

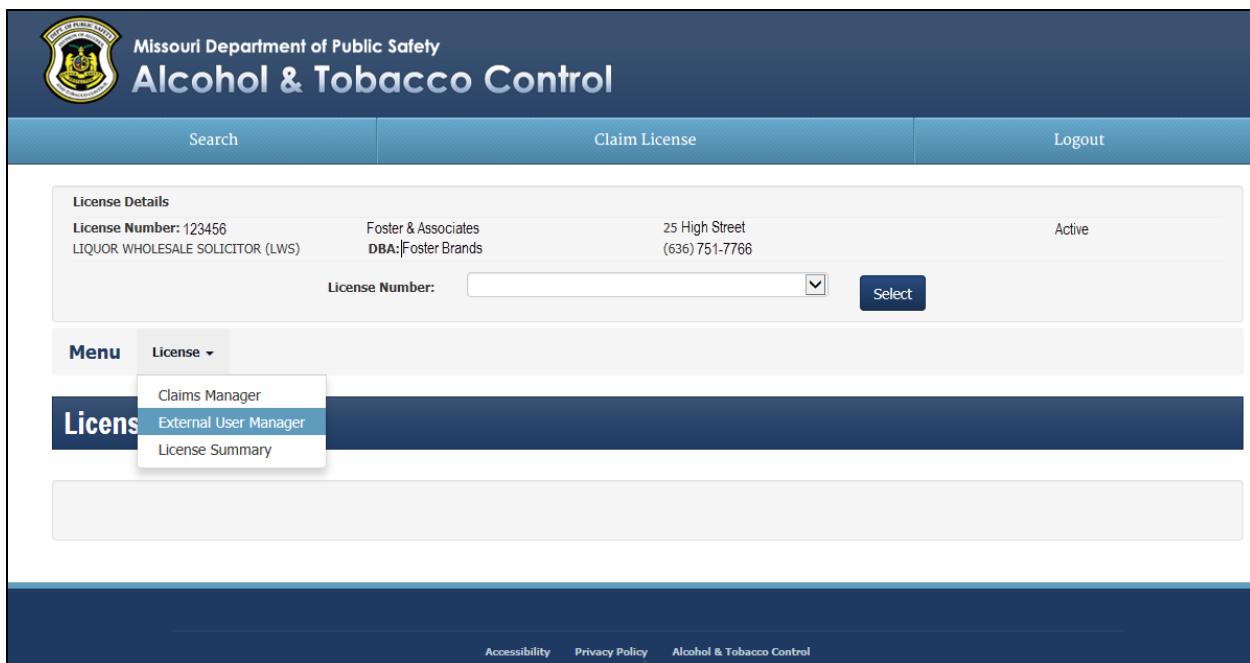
STEP 3: Setting Up Permissions

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:

