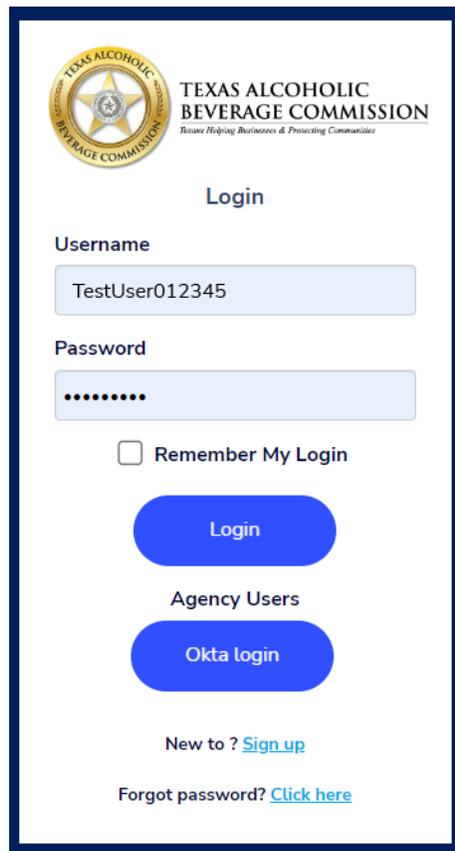# Add or Edit Principals/Owners

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

2. 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		→

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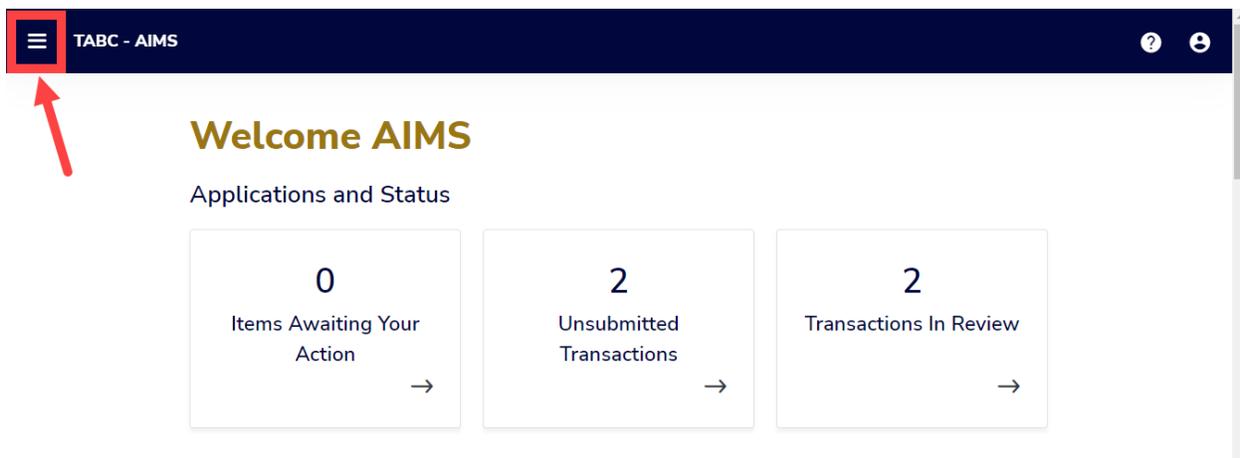
TABC - AIMS

Welcome AIMS

Applications and Status

0	2	2
Items Awaiting Your Action	Unsubmitted Transactions	Transactions In Review
→	→	→

4. Click the **Change Licensee Details** option.

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

6. Add a principal or owner.

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

Complete the information.

Click **Next** when complete

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.

Follow the onscreen instructions and make the necessary edits.

When complete, click **Next**.

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

Complete TABC tasks anytime and anywhere. | TABC AIMS Page

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

TABC - AIMS

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

GO TO DASHBOARD