

## User Registration Information for Launch of New Online Liquor Ordering (OLO) System February 2021:

***This manual is for existing licensees who used the Online Liquor Ordering (OLO) system in place prior to Feb 2, 2021 and are registering for the New OLO system.***

*Additional Registration information for new users after the launch of New Online Liquor Ordering (OLO) System in February of 2021 can be found in the User Registration and First-Time login User Guide.*

### Registration:

Licensees have provided email addresses to MLCC through our licensing division or using the Online Liquor Ordering (OLO) system in place prior to Feb 2, 2021. The email provided will be used to send registration emails to licensees. The registration email will contain instructions and credentials to register the license in the OLO system.

Licensees will register with one of the following scenarios:

- Registration for Licensees who successfully registered an account in the NEW Online Liquor Ordering system in June 2019
- Registration for licensees who are not registered in the NEW Online Liquor Ordering system. These users have been actively using the preceding Online Liquor Ordering system, but did not register with the new system in June 2019
- Adding additional licenses to a registered email account
- Registration for Users who are licensed AFTER February 2, 2020.

### Important Dates

***The new OLO system will require an email address to register. Licensees who successfully registered in June 2019 will NOT need to register again. All other licensees will need to register as a new user during their first login.***

January 20, 2021 – OLO registration emails sent to licensees

January 20, 2021 – Registration open for licensees who did not register in June 2019 (link to registration site will be provided in email)

February 2, 2021 – New Online Liquor Ordering System go live. All orders will be placed using new online ordering site

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

## Scenario #1- Registration for Licensees who successfully registered an account in the NEW Online Liquor Ordering system in June 2019:

### Important Information:

You will NOT need to register as a new user. The login credentials from your registration email should be used on February 2, 2021 when the new OLO system launches.

### Important dates:

January 20, 2020- Email sent containing existing user information

February 2, 2021 – New Online Ordering System go live

### Your Registration Email will contain the following login information:

Email/Username:

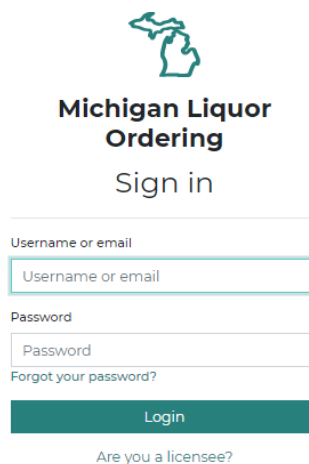
License Number:

### Password Information:

Your Password: your password was chosen at time of registration and has not changed

### First Time Login/Account Setup:

1. Using the link provided in the registration email, navigate to the OLO Sign In page.



Michigan Liquor  
Ordering

Sign in

Username or email

Password

[Forgot your password?](#)

Login

[Are you a licensee?](#)

2. From Sign in page, enter your email address and password to login.
  - a. This password was established in June 2019 during previous registration period.
3. Users who need to reset their existing password should access the NEW OLO login page and select the “Forgot my Password” link.
  - a. The password reset will be sent to the email on file

**Scenario #2- Registration for licensees who are not registered in the NEW Online Liquor Ordering system. These users have been actively using the preceding Online Liquor Ordering system, but did not register with the new system in June 2019:**

**Important dates:**

January 20, 2021 – Registration token emails sent to licensees

January 20, 2021 – New OLO Registration open for licensees (link included in email)

February 2, 2021 – New Online Liquor Ordering System go live.

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

Email:

License Number:

Token:

Registration Link: ***The registration link will not be active before registration opens on January 20, 2021. Users will receive an authentication email after registering as a new user, this email is required to access OLO 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 registered, an activation link is sent to the email address provided. The user must be able to access the email to receive the 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.

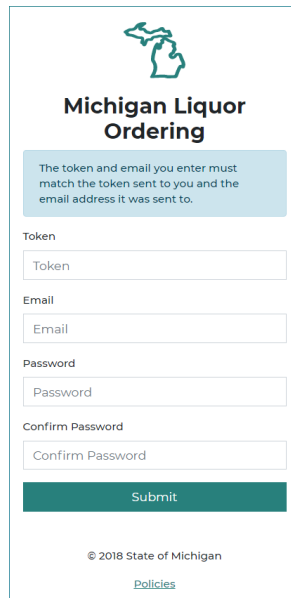
**Returning**

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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[Policies](#)

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



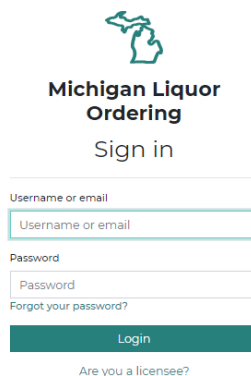
The screenshot shows the Michigan Liquor Ordering registration form. At the top is the Michigan state outline logo. Below it is the title "Michigan Liquor Ordering". A light blue box contains the instruction: "The token and email you enter must match the token sent to you and the email address it was 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, there is a copyright notice "© 2018 State of Michigan" and a link to "Policies".

