

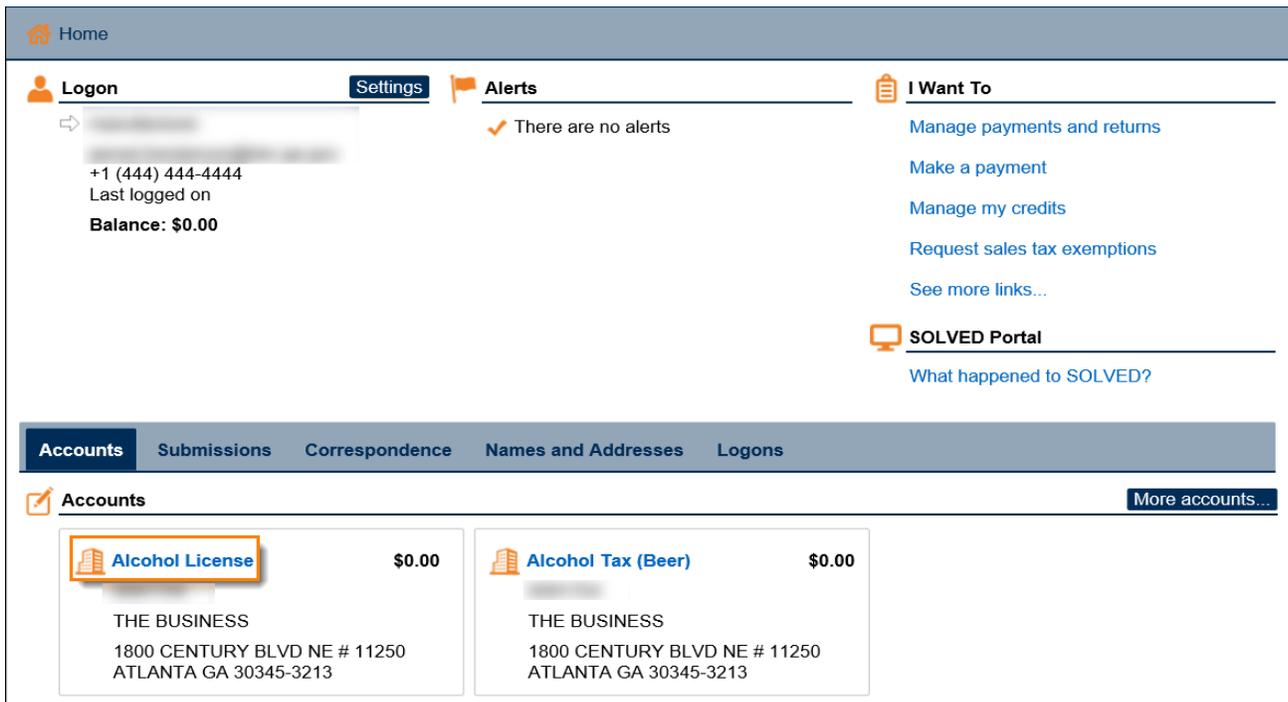
The purpose of this documentation is to provide instructions on creating and managing a wholesaler profile on Georgia Tax Center (GTC). Creating and managing a wholesaler profile simplifies the brand registration process but is not required to be completed before submitting a brand registration.

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Creating a New Wholesaler Profile

1. Go to the GTC website (<https://gtc.dor.ga.gov>) and log into your account.
2. Under the **Accounts** tab, click the applicable **Alcohol License** hyperlink.



