

LIQUOR COMMISSION CITY AND COUNTY OF HONOLULU



USE LCIS TO FILE AN ONLINE GLS REPORT

- 1) Register as a new user, if you haven't already done so.
 - Visit our [LCIS Information Page](#)
 - Complete the [Request for LCIS User Access form \(LIQ-LCIS-901\)](#) for Licensees; or Complete the [Notification for Authorized Agents form \(LIQ-LIC-106\)](#) for authorized agents/representatives of the licensee.
 - Print and sign the completed form, and e-mail to: LCIS@honolulu.gov
 - Once we confirm your information, a temporary password to access your account will be emailed to you.
- 2) Once you are registered, log into your LCIS account and file your report by following the step-by-step instructions in the [LCIS User Manual - Gross Liquor Sales](#).
- 3) The **GLS Report** deadline is **Friday, July 31, 2020, 11:59p.m.**
- 4) If you owe any additional license fees, your **GLS Payment** deadline, for this year only, is extended to **Friday, October 30, 2020, 11:59 p.m.**
 - Payment by Credit Card:
Log into your LCIS account and follow the instructions in the User Manual to submit payment.
 - Payment by Business Check:
Log into your LCIS account, print a copy of your GLS Report, and mail it with your business check, payable to the "City & County of Honolulu." Your full payment must be mailed and postmarked by Friday, October 30, 2020, to:

Honolulu Liquor Commission
711 Kapiolani Boulevard, suite 600
Honolulu, Hawaii 96813
Attn: GLS Processing

GLS Information Line: (808) 768-7343 ■ Email: liq-auditing@honolulu.gov ■ www.honolulu.gov/liq/gls

LCIS Information Page: www.honolulu.gov/liq/lcis.html