

## Coming UP

- 1. Introduction
- 2. Training
  - ASCII File Upload Data (25 Minutes)
  - Web Forms and Payments (25 Minutes)
  - Self Service User ID's (3-5 minutes)
  - Accounts / Licenses (5-10 minutes)
- 3. Assisted LIVE User Registration



#### Important reminders

- Create Web Filing or Upload a file, Not Both
- Only web filings can use the quick create links shown on dashboard

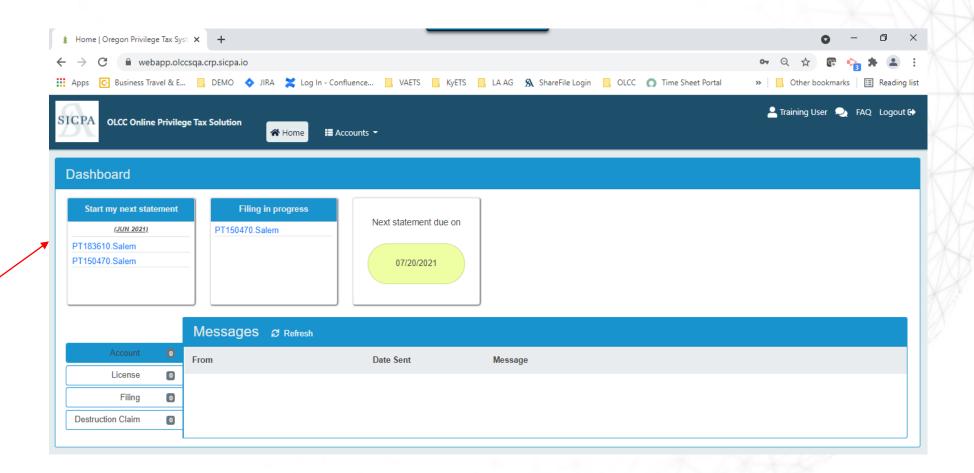
