OPTO Brewery / Brewpub Taxpayer Training

June 2021

SICPA

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

SICPA

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

Username (Email)

Password

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: *   First Name

Last Name: *   Last Name

Email Address: *   Email Address

Phone Number: *

Submit   Cancel

SICPA

Oregon Liquor Control Commission
Online Privilege Tax Solution

Add New User

First Name: *   Training

Last Name: *   User

Email Address: *   training.user@training.com

Phone Number: *   (555) 555-1212

Submit   Cancel

SICPA

Oregon Liquor Control Commission
Online Privilege Tax Solution
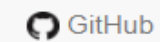
Add New User

Request Completed

Please check the email provided for information regarding your password

Back To Login

www.YourMail.com

Search

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>

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

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

Show headers ✔

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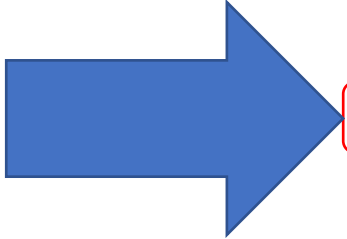
If you have any questions, please contact OLCC - Oregon Liquor Control Commission : at OLCC.privilegetaxonline@oregon.gov.

Oregon Liquor Control Commission
Online Privilege Tax Solution

Validate Security Code

Security Code: * 956502

Continue   Cancel

Request New Security Code

V2.1.0.340

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Oregon Liquor Control Commission
Online Privilege Tax Solution

Set Password

Password: * [Password]

Confirm Password: * [Confirm Password]

[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: !@#$%^&*

V2.1.0.340

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Oregon Liquor Control Commission
Online Privilege Tax Solution

Set Password

Password: *   ●●●●●●●●●●●●

Confirm Password: *   ●●●●●●●●●●●●

[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: !@#$%^&*

Oregon Liquor Control Commission
Online Privilege Tax Solution

Set Password

Your password has been set. Return to OLCC Online Privilege Tax Solution login.

V2.1.0.340

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)

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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

Username (Email)

Password

Forgot/Reset Password

Login

New To Online Privilege Tax Solution?

Create New User

V2.1.0.313

webapp-olccsqa.ocs-support.com/login

Oregon Liquor Control Commission

Online Privilege Tax Solution

SICPA

Welcome to the OLCC Online Privilege Tax Solution.

Please log in with your User ID (Email) and Password.

Account Login

training.user@training.com

••••••••••••

Forgot/Reset Password

Login

New To Online Privilege Tax Solution?

Create New User

webapp-olccsqa.ocs-support.com

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OLCC Online Privilege Tax Solution

Training User   Logout

Home   Accounts

Dashboard

We are unable to locate any accounts associated to your UserID. Click here to create an account.

Account	0
License	0
Filing	0
Destruction Claim	0

Messages   Refresh

From	Date Sent	Message

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V2.1.0.340

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OLCC Online Privilege Tax Solution

Training User   Logout

🏠 Home   ☰ Accounts ▾

Dashboard

We are unable to locate any accounts associated to your UserID. Click here to create an account.

Account	0
License	0
Filing	0
Destruction Claim	0

Messages   ⟳ Refresh

From	Date Sent	Message

webapp-olccsqa.ocs-support.com/accounts/create

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OLCC Online Privilege Tax Solution

👤 Training User 💬 Logout ➜

🏠 Home

☰ Accounts ▾

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

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OLCC Online Privilege Tax Solution

Training User Logout

 Home   Accounts

Create Account

COMPANY INFORMATION

LEGAL BUSINESS NAME *

This is My Training Company

BUSINESS TRADE NAME *

This is My Training Company

PHONE NUMBER *

(555) 555-1213

FAX NUMBER

WEBSITE

https://MyTrainingCompany.com

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

PHYSICAL ADDRESS INFORMATION

webapp-olccsqa.ocs-support.com/accounts/create

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OLCC Online Privilege Tax Solution

Home   Accounts

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

webapp-olccsqa.ocs-support.com/accounts/create

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OLCC Online Privilege Tax Solution

Training User   Logout

🏠 Home

▦ Accounts ▾

Create Account

MAILING ADDRESS INFORMATION

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

ADDRESS 1 *

123 Main Street

ADDRESS 2

Suite 555

CITY *

Salem

STATE *

Oregon

ZIP CODE *

97301

COUNTRY *

United States of America

webapp.olccsqa.crp.sicpa.io/accounts/create

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OLCC Online Privilege Tax Solution

Training User   FAQ   Logout

🏠 Home   ☰ Accounts ▾

Create Account

PRIMARY CONTACT INFORMATION

FIRST NAME *
Mister

LAST NAME *
PrimaryContact

PHONE NUMBER *
(255) 543-2321

FAX

TITLE
AcctExpert

EMAIL *
Mister.Primary@training.com

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OLCC Online Privilege Tax Solution

Training User   Logout

🏠 Home   ☰ Accounts ▾

Create Account

CERTIFICATION

PLEASE COMPLETE THE INFOMATION 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 **<u>BEFORE</u>** creating your licenses.

