



Cannabis Central Reporting System: License Administrator Guide

Updated: August 9, 2024

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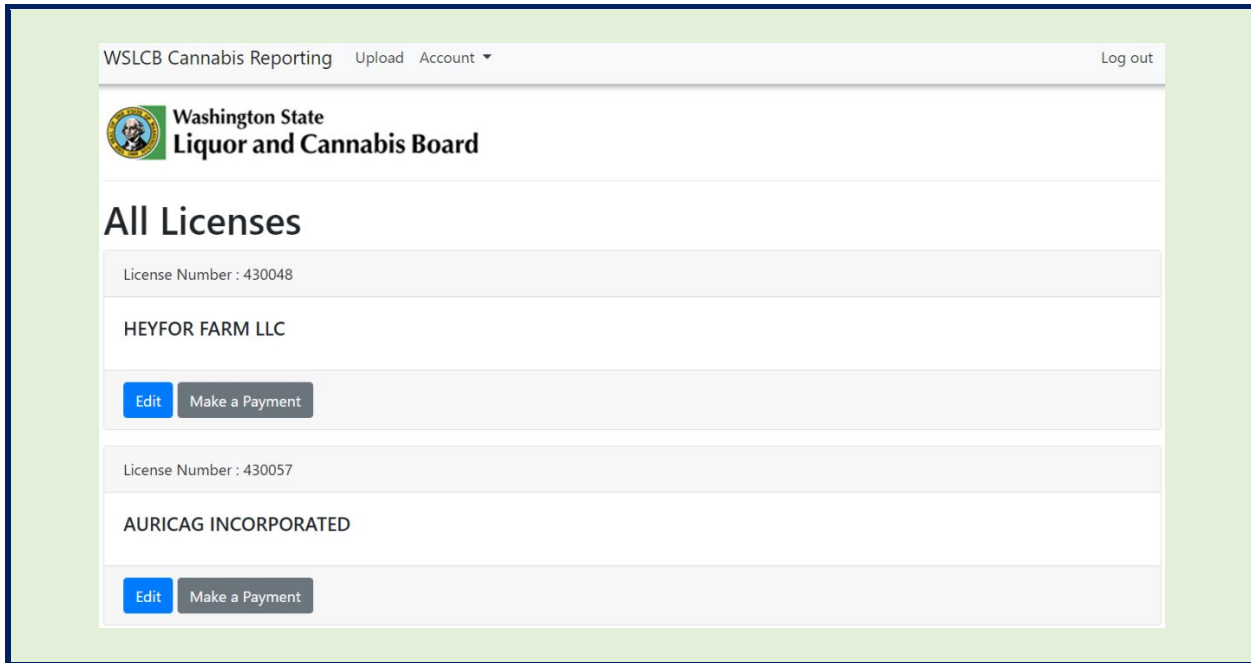
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Introduction to CCRS License Administration

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](#).

