

Enforcement Portal

User Guide

Version 1.0 • January 18, 2024



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1 Accessing the Enforcement Portal

The Enforcement Portal is accessed from the <u>New Hampshire Liquor and Wine Outlet</u> (<u>liquorandwineoutlets.com</u>) website.

1. Select Log In/Register on the New Hampshire Liquor and Wine Outlet home page

C () https://www	liquorandwineoutle	ts.com	A ^N S	Store Locator	Contact	Cੂ ⊕ '
	Sea	rch		٩	9 Lo	og In/Registe	r 0 Items 🛒
Please selec	t a store •						
WINE	SPIRITS	SALES AND PROMOS -	EDUCATION	ABOUT US -	GIFT CARDS	EVENTS	SIGN UP & Save
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	Bovera	ALLERS		TICES DS	BES OF The Dates	T Hume A ROW	

 Enter the Email Address and Password associated with your account and select Login (see <u>Business Account Management</u> for additional information on registering a new Business Account for your license or resetting the password on an existing Business Account)

DUILEI PUILEI PUUR & WIT				
LOGIN				
Email Address:				
Password:				
Forgot your password?				
LOGIN				

3. Select Enforcement Portal from the red toolbar at the top of the screen

			Enforcement Portal	Store Locator	Contact Log Out
	You're shopping: Store 60 - West Lebanon 🔹	Search		• •	My Account 👻 0 Items 🗮
WINE -	SPIRITS - SALES AND PROMOS -	EDUCATION -	THE OUTLETS 🗸	EVENTS	SHOPPING ON BEHALF OF
	EIND & STOPE				
	CONTACT US				
	FAQ				

2 **Business Account Management**

2.1 Register New Business Account

NOTE: A new Business Account registration link, with activation code, is e-mailed to licensee when license is activated with NH Liquor Commission, Division of Enforcement.

1. Select Log In/Register



2. Select Create Business Account

LOGIN
Email Address:
Password:
Forgot your password?
LOGIN
DON'T HAVE AN ACCOUNT?
CREATE ACCOUNT
OR
CREATE BUSINESS ACCOUNT

3. Complete required fields

- Activation Code
- Licensee Number
- First Name
- Last Name
- Phone Number
- Email Address

- Password
- Confirm Password
- Password Reset Question
- Password Reset Answer
- Date of Birth (MM/DD/YYYY)
- 4. Select checkbox verifying age is 21 years of age or older



- 5. Select Create Account
- 6. **Registration has been successful** message appears confirming account has been registered



2.2 Account Password Reset

1. Select Log In/Register

					Store Locator	Contact Log In	
	You're sl Store 50	hopping: D - Nashua (50) - Si	earch	٩	9 Lo	g In/Register 0 H	tems 🛒
WINE -	SPIRITS -	SALES AND PROMOS -	EDUCATION -	THE OUTLETS -	EVENTS		

2. Select Forgot your password?

DUTLET DUTLET 1000R & WIT
LUGIN
Email Address:
Password:
Forgot your password?
LOGIN
DON'T HAVE AN ACCOUNT?
CREATE ACCOUNT
OR
CREATE BUSINESS ACCOUNT

- 3. Enter **Email Address** associated with your account
- 4. Select Send Reset Link

FORGOT PASSWORD?					
If you forgot your password an email with a password reset link will be sent to you. Click on the link in that email and you will be taken to a page where you can then create a new password.					
You also must provide the answer to the question you provided on registration.					
Email Address:					
test@evenica.com					
Send Reset Link Cancel					

5. A system generated email from <u>nhlcstore@liquorandwineoutlets.com</u> with password reset instructions will be sent to email address provided

3 Beer Festival

- 3.1 Beer and Specialty Beverage Festival Additional Fees (A-209)
 - To submit the Beer and Specialty Beverage Festival Additional Fees (A-209), select Fee Submission from the Enforcement Portal home page (see <u>Accessing the</u> <u>Enforcement Portal</u> for additional information)

A DITLET				
HOME	FEE SUBMISSION	PRODUCT APPROVAL	REPORTING SERVICES	
CONT Faq	TACT US			

2. Select Upload Tax Form & Pay

FEE SUBMISSION						
				Upload Tax Form & Pay		
Status:	Please Select	← Start Date	🗯 End Date	*		

3. To download a copy of the form, select **A-209 – Beer and Specialty Beverage Festival- Additional Fees** under Download Forms



4. Form opens in a separate tab and can be edited, and saved to your computer for upload



5. Select Upload Form

 FEES PAYMENT	
DOWNLOAD FORMS	
A-209 Beer and Specialty Beverage Festival- Additional Fees	
U	pload Form

6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

	FEES PAYMENT	
DOWNLOAD FORMS		
A-209 Beer and Special	ty Beverage Festival- Additional Fees	
		Upload Form
Form Successfully Up	loaded	×
Month: 2 Year: 20	24	
Total Tax Fee:	500.00	

8. Select payment type

Pay with Check	Pay with Credit Card
	-

- 9. Complete **required fields** and select **Submit** to process payment
- 10. Payment confirmation displays

ENT CONFIRMATIO	N
Payment Date: Ja	an 17, 2024
Total: \$500.00	
Name	Amount Due
Beer fee	\$500.00
	ENT CONFIRMATIO Payment Date: Ja Total: \$500.00 Name Beer fee

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

			FEES	SUBMIS	SIO	N			
								Upload Tax F	orm & Pay
Statu	is: Please S	elect 🗸	Start Date	t	1	End Dat	е	=	
Licen	ise Number	Created	Payment Number	Туре	Mon	th Year	Total	Payment Date	File
4	010814	Jan 17, 2024	P0000196	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
4	010814	Dec 7, 2023	P0000165	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

		FEE	SUBMIS	SION				
							Upload Tax F	orm & Pay
Status: Please S	elect 🗸	Start Date		Ē	nd Date		i	
License Number	Created	Payment Number	Туре	Month	Year To	tal	Payment Date	File
4010814	Jan 17, 2024	P0000196	Credit Card	2	2024 \$50	0.00	Jan 17, 2024	Download File
4010814	Dec 7, 2023	P0000165	Credit Card	1	2024 \$50	0 00	Dec 7, 2023	Download File

3.2 Temporary Registration of Beer and Specialty Beverage for Festival (A-105)

 To submit a Temporary Registration of Beer and Specialty Beverage for Festival (A-105) product approval, select Product Approval from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HO	ME	FEE SUBMISSION	PRODUCT APPROVAL	REPORTING SERVICES	
	CONTA(Faq	CT US			

2. Select Upload Form

		PROD	UCT API	PROVALS		
						Upload Form
Status:	Please Select ➤	Start Date		End Date	=	

3. To download a copy of the form, select A-105 – Temporary Registration of Beer and Specialty Beverage for Beer Festival

UPLOAD PRODUCT APPROVAL FORM	
< Back to Product Approval List	
DOWNLOAD FORMS	
A-105 - Temporary Registration of Beer and Speciality Beverage for Beer Festival	
MAILING LIST	
Please provide email address to receive notifications on product approvals.	
Email Address	
Add email	
Upload Product Approval	

4. Form automatically downloads, and can be edited, and saved to your computer for upload

		NHLC Enforcement App	> Create 🗙 🕂				-
\leftarrow C	ĉ	https://enforcement-nh	nlcnextgen.evenica.com/C	eate-Be	A 🏠 😇 🗘	() (≟ (⊕	$\underline{\downarrow}$
			B2B Site	John	Downloads	ĽQ;	\$
				r Di	A-105 - Temporary Registratio	on of Beer 🗁 🛍	
HU	JMF	IAY 20RWI2210N	GREATE BEEK PRODUC	I KI	PUKTING SERVICES		
UPLOAD PRODUCT APPROVAL FORM							

5. Enter an **email address** to receive status notifications on the product approval submission, then select **Upload Product Approval**

NOTE: Multiple email addresses can be added to receive status notifications

C Back to Product Approval List DOWNLOAD FORMS A-105 - Temporary Registration of Beer and Speciality Beverage for Beer Festival MAILING LIST Please provide email address to receive notifications on product approvals. Email Address MAIL MAILING LIST		
A-105 - Temporary Registration of Beer and Speciality Beverage for Beer Festival MAILING LIST Please provide email address to receive notifications on product approvals. Email Address Add email	K Back to Product Approval I	List
A-105 - Temporary Registration of Beer and Speciality Beverage for Beer Festival MAILING LIST Please provide email address to receive notifications on product approvals. Email Address Add email	DOWNLOAD FORMS	
MAILING LIST Please provide email address to receive notifications on product approvals. Email Address Add email	A-105 - Temporary Registrati	ion of Beer and Speciality Beverage for Beer Festival
Email Address Add email	MAILING LIST	
Add email	Please provide email ac	ddress to receive notifications on product approvals.
	Please provide email ac Email Address	ddress to receive notifications on product approvals.
	Please provide email ad Email Address	ddress to receive notifications on product approvals. Add email

