

NORTH CAROLINA FIRE SAFE CIGARETTE CREATING PACKAGES FOR SUBMISSION

rand List	Mfr Information	n Packages							
rand(s)	are expired	2 brand(s) expi	ire within 60	0 days					
and List f	or Sample Compa	iny		N. 250					
		15							
74									
۶-		G	o Acti	ions 💌					
ک≁ Brand	Name	G	0 Acti	ions 🔻	Filter	Package	Flavor	End Date	Expiration Period
کر۔ Brand	Name Sample Brand 6	G <u>Style</u> Full Flavor	0 Acti Length 84	ions Circumference 24.8	<u>Filter</u> Y	<u>Package</u> Box	<u>Flavor</u> N/A	End Date 01/25/2013	Expiration Period 2 Months
2,	<u>Name</u> Sample Brand 6 Sample Brand 5	G <u>Style</u> Full Flavor Virginia Blue	0 Acti Lenqth 84 83	ions Circumference 24.8 24.5	Filter Y Y	<u>Packaqe</u> Box Box	Flavor N/A N/A	End Date 01/25/2013 01/25/2013	Expiration Period 2 Months 2 Months
Brand 32290 32289 32288	Name Sample Brand 6 Sample Brand 5 Sample Brand 4	<u>Style</u> Full Flavor Virginia Blue American Red	0 Acti Length 84 83 84	ions Circumference 24.8 24.5 25	Filter Y Y Y	Package Box Box Box	Flavor N/A N/A N/A	End Date 01/25/2013 01/25/2013 01/25/2013	Expiration Period 2 Months 2 Months Expired
Brand 32290 32289 32288 32287	Name Sample Brand 6 Sample Brand 5 Sample Brand 4 Sample Brand 3	Style Full Flavor Virginia Blue American Red Virginia Menthol	0 Acti	ions ▼ <u>Circumference</u> 24.8 24.5 25 24.8	Filter Y Y Y Y	Package Box Box Box Box Box	Flavor N/A N/A N/A Menthol	End Date 01/25/2013 01/25/2013 01/25/2013 01/25/2013	Expiration Period 2 Months 2 Months Expired Expired
Brand 32290 32289 32288 32287 32286	Name Sample Brand 6 Sample Brand 5 Sample Brand 4 Sample Brand 3 Sample Brand 2	Style Full Flavor Virginia Blue American Red Virginia Menthol Virginia Gold	0 Acti Length 84 83 84 84 84 83	ions ▼ <u>Circumference</u> 24.8 24.5 25 24.8 24.8 24.8	Filter Y Y Y Y Y	Package Box Box Box Box Box Box	Flavor N/A N/A N/A Menthol N/A	End Date 01/25/2013 01/25/2013 01/25/2013 01/25/2013 01/25/2013	Expiration Period 2 Months 2 Months Expired Expired Expired

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.



Anufacturer Information for Sample Company Apply Changes ompany Name Nbr Status Address City Ubeck Select State) Work Phone Middle Name Middle Name Middle Name Middle Name Middle Name Mork Phone Work Phone <th>rand List Mfr Information Packages</th> <th></th> <th></th>	rand List Mfr Information Packages		
Apply Changes Company Name Nbr Status First Name Oliver Last Name Wrede Email ovrede@von-eicken.com Work Phone (Select State) * State * Zip Code Secondary Contact First Name Middle Name City State * Zip Code Secondary Contact First Name Middle Name City State * Zip Code Secondary Contact First Name Middle Name City State * Zip Code Secondary Contact First Name Middle Name City State * Zip Code Secondary Contact First Name Middle Name City State Zip Region Country City State Secondary Contact Work Phone <	anufacturer Information for Sample Company	Primary Contact	Representative
(Select State) 23556 Region Secondary Contact City State Region Country Country Germany iax Phone (494) 518-9006 Uternate Phone Email Work Phone Work Ext	Apply Changes Company Name Nbr Status FEIN Sample Company 1083 Active 15-4253678 Address Line 1 Drechsler - Strasse 1-3 Address Line 2 City Lubeck State Zip Code	First Name Middle Name Oliver	To change the representative Select a different person from the dropo Edit. Representative (Select rep) Update Edit New Name Business Name Address Address
Web Address Work Phone Work Ext	(Select State) • Region Country Germany • Fax Phone (494) 518-9006 Alternate Phone Extension	Secondary Contact First Name Last Name Email	City State Zip Region Country Work Phone Extension Alternate Phone Extension Cell Phone Fax Email
	Web Address	Work Phone Work Ext	

