

# How To Manage User Access and Permissions

## User Access Management Menu

Follow the steps below to add or modify a user's access to a business entity. If you manage an AIMS account with multiple business entities and need to assign other users to complete work on your behalf, you must add or modify users for **each** business entity through the **User Access Management** tool.

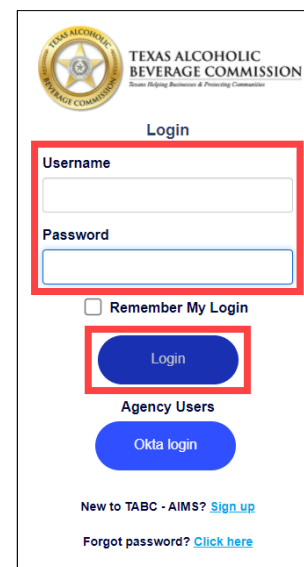
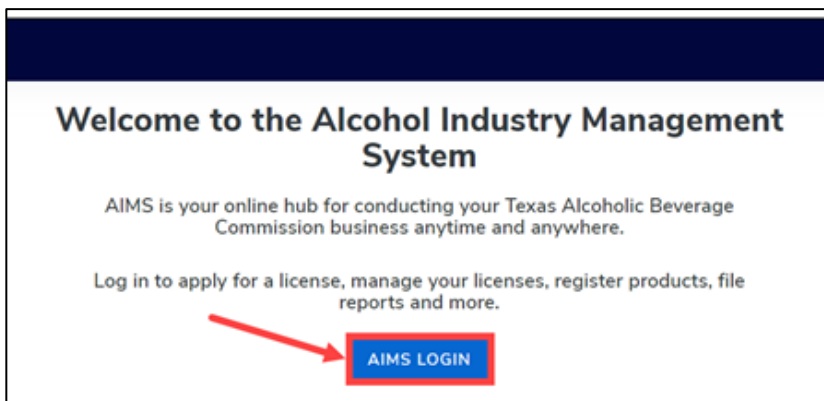
**Important note:** Access can only be granted to a user for one business entity at a time. Repeat the steps for each business entity you'd like the user to have access to.

### Before You Begin

- **Existing license holders:** A principal party (i.e., director, officer, etc.) or their designee must create an AIMS account and claim their business. Then they can grant access to additional users and select their level of access.
- **New applicants that do not hold an existing license:** A principal party (i.e., director, officer, etc.) or their designee must create an AIMS account and begin an application for a new license. The license application requires users to create a business entity, which will give them the option to add users.

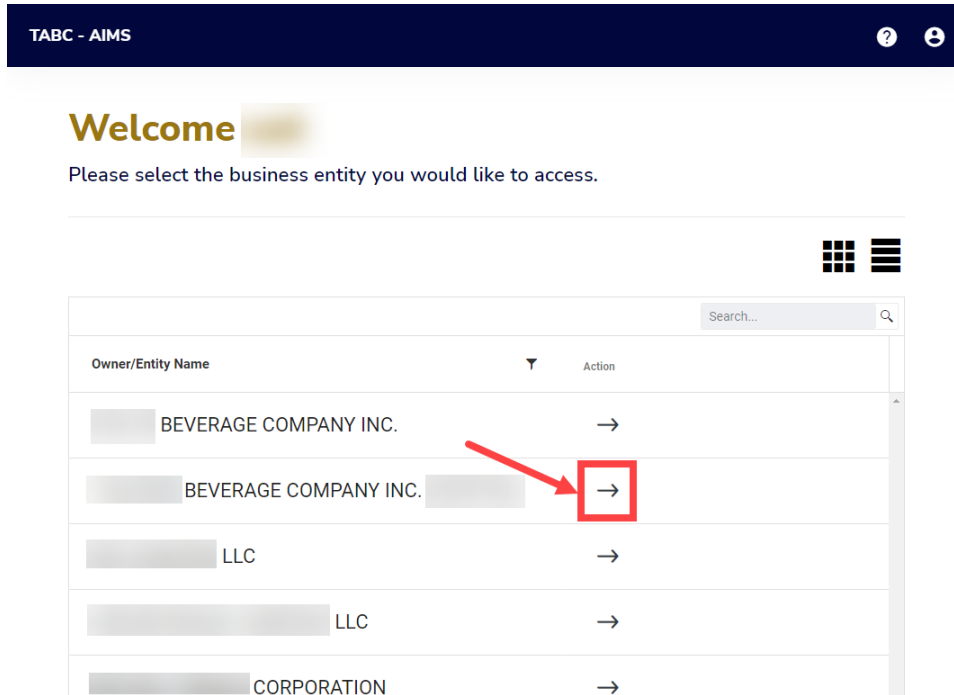
### 1. Log in to AIMS:

- Enter [tabc.texas.gov/aims](http://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.