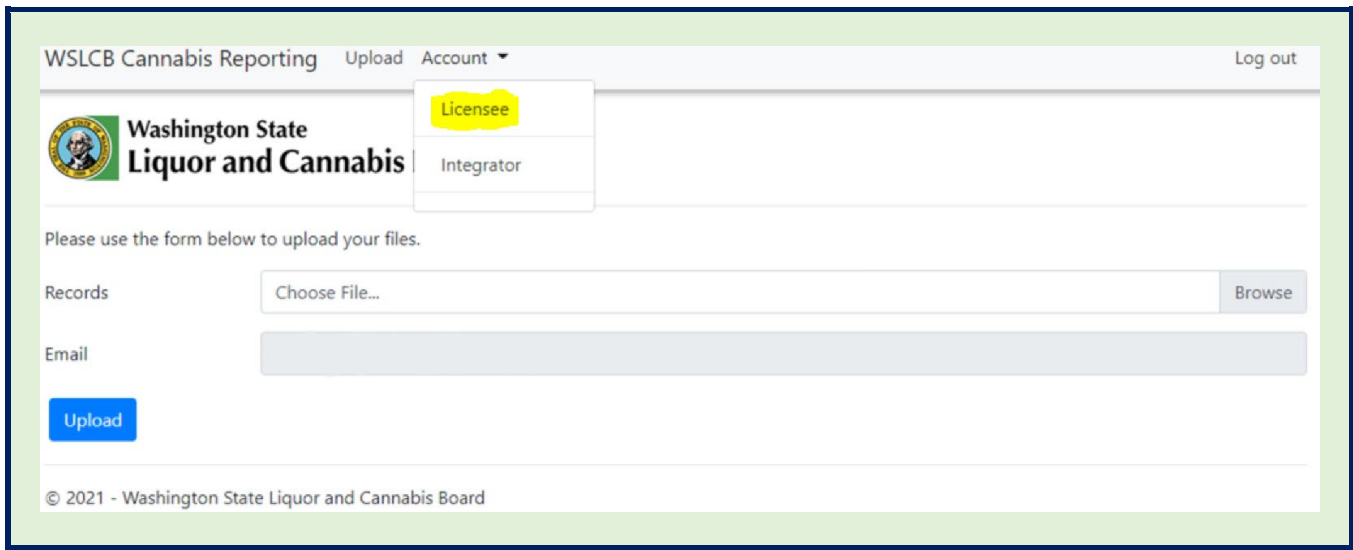


Adding Users to License

NOTE: Only the license admin may perform this function.

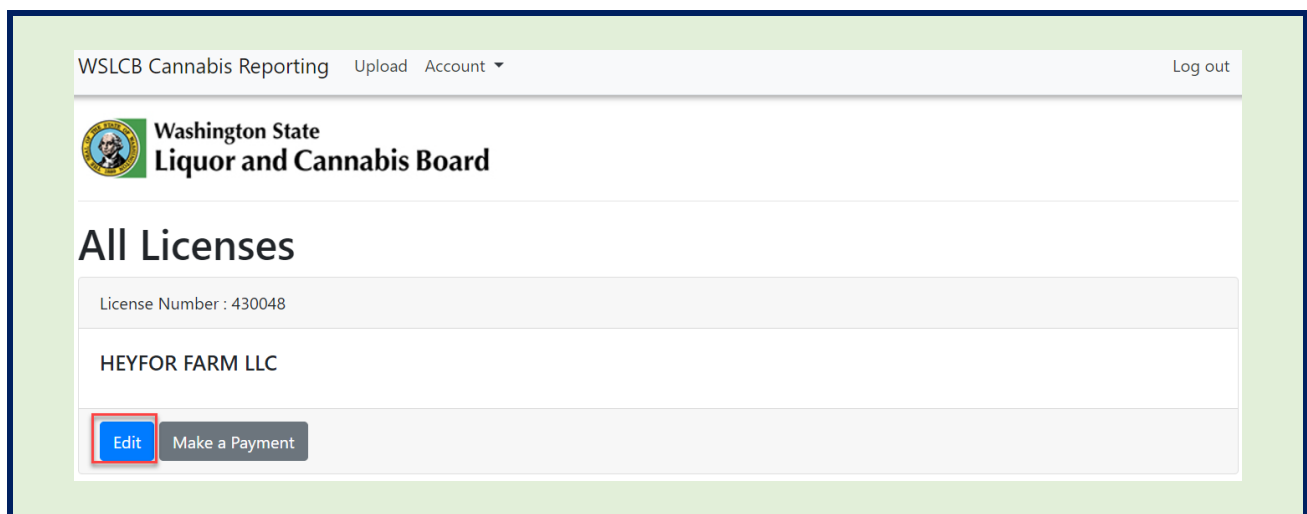
Licenses will need to add/assign integrators to their record to enable integrators to upload reports on the licensee's behalf.

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



The screenshot shows the WSLCB Cannabis Reporting interface. At the top, there is a navigation bar with "WSLCB Cannabis Reporting", "Upload", and "Account" (with a dropdown arrow), and a "Log out" link. Below the navigation bar is the Washington State Liquor and Cannabis Board logo. A dropdown menu is open under "Account", showing "Licensee" (highlighted in yellow) and "Integrator". Below the menu, there is a form with the instruction "Please use the form below to upload your files." The form includes a "Records" section with a "Choose File..." button and a "Browse" button, an "Email" input field, and an "Upload" button. At the bottom, there is a copyright notice: "© 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



