**New Hire Reporting —Secure Access Washington [SAW] For Employers**

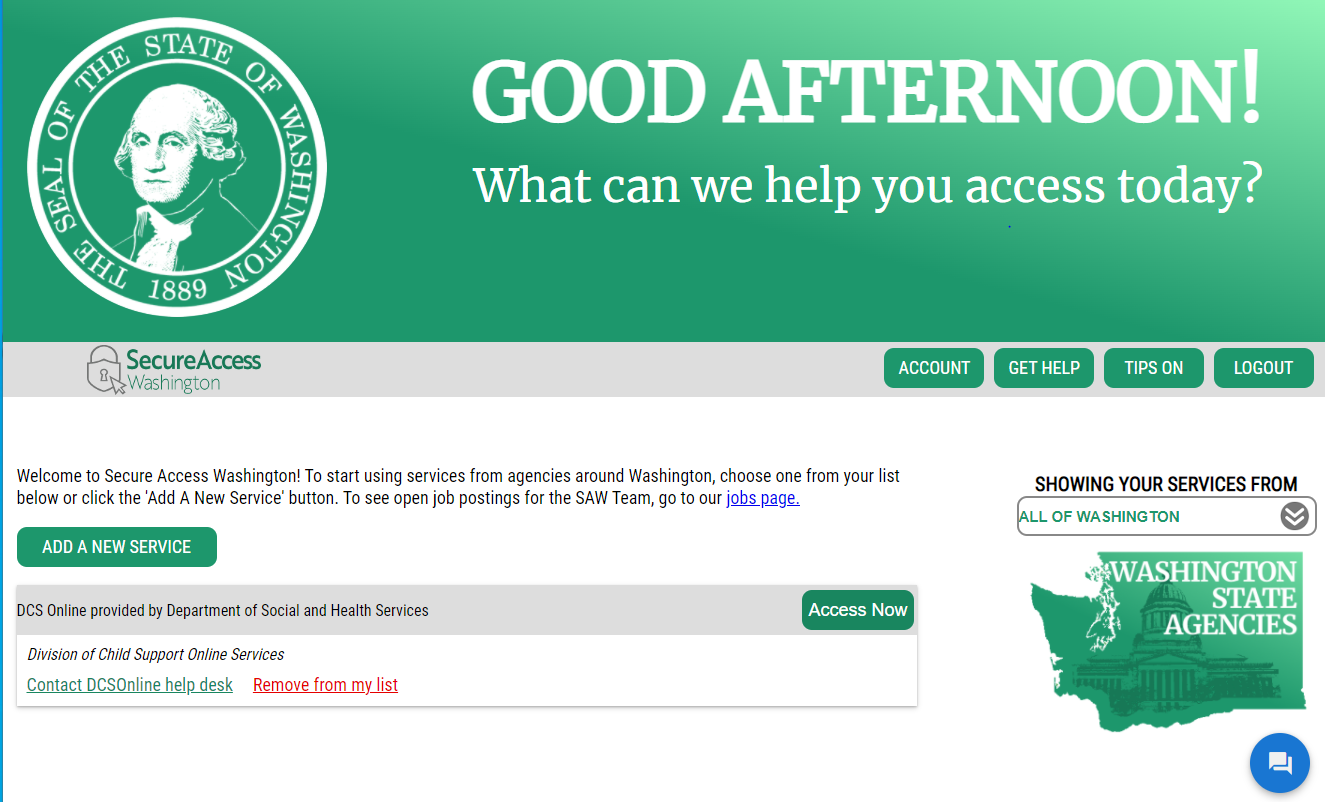
**Introduction:** Secure Access Washington [SAW] is an online portal where employers can report new hires and remit child support for their employees by using DCSOnline. Now that you have created your SAW account, you may start reporting new hires.

**Step 1: Log in to SAW by entering your SAW ID and Password.**



**Enter your SAW USERNAME and password**

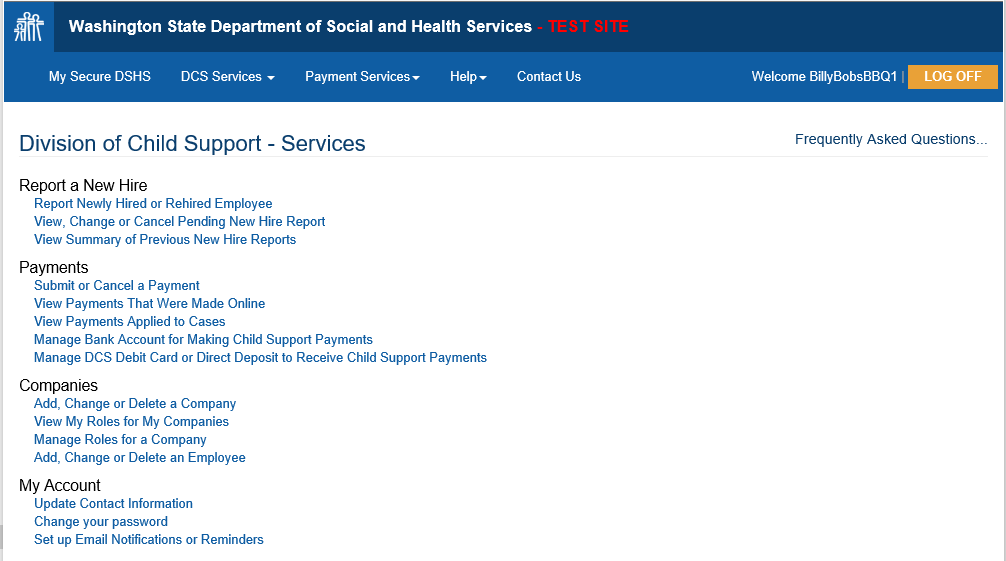
**Step 2: Find Division of Child Support Online Service and click on Access Now**



