

Access to ESIT ACORN using SAW

Access to ESIT ACORN requires a SAW Account be created prior to accessing the system. If you already have an SAW Account then that account can be used. It is recommended that Chrome, Edge or Firefox are used to access ESIT AORN.

Course Icons You will see some symbols appear throughout this course. These icons are used to indicate the following:

Icon	Function
	This will be covered in more detail later in the course.
	FYI – Helpful information related to Accessing ESIT ACORN via SAW.
	Best Practice – This is a technique that through our experience has been shown to be the most effective and efficient.

Objectives Assist Users in setting up account to access ESIT ACORN via Secure Access Washington (SAW).

- Understand activation process
- Setup Secure Access Washington Account (SAW)
- Provider Portal Registration
- Multi-Factor Authentication (MFA)

Have an existing SAW Account?

You may already have a personal SAW account, if so you may use your existing SAW account to log in to ESIT ACORN .

Creating SAW Account

Follow the instructions below to ensure that your registration is completed successfully. It will be easiest if you allow yourself enough time (10-15 minutes) to complete the process in one sitting.

To Begin: Click: [SecureAccess Washington](#)

Or Enter: <https://secureaccess.wa.gov> in browser

Login Page will display



1. Click **Sign Up**

Sign Up or Registration page will display



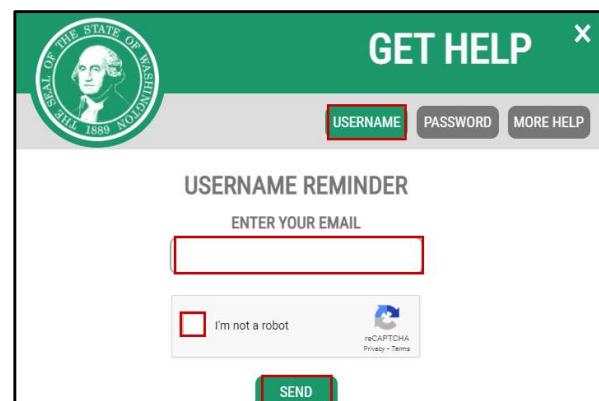
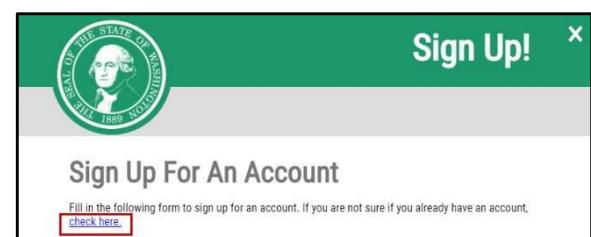
Before you create an account, it is encouraged that you select the check here button to see if an account already exists using your information. (Name and Email Address).

1. Select **check here**

Username Reminder box will display

1. Enter **YOUR EMAIL**
2. Check I'm not a robot
3. Complete **CAPTCHA**
4. Select **SEND**

If an account is found an email with username reminder will be sent to your email.



Once you have Username and if you don't remember your password select Password box. Following the same steps as above, an email will be provided to you.

Password Reset Box will display

1. Enter **YOUR USERNAME**
2. Confirm **YOUR EMAIL**
3. Check I'm not a robot
4. Complete **CAPTCHA**
5. Select **SEND**



*You may have multiple
usernames for the same email
address, make sure to use the
correct username.*

GET HELP

USERNAME PASSWORD MORE HELP

PASSWORD RESET

ENTER YOUR USERNAME

CONFIRM YOUR EMAIL

I'm not a robot reCAPTCHA Privacy - Terms

RESET

If NO account exists using your email address the system will display

create a new account using that address?'"/>

GET HELP

USERNAME PASSWORD MORE HELP

The email address entered was not found in our system. Would you like to [create a new account](#) using that address?

1. Click **create a new account** hyperlink

Returns to the Sign Up for An Account page

Personal Information

1. Enter **First Name**
2. Enter **Last Name**
3. Enter **Primary Email**

Contact Information for Security

(Optional)

1. Enter **Additional Email Address**
2. Enter **Mobile Phone Number**



*Adding optional information can
save you from losing access to
your account.*

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 SAW account settings.

