

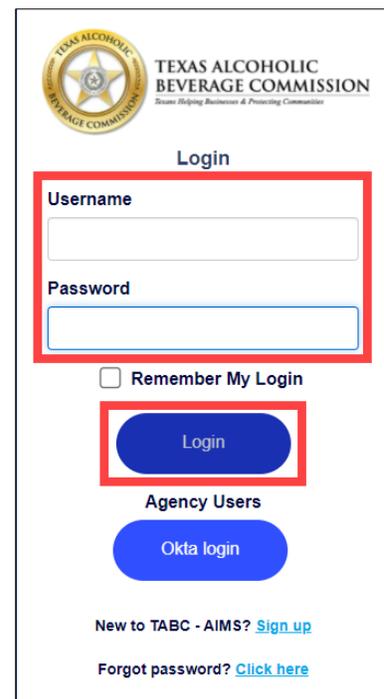
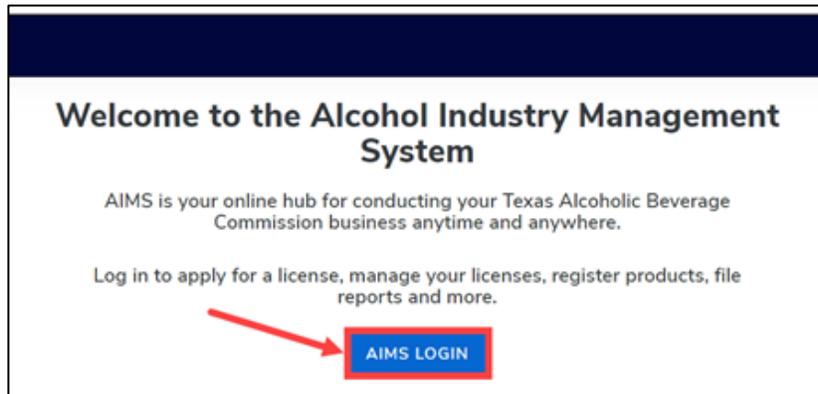
How To Claim Your Business

Many businesses already have TABC licenses or permits. The **Claim Business** process will help these businesses quickly link their existing business entities and the associated licenses and permits of each with their AIMS account.

A business officer, director or their designee needs to complete this step. In AIMS, this person is called a “principal party.” Identify one business entity and one TABC license or permit that is associated with that business entity. Each business entity will need to be claimed individually. Instructions explaining **how to claim additional business entities** are included at the end of this user guide.

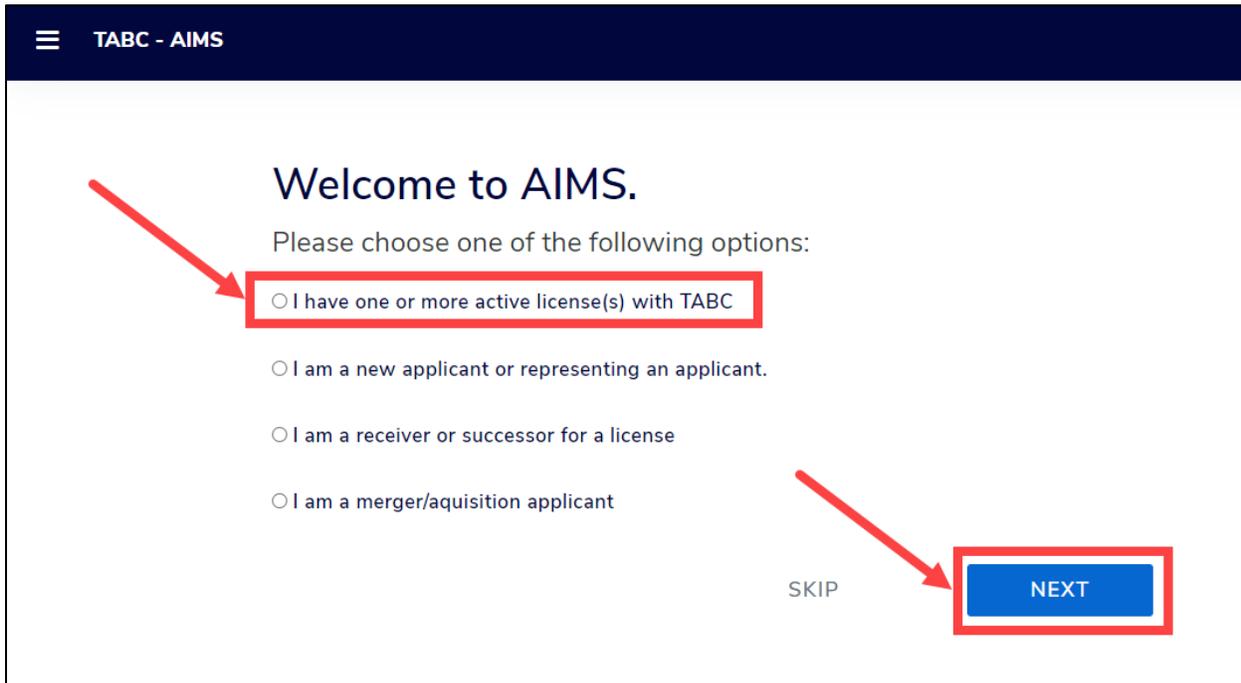
1. Log in to AIMS:

- Enter tabc.texas.gov/aims in Google Chrome or Microsoft Edge on any device.
- Click **Visit AIMS**.
- Click **AIMS LOGIN** once on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.



2. Select **I have one or more active license(s) with TABC** and click **Next**.

 Don't see this screen? View the Troubleshooting Tips at the end of this document.



☐ I have one or more active license(s) with TABC

I am a new applicant or representing an applicant.

I am a receiver or successor for a license

I am a merger/aquisition applicant

SKIP

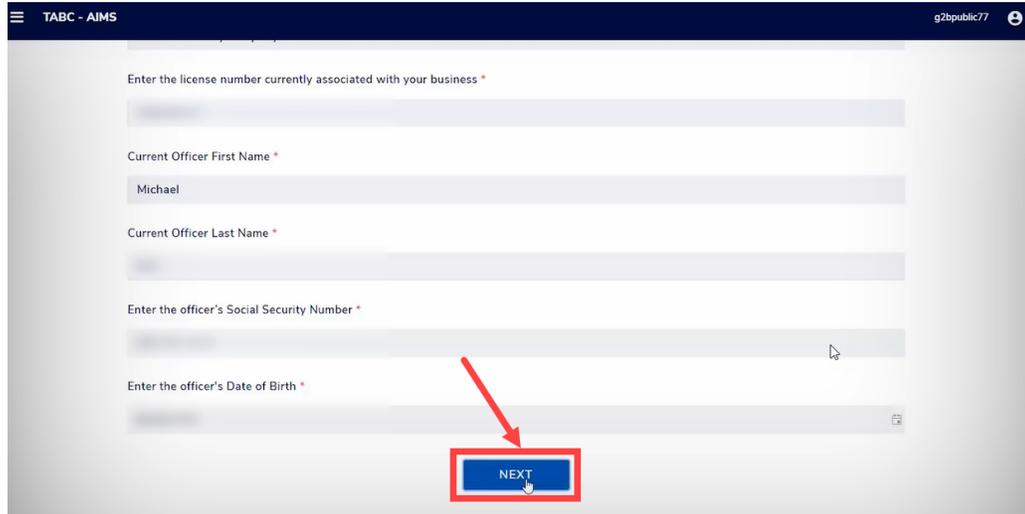
3. Answer the questions as they appear.

 Having trouble with this section? See the Troubleshooting Tips section at the end of this document to learn about the **quickest way to enter your date of birth and avoiding issues when entering your SSN or FEIN.**

Sole proprietors will need to enter their Social Security number. Other types of business organizations will need to enter their Federal Employer Identification Number (FEIN).

- Check that there are no spaces in the field after you enter the number.
- Check that the SSN you're entering matches the one on file with TABC for the principal party of the business entity that's onboarding. If entering a FEIN, check that it matches the FEIN provided to TABC for the business entity that's onboarding.

When all questions have been answered, click **Next**.



TABC - AIMS

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Enter the license number currently associated with your business *

Current Officer First Name *

Michael

Current Officer Last Name *

Enter the officer's Social Security Number *

Enter the officer's Date of Birth *

NEXT

i Troubleshooting Tip | Don't get locked out of your account!

All licensed businesses have been issued new license numbers for AIMS as of Sept. 1, 2021. **Using your new AIMS license number is the best option for successfully completing this step.**

There are three ways to find your AIMS license number:

- [AIMS License Search](#)
- [TABC Licenses lookup table](#)
- [Public Inquiry](#)

Search by trade name to find your new AIMS license number.