The screenshot shows the WSLCB Cannabis Reporting interface. At the top, there is a navigation bar with "WSLCB Cannabis Reporting", "Upload", and "Account" (with a dropdown arrow), and a "Log out" link. Below the navigation bar is the Washington State Liquor and Cannabis Board logo. The main heading is "All Licenses". Below the heading, there is a license record for "License Number : 430048" and "HEYFOR FARM LLC". At the bottom of the record, there are two buttons: "Edit" (highlighted with a red box) and "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

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Liquor and Cannabis Board

Add new user

User Id : 17

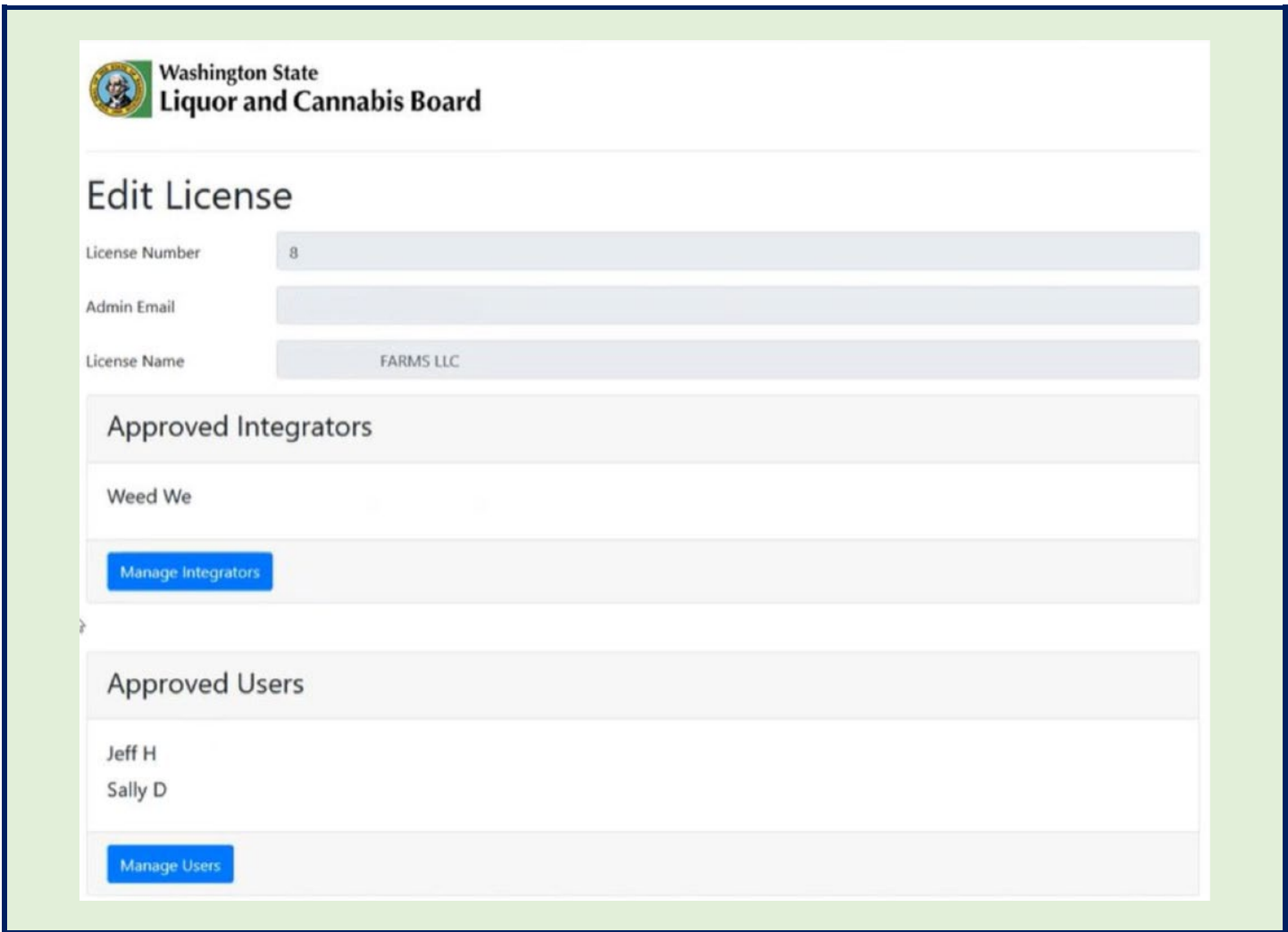
Jeff H : 3489@gmail.com


- 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. At the top left is the Washington State Liquor and Cannabis Board logo, which includes a circular seal with a figure and the text "Washington State Liquor and Cannabis Board". Below the logo is a horizontal line. The main heading is "User Registration". There are three input fields: "Email" with a cursor, "FirstName", and "LastName". A blue "Add User" button is located at the bottom left of the form area.

