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Office of the Attorney General

2024 Tobacco Portal User Guide for Distributors

Updated: January 2024

Distributors Portal

Registration

- Forgo this step if you are already an active registered user.
- New 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="*****"/> <small>Strong</small>
Confirm Password *	<input type="password" value="*****"/>

- Complete the registration process by confirming the email you receive to activate your profile. The email will be sent to the email 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

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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LOGOUT



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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, you can change the 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 *

Current Password *

Password *
Strong

Confirm Password *

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](#)



ADD

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



- Once added, you can click the ‘Edit’ link for changes to the distributor’s profile.
- Multiple distributors can be added; however, each distributor must be given a distinct name. For example, in a case where there are multiple locations, we recommend putting the name of the location with the distributor name.

Monthly Report/Edit

Once distributors are added, monthly tobacco reports can be entered

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1 2 3 4 5 6 7

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

Apple Tobacco 5296 1/2024 Select Select 123456 user@company.com

Select
 Cheyenne International
 Dosal Tobacco Corporation
 Farmers Tobacco Co. of Cynthiaia
 Firebird Manufacturing
 Grand River Enterprises Six Nation
 ITG Brands
 Japan Tobacco Intl.
 Kretek International
 KT&G Corporation
 Looett 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 or pay taxes on RYO during the period, choose “Did Not Stamp.” DO NOT CHOOSE “DID NOT STAMP” UNLESS YOU DID NOT STAMP ANY CIGARETTES/RYO. 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 “Did not Stamp.” DO NOT CHOOSE “DID NOT STAMP” UNLESS YOU DID NOT STAMP ANY CIGARETTES/RYO. 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


The screenshot shows a web form with a blue header bar containing the following fields: "Stamped" (with a question mark icon), "RYO" (with a question mark icon), "Document" (with a question mark icon), and "*Oath" (with a question mark icon). Below the header bar, there are four input fields: a text box containing "4576", a text box containing "789", a file upload button labeled "Choose File" with the text "No file chosen" next to it, and a checked checkbox. To the right of the checkbox is a blue "ADD" button. Yellow boxes with numbers 8 through 12 are overlaid on the form to indicate specific fields: 8 is over the "Stamped" field, 9 is over the "RYO" field, 10 is over the "Document" field, 11 is over the "*Oath" field, and 12 is over the "ADD" button.

8. Cigarette Sticks Stamps – number of cigarette sticks of this brand family stamped with Georgia tax stamps during the month, if not stamped enter zero (“0”)
9. Ounces of RYO (roll your own) – ounces of RYO of this brand family upon which tax was paid during the month, if you did not pay taxes on RYO enter zero (“0”)
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 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"/>	<input type="button" value="ADD"/>
Yes	 Edit  Delete 
Yes	 Edit  Delete 

Contact

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



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The link redirects to the Contact Us page

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, tiff

Attachment No file chosen

Logout

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



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