

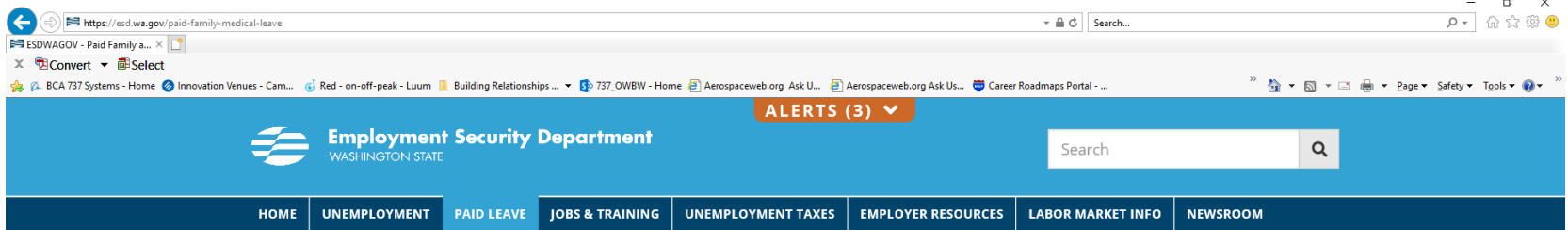
# FMLA

## Paid Family & Medical Leave

Mark Friesen

4/23/2021

# FMLA: Paid Family & Medical Leave



**ALERT: Nearly 1 million claims expected to be filed this week – get ready and [learn more](#).**

## QUICK LINKS

### PAID FAMILY AND MEDICAL LEAVE

- [Home](#)
- [Employer](#)
- [Employee](#)
- [Rulemaking](#)
- [Contact us](#)

## Paid Family and Medical Leave

It's here. It's yours.

Paid Family and Medical Leave is a new benefit for Washington workers. It's here for you when a serious health condition prevents you from working or when you need time to care for a family member, bond with a new child or spend time with a family member preparing for military service overseas.

Paid time off. Peace of mind.

Paid Family and Medical Leave lets you take paid time off when you need it most, offering stability and peace of mind so you can focus on what matters.

Find out more at [www.paidleave.wa.gov](http://www.paidleave.wa.gov).

Office of the Paid Family and Medical Leave  
Ombuds

# FMLA: Paid Family & Medical Leave

Looking for answers on COVID-19 and Paid Leave? [Learn more.](#)

Washington  
Paid Family & Medical Leave

Individuals & Families ▾ Employers ▾ Healthcare providers Self-employed opt-in Español 🔍

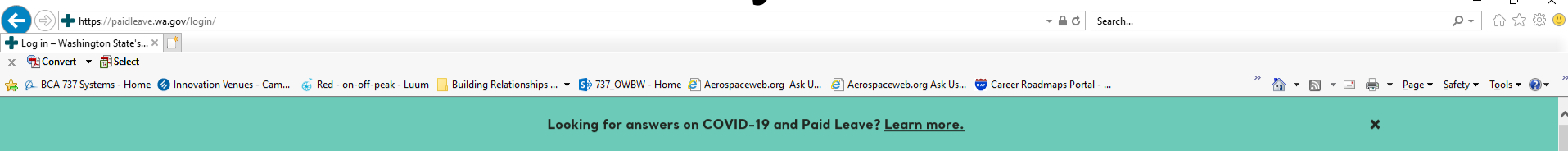
**Here for you.**  
Paid time off when you need it most.  
Learn about your new benefit.

[Get started](#)

**Here for your family.**  
Take paid time off to care for a family member when they need you most.

[Get started](#)

# FMLA: Paid Family & Medical Leave



Washington  
Paid Family & Medical Leave

Individuals & Families

Employers

Healthcare providers

Self-employed opt-in

Español



## Log in to SecureAccess Washington (SAW)

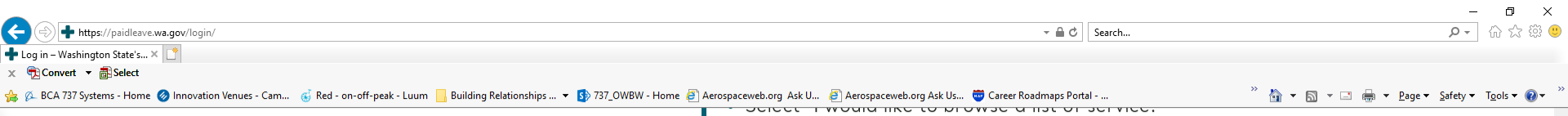
### How to use SecureAccess Washington (SAW)

[www.paidleave.wa.gov](http://www.paidleave.wa.gov)

Like most Washington state agencies, Paid Family and Medical Leave uses **SecureAccess Washington (SAW)** to manage access to customer accounts. Before you can establish a Paid Family and Medical Leave benefit account, you will need an active SAW account and you will need to add Paid Family and Medical Leave to your SAW service.

Log-in to your SAW account at [secureaccess.wa.gov](http://secureaccess.wa.gov), select "Add A New Service," then:

# FMLA: Paid Family & Medical Leave



- Scroll through the list to "Employment Security Department" and select "Paid Family and Medical Leave" from the drop-down menu.
- When you see the confirmation screen that lets you know the service has been added to your list, click "OK", then select "Paid Family and Medical Leave" from your list of services to access your account.

