



OPTO Dashboard and Homepage

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Dashboard

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Homepage Tabs

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Dashboard Navigation

The first page after logging in displays a set of buttons that help you to efficiently navigate to specific tasks. There are often other paths in the system to achieve the same results. Click on the Accounts dropdown menu at the top of the page and choose Manage Accounts to navigate to your account's homepage directly.



Also on the top line: your Username  allows you to edit your profile and password, Messages  is a shortcut to the OPTO messaging system, and FAQ is a link to the Resource Page for training material.



Start New Filing – Using Webforms

Start New Filing ▾

Using Webform

If you are a user that has access to multiple accounts, or an account that has multiple licenses, you will be directed to first select the account and then to select the license.

DASHBOARD / SELECT ACCOUNTS

Active ▾

| Account | Trade Name | |
|---|------------|--------|
| Magpie Sales and Distribution: AC380020 | Magpie | Select |

DASHBOARD / SELECT ACCOUNTS / SELECT LICENSE

| License Name | License Trade Name | License Type | |
|---|--------------------|--------------|--------|
| Magpie Sales and Distribution PT142535 | Magpie | BREWERY | Select |

Next will be the Create Filing page where you will select the correct filing period by clicking on the calendar icon (the default is always today). The calendar will display years, quarters, or months depending on your license's required filing frequency.

For licenses that require an Oregon Wine Board return, the OWB checkbox is where you choose to have the system open an OWB return, rather than a Privilege Tax return.

Magpie Sales and Distribution ☒ Active

CREATE FILING

IS THIS AN OWB FILING? ☐

FILING PERIOD *

2025
June

< 2025 >

Jan Feb Mar

Apr May Jun

Jul Aug Sep

Oct Nov Dec

Create Filing Cancel

Click on the green Create Filing button and the return will open with a list of schedules.

Start New Filing – Using File Upload

Start New Filing ▾

Using Webform

Using File Upload

Follow the process above for selecting your account and license. The system will then open to the Add EDI page where you will again select the correct filing period as above. Click on the Browse button to choose your Excel template file for upload.



ADD EDI / BREWERY : PT142535 : MILWAUKIE

FILING PERIOD *

June 2025

FILE *

DTR.APRIL.2023.XLSX

BROWSE

ONLY .XLS .XLSX .TXT .DAT FILES ALLOWED.

Upload

Cancel

Billing

Pay Invoice

Billing – Pay Invoice

After selecting your Account, the Pay Invoice button will open the Invoices page and display any unpaid invoices for the account. Click in the left-hand column to select the invoice, and then click on the light blue Pay Selected Invoices button to complete an ACH transaction with US Bank.

The blue invoice number is a hyperlink that opens a detailed history. You can also hover over the Total Amount to see a breakdown of tax, penalty, and interest.

INVOICES

\$ Pay Selected Invoices(\$0.00)

+ Add Funds to License

142535



Refresh

| ✓ | Filing Info | License Info | Location | Invoice Info | Total Amount | Balance | Due Date | Status |
|---|---------------------------|------------------------|-----------|---|--------------|------------|------------|--------|
| | SEP 2023 Amendment (2) | PT-BREWERY PT142535 | Milwaukie | INV0000142001 06/10/2025 | \$2,938.98 | \$2,938.98 | 10/20/2023 | Unpaid |

The dark blue Add Funds to License button allows you to make a payment that will be held in your credit balance for use on future invoices.

Billing

Pay Invoice

Credit Management

Billing – Credit Management

This path displays the Credit Management screen which shows available credit for each license in the account. The blue dollar amount is a hyperlink that opens a detailed history.



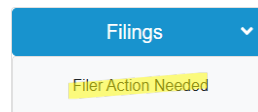
CREDIT MANAGEMENT

QYRefresh

| License Trade Name | License Info | Location | Available Credit |
|--------------------|---------------------|-----------|------------------|
| Daphne | WINERY PT131344 | Milwaukie | \$3,815.00 |
| Daphne | WINERY OWB131344 | Milwaukie | \$0.00 |

Licenses required to file OWB returns have a separate OWB credit account. Funds may not be moved between credit accounts.

Filings – Filer Action Needed



After selecting your Account, the Filer Action Needed button will open the Filings page and display a list of returns that are marked in yellow as In Process. These are returns that have not been submitted.

