

LABEL REVISION ATC ONLINE SYSTEM USER MANUAL

(UPDATE MARCH 2, 2020)

Division of Alcohol and Tobacco Control
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<https://atc.dps.mo.gov>

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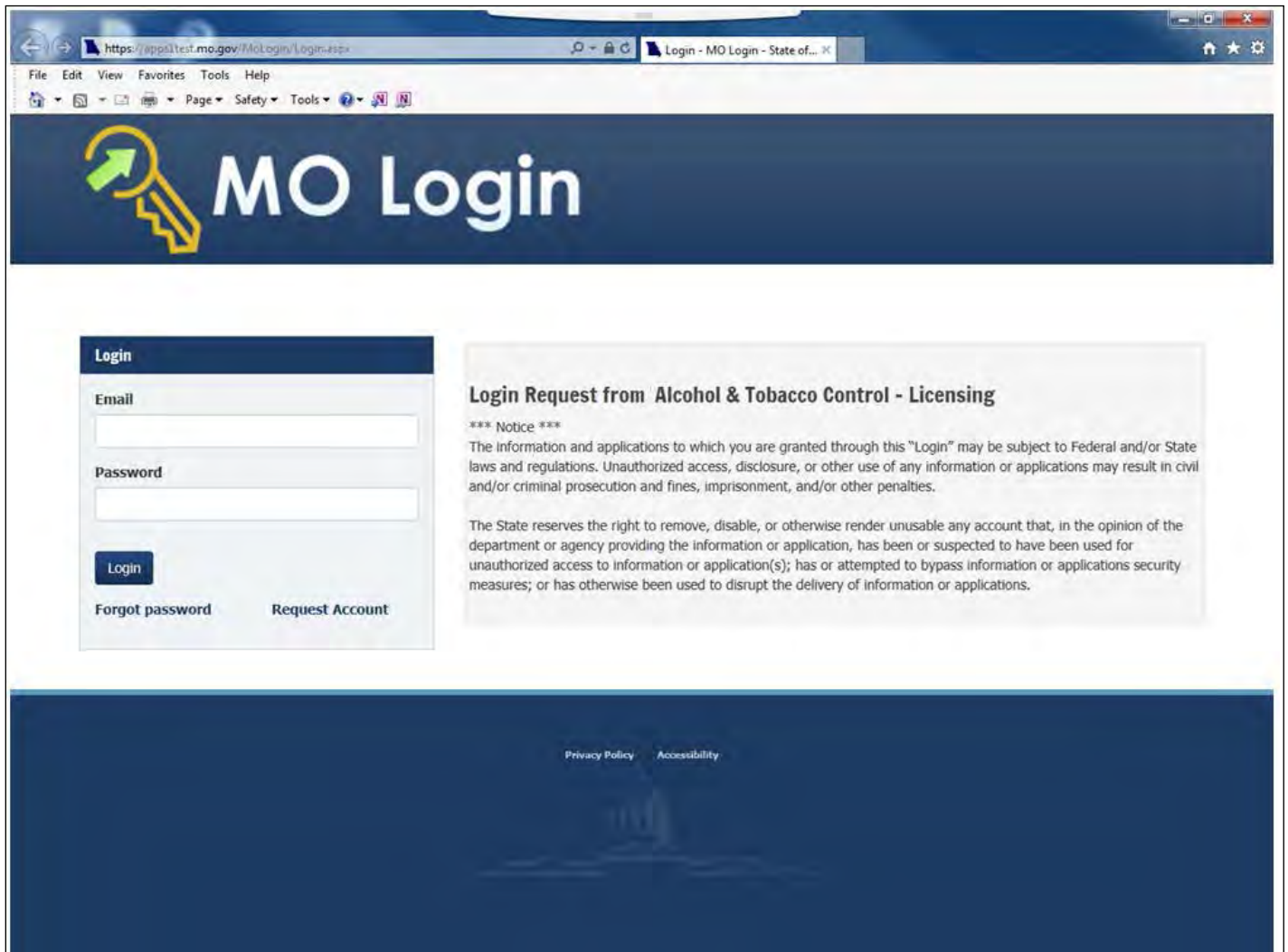
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Starting ATC Online Brand Label Registration

