



INTRODUCTION TO AMENDMENTS

FIRST THINGS FIRST...

WHAT ARE AMENDMENTS?

AMENDMENTS ALLOW YOU TO ADD NEW LABELS AND PACKAGING TO REGISTERED PRODUCTS ONLY.

DO NOT USE AMENDMENTS DURING YOUR RENEWAL WINDOW. ALL CHANGES AT THAT TIME WILL GO THROUGH RENEWAL.

WHEN TO USE THEM

WHEN YOUR PRODUCT IS NOT CHANGING BUT THE LABEL OR PACKAGING IS. (EXAMPLE: NEW HOLIDAY PACKAGING!)

YOU MAY ALSO MAKE SLIGHT NAME CHANGES WITH THE "OTHER" OPTION, CHANGES EXCLUDE COAS. COA UPDATES WILL STILL GO THROUGH INVENTORY TRACKING.

HOW TO USE THEM: EX - CHANGING A LABEL

01

LOG INTO YOUR USER PORTAL AND GO TO THE 'PRODUCT REGISTRATIONS' MENU OPTION. LOCATE THE REGISTERED PRODUCT YOU WANT TO AMEND.

02

IF THE PRODUCT IS REGISTERED AND ELIGIBLE THERE WILL BE AN ARROW TO THE LEFT OF THE PR. CLICK THIS ARROW AND A DROP DOWN MENU WILL APPEAR WITH 'AMENDMENT' AS AN OPTION. CLICK THIS OPTION.

03

A NEW PAGE WILL APPEAR. CLICK ON 'CHANGE LABEL', 'CHANGE PACKAGING' OR BOTH IN THE FIRST BOX. THEN CLICK THE ARROW TO MOVE THIS TO THE SECOND BOX.

04

NOTICE THAT YOU CANNOT CHANGE ANY OTHER ELEMENTS BECAUSE THE PRODUCT ITSELF SHOULD NOT CHANGE.

05

UPLOAD CLEAR PICTURES OF YOUR NEW LABEL AND PACKAGING, OR EVEN A DOCUMENT CONTAINING A PACKAGING LINK. THEN CLICK SUBMIT. YOU'RE DONE!

06

YOU WILL GET AN EMAIL SAYING THAT YOU HAVE SUBMITTED A PRODUCT REGISTRATION. NOTE THAT IT MAY REFERENCE AN 'APPLICATION' BUT IT IS REFERRING TO YOUR AMENDMENT.

07

YOU WILL RECEIVE ANOTHER EMAIL WHEN YOUR AMENDMENT IS APPROVED OR REJECTED. IF APPROVED FEEL FREE TO IMPLEMENT YOUR CHANGES.

08

NOTE THAT IN YOUR PORTAL THE AMENDMENT WILL HAVE IT'S OWN P#. THIS NUMBER IS FOR BACK END USE AND REFERENCE ONLY. THIS IS NOT FOR PR AND TRACKING. CONTINUE TO USE YOUR ORIGINAL REGISTRATION NUMBER.

EMAIL CGB.PRODUCTS@VERMONT.GOV WITH QUESTIONS.