**EMPLOYER LOG IN**

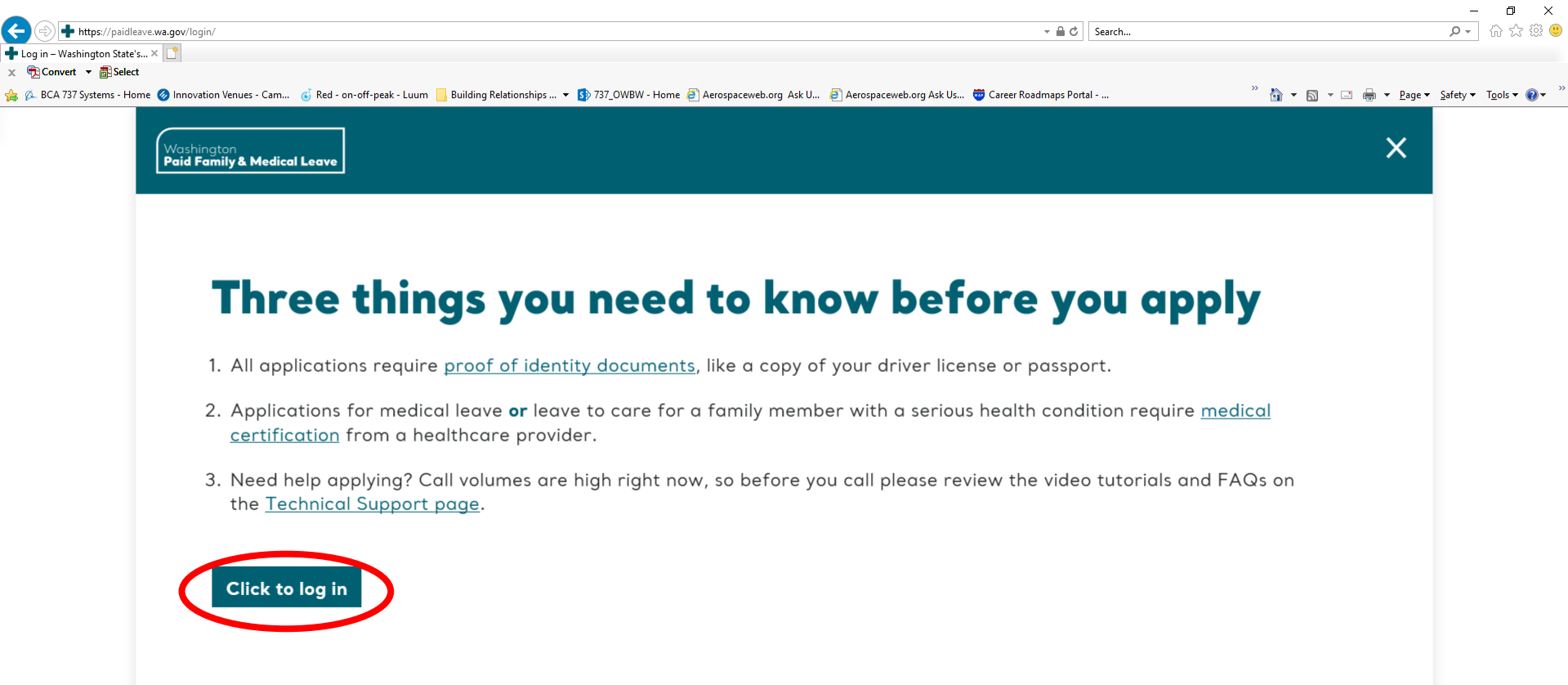
Click to log in

**WORKER LOG IN**

Click to log in

Visit the [Technical Support](#) page for tutorial videos and answers to frequently asked questions about Paid Leave accounts.

# FMLA: Paid Family & Medical Leave



The screenshot shows a web browser window with the URL <https://paidleave.wa.gov/login/>. The page features a dark teal header with the text "Washington Paid Family & Medical Leave" and a close button (X). Below the header, the main content area has a large heading "Three things you need to know before you apply" followed by a numbered list of three items. At the bottom left, a button labeled "Click to log in" is circled in red.

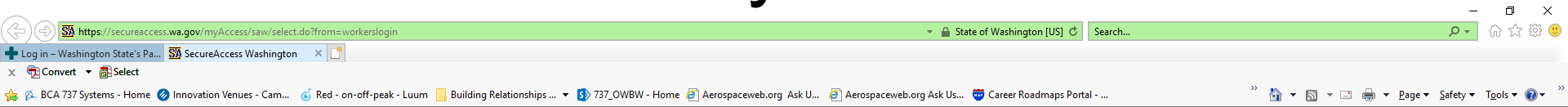
Washington  
Paid Family & Medical Leave

## Three things you need to know before you apply

1. All applications require [proof of identity documents](#), like a copy of your driver license or passport.
2. Applications for medical leave **or** leave to care for a family member with a serious health condition require [medical certification](#) from a healthcare provider.
3. Need help applying? Call volumes are high right now, so before you call please review the video tutorials and FAQs on the [Technical Support page](#).

[Click to log in](#)

# FMLA: Paid Family & Medical Leave



To apply for unemployment or get help with your benefit account, go to [esd.wa.gov](https://esd.wa.gov) or call 833-572-8400. SAW support staff cannot assist with unemployment requests.