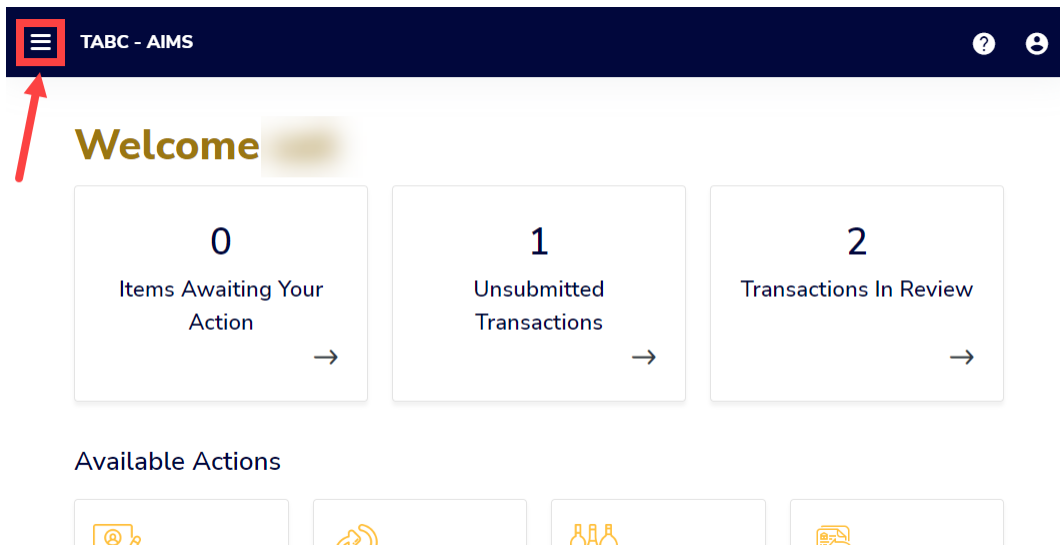




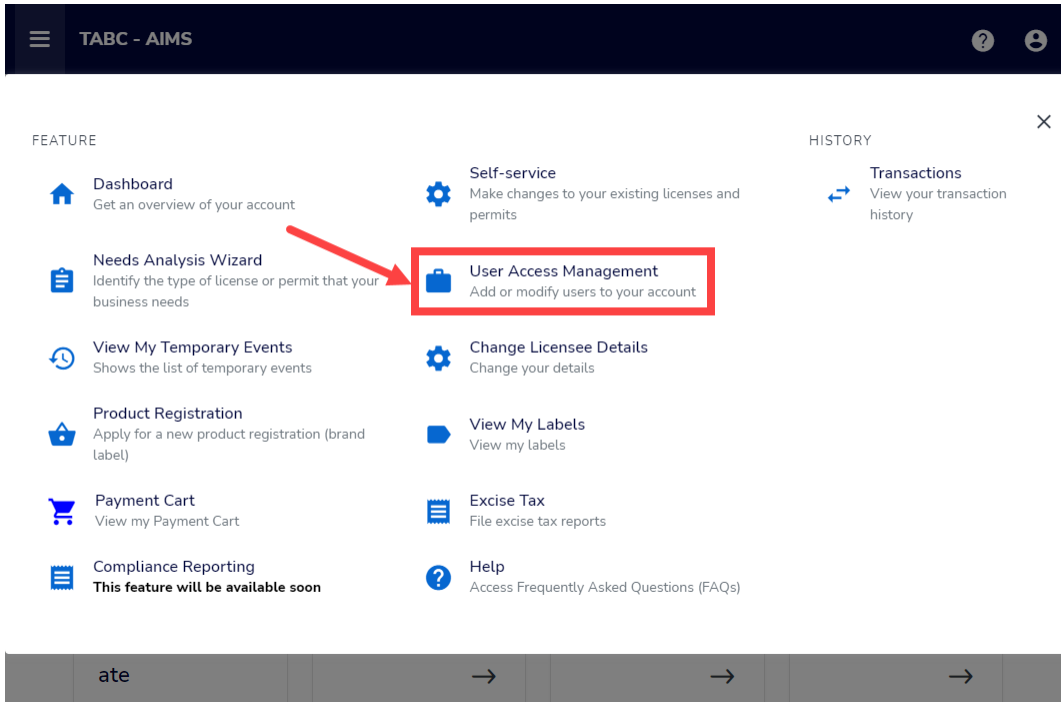
- If you have several businesses, click the **business entity you'd like to change**.



- The AIMS dashboard for the selected business entity will appear. Click the **menu button (three white lines)** at the top-left of the screen.



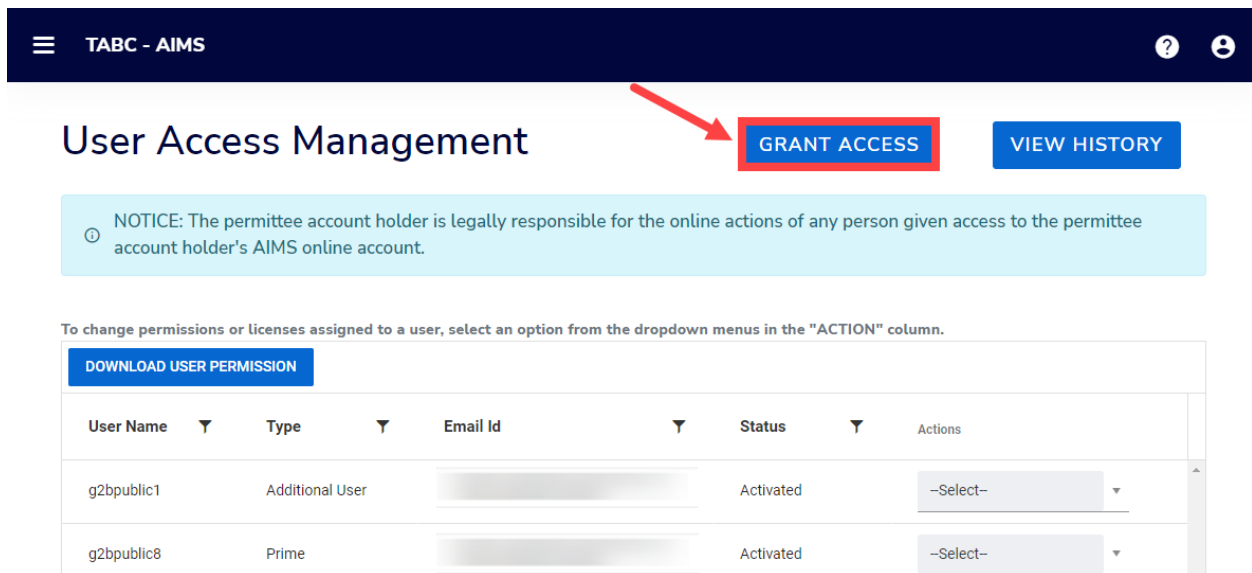
4. Click **User Access Management**.



