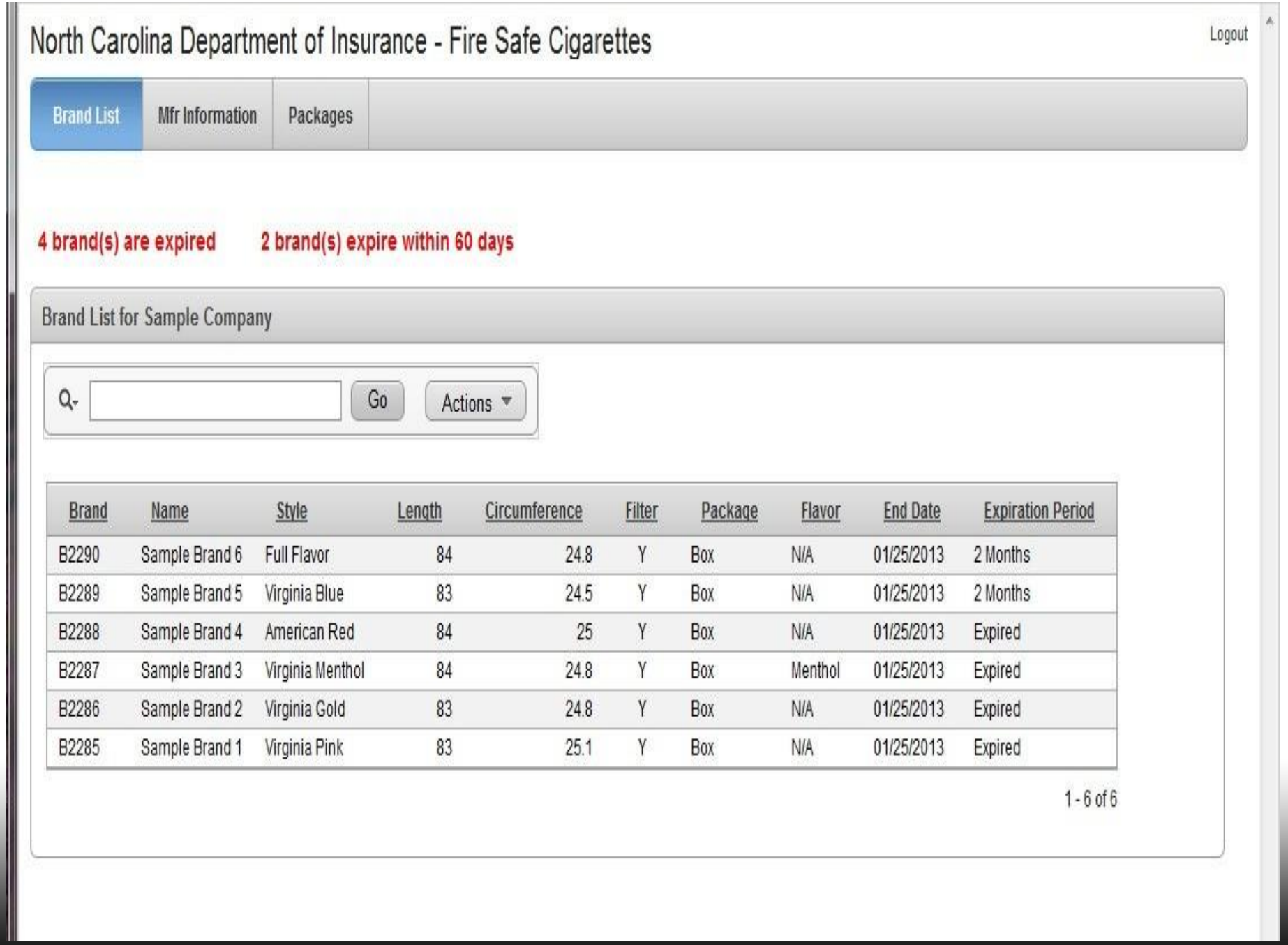
NC DEPARTMENT OF INSURANCE
OFFICE OF STATE FIRE MARSHAL

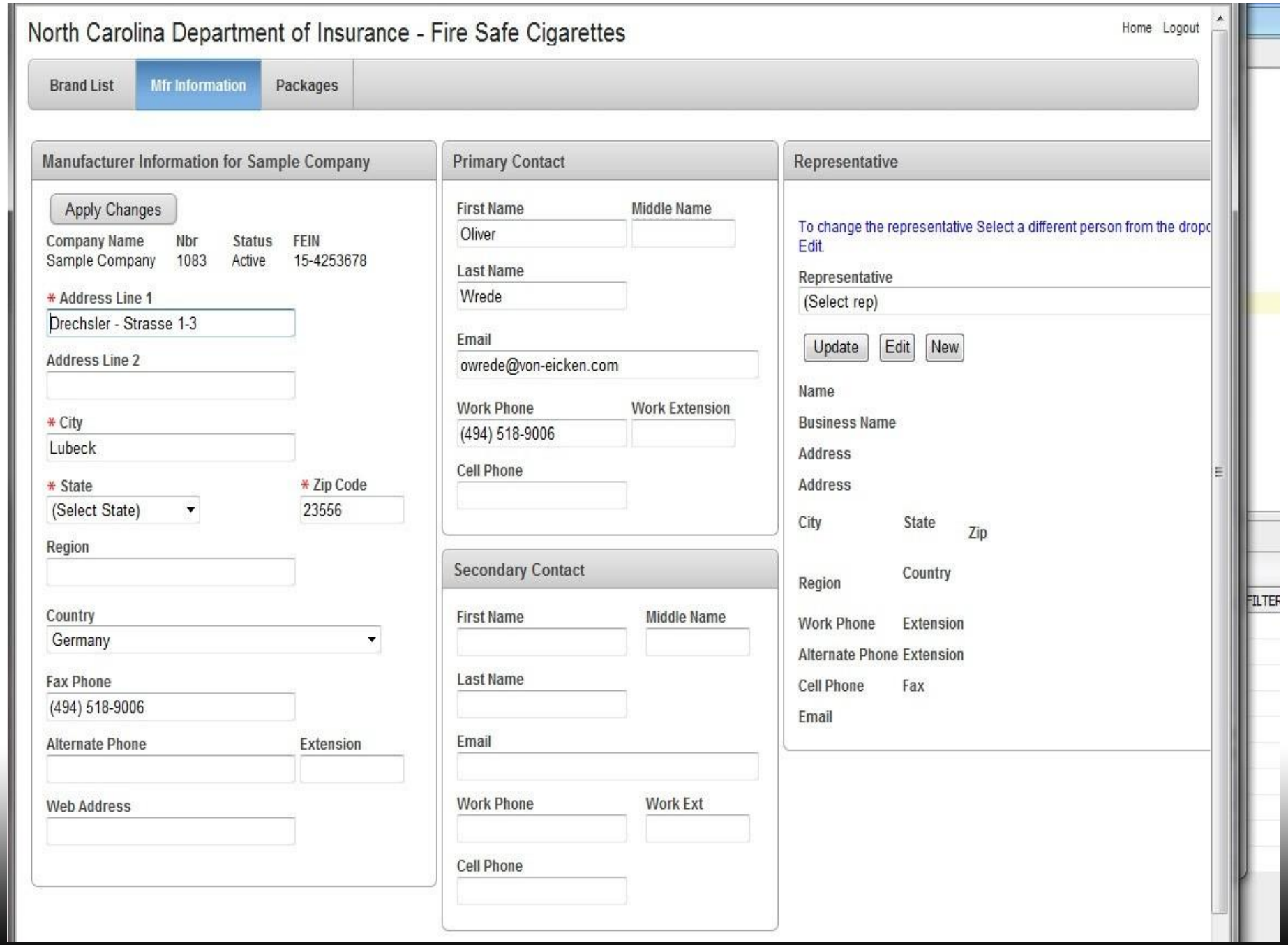
NORTH CAROLINA FIRE SAFE CIGARETTE

CREATING PACKAGES FOR SUBMISSION



After log in, a list of all brands associated with your company will appear. In red are messages indicating the number of brands that are close to expiring.

