



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
 - 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.

WELCOME
to your login for Washington state.

SecureAccess
Washington

SIGN UP! GET HELP TIPS ON

LOGIN

USERNAME

PASSWORD

SUBMIT

[Forgot your username?](#) | [Forgot your password?](#)


ON BEHALF OF

WASHINGTON
STATE
AGENCIES

- **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 licensingchanges@lcb.wa.gov 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.

Sign Up! ×

Sign Up For An Account

Fill in the following form to sign up for an account. If you are not sure if you already have an account, [check here](#).

Personal Information

First Name

Last Name

Primary Email

Contact Information For Security (Optional)

Provide additional contact information to receive security codes and reduce the chance of losing access to your account. You can add or edit additional contact information later in your SAW account settings.

Additional Email Address (Optional)

Mobile Phone Number (Optional)

Message and data rates may apply. A message will only be sent when you request it. View our [Mobile Terms of Service](#) or [Privacy Policy](#) for more information.


Username and Password

Username

Password Requirements
Add at least 10 more characters
Add a special character or a lower case letter or an uppercase letter or a number

Password

Confirm Password

☐ I'm not a robot 

[Privacy Policy](#) Create my account

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.