



## Secure Access Washington (SAW) User Guide

### Logging into SAW:

Step 1: Navigate to <https://cannabisreporting.lcb.wa.gov> (do not log directly into SAW). This will automatically redirect you to Secure Access Washington (SAW), where you will either:

- Sign into your active SAW account
  - Enter Username and Password
    - This will then redirect you back to the CCRS Portal.

### Or


- Create a new account by selecting the 'SIGN UP!' button. Follow the steps below when creating a SAW account.

The screenshot shows the Secure Access Washington (SAW) login interface. At the top, there is a green banner with the Washington State seal on the left and the text "WELCOME to your login for Washington state." on the right. Below the banner is a grey bar containing the "SecureAccess Washington" logo on the left and three buttons: "SIGN UP!", "GET HELP", and "TIPS ON". Below this bar is a white login form with the title "LOGIN". The form includes two input fields: "USERNAME" and "PASSWORD", a "SUBMIT" button, and two links: "Forgot your username?" and "Forgot your password?". To the right of the login form is a graphic with the text "ON BEHALF OF WASHINGTON STATE AGENCIES" over a map of Washington and the state capitol building. Red arrows point from the "SIGN UP!" button in the header to the "SUBMIT" button in the login form, and from the "Forgot your password?" link to the "SUBMIT" button.

- **NOTE:** If you have previously had a SAW account but don't remember your username or password, you will be able to reset them on the welcome screen shown above.

## Creating an Account:

Step 2: Once you have selected the 'SIGN UP!' button, you will be asked to enter your personal information which will include a username and password. You will want to remember your username and password for future log-on.

**Sign Up!** ×

### 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**

#### Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

**Additional Email Address (Optional)**

**Mobile Phone Number (Optional)**

*Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.*

#### Username and Password

**Username**


**Password Requirements**

Add at least 10 more characters

Add a special character or a lower case letter or an uppercase letter or a number

**Password**

**Confirm Password**

I'm not a robot  [Privacy Policy](#) [Terms](#)

[Privacy Policy](#)

**Activating your account:**

Step 3: Once you have completed your personal information and created a username and password, you will receive an activation link to the email that you entered as your primary email. You will need to click the link in the email you receive to activate your account and proceed to the log-in page for the CCRS portal.



**CHECK YOUR EMAIL**

An activation link has been sent to your email. You must click the link to activate your account before you can login.

**Logging into the CCRS Portal:**

Step 4: Once you reach the confirmation screen, navigate past the sign up screen by clicking the “X” in the top right corner, where you will return to the SAW login screen. For more detailed information on logging in to CCRS, refer to the Getting Started and Login Guide, which is available on the [CCRS Resources page](#).

If you are not redirected to the CCRS portal, but are logged into SAW, please close your browser and navigate to <https://cannabisreporting.lcb.wa.gov> to login in the correct manner.