



User Guide

Payments

Making payments on the LCB Portal

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- *Complete payment information.*
- *Confirm payment.*

03 Pay while Applying

- *Complete payment information.*
- *Confirm payment.*



View Account Financial Information



Financial Information (My Account Tab)

When you navigate to your account information, you will see the Financial Information section. This section will include the **Amount Due** for you to pay and, if any, **Account Credit**.

The screenshot displays the user interface for the Washington State Liquor and Cannabis Board. At the top, there is a navigation bar with the logo and name of the board, a search bar, and a user profile icon. Below the navigation bar, there are several menu items: Home, My Account, Apply, Customer Service Request, My Submission, MAST & RVP, Submit, Cannabis Social Equity, and Pay Cart. The main content area is divided into several sections. The first section is 'ACCOUNT INFORMATION', which contains a form with fields for First Name (Jordan), Last Name (Mason), Spouse Name (Search Contacts...), Mailing Street Address (3067 NE 57TH AVE), Mailing State/Province (WA), Mailing Country, Status (None), Phone ((360) 555-1212), Email Address (jordanmason1224@mailinator.com), Mailing City (VANCOUVER), and Mailing Zip/Postal Code (98661-6744). There is an 'Update' button below the form. The second section is 'FINANCIAL INFORMATION', which is highlighted with a yellow border. It contains a message: 'Click "Pay Cart" to see details on amount due'. Below this message, there are two input fields: 'Account Credit' with a value of \$75.00 and 'Amount Due' with a value of \$10.00. There is a 'Pay Cart' button below these fields.



If you have account credit available, you can request a refund or use the credit to pay amounts due.

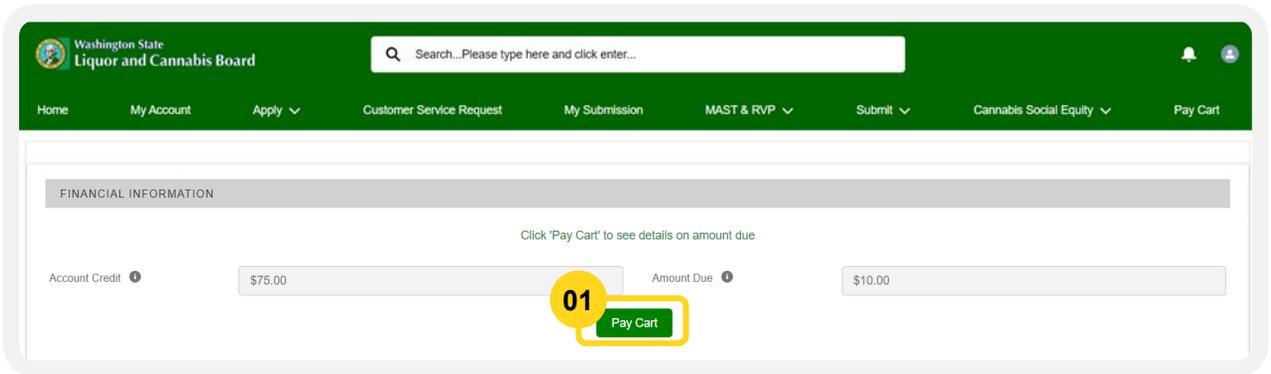
Review the **New Applications User Guide** on the [Portal Resources](#) page to learn more about generating service requests for the Customer Service team to initiate the refund or use the credit to pay a fee.



