

OPTO Brewery /
Brewpub
Taxpayer
Training

June 2021



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

Definitions

1. Self Service User ID's
 - Any/All user(s) that need access to the system
2. Business Accounts
 - Over-arching Company
3. Associated Licenses
 - Primary and Secondary Locations

Step 1 : Create UserID



This step is not necessary if you have previously created a userID for filing your WMBW, Warehouse or CERA license and filing returns



Oregon Liquor Control Commission

Online Privilege Tax Solution

Welcome to the OLCC Online Privilege Tax Solution.
Please log in with your User ID (Email) and Password.

Account Login

[Forgot/Reset Password](#)

Login

— New To Online Privilege Tax Solution? —



Create New User



Oregon Liquor Control Commission

Online Privilege Tax Solution

Add New User

First Name: *

Last Name: *

Email Address: *

Phone Number: *



Oregon Liquor Control Commission

Online Privilege Tax Solution

Add New User

First Name: *

Last Name: *

Email Address: *

Phone Number: *





Oregon Liquor Control Commission

Online Privilege Tax Solution

Add New User

Request Completed

Please check the email provided for information regarding your password

[Back To Login](#)



GitHub

Inbox (1)



50

1-1 of 1



"Administrator, olcc"
"Training User"

**OLCC Online Privilege Tax Solution : Security Code for
Account Access**

a few seconds ago

1.11 kB

Inbox (1)

From "Administrator, olcc" <admin@olcc.com>

Show headers ▾

Subject **OLCC Online Privilege Tax Solution : Security Code for Account Access**

To "Training User" <training.user@training.com>

HTML

Plain text

Source

Please do not reply to this email.

Welcome to the OLCC Online Privilege Tax Solution. This system is used to conduct Alcohol Tax Filings with the Oregon Liquor Control Commission .

Your security code is: **956502**

Your security code will expire in one hour.

Before logging in for the first time, you must create a password.

Click [here](#) to provide your security code to create your password.

If you have any questions, please contact OLCC - Oregon Liquor Control Commission : at OLCC.privilegetaxonline@oregon.gov.



Oregon Liquor Control Commission

Online Privilege Tax Solution

Validate Security Code

Security Code: *

[Continue](#) [Cancel](#)

[Request New Security Code](#)



Oregon Liquor Control Commission

Online Privilege Tax Solution

Set Password

Password: *

Confirm Password: *

Password requirements

- Must contain at least 12 characters
- Upper case letters: A - Z
- Lower case letters: a - z
- Numeric: 0 - 9
- Special Characters: !@#%&*



Oregon Liquor Control Commission

Online Privilege Tax Solution

Set Password

Password: *

Confirm Password: *

Password requirements

- Must contain at least 12 characters
- Upper case letters: A - Z
- Lower case letters: a - z
- Numeric: 0 - 9
- Special Characters: !@#\$\$%^&*



Oregon Liquor Control Commission

Online Privilege Tax Solution

Set Password

Your password has been set. [Return to OLCC Online Privilege Tax Solution login.](#)

Step 2 : Create your Business Account



IMPORTANT!! Skip this step if you have previously created an account for filing with your WMBW, Warehouse or CERA license(s)



Oregon Liquor Control Commission

Online Privilege Tax Solution

Welcome to the OLCC Online Privilege Tax Solution.
Please log in with your User ID (Email) and Password.

Account Login

[Forgot/Reset Password](#)

Login

New To Online Privilege Tax Solution?

Create New User



Oregon Liquor Control Commission

Online Privilege Tax Solution

Welcome to the OLCC Online Privilege Tax Solution.
Please log in with your User ID (Email) and Password.

Account Login

[Forgot/Reset Password](#)

Login

————— New To Online Privilege Tax Solution? —————

Create New User



Dashboard

We are unable to locate any accounts associated to your UserID. Click [here](#) to create an account.

Messages 🔄 Refresh

Account	0
License	0
Filing	0
Destruction Claim	0

From	Date Sent	Message



Dashboard

We are unable to locate any accounts associated to your UserID. Click [here](#) to create an account.

Messages 🔄 Refresh			
Account	From	Date Sent	Message
License			
Filing			
Destruction Claim			