Don't forget to Pay



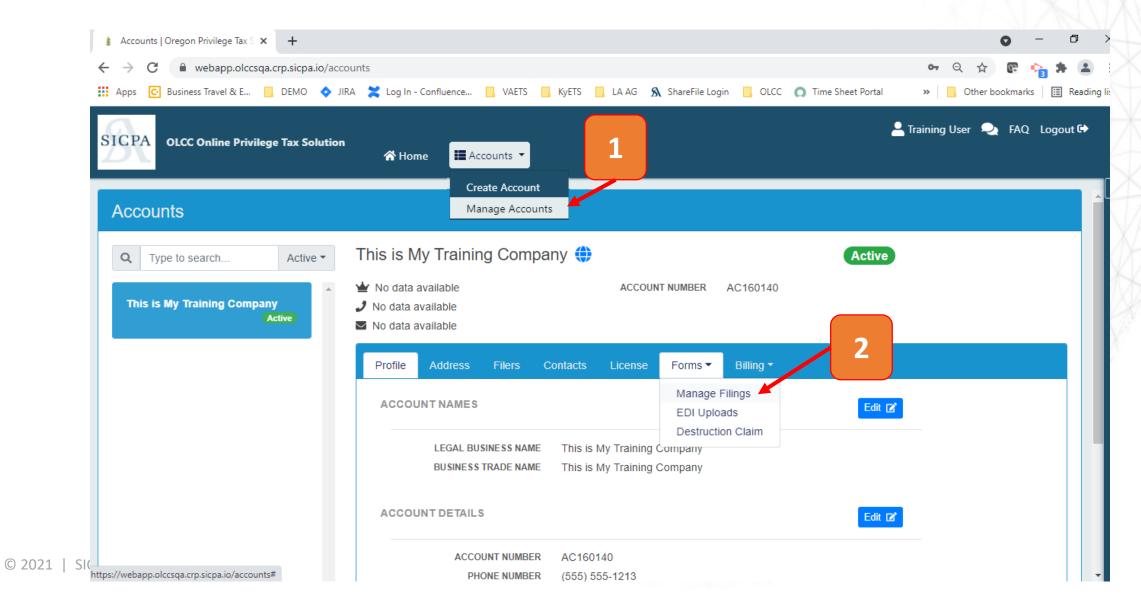
## Start your filing



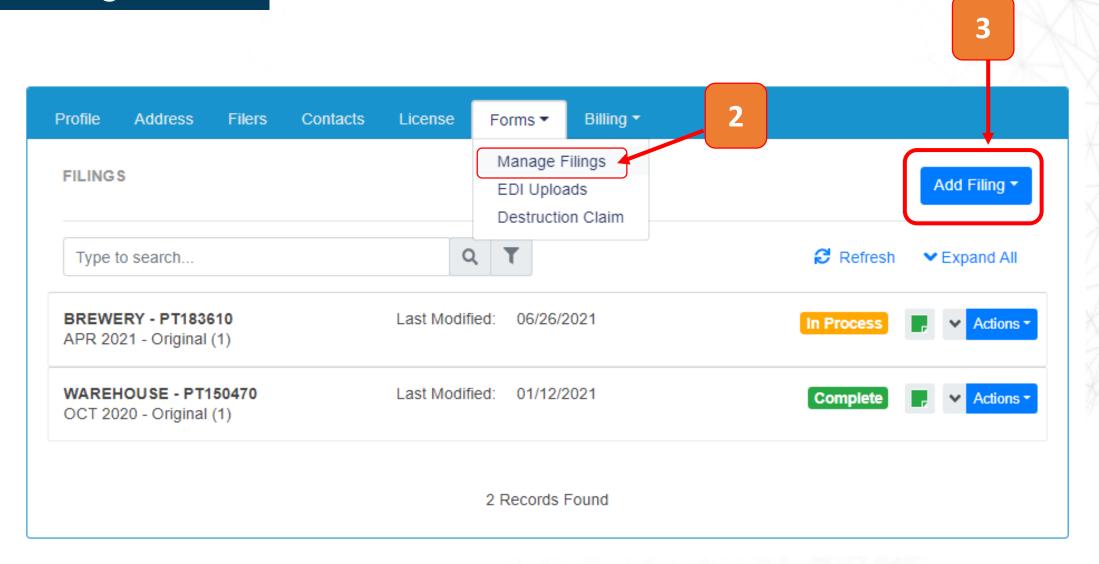
Quick Links for Starting Returns



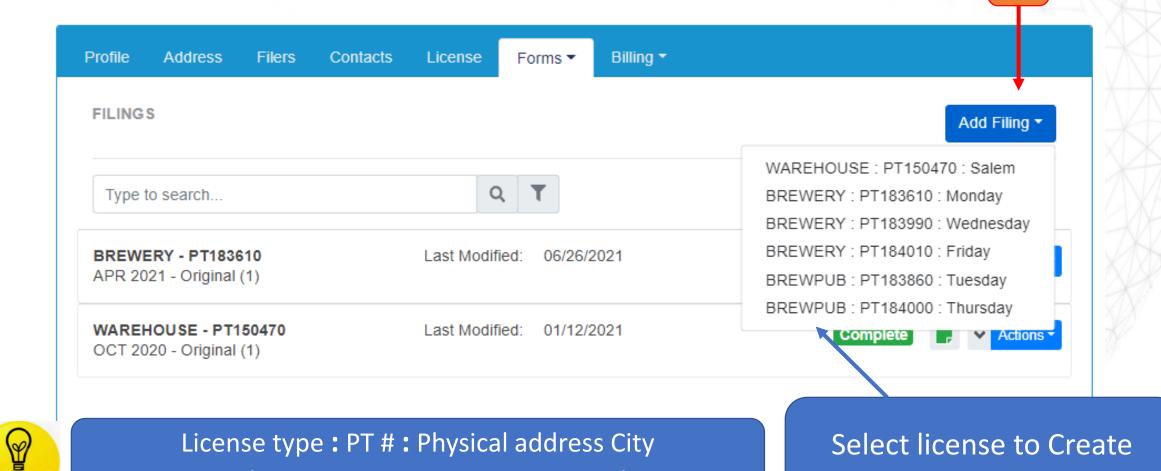
