

Creating An Account – Important Information

Do you already have an Account? Yes?



Please do not create a second account if you already have one for your company

If you already have an account, you can skip the account setup and move to adding a new license

Creating Your Account – Step by Step

STEP 1

Login to Oregon Privilege Tax System <https://or.setsonline.com>

If you are unsure or do not have a login, please refer to the Creating your User ID document or video.

STEP 2

From the Dashboard, click on the word [here](#) to begin account creation

SICPA OLCC Online Privilege Tax Solution

Home Accounts

Dashboard

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

Messages Refresh

Account	0	
License	0	
From	Date Sent	Message

Creating Your Account – Step by Step

STEP 3

Enter the Company Information

Enter the Legal Business Name and Trade Name from your license certificate, the phone number at the account location, fax and website are optional

Create Account

COMPANY INFORMATION

Required Fields are labeled with an asterisk

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LEGAL BUSINESS NAME *

BUSINESS TRADE NAME *

PHONE NUMBER * FAX NUMBER

WEBSITE

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

Creating Your Account – Step by Step

STEP 4

**Enter the premises address
from your license certificate**

STEP 5

**Enter the mailing address
if different from the premises**

Create Account

PHYSICAL ADDRESS INFORMATION

Required Fields are labeled with an asterisk

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ADDRESS 1 * ADDRESS 2

CITY * STATE * ZIP CODE *

COUNTRY *

United States of America

MAILING ADDRESS INFORMATION

HELPFUL HINT: Use the checkbox if your mailing is the same as your physical

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

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ADDRESS 1 * ADDRESS 2

CITY * STATE * ZIP CODE *

COUNTRY *

United States of America

Creating Your Account – Step by Step

STEP 6

Enter the Primary Contact for the account

This should be the person responsible for the account. This person would be the recipient of most communications or notifications regarding the account. Additional Contacts may be added later.

Create Account

PRIMARY CONTACT INFORMATION

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FIRST NAME *	LAST NAME *	
<input type="text"/>	<input type="text"/>	
PHONE NUMBER *	FAX	TITLE
<input type="text"/>	<input type="text"/>	<input type="text"/>
EMAIL *	<input type="text"/>	

This should be the main person that will receive communications regarding activity for this account.

Creating Your Account – Step by Step

STEP 7 and 8

Certification

The gray boxes will contain your information and cannot be modified. Click the “Yes” checkbox and then Press the Submit button to create your account.

CERTIFICATION

PLEASE COMPLETE THE INFORMATION BELOW.

REQUESTOR FULL NAME

LEGAL BUSINESS NAME

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

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