The screenshot shows the user's dashboard with the following elements:

- Home** button at the top left.
- Logon** section showing a blurred profile picture, phone number (+1 (444) 444-4444), last logged on time, and a **Balance: \$0.00**.
- Settings** and **Alerts** tabs. The Alerts section shows "There are no alerts".
- I Want To** section with links: "Manage payments and returns", "Make a payment", "Manage my credits", "Request sales tax exemptions", and "See more links...".
- SOLVED Portal** section with a link: "What happened to SOLVED?".
- Accounts** tab selected in the navigation bar, with other tabs: Submissions, Correspondence, Names and Addresses, Logons.
- Accounts** section showing two account cards:
 - Alcohol License** (highlighted with an orange box): Balance \$0.00. Address: THE BUSINESS, 1800 CENTURY BLVD NE # 11250, ATLANTA GA 30345-3213.
 - Alcohol Tax (Beer)**: Balance \$0.00. Address: THE BUSINESS, 1800 CENTURY BLVD NE # 11250, ATLANTA GA 30345-3213.
- More accounts...** link at the bottom right of the Accounts section.

3. Under the **I Want To** section, click the **See more links for my account** hyperlink.



The screenshot shows the user's dashboard with the following elements:

- Account** section showing a blurred profile picture, phone number, last logged on time, and a **Balance: \$0.00**.
- Settings** and **Account Alerts** tabs. The Account Alerts section shows "There are no alerts".
- I Want To** section with links: "Add Monthly Report Of Beer Shipments", "Make a payment", "Manage my credits", "Manage payments and returns", and **"See more links for my account"** (highlighted with an orange box).
- Periods** tab selected in the navigation bar, with other tabs: Submissions, Correspondence, Names and Addresses, Logons.

- Click the [Manager Wholesaler Profiles](#) hyperlink

I Want To

	Alcohol Report	Submit an Alcohol Report
	File Renewal	Renew my alcohol or tobacco license
	Manage NAICS Codes	Add or update my NAICS codes
	Manage Wholesaler Profiles	Manage Brand Registration wholesaler profiles
	Protest Notice for Payment	Protest a notice for payment
	Report Alcohol Citation	Report my alcohol citations
	Request Payment Statement	Request a payment statement
	Request to Close Account	Close my account that is no longer in business
	Request Waiver of Penalty	Submit documentation to have penalties waived
	Submit Bond	Submit bond information
	Submit Brand Registration(s)	Submit Brand Registration(s)

- To create a new wholesaler profile, click **No** to “Are you modifying an existing wholesaler profile?” Click the **Next** button.

1. Modify or Add New Wholesaler Profile

Modify or Add New Wholesaler Profile

Modify or Add New Wholesaler Profile

Are you modifying an existing wholesaler profile?

Yes	No
-----	----

Required

Cancel
< Previous
Next >

- Enter a name for the wholesaler profile. Select the assigned counties/territories and provide a description of the distribution region within the county/territory. Continue until all counties/territories are listed. Click the **Next** button.

1. Modify or Add New Wholesaler Profile

2. Wholesaler Information

Wholesaler Information

New Wholesaler Profile Information

New Wholesaler Profile Name

Required

Counties/Territories

	Assigned Counties/Territories (List in Alphabetical Order)	Description of Distribution Region Within County

Cancel
< Previous
Next >

7. Review the summary of the information provided. Click the **Submit** button.

1. Modify or Add New Wholesaler Profile
2. Wholesaler Information
3. Summary

Summary

Modify or Add New Wholesaler Profile

Are you modifying an existing wholesaler profile?

New Wholesaler Profile Information

New Wholesaler Profile Name

Counties/Territories

Assigned Counties/Territories (List in Alphabetical Order)	Description of Distribution Region Within County
000 - State	Entire state

8. Click the **Yes** button to confirm you want to submit the request.

✕

Are you sure you want to submit this?

A confirmation page will be displayed. Write down your confirmation number or print the confirmation for your records.

