



Cannabis Central Reporting System License Administrator Guide



Washington State
Liquor and Cannabis Board

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Introduction to CCRS License Administration

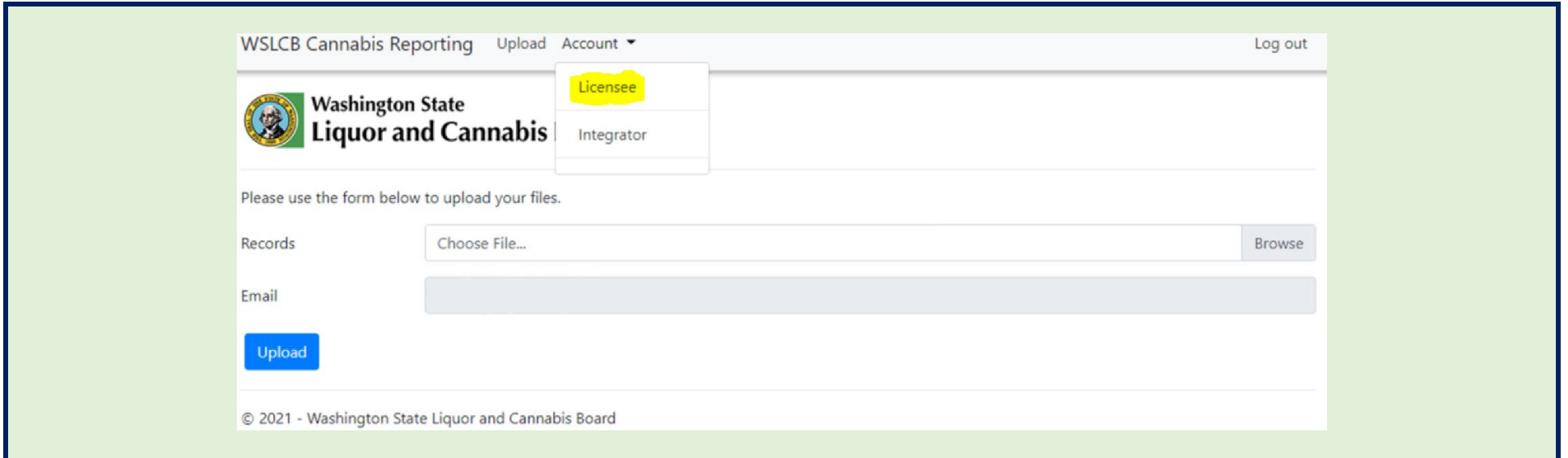
This document is intended as a guide for license administrators. As a reminder, there is only one license admin per license. This admin is assigned with the license's official LCB record (using the email of record), not via the CCRS interface.

This document outlines the steps to add additional users, remove these users, as well as add and remove integrators to report on a license's behalf.