5. Review the users who currently have access to the business entity and its details.

**Add More Users**

1. Click the **Grant Access** button in the upper-right corner.





2. Enter the user's **email address**. Click the **Save & Continue** button.

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Give access to a new user ? 👤

\* Required field

Master file number: 99

Enter email address \*

BACK **SAVE & CONTINUE**

## 📘 Troubleshooting Tip

**If the email address is not yet associated with an AIMS account:** A message will be displayed if the user has been added successfully. An email will be sent to the email address you entered. The recipient of the email will need to create an AIMS account using the same email address you entered. Once the individual has created their account, **you can skip to the Change User Permissions section on Page 9**. The user will not be able to access the business entity until you assign them permissions using the steps in the Change Permissions section.

● An email has been sent to the email address provided below inviting them to create an AIMS account. Once the new user has created their account, you may assign that user permissions.

3. Check or uncheck permissions as necessary.

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Change User Permissions

Entity Name:  User Name: **g2bpublic1** Designation: [?](#) [Edit](#)

Permissions \*

You can assign a user a specific permission by clicking on the check box. Users can assign multiple permissions. **Prime User** will have all permissions listed below.

- Prime User** : User will be able to perform any action in the system along with admin actions.
- Read-Only** : User will be able to see any license(s), applications and licensee data but will not be able to perform any action.
- Licensing** : User will be able to apply and manage licenses.
- Excise Tax** : User will be able to perform excise tax related actions.
- Product Registration** : User will be able to perform product registration related actions.
- Compliance Reporting** : User will be able to perform Compliance Reportings actions.
- Enforcement** : User will be able to respond to Enforcement Related RFI's.
- Legal** : User will be able to respond to Legal Related RFI's.
- Administrator** : User will be able to perform user access management related actions.

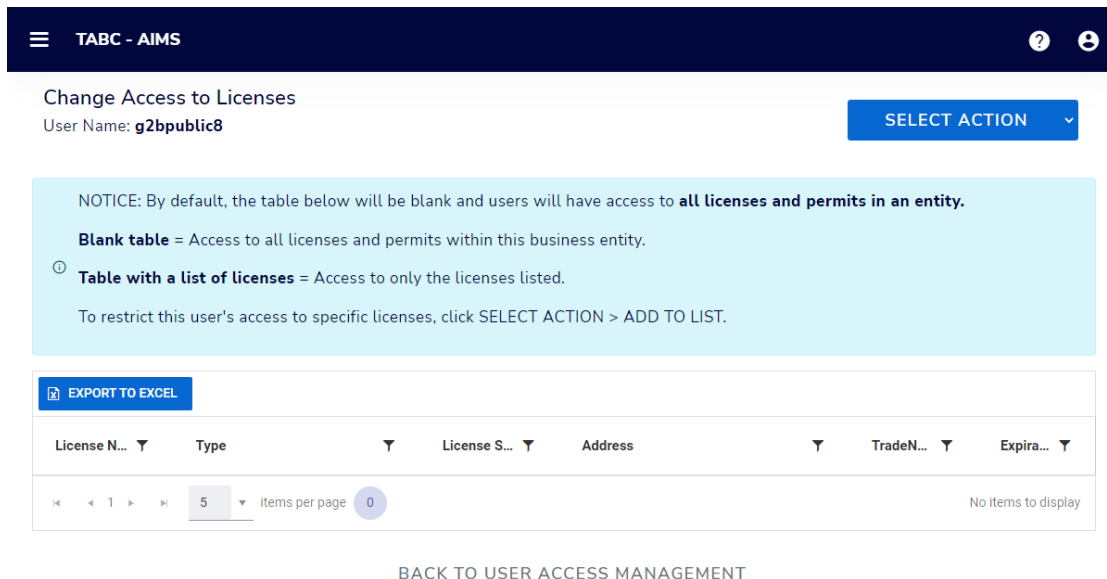
BACK **SAVE & CONTINUE**

Permission descriptions:

- **Prime User:** User will be able to perform any action in the system, including Administrator actions. If this is selected, the user already has full access and can't be given other permissions on this list. Prime users have access to all licenses and permits within and entity.
- **Read-Only:** User will be able to view any license(s), applications and licensee data but will not be able to perform any actions. If this is selected, the user can't be given other permissions on this list.
- **Licensing:** User will be able to apply for and manage licenses.
- **Excise Tax:** User will be able to perform excise tax actions.
- **Product Registration:** User will be able to perform product registration actions.
- **Compliance Reporting:** User will be able to perform compliance reporting actions.
- **Enforcement:** User will be able to respond to Enforcement requests for information (RFIs).
- **Legal:** User will be able to respond to Legal RFIs.
- **Administrator:** User can perform user access management actions.

Click **Save & Continue** button.

4. Choose whether you want the user to have access to all licenses and permits within a business entity or access to a limited list of licenses. By default, additional users have access to **all licenses and permits under a business entity and the table on this screen will appear blank.**



Change Access to Licenses  
User Name: g2bpublic8

SELECT ACTION

NOTICE: By default, the table below will be blank and users will have access to **all licenses and permits in an entity.**

**Blank table** = Access to all licenses and permits within this business entity.

**Table with a list of licenses** = Access to only the licenses listed.

To restrict this user's access to specific licenses, click SELECT ACTION > ADD TO LIST.

