## STEP 1: Create a MoLogin Account

Prior to claiming your license in the new ATC Online System, you must register for a State of Missouri account.

To begin the registration, click this link <u>https://apps1.mo.gov/moaccount/</u>

This page will display  $\rightarrow$ 

🔊 MO Aco	count			
Request Account	Forgot Password	My Profile	Help	
<b>Self Registr</b> This site enables you to create an account that can be used as a low Use the links in the panel to get	<b>Cation</b> nd manage a State of Missouri gin for various State applications. started.	Getting Started   Request an Account   Forgot your password?   Update your profile		
	Privacy Policy Accessibility			

## Under Getting Started on the right-hand panel, click on Request an Account.

Follow the instructions on the page to complete the process.

## This page will display $\rightarrow$

	Request Account	Forgot Password	My Profile	Help
equest Account	:			
rovide your emai our email addres mail	I address, check the box and clicks s will serve as your account user	k Request Account. An email will be sent to confirm your name.	information. Use the link provided in the email t	o create your accoun
Request Accoun	t	By selecting this you agree to the Terms and	d Conditions listed below	
erms and	d Conditions:			
y creating a MoL	ogin Account you are confirming	that you agree to the following terms and conditions.		
our MoLogin Acc our MoLogin Acc	ount is used to authenticate your ount can only be used to access	access ("login") to a selection of web applications provided web applications that use the MoLogin authentication process	by multiple State of Missouri departments, divis ss.	sions, and agencies.
our email accoun rofile. The email	nt provided during the registration account registered as the MoLog	n process will be your MoLogin Account. You may change th in Account must be an active and valid email account.	e email account used as your MoLogin Account	by updating your
ou are responsib IoLogin Account	le for the activity that happens of password on any third party appl	n or through your MoLogin Account. To protect your MoLogi ications including the password used to access your email.	in Account, keep your password confidential. Try	r not to reuse your
o legitimate re r other means.	epresentative of any State of Do not supply your password	Missouri department, division, or agency will ask for d if requested.	your MoLogin Account password, whether	by phone, email
our MoLogin acco	ount requires that the password I	be changed on a periodic basis. Failure to change your pass	word may require you to use the forgotten pass	word process.
Your MoLogin account is subject to an inactivity period. Failure to login to through MoLogin for longer than the given inactivity period may result in your account being disabled.				
You are solely responsible for maintaining and verifying your access to your MoLogin account. Any delays, penalties, or other circumstances caused by your failure to maintain your MoLogin account are solely your responsibility.				
ou agree that em	nail reminders concerning your ac	count activity or inactivity may be sent to you periodically b	y email as part of the MoLogin process.	

Once you have obtained your MoLogin Account credentials, you are ready to access the ATC Online System via this link: <u>https://apps1.mo.gov/atclicense/</u>

## Bookmark this above application link and use it to access the ATC Online System!

This login page will display  $\rightarrow$ 

MO L	ogin
Login Email Password Login	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.
Forgot password Request Account	Privacy Policy Accessibility

Enter the email and password you just registered through the State of Missouri account.

Once logged in, you will be able to claim you licenses. See STEP 2: Claim License Process instructions.