



Enforcement Portal

User Guide

Version 1.0 • January 18, 2024



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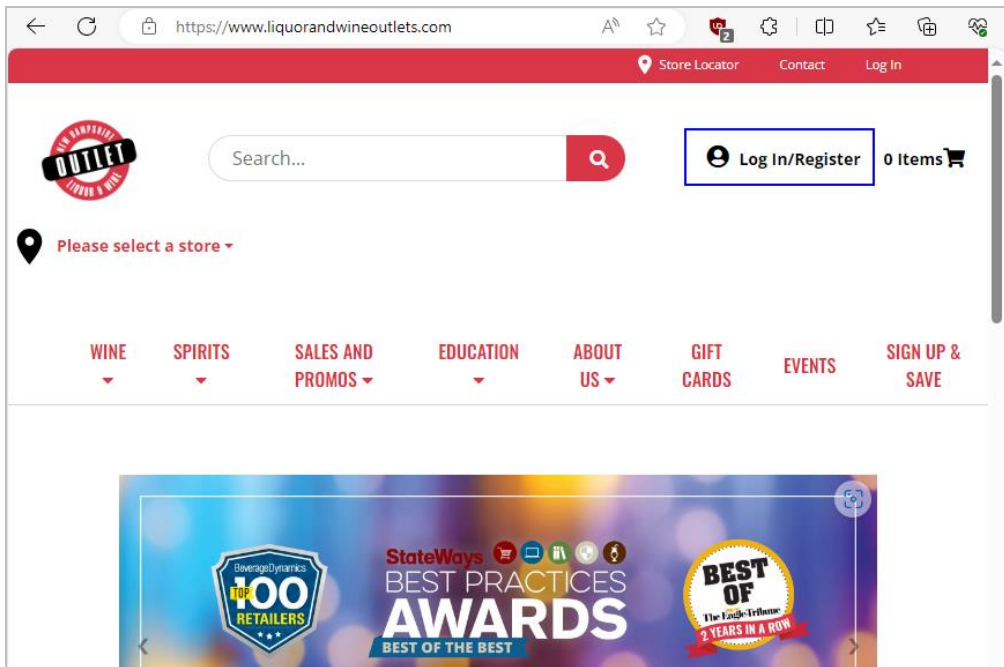
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1 Accessing the Enforcement Portal

The Enforcement Portal is accessed from the [New Hampshire Liquor and Wine Outlet \(liquorandwineoutlets.com\)](http://liquorandwineoutlets.com) website.

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



2. Enter the **Email Address** and **Password** associated with your account and select **Login** (see [Business Account Management](#) for additional information on registering a new Business Account for your license or resetting the password on an existing Business Account)

**NEW HAMPSHIRE
OUTLET
LIQUOR & WINE**

LOGIN

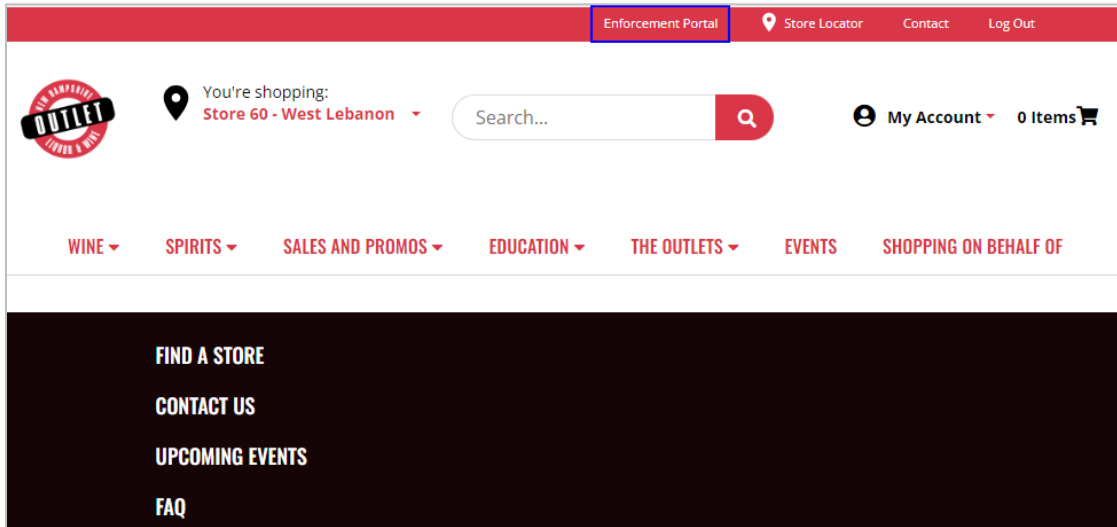
Email Address:

Password:

[Forgot your password?](#)

LOGIN

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

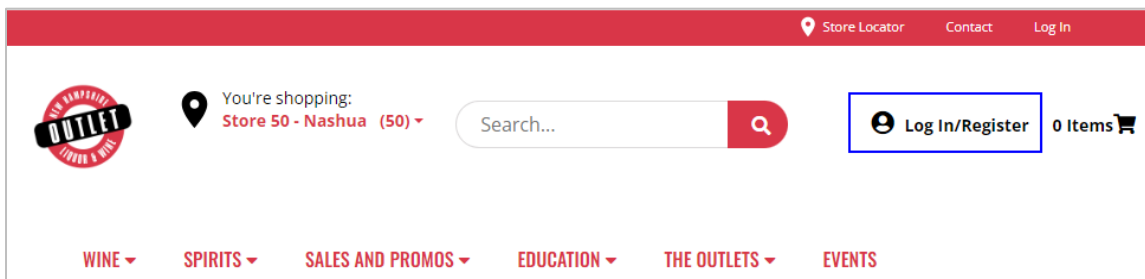


2 Business Account Management

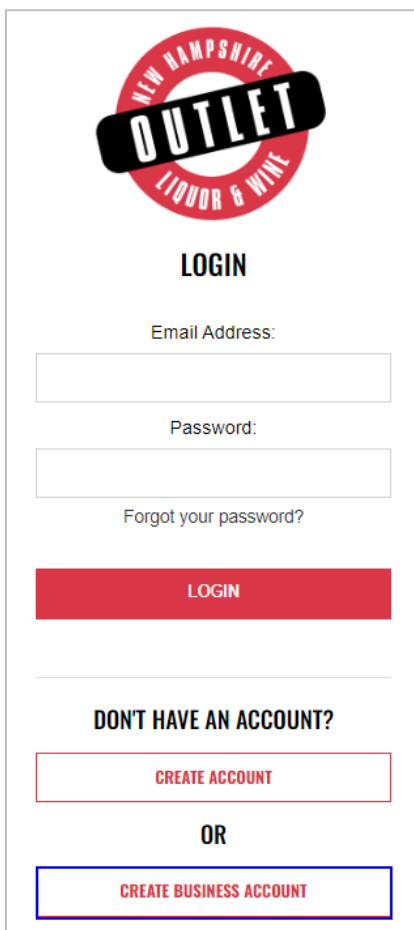
2.1 Register New Business Account

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**



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)

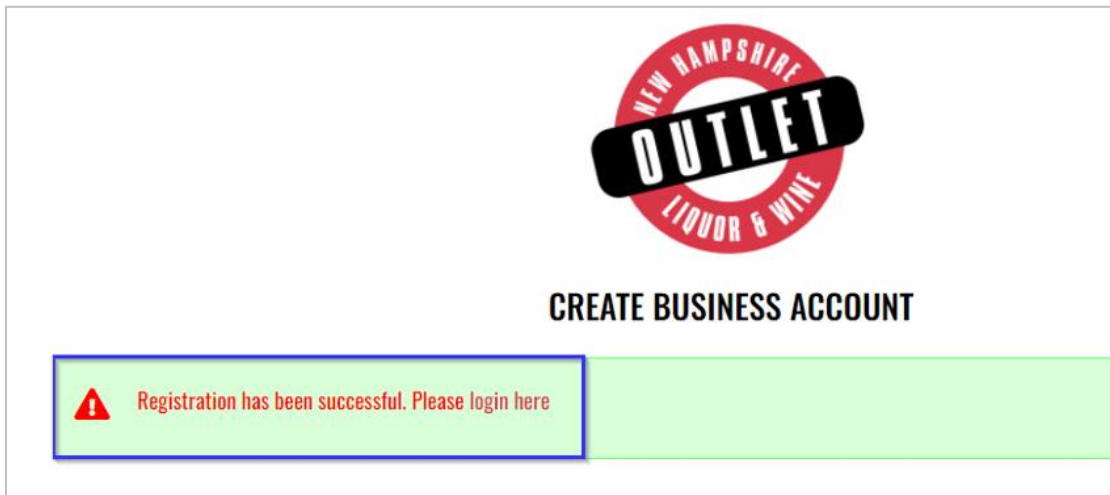
4. Select **checkbox** verifying age is 21 years of age or older

You must be 21 or older

I Agree that I am 21 years of age or older *

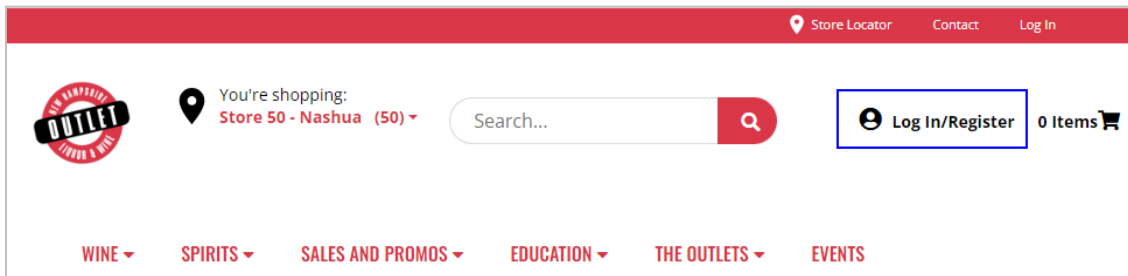
5. Select **Create Account**

6. **Registration has been successful** message appears confirming account has been registered

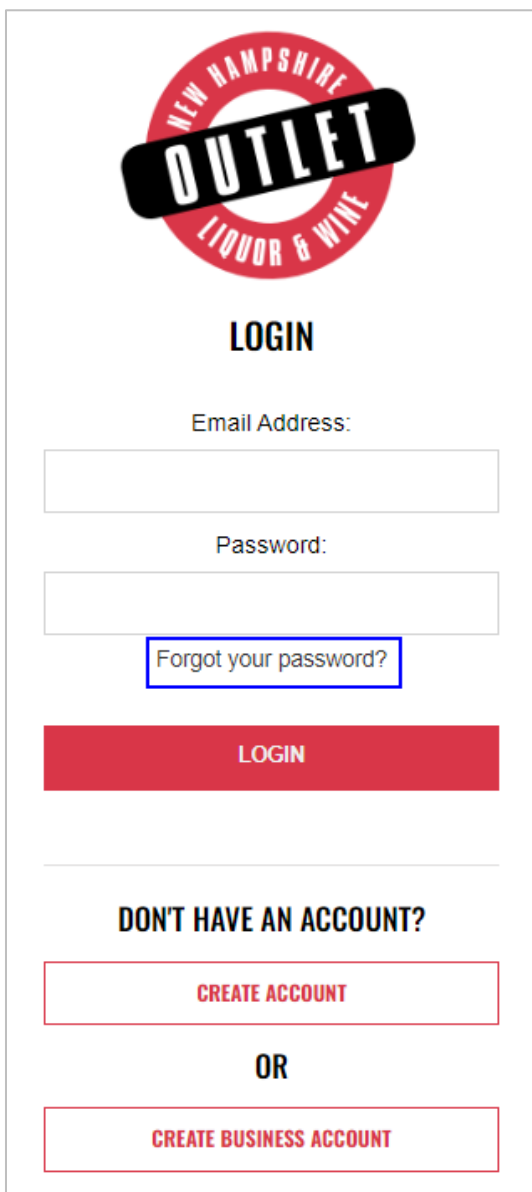


2.2 Account Password Reset

1. Select **Log In/Register**



2. Select **Forgot your password?**



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.

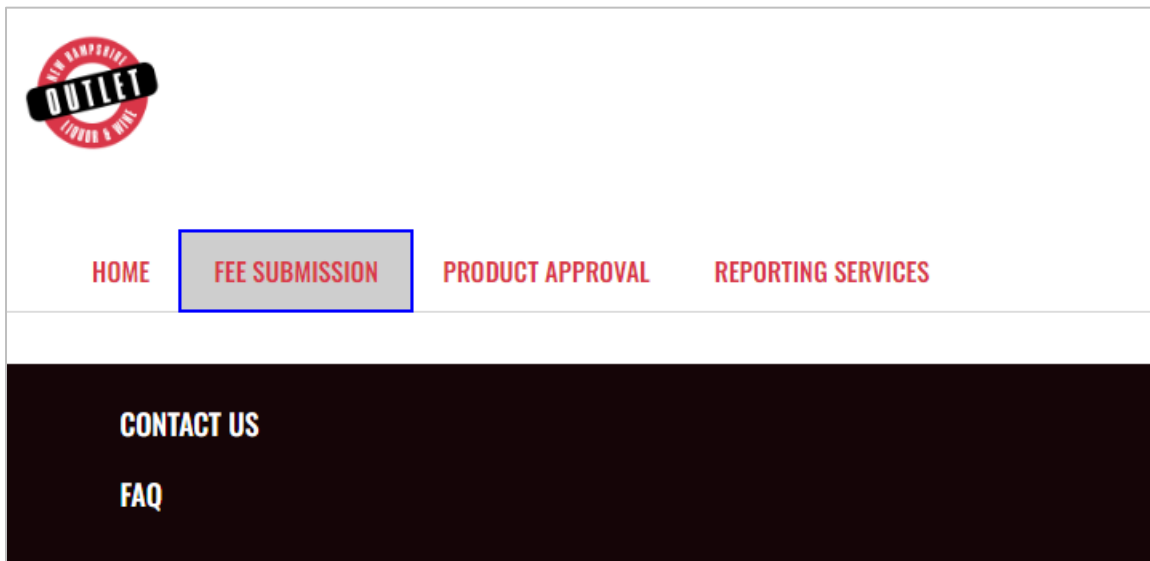
Email Address:

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

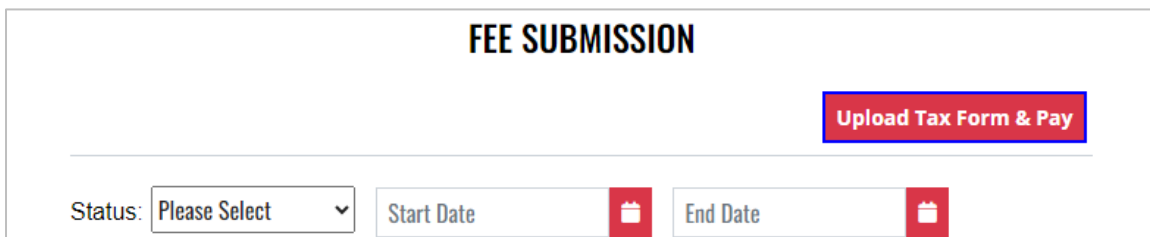
3 Beer Festival

3.1 Beer and Specialty Beverage Festival – Additional Fees (A-209)

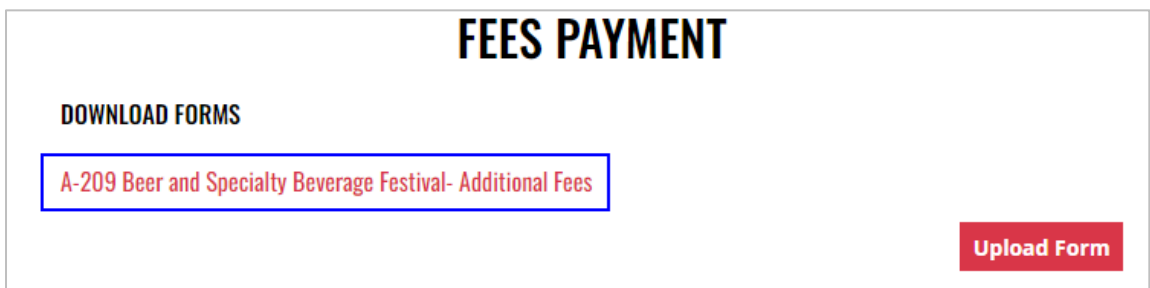
1. To submit the Beer and Specialty Beverage Festival – Additional Fees (A-209), select **Fee Submission** from the **Enforcement Portal** home page (see [Accessing the Enforcement Portal](#) for additional information)



2. Select **Upload Tax Form & Pay**



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

The screenshot shows a web browser window with two tabs. The active tab is titled 'A-209 - Beer/Specialty Beverage' and the address bar shows 'https://enforcement-nhlcnextgen.evenica.com/Portals/0/Tax%20Forms...'. The page content features the State of New Hampshire logo on the left and right, and the text 'State of New Hampshire Liquor Commission Division of Enforcement and Licensing 50 Storrs Street Concord, NH 03301'. Below this is a dark blue header for 'Beer and Specialty Beverage Festival - Additional Fees'. Underneath is a table titled 'FESTIVAL ORGANIZER INFORMATION' with the following fields:

FESTIVAL ORGANIZER INFORMATION			
Registered Business Name of Festival Organizer	Registered Trade Name of Festival Organizer	Registered License/Permit Number	
Business Street Address	City	State	Zip
Business Phone	Business Email		

5. Select **Upload Form**

The screenshot shows a page titled 'FEES PAYMENT'. Under the heading 'DOWNLOAD FORMS', there is a link for 'A-209 Beer and Specialty Beverage Festival- Additional Fees'. In the bottom right corner, there is a red button with the text '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-209 Beer and Specialty Beverage Festival- Additional Fees

Upload Form

Form Successfully Uploaded×

Month: 2 **Year:** 2024

Total Tax Fee:

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: P0000196	Payment Date: Jan 17, 2024
Month / Year: 2 / 2024	Total: \$500.00

Wholesale Fee Id	Name	Amount Due
266159911316029	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 Tax Form & Pay](#)

Status: Start Date End Date

License Number	Created	Payment Number	Type	Month	Year	Total	Payment Date	File
4010814	Jan 17, 2024	P0000196	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
4010814	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 SUBMISSION

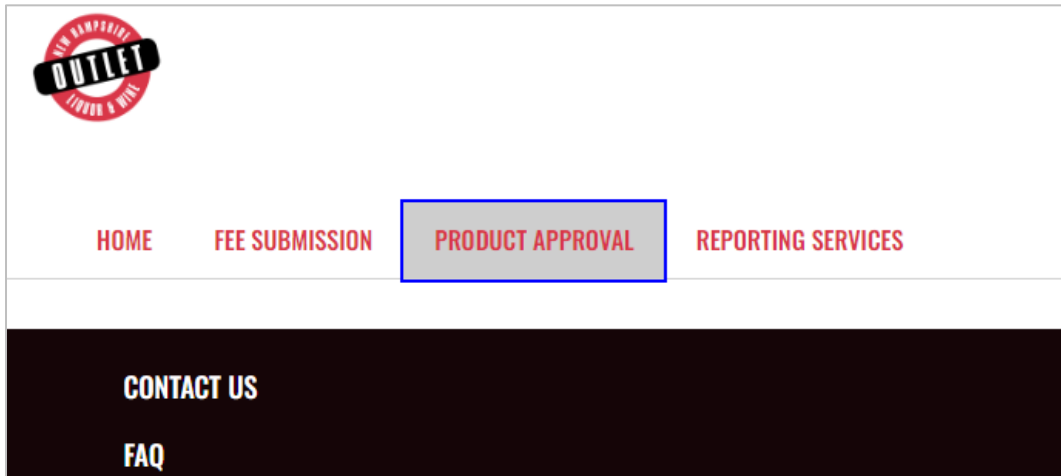
[Upload Tax Form & Pay](#)

Status: Start Date End Date

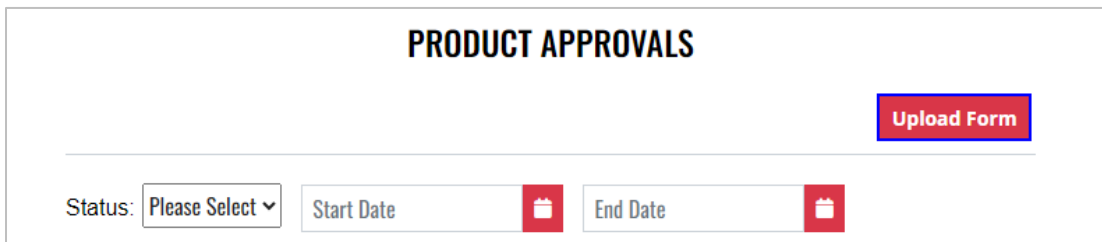
License Number	Created	Payment Number	Type	Month	Year	Total	Payment Date	File
4010814	Jan 17, 2024	P0000196	Credit Card	2	2024	\$500.00	Jan 17, 2024	Download File
4010814	Dec 7, 2023	P0000165	Credit Card	1	2024	\$500.00	Dec 7, 2023	Download File

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

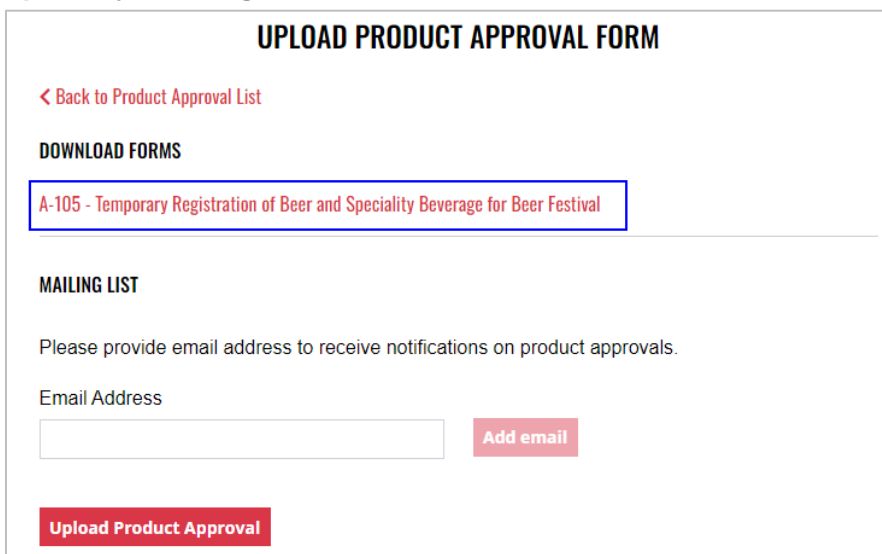
1. To submit a Temporary Registration of Beer and Specialty Beverage for Festival (A-105) product approval, select **Product Approval** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



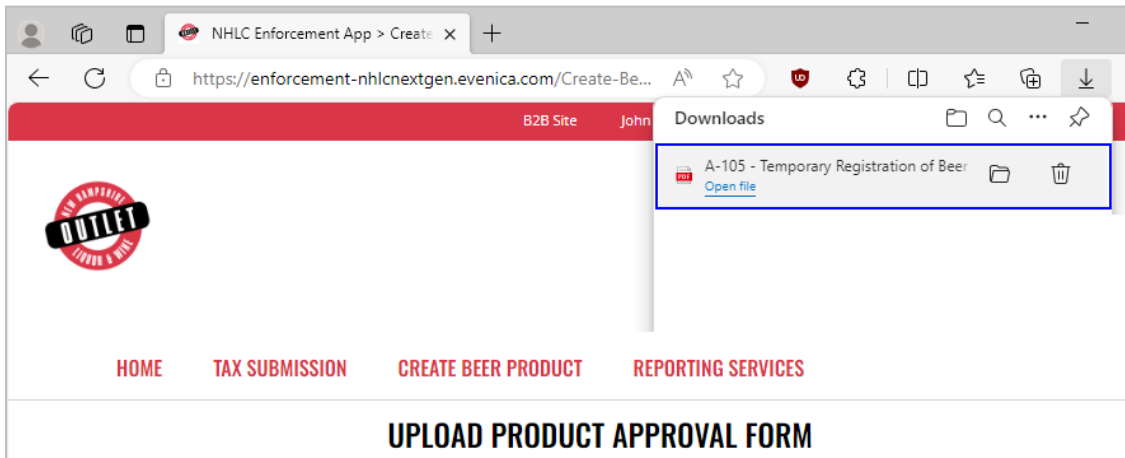
2. Select **Upload Form**



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



4. Form automatically downloads, 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**

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

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.

Add email

Upload Product Approval

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

7. **Form Successfully Uploaded** banner displays confirming action

UPLOAD PRODUCT APPROVAL FORM

[< Back to Product Approval List](#)

DOWNLOAD FORMS

[A-105 - Temporary Registration of Beer and Speciality Beverage for Beer Festival](#)

Form Successfully Uploaded ×

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

PRODUCT APPROVALS

[Upload Form](#)

Status: 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 DETAIL

[< 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:
Business Phone Number:	Business Email:	Submission Date (mm/dd/yyyy):

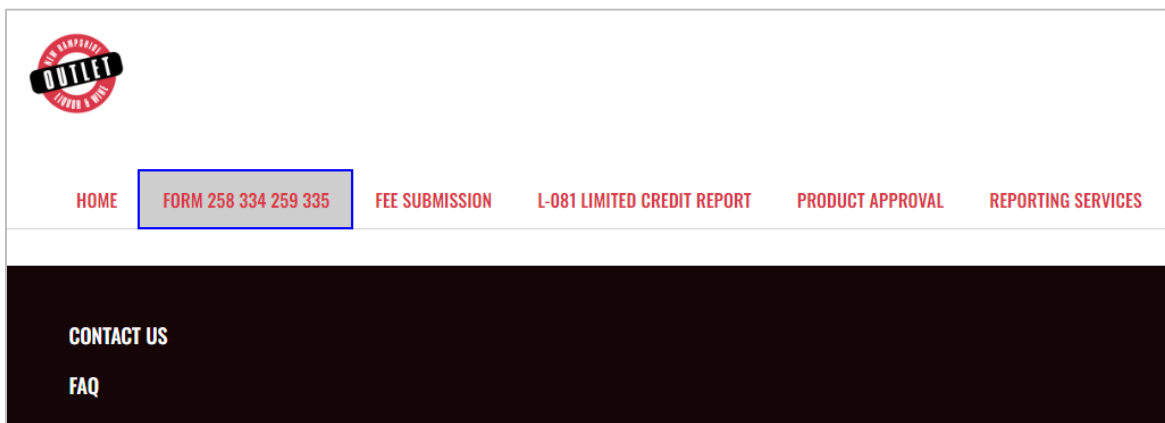
PRODUCTS

10. Select the **file** from your computer

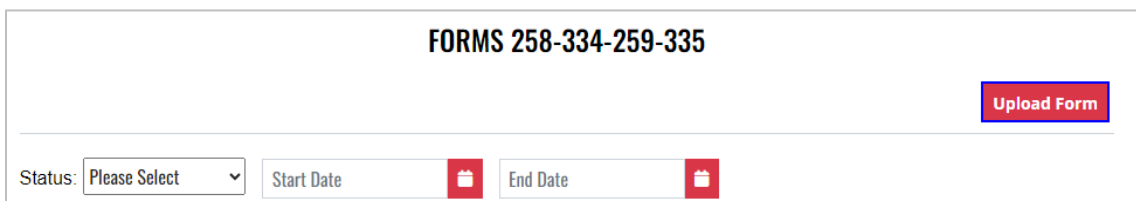
4 Beverage Manufacturer

4.1 Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335)

1. 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 [Accessing the Enforcement Portal](#) for additional information)



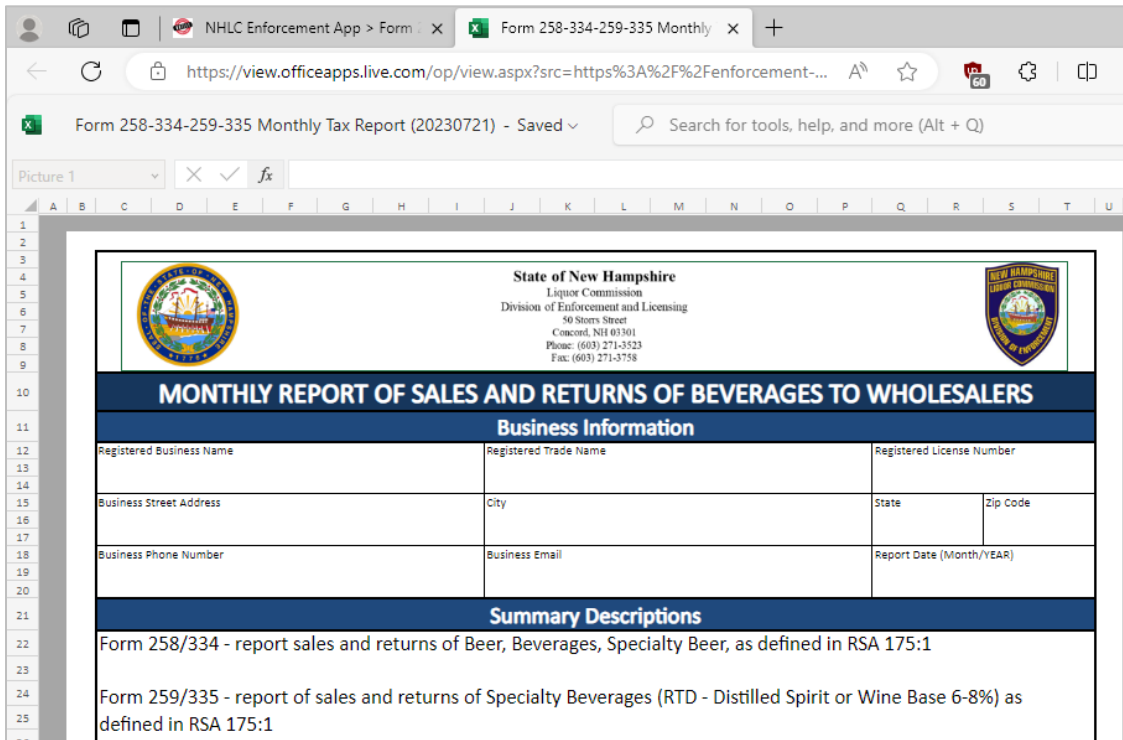
2. Select **Upload Form**



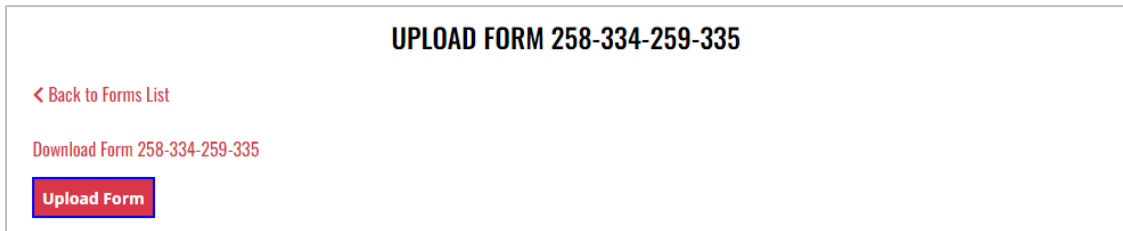
3. To download a copy of the form, select **Download Form 258-334-259-335**



