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

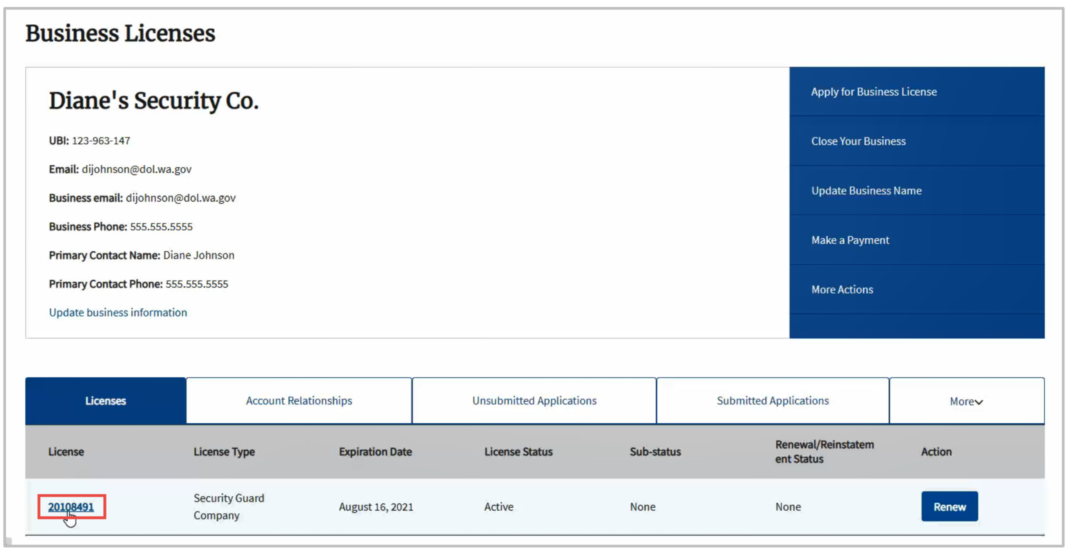
Begin Add Employee Request

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.

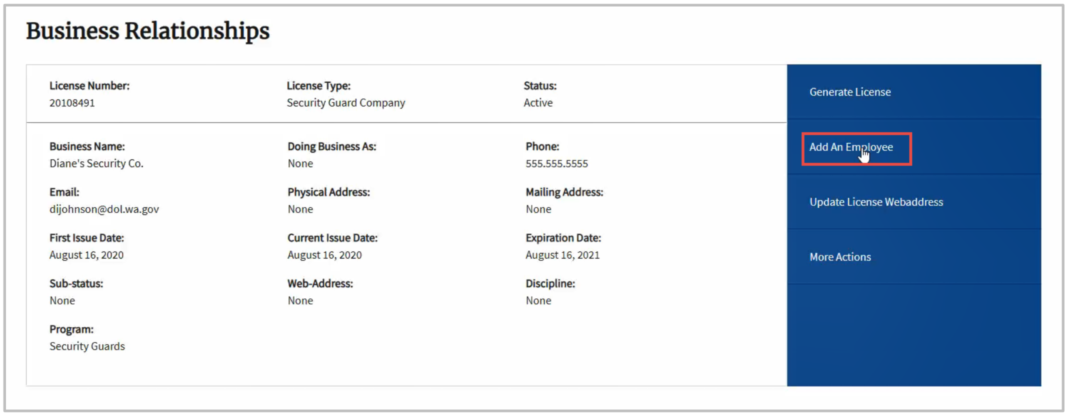
3. **Click** the link for license you want to add an employee to at the Business Licenses page.



4. The License Administrator tab for this license will be displayed.

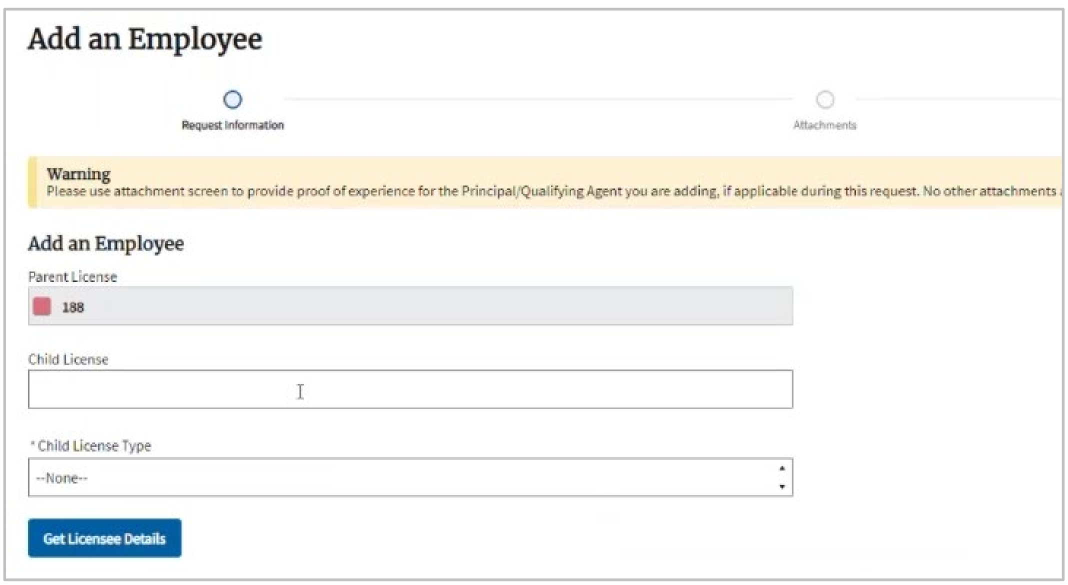
   - **Bail Bond Agencies ONLY**: If you want to add a licensee to a **Branch license**, **select** the Branches tab (to the left of the License Administrator tab), then **click** the link for the branch license you want to add the licensee to. The Branch Administrator tab for the license will be displayed.

5. **Click** the Add an Employee link from the list of options on the right-hand side of the page.



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](#).



