

## How to access local sales tax distribution reports in My DOR

Please follow the step by step instructions to gain access to the Partner Portal.

### Here's how to log in to My DOR

You'll need a SecureAccess Washington (SAW) username and password to log in to My DOR.

#### If you don't have a SAW user ID:

1. Go to <https://dor.wa.gov/> and click "Log in."
2. Click "Sign up," and follow the prompts.
3. You will receive an email with a link to activate your account. Click on the link in the email to complete the activation and log in.

#### If you have a SAW user ID:

1. Go to <https://dor.wa.gov/> and click "Log in."
2. Enter your SAW user ID and password, and then click "Log in."

Department of Revenue Washington State

My DOR

Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property

Use your Secure Access Washington (SAW) user ID and password. [What is SAW?](#)

SAW User ID  
Testing [Forgot?](#)

Password  
\*\*\*\*\* [Forgot?](#)

Show Password

**Log in** [New user? Sign up](#)  
Not sure? Check if you have one

**Businesses**

- File a tax return
- Get or renew a business license
- Access a reseller permit
- File UCP holder reports
- Request a tax status letter
- Access secure messages
- **More services**
  - Express file a no business return
  - Pay a bill

**Have NO business to report?**  
Express file  
No login required.  
[Go to paidleave.wa.gov](#)

Need to report your Paid Family & Medical Leave (PFML)?  
[Go to paidleave.wa.gov](#)

**General Public**

- File a consumer use tax return
- Access secure messages

**ClaimYourCash**  
Unclaimed Property

- File an unclaimed property claim or report

Contact us

Activate your account

My DOR help

powered by  
**SecureAccess Washington™**

Your Privacy | Access Agreement

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Department of Revenue Washington State

Working together to fund Washington's future

## Add the Partner Portal Service

To access the Partner Portal sign up form:

1. Click the **“Add the Partner Portal”** in the Partners section of the My DOR Services page.

### Business Licensing and Tax

Click **Get Started** to go your account summary

**Get Started**

#### Quick Links

<b>Business Licensing</b> Access your account using a letter ID Renew your business license Apply for a new business license Hire domestic (household) employees	<b>File and pay taxes</b> Access your account using a letter ID Business (B&O), Excise, and Sales taxes Forest tax Leasehold tax	<b>Other services</b> Print your reseller permit Send a secure message Sign up for filing reminders
<b>Unclaimed Property</b>	<b>Property Tax</b>	<b>Partners</b> <b>Add the Partner Portal</b> File real estate excise tax affidavits (For Counties Only)
<b>General Public</b> File a Consumer Use Tax Return Apply For a Consumer Sales Tax Refund	<b>From our old system</b>	

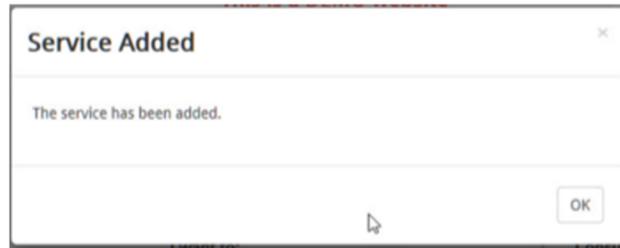
2. Enter the code **“PartnerSignup”** to request access to the Partner Portal and click **“Submit”**.

### Add Partner Portal

Enter the **code** you were given to apply for access to the Partner Portal.

PartnerSignup

3. Click **“OK”** to close the Service Added message.



4. A link to the Partner Signup service is now located on the My DOR Services page. Click **“Partner Signup”** to complete the signup form.

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<b>Unclaimed Property</b> Claim your cash or property File an unclaimed property holder report Secure messages for unclaimed property Secure messages for unclaimed property	<b>Property Tax</b> Renew property tax exemption Temp Renew property tax exemption Secure messages for property tax Secure messages for property tax Check appraiser accreditation status Temp Check appraiser accreditation status Temp State Wide Commercial Sales	<b>Partners</b> Add the Partner Portal <b>Partner signup</b> File real estate excise tax affidavits (For Counties Only)
<b>General Public</b> File a Consumer Use Tax Return Apply For a Consumer Sales Tax Refund	<b>From our old system</b> View secure emails sent before March 2018 Temp View secure emails sent before March 2018	

## Complete the Signup Form

1. Enter the required information on the Partner Portal Signup form:
  1. Type your First Name, Last Name, Phone Number, and Job Title.
  2. Check the **“Local Tax Jurisdiction Access”** box. If you require BLS Partner City Access for licensing, you can select that access type as well.
  3. Select your jurisdiction from the dropdown menu.
  4. Enter a detailed description in the **“Business Need”** field.

2. Check the **“Affidavit is Attached or Already on File”** box.
3. Attach your completed affidavit by clicking **“Add”**.
  1. If you do not have a form on file, click **“Download form here”** to complete the Confidentiality Agreement. You will need to attach the completed form as an image file (PDF, JPG, TIF, etc).
  2. If you already have an affidavit on file with the Department of Revenue, you will not need to attach a document.
4. Click **“Submit”**.

### User Requesting Access

User abc123	Email Address sample@sample.com	
First Name * <i>Required</i>	Middle Name	Last Name * <i>Required</i>
Area Code * <i>Required</i>	Phone Number * <i>Required</i>	Job Title * <i>Required</i>

**Requested Access Type \***

State Partner Agency Access  
 BLS Partner City Access  
 Local Tax Jurisdiction Access

Business Need \*  
*Required*

Access to any jurisdiction or Agency information requires authorization from the department, as well as a completed confidentiality agreement.  
[Download form here.](#)

Please attach below before submitting.

**Affidavit is Attached or already on File \***

**Affidavits**

**Attachments**

Type	Name	Description	Size (Kb)
There are no attachments.			

Cancel
[< Previous](#)
Add
Submit

5. You will receive a confirmation message your signup request was submitted successfully to the Department of Revenue. Please allow 1 to 2 business days for the Department of Revenue to complete our review.

## Confirmation

Your submission has been submitted and your confirmation number is 0-011-332-761.

[Print Confirmation \(This Page\)](#)

## Access the Partner Portal

1. After you receive an email that your request is completed, log into My DOR. Click “**Partner Portal**” to access your reports. This link will now appear on the My DOR Services page each time you log in.

## Business Licensing and Tax

Click **Get Started** to go your account summary

[Get Started](#)

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2. A second login screen will appear with your default Logon ID that cannot be removed. Select **Logon**.



**WASHINGTON STATE DEPARTMENT OF REVENUE**

This system may contain U.S. Government information, which is restricted to authorized users ONLY. Unauthorized access, use, misuse, or modification of this computer system or of the data contained herein or in transit to/from this system constitutes a violation of Title 18, United States Code, Section 1030, and may subject the individual to Criminal and Civil penalties pursuant to Title 26, United States Code, Sections 7213, 7213A (the Taxpayer Browsing Protection Act), and 7431. This system and equipment are subject to monitoring to ensure proper performance of applicable security features or procedures. Such monitoring may result in the acquisition, recording, and analysis of all data being communicated, transmitted, processed or stored in this system by a user. If monitoring reveals possible evidence of criminal activity, such evidence may be provided to Law Enforcement Personnel.

**ANYONE USING THIS SYSTEM EXPRESSLY CONSENTS TO SUCH MONITORING.**

Logon ID

**Logon**

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