Account	0
License	0
Filing	0
Destruction Claim	0



Create Account

COMPANY INFORMATION

LEGAL BUSINESS NAME *

BUSINESS TRADE NAME *

PHONE NUMBER *

FAX NUMBER

WEBSITE

WEBSITE MUST BEGIN WITH HTTP:// OR HTTPS://

PHYSICAL ADDRESS INFORMATION



Create Account

COMPANY INFORMATION

LEGAL BUSINESS NAME *

BUSINESS TRADE NAME *

PHONE NUMBER *

FAX NUMBER

WEBSITE

WEBSITE MUST BEGIN WITH HTTP:// OR HTTPS://

PHYSICAL ADDRESS INFORMATION



Create Account

PHYSICAL ADDRESS INFORMATION

ADDRESS 1 *

123 Main Street

ADDRESS 2

Suite 555

CITY *

Salem

STATE *

Oregon ▾

ZIP CODE *

97301

COUNTRY *

United States of America ▾

MAILING ADDRESS INFORMATION

CLICK THIS CHECKBOX IF THE MAILING ADDRESS IS THE SAME AS THE PHYSICAL ADDRESS

ADDRESS 1 *

ADDRESS 2



Create Account

MAILING ADDRESS INFORMATION

CLICK THIS CHECKBOX IF THE MAILING ADDRESS IS THE SAME AS THE PHYSICAL ADDRESS

ADDRESS 1 *

ADDRESS 2

CITY *

STATE *

ZIP CODE *

COUNTRY *



Create Account

PRIMARY CONTACT INFORMATION

FIRST NAME *

LAST NAME *

PHONE NUMBER *

FAX

TITLE

EMAIL *





Create Account

CERTIFICATION

PLEASE COMPLETE THE INFORMATION BELOW.

REQUESTOR FULL NAME

Training User

LEGAL BUSINESS NAME

This is My Training Company

I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to OLCC are genuine and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

BY CLICKING "YES" I AGREE WITH THE ABOVE STATEMENT *

YES

Submit

Cancel

Step 3 : Associated your Licenses



Check the resource page to get all the information that you need **BEFORE** creating your licenses.

<https://us.sicpa.com/olcc-training-resources>

Accounts

Search: Type to search... Active

This is My Training Company
Active

This is My Training Company

Active

- No data available
- No data available
- No data available

ACCOUNT NUMBER AC160140

Profile Address Filers Contacts License Forms Billing

LICENSES

Add License

Type to search...

Show Secondary Licenses

Expand All

This is My Training Company WAREHOUSE	Last Modified: 12/21/2020 Privilege Tax ID: PT150470	Active		
---	---	--------	--	--

Accounts

Search: Type to search... Active

This is My Training Company
Active

This is My Training Company **Active**

No data available ACCOUNT NUMBER AC160140
 No data available
 No data available

- Profile
- Address
- Filers
- Contacts
- License**
- Forms
- Billing

LICENSES

Add License

Type to search... Show Secondary Licenses

This is My Training Company WAREHOUSE	Last Modified: 12/21/2020 Privilege Tax ID: PT150470
---	---

- BREWERY
- BREW PUB
- CERA
- CERA Temp
- WAREHOUSE
- WMBW



Create License Back to Account

LICENSE INFORMATION

LICENSE TYPE *

BREWERY

WE SEE THAT YOU HAVE SELECTED A LICENSE TYPE THAT ALLOWS FOR PRIMARY AND SECONDARY LICENSES. WILL YOU BE ENTERING BOTH PRIMARY AND SECONDARY LICENSE INFORMATION? * YES NO

IS THIS LICENSE PRIMARY OR SECONDARY? *

PRIMARY SECONDARY

OLCC LICENSE # *

OLCC PREMISES # *

TTB BASIC PERMIT # *

TTB FILE UPLOAD *

NO FILE CHOSEN SELECT FILE

LEGAL BUSINESS NAME *

This is My Training Company

BUSINESS TRADE NAME *

This is My Training Company

Create License Back to Account

CLICK THIS CHECKBOX IF LICENSE NAME IS THE SAME AS ACCOUNT LEGAL NAME

LICENSE NAME *

LICENSE TRADE NAME *

PREMISES ADDRESS INFORMATION

CLICK THIS CHECKBOX IF THE LICENSE PREMISES ADDRESS IS THE SAME AS ACCOUNT'S PHYSICAL ADDRESS

ADDRESS 1 *

ADDRESS 2

CITY *

STATE *

ZIP CODE *

COUNTRY *



Create License Back to Account

MAILING ADDRESS INFORMATION

CLICK THIS CHECKBOX IF THE MAILING ADDRESS IS THE SAME AS THE PREMISES ADDRESS

ADDRESS 1 *

ADDRESS 2

CITY *

STATE *

ZIP CODE *

COUNTRY *



Create License

[Back to Account](#)

United States of America

CONTACT INFORMATION

FIRST NAME *

ContactPerson

LAST NAME *

OnSiteAtLicense

EMAIL *

Contact@Onsite.com

PHONE NUMBER *

(555) 555-1212

FAX NUMBER

Cancel Save Submit

Go to the next page

Next >

Create License

[Back to Account](#)

United States of America

CONTACT INFORMATION

FIRST NAME *

ContactPerson

LAST NAME *

OnSiteAtLicense

EMAIL *

Contact@Onsite.com

PHONE NUMBER *

(555) 555-1212

FAX NUMBER

Cancel

Save

~~Submit~~

Go to the next page

Next >



Create 1st Secondary License

[Back to Account](#)

LICENSE INFORMATION

LICENSE TYPE *

BREWERY

WE SEE THAT YOU HAVE SELECTED A LICENSE TYPE THAT ALLOWS FOR PRIMARY AND SECONDARY LICENSES. WILL YOU BE ENTERING BOTH PRIMARY AND SECONDARY LICENSE INFORMATION? *