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



VUIL	n Carolina D	epartmen)	t of Insurance	ce - Fire Safe	Cigarettes				Home	Log
Bra	nd List Mfr In	formation	Packages							
Instr	ctions									
To	reate a package, c	lick create butto	n.							
Toe	dit a package, click	con pencil icon	available in the pac	kage row.						
Toe	dit a package, click ate	con pencil icon	available in the pac	kage row.						
To e	dit a package, click ate <u>Pkq. Type</u>	c on pencil icon <u>Pkq. Status</u>	available in the pac <u>Pkq. Date</u>	kage row. <u>Total Fee Amt</u>	<u>Mfr Wait Date</u>	<u>Completed Date</u>	<u>Pkq. Nbr</u>	1		
To e	dit a package, click ate <u>Pkq. Type</u> Reformulation	con pencil icon <u>Pkg. Status</u> New	available in the pac <u>Pkq. Date</u> 12/04/2012	kage row. <u>Total Fee Amt</u> \$1,000.00	<u>Mfr Wait Date</u> -	<u>Completed Date</u> -	<u>Pkq. Nbr</u> P1178			

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.



orth Car	olina Depar	rtment o	f Insuranc	e - Fire	Safe Ci	igarette	es						Home Lo
Package	Lab Reports	Brands	Attachments										
Instructions													
I. To create a nitial: only ne Reformulatio Recertificatio	package, choose w brand styles wi n: only existing bra n: only existing bra	e package typ II be entered. and styles ma and styles ma	e and click on C ay be selected. Y ay be selected. N	reate button ou may cha o changes	n. Inge the bran to the brand	nd style cha style is allo	racteristics (e owed.	e.g. length).			_Packaş Descri	ge Typ ptions	е
2. The packa	ge type can be edi	ted until one	or more brand s	yles have b	een added.								
3. Be sure to	click Apply Chang	es aπer any ι	ipdate.	stared Vau	will pat he a	blata add.	anu branda u	ntil vou onto	the lob report	+(-)			
a. If package b. If package page. c. To edit a bi	is the Initial type, y is either Recertific and, click on the p	ou will be ab ation or Refo pencil availab	le to add new br rmulation, click le on the brand	ands one at on the Add t ow on Bran	t a time. Ente button. You w ids tab.	er all the req vill see a lis	quired fields (t of available	on Brand for brands to cf	m including La 100se from. Pl	ab Rep lease fo	ort, click Create. blow the instruction	s on Available E	Brands
6. Go to the A a. Upload any b. You must a c. If you have	ttachments tab- / documents appli attach at least one a notarized certific	icable to the p document of ation form wi	backage applica type 'Lab Repoi th an INK seal y	ion 1 and one d ou may uplo	locument of t bad it. If the s	ype 'Packag eal is the ra	ge Marking'. aised type yo	u must mail	it to FSC Or yo	our pack	kage will not be revi	ewed.	
7. When you If the Done bi	are ready to subm itton is not visible	it the packag then make s	e return to the P ure that you hav	ickage tab a entered at	and click the least one br	Done butto and and all	n. required doo	cuments.					
8. Once the p If FSC require	ackage has been ed any further infor	submitted to mation you w	FSC you will no vill be notified ar	be able to i d the packa	make any ch Ige will be pu	anges to it. It back into	an editable s	tatus.					
Package Fo	rm												
Create	Mfr. Package	List											
* Pkg. Type Initial	Pkg. 0 12/05/)ate 2012		Pac	ckage	Тур	e Sele	ectior	ı				

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.



North Carolina Departmen	t of Insurance - Fire Safe Cig	arettes	Home Logout
Package Lab Reports Bran	ds Attachments		
Selected Package			
Manufacturer Pkg. Nbr Pkg. Dat Sample Company P1179 12/05/20	e Pkg. Type Pkg. Status Total Fee Amt. 12 Initial New \$.00	Amount Due \$.00	Manufacturer
Lab Report			
*If the lab that you used is not listed plea	ase contact FSC to have it added.		
* Lab*	* Project Code	* Test Date	
A.W. Spears Research Center Altria/Phillip Morris Internal Lab Vo d Arista Laboratories, inc Bowman Gray Technical Center (ITC R&D Centre Japan Tocacco International Gern KT&G Corporation Central Resear Labstat International Liggett Group LLC Lab Liggett Group LLC Lab R.J. Reynolds	of RJ Reynolds) nany GmbH rch Institute		

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.



orth Car	olina Depar	tment of	nsurance - Fire Safe Cigarettes	Home Logou
Package	Lab Reports	Brands	Attachments	
Selected Pa	ckage			
M <mark>anufacture</mark> Sample Com	r Pkg. Nbr P pany P1179 1	kg. Date 2/05/2012	n Type Pkg. Status Total Fee Amt. Amount Due al New \$.00 \$.00	
				Manufacturer
Add				
ļ	L <u>ab Pro</u>	oject Code	Test Date	
/ ITC R8	D Centre fdsal	sjik	12/01/2012	

1-1

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.



