Department of Business and Professional Regulation
Division of Alcoholic Beverages and Tobacco
Step-by-Step Instructions for Online Brand/Label Registration

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Step-by-Step Instructions:

GETTING STARTED

1. **First Time Users of Online Brand/Label Registration**
   a. Go to DBPR Online Services at https://www.myfloridalicense.com.
   b. Click on APPLY FOR/UPDATE LICENSES.
   c. Select Alcoholic Beverages and Tobacco.
   d. Select Alcohol Brand Registrant and Brand/Label.
   e. Select Alcohol Brand/Label Registration.
   f. Select Apply Using Online Services.
   g. Select Create My Account.
   h. Logon (see screen shots of instructions if you need help).

2. **Returning Users of Online Brand/Label Registration**
   a. Go to DBPR Online Service at https://www.myfloridalicense.com.
   b. Click on RENEW YOUR LICENSE.
   c. Click on Continue at the bottom of the page.
   d. Select Alcoholic Beverages and Tobacco.
   e. Click on Continue to Online Services.
   f. Enter your Email Address and Password the click Logon.
   g. Select the appropriate transaction from the choice under "Licenses Linked to My Online Services Account."

Screen Shots of Instructions (including how to logon to DBPR Online services):

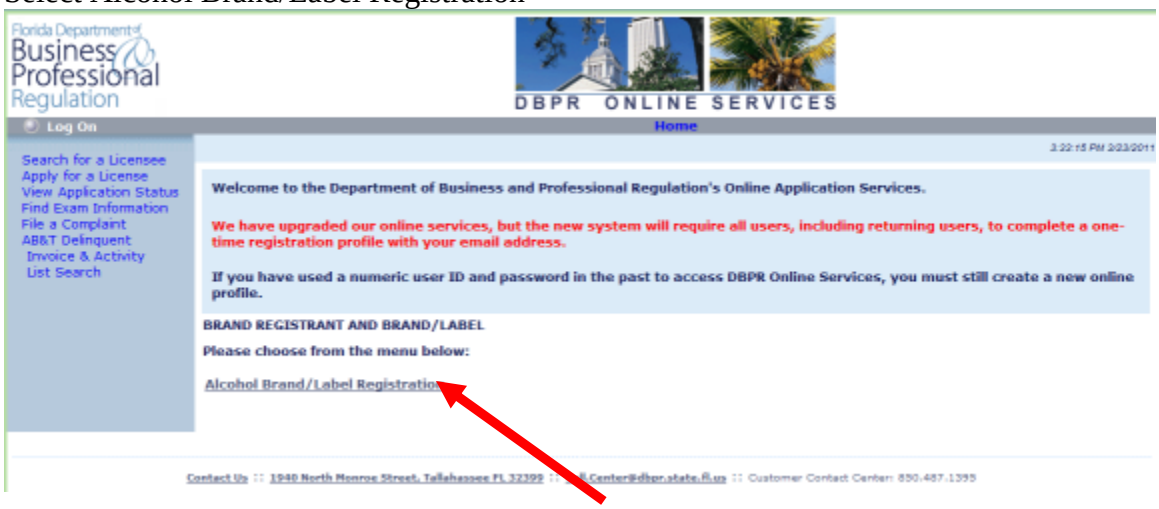
FIRST TIME USERS OF ONLINE BRAND/LABEL REGISTRATION

From the department's main page, select APPLY FOR/UPDATE LICENSES depicted in the blue bar under the picture at the top of the page.

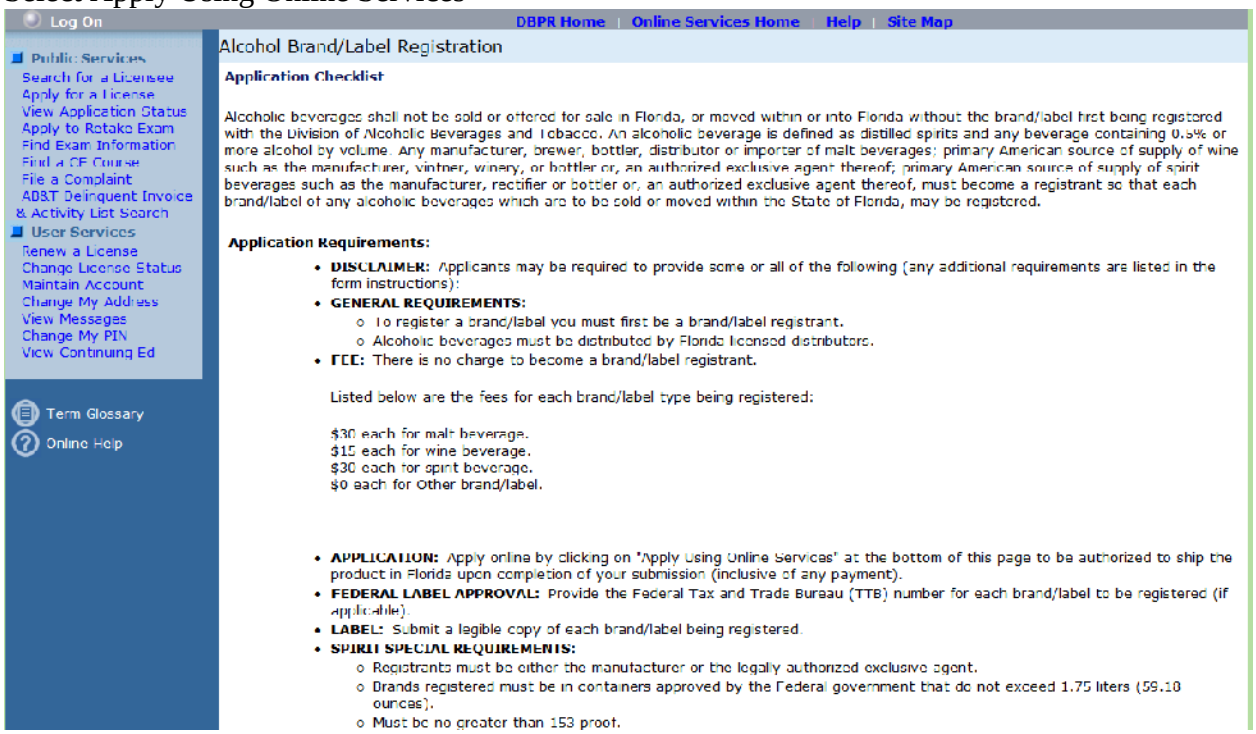
Select Alcoholic Beverages and Tobacco

Select Alcohol Brand Registrant and Brand/Label

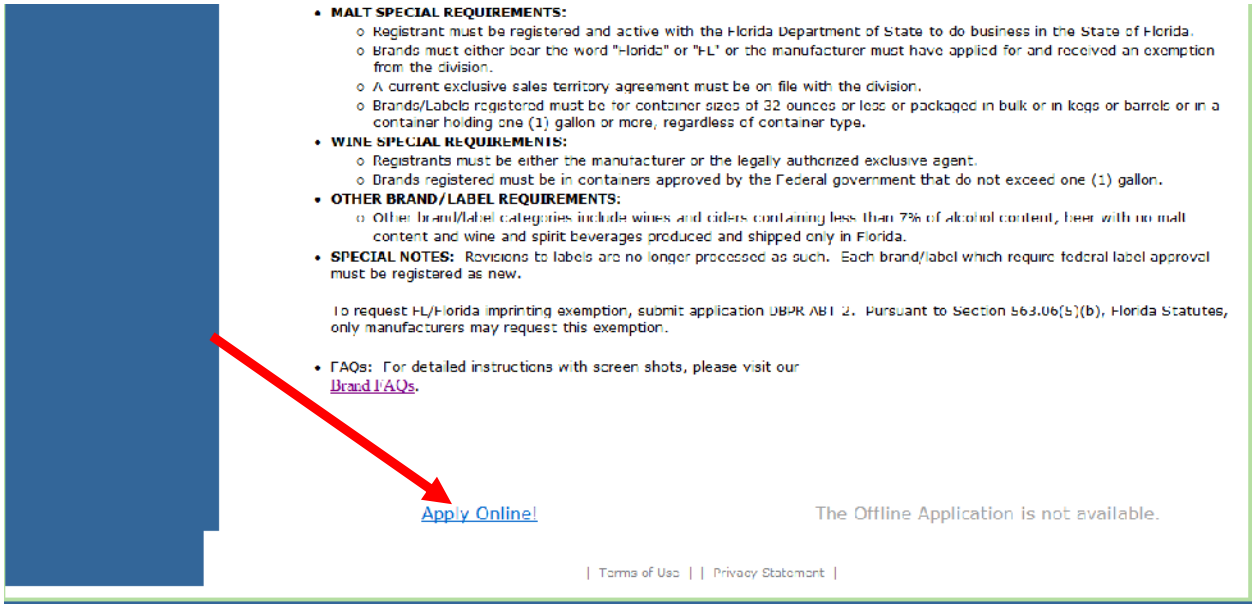
Select Alcohol Brand/Label Registration



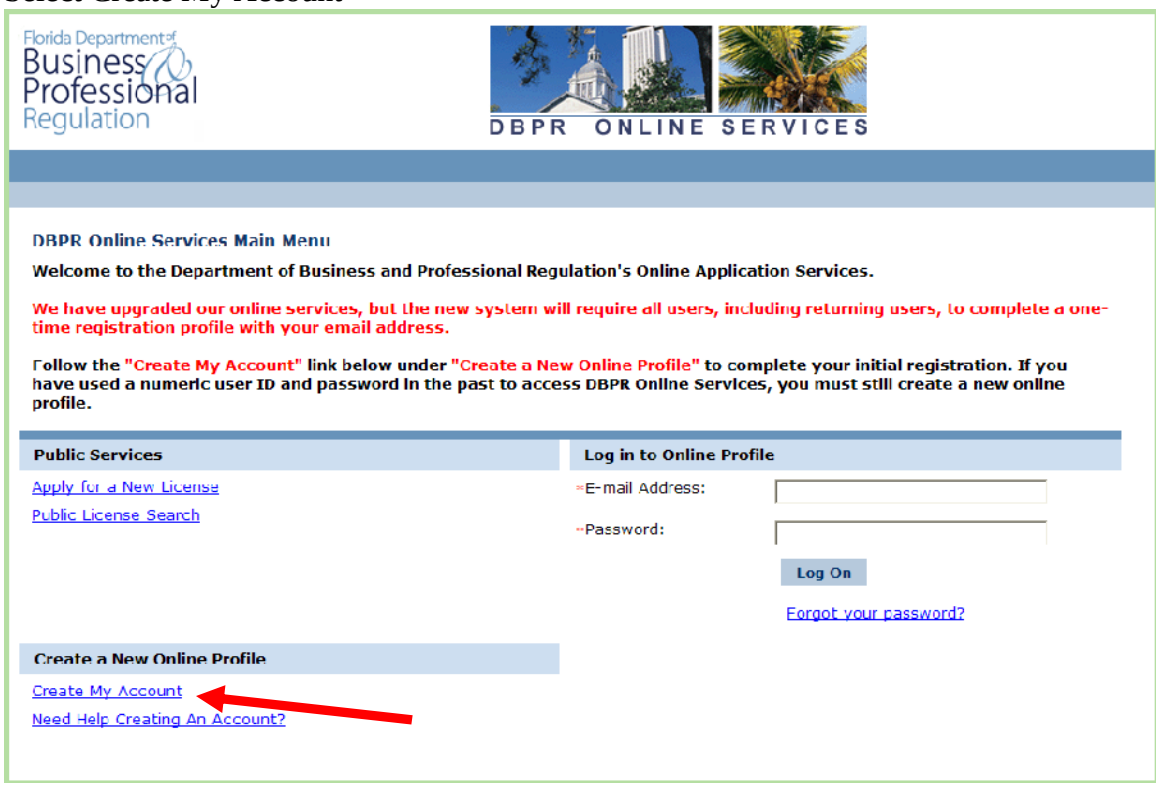
Select Apply Using Online Services



…



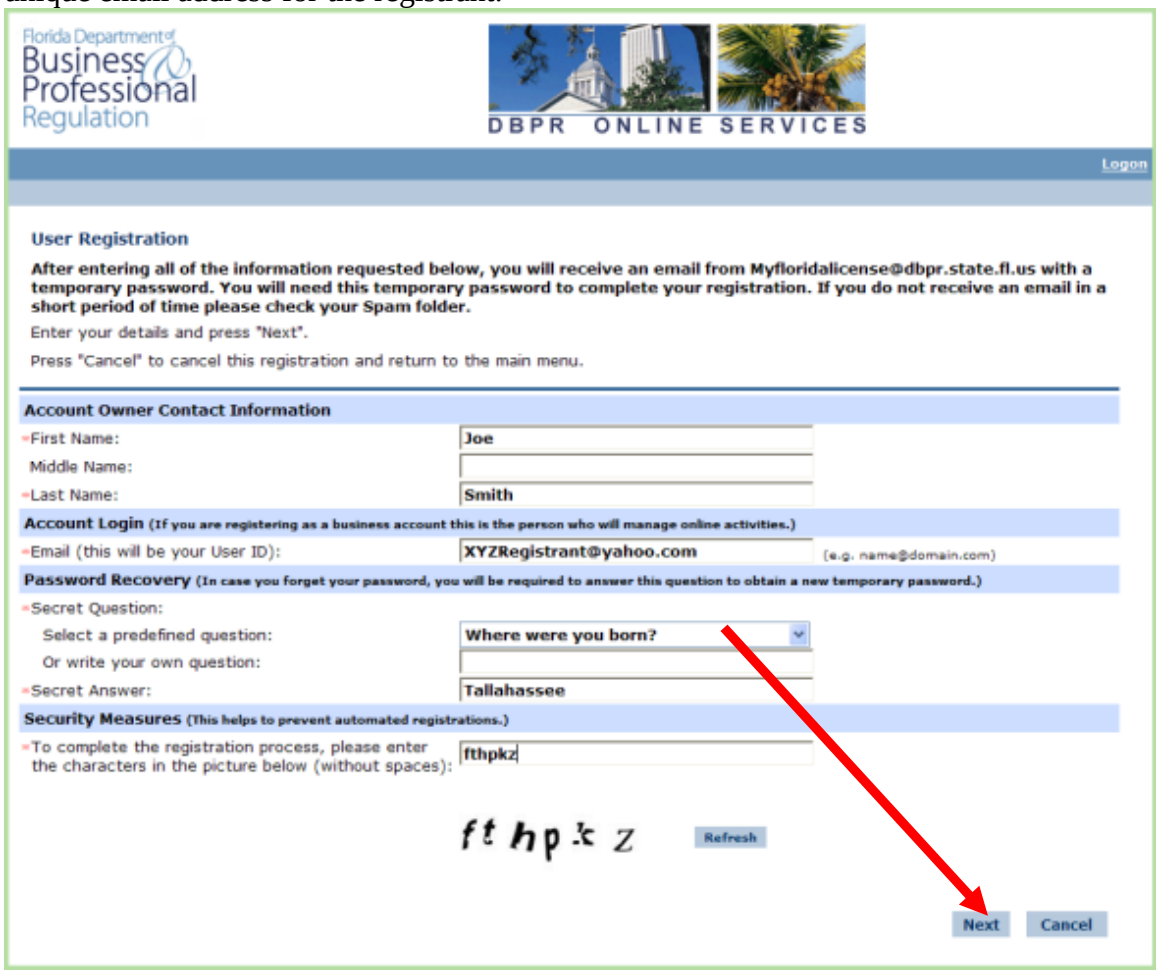
Select Create My Account



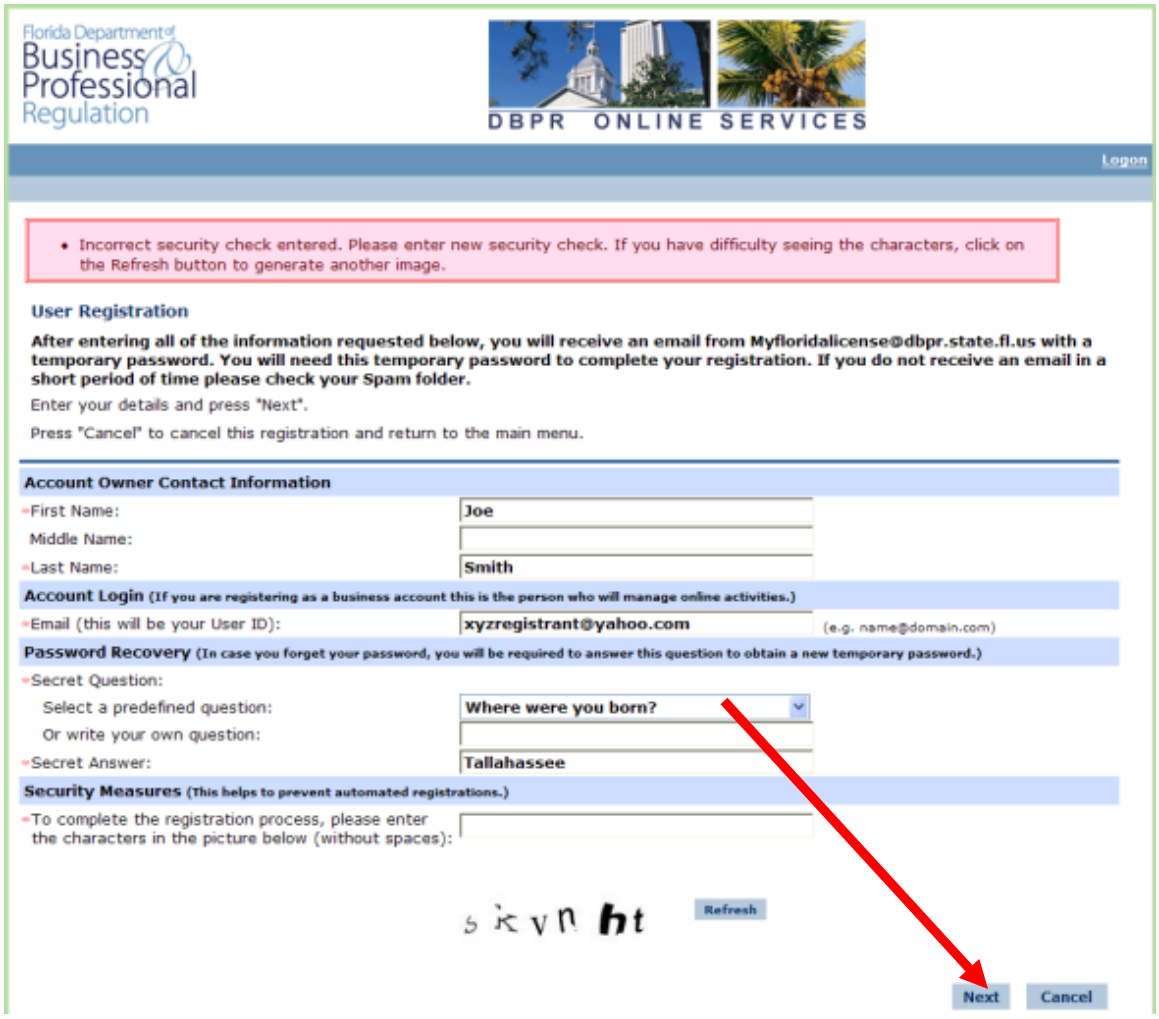
Note: Even if you currently have a numerical PIN number account with the department, you will have to create a new account that utilizes your email address as the User ID.

CREATE NEW USER

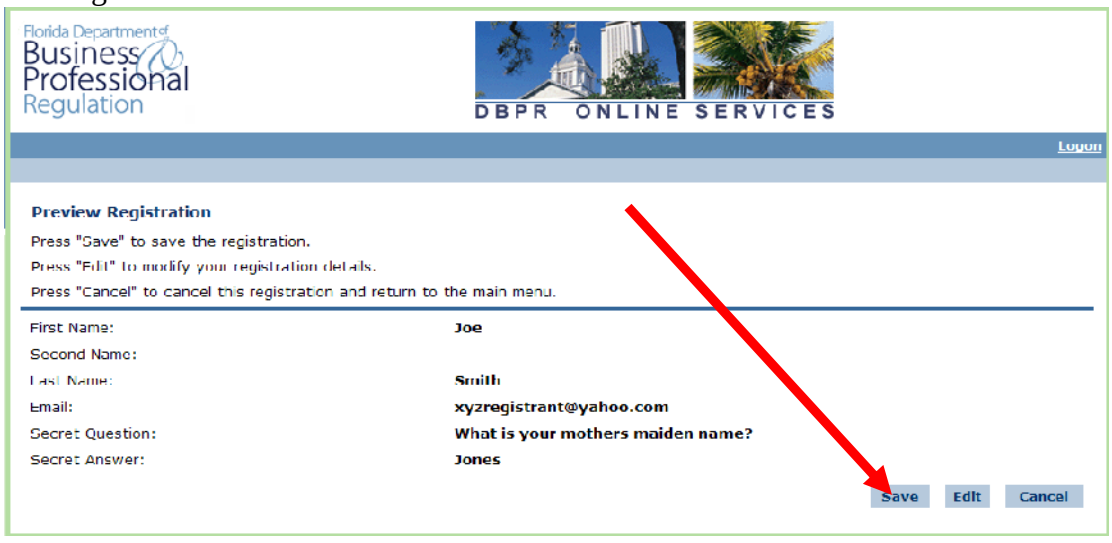
Those fields with a red asterisk are required. The "Account Owner Contact Information" should be the individual who is creating the registration. The "Account Login" must be a unique email address for the registrant.



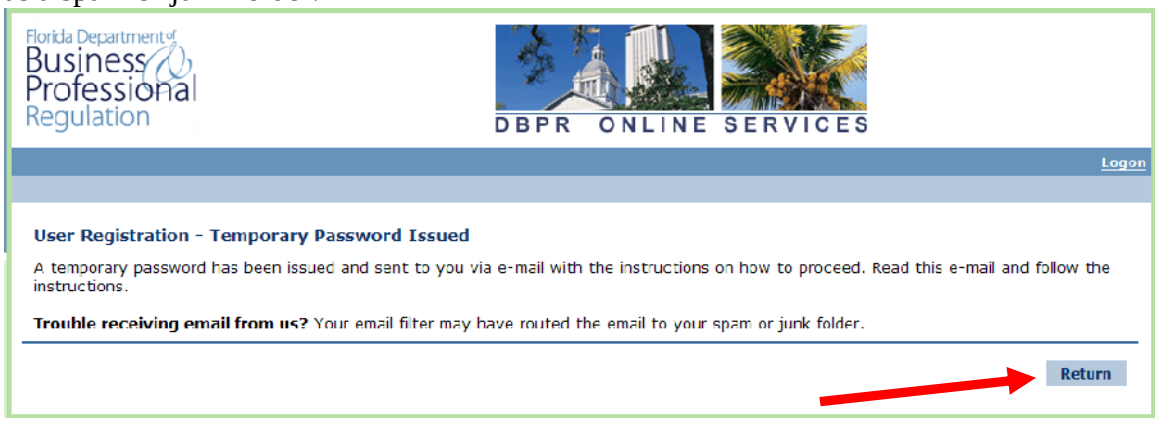
Note: The security measures section allows you to generate a new set of the security characters by clicking on the Refresh button, if you are unable to read them. If you guess incorrectly and click on "Next," you will receive an error message and new characters will be generated so you can try again (see screen shot on next page).



After entering the new (and correct) set of security characters and clicking on the Next button depicted above, you will be provided a preview of the account information. Select Save to save the information, Edit to correct the information, or Cancel to exit without creating an account.



After selecting Save, the below screen will be displayed and a temporary password will be emailed to you. If you don't receive the email, you may have utilized an incorrect email address or your email program may have put it into a different mailbox folder such as a spam or junk folder.



Once you receive the email depicted below, copy the password and click on the link in the email or the Return button in the above screenshot. Note: The USERID has been intentionally removed from the screen shot for the purposes of this document. The actual email sent to you will have your email address in that spot.

Hello Joe,

Thank you for registering for an online account with the Department of Business and Professional Regulation.

Please complete your registration by logging on to your account at:

https://www.myfloridalicense.com/datamart/mainMenuFLDBPR.do

Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive. You may find it helpful to copy and paste the temporary password.

Email Address: [redacted]
Password: fJeyxV3S

After you successfully login using the temporary password provided above you will register your own unique password that you will use each time you login to DBPR Online Services.

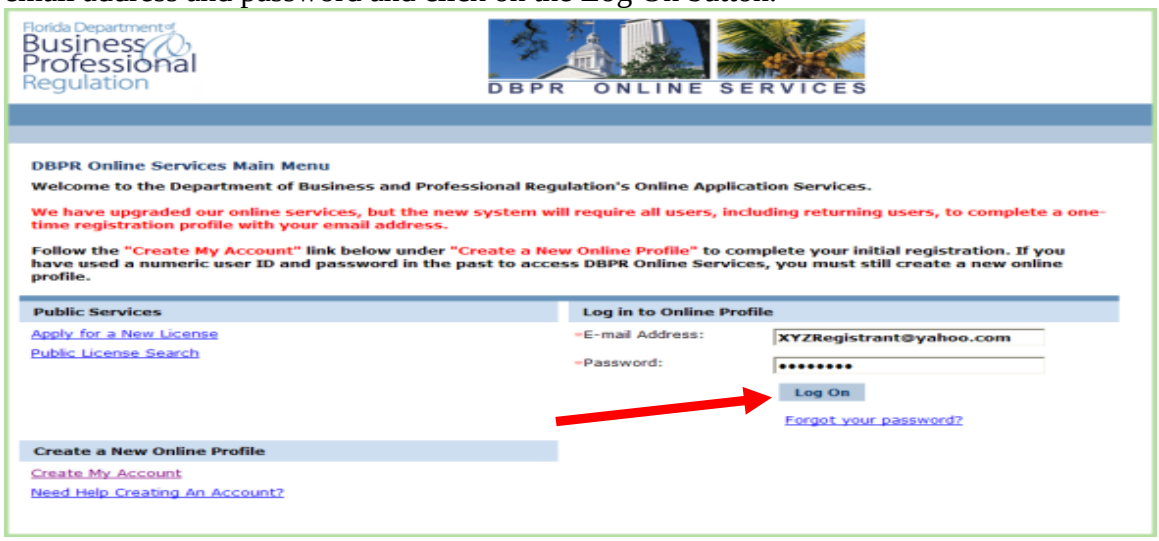
New Applicants - Once you have successfully logged in select "Apply for a New License" to begin your application process.

