

Associating a License – Helpful Tips

- You can associate multiple licenses in the same account if they are owned by the same legal entity.
- You do NOT need to create a single account for each license.
- This is a license association with your online account. It will add your existing OLCC license to the OPTO system.
- When you submit your license, the status will be marked as **Pending Approval**. Once OLCC reviews and approves the license, you may begin reporting.
- DO NOT create separate accounts in OPTO if you have multiple licenses for a single company.

Associating a License – Step by Step

You must have a User ID and an account in OPTO to use this step-by-step guide.

STEP 1

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

STEP 2

From the Dashboard, click on Accounts and then Manage Accounts

SICPA OLCC Online Privilege Tax Solution

Home Accounts **1**

Create Account
Manage Accounts **2**

Training User FAQ Logout

Dashboard

Start my next statement
Great job, you are all caught up!

Filing in progress
Great job, you are all caught up!

Next statement due on
06/20/2022

Messages Refresh

From	Date Sent	Message
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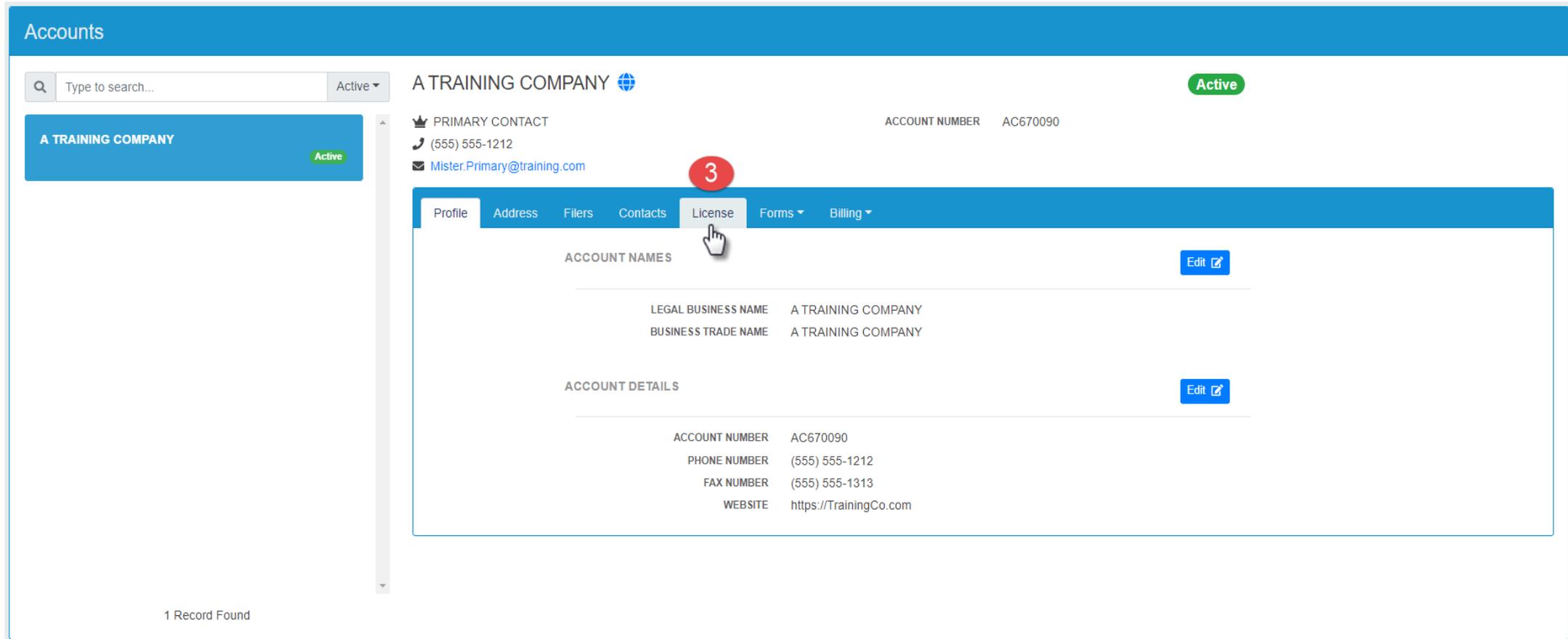
Account 0
License 0

Associating a License – Step by Step

STEP 3

Navigate to the License Tab

Click on the License tab



The screenshot displays a software interface for managing accounts. At the top, a blue header bar contains the word "Accounts". Below this, a search bar with the placeholder "Type to search..." and an "Active" filter dropdown is visible. The main content area shows the details for "A TRAINING COMPANY", which is marked as "Active". The company's primary contact information is listed: (555) 555-1212 and Mister.Primary@training.com. The account number is AC670090. A navigation menu at the top of the details section includes tabs for Profile, Address, Filers, Contacts, License, Forms, and Billing. The "License" tab is highlighted with a red circle containing the number "3", and a mouse cursor is pointing at it. Below the navigation menu, the "ACCOUNT NAMES" section shows the legal and business trade names as "A TRAINING COMPANY", with an "Edit" button. The "ACCOUNT DETAILS" section lists the account number, phone number, fax number, and website, also with an "Edit" button. At the bottom left, it indicates "1 Record Found".

