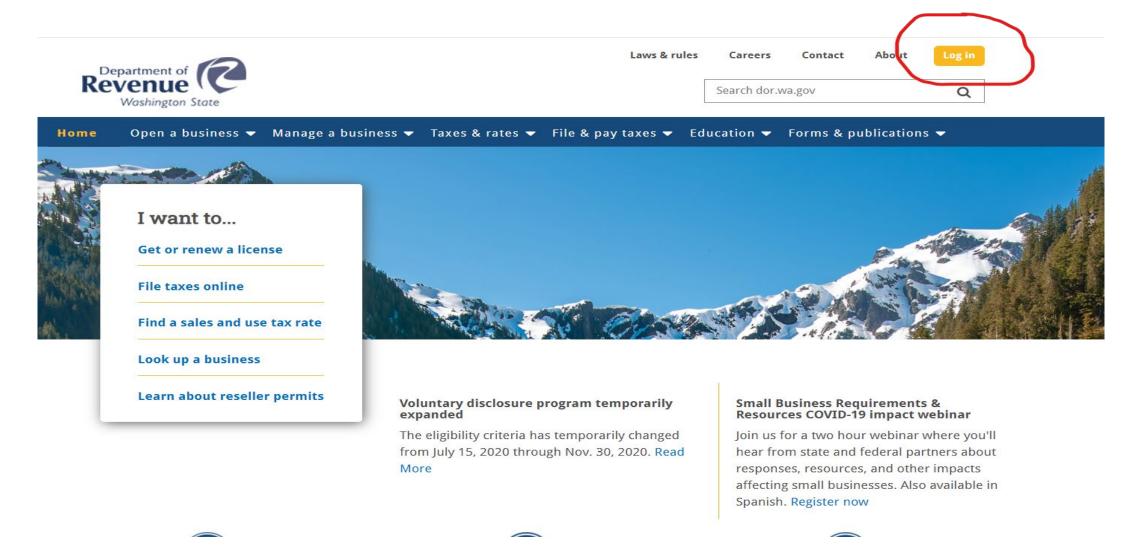
FOUNDRY -LAW GROUP -

How to register DBA (doing business as) in Washington state Step by step guide

- DBA is any business name you are using that is not your full legal name.
- Registering your trade name does not protect the name from use by others.
- A business can register an unlimited number of trade names.
- A trade name will remain registered indefinitely until the owner requests that it be canceled. There is no charge for canceling a trade name.

Step 1: Log into https://dor.wa.gov/



You will need to Use your Secure Access Washington (SAW) user ID and password



My DOR

Secure Services for Washington State Dept. of Revenue, Business Licensing Service, and Unclaimed Property

Use your Secure Access Washington (SAW) user ID and password. What is SAW? SAW User ID Forgot? Password Forgot? ☐ Show Password New user? Sign up Log in Not sure? Check if you have one



- File a tax return
- · Get or renew a business license
- Access a reseller permit
- File UCP holder reports
- Request a tax status letter
- Access secure messages
- More services
 - Express file a no business return
 - Pay a bill



Need to report your
Paid Family & Medical
Leave (PFML)?

Go to paidleave.wa.gov



- · File a consumer use tax return
- Access secure messages

ClaimYourCash Unclaimed Property

· File an unclaimed property claim or report

Step 2: On this screen you can see many other changes you can make using your account; you will need to select "Apply for a new business license"

Business Licensing and Tax

Click **Get Started** to go to your account summary

File and pay taxes for *multiple* businesses? Manage returns across your accounts **Get Started**

