



# Paid Leave Account Management User Guide

Washington's Paid Family & Medical Leave Program

**Here for you.** Use this guide for assistance with the SecureAccess Washington (SAW) and Paid Family and Medical Leave online portals.

**Stay informed.** This guide is updated regularly to match the current user experience. The most recent version of this guide is available at [paidleave.wa.gov](https://paidleave.wa.gov).

[paidleave.wa.gov](https://paidleave.wa.gov)

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# Introduction

This user guide will help you use the SecureAccess Washington (SAW) and Paid Family and Medical Leave online portals. You must login to the SAW portal to access the Paid Leave portal. See the table of contents for specific tasks and the info boxes, like the one below, for additional information that may answer your questions or help you work through common issues.

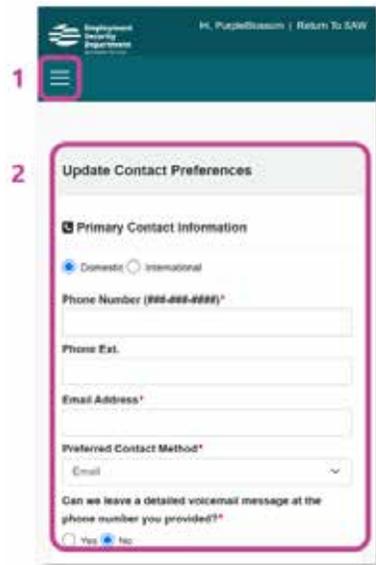
 **Need help?** Check these boxes for helpful information and ways to troubleshoot common issues.

## Mobile, tablet, and desktop view

The screenshots in this user guide are shown in tablet view, which may differ from the view you have on your device. If you are on a mobile phone, the content may be organized differently from these screenshots. For example:

1. The navigation menu. In mobile view, you will have to click the 'hamburger menu' to view the navigation options. In tablet or desktop view, the navigation menu is typically spread out horizontally with all options viewable.
2. Vertical row(s). In mobile view, content may be organized into one vertical row, while in tablet and desktop view content will usually be spread out in multiple vertical rows.

Mobile view



1

2

Update Contact Preferences

Primary Contact Information

Domestic  International

Phone Number (###-###-####)\*

Phone Ext.

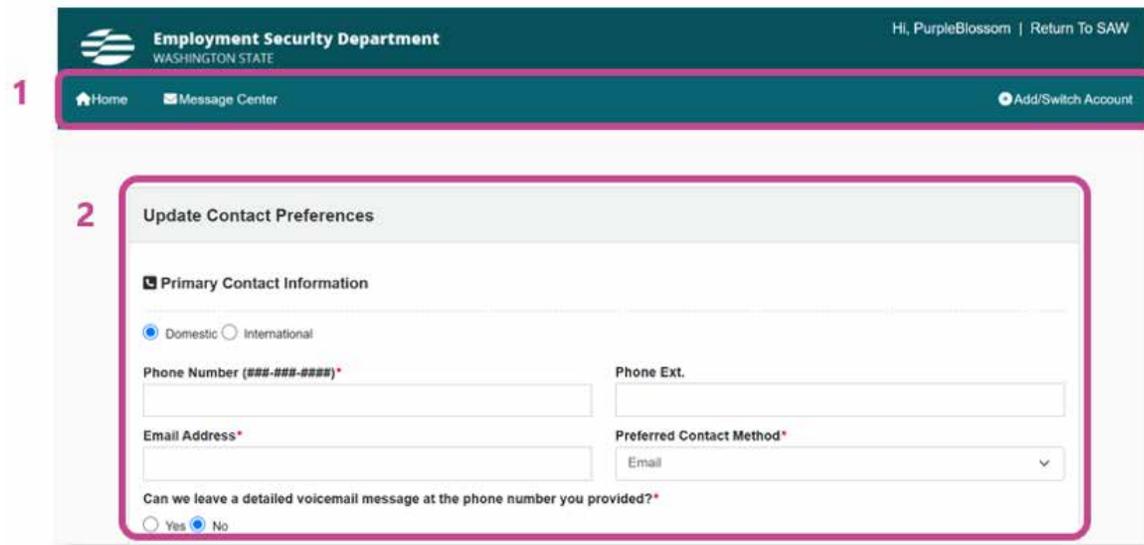
Email Address\*

Preferred Contact Method\*

Can we leave a detailed voicemail message at the phone number you provided?\*

Yes  No

Tablet or desktop view



1

2

Update Contact Preferences

Primary Contact Information

Domestic  International

Phone Number (###-###-####)\*

Phone Ext.

Email Address\*

Preferred Contact Method\*

Can we leave a detailed voicemail message at the phone number you provided?\*

Yes  No

## The SecureAccess Washington (SAW) and Paid Leave Portals

SecureAccess Washington (SAW) is an online portal used to access Washington state services securely. You only need one SAW account to access services from state agencies, including Paid Family and Medical Leave. In SAW you can link to the Paid Family and Medical Leave service and manage your SAW account profile and settings. Once linked, you can access the Paid Family and Medical Leave portal to manage your online Paid Leave account(s) and take actions such as apply for Paid Leave benefits, register your business, update your contact preferences, or request a WA Cares exemption.

In the SecureAccess Washington (SAW) portal you can:

- Link to and access the Paid Family and Medical Leave service.
- Manage your profile, including multi-factor authentication



In the Paid Family & Medical Leave Portal you can:

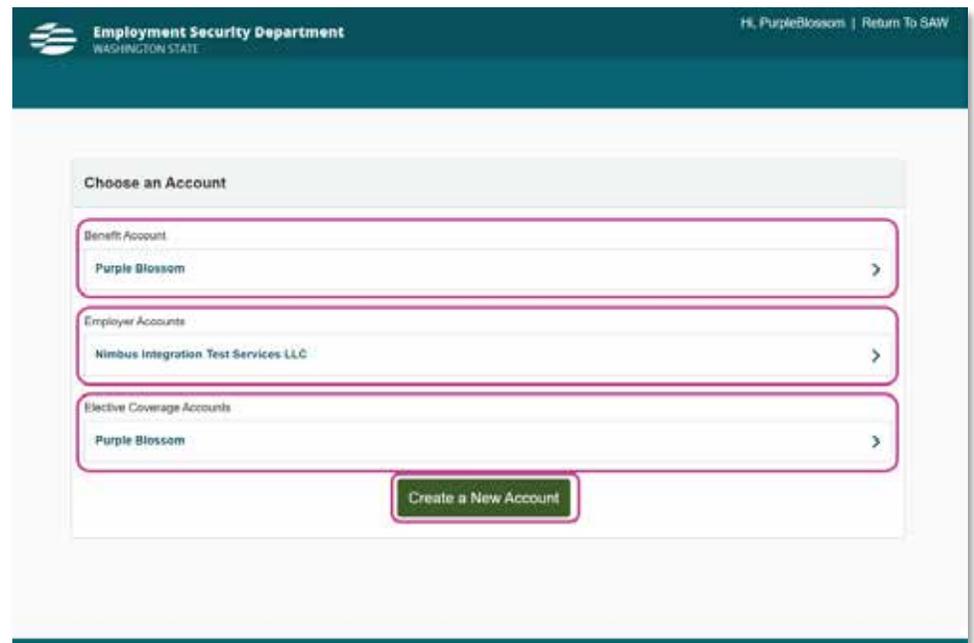
- Apply for Paid Leave benefits
- Register your business and report employees' hours & wages
- Self-employed individuals can create an Elective Coverage Account to opt in to our programs
- Apply for a WA Cares exemption
- Manage your online account

