

## 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?](#)

[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.



#### 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

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.

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

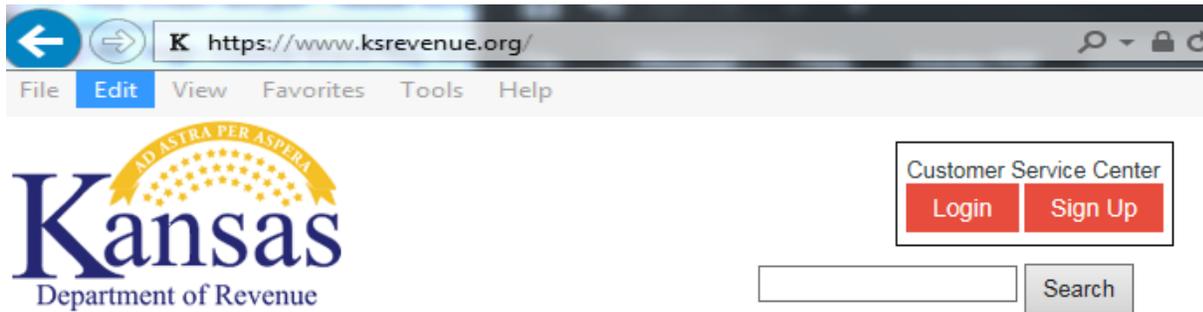
If this email address is incorrect, please enter the correct one below to request a new verification code.

Email Address

Reenter Email Address

## 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)

**Kansas Department of Revenue Customer Service Center**

**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?](#)

[Need Help? Contact Us.](#)

## 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

**Add an Existing or Register a New account to this login.** Search:

Account	Name (Custom Name)	Secondary Name	Status	Filing Frequency	Account Type	Manage
No data available in table						
Account	Name	Secondary Name	Status	Filing Frequency	Account Type	Manage

Showing 0 to 0 of 0 entries

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. The Identification number and Access Code will only be required the first time this user logs in. If you have multiple users, each user will be required to enter this information the first time they log into the web application.

### Kansas Department of Revenue Customer Service Center - Add an existing account or register a new account to your login

Enter your identification number and access code below to add your account to your login.

Your identification number is dependent on the type of account you are trying to add:

- **Individual Income (payment only):** can be added by visiting the [individual account page](#).
- **Charitable Gaming:** Nine digit bingo/raffle account. If you want to register a new bingo/raffle account [click here for more information](#)
- **Cigarette and tobacco:** nine digit Employer Identification Number (EIN) or SSN. If you just completed registration and do not yet have an account in the system, [click here for Cigarette & Tobacco](#)
- **Dealers:** six digit folder number, left fill with zeroes if fewer than six numbers
- **Driver's Education Portal:** nine digit account number starting with 'DE99'
- **IFTA:** nine digit EIN. If you want to register a new IFTA account [click here for more information](#)
- **Motor fuel or mineral tax:** five digit license number
- **PVD Education Account:** Twelve-character Student Account Number. If you want to create a new student account, [click here for more information](#).
- **Any other account (Withholding, Sales, Use, Transient Guest, Liquor Taxes, etc.):** nine digit EIN or 15 character tax account number

Access codes are Kansas Department of Revenue-assigned 6 to 16 digit numeric or alphanumeric codes specific to each account.

If you do not know your access code, you may call the Electronic Services unit at 785-296-6993 or by e-mail, [kdor\\_EServices@ks.gov](mailto:kdor_EServices@ks.gov). You should receive a response within two business days to any emails to this address.

Identification number

Access code

### Kansas Department of Revenue Customer Service Center - Add an existing account or register a new account to your login

#### Account Information

Check the accounts you want to add to this login and click the "Save" button below. If these are not the accounts you wanted to add, click the "Edit" button to modify the information you entered to lookup these accounts. Accounts that are already added to your login will not display on this list and can be found under your [Accounts list](#).