6. Select the **Excel file** from your computer

7. Form Successfully Uploaded banner displays confirming action



8. To attach supporting documents, return to **Product Approval List** and select the desired **Product Name**

	PRODUCT	APPROVALS	
			Upload Form
Status: Please Select 🗸	Start Date	End Date	
Product Name	Approval Status	Created	Submitted Account Number
Blue IPA	Pending	Jan 17, 2024	4010814

9. Select Attach Supporting Documents

	PRODUCT APPROVAL DET/	AIL
< Back to Product Approvals		
		Download Attach Supporting Documents
SUPPLIER BUSINESS INFORMATION		
Registered Business Name of Supplier:	Registered Trade Name of Supplier:	Registered License Number:
Street Address:	City:	State: Zip: Submission Data (www.(dd (www.)
Business Phone Number:	Business Email:	Submission Date (mm/dd/yyyy):
PRODUCTS		

10. Select the file from your computer

4 Beverage Manufacturer

- 4.1 Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335)
 - To submit the Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335), select Form 258 334 259 335 from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONTACT US Faq				

2. Select Upload Form

FORMS 258-334-259-335									
			Upload Form						
Status: Please Select	✓ Start Date	🗯 End Date 🗯							

3. To download a copy of the form, select Download Form 258-334-259-335

	UPLOAD FORM 258-334-259-335	
< Back to Forms List		
Download Form 258-334-259-335		
Upload Form		

4. Form opens in a separate tab and can be edited, and saved to your computer for upload

	🔞 🔲 🔗 NHLC Enforcement App > Form 🛛 🗙 🔽 Form 258-334-259-335 Monthly 🗙 🕂								
\leftarrow	C 🗈 https://view.officeapps.live.com/op/view.aspx?src=https%3A%2F%2Fenforcement A 🏠 🥵 🔇 🗆								
Form 258-334-259-335 Monthly Tax Report (20230721) - Saved ~ , Search for tools, help, and more (Alt + Q)									
Picture	$1 \sqrt{f_x}$								
A									
1									
3 4 5 6 7 8	State of New Hampshire Liquor Commission Division of Enforcement and Licensing 90 Stars Street Concord, Nit 03301 Phone: (603) 271-3738								
10	MONTHLY REPORT OF SALES AND RETURNS OF BEVERAGES TO WHOLESALERS								
11	Business Information								
12 13	Registered Business Name Registered Trade Name Registered License Number								
15 16	Business Street Address City State Zip Code								
18 19 20	Business Phone Number Business Email Report Date (Month/YEAR)								
21	Summary Descriptions								
22	Form 258/334 - report sales and returns of Beer, Beverages, Specialty Beer, as defined in RSA 175:1								
23									
24	Form 259/335 - report of sales and returns of Specialty Beverages (RTD - Distilled Spirit or Wine Base 6-8%) as defined in RSA 175:1								

5. Select Upload Form

UPLOAD FORM 258-334-259-335	
< Back to Forms List	
Download Form 258-334-259-335	
Upload Form	

- 6. Select the **Excel file** from your computer
- 7. Form Successfully Uploaded banner displays confirming action

UPLOAD FORM 258-334-259-335	
< Back to Forms List	
Download Form 258-334-259-335	
Upload Form	
247678890225945_1705500162528_Form 258-334-259-335 Monthly Tax Report (20230721) (1).xlsx 🗴	
Form Successfully Uploaded	×

8. Forms 258-334-259-335 history is updated and can be viewed by selecting **Back to Forms List**, or by returning to the **Form 258 334 259 335** main page

FORMS 258-334-259-335							
Upload Form							
Status: Please Select 🗸 Start Date 🖨 End Date 🖨							
Record Id	Account Id	License Number	Trade Name	Created	Status	File	
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file	

9. File submitted can also be viewed by selecting **Download file** next to the applicable Record Id

	FC	DRMS 258-33	84-259-33	5		
					Up	load Form
Status: Please Sel	ect 🗸 Start	Date	🗎 End Dat	te		
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

4.2 Beverage Manufacturer Monthly Report (A-200)

1. To submit the Beverage Manufacturer Monthly Report (A-200), select **Fee Submission** from the **Enforcement Portal home page** (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT Approval	REPORTING SERVICES
CONTACT US Faq					

2. Select Upload Tax Form & Pay

FEE SUBMISSION						
						Upload Tax Form & Pay
Status:	Please Select	✓ St	art Date		End Date	

 To download a copy of the form, select A-200 – Beverage Manufacturer Monthly Report under Download Forms

	FEES PAYMENT								
DOWNLOAD FORMS									
A-200 - Beverage Manufacturer Month	A-200 - Beverage Manufacturer Monthly Report								
		Upload Form							
Month: 4 Year: 2024									
lotal lax Fee:									
		Proceed To Payment							

4. Form opens in a separate tab and can be edited, and saved to your computer for upload

	🕼 🔲 🛛 🖗 NHLC Enforcement App > Tax Pa	🗴 A-200 - Beverage Manufacturer 🛛 🗙 🕂		
\leftarrow	C 🗄 https://view.officeapps.live.com/op	view.aspx?src=https%3A%2F%2Fenforcement	A™ ☆	🧙 🗘
8	A-200 - Beverage Manufacturer Monthly Tax Repo	ort (20230721) - View-only ~ \sharphi Search for	r tools, help, an	d more (Alt + Q
V37	→ X √ fx B C D E F G H	IJKLMNO	P Q	R S
2 3 4 5 6 7 8	Divi	State of New Hampshire Liquor Commission sion of Enforcement and Licensing 50 Stors Street, Concord NH, 03301 (603) 271-3523		
9	E	Beverage Manufacturer		
10		Business Information		
11 12 13	Registered Business Name	Registered Trade Name	Registered License Nun	iber
14 15 16	Business Street Address	City	State	Zip Code
17 18 19	Business Phone Number (###) ###-####	Business Email	Report Date (Month/YE	AR)

5. Select Upload Form

	FEES PAYMENT	
DOWNLOAD FORMS		
A-200 - Beverage Manufacturer Monthly	Tax Report (20230721).xlsx	
		Upload Form
Month: Year:		
Total Tax Fee:		
		Proceed To Payment

6. Select the **Excel file** from your computer

7. Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

	FEES PAYMENT	
DOWNLOAD FORMS		
A-200 - Beverage Manufactur	er Monthly Report	
		Upload Form
Form Successfully Uploaded	I Constant and the second s	×
Month: 4 Year: 2024		
Total Tax Fee:	500.00	
		Proceed To Payment

8. Select payment type

Pay with Check	Pay with Credit Card

- 9. Complete required fields and select Submit to process payment
- 10. Payment confirmation displays

PAYMENT CONFIRMATION				
Payment Id: P0000197	Payment Date: Jan 17, 2024			
Month / Year: 4 / 2024	Total: \$500.00			
Wholesale Fee Id	Name	Amount Due		
103952147785556	Beer fee	\$500.00		

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

	FEE SUBMISSION								
								Upload T	ax Form & Pay
Statu	is: Please Select	✓ Start Dat	e 📫	End Date		=			
Li	cense Number	Created	Payment Number	Туре	Month	Year	Total	Payment Date	File
	293518	Dec 20, 2023	P0000188	Credit Card	3	2024	\$115.47	Dec 20, 2023	Download File
	293518	Dec 7, 2023	P0000166	Credit Card	2	2024	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

	FEE SUBMISSION							
							Upload 1	Fax Form & Pay
Status: Please Select	← Start Dat	e 📫	End Date		 			
License Number	Created	Payment Number	Туре	Month	Year	Total	Payment Date	File
293518	Dec 20, 2023	P0000188	Credit Card	3	2024	\$115.47	Dec 20, 2023	Download File
293518	Dec 7, 2023	P0000166	Credit Card	2	2024	\$500.00	Dec 7, 2023	Download File

4.3 Wholesale Limited Credit Report (L-081)

1. To submit the Wholesale Limited Credit Report (L-081), select Limited Credit Report from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONTACT	T US				
FAQ					

2. Select Upload L-081 Limited Credit Report

	L-081 LIMITED CREDIT R	EPORT	
		Upload	L-081 Limited Credit Report
Trade Name	License Number	City	Account Status

3. To download a copy of the form, select Download L-081 Limited Credit Report

	UPLOAD L-081 LIMITED CREDIT REPORT
< Back to Reports List	
Download L-081 Limited Credit Report	
Upload Form	

4. Form opens in a separate tab and can be edited, and saved to your computer for upload



5. Select Upload Form

	UPLOAD L-081 LIMITED CREDIT REPORT
< Back to Reports List	
Download L-081 Limited Credit Report	
Upload Form	

- 6. Select the Excel file from your computer
- 7. Form Successfully Uploaded banner displays confirming action