# Paid Leave Account Management

## Switch to or create another Paid Leave account

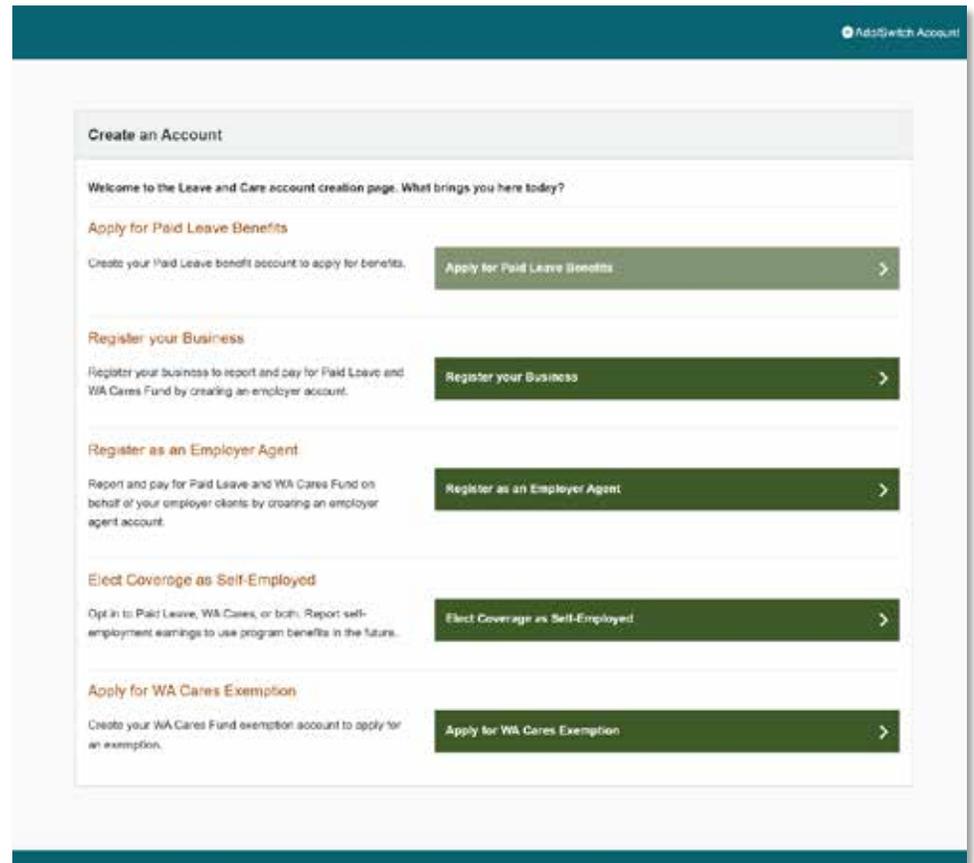
To create a different Paid Leave account or switch to an existing account, use the + **Add/Switch Account** option in the top menu bar.

1. On your 'Paid Leave benefit account homepage' click + **Add/Switch Account** in the top menu bar.
2. The 'Choose an Account' screen will list accounts you have already created. You can:
  - a. Select the account you wish to switch to.
  - b. Click **Create a New Account** to see a list of the other account types you can create.



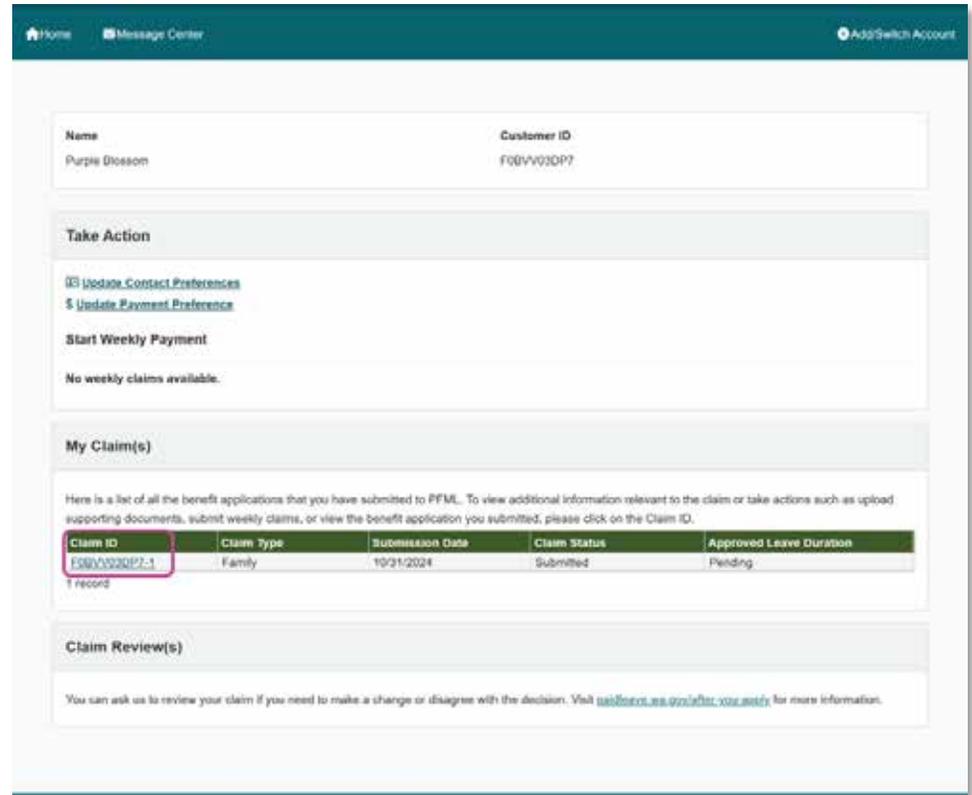
3. On the 'Create an Account' screen select the type of account you want to create.

 If you have already created a specific account type, the button will be light green and clicking it will not take you to a new screen.



# View leave claim information

1. On your 'Paid Leave benefit account homepage', in the 'My Claim(s)' section, click the **Claim ID** hyperlink of the claim you want to see more information about.



The screenshot shows the user interface for a Paid Leave benefit account. At the top, there are navigation links for 'Home', 'Message Center', and 'Add/Switch Account'. Below this, the user's name 'Purple Blossom' and 'Customer ID' 'F08YV03DP?' are displayed. A 'Take Action' section contains links for 'Update Contact Preferences', 'Update Payment Preference', and 'Start Weekly Payment', with a note that 'No weekly claims available'. The 'My Claim(s)' section includes a table of submitted claims. The table has five columns: Claim ID, Claim Type, Submission Date, Claim Status, and Approved Leave Duration. One claim is listed with a Claim ID of 'F08YV03DP?-1', Claim Type of 'Family', Submission Date of '10/21/2024', Claim Status of 'Submitted', and Approved Leave Duration of 'Pending'. The 'Claim ID' cell is highlighted with a red box. Below the table, there is a 'Claim Review(s)' section with a note about reviewing claims.

Claim ID	Claim Type	Submission Date	Claim Status	Approved Leave Duration
<a href="#">F08YV03DP?-1</a>	Family	10/21/2024	Submitted	Pending

2. On the 'Claim Summary' screen, you can see a summary of your claim including:

a. **Claim ID**

b. **Claim Status:**

- **Pending Payment Information** - you need to provide your payment preference to get paid. See the [Update payment preference and/or complete a pending application](#) section for instructions.
- **Submitted** - we've received your application but haven't started processing it yet.
- **In Review** - a specialist is reviewing your application. If they need more information, they'll reach out to you. Once decided, your status will change to either "Approved" or "Denied".
- **Inactive** - you've missed a weekly claim submission for four or more consecutive weeks. Click "Reopen your Claim" if you want to reopen your claim to continue receiving benefits. Once your request is submitted, the claim status will change to "Approved".

**Claim Summary**

Paid Family and Medical Leave

a Claim ID: F4W44ZVHXQ-5

b Claim Status: Approved

c Claim Type: Medical

d Approved Leave Duration: 02/02/2025 - 03/08/2025

e View Application

f Manage Document(s)

g You have 418 hours of medical leave available in your claim year.

- Your claim year began January 26, 2025 and ends January 24, 2026.
- During your approved leave, you can use up to 38 hours per week.
- Each time we approve a weekly claim during your claim year, your remaining balance of hours will update.
- It's possible that you'll use all of your remaining hours before your approved leave end date.

If you need to extend your leave end date and you still have hours available in your claim year, you can [Request Review](#).

Leave Hours: 456

418 Hours Remaining

h Filing Your Weekly Claims

You must file weekly claims to get paid.

Claim weeks start on Sunday and end the following Saturday, regardless what day your work weeks starts. You can file a weekly claim after the week ends.

