

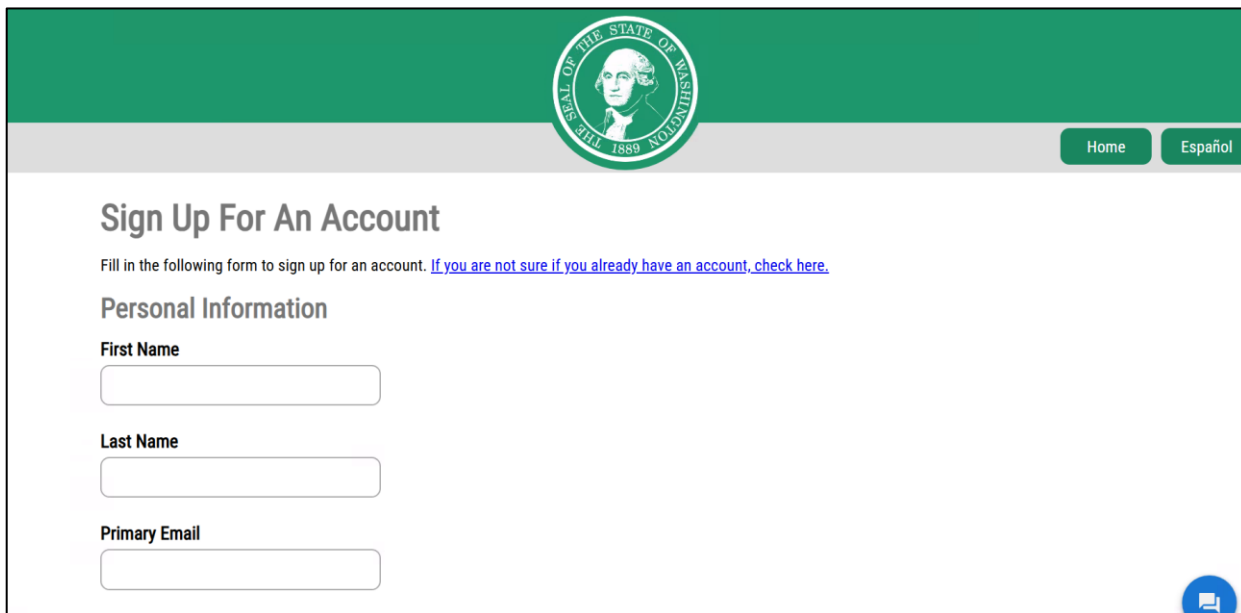


# LCB Portal Registration

## 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.



**Sign Up For An Account**

Fill in the following form to sign up for an account. [If you are not sure if you already have an account, check here.](#)

**Personal Information**

**First Name**

**Last Name**

**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 setup.
  - **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 on SAW's [website](#) to create a new SAW account using your email address and creating a 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](mailto:Support@watech.wa.gov).

**Once you've created your SAW account, access the LCB Portal [here](#). Click one of the following options:**

- If you are a returning Portal user, click **Log In**.
- If you are a first-time Portal user, click **First-Time Portal User**.

 Washington State  
Liquor and Cannabis Board

Search...Please type here and click enter...

Home

## Welcome to the Liquor and Cannabis Board (LCB) Portal

Below are the services that **do not require login**:

- [Banquet Permit](#)
- [Household Move Permit](#)
- [Support or Protest a Pending Application](#)

For most other LCB services, you need to set up and log in to an LCB Portal account.

Visit [lcb.wa.gov](http://lcb.wa.gov) for in-depth details on LCB services and requirements. For help setting up your Portal account or with tasks on the Portal check out our [Portal User Guides](#).

## Returning Portal User

If you have set up and logged into your LCB Portal account before, you can log in by clicking the button below and entering your SecureAccess Washington (SAW) credentials.

Log In

## First-Time Portal User

If you have not already set up your LCB Portal account, please click the button below.

First-Time Portal User

# Registration for New Licensees

## 1. After clicking First-Time Portal User, you will see the screen below.

- If you have created a SAW account, select **Yes** then **Continue**.
- If you have not created a SAW account, please follow the instructions on page 1 of this guide.