Confirmation

Submission Information

Logon	Submitted
Status	Submitted
Confirmation Number	[REDACTED]
Taxpayer Name	THE BUSINESS
Federal Employer ID #	[REDACTED]
Alcohol License	[REDACTED]
Submission Title	Manage Wholesaler Profiles
Submitted	29-Aug-2018

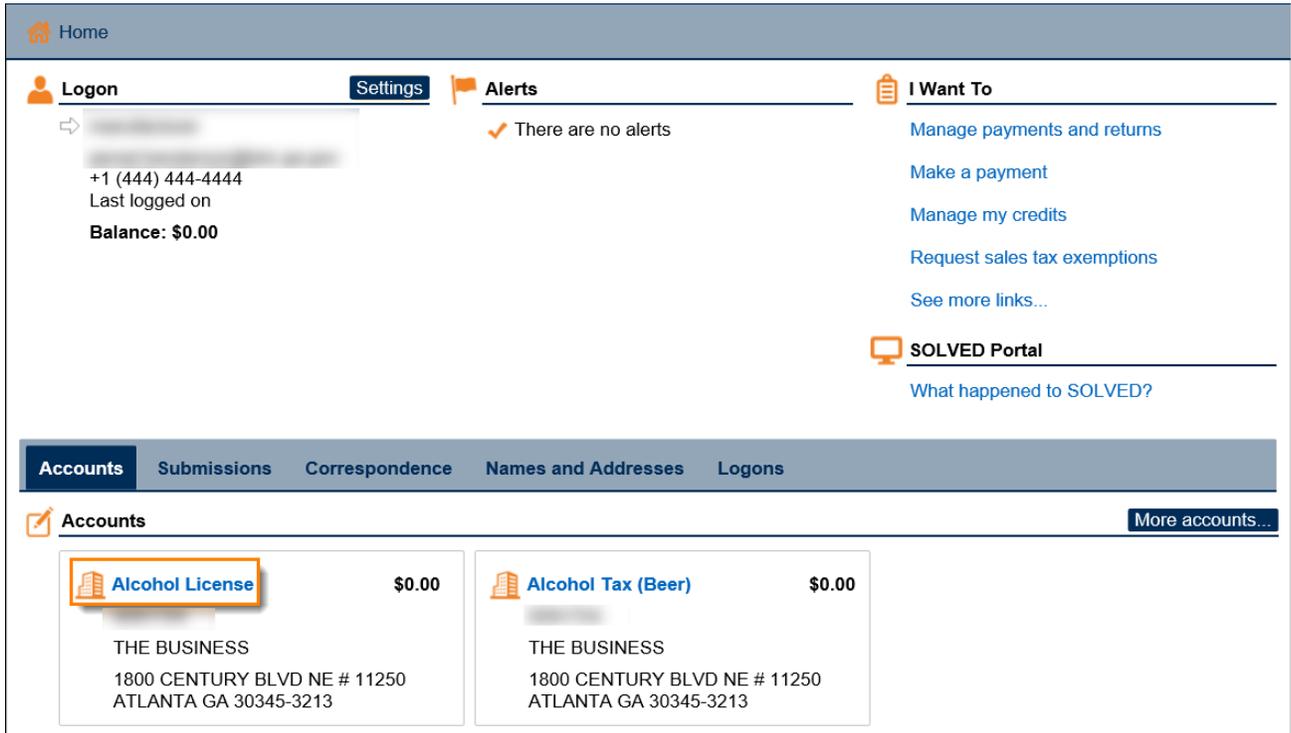
Your confirmation number is [REDACTED].

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

Editing an Existing Wholesaler Profile

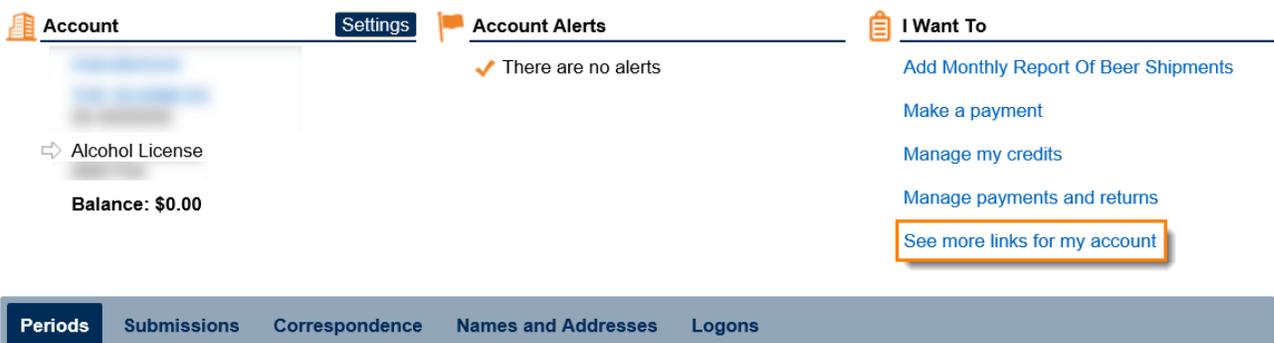
1. Go to the GTC website (<https://gtc.dor.ga.gov>) and log into your account.
2. Under the **Accounts** tab, click the applicable **Alcohol License** hyperlink.