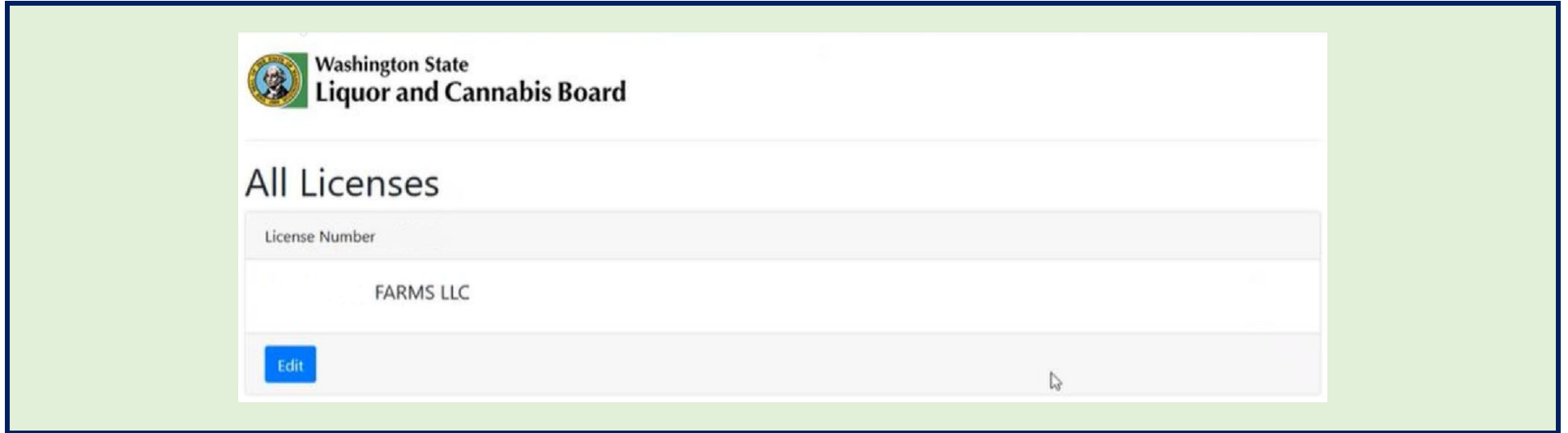
Manage License Users

The steps to add and remove users to a license account in CCRS are nearly identical, and are outlined below.

- 1) Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
 - a. Select "Account" from the top navigation
 - b. Select "Licensee" from the drop-down menu



- 2) This screen will display the list of licenses that are associated with the email of the license admin.
 - a. Select the "Edit" button for the associated license you would like to edit.




The screenshot displays the Washington State Liquor and Cannabis Board's "All Licenses" page. At the top left is the board's logo, which includes the state seal and the text "Washington State Liquor and Cannabis Board". Below the logo is the heading "All Licenses". A table with a light gray header and footer is shown. The header row is labeled "License Number". The table contains one data row with the text "FARMS LLC". Below the table, there is a blue button labeled "Edit". A mouse cursor is visible over the bottom right corner of the table area.

License Number
FARMS LLC

Edit

- 3) List of all approved integrators and approved users is populated.
 - a. Select the “Manage Users” button beneath the “Approved Users” section.

 **Washington State
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Edit License

License Number

Admin Email

License Name

Approved Integrators

Weed We

[Manage Integrators](#)

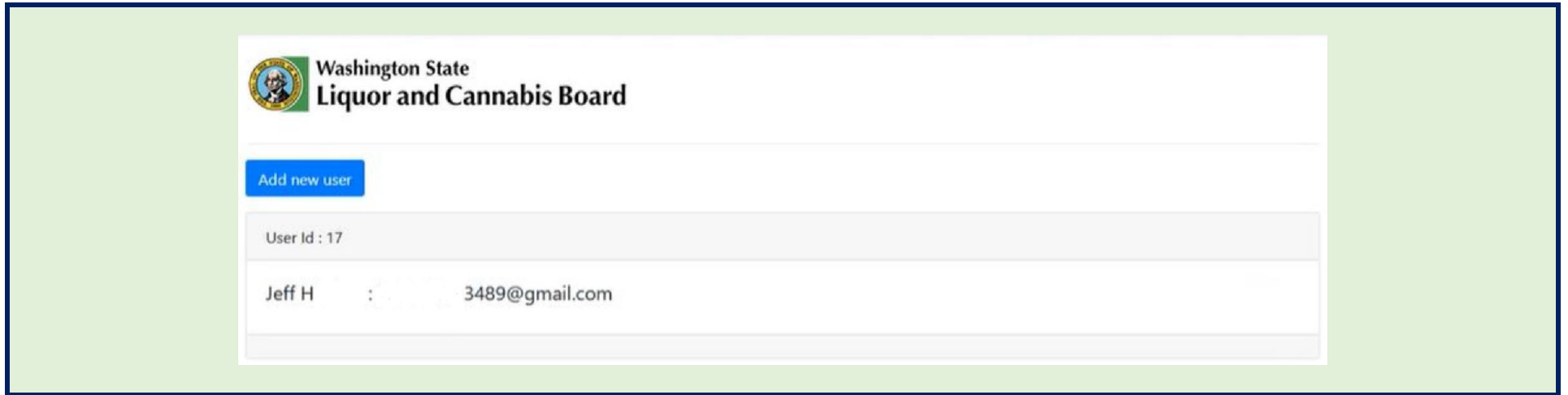
Approved Users

Jeff H

[Manage Users](#)

To Add License users

- 1) Any and all active license users that have been previously added by the license admin will be found on this screen.
 - a. Select the “Add new user” button.




