

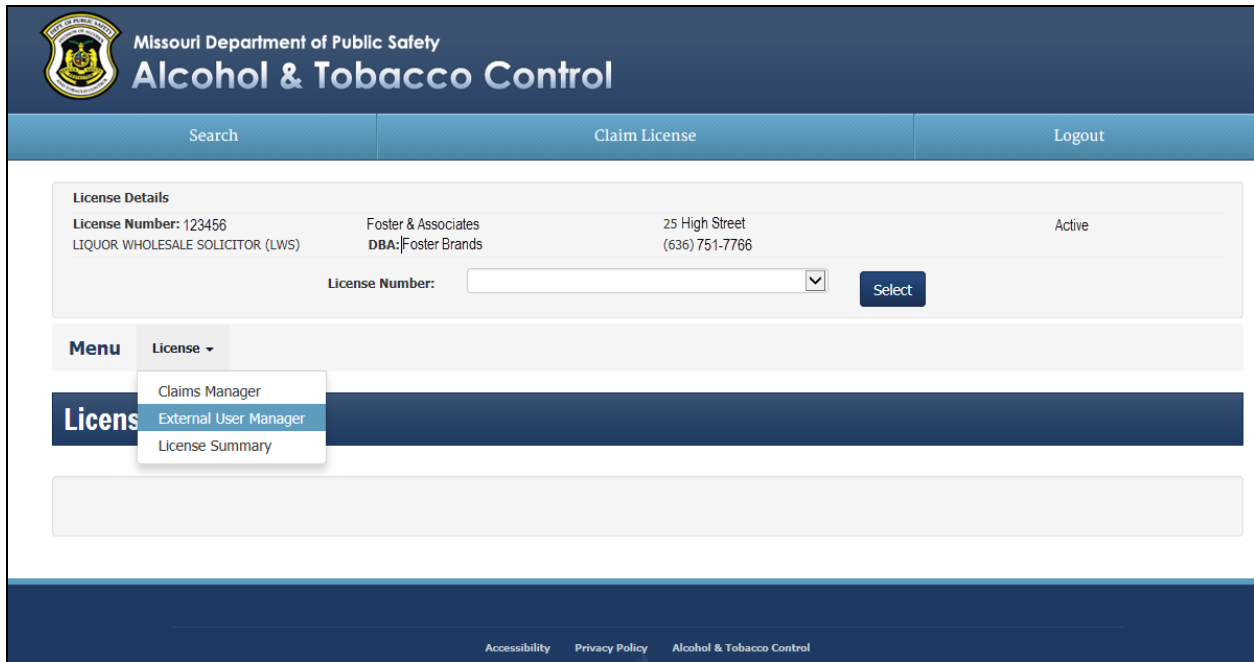
STEP 3: Setting Up Permissions

The first person to link to a license (and answer the four security questions correctly) is considered the Administrator of the license. Initially, the main responsibilities of the Administrator are to:

1. Set up permissions for yourself.
2. Send your co-workers claim codes via email so that they can link to the license.
3. Set up permissions for co-workers.

Set up permissions for yourself:

At the License Summary page, click on the “License” drop down arrow and then click on External User Manager.



The system will display the **External User Manager** page with a list of users (your name will be the only one to appear at this point in time).

Click on your name.

The screenshot shows the Missouri Department of Public Safety Alcohol & Tobacco Control External User Manager interface. At the top, there is a navigation bar with 'Search', 'Claim License', and 'Logout' options. Below this is a 'License Details' section for 'Foster & Associates' with license number 123456, address 25 High Street, and phone number (636) 751-7766. The status is 'Active'. A 'License Number' dropdown menu is set to '123456' with a 'Select' button. Below the license details is a 'Menu' section with a 'License' dropdown. The main section is titled 'External User Manager' and contains a 'Search Results (1)' table. The table has columns for 'Name', 'Email', and 'Status'. The search results show 'Foster, Colleen' with email 'FOSTER65102@EMBARQMAIL.COM' and status 'Active'. The page size is set to 10. At the bottom, there are links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

Two tabs will display.

The screenshot shows the 'User' tab in the External User Manager interface. It contains a form with the following fields: 'First Name' (Colleen), 'Middle Initial' (empty), 'Last Name' (Foster), 'Email Address' (FOSTER65102@EMBARQMAIL.COM), and 'Phone Number' ((573) 555-1212). The 'Status' is set to 'Active' with radio buttons for 'Active' and 'Inactive'. At the bottom, there are 'Save', 'Clear', and 'Cancel' buttons.