**WELCOME**  
to your login for Washington state.



**SIGN UP!**

**GET HELP**

**TIPS ON**

**LOGIN**

USERNAME

PASSWORD

**ON BEHALF OF**



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

# FMLA: Paid Family & Medical Leave

The image shows a web browser window displaying the Washington State Secure Access registration page. A modal window titled "SIGN UP!" is overlaid on the page. The modal contains the following fields and text:

- Not sure if you already have an account?** [CHECK NOW](#)
- FIRST NAME** (Field 1)
- LAST NAME** (Field 2)
- EMAIL** (Field 3)
- USERNAME** (Field 4)
- PASSWORD REQUIREMENTS**
  - Add at least 10 more characters
  - Add a special character or a lower

The background page features the Washington State Seal and the "Secure Access Washington" logo. A "Forgot your user" link is visible at the bottom left of the modal area.

# FMLA: Paid Family & Medical Leave

The screenshot shows a web browser window with the URL <https://secureaccess.wa.gov/public/saw/pub/submitRegister1.do>. The page features the Washington State Seal and the text "THE SEAL OF THE STATE OF WASHINGTON 1889". A green modal window is overlaid on the page with the following content:

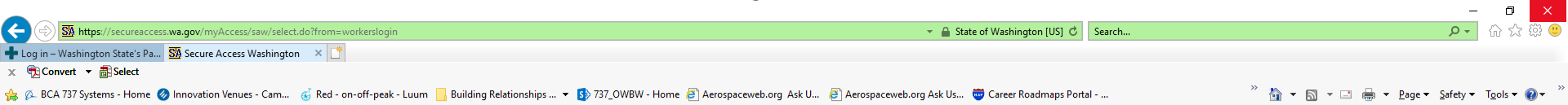
- SIGN UP!** (with a close button 'X')
- Not sure if you already have an account? [CHECK NOW](#)
- CHECK YOUR EMAIL**
- An activation link has been sent to your email. You must click the link to activate your account before you can login.

Below the modal, there is a "LOGIN" section with the following form:

- USERNAME
- PASSWORD
- [SUBMIT](#)
- [Forgot your username?](#) | [Forgot your password?](#)

On the right side of the page, there is a section titled "ON BEHALF OF" with a graphic of the Washington State map and the text "WASHINGTON STATE AGENCIES".

# FMLA: Paid Family & Medical Leave



**GOOD MORNING!**  
What can we help you access today?



ACCOUNT

GET HELP

TIPS ON

LOGOUT

**ADD A NEW SERVICE**

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
---------	-------------	------------	--------

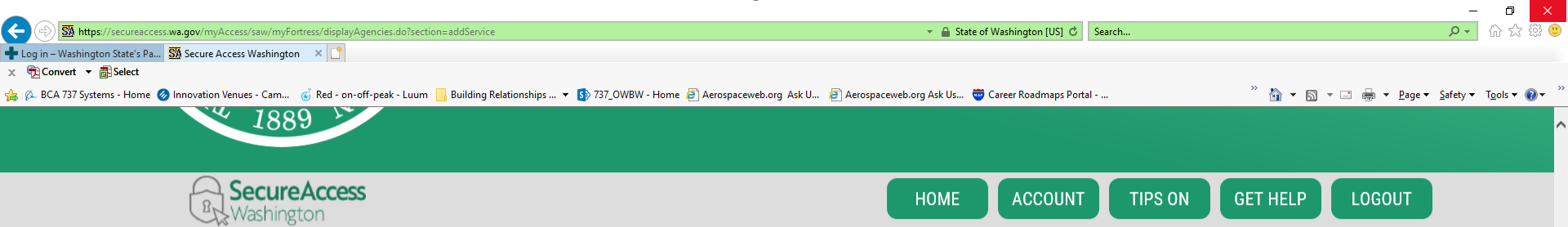
Welcome to Secure Access Washington! To start using services from agencies around Washington, click the 'Add A New Service' button above.