**…. then Click Access Now**

**Find DCS Online and…**

**Step 3: Find Report a New hire and click on Report a Newly Hired or Rehired employee.**

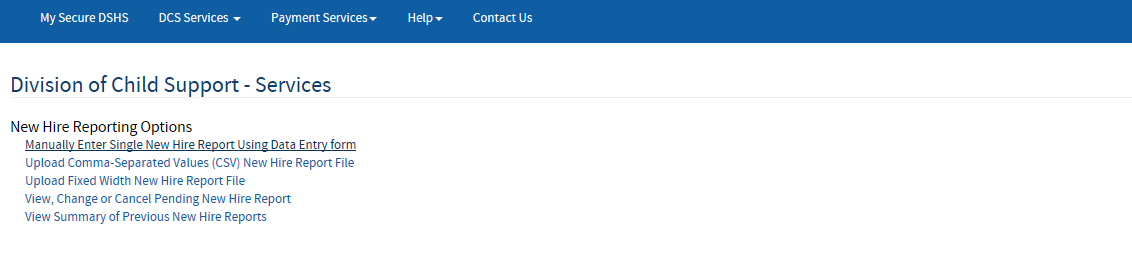


**First, Add, Change or Delete your company. The information will be saved in in your DCS Online account for your use.**

**Click here to report a newly hired or rehired employee for a company you have added.**

**Step 4: There are three different ways you can report new hires in SAW.**

Washington State Department of Social and Health Services



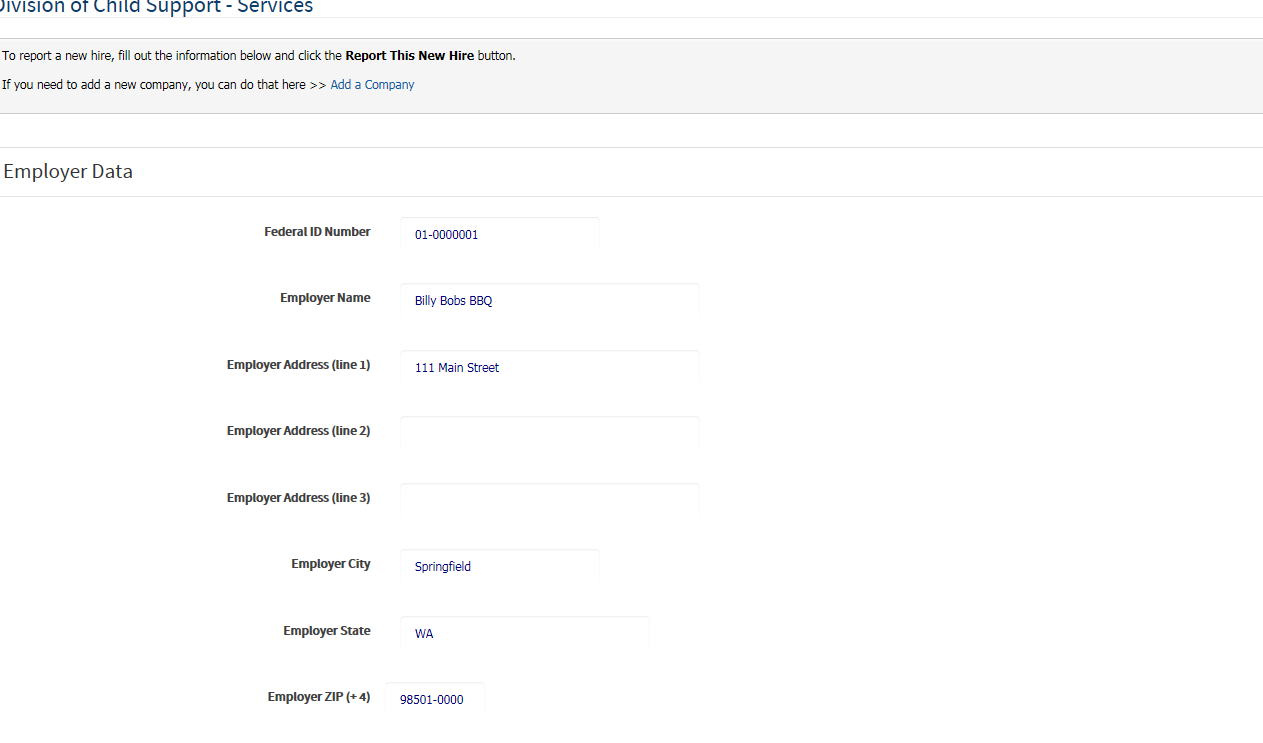
**Option 2- Click here to upload a Comma-Separate Values new/rehire file**