Once you submit your weekly claim, we'll review it and update the status below. For more information about weekly claims visit [paidleave.wa.gov/file-your-weekly-claim](#).

File Weekly Claim

i Weekly Claim Details

Click the "Amount Paid" hyperlink to see more information about that weekly claim.

Print Weekly Claims

Claim Week	Date Submitted	Status	Hours Used	Amount Paid
02/02/2025 - 02/08/2025	03/24/2025	Waiting Week	0	\$ 0.00
02/09/2025 - 02/15/2025	03/24/2025	Non Payment		
02/16/2025 - 02/22/2025	03/24/2025	Approved	38	\$ 1,080.00
02/23/2025 - 03/01/2025	03/24/2025	Denied		
03/02/2025 - 03/08/2025				

5 records

j Correspondence

The table below shows initial decision letters we sent you. Please click on the document name to download the file.

Document Name	Document Type	Date
<a href="#">BenefitApproval20250324.pdf</a>	Approval Letter	03/24/2025

1 record

Home

- **Approved** – start filing weekly claims for all weeks for which you are approved.
- **Denied** – you will receive a letter in your mail that explains why we couldn't approve your application.

- c. **Claim Type:** The two claim type options are medical and family.
- d. **Approved Leave Duration:** These are the approved start and end dates for your leave.
- e. **View Application:** Opens a PDF version of the application you submitted.
- f. **Manage Document(s):** Opens the 'Upload Your Documents' screen where you can upload additional documents and view the document you previously uploaded.
- g. **A breakdown of your leave hours in your claim:** If your leave has been approved, you will see a graphic telling you how many hours of leave you have available in your claim year, how many have been used, and how many are remaining.
- h. **Filing Your Weekly Claims:** Click **File Weekly Claim** to start filing your oldest available weekly claim. You will only see this option if you have a claim available to file.

**Claim Summary**

Paid Family and Medical Leave

a Claim ID: F4W44ZVHXQ-5

b Claim Status: Approved

c Claim Type: Medical

d Approved Leave Duration: 02/02/2025 - 03/08/2025

e View Application

f Manage Document(s)

g You have 418 hours of medical leave available in your claim year.

- Your claim year began January 26, 2025 and ends January 24, 2026.
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File Weekly Claim

i Weekly Claim Details

Click the "Amount Paid" hyperlink to see more information about that weekly claim.

Print Weekly Claims

Claim Week	Date Submitted	Status	Hours Used	Amount Paid
02/02/2025 - 02/08/2025	03/24/2025	Waiting Week	0	\$ 0.00
02/09/2025 - 02/15/2025	03/24/2025	Non Payment		
02/16/2025 - 02/22/2025	03/24/2025	Approved	38	\$ 1,080.00
02/23/2025 - 03/01/2025	03/24/2025	Denied		
03/02/2025 - 03/08/2025				

5 records

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Document Name	Document Type	Date
<a href="#">BenefitApproval20250324.pdf</a>	Approval Letter	03/24/2025

1 record

Home

i. **Weekly Claim Details:** In this section you can click the **Print Weekly Claims** link to automatically download a PDF of your weekly claims for that specific claim. In the table you will see a list of weekly claims you have filed as well as those that are available to file. For weeks already filed, you will see the hours used and amount paid. Click the hyperlinked amount in the Amount Paid column to see weekly claim details.

j. **Correspondence:** View any decision letters we have sent you by clicking the hyperlink in the **Document Name** column of the table. Decision letters are only sent when a decision has been made on a claim.

**Claim Summary**

Paid Family and Medical Leave

a Claim ID: F4W44ZVHXQ-5

b Claim Status: Approved

c Claim Type: Medical

d Approved Leave Duration: 02/02/2025 - 03/08/2025

e View Application

f Manage Document(s)

g You have 418 hours of medical leave available in your claim year.

- Your claim year began January 26, 2025 and ends January 24, 2026.
- During your approved leave, you can use up to 38 hours per week.
- Each time we approve a weekly claim during your claim year, your remaining balance of hours will update.
- It's possible that you'll use all of your remaining hours before your approved leave end date.

If you need to extend your leave end date and you still have hours available in your claim year, you can [Request Review](#).

Leave Hours: 456

418 Hours Remaining

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Claim weeks start on Sunday and end the following Saturday, regardless what day your work weeks starts. You can file a weekly claim after the week ends.

Once you submit your weekly claim, we'll review it and update the status below. For more information about weekly claims visit [paidleave.wa.gov/file-your-weekly-claim](#).

File Weekly Claim

i Weekly Claim Details

Click the "Amount Paid" hyperlink to see more information about that weekly claim.

Print Weekly Claims

Claim Week	Date Submitted	Status	Hours Used	Amount Paid
02/02/2025 - 02/08/2025	03/24/2025	Waiting Week	0	\$ 0.00
02/09/2025 - 02/15/2025	03/24/2025	Non Payment		
02/16/2025 - 02/22/2025	03/24/2025	Approved	38	\$ 1,080.00
02/23/2025 - 03/01/2025	03/24/2025	Denied		
03/02/2025 - 03/08/2025				

5 records

j Correspondence

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Document Name	Document Type	Date
<a href="#">BenefitApproval20250324.pdf</a>	Approval Letter	03/24/2025

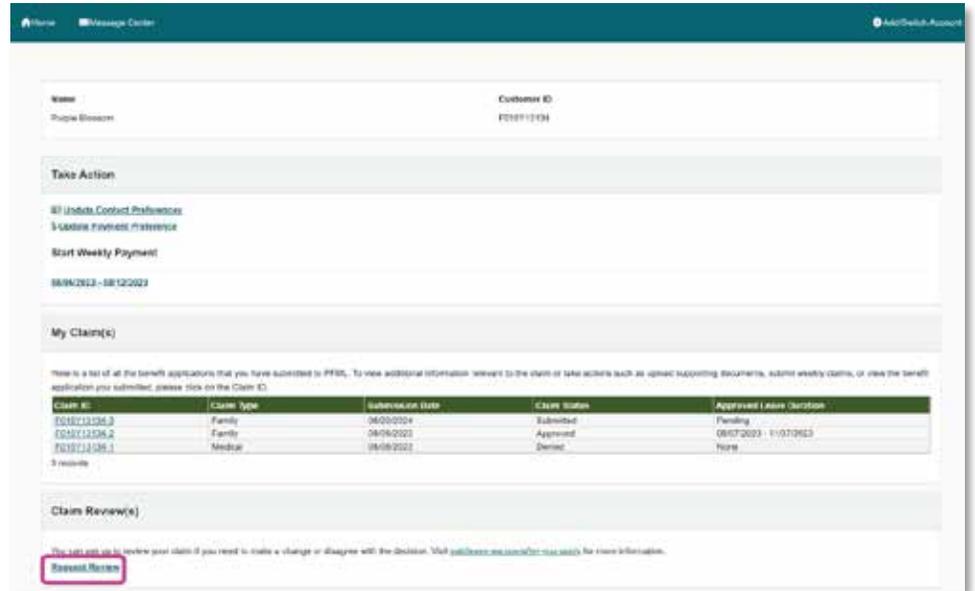
1 record

Home

# Request a change or disagree with a decision

1. On your 'Paid Leave Benefit account homepage' click **Request Review** underneath the 'Claim Review(s)' section.

 The **Request Review** hyperlink will only be available after a decision has been made on a claim.



The screenshot shows the user interface of the Paid Leave Benefit account management system. At the top, there is a navigation bar with 'Home', 'Message Center', and 'Add/Refresh Account'. Below this, a user profile section displays the name 'Thye Blasco' and 'Customer ID: F01971394'. A 'Take Action' section contains links for 'Update Contact Preferences', 'Update Payment Preference', and 'Start Weekly Payment', with a 'START/STOP - 08/12/2023' button. The 'My Claim(s)' section includes a table of claims and a 'Claim Review(s)' section with a highlighted 'Request Review' button.

