



State of Alaska

Alcohol and Marijuana Control Office

Claiming your License(s) within AK-ACCIS

(Alaska – Alcohol & Cannabis
Information System)



1. **Before you begin:** Selecting an internet browser. Our new system is supported by 1) Goggle, 2) Microsoft Edge, 3) Firefox. Safari is not supported.
2. **Have your business entity number** that is linked to your alcoholic beverage license(s) from CBPL and your license number(s) at hand.
<https://www.commerce.alaska.gov/cbp/main/search/entities>
If you are now a current AMCO license holder, you will use your current license number within our legacy system.

Additionally, any current license in *delegated, pending, new, transfer* status are not able to use AK-ACCIS.

The screenshot shows the website for the Department of Commerce, Community, and Economic Development, specifically the Corporations, Business & Professional Licensing section. The page has a dark blue header with the department name and logo. Below the header is a navigation bar with links for INFORMATION, SEARCH LICENSE DATA, DATA DOWNLOADS, and MY LICENSE. The main content area is titled "SEARCH CORPORATIONS DATABASE" and contains a search form with two input fields: "Entity Number" and "Entity Name". The "Entity Number" field has a "Current Only" checkbox next to it. The "Entity Name" field has two radio button options: "Starts With" and "Contains", with "Contains" selected. There are "Search" and "Reset" buttons below the input fields. At the bottom of the page, there is a footer with links for DCCED Home, Online Privacy, OEO, Web Content Accessibility, Copyright Notice, and Terms of Use.

