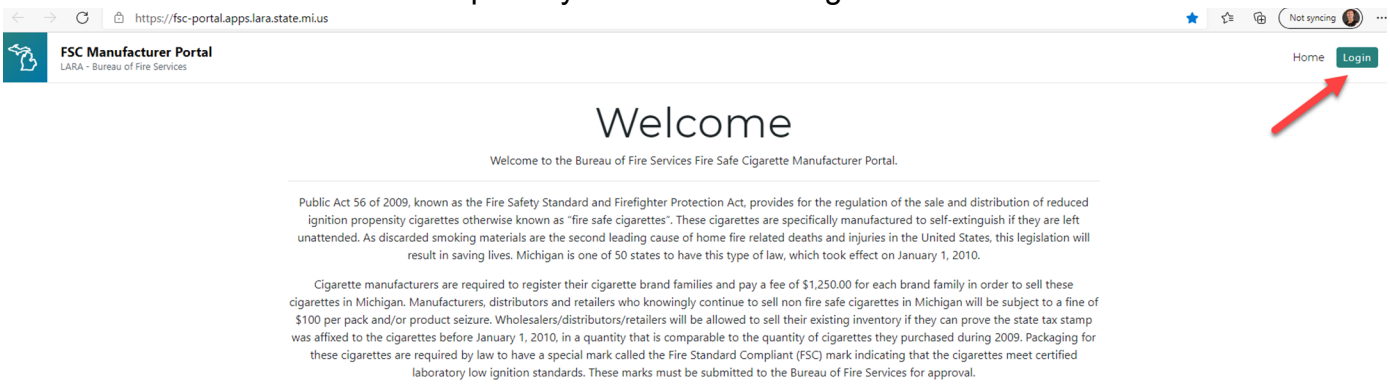
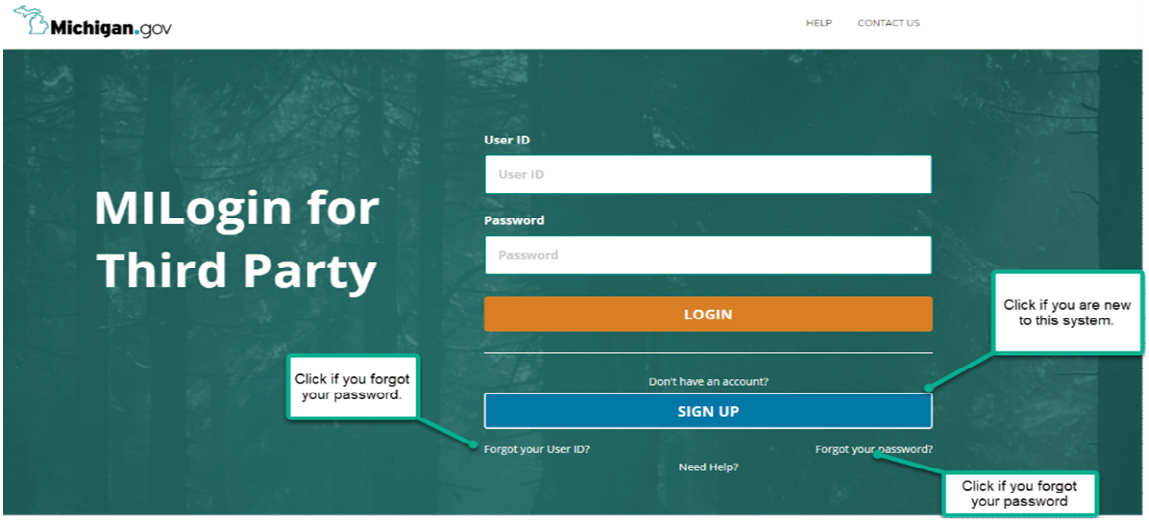
Fire Safe Cigarette Manufacture Instructions

The Bureau of Fire Services has moved the fire safe cigarette data from our old system to a new system. You will need to use the same email that the brands and styles were registered under in the old system, otherwise you won't see anything. If that happens you can contact us at firesafecigarettes@michigan.gov with the new email and we can change the email address for the brand once you have initially registered in the new system.

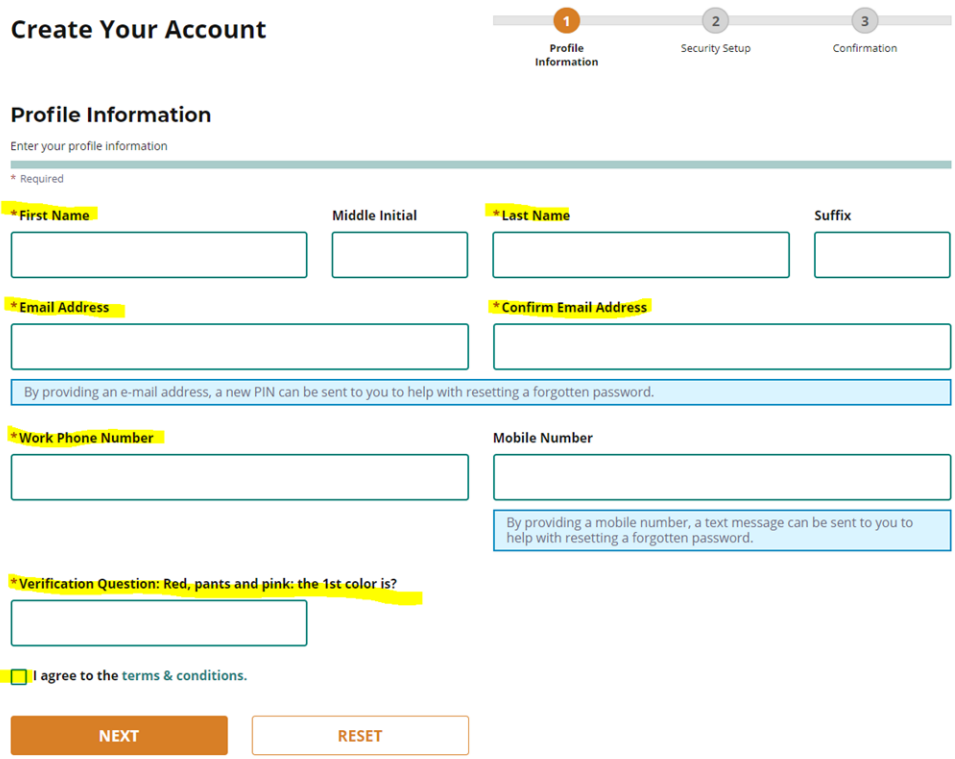
1. Log in https://fsc-portal.apps.lara.state.mi.us/
2. This welcome screen will come up and you will click on "login"

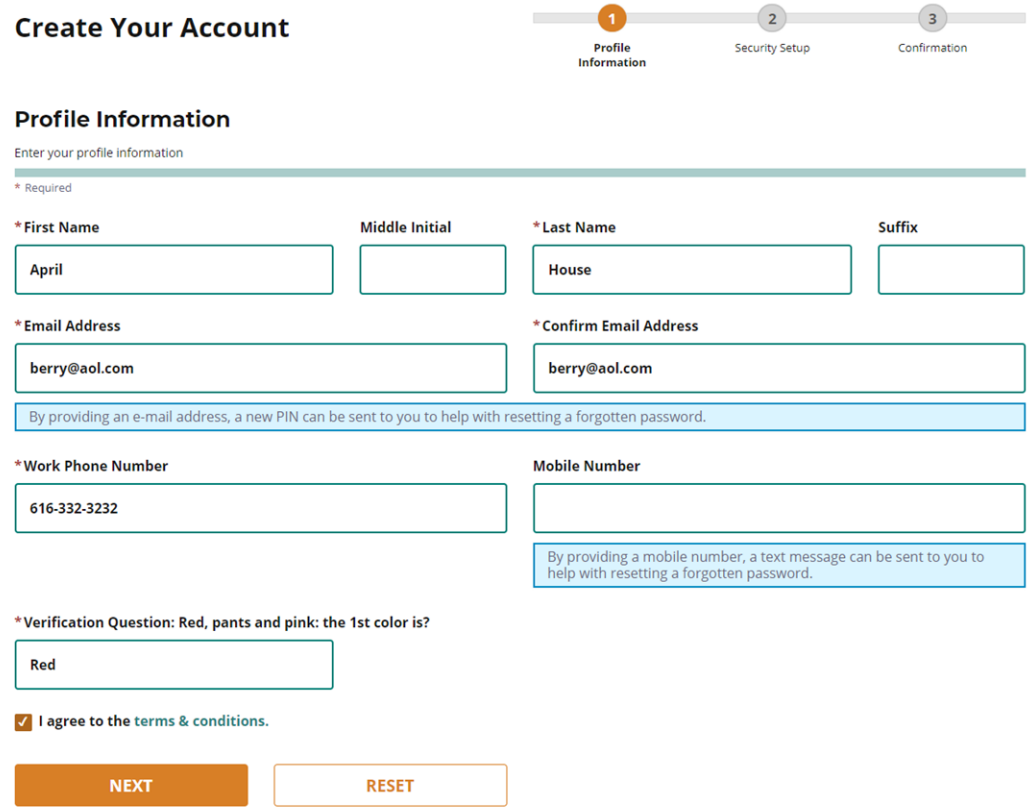


3. This screen will come up. First time users to this system will select sign up. If you have already signed up, you will fill in your user ID and password and click login.

