

Law Label Services

Reference and Instruction

Guide

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A. Introduction

Law Label Services was formed to guide your manufacturing or importing company through the process of registering with the state agencies to sell stuffed goods in those states. The list of stuffed goods requiring registration includes pillows, stuffed toys, mattresses, upholstered furniture, quilts and more. The process of registration can be complex with each state having it's own set of law label rules and regulations to follow.

Let's face it, you want to get the company registered as quickly and cheaply as possible. The cost of registering a company is not cheap. Most of it comes from the fees charged by the states. Unfortunately, that cannot be changed.

However, we can make the cost of the registration service as low as possible to reduce the overall cost to you. ***That's what we offer.***

There are other registration services to choose from. We all offer the same basic services of getting the company registered properly.

The difference is in the service and cost. The goal of our company is make this process as easy and cost effective as possible for every company. We have reduced our fees to help make this happen. We encourage you to look at our competitors and see what their fees are. ALL of their fees including things like Research and Certificate Storage. Those are free at Law Label Services. We don't charge a 3% credit card fee. We don't charge a wire transfer fee for invoices over \$1000. We certainly don't have any charges by the hour. All of our fees are known before you make a payment. See the Pricing page for our fees.

We are always trying improve our services and lower the costs to pass that savings on to you. Our website is plain without any graphics, slideshow collages or videos. Those things cost a lot of money. We would rather give you a lower service cost than have a fancy looking website. We spend our money on upgrading our services. In the near future, we will be adding new services like one low payment per year for renewals and vendor verification for retailers that require it. That's where the value to you becomes important.

We will make this process as easy as possible for you, while not making you go broke to do it.

Law Label Services takes the worry and hassle away from you and simplifies the processes. Our goal is to "Keep It Simple"!

B. Procedure Overview

Step 1: Create an account with Law Label Services

This is simply a user ID, password and your email address. You only need to do this once.

Step 2: Login and download the Company Agreement

Have it signed by a company officer, then Email it to Law Label Services.

The Company Agreement ONLY gives Law Label Services the ability to sign the applications and receive communications (email, certificates, etc.) on your behalf. It does NOT give any other rights to Law Label Services. This is required for our registration services.

After signing it, email or fax it back to Law Label Services. You only need to do this once.

Step 3: IF YOU ALREADY HAVE A URN Certificate, send it to Law Label Services

Email or fax a copy of your current, valid, URN Certificate.

Step 4: LOGIN and create a Company Information document

This document will contain all of the company's information like address, contact names, phone numbers and copies of state registration certificates. This may take a few minutes to fill out, but it is needed to automate the registration process. This information will be used to populate the data on the state registration forms automatically. You only NEED to do this once, but can update it in the future.

Step 5: You are now ready to register with the states

Click on the Actions >> Submit Registration, Renewal or Other Service Request to begin.

If you do not have a URN, we will apply for one for you automatically. It will be used for all your future registrations.

Enter the Factory Information. Enter the label and stuffing information.

Enter your payment information. We can accept VISA, Mastercard, American Express or a wire transfer.

Checkout and submit your label registration request.

Step 6: Send stuffing sample to Ohio - (Optional: only if registering in OH)

Ohio, Ohio.Bedding@com.state.oh.us, requires a sample to test. Send it directly to the Ohio office.

DO NOT SEND SAMPLES TO US. You should send them via courier (DHL or Fed-Ex), not postal service.

The state will send YOU an invoice later with the charges for the testing. You can expect to pay US\$145+ per tested material.

This is only required for Ohio registrations.

You only need to do this once.

Step 7: Complete California Application - (Optional: only if registering in CA)

After you have submitted your registration request, we will email you the CA application to sign.

Please have it signed by a company officer and email it back to us at info@lawlabel.com

This is only required for California registrations.

Step 8: Complete North Carolina Application - (Optional: only if registering in NC)

After you have submitted your registration request, we will email you the NC application to sign.

Please have it signed by a company officer and email it back to us at info@lawlabel.com

This is only required for North Carolina registrations.

Step 9: You are complete!

In about 4 weeks or so, you will registered to sell stuffing goods in those states!

All the certificates will be sent to us, scanned and attached to your Company Information where you can download them.

C. Timeline for completion

(After Company Information, Company Agreement and Request have been completed)

URN Creation and Assignment (After payment is received)	5-7 business days 0-2 business days for RUSH service The URN is assigned by the state office, so the amount of time required will depend on what states you are registering in
Submission of all other state applications	0-2 business days (We will send copies of CA and NC applications for company officer signatures. CA/NC applications are usually mailed out within 1 business day of receipt)
Completion of all state certificates (You will be notified when completed)	2-6 weeks, possibly longer Most states will be completed within 2-4 weeks. OH requires testing which can delay the process by several weeks. Some states become extremely busy at renewal time and this can slow the registration process as well.

D. Frequently Asked Questions (FAQ)

Terms Used

Certificate, Registration and License all have the same meaning

Label, Law Label and Tag all have the same meaning

Goods, Items and Products all have the same meaning

What is a Law Label?

Law Labels exist to give consumers the knowledge they need to make purchases of stuffed goods. The Law Label contains the composition of the stuffing material, manufacturer details and other information. The Law Label tag is made of long lasting materials like Tyvek.

What is a Uniform Registration Number (URN)?

A URN is a number (Example: OH 12345 (CN)) that is assigned for each law label. EACH FACTORY LOCATION MUST HAVE IT'S OWN LAW LABEL! If your company has multiple factories, then you must have each factory registered with a different URN. This number is assigned once by any of the 14 registration states, and then it is used for the applications to all the other states. The URN will be printed on the law labels. It is also used to ensure that the manufacturer is keeping their registrations legal and up to date by the states.

A URN is NOT the same as a Registration Number, or "RN", provided by the U.S. Federal Trade Commission. That is a general business number used for completely different purposes.

What is a manufacturer?

A manufacturer is defined as the company that owns the factory where the final sewing/enclosing of the product takes place. It is NOT the distributor, wholesaler or importer. If your bedding items are manufactured by another company, THAT company is the manufacturer, not yours.

What is an Importer?

An importer is the company who is bringing the bedding items to the United States for sale by themselves or others.

What is Registration?

It is simply the act of registering with a state, by the manufacturer or importer, to sell stuffed and bedding goods in that state. As a manufacturer, you MUST register each factory/plant separately. You will be assigned a new URN for each factory/plant. You may register a "joint" license shared with an Importer.

What is "Joint" registration?

A manufacturer can share the registration certificate with an importer. This is called a "joint" registration because both the manufacturer and importer company names are on the certificate. THE URN ON THIS TYPE OF CERTIFICATE CAN ONLY BE USED FOR GOODS SOLD THROUGH THE IMPORTER SHOWN ON THE CERTIFICATE. IT CAN NOT BE USED TO SELL GOODS WITH ANY OTHER IMPORTER!

What U.S. States and Canadian Provinces require registration?

States	Expire Dates
California - CA	2 Years
Connecticut - CT	April 30
Delaware - DE	1 Year
Detroit - DET	December 31
Massachusetts - MA	1 Year
North Carolina - NC	February 28
New York - NY	1 Year
Ohio - OH	1 Year
Oklahoma - OK	June 30
Pennsylvania - PA	1 Year
Rhode Island - RI	3 Years
Utah - UT	December 31
Virginia - VA	1 Year
West Virginia - WV	June 30

Will Law Label Services register my company in Canada?

No. Canada does not require registration as of December 31, 2021.

What products require registration?

Mattresses, Foundations, Futons	Decorative Pillows	Sleeping Bags
Bed Pillows	Dining Room Chairs	Sleeping Pads
Bicycle Seat	Exercise Equipment Cushions	Sofa/Couch/Loveseat
Car Seat Cover/Insert/Heater	Mattress Pads	Upholstered Dual-Purpose Furniture
Children's Car Seat	Neck/Travel Pillow	Upholstered Chairs
Comforters	Outdoor Furniture/Cushions	Waterbed Products with stuffing
Crib Bumper Pads	Public Use Furniture	Wheelchair Pads
Cushions	Reclining Chairs	Stuffed Toy

And many more...

Just about any item that contains stuffing is required by at least some states to be registered. We can help you determine what states you need to register your products in. Example: If you do not select Ohio for registration, but sell goods in Ohio, you could be fined or banned from selling in Ohio ever again.

Are there any other fees?

Yes, Detroit, North Carolina, Ohio, Oklahoma and Pennsylvania charge a per item fee on all renewals. [Click here for more information on the per item fees.](#)

Why do I have to register?

14 U.S. states require by law the manufacturer and possibly importer to submit an application of registration. That application will allow the manufacturer or importer to sell their goods in that state.

What if I use an importer?

If you are a foreign manufacturer, 6 of the 14 required states demand that you AND the Importer must be registered. The other 8 states require that only the manufacturer be registered. Contact your importer and ensure that they are registered.

What if I am an importer?

Importers must register in six (6) states, California, Connecticut, Detroit, Ohio, Utah and Virginia. The manufacturer must still register in those states since the Manufacturer must be registered where ever their goods are sold. However there are benefits if you register a "joint" license shared with a manufacturer. See above for more information. You must have the manufacturer's URN available when you register.

What testing does Ohio do?

Ohio tests the filling materials to make sure the manufacturers are labeling the goods correctly. An incorrect label could cause health problems with certain individuals.

What testing does California do?

California requires flammability compliance for upholstered furniture sold in the state.

COMPLIANCE of filling materials and fabrics with TB 117-2013 for furniture is MANDATORY.

As of January 1, 2014 California has adopted a new flammability standard for upholstered furniture, referred to as TB117-2013. Manufacturers of upholstered furniture must construct their upholstered furniture to meet the TB117-2013 requirements. As of January 1, 2015, all upholstered furniture sold in California must meet the TB117-2013 flammability standard. You may visit the CA website for all information regarding the newly adopted standard, TB117-2013 at:
<http://www.bhfti.ca.gov/about/laws/propregs.shtml>.

How much does it cost?

The state fees vary from \$5 to \$750. They are usually good for one year. Some states also charge a "Per Item Fee". See the section above for more information. Law Label Services charges \$79 for each state application and \$59 for each renewal.

Why does LLS need a Company Agreement from me?

In order to automate and speed up the registration process, Law Label Services will be signing and submitting the applications on your behalf. The Company Agreement gives Law Label Services the ability to sign and submit the application and receive the completed certificates from the states, but nothing else.

What if I don't register?

You will be violating U.S. state laws. You risk the loss of income from not selling your good in the U.S. If you sell your product and it is found to be out of compliance, the product will be pulled from the store or retailer immediately. You will also risk having a fine of \$1,000's levied against your company for each violation.

How long does it take?

Creating an account with Law Label Services and filling in your company information only takes a few minutes.

We can get a URN for you in as fast as 1-2 business days.

Law Label Services will take about 1-2 days to submit the applications to the states.

It will take an additional 2-4 weeks for the state offices to complete in all the states except California. They will take at least 6-8 weeks.

What if I don't have a URN?

We will apply for a URN in a state, depending on where you will be selling your goods.

What if I use Down Feathers?

[Go to our Down Feather Help page.](#)

How long does the registration last?

All states require yearly registration at a minimum. Below is the list of dates each state uses for expiration:

Every February 28th	North Carolina
Every April 30th	Connecticut
Every June 30th	Oklahoma, West Virginia
Every December 31st	Detroit, Utah
36 months from date of issue	Rhode Island
24 months from date of issue	California
12 months from date of issue	Delaware, Massachusetts, Ohio, Pennsylvania, Virginia

How soon can I register or renew?

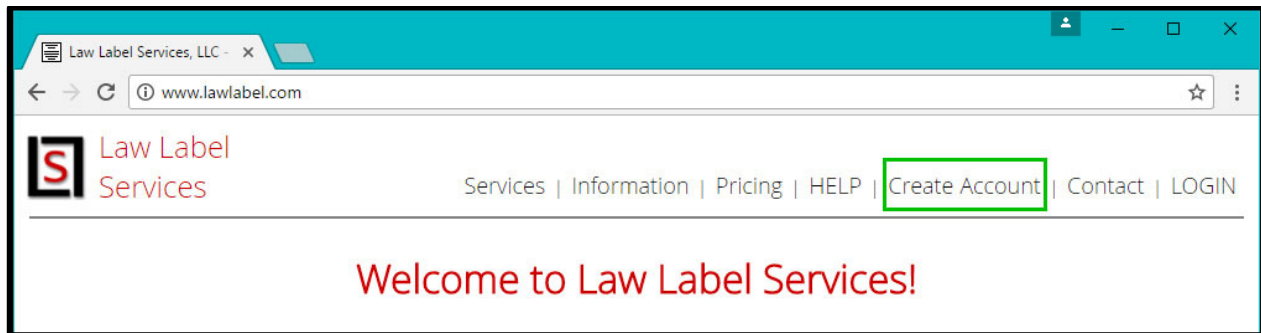
Your company may make the initial registration at any time. Once you have been issued a URN certificate, you will need to follow the renewal schedule above for each state. You can not renew earlier than 60 days before the expiration date.

What if we cancel our request?

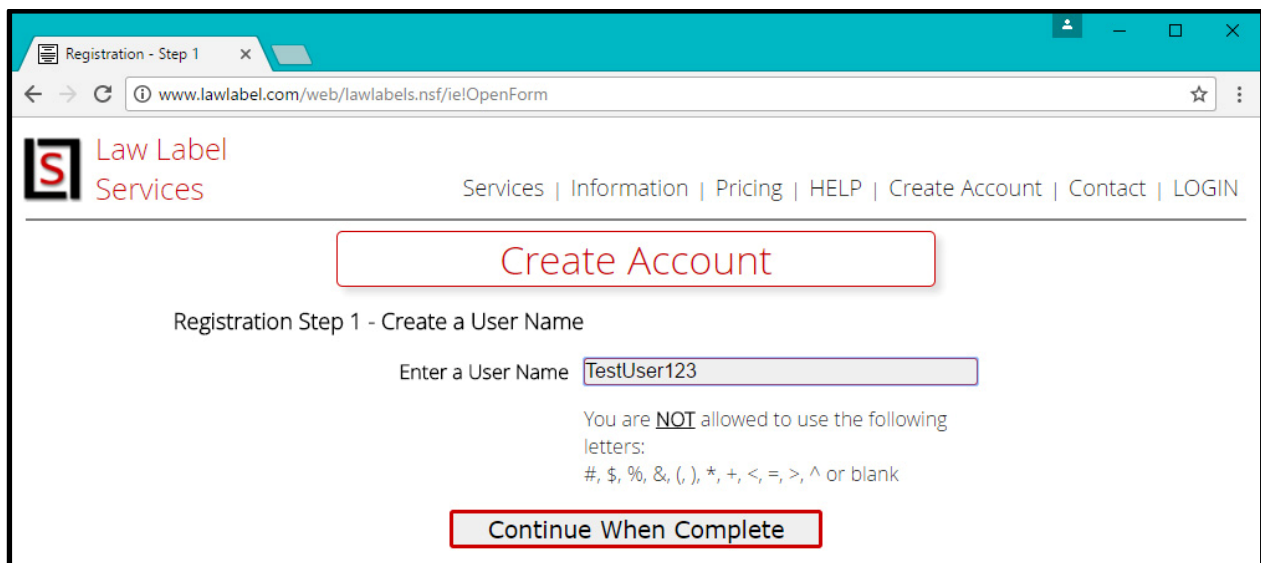
If you decide to cancel before processing of all the state certificates has completed, you will receive a refund of any unpaid state fees (not LLS fees) minus a \$199 cancellation fee.

