

## **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 screenshot displays the Missouri Department of Public Safety Alcohol & Tobacco Control web application. The header includes the department logo and name. The main navigation bar has three tabs: Search, Claim License, and Logout. The License Details section shows the following information:

License Details			
License Number: 123456	Foster & Associates	25 High Street	Active
LIQUOR WHOLESALE SOLICITOR (LWS)	DBA: Foster Brands	(636) 751-7766	

Below the details, there is a form with a "License Number:" label, a dropdown menu, and a "Select" button.

The "Menu" section on the left shows a "License" dropdown menu with the following options:

- Claims Manager
- External User Manager (highlighted)
- License Summary

The footer contains links for Accessibility, Privacy Policy, and Alcohol & Tobacco Control.

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.

The screenshot shows the 'Missouri Department of Public Safety Alcohol & Tobacco Control' interface. At the top, there's a navigation bar with 'Search', 'Claim License', and 'Logout'. Below this, a 'License Details' section displays information for 'Foster & Associates' (DBA: Foster Brands) with license number 123456, address 25 High Street, and phone (636) 751-7766. The status is 'Active'. A 'License Number' dropdown and a 'Select' button are also present. A 'Menu' section shows 'License' as the selected option. The main section is titled 'External User Manager' and contains a 'Search Results (1)' table. The table has columns for 'Name', 'Email', and 'Status'. The single result is 'Foster, Colleen' with email 'FOSTER65102@EMBARQMAIL.COM' and status 'Active'. A pagination bar shows 'Page 1 of 1'. At the bottom, there are links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

Name	Email	Status
Foster, Colleen	FOSTER65102@EMBARQMAIL.COM	Active

Two tabs will display.

The screenshot shows the 'User' tab in the 'External User Manager' interface. It contains a form with the following fields: 'First Name' (Colleen), 'Middle Initial' (empty), 'Last Name' (Foster), 'Email Address' (FOSTER65102@EMBARQMAIL.COM), and 'Phone Number' ((573) 555-1212). The 'Status' is set to 'Active' with radio buttons for 'Active' and 'Inactive'. At the bottom, there are 'Save', 'Clear', and 'Cancel' buttons.

First Name: Colleen  
Middle Initial:   
Last Name: Foster  
Email Address: FOSTER65102@EMBARQMAIL.COM  
Phone Number: (573) 555-1212  
Status: ☒ Active ☐ Inactive  
Save Clear Cancel

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

Click the **Save** button.

Go to the **Permission** tab.

User	Permission
<b>Brand Label</b> <span>Select All</span>	
Brand Label Pages - Update	Ability to update all Brand Label Pages <input type="checkbox"/>
Brand Label Pages - View only	Ability to view all Brand Label Pages <input type="checkbox"/>
<b>Excise Tax</b> <span>Select All</span>	
Excise Tax Pages - Update	Ability to update all Excise Tax pages (does not include making Excise Financial payments) <input type="checkbox"/>
Excise Tax Pages - Financial	Ability to perform Financial payments on Excise Tax pages <input type="checkbox"/>

Save Clear Cancel

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

Missouri Department of Public Safety  
**Alcohol & Tobacco Control**

Search Claim License Logout

**License Details**

License Number: 123456 Foster & Associates 25 High Street Active  
LIQUOR WHOLESALE SOLICITOR (LWS) DBA: Foster Brands (636) 751-7766

License Number:  Select

**Menu** License ▾

- Claims Manager
- External User Manager
- License Summary

**Search Results (1)** Page Size: 10

Name	Email	Status
Foster, Colleen	FOSTER65102@EMBARQMAIL.COM	Active

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Accessibility Privacy Policy Alcohol & Tobacco Control