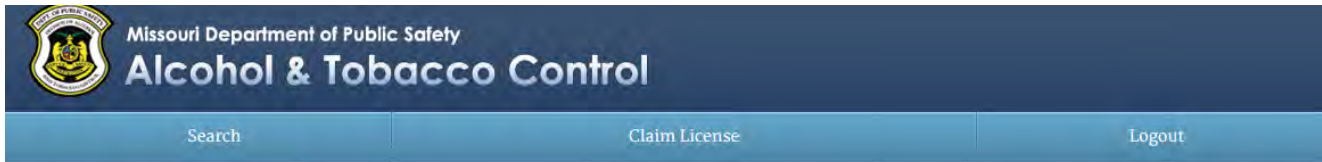
Website address: <https://apps1.mo.gov/atclicense/>

LOG IN:

Enter email address and password and click the Login button.



After you log in you will see this screen. If you have more than one license associated with your log in you will select the license by clicking on the license number in the Search Results grid.



Search License

License Number:

Please enter your search criteria below. If the exact information is not known, a 'wildcard' search can be performed. To perform a wildcard search on Licensee, DBA, Address Line 1 or City enter a "%" at the beginning and/or end of the search criteria value. For example, on Address 1 enter Kemp% to search on all the street names that begin with the letters Kemp. Enter %kemp% to search all the street names that have kemp in the middle. Alternatively, enter %kemp to find all addresses that end with kemp - use this if you know the street name but not the number.

Licensee:

DBA:

Address Line 1:

City:

State: ▼

County: ▼

Search Results (2) Page Size: 10 ▼

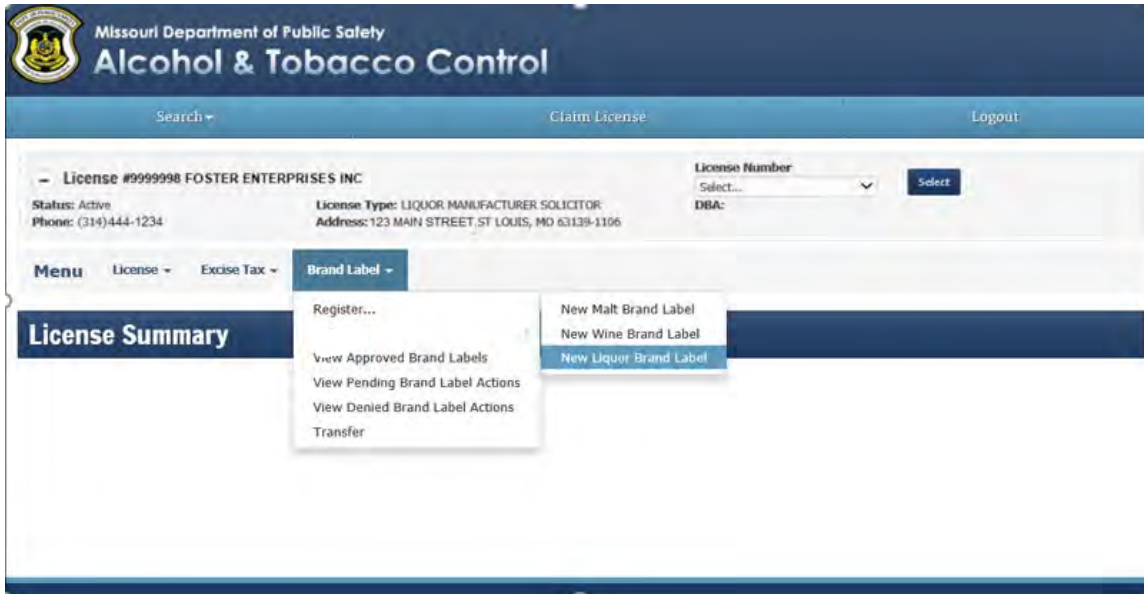
License Number	Type	Licensee	DBA	Address Line 1	City	State	County	Status
9999998	DOMESTIC WINERY	Foster Enterprises	Red and White Winery	123 Main Street	Anytown	MO	GASCONADE	Active
9999996	Liquor Wholesale Solicitor	Foster Enterprises	Foster's Distributing	456 Hickory Street	Anytown	MO	GASCONADE	Active

