



# Login/Password Reset

11 Steps

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## STEP 1

### Welcome Email

When your account has been created you will receive a welcome email with a security code and a link. Click the part that says click here. Please note the code will expire after 1 hour. If it expires you will need to reset your password (See Step 6).

Please do not reply to this email.

Welcome to the Louisiana MSA Compliance System. This system is used to conduct Tobacco MSA Filings with the Louisiana Department of Justice.

Your security code is: **f72604**

**Your security code will expire in one hour.**

Before logging in for the first time, you must create a password.

Click [here](#) to provide your security code to create your password.

If you have any questions, please contact DOJ - Tobacco Division: at [MSA Compliance System\\_Support@DOJ.Louisiana.gov](mailto:MSA_Compliance_System_Support@DOJ.Louisiana.gov).

## STEP 2

### Security Code

Paste the code from the email and click continue.



### Louisiana MSA Compliance System

Validate Security Code

Security Code: \*

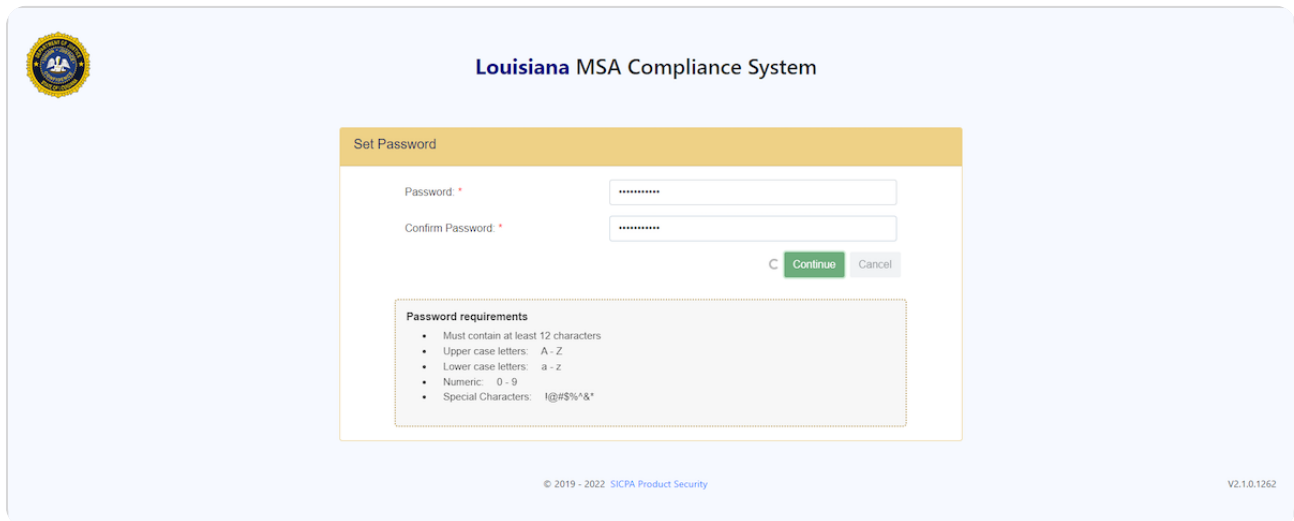
[Request New Security Code](#)

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### STEP 3

## Set Password

You will then be prompted to set a password. Click continue once a password that meets the requirements has been entered.



The screenshot shows the 'Set Password' interface of the Louisiana MSA Compliance System. It features a yellow header bar with the title 'Set Password'. Below the header, there are two input fields: 'Password: \*' and 'Confirm Password: \*', both containing masked characters. To the right of these fields are 'Continue' and 'Cancel' buttons. Below the input fields, a 'Password requirements' box lists the following criteria:

- Must contain at least 12 characters
- Upper case letters: A - Z
- Lower case letters: a - z
- Numeric: 0 - 9
- Special Characters: !@#\$%^&\*

The footer of the screen displays the copyright notice '© 2019 - 2022 SICPA Product Security' and the version number 'V2.1.0.1262'.

### STEP 4

## Set Password

Click the return to Louisiana link to go to the login page.

