

LABEL REVISION ATC ONLINE SYSTEM USER MANUAL

Division of Alcohol and Tobacco Control
1738 E. Elm Street, Lower Level
P.O. Box 837
Jefferson City, MO 65101
<https://atc.dps.mo.gov>

Table of Contents

LOG IN.....	3
LABEL REVISION DETAILS:.....	5
UPLOAD DOCUMENTS:.....	7
BRAND LABEL STATUS:	11

LOG IN

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.

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

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:

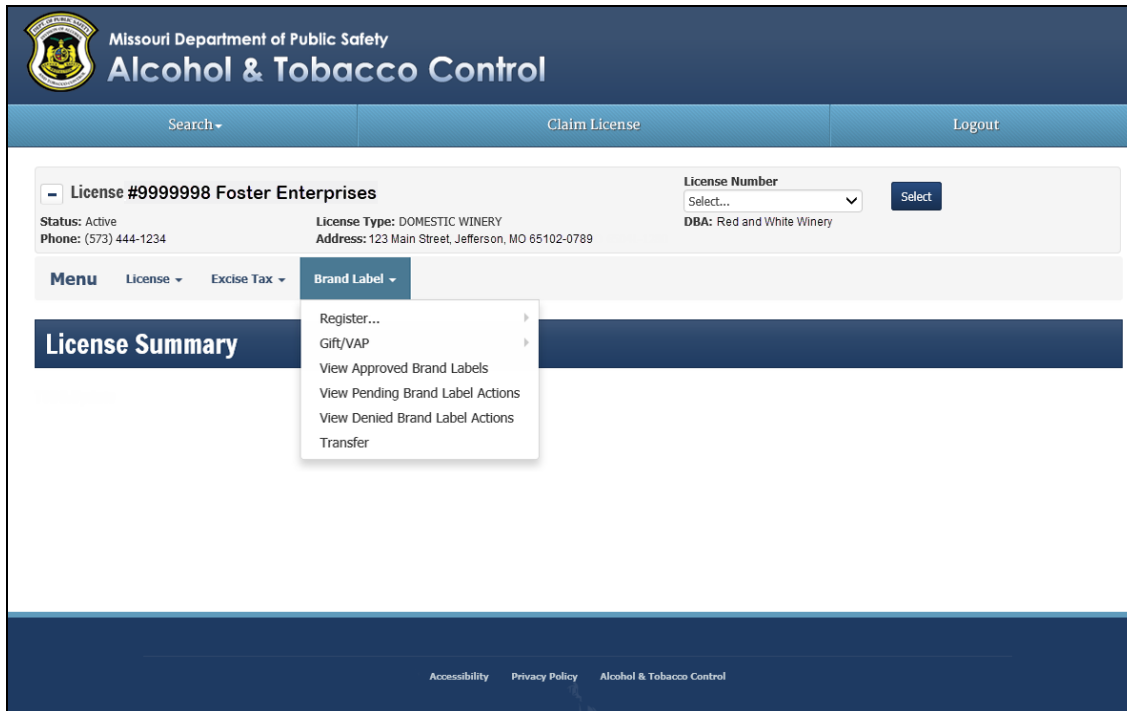
License Number	Type	Licensee	DBA	Address Line 1	City	State	County	Status
9999998	DOMESTIC WINERY	Foster Enterprises	Red and White Winery	123 Main Street	Anytown	MO	GASCONADE	Active
9999996	Liquor Wholesale Solicitor	Foster Enterprises	Foster's Distributing	456 Hickory Street	Anytown	MO	GASCONADE	Active

« < Page 1 of 1 > »

[Accessibility](#) [Privacy Policy](#) [Alcohol & Tobacco Control](#)

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

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



Click on “View Approved Brand Labels”.

LABEL REVISION DETAILS:

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

Menu License ▾ Excise Tax ▾ Brand Label ▾

Brand Labels - Approved

View Approved Brand Labels View Pending Brand Label Actions View Denied Brand Label Actions

Filter Your Approved Brand Labels

Brand Number

Referred Brand Name

Brand Label Status
 ▾

Product Type
 All Liquor Malt Wine

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: ▾

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

Once you locate the product, click the “Select” button.

