

Login or click on Sign-up

For help with WA Cares Fund exemptions, visit their [website](#).



# WELCOME

to your login for Washington state.

SecureAccess Washington

SIGN UP! GET HELP TIPS ON

## LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)

## ON BEHALF OF



You may need to click the button for “Add a New Service” if you do not see the Paid Family Medical Leave option in the list.



# GOOD MORNING!

What can we help you access today?

SecureAccess Washington

ACCOUNT GET HELP TIPS ON LOGOUT

ADD A NEW SERVICE

Claim & Account Center provided by Department of Labor and Industries [Access Now](#)

*Check the status of workers' compensation CLAIMS or employer ACCOUNTS - file employers QUARTERLY REPORTS.*

[Contact CAC help desk](#) [Remove from my list](#)

SHOWING YOUR SERVICES FROM ALL OF WASHINGTON



Here's what the Paid Family Medical Leave section looks like, click the “Access Now” button.

Paid Family and Medical Leave (PFML) provided by Employment Security Department [Access Now](#)

*Paid Family Medical Leave Program access for employees and employers*

[Contact PFML help desk](#) [Remove from my list](#)

You will be redirected, click Continue.



NOW ACCESSING

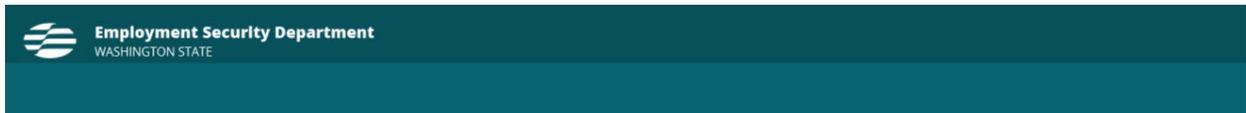


You are now accessing Paid Family and Medical Leave provided by Employment Security Department. If you require assistance, the Paid Family and Medical Leave help desk can be reached at [paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov) or 833-717-2273.

CANCEL

CONTINUE

Click to Create an Account – not for the Benefit section but scroll down to the WA Cares Exemption section.



### Create an Account

Welcome to Paid Family and Medical Leave

#### Benefit Account

If you would like to file for Paid Family and Medical Leave benefits, you will need to create an account.

To create your account, you'll need to provide your:

- First Name
- Last Name
- SSN

Create an Account



Click "Create an Account".

### WA Cares Exemption

If you are an employee and would like to apply for an exemption from WA Cares, you will need to create an account.

**To create your exemption account, you'll need:**

- First Name
- Last Name
- SSN

**Create an Account** >

Enter your personal information.



### Provide Your Information

#### Personal Information

We require the following personal information to set up your account.

<b>First Name*</b> Emma	<b>Middle Initial</b> 
<b>Last Name*</b> House	
<b>SSN*</b> 	<b>Re-Enter SSN*</b> 

#### Primary Contact Information

Domestic  International

Confirm your information entered.



### Confirm Your Information

Review your information. If it's correct, click "Submit". To make changes, click "Previous".

#### Personal Information

<b>First Name</b>	<b>Middle Initial</b>
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Once confirmed then your account is now created. Now you're ready to apply for the exemption.

Here's the confirmation of the creation of the account.



### Exemption Account Creation Confirmation

You've successfully created an account.

Your Customer ID is **FB247C6H67**

Home

Now click on the link to “Apply for an Exemption”.



Name	Customer ID
Emma House	FB247C6H67

### My WA Cares Exemption

Now that you've created an account, you can apply for a WA Cares exemption.

To apply, you will need to provide proof of your identity.

[Apply for an Exemption](#)

Answer the attestation questions and click Next.

The screenshot shows the 'Attestation' form. At the top left is the logo for the Employment Security Department, WASHINGTON STATE, with a 'Home' link. The form title is 'Attestation'. It contains a text input field for 'Your age' with the value '0'. Below this is a section 'By submitting my application for exemption, I attest that I:' with three checkboxes: 'Am at least eighteen years of age.', 'Have long-term care insurance as defined in RCW 48.83.020 that was purchased before November 1, 2021.', and 'Wish to opt out of participating in the WA Cares Fund Program.'. A second section 'I understand that:' has two checkboxes: 'If my application for exemption is approved, I will never be able to participate in the WA Cares Fund program and I will never be eligible to receive program benefits.' and 'The Employment Security Department may verify the information I provide and may request additional information.'. At the bottom are 'Cancel' and 'Next' buttons.

Upload verification of identity.

The screenshot shows the 'Upload Your Documents' form. At the top left is the logo for the Employment Security Department, WASHINGTON STATE, with a 'Home' link. The form title is 'Upload Your Documents'. It contains a message: '• You're missing your proof of identity documents. ⓘ You need to provide a document that proves your identity, like a valid driver license or passport.' Below this is a paragraph: 'To upload a document, select the document type from the drop-down menu, then click, "Choose File." You can upload up to 10 documents. Once you upload a document, you will not be able to change or delete it.' This is followed by a bulleted list: '• We accept the following file formats: pdf, tif, tiff, jpeg, jpg, png' and '• File sizes are limited to 25 MB each'. There is a 'Document Type\*' dropdown menu with 'Proof of Identity' selected. Below that is a 'Select file to upload\*' section with a 'Choose File' button and the text 'No file chosen'. An 'Upload' button is positioned below the file selection area. At the bottom is a table with three columns: 'Document Name', 'Document Type', and 'Uploaded Date'. The table is currently empty, showing 'No records'. At the very bottom are 'Previous' and 'Next' buttons.

Once document has uploaded you'll receive the following message of uploaded successfully. Click on Next.

### Information Message

- Your document has been uploaded successfully.

### Upload Your Documents

To upload a document, select the document type from the drop-down menu, then click, "Choose File." You can upload up to 10 documents. Once you upload a document, you will not be able to change or delete it.

- We accept the following file formats: .pdf, .tif, .tiff, .jpeg, .jpg, .png
- File sizes are limited to 25 MB each

**Document Type\***

Proof of Identity 

**Select file to upload\***

No file chosen

Document Name	Document Type	Uploaded Date
<a href="#">ID.jpg</a>	Proof of Identity	10/14/2021

1 record

Then you'll receive confirmation of applying for the Exemption:



**Employment Security Department**  
WASHINGTON STATE

 Home

### Application Confirmation

We've received your WA Cares Exemption application.  
To view the status of your application, click the "Home" button.

When you click on the Home button you will the status is submitted. Once you receive approval, then you will receive a document from ESD that you will want to share with Human Resources.

Thank you!