# System Access Request Form

The ETFS is accessed through Secure Access Washington (SAW). Go to <https://secureaccess.wa.gov/> to create a SAW account, if you do not have one. Scan and email this completed form to [etfinfo@arcwa.org](mailto:etfinfo@arcwa.org) or mail your completed form to:

Developmental Disabilities Endowment Trust Fund

c/o The Arc Washington State

2638 State Ave NE

Olympia, WA 98506

Go to the [Developmental Disabilities Endowment Trust Fund](http://ddetf.wa.gov/) webpages for links to ETFS User Manuals that have instructions on how to create a SAW account and how to log in to ETFS. After you have a SAW account, and we have added you to ETFS, you will receive a welcome email.

**Requestor Information**

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| --- | --- | --- | --- | --- | --- |
| User Information | | | | | |
| First Name | Last Name | | Work Phone | | Cell Phone |
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| Trust Account Information | | | | | |
| Account Holder’s Name | | Account Number | | ReLATIONSHIP | |
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| secure Access Washington (SAW) Information | | | | | |
| SAW Email | | | Saw User Name | | |
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**Requestor Agreement**

By signing this form I certify that I am authorized to view and/or submit information on behalf of the Trust Account Holder(s) listed above, will practice adequate Password management by keeping Passwords confidential and agree to the Conditions of Use Access Agreement: <http://www.commerce.wa.gov/privacy-information/conditions-use-access-agreement/>.

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| --- | --- | --- |
| Printed Name | Signature | Date |
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