OSFM

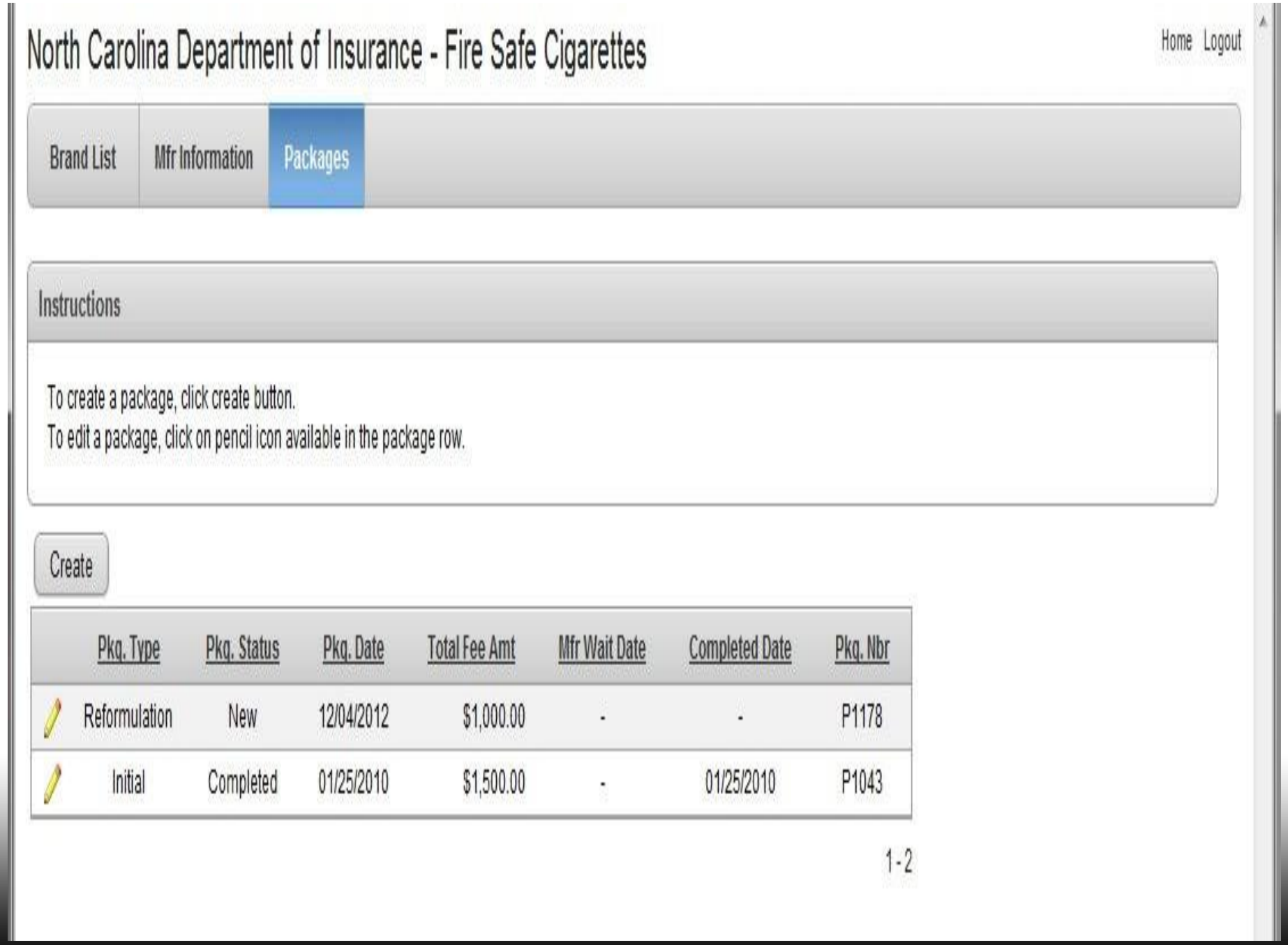


Mfr Information Tab

Update contact, address and representative information for your company.

Note: If your representative is linked to other companies you will not be able to change his/her information. Contact FSC for assistance

OSFM



Packages Tab

List all packages for your company. Only edit packages that are in New or Waiting Mfr Resp.

To edit a package: Click the pencil to the left of the desired package.

To create a new package: click the create button.

