

Things to know before you register:

- Google Chrome is the preferred browser, but Edge, Internet Explorer, Firefox, and Safari will also work.
- Continuation coverage (COBRA or Unpaid Leave subscribers) **must use** the [SEBB Continuation Coverage enrollment forms to enroll](#).

1. Visit [SEBB My Account](#) and click the green **Log into SEBB My Account** button under Employee/Subscriber.

- a. You will be directed to **SecureAccess Washington (SAW)** to create an account.
(**Why do I need a SAW account?** SAW is the state's secure single sign-on portal for external users. A SAW account will keep your sensitive information secure. You can access multiple government services online with a single user ID and password that you create and manage yourself.)

2. To create a SAW account:

. Click **Sign up**.

a. Enter your:

- i. Name
- ii. Personal email address
- iii. A username
- iv. A password

(If you already have a SAW account, enter your username and password and skip to step 5.) Remember to save your username and password in a safe place so you don't forget it the next time you log in.

b. Click the box to indicate you are not a robot.

c. Click the **Submit** button.

d. Follow the link to activate your account.

3. Check your email for a message from SAW.

- . Click on the confirmation link, then close the account-activated browser window that opens, and return to your original window.
 - a. Follow the instructions on the screen to finish creating your account.
4. You will be redirected back to **SEBB My Account**.
 - . Enter your:
 - . Last name
 - i. Date of birth
 - ii. Last four digits of your Social Security number
5. Click **Verify my information**.
6. Select your security questions and add answers. You will be directed to the **SEBB My Account** dashboard.

Need help registering? Watch the [SEBB My Account training video series](#) for a walkthrough of how to register. You can also use the [SEBB My Account User Guide](#).

What information do I need to enroll my dependents?

For your spouse, state-registered domestic partner, or any children, you will need:

- Name
- Social Security number
- [Verification documents](#)

Troubleshooting

How do I change my address?

You will need to contact your payroll or benefits office to change your address.

I forgot my password

After clicking on 'Log into SEBB My Account' Click on Forgot your password. You will be provided with instructions on resetting your password to your email address registered in SAW.

I have successfully logged in before, but now I am not recognized by SEBB My Account.

Verify you logged in with the same SAW account (email address) you used before. If using a different SAW account than used previously to login to SEBB My Account, re-enter your last name, last four digits of your social security number and your date of birth. You will then be prompted to answer the three security questions you answered when you first accessed SEBB My Account. If you do not remember the answer to your security questions contact your benefits administrator for assistance.

I logged in through SAW, but received a message "No records were found matching the info provided."

Please verify with your benefits administrator two things:

1. You are eligible for SEBB benefits, and reported eligible into SEBB My Account by your organization/district
2. Your last name, date of birth and last four of your Social Security number match what your administrator entered into SEBB My Account