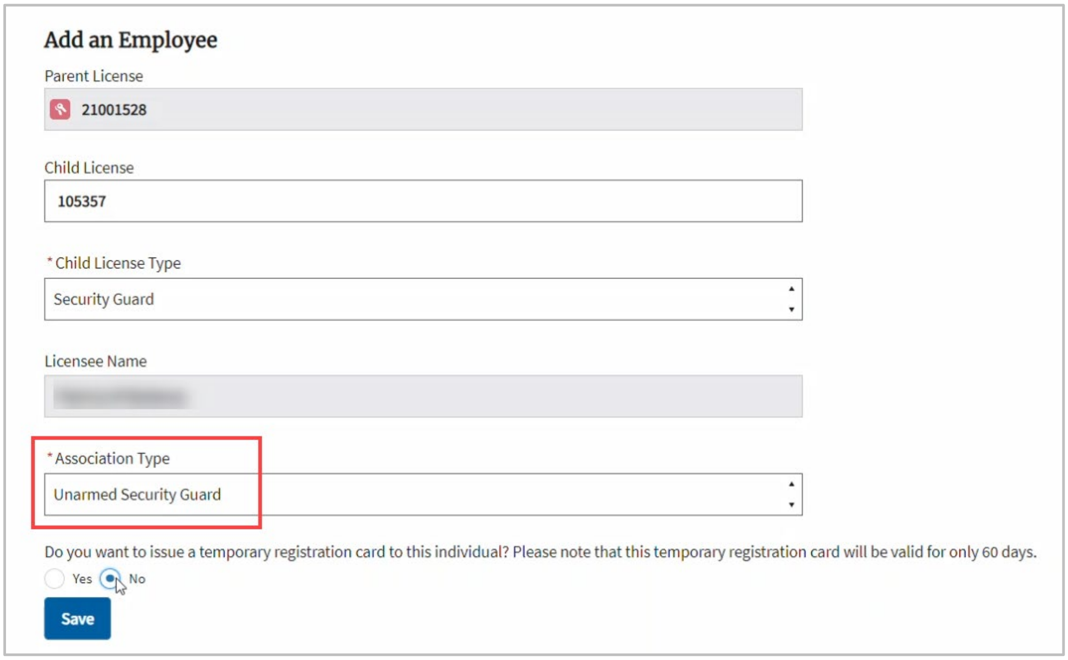
Add Employees

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.]()

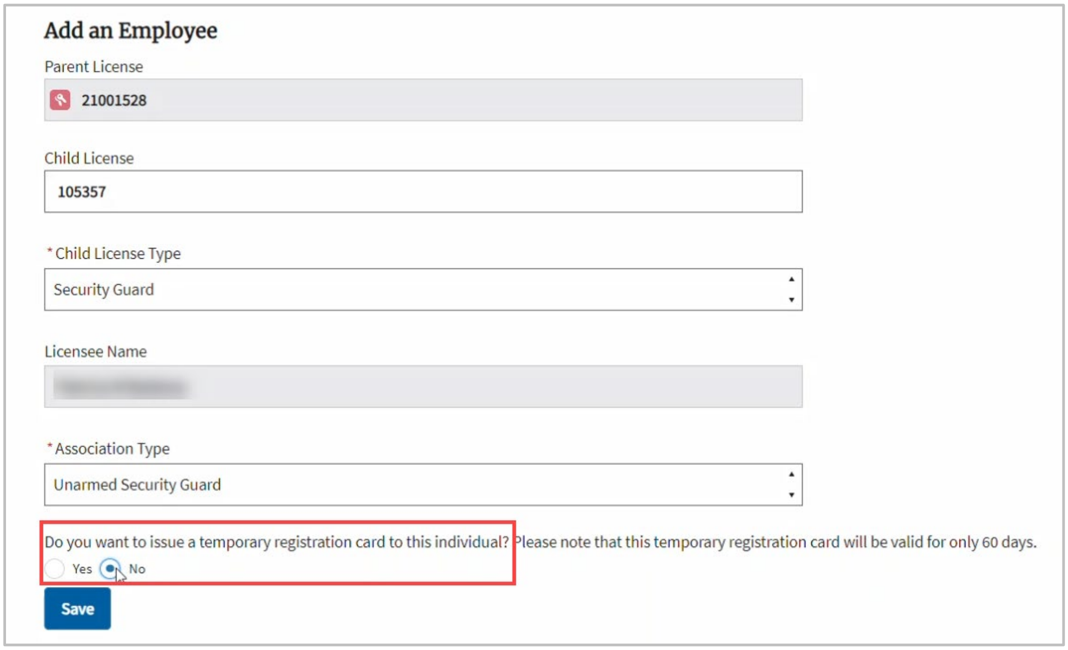
2. **Enter** the license or application number for the employee/applicant you want to add in the Child License field, **select** the license type of this employee in the Child License Type, and **click** Get License Details.

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
* 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

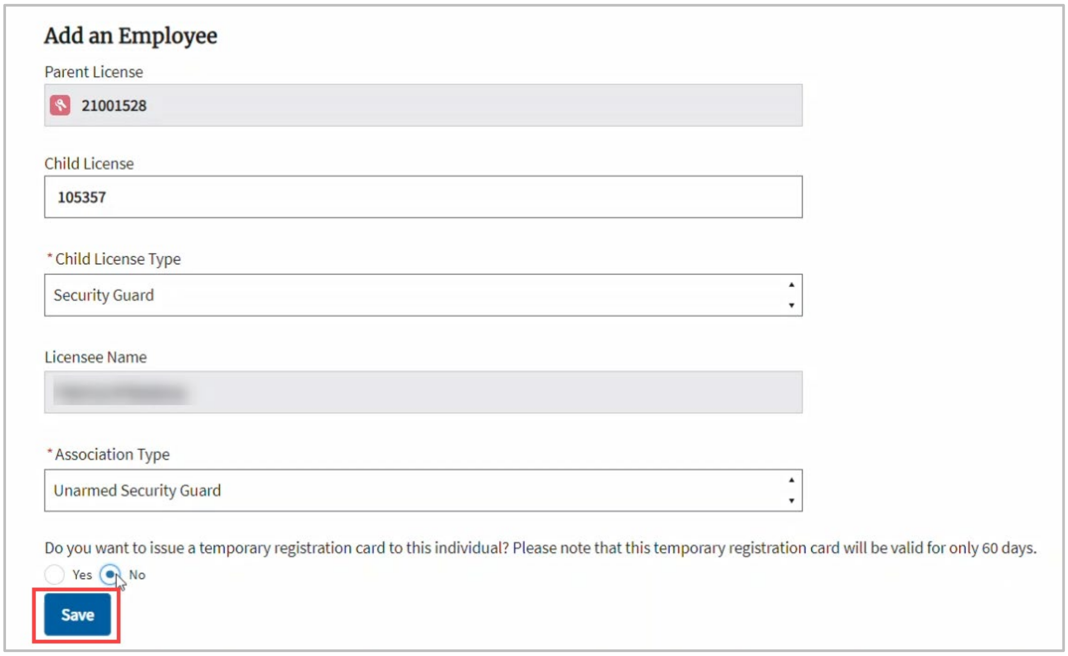
4. **Security Guard only: Answer** the question regarding the temporary card for the applicant.

- 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).



5. **Click** the Save button.

- You MUST click this button to add the employee.



