



LCB Portal Registration

First-Time Portal Use User Guide



Creating a Portal Account

To create your LCB Portal account, you must first have (or set up) a Secure Access Washington (SAW) account.

The screenshot shows a web page with a green header containing the Washington State seal and the text 'THE SEAL OF THE STATE OF WASHINGTON 1889'. Below the header are 'Home' and 'Español' buttons. The main content area is titled 'Sign Up For An Account' and contains the following text: 'Fill in the following form to sign up for an account. [If you are not sure if you already have an account, check here.](#)' Below this is a section titled 'Personal Information' with three input fields: 'First Name', 'Last Name', and 'Primary Email'.

If you think you already have a SAW account, you can find out by using the steps below:

1. Go to the SAW [website](#).
2. Click the link that says “[If you are not sure if you already have an account, check here.](#)”
3. Enter your email address.
4. Check for a response:
 - **If you get an email:** This confirms you have a SAW account for that email address. The email will have your username – you’ll need it for your LCB account set up.
 - **If you get a message that your email was not found:** There isn’t a SAW account with that email address, and you need to set one up.



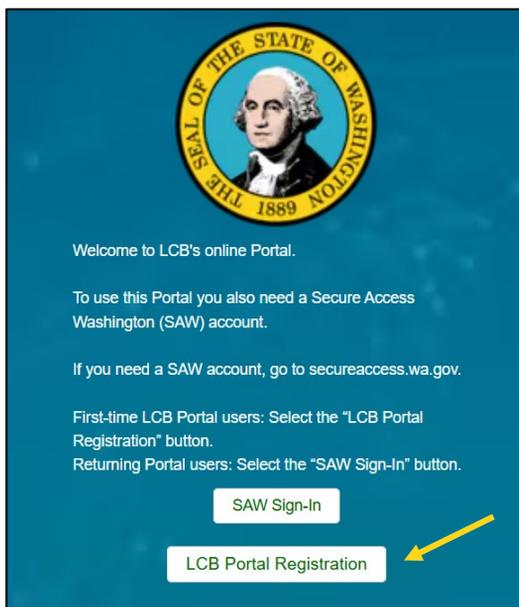
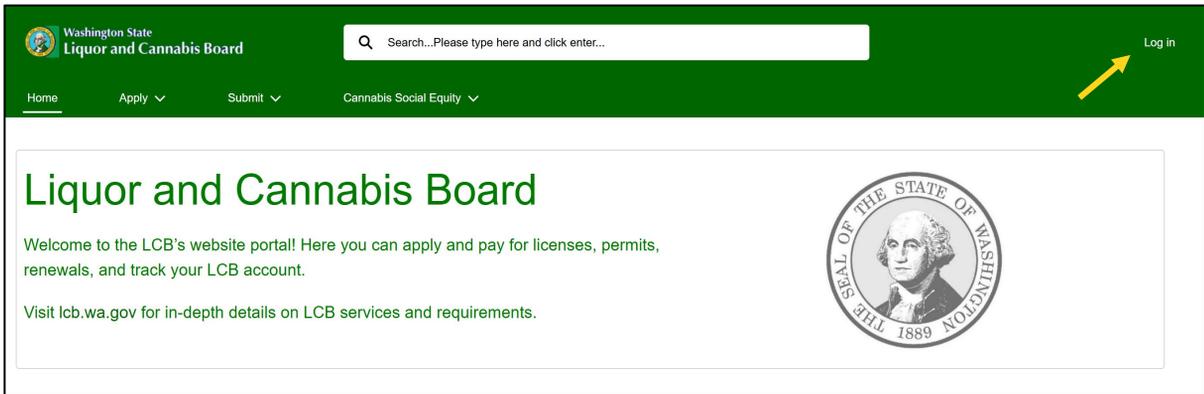
If you don't already have a SAW account, you can create one:

- Follow the steps SAW's [website](#) to create a new SAW account using your email address and a chosen password.
- Once you have a SAW account, return to the LCB Portal.



If you have problems setting up your SAW account, their website has a chat feature to help – or contact them at 360-586-1000 or Support@watech.wa.gov.

Once you've created your SAW account, click Log In (upper right) on the LCB Portal page to set up your Portal account.



First-Time Portal User:
Click on LCB Portal Registration
(bottom button)



Registration for Current Licensees

1. You will be asked if you have done business with the LCB before. If you currently have an LCB license or permit, or you submitted your application for one through DOR, click **Yes**.

If you have not, skip to page 5.

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 screen, 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.
4. You can now go back 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 account set up 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#

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



Registration for New Licensees

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.

Back Submit

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.