



My Accounts

User Guide

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To access the sections, click each title. The home icon at the top right of each header will redirect you to this page.

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View Account Information



When you log in to LCB’s Website Portal, you can select your personal or business account to manage your applications and more.

01 Personal Account

It will display all information related to applications submitted under your name. For example, a customer service request or permit application.

02 Business Account

It will display all information related to applications submitted by the business. You will be able to see information of any business account with which you have a relationship. You can submit a customer service request to request access and act on behalf of the business.

View Account Information

To access your account information once logged in, click the **My Account** tab in the **Navigation Menu**:

The screenshot shows the top navigation bar of the Washington State Liquor and Cannabis Board website. The bar is green with white text. On the left is the logo and name. In the center is a search bar. On the right are a notification bell and a user profile icon. Below the search bar is a horizontal menu with several items: 'Home', 'My Account' (highlighted with a yellow box), 'Apply', 'Customer Service Request', 'My Submission', 'MAST & RVP', and 'More'. Below the navigation bar is a white content area with the heading 'Liquor and Cannabis Board' in green. To the right of the heading is the official seal of the State of Washington. Below the heading is a welcome message and a link to the website for more information.



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

My Account

Account Name	Phone	Email	Status
Gold Rush Rentals		goldrushrentals1224@mailinator.com	
Jordan Mason	3605551212	jordanmason1224@mailinator.com	

01 A list of your accounts will display, showing information such as **Phone**, **Email**, and **Status**. You can also find a hyperlink under the Account Name to navigate to each account and review more information.



If you are logged into your **Personal Account**, you will only see your Personal Account hyperlink. You must be logged into your **Business Account** to be able to see the Business Account hyperlink.

You will learn how to **switch between accounts** later in this User Guide.

Washington State
Liquor and Cannabis Board

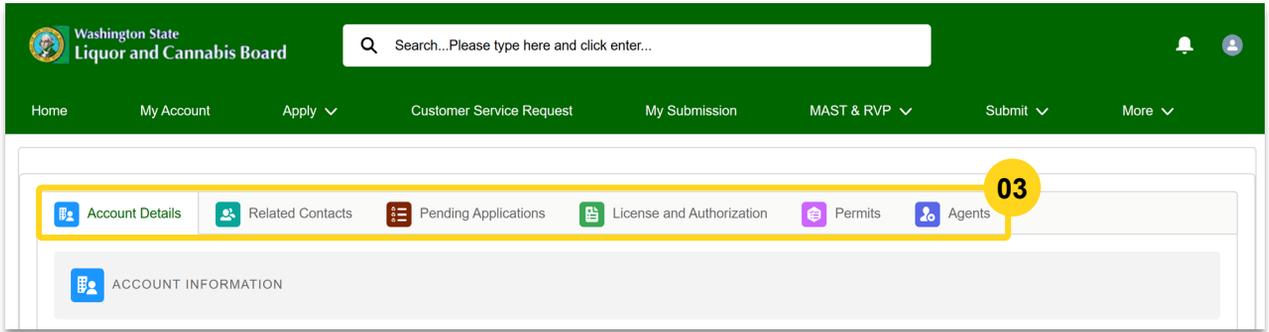
Search...Please type here and click enter...

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

My Account

Account Name	Phone	Email	Status
Gold Rush Rentals		goldrushrentals1224@mailinator.com	
Jordan Mason	3605551212	jordanmason1224@mailinator.com	

02 Click the **Account Name hyperlink** you want to review. In this example, we will see the Business Account.



03 Once you click the hyperlink, you will see different tabs that contain the most important information about the selected account:

- A Account Details:** This tab displays information such as **Account Name**, **UBI Number**, **Entity Type**, and more. It also displays **Contact Information**, which you can update if needed, and the **Financial Information** section, where you can pay your cart.
- B Related Contacts:** This tab displays a list of all the related contacts of the Business Account. You can either look for **Active** or **Inactive/Historical** contacts.
- C Pending Applications:** This tab displays a list of all your pending Applications, such as Licenses, Authorization, Certifications, Permits, and Other Applications. You can see the **Application Number**, **Type of Application**, its **Status** and the **Created Date**. You can also take **Quick Actions** from here.
- D License and Authorization:** This tab displays your **Active** or **Inactive/Historical** Licenses, Authorizations, and Certifications. You can see the **Account Name**, **License Number**, **Type**, **Location**, and more.
- E Permits:** This tab displays your **Active** or **Inactive/Historical** Permits. You can see the **Account Name**, **Permit Number**, **Type**, **Location**, and more.
- F Agents:** This tab displays your **Active** or **Inactive/Historical** Agents. You can also **Add New Agents**, **Renew Agents**, or **Remove Agents** from this tab.



