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:

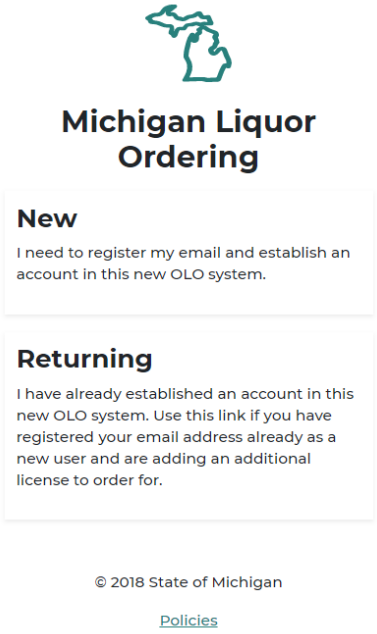
Registration Link:

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.

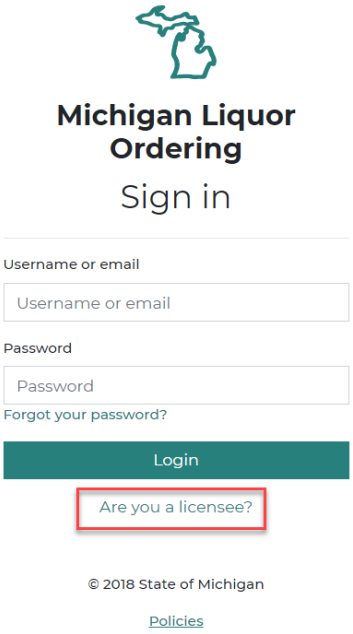
NOTE: During the registration process the email address and token from the registration email must be used. After the account is successfully registered, an activation link is sent to the email address provided. The user must be able to access the email to receive this email and activate their OLO account.

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.

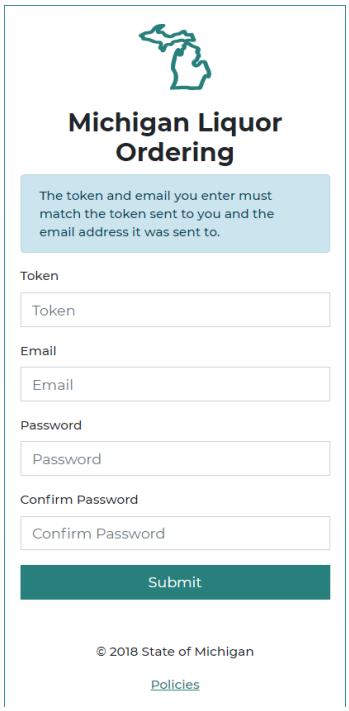


OR



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

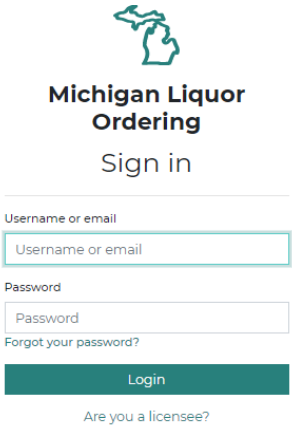
4. Select **Submit** - The system will send an authorization email to the email address entered.



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
Username or email
Password
Password
Forgot your password?
Login
Are you a licensee?