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](https://c2ach259.caspio.com/dp/ba5d9000324fd5972f9f47e98d55)

- 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 2/27/2022, 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](https://c2ach259.caspio.com/dp/ba5d9000324fd5972f9f47e98d55)
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](https://c2ach259.caspio.com/dp/ba5d9000d85e67009ca34a6fa6a3)

User name: reporter@company.com
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.

Office of the Attorney General

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 55
City: Atlanta
State Province: Georgia
Country Region: United States of America
...continued

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Escrow Account Number *</td>
<td>2342536</td>
</tr>
<tr>
<td>Escrow Bank Phone *</td>
<td>777-777-7777</td>
</tr>
<tr>
<td>Escrow Bank Email *</td>
<td><a href="mailto:accounts@bank.com">accounts@bank.com</a></td>
</tr>
<tr>
<td>Bonding Company *</td>
<td>Bonding Company</td>
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<td>Bonding Company Address *</td>
<td>34534 Smoke St Suite 40</td>
</tr>
<tr>
<td>Bonding Company Phone *</td>
<td>555-555-5555</td>
</tr>
<tr>
<td>Bonding Company Email</td>
<td><a href="mailto:bonds@bonds.com">bonds@bonds.com</a></td>
</tr>
</tbody>
</table>

**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**

**TOBACCO REPORTING - MANUFACTURER**

**Password Reset**

<table>
<thead>
<tr>
<th>Field</th>
<th>Value</th>
</tr>
</thead>
<tbody>
<tr>
<td>Email</td>
<td><a href="mailto:reporter@company.com">reporter@company.com</a></td>
</tr>
<tr>
<td>Current Password *</td>
<td>************</td>
</tr>
<tr>
<td>Password *</td>
<td>************</td>
</tr>
<tr>
<td>Confirm Password *</td>
<td>************</td>
</tr>
</tbody>
</table>

**UPDATE**
QTR Report/Edit

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

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.
• Click ‘View Details’ to add additional information to your quarterly entry.

![Image of quarterly entry form]

- 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

Contact Us

Name 

Email 

Phone

Issue *

You may attach 1 file for this submission of 5MB or less.
Allowed types: 

Attachment

Choose File

SUBMIT

Logout

- Click ‘Logout’ to exit the manufacturer’s portal