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

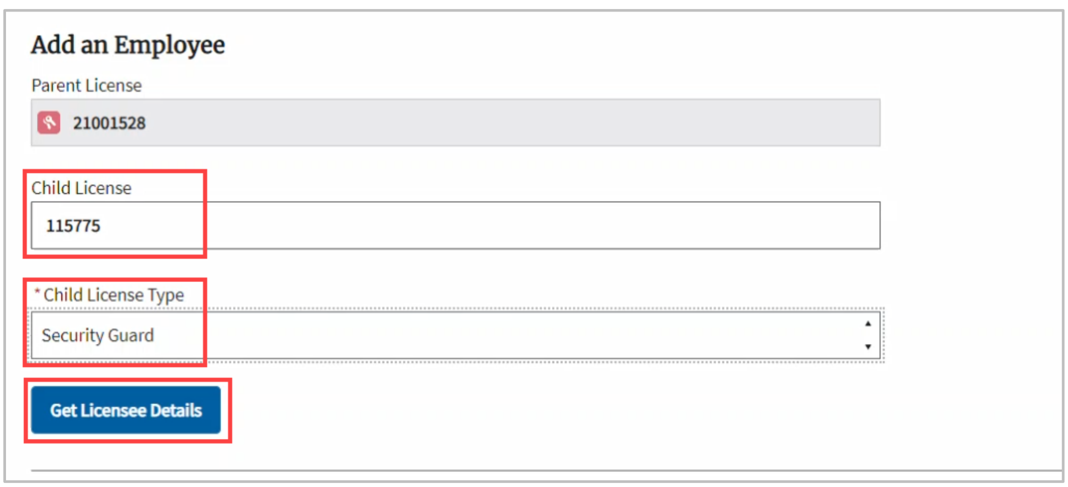
- You may edit or remove the relationship by clicking the appropriate button.
- If you are adding more than one employee, **repeat** steps 1-5 for each employee/applicant you want to add, then go to step 7.
- If you are adding a Qualifying Principal/Agent, go to [Add Qualifying Principal/Agent.]

7. **Click** Continue to move forward. Go to Complete Add Employee Request.

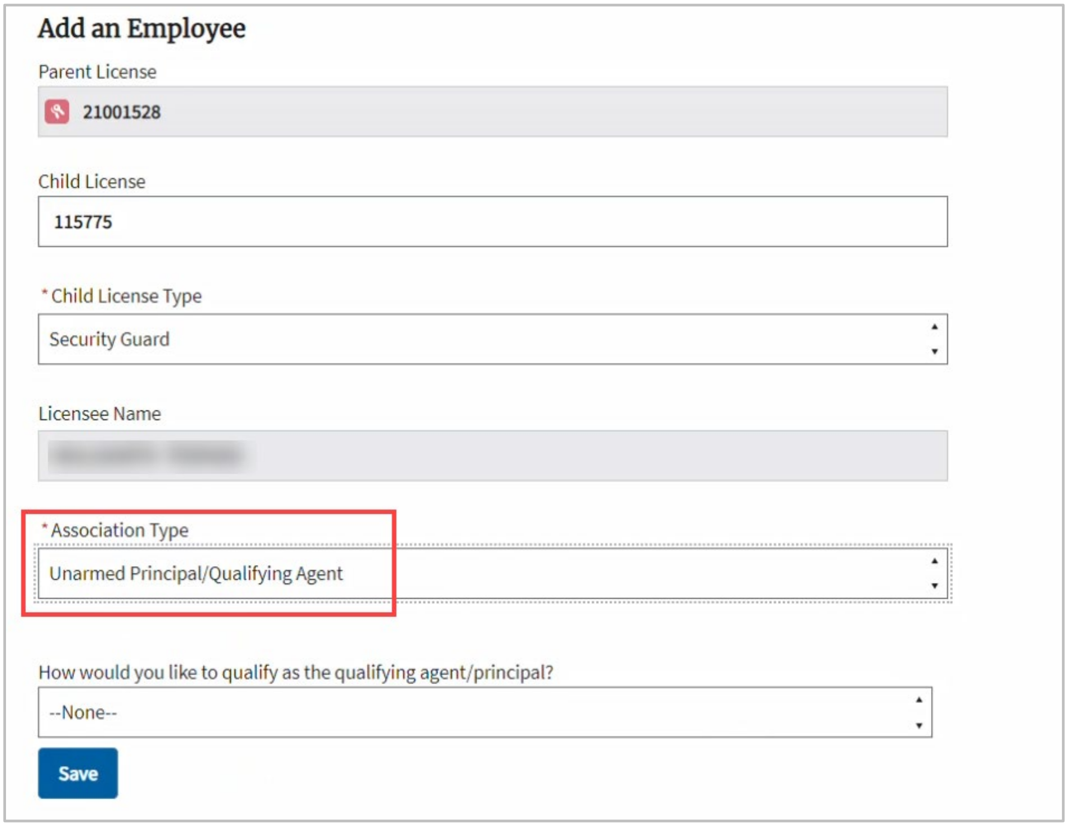
Add Qualifying Principal/Agent

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

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.

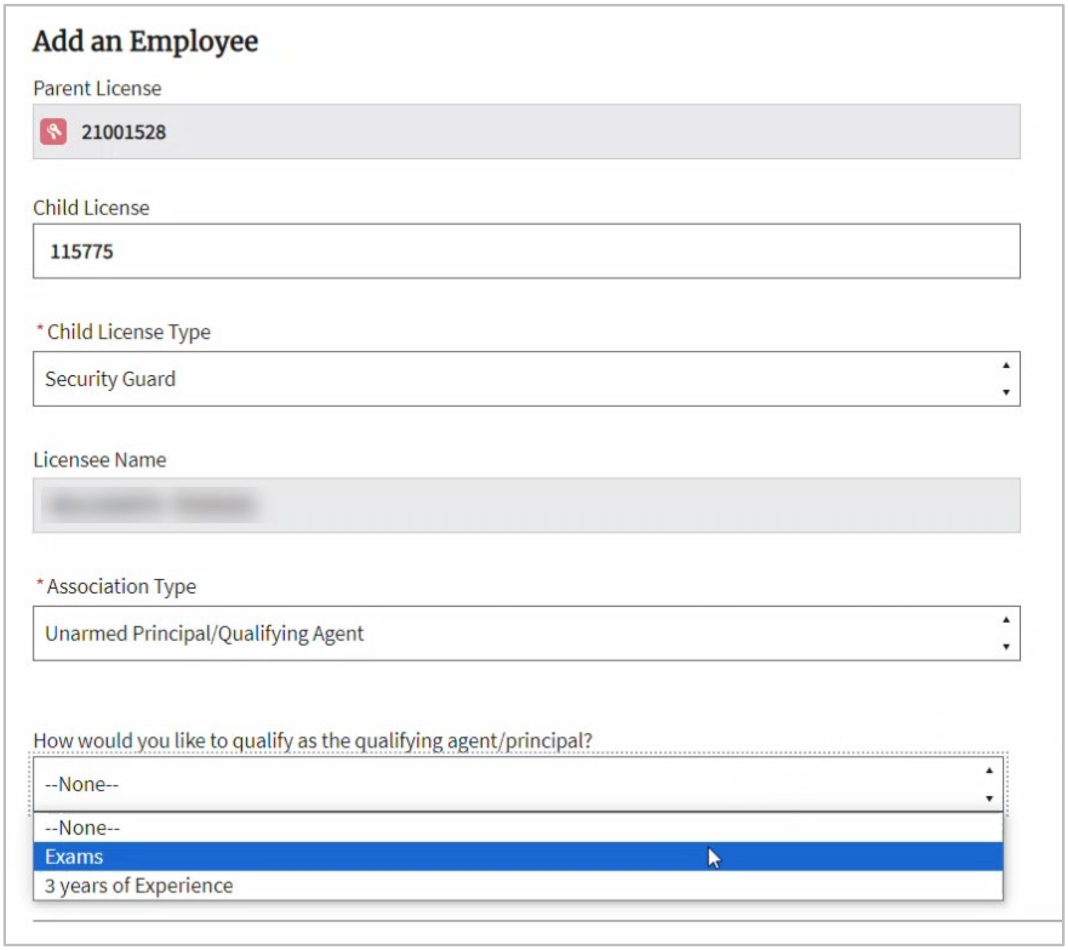


3. **Select** either Armed Qualifying Principal/Agent or Unarmed Qualifying Principal/Agent in from the dropdown in the Association Type field.

