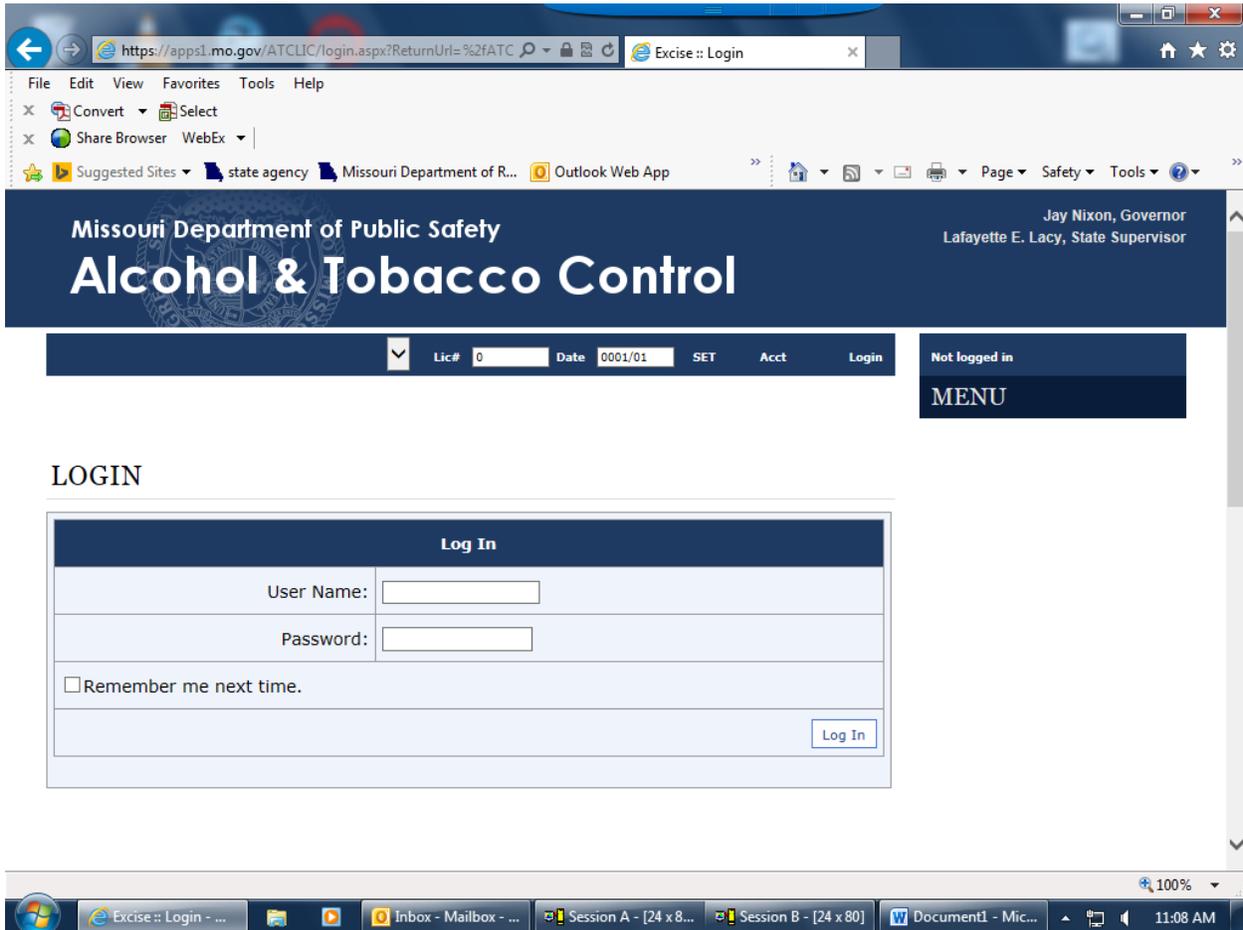


Once you have received your email from our IT Department, click on the link and enter your email address, activation code and create and enter your password. You will get a Login screen. You will need to login using your business email address for the User Name and then enter your Password that you created.



On this screen click on User Accounts from the Menu.

