



Getting Started with Cannabis Central Reporting System (CCRS)

The Cannabis Central Reporting System (CCRS) is the cannabis reporting system for Washington State. The information below will guide you in accessing CCRS for reporting.

If you need additional support or experience any issues, contact the LCB IT Helpdesk directly at 360-664-1776 or servicedesk@lcb.wa.gov for assistance. LCB is working to ensure issues are addressed as quickly as possible.

How to start:

Businesses directly accessing CCRS, as well as those utilizing a third party software Integrator, must have a Secure Access Washington (SAW) account using a unique email address. SAW is a single sign-on application gateway used by the state of Washington to simplify access to internet accessible government services.

Businesses using a third party software integrator will need to access CCRS directly at least once to assign their integrator, therefore must have a system administrator with a SAW account.

Creating a SAW account:

To create a SAW account go to <https://secureaccess.wa.gov/>. For step-by-step directions on creating or accessing your SAW account, see the [WSLCB SAW User Guide](https://lcb.wa.gov/ccrs/resources) at <https://lcb.wa.gov/ccrs/resources>.

CCRS Portal Access:

Initially, the only user who will be able to access CCRS to make changes for your business is the system administrator. There can only be one system administrator per licensee. The system administrator account is set up based on the email address provided to LCB during the licensing process. Each assigned system administrator is responsible for setting up additional users in the CCRS portal.

Logging into CCRS:

If you do not use a third party software system, you can log into the CCRS portal at <https://cannabisreporting.lcb.wa.gov/>.

Initial Login

- The URL <https://cannabisreporting.lcb.wa.gov/> will redirect to SAW for authentication

- Use your existing SAW account or create a new one to complete this authentication, as outlined in the [CCRS SAW user guide](#)
- Reminder that SAW has a different URL, <https://secureaccess.wa.gov/>
- When the CCRS Primary Admin user logs in for the first time (after they have signed in to SAW for authentication) they are prompted for their email at the first landing page within CCRS (pictured below)
 - This email is the Primary email that is associated with their license location(s)
 - The Primary license account email can be validated with your current WSLCB Licensing Specialist or at LicensingChanges@lcb.wa.gov
 - It does not have to be the email that is used for your SAW account
 - Only one SAW user can associate as the Primary Admin
 - If the incorrect email is entered at this step, or another user in your organization has already completed this step, your account will be locked until you submit a ticket for assistance at ServiceDesk@lcb.wa.gov
- Additional users added by the Primary Admin will also get this prompt at first login after they have authenticated via SAW
 - Additional users enter the email that matches what was used when their CCRS user account was created by the Primary Admin
 - If an additional users enters the Primary Admin email at this step, the account may be locked and a ticket would be required
- This association step should not occur at subsequent logins for Primary Admin or additional users



Register

Associate your Secure Access Washington account.

You've successfully authenticated with Secure Access Washington.

Please enter an email address for this site below and click the Register button to finish logging in.

Email

Register

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Working with a third party integrator:

Check with your third party integrator to confirm they are on the LCB's validated integrator list. More information for third party integrators and a list of validated integrators is available on the Info for Third Party Integrators webpage via <https://lcb.wa.gov/ccrs/>.