Create an account

From the home page, click on the “Create Account” link

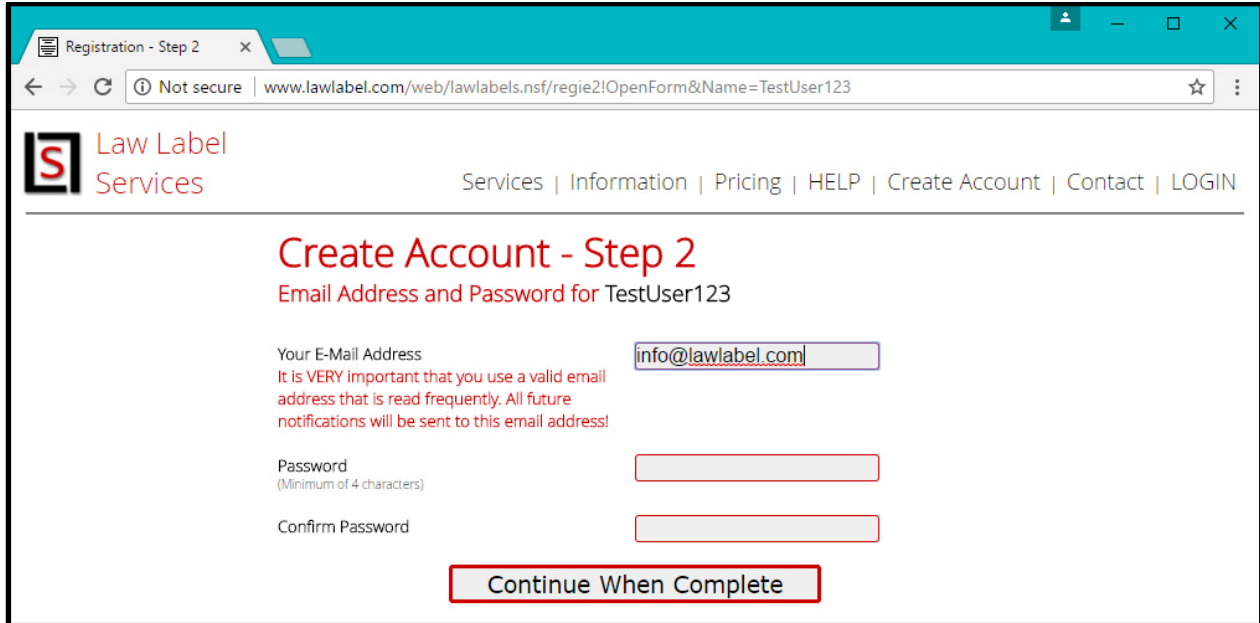


Enter a user name you want to use. We can allow any character in the user name except #, \$, %, &, (,), *, +, <, =, >, ^ or blank space.



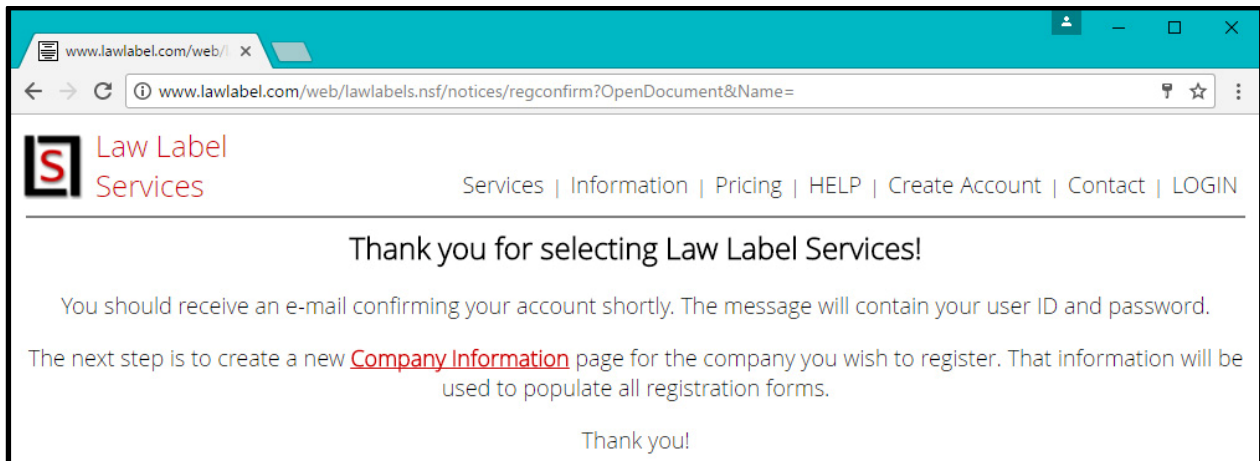
Now enter the email address and password for the account.

It is VERY important that you use a valid email address that is read frequently. All future notifications will be sent to this email address!



The screenshot shows a web browser window titled "Registration - Step 2". The address bar shows the URL: www.lawlabel.com/web/lawlabels.nsf/regie2!OpenForm&Name=TestUser123. The page header includes the Law Label Services logo and navigation links: Services | Information | Pricing | HELP | Create Account | Contact | LOGIN. The main heading is "Create Account - Step 2" with the subtitle "Email Address and Password for TestUser123". The form contains three input fields: "Your E-Mail Address" (containing info@lawlabel.com), "Password (Minimum of 4 characters)", and "Confirm Password". A red warning message is displayed below the email field: "It is VERY important that you use a valid email address that is read frequently. All future notifications will be sent to this email address!". At the bottom of the form is a button labeled "Continue When Complete".

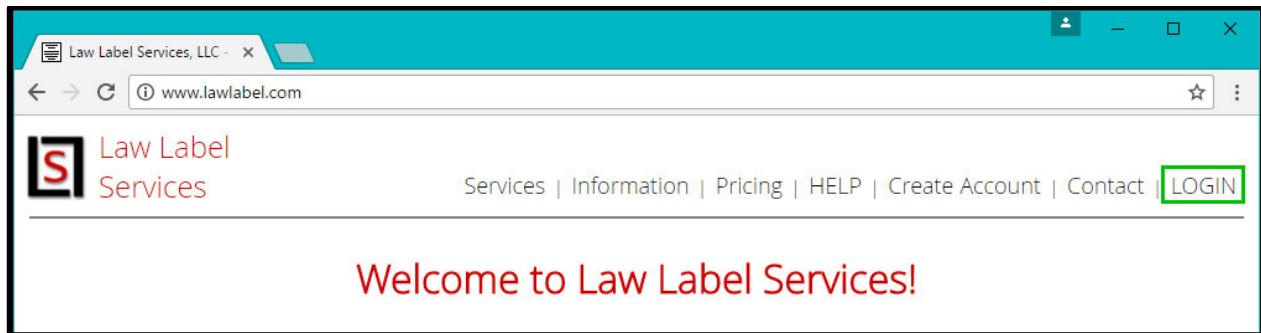
You will see the confirmation screen after submitting. An email will be sent to the address you entered confirming the user name and password.



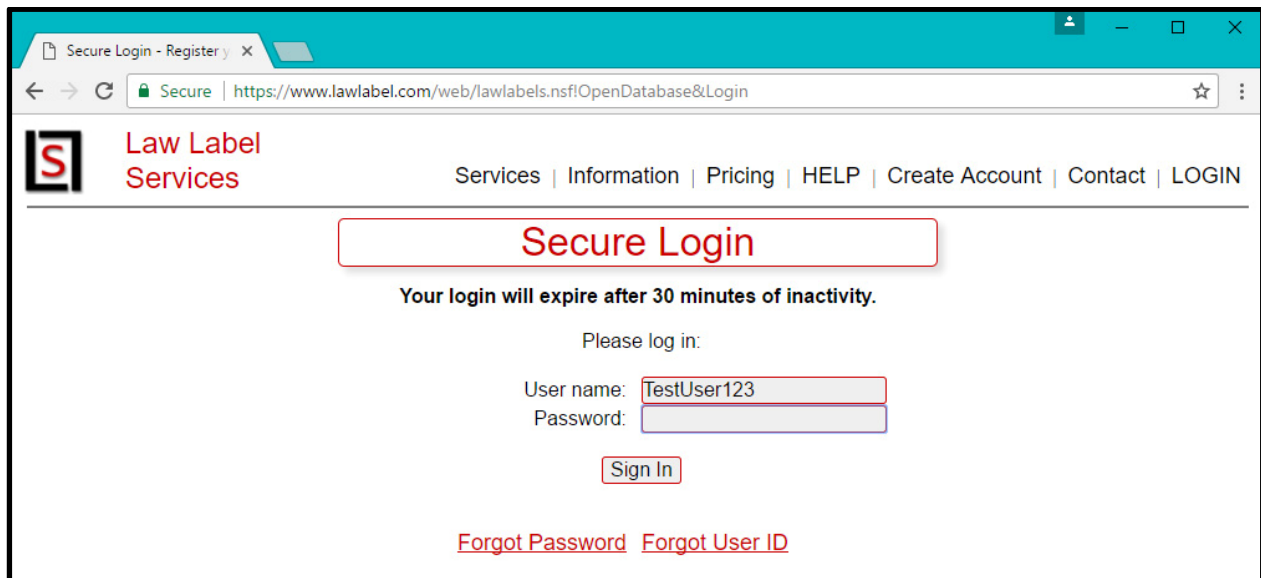
The screenshot shows a web browser window with the URL: www.lawlabel.com/web/lawlabels.nsf/notices/regconfirm?OpenDocument&Name=. The page header is identical to the previous screen. The main heading is "Thank you for selecting Law Label Services!". Below this, a message states: "You should receive an e-mail confirming your account shortly. The message will contain your user ID and password. The next step is to create a new [Company Information](#) page for the company you wish to register. That information will be used to populate all registration forms." At the bottom, it says "Thank you!".

Login

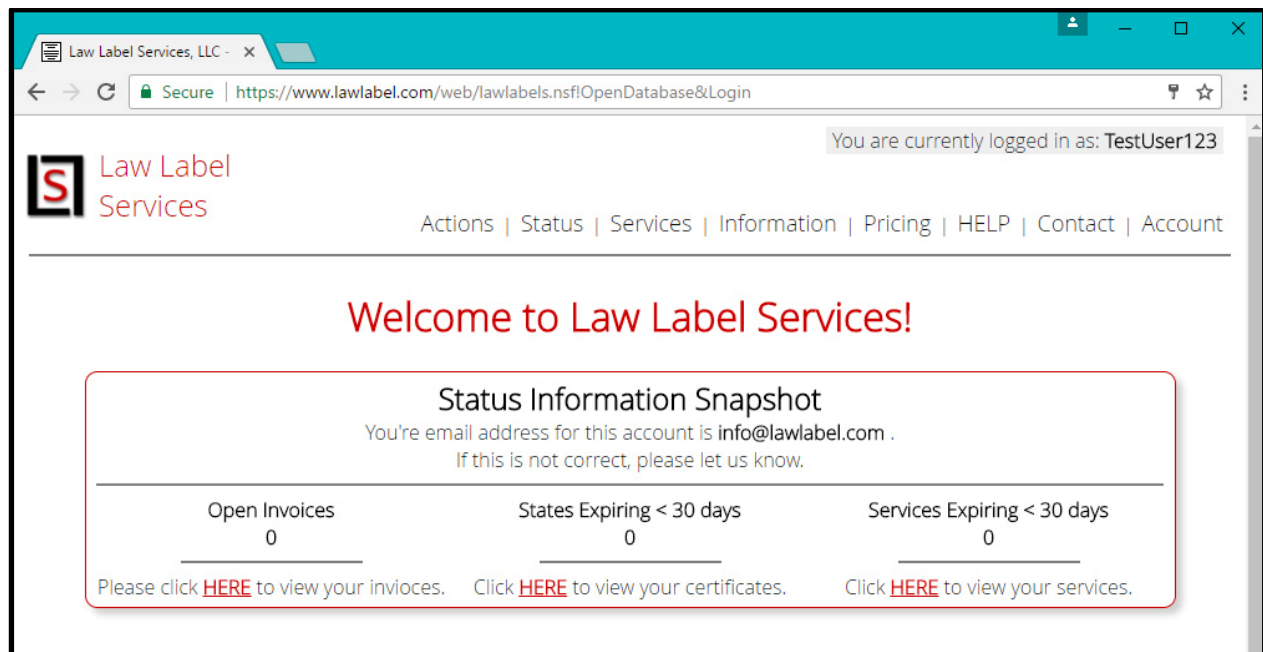
To login to the secure portion of our website, click on the “LOGIN” link from the home page.



Enter your user name and password.



When logged into the website, you will see a snapshot of your current status. You can click on the direct links below the snapshot to access your information.

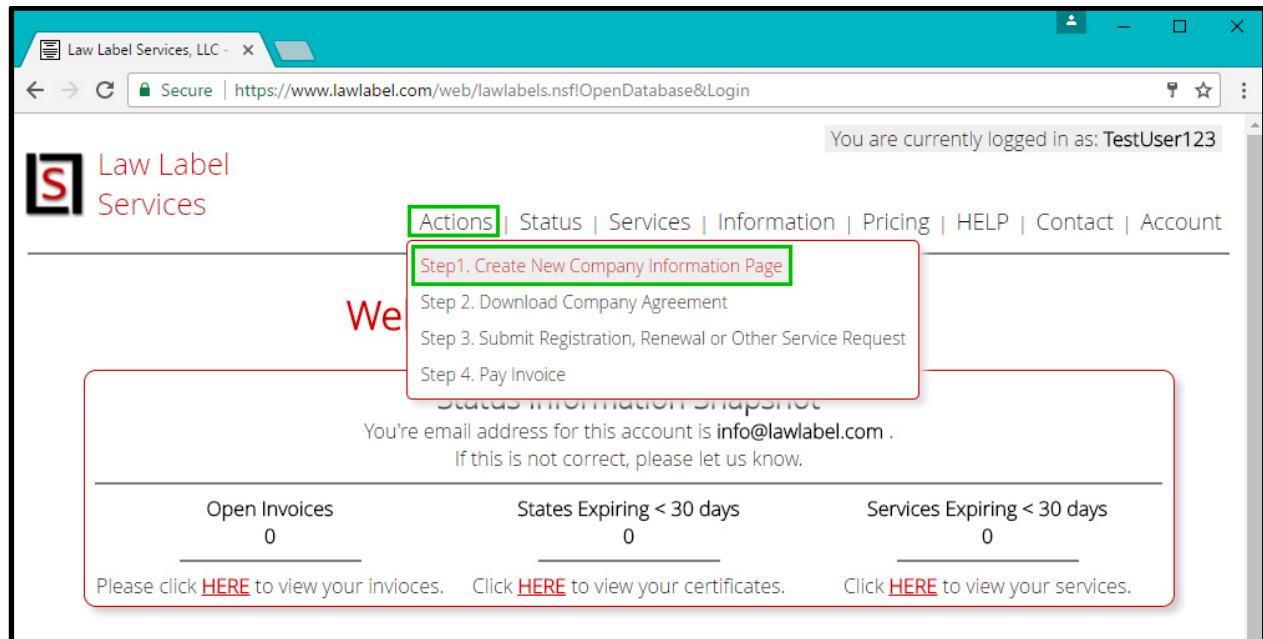


Actions – Create New Company Information Page

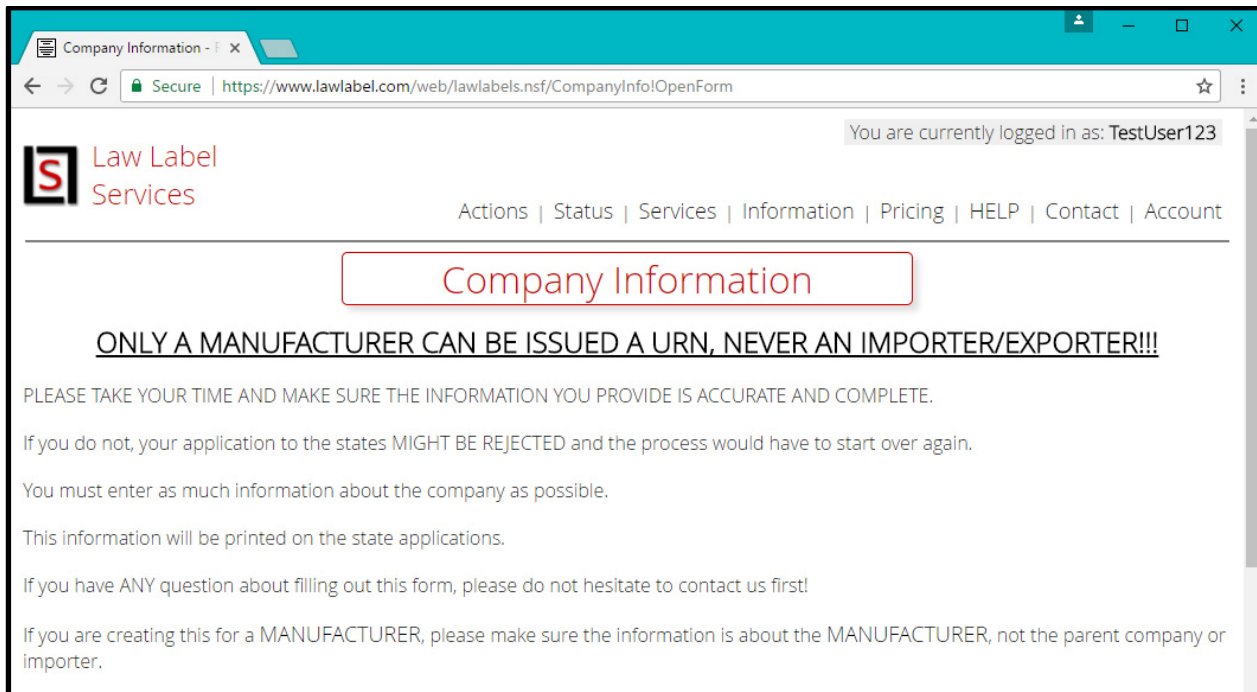
The first step for registration or renewal is to create a Company Information page.