Manage returns

Quick Links

Business Licensing

Access your account using a letter ID

Renew your business license

Apply for a new business license

Hire domestic (household) employees

File and pay taxes

Access your account using a letter ID

Business (B&O), Excise, and Sales taxes

Forest tax

Leasehold tax

Other services

Print your reseller permit

Send a secure message

Sign up for filing reminders

Unclaimed Property

Claim your cash or property

File an unclaimed property holder report

Secure messages for unclaimed property

General Public

File a Consumer Use Tax Return

Property Tax

Renew property tax exemption

Check appraiser accreditation status

Secure messages for property tax

From our old system

View secure emails sent before March 2018

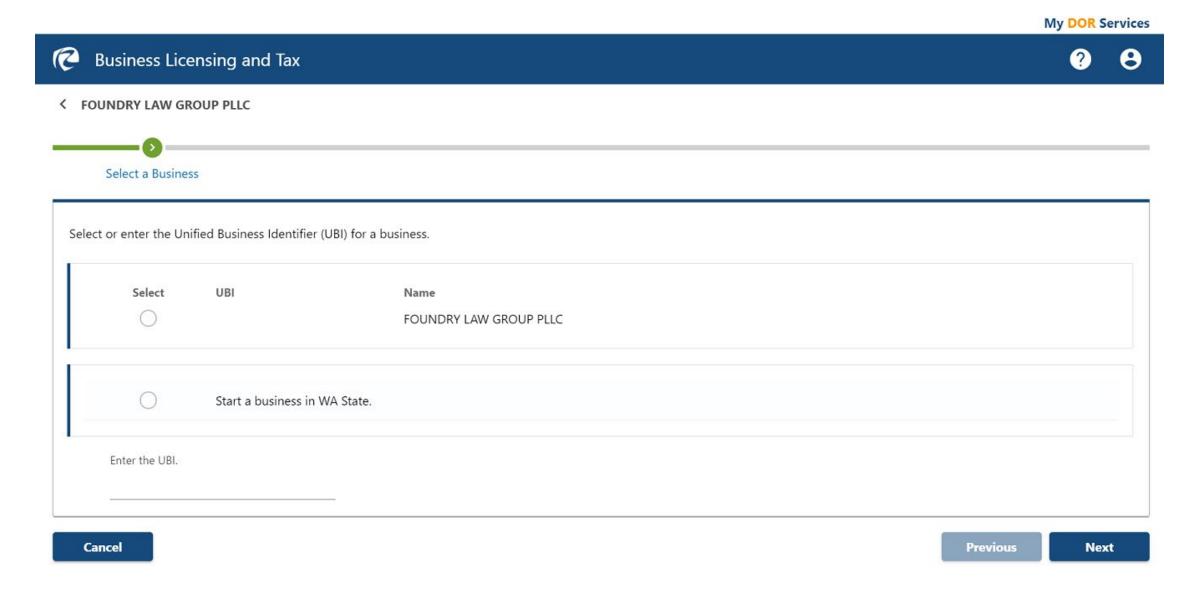
Partners

Add the Partner Portal

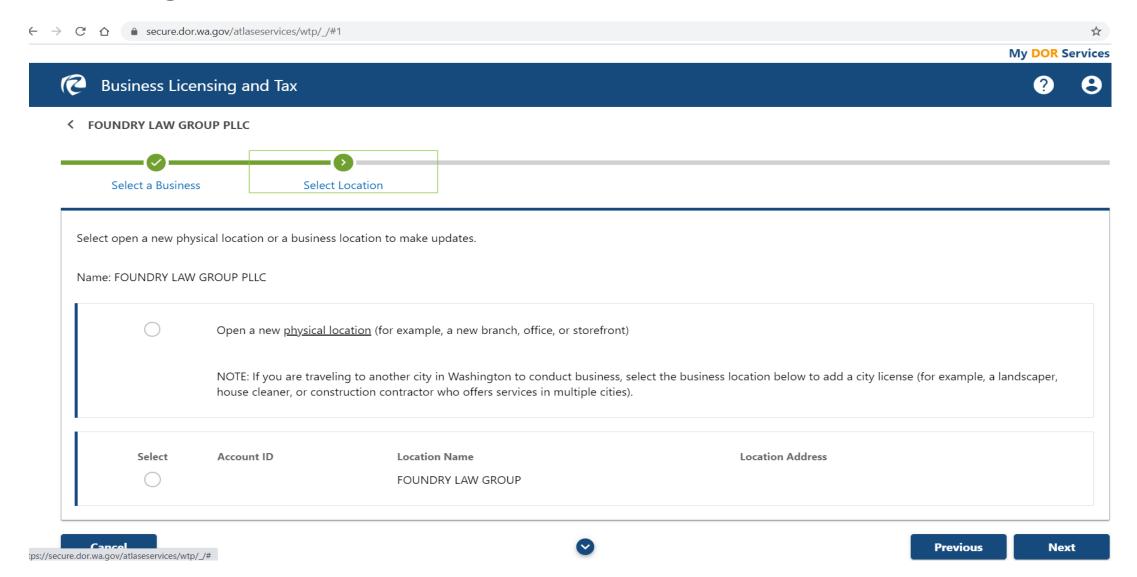
File real estate excise tax affidavits (For Counties