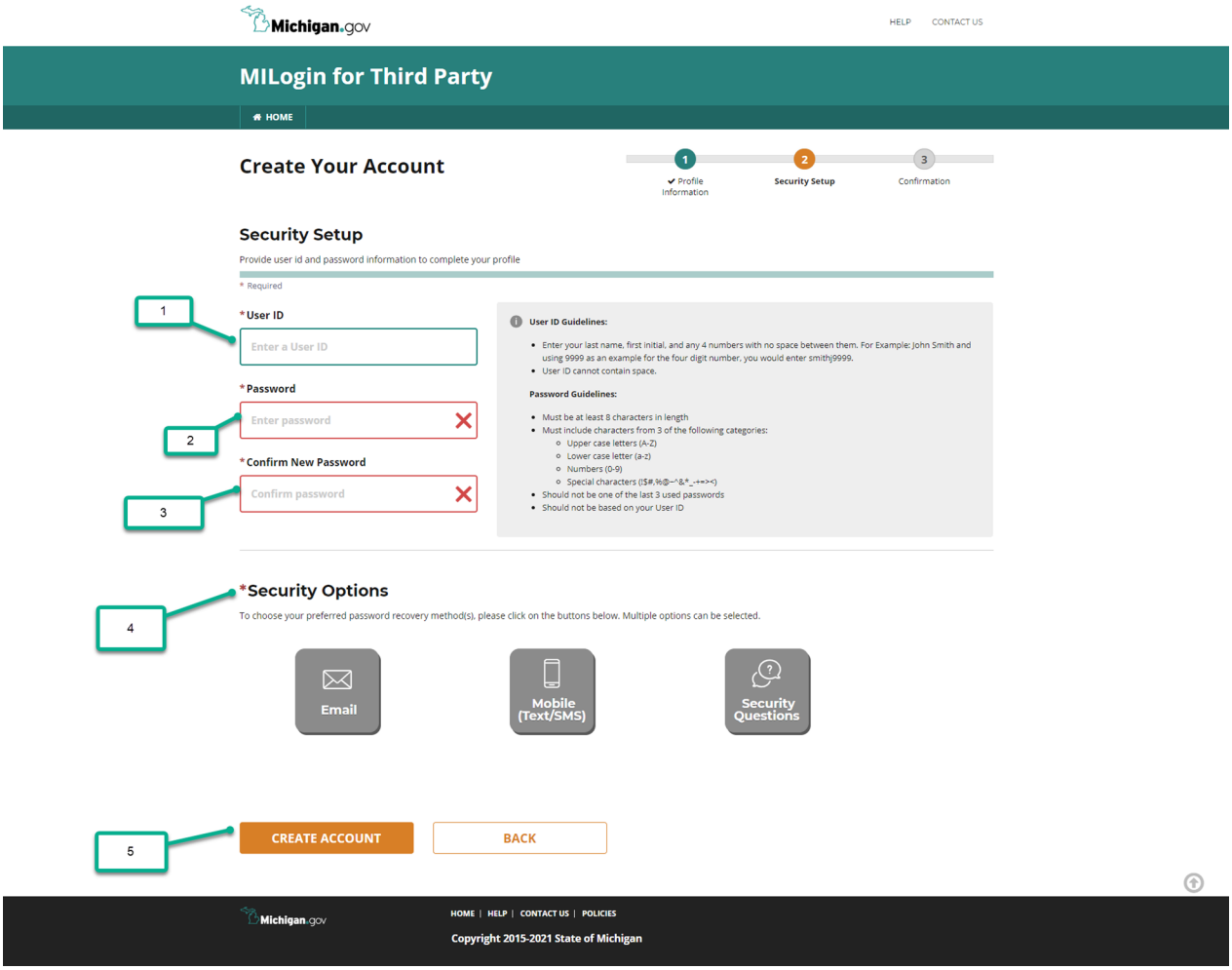


4. You need to fill in all the boxes that have an (*) and click the box that you agree to the terms & conditions. If you provide a mobile phone number, you can be sent a text message to help with resetting a forgotten password. Then you will click next.





5. You will fill in the user ID and password. See instruction on the right side of this screenshot to create a user ID and password. Then select your security option for your preferred password recovery method. Then click create account.

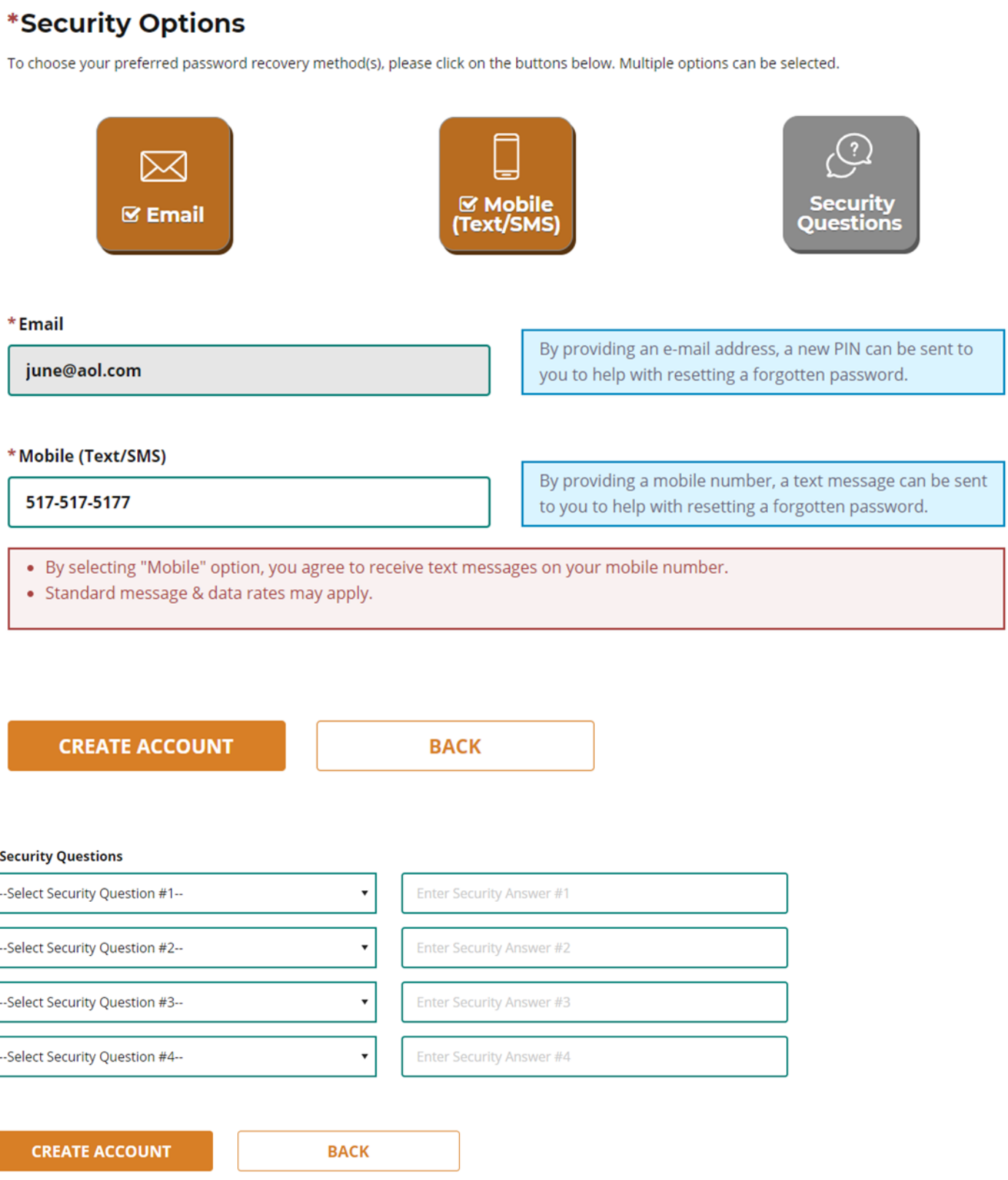


6. You can choose your preferred password recovery method, email, mobile or security questions. You can choose multiple options. If you choose email or mobile you will receive a confirmation number to type in.