Pay Cart

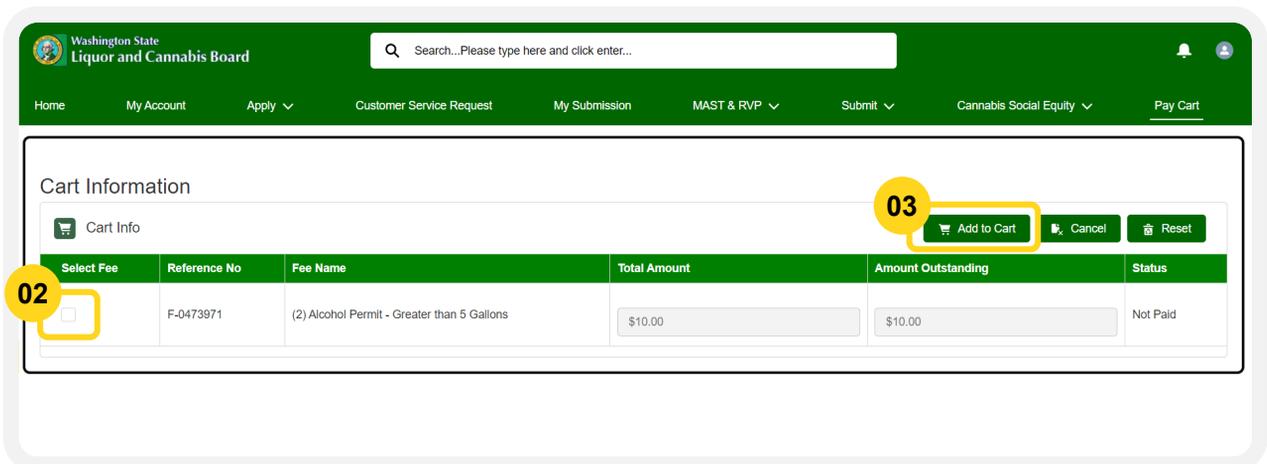


Some applications require you to pay a fee after they are processed and approved by LCB. As an applicant, you will get an e-mail stating that your application has been approved pending your payment.



01 You can view your amounts due in your account's Financial Information section. Click **Pay Cart** to proceed to payment.

A You can also get to the cart through the **Pay Cart** tab in the **Navigation Menu**.



02 The cart will open. Select the fees you will pay. You can select multiple fees at the same time.

03 Click **Add to Cart**.



Washington State
Liquor and Cannabis Board

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

Home My Account Apply Customer Service Request My Submission MAST & RVP Submit Cannabis Social Equity Pay Cart

Cart Information

Cart Info

Total Amount to Paid : \$10

Remove Fee	Reference No	Fee Name	Amount	Amount Outstanding	Status
 B	F-0473971	(2) Alcohol Permit - Greater than 5 Gallons	\$10.00	\$10.00	Not Paid

A Cancel Reset Back Pay Now

04 Click **Pay Now** to pay the selected fees.

- A** Your cart will show some additional actions:
- Select **Cancel** to go back to your account information.
 - Select **Reset** to deselect all fees.
 - Select **Back** to go back to the cart and select additional fees.

B You can click the **Bin** icon to remove fees you don't want to pay now.

Washington State
Liquor and Cannabis Board

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

Home My Account Apply Customer Service Request My Submission MAST & RVP Submit Cannabis Social Equity Pay Cart

Cart Information

*Please Select the Payment Type

05 Credit Card ACH

06 Cancel Proceed

05 Select the payment method: **Credit Card** or **ACH**. For this example, we will select **Credit Card** as the payment method.

06 Click **Proceed**.



Washington State Liquor and Cannabis Board **Payments** [Exit](#)

07 Make a Payment

My Payment

WSLCB Payments **Amount Due** \$120.00

Payment Information

Frequency One Time
Payment Amount \$120.00
Payment Date Pay Now

Contact Information

First Name
Last Name

07 A new tab will open in your browser for you to complete payment details.

Contact Information

08

First Name
Last Name
Company (Optional)
Address 1
Address 2 (Optional)
City/Town
State/Province/Region
Zip/Postal Code
Country
Phone Number
Email Address

[Become a Registered User](#)

08 Add the required **Contact Information** as shown above.



- 09 Enter your card details, including **Card Number**, **Expiration Date**, and **Card Security Code**.
- 10 Select your card billing address. If you use an address different from your contact information address, you will be asked to fill in the new address details.
- 11 Click **Continue**.

- A If you select ACH as your payment method, you will be asked to enter your bank account information, such as **Bank Routing Number**, **Bank Account Number**, and **Bank Account Type**.



If you click **Cancel** while making a payment, you will be redirected back to the LCB Portal Home Page.



Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

Payment Details

Description	Washington State Liquor Control Board (LCB) WSLCB Payments http://lcb.wa.gov/licensing/banquet-permits
Payment Amount	\$125.00
Payment Date	01/06/2025

Payment Method

Payer Name	TVC Swift
Card Number	*1111
Expiration Date	Oct-2026
Card Type	Visa
Confirmation Email	tswift@mailinator.com

12

[Confirm](#) [Back](#)

- 12 Review the payment information and click **Confirm** to process your payment. Only click **Confirm** once. Do not refresh your browser while payment is being processed.



Confirmation

Please click **Continue** to finish processing your banquet permit.

13

Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WSBTST000001372**

Payment Details

Description	Washington State Liquor Control Board (LCB) WSLCB Payments http://lcb.wa.gov/licensing/banquet-permits
Payment Amount	\$125.00
Payment Date	01/06/2025
Status	PROCESSED

Payment Method

Payer Name	TVC Swift
Card Number	*1111
Card Type	Visa
Confirmation Email	tswift@mailinator.com

14

[Continue](#)

- 13 A confirmation message will appear on your screen when payment is successful. Copy the **confirmation number** or click **print this page** to print or save the confirmation page as a PDF.
- 14 When ready, click **Continue**.