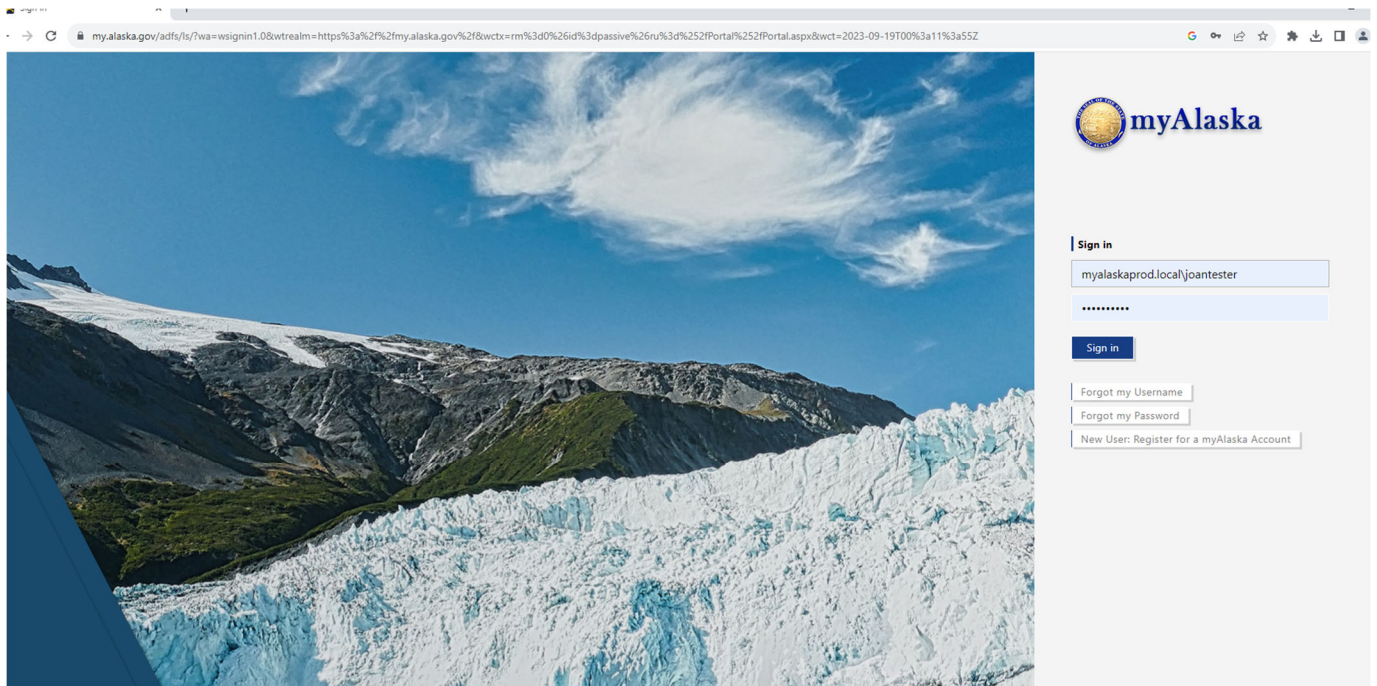


3. Sign into *myAlaska*.

Note: [myAlaska - Welcome](#). Many licensees have set up their own *myAlaska* account for the entity that holds the license. Please follow a procedure that best protects your business's and your information. Per *myAlaska* policy, do not share passwords. As the licensee you will be able to identify other individuals who can act on your behalf. They will proceed through their own *myAlaska* account to do so.

Regarding passwords: AK-ACCIS **does not manage** the *userID/Password*, licensees will need to utilize the *Forgot Password* within *myAlaska*.

Go to the *myAlaska* page and select: *Forgot my password*. Follow the directions to create a new password.





4. Click View Your Services

State of Alaska
MYALASKA

Signed in as joantester: [Sign Out](#)

[HOME](#) [SERVICES](#) [MYPROFILE](#) [MYDOCUMENTS](#) [HELP](#)

System Notifications

- **WARNING! Some PFD applicants have received fraudulent emails requesting they login to myAlaska or the PFD site and update their Alaska Residency verifiers. These emails WERE NOT sent by the State of Alaska. We recommend anyone who clicked on links in these emails to update their myAlaska password and security question/answer immediately. myAlaska does not send unsolicited emails or texts to users requesting they update their passwords or account details.**

Welcome joantester. The myAlaska Registered User Portal is your dashboard for viewing information specific to your myAlaska account, managing your information and gaining access to a wide array of services designed for registered users of myAlaska. Select an option to begin.

Services
Use myAlaska to do business with the State of Alaska. There is a wide selection of services available for both individuals and businesses. For example, Permanent Fund Dividend services for individuals and Employment Security Tax services for businesses.
[View Your Services](#)

5. Scroll down to *Services for Businesses*, and click on *AMCO - Alcohol & Cannabis Control Information System*

Unemployment Insurance Benefits Online

Services for Businesses

AKVaxMatch
Public portal for Vaccine Market Place CRM org - prod deployment.

Alaska Background Check Provider Portal
Services to allow whitelisted providers to submit and monitor background check applications for individuals working within their entities.

Alaska Seafood Processors Pandemic Response Relief Program
Alaska Seafood Processors Pandemic Response Relief Program

AlaskaJobs
Services for employers to post a job, find the right candidate, host a job fair or apply for grant funds to train workers. Also the entry portal to AlaskaJobs for training providers and grant recipients.

AlaskaMadeProducts
Allows businesses to participate in the Made In Alaska, Alaska Product Preference and Alaska Forest Product Preference programs and to maintain their program information.

AMCO - Alcohol & Cannabis Control Information System (AK-ACCIS)
ACCIS is your online hub for conducting your Alcohol & Cannabis Control Information System business anytime and anywhere.

AMCO - Marijuana Licensing
Alcoholic & Marijuana Control Office - Online Marijuana Licensing

AMCOWrittenOrders
Written Orders enables package stores selling alcohol beverages to track and limit orders from customers in local option municipalities or villages.



6. Once clicked, you will see this link – <https://accis.elicense365.com>
Choose AK-ACCIS Login.

AK - ACCIS

Welcome to the Alcohol Cannabis Control Information System

ACCIS is your online hub for conducting your Alcohol Cannabis Control Information System business anytime and anywhere.


Log in to apply for and manage your licensees, endorsements, permits, register products, file reports and more.