YES NO

IS THIS LICENSE PRIMARY OR SECONDARY? *

PRIMARY SECONDARY

PRIMARY LICENSE INFO *

BREWERY PRIMARY LICENSE1 999999 - PT183610	BREWERY PRIMARY LICENSE1 BREWERY
--	--

OLCC LICENSE # *

OLCC PREMISES # *

TTB BASIC PERMIT #

TTB FILE UPLOAD

NO FILE CHOSEN

[SELECT FILE](#)



TTB Info Not Required for Secondary

Create 1st Secondary License Back to Account

PREMISES ADDRESS INFORMATION

CLICK THIS CHECKBOX IF THE LICENSE PREMISES ADDRESS IS THE SAME AS ACCOUNT'S PHYSICAL ADDRESS

ADDRESS 1 *

ADDRESS 2

CITY *

STATE *

ZIP CODE *

COUNTRY *

MAILING ADDRESS INFORMATION

CLICK THIS CHECKBOX IF THE MAILING ADDRESS IS THE SAME AS THE PREMISES ADDRESS

ADDRESS 1 *

ADDRESS 2



Create 1st Secondary License

[Back to Account](#)

United States of America

CONTACT INFORMATION

FIRST NAME *

Person

LAST NAME *

AtSecondary

EMAIL *

Person@secondary.com

PHONE NUMBER *

(555) 555-1222

FAX NUMBER

[Previous](#)

[Cancel](#)

[Save](#)

[Submit](#)

[Discard](#)

[Next](#)



Create 1st Secondary License

[Back to Account](#)

United States of America

CONTACT INFORMATION

FIRST NAME *

Person

LAST NAME *

AtSecondary

EMAIL *

Person@secondary.com

PHONE NUMBER *

(555) 555-1222

FAX NUMBER

[Previous](#)

[Cancel](#) [Save](#) [Submit](#) [Discard](#)

Submits the license(s) for approval

[Next](#)

Certification

PLEASE COMPLETE THE INFORMATION BELOW.

REQUESTOR FULL NAME

Training User

LEGAL BUSINESS NAME

This is My Training Company

I certify and affirm that all information presented in this form is true and correct, that any documents I have presented to OLCC are genuine and that the information included in all supporting documentation is true and accurate. I make this certification and affirmation under penalty of perjury and I understand that knowingly making a false statement or representation on this form is a criminal violation.

BY CLICKING "YES" I AGREE WITH THE ABOVE STATEMENT *

YES

Continue

Cancel

< Previous

Cancel

Save

Submit

Discard

Next >



Accounts

Search: Type to search... Active

This is My Training Company
Active

This is My Training Company

Active

- No data available
- No data available
- No data available

ACCOUNT NUMBER AC160140

Profile Address Filers Contacts **License** Forms Billing

LICENSES

Add License


Type to search... Show Secondary Licenses [Expand All](#)

Brewery Primary License1 BREWERY	Last Modified: 06/21/2021 Privilege Tax ID: PT183610	Pending Review		
This is My Training Company WAREHOUSE	Last Modified: 12/21/2020 Privilege Tax ID: PT150470	Active		

Accounts

🔍 Type to search... Active ▾

This is My Training Company
Active




This is My Training Company  **Active**

-  No data available
 -  No data available
 -  No data available
- ACCOUNT NUMBER AC160140

Profile Address Filers Contacts **License** Forms ▾ Billing ▾

LICENSES Add License ▾

Type to search... 🔍 ⏴ Show Secondary Licenses Expand All ▾

 Brewery Primary License1 BREWERY	Last Modified: 06/21/2021 Privilege Tax ID: PT183610	Active ▾ 
This is My Training Company WAREHOUSE	Last Modified: 12/21/2020 Privilege Tax ID: PT150470	Active ▾ 

AGENDA

~~1. Introduction~~

~~2. Training~~

- ~~• ASCII File for Uploading 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

RESOURCE PAGE

- <https://us.sicpa.com/olcc-training-resources>
 - License Lists
 - During license creation, **get your own information**
 - During File/Return creation, **get your customers information**
 - Filing Documents
 - How to create an ASCII file
 - **Current version of excel spreadsheet**
 - “How To” Documents
 - How to and tips for ASCII filing
 - How to and tips for web returns
 - How to make and view payments



OREGON LIQUOR CONTROL COMMISSION

Training Materials & Resources



WELCOME!

To access the live system, please visit: <https://or.setsonline.com/login>

LICENSEE INFORMATION

For all Licensee Information, please visit: https://www.oregon.gov/olcc/lic/Pages/licensing_activity.aspx



Click to [download the Privilege Tax \(PT\) Licensee List PDF](#) or



Click to [download the Privilege Tax \(PT\) Licensee List spreadsheet](#).



Click to [download the Brewpubs/Breweries Multiple Location Information](#).