4.4 Product Approval – Beverage Manufacturer (A-101) and Product Approval – Variety Pack (A-104)

 To submit a beverage manufacturer (A-101) or variety pack (A-104) product approval, select Product Approval from the Enforcement Portal home page (see <u>Accessing the</u> <u>Enforcement Portal</u> for additional information)

	•				
НОМ	E FORM 258 334 259	335 FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONT	ACT US				
FAQ					

2. Select Upload Form

	PRO	DUCT APPROVALS		
			Upload Form	
Status: Please Select 🗸	Start Date	🛱 End Date	•	

3. To download a copy of the form, select the applicable form

A-101 – Product Approval – Beverage Manufacturer

A-104 – Product Approval – Variety Pack

UPLOAD PRODUCT APPROVAL FORM
< Back to Product Approval List
DOWNLOAD FORMS
A-101 – Product Approval - Beverage Manufacturer A-104 – Product Approval - Variety Pack
MAILING LIST
Please provide email address to receive notifications on product approvals.
Email Address Add email
Upload Product Approval

4. Form opens in a separate tab and can be edited, and saved to your computer for upload



5. Enter an **email address** to receive status notifications on the product approval submission, then select **Upload Product Approval**



< Back to Product Approval List	
DOWNLOAD FORMS	
A-101 – Product Approval - Beverage Manufacturer A-104 – Product Approval - Variety Pack	
MAILING LIST	
Please provide email address to receive notifications on product approvals.	
Email Address Add email	
linioad Product Approval	

6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action



8. To attach supporting documents, return to **Product Approval List** and select the desired **Product Name**

PRODUCT APPROVALS						
			Upload Form			
Status: Please Select 🗸	Start Date f	End Date				
Product Name	Approval Status	Created	Submitted Account Number			
Blue IPA	Pending	Jan 17, 2024	4010814			

9. Select Attach Supporting Documents

PRODUCT APPROVAL DETAIL							
< Back to Product Approvals							
		Download Attach Supporting Documents					
BUSINESS/VENDOR INFORMATIO	N						
Registered Business Name: Street Address:	Registered Trade Name: City:	Registered License Number: State: Zip:					
Business Phone Number:	Business Email	Submission Date (mm/dd/yyyy):					

10. Select the file from your computer

5 Beverage Manufacturer Retail Outlet

- 5.1 Beverage Manufacturer Retail Outlet Monthly Report (A-208)
 - To submit the Beverage Manufacturer Retail Outlet Monthly Report (A-208), select Fee Submission from the Enforcement Portal home page (see <u>Accessing the</u> <u>Enforcement Portal</u> for additional information)

НОМЕ	FEE SUBMISSION	REPORTING SERVICES
CONTACI Faq	ſUS	

2. Select Upload Tax Form & Pay

FEE SUBMISSION					
		Upload Tax Form & Pay			
Status: Please Select 🗸 Start Date	🗯 End Date				

3. To download a copy of the form, select **A-208 – Beverage Manufacturer Retail Outlet Monthly Report** under Download Forms



4. Form opens in a separate tab and can be edited, and saved to your computer for upload



5. Select Upload Form

FEES PA	YMENT
DOWNLOAD FORMS	
A-208 - Beverage Manufacturer Retail Outlet Monthly Report	
	Upload Form

6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

FEES PAYMENT					
DOWNLOAD FORMS					
A-208 - Beverage Manufactu	er Retail Outlet Monthly Report				
		Upload Form			
Form Successfully Uploade	1	×			
Month: 2 Year: 2024					
Total Tax Fee:	500.00				
		Proceed To Payment			

8. Select payment type

Pay with Check	Pay with Credit Card

- 9. Complete required fields and select Submit to process payment
- 10. Payment confirmation displays

FEES PAYMENT						
DOWNLOAD FORMS						
	PAYMENT CONFIRMATION					
Payment Id: P0000198	Payment Date: Jan 17, 2024					
Month / Year: 2 / 2024	Total: \$500.00					
Wholesale Fee Id	Name	Amount Due				
81330097027812	Specialty fee	\$500.00				

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

	FEE SUBMISSION									
									Upload T	ax Form & Pay
Status	S: Please Select	~	Start Da	ite 📫	End Date		=			
Lic	ense Number	Creat	ed	Payment Number	Туре	Month	Year	Total	Payment Date	File
	10252	Jan 17, 2	024	P0000198	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
	10252	Dec 7, 2	023	P0000167	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

FEE SUBMISSION								
							Upload T	ax Form & Pay
Status: Please Select	✓ Start D	late 🗎	End Date					
License Number	Created	Payment Number	Туре	Month	Year	Total	Payment Date	File
10252	Jan 17, 2024	P0000198	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
10252	Dec 7, 2023	P0000167	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

6 Beverage Vendor

- 6.1 Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335)
 - To submit the Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335), select Form 258 334 259 335 from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	FORM 258 334 259 335	FEE SUBMISSION	PRODUCT APPROVAL	REPORTING SERVICES
CONTACT Faq	US			

2. Select Upload Form

	FORMS 25	8-334-259-335	
			Upload Form
Status: Please Select	✓ Start Date	Date 🗎	

3. To download a copy of the form, select **Download Form 258-334-259-335**

UPLOAD FORM 258-334-259-335				
< Back to Forms List				
Download Form 258-334-259-335				
Upload Form				

4. Form opens in a separate tab and can be edited, and saved to your computer for upload

	🕼 🔲 🖗 NHLC Enforcement App >	Form : 🗙 🛛 🛛 Form 258-334-259-335 Monthly : 🗙	+				
\leftarrow	C 🗄 https://view.officeapps.liv	re.com/op/view.aspx?src=https%3A%2F%2Fenfo	rcement A ☆	🥵 🗘 🗘			
×	Form 258-334-259-335 Monthly Tax Rep	port (20230721) - Saved ~ $\star{\star{\star{2}}}$ Search for	tools, help, and more (Alt	+ Q)			
Picture	1 \checkmark \times \checkmark f_x						
A	B C D E F G	H I J K L M N	O P Q	R S T U			
1							
3							
4		State of New Hampshire		NEW HAMPSHIRE			
6		Division of Enforcement and Licensing					
7		50 Storts Street Concord, NH 03301					
8		Phone: (603) 271-3523 Fax: (603) 271-3758					
10	MONTHLY REPORT	OF SALES AND RETURNS OF BEVE	RAGES TO WHOLE	SALERS			
44	Business Information						
**		Business Information					
12	Registered Business Name	Business Information Registered Trade Name	Registered Lic	ense Number			
11 12 13 14	Registered Business Name	Business Information Registered Trade Name	Registered Lic	ense Number			
12 13 14 15	Registered Business Name Business Street Address	Business Information Registered Trade Name City	Registered Lic State	ense Number Zip Code			
12 13 14 15 16	Registered Business Name Business Street Address	Business Information Registered Trade Name City	Registered Lic	ense Number Zip Code			
12 13 14 15 16 17 18	Registered Business Name Business Street Address Business Phone Number	Business Information Registered Trade Name City Business Email	Registered Lic State Benort Date (anse Number Zip Code			
11 12 13 14 15 16 17 18 19	Registered Business Name Business Street Address Business Phone Number	Business Information Registered Trade Name City Business Email	Registered Lic State Report Date (I	anse Number Zip Code Vonth/YEAR)			
11 12 13 14 15 16 17 18 19 20	Registered Business Name Business Street Address Business Phone Number	Business Information Registered Trade Name City Business Email	Registered Lic State Report Date (I	zip Code Zip Code Month/YEAR)			
112 13 14 15 16 17 18 19 20 21	Registered Business Name Business Street Address Business Phone Number	Business Information Registered Trade Name City Business Email Summary Descriptions	Registered Lic State Report Date (I	znse Number Zip Code Vionth/YEAR)			
11 12 13 14 15 16 17 18 19 20 21 22	Registered Business Name Business Street Address Business Phone Number Form 258/334 - report sales and 1	Business Information Registered Trade Name City Business Email Summary Descriptions returns of Beer, Beverages, Specialty Beer, as	Registered Lic State Report Date (s defined in RSA 175:1	zip Code Zip Code Month/YEAR)			
11 12 13 14 15 16 17 18 19 20 21 22 23	Registered Business Name Business Street Address Business Phone Number Form 258/334 - report sales and 1	Business Information Registered Trade Name City Business Email Summary Descriptions returns of Beer, Beverages, Specialty Beer, as	Registered Lic State Report Date (s defined in RSA 175:1	zip Code Zip Code Vonth/YEAR)			
11 12 13 14 15 16 17 18 19 20 21 22 23 24	Registered Business Name Business Street Address Business Phone Number Form 258/334 - report sales and f	Business Information Registered Trade Name City Business Email Summary Descriptions returns of Beer, Beverages, Specialty Beer, and returns of Specialty Beverages (PTD – Dieticalty Beverages	Registered Lic State Report Date (s defined in RSA 175:1	Izip Code Zip Code Month/YEAR)			
11 12 13 14 15 16 17 18 19 20 21 22 23 24 25	Registered Business Name Business Street Address Business Phone Number Form 258/334 - report sales and 1 Form 259/335 - report of sales ar	Business Information Registered Trade Name City Business Email Summary Descriptions returns of Beer, Beverages, Specialty Beer, as ad returns of Specialty Beverages (RTD - Disting	Registered Lic State Report Date (i s defined in RSA 175:1 illed Spirit or Wine Base	anse Number Zip code Month/YEAR) 6-8%) as			

