Washington State
Liquor and Cannabis Board

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. **Please do not use the "My Submissions" box on the Portal Home dashboard, as the links do not work.**
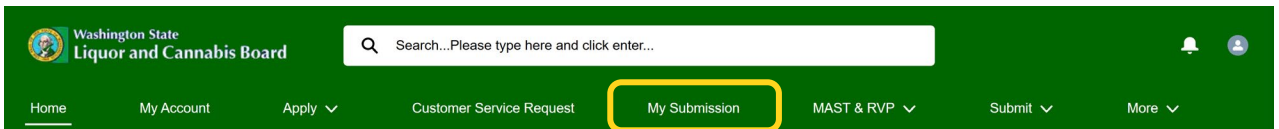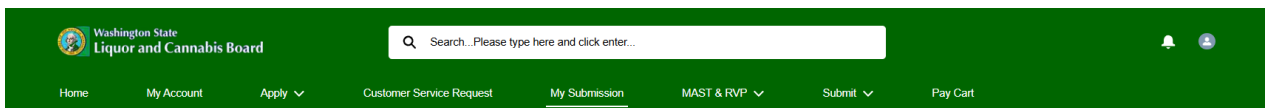

In this tab, there is a list of pending submissions (items you'll need to submit) for your applications, if there are any. Click the link under "Application Number" to go to the application you are working on.

You will then be able to fill out forms and upload files for that application.

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.

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.
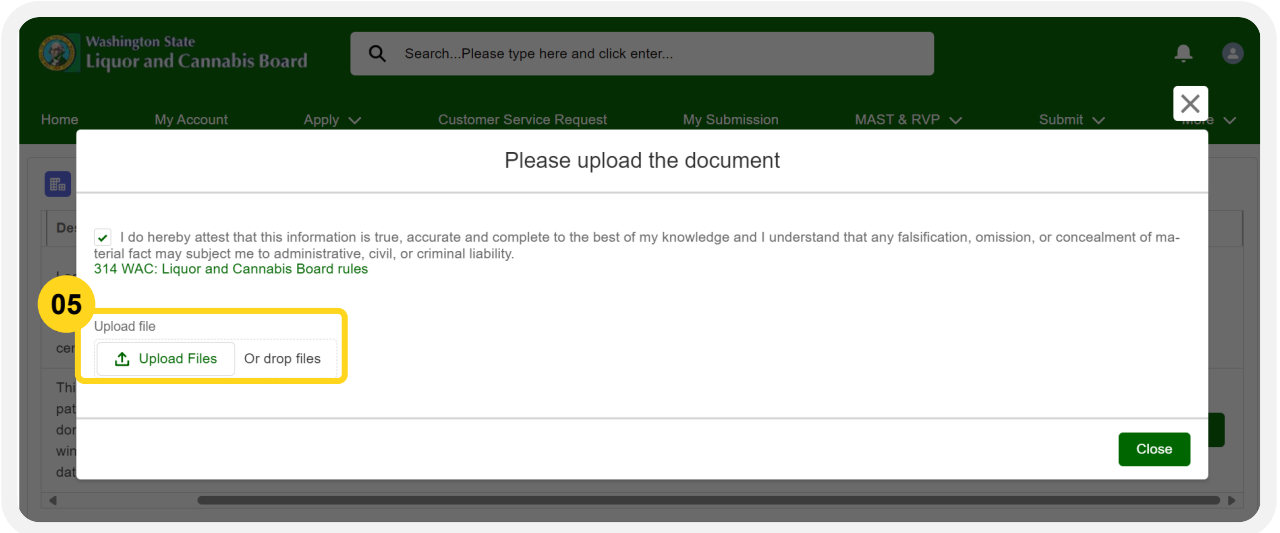

**04** Select the **Attestation** checkbox to attest that information you submitted is true, accurate and complete to the best of your knowledge and that you understand that any falsification, omission, or concealment of material fact may subject you to administrative, civil, or criminal liability.

