



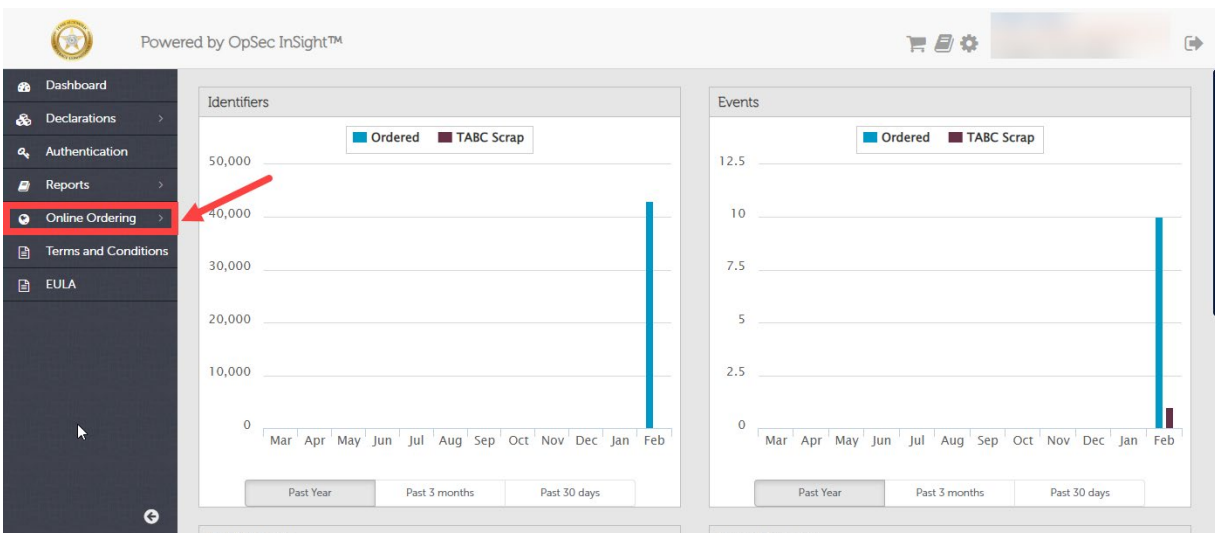
## How to Order TABC Tax ID Stamps

Local Distributor Permit (LP) holders or their representatives can order tax ID stamps for their business after registering with TABC's tax ID stamp program. Follow the steps below to order stamps.

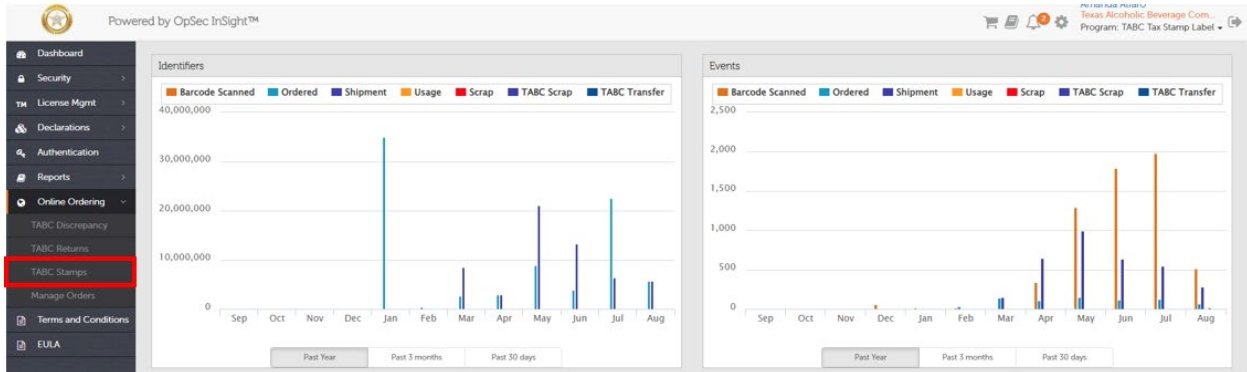
1. Log in to OpSec Security's system at: <https://InSight.opsecsecurity.com/>.

The image shows the OpSec Security login page. At the top is the OpSec Security logo. Below it are two input fields: one for an email address (containing 'yours@example.com') and one for a password (containing 'your password'). Below the password field is a link that says 'Don't remember your password?'. At the bottom of the page is a dark blue button with the text 'LOG IN >'.

2. Select the **Online Ordering** option from the main menu on the left.



### 3. Select TABC Stamps.



### 4. Select the Request Order tab.

The screenshot shows the 'TABC Stamps' page. The left sidebar contains navigation options: Dashboard, Security, License Mgmt, Declarations, Authentication, Reports, Online Ordering, TABC Discrepancy, TABC Returns, TABC Stamps (highlighted with a red box), Manage Orders, Terms and Conditions, and EULA. The main content area has two tabs: 'Order History' and 'Request Order' (highlighted with a red box and a red arrow). Below the tabs are search filters: Start Date, End Date, Order Status (dropdown), Order Number, and Organization (dropdown). A 'Search' button is located to the right of the Order Number field.