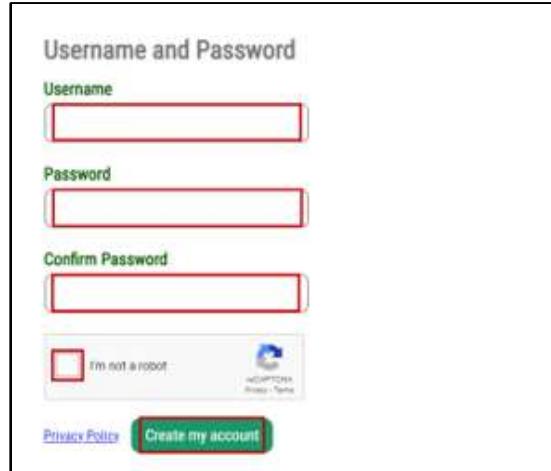
Additional Email Address (Optional)

Mobile Phone Number (Optional)

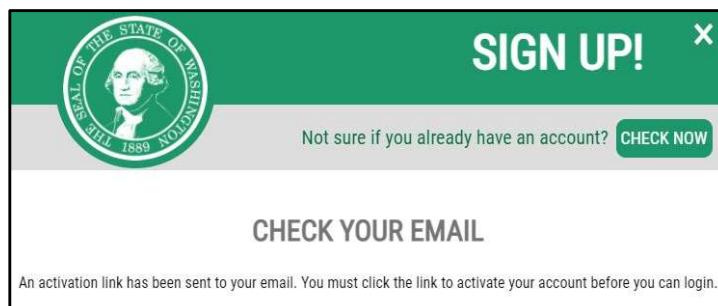
Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.

Username and Password

1. Enter Username
2. Enter Password
3. Confirm Password
4. Check I'm not a robot
5. Complete CAPTCHA
6. Select Create my account



Popup will display



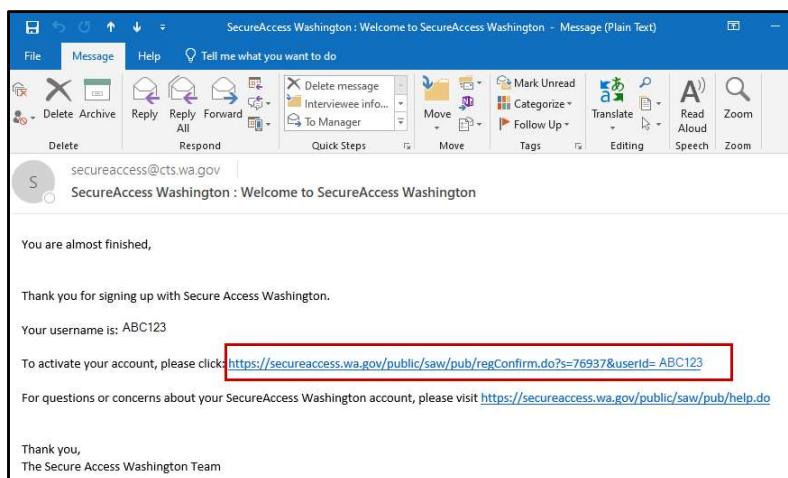
Activating Your Account

Open Email service (for email address entered during Registration)



1. Open Email Account and locate email sent by secure access

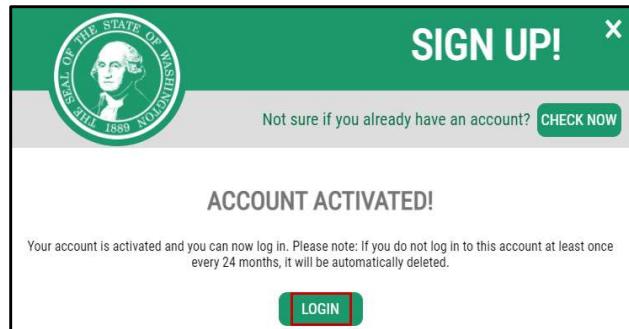
Email will display



1. Click Link in email to activate account

Returns to Web browser (SAW Page)

