

## Manage Employees – Public Protection Companies/Agencies

These instructions assume you have already created a SAW account and have linked your business license.

If you haven't yet done so, see the document [Create your user access to the Professional and Business Licensing System](#) for detailed instructions on these processes.

The Professional and Business Licensing System allows you to manage your relationships with your employees online.

- [Begin Add Employee Request](#)
- [Remove \(Separate\) Employees](#)

### Begin Add Employee Request

**Before You Begin:** You'll need the license or application number of the employees/applicants you want to add.

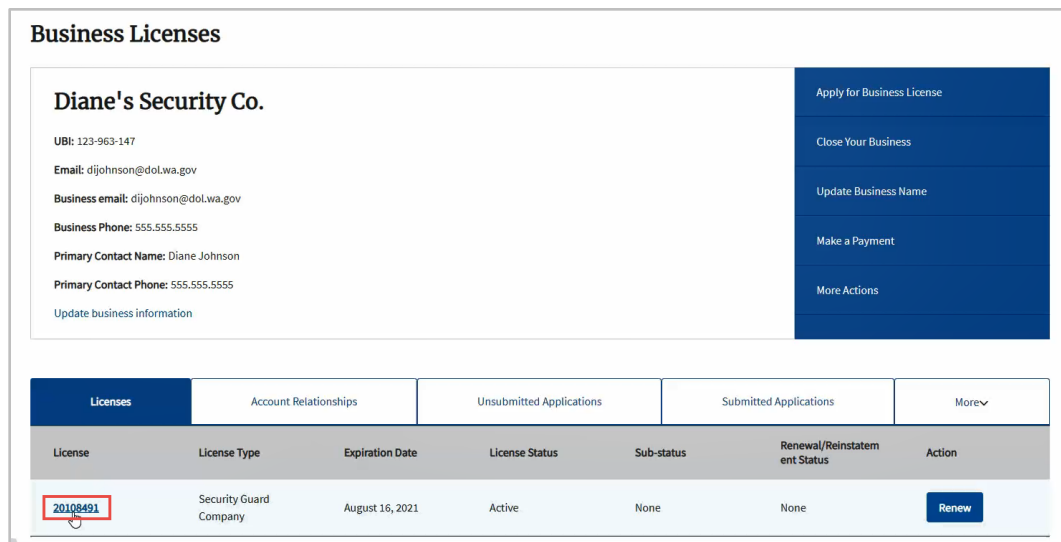
1. **Click** Business Licenses link from the top menu of the Professional and Business Licensing Home page.



2. **Click** the link in the tile for the business you want to add an employee to at the Manage My Businesses page.



3. **Click** the link for license you want to add an employee to at the Business Licenses page.



4. The License Administrator tab for this license will be displayed.
  - **Bail Bond Agencies ONLY:** If you want to add a licensee to a **Branch license**, **select** the Branches tab (to the left of the License Administrator tab), then **click** the link for the branch license you want to add the licensee to. The Branch Administrator tab for the license will be displayed.
5. **Click** the Add an Employee link from the list of options on the right-hand side of the page.

### Business Relationships

<b>License Number:</b> 20108491	<b>License Type:</b> Security Guard Company	<b>Status:</b> Active	<a href="#">Generate License</a> <a href="#">Add An Employee</a> <a href="#">Update License Webaddress</a> <a href="#">More Actions</a>
<b>Business Name:</b> Diane's Security Co.	<b>Doing Business As:</b> None	<b>Phone:</b> 555.555.5555	
<b>Email:</b> dijohnson@doLwa.gov	<b>Physical Address:</b> None	<b>Mailing Address:</b> None	
<b>First Issue Date:</b> August 16, 2020	<b>Current Issue Date:</b> August 16, 2020	<b>Expiration Date:</b> August 16, 2021	
<b>Sub-status:</b> None	<b>Web-Address:</b> None	<b>Discipline:</b> None	
<b>Program:</b> Security Guards			

6. The Add an Employee page will be displayed.
- If you are adding a Qualifying Principal or Agent, go to [Add Qualifying Principal/Agent](#).
  - Otherwise, go to [Add Employees](#).

