Secure Access Washington (SAW) User Guide Updated August 9, 2024

Logging into SAW:

Step 1: Navigate to <u>https://cannabisreporting.lcb.wa.gov</u> (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.



• **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.

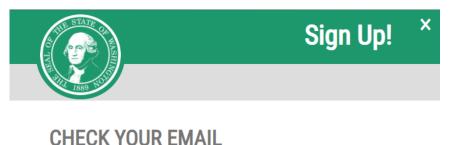
Creating an Account:

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!
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Sign Up For An Acco	ount
Fill in the following form to sign up for an accoun check here.	it. If you are not sure if you already have an account,
Personal Information	
First Name	
Last Name	
Primary Email	
Contact Information For S	ecurity (Optional)
Provide additional contact information to receive	
settings.	tional contact information later in your SAW account
Additional Email Address (Optional)	
Mobile Phone Number (Optional)	
Message and data rates may apply. A message w T <u>erms of Service</u> or <u>Privacy Policy</u> for more infor	vill only be sent when you request it. View our <u>Mobile</u> mation.
Username and Password	
Username	
Password Requirements	
Add at least 10 more characters Add a special character or a lower case	e letter or an uppercase letter or a number
Password	
Confirm Password	
I'm not a robot	

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.



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 <u>CCRS Resources page</u>.

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