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Office of the Attorney General

Tobacco Portal User Guide

21 February 2022

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: <https://c2ach259.caspio.com/dp/ba5d9000324fd5972f9f47e98d55>

Manufacturer Name *	Orchard Tobacco
Title	Reporter
Full Name *	Jane Z. Smith
Email *	reporter@company.com
Confirm Email *	reporter@company.com
Password *	***** Strong
Confirm Password *	*****
SUBMIT	

- 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

reporter@company.com

Reply all

Tue 2/21/2022, 2:30 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 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: <https://c2ach259.caspio.com/dp/ba5d9000d85e67009ca34a6fa6a3>

User name

Password

[Forgot Password?](#)

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

LOGIN

Manufacturer's Portal Menu Options

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.



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PROFILE

[PASSWORD RESET](#)

[QTR REPORT/EDIT](#)

TOBACCO REPORTING - MANUFACTURER

Your Profile

Fields with an *asterisk are required

Email	reporter@company.com
Title	Reporter
Full Name *	Jane Z. Smith
Manufacturer Name *	Orchard Tobacco
Doing Business As *	Orchard Tobacco
Address 1 *	456 Orchard St.
Address 2	Suite 88
City *	Atlanta
State Province *	Georgia
Country Region *	United States of America

...continued

Escrow Account Number *	2342535
Escrow Bank Phone *	777-777-7777
Escrow Bank Email *	accounts@bank.com
Bonding Company *	Bonding Company
Bonding Company Address *	34534 Smoke St Suite 40
Bonding Company Phone *	555-555-5555
Bonding Company Email	bonds@bonds.com
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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[PROFILE](#)

[PASSWORD RESET](#)

[QTR REPORT/EDIT](#)

[CONTACT](#)

[LOGOUT](#)

TOBACCO REPORTING - MANUFACTURER

Password Reset

Email	reporter@company.com
Current Password *	*****
Password *	***** Strong
Confirm Password *	*****
UPDATE	

QTR Report/Edit

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



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TOBACCO REPORTING - MANUFACTURER

Quarterly Reporting

Report the number of individual cigarette sticks stamped or ounces of RYO tobacco sold by distributors and sold in or into the State of Georgia during the quarter. Report each brand on its own line. After each line click the "View Details" button and enter the additional information requested. The amount of escrow due for each brand is calculated. Indicate the amount of escrow deposited for each brand in the box requested but be sure to actually deposit the total for all brands. Upload the requested supporting documentation. These supporting documents only need to be uploaded once per quarter.

*Fields with an *asterisk are required*

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](#)

Records 0-0 of 0

*Quarter	Username	Manufacturer	Cigarette Brand	Stamped	RYO	*Oath	
Q12022	reporter@company.com	Firebird Manufac	Select	54457	789	☒	ADD
			Ace				
			American Bison				
			American Bison RYO				

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

- Quarter drop-down – choose the quarter
- Manufacturer drop-down – for the brand manufacturer
- Brand drop-down – for the brand
- Sticks Stamps – number of sticks
- Ounces of RYO (roll your own) – ounces of RYO
- Oath – verify that your entry is true and accurate
- Click 'Add' to complete the entry

Add/Edit/Delete monthly tobacco numbers

- Add quarterly entries as needed; options are available to edit or delete these entries.

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

Records 1-1 of 1

*Quarter	Username	Manufacturer	Cigarette Brand	Stamped	RYO	*Oath	
Q12022	reporter@company.com	Japan Tobac	Berley	64356	56568	☒	ADD
Q12022							
☒	reporter@company.com	Firebird Manufacturing	American Bison RYO	54,457	789.00	Yes	View Details Edit X Delete

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

Username	reporter@company.com
Quarter	Q12022 ▼
Sticks Stamped	64356
Ounces of RYO	56568
RYO Calculated	5091.12
Ounces of RYO multiplied by .09	
Total Units Sold	69,447.12
Sticks stamped + RYO Calculated = Total Units Sold	
Escrow Due	\$2,822.94
Total Units Sold x (.0406487) = Calculated Escrow	
Escrow Deposited	
Amount of Bond	
Bond Expiration Date	
File attachment guidelines: File at 5MB or less Allowed types: gif, jpg, jpeg, png, txt, pdf, tif	
Proof of Deposit	Choose File No file chosen
Proof of Bond	Choose File No file chosen
List of Distributors	Choose File No file chosen

- Also note the RYO, Total Units, and Escrow Due have been auto calculated for your quarterly entries.
- Click Update after any changes.

Contact

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

[PROFILE](#) [PASSWORD RESET](#) [QTR 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

SUBMIT

Logout

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

[PROFILE](#) [PASSWORD RESET](#) [QTR REPORT/EDIT](#) [CONTACT](#) [LOGOUT](#)