SHOWING YOUR SERVICES FROM

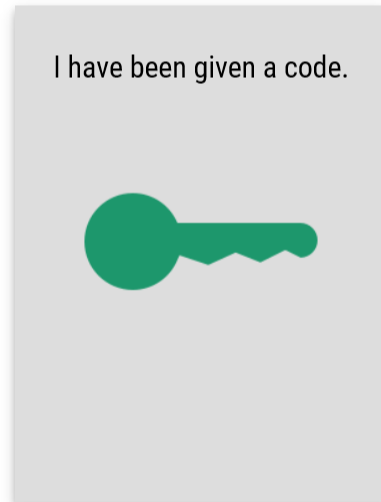
ALL OF WASHINGTON



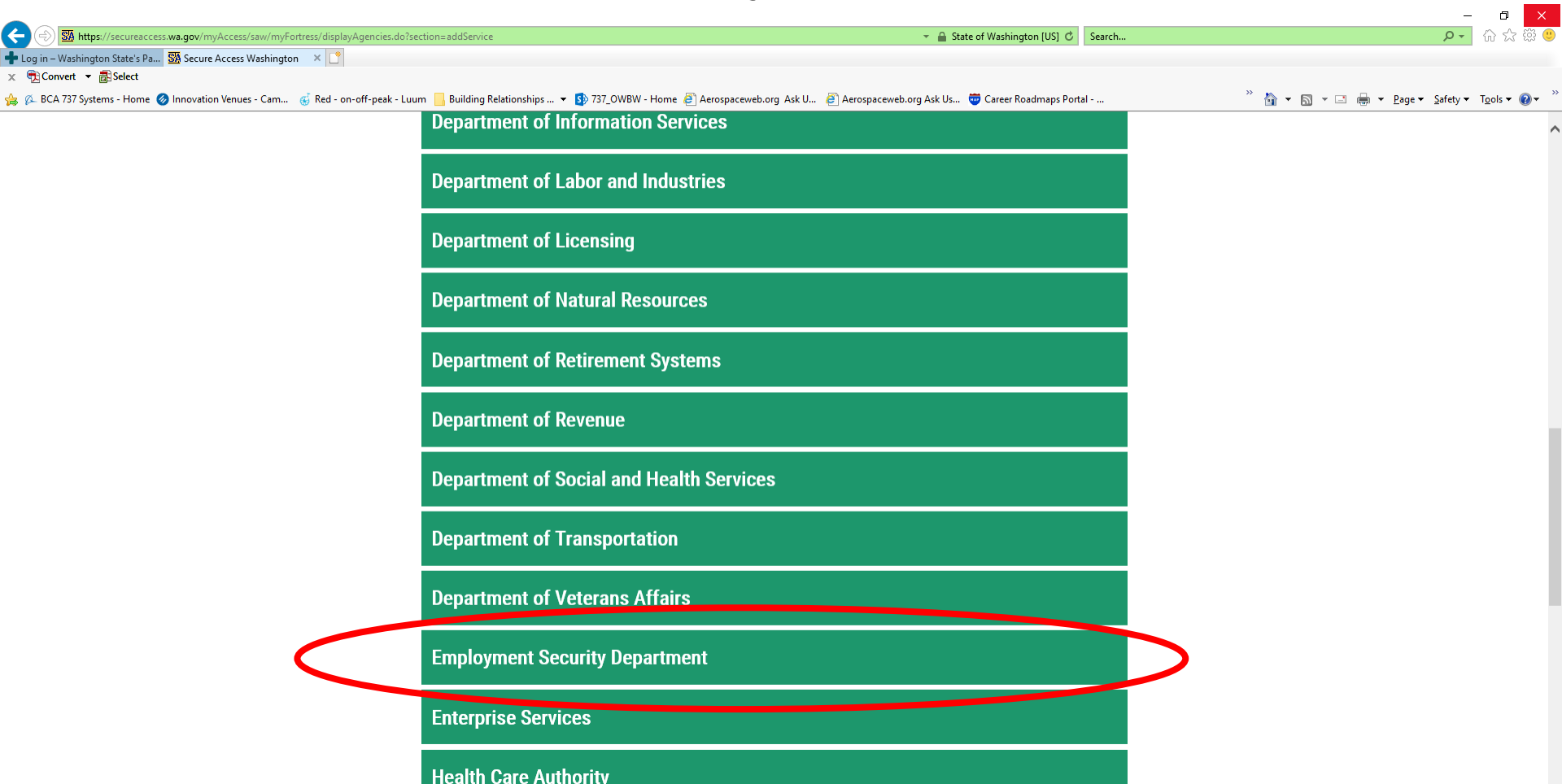
# FMLA: Paid Family & Medical Leave



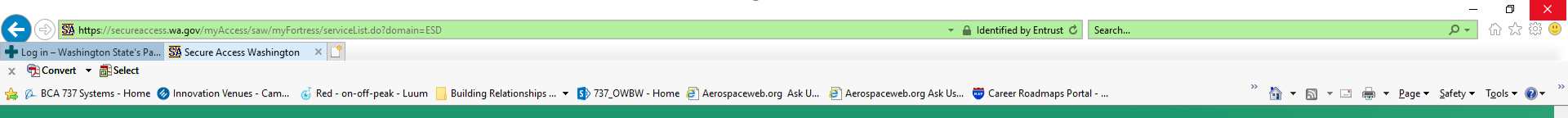
## ADD A NEW SERVICE



# FMLA: Paid Family & Medical Leave



# FMLA: Paid Family & Medical Leave



- HOME
- ACCOUNT
- TIPS ON
- GET HELP
- LOGOUT

## SERVICES FROM ESD



**Employment  
Security  
Department**  
WASHINGTON STATE

### EMPLOYER ACCOUNT MANAGEMENT SERVICES (EAMS)

APPLY

File your unemployment taxes and manage your state unemployment tax account all in one place with EAMS

### MY UNEMPLOYMENT INSURANCE TAX (NEW EAMS SINGLES)

APPLY

File your unemployment taxes and manage your state unemployment tax account all in one place.