Current Licensees - Once you have successfully logged in please follow the steps below to successfully Link Your License to your Account:

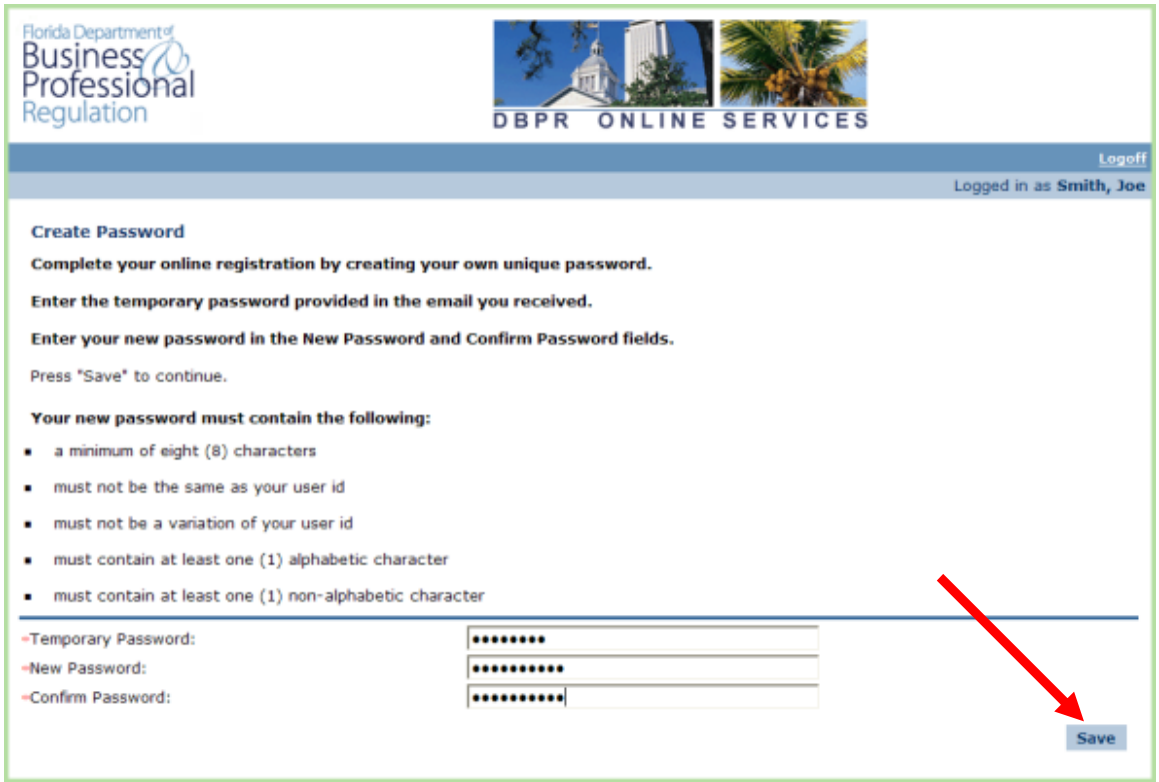
* Select "Link an Existing License to My Account."
* Select the category your license belongs to from the menu.
* Select your license type from the menu.
* Enter your license number.
* During the process of linking your license to your online account you will be prompted for security information.
* Your initial activation code will be the last four digits of your Social Security Number or Federal Employer Identification Number.
  PLEASE NOTE: Some individuals may have been assigned an Activation Code instead of the last four digits of their Social Security Number or Federal Employer Identification Number. If your SSN or FEIN does not match the Activation Code on file, please contact our Customer Contact Center at 850.487.1395 or Call.Center@dbpr.state.fl.us. The Call Center staff will be able to provide you with your Activation Code.
* You will be prompted to "Add" the license to the registration.
* Once this process is completed, you will be returned to the Main Menu where you can link additional licenses or perform online services against your linked license(s).

*** Note: This is an automated email. Do NOT reply to this message. ***

You will be returned to the logon screen and can now logon as a returning user. Enter the email address and password and click on the Log On button.



At the next screen, first time users are asked to update the default registration information by changing to a password of your choice. Enter (copy/paste) the password you received in the email and pick a new password. Enter the new password a second time and click on the Save button.



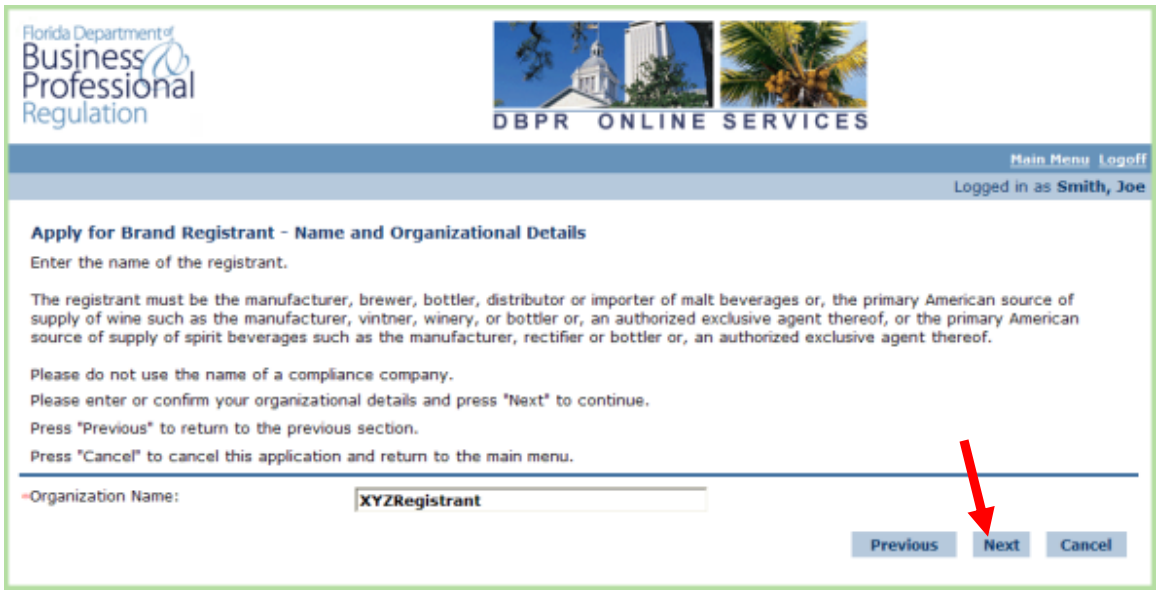
<u>Write down your user ID (email address) and password, to make accessing your account easy in the future.</u>

After clicking on Save, you will be taken to the Apply for Brand Registrant–Introduction page.

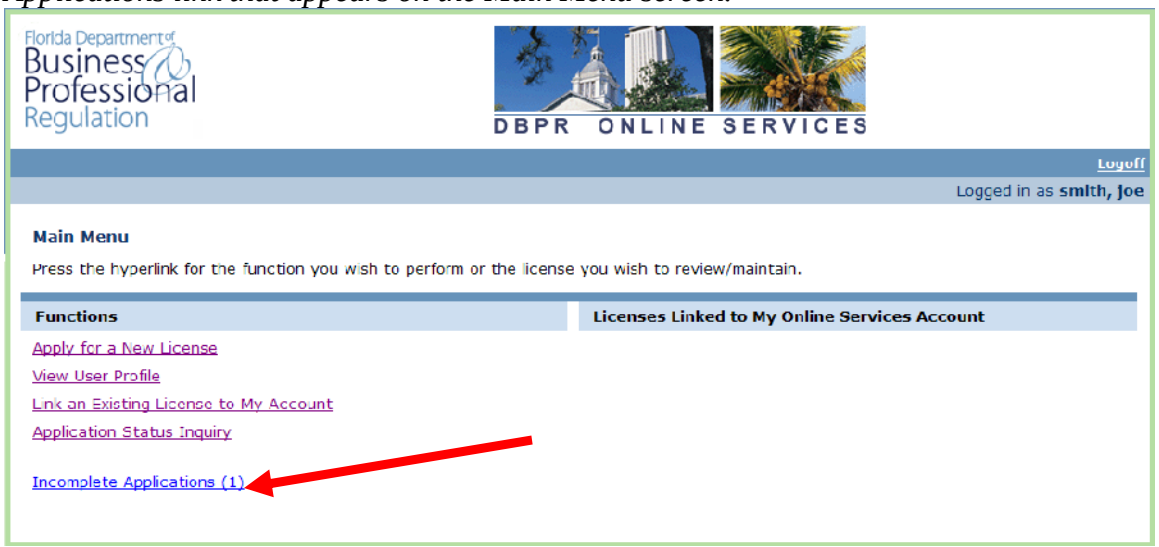
From this page you can apply for a new registration by clicking on Next, at the bottom right of the page, if you are becoming a registrant for the first time, or you can link a current registration if you are already a Florida brand/label registrant by clicking on the link in the first sentence. Skip to page 19 if you already have a Florida registration number.

APPLY FOR A NEW LICENSE

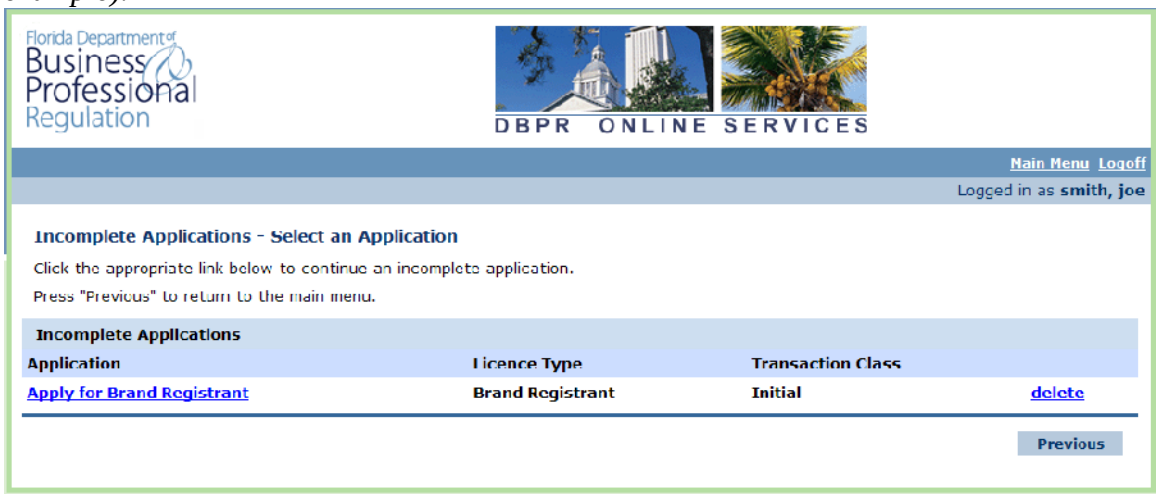
If you selected Next at the screen above you will be taken to the Apply for Brand Registrant – Name and Organization Details page. Enter the name of the registrant and click on the Next Button.



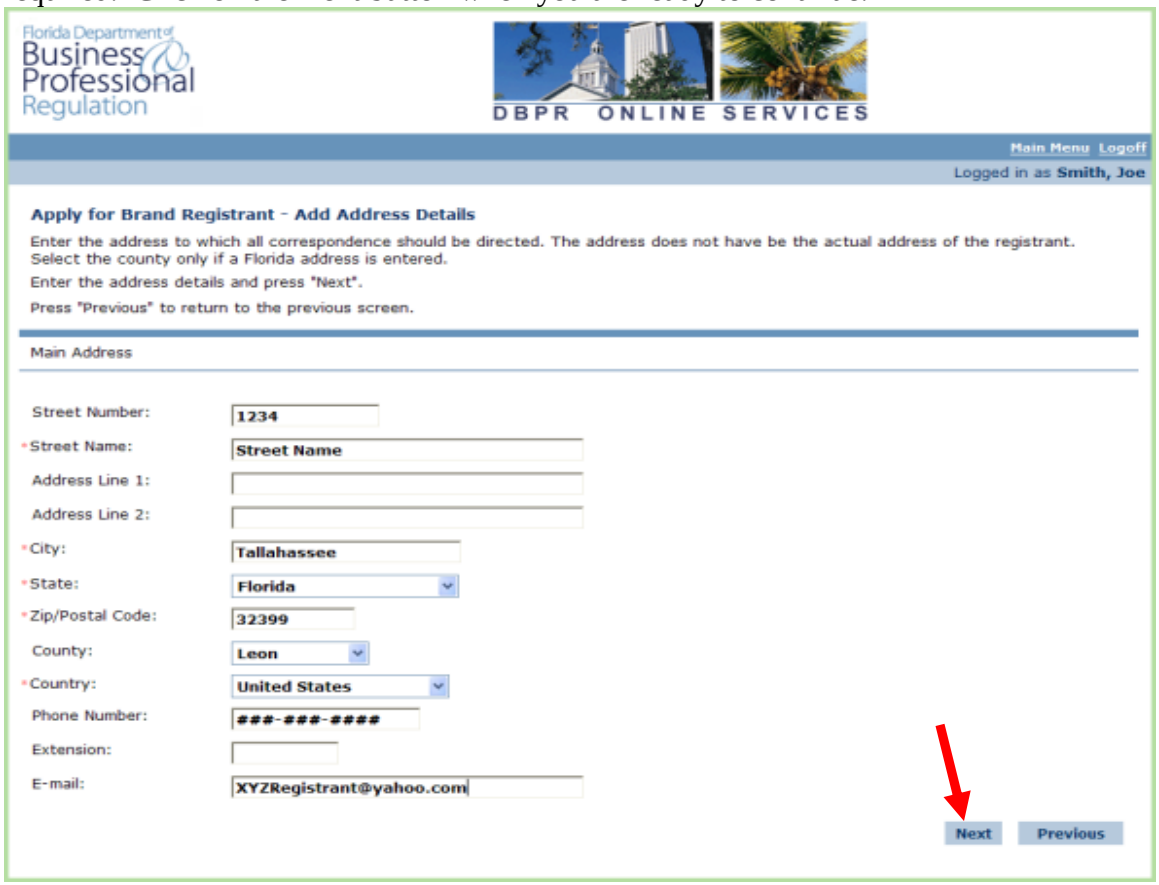
Note: Clicking on the Cancel button at this screen will return you to the Apply for Brand Registrant – Introduction screen (two screen shots above). If you have clicked on the Next button at this screen, data has been saved. Once data has been saved, it will be stored and available upon your return to the Main Menu (the data will be saved even if you log out of the system). To access an incomplete application utilize the Incomplete Applications link that appears on the Main Menu screen.



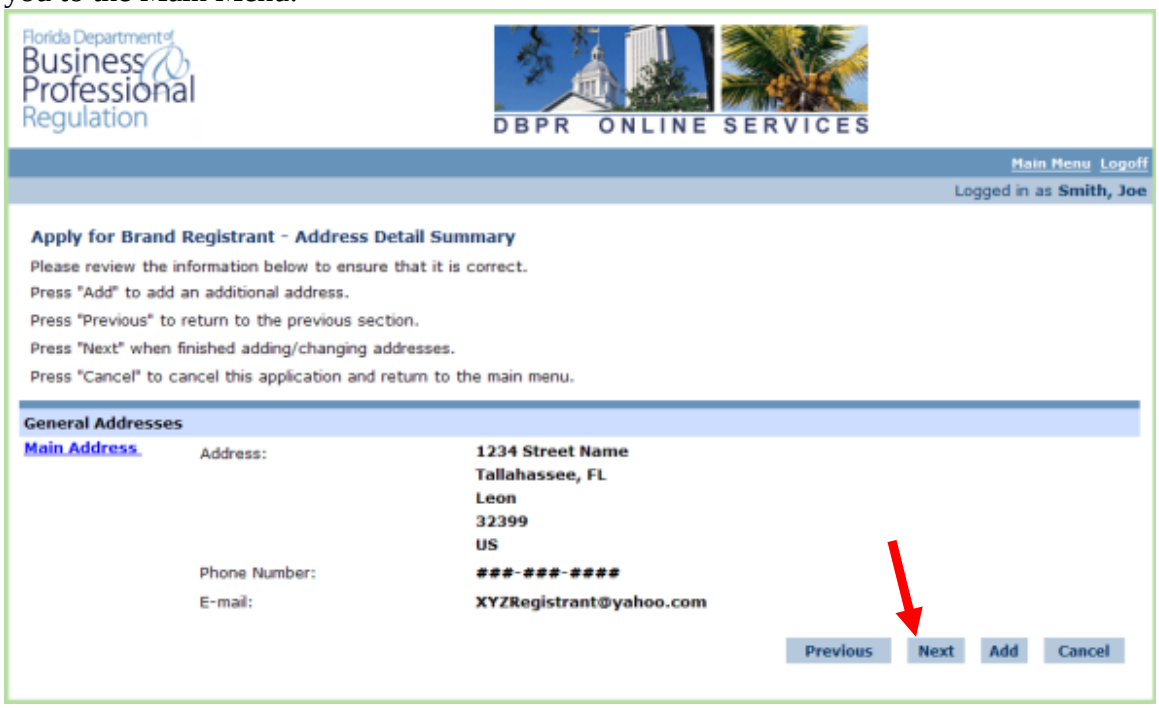
A list of all incomplete applications will appear on the next screen depicted below. The application will start at the first page (second screen shot on page 12 above in this example).



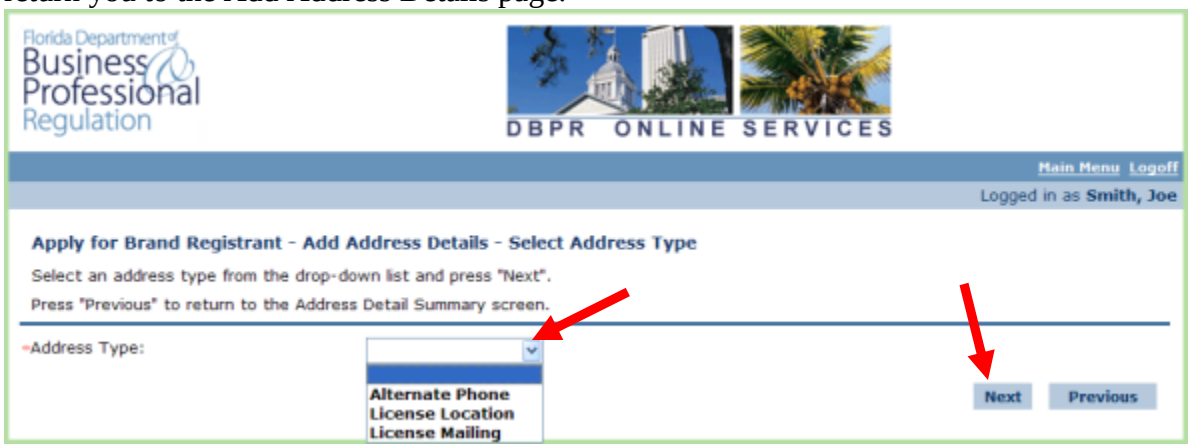
After clicking on the Next button (three screenshots above), you will be at the Add Address Details screen. Input the address to which all correspondence should be directed. The address doesn't have to be the address of the registrant. Note: Florida addresses require the selection of the county. Note: Fields with a red asterisks are required. Click on the Next button when you are ready to continue.



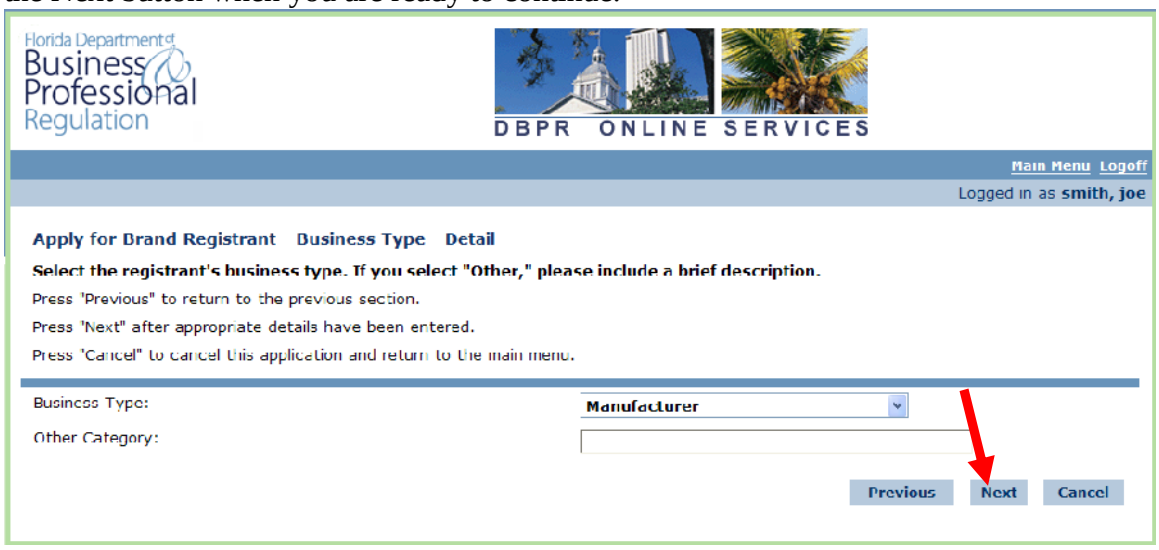
On the next screen you will be asked to review the information and can click on the Previous button to return to the screen above to correct any information, click on the Add button to add additional address types, click on the Next button to save the address information or select the Cancel button. Note: Selecting the Cancel button will return you to the Main Menu.



If you clicked on the Add button, you will be provided a screen in which you select the additional address type. After selecting the address type, clicking on the Next button will return you to the Add Address Details page.

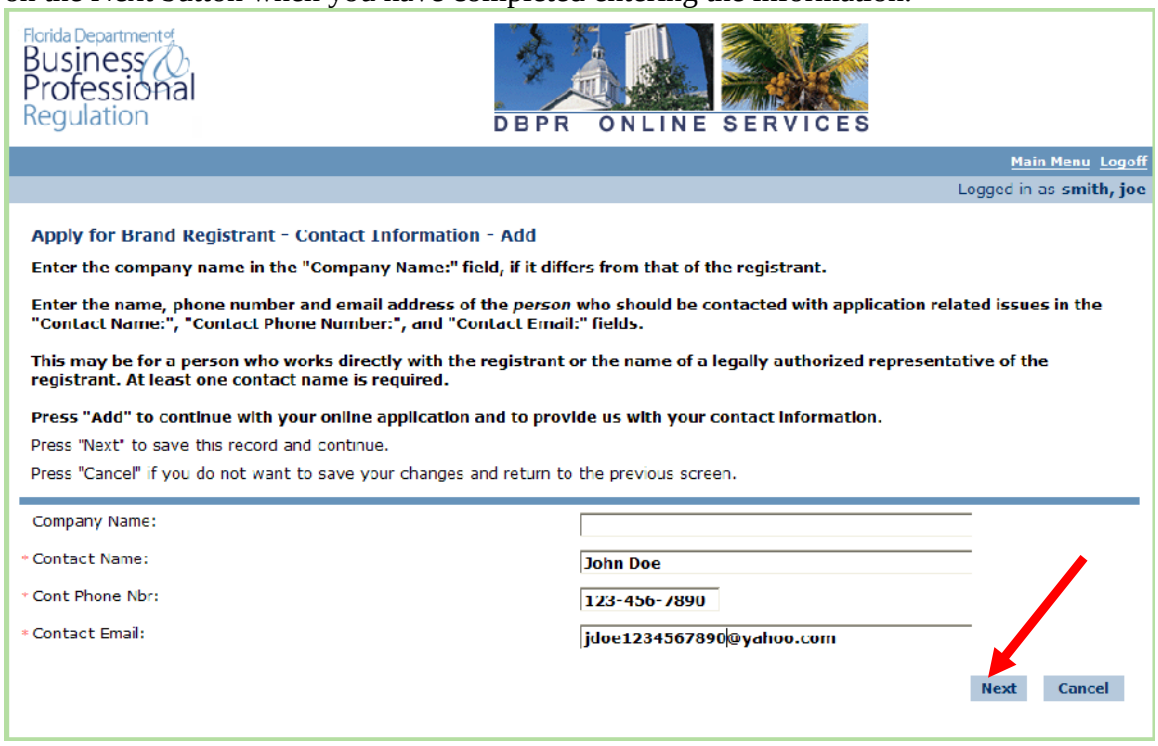


After repeating the address procedures for all addresses, clicking the Next button at the Address Detail Summary screen (two screen shots above), will take you to the Business Type Detail screen. Select the Business Type from the dropdown list. Note: If you select "Other", please describe the other business type in the Other Category field. Select the Next button when you are ready to continue.

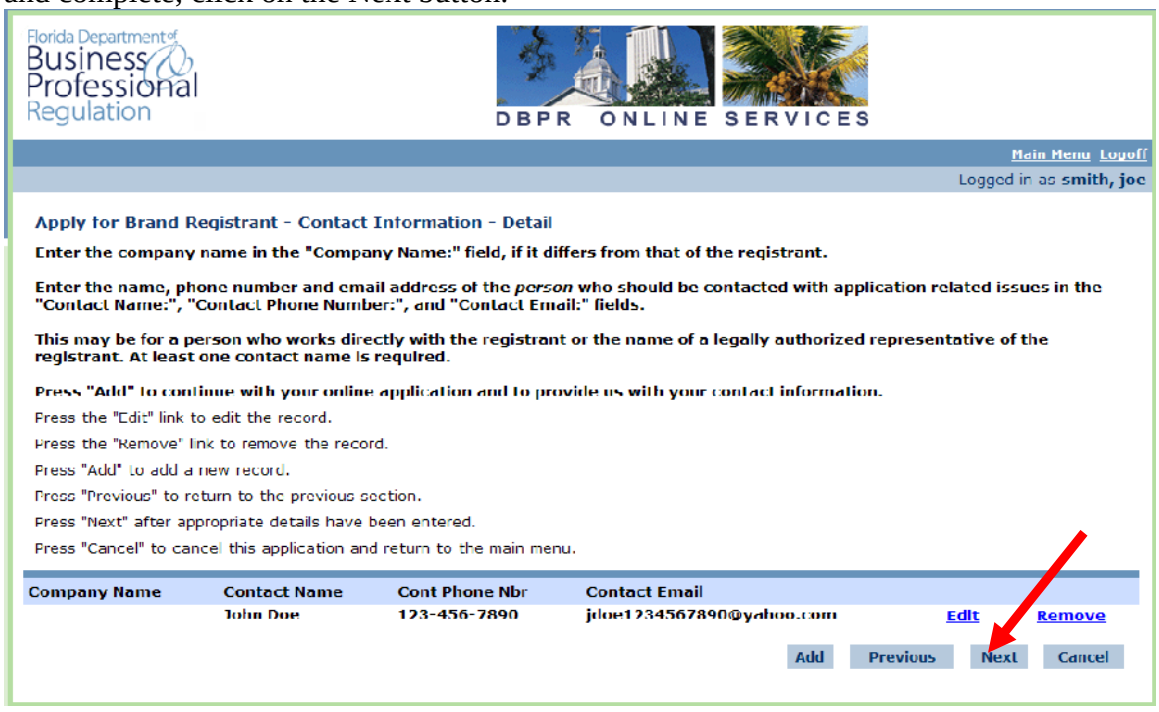


The Contact Information screen is displayed when you select Next in the previous screen. Click on the Add button to add the contact information.

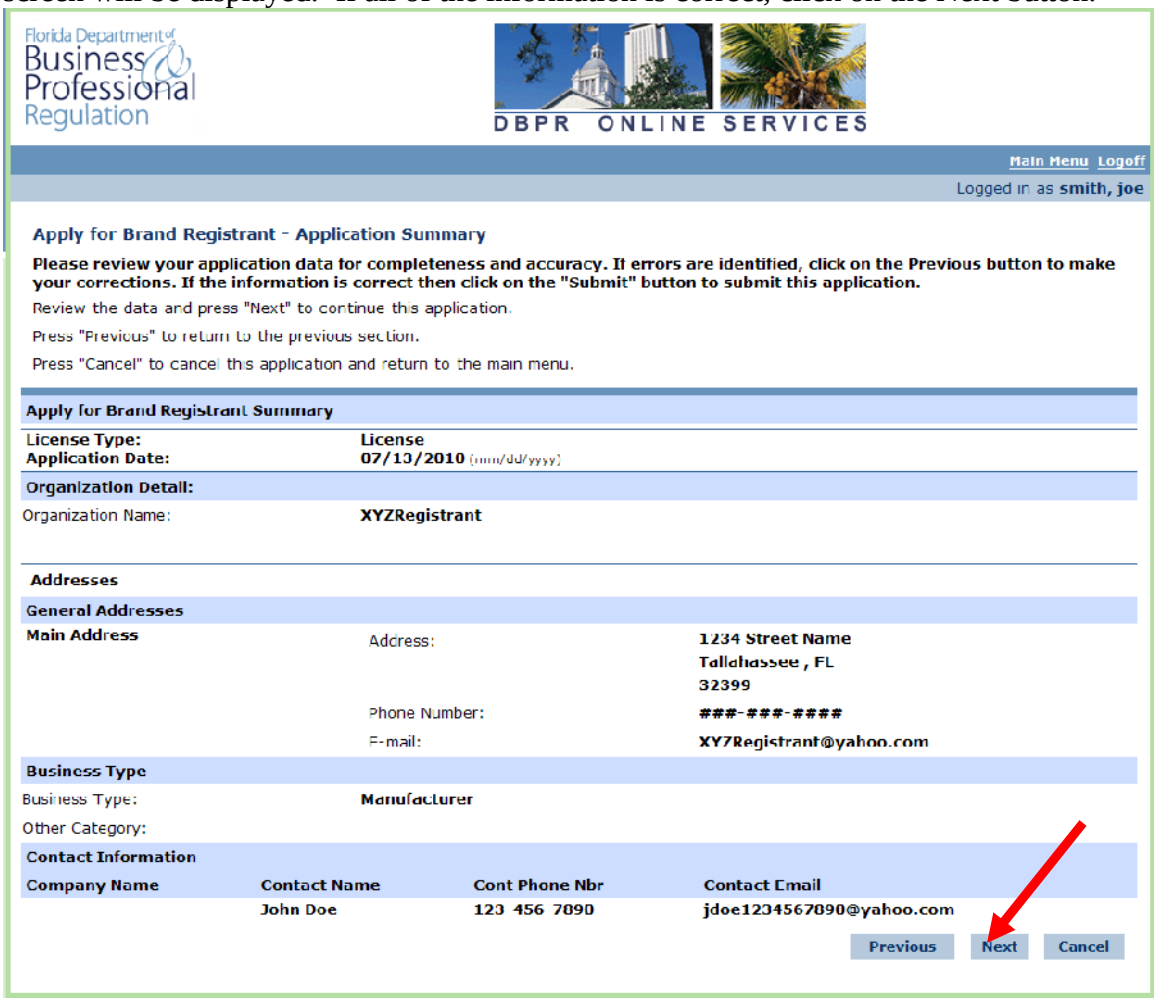
The Contact Information Add screen is displayed. Enter the Company Name if it differs from that of the registrant. Enter the Contact Name, phone number and email. This may be a person who directly works for the registrant or the name of a legally authorized agent. The email address can be the same as that utilized to create your account. Click on the Next button when you have completed entering the information.



