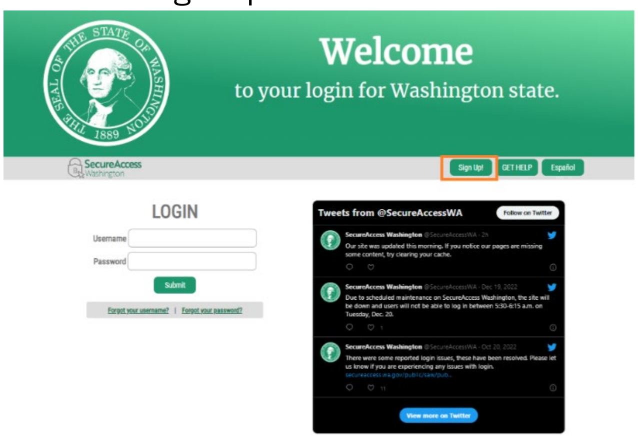
COLDSTREAM
WEALTH MANAGEMENT

How Do You File a Washington State Capital Gains Tax Return?

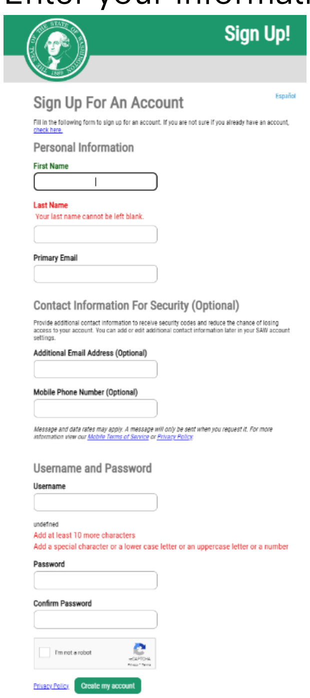
01. Signing Up for a Secure Access (SAW) Account

1. Go to https://secure.dor.wa.gov/home/. We recommend using a desktop computer as opposed to a mobile device.

2. Click on Sign Up!



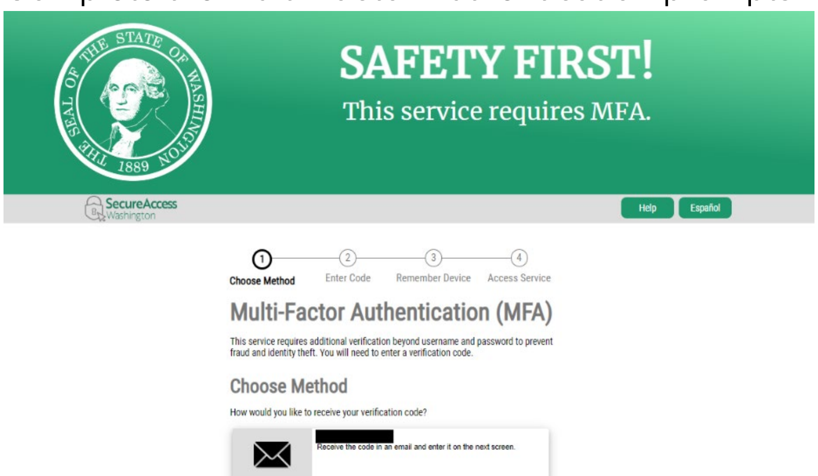
3. Enter your information.



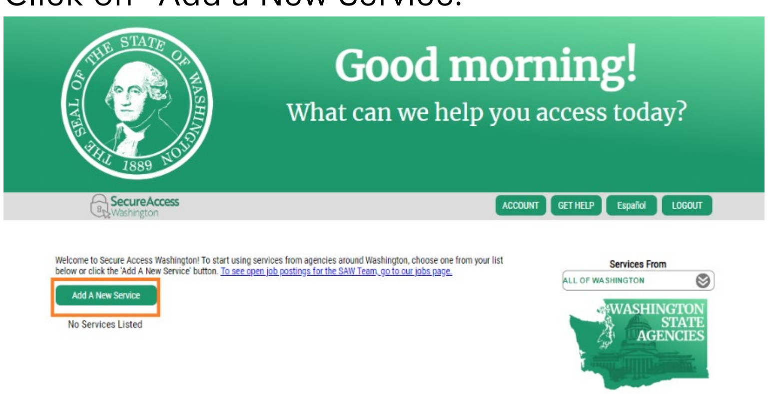
4. Check your email for the confirmation message and click the activation link.

5. Log in to your account.
    a. Upon first login you may be asked to review your profile. We recommend doing so now to ensure that your account information is accurate.