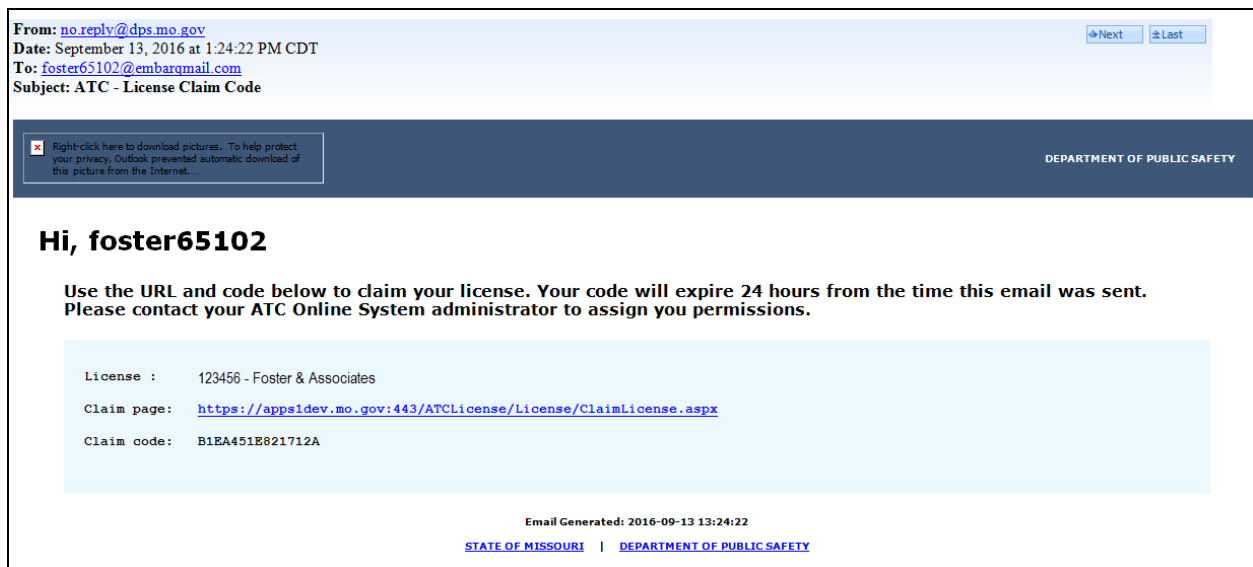
This page will display →

The screenshot shows the 'Claims Manager' page of the Missouri Department of Public Safety Alcohol & Tobacco Control system. The header includes the department's logo and name, with navigation tabs for 'Search', 'Claim License', and 'Logout'. Below the header, a 'License Details' section displays information for a license holder: License Number 123456, LIQUOR WHOLESALER SOLICITOR (LWS), Foster & Associates, DBA: Foster Brands, 25 High Street, (636) 751-7766, and an 'Active' status. A 'License Number' dropdown menu and a 'Select' button are also present. A 'Menu' section shows 'License' as the selected option. The main content area is titled 'Claims Manager' and features a 'CREATE' tab. A light blue note box states: 'NOTE: The recipient of the claim code will have 24 hours to use the code and claim the license. If the code is not used within this time period, a new claim code must be generated.' Below this, a 'Mail To:' label is next to an empty text input field, with a 'Send Code' button underneath. A yellow message box at the bottom of the form area indicates 'No current messages are being displayed.' The footer contains links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

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.

