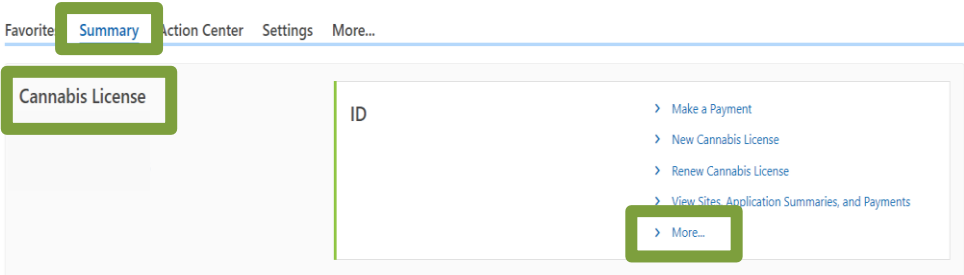
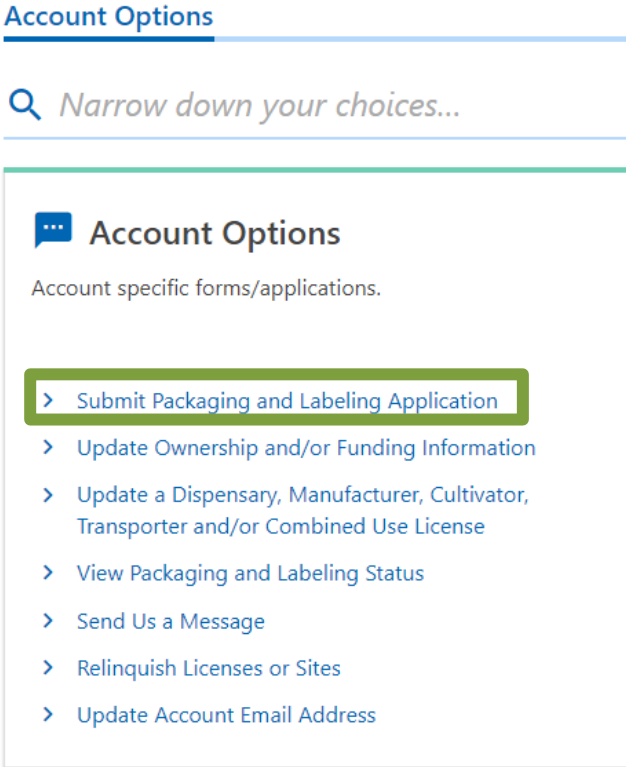


TAP Package and Label Submission Guide

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 password.

<https://tap.dor.mt.gov/>

a. *only dispensaries are required to do this at this time.

<p>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...</p>	
<p>3. When the Licensee clicks More, it will take them to a new page called Account Options.</p> <p>Here, they will choose the option that is Submit Packaging and Labeling Application.</p>	

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, or exit packaging for their marijuana and marijuana products. The Licensee may only choose one option, like labels so that they can submit multiple labels.

The screenshot shows the 'Application' screen with a progress bar at the top. The second step, 'Packaging and Labels', is active. Below the progress bar is an 'Instructions' section with a list of bullet points. At the bottom, there are three toggle switches: 'Labeling', 'Packaging', and 'Exit Packaging'. The 'Packaging' toggle is turned on. There are also 'Cancel', 'Save Draft', 'Previous', and 'Next' buttons.

5. For the next example, we will have the Licensee choose the option to apply for their packaging by simply clicking on it. Then, click next to begin adding packages to the application.

This screenshot is similar to the previous one, but the 'Packaging' toggle switch is highlighted with a green box. Additionally, the 'Next' button at the bottom right is also highlighted with a green box.

6. The Licensee will now upload their package(s) by selecting the "+ Add Package" option.

The screenshot shows the 'Application' screen with a progress bar. The third step, 'Package', is active. Below the progress bar is a 'Package(s)' section with a table. The table has columns for 'Package Name', 'Package Use Type', 'Custom or Generic', and 'Package Type'. Below the table is a '+ Add Package' button, which is highlighted with a green box. There are also 'Cancel', 'Save Draft', 'Previous', and 'Next' buttons.

