User Guide for Common Liquor Carrier Reporters

If you already use our website for some other purpose, such as submitting returns and/or payments, you can skip this section titled "Setting up a Carrier Account" and go to the section titled "Signing in to your KS Carrier Account."

Setting up your Carrier Account

1. Launch your web browser (for example Internet Explorer).
2. Navigate to this website: https://www.kdor.ks.gov/apps/kcsc/
3. If you are currently registered with the Department, you may enter your User ID or Email Address and Password and click the **Sign In** button. If you are not currently registered with the Department, please click the **Register Now** button.

LOGIN PAGE

Thank you for using Kansas Department of Revenue Customer Service Center to manage your Department of Revenue accounts.
If you are accessing our site for the first time, select the "Register Now" button below.

Email Address: _____
The email address you used when registering.

Password: _____
Passwords are case sensitive.
Forgot your password?

[Sign In] [Register Now]
Need Help? Contact Us.

4. Enter your information into the fields on the Customer Service Center Registration form.
5. Under "Settings" section, select the **Accounts** radio button.

Kansas Department of Revenue Customer Service Center Registration

YOUR INFORMATION

Name: _____
Please enter the Business Name of your company or your Personal name.

Contact Name: _____

Contact Title: _____

Telephone Number: _____
Example: 785-555-1234

Telephone Extension: _____

Fax Number: _____

Email Address: _____

Reenter Email Address: _____

SECURITY QUESTION

If you forget or need to reset your password, we will ask you to answer the question that you select below.

Select a Security Question: [What is your mothers maiden name?]

If you choose "Other" for your security question, please make your own security question below.

Other Question: _____

Answer: _____
Your answer can be a word or a phrase from 3 to 32 alphanumeric characters in length.

Reenter Answer: _____

SETTINGS

Your primary use of this site: ⦿ Accounts Help (opens in a new window)
○ Exemption Certificates
○ Tax Credits

Email Notifications: ☐ Yes, I would like to receive email notification.*
By selecting "Yes" you agree to receive email notifications regarding your KCSC registration and tax account(s). Individual settings can be adjusted at any time through your account's Settings - Notification Options.

*Currently, email notifications only available for the following tax types: Retailers' Sales, Retailers' Compensating Use, Consumers' Compensating Use, and Withholding.

Cancel [Continue]

6. Verify your information and click **Register with this Information**. Next Click **Continue** where you will be asked to confirm the verification code that was sent to your email.

Confirm your email address

When you registered or changed your email address, you were sent an address verification email (allow up to 1 hour to receive this email). This email has a 20 digit code that you can enter below. You can request a new verification email by clicking the "Resend Verify Email" button below.

Current Email Address
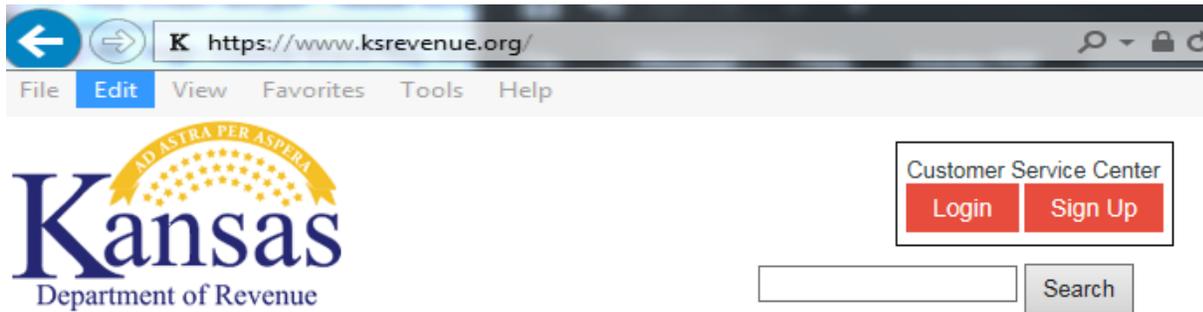Email verification code: _____
[Continue] [Resend Verify Email]

If this email address is incorrect, please enter the correct one below to request a new verification code.
Email Address: _____
Reenter Email Address: _____
[Change My Email Address]
[Logout]

Signing in to your KS Carrier Account

1. Launch your web browser (for example, Internet Explorer)
2. Type https://www.kdor.ks.gov/Apps/kcsc/login.aspx in the address field, and press **Enter**. Or you can find the log in link at the upper right hand corner of the main Kansas Department of Revenue website https://www.ksrevenue.org. Click the Red Login button.