### PAID FAMILY AND MEDICAL LEAVE (PFML)

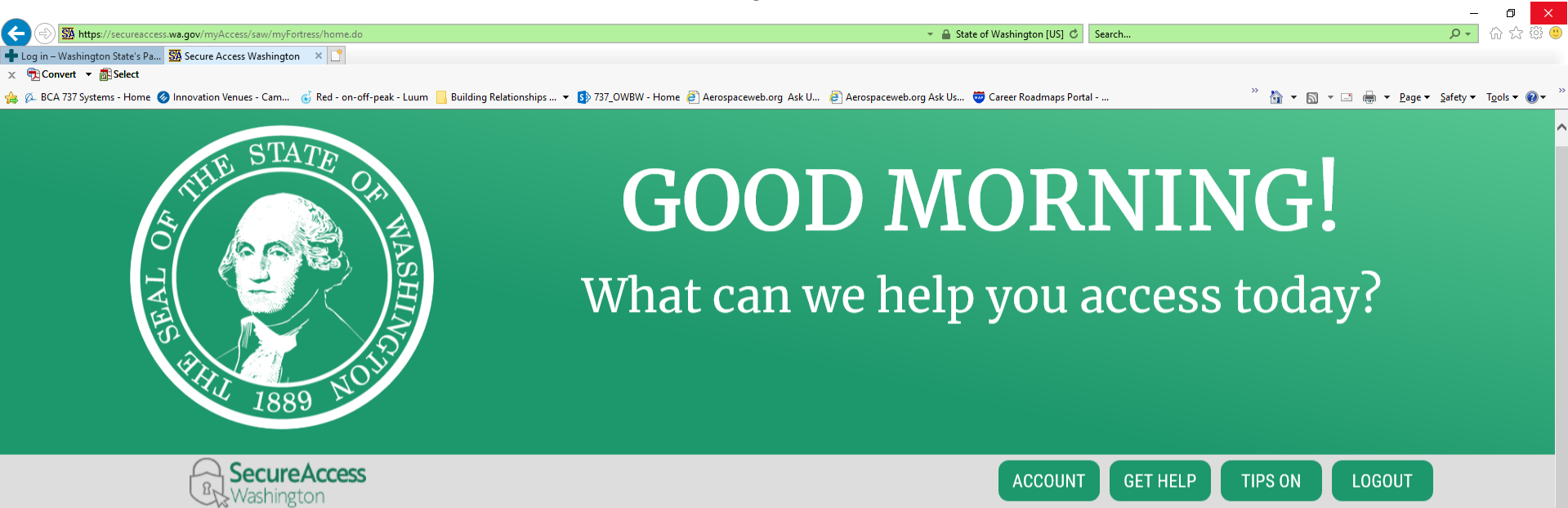
APPLY

Paid Family Medical Leave Program access for employees and employers

### WORK OPPORTUNITY TAX CREDIT (FOR EMPLOYERS AND EMPLOYER REPRESENTATIVES ONLY)

APPLY

# FMLA: Paid Family & Medical Leave



https://secureaccess.wa.gov/myAccess/saw/myFortress/home.do


State of Washington [US]

Log in - Washington State's Pa... Secure Access Washington

Convert Select

BCA 737 Systems - Home Innovation Venues - Cam... Red - on-off-peak - Luum Building Relationships ... 737\_OW BW - Home Aerospaceweb.org Ask U... Aerospaceweb.org Ask Us... Career Roadmaps Portal - ...

Page Safety Tools



## GOOD MORNING!

What can we help you access today?

SecureAccess Washington

ACCOUNT GET HELP TIPS ON LOGOUT

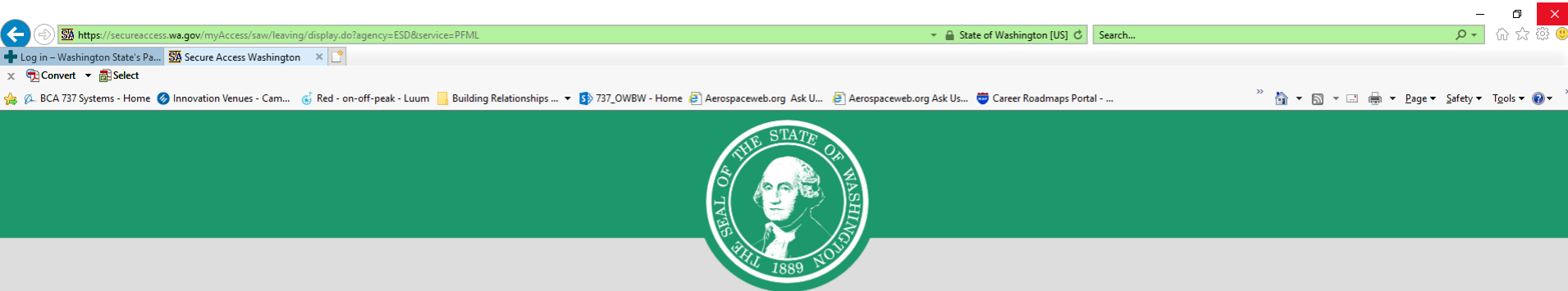
ADD A NEW SERVICE

SERVICE	DESCRIPTION	MEMBERSHIP	ACTION
<a href="#">Paid Family and Medical Leave (PFML)</a>	Paid Family Medical Leave Program access for employees and employers	Active ?	<a href="#">Remove</a>

SHOWING YOUR SERVICES FROM  
ALL OF WASHINGTON



# FMLA: Paid Family & Medical Leave



NOW ACCESSING



You are now accessing Paid Family and Medical Leave provided by Employment Security Department. If you require assistance, the Paid Family and Medical Leave help desk can be reached at [paidleave@esd.wa.gov](mailto:paidleave@esd.wa.gov) or 833-717-2279.

