



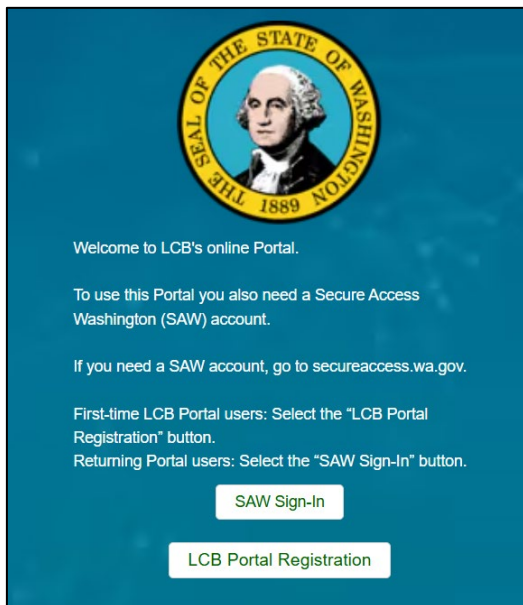
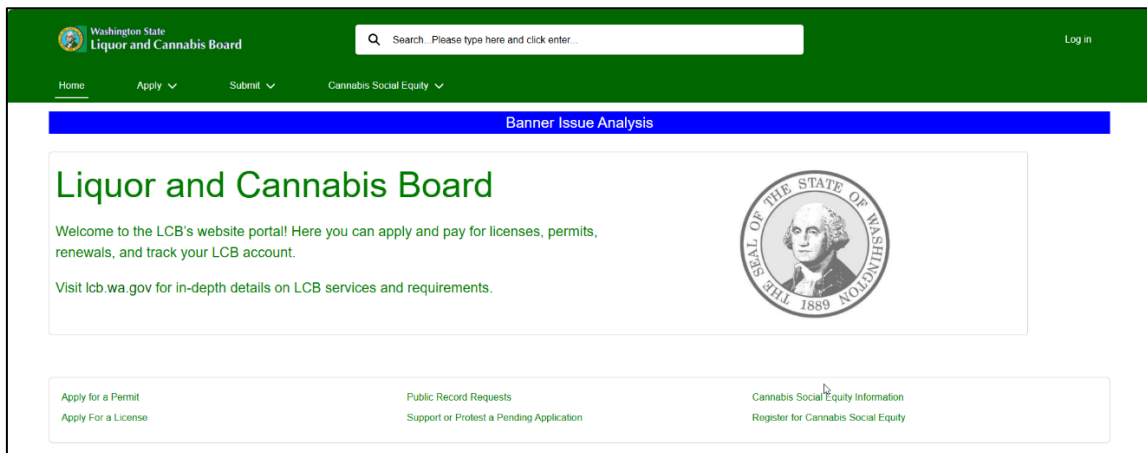
LCB Portal Registration

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 us at 360-664-1776 or servicedesk@lcb.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) 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 [?] test

Last Name [?] test

Date of Birth [?] 2/25/2025

Or

Registration Code [?]

* SAW Username [?] test

* Email Address [?] Test@lcb.wa.gov

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) 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 ⓘ
*Date of Birth ⓘ	Social Security Number ⓘ
*Email Address ⓘ	*SAW Username ⓘ

Note: To set up an LCB account, you must first set up an account with Secure Access Washington (SAW) at secureaccess.wa.gov. You will need your SAW information to set up your LCB account.

BackSubmit

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.