A box with a drop down arrow will appear and you will select the “Label Revision” option and then 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'. Below this, the user's license information is displayed: License #999998 FOSTER ENTERPRISES INC., Status: Active, License Type: LIQUOR SOLICITOR, DBA: FOSTER ENTERPRISES, and Address: 123 MAIN STREET, BARDSTOWN, KY 40004-2229. A 'Menu' bar includes 'License', 'Excise Tax', and 'Brand Label'. The main content area is titled 'Brand Labels - Approved' and contains 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 dialog. 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
Select	View	L0123456	FOSTER WHISKEY		151 - SCOTCH WHISKY FB	00 - AMERICAN	80.0	9/01/2008	Active

UPLOAD DOCUMENTS:

In the Label Revision bar you will add a comment describing what changed on the brand label. Documents required to be uploaded that correspond to your submission will be listed under “Required Documents”.

The screenshot shows the 'Label Revision' interface. At the top, there is a dark blue header with the text 'Label Revision'. Below this is a light blue box containing product information:

Type of Product	Class Type	Origin	Brand Number
Wine	80 - TABLE RED WINE	51 - FRANCE	W01234
Referred Brand Name	Brand Name		Fanciful Name
RED & WHITE WINE			
Grape Varietals	Wine Appellation		
Does the License Name WINE, INC. match the applicant name on the COLA issued by TTB?			

Below the product information is a section for comments:

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

Comments

5000 characters remaining

Required Documents

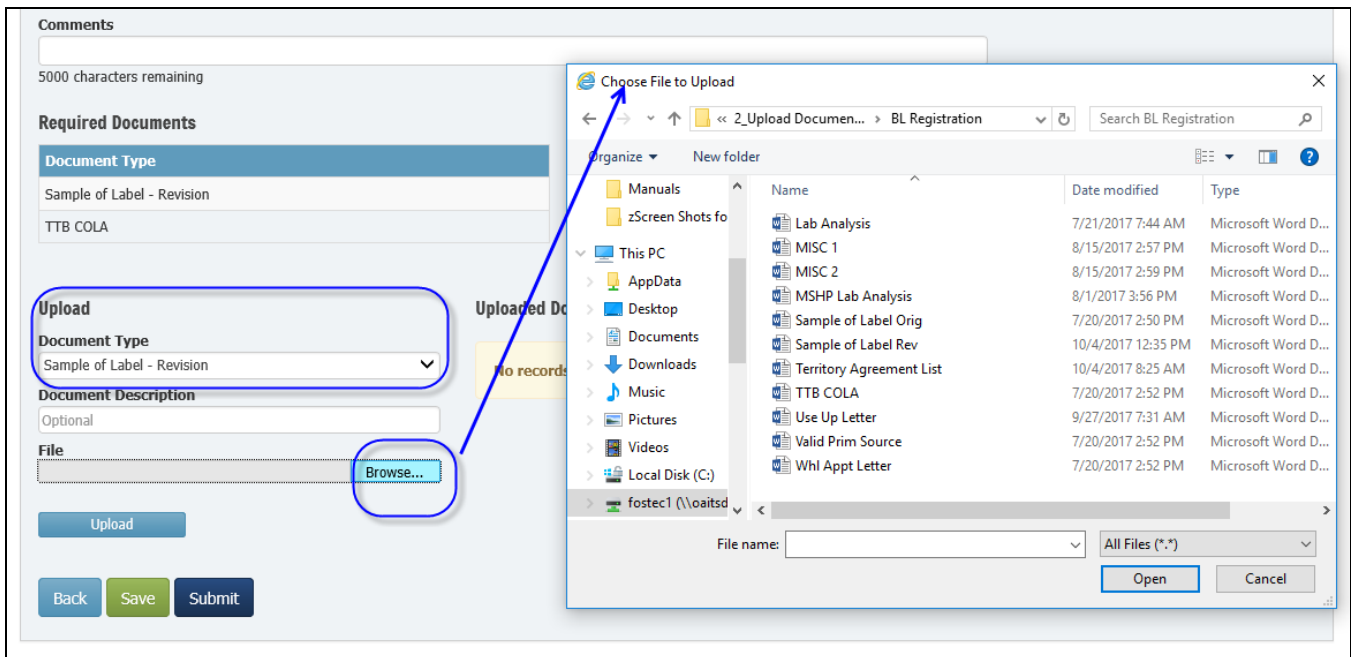
Document Type
Sample of Label - Revision
TTB COLA

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).



