

## Using the Access Request System (ARS)

### Authorized Accounts for the Access Request System (ARS)

Everyone using ARS must have an authorized account. If you are a State of Washington employee and your agency is part of the State Government Network (SGN), then your work account is already an authorized account. If you are outside of the SGN then you will need a Secure Access Washington (SAW) account.

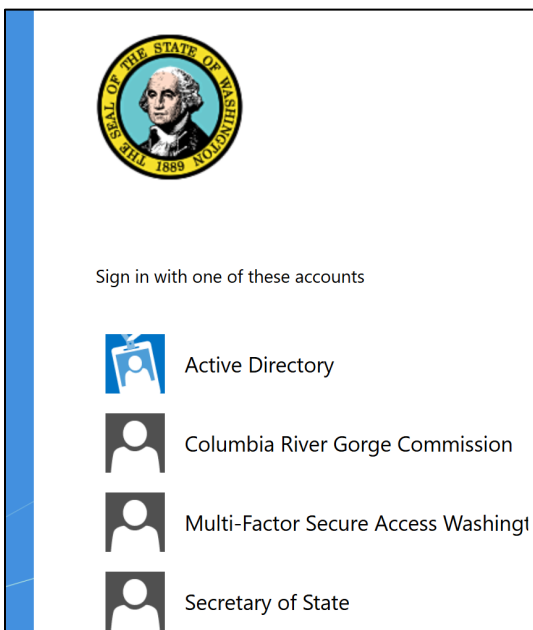
Note: To create a new SAW account, [visit the Secure Access Washington website to sign up](#).

If you experience problems setting up a new SAW account or accessing an existing account - please email WaTech at [Support@watech.wa.gov](mailto:Support@watech.wa.gov) for help with your SAW account.

Your first time using the ARS application, and periodically throughout the year, you may be presented with the authentication screen.

Choose from the following:

- **Active Directory** – if your agency signs in using Active Directory
- **Your Organizations' name** – if your organization has a claims rule with WaTech and is listed
- **Multi-Factor Secure Access Washington** – if you will be using a SAW account



### Steps:

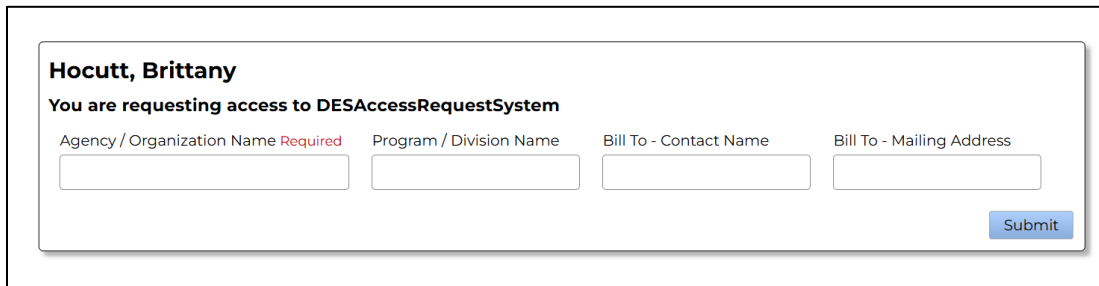
1. [Login to ARS](https://apps.des.wa.gov/desaccessrequestsystem) from the DES website or enter this URL into your web browser:  
<https://apps.des.wa.gov/desaccessrequestsystem>
2. Choose your authentication method from the authentication screen, if prompted.
  - a. If using SAW, enter your SAW username and password.
3. You will be taken to the ARS application.

## Logging into the Access Request System (ARS) for the first time

After you have selected your sign-in option, you will be taken to a request page.  
To gain access to the ARS system you will be asked to enter:

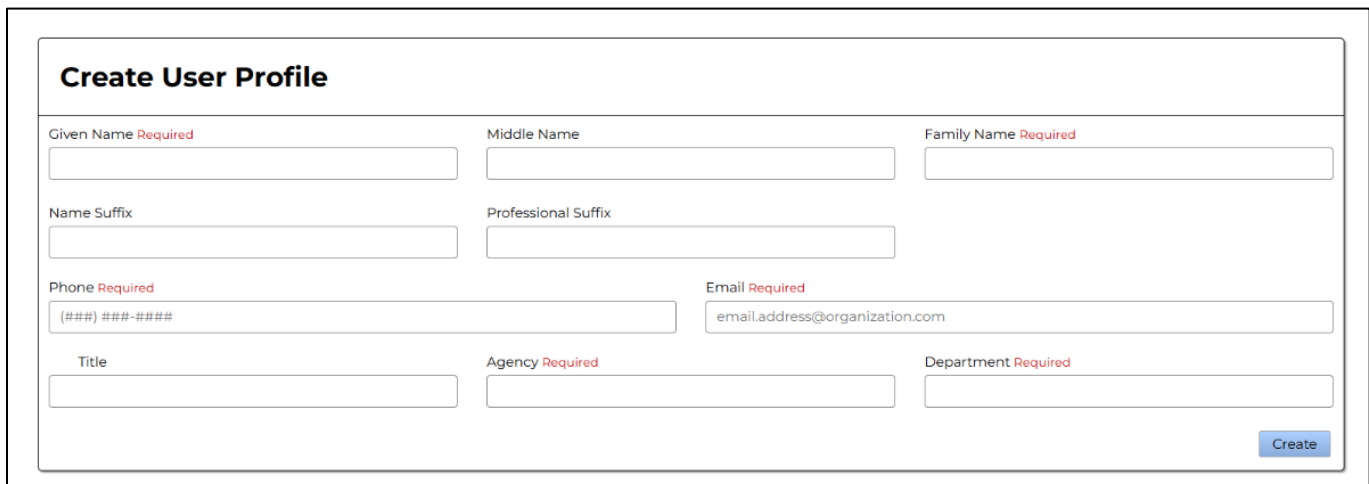
- Agency/Organization (required)
- Program / Division Name
- Bill To – Contact Name
- Bill To – Mailing Address

Once the request for access is approved, you will receive an email notification.



The screenshot shows a web form titled "Hocutt, Brittany" with the subtitle "You are requesting access to DESAccessRequestSystem". Below the subtitle are four input fields: "Agency / Organization Name" (marked as Required), "Program / Division Name", "Bill To - Contact Name", and "Bill To - Mailing Address". A blue "Submit" button is located at the bottom right of the form.

Note: If you are signing in with a SAW account and accessing a Department of Enterprise Services (DES) application for the first time, you will be prompted to create a user profile before requesting access to ARS.



The screenshot shows a "Create User Profile" form. It contains several input fields: "Given Name" (Required), "Middle Name", "Family Name" (Required), "Name Suffix", "Professional Suffix", "Phone" (Required, with a placeholder "(###) ###-####"), "Email" (Required, with a placeholder "email.address@organization.com"), "Title", "Agency" (Required), and "Department" (Required). A blue "Create" button is at the bottom right.

This step will only be required your first time accessing the system.