How to Prepare for Success in CCRS

Complete Leaf data remediation

o   When Leaf is decommissioned, the state will receive the system's final output.

o   There will be no further opportunities to edit Leaf data after the system is decommissioned.

o   Those needing to modify data in Leaf should do so before the Dec 6th switch to CCRS. Leaf will no longer be available after Dec 18th.

o   Ensuring data consistency between Leaf's last data and the first CCRS data will be different for each user. Some users many have no remediation/adjustments needed; others may have various needs. The data reports of focus should be inventory, plants, and destruction with disposal.

o   As always, licensees are responsible for the accuracy of all data in Leaf.

Getting Ready

o   Individuals are encouraged to review CCRS resources at **lcb.wa.gov/ccrs/resources**.

o   FAQs, system guides and manuals, templates, webinars, and CCRS approved integrators are found at **lcb.wa.gov/ccrs**.

Will you be reporting to CCRS directly?

o   Become acquainted with the templates, user guides, and manuals found here: **lcb.wa.gov/ccrs/resources.**

o   *Familiarity with CCRS templates is **crucial**.*

Will you be working with an integrator who is reporting in CCRS for you?

o   Review the Manage Approved Integrators section of the **CCRS User Guide.**

Test the CCRS system

o   To prepare for the new system, join the testing effort at **testcannabisreport@lcb.wa.gov** and view test resources at **lcb.wa.gov/ccrs/resources**.

CCRS Cannabis Central Reporting System

Receive your CCRS welcome email

o   All users will receive a welcome email near deployment.

o   The welcome email will confirm the license number and the associated CCRS admin account email address.

o   Within the welcome email, there will be instructions on how to get started with CCRS, along with Secure Access Washington (SAW), in addition to contact information for questions and resources.

o   Licensees may validate their CCRS admin credentials by contacting licensing customer support at **customerservice@lcb.wa.gov**.

o   Prior to system launch, labs and integrators may validate their CCRS admin credentials by contacting **testcannabisreport@lcb.wa.gov**.

o   Once CCRS is launched, labs and integrators may update their CCRS admin credentials by contacting **servicedesk@lcb.wa.gov**.

Load users to your CCRS profile

o   Admins may add users to their CCRS profile. Instructions are found in the **Oct 29th webinar** and the **CCRS User Guide**.

Are you working with an integrator?

Select a CCRS integrator(s)

o   Approved CCRS integrators will be loaded into CCRS prior to launch or once approved after launch. A list of currently approved integrators is located at **lcb.wa.gov/ccrs/approved_integrators**

o   Licensees and labs must add their integrator(s) of choice to their CCRS profile once they obtain access to CCRS.

Are you using CCRS directly?

Initial data load

o   Completing an initial data upload is part of getting started. Instructions are found in the **CCRS User Guide**.

Start your weekly reporting

o   At this point users should be ready to start their weekly reporting as needed. Guidance on reporting can be found throughout the CCRS resources at **lcb.wa.gov/ccrs/resources**.

For support:	Technical	IT Helpdesk at	ServiceDesk@lcb.wa.gov
	Licensing	Customer Service at	CustomerService@lcb.wa.gov
	Reporting	Examiners unit at	MJexaminer@lcb.wa.gov
	Compliance	Your assigned EO/Consultant or	MJenforceNR@lcb.wa.gov