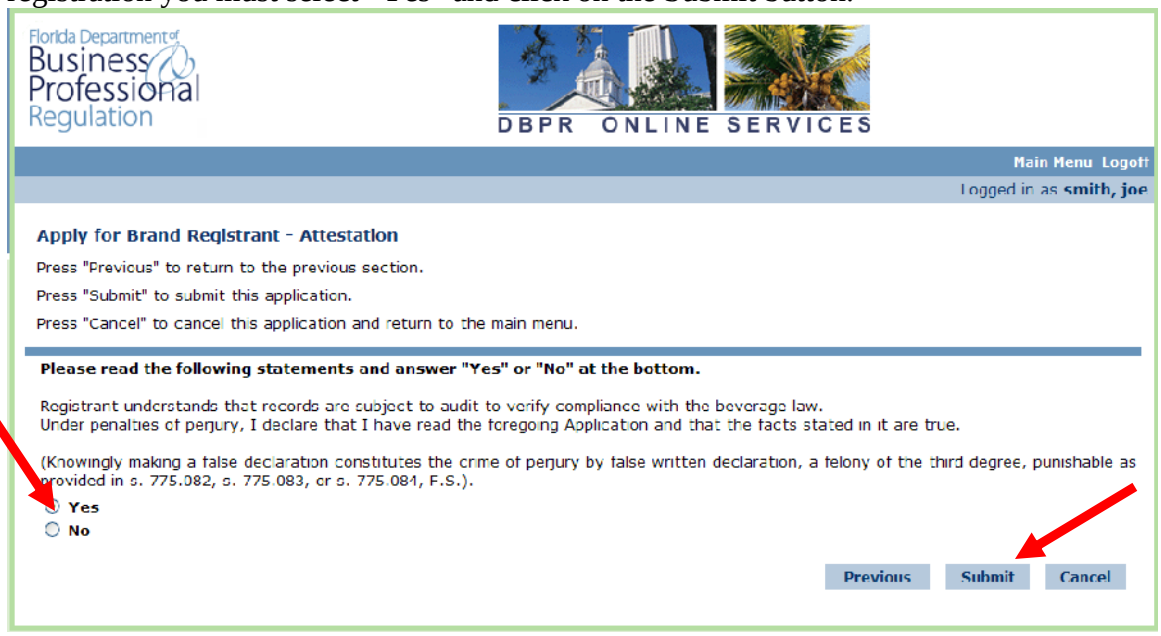
The Contact Information Detail screen will be displayed. If the information is correct and complete, click on the Next button.



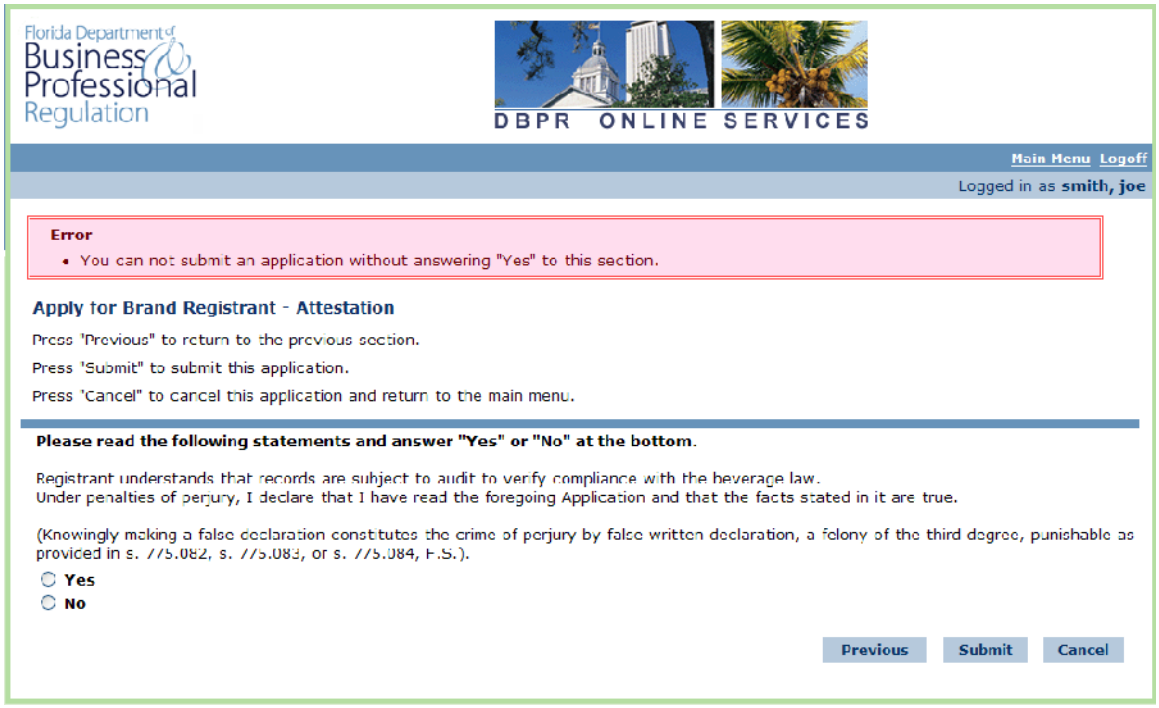
After clicking on the Next button on the previous screen, the Application Summary screen will be displayed. If all of the information is correct, click on the Next button.



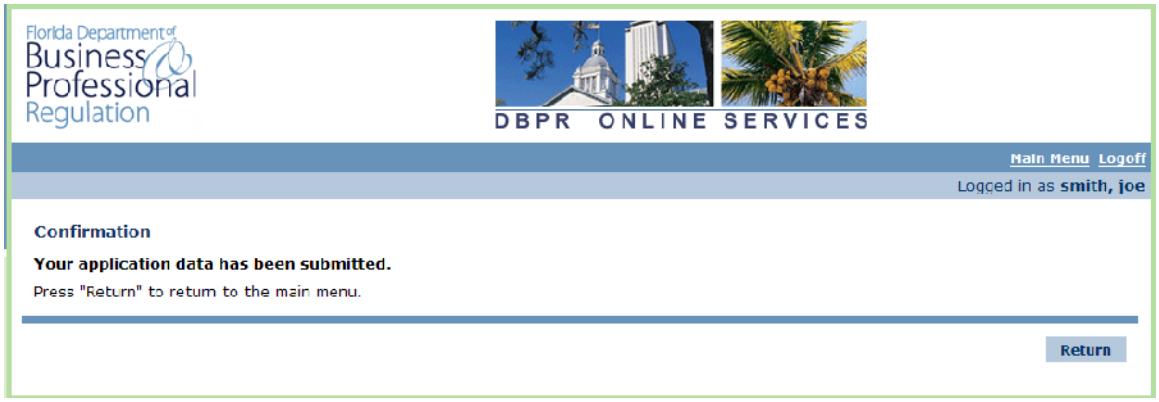
Clicking on Next on the previous screen displays the Attestation screen. To complete the registration you must select "Yes" and click on the Submit button.



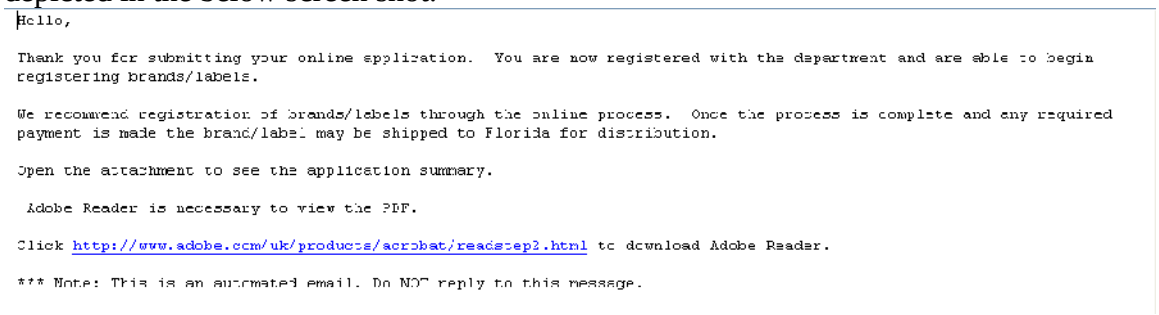
If you select "No" and click on the Submit button, you will receive an error as depicted below.



If you selected “Yes” and clicked on the Submit button you will see the below confirmation screen.



You will also receive an email with an application summary document in Adobe (PDF) format. If you need to download Adobe reader, a link is provided in the email as depicted in the below screen shot.



Hello,

Thank you for submitting your online application. You are now registered with the department and are able to begin registering brands/labels.

We recommend registration of brands/labels through the online process. Once the process is complete and any required payment is made the brand/label may be shipped to Florida for distribution.

Open the attachment to see the application summary.

Adobe Reader is necessary to view the PDF.

Click http://www.adobe.com/uk/products/acrobat/readstep2.html to download Adobe Reader.

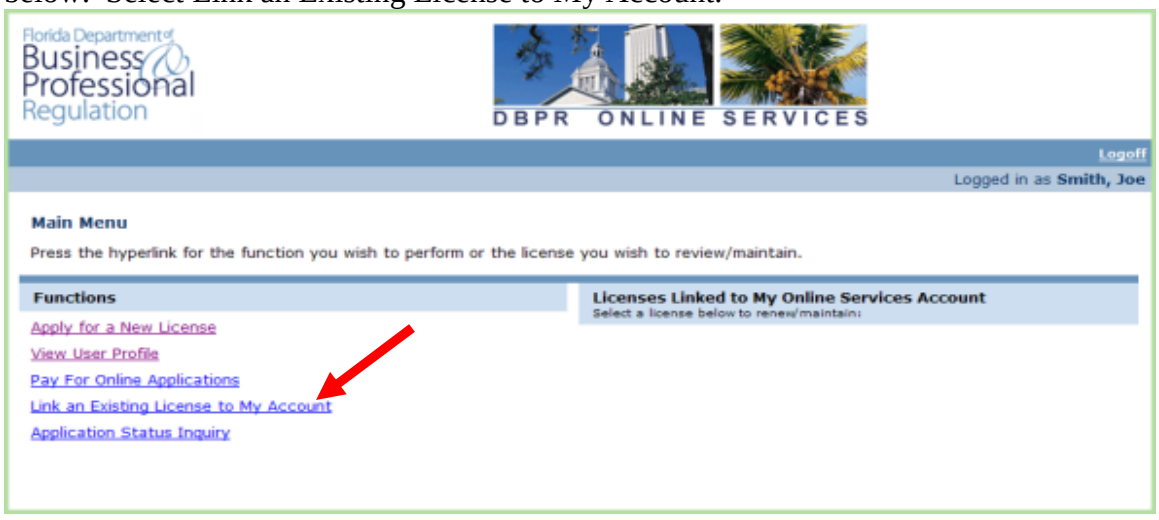
*** Note: This is an automated email. Do NOT reply to this message.

Clicking on the Return button at the confirmation screen will return you to the Main Menu screen where your registration license number will now appear on the right side of the screen. You may now register brands/labels.

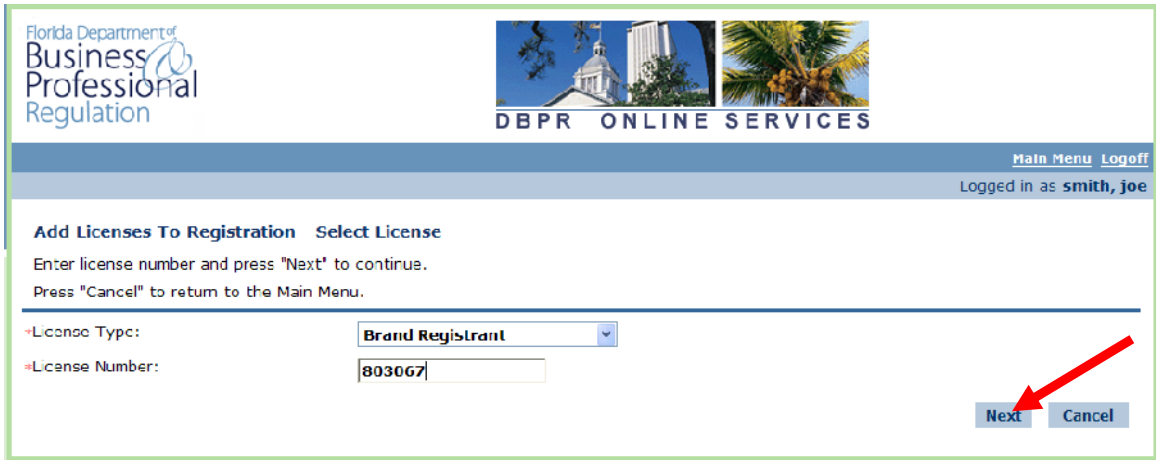
LINK AN EXISTING LICENSE TO MY ACCOUNT

If you are already registered with the State of Florida, you may link your registrant license to your new account. Before doing so, you will need your license number and the Activation Code. Select the link which says "click here to link and existing license to your account" at the Apply for Brand Registrant – Introduction page. If you don't know your Activation Code you may contact the DBPR Customer Contact Center at (850) 487-1395 or at Call.Center@dbpr.state.fl.us.

If you enter directly to the logon screen without having selected, Alcoholic Beverages and Tobacco, Alcohol Brand Registrant and Brand/Label, Alcohol Brand/Label Registration and Apply Using Online Services, the Main Menu will appear as depicted below. Select Link an Existing License to My Account.



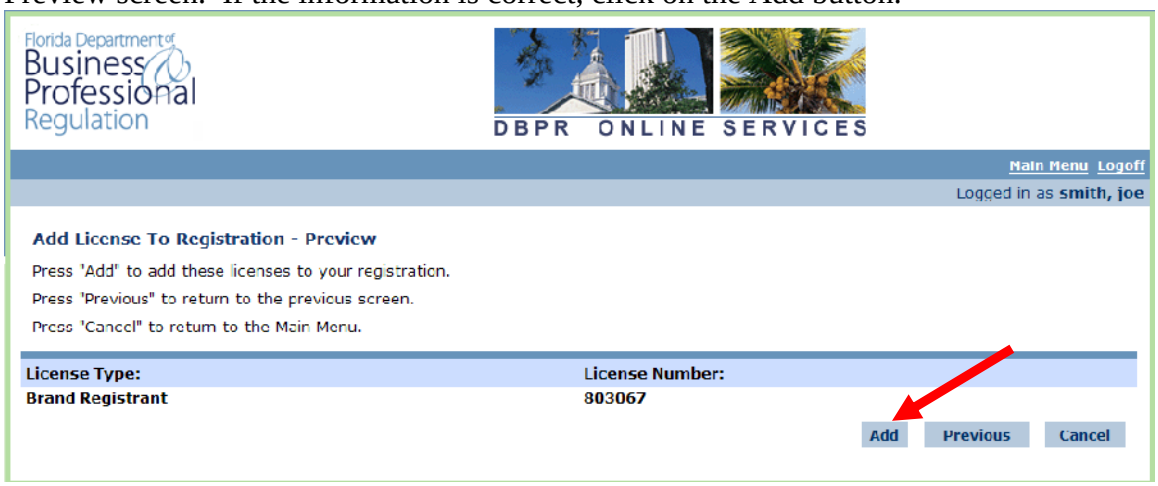
Ensure that Brand Registrant is selected in the License Type field. Input the license number and click on the Next button.



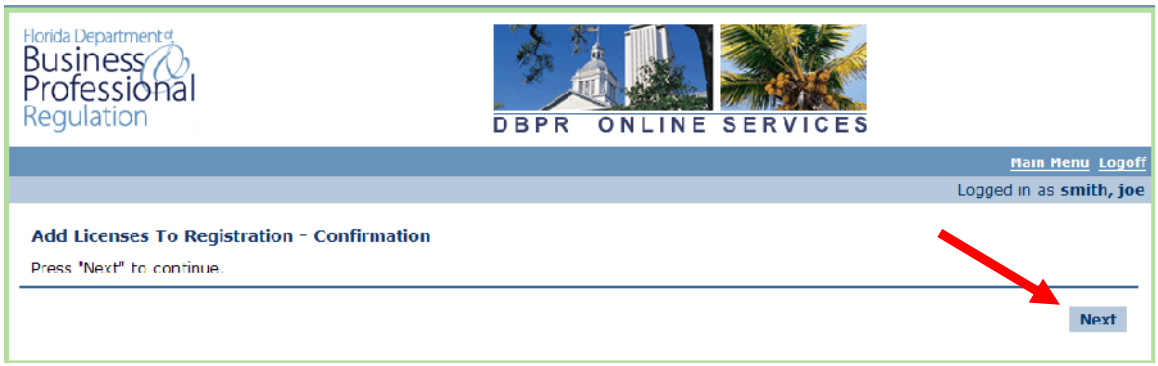
After clicking on the Next button at the previous screen you will see the Validation screen below. Input the Activation Code, security characters and click on the Next button.

Note: The security measure section allows you to generate a new set of the security characters by clicking on the Refresh button, if you are unable to read them. If you guess incorrectly and click on "Next," you will receive an error message and new characters will be generated so you can try again.

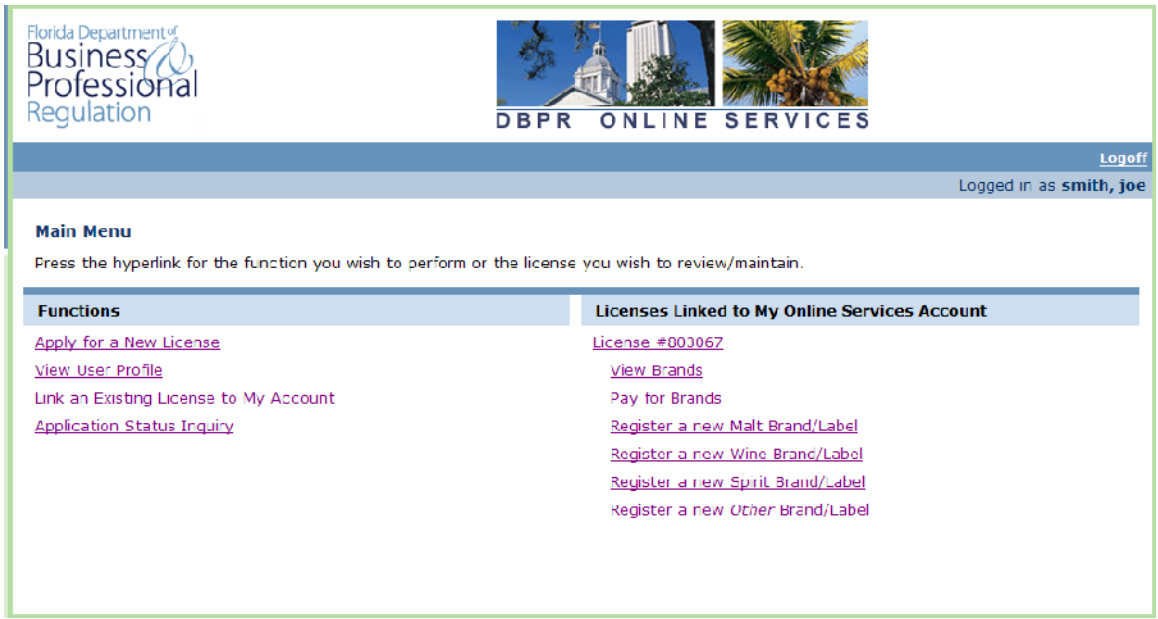
After successfully entering the information on the previous screen you will see the Preview screen. If the information is correct, click on the Add button.



Click on the Next button to be returned to the Main Menu.



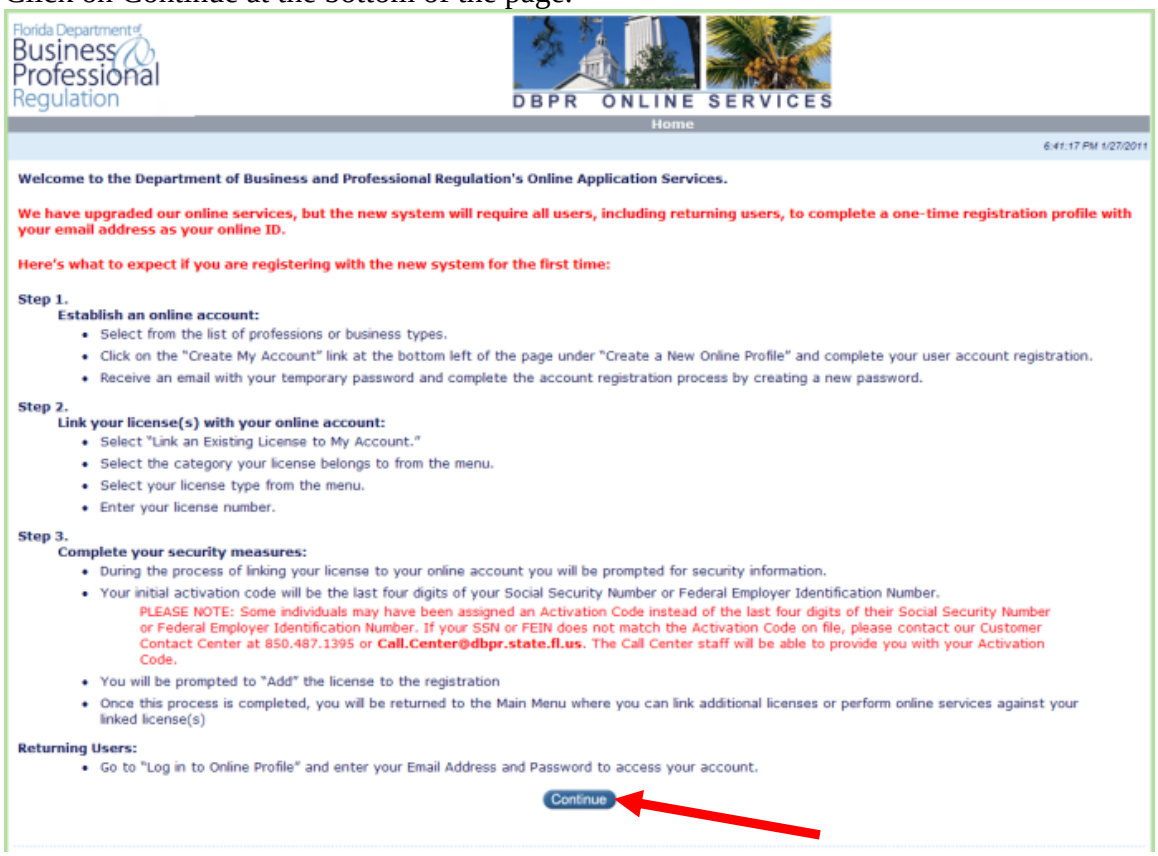
Now your former registrant record has been linked to your new account as depicted below.



RETURNING USERS OF ONLINE BRAND/LABEL REGISTRATION

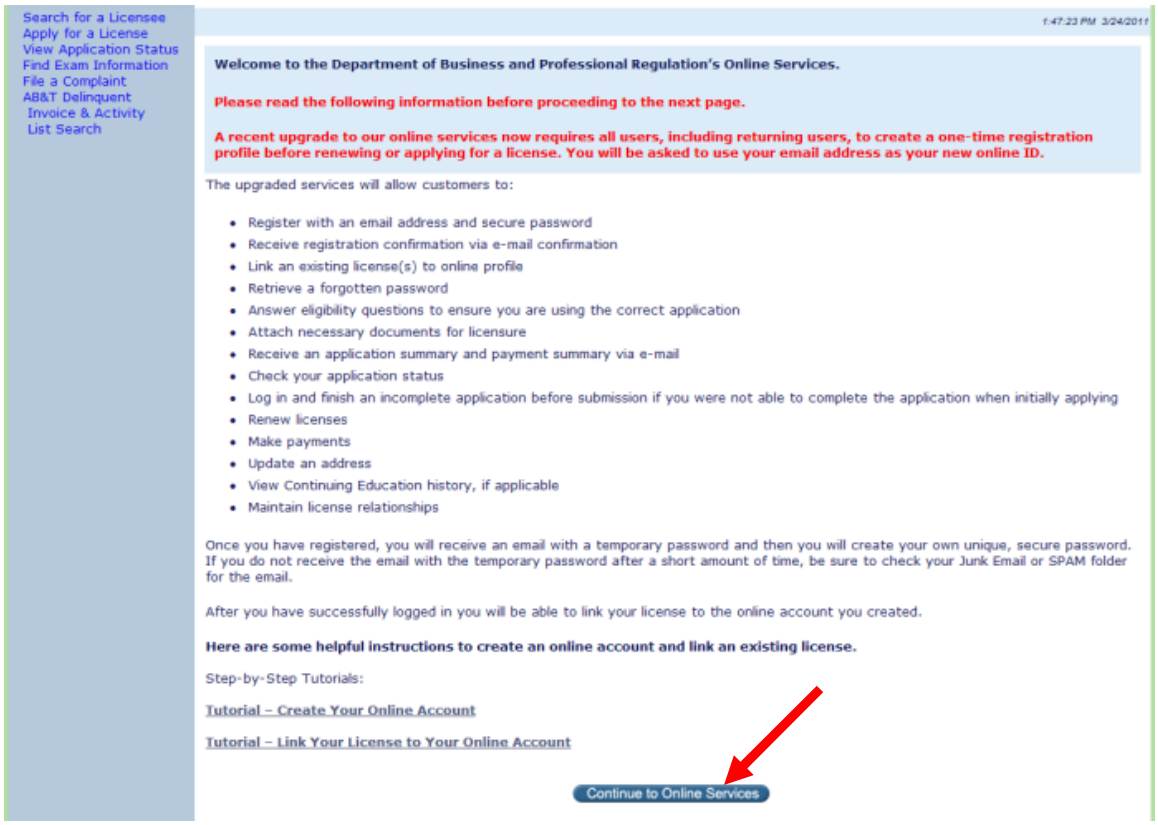
From the department's main page, select RENEW YOUR LICENSE depicted in the blue bar under the picture at the top of the page.

Click on Continue at the bottom of the page.