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



5. Select **Upload Form**



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



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: 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

FORMS 258-334-259-335

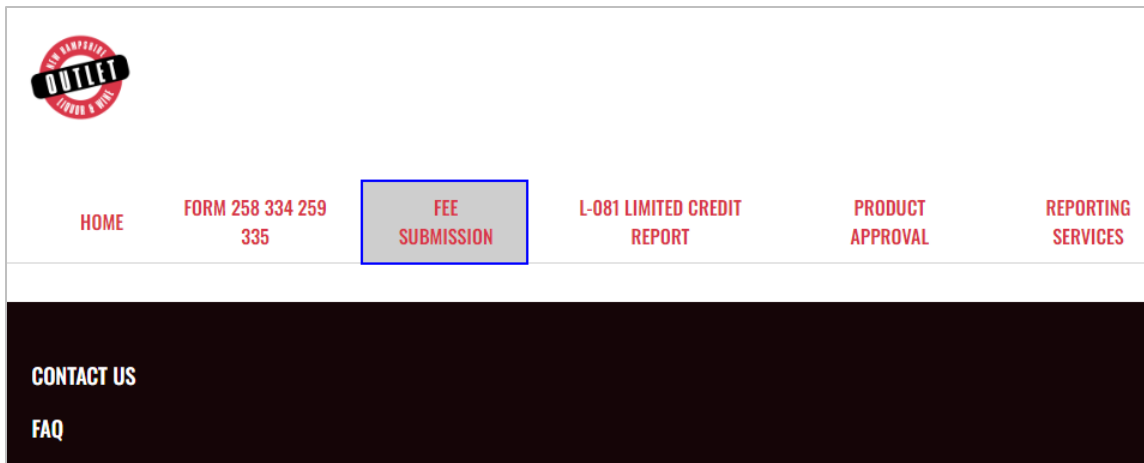
[Upload Form](#)

Status: 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

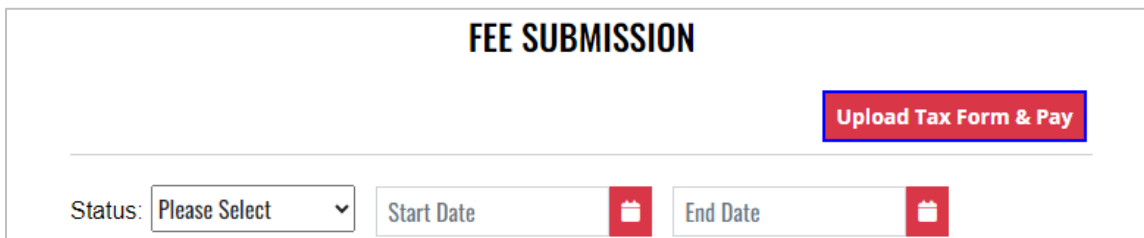
4.2 Beverage Manufacturer Monthly Report (A-200)

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



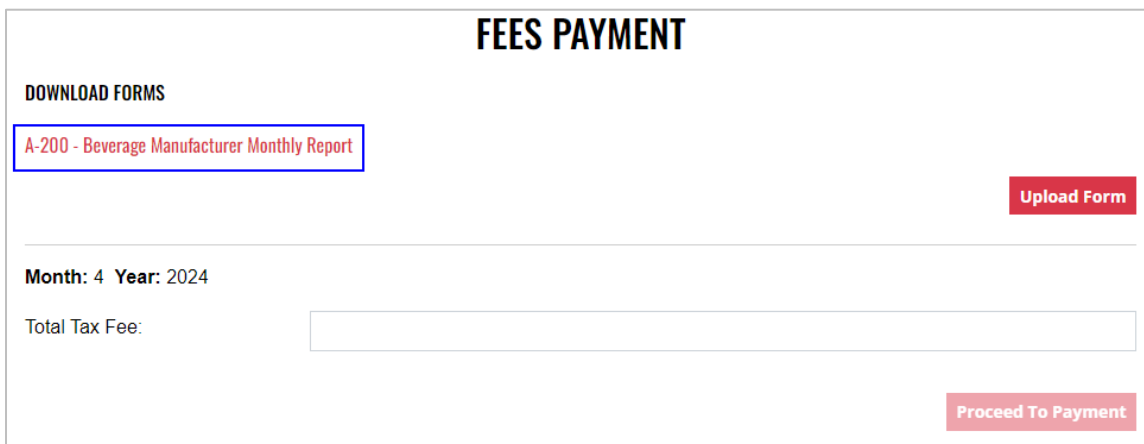
The screenshot shows the Enforcement Portal home page navigation menu. At the top left is the New Hampshire Liquor Commission logo. Below it is a horizontal menu with six items: HOME, FORM 258 334 259 335, FEE SUBMISSION (highlighted with a blue border), L-081 LIMITED CREDIT REPORT, PRODUCT APPROVAL, and REPORTING SERVICES. Below the menu is a dark grey footer area with two links: CONTACT US and FAQ.

2. Select **Upload Tax Form & Pay**



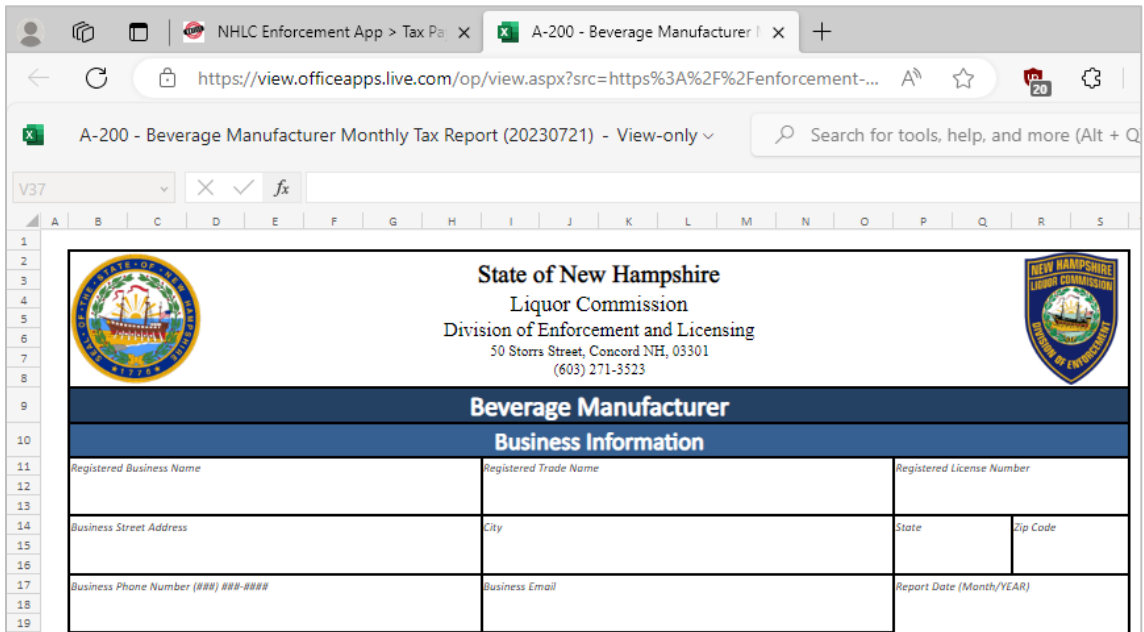
The screenshot shows the FEE SUBMISSION page. At the top center is the heading "FEE SUBMISSION". On the right side is a red button labeled "Upload Tax Form & Pay". Below this is a form with three fields: "Status:" with a dropdown menu showing "Please Select", "Start Date" with a calendar icon, and "End Date" with a calendar icon.

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

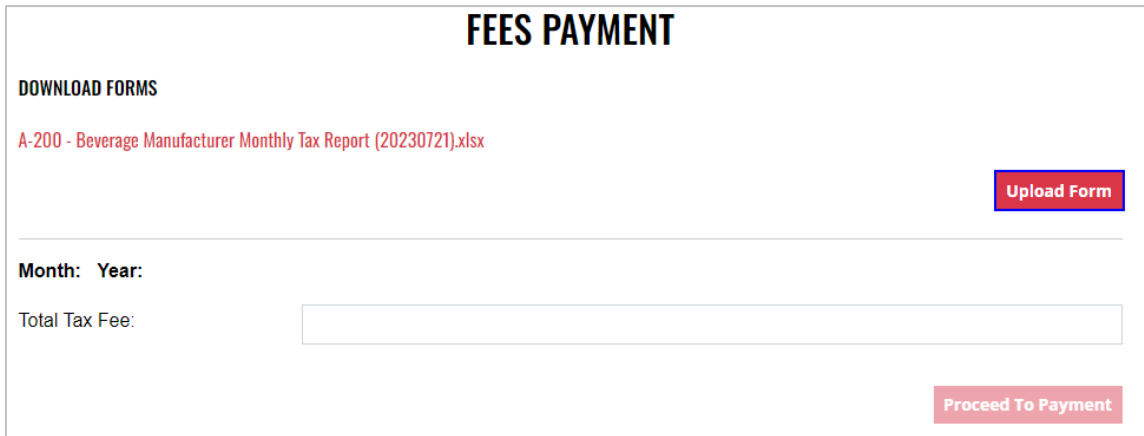


The screenshot shows the FEES PAYMENT page. At the top center is the heading "FEES PAYMENT". Below it is the section "DOWNLOAD FORMS" with a red button labeled "A-200 - Beverage Manufacturer Monthly Report". On the right side is a red button labeled "Upload Form". Below this is a form with two fields: "Month: 4 Year: 2024" and "Total Tax Fee:" with an empty input box. At the bottom right is a red button labeled "Proceed To Payment".

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



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-200 - Beverage Manufacturer Monthly Report

Upload Form

Form Successfully Uploaded ×

Month: 4 Year: 2024

Total Tax Fee:

Proceed To Payment

8. Select **payment type**

Pay with CheckPay 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

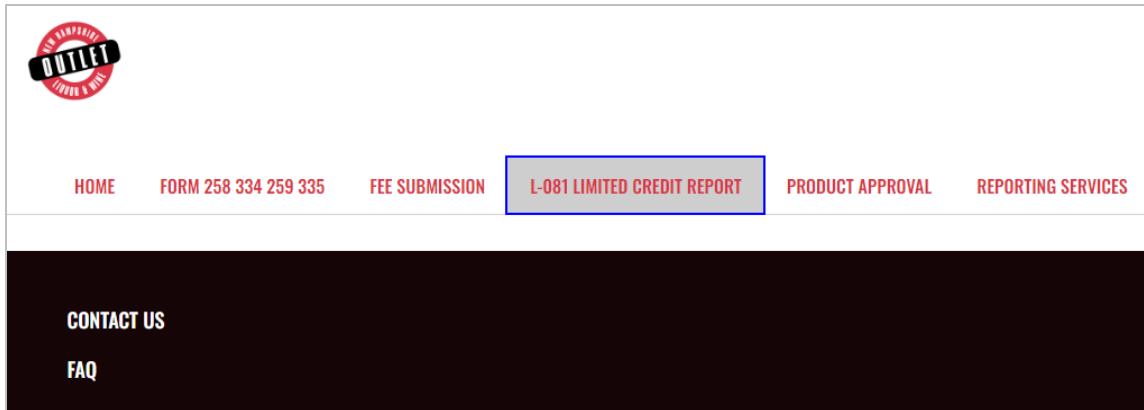
FEE SUBMISSION								
								Upload Tax Form & Pay
Status:	<input type="text" value="Please Select"/>	<input type="text" value="Start Date"/>		<input type="text" value="End Date"/>				
License Number	Created	Payment Number	Type	Month	Year	Total	Payment Date	File
293518	Dec 20, 2023	P0000188	Credit 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

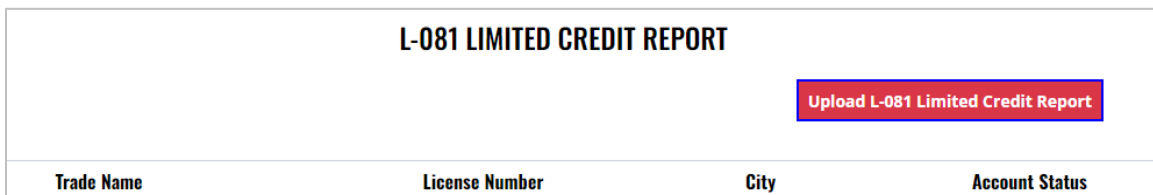
FEE SUBMISSION								
								Upload Tax Form & Pay
Status:	<input type="text" value="Please Select"/>	<input type="text" value="Start Date"/>		<input type="text" value="End Date"/>				
License Number	Created	Payment Number	Type	Month	Year	Total	Payment Date	File
293518	Dec 20, 2023	P0000188	Credit 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)

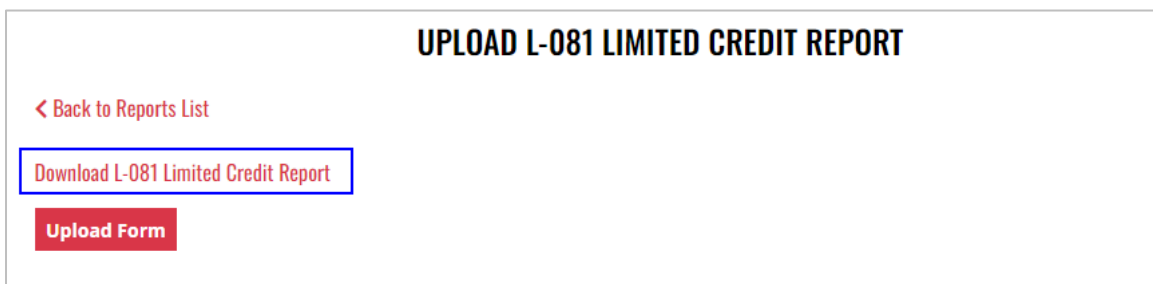
1. To submit the Wholesale Limited Credit Report (L-081), select **Limited Credit Report** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



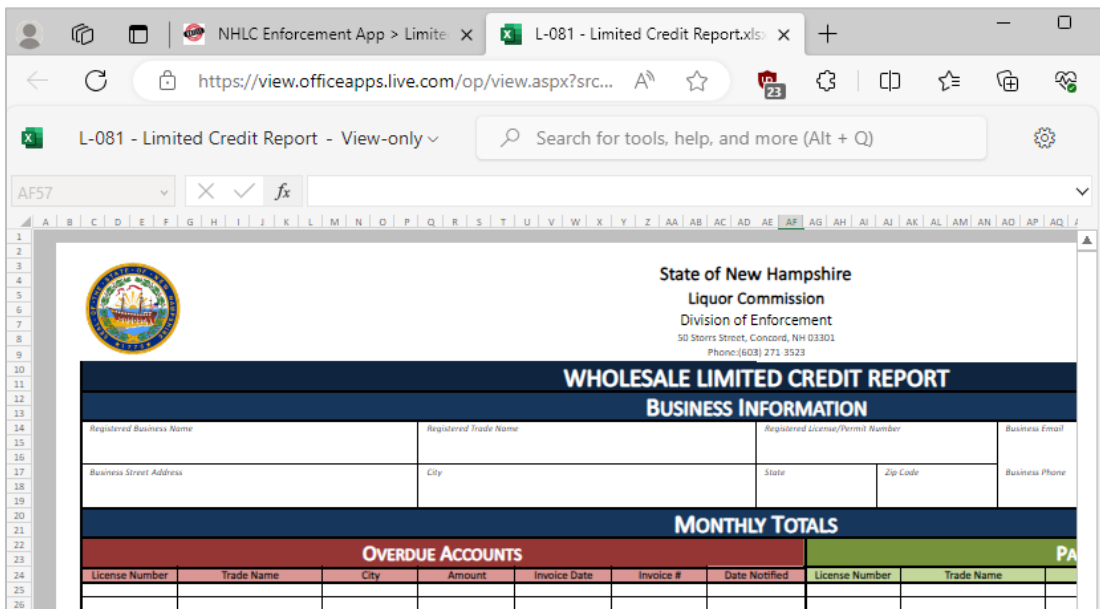
2. Select **Upload L-081 Limited Credit Report**



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



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

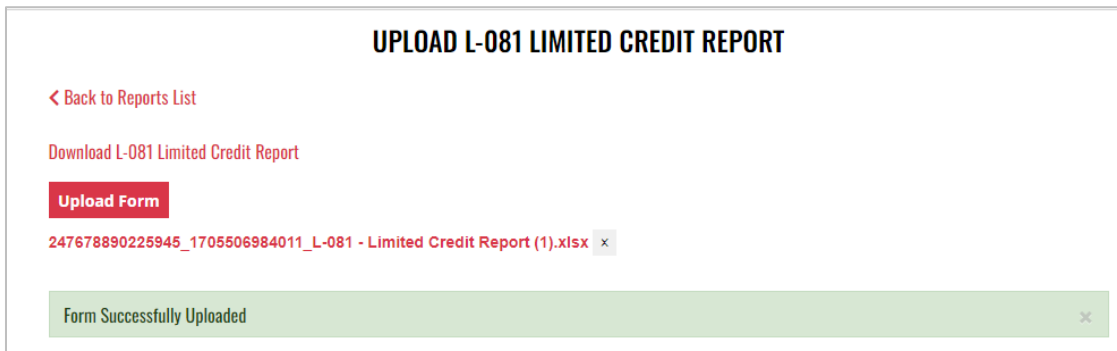


- Select **Upload Form**



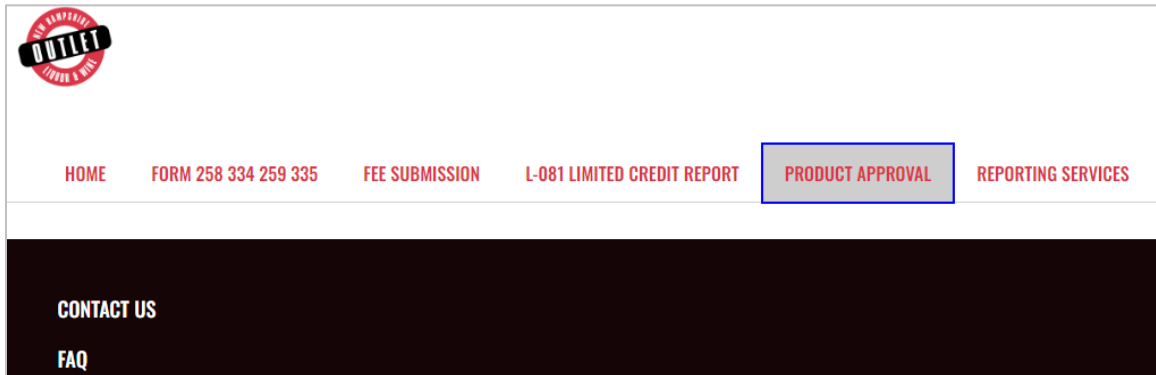
- Select the **Excel file** from your computer

- Form Successfully Uploaded** banner displays confirming action

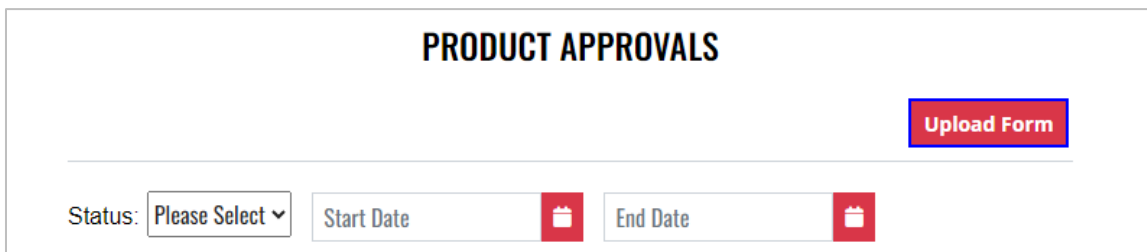


4.4 Product Approval – Beverage Manufacturer (A-101) and Product Approval – Variety Pack (A-104)

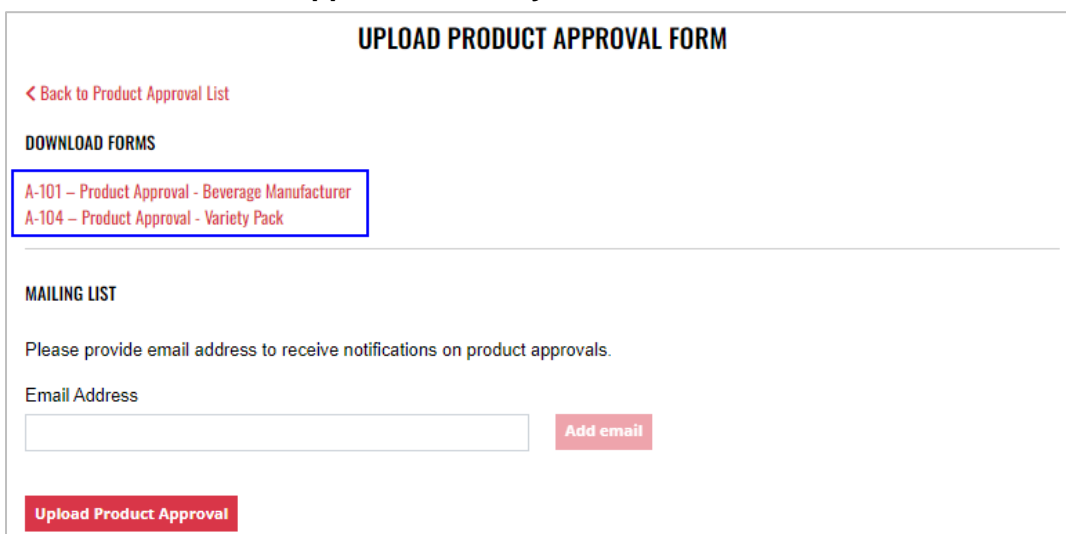
1. To submit a beverage manufacturer (A-101) or variety pack (A-104) product approval, select **Product Approval** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



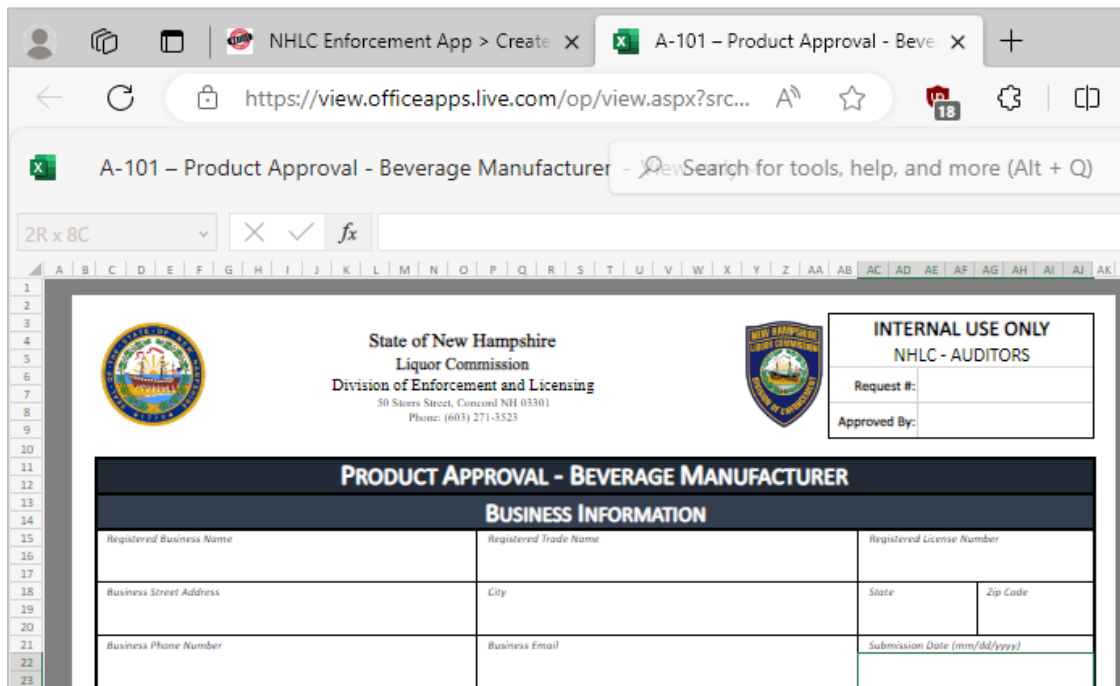
2. Select **Upload Form**



3. To download a copy of the form, select the applicable form
A-101 – Product Approval – Beverage Manufacturer
A-104 – Product Approval – Variety Pack

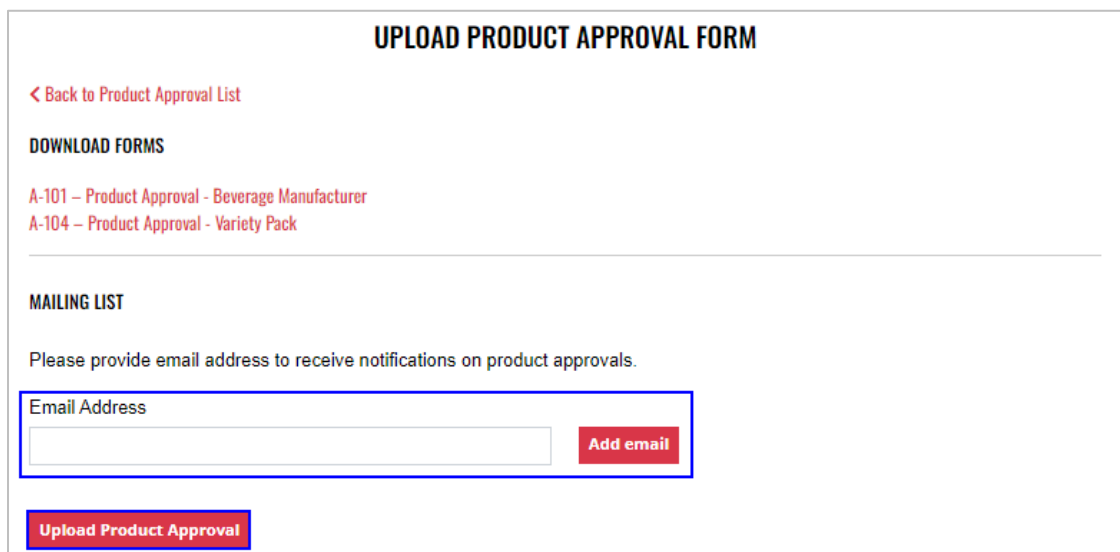


- Form opens in a separate tab and can be edited, and saved to your computer for upload



- 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



- Select the **Excel file** from your computer

7. **Form Successfully Uploaded** banner displays confirming action

UPLOAD PRODUCT APPROVAL FORM

[← Back to Product Approval List](#)

DOWNLOAD FORMS

A-101 – Product Approval - Beverage Manufacturer
A-104 – Product Approval - Variety Pack

Form Successfully Uploaded ×

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

PRODUCT APPROVALS

[Upload Form](#)

Status: 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 DETAIL

[← Back to Product Approvals](#)

[Download](#) [Attach Supporting Documents](#)

