



**Licensees and Brand Registrants with Access Code**

**\*GO LIVE JUNE 4, 2015\***

**NOTE:** Please be aware your access code is one time use only and must be used by the brand registrant – do not give out to attorneys or compliance companies. **REPRESENTATIVES have their own instructions: “Representative/Attorney of Licensee/Brand Registrant without Access Code” EVERY** licensee is required to log in with their own code to establish themselves as a user.

**Register**

If you have not yet created an account, click [here](#) to register.

Once you have selected to register you will be directed to the page below.



**Online Registration**

Please register online. All fields with asterisks must be filled out in order to proceed. Once you have completed this screen, the system will send a confirmation email with a link to this website where you can confirm your registration.

\* Email:

\* Confirm Email:  Password must:  
 - be at least 8 characters  
 - contain at least one (1) letter and one (1) number  
 - contain at least 1 special character ! # @ \$ ^ + \ [ ] - / -

\* Password:

\* Confirm Password:  - contain at least 1 Upper and 1 Lower case letter

**YOUR INFORMATION**

\* First Name:

\* Last Name:

\* Phone Number: (  )  -

1. Enter a valid Email address in the Email field.
2. Confirm the Email Address in the Confirm Email field.
3. Enter the desired password in the Password field.
4. Confirm the password entered from the previous step in the Confirm Password field.
5. Enter the first name of the user in the First Name field.

**ARE YOU AN EXISTING LICENSE HOLDER?**

Have you received an Online Access Code? If so, answer Yes to the question below and you will be able to enter your code to link your new account to your existing account.

\* Do you have an Online Access Code?  Yes  No

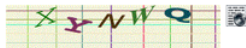
**SECURITY QUESTION FOR PASSWORD RESET**

The security question is used in case you forget your password. You will need to know the answer to this question in order to regain access to the system.

\* Security Question:

\* Security Answer:

\* Code:  Enter the code you see below.



The personal information that you provide on this form and any attachments will be used for communicating with you concerning your application and for billing purposes. It is collected under the authority of Section 123456789 of the Freedom of Information and Protection of Privacy Act and is protected by the privacy provisions of the Act. Should you have any questions about the collection of this information, you may contact John Doe at (123) 456-7890.

[Finish Registration](#)

6. Enter the last name of the user in the Last Name field.
7. Enter the user's phone number in the Phone Number field.
8. Answer yes to the question "Do you have an Online Access Code", using the radio buttons located to the right of the question.
  - a. Yes, a new field becomes visible. Input the access code into the Online Access Code field.
9. Select a security question from the drop down list.
10. Enter the answer to the security question that was selected in the Security Answer field.
11. Enter the code visible in the graphic below the Code field into the Code field.
12. Select "Finish Registration"
  - a. An activation email will be sent to the email address provided during registration, this email will be needed in order to complete registration and activate the account.
13. Click the link that is in the email.
  - a. The link will open a new window
  - b. Put in the password that was used to register the account
  - c. Select the button that says Activate
  - d. From there it will navigate to the home page for the account

**Note:** Please be aware it is your duty as a licensee and/or brand registrant to keep track of who has access to your license via the online licensing system. If you should sever ties with a specific REPRESENTATIVE it is your duty to inform the Division in writing so appropriate action can be taken to remove unauthorized users.