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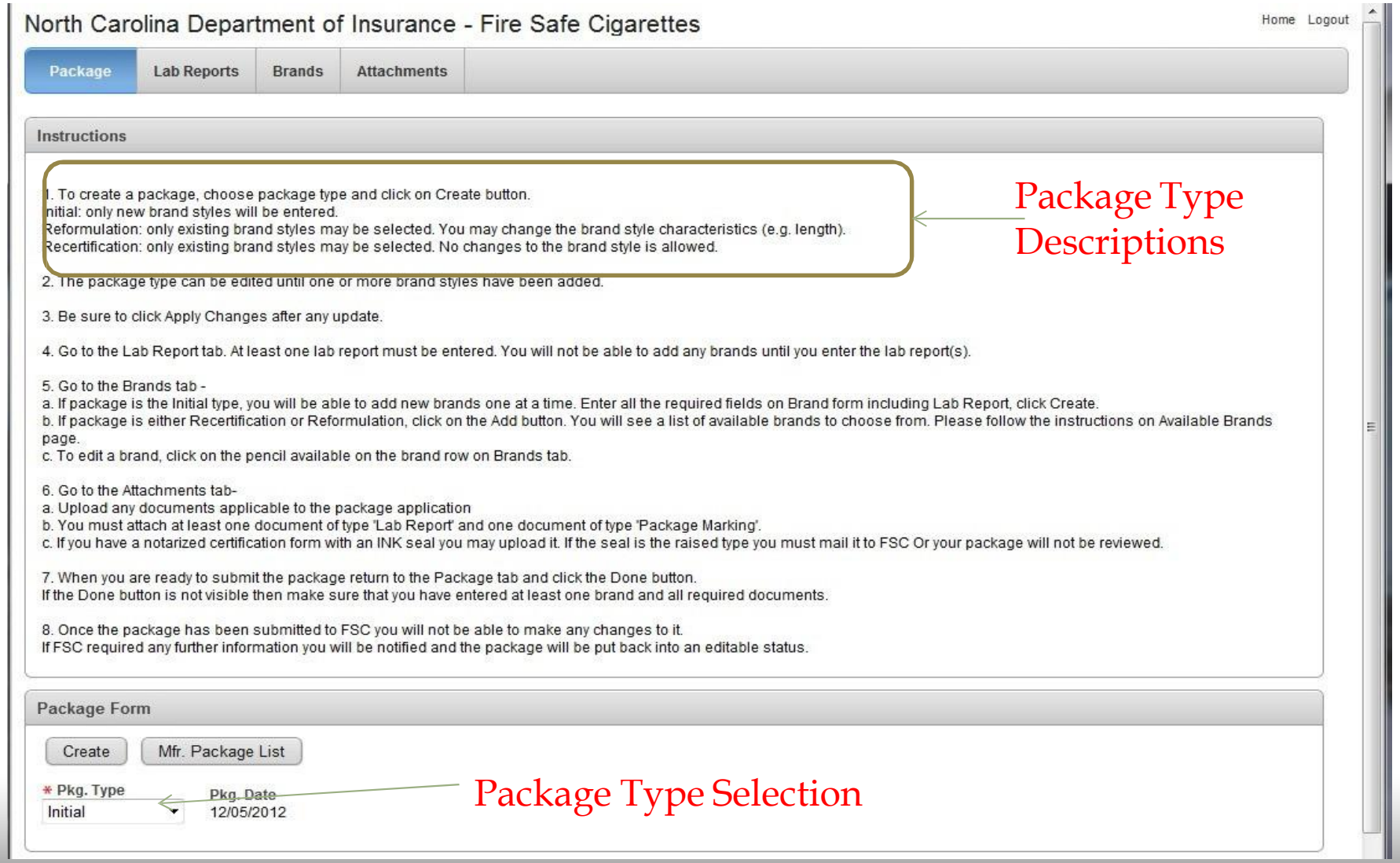
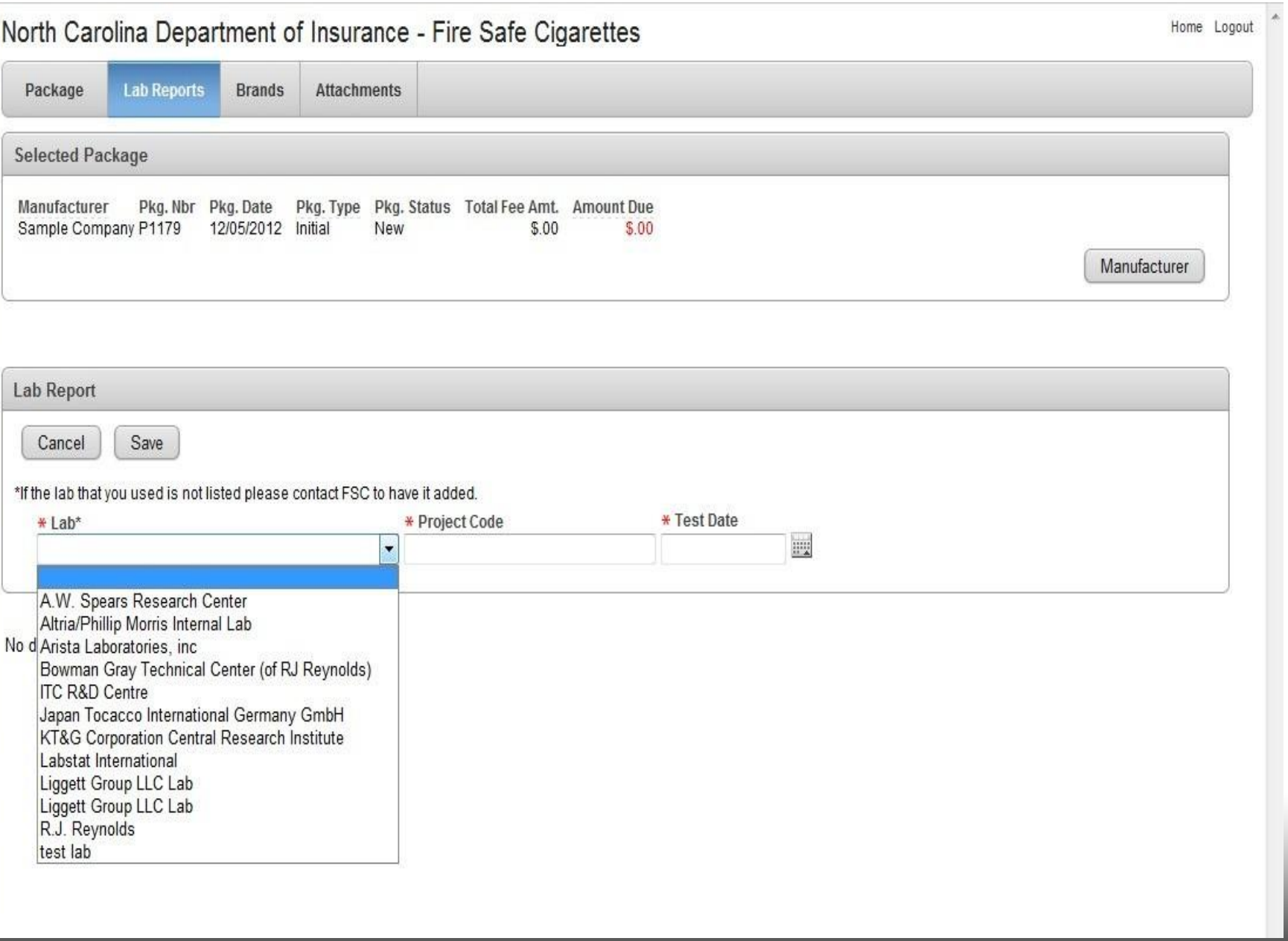


Create a New Package

Note: It is important that you choose the correct type. You will only be able to change the type if no brands are connected to the package.