On the **User** tab, add a phone number.

Click the **Save** button.

Go to the **Permission** tab.

User	Permission	
Brand Label Select All <input type="checkbox"/>		
	Brand Label Pages - Update	Ability to update all Brand Label Pages <input type="checkbox"/>
	Brand Label Pages - View only	Ability to view all Brand Label Pages <input type="checkbox"/>
Excise Tax Select All <input type="checkbox"/>		
	Excise Tax Pages - Update	Ability to update all Excise Tax pages (does not include making Excise Financial payments) <input type="checkbox"/>
	Excise Tax Pages - Financial	Ability to perform Financial payments on Excise Tax pages <input type="checkbox"/>

Select the Brand Label permissions that are applicable to your role on the license.

Click the **Save** button.

Send co-workers claim codes via email so that they can link to the license:

Go to License → Claims Manager

Missouri Department of Public Safety
Alcohol & Tobacco Control

Search Claim License Logout

License Details

License Number: 123456 Foster & Associates 25 High Street Active
LIQUOR WHOLESALE SOLICITOR (LWS) DBA: Foster Brands (636) 751-7766

License Number:

Menu License ▾

- Claims Manager
- External User Manager
- License Summary

Search Results (1) Page Size: 10 ▾

Name	Email	Status
Foster, Colleen	FOSTER65102@EMBARQMAIL.COM	Active

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Accessibility Privacy Policy Alcohol & Tobacco Control

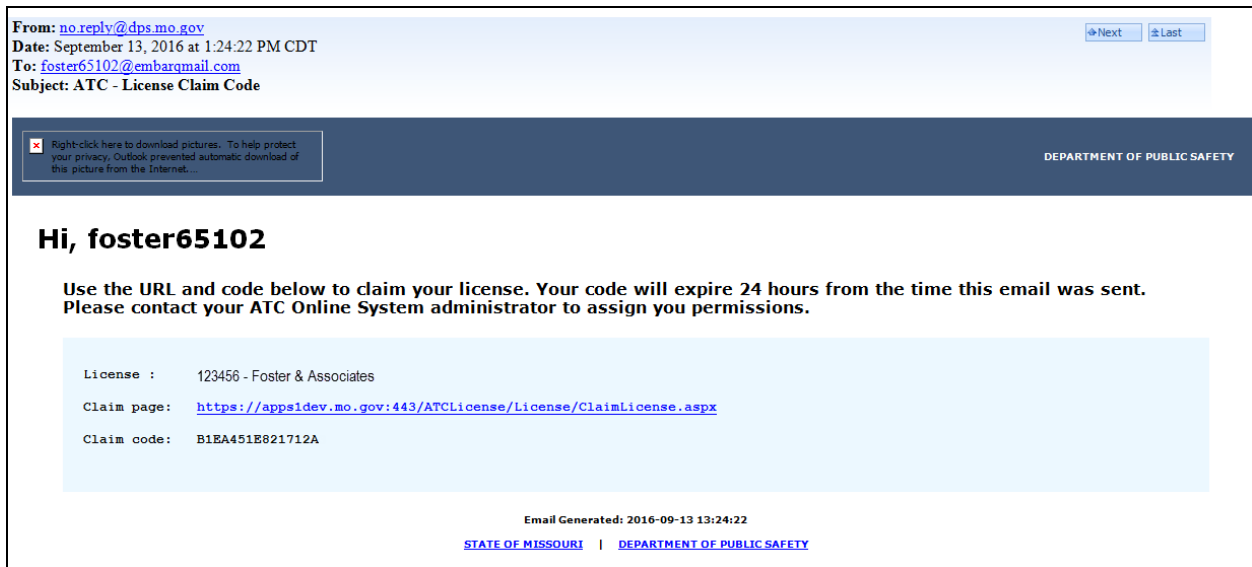
This page will display →

The screenshot displays the Missouri Department of Public Safety Alcohol & Tobacco Control website. The header includes the department's logo and name. Below the header, there are navigation tabs for 'Search', 'Claim License', and 'Logout'. The 'Claim License' tab is active, showing 'License Details' for license number 123456, issued to Foster & Associates (DBA: Foster Brands) at 25 High Street, (636) 751-7766. The license is currently 'Active'. A 'License Number' dropdown menu is set to '123456' with a 'Select' button next to it. Below this is a 'Menu' section with a 'License' dropdown. The main content area is titled 'Claims Manager' and features a 'CREATE' tab. A blue note box states: 'NOTE: The recipient of the claim code will have 24 hours to use the code and claim the license. If the code is not used within this time period, a new claim code must be generated.' Below the note is a 'Mail To:' field with an empty text input box and a 'Send Code' button. A yellow message box at the bottom of the form area says 'No current messages are being displayed.' The footer contains links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

Enter the co-worker's email address in the **Mail To** field and click the **Send Code** button.