**Option 1 - Click here to enter each new/rehire manually**

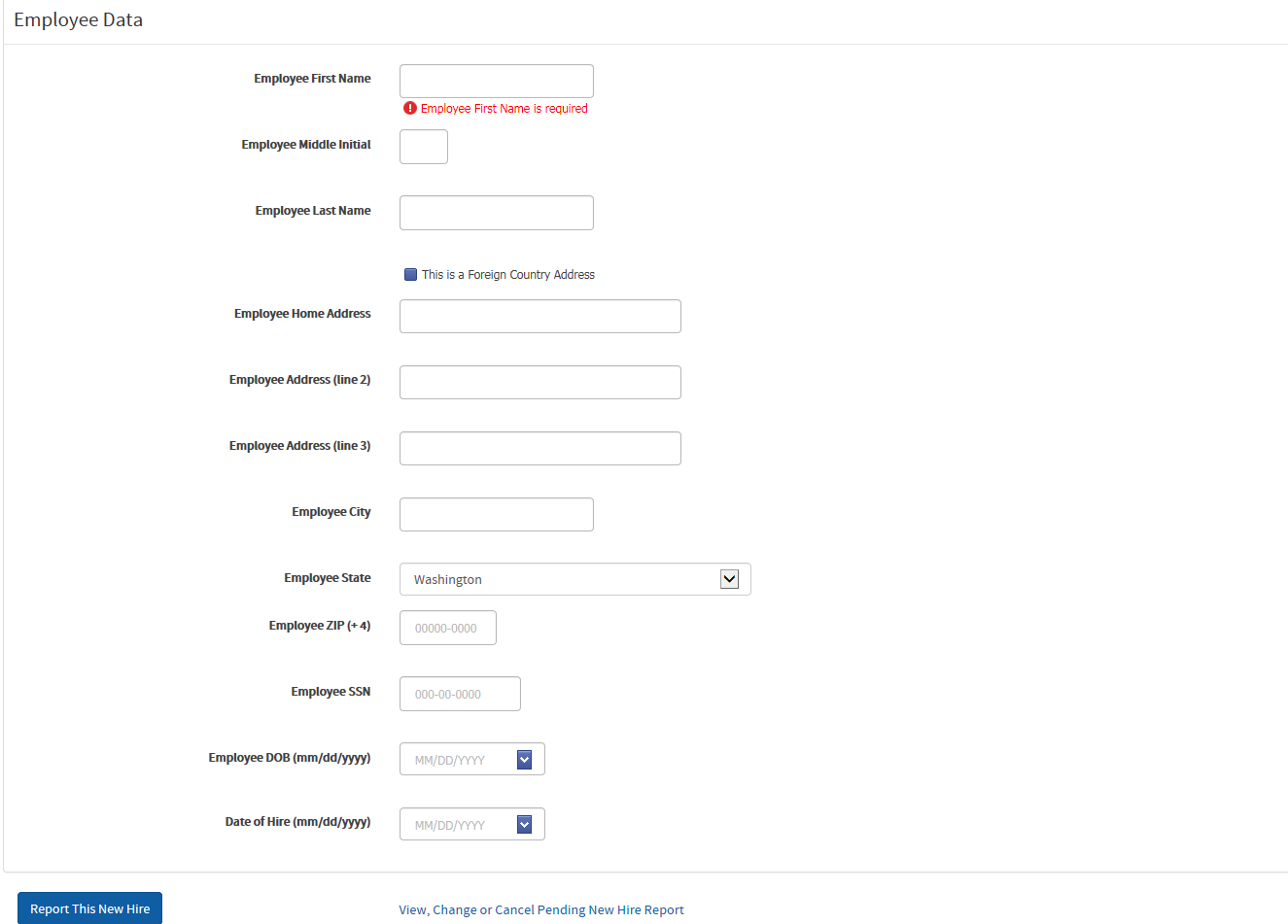
**Option 3 - Click here to upload a Fixed width new/rehire file**

