

TEXAS ALCOHOLIC BEVERAGE COMMISSION

TABC: COMPLIANCE REPORTING ADMINISTRATIVE PORTAL GUIDE

Overview

This guide will provide instructions on how to access the *TABC: Compliance Reporting* Administrative Portal. Access the Administrative Portal to assign additional Administrators, assign permit locations to users, or review the status of your compliance reports. The word "permit" is used throughout and refers to permits or licenses.

Note: Not all permit holders will need to access the Administrative Portal.

Requirements

- You must have a valid email address.
- You must have access to an internet browser.
 - Recommended browsers: Chrome 68+; Internet Explorer 11+; Safari 11+; and Firefox 62+

Instructions

Accessing the Administrative Portal

You can access the Administrative Portal by:

- 1. being automatically redirected to it when you initially register your business to use the *TABC: Compliance Reporting* app;
- 2. clicking on the web link in the registration email that you received upon initial registration; and
- 3. clicking on the web link in the email you received notifying you that you've been authorized by an Administrator.

Logging in to the Administrative Portal

- 1. Enter your email address and click "Continue."
 - When you enter your email and click continue, an eight-digit PIN will be sent to your email.
 - Ensure you are using the same email address that was used to register you for compliance reporting.





- 2. Enter the eight-digit PIN (found in your email inbox) and click "Continue."
 - **The eight-digit code is valid for 30 minutes** after you enter your email address on the Admin Portal log-in page.
 - The email will be from Administrative Portal <no-reply@tabc.texas.gov>.
 - If you cannot find the email, check your junk or spam email folder.
 - If you still cannot locate the email, click the blue "**Resend**" link underneath the "back" and "continue" buttons to have another eight-digit registration code sent.
 - For security purposes, this verification process will be repeated each time you access the Administrative Portal.

	TEXAS ALCOHOLIC BEVERACE COMMISSION Them Ridge Banner & Pranting Consenses
A Check yo PIN *	dministrative Portal ur email for an "8 digit pin" and enter it here. crpilot@tabc.texas.gov
P	12345678
	← Back Continue →
	Email not received? Resend

3. The Administrative Portal home screen should now be displayed.

\bigotimes	TEXAS ALCOHOLIC BEVERAGE COMMISSION Administrati	ve Portal				Charlie Test 🔻
	Assign users license(s)/permit(Assign additional admins for y Review your license/permit loc	s) to inspect by clicking on "Invite User" in the Users to our business entity by clicking on "Invite User" in the I ations and compliance report status by clicking on "M	ab. Users tab. (Highly Recommended) fy Locations".			
	Users V My Locations					
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	Full Name	11 Email	Job Title	1 Phone 1 Type 1	Logged In	
	🗉 🦳 Charlie Test	crpilot@tabc.texas.gov	Test Owner BE	(512) 206-3333 Admin	1/7/2019 4:54 PM	
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TEXAS ALCOHOLIC BEVERAGE COMMISSION Texas Helping Businesses & Protecting Communities

TABC: COMPLIANCE REPORTING ADMINISTRATIVE PORTAL GUIDE

Administrative Portal Home Screen Overview

• There are two tabs in the Administrative Portal: "Users" and "My Locations."

 TEXAS ALCOHOLIC BEVERAGE COMMISSION	Administrative Portal			N	eubus 👻 Lauri Sanchez 🍷
Assign users lice • Review your lice	ense(s)/permit(s) to inspect by clicking on "Invite User" in the Users tab. ense/permit locations and compliance report status by clicking on "My Locati	ons".			
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🚔 Invite User 👻 🚊 De	lete			Full Name \$	Search
Full Name	1 Email	Job Title	1 Phone	🗎 Type 🗄 Logged In	
🔁 🗌 Sammy Test	@icloud.com	Admin		Admin 7/24/2019 8:35 AM	2/
🗄 🗍 Lauri	@tabc.texas.gov	Admin		Admin 8/5/2019 10:45 AM	20

• You can filter through the columns using the <u>filter</u> icon

TEXAS ALCOHOLIC BEVERAGE COMMISSION Adminis	trative Portal				
Assign users license(s)/perm Review your license/permit	ht(s) to inspect by clicking on "Invite User" in the Users tab. locations and compliance report status by clicking on "My Locations".				
🕸 Users 🛛 🕈 My Locations					
Linde Linde	eta			Full Name Ø	Search
Full Name	Email] Job Title	1 Phone	Type Logged In	
🔁 🗌 Sammy Test	Dicloud.com	Admin		Admin 7/24/2019 8:35 AM	20
🕒 📄 Lauri	Stabc.texas.gov	Admin		Admin 8/5/2019 10:45 AM	20

"Users" Tab

- In the "Users" tab, an Admin can do the following:
 - 1. create additional Admins;
 - 2. invite Users;
 - 3. delete Admins and/or Users;
 - 4. assign permits to Admins and Users; and
 - 5. manage permit assignments.

