

Renewal Process

Original Formulations

No annual requirements need to be met for approved original formulations.

Blender License

Blenders are required to submit an annual production sample for all blender licenses at renewal time. For example, if the license approval date is April 1. The renewal sample is due February 1 of the following year. If no sample is logged and received after the one-year license length the license will expire.

To initiate the renewal process click on the renewal link that will be emailed to you 90 and 45 days before license expiration. Follow the instructions on the site after clicking the link in the email.

Once you have started the renewal process if the Blender is

- a different company than the original formulator an authorization will be required from the original formulator. The status of the record will be set to **'Authorization Required – Renewal'**. And the display will be redirected back to the submission screen. No sample can be logged until the original formulator authorizes the request. Once authorized, the status will show **'Pending – Renewal'**. Emails are sent by the system to notify the original formulator of the authorization request.
- the same company as the original formulator the status of the record will be set to **“Pending – Renewal”**. At this point, Select the record and log a sample.

On the dashboard under Samples Shipped for Analysis:

Samples Shipped for Analysis ([show/hide](#))

<input type="button" value="Log Sample"/> <input type="button" value="Sample Analytical"/>							
Batch #	Date Shipped	Date Received by TMC	Date Shipped to GM	Sample ID	TMC Status/GM Status	Reprint Label	Comment

Enter another sample as the Annual Production Sample by clicking on the 'Log Sample' button and then click Save & Print. Use the shipping label displayed and send the sample to the address indicated on the label.

Once the sample is logged you can then submit the record by selecting Submit for Approval and clicking on the Submit button. Analysis of the sample by TMC and GM will begin once the sample is received by GM. GM CCA will then respond via email regarding the license renewal.

Brand License

Brand License renewals are now automated. All brand licenses will automatically be submitted to CCA for review upon the renewal of the blender license they are associated with. If you have any updates that need to be made to your brand license information you will need to reach out to GM CCA.