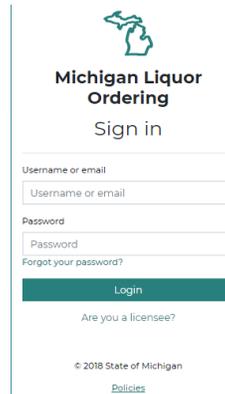


Login

Licensees who are registered in the OLO system will use the sign in page to log in and place an order (See details for registration process above).



The screenshot shows the 'Michigan Liquor Ordering' sign-in page. At the top is a green outline of the state of Michigan. Below it, the text reads 'Michigan Liquor Ordering' and 'Sign in'. There are two input fields: 'Username or email' and 'Password'. Below the password field is a link that says 'Forgot your password?'. A green 'Login' button is positioned below the fields. At the bottom of the form area, there is a link that says 'Are you a licensee?'. The footer contains the copyright notice '© 2018 State of Michigan' and a link for 'Policies'.

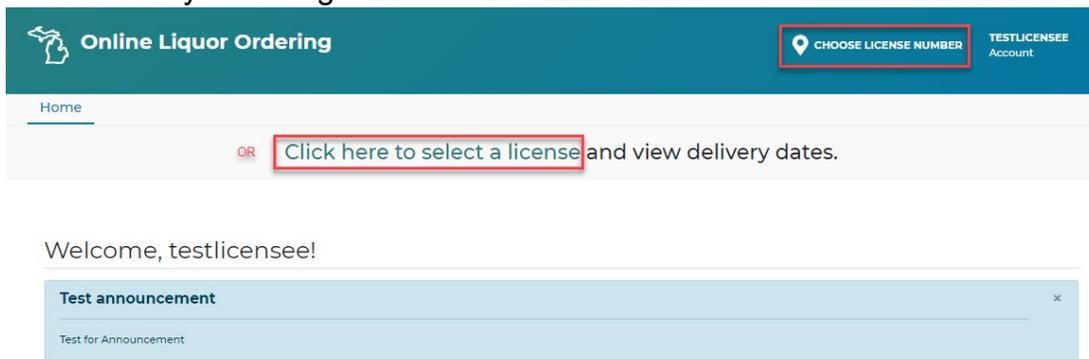
Licensees who have forgotten their password may select the *“Forgot your Password?”* link to receive a password reset email.

Dashboard (Home)

After successfully logging into the OLO system, licensees will be directed to the dashboard page. MLCC uses this dashboard to communicate important messages to licensees.

Select a License Number

Licensees will choose a license number they would like to place an order for. Licenses can be selected by choosing *Click here to select a license* or *Choose License Number*.



The screenshot shows the OLO dashboard home page. The top navigation bar is dark teal with the Michigan logo and 'Online Liquor Ordering' on the left, and a 'CHOOSE LICENSE NUMBER' button with a location pin icon and a 'TESTLICENSEE Account' link on the right. Below the navigation bar is a breadcrumb trail with 'Home' highlighted. The main content area features a red 'OR' followed by a red-bordered button that says 'Click here to select a license' and the text 'and view delivery dates.' Below this is a welcome message: 'Welcome, testlicensee!'. At the bottom, there is a light blue notification box titled 'Test announcement' with a close button (x) and the text 'Test for Announcement'.

Your Licenses will display, select *Place Order* button under license you wish to place an order for.

Your Licenses

Find a license

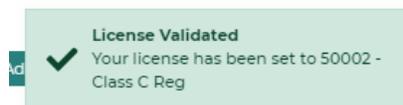
50002 - Class C Reg
Liquor_license
Place Order

50001 - Class C Reg
Liquor_license
Place Order

50005 - Aircraft
Liquor_license
Place Order

50004 - Aircraft
Liquor_license
Place Order

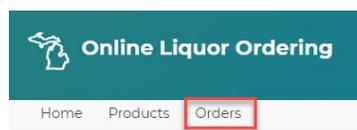
After a license has been selected, the user will see a message that the license number has been validated.