CANCEL

CONTINUE

# FMLA: Paid Family & Medical Leave

<https://secureaccess.wa.gov/esd/pfml/Common/SelectAccount>

Log in – Washington State's Pa... Create an Account

BCA 737 Systems - Home Innovation Venues - Cam... Red - on-off-peak - Luum Building Relationships ... 737\_OWBW - Home Aerospaceweb.org Ask U... Aerospaceweb.org Ask Us... Career Roadmaps Portal - ...

**Employer Agent**

If you would like to file quarterly reports or pay premiums on behalf of any employer, you will need an Employer Agent account.

**To register your account, you'll need to provide your:**

- Legal Entity Name
- Employer Identification Number (EIN)

[Create an Account](#)

---

**Elective Coverage**

Self-employed people can opt-in to receive this benefit by electing coverage. You may be self-employed if you are a sole proprietor, joint venturer, member of a partnership or LLC, or an independent contractor.

**To register your account, you'll need to provide your:**

- Business Information
- Preferred Contact Information
- Social Security Number (SSN)
- Individual Taxpayer Identification Number (ITIN)

[Create an Account](#)

---

**Benefit Account**

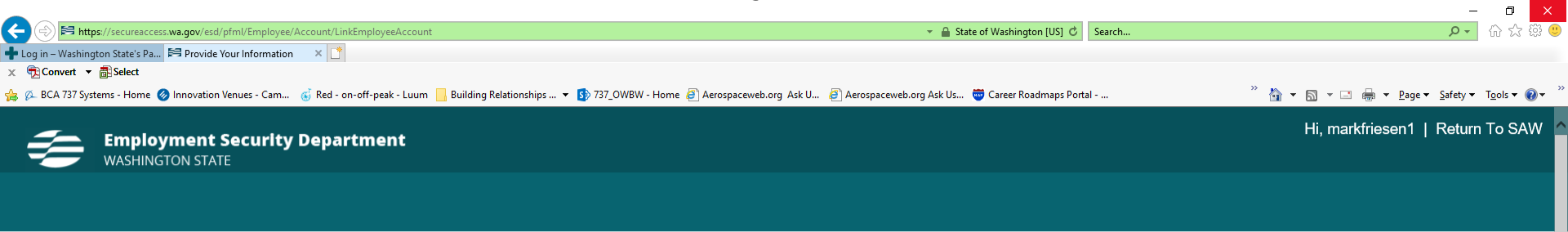
If you would like to file for Paid Family and Medical Leave benefits, you will need to create an account.

**To create your account, you'll need to provide your:**

- First Name
- Last Name
- SSN

[Create an Account](#)

# FMLA: Paid Family & Medical Leave



## Provide Your Information

### Personal Information

Paid Family and Medical Leave requires your personal information to set up your account.

First Name\*

1

Middle Initial

Last Name\*

2

SSN\*

3

### Primary Contact Information

Domestic  International

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

4

Phone Ext.

Email Address\*

5

# FMLA: Paid Family & Medical Leave

The screenshot shows a web browser window with the URL <https://secureaccess.wa.gov/esd/pfml/Common/AddressValidation>. The page header includes the Employment Security Department logo and the text "WASHINGTON STATE". A user is logged in as "joesmith".

**Address Validation**

We've updated your address to meet address validation standards.

**Standardized Address**

- 123 Main St  
Seattle WA, 91234-1001

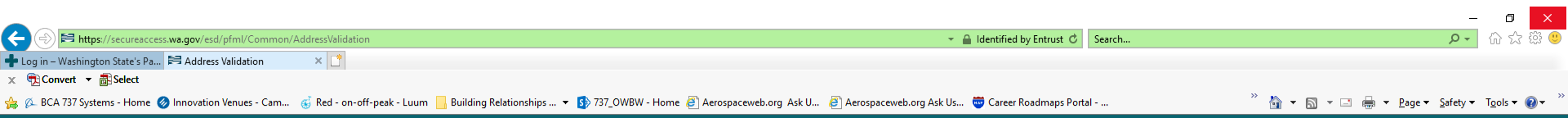
**You entered**

- 123 Main Street  
Seattle WA, 91234

We encourage you to provide a valid address to ensure proper delivery of all Paid Family and Medical Leave correspondence. Please select one of the above addresses to proceed. If you need to make changes, select "Previous".

[Previous](#) [Confirm](#)

# FMLA: Paid Family & Medical Leave



**Error Message**

- Please select one address to continue.

### Address Validation

We've updated your address to meet address validation standards.

**Standardized Address**

123 Main St  
Seattle WA, 91234-1001

**You entered**

123 Main Street  
Seattle WA, 91234

We encourage you to provide a valid address to ensure proper delivery of all Paid Family and Medical Leave correspondence. Please select one of the above addresses to proceed. If you need to make changes, select "Previous".

[Previous](#) [Confirm](#)

# FMLA: Paid Family & Medical Leave

**Primary Contact Information**

Phone Number: 425-123-4567

Phone Ext.:

Email Address: joesmith@gmail.com

**Mailing Address**

Address Line 1: 123 Main St

Address Line 2:

City: Seattle

State: WA- Washington

ZIP Code: 91234

ZIP Code Ext: 1001

Buttons: Previous, Cancel, Submit (circled in red)

# FMLA: Paid Family & Medical Leave

The screenshot shows a web browser window with the URL <https://secureaccess.wa.gov/esd/pfml/Employee/Account/LinkEmployeeAccount>. The page header includes the Employment Security Department logo and the text "WASHINGTON STATE". The main content area displays a confirmation message: "Benefit Account Creation Confirmation" followed by "You've successfully created a Paid Family and Medical Leave benefits account." Below this, it says "Your Customer ID is" followed by a blue box containing the text "ABC123ABC". At the bottom of the message box is a green button labeled "Home", which is circled in red.