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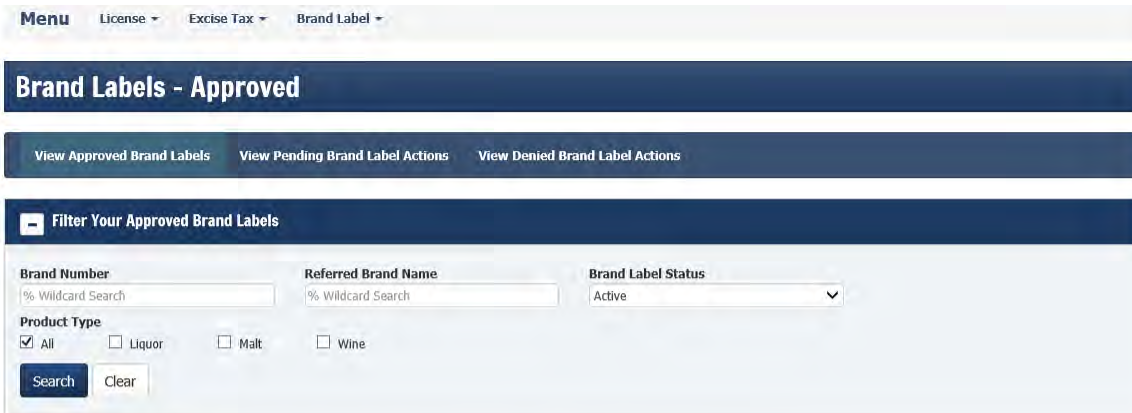
After you have selected your license, the system will take you to the License Summary page.

LABEL REVISION USER MANUAL

You will see a Menu Bar located below the license detail. Hover over “Brand Label”.



Click on the View Approved Brand Labels



Your Approved Brand Labels

Use the **Select** button next to the Approved Brand Label in order to make a change.

Use the **View** button to view all associated information for your Brand Label including the details, wholesalers, territories, samples, and documents.

Search Results: 1201 Page Size: 10

		Brand Number	Referred Brand Name	Product Owner	Class Type	Origin	ABW	Proof	Effective Date - Termination Date	Status
Select	View	WA00005	SHOW ME WINE	FOSTER INC	88 - DESSERT /PORT/SHERRY/ (COOKING) WINE	01 - CALIFORNIA			12/19/2016	Active
Select	View	WA07892	RIVER RUNS THROUGH IT		80 - TABLE RED WINE	62 - ARGENTINA			5/29/2009	Active
Select	View	L008899	FOUNDERS BATCH		531 - BRANDY-APRICOT FLAVORED	29 - MISSOURI		30.0	5/29/2009	Active
Select	View	L321568	CAPITAL CONCOCTION		603 - CURACAO	62 - ARGENTINA		60.0	8/09/2006	Active
Select	View	M000698	SUNRISE WHEAT		902 - ALE	62 - ARGENTINA	5		6/26/2012	Active
Select	View	M323232	ARCHING BREW		906 - MALT BEVERAGE SPECIALTIES - FLAVORED	32 - NEVADA	6.98		7/28/2011	Active
Select	View	M320598	SCARY MARY		900 - MALT	62 - ARGENTINA	7.08		3/30/2007	Active

LABEL REVISION USER MANUAL

A listing of your approved brand labels will display below. Filter or Search as necessary to locate the item you are submitting for revision.

Once you locate the product, click the Select button, a box with a drop down arrow will appear. Select Label Revision option and click the Go button.