OSFM

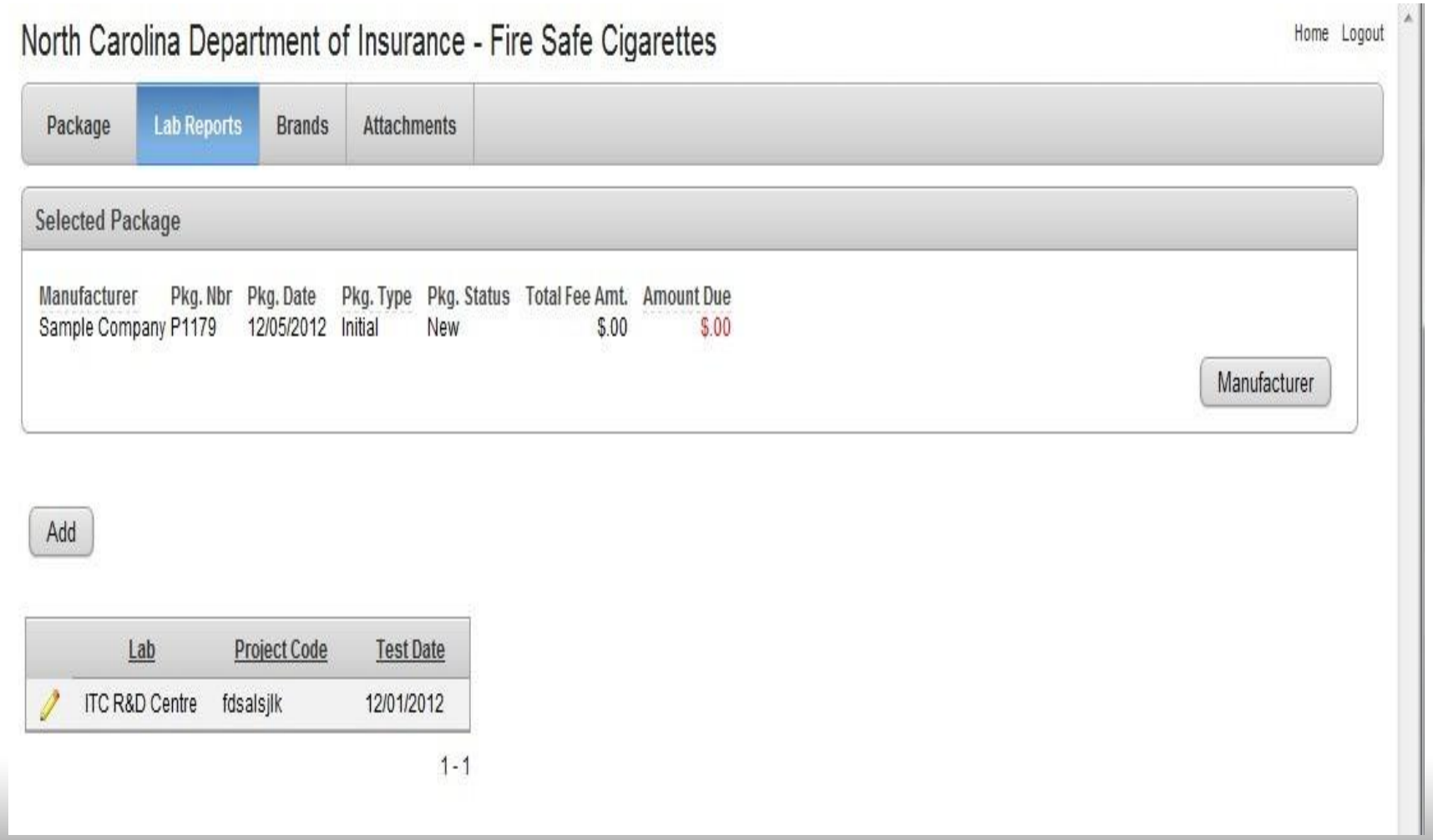


Add a Lab Report:

Select the Lab from the list. If your lab is not in the list, contact FSC to have it added. Enter the project code and the test date.

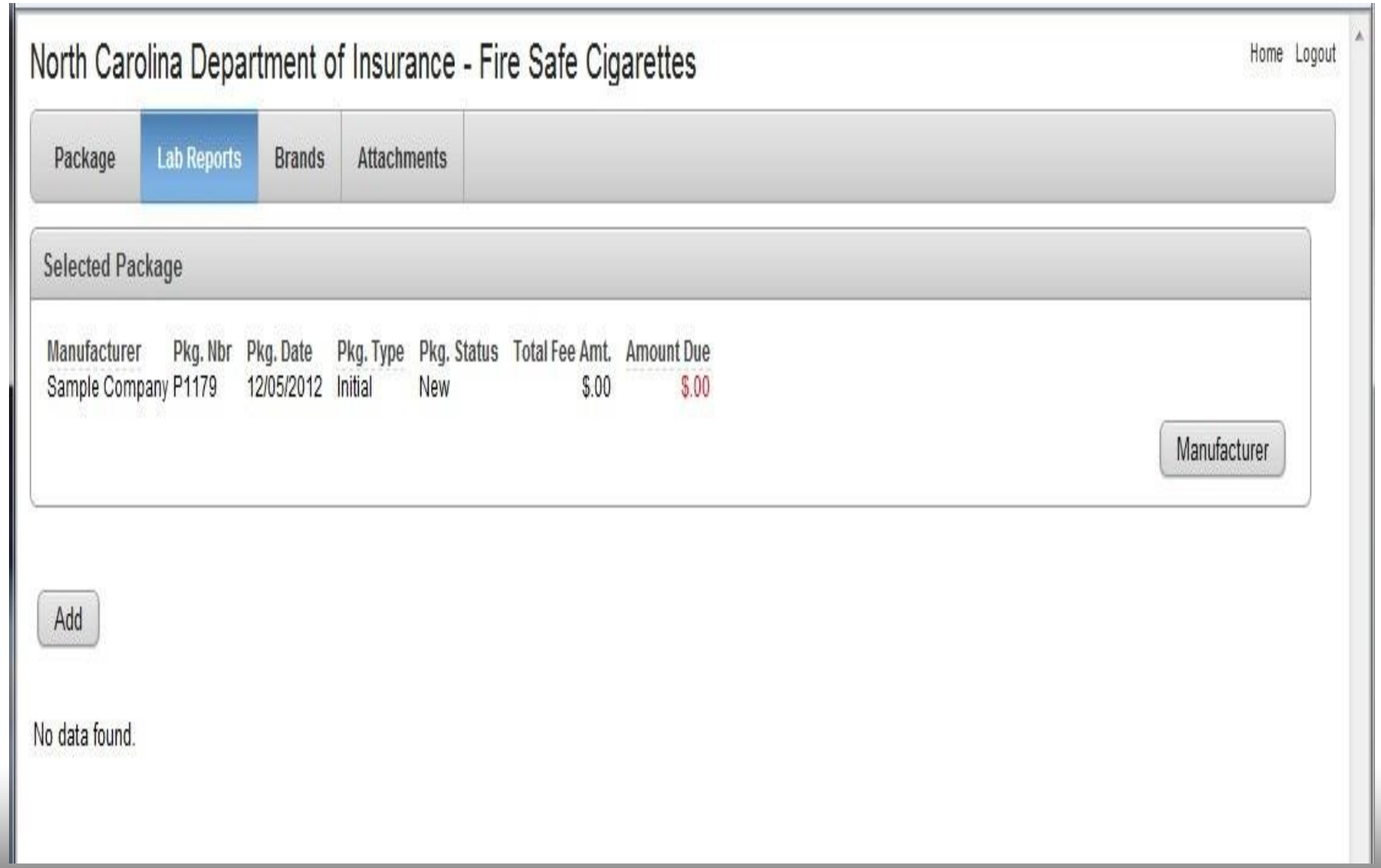
Be sure to click Save.

OSFM



After saving the lab report you will be returned to this screen. If you need to enter another lab report then click Add and repeat the process.

