



**CHRISTOPHER M. CARR**  
ATTORNEY GENERAL

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

**[www.law.ga.gov](http://www.law.ga.gov)**  
(404) 458-3600

# **Office of the Attorney General**

## **2023 Tobacco Portal User Guide**

Updated: February 2023

## Manufacturers Portal

### Registration

- Manufacturer 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 your account and corresponding 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: [Manufacturer Registration](#)

Manufacturer Name *	<input type="text" value="Orchard Tobacco"/>
Title	<input type="text" value="Reporter"/>
Full Name *	<input type="text" value="Jane Z. Smith"/>
Email *	<input type="text" value="reporter@company.com"/>
Confirm Email *	<input type="text" value="reporter@company.com"/>
Password *	<input type="password" value="*****"/> <small>Strong</small>
Confirm Password *	<input type="password" value="*****"/>

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

## Tobacco Settlement - Manufacturer Validate Registration



Caspio <noreply@caspio.app>  
Fri 2/10, 1:57 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 Manufacturer's Portal

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

URL: [Manufacturer Portal Login](#)

User name

Password

[Forgot Password?](#)

[Forgot Username? Contact Us](#)

LOGIN

## Manufacturer's Portal Menu Options

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



Office of the Attorney General - 2023



[PROFILE](#)

[PASSWORD RESET](#)

[QTR/YR ESCROW](#)

[CONTACT](#)

[LOGOUT](#)

### Profile

- Complete your profile information (asterisk are required fields).
- The profile information can be updated as needed, click the 'Update' button to save.
- 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 manufacturer profile. Then you can register again with the new email address and resubmit your quarterly entries.



Office of the Attorney General - 2023

[PROFILE](#)



[PASSWORD RESET](#)

[QTR/YR ESCROW](#)

[CONTACT](#)

[LOGOUT](#)

## TOBACCO REPORTING - MANUFACTURER

### Your Profile

Fields with an \*asterisk are required

Email	reporter@company.com
Title	<input type="text" value="Reporter"/>
Full Name *	<input type="text" value="Jane Z. Smith"/>
Manufacturer Name *	<input type="text" value="Orchard Tobacco"/>
Doing Business As *	<input type="text" value="Orchard Tobacco"/>
Address 1 *	<input type="text" value="456 Orchard St."/>
Address 2	<input type="text" value="Suite 100"/>
City *	<input type="text" value="Atlanta"/>

...continued

Escrow Account Number *	<input type="text" value="2342535"/>
Escrow Bank Phone *	<input type="text" value="777-777-7777"/>
Escrow Bank Email *	<input type="text" value="accounts@bank.com"/>
Bonding Company *	<input type="text" value="Bonding Company"/>
Bonding Company Address *	<input type="text" value="34534 Smoke St Suite 40"/>
Bonding Company Phone *	<input type="text" value="555-555-5555"/>
Bonding Company Email	<input type="text" value="bonds@bonds.com"/>

## Password Reset

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



Office of the Attorney General - 2023

[PROFILE](#) [PASSWORD RESET](#) [QTR/YR ESCROW](#) [CONTACT](#) [LOGOUT](#)



### TOBACCO REPORTING - MANUFACTURER

#### Password Reset

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

[UPDATE](#)

## QTR/YR Escrow

- The QTR/YR Escrow menu option in the manufacturer's portal allows you access to add/edit quarterly tobacco entries



Office of the Attorney General - 2023

[PROFILE](#)
[PASSWORD RESET](#)
[QTR/YR ESCROW](#)
[CONTACT](#)
[LOGOUT](#)



### TOBACCO REPORTING - MANUFACTURER

[Download Data](#)
[Delete](#)
[Edit](#)
[Grid Edit](#)

*Quarter ▲	Username	Manufacturer	Cigarette Brand	Stamped ?	RYO ?
Q12023 ▼	reporter@company.com ▼	Dosal To ▼	Ace ▼	4334	567
2023 TOTAL UNITS SOLD				68,690	1,134.00
2023 TOTAL ESCROW					
2023 ESCROW DIFF					

Select  
 Cheyenne International  
 Dosal Tobacco Corporation  
 Farmers Tobacco Co. of Cynthiana  
 Firebird Manufacturing  
 Grand River Enterprises Six Nation!

In the QTR/YR Escrow section choose/enter the...