The Company Information page is required because the information in it will be used to create the registration and renewal forms and requests. You can enter multiple company information pages while logged in to the same user name account if you have multiple companies or multiple factories being registered.

Use the menu to access it.



You will see some basic information at the top of the page. Scroll down to begin entering the information.



Company Information - X

Secure | <https://www.lawlabel.com/web/lawlabels.nsf/CompanyInfo/OpenForm>

You are currently logged in as: TestUser123

Law Label Services

Actions | Status | Services | Information | Pricing | HELP | Contact | Account

Company Information

ONLY A MANUFACTURER CAN BE ISSUED A URN, NEVER AN IMPORTER/EXPORTER!!!

PLEASE TAKE YOUR TIME AND MAKE SURE THE INFORMATION YOU PROVIDE IS ACCURATE AND COMPLETE.

If you do not, your application to the states MIGHT BE REJECTED and the process would have to start over again.

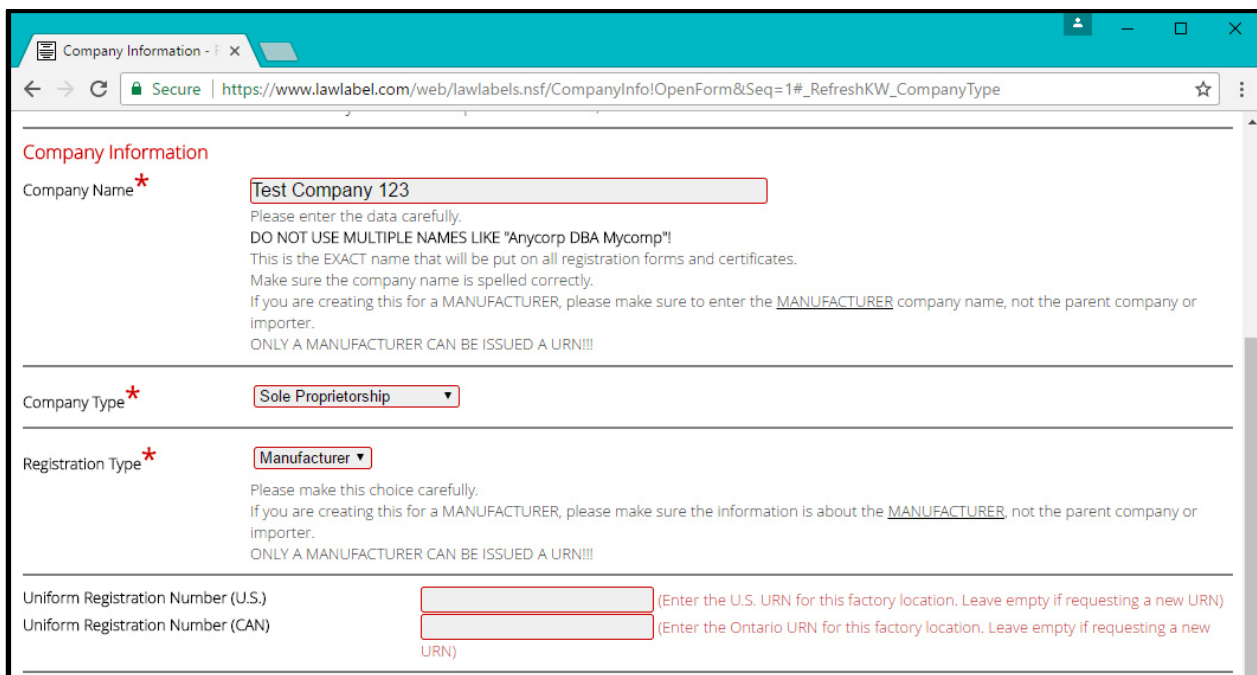
You must enter as much information about the company as possible.

This information will be printed on the state applications.

If you have ANY question about filling out this form, please do not hesitate to contact us first!

If you are creating this for a MANUFACTURER, please make sure the information is about the MANUFACTURER, not the parent company or importer.

It is very important to enter the correct name in the Company Name field. This is the name that will be registered and shown on all the certificates. The company name should be the actual company name and not a DBA name. If you already have a valid URN, enter it here.



Company Information - X

Secure | https://www.lawlabel.com/web/lawlabels.nsf/CompanyInfo/OpenForm&Seq=1#_RefreshKW_CompanyType

Company Information

Company Name*

Please enter the data carefully.
DO NOT USE MULTIPLE NAMES LIKE "Anycorp DBA Mycomp"! This is the EXACT name that will be put on all registration forms and certificates. Make sure the company name is spelled correctly.
If you are creating this for a MANUFACTURER, please make sure to enter the MANUFACTURER company name, not the parent company or importer.
ONLY A MANUFACTURER CAN BE ISSUED A URN!!!

Company Type*

Registration Type*

Please make this choice carefully.
If you are creating this for a MANUFACTURER, please make sure the information is about the MANUFACTURER, not the parent company or importer.
ONLY A MANUFACTURER CAN BE ISSUED A URN!!!

Uniform Registration Number (U.S.) (Enter the U.S. URN for this factory location. Leave empty if requesting a new URN)

Uniform Registration Number (CAN) (Enter the Ontario URN for this factory location. Leave empty if requesting a new URN)

Tax ID or Business ID is required for all companies. U.S. based companies will enter the FEIN. All other companies can enter either the Tax ID or the Business ID of the foreign company, depending on what is used to register the company with the foreign government.

You will also enter the products that the factory produces here. The list of states in the pink colored section is just to notify you of the states that require registration for factories that make those products. **It is not the actual selection of state registrations.**

Tax Identification Number* <input type="text" value="00-0000000"/>		
REQUIRED FOR ALL COMPANIES: U.S. Companies use FEIN Foreign Companies use Tax ID or Business ID		
PRODUCT INFORMATION SECTION* Select All Products this Factory Produces		
<input checked="" type="checkbox"/> Bed Pillows <input checked="" type="checkbox"/> Comforters <input type="checkbox"/> Dining Room Chairs <input type="checkbox"/> Massage Table <input type="checkbox"/> Pet Bedding <input type="checkbox"/> Sleeping Pads <input type="checkbox"/> Upholstered Dual-Purpose Furniture	<input type="checkbox"/> Bicycle Seat <input type="checkbox"/> Crib Bumper Pads <input type="checkbox"/> Exercise Bike <input type="checkbox"/> Mattress Pads <input type="checkbox"/> Quilts <input type="checkbox"/> Sofa/Couch/Loveseat <input checked="" type="checkbox"/> Upholstered Headboards	<input type="checkbox"/> Bulk Filling Materials <input type="checkbox"/> Cushions <input type="checkbox"/> Exercise Equipment Cushions <input type="checkbox"/> Mattresses/Foundations/Futons <input type="checkbox"/> Reclining Chairs <input type="checkbox"/> Stuffed Toys <input type="checkbox"/> Waterbed Products w/Stuffing <input type="checkbox"/> Children's Car Seat <input type="checkbox"/> Decorative Pillows <input type="checkbox"/> Inversion Table <input type="checkbox"/> Padded Infant Carriers <input checked="" type="checkbox"/> Sleeping Bags <input type="checkbox"/> Upholstered Chairs <input type="checkbox"/> Wheelchair Pads
States Required to Register In		
<input checked="" type="checkbox"/> California <input checked="" type="checkbox"/> Detroit <input type="checkbox"/> New York <input checked="" type="checkbox"/> Pennsylvania <input checked="" type="checkbox"/> Virginia	<input checked="" type="checkbox"/> Connecticut <input checked="" type="checkbox"/> Massachusetts <input type="checkbox"/> Ohio <input checked="" type="checkbox"/> Rhode Island <input checked="" type="checkbox"/> West Virginia	<input checked="" type="checkbox"/> Delaware <input checked="" type="checkbox"/> North Carolina <input checked="" type="checkbox"/> Oklahoma <input type="checkbox"/> Utah
Provinces Required to Register In (Only if registering in Canada)		
<input checked="" type="checkbox"/> Manitoba <input checked="" type="checkbox"/> Ontario <input checked="" type="checkbox"/> Quebec		

Now you will enter the actual factory address and mailing and/or corporate addresses.

The addresses can all be the same or different, but the factory address must be the actual manufacturing facility address.

Address Information			
	Factory Address* <small>This must be the exact address of the factory location.</small>	Mailing Address* <small>(<input checked="" type="checkbox"/> Same as Factory)</small>	Corporate Headquarters* <small>(<input checked="" type="checkbox"/> Same as Factory)</small>
Street/Road 1	<input type="text" value="8206 Rockville Rd."/>	<input type="text" value="8206 Rockville Rd."/>	<input type="text" value="8206 Rockville Rd."/>
Street/Road 2	<input type="text" value="#194"/>	<input type="text" value="#194"/>	<input type="text" value="#194"/>
City	<input type="text" value="Indianapolis"/>	<input type="text" value="Indianapolis"/>	<input type="text" value="Indianapolis"/>
County or District	<input type="text" value="Marion"/>	<input type="text" value="Marion"/>	<input type="text" value="Marion"/>
State or Province	<input type="text" value="IN"/>	<input type="text" value="IN"/>	<input type="text" value="IN"/>
Zip Code	<input type="text" value="46214"/>	<input type="text" value="46214"/>	<input type="text" value="46214"/>
Country	<input type="text" value="United States"/>	<input type="text" value="United States"/>	<input type="text" value="United States"/>

Please enter the contact phone number, name and email address in this section.

The email address can be different from the email address used in the user name account. Most notifications that we send out will be sent to both the user account email and the contact email addresses.

Phone Information	
Int'l Phone Code *	North America (and Territories) - 1 ▼
Other Int'l Phone Code	
Area/City/Local Code *	614
Phone Number *	543-0479
Fax Number	614-543-8348
Internet Information	
Website Address	http://www.lawlabel.com
Contact Person	
Name *	Todd Johnston
Email Address *	info@lawlabel.com

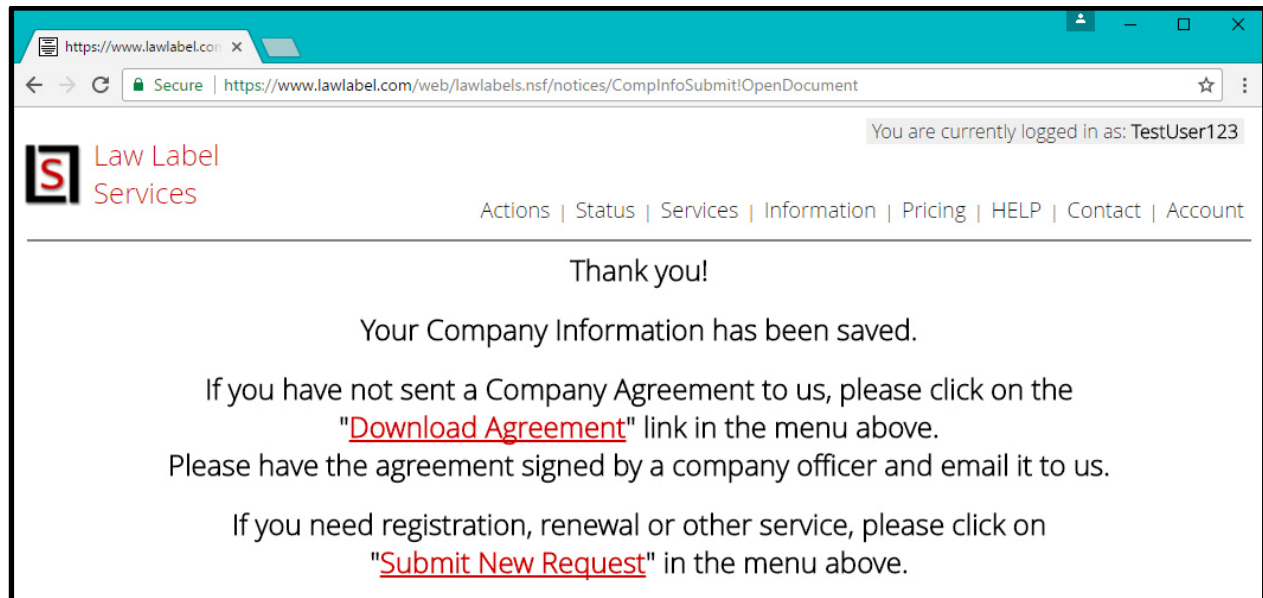
The last section is the company officer or business owner names. Submit the page when completed.

The states of CA, CT, MA, and VA require the ownership information. Please enter it below.