The screenshot shows the Missouri Department of Public Safety Alcohol & Tobacco Control website. At the top, there is a navigation bar with 'Search', 'Claim License', and 'Logout' buttons. Below this, a license summary for '#999998 FOSTER ENTERPRISES INC.' is displayed, including contact information and a 'Return to License' button. A 'Menu' section contains 'License', 'Excise Tax', and 'Brand Label' options. The main content area is titled 'Brand Labels - Approved' and includes a 'Filter Your Approved Brand Labels' section with search criteria for Brand Number, Referred Brand Name, and Product Type. A modal dialog box titled 'FOSTER WHISKEY' is open, asking 'What would you like to do with your Brand Label today?' with a dropdown menu set to 'Label Revision' and 'Go' and 'Cancel' buttons. A blue arrow points from the 'Select' button in the table below to the 'Label Revision' option in the modal. The table below shows search results for 'FOSTER WHISKEY' with columns for Brand Number, Referred Brand Name, Product Owner, Class Type, Origin, ABW, Proof, Effective Date - Termination Date, and Status.

Brand Number	Referred Brand Name	Product Owner	Class Type	Origin	ABW	Proof	Effective Date - Termination Date	Status
L0123456	FOSTER WHISKEY		151 - SCOTCH WHISKY FB	00 - AMERICAN		80.0	9/01/2008	Active

UPLOAD DOCUMENTS

In the Label Revision bar, documents required for your submission will be listed under “Required Documents.”

You will be required to enter a Comment to describe what changed on the brand label.

Label Revision

Type of Product Liquor	Class Type 101 - STRAIGHT BOURBON WHISKY	Origin 29 - MISSOURI	Brand Number L10003144
Referred Brand Name WINTER BOURBON	Brand Name WINTER BOURBON		Fanciful Name
Alcohol Percent by Volume 40%	Proof 80.0	Age	
Does the License Name [REDACTED] match the applicant name on the COLA issued by TTB? Yes			

Describe **what** changed on the brand label, not **why** it changed.

Comments

5000 characters remaining

Required Documents

Document Type
Sample of Label - Revision
TTB COLA

Save successful.

Upload

Document Type

Document Description

Optional

File

Browse...

[Upload](#)

[Back](#) [Save](#) [Submit](#)

Uploaded Documents

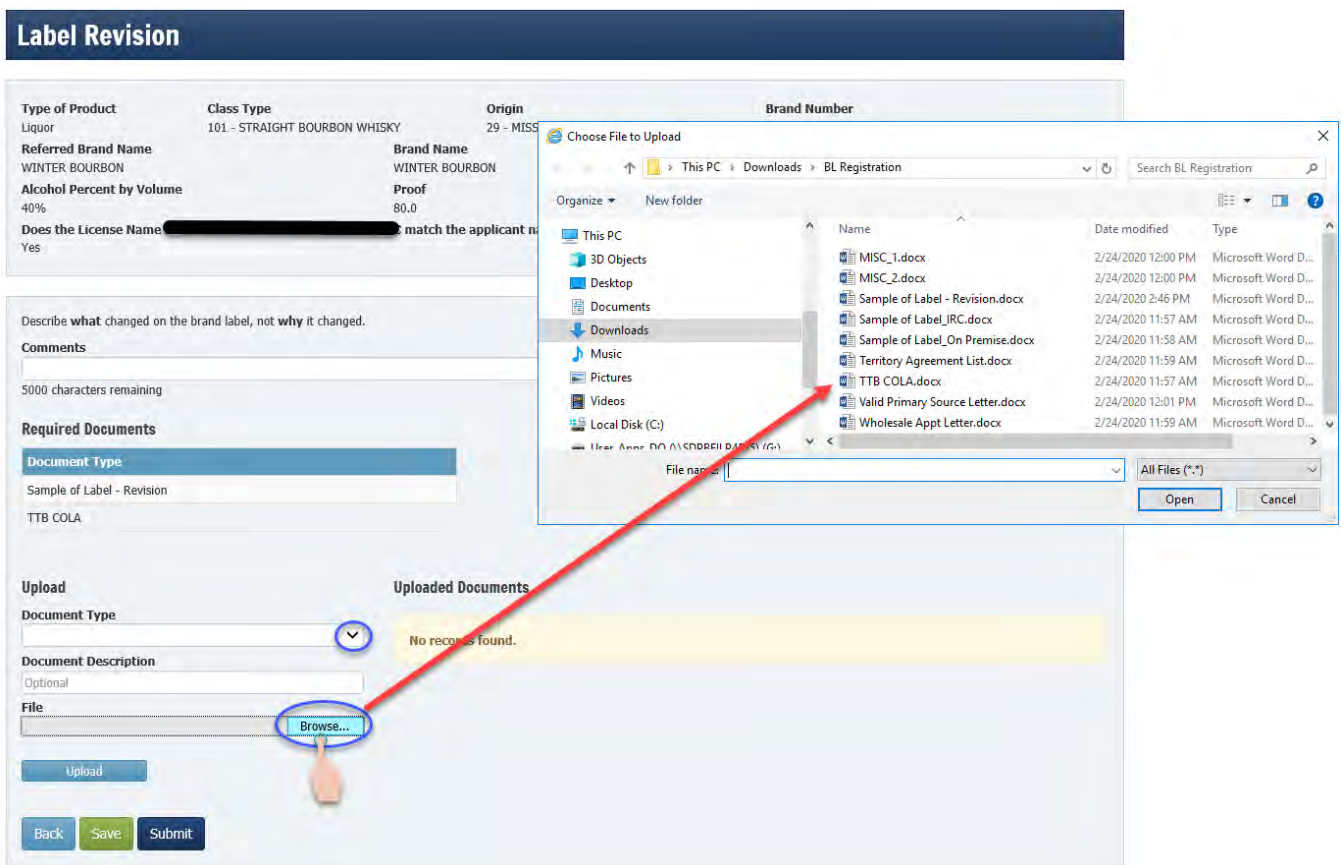
	Document Type	Document Description	Created By	Created Date	
Open	Sample of Label - Revision		Debbie Nichols	02/24/2020	Delete
Open	TTB COLA		Debbie Nichols	02/24/2020	Delete

