

Secure Access Washington (SAW) User Guide

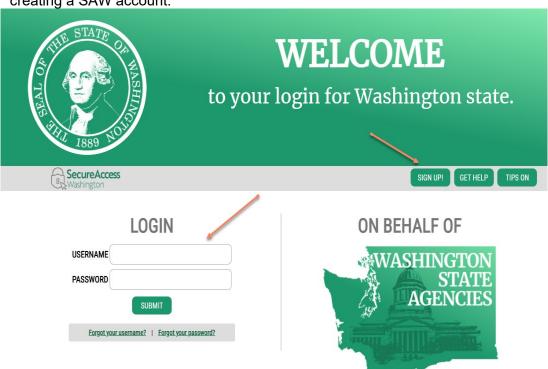
Logging into SAW:

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
 - o Enter Username and Password
 - This will then redirect you back to the CCRS Portal.

Or

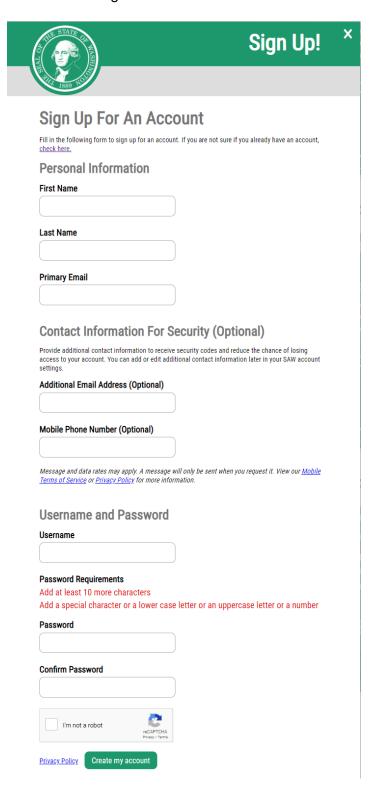
 Create a new account by selecting the 'SIGN UP!' button. Follow the steps below when creating a SAW account.



 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.



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.