Creating a Background Check Portal Account

1. Using Google Chrome browser, go to the Background Check Portal (BCP) website: https://apps.dcyf.wa.gov/BackgroundCheckPortal/Welcome.

2. Click the "Sign in or Register" button, which will take you to the SecureAccess Washington login page.
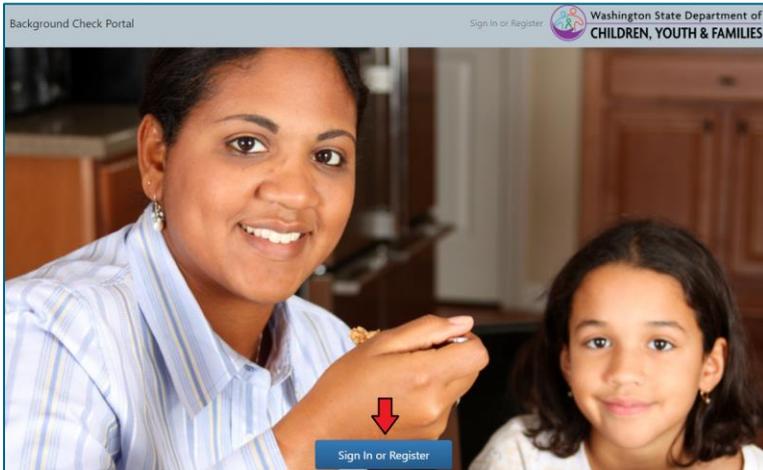
3. Click the "Sign Up!" button.
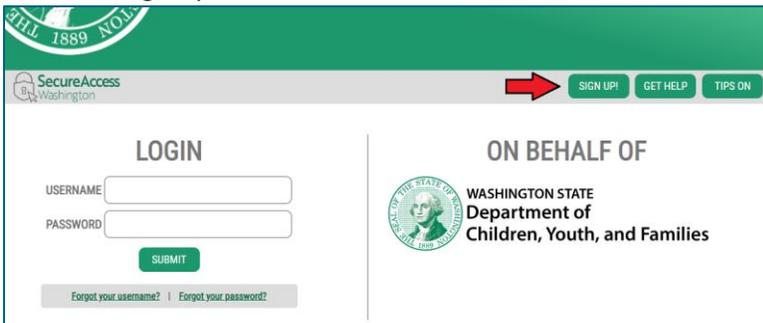
   Please note: If you have an existing Secure Access Washington (SAW) account, skip to step 8.

4. Fill out the form that appears with your information. Click the "I'm not a robot" box and click "Create my account".

5. You will receive a notification saying that an activation link has been sent to your email.
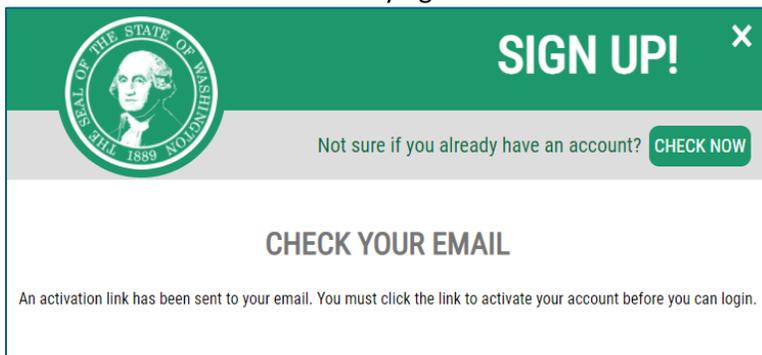
6. Click the activation link in the email to activate your account.

7. Using Google Chrome, return to the BCP website https://apps.dcyf.wa.gov/BackgroundCheckPortal/Welcome and click the "Sign in and Register" button.

8. On the SecureAccess Washington login page, enter the username and password you chose during the account creation process and click "Submit."

9. On the next page, you will set up Multi-Factor Authentication on your account. Chose the method on how you would like to receive your verification code.
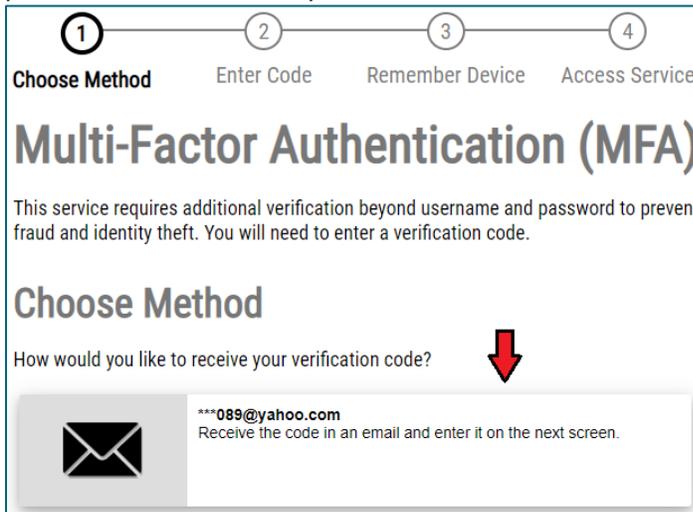
10. A code will be sent to your email address, enter the code in the field provided and click "Submit".
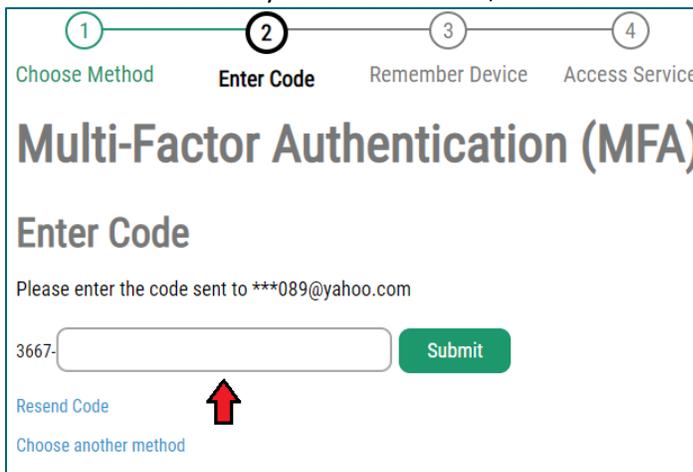
11. On the next screen, you will be given the option to remember the device you are using for future log ins. Check the "Yes, remember my device" option or leave it blank and click "Submit".

12. On the next page, click the "I am a new user" button.

13. A registration form will pop up. The first name, last name, and primary email address fields should be pre-populated. Enter your date of birth and click "Save."

14. You are now ready to submit a Child Abuse & Neglect request through the portal.