Inviting Users

To add additional Admins or Users, click "Invite User." This will give you two options:

- <u>1st Option Manual Add</u>
 - 1. Click "Manual Add."





- 2. The "Invite a New User" window is displayed.
- 3. Enter the following information about the User you are inviting:
 - Full Name
 - Email Address
 - Phone Number
 - Job Title
 - Role: User or Administrator
- 4. Manually select each permit or Custom List that you authorize the Admin/User to access (the process to create a custom list is explained later).
 - To easily locate a permitted location, select the "name," "permit number," or "address" from the drop-down menu and enter the corresponding search term in the search box.
 - Next, click "Search."



5. Click "Invite" at the bottom of the page to invite the user.

	TEST OWNER 9 BF #1 8F909000009 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States V
Invite a New User	Custom Lists
Full Name *	
Lohn Smith	Create Custom List
E-mail *	test 1
	Test 2
Neubus	8E909000007 8E90900008 8E909000009
Phone Number	Assign to Tarrant County Personnel
L (123) 456-7890	
	Assign to East Texas Perconnel
Job Title *	
Owner Owner	890900000, 8A909000001, 8890900002, 8C909000003, 8D90900004
D-1-*	
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Locations	
Name	
TEST OWNER 9 B #1 8909000000	
7700 CHEVY CHASE DRIVE	
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C TEST OWNER 9 BB # 1 8850500002	
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United States	
TEST OWNER 9 BC #1 8C90900003	
7700 CHEVY CHASE DRIVE	← Back Invite
AUSTIN Travis TX 78752	



- 6. The invited user will now be listed under the "Users" tab.
- 7. The invited user will receive an email stating they have been assigned permits to inspect.
- 8. The user may now download and use the TABC: Compliance Reporting app.

TEXAS ALCOHOLIC <u>BEVERAGE COMMISSION</u> Administr Juni Mada January Canadan	ative Portal				Charlie Test -
Assign users license(s)/peri Assign additional admins fr Review your license/permit	nit(s) to inspect by clicking on "Invite User" in or your business entity by clicking on "Invite L locations and compliance report status by cli	n the Users tab. Jser" in the Users tab. (Highly Recommended) icking on "My Locations".			
Users • My Locations					
A* Invite User * Selete Undele	te			Full Name 🗘	Search
Full Name	14 Email	14 Job Title	14 Phone	11 Type 11 Logged In	
🕀 🦳 Charlie Test	crpilot@tabc.texas.gov	Test Owner BE	(512) 206-3333	Admin 1/7/2019 4:54 PM	20
🔋 🔲 Test Tommy	crpilot@tx.state.us	Test Owner « < 1 > »	(512) 206-3333	User Never logged in.	2

<u>2nd Option – Upload CSV</u>

Note: This feature allows you to upload groups of Users at one time. The CSV file must be in the format specified in Step 4.

1. Click "Upload CSV."



2. The "Upload Users CSV" screen is displayed. Click "Browse."

TEXAS ALCOHOLIC BVERAGE COMMISSION	
Upload Users CSV	
← Back	
Tip: You can export a CSV from your ActiveDirectory or LDAP server, or manually. You might want to ask your IT department for this list.	create one
Syntax: "Full Name","user@example.com","(555) 555-5555","Job Title","M8855	599,NB859418"
Required fields: • Full Name • Email · Job Title	
Optional fields: • Phone • Location CLPs	
CSV File * Choose a file	Browse
Choose a file	Browse



3. The "Choose File to Upload" screen is displayed.

🥖 Choose File to Upload							×
← → × 🔤 « 18025 - T	ABC Compliance Reporting > Testing >	Portal Testing > CSV File	Testing	✓ [™] Search CSV File	Testing		P
Organize 👻 New folder							?
	Name	Status	Date modified	Туре	Size		
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> 🍊 OneDrive - Texas Alcoholic	Test CSV2	ø	2/6/2019 1:25 PM	Microsoft Excel Com		1 KE	3
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> 💣 Network	🔊 Test CSV6 - Good Test	Ø	2/6/2019 2:15 PM	Microsoft Excel Com		1 KB	}
File name:				→ All Files (*.*)			\sim
				Open	0	Cancel	

- 4. Locate and select your CSV file and click "Open."
 - The CSV file must be an excel spreadsheet that contains four columns of information: Full Name; Email; Phone Number and Job Title.
 - An additional optional column of information may also be included in the spreadsheet: Location CLP (Permit Number).
 - The permit number must be entered using all UPPERCASE letters, with no spaces or leading zeros. For example, P0123456 must be entered as P123456.
 - Do not place a header row at the top of the spreadsheet (do not label each column as "Full Name," "Email," "Phone Number," and "Job Title."

