

Adding an Authorized Representative

The screenshot shows the TABC Online website interface. At the top, there is a dark blue header with the TABC logo and the text "TABC Online". Below the header, there is a navigation menu with two main sections: "Public Services Main Menu" and "Licensee or Existing Applicant Services". Under "Public Services Main Menu", there are links for "Public License Search" and "Certificate Inquiry". Under "Licensee or Existing Applicant Services", there are input fields for "User ID:" and "Password:", a "Log On" button, and links for "Forgot your password?" and "Forgot User ID? Click here.". A blue arrow points to the "Registration" link under the "General Services" section.

1. The individual being authorized must first register.
2. Select the **REGISTRATION** link.

The screenshot shows the "User Registration" screen. It includes a welcome message, instructions to review information carefully, and a warning about sensitive passwords. The registration form is divided into several sections: "Account Owner Contact Information" (with fields for First Name: Suzie, Second Name, Last Name: Smith, Date of Birth: 01/15/1965, and Social Security Number: 861321654), "Account Login" (with Email: t.shed@tabc.state.tx.us), "Password Recovery" (with Secret Question: What street did you grow up on? and Secret Answer: Main), and "Security Measures" (with a CAPTCHA image showing the characters "n e r e l s" and a Refresh button).

3. *User Registration* screen is displayed.
4. Complete the *Account Owner Contact Information, Account Login, Password Recovery and Security Measures*.
5. Click **NEXT**.

Preview Registration

Press "Save" to save the registration.

Press "Edit" to modify your registration details.

Press "Cancel" to cancel this registration and return to the main menu.

First Name:	Suzie
Second Name:	
Last Name:	Smith
Date of Birth:	01/15/1965 (mm/dd/yyyy)
Tax Number:	861321654
Email:	t.shed@tabc.state.tx.us
Secret Question:	What street did you grow up on?
Secret Answer:	Main

[Save](#) [Edit](#) [Cancel](#)



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6. Verify registration information to ensure accuracy.
7. Answer the *Identification* question.
8. Click **SAVE**.

User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

[Return](#)



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9. *User Registration – Temporary Password Issued* screen is displayed.
10. Click **RETURN**.
11. You will return to the *Public Services Main Menu* screen.

From: online@tabc.state.tx.us [<mailto:online@tabc.state.tx.us>]
Sent: Friday, December 16, 2011 1:29 PM
To: Teresa Shed
Subject: NEW USER ACCOUNT

Hello Suzie,

Thank you for registering for an online account. Please complete your registration by logging on to your account at:

<http://tabc-aavappdev1:9007/datamant/languageChoice.do>.

Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : t.shed@tabc.state.tx.us
PASSWORD: HeWgRhF3

*** Note: This is an automated email. Do NOT reply to this message.

12. An email will be sent to your email address with a temporary password.

Update Default Registration Information

Enter your new password and press "Save".

Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

Old Password:

••••••••

New Password:

••••••••

Confirm Password:

••••••••

Save

13. *Update Default Registration* Information screen is displayed.

14. Enter: Old Password, Create New Password, Confirm New Password.

15. Click **SAVE**.

The registration for the Authorized Representative is complete. The licensee/permittee will need to login and authorize the individual as their representative.

TABC Online

Public Services Main Menu

Seller Training/TABC Certificate - Registration not Required.

- Use the [Certificate Inquiry](#) link below to check the status or print proof of TABC Certification.
- Expired TABC certifications **cannot** be renewed. Use the link to retake the certification course through an approved program. [Seller Training - Course Providers](#).

Registration Information: - *Link to register is located under General Services.*

- An officer of the licensed/permitted entity or individual owner **must** register to link to their license(s)/permit(s). [Registration Instructions](#).
 - Once registered an officer may designate an authorized representative to manage their account; [Designating an Authorized Representative](#).
- The **authorized representative must** create an account by completing the registration process before a licensed/permitted entity can designate them as their authorized representative.
 - Once registered and/or designated as an authorized representative you may **renew a license/permit** and/or **apply for label approval**.

Fields marked with an asterisk (*) are required.

Public Services Public License Search Certificate Inquiry	Licensee or Existing Applicant Services • User ID: • Password: <input type="text" value="julia.ross@tabc.state.tx.us"/> <input type="password" value="*****"/> <input type="button" value="Log On"/> Forgot your password? Forgot User ID? Click here.
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16. Licensee/Permittee must login.

Main Menu

Welcome to the TABC's Online Renewal Application system.

Currently online renewals are limited to **beta testing** for Agent's Permits (A), Agent's Beer Licenses (BK) and Manufacturer's Agent's Permits (T). Please follow the screen instructions to renew each license or permit. You will be directed to the [Texas.gov](#) Web site for payment by credit card or an automatic bank withdrawal. For further information, visit [Texas.gov](#) or contact them at 877-452-9060 or visit the [TABC Home Page](#).

You may complete each online application and return to this page to "Pay For Online Applications" to pay for all applications at one time. **Payment is required before your license or permit will be renewed.** Texas.gov collects \$.25 plus 2.75% of total fees due for each license or permit renewed.

Press the appropriate hyperlink below for the function or license/permit you wish to renew.

An ⇒ before the license or permit indicates delegated authority to renew.

Functions View User Profile Pay For Online Applications Application Status Inquiry Authorized Representative	Licenses/Permits with Pending Renewals - Click each to renew T #737454 TESTER, BOBBY Your License(s) and License Number(s)
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Thank  for using our online system.

17. Main Menu screen is displayed.

18. Select **Authorized Representative** link.

Authorized Representatives List

Press "Add" to add a new Authorized Representative.
Click on the User Id to maintain (view/edit) that Authorized Representative.
Click on the "Delete" link to delete that Authorized Representative.
Press "Back" to return to the Main Menu.

User Id	Name
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19. *Authorized Representatives List* screen is displayed.

20. Click **ADD**.

Authorized Representatives - Add

Press "Find" to find the User Id.
Press "Cancel" to undo your changes and return to the Authorized Representatives List screen.

User Id: Name:

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21. *Authorized Representatives – Add* screen is displayed.

22. Enter the email address of the Authorized Representative.

23. Click **FIND**.

Authorized Representatives - Add

Press "Find" to find the User Id.
Press "Save" to save your changes.
Press "Cancel" to undo your changes and return to the Authorized Representatives List screen.

User Id: Name:

Authorized License(s):

- All
- Selected
- Selected (Exclusive - all licenses except those selected below)

License	Name
T #737454	TESTER, BOBBY

Selected

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24. *Authorized Representatives – Add* screen is displayed.

25. Select which license/permit you want the Authorized Representative to renew by checking the box **or** select *All*.

26. Click **SAVE**.

Authorized Representatives List

Press "Add" to add a new Authorized Representative.

Click on the User Id to maintain (view/edit) that Authorized Representative.

Click on the "Delete" link to delete that Authorized Representative.

Press "Back" to return to the Main Menu.

User Id	Name	
T.SHED@TABC.STATE.TX.US	Suzie Smith	delete

[Add](#) [Back](#)

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- 27. *Authorized Representatives List* screen is displayed. This screen shows who has the authority to renew the license/permit on behalf of the license/permit holder.
- 28. This screen also allows the license/permit holder to add or delete an Authorized Representative.