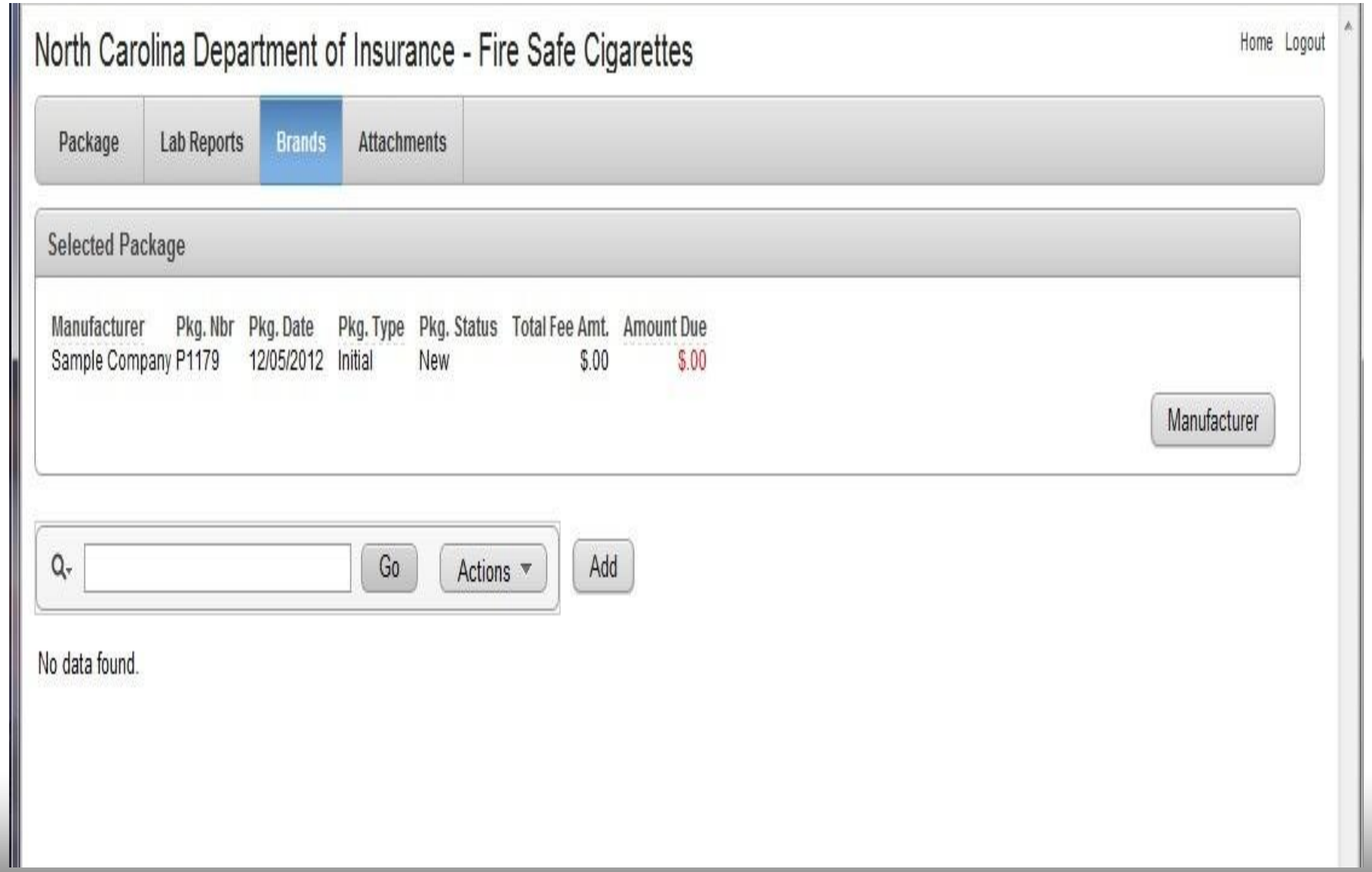
Note: you will need to add a copy of each lab report to the package whenyou get to the attachment tab.



Next go to the Lab Reports tab. Click the Add button to create a report.

Note: The Manufacturer button will return you to your list of packages on this and all following screens.

OSFM



Next: Go to the Brands tab. Initially there will be no brands listed. Click the Add button to add brands to the package.