The system will display a screen like the one below.

The 'Request Order' form contains the following sections and fields:

- Online Order Instructions:** Text explaining expedited shipping options and a link: [CLICK HERE TO PAY FOR EXPEDITED SHIPMENT](#).
- Please Complete The Following Fields To Request An Order:**
  - Order Number: 0080006926
  - Organization: Texas Alcoholic Beverage Commission TABC
  - Ship To Address: 24577 TABC
  - Import File: Choose File button and Submit button.
  - Email CC: Empty text field.
  - Address: TABC, PO Box 13127, Austin, TX, USA, 787113127.
  - Terms and Conditions: Input field.
  - Total Labels for Order: 0
  - Currency: USD
  - Total Price for Order: \$0.0000
  - Buttons: Add Line, Cancel Order, Complete Order.
- TABC Stamps Order:**
  - Expedited Shipment: Select an option dropdown.
  - Fedex Account No. (If using Own): Empty text field.
  - Delivery Notes: Empty text field.
- Table Header:** Line Number, SKU, Description, Quantity, Price per Label, Total Price, Actions.
- Table Content:** No data available in table.

The system automatically assigns an order number, which is displayed in the **Order Number** field. This field can't be changed.

Please Complete The Following Fields To Request An Order

Order Number  
008000141B

Organization  
OptSec Security - Lancaster

Email CC

Import File  
Choose File Submit

Total Labels for Order: 0

Total Price for Order: 0.0000

Add Line Cancel Order Complete Order

5. The **Organization** field should have the business entity that is requesting the tax ID stamp order. The system automatically selects your organization. If you have multiple entities, you must select the entity that corresponds to the permitted location.

Please Complete The Following Fields To Request An Order

Order Number  
008000141B

Organization  
OptSec Security - Lancaster

Email CC

Import File  
Choose File Submit

Total Labels for Order: 0

Total Price for Order: 0.0000

Add Line Cancel Order Complete Order

6. In the **Email CC** field, you can add more email addresses that will also be notified when the order is completed. You can also add more than one email address separated by semicolons (e.g., [janedoe@emailaddress.com](mailto:janedoe@emailaddress.com); [johndoe@emailaddress.com](mailto:johndoe@emailaddress.com)).

Please Complete The Following Fields To Request An Order

Order Number  
008000141B

Organization  
OptSec Security - Lancaster

Email CC

Import File  
Choose File Submit

Total Labels for Order: 0

Total Price for Order: 0.0000

Add Line Cancel Order Complete Order

*Continue to the next page of this guide.*

7. To add stamps, follow the steps below and repeat them as needed:
  - Click the **Add Line** button.

The screenshot shows the 'Request Order' page with the following details:

- Order Number:** 0080006967
- Organization:** Texas Alcoholic Beverage Commission TA
- Ship To Address:** 24577 TABC
- Import File:** Choose File (Submit)
- Email CC:** [Empty field]
- Address:** TABC, PO Box 13127, Austin, TX, USA, 787113127
- Summary:** Total Labels for Order: 0, Currency: USD, Total Price for Order: \$0.0000
- Buttons:** Add Line (highlighted with a red box and a red arrow), Cancel Order, Complete Order

- Select the stamp format by selecting from the dropdown list in the **Item** field. “Item” refers to the format of the tax ID stamps. The formats are:
  - **2050014 TABC Label 80 pc Sheet:** sheet of 80 stamps.
  - **2050012 TABC Label 500 pc Roll:** small roll of 500 stamps.
  - **2050013 TABC Label 10k Roll:** large roll of 10,000 stamps.

The screenshot shows the 'Add Line' modal form with the following details:

- Item:** Select (dropdown menu, highlighted with a red box and a red arrow)
- Quantity of Labels for this line:** [Empty text input field]
- Buttons:** Cancel, Add

- Enter the quantity of stamps needed in the **Quantity of Labels** field.  
**Important note:** You must enter the total number of stamps instead of the number of sheets or rolls. For example, if you’re requesting 10 sheets, enter “800” as the quantity because 10 sheets x 80 stamps per sheet = 800 stamps total.

- The **minimum quantity** you must order for each stamp format are:
  - **2050014 TABC Label 80 pc Sheet:** 800 stamps
  - **2050012 TABC Label 500 pc Roll:** 5,000 stamps
  - **2050013 TABC Label 10k Roll:** 10,000 stamps

The screenshot shows the 'Add Line' form with a dropdown menu for 'Item' set to 'Select'. The 'Quantity of Labels for this line' input field is highlighted with a red box, and a red arrow points to it from the left. At the bottom right, there are 'Cancel' and 'Add' buttons.

