

TABC: ONLINE REGISTRATION INSTRUCTIONS

Who must register?

- Officers
- Managers
- General Partners
- Individual Owners
- Authorized Representatives

Authorized representatives will **NOT** link to license/permits during the registration process. They must be designated by an officer, manager, general partner or individual owner.

After registering and linking to your license(s)/permit(s) you can:

- Renew a License/Permit
- Apply for Label Approval
- Apply for Initial Agent's Application (Employer Only)

Instructions

1. Select the **Registration** link.

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:

Log On

[Forgot your password?](#)

Forgot User ID? Click [here](#).

General Services

Registration

- The *User Registration* window is displayed.
- 'Do you have a Social Security Number?' If you have a Social Security Number on file with TABC, you **MUST** answer 'YES' to ensure you are linked to the correct license(s)/permit(s).

❖ **Note:** This information is only used for verification purposes.

TABC Online

User Registration

Officer **and** authorized representative **must** register. **Authorized** representatives **will not** be able to view the license/permit until designated by the officer. [Designating an Authorized Representative](#)

Enter Your Registration Information Carefully! If your information does not match our records you will not be able to view your license/permit.

If your last name is hyphenated, do not enter hyphen.

IMPORTANT: You will receive correspondence regarding your license/permit via the email address provided.

Fields marked with an asterisk (*) are required.
 Enter your details and press "Next".
 Press "Previous" to return to the previous screen.
 Press "Cancel" to cancel this registration and return to the main menu.

Do you have a Social Security Number?

- Upon answering the Social Security Number question, the user registration details are displayed.
- Complete the *Account Owner Contact Information, Account Login, Password Recovery and Security Measures*.

❖ **Note:** Enter your name as you have provided it to TABC on your previous applications.

- Click **Next**.

User Registration

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 Enter your details and press "Next".
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Account Owner Contact Information

Do you have a Social Security Number?

First Name:
 Second Name:
 Last Name:
 Date of Birth: (mm/dd/yyyy)
 Social Security Number:

Account Login

Email (this will be your User ID): (e.g. name@domain.com)
 Re-enter Email:

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)

Secret Question:
 Select a predefined question:
 Or write your own question:
 Secret Answer:

Security Measures (This helps to prevent automated registrations.)

Type the characters from the picture below (without spaces):

Refresh

Next **Cancel**

7. This is an example of completed user details.

User Registration

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Enter your details and press "Next".

Press "Previous" to return to the previous screen.

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

Account Owner Contact Information	
* Do you have a Social Security Number?	Yes No
* First Name:	Ollie
Second Name:	
* Last Name:	Oliver
* Date of Birth:	01/01/1970 (mm/dd/yyyy)
* Social Security Number:	222334444
Account Login	
* Email (this will be your User ID):	licensing@tabc.texas.gov (e.g. name@domain.com)
* Re-enter Email:	licensing@tabc.texas.gov
Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)	
* Secret Question:	Select a predefined question: What street did you grow up on? Or write your own question:
* Secret Answer:	Main Street
Security Measures (This helps to prevent automated registrations.)	
* Type the characters from the picture below (without spaces):	vqdcxx v q d c x x Refresh
Next Cancel	

8. The *Preview Registration* window is displayed.
9. Ensure your license(s)/permit(s) is displayed under **Related Licenses**. If your license(s)/permit(s) is displayed proceed to step 12.
10. If you do **NOT** see your license(s)/permit(s) do **NOT** click save. Verify the information entered is correct.
 - ❖ **Note:** If your information details do not match the details we have on file you will not link to your license(s)/permit(s).
11. If you verified the information entered is correct and your license(s)/permit(s) **is not** displayed under 'Related Licenses' **DO NOT SAVE**. Click **CANCEL** and contact licensing@tabc.texas.gov or your [local TABC office](#).
12. Answer the **Identification** question.
13. Click **Save**.

Preview Registration

Your license/permit should be displayed under 'Related Licenses.' If your license/permit **is not** displayed below on the preview screen **DO NOT SAVE**. Click **CANCEL**, review entered information and try again.

If you are an authorized representative creating an account you will **NOT** be displayed licenses/permits under the 'Related Licenses.'

IMPORTANT:

If you verified the information entered is correct and your license/permit **is not** displayed under 'Related Licenses' **DO NOT SAVE**. Click **CANCEL** and contact licensing@tabc.texas.gov or call 512-206-3360.

A person in our database exists with the criteria you entered.

Determine whether you are this person by reviewing the information presented and 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.

Registration Information

First Name:	OLLIE
Second Name:	
Last Name:	OLIVER
Date of Birth:	01/01/1970 (mm/dd/yyyy)
Tax Number:	222334444
Email:	licensing@tabc.texas.gov
Secret Question:	What street did you grow up on?
Secret Answer:	Main Street

Positions Held

Position	Organization
Manager	OLIVER LLC

Related Licenses

License Type	License Number	Name
MB	551071	OLIVER'S PLACE

Identification

Are you the individual identified above?

