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: <u>SecureAccess Washington</u>

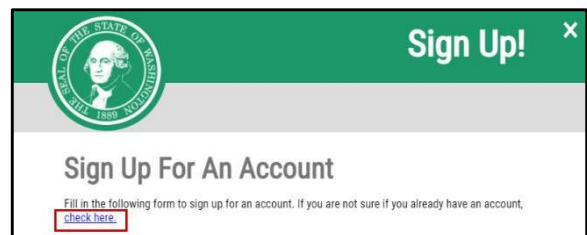Or   Enter: **https://secureaccess.wa.gov in browser**

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).*
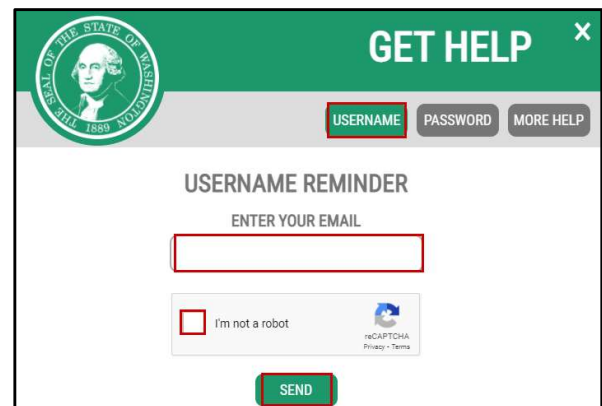
1. Select **check here**

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.

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

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 Moble Phone Number

Adding optional information can save you from losing access to your account.
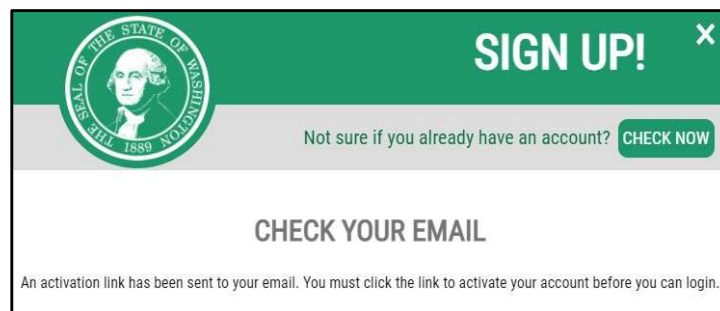
Username and Password

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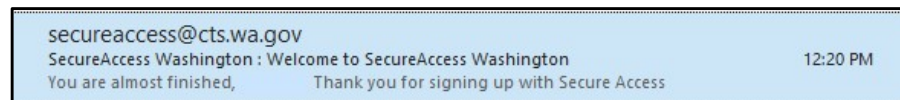6. Select **Create my account**
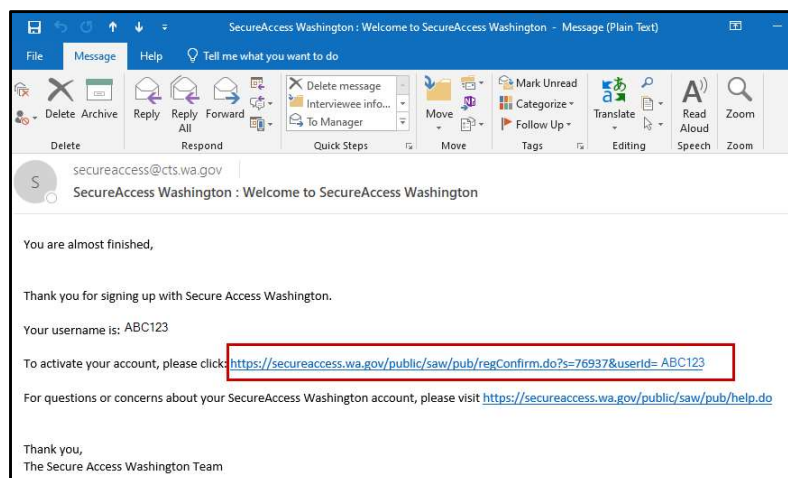

Popup will display

Activating Your Account

Open Email service (for email address entered during Registration)

