# 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 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 |
|  |  |

**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/>.

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