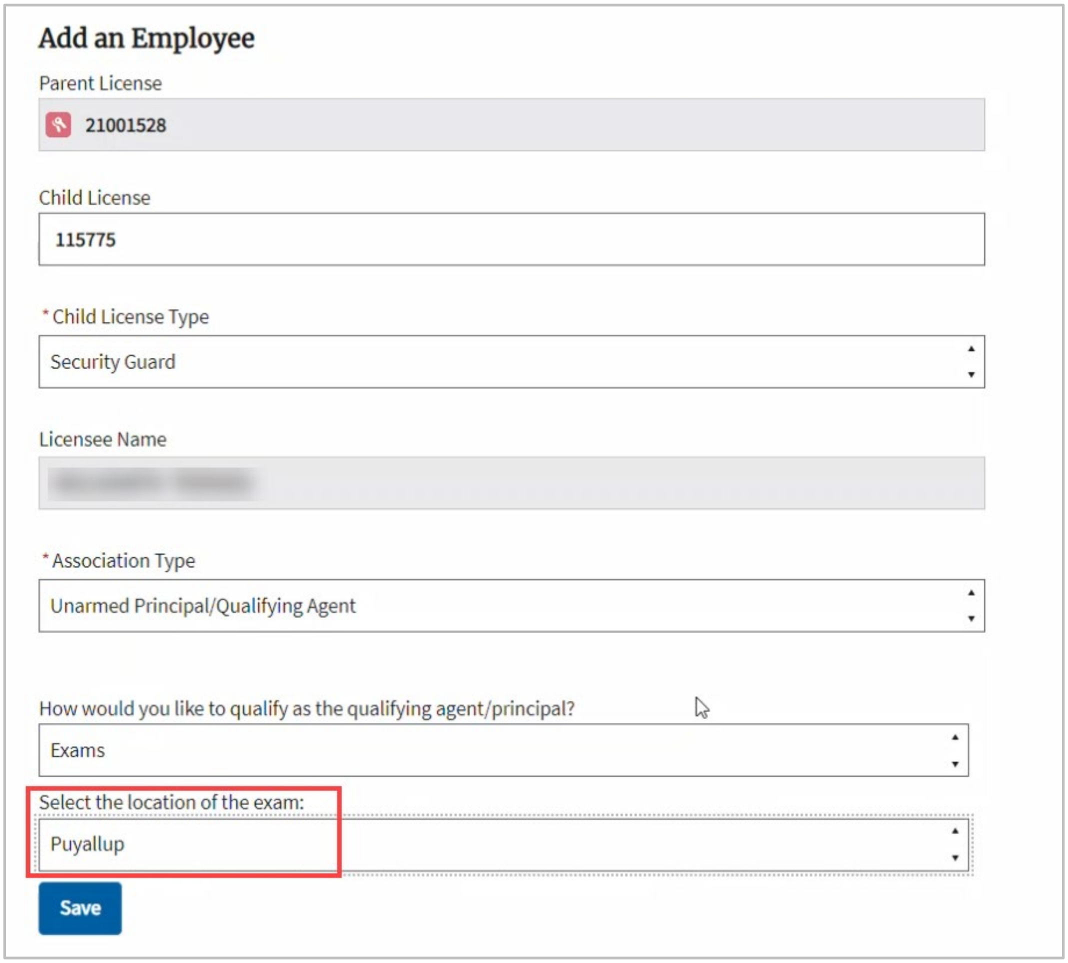


4. **Select** the appropriate option from the dropdown in the “How would you like to qualify” field.

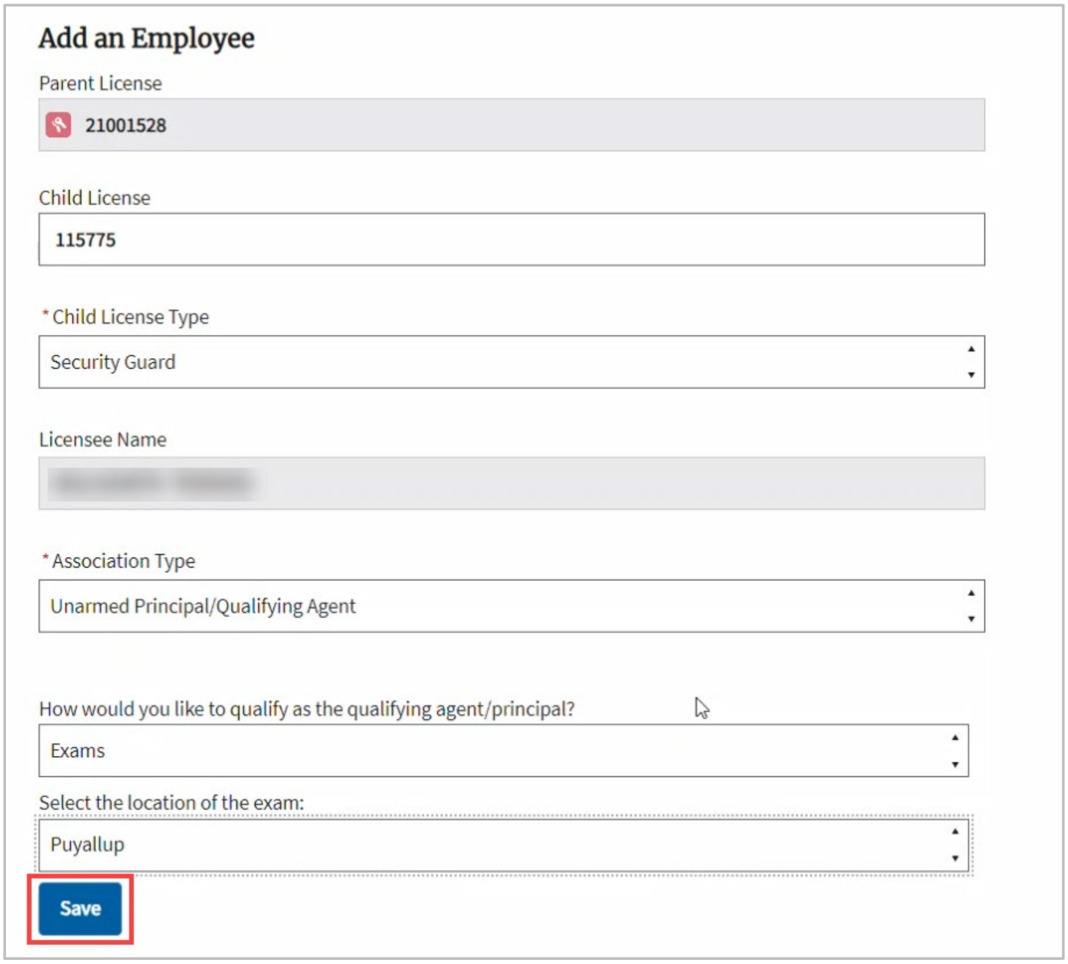
   - If you selected Exam, go to the next step.
   - If you selected 3 years of experience, go to step 6.