# FMLA: Paid Family & Medical Leave

The screenshot shows a web browser window displaying the ESD portal. The browser's address bar shows the URL <https://secureaccess.wa.gov/esd/pfml/Employee/Home>. The page header includes the ESD logo and the text "Employment Security Department WASHINGTON STATE". On the right side of the header, it says "Hi, joesmith | Return To SAW" and "Add/Switch Account".

The main content area is divided into three sections:

- Name:** Joe Smith
- Customer ID:** ABC123ABC
- Take Action:**
  - [Apply for Benefits](#)
  - [Update Contact Information](#)
  - Start Weekly Payment**
  - No weekly claims available.
- My Claim(s)**
  - No claim available.

# FMLA: Paid Family & Medical Leave

The screenshot shows a web browser window with the URL <https://secureaccess.wa.gov/esd/pfml/Employee/Benefits/Forms/BenefitApplication>. The browser's address bar shows the State of Washington [US] and a search field. The page header includes the Employment Security Department logo and the text "WASHINGTON STATE". On the right side of the header, it says "Hi, joesmith | Return To SAW" and "Add/Switch Account". The main content area is titled "Before You Begin" and contains several paragraphs of text and a form field.

## Before You Begin

The Paid Family and Medical Leave Benefit Guide provides information on how to apply for benefits and submit weekly claims. It also explains your rights and responsibilities under the law. Download the guide at [paidleave.wa.gov/benefit-guide](http://paidleave.wa.gov/benefit-guide).

As part of the application process, you will need to provide personal information and documentation that supports your claim. You can begin your application now and upload your documents later. For a list of all the types of documentation we can accept, visit [paidleave.wa.gov/workers](http://paidleave.wa.gov/workers).

### You must read and agree to the following before you can continue:

Paid Family and Medical Leave may share and receive information about you (or your claim) with other agencies, departments, or your employers. We may need to verify information you provide and may request additional information as needed.

If you misrepresent yourself, or knowingly withhold information from us, it will be considered fraud. If you provide inaccurate information, we may deny your benefit application or require that you pay back benefits you were given. You could face fines or criminal prosecution.

1 I consent to the disclosure of my information and agree to answer the application questions truthfully.

Cancel

Next

2

# FMLA: Paid Family & Medical Leave

**Gender\***

1 Select One

**Are you of Hispanic, Latinx or Spanish origin?\***

Yes  No

**Which of the following best describes your ethnic heritage? Check all that apply.\***

White

Black or African American

American Indian or Alaska Native

South Asian or South Asian American

East Asian or East Asian American

2  Southeast Asian or Southeast Asian American

Native Hawaiian or other Pacific Islander

Hispanic or Latinx

Middle Eastern or Arab American

Prefer not to say

Other

3

# FMLA: Paid Family & Medical Leave

Log in - Washington State's Pa... Leave Information

Convert Select

BCA 737 Systems - Home Innovation Venues - Cam... Red - on-off-peak - Luum Building Relationships ... 737\_OW BW - Home Aerospaceweb.org Ask U... Aerospaceweb.org Ask Us... Career Roadmaps Portal - ...

Hi, joesmith | Return To SAW

Home Add/Switch Account

**Leave Information**

Select the type of leave requested:\*

Bonding after the birth or placement of your child  1

Date of birth or placement of child (MM/DD/YYYY)\*  2

How long do you expect to be on leave?

Leave Start Date (MM/DD/YYYY)\*  3

Leave End Date (MM/DD/YYYY)  4

Did you or will you receive workers' compensation or unemployment insurance benefits for the time period for which you're requesting leave?\*

Yes  No 5

Did you know you would need to take leave beforehand? \* 6

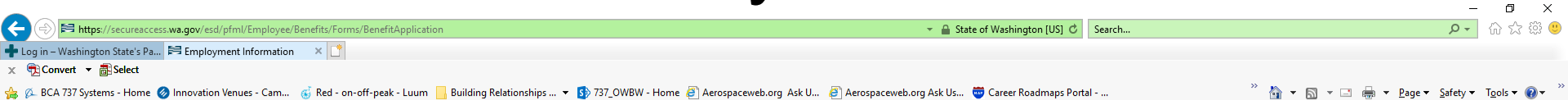
Yes  No

Did you notify your employer? \*

Yes  No  Not Applicable  Unemployed

Yes  No  Not Applicable  Unemployed 8

# FMLA: Paid Family & Medical Leave



### Employment Information

What is your current employment status?\*

Full-time salaried employee  Part-time or hourly employee  Unemployed

The following employers reported you as an employee beginning 01/01/2019. Please review the list and select the additional fields as necessary.

Employer Name	Employer Address	I did not work here	I currently work here
THE BOEING COMPANY	5000 E MCDOWELL RD, M/C: M543-D210, MESA, AZ 85215 - 9707	<input type="checkbox"/>	<input checked="" type="checkbox"/> <b>1</b>

Did you work for any employer in the State of Washington from 01/01/2019 to today's date that is not listed above? Please add them below.

