1. Licensees that need to apply for pre-approval of their packaging, labeling, and exit packaging will need to log into TAP with their username and their password. https://tap.dor.mt.gov/
   a. *only dispensaries are required to do this at this time.

2. They will then be taken to the Summary Screen, where they will see their Cannabis License. The Licensee will click on the option that says More in their Cannabis License...

3. When the Licensee clicks More, it will take them to a new page called Account Options.

   Here, they will choose the option that is Submit Packaging and Labeling Application.
4. A new screen will appear that is called **Cannabis License Package and Labeling-Application**.

   Here, the Licensee can choose to submit all labels, packaging, and exit packaging for their marijuana and marijuana products. The Licensee should choose one option first, like labels, so they can submit multiple labels. They will click on the option with which they wish to start their application with.

5. For the next example, we will have the Licensee choose the option to apply for their packaging by simply clicking on it. The packaging application is now “checked off.”

6. The Licensee will now be on the package portion of the application. They must select the option **+Add Package:**
7. Here, the Licensee will be provided a prompt regarding how to submit their package, including an *Package Name, Custom or Generic, Package Type, and Select All Product Types that will go into this specific package. For this example, we will choose a package that is generic, meaning the licensee will not have to upload a photo/rendering of the package nor pay a fee.

a. (*A Package Name for each package must be unique and should be easily identifiable to the Licensee).

b. The Licensee will then hit Add in the bottom right corner to have this information upload to their application submission for this package.

8. Now, the package that the Licensee created is now in their application. The Licensee will hit Next.
9. The Licensee will then be taken to the next screen, **Questions**.

   a. Here the Licensee must agree to all the questions that relate to the submission of this package or they cannot proceed any further in TAP.

   b. Once the Licensee has marked that they agree with all Questions, they can hit Next at the bottom right of the screen to proceed.

10. The next screen is the **Fees** screen. For this example, the Licensee submitted a generic package, so they have no fee to pay.

   a. The Licensee will hit **Next** in the bottom right corner to proceed.

11. The **Affirmation and Signature Page** will appear. Here, the Licensee needs to type in their full name & check the box above it, and then **Submit** their package to be reviewed for determination of approval or denial.
12. After hitting the **Submit** button, the Licensee will be taken to a **Confirmation** screen. Here, they will need to enter their password that they logged in with on TAP and then hit **OK**.

13. The Licensee’s **Confirmation** will then appear. It will state that the application was successfully submitted, and it will provide a confirmation number to the Licensee. They can also print a copy of the confirmation page using the **Printable View** button.