



STATE OF WASHINGTON  
DEPARTMENT OF REVENUE  
BUSINESS LICENSING SERVICE



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TWO CORRALS LLC  
205 COOPER ST  
MATTAWA WA 99349-0118

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Dear Licensee:

Your business does not have an Administrator assigned in My DOR. With My DOR, you can update your account and business information, file renewals, make payments, print your business license, and send messages to the Business Licensing Service (BLS).

**What can an Administrator do?**

Administrators can do the tasks above, plus assign Account Manager access to others. Because Administrators have full control over your account, only owners or governing people should be Administrators.

**Log into My DOR**

You'll need a SecureAccess Washington (SAW) User ID and Password to log into **My DOR**.

If you don't have a SAW User ID

1. Go to <https://dor.wa.gov/> and click the **Log in** button.
2. Click **Sign Up** and follow the prompts.
3. You will receive an email with a link to activate your account. Click on the link in the email to complete the activation and sign in.

If you have a SAW User ID

1. Go to <https://dor.wa.gov/> and click the **Log in** button.
2. Enter your SAW User ID and Password, and then click the **Log in** button.

**Become an Administrator**

**Add access to your account**

1. On the *My DOR Services* page, click **Access your account using a letter ID**.
2. Enter the Letter ID shown on the first page of this letter and click **Next**.
3. Follow the prompts to enter additional information, also provided on the first page of this letter, then click **Next**.
4. Verify the information and click **Submit**.
5. The account is now added to your account *Summary* page.

### **Manage User Access**

Administrators can control user access, including assigning Account Manager access to others, such as bookkeepers or registered agents. Account Managers have access to only the accounts you choose and cannot give access to others. We recommend Administrators check who has access to their account regularly.

To add, remove, or update other users while logged in to My DOR, select the *More Options* tab and click the **Add or Remove Other User's Access** link in the Access section. You will need the User ID and Email address of the other users to grant or remove access.

Find more instructions for using My DOR at <https://dor.wa.gov/manage-business/my-dor-help>

### **Questions?**

If you have any questions, contact us using the information below.

Business Licensing Service

PO Box 9034, Olympia, WA 98507-9034

For assistance or to request this document in an alternate format,

visit [dor.wa.gov](http://dor.wa.gov) or call (360) 705-6741. Teletype users may call 711. Fax (360) 705-6699