## Navigate to return list



## Creating return



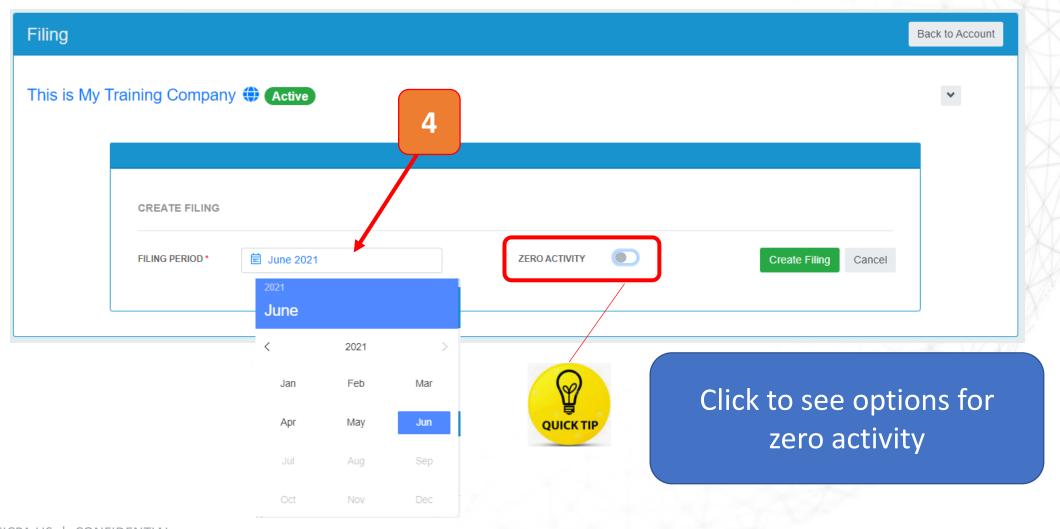
## Start your filing



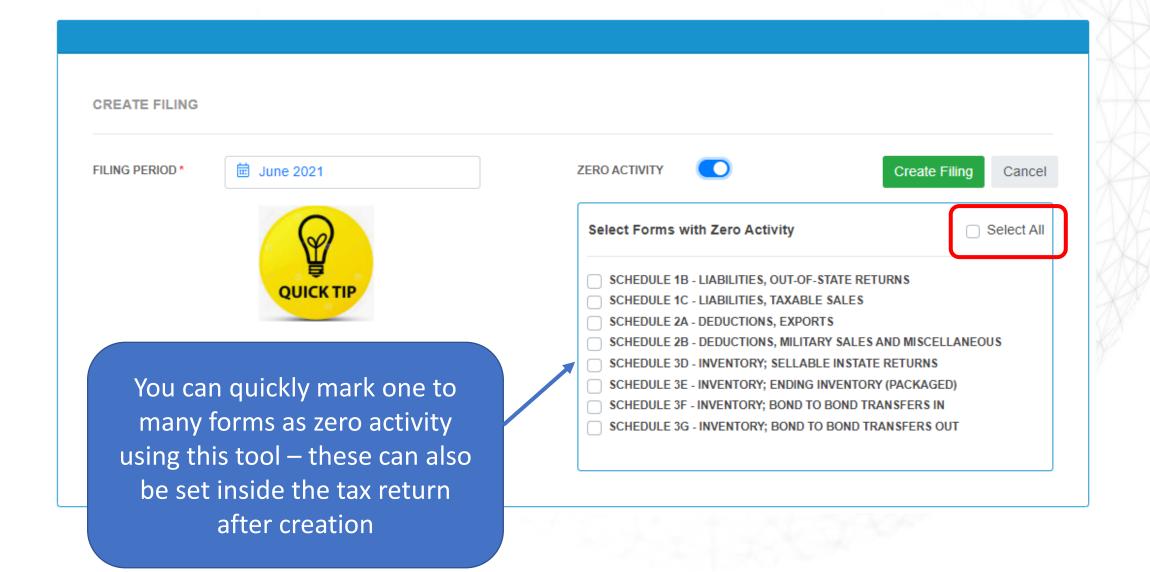
Example: WAREHOUSE: PT150470: Salem

return for

# Creating Return

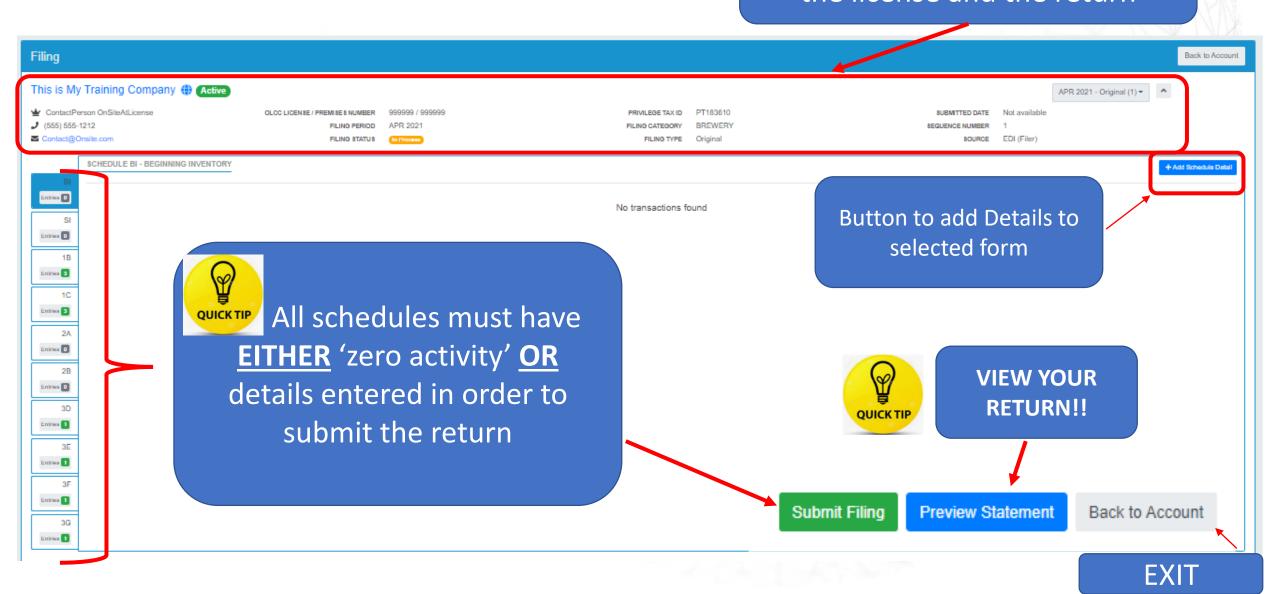