The screenshot shows a web browser window displaying the Missouri Department of Public Safety Alcohol & Tobacco Control application. The browser's address bar shows the URL <https://apps1.mo.gov/ATCLIC/>. The page header includes the department name and the names of the Governor (Jay Nixon) and State Supervisor (Lafayette E. Lacy). A navigation menu on the right side of the page lists several options: HOME, LEDGER, HISTORY, USER ACCOUNTS, FILE FORMAT, and FORMAT CONVERTER. The main content area displays license information for a specific license number, 999998, which is highlighted in a green box. The license details include the license number, type (LWS), licensee (STATE OF MISSOURI), location, business phone number (0), and license status (ACT). Below the license information, the current ledger balance is shown as \$0.00. The browser's taskbar at the bottom shows several open applications, including the browser, Outlook, and several document windows.

Missouri Department of Public Safety  
**Alcohol & Tobacco Control**  
Jay Nixon, Governor  
Lafayette E. Lacy, State Supervisor

999998|2014.11 Lic# 999998 Date 2014/11 SET Acct Logout  
LWS - STATE OF MISSOURI

**LICENSE INFORMATION**

License Number: .... 999998  
License Type: ..... LWS  
Licensee: ..... STATE OF MISSOURI  
Location: .....  
....., 000000000  
Business Phone: .... 0  
License Status: .... ACT

excise.account1@dps.mo.gov  
**MENU**  
HOME  
LEDGER  
HISTORY  
USER ACCOUNTS  
FILE FORMAT  
FORMAT CONVERTER

Current Ledger Balance: \$0.00

Click on Create Accounts

999998|2014.11 Lic# 999998 Date 2014/11 SET Acct Logout

LWS - STATE OF MISSOURI

excise.account1@dps.mo.gov

MENU

- HOME
- LEDGER
- HISTORY
- USER ACCOUNTS
- FILE FORMAT
- FORMAT CONVERTER

ACCOUNTS

MANAGE ACCOUNTS SEARCH ACCOUNTS CREATE ACCOUNTS

Note: User management tools (reset, enable, disable) should only be used to manage existing accounts.  
The "RESET" action will cause the account to be locked, and a new activation email will be sent.  
DO NOT use these tools on new accounts that have not yet been activated through email.

FIRST NAME	LAST NAME	ENABLED	ACTIONS
<b>Kyle.Heidlage@oa.mo.gov</b>			
Kyle	Heidlage	True	  
LICENSES:  999998			
ROLES:  Atc_Admin			

Excise :: Acco... Inbox - Mailb... Session A - [2... Session B - [2... Document1 - ... Document2 - ... 11:12 AM

From this screen you will create your User Accounts. You can set up several User Accounts if needed.

The screenshot shows a web browser window displaying the ATCLIC account management interface. The browser's address bar shows the URL `https://apps1.mo.gov/ATCLIC/accountManage.aspx`. The page header includes a navigation menu with options like "File", "Edit", "View", "Favorites", "Tools", and "Help". Below the header, there are several tabs and a search bar. The main content area is titled "ACCOUNTS" and features three primary actions: "MANAGE ACCOUNTS", "SEARCH ACCOUNTS", and "CREATE ACCOUNTS". A form for creating an account is visible, with fields for "Account Type" (set to "Excise\_User"), "License Num:", "Email Address:", "First Name:", and "Last Name:". A sidebar on the right contains a "MENU" with options: "HOME", "LEDGER", "HISTORY", "USER ACCOUNTS", "FILE FORMAT", and "FORMAT CONVERTER". The Windows taskbar at the bottom shows several open applications, including "Excise :: Acco...", "Inbox - Mailb...", "Session A - [2...", "Session B - [2...", "Document1 - ...", and "Document2 - ...". The system clock indicates the time is 11:13 AM.

