



# Store Account Setup

**AIRLIFT**<sup>®</sup>

# Step 1: Claim Store



- Master account holder (owner) and store are matched by the system based on WSLCB data.
- Owner may have multiple stores to claim.
- Only one owner may claim a store.
- Once the owner has registered, the system will match their information with what has been given to the database administrators from WSLCB. Make sure you keep information up to date.

Reminder: Store owner must log into system at least once per month or their profile will be deactivated.



ADD/REMOVE STORES

ADD/REMOVE STORES

USER MANAGEMENT

USER MANAGEMENT

OWNER STORE MANAGEMENT

VERIFY A CARD

### Claim store:

- Store owner logs in through SAW and selects the Medical Marijuana Access System.
- To claim, the owner will select the Add/Remove Stores button.



ADD/REMOVE STORES

STORE MANAGEMENT

ADD/REMOVE STORES

ADD

Trade Name: DOH ADMIN  
Physical Address Street: 421 Lilly Road Se  
Physical Address Suite:  
Physical Address City: Olympia  
Physical Address County: Thurston  
Physical Address State: Washington  
Physical Address Zip: 98501  
Mailing Address Street: 421 Lilly Road Se  
Mailing Address Suite:  
Mailing Address City: Olympia  
Mailing Address State: Washington  
Mailing Address Zip: 98501  
Day Phone: 360-236-4521  
Night Phone:  
Email Address: medicalmarijuana@doh.wa.gov  
LCB License Number: 413821  
UBI Number: 603357913  
Termination Date:  
Expiration Date:  
IsTribal: undefined

Add the Stores for which you want to claim Ownership.

CAN'T FIND YOUR STORE?

Call the Department of Health at 360-236-4819 or click the button below to send an email.

EMAIL DEPARTMENT OF HEALTH

SYSTEM USER GUIDES AND HELP DESK

SUPPORT

## Select the store(s) you want to add.

- This is a verification feature you only have to do once unless there is a change to the store coming from the WSLCB.



ADD/REMOVE STORES

STORE MANAGEMENT

ADD/REMOVE STORES



Trade Name: DOH ADMIN  
 Physical Address Street: 421 Lilly Road Se  
 Physical Address Suite:  
 Physical Address City: Olympia  
 Physical Address County: Thurston  
 Physical Address State: Washington  
 Physical Address Zip: 98501  
 Mailing Address Street: 421 Lilly Road Se  
 Mailing Address Suite:  
 Mailing Address City: Olympia  
 Mailing Address State: Washington  
 Mailing Address Zip: 98501  
 Day Phone: 360-236-4521  
 Night Phone:  
 Email Address: medicalmarijuana@doh.wa.gov  
 LCB License Number: 413821  
 UBI Number: 603357913  
 Termination Date:  
 Expiration Date:  
 IsTribal: undefined

Add the Stores for which you want to claim Ownership.

**CAN'T FIND YOUR STORE?**  
 Call the Department of Health at 360-236-4819 or click the button below to send an email.

[EMAIL DEPARTMENT OF HEALTH](#)

**SYSTEM USER GUIDES AND HELP DESK**

[SUPPORT](#)

## Unavailable

- This button shows if another owner has already claimed the store and it is unavailable to manage.

NOTE: If store ownership has changed or is incorrect, you will need to contact the WSLCB to get it verified and changed in their information.



ADD/REMOVE STORES

STORE MANAGEMENT

ADD/REMOVE STORES



REMOVE

Trade Name: DOH ADMIN  
Physical Address Street: 421 Lilly Road Se  
Physical Address Suite:  
Physical Address City: Olympia  
Physical Address County: Thurston  
Physical Address State: Washington  
Physical Address Zip: 98501  
Mailing Address Street: 421 Lilly Road Se  
Mailing Address Suite:  
Mailing Address City: Olympia  
Mailing Address State: Washington  
Mailing Address Zip: 98501  
Day Phone: 360-236-4521  
Night Phone:  
Email Address: medicalmarijuana@doh.wa.gov  
LCB License Number: 413821  
UBI Number: 603357913  
Termination Date:  
Expiration Date:  
IsTribal: undefined

Add the Stores for which you want to claim Ownership.

CAN'T FIND YOUR STORE?

Call the Department of Health at 360-236-4819 or click the button below to send an email.

EMAIL DEPARTMENT OF HEALTH

SYSTEM USER GUIDES AND HELP DESK

SUPPORT

### Remove

- An owner can select to remove a store if they are no longer the master account holder.

WARNING: When you do this all employees attached to that store will be unlinked in seven days from selecting this button.



ADD/REMOVE STORES

STORE MANAGEMENT

## ADD/REMOVE STORES

Trade Name: DOH ADMIN  
Physical Address Street: 421 Lilly Road Se  
Physical Address Suite:  
Physical Address City: Olympia  
Physical Address County: Thurston  
Physical Address State: Washington  
Physical Address Zip: 98501  
Mailing Address Street: 421 Lilly Road Se  
Mailing Address Suite:

REMOVE

Add the Stores for which you want to claim Ownership.

## CAN'T FIND YOUR STORE?

Call the Department of Health at 360-236-4819 or click the button below to send an email.

EMAIL DEPARTMENT OF HEALTH

## SYSTEM USER GUIDES AND HELP DESK

SUPPORT

## Can't find your store

- Owner registration data must match exactly what the WSLCB sends to the system.
- If for some reason your store doesn't show, you can select the button at right for help or give DOH a call.

# Step 2: Link Employees to Store



- Link to the employees who have completed the registration process in SAW and AIRLIFT.
- Be sure to unlink employees that are no longer working for your store.