Only)

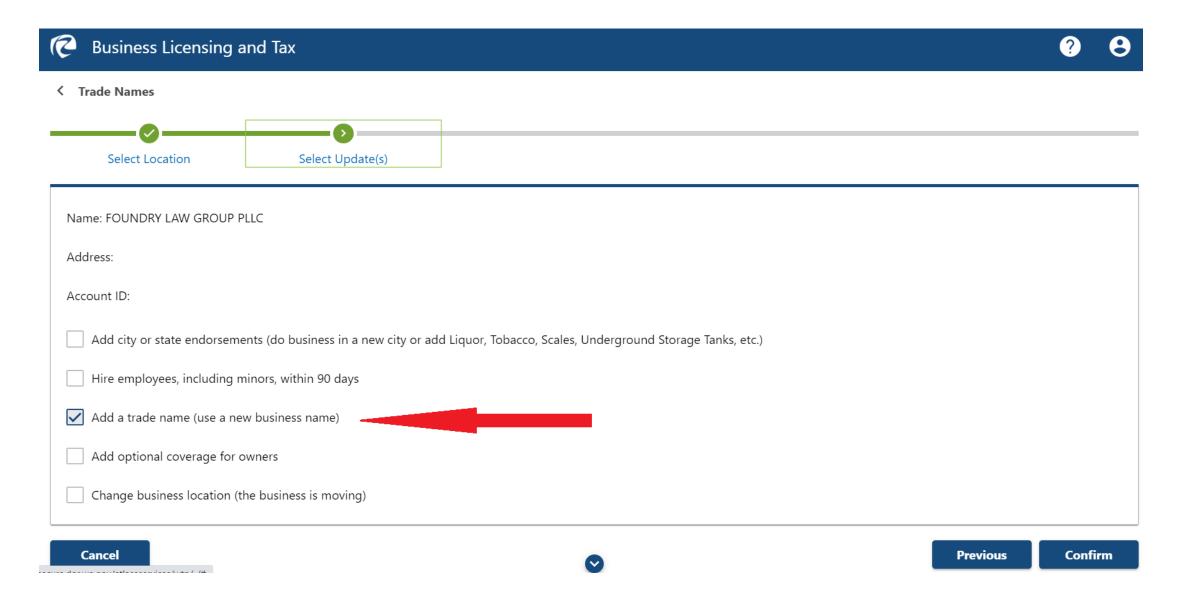
Step 3: Select your business or add other business UBI