The screenshot shows the user's dashboard with the following elements:

- Home** navigation bar.
- Logon** section: Shows a blurred profile picture, phone number (+1 (444) 444-4444), last logged on time, and a balance of \$0.00.
- Settings** and **Alerts** tabs: Alerts show "There are no alerts".
- I Want To** section: Contains links for "Manage payments and returns", "Make a payment", "Manage my credits", "Request sales tax exemptions", and "See more links...".
- SOLVED Portal** section: Contains a link for "What happened to SOLVED?".
- Accounts** navigation bar: Includes "Accounts", "Submissions", "Correspondence", "Names and Addresses", and "Logons".
- Accounts** list: Shows two accounts for "THE BUSINESS" at "1800 CENTURY BLVD NE # 11250 ATLANTA GA 30345-3213". The "Alcohol License" account is highlighted with an orange box, and its balance is \$0.00. The "Alcohol Tax (Beer)" account also has a balance of \$0.00.

3. Under the **I Want To** section, click the **See more links for my account** hyperlink.



The screenshot shows the user's dashboard with the following elements:

- Account** section: Shows a blurred profile picture, phone number, last logged on time, and a balance of \$0.00. The "Alcohol License" account is selected.
- Settings** and **Account Alerts** tabs: Alerts show "There are no alerts".
- I Want To** section: Contains links for "Add Monthly Report Of Beer Shipments", "Make a payment", "Manage my credits", "Manage payments and returns", and "See more links for my account". The "See more links for my account" link is highlighted with an orange box.
- Periods** navigation bar: Includes "Periods", "Submissions", "Correspondence", "Names and Addresses", and "Logons".

4. Click the [Manager Wholesaler Profiles](#) hyperlink

I Want To

 Alcohol Report	Submit an Alcohol Report
 File Renewal	Renew my alcohol or tobacco license
 Manage NAICS Codes	Add or update my NAICS codes
 Manage Wholesaler Profiles	Manage Brand Registration wholesaler profiles
 Protest Notice for Payment	Protest a notice for payment
 Report Alcohol Citation	Report my alcohol citations
 Request Payment Statement	Request a payment statement
 Request to Close Account	Close my account that is no longer in business
 Request Waiver of Penalty	Submit documentation to have penalties waived
 Submit Bond	Submit bond information
 Submit Brand Registration(s)	Submit Brand Registration(s)

5. To modify an existing wholesaler profile, click **Yes** to “Are you modifying an existing wholesaler profile?” Click the **Next** button.

1. Modify or Add New Wholesaler Profile

Modify or Add New Wholesaler Profile

 **Modify or Add New Wholesaler Profile**

Are you modifying an existing wholesaler profile?

Yes	No
-----	----

Required

Cancel

< Previous

Next >

6. Select **Edit** an existing wholesaler profile.

1. Modify or Add New Wholesaler Profile

2. Modify Existing Wholesaler Profile

Modify Existing Wholesaler Profile

 **Modify Existing Wholesaler Profile**

Would you like to edit or delete an existing wholesaler profile?

