



User Guide

My Submissions

Uploading and downloading files in the
Portal

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View Assigned Tasks to Submit Documents



A submission is a file, document, or form you submit in the LCB Portal. Submissions are used to process your pending applications. If the LCB needs more information from you, you will be assigned a Submission Task. You can see these tasks in the My Submission tab or in the Portal Home Dashboard:

1. My Submissions (Tab on Top)

In this tab, a list of pending submissions (items you'll need to submit) for your applications will be displayed, if there are any.

2. My Submissions (Portal Home Dashboard)

In the **Home** tab, you will see the **Portal Home Dashboard**, which displays key information about the account you are currently logged in to. In this Dashboard, you will be able to find **My Submissions**, a list of pending documents needed to process your applications.

The screenshot shows the Washington State Liquor and Cannabis Board portal. At the top, there is a search bar and navigation tabs: Home, My Account, Apply, Customer Service Request, My Submission (highlighted with a yellow circle and '1'), MAST & RVP, Submit, and More. Below the navigation is the 'Liquor and Cannabis Board' header with a welcome message and the state seal. The 'Portal Home Dashboard' section contains two tables: 'My Tasks' and 'My Submissions' (highlighted with a yellow circle and '2').

Subject	Due Date	Status
Watch the Liquor Briefing ...		Open
Watch the Liquor Briefing ...		Open
Watch the Liquor Briefing ...		Open

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



Types of Submissions

There are three different types of submissions in the LCB Portal:

- 01 Upload:** Files you can upload directly from your device into the Portal. Review the **Guidelines for Upload** below to learn more about number of files and file size allowed per submission.
- 02 Download:** Forms or templates you can download from the LCB Portal. The file will be downloaded to your device for you to fill out or sign. When you are done, you will upload the edited file to the Portal. You can learn more about downloading and uploading documents later in this User Guide, on **page 5**.
- 03 Fillable Forms:** Forms that can be viewed, completed, and submitted directly in the Portal. You can learn more about fillable forms later in this User Guide, on **page 9**.



Guidelines for Uploads:

- **The maximum file size of each submission is 2GB:**
This refers to the total combined file size of the files you're uploading.
- **You can upload up to 10 files per submission:**
If you need to upload more than 10 files for a submission, you can combine several files into a single file before uploading, or you can contact your licensing specialist to get another submission request for the additional files.
- **You cannot make corrections after you upload and submit your documents:**
If you forgot to include necessary information, contact your licensing specialist to get another submission request.



How to contact my assigned Specialist?

You can contact your Licensing Specialist through the Portal.

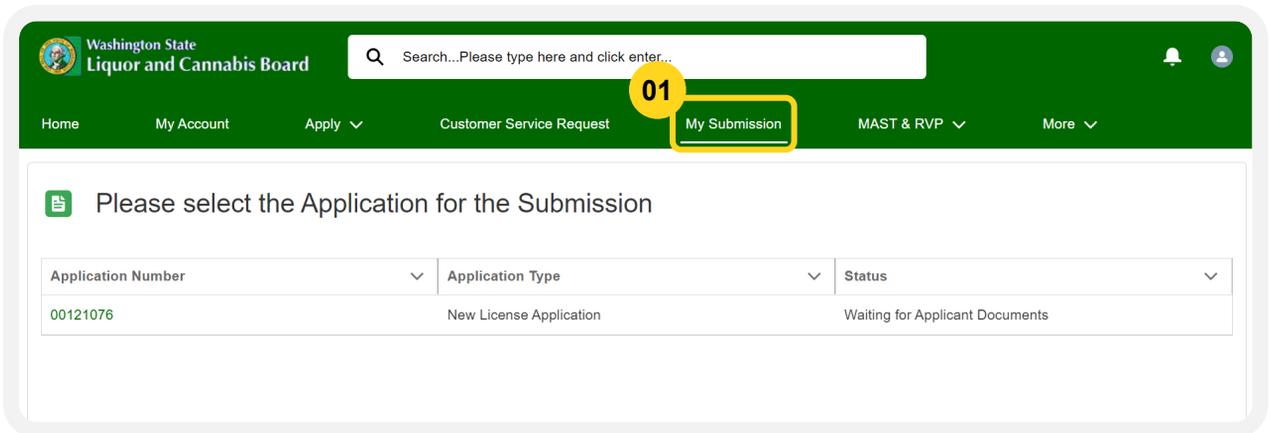
You can also submit a general request in the Portal. Review the **New Applications User Guide** on the [Portal Resources](#) page to learn more about submitting service requests for the Customer Service team.



