

Creating Your User ID – Helpful Hints

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

Creating Your User ID – 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

Username (Email)

Password

[Forgot/Reset Password](#)

New To Online Privilege Tax Solution?

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Creating Your User ID – 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: *

First Name 3

Last Name: *

Last Name 4

Email Address: *

Email Address 5

Phone Number: *

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Submit

Cancel

Creating Your User ID – 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 User ID – 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 User ID – Step by Step

STEP 12

Enter the Security Code

In the Security Code field, right-click and paste the code you copied from the email, or if you have it written down type the code in. Note that 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 User ID – 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

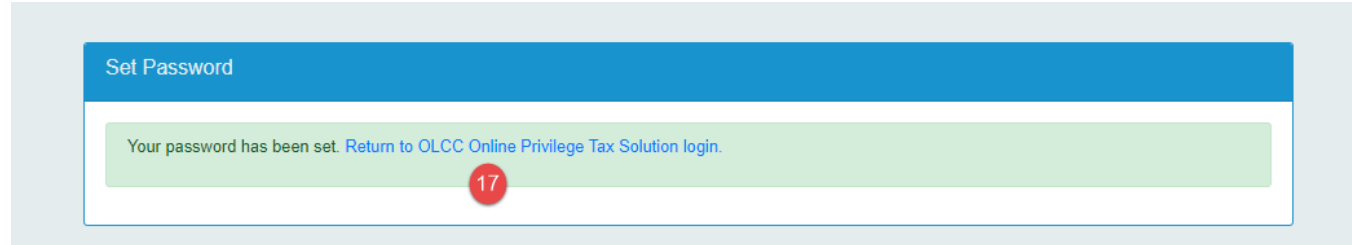
- Must contain at least 12 characters
- Upper case letters: A - Z
- Lower case letters: a - z
- Numeric: 0 - 9
- Special Characters: !@#\$%^&*

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Creating Your User ID – Step by Step

STEP 17

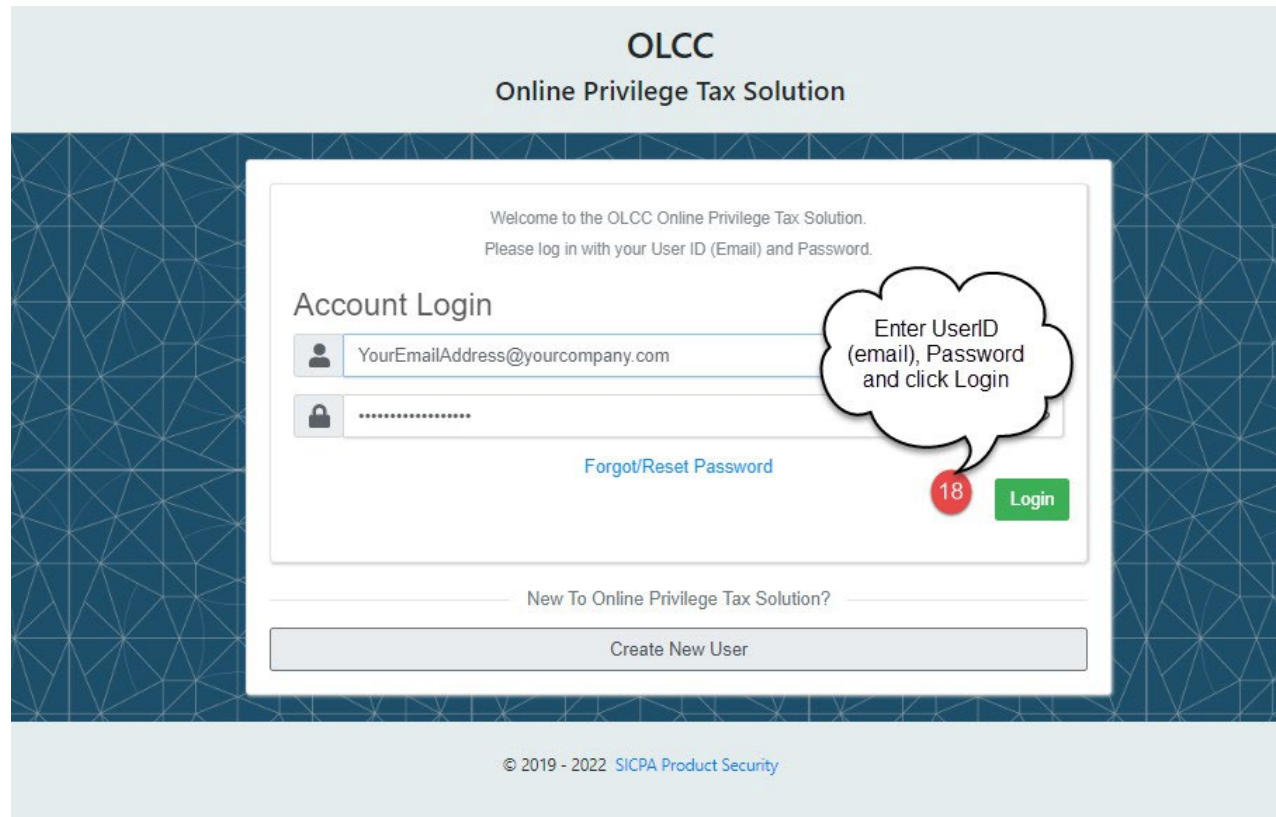
**Click on Return to OLCC
Online Privilege Tax
Solution login**



The screenshot shows a blue header bar with the text "Set Password". Below it is a green message box that says "Your password has been set. [Return to OLCC Online Privilege Tax Solution login.](#)". A red circle with the number "17" is positioned below the message box.

STEP 18

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



The screenshot shows the OLCC Online Privilege Tax Solution login page. The header reads "OLCC Online Privilege Tax Solution". The main content area has a dark blue background with a white login form. The form includes a welcome message: "Welcome to the OLCC Online Privilege Tax Solution. Please log in with your User ID (Email) and Password." Below this is the "Account Login" section with two input fields: "YourEmailAddress@yourcompany.com" and a password field with masked characters. A "Forgot/Reset Password" link is below the password field. A green "Login" button is to the right of the password field. A red circle with the number "18" is next to the "Login" button. A speech bubble points to the "Login" button with the text "Enter UserID (email), Password and click Login". At the bottom of the form is a link for "New To Online Privilege Tax Solution?" and a "Create New User" button. The footer of the page reads "© 2019 - 2022 SICPA Product Security".