## Zero Activity tool

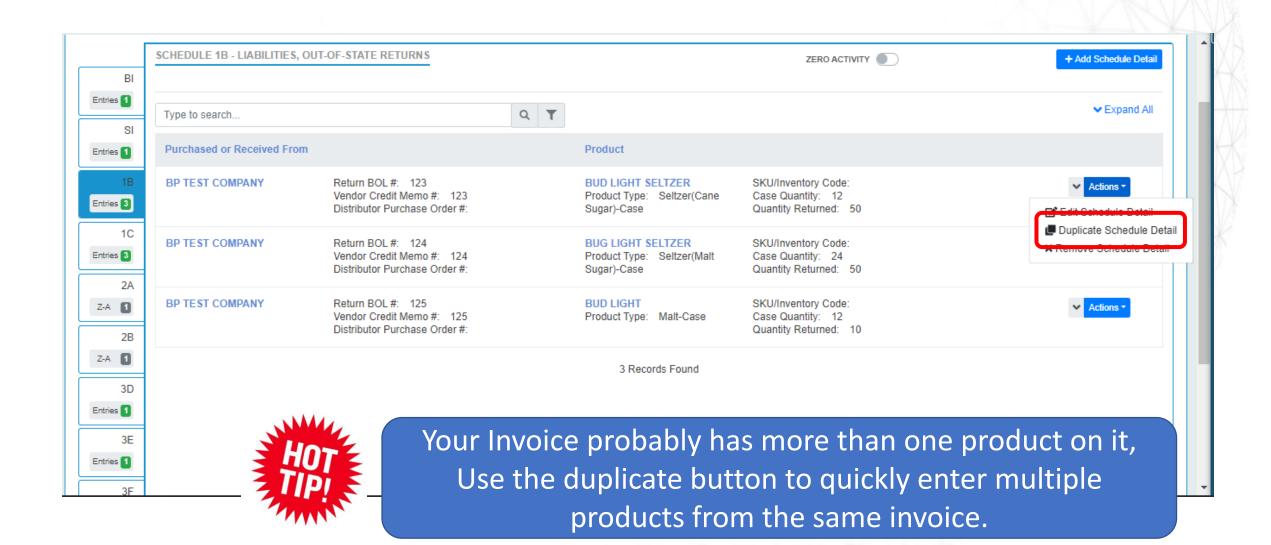


#### ANATOMY OF A RETURN

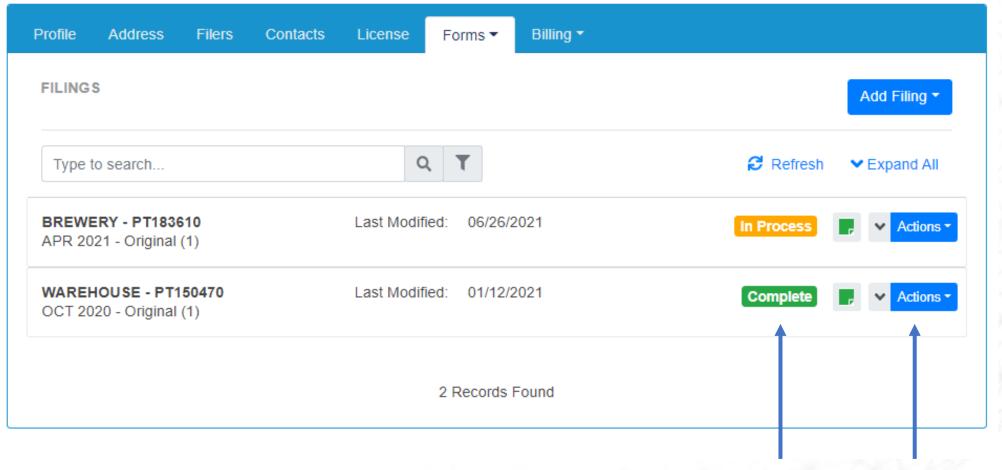
Important Information about the license and the return