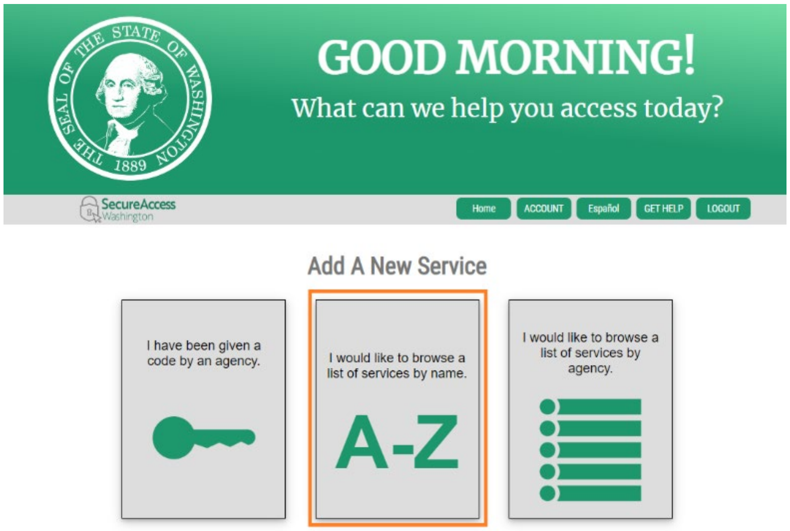
6. Complete the Multi-Factor Authentication prompts.



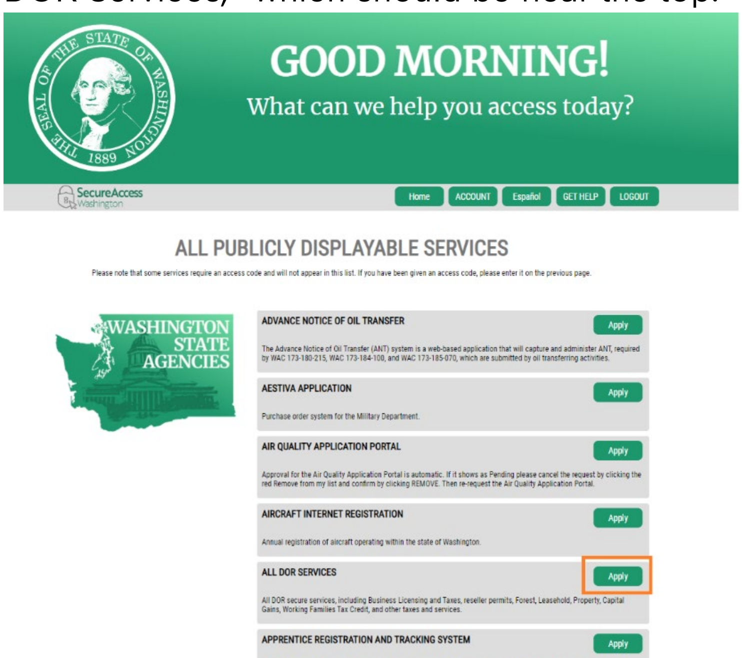
7. Click on "Add a New Service."



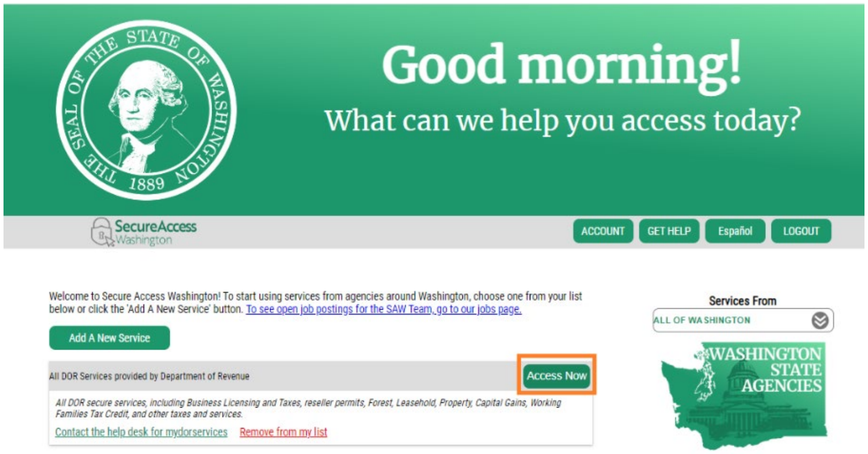
8. Click on “I would like to browse a list of services by name.”



9. You will see a long alphabetical list of services, click “Apply” next to “All DOR Services,” which should be near the top.