SOLE PROPRIETOR/PARTNERSHIP			
Print owner's name(s), residence address(es), and social security number(s) (SSN)			
	Owner / Partner 1 *	Owner / Partner 2	Owner / Partner 3
Name	Todd Johnston		
		(<input type="checkbox"/> Same as Owner)	(<input type="checkbox"/> Same as Owner)
Street/Road 1	8206 Rockville Rd.		
Street/Road 2	#194		
City	Indianapolis		
State or Province	IN		
Zip Code	43214		
Country	United States ▼		
Telephone Number	614-543-0479		
Have you ever been convicted of a felony or misdemeanor, other than minor traffic violations?	No ▼		
If you answered YES to having ever been convicted of a felony or misdemeanor, give the particulars of each, including penal code sections and/or criminal case numbers.			
Click Here to Save the Form			

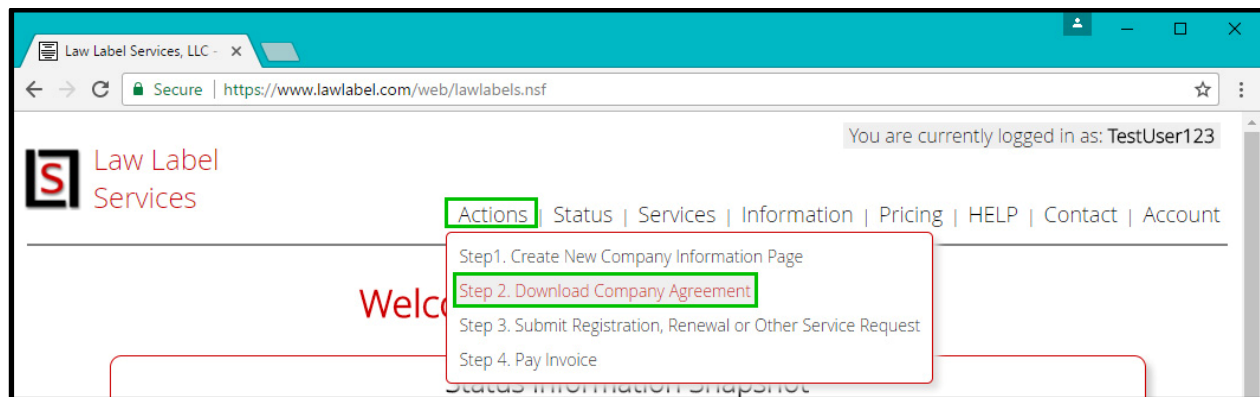
You will see a confirmation page after submitting. You will receive a confirmation email too.

The confirmation page and confirmation email will have instructions on the next steps.



Actions – Download Company Agreement

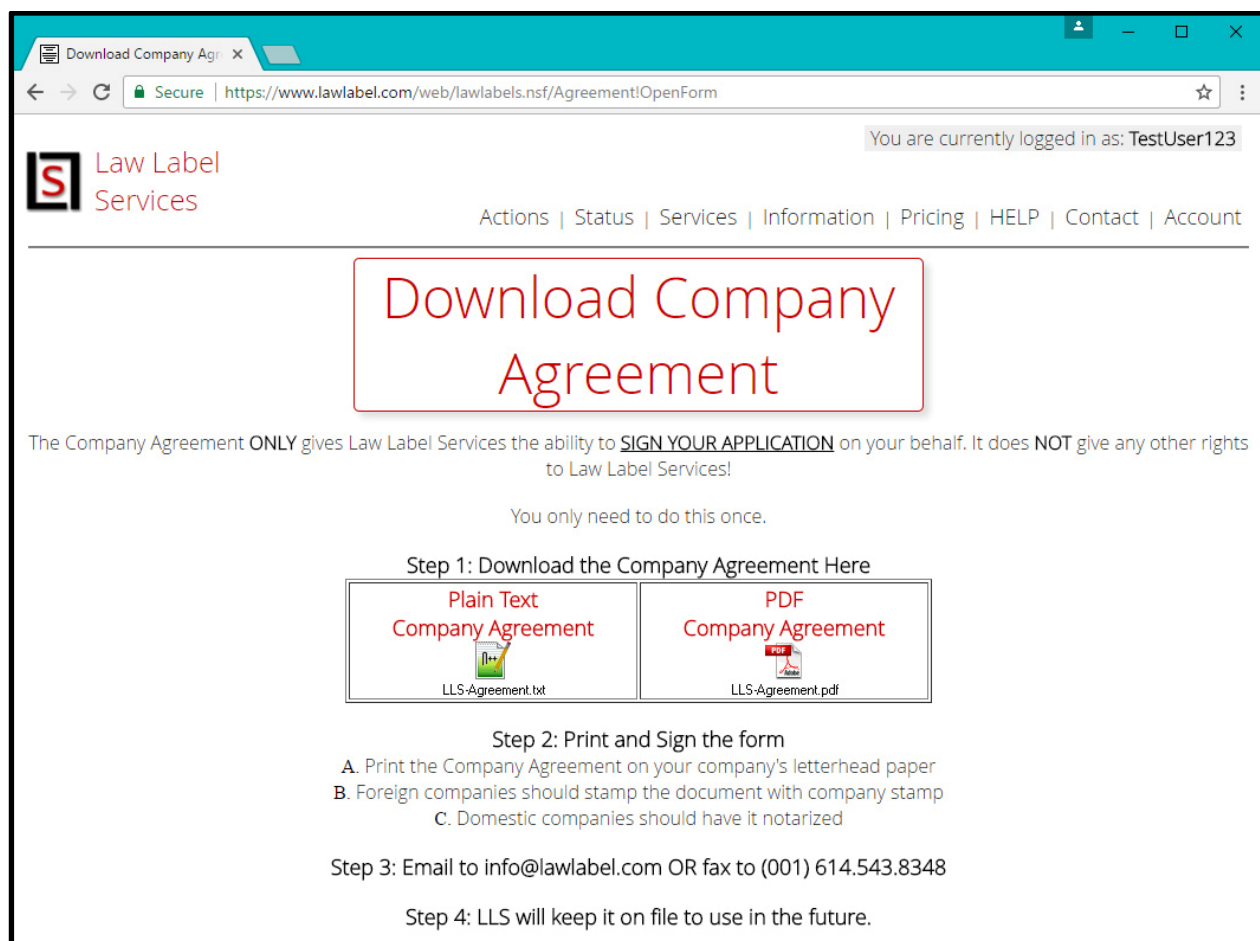
Use the main menu to access the Company Agreement



Use the links in this page to download the agreement.

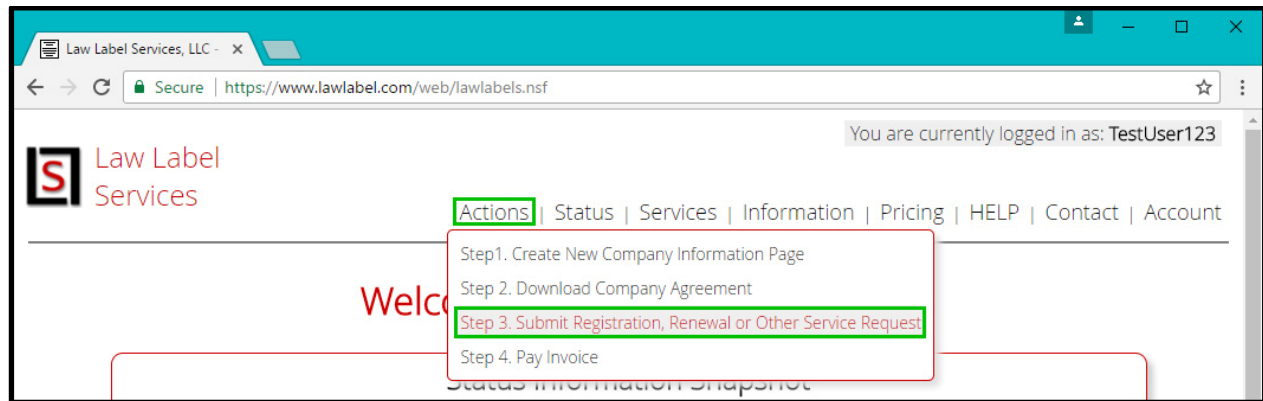
Please have the agreement signed by a factory/company officer of the company being registered. Then email it back to info@lawlabel.com.

The company agreement simply allows us to sign and submit the state applications for you.

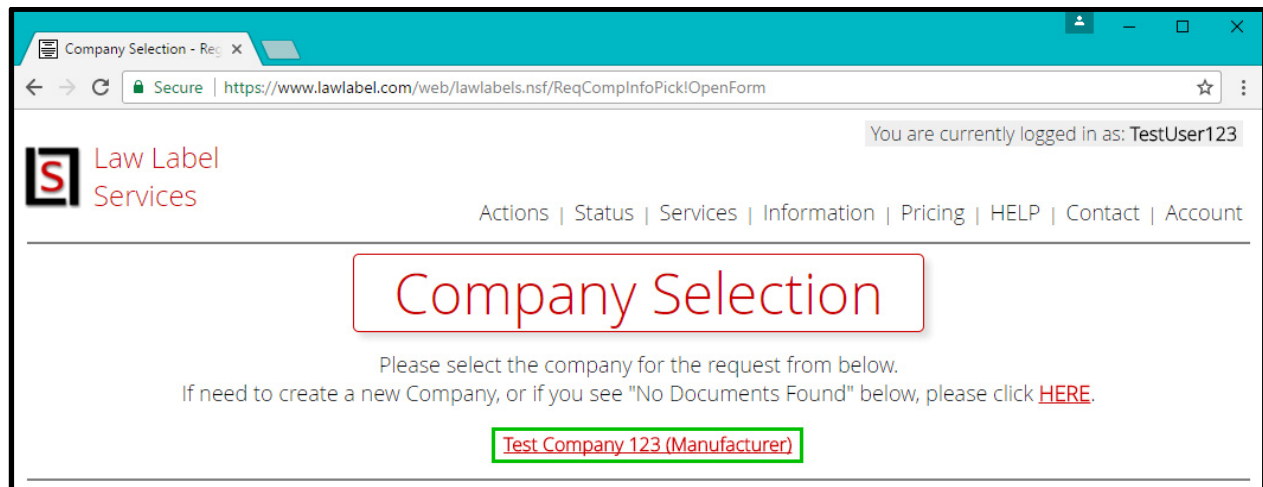


Actions – Submit Registration, Renewal or Other Service Request

Use the main menu to access the Request page.



Click on the company name that the request is for.




All foreign manufacturers are required to provide importer information.

New Request

Secure | <https://www.lawlabel.com/web/lawlabels.nsf/Request!OpenForm&Seq=1&CNum=001200>

You are currently logged in as: TestUser123

 Law Label Services

Actions | Status | Services | Information | Pricing | HELP | Contact | Account

Required Importer Information

Enter the Information for this request

Click here for [HELP](#) on this section

YOU MUST SUBMIT A SEPARATE REGISTRATION FOR EVERY FACTORY!

Fields with * are required

Manufacturer Uniform Registration Number* NEW URN

Manufacturer Name* Test Company 123

Will this be a "joint" certificate with an importer?
[\(Click here for help with "joint" registration\)](#)

☐ Yes ☒ No

If you choose "Yes" to joint registration, you must have the importer sign the Company Agreement:
[DOWNLOAD COMPANY AGREEMENT HERE](#)

Importer Information

Importer Company Name* Importer456

Importer Tax ID* (required for [joint registration only](#), 9 digits only)

Importer Street/Road 1* 123 Main Street

Importer Street/Road 2* #111

Importer City* Indianapolis

Importer State/Province* IN

Importer Postal Code* 46214

Importer Country* United States

Importer Contact Name* Jerry Seinfeld

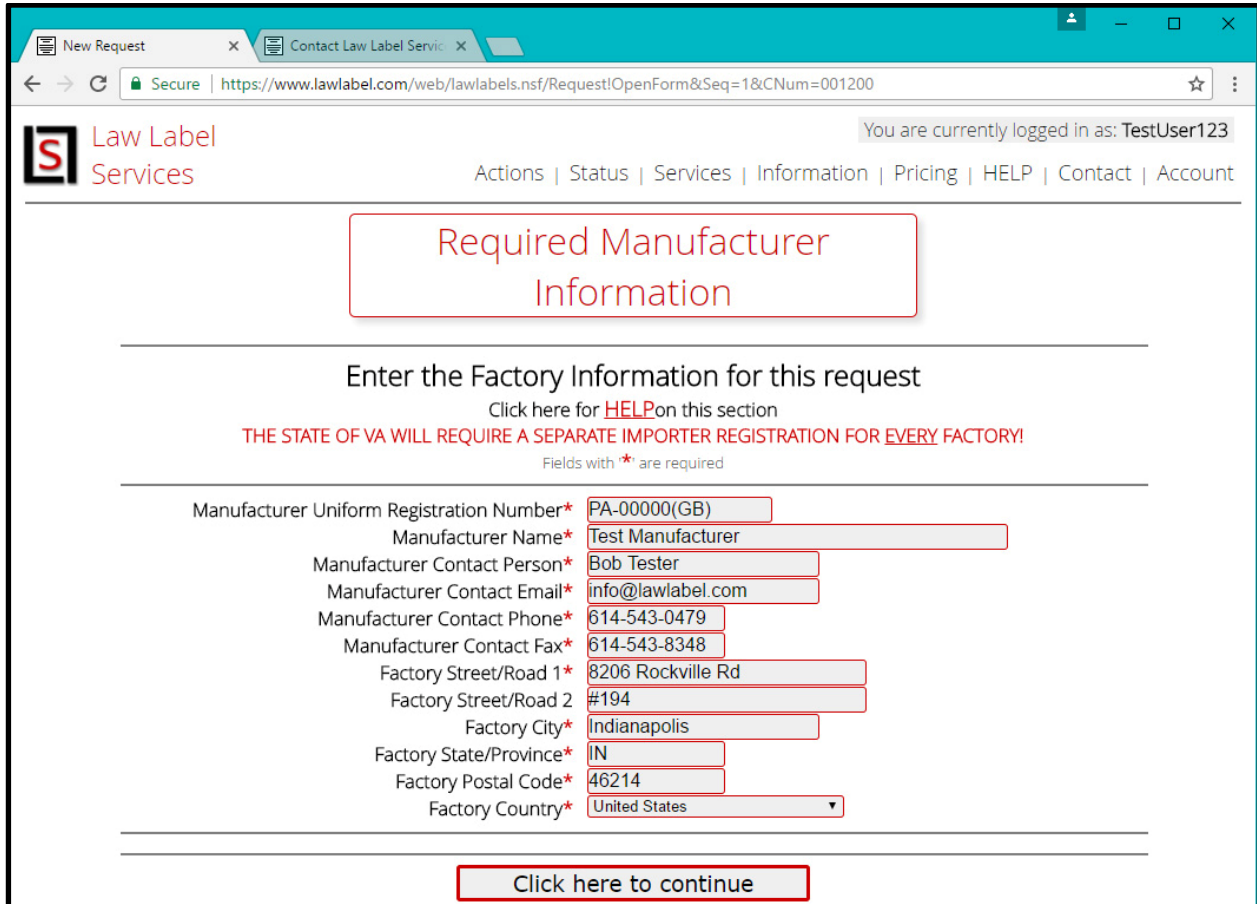
Importer Contact Email* jseinfeld@gmail.com

Importer Contact Phone* 444-555-6666

Importer Contact Fax* 444-555-7777

Click here to continue

Importers will enter their manufacturer's information here.

