

EMERALD ADVISORS

Washington State LTC Opt-Out Instructions

Please complete all blue highlighted items in the step-by-step instructions to opt-out of the Washington State LTC surtax. If you have questions, please call the office at 425-458-3853 or email info@emeraldadv.com. We are here to support you through the process.

Opt-Out Steps:

1. To opt-out, create a Secure Access Washington (SAW) account by clicking this link to begin the process: [SecureAccess Washington](https://secureaccess.wa.gov/myAccess/saw/select.do)

If you are having difficulty logging into your Unemployment eServices account, please call Employment Security Department at 855-682-0785. For more information, see esd.wa.gov

WELCOME
to your login for Washington state.

SecureAccess Washington

Enter your username here. If you have not created a username and password, click the 'SIGN UP!' button. If you do not remember your username, click the 'GET HELP' button.

USERNAME

PASSWORD

SUBMIT

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

ON BEHALF OF
WASHINGTON STATE
AGENCIES

SIGN UP! GET HELP TIPS ON


2. Click the 'Sign-up' button on the right-hand side of the screen.

WELCOME
to your login for Washington state.

Click me to create a new account. You can use this one login to access many applications and services from multiple state agencies!

SIGN UP! GET HELP TIPS ON

3. Complete the 'Sign-up' form on the next screen and click 'Create my account'.



Sign Up!

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.


Username and Password

Username

Password Requirements
Add at least 10 more characters
Add a special character or a lower case letter or an uppercase letter or a number

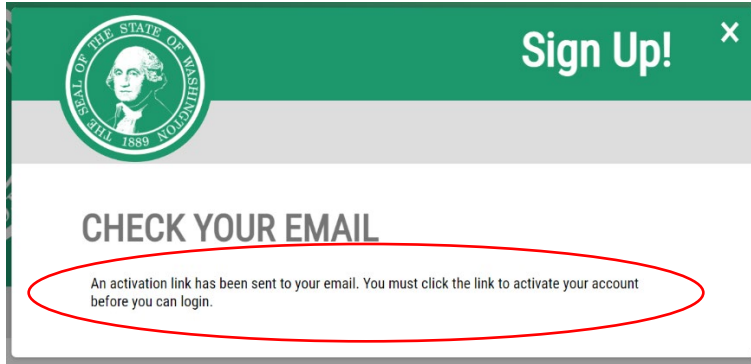
Password

Confirm Password

I'm not a robot 
reCAPTCHA
[Privacy](#) [Terms](#)

[Privacy Policy](#)

4. Once you have clicked 'Create my account' you will see a pop-up screen asking you to verify your account by confirming the link sent to your email address.



5. Please check your inbox. The email will come from *secureaccess.wa.gov* and look like this. Click the attached link to activate your account. This will return you to the main home screen:

From: <secureaccess@cts.wa.gov>
Date: Fri, Oct 1, 2021 at 9:44 AM
Subject: SecureAccess Washington : Welcome to SecureAccess Washington
To:

You are almost finished,

Thank you for signing up with Secure Access Washington.

Your username is:

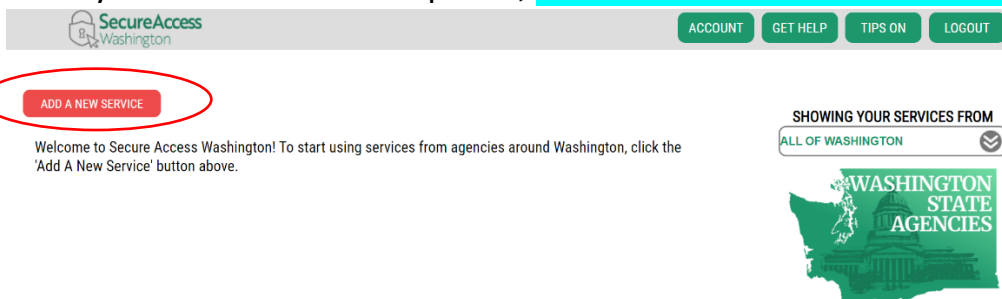
To activate your account, please click: <https://secureaccess.wa.gov/public/saw/pub/regConfirm>

For questions or concerns about your SecureAccess Washington account, please visit <https://secureaccess.wa.gov/public/saw/pub/help.do>

