

## User Guide for Limited Wineries to File Electronic Monthly Reports

As a limited winery licensed by the Pennsylvania Liquor Control Board (PLCB), you are required to file monthly reports detailing wine production. This guide will introduce you to the Internet-based online reporting system designed to help you fulfill your reporting obligations to both the PLCB and the Pennsylvania Department of Agriculture in a single process.

The reporting system provides an easy-to-use online platform through which wineries can detail production and opt to spread producer charge payments to the Pennsylvania Wine Marketing and Research program (20 cents per gallon of wine sold each year) throughout a year.

To access the reporting system, visit [www.pda.state.pa.us/PACommodities/Default.aspx](http://www.pda.state.pa.us/PACommodities/Default.aspx). Adding this web address to your Internet favorites or bookmarks will facilitate easy access on an ongoing basis.

Should you have questions or require assistance with the online reporting system after reviewing the information herein, please email [RA-PAwines@pa.gov](mailto:RA-PAwines@pa.gov) or call 717.787.6041. Wineries requiring paper forms to complete these monthly reports may also utilize this contact information.

### *Registering an Account*

- The first time you use this system, you must select “Register” in the upper-right corner of the screen to set up your user account.



The screenshot shows the PA Commodities website interface. At the top left, it says "PA Commodities". At the top right, there are links for "Register", "Forgot Password", and "Login", with "Register" circled in red. Below the header, there is a welcome message: "Welcome to the Pennsylvania Wine Marketing and Research Program Application". A small text block below that reads: "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:". Below that, a red text block states: "Effective January 1st 2015, the assessment rate per gallon is changing from 15 cents to 20 cents." On the right side, there is contact information: "pawines@pa.gov" and "717-787-6041". At the bottom, there is a large image of a vineyard with a barn in the background.

- On the next screen, enter the six-character Winery Code provided to you in correspondence from the Department of Agriculture and PLCB, then designate your own username, password and email to be associated with your online reporting account before selecting “Create User”.

**PA Commodities**

Register Forgot Password Login

**Register**

Winery Code:

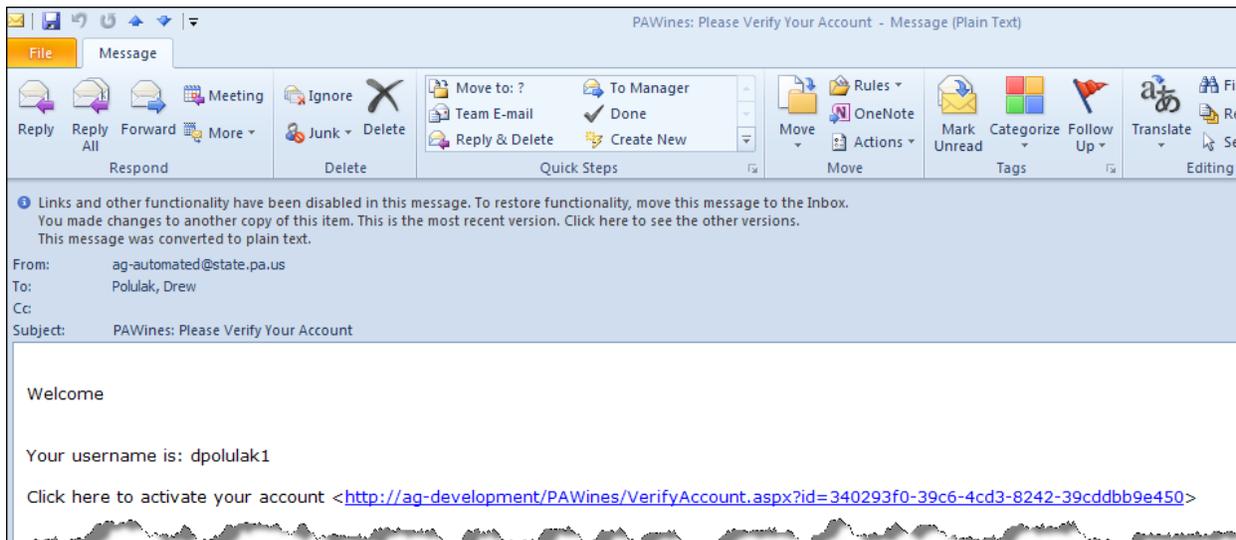
Username:

Password:

Confirm Password:

Email:

- The next screen will confirm “Your account has been successfully created,” and a confirmation email will be sent to the email address you provided from [RA-PAwines@pa.gov](mailto:RA-PAwines@pa.gov). If you don’t see the confirmation email in your inbox, please check your spam and junk mail folders for the message. Please also add [RA-PAwines@pa.gov](mailto:RA-PAwines@pa.gov) to your “safe sender list” to ensure future messages are delivered successfully.
- You must click on the link provided in the confirmation email to activate your account.



## Logging in and Completing Online Reports

PA pennsylvania LIQUOR CONTROL BOARD

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CONSUMERS | EDUCATION | LICENSEES | INDUSTRY PARTNER

PAWines Welcome dpolulak1 Logout

Enter code to associate another winery to your user account:  Associate Winery 1

**Winery Assessments**  
If you do not have sales for any month, please report the period with number of gallons sold as 0

2 Reporting 3 Number of gallons sold 4 5  
Year and month for the month  
MOUNTAIN VIEW VINEYARD INC 2010 Jan Submit

STROUDSBURG LCB #272

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>

Total Owed \$3,825.00 6 Print Payment Slip

Once registered, visit [www.pda.state.pa.us/PACommodities/Default.aspx](http://www.pda.state.pa.us/PACommodities/Default.aspx), select “Login” from the upper-right corner and complete the Winery Assessments Form (above).

If you are completing monthly reports for multiple licensees, you’ll first need to enter the six-character code for any additional winery to be associated with your account and select “Associate Winery” (1).

To complete a monthly report, a winery must:

- Identify the winery using a drop-down menu (2);
- Designate the year and month for which wine sales are being reported (3); and
- Enter the number of gallons sold during the reporting period (4).

Upon clicking “Submit” (5), the online reporting system will calculate and display the producer charges due the Pennsylvania Wine Marketing and Research Program for sales during the month reported.

- The system then affords the option to “Print Payment Slip” (6), which can be used in mailing the monthly producer charge payment to the Pennsylvania Wine Marketing and Research Program. Wineries also have the option to pay producer charges in a single installment after a year’s end.
- After clicking “Submit,” you will be asked to verify the information provided is true and correct, and that you make that representation subject to criminal penalties for unsworn falsification to authorities. Click “OK” to verify the information.
- On the next screen, select “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.
- Select “Confirm” to submit your monthly report.