Certificate of Compliance

Online Account Management

Create a New Account/Login

- **Access the new website to register your account**
- **Access**

How to link your current certificate of compliance to your online account.

- Login
- Choose Find My License
- Under Agency Selection Drop Down choose- Liquor Manufacturer
- Credential Number- This will be your company ID# you were previously assigned with the format shown below. You must input the MFC-(your 4 digit company number) (If your company was only assigned 3 digits, please use the format MFC-000. (your 3 digit company code)
    - MFC-0000
- Organization Name- This is the name of your company

Your information will populate on the next screen for you to link the certificate and manage your online account.

Please note that after you link your license you will be able to find your certificate of compliance and labels under the toggle menu on the upper left side (3 Lines) under entities, and credentials.

How to add labels and label management.

- Login
- Choose Apply
- Board- Liquor
- License Type- Certificate of Compliance
- Application Type- Certificate of Compliance
- Search, Start.
- Choose your record which is your Cert of Compliance Account (MFC-0000)

- **Label Registration Spreadsheet for Bulk Upload- Multiple Labels.**
- Login
- Click on the 3 lines in the upper left corner (toggle menu)
- Choose Entities
- Choose your Certificate of Compliance account (action arrow)
- Actions
- Certificate of Compliance Bulk Upload – Start
- Board- Liquor
- Use the excel spreadsheet template to make your label list
- Enter the total number, and complete check out

Wholesaler Management/ View and Email Certificate

- Login
- Under the 3 Bars on the left-hand side (toggle menu) choose Entities
- Choose the Action Arrow
- Credentials
- Where your MFC-0000 account is listed choose details, apply, and next.
- This is the section; you are able to manage your wholesalers.
    - Once you choose apply and next please note that the drop down list for Part B Credential is where you **must type** in the name of the RI licensed wholesaler for it to populate.
- This is also the section where you can print your certificate which is emailed directly to you as a PDF.

How to apply for a New Certificate of Compliance Account (First Time Users)

Once you have created your new online account with your email address, please follow the instructions below to apply for a new Certificate of Compliance (Liquor Manufacturer Permit)

- Apply
- Board- Liquor
- License Type- Liquor Manufacturer
- Application Type- Liquor Manufacturer Registration
- Start
- You will then choose to create a new record

Fee Breakdown

The processing fee is calculated as follows: Your fee shown below X 2.2% + $2.00. *For example if your fee was $200.00 X 2.2% + $2.00 = $206.40 total charge.* **If you are paying with an electronic check an additional electronic check processing fee of $1.50 will be added to your invoice for this transaction.**

Registration for new label certification will be charged a prorated fee based on the month of registration using the following chart:

Month of Application	Cost Per Label
January	$36.63
February	$33.30
March	$29.97
April	$26.64
May	$23.31
June	$19.98
July	$16.65
August	$13.32
September	$9.99
October	$6.66
November	$3.33
December	$40.00

Access

Please email DBR.LiquorInquiry@dbr.ri.gov for assistance.