   What email looks like.

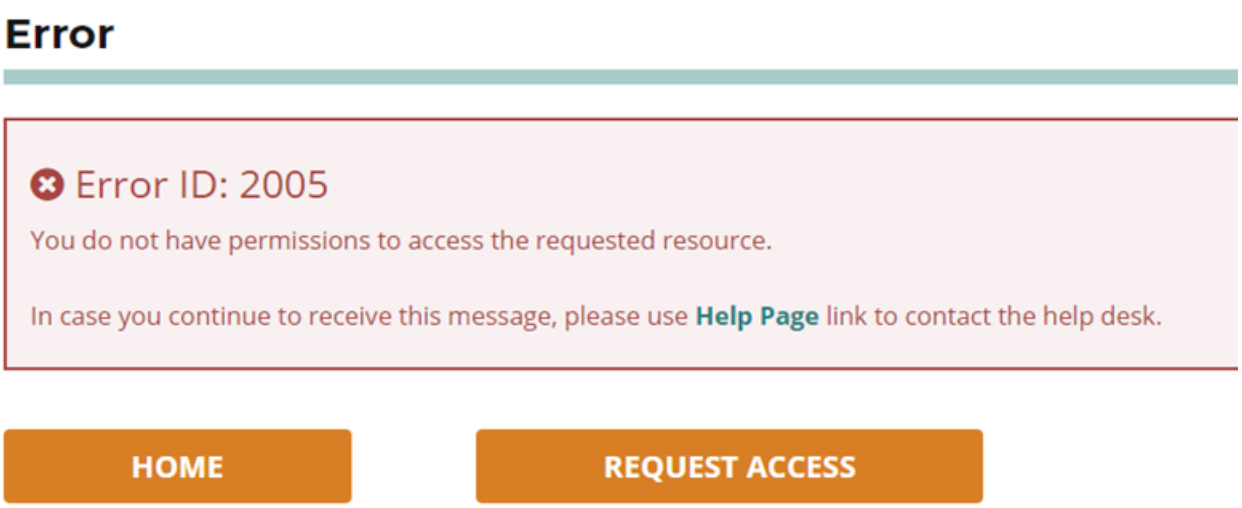
-----Original Message-----
From: DONOTREPLY-MILogin@michigan.gov
To: [redacted]
Sent: Thu, Jul 29, 2021 12:44 pm
Subject: Account Creation Submission Confirmed

This is to confirm that your request for online account creation has been submitted successfully. Your User ID is [redacted].
If you are facing any issues, please contact the Helpdesk. The Helpdesk information is available at https://milogintp.michigan.gov/uisecure/tpselfservice/anonymous/help
Thanks,
MILogin team

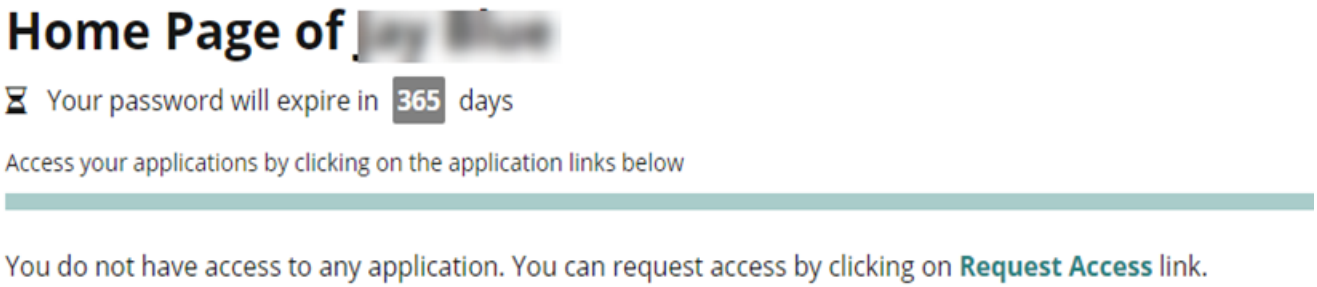


7. Once you have created the account you will get this screen and click request access.

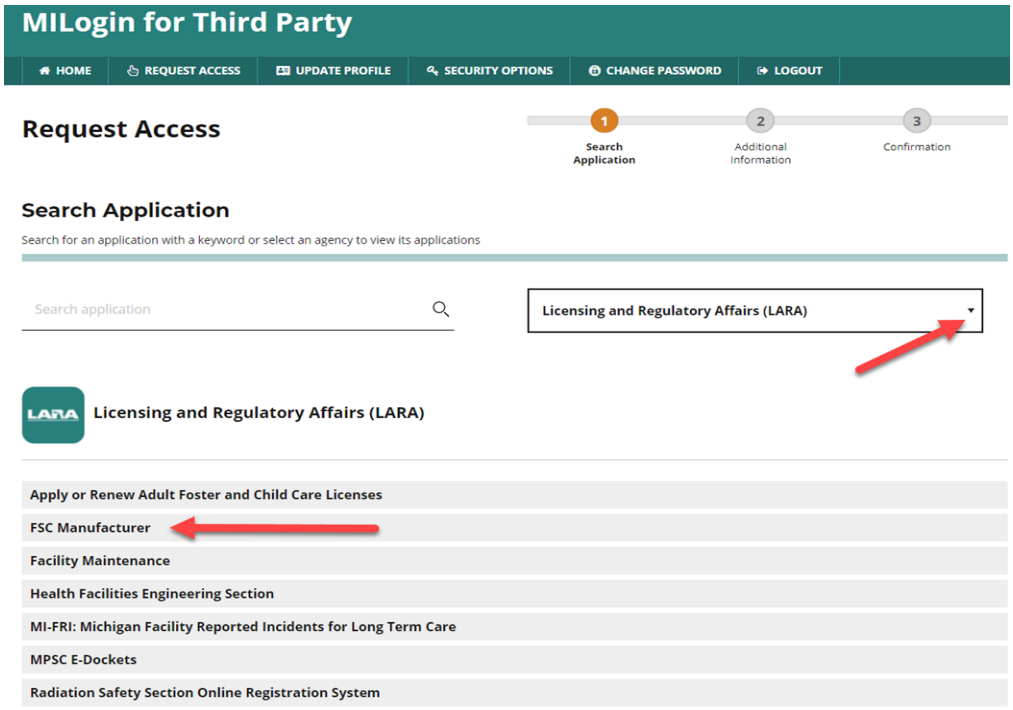
8. If you get this error, click home.



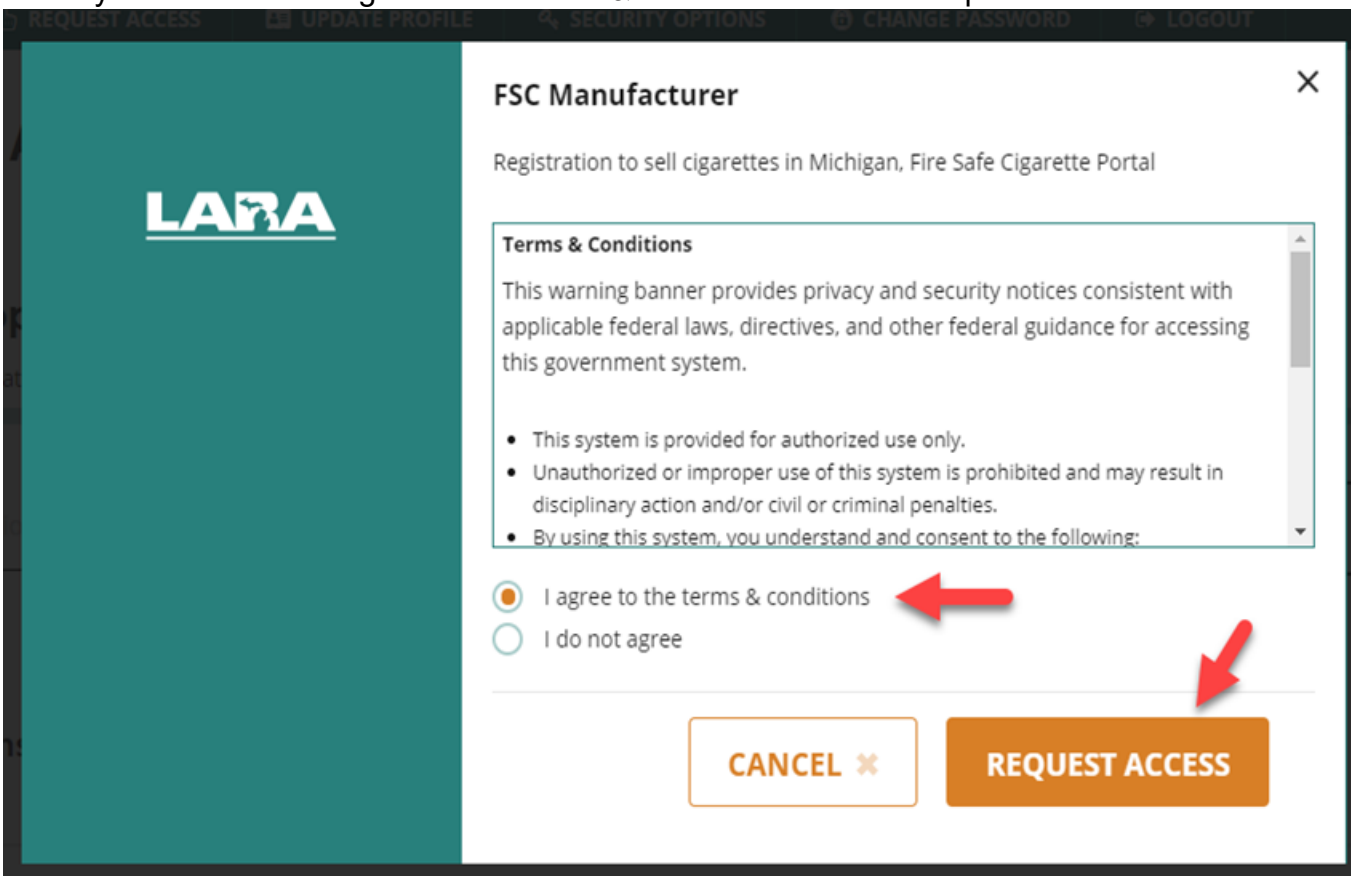
9. Then this page will come up. Click on request access.