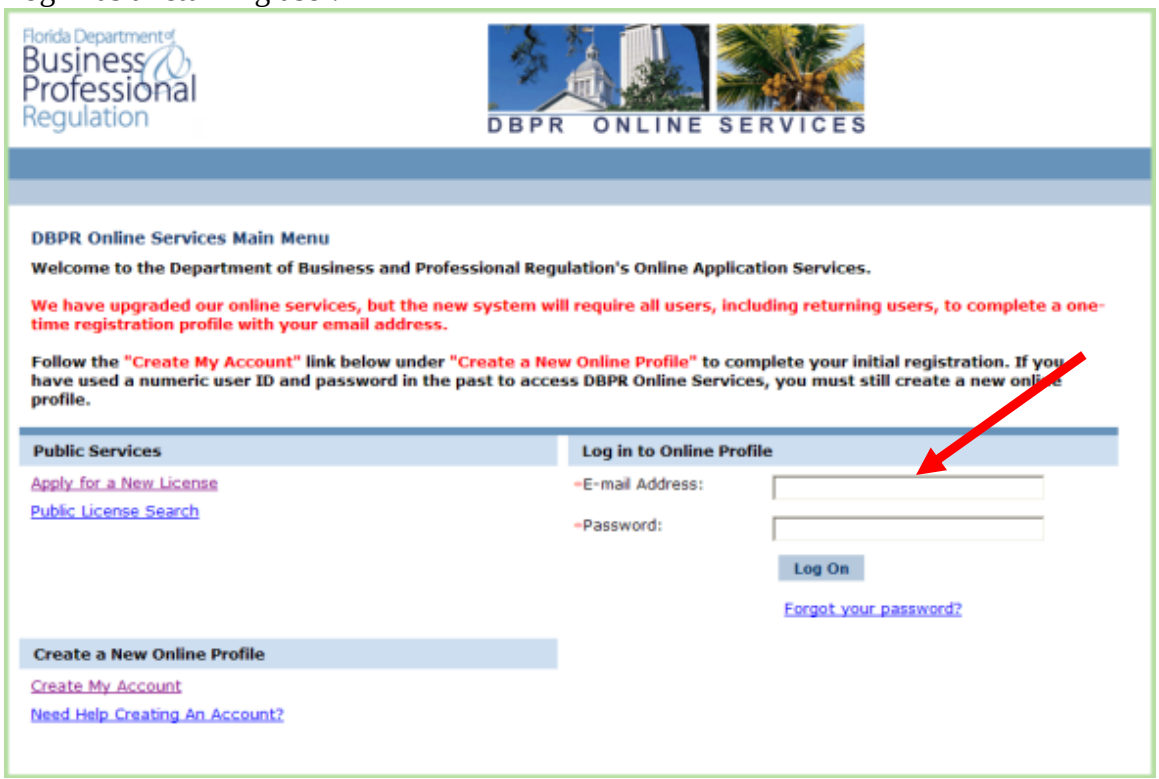


Select Alcoholic Beverages & Tobacco

Click on Continue to Online Services

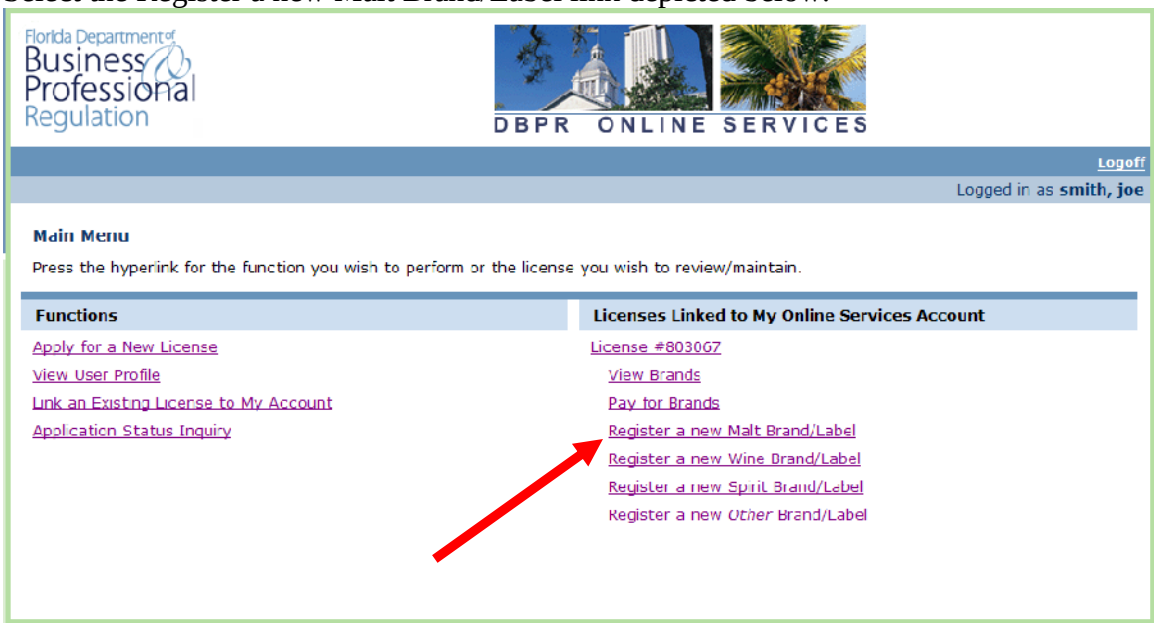


Log in as a returning user.

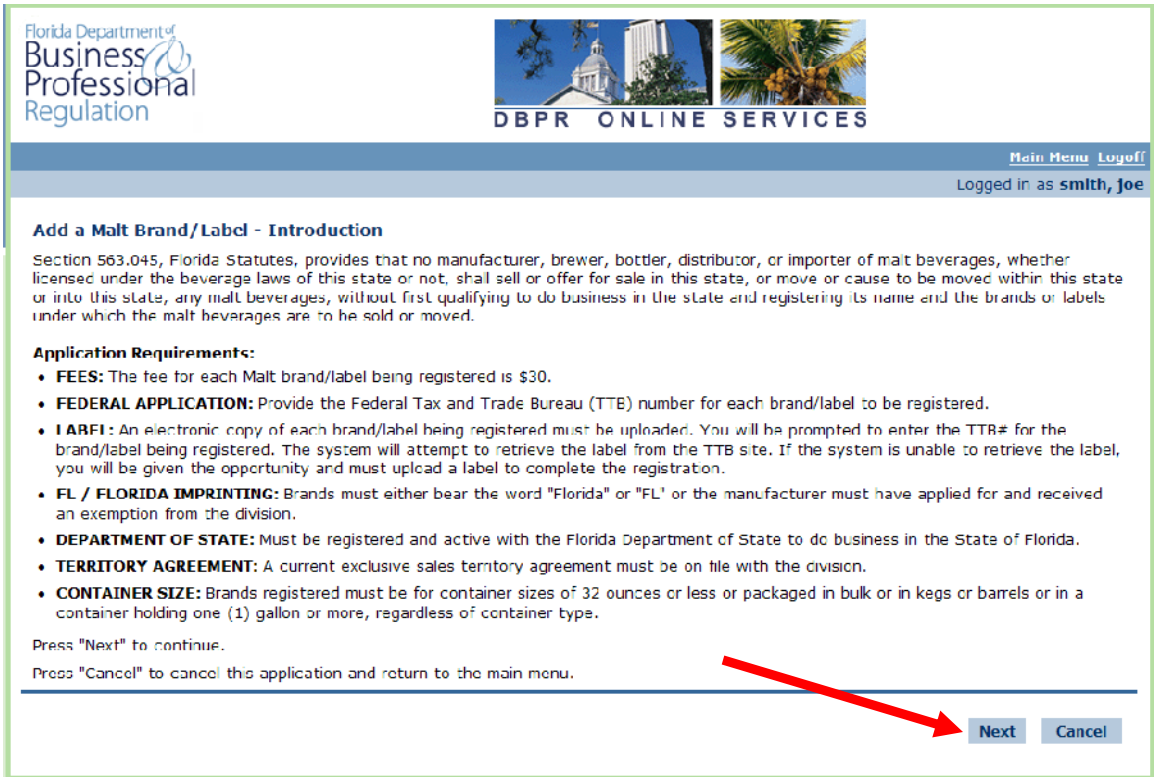


REGISTER A NEW MALT BRAND/LABEL

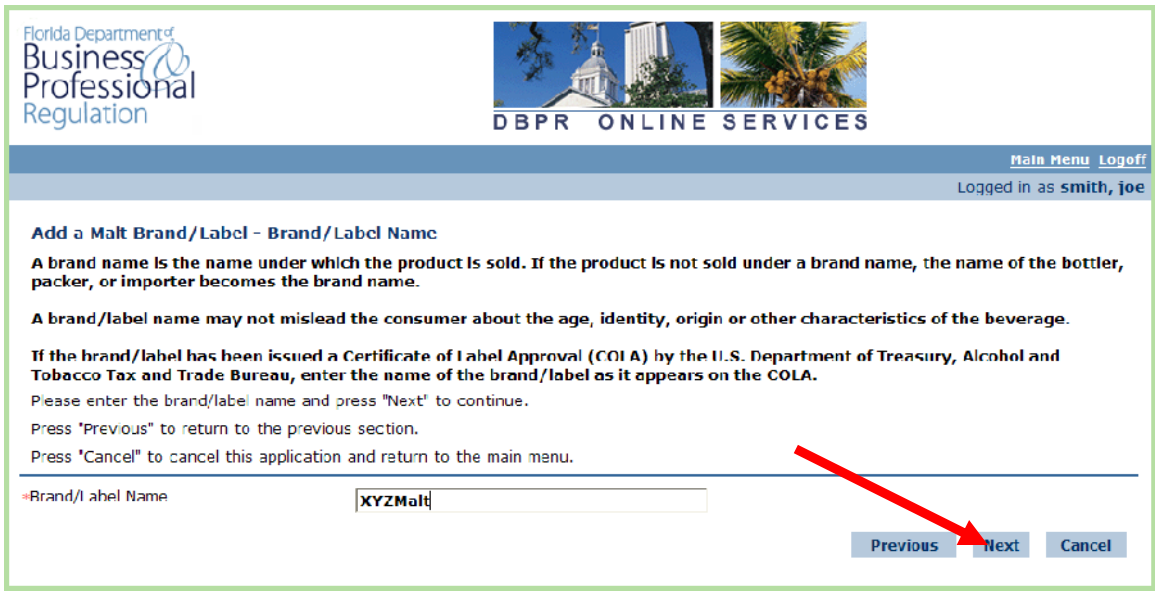
Select the Register a new Malt Brand/Label link depicted below.



Click on the Next button:



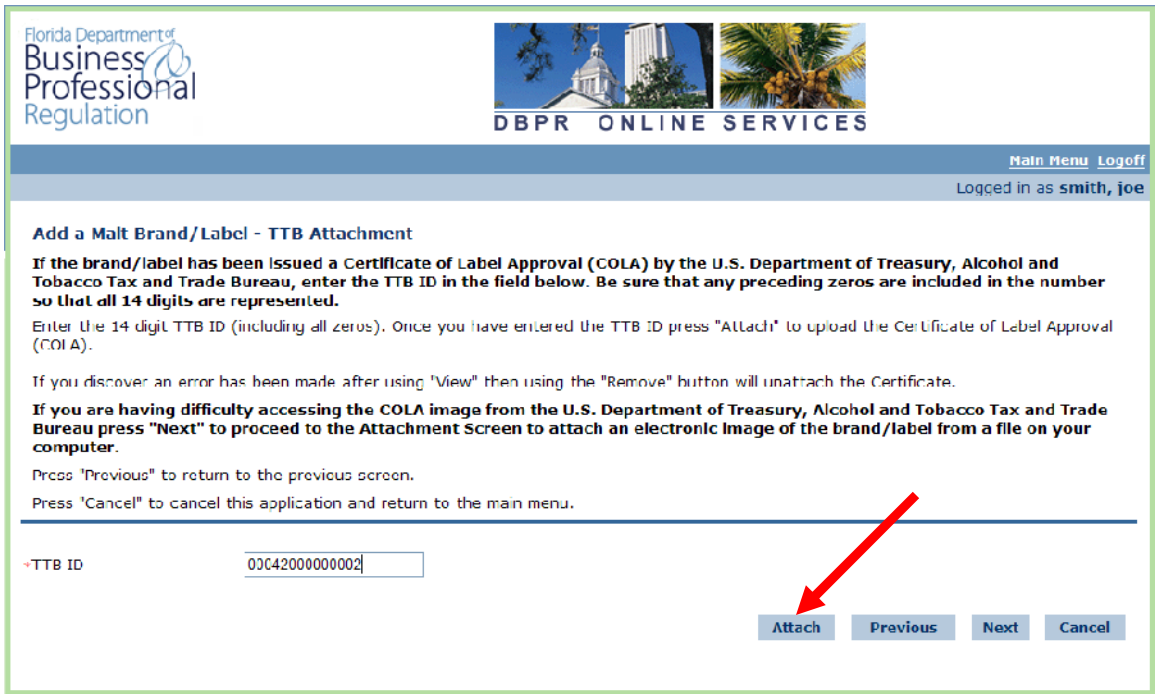
Enter the name of the brand/label and click on Next.



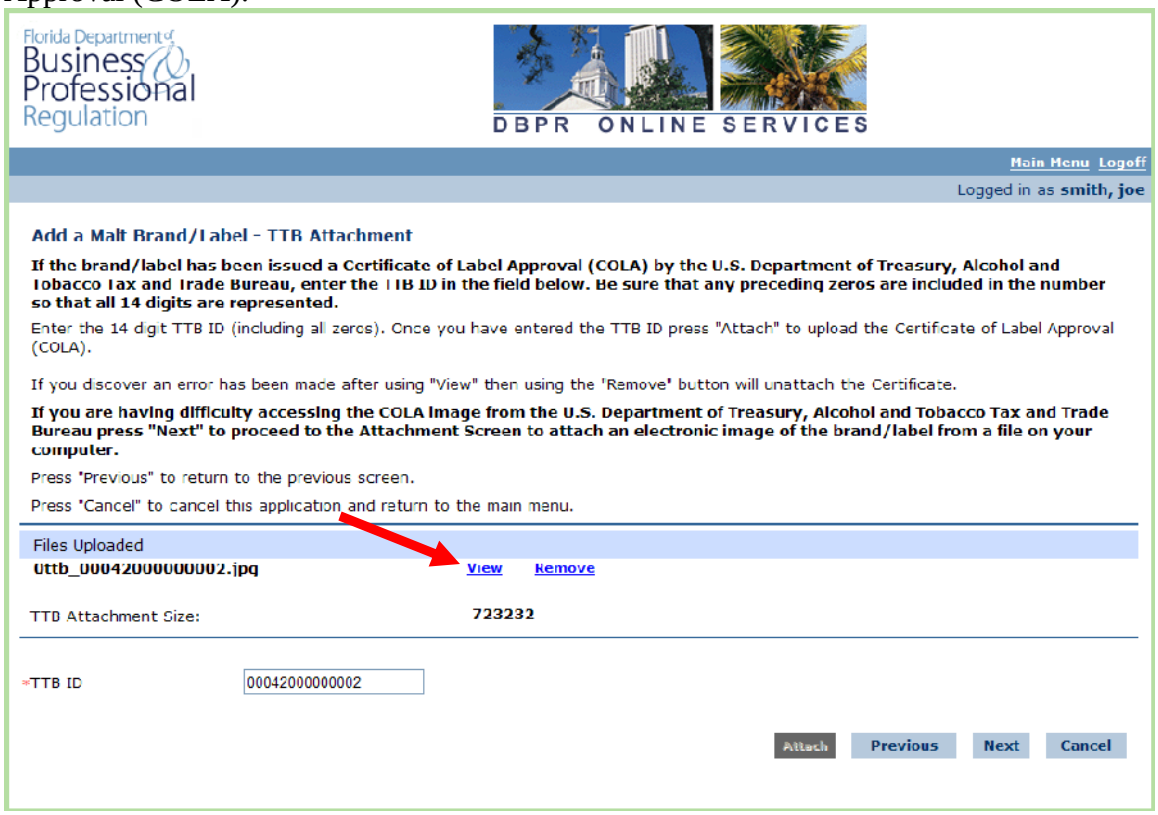
Select the brand/label imprinting or exemption status. If you select "Florida or FL Imprinted in Other Location as described below," be sure to denote the location of the imprinting on the container in the Where Imprinted field. Click on the Next button.

Note: If you selected Exemption on File, you must be prepared to attest that the manufacturer has receive approval for the exemption at the Attestation screen depicted on page 31.

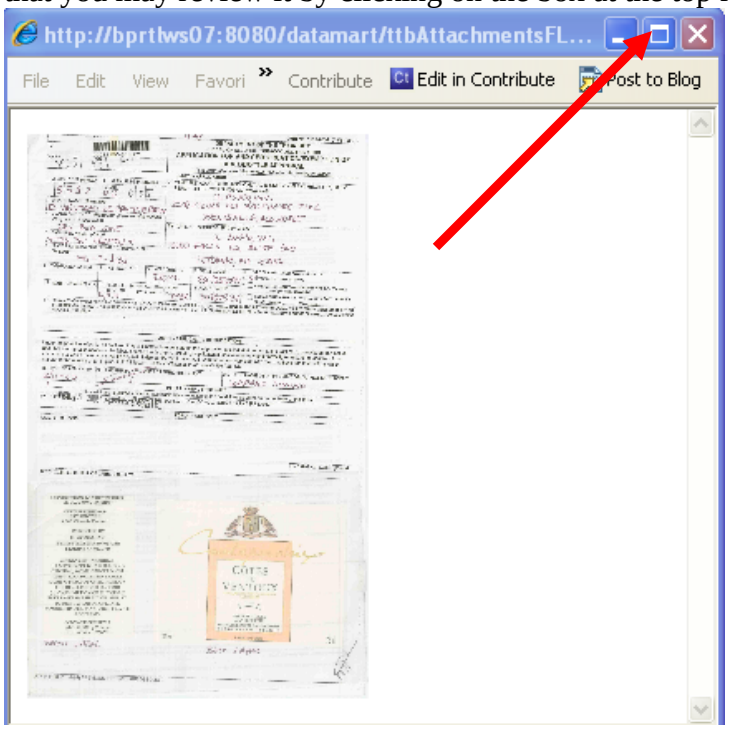
If the brand/label is registered with the U.S. Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau, enter the TTB ID (ensure that you include all 14 digits) and click on the Attach button.



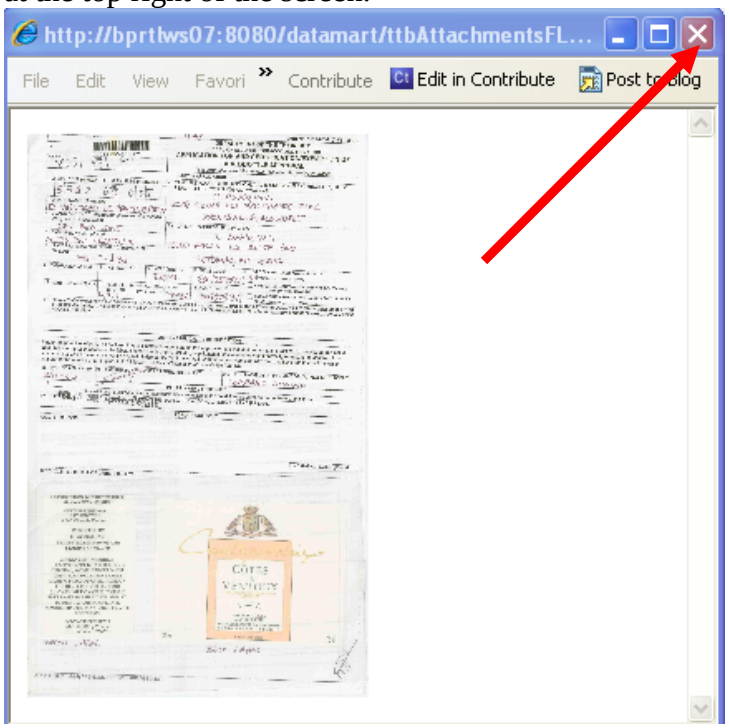
Select view to review the image to ensure that it is the correct Certificate of Label Approval (COLA).



A pop-up window will appear with the label image. You can expand the label image so that you may review it by clicking on the box at the top right of the screen.



Close the label pop-up window when you have finished your review by clicking on the X at the top right of the screen.

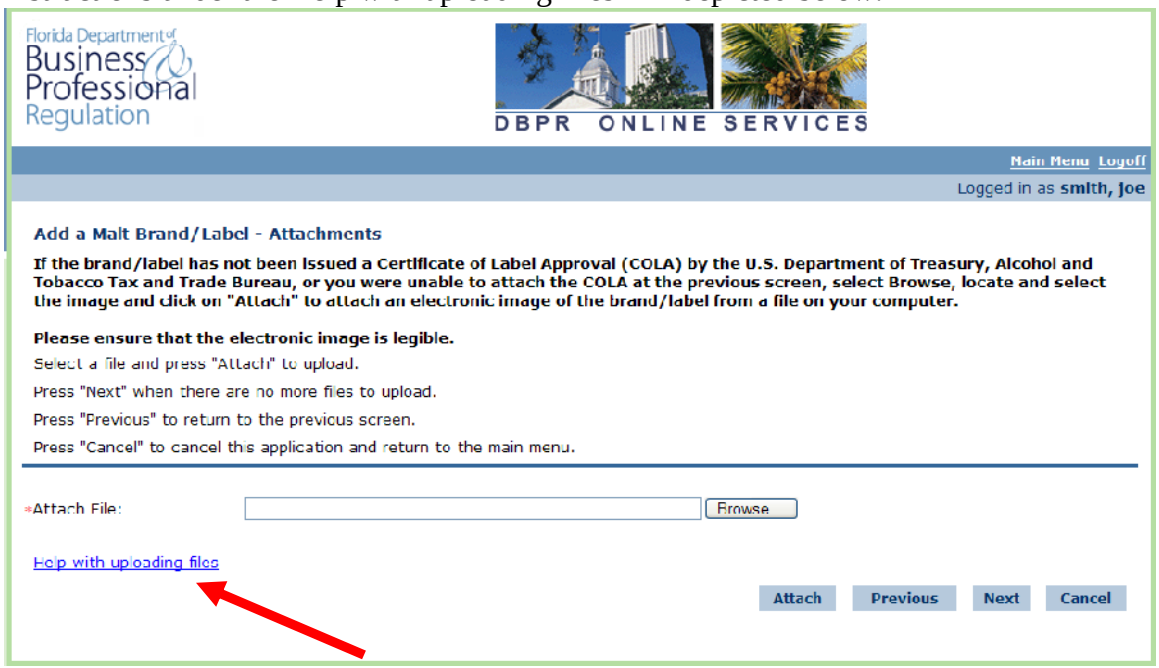


If the label was incorrect, click on Remove and check the TTB ID. If the TTB ID was incorrect, repeat the steps on pages 27 and 28 with the correct TTB ID.

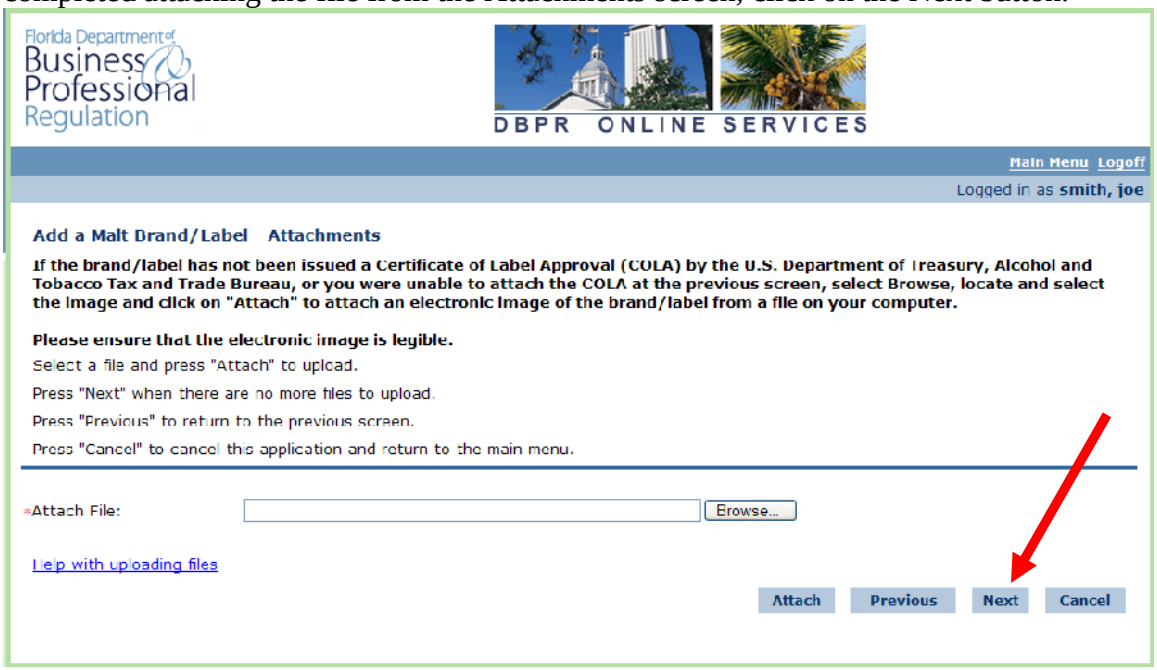
If the image is correct, or if the COLA is unavailable or if the malt beverage does not require federal approval, click on the Next button.

If you were unable to acquire the correct image from the TTB Attachment screen, the next screen allows you to attach an electronic image of the brand/label from your computer. **Note: You must include a legible image of the COLA if it is available. Otherwise, you must attach a legible image of the label from the following screen.**

If you need assistance with uploading a file from your computer, please see the instructions under the Help with uploading files link depicted below.

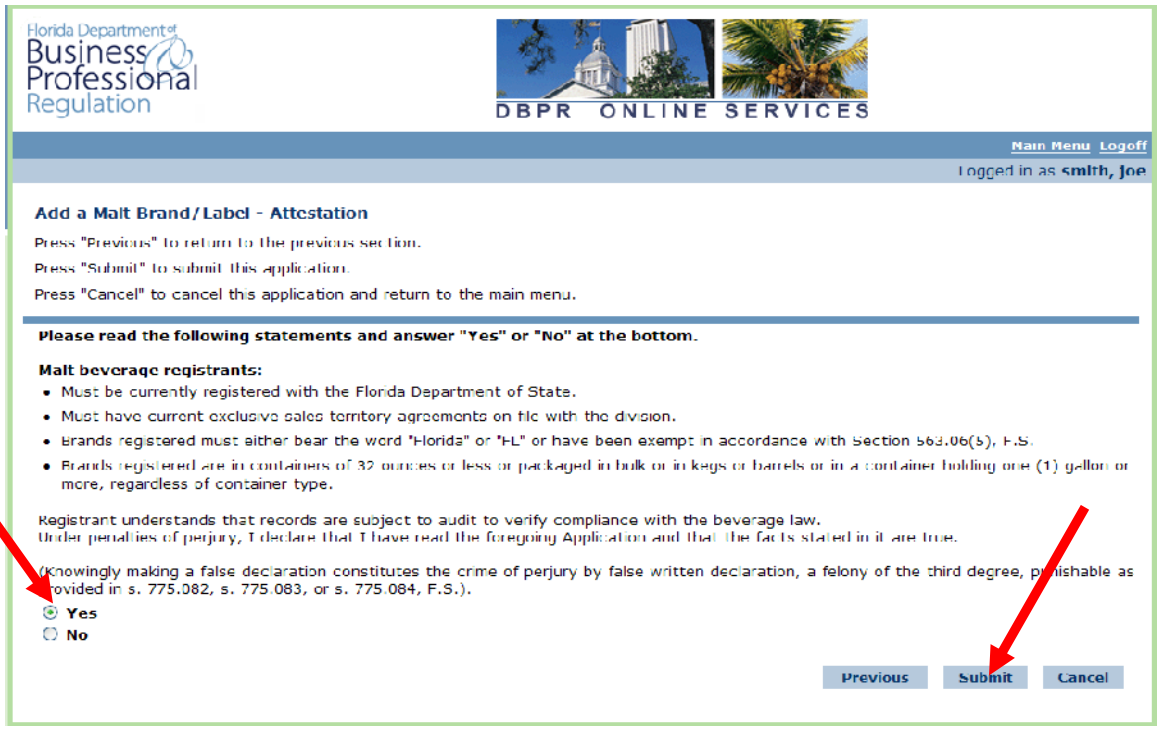


If you have already attached the COLA from the TTB Attachment screen or have completed attaching the file from the Attachments screen, click on the Next button.



