



PRICE POSTING ADMINISTRATOR TUTORIAL

This tutorial is designed to familiarize account administrators with first-time login, user profile, resetting passwords and managing user accounts.

Administrator: First Login Procedure

- You will receive a letter or email from the NYS Liquor Authority with a temporary password and instructions on accessing the Price Posting through our website.
- You will change the password when you log in for the first time.
- Contact the Wholesale Bureau if you need additional assistance after reviewing this tutorial.

Administrator: First Time Login Procedure

The screenshot shows the New York State Liquor Authority website. The header includes the state logo, navigation links for 'New York State' and 'State Agencies', and a search bar. A banner image of the New York City skyline is visible. Below the banner, there are links for 'Forms Quick-Find', 'Wholesale Forms', and 'Retail Forms'. The main content area is titled 'Wholesale Price Posting - Login' and contains two login sections. The first section is for license principals, with fields for 'License Serial Number' (containing '9999999') and 'Password' (masked with dots). The second section is for non-principals, with fields for 'License Serial Number', 'User Id', and 'Password'. Both sections include a 'Login' button and a note that passwords are case sensitive. A 'Forgot My Password' button is also present. The footer contains disclaimers, confidentiality, privacy, and security links, along with the organization's address: 'New York State Liquor Authority • 80 S. Swan Street • 9th Floor • Albany, New York • 12210-8002'.

New York State State Agencies Search all of NY.gov

Forms Quick-Find: Wholesale Forms Retail Forms

Wholesale Price Posting - Login

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

License Serial Number:

Password:

(Password is case sensitive.)

Login

Forgot My Password

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

License Serial Number:

User Id:

Password:

(Password is case sensitive.)

Login

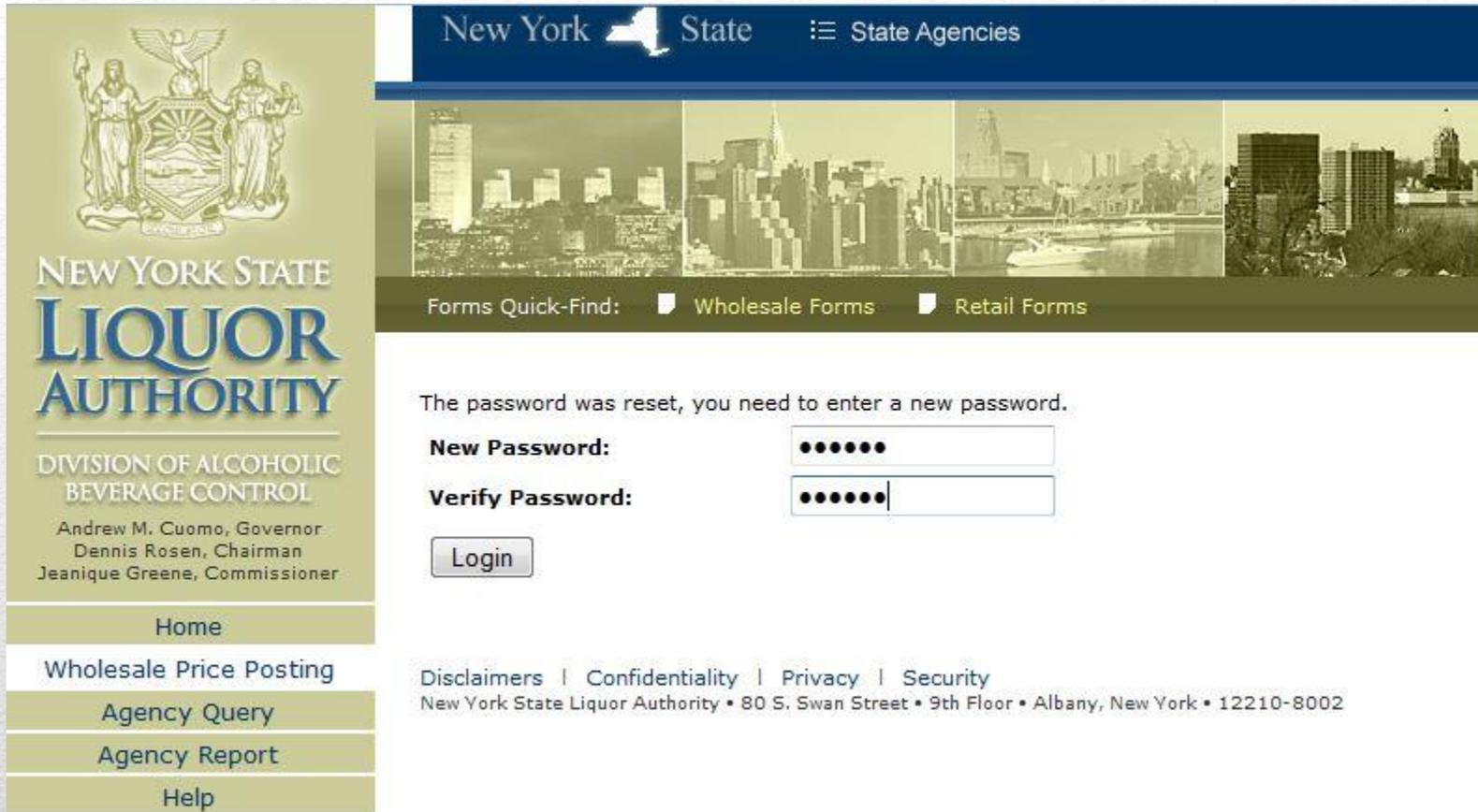
To request a password reset, contact your organization's price posting account administrator.

