



Cannabis Central Reporting System License Administrator Guide



**Washington State
Liquor and Cannabis Board**

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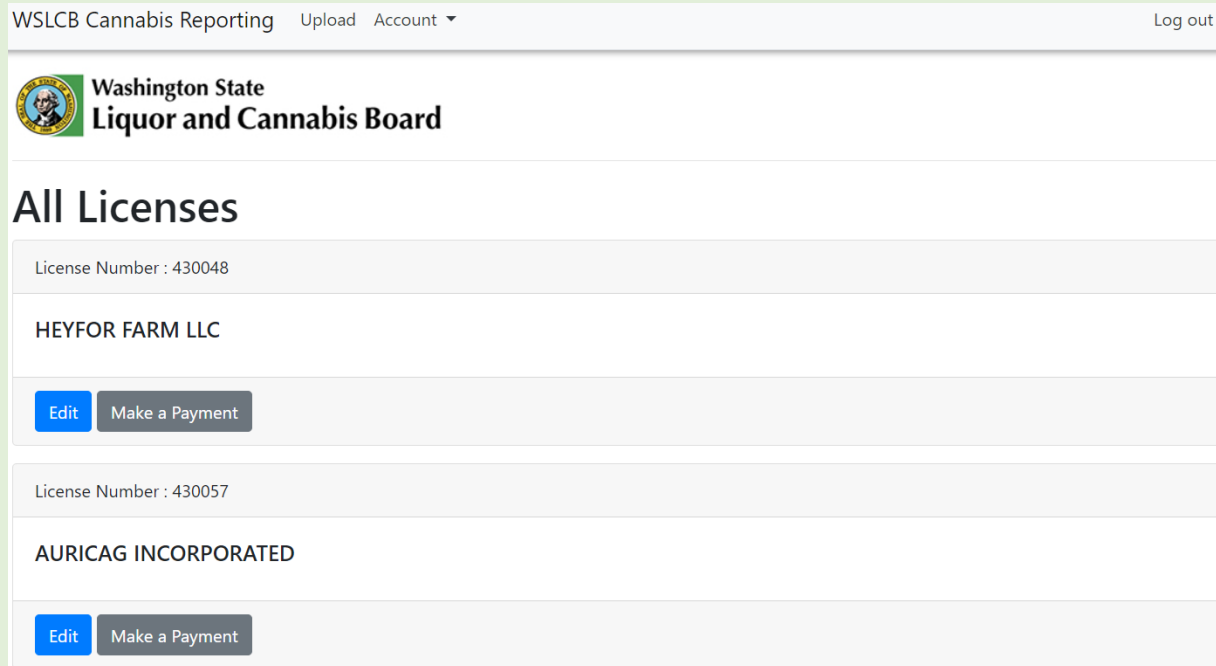
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Introduction to CCRS License Administration

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 make a payment, add additional users, remove these users, as well as add and remove integrators to report on a license’s behalf.

Make a Payment

- 1) Navigate to the URL: <https://cannabisreporting.lcb.wa.gov>
 - a. Select the “Account” drop-down menu
 - b. Select “Licensee”
- 2) This screen will display the list of licenses associated with the email of the license admin.
 - a. Select the “Make a Payment” button
- 3) Follow the instructions for using the payment portal on the LCB [Cannabis Tax Reporting page](#).



The screenshot displays the WSLCB Cannabis Reporting interface. At the top, there is a navigation bar with 'WSLCB Cannabis Reporting', 'Upload', 'Account' (with a dropdown arrow), and 'Log out'. Below the navigation bar is the Washington State Liquor and Cannabis Board logo and name. The main heading is 'All Licenses'. There are two license entries listed:

