



TUTORIAL TO ADD YOUR WINE OR SPIRITS LICENSE TO THE WHOLESALE PRICE POSTING SYSTEM

This tutorial is designed to teach you how to add your Wine or Spirits Wholesaler license to the Wholesale Price Posting System and Online Delinquent Management System including self-registration, first-time login, user profile creation, resetting passwords and managing user accounts.

**BEER WHOLESALERS MUST USE THE ONLINE DELINQUENT
MANAGEMENT SYSTEM TUTORIAL ([Click here.](#))**

Self-Registration Procedure

THIS TUTORIAL IS FOR WINE AND SPIRITS WHOLESALERS

**BEER WHOLESALERS MUST USE THE ONLINE DELINQUENT
MANAGEMENT SYSTEM TUTORIAL ([Click here](#))**

- This process will add your license to the Wholesale Price Posting System.
- You or your authorized representative will enter credentials to show and certify that you are permitted to use this system.
- Contact the Wholesale Bureau if you need additional assistance after reviewing this tutorial.

Self-Registration Procedure



Begin at the Welcome Screen/Main Menu of the NYSLA site, (www.sla.ny.gov).

This registration will give access to both the Wholesale Price Posting System and the Online Delinquent Management System.

Select “Wholesalers” and then “[e-Postings](#).”

On the following screen, click “Begin the E-Posting Application.” This will bring you to the login screen.

BEGIN THE E-POSTING APPLICATION

Self-Registration Procedure

Wholesale Price Posting - Login ?

If you are the license principal or designated account administrator, please login using your License Serial Number and Password.

License Serial Number:
Password:
(Password is case sensitive.)

Login

Create New Account

Forgot My Password

If you are not the license principal or designated account administrator, enter the License Serial Number, your assigned User ID and Password.

License Serial Number:
User Id:
Password:
(Password is case sensitive.)

Login

To request a password reset, contact your organization's price posting account administrator.

Enter your License Serial Number and your password in the upper section of the Login Screen. This section is for use by the license principal or designated account administrator.

To self-register as the administrator, click "Create New Account" to validate your credentials and create your profile.

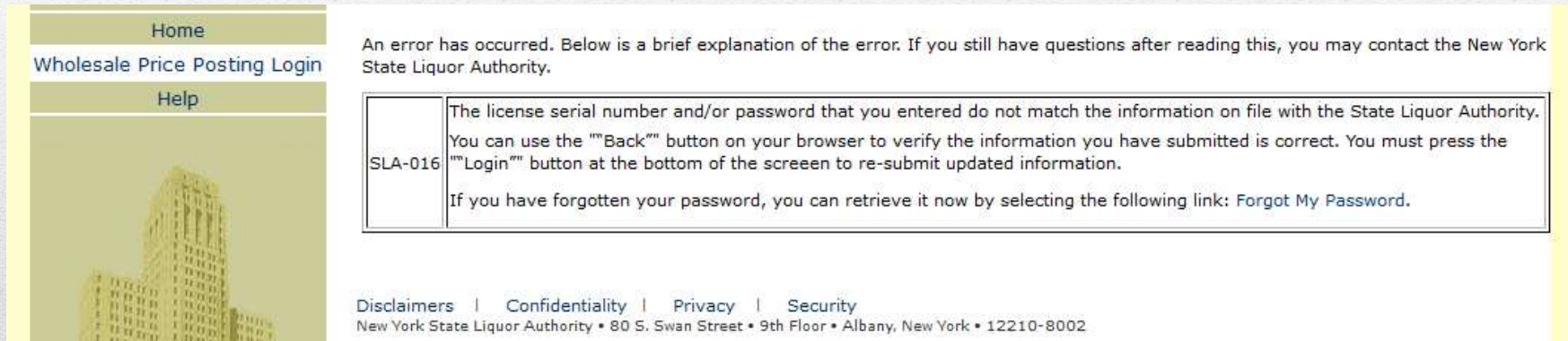
If you have already created your account and don't recall your password, click "Forgot My Password."

The lower section is used for login by subsidiary users.

The license principal or designated account administrator can create subsidiary users. These cannot create or modify users. There is no limit on the number of subsidiary users, but remember to delete those who leave the company. There can only be one administrator.

First Time Login Procedure

If you have not registered, or if either the Serial Number or the Password does not match the information on file with the New York State Liquor Authority, you will see the following error message. This includes instructions on your next steps.



The screenshot shows a web page with a navigation menu on the left containing links for Home, Wholesale Price Posting Login, and Help. The main content area displays an error message: "An error has occurred. Below is a brief explanation of the error. If you still have questions after reading this, you may contact the New York State Liquor Authority." Below this is a table with a single row containing the error code "SLA-016" and the message: "The license serial number and/or password that you entered do not match the information on file with the State Liquor Authority. You can use the 'Back' button on your browser to verify the information you have submitted is correct. You must press the 'Login' button at the bottom of the screen to re-submit updated information. If you have forgotten your password, you can retrieve it now by selecting the following link: [Forgot My Password](#)." At the bottom of the page, there are links for Disclaimers, Confidentiality, Privacy, and Security, followed by the address: "New York State Liquor Authority • 80 S. Swan Street • 9th Floor • Albany, New York • 12210-8002".