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

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OLCC Online Privilege Tax Solution

👤 Training User 💬 FAQ Logout 🔌

🏠 Home ▦ Accounts ▾

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

This is My Training Company
WAREHOUSE

Last Modified: 12/21/2020
Privilege Tax ID: PT150470

Active ⌄ 📄

1 Record Found

webapp.olccsqa.crp.sicpa.io/accounts

SICPA
OLCC Online Privilege Tax Solution

Training User   FAQ   Logout

 Home   Accounts ▼

Accounts

🔍 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   BREWERY

                                                                    BREWPUB

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

                                                                    WAREHOUSE

                                                                    WMBW

1 Record Found

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY

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OLCC Online Privilege Tax Solution

👤 Training User   💬   FAQ   Logout 🔗

🏠 Home   ▤ Accounts ▾

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 *   BUSINESS TRADE NAME *

This is My Training Company   This is My Training Company

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY

SICPA

OLCC Online Privilege Tax Solution

Training User | FAQ | Logout

🏠 Home | 📊 Accounts ▾

Create License

Back to Account

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

LICENSE NAME *

Brewery Primary License1

LICENSE TRADE NAME *

Brewery Primary License1

PREMISES ADDRESS INFORMATION

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

ADDRESS 1 *

123 Main Street

ADDRESS 2

Suite 555

CITY *

Salem

STATE *

Oregon

ZIP CODE *

97301

COUNTRY *

United States of America

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY

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OLCC Online Privilege Tax Solution

Training User · FAQ · Logout

🏠 Home   ☰ Accounts ▾

Create License

Back to Account

MAILING ADDRESS INFORMATION

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

ADDRESS 1 *

| 123 Main Street |

ADDRESS 2

| Suite 555 |

CITY *

| Salem |

STATE *

| Oregon ▾ |

ZIP CODE *

| 97301 |

COUNTRY *

| United States of America ▾ |

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY

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Training User · FAQ · Logout

Home · Accounts ▾

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

Go to the next page

Cancel | Save | Submit | Next ›

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY

Apps Business Travel & E... DEMO JIRA Log In - Confluence... VAETS KyETS LA AG ShareFile Login OLCC Time Sheet Portal Other bookmarks Reading list

SICPA | **OLCC Online Privilege Tax Solution**

Training User FAQ Logout

🏠 Home   ☰ Accounts ▾

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 ›

SICPA **OLCC Online Privilege Tax Solution**

Training User   FAQ   Logout

Home   Accounts

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	BREWERY PRIMARY LICENSE1
999999 - PT183610	BREWERY

OLCC LICENSE # *

OLCC PREMISES # *

TTB BASIC PERMIT #

TTB FILE UPLOAD

NO FILE CHOSEN   SELECT FILE

TTB Info Not Required for Secondary

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY/8D934841E5561CBA16F48CC

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OLCC Online Privilege Tax Solution

👤 Training User 💬 FAQ Logout ⏻

🏠 Home ▦ Accounts ▼

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 *

999 MasonJar Drive

ADDRESS 2

CITY *

Portland

STATE *

Oregon

ZIP CODE *

99988

COUNTRY *

United States of America

MAILING ADDRESS INFORMATION

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

ADDRESS 1 *

ADDRESS 2

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY/8D934841E5561CBA16F48CC

SICPA OLCC Online Privilege Tax Solution

Training User · FAQ · Logout

🏠 Home | ☰ Accounts ▾

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 License | Oregon Privilege × +

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY/8D934841E5561CBA16F48CC

Apps ⬛ Business Travel & E... 📁 DEMO ◆ JIRA ✴ Log In - Confluence... 📁 VAETS 📁 KyETS 📁 LA AG 🅢 ShareFile Login 📁 OLCC 🕐 Time Sheet Portal » 📁 Other bookmarks 📰 Reading list

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OLCC Online Privilege Tax Solution

👤 Training User 💬 FAQ Logout ➔

🏠 Home   ☰ Accounts ▾

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

Submits the license(s) for approval

‹ Previous   Cancel   Save   Submit   Discard   Next ›

webapp.olccsqa.crp.sicpa.io/accounts/filer-create-license/8D8A3A0ACA6674449A7AE8F/ALC.BREWERY/8D934841E5561CBA16F48CC

Apps ▣ Business Travel & E... ▣ DEMO ◆ JIRA ✕ Log In - Confluence... ▣ VAETS ▣ KyETS ▣ LA AG ⧆ ShareFile Login ▣ OLCC ◯ Time Sheet Portal » ▣ Other bookmarks ▤ Reading list

SICPA   OLCC Onli...   💬 FAQ Logout ⬆

Certification   ✕

Create 1st Se   Back to Account

PLEASE COMPLETE THE INFOMATION BELOW.

United Sta...

REQUESTOR FULL NAME   Training User

CONTACT INFO

LEGAL BUSINESS NAME   This is My Training Company

FIRST NAME *

Person

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.

EMAIL *

Person@s...

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

Continue   Cancel

‹ Previous   Cancel   Save   Submit   Discard   Next ›

Accounts | Oregon Privilege Tax × +

webapp.olccsqa.crp.sicpa.io/accounts/8D8A3A0ACA6674449A7AE8F

Apps | Business Travel & E... | DEMO | JIRA | Log In - Confluence... | VAETS | KyETS | LA AG | ShareFile Login | OLCC | Time Sheet Portal | » | Other bookmarks | Reading

SICPA   **OLCC Online Privilege Tax Solution**

Training User   FAQ   Logout

Home   Accounts ▾

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
   Pending Review ▾ 📄

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

webapp.olccsqa.crp.sicpa.io/accounts

SICPA **OLCC Online Privilege Tax Solution**

Training User · FAQ · Logout

🏠 Home · ☰ Accounts ▾

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

us.sicpa.com/olcc-training-resources

SICPA

OREGON LIQUOR
CONTROL COMMISSION

Training Materials & Resources

OLCC
OREGON LIQUOR CONTROL COMMISSION

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.

Last updated on June 09, 2021