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

BEER WHOLESALERS MUST USE THE ONLINE DELINQUENT MANAGEMENT SYSTEM TUTORIAL (Click here.)
Self-Registration Procedure

THIS TUTORIAL IS FOR WINE AND SPIRITS WHOLESALERS

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• This process will add your license to the Wholesale Price Posting System.

• You or your authorized representative will enter credentials to show and certify that you are permitted to use this system.

• Contact the Wholesale Bureau if you need additional assistance after reviewing this tutorial.
Begin at the Welcome Screen/Main Menu of the NYSLA site, (www.sla.ny.gov).

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

Select “Wholesalers” and then “e-Postings.”

On the following screen, click “Begin the E-Posting Application.” This will bring you to the login screen.
Enter your License Serial Number and your password in the upper section of the Login Screen. This section is for use by the license principal or designated account administrator.

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

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

The lower section is used for login by subsidiary users.

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

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

All fields are required.

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

Example: John Q Smith Jr must be entered:

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

The names are not case sensitive.
Note that the name in the account profile can be different from the name of the principal. This would be the designated account administrator.

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

After you complete all fields, click “Submit” and then confirm the change.
Click “OK” to confirm your action.

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

To complete your registration you must enter the license serial number and temporary password then click “Login.”
New York State Liquor Authority <noreply@nyslapricepostings.com>
To:karing@dummy.com
Feb 16 at 5:06 AM
Dear Karin Greene

Your admin account has been activated.

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

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

Thank you for registering on the Price Posting Management System!
After you log in with your temporary password, enter and verify a new password, then click “Login.”

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

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

When you click “Save” you will be brought to the Online Delinquent Management System Screen.
To add, modify or change users, click Account Management at left.

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

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