

# WHOLESALE REPORTING DEBT ON THE CUSTOMER PORTAL

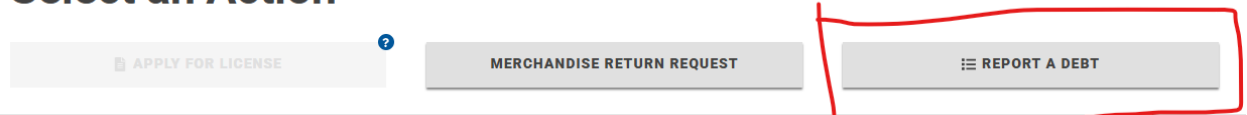
## 1. When on Licensing



In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.

## 2. Click on Report a Debt


### Select an Action




## 3. Fill in the information on the form

**Please fill out the fields below to file debt against a license.**

Select the License you would like to report debt against.

   
Search for a license by License Number or Licensee  
The amount of debt owed

Select the License the debt is being reported by.

- a. License Number – Licensee
  - i. Enter License number
  - ii. Click the magnifying glass and search that license
  - iii. Select the check box next to the license you want the debt to apply to
  - iv. Click Select and it will populate on the form
- b. Enter the Debt Amount they owe
- c. Select the license that is reporting debt from the drop down menu