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: [Redacted]

License Name: FARMS LLC

Approved Integrators

Weed We

[Manage Integrators](#)

Approved Users

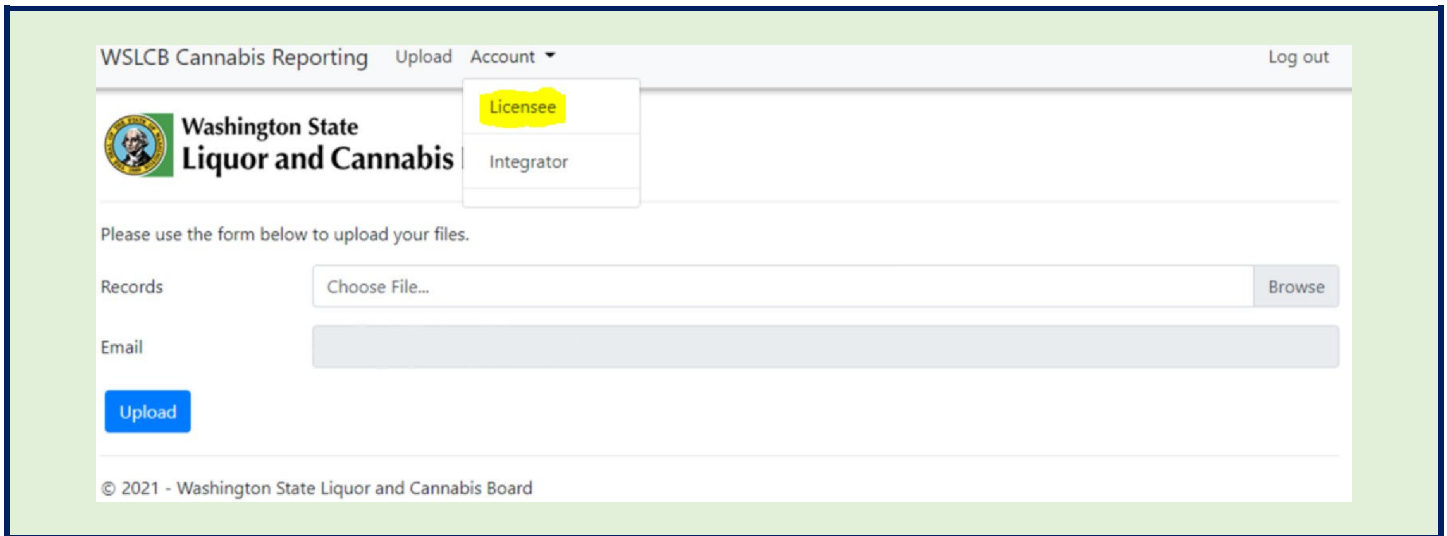
Jeff H
Sally D

[Manage Users](#)