Edit	Delete
------	--------

Required

Cancel

< Previous

Next >

7. Select the wholesaler profile to edit from the drop-down list. Click the **Next** button.

1. Modify or Add New Wholesaler Profile
2. Modify Existing Wholesaler Profile

Modify Existing Wholesaler Profile

Modify Existing Wholesaler Profile

Would you like to edit or delete an existing wholesaler profile?

Which wholesaler profile would you like to edit?

Required

➔
Required

8. The information for the profile is displayed. Make any necessary changes. Click the **Next** button.

1. Modify or Add New Wholesaler Profile
2. Modify Existing Wholesaler Profile
3. Wholesaler Information

Wholesaler Information

Wholesaler Profile Information

Wholesaler Profile Name

Counties/Territories

	Assigned Counties/Territories (List in Alphabetical Order)	Description of Distribution Region Within County
	000 - State	Entire state

9. Review the summary of the information provided. Click the **Submit** button.

1. Modify or Add New Wholesaler Profile
2. Wholesaler Information
3. Summary

Summary

Modify or Add New Wholesaler Profile

Are you modifying an existing wholesaler profile?

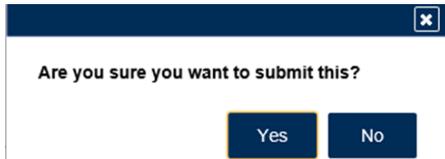
New Wholesaler Profile Information

New Wholesaler Profile Name

Counties/Territories

	Assigned Counties/Territories (List in Alphabetical Order)	Description of Distribution Region Within County
	000 - State	Entire state

10. Click the **Yes** button to confirm you want to submit the request.



A confirmation page will be displayed. Write down your confirmation number or print the confirmation for your records.

Confirmation

Submission Information

Logon	
Status	Submitted
Confirmation Number	
Taxpayer Name	THE BUSINESS
Federal Employer ID #	
Alcohol License	
Submission Title	Manage Wholesaler Profiles
Submitted	29-Aug-2018

Your confirmation number is [REDACTED].

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

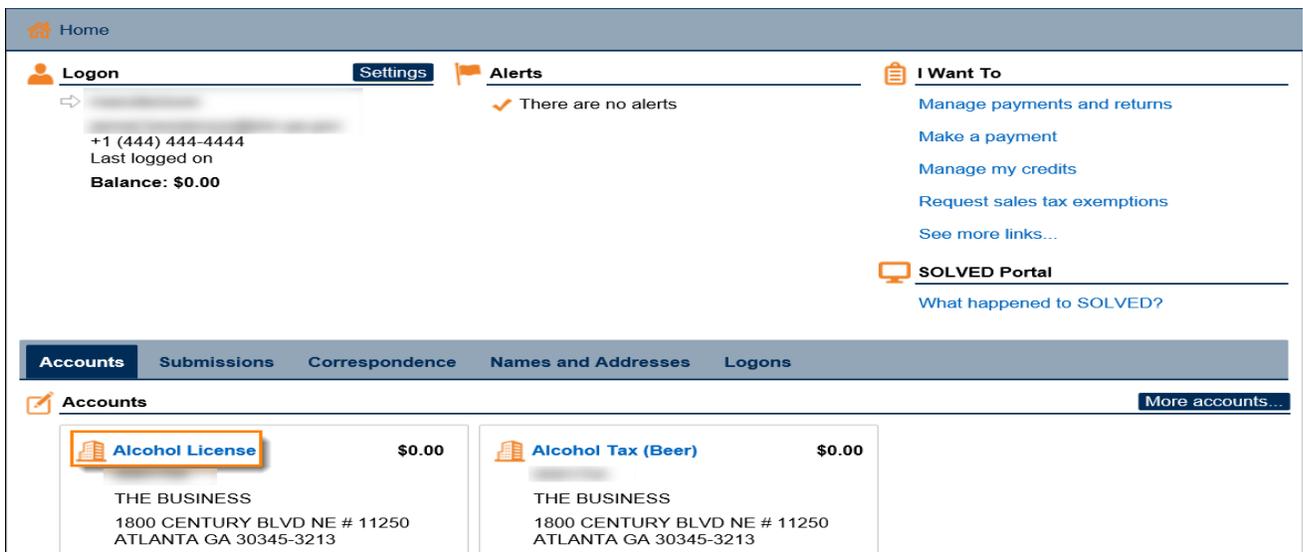
[Printable View](#)

[OK](#)

[Print Confirmation](#)

Deleting an Existing Wholesaler Profile

- Go to the GTC website (<https://gtc.dor.ga.gov>) and log into your account.
- Under the **Accounts** tab, click the applicable **Alcohol License** hyperlink.