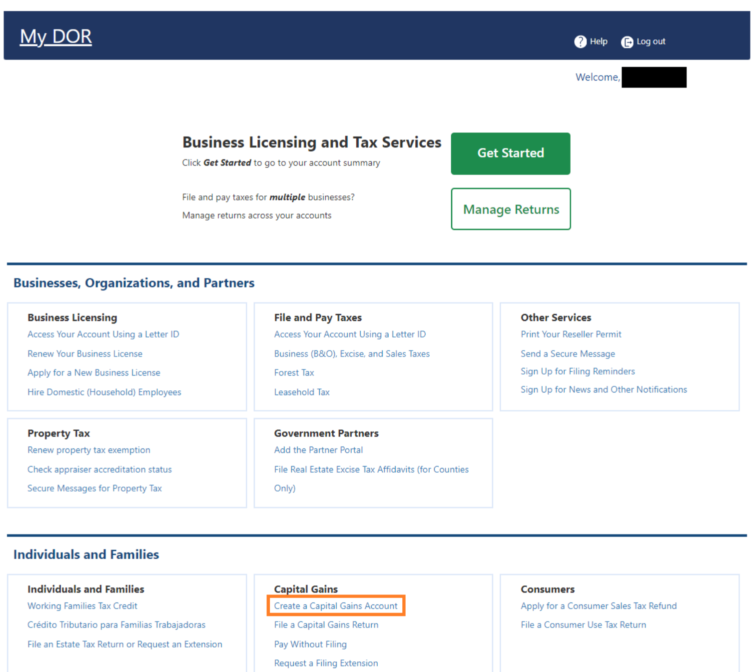


10. Click on "Access Now."
    a. You may need to complete an additional Multi-Factor Authentication.



02. Creating a Capital Gains Account

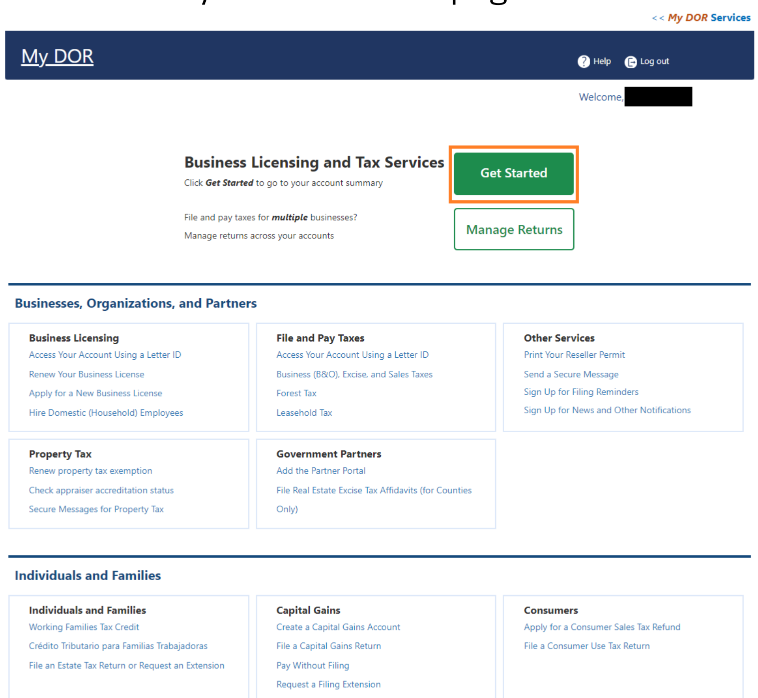
1. When you click the "Access Now" button from the previous step you will arrive at the screen below. Click "Create a Capital Gains Account" to continue.



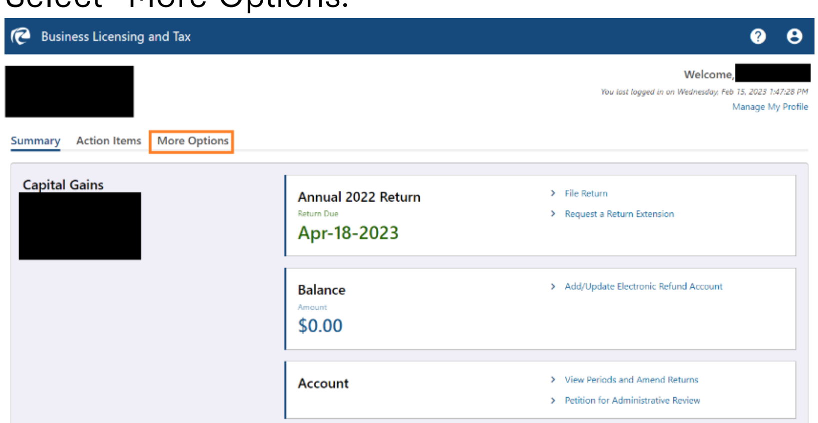
2. Complete the fields indicated and click “Next.”
3. Enter your address information and click “Next.”
4. Print or write down your confirmation number then click “OK.”

