

Register

Learn how to complete the registration process by following the steps below.

After DRS or an organization's Main Contact sets up the user in ERA, the user will receive two emails. One contains your security code and the other contains the registration link. Copy the security code and select the Registration Link.

1. Open the email

FROM	SUBJECT	RECEIVED	CATE...
Date: Today			
ERAQA@drsqa.wa.gov	DRS welcomes you to your employer reporting tool.	Tue 2/4/2020 ...	
ERAQA@drsqa.wa.gov	DRS Employer Reporting Tool Account Information.	Tue 2/4/2020 ...	

2. Copy the security code and select the Registration link

Please use the code below to complete your registration with Way City Of.

This code will expire within 24 hours.

b697e468-6111-4acd-9fa3-a3f437316164

If you are having issues, or the code has expired, contact your main contact, Lauren Coal, or Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.

City Of has established access for you in the new DRS employer reporting tool. To complete registration, follow the link and enter the code we sent to you in a separate email.

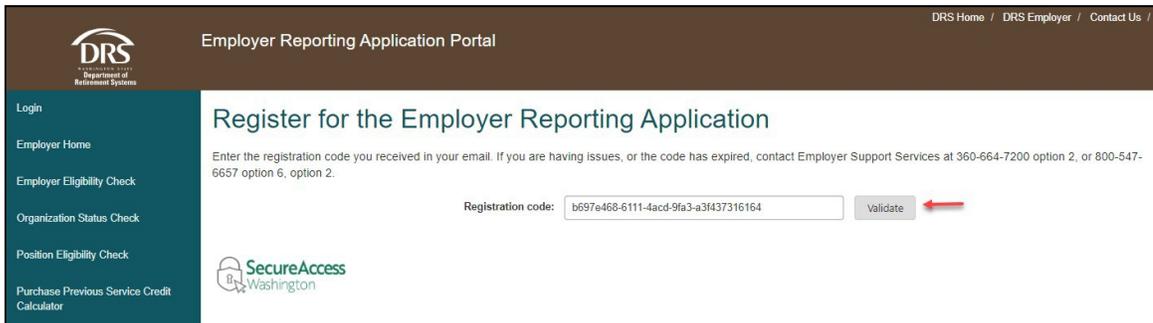
[Registration link](#)

If you currently have access to the employer reporting tool with another employer, you might consider using the same user ID and password to complete your registration for Federal Way City Of. You will only need to log in one time and you can view all the employers you report for.

If you choose not to use the same user ID and password for all the employers you report for, you will be required to log out of the system and then log back in with the separate user ID and password for each of your employers.

If you have questions or concerns regarding your registration, please contact Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.

3. Paste the security code into the “Registration code” field and select “Validate”



The user will need to choose either “Use Existing Account” or “Create New ERA Account.”

Choose “Use Existing Account” if the user already has an existing Secure Access Washington (SAW) Account. User will need their existing user ID and password. The user will need to use an account and email specific to them. Please do not use a shared SAW account or email.

OR

Choose “Create New ERA Account” if the user doesn’t have an existing SAW account. When the user begins the registration process, they will get a SAW user ID and password.

If user chooses “Create New ERA Account,” they will begin the registration process to get a USER ID and password that will be used to access ERA for your retirement reporting.

4. After you enter the user's ID, select "Validate User Id"

Register for the Employer Reporting Application

Enter the registration code you received in your email. If you are having issues, or the code has expired, contact Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.

Registration Code: 16ca70b0-21b4-4425-be50-3f776763165d

You will need to use a Secure Access Washington (SAW) account to log in to ERA. If you do not already have a SAW account, you will need to create one.
Please note: If you have an existing account and it is for personal use, please create a new account for ERA. No personal SAW accounts should be used.

New SAW Account

User ID:

Name:

Email:

MFA Email:

MFA Phone:

Password:

Confirm Password:

Try a different user ID if you receive a message telling you it's not available.

New SAW Account

User ID:

User Id is not available.