#### Use the duplicate feature!



#### Return List





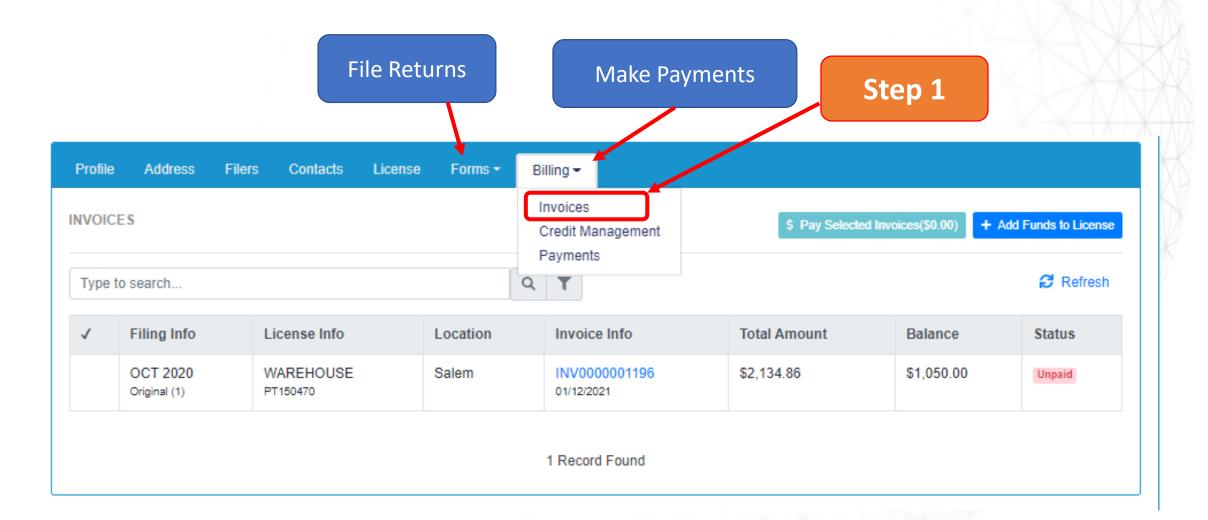
Status drives available actions

## Making Payments

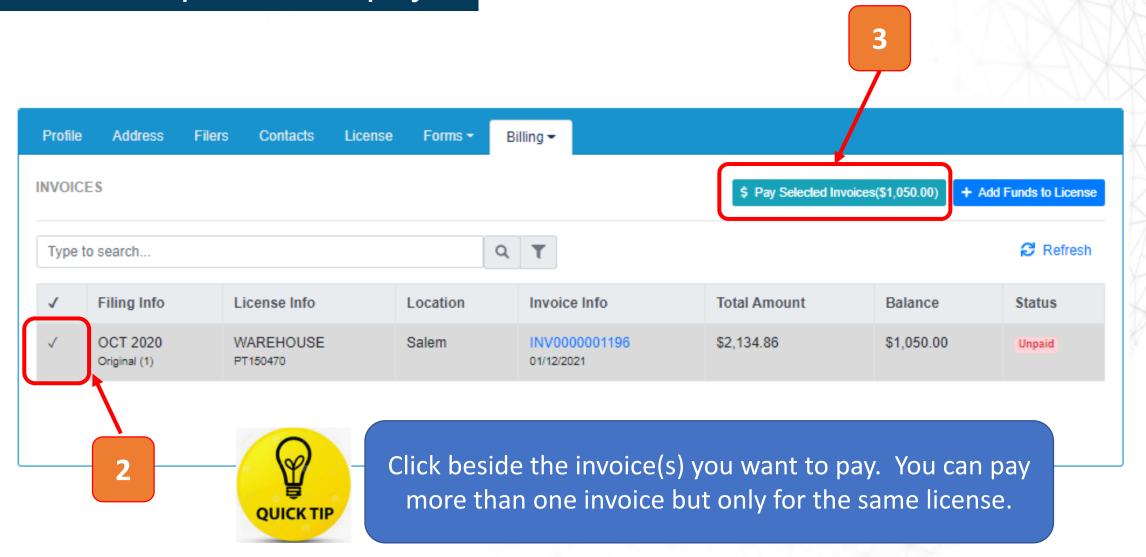
- Payments are ACH Debit
- Can pay 1 to many invoices but cannot pay across licenses

- Can apply credits if approved and available
- Users are redirected to US Bank to make payment

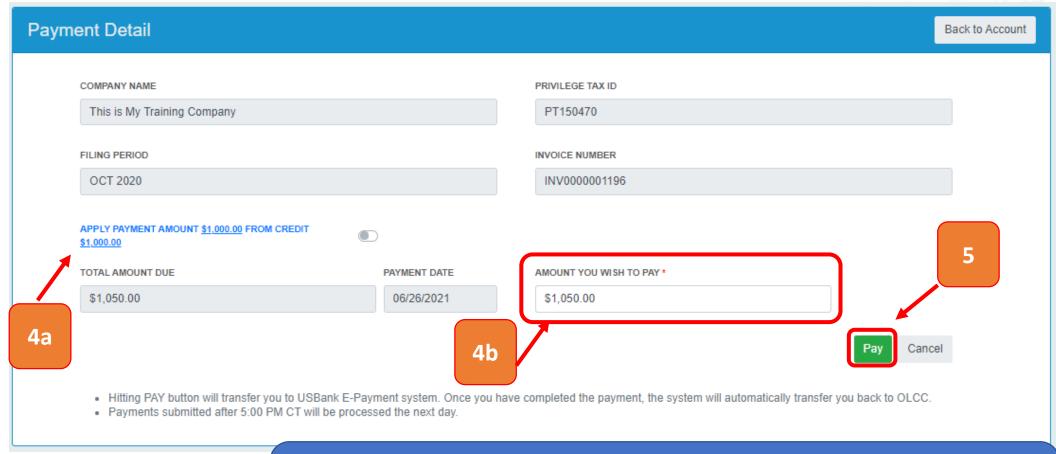
### Return complete, let's pay!



