Customer Portal Access Codes, Roles and Permissions

Owner Access Code: **XXXXXXXXX**

Access Code: **XXXXXXXXX**

Roles:

Permission Owner: This role will associate using the Owner Access Code for the Legal Entity. There can only be one Owner for the Licensee. This user will be responsible for maintaining the Access Code, providing it to the appropriate Associate User and establishing permissions for said user(s) once they associate to the Licensee. Owners cannot relate other users to a Legal Entity.

Associate User: This role requires the Permission Owner to provide you with the Access Code. Owners cannot relate other users to a Legal Entity. Once associated, the Permission Owner must assign the appropriate permissions. Access is restricted by module and/or individual license number.

Modules:
There are three modules within the system that permissions can be established for: Licensing, Brand Registration, and Regulatory Reporting (Excise Tax).

Licensing: When the user does not have the Licensing Permission for the Licensee, then they will not be able to see any New Application jobs, Amendment jobs, or Renewal jobs for that Licensee. If the user does have Licensing Permissions, they will be able to modify any New Application jobs that are currently in progress or submit new ones using that Licensee. To be able to create Renewal jobs or Amendment jobs for a particular license, permission must be granted/designated for that license.

Brand Registration: To submit New Brand Application jobs or Amendment jobs, the user must have Brand Registration Permission.

Regulatory Reporting (Excise Tax): To submit New Regulatory Reports or Amendments, the user must have Regulatory Reporting Permission.