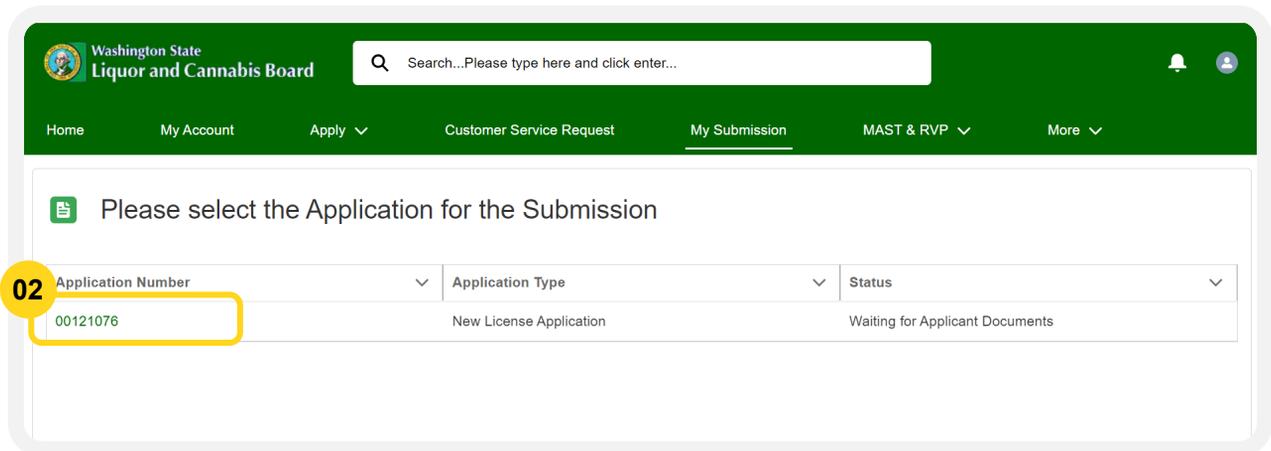
Submit Documents



The Licensing Specialist processing your application may request additional documents to complete their review. Learn how to submit documents directly through the LCB Portal - if you have been asked to submit something in the My Submissions tab.



01 In the **My Submission** tab, see all your applications with pending submissions. All applications in a status of **Waiting for Applicant Documents** will appear in this tab.



02 Click the **Application Number** hyperlink to see the list of pending submissions for the application.



Please upload the documents

Description	Due Date	Staff Comments	Fillable Form	Upload File	Download Form
Location Confirmation Form	December 10, 2024		Open Form		
A copy of photo ID such as a driver's license, passport, ID Card, etc.	December 30, 2024			Upload File	
This form must identify wineries participating in the event whether that be by donating wine or holding events at the winery locations. Upload a signed and dated copy of this form.	December 30, 2024			Upload File	Download Form

03 Click **Upload File**. A pop-up window will appear.

A Click **Download Form** to save the requested form to your device. Review and sign it, then upload the signed copy when ready.

Please upload the document

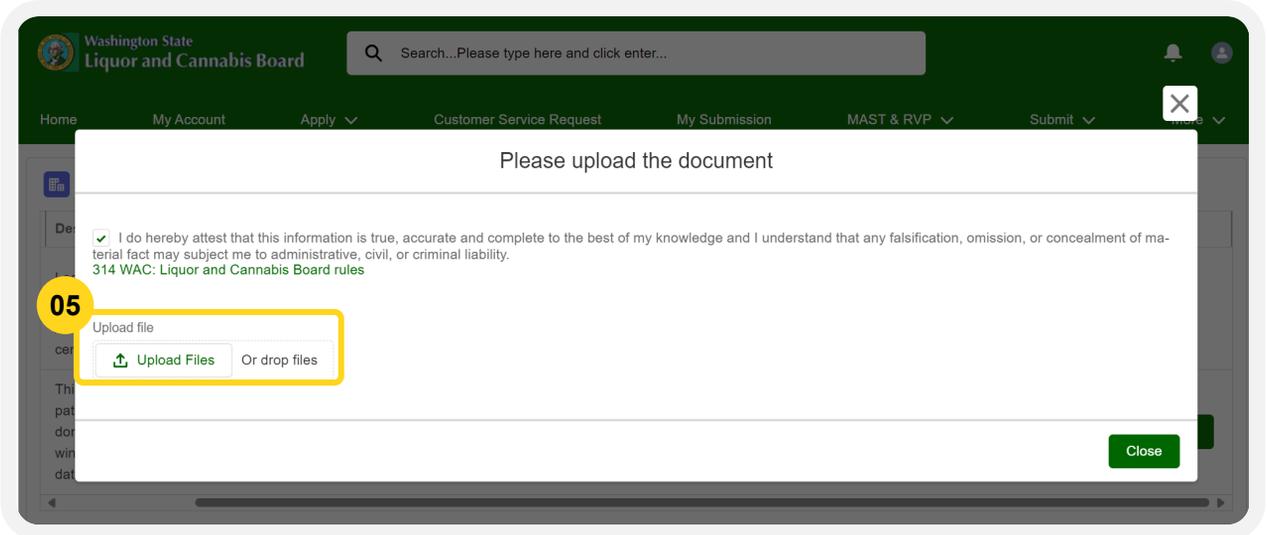
I do hereby attest that this information is true, accurate and complete to the best of my knowledge and I understand that any falsification, omission, or concealment of material fact may subject me to administrative, civil, or criminal liability.
314 WAC: Liquor and Cannabis Board rules