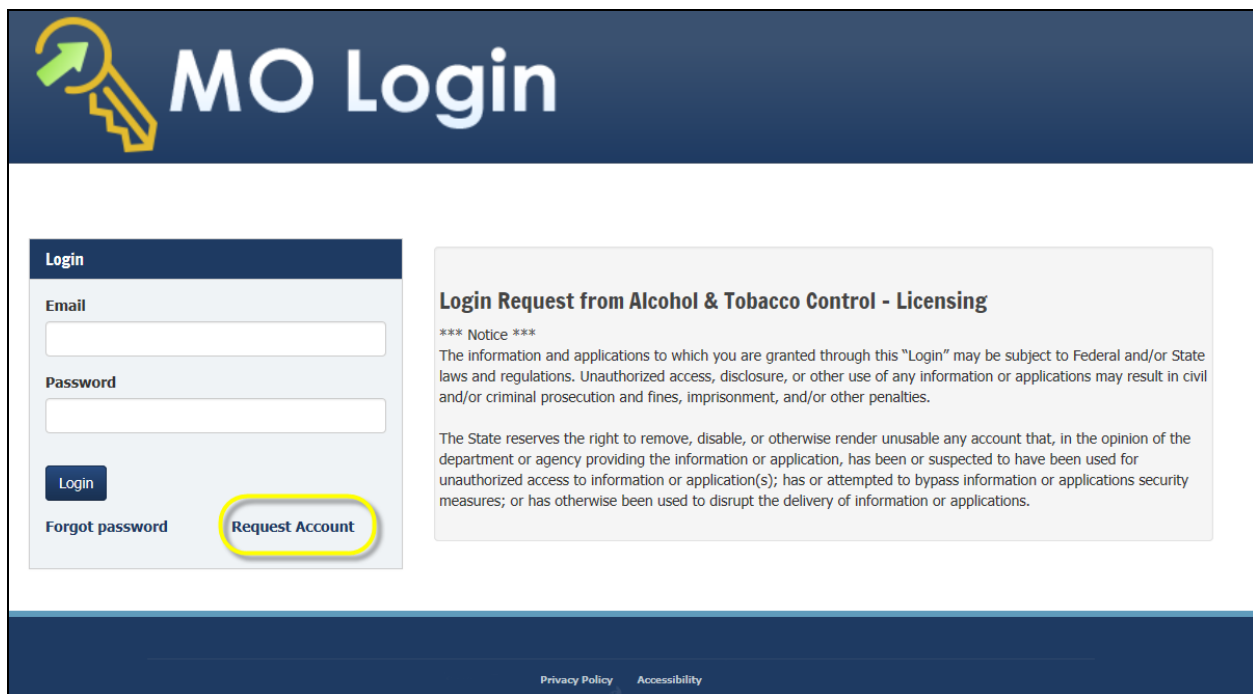
Here's an example of the email they will receive →



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.

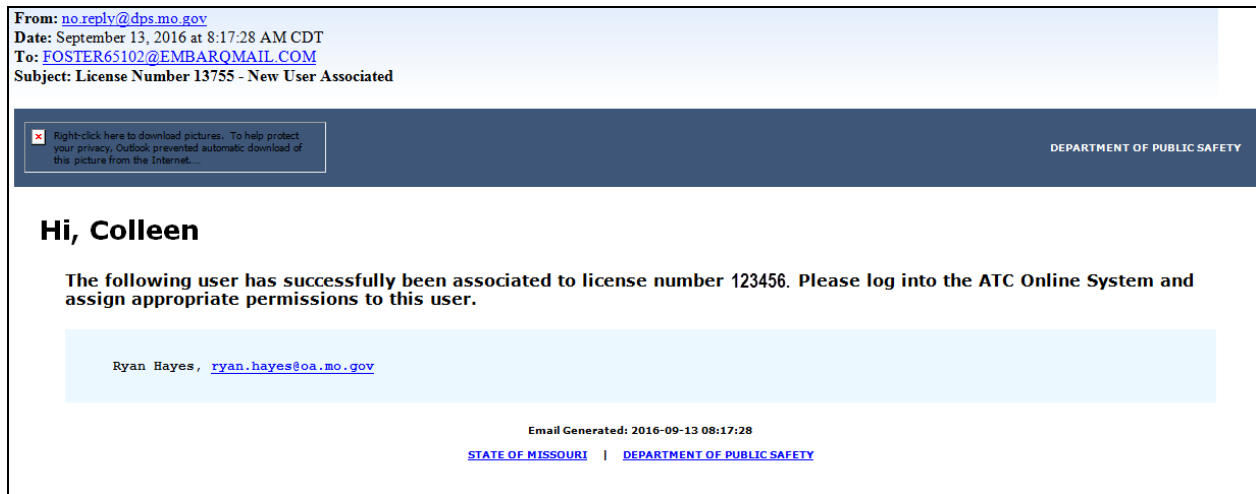
If this user has not created a MoLogin account yet, they must click on the Request Account link and register.