Claim #	Claim Type	Submission Date	Claim Status	Approved / Date Decision
0301211356.0	Family	08/09/2023	Submitted	Pending
0301211356.2	Family	08/09/2023	Approved	08/17/2023 - 11/07/2023
0301211356.1	Medical	08/08/2023	Denied	None

2. On the 'Request for Review' screen:

a. Select a **Topic** for review:

- **Denied Application:** We sent you a letter in the mail that explains why we couldn't approve your application. It is added to your leave claim correspondence within your online benefit account.
- **Benefit Amount:** Your benefit amount is determined by the wages reported by your employers during your qualifying period. Your qualifying period starts about 15 months prior to the day you applied for leave or your leave start date, whichever is first.
- **Leave Start And End Date**
- **Denied Weekly Claim**
- **Employment History**

Request for Review

Use this form to request a review of a decision we made on your Paid Leave benefit application or weekly claim(s).  
*Don't submit more than one request at a time. We won't review additional requests until we make a decision on the first one you submit.*

When you submit your request, we'll review the information you provide and may reach out for more detail if needed. After we review your request, we'll let you know what we decide.

Select the topic that describes your concern and the claim it's related to.

Topics\*  
Select One  
Select One  
Denied Application  
Benefit Amount  
Leave Start And End Date  
Denied Weekly Claim  
Employment History

Claim\*  
Select One

Upload Document

Cancel Submit

- b. Choose the claim you are requesting we review.
- c. Provide a reason for requesting a review.
- d. Click **Upload Document** to upload documents that support your request.

3. On the 'Upload Your Documents' screen:

- a. Choose the **Document Type**.
- b. Click **Choose File**.
- c. Click **Upload**.
- d. Make sure the document you uploaded appears in the Document table.

 Once you upload a document, you cannot edit or delete it.

- e. Click **Continue**.

Document Name	Document Type	Uploaded By	Uploaded Date
Identity.png	Proof of Identity	Purple Blossom	02/05/2024
Doc to res note.png	Medical Certification	Purple Blossom	11/02/2023
Identity2.jpg	Proof of Identity	Purple Blossom	05/09/2023

4. On the 'Request for Review' screen click **Submit**.

The screenshot shows the 'Request for Review' form in the Employment Security Department system. The header includes the logo and name of the department, the user's name 'Hi, PurpleBlossom', and a 'Return To SAW' link. Below the header are navigation links for 'Home', 'Message Center', and 'Add/Switch Account'. The main content area is titled 'Request for Review' and contains the following text: 'Use this form to request a review of a decision we made on your Paid Leave benefit application or weekly claim(s). Don't submit more than one request at a time. We won't review additional requests until we make a decision on the first one you submit. When you submit your request, we'll review the information you provide and may reach out for more detail if needed. After we review your request, we'll let you know what we decide.' Below this text is a section titled 'Select the topic that describes your concern and the claim it's related to.' which contains two dropdown menus: 'Topics\*' with 'Denied Application' selected, and 'Claim\*' with 'F016Y13134-2 (FAMILY) 06/07/2023 - 11/07/2023' selected. Below the dropdowns is a paragraph: 'Your denial letter explains why your application was denied and what information or documentation you need to provide before we can make a change. Please read it carefully and include your documents with this request by selecting "I'll upload document" below.' This is followed by a 'Reason(s)!' text area with 'Me.' entered. At the bottom left is a link for 'Upload Document'. At the bottom right are two buttons: 'Cancel' and 'Submit', with the 'Submit' button highlighted by a red box.

5. In the 'Request for Review Confirmation' pop-up window:
- a. Read the confirmation message.
  - b. Click **Done**.

The screenshot shows the 'Request for Review Confirmation' pop-up window. The title is 'Request for Review Confirmation'. The main text reads: 'We've received your request to review your leave start and end date. We will review your documentation and may reach out to you for more information. Once we've processed your request, we will send you a letter with details about our decision.' At the bottom center is a green button with the text 'Done', which is highlighted by a red box.

6. On your 'Paid Leave benefit account homepage', you can view the status of your request for review.
  - a. **Submitted:** we've received your request but haven't started processing it yet.
  - b. **In Review:** we are reviewing your application and will reach out if we need more information.
  - c. **Review Complete:** we've finished our review of your request, and we'll send you a letter with a decision.

**Claim Review(s)**

You can ask us to review your claim if you need to make a change or disagree with the decision. Visit [paidleave.wa.gov/after-you-apply](https://paidleave.wa.gov/after-you-apply) for more information.

**Request Review**

Here are the request(s) for review you've submitted since July 1, 2024. It may take a few minutes for new requests to show. We will send a decision letter once we complete our review.

Claim ID	Status	Topic	Submission Date
1	Submitted	Leave Start And End Date	09/12/2024
1	Review Complete	Employment History	09/12/2024

2 records

## Send a secure message

1. Click **Message Center** within the top menu bar.
2. On the 'Secure Messages' screen:
  - a. Click **+ New Message**. This will open the message form.
3. In the message form:
  - a. Enter Subject.
  - b. Choose the topic you'd like to discuss.
  - c. Type a message explaining your questions or concerns.

Employment Security Department  
WASHINGTON STATE

Hi, PurpleBlossom | Return To SAW

Home Message Center Add/Switch Account

Secure Messages

Inbox [0] Subject Date Archive + New Message

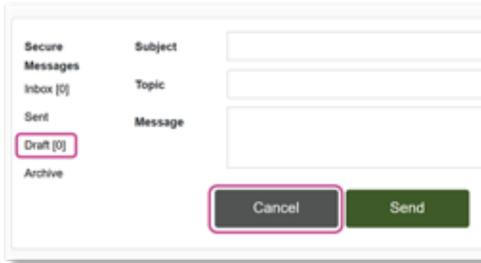
Sent No records

Draft [0]

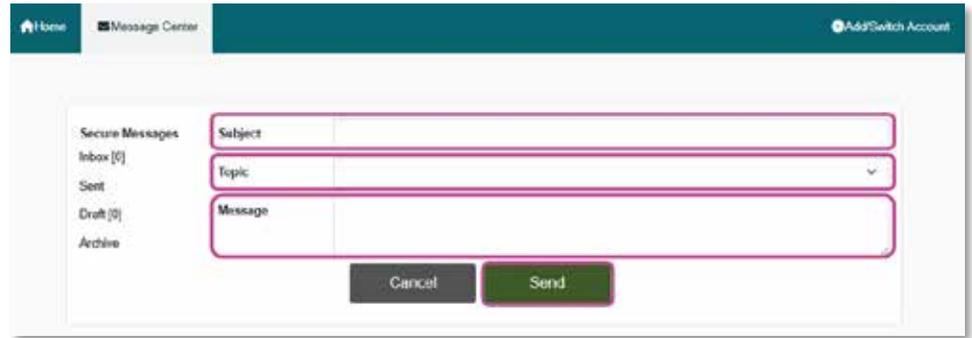
Archive

d. Click **Send**.

 If you start a message and then click **Cancel** you will have the option to save it as a draft or delete it. You can access drafts in the draft tab of the message center.

