



INTRODUCTION TO PR RENEWALS

FIRST THINGS FIRST...

WHAT ARE PR RENEWALS?

PRODUCT REGISTRATION RENEWALS HAPPEN WHEN YOUR PRODUCT HAS BEEN REGISTERED FOR ALMOST A YEAR AND YOU'RE PLANNING TO CONTINUE PRODUCING THAT PRODUCT. PRODUCT REGISTRATIONS EXPIRE AFTER ONE YEAR, SO BEFORE THAT EXPIRATION DATE YOU'LL START TO RECEIVE NOTIFICATIONS ABOUT RENEWING. YOU WILL RECEIVE NOTIFICATIONS AT 120, 90, 60, 28, 5, 4, 3, 2, AND 1 DAY BEFORE EXPIRATION. NOTE THAT YOU CANNOT RENEW UNTIL THE 90 DAY MARK.

NOT PLANNING TO RENEW?

IF YOU ARE NO LONGER MAKING OR GROWING A PRODUCT YOU DO NOT NEED TO RENEW. HOWEVER, ONCE YOUR PRODUCT EXPIRES IT CAN NO LONGER BE SOLD. THEREFORE, YOU NEED TO EMAIL CCB.PRODUCTS@VERMONT.GOV AS SOON AS POSSIBLE AND MAKE US AWARE. FROM THERE WE WILL BEGIN THE PROCESS OF CREATING A ONE-TIME EXTENSION FOR YOUR PRODUCT.

HOW TO USE THEM: SUBMITTING A RENEWAL

01

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

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 'RENEW' AS AN OPTION. CLICK THIS OPTION.

03

A DROP DOWN MENU WILL APPEAR. ON THAT MENU CLICK 'RENEW'. IF YOU DON'T SEE THE RENEW OPTION CHECK THAT YOU'RE WITHIN THE 90-DAY-WINDOW.

04

ADD THE INFORMATION ABOUT YOUR PRODUCT. UPLOAD A CLEAR PICTURE OF THE LABEL, UPLOAD A CLEAR PICTURE OR LINK OF PACKAGING, UPLOAD TEST RESULTS, AND PAY. CLICK SUBMIT. YOU'RE DONE!

05

NOTE THAT IN YOUR PORTAL THE RENEWAL WILL HAVE IT'S OWN P#. THIS NUMBER IS THE NEW REGISTRATION ID YOU WILL USE IN RETAIL.

06

YOU WILL GET AN EMAIL SAYING THAT YOU HAVE SUBMITTED A RENEWAL.

07

OUR TEAM WILL REVIEW YOUR RENEWAL. IF EVERYTHING LOOKS GOOD, WE WILL MARK YOUR RENEWAL AS REGISTERED AND YOUR ORIGINAL PRODUCT WILL BE RENEWED FOR A YEAR.

08

YOU WILL RECEIVE ANOTHER EMAIL WHEN YOUR RENEWAL IS APPROVED. FROM HERE FEEL FREE TO MOVE FORWARD WITH YOUR PRODUCT.

EMAIL CCB.PRODUCTS@VERMONT.GOV WITH QUESTIONS.