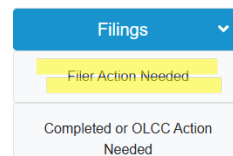
FILINGSAdd Filing

QYRefreshExpand All

| | | | | |
|---|---|---------------------------|------------|--|
| PT-WAREHOUSE.MON - PT126326 SEP 2024 - Original (1) | Magpie Sales and Distribution Magpie | Last Modified: 05/02/2025 | In Process | Actions View Schedules |
|---|---|---------------------------|------------|--|

Click on the blue Actions button and choose View Schedules to re-open the return.

Filings – Completed or OLCC Action Needed



After selecting your account, this button will open the Filings page and display all the completed filings marked in green, show amendments that are Pending Review in blue, and returns that are Pending Credit Approval in light blue.



| FILINGS | | | | Add Filing |
|---|---|---------------------------|---|----------------------------|
| <input type="text" value="Type to search..."/> Refresh Expand All | | | | |
| PT-WAREHOUSE.MON - PT132336 JUN 2023 - Amendment (2) | Maggie Sales and Distribution Maggie | Last Modified: 06/12/2025 | Pending Credit Approval | Actions |
| PT-WAREHOUSE.MON - PT132336 JUL 2023 - Amendment (2) | Maggie Sales and Distribution Maggie | Last Modified: 06/12/2025 | Pending Review | Actions |
| PT-BREWERY - PT142535 SEP 2023 - Amendment (2) | Maggie Sales and Distribution Maggie | Last Modified: 06/10/2025 | Complete | Actions |

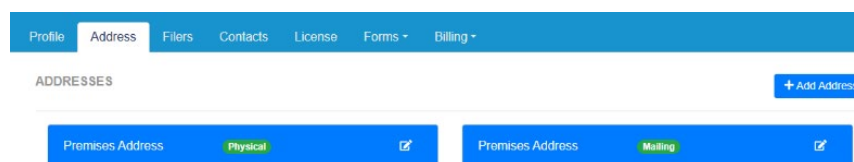
Homepage Tabs

Profile



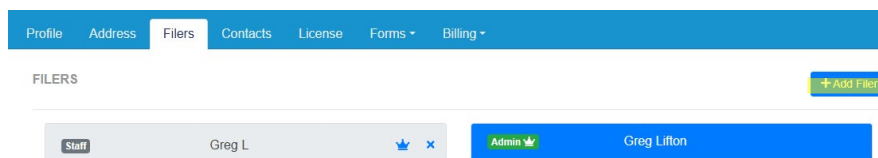
The profile tab displays information originally provided from your account creation. The Account Names and Account Details sections can be edited by the Primary Contact for the account. The Legal Business Name is the title used for the account.

Address



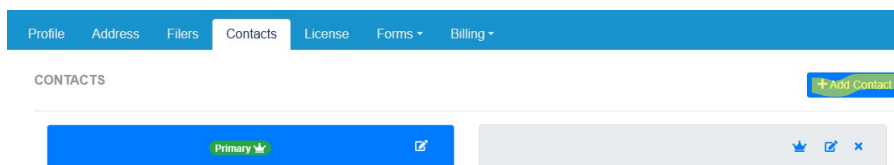
The address tab also displays information from the original account creation and is editable. The premises address is required to match the address on your license certificate. If your premises changes, licensing must be notified and a new certificate issued.

Filers



The Filers tab shows all users that have access to the account for filing. Their status can be Staff or have Admin privileges. Use the blue Add Filer button to add a new filer.

Contacts



The Contacts tab shows information provided for the person responsible to receive notifications for the account. The Primary Contact is the one listed in the account title.



Contacts do not have permission to file returns or make payments unless they are also added as a Filer. Use the blue Add Contact button to add a new contact.

License

The License tab displays all licenses associated with the account. Click on the Show Secondary Licenses to change the default display. You may also click on the Expand/Collapse All button to view a summary of the license details.