EXPORT TO EXCEL

License N...	Type	License S...	Address	TradeN...	Expira...
No items to display					

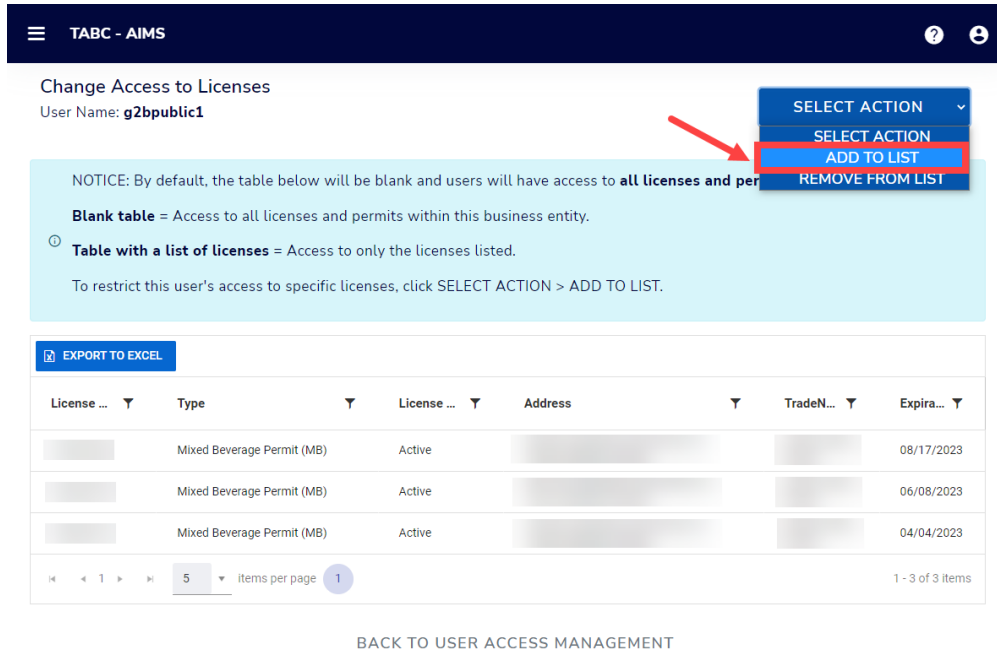
BACK TO USER ACCESS MANAGEMENT

### **📘 Troubleshooting Tip**

Users who are assigned **Prime** access on the previous screen will not see the Change Access to Licenses screen. **Prime** users have access to all licenses within a business entity.

If you choose to restrict a user's access to specific licenses and permits within an entity, you can add license(s) to the access list, click the **Select Action** dropdown arrow.

Select **Add to List**.



Change Access to Licenses  
User Name: **g2bpublic1**

NOTICE: By default, the table below will be blank and users will have access to **all licenses and permits** within this business entity.

- Blank table** = Access to all licenses and permits within this business entity.
- Table with a list of licenses** = Access to only the licenses listed.

To restrict this user's access to specific licenses, click SELECT ACTION > ADD TO LIST.

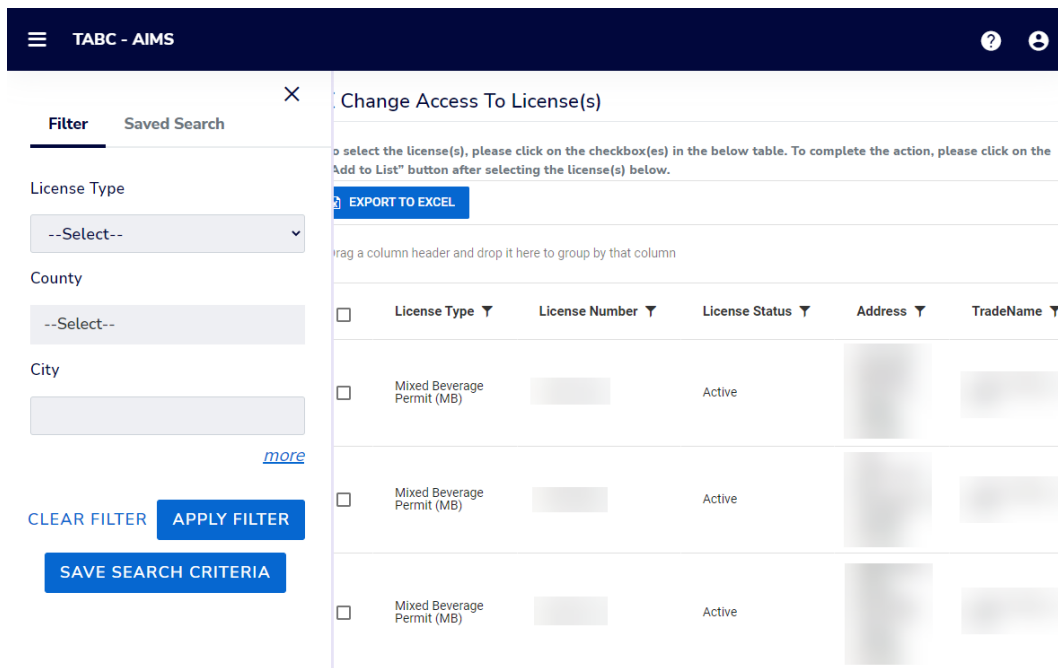
EXPORT TO EXCEL

License ...	Type	License ...	Address	TradeN...	Expira...
	Mixed Beverage Permit (MB)	Active			08/17/2023
	Mixed Beverage Permit (MB)	Active			06/08/2023
	Mixed Beverage Permit (MB)	Active			04/04/2023

5 items per page 1 1 - 3 of 3 items

BACK TO USER ACCESS MANAGEMENT

- A list of all available license(s) that you can assign will appear. From the available list or by using the Filter, check the licenses you would like to assign to the selected user.



