

Gross Liquor Sales Report Online Submission System

Submission Instructions

You maybe prompt for the Security Alert when the browser starting up the application. If you do, please accept it to continue.

A logon screen will appear with a cash register on the left of the screen. You are asked to enter the License number and a password.

- The license number will be the number the Liquor Commission issued for your liquor license.
- The Liquor Commission provides a computer generated password to each license every year before July 1. The password will be valid from July 1 and expired August 31.
- You are requiring changing the computer generated password with your first logon.
- The password must meet the following requirements:
 - 7 to 25 characters
 - A combination of at least 3 of the following items:
 1. Upper case letters
 2. Lower case letters
 3. Numbers
 4. Special characters
- The new password will be valid until the end of the fiscal year (June 30).

After successes logon to the system, on top of the screen, it will show your license information includes License #, Name, Address and License Class. If you have previous report(s) saved, a list of the report(s) will shows. You may click [**Edit**] to open the report to edit or [**Delete**] to remove the report. A report submitted will not allow to editing or deleting. You may review the report by clicking [**View Only**].

There are also options to file a new report [**File New Report**], printing the list of the reports [**Print List**] and logoff from the system [**Log Off**].

By clicking **[File New Report]**, the system will opens a blank GLS form with your license information on the top of the screen.

(See GLS entry screen for sample)

You are required to complete all fields before it can be saved. The system has a server session limit of 60 minutes. You need to complete and saved the report within 60 minutes. Otherwise, all your entry will lose.

The system has automatically filled in the reporting period with July 1 to June 30. If dates need to be change, please select the reason from the following:

- New License
- Temporary License
- Transfer
- Others

After a reason is been selected, the system will allows you to enter the different dates.

You may save you complete report by clicking **[Save]** at the bottom of the page. The system will open a screen with payment information if there is a balance. The payment options are Credit Card, Check and Cash.

(see Payment option screen for sample)

Credit Card --- online *(see Credit Card payment screen for sample)*

Check --- post mail for drop off at office.

Cash --- drop off at office.

You may click **[Submit]** to submit the report after selected a payment type and complete the credit card payment form if pay by credit card. Check and Cash payments must submit to the Liquor Commission within 14 days or the transaction will be void.

A submitted report will not allow changing. If you need to make change to the report, please submit an updated report in paper and send it in to the Liquor Commission office.

You may print a copy of the report for your own record. The printout is tested to work with IE7.0 to fit in a letter size paper.