[Profile](#) [Address](#) [Filers](#) [Contacts](#) [License](#) [Forms](#) [Billing](#)

LICENSES [Add License](#)

[Search](#) [Filter](#) ☒ [Show Secondary Licenses](#) [Collapse All](#)

| | | | |
|--|---------------|---|---|
| Magpie Sales and Distribution BREWERY Filing Frequency: Monthly | Magpie | Last Modified: 10/31/2023 Privilege Tax ID: PT142535 OLCC License #: 999001 OLCC Premises #: 000100100 TTB Basic Permit #: OR-P-15047 | Active Expand Details |
| Magpie Sales and Distribution BREWERY | Magpie | Last Modified: 10/31/2023 Privilege Tax ID: PT142536 OLCC License #: 223344 OLCC Premises #: 000001122 TTB Basic Permit #: OR-P-15047 | Active Expand Details |

Click on the page icon to open the license details page which displays the following tabs.

[Profile](#) [Address](#) [Contact](#) [Dates](#) [Secondary Licenses](#)

The Dates tab shows the effective date for your license in the OPTO sytem. The effective date determines your first reporting period. The end date remains blank until OLCC confirms that the license has expired and will not be renewed.

[Profile](#) [Address](#) [Contact](#) [Dates](#) [Secondary Licenses](#)

LICENSE COVERAGES TABLE MODE CHART MODE

SORT BY: [Effective Date](#)