5. Select Upload Form

UPLOAD FORM 258-334-259-335
< Back to Forms List
Download Form 258-334-259-335
Upload Form

- 6. Select the **Excel file** from your computer
- 7. Form Successfully Uploaded banner displays confirming action

UPLOAD FORM 258-334-259-335	
< Back to Forms List	
Download Form 258-334-259-335	
Upload Form	
247678890225945_1705500162528_Form 258-334-259-335 Monthly Tax Report (20230721) (1).xlsx 🗴	
Form Successfully Uploaded	×

8. Forms 258-334-259-335 history is updated and can be viewed by selecting **Back to Forms List**, or by returning to the **Form 258 334 259 335** main page

FORMS 258-334-259-335						
					Up	load Form
Status: Please Sel	ect 🗸 Start	Date	🗎 End Da	te		
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

9. File submitted can also be viewed by selecting **Download file** next to the applicable Record Id

FORMS 258-334-259-335						
					Up	load Form
Status: Please Sel	ect 🗸 Start	Date	🗎 End Dat	e	ii	
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

6.2 Beverage Vendor Monthly Tax Report (A-207)

 To submit the Beverage Vendor Monthly Tax Report (A-207), select Fee Submission from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	FORM 258 334 259 335	FEE SUBMISSION	PRODUCT APPROVAL	REPORTING SERVICES
CONTACT U Faq	JS			

2. Select Upload Tax Form & Pay

	FEE SUBMISSION				
				Upload Tax Form & Pay	
Status:	Please Select	✓ Start Date	🗯 End Date	 	

3. To download a copy of the form, select **A-207 – Beverage Vendor Monthly Report** under Download Forms




5. Select Upload Form

FEES PAYMENT	
DOWNLOAD FORMS	
A-207 - Monthly Report - Beverage Vendor (Self Dist) (FINAL).pdf	
	Upload Form

6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

	FEES PAYMENT	
DOWNLOAD FORMS		
A-207 - Beverage Vendo	r Monthly Report	
		Upload Form
Form Successfully Up	oaded	×
Month: 3 Year: 20	24	
Total Tax Fee:	500.00	
		Proceed To Payment

8. Select payment type

Pay with Check	Pay with Credit Card
r uy men onook	ruy with oroure our

- 9. Complete **required fields** and select **Submit** to process payment
- 10. Payment confirmation displays

	FEES PAYMENT	
DOWNLOAD FORMS		
PAY	MENT CONFIRMATION	N
Payment Id: P0000199	Payment Date: Ja	ın 17, 2024
Month / Year: 3 / 2024	Total: \$500.00	
Wholesale Fee Id	Name	Amount Due
161218210381161	Beer fee	\$500.00

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

		FEE	SUBMIS	SION				
							Upload Tax F	orm & Pay
Status: Pleas	e Select 🛛 🗸	Start Date	f	E	nd Date		=	
License Numb	er Created	Payment Number	Туре	Month	ı Year	Total	Payment Date	File
17731	Jan 17, 2024	P0000199	Credit Card	3	2024	\$500.00	Jan 17, 2024	Download File
17731	Dec 7, 2023	P0000168	Credit Card	2	2024	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

		FEE	SUBMIS	SION				
							Upload Tax	Form & Pay
Status: Please S	elect 🗸	Start Date	f	E	nd Date			
License Number	Created	Payment Number	Туре	Month	ı Year	Total	Payment Dat	e File
17731	Jan 17, 2024	P0000199	Credit Card	3	2024	\$500.00	Jan 17, 2024	Download File
17731	Dec 7, 2023	P0000168	Credit Card	2	2024	\$500.00	Dec 7, 2023	Download File

6.3 Product Approval – Beverage Vendor (A-100) and Product Approval – Variety Pack (A-104)

 To submit a beverage vendor (A-100) or variety pack (A-104) product approval, select Product Approval from the Enforcement Portal home page (see <u>Accessing the</u> <u>Enforcement Portal</u> for additional information)

НОМЕ	FORM 258 334 259 335	FEE SUBMISSION	PRODUCT APPROVAL	REPORTING SERVICES
CONTAC	TUS			
FAQ				

2. Select Upload Form

	PRO	DDUCT APPROVALS		
			Upload	Form
Status: Please Select 🗸	Start Date	🗯 End Date	*	

3. To download a copy of the form, select the applicable form

A-100 – Product Approval – Beverage Vendor

A-104 – Product Approval – Variety Pack

UPLOAD PRODUCT APPROVAL FORM
notifications on product approvals.



5. Enter an **email address** to receive status notifications on the product approval submission, then select **Upload Product Approval**

NOTE: Multiple email addresses can be added to receive status notifications

	UPLOAD PRODUCT APPROVAL FORM
< Back to Product Approval List	
DOWNLOAD FORMS	
A-100 – Product Approval - Beverage Vendor	
A-104 – Product Approval - Variety Pack	
MAILING LIST	
Please provide email address to receiv	enotifications on product approvais.
Email Address	
	Add email
Upload Product Approval	

6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action



8. To attach supporting documents, return to **Product Approval List** and select the desired **Product Name**

	PRODUCT	APPROVALS	
			Upload Form
Status: Please Select 🗸	Start Date	End Date	*
Product Name	Approval Status	Created	Submitted Account Number
Blue IPA	Pending	Jan 17, 2024	4010814

9. Select Attach Supporting Documents

	PRODUCT APPROVAL DE	TAIL
< Back to Product Approvals		
	Download	Attach Supporting Documents
BUSINESS/VENDOR IN	FORMATION	
BUSINESS/VENDOR IN Registered Business Name:	FORMATION Registered Trade Name:	Registered License Number:
BUSINESS/VENDOR IN Registered Business Name: Street Address:	FORMATION Registered Trade Name: City:	Registered License Number: State: Zip:

10. Select the file from your computer

7 Brew Pub

- 7.1 Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335)
 - To submit the Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335), select Form 258 334 259 335 from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

UIIIII UIIIII					
HOME	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONTAC Faq	TUS				

2. Select Upload Form

			Upload Form
Status: Please Select	Ƴ Start Date	🚔 End Date 🚔	

3. To download a copy of the form, select Download Form 258-334-259-335

	UPLOAD FORM 258-334-259-335	
< Back to Forms List		
Download Form 258-334-259-335		
Upload Form		

	1 NHLC Enforcement App > Fo	rm × Form 258-334-259-335 Monthly ×	+				
•		,					
\leftarrow	C Attps://view.officeapps.live.	com/op/view.aspx?src=https%3A%2F%2Fenfo	orcement A ☆	幅 🗘 🗆 Ф			
×	Form 258-334-259-335 Monthly Tax Report (20230721) - Saved > \mathcal{P} Search for tools, help, and more (Alt + Q)						
Picture	$1 \sim X \sim f_x$						
				s s Tul			
1							
2							
3	(TEO)	State of New Hampshire		THEW HAMPSHIRE			
5		Liquor Commission		LIGHTER COMMERCIEN			
6		Division of Enforcement and Licensing 50 Storrs Street					
7		Concord, NH 03301 Phone: (603) 271-3523					
9		Fax: (603) 271-3758					
10	MONTHLY REPORT O	F SALES AND RETURNS OF BEVI	ERAGES TO WHOLES	SALERS			
11		Business Information					
12	Registered Business Name	Registered Trade Name	Registered Licer	nse Number			
13							
15	Business Street Address	City	State	Zip Code			
16							
17	Buriners Phone Number	Business Email	Benort Pate (54	onth (VEAR)			
19	Business Prone Number	Dusiness cmail	Report Date (Mi	UNUT/TEAK)			
20							
21		Summary Descriptions					
22	Form 258/334 - report sales and re	turns of Beer, Beverages, Specialty Beer, a	as defined in RSA 175:1				
23							
24	Form 250/225 report of calco and	raturns of Specialty Powerages (PTD Dis	tillad Spirit or Wine Base (- 994) ac			
25	Form 259/555 - report of sales and	returns of specialty beverages (RTD - DIS	theu spirit or while base t	07070j dS			
20	defined in RSA 175:1						

5. Select Upload Form

UPLOAD FORM 258-334-259-335
< Back to Forms List
Download Form 258-334-259-335
Upload Form