### Add an Employee

Request Information      Attachments

**Warning**  
Please use attachment screen to provide proof of experience for the Principal/Qualifying Agent you are adding, if applicable during this request. No other attachments

**Add an Employee**

Parent License

Child License

\* Child License Type

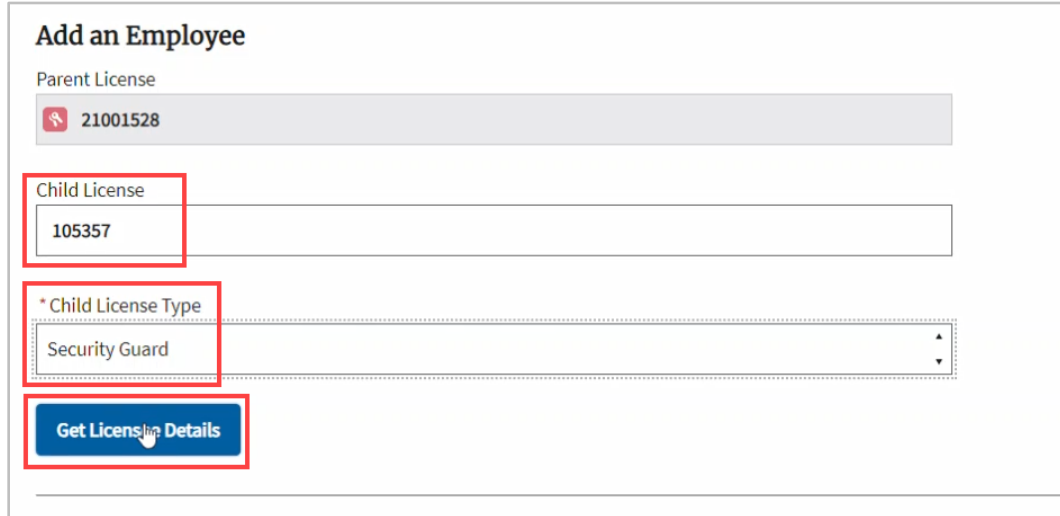
[Get Licensee Details](#)

## Add Employees

1. If you see the Add New Employee button, **click** the button to proceed (only visible if you've already added one employee).
  - If you are adding a Qualifying Principal/Agent, go to [Add Qualifying Principal/Agent](#).




2. **Enter** the license or application number for the employee/applicant you want to add in the Child License field, **select** the license type of this employee in the Child License Type, and **click** Get License Details.

A screenshot of a web form titled "Add an Employee". The form contains several fields: "Parent License" with the value "21001528", "Child License" with the value "105357", and "\* Child License Type" with a dropdown menu showing "Security Guard". A blue button labeled "Get License Details" is at the bottom. Red boxes highlight the "Child License" field, the "\* Child License Type" dropdown, and the "Get License Details" button.

3. The licensee's name is displayed. **Select** Unarmed Security Guard, Armed Security Guard, or Unarmed Private Investigator or Armed Private Investigator from the Association Type dropdown.

## Add an Employee

Parent License

 21001528

Child License

105357

\* Child License Type

Security Guard

Licensee Name

[Redacted]

\* Association Type

Unarmed Security Guard

Do you want to issue a temporary registration card to this individual? Please note that this temporary registration card will be valid for only 60 days.

Yes  No

Save

4. **Security Guard only: Answer** the question regarding the temporary card for the applicant.

- If your employee hasn't yet received their license (you have an application number instead of a license number), a temporary card will allow them to work until their license is issued (up to 60 days from date the temporary card is issued).

### Add an Employee

Parent License  
21001528

Child License  
105357

\* Child License Type  
Security Guard

Licensee Name

\* Association Type  
Unarmed Security Guard

Do you want to issue a temporary registration card to this individual? Please note that this temporary registration card will be valid for only 60 days.  
 Yes  No

Save

5. Click the Save button.

- You MUST click this button to add the employee.

**Add an Employee**

Parent License  
21001528

Child License  
105357

\* Child License Type  
Security Guard

Licensee Name

\* Association Type  
Unarmed Security Guard

Do you want to issue a temporary registration card to this individual? Please note that this temporary registration card will be valid for only 60 days.

Yes  No

**Save**

6. The employee/applicant will show in a table view.

- You may edit or remove the relationship by clicking the appropriate button.
- If you are adding more than one employee, **repeat** steps 1-5 for each employee/applicant you want to add, then go to step 7.
- If you are adding a Qualifying Principal/Agent, go to [Add Qualifying Principal/Agent](#).