| Effective Date | End Date |
|----------------|----------|
| 01/01/2023 | |

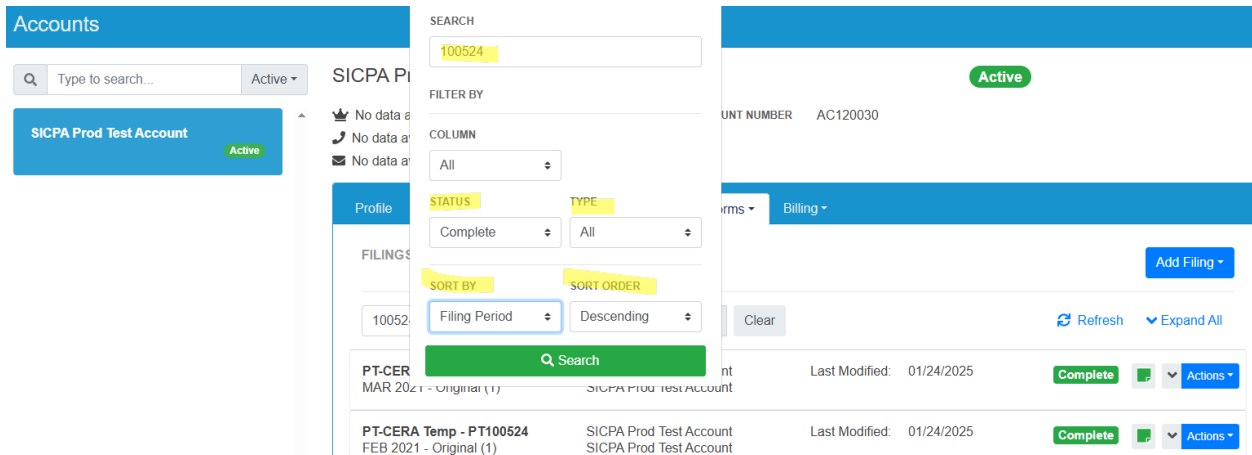
Forms ▾ Billing ▾

Manage Filings
 EDI Uploads
 Destruction Claim
 Export Claim

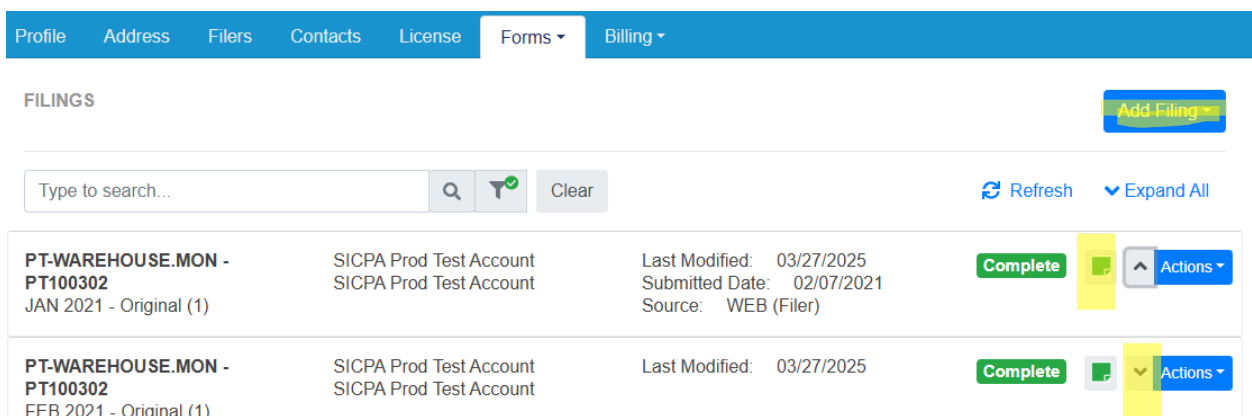
Forms

The Forms tab has a dropdown menu with the following choices:

Manage Filings – displays all returns and their status. The page includes a search bar that allows you to sort the returns displayed by status, license type, filing period, and order. Click on the funnel icon to open the search options, or just type in the search field.



Click on the blue Add Filing button, choose your license, and you will be taken to the Create Filing page. Click on the green page icon to open a copy of the statement for the 'active' version of the return. Click on the down arrow for each return or the Expand All text to show more details for each return.



| License | Status | Last Modified | Submitted Date | Source | Actions |
|--|----------|---------------|----------------|-------------|-----------|
| PT-WAREHOUSE.MON - PT100302 JAN 2021 - Original (1) | Complete | 03/27/2025 | 02/07/2021 | WEB (Filer) | Actions ▾ |
| PT-WAREHOUSE.MON - PT100302 FEB 2021 - Original (1) | Complete | 03/27/2025 | | | Actions ▾ |

EDI Uploads – displays all completed and pending uploads, and error files. The page also has search functions as described above. Click on the blue New Upload button, choose your license, and you will be taken to the Add EDI page to upload your Excel file. Click on the download icon to open the Error message file, or the X to delete it.



| Profile Address Filers Contacts License Forms Billing | | | | |
|---|--|---|------------|--|
| EDI UPLOADS | | | | |
| New Upload + | | | | |
| Type to search... Clear Refresh | | | | |
| PT-WMBW - PT101483 MAR 2021 | SICPA Prod Test Account SICPA Prod Test Account | Last Modified: 06/21/2021 File: 3C-coupleand3E.txt | In process | |
| PT-CERA Temp - PT100524 SEP 2024 | SICPA Prod Test Account SICPA Prod Test Account | Last Modified: 10/28/2024 File: OR_10.21.2024.xlsx | Error | |

The blue PT text shows the ‘active’ version of the EDI Upload return. Click on the hyperlink to open the created return. Click on the blue file text to open your uploaded Excel file.

| Profile Address Filers Contacts License Forms Billing | | | | |
|---|--|---|----------|--|
| EDI UPLOADS | | | | |
| New Upload + | | | | |
| Type to search... Clear Refresh | | | | |
| PT-WMBW - PT101483 APR 2025 | SICPA Prod Test Account SICPA Prod Test Account | Last Modified: 06/06/2025 File: SICPA_WMBW_202504_P T101483_Modified.txt | Complete | |
| PT-WMBW - PT101483 APR 2025 | SICPA Prod Test Account SICPA Prod Test Account | Last Modified: 06/02/2025 File: SICPA_WMBW_202504_P T101483_Modified.txt | Complete | |

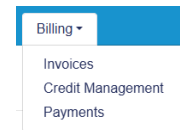
Destruction Claim – displays all filed claims and their status. Click on the blue Add Claim to start a new filing. Click on the page icon to view a completed filing or to re-open an In Process filing.

| Profile Address Filers Contacts License Forms Billing | | | | |
|---|--|---|------------|--|
| DESTRUCTION CLAIMS | | | | |
| Add Claim + | | | | |
| Type to search... Refresh Expand All | | | | |
| PT-WMBW - PT101483 DEC 2021 | SICPA Prod Test Account SICPA Prod Test Account | Last Modified: 11/13/2023 Approved Date: Not available Submitted Date: 05/13/2022 Created By: sicpasvcusr@sicpa.com | In Process | |



Export Claim - displays all filed claims and their status. Click on the blue Add Claim to start a new filing. Click on the page icon to view a completed filing or to re-open an In Process filing. The page features are the same as above.