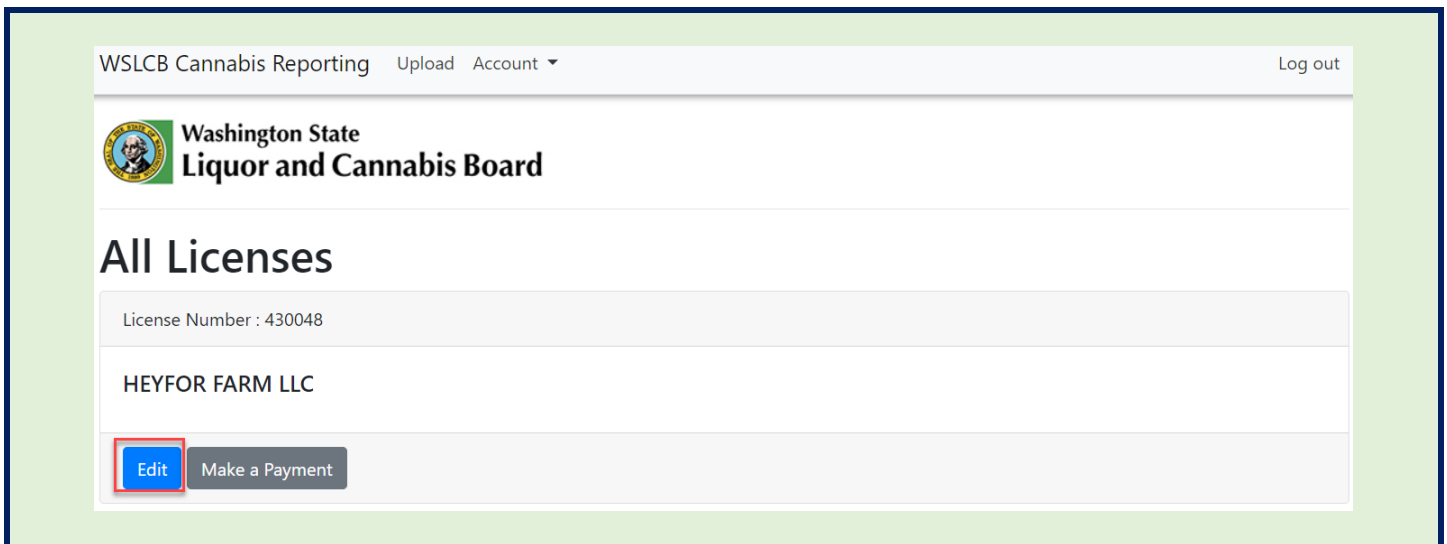
Removing Users from License

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”



- 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



- 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
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Add new user

