



CHRISTOPHER M. CARR
ATTORNEY GENERAL

Georgia Department of Law
40 Capitol Square SW
Atlanta, GA 30334-1300

www.law.ga.gov
(404) 458-3600

Office of the Attorney General

2023 Tobacco Portal User Guide

Updated: February 2023

Distributors Portal

Registration

- Distributor users will first need to register to create a login account. Navigate to the URL below and complete the form.
- Please note that the email address you will be providing as you register will be the designated user account for all your distributor accounts and corresponding monthly reporting entries and **CANNOT BE CHANGED ONCE REGISTERED**.
- This email should be a general account within your organization (i.e. reports@company.com) that is accessible by multiple users in the event your designated reporting agent is no longer available. Please keep this in mind as you consider what email address to designate as your user account.

URL: [Distributor Registration](#)

Title	<input type="text" value="Reporter"/>
First Name *	<input type="text" value="John"/>
Middle Name	<input type="text" value="A."/>
Last Name *	<input type="text" value="Smith"/>
Email *	<input type="text" value="user@company.com"/>
Confirm Email *	<input type="text" value="user@company.com"/>
Password *	<input type="password" value="*****"/> <div>Strong</div>
Confirm Password *	<input type="password" value="*****"/>

SUBMIT

- Complete the registration process by activating your profile via the validation notification sent to the email address you provided during registration.

Tobacco Settlement - Distributor Validate Registration



Caspio <noreply@caspio.app>

Fri 2/10, 1:42 PM

USER ↕

Reply all | ▾

CAUTION: This email originated from outside of the organization. Do not click links or open attachments unless you recognize the sender and know the content is safe.

[Click here to activate your profile.](#)



Login to Distributor's Portal

- Once a user account has been created, you can login into the distributor's portal. Navigate to the URL below, use the email and password you provided during account creation and click 'Login.'

URL: [Distributor Portal Login](#)

TOBACCO REPORTING - DISTRIBUTORS

User name

uer@company.com

Password

.....

[Forgot Password?](#)

[Forgot Username?](#) [Contact Us](#)

LOGIN

Distributor's Portal Menu Options

The Distributor Portal menu/navigation options are located in the top-right.



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Profile Update

Email	user@company.com
Title	<input type="text" value="Report Analyst"/>
First Name	<input type="text" value="John"/>
Middle Name	<input type="text"/>
Last Name	<input type="text" value="Smith"/>

UPDATE

Profile

- Update your profile information, change your Title, First, Middle, or Last Name and click 'Update'
- **Note that the email address cannot be changed, as it is a unique data point.**
- In the event you need to change the email address please contact us and we will delete your distributor profile. Then you can register again with the new email address and resubmit your monthly entries.

Password Reset

- You can update your password by entering your current password then providing your new password and click 'Update.'



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Password Reset

Email *	<input type="text" value="user@company.com"/>
Current Password *	<input type="password" value=""/>
Password *	<input type="password" value=""/> <small>Strong</small>
Confirm Password *	<input type="password" value=""/>

UPDATE

Add Distributor(s)

- A distributor user will need to first add a distributor(s) for each license before submitting/editing a monthly tobacco report. Add a distributor for each newly acquired license.
- Enter the Distributor Name, Doing Business As Or Store#, and Distributor License #, Business Address, City, State, Zip Code, Phone, and Fax then click 'Add' at the end



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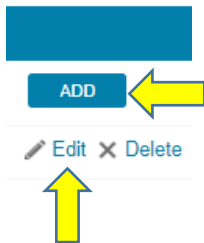
Add/Edit Distributors

Fields with an *asterisk are required

Please note that the fields for Phone1, Phone2, and Phone3 is asking for a 10 digit phone number format of 123-123-1234, where Phone1 is the area code, Phone2 is the first 3 digits and Phone3 the last 4 digits. The same applies for Fax01, Fax02, and Fax03.

[X Delete](#) [Edit](#) [Grid Edit](#)

Records 1-1 of 1



- Once added, you can click the 'Edit' link for changes to the distributor's profile
- Multiple distributors can be added.