3. You must enter your User ID or Email Address and Password as currently registered with Kansas Customer Service Center and click the **Sign In** button. (Exhibit 4)

Adding Carrier Account

1. **When first entering this web application**, you will need to add the Carrier role to your online profile, by clicking on **Add an Existing or Register a New account to this login** button. **If this is not your first time entering into this web application, please skip this section.**

Account Listing

2. You will be requested to enter an **Identification number** and **Access Code** which is unique to your Kansas Carrier account.   These fields are case sensitive. This information has been given or mailed to you. If this information is misplaced, you may contact the Department of Revenue ABC at 785-296-7015. Click the **Continue** button after you have entered the information. <u>The Identification number and Access Code will only be required the first time this user logs in.</u> If you have multiple users, each user will be required to enter this information the first time they log into the web application.

Filing your monthly Carrier Report

1. From the Account Listing page, Click the **Manage Account** link.

2. Click **File Liquor Carrier Report** which is at the top of the Account Management grid.

3. Click **File a new or amended report**.

4. Select a month and year from the drop down selections. Then answer 'No' if filing this period for the first time, otherwise choose 'Yes' if you are revising a previously filed period. If you have no deliveries to report for the month being filed, check the box next to 'No delivery information to report for this period.' Then hit **Continue.**

5. Enter your data manually by choosing **Add Line** or upload a CSV file by choosing the **Upload** option.

State Liquor Carrier Report
Part 1 - Filing Information

Carrier Name :
Report Period : May 2019
Report Type : original

Part 2 - Delivery Information

Showing 0 to 0 of 0 entries   Search:

Edit	Consignor Name	Address	Delivery Date	Weight	Tracking Number
		No data available in table			

Show 10 entries   Previous

Total Weight Total: 0.000

Help Back Upload Add Line Continue

6. If **Add Line** method was chosen for data entry, you must type information in all of the fields except 'consignor address 2' which is the only field that is not required. Select **Save** to add this row of information to your required monthly report.

Part 2 - Identify Delivery Source

Consignor (Seller) Name *	Wineshippedtoyourhome
Consignor (Seller) Address Line 1 *	100 Main
Consignor (Seller) Address Line 2	
City *	Anaheim
State *	California
Zip Code *	11111
Delivery Date *	05/01/2019
Tracking Number *	123456abcdefg
Package Total Weight (lb) *	2.000 ×

Help Cancel Save

Part 2 - Delivery Information

Showing 1 to 1 of 1 entries   Search:

Edit	Consignor Name	Address	Delivery Date	Weight	Tracking Number
Edit	WINESHIPPEDTOYOURHOME	100 MAIN, ANAHEIM, CA 11111	05/01/2019	2	123456ABCDEFG

Show 10 entries   Previous 1 Next

Total Weight Total: 2.000

Help Back Upload Add Line Delete All Continue

7. If **Upload** method was chosen for data entry, please indicate whether your file has headers and if you wish to truncate existing entries in this filing period, by selecting the appropriate checkbox(es). Choose the **Click here to select file** button and navigate to the file you want to upload. Uploads must be saved as a CSV (comma separated value) file. Excel can output CSV files. All 9 columns are required. The fields required to have data are noted with an * next to the item name.   The data provided should be for the Consignor (seller) not the Consignee (where you delivered package to.)
   1. ***Name** – 50 char max– no commas
   2. ***Address Line 1** – 50 char max– no commas
   3. **Address Line 2** – 50 char max– no commas
   4. ***City** – 40 char max– no commas
   5. ***State** – 2 char
   6. ***Zip** – 5 char min / 10 char max (no dash just numbers)
   7. ***Delivery Date** – date format (e.g. 01/24/2016)
   8. ***Weight of Delivery** - 9 whole, 3 decimals places, report in pounds
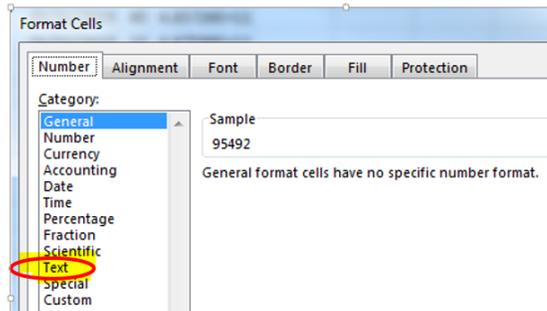   9. ***Tracking Number**- 30 char max – no commas