Note: Users may be added by CSV upload without including a permit assignment. Assignments may be made later by an Admin.

	А	В	С	D
1	Apple Test	123XXXX@tabc.texas.gov	(512)-206-3333	Test Manager
2	Larry Test	ABCXXXXX@tabc.texas.gov	(512)-206-3333	Member
3				



- 5. The name of your CSV file will be displayed in the browse box.
- 6. Click "Upload."

Upload Users CSV	
← Back	
Tip: You can export a CSV from your ActiveDirectory or LDAP server, or cre- manually. You might want to ask your IT department for this list. Syntac	ate one
"Full Name", "user@example.com", "(555) 555-5555", "Job Title", "MM859590 Required fields: - Full Name - Email - Job Title	,M8859418"
Optional fields: • Phone • Location CLPs	
CSV File *	
Test CSV.csv	Browse
← Back Upload	

- 7. The Administrative Portal home screen is now displayed.
- 8. If the CSV file was successfully uploaded, a message in green will appear on the top right of the screen, indicating the number of users successfully imported.

EXIS ALCOHOLIC EVERAGE COMMISSION Administrative Portal	2 user(s) imported successfully. 💥
Assign users license(s)/permit(s) to inspect by clicking on "Invite User" in the Users tab. Assign additional admins for your business entity by clicking on "Invite User" in the Users tab. (Highly Recommended) Review your license/permit locations and compliance report status by clicking on "My Locations".	
😃 Users 🔍 My Locations	

- 9. The Users will be displayed under the "Users" tab.
- 10. When a user has been assigned a permitted location (either in the CSV file or in the Admin Portal after the CSV upload), the user will receive an email stating they have been assigned permits to inspect. They can now download the app to access their assigned permits.
- 11. If a red message is displayed, this means the CSV file upload was <u>not</u> successful.

Ensure that the format of the CSV file is correct. If you are unable to determine what the issue is, submit a request using the <u>Compliance Reporting Help Form</u>, and TABC support will contact you to resolve the issue.



Creating a Custom List

A custom list is a group of permitted locations. You can create a custom list of locations that can be assigned to admins/users for which they are responsible for completing reports.

1. Click "Manual Add."



- 2. The "Invite a New User" page is displayed.
- 3. Scroll to the bottom and locate the "Create Custom List" button.
- 4. Click "Create Custom List" button.

7700 CHEVY O	HASE DRIVE	909000004						
AUSTIN Travis	TX 78752							
United States								
TEST OWN	ER 9 BE #1 BE9	09000005						
7700 CHEVY (HASE DRIVE							
	TX 78752							
AUSTIN Travi	« c 1	2 3 4 5	3 B					
Custom Lists	« « <mark>1</mark>	2 3 4 5	, ,	Create (Custom	List		
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test 1 B909000000 Test 2	x x 1	2 3 4 5	> »	Create (Custom	List		
AUSTIN Fram: Lustom Lists test 1 B909000000 Test 2 BE9090000077	∝ < 1 BE909000008, BF90	2 3 4 5	• •	Create (Custom	List		

5. The "Create Custom List" page is displayed.

	TEXAS ALCOHOLIC BEVERAGE COMMISSION
Crea	te Custom List
	← Back
Name *	
Custom List	
Locations *	
	Name 🗢 Search
 Select All 	
TEST OWNER 9 B #1 B90 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States	9000000

- 6. Create a name for your custom list.
- 7. To easily locate a permitted location, select "name," "permit number," or "address" from the drop-down menu and enter the corresponding search term in the search box, then click "**Search**."
- 8. Select all locations that you want included in the list.