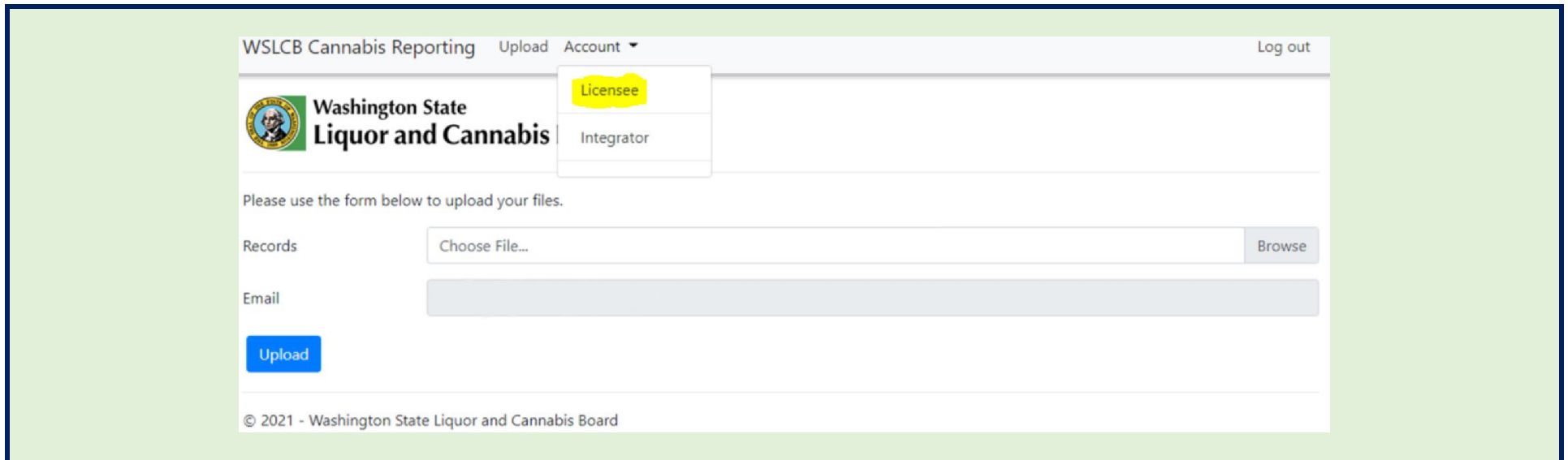
License Number : 430048
HEYFOR FARM LLC
Edit Make a Payment
License Number : 430057
AURICAG INCORPORATED
Edit Make a Payment

Adding Users to License

NOTE: Only the license admin may perform this function.

Licenses will need to add/assign integrators to their record to enable integrators to upload reports on the licensee's behalf.


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



The screenshot displays the 'WSLCB Cannabis Reporting' web application. At the top, there is a navigation bar with 'Upload' and 'Account' (with a dropdown arrow) links, and a 'Log out' button on the right. Below the navigation bar, the Washington State Liquor and Cannabis Board logo is visible on the left. A dropdown menu is open under the 'Account' link, showing two options: 'Licensee' (highlighted in yellow) and 'Integrator'. Below the menu, a message states: 'Please use the form below to upload your files.' The form includes a 'Records' section with a 'Choose File...' button and a 'Browse' button. Below this is an 'Email' input field. At the bottom of the form is a blue 'Upload' button. The footer of the page reads '© 2021 - Washington State Liquor and Cannabis Board'.

- 2) 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

WSLCB Cannabis ReportingUploadAccount ▾Log out

 **Washington State
Liquor and Cannabis Board**

All Licenses


License Number : 430048

HEYFOR FARM LLC

Edit

Make a Payment

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



Washington State
Liquor and Cannabis Board

Edit License

License Number

8

Admin Email

License Name

FARMS LLC

Approved Integrators

Weed We


Manage Integrators

Approved Users

Jeff H

Manage Users

- 4) List of all approved users is populated with option to add new user.
 - a. Select the “Add new user” button



Washington State
Liquor and Cannabis Board

Add new user

User Id : 17

Jeff H : 3489@gmail.com

5) User Registration

- 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 on the Washington State Liquor and Cannabis Board website. The form is titled "User Registration" and is set against a light green background. It includes three input fields for "Email", "FirstName", and "LastName", and a blue "Add User" button at the bottom.