- 6. Select the Excel file from your computer
- 7. Form Successfully Uploaded banner displays confirming action

UPLOAD FORM 258-334-259-335	
< Back to Forms List	
Download Form 258-334-259-335	
Upload Form	
247678890225945_1705500162528_Form 258-334-259-335 Monthly Tax Report (20230721) (1).xlsx 🗴	
Form Successfully Uploaded	×

8. Forms 258-334-259-335 history is updated and can be viewed by selecting **Back to Forms List**, or by returning to the **Form 258 334 259 335** main page

	FORMS 258-334-259-335					
					Up	oload Form
Status: Please Sel	ect 🗸 Start	Date	🗎 End Da	te		
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

9. File submitted can also be viewed by selecting **Download file** next to the applicable Record Id

	FC	DRMS 258-33	34-259-33	5		
					Up	load Form
Status: Please Sel	ect 🗸 Start	Date	📋 End Dat	te	=	
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

7.2 Brew Pub Monthly Report (A-201)

 To submit the Brew Pub Monthly Report (A-201), select Fee Submission from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT Approval	REPORTING SERVICES
CONTACT US Faq					

2. Select Upload Tax Form & Pay

	FEE SUBMISSION					
						Upload Tax Form & Pay
Status:	Please Select	~ S	tart Date		End Date	

 To download a copy of the form, select A-203 – Brew Pub Monthly Report under Download Forms





5. Select Upload Form

FEES PAYMENT	
DOWNLOAD FORMS	
A-201 - Brew Pub Monthly Report	
	Upload Form

6. Select the Excel file from your computer

7. Fee Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

	FEES PAYMENT	
DOWNLOAD FORMS		
A-201 - Brew Pub Montl	ly Report	
		Upload Form
Form Successfully Up	oaded	×
Month: 2 Year: 20	24	
Total Tax Fee:	500.00	
		Proceed To Payment

8. Select payment type



- 9. Complete **required fields** and select **Submit** to process payment
- 10. Payment confirmation displays

PAYI	MENT CONFIRMATION	N
Payment Id: P0000200	Payment Date: Ja	an 17, 2024
Month / Year: 2 / 2024	Total: \$500.00	
Wholesale Fee Id	Name	Amount Due
257708058630264	Beer fee	\$500.00

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

			FEE	SUBMIS	SION	I			
								Upload Tax F	orm & Pay
Status:	Please So	elect 🗸	Start Date			End Date	9	=	
License	Number	Created	Payment Number	Туре	Month	ı Year	Total	Payment Date	File
200	0915	Jan 17, 2024	P0000200	Credit Card	2	2024 \$	\$500.00	Jan 17, 2024	Download File
200	0915	Dec 7, 2023	P0000169	Credit Card	1	2024 \$	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

			FEE	SUBMIS	SIO	N			
								Upload Tax F	orm & Pay
Status:	Please Se	elect 🗸	Start Date		Ì	End Dat	e		
License	Number	Created	Payment Number	Туре	Mont	h Year	Total	Payment Date	File
2000	0915	Jan 17, 2024	P0000200	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
2000	0915	Dec 7, 2023	P0000169	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

7.3 Wholesale Limited Credit Report (L-081)

1. To submit the Wholesale Limited Credit Report (L-081), select Limited Credit Report from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONTAC	T US				
FAQ					

2. Select Upload L-081 Limited Credit Report

	L-081 LIMITED CREDIT RI	EPORT Upload	d L-081 Limited Credit Report
Trade Name	License Number	City	Account Status

3. To download a copy of the form, select Download L-081 Limited Credit Report

	UPLOAD L-081 LIMITED CREDIT REPORT
< Back to Reports List	
Download L-081 Limited Credit Report	
Upload Form	



5. Select Upload Form

	UPLOAD L-081 LIMITED CREDIT REPORT
< Back to Reports List	
Download L-081 Limited Credit Report	
Upload Form	

- 6. Select the Excel file from your computer
- 7. Form Successfully Uploaded banner displays confirming action



7.4 Product Approval – Brew Pub (A-102) and Product Approval – Variety Pack (A-104)

 To submit a brew pub (A-102) or variety pack (A-104) product approval, select Product Approval from the Enforcement Portal home page (see <u>Accessing the Enforcement</u> <u>Portal</u> for additional information)

HOME	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONTACT Faq	US				

2. Select Upload Form

	PRO	DUCT APPROVALS		
			l	Upload Form
Status: Please Select 🗸	Start Date	🗯 End Date	=	

3. To download a copy of the form, select the applicable form

A-102 – Product Approval – Brew Pub A-104 – Product Approval – Variety Pack

	UPLOAD PRODUCT APPROVAL FORM
< Back to Product Approval List	
DOWNLOAD FORMS	
A-102 – Product Approval - Brew Pub	
A-104 – Product Approval - Variety Pack	
MAILING LIST	
Please provide email address to re	ceive notifications on product approvals.
Email Address	
	Add email
Upload Product Approval	



5. Enter an **email address** to receive status notifications on the product approval submission, then select **Upload Product Approval**

NOTE: Multiple email addresses can be added to receive status notifications

iack to Product Approval List WNLOAD FORMS 02 – Product Approval - Brew Pub 04 – Product Approval - Variety Pack
WNLOAD FORMS 02 – Product Approval - Brew Pub 04 – Product Approval - Variety Pack
02 – Product Approval - Brew Pub 04 – Product Approval - Variety Pack
04 – Product Approval - Variety Pack
ease provide email address to receive notifications on product approvals.
nail Address
Add email
pload Product Approval

6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action



8. To attach supporting documents, return to **Product Approval List** and select the desired **Product Name**

	PRODUCT	APPROVALS	
			Upload Form
Status: Please Select 🗸	Start Date	End Date	
Product Name	Approval Status	Created	Submitted Account Number
Blue IPA	Pending	Jan 17, 2024	4010814

9. Select Attach Supporting Documents

	PRODUCT APPROVAL DE	TAIL
< Back to Product Approvals		
	Download	Attach Supporting Documents
BUSINESS/VENDOR IN	FORMATION	
BUSINESS/VENDOR IN Registered Business Name:	FORMATION Registered Trade Name:	Registered License Number:
BUSINESS/VENDOR IN Registered Business Name: Street Address:	FORMATION Registered Trade Name: City:	Registered License Number: State: Zip:

10. Select the file from your computer

8 Carrier

8.1 Authorized Carrier Reports (D-007)

1. To submit the Authorized Carrier Report (D-007), select **Authorized Carrier Reports** from the **Enforcement Portal home page** (see <u>Accessing the Enforcement Portal</u> for additional information)



2. Select Upload D-007 Common Carrier Monthly Report

D-007 COMMON CARRIER MONTHLY REPORT					
	Upload D-007 Common Carrier Monthly Report				
Status: Please Select 🗸 Start Date	🗯 End Date				

3. To download a copy of the form, select **Download D-007 Common Carrier Monthly Report**

UPLOAD AUTHORIZ	ED CARRIER REPORT
< Back to Authorized Carrier Reports List	
Download D-007 Common Carrier Monthly Report	
Upload Report	

💄 🍘 🔲 💣 NHLC Enforcement App > Au	tho 🗙 🚺 D-007_Carrier_Report.xlsx 🛛 🗙						
← C							
D-007_Carrier_Report - Saved > P Search for tools, help, and more (Alt + Q)							
File Home Insert Draw Page Layout Formulas Data Review View Help							
שי אין אין אין אין אין אין אין אין אין אי	<u>A</u> ∨ ··· ≡ ∨ ¢¢ ∨ General ∨ \$ ∨ 50						
Shipper Name Shipper Streel Shipper City Shipper State Shipper 2 Recipient Name Business Name							

5. Select Upload Report

UPLOAD AUTHORIZED CARRIER REPORT	
< Back to Authorized Carrier Reports List	
Download D-007 Common Carrier Monthly Report	
Upload Report	

- 6. Select the **Excel file** from your computer
- 7. Form Successfully Uploaded banner displays confirming action

Kerk Back to Authoriz	red Carrier Reports List	
Download D-007 C	ommon Carrier Monthly Report	
Form Successful	ly Uploaded	

9 Direct Shipper

9.1 Direct Shipping Monthly Report (D-006)

 To submit the Direct Shipping Monthly Report (D-006), select D-006 Direct Shipping Monthly Report from the Enforcement Portal home page (see <u>Accessing the</u> <u>Enforcement Portal</u> for additional information)

HOME	D-006 DIRECT SHIPPING MONTHLY REPORT	REPORTING SERVICES
	CONTACT US	
	FAQ	

2. Select Upload D-006 Direct Shipping Monthly Report

D-006 DIRECT SHIPPING MONTHLY REPORT						
	Upload D-006 Direct Shipping Monthly Report					
Status: Please Select 🗸 Start Date	🗰 End Date					