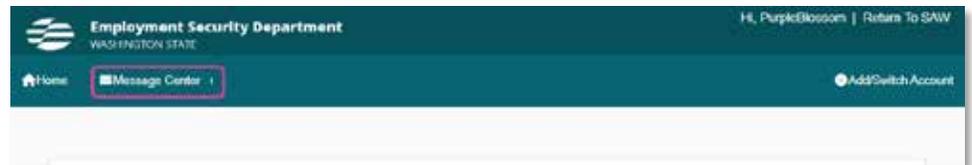


4. You can view your sent message by clicking **Sent** under 'Secure Messages'.

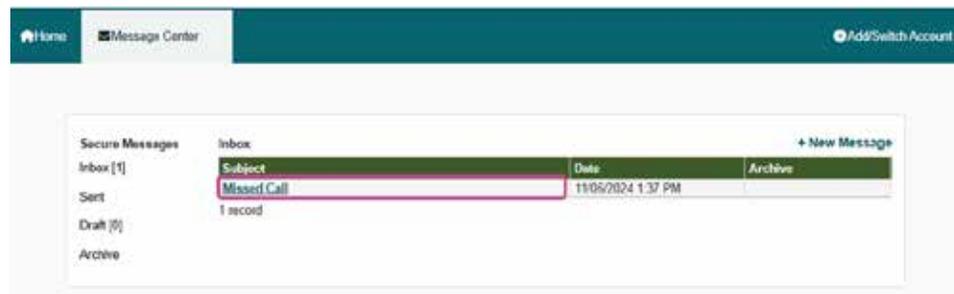


## Reply to a secure message

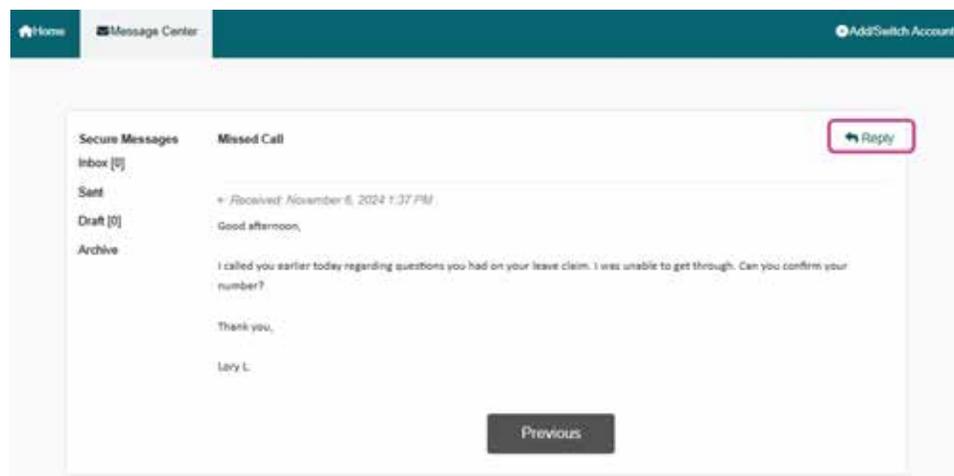
1. Click **Message Center** within the navigation bar menu:



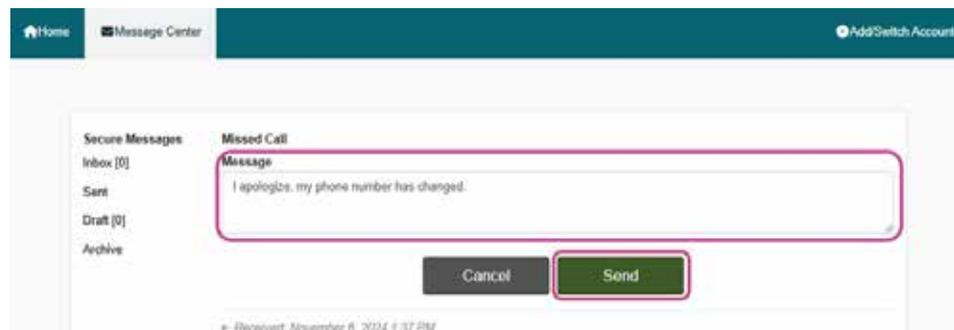
2. On the 'Secure Messages' screen:
  - a. Click the hyperlink of the message you would like to respond to.



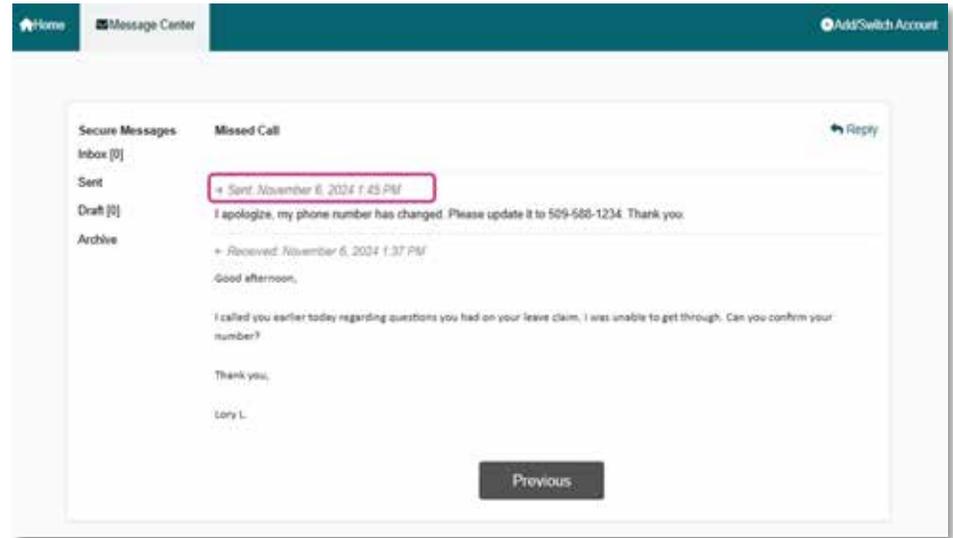
3. Read the message and click **Reply** in the upper right-hand corner of the message.



4. Enter your response in the 'Message' text box and click **Send**.



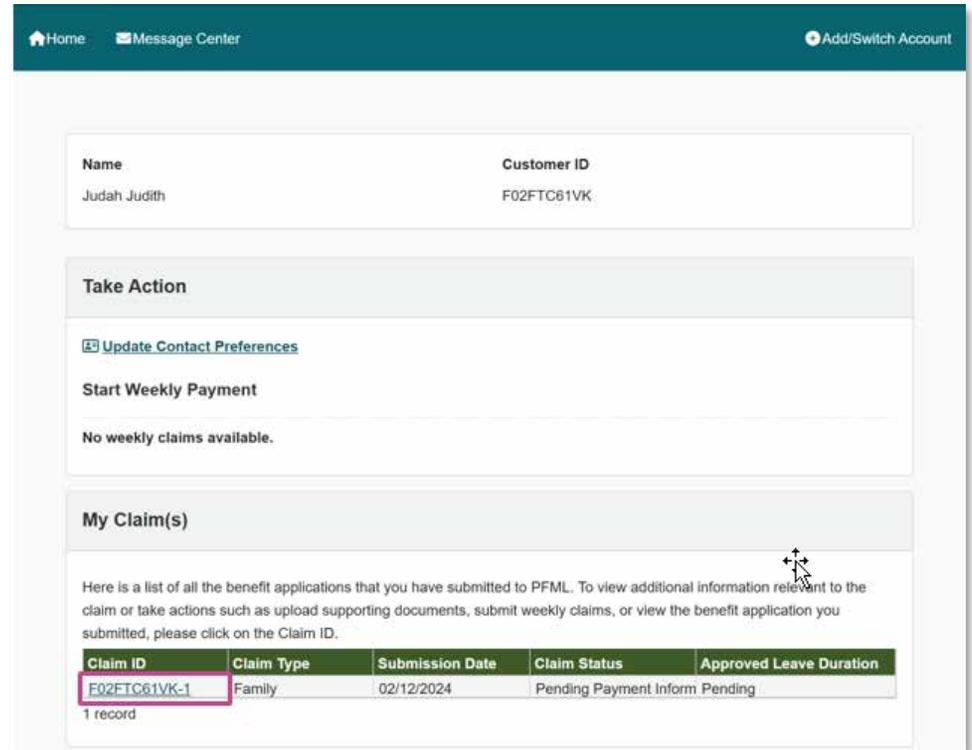
5. The page will refresh. You will see that your message sent and a timestamp of when it was sent.



# Update payment preference and/or complete a pending application

1. On your 'Paid Leave benefit account homepage', under the 'My Claim(s)' section, click the **Claim ID hyperlink** of the application you need to provide your payment preference for.

 If you applied without selecting your payment preference, your application will be pending until you provide your payment information.