9. Once you have made all of your selections, click "Save." Need updated image once vendor makes text change.

	EXAS ALCOHOLIC EVERAGE COMMISSIC	м
Create Cus	tom Location List	
	← Back	
Name *		
Assign to Tarrant County Pers	onnel	
Locations *		
	Name	Search
Select All	Name	
TEST OWNER 9 B #1 89090	License/Permit Number	*
7700 CHEVY CHASE DRIVE	Address	
AUSTIN Travis TX 78752		
	00000001	
7700 CHEVY CHASE DRIVE	0900001	
AUSTIN Travis TX 78752		
United States		
TEST OWNER 9 BB #1 BB9	09000002	
7700 CHEVY CHASE DRIVE		
AUSTIN Travis TX 78752		
United States		
TEST OWNER 9 BC #1 BC9	09000003	
7700 CHEVY CHASE DRIVE		
AUSTIN ITAVIS 1X 78752		
TEST OWNER 9 BD #1 BD	009000004	
7700 CHEVY CHASE DRIVE	0000004	
AUSTIN Travis TX 78752		
United States		
TECT OWNED & RE #1 000	0000005	Ψ.
	2 3 4 5 > »	
← E	lack Save	



Assigning a New User to a Custom List

- The "Invite a New User" page is displayed.
- The custom lists you created should be displayed at the bottom of the page under "Custom Lists."
- Fill in information, select the custom list and invite.

TEXAS ALCOHOLIC BEVERAGE COMMISSION Bur Virge Burner & Promay Comment
Invite a New User
Full Name *
Lohn Smith
E constitu
E-mail *
sindlexample.com
Neubus
Phone Number
(123) 456-7890
Job Title *
Owner
Role *
O User 🔘 Admin
Locations
Name Search
AUSTIN Travis TX 78752 United States TEST OWNER 9 BA #1 BA909000001 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BB #1 BB909000002 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BC #1 BC909000004 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN TRAVIS TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN TRAVIS TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN TRAVIS TX 78752 United States TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN TRAVIS TX 78752 UNITED STATES TEST OWNER 9 BD #1 B090900004 7700 CHEVY CHASE DRIVE AUSTIN TRAVIS TX 78752 UNITED STATES TEST OWNER 9 BD #1 B090900004 7000 CHEVY CHASE DRIVE AUSTIN TRAVIS TX 78752 UNITED STATES TEST OWNER 9 BD #1 B090900004 7000 CHEVY CHASE DRIVE AUSTIN TRAVIS TX 78752 UNITED STATES TEST OWNER 9 BD #1 B090900004 TEST OWNER 9 BD #1 B09000004 TEST OWNER 9 BD #1 B09000004 TEST OWNER 9 BD #1 B09000004 TEST O
Create Custom List
test 1 B99500000 Test 2 BE999000007, BE999000009 Assign to Tarrant County Personnel B995000002, BA999000003, BD999900004 Assign to East Texas Personnel B995000002, BA99900002, BC999900003, BD999900004 e e 1 ≥ = € Back Invite



Making/Editing Assignments for Existing Users and Admins

• To edit your business's User and Admin profiles, click the <u>silhouette-with-pencil</u> icon 🕹.

😩 Users	• My Locations					
🚊+ Invi	te User 💌 🚉 Delete Undelete				Sammy Test	Search
	Full Name	L Email	1 Job Title	1 Phone	1 Type 1 Logged In	Ţ
	Sammy Test	sysspec3@icloud.com	Admin		Admin 7/24/2019 8:35 AM	22
E 🗆	Sammy Test	sysspec3@icould.com	Test Admin	(512) 206-3333	Admin Never logged in.	2/
		« < <mark>1</mark>	x x			

• The "Update User" screen is displayed.

TEXAS ALCOHOLIC BEVERAGE COMMISSION Intelligie latence 4 Promet
Update User
← Back
Full Name *
Sammy Test
E-mail *
sysspec3@icould.com
Neubus
Phone Number
% (512) 206-3333
Job Title *
a Test Admin
Role *
O User O Admin
Locations
Name \$ Search
C TEST OWNER 9 B #1 8909000000
7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752
United States
TEST OWNER 9 BA #1 BA909000001 7700 CHEVY CHASE DRIVE
AUSTIN Travis TX 78752
TEST OWNER 9 BB #1 BB909000002
7700 CHEVY CHASE DRIVE
AUSTIN Travis IX 78/52 United States
TEST OWNER 9 BC #1 BC909000003
7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752
United States
Custom Lists
Create Custom List
L test 1 B909000000
Test 2
BE90900007, BE90900008, BF90900009
B90900000, BA90900001, BC90900003, BD909000004
Assign to East Texas Personnel
B909000000, BA909000001, BB909000002, BC909000003, BD909000004
46 C 1 2 30
← Back Save

• You can edit Full Name, Email, Phone Number, Job Title, Role, and assigned permit locations (individual locations or custom lists of locations).