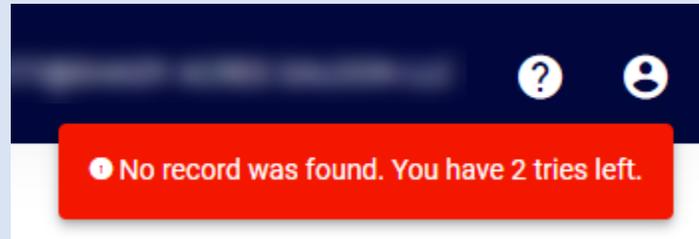
When entering your AIMS license number, use digits only. Do not use any of the letters that come before your license number.

If AIMS isn't recognizing your license number after following the steps above, check that you're entering the:

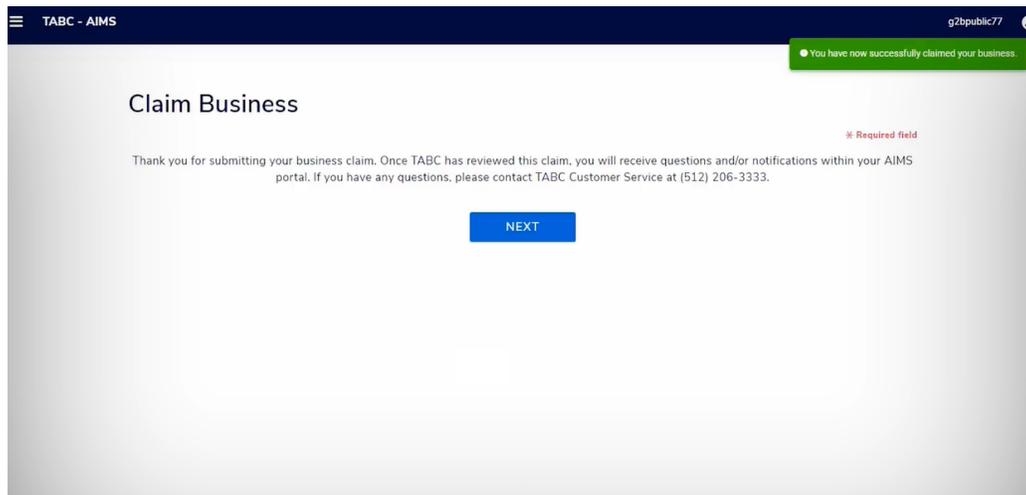
- AIMS license number for the primary license associated with your business entity.
- Correct AIMS license number that corresponds with the business entity for which you are onboarding.
- AIMS license number in the correct field ("AIMS License Number").

If this does not fix the issue, email stakeholder@tabc.texas.gov to alert TABC of the problem.

Note: Submitting the same license or permit number multiple times when an error displays may lock you out of your account.



4. Your submitted **Claim Business** request will be placed in the queue for review by TABC staff.



Keep an eye on your AIMS dashboard and the email associated with your account for updates from TABC. You will be notified if more information is needed to complete the process or when the request has been approved.

The **Claim Business** request must be approved by TABC before you can access your business entity in AIMS. You'll be able to access each business entity from your main AIMS dashboard. It may take several days for TABC to approve your request.

Once approved, all licenses and permits associated with the business entity will be available on the AIMS dashboard.

5. Once TABC approves your **Claim Business** request, print your license.

NOTE: Each license in AIMS will have a new license number and QR code. Print and post your new license.

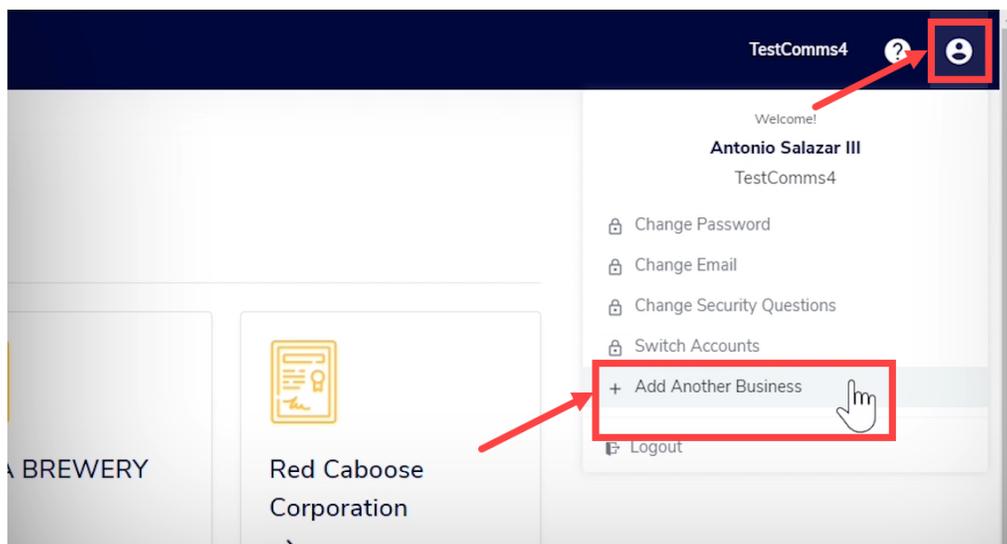
To print your license, log in to AIMS. If you have just one business entity associated with your account, print your license under the **Manage an existing license** button from your AIMS dashboard, selecting the license you want to print and selecting Print License from the Action dropdown menu.