Add	Name	Account ID	Filing Frequency	Tax Type	Account Status	Email Filing Deadlines	Email Frequency Changes	Email Tax Rate Changes
<input checked="" type="checkbox"/>		LCR0000006	Monthly	Liquor Carrier	Active	<input type="checkbox"/>	<input type="checkbox"/>	<input type="checkbox"/>

## Filing your monthly Carrier Report

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

### Account Listing

Add an Existing or Register a New account to this login. Search:

Account	Name (Custom Name)	Secondary Name	Status	Filing Frequency	Account Type	Manage
LCR0000006			Active	Monthly	Liquor Carrier	<a href="#">Manage Account</a>
Account	Name	Secondary Name	Status	Filing Frequency	Account Type	Manage

Showing 1 to 1 of 1 entries

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

### Kansas Department of Revenue Customer Service Center Account Information

Contact our Electronic Services support staff at 785-296-6993 if you have questions regarding the information shown for this account. Click "Manage Access to This Account" at the bottom of the screen to remove this account from your profile.

#### Account Information

Account Number LCR0000006  
Business Name  
Custom Display Name  Save  
Account Type Liquor Carrier  
Filing Frequency Monthly  
Account Status Active [What does this mean?](#)

#### Account Management

<a href="#">File a Liquor Carrier Report</a>	File a monthly Liquor Carrier Report
<a href="#">View/Pay Debts</a>	View Your Current Debts
<a href="#">Manage Access to This Account</a>	View/Remove who has Access to this Account
<a href="#">Manage Account Communications</a>	Change Settings for this Account's Communication

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

### State Liquor Carrier Report Filing

Carrier Name

[File a new or amended report](#)

#### Prior Reports

Search:

For Period	Report type	Filed On	Filed By	Confirmation #
No data available in table				

Showing 0 to 0 of 0 entries

Help Back Previous Next

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**.

### State Liquor Carrier Report Part 1 - Filing Information

Carrier Name

Report Month

Report Year

Are you filing an amended report?  Yes  No

Zero Based Reporting  No Delivery information to report for this period?

Help Cancel [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  entries Previous

Total Weight Total: 0.000

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 \*

Consignor (Seller) Address Line 1 \*

Consignor (Seller) Address Line 2

City \*

State \*

Zip Code \*

Delivery Date \*

Tracking Number \*

Package Total Weight (lb) \*  x

**Part 2 - Delivery Information**

Showing 1 to 1 of 1 entries Search:

Edit	Consignor Name	Address	Delivery Date	Weight	Tracking Number
<a href="#">Edit</a>	WINESHIPPEDTOYOURHOME	100 MAIN, ANAHEIM, CA 11111	05/01/2019	2	123456ABCDEFG

Show  entries Previous  Next

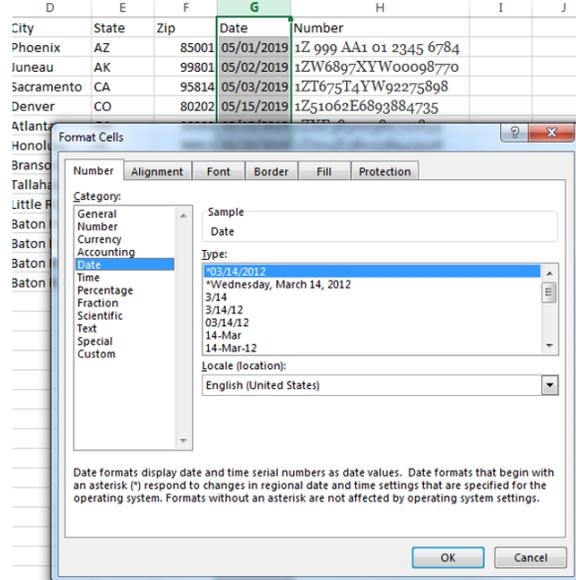
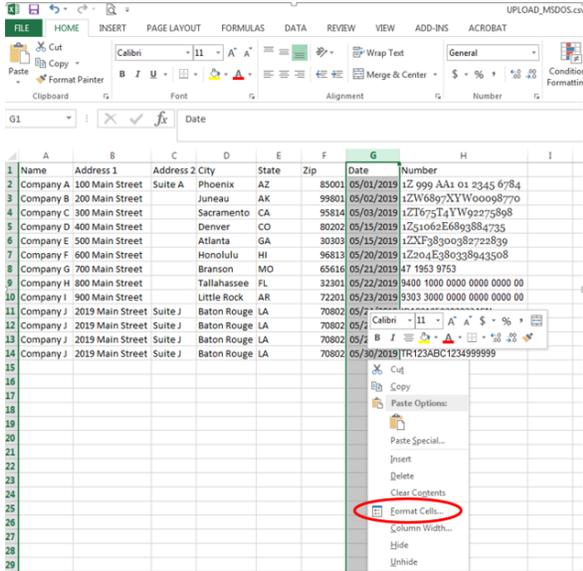
Total Weight Total: 2.000