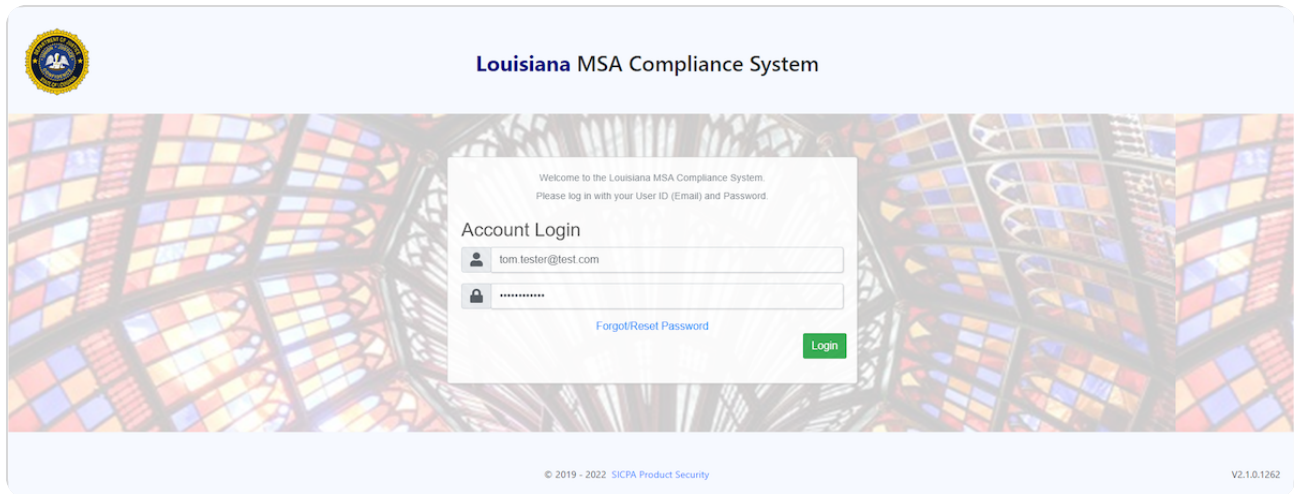



The screenshot shows the 'Set Password' interface after a successful password set. The 'Set Password' header is still present. Below it, a green message box states: 'Your password has been set. [Return to Louisiana MSA Compliance System login](#)'. The footer of the screen displays the copyright notice '© 2019 - 2022 SICPA Product Security' and the version number 'V2.1.0.1262'.

## STEP 5

### Login Page


Enter in your username (email) and password then click login.




 **Louisiana** MSA Compliance System

Welcome to the Louisiana MSA Compliance System.  
Please log in with your User ID (Email) and Password.

**Account Login**

 tom.test@test.com

 \*\*\*\*\*

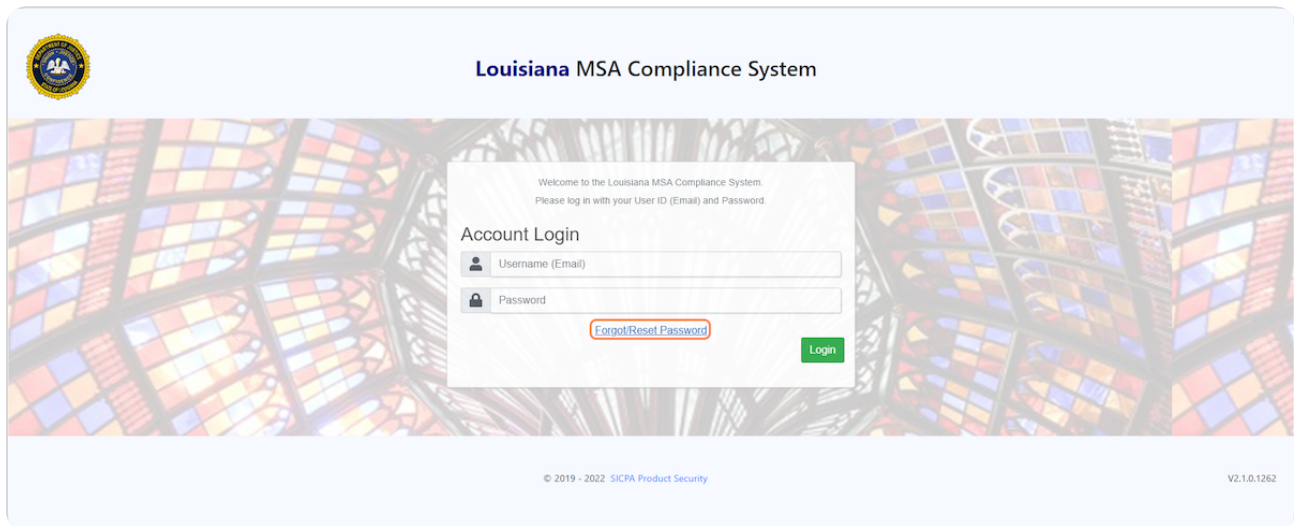
[Forgot/Reset Password](#) [Login](#)


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## STEP 6

### Reset Password


If you need to reset the password click forget/reset password on the login page.