**Add an Employee**

**Add New Employee**

License Number	Licensee Name	Association Type	Actions
105357		Unarmed Security Guard	<b>Edit</b> <b>Remove</b>

**Back** **Continue**

7. Click Continue to move forward. Go to [Complete Add Employee Request](#).

The screenshot shows a web interface titled "Add an Employee". At the top left, there is a blue button labeled "Add New Employee". Below this is a table with the following columns: "License Number", "License Name", "Association Type", and "Actions". The table contains one row with the following data: License Number "105357", License Name (blurred), Association Type "Unarmed Security Guard", and Actions "Edit" and "Remove". At the bottom left, there is a "Back" button, and at the bottom right, there is a "Continue" button highlighted with a red box.

## Add Qualifying Principal/Agent

1. If you see the Add New Employee button, **click** the button to proceed (only visible if you've already added one employee).

A close-up of the "Add an Employee" section. It shows the text "Add an Employee" in bold, followed by a blue button labeled "Add New Employee" which is highlighted with a red box.

2. **Enter** the license or application number for the employee/applicant you want to add and **select** the name from the options in the dropdown.

The screenshot shows the "Add an Employee" page with several input fields. The "Parent License" field contains "21001528". The "Child License" field contains "115775". The "\* Child License Type" dropdown menu is set to "Security Guard". At the bottom, there is a blue button labeled "Get Licensee Details" highlighted with a red box.




3. **Select** either Armed Qualifying Principal/Agent or Unarmed Qualifying Principal/Agent in from the dropdown in the Association Type field.

The screenshot shows a web form titled "Add an Employee". It contains several input fields and dropdown menus. The "Parent License" field has a search icon and the value "21001528". The "Child License" field has the value "115775". The "\* Child License Type" dropdown menu is set to "Security Guard". The "Licensee Name" field is blurred. The "\* Association Type" dropdown menu is highlighted with a red box and shows "Unarmed Principal/Qualifying Agent" selected. Below this is a dropdown menu for "How would you like to qualify as the qualifying agent/principal?" with the value "--None--". A blue "Save" button is at the bottom left.

4. **Select** the appropriate option from the dropdown in the “How would you like to qualify” field.
- If you selected Exam, go to the next step.
  - If you selected 3 years of experience, go to [step 6](#).

## Add an Employee

Parent License

 21001528

Child License

115775

\* Child License Type

Security Guard

Licensee Name

[Redacted Name]

\* Association Type

Unarmed Principal/Qualifying Agent

How would you like to qualify as the qualifying agent/principal?

--None--

--None--

Exams

3 years of Experience

5. **Select** the appropriate option from the dropdown in the “Select the location of the exam” field.

**Add an Employee**

Parent License  
21001528

Child License  
115775

\* Child License Type  
Security Guard

Licensee Name  
[REDACTED]

\* Association Type  
Unarmed Principal/Qualifying Agent

How would you like to qualify as the qualifying agent/principal?  
Exams

Select the location of the exam:  
Puyallup

**Save**

6. **Click** the Save button.
- You **MUST** click this button to add the employee.

## Add an Employee

Parent License

 21001528

Child License

115775

\* Child License Type

Security Guard

Licensee Name

[Redacted Name]

\* Association Type

Unarmed Principal/Qualifying Agent

How would you like to qualify as the qualifying agent/principal?

Exams

Select the location of the exam:

Puyallup

**Save**

- The Qualifying Principal/Agent will show in a table view.
  - You may edit or remove the relationship by clicking the appropriate button.
  - If you want to add other employees, go to [Add Employees](#).
  - Otherwise, **click** the Continue button to move forward. Go to [Complete Add Employee Request](#).

Add an Employee

[Add New Employee](#)

License Number	Licensee Name	Association Type	Actions
115775		Unarmed Principal/Qualifying Agent	<a href="#">Edit</a> <a href="#">Remove</a>

[Back](#) [Continue](#)

## Complete Add Employee Request

- The Attachment page will be displayed.
  - If you added a Qualifying Principal/Agent AND you selected 3 years of experience for the qualification method, **upload** proof of experience.
  - Otherwise, go to the next step.

Add an Employee

Request Information **Attachments** Review

**Warning**  
Please use attachment screen to provide proof of experience for the Principal/Qualifying Agent you are adding, if applicable during this request. No other attachments are required at this time.

**Attachments**  
You can upload these file formats: .pdf, .jpg, .jpeg, .png, .tiff

**Proof of experience**

[Upload Files](#) Or drop files

Only required for Qualifying Principal/Agent qualifying through experience

- Click Continue** to move to the next page.