03. Granting Access to Your Capital Gains Account

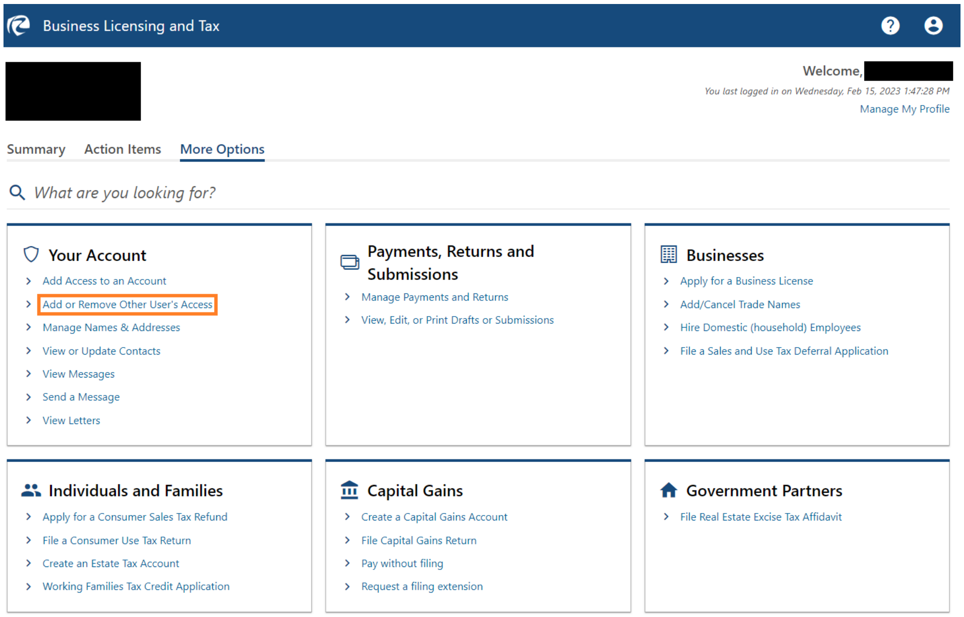
1. From the “My DOR Services page select “Get Started.”



