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Power your job search with the information, tools and resources you need!

# Create Your Account at WorkSourceWA.com

WorkSourceWA.com was built for Washington businesses and job seekers. The free site lists more than 100,000 Washington jobs and offers useful career tools and resources to power your job hunt.

While you can search for jobs without logging in, you must have an account to create a résumé or apply for a job.

## Instructions:

### 1. Go to [WorkSourceWA.com](http://WorkSourceWA.com).

Select *Job Seeker*.

### 2. Log in with your **SecureAccess Washington (SAW) account**.

Once you sign in to your SAW account, proceed to Step 5 where you will complete your WorkSourceWA registration.

### 3. If you don't have a SAW account, select **Sign Up in the Need an account? box**.

Complete all items marked with a red asterisk (\*) on the *User Setup* page. Be sure to write down and keep your email address, username and password. You'll need them each time you access WorkSourceWA.com. When finished entering your personal information, select *Next*.

*(Continue to **STEP 4** on reverse side) >*



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WorkSource is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities. Washington Relay Service: 711

WorkSourceWA.com

#### 4. A confirmation page will display on your device or monitor.

We'll send you an activation email to the email address you provided. Next, sign in to your email account, find the email from WorkSourceWA.com and select the link provided to activate your WorkSourceWA.com account.

#### 5. You will be taken back to the WorkSourceWA.com Sign-In page.

Here you'll see a message in green confirming your account has been activated. Enter the username and password you created and select *Sign in*.

#### 6. You are now registered with Secure Access Washington (SAW)

Please complete all the items marked with a red asterisk (\*) on the *User setup* page. You may qualify for special programs and training assistance. Your information is secure and will **NOT** be shared outside of the WorkSource Washington system.

WorkSourceWA.com password change request Inbox x

WorkSourceWashingtonNoReply@esd.wa.gov

1:38 PM (1 hour ago) ☆ ↶ ⋮

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Dear c

We received a request to change your password.

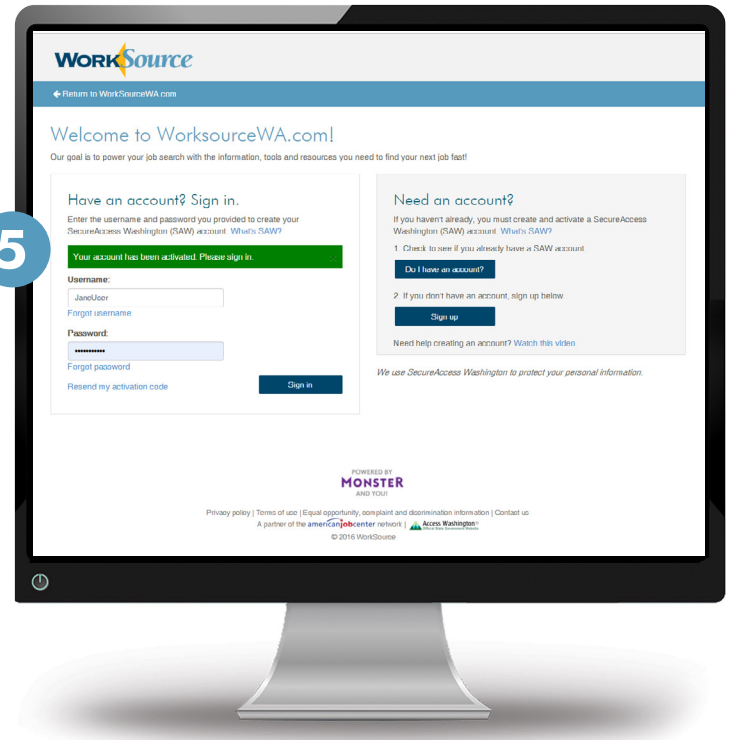
**Here is your temporary password: Y5PB8SA4J7**

Once you sign in, be sure to create a new password and keep it secure. Never reveal it to anyone or respond to any request for it.

Sincerely,

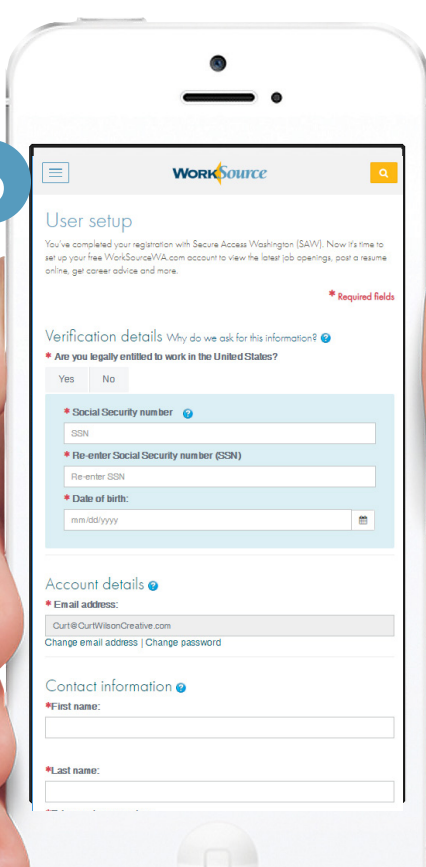
The WorkSource Team

4



5

6



### Need help?

If you need more help, call SAW at 888-241-7597 or WorkSource Live Chat at 888-316-5627.

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