Once validated, the user will be directed to the *Products* page. Delivery Dates for the ADAs will display at the top of the page. Licensees are ready to begin placing their liquor order.

Viewing my Order History

All confirmed orders are available to view immediately by selecting the *Order* tab.



Order history will start the day the new system is launched. The order history will only display orders that were placed using the new OLO site. *Orders placed directly through an ADA or Salesperson will not be available using this tab.*

Orders are sorted by delivery date, with the most recent at the top.

ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL TOTAL	ORDER # 9892 LICENSE # 50000 Edit order
DEC 14, 2020 /	DEC 22, 2020	GENERAL WINE & LIQUOR	8755571	\$449.88 \$454.39	
Liquor Code 93140	Product Grey Goose Vodka	Quantity 12	Unit Price \$37.49	Subtotal \$449.88	
Liquor Code 21843	Product Bacardi Superior (P R)	Quantity 0	Unit Price \$5.80	Subtotal \$0.00	
ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL TOTAL	ORDER # 9884 LICENSE # 50000 Copy order
DEC 14, 2020 /	DEC 21, 2020	IMPERIAL BEVERAGE COMPANY	2793258	\$330.60 \$333.90	
Liquor Code 16787	Product Jackson Morgan Salted Caram PI	Quantity 60	Unit Price \$2.06	Subtotal \$123.60	
Liquor Code 18817	Product Well Vodka PI	Quantity 12	Unit Price \$6.95	Subtotal \$83.40	
Liquor Code 16778	Product Jackson Morgan Bread Puddin PI	Quantity 60	Unit Price \$2.06	Subtotal \$123.60	
ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL TOTAL	ORDER # 9889 LICENSE # 50000 Copy order
DEC 14, 2020 /	DEC 21, 2020	NWS MICHIGAN, INC.	19239589	\$483.04 \$486.85	
Liquor Code 2981	Product Tito's Handmade Vodka	Quantity 12	Unit Price \$24.11	Subtotal \$289.32	
Liquor Code 2982	Product Tito's Handmade Vodka	Quantity 6	Unit Price \$32.12	Subtotal \$192.72	

Orders can be searched with the following filters:

- Date
 - Delivery Date
 - Ordered on Date
- Selector
 - Confirmation Number
 - Order Number
 - Product ID (Liquor Code)
- Distributor

Orders

Search

Dates

Delivered on MM/DD/YYYY From MM/DD/YYYY To MM/DD/YYYY

Ordered On

Selector

Confirmation # Value

Order # Value

Product ID

Distributors:

Imperial Beverage Company

General Wine & Liquor

NWS Michigan, Inc.

Search Clear

Additional Features – Copy a previous order

Users can copy an order previously placed to add items to the cart that are commonly ordered. To copy an order:

- Select Orders tab
- Identify the order you wish to copy
- Select Copy Order link to the right of the order

MLCC OLO: Online Liquor Ordering (OLO)

Viewing, Searching and Copying Orders

User Guide

ORDER PLACED / UPDATED	YOU HAVE DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL TOTAL	ORDER # WITH
DEC 16, 2020 /	DEC 23, 2020	NWS MICHIGAN, INC.	19239603	\$412.56 \$391.92	Close Order
Liquor Code 5502	Product Capt Morgan Spiced Rum (Pr) Pl	Quantity 6	Unit Price \$22.32	Subtotal \$133.92	
Liquor Code 387	Product Courvoisier V S	Quantity 24	Unit Price \$11.61	Subtotal \$278.64	

- All items from the order will be added to your cart

NWS Michigan, Inc.

Product	Quantity	Unit Price	Liters	Total	Remove
Courvoisier V S (375 ml) 387	24	\$11.61	9	\$278.64	X
Capt Morgan Spiced Rum (Pr) Pl (1750 ml) 5502	6	\$22.32	10.5	\$133.92	X
Total			19.5	\$412.56	

Out of stock items