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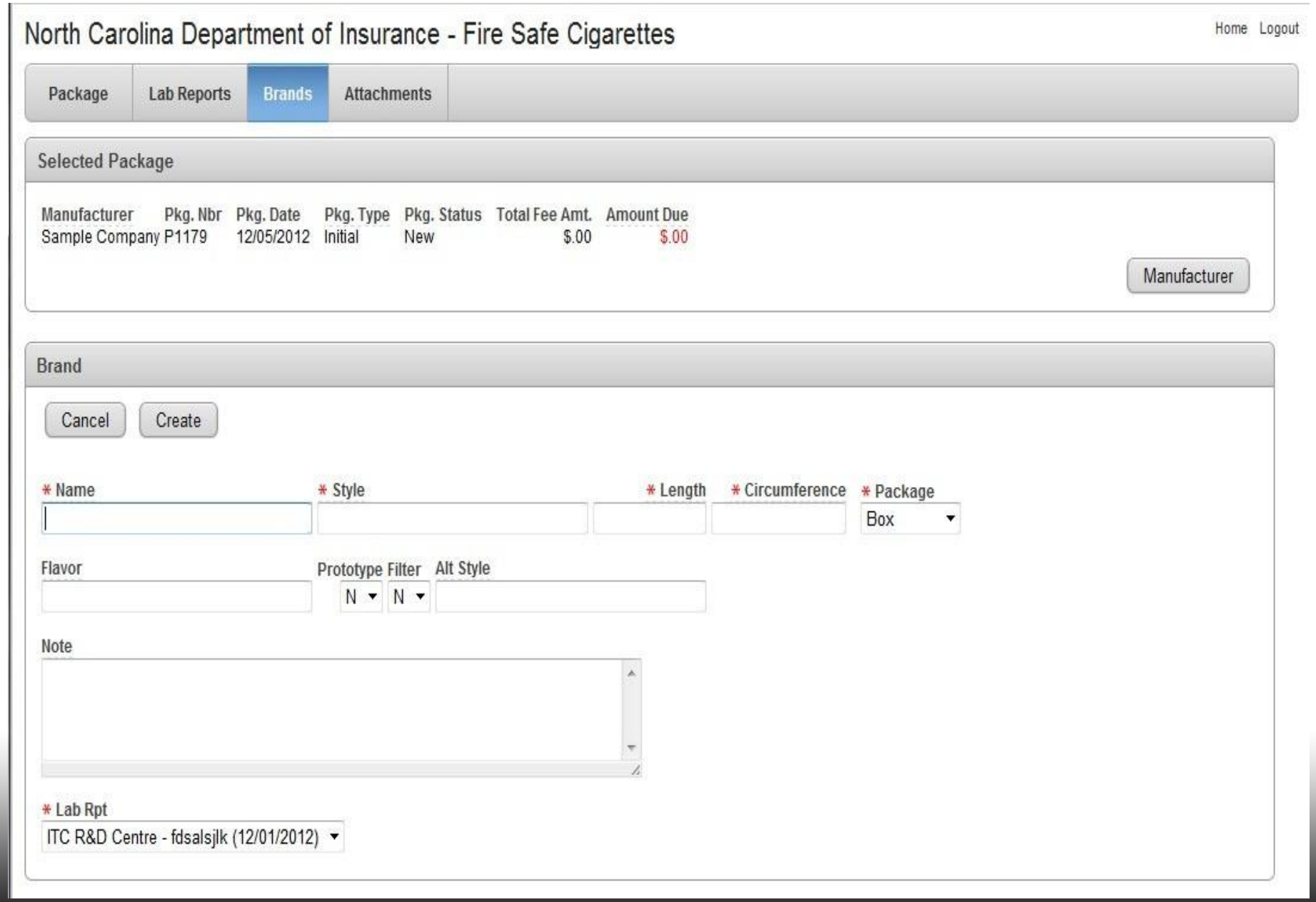
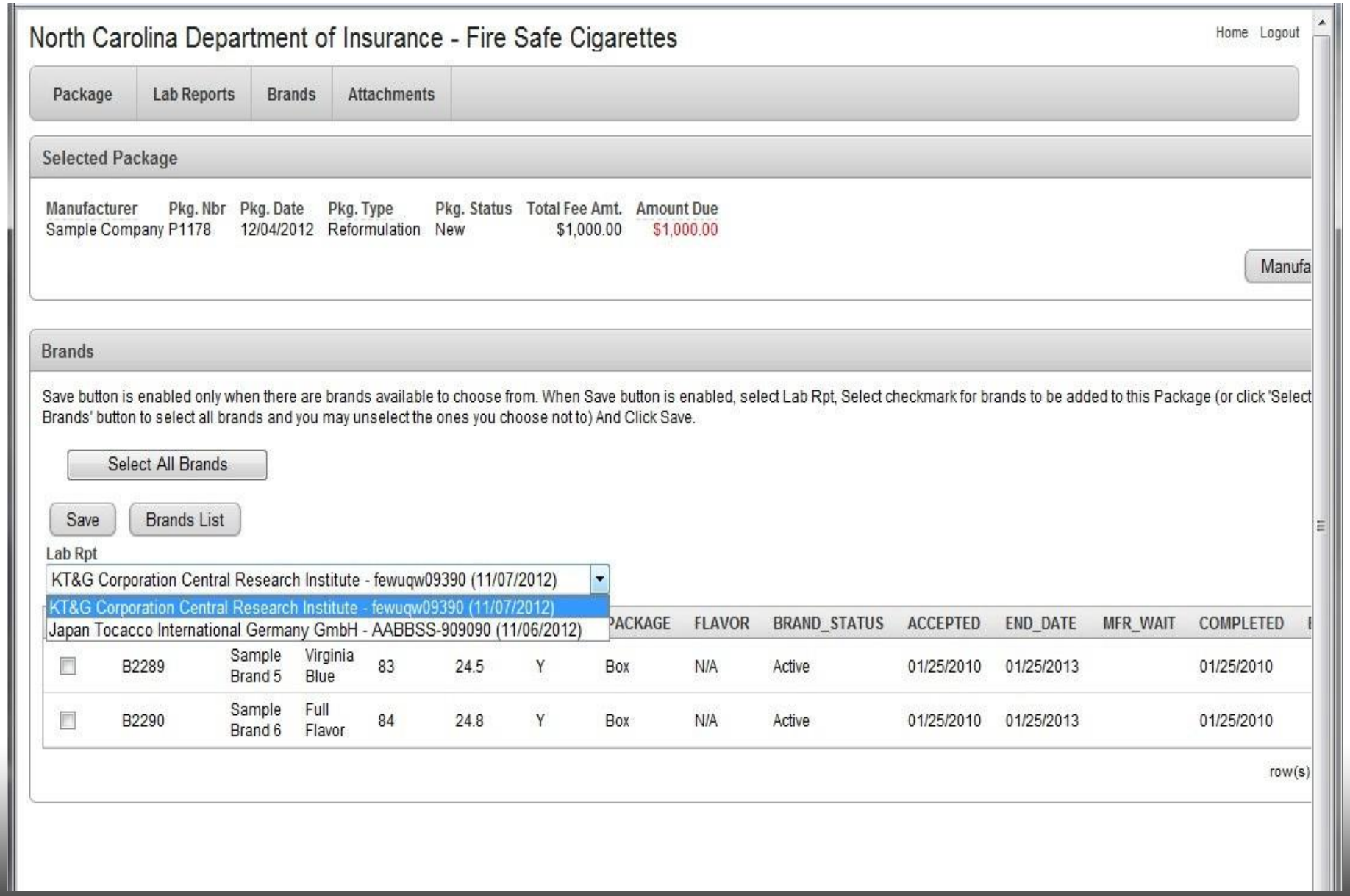


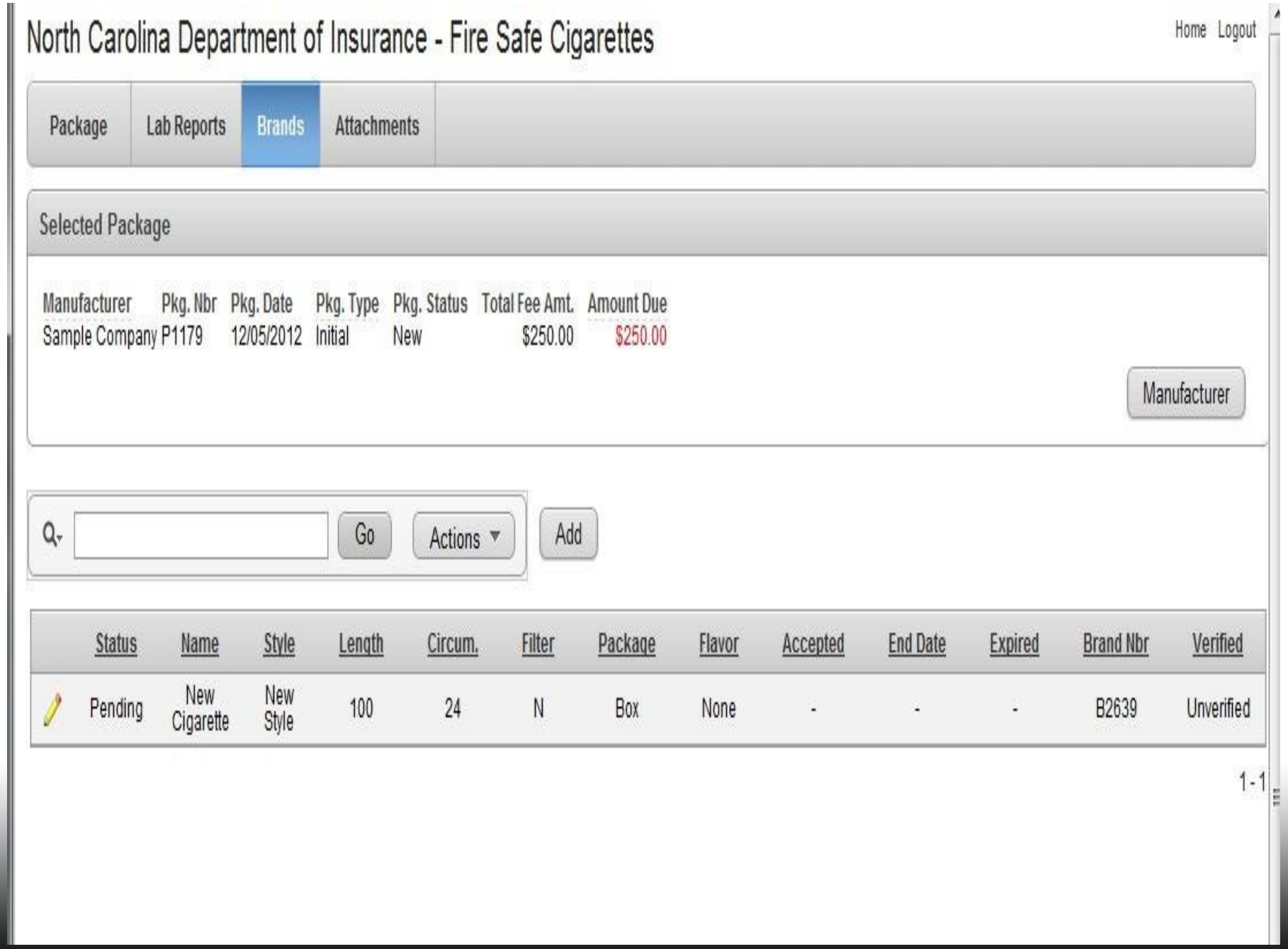
For initial packages you will need to enter the name, style, length, circumference and package type for the brand. Select the Lab Report to associate the brand to. When done click Create. Click Cancel to return to the Brand List.

