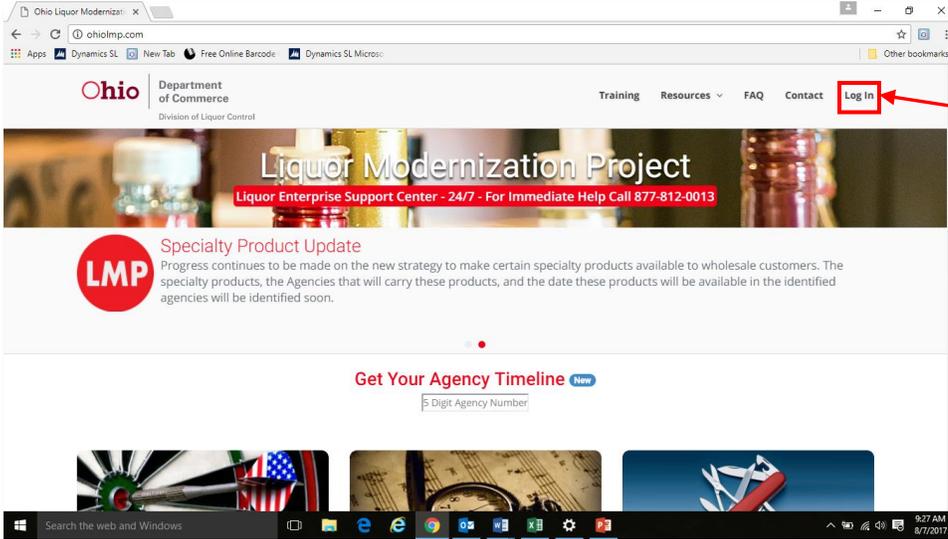




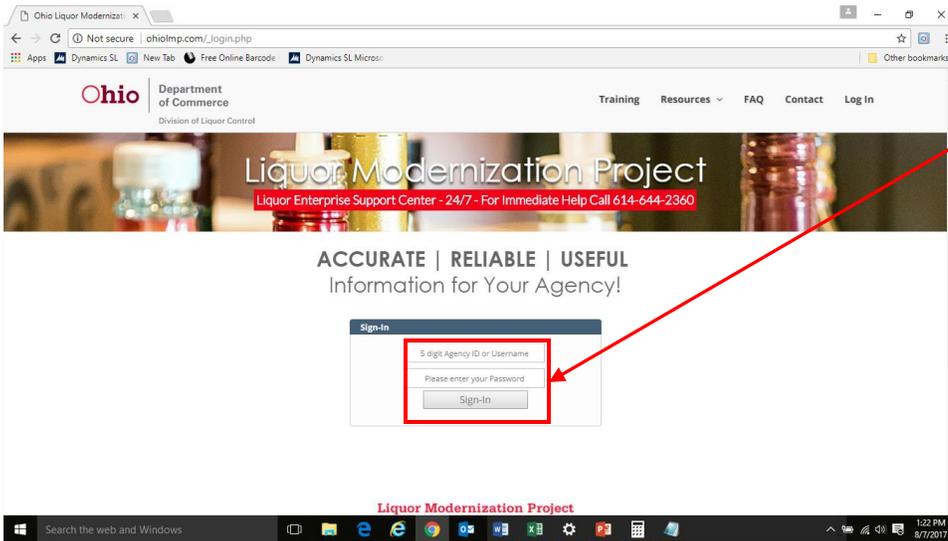
Navigating OhioLMP.com: Accessing Agency-Specific Features

Enhancements to OhioLMP.com include features specific to your Agency

To access the site, navigate to OhioLMP.com.



Once there, click on **“Log In”** in the upper right corner of the page.



The site will then prompt you to enter your **five-digit Agency ID** and your **Portal password**. Once you have done so, click on **“Sign In”**

Liquor Modernization Project

Accurate | Reliable | Useful

Once logged in to this exclusive site, you will be able view and update your contact information.

