



**RE: Licensed Limited Winery Monthly Reports  
Simplified On-Line Reporting System; and  
Pennsylvania Wine Marketing and Research Program  
Sales-Based Assessments**

**Dear Wine Producer:**

This letter is from the Pennsylvania Liquor Control Board (PLCB) and the Pennsylvania Department of Agriculture (Agriculture) – both of which have legal responsibilities with respect to licensed limited wineries.

The purpose of this letter is to introduce to you the on-line reporting system and to remind you of your reporting requirements and to give you instructions on how to do so. The on-line reporting system can be accessed through PLCB website at [www.lcb.state.p.us](http://www.lcb.state.p.us).

PLCB and Agriculture have similar/overlapping needs for regular reporting of wine production information by licensed limited wineries. PLCB's regulations require a limited winery to "file monthly reports on forms provided by the Board covering operations of their licensed business during the preceding month" and to file these reports "on or before the 15th day of the month immediately succeeding the month for which the reports are prepared." Agriculture administers and enforces the Order that established the Pennsylvania Wine Marketing and Research Program, which requires licensed limited wineries to pay a "producer charge" of \$.15-per-gallon-of-wine-sold in a given calendar year. The new on-line reporting system satisfies the wine production information reporting requirements for both PLCB and Agriculture in a single process.

The new on-line reporting system will replace the current on-line reporting system as of August 1, 2010. This means that your monthly reports for July 2010 and later will be submitted through the new on-line reporting system. Details of the reporting process are provided below, and in the pictorial instructions enclosed with this letter. Reports submitted through the new on-line reporting system will be simpler, will require less information than the current on-line reports do, and will take less time to complete. They will also afford you a convenient opportunity to spread your producer charge payments to the Pennsylvania Wine Marketing and Research Program throughout the year, and avoid having to pay the entire producer charge sum at one time.

Simple pictorial instructions for the use of this system are attached. These instructions show the various screens you will encounter as you use the system. A summary of these steps follows:

1. Log onto the PLCB website, at [www.lcb.state.pa.us](http://www.lcb.state.pa.us). (See Figure 1 of the pictorial instructions)
2. Point your mouse to "Licensees" (See Figure 2 of the pictorial instructions)
3. In the drop down box, point your mouse to Limited Wineries (See Figure 3 of the pictorial instructions)
4. Click on "Filing Monthly Report" (See Figure 4 of the pictorial instructions)
5. The first time you use this system, you must register to set-up your user account. In order to register, you will need to use the following 6-character winery access code to complete the registration process:

**AF9DF2**

6. The first time you use the system click on "Register" (See Figure 5 of the pictorial instructions on the upper right side of the page).
7. On the next screen (titled "Register"), enter the 6-character winery access code provided above, a password and any additional requested information. Then click on "Create User." (See Figure 6 of the pictorial instructions)
8. The next screen will confirm that "your account has been successfully created;" and a confirming e-mail will be sent to the e-mail address you provided\*. You must click on the link provided in that e-mail to activate your account. (See Figure 7 of the pictorial instructions)
9. Once you have registered, you may "Login" to the system" by clicking "Login" and completing the Winery Assessments Form.

\*Note: You will receive an email from [pawines.state.pa.us](mailto:pawines.state.pa.us). Please make sure to check your spam or junk mail folder for the email, it may have been placed there by your email application. Also please add [pawines.state.pa.us](mailto:pawines.state.pa.us) to your "safe sender list."

10. The monthly reporting requirement is very straightforward. It calls for the licensed limited winery to: (See Figure 9 of the pictorial instructions).

- identify the winery using a pull-down menu;
- designate the year and month with respect to which wine sales are being reported;
- provide the number of gallons of wine sold in the reporting period; and
- click on "Submit".