- 2) In the user registration prompt:
- a. Fill in requested information.
 - i. Email
 - ii. First Name
 - iii. Last Name
 - b. Select the “Add User” button.



The screenshot shows a web form for user registration. At the top left is the logo of the Washington State Liquor and Cannabis Board, which includes a circular seal with a figure and the text "Washington State Liquor and Cannabis Board". Below the logo is the title "User Registration". The form contains three input fields: "Email" with a cursor, "FirstName", and "LastName". At the bottom left of the form is a blue button labeled "Add User".

3) List of all approved integrators and approved users is populated with the additional user added.

 **Washington State
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Edit License

License Number

Admin Email

License Name

Approved Integrators

Weed We

[Manage Integrators](#)

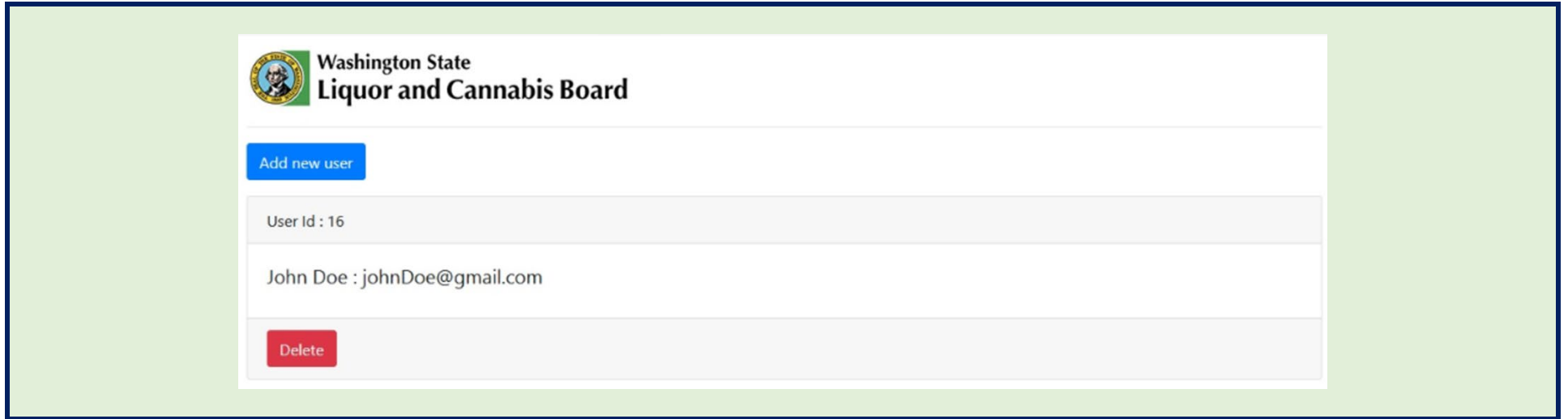
Approved Users

Jeff H
Sally D

[Manage Users](#)

To delete users

- 1) Any and all active license users that have been previously added by the license admin will be found on this screen.
 - a. Select the “Delete” button.




The screenshot displays the user management interface for the Washington State Liquor and Cannabis Board. At the top left, there is a circular logo with a figure, followed by the text "Washington State Liquor and Cannabis Board". Below the header, there is a blue button labeled "Add new user". The main content area shows a list of users with the following details:

User Id : 16
John Doe : johnDoe@gmail.com
Delete

Manage Approved Integrators

- 4) Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
 - a. Select "Account" from the top navigation
 - b. Select "Licensee" from the drop-down menu

WSLCB Cannabis Reporting Upload Account ▾ Log out

 **Washington State
Liquor and Cannabis**

Please use the form below to upload your files.

Records

Email


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- 1) All licenses associated to the admin user login will be found in this screen
 - a. Select the "Edit" button for the associated license you would like to edit.



The screenshot displays the Washington State Liquor and Cannabis Board's administrative interface. At the top left, there is a logo featuring a circular emblem with a figure, followed by the text "Washington State Liquor and Cannabis Board". Below this, the heading "All Licenses" is prominently displayed. A table with a light gray header and footer is shown. The header row is labeled "License Number". The table contains one data row with the text "FARMS LLC" centered. At the bottom left of the table, there is a blue button with the white text "Edit". A mouse cursor is visible near the bottom right of the table area.