Add an Employee
Parent License
21001528
Child License
115775
* Child License Type
Security Guard
Licensee Name
* 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.

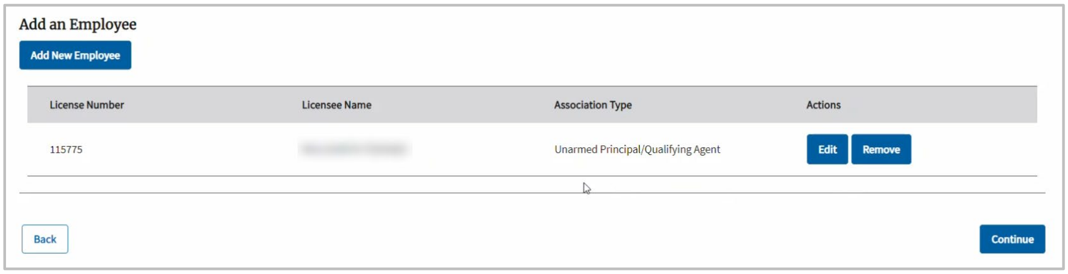


6. **Click** the Save button.
   - You MUST click this button to add the employee.


Add an Employee
Parent License
21001528
Child License
115775
* Child License Type
Security Guard
Licensee Name
* 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

7. The Qualifying Principal/Agent will show in a table view.

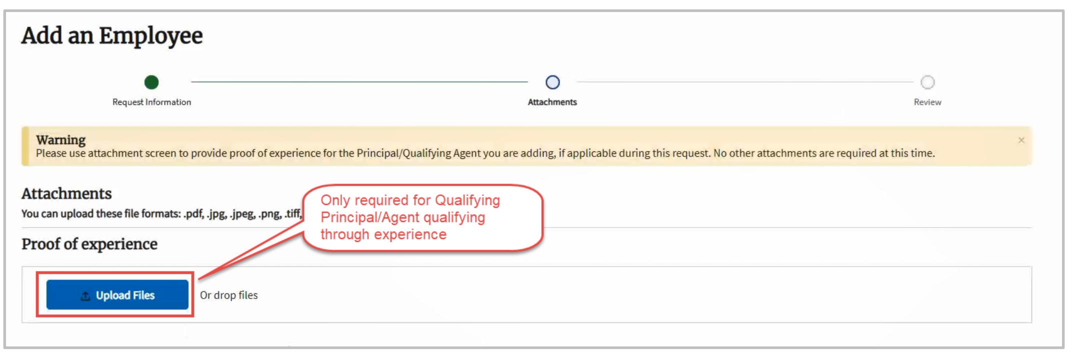
- You may edit or remove the relationship by clicking the appropriate button.
- If you want to add other employees, go to <u>Add Employees</u>.
- Otherwise, **click** the Continue button to move forward. Go to <u>Complete Add Employee Request</u>.



Complete Add Employee Request

1. The Attachment page will be displayed.

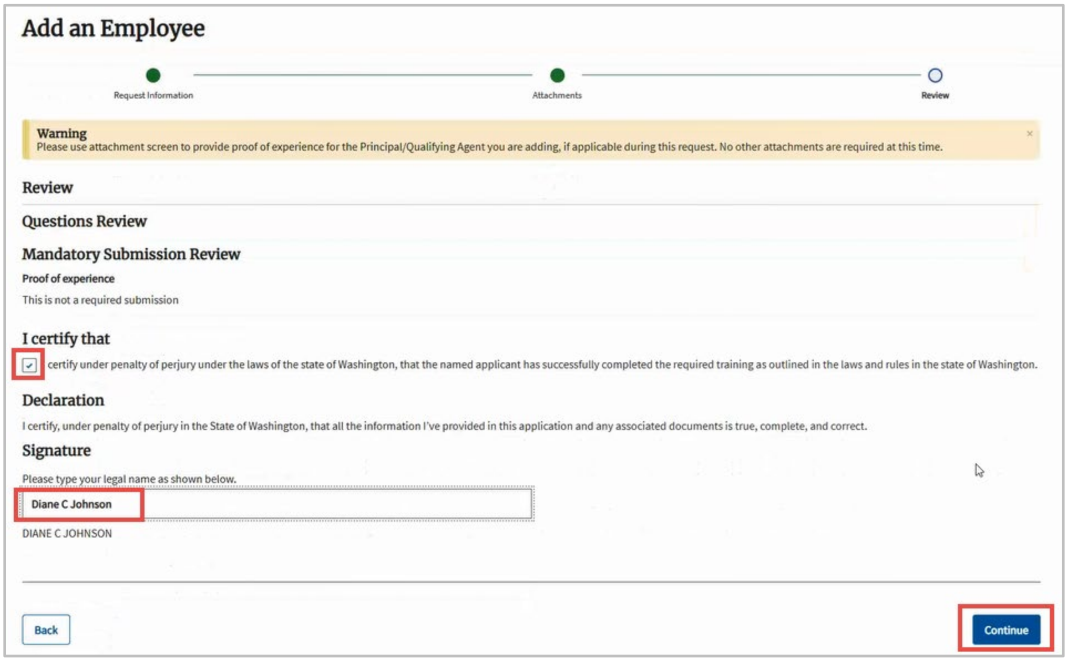
- If you added a Qualifying Principal/Agent AND you selected 3 years of experience for the qualification method, **upload** proof of experience.
- Otherwise, go to the next step.



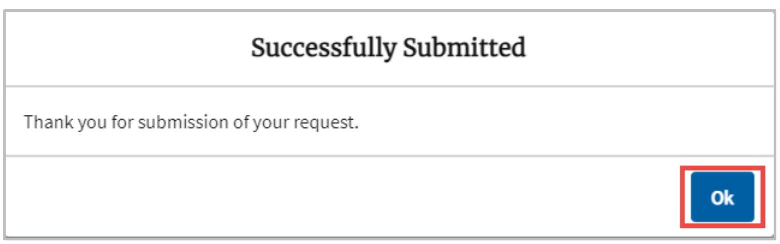
2. **Click** Continue to move to the next page.

