Instructions for Logging in to HCA through Host on Demand

This document provides instructions for logging on to and off of the DIS mainframe. You will be using Secure Access Washington (SAW) for your entry point. Then you will be accessing Host on Demand (HOD) to get to the Health Care Authority (HCA) screens to input medical insurance information.

You will need two additional logins to get into Health Care Authority, in addition to the SAW one you set up here. To get these additional logins, you need to contact other organizations. If you already access HCA through the HP3000, you already have these logins. Here are the logins you need and the contact information:

DIS TPX Screen Login: (this is the same contact information for the SAW assistance)

Contact the DIS Helpdesk
(360) 753-2454 – when calling to set up a new login ask for DIS Data Security Staff
servicedesk@dis.wa.gov
You will need to provide the Users Name and a Login ID

HCA PAY1 Screen Login:

Contact DOP Help Desk
(360) 664-6400
helpdesk@dop.wa.gov
You will need to provide the User Name, SSN, and Agency Number

To set-up a Host on Demand login ID:

1. Turn off your Pop-up Blocker software. To do so, in your browser, click Tools Pop-up Blocker | Turn Off Pop-up Blocker.

2. Go to https://secureaccess.wa.gov (SecureAccess Washington web site).

3. Either log in or create a new account by clicking on the Create One link.

    If you are creating a new SAW account, click on the Create One link. You will be taken through the steps to create and log into your account.

4. If you are a return user, select the HOD_HCA link.

    The Host on Demand page opens.

    Once you have logged into Secure Access Washington, if you are a new user you will need to go to the Add a New Service tab. If you do not have Department of Information Services HOD_HCA available to you, either call the DIS Helpdesk at (360-753-2454) or email them at servicedesk@dis.wa.gov .

5. Click the HOD Downloads link.

    This takes you to the HOD Downloads section.

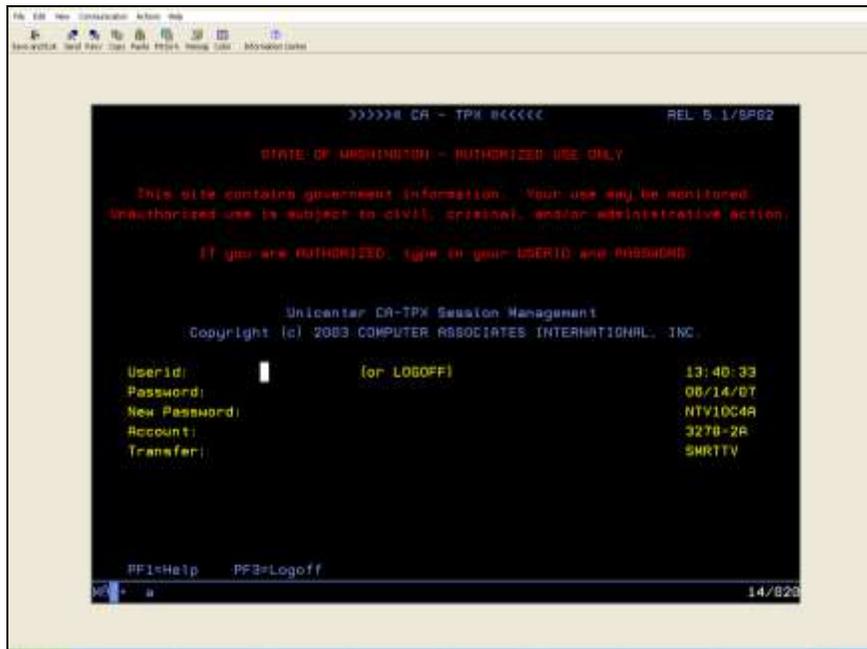6. Click the HOD Cache Client link.

    The following message appears: "Please Wait. HOD is detecting the level of Java support on your system."

    Two security warnings may appear. If they do, click Run.

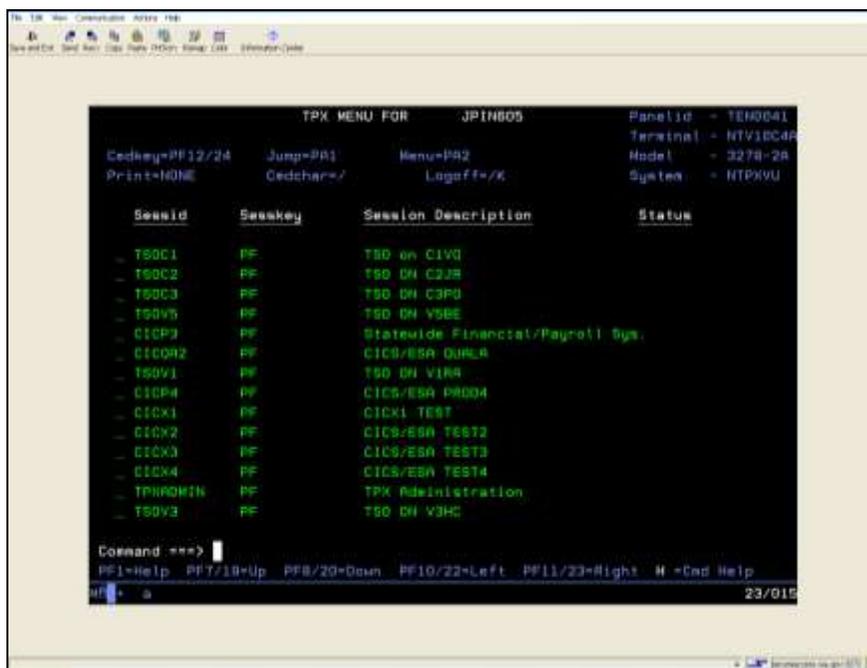The Host On-Demand Client window opens.