North Car	olina Depa	irtment c	of Insurance -	Fire Safe Cigarettes	Home Logout
Package	Lab Reports	Brands	Attachments		
Selected Pa	ckage				
Manufacture Sample Com	r Pkg. Nbr pany P1179	Pkg. Date 12/05/2012	Pkg. Type Pkg. Sta Initial New	us Total Fee Amt. Amount Due \$.00 \$.00	Manufacturer
Add					
No data found.					

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.

Next go to the Lab



North Car	olina Depar	tment of	Insurance -	Fire Safe Cigarettes	.ogout
Package	Lab Reports	Brands	Attachments		
Selected Pa	ckage				
Manufacture Sample Com	r Pkg. Nbr P pany P1179 1.	kg, Date 2/05/2012	Pkg. Type Pkg. Stat nitial New	us Total Fee Amt. Amount Due \$.00 \$.00 Manufacturer	
Q.			Go Act	ions 🔻	
No data found.					

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



Package Lab Reports	Brands Attachments					
elected Package						
lanufacturer Pkg. Nbr Pk ample Company P1179 12	(g. Date Pkg. Type Pkg. Status Total Fe 2/05/2012 Initial New	ee Amt. Amount Due \$.00 \$.00				Manufacturer
and						
Cancel Create						
Cancel Create	* Style	* Length	* Circumference	* Package	•	
Cancel Create Name avor	* Style Prototype Filter Alt Style	* Length	* Circumference	* Package Box	•	
Cancel Create Name lavor	* Style Prototype Filter Alt Style N ▼ N ▼	* Length	* Circumference	* Package Box		
Cancel Create Name avor ote	* Style Prototype Filter Alt Style N ▼ N ▼	* Length	* Circumference	* Package Box	•	

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.



		Juntimon		ouruno		4	3						A DOVESSING.
ickage	Lab Repor	ts Bran	ds At	tachment	S								
ected P	Package												
ufactur iple Col	rer Pkg. Nb mpany P1178	r Pkg. Date 12/04/20	e Pkg. 12 Refor	Type mulation	Pkg. Statu New	s Total Fee \$1,00	Amt. Amour 10.00 \$1,0	nt Due 00.00					
													M
de													
us													
button	is enabled only	when there	are brand	s available	e to choose	from When S	ave button is	enabled sel	lect I ab Rot Select d	heckmark for b	rands to be add	led to this Pack	age (or click 'S
button ds' butt	is enabled only ton to select all t	when there brands and y	are brand /ou may ur	s available nselect the	e to choose e ones you c	from. When S hoose not to)	ave button is And Click Sav	enabled, sel ve.	lect Lab Rpt, Select c	heckmark for bi	rands to be add	led to this Pack	age (or click '
button ds' butto Se	is enabled only ton to select all t elect All Brand	when there brands and y	are brand /ou may ur	s available nselect the	e to choose e ones you c	from. When S hoose not to)	ave button is And Click Sav	enabled, sel /e.	lect Lab Rpt, Select c	heckmark for bi	rands to be add	led to this Pack	age (or click 'S
button ds' butto Se	is enabled only ton to select all t elect All Brand	when there brands and y s	are brand /ou may ur	s available nselect the	e to choose e ones you c	from. When S hoose not to)	ave button is And Click Sav	enabled, sel /e.	lect Lab Rpt, Select c	heckmark for bi	rands to be add	led to this Pack	age (or click 'S
button ds' butto Se Save	is enabled only ton to select all I elect All Brand Brands Lis	when there brands and y s	are brand you may ur	s available nselect the	e to choose e ones you c	from. When S hoose not to)	ave button is And Click Sav	enabled, sel ve.	lect Lab Rpt, Select c	heckmark for bi	rands to be add	led to this Pack	age (or click 'S
button ds' butto Se Jave Rpt RC Corr	is enabled only ton to select all I elect All Brand Brands Lis	when there brands and y s t	are brand /ou may ur	s available nselect the	e to choose e ones you c	from. When S hoose not to) 7(2012)	ave button is And Click Sav	enabled, sel /e.	lect Lab Rpt, Select c	heckmark for bi	rands to be add	led to this Pack	age (or click "
button ds' button Se Save Rpt &G Cor	is enabled only ton to select all I elect All Brand Brands List rporation Centra	when there brands and y s t al Research	are brand /ou may ur Institute	s available nselect the - fewuqw(- fewuqw(e to choose e ones you c 09390 (11/0 19390 (11/0	from. When S hoose not to) 7/2012) 7/2012)	ave button is And Click Sav	enabled, sel /e.	lect Lab Rpt, Select c	heckmark for b	rands to be add	led to this Pack	age (or click 'S
button ds' butto Save Rpt &G Cor an Toc:	is enabled only ton to select all I elect All Brand Brands List rporation Centra acco Internatio	when there brands and y s t al Research al Research nal German	are brand /ou may ur Institute Institute y GmbH -	s available nselect the - fewuqw0 - fewuqw0 - AABBS	e to choose e ones you c 09390 (11/0 9390 (11/0 5-909090 (1	from. When S hoose not to) 7/2012) 7/2012) 1/06/2012)	▼ And Click Sav PACKAGE	enabled, sel /e. FLAVOR	lect Lab Rpt, Select c BRAND_STATUS	heckmark for br	rands to be add	led to this Pack	age (or click 's
Save Save Rpt &G Cor an Toc:	is enabled only ton to select all I elect All Brand Brands List rporation Centra poration Centra acco Internatio B2289	when there brands and y s t al Research al Research nal German Sample Brand 5	are brand /ou may ur l Institute Institute - ly GmbH - Virginia Blue	s available nselect the - fewuqw0 - fewuqw0 - AABBS3 83	e to choose e ones you c 09390 (11/0 19390 (11/0 5-909090 (1 24.5	from. When S hoose not to) 7/2012) 7/2012) 1/06/2012) Y	And Click Sav	enabled, sel /e. FLAVOR N/A	lect Lab Rpt, Select c BRAND_STATUS Active	ACCEPTED 01/25/2010	END_DATE 01/25/2013	led to this Pack	COMPLETE 01/25/2010
button ds' button Save Rpt &G Corr &G Corr an Toc:]	is enabled only ton to select all I elect All Brand Brands Lis rporation Centra poration Centra acco Internatio B2289 B2290	when there brands and y s t al Research nal German Sample Brand 5 Sample Brand 6	are brand /ou may ur Institute Institute y GmbH - Virginia Blue Full Flavor	s available nselect the - fewuqw0 - AABBS 83 84	e to choose e ones you c 09390 (11/0 19390 (11/0 S-909090 (1 24.5 24.8	from. When S hoose not to) 7/2012) 7/2012) 11/06/2012) Y Y	And Click Save button is And Click Save button is And Click Save button is And Click Save box	enabled, sel /e. FLAVOR N/A N/A	lect Lab Rpt, Select c BRAND_STATUS Active Active	ACCEPTED 01/25/2010 01/25/2010	END_DATE 01/25/2013 01/25/2013	led to this Pack	complete 01/25/2010