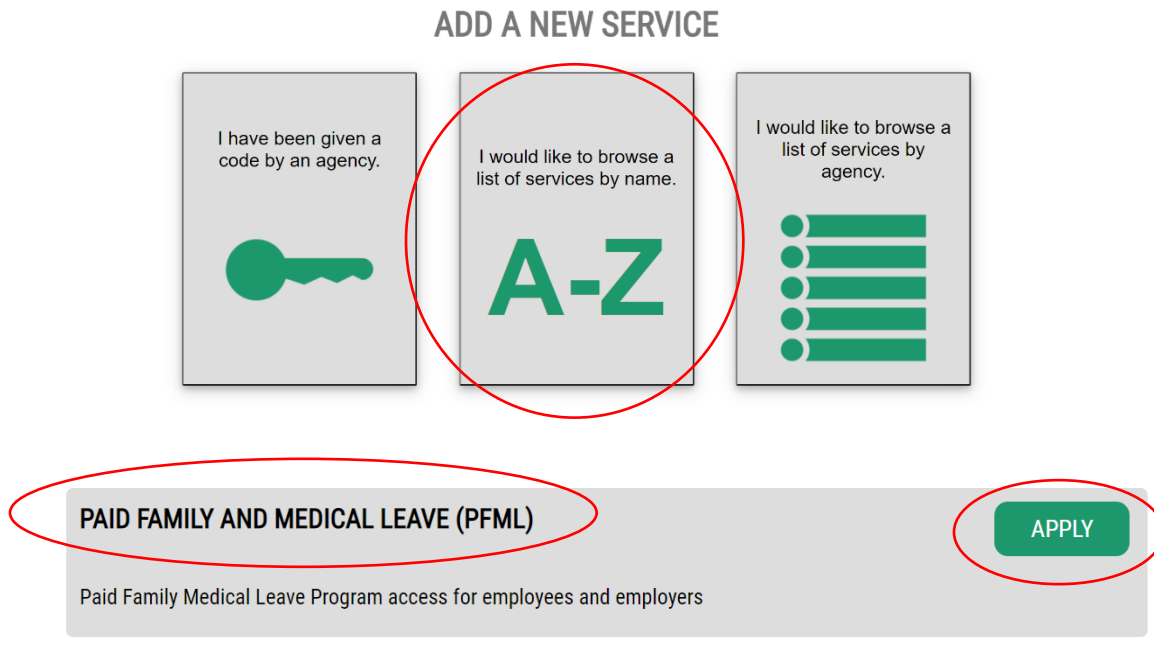
Thank you,
The Secure Access Washington Team

6. Once back to the main landing page, enter your new account username and password:

7. Once you have entered the portal, click the red button 'Add a New Service'.



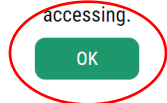
8. The next screen shows ways to search for the 'New Service'. Please choose the middle option and scroll down until you see 'Paid Family and Medical Leave' and click 'Apply'.



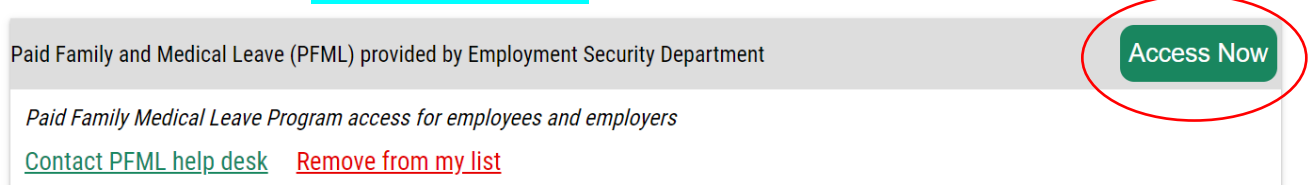
9. It will then tell you the service has been added to your list. Click 'OK':

REGISTRATION COMPLETE

This service has been added to your list and is ready for you to start accessing.