The screenshot shows the 'Agency Information' form on the Ohio Department of Commerce website. Red boxes highlight the following fields: Business Name, Address, City (45244), Website, Main Contact Name, Main Contact Email, Secondary Contact Name, and Secondary Contact Email. There are also checkboxes for 'Email Delivery Updates' and 'Text Delivery Updates' for both contacts. A location map is visible in the background.

This section is pre-populated with your on-file **Agency contact information**. Please review and press “Update” if you have changed any of the information.

You will also be given the option to provide the names of two contacts, **each with their own email address and mobile number**. Be sure that you have at least one contact listed, with a phone # and email address.

Why is up-to-date contact information important? You have the option to receive email and mobile text message alerts from DHL. Information may include: Planned delivery window (day and time), and any delays to your scheduled deliveries (when and if those delays arise). These alerts will be specific to your Agency and your delivery, and will be transmitted in real-time by DHL agents directly to you.

How do I opt-in to receive these alerts? Place a check in the appropriate box to receive alerts. If you have provided a secondary contact, your will be able to **opt in for email and text message alerts** for that person as well.

Included in your agency information is a location map and fields for operating hours and a store website. You may **enter your operating hours** by placing a check box in the days your store is open, and then using the drop box to select your opening and closing hours for each day.

The screenshot shows the 'Order & Delivery Schedule' and 'DHL Delivery Updates' sections. The 'Order & Delivery Schedule' is a calendar view showing delivery status for each day from August 6th to 19th. August 7th is marked 'DHL Delivery', August 14th 'Planned Delivery', and August 10th and 17th 'Transfer Order'. The 'DHL Delivery Updates' table shows a message from DHL on August 7th: 'DHL has scheduled a Liquor Delivery for Monday August 7th.' with a delivery window of 07:8:12A-10:12A. A legend at the bottom explains the status codes: Transfer Order, Planned Delivery, and DHL Delivery.

Below the contact information area, you are able to view your **Order & Delivery schedule**, which will show both your scheduled TO review date and your next planned delivery day/time. The delivery window will be updated from **Planned Delivery** to **DHL Delivery** 36-48 hours prior to the scheduled delivery time.

This section also includes a real-time view of **DHL delivery updates**, uploaded by DHL agents directly to the site.

You are able to **order Retail bags** from your site. Simply select the size and fill in the quantity of bags needed and press “Submit.”

NOTE: Do not press “Enter” on your keyboard or “Submit” on the screen until you select all bag sizes and quantities needed. Also, you will be limited to one order every 30 days.

We plan to enable **Wholesale Paper ordering** on the site shortly.

Another feature now available on the new OhioLMP.com Agency-specific site is a sales history.

Sort	Code	Feb	Mar	Apr	May	Jun	Jul	Aug	Sep	Oct	Nov	Dec	Total	Avg/Week
1	5501L	204	319	173	312	242	324	342	448	276	240	266	3146	65.94
2	5054M	116	152	164	149	128	168	236	381	366	255	297	2412	50.56
3	5308M	104	115	114	106	132	173	270	223	186	181	217	1821	38.17
4	5021M	118	115	114	89	95	166	224	152	124	159	139	1495	31.34
5	6649L	108	97	206	72	97	121	160	124	163	126	126	1400	29.34
6	5054H	83	50	84	103	74	76	160	156	189	185	174	1334	27.96

You are also able to **review your last 12 months of sale history** sorted from most to least bottles sold. This information will be updated with rolling sales data and will be useful as you plan your orders and/or process your TOs in the Portal. The history can also be used to estimate the size and number of bags to order each month.

Liquor Enterprise Service Center (LESC)

The Liquor Enterprise Service Center (LESC) will be your support center for assistance with navigating the enhanced features of OhioLMP.com. You may also contact your Liaison for assistance.

Email: liquoragencyhelp@com.state.oh.us

Telephone: 1-877-812-0013