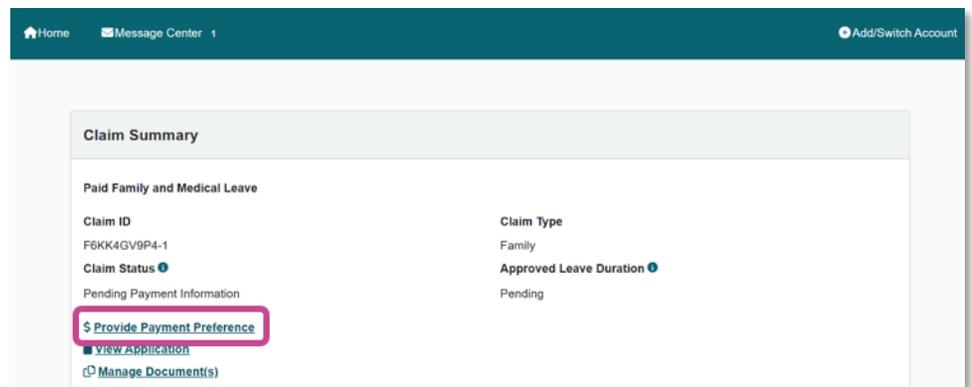


The screenshot shows the 'My Claim(s)' section of the user interface. At the top, there is a navigation bar with 'Home', 'Message Center', and 'Add/Switch Account'. Below this, a box displays the user's 'Name' as 'Judah Judith' and 'Customer ID' as 'F02FTC61VK'. A 'Take Action' section contains links for 'Update Contact Preferences' and 'Start Weekly Payment', with a note that 'No weekly claims available'. The 'My Claim(s)' section includes a list of benefit applications. A table lists one claim with the following details:

Claim ID	Claim Type	Submission Date	Claim Status	Approved Leave Duration
F02FTC61VK-1	Family	02/12/2024	Pending Payment Inform	Pending

The 'Claim ID' 'F02FTC61VK-1' is highlighted with a red box. Below the table, it indicates '1 record'.

2. On the 'Claim Summary' screen, click **Provide Payment Preference**.



The screenshot shows the 'Claim Summary' screen. It displays details for a 'Paid Family and Medical Leave' claim. The 'Claim ID' is 'F6KK4GV9P4-1' and the 'Claim Type' is 'Family'. The 'Claim Status' is 'Pending Payment Information' and the 'Approved Leave Duration' is 'Pending'. A red box highlights the 'Provide Payment Preference' link, which is preceded by a dollar sign icon. Other links include 'View Application', 'Manage Document(s)', and 'Print Weekly Status'.

3. On the 'Preferred Payment Method' screen, choose whether you want to be paid via direct deposit or U.S. Bank ReliaCard.

a. If you choose ReliaCard:

1. Click **View** to read the ReliaCard disclosure.

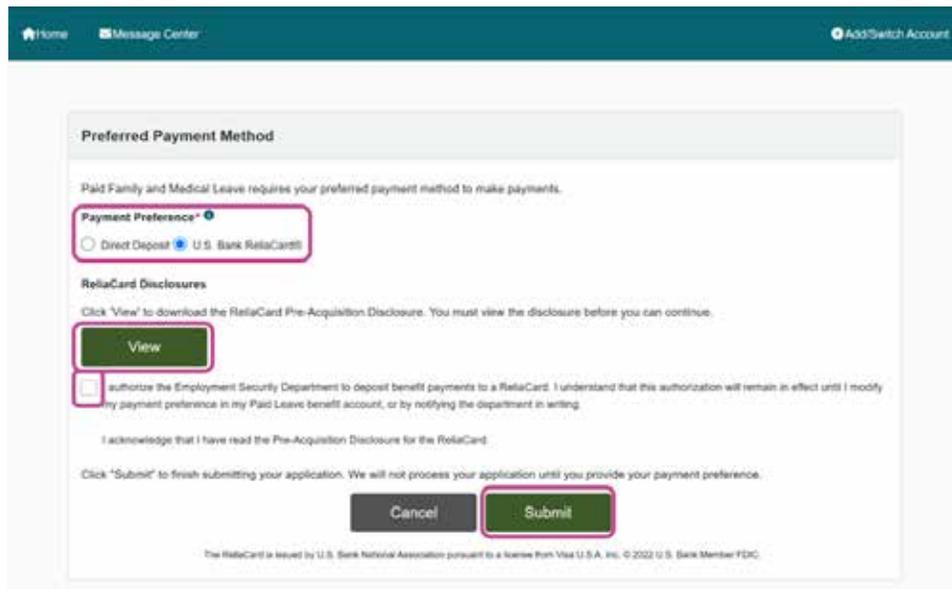
 When you click **View**, the disclosure will open in a new window. The two-page disclosure is available in English as well as other languages. To view in another language, continue to scroll through the document.

2. Select the checkbox authorizing the Employment Security Department to send payments to Reliacard.

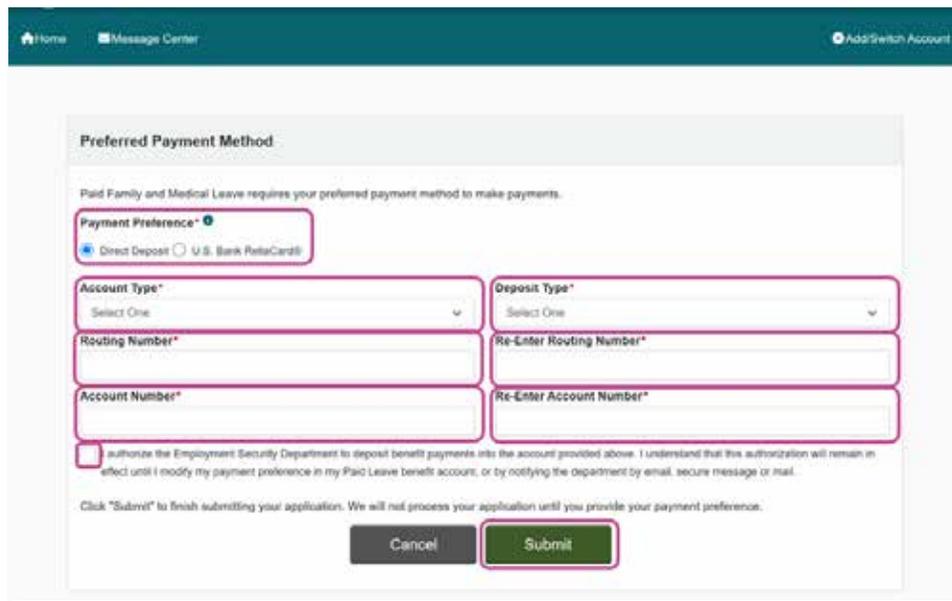
3. Click **Submit**.

b. If you choose direct deposit:

1. Select the account type you want your payments deposited into.
2. Enter and re-enter your routing number.
3. Enter and re-enter your account number.



The screenshot shows the 'Preferred Payment Method' screen. At the top, there are navigation links for 'Home', 'Message Center', and 'Add/Switch Account'. The main heading is 'Preferred Payment Method'. Below it, a message states: 'Paid Family and Medical Leave requires your preferred payment method to make payments.' Under 'Payment Preference\*', the 'U.S. Bank ReliaCard' option is selected. A 'View' button is highlighted with a red box. Below this, there is a section for 'ReliaCard Disclosures' with a 'View' button also highlighted. A checkbox is checked, authorizing the Employment Security Department to deposit benefit payments to a ReliaCard. At the bottom, there are 'Cancel' and 'Submit' buttons, with 'Submit' highlighted.



The screenshot shows the 'Preferred Payment Method' screen. At the top, there are navigation links for 'Home', 'Message Center', and 'Add/Switch Account'. The main heading is 'Preferred Payment Method'. Below it, a message states: 'Paid Family and Medical Leave requires your preferred payment method to make payments.' Under 'Payment Preference\*', the 'Direct Deposit' option is selected. Below this, there are four input fields: 'Account Type\*' (a dropdown menu), 'Deposit Type\*' (a dropdown menu), 'Routing Number\*', and 'Re-Enter Routing Number\*'. Below these, there are two more input fields: 'Account Number\*' and 'Re-Enter Account Number\*'. A checkbox is checked, authorizing the Employment Security Department to deposit benefit payments into the account provided above. At the bottom, there are 'Cancel' and 'Submit' buttons, with 'Submit' highlighted.

4. Select the checkbox authorizing the Employment Security Department to send payments via direct deposit.
5. Click **Submit**.

**Preferred Payment Method**

Paid Family and Medical Leave requires your preferred payment method to make payments.

