

WSLCB Secure Access Washington (SAW) User Guide

Logging into SAW:

Step 1: Navigate to https://cannabisreporting.lcb.wa.gov. This will automatically redirect you to Secure Access Washington (SAW), where you will either:

- Sign into your active SAW account
 - o Enter Username and Password
 - This will then redirect you back to the CCRS Portal.

Or

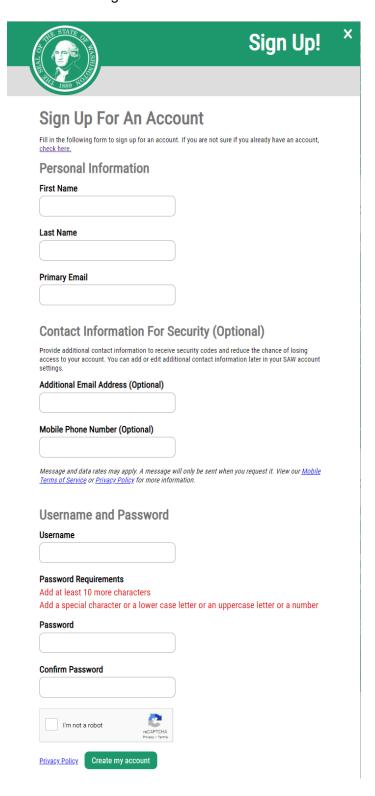
 Create a new account by selecting the 'SIGN UP!' button. Follow the steps below when creating a SAW account.



- **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.
- The email address from your SAW account must match the email in LCB system. Please
 have an entity member email <u>licensingchanges@lcb.wa.gov</u> with License #, a contact #,
 current email and the new email address.

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.



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.



CHECK YOUR EMAIL

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: Navigate past the sign-up screen by clicking the "X" in the top right corner, where you will return to the SAW log-in screen. Enter your newly created username and password. Once you have successfully entered your username and password, you will be redirected to the CCRS Portal.