Step 1 – Click on the “Document Type” drop down and click on the document you will be uploading first.

Step 2 – Click “Browse” to search for that document in your computer files.

Step 3 – Click “Upload”.

If you have a document that you want to upload and it is not a required document, you will select “Miscellaneous – Brand Label” in the drop down and in “Document Description” name the item you are uploading (ex. Use up letter).



Label Revision

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Required Documents

Document Type

Sample of Label - Revision

TTB COLA

Save successful.

Upload

Document Type

Document Description

Optional

File

Browse...

Upload

Back
Save
Submit

Uploaded Documents

	Document Type	Document Description	Created By	Created Date	
Open	Sample of Label - Revision		Debbie Nichols	02/24/2020	Delete
Open	TTB COLA		Debbie Nichols	02/24/2020	Delete

Once the document is uploaded, you will see it listed to the right under “Uploaded Documents”

Click “Next” to continue.

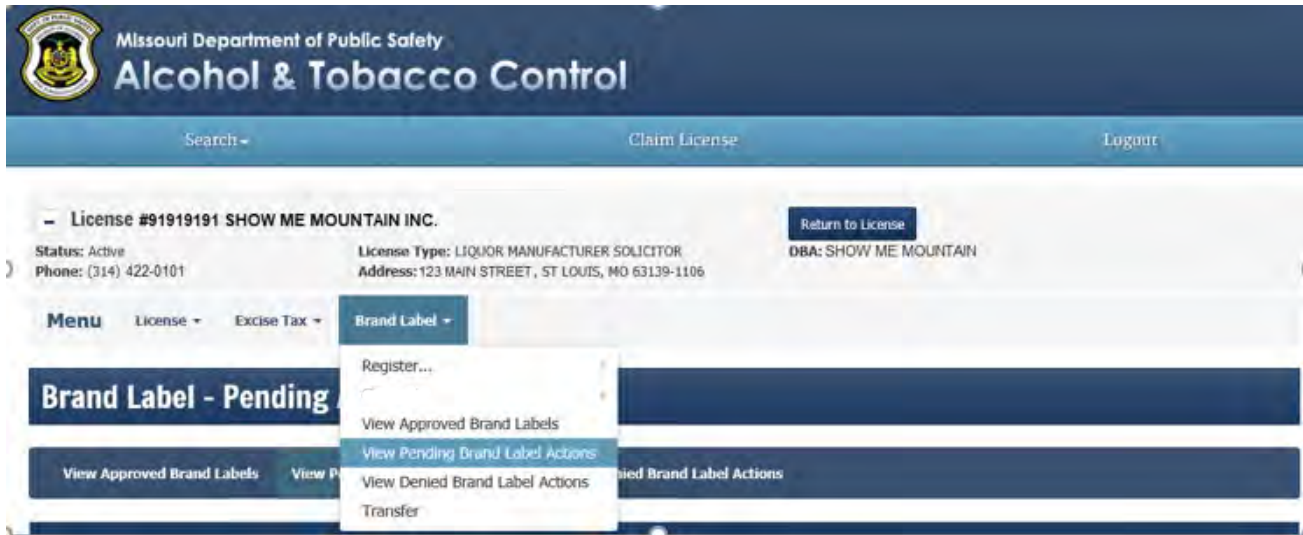
Once you have entered all information and uploaded the required documents, click “Submit” or use the “Back” to go back to review previous screens and make any changes.