AK-ACCIS LOGIN

Please use Google Chrome or Microsoft Edge to access AK-ACCIS.

For availability and maintenance information, please click [here](#).

Public Actions



Search

Search for Licensed locations, products and events. →

Do Not use your browser back arrow. There are “Back Buttons” on the different screens within the new system.

AK - ACCIS

Welcome to the Alcohol Cannabis Control Information System

ACCIS is your online hub for conducting your Alcohol Cannabis Control Information System business anytime and anywhere.


Log in to apply for and manage your licensees, endorsements, permits, register products, file reports and more.

AK-ACCIS LOGIN

Very Important

Please don't forget to logout of AK-ACCIS even though you have logged out of myAlaska.

Public Actions



Search

Search for Licensed locations, products and events. →



Step 7. As a licensee or agent for the licensee, you are the “Public User”.

8. The next screen you will see:

Choose: “I have one or more active license(s) with AMCO.....”

Please know that **all** your licenses will be claimed in a single transaction for the same entity. You **do not** need to claim each individual license separately.



9. The next screen will ask you to *Claim your Business*.

AK - ACCIS G2BStephen ?

Claim Business

* Required field

To continue, please answer the following question:

Are you actively doing business with AMCO? *

--Select--

[NEXT](#)

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10. It will next ask if you are a sole proprietorship or General Partnership.
Answer accordingly using the drop down.

If “yes”, please call AMCO, 907.269.0350 and give us your Date of Birth (DOB). We will enter this, so you are able to claim your business through AK-ACCIS.

The screenshot shows a web interface for 'AK - ACCIS'. The page title is 'Claim Business'. A red asterisk indicates a required field. The question is 'Is your business a sole proprietorship? *'. Below the question is a dropdown menu with the text '--Select--'. At the bottom of the form area are two buttons: 'BACK' and 'NEXT'. The footer contains '2023 © Powered by Gov2Biz' and the 'AK - ACCIS' logo.



11. If you answer you are a sole proprietor or General Partnership, you will be prompted to this screen.

Claim Business

* Required field

To continue, please answer the following question:

Is your business a Sole Proprietorship or General Partnership? *

- Select--
- Yes
- No

Claim Business

* Required field

To continue, please answer the following question:

First Name *

Last Name *

Date of Birth *

To continue, enter your SSN

There is not a "RED" asterisk for SSN

BACK

NEXT

12. If you are not a sole proprietor, you will see this screen the below. Enter your CBPL entity number that is linked with your license(s).

Claim Business

* Required field

To continue, please answer the following question:

Enter Business Entity Number.

BACK

NEXT



13. So long as your license is not in delegated status or a duplicate license, you will see the following screen.

☰ AK - ACCIS G2BStephen ? 👤

Claim Business

✖ Required field

A business matching the information entered has been found.

To proceed you must be a principal party of the business for whom this claim is being performed. If you have questions, please contact AMCO Customer Service at 907.269.0350.

[NEXT](#)

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14. You then will be asked to give identifying information about your business. What you submit here will allow AMCO examiners to substantiate that the claimed license is yours.

Please note: Enter one of your current AMCO license numbers in the field stating AK-ACCIS license number.

AK - ACCIS G2BStephen ?

Claim Business

* Required field

What is the legal entity type of your business? *

--Select--

Enter the ACCIS license number associated with your business *

All businesses have been issued new ACCIS license numbers for this system. If the old business license number doesn't work, lookup the new ACCIS license number by clicking this link and searching by trademark.

I do not have an ACCIS license number.

Current Officer First Name *

Current Officer Last Name *

Enter the officer's Social Security Number

Enter the officer's Date of Birth

Relationship With Company *

I swear or affirm that I am the legally authorized representative of this business which I am claiming and that the information I have provided is true and correct.