Name:

Email:

MFA Email:

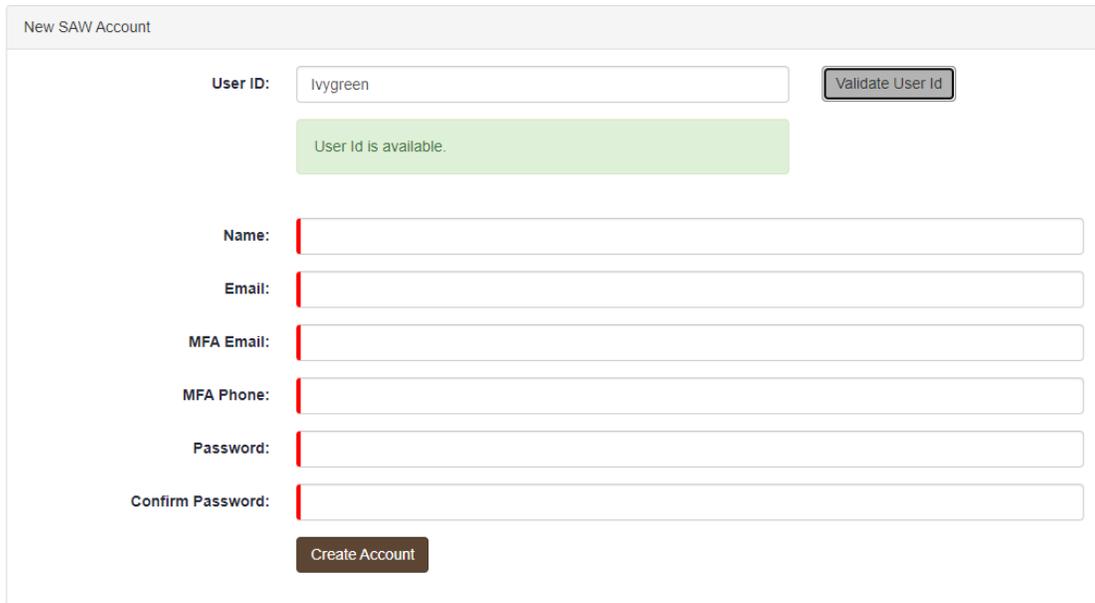
MFA Phone:

Password:

Confirm Password:

If the USER ID is available, a confirmation message will appear. Continue the process by entering the required information in the fields with red lines.

5. Select “Create Account”



New SAW Account

User ID:

User Id is available.

Name:

Email:

MFA Email:

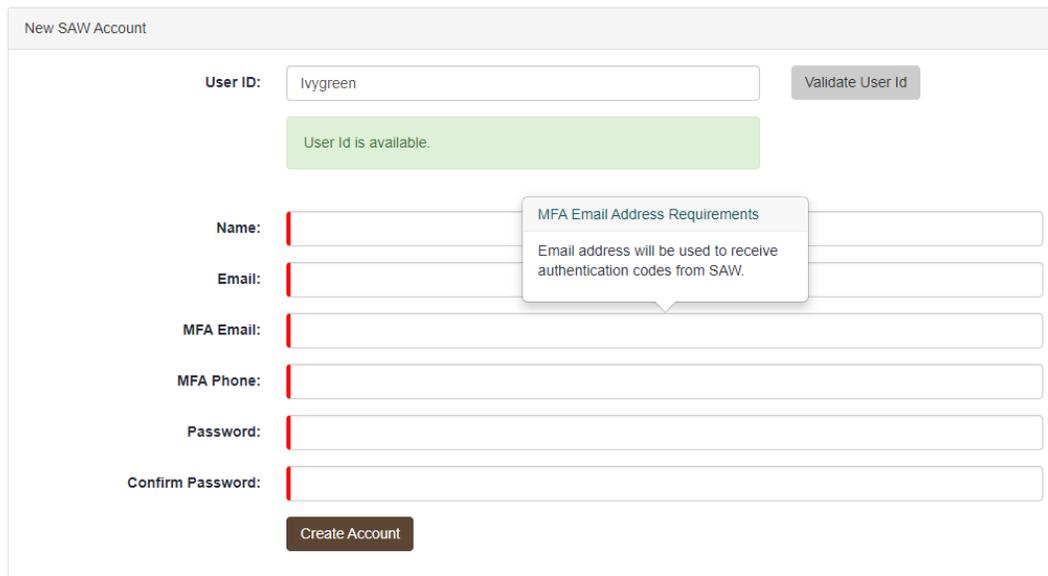
MFA Phone:

Password:

Confirm Password:

The email address and the Multi-factor Authentication (MFA) email address can be the same. It's best to use the MFA email address since it's where the MFA code will be sent to the user.

