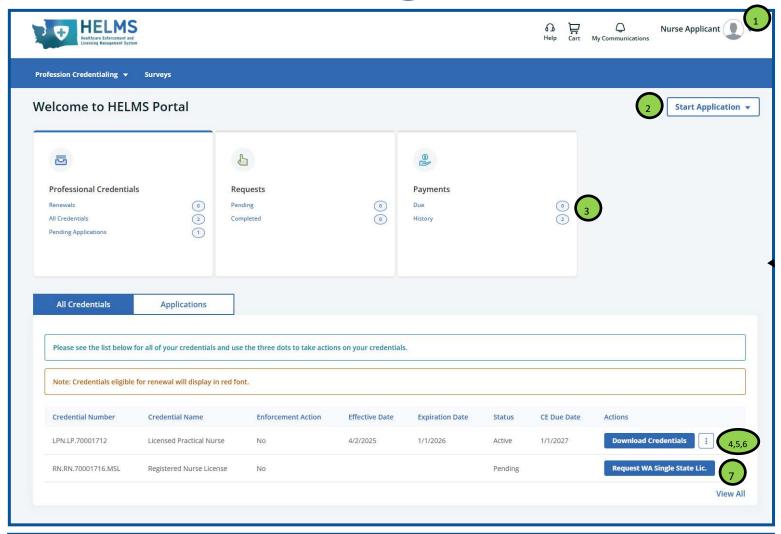
## **Guide to Using Your HELMS Portal**



- 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.

**BOARD OF NURSING** 

## **HELMS Portal Resources**

- To access the HELMS Portal, please first login/create your SecureAccess Washington (SAW) Account: <a href="https://secureaccess.wa.gov">https://secureaccess.wa.gov</a>
- 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.