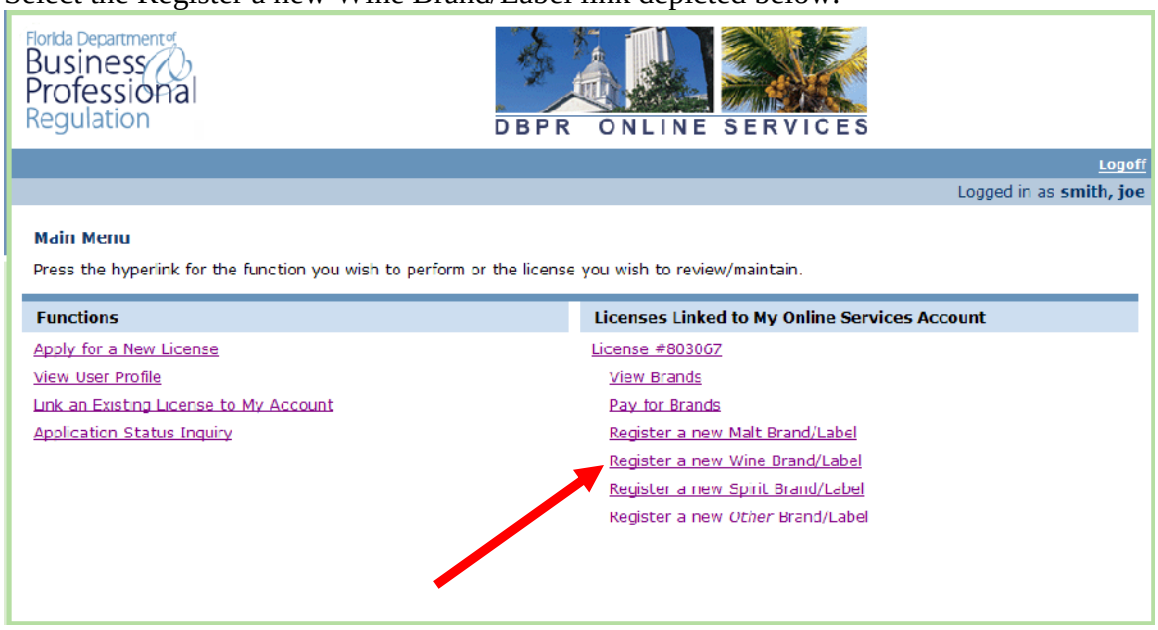
You will then be taken to the Application Summary screen where you can review the information. If you have made an error, click on the Previous button until you reach the page where the error was made and make the correction. Otherwise, click on the Next button.

After clicking on the Next button in the above screen shot, you will be taken to the Attestation screen. In order to be able to submit the brand/label, you must select Yes and click on the Submit button.



REGISTER A NEW WINE BRAND/LABEL

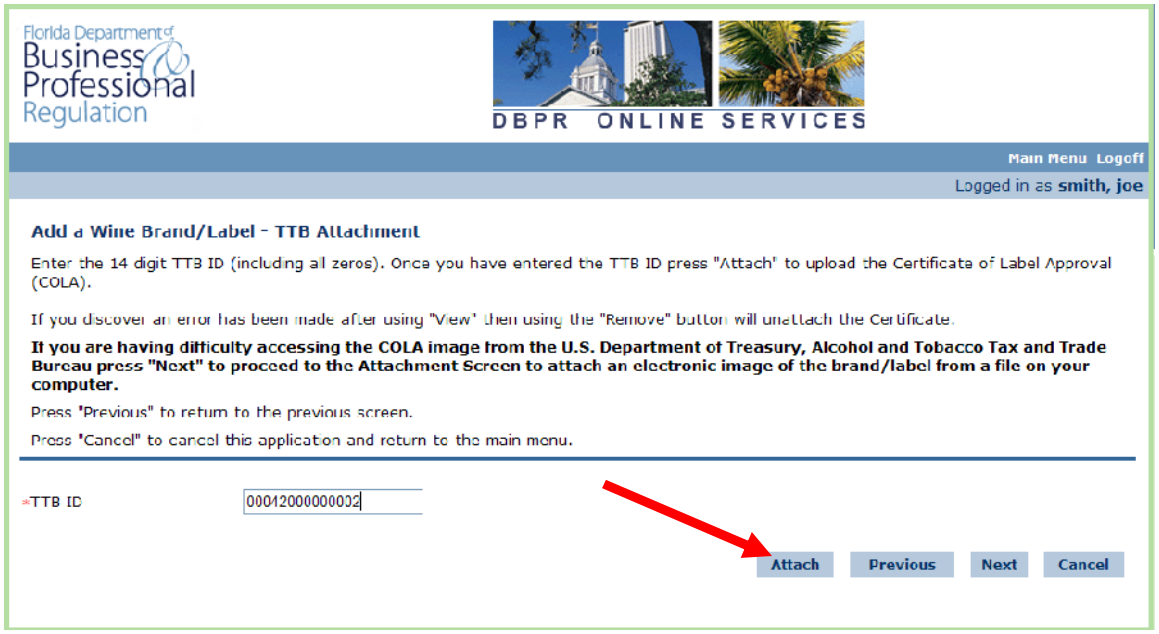
Select the Register a new Wine Brand/Label link depicted below.



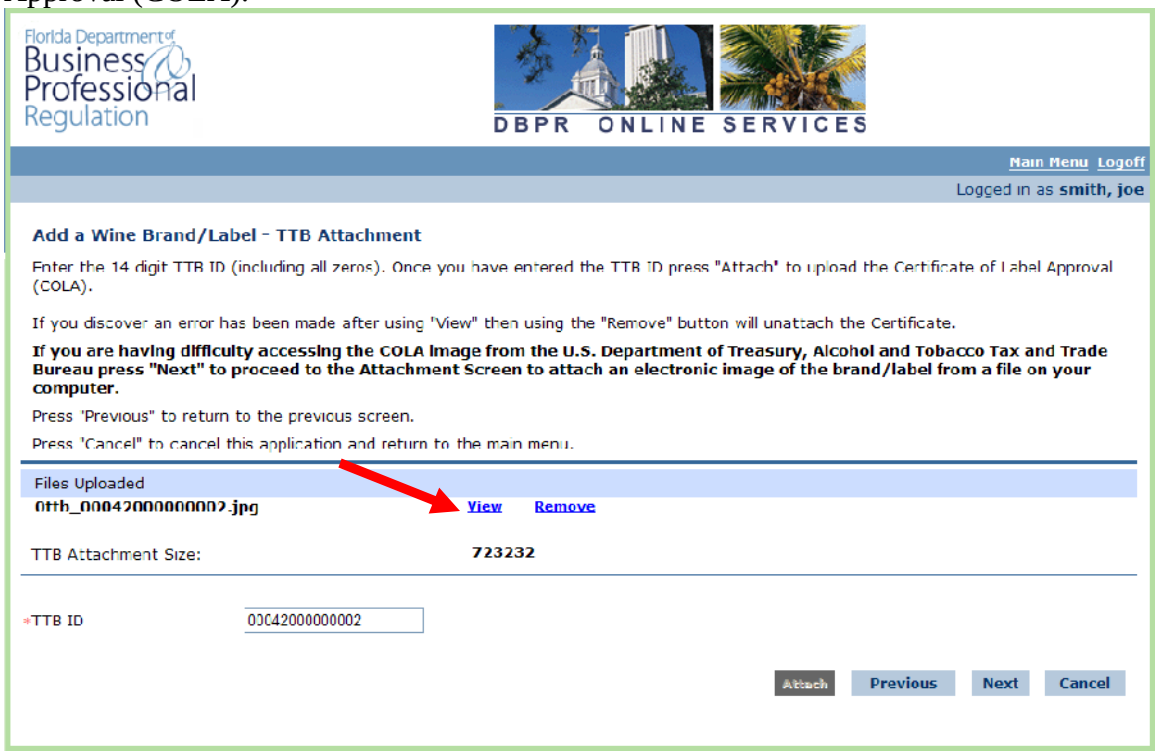
Click on the Next button.

Enter the name of the brand/label and click on Next.

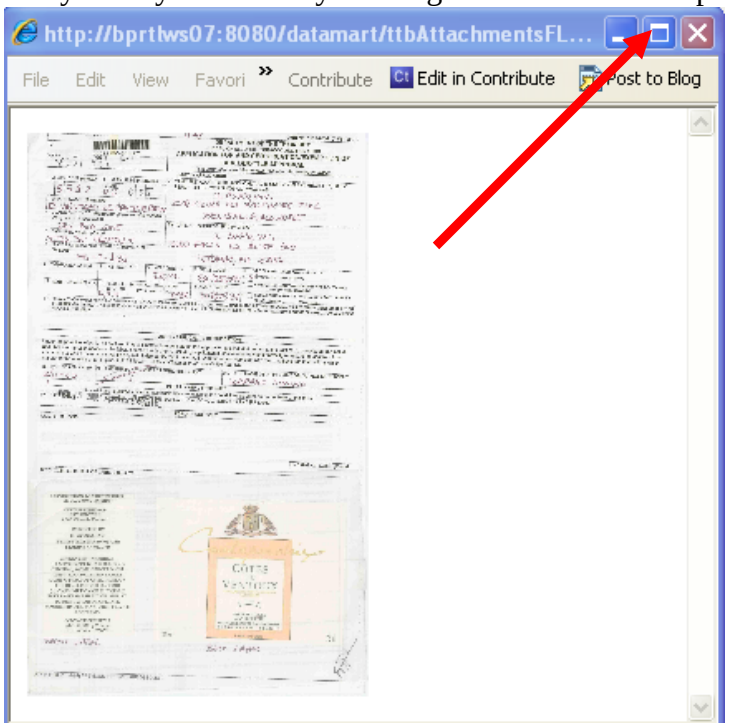
If the brand/label is registered with the U.S. Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau, enter the TTB ID (ensure that you include all 14 digits) and click on the Attach button.



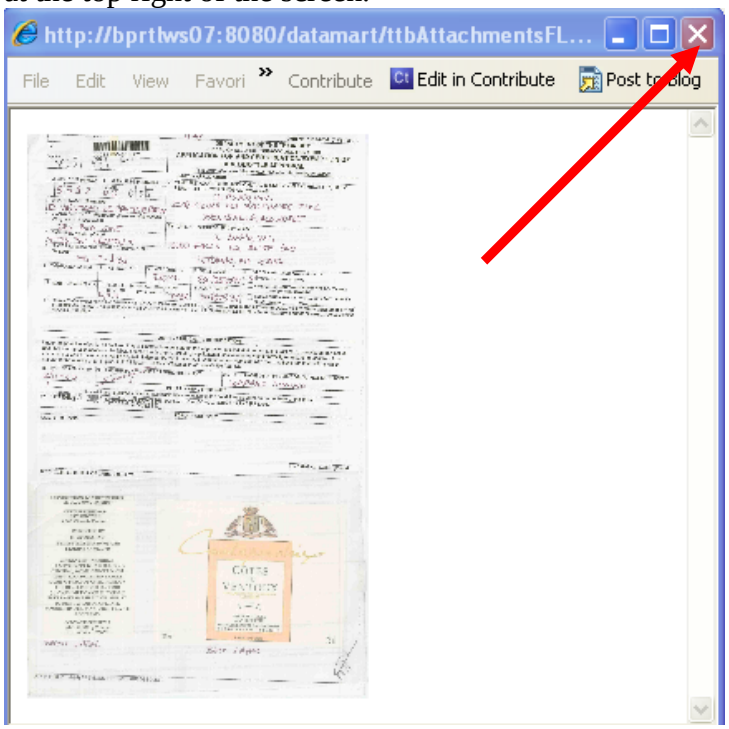
Select view to review the image to ensure that it is the correct Certificate of Label Approval (COLA).



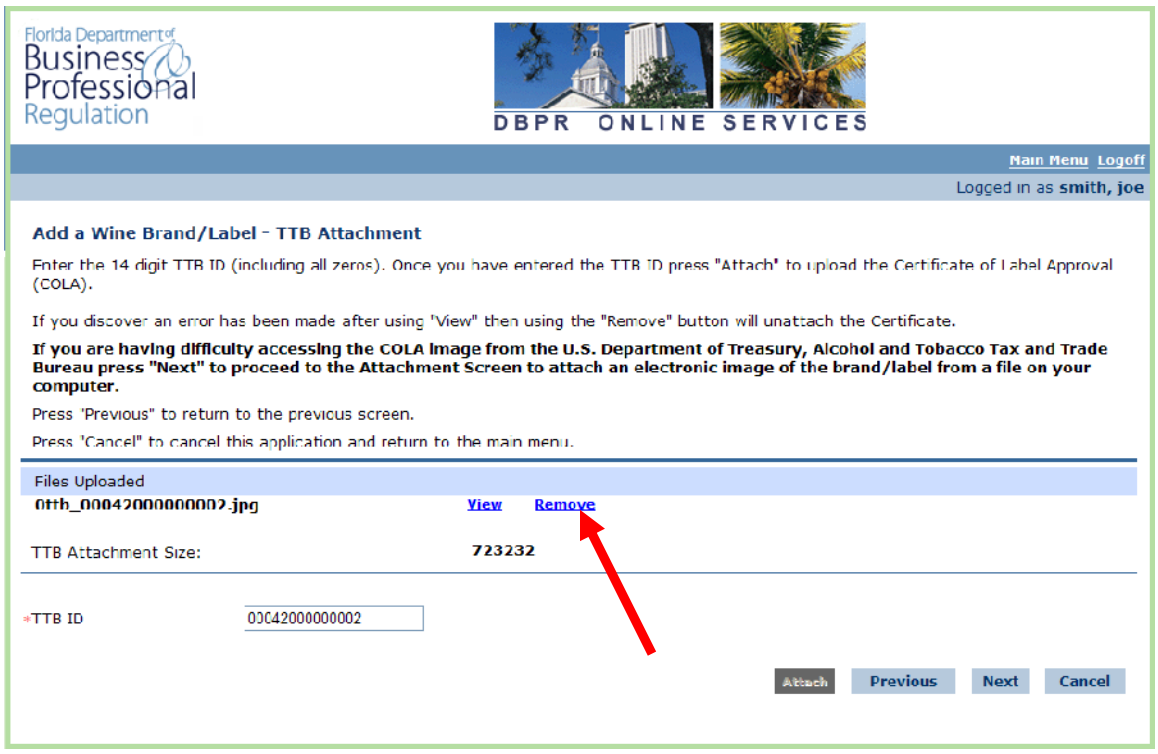
A pop-up window will appear with the label image. You can expand the label image so that you may review it by clicking on the box at the top right of the screen.



Close the label pop-up window when you have finished your review by clicking on the X at the top right of the screen.

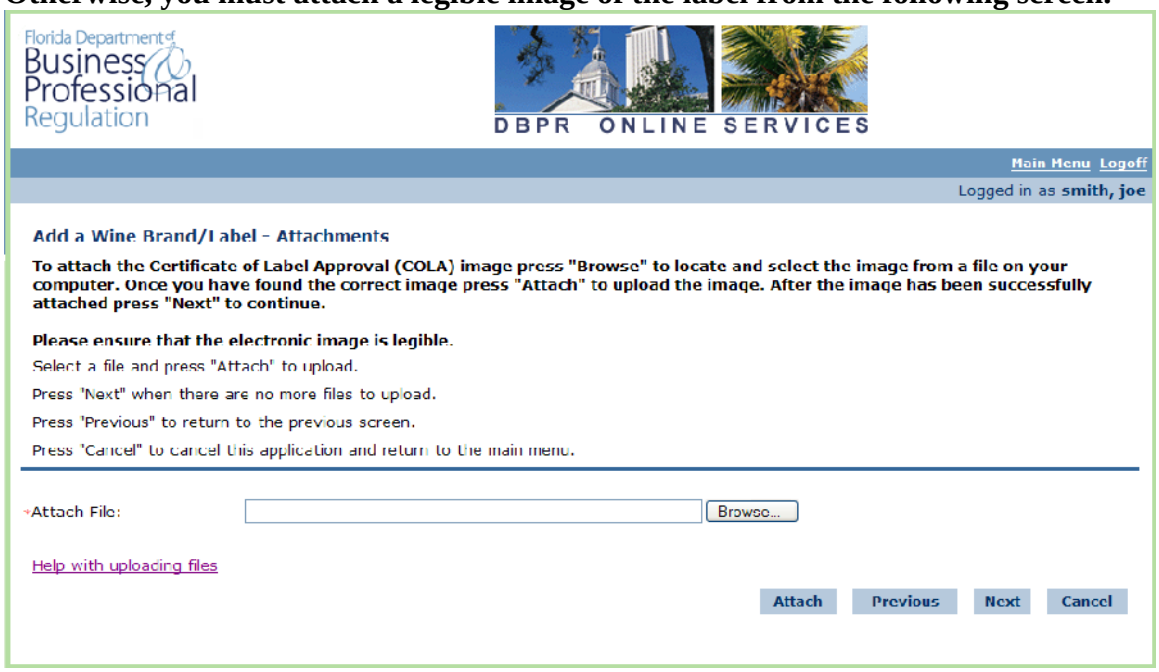


If the label was incorrect, click on Remove and check the TTB ID. If the TTB ID was incorrect, repeat the steps on pages 34 (second screen shot) through 36 (first screen shot) with the correct TTB ID.

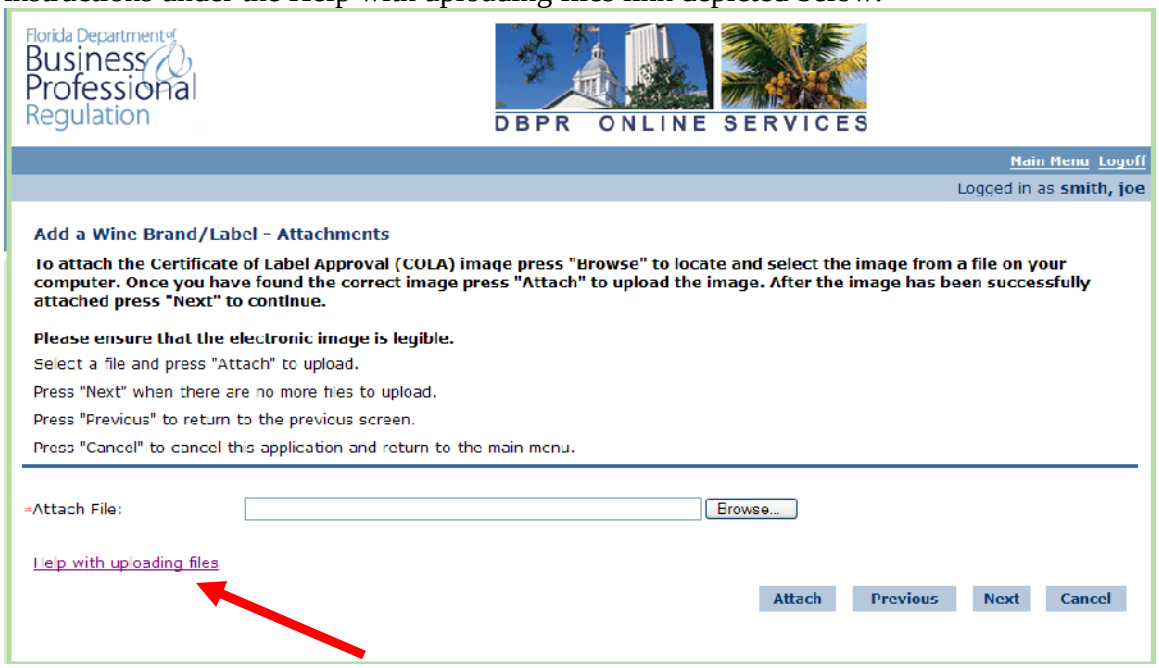


If the image is correct, or if the COLA is unavailable or if the wine does not require federal approval, click on the Next button.

If you were unable to acquire the correct image from the TTB Attachment screen, the next screen allows you to attach an electronic image of the brand/label from your computer. **Note: You must include a legible image of the COLA if it is available. Otherwise, you must attach a legible image of the label from the following screen.**

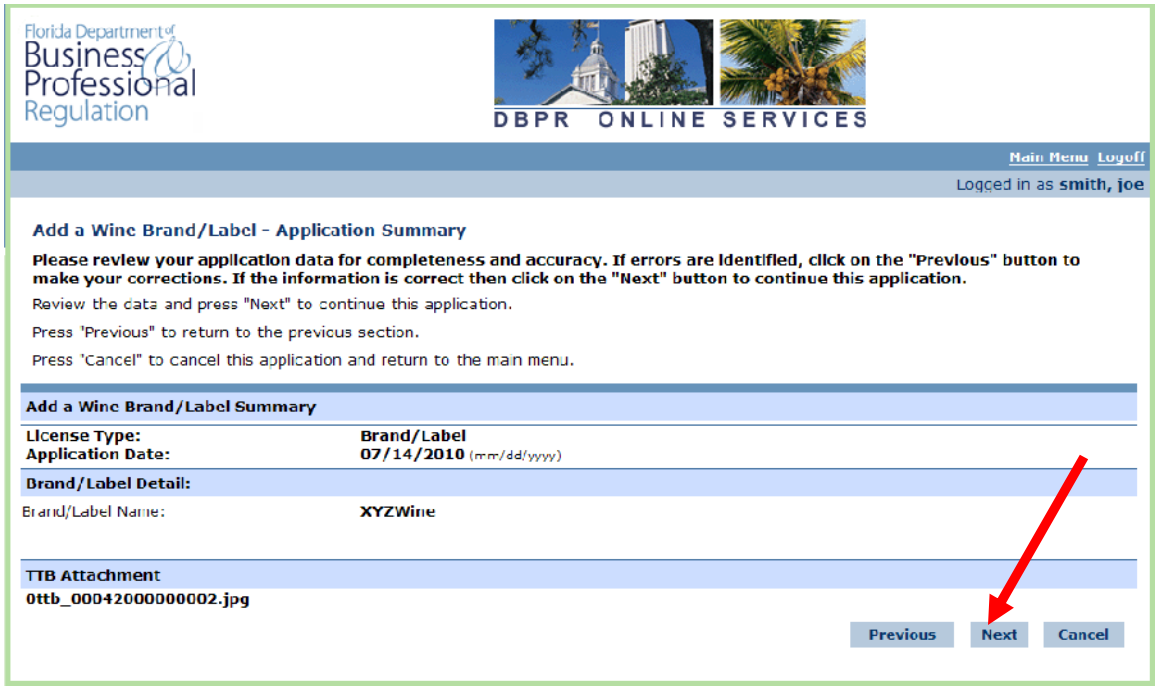


If you need assistance with uploading a file from your computer, please see the instructions under the Help with uploading files link depicted below.



If you have already attached the COLA from the TTB Attachment screen or have completed attaching the file from the Attachments screen, click on the Next button.

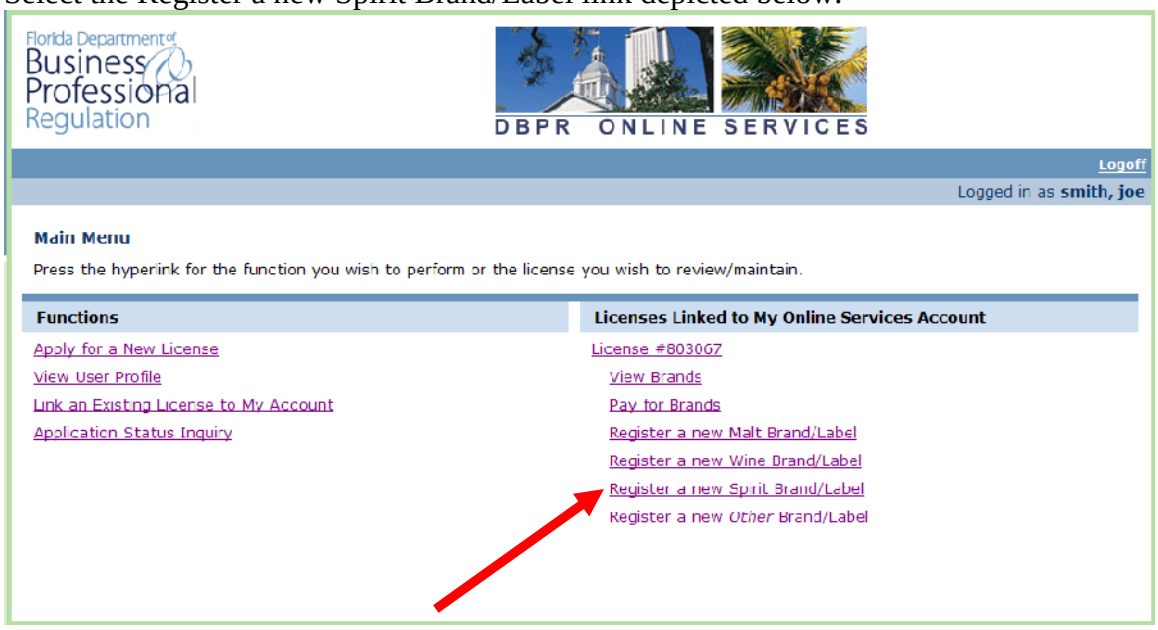
You will then be taken to the Application Summary screen where you can review the information. If you have made an error, click on the Previous button until you reach the page where the error was made and make the correction. Otherwise, click on the Next button.



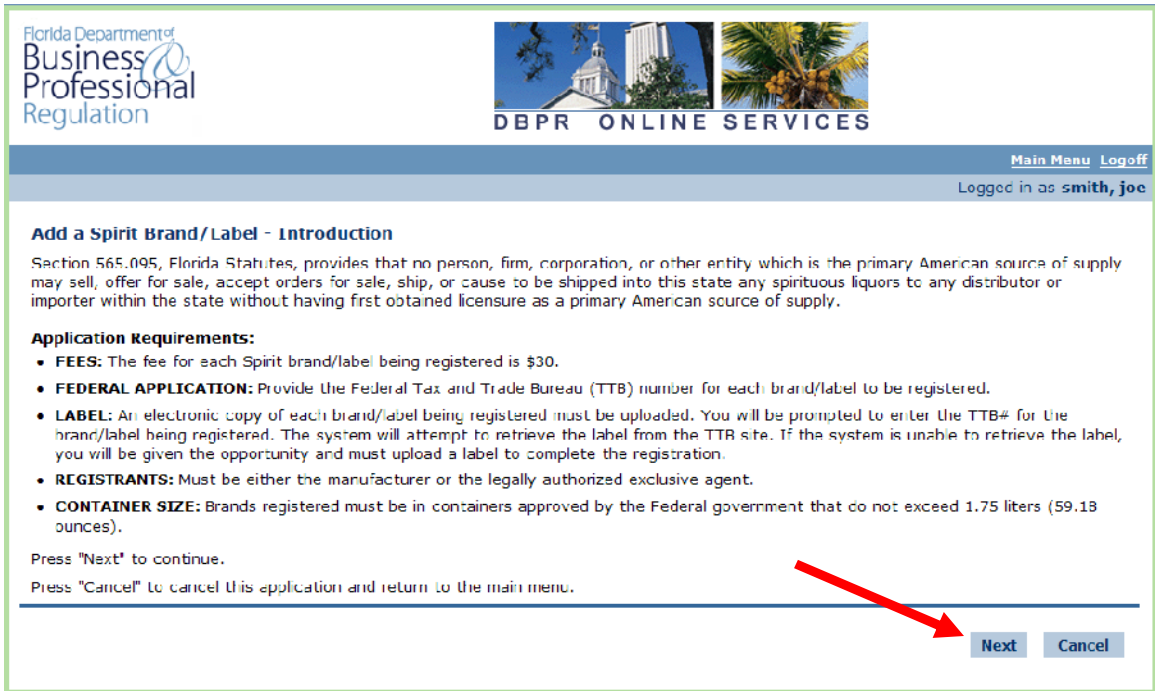
After clicking on the Next button in the above screen shot, you will be taken to the Attestation screen. In order to be able to submit the brand/label, you must select Yes and click on the Submit button.