This user will receive an email with a unique claim license code and a link to the ATC Online System.

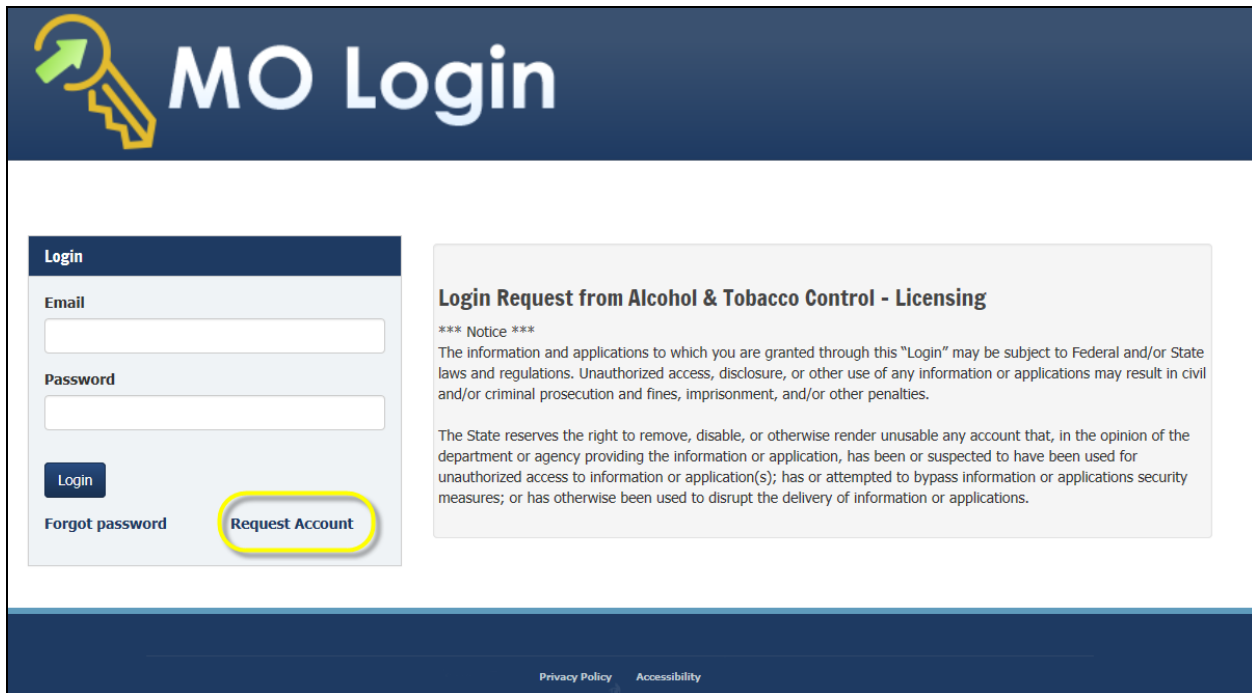
Here's an example of the email they will receive →



The user will click on the Claim page link, and be directed to MoLogin.

The user can enter their credentials and click the Login button.

If this user has not created a MoLogin account yet, they must click on the Request Account link and register.




The user must use the claim code within 24 hours or the claim code will no longer be valid.

The Administrator will receive an email after the user successfully links to the license.

Here is an example of the email →

From: no_reply@dps.mo.gov
Date: September 13, 2016 at 8:17:28 AM CDT
To: FOSTER65102@EMBARQMAIL.COM
Subject: License Number 13755 - New User Associated

 Right-click here to download pictures. To help protect your privacy, Outlook prevented automatic download of this picture from the Internet.

DEPARTMENT OF PUBLIC SAFETY

Hi, Colleen

The following user has successfully been associated to license number 123456. Please log into the ATC Online System and assign appropriate permissions to this user.