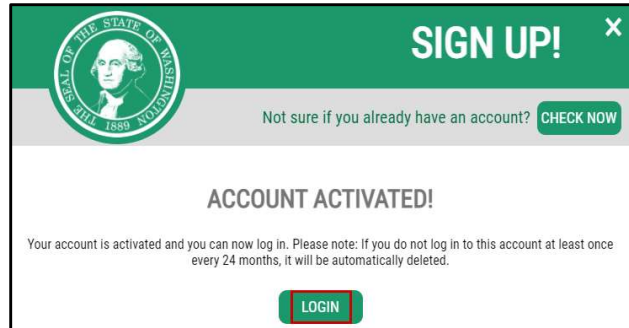1. Open **Email Account and locate email sent by secure access**

Email will display

1. **Click Link** in email to activate account
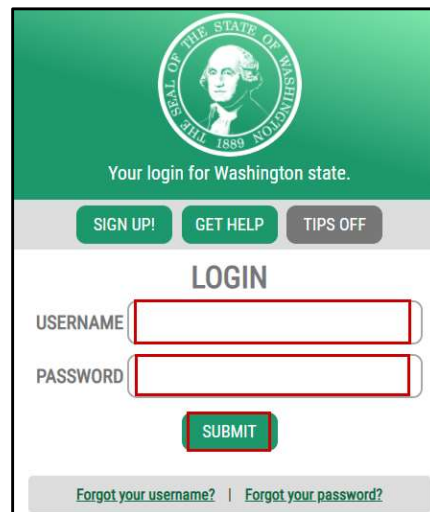
Returns to Web browser (SAW Page)
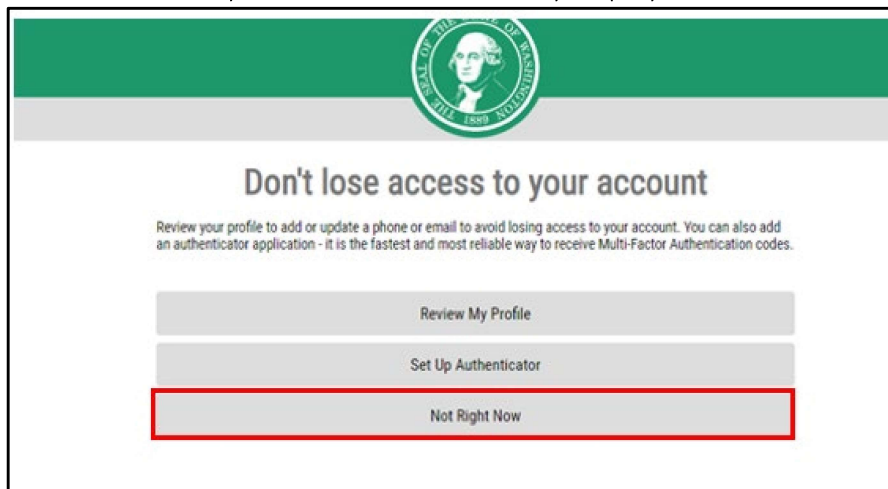
1. Click **LOGIN**

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
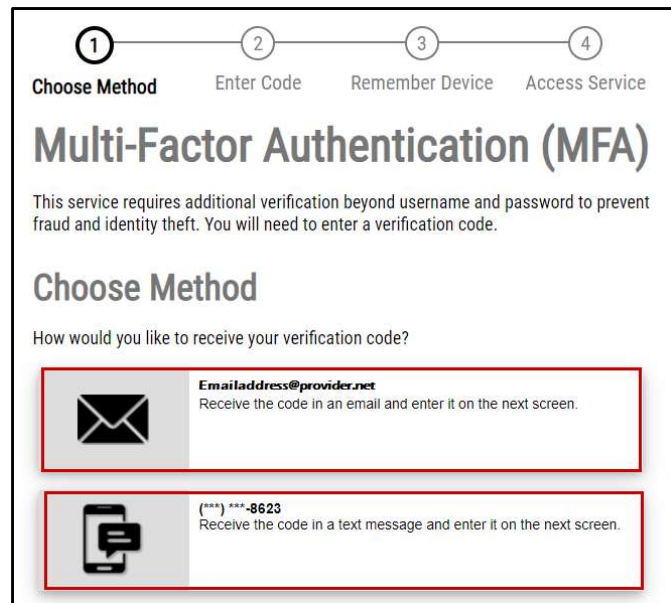