To see a description of the field, move the cursor over that field and a pop-up will display.



New SAW Account

User ID:

User Id is available.

Name:

Email:

MFA Email:

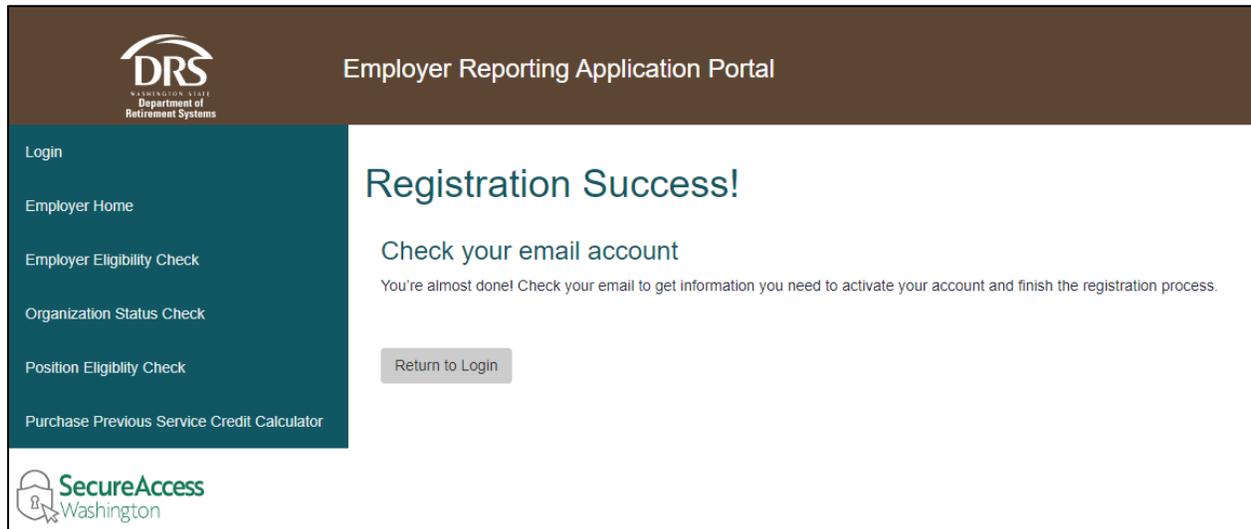
MFA Phone:

Password:

Confirm Password:

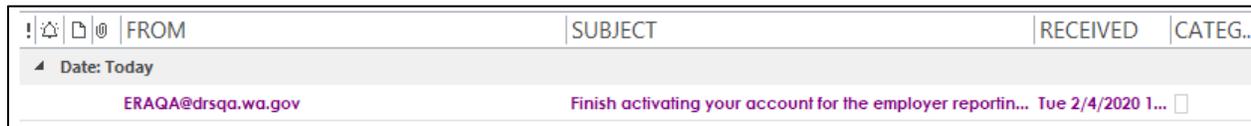
MFA Email Address Requirements
Email address will be used to receive authentication codes from SAW.

The user will receive one more email to complete the registration process.



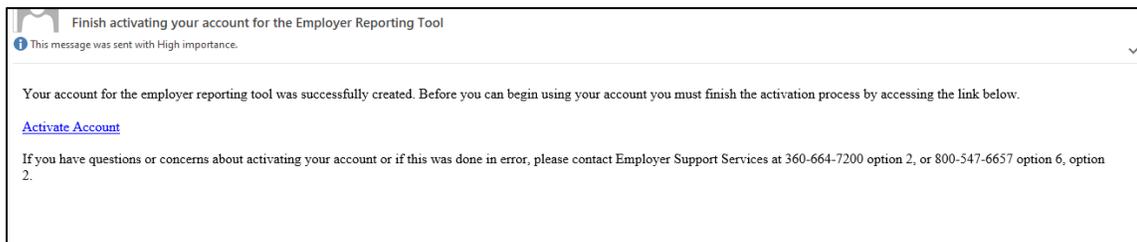
The screenshot shows the 'Employer Reporting Application Portal' with a dark teal sidebar on the left containing navigation links: Login, Employer Home, Employer Eligibility Check, Organization Status Check, Position Eligibility Check, and Purchase Previous Service Credit Calculator. The main content area displays a 'Registration Success!' message with the heading 'Check your email account' and the text 'You're almost done! Check your email to get information you need to activate your account and finish the registration process.' A 'Return to Login' button is visible below the message. At the bottom left of the page is the 'SecureAccess Washington' logo.