The screenshot shows the Washington State Liquor and Cannabis Board portal. At the top, there is a green navigation bar with the board's logo and name on the left, a search bar in the center, and notification and user icons on the right. Below the navigation bar, a horizontal menu contains links for Home, My Account, Apply (with a dropdown arrow), Customer Service Request, My Submission, MAST & RVP (with a dropdown arrow), Submit (with a dropdown arrow), and More (with a dropdown arrow). The main content area is white and contains the following text: "Thank you for your payment to LCB. You will get an email to confirm your payment details." followed by "If you do not get an email soon, please check your junk mail." On the right side of the main content area, there is a yellow callout box containing the number "15" and a green button labeled "Return To Home".

- 15 You will get an email confirming payment details, including your confirmation number. If you do not get an email, check your junk mail or spam folder. Click **Return To Home** to go back to the LCB Portal Home Page.



Pay While Applying



Some types of applications require payment before submitting an application. As an applicant, you will be instructed when to pay so you can submit your application for processing.

Washington State
Liquor and Cannabis Board

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

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

Attestation

I declare under the penalties of perjury that the answers contained in this application are true, correct and complete. I certify I understand that a misrepresentation of fact is cause for rejection of this application or revocation of any permit issued. I also understand that it is my responsibility to notify the WSLCB of any and all changes in ownership or use of property.

Save for later

01 Pay Now

Steps

- Permit Applications
- Business Information
- Permit Information
- Upload Submissions
- Attestation**
- Select Payment Method
- Payment

01 After you provide all the required information in the application, click **Pay Now**. The LCB Portal will guide you through the steps to pay for your application.

Washington State
Liquor and Cannabis Board

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

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

Select Payment Method

Your application has been received and will be processed. Your application number is 25-01-275237. Thank you.

*Choose Payment Method

Credit Card

ACH

Save for later

03 Next

Steps

- Permit Applications
- Business Information
- Permit Information
- Upload Submissions
- Attestation
- Select Payment Method**
- Payment

02 Select the payment method: **Credit Card** or **ACH**. For this example, we will select **Credit Card** as the payment method.

03 Click **Next**.



Washington State Liquor and Cannabis Board **Payments** [Exit](#)

04 Make a Payment

My Payment

WSLCB Payments
Amount Due \$120.00

Payment Information

Frequency One Time
Payment Amount \$120.00
Payment Date Pay Now

Contact Information

First Name
Last Name

04 A new tab will open in your browser for you to complete payment details. Complete payment information as shown on **pages 6 and 7**.

Payment Method

Card Number

Expiration Date Month Year

Card Security Code

Card Billing Address Use my contact information address
 Use a different address

05 **Continue** Cancel

powered by **usbank**

[Customer Service](#) | [Help](#) | [Privacy Policy](#) | [Security](#) | [View Mobile Site](#)

05 After all payment information is complete, click **Continue**.



If you click **Cancel** while making a payment, you will be redirected back to the LCB Portal Home Page. Until payment is made, your application will not be submitted. You can view your application under your **Pending Applications** to resume payment and submit for processing.



Review Payment

Please review the information below and select Confirm to process your payment. Select Back to return to the previous page to make changes to your payment.

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Payment Amount	\$125.00
Payment Date	01/06/2025

Payment Method

Payer Name	TVC Swift
Card Number	*1111
Expiration Date	Oct-2026
Card Type	Visa
Confirmation Email	tswift@mailinator.com

06

[Confirm](#) [Back](#)

- 06 Review the payment information and click **Confirm** to process your payment. Only click **Confirm** once. Do not refresh your browser while payment is being processed.



Confirmation

Please click **Continue** to finish processing your banquet permit.

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Please keep a record of your Confirmation Number, or [print this page](#) for your records.

Confirmation Number **WSBTST000001372**

Payment Details

Description	Washington State Liquor Control Board (LCB) WSLCB Payments http://lcb.wa.gov/licensing/banquet-permits
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Payment Method

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08

[Continue](#)

- 07 A confirmation message will appear on your screen when payment is successful. Copy the **confirmation number** or click **print this page** to print or save the confirmation page as a PDF.
- 08 When you are done, click **Continue**.



Washington State
Liquor and Cannabis Board

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

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

Thank you for your payment to LCB. You will get an email to confirm your payment details.

If you do not get an email soon, please check your junk mail.

09 Return To Home

- 09 You will get an email confirming payment details, including your confirmation number. If you do not get an email, check your junk mail or spam folder. Click **Return To Home** to go back to the LCB Portal Home Page.