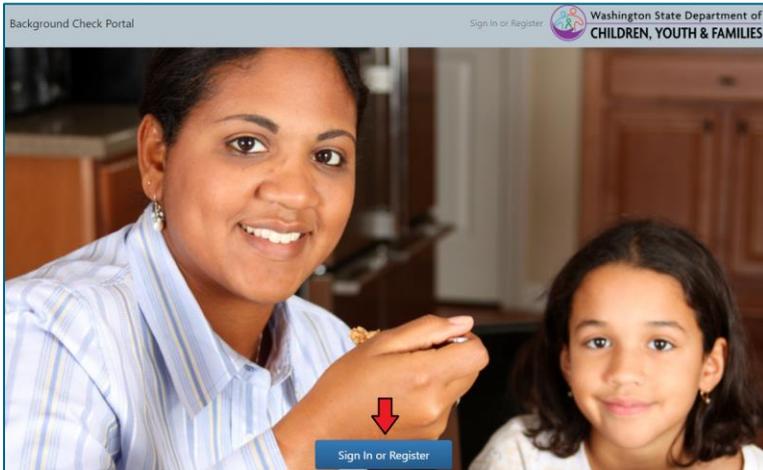
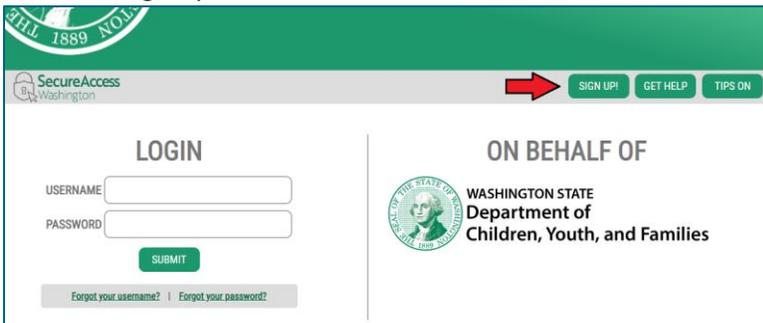


Creating a Background Check Portal Account

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”.

Sign Up! ✕

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SKILL account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.

Username and Password

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

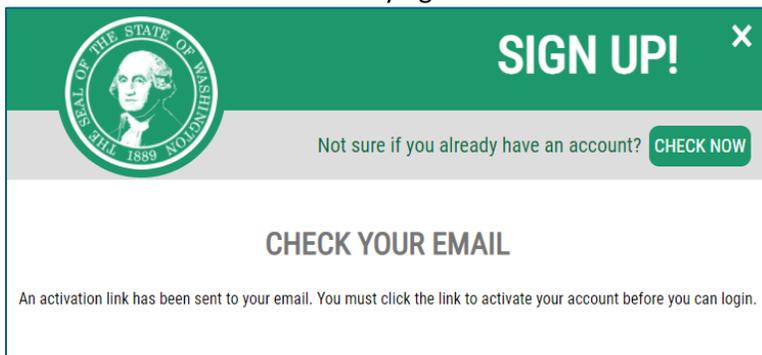
Password

Confirm Password

I'm not a robot 

[Privacy Policy](#)

5. You will receive a notification saying that an activation link has been sent to your email.

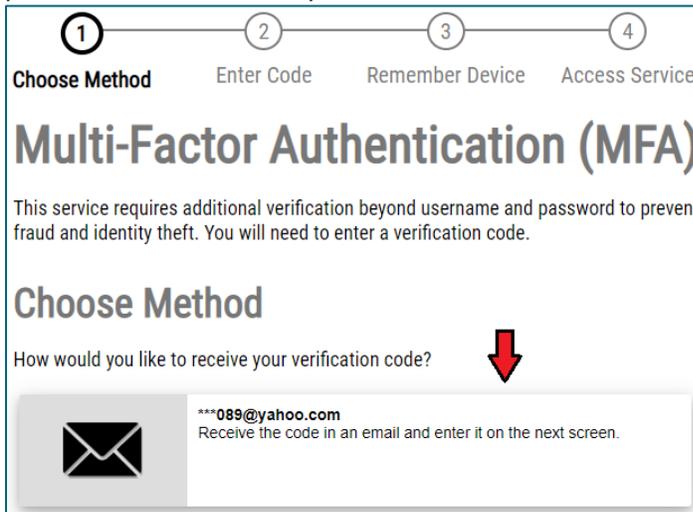


6. Click the activation link in the email to activate your account.

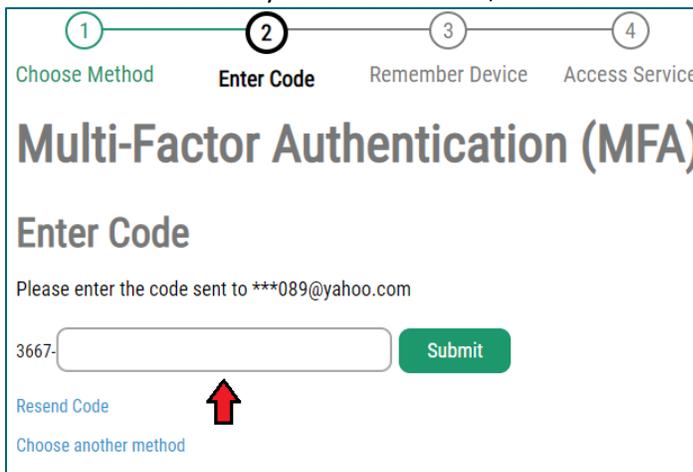
- Using Google Chrome, return to the BCP website <https://apps.dcyf.wa.gov/BackgroundCheckPortal/Welcome> and click the “Sign in and Register” button.
- On the SecureAccess Washington login page, enter the username and password you chose during the account creation process and click “Submit.”



- 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.



- 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”.

1 Choose Method 2 Enter Code 3 Remember Device 4 Access Service

Multi-Factor Authentication (MFA)

Remember Device?

Choose to remember this device to reduce how often you are required to enter a verification code.

If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device

Submit

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

DCYF Identity Washington State Department of CHILDREN, YOUTH & FAMILIES

I have an Early Learning Portal Account

I am a new user

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.”

Registration

Please complete your registration

First Name:
Bruce

Last Name:
Wayne

Date of Birth:
mm/dd/yyyy

Primary Email Address:
[Redacted]

Secondary Email Address:

Save Cancel

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