**Option 1: Manually Enter Single New Hire:**

Washington State Department of Social and Health Services



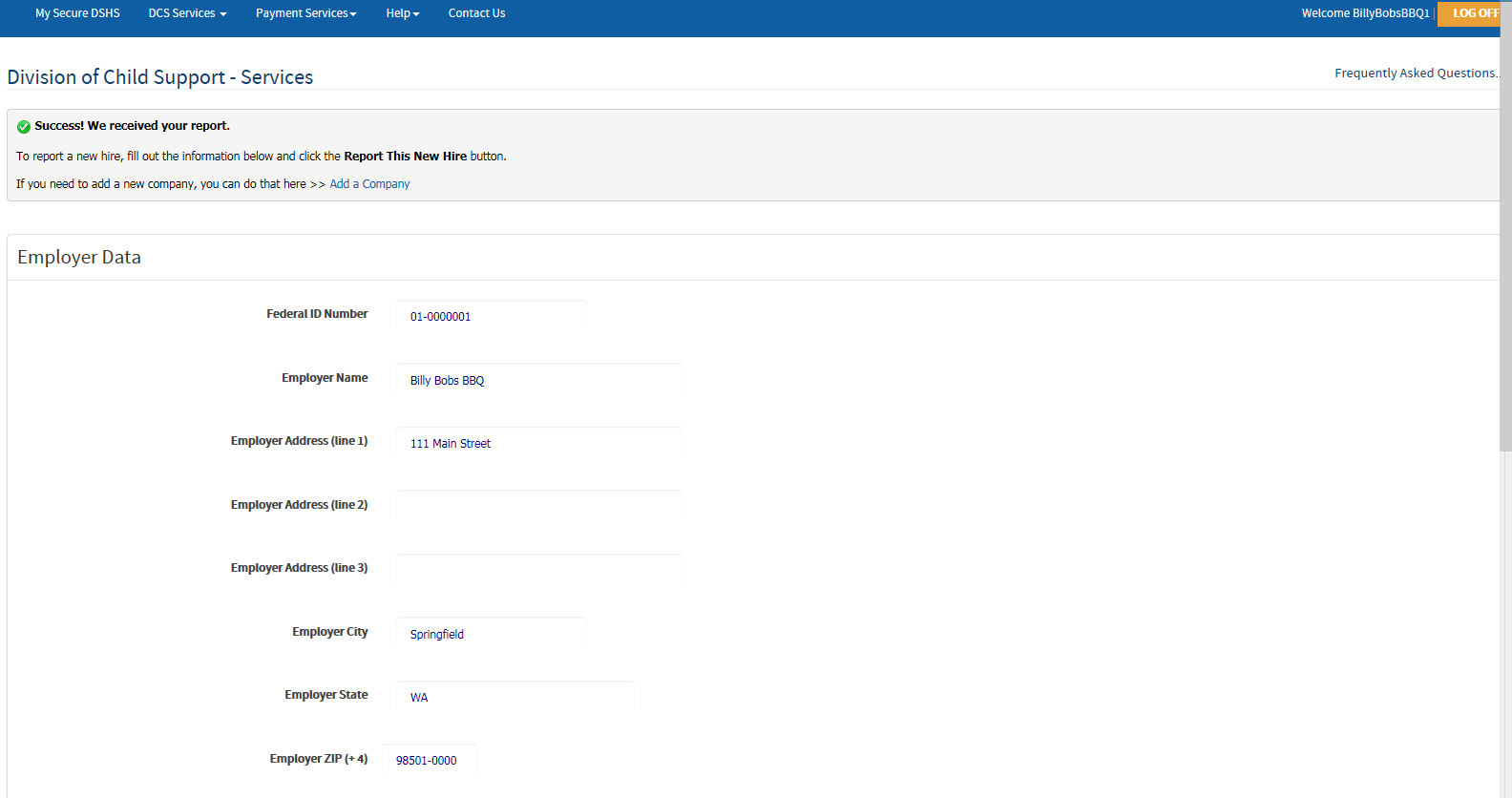
**Verify your employer information**



**Enter your employee’s information**

**Click here to submit a new hire report for this employee**

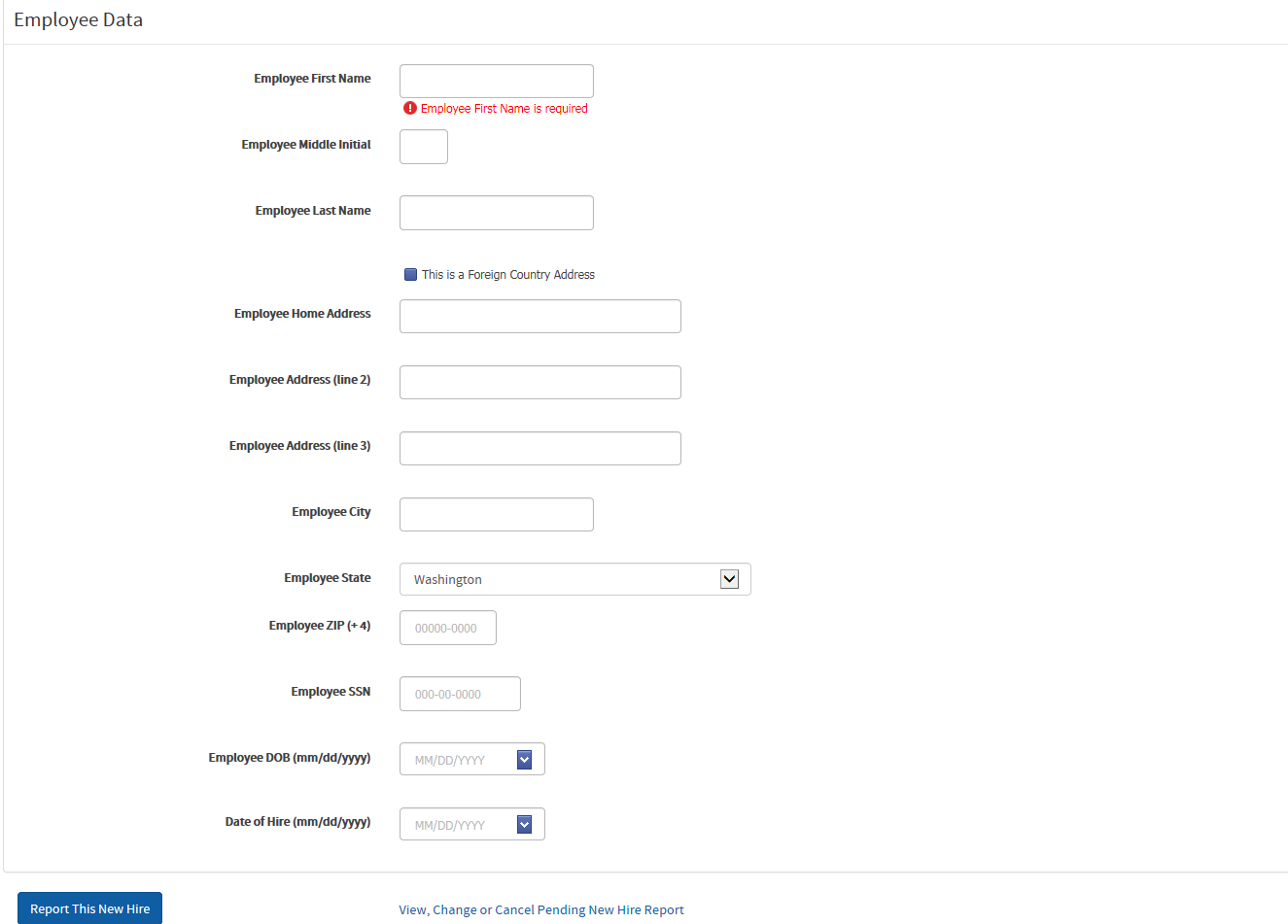
**Once you click the Report a New Hire, you will be returned to the top of the screen where it should look like this. You may continue to submit new hires one at a time.**