BUSINESS/VENDOR INFORMATION

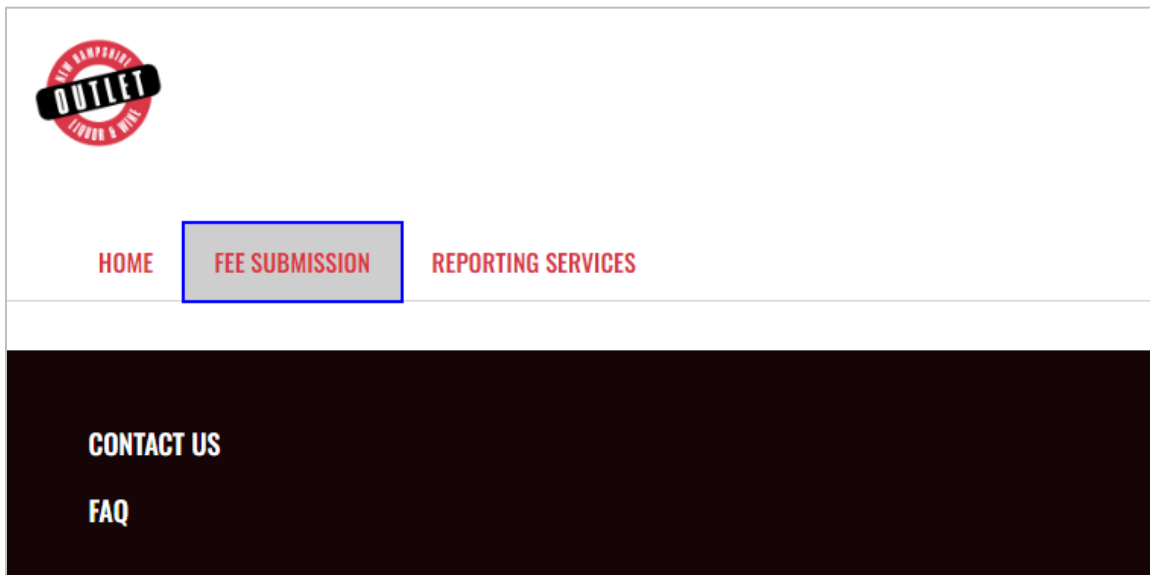
Registered Business Name:	Registered Trade Name:	Registered License Number:
Street Address:	City:	State: Zip:
Business Phone Number:	Business Email:	Submission Date (mm/dd/yyyy):

10. Select the **file** from your computer

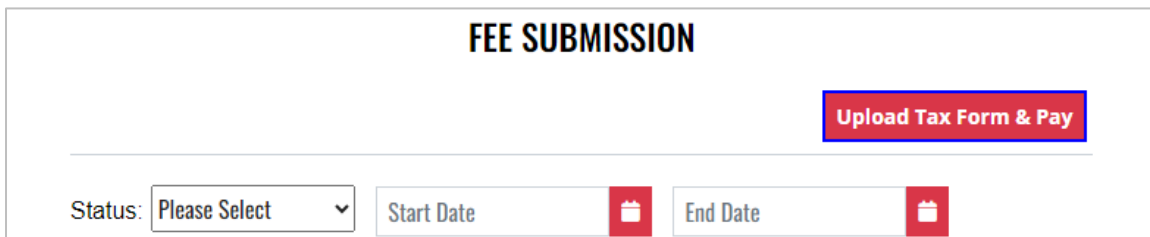
5 Beverage Manufacturer Retail Outlet

5.1 Beverage Manufacturer Retail Outlet Monthly Report (A-208)

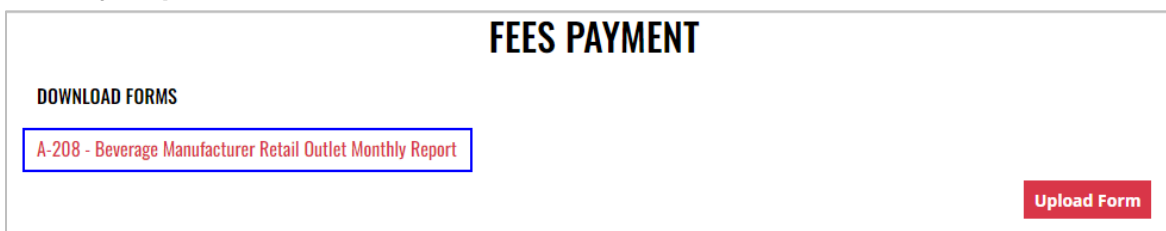
1. To submit the Beverage Manufacturer Retail Outlet Monthly Report (A-208), select **Fee Submission** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



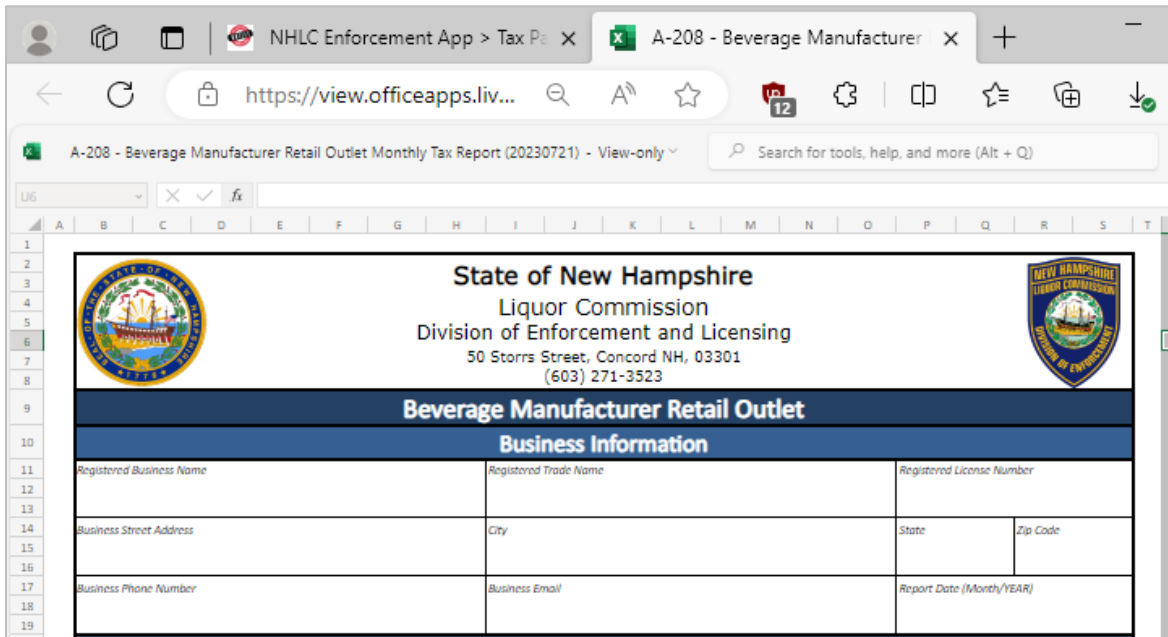
2. Select **Upload Tax Form & Pay**



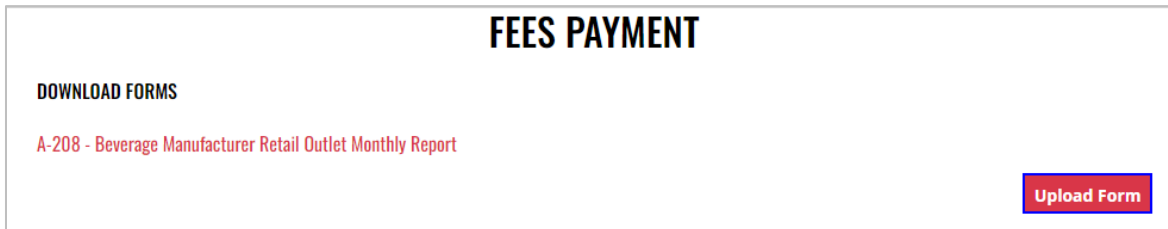
3. To download a copy of the form, select **A-208 – Beverage Manufacturer Retail Outlet Monthly Report** under Download Forms



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



5. Select **Upload Form**



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 Manufacturer Retail Outlet Monthly Report

Upload Form

Form Successfully Uploaded ×

Month: 2 **Year:** 2024

Total Tax Fee:

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 Tax Form & Pay
Status:	<input type="text" value="Please Select"/>	<input type="text" value="Start Date"/>		<input type="text" value="End Date"/>				
License Number	Created	Payment Number	Type	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

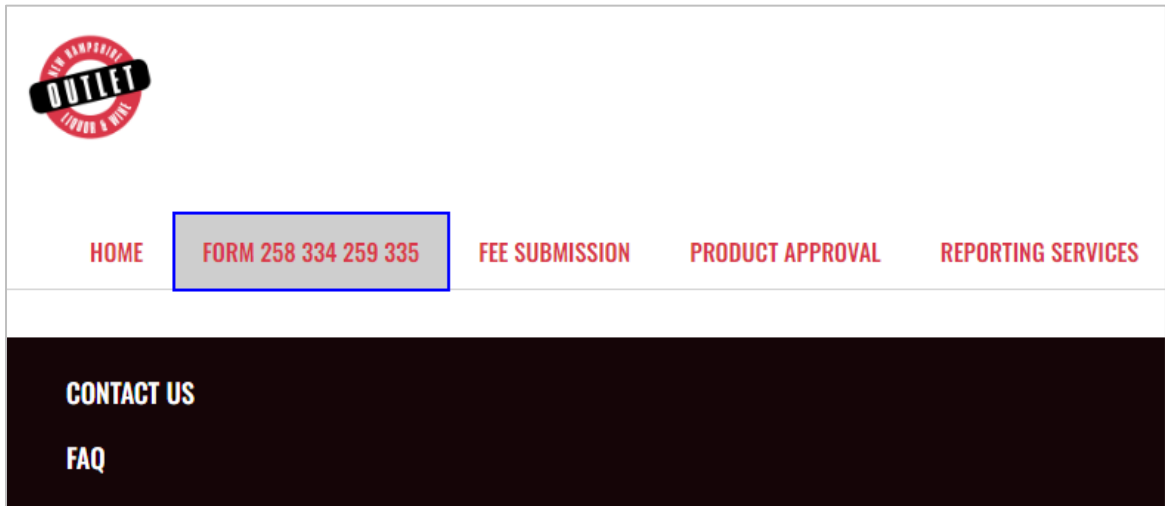
12. File submitted with payment can also be viewed by selecting **Download file** next to the applicable payment

FEE SUBMISSION								
								Upload Tax Form & Pay
Status:	<input type="text" value="Please Select"/>	<input type="text" value="Start Date"/>		<input type="text" value="End Date"/>				
License Number	Created	Payment Number	Type	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

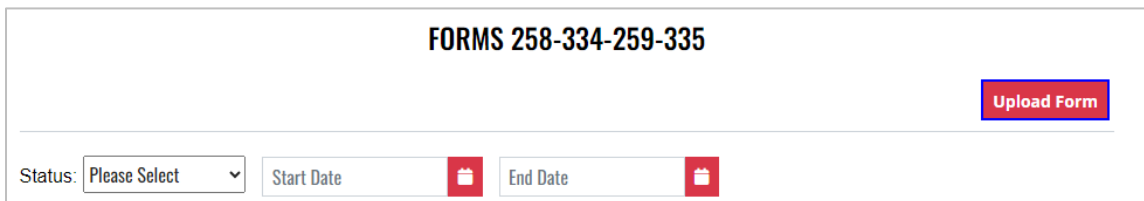
6 Beverage Vendor

6.1 Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335)

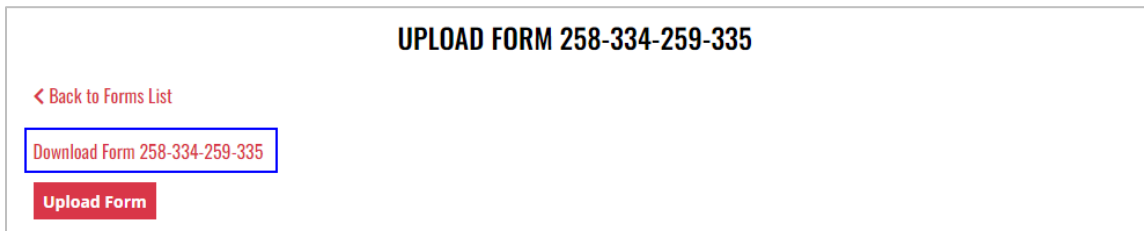
1. To submit the Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335), select **Form 258 334 259 335** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



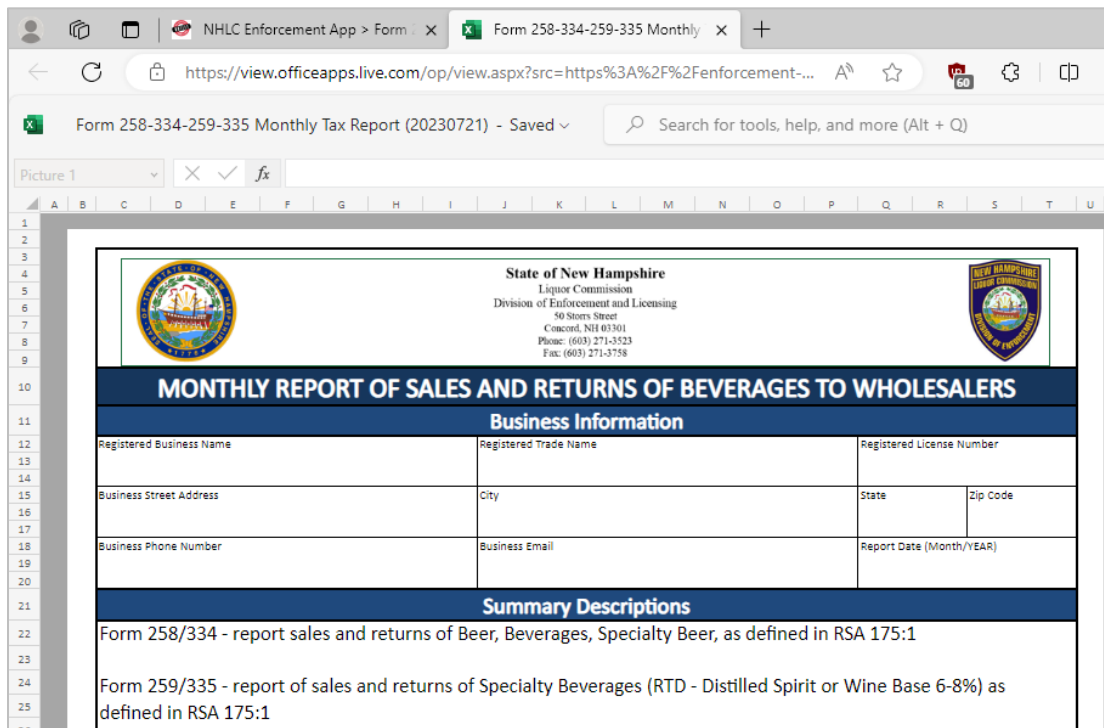
2. Select **Upload Form**



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



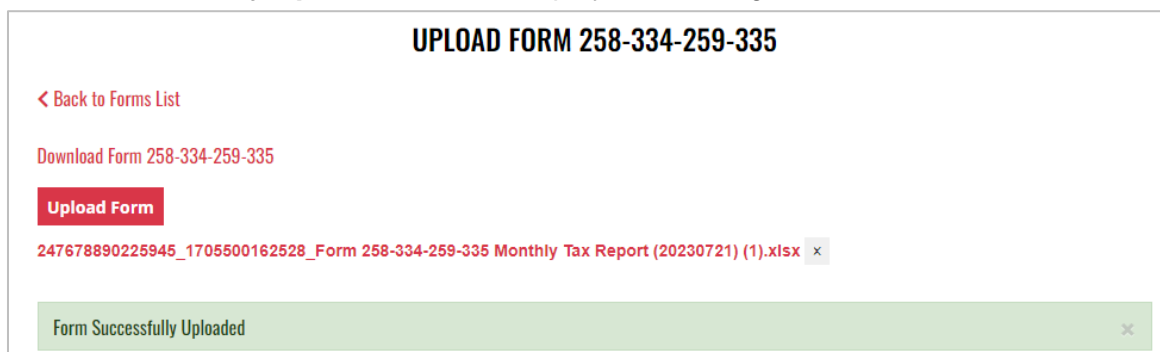
- Form opens in a separate tab and can be edited, and saved to your computer for upload



- Select **Upload Form**



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



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: 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

FORMS 258-334-259-335

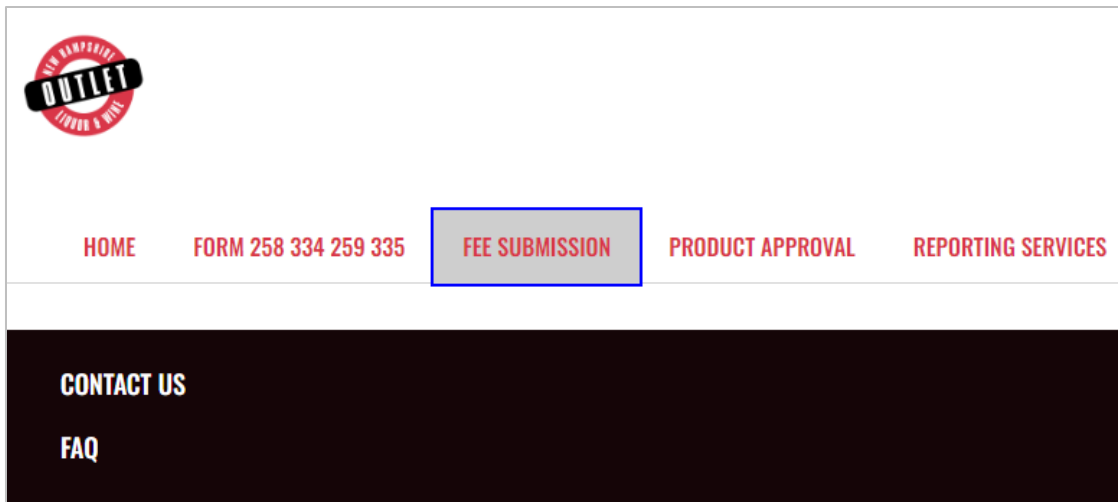
[Upload Form](#)

Status: Start Date End Date

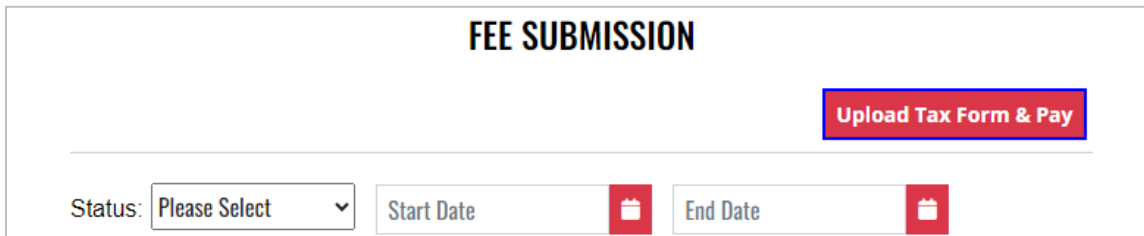
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

6.2 Beverage Vendor Monthly Tax Report (A-207)

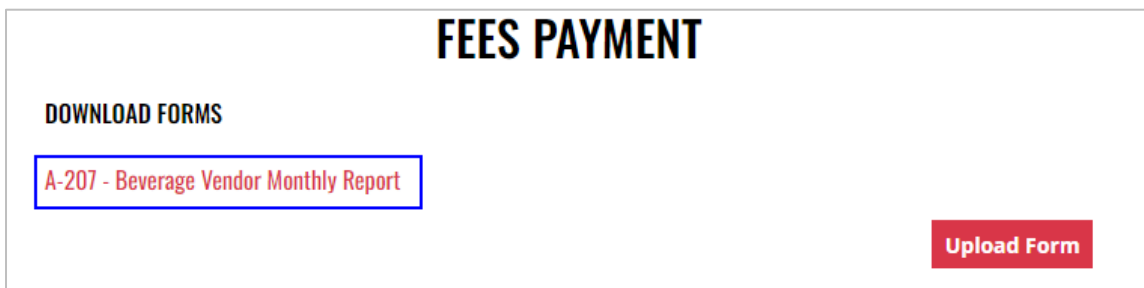
1. To submit the Beverage Vendor Monthly Tax Report (A-207), select **Fee Submission** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)




2. Select **Upload Tax Form & Pay**



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



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



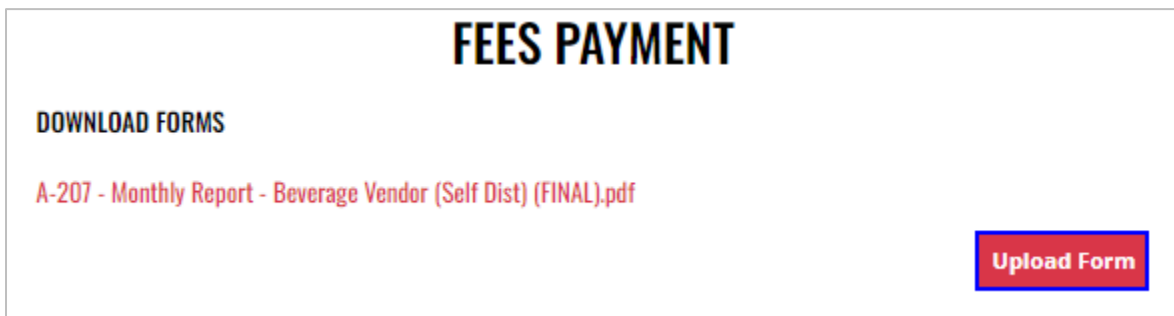
State of New Hampshire
Liquor Commission
Division of Enforcement and Licensing
50 Storrs Street, Concord NH 03301
Phone: (603) 271-3523 | Fax: (603) 271-3758

Beverage Vendor Monthly Tax Report

BUSINESS INFORMATION

Registered Business Name	Registered Trade Name	Registered License Number	
Business Street Address	City	State	Zip
Business Phone	Business Email	Report Year/Month (YYYY/Mmm)	

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 Vendor Monthly Report

Upload Form

Form Successfully Uploaded×

Month: 3 **Year:** 2024

Total Tax Fee:

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: P0000199

Payment Date: Jan 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 SUBMISSION

[Upload Tax Form & Pay](#)

Status: Start Date End Date

License Number	Created	Payment Number	Type	Month	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 SUBMISSION

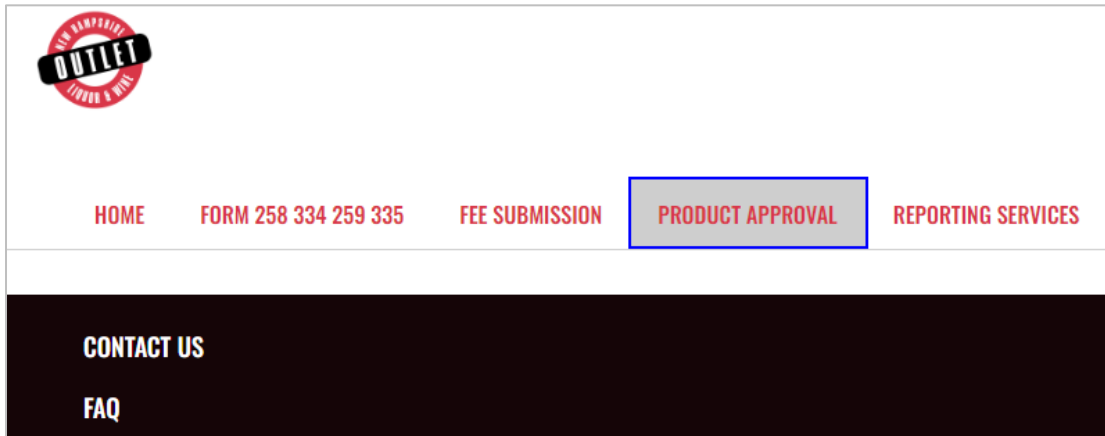
[Upload Tax Form & Pay](#)

Status: Start Date End Date

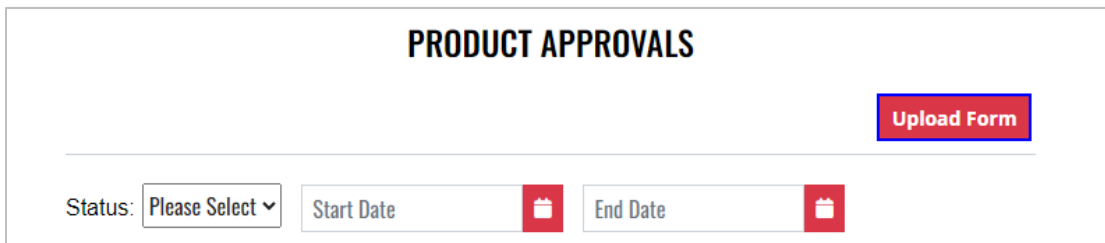
License Number	Created	Payment Number	Type	Month	Year	Total	Payment Date	File
17731	Jan 17, 2024	P0000199	Credit Card	3	2024	\$500.00	Jan 17, 2024	Download File
17731	Dec 7, 2023	P0000168	Credit Card	2	2024	\$500.00	Dec 7, 2023	Download File

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

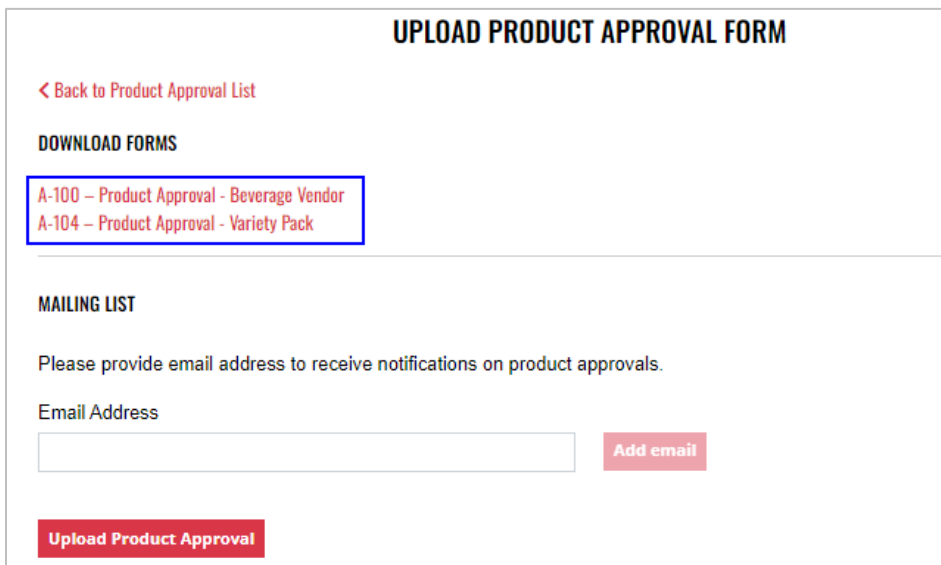
1. To submit a beverage vendor (A-100) or variety pack (A-104) product approval, select **Product Approval** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



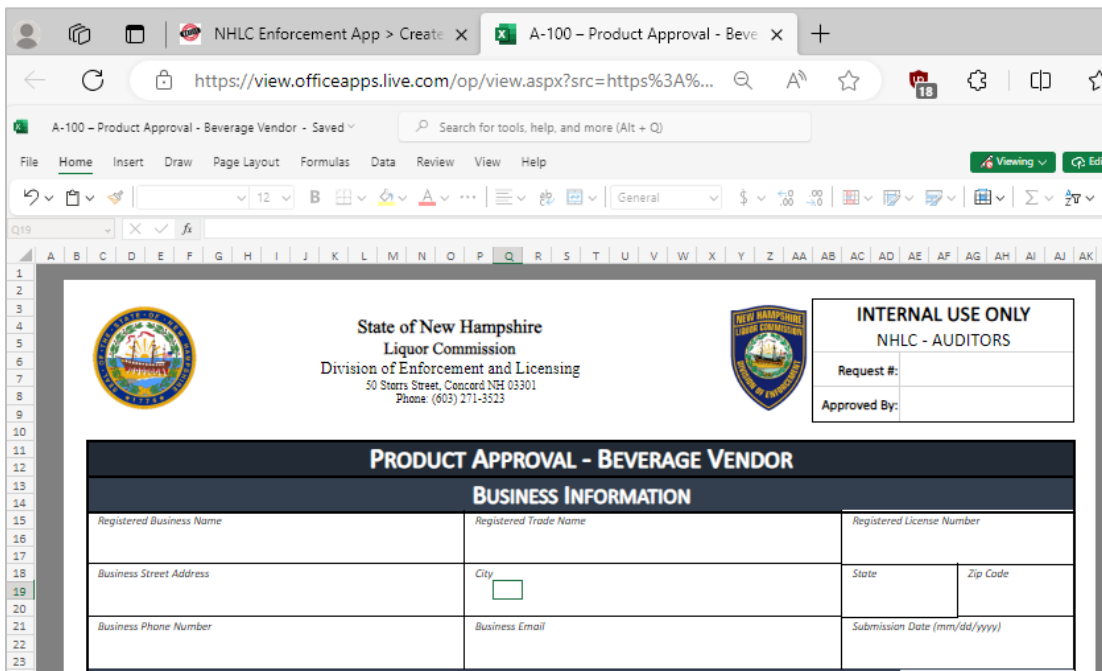
2. Select **Upload Form**



3. To download a copy of the form, select the applicable form
A-100 – Product Approval – Beverage Vendor
A-104 – Product Approval – Variety Pack



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**

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

The screenshot shows the "UPLOAD PRODUCT APPROVAL FORM" page. It includes a "MAILING LIST" section with the following content:

- [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 receive notifications on product approvals.
- Email Address input field
- Add email button
- Upload Product Approval button

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

7. **Form Successfully Uploaded** banner displays confirming action

UPLOAD PRODUCT APPROVAL FORM

[< Back to Product Approval List](#)

DOWNLOAD FORMS

[A-100 – Product Approval - Beverage Vendor](#)
[A-104 – Product Approval - Variety Pack](#)