Ryan Hayes, ryan.hayes@oa.mo.gov

Email Generated: 2016-09-13 08:17:28

[STATE OF MISSOURI](#) | [DEPARTMENT OF PUBLIC SAFETY](#)

Set up permissions for the co-workers:

Go to License → External User Manager

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 is a 'License Details' section for license number 123456, issued to Foster & Associates at 25 High Street. A dropdown menu is open under the 'License' tab, showing options: 'Claims Manager', 'External User Manager' (which is highlighted), and 'License Summary'. The footer contains links for 'Accessibility', 'Privacy Policy', and 'Alcohol & Tobacco Control'.

The system will display the **External User Manager** page with a list of users associated with the license.

Click on your co-worker's name.

The screenshot shows the 'External User Manager' page for license #999998 FOSTER ENTERPRISES. The page displays search results for two users:

Name	Email	Status
Bisges, Nathan	Nathan.Bisges@ FOSTERS.COM	Active
Foster, Colleen	colleen.foster@ FOSTERS.COM	Active

Navigation controls at the bottom of the table include '<<', '<', 'Page 1 of 3', '>', and '>>'. The page size is set to 10.

Two tabs will display →

On the **User** tab, add a phone number.

User **Permission**

First Name: Ryan

Middle Initial:

Last Name: Hayes

Email Address: ryan.hayes@oa.mo.gov @

Phone Number: () - - - x

Status: Active Inactive

Save Clear Cancel

Click the **Save** button.

Go to the **Permission** tab.

User **Permission**

Brand Label Select All

Brand Label Pages - Update Ability to update all Brand Label Pages

Brand Label Pages - View only Ability to view all Brand Label Pages

Excise Tax Select All

Excise Tax Pages - Update Ability to update all Excise Tax pages (does not include making Excise Financial payments)

Excise Tax Pages - Financial Ability to perform Financial payments on Excise Tax pages

Save Clear Cancel

Select the Brand Label Page permissions that are applicable to his/her role on the license.

Click the **Save** button.

Frequently Asked Questions (FAQs)

(1) Does every user need a MoLogin Account?

Yes, every user of the ATC Online System will have to register for a MoLogin Account, prior to logging into the ATC Online System.

(2) I use a compliance company to manage my licenses. How can I get them linked to my license?

It is **highly recommended** that a compliance company **not** be the Administrator. This is due to changes in compliance agencies and if given the Administrator role, the owner of the company loses the ability to access the ATC Online System. The managing officer can send a compliance company a claim code email to be set up as a user. Then, the Administrator can give the compliance company all the necessary permissions for the license.

(3) What if my new user does not use their claim code within the 24-hour limit?

The claim code will deactivate after 24 hours. Go to the License Claims Manager page and send a new code to their email address.

(4) Do I have to invite each user separately?

Yes; each user must receive a unique claiming code.

(5) Do I have to send out a claim license code for each license or can I activate my user for multiple licenses at one time?

You will need to send a claim code for each license number.

(6) What if my new users enter their claiming code incorrectly?

If they enter the claiming code incorrectly three times their user account will be locked for 30 minutes.

- After 30 minutes the user account will unlock itself
- If you need the account unlocked sooner than 30 minutes you will need to contact ATC to reset the user account.

(7) Will my new users get the same four security questions that I did as the Administrator?

No, only the first time user on the account (the Administrator) will receive the four security questions to answer. All subsequent users on the account will not have this step.

(8) When assigning permissions for a user, how are the permissions structured?

Permissions are assignable to each user that has been activated on that license. The permissions are by license number. For example, Norma Mills has been activated on License #123456 and will be given permissions for that license. If Norma needs permissions on a different license, that different license will need to be selected and Norma will need to be given permissions to that license.

(9) What is the difference between an 'active' user and an 'inactive user'?

If a user no longer needs permissions in the system under your license number, as the Administrator you can deactivate that user by marking them 'inactive'.

An inactive user will no longer have access under the Administrator's license number.

(10) As the managing officer, sole owner or partner to link to the license and answer the four security questions, I am automatically the Administrator on the account. Can I set another user as the Administrator and how do I do that?

You cannot set anyone as an Administrator on the license. You cannot remove yourself as Administrator. ATC must perform these changes. Contact ATC for any Administrator changes.

(11) How can I contact ATC for assistance?

You can contact ATC by emailing or calling:

debbie.nichols@dps.mo.gov	(573) 751-4073
ashley.lentz@dps.mo.gov	(573) 751-5450
ashley.reinkemeyer@dps.mo.gov	(573)751-7891
diane.markway@dps.mo.gov	(573) 751-5444
charlene.mitchem@dps.mo.gov	(573) 751-5452
melinda.mcdonald@dps.mo.gov	(573) 751-5446