

Guide to Using Your HELMS Portal

The screenshot shows the HELMS Portal interface. At the top, there is a header with the HELMS logo (Healthcare Enforcement and Licensing Management System) and navigation links for Help, Cart, My Communications, and Nurse Applicant. A green circle with the number 1 is placed over the Nurse Applicant profile icon. Below the header, there is a blue navigation bar with 'Profession Credentialing' and 'Surveys'. The main content area is titled 'Welcome to HELMS Portal' and features a 'Start Application' button, which is circled with a green circle and the number 2. Below this, there are three main sections: 'Professional Credentials', 'Requests', and 'Payments'. Each section has a list of items with counts in circles. 'Professional Credentials' includes Renewals (0), All Credentials (2), and Pending Applications (1). 'Requests' includes Pending (0) and Completed (0). 'Payments' includes Due (0) and History (2). A green circle with the number 3 is placed over the 'History' link. Below these sections, there are tabs for 'All Credentials' and 'Applications'. A message box states: 'Please see the list below for all of your credentials and use the three dots to take actions on your credentials.' Below this, a note says: 'Note: Credentials eligible for renewal will display in red font.' A table lists credentials with columns: Credential Number, Credential Name, Enforcement Action, Effective Date, Expiration Date, Status, CE Due Date, and Actions. The table has two rows: one for LPN.LP.70001712 (Licensed Practical Nurse, No Enforcement Action, Effective Date 4/2/2025, Expiration Date 1/1/2026, Status Active, CE Due Date 1/1/2027) and one for RN.RN.70001716.MSL (Registered Nurse License, No Enforcement Action, Status Pending). The 'Actions' column for the first row has a 'Download Credentials' button and a three-dot menu icon, which is circled with a green circle and the number 4,5,6. The 'Actions' column for the second row has a 'Request WA Single State Lic.' button, which is circled with a green circle and the number 7. A 'View All' link is at the bottom right of the table.

1. To request an update to your personal information or contact information.

2. To apply for a new license, license renewal, or reactivation of an expired license.

3. To access payment history and print a receipt for your records.

4. To request a license status change (military, retired active, or inactive).

5. To request verification of your license to a Non-Nursys entity (\$25 fee).

6. To request a mailed duplicate copy of your license (\$20 fee).

7. To upgrade/Convert to a multistate license (MSL) or request to return to a single state license.

HELMS Portal Resources

- To access the HELMS Portal, please first login/create your SecureAccess Washington (SAW) Account: <https://secureaccess.wa.gov>
- If you need additional information on how to access SAW, visit the WABON website: <https://nursing.wa.gov/licensing/apply-license>
- Be sure to add the Health Professional and Facility Licensing (HELMS) service code once in SAW to access your HELMS account.