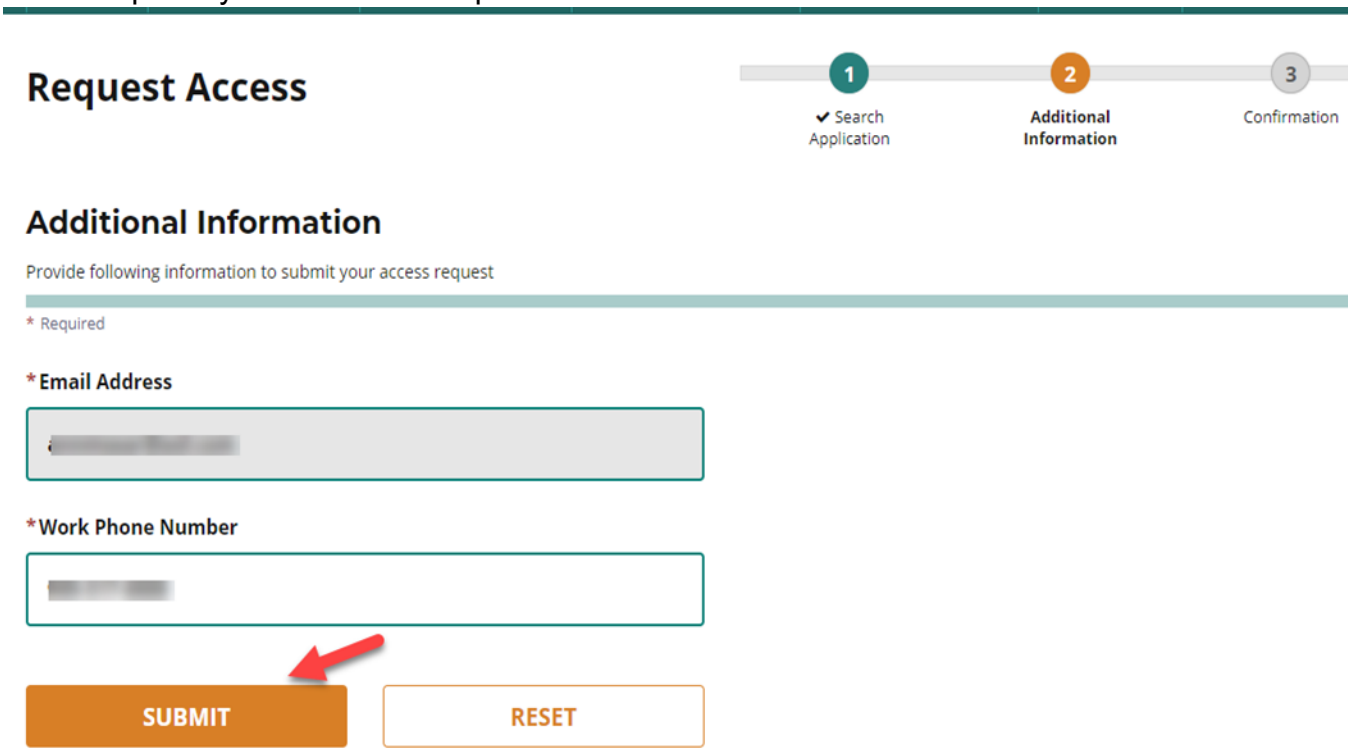
10. On this screen you will select Licensing and Regulatory Affairs (LARA) in the drop down. Then you will click on FSC Manufacturer.



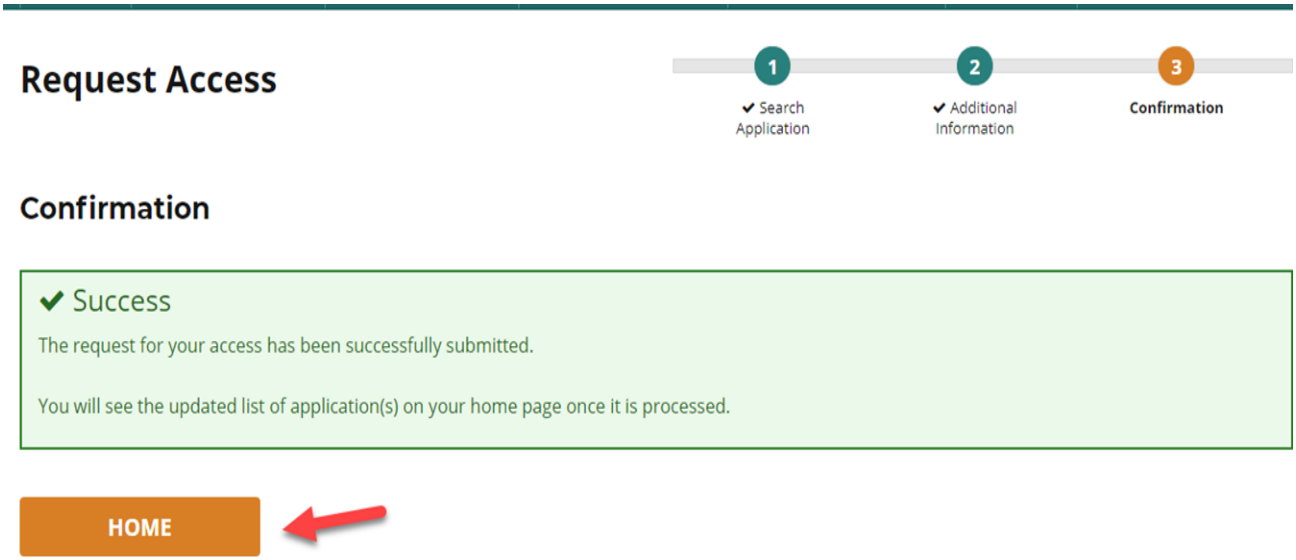
11. Then you will click on I agree to the terms & conditions and click request access.