11. The new on-line reporting system will display the producer charges that are due the Pennsylvania Wine Marketing and Research Program with respect to the reported wine sales. The system then affords the option to "Print Payment Slip." This slip can be used in mailing a producer charge payment to the Pennsylvania Wine Marketing and Research Program. As stated, the new on-line reporting system affords a convenient option/opportunity for a licensed limited winery to spread its producer charge payments through the year, rather than having to pay them in a single installment after the year's end. (See Figure 9 of the pictorial instructions).
12. When you click on "Submit," you will be asked to verify that the information you have provided is true and correct, and that you make that representation subject to the criminal penalties for unsworn falsification to authorities. Click "OK" to verify the information you provided.
13. The information you provided will appear on the next screen. Click on "Print Payment Slip" if you wish to have a printed statement and pay the indicated producer charges to the Pennsylvania Wine Marketing and Research Program. Click on "Confirm" to submit your information to the system.

A licensed limited winery also has the option to make required monthly reports using paper forms, rather than the new on-line reporting system. If you require paper forms, or if you have any difficulty accessing the new on-line reporting system, you should telephone (717) 787-6901 for assistance, or you may e-mail your questions or requests to: [PaWines@state.pa.us](mailto:PaWines@state.pa.us).

Sincerely,



**Joseph E. Brion**, Chairman  
Pennsylvania Liquor Control Board



**George D. Greig**, Secretary  
Pennsylvania Department of Agriculture

Figure 1



Figure 2



Figure 3

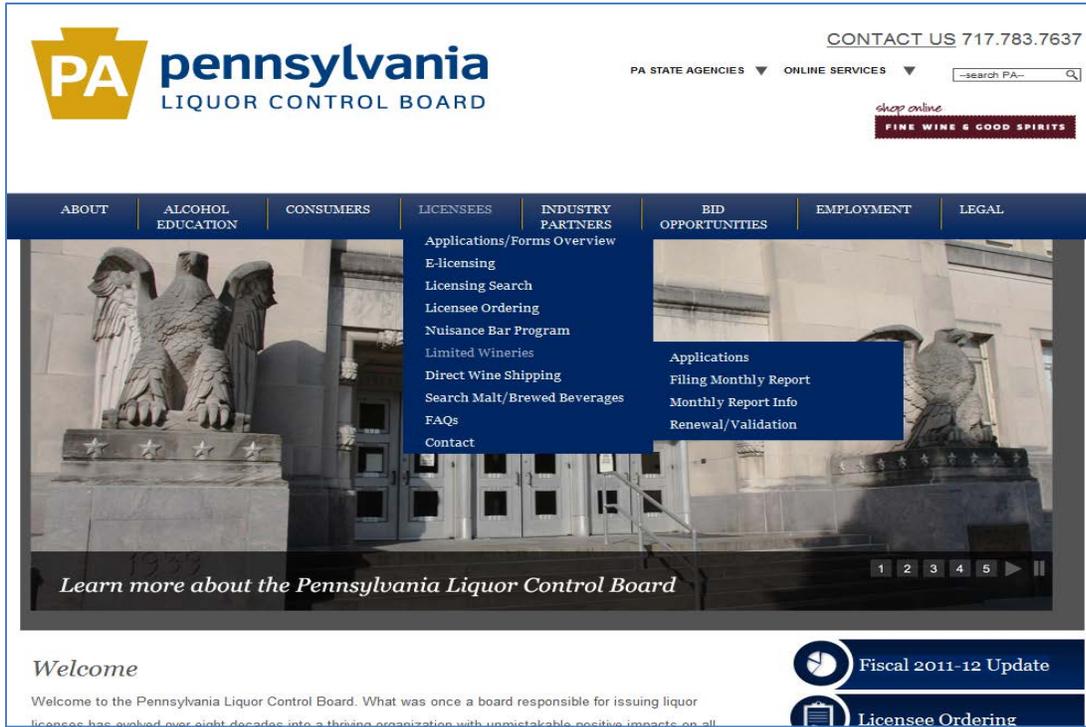


Figure 4

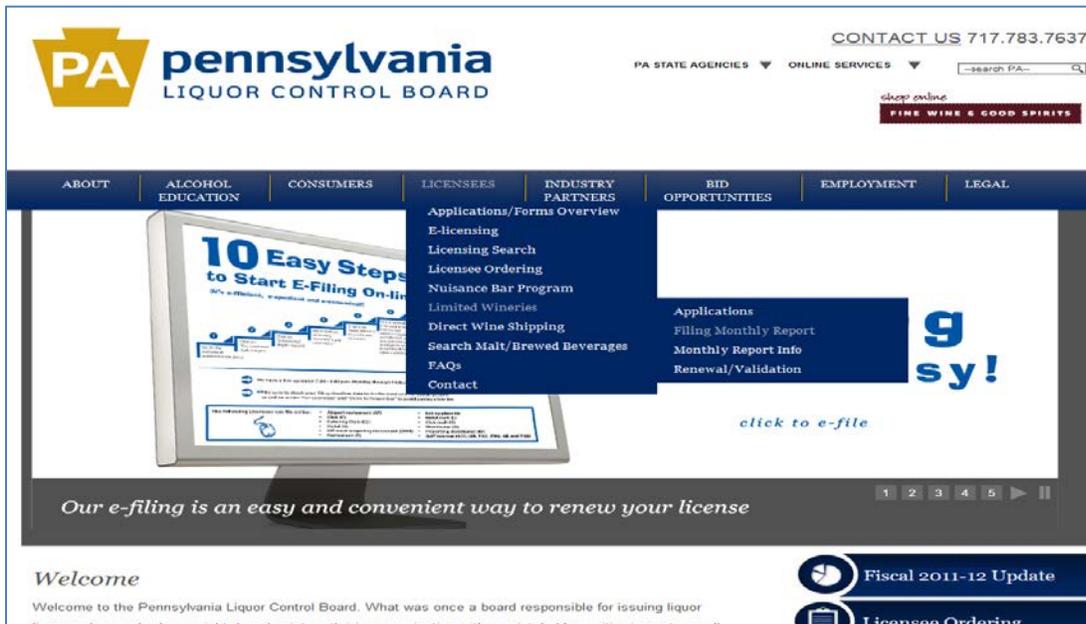


Figure 5

**PA** pennsylvania  
LIQUOR CONTROL BOARD

pennsylvania PA PA STATE AGENCIES ONLINE SERVICES --search PA-- go  
CONSUMERS | EDUCATION | LICENSEES | INDUSTRY PARTNERS

Limited Winery

**PA Commodities** Register Forgot Password Login

**Welcome to the Pennsylvania Wine Marketing and Research Program Application**

This web application replaces the previous paper based wine reporting process. New users can register for an account above. You must have your 6 character winery access code that was sent to you. If you have not received this mailer or have accidentally misplaced it, please ask for the access code request form. This form will be mailed directly to the mailing address on file for your establishment. If you should have any difficulty using this application, please contact:

**pawines@pa.gov**  
**717-787-6901**

Figure 6

**PA** pennsylvania  
LIQUOR CONTROL BOARD

pennsylvania PA PA STATE AGENCIES ONLINE SERVICES --search PA-- go  
CONSUMERS | EDUCATION | LICENSEES | INDUSTRY PARTNERS