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

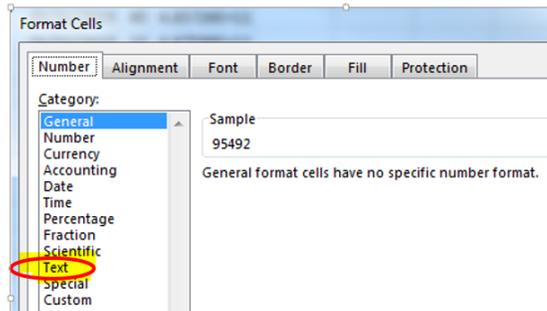
**Saving your upload as a CSV file.**

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**.

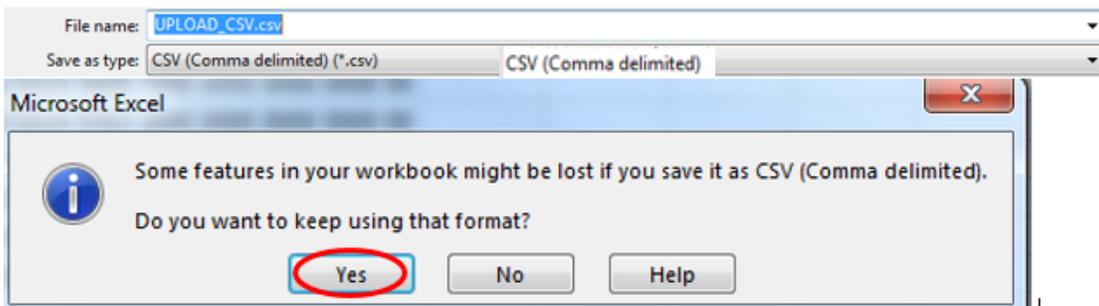


3. Format the **Zip** and **Tracking Number** areas by selecting the column's area, then right clicking and choosing **Format Cells**. On the Number tab chose **Text** as the Category. Then select **OK**.

F	G	H	I
<b>Zip</b>			<b>Tracking Number</b>
6557	This row has numeric formatting		111222333
06557	This row has text formatting		000111222333
*Note how text formatting keeps the leading zeros*			