05 Click **Upload Files** to select files from your device. You can also drag and drop files.
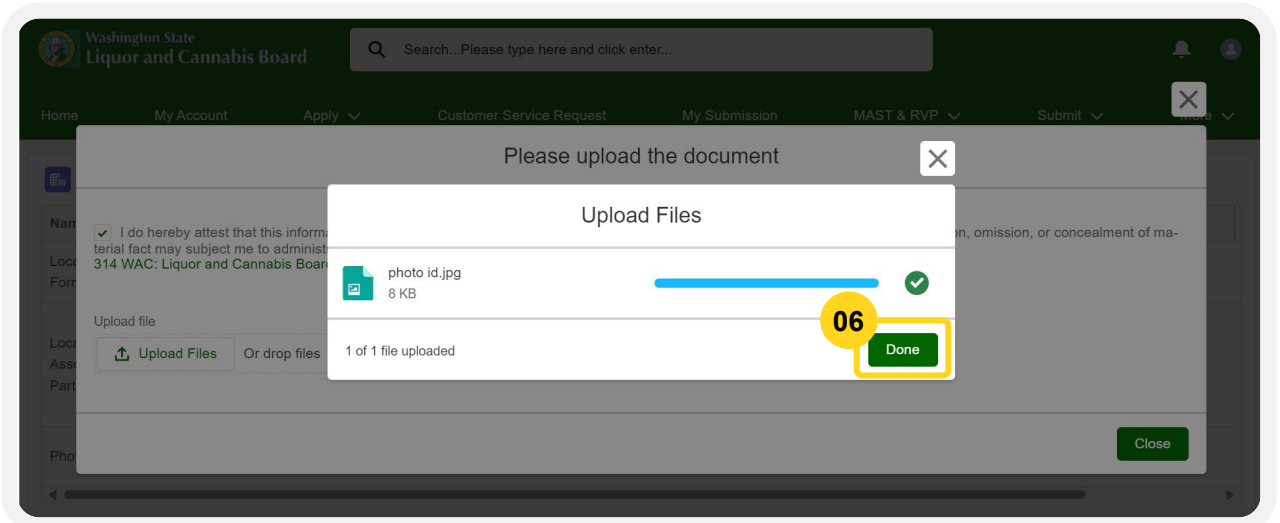
06 A confirmation message will appear confirming that your upload was successful.
Click **Done**.
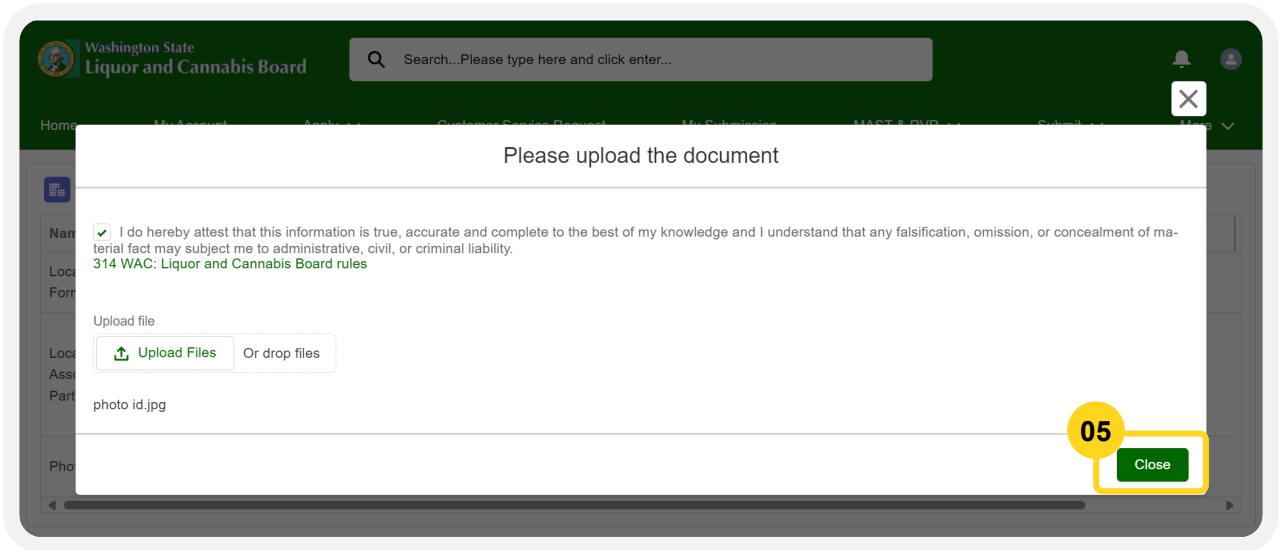
05 You can repeat **steps 3** and **4** to upload additional files, if needed. When ready, click **Close**. The pop-up window will close.

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.

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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.

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

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

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 logo]

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**

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05 Select the **Attestation** checkbox.

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   **A** Previous   **06** Submit

Steps

✔ LOCATION CONFIRMATION FORM

○ **ATTESTATION**

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06 Click **Submit**.

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