STEP 3: Setting Up Permissions

The first person to link to a license (and answer the four security questions correctly) is considered the Administrator of the license. Initially, the main responsibilities of the Administrator are to:

1. Set up permissions for yourself.

2. Send your co-workers claim codes via email so that they can link to the license.

3. Set up permissions for co-workers.

Set up permissions for yourself:

At the License Summary page, click on the "License" drop down arrow and then click on External User Manager.

The system will display the **External User Manager** page with a list of users (your name will be the only one to appear at this point in time).

Click on your name.

Two tabs will display.

On the **User** tab, add a phone number.

Click the **Save** button.

Go to the **Permission** tab.

Select the Brand Label permissions that are applicable to your role on the license.

Click the **Save** button.

Send co-workers claim codes via email so that they can link to the license:

Go to License → Claims Manager

This page will display →

Enter the co-worker's email address in the **Mail To** field and click the **Send Code** button.

This user will receive an email with a unique claim license code and a link to the ATC Online System.

Here's an example of the email they will receive →

From: no.reply@dps.mo.gov
Date: September 13, 2016 at 1:24:22 PM CDT
To: foster65102@embarqmail.com
Subject: ATC - License Claim Code

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Hi, foster65102

Use the URL and code below to claim your license. Your code will expire 24 hours from the time this email was sent. Please contact your ATC Online System administrator to assign you permissions.

License :   123456 - Foster & Associates

Claim page: https://apps1dev.mo.gov:443/ATCLicense/License/ClaimLicense.aspx

Claim code: B1EA451E821712A

Email Generated: 2016-09-13 13:24:22
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The user will click on the Claim page link, and be directed to MoLogin.

The user can enter their credentials and click the Login button.

If this user has not created a MoLogin account yet, they must click on the Request Account link and register.

MO Login

Login

Email

Password

Login

Forgot password   Request Account

Login Request from Alcohol & Tobacco Control - Licensing

*** Notice ***
The information and applications to which you are granted through this "Login" may be subject to Federal and/or State laws and regulations. Unauthorized access, disclosure, or other use of any information or applications may result in civil and/or criminal prosecution and fines, imprisonment, and/or other penalties.

The State reserves the right to remove, disable, or otherwise render unusable any account that, in the opinion of the department or agency providing the information or application, has been or suspected to have been used for unauthorized access to information or application(s); has or attempted to bypass information or applications security measures; or has otherwise been used to disrupt the delivery of information or applications.

Privacy Policy   Accessibility

The user must use the claim code within 24 hours or the claim code will no longer be valid.

The Administrator will receive an email after the user successfully links to the license.

Here is an example of the email →

From: no.reply@dps.mo.gov
Date: September 13, 2016 at 8:17:28 AM CDT
To: FOSTER65102@EMBARQMAIL.COM
Subject: License Number 13755 - New User Associated

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Hi, Colleen

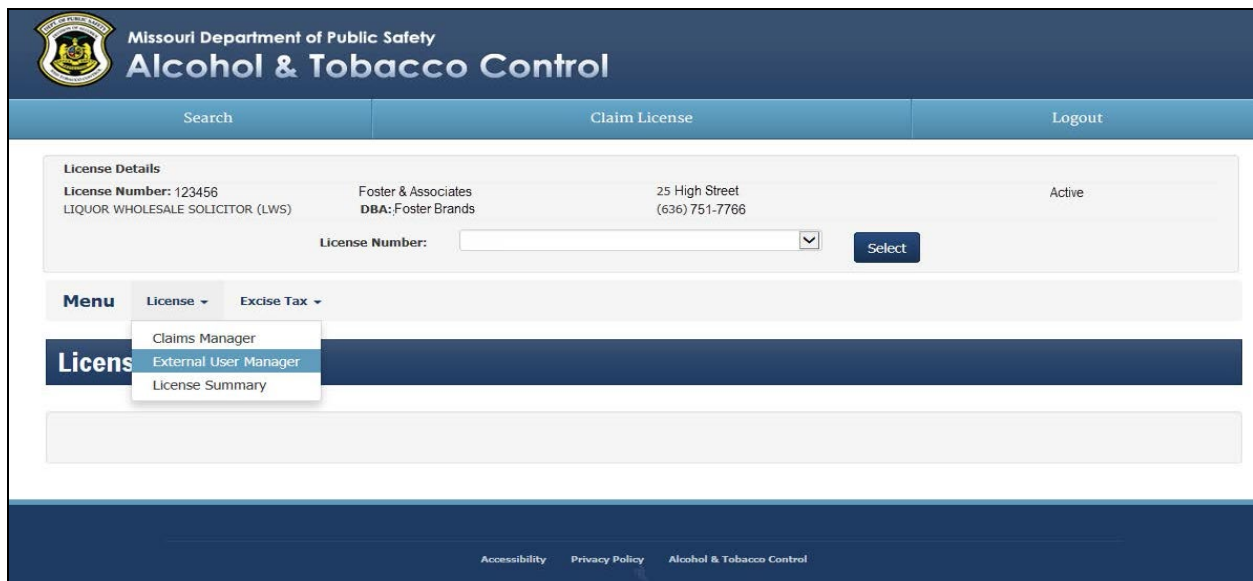The following user has successfully been associated to license number 123456. Please log into the ATC Online System and assign appropriate permissions to this user.

