



OLCC Alcohol Service Permit Portal

Instructions for Test Only Applicants

Most visitors to OLCC's Alcohol Service Permit Portal need to obtain a five-year Alcohol Service Permit by taking the test and submitting an application. Some liquor licensees and business representatives are required to take and pass the Alcohol Server Education test, but are not required to submit an application. Below are instructions for customers who are only visiting the portal to take the test:

Creating a Portal User Account:

- 1) Log in to OLCC's Alcohol Service Permit Portal (LINK).
- 2) If this is your first time visiting the Alcohol Service Permit Portal, click the "Create an account" button at the bottom of the page.
- 3) *If you have already created an account in OLCC's Alcohol Service Permit Portal, please login using your account credentials and proceed to step 12, skipping steps 4-11.
- 4) Type in your name, email address, phone number, and mailing address.
- 5) Choose your username. Try to choose something that you will easily remember. Usernames are not case sensitive.
- 6) Choose a password and re-enter it. Passwords are case-sensitive and must be between 4-20 characters with at least 1 capital letter, 1 lowercase letter, and 1 number.
- 7) Select three different security questions and type in your answers
- 8) Double check all your answers and then select the "Captcha" response to verify that you are not a robot.
- 9) Click the "Create Account" button.
- 10) Go to your email account and look for an email with the subject line: LMS Service Permit Applicant Registration Verification. Click the link inside the email to activate your account. (Note: you must activate your account within 24 hours, or the link expires and you will need to repeat steps 4-10.
- 11) Once you have activated your account, use your login credentials to access your user dashboard.

Taking Alcohol Server Education Test:

- 12) *On the upper right-hand side, choose the "Take Test" button
- 13) Applicants will still be required to take an in-person or online Alcohol Server Education Class. Proof of Class is required to obtain your five-year Alcohol Service Permit. Choose your course provider from the drop down menu.
- 14) Upload a copy of your Proof of Class Document or receipt from your Alcohol Server Education Provider. This must be in jpeg, png, or PDF format. If you do not have it in that format, you can take a picture of screen shot of the document for easier upload. (Note: Proof of Class documents are reviewed by OLCC staff for accuracy).
- 15) Select or type in the date on which you took the class.
- 16) Select the "Take Test" button.
- 17) Answer all 50 multiple choice questions
- 18) Click "Submit" button when you are finished
- 19) If you did not pass the test, you can retake the test as many times as you'd like until you get a passing score.
- 20) Once you pass the test with 70% or more accuracy, you are finished and will receive an email confirming your test score.