The screenshot shows the user interface of the Georgia Tax Center. At the top, there are navigation tabs: Home, Logon, Settings, Alerts, and I Want To. The Logon section shows the user's phone number (+1 (444) 444-4444) and balance (\$0.00). The Alerts section shows "There are no alerts". The I Want To section lists various actions like "Manage payments and returns", "Make a payment", "Manage my credits", "Request sales tax exemptions", and "See more links...". Below this is the SOLVED Portal section with the link "What happened to SOLVED?".

The main content area has a navigation bar with tabs: Accounts, Submissions, Correspondence, Names and Addresses, and Logons. The Accounts tab is selected, showing a list of accounts. Two accounts are visible:

Account Name	Balance
Alcohol License	\$0.00
Alcohol Tax (Beer)	\$0.00

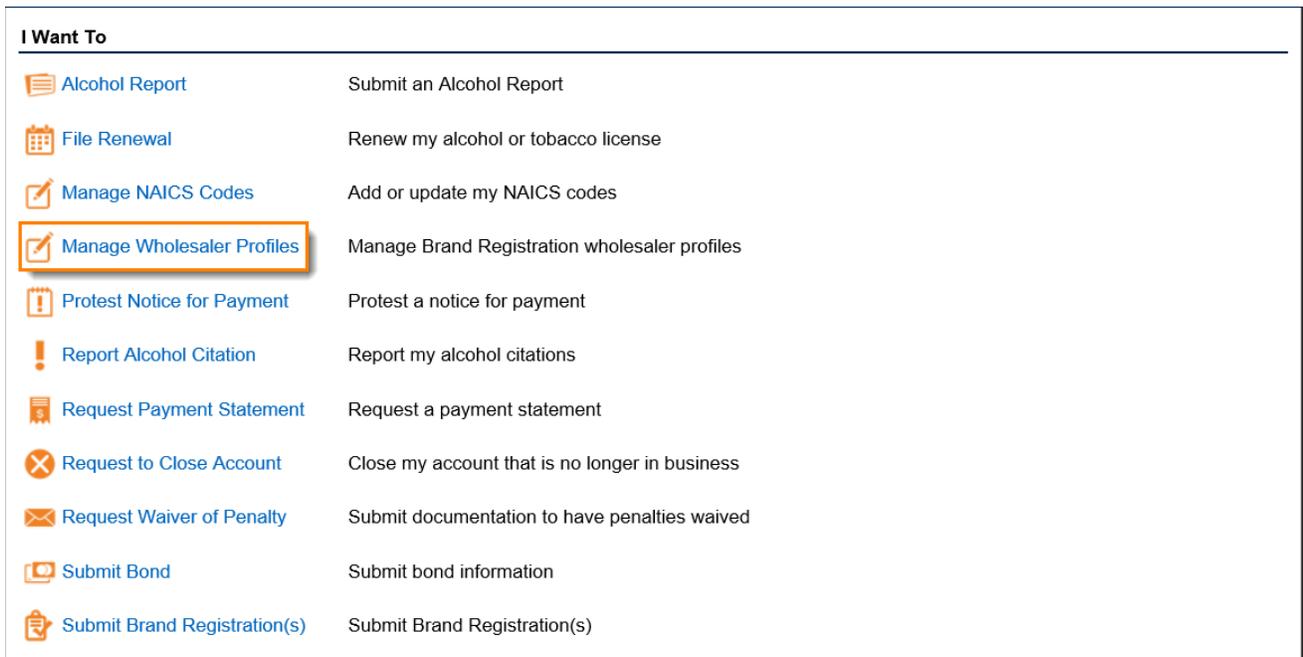
Both accounts are for "THE BUSINESS" at "1800 CENTURY BLVD NE # 11250, ATLANTA GA 30345-3213". The "Alcohol License" account is highlighted with an orange box.