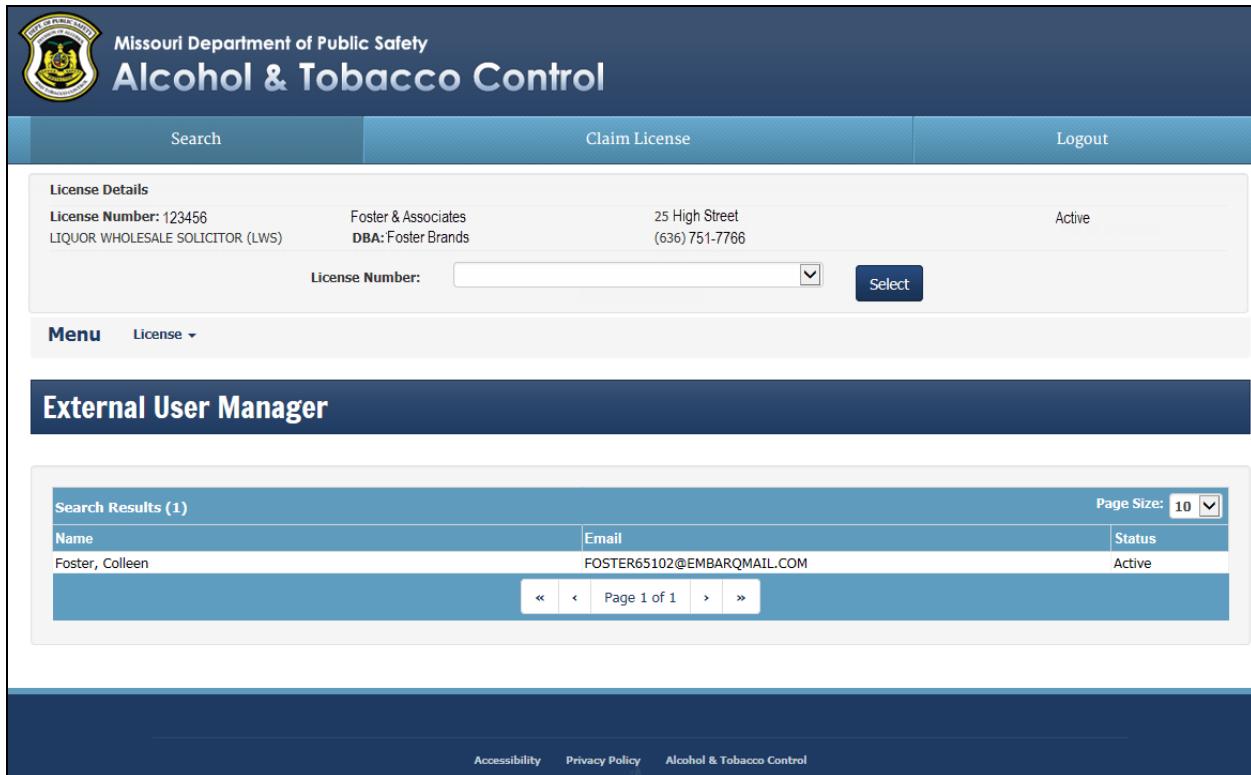
At the License Summary page, click on the “License” drop down arrow and then click on External User Manager.



The screenshot shows the Missouri Department of Public Safety Alcohol & Tobacco Control website. At the top, there is a logo for the Missouri Department of Public Safety and the text "Missouri Department of Public Safety" and "Alcohol & Tobacco Control". Below the header, there is a navigation bar with "Search", "Claim License", and "Logout" buttons. The main content area is titled "License Details" and shows the following information: "License Number: 123456", "LIQUOR WHOLESALE SOLICITOR (LWS)", "Foster & Associates", "DBA: Foster Brands", "25 High Street", "(636) 751-7766", and "Active". Below this, there is a search field for "License Number" with a "Select" button. The "Licenses" menu item is highlighted in blue, and a dropdown menu is open, showing "Claims Manager", "External User Manager" (which is highlighted in blue), and "License Summary". At the bottom of the page, there are 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.



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 ▾

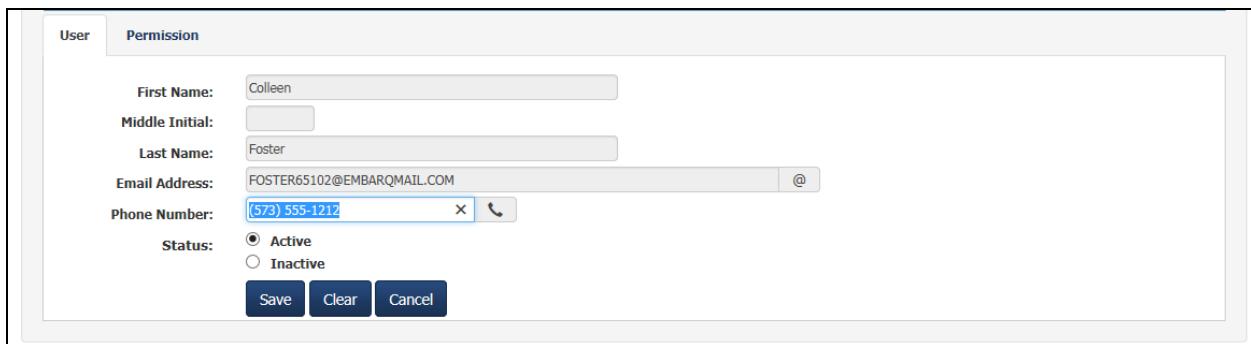
External User Manager

Search Results (1)		Page Size: 10
Name	Email	Status
Foster, Colleen	FOSTER65102@EMBARQMAIL.COM	Active

Page 1 of 1

Accessibility Privacy Policy Alcohol & Tobacco Control

Two tabs will display.