- 2) List of all approved integrators and approved users is populated
 - b. To manage integrators:
 - i. Select the “Manage Integrators” button beneath the “Approved Integrators” section

 **Washington State
Liquor and Cannabis Board**

Edit License

License Number

Admin Email

License Name

Approved Integrators

Weed We

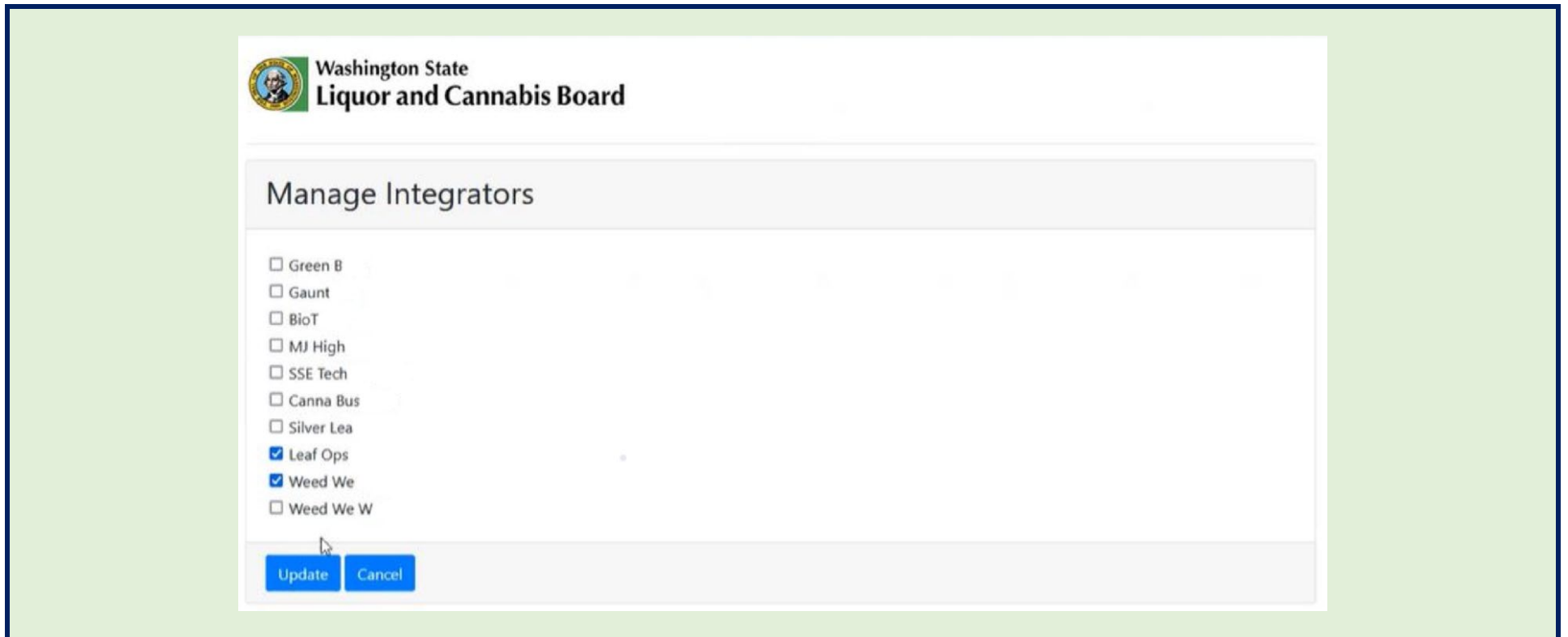
[Manage Integrators](#)

Approved Users

Jeff H

[Manage Users](#)

- 3) List of all approved integrators is populated
 - ii. Select the corresponding checkbox to the left for one, none, or multiple approved integrators
 - iii. Select the "Update" button to submit the update
 - iv. Select "Cancel" to close out screen without update