3. To download a copy of the form, select **Download D-006 Direct Shipping Monthly Report Template**

UPLOAD D-006 DIRECT SHIPPING MONTHLY REPORT				
< Back to D-006 Direct Shipping Monthly Report List				
Download D-006 Direct Shipping Monthly Report				
Upload Form				



5. Select Upload Form



7. Form Successfully Uploaded banner displays confirming action

UPLOAD D-006 DIRECT SHIPPING MONTHLY REPORT	
< Back to D-006 Direct Shipping Monthly Report List	
Download D-006 Direct Shipping Monthly Report	
Upload Form	
Form Successfully Uploaded	×

9.2 Direct Shipping Fee Payment

1. To make a Direct Shipping fee payment, select **D-006 Direct Shipping Monthly Report** from the **Enforcement Portal home page** (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	D-006 DIRECT SHIPPING MONTHLY REPORT	REPORTING SERVICES
	CONTACT US	
	FAQ	

2. Locate and select the applicable Record Id

D-006 DIRECT SHIPPING MONTHLY REPORT							
					Upload D-00	06 Direct Shippi	ng Monthly Report
Status: Please Select	~	Start Date	=	End Date			
Record Id		Accou	unt Id	Created	Operation	Status	File
89419232248794		18454604	48174651	Dec 1, 2023	Create	Complete	Download file

3. Select Proceed to Payment

HOME	D-006 DIRECT SHIPPING MONTH	LY REPORT	REPORTING SERVICES	
			SHIPMENT DETAIL	
< Back to Ship	oment Upload List			Proceed to Payment
Record Id:	89419232248794	Account	ld: 184546048174651	Registered License Number: CCC
Registered	Business Name: AAAA	Register	ed Trade Name: BBBB	Zip Code: 123456
City: Conco	ord	Busines Street	s Street Address: 123 Main	Name Of Authorized Agent: TTT

4. Select payment type

Pay with Check	Pay with Credit Card
----------------	----------------------

- 5. Complete **required fields** and select **Submit** to process payment
- 6. Payment confirmation displays at the bottom of the screen

PAYMENT CONFIRMATION				
Payment Id: P0000176 Payment Date: Dec 7, 2023				
Month / Year: 2 / 0		Total: \$79.44		
Fee Id	Name		Amount Due	
14166405557324	Direct ship liquor fee		\$79.44	

7. Select **Back to Shipment Upload List** to return to the D-006 Direct Shipping Monthly Report page

SHIPMENT DETAIL					
< Back to Shipment Upload List					
Record Id: 89419232248794	Account Id: 184546048174651	Registered License Number: CCC			
Registered Business Name: AAAA	Registered Trade Name: BBBB	Zip Code: 123456			
City: Concord	Business Street Address: 123 Main Street	Name Of Authorized Agent: TTT			

10 Fulfillment House

10.1 Fulfillment House Report (D-008)

 To submit the Fulfillment House Report (D-008), select D-008 Fulfillment House Report from the Enforcement Portal home page (see <u>Accessing the Enforcement</u> Portal for additional information)

HOME	D-008 FULFILLMENT HOUSE REPORT	REPORTING SERVICES
	CONTACT US	
	FAQ	

2. Select Upload D-008 Fulfillment House Report

D-008 FULFILLMENT HOUSE REPORT				
	Upload D-008 Fulfillment House Report			
Status: Please Select 🗸 Start Date	🗯 End Date			

3. To download a copy of the form, select **Download D-008 Fulfillment House Report Template**

UPLOAD D-008 FULFILLMENT HOUSE MONTHLY REPORT				
K Back to D-008 Fulfillment House Monthly Report Li	st			
Download D-008 Fulfillment House Monthly Report				
Upload Form	1			



5. Select **Upload Form**

	UPLOAD D-008 FULFILLMENT HOUSE MONTHLY REPORT
< B	ack to D-008 Fulfillment House Monthly Report List
Dow	nload D-008 Fulfillment House Monthly Report
U	bload Form

- 6. Select the **Excel file** from your computer
- 7. Form Successfully Uploaded banner displays confirming action



 D-008 Fulfillment House Report history is updated and can be viewed by selecting Back to D-008-Fulfillment-House-Report List, or by returning to the D-008 Fulfillment House Report main page

D-008 FULFILLMENT HOUSE REPORT						
			Uploa	ad D-008 Fulfilln	nent House Report	
Status: Please Select 🗸	Start Date	End Date	i			
Record Id	Account Id	Created	Operation	Status	File	
128288660112888	158763377593069	Dec 1, 2023	Create	Complete	Download file	
76848008535232	158763377593069	Nov 28, 2023	Create	Complete	Download file	
220074851741600	158763377593069	Nov 27, 2023	Create	Complete	Download file	

8. File submitted can also be viewed by selecting **Download file** next to the applicable Record Id

D-008 FULFILLMENT HOUSE REPORT						
Upload D-008 Fulfillment House Rep						
Status: Please Select 🗸 Start Date 📫 End Date						
Record Id	Account Id	Created	Operation	Status	File	
128288660112888	158763377593069	Dec 1, 2023	Create	Complete	Download file	
76848008535232	158763377593069	Nov 28, 2023	Create	Complete	Download file	
220074851741600	158763377593069	Nov 27, 2023	Create	Complete	Download file	

11 Liquor Manufacturer

11.1 Liquor Manufacturer Monthly Report (A-203)

1. To submit the Liquor Manufacturer Monthly Report (A-203), select **Fee Submission** from the **Enforcement Portal home page** (see <u>Accessing the Enforcement Portal</u> for additional information)



2. Select Upload Tax Form & Pay

FEE SUBMISSION						
						Upload Tax Form & Pay
Status:	Please Select	~	Start Date	i	End Date	*

 To download a copy of the form, select A-203 – Liquor Manufacturer Monthly Report under Download Forms





5. Select **Upload Form**



6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

FEES PAYMENT						
DOWNLOAD FORMS						
A-203 - Liquor Manufacturer	Monthly Report					
		Upload Form				
Form Successfully Uploaded	Form Successfully Uploaded					
Month: 2 Year: 2024						
Total Tax Fee:	500.00					
		Proceed To Payment				

8. Select payment type

Tay with offeth	Pay with Check	Pay with Credit Card
-----------------	----------------	----------------------

- 9. Complete **required fields** and select **Submit** to process payment
- 10. Payment confirmation displays

NT CONFIRMATION	
Payment Date: Jan	17, 2024
Total: \$500.00	
Name	Amount Due
Liquor fee	\$500.00
	NT CONFIRMATION Payment Date: Jan Total: \$500.00 Name Liquor fee

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

FEE SUBMISSION									
								Upload Tax F	orm & Pay
Status:	Please So	elect 🗸	Start Date	ť		End Dat	e	=	
License	License Number Created Payment Number Type Month Year Total Payment Date File							File	
287	519	Jan 17, 2024	P0000201	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
287	519	Dec 7, 2023	P0000174	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

		FEE	SUBMIS	SIO	N			
							Upload Tax	Form & Pay
Status: Please So	elect 🗸	Start Date	1)	End Dat	е	=	
License Number	Created	Payment Number	Туре	Mont	h Year	Total	Payment Date	e File
287519	Jan 17, 2024	P0000201	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
287519	Dec 7, 2023	P0000174	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download Fil

12 Nano Brewery

- 12.1 Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335)
 - To submit the Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335), select Form 258 334 259 335 from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

UIIIII UIIIII					
HOME	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONTAC Faq	TUS				

2. Select Upload Form

		FORMS 258-334-259-335	
			Upload Form
Status: Please Select	Ƴ Start Date	🚔 End Date 🚔	

3. To download a copy of the form, select Download Form 258-334-259-335

	UPLOAD FORM 258-334-259-335	
< Back to Forms List		
Download Form 258-334-259-335		
Upload Form		

	🕼 🔲 🛛 🖗 NHLC Enforcement App > F	iorm : 🗙 🚺 Form 258-334-259-335 Monthly 🗙	+	
\leftarrow	C https://view.officeapps.live	e.com/op/view.aspx?src=https%3A%2F%2Fenfo	orcement A ^N ☆	🍖 🗘 🗘
×	Form 258-334-259-335 Monthly Tax Rep	ort (20230721) - Saved ~ $\sharebox{ Search for }$	r tools, help, and more (Alt	: + Q)
Picture	1 \checkmark \times \checkmark f_x			
A	B C D E F G	H I J K L M N	O P Q	R S T U
1				
3				
4		State of New Hampshire		NEW HAMPSHIRE
6		Division of Enforcement and Licensing		
7	A MARCELLE A	Concord, NH 03301		
8	ALL TO AL	Phone: (603) 271-3523 Fax: (603) 271-3758		1000 M
10	MONTHLY REPORT O	OF SALES AND RETURNS OF BEVE	RAGES TO WHOL	ESALERS
11		Business Information		
12	Registered Business Name	Registered Trade Name	Registered Lie	tense Number
13				
15	Business Street Address	City	State	Zip Code
16				
17	Business Phone Number	Business Email	Report Date (Month/YEAR)
19				
20				
21		Summary Descriptions		
22	Form 258/334 - report sales and r	eturns of Beer, Beverages, Specialty Beer, a	s defined in RSA 175:1	
23				
24	Form 259/335 - report of sales and	d returns of Specialty Reverages (RTD - Dist	illed Spirit or Wine Base	6-8%) as
25	defined in DCA 17E-1	a retarns of specialty beverages (ITD - Dist	anea opine or write base	, 0 0/0/ 03