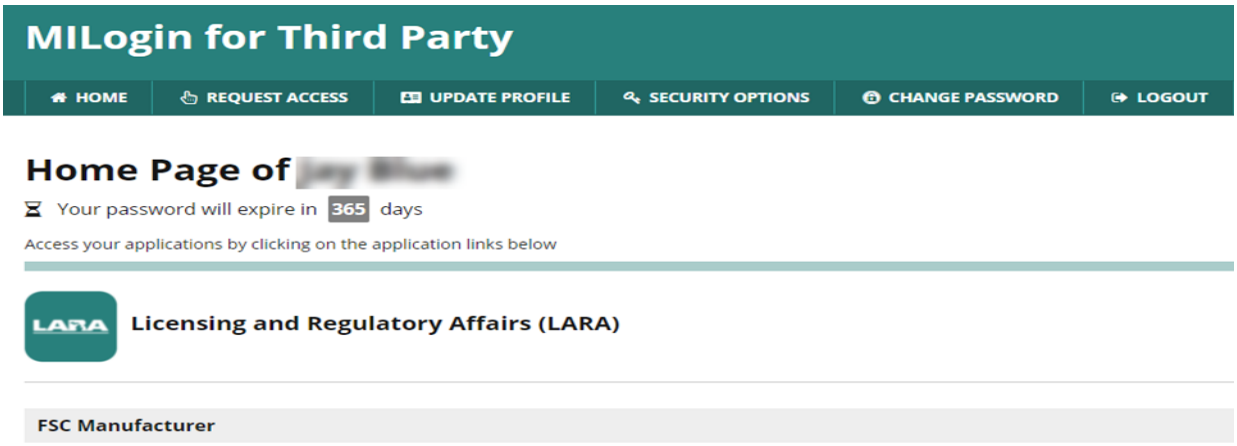
12. You will put in your address and phone number and click submit.



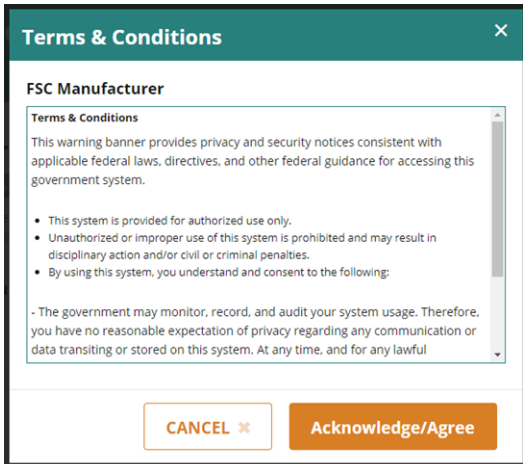
13. You can click on home.



14. This is what the home page will look like.

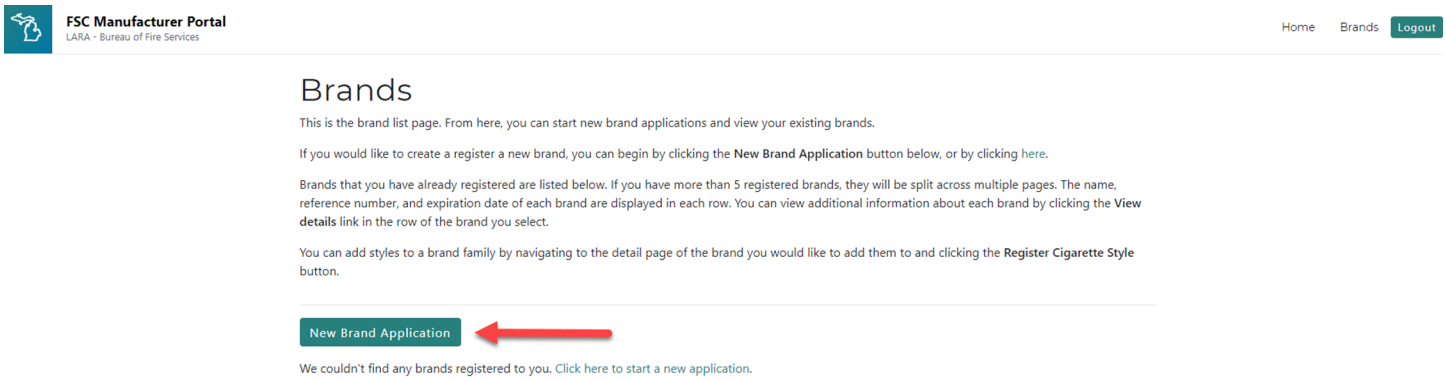


15. Click on Acknowledges/Agree.

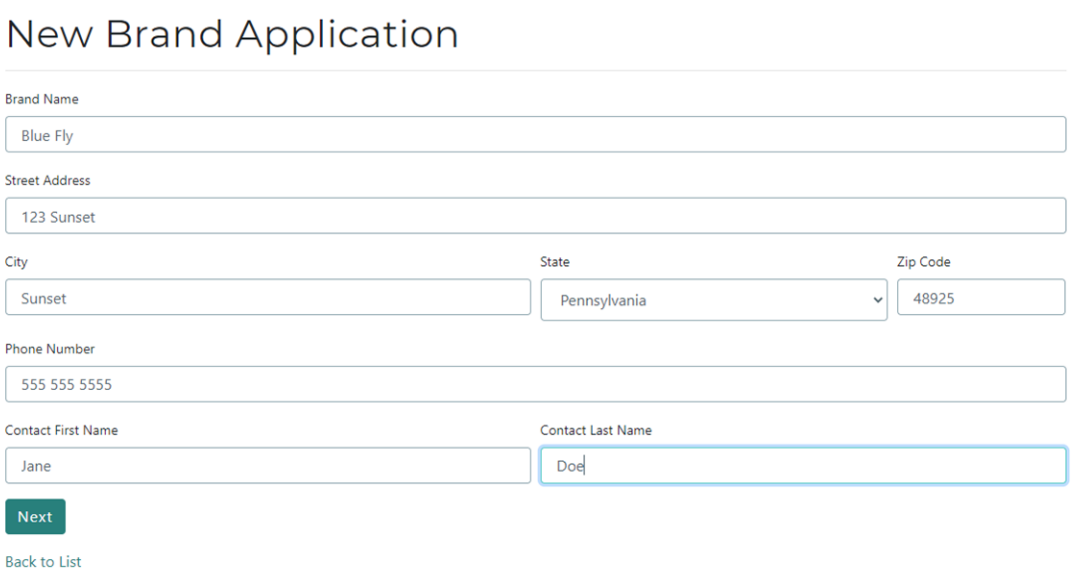


16. This is what come up after hitting acknowledge/agree. You will click Brands to add a brand.

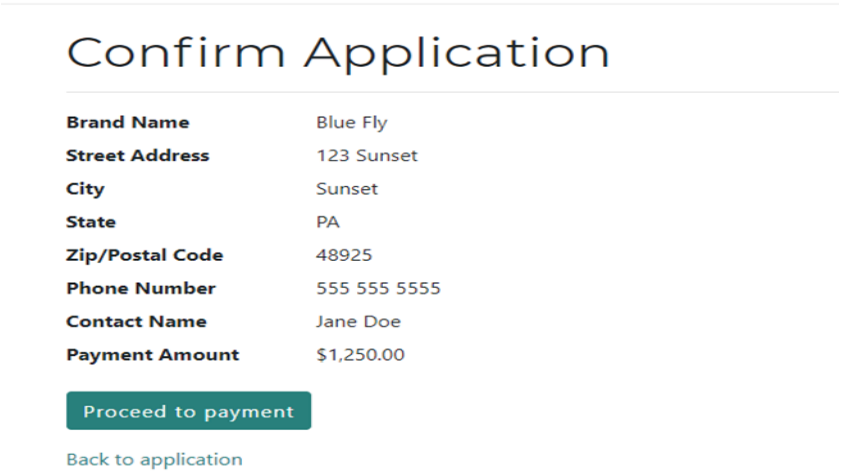
17. To add a new brand, you will click on new brand application.



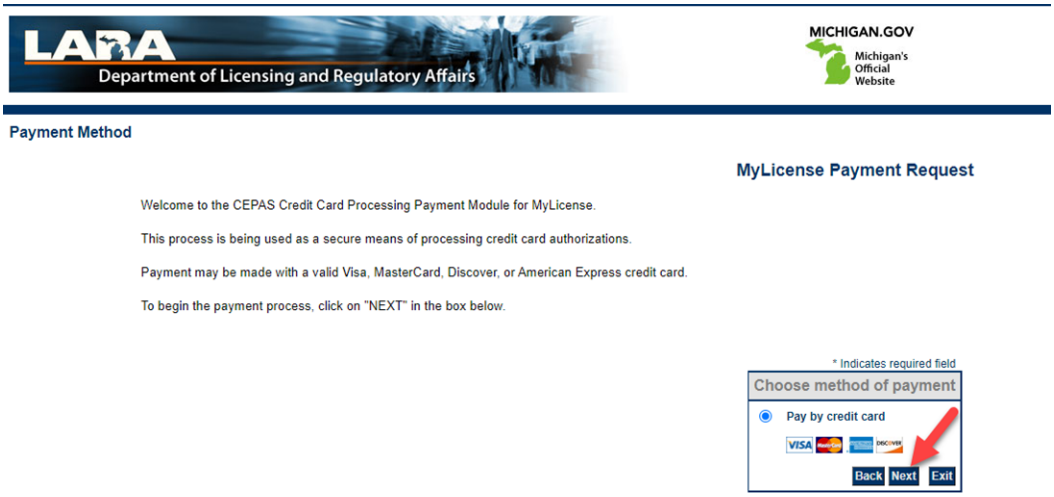
18. Add the brand information and click next.



