



Washington State
Liquor and Cannabis Board

Washington State Liquor and Cannabis Board

Cannabis Central Reporting System (CCRS)

User Sign-In Guide

How to access CCRS with the new WA.gov sign-in

Welcome

The Cannabis Central Reporting System (CCRS) is where Washington State cannabis licensees submit required reporting data. CCRS now uses Washington State's WA.gov sign-in to keep your account secure.

This short guide explains how to sign in and get set up. It applies to licensees and their employees who upload files through the CCRS website. Users can follow the same steps to access the CCRS [Pre-Production website](#).

Note: if you connect to CCRS using the API, this guide is not for you. Please see the separate CCRS Integrator API Guide.

What's changing?

Previously you signed in with a CCRS-specific login. Now you'll sign in using a WA.gov account - the same secure sign-in used across many Washington State services. The first time you sign in, you'll complete a quick one-time registration so CCRS knows which license(s) your WA.gov account is tied to.

After the one-time setup, you simply sign in with WA.gov each time. You won't need to register again.

Getting Started

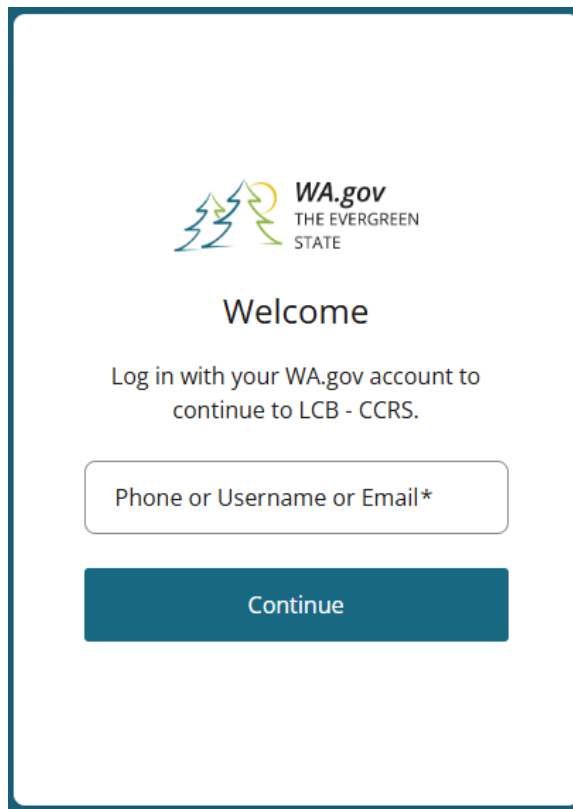
Step 1 - Make sure you have a WA.gov account

You need a WA.gov account to sign in to CCRS. If you already use one for other Washington State services, you can use it here. You will need separate WA.gov accounts for the Pre-Production environment and the live environment.

- [Create a WA.gov account here](#)
- [Create a Pre-Production WA.gov account here](#)

Step 2 - Sign in to CCRS

1. [Go to the CCRS website.](#)
2. Choose to sign in. You'll be taken to the WA.gov sign-in page.

A screenshot of the WA.gov sign-in page. At the top is the WA.gov logo, which consists of three stylized evergreen trees in blue, green, and yellow, followed by the text "WA.gov THE EVERGREEN STATE". Below the logo is the word "Welcome" in a large, bold, black font. Underneath "Welcome" is the text "Log in with your WA.gov account to continue to LCB - CCRS." in a smaller black font. Below this text is a white rectangular input field with a thin grey border, containing the placeholder text "Phone or Username or Email*". Below the input field is a solid blue rectangular button with the word "Continue" in white text.

3. Sign in with your WA.gov account.

Step 3 - Complete the one-time registration

The first time you sign in with WA.gov, CCRS needs to link your WA.gov account to your CCRS account. You'll be taken to a short registration screen. This is a one-time step, and future visits will only require your WA.gov login information.



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Register

Associate your WA.GOV account with CCRS

You've successfully authenticated with your identity provider.

If you are the primary CCRS Administrator logging into your license's CCRS account for the first time, please provide the email of record for your license when prompted (this is typically what you used in your initial application with BLS).

If you are a secondary authorized user, please provide the email to which your primary administrator granted reporting privileges.

This email does not need to match your login email. This step will not be required for future logins.

Email

Register

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1. Enter the email address you use for CCRS reporting. This links your WA.gov sign-in to your CCRS account. This email address must already have been set up with LCB Licensing.
2. Click "**Register**." You're now set up, can access CCRS, and submit files as usual.

Need Help?

Contact the LCB ITS Service Desk (servicedesk@lcb.wa.gov) for assistance.