Washington State
Liquor and Cannabis Board

User Registration


Email

FirstName

LastName

Add User

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



Washington State
Liquor and Cannabis Board

Edit License

License Number

8

Admin Email

License Name

FARMS LLC

Approved Integrators

Weed We

Manage Integrators

Approved Users

Jeff H

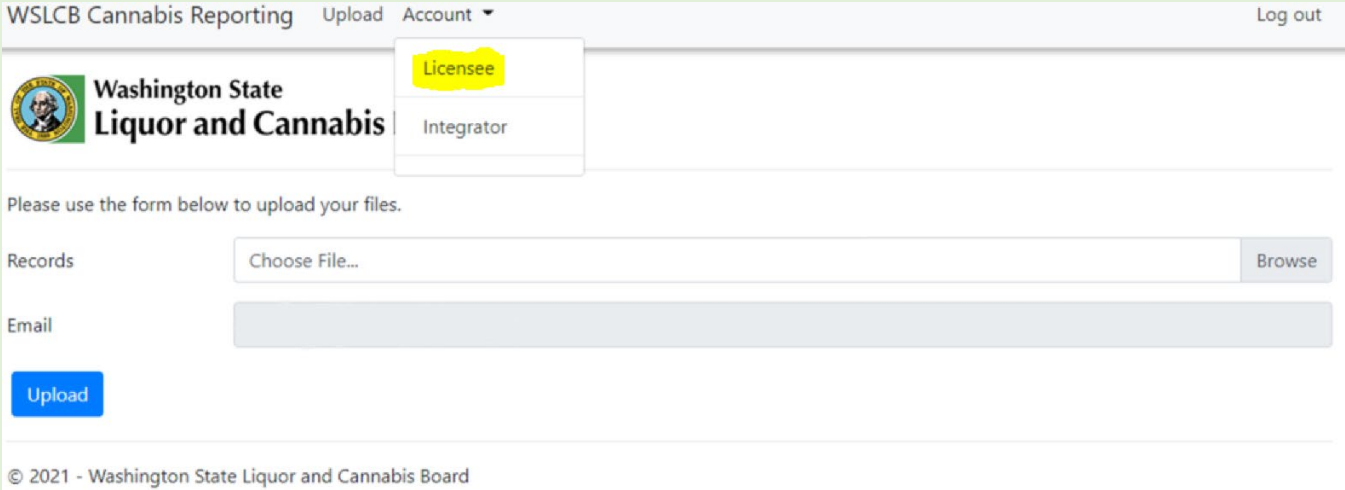
Sally D

Manage Users

Removing Users from License

NOTE: Only the license admin may perform this function.

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



The screenshot displays the 'WSLCB Cannabis Reporting' web application. At the top, there is a navigation bar with 'Upload' and 'Account' (with a dropdown arrow) on the left, and 'Log out' on the right. Below the navigation bar, the 'Washington State Liquor and Cannabis' logo is visible on the left. To its right, the 'Account' dropdown menu is open, showing two options: 'Licensee' (highlighted in yellow) and 'Integrator'. Below the logo and menu, a message states: 'Please use the form below to upload your files.' The form contains two input fields: 'Records' with a 'Choose File...' button and a 'Browse' button, and 'Email' with a text input field. A blue 'Upload' button is located below the 'Email' field. At the bottom of the page, the copyright notice '© 2021 - Washington State Liquor and Cannabis Board' is displayed.