This is what the email will look like in the user's mailbox:



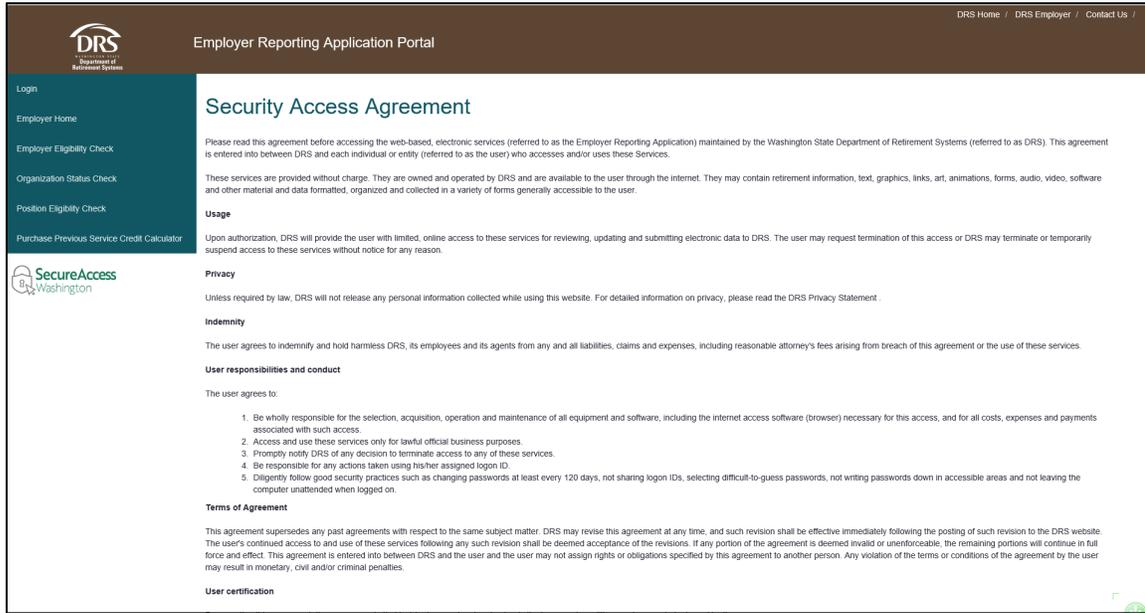
The screenshot shows an email header with columns for FROM, SUBJECT, RECEIVED, and CATEG.. The 'FROM' field contains 'ERAQA@drsqa.wa.gov' and the 'SUBJECT' field contains 'Finish activating your account for the employer reportin...'. The 'RECEIVED' field shows 'Tue 2/4/2020 1...'. A 'Date: Today' indicator is also present.

6. Select the "Activate Account Link" in the email



The screenshot shows the body of the email. It starts with a subject line 'Finish activating your account for the Employer Reporting Tool' and a note 'This message was sent with High importance.' The main text reads: 'Your account for the employer reporting tool was successfully created. Before you can begin using your account you must finish the activation process by accessing the link below.' Below this is a blue underlined link labeled 'Activate Account'. The email concludes with contact information: 'If you have questions or concerns about activating your account or if this was done in error, please contact Employer Support Services at 360-664-7200 option 2, or 800-547-6657 option 6, option 2.'