Form Successfully Uploaded ×

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

PRODUCT APPROVALS

[Upload Form](#)

Status: 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 DETAIL

[< Back to Product Approvals](#)

[Download](#) [Attach Supporting Documents](#)

BUSINESS/VENDOR INFORMATION

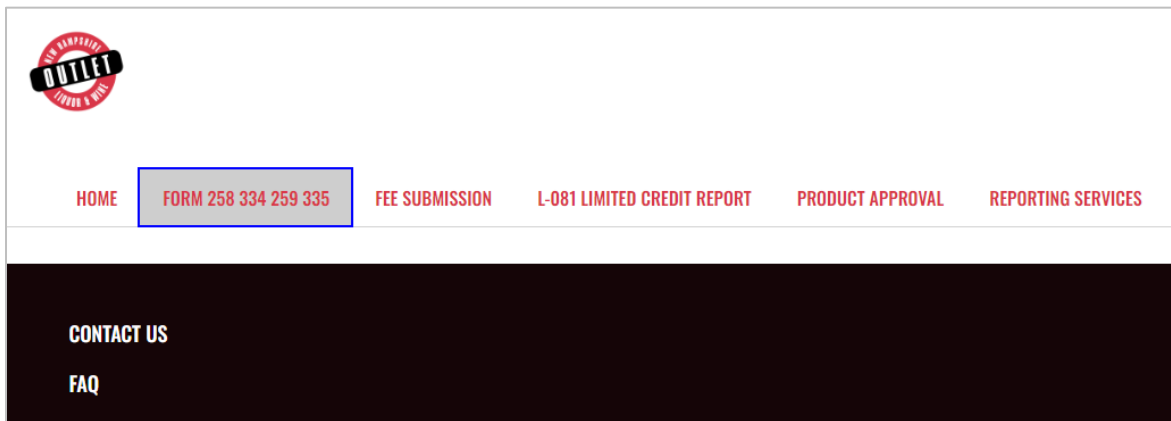
Registered Business Name:	Registered Trade Name:	Registered License Number:
Street Address:	City:	State: Zip:
Business Phone Number:	Business Email:	Submission Date (mm/dd/yyyy):

10. Select the **file** from your computer

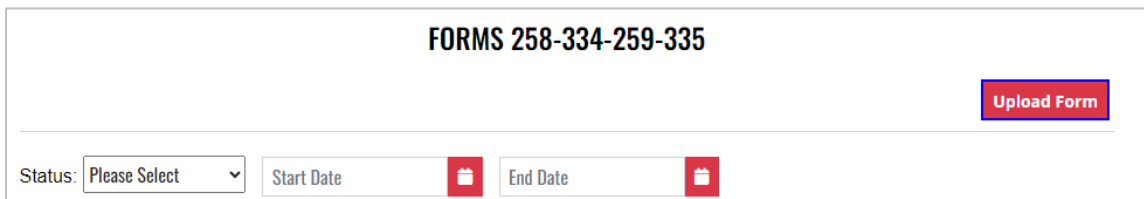
7 Brew Pub

7.1 Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335)

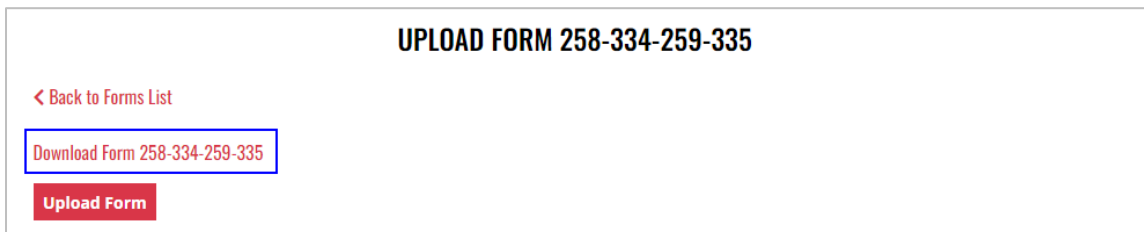
1. To submit the Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335), select **Form 258 334 259 335** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



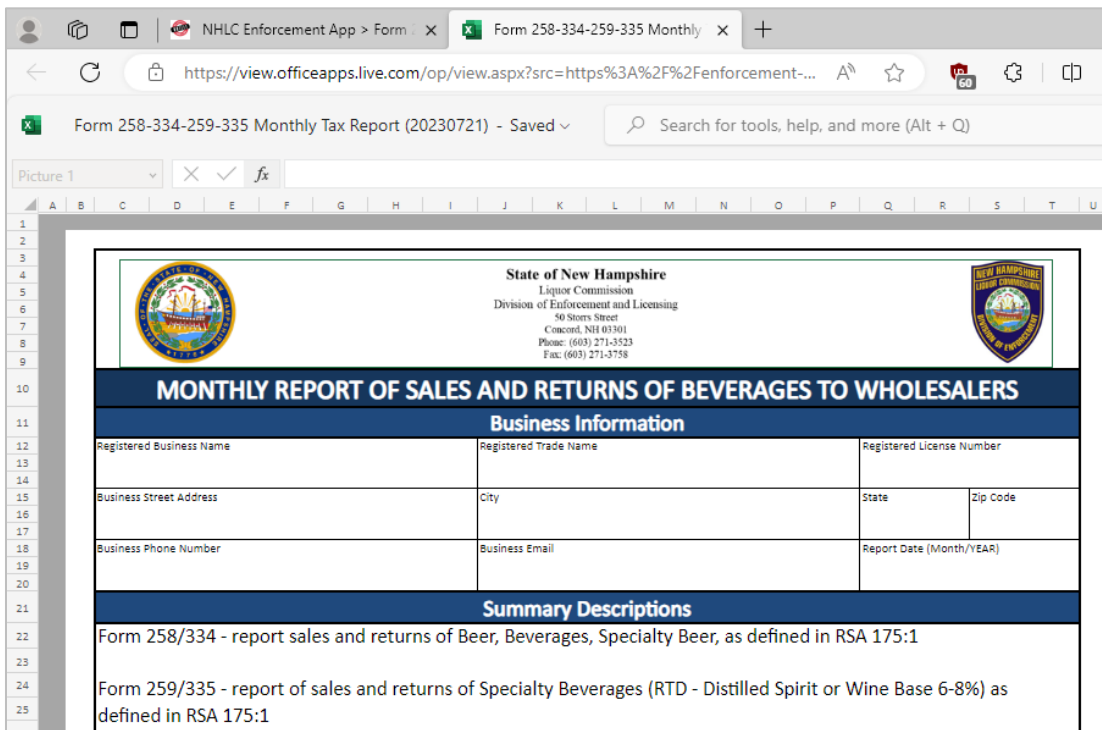
2. Select **Upload Form**



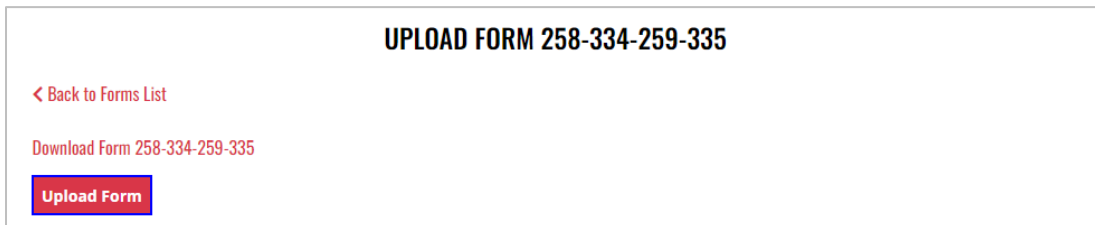
3. To download a copy of the form, select **Download Form 258-334-259-335**



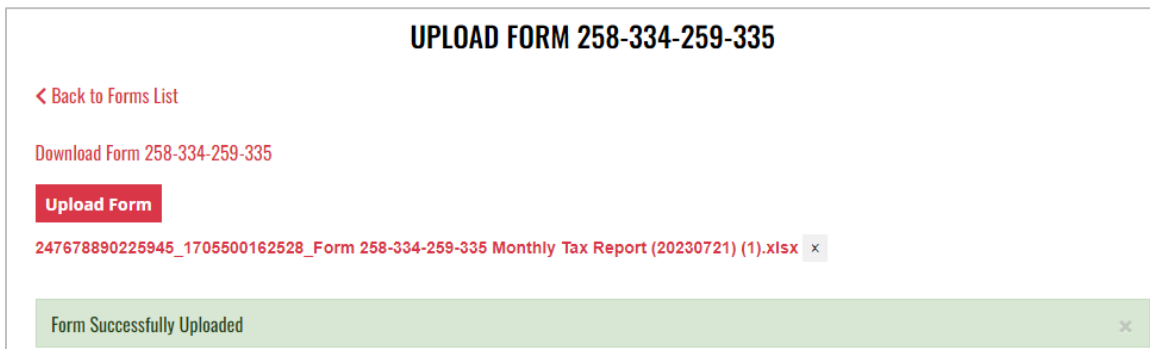
- Form opens in a separate tab and can be edited, and saved to your computer for upload



- Select **Upload Form**



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



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: 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

FORMS 258-334-259-335

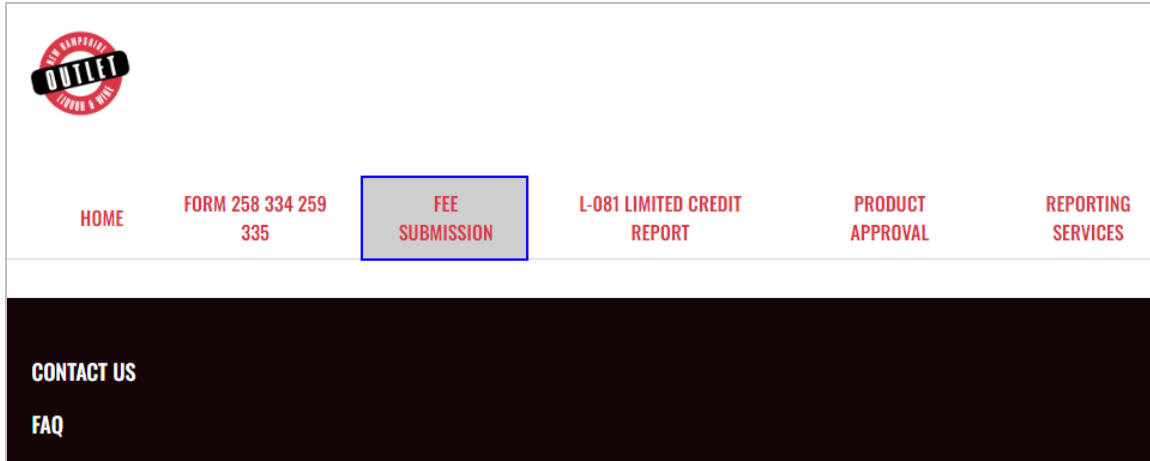
[Upload Form](#)

Status: Start Date End Date

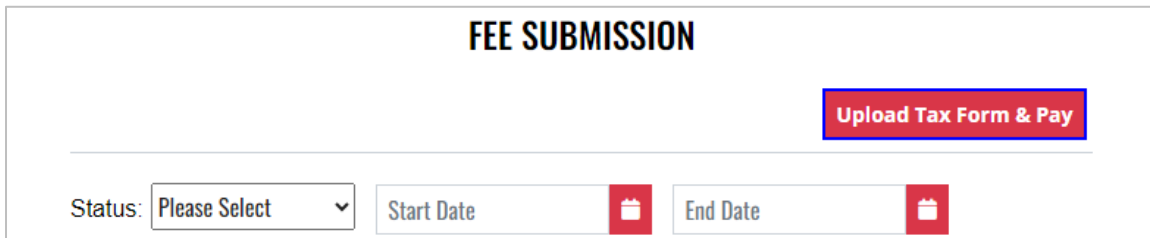
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

7.2 Brew Pub Monthly Report (A-201)

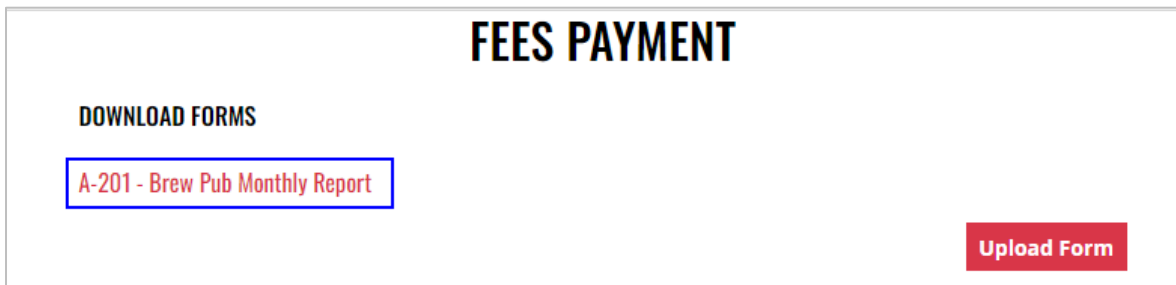
1. To submit the Brew Pub Monthly Report (A-201), select **Fee Submission** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



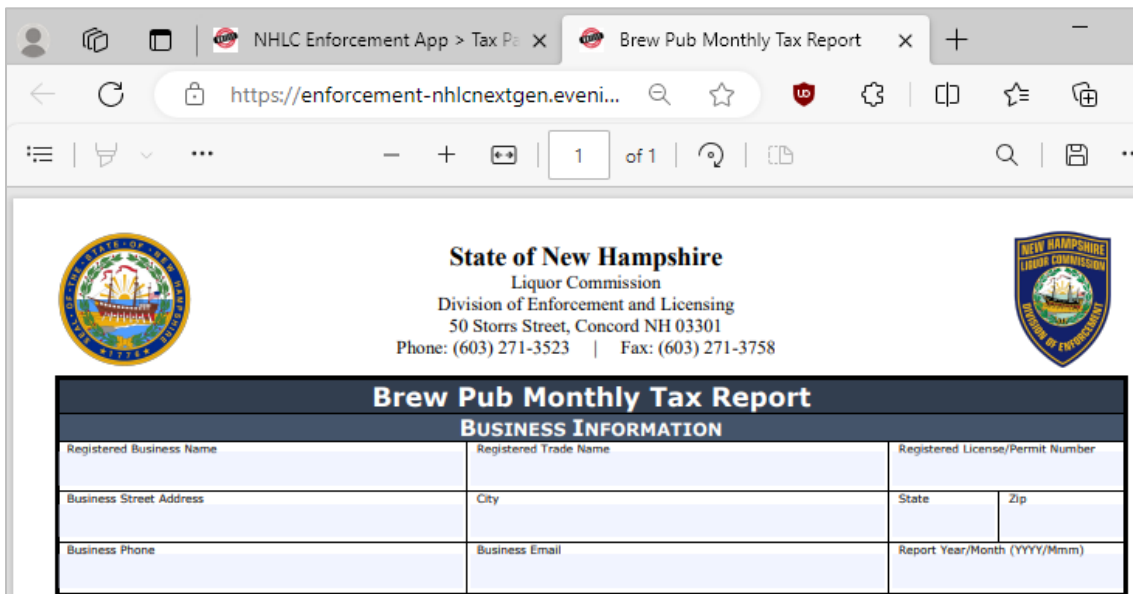
2. Select **Upload Tax Form & Pay**



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



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



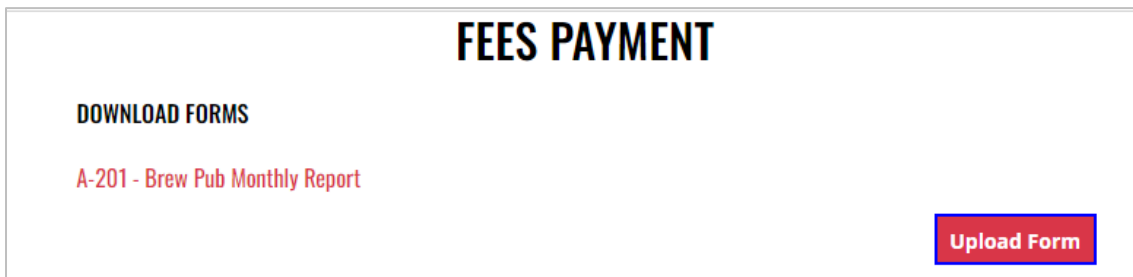
State of New Hampshire
Liquor Commission
Division of Enforcement and Licensing
50 Storrs Street, Concord NH 03301
Phone: (603) 271-3523 | Fax: (603) 271-3758

Brew Pub Monthly Tax Report

BUSINESS INFORMATION

Registered Business Name	Registered Trade Name	Registered License/Permit Number	
Business Street Address	City	State	Zip
Business Phone	Business Email	Report Year/Month (YYYY/Mmm)	

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 Monthly Report

Upload Form

Form Successfully Uploaded ×

Month: 2 **Year:** 2024

Total Tax Fee:

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: P0000200	Payment Date: Jan 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 SUBMISSION

Upload Tax Form & Pay

Status: Please Select ▼

Start Date

End Date

License Number	Created	Payment Number	Type	Month Year	Total	Payment Date	File
2000915	Jan 17, 2024	P0000200	Credit Card	2 2024	\$500.00	Jan 17, 2024	Download File
2000915	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 SUBMISSION

Upload Tax Form & Pay

Status: Please Select ▼

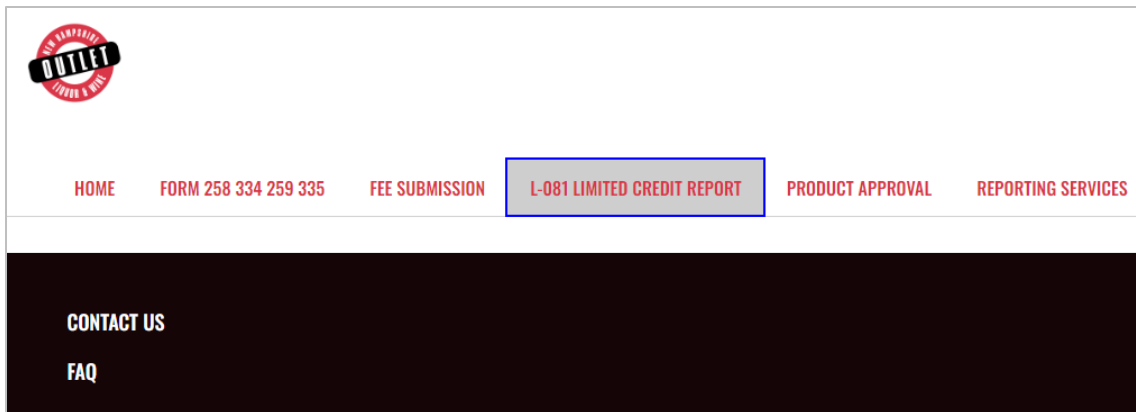
Start Date

End Date

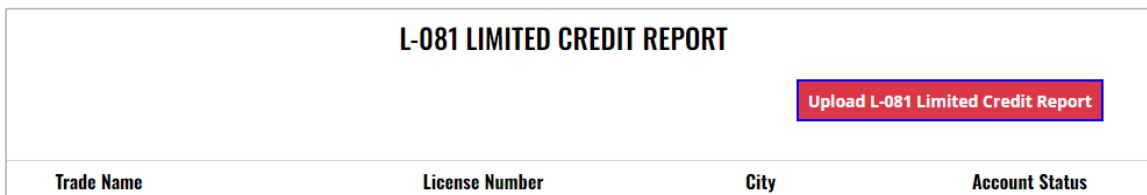
License Number	Created	Payment Number	Type	Month Year	Total	Payment Date	File
2000915	Jan 17, 2024	P0000200	Credit Card	2 2024	\$500.00	Jan 17, 2024	Download File
2000915	Dec 7, 2023	P0000169	Credit Card	1 2024	\$500.00	Dec 7, 2023	Download File

7.3 Wholesale Limited Credit Report (L-081)

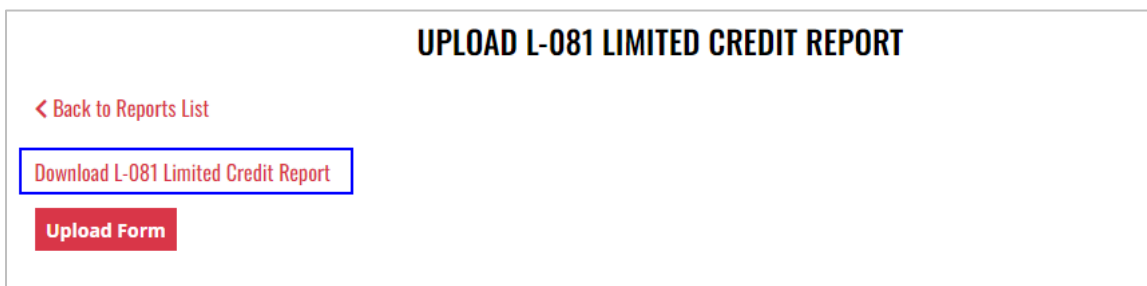
1. To submit the Wholesale Limited Credit Report (L-081), select **Limited Credit Report** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



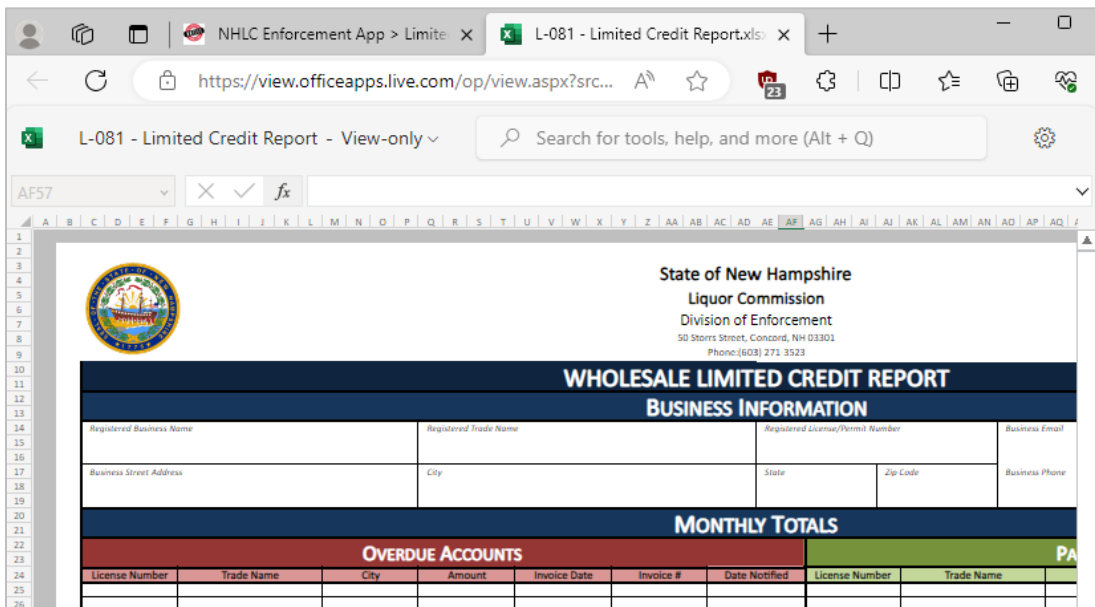
2. Select Upload L-081 Limited Credit Report



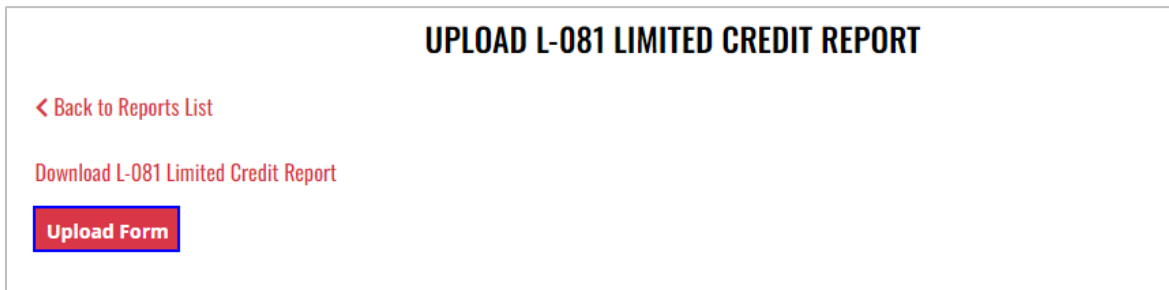
3. To download a copy of the form, select **Download L-081 Limited Credit Report**



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

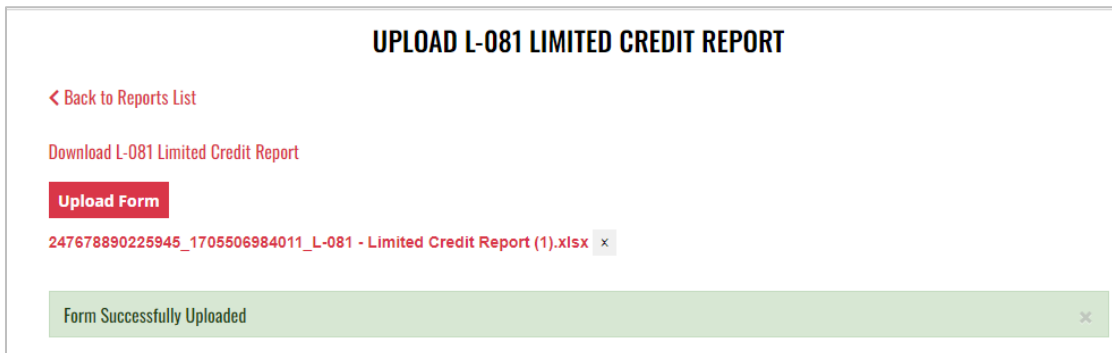


- Select **Upload Form**



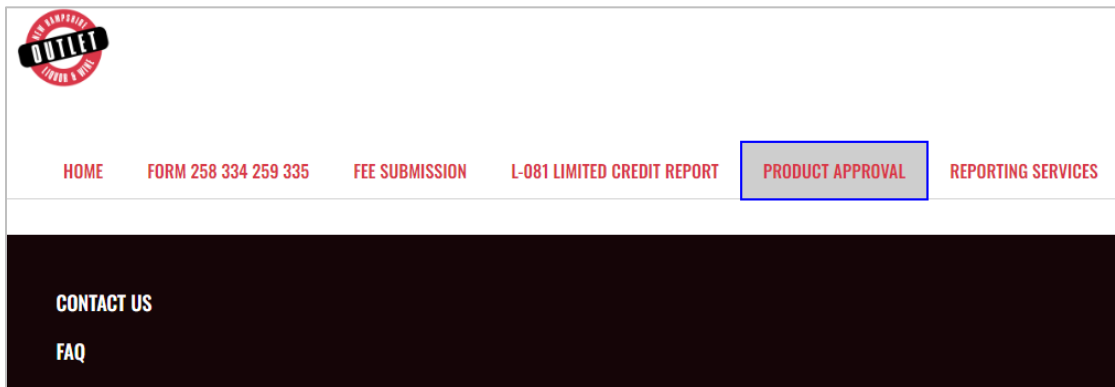
- Select the **Excel file** from your computer

- Form Successfully Uploaded** banner displays confirming action

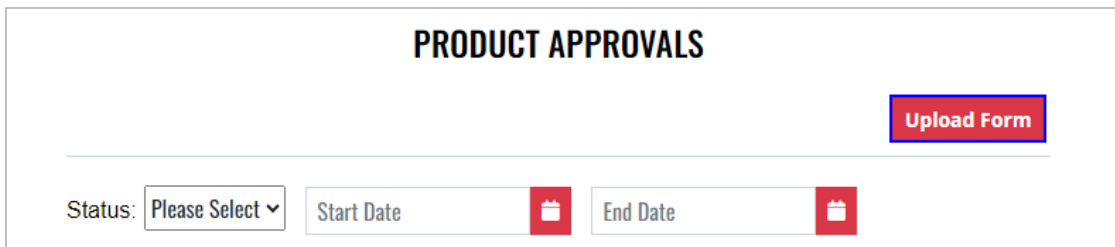


7.4 Product Approval – Brew Pub (A-102) and Product Approval – Variety Pack (A-104)

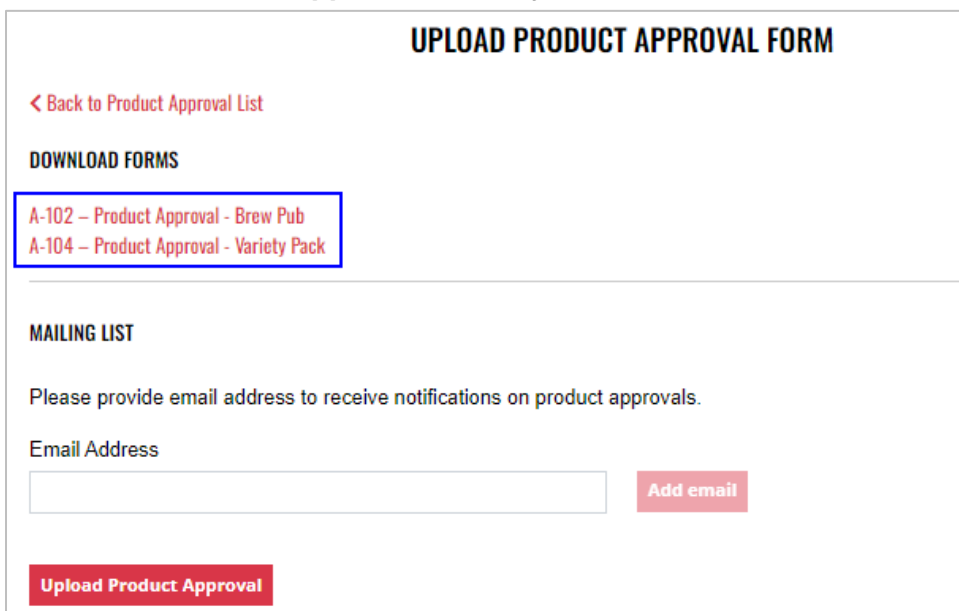
1. To submit a brew pub (A-102) or variety pack (A-104) product approval, select **Product Approval** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