Change Access To License(s)

To select the license(s), please click on the checkbox(es) in the below table. To complete the action, please click on the "Add to List" button after selecting the license(s) below.

EXPORT TO EXCEL

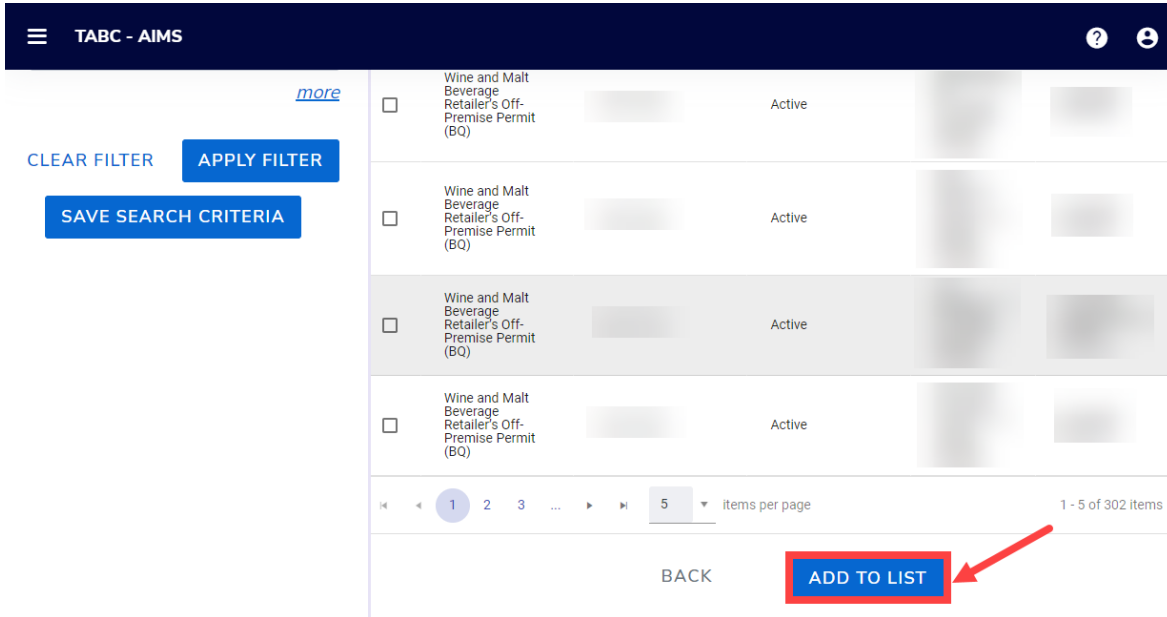
Drag a column header and drop it here to group by that column

<input type="checkbox"/>	License Type	License Number	License Status	Address	TradeName
<input type="checkbox"/>	Mixed Beverage Permit (MB)		Active		
<input type="checkbox"/>	Mixed Beverage Permit (MB)		Active		
<input type="checkbox"/>	Mixed Beverage Permit (MB)		Active		

more

CLEAR FILTER APPLY FILTER SAVE SEARCH CRITERIA

6. When complete, click the **Add to List** button.



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[more](#)

CLEAR FILTER   APPLY FILTER

SAVE SEARCH CRITERIA

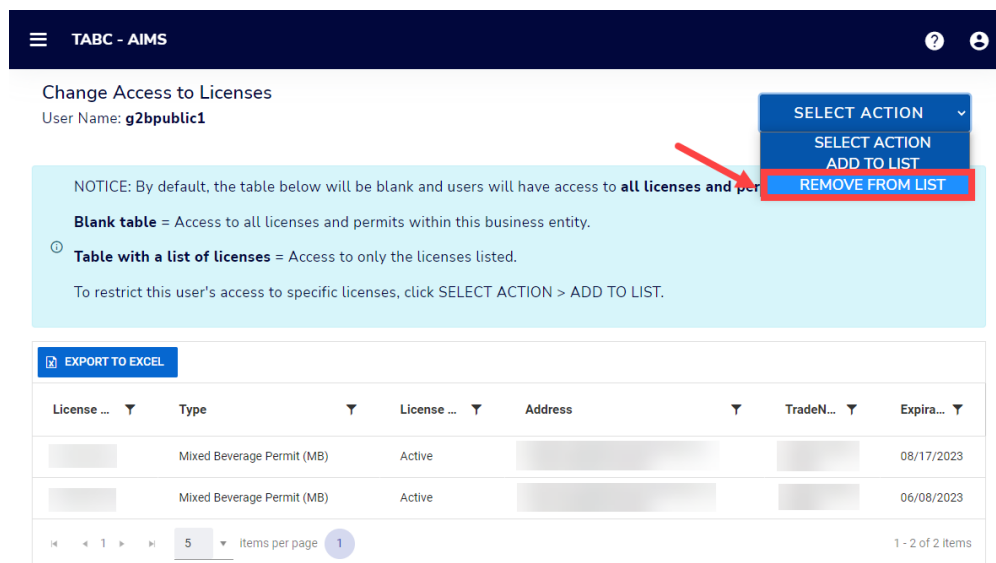
<input type="checkbox"/>	Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)	Active
<input type="checkbox"/>	Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)	Active
<input type="checkbox"/>	Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)	Active
<input type="checkbox"/>	Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)	Active

1 2 3 ... 5 items per page   1 - 5 of 302 items

BACK   **ADD TO LIST**

7. To remove license(s) access from the list, click the **Select Action** dropdown arrow.

Select **Remove from List**.



