CREATING PACKAGES FOR SUBMISSION TO THE FIRE SAFE CIGARETTE PROGRAM

When you login you will see a list of all brands associated with your company. Above the list, in red, are messages indicating the number of brands that are close to expiring.

North Carolina Department of Insurance - Fire Safe Cigarettes

Logout

| Brand List | Mfr Information | Packages |

4 brand(s) are expired   **2 brand(s) expire within 60 days**

Brand List for Sample Company

Q▾ [   ] [Go]   [Actions ▾]

Brand	Name	Style	Length	Circumference	Filter	Package	Flavor	End Date	Expiration Period
B2290	Sample Brand 6	Full Flavor	84	24.8	Y	Box	N/A	01/25/2013	2 Months
B2289	Sample Brand 5	Virginia Blue	83	24.5	Y	Box	N/A	01/25/2013	2 Months
B2288	Sample Brand 4	American Red	84	25	Y	Box	N/A	01/25/2013	Expired
B2287	Sample Brand 3	Virginia Menthol	84	24.8	Y	Box	Menthol	01/25/2013	Expired
B2286	Sample Brand 2	Virginia Gold	83	24.8	Y	Box	N/A	01/25/2013	Expired
B2285	Sample Brand 1	Virginia Pink	83	25.1	Y	Box	N/A	01/25/2013	Expired

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On the Mfr Information tab you can update contact and address information for your company. You may also change your representative.
Note: if your representative is linked to other companies you will not be able to change his/her information. Contact FSC for assistance

On the Packages tab you will see a list of all packages for your company.
You may view any package, but you may only edit ones 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.

North Carolina Department of Insurance - Fire Safe Cigarettes

Brand List	Mfr Information	Packages

Instructions

To create a package, click create button.
To edit a package, click on pencil icon available in the package row.

Create button

Create

	Pkg. Type	Pkg. Status	Pkg. Date	Total Fee Amt	Mfr Wait Date	Completed Date	Pkg. Nbr
🖉	Reformulation	New	12/04/2012	$1,000.00	-	-	P1178
🖉	Initial	Completed	01/25/2010	$1,500.00	-	01/25/2010	P1043

Pencil   Status

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This is the screen you will use to create a new package. **It is very important that you choose the correct type. You will only be able to change the type if no brands are connected to the package.**

North Carolina Department of Insurance - Fire Safe Cigarettes

Package	Lab Reports	Brands	Attachments

Instructions

1. To create a package, choose package type and click on Create button.
Initial: only new brand styles will be entered.
Reformulation: only existing brand styles may be selected. You may change the brand style characteristics (e.g. length).
Recertification: only existing brand styles may be selected. No changes to the brand style is allowed.

Package Type Descriptions

2. The package type can be edited until one or more brand styles have been added.

3. Be sure to click Apply Changes after any update.

4. Go to the Lab Report tab. At least one lab report must be entered. You will not be able to add any brands until you enter the lab report(s).

5. Go to the Brands tab -
a. If package is the Initial type, you will be able to add new brands one at a time. Enter all the required fields on Brand form including Lab Report, click Create.
b. If package is either Recertification or Reformulation, click on the Add button. You will see a list of available brands to choose from. Please follow the instructions on Available Brands page.
c. To edit a brand, click on the pencil available on the brand row on Brands tab.

6. Go to the Attachments tab-
a. Upload any documents applicable to the package application
b. You must attach at least one document of type 'Lab Report' and one document of type 'Package Marking'.
c. If you have a notarized certification form with an INK seal you may upload it. If the seal is the raised type you must mail it to FSC Or your package will not be reviewed.

7. When you are ready to submit the package return to the Package tab and click the Done button.
If the Done button is not visible then make sure that you have entered at least one brand and all required documents.

8. Once the package has been submitted to FSC you will not be able to make any changes to it.
If FSC required any further information you will be notified and the package will be put back into an editable status.

Package Form

[Create]   [Mfr. Package List]

Package Type Selection

* Pkg. Type   Pkg. Date
[Initial   ▼]   12/05/2012

Next you will go to the Lab Reports tab. The first time you see it there will be no Lab Reports and the screen will look like this. 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.