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.



North	Caroli	na Depar	tment o	f Insuranc	ce - Fire	Safe Cig	garettes						Home Logout
Pack	age l	Lab Reports	Brands	Attachment	ts								
Selec	ted Packa	ige											
Manu Samp	facturer le Compan	Pkg. Nbr Pl vy P1179 12	kg. Date 2/05/2012	Pkg. Type Pk Initial Ne	g. Status To w	tal Fee Amt. \$250.00	Amount Due \$250.00					Mar	lufacturer
Q.				Go	Actions 🔻	Add	Ŀ						
	<u>Status</u>	<u>Name</u>	<u>Style</u>	<u>Length</u>	<u>Circum.</u>	<u>Filter</u>	<u>Packaqe</u>	<u>Flavor</u>	Accepted	End Date	<u>Expired</u>	Brand Nbr	<u>Verified</u>
1	Pending	New Cigarette	New Style	100	24	N	Box	None	-		-	B2639	Unverified

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.



orth Carolina Dep	partment of	Insurance - Fire Sa	fe Cigarettes			Ho
Package Lab Repor	ts Brands	Attachments				
Selected Package						
Manufacturer Pkg. Nbi Sample Company P1179	Pkg. Date Pi 12/05/2012 In	kg, Type Pkg, Status Total F itial New	ee Amt. Amount Due \$250.00 \$250.00			Manufacture
Brand						
Cancel Delete Brand Nbr B2639	Apply Change Bra Per	es and Status nding	Verified Unverified			
* Name	* 9	Style	* Length	* Circumference	* Package	
New Cigarette	Ne	ew Style	100	24	Box •	
Flavor	Der	atatura Filtar Alt Style				
None	PIC	N V N V				
Note			*			
* Lab Rpt		_0	A			
ITC R&D Centre - fdsalsji	k (12/01/2012) 🔻					
Rejection Explanation		Last Rejected Date	Mfr Wait Date			
Updated 12/05/2012		Updated By Sample Company Manufactu	rer Contact			

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 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
Ipload File Attachment(s)	
Upload	
Upload	
Vpload * File Type	
Upload ★ File Type ▼ File Description	
File Type File Description Filename	
Vpload * File Type File Description * Filename Browse	
Vpload * File Type File Description * Filename Browse ilename Type Created Description	
Vpload * File Type File Description * Filename Browse ilename Type Created Description ADT.pdf Lab Report 12/05/2012 - Delete View	

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.



2			200			14			
	n	e	tr	11	0	ti	0	na	2
		3	u	u	•	u	v	115	2

 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.

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.

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



 * 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 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.

