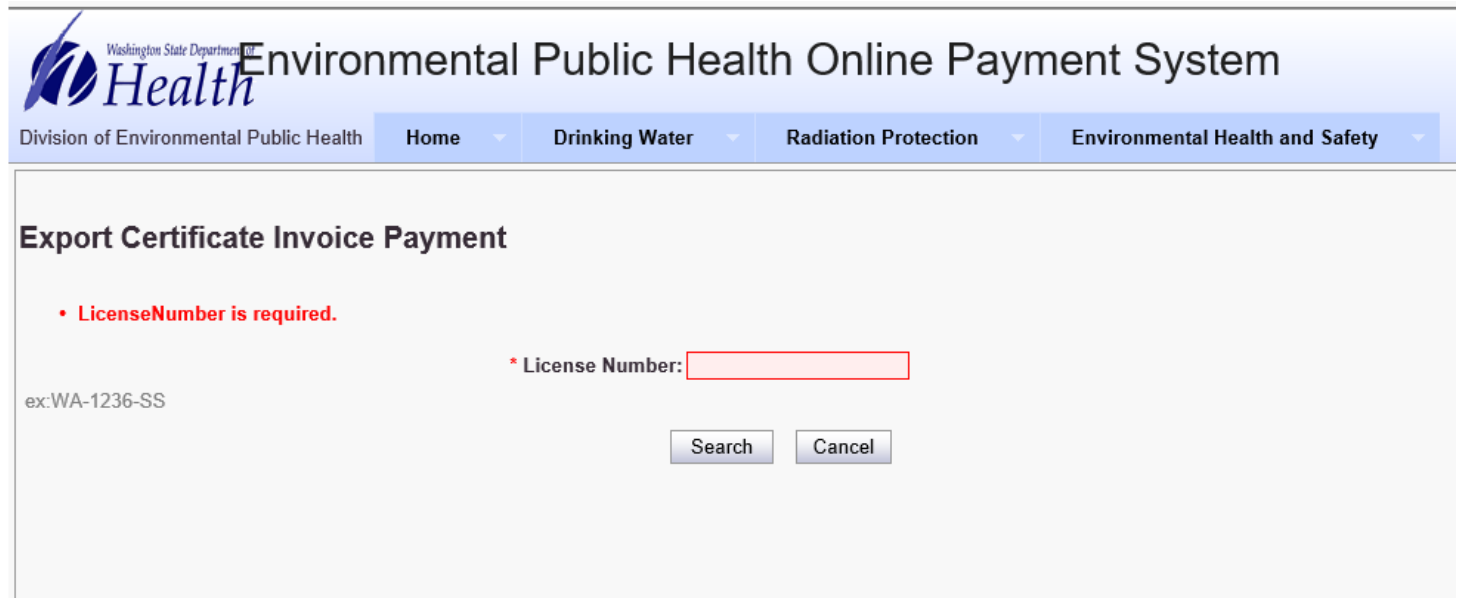
From the home page, select **Export Certificates** from the drop-down list on the Environmental Health and Safety tab, or select **Export Certificate** from the Quick Links on the left-hand navigation.



The screenshot shows the 'Environmental Public Health Online Payment System' interface. At the top left is the Washington State Department of Health logo. The main navigation bar includes 'Home', 'Drinking Water', 'Radiation Protection', and 'Environmental Health and Safety'. The 'Environmental Health and Safety' dropdown menu is open, showing 'Export Certificates' and 'About Shellfish'. On the left-hand navigation, 'Export Certificate' is highlighted. The main content area displays the system name and contact information for technical issues.

## Step 15

Enter the **License Number** assigned to your shellfish company in the format shown on your license (Example: WA-XXXX-SS). Select **Search**.



Washington State Department of Health  
Environmental Public Health Online Payment System

Division of Environmental Public Health Home Drinking Water Radiation Protection Environmental Health and Safety

### Export Certificate Invoice Payment

• LicenseNumber is required.