5. Select Upload Form

UPLOAD FORM 258-334-259-335
< Back to Forms List
Download Form 258-334-259-335
Upload Form

- 6. Select the **Excel file** from your computer
- 7. Form Successfully Uploaded banner displays confirming action

UPLOAD FORM 258-334-259-335	
< Back to Forms List	
Download Form 258-334-259-335	
Upload Form	
247678890225945_1705500162528_Form 258-334-259-335 Monthly Tax Report (20230721) (1).xlsx 🗴	
Form Successfully Uploaded	×

9. Forms 258-334-259-335 history is updated and can be viewed by selecting **Back to Forms List**, or by returning to the **Form 258 334 259 335** main page

	FC	ORMS 258-33	84-259-33	5		
					Up	load Form
Status: Please Sel	ect 🗸 Start	Date	📋 End Da	te		
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

10. File submitted can also be viewed by selecting **Download file** next to the applicable Record Id

	FC	DRMS 258-33	34-259-335			
					Uplo	oad Form
Status: Please Sel	ect 🗸 Start	Date	🗎 End Date)	ii	
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete D	ownload file

12.2 Nano Brewery Monthly Report (A-202)

 To submit the Nano Brewery Monthly Report (A-202), select Fee Submission from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

НОМЕ	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT Approval	REPORTING Services
CONTACT US Faq					

2. Select Upload Tax Form & Pay

FEE SUBMISSION							
						Upload Tax Form & Pay	
Status:	Please Select	~	Start Date	=	End Date		

 To download a copy of the form, select A-202 – Nano Brewery Monthly Report under Download Forms





5. Select Upload Form

FEES	S PAYMENT
DOWNLOAD FORMS	
A-202 - Nano Brewery Monthly Report	
	Upload Form

6. Select the Excel file from your computer
7. Fee Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

	FEES PAYMENT	
DOWNLOAD FORMS		
A-202 - Nano Brewery Mo	nthly Report	
		Upload Form
Form Successfully Uploa	ded	×
Month: 2 Year: 2024	i i i i i i i i i i i i i i i i i i i	
Total Tax Fee:	500.00	
Iotal Iax Fee:	500.00	Proceed To Paym

8. Select payment type

Pay with Check	Pay with Credit Card

- 9. Complete **required fields** and select **Submit** to process payment
- 10. Payment confirmation displays

PAYMENT CONFIRMATION				
Payment Id: P0000202 Payment Date: Jan 17, 2024				
Month / Year: 2 / 2024	Total: \$500.00			
Wholesale Fee Id	Name	Amount Due		
177997390133646	Beer fee	\$500.00		

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

			FEE	SUBMIS	SIO	N			
								Upload Tax I	Form & Pay
Statu	us: Please S	elect 🗸	Start Date)	End Dat	е	=	
Lice	nse Number	Created	Payment Number	Туре	Mont	th Year	Total	Payment Date	File
	201822	Jan 17, 2024	P0000202	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
	201822	Dec 7, 2023	P0000173	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

		FEE	SUBMIS	SIO	N			
							Upload Tax F	Form & Pay
Status: Please S	elect 🗸	Start Date	í	ì	End Dat	е	=	
License Number	Created	Payment Number	Туре	Mont	h Year	Total	Payment Date	File
201822	Jan 17, 2024	P0000202	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
201822	Dec 7, 2023	P0000173	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

12.3 Wholesale Limited Credit Report (L-081)

1. To submit the Wholesale Limited Credit Report (L-081), select Limited Credit Report from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONTACT	US				
FAQ					

2. Select Upload L-081 Limited Credit Report

	L-081 LIMITED CREDIT R	L-081 LIMITED CREDIT REPORT		
		Upload	L-081 Limited Credit Report	
Trade Name	License Number	City	Account Status	

3. To download a copy of the form, select Download L-081 Limited Credit Report

	UPLOAD L-081 LIMITED CREDIT REPORT
< Back to Reports List	
Download L-081 Limited Credit Report	
Upload Form	



5. Select Upload Form

	UPLOAD L-081 LIMITED CREDIT REPORT
< Back to Reports List	
Download L-081 Limited Credit Report	
Upload Form	

- 6. Select the Excel file from your computer
- 7. Form Successfully Uploaded banner displays confirming action



12.4 Product Approval – Nano Brewery (A-103) and Product Approval – Variety Pack (A-104)

 To submit a nano brewery (A-103) or variety pack (A-104) product approval, select Product Approval from the Enforcement Portal home page (see <u>Accessing the</u> <u>Enforcement Portal</u> for additional information)

НОМЕ	FORM 258 334 259 335	FEE SUBMISSION	L-081 LIMITED CREDIT REPORT	PRODUCT APPROVAL	REPORTING SERVICES
CONTAC	T US				
FAQ					

2. Select Upload Form

PRODUCT APPROVALS				
				Upload Form
Status: Please Select 🗸	Start Date	苗 End Date	Ë	

3. To download a copy of the form, select the applicable form

A-103 – Product Approval – Nano Brewery

A-104 – Product Approval – Variety Pack

UPLOAD PROI	DUCT APPROVAL FORM
< Back to Product Approval List	
DOWNLOAD FORMS	
A-103 – Product Approval - Nano Brewery A-104 – Product Approval - Variety Pack	
MAILING LIST	
Please provide email address to receive notifications on proc	duct approvals.
Email Address	
	Add email
Upload Product Approval	



5. Enter an **email address** to receive status notifications on the product approval submission, then select **Upload Product Approval**

NOTE: Multiple email addresses can be added to receive status notifications

UPLOAD PRODUCT APPROVAL FORM
< Back to Product Approval List
DOWNLOAD FORMS
A-103 – Product Approval - Nano Brewery
A-104 – Product Approval - Variety Pack
MAILING LIST Please provide email address to receive notifications on product approvals.
Email Address
Add email
Upload Product Approval

6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action



8. To attach supporting documents, return to **Product Approval List** and select the desired **Product Name**

PRODUCT APPROVALS							
			Upload Form				
Status: Please Select 🗸	Status: Please Select - Start Date 📫 End Date 📫						
Product Name	Approval Status	Created	Submitted Account Number				
Blue IPA	Pending	Jan 17, 2024	4010814				

9. Select Attach Supporting Documents

	PRODUCT APPROVAL DET	AIL
< Back to Product Approvals		
	Download	Attach Supporting Documents
BUSINESS/VENDOR IN	FORMATION	
BUSINESS/VENDOR IN Registered Business Name:	FORMATION Registered Trade Name:	Registered License Number:
BUSINESS/VENDOR IN Registered Business Name: Street Address:	FORMATION Registered Trade Name: City:	Registered License Number: State: Zip:

10. Select the file from your computer

13 Rectifier

13.1 Rectifier Monthly Report (A-204)

 To submit the Rectifier Monthly Report (A-204), select Fee Submission from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)



2. Select Upload Tax Form & Pay

FEE SUBMISSION					
	Upload Tax Form & Pay				
Status: Please Select 🗸 Start Date	End Date				

 To download a copy of the form, select A-204 – Rectifier Monthly Report under Download Forms





5. Select Upload Form

FEES PAYMENT	
DOWNLOAD FORMS	
A-204 - Rectifier Monthly Report	
	Upload Form

6. Select the Excel file from your computer

7. Fee Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

FEES PAYMENT	
Report	
	Upload Form
aded	×
4	
500.00	
L	Proceed To Payme
	FEES PAYMENT Report 4 500.00

8. Select payment type

Pay with Check Pay with Credit Card

- 9. Complete required fields and select Submit to process payment
- 10. Payment confirmation displays

PAY	MENT CONFIRMATIO	N
Payment Id: P0000203	Payment Date: Ja	an 17, 2024
Month / Year: 2 / 2024	Total: \$500.00	
Wholesale Fee Id	Name	Amount Due
160392142007510	Rectifier fee	\$500.00

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

FEE SUBMISSION									
								Upload Tax F	orm & Pay
Status:	Please S	elect 🗸	Start Date	Ē	E	nd Date)	=	
License	Number	Created	Payment Number	Туре	Month	ı Year	Total	Payment Date	File
281	132	Jan 17, 2024	P0000203	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
281	132	Dec 7, 2023	P0000172	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