7. Here, the Licensee will add the Package Name. The package name should be exactly what the product is. Package names will be renamed when the application is being processed if they do not describe the product accurately.

Next, the licensee will select the Package Use Type (Standard or Wholesale), if it is Custom or Generic, and Package Type, and what product types will be placed in the package (multiple product types can be selected).

Custom packages require a file of the package image to be uploaded prior to submitting. **Only 4 files may be added for each submission.**

Finally, click "Add" to add the submission to the packaging application.

Instructions:
Step 1: Create a unique and specific Package Name. The name you choose will be how the package is referenced in the future, so descriptive words are encouraged. Package names cannot be changed later.
Examples: Logo flower bag, Generic flower bag, pre-roll tube with company logo, Vape cartridge clamshell
Step 2: Select either standard or wholesale use type. Standard packaging is for use within your own business while wholesale are for subsequent resale, repackaging, or distribution by another licensee in accordance with ARM 42.39.321.
Step 3: Select generic or custom and package type from the drop-down lists.
Step 4: Select all the product types list of products.
Step 5: If you have a custom packaging type or a wholesale use type, attach an item by clicking the Add File button.

[For additional information on packaging and labeling requirements, including naming prerequisites, please visit the CCD web page. Click here](#)

* Package Name *Required* _____

* Package Use Type *Required* _____

* Custom or Generic *Required* _____

* Package Type *Required* _____

Select all product types that apply for this package:

- Flower (marijuana flower, pre-rolls) *
- Ingestible Marijuana-Infused Products (beverages) *
- Ingestible Marijuana-Infused Products (brownies, cookies, salsas, tinctures, capsules, powders) *
- Non-ingestible Marijuana-infused Products (suppositories, transdermal patches, salve) *
- Marijuana Concentrates and Extracts (rosin, shatter, wax, crumble, budder, resin, kief, vape cartridges) *
- Seeds/Plants *

Cancel Add

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.

Application

Packaging and Labels Package Questions

I understand that all packaging of marijuana and marijuana products shall protect the product from contamination and shall not impart any toxic or deleterious substance to the marijuana or marijuana product, be capable of being resealed if the package contains more than one serving size, not primarily appeal to children, and not bear any reasonable resemblance to the trademarked or characteristic packaging of any commercially available product including but not limited to candy, snacks, baked goods, or beverages. ARM 42.39.319 I agree I do not agree

I understand that all packaging and outward labeling, including business logos and design marks, must also comply with any standards or criteria established by the department, including but not limited to allowable symbols and imagery (§ 16-12-208 (8)(b)(ii), MCA). I agree I do not agree

I understand that prior to selling, offering for sale, or transferring marijuana or marijuana product that is for ultimate sale to a consumer or registered cardholder, a licensee or license applicant shall submit both a package and a label application, in a form prescribed by the department, to receive approval from the department (§ 16-12-208 (8)(a), MCA). I agree I do not agree

I understand that if an applicant submits packages and labels for preapproval, final determination for packages and labels may not be made until the applicant has been issued a license (§ 16-12-208 (8)(c), MCA). I agree I do not agree

I understand that it is my responsibility to know and operate within the laws and rules governing the industry in Montana and that the department is available to offer assistance and information prior to submitting this application. I agree I do not agree

I understand communications from the Department of Revenue Cannabis Control Division will come via email and I am responsible for checking the registered email address. Applicants can opt out of email communications by contacting the department. ARM 42.39.305. I agree I do not agree

The licensee affirms to the department that it is using generic packaging for marijuana and marijuana products, and acknowledges that if it uses unique product packaging with graphic or design elements, including logo, whether preprint on the package or affixed later with a sticker or by other means, without submitting an application and receiving approval, it shall be subject to disciplinary proceedings. I agree I do not agree

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.

Application

Packaging and Labels Package Questions Fees

Fees

After reviewing this application, you will be invoiced for any items that are ready for approval. Final approval is subject to payment of the total invoice fee.

Package(s)	Generic Count	Custom Count	Fee
	1	0	0.00

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.