1. Starting with a program such as Excel, enter rows of data in the same order as the column specifications state on the previous page. The only optional column is **Address Line 2**, the rest are required.

2. Format the **Date** by selecting the column's data, then right clicking and choosing **Format Cells.** On the Number tab chose **Date** as the Category. Then chose ***MM/DD/YYYY** as the Type. Then select **OK.**
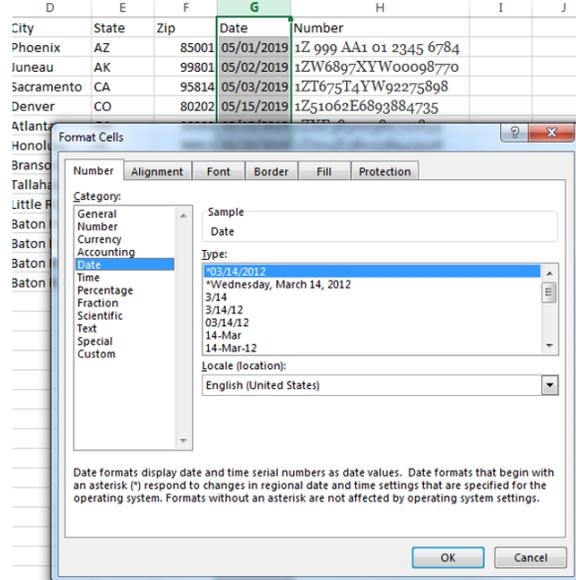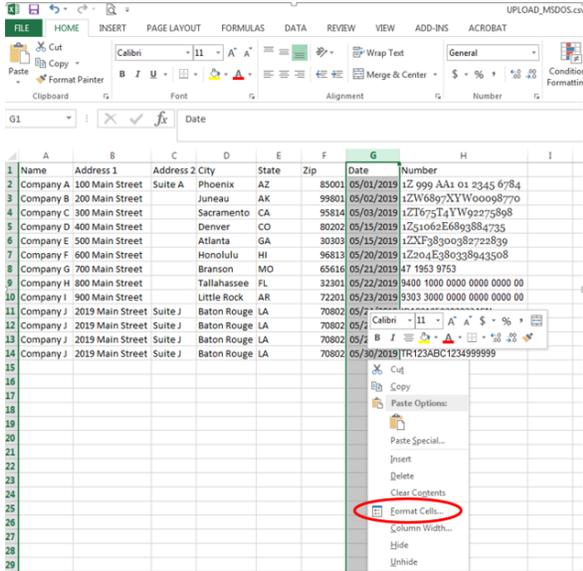

3. Format the **Zip** and **Tracking Number** areas by selecting the column's area, then right clicking and choosing Format Cells. On the Number tab chose **Text** as the Category. Then select OK.