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

The screenshot shows a web application interface for document management. At the top, there is a section titled "Required Documents" with a table listing "Sample of Label - Revision" and "TTB COLA". Below this is a green success message: "Save successful." The main area is titled "Upload" and contains several input fields: "Document Type" (a dropdown menu), "Document Description" (a text input field with "Optional" entered), and "File" (a file selection area with a "Browse..." button). An "Upload" button is located below these fields. At the bottom of the "Upload" section are three buttons: "Back", "Save", and "Submit". To the right of the "Upload" section is a table titled "Uploaded Documents", which is circled in blue. This table has columns for "Document Type", "Document Description", "Created By", "Created Date", and an action column. It lists two documents: "TTB COLA" and "Sample of Label - Revision", both created by "Colleen Foster" on "11/19/2017". Each row has a "View" link and a "Delete" button.

	Document Type	Document Description	Created By	Created Date	
View	TTB COLA		Colleen Foster	11/19/2017	Delete
View	Sample of Label - Revision		Colleen Foster	11/19/2017	Delete

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

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

You will receive the following message.

License #999998 FOSTER ENTERPRISES INC.

Status: Active License Type: LIQUOR SOLICITOR
 Phone: (502) 444-1234 Address: 123 MAIN STREET, BARDSTOWN, KY 40004-2229

[Return to License](#)

DBA: FOSTER ENTERPRISES

Menu License ▾ Excise Tax ▾ Brand Label ▾

Label Revision

Save successful.

Type of Product	Class Type	Origin	Brand Number
Liquor	101 - STRAIGHT BOURBON WHISKY	00 - AMERICAN	L0123456
Referred Brand Name	Brand Name		Fanciful Name
FOSTER WHISKEY	FOSTER WHISKEY DRINK		
Alcohol Percent by Volume	Proof	Age	
40%	80.0	4	

Is the Alcohol Percent by Volume shown on the label you are registering approved on the COLA issued by TTB?
Does the License Name HEAVEN HILL DISTILLERIES INC. match the applicant name on the COLA issued by TTB?

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

Comments

The horse has been replaced with the Unicorn

4956 characters remaining

Uploaded Documents

	Document Type	Document Description	Created By	Created Date
View	TTB COLA		Colleen Foster	11/15/2017
View	Sample of Label - Revision		Colleen Foster	11/15/2017

[Back](#)

BRAND LABEL STATUS:

At any time you can view the status of your submission 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.

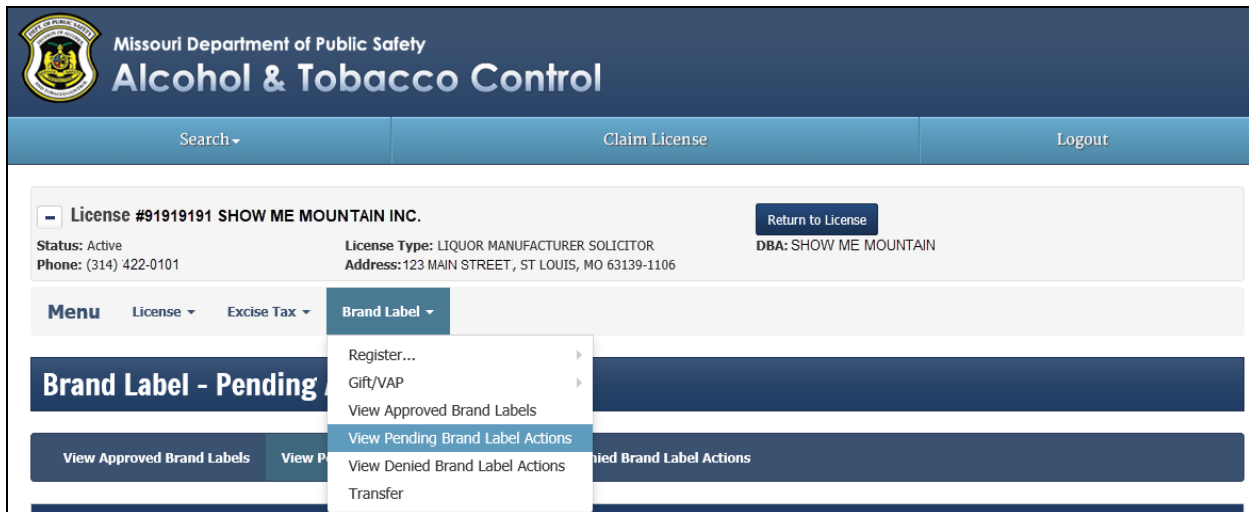
Submitted – Licensee has submitted registration to ATC.

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

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

Ready for Final Review – ATC has completed the initial review.

In Final Review – ATC is performing the final review.



LABEL REVISION – USER MANUAL

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