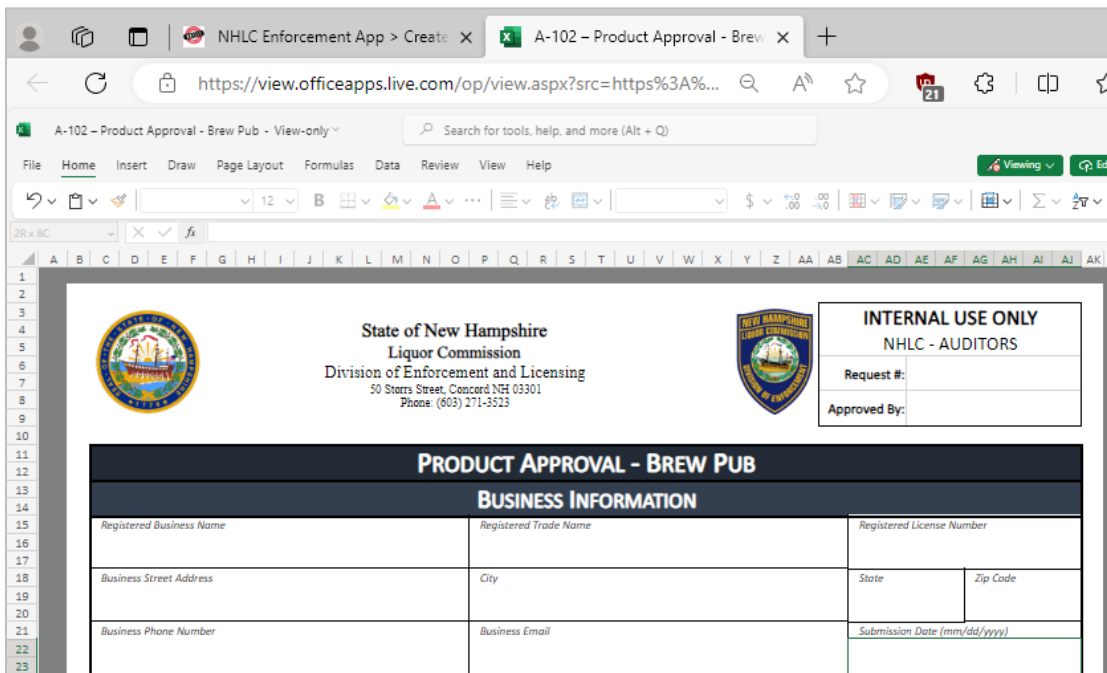
2. Select **Upload Form**



3. To download a copy of the form, select the applicable form
A-102 – Product Approval – Brew Pub
A-104 – Product Approval – Variety Pack



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



- 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-102 – Product Approval - Brew Pub
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

- Select the **Excel file** from your computer

7. **Form Successfully Uploaded** banner displays confirming action

UPLOAD PRODUCT APPROVAL FORM

[< Back to Product Approval List](#)

DOWNLOAD FORMS

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

Form Successfully Uploaded ×

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

PRODUCT APPROVALS

[Upload Form](#)

Status: 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 DETAIL

[< Back to Product Approvals](#)

[Download](#) [Attach Supporting Documents](#)

BUSINESS/VENDOR INFORMATION

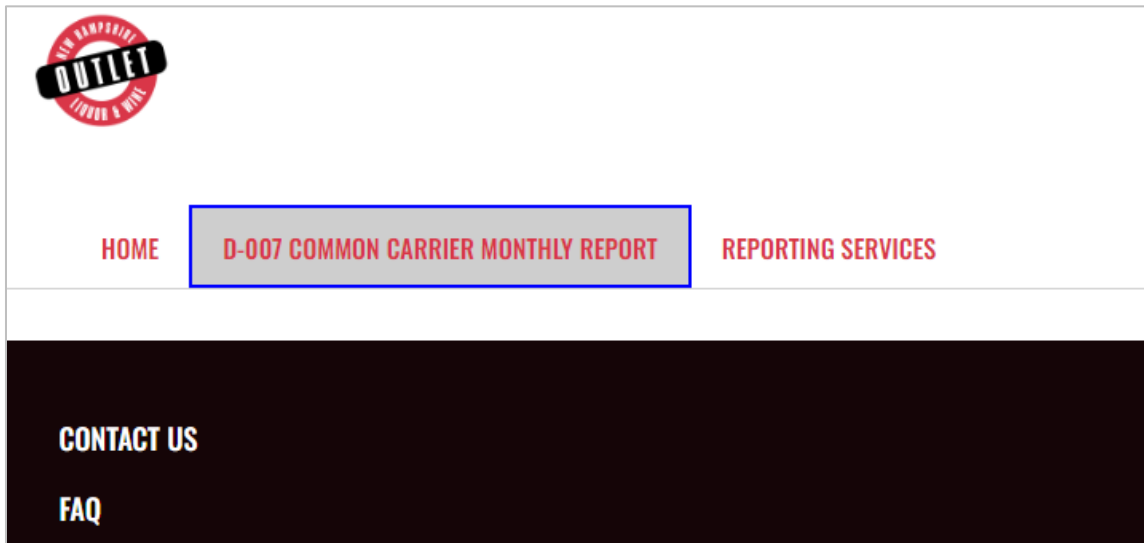
Registered Business Name:	Registered Trade Name:	Registered License Number:
Street Address:	City:	State: Zip:
Business Phone Number:	Business Email:	Submission Date (mm/dd/yyyy):

10. Select the **file** from your computer

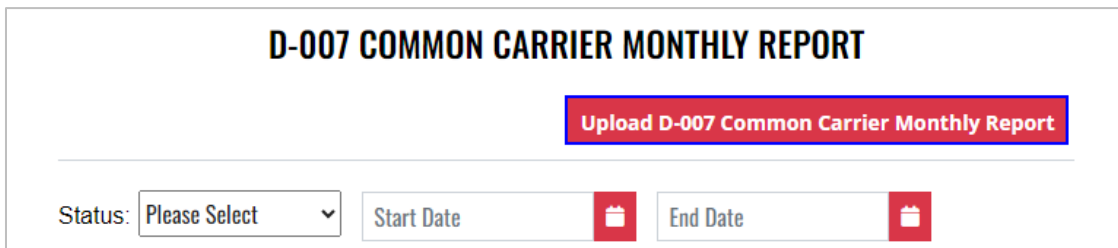
8 Carrier

8.1 Authorized Carrier Reports (D-007)

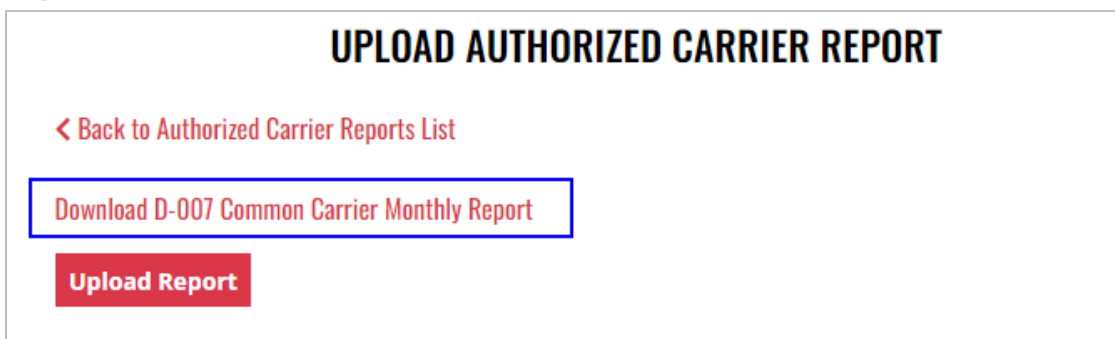
1. To submit the Authorized Carrier Report (D-007), select **Authorized Carrier Reports** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



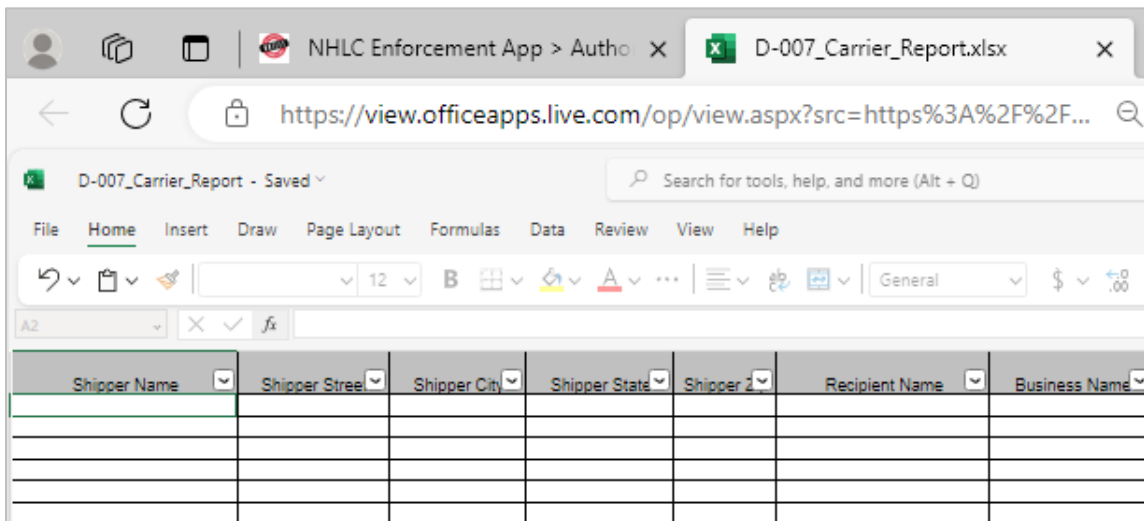
2. Select **Upload D-007 Common Carrier Monthly Report**



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



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

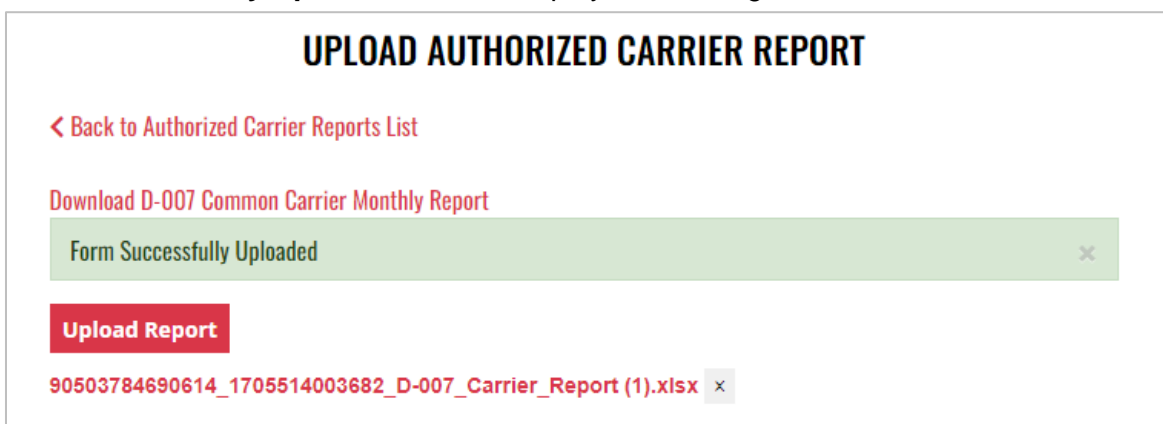


5. Select **Upload Report**



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

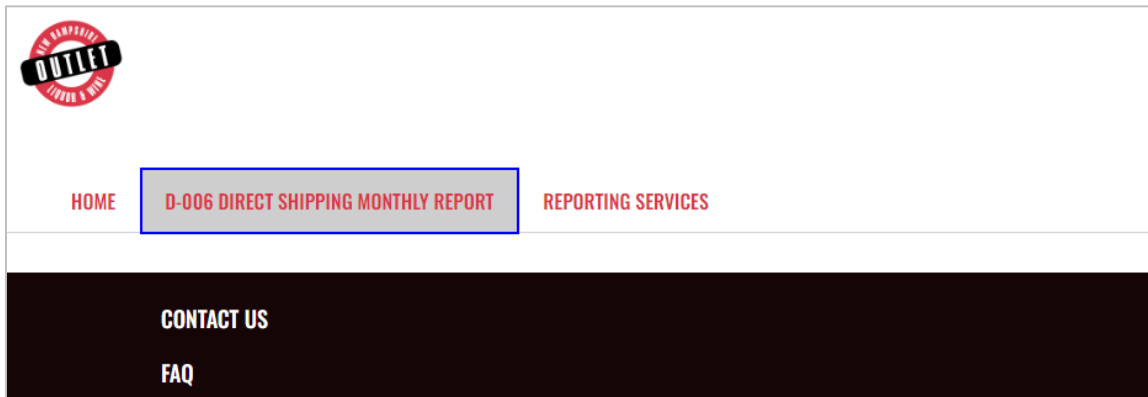
7. **Form Successfully Uploaded** banner displays confirming action



9 Direct Shipper

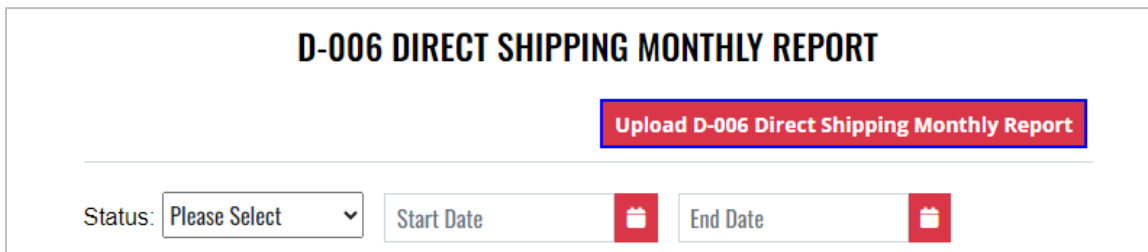
9.1 Direct Shipping Monthly Report (D-006)

1. To submit the Direct Shipping Monthly Report (D-006), select **D-006 Direct Shipping Monthly Report** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



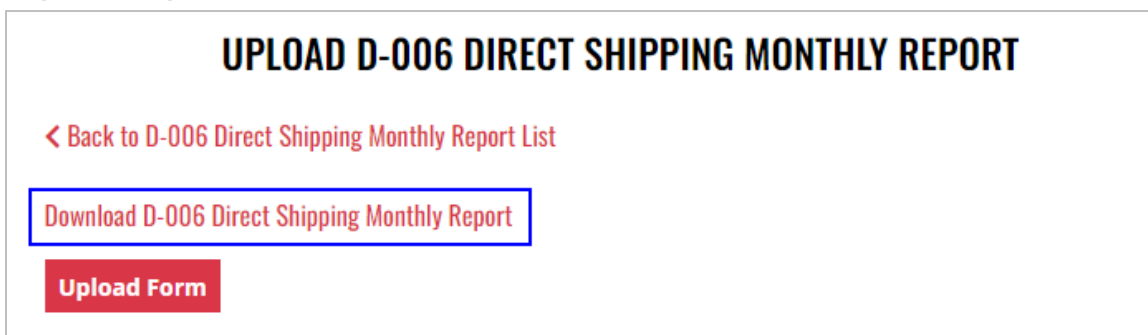
The screenshot shows the Enforcement Portal home page navigation menu. At the top left is the "NEW HAMPSHIRE LIQUOR COMMISSION OUTLET" logo. Below it are three navigation links: "HOME", "D-006 DIRECT SHIPPING MONTHLY REPORT" (highlighted with a blue border), and "REPORTING SERVICES". At the bottom of the page are two links: "CONTACT US" and "FAQ".

2. Select **Upload D-006 Direct Shipping Monthly Report**



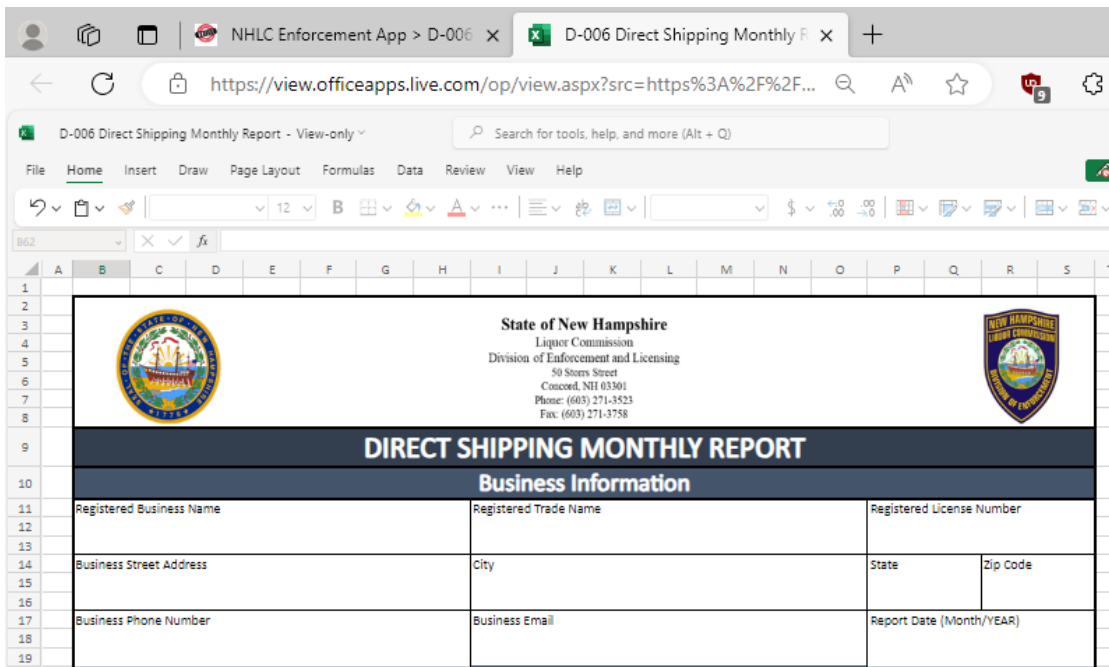
The screenshot shows the "D-006 DIRECT SHIPPING MONTHLY REPORT" page. At the top center is the title "D-006 DIRECT SHIPPING MONTHLY REPORT". Below the title is a red button labeled "Upload D-006 Direct Shipping Monthly Report". Below the button is a form with a "Status:" label, a dropdown menu with "Please Select" and a downward arrow, a "Start Date" label with a calendar icon, and an "End Date" label with a calendar icon.

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

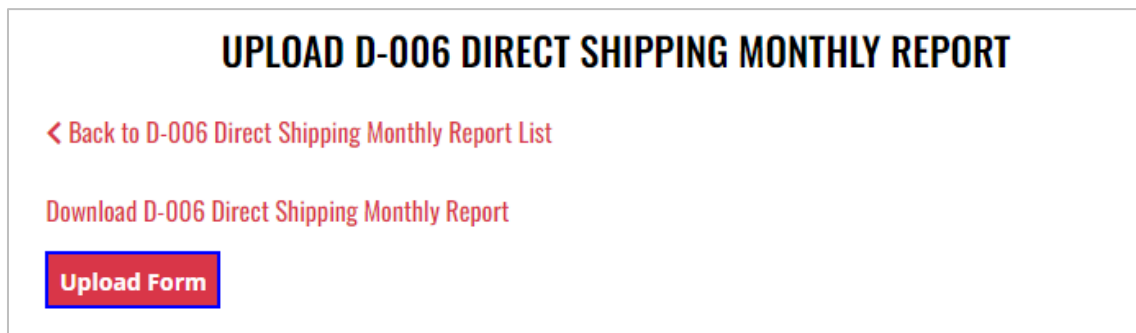


The screenshot shows the "UPLOAD D-006 DIRECT SHIPPING MONTHLY REPORT" page. At the top center is the title "UPLOAD D-006 DIRECT SHIPPING MONTHLY REPORT". Below the title is a red link labeled "< Back to D-006 Direct Shipping Monthly Report List". Below the link is a blue-bordered button labeled "Download D-006 Direct Shipping Monthly Report". Below the button is a red button labeled "Upload Form".

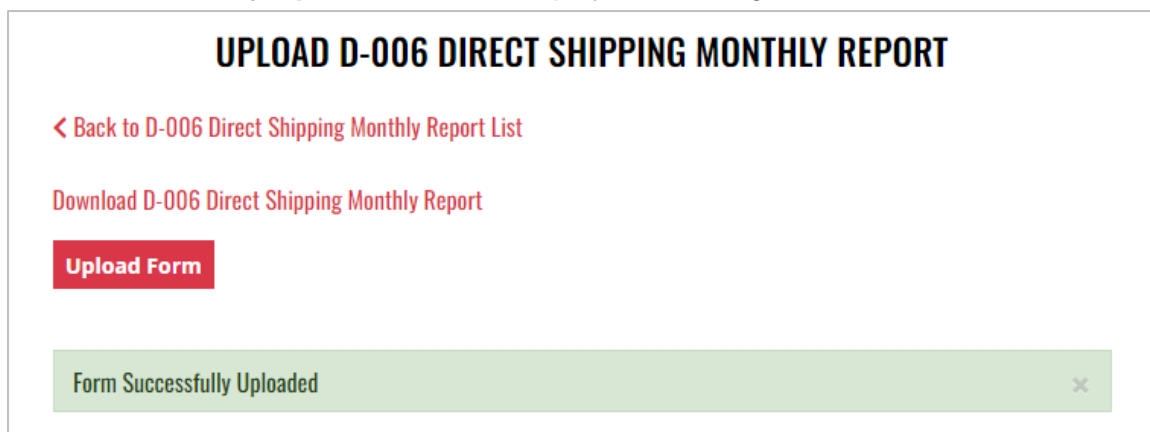
- Form opens in a separate tab and can be edited, and saved to your computer for upload



- Select **Upload Form**

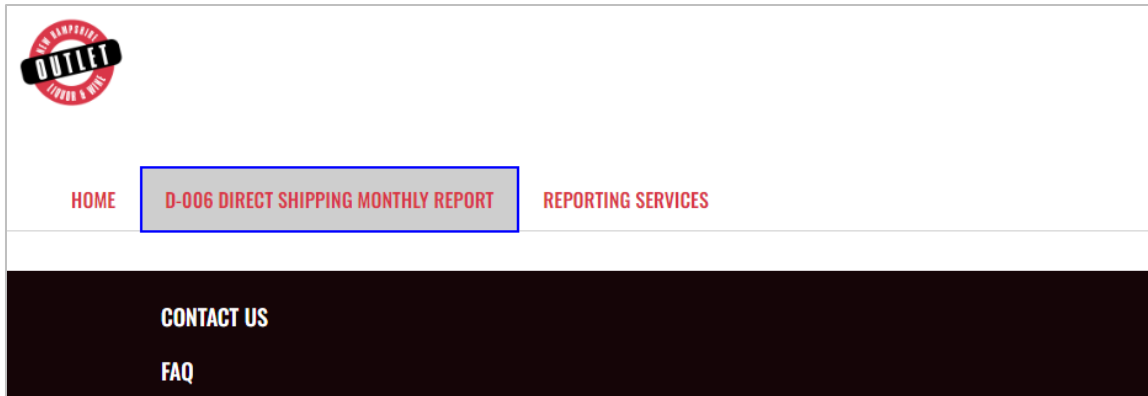


- Select the **Excel file** from your computer
- Form Successfully Uploaded** banner displays confirming action

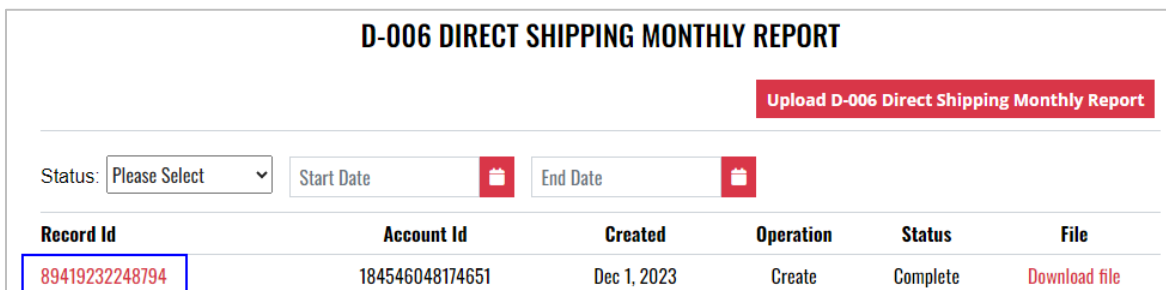


9.2 Direct Shipping Fee Payment

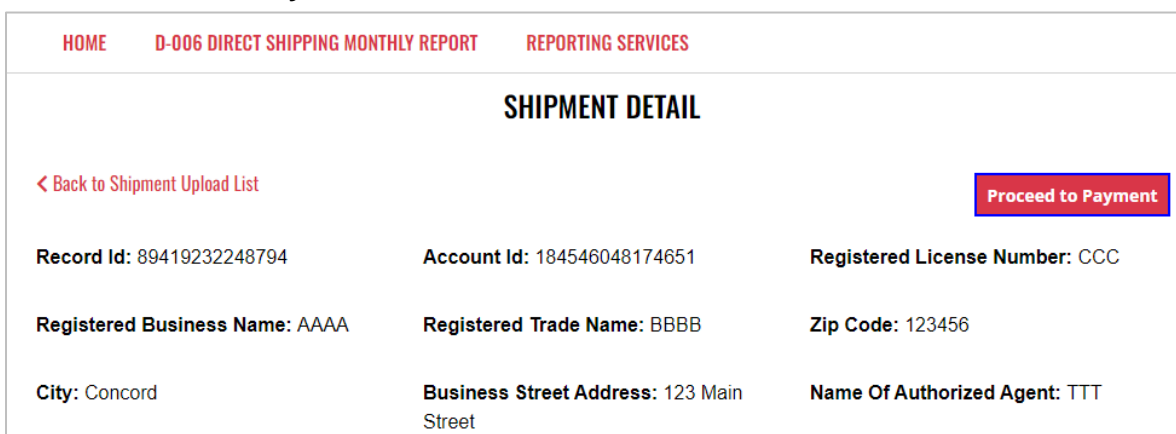
1. To make a Direct Shipping fee payment, select **D-006 Direct Shipping Monthly Report** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



2. Locate and select the applicable **Record Id**



3. Select **Proceed to Payment**



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

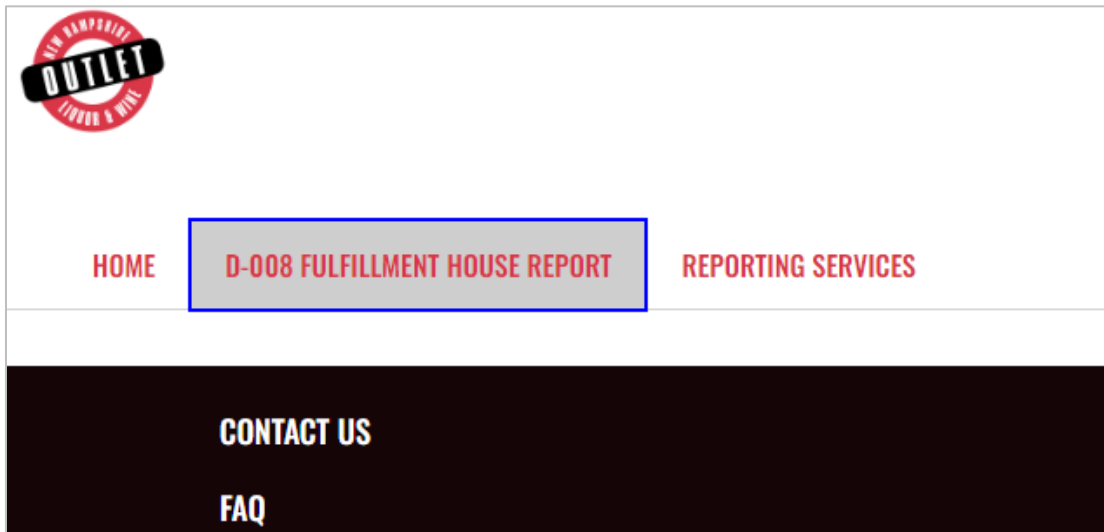
7. Select **Back to Shipment Upload List** to return to the D-006 Direct Shipping Monthly Report page