**If you have other things to do with Child Support, click here**

**Success!**

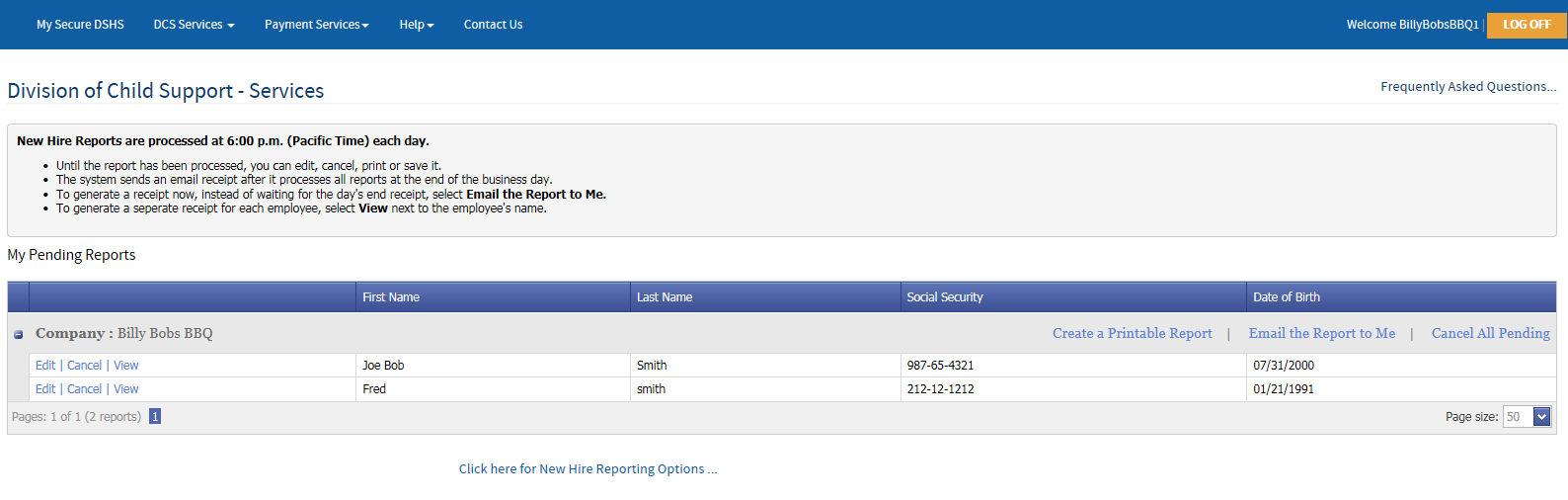
**If you are done, click here to log off**



**You may continue adding additional employee information**

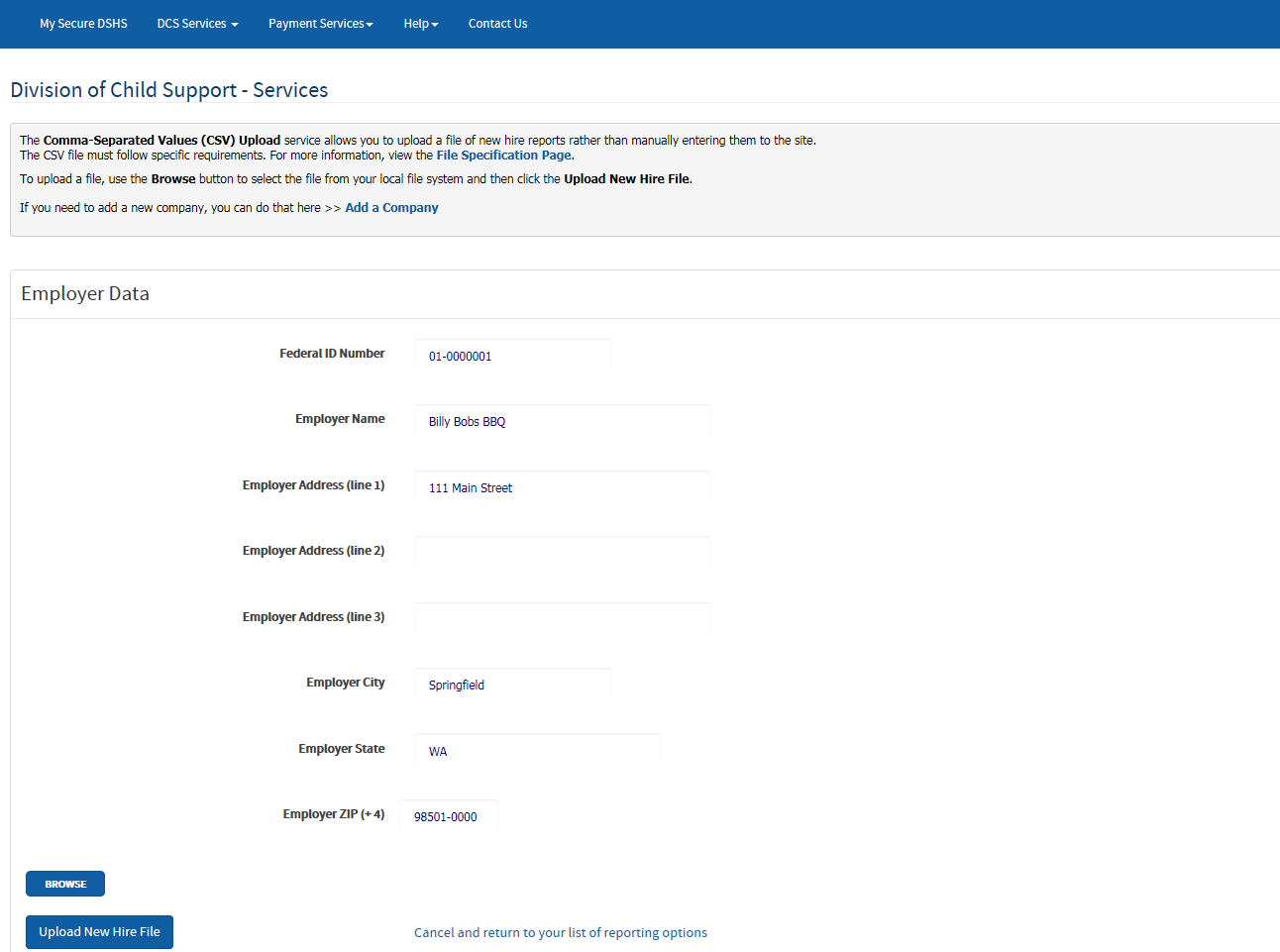
**If you want to see who you have already reported, make any changes, or cancel your current report, click here.**