Upload file

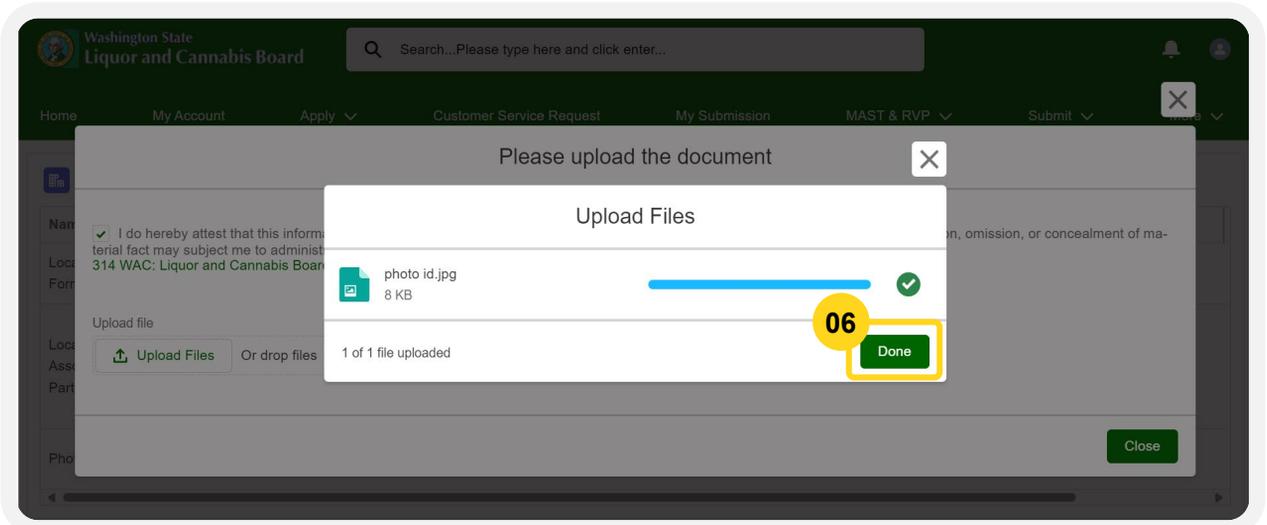
Upload Files Or drop files

Close

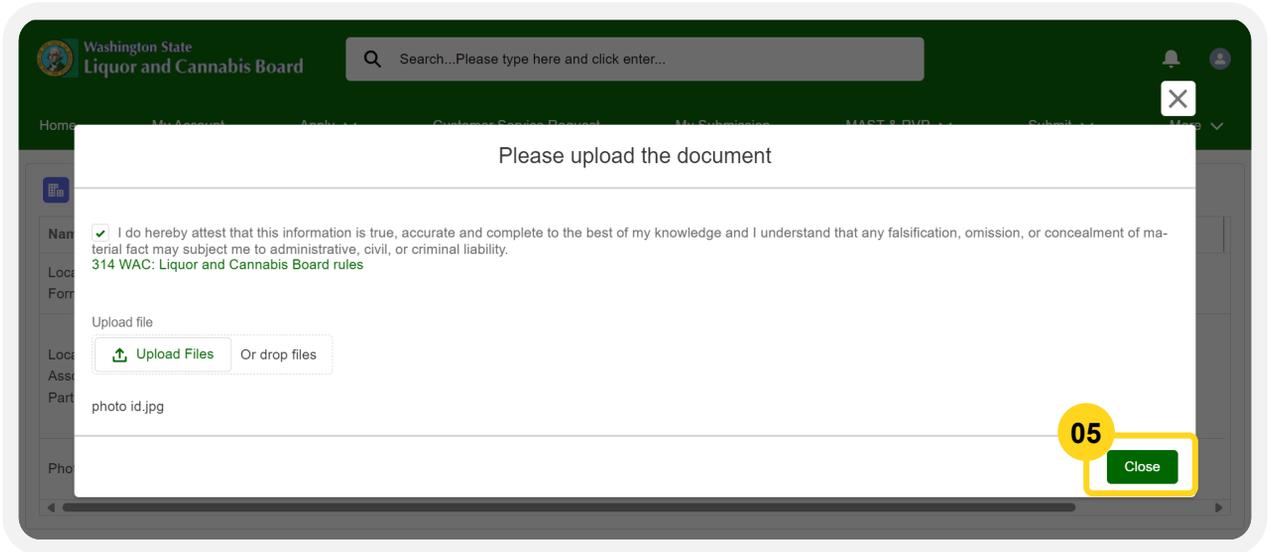
04 Select the **Attestation** checkbox to attest that information you submitted is true, accurate and complete to the best of your knowledge and that you understand that any falsification, omission, or concealment of material fact may subject you to administrative, civil, or criminal liability.



