

# **Fireworks**

## ***Can one registrant manage more than one "Retail Chain Main Office"?***

---

In the case of Chain Retail Main Office, only one person can be assigned to one Retail Chain Main Office and manage all the stores within the chain.

## ***Can one registrant manage more than one facility?***

In the case of facility, one registrant can manage more than one facility, or each facility can have its own registrant.

## ***How do I change my password?***

1. Log in to the Fireworks portal
2. From the dropdown, select "Manage Your Information"
3. Enter the new password in the password field (or, if you decide not to change your password, leave the password field empty and your current password will not be overwritten).

## ***How do I get each store in the "Retail Chain Store" registered in the Fireworks portal?***

Each store in the Retail Chain Store does not need to be registered separately. The registrant from the main office needs to add each store within the chain store in the Manage Facility Owners section of the page.

## ***How do I get my License?***

After you have (1) completed and uploaded all the required paperwork and (2) paid the required fee, log in to the portal and select "Manage Documents." On the right side of the new page, you will see a column that lists your documents. Below that section, you will see all the documents that you uploaded on behalf of the store or the facility. Within that same section, you will find a link to download your Certificate (License).

## ***How do I login to the Fireworks portal?***

For User Name – Enter the email address that was entered at registration  
For Password – Enter the password created at registration

## ***What do I need to do if I lose my password?***

On the login page, type the email address that was last used and click the "I Forgot My Password" button.

***What is a "Retail Fireworks Facility"?***

A Consumer Fireworks Retail Sales Facility (CFRS Facility) is a permanent or temporary building or structure, CFRS stand, tent, canopy, or membrane structure that is used primarily for the retail display and sale of consumer fireworks to the public.

***What is "Retail Chain Main Office" in the context of Fireworks?***

Retail Chain Main Office is a head office for chain retail stores like Walmart, Target, Kroger, etc.

***What is a "Chain Retail Store" in the context of Fireworks?***

A Chain Retail Store is a building classified as a mercantile occupancy that contains a variety of merchandise and that is not used primarily for the retail sales of consumer fireworks and it belongs to Retail Chain Main Office.

***What is the license requirement and the fee for "Retail Chain Store Main Office"?***

The chain owner, in this case the chain retail store head office, pays an initial \$5,000 fee. Each store shares the License from the chain retail store head office, *assuming the chain owner registers each store.*

***What is the license requirement and the fee for "Retail Chain Store"?***

If the store is part of a Retail Chain and the main office has registered that location, there is no fee.

If the store is not part of Retail Chain Main Office, or is a standalone store, the license fee is \$5,000.

***What is the license requirement and the fee for retail facility?***

Each facility pays an initial \$5,000 fee and each facility gets a License

### ***What paperwork is required from facility?***

The Facility registrant must upload the following documents: Inspection Report, Liability Insurance, Citizenship Affidavit ([GID-276-EN](#)), Affidavit Documents, and Proof of Legal Age (Photo ID).

### ***What paperwork is required for a "Retail Chain Store Main Office"?***

A Retail Chain Main Office registrant must upload the following documents: Inspection Report, Liability Insurance, Citizenship Affidavit ([GID-276-EN](#)), Affidavit Documents, and Proof of Legal Age (Photo ID).

### ***What paperwork is required from Retail Chain Main Office on behalf of each store?***

A Retail Chain Main Office registrant must upload the following documents: Inspection Report and Liability Insurance for each store.

### ***When do I send in license fee?***

To reduce processing time, feel free to send required funds *before you complete step 3* in the application.

### ***Where do I go to upload required documents?***

1. Log in to the Fireworks portal
2. From the dropdown, select "Manage Facility Documents"; this will take you to the page that allows you to upload documents
3. On the document upload page, you will see the different kinds of document that need to be uploaded.
4. From the dropdown, choose the correct facility or company (note: all documents must attach to a facility or company; so, in order to upload a document, a facility or company must first be selected; if no facility or company is available to select, then one must be created in order to proceed.
5. Upload your document

### ***Where do I update my personal information, such as name, phone number, or email?***

1. Log in to the Fireworks portal
2. From the dropdown, select "Manage Your Information"
3. Update your information
4. Who should be listed as the Certificate Holder on the Certificate of Liability Insurance Certificate?

5. The Certificate Holder should be listed as:

OFFICE OF INSURANCE & SAFETY FIRE COMM  
2 MARTIN LUTHER KING JR DR SE STE 920W  
ATTN HAZ MAT/FIREWORKS  
ATLANTA GA 30334-9000

Also, please list the local address of operations in the Description of Operations/Locations /Vehicles section of the Insurance Certificate.

***Whose responsibility is it to register and take care of paperwork for stores/locations within Retail Chain?***

The registrant for Retail Chain Main Office is responsible to register each store and handle the paperwork.