3. Under the **I Want To** section, click the [See more links for my account](#) hyperlink.



The screenshot shows the account dashboard with tabs for Account, Settings, Account Alerts, and I Want To. Under the I Want To tab, there are several links: Add Monthly Report Of Beer Shipments, Make a payment, Manage my credits, Manage payments and returns, and See more links for my account (highlighted with a red box). Below this is a navigation bar with tabs for Periods, Submissions, Correspondence, Names and Addresses, and Logons.

4. Click the [Manager Wholesaler Profiles](#) hyperlink



The screenshot shows the 'I Want To' section with a list of tasks. The 'Manage Wholesaler Profiles' link is highlighted with a red box. The tasks listed are: Alcohol Report, File Renewal, Manage NAICS Codes, Manage Wholesaler Profiles, Protest Notice for Payment, Report Alcohol Citation, Request Payment Statement, Request to Close Account, Request Waiver of Penalty, Submit Bond, and Submit Brand Registration(s).

5. To delete an existing wholesaler profile, click **Yes** to “Are you modifying an existing wholesaler profile?” Click the **Next** button.



The screenshot shows the 'Modify or Add New Wholesaler Profile' form. The 'Yes' button is highlighted with a red box, and the 'Next' button is also highlighted with a red box. The form asks 'Are you modifying an existing wholesaler profile?' and has a 'Required' label next to the 'Yes' button.

6. Select **Delete** an existing wholesaler profile.

1. Modify or Add New Wholesaler Profile 2. Modify Existing Wholesaler Profile

Modify Existing Wholesaler Profile

Modify Existing Wholesaler Profile

Would you like to edit or delete an existing wholesaler profile?

Required

7. Select the wholesaler profile to delete from the drop-down list. Click the **Next** button.

1. Modify or Add New Wholesaler Profile 2. Modify Existing Wholesaler Profile

Modify Existing Wholesaler Profile

Modify Existing Wholesaler Profile

Would you like to edit or delete an existing wholesaler profile?

Which wholesaler profile would you like to delete?

Required

11. Review the summary page. Click the **Submit** button.

1. Modify or Add New Wholesaler Profile 2. Modify Existing Wholesaler Profile 3. Summary

Summary

Modify or Add New Wholesaler Profile

Are you modifying an existing wholesaler profile?

Modify Existing Wholesaler Profile

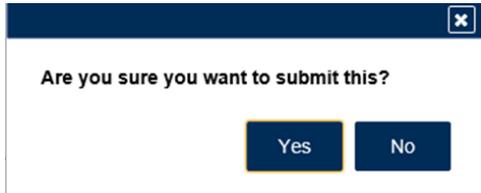
Would you like to edit or delete an existing wholesaler profile?

Which wholesaler profile would you like to delete?

This profile will be permanently deleted. If you are sure, click Submit.

NOTE: The profile will be permanently deleted.

12. Click the **Yes** button to confirm you want to submit the request.



A confirmation page will be displayed. Write down your confirmation number or print the confirmation for your records.

Confirmation

Submission Information

Ligon	[REDACTED]
Status	Submitted
Confirmation Number	[REDACTED]
Taxpayer Name	THE BUSINESS
Federal Employer ID #	[REDACTED]
Alcohol License	[REDACTED]
Submission Title	Manage Wholesaler Profiles
Submitted	29-Aug-2018

Your confirmation number is [REDACTED].

Your request has been submitted and will be processed in the order that it was received.

If you have any questions, please contact us at 1-877-GADOR11 (1-877-423-6711).

[Printable View](#)

[OK](#)

[Print Confirmation](#)