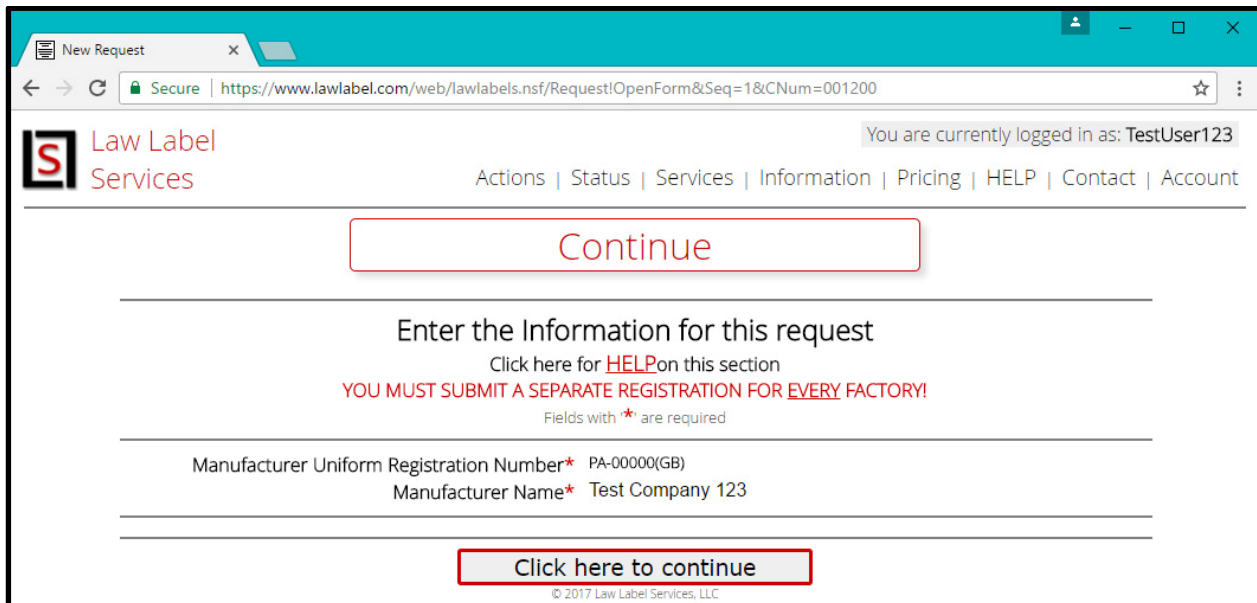


The screenshot shows a web browser window with the URL <https://www.lawlabel.com/web/lawlabels.nsf/Request!OpenForm&Seq=1&CNum=001200>. The page header includes the Law Label Services logo and navigation links: Actions | Status | Services | Information | Pricing | HELP | Contact | Account. The user is logged in as TestUser123. The main heading is "Required Manufacturer Information". Below this, it says "Enter the Factory Information for this request" and "Click here for [HELP](#) on this section". A red warning message states: "THE STATE OF VA WILL REQUIRE A SEPARATE IMPORTER REGISTRATION FOR EVERY FACTORY!". A note indicates "Fields with * are required". The form contains the following fields:

Manufacturer Uniform Registration Number*	PA-00000(GB)
Manufacturer Name*	Test Manufacturer
Manufacturer Contact Person*	Bob Tester
Manufacturer Contact Email*	info@lawlabel.com
Manufacturer Contact Phone*	614-543-0479
Manufacturer Contact Fax*	614-543-8348
Factory Street/Road 1*	8206 Rockville Rd
Factory Street/Road 2	#194
Factory City*	Indianapolis
Factory State/Province*	IN
Factory Postal Code*	46214
Factory Country*	United States

At the bottom of the form is a button labeled "Click here to continue".

U.S. based manufacturers are not required to enter any additional information.



The screenshot shows the same web browser window as the previous one, but the form is now titled "Continue". The heading is "Enter the Information for this request" and "Click here for [HELP](#) on this section". A red warning message states: "YOU MUST SUBMIT A SEPARATE REGISTRATION FOR EVERY FACTORY!". A note indicates "Fields with * are required". The form contains the following fields:


Manufacturer Uniform Registration Number*	PA-00000(GB)
Manufacturer Name*	Test Company 123

At the bottom of the form is a button labeled "Click here to continue".

Select the states you want to register or renew. The list of required states is shown at the top of the section, but you may not need all of those states if you your products are not sold there or if this is for renewals.

New Request

Secure | <https://www.lawlabel.com/web/lawlabels.nsf/Request!OpenForm&Seq=2&CNum=001200>



Law Label Services

You are currently logged in as: TestUser123

[Actions](#) | [Status](#) | [Services](#) | [Information](#) | [Pricing](#) | [HELP](#) | [Contact](#) | [Account](#)

Service Selection

GO BACK

Based on the Products selected in the Company Information page, you are **required** to be registered in:
California, Connecticut, Delaware, Detroit, Massachusetts, North Carolina, Ohio, Oklahoma, Pennsylvania, Rhode Island,
Utah, Virginia, West Virginia

If this request is part of a "JOINT" registration with a manufacturer, the importer will **NOT** be required to register in Ohio
or Utah. Those states will register both manufacturer and importer from 1 application and fee payment.

If you have ANY questions about filling out this form, please contact us first.

Select State(s) for Registration/Renewal	Expire Dates	State Fees
<input type="checkbox"/> California (<input type="checkbox"/> CHECK IF RENEWAL) (Requires compliance)	2 Years	\$ 750
<input type="checkbox"/> Connecticut (<input type="checkbox"/> CHECK IF RENEWAL)	April 30	\$ 100
<input type="checkbox"/> Delaware (<input type="checkbox"/> CHECK IF RENEWAL)	December 31	\$ 50
<input type="checkbox"/> Detroit (<input type="checkbox"/> CHECK IF RENEWAL)	December 31	\$ 150
<input type="checkbox"/> Massachusetts (<input type="checkbox"/> CHECK IF RENEWAL)	1 Year	\$ 300
<input type="checkbox"/> North Carolina (<input type="checkbox"/> CHECK IF RENEWAL)	February 28	\$ 720
<input type="checkbox"/> New York (<input type="checkbox"/> CHECK IF RENEWAL)	1 Year	\$ 150
<input type="checkbox"/> Ohio (<input type="checkbox"/> CHECK IF RENEWAL) (Requires sample testing)	1 Year	\$ 50
<input type="checkbox"/> Oklahoma (<input type="checkbox"/> CHECK IF RENEWAL)	June 30	\$ 5
<input type="checkbox"/> Pennsylvania (<input type="checkbox"/> CHECK IF RENEWAL)	1 Year	\$ 50
<input type="checkbox"/> Rhode Island (<input type="checkbox"/> CHECK IF RENEWAL)	3 Years	\$ 630
<input type="checkbox"/> Utah (<input type="checkbox"/> CHECK IF RENEWAL)	December 31	\$ 105
<input type="checkbox"/> Virginia (<input type="checkbox"/> CHECK IF RENEWAL)	1 Year	\$ 100
<input type="checkbox"/> West Virginia (<input type="checkbox"/> CHECK IF RENEWAL)	June 30	\$ 50

Additional Services Offered

Some states like CT will require extra information be entered.

New Request

Secure | <https://www.lawlabel.com/web/lawlabels.nsf/Request!OpenForm&Seq=2&CNum=001200>


or obtain those states will register both manufacturer and importer from 1 application and fee payment.

If you have ANY questions about filling out this form, please contact us first.

Select State(s) for Registration/Renewal	Expire Dates	State Fees
<input checked="" type="checkbox"/> California (<input type="checkbox"/> CHECK IF RENEWAL) (Requires compliance)	2 Years	\$ 750
<input checked="" type="checkbox"/> Connecticut (<input type="checkbox"/> CHECK IF RENEWAL)	April 30	\$ 100
<input type="button" value="Close"/>		
<p>*1. What is the main filling material being used or handled? <input type="text" value="Polyurethane Foam"/></p> <p>*2. Have you ever been licensed in the State of Connecticut? <input type="button" value="No"/></p> <p>If yes, Previous License Number <input type="text"/> and Year Issued <input type="text"/></p> <p>*3. Are Feather and Down or other animal origin materials being used? <input type="button" value="No"/></p> <p>If yes, Location of Sterilization Plant <input type="text"/> Sterilization Permit Number <input type="text"/></p>		
<input checked="" type="checkbox"/> Delaware (<input type="checkbox"/> CHECK IF RENEWAL)	December 31	\$ 50
<input checked="" type="checkbox"/> Detroit (<input type="checkbox"/> CHECK IF RENEWAL)	December 31	\$ 150
<input checked="" type="checkbox"/> Massachusetts (<input type="checkbox"/> CHECK IF RENEWAL)	1 Year	\$ 300
<input checked="" type="checkbox"/> North Carolina (<input type="checkbox"/> CHECK IF RENEWAL)	February 28	\$ 540
<input type="checkbox"/> New York (<input type="checkbox"/> CHECK IF RENEWAL)	1 Year	\$ 150
<input checked="" type="checkbox"/> Ohio (<input type="checkbox"/> CHECK IF RENEWAL) (Requires sample testing)	1 Year	\$ 50
<input checked="" type="checkbox"/> Oklahoma (<input type="checkbox"/> CHECK IF RENEWAL)	June 30	\$ 5
<input checked="" type="checkbox"/> Pennsylvania (<input type="checkbox"/> CHECK IF RENEWAL)	1 Year	\$ 50
<input checked="" type="checkbox"/> Rhode Island (<input type="checkbox"/> CHECK IF RENEWAL)	3 Years	\$ 630
<input checked="" type="checkbox"/> Utah (<input type="checkbox"/> CHECK IF RENEWAL)	December 31	\$ 105
<input type="button" value="Close"/>		
<p>*1. Have you ever been licensed for this URN in Utah? <input type="button" value="No"/></p> <p>If Yes, what year? <input type="text"/></p>		
<input checked="" type="checkbox"/> Virginia (<input type="checkbox"/> CHECK IF RENEWAL)	1 Year	\$ 100
<input type="button" value="Close"/>		
<p>1. What is the Virginia Permit Number? RENEWALS ONLY <input type="text"/></p> <p>*2. Are you registering to sell goods in Virginia as a manufacturer of Bedding OR Upholstered Furniture items? <input type="button" value="Bedding"/></p>		
<input checked="" type="checkbox"/> West Virginia (<input type="checkbox"/> CHECK IF RENEWAL)	June 30	\$ 50
Additional Services Offered		

Now you can select any additional services you may need.

All of these services are described late in this document.

Additional Services Offered			
SERVICE	FEE	QUANTITY	TOTAL
<input checked="" type="checkbox"/> Rush Order (Pennsylvania MUST be added) Get the URN in 1-2 business days!	\$ 199	1	\$ 199
<input checked="" type="checkbox"/> Label Design Service (More Information)	\$ 79	1	\$ 79
Vendor Validation Selection			
<div>Code</div> <div>YDN0007EAM </div>	Expiration Date	\$ 199	1
		\$ 199	\$ 199
<input checked="" type="checkbox"/> Violation Resolution Assistance (More Information)	\$ 99	1	\$ 99

You will verify the request information and submit the request.

Submit Request

Test Company 123

Services	Fees(\$)
California	750
Connecticut	100
Delaware	50
Detroit	150
Massachusetts	300
North Carolina	720
New York	150
Ohio	50
Oklahoma	5
Pennsylvania	150
Rhode Island	630
Utah	105
Virginia	100
West Virginia	90
LLS Registration Fee	1000
LLS Renewal Fee	59

Total Payment: \$ 4436

PAYMENT IS DUE IMMEDIATELY.
YOUR REQUEST CAN NOT BE PROCESSED UNTIL FULL PAYMENT HAS BEEN RECEIVED.

Comments? Enter them here:

GO BACK

Submit the Request

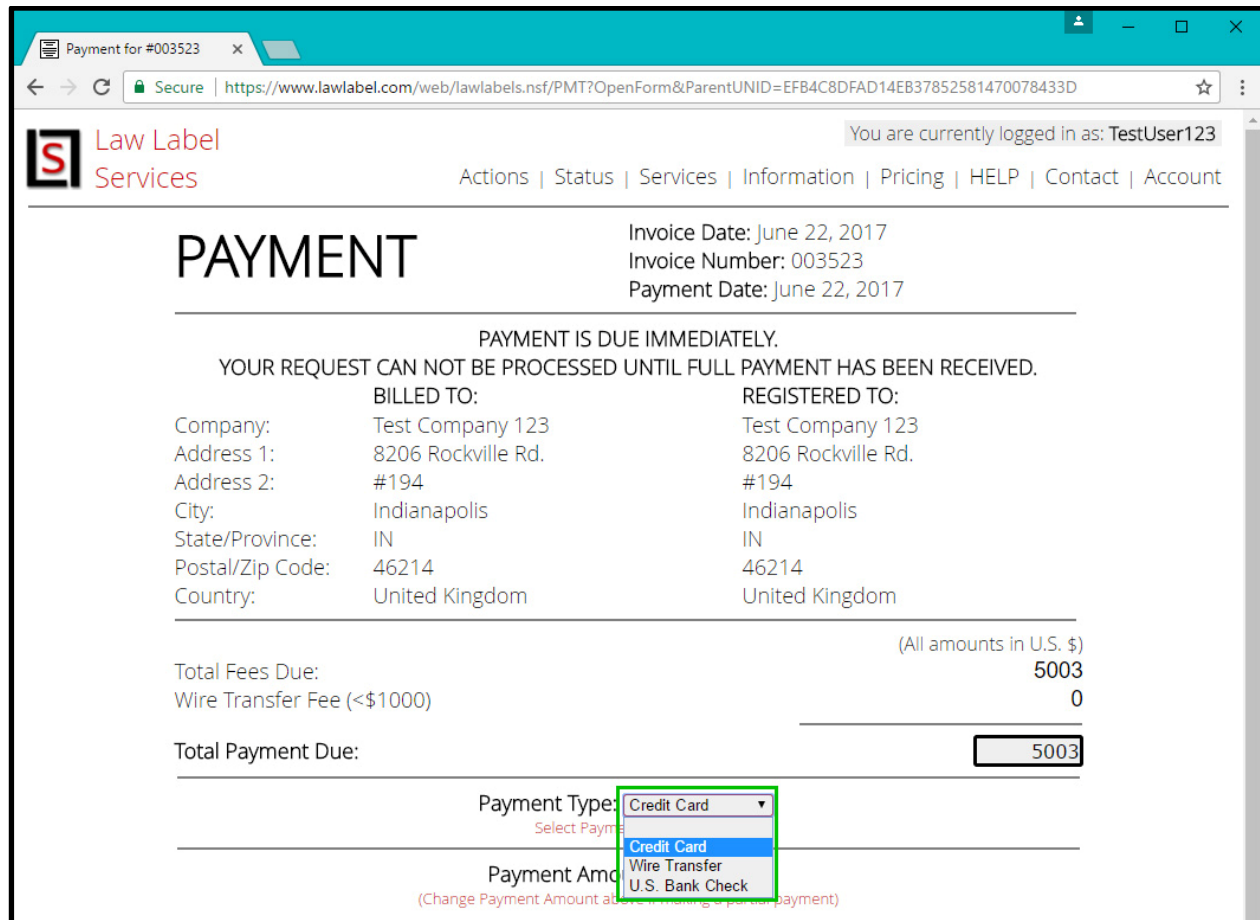
The invoice for the request will automatically be displayed.

Click the link to submit the payment type before sending any payments.

THIS STEP IS REQUIRED FOR ALL PAYMENTS, REGARDLESS OF THE TYPE!

INVOICE		Invoice Date: October 04, 2017
No Payment Received		Order Number: 003644
Due Date: November 01, 2017		URN: Not Available
A PAYMENT TYPE IS REQUIRED TO PROCESS THIS INVOICE!		
<u>Click Here to submit Payment Type</u>		
DO NOT SEND ANY FUNDS UNTIL YOU <u>SUBMIT THE PAYMENT TYPE!</u>		
WE CAN NOT ACCEPT ANY PAYMENT UNTIL THIS IS DONE!		
NOTE: This invoice and request will be cancelled if payment is not received by the Due Date above.		
	BILLED TO:	REGISTERED TO:
Company:	Test Company 123	Test Company 123
Address 1:	8602 Rockville Rd.	8602 Rockville Rd.
Address 2:	#194	#194
City:	Indianapolis	Indianapolis
State/Province:	IN	IN
Postal/Zip Code:	46214	46214
Country:	United States	United States
Service Requested		Total Fees US\$
California		750
Connecticut		100
Delaware		50
Detroit		150
Massachusetts		300
North Carolina		180
New York		150
Ohio		50
Oklahoma		10
Pennsylvania		50
Rhode Island		630
Utah		105
Virginia		100
West Virginia		90
RUSH Service		199

Select the payment type from the list.



