

The logo for Foundry Law Group is a shield-shaped emblem. The shield is divided vertically into two sections: the left section is a lighter shade of orange, and the right section is a darker shade of orange. The text 'FOUNDRY' is written in large, white, bold, sans-serif capital letters across the top of the shield. Below it, '— LAW GROUP —' is written in a smaller, white, serif font, with horizontal lines on either side.

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/>

The screenshot shows the homepage of the Washington State Department of Revenue. At the top left is the logo with the text "Department of Revenue Washington State". To the right are navigation links: "Laws & rules", "Careers", "Contact", "About", and a yellow "Log in" button which is circled in red. Below these is a search bar containing the text "Search dor.wa.gov" and a magnifying glass icon. A dark blue navigation bar contains the following items: "Home", "Open a business", "Manage a business", "Taxes & rates", "File & pay taxes", "Education", and "Forms & publications". The main content area features a large background image of a snow-capped mountain range. On the left, a white dropdown menu titled "I want to..." is open, listing five options: "Get or renew a license", "File taxes online", "Find a sales and use tax rate", "Look up a business", and "Learn about reseller permits". On the right, there are two news snippets. The first is titled "Voluntary disclosure program temporarily expanded" and includes the text "The eligibility criteria has temporarily changed from July 15, 2020 through Nov. 30, 2020. Read More". The second is titled "Small Business Requirements & Resources COVID-19 impact webinar" and includes the text "Join us for a two hour webinar where you'll hear from state and federal partners about responses, resources, and other impacts affecting small businesses. Also available in Spanish. Register now".

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

Log in

New user? [Sign up](#)

Not sure? [Check if you have one](#)

Businesses

- 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

Have **NO** business to report?
Express file
No login required.



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

[Go to paidleave.wa.gov](https://paidleave.wa.gov)

General Public

- 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”

secure.dor.wa.gov/home/mydor

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 <ul style="list-style-type: none">Access your account using a letter IDRenew your business licenseApply for a new business licenseHire domestic (household) employees	File and pay taxes <ul style="list-style-type: none">Access your account using a letter IDBusiness (B&O), Excise, and Sales taxesForest taxLeasehold tax	Other services <ul style="list-style-type: none">Print your reseller permitSend a secure messageSign up for filing reminders
Unclaimed Property <ul style="list-style-type: none">Claim your cash or propertyFile an unclaimed property holder reportSecure messages for unclaimed property	Property Tax <ul style="list-style-type: none">Renew property tax exemptionCheck appraiser accreditation statusSecure messages for property tax	Partners <ul style="list-style-type: none">Add the Partner PortalFile real estate excise tax affidavits (For Counties Only)
General Public <ul style="list-style-type: none">File a Consumer Use Tax Return	From our old system <ul style="list-style-type: none">View secure emails sent before March 2018	

Step 3: Select your business or add other business UBI

 **1**
Select a Business

Select or enter the Unified Business Identifier (UBI) for a business.

Select	UBI	Name
<input type="radio"/>		FOUNDRY LAW GROUP PLLC
<input type="radio"/>	Start a business in WA State.	

Enter the UBI.

Cancel

Previous

Next

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

secure.dor.wa.gov/atlaservices/wtp/_/#1

My DOR Services

Business Licensing and Tax

FOUNDRY LAW GROUP PLLC

Select a Business **Select Location**

Select open a new physical location or a business location to make updates.

Name: FOUNDRY LAW GROUP PLLC

Open a new physical location (for example, a new branch, office, or storefront)

NOTE: If you are traveling to another city in Washington to conduct business, select the business location below to add a city license (for example, a landscaper, house cleaner, or construction contractor who offers services in multiple cities).


Select	Account ID	Location Name	Location Address
<input type="radio"/>		FOUNDRY LAW GROUP	

Cancel


Previous Next

ps://secure.dor.wa.gov/atlaservices/wtp/_/#

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

 Business Licensing and Tax ? 👤


[< Trade Names](#)




Name: FOUNDRY LAW GROUP PLLC


Address:

Account ID:

- Add city or state endorsements (do business in a new city or add Liquor, Tobacco, Scales, Underground Storage Tanks, etc.)
- Hire employees, including minors, within 90 days
- Add a trade name (use a new business name) 
- Add optional coverage for owners
- Change business location (the business is moving)

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

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

 Business Licensing and Tax ? 👤

[< FOUNDRY LAW GROUP PLLC](#)

Account ID: Address:


Online Business License Application

Application

- Purpose
- Additional Info
- Primary Business
- Register Trade Names**

You must register any [trade names](#), also known as DBA (doing business as) names.

Register Trade Names


[+ Add Trade Name](#)  [Remove](#)

[Cancel](#) [Save Draft](#) [< Previous](#) [Next >](#)

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.

← → ↻ 🏠 secure.dor.wa.gov/atlaservices/wtp/_/#15 ☆

My DOR Services

 Business Licensing and Tax ? 👤

← **FOUNDRY LAW GROUP PLLC**

Account ID: **Address:**

Online Business License Application

Application ▾

Review and Pay

Endorsement/Fee Over

Fees

Fee Type	Begin	End	Quantity	Fee
Trade Name Registration	Nov-10-2020		1	5.00
BLS Processing Fee	Nov-10-2020		1	19.00
				24.00
Grand Total:				24.00

Additional tips

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