Ryan Hayes, ryan.hayes@oa.mo.gov

Email Generated: 2016-09-13 08:17:28

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Set up permissions for the co-workers:
Go to License → External User Manager

The system will display the **External User Manager** page with a list of users associated with the license.

Click on your co-worker's name.

Two tabs will display →

On the **User** tab, add a phone number.

Click the **Save** button.

Go to the **Permission** tab.

Select the Brand Label Page permissions that are applicable to his/her role on the license.

Click the **Save** button.

Frequently Asked Questions (FAQs)

(1) Does every user need a MoLogin Account?

Yes, every user of the ATC Online System will have to register for a MoLogin Account, prior to logging into the ATC Online System.

(2) I use a compliance company to manage my licenses. How can I get them linked to my   license?

It is **highly recommended** that a compliance company **not** be the Administrator. This is due to changes in compliance agencies and if given the Administrator role, the owner of the company loses the ability to access the ATC Online System. The managing officer can send a compliance company a claim code email to be set up as a user. Then, the Administrator can give the compliance company all the necessary permissions for the license.

(3) What if my new user does not use their claim code within the 24-hour limit?

The claim code will deactivate after 24 hours. Go to the License ▯ Claims Manager page and send a new code to their email address.

(4) Do I have to invite each user separately?

Yes; each user must receive a unique claiming code.

(5) Do I have to send out a claim license code for each license or can I activate my user for multiple licenses at one time?

You will need to send a claim code for each license number.

(6) What if my new users enter their claiming code incorrectly?

If they enter the claiming code incorrectly three times their user account will be locked for 30 minutes.

• After 30 minutes the user account will unlock itself
• If you need the account unlocked sooner than 30 minutes you will need to contact ATC to reset the user account.

(7) Will my new users get the same four security questions that I did as the Administrator?

No, only the first time user on the account (the Administrator) will receive the four security questions to answer. All subsequent users on the account will not have this step.

(8) When assigning permissions for a user, how are the permissions structured?

Permissions are assignable to each user that has been activated on that license. The permissions are by license number. For example, Norma Mills has been activated on License #123456 and will be given permissions for that license. If Norma needs permissions on a different license, that different license will need to be selected and Norma will need to be given permissions to that license.

(9) What is the difference between an 'active' user and an 'inactive user'?

If a user no longer needs permissions in the system under your license number, as the Administrator you can deactivate that user by marking them 'inactive'.
An inactive user will no longer have access under the Administrator's license number.

(10) As the managing officer, sole owner or partner to link to the license and answer the four security questions, I am automatically the Administrator on the account. Can I set another user as the Administrator and how do I do that?

You cannot set anyone as an Administrator on the license. You cannot remove yourself   as Administrator. ATC must perform these changes. Contact ATC for any Administrator changes.

(11) How can I contact ATC for assistance?

You can contact ATC by emailing or calling:

Name		Email	Phone Number
Julie Rummerfield	Brand Label	julie.rummerfield@dps.mo.gov	(573) 751-7891
Shannon Heislen	Brand Label	shannon.heislen@dps.mo.gov	(573) 751-5444
Kim Stegeman	Excise Tax	kim.stegeman@dps.mo.gov	(573) 751-5446
Breann Holliday	Excise Tax	breann.holliday@dps.mo.gov	(573) 751-4073
Charlene Mitchem		charlene.mitchem@dps.mo.gov	(573) 751-5452