05 Click **Upload Files** to select files from your device. You can also drag and drop files.



06 A confirmation message will appear confirming that your upload was successful. Click **Done**.



- 05** You can repeat **steps 3** and **4** to upload additional files, if needed. When ready, click **Close**. The pop-up window will close.



Note that after you close, you will not be able to upload additional documents for the submission. If you click on Close before you have uploaded all the requested submissions, please contact your Licensing Specialist to ask for another submission task.



Fillable Forms



Some requested submissions are fillable forms. You can fill them out and submit them directly in the Portal. The instructions below show you how to fill out forms in the Portal.

The screenshot shows the top navigation bar of the Washington State Liquor and Cannabis Board portal. The 'My Submission' tab is highlighted with a yellow box, and a yellow circle with the number '01' is placed above it. Below the navigation bar, there is a search bar and a notification icon. The main content area displays a message: 'Please select the Application for the Submission'. Below this message is a table with three columns: 'Application Number', 'Application Type', and 'Status'. The table contains one row with the following data:

Application Number	Application Type	Status
00121076	New License Application	Waiting for Applicant Documents

01 In the **My Submission** tab, see all your applications with pending submissions. All applications in a status of **Waiting for Applicant Documents** will appear in this tab.

The screenshot shows the same portal interface as the previous one, but with the 'Application Number' cell in the table highlighted with a yellow box. A yellow circle with the number '02' is placed to the left of the box. The rest of the interface remains the same.

02 Click the green hyperlink to see the list of pending submissions for the application.



Washington State Liquor and Cannabis Board

Please upload the documents

Description	Due Date	Staff Comments	Fillable Form	Upload File	Download Form
Location Confirmation Form	December 10, 2024		03 Open Form		
This form must identify wineries participating in the event whether that be by donating wine or holding events at the winery locations. Upload a signed and dated copy of this form.	December 30, 2024			Upload File	Download Form

03 Click **Open Form**. The form will open in a new tab in your browser.

Washington State Liquor and Cannabis Board

Location Confirmation Form

Please confirm your proposed cannabis license business location in the section below.

* Address of Business (Including Any Suite or Space Numbers):
123 Road

* City: Olympia * County: WA * Zip: 98501

* This location is within the following jurisdiction:
City: [Dropdown]

A Save for later **04** Next

Steps: LOCATION CONFIRMATION FORM, ATTESTATION

04 Complete the required fields and click **Next**.

A You can also click **Save for Later** to continue later. You will get a confirmation message that your form has been saved for later.

A **link** will appear on your screen for you to resume your work later. **Copy the link** to your clipboard and paste it in your notes to save it for later. Alternatively, you will also have the option to **e-mail the link** to your inbox.



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

ATTESTATION

05 The address listed above is the proposed business location and meets all requirements outlined in RCW 69.50.331(8). I am aware that if the location address listed above does not meet all of the statutory requirements for a cannabis license, my application may be administratively withdrawn.

Save for later Previous Submit

Steps

- LOCATION CONFIRMATION FORM
- ATTESTATION**

05 Select the **Attestation** checkbox.

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

ATTESTATION

The address listed above is the proposed business location and meets all requirements outlined in RCW 69.50.331(8). I am aware that if the location address listed above does not meet all of the statutory requirements for a cannabis license, my application may be administratively withdrawn.

Save for later Previous Submit

Steps

- LOCATION CONFIRMATION FORM
- ATTESTATION**

06 Click **Submit**.

A Click **Previous** if you wish to change the information before submitting.