



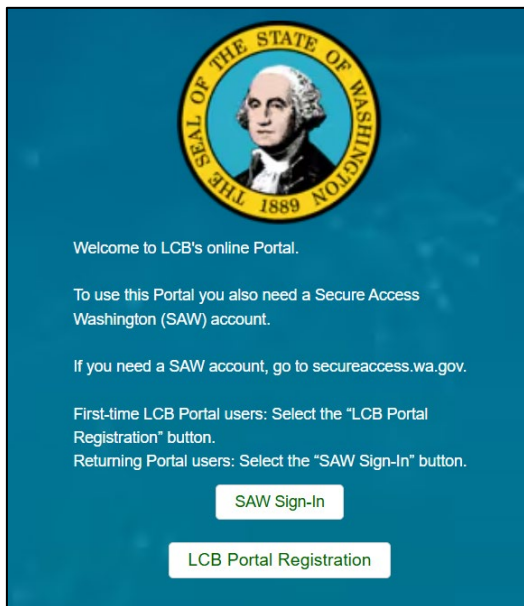
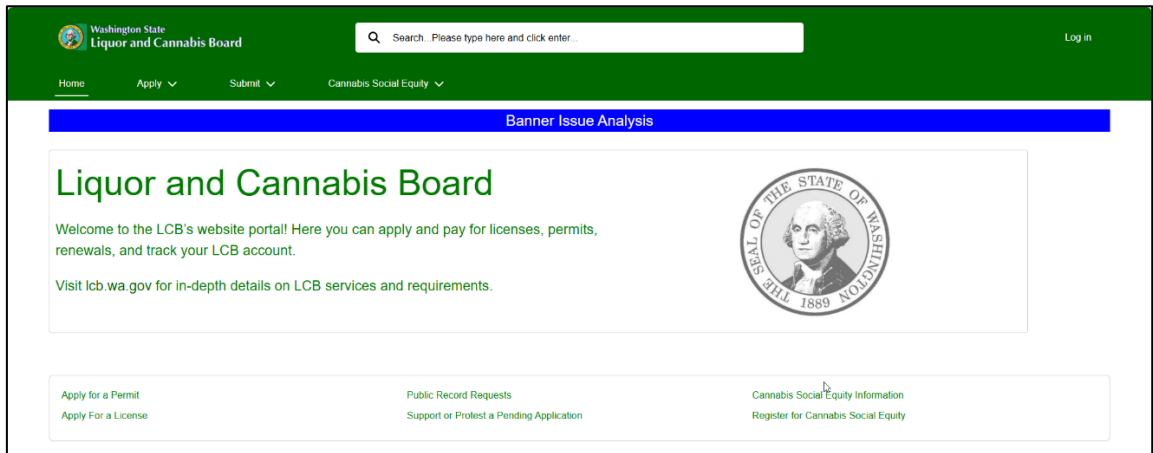
# LCB Portal Registration

## 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.



If you have problems setting up your account or with SAW's single sign-on, contact WaTech at (360) 586-1000 or [support@watech.wa.gov](mailto:support@watech.wa.gov).




## 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](https://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.

### Registering on the Portal: UBI information

When you are asked for a 16-digit UBI, what you need to enter is a combination (in this order) of your:

- UBI#
- Business ID#
- Location ID#

These three items added together total 16 digits.

If you need to find your information, it is on the [Dept. of Revenue's website](#), under your business account.

## 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](https://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](https://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.