**If you click on the View, Change or Cancel Pending New Hire Report, you should see the following.**



**You may edit, cancel and view the information by clicking here**

**Option 2: Upload Comma-Separated Values (CSV)**



**If you have questions about formatting the CSV file, click here. See the next page for additional help.**

**Step 3 – Click here to upload the document you selected**

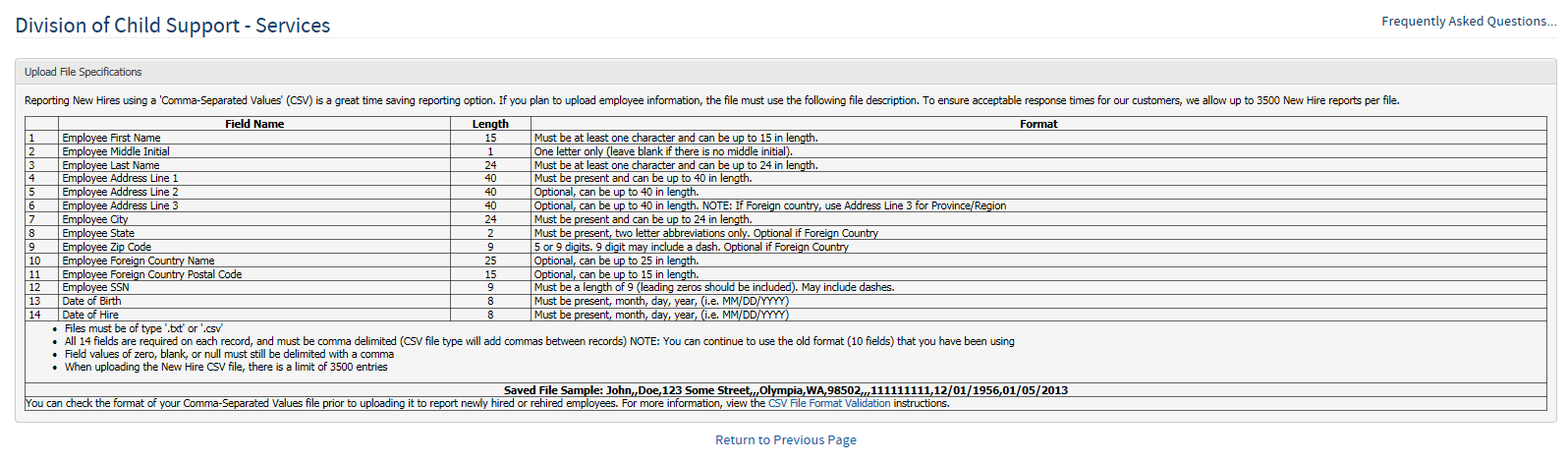
**Step 2- Browse and select the document you want to upload**

**Cancel and return to the prior screen by clicking here**

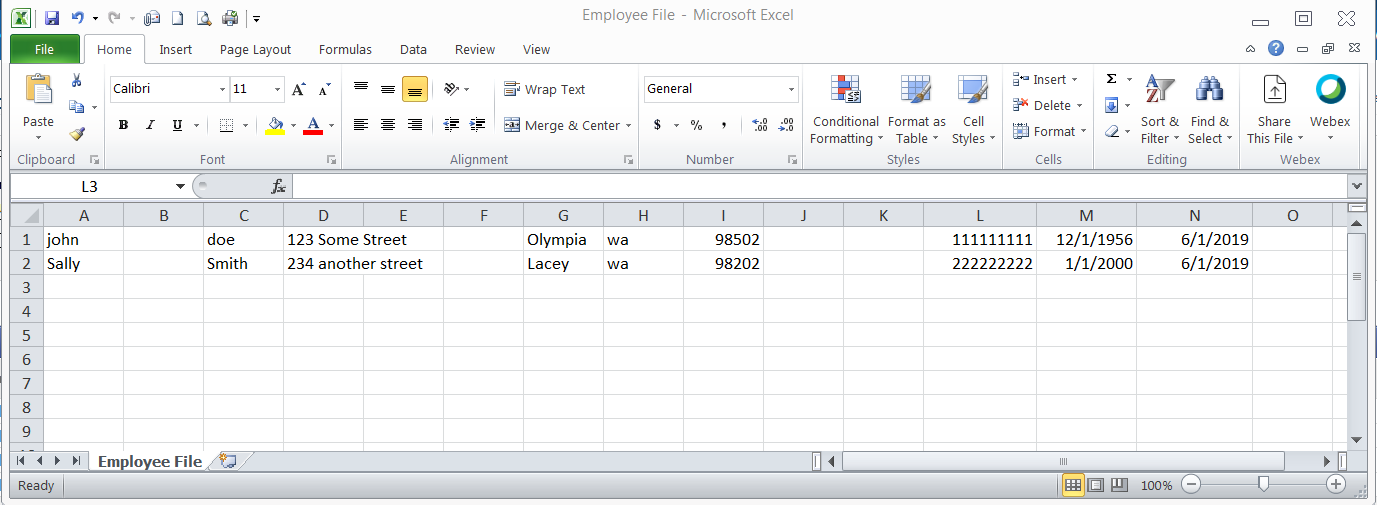
**Step 1 - Verify your employer information**

**Creating a CSV File**

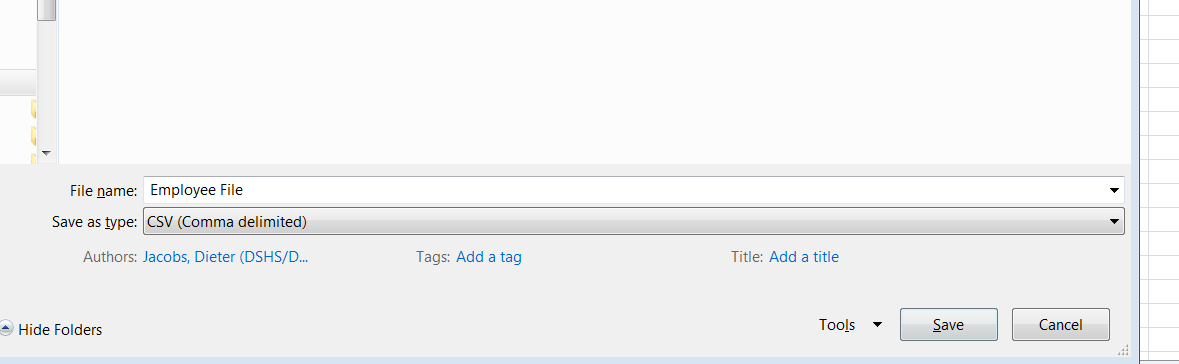
**This is the file specification page for information on formatting the file**