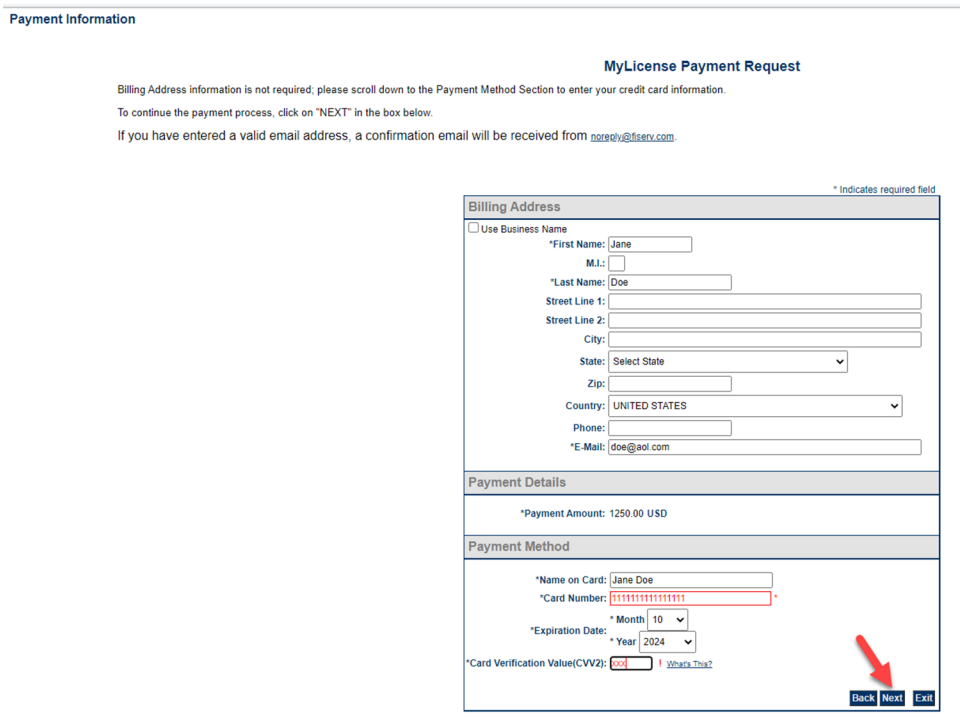
19. Confirm application screen will come up and you will proceed to payment.



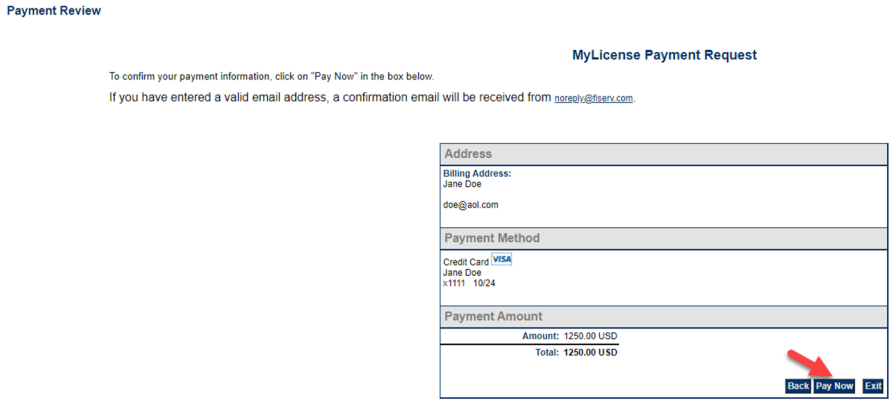
20. You will pay by credit card by clicking “next”.



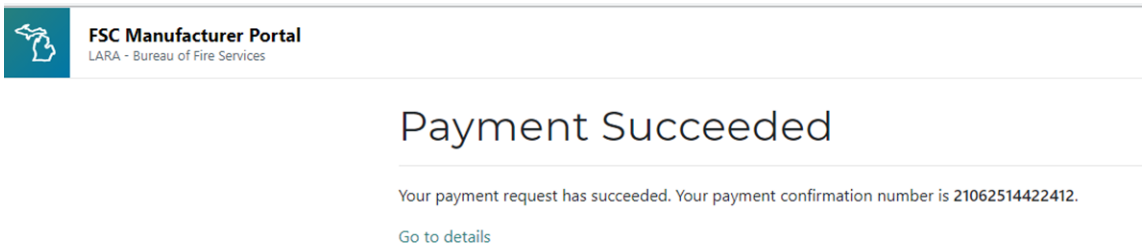
21. You will fill out the credit card information and click next.



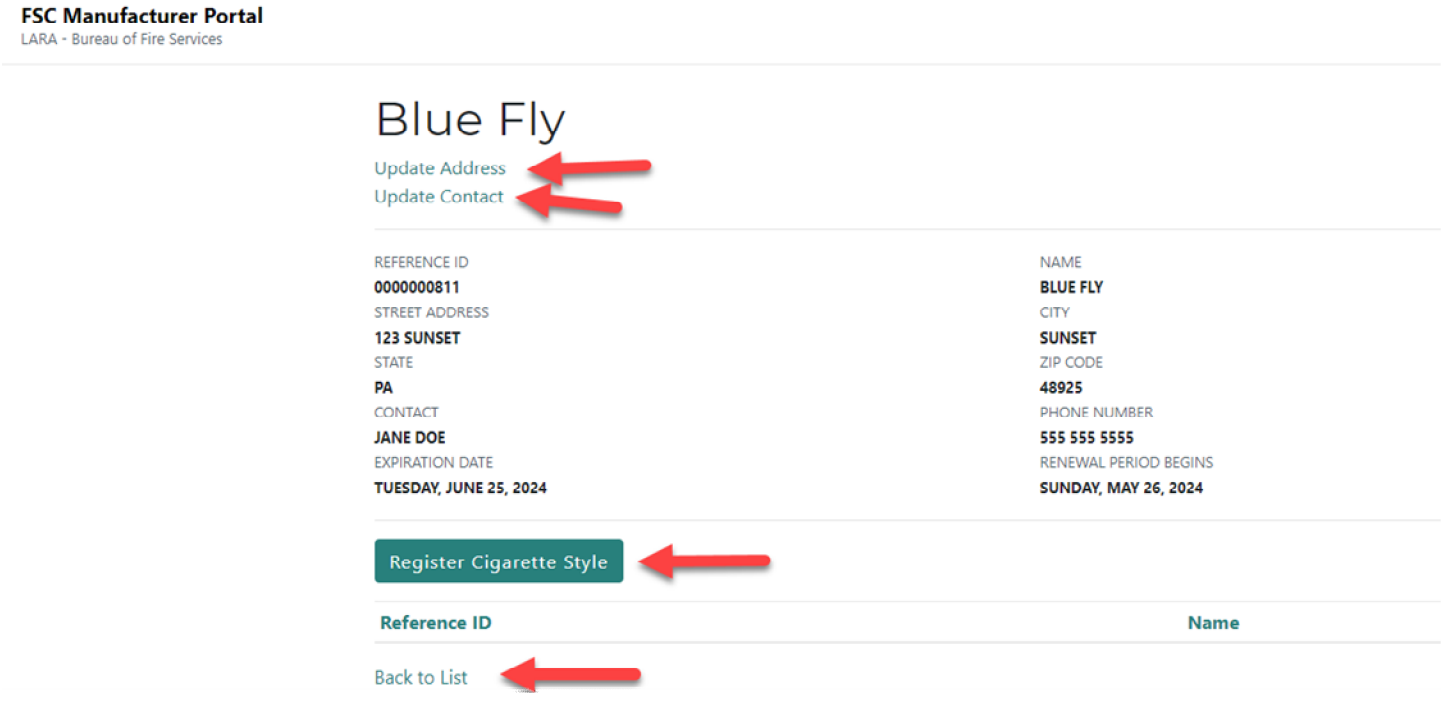
22. Click pay now.