 **Louisiana** MSA Compliance System

Welcome to the Louisiana MSA Compliance System.  
Please log in with your User ID (Email) and Password.

**Account Login**

 Username (Email)

 Password

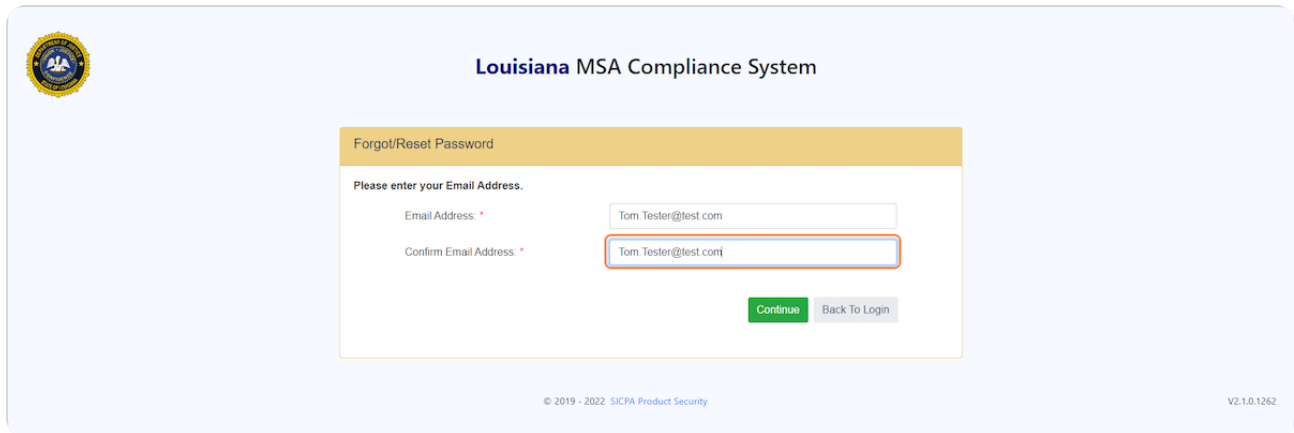
[Forgot/Reset Password](#) [Login](#)

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## STEP 7

### Reset Password

Enter your email address (username) and click continue.

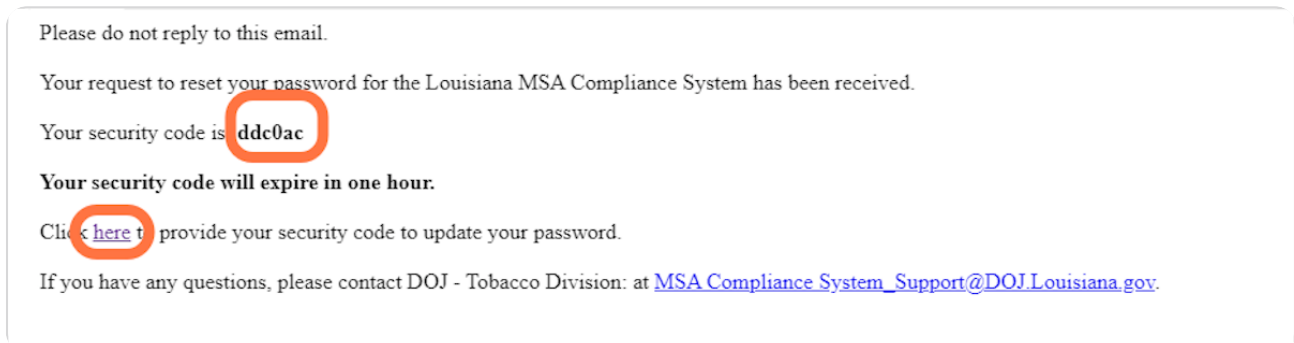


The screenshot shows the 'Forgot/Reset Password' interface of the Louisiana MSA Compliance System. It features the Louisiana state seal in the top left corner. The main heading is 'Louisiana MSA Compliance System'. Below this is a yellow header bar with the text 'Forgot/Reset Password'. The form area has a title 'Please enter your Email Address.' and two input fields: 'Email Address: \*' and 'Confirm Email Address: \*'. Both fields contain the text 'Tom.Tester@test.com'. The 'Confirm Email Address' field is highlighted with a red border. At the bottom of the form are two buttons: a green 'Continue' button and a grey 'Back To Login' button. The footer contains the copyright notice '© 2019 - 2022 SICPA Product Security' and the version number 'V2.1.0.1262'.

## STEP 8

### Reset Password

You will receive an email similar to the welcome email. Click the link that says click here.



