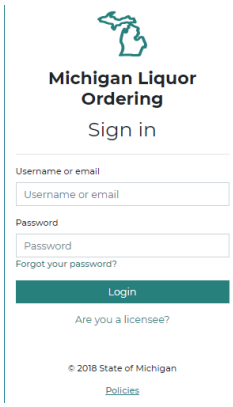
Login

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).



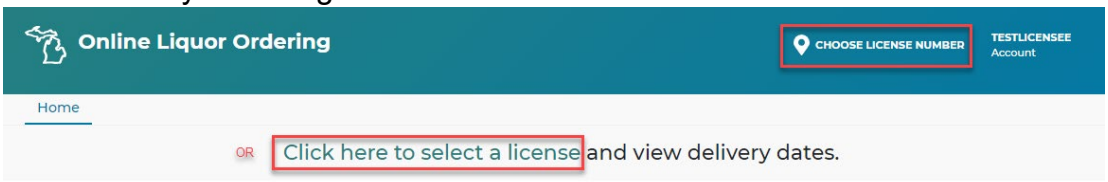
Licensees who have forgotten their password may select the "*Forgot your Password?*" link to receive a password reset email.

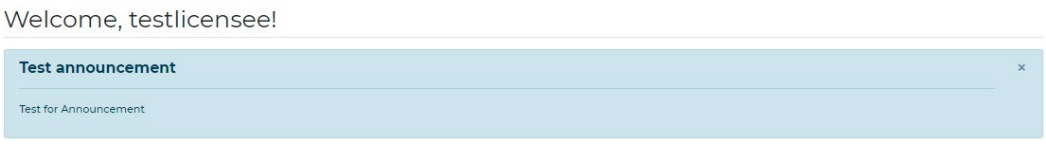
Dashboard (Home)

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.

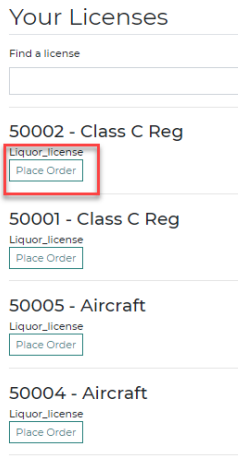
Select a License Number

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*:





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



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

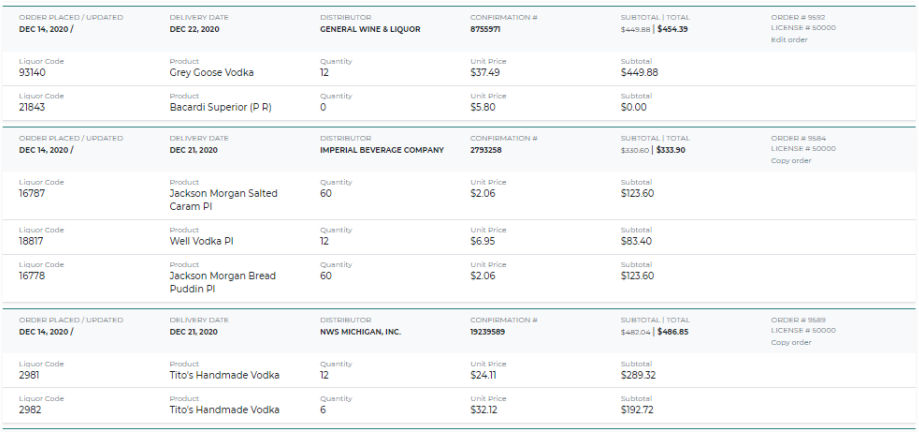
Once validated, the user will be directed to the *Products* page. Delivery Dates for the ADAs will display at the top of the page. Licensees are ready to begin placing their liquor order.

Viewing my Order History

All confirmed orders are available to view immediately by selecting the *Orde*r 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.*

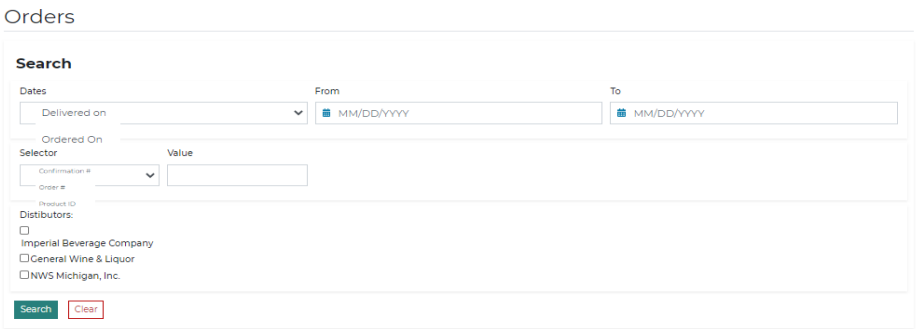
Orders are sorted by delivery date, with the most recent at the top.



ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL | TOTAL	
DEC 14, 2020 /	DEC 22, 2020	GENERAL WINE & LIQUOR	8755971	$449.88 | $454.39	ORDER # 9592 LICENSE # 50000 Edit order
Liquor Code	Product	Quantity	Unit Price	Subtotal	
93140	Grey Goose Vodka	12	$37.49	$449.88	
21843	Bacardi Superior (P R)	0	$5.80	$0.00	
ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL | TOTAL	
DEC 14, 2020 /	DEC 21, 2020	IMPERIAL BEVERAGE COMPANY	2793258	$330.60 | $333.90	ORDER # 9584 LICENSE # 50000 Copy order
16787	Jackson Morgan Salted Caram Pl	60	$2.06	$123.60	
18817	Well Vodka Pl	12	$6.95	$83.40	
16778	Jackson Morgan Bread Puddin Pl	60	$2.06	$123.60	
ORDER PLACED / UPDATED	DELIVERY DATE	DISTRIBUTOR	CONFIRMATION #	SUBTOTAL | TOTAL	
DEC 14, 2020 /	DEC 21, 2020	NWS MICHIGAN, INC.	19239589	$482.04 | $486.85	ORDER # 9589 LICENSE # 50000 Copy order
2981	Tito's Handmade Vodka	12	$24.11	$289.32	
2982	Tito's Handmade Vodka	6	$32.12	$192.72	

Orders can be searched with the following filters:

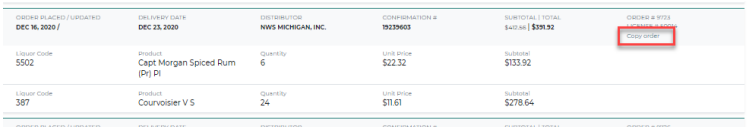
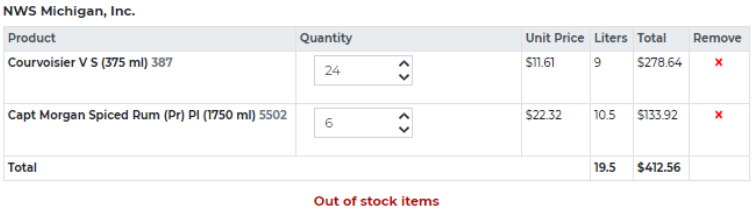
- Date
  - Delivery Date
  - Ordered on Date
- Selector
  - Confirmation Number
  - Order Number
  - Product ID (Liquor Code)
- Distributor



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



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