Employment Security Department
WASHINGTON STATE
PO Box 9046, Olympia WA 98507-9046

How to file electronically

Follow these steps to begin filing your unemployment taxes electronically.

You'll need a business license

1. You can skip this section if your business already is licensed in Washington state. (You have a business license if you have a Unified Business Identifier (UBI) number.)

2. If you have a new business, apply for a business license at http://bls.dor.wa.gov/file.aspx.

3. If you have questions about state business licenses, contact the Department of Revenue at 800-647-7706 or BLS@dor.wa.gov.

Create an account to use Secure Access Washington (SAW)

If you have questions about this section, call the SAW help desk at 888-241-7597.

4. You can skip this section if you already have a SAW account. (For example, you may already have a SAW account to login at the Department of Labor & Industries.)

5. Go to the SAW website at https://secureaccess.wa.gov.

6. Click where it says: Do not have an account? **Create one**.

7. Click **START**.

8. Enter your personal information in the fields provided, and then click **NEXT**.

9. Create a user ID and password, and then click **NEXT**. (Choose something you will remember because you have to enter it every time you return.)

10. Review your information, and then click **NEXT**.

11. Enter the security code that you see in the picture, and then click **SUBMIT**.

12. The screen will tell you to check your email account for an email from SAW.

13. Go to your email inbox, open the message you received from SAW, and click where it says "click on the following link." The link takes you back to the SAW login page.

14. You should now see a message under "Login to your account" that says "Your SecureAccess Washington account has been activated."

Register to use Employer Account Management Services (EAMS)

If you have questions about this section, contact our technical assistance at uiftsupport@esd.wa.gov.

15. Go to the SAW website at https://secureaccess.wa.gov.
16. Enter the **User ID** and **Password** you used to open your SAW account, and click **Login**.
17. Click **Add a New Service**.
18. On the list of state agencies, click **Employment Security Department**.
19. Click the button to **APPLY** for EAMS.
20. Provide your name, phone number, and fax number (optional). If you want to change your email address, click the question mark. Then click **Next**.
21. Read the terms of use, and then click **Agree**.
22. Read the page about getting started, and then click **Next**.
23. On the page called Available Services, click **Add a business** at the top.
24. Enter your Employment Security account number. (If you have a 12-digit number, omit the leading "000.") Enter your federal tax number. Enter your state business number, which is printed on your state business license. Click **Next**.
25. Verify the information, and then click **Next**.
26. If you want to add another business, click **Add a business** again.
27. You now can file and pay taxes for the businesses you have added.

Register to use locked services in EAMS

If you have questions about this section, contact our technical assistance at uiftsupport@esd.wa.gov.

28. Complete this section if you want to use the locked services in EAMS, which include looking at past quarters of employee data, copying that data into the current quarter, and amending your tax report when you make a mistake. (Business owners may want to use locked services, but they may want to limit the employees who can use locked services.)
29. If you are not already logged into EAMS, go to the SAW website at https://secureaccess.wa.gov, enter the **User ID** and **Password** you used to open your SAW account, click **Login**, and then click **EAMS**.
30. Select a business at the top of the screen.
31. Underneath the Administrative heading, click **Request access to locked services**.
32. Are you an owner or officer of the organization?
    - If yes, select your *title* and then click **Next.**
    - If no, select *No* and then click **Next.** The following screen will give you additional options if you are an "employee" or "tax preparer."

33. Follow the instructions to get approval. You may be asked to print a form, complete it, and have an authorized person at your organization sign it and return it to us for review before you can get access to locked services. (Please note that we can quickly approve access if you already are listed in our system as an owner or partner.)

File quarterly taxes

If you have questions about this section, contact our technical assistance at uiftsupport@esd.wa.gov.

34. Wait to complete this section until it's time to file your quarterly tax reports, which is normally during January, April, July, and October for the previous three months.
35. If you are not already logged into EAMS, go to the SAW website at https://secureaccess.wa.gov, enter the **User ID** and **Password** you used to open your SAW account, click **Login**, and then click **EAMS**.
36. Underneath the heading Quarterly Reporting, click **File UI quarterly report**.
37. Choose the quarter for which you want to file unemployment taxes, and then click **Next**.
38. Review the business information screen, and then click **Next**.
39. Choose either a "no payroll report" or a report with employees' wages, and then click **Next**.
40. Enter the correct amount (or zero) in every box on the screen for exempt corporate officers and their wages. These wages will not be counted when calculating taxes due for the quarter. Enter the correct amount (or zero) for the sum of exercised stock options by all employees for the quarter. Click **Next**.
41. If you completed the previous section in this document to get access to locked services, you can copy your payroll information from the previous quarter and then edit it for the current quarter. If you can't access locked services, you can either import a file that contains your payroll information, or enter it manually. When you're done, click **Next**.
42. Write down the confirmation number you receive for filing your tax report because you will need it when you pay.
43. Go to the screen to pay your taxes. (If you are on the Available Services screen, look under the Payment heading and click **Pay taxes**. Otherwise, go to esd.wa.gov/pay-taxes and click the link for ePay.) In the box, enter the confirmation number that you wrote down in the previous step, and then click **continue**.
44. When you are done providing payment information, write down the payment confirmation number that you see on the screen for your records.
45. Congratulations! You have finished filing for the quarter.