User Id : 16

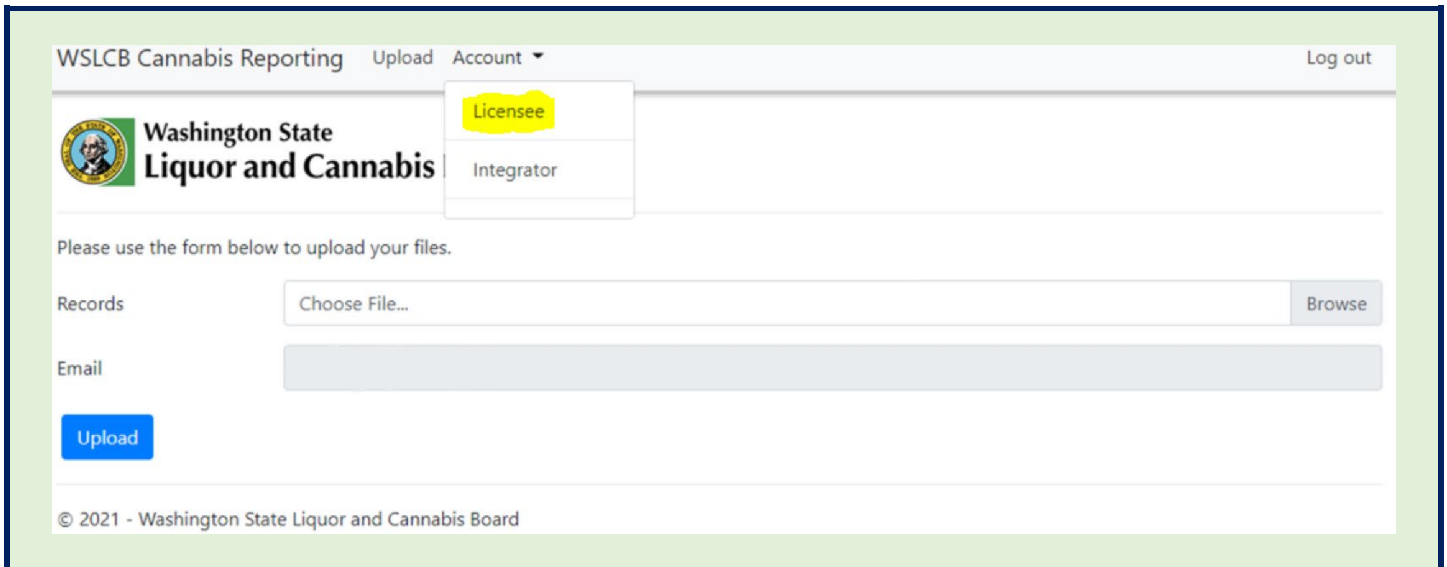
John Doe : johnDoe@gmail.com

Delete

Manage Approved Integrators

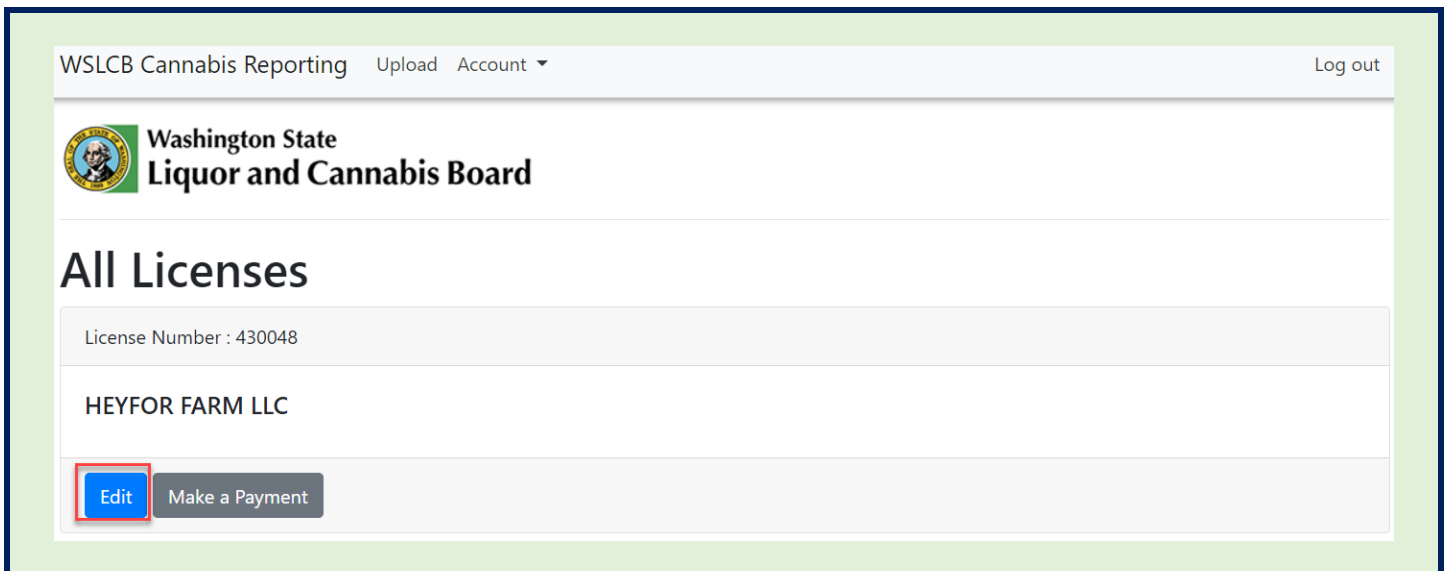
NOTE: Only the license admin may perform this function.

- 1) Navigate to the URL: <https://cannabisreporting.lcb.wa.gov/>
 - a. Select the “Account” drop-down menu
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The screenshot shows the WSLCB Cannabis Reporting interface. At the top, there is a navigation bar with 'WSLCB Cannabis Reporting', 'Upload', and 'Account' (with a dropdown arrow). A 'Log out' link is in the top right. Below the navigation bar is the Washington State Liquor and Cannabis Board logo and name. A dropdown menu is open under 'Account', showing 'Licensee' (highlighted in yellow) and 'Integrator'. Below the menu, there is a form with the instruction 'Please use the form below to upload your files.' The form includes a 'Records' section with a 'Choose File...' button and a 'Browse' button. There is also an 'Email' input field and an 'Upload' button. At the bottom, there is a copyright notice: '© 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.