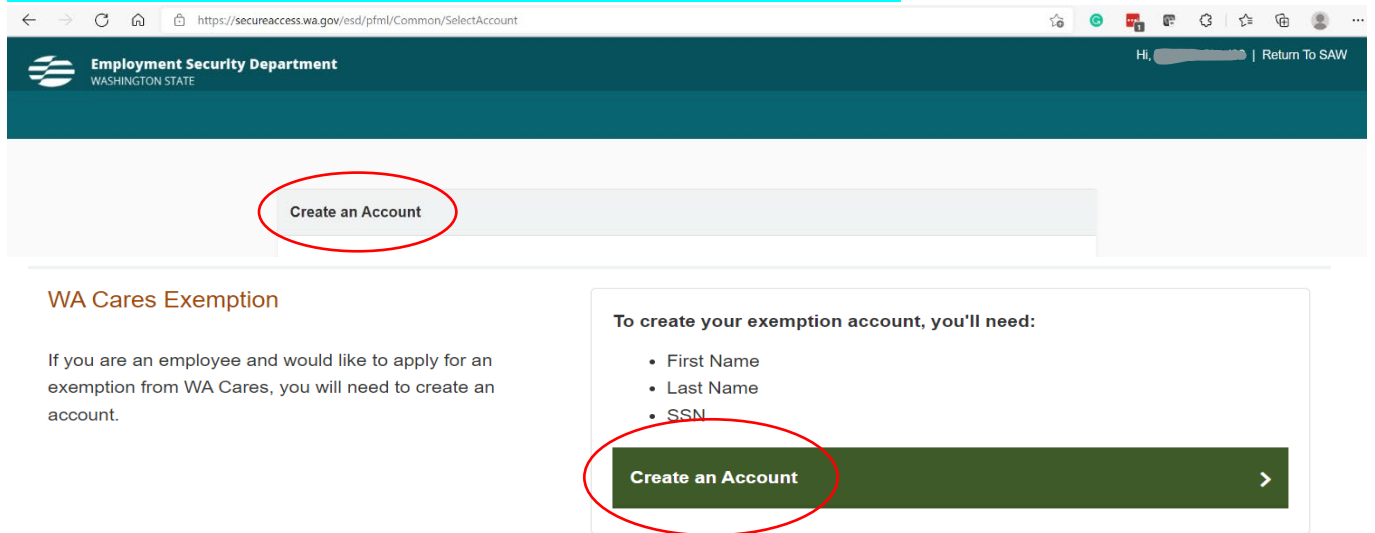
10. You will then be returned to the previous screen where it will tell you your service is available for access. Click 'Access Now':



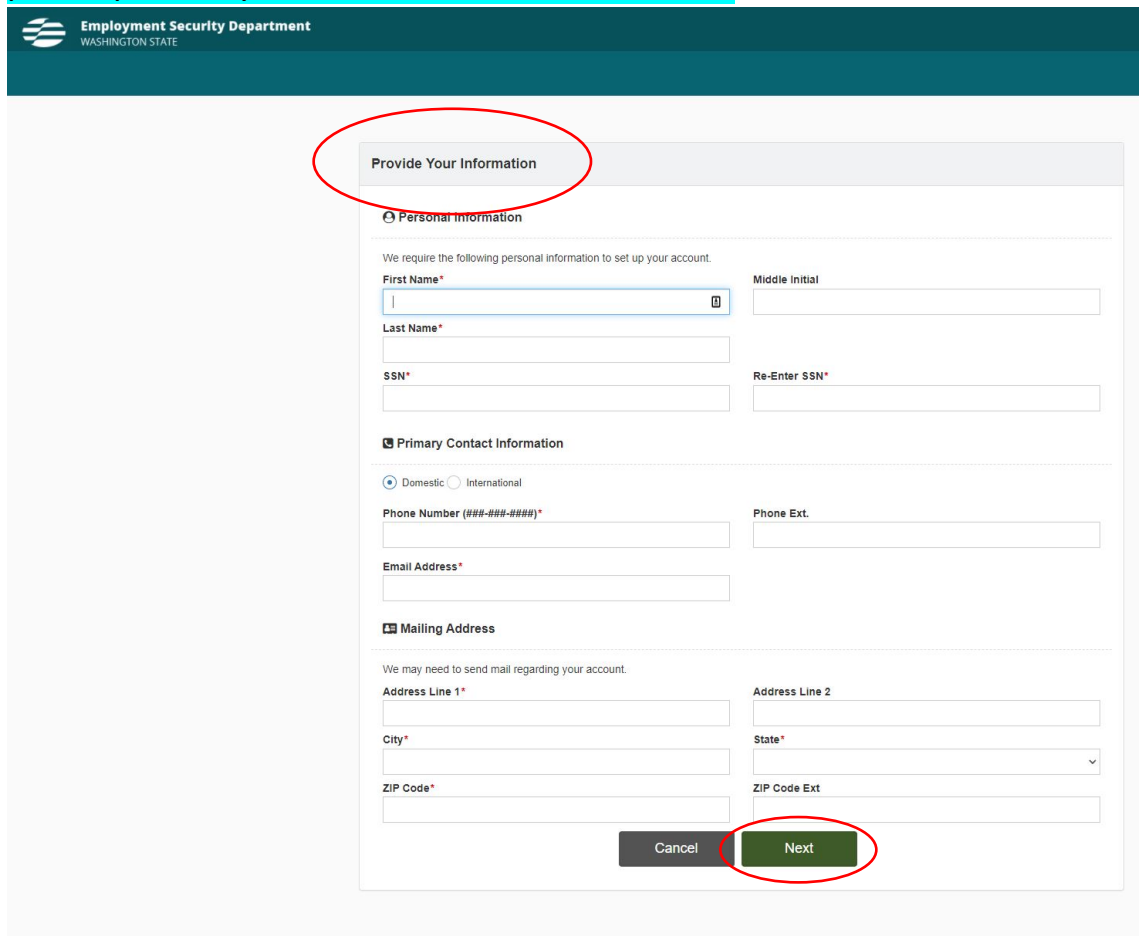
11. Once you click 'Access Now' you will be taken to this screen, click 'Continue':