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Change Access to Licenses  
User Name: g2bpublic1

**SELECT ACTION** ▼  
SELECT ACTION  
ADD TO LIST  
**REMOVE FROM LIST**

NOTICE: By default, the table below will be blank and users will have access to **all licenses and permits**.

**Blank table** = Access to all licenses and permits within this business entity.

**Table with a list of licenses** = Access to only the licenses listed.

To restrict this user's access to specific licenses, click **SELECT ACTION > ADD TO LIST**.

**EXPORT TO EXCEL**

License ...	Type	License ...	Address	TradeN...	Expira...
	Mixed Beverage Permit (MB)	Active			08/17/2023
	Mixed Beverage Permit (MB)	Active			06/08/2023

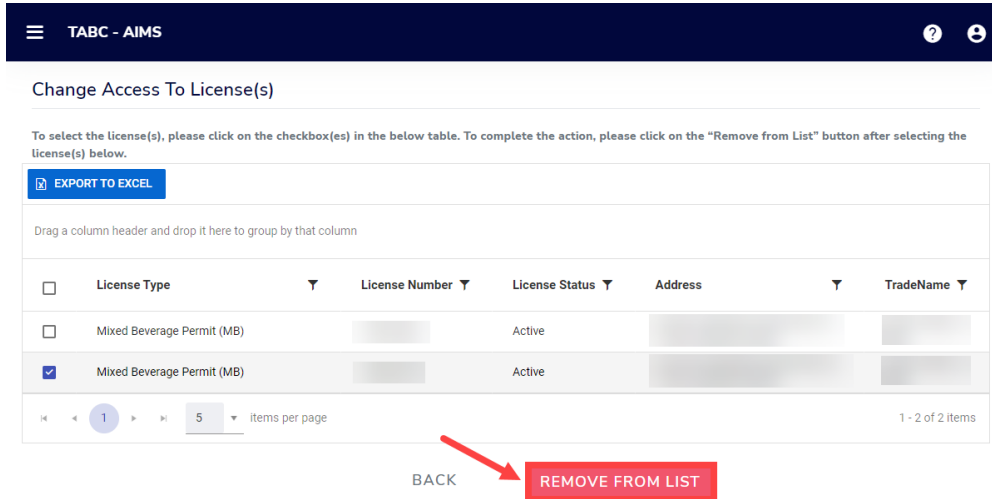
5 items per page   1

1 - 2 of 2 items

BACK TO USER ACCESS MANAGEMENT

8. Check the licenses to remove.

Click the **Remove from List** button.



Change Access To License(s)

To select the license(s), please click on the checkbox(es) in the below table. To complete the action, please click on the "Remove from List" button after selecting the license(s) below.

[EXPORT TO EXCEL](#)

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

<input type="checkbox"/>	License Type	License Number	License Status	Address	TradeName
<input type="checkbox"/>	Mixed Beverage Permit (MB)		Active		
<input checked="" type="checkbox"/>	Mixed Beverage Permit (MB)		Active		

1 5 items per page 1 - 2 of 2 items

[BACK](#) [REMOVE FROM LIST](#)

9. Check to make sure the list of licenses the user will be able to access looks correct and click **BACK TO USER ACCESS MANAGEMENT** at the bottom of the screen.

The user now has access to the business entity with the permissions you selected. The user will be sent an email notifying them that their user permissions have been updated for the associated business entity.



## Change User Permissions

1. On the **User Access Management** screen, you can also change the type of permissions for each user account.

Under the **Actions** column, click the **dropdown arrow** next to the User Name.

Then select **Change Permission**.

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### User Access Management

GRANT ACCESS
VIEW HISTORY

**NOTICE:** The permittee account holder is legally responsible for the online actions of any person given access to the permittee account holder's AIMS online account.

To change permissions or licenses assigned to a user, select an option from the dropdown menus in the "ACTION" column.