- If a line order is not entered in the correct quantity, the system displays an alert that will tell you what increment the orders need to be made in, like the example below.

The screenshot shows the 'Add Line' form with an error message at the top: 'The field 'Quantity' must be multiple of '500'.' The 'Item' dropdown is set to '2050012 TABC Label 500 pc Roll' and the 'Quantity of Labels for this line' field contains the value '50'.

- Edit the order line and make the changes to resolve the issue.

8. Click the **Add** button to save the line and return to the **Request Order** screen.

The screenshot shows the 'Add Line' form with the 'Item' dropdown set to '2050012 TABC Label 500 pc Roll' and the 'Quantity of Labels for this line' field set to '5000'. Below the form, there is an 'Image Preview' section showing a sample TABC label with a QR code, the text 'TX', 'TABC', and a barcode. At the bottom right, the 'Add' button is highlighted with a red box and a red arrow points to it.

9. The order line you added should be displayed in a data table on the **Request Order** screen.


The screenshot shows the 'Request Order' interface. At the top, there are tabs for 'Order History' and 'Request Order'. Below this is a section for 'Online Order Instructions' with text about expedited shipping and a link to 'CLICK HERE TO PAY FOR EXPEDITED SHIPMENT'. A blue bar prompts the user to 'Please Complete The Following Fields To Request An Order'. The form includes fields for 'Order Number' (0080006967), 'Organization' (Texas Alcoholic Beverage Commission TABC), 'Ship To Address' (24577 TABC), 'Import File', 'Email CC', 'Terms and Conditions', 'Total Labels for Order' (800), 'Currency' (USD), and 'Total Price for Order' (\$0.3200). Below the form is a section for 'TABC Stamps Order' with a dropdown for 'Expedited Shipment' (indicated by a red arrow), 'Fedex Account No. (If using Own)', and 'Delivery Notes'. At the bottom, a data table is highlighted with a red border, showing one entry:

Line Number	SKU	Description	Quantity	Price per Label	Total Price	Actions
1	2050014	TABC Label 80 pc Sheets	800	\$0.0004	\$0.3200	[Edit] [Trash]


Below the table, it says 'Showing 1 to 1 of 1 entries' and has 'Previous', '1', and 'Next' navigation buttons.

10. The data table with order details has the following columns:

- Line number
- Item SKU
- Item description
- Ordered item quantity
- Unit price per label
- Item total price (Quantity x Price per label)

11. To edit an order line, click on the edit icon  under the Actions column. The system shows a screen like the image above and allows you to modify the line information.

- Modify the information that you wish to change.
- Click the **Add** button to save the changes or the **Cancel** button to exit without saving.

12. To delete an order line, click on the trashcan image  under the Actions column. Click **Proceed** to continue or click **Cancel** if you don't want to remove the order line.

13. When order lines are added, the system completes the following fields in the General Order Information section. **Prices are for reference only.**

- **Total Labels for Order:** displays total number of labels as you add items to the order.
- **Total Price for Order:** displays total price as you add items to the order.

## EXPEDITED SHIPPING

14. Identify if your order needs to be expedited (mandatory field):

- If you select **No** from the dropdown menu, skip to Step 15.
- Select **Yes** from the **dropdown menu** to turn on expedited shipping and input your account number in the **FedEx Account No.** in the field. Please include the phrase **“expedited shipment”** in the **Delivery Notes** section.