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

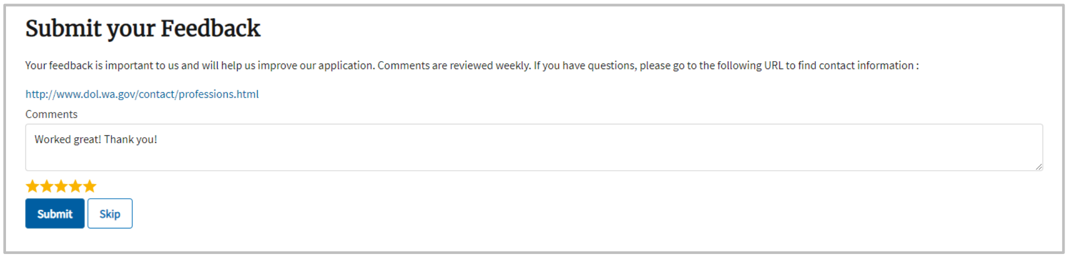
   - If the only employee you added was an Unarmed Qualifying Principal/Agent, you will not be charged any fees. Go to the next step.
   - For all other Association Types, you will pay fees. Go to Pay Association Fees.



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



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



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

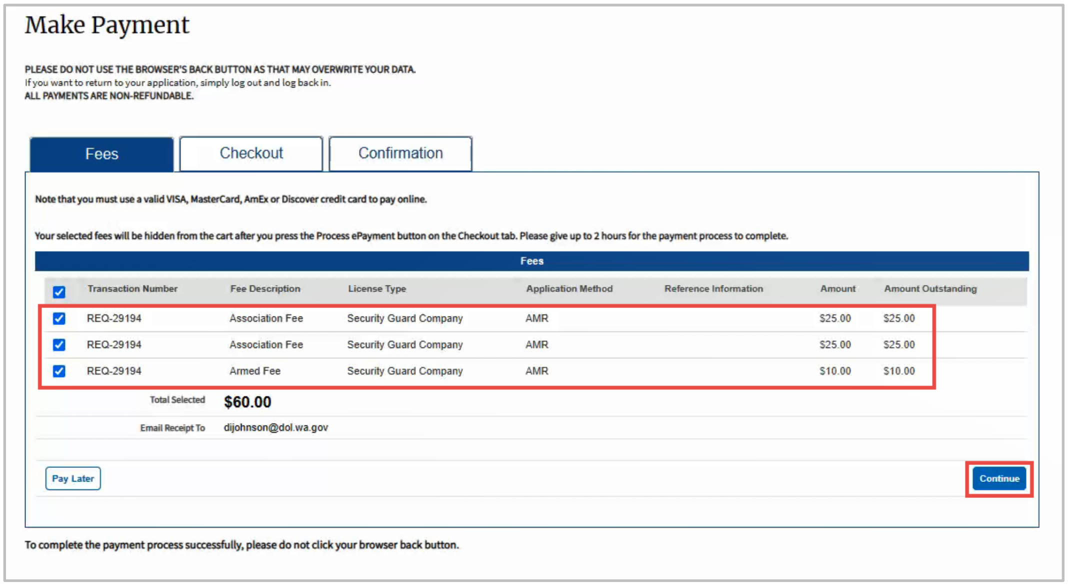
- Be sure the **Chrome pop-up blocker is turned OFF** before you attempt to pay for your employees.
- If you need to stop and come back later, click the Pay later button. The application will be shown under the Submitted Applications tab in Pending Payment status with a Pay Fee button. You should also 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.

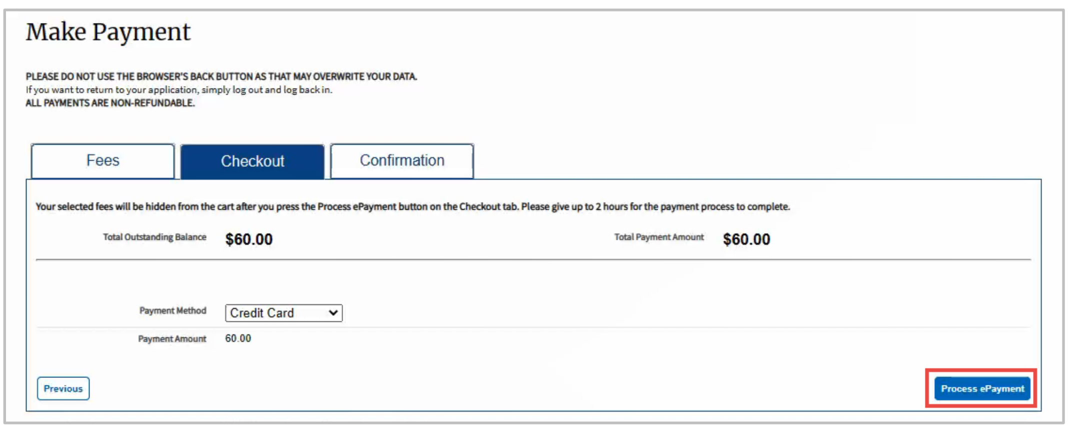
Association Type	**Fees**
Armed Qualifying Principal/Agent	$10 Armed Fee
Unarmed Security Guard or Private Investigator	$25 Association Fee for each employee
Armed Security Guard or Private Investigator	$25 Association Fee AND $10 Armed Fee for each employee

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



Make Payment page, Checkout tab

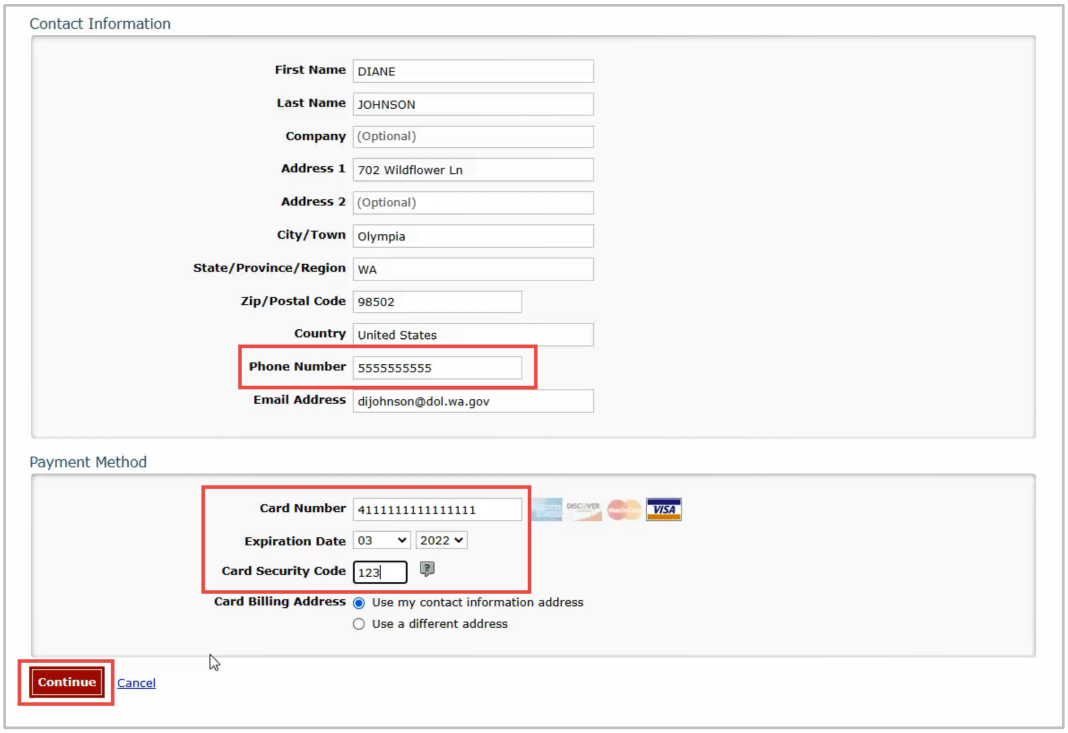
1. **Select** the Credit Card or ACH (electronic check) from the dropdown and **click** Process ePayment.
    - Credit Card is the default.