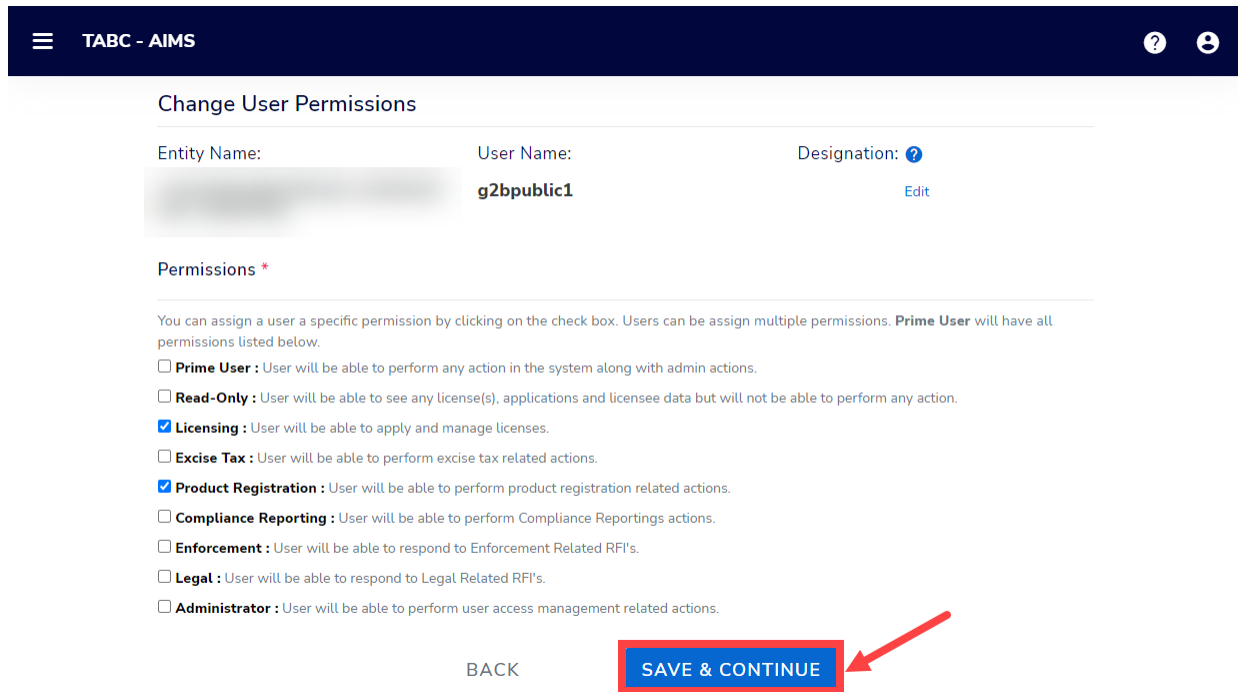
DOWNLOAD USER PERMISSION

User Name	Type	Email Id	Status	Actions
g2bpublic1	Additional User	[REDACTED]	Activated	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="background-color: #e0e0e0; padding: 2px 10px; border-radius: 4px;">--Select--</span> </div>
g2bpublic8	Prime	[REDACTED]	Activated	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="background-color: #e0e0e0; padding: 2px 10px; border-radius: 4px;">--Select--</span> <ul style="list-style-type: none"> <li style="background-color: #e0e0e0; padding: 2px 10px; border-radius: 4px;">--Select--</li> <li style="background-color: #e0e0e0; padding: 2px 10px; border-radius: 4px; border: 2px solid red;">Change Permission</li> <li style="background-color: #e0e0e0; padding: 2px 10px; border-radius: 4px;">Change Licenses</li> <li style="background-color: #e0e0e0; padding: 2px 10px; border-radius: 4px;">Disable User</li> <li style="background-color: #e0e0e0; padding: 2px 10px; border-radius: 4px;">Delete User</li> </ul> </div>
UATAug	Prime	[REDACTED]	Activated	
Rteruvois	Additional User	[REDACTED]	Disabled	
Gina_TABCTest	Prime	[REDACTED]	Activated	<div style="border: 1px solid #ccc; padding: 2px;"> <span style="background-color: #e0e0e0; padding: 2px 10px; border-radius: 4px;">--Select--</span> </div>

5 items per page
1 - 5 of 6 items

2. Check or uncheck permissions as necessary. Prime Users have full account access.
- **Prime User:** User will be able to perform any action in the system, including Administrator actions. If this is selected, the user already has full access and can't be given other permissions on this list.
  - **Read-Only:** User will be able to view any license(s), applications and licensee data but will not be able to perform any actions. If this is selected, the user can't be given other permissions on this list.
  - **Licensing:** User will be able to apply for and manage licenses.
  - **Excise Tax:** User will be able to perform excise tax actions.
  - **Product Registration:** User will be able to perform product registration actions.
  - **Compliance Reporting:** User will be able to perform compliance reporting actions.
  - **Enforcement:** User will be able to respond to Enforcement requests for information (RFIs).
  - **Legal:** User will be able to respond to Legal RFIs.
  - **Administrator:** User can perform user access management actions.

Click **Save & Continue** button.



Change User Permissions

Entity Name: [Redacted] User Name: **g2bpublic1** Designation: [Redacted] [Edit](#)

Permissions \*

You can assign a user a specific permission by clicking on the check box. Users can be assign multiple permissions. **Prime User** will have all permissions listed below.

- Prime User** : User will be able to perform any action in the system along with admin actions.
- Read-Only** : User will be able to see any license(s), applications and licensee data but will not be able to perform any action.
- Licensing** : User will be able to apply and manage licenses.
- Excise Tax** : User will be able to perform excise tax related actions.
- Product Registration** : User will be able to perform product registration related actions.
- Compliance Reporting** : User will be able to perform Compliance Reportings actions.
- Enforcement** : User will be able to respond to Enforcement Related RFI's.
- Legal** : User will be able to respond to Legal Related RFI's.
- Administrator** : User will be able to perform user access management related actions.

[BACK](#) [SAVE & CONTINUE](#)

## Change Licenses

1. Change Licenses allows you to add or remove licenses from individual permissions.

Under the Actions column, click the **dropdown arrow** next to the User Name.

Select **Change Licenses**.

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### User Access Management

GRANT ACCESS
VIEW HISTORY

ⓘ NOTICE: The permittee account holder is legally responsible for the online actions of any person given access to the permittee account holder's AIMS online account.

To change permissions or licenses assigned to a user, select an option from the dropdown menus in the "ACTION" column.

DOWNLOAD USER PERMISSION

User Name	Type	Email Id	Status	Actions
g2bpublic1	Additional User	g2btestv1+g2bpublic1@gmail.com	Activated	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> --Select-- </div>
g2bpublic8	Prime	g2btestv1+g2bpublic8@gmail.com	Activated	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> --Select--  Change Permission  <span style="border: 2px solid red; padding: 2px;">Change Licenses</span>  Disable User  Delete User </div>
UATAug	Prime	uatt06929@gmail.com	Activated	
Rteruvois	Additional User	rteruvoi@gmail.com	Disabled	
Gina_TABCTest	Prime	licemailrequests@tabc.texas.gov	Activated	<div style="border: 1px solid #ccc; padding: 2px; display: inline-block;"> --Select-- </div>

⏪ ⏩ 5 Items per page
1 - 5 of 6 items

- By default, additional users have access to all licenses and permits under a business entity and the table will appear blank.