4. Access the email address used for registration. Open the email and select the link within the authorization email to access OLO. Example 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>

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



The screenshot shows the Michigan Liquor Ordering login page. At the top is the Michigan state outline logo. Below it is the title "Michigan Liquor Ordering" and the subtitle "Sign in". The form includes two input fields: "Username or email" and "Password". A link "Forgot your password?" is located below the "Password" field. A green "Login" button is located below the "Forgot your password?" link. At the bottom, there is a link "Are you a licensee?".

### Scenario #3- Registration for licensees who are registered and need to add additional licenses to their existing email login.

#### Important dates:

January 20, 2021 – Registration token emails sent to licensees

January 20, 2021 – New OLO Registration open for licensees (link included in email)

February 2, 2021 – New Online Liquor Ordering System go live.

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

Email:

License Number:

Token:

Registration Link: ***The registration link will not be active before registration opens on January 20, 2021. Users will receive an authentication email after registering as a new user, this email is required to access OLO for the first time.***

NOTE: During the registration process the email address and token from the registration email must be used. If the license in the registration is being added to an existing login, **an activation email is not sent**. The user must be able to access the email to receive the email and register the license with their OLO account.

#### Account Setup:

6. Using the link provided in the registration email, navigate to the OLO website.
7. Select Returning
  - a. 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.

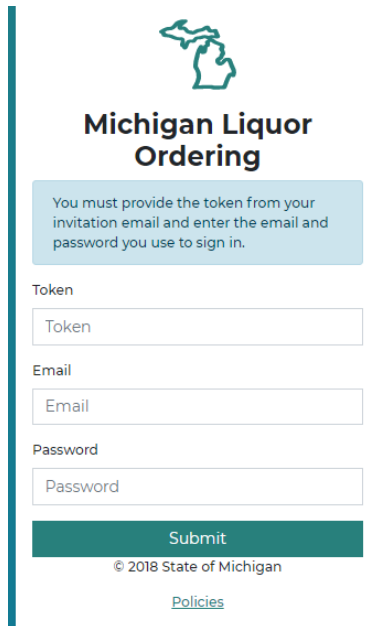
##### Returning

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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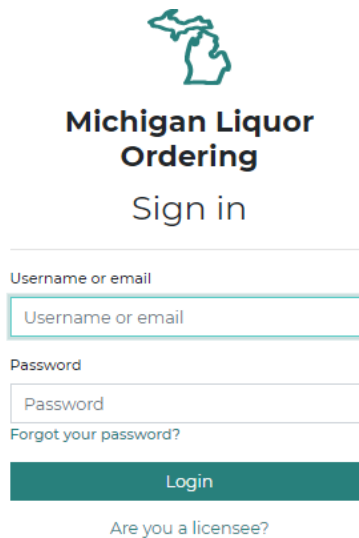
[Policies](#)

8. 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 – This is your existing password that you have been actively using in the new OLO system.
  - d. Select **Submit** - The system will display a success message.



The screenshot shows a registration form for Michigan Liquor Ordering. At the top is a green outline of the state of Michigan. Below it is the title "Michigan Liquor Ordering". A light blue box contains the instruction: "You must provide the token from your invitation email and enter the email and password you use to sign in." The form has three input fields: "Token", "Email", and "Password". Below these fields is a dark green "Submit" button. At the bottom, it says "© 2018 State of Michigan" and has a link for "Policies".

9. Navigate to the Log in page and use the established credentials to access OLO.



The screenshot shows the sign-in page for Michigan Liquor Ordering. At the top is a green outline of the state of Michigan. Below it is the title "Michigan Liquor Ordering" and the subtitle "Sign in". There are two input fields: "Username or email" and "Password". Below the password field is a link that says "Forgot your password?". At the bottom is a dark green "Login" button. Below the button is the text "Are you a licensee?".

**Scenario #4- Registration for New Users who are licensed AFTER February 2, 2020. These users will need to register an account in the NEW Online Liquor Ordering 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 by the licensee during the licensing process.

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

Email:

License Number:


Token:

Registration Link:

NOTE: During the registration process the email address and token from the registration email must be used. After the account is registered, an activation link is sent to the email address provided. The user must be able to access the email to receive the 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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[Policies](#)

OR



### Michigan Liquor Ordering

### Sign in

Username or email

Password

[Forgot your password?](#)

Login


Are you a licensee?

© 2018 State of Michigan

[Policies](#)

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



### Michigan Liquor Ordering

The token and email you enter must match the token sent to you and the email address it was sent to.

Token

Email

Password

Confirm Password

Submit

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[Policies](#)

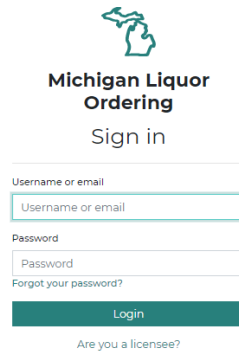
4. An authorization email will be sent to users who have successfully completed the registration process. Users should access the email address used for registration. Open the email and select the link within the authorization email to access OLO. *Example text from Email* (this is not an active link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

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



The image shows the Michigan Liquor Ordering (OLO) sign-in page. At the top is a green outline of the state of Michigan. Below it, the text reads "Michigan Liquor Ordering" in bold, followed by "Sign in". There are two input fields: "Username or email" and "Password". Below the password field is a link that says "Forgot your password?". At the bottom of the form is a dark green button with the word "Login" in white. Below the button is a link that says "Are you a licensee?".