Billing



The Billing tab has a dropdown menu with the following choices:

Invoices – displays all invoices and their status. The search bar allows you to search and sort by invoice number, filing period, status, and more. Select an invoice to be paid by clicking in the left-hand column.

Click on the light blue Pay Selected Invoice button to move to the Payment Detail page and complete an ACH transaction. Click on the dark blue Add Funds to License button to make a payment to be held in your credit account.

Click on the blue invoice number to view a detailed history.

| Profile | Address | Filers | Contacts | License | Forms | Billing | | | |
|-------------------|------------------------|---------------------------|-------------|------------------------------|--------------|----------------------------------|------------|------------------------|--|
| INVOICES | | | | | | \$ Pay Selected Invoices(\$0.00) | | + Add Funds to License | |
| Type to search... | | | | | | Q | Y | Refresh | |
| ✓ | Filing Info | License Info | Location | Invoice Info | Total Amount | Balance | Due Date | Status | |
| | JAN 2023 Amendment (2) | PT-WINERY.WH.MON PT116546 | Springfield | INV00000057103 03/23/2023 | \$4.92 | \$4.92 | 01/20/2024 | Unpaid | |
| | JAN 2021 Original (1) | PT-WAREHOUSE.MON PT100302 | Springfield | INV00000000001 02/07/2021 | \$0.10 | \$0.00 | 02/20/2021 | Paid | |

Credit Management – displays the credit balance for all license associated with the account. Use the search bar to sort by license type or PT number. Click on the blue credit balance amount to view a detailed history.

Profile

Address

Filers

Contacts

License

Forms

Billing

CREDIT MANAGEMENT

142535

| License Trade Name | License Info | Location | Available Credit |
|--------------------|---------------------|-----------|------------------|
| Magpie | BREWERY PT142535 | Milwaukie | \$3,393.77 |



Payments – displays all payments and their status. Search and sort by date, amount, status, and more. The Status column will show Success in green, Processing in yellow, and Failed in pink.

The Processing status is temporary, but if it does not change then the transaction has failed at some point and will need to be reset by OLCC. Please contact us at:

olcc.privilegetaxonline@olcc.oregon.gov

Profile

Address

Filers

Contacts

License

Forms

Billing

PAYMENTS

Type to search...

Refresh

| License Trade Name | Confirmation # | Payment By | Payment Date and Time | Payment Amount | Amount applied to Invoice(s) | Amount moved to Credit | Status |
|----------------------------|-----------------|-----------------------|------------------------|----------------|------------------------------|------------------------|------------|
| SICPA Prod Test Account | OLCPRV000010113 | sicpasvcusr@sicpa.com | 05/08/2023 3:07:25 PM | \$0.01 | \$0.00 | \$0.01 | Success |
| SICPA Prod Test Account | OLCPRV000007176 | sicpasvcusr@sicpa.com | 12/13/2022 11:36:50 AM | \$0.04 | \$0.04 | \$0.00 | Success |
| SICPA Prod Test Account | | sicpasvcusr@sicpa.com | 12/12/2022 11:48:14 AM | \$0.02 | \$0.00 | \$0.00 | Processing |
| SICPA Prod Test Account DS | | sicpasvcusr@sicpa.com | 12/12/2022 5:51:16 AM | \$0.10 | \$0.00 | \$0.00 | Processing |
| SICPA Prod Test Account | | sicpasvcusr@sicpa.com | 12/12/2022 5:42:58 AM | \$0.02 | \$0.00 | \$0.00 | Processing |
| SICPA Prod Test Account | OLCPRV000002147 | jnsk1734@gmail.com | 09/19/2021 3:45:41 PM | \$0.05 | \$0.05 | \$0.00 | Success |
| SICPA Prod Test Account | | jnsk1734@gmail.com | 09/08/2021 9:04:56 AM | \$0.05 | \$0.00 | \$0.00 | Failed |

You can view how the payment was applied by clicking on the blue amount hyperlink in the Amount applied to Invoice(s) column. The amount detail will have a reference to the filing period and another blue hyperlink that will open the invoice details.