SLA-016	The license serial number and/or password that you entered do not match the information on file with the State Liquor Authority. You can use the "Back" button on your browser to verify the information you have submitted is correct. You must press the "Login" button at the bottom of the screen to re-submit updated information. If you have forgotten your password, you can retrieve it now by selecting the following link: Forgot My Password .
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[Disclaimers](#) | [Confidentiality](#) | [Privacy](#) | [Security](#)
New York State Liquor Authority • 80 S. Swan Street • 9th Floor • Albany, New York • 12210-8002

Create Administrative User Account (1)

New York State Liquor Authority - Wholesale Price Posting System Registration Form

In order to create a new account, you must complete the following form.

The 'Principal' first name, last name, year of birth and zipcode must match ONE of the 'Principals' listed on the license registered with the state.

Fields marked with a * are required.

Serial Number Info	
Serial Number*	<input type="text" value="8000004"/>
Company/Organization Name	<input type="text" value="WEST FARMS INC (DEMO)"/>
Type	<input type="text" value="DW"/>
Address	<input type="text" value="77 KAUFFMAN STREET"/>
City	<input type="text" value="DAVIS"/>
Certificate Number*	<input type="text" value="876544"/>
Principal First Name*	<input type="text" value="Don"/>
Principal Last Name*	<input type="text" value="Brown"/>
Principal Year of Birth*	<input type="text" value="1904"/>
Principal Home Zipcode*	<input type="text" value="07601"/>
Account Profile Info	
First Name*	<input type="text" value="Karin"/>
Last Name*	<input type="text" value="Greene"/>
Title*	<input type="text" value="Pricing Manager"/>
Phone*	<input type="text" value="2125551212"/>
Contact Email*	<input type="text" value="karing@dummy.com"/>
Confirm Contact Email*	<input type="text" value="karing@dummy.com"/>
<input type="button" value="Clear Form"/> <input type="button" value="Submit"/>	

To register, you must complete this login profile.

All fields are required.

The Principal First Name and Last Name must exactly match one of the principals on file with the NYSLA and must include any middle initial or suffix.

Example: John Q Smith Jr must be entered:

Principal First Name: John Q
Principal Last Name: Smith Jr

The names are not case sensitive.

Create Administrative User Account (2)

New York State Liquor Authority - Wholesale Price Posting System Registration Form

In order to create a new account, you must complete the following form.

The 'Principal' first name, last name, year of birth and zipcode must match ONE of the 'Principals' listed on the license registered with the state.

Fields marked with a * are required.

Serial Number Info			
Serial Number*	8000004		
Company/Organization Name	WEST FARMS INC (DEMO)	Type	DW
Address	77 KAUFFMAN STREET	City	DAVIS
Certificate Number*	876544		
Principal First Name*	Don		
Principal Last Name*	Brown		
Principal Year of Birth*	1904		
Principal Home Zipcode*	07601		
Account Profile Info			
First Name*	Karin		
Last Name*	Greene		
Title*	Pricing Manager		
Phone*	2125551212		
Contact Email*	karing@dummy.com		
Confirm Contact Email*	karing@dummy.com		
<input type="button" value="Clear Form"/> <input type="button" value="Submit"/>			

Note that the name in the account profile can be different from the name of the principal. This would be the designated account administrator.

Important: if you forget or need to reset your own password, you must be able to access the email account entered here. If you are unable to access this email account, contact the Wholesale Bureau for assistance.

After you complete all fields, click "Submit" and then confirm the change.

Create or Update My Login Profile



Click "OK" to confirm your action.

The admin user has been created.
A confirmation email with a temporary password has been sent to the email address used for registration.
Use the temporary password and the serial number to log in as license principal and complete the registration.

Wholesale Price Posting - Login ?

If you are the license principal or designated account administrator, please login using your License Serial Number and Password.

License Serial Number:

Password:
(Password is case sensitive.)

If you are not the license principal or designated account administrator, enter the License Serial Number, your assigned User ID and Password.

License Serial Number:

User Id:

Password:
(Password is case sensitive.)

To request a password reset, contact your organization's price posting account administrator.

You will see this message. A temporary password will be sent to the email address used for registration. You can see a sample email on the next page.

To complete your registration you must enter the license serial number and temporary password then click "Login."

Confirmation Email - Sample

New York State Liquor
Authority <noreply@nyslpricepostings.com>
To:karing@dummy.com
Feb 16 at 5:06 AM
Dear Karin Greene

Your admin account has been activated.