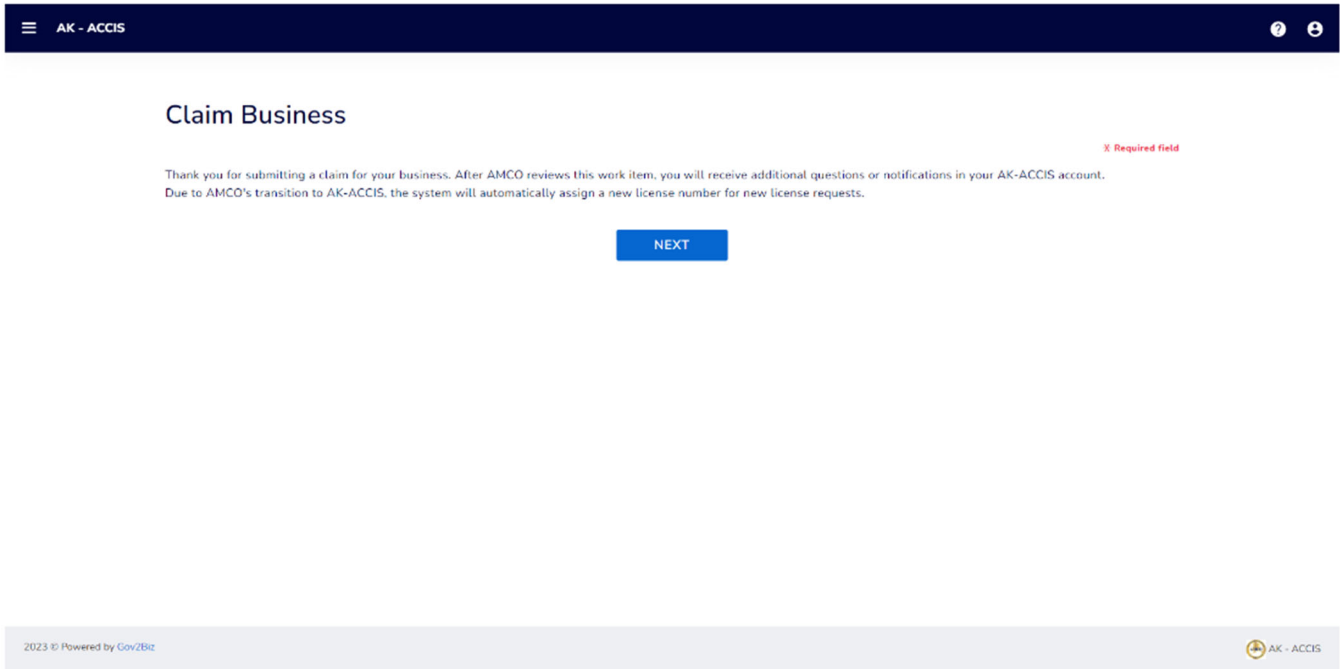
NEXT

If you currently have a license number from the AMCO legacy system, please enter it here.

There is not a "RED" asterisk for either DOB or SSN



15. Once completed, you will advance to the below screen.

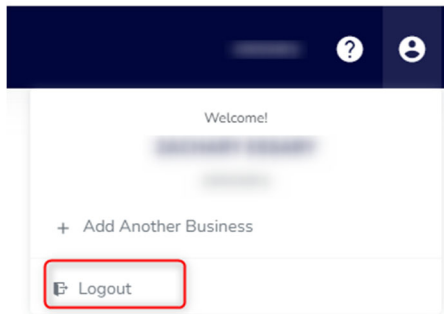


16. This means your claim has been forwarded to AMCO licensing staff for review and substantiation.

Approximately 48 hours later you will receive an AMCO approval email from: noreply-accis@elicense365.com.

17. Logout of both AK-ACCIS and myAlaska.

Log out of AK-ACCIS to log out of both the application and myAlaska.



Warning: logging out of *myAlaska* directly from the *myAlaska* site will leave your *AK-ACCIS* session open for several minutes.

Should you have questions please call Janyce Ibele, 907.269.8614 or by email: Janyce.ibeale@alaska.gov