2. Select “More Options.”

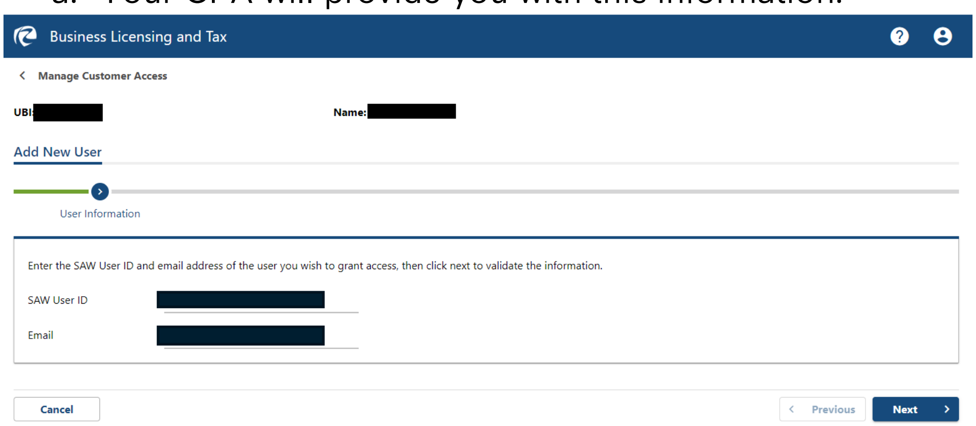


3. Select “Add or Remove Other User’s Access.”



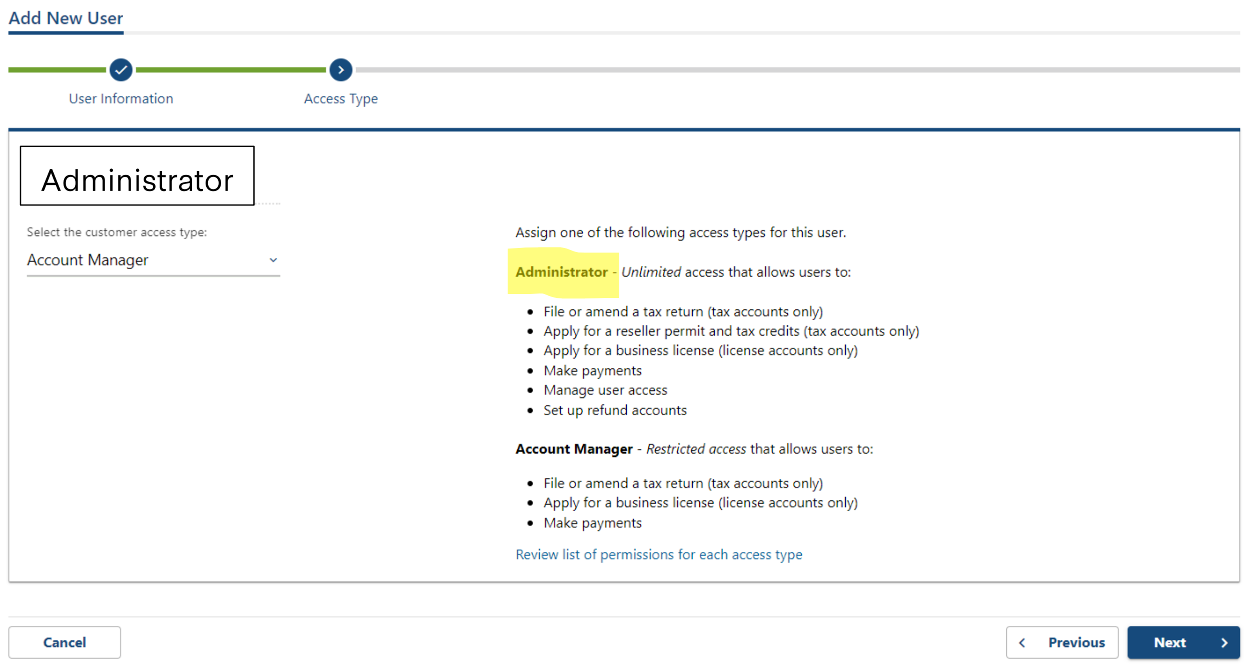
4. Click “Add User.”

5. Enter the SAW User ID and E-Mail (**BOTH** fields).
   a. Your CPA will provide you with this information.



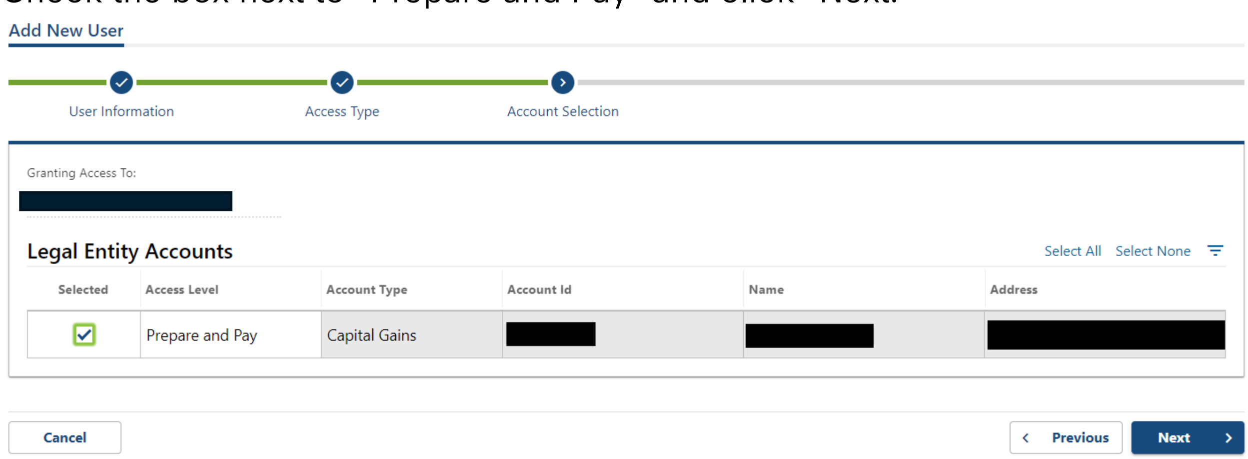
6. Click “Next.”

7. Confirm that the above email address is listed in the "Granting Access To:" field and select "Administrator" from the dropdown under "Select the customer access type."



8. Click "Next."

9. Check the box next to "Prepare and Pay" and click "Next."



10. Click "Submit."