Disclaimers | Confidentiality | Privacy | Security
New York State Liquor Authority • 80 S. Swan Street • 9th Floor • Albany, New York • 12210-8002

Enter your License Serial Number and your temporary password in the upper section of the Login Screen.

The lower section will be used by any users who you create and designate.

Administrator: First Time Login Procedure



The screenshot shows the New York State Liquor Authority website. The header includes the state name and a menu for State Agencies. The main content area displays a message: "The password was reset, you need to enter a new password." Below this message are two input fields: "New Password:" and "Verify Password:", both containing six dots. A "Login" button is positioned below the verification field. The left sidebar contains the organization's logo, name, and navigation links. The footer includes disclaimers, confidentiality, privacy, and security information, along with the organization's address and phone number.

New York State State Agencies

NEW YORK STATE LIQUOR AUTHORITY
DIVISION OF ALCOHOLIC BEVERAGE CONTROL
Andrew M. Cuomo, Governor
Dennis Rosen, Chairman
Jeanique Greene, Commissioner

Home
Wholesale Price Posting
Agency Query
Agency Report
Help

Forms Quick-Find: Wholesale Forms Retail Forms

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

New Password:

Verify Password:

Login

Disclaimers | Confidentiality | Privacy | Security
New York State Liquor Authority • 80 S. Swan Street • 9th Floor • Albany, New York • 12210-8002

On the first time that you log in, you will be prompted to enter and verify a new password.

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

Next, you will create your login profile.

Manage Users Information

Manage Users Accounts

Update My Login Profile

Reset My Password

Online Wholesale Account Management System

Manage User Accounts – Serial Number: 9999999

User Id: 9999999
License Serial Number: 9999999
*First Name: Anthony
*Last Name: Principal
*Title: Owner
*Email Address: aprincipal@anywhere.com
*Confirm Email Address: aprincipal@anywhere.com

Save

* Indicates a required field.

Back to Posting Actions

[Disclaimers](#) | [Confidentiality](#) | [Privacy](#) | [Security](#)

New York State Liquor Authority • 80 S. Swan Street • 9th Floor • Albany, New York • 12210-8002

On the first time you log in you will be automatically taken to this screen. Later, to update your information, click “Update My Login Profile.”

You must enter values for First Name, Last Name, Title and Email Address.

These values will be used for your certification screen and certification confirmation email.

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

Administrator: Posting Actions Screen

File Price Posting Schedules — Posting Actions — Serial Number: 9999999 — 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 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 follow Schedules and Deadlines.

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

Sample batch files for [Liquor to Retail / Wine to Retail / Liquor to Wholesale / Wine to Wholesale / Discount Table](#).