The screenshot shows the WSLCB Cannabis Reporting interface. At the top, there is a navigation bar with 'WSLCB Cannabis Reporting', 'Upload', and 'Account' (with a dropdown arrow). A 'Log out' link is in the top right. Below the navigation bar is the Washington State Liquor and Cannabis Board logo and name. The main heading is 'All Licenses'. Below the heading, there is a license entry for 'License Number : 430048' and 'HEYFOR FARM LLC'. At the bottom of the entry, there are two buttons: 'Edit' (highlighted with a red box) and '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

Admin Email

License Name

Approved Integrators

Weed We

[Manage Integrators](#)

Approved Users

Jeff H

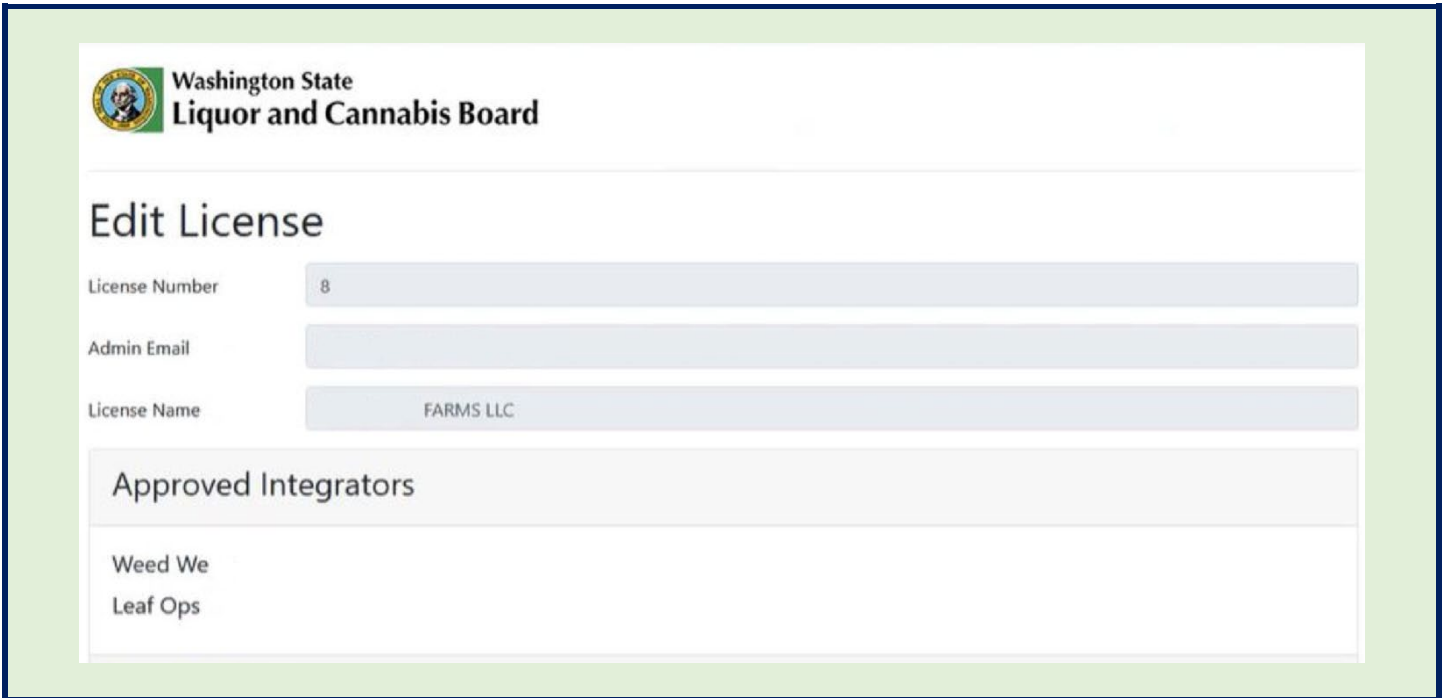
[Manage Users](#)

- 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 for the Washington State Liquor and Cannabis Board. At the top left, there is a logo for the board and the text 'Washington State Liquor and Cannabis Board'. Below this, the title 'Manage Integrators' is centered in a light gray header. The main content area contains 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 interface, there are two blue buttons: 'Update' and 'Cancel'. A mouse cursor is positioned over the 'Update' button.

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



The screenshot shows the 'Edit License' page for the Washington State Liquor and Cannabis Board. At the top left is the board's logo and name. Below the title are three input fields: 'License Number' with the value '8', 'Admin Email' (empty), and 'License Name' with the value 'FARMS LLC'. A section titled 'Approved Integrators' contains a list with two items: 'Weed We' and 'Leaf Ops'.

Washington State
Liquor and Cannabis Board

Edit License

License Number: 8

Admin Email: [Empty]

License Name: FARMS LLC

Approved Integrators

- Weed We
- Leaf Ops