

Guide to Using Your HELMS Portal

The screenshot shows the HELMS Portal interface. At the top, there's a header with the HELMS logo, navigation links (Help, Cart, My Communications), and a user profile icon labeled 'WMC Applicant' with a green circle '1' next to it. Below the header, there's a blue navigation bar with 'Profession Credentialing' and 'Surveys'. The main content area starts with a 'Welcome to HELMS Portal' message and a 'Start Application' button with a green circle '2'. Below this, there are three main sections: 'Professional Credentials' (with sub-items: Renewals, All Credentials, Pending Applications, and counts 0, 2, 1), 'Requests' (with sub-items: Pending, Completed, and counts 0, 0), and 'Payments' (with sub-items: Due, History, and counts 0, 2). A green circle '3' is next to the 'Payments' section. Below these sections, there's a tabbed interface with 'All Credentials' and 'Applications'. The 'All Credentials' tab is active, showing a list of credentials. A note states: 'Please see the list below for all of your credentials and use the three dots to take actions on your credentials.' Another note states: 'Note: Credentials eligible for renewal will display in red font.' The table has columns: Credential Number, Credential Name, Enforcement Action, Effective Date, Expiration Date, Status, CE Due Date, and Actions. The first row shows 'MD.MD.12345678', 'Allopathic Physician', 'No', '4/2/2025', '1/1/2026', 'Active', '1/1/2027', and a 'Download Credentials' button with a three-dot menu icon. A green circle '4,5,6' is next to this button. The second row shows 'MD.MD.12345678', 'Allopathic Physician', 'No', and 'Pending', with a 'Request WA Single State Lic.' button. A 'View All' link is at the bottom right of the table.

1. To request an update to your personal information or contact information.

2. To submit a new or previously closed application.

3. To access payment history and print a receipt for your records.

4. To submit a renewal or reactivation for a license, or to request a license status change (military, retired active, or inactive).

5. To request verification of your license (\$50 fee).

6. To request a mailed duplicate copy of your license (\$15 fee).

HELMS Portal Resources

- To access the HELMS Portal, please first login/create your SecureAccess Washington (SAW) Account: <https://secureaccess.wa.gov>
- If you need additional information on how to access SAW, visit the WABON website: <https://wmc.wa.gov/licensing/applications-and-forms>
- Be sure to add the Health Professional and Facility Licensing (HELMS) service code once in SAW to access your HELMS account.