\* License Number:

ex:WA-1236-SS

Search Cancel

## Step 16

Your Shellfish Company License number, Shellfish Company name, and invoice information should now appear. Verify that the information matches the information on your invoice.

Check the **Select Invoice(s) to make a payment** you want to pay using the checkboxes on the left-hand side of the screen. You can select multiple invoices and pay them all at once. Click **Continue** at the bottom of the page.



Washington State Department of Health  
Environmental Public Health Online Payment System

Division of Environmental Public Health Home Drinking Water Radiation Protection Environmental Health and Safety

### Export Certificate Invoice Payment

\* License Number: WA-1077-SS

ex:WA-1236-SS

Search Cancel

Select Invoice(s) to make a payment

| License Number                                 | Licensee Name | Invoice Type | Invoice Year | Invoice DueDate | Invoice Total Amount | Balance Due |
|--|---------------|--------------|--------------|-----------------|----------------------|-------------|
| <input checked="" type="checkbox"/> WA-1077-SS |               | ExportCert   | 2019         | 09/30/2019      | \$ 55.00             | \$ 55.00    |
| <input type="checkbox"/> WA-1077-SS            |               | ExportCert   | 2019         | 11/30/2019      | \$ 110.00            | \$ 110.00   |
| <input type="checkbox"/> WA-1077-SS            |               | ExportCert   | 2019         | 12/31/2019      | \$ 220.00            | \$ 220.00   |

Continue



## Step 17

Your Shellfish Company Number, Shellfish Company Name, and invoice information should appear. Verify that the information matches the information on your invoice. Click **Pay Now**.

Washington State Department of Health  
Division of Environmental Public Health

Home Drinking Water Radiation Protection Environmental Health and Safety

Entity ID: **WA-1077-SS** Entity Name:

The following entities are selected for payment. Click '**Pay Now**' to proceed to payment portal.

| Entity ID  | Entity Name          | Invoice Year | Invoice DueDate | Invoice Total Amount | Balance Due |
|------------|----------------------|--------------|-----------------|----------------------|-------------|
| WA-1077-SS | <input type="text"/> | 2019         | 09/30/2019      | \$ 55.00             | \$ 55.00    |
| WA-1077-SS | <input type="text"/> | 2019         | 11/30/2019      | \$ 110.00            | \$ 110.00   |

Invoice(s) Amount Due: \$ 165.00

Total Payment: \$ 165.00

## Step 18

Choose a method of payment, then select **Next**.

If you **Pay by electronic check**, you must choose either **Personal** or **Business** on Account Type. For business checks, you will need to provide the business tax ID number for verification.

If you **Pay by credit card** (VISA or MasterCard), there is a 2-percent convenience fee.

Washington State Department of Health  
Environmental Public Health Online Payment System

Payment Method

\* Indicates required field

**Choose method of payment**

Pay by electronic check

\* Account Type:

Pay by credit card

VISA MasterCard

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## Step 19

Complete the required payment information and select **Next**. The billing address must be what your financial institution has on file for verification purposes or the renewal attempt will be unsuccessful.

## Step 20

Review your payment information. Select **Pay Now**.

Payment Review

| Address  |
|--|
| Billing Address:<br>Billing information/verification address appears here. |
| Payment Method   |
| Payment type and account information appears here.                         |
| Payment Amount   |
| Amount: 70.00 USD<br>Convenience Fee: 2.50 USD<br>Total: 72.50 USD         |

[Bac](#) [Pay Now](#) [Exit](#)

## Step 21

You will receive a message that reads Approved! You may print a receipt for your records by selecting **Print Receipt**. Note: There will be *no* emailed receipt for your transaction.

## Step 22

At the top of the screen, select **Logout**. Then select **OK** to end your session.

## Questions

If you have questions regarding your invoice, contact our office at 360-236-3330 or [shellfish@doh.wa.gov](mailto:shellfish@doh.wa.gov).

For persons with disabilities, this document is available in other formats. Call 711 Washington Relay Service or email [civil.rights@doh.wa.gov](mailto:civil.rights@doh.wa.gov).