

# Eliquor Online Ordering

New to online ordering? Please go to <http://eliquor.wyoming.gov> to sign up for a new account today!!

From the home page under “What do you want to do” click on the **Request a new account** link. Fill out all the info for each section and hit submit. Authorized buyers will be approved within 24 hours.

## Home

Under the Home tab you will be able to view any One Time Buy items in stock, see any Breaking News from The Wyoming Liquor Division, view hours of operation, view and print reports including the Sale Sheet, Important Message, Price Book, and much more.

## Quick Entry

Quick entry is for regular listed items. If you know the code number for the listed items you wish to order type in the code number, enter through each box after populating with the correct information, and add to your cart, or you can continue to enter down to the next line until all your items are entered. You can then add all items to your cart.

## Browse Liquor

Click on the Browse Liquor tab to view products by category and type. In addition to seeing Listed and Special Order items, you can also view One Time Buys, Holiday, and Seasonal items.

## Quick Search

After you log in, you can use the two white search boxes towards the top of the page. In the first box you can choose what type of item you are looking for (Listed, Special, etc) and in the second box type in a brief description. Avoid words that are common such as whisky, vodka, merlot, etc. as your search word. It's best if you pick the most unusual word in the product description. After you hit search, any items with your search word will show under matching products. You can add the correct item into your cart from this screen.

## Special Orders

This tab works the same as Quick Entry. If you know the code number for the Special order items you wish to order, type in the code number, enter through each box after populating with the correct information, and add to your cart, or you can continue to enter down to the next line until all your items are entered. You can then add all items to your cart. Can't find what you are looking for? Under this tab on the right hand side in the Browse box is a quick link “[order products not in our catalog](#)”. This link will take you to a page where you have the option to type in the description for the item you are looking for. Please provide as much info as possible in your description to ensure we order the correct item for you.

## My Carts

There will be a separate cart for Listed items and Special Order items. Your listed cart will be highlighted in blue and your special order cart will be highlighted in green. You must submit each cart separately. Make sure to complete each step to ensure your order was placed. After your order is complete your cart(s) should be empty.

## Fun Facts about Eliquor

- **As long as your account is in good standing when you place your listed order, it goes directly to the warehouse to be picked. No waiting for an open phone line to call in your order.**
- **Eliquor is accessible 24 hours a day, 7 days a week.**
- **One Time Buys are featured on the home page with pictures and product information noted.**
- **Special order items are automatically separated by vendor upon submission of order.**
- **You can view and order Seasonal and Holiday items. Each item has a camera that you can hover over and view a picture of the product.**
- **Every order is viewable in your order history.**