- Quarter drop-down – choose the 2023 quarter to report
- Username – Auto filled
- Manufacturer drop-down – for the brand manufacturer
- Brand drop-down – for the brand
- Sticks Stamps – number of cigarette sticks of this brand family stamped with Georgia tax stamps during the quarter
- Ounces of RYO (roll your own) – ounces of RYO of this brand family upon which tax was paid during the quarter
- Oath – verify that your entry is true and accurate
- Click 'Add' to complete the entry, add tobacco entries by quarter as needed


\*Oath ?

7 8

## 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"/>	*Quarter ▲	Username	Manufacturer
	Q12023 ▼	reporter@company.com ▼	Dosal To ▼
<b>2023 TOTAL UNITS SOLD</b>			
<b>2023 TOTAL ESCROW</b>			
<b>2023 ESCROW DIFF</b>			
<input type="checkbox"/>	<input type="checkbox"/> Q12023		
	<input checked="" type="checkbox"/>	reporter@company.com	Dosal Tobacco Corporation
<input type="checkbox"/>		reporter@company.com	Kretek International

- Confirming Yearly Totals
  - total units sold, which is a sum of stamped and RYO values
  - the calculated escrow for total units sold
  - the difference between calculated escrow due and reported escrow deposited (negative values are in red)

<input type="checkbox"/>	*Quarter ▲	Username	Manufacturer	Cigarette Brand	Stamped ?	RYO ?	Units Sold	Due	Deposited	
	Q12023 ▼	reporter@company.com ▼	Select ▼	Select ▼	<input type="text"/>	<input type="text"/>				
<b>1</b>	<b>2023 TOTAL UNITS SOLD</b>						<b>71,238</b>	<b>1,458.00</b>	<b>87,438</b>	
<b>2</b>	<b>2023 TOTAL ESCROW</b>							<b>\$3,673.43</b>	<b>\$3,000.00</b>	
<b>3</b>	<b>2023 ESCROW DIFF</b>								<b>(\$673.43)</b>	

Negative values in red

- Click 'View Details' to add REQUIRED additional information to your quarterly entry

Stamped	RYO	Units Sold	Due	Deposited	Diff	*Oath	
71,238	1,458.00	87,438				<input type="checkbox"/>	<input type="button" value="ADD"/>
			\$3,673.43	\$3,000.00			
71,238	1,458.00	87,438					
64,356	567.00	70,656	\$2,968.39	\$3,000.00	\$31.61	Yes	<input type="button" value="View Details"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

- Detail info includes
  1. RYO calculation
  2. Total units calculation
  3. Escrow calculation

Username	reporter@company.com	Escrow Deposited	<input type="text" value="1232.23"/>
Quarter	Q12023	Amount of Bond	<input type="text"/>
Sticks Stamped	64356	Bond Expiration Date	<input type="text"/>
Ounces of RYO	567	File attachment guidelines: Each file at 5MB or less Allowed types: gif, jpg, jpeg, png, bxt, pdf, tif	
<b>1</b> RYO Calculated Ounces of RYO divided by .09	6300	Proof of Deposit	<input type="button" value="Choose File"/> No file chosen
<b>2</b> Total Units Sold Sticks stamped + RYO Calculated = Total Units Sold	70,656.00	Proof of Bond	Tulips02_1.jpg <input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> Remove
<b>3</b> Escrow Due Total Units Sold x (.0406487) = Calculated Escrow	\$2,968.39	List of Distributors	TEST.txt <input type="button" value="Choose File"/> No file chosen <input type="checkbox"/> Remove
		Addtl Documentation	<input type="button" value="Choose File"/> No file chosen
		<input type="button" value="UPDATE"/>	<input type="button" value="DELETE"/> <input type="button" value="BACK"/>

4. Enter escrow deposited
  5. Amount of Bond
  6. Bond expiration date
  7. Supporting documentation as needed
- Click Update after any changes



## Contact

- Submission form for any issues encountered while using the manufacturer's portal



Office of the Attorney General - 2023

[PROFILE](#)

[PASSWORD RESET](#)

[QTR/YR ESCROW](#)

[CONTACT](#)

[LOGOUT](#)



## TOBACCO REPORTING - MANUFACTURER

### 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 manufacturer's portal



Office of the Attorney General - 2023

[PROFILE](#)

[PASSWORD RESET](#)

[QTR/YR ESCROW](#)

[CONTACT](#)

[LOGOUT](#)



## TOBACCO REPORTING - MANUFACTURER