Schedules Effective February 2014		
Price Schedule	Current Status	Actions
Liquor to Retail	Posted batch successfully Not Certified Items 4 Valid 4 Errors 0	<ul style="list-style-type: none">Interactive Entry and Edit of Liquor to Retail Price PostingsBatch Submission of Liquor to Retail Price PostingsCertify This ScheduleRevert to Most Recent Certified Schedule *View & Add Discounts (Discount Table)
Wine to Retail	Posted batch with errors Not Certified Items 7 Valid 5 Errors 2	<ul style="list-style-type: none">Interactive Entry and Edit of Wine to Retail Price PostingsBatch Submission of Wine to Retail Price PostingsCertify This ScheduleRevert to Most Recent Certified Schedule *View & Add Discounts (Discount Table)

Schedules Effective March 2014		
Price Schedule	Current Status	Actions
Liquor to Wholesale	Edited interactively Not Certified Items 3 Valid 3 Errors 0	<ul style="list-style-type: none">Interactive Entry and Edit of Liquor to Wholesale Price PostingsBatch Submission of Liquor to Wholesale Price PostingsCertify This ScheduleRevert to Most Recent Certified Schedule *View & Add Discounts (Discount Table)
Wine to Wholesale	Posted batch with errors Not Certified Items 7 Valid 6 Errors 1	<ul style="list-style-type: none">Interactive Entry and Edit of Wine to Wholesale Price PostingsBatch Submission of Wine to Wholesale Price PostingsCertify This ScheduleRevert to Most Recent Certified Schedule *View & Add Discounts (Discount Table)

* The most recent prior to the current month

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

You will see the Administrator's Posting Actions screen.

This is the same as the User's Posting Actions screen, but the Administrator has the "Manage Users Information" buttons at the bottom of the screen.

Manage Users Information

Manage Users Accounts

Update My Login Profile

Reset My Password

To change your password, click “Reset My Password.”

Confirm that you want to reset your password. An email will be sent to the address on file for your serial number. This email will include instructions on resetting your password.

Manage Users Information

Manage Users Accounts

Update My Login Profile

Reset My Password

To create or manage sub-users, click “Manage Users Accounts.”

Online Wholesale Account Management System
?

Manage User Accounts – Serial Number: 2504780

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

Actions	*User Id	*Name	*Title	*Email	*Password	User Level
Add	joeuser	First Name: Joseph Last Name: User	Manager	joeuser@anywhere.com	●●●●●●●●	Certify ▾

* Indicates a required field.

[Disclaimers](#) | [Confidentiality](#) | [Privacy](#) | [Security](#)
 New York State Liquor Authority • 80 S. Swan Street • 9th Floor • Albany, New York • 12210-8002

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.

You are not required to add users. All functions can be performed under your administrative account.

Online Wholesale Account Management System
Manage User Accounts — Serial Number: 2504780



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

Actions	*User Id	*Name	*Title	*Email	*Password	User Level
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Reset Password"/>	joeuser	Joseph User	Manager	joeuser@anywhere.com	●●●●●●●●	Certify
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Reset Password"/>	fredclerk	Frederick Clerk	Data Entry	fredclerk@anywhere.com	●●●●●●●●	Post Only
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Reset Password"/>	philclerk	Philip Clerk	Clerk	philclerk@anywhere.com	●●●●●●●●	Read Only
<input type="button" value="Add"/>		First Name: <input type="text"/> Last Name: <input type="text"/>				Certify ▾

* Indicates a required field.

You can enter and update a series of users under your serial number. You may choose to give them various levels of access, as shown here.

The levels are as follows:

- **Certify:** can view, add, and edit data, and can certify the schedules.
- **Post Only:** can view, add, and edit data, but is not permitted to certify.
- **Read Only:** can view the data, but can make no changes and is not permitted to certify. This is the default level.

Online Wholesale Account Management System
Manage User Accounts – Serial Number: 2504780



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

Actions	*User Id	*Name	*Title	*Email	*Password	User Level
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Reset Password"/>	joeuser	Joseph User	Manager	joeuser@anywhere.com	*****	Certify
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Reset Password"/>	fredclerk	Frederick Clerk	Data Entry	fredclerk@anywhere.com	*****	Post Only
<input type="button" value="Delete"/> <input type="button" value="Update"/> <input type="button" value="Reset Password"/>	philclerk	Philip Clerk	Clerk	philclerk@anywhere.com	*****	Read Only
<input type="button" value="Save"/>	joeuser	First Name: <input type="text" value="Joe"/> Last Name: <input type="text" value="User"/>	Spirits Manager	joeuser2@anywhere.com	●●●●●●●●	Certify ▾

* Indicates a required field.

You may delete and update users.

To update a user's information, click "Update" The user to be modified appears at the bottom of the list, as shown here.

To change a user password, clear the field and enter a new password (which may be the same as the existing password).

Change any desired fields, then click "Save."