**PAWines** Register Forgot Password Login

**Register**

Winery Code: 4a43dc

Username: dpolulak

Password: ●●●●●●

Confirm Password: ●●●●●●

Email: dpolulak@state.pa.us

Create User

Figure 7

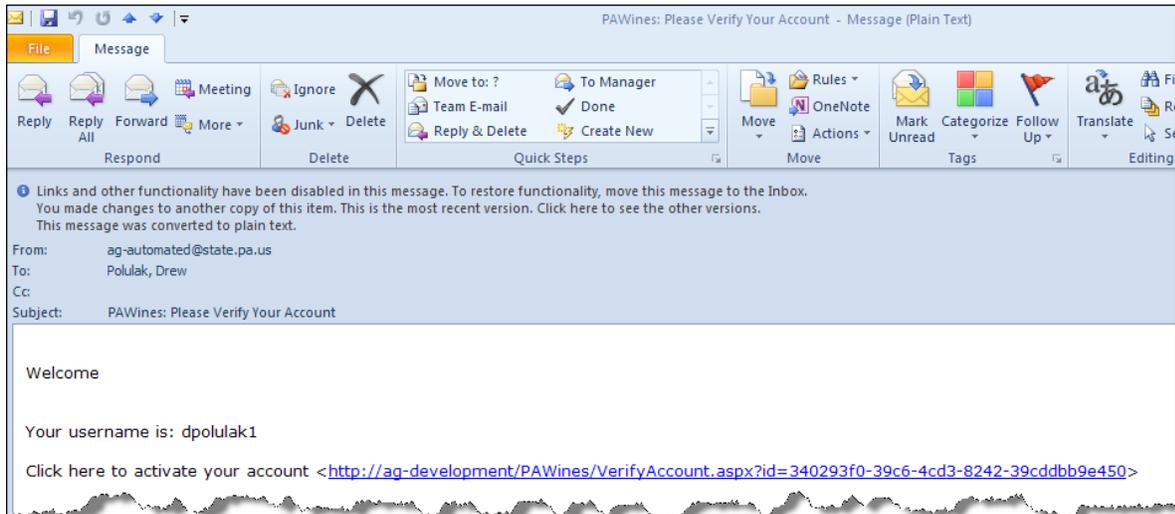


Figure 8

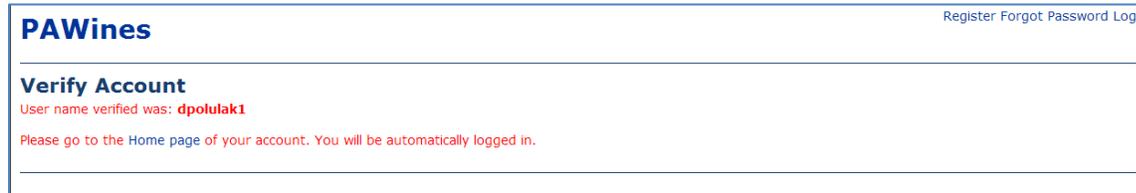


Figure 9

The screenshot shows the PAWines interface. At the top, there is a navigation bar with the Pennsylvania Liquor Control Board logo and links for PA State Agencies, Online Services, and a search bar. Below this, the user is logged in as 'dpolulak1'. The main heading is 'PAWines'.

The 'Winery Assessments' section contains a form with the following elements:

- 1**: 'Associate Winery' button.
- 2**: Text input field for 'Enter code to associate another winery to your user account'.
- 3**: 'Reporting Year and month' dropdowns, currently set to '2010' and 'Jan'.
- 4**: 'Number of gallons sold for the month' input field.
- 5**: 'Submit' button.

Below the form, the current winery is identified as 'MOUNTAIN VIEW VINEYARD INC' and the license is 'STROUDSBURG LCB #272'. A table shows the assessment history:

Transaction	Date	Check #	Gallons	Debit	Credit
Assesment	Jan-2010		2500	(\$375.00)	
Assesment	Feb-2010		23000	(\$3,450.00)	
<b>Total</b>			<b>25500</b>	<b>(\$3,825.00)</b>	<b>\$0.00</b>

At the bottom, the 'Total Owed \$3,825.00' is displayed, along with a **6** 'Print Payment Slip' button.

1. Associate Winery—text about it.
2. Associated Winery- \* only if they have multiple license id's.
3. Reporting Month/Year
4. Number of gallons sold for the month.
5. Submit- the number of gallons for the month.
6. Print Payment Slip