The screenshot shows an email template for password reset. It begins with the text 'Please do not reply to this email.' followed by 'Your request to reset your password for the Louisiana MSA Compliance System has been received.' The next line states 'Your security code is ddc0ac', with the code 'ddc0ac' circled in red. This is followed by 'Your security code will expire in one hour.' The final instruction is 'Click here to provide your security code to update your password.', where 'here' is circled in red. At the bottom, it provides contact information: 'If you have any questions, please contact DOJ - Tobacco Division: at [MSA Compliance System\\_Support@DOJ.Louisiana.gov](mailto:MSA Compliance System_Support@DOJ.Louisiana.gov)'.

## STEP 9

### Password Reset

Paste the code and click continue.

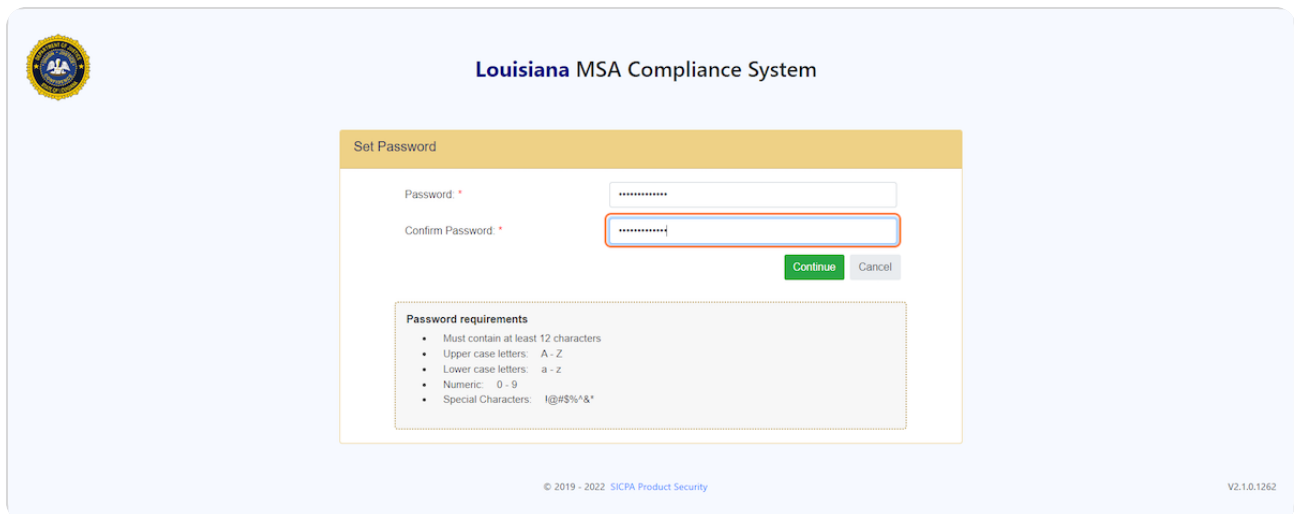


The screenshot shows the 'Louisiana MSA Compliance System' interface. At the top left is the Louisiana state seal. The main heading is 'Louisiana MSA Compliance System'. Below it is a yellow header bar with the text 'Validate Security Code'. The form contains a 'Security Code' field with the value 'ddc0ac' entered. To the right of the field are two buttons: 'Continue' (highlighted with a red box) and 'Cancel'. Below the 'Continue' button is a link that says 'Request New Security Code'. At the bottom of the page, there is a copyright notice '© 2019 - 2022 SICPA Product Security' on the left and 'V2.1.0.1262' on the right.

## STEP 10

### Password Reset

You will then be prompted to set a password. Click continue once password is entered.



The screenshot shows the 'Louisiana MSA Compliance System' interface. At the top left is the Louisiana state seal. The main heading is 'Louisiana MSA Compliance System'. Below it is a yellow header bar with the text 'Set Password'. The form contains two password fields: 'Password' and 'Confirm Password', both with masked characters (dots). The 'Confirm Password' field is highlighted with a red box. To the right of the fields are two buttons: 'Continue' (highlighted with a green box) and 'Cancel'. Below the fields is a section titled 'Password requirements' with a list of rules: 'Must contain at least 12 characters', 'Upper case letters: A - Z', 'Lower case letters: a - z', 'Numeric: 0 - 9', and 'Special Characters: !@#\$%^&\*'. At the bottom of the page, there is a copyright notice '© 2019 - 2022 SICPA Product Security' on the left and 'V2.1.0.1262' on the right.

## STEP 11

### Password Reset

Click the return to Louisiana link to go to the login page. You will be redirected to the login page where you can login using your newly set password.