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

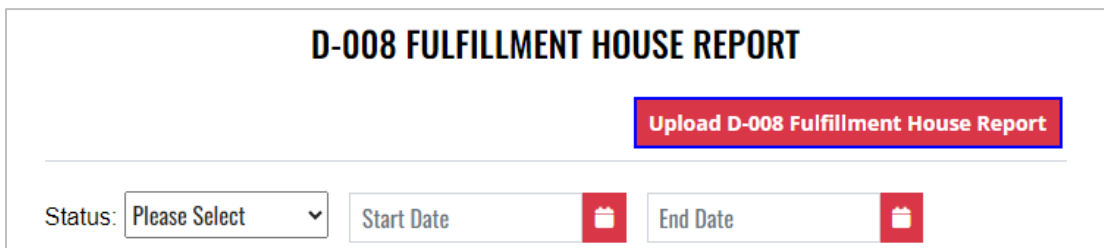
10 Fulfillment House

10.1 Fulfillment House Report (D-008)

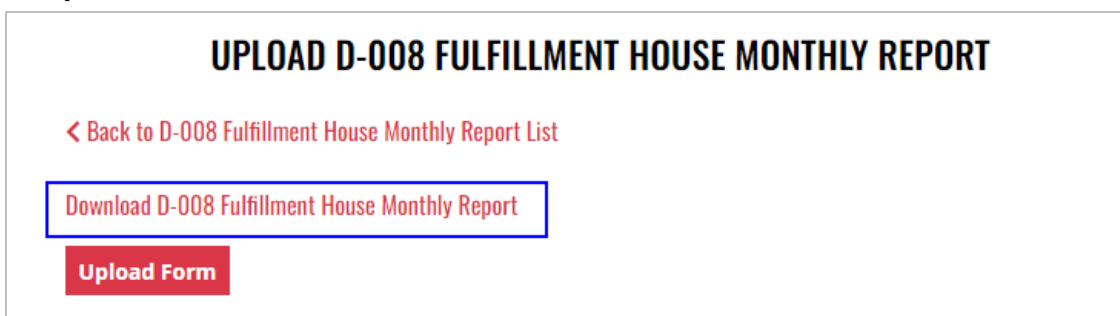
1. To submit the Fulfillment House Report (D-008), select **D-008 Fulfillment House Report** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



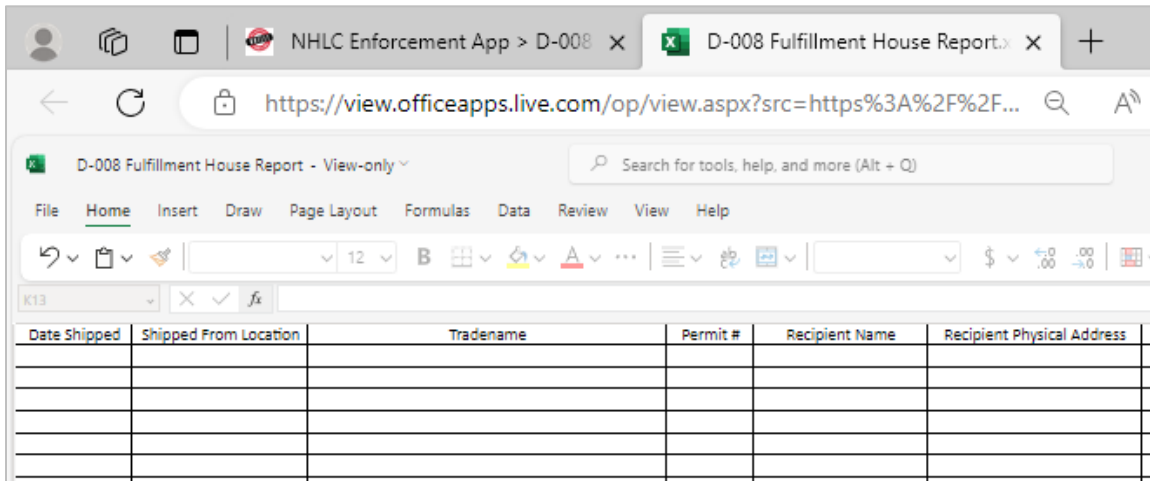
2. Select **Upload D-008 Fulfillment House Report**



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



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

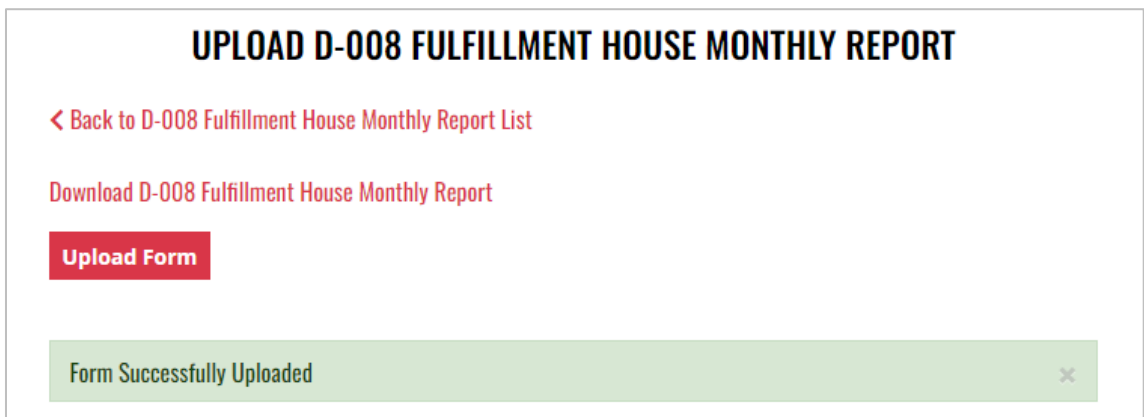


5. Select **Upload Form**



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					
Upload D-008 Fulfillment House Report					
Status:	<input type="text" value="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

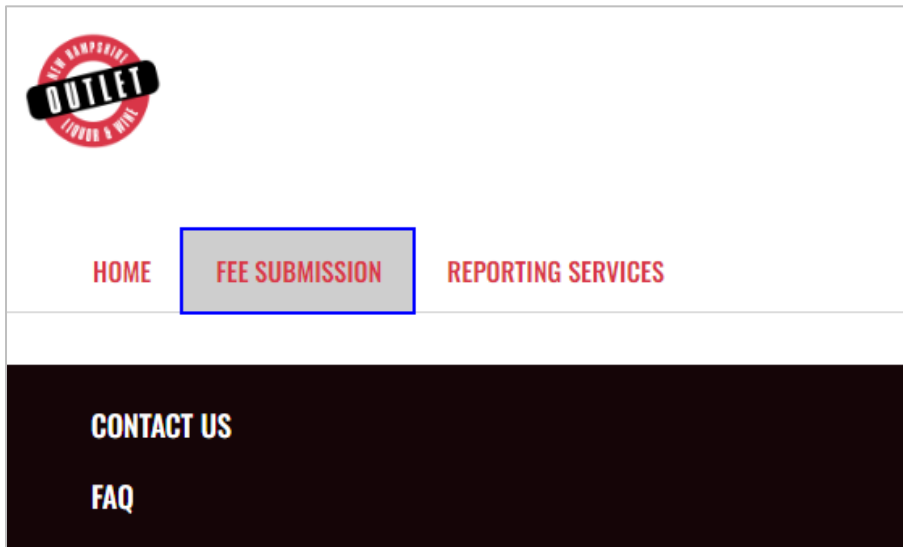
- File submitted can also be viewed by selecting **Download file** next to the applicable Record Id

D-008 FULFILLMENT HOUSE REPORT					
Upload D-008 Fulfillment House Report					
Status:	<input type="text" value="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

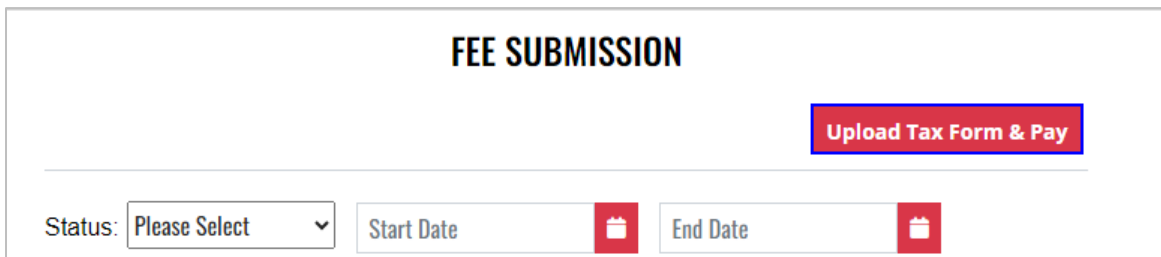
11 Liquor Manufacturer

11.1 Liquor Manufacturer Monthly Report (A-203)

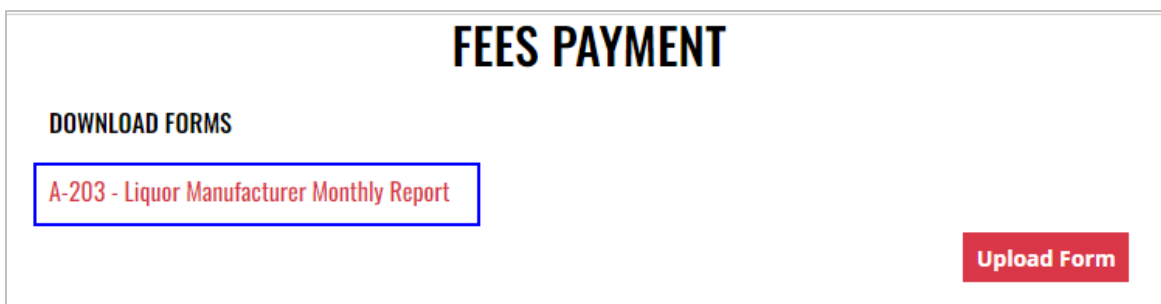
1. To submit the Liquor Manufacturer Monthly Report (A-203), select **Fee Submission** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



2. Select **Upload Tax Form & Pay**



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



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

State of New Hampshire
Liquor Commission
Division of Enforcement and Licensing
50 Storrs Street, Concord NH 03301
Phone: (603) 271-3523 | Fax: (603) 271-3758

Liquor Manufacturer Monthly Report

BUSINESS INFORMATION

Registered Business Name	Registered Trade Name	Registered License Number	
Business Street Address	City	State NH	Zip
Business Phone	Business Email	Report Year/Month (YYYY/Mmm)	

5. Select **Upload Form**

FEES PAYMENT

DOWNLOAD FORMS

[A-203 - Liquor Manufacturer 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-203 - Liquor Manufacturer Monthly Report

Upload Form

Form Successfully Uploaded ×

Month: 2 **Year:** 2024

Total Tax Fee:

Proceed To Payment

8. Select **payment type**

Pay with CheckPay with Credit Card

9. Complete **required fields** and select **Submit** to process payment

10. Payment confirmation displays

PAYMENT CONFIRMATION

Payment Id: P0000201	Payment Date: Jan 17, 2024
Month / Year: 2 / 2024	Total: \$500.00

Wholesale Fee Id	Name	Amount Due
150726592230459	Liquor 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 Select ▼
Start Date 📅
End Date 📅

License Number	Created	Payment Number	Type	Month	Year	Total	Payment Date	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 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

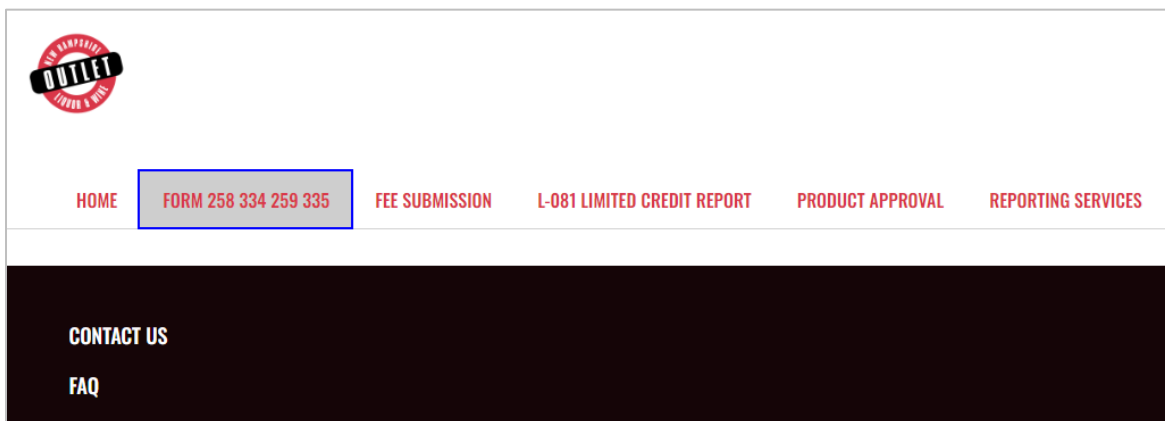
Status: Please Select ▼
Start Date 📅
End Date 📅

License Number	Created	Payment Number	Type	Month	Year	Total	Payment Date	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 File

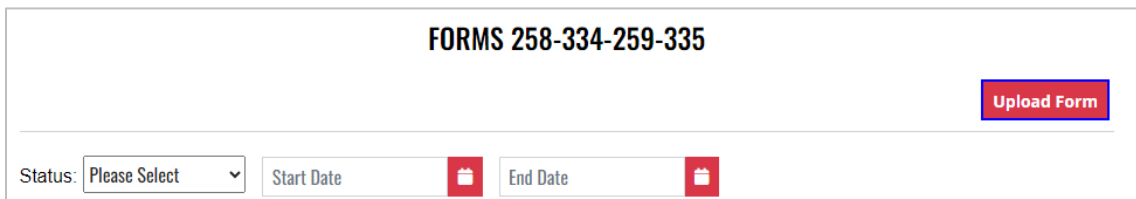
12 Nano Brewery

12.1 Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335)

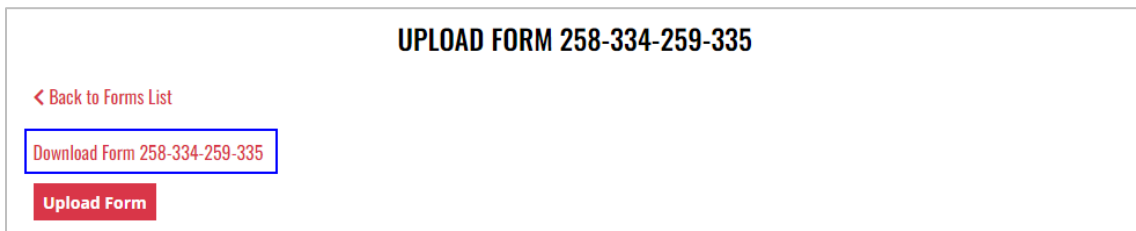
1. To submit the Monthly Report of Sales and Returns of Beverages to Wholesalers (Form 258/334 and Form 259/335), select **Form 258 334 259 335** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



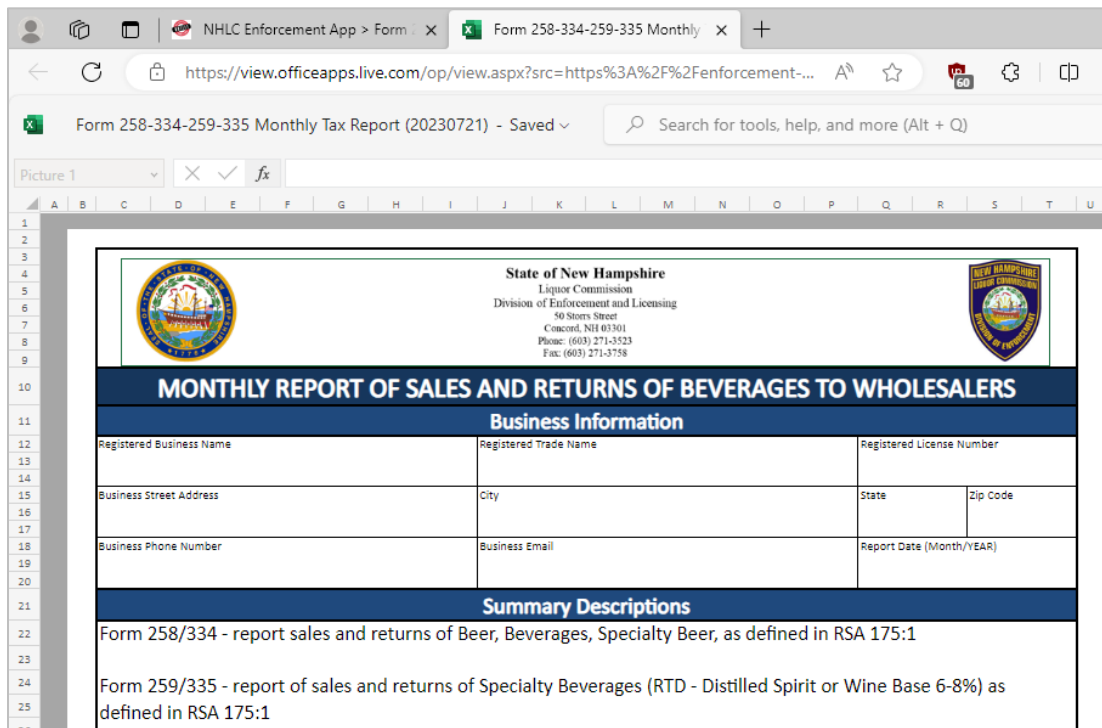
2. Select **Upload Form**



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



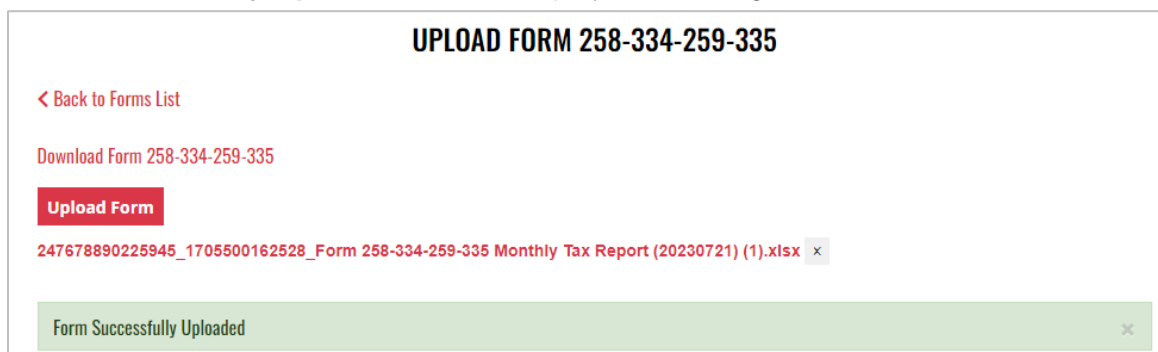
- Form opens in a separate tab and can be edited, and saved to your computer for upload



- Select **Upload Form**



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



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

FORMS 258-334-259-335

[Upload Form](#)

Status: 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

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

FORMS 258-334-259-335

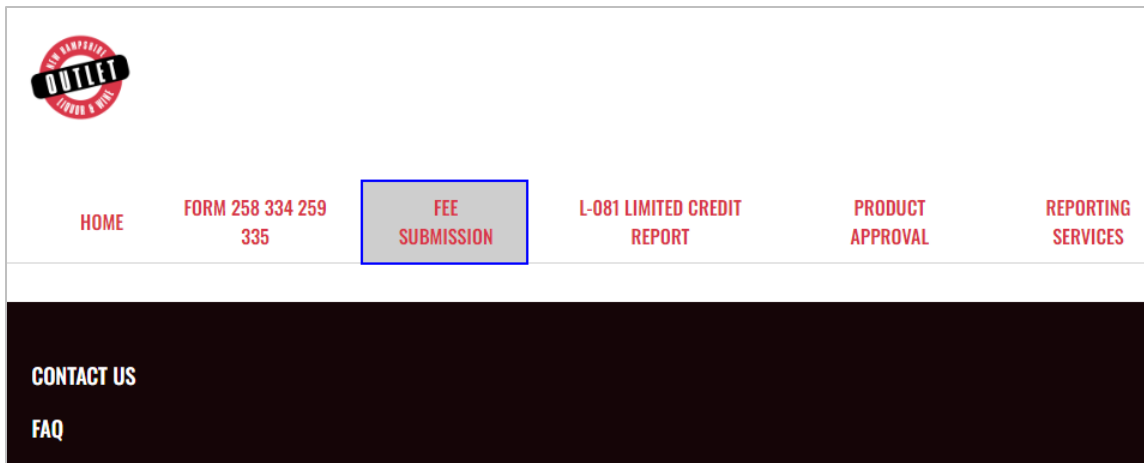
[Upload Form](#)

Status: Start Date End Date

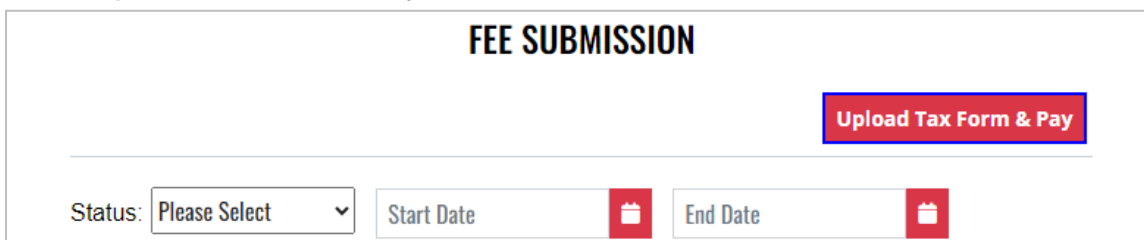
Record Id	Account Id	License Number	Trade Name	Created	Status	File
24546631946080	247678890225945	293518	603 BREWERY	Nov 20, 2023	Complete	Download file

12.2 Nano Brewery Monthly Report (A-202)

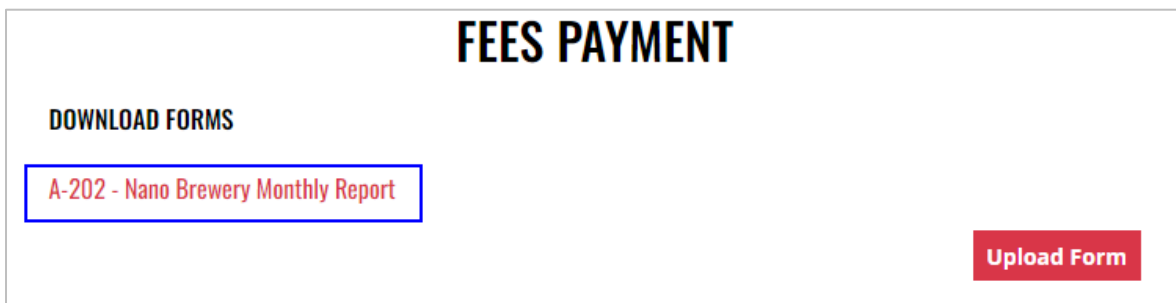
1. To submit the Nano Brewery Monthly Report (A-202), select **Fee Submission** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



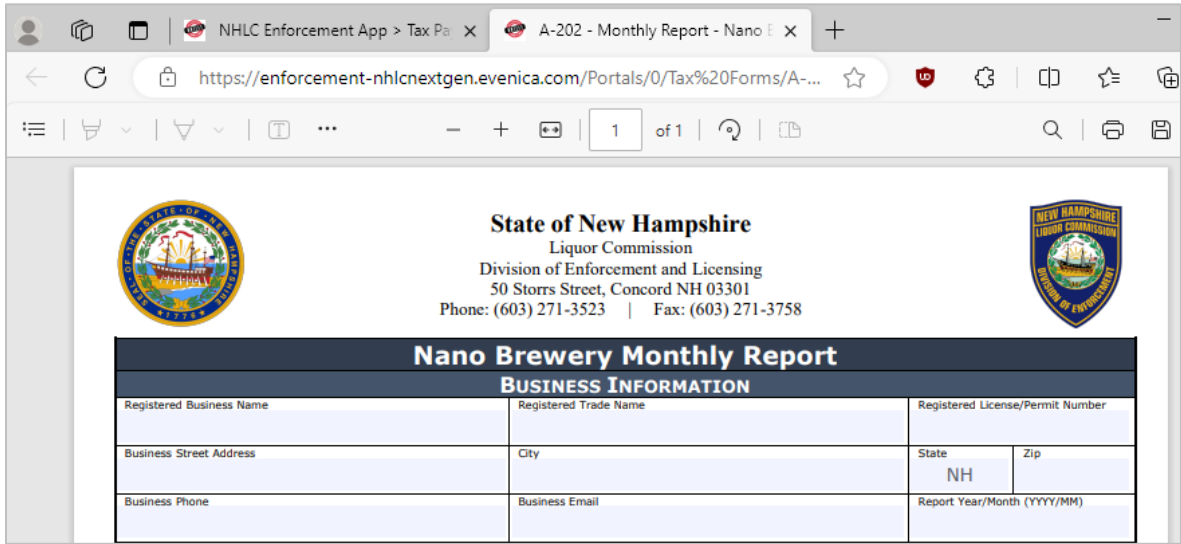
2. Select **Upload Tax Form & Pay**



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



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

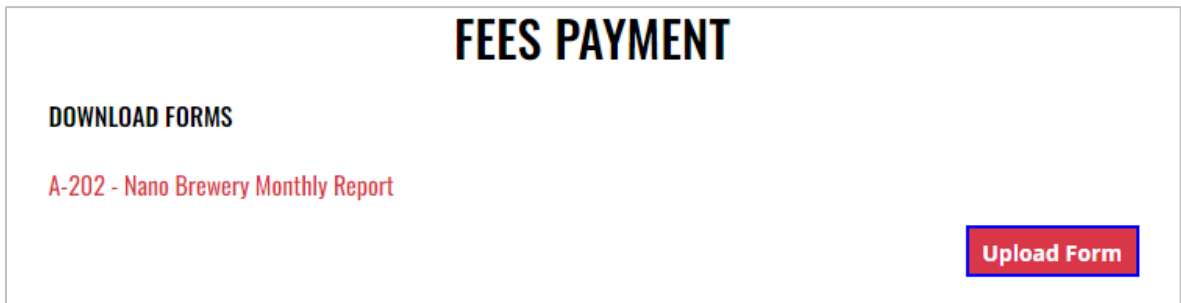


State of New Hampshire
Liquor Commission
Division of Enforcement and Licensing
50 Storrs Street, Concord NH 03301
Phone: (603) 271-3523 | Fax: (603) 271-3758

Nano Brewery Monthly Report

BUSINESS INFORMATION			
Registered Business Name	Registered Trade Name	Registered License/Permit Number	
Business Street Address	City	State NH	Zip
Business Phone	Business Email	Report Year/Month (YYYY/MM)	

5. Select **Upload Form**



FEES 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 Monthly Report

Upload Form

Form Successfully Uploaded ×

Month: 2 **Year:** 2024

Total Tax Fee:

Proceed To Payment

8. Select **payment type**

Pay with CheckPay 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 SUBMISSION

[Upload Tax Form & Pay](#)

Status: Please Select ▼ Start Date 📅 End Date 📅

License Number	Created	Payment Number	Type	Month 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 SUBMISSION

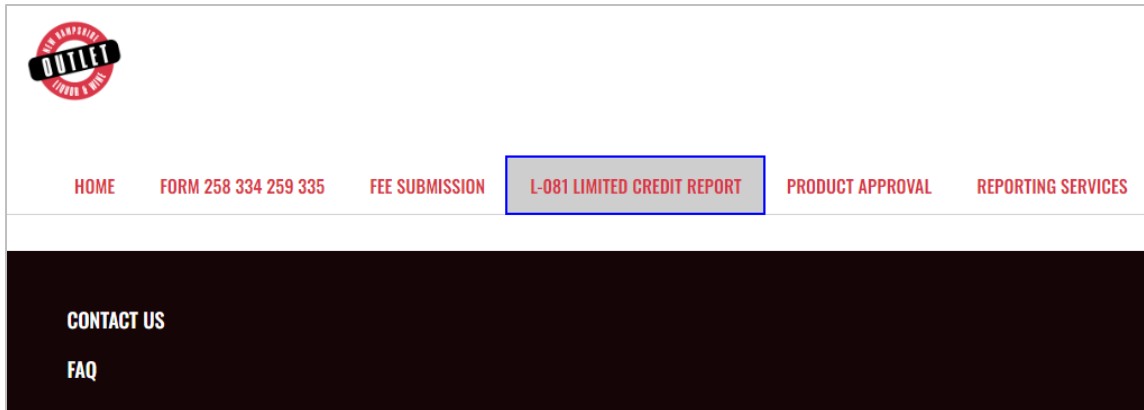
[Upload Tax Form & Pay](#)

Status: Please Select ▼ Start Date 📅 End Date 📅

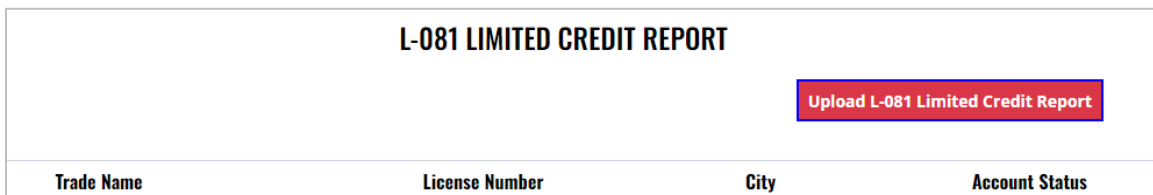
License Number	Created	Payment Number	Type	Month Year	Total	Payment Date	File
201822	Jan 17, 2024	P0000202	Credit Card	2 2024	\$500.00	Jan 17, 2024	Download File
201822	Dec 7, 2023	P0000173	Credit Card	1 2024	\$500.00	Dec 7, 2023	Download File