4. Save your file with the file extension type of CSV. Using menu option **File -> Save As** should allow you to set the location to where your file will be saved and chose **CSV (Comma delimited) (*csv.)** from the Save as type: drop down menu. You may bypass the warning when saving as CSV.
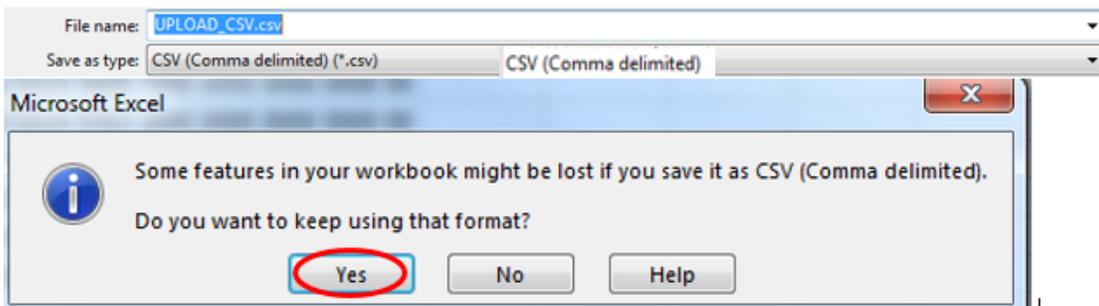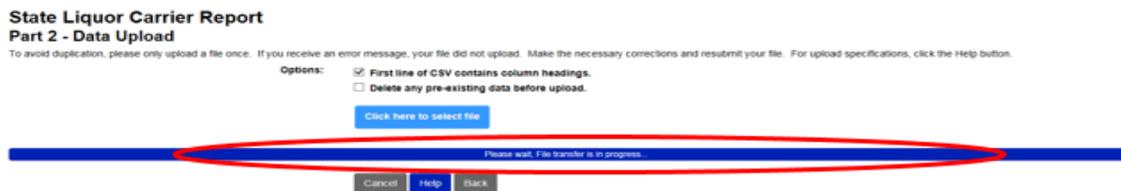
Data Upload Process for State Liquor Carrier

1. On **Part 2 - Data Upload**, check the appropriate boxes to indicate whether your file has headers and if you wish to truncate existing entries in this filing period. Choose the **Click here to select file** button and navigate to the file you want to upload. After selecting the file (correct name shows in the **File Name** section, click Open.
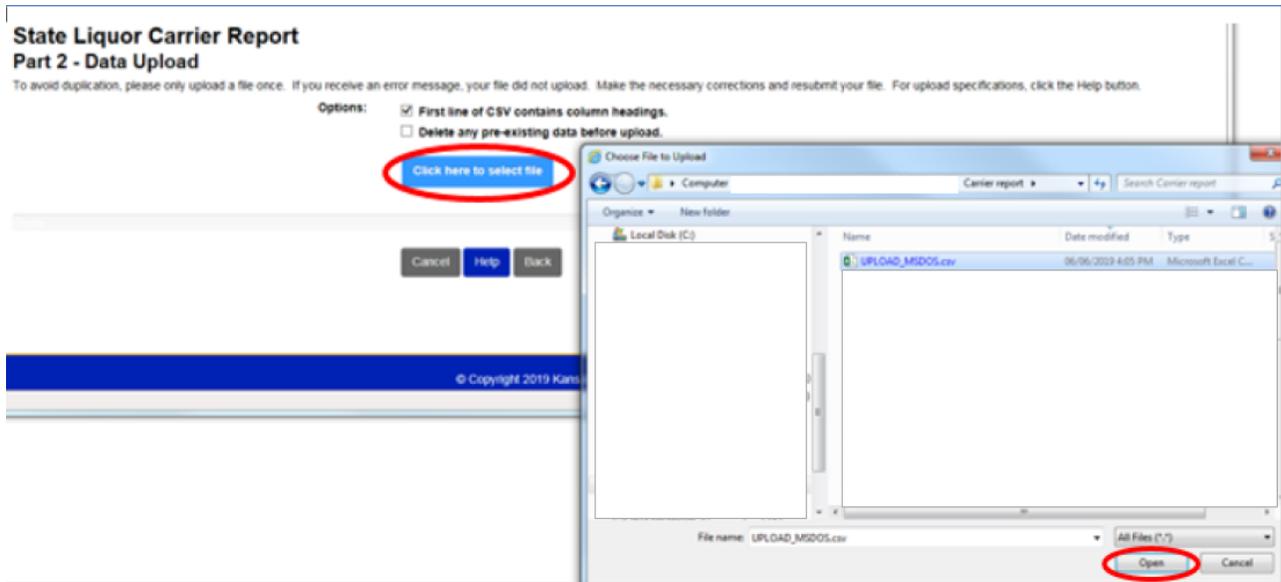
2. If your file has processed successfully, you can expect to see a blue line with the progress/status. If this blue line does not appear, please re-check the column order, mandatory fields, as well as confirming the file you are attempting to load has been saved as CSV. Click **Process File** to continue. Finally, select **Continue** to add these records to your report.