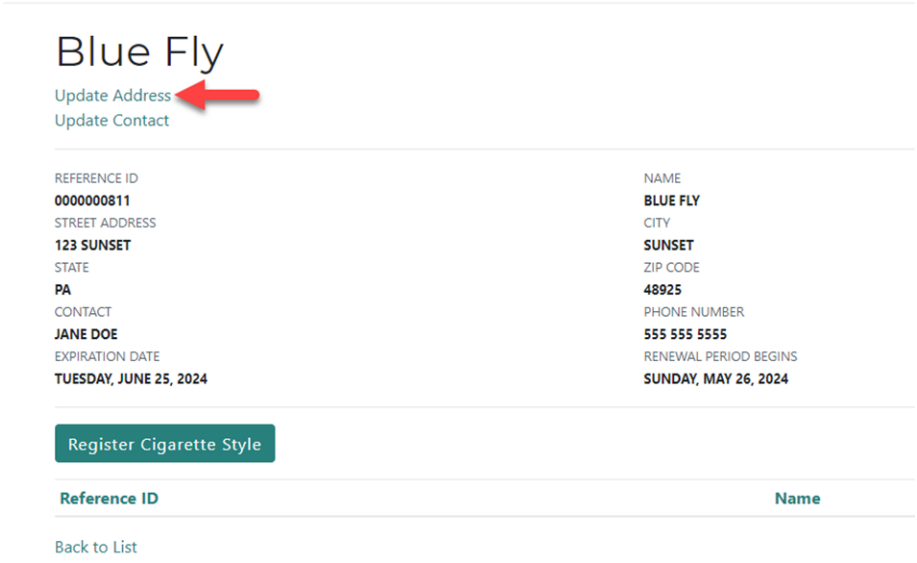
23. Once payment goes through you will get “Payment Succeeded”.



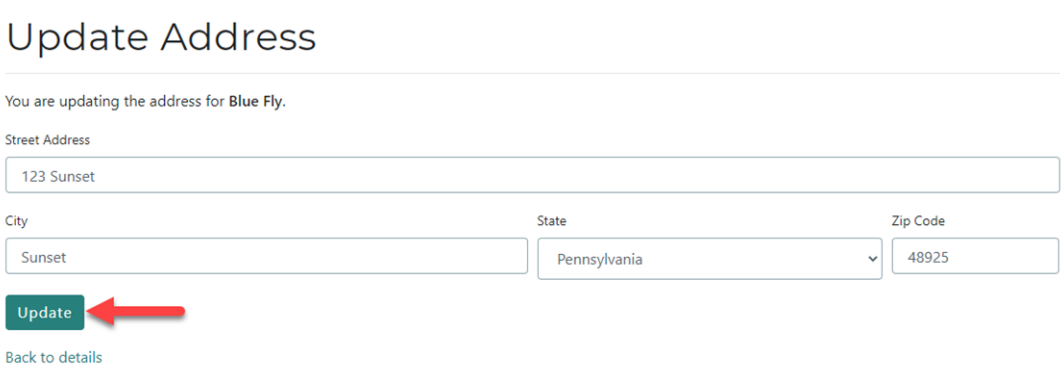
24. If you click on “Go to details” under payment succeeded this will come up and you will be able to update address, update contact, register cigarette styles for this brand or go back to the list.



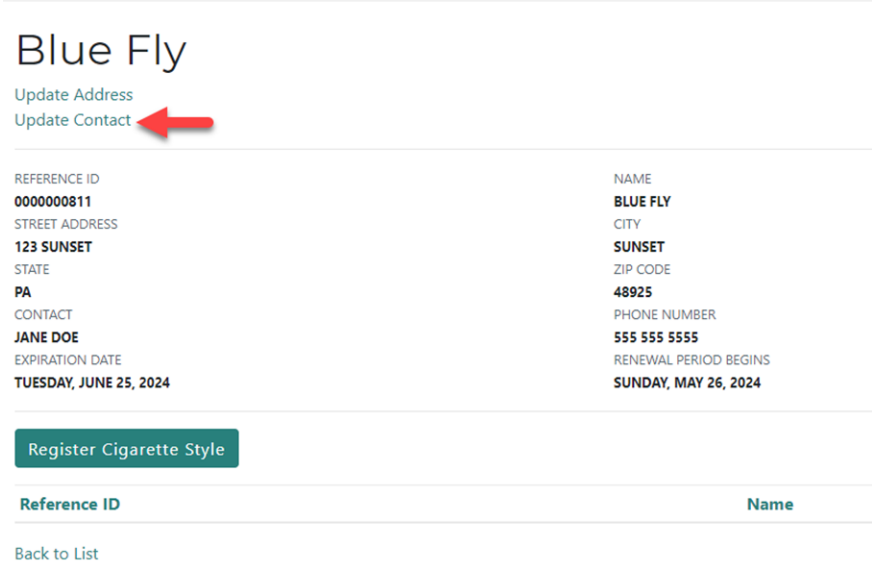
25. To update the address for the cigarette brand, click “update address”.



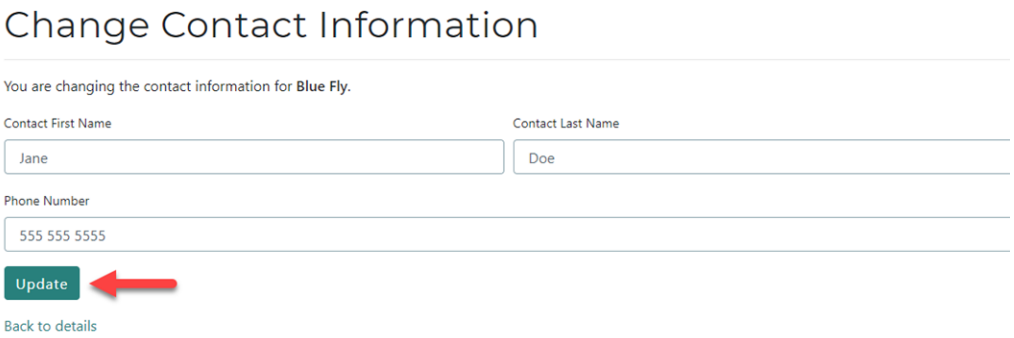
26. This will come up and you can make any changes needed to the address. Once you make the changes you click update and it will save the changes and take you back to where you can update the contact or register cigarette styles.



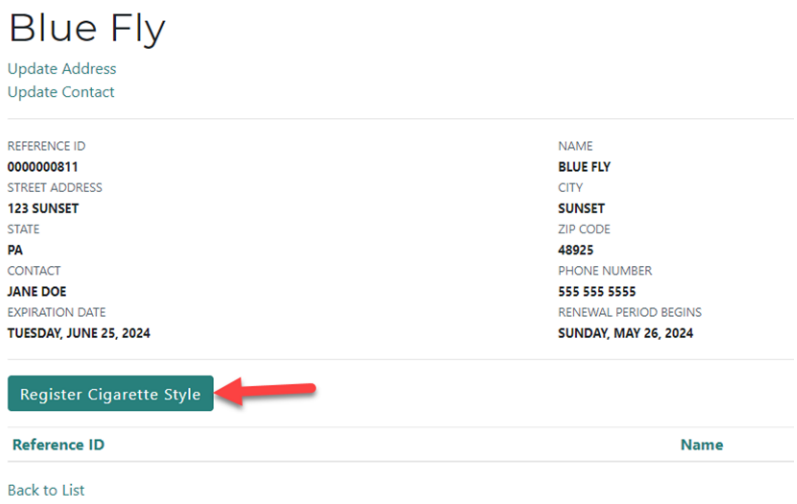
27. To update the contact, click on update contact.



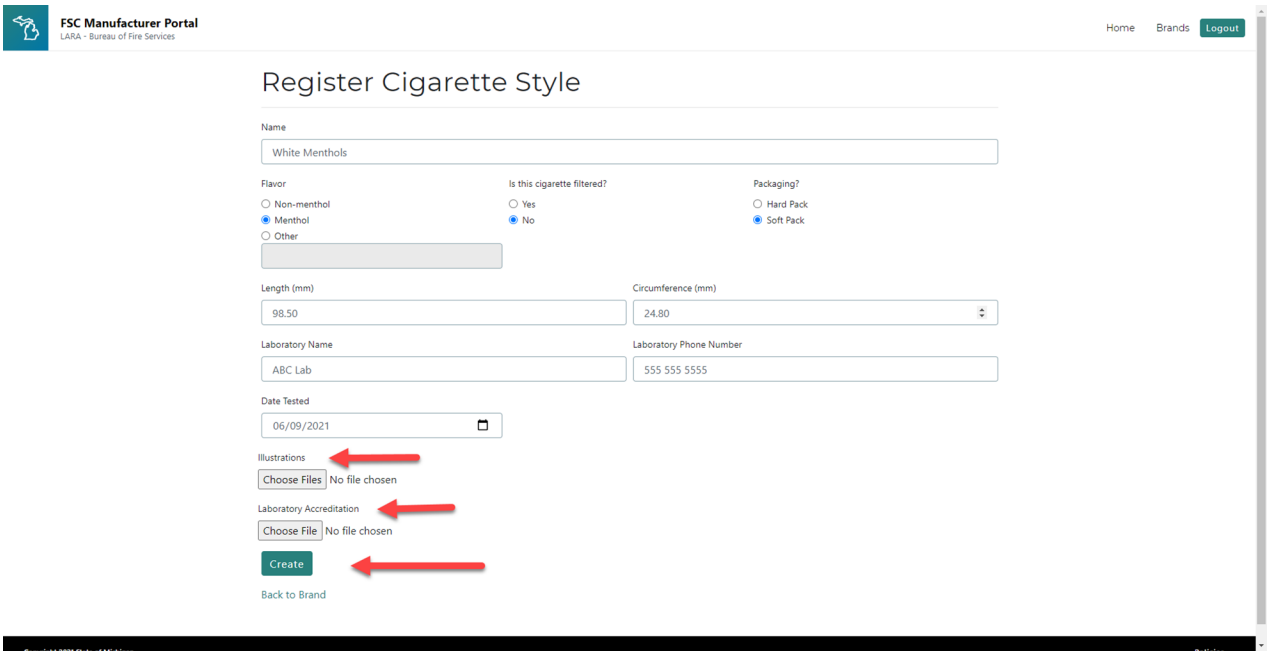
28. This screen will come up to change contact information. Once you make changes click update and it will save the changes and take you back to where you can change the address or register cigarette styles.