- 2) 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

WSLCB Cannabis Reporting

Upload

Account ▾

Log out



Washington State
Liquor and Cannabis Board

All Licenses


License Number : 430048

HEYFOR FARM LLC

Edit

Make a Payment

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



Washington State
Liquor and Cannabis Board

Edit License

License Number

8

Admin Email

License Name

FARMS LLC

Approved Integrators

Weed We


Manage Integrators

Approved Users

Jeff H

Manage Users

- 4) List of all approved users is populated with option to delete user(s).
 - a. Select the “Delete” button



Washington State
Liquor and Cannabis Board

Add new user

User Id : 16

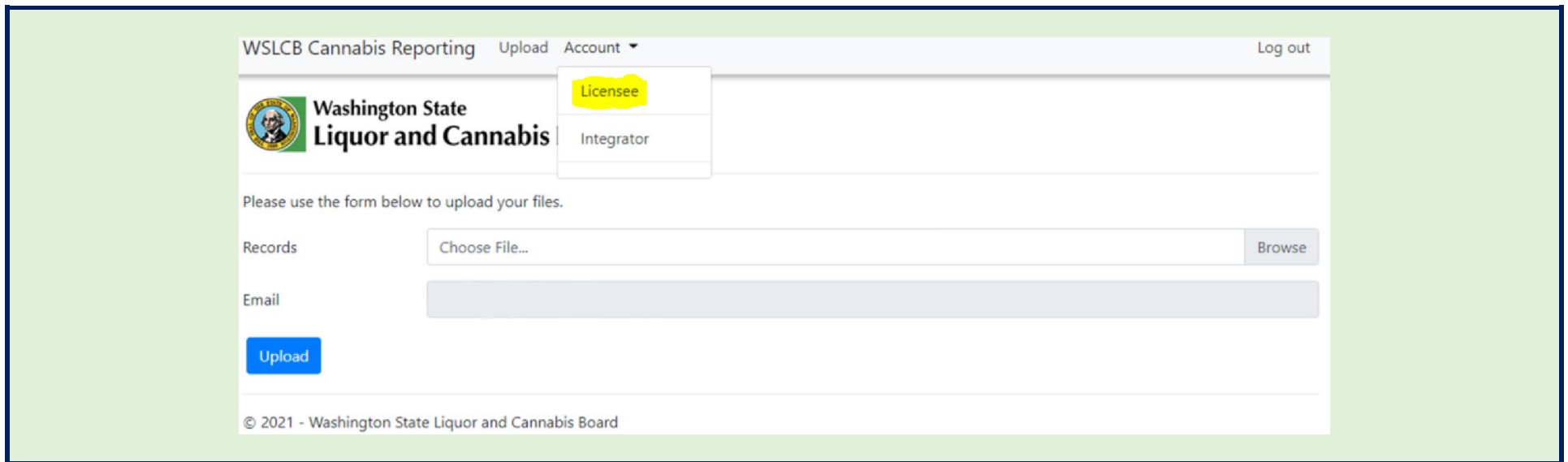
John Doe : johnDoe@gmail.com

Delete

Manage Approved Integrators

NOTE: Only the license admin may perform this function.

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



The screenshot displays the 'WSLCB Cannabis Reporting' web application. At the top, there is a navigation bar with 'Upload' and 'Account' (with a dropdown arrow) on the left, and 'Log out' on the right. Below the navigation bar, the 'Washington State Liquor and Cannabis' logo is visible on the left. To its right, the 'Account' dropdown menu is open, showing two options: 'Licensee' (highlighted in yellow) and 'Integrator'. Below the logo and menu, a message states: 'Please use the form below to upload your files.' The form contains two input fields: 'Records' with a 'Choose File...' button and a 'Browse' button, and 'Email' with a text input field. A blue 'Upload' button is located below the 'Email' field. At the bottom of the page, the copyright notice '© 2021 - Washington State Liquor and Cannabis Board' is displayed.


- 2) 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.