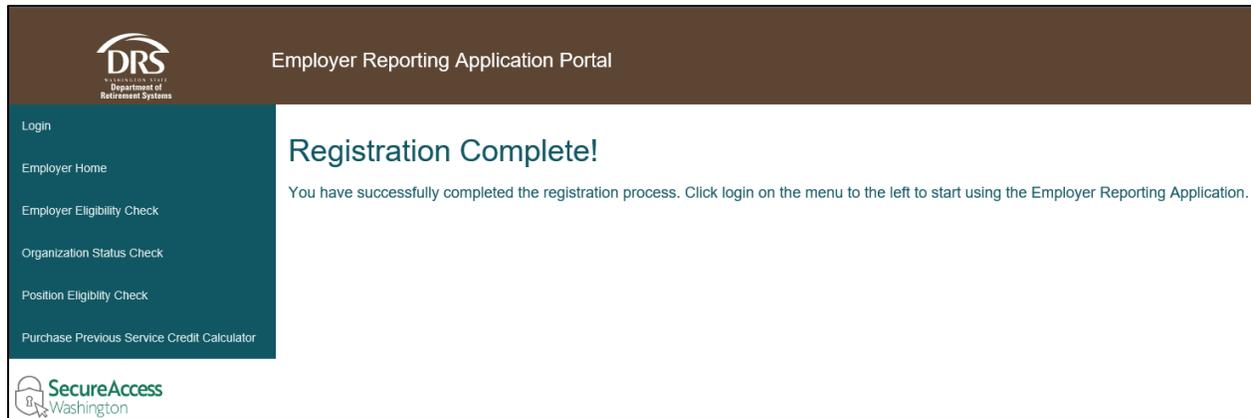
7. Select “Accept and Continue” to accept the Security Access Agreement



The screenshot shows the 'Security Access Agreement' page. The header includes the DRS logo and 'Employer Reporting Application Portal'. A navigation menu on the left lists: Login, Employer Home, Employer Eligibility Check, Organization Status Check, Position Eligibility Check, and Purchase Previous Service Credit Calculator. The main content area contains the following sections:

- Security Access Agreement**: A paragraph stating that the user is entering into an agreement with DRS to use its services.
- Usage**: A paragraph stating that DRS provides limited online access to its services for reviewing, updating, and submitting data.
- Privacy**: A paragraph stating that DRS will not release personal information collected while using the website.
- Indemnity**: A paragraph stating that the user agrees to indemnify and hold harmless DRS, its employees, and its agents from any liabilities, claims, and expenses.
- User responsibilities and conduct**: A paragraph stating that the user agrees to:
 - Be wholly responsible for the selection, acquisition, operation and maintenance of all equipment and software, including the internet access software (browser) necessary for this access, and for all costs, expenses and payments associated with such access.
 - Access and use these services only for lawful official business purposes.
 - Promptly notify DRS of any decision to terminate access to any of these services.
 - Be responsible for any actions taken using his/her assigned login ID.
 - Diligently follow good security practices such as changing passwords at least every 120 days, not sharing login IDs, selecting difficult-to-guess passwords, not writing passwords down in accessible areas and not leaving the computer unattended when logged on.
- Terms of Agreement**: A paragraph stating that this agreement supersedes any past agreements and that DRS may revise the agreement at any time.
- User certification**: A section at the bottom of the page.

A “Registration Complete” message will display.



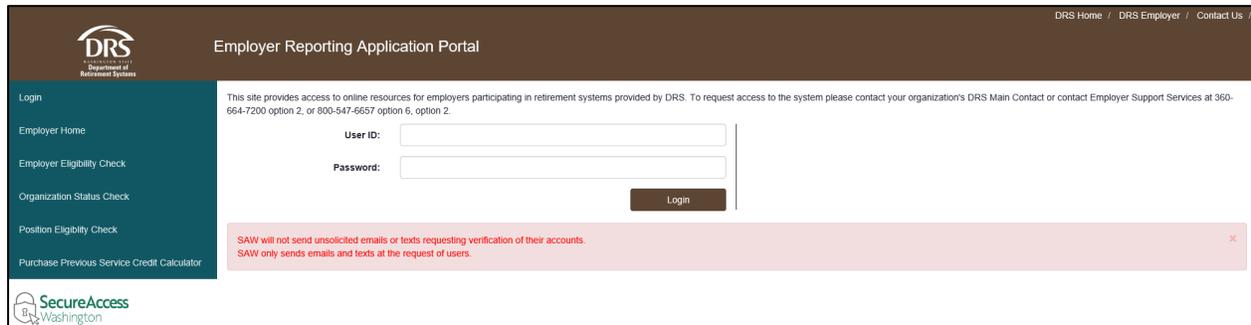
The screenshot shows the 'Registration Complete' message. The header includes the DRS logo and 'Employer Reporting Application Portal'. The navigation menu on the left is identical to the previous screenshot. The main content area contains the following sections:

- Registration Complete!**: A large heading indicating successful registration.
- You have successfully completed the registration process. Click login on the menu to the left to start using the Employer Reporting Application.**: A message instructing the user to click the 'Login' link in the navigation menu.