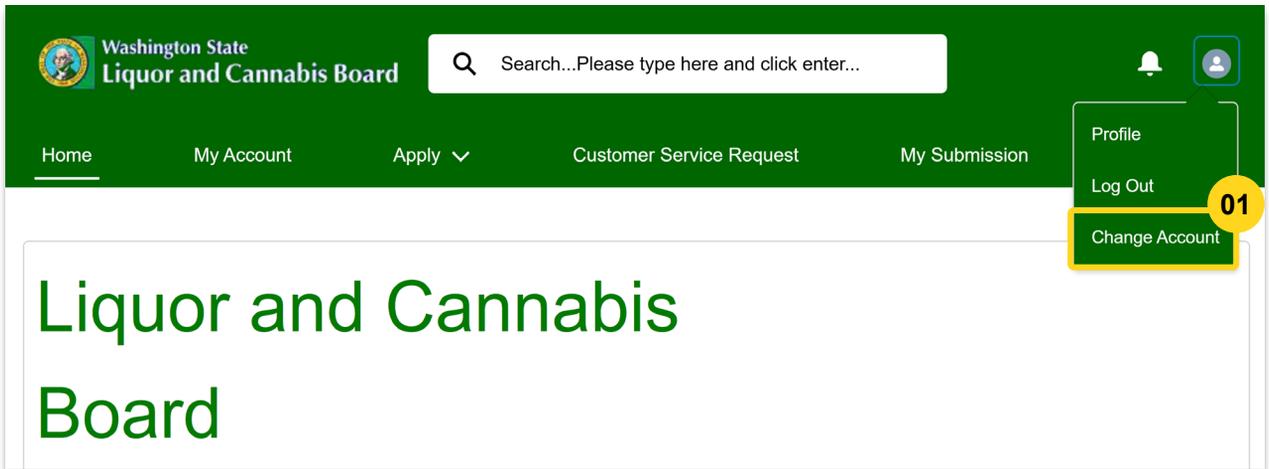
Review the **New Application User Guide** to learn more about Quick Actions.



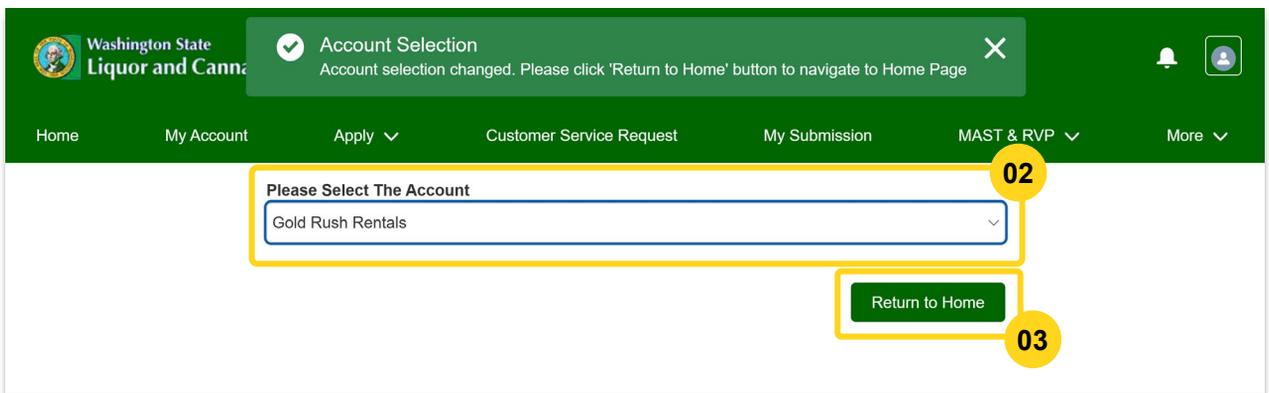
Switch Between Accounts



To switch between accounts, follow the steps below:



- 01 Click the **Profile** icon and click **Change Account** from the list of options.



- 02 Click the drop-down list to see the accounts available and select the one you want. A confirmation message will appear at the top of the page.
- 03 Click **Return to Home** to navigate to the **Home** page that will display the information for the selected account.



Log Out



The screenshot shows the Washington State Liquor and Cannabis Board website. The header is green with the logo on the left and a search bar on the right. Below the header is a navigation menu with links for Home, My Account, Apply, Customer Service Request, and My Submission. A dropdown menu is open on the right, showing options for Profile, Log Out, and Change Account. The 'Log Out' option is highlighted with a yellow box, and a yellow circle with the number '01' is next to it. The main content area displays 'Liquor and Cannabis Board' in large green text.

- 01 To log out, click the **Profile** icon and click **Log Out** from the list of options. You will automatically be logged out and you will need to log back in to see your information.