WSLCB Cannabis Reporting

Upload

Account ▾

Log out



Washington State
Liquor and Cannabis Board

All Licenses


License Number : 430048

HEYFOR FARM LLC

Edit

Make a Payment

- 3) 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

8

Admin Email

License Name

FARMS LLC

Approved Integrators

Weed We

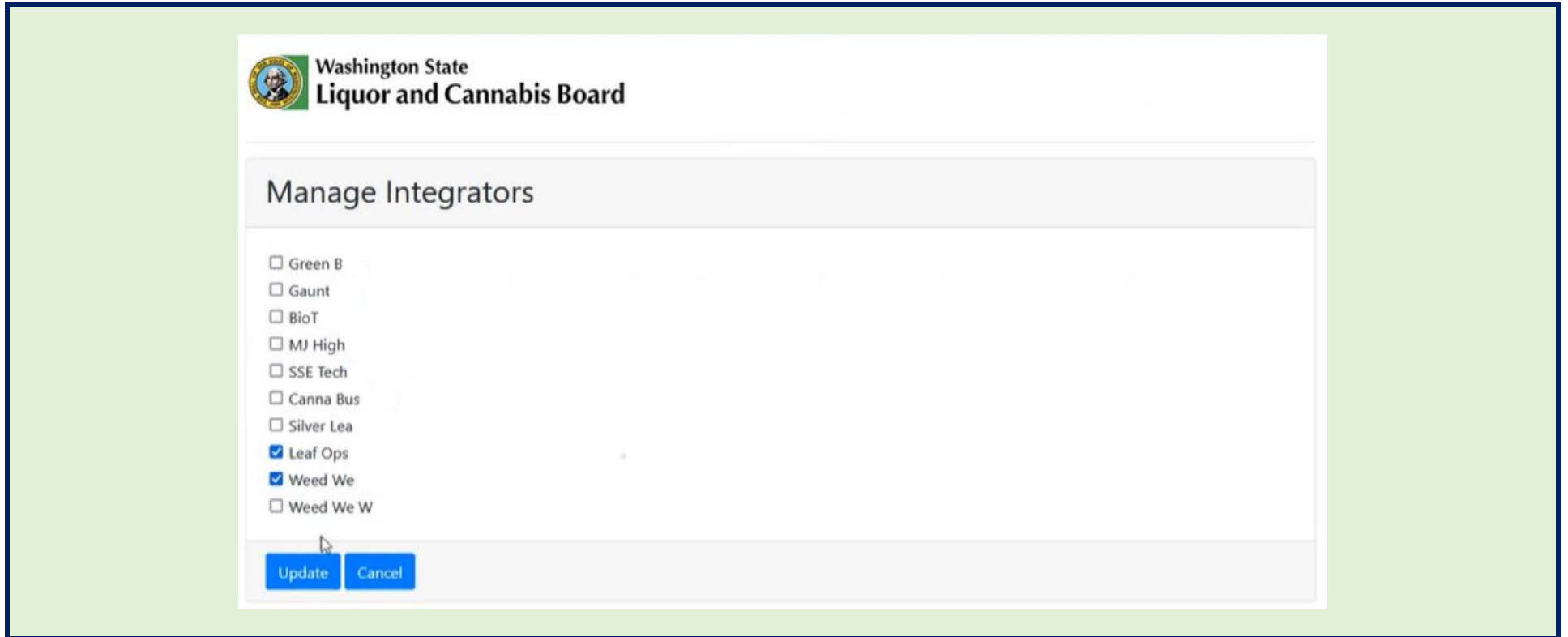
Manage Integrators

Approved Users

Jeff H

Manage Users

- 4) 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 of the Washington State Liquor and Cannabis Board. At the top left, there is a logo featuring a circular seal with a figure, followed by the text 'Washington State Liquor and Cannabis Board'. Below this, a light gray header bar contains the title 'Manage Integrators'. The main content area is a white box containing a list of integrators, each with a checkbox to its 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 white box, there are two blue buttons: 'Update' and 'Cancel'. A mouse cursor is positioned over the 'Update' button.


Washington State
Liquor and Cannabis Board

Manage Integrators

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

Update Cancel

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



Washington State
Liquor and Cannabis Board

Edit License

License Number

8

Admin Email

License Name

FARMS LLC

Approved Integrators

Weed We

Leaf Ops