Please log in as license principal using your license serial
number: 8000004
and the temporary password: 18377204 and complete the
registration.

If you have any questions or need assistance, please contact the
Wholesale Bureau at Wholesale.Bureau@sla.ny.gov.

Thank you for registering on the Price Posting Management
System!

Create or Update My Login Profile

The password was reset, you need to enter a new password.

New Password:

Verify Password:

Passwords are case sensitive, must be 4 to 20 characters long, and may include any combination of letters, numbers, and special characters (like !@#\$%^&*).

Login

After you log in with your temporary password, enter and verify a new password, then click “Login.”

Next you will see this screen containing the profile you just entered. Click “Save” to proceed.

Confirm that you want to save, and you will see “The user info was updated” and a button “Back to Main Page.”

When you click “Save” you will be brought to the Online Delinquent Management System Screen.

Account Management System

Manage User Accounts – Serial Number: 8000004

User Id: 8000004
License Serial Number: 8000004

*First Name:

*Last Name:

*Title:

*Phone:

*Email Address:

*Confirm Email Address:

Save

* Indicates a required field.
You must complete these fields before proceeding.

Online Delinquent Management Screen



LIQUOR AUTHORITY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL

Home
Wholesale Price Posting Home
Account Mgmt
Help
Logoff

File Price Posting Schedules — Posting Actions — Serial Number: 8000004 — Admin Mode ?

No brand of liquor or wine shall be sold to or purchased by any licensee unless a price schedule is filed with the Liquor Authority and is then in effect. See Section 101-B of the Alcoholic Beverage Control Law.

The table below indicates the completion status for the price schedules associated with this license. Please select the action that you want to perform. The following link provides more details on the Filing Period Schedules and Deadlines.

The following links point to the new price posting and discount table formats: [Price Posting / Discount Table](#).

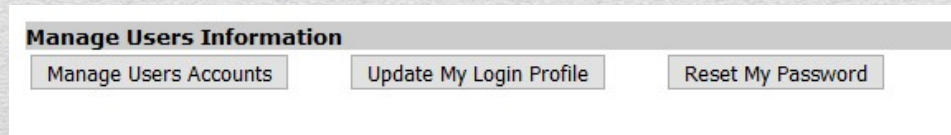
Sample XLS batch files for [Liquor to Retailer / Wine to Retailer / Liquor to Wholesaler / Wine to Wholesaler / Discount Table](#).

Sample TXT batch files for [Liquor to Retailer / Wine to Retailer / Liquor to Wholesaler / Wine to Wholesaler / Discount Table](#).

The following link points to the Mid-Month Limited Availability Tutorial: [Mid-Month Limited Availability Tutorial](#).

The NYS Gaming Commission, not the NYSLA, is mandated to issue liquor licenses for certain casinos. Montreign Operating Company LLC d/b/a Resorts World Catskills has been issued a temporary license by the Commission authorizing NYS licensed wholesalers to sell alcoholic beverages to them, pursuant to the terms of that license.

To add, modify or change users, click Account Management at left.



Manage Users Information

[Manage Users Accounts](#) [Update My Login Profile](#) [Reset My Password](#)

Alternatively, click Manage Users Accounts near the bottom of the page.

Administrator: Manage User Accounts

After clicking “Account Management” you will see this page which allows you to add additional users, update user information, or delete users. You cannot delete or change the User Id or User Level of the Admin.

Account Management System Manage User Accounts – Serial Number: 8000004

Check the dropdown in the User Level column to change the user’s level.

Actions	*User Id	*Password	*Name	*Title	*Phone	*Email	User Level
<input type="button" value="Update"/> <input type="button" value="Reset Password"/>	8000004	*****	Karin Greene	Pricing Manager	(212) 555-1212	karing@dummy.com	Admin
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Reset Password"/>	allenh	*****	Allen Hue	Asst.Pricing Manager	(212) 555-2323	allenh@dummy.com	Posting - Certify
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Reset Password"/>	jerryr	*****	Jerry Richards	Senior Clerk	(212) 555-3434	jerryr@dummy.com	Posting - Post Only
<input type="button" value="Add"/>	alixg	●●●●●	First Name: <input type="text" value="Alix"/> Last Name: <input type="text" value="Garden"/>	Clerk	(212) 555-4545	alixg@dummy.com	Posting - Read Only ▾

* Indicates a required field.

You must complete these fields before proceeding.

- Fill in the fields and click “Add.”
- Passwords are case sensitive, must be 4 to 20 characters long, and may include any combination of letters, numbers, and special characters (like !@#%&^&*). The other fields are not case sensitive, including User Ids (i.e. “joeuser” is the same as “JOEUSER”). User Ids must be 6 to 25 characters.
- The user can have a levels of “Read Only” which may not change data, “Post Only” which can see, enter and change data, and “Certify” which can see, enter and change data, and can also certify schedules for submission to NYSLA.
- You are not required to add users. All functions can be performed under your administrative account.