User Permission

First Name: Colleen
Middle Initial: Foster
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
Brand Label	
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	
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
<input type="button" value="Save"/>	<input type="button" value="Clear"/>
<input type="button" value="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 LIQUOR WHOLESALE SOLICITOR (LWS)	Foster & Associates DBA: Foster Brands	25 High Street (636) 751-7766	Active
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License Number:

Menu **License** ▾

- Claims Manager**
- External User Manager
- License Summary

Search Results (1)

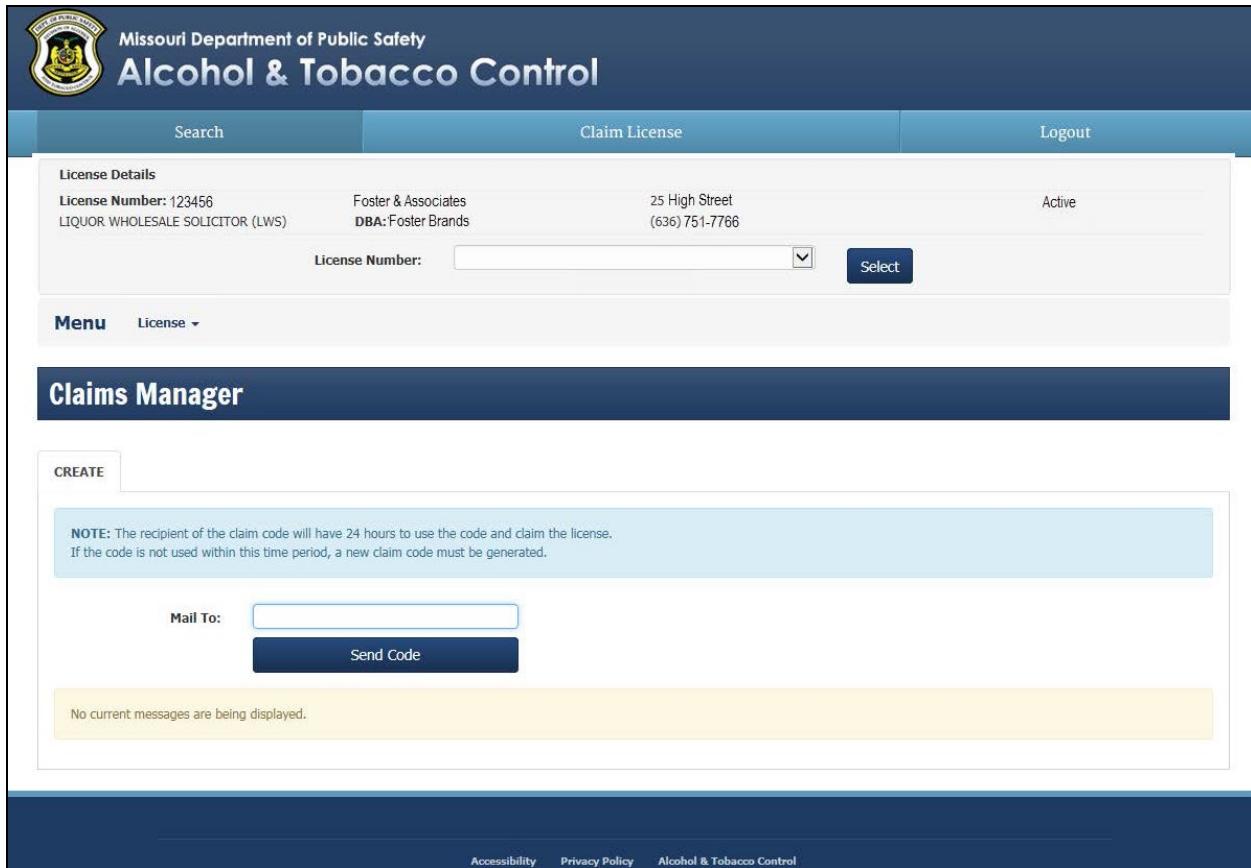
Name	Email	Status
Foster, Colleen	FOSTER65102@EMBARQMAIL.COM	Active