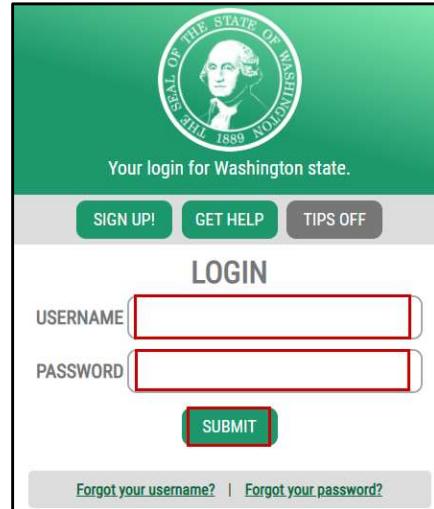
1. Click **LOGIN**



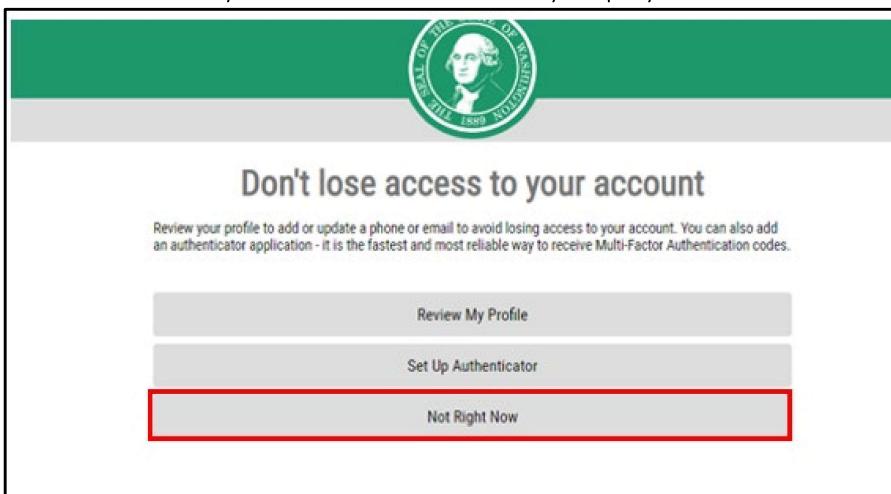
Log into Account

Returns to SAW Login Page

1. Enter **USERNAME**
2. Enter **PASSWORD**
3. Select **SUBMIT**



Don't lose access to your account window may display



1. Click **Not Right Now**



You may be given a prompt to review your profile or set up authenticator. These are completely optional. To save you time, we recommend choosing "not right now." You can set this up at a later time.

MFA

Multi-Factor Authentication (MFA) will open

Choose Method

1. Select Email
or
2. Select Text message

1 2 3 4

Choose Method Enter Code Remember Device Access Service

Multi-Factor Authentication (MFA)

This service requires additional verification beyond username and password to prevent fraud and identity theft. You will need to enter a verification code.

Choose Method

How would you like to receive your verification code?

 Emailaddress@provider.net
Receive the code in an email and enter it on the next screen.

 (**) ***-8623
Receive the code in a text message and enter it on the next screen.

Verification Code will be sent to either your Email Address or Phone depending on your choice above.

1. Enter Verification Code provided in the email
2. Click Submit

1 2 3 4

Choose Method Enter Code Remember Device Access Service

Multi-Factor Authentication (MFA)

Enter Code

Please enter the code sent

8988- Submit

Resend Code Choose another method

Remember Device?

1. Select Submit



It is best to NOT Select Yes at this time.

1 2 3 4

Choose Method Enter Code Remember Device 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.

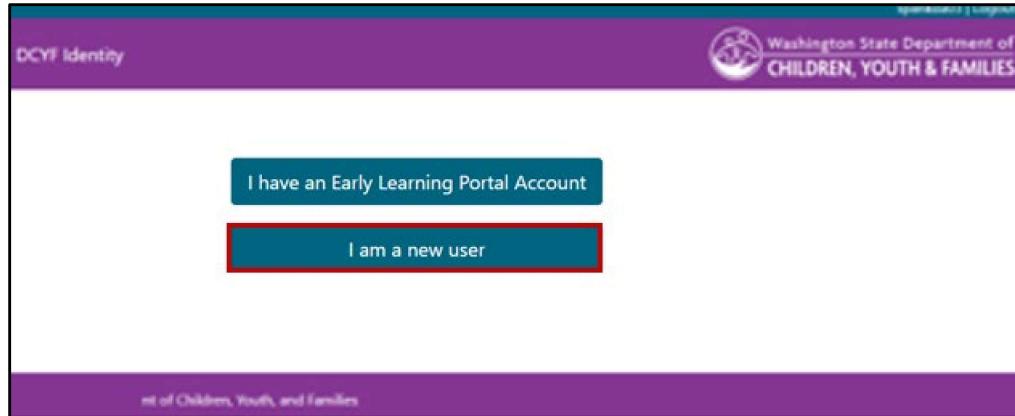
If the device you are using is shared or public, we recommend you do not remember this device.

