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.

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

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.
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.