**Open an Excel Spreadsheet and enter the employee information based on the above example. Multiple employees may be entered into one document, but must be entered on separate lines**

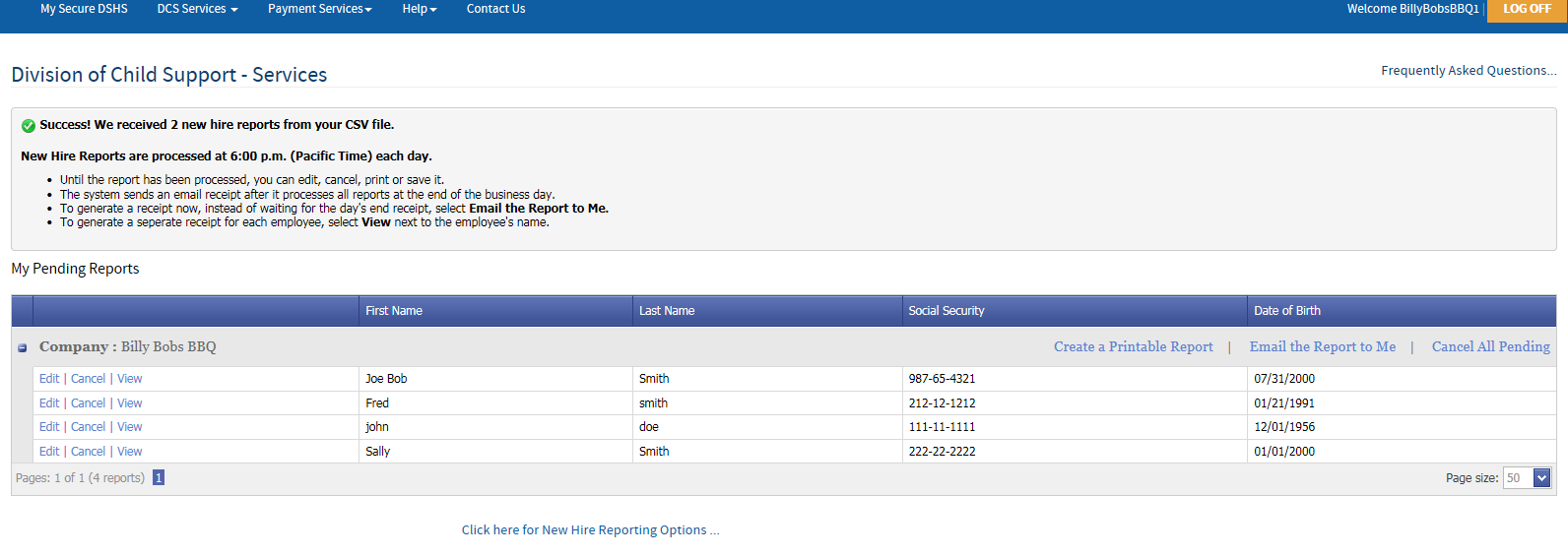


**Save the spreadsheet as a CSV (Comma Delimited) file**



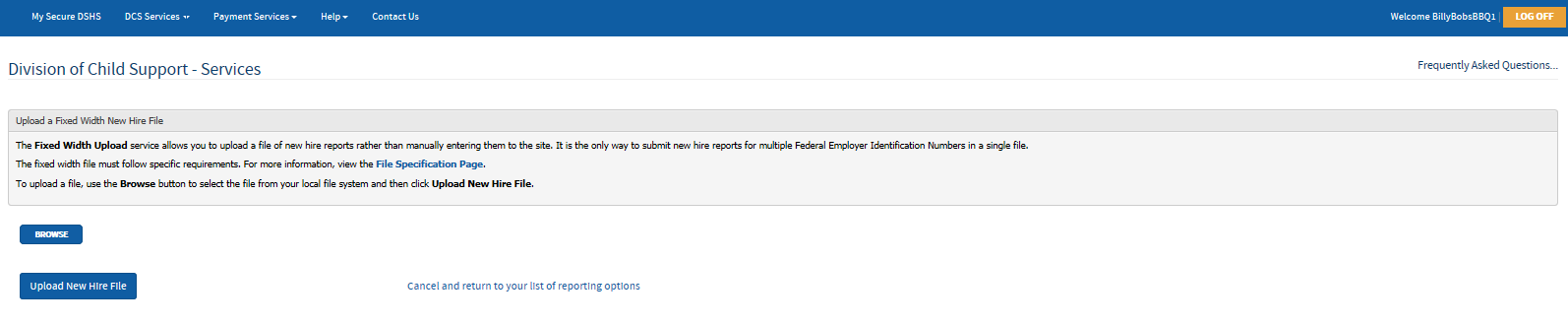
**Once you download the file successfully, you should see this screen:**