Yes, remember my device

Submit

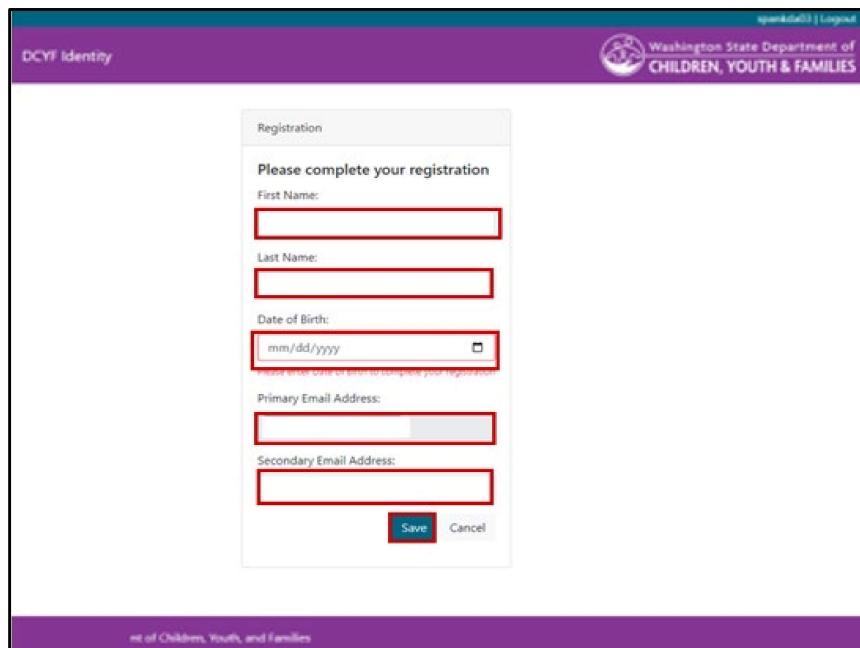
First Login to ESIT

The first time you log into the HUB you will see this page. Keep in mind these steps will only need to be completed on your first login.



1. Select **I am a new user**

Registration Page displays



Registration

Please complete your registration

First Name:

Last Name:

Date of Birth: mm/dd/yyyy

Primary Email Address:

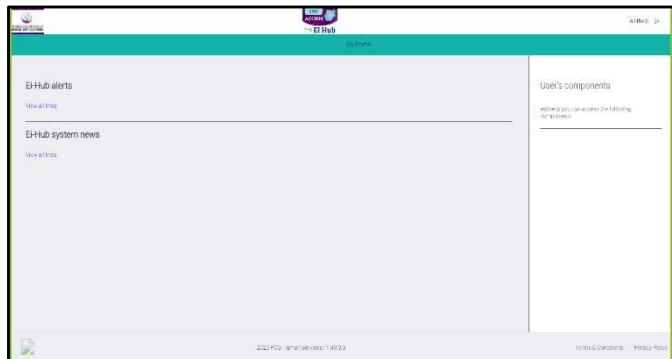
Secondary Email Address:

1. Confirm **First Name, Last Name, Primary and Secondary Email Address**
2. Enter **Date of Birth**
3. Click **Save**

ESIT ACORN Ei-Hub displays

Screen opens to My Profile

To begin working select Case Management with Arrow on right.



Continued Access to WA CAP via SAW

Close your browser and open new window now that a SAW Account has been created, you can now access ESIT ACORN. The SAW Account steps only have to be done one time. All future logins will be done using the following link.

To Begin: Click: [ESIT ACORN](#)

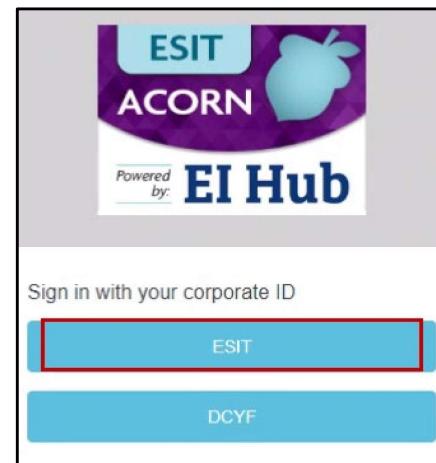
Or

Enter: <https://hub.uat.waeihub.com>

ACORN Login in Page displays

1. Select ESIT

You will redirected to SAW



SAW Login Page displays

1. Enter USERNAME
2. Enter PASSWORD
3. Click SUBMIT



ESIT ACORN Hub will display