Monthly Report/Edit

Once distributors are added monthly tobacco reports can be entered

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PROFILE PASSWORD RESET ADD DISTRIBUTOR MONTHLY REPORT/EDIT CONTACT LOGOUT

1 2 3 4 5 6 7

*Distributor Name ~DIST ID *Month Year *Manufacturer *Cigarette Brand ~License# ~Username

Apple Tobacco 5296 1/2023 Select Select 123456 user@company.com

Select
Cheyenne International
Dosal Tobacco Corporation
Farmers Tobacco Co. of Cynthiana
Firebird Manufacturing
Grand River Enterprises Six Nation
ITG Brands
Japan Tobacco Intl.
Kretek International
KT&G Corporation
Liagett Group

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In the “Monthly Report/Edit” section choose/enter the...

1. Distributor Name drop-down – choose the distributor
2. DIST ID – auto filled
3. Month Year drop-down – for the Month/Year
4. Manufacturer Drop Down – chose the manufacturer of the brand of cigarettes or RYO tobacco that you are reporting. If the manufacturer is not listed here, confirm that the manufacturer is an approved manufacturer that appears on the [Directory](#). If you have not stamped any cigarettes during the period, choose N/A. DO NOT CHOOSE N/A UNLESS YOU DID NOT STAMP ANY PRODUCT. If you are unsure of the manufacturer or the manufacturer is not listed, contact the party you purchased the product from or contact this office.
5. Cigarette Brand Drop Down – choose the name of the brand family of cigarette or RYO that you are reporting. If the brand is not listed here, confirm that the brand appears on the [Directory](#). If you have not stamped any cigarettes during the period, choose N/A. DO NOT

CHOOSE N/A UNLESS YOU DID NOT STAMP ANY PRODUCT. If you are unsure of the brand or the brand is not listed, contact the party you purchased the product from or contact this office.

6. License # – auto filled
7. Username – auto filled

8	9	10	11
Stamped ?	RYO ?	Document ?	*Oath ?
4576	789	Choose File No file chosen	<input checked="" type="checkbox"/>
			12 ADD

8. Cigarette Sticks Stamps – number of cigarette sticks of this brand family stamped with Georgia tax stamps during the month
9. Ounces of RYO (roll your own) – ounces of RYO of this brand family upon which tax was paid during the month
10. Document file attachment – add supporting documents as needed
11. Oath checkbox – verify that your entry is true and accurate
12. Click 'Add' to complete the entry, add monthly tobacco entries by distributor as needed

Edit/Delete monthly tobacco numbers

- Options are available to edit or delete multiple entries; click the checkbox next to an entry to activate these options

➡ Download Data Delete Edit Grid Edit


<input type="checkbox"/>	*Distributor Name	~DIST ID	*Month Year	*Manufacturer
	Apple Tobacco	5296	Select	Select
<input type="checkbox"/>	<input checked="" type="checkbox"/> Apple Tobacco			
➡ <input checked="" type="checkbox"/>		5296	1/2023	Cheyenne International
<input type="checkbox"/>		5296	1/2023	Farmers Tobacco Co. of Cynthiana

- Additionally, you can edit and delete individual entries at the end of each line item

*Oath ?	
<input type="checkbox"/>	ADD
Yes	✎ Edit ✕ Delete
Yes	✎ Edit ✕ Delete

Contact

- Submission form for any issues encountered while using the distributor portal



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PROFILE PASSWORD RESET ADD DISTRIBUTOR MONTHLY REPORT/EDIT **CONTACT** LOGOUT

Contact Us

Name *

Email *

Phone

Issue *


64000

You may attach 1 file for this submission at 5MB or less.
Allowed types: gif, jpg, jpeg, png, txt, pdf, tif

Attachment No file chosen

Logout

- Click 'Logout' to exit the distributor's portal



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PROFILE PASSWORD RESET ADD DISTRIBUTOR MONTHLY REPORT/EDIT CONTACT **LOGOUT**