



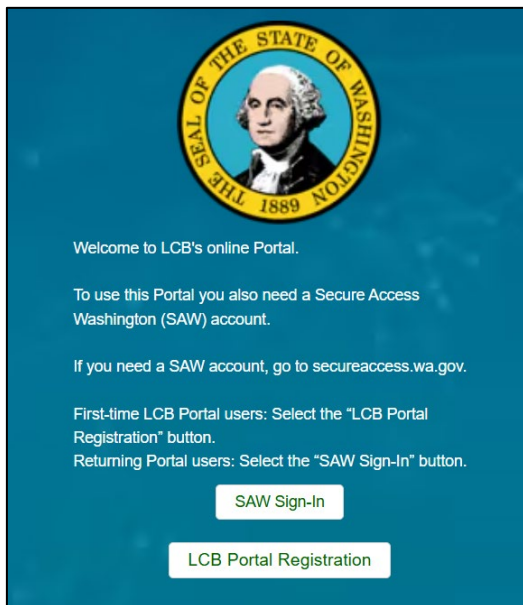
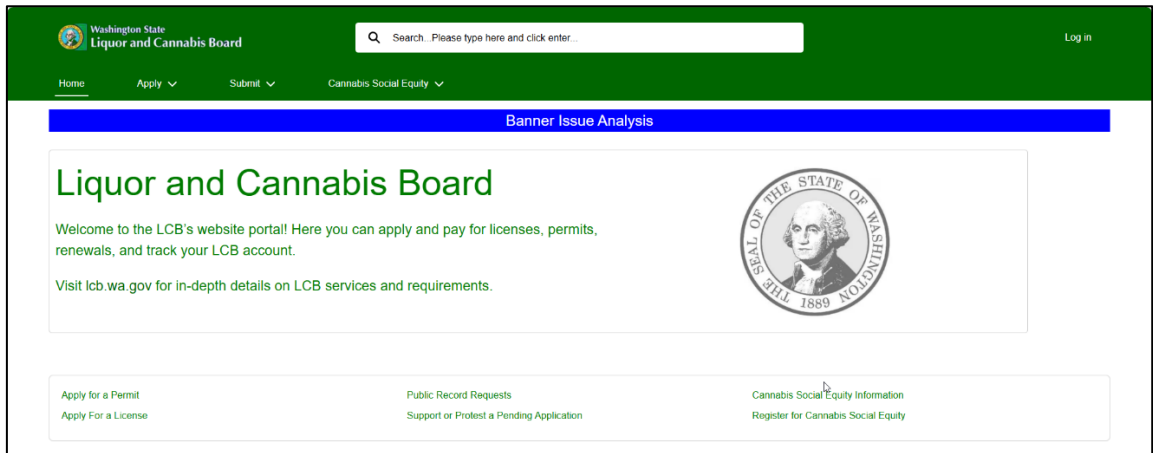
LCB Portal Registration

First-Time Portal Use User Guide



Creating a Portal Account

To access the LCB Portal, click **Log in** at the top of the page.



To use the LCB Portal, you also need a Secure Access Washington (SAW) account.

If you do not have a SAW account, please click [here](#).

On the Portal homepage you will see two options:

- SAW Sign-In
- LCB Portal Registration

Click **LCB Portal Registration** to create an account.




Portal registration instructions for current licensees, or applicants who have applied through Department of Revenue (DOR) Business Licensing:

1. You will be asked if you have done business with the LCB before. Click **Yes**.

Have you done business with the LCB before?

*Have you done business with LCB before?

Yes 

No

Note: To access the LCB portal you will need to create a SAW account (secureaccess.wa.gov) if you do not already have one.

Next

2. On the next page, you will need to:
 - a. Enter your **First Name**, **Last Name**, and **Date of Birth**.
 - b. Enter your **SAW Username** and **Email Address**.
 - c. Click on **Submit**.

Enter SAW User ID and Personal Data or Registration Code

Note: Please enter your First Name, Last Name, and Date of Birth, or call LCB's Service Desk (360-664-1776) to get your Registration Code.

First Name Last Name

Date of Birth

Or

Registration Code

*SAW Username *Email Address

Back Submit



3. You will get a confirmation message that you have successfully created your LCB Portal account. You can now return to the Portal login page and click **SAW Sign-In**.

If you got an error message after you clicked **Submit**, please call the LCB Service Desk 360-664-1776 to get a Registration Code. You can then finish the registration again using the code.

Portal registration instructions if you have not done business with the LCB before:

1. When asked if you have done business with the LCB before, click **No**.

Have you done business with the LCB before?

*Have you done business with LCB before?

Yes

No

Note: To access the LCB portal you will need to create a SAW account (secureaccess.wa.gov) if you do not already have one.

Next



2. On the next page, you will need to:
 - a. Enter your **First Name**, **Last Name**, and **Date of Birth**.
 - b. Enter your **SAW Username** and **Email Address**.
 - c. Click on **Submit**.

Personal Information

*First Name ⓘ	*Last Name ⓘ
<input type="text"/>	<input type="text"/>
*Date of Birth ⓘ	Social Security Number ⓘ
<input type="text"/>	<input type="text"/>
*Email Address ⓘ	*SAW Username ⓘ
<input type="text"/>	<input type="text"/>

Note: To set up an LCB account, you must first set up an account with Secure Access Washington (SAW) at secureaccess.wa.gov. You will need your SAW information to set up your LCB account.

3. You can now return to the Portal login page and click **SAW Sign-In**.



If you have any technical issues when creating a LCB Portal account, please call the LCB Service Desk at 360-664-1776.



Review other user guides on the [Portal Resources](#) page.