**Payment Preference\***

Direct Deposit  U.S. Bank Prepaid Card

**Account Type\*** Select One

**Deposit Type\*** Select One

**Routing Number\***

**Re-Enter Routing Number\***

**Account Number\***

**Re-Enter Account Number\***

I authorize the Employment Security Department to deposit benefit payments into the account provided above. I understand that this authorization will remain in effect until I modify my payment preference in my Paid Leave benefit account, or by notifying the department by email, secure message or mail.

Click "Submit" to finish submitting your application. We will not process your application until you provide your payment preference.

Cancel Submit

## Update contact information

1. On your 'Paid Leave benefit account homepage' under the 'Take Action' section, click **Update Contact Preferences**.

**Employment Security Department**  
WASHINGTON STATE

Hi, PurpleBlossom | Return To SAW

Home Message Center Add/Switch Account

**Name** Judah, Judith **Customer ID** F02FT061VK

**Take Action**

[Update Contact Preferences](#)

**Start Weekly Payment**

No weekly claims available.

2. On the 'Update Contact Preferences', screen update information and click **Update**.

Update Contact Preferences

**Primary Contact Information**

Domestic  International

Phone Number (###-###-####)\*  Phone Ext.

Email Address\*  Preferred Contact Method\*

Can we leave a detailed voicemail message at the phone number you provided?\*

Yes  No

**Language Preference**

When possible, do you prefer to communicate in a language other than English?\*

Yes  No

**Mailing Address**

Address Line 1\*  Address Line 2\*

City\*  State\*

ZIP Code\*  ZIP Code Ext

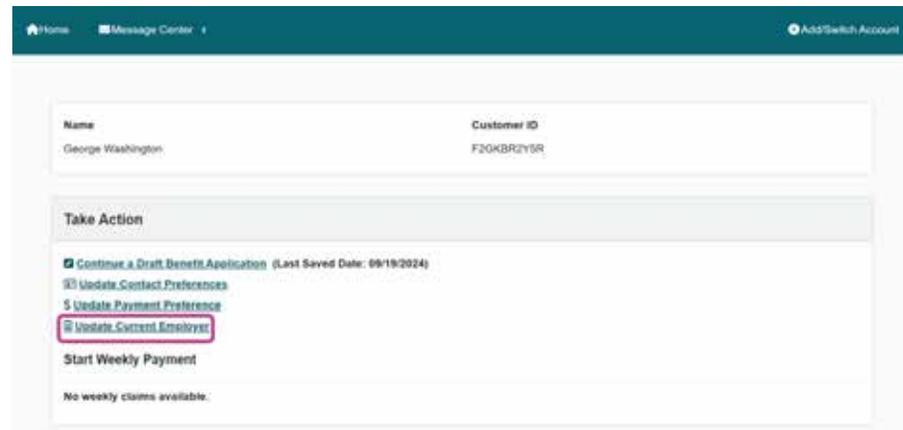
Cancel Update

# Update employment information

1. On your 'Paid Leave benefit account homepage' under the 'Take Action' section, click **Update Current Employer**.

 The **Update Current Employer** link will only be available if you have an active claim year, meaning the end of your claim year has not yet passed. If your claim year has passed, you will be able to provide your current employer information the next time you apply for benefits.

2. On the 'Update Your Employment Information' screen:
  - a. Update any of the following:
    1. Your employment status.
    2. Employment start-dates for current employers.
    3. Employment end-dates for former employers.
  - b. Click **Save** to save corrected information.



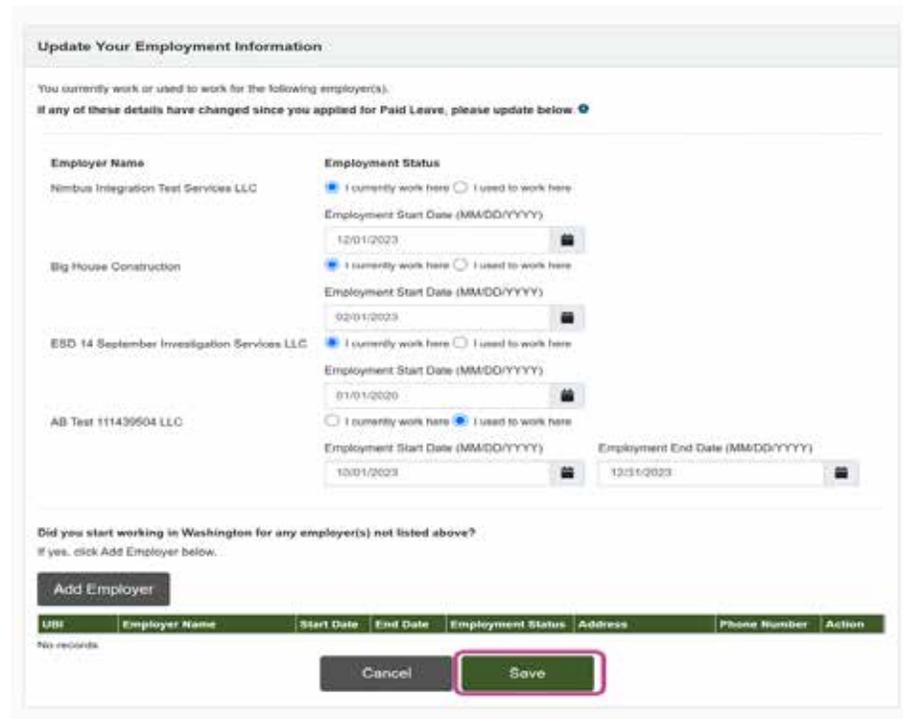
Home Message Center Add/Switch Account

Name: George Washington Customer ID: F20KBR2Y6R

Take Action

- Continue a Draft Benefit Application (Last Saved Date: 09/19/2024)
- [Update Contact Preferences](#)
- [Update Payment Preference](#)
- [Update Current Employer](#)**
- Start Weekly Payment

No weekly claims available.



Update Your Employment Information

You currently work or used to work for the following employer(s).  
If any of these details have changed since you applied for Paid Leave, please update below.

Employer Name Nimbus Integration Test Services LLC	Employment Status <input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here Employment Start Date (MM/DD/YYYY) 12/01/2023
Big House Construction	<input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here Employment Start Date (MM/DD/YYYY) 02/01/2023
ESD 14 September Investigation Services LLC	<input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here Employment Start Date (MM/DD/YYYY) 01/01/2020
AB Test 111439504 LLC	<input type="radio"/> I currently work here <input checked="" type="radio"/> I used to work here Employment Start Date (MM/DD/YYYY) 10/01/2023 Employment End Date (MM/DD/YYYY) 12/31/2023

Did you start working in Washington for any employer(s) not listed above?  
If yes, click Add Employer below.

Add Employer

URL	Employer Name	Start Date	End Date	Employment Status	Address	Phone Number	Action
No records							

Cancel Save

3. To add an employer that is missing, click **Add Employer**.

Update Your Employment Information

You currently work or used to work for the following employer(s).  
If any of these details have changed since you applied for Paid Leave, please update below.

Employer Name	Employment Status	Employment Start Date (MM/DD/YYYY)	Employment End Date (MM/DD/YYYY)
Nimbus Integration Test Services LLC	<input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here	12/01/2023	
Big House Construction	<input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here	02/01/2023	
ESD 14 September Investigation Services LLC	<input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here	01/01/2020	
AB Test 111439504 LLC	<input type="radio"/> I currently work here <input checked="" type="radio"/> I used to work here	10/01/2023	12/31/2023

Did you start working in Washington for any employer(s) not listed above?  
If yes, click Add Employer below.

