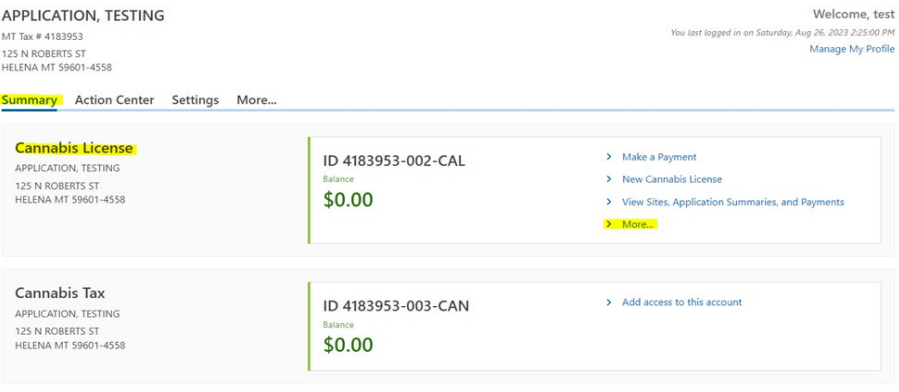
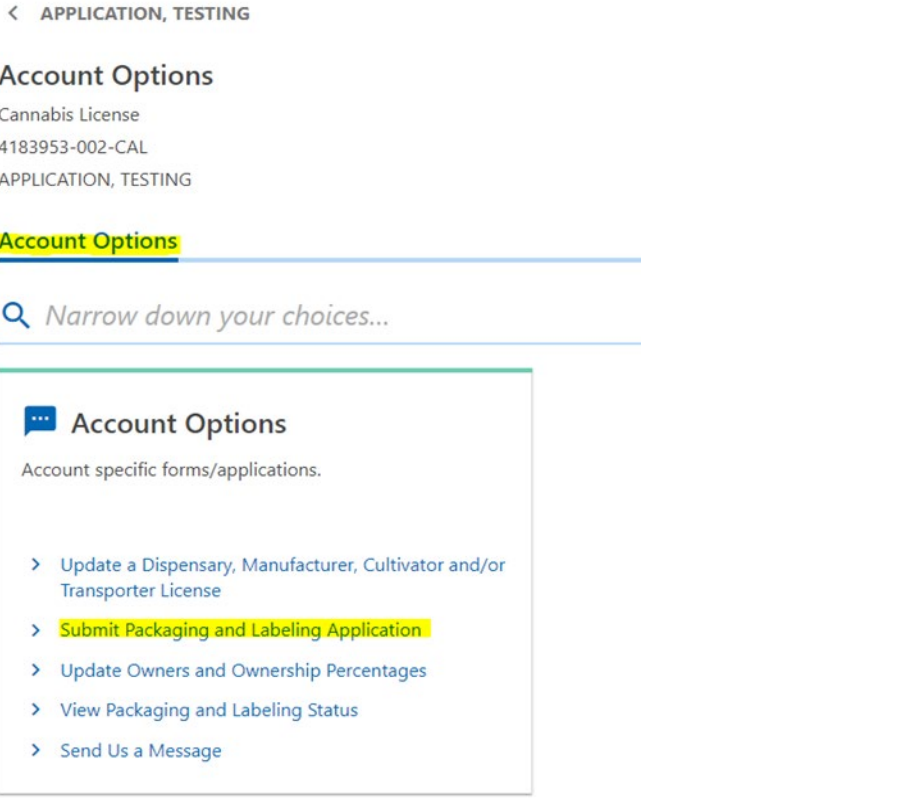


TAP Package and Label Submission Guide

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 their 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>The screenshot shows the 'Summary' page for 'APPLICATION, TESTING'. It displays two main items: 'Cannabis License' and 'Cannabis Tax'. Both show a balance of \$0.00. The Cannabis License section includes links for 'Make a Payment', 'New Cannabis License', and 'View Sites, Application Summaries, and Payments'. The Cannabis Tax section includes a link for 'Add access to this account'. The user's name 'test' and a 'Manage My Profile' link are visible in the top right corner.</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>	 <p>The screenshot shows the 'Account Options' page for 'APPLICATION, TESTING'. It features a search bar with the placeholder text 'Narrow down your choices...'. Below the search bar, there is a list of options: 'Update a Dispensary, Manufacturer, Cultivator and/or Transporter License', 'Submit Packaging and Labeling Application' (highlighted in yellow), 'Update Owners and Ownership Percentages', 'View Packaging and Labeling Status', and 'Send Us a Message'.</p>



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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.

Cannabis License Package and Labeling
Cannabis License
4183953-002-CAL
APPLICATION, TESTING

Application

Packaging and Labels

Instructions

Select which type of application to submit.

- Each application can have many items if desired. For example, a packaging application can include a variety of package types. Each item on an application is reviewed and approved or denied individually.
- Each application type can only have that type of item. For example, a labeling application must include only labels and cannot include exit packages.
- Multiple applications can be submitted in succession. For example, labeling, exit packaging, and packaging applications can all be submitted on the same day and will be processed independently.
- Fees are assessed after an application is reviewed and only apply to items ready to be approved. You will receive an invoice and must submit payment before approval is granted. Denied items are not assessed fees.

For additional information on required attachments visit the CCD web page: [Click here](#)

Labeling Packaging Exit Packaging

Cancel Save Draft < Previous Next >

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."