Page Size: 10

« < Page 1 of 1 > »

Accessibility Privacy Policy Alcohol & Tobacco Control

This page will display →



Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details

License Number: 123456
LIQUOR WHOLESALE SOLICITOR (LWS)

Foster & Associates
DBA: Foster Brands

25 High Street
(636) 751-7766

Active

License Number: Select

Menu License ▾

Claims Manager

CREATE

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.

Mail To:

Send Code

No current messages are being displayed.

Accessibility Privacy Policy 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 →

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

Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

DEPARTMENT OF PUBLIC SAFETY

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.

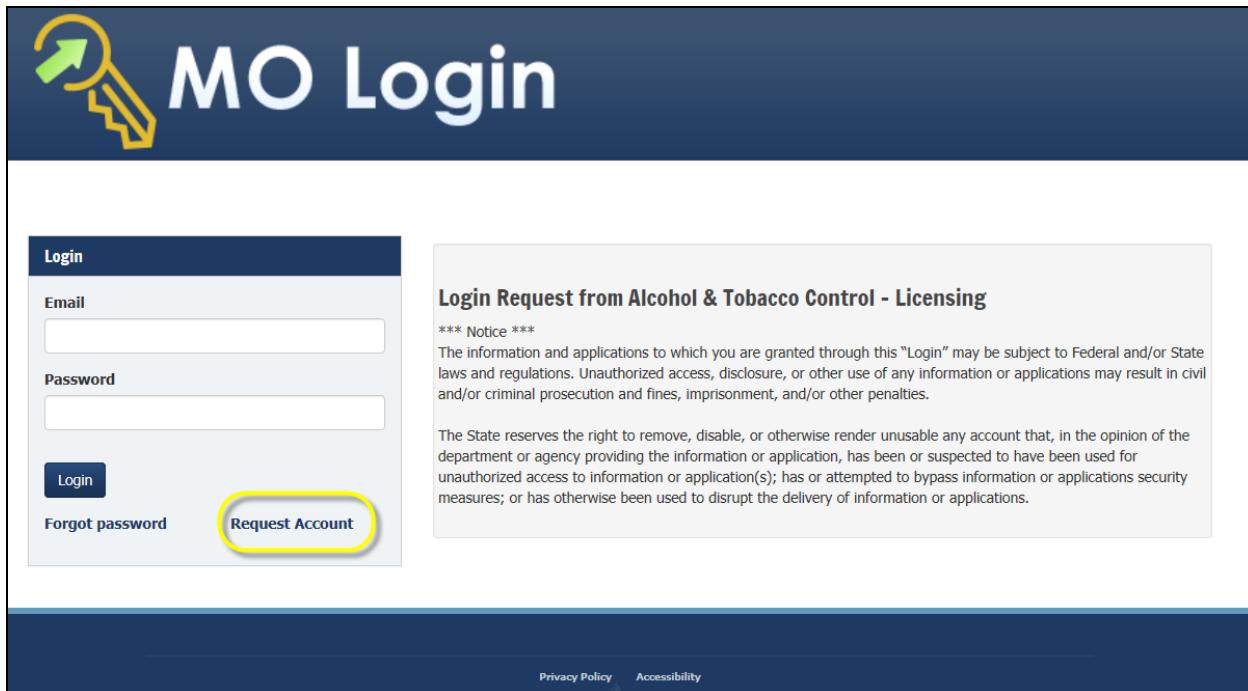
License : 123456 - Foster & Associates
Claim page: <https://appsidev.mo.gov:443/ATCLicense/License/ClaimLicense.aspx>
Claim code: B1EA451E821712A

Email Generated: 2016-09-13 13:24:22
STATE OF MISSOURI | DEPARTMENT OF PUBLIC SAFETY

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 image shows the MoLogin login page. The header features a large yellow key icon with a green arrow pointing up, followed by the text "MO Login". The main area is titled "Login". It contains fields for "Email" and "Password", and a "Login" button. Below these, there are links for "Forgot password" and "Request Account". The "Request Account" link is highlighted with a yellow oval. To the right, a box titled "Login Request from Alcohol & Tobacco Control - Licensing" contains a "Notice" section and a "Statement of Responsibility" section. At the bottom of the page, there are links for "Privacy Policy" and "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

Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet...

