

How To Print Your License

1. Each license will have a new license number and QR code.

Log in and, if you have multiple business entities, select your desired business entity. To print your license, click **Manage an existing license** from you AIMS dashboard.

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- 2. A list of available licenses will appear. Select one license you wish to print by clicking the box to the left of the license number.
- 3. Select **Print License** from the Action dropdown menu.
- 4. Click TAKE ACTION.

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Manage an existing licens	e							
The licenses visible to you are based on your access view/edit.	ss level. If you believe there is an e	rror, please contact yo	ur account administrat	or. Selec	t the license you wo	uld like to		
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5. Answer the questions on the next screen. If you're printing a new or renewed license, select **Other** under the reason to print license. In the Reason Detail field, type "**New license**" or "**Renewal**."

Print License	
# Selected License/Permit Number: 200000113	
Are there any changes in your location details that are not reported to TABC?	
NO	~
Please select the reason to print license	
Other	*
Reason Detail *	
New license	
	Remaining Characters 289
PRINT	

6. Print your license to your chosen device.

