



INTRODUCTION TO PRODUCT REGISTRATION (PR) AMENDMENTS

FIRST THINGS FIRST...

WHAT ARE PR AMENDMENTS?

PRODUCT REGISTRATION (PR) AMENDMENTS REFER TO THE CAPABILITY TO INCORPORATE **NEW LABELS AND PACKAGING OPTIONS** INTO ALREADY REGISTERED PRODUCTS. NOTE: THESE AMENDMENTS CAN BE APPLIED ONLY TO THE PRODUCTS WITH A **CURRENT AND VALID PRODUCT REGISTRATIONS**.

WHEN TO USE PR AMENDMENTS?

AMENDMENTS TO PRODUCT REGISTRATIONS (PR) ARE UTILIZED WHEN A PRODUCT REMAINS THE SAME, BUT **ALTERATIONS** ARE MADE TO ITS **LABEL OR PACKAGING**—LIKE INTRODUCING NEW HOLIDAY-THEMED PACKAGING. **NOTE**, IF THE CHANGES EXTEND BEYOND THE LABEL OR PACKAGING (E.G., ALTERING THE PRODUCT NAME), THE "OTHER" OPTION SHALL BE USED, ANY MODIFICATIONS TO CERTIFICATES OF ANALYSIS (COAS), SHALL FOLLOW THE STANDARD INVENTORY TRACKING PROCESS SEPARATELY.

STEPS FOR SUBMITTING A REQUEST FOR PR RENEWAL

01

LOG INTO YOUR USER PORTAL. GO TO THE EXISTING "PRODUCT REGISTRATION" MENU OPTION. **LOCATE THE REGISTERED PRODUCT** YOU WANT TO AMEND.

02

IF THE PRODUCT IS REGISTERED AND ELIGIBLE FOR AN AMENDMENT, YOU WILL SEE AN ARROW TO THE LEFT OF THE PRODUCT REGISTRATION OPTION. CLICK THE ARROW. A DROP-DOWN MENU WILL ALLOW YOU TO **SELECT AN 'AMENDMENT' OPTION**. SELECT THAT OPTION.

03

ON THE NEXT PAGE, CLICK ON "CHANGE LABEL," "CHANGE PACKAGING" OR BOTH IN THE FIRST BOX. THEN CLICK THE ARROW TO MOVE TO THE SECOND BOX.

04

NOTE: YOU WILL NOT BE ABLE TO CHANGE ANY OTHER ELEMENTS BECAUSE THE PRODUCT ITSELF SHOULD NOT CHANGE.

05

UPLOAD CLEAR PICTURES OF THE NEW (PROPOSED) LABEL/PACKAGING. YOU CAN ALSO SUBMIT A DOCUMENT CONTAINING A PACKAGING LINK. CLICK SUBMIT. YOU ARE DONE! (SOME TIPS ON A SUCCESSFUL ENTRY: TRY TO COMPLETE AN AMENDMENT IN ONE SESSION. DO NOT MOVE FORWARD IF PROMPTED FOR PAYMENT, START OVER FROM THE START INSTEAD.)

06

YOU WILL RECEIVE AN **EMAIL CONFIRMATION** STATING THAT YOU HAVE SUBMITTED A PRODUCT REGISTRATION. NOTE THAT THE CONFIRMATION MAY REFERENCE AN "APPLICATION," YET IT IS REFERRING TO YOUR AMENDMENT REQUEST.

07

YOU WILL **RECEIVE ANOTHER EMAIL** WHEN YOUR REQUEST FOR AN AMENDMENT HAS BEEN APPROVED. ONCE THE EMAIL HAS BEEN RECEIVED, YOU MAY IMPLEMENT THE CHANGES AS SUBMITTED AND APPROVED. YOU MAY ALSO RECEIVE AN EMAIL ABOUT A REJECTED AMENDMENT. PROCEED TO FIX THE LISTED ISSUE AND SUBMIT A NEW AMENDMENT.

08

NOTE: THE AMENDMENT WILL HAVE ITS OWN P# IN YOUR PORTAL. THIS P# IS FOR BACKEND USE AND REFERENCE ONLY. THIS NUMBER IS NOT FOR PR AND TRACKING PURPOSES. PLEASE CONTINUE TO USE YOUR ORIGINAL PRODUCT REGISTRATION NUMBER.

EMAIL CCB.PRODUCTS@VERMONT.GOV WITH QUESTIONS