**Success!**



**You may edit, cancel and view the information by clicking here**

**Option 3: Upload Fixed Width New Hire Report File – you should now see this:**

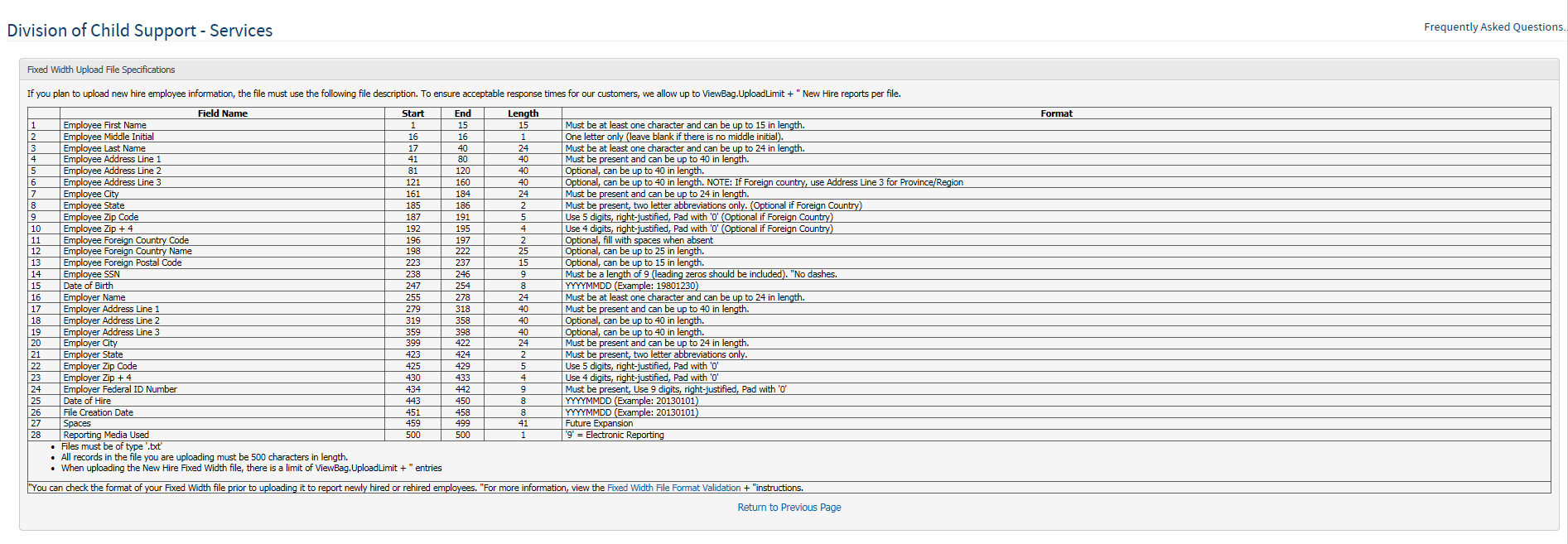


**If you have questions about formatting the Fixed Width File, click here. See the next page for additional help**

**Browse and Upload the file by clicking on these buttons**

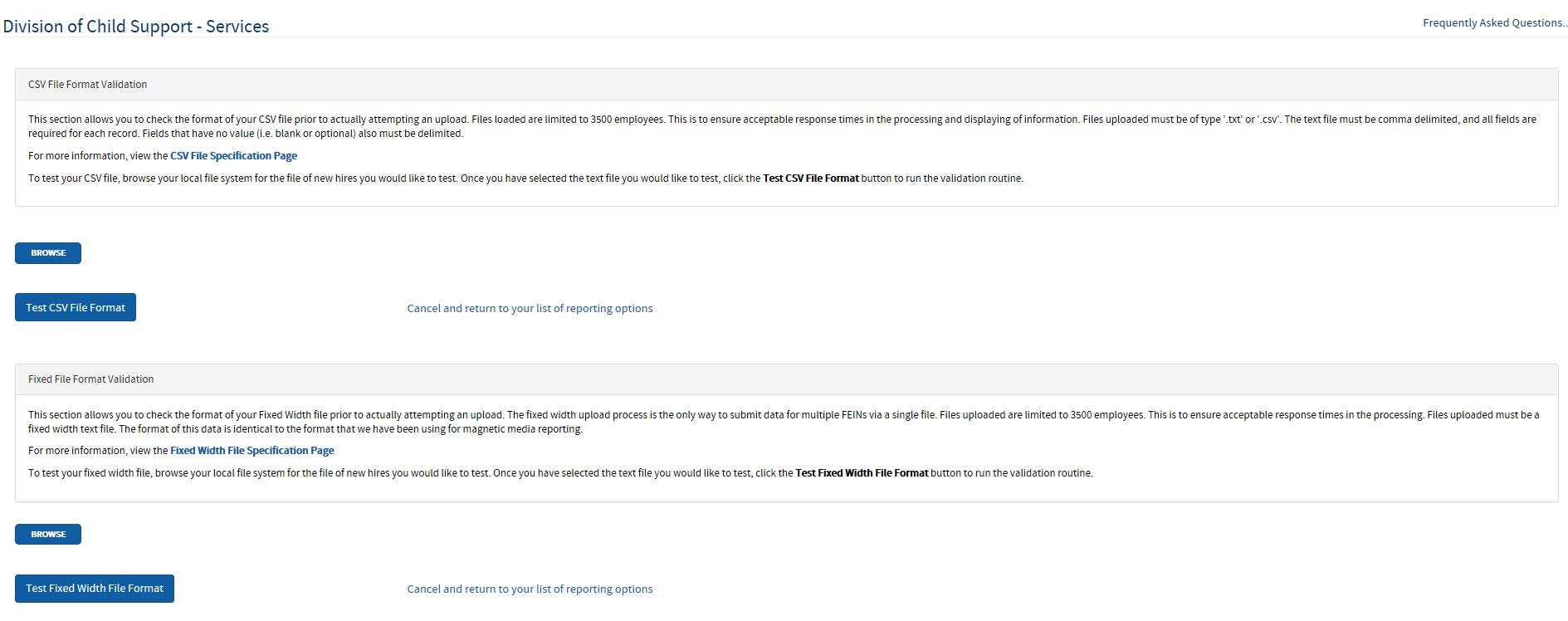
**Creating a Fixed Width File**

**This is the File Specification Page for information on formatting the file**



**Cancel and return to the prior screen by clicking here**

**If you would like to test your file to see if it is formatted correctly click here.**



**Click here to test your Fixed Width File Formatting**

**Cancel and return to the list of reporting options**

**If you need additional assistance with DCS Online or have questions regarding Child Support or New Hire Reporting as an employer, please contact the DCS Employer Relations Team at 800-562-0479 or email** [**dcs-ert@dshs.wa.gov**](mailto:dcs-ert@dshs.wa.gov)**. We’re happy to help!**