DEPARTMENT OF PUBLIC SAFETY

Hi, Colleen

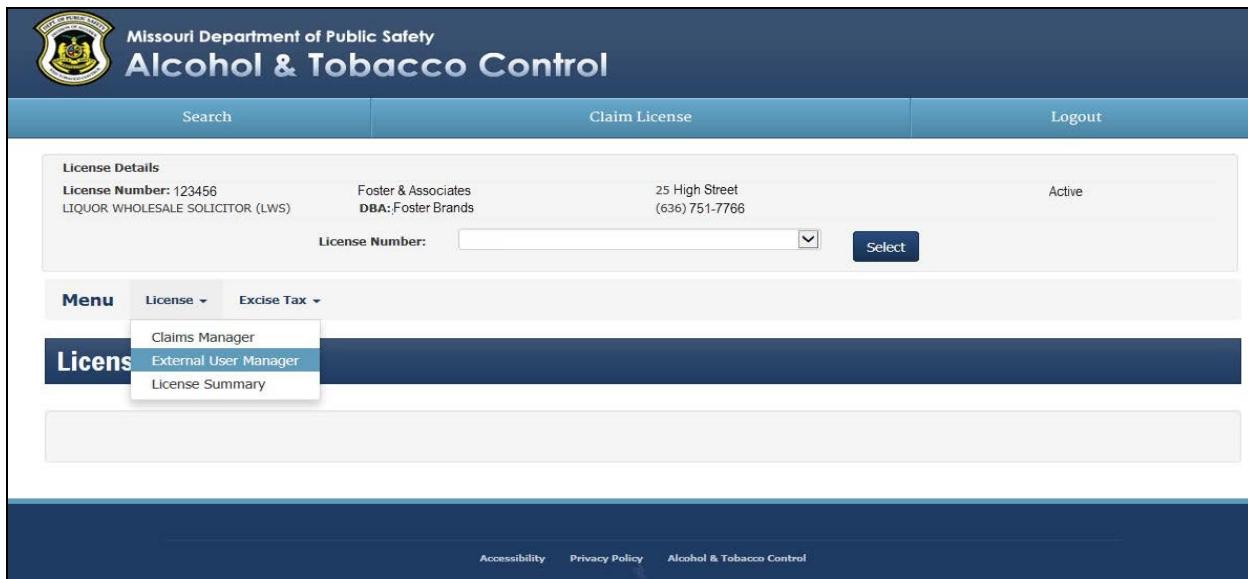
The following user has successfully been associated to license number 123456. Please log into the ATC Online System and assign appropriate permissions to this user.

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

Email Generated: 2016-09-13 08:17:28
STATE OF MISSOURI | DEPARTMENT OF PUBLIC SAFETY

Set up permissions for the co-workers:

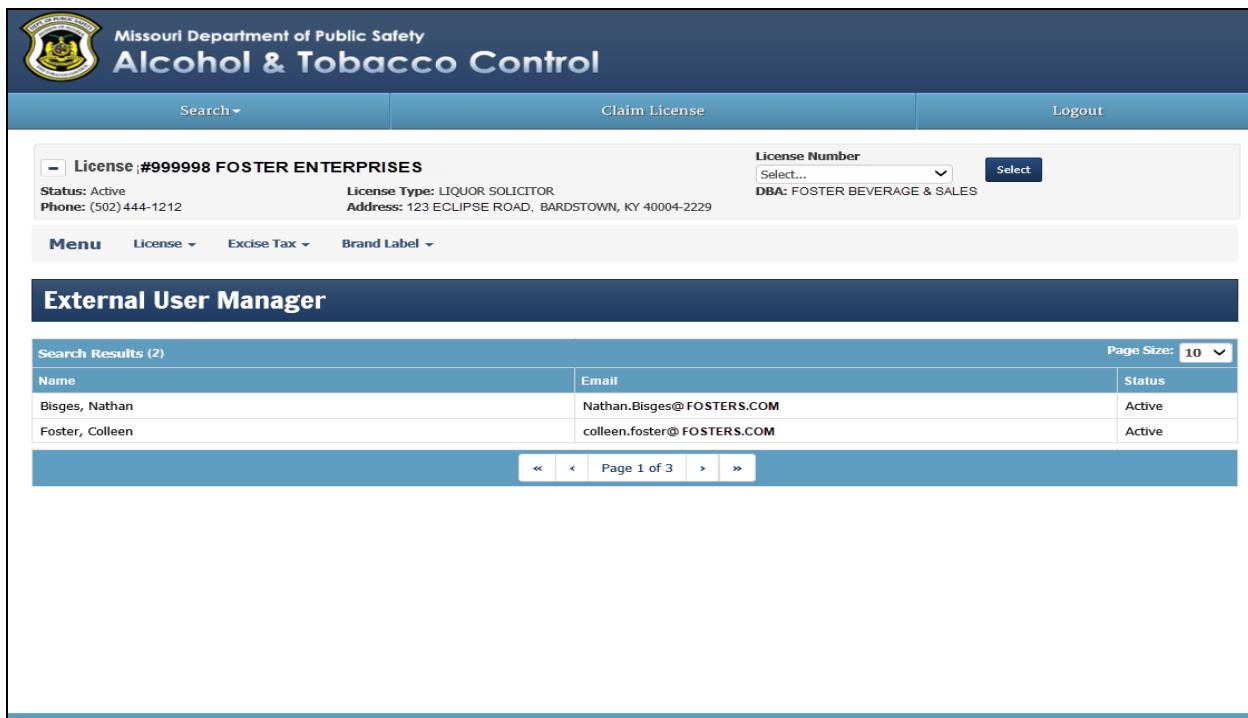
Go to License → External User Manager



The screenshot shows the Missouri Department of Public Safety Alcohol & Tobacco Control website. At the top, there is a logo and the text "Missouri Department of Public Safety" and "Alcohol & Tobacco Control". Below the header, there are three buttons: "Search", "Claim License", and "Logout". The main content area is titled "License Details" and shows the following information: License Number: 123456, LIQUOR WHOLESALE SOLICITOR (LWS), Foster & Associates, DBA: Foster Brands, 25 High Street, (636) 751-7766, and Active. Below this, there is a dropdown menu for "License Number" with a "Select" button. The "Licensing" menu is open, showing "Claims Manager", "External User Manager" (which is highlighted in blue), and "License Summary". At the bottom of the page, there are links for "Accessibility", "Privacy Policy", and "Alcohol & Tobacco Control".

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

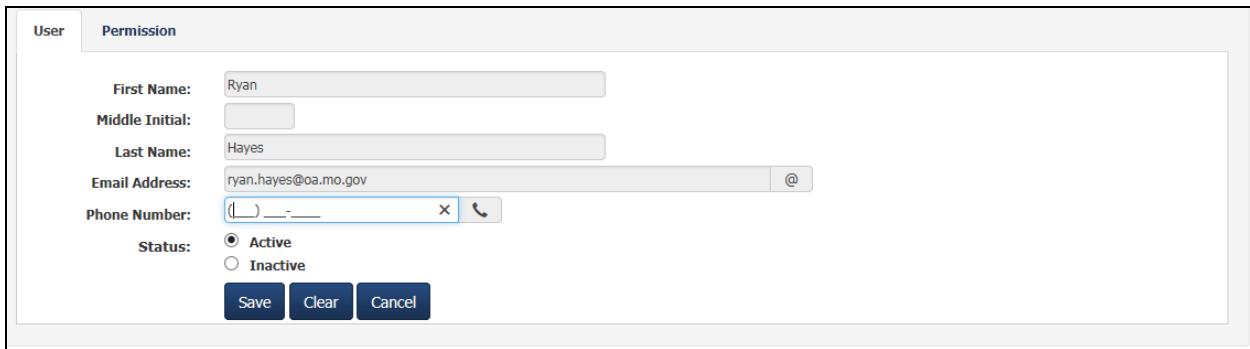
Click on your co-worker's name.