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

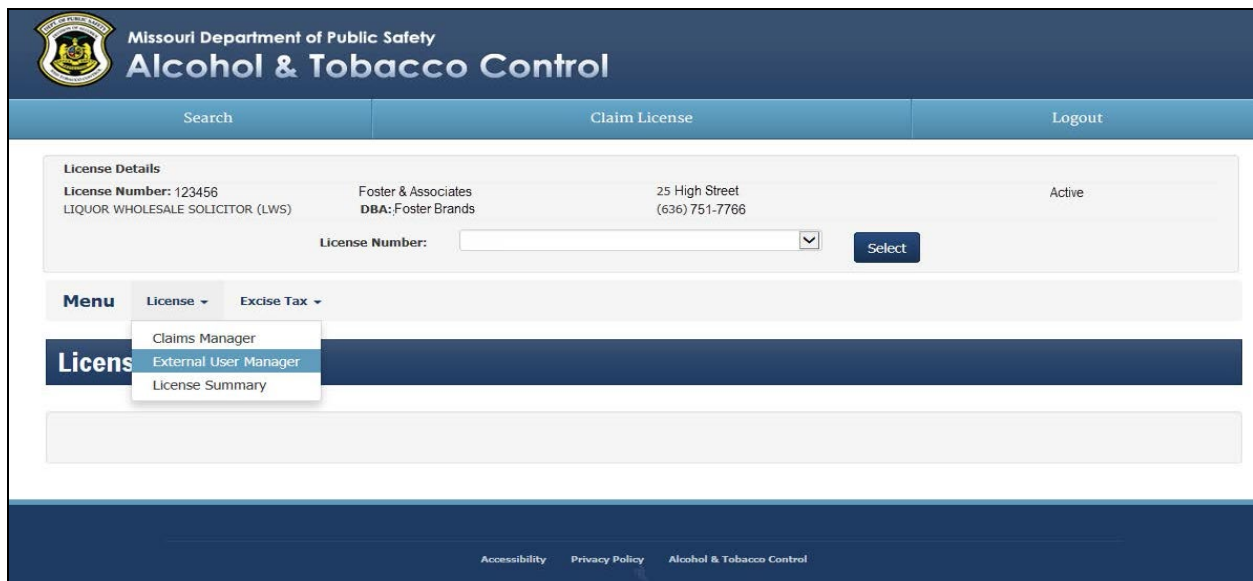
The Administrator will receive an email after the user successfully links to the license.

Here is an example of the email →



## Set up permissions for the co-workers:

Go to License → External User Manager



Missouri Department of Public Safety  
**Alcohol & Tobacco Control**

Search Claim License Logout

**License Details**  
License Number: 123456 Foster & Associates 25 High Street Active  
LIQUOR WHOLESALE SOLICITOR (LWS) DBA: Foster Brands (636) 751-7766

