

OPTO

Creating Your UserID

Oregon Privilege Tax Online System

JUNE 2022

Creating Your UserID – Helpful Hints

- Do you already have a userID?
 - **STOP!** There is no need for an additional userID for this new license type
- You must use a valid email address
 - You must be able to access the email address
 - Once user ID is created, watch for emails from admin@olcc.com
- Your password must comply with the requirements shown on password creation page.
- After some time, your password will be required to be changed. Watch for emails alerting you of this.

Creating Your UserID – Step by Step

STEP 1

Go to Oregon Privilege Tax System

<https://or.setsonline.com>

STEP 2

Click on Create New User

OLCC
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](#)

[New To Online Privilege Tax Solution?](#)

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Creating Your UserID – Step by Step

STEP 3

Type your first name

STEP 4

Type your last name

STEP 5

Type your email address

STEP 6

Type your phone number

OLCC
Online Privilege Tax Solution

Add New User

First Name: *	<input style="border: 1px solid #ccc; width: 100%;" type="text" value="First Name"/> 3
Last Name: *	<input style="border: 1px solid #ccc; width: 100%;" type="text" value="Last Name"/> 4
Email Address: *	<input style="border: 1px solid #ccc; width: 100%;" type="text" value="Email Address"/> 5
Phone Number: *	<input style="border: 1px solid #ccc; width: 100%;" type="text"/> 6 <input type="button" value="📞"/>

Creating Your UserID – Step by Step

STEP 7

Click on Submit

OLCC
Online Privilege Tax Solution

Add New User

First Name: *

Last Name: *

Email Address: *

Phone Number: *

STEP 8

Click on Back To Login

OLCC
Online Privilege Tax Solution

Add New User

Request Completed

Please check the email provided for information regarding your password

Creating Your UserID – Step by Step

STEP 9

Check your email box for the email from OLCC admin

STEP 10 and STEP 11

Open the email from OLCC admin

See SAMPLE image below for important sections and actions

From "Administrator, olcc" <admin@olcc.com>
Subject OLCC Online Privilege Tax Solution : Security Code for Account Access
To "New User" <newuser@new.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 OLCC.

Your security code is: **308d58**

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Copy this security code by either Right click copy or CTRL+C. Or you may choose to write it down (Case Sensitive)

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 at OLCC.privilegetaxonline@oregon.gov.

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Once Step 10 is complete, then click on the word [here](#) and then proceed to next step

Important! Your security code and link are specific to you. Do not try to use the code shown here.

Creating Your UserID – Step by Step

STEP 12

Enter the Security Code

In the Security Code field right click and Paste the value you copied, or if you have it written down type in the value. IT IS Case Sensitive.

STEP 13

Click on Continue

OLCC
Online Privilege Tax Solution

Validate Security Code

Security Code: *

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13 Continue Cancel

[Request New Security Code](#)

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Creating Your UserID – Step by Step

STEP 14

Set up your password

Enter your password in the first box – be sure to follow the requirements for passwords shown on the screen.

STEP 15

Re-enter your password to confirm

STEP 16

Click on Continue to save your password

OLCC
Online Privilege Tax Solution

Set Password

Password: * 14

Confirm Password: * 15

16 Continue Cancel

Password requirements

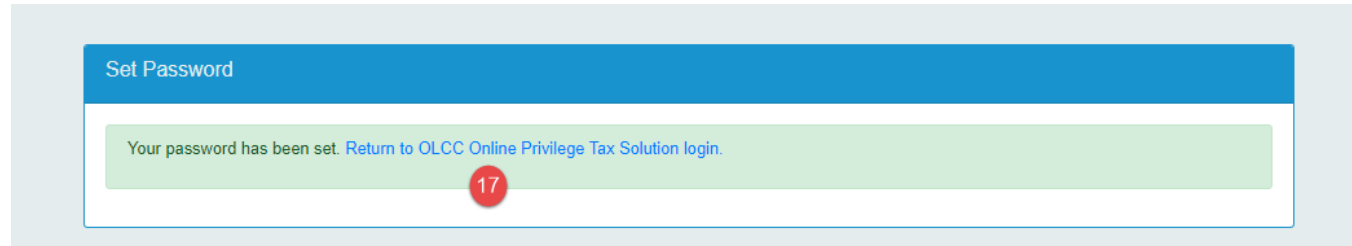
- Must contain at least 12 characters
- Upper case letters: A - Z
- Lower case letters: a - z
- Numeric: 0 - 9
- Special Characters: !@#\$%^&*

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Creating Your UserID – Step by Step