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

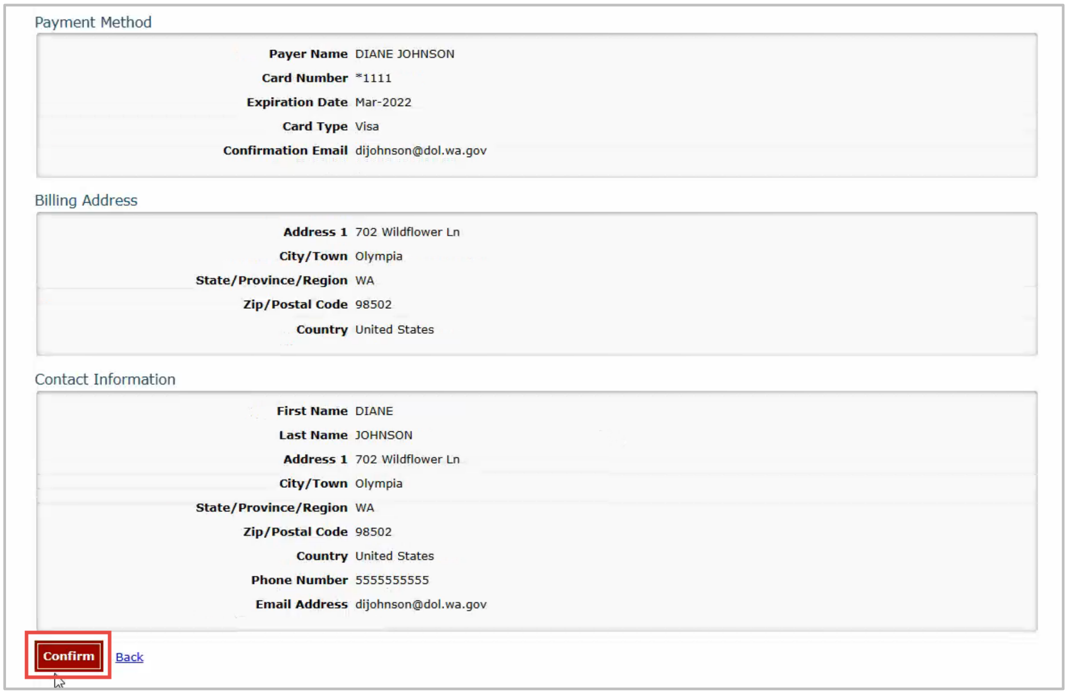
Payment Method

Card Number 4111111111111111
Expiration Date 03 2022
Card Security Code 123
Card Billing Address
Use my contact information address
Use a different address

Continue Cancel

Third Party Review Payment page

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


Payment Method

Payer Name	DIANE JOHNSON
Card Number	**1111
Expiration Date	Mar-2022
Card Type	Visa
Confirmation Email	dijohnson@dol.wa.gov

Billing Address

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

Contact Information

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

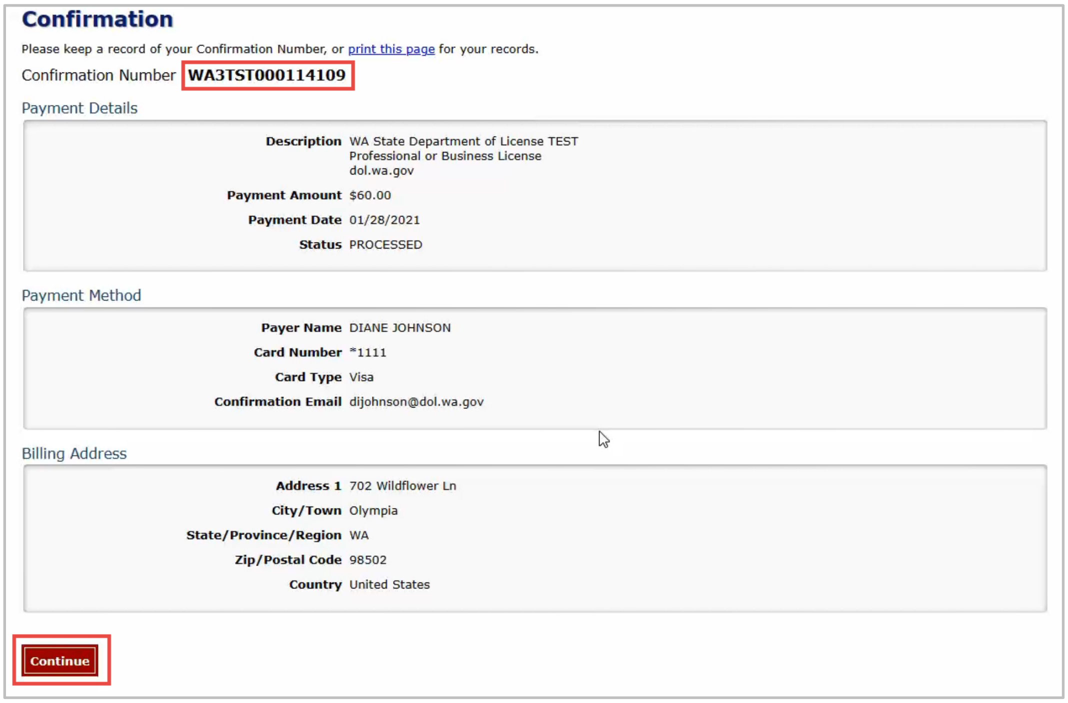
Confirm Back

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.