The screenshot shows a web browser window with the URL <https://www.lawlabel.com/web/lawlabels.nsf/PMT?OpenForm&ParentUNID=EFB4C8DFAD14EB37852581470078433D>. The page is titled "PAYMENT" and displays the following information:

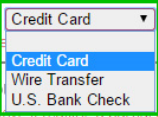
Invoice Date: June 22, 2017
Invoice Number: 003523
Payment Date: June 22, 2017

PAYMENT IS DUE IMMEDIATELY.
YOUR REQUEST CAN NOT BE PROCESSED UNTIL FULL PAYMENT HAS BEEN RECEIVED.

BILLED TO:		REGISTERED TO:	
Company:	Test Company 123	Company:	Test Company 123
Address 1:	8206 Rockville Rd.	Address 1:	8206 Rockville Rd.
Address 2:	#194	Address 2:	#194
City:	Indianapolis	City:	Indianapolis
State/Province:	IN	State/Province:	IN
Postal/Zip Code:	46214	Postal/Zip Code:	46214
Country:	United Kingdom	Country:	United Kingdom

(All amounts in U.S. \$)

Total Fees Due:	5003
Wire Transfer Fee (<\$1000)	0
Total Payment Due:	5003

Payment Type: 

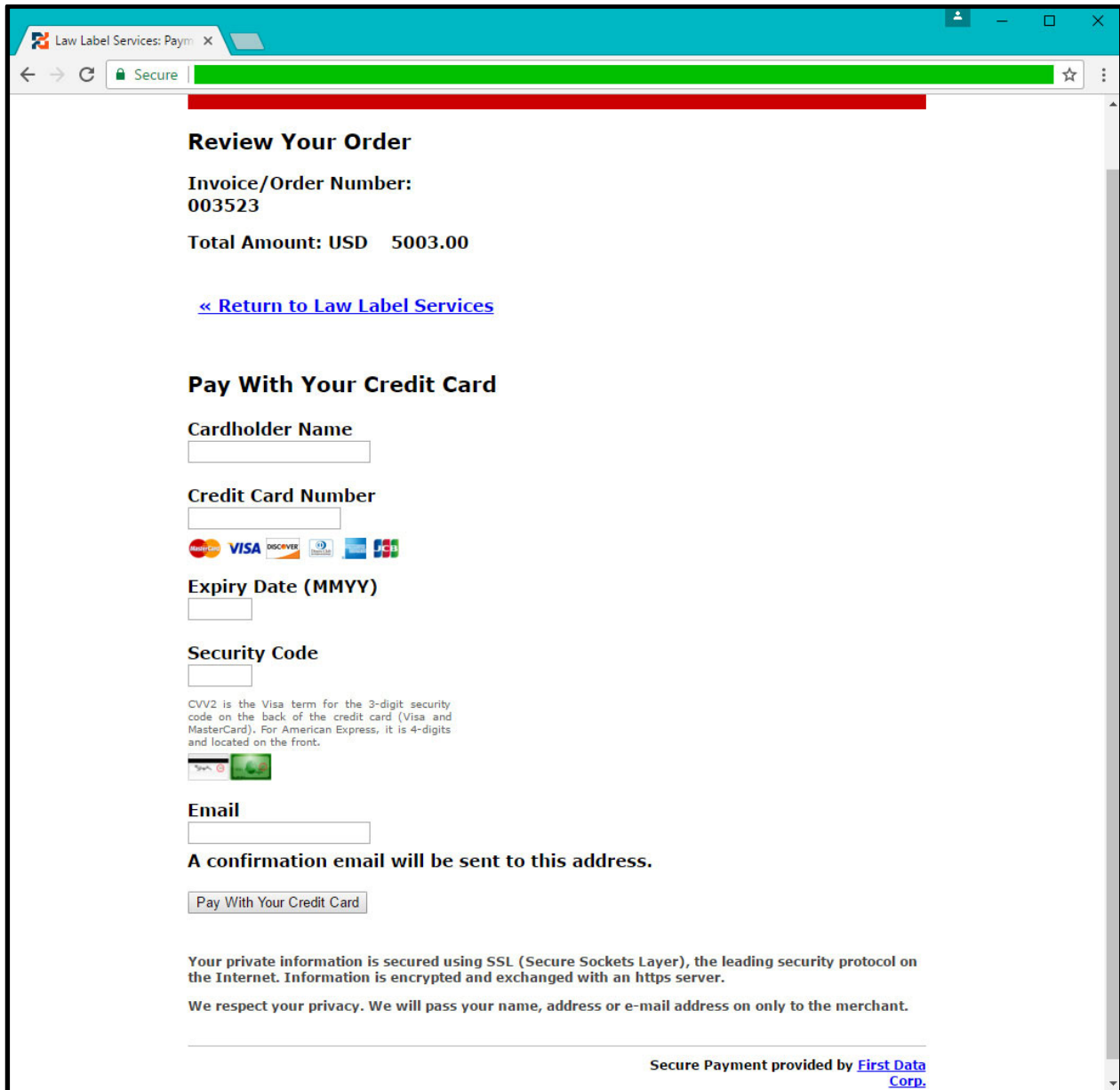
Payment Amount:

(Change Payment Amount at [View Payment History](#) or [Make Payment](#))

If you have chosen to pay with a credit card, the credit card payment page will be displayed.

Enter your credit card information and submit the payment.

Your payment will immediately be applied to the invoice.



The screenshot shows a web browser window with the title "Law Label Services: Paym...". The address bar shows a secure connection. The page content is as follows:

Review Your Order

Invoice/Order Number:
003523


Total Amount: USD 5003.00

[« Return to Law Label Services](#)

Pay With Your Credit Card

Cardholder Name


Credit Card Number



Expiry Date (MMYY)

Security Code

CVV2 is the Visa term for the 3-digit security code on the back of the credit card (Visa and MasterCard). For American Express, it is 4-digits and located on the front.



Email

A confirmation email will be sent to this address.

Your private information is secured using SSL (Secure Sockets Layer), the leading security protocol on the Internet. Information is encrypted and exchanged with an https server.

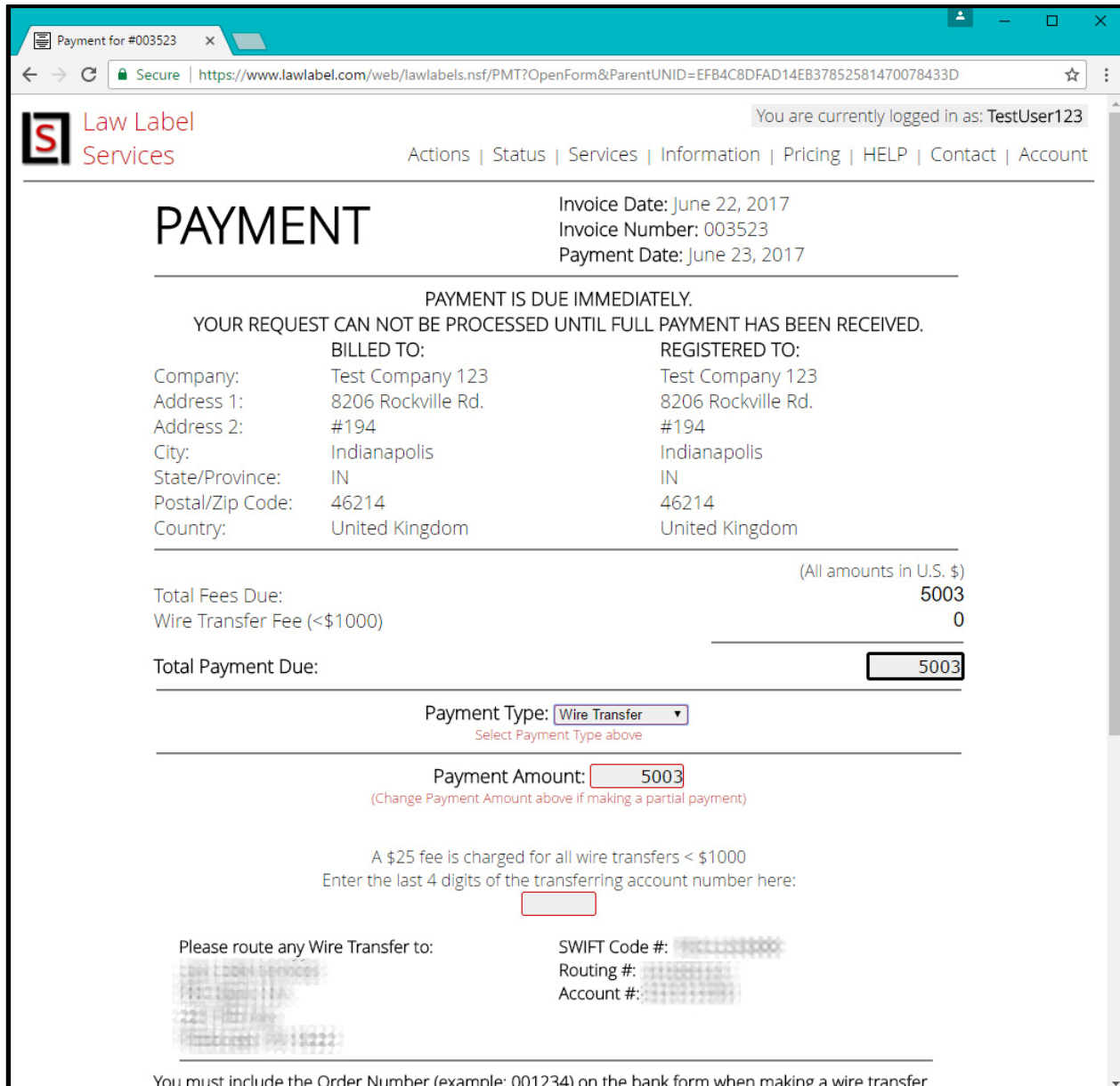
We respect your privacy. We will pass your name, address or e-mail address on only to the merchant.

Secure Payment provided by [First Data Corp.](#)

If you have chosen to pay with a Wire Transfer or U.S. bank check, more information will be displayed below. You will need to enter the last 4 digits of the account or the check number here.

Then submit the payment page.

After we receive the wire transfer or check, we will note this on the payment and invoice and you will be sent a confirmation that the payment has been received.



The screenshot shows a web browser window with the URL <https://www.lawlabel.com/web/lawlabels.nsf/PMT?OpenForm&ParentUNID=EFB4C8DFAD14EB37852581470078433D>. The page is titled "PAYMENT" and displays the following information:

Invoice Date: June 22, 2017
Invoice Number: 003523
Payment Date: June 23, 2017

PAYMENT IS DUE IMMEDIATELY.
YOUR REQUEST CAN NOT BE PROCESSED UNTIL FULL PAYMENT HAS BEEN RECEIVED.

	BILLED TO:	REGISTERED TO:
Company:	Test Company 123	Test Company 123
Address 1:	8206 Rockville Rd.	8206 Rockville Rd.
Address 2:	#194	#194
City:	Indianapolis	Indianapolis
State/Province:	IN	IN
Postal/Zip Code:	46214	46214
Country:	United Kingdom	United Kingdom

(All amounts in U.S. \$)

Total Fees Due:	5003
Wire Transfer Fee (<\$1000)	0
Total Payment Due:	5003

Payment Type: (Select Payment Type above)

Payment Amount: (Change Payment Amount above if making a partial payment)

A \$25 fee is charged for all wire transfers < \$1000
Enter the last 4 digits of the transferring account number here:

Please route any Wire Transfer to:

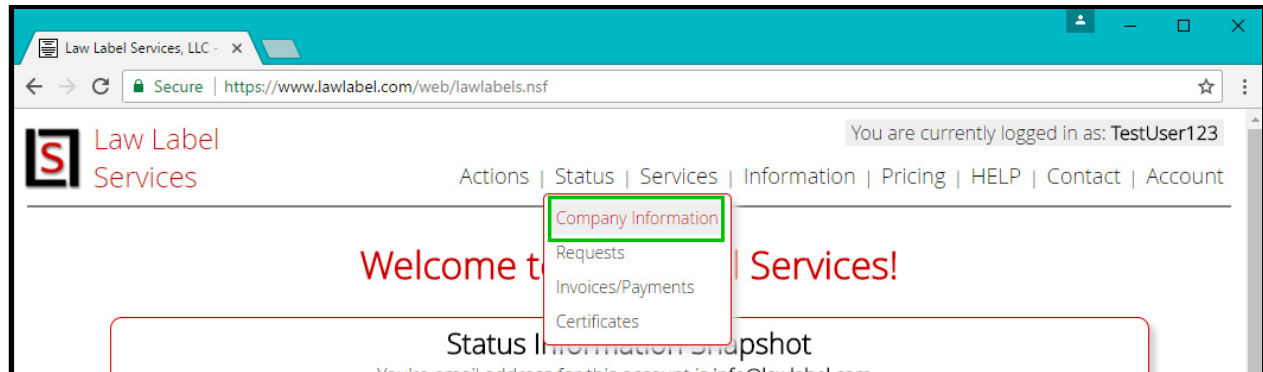
SWIFT Code #:	XXXXXX
Routing #:	XXXXXX
Account #:	XXXXXX

You must include the Order Number (example: 001234) on the bank form when making a wire transfer

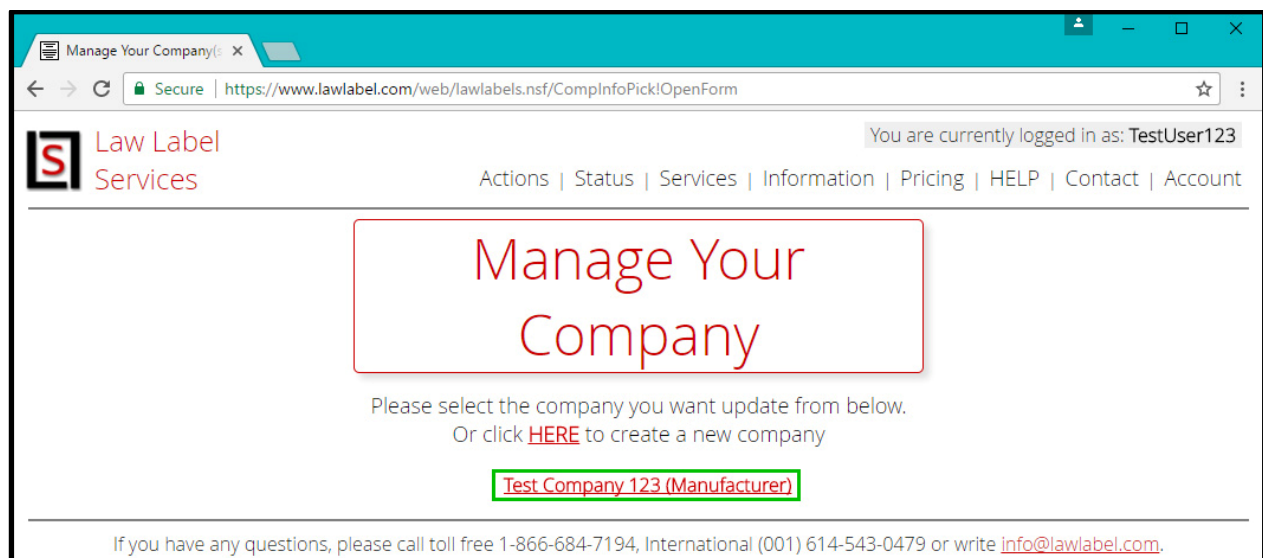
Status – Company Information

This is where you can view or update the Company Information pages. The company information cannot be changed once you have submitted a request. You can send us an email at info@lawlabel.com to request company information changes.


Use the main menu to access the Company Information pages.



Select the company you want to view or change.



The company information will be displayed.