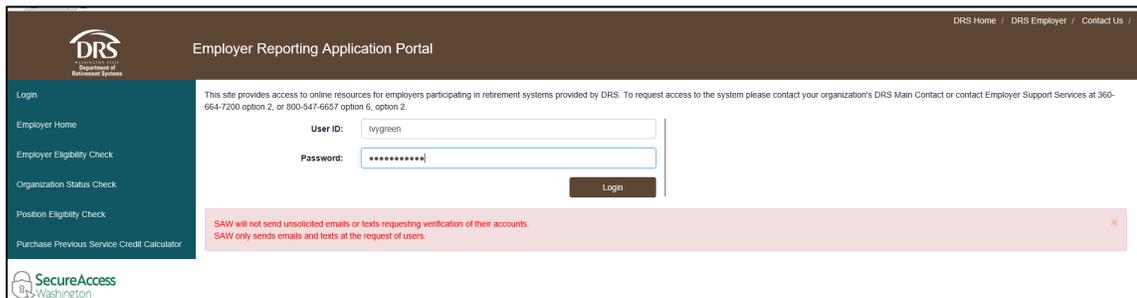
8. Select "Login"



The ERA Login screen will display.

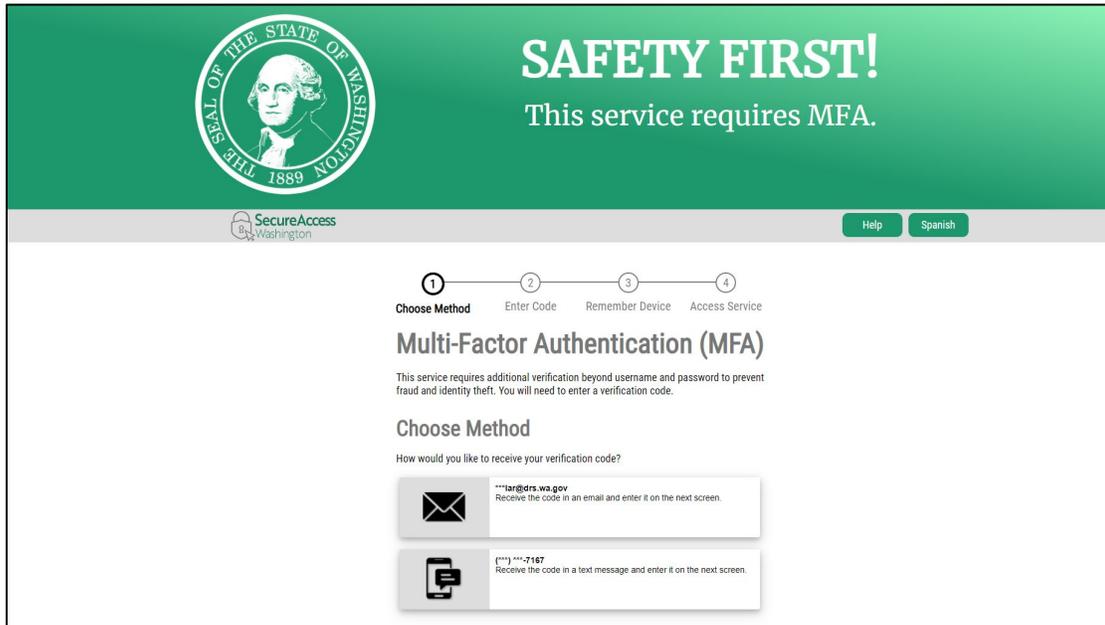


9. Enter the user ID and password that was created and select "Login"



The user will be directed to SAW.