12.3 Wholesale Limited Credit Report (L-081)

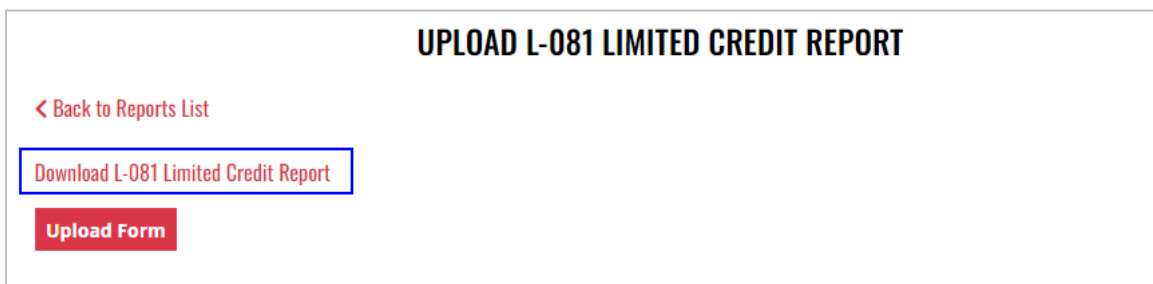
1. To submit the Wholesale Limited Credit Report (L-081), select **Limited Credit Report** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



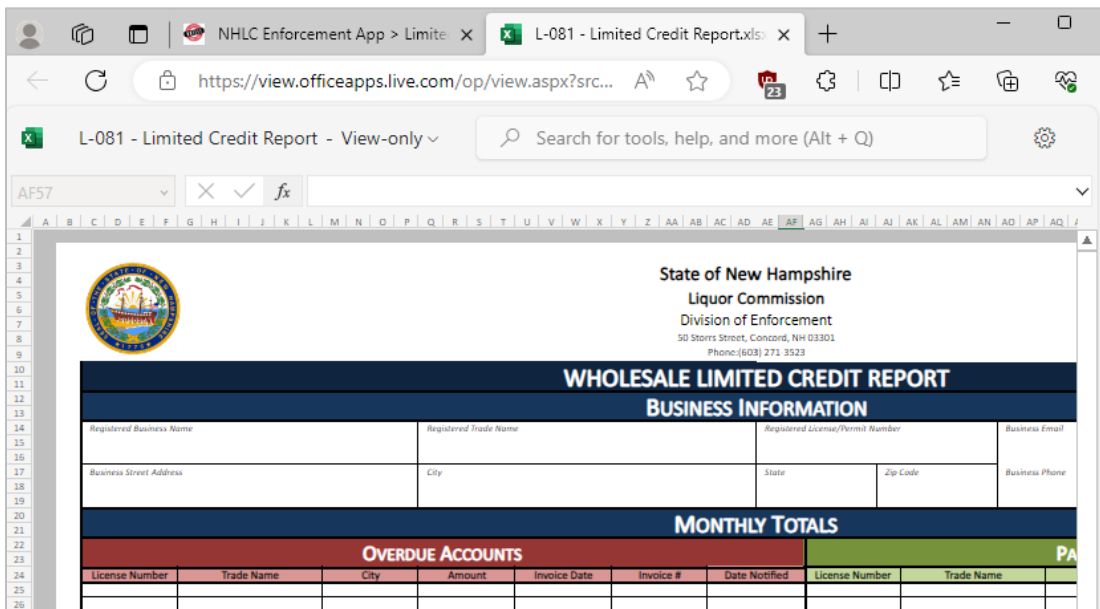
2. Select Upload L-081 Limited Credit Report



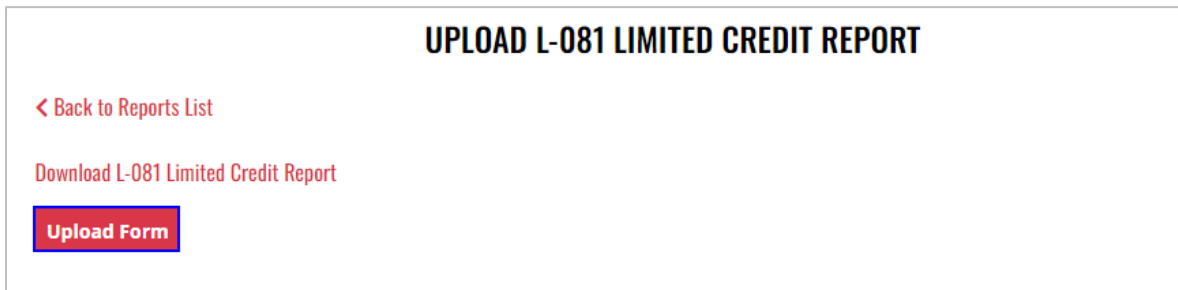
3. To download a copy of the form, select **Download L-081 Limited Credit Report**



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

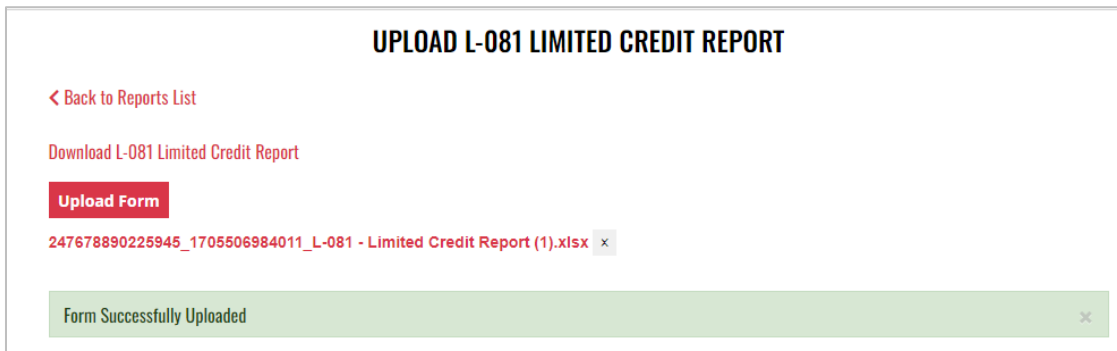


- Select **Upload Form**



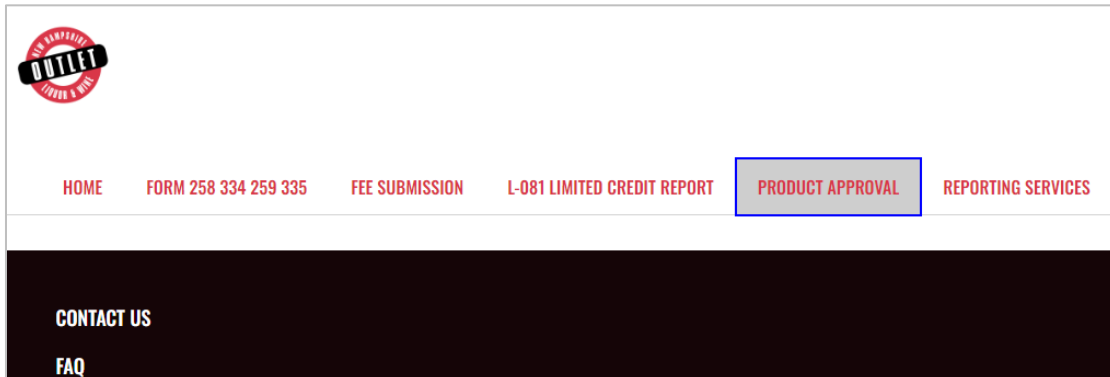
- Select the **Excel file** from your computer

- Form Successfully Uploaded** banner displays confirming action



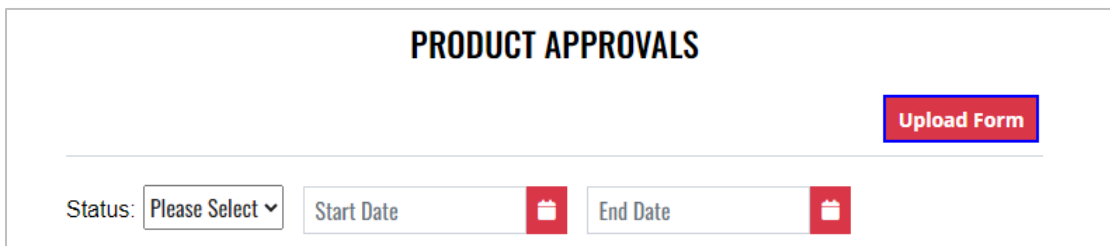
12.4 Product Approval – Nano Brewery (A-103) and Product Approval – Variety Pack (A-104)

1. To submit a nano brewery (A-103) or variety pack (A-104) product approval, select **Product Approval** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



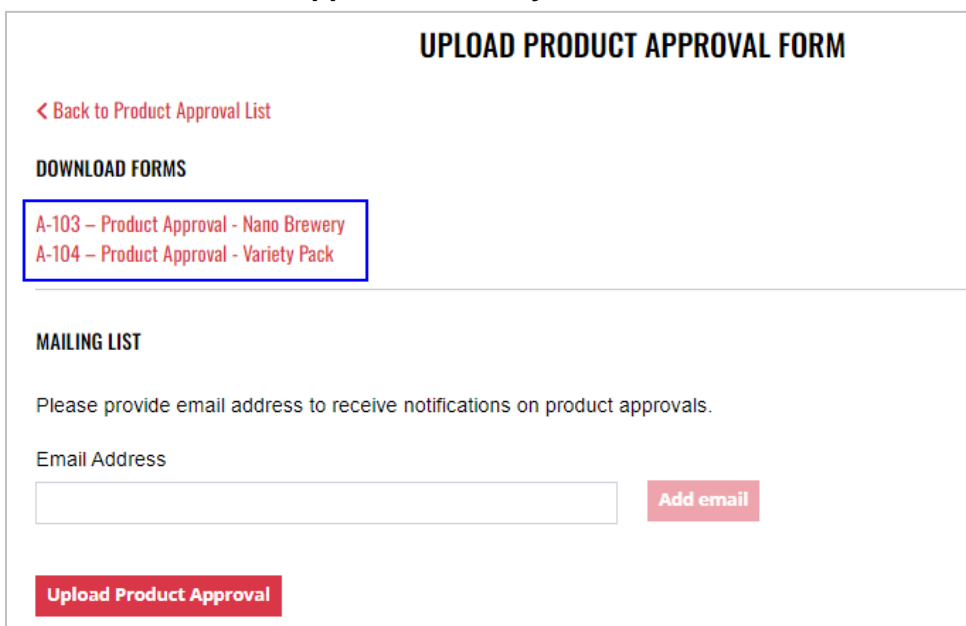
The screenshot shows the top navigation bar of the Enforcement Portal. On the left is the 'NEW HAMPSHIRE LIQUOR COMMISSION' logo. The navigation menu includes: HOME, FORM 258 334 259 335, FEE SUBMISSION, L-081 LIMITED CREDIT REPORT, **PRODUCT APPROVAL** (highlighted with a blue border), and REPORTING SERVICES. Below the navigation bar is a dark grey footer area with links for CONTACT US and FAQ.

2. Select **Upload Form**



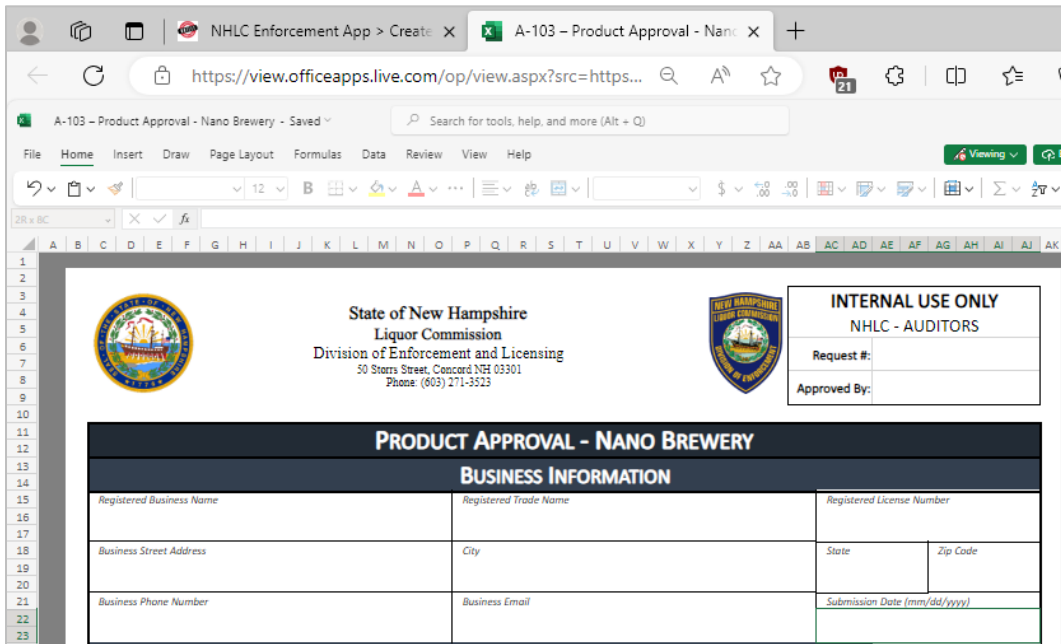
The screenshot shows the 'PRODUCT APPROVALS' page. At the top center is the heading 'PRODUCT APPROVALS'. On the right side, there is a red button labeled 'Upload Form'. Below this, there is a 'Status:' dropdown menu with 'Please Select' as the selected option. To the right of the status dropdown are two date input fields: 'Start Date' and 'End Date', each with a red calendar icon to its right.

3. To download a copy of the form, select the applicable form
A-103 – Product Approval – Nano Brewery
A-104 – Product Approval – Variety Pack



The screenshot shows the 'UPLOAD PRODUCT APPROVAL FORM' page. At the top center is the heading 'UPLOAD PRODUCT APPROVAL FORM'. Below the heading is a red link: '< Back to Product Approval List'. Underneath is the section 'DOWNLOAD FORMS' with two links: 'A-103 – Product Approval - Nano Brewery' and 'A-104 – Product Approval - Variety Pack'. Below this is the 'MAILING LIST' section with the text 'Please provide email address to receive notifications on product approvals.' and 'Email Address' label. There is an input field for the email address and a red button labeled 'Add email'. At the bottom of the page is a red button labeled 'Upload Product Approval'.

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



- 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.

- Select the **Excel file** from your computer

7. **Form Successfully Uploaded** banner displays confirming action

UPLOAD PRODUCT APPROVAL FORM

[< Back to Product Approval List](#)

DOWNLOAD FORMS

A-103 – Product Approval - Nano Brewery
A-104 – Product Approval - Variety Pack

Form Successfully Uploaded×

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

PRODUCT APPROVALS

[Upload Form](#)

Status: 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 DETAIL

[< Back to Product Approvals](#)

[Download](#) [Attach Supporting Documents](#)

BUSINESS/VENDOR INFORMATION

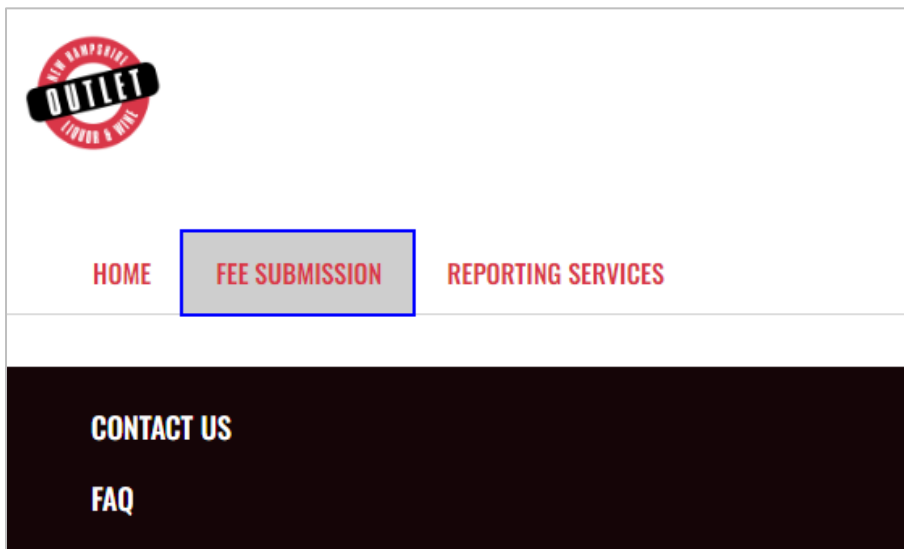
Registered Business Name:	Registered Trade Name:	Registered License Number:
Street Address:	City:	State: Zip:
Business Phone Number:	Business Email:	Submission Date (mm/dd/yyyy):

10. Select the **file** from your computer

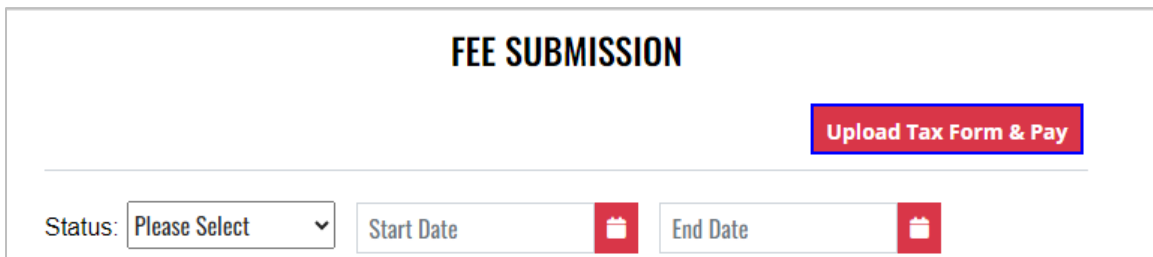
13 Rectifier

13.1 Rectifier Monthly Report (A-204)

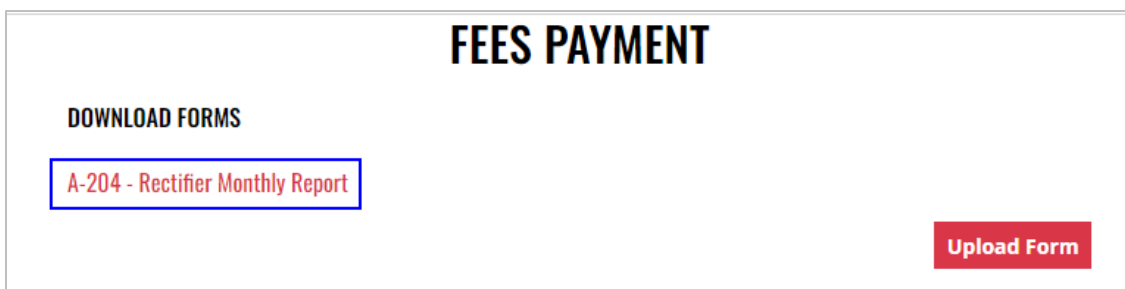
1. To submit the Rectifier Monthly Report (A-204), select **Fee Submission** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



2. Select **Upload Tax Form & Pay**



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



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

State of New Hampshire
Liquor Commission
Division of Enforcement and Licensing
50 Storrs Street, Concord NH 03301
Phone: (603) 271-3523 | Fax: (603) 271-3758

Rectifier Monthly Report

BUSINESS INFORMATION			
Registered Business Name	Registered Trade Name	Registered License Number	
Business Street Address	City	State NH	Zip
Business Phone	Business Email	Report Year/Month (YYYY/Mmm)	

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

DOWNLOAD FORMS

A-204 - Rectifier Monthly Report

Upload Form

Form Successfully Uploaded ×

Month: 2 Year: 2024

Total Tax Fee:

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: P0000203	Payment Date: Jan 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 Form & Pay

Status: Please Select ▼ Start Date 📅 End Date 📅

License Number	Created	Payment Number	Type	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

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

FEE SUBMISSION

Upload Tax Form & Pay

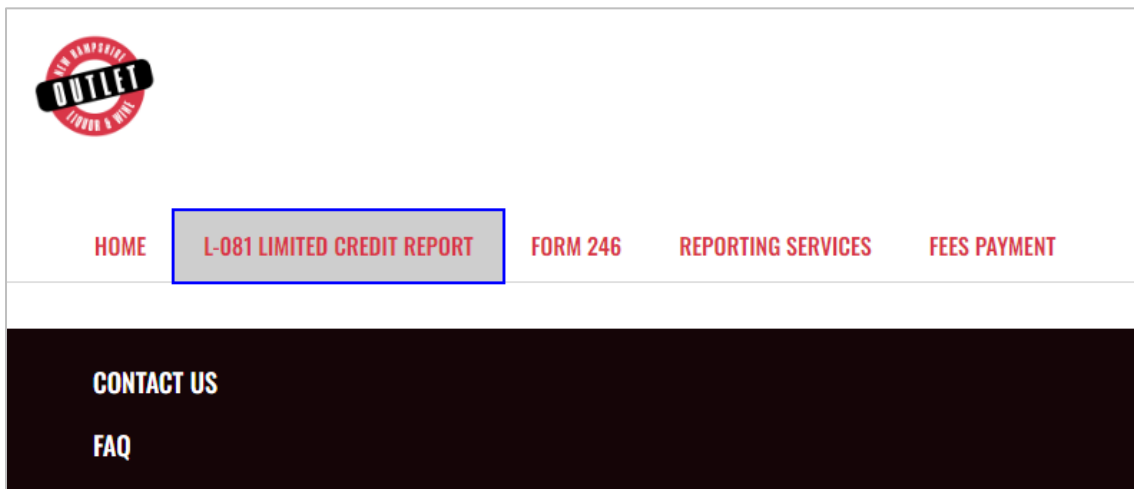
Status: Please Select ▼ Start Date 📅 End Date 📅

License Number	Created	Payment Number	Type	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

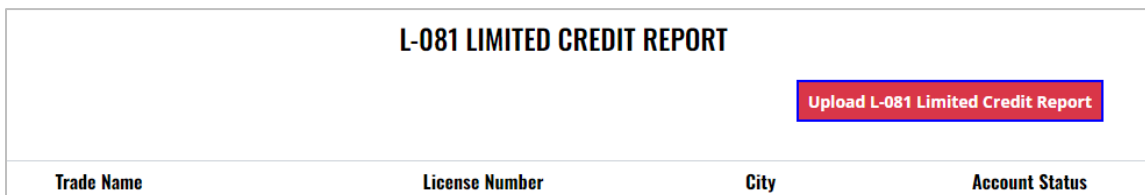
14 Wholesale Distributor

14.1 Wholesale Limited Credit Report (L-081)

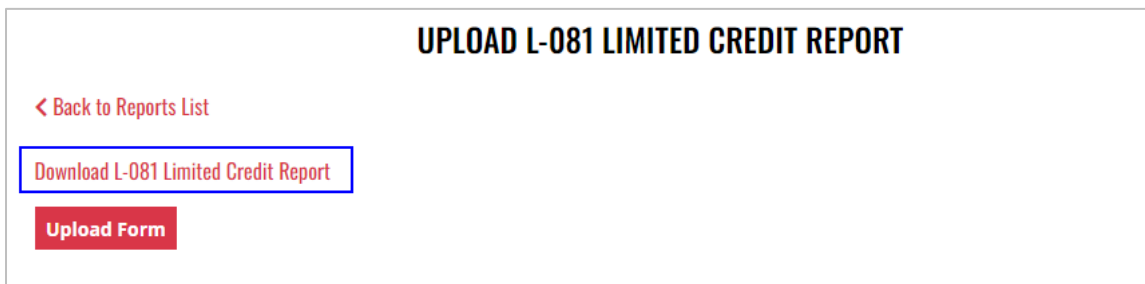
1. To submit the Wholesale Limited Credit Report (L-081), select **Limited Credit Report** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



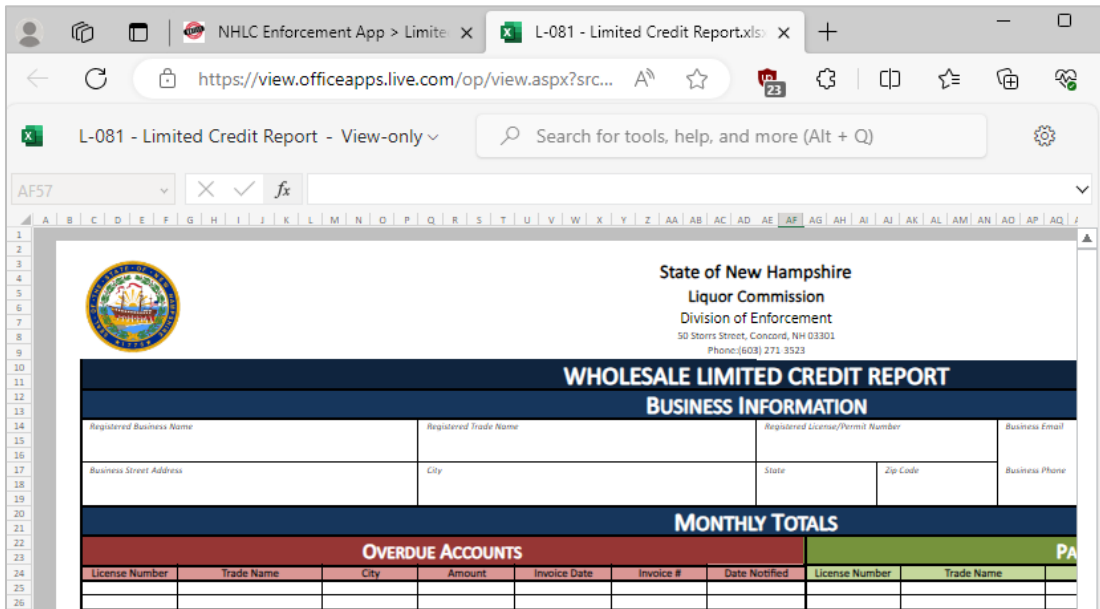
2. Select Upload L-081 Limited Credit Report



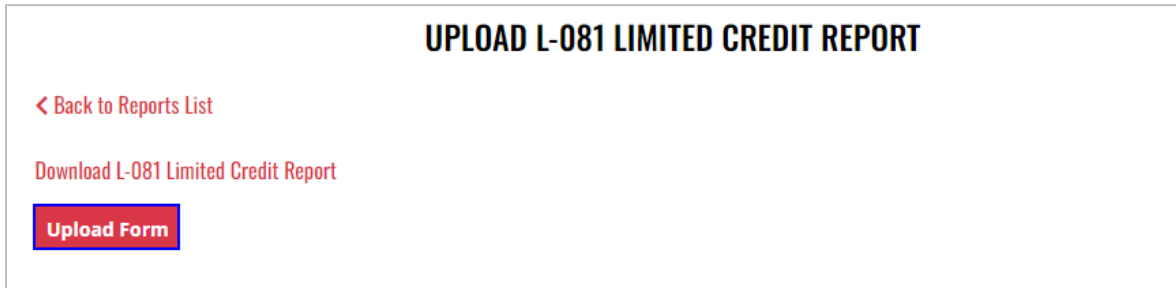
3. To download a copy of the form, select **Download L-081 Limited Credit Report**



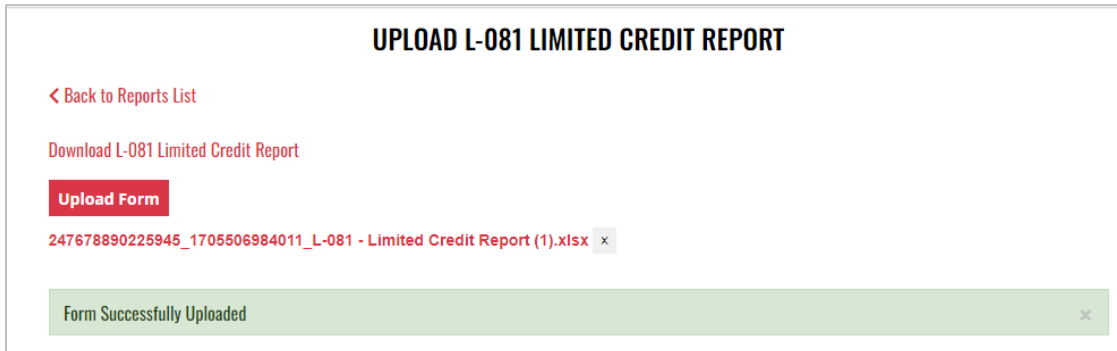
- Form opens in a separate tab and can be edited, and saved to your computer for upload



- Select **Upload Form**

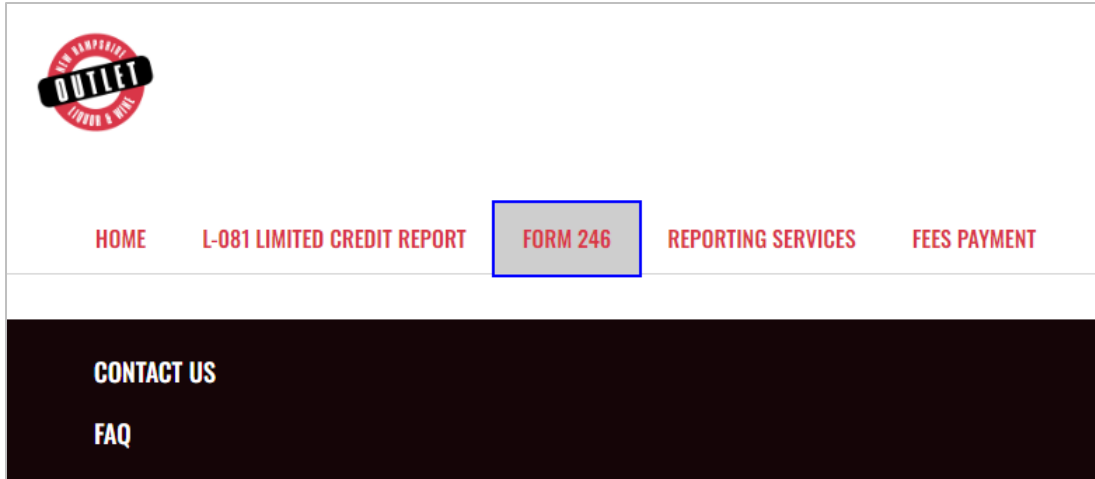


- Select the **Excel file** from your computer
- Form Successfully Uploaded** banner displays confirming action