License Number:  Select

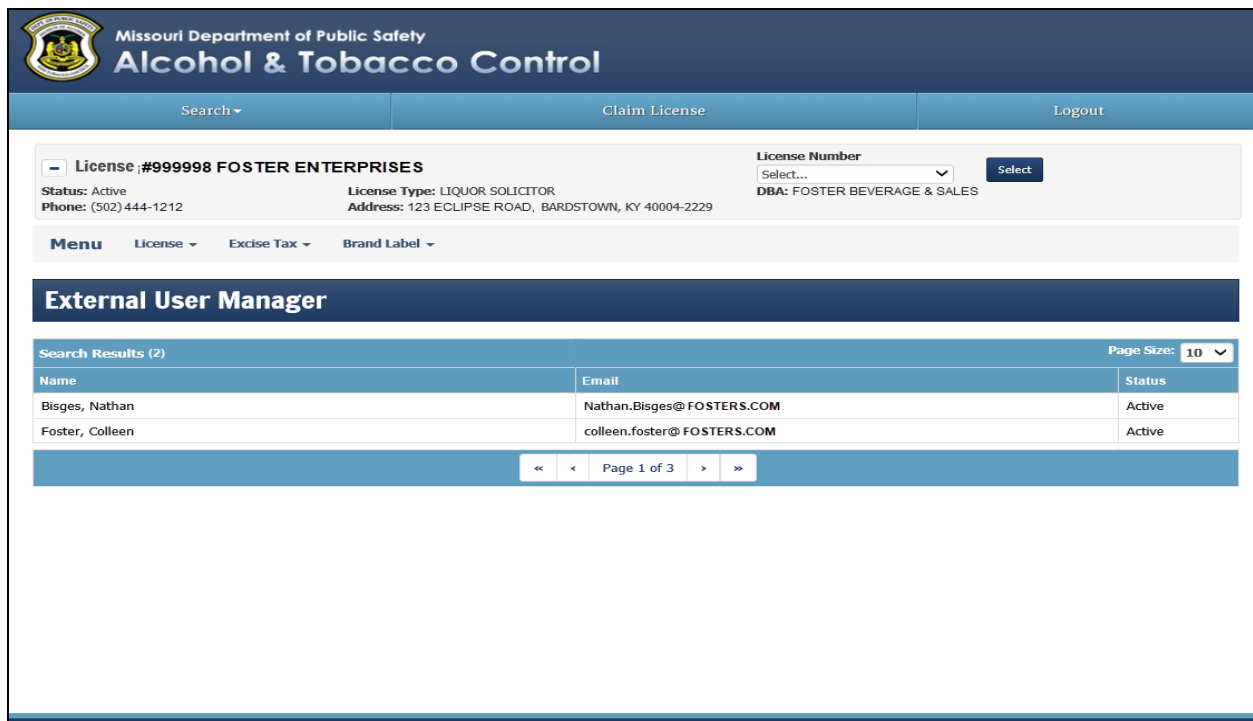
**Menu** License ▾ Excise Tax ▾

**Licens**  
Claims Manager  
External User Manager  
License Summary

Accessibility Privacy Policy Alcohol & Tobacco Control

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.



Missouri Department of Public Safety  
**Alcohol & Tobacco Control**

Search ▾ Claim License Logout

**License #999998 FOSTER ENTERPRISES**  
Status: Active License Type: LIQUOR SOLICITOR  
Phone: (502) 444-1212 Address: 123 ECLIPSE ROAD, BARDSTOWN, KY 40004-2229