3. **Read and check** the certification statement, **enter** your name exactly as shown below the signature box, then **click** Continue.

- If the only employee you added was an Unarmed Qualifying Principal/Agent, you will not be charged any fees. Go to the next step.
- For all other Association Types, you will pay fees. Go to [Pay Association Fees](#).

The screenshot shows the 'Add an Employee' form in the 'Review' stage. At the top, a progress bar indicates three steps: 'Request Information' (completed), 'Attachments' (completed), and 'Review' (current). A yellow warning banner states: 'Warning: Please use attachment screen to provide proof of experience for the Principal/Qualifying Agent you are adding, if applicable during this request. No other attachments are required at this time.' Below the warning, there are sections for 'Questions Review' and 'Mandatory Submission Review'. The 'Mandatory Submission Review' section shows 'Proof of experience' with the note 'This is not a required submission'. The 'I certify that' section has a checked checkbox and the text: 'certify under penalty of perjury under the laws of the state of Washington, that the named applicant has successfully completed the required training as outlined in the laws and rules in the state of Washington.' The 'Declaration' section contains the text: 'I certify, under penalty of perjury in the State of Washington, that all the information I've provided in this application and any associated documents is true, complete, and correct.' The 'Signature' section has the instruction 'Please type your legal name as shown below.' and a text input field containing 'Diane C Johnson' with 'DIANE C JOHNSON' displayed below it. At the bottom, there are 'Back' and 'Continue' buttons.

4. **Click** Ok at the pop-up confirmation screen.

The screenshot shows a confirmation screen with the title 'Successfully Submitted'. Below the title, it says 'Thank you for submission of your request.' At the bottom right, there is an 'Ok' button.

5. **Provide** feedback and **click** Submit OR **click** Skip to return to the Business Licenses page.

**Submit your Feedback**

Your feedback is important to us and will help us improve our application. Comments are reviewed weekly. If you have questions, please go to the following URL to find contact information :

<http://www.dol.wa.gov/contact/professions.html>

Comments

Worked great! Thank you!

★★★★★

6. The employee/applicant will receive an email with an invitation to join your company/agency.
  - They must login to their account and accept the invitation within **7 days**.

## Pay Association Fees

### Before You Begin

- Be sure the **Chrome pop-up blocker is turned OFF** before you attempt to pay for your employees.
- If you need to stop and come back later, click the Pay later button. The application will be shown under the Submitted Applications tab in Pending Payment status with a Pay Fee button. You should also see a Make a Payment option in the blue menu at the top right of the page.
- You must follow ALL steps below for the payment to process correctly. Stopping or backing out of the process at any point may prevent the payment from processing and cause a delay in issuing the license.

### Make Payment page, Fees tab

The fee description(s) and amount(s) to be charged are displayed based on the following table. **Click** Continue.

Association Type	Fees
Armed Qualifying Principal/Agent	\$10 Armed Fee
Unarmed Security Guard or Private Investigator	\$25 Association Fee for each employee
Armed Security Guard or Private Investigator	\$25 Association Fee AND \$10 Armed Fee for each employee

**Example:** You added one Unarmed Security Guard (\$25) and one Armed Security Guard (\$25 + \$10). Total fees would be \$60.

**Make Payment**

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees    Checkout    Confirmation

Note that you must use a valid VISA, MasterCard, AmEx or Discover credit card to pay online.

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Transaction Number	Fee Description	License Type	Application Method	Reference Information	Amount	Amount Outstanding
<input checked="" type="checkbox"/> REQ-29194	Association Fee	Security Guard Company	AMR		\$25.00	\$25.00
<input checked="" type="checkbox"/> REQ-29194	Association Fee	Security Guard Company	AMR		\$25.00	\$25.00
<input checked="" type="checkbox"/> REQ-29194	Armed Fee	Security Guard Company	AMR		\$10.00	\$10.00

Total Selected **\$60.00**

Email Receipt To: djohnson@dol.wa.gov

To complete the payment process successfully, please do not click your browser back button.

### Make Payment page, Checkout tab

1. **Select** the Credit Card or ACH (electronic check) from the dropdown and **click** Process ePayment.
  - Credit Card is the default.

**Make Payment**

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees    **Checkout**    Confirmation

Your selected fees will be hidden from the cart after you press the Process ePayment button on the Checkout tab. Please give up to 2 hours for the payment process to complete.

