



Getting Started and Login Guide Cannabis Central Reporting System (CCRS)

The Cannabis Central Reporting System (CCRS) is the cannabis reporting system for Washington State. The information below will guide you in accessing CCRS for reporting.

If you need additional support or experience any issues, contact the LCB IT Helpdesk directly at 360-664-1776 or servicedesk@lcb.wa.gov for assistance. LCB is working to ensure issues are addressed as quickly as possible.

How to start:

Businesses directly accessing CCRS, as well as those utilizing a third party software Integrator, must have a Secure Access Washington (SAW) account using a unique email address. SAW is a single sign-on application gateway used by the state of Washington to simplify access to internet accessible government services.

Businesses using a third party software integrator will need to access CCRS directly at least once to assign their integrator, therefore must have a license administrator with a SAW account.

Creating a SAW account:

To create a SAW account navigate to <https://secureaccess.wa.gov/>. For step-by-step directions on creating or accessing your SAW account, see CCRS SAW User Guide available on the [CCRS Resources page](#).

CCRS Portal Access:

Initially, the only user who will be able to access CCRS to make changes for your business is the license administrator. There can only be one license administrator per licensee. The license administrator account is set up based on the email address provided to LCB during the licensing process. Each assigned license administrator is responsible for setting up additional users in the CCRS portal.

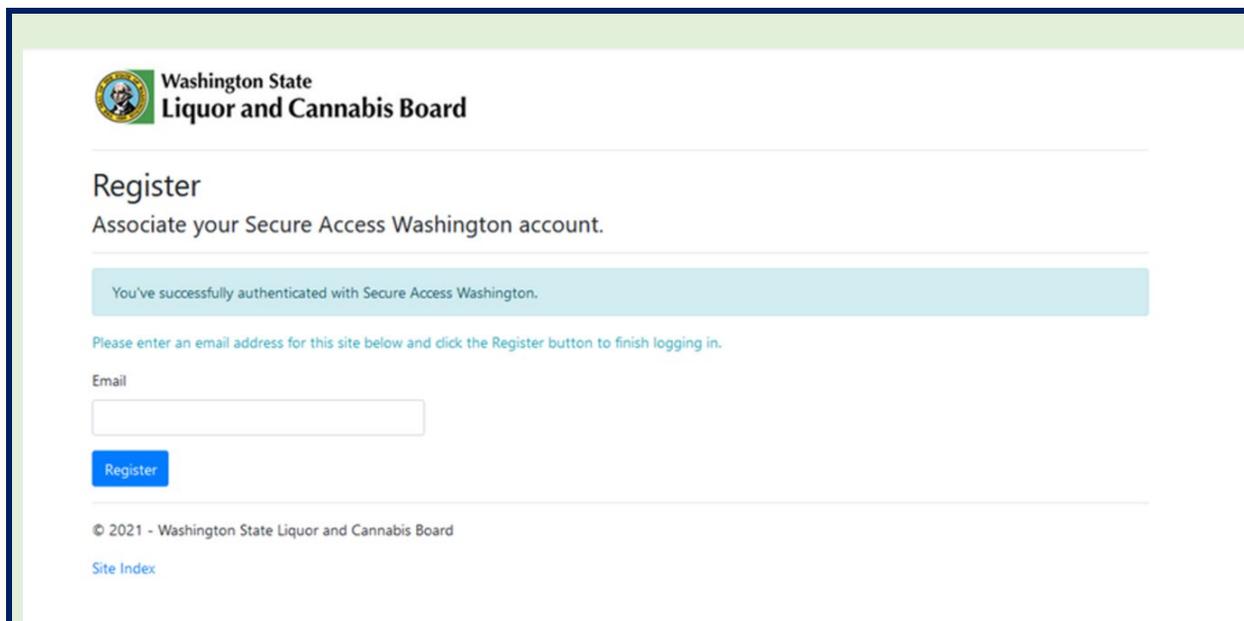
Working with a third party integrator:

Check with your third party integrator to confirm they are on the LCB's validated integrator list. More information for third party integrators and a list of validated integrators is available on the [Info for Third Party Integrators page on the LCB site](#).

Logging in to CCRS:

- 1) The URL <https://cannabisreporting.lcb.wa.gov> will redirect to Secure Access Washington (SAW) for authentication
 - a) Use your existing SAW account or create a new one to complete this authentication, as outlined in the CCRS SAW User Guide available on the [CCRS Resources page](#)
 - b) Reminder that SAW has a different URL (<https://secureaccess.wa.gov/>), so while authenticating, the URL will not show as LCB (<https://cannabisreporting.lcb.wa.gov>)
- 2) **For the CCRS license administrator**
 - a) When logging in for the first time (after signing into SAW for authentication), users are prompted to confirm their CCRS email at the first landing page (see below)
 - b) This email is the one that is associated with the license location(s)
 - c) If you are unsure about the email address associated with your license(s) account, this can be validated with your LCB Licensing Specialist or at LicensingChanges@lcb.wa.gov
 - d) It does not have to be the email that is used for your SAW account
 - e) Only one SAW user can associate as the license admin
 - f) If the incorrect email is entered at this step, or another user in the organization has already completed this step, your account will be locked until you submit a ticket is submitted for assistance at ServiceDesk@lcb.wa.gov
- 3) **For additional users added by the license admin**
 - a) When logging in for the first time (after signing into SAW for authentication), users are prompted to confirm their CCRS email at the first landing page (see below)
 - b) Additional users enter the email that matches what was used when their CCRS user account was created by the license admin
 - c) If an additional user enters the license admin email instead of their user account at this step, the account may be locked until a ticket is submitted for assistance at ServiceDesk@lcb.wa.gov

This association step should not occur at subsequent logins.



The screenshot shows the registration page for the Washington State Liquor and Cannabis Board. At the top left is the board's logo and name. The main heading is "Register" with the subtext "Associate your Secure Access Washington account." Below this is a light blue confirmation message: "You've successfully authenticated with Secure Access Washington." A blue instruction line reads: "Please enter an email address for this site below and click the Register button to finish logging in." There is an "Email" label above a text input field. Below the input field is a blue "Register" button. At the bottom, there is a copyright notice "© 2021 - Washington State Liquor and Cannabis Board" and a "Site Index" link.