



## EXEMPTION PROCESS FOR WASHINGTON CARES FUND ACT

**STEP 1:** You will need to set up an account (or log into your existing account) with the SecureAccess Washington (SAW) website:

1. Click on the link: [Secure Access Washington](#)
  - a. Or copy/paste this into your browser:
    - i. <https://secureaccess.wa.gov/myAccess/saw/select.do>
2. Create an account by clicking the “SIGN UP!” button.
3. Enter your personal email (you may be asked to also prove you are not a robot).
4. Go to the email address you provided the site to validate and activate your account.

**STEP 2:** You will need to add Paid Family Medical Leave (PFML) as a new service to your account.

1. Go back to the web site above and log in using the credentials you created.
2. Select “I would like to browse a list of services” tab near the middle of the page.
3. Scroll down through the alphabetical listing and select “Paid Family and Medical Leave”.

**STEP 3:** You are taken back to the main page and the PFML service should be added. Now you will enter your personal information into the system.

1. Click on the “Access Now” button within the PFML services.
2. Click “Continue” to start setting up your exemption account.
3. Scroll down to the “Washington Carex Exemption” at the bottom of the page.
4. Click “Create an Account”
5. NOTE: If you have used Paid Family and Medical Leave before, click “Add/Switch Account” in the upper right hand corner.

**STEP 4:** Complete your exemption application by following the prompts:

1. You will be asked to complete and confirm your personal information.
2. You will be asked to attest to several aspects by checking each box.
3. Upload proof of identity – usually a picture of your driver’s license or passport.
4. Click next and you should receive confirmation of your application being submitted.
  - a. NOTE: Being “submitted” simply means the application has been received.
  - b. NOTE: Monitor your status through this site until you see a change in status such as “Approved” or “Incomplete”
5. Your exemption is based on the processing of the application by the state. There is no indication or expected backlogs for processing time.

**STEP: 5:** Once approved, you will be notified of your status change and will be provided an approval letter from the state.

1. You MUST provide this letter to your employer.





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2. Taxes will not stop until the start of the NEXT quarter after you have provided proof to your employer.
3. NOTE: Any tax paid into the program will not be eligible for a refund regardless of your status. It is critical you provide your exemption to your employer immediately.
4. NOTE: It is YOUR responsibility to provide this letter to EACH employer you have over the coming years.

**STEP 6: Keep your policy inforce.** It is expected that the state will provide additional requirements that the policy needs to remain inforce for your tax exemption to continue.

Questions to the state can be directed to:

- [wacaresexemptions@esd.wa.gov](mailto:wacaresexemptions@esd.wa.gov)
- (833) 717-2273