Cannabis License Package and Labeling
Cannabis License
4183953-002-CAL
APPLICATION, TESTING

Application

Packaging and Labels

Instructions

Select which type of application to submit.

- Each application can have many items if desired. For example, a packaging application can include a variety of package types. Each item on an application is reviewed and approved or denied individually.
- Each application type can only have that type of item. For example, a labeling application must include only labels and cannot include exit packages.
- Multiple applications can be submitted in succession. For example, labeling, exit packaging, and packaging applications can all be submitted on the same day and will be processed independently.
- Fees are assessed after an application is reviewed and only apply to items ready to be approved. You will receive an invoice and must submit payment before approval is granted. Denied items are not assessed fees.

For additional information on required attachments visit the CCD web page: [Click here](#)

Labeling Packaging Exit Packaging

Cancel Save Draft < Previous Next >

6. The Licensee will now be on the package portion of the application. They must select the option **+Add Package:**

Cannabis License Package and Labeling
Cannabis License
4183953-002-CAL
APPLICATION, TESTING

Application

Packaging and Labels Package

Package(s)

Package Name	Custom or Generic	Package Type
+ Add Package		
		+ Add Package

Cancel Save Draft < Previous Next >



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**.

Cannabis License Package and Labeling

Cannabis License
4183953-002-CAL
APPLICATION, TESTING

Application

Progress: Packaging and Labels (checked), Package (active)

Package Name	Custom or Generic	Package Type
Generic Flower Bag	Generic	Bag

+ Add Package

Buttons: Cancel, Save Draft, Previous, Next

Package(s)

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 generic or custom and package type from the drop-down lists.

Step 3: Select all the product types list of products.

Step 4: If you have a custom package 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: Generic Flower Bag

Custom or Generic: Generic

Package Type: Bag

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, budde, resin, kief, vape cartridges)

Buttons: 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 (6)(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 logos, 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.

Cannabis License Package and Labeling

Cannabis License
4183953-002-CAL
APPLICATION, TESTING

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.

	Generic Count	Custom Count	Fee
Package(s)	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.

Cannabis License Package and Labeling

Cannabis License
4183953-002-CAL
APPLICATION, TESTING

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.

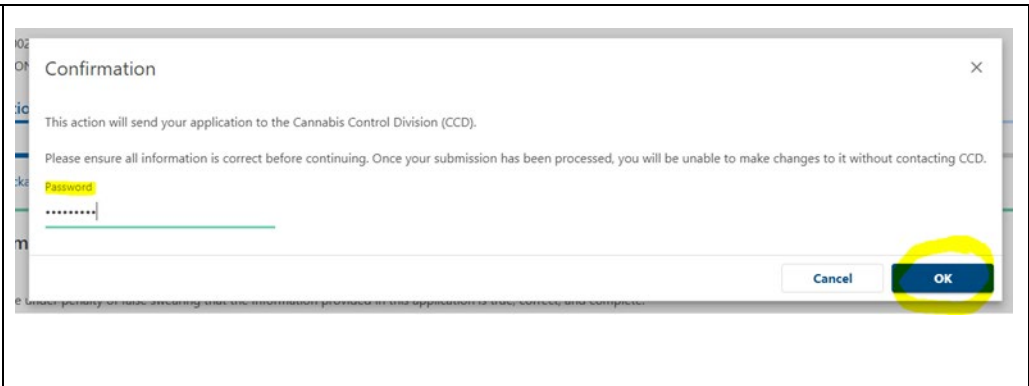
By checking this box, I agree to the above statement(s).

Full Name: APPLICATION TESTING Date: 26-Aug-2023

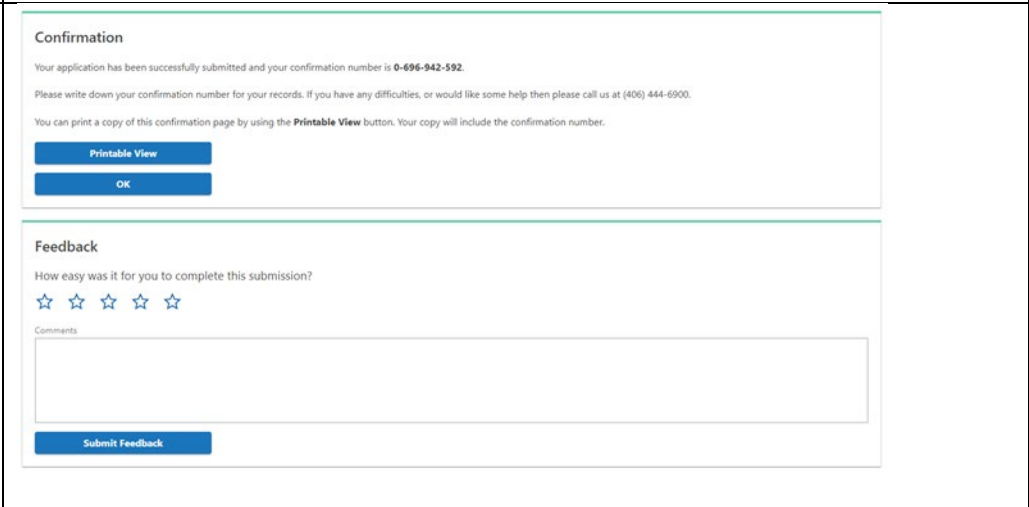


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12. After hitting the **Submit** button, the Licensee will be taken to a **Confirmation** screen. Here, they will need to enter their password that they logged in with on TAP and then hit **OK**.



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.



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