## **Quarterly Confirmation:**

To ensure employees who no longer work at the store aren't still able to access the system, the owner will receive a message every quarter to verify that all employees in the system are in fact still working (i.e. linked) to your store.



ADD/REMOVE STORES

ADD/REMOVE STORES

USER MANAGEMENT

USER MANAGEMENT

OWNER STORE MANAGEMENT

VERIFY A CARD

- To link employees to your store, click on the **User Management** button.



STORE MANAGEMENT

STORE MANAGEMENT

## YOUR RETAIL STORES

DOH ADMIN - 413821

Actions	First Name	Last Name
<a href="#">REMOVE USER</a> <a href="#">REMOVE DELEGATE</a>	Retail	DOHADMIN
<a href="#">REMOVE DELEGATE</a>	Consultant	DOHAdmin

[ADD USER](#)

Mailing Address Zip: 98501  
Day Phone: 360-236-4521  
Night Phone:  
Email Address: medicalmarijuana@doh.wa.gov  
LCB License Number: 413821  
UBI Number: 603357913  
Termination Date:  
Expiration Date:  
IsTribal: undefined

Add the Stores for which you want to claim Ownership.

## CAN'T FIND YOUR STORE?

Call the Department of Health at 360-236-4819 or click the button below to send an email.

[EMAIL DEPARTMENT OF HEALTH](#)

## SYSTEM USER GUIDES AND HELP DESK

[SUPPORT](#)

- Each employee must have their own individual SAW account to be registered in the system, so the owner can add them to the store.
- Click the **Add User** button for the store you wish to add employees to.

SEARCH

Stefin Bradbury

SEARCH

Enter Search Query

CLOSE

### Search for employee by name:

- Only employees who have SAW accounts and have registered for the MMJAS can be found in the Search.

Stefin Bradbury					CLOSE
	Last Name	First Name	Email Address	Business Phone Number	
ADD	Bradbury	duplicateStefin	Mrstefin@gmail.com	(253) 444-5444	
ADD	Bradbury	Stefin	mrstefin@gmail.com	(253) 444-5444	

### A successful search will return the employee name:

- Watch for similar names and make sure you choose the correct employee.
- Click add to link this employee to your store.



STORE MANAGEMENT

STORE MANAGEMENT

## YOUR RETAIL STORES

DOH ADMIN - 413821

Actions	First Name	Last Name
<a href="#">REMOVE USER</a> <a href="#">REMOVE DELEGATE</a>	Retail	DOHADMIN
<a href="#">REMOVE USER</a> <a href="#">REMOVE DELEGATE</a>	Consultant	DOHAdmin
<a href="#">REMOVE USER</a> <a href="#">SET DELEGATE</a>	Stefin	Bradbury

Night Phone:  
Email Address: medicalmarijuana@doh.wa.gov  
LCB License Number: 413821  
UBI Number: 603357913  
Termination Date:  
Expiration Date:  
IsTribal: undefined

Add the Stores for which you want to claim Ownership.

## CAN'T FIND YOUR STORE?

Call the Department of Health at 360-236-4819 or click the button below to send an email.

[EMAIL DEPARTMENT OF HEALTH](#)

## SYSTEM USER GUIDES AND HELP DESK

[SUPPORT](#)

**The employee is now added to the list of employees linked to the store:**

- You see that you can now remove the user if the employee leaves employment, or
- Set as a delegate if the employee is a manager

# Step 3: Assign Delegate



- Has all rights as store owner except the ability to add or remove store from system
- Can perform employee management – link and remove employees
- Any employee can be made delegate



ADD/REMOVE STORES

ADD/REMOVE STORES

USER MANAGEMENT

USER MANAGEMENT

OWNER STORE MANAGEMENT

VERIFY A CARD

## Store Owner Main page:

- Select **User Management** button.



STORE MANAGEMENT

STORE MANAGEMENT

## YOUR RETAIL STORES

DOH ADMIN - 413821

Actions	First Name	Last Name
REMOVE USER REMOVE DELEGATE	Retail	DOHADMIN
REMOVE USER REMOVE DELEGATE	Consultant	DOHAdmin
REMOVE USER SET DELEGATE	Stefin	Bradbury

ADD USER

Night Phone:

Email Address: medicalmarijuana@doh.wa.gov

LCB License Number: 413821

UBI Number: 603357913

Termination Date:

Expiration Date:

IsTribal: undefined

Add the Stores for which you want to claim Ownership.

## CAN'T FIND YOUR STORE?

Call the Department of Health at 360-236-4819 or click the button below to send an email.

EMAIL DEPARTMENT OF HEALTH

## SYSTEM USER GUIDES AND HELP DESK

SUPPORT

Choose from employees linked to store:

- Select **Set Delegate** button



STORE MANAGEMENT

STORE MANAGEMENT

YOUR RETAIL STORES

DOH ADMIN - 413821

Actions	First Name	Last Name
REMOVE USER REMOVE DELEGATE	Retail	DOHADMIN
REMOVE USER REMOVE DELEGATE	Consultant	DOHAdmin
REMOVE USER REMOVE DELEGATE	Stefin	Bradbury

ADD USER

Email Address: medicalmarijuana@doh.wa.gov  
 LCB License Number: 413821  
 UBI Number: 603357913  
 Termination Date:  
 Expiration Date:  
 IsTribal: undefined

Add the Stores for which you want to claim Ownership.

CAN'T FIND YOUR STORE?

Call the Department of Health at 360-236-4819 or click the button below to send an email.

EMAIL DEPARTMENT OF HEALTH

SYSTEM USER GUIDES AND HELP DESK

SUPPORT

Note: The Set Delegate button turns to Remove Delegate when you set an employee to be a delegate.



*Washington State Department of*

*Health*