10. Select the method the user prefers to receive the authentication code. The preferred method is the email.

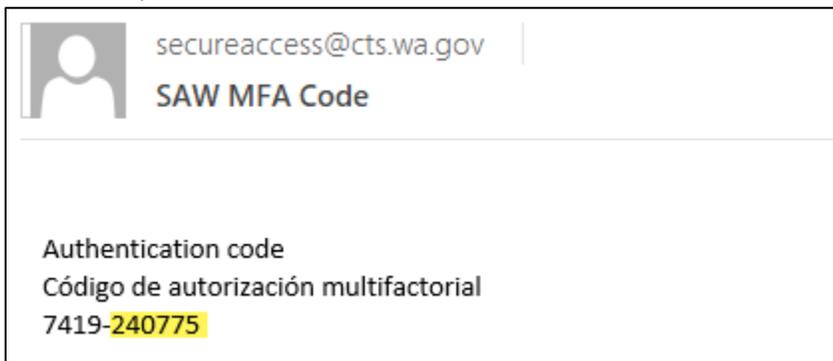


This is what the SAW Multi-factor Authentication code will look like in the user's mailbox:

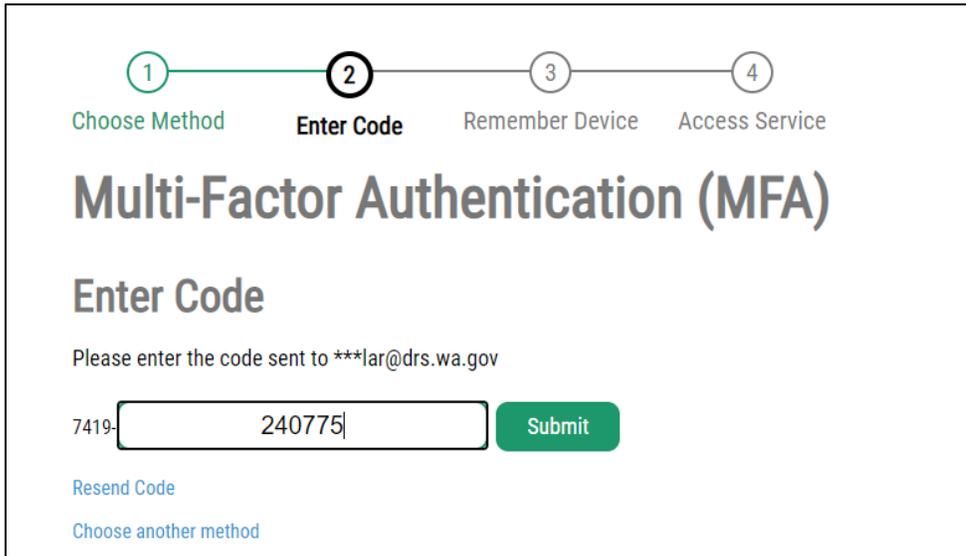


11. Copy and paste the numerical code after the dash into SAW and select "Submit"

Email example



SAW code



1 — 2 — 3 — 4

Choose Method Enter Code Remember Device Access Service

Multi-Factor Authentication (MFA)

Enter Code

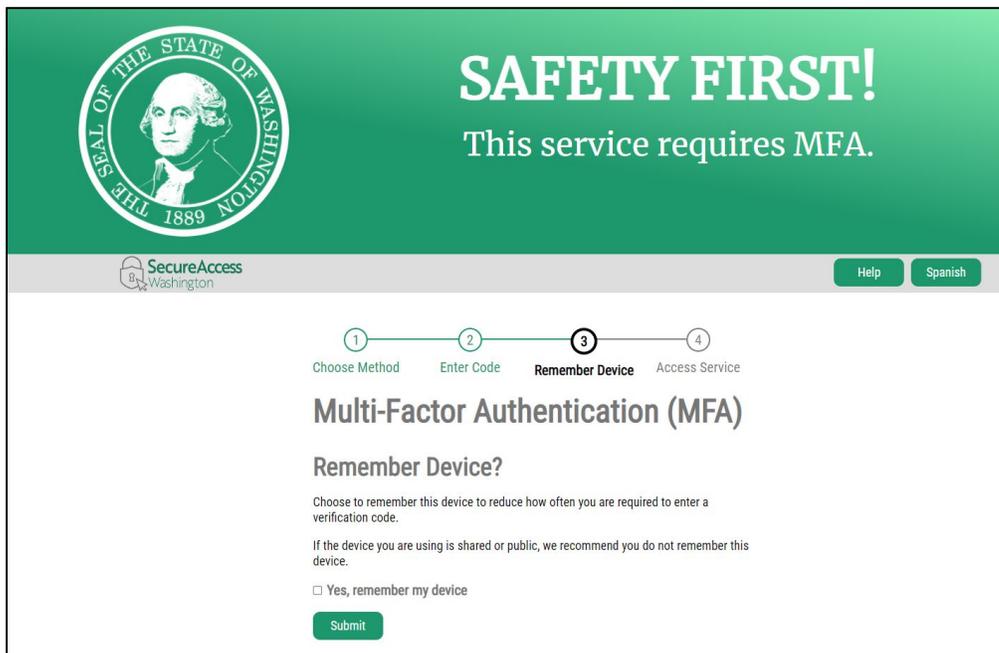
Please enter the code sent to ***lar@drs.wa.gov