North Carolina Department of Insurance - Fire Safe Cigarettes   Home Logout

| Package | Lab Reports | Brands | Attachments |

Selected Package

| Manufacturer | Pkg. Nbr | Pkg. Date | Pkg. Type | Pkg. Status | Total Fee Amt. | Amount Due |
| Sample Company | P1179 | 12/05/2012 | Initial | New | $.00 | $.00 |

Manufacturer

Add ← Add button

No data found.

Manufacturer Button

To add a Lab Report: Select the Lab from the list. If your lab is not in the list Please contact FSC to have it added. Enter the project code and the test date. **Be sure to click Save.**

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 when you get to the attachment tab.

North Carolina Department of Insurance - Fire Safe Cigarettes

| Package | Lab Reports | Brands | Attachments |

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	$.00	$.00

[Manufacturer]

[Add]

	Lab	Project Code	Test Date
✏	ITC R&D Centre	fdsalsjlk	12/01/2012

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

North Carolina Department of Insurance - Fire Safe Cigarettes   Home   Logout

| Package | Lab Reports | Brands | Attachments |

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	$.00	$.00

Manufacturer

🔍▾ [   ]   Go   Actions ▾   Add

No data found.

Add button

Add Brand – INITIAL Type Package – NEW BRANDS ONLY

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.

North Carolina Department of Insurance - Fire Safe Cigarettes   Home Logout

| Package | Lab Reports | **Brands** | Attachments |

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	$.00	$.00

Manufacturer

Brand

Cancel Create

* Name

* Style

* Length * Circumference * Package
Box ▼

Flavor

Prototype Filter Alt Style
N ▼ N ▼

Note

* Lab Rpt
ITC R&D Centre - fdsalsjlk (12/01/2012) ▼   ← Select Lab Report

Add Brand – RECERT/REFORM Types – EXISTING BRANDS ONLY

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.

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.

North Carolina Department of Insurance - Fire Safe Cigarettes

| Package | Lab Reports | Brands | Attachments |

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1179	12/05/2012	Initial	New	$250.00	$250.00

Manufacturer

[Go] [Actions ▼] [Add]

	Status	Name	Style	Length	Circum.	Filter	Package	Flavor	Accepted	End Date	Expired	Brand Nbr	Verified
✏	Pending	New Cigarette	New Style	100	24	N	Box	None	-	-	-	B2639	Unverified

1 - 1

Pencil

Add button

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.

North Carolina Department of Insurance - Fire Safe Cigarettes

Home   Logou

| Package | Lab Reports | Brands | Attachments |

Selected Package

| Manufacturer | Pkg. Nbr | Pkg. Date | Pkg. Type | Pkg. Status | Total Fee Amt. | Amount Due |
| Sample Company | P1179 | 12/05/2012 | Initial | New | $250.00 | $250.00 |

Manufacturer

Brand

Apply Changes button

Cancel   Delete   Apply Changes

Brand Nbr
B2639

Brand Status
Pending

Verified
Unverified

* Name
New Cigarette

* Style
New Style

* Length
100

* Circumference
24

* Package
Box

Flavor
None

Prototype Filter   Alt Style
N   N

Note

* Lab Rpt
ITC R&D Centre - fdsalsjlk (12/01/2012)

Rejection Explanation

Last Rejected Date

Mfr Wait Date

Updated
12/05/2012

Updated By
Sample Company Manufacturer Contact

Next go to the 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 it to FSC. To add an attachment select the file type, browse to the file on your computer and click Upload.

North Carolina Department of Insurance - Fire Safe Cigarettes

Home Logout

| Package | Lab Reports | Brands | Attachments |

Selected Package

Manufacturer	Pkg. Nbr	Pkg. Date	Pkg. Type	Pkg. Status	Total Fee Amt.	Amount Due
Sample Company	P1180	12/05/2012	Re-Certification	New	$250.00	$250.00

Manufacturer

Upload File Attachment(s)

Upload ←———— Upload button

* File Type

▼ ←——— File Type select

File Description

* Filename

Browse... ←——— Browse Button

Filename	Type	Created	Description		
ADT.pdf	Lab Report	12/05/2012	-	Delete	View

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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.

Instructions

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Package Form

[Done] [Mfr. Package List]   ← Done button

* Pkg. Type	Pkg. Nbr	Pkg. Status	Pkg. Date	Total Fee Amt	Amount Due
Re-Certification	P1180	New	12/05/2012	$250.00	$250.00

Updated	Updated By
12/05/2012	Sample Company Manufacturer Contact