For additional help printing your license, view the **How To Print Your License** guide on the [How To Use AIMS webpage](#).

6. If you have additional business entities you would like to associate with your AIMS account, follow the steps on the next page for **How To Claim Additional Business Entities**.

How To Claim Additional Business Entities

1. To add additional business entities, click the **person icon** in the upper right corner.
2. Click **+ Add Another Business**.



3. Follow the above steps to complete the process for each business.

① Troubleshooting Tips

What can I do if I'm not seeing the buttons to claim my business or create a new business entity after creating and logging into my AIMS account?

If the Welcome to AIMS page does not display when you first log in and you need to claim your business or create a business within AIMS:

- Go to the top-right corner of your screen.
- Click the circle with the silhouette of a person on it.
- Click Add Another Business.
- The Welcome to AIMS page should appear on your screen, and you can begin claiming your business or creating a new business in AIMS.

If the above step does not work or you don't see the proper menu options to take that step, try logging out of AIMS and logging back in until you can see the circle with the silhouette of a person on it in the very top right corner of your screen, and then click this button and select "Add Another Business." Sometimes this might take multiple tries.

If you've tried both of these things and the issue is still not resolved, email stakeholder@tabc.texas.gov to alert TABC of the problem.

What should I do if AIMS isn't recognizing my Federal Employer Identification Number (FEIN) or Social Security number (SSN)?

- Enter the number into the field instead of copying and pasting it.
- Check that there are no spaces in the field after you enter the number.
- Check that the SSN you're entering matches the one on file with TABC for the principal party of the business entity that's onboarding. If entering a FEIN, check that it matches the FEIN provided to TABC for the business entity that's onboarding.

If this does not resolve the issue, email stakeholder@tabc.texas.gov to alert TABC of the problem.

What's the quickest way to enter my date of birth?

AIMS uses a calendar tool to make sure dates are entered correctly.

Option 1

- Click your mouse on the date of birth field and type the two numbers representing your birth month (the words day and year should appear after you type in your birth month number).
- Click the word “day” and type the day of the month you were born.
- Click the word “year” and type your birth year.

Option 2 ([see video clip](#))

- Click the image of the calendar on the far-right side of the field (it should show the current date).
- Click the month and year at the top of the calendar and the calendar will zoom out to show all months of the current year.
- Click the year at the top of the calendar and the calendar will zoom out to show multiple years.
- Now use the arrows at the top of the calendar and click through until you see your birth year in the calendar.
- Click on your birth year and the calendar will display all months of that year.
- Click on your birth month and the calendar will display all days of that month.
- Click on your birth date.

My old license or permit didn't transfer to my account or isn't being accepted during the Claim Business process. What's wrong?

New laws took effect Sept. 1, 2021, that consolidated many licenses into a single license. For many users, this is why a license or permit is not in AIMS.

[See the Sept. 1 License Consolidation Explained Chart.](#)

For example, notice the new description for the Package Store Permit (P) and the Wine-Only Package Store Permit (Q) **authorizes the sale of malt beverages** to consumers for off-premise consumption, in addition to the other beverages they authorize.

A business's P and Q permits now include the ability to sell malt beverages, which is the new beverage category that combines what was formerly known as beer and ale. The Retail Dealer's Off-Premise License (BF) permit allowed the business to sell beer, but since that is now covered in the P and Q permit, the business no longer needs the separate BF — it has essentially been consolidated into the P and Q permits.

However, if you believe your license or permit is not showing up because of an error, and is not due to the new license structure, please contact stakeholder@tabc.texas.gov.