"My Locations" Tab

• From the "My Locations" tab, you can review the status of your assigned permits or search for a particular permit by name with the search feature.

REAL COMPLETE	TEXAS ALCOHOLIC BEVERAGE COMMISSI Trans Ridge Bulances & Procing Committee	Dashboard				Amy Ruppert 🔻
	🙁 Users 🔍 My Locations				Name 🗘 Sear	ch
	Name	CLP Number	Address	Phone Number	Status	
	TEST BAR AND GRILL BE	BE9999999901	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States			
	TEST BAR AND GRILL BE/BL	BE9999999902	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States			
	TEST BAR AND GRILL BE/BL/FB	BE9999999903	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States		Started by Lauri Sanchez	

Administrative Portal Frequently Asked Questions (FAQ)

• You can access the FAQs by clicking on your name in the upper right corner of the page.

TEXAS ALCOHOLIC SEVERAGE COMMISSION Adm and Right Research & Princing Committee	iinistrative Porta		Ν	leubus 🔻 Nicole Langi	ley -
Assign users license(s), Review your license/pe	/permit(s) to inspect ermit locations and c	by clicking on "Invite User" in ompliance report status by cli	the Users tab. icking on "My Locations"	".	
Users • My Locations					
↓ Name	License/Permit Number î	Address	Status	¢	
TEST OWNER 9 B #1	B90900000	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States	Completed by Nico	ole Langley	
TEST OWNER 9 BA #1	BA909000001	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752	Completed by Am	ny Ruppert	v2 1 1



• A drop-down menu will appear with the option to select "Portal FAQs." Click "Portal FAQs."

TEXAS ALCOHOLIC BEVERAGE COMMISSION True Tripping Balances & Processing Commentary	Administrative Porta	al	Ν	eubus Vicole Langley Update Profile
Assign users licens Review your licens Users My Locatio	se(s)/permit(s) to inspec se/permit locations and	t by clicking on "Invite User" ir compliance report status by cl	n the Users tab. icking on "My Locations"	 Portal FAQs Contact TABC Log Out
Name	⊥ License/Permit Number ‡	Address	Name +	Search
TEST OWNER 9 B #1	B90900000	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States	Completed by Nicc	ole Langley
TEST OWNER 9 BA #1	BA909000001	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States	Completed by Am	y Ruppert

- The "FAQ" page is displayed.
- To return to the Administrative Portal, click "Back."

The ACOHOLE	TABC: Compliance Reporting Administrative Portal Frequently Asked Questions
← Back	
 I cannot log in to the TABC: Compliance Reporned not receive my 8-digit code email. 	rting Administrative Portal because I did
 Check your junk/spam email folder. The 8-digit code is only valid for 30-minutes. If you do not receive the email or use the code within 30 	-minutes you will need to request another 8-digit code.
2. I am unable to locate the status of my license/	permit compliance report.
 To review the status of a license/permit compliance report you A. Log in to the Administrative Portal. 	will need to conduct the following:
B. Click on the "My Locations" tab. All of the license(s)/per	mit(s) you are linked to will be displayed.
C. On the right side, locate the column titled " Status. " The	compliance report status of each license/permit is shown.
Scroll through the list to locate the status of the license/	permit.
D. Search for a specific license/permit number by entering t	he license/permit number in the search field and selecting
"License/Permit Number" from the drop-down list.	



Toggle Between Multiple Business Entities

TEXAS ALCOHOLIC BEVERAGE COMMISSION Ad	ministrative Porta	I	Neubus 🕶
Assign users license(Review your license/	s)/permit(s) to inspect permit locations and c	by clicking on "Invite User" ir compliance report status by cl	a the Users tab. icking on "My Locations".
Users Vy Locations			
			Name 🗢 Search
Name	↓ License/Permit Number ↓	Address	1 1 Status
TEST OWNER 9 B #1	B909000000	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752 United States	Completed by Nicole Langley
TEST OWNER 9 BA #1	BA909000001	7700 CHEVY CHASE DRIVE AUSTIN Travis TX 78752	Completed by Amy Ruppert

• From the entity drop down menu on the top right side of the web browser, you can toggle between entities that you are associated with in order to view the Admins/Users and locations for the selected business entity.



For assistance, please submit a request using the <u>Compliance Reporting Help Form</u>, and TABC support will contact you to resolve the issue.