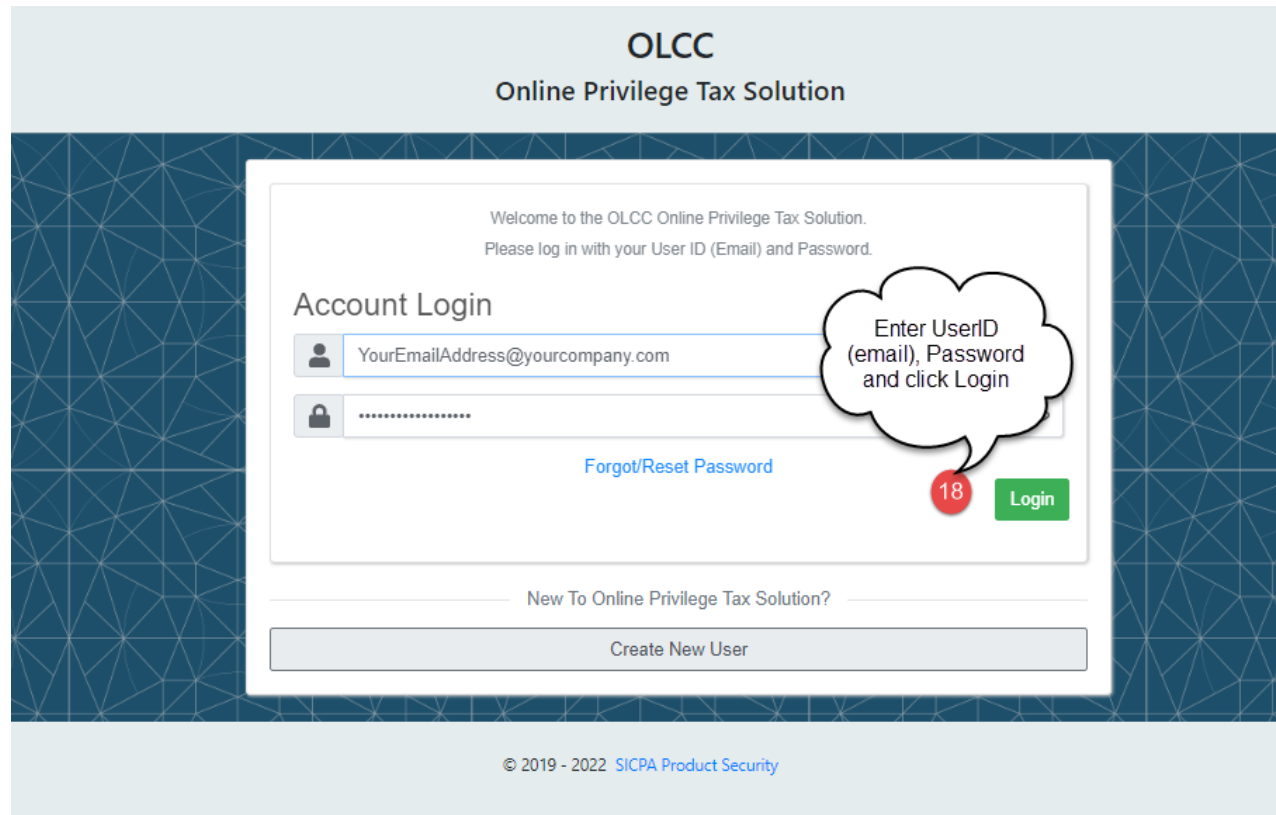
STEP 17

**Click on Return to OLCC
Online Privilege Tax
Solution login**



STEP 18

**Enter your Email Address (UserID),
Password and then click the Login
button**



Creating Your UserID – COMPLETE

STEP 18

Dashboard

This is your dashboard. To continue and set up accounts, please check out the Account Creation documentation or video located on the [OLCC Resource Page](#).

The screenshot displays the SICPA OLCC Online Privilege Tax Solution dashboard. At the top, the SICPA logo and "OLCC Online Privilege Tax Solution" are on the left, while a user profile icon, "FAQ", and "Logout" are on the right. Below the header, there are "Home" and "Accounts" navigation buttons. The main content area is titled "Dashboard" and contains a message: "We are unable to locate any accounts associated to your UserID. Click [here](#) to create an account." On the left side, there is a sidebar with four items: "Account" (0), "License" (0), "Filing" (0), and "Claim" (0). To the right of the sidebar is a "Messages" section with a "Refresh" button. Below the messages section is a table with the following structure:

From	Date Sent	Message
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