Total Outstanding Balance **\$60.00**      Total Payment Amount **\$60.00**

Payment Method:

Payment Amount: 60.00

2. You'll be transferred to a third-party vendor to enter your payment details. The pages and navigation will look different.





## Third Party Payment Details page

**Enter** your phone number and the required information for your payment method (example is credit card) and **click** Continue.

Contact Information

First Name	DIANE
Last Name	JOHNSON
Company	(Optional)
Address 1	702 Wildflower Ln
Address 2	(Optional)
City/Town	Olympia
State/Province/Region	WA
Zip/Postal Code	98502
Country	United States
Phone Number	5555555555
Email Address	dijohnson@dol.wa.gov

Payment Method

Card Number	4111111111111111	
Expiration Date	03   2022	
Card Security Code	123	
Card Billing Address	<input checked="" type="radio"/> Use my contact information address <input type="radio"/> Use a different address	

**Continue** [Cancel](#)

## Third Party Review Payment page

**Review** your payment details, then **click** Confirm.

Payment Method
<b>Payer Name</b> DIANE JOHNSON
<b>Card Number</b> *1111
<b>Expiration Date</b> Mar-2022
<b>Card Type</b> Visa
<b>Confirmation Email</b> djohnson@dol.wa.gov
Billing Address
<b>Address 1</b> 702 Wildflower Ln
<b>City/Town</b> Olympia
<b>State/Province/Region</b> WA
<b>Zip/Postal Code</b> 98502
<b>Country</b> United States
Contact Information
<b>First Name</b> DIANE
<b>Last Name</b> JOHNSON
<b>Address 1</b> 702 Wildflower Ln
<b>City/Town</b> Olympia
<b>State/Province/Region</b> WA
<b>Zip/Postal Code</b> 98502
<b>Country</b> United States
<b>Phone Number</b> 5555555555
<b>Email Address</b> djohnson@dol.wa.gov
<input type="button" value="Confirm"/> <a href="#">Back</a>

### Third Party Confirmation page

The confirmation page includes a confirmation number that can be used to trace your payment if there is a problem. This number will be included on your receipt.

**Important!** Click Continue. If you don't, the payment process is **not** complete.

- There will be **delay** as you are transferred back to the Professional and Business Licensing system.
- **Don't** click Continue again or your receipt won't show the correct information.

**Confirmation**

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WA3TST000114109**

Payment Details

<b>Description</b>	WA State Department of License TEST Professional or Business License dol.wa.gov
<b>Payment Amount</b>	\$60.00
<b>Payment Date</b>	01/28/2021
<b>Status</b>	PROCESSED

Payment Method

<b>Payer Name</b>	DIANE JOHNSON
<b>Card Number</b>	*1111
<b>Card Type</b>	Visa
<b>Confirmation Email</b>	dijohnson@dol.wa.gov

Billing Address

<b>Address 1</b>	702 Wildflower Ln
<b>City/Town</b>	Olympia
<b>State/Province/Region</b>	WA
<b>Zip/Postal Code</b>	98502
<b>Country</b>	United States

**Continue**

## Make Payment page, Confirmation tab

This page is your receipt. We'll email a copy of this receipt to you. **Click** Continue.

- The Confirmation Number from the previous page is called Reference Number on this page.

### Make Payment

PLEASE DO NOT USE THE BROWSER'S BACK BUTTON AS THAT MAY OVERWRITE YOUR DATA.  
If you want to return to your application, simply log out and log back in.  
ALL PAYMENTS ARE NON-REFUNDABLE.

Fees   Checkout   **Confirmation**

Thank you for submission of your application.  
Your payment was successful.

Order Status	Successful
Applied Payment	\$60.00
Contact	DIANE C. JOHNSON
Operator	Diane Johnson
Process Date	1/27/2021 3:29 PM

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Receipt Number	R-0059563
Payment	Credit Card
<b>Reference Number</b>	<b>WA3TST000114109</b>
Amount	\$60.00

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Fee Payments							
Transaction Number	Fee Description	Program Type	License Type	Application Method	Amount	Payment Amount	Amount Outstanding
REQ-29194	Association Fee	Security Guards	Security Guard Company	AMR	\$25.00	\$25.00	\$0.00
REQ-29194	Association Fee	Security Guards	Security Guard Company	AMR	\$25.00	\$25.00	\$0.00
REQ-29194	Armed Fee	Security Guards	Security Guard Company	AMR	\$10.00	\$10.00	\$0.00

## Submit Your Feedback page

**Provide** user feedback with comments and/or a star rating and **click** Continue OR **click** Skip.

### Submit your Feedback

Your feedback is important to us and will help us improve our application. Comments are reviewed weekly. If you have questions, please go to the following URL to find contact information :

<http://www.dol.wa.gov/contact/professions.html>

Comments

Worked great! Thank you!