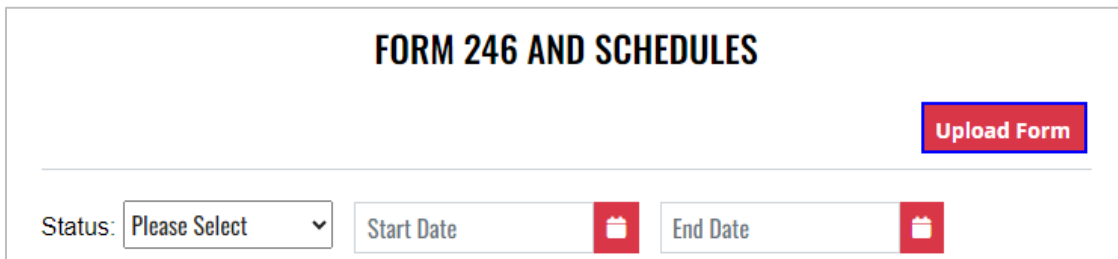


14.2 Wholesale Monthly Return (Form 246)

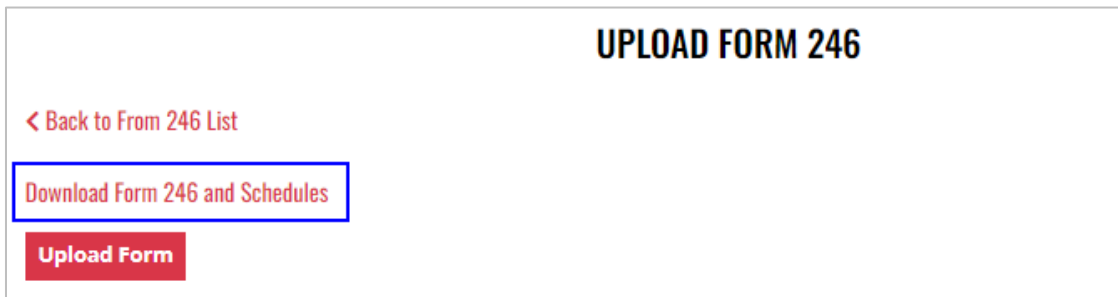
1. To submit the Wholesale Monthly Return (Form 246), select **Form 246** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



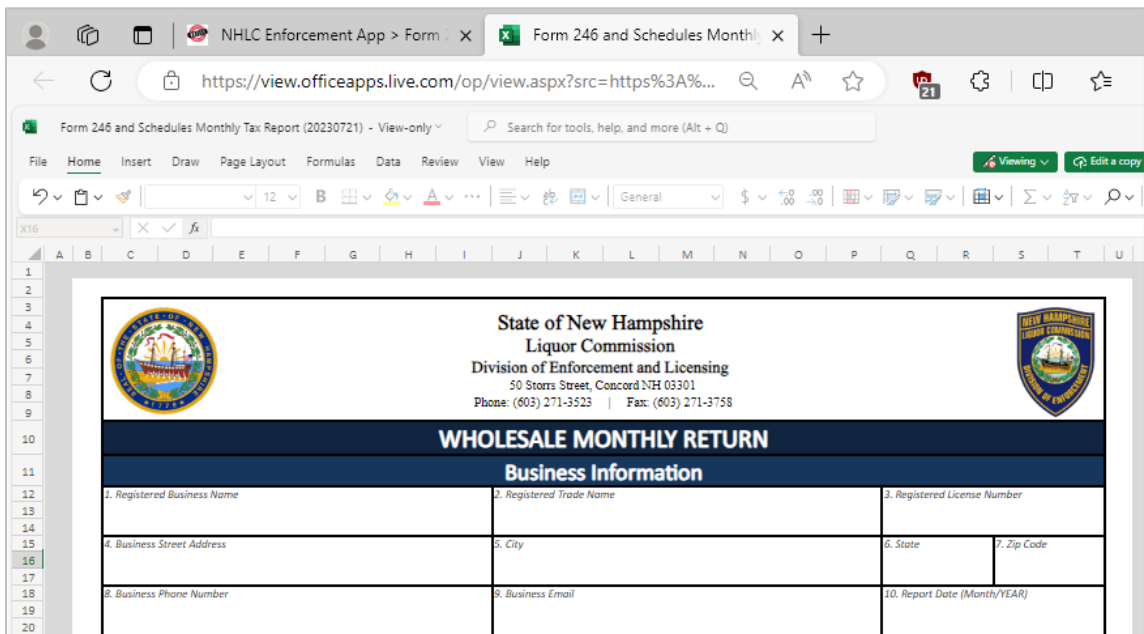
2. Select **Upload Form**



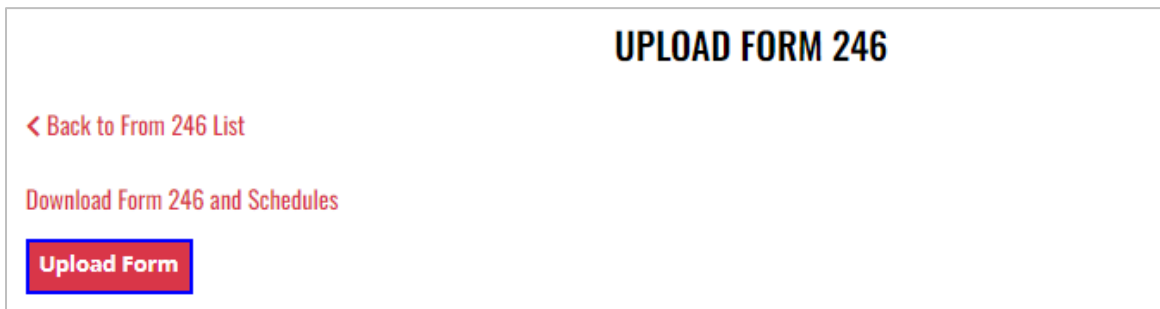
3. To download a copy of the form, select **Download Form 246 and Schedules**



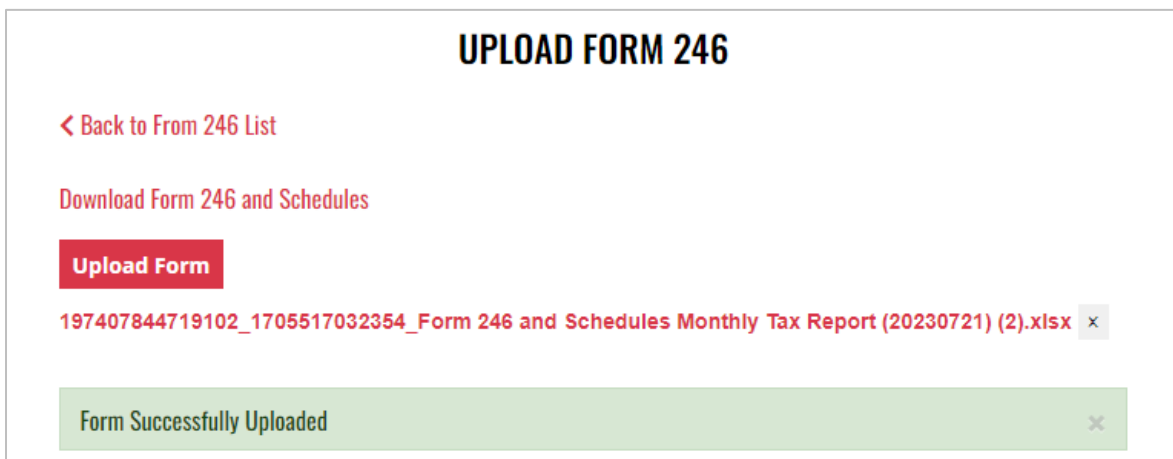
4. Form opens in a separate tab and can be edited, and saved to your computer for upload



5. Select **Upload Form**

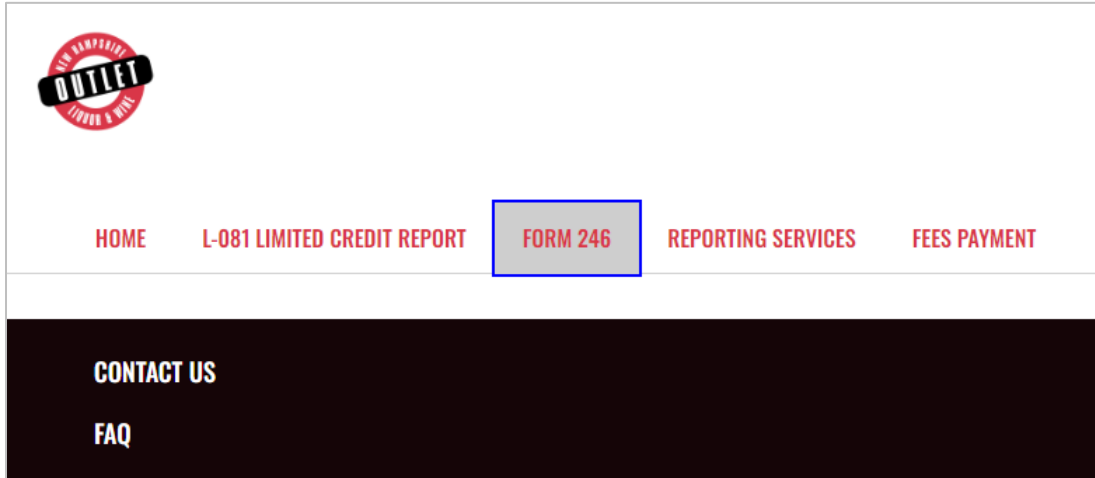


6. **Form Successfully Uploaded** banner displays confirming action

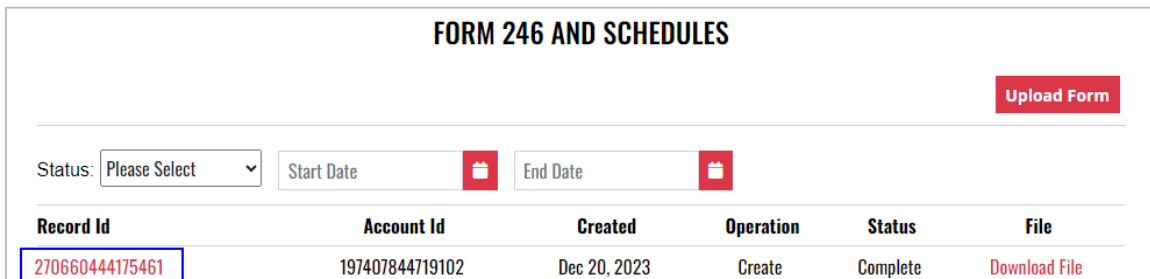


14.3 Wholesale Distributor Fees Payment

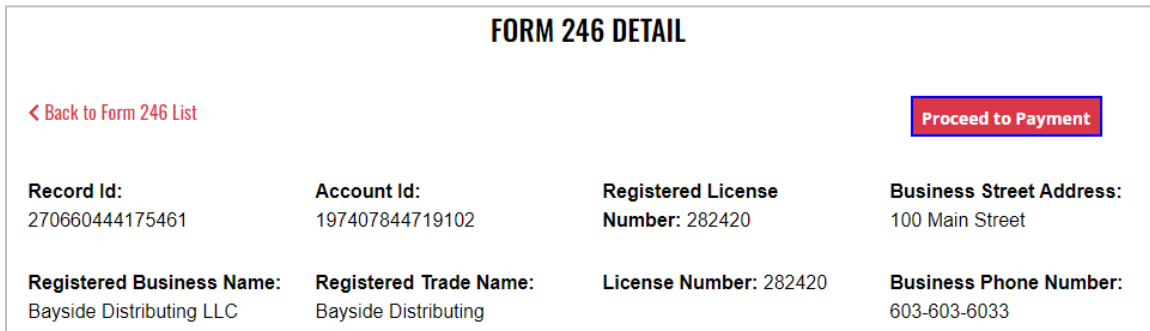
1. To make a Wholesale Distributor fee payment, select **Form 246** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



2. Locate and select the applicable **Record Id**



3. Select **Proceed to Payment**



4. Complete **required fields** and select **Submit** to process payment

FEES PAYMENT

Pay with Check

Transit Number *

Account Number *

Name on Check *

Amount *

5. Payment confirmation displays

PAYMENT CONFIRMATION

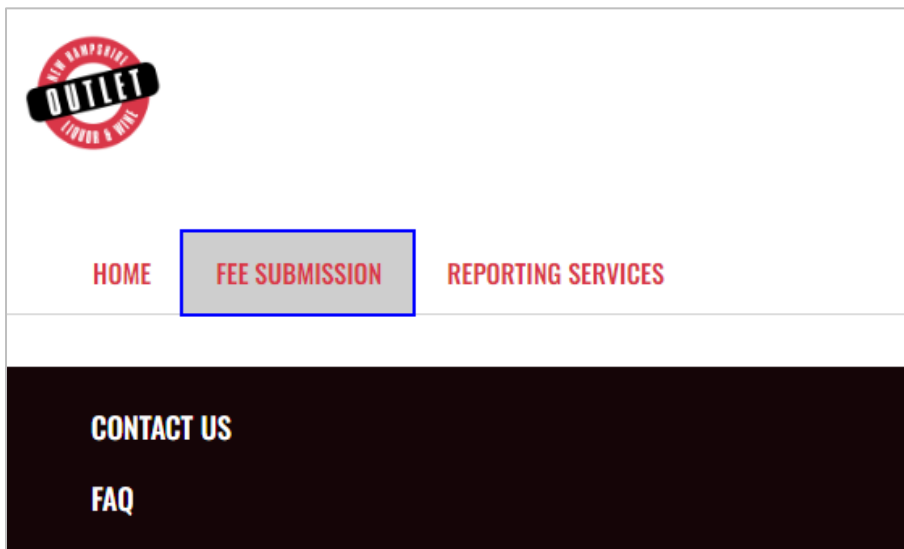
Payment Id: P0000179 Payment Date: Dec 7, 2023
Month / Year: 2 / 2024 Total: \$25.00

Wholesale Fee Id	Name	Amount Due
9913868630065	Beer fee	\$25.00

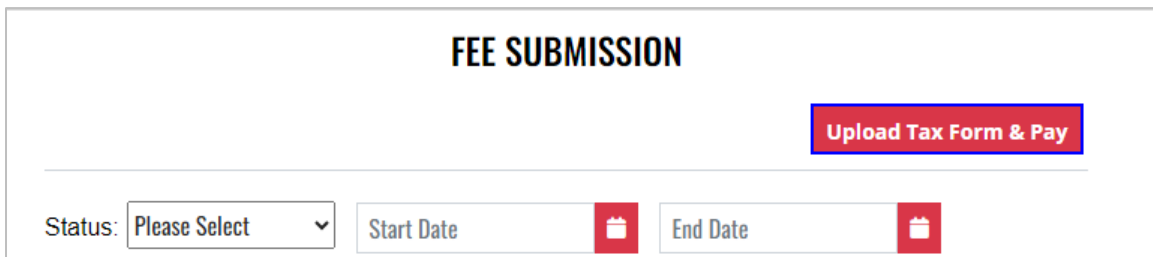
15 Wine Manufacturer

15.1 Wine Manufacturer Monthly Report (A-205)

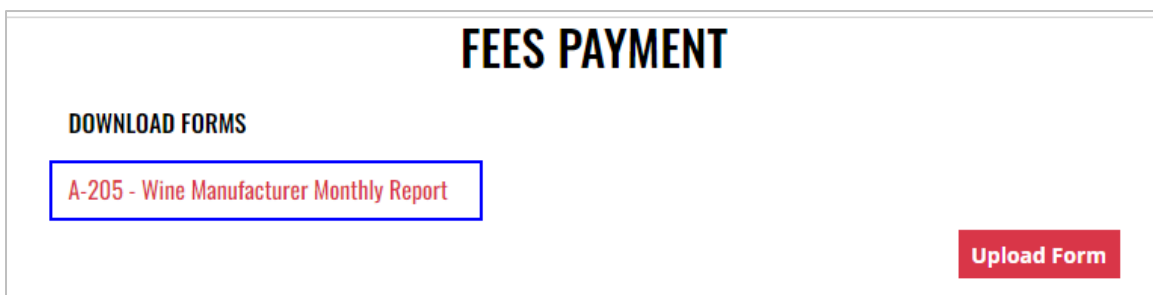
1. To submit the Wine Manufacturer Monthly Report (A-205), select **Fee Submission** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



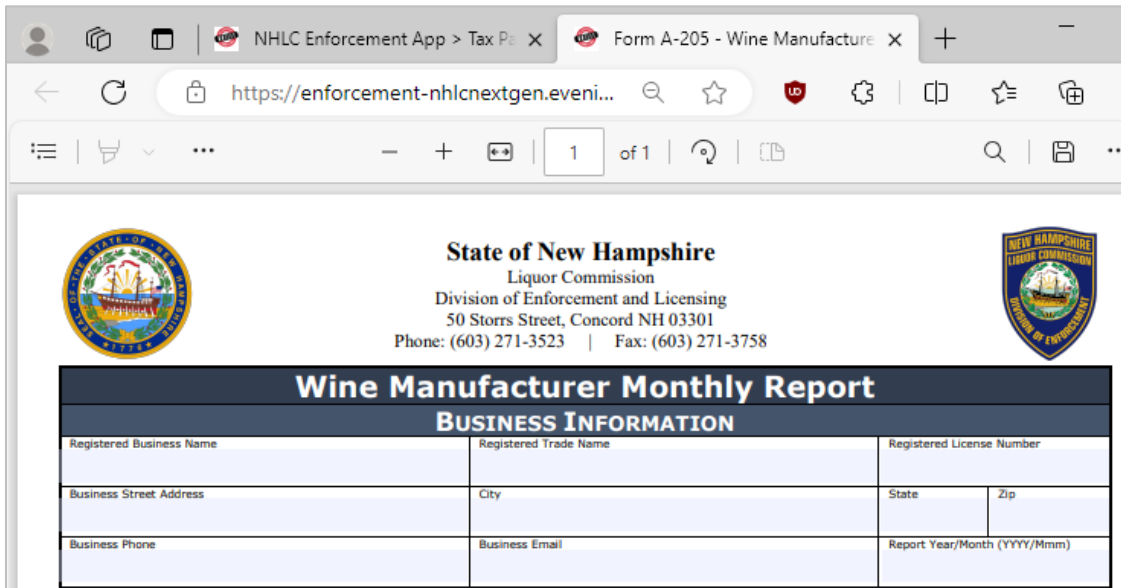
2. Select **Upload Tax Form & Pay**



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



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



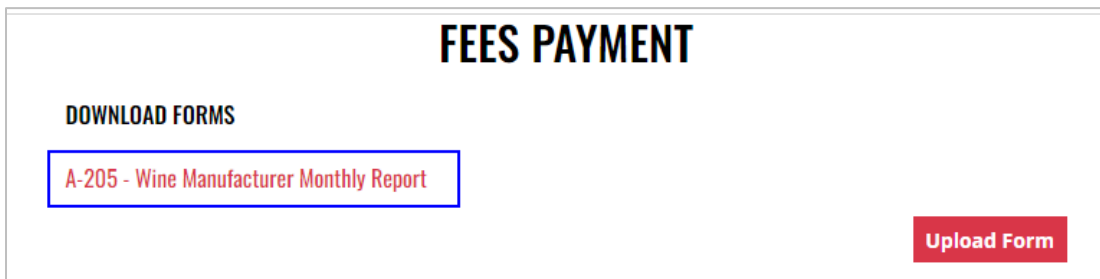
State of New Hampshire
Liquor Commission
Division of Enforcement and Licensing
50 Storrs Street, Concord NH 03301
Phone: (603) 271-3523 | Fax: (603) 271-3758

Wine Manufacturer Monthly Report

BUSINESS INFORMATION

Registered Business Name	Registered Trade Name	Registered License Number	
Business Street Address	City	State	Zip
Business Phone	Business Email	Report Year/Month (YYYY/Mmm)	

5. Select **Upload Form**



FEES 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 Manufacturer Monthly Report

Upload Form

Form Successfully Uploaded ×

Month: 2 **Year:** 2024

Total Tax Fee:

Proceed To Payment

8. Select **payment type**

Pay with CheckPay with Credit Card

9. Complete **required fields** and select **Submit** to process payment

10. Payment confirmation displays

PAYMENT CONFIRMATION

Payment Id: P0000204	Payment Date: Jan 17, 2024
Month / Year: 2 / 2024	Total: \$500.00

Wholesale Fee Id	Name	Amount Due
253026874276267	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: Start Date End Date

License Number	Created	Payment Number	Type	Month 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

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

FEE SUBMISSION

[Upload Tax Form & Pay](#)

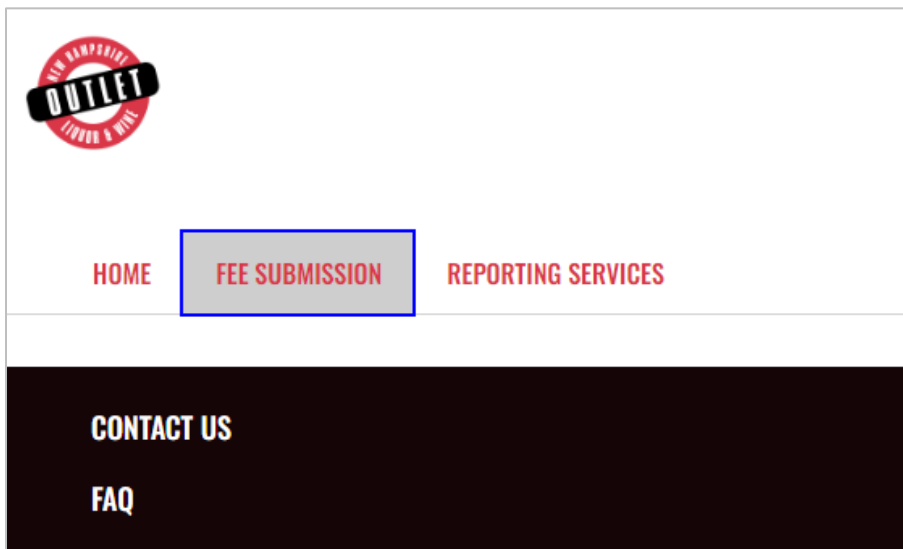
Status: Start Date End Date

License Number	Created	Payment Number	Type	Month 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

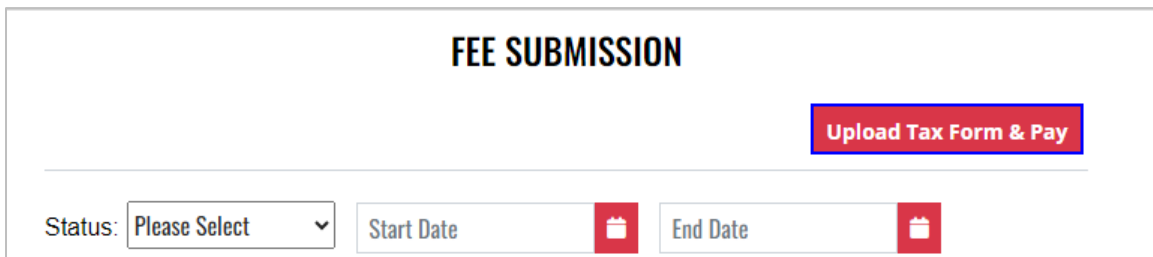
16 Wine Manufacturer Retail Outlet

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

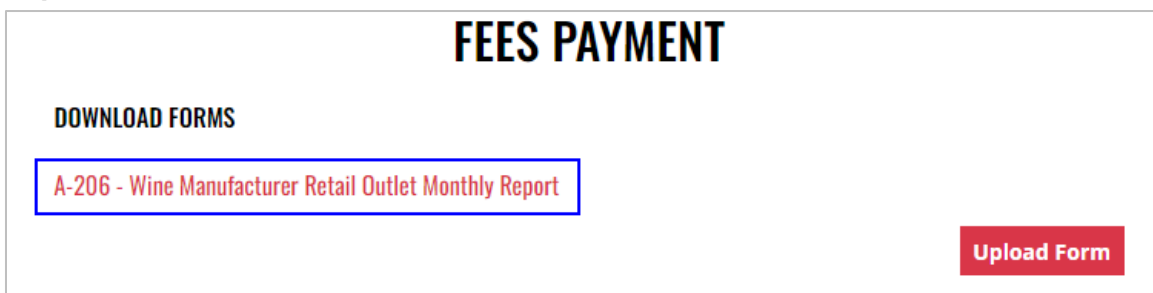
1. To submit the Wine Manufacturer retail Outlet Monthly Report (A-206), select **Fee Submission** from the **Enforcement Portal home page** (see [Accessing the Enforcement Portal](#) for additional information)



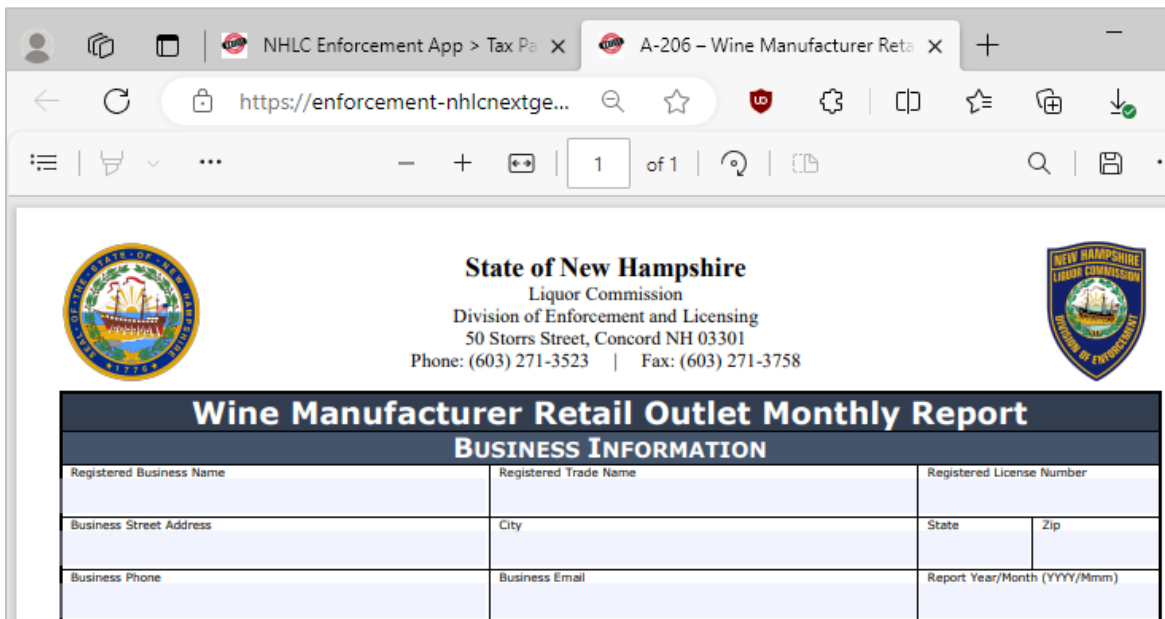
2. Select **Upload Tax Form & Pay**



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

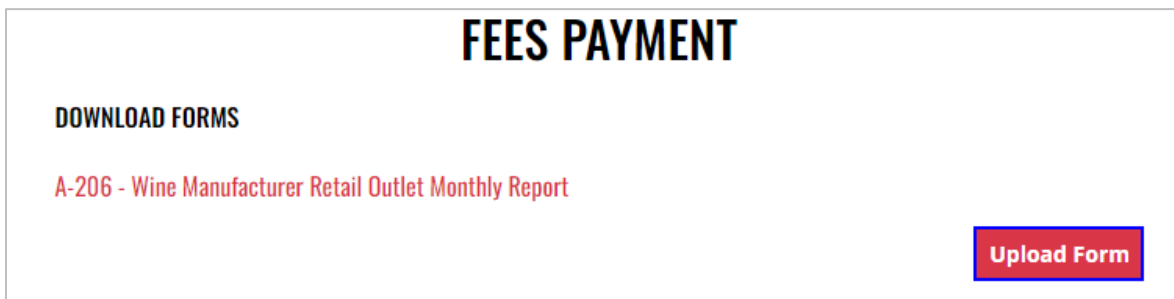


4. Form opens in a separate tab and can be edited, and saved to your computer for upload



Wine Manufacturer Retail Outlet Monthly Report			
BUSINESS INFORMATION			
Registered Business Name	Registered Trade Name	Registered License Number	
Business Street Address	City	State	Zip
Business Phone	Business Email	Report Year/Month (YYYY/Mmm)	

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 Manufacturer Retail Outlet Monthly Report

Upload Form

Form Successfully Uploaded ×

Month: 2 **Year:** 2024

Total Tax Fee:

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: P0000205	Payment Date: Jan 17, 2024
Month / Year: 2 / 2024	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 Select ▼

Start Date

📅

End Date

📅

License Number	Created	Payment Number	Type	Month	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 Select ▼

Start Date

📅

End Date

📅

License Number	Created	Payment Number	Type	Month	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