The screenshot shows the "External User Manager" page. At the top, there is a logo and the text "Missouri Department of Public Safety" and "Alcohol & Tobacco Control". Below the header, there are three buttons: "Search", "Claim License", and "Logout". The main content area shows a license detail for "License #999998 FOSTER ENTERPRISES" with the following information: Status: Active, Phone: (502) 444-1212, License Type: LIQUOR SOLICITOR, Address: 123 ECLIPSE ROAD, BARDSTOWN, KY 40004-2229, and DBA: FOSTER BEVERAGE & SALES. Below this, there is a dropdown menu for "License Number" with a "Select" button. The "Licensing" menu is open, showing "Claims Manager", "External User Manager" (which is highlighted in blue), and "License Summary". The "External User Manager" section has a heading "External User Manager" and a table titled "Search Results (2)". The table has columns for "Name", "Email", and "Status". It lists two users: Bisges, Nathan (Email: Nathan.Bisges@FOSTERS.COM, Status: Active) and Foster, Colleen (Email: colleen.foster@FOSTERS.COM, Status: Active). At the bottom of the table, there is a page navigation bar with buttons for "Page 1 of 3".

Two tabs will display →

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



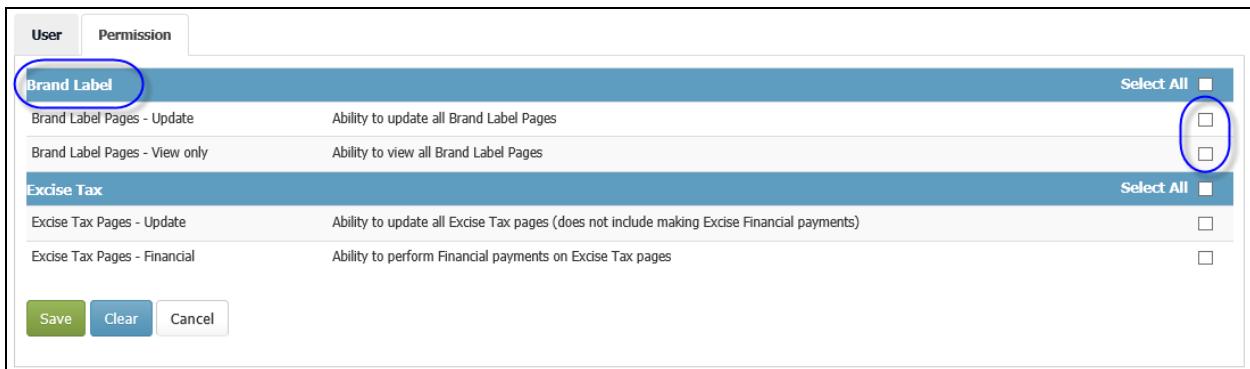
The screenshot shows the 'User' tab of a form. The fields are as follows:

- First Name: Ryan
- Middle Initial: (empty)
- Last Name: Hayes
- Email Address: ryan.hayes@oa.mo.gov
- Phone Number: (empty)
- Status: Active Inactive

At the bottom are three buttons: Save (dark blue), Clear (light blue), and Cancel (light blue).

Click the **Save** button.

Go to the **Permission** tab.



The screenshot shows the 'Permission' tab of a form. The 'Brand Label' section is highlighted with a blue oval. The 'Excise Tax' section is also highlighted with a blue oval. The 'Select All' checkboxes for both sections are checked. The checkboxes for individual permissions are as follows:

Section	Permission	Selected
Brand Label	Brand Label Pages - Update	□
	Brand Label Pages - View only	□
Excise Tax	Excise Tax Pages - Update	□
	Excise Tax Pages - Financial	□

At the bottom are three buttons: Save (green), Clear (light blue), and Cancel (light blue).

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