V1: Hi everyone, and thank you for joining our Permits Online presentation on how to request access to Permits Online, which may be your first step before submitting the information required to participate in the temporary voluntary disclosure program, or TVDP, set out in Industry Circular 2019-2. This information applies to anyone who does not currently have access to Permits Online.
V2: In this presentation, we’re going to show you how to request access to your account. Look for the “Permits Online” graphic on our site and click on it to go to the login page.
V1: If you are new to Permits Online and need help registering for an account, please click the “viewing our tutorial” link on the Permits Online login page, and visit Part Two of the tutorial.

V2: The rest of this presentation will help you navigate the screens you’ll see when you’re logged into Permits Online.
V1: Once you have successfully logged into your Permits Online account, select “Link additional records to my account.”
V2: Read the **Rules and Responsibilities** text box, and then select and accept them by marking the box here, and clicking **Continue.**
V1: Next, double check your contact information, shown here with an arrow. If you notice that it’s incorrect, click the blue “your information” link we’ve circled here to edit the information. Note that if you do have to change your contact information, you’ll have to exit the system to do so, and then log in again after you make the necessary edits. Once you verify your contact information, click Continue.
V2: Next, enter information regarding your authority to make changes or create a new application. If you have multiple Permits, you only need to list one here, and the system will show you all of them on the next screen. For now, enter your title, company EIN, how your authority is granted, and your permit number. Then, click *Continue*. 
V1: The circled area is where you’ll see a list of all the permits you have signing authority for. If you don’t see all of them, click the **Add a Row** button, beneath our arrow, to list additional Permits. When you’re finished, click **Continue**.
V2: If you don’t have an approved Signing Authority or Power of Attorney on file with TTB for the additional records you have requested access to, upload your document here by clicking the **Add** button. Then click **Continue** when you’re done.
V1: After reading the **Declare and Acknowledge** statement, check the box by our arrow. The date will populate in the date box we’ve circled. Then, click **Continue**.
V2: All of your answers will show up on this page. If you notice that you missed something, you can select the “start over” link we’ve circled to add what is missing. If everything is there, click the Continue button, which has now moved on the page. You can see the new location from our arrow.
V1: Once you’ve successfully completed the initial steps, you’ll see a confirmation page. This page also shows your application tracking number, circled here, but you’ll receive a confirmation email of this submission as well.
V2: If you have any questions, please contact us by phone or email and we’ll be happy to help you! Good luck and thanks for joining us!