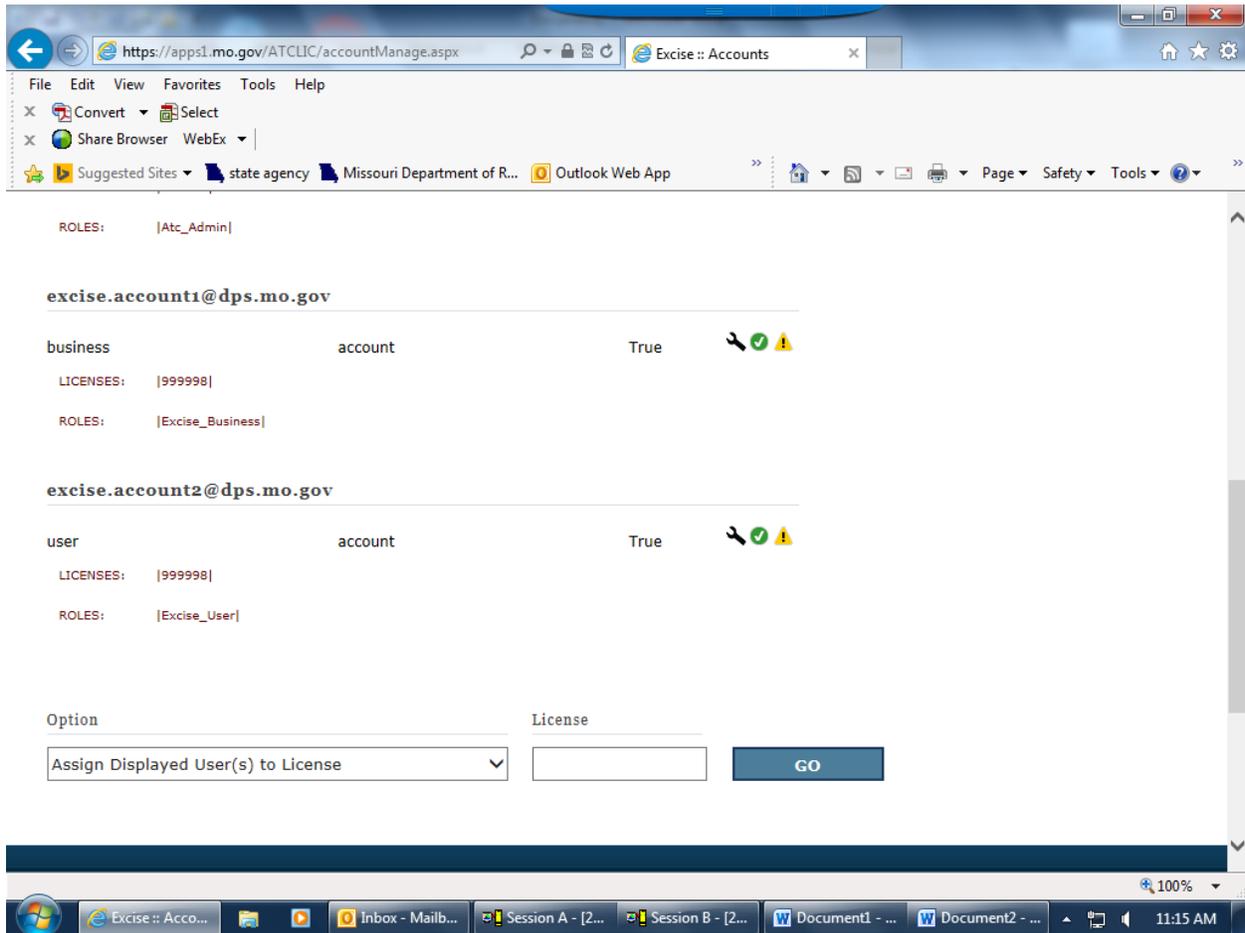
After you enter your information click on Create Account and an email will now be sent to the User email address with the link and the activation code for the User Account to be set up.

The screenshot displays a web browser window with the URL <https://apps1.mo.gov/ATCLIC/accountManage.aspx>. The browser's address bar and menu bar are visible. The main content area shows a navigation menu with options: **MANAGE ACCOUNTS**, **SEARCH ACCOUNTS**, and **CREATE ACCOUNTS**. A sidebar on the right contains a menu with items: **LEDGER**, **HISTORY**, **USER ACCOUNTS**, **FILE FORMAT**, and **FORMAT CONVERTER**. The central form is titled "CREATE ACCOUNTS" and contains the following fields:

- Account Type:
- License Num:
- Email Address:
- First Name:
- Last Name:
- Phone:

A **Create Account** button is located at the bottom right of the form. The Windows taskbar at the bottom shows the system clock at 11:14 AM and several open applications: "Excise :: Acco...", "Inbox - Mailb...", "Session A - [2...", "Session B - [2...", "Document1 - ...", and "Document2 - ...".

Your User Account screen will look like this with both a Role as Excise\_Business and Excise\_User assigned. When you first look at this screen you may see false instead of true and that means you need to activate your User Account. You will need to go to your User Account email address and open the email from [no.reply@dps.mo.gov](mailto:no.reply@dps.mo.gov). Click on the link provided to activate your User Account and Log In. Once you log in you should see the Invoice Submissions in your menu if you do not please log off and trying logging back in and then you will see it.



After User Account has been set up you will now be able to follow the instructions in the E-Pay System User Manual.