OSFM



For Reformulation and Recertification packages you will see a list of brands. Click the checkbox to the left of each brand you want to add. Select the Lab Report you want associated with these brands. Click Brands List when done.

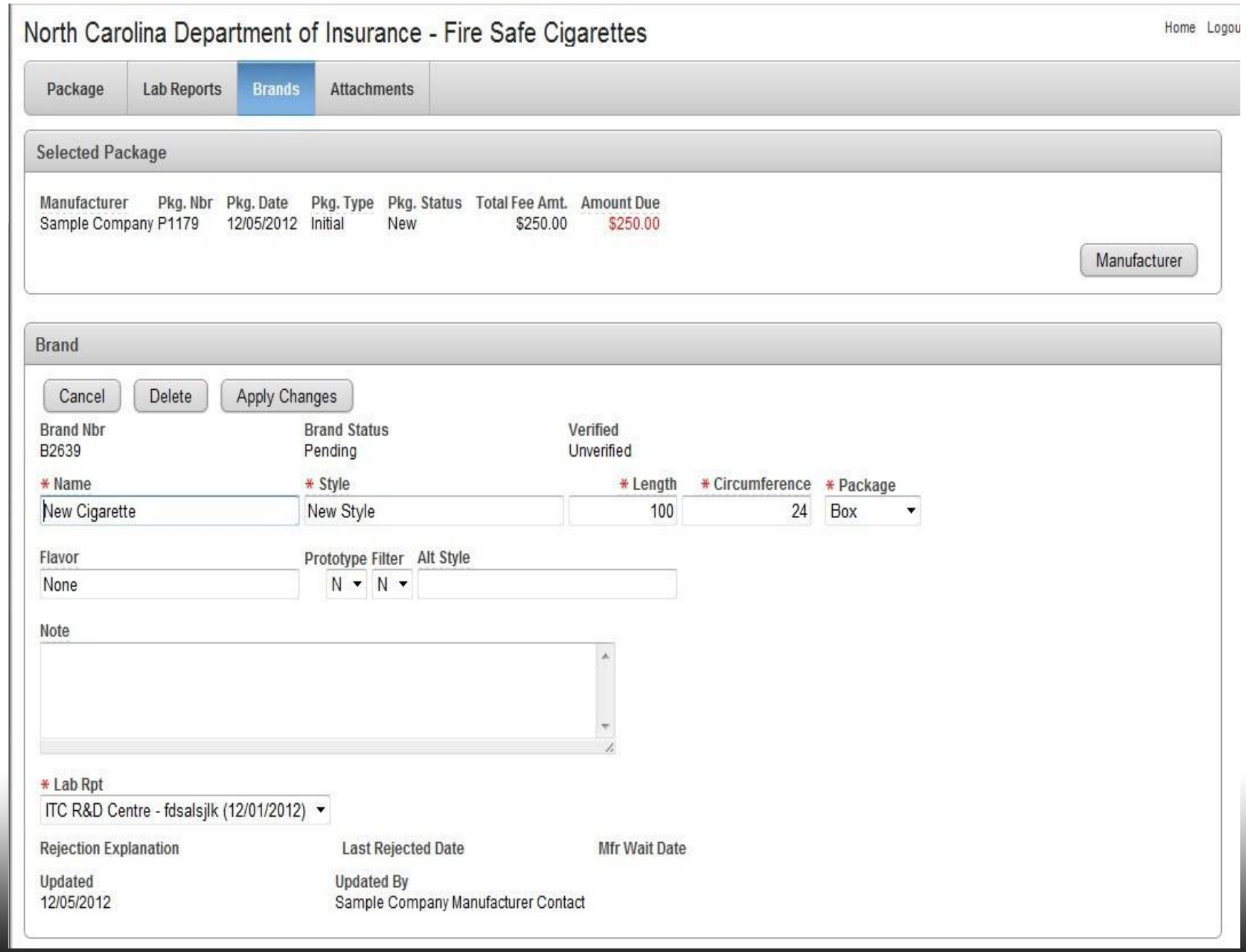
OSFM



After saving one or more brands you will see a list of the brands attached to the package.

