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Office of the Attorney General
Tobacco Portal User Guide
21 February 2022

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: <https://c2ach259.caspio.com/dp/ba5d900063920762d2334fa5b117>

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

Tobacco Settlement - Distributor Validate Registration

user@company.com

Reply all

Tue 2/21/2022, 2:19 PM

User

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: <https://c2ach259.caspio.com/dp/ba5d9000d09421d3af23486dbb88>

TOBACCO REPORTING - DISTRIBUTORS

User name

Password

[Forgot Password?](#)

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

LOGIN

Distributor's Portal Menu Options

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.



Office of the Attorney General

PROFILE

PASSWORD RESET

ADD DISTRIBUTOR

MONTHLY REPORT/EDIT

CONTACT

LOGOUT

TOBACCO REPORTING - DISTRIBUTORS

Profile Update

Email

Title

First Name

Middle Name

Last Name

UPDATE

Password Reset

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



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TOBACCO REPORTING - DISTRIBUTORS

Password Reset

Email *

Current Password *

Password *
Strong

Confirm Password *

[UPDATE](#)

Add Distributor(s)

- A distributor user will need to first add a distributor(s) before submitting/editing a monthly tobacco report
- Enter the Distributor Name, Doing Business As Or Store#, and Distributor License then click 'Add'



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TOBACCO REPORTING - DISTRIBUTORS

Add/Edit Distributors

*Fields with an *asterisk are required*

No Records Found

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

Records 0-0 of 0

Username	*Distributor Name	*Doing Business As Or Store#	*Distributor License	
<input type="text" value="user@company.com"/>	<input type="text" value="Apple Tobacco"/>	<input type="text" value="Apple Tobacco"/>	<input type="text" value="5231789"/>	ADD

- Once added, click the 'View Details' link to complete the distributor's profile

Records 1-1 of 1

Username	*Distributor Name	*Doing Business As Or Store#	*Distributor License		
<input type="text" value="user@company.com"/>	<input type="text"/>	<input type="text"/>	<input type="text"/>	ADD	
<input type="checkbox"/>	user@company.com	Apple Tobacco	Apple Tobacco	5231789	View Details Edit Delete

- In the View Details section, fill-in the fields (fields with asterisk are required) and click 'Update.' This will complete the add distributor process.

Address 1 *

Address 2

City *

State *

Zip Code *

Phone * - -

Fax - -

- Additional distributors can be added. Options are available to Edit or Delete distributor entries

Records 1-1 of 1

<input type="checkbox"/>	Username	*Distributor Name ▲	*Doing Business As Or Store#	*Distributor License	
	<input type="text" value="user@company.com"/>	<input type="text" value="Pear Tobacco"/>	<input type="text" value="Pear Tobacco"/>	<input type="text" value="369852"/>	<input type="button" value="ADD"/>
<input type="checkbox"/>	user@company.com	Apple Tobacco	Apple Tobacco	5231789	<input type="button" value="View Details"/> <input type="button" value="Edit"/> <input type="button" value="Delete"/>

Monthly Report/Edit

- Once distributors are added monthly tobacco reports can be entered



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TOBACCO REPORTING - DISTRIBUTORS

Monthly Reporting

If you are licensed by the Georgia Department of Revenue as a tobacco distributor/wholesaler then you must report your cigarette and RYO sales to the Georgia Department of Law (also called the Attorney General) within ten (10) days after the end of each month beginning in the first month in which you receive your license. If you have not registered as a user, go to the [User Registration](#) page.

Each distributor must report the number of individual cigarette sticks stamped or ounces of RYO the distributor paid taxes on under the alternate method of taxation during the reporting month. You must report brands manufactured by both **Participating** and **Non-Participating Manufacturers**. You must complete this report even if you have had no sales during the month, simply select N/A for your cigarette manufacturer and brand.

For **Non-Participating Manufacturer** brands for each brand, report the manufacturer, brand name, and total number of individual cigarettes stamped with an **orange** Georgia excise tax stamp or total ounces of RYO on which you paid taxes during the month. Then upload supporting documentation – include the purchase invoices provided from the party you purchased the cigarettes from and the sales invoices or a spreadsheet documenting sales of cigarettes in Georgia. Spreadsheets must include totals by brand.

For **Participating Manufacturer** brands, for each brand report the manufacturer, brand name, and total number of individual cigarettes stamped with a **blue** Georgia excise tax stamp or total ounces of RYO on which you paid taxes during the month. No supporting documentation is necessary.

Fields with an *asterisk are required

Fields with an ~tilde are automatically filled based on selection

By checking Oath box below, I acknowledge that it is a crime to knowingly make false statements and writings, conceal facts, or submit fraudulent documents in matters within jurisdiction of the state or its political subdivisions and is punishable by fine, imprisonment, or both. Official Code of Georgia Section 16-10- 20. I state under penalty of perjury, that the information submitted in this report is true and accurate.

No Records Found

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

Sort by

Records 0-0 of 0

*Distributor Name	~DIST ID	*Month Year	*Manufacturer	*Cigarette Brand	~License#	~Username	Stamped	RYO	Document	*Oath	
Apple Tobacco	5027	1/202	Chayenn	Select	5231789	user@company.com	54543	58785	Choose File No file chosen	<input type="checkbox"/>	<input type="button" value="Add"/>

*Distributor Name	~DIST ID	*Month Year	*Manufacturer	*Cigarette Brand	~License#	~Username
Apple Tobacco	5027	1/2022	Chayenn	Select	5231789	user@company.com

Select
N/A
1839
1839 RYO
24/7
305's
Ace
American Bison
American Bison RYO
Aura
Bali Shag RYO

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

- Distributor drop-down – choose the distributor
- DIST ID – auto filled
- Month Year drop-down – for the Month/Year
- Manufacturer drop-down – for the brand manufacturer
- Cigarette Brand drop-down – for the brand
- License # – auto filled
- Username – auto filled

Stamped ? RYO ? Document ? *Oath ?
 No file chosen

- Cigarette Sticks Stamps – number of sticks
- Ounces of RYO (roll your own) – ounces of RYO
- Document file attachment – add supporting documents if necessary
- Oath checkbox – verify that your entry is true and accurate
- Click 'Add' to complete the entry

Add/Edit/Delete monthly tobacco numbers

- Add tobacco entries by distributor as needed; options are available to edit or delete these entries.

Sort by *Distributor Name (A to Z) ▼

Records 1-1 of 1

*Distributor Name	~DIST ID	*Month Year	*Manufacturer	*Cigarette Brand	~License#	~Username	Stamped	RYO	Document	*Oath
Apple Tobacco	5027	Select	Select	Select	5231789	user@company.com			<input type="button" value="Choose File"/> No file chosen	<input type="checkbox"/>
<input checked="" type="checkbox"/> Apple Tobacco										
<input checked="" type="checkbox"/>	5027	1/2022	Cheyenne International	American Bison RYO	5231789	user@company.com	54,845	56,756.00		Yes <input checked="" type="button" value="Edit"/> <input checked="" type="button" value="Delete"/>

*Distributor Name ~DIS

Apple Tobacco

5027

***Oath ?**

Yes

Contact

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

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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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