

# Guide to Using Your HELMS Portal

The screenshot shows the HELMS Portal interface. At the top left is the HELMS logo (Healthcare Enforcement and Licensing Management System). The top right navigation bar includes 'Help', 'Cart', 'My Communications', and 'Nurse Applicant' with a profile icon circled in green with the number 1. Below the navigation bar are tabs for 'Profession Credentialing' and 'Surveys'. The main content area starts with a 'Welcome to HELMS Portal' message and a 'Start Application' button circled in green with the number 2. Below this are three summary cards: 'Professional Credentials' (with sub-items: Renewals: 0, All Credentials: 2, Pending Applications: 1), 'Requests' (with sub-items: Pending: 0, Completed: 0), and 'Payments' (with sub-items: Due: 0, History: 2). The 'Payments' card is circled in green with the number 3. Below the cards are tabs for 'All Credentials' and 'Applications'. A message box states: 'Please see the list below for all of your credentials and use the three dots to take actions on your credentials.' A note below reads: 'Note: Credentials eligible for renewal will display in red font.' A table lists credentials with columns: Credential Number, Credential Name, Enforcement Action, Effective Date, Expiration Date, Status, CE Due Date, and Actions. The first row is for LPN.LP.70001712 (Licensed Practical Nurse, No enforcement, 4/2/2025 effective, 1/1/2026 expiration, Active status, CE Due Date 1/1/2027) with a 'Download Credentials' button and a three-dot menu icon circled in green with the number 4,5,6. The second row is for RN.RN.70001716.MSL (Registered Nurse License, No enforcement, Pending status) with a 'Request WA Single State Lic.' button circled in green with the number 7. 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 to a Non-Nursys entity (\$25 fee).

6. To request a mailed duplicate copy of your license (\$20 fee).

7. To upgrade/Convert to a multistate license (MSL) or request to return to a single state license.

## 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://nursing.wa.gov/licensing/apply-license>
- Be sure to add the Health Professional and Facility Licensing (HELMS) service code once in SAW to access your HELMS account.