Wait for HOD to start your session.

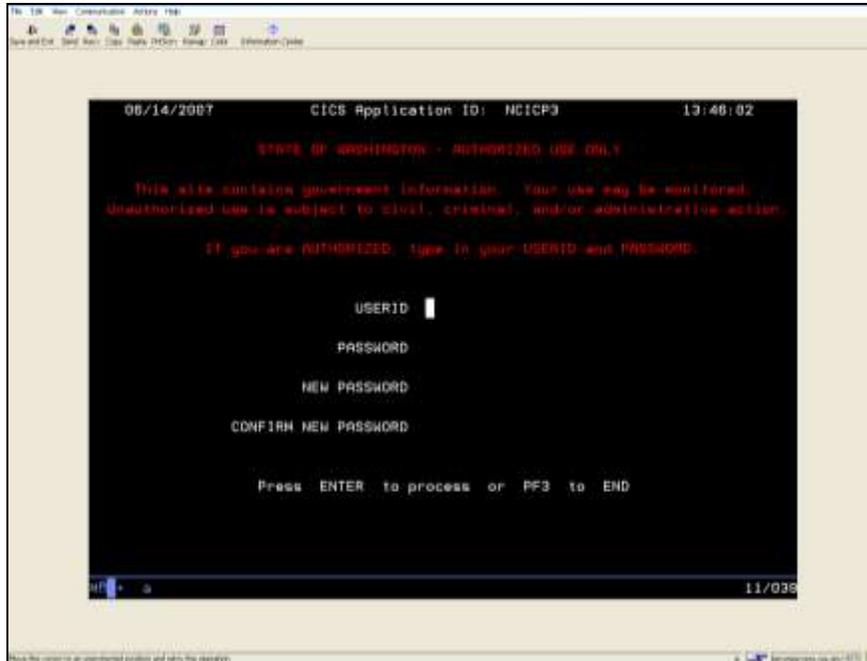The CA–TPX login screen appears.

7.   Type your user ID and password in the fields provided and press Enter. If you do not have this User ID, contact the DIS Help Desk at (360) 753-2454 and ask to speak to a member of the DIS Data Security Staff.

The TPX Menu screen appears.

8.   To access a service (for example, CICP3), type an "S" next to the service and press Enter. Alternatively, at the Command prompt, type a service, for example, CICP3.

The CICS Application ID screen appears.

9. Type your user ID and password in the fields provided and press Enter. If you do not have this User ID, contact the PAY1 Help Desk at (360) 664-6400.

A completion screen appears.
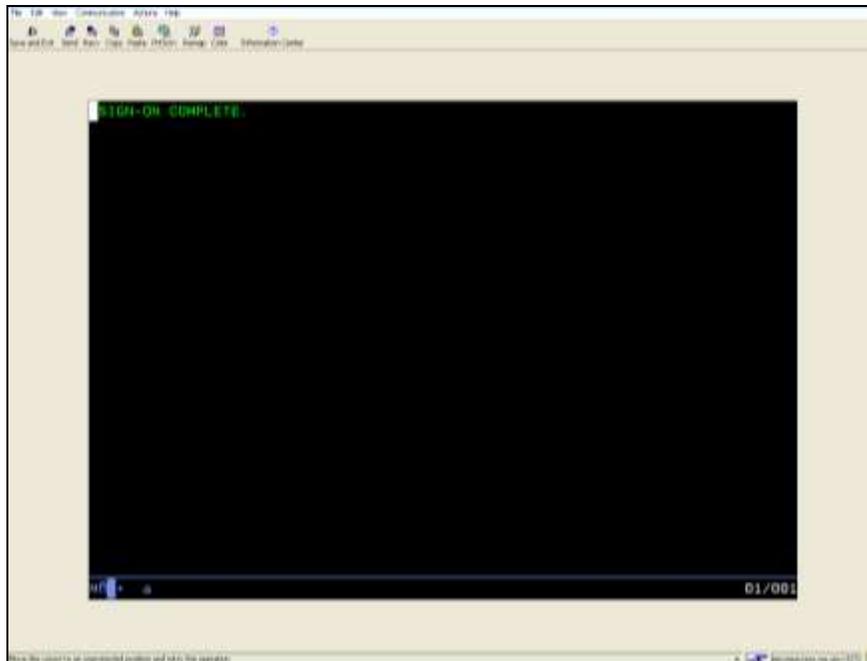
10. In the completion screen, type PAY1.

The Personnel Payroll Online Systems screen appears.

To log off the DIS mainframe, right-click and select Disconnect.