 Law Label Services

You are currently logged in as: **TestUser123**

Actions | Status | Services | Information | Pricing | HELP | Contact | Account

Test Company 123
Information

Company Information

Company Name*

Test Company 123

Vendor Validation Program

Participating?

Start Date

Expire Date

Code

No

Company Type*

Sole Proprietorship

Registration Type*

Manufacturer

Uniform Registration Number (U.S.)

PA-00000(GB)

Uniform Registration Number (CAN)

00-00000

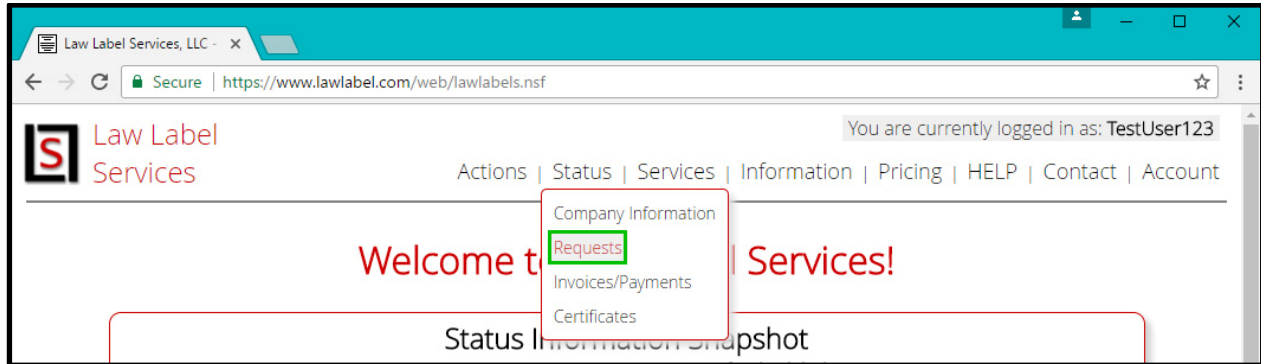
Tax Identification Number*

00-0000000

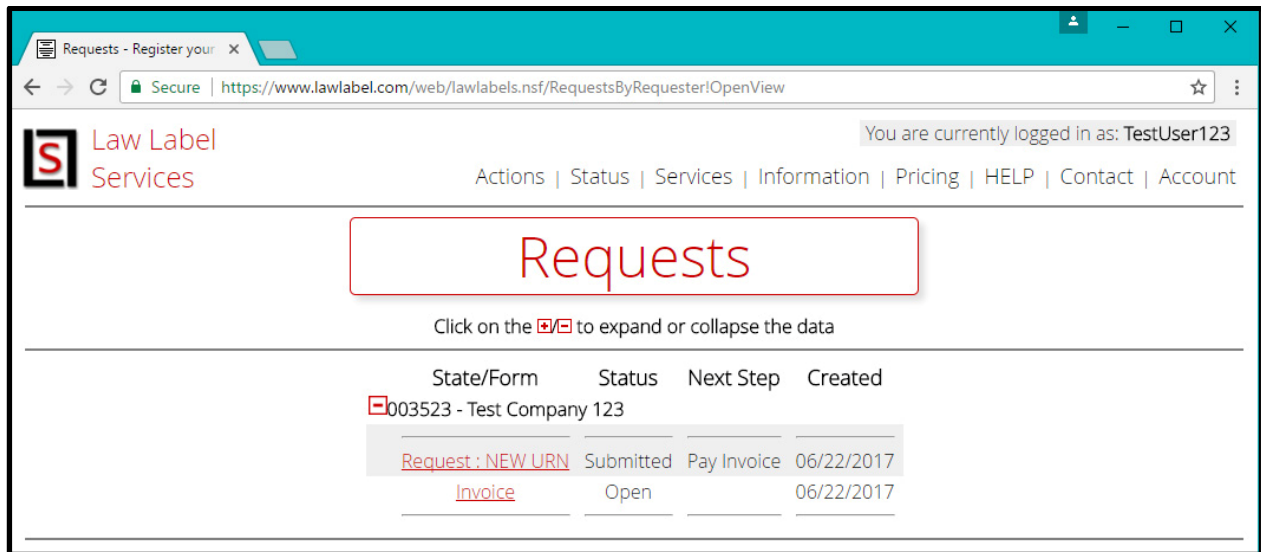
Status – Requests

This is where you can view the current status of any request you have submitted.

Use the main menu to view the requests.



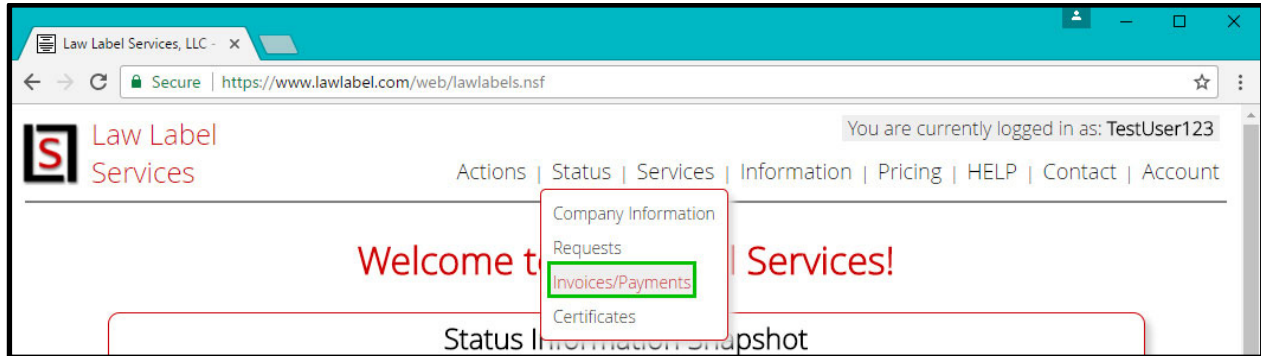
Requests with status will be displayed. You can click on the links to view the details.



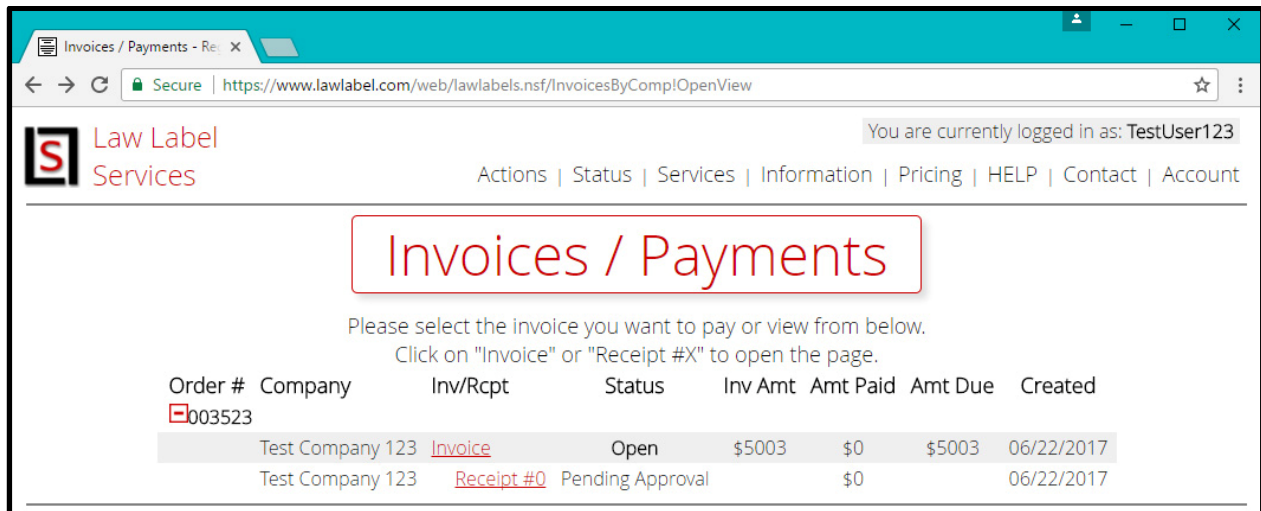
Status – Invoices/Payments

This is where you can view the current status of any invoices or payments you have submitted.

Use the main menu to view the invoices and payments.



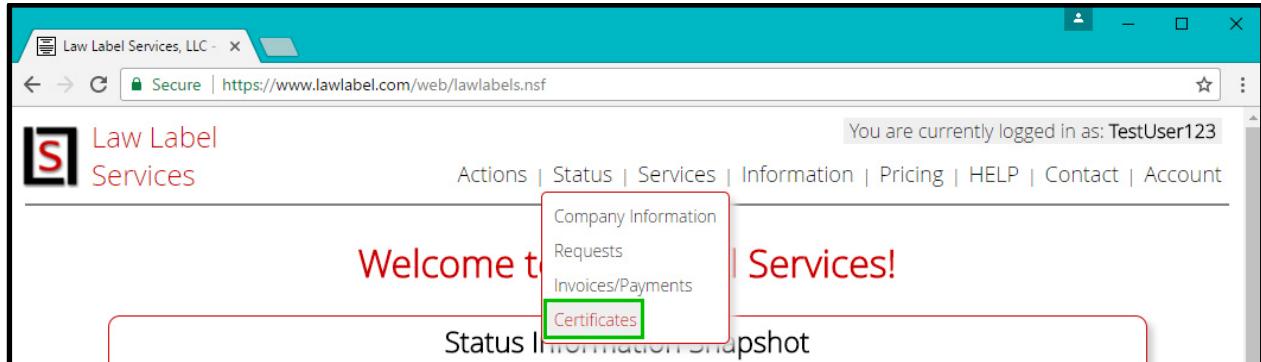
Invoices and payments with status will be displayed. You can click on the links to view the details.



Status – Certificates

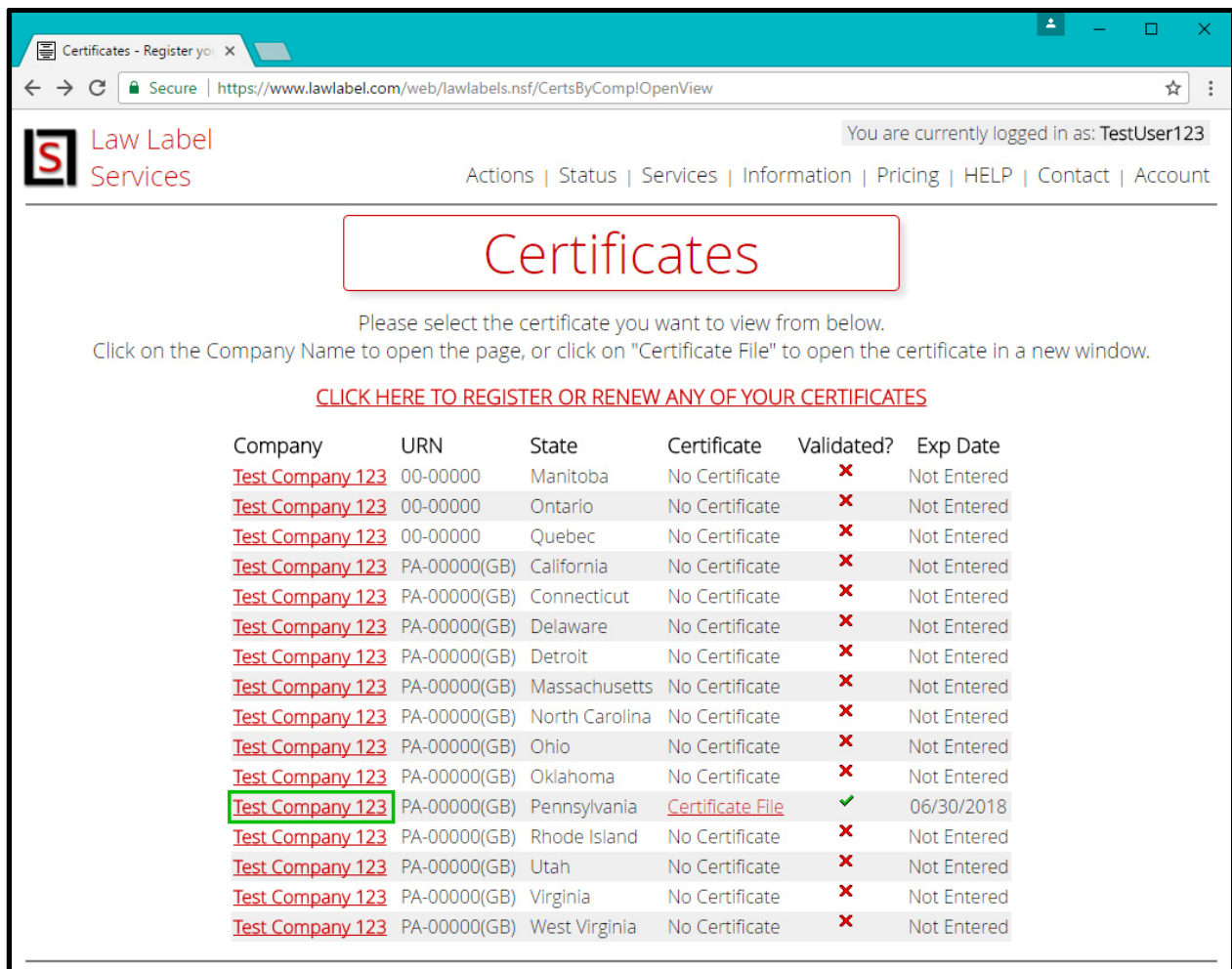
This is where you can view the current status of your certificates.

Use the main menu to view the certificates.

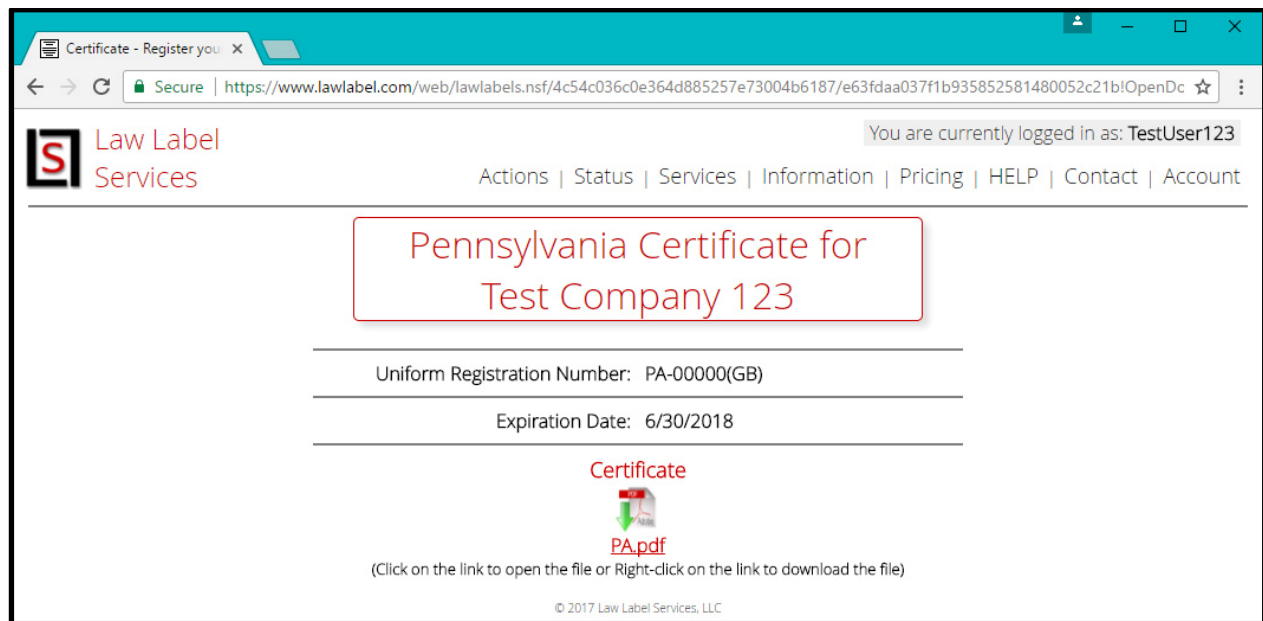


All of the state certificates are displayed. Click the link to view the certificate details.