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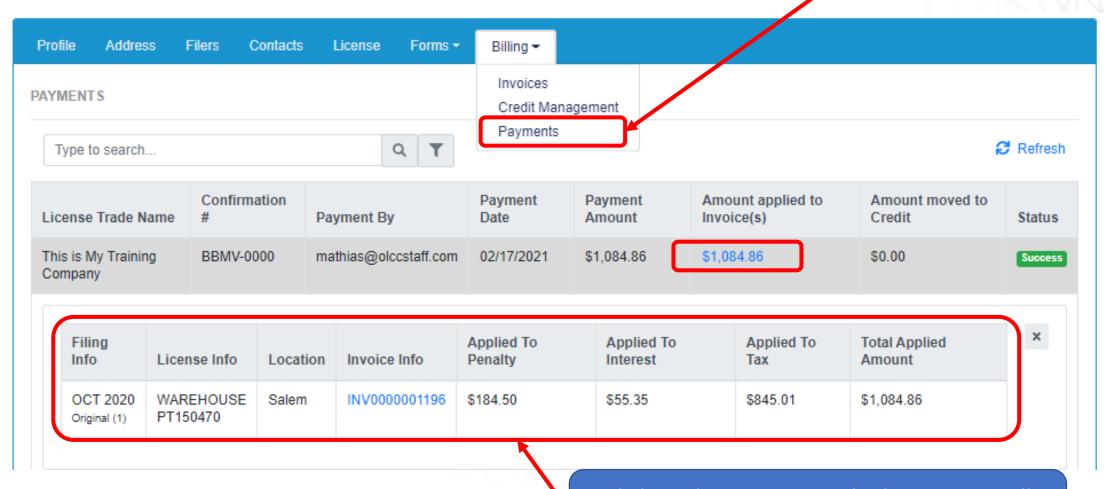




When you press Pay you will leave the OLCC website and be directed to the US Bank site, after payment you will be returned to the OLCC website.

## Payment List

Selecting "Payments" shows list of all payments made.

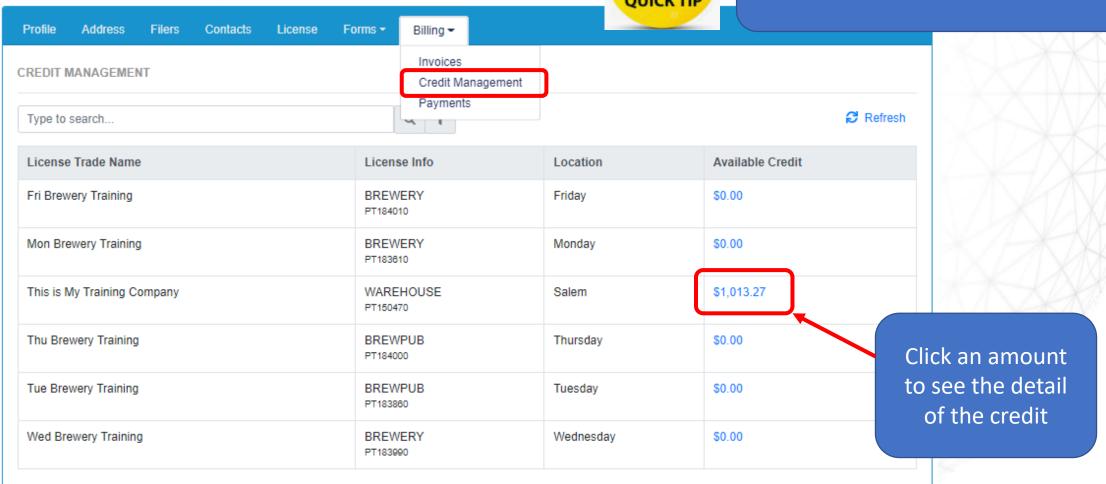


Clicking the Amount applied to invoice will provide additional details seen here

### Credit management



List displays all licenses regardless if they have credit available



## Anatomy of credit details

Important Information about the license with the credit detail you selected