The screenshot shows the Washington State Liquor and Cannabis Board (LCB) website header with the logo and a search bar. Below the header is a navigation bar with a 'Home' link. The main content area is titled 'First-Time Portal User' and contains the following text: 'Each person must have their own SAW account and contact e-mail to register for an LCB Portal account. Do you have a SecureAccess Washington (SAW) account?'. There are three radio button options: 'Yes' (selected), 'No', and 'Not Sure'. Below these options is a link that says 'Click Continue to proceed with the Portal Registration'. To the right of the main content area is a 'Steps' section with three steps: 'SAW Verification' (indicated by a blue circle), 'Enter SAW Username and Personal Information or Registration Code' (indicated by a grey circle), and 'Confirmation' (indicated by a grey circle). At the bottom right of the main content area is a green 'Continue' button.

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### First-Time Portal User

Each person must have their **own** SAW account and contact e-mail to register for an LCB Portal account. Do you have a SecureAccess Washington (SAW) account?

☒ Yes  
☐ No  
☐ Not Sure

Click Continue to proceed with the Portal Registration

Continue

Steps

- SAW Verification
- Enter SAW Username and Personal Information or Registration Code
- Confirmation

2. On the next screen below, enter the following information:
  - SAW Username\*
  - Email Address\*
  - First and Last Name
  - Date of Birth
  - Social Security Number (helps us match your information with our records)
  - Click on **Submit**.
3. If you see an error message on the screen after selecting Submit, you will need to contact the Service Desk 360-664-1776 to get a registration code. You will then need to come back to the Portal and use your registration code to move forward using the bottom half of this screen when you return.

\*Every person, even from the same business, must have their own SAW account, unique email address, and LCB Portal account.

Washington State  
Liquor and Cannabis Board

Search... Please type here and click enter...

Home

### Enter Personal Information or Registration Code

You can register by entering your SAW username and personal information.

SAW Information

\*SAW Username ⓘ

\*Email Address ⓘ

Personal Information

\*First Name ⓘ

\*Last Name ⓘ

\*Date of Birth ⓘ

Social Security Number ⓘ

OR

Registration Code

If you're having trouble or see an error during registration, call the LCB Service Desk at (360) 664-1776 to get your Registration Code. Once you have it, enter it below to complete your registration.

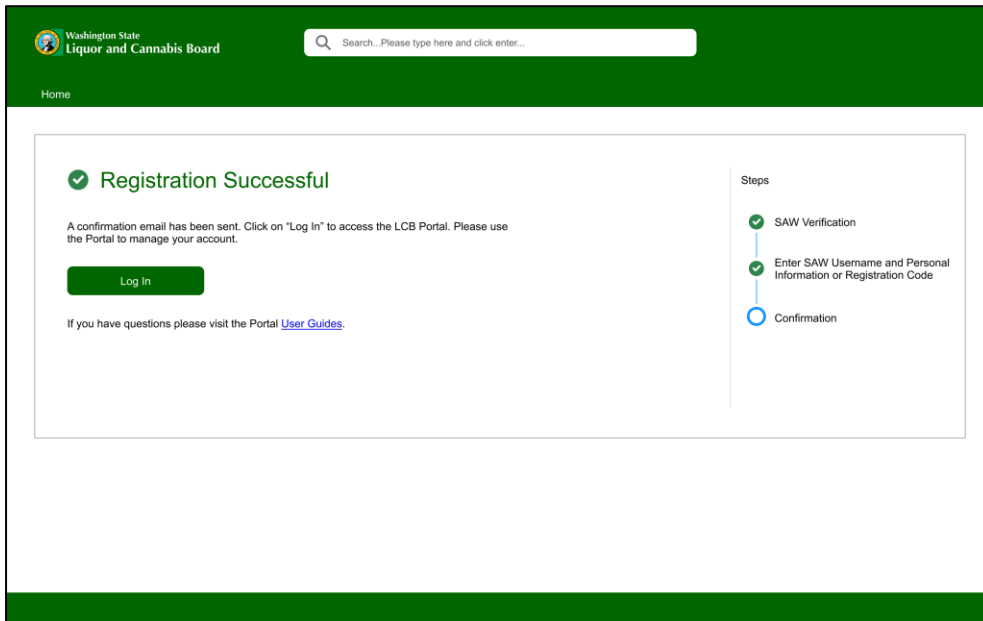
Registration Code ⓘ

Back Submit

Steps

- SAW Verification
- Enter SAW Username and Personal Information or Registration Code
- Confirmation

4. You will get a confirmation message that you have successfully created your LCB Portal account.



5. Click **Log In** to continue to your LCB Portal account. This will bring you to the SAW Login page, which you will use to access your Portal account.



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.

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