

WA Cares Fund

INSTRUCTIONS – APPLY FOR AN EXEMPTION

Create a SecureAccess Washington (SAW) account

Your SAW account

Like most Washington state agencies, we use SecureAccess Washington (SAW) to manage access to customer accounts. You will need an active SAW account to log-in to Paid Family and Medical Leave and establish a WA Cares Exemption account. SecureAccess Washington is managed by WaTech. If you have questions about your SAW account, go to [SecureAccess.wa.gov](https://secureaccess.wa.gov) and click the “GET HELP” button in the menu bar.

How do I create a SAW account?

If you don't already have one, create a SAW account by going to secureaccess.wa.gov and clicking the “SIGN UP!” button. After entering your first and last names and your email address, and confirming that you're not a robot, you should receive an email with a link to activate your account. Once your account is active, you'll need to add “Paid Family and Medical Leave” to your SAW services.

How do I add Paid Family and Medical Leave to my SAW services?

Log-in to your SAW account at secureaccess.wa.gov, select “Add A New Service,” then:

1. Select “I would like to browse a list of services.”
2. Scroll through the list to “Employment Security Department” and select “Paid Family and Medical Leave” from the drop-down menu.
3. When you see the confirmation screen that lets you know the service has been added to your list, click “OK”, then select “Paid Family and Medical Leave” from your list of services to access your account.

Applying for an exemption

Once you've logged in and selected Paid Family and Medical Leave from your list of services in SAW, you'll click “Continue” to proceed to creating your WA Cares Exemption account.

On the “Create an Account” page, select the “Create an Account” button to the right of “WA Cares Exemption”.

Next steps

ESD will review your application and notify you if you're eligible for an exemption from WA Cares coverage.

If your application is approved

You'll get an exemption approval letter from ESD, at which point you'll be:

- Expelled from the program with no option to re-enroll.
- Disqualified from accessing WA Cares benefits in your lifetime.
- Required to present your exemption approval letter to all current and future employers. **If you fail to present your ESD approval letter, employers will withhold non-refundable WA Cares premiums.**

Exemptions will take effect the quarter after your application is approved.