

Using the Participant Portal (Quick Guide)

IMPORTANT! This guide assumes you have logged into SAW and opened the Participant Portal.

If you have not created a Secure Access Washington (SAW) account and added the Office of Administrative Hearings (OAH) Participant Portal then please follow one of these guides:

- Creating a SAW account and adding the Participant Portal (English):
 - [Quick Guide](#)
 - [Full Guide](#)
- Creating a SAW account and adding the Participant Portal (Español):
 - [Quick Guide](#)
 - [Full Guide](#)

For help, please call **+1-800-583-8271** between 7am and 5pm Monday to Friday, except holidays.

NOTE: You do not attend your hearing on the Participant Portal.

Most hearings are held over the phone. Check your Notice of Hearing – you will either have to confirm your phone number (referred to as a “check-in”) and the judge will call you or be required to dial-in to a conference call for your hearing.

[Full User Guide](#) – Click this link to open the detailed guide.

About the Participant Portal

The Participant Portal shows all dockets linked to your Participant ID (PID).

You can view the details for each docket, see documents for that docket – and download them or upload new ones.

The Portal will show you the date and time of any upcoming hearing. See the Notice of Hearing for more details about how to attend; this might change per hearing or for hearings for different agency appeals.

Quick Guide

- **Home** – click the Home button at any time to return to your Portal home page.
- **Add Case** – click this button to add dockets to your Portal. Note, if the docket is already linked you will get an error message.
- **Participant Details** – these are your contact details. You can add or delete phone numbers and emails.
To change your mailing address, please call on **+1-800-583-8271**.
- **Your Cases** is a list of all dockets linked to your PID. Click View Details on any row to see the details and documents, including audio files from your hearings.
- **View Details** screen – this screen gives a more detailed break down of that docket. It include the Electronic Documents section where you can download (and view) files and also upload new files for the judge to consider.
NOTE: If there are other parties to your hearing, and you upload documents on the Participant Portal, you still need to file those documents with the other parties.
- **Remove Account** – Though the descriptions for this action indicate you are closing your Participant Portal account, all it does is remove all dockets from your Portal account.
To remove the Participant Portal you must do that from the SAW list of services.

If you have any questions or need more help, first check the [Full User Guide](#) then:



Call OAH at **+1-800-583-8271** or,



Visit www.oah.wa.gov.