Accounts

Search: Type to search... Active

A TRAINING COMPANY **Active**

PRIMARY CONTACT: (555) 555-1212, Mister.Primary@training.com

ACCOUNT NUMBER: AC670090

Navigation: Profile, Address, Filers, Contacts, **License**, Forms, Billing

ACCOUNT NAMES: A TRAINING COMPANY (Edit)

ACCOUNT DETAILS: AC670090, (555) 555-1212, (555) 555-1313, https://TrainingCo.com (Edit)

1 Record Found

Associating a License – Step by Step

STEP 4

Click on Add License
Review license types

STEP 5

Select the license type you hold
If you are unsure, check your license certificate

The screenshot shows a software interface for account management. At the top, there is a blue header with the text "Accounts". Below this, there is a search bar with the placeholder text "Type to search..." and a dropdown menu labeled "Active". The main content area is divided into two sections. The left section is a sidebar with a blue background and the text "A TRAINING COMPANY" and "Active". The right section is the main content area, which is titled "A TRAINING COMPANY" and "Active". Below this, there is a section for "PRIMARY CONTACT" with the phone number "(555) 555-1212" and the email address "Mister.Primary@training.com". The "ACCOUNT NUMBER" is "AC670090". Below this, there is a navigation bar with tabs for "Profile", "Address", "Filers", "Contacts", "License", "Forms", and "Billing". The "License" tab is selected. Below the navigation bar, there is a section titled "LICENSES" with a search bar and a checkbox labeled "Show Secondary Licenses". The search bar contains the placeholder text "Type to search...". Below the search bar, it says "No Licenses Found". To the right of the search bar, there is a blue button labeled "Add License" with a red circle containing the number "4". A dropdown menu is open below the "Add License" button, showing a list of license types: "BREWERY", "BREWPUB", "CERA", "CERA Temp", "DS", "WAREHOUSE", and "WMBW". A red circle containing the number "5" is positioned next to the dropdown menu.

Associating a License – Step by Step

STEP 6

Enter the License Information

The fields marked with an asterisk are required. Enter the information for each required field. If you have a TTB Basic Permit, enter the number and then attach a PDF copy of the permit by clicking on Select File.

Create License Back to Account

LICENSE INFORMATION

LEGAL BUSINESS NAME *	BUSINESS TRADE NAME *	
<input type="text" value="A TRAINING COMPANY"/>	<input type="text" value="A TRAINING COMPANY"/>	
LICENSE TYPE *	OLCC LICENSE # *	OLCC PREMISES # *
<input type="text" value="DS"/>	<input type="text"/>	<input type="text"/>
TTB BASIC PERMIT #	TTB FILE UPLOAD	
<input type="text"/>	<input type="text" value="NO FILE CHOSEN"/> <input type="button" value="SELECT FILE"/>	
<input type="checkbox"/> CLICK THIS CHECKBOX IF LICENSE NAME IS THE SAME AS ACCOUNT LEGAL NAME		
LICENSE NAME *	LICENSE TRADE NAME *	
<input type="text"/>	<input type="text"/>	

HELPFUL TIPS

Fields with an asterisk are required.

When entering OLCC License # and/or OLCC Premises #, this is a six digit field. If you number is only 5 digits add a zero at the front.
EXAMPLE: Premises # 22445 should be entered as 022445

Associating a License – Step by Step

STEP 7 & 8

Physical and Mailing Address Information

For the license location, enter the information for the physical premises and mailing address. If the address is the same as the account, use the checkboxes to duplicate data to the form.

Create License Back to Account

PREMISES ADDRESS INFORMATION

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

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ADDRESS 1 * ADDRESS 2

CITY * STATE * ZIP CODE *

COUNTRY *

MAILING ADDRESS INFORMATION

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

8

ADDRESS 1 * ADDRESS 2

CITY * STATE * ZIP CODE *

COUNTRY *

Associating a License – COMPLETE

STEP 9, 10 and 11

Contact Information and Certification

For the Contact information, this should be someone that is located at the premises address. Once data is entered, click the checkbox to certify and then press Submit.

Create License [Back to Account](#)

CONTACT INFORMATION

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FIRST NAME *

LAST NAME *

EMAIL *

PHONE NUMBER *

FAX NUMBER

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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