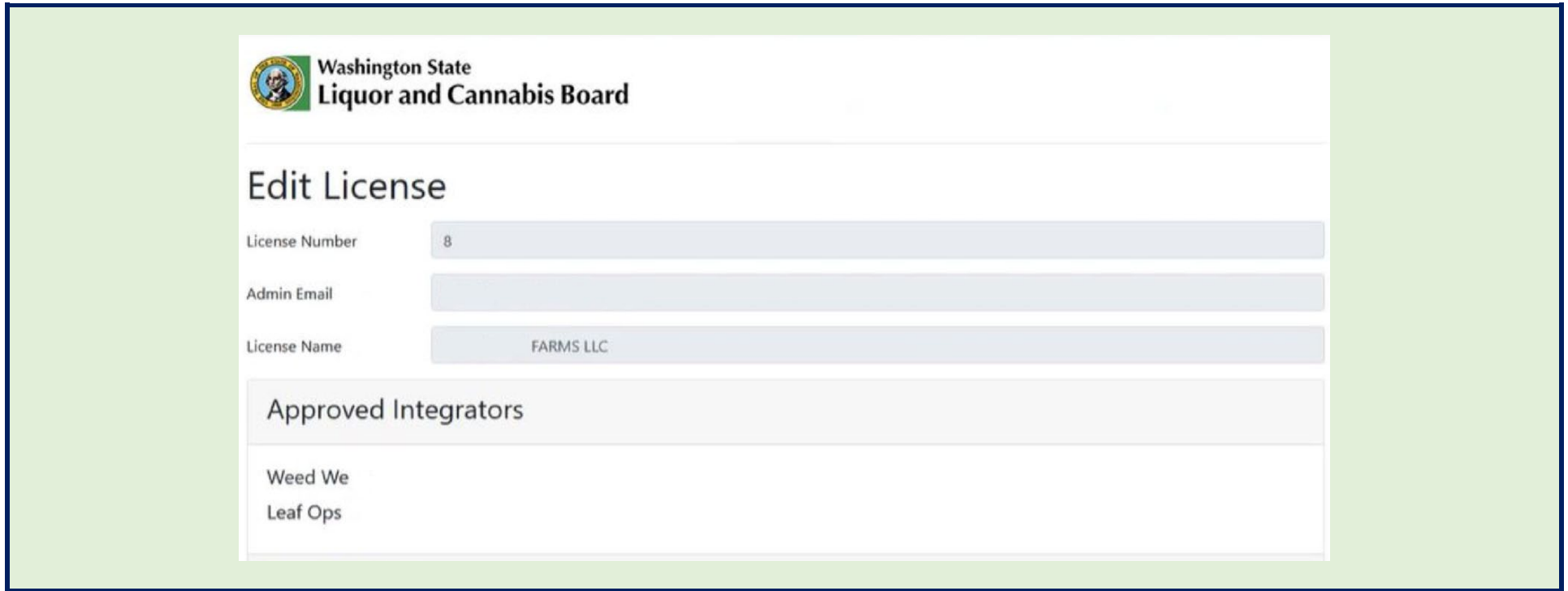
The screenshot displays the 'Manage Integrators' interface for the Washington State Liquor and Cannabis Board. At the top left, there is the board's logo and name. Below this, the title 'Manage Integrators' is centered in a light gray header. The main content area contains a list of integrators with checkboxes to their left. The integrators listed are Green B, Gaunt, BioT, MJ High, SSE Tech, Canna Bus, Silver Lea, Leaf Ops, Weed We, and Weed We W. The checkboxes for 'Leaf Ops' and 'Weed We' are checked, while the others are unchecked. At the bottom of the interface, there are two blue buttons: 'Update' and 'Cancel'. A mouse cursor is positioned over the 'Update' button.

Washington State
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Manage Integrators

- Green B
- Gaunt
- BioT
- MJ High
- SSE Tech
- Canna Bus
- Silver Lea
- Leaf Ops
- Weed We
- Weed We W

4) Once updated your list of approved integrators will reflect the choices made on the previous screen



The screenshot shows a web interface for the Washington State Liquor and Cannabis Board. At the top left is the board's logo, which includes a circular seal with a figure and the text "Washington State Liquor and Cannabis Board". Below the logo is the title "Edit License". The form contains three input fields: "License Number" with the value "8", "Admin Email" which is empty, and "License Name" with the value "FARMS LLC". Below these fields is a section titled "Approved Integrators" which contains two entries: "Weed We" and "Leaf Ops".