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? 👤

Change Access to Licenses  
User Name: **g2bpublic8** SELECT ACTION ▾

NOTICE: By default, the table below will be blank and users will have access to **all licenses and permits in an entity**.

**Blank table** = Access to all licenses and permits within this business entity.

🕒 **Table with a list of licenses** = Access to only the licenses listed.

To restrict this user's access to specific licenses, click SELECT ACTION > ADD TO LIST.

EXPORT TO EXCEL

License N...	Type	License S...	Address	TradeN...	Expira...
<span>◀ ◁ 1 ▷ ▶</span> <span style="margin-left: 10px;">5</span> <span style="margin-left: 10px;">Items per page</span> <span style="margin-left: 10px;">0</span> <span style="float: right;">No items to display</span>					

[BACK TO USER ACCESS MANAGEMENT](#)

If a user is restricted to only certain licenses and permits, the licenses and permits they **can access** will appear in the table.

To add license(s) to the access list, click the **Select Action** dropdown arrow.

Select **Add to List**.

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Change Access to Licenses  
User Name: **g2bpublic1** SELECT ACTION ▾

NOTICE: By default, the table below will be blank and users will have access to **all licenses and permits in an entity**.

**Blank table** = Access to all licenses and permits within this business entity.

🕒 **Table with a list of licenses** = Access to only the licenses listed.

To restrict this user's access to specific licenses, click SELECT ACTION > ADD TO LIST.

EXPORT TO EXCEL

License ...	Type	License ...	Address	TradeN...	Expira...
██████████	Mixed Beverage Permit (MB)	Active	██████████	██████████	08/17/2023
██████████	Mixed Beverage Permit (MB)	Active	██████████	██████████	06/08/2023
██████████	Mixed Beverage Permit (MB)	Active	██████████	██████████	04/04/2023
<span>◀ ◁ 1 ▷ ▶</span> <span style="margin-left: 10px;">5</span> <span style="margin-left: 10px;">Items per page</span> <span style="margin-left: 10px;">1</span> <span style="float: right;">1 - 3 of 3 items</span>					

[BACK TO USER ACCESS MANAGEMENT](#)



- A list of all available license(s) that you can assign will appear. From the available list or by using the Filter, check the licenses you would like to assign to the selected user.

**Change Access To License(s)**

To select the license(s), please click on the checkbox(es) in the below table. To complete the action, please click on the Add to List™ button after selecting the license(s) below.

[EXPORT TO EXCEL](#)

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

<input type="checkbox"/>	License Type ▾	License Number ▾	License Status ▾	Address ▾	TradeName ▾
<input type="checkbox"/>	Mixed Beverage Permit (MB)		Active		
<input type="checkbox"/>	Mixed Beverage Permit (MB)		Active		
<input type="checkbox"/>	Mixed Beverage Permit (MB)		Active		

- When complete, click the **Add to List** button.

**Change Access To License(s)**

Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)

<input type="checkbox"/>	Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)		Active		
<input type="checkbox"/>	Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)		Active		
<input type="checkbox"/>	Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)		Active		
<input type="checkbox"/>	Wine and Malt Beverage Retailer's Off-Premise Permit (BQ)		Active		

1 - 5 of 302 items

5 items per page

[BACK](#) [ADD TO LIST](#)

- To remove license(s) access from the list, click the **Select Action** dropdown arrow.  
Select **Remove from List**.

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Change Access to Licenses  
User Name: g2bpublic1

SELECT ACTION  
SELECT ACTION  
ADD TO LIST  
REMOVE FROM LIST

NOTICE: By default, the table below will be blank and users will have access to all licenses and permits. **Blank table** = Access to all licenses and permits within this business entity.  
 Table with a list of licenses = Access to only the licenses listed.  
 To restrict this user's access to specific licenses, click SELECT ACTION > ADD TO LIST.

EXPORT TO EXCEL

License ...	Type	License ...	Address	TradeN...	Expira...
	Mixed Beverage Permit (MB)	Active			08/17/2023
	Mixed Beverage Permit (MB)	Active			06/08/2023

5 Items per page 1

1 - 2 of 2 Items

BACK TO USER ACCESS MANAGEMENT

- Check the licenses to remove.  
Click the **Remove from List** button.

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Change Access To License(s)

To select the license(s), please click on the checkbox(es) in the below table. To complete the action, please click on the "Remove from List" button after selecting the license(s) below.

EXPORT TO EXCEL

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

<input type="checkbox"/>	License Type	License Number	License Status	Address	TradeName
<input type="checkbox"/>	Mixed Beverage Permit (MB)		Active		
<input checked="" type="checkbox"/>	Mixed Beverage Permit (MB)		Active		

1 5 Items per page

1 - 2 of 2 Items

BACK REMOVE FROM LIST



## ① Troubleshooting Tip

**Why am I having trouble confirming additional users for my account?**

**If you're a business entity adding additional users:**

Make sure you're entering the exact email address that the additional user has used or will use to create their own AIMS account.

**If you're being added as an additional user:**

- Create your AIMS account by using the same email address as the one used to add you as an additional user.
- Before accepting your Additional User status through the Confirm Access Request email, make sure you've created your AIMS account first and are currently logged in to *that account* using the same email address as the one used to add you as an additional user.

Once you have confirmed these two things, you can click on the link in the email to accept access.