License Number:  Select... Select  
DBA: FOSTER BEVERAGE & SALES

**Menu** License ▾ Excise Tax ▾ Brand Label ▾

**External User Manager**

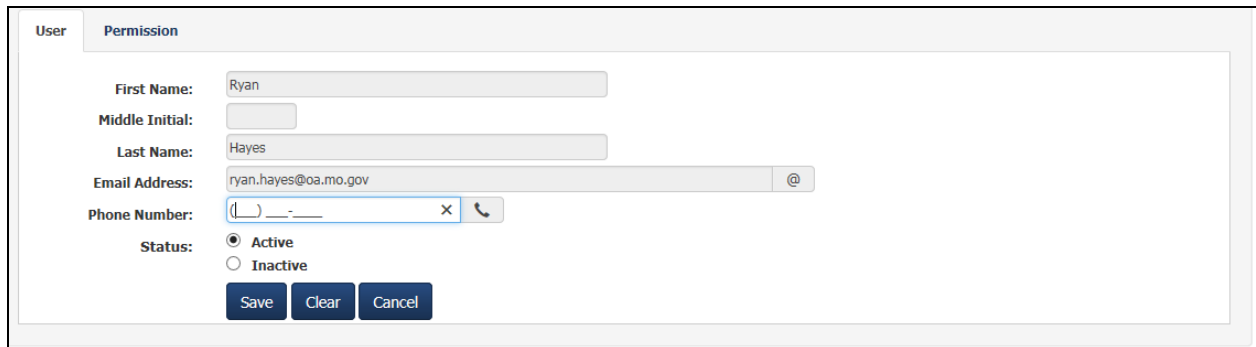
Search Results (2) Page Size: 10 ▾

Name	Email	Status
Bisges, Nathan	Nathan.Bisges@ FOSTERS.COM	Active
Foster, Colleen	colleen.foster@ FOSTERS.COM	Active

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Two tabs will display →

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



User

Permission

First Name: Ryan

Middle Initial:

Last Name: Hayes

Email Address: ryan.hayes@oa.mo.gov @

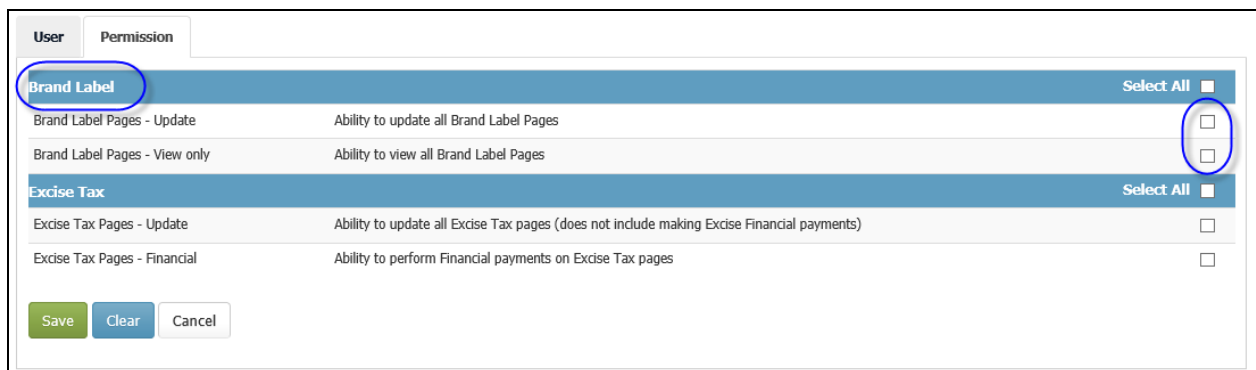
Phone Number: ( ) - - x

Status: ☒ Active ☐ Inactive

Save Clear Cancel

Click the **Save** button.

Go to the **Permission** tab.



User

Permission

Brand Label Select All

Brand Label Pages - Update Ability to update all Brand Label Pages

Brand Label Pages - View only Ability to view all Brand Label Pages

Excise Tax Select All

Excise Tax Pages - Update Ability to update all Excise Tax pages (does not include making Excise Financial payments)

Excise Tax Pages - Financial Ability to perform Financial payments on Excise Tax pages

Save Clear Cancel

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	<a href="mailto:julie.rummerfield@dps.mo.gov">julie.rummerfield@dps.mo.gov</a>	(573) 751-7891
Shannon Heislen	Brand Label	<a href="mailto:shannon.heislen@dps.mo.gov">shannon.heislen@dps.mo.gov</a>	(573) 751-5444
Kim Stegeman	Excise Tax	<a href="mailto:kim.stegeman@dps.mo.gov">kim.stegeman@dps.mo.gov</a>	(573) 751-5446
Breann Holliday	Excise Tax	<a href="mailto:breann.holliday@dps.mo.gov">breann.holliday@dps.mo.gov</a>	(573) 751-4073
Charlene Mitchem		<a href="mailto:charlene.mitchem@dps.mo.gov">charlene.mitchem@dps.mo.gov</a>	(573) 751-5452