7419:

[Resend Code](#)

[Choose another method](#)

12. **Don't check the box that says, "Yes, remember my device. Leave it blank and select "Submit."**



SAFETY FIRST!

This service requires MFA.

SecureAccess
by Washington

Help Spanish

1 — 2 — 3 — 4

Choose Method Enter Code Remember Device Access Service

Multi-Factor Authentication (MFA)

Remember Device?

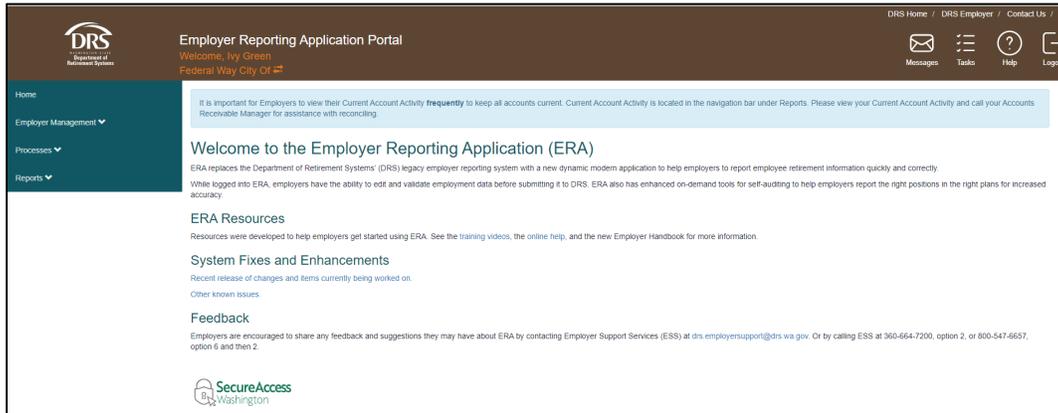
Choose to remember this device to reduce how often you are required to enter a verification code.

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

Yes, remember my device

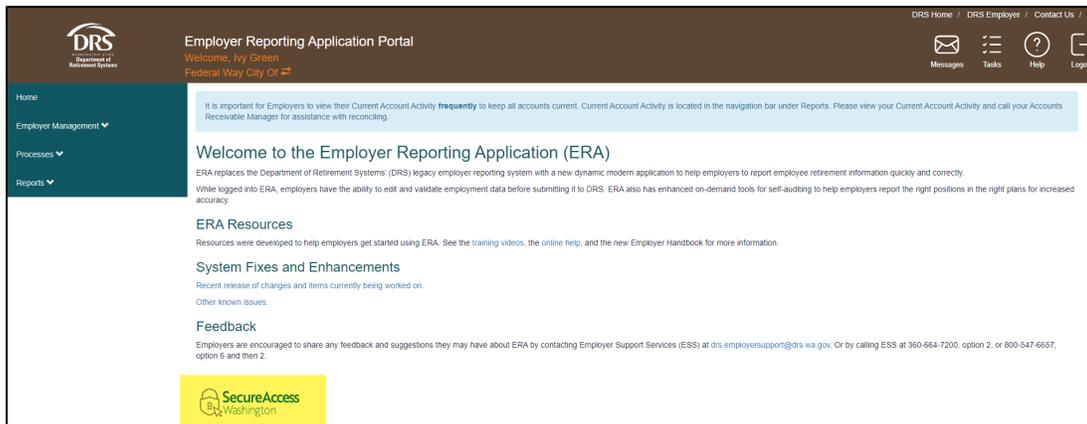


The user is now logged in and able to access their employer information.



When the user logs into ERA in the future, they may be required to go through a security validation process. This can happen if they have cleared their browser information or are using different computer. Follow the screen prompts to log into ERA.

13. To Access SAW at any time in ERA, select the SecureAccess Washington icon



The SAW login page will display.