Clicking “Submit” will send your submission to ATC for review and approval.

You will notice “Save successful” on your screen.

BRAND LABEL STATUS:

At any time you can view the status of your submissions by clicking on “View Pending Brand Label Actions” listed under the Brand Label tab.



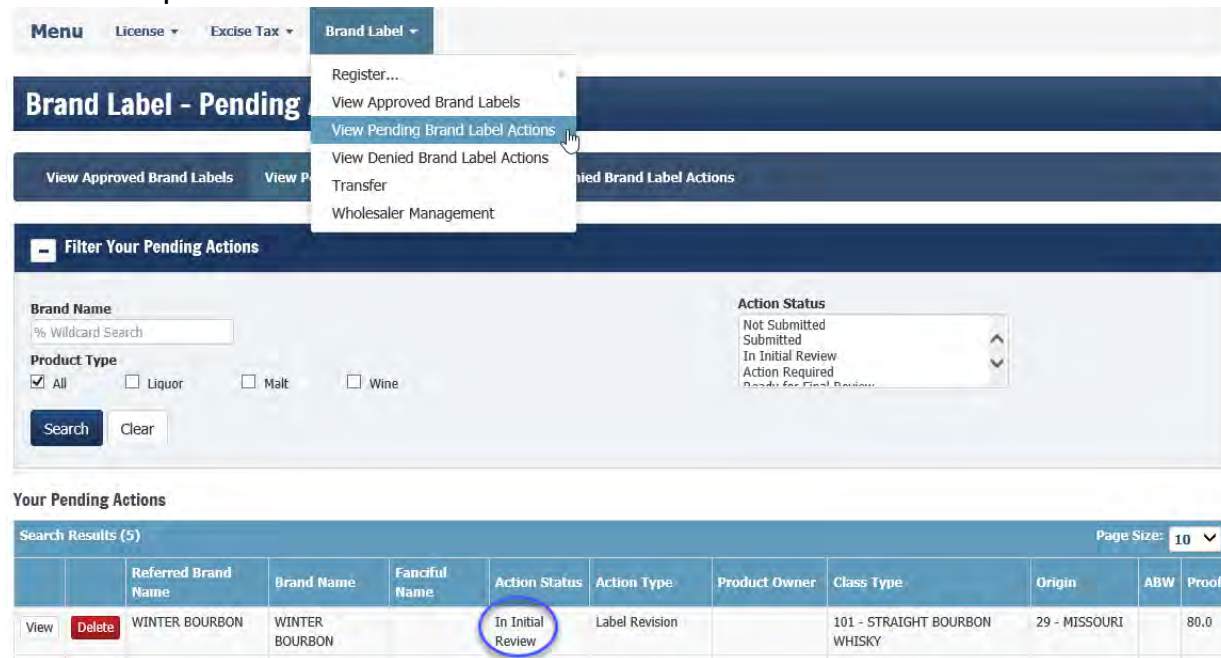
Action Status:

Not Submitted = Licensee has saved registration without submitting it.

Submitted = Licensee has submitted registration to ATC.

In Initial Review – ATC has claimed the submission and is performing an initial review.

Action Required – Submission was sent back to Licensee for correction.



Once your registration has been reviewed and approved by the Division, you will receive notification via email.

