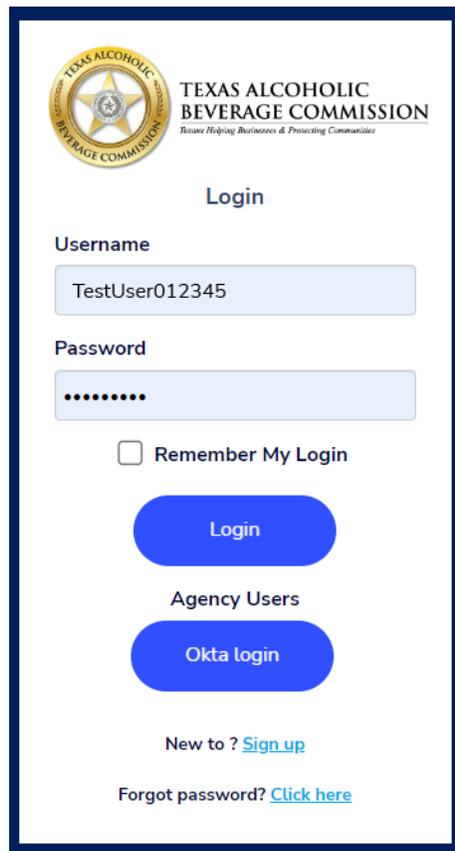


## Add or Edit Principals/Owners

Use the Update Principal(s) feature to report certain changes in AIMS that your business is required to notify TABC of by law. Through this option you can:

- **Add or remove any principal party (including officers and stockholders) and report changes in officer titles and stock/memberships.**
- **Notify TABC of the addition or removal of a person whose name was included on the original application or whose name would be required if a new original application was being submitted, regardless of the title, position or ownership.**

1. Log in to your AIMS account by visiting [tabc.texas.gov/aims-login](http://tabc.texas.gov/aims-login)



The screenshot shows the login interface for the Texas Alcoholic Beverage Commission's AIMS system. At the top left is the commission's logo, and to its right is the text "TEXAS ALCOHOLIC BEVERAGE COMMISSION" with the tagline "Texas Helping Businesses & Protecting Communities". Below this is the heading "Login". There are two input fields: "Username" with the text "TestUser012345" and "Password" with masked characters. A checkbox labeled "Remember My Login" is present. Below the fields are three buttons: "Login", "Agency Users", and "Okta login". At the bottom, there are two links: "New to ? [Sign up](#)" and "Forgot password? [Click here](#)".

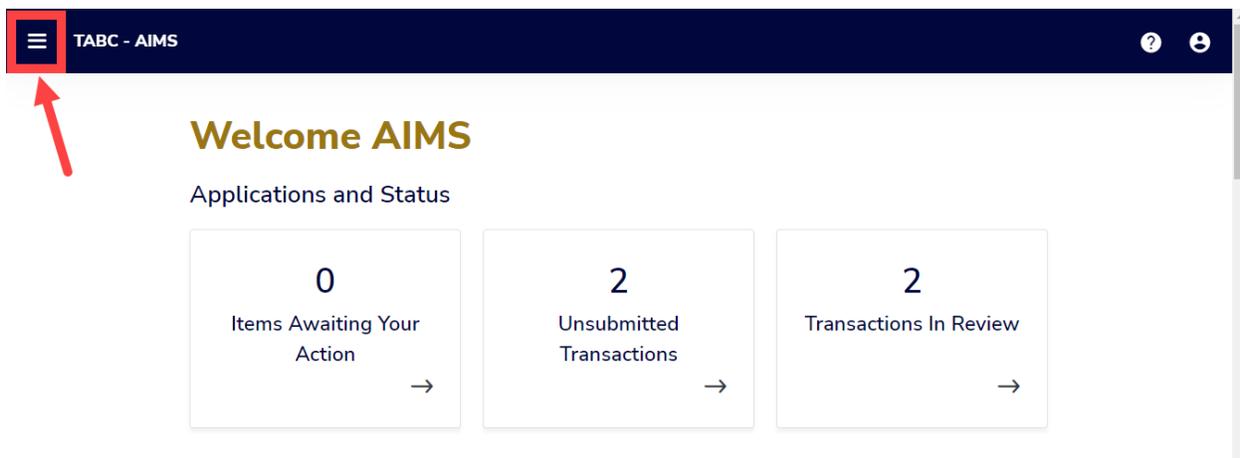
- If you have more than one business entity, select the owner business entity of the license or permit that you would like to update.

## Welcome John

Please select the business entity you would like to access.