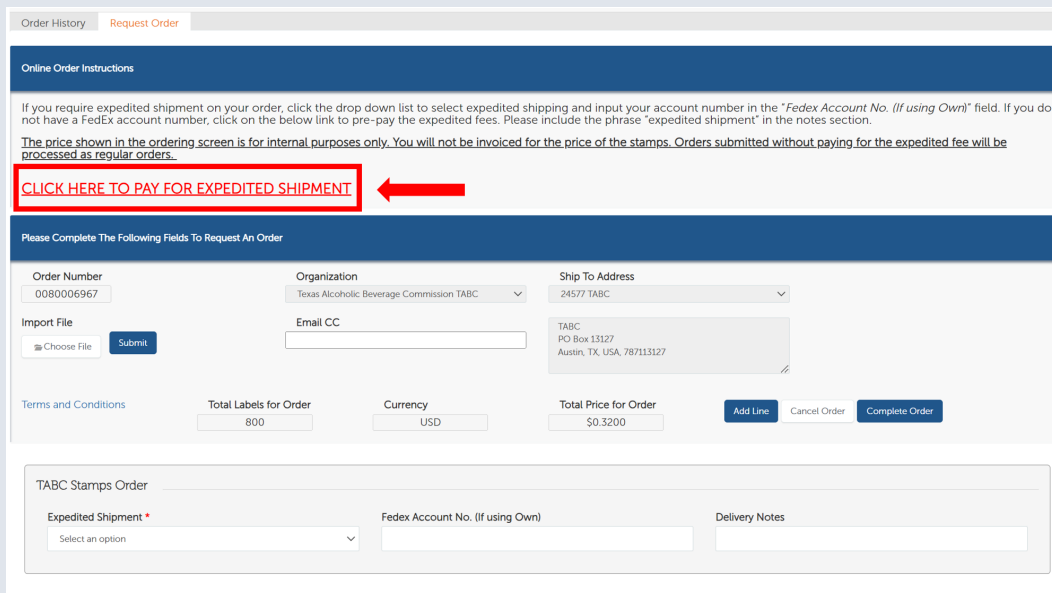
TABC Stamps Order

Expedited Shipment \*  
Select an option  
Yes  
No

FedEx Account No. (If using Own)

Delivery Notes  
expedited shipment

- If you do not have a FedEx account number, click on **CLICK HERE TO PAY FOR EXPEDITED SHIPMENT** to pre-pay the expedited fees. Please include the phrase **“expedited shipment”** in the **Delivery Notes** section.



Order History Request Order

Online Order Instructions

If you require expedited shipment on your order, click the drop down list to select expedited shipping and input your account number in the "FedEx Account No. (If using Own)" field. If you do not have a FedEx account number, click on the below link to pre-pay the expedited fees. Please include the phrase "expedited shipment" in the notes section.

The price shown in the ordering screen is for internal purposes only. You will not be invoiced for the price of the stamps. Orders submitted without paying for the expedited fee will be processed as regular orders.

**CLICK HERE TO PAY FOR EXPEDITED SHIPMENT** ←

Please Complete The Following Fields To Request An Order

Order Number: 0080006967  
Organization: Texas Alcoholic Beverage Commission TABC  
Ship To Address: 24577 TABC

Import File: Choose File Submit  
Email CC: [Empty Field]

Terms and Conditions  
Total Labels for Order: 800  
Currency: USD  
Total Price for Order: \$0.3200  
Add Line Cancel Order Complete Order

TABC Stamps Order

Expedited Shipment \*  
Select an option

FedEx Account No. (If using Own)

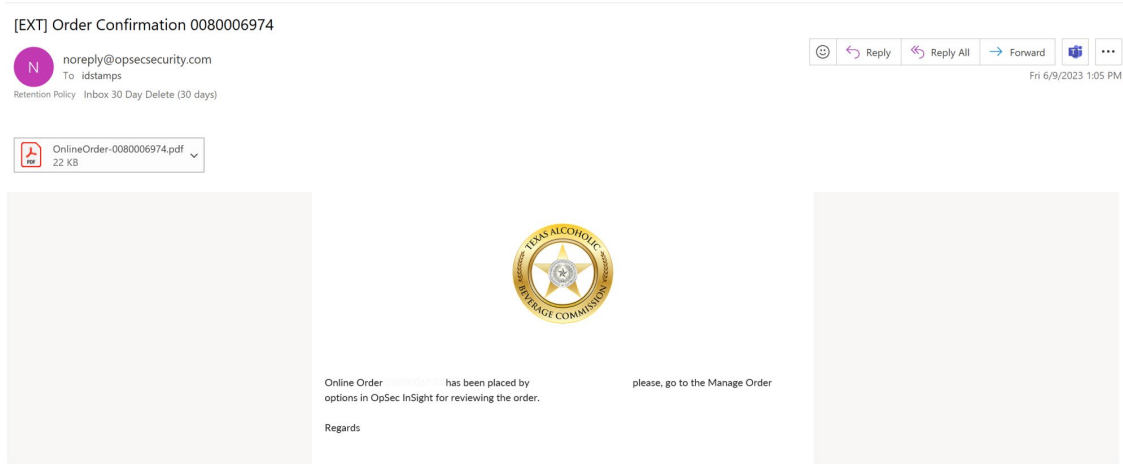
Delivery Notes

**Important note:** Orders submitted without paying for the expedited fee will be processed as regular orders.

15. Review the order details and check that all details are correct.

16. You can cancel the order by clicking the **Cancel Order** button. The system will discard the order and exit the screen.

17. Complete the order by clicking the **Complete Order** button. When an order is submitted, the system:
- Saves the order record.
  - Marks the created order with a **Pending** status.
  - Sends an email notification confirming that the order has been submitted to:
    - The users specified in the selected order template.
    - All users included in the **Email CC** field in the General Order Information section.



18. After submitting, your order will be reviewed by TABC staff. The order will be processed for shipping once it's approved. If any order is denied, the account holder will receive an email with an explanation for the denial.

## Other Guides

[How to Return TABC Tax ID Stamps](#)



*Customer Guide  
Track & Trace InSight  
January 2023*

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