

### User Registration and First Time Login:

*Additional Registration information for the launch of New Online Liquor Ordering (OLO) System in February of 2021 can be found in the "User Registration Information for Launch of New OLO System February 2021" User Guide.*

#### Registration:

Licensees will provide our licensing division with a business email during the licensing process. This email will be used to automatically send the licensee a registration email. The registration email will contain instructions and credentials to register the license in the OLO system.

#### Important Information:

MLCC sends registration emails to new licensees once a liquor ordering license is issued. Registration emails are sent to the email provided during the licensing process.

#### Your registration Email will contain the following registration information:

Email:

License Number:

Token:


Registration Link:

This email contains a token required to register for the new Online Liquor Ordering (OLO) system. New Users will receive an authentication email after registration. The authentication email contains a link that is required to access the OLO system for the first time.

**NOTE: During the registration process the email address and token from the registration email must be used. After the account is successfully registered, an activation link is sent to the email address provided. The user must be able to access the email to receive this email and activate their OLO account.**

#### First Time Login/Account Setup:

1. Using the link provided in the registration email, navigate to the OLO website.
2. Choose New or Returning:
  - a. New- email address has not been registered in the NEW OLO system yet.
  - b. Returning- email address has been registered in the NEW OLO system, and licensee wants to add an additional license to the registered account.



### Michigan Liquor Ordering

**New**

I need to register my email and establish an account in this new OLO system.


**Returning**

I have already established an account in this new OLO system. Use this link if you have registered your email address already as a new user and are adding an additional license to order for.

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OR



### Michigan Liquor Ordering

### Sign in

Username or email

Password

[Forgot your password?](#)

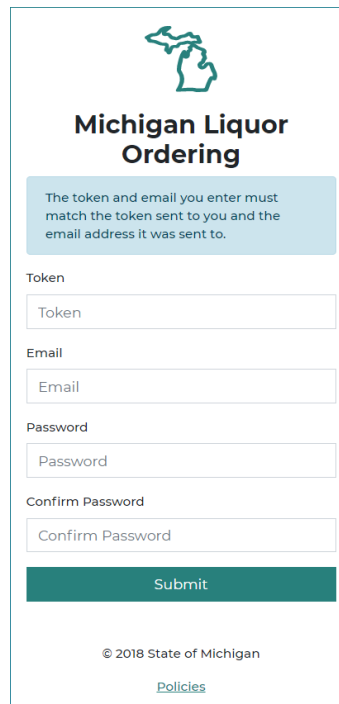
Login

Are you a licensee?

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3. Key in the following fields:
  - a. Token- **Will prefill if using link from registration email** or can be manually entered.
  - b. Email Address – must use the email address that received the registration email
  - c. Enter a Password – must be minimum of 10 characters
  - d. Confirm Password
  
4. Select **Submit** - The system will send an authorization email to the email address entered.



The screenshot shows a registration form for Michigan Liquor Ordering. At the top is a green outline of the state of Michigan. Below it, the text "Michigan Liquor Ordering" is centered. A light blue box contains the instruction: "The token and email you enter must match the token sent to you and the email address it was sent to." The form includes four input fields: "Token", "Email", "Password", and "Confirm Password". A green "Submit" button is located below the "Confirm Password" field. At the bottom of the form, it says "© 2018 State of Michigan" and has a link for "Policies".

5. An authorization email will be sent to users who have successfully completed the registration process. Users should access the email address used for registration. Open the email and select the link within the authorization email to access OLO. *Example text from Email* (this is not an active link for registration):

Thank you for registering an account with SIPS! Follow the link below to activate your account.

<https://www.lara.michigan.gov/milo/activate?key=30504501613700229342>

6. From the activation confirmation page, navigate to the Log in page and use the established credentials to access OLO.



### Michigan Liquor Ordering

Sign in

Username or email

Password

[Forgot your password?](#)

Login

[Are you a licensee?](#)