☒ Yes
☐ No

Save Edit Cancel

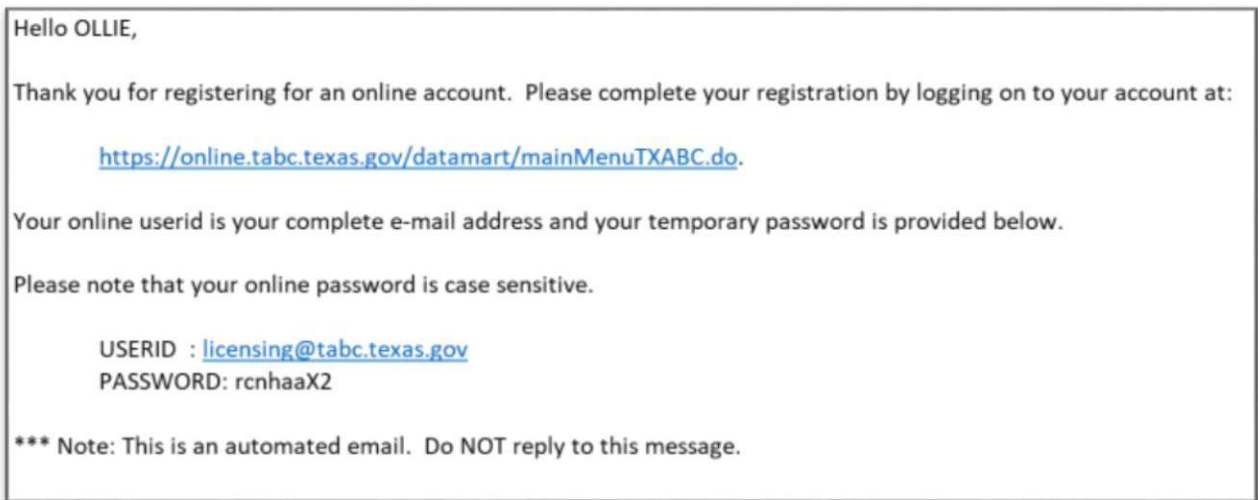
14. The *User Registration – Temporary Password Issued* window is displayed.
15. A temporary password has been issued. You will receive an email from noreply@tabc.texas.gov with the subject **NEW USER ACCOUNT**. Access the email sent to you and follow the instructions provided in the email.

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](#)

16. Displayed is the email received.
17. Complete your registration by logging on to your account by accessing the link provided.
Login using your USERID (your email address) and password provided.



18. The *Public Services Main Menu* window is displayed.



19. Enter your User ID (email address) and Temporary Password provided from the email received.
20. Click **Log On**.

 **TABC**

TABC Online

Public Services Main Menu

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Public Services

[Public License Search](#)

[Certificate Inquiry](#)

Licensee or Existing Applicant Services

* User ID:

* Password:

[Log On](#)

[Forgot your password?](#)

Forgot User ID? Click [here](#).

21. The *Update Default Registration Information* window is displayed.
22. Enter: Old Password (temporary password from email)
23. Create a new password that meets the criteria listed. Enter your new password in the New Password field.
24. Enter your new password in the Confirm Password field.
25. Click **Save**.
26. If the new password and confirm password are entered correctly, you will be directed to the Main Menu.
27. If the new password and confirm password were not entered correctly an error message will display and you will have to reenter the passwords.

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

28. From the main menu you can do the following:
 - Designate an Authorized Representative(Officers, Mangers, Individuals Owners)
 - Renew your License(s)/Permit(s)
 - Apply for Label Approval
 - Apply for Original Agents Application

Logged in as OLIVER, OLLIE

Main Menu

Welcome to the TABC's Online Application system. You will swear that your online application is correct and truthful under the law. Once submitted and all fees due are paid your renewal is considered "filed".

Follow the screen instructions. 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 800-399-2969 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.

Electronic payment is required before your application will be considered as received and filed. If renewing a license/permit, please post a copy of your payment summary with your license/permit for proof that you have applied for renewal.

Prior to payment, you will be redirected to the Texas.gov website, a third party. Texas.gov will charge a fee for their services. If payment is made using electronic bank withdrawal, you will be charged an additional 25¢. If payment is made using a credit card you will be charged an additional 25¢ plus 2.75% of the total. If you choose to not pay for your application at that time, be advised your application is **NOT** considered received and filed by the commission and a paper application with fee will need to be filed.

Click the appropriate permit hyperlink below for label application or license/permit you wish to renew.

An = before the license or permit indicates delegated authority to renew or make label application.

Functions	Licensee Permit with Pending Renewals - Click each to renew
Apply for a New License	MB #551071 Exp. Date: 02/04/2017 OLIVER'S PLACE
View User Profile	
Pay For Online Applications	Your License(s) and License Number(s)
Authorized Representative	

Thank you for using our online system.

29. Click **this Register Now link** to begin your registration.