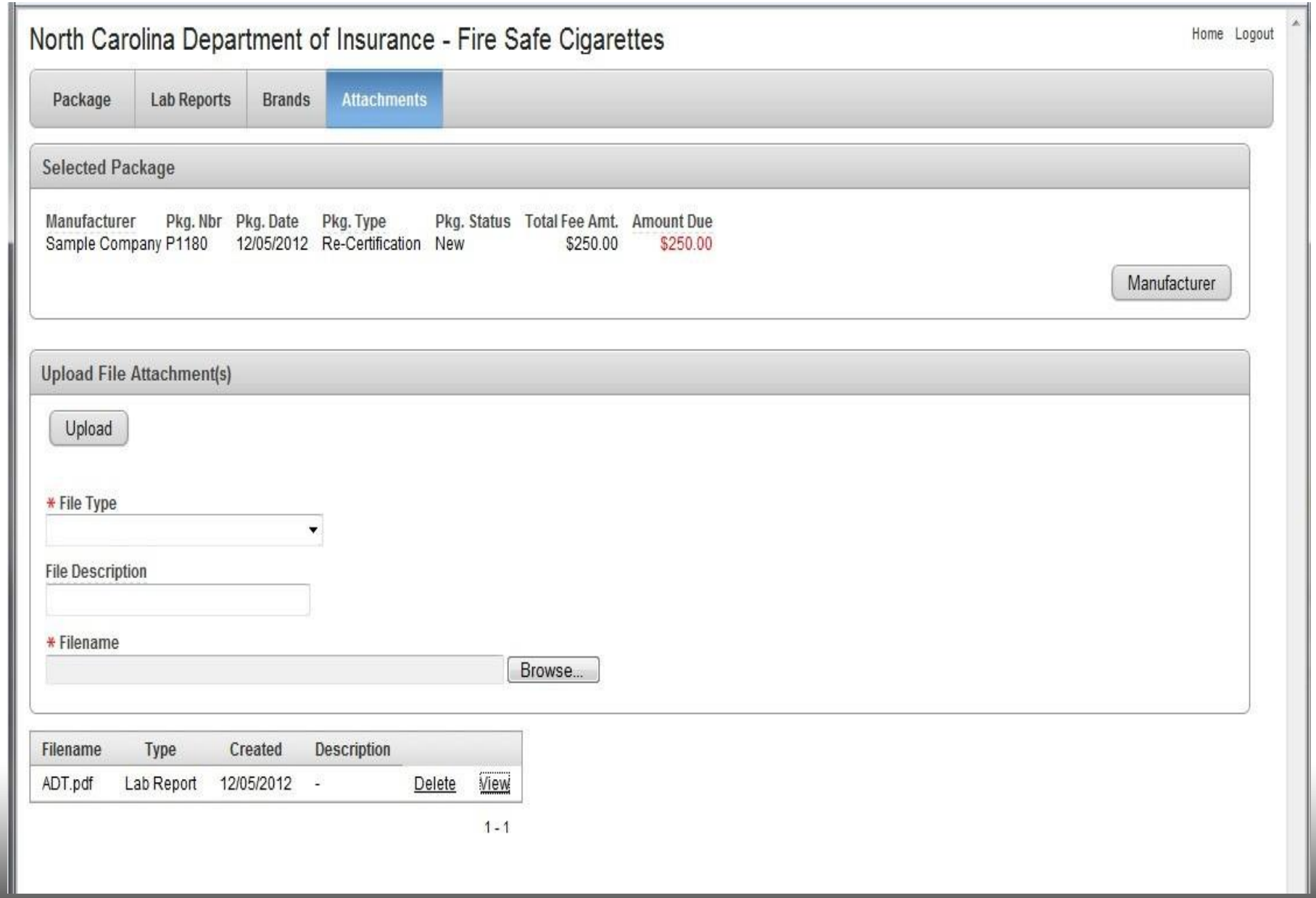
To add more brands click the Add button. To edit click the Pencil for the desired brand.

OSFM



If you return to a brand to edit it you will be able to change the attributes of the brand if the package is type INITIAL or REFORMULATION. If the package is RECERTIFICATION you will only be able to change the Lab report. Click Apply Changes to save any changes.

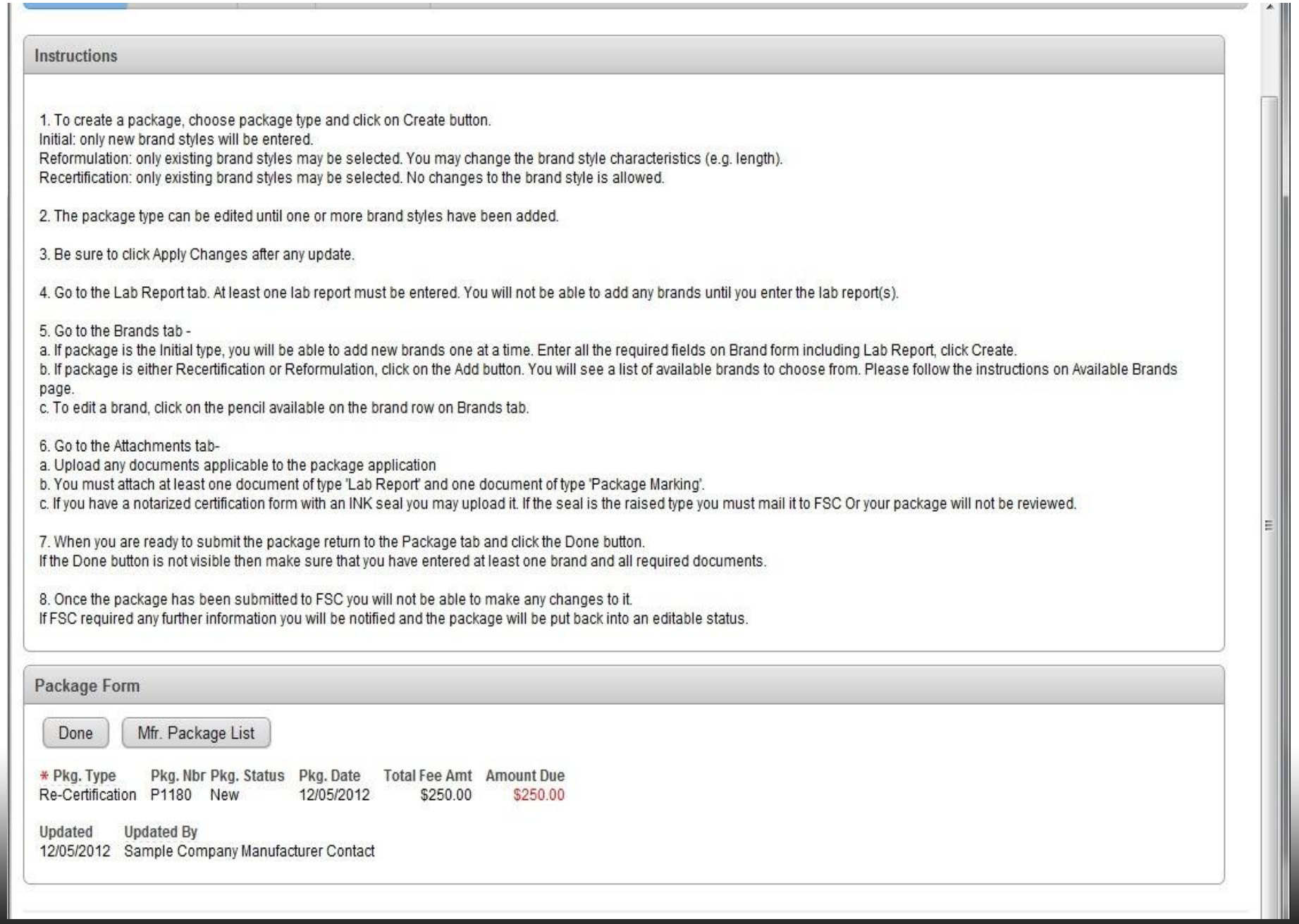
OSFM



Attachment Tab

You must upload at least one attachment of type Lab Report and at least one attachment of type Package Marking. You will also need to provide a notarized certificate. If you have one with an INK seal you may upload it now. Otherwise you will need to mail to FSC. To add an attachment select the file type, browse to the file on your computer and click Upload.

OSFM



When your package is complete return to the Package Tab and click the Done Button. If you do not see the Done button then you either have not entered any brands or you have not attached the required attachment types.