Owner/Entity Name	Action
Texas Example 1	→
Texas Example 2	→
Texas Example 3	→
Texas Example 4	→
Texas Example 5	→
Texas Example 6	→

- Select the three lines in the upper-left corner of the AIMS dashboard.



TABC - AIMS

## Welcome AIMS

Applications and Status

0 Items Awaiting Your Action →	2 Unsubmitted Transactions →	2 Transactions In Review →
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#### 4. Click the **Change Licensee Details** option.

The screenshot shows the AIMS dashboard interface. It is divided into three main sections: FEATURE, HISTORY, and a close button (X). The FEATURE section contains several options: Dashboard, Needs Analysis Wizard, View My Temporary Events, Product Registration, Excise Tax, and Help. The HISTORY section contains Transactions. The 'Change Licensee Details' option is highlighted with a red box, and a red arrow points to it from the left.

#### 5. Select **Update Principal(s)**.

The screenshot shows the 'Change Licensee Details' screen. It has a dark blue header with 'TABC - AIMS' and a menu icon on the left, and a help icon and a refresh icon on the right. Below the header, there are several options: Change Business Entity Name, Change of Entity, Merger, and Update Principal(s). The 'Update Principal(s)' option is highlighted with a red box, and a red arrow points to it from the top right.



6. Add a principal or owner.

Click **+ Add Principal/Owner** button to add a new party.

Entity Name:  **+ ADD PRINCIPAL / OWNER**

Only principal parties who hold more than 50% of stock should be entered as stockholders. If no individual Stockholder owns more than 50% then Stockholder information is not required.

Name	Type	Role	Owner...	Status	Actions
<input type="text"/>	Person	Manager, Member	85%	Incompl...	<input type="button" value="PERSONAL INFO"/>
<input type="text"/>	Person	Manager, Member	15%	Incompl...	<input type="button" value="PERSONAL INFO"/>

1 - 2 of 2 Items

Complete the information.

Click **Next** when complete

Legal Last Name \*

Date of Birth \*

Do you have a Social Security Number? \*

Enter your Social Security Number \*

Re-enter your Social Security Number \*



## Edit an Existing Principal or Owner

Select the **edit icon** next to an existing principal party to update their information, such as name, Social Security number, title or ownership percentage.



### Business Entity Information

Entity Name: [redacted] [+ ADD PRINCIPAL / OWNER](#)

Only principal parties who hold more than 50% of stock should be entered as stockholders. If no individual Stockholder owns more than 50% then Stockholder information is not required.

Drag a column header and drop it here to group by that column

Name	Type	Role	Owner...	Status	Actions
[redacted]	Person	Manager, Member	85%	Incompl...	
[redacted]	Person	Manager, Member	15%	Incompl...	

1 - 2 of 2 items

Follow the onscreen instructions and make the necessary edits.



### Business Entity Information

Business Entity Information: [redacted] \* Required field

Please provide following details of a principle party. You are able to assign more than one role to principal party. If principal party is an organization, please provide list of principal parties after providing below information.

Avoid delays in processing your application, [click to learn more about steps](#):

- For reporting ownership information.
- To complete your business entity information if one of your principals is another entity.

Role \*

PRESIDENT x DIRECTOR x TREASURER x

Principal Type \*

Person

Legal First Name \*

[redacted]

Legal Middle Name

[redacted]



When complete, click **Next**.

TABC - AIMS

Legal Last Name \*  
Roberts

Date of Birth \*  
.....

Do you have a Social Security Number? \*  
Yes

Enter your Social Security Number \*  
.....

Re-enter your Social Security Number \*  
.....

BACK **NEXT**

Finally, review the summary and click **Submit**.

TABC - AIMS

Entity Name: [blurred] **+ ADD PRINCIPAL / OWNER**

Only principal parties who hold more than 50% of stock should be entered as stockholders. If no individual Stockholder owns more than 50% then Stockholder information is not required.

Name	Type	Role	Owner...	Status	Actions
[blurred]	Person	Manager, Member	85%	Incompl...	[trash] [edit] [PERSONAL INFO]
[blurred]	Person	Manager, Member	15%	Incompl...	[trash] [edit] [PERSONAL INFO]
Jaime Roberts	Person	Manager	10%	Incompl...	[trash] [edit] [PERSONAL INFO]

1 - 3 of 3 items

BACK **SUBMIT**



Once submitted, you will receive the confirmation message, "Your Update Principal Party request has been submitted successfully," followed by the application number.

Your Update Principal Party request has been submitted successfully. Application Number : 4293

[GO TO DASHBOARD](#)