12. You will be taken to the Employment Security Department (ESD) page. Follow the instructions to 'Create an Account'. Scroll down to the bottom and click on 'WA Cares Exemption' to continue the process and create an account.



13. Clicking 'Create an Account' brings you to the exemption account page. Once inside please provide your information and click 'Next':



14. You will be asked to confirm that your information is correct, if correct click 'Submit'.

Employment Security Department
WASHINGTON STATE

Hi,

Confirm Your Information

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

Personal Information

First Name Middle Initial
Last Name SSN

Primary Contact Information

Phone Number Phone Ext.
Email Address

Mailing Address

Address Line 1 Address Line 2
City State
ZIP Code ZIP Code Ext

Previous Cancel **Submit**

www.paidleave.wa.gov
Employment Security Department is an equal opportunity employer/program. Auxiliary aids and services are available upon request to individuals with disabilities.
Language assistance services for limited English proficient individuals are available free of charge. Washington Relay Service: 711.

15. You will then see that you have created your 'Exemption Account', then click 'Home'.

Exemption Account Creation Confirmation

You've successfully created an account.

Your Customer ID is

Home

16. Next, click 'Apply for an exemption'.

Name Customer ID

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](#)

17. Complete the 'Attestation' as indicated below including your age and click 'Next'.

Attestation

Your age

By submitting my application for exemption, I attest that I:

- 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.
- Wish to opt out of participating in the WA Cares Fund Program.

I understand that:

- 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.
- The Employment Security Department may verify the information I provide and may request additional information.

Cancel

Next

18. You will then upload your proof of identity using your passport or driver's license file. Once the file has been attached, click 'Upload' and you will be informed if the proof of identity submitted was accepted or not.

Upload Your Documents

• 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](#).

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*

Choose File No file chosen

Upload

Document Name

Document Type

Uploaded Date

No records

Previous

Next

19. It will display if your document has been successfully uploaded. Click 'Next'.

The screenshot shows a web interface for uploading documents. At the top, a dark green banner contains an 'Information Message' icon and the text 'Your document has been uploaded successfully.' Below this is a section titled 'Upload Your Documents' with instructions and a list of accepted file formats (.pdf, .tif, .tiff, .jpeg, .jpg, .png) and a 25 MB limit. A 'Document Type' dropdown menu is set to 'Proof of Identity'. A 'Choose File' button is present, along with a table showing one uploaded document: 'Proof of Identity' on '10/04/2021'. At the bottom, 'Previous' and 'Next' buttons are visible, with 'Next' circled in red.

20. Your 'Application Confirmation' will show. Click the 'Home' button to view the status of your application.

The screenshot shows an 'Application Confirmation' page. The text reads: 'We've received your WA Cares Exemption application. To view the status of your application, click the "Home" button.' A green 'Home' button is centered on the page and circled in red.

21. The status page will state your name, Customer ID, and show your Application Status as 'Submitted'.

The screenshot shows the user's status page. At the top, it says 'Employment Security Department WASHINGTON STATE'. Below, the user's name and Customer ID are displayed. The 'My WA Cares Exemption' section shows 'Application Status' as 'Submitted', which is circled in red. Below this is a 'Correspondence' section with a table header: 'Document Name', 'Document Type', and 'Uploaded Date'. The table currently shows 'No records'.

22. After you have submitted your exemption request, check your status by logging back into your SAW account, visiting your services, and accessing the exemption status page. Please be aware that at this time the system is being inundated and there may be delays in processing times. **Please print a copy of your exemption and email a copy to info@emeraldadv.com for our client records.*