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

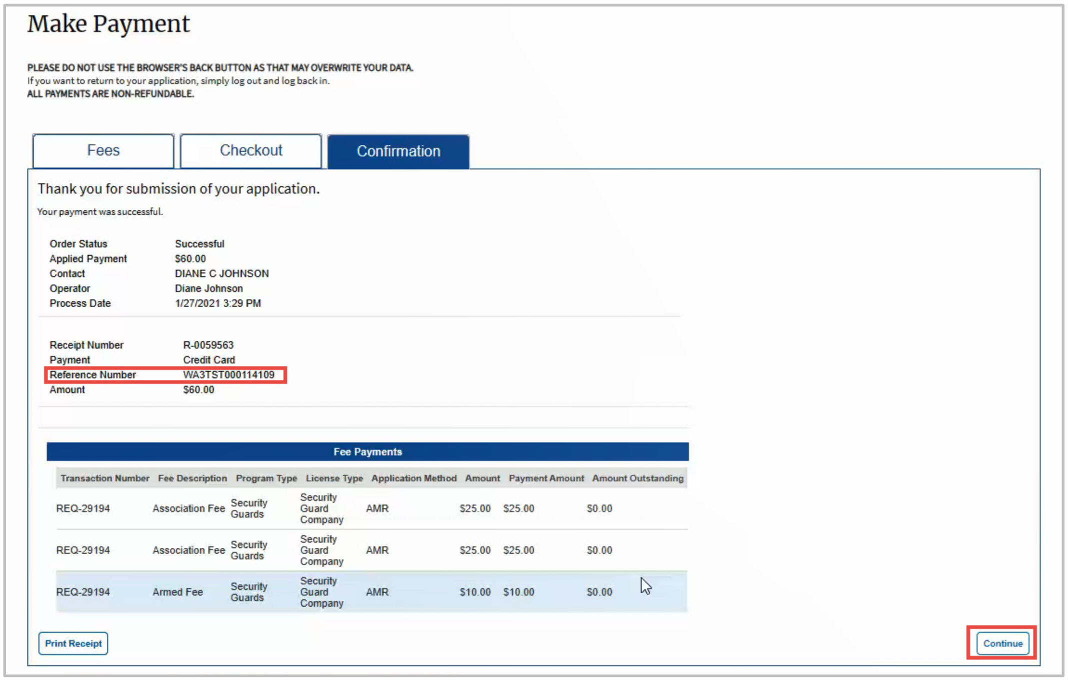
- There will be **delay** as you are transferred back to the Professional and Business Licensing system.
- **Don't** click Continue again or your receipt won't show the correct information.



Make Payment page, Confirmation tab

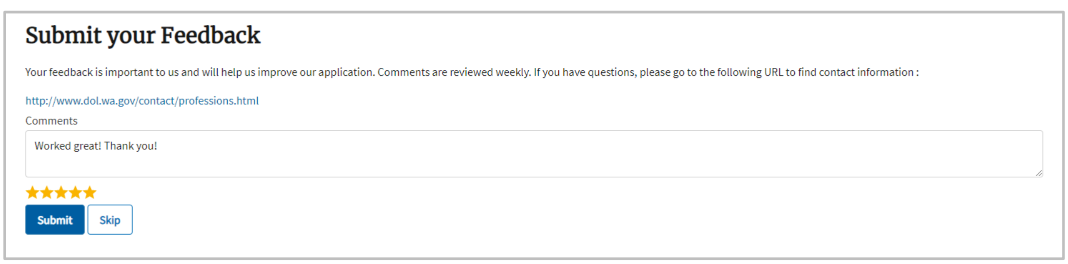
This page is your receipt. We'll email a copy of this receipt to you. **Click** Continue.

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



Submit Your Feedback page

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



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

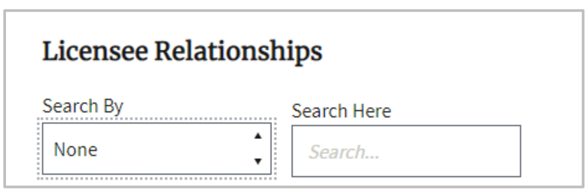
1. **Navigate** to the Licensee Relationships section of the license (or branch license) you want to remove the employees from (see steps 1-4 of Begin Add Employee Request).

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.

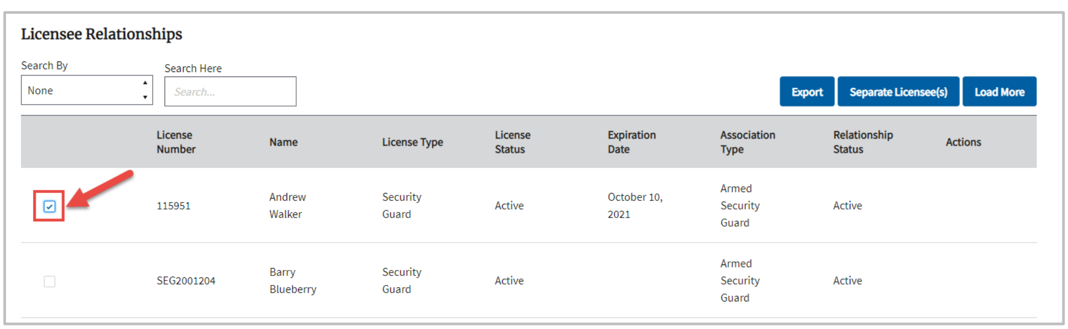
3. **Locate** the employee you want to remove.

    - 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.

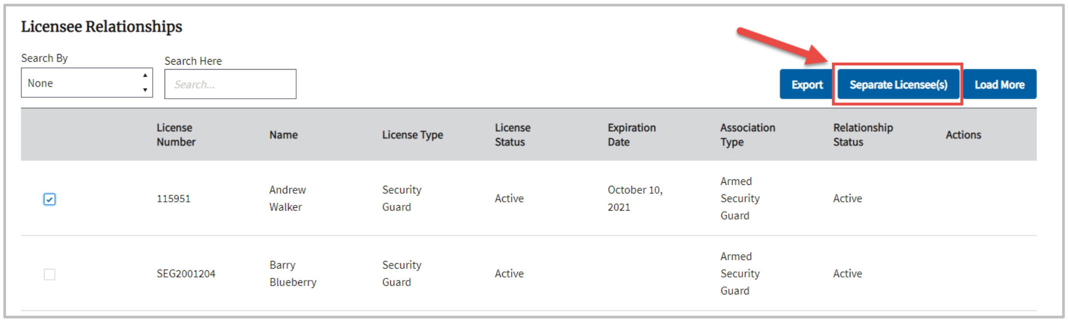


4. **Click** the checkbox next to the employee you want to remove.

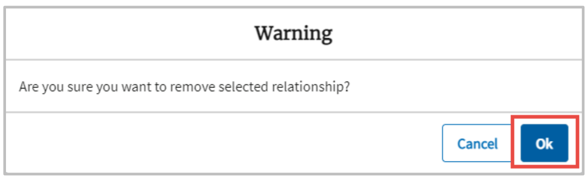
    - You can select more than one employee during this step.



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



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



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