You can click the “Certificate File” link to download the certificate .PDF file.



This is what a certificate stored in our system will look like. You can click on the .PDF link to download the certificate.



Vendor Validation Service

Vendor Validation service is designed to enable the importer or retailer to monitor the manufacturer's registrations to prevent costly violations and fines for improper or non-existent registrations.

If your retailer or importer has asked that your manufacturing company participate in Vendor Validation, you will need click on the Code selection menu and select the code the retailer or importer has given you.

This can be found in the Additional Services section of the request.

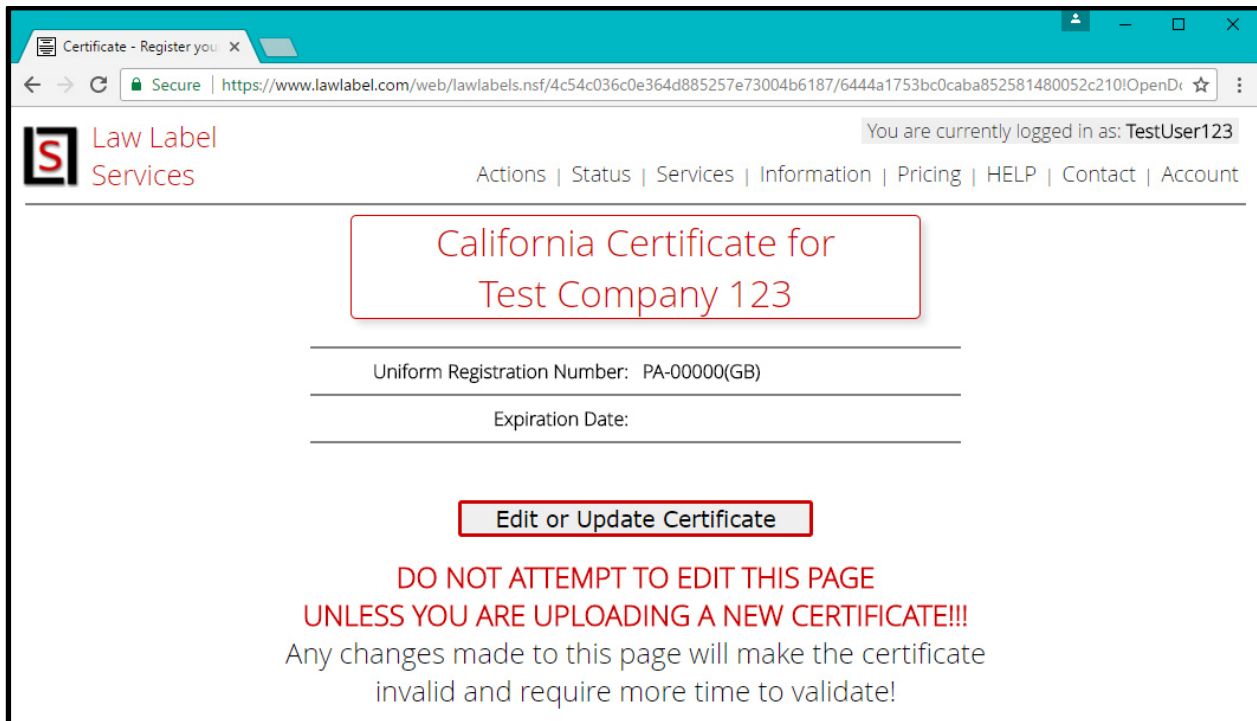
Additional Services Offered				
SERVICE	FEE	QUANTITY	TOTAL	
<input type="checkbox"/> Rush Order <small>(Pennsylvania MUST be added)</small> Get the URN in 1-2 business days!	\$ 199	0	\$ 0	
<input type="checkbox"/> Label Design Service <small>(More Information)</small>	\$ 79	0	\$ 0	
Vendor Validation Selection				
Code Expiration Date	\$ 199	0	\$ 0	
<input type="checkbox"/> <small>(Mo</small> <div> <div><select new code></div> <div> <div><select new code></div> <div>CAN0002MIE</div> <div>CAN0006MIE</div> <div>YDN0007EAM</div> </div> </div>	Assistance	\$ 99	0	\$ 0
Registration / Renewal Service Fee				

Upload Certificate Option

If your manufacturer or importer has asked that your manufacturing company participate in Vendor Validation, but if you already have your state certificates, or you do not want LLS to handle the registrations and renewals for you, you will need to upload your certificates, so we can validate them for the retailer or importer.

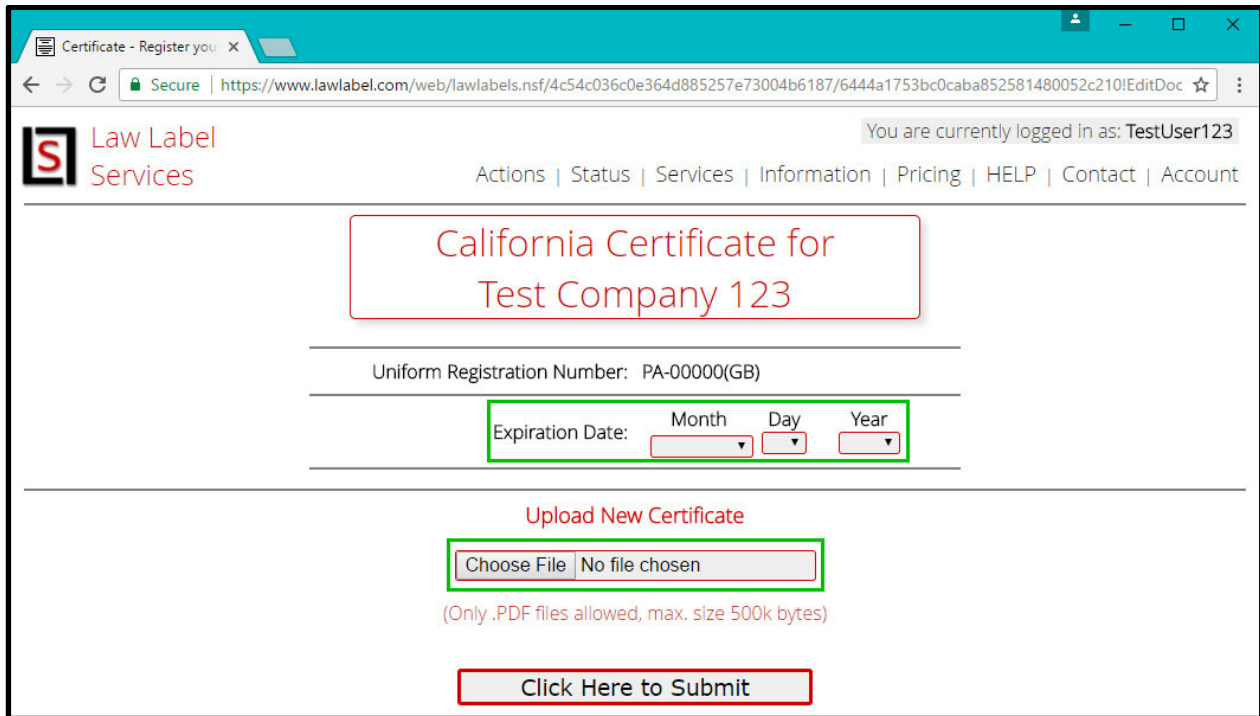
To upload your certificate, start by locating the certificate pages. Instructions for this are in section #9 of this document.

Once you have opened the certificate page, it will look something like this.



The screenshot shows a web browser window with the title 'Certificate - Register you'. The address bar shows a secure connection to <https://www.lawlabel.com/web/lawlabels.nsf/4c54c036c0e364d885257e73004b6187/6444a1753bc0caba852581480052c210!OpenDoc>. The page header includes the Law Label Services logo and a navigation menu with links: Actions | Status | Services | Information | Pricing | HELP | Contact | Account. A user login status indicates 'You are currently logged in as: TestUser123'. The main content area displays a 'California Certificate for Test Company 123' with a red border. Below the certificate title, there are two fields: 'Uniform Registration Number: PA-00000(GB)' and 'Expiration Date:'. A red-bordered button labeled 'Edit or Update Certificate' is positioned below these fields. At the bottom, a red warning message states: 'DO NOT ATTEMPT TO EDIT THIS PAGE UNLESS YOU ARE UPLOADING A NEW CERTIFICATE!!! Any changes made to this page will make the certificate invalid and require more time to validate!'.

Now you will enter the EXPIRATION DATE from the certificate you are uploading. Then select the file from your computer to upload in to our system. Only .PDF files will be accepted and a maximum file size of 500kb.



California Certificate for
Test Company 123

Uniform Registration Number: PA-00000(GB)

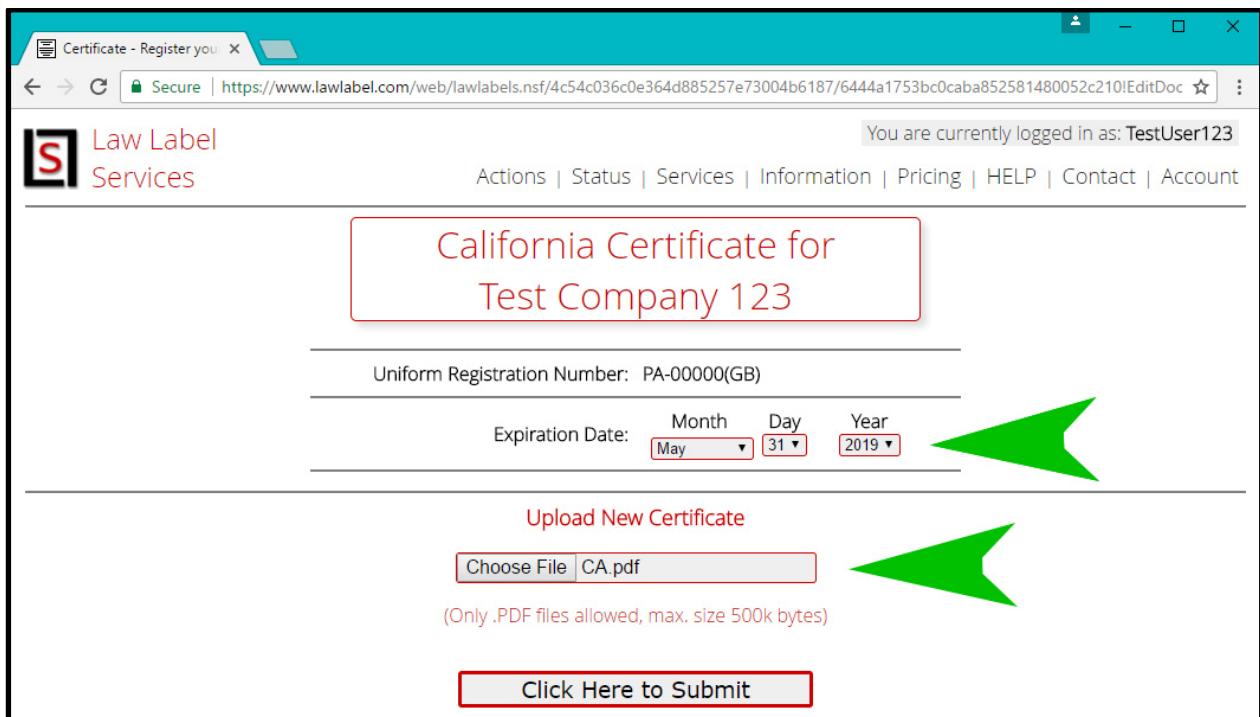
Expiration Date: Month Day Year

Upload New Certificate

No file chosen

(Only .PDF files allowed, max. size 500k bytes)

If you are UPDATING and existing certificate, it will look like this when you start.



California Certificate for
Test Company 123

Uniform Registration Number: PA-00000(GB)

Expiration Date: Month Day Year

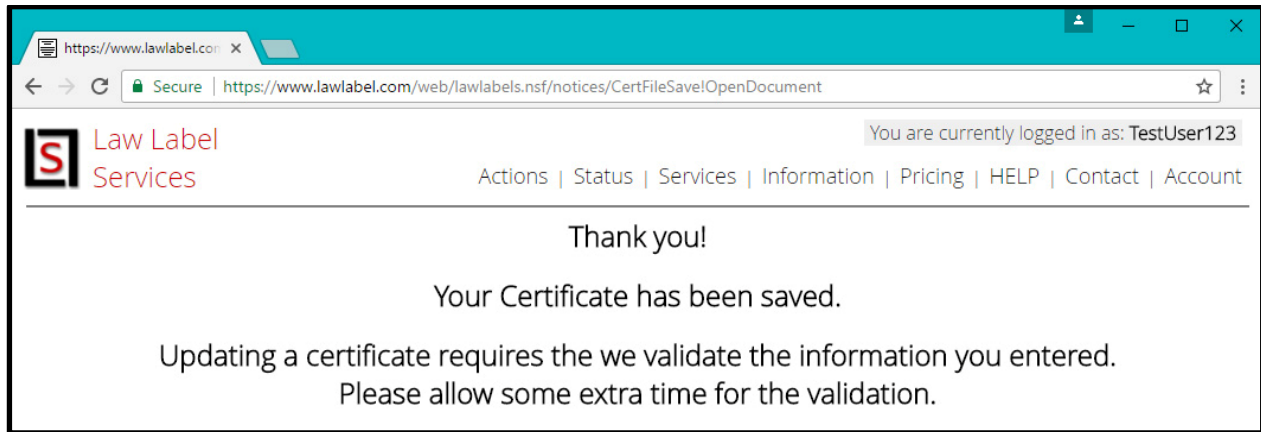
Upload New Certificate

CA.pdf

(Only .PDF files allowed, max. size 500k bytes)

After the certificate page is submitted, you will see a confirmation screen.

LLS personnel will now verify the certificate is valid and will update the certificate file when that is completed.



RUSH Service

If you need to have a URN assigned to your company very soon, we offer RUSH service that can usually get the URN in 0-2 business days*. With this service, we will prioritize your request first and in most cases, submit the request to the state office for URN assignment the same business day the payment is made.

Label Design Service

We offer a low-cost Label Design Service if you need help creating or correcting your label design. We will send you a design template file approved for use in all states and proof it for accuracy before you submit the design to your printing service for your products. We will work with you to finalize the label design so you will not have issues with getting the label approved.

Violation Assistance Service

Getting a violation notice from a state can be a very scary thing. The possibility of having your product pulled from sale and getting fines levied against your company in that state is always very stressful. The reputation with your customers (i.e. retailers, wholesalers, importers) could be tarnished, possibly adversely affecting the future of your company.

But what do you do about it? How do you resolve the violation?

Let us do it for you. We will work with you to develop a plan of action for the state violation. Then we will work with you and the state to help implement it and resolve the violation as quickly as possible.

We can research your URN status to see if it has become delinquent. If it has, we can help get it back on track.

CONTACT INFORMATION

Customer Service Hours:	Mon-Thurs: 9AM-11pm Fri: 9AM-5PM All times are Eastern Daylight Time (EDT)
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Email Address:	info@lawlabel.com
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Mailing Address:	8206 Rockville Rd #194 Indianapolis, IN 46214-3113
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Phone Number - International:	(001) 614-543-0479
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Phone Number - Toll Free:	1-866-684-7194
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Fax Number:	(001) 614-543-8348
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