



Quick Actions

User Guide

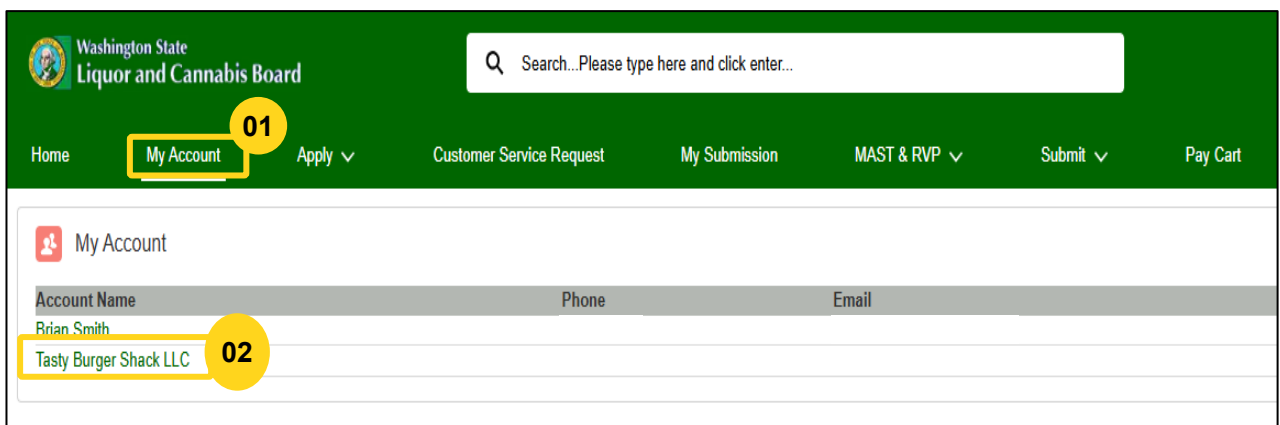
Using the Quick Actions feature to make changes to your application or license including: alterations, added endorsements, and added activities.



Navigating to Quick Actions

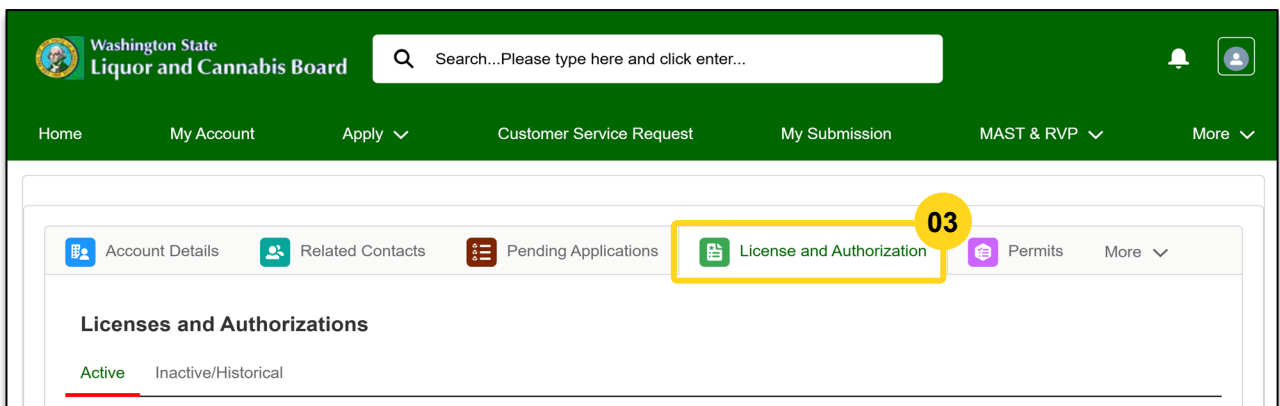
The LCB Portal offers a **Quick Actions** option so you can easily make changes to your liquor or cannabis application or license.

Follow the steps below to navigate to the **Quick Actions** menu.



01 First, go to the account with the active license. Click the **My Account** tab in the **Navigation Menu** to see the list of options.

02 Click the **Account Name** to access the account information.



03 Select the **License and Authorization** tab to see the active license.



Account Details Related Contacts Pending Applications License and Authorization Permits Agents

Licenses and Authorizations

Active Inactive/Historical

Status: -Select- Type: -Select- Subtype: -Select-

Reset Filters

Account Name	License Number	Type	Subtype	Location	Expiration Date	Status
Tasty Burger Shack LLC	438047	Liquor	Retail	1025 Union Ave SE, Olympia, WA 98501	Mar 31, 2026	Active

04 Review the information available and identify the required license.

05 Use the navigation bar at the bottom of the table to slide to the right to see the last column on the right.

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Status: -Select- Type: -Select- Subtype: -Select-

Reset Filters

	License Number	Type	Subtype	Location	Expiration Date	Status	Additional Actions
C	438047	Liquor	Retail	1025 Union Ave SE, Olympia, WA 98501	Mar 31, 2026		<div>Add/Remove Endorsement/Activity Liquor Alteration Request Register Central Warehouse</div>

06 In the **Additional Actions** column, click the drop-down button to open the **Quick Actions**.

07 Your list of available **Quick Actions** to your license will drop down. Select the action you would like to take.



Liquor License Quick Actions



If you have an eligible **Active Liquor License**, you will be able to:

- Apply for Duplicate Liquor License
- Apply for a Keg Book
- Register Central Warehouse
- Liquor Alteration Request
- Add/Remove Endorsement/Activity

If you have an eligible **Pending Liquor License** you will be able to:

- Register a Central Warehouse
- Add/remove an Endorsement/Activity
- Withdraw an Application

If you have an **Existing CLS or SLS Title**, you will be able to:

- Request Transfer
- Request Relocation

Cannabis License Quick Actions

If you have an eligible **Active Cannabis License**, you will be able to:

- Make a Cannabis Alteration Request
- Request a Cannabis Title Certificate
- Apply for Additional Funding

If you have an eligible **Cannabis Title Certificate**, you will be able to:

- Transfer Cannabis Title Certificate
- Request to Reinstate License

If you have a **Cannabis Cooperative**, you will be able to:

- Renew
- Change Authorization



See the **New Applications User Guide** for the full list of possible Quick Actions in the Portal.