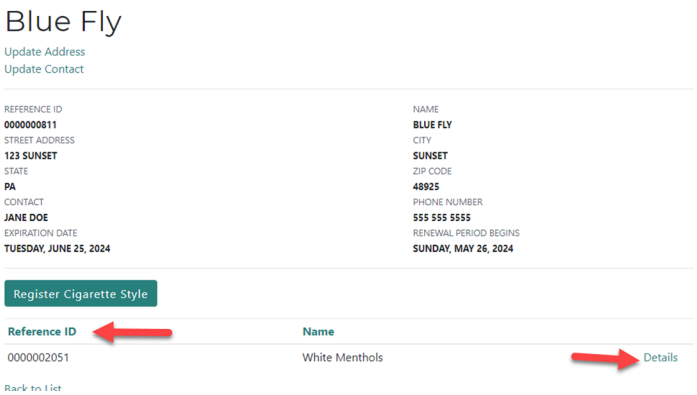
29. To register a cigarette style click on “Register Cigarette Style”.



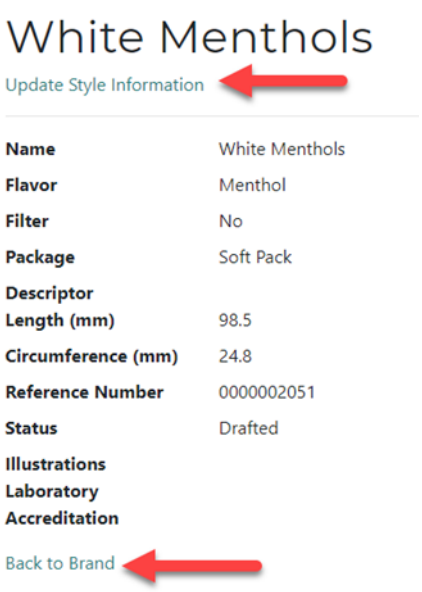
30. You will register the style by filling in the information in about the style. You will attach illustrations and laboratory accreditations and click create to add the style.



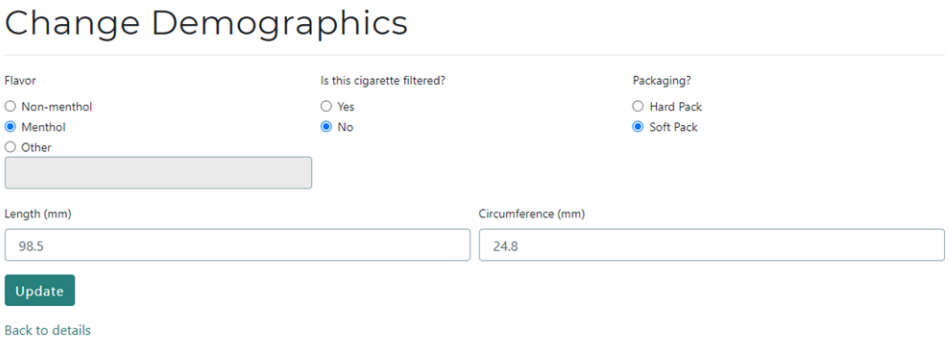
31. Once you have added your style it will show up under your brand. You can click details to see information about the style.



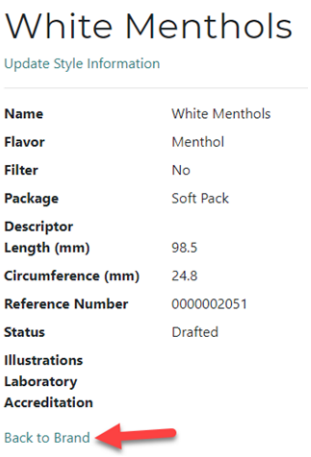
32. If you click details above, you can see the information about the style. You can update style information.



33. Once you clicked update style information you will come to this screen and you can update this information, click update and you can go back to details.

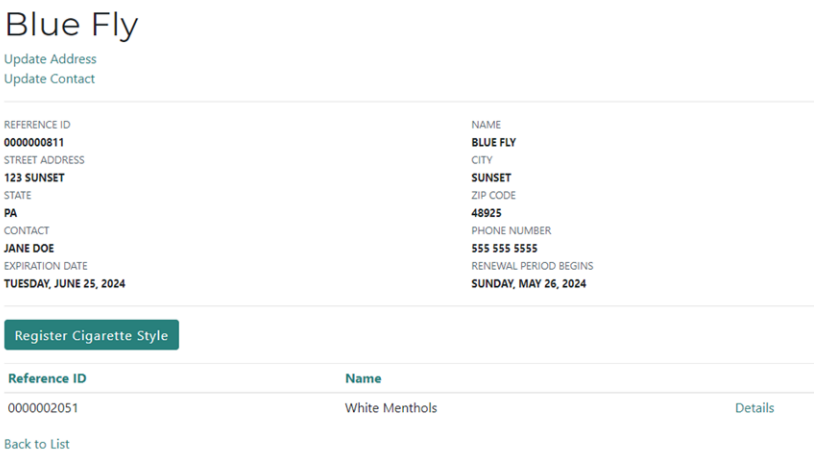
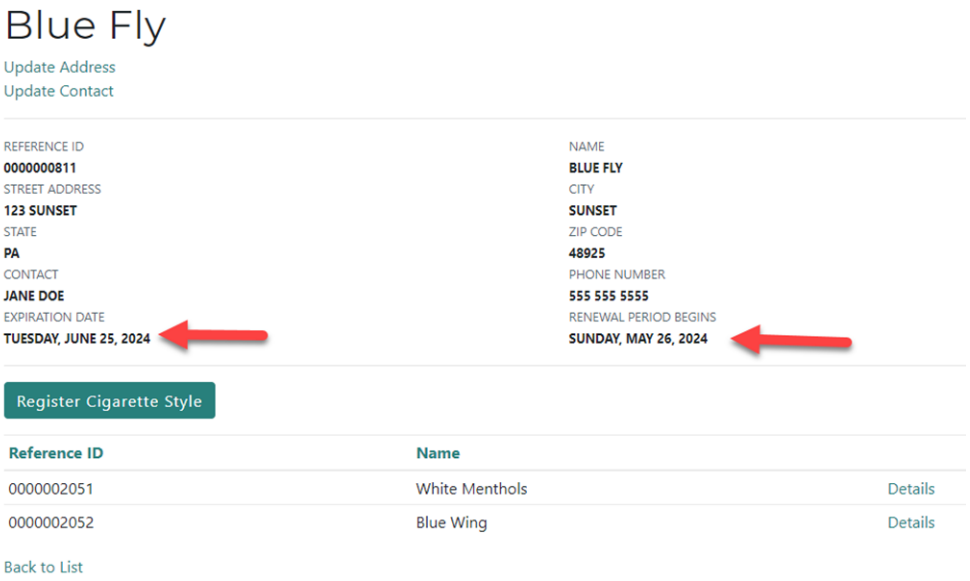


34. You will come to this screen once you updated your style information and clicked back to details.



35. Click “back to brand” and you will come to this screen where you can register another cigarette style. This is where you will add cigarette styles for each brand. Click Register

Cigarette Style to add each style for this brand. You will go to # 28 for instructions to register another cigarette style.



36. This is how it looks with more than one cigarette style under a brand. You will notice that you can see when your brand expires and when you can renew it.