★★★★★

## Employee Invitation

The employee/applicant will receive an email with an invitation to join your company/agency.

- They must login to their account and accept the invitation within **7 days**.

## Remove (Separate) Employees

1. **Navigate** to the Licensee Relationships section of the license (or branch license) you want to remove the employees from (see steps 1-4 of Begin Add Employee Request).
2. If you see a **Load More** button to the right above the Employee List, **click** the button until it grays out to load all employees.
  - You must have all employees loaded before you can search for employees.

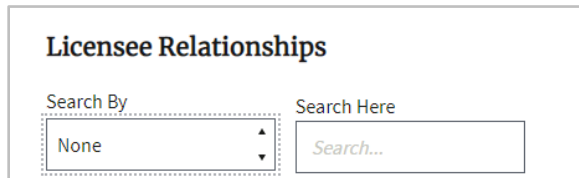


Licensee Relationships

Search By: None | Search Here: Search...

Export | Separate Licensee(s) | **Load More**

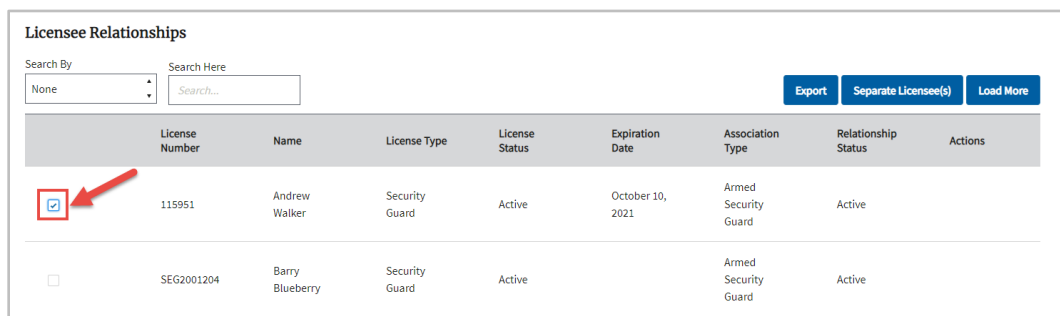
3. **Locate** the employee you want to remove.
  - You can search by license number or name to help you quickly locate the employee.
  - **Select** Name or License Number from the Search By dropdown and start to **enter** the license number or name in the Search Here field. The results will change dynamically as you type.



Licensee Relationships

Search By: None | Search Here: Search...

4. **Click** the checkbox next to the employee you want to remove.
  - You can select more than one employee during this step.



Licensee Relationships

Search By: None | Search Here: Search...

Export | Separate Licensee(s) | Load More

	License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
<input checked="" type="checkbox"/>	115951	Andrew Walker	Security Guard	Active	October 10, 2021	Armed Security Guard	Active	
<input type="checkbox"/>	SEG2001204	Barry Blueberry	Security Guard	Active		Armed Security Guard	Active	

5. Click the Separate Licensee(s) button in the upper right-hand corner of the Licensee Relationships section.

**Licensee Relationships**

Search By: None | Search Here: Search...

Export | **Separate Licensee(s)** | Load More

	License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
<input checked="" type="checkbox"/>	115951	Andrew Walker	Security Guard	Active	October 10, 2021	Armed Security Guard	Active	
<input type="checkbox"/>	SEG2001204	Barry Blueberry	Security Guard	Active		Armed Security Guard	Active	

6. Click Ok at the Warning pop-up to confirm the separation.

**Warning**

Are you sure you want to remove selected relationship?

Cancel | **Ok**

7. The employee will be removed from the Licensee Relationships list.

**Licensee Relationships**

Search By: None | Search Here: Search...

Export | Separate Licensee(s) | Load More

	License Number	Name	License Type	License Status	Expiration Date	Association Type	Relationship Status	Actions
<input type="checkbox"/>	SEG2001204	Barry Blueberry	Security Guard	Active		Armed Security Guard	Active	