

Creating a Special Orders Account

In order to use special orders, you need to create an account - to do this follow the instructions below.

1. Navigate to special orders <u>https://abs.utah.gov/products/special-orders/</u> - and click the "Place a Special Order" button

| SPECIAL ORDERS | |
|---|---|
| | |
| TOLL LASE PURCHASES OWLY This service is provided without additional fees for consumers who desire products the agency does not stock or list. Please note that it may not be po allocated products. In order for us to process your request, the product must be currently available at wholesale prices from the producer or their author be currently available from a listed United States importer. | issible to obtain old vintages or highly rized distributor. Imported products must |
| Use this form to submit a special order online. You will be required to provide your name, contact information, desired store for pickup, as well as produ vintage. Please list the importer's/distributor's name from the back label of the bottle in order to expedite requests. | ct information including name, size and |
| Please note that orders are generally not delivered to the Liquor Store until 45 days after the price quotation is received by the Department of Alcoholic | Beverage Control. |
| If you wish to pay extra for expedited air freight, please call 801-977-6827 after you've submitted your order to make arrangements. | |
| Special Order Instruction Document | |

2. Select the appropriate customer type (in this case - a retail customer login)





3. Click on the orange "Create Account" button towards the bottom left of the box on the screen.

| Enail Address Enter Enail Password Inter Password Inter Password Inter Careboan Forgot password? Forgot password? Forgot password? Cerete Account | | SPECIAL ORDERS RETAIL LOGIN | |
|--|------------------------------|-----------------------------|------------------|
| Password Enter Password Image: Team Image: Team Forgot password? Forgot passwor | Email Address Enter Email | | |
| Im not a robot →1 Legin Fortpot password? Fortpot password? Create Account | Password Enter Password | | |
| Forget password? Forget password? Forget password? | | I'm not a robot | |
| A Home | | 40 Login | Forgat password? |
| | A Home | | Creste Account |

4. Enter the appropriate information, select your default store, prove you are not a robot, and then click the orange "Create New Account" button.

| GREATE SPECIAL URL | JERS RETAIL ACCOUNT |
|----------------------------|-----------------------------|
| Contact Name | Phone Number |
| Enter First Name | Enter 10-digit Phone Number |
| Email Address | Confirm Email Address |
| Enter Valid E-mail Address | Enter Valid E-mail Address |
| Password Rules | Confirm Password |
| Enter Your Password | Confirm Password |
| Select your city | Store Pickup Location |
| Select your city | Select your preferred Store |
| I'm not a robot | reCAPTCHA Privage - Tema |
| ≜+ Create | New Account |

5. You must confirm your email to create a new account, visit your inbox and click on the verification link in the email you received.



UTAH DEPARTMENT OF ALCOHOLIC BEVERAGE SERVICES CREATING A SPECIAL ORDERS ACCOUNT

| • | | | | | |
|---|--|-------------------------|---|---|---|
| | Special Order Account Verification D Intex × | | | | 8 |
| ? | ABCDev@utah.gov to me ▼ | 9:55 AM (0 minutes ago) | ☆ | ← | : |
| | Dear John Doe | | | | |
| | Please click on the following link to verify your email. | | | | |
| | Click here to verify your email! | | | | |
| | Thanks! | | | | |
| | ← Reply ← Forward | | | | |

6. Click the confirm button in the resulting screen.

| SPECIAL ORDER ACCOUNT VERIFICATION | ON | |
|--|-------------|--|
| Thanks for signing up. Please click Confirm, to complete your re | gistration. | |
| Confirm | | |
| | | |

7. Once your account is confirmed you will be able to login with your email and password used to set up the account. Remember to prove you're not a robot and then click Login.

| | SPECIAL ORDERS RETAIL LOGIN | |
|-------------------|-----------------------------|-------------------|
| Email Address | | |
| johndoe@email.com | | |
| Password 2 | | |
| | | |
| 3. | V I'm not a robot | |
| | +J Login 4 | Forgot password? |
| A Home | | S+ Create Account |

8. You are now ready to place a special order.