REGISTER A NEW SPIRIT BRAND/LABEL

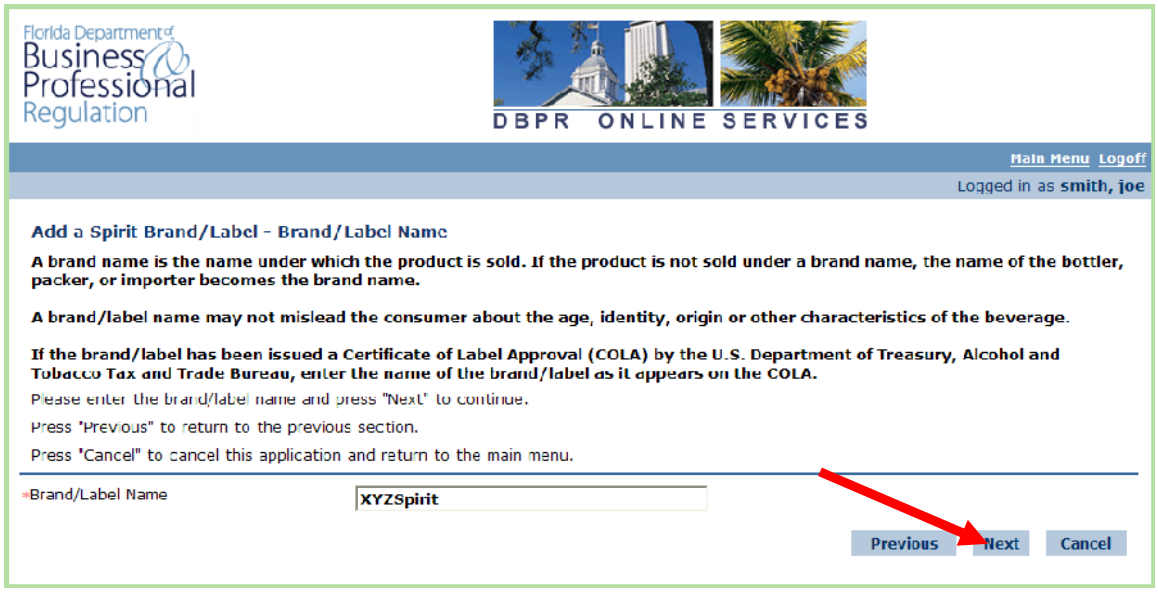
Select the Register a new Spirit Brand/Label link depicted below.



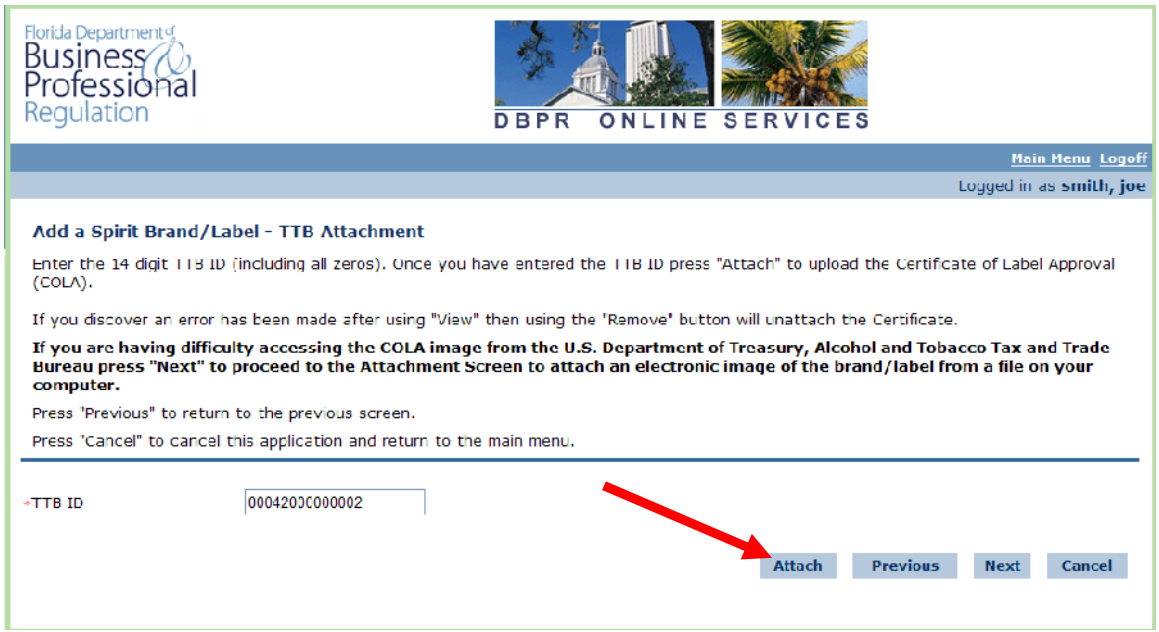
Click on the Next button.



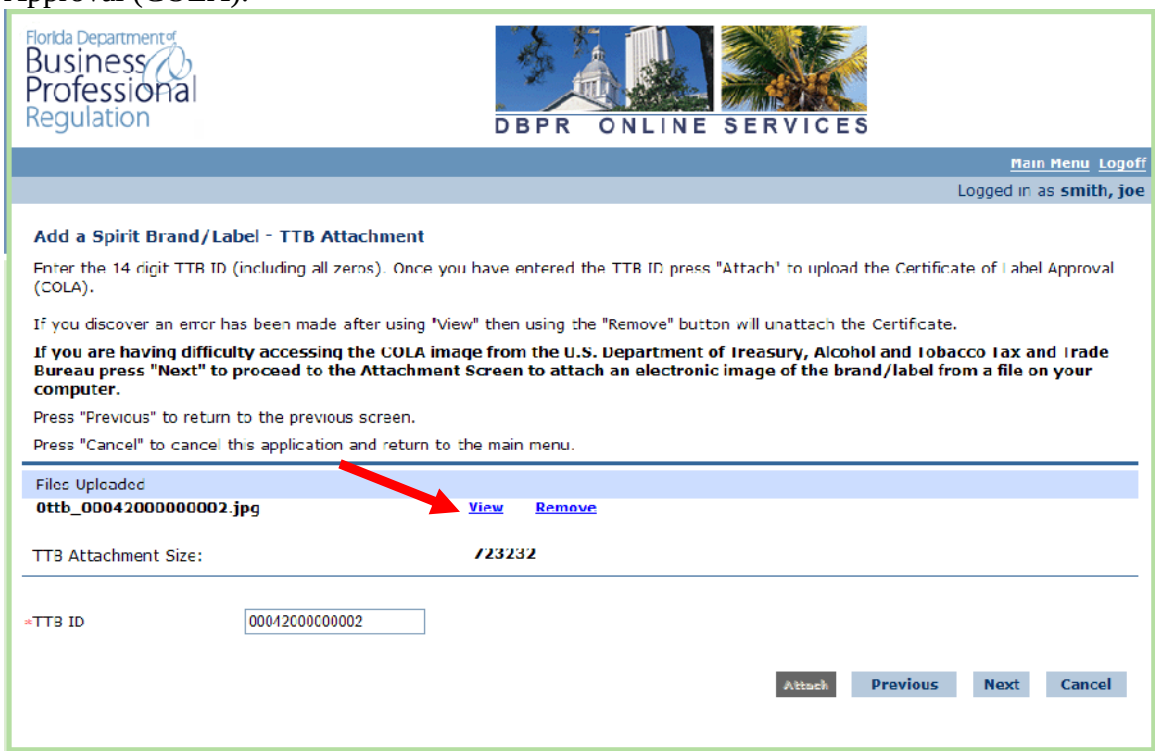
Enter the name of the brand/label and click on Next.



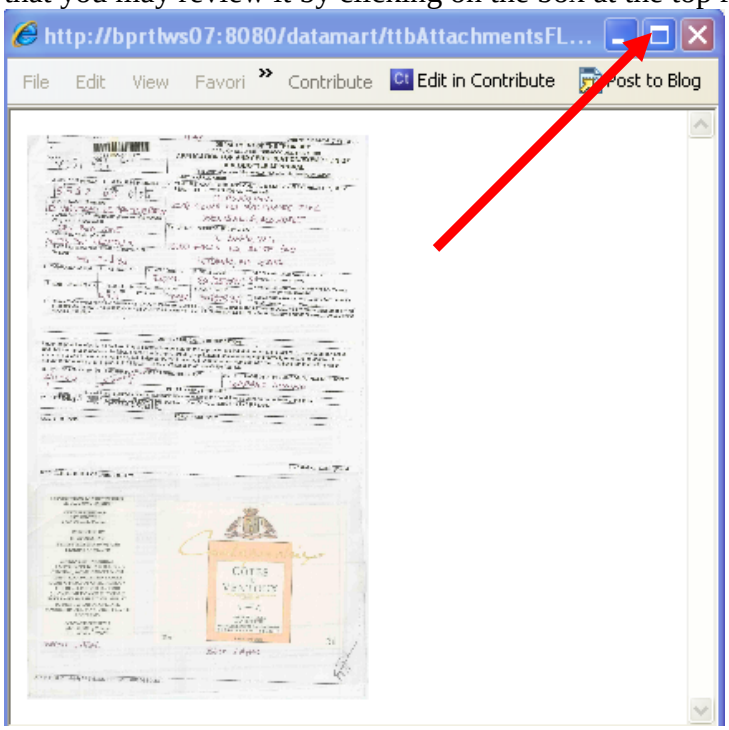
If the brand/label is registered with the U.S. Department of Treasury, Alcohol and Tobacco Tax and Trade Bureau, enter the TTB ID (ensure that you include all 14 digits) and click on the Attach button.



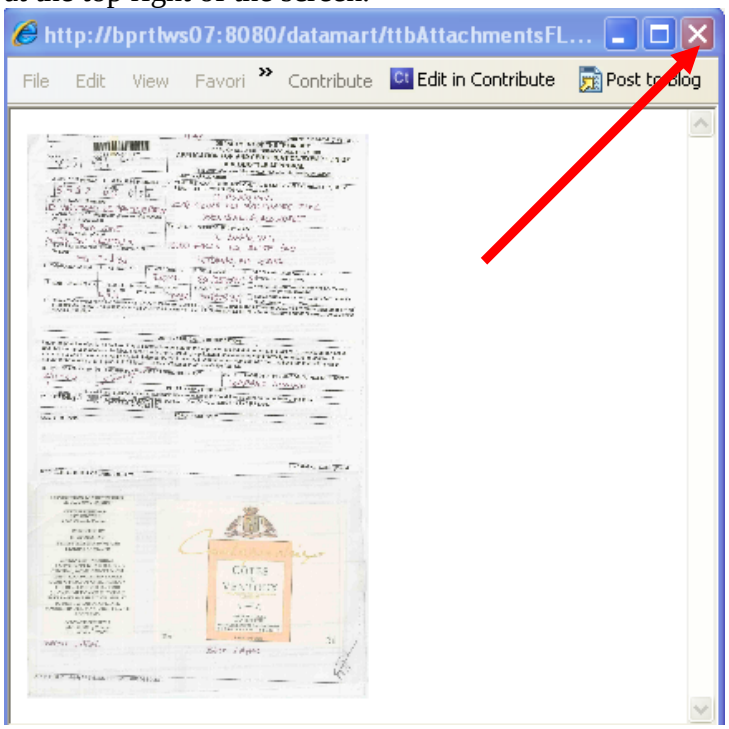
Select view to review the image to ensure that it is the correct Certificate of Label Approval (COLA).



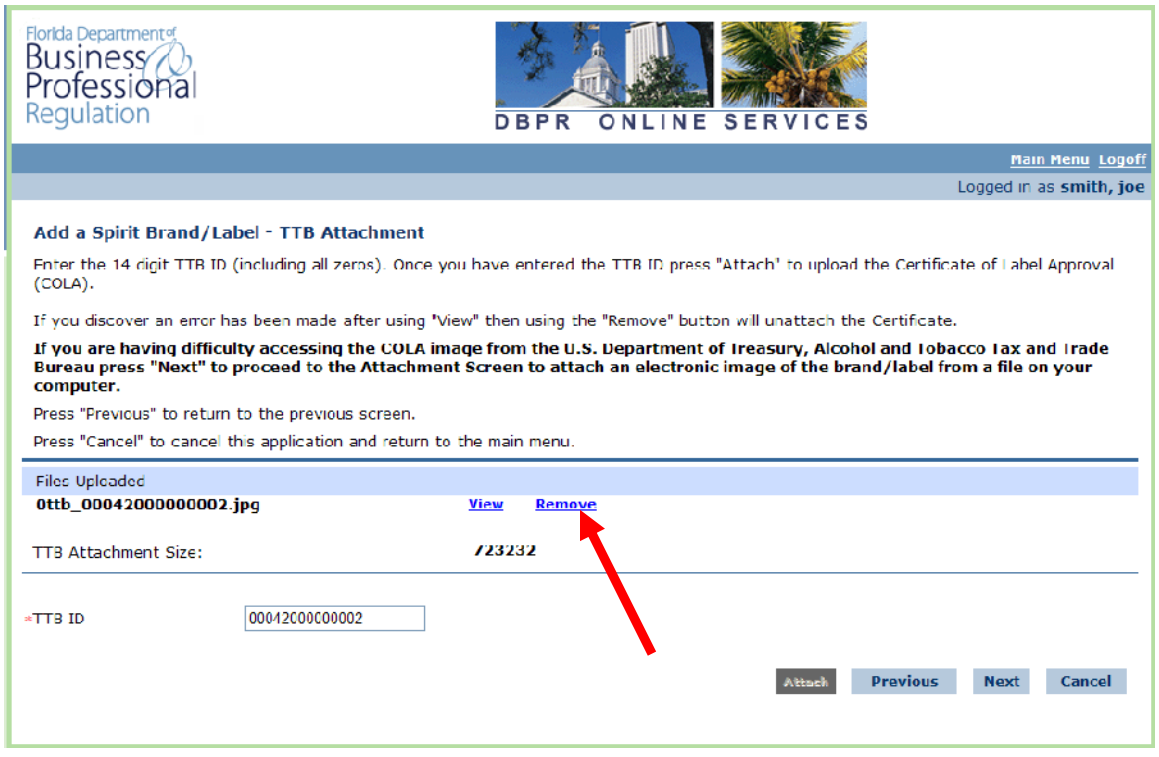
A pop-up window will appear with the label image. You can expand the label image so that you may review it by clicking on the box at the top right of the screen.



Close the label pop-up window when you have finished your review by clicking on the X at the top right of the screen.

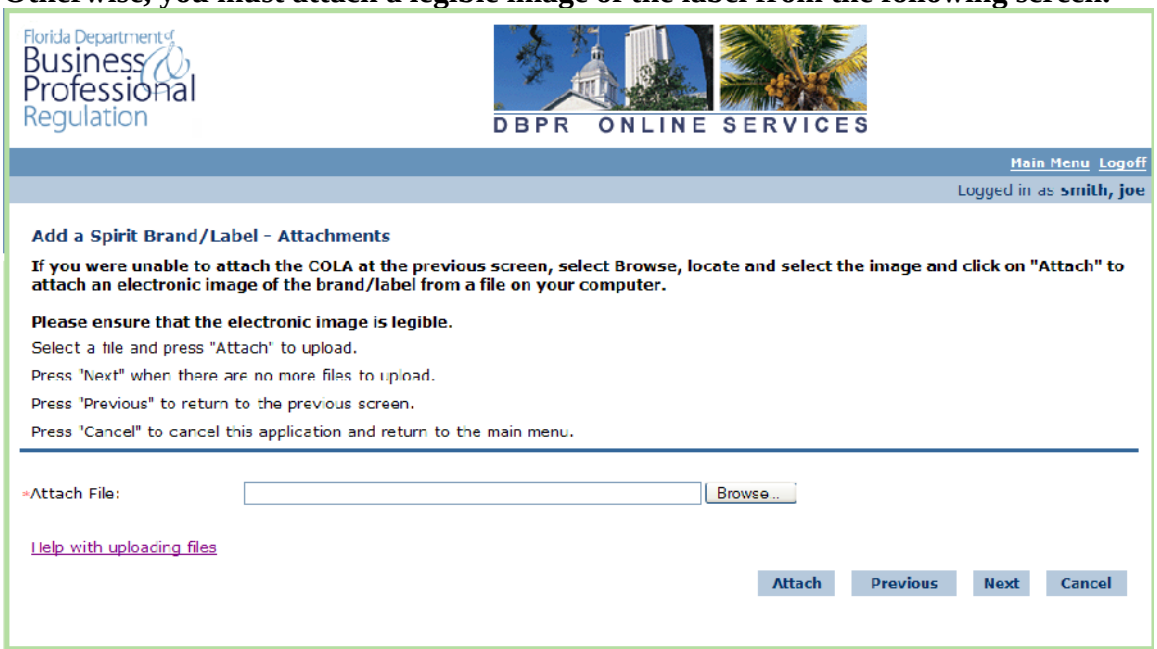


If the label was incorrect, click on Remove and check the TTB ID. If the TTB ID was incorrect, repeat the steps on pages 41 (second screen shot) through 43 (first screen shot) with the correct TTB ID.

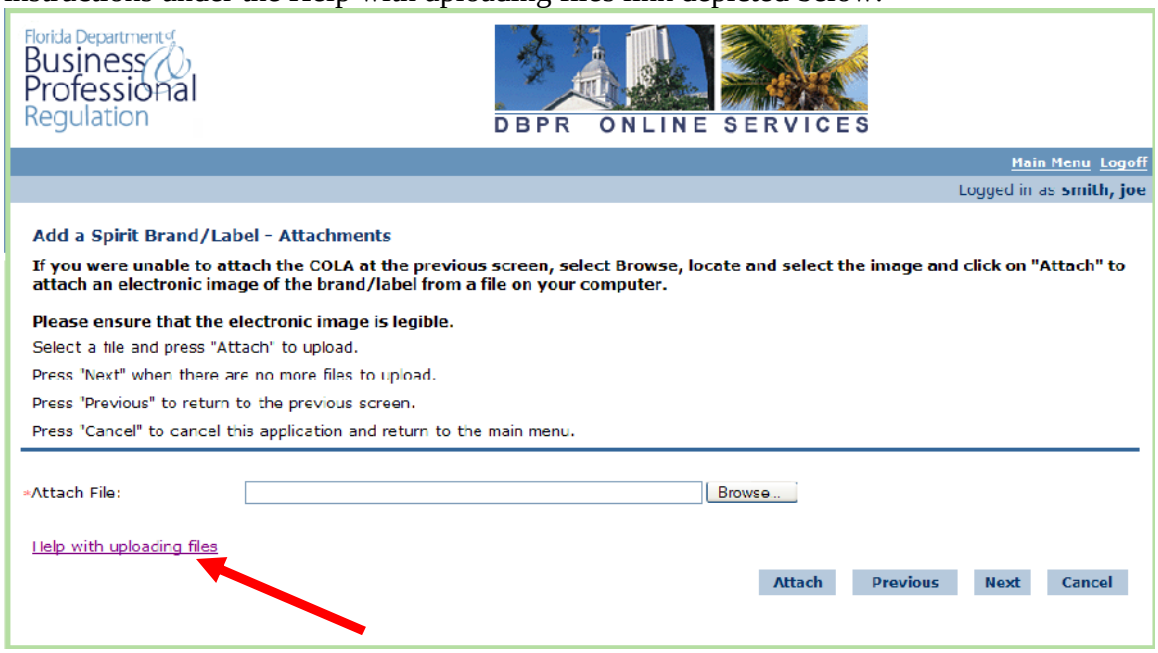


If the image is correct, or if the COLA is unavailable or if the wine does not require federal approval, click on the Next button.

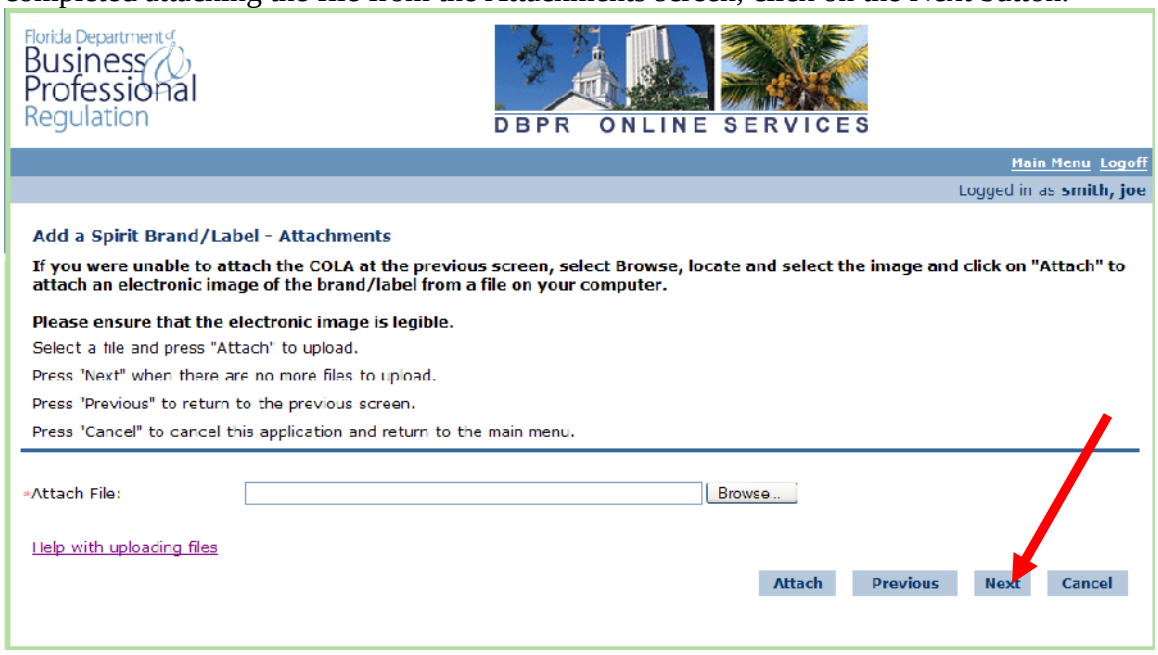
If you were unable to acquire the correct image from the TTB Attachment screen, the next screen allows you to attach an electronic image of the brand/label from your computer. **Note: You must include a legible image of the COLA if it is available. Otherwise, you must attach a legible image of the label from the following screen.**



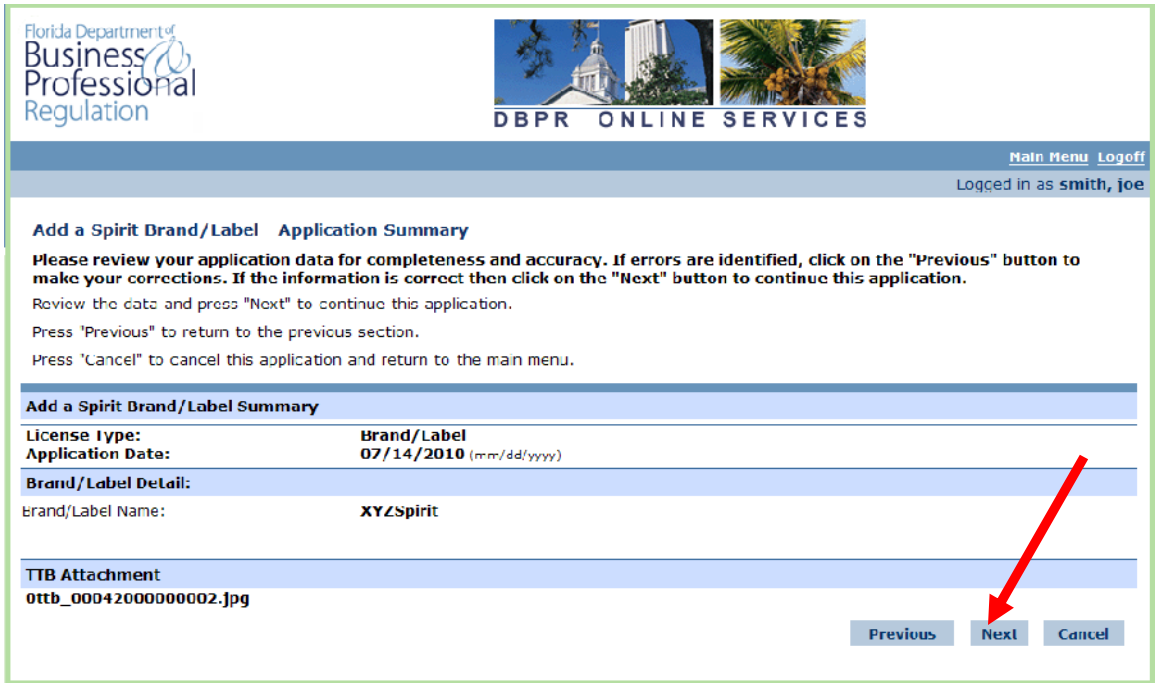
If you need assistance with uploading a file from your computer, please see the instructions under the Help with uploading files link depicted below.



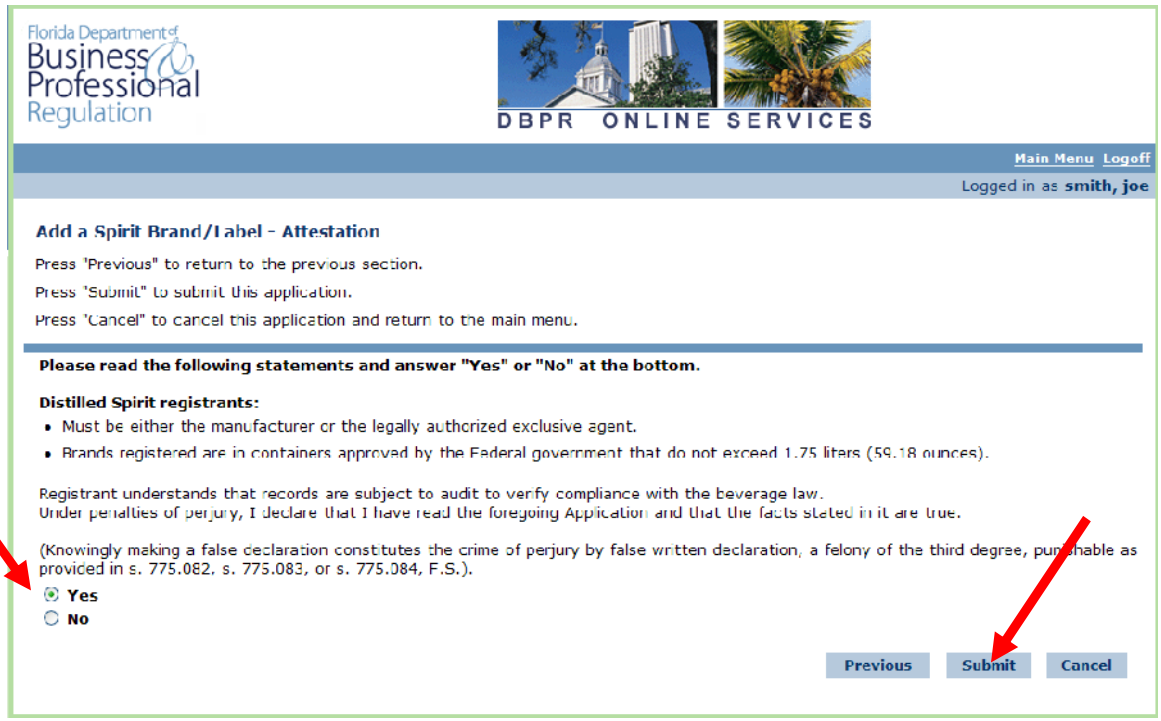
If you have already attached the COLA from the TTB Attachment screen or have completed attaching the file from the Attachments screen, click on the Next button.



You will then be taken to the Application Summary screen where you can review the information. If you have made an error, click on the Previous button until you reach the page where the error was made and make the correction. Otherwise, click on the Next button.

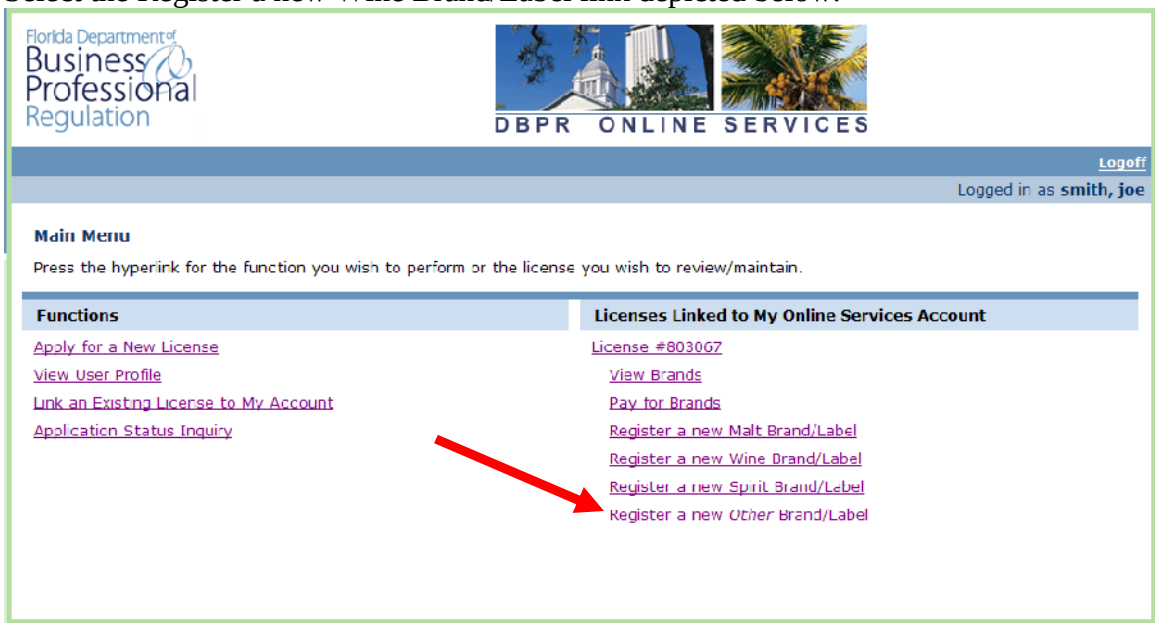


After clicking on the Next button in the above screen shot, you will be taken to the Attestation screen. In order to be able to submit the brand/label, you must select Yes and click on the Submit button.