**Add Employer**

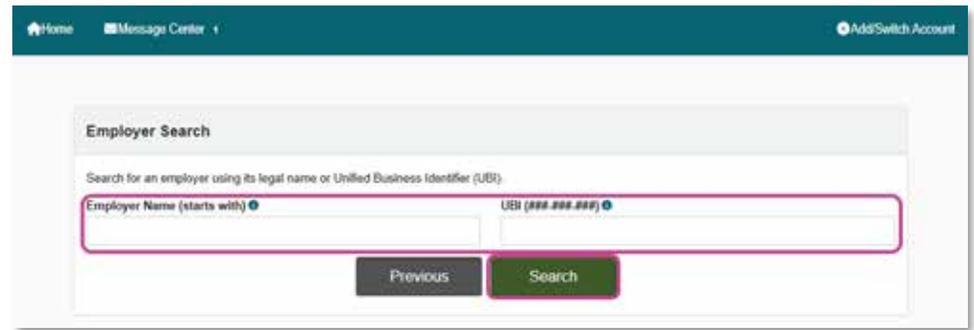
4. On the 'Employer Search' screen:

- a. Enter your employers name or Unified Business Identifier (UBI).

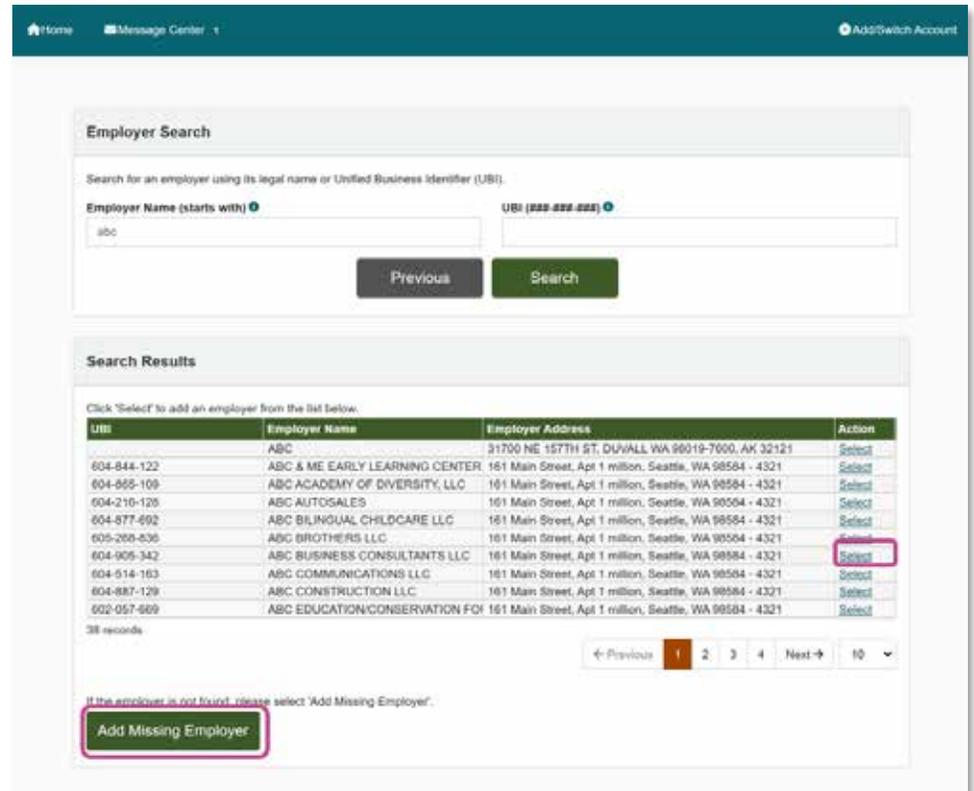
 The Unified Business Identifier number (UBI) is a 9-digit number issued by the Washington State Department of Revenue.

- b. Click **Search**.
  1. If your employer is listed, click **Select** in that employer row.
  2. If your employer is not listed in the table, click **Add Missing Employer**.

 If there are multiple results, check the employer address. You may also obtain your employer's UBI from your employer directly. Searching by UBI is the best way to ensure you are selecting the correct employer.



The screenshot shows the 'Employer Search' interface. At the top, there are navigation links for 'Home', 'Message Center', and 'Add/Switch Account'. Below the title, a search instruction reads: 'Search for an employer using its legal name or Unified Business Identifier (UBI)'. There are two input fields: 'Employer Name (starts with)' and 'UBI (###-###-####)'. Both fields are currently empty. Below the fields are two buttons: 'Previous' and 'Search'.



This screenshot shows the 'Employer Search' interface after a search. The 'Employer Name (starts with)' field contains the text 'abc'. Below the search fields are 'Previous' and 'Search' buttons. The 'Search Results' section displays a table with the following data:

UBI	Employer Name	Employer Address	Action
	ABC	31700 NE 157TH ST, DUVALL WA 98019-7000, AK 32121	Select
604-844-122	ABC & ME EARLY LEARNING CENTER	161 Main Street, Apt 1 million, Seattle, WA 98584 - 4321	Select
604-885-109	ABC ACADEMY OF DIVERSITY, LLC	161 Main Street, Apt 1 million, Seattle, WA 98584 - 4321	Select
604-210-126	ABC AUTOSALES	161 Main Street, Apt 1 million, Seattle, WA 98054 - 4321	Select
604-877-692	ABC BILINGUAL CHILDCARE LLC	161 Main Street, Apt 1 million, Seattle, WA 98584 - 4321	Select
605-260-636	ABC BROTHERS LLC	161 Main Street, Apt 1 million, Seattle, WA 98054 - 4321	Select
604-905-342	ABC BUSINESS CONSULTANTS LLC	161 Main Street, Apt 1 million, Seattle, WA 98584 - 4321	Select
604-514-163	ABC COMMUNICATIONS LLC	161 Main Street, Apt 1 million, Seattle, WA 98584 - 4321	Select
604-887-129	ABC CONSTRUCTION LLC	161 Main Street, Apt 1 million, Seattle, WA 98584 - 4321	Select
602-057-669	ABC EDUCATION/CONSERVATION FOR	161 Main Street, Apt 1 million, Seattle, WA 98584 - 4321	Select

Below the table, it says '38 records'. There are navigation buttons: '← Previous', '1', '2', '3', '4', 'Next →', and '10'. At the bottom, there is a message: 'If the employer is not found, please select 'Add Missing Employer''. Below this message is a button labeled 'Add Missing Employer'.

5. On the 'Employment Details' screen:

- a. Complete all required fields, marked by an asterisk\*.
- b. Click **Save**.

The screenshot shows the 'Employment Details' form with the following fields and options:

- Employer Name\***: Text input field.
- UBI**: Text input field with a help icon.
- Is this their current employer?\***: Radio buttons for Yes and No.
- Employment Start Date (MM/DD/YYYY)\***: Date picker.
- Employment End Date (MM/DD/YYYY)\***: Date picker.
- Phone Contact Information**: Radio buttons for Domestic (selected) and International.
- Phone Number (###-###-####)\***: Text input field.
- Phone Ext.**: Text input field.
- Mailing Address**: Radio buttons for Domestic (selected) and International.
- Address Line 1\***: Text input field.
- Address Line 2**: Text input field.
- City\***: Text input field.
- State\***: Dropdown menu.
- ZIP Code\***: Text input field.
- ZIP Code Ext**: Text input field.

At the bottom, there are two buttons: 'Previous' and 'Save'. The 'Save' button is highlighted with a red border.

6. On the 'Update Your Employment Information' screen:

- a. Check that your employer is now listed within the table.
- b. Click **Save**.

**Update Your Employment Information**

You currently work or used to work for the following employer(s)  
If any of these details have changed since you applied for Paid Leave, please update below.

Employer Name	Employment Status	Employment Start Date (MM/DD/YYYY)	Employment End Date (MM/DD/YYYY)
Nimbus Integration Test Services LLC	<input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here	12/01/2023	
Big House Construction	<input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here	02/01/2023	
ESD 14 September Investigation Services LLC	<input checked="" type="radio"/> I currently work here <input type="radio"/> I used to work here	01/01/2020	
AB Test 111439504 LLC	<input type="radio"/> I currently work here <input checked="" type="radio"/> I used to work here	10/01/2023	12/31/2023

Did you start working in Washington for any employer(s) not listed above?  
If yes, click Add Employer below.

**Add Employer**

UBR	Employer Name	Start Date	End Date	Employment Status	Address	Phone Number	Action
	Bob	01/01/2001		I currently work here			<a href="#">Delete</a>

1 record

**Cancel** **Save**