Application

Packaging and Labels Package Questions Fees Affirmation

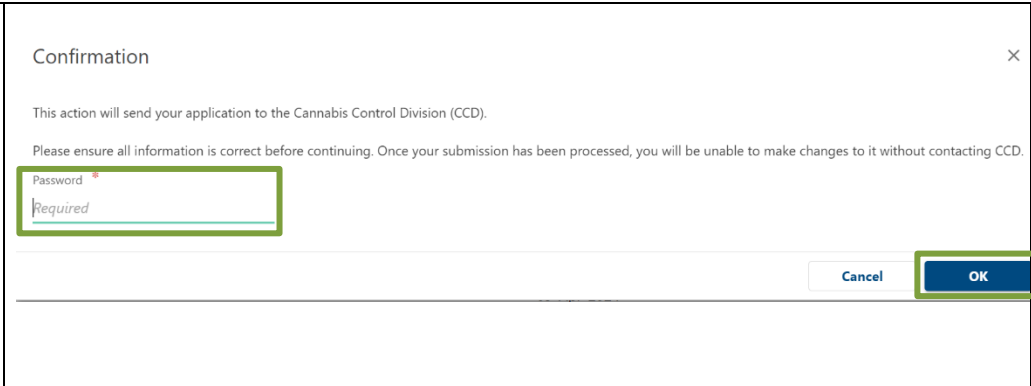
Affirmation and Signature

I declare under penalty of false swearing that the information provided in this application is true, correct, and complete.

By checking this box, I agree to the above statement(s). *

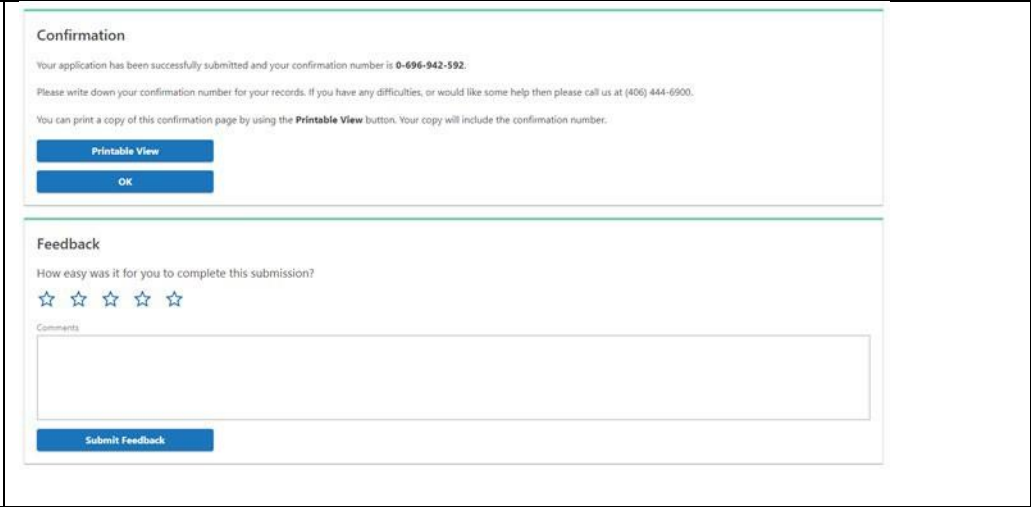
Full Name * Date

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 click **OK**.



A confirmation dialog box titled "Confirmation" with a close button (X) in the top right corner. The text inside reads: "This action will send your application to the Cannabis Control Division (CCD). Please ensure all information is correct before continuing. Once your submission has been processed, you will be unable to make changes to it without contacting CCD." Below the text is a text input field labeled "Password" with a red asterisk and the word "Required" below it. At the bottom right, there are two buttons: "Cancel" and "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.



A confirmation and feedback page. The top section is titled "Confirmation" and contains the following text: "Your application has been successfully submitted and your confirmation number is 0-696-942-592. Please write down your confirmation number for your records. If you have any difficulties, or would like some help then please call us at (406) 444-6900. You can print a copy of this confirmation page by using the Printable View button. Your copy will include the confirmation number." Below this text are two blue buttons: "Printable View" and "OK". The bottom section is titled "Feedback" and contains the text: "How easy was it for you to complete this submission?" followed by five star icons. Below the stars is a text input field labeled "Comments" and a blue button labeled "Submit Feedback".