



State of Alaska

Alcohol and Marijuana Control Office

Claiming your License(s) within
AK-ACCIS

(Alaska – Alcohol & Cannabis
Information System)



1. **Before you begin:** 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>

Department of Commerce, Community, and Economic Development
CORPORATIONS, BUSINESS & PROFESSIONAL LICENSING

INFORMATION SEARCH LICENSE DATA DATA DOWNLOADS MY LICENSE

State of Alaska / Commerce / Corporations, Business, and Professional Licensing / Search & Database Download / Corporations

SEARCH CORPORATIONS DATABASE

Entity Number: Current Only

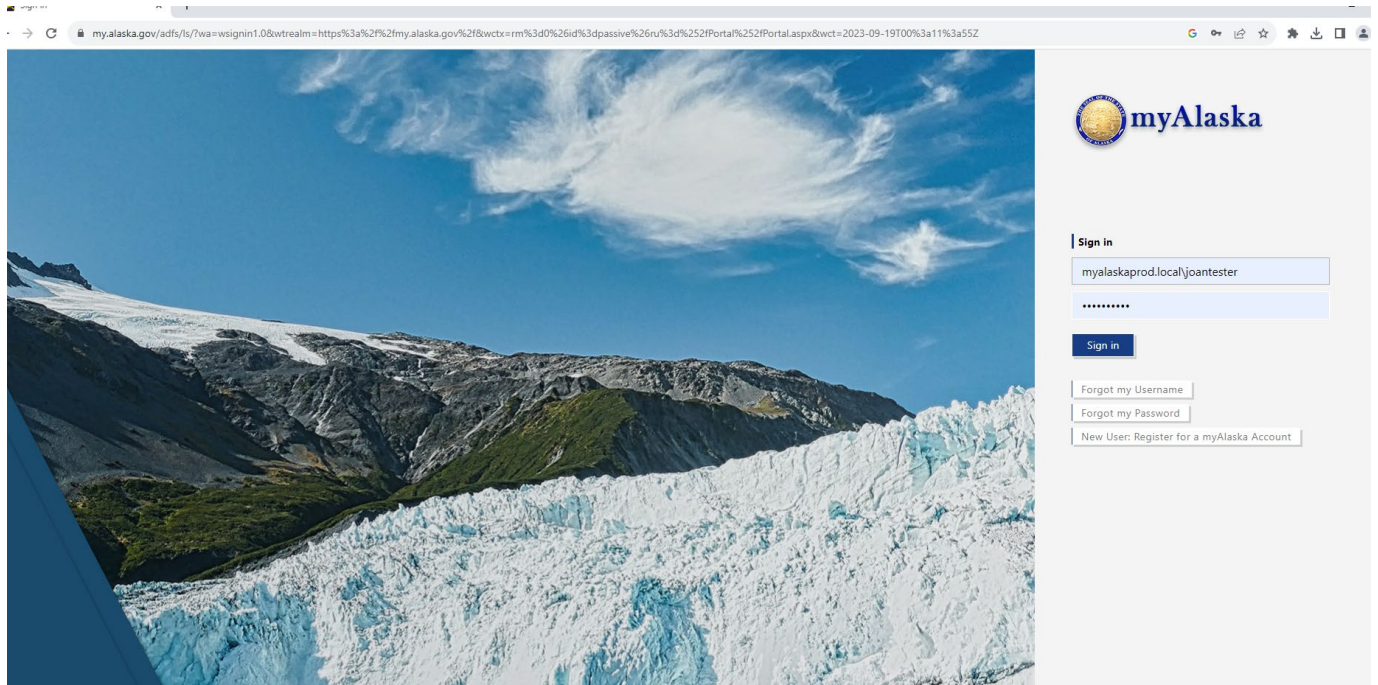
Entity Name: Starts With Contains

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2. Sign into *myAlaska*.

Note: 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.





3. Click View Your Services



The screenshot shows the myAlaska portal dashboard. At the top left is the State of Alaska logo and the text "State of Alaska MYALASKA". At the top right, it says "Signed in as joantester: Sign Out". Below this is a navigation bar with "HOME" (highlighted), "SERVICES", "MYPROFILE", "MYDOCUMENTS", and "HELP". A "System Notifications" box contains a warning: "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." Below the notification is a welcome message: "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." A yellow star icon is next to the "Services" heading, followed by the text: "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".

4. 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.



5. Once clicked, you will see this link – <https://accis.license365.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 licenses, 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. →



6. Here is the next screen you will see:

Choose: "I have one or more active licenses with AMCO."

Please know that all your licenses will be claimed in a single transaction.

You do not need to claim each individual license separately.

The screenshot shows a web application interface for ACCIS. At the top left, there is a menu icon and the text "AK - ACCIS". At the top right, the user name "G2BStephen" is displayed along with a help icon and a profile icon. The main content area has a heading "Welcome to ACCIS." followed by the instruction "Please choose one of the following options:". There are three radio button options: "I have one or more active license(s) with AMCO or representing an active License holder", "I am a new applicant or representing a new applicant", and "I am a merger/acquisition/transfer applicant". Below these options are two buttons: "SKIP" and "NEXT". The "NEXT" button is highlighted in blue. At the bottom left, there is a copyright notice "2023 © Powered by Gov2Biz". At the bottom right, there is a logo and the text "AK - ACCIS".



7. 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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8. It will next ask if you are a sole proprietorship. Answer accordingly using the drop down.

AK - ACCIS G2BStephen ? ↻

Claim Business

* Required field

To continue, please answer the following question:

Is your business a sole proprietorship? *

--Select--

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9. If you answer you are a sole proprietorship, you will be prompted to this screen. Any identifying information you provide will not be available to a public user.

Claim Business

* Required field

To continue, please answer the following question:

First Name *

Last Name *

Date of Birth *

To continue, enter your SSN

BACK

NEXT

10. If you are not a sole proprietor, you will see this screen. 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.

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NEXT



11. Enter the business entity number that is linked to your alcoholic beverage license(s).

AK - ACCIS G2BStephen ?

Claim Business

* Required field

To continue, please answer the following question:

Enter Business Entity Number. *

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

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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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13. 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



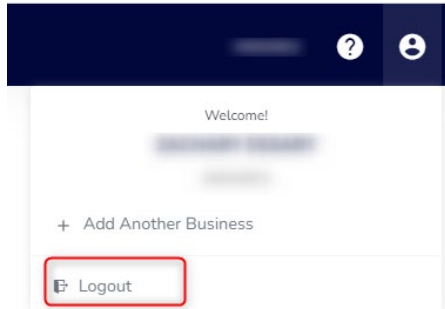
14. Once completed, you will advance to the below screen. If not, please call the contact number below.

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



16. 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.

When we have reviewed your claim, you will receive a message that the claim is approved, and you can take additional action on your license.

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