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](https://www.commerce.alaska.gov/cbp/main/search/entities)
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**

![MyAlaska](image)

*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 joan tester. 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

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

**Services for Businesses**
- [AKVaxMatch](#)
  - Public portal for Vaccine Market Place CRM app - proof of deployment.
- [Alaska Background Check Provider Portal](#)
  - Services to allow authorized 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.elicense365.com](https://accis.elicense365.com)
Choose AK-ACCIS Login
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.
7. The next screen will ask you to *Claim your Business.*
8. It will next ask if you are a sole proprietorship. Answer accordingly using the drop down.
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.

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).
11. Enter the business entity number that is linked to your alcoholic beverage license(s).
12. So long as your license is not in delegated status or a duplicate license, you will see the following screen.

Claim Business

A business matching the information entered has been found.

To proceed you must be the principal party of the business for whom this claim is being performed. If you have questions, please contact AMCO Customer Service at 907.269.0550.

NEXT
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.
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.ibele@alaska.gov](mailto:janyce.ibele@alaska.gov)