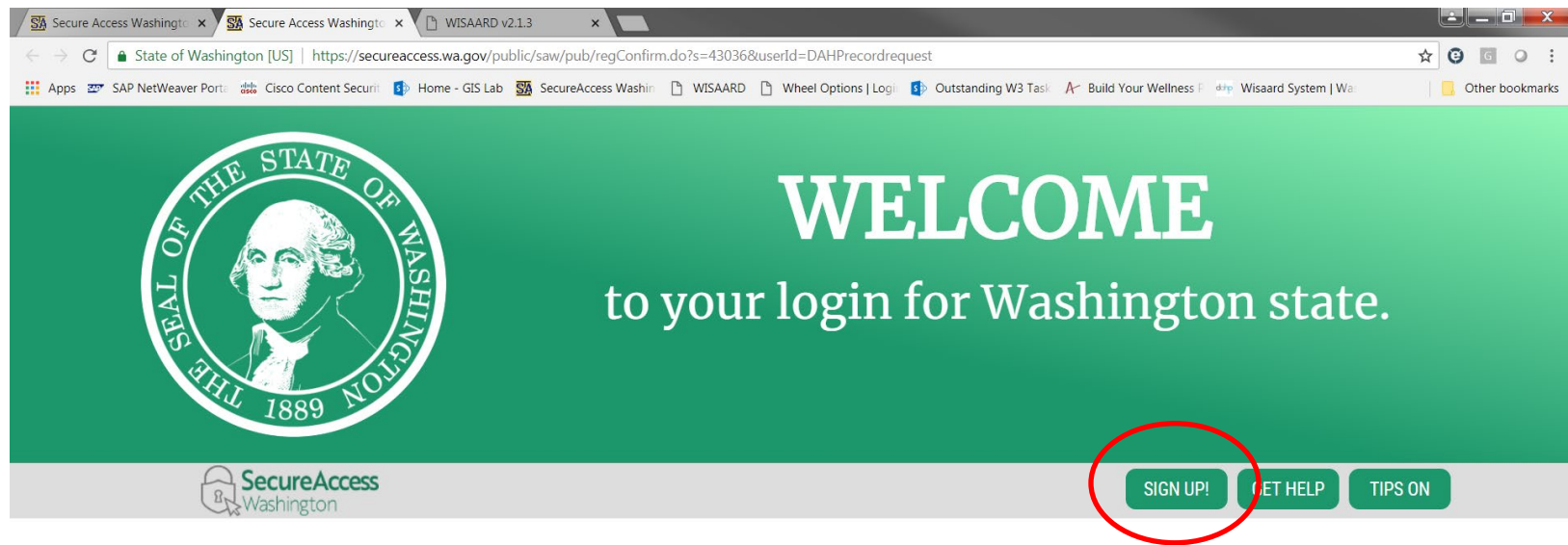


WISAARD REGISTRATION INSTRUCTIONS

STEP 1: Go to <https://secureaccess.wa.gov/> and follow the prompts to create a new account. (Please note that this must be done first to complete further steps. *Please use only lowercase letters and numbers in your username to avoid problems logging in. No special characters or symbols*)

If you already have an active SAW account you do not need to create a new one.



LOGIN

USERNAME

PASSWORD

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



STEP 2: Once you have a SAW account the next step is to Fill out the Registration Form. You can find the link to the form on the DAHP WISAARD system page:

<https://dahp.wa.gov/project-review/wisaard-system> or here is the direct link:
<https://www.emailmeform.com/builder/form/itdQJh0X5y228IDerzM>

The form looks like this:

The screenshot shows a web browser window displaying the 'Wisaard Registration' form. The form is titled 'Wisaard Registration' and includes the following fields:

- Name ***: Three input boxes labeled 'First', 'Middle', and 'Last'.
- Phone ***: Three input boxes labeled '###', '###', and '####'.
- Email ***: A single input box.
- Other email address (if applicable)**: A single input box.
- Secure Access Washington username**: A single input box. Below it, a note states: '*Usernames are case sensitive. Please enter exactly as it appears in SAW. *
- Organization**: Two input boxes labeled 'Org 1' and 'Org 2'.

The DAHP logo is visible in the top right corner of the form area. The browser address bar shows the URL: [emailmeform.com/builder/form/itdQJh0X5y228IDerzM](https://www.emailmeform.com/builder/form/itdQJh0X5y228IDerzM).

If you need archaeology access please go to this page <https://dahp.wa.gov/project-review/wisaard-system/the-secure-side-of-wisaard> and follow the instructions for completing a WISAARD User Agreement. **Archaeology access will not be granted, even if the box is checked, until DAHP receives an agreement and it is approved by staff.**

You will receive an email from a DAHP staff person (not automated) when your registration is complete. The email will include instructions for logging in to WISAARD.

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