FEE SUBMISSION								
							Upload Tax F	orm & Pay
Status: Please S	elect 🗸	Start Date	f	Er	nd Date			
License Number	Created I	Payment Number	Туре	Month	Year	Total	Payment Date	File
281132	Jan 17, 2024	P0000203	Credit Card	2	2024 \$	\$500.00	Jan 17, 2024	Download File
281132	Dec 7, 2023	P0000172	Credit Card	1	2024 \$	\$500.00	Dec 7, 2023	Download File

14 Wholesale Distributor

14.1 Wholesale Limited Credit Report (L-081)

1. To submit the Wholesale Limited Credit Report (L-081), select Limited Credit Report from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

НОМЕ	L-081 LIMITED CREDIT REPORT	FORM 246	REPORTING SERVICES	FEES PAYMENT
CONTAC Faq	et us			

2. Select Upload L-081 Limited Credit Report

	L-081 LIMITED CREDIT R	EPORT	
		Upload	d L-081 Limited Credit Report
Trade Name	License Number	City	Account Status

3. To download a copy of the form, select Download L-081 Limited Credit Report

	UPLOAD L-081 LIMITED CREDIT REPORT
< Back to Reports List	
Download L-081 Limited Credit Report	
Upload Form	



5. Select Upload Form

	UPLOAD L-081 LIMITED CREDIT REPORT
< Back to Reports List	
Download L-081 Limited Credit Report	
Upload Form	

- 6. Select the Excel file from your computer
- 7. Form Successfully Uploaded banner displays confirming action



14.2 Wholesale Monthly Return (Form 246)

 To submit the Wholesale Monthly Return (Form 246), select Form 246 from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	L-081 LIMITED CREDIT REPORT	FORM 246	REPORTING SERVICES	FEES PAYMENT
CONTAC Faq	TUS			

2. Select **Upload Form**

FORM 246 AND SCHEDULES			
			Upload Form
Status: Please Sele	ct 👻 Start Date	🗯 End Date	

3. To download a copy of the form, select Download Form 246 and Schedules





5. Select Upload Form

UPLOAD FORM 246
< Back to From 246 List
Download Form 246 and Schedules
Upload Form

6. Form Successfully Uploaded banner displays confirming action

UPLOAD FORM 246	
< Back to From 246 List	
Download Form 246 and Schedules	
Upload Form	
197407844719102_1705517032354_Form 246 and Schedules Monthly Tax Report (20230721) (2).xlsx	×

14.3 Wholesale Distributor Fees Payment

1. To make a Wholesale Distributor fee payment, select **Form 246** from the **Enforcement Portal home page** (see <u>Accessing the Enforcement Portal</u> for additional information)

HOME	L-081 LIMITED CREDIT REPORT	FORM 246	REPORTING SERVICES	FEES PAYMENT
CONTACT US Faq				

2. Locate and select the applicable Record Id

FORM 246 AND SCHEDULES					
					Upload Form
Status: Please Select	✓ Start Date	End Date			
Record Id	Account Id	Created	Operation	Status	File
270660444175461	197407844719102	Dec 20, 2023	Create	Complete	Download File

3. Select Proceed to Payment

FORM 246 DETAIL				
< Back to Form 246 List			Proceed to Payment	
Record Id:	Account Id:	Registered License	Business Street Address:	
270660444175461	197407844719102	Number: 282420	100 Main Street	
Registered Business Name:	Registered Trade Name:	License Number: 282420	Business Phone Number:	
Bayside Distributing LLC	Bayside Distributing		603-603-6033	

4. Complete required fields and select Submit to process payment

	FEES PAYMENT	
	Pay with Check	
Transit Number *		
Account Number *		
Name on Check *		
Amount *		
500.00		

5. Payment confirmation displays

PAYMENT CONFIRMATION				
Payment Id: P0000179	Payment Date: Dec 7, 2023			
Month / Year: 2 / 2024	Total: \$25.00			
Wholesale Fee Id	Name	Amount Due		
9913868630065	Beer fee	\$25.00		

15 Wine Manufacturer

15.1 Wine Manufacturer Monthly Report (A-205)

 To submit the Wine Manufacturer Monthly Report (A-205), select Fee Submission from the Enforcement Portal home page (see <u>Accessing the Enforcement Portal</u> for additional information)



2. Select Upload Tax Form & Pay

FEE SUBMISSION				
	Upload Tax Form & Pay			
Status: Please Select 🗸 Start Date 📫 End Date	*			

3. To download a copy of the form, select **A-205 – Wine Manufacturer Monthly Report** under Download Forms

FEES PAYMENT			
DOWNLOAD FORMS			
A-205 - Wine Manufacturer Monthly Report			
	Upload Form		



5. Select Upload Form

F	EES PAYMENT	
DOWNLOAD FORMS		
A-205 - Wine Manufacturer Monthly Report		
		Upload Form

6. Select the Excel file from your computer

7. Fee Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

	FEES PAYMENT	
DOWNLOAD FORMS		
A-205 - Wine Manufactu	irer Monthly Report	
		Upload Form
Form Successfully Up	loaded	×
Month: 2 Year: 20	24	
Total Tax Fee:	500.00	
		Proceed To Payment

8. Select payment type

Pay with Check	Pay with Credit Card

- 9. Complete **required fields** and select **Submit** to process payment
- 10. Payment confirmation displays

PAYMENT CONFIRMATION			
Payment Date: Jan 17, 2	2024		
Total: \$500.00			
Name	Amount Due		
Wine fee	\$500.00		
	PAYMENT CONFIRMATION Payment Date: Jan 17, 2 Total: \$500.00 Name Wine fee		

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

FEE SUBMISSION									
								Upload Tax I	Form & Pay
Status:	Please S	elect 🗸	Start Date			End Dat	е	=	
License	Number	Created	Payment Number	Туре	Mont	h Year	Total	Payment Date	File
563	330	Jan 17, 2024	P0000204	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
563	330	Dec 7, 2023	P0000171	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

FEE SUBMISSION								
							Upload Tax F	orm & Pay
Status: Please S	elect 🗸	Start Date		ì	End Dat	e	=	
License Number	Created	Payment Number	Туре	Mont	h Year	Total	Payment Date	File
563330	Jan 17, 2024	P0000204	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
563330	Dec 7, 2023	P0000171	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

16 Wine Manufacturer Retail Outlet

16.1 Wine Manufacturer Retail Outlet Monthly Report (A-206)

 To submit the Wine Manufacturer retail Outlet Monthly Report (A-206), select Fee Submission from the Enforcement Portal home page (see <u>Accessing the</u> <u>Enforcement Portal</u> for additional information)



2. Select Upload Tax Form & Pay

FEE SUBMISSION	
	Upload Tax Form & Pay
Status: Please Select 🗸 Start Date 📫 End Date	*

 To download a copy of the form, select A-203 – Liquor Manufacturer Monthly Tax Report under Download Forms





5. Select Upload Form

FEES PAYMENT	
DOWNLOAD FORMS	
A-206 - Wine Manufacturer Retail Outlet Monthly Report	
	Upload Form

6. Select the Excel file from your computer

7. Form Successfully Uploaded banner displays confirming action. Enter Total Tax Fee and select Proceed To Payment

	FEES PAYMENT	
DOWNLOAD FORMS		
A-206 - Wine Manufactu	rer Retail Outlet Monthly Report	
		Upload Form
Form Successfully Upl	oaded	×
Month: 2 Year: 202	24	
Total Tax Fee:	500.00	
		Buocood To Bauman
		Proceed To Paymo

8. Select payment type

Pay with Check	Pay with Credit Card

- 9. Complete **required fields** and select **Submit** to process payment
- 10. Payment confirmation displays

PAYMENT CONFIRMATION				
Payment Id: P0000205	Payment Date: Jan 17,	2024		
Month / Year: 2 / 2024	Total: \$500.00	Total: \$500.00		
Wholesale Fee Id	Name	Amount Due		
121088695285825	Wine fee	\$500.00		

11. Fee Submission history is updated and can be viewed by returning to the **Fee Submission** main page

FEE SUBMISSION											
							Upload Tax Form & Pay				
Status: Please S	elect 🗸	Start Date		Ì	End Dat	е	Ê				
License Number	Created	Payment Number	Туре	Montl	h Year	Total	Payment Date	File			
20729	Jan 17, 2024	P0000205	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File			
20729	Dec 7, 2023	P0000170	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File			

12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

FEE SUBMISSION											
							Upload Tax Form & Pay				
Status: Please So	elect 🗸	Start Date		•	End Date)					
License Number	Created	Payment Number	Туре	Month	ı Year	Total	Payment Date	File			
20729	Jan 17, 2024	P0000205	Credit Card	2	2024 S	500.00	Jan 17, 2024	Download File			
20729	Dec 7, 2023	P0000170	Credit Card	1	2024 \$	500.00	Dec 7, 2023	Download File			