1. Click **Not Right Now**

⭐ *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.*

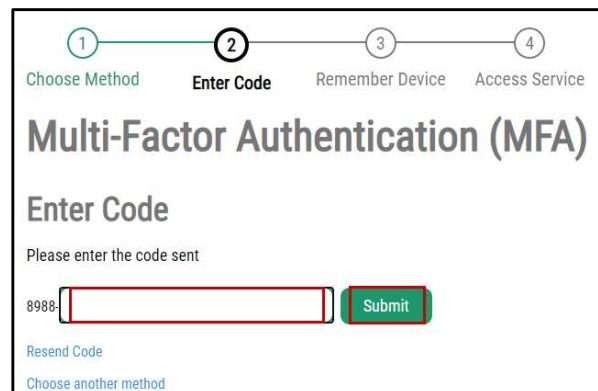Multi-Factor Authentication (MFA) will open

MFA

Choose Method

1. Select **Email**
   or
2. Select **Text message**

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

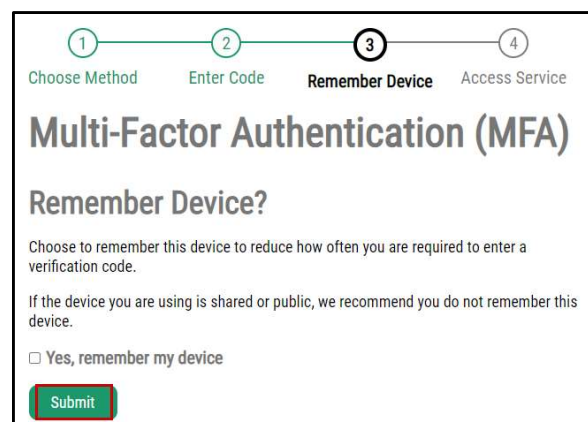1. Enter **Verfication Code** provided in the email
2. Click **Submit**

Remember Device?

1. Select **Submit**

⭐ *It is best to **NOT Select Yes** at this time.*

| 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

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.
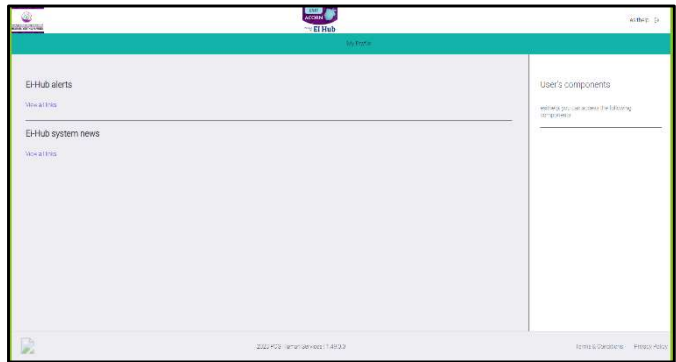
Continued Access to WA CAP via SAW

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.
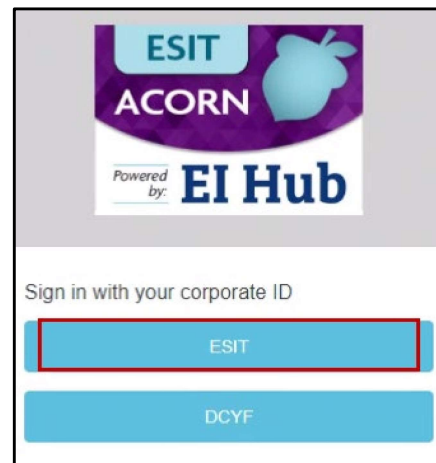
To Begin: Click: ESIT ACORN

Or

Enter: https://hub.uat.waeihub.com
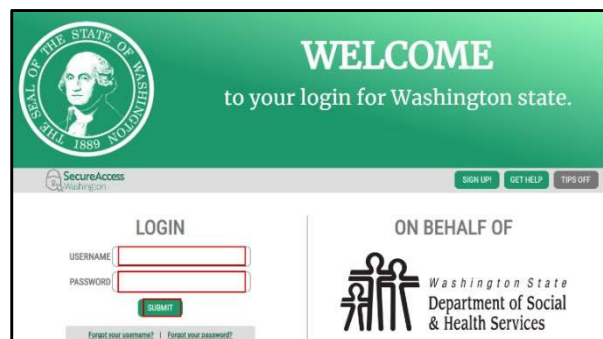
ACORN Login in Page displays

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