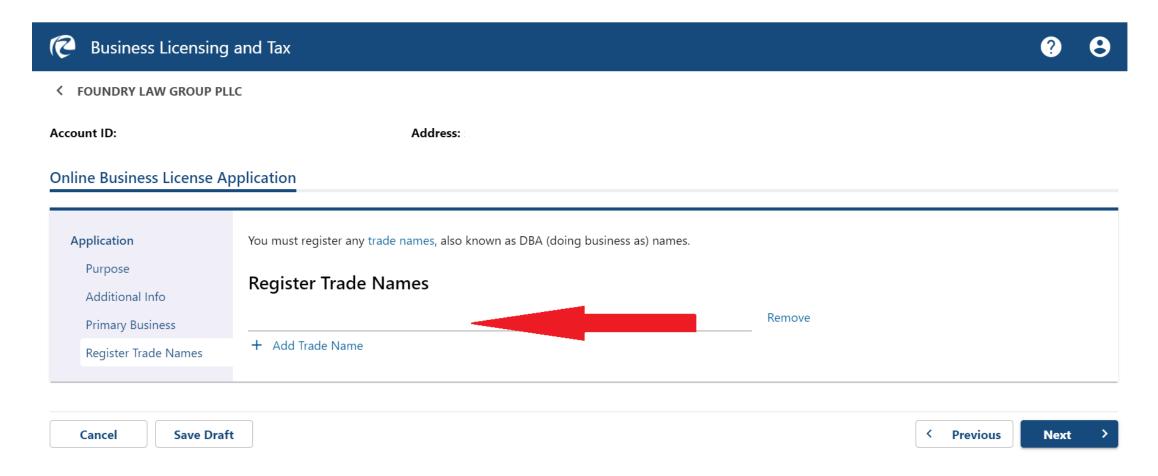
Step 4: Select the location you would like to make changes (existing one or a new one)



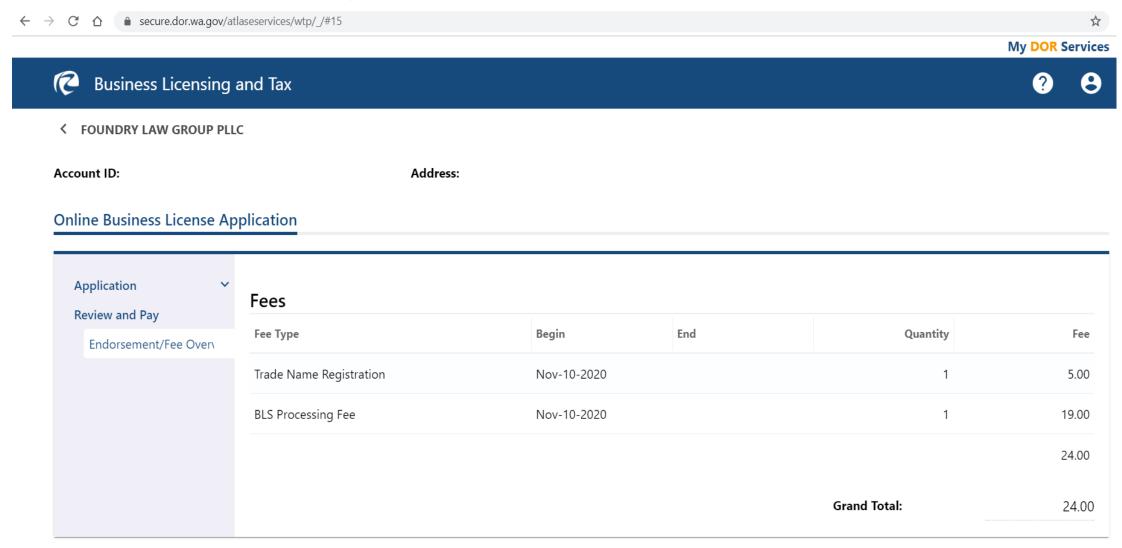
Step 5: Select what changes/additions you would like to make



Step 6: After several screens where you confirm that you want to add DBA you will reach this screen, where you enter the trade name (DBA) you would like to add



Step 7: Pay and submit (Each DBA is \$5, you can add many DBAs with one filing. You will receive your new business license in the mail after about 10 business days.



Additional tips

- You can cancel the application at any point before payment and you can go back and fort
- At some point of the steps you would be able to safe a draft and return to it later
- You can make many more changes on your account online