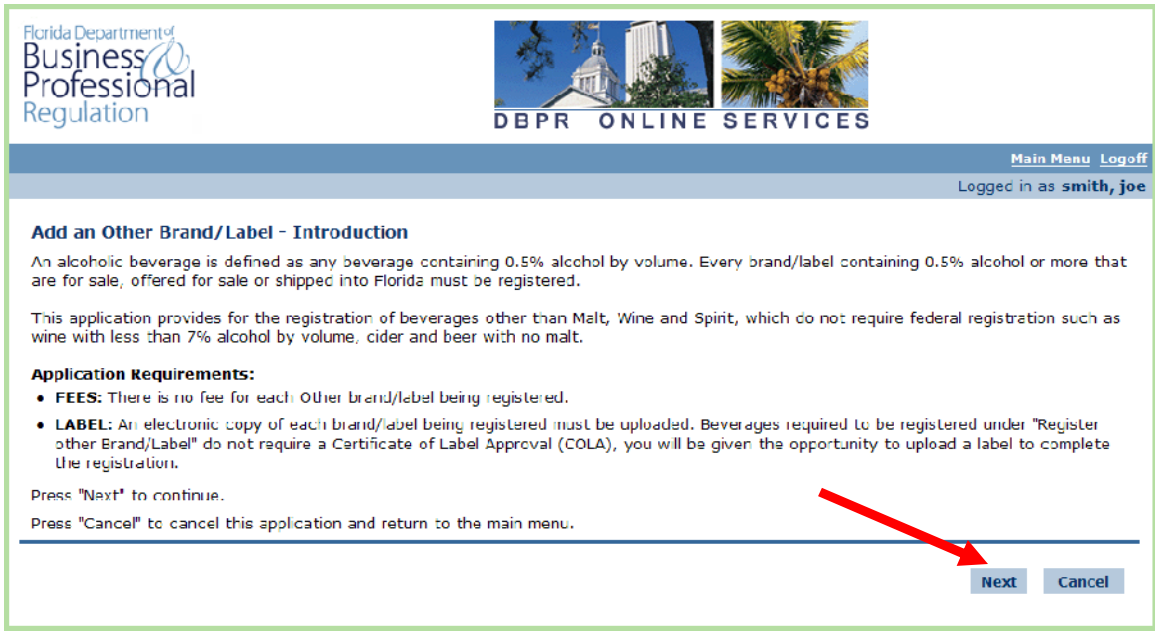


REGISTER A NEW OTHER BRAND/LABEL

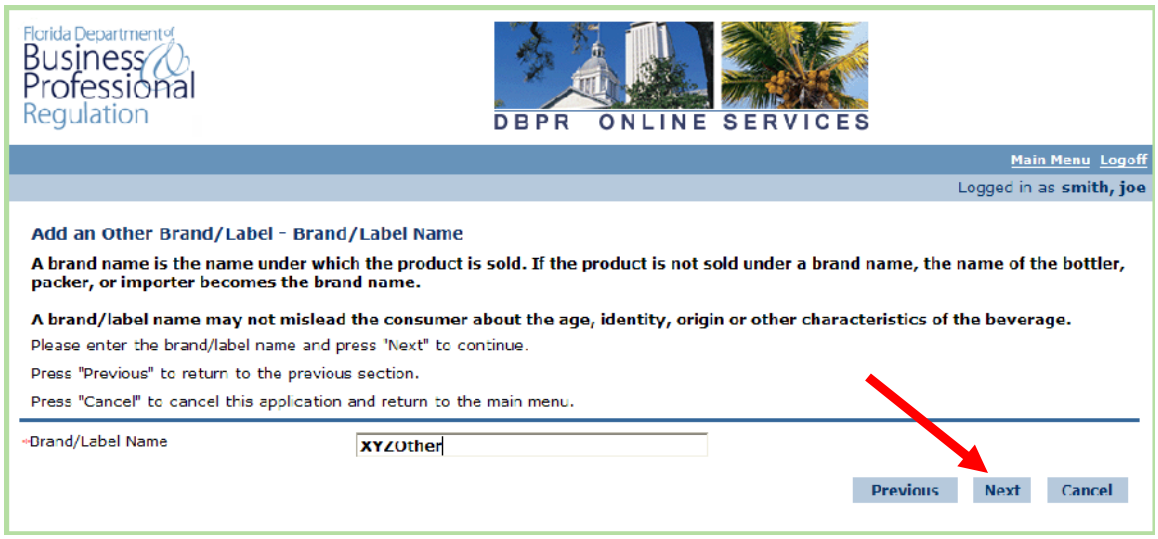
Select the Register a new Wine Brand/Label link depicted below.



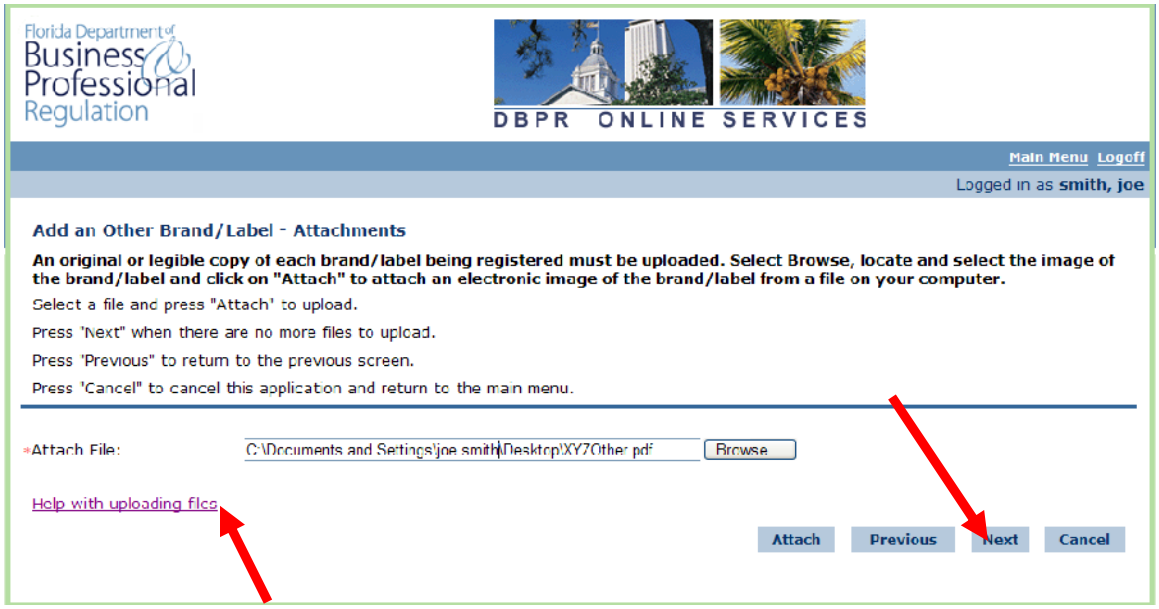
Click on the Next button.



Enter the name of the brand/label and click on Next.



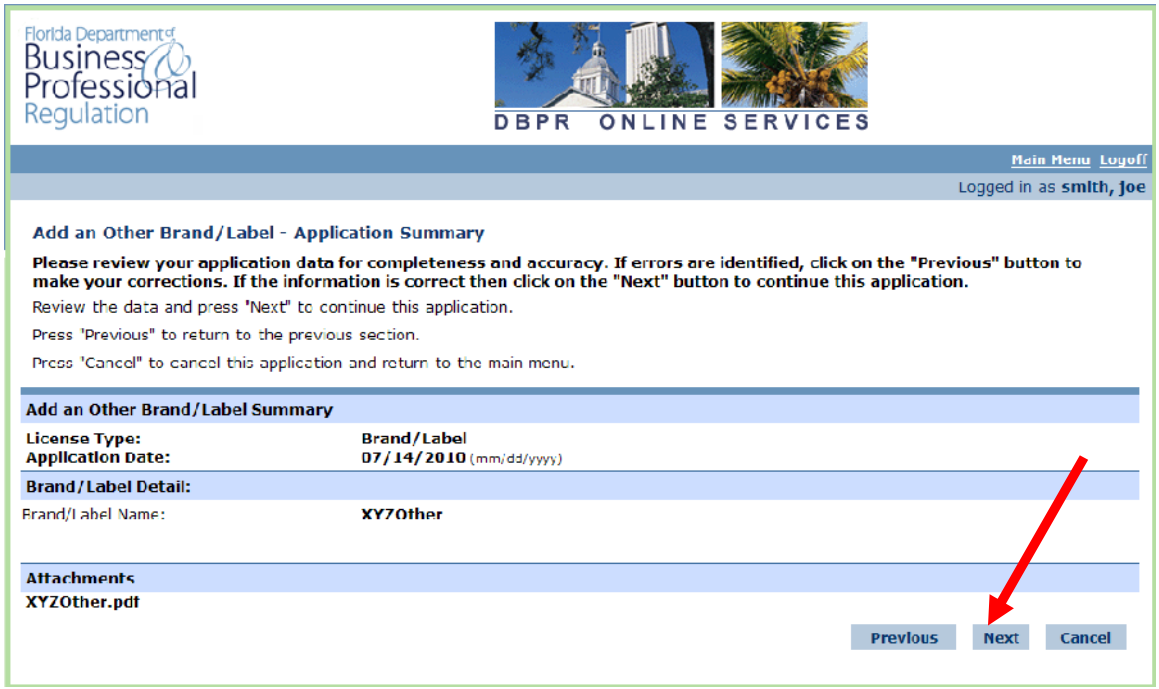
After clicking the Next button in the previous screen you will be taken to the Attachments screen. Browse for a legible image of the brand/label and click on the Attach button.



If you need assistance with uploading a file from your computer, please see the instructions under the Help with uploading files link depicted below.

After clicking the Attach button, the file name will be displayed. If you selected the wrong file use the Remove link, otherwise click on the Next button.

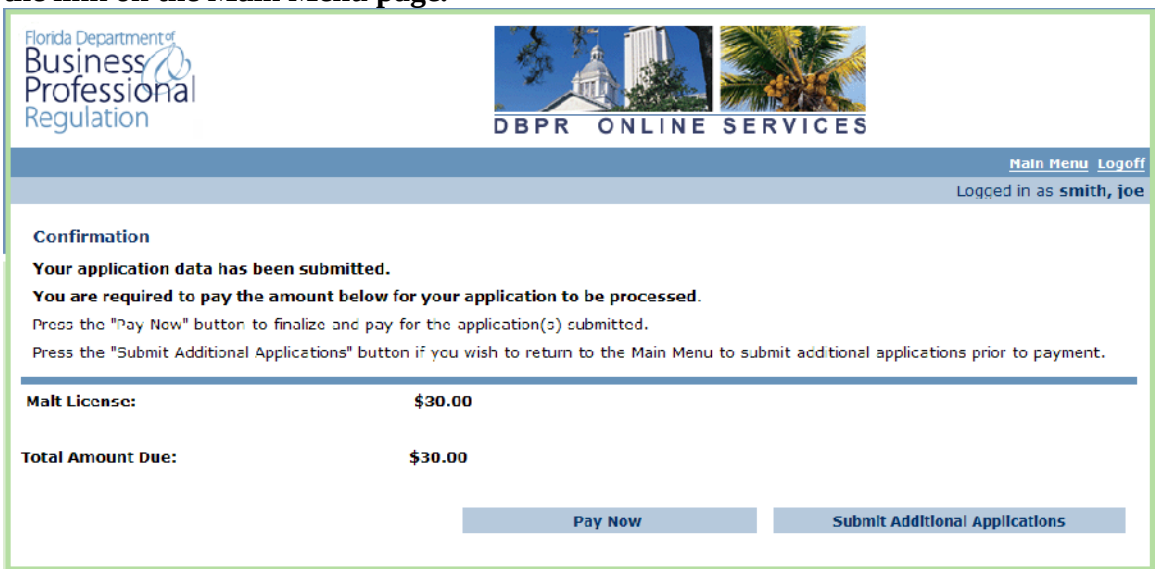
You will then be taken to the Application Summary screen where you can review the information. If you have made an error, click on the Previous button until you reach the page where the error was made and make the correction. Otherwise, click on the Next button.



After clicking on the Next button in the above screen shot, you will be taken to the Attestation screen. In order to be able to submit the brand/label, you must select Yes and click on the Submit button.

PAY FOR BRANDS/LABELS

After clicking on the Submit button at the Attestation screen, you will be taken to the Confirmation page. If this is the only brand/label you are seeking at this time, click on the Pay Now button. If you have additional brands/labels to register, click on the Submit Additional Applications button to return to the Main Menu where you can select one of the brand/label types. **You will be able to pay for all of your brands at one time from the link on the Main Menu page.**



Note: You will receive a confirmation email for each brand/label you submit.

Hello,

Thank you for submitting your online brand/label registration.

The brand/label registration shall be considered complete upon the submission of the application and any required payment. The brand/label may then be shipped into or moved within Florida for distribution.

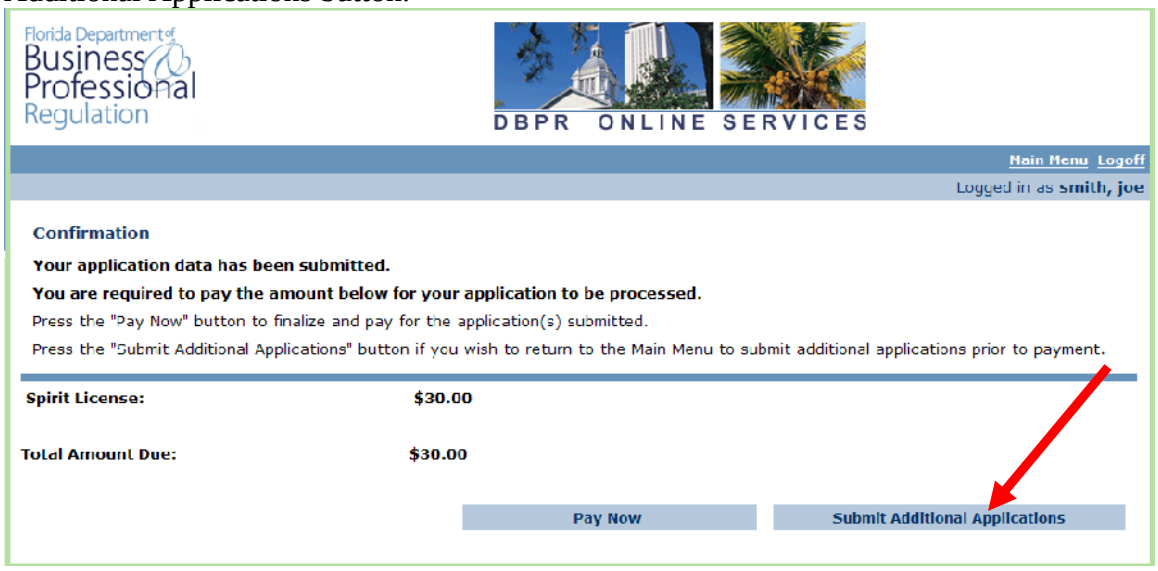
Open the attachment to view a summary of your application.

Adobe Reader is necessary to view the PDF.

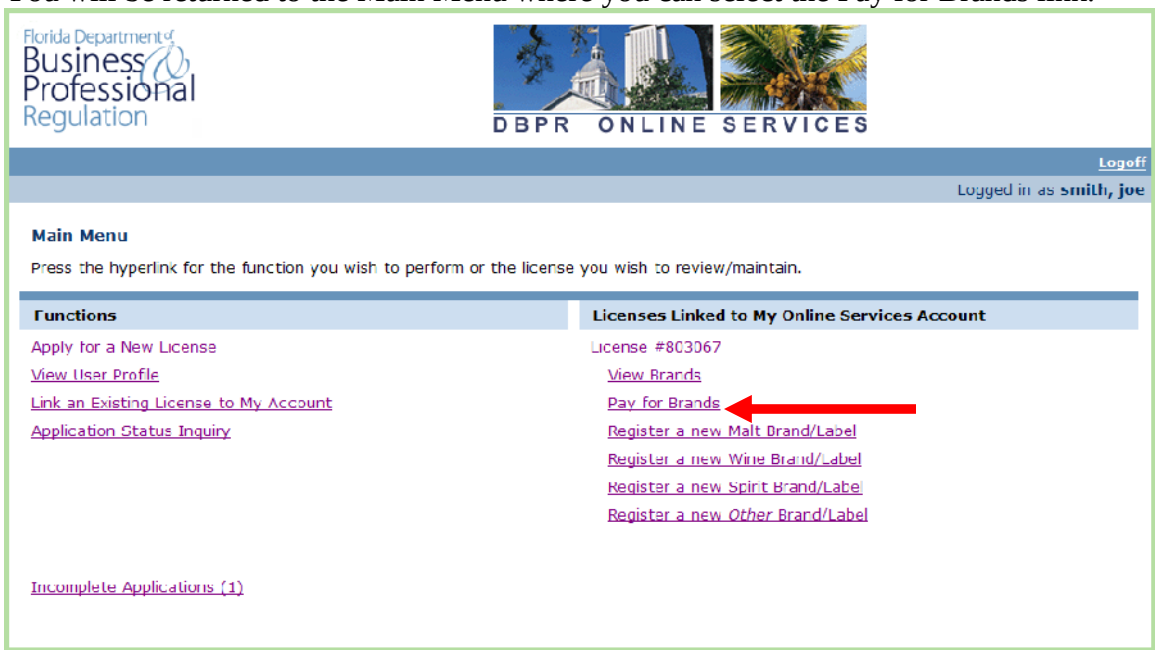
Click http://www.adobe.com/uk/products/acrobat/readstep2.html to download Adobe Reader.

*** Note: This is an automated email. Do NOT reply to this message.

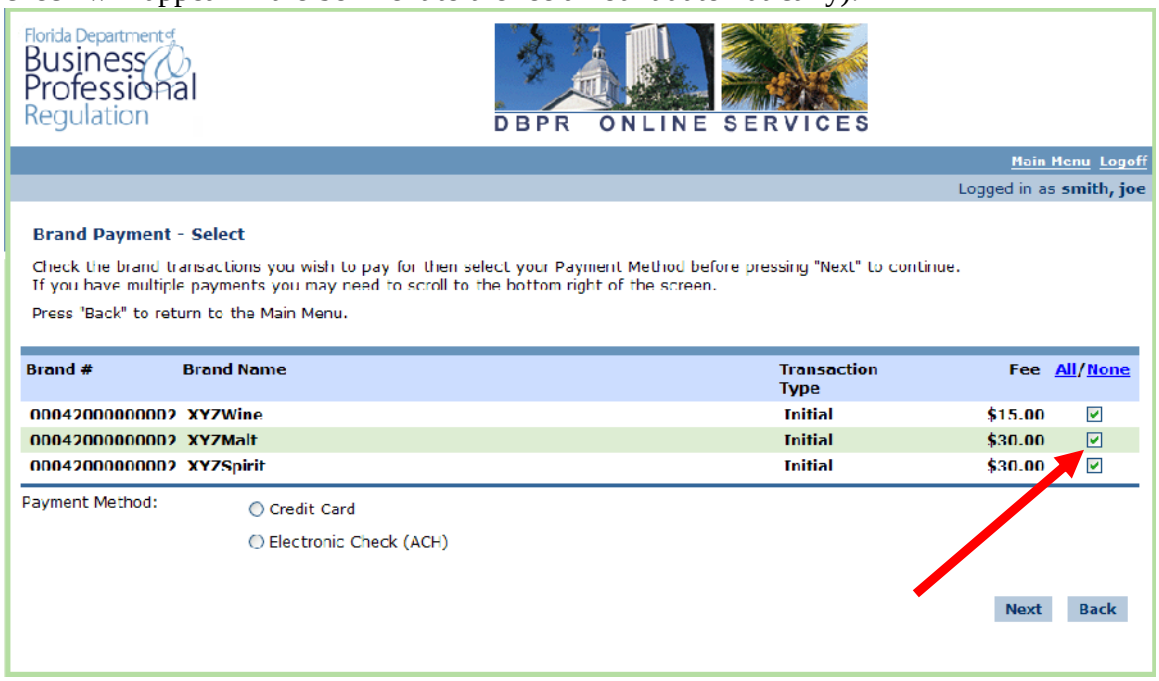
Once you have completed submitting all of your brands/labels, click on the Submit Additional Applications button.



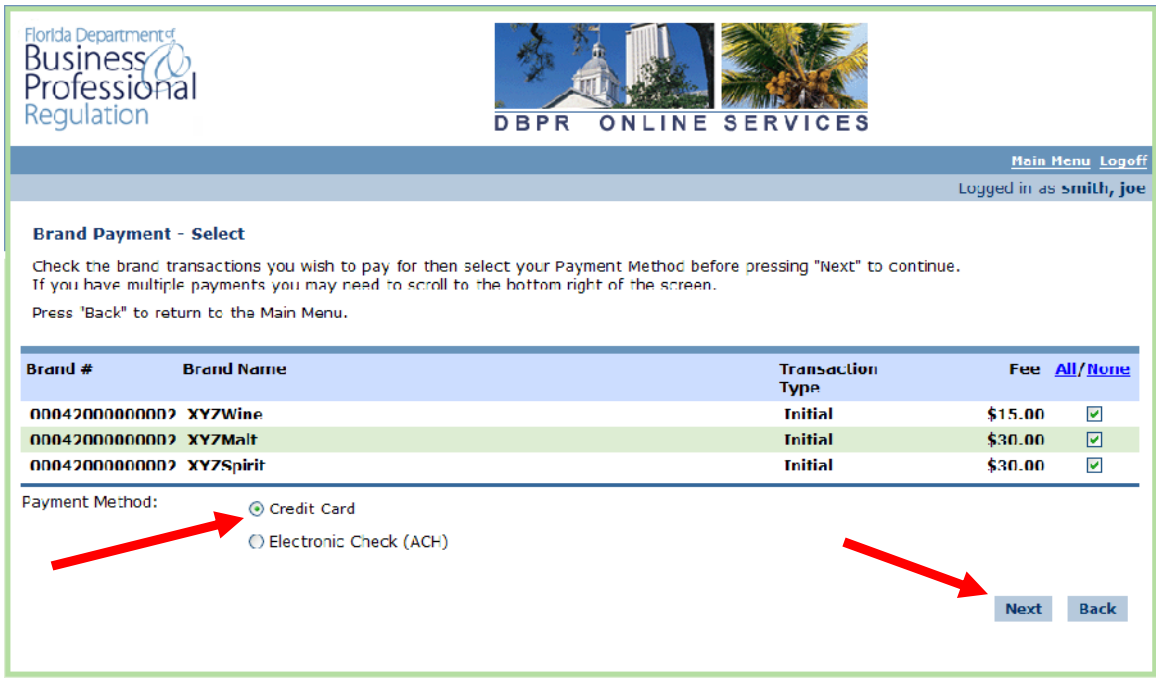
You will be returned to the Main Menu where you can select the Pay for Brands link.



By selecting the Pay for Brands link denoted above, you will be taken to the Brand Payment – Select screen where you can unselect any brand/label for which you do not which to pay at this time. The screen will be defaulted to paying for all brands/labels (a check will appear in the box next to the fee amount automatically).

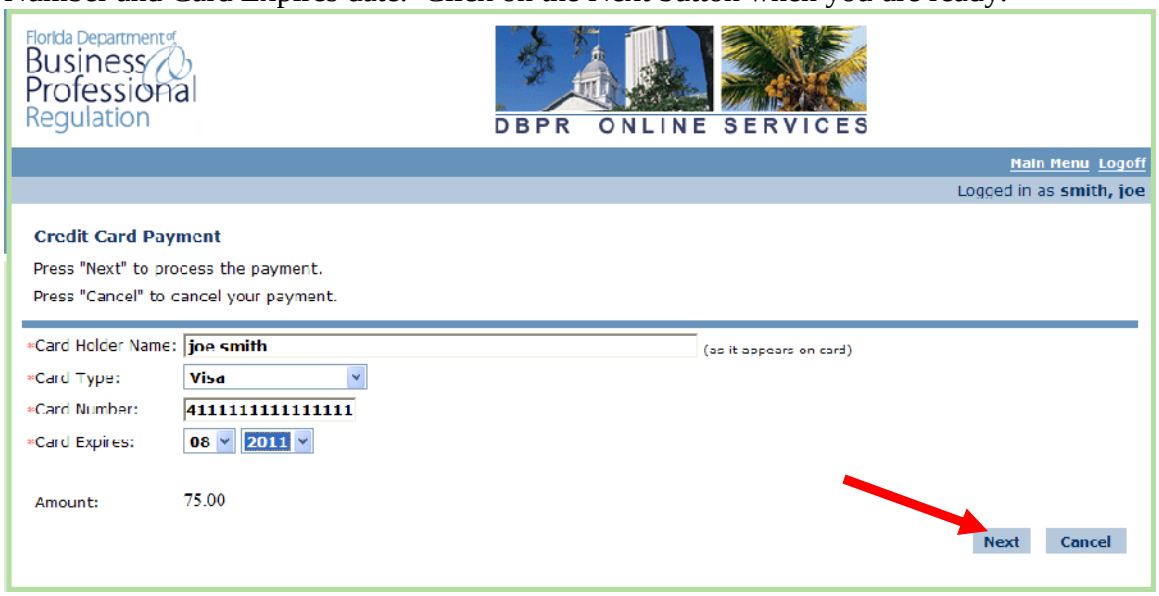


Once you have decided which brands/labels for which you desire to complete the payment, select the Payment Method and click on the Next button. **Note: The product is not authorized to be shipped until any required payment is made for each brand/label.**



You will be taken to the Online Brand Payment – Confirmation screen. The total payment will be displayed. If everything is correct, click on the Next button.

At the Credit Card Payment screen, input the Card Holder Name, Card Type, Card Number and Card Expires date. Click on the Next button when you are ready.



The Online Brand Payment – Success screen will appear and will display the Amount Paid, Authorization number, Trace Number, Brand Transactions Paid (count), and will indicate if there are brands for which you have not paid. This information will also be sent to you by email.

You will receive and email as depicted below.

Thank you for your online payment. For your records your online payment summary is attached.

Adobe Reader is required to view the PDF.

Click http://get.adobe.com/reader/ to download Adobe Reader.

*** Note: This is an automated email. Do NOT reply to this message.

The email will contain an Adobe PDF documents with a summary of your payment transaction.

State of Florida
Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399

Online Payment Summary

Amount Paid: 75.00
Validation Number: 108000100
Batch Trace Number 4215

License Number	Brand Name	Brand Type	Fee	Trace Number
0004200000000	XYZWine	Vinous	15.00	8868
0004200000000	XYZSpirit	Spirituous	30.00	8870
0004200000000	XYZMalt	Malt	30.00	8869

Department of Business and Professional Regulation
Division of Alcoholic Beverages and Tobacco
Step-by-Step Instructions for Online Brand Renewal

GETTING STARTED

In order to get started using DBPR Online Services to renew your brands, you will need to create your online account and link your existing Brand Registrant's license to your newly created account. In order to link your existing Brand Registrant's license to your online account, you will need your "Registrant License #" and "Initial Activation Code", you were provided this information in the Brand Registration Online Renewal Notice that we mailed to you or you may contact our Customer Contact Center at 850.487.1395 or Call.Center@dbpr.state.fl.us. The Call Center staff will be able to provide you with your "Registrant License #" and "Initial Activation Code".