**2**

UBI	Employer Name	Start Date	End Date	Current Employer	Address	Phone Number	Action
No records							

**3**

# FMLA: Paid Family & Medical Leave

Log in - Washington State's Pa... Review Benefit Application

Convert Select

BCA 737 Systems - Home Innovation Venues - Cam... Red - on-off-peak - Luum Building Relationships ... 737\_OWBW - Home Aerospaceweb.org Ask U... Aerospaceweb.org Ask Us... Career Roadmaps Portal - ...

Home | Add/Switch Account

Hi, joesmith | Return To SAW

### Review Benefit Application

- Download your benefit application to review before submitting: [Download benefit application](#)
- To make changes, click "Previous"
- To submit the application, click "Continue". You will not be able to make any changes after that, but you will still be able to upload supporting documents

Previous Cancel **Continue**

# FMLA: Paid Family & Medical Leave

- Enter your bank's routing number & account #

# FMLA: Paid Family & Medical Leave

The screenshot shows a web browser window with the URL <https://secureaccess.wa.gov/esd/pfml/Employee/Benefits/Forms/BenefitApplication>. The browser tabs include 'Log in - Washington State's Pa...', 'Application Confirmation', 'Convert', and 'Select'. The browser's address bar shows 'State of Washington [US]' and a search field. The page header features the 'Employment Security Department WASHINGTON STATE' logo on the left, a user greeting 'Hi, joesmith | Return To SAW' on the right, and a 'Home' link on the far left. A 'Add/Switch Account' button is located in the bottom right corner of the header.

**Application Confirmation**

We've received your benefit application. Your Claim ID is **ABC123ABC**

Next step:

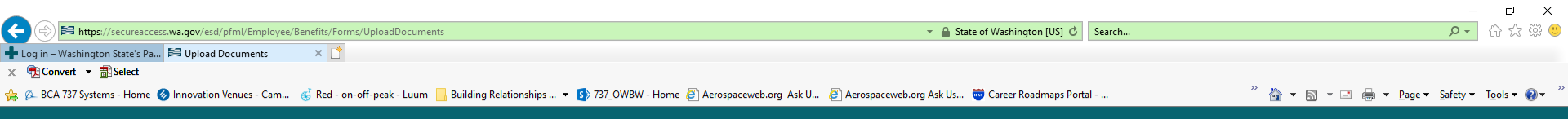
Click "Next" to upload your supporting documents.

You can also upload documents later by using the "Upload Document(s)" option on the homepage. For a list of the types of documentation we can accept, visit [paidleave.wa.gov/workers](http://paidleave.wa.gov/workers).

Need to change your payment preference? Go to the 'Take Action' section on your Homepage and select 'Update Payment Preference'.

**Next**

# FMLA: Paid Family & Medical Leave



## Upload Documents

If you're not ready yet, come back and upload your documents later by clicking on "Upload Document(s)" on your Claim Summary.

To upload a document now, choose the file from your computer and select "Upload". You may upload a maximum of 50 documents; you will not be able to modify or delete files you upload.

- Please upload at least one document as proof of identity. For a list of all the types of documentation we can accept, visit [paidleave.wa.gov/workers](https://paidleave.wa.gov/workers)
- File formats allowed: .pdf, .tif, .tiff, .jpeg, .jpg, .png
- Maximum file size allowed: 25 MB

### Document Type\*

Birth Certificate



### Select file to upload\*

Browse...



Upload



Document Name	Document Type	Uploaded By	Uploaded Date
---------------	---------------	-------------	---------------

No records

Done

# FMLA: Paid Family & Medical Leave

• Your document has been uploaded successfully.

## Upload Documents

If you're not ready yet, come back and upload your documents later by clicking on "Upload Document(s)" on your Claim Summary.

To upload a document now, choose the file from your computer and select "Upload". You may upload a maximum of 50 documents; you will not be able to modify or delete files you upload.

- Please upload at least one document as proof of identity. For a list of all the types of documentation we can accept, visit [paidleave.wa.gov/workers](http://paidleave.wa.gov/workers)
- File formats allowed: .pdf, .tif, .tiff, .jpeg, .jpg, .png
- Maximum file size allowed: 25 MB

**Document Type\***

Select One

**Select file to upload\***

Document Name	Document Type	Uploaded By	Uploaded Date
*paystub.pdf	Employee Wage Documentation	Joe Smith	05/03/2020
IMG_3673.jpg	Proof of Identity	Joe Smith	05/03/2020
IMG_3671.jpg	Birth Certificate	Joe Smith	05/03/2020

3 records

### Take Action

 [Update Contact Information](#)

 [Update Payment Preference](#)

**Start Weekly Payment**

No weekly claims available.

### My Claim(s)

Here is a list of all the benefit applications that you have submitted to PFML. To view additional information relevant to the claim or take actions such as upload supporting documents, submit weekly claims, or view the benefit application you submitted, please click on the Claim ID.

Claim ID	Claim Type	Submission Date	Claim Status	Approved Leave Duration
<a href="#">ABC123ABC</a>	Family	05/03/2020	Submitted	

1 record

# FMLA: Paid Family & Medical Leave

## Questions?

**Mark Friesen**

SPEEA Council Representative - R5

[mark.j.friesen@boeing.com](mailto:mark.j.friesen@boeing.com)