



User Guide

My Tasks

Find and complete tasks in the Portal

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View Assigned Tasks



My Tasks

When you click the **Home** tab, you will see the **Portal Home Dashboard**, which displays information about the account you are currently logged in to. In this dashboard, you can find **My Tasks**, a list of pending tasks that you need to complete to process your application(s). For example, If you are working with a Licensing or Customer Service Specialist and additional information is needed, you may be asked to complete a task.

The dashboard will display the **task name**, **due date**, and **status**.

Washington State
Liquor and Cannabis Board

Search...Please type here and click enter...

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Liquor and Cannabis Board

Welcome to the LCB's website portal! Here you can apply and pay for licenses, permits, renewals, and track your LCB account.

Visit lcb.wa.gov for in-depth details on LCB services and requirements.

Portal Home Dashboard

My Tasks

Subject	Due Date	Status
Watch the Liquor Briefing ...	Dec 11, 2024	Open
Watch the Liquor Briefing ...	Dec 11, 2024	Open
Watch the Liquor Briefing ...	Dec 11, 2024	Open

My Submissions

Submission Name	Due Date	Case Type	Case Subtype
PersonalCriminalHist	Dec 26, 2024	Liquor	Retail
LocationConfirmation	Dec 11, 2024	Liquor	Retail

01 Click on the hyperlink to open the task and view the details.



Mark a Task Complete



Review and complete your tasks so your applications can be processed. Let's learn how to mark a task complete through the LCB Portal.

Washington State Liquor and Cannabis Board

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Task Watch the Liquor Briefing Video Mark Complete

Name Related To
00121253

01

- > Task Information
- > Additional Information
- > Other Information

01 Open each drop-down arrow to review information about the task.

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Search...Please type here and click enter...

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Task Watch the Liquor Briefing Video Mark Complete

Name Related To
00121377

Task Information

Subject
Watch the Liquor Briefing Video

Assigned To
Jordan Mason

Due Date

Name Related To
00121377

Comments

By checking this task complete, I acknowledge that I watched the Retail Liquor Licensee Briefing Video. I understand and agree that I will follow all Washington State liquor laws, especially the laws that prohibit the sale or service of alcohol to anyone under 21 years old, or anyone who appears to be intoxicated. Link the (Retail Licensee Briefing Video) <https://lcb.wa.gov/enforcement/licensee-briefings>

02

02 In the **Task Information** drop-down arrow, you will get the instructions to complete the required task.



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Search...Please type here and click enter...

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Task
Watch the Liquor Briefing Video

✓ Mark Complete

Name Related To
00121253

> Task Information

03 When you are done, click **Mark Complete** to update the status of the task.

Washington State
Liquor and Cannabis Board

Search...Please type here and click enter...

Home My Account Apply Customer Service Request My Submission MAST & RVP More

Task
Watch the Liquor Briefing Video

✓ Completed

Name Related To
00121253

> Task Information

∨ Additional Information

Priority
Normal

Status
Completed

> Other Information

04 The **Status** field will update to **Completed** in the **Additional Information** drop-down. Your assigned specialist will be able to see that you have completed your task and will continue processing your application.