1. First Time Users of DBPR Online Services

a. Go to DBPR Online Services at https://www.myfloridalicense.com.
b. Click on RENEW YOUR LICENSE.
c. Click on Continue.
c. Select Alcoholic Beverages and Tobacco.
d. Click Continue to Online Services.
e. Select Create My Account.
f. Select Link an Existing License to My Account.
g. Logon (see screen shots of instructions if you need help).

2. Returning Users of DBPR Online Services

a. Go to DBPR Online Service at https://www.myfloridalicense.com.
b. Click on RENEW YOUR LICENSE.
c. Click on Continue at the bottom of the page.
d. Select Alcoholic Beverages and Tobacco.
e. Click on Continue to Online Services.
f. Go to "Log in to Online Profile" and enter your E-mail Address and Password to access your account.

RENEW BRANDS ONLINE

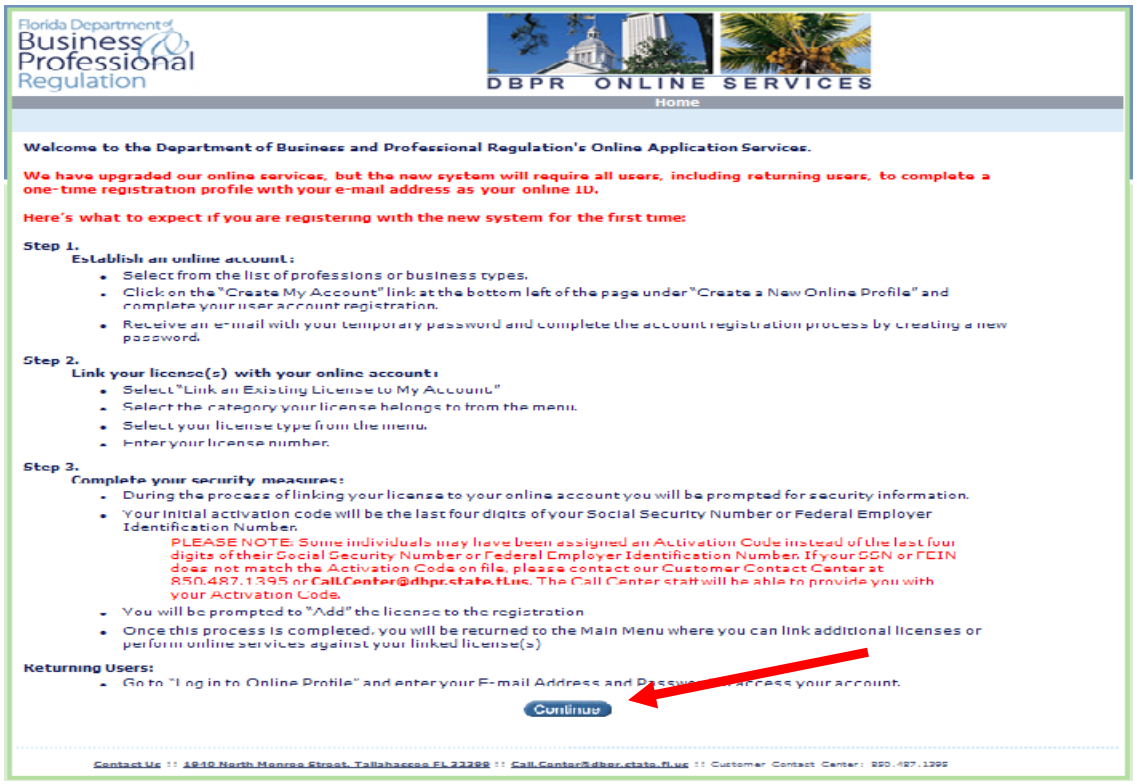
After successfully creating an online account, a registrant may renew all of their brands that have a "Current, Active" status by performing the following steps:

1. Log in as a returning user.
2. Click on "Pay for Brands" under the Licenses Linked to My Online Services Account section of the screen.
3. All of your registered Brands/Labels available for renewal are displayed. Please note that by default all the brands have been selected for renewal. If you do not wish to renew a particular brand, please unselect the item from the list.
4. Select your Payment Method then click on either "Credit Card" or "Electronic Check".
5. Click on the "Next" button.
6. Review the information on the Online Brand Payment – Confirmation screen to ensure that the total number of renewals desired and total payment is correct. Press "Next" to continue.
7. Enter payment information and click the "Next" to process the payment.
8. For your records, you will receive an email confirmation regarding your payment transaction.

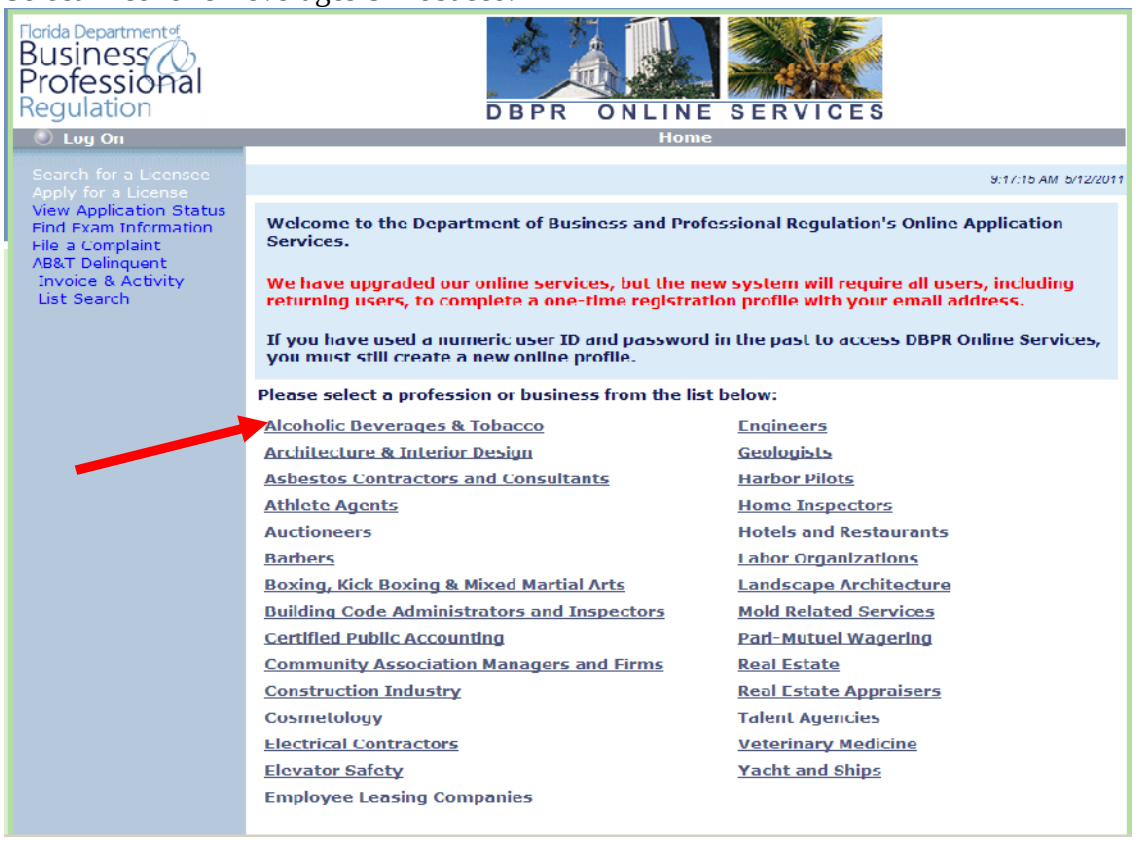
Screen Shots of Instructions for Online Renewal (including how to logon to DBPR Online services):

From the department's main page, select RENEW YOUR LICENSE depicted in the blue bar under the picture at the top of the page.

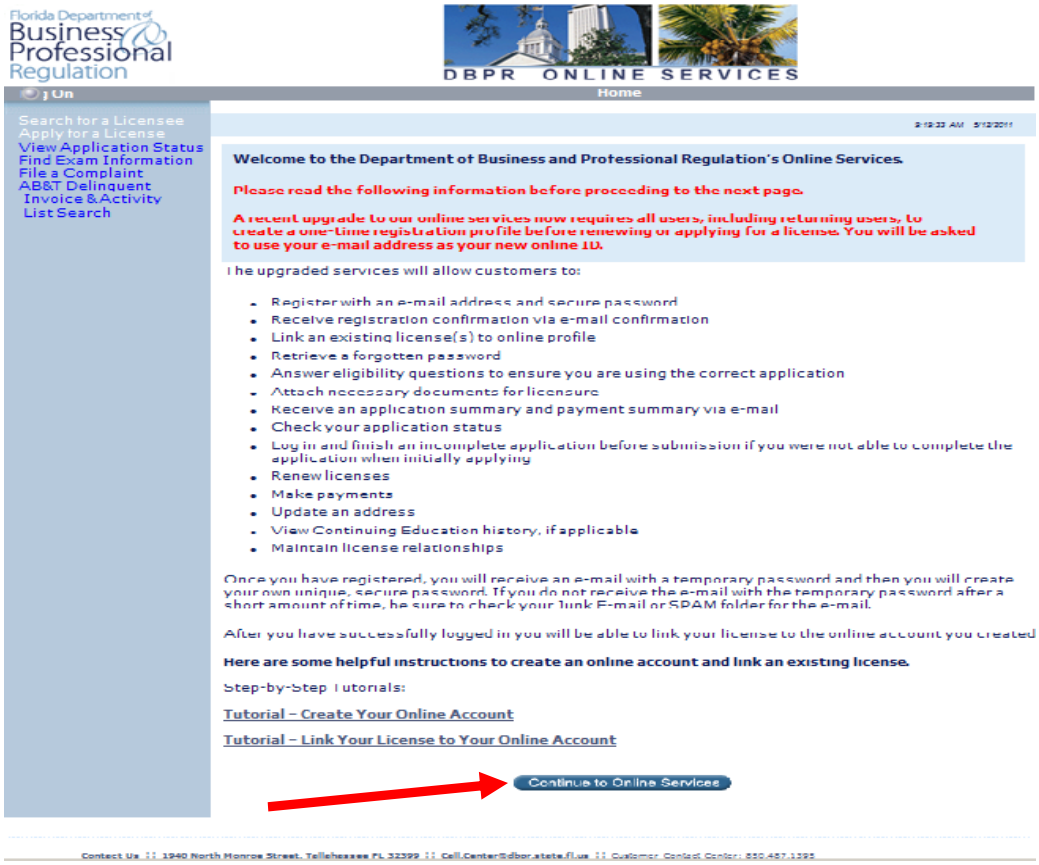
Click on the continue button.



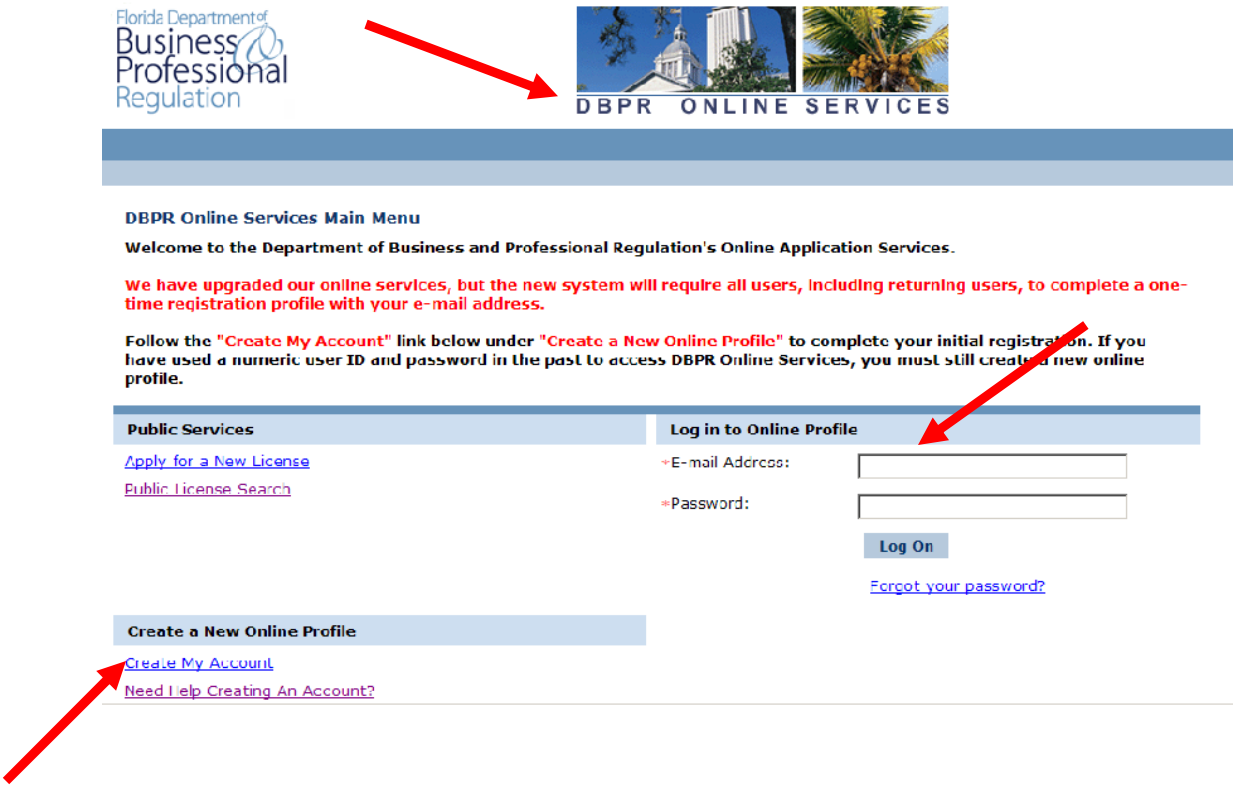
Select Alcoholic Beverages & Tobacco.



Click Continue to Online Services.

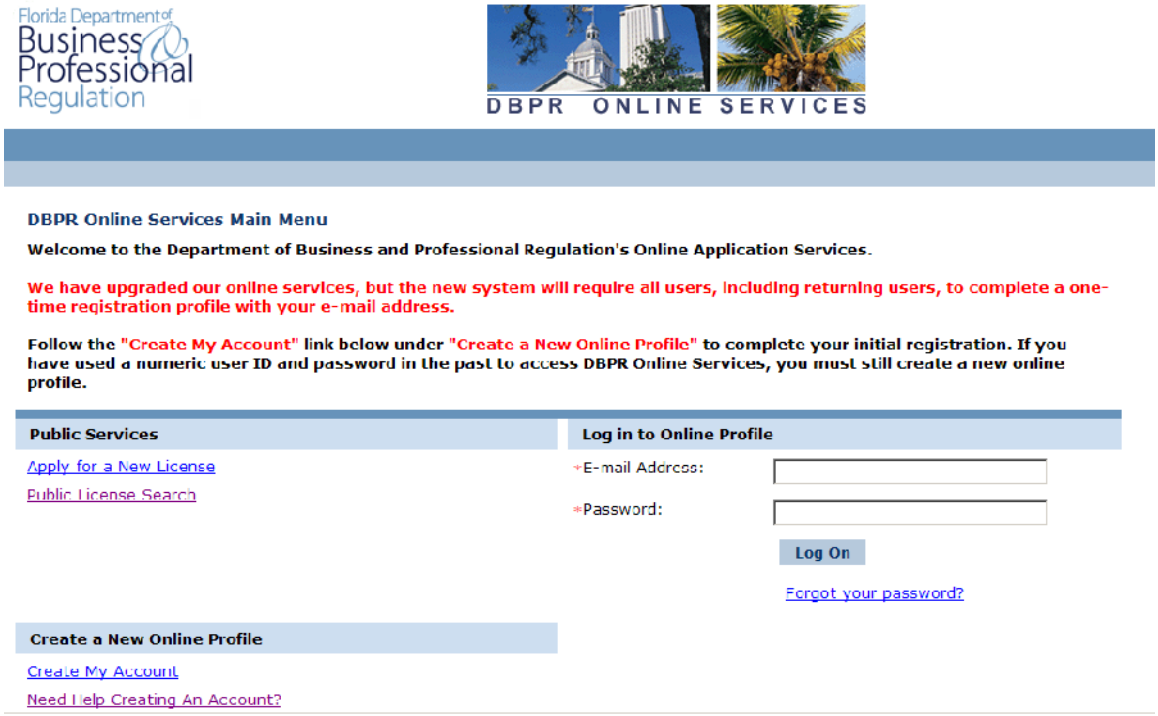


Welcome to DBPR Online Services.



First Time Users of DBPR Online Services go to “Create a New Online Profile and Select “Create My Account”. For Step-by-Step instructions, please refer back to page 2 of this document.

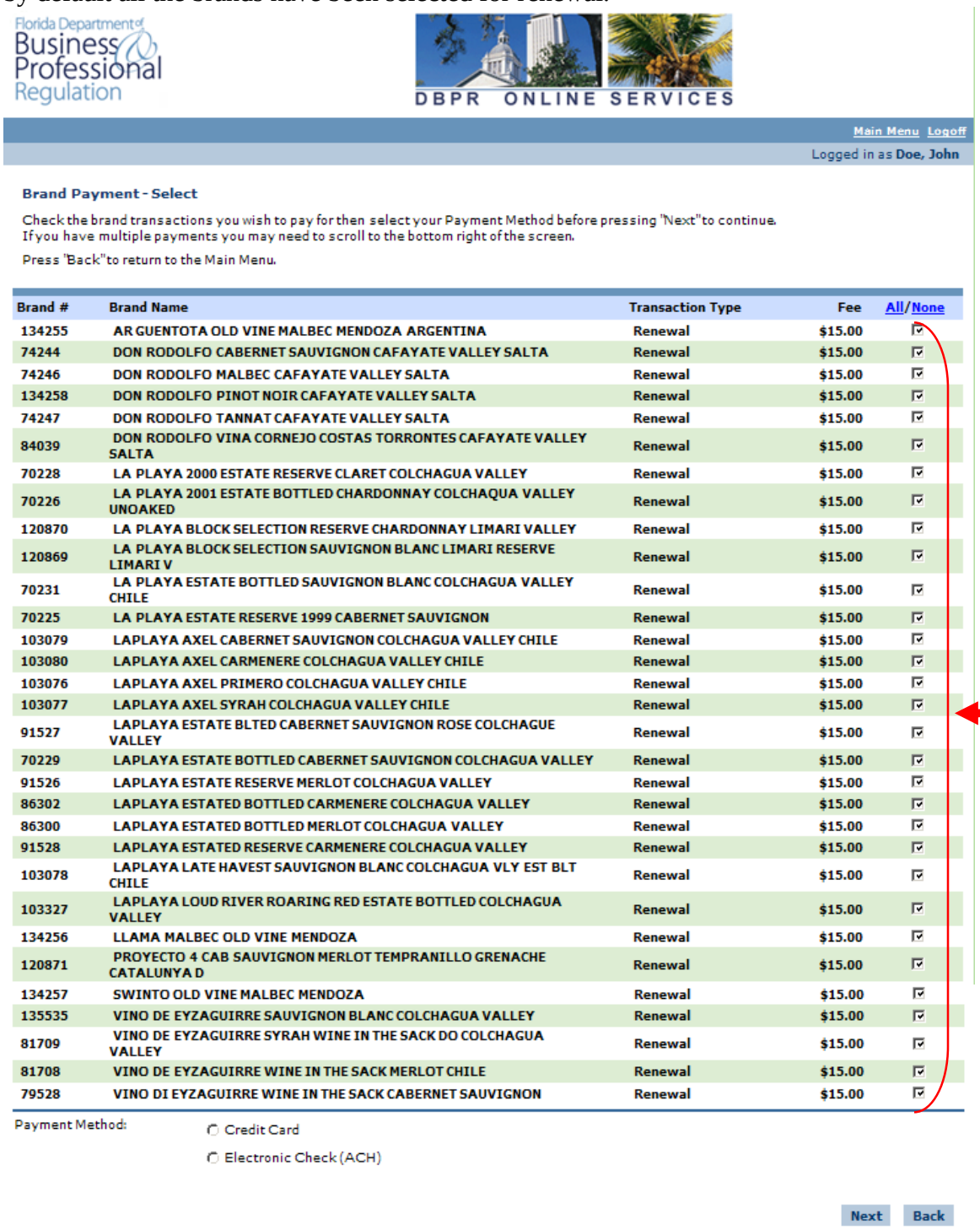
Returning Users of DBPR Online Services go to “Log in to Online Profile” and enter your E-mail Address and Password to access your account.



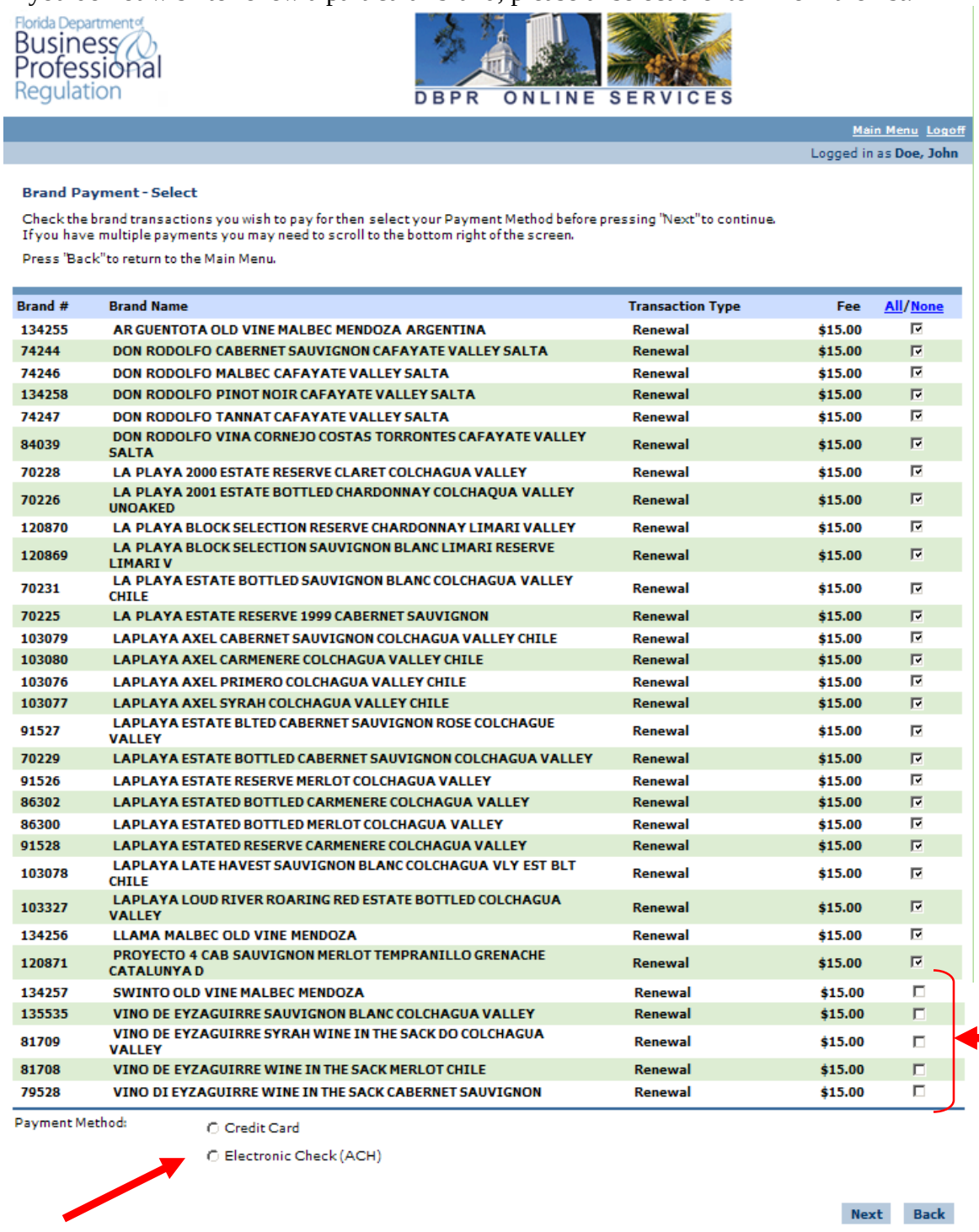
After you have successfully logged on to your online account, you will be able to view the licenses that are linked to your online account.

Click on “Pay for Brands” under the “Licenses Linked to My Online Services Account”.

All of your registered Brands/Labels available for renewal are displayed. Please note that by default all the brands have been selected for renewal.



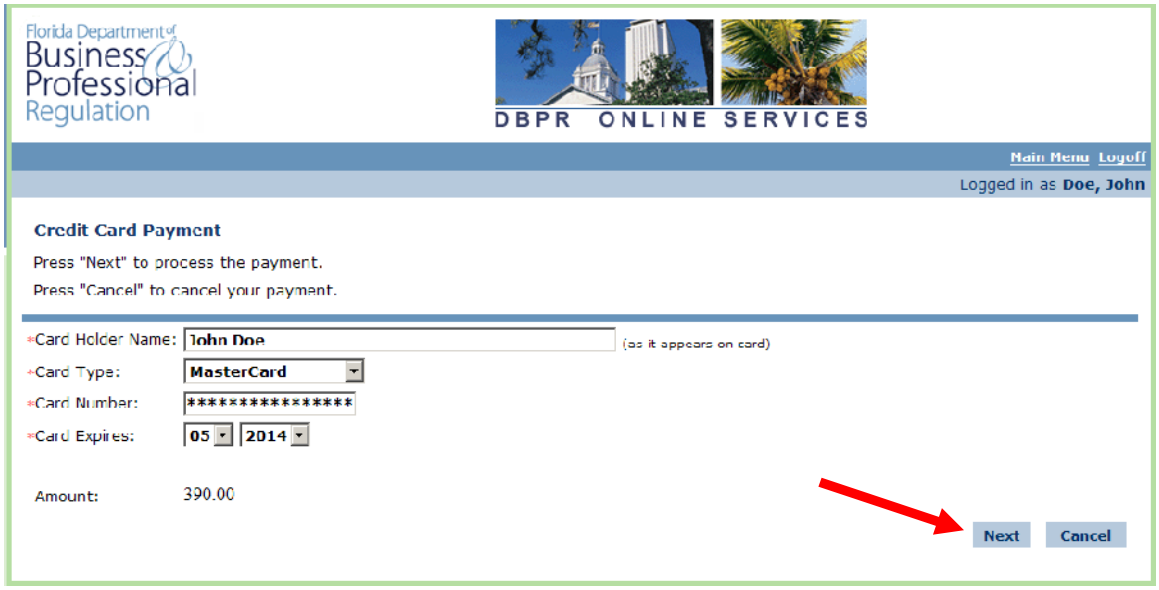
If you do not wish to renew a particular brand, please unselect the item from the list.



Select your Payment Method, click on either “Credit Card” or “Electronic Check” and Click “Next”.

You will be taken to the Online Brand Payment – Confirmation screen. The total payment will be displayed. If everything is correct, click on the Next button.

At the Credit Card Payment screen, input the Card Holder Name, Card Type, Card Number and Card Expires date. Click on the Next button when you are ready.



The Online Brand Payment – Success screen will appear and will display the Amount Paid, Authorization number, Trace Number, Brand Transactions Paid (count), and will indicate if there are brands for which you have not paid. This information will also be sent to you by email.

Click “Next” to return to the main menu.

State of Florida
Department of Business and Professional Regulation
1940 North Monroe Street
Tallahassee, FL 32399

Online Payment Summary

Amount Paid: 390.00
Validation Number: 108243343
Batch Trace Number 110739

License Number	Brand Name	Brand Type	Fee	Trace Number
134255	AR GUENTOTA OLD VINE MALBEC MENDOZA ARGENTINA	Virous	15.00	278445
74244	DON RODOLFO CABERNET SAUVIGNON CAFAYATE VALLEY SALTA	Virous	15.00	278446
74246	DON RODOLFO MALBEC CAFAYATE VALLEY SALTA	Virous	15.00	278447