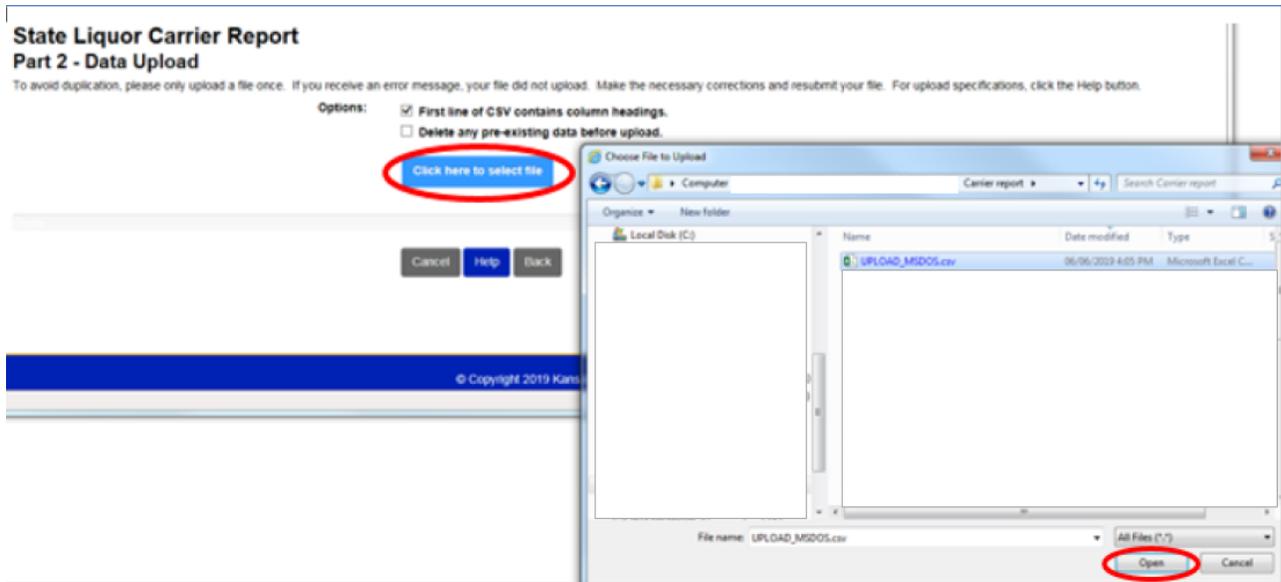


4. Save your file with the file extension type of CSV. Using menu option **File -> Save As** should allow you to set the location to where your file will be saved and chose **CSV (Comma delimited) (\*.csv)** from the Save as type: drop down menu. You may bypass the warning when saving as CSV.

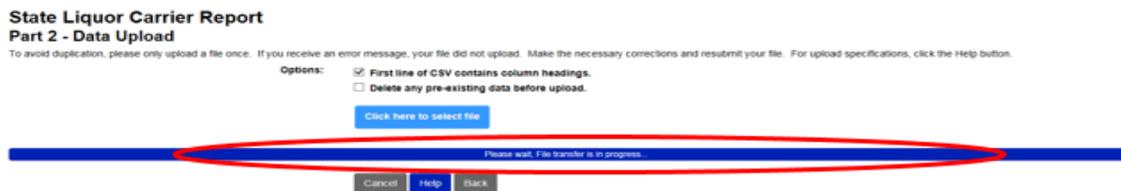


## Data Upload Process for State Liquor Carrier

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.



## State Liquor Carrier Report Part 2 - Data Upload

To avoid duplication, please only upload a file once. If you receive an error message, your file did not upload. Make the necessary corrections and resubmit your file. For upload specifications, click the Help button.

Options:  First line of CSV contains column headings.  
 Delete any pre-existing data before upload.

File UPLOAD\_CSV.csv successfully uploaded, click Process File button to process into database.

Cancel Help Back **Process File**

### Part 2 - Delivery Information

Showing 1 to 10 of 13 entries

Edit	Consigner Name	Address	Delivery Date	Weight	Tracking Number
<a href="#">Edit</a>	COMPANY A	100 MAIN STREET, SUITE A, PHOENIX, AZ 85001	05/01/2019	1	1Z 999 AA1 01 2345 6784
<a href="#">Edit</a>	COMPANY B	200 MAIN STREET, JUNEAU, AK 99801	05/02/2019	2	1ZWS697XCVW00098770
<a href="#">Edit</a>	COMPANY C	300 MAIN STREET, SACRAMENTO, CA 95814	05/03/2019	3	1ZT670T4YV92275898
<a href="#">Edit</a>	COMPANY D	400 MAIN STREET, DENVER, CO 80202	05/15/2019	50	1Z51062E6893894735
<a href="#">Edit</a>	COMPANY E	500 MAIN STREET, ATLANTA, GA 30303	05/15/2019	75.5	1ZXF3830038272839
<a href="#">Edit</a>	COMPANY F	600 MAIN STREET, HONOLULU, HI 96813	05/20/2019	100.3	1Z204E380338943508
<a href="#">Edit</a>	COMPANY G	700 MAIN STREET, BRANSON, MO 65616	05/21/2019	1000.45	47 1953 9753
<a href="#">Edit</a>	COMPANY H	800 MAIN STREET, TALLAHASSEE, FL 32301	05/22/2019	1500.666	9400 1000 0000 0000 00
<a href="#">Edit</a>	COMPANY I	900 MAIN STREET, LITTLE ROCK, AR 72201	05/23/2019	486.486	9303 3000 0000 0000 00
<a href="#">Edit</a>	COMPANY J	2019 MAIN STREET, SUITE J, BATON ROUGE, LA 70802	05/24/2019	123.123	1D18010592020224CN

Show 10 entries

Total Weight Total: 10,003,355.525

Help Back Upload Add Line Delete All **Continue**