

Adding an Authorized Representative

Public Services Main Menu
Fields marked with an asterisk (*) are required.

Public Services
[Public License Search](#)
[Certificate Inquiry](#)

Licensee or Existing Applicant Services
- User ID:
- Password:
Log On
[Forgot your password?](#)

General Services
[Registration](#)

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1. The individual being authorized must first register.
2. Select the **REGISTRATION** link.

User Registration
Welcome to the registration screen for the TABC's Online System. You may only register if you are a license or permit holder, or if you have been delegated authority by a license or permit holder.
Make sure you review your information carefully before submission! If your personal information is not correct you will not be able to view your license or permit information and will have to reregister with a different e-mail address.

Passwords are case sensitive!
Fields marked with an asterisk (*) are required.
Enter your details and press "Next".
Press "Previous" to return to the previous screen.
Press "Cancel" to cancel this registration and return to the main menu.

Account Owner Contact Information
- First Name:
- Second Name:
- Last Name:
- Date of Birth: (mm/dd/yyyy)
- Social Security Number:

Account Login
- Email (this will be your User ID): (e.g. name@domain.com)

Password Recovery (In case you forget your password, you will be required to answer this question to obtain a new temporary password.)
- Secret Question: Select a predefined question:
Or write your own question:
- Secret Answer:

Security Measures (This helps to prevent automated registrations.)
- Type the characters from the picture below (without spaces): **Refresh**

3. *User Registration* screen is displayed.
4. Complete the *Account Owner Contact Information, Account Login, Password Recovery and Security Measures*.
5. Click **NEXT**.

Preview Registration

Press "Save" to save the registration.
Press "Edit" to modify your registration details.
Press "Cancel" to cancel this registration and return to the main menu.

First Name:	Suzie
Second Name:	Smith
Last Name:	Smith
Date of Birth:	01/15/1965 (mm/dd/yyyy)
Tax Number:	861321654
Email:	t.shed@tabc.state.tx.us
Secret Question:	What street did you grow up on?
Secret Answer:	Main

[Save](#) [Edit](#) [Cancel](#)

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6. Verify registration information to ensure accuracy.
7. Answer the *Identification* question.
8. Click **SAVE**.

User Registration - Temporary Password Issued

A temporary password has been issued and sent to you via e-mail with the instructions on how to proceed. Read this e-mail and follow the instructions.

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9. *User Registration – Temporary Password Issued* screen is displayed.
10. Click **RETURN**.
11. You will return to the *Public Services Main Menu* screen.

From: online@tabc.state.tx.us [<mailto:online@tabc.state.tx.us>]
 Sent: Friday, December 16, 2011 1:29 PM
 To: Teresa Shed
 Subject: NEW USER ACCOUNT

Hello Suzie,

Thank you for registering for an online account. Please complete your registration by logging on to your account at:

<http://tabc-aavappdev1:9007/datamart/languageChoice.do>.

Your online userid is your complete e-mail address and your temporary password is provided below.

Please note that your online password is case sensitive.

USERID : t.shed@tabc.state.tx.us
 PASSWORD: HeWgRhF3

*** Note: This is an automated email. Do NOT reply to this message.

12. An email will be sent to your email address with a temporary password.

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TEXAS ALCOHOLIC BEVERAGE COMMISSION
service • courtesy • integrity • accountability

TABC:Online

Logoff
Logged in as **Smith, Suzie**

Update Default Registration Information

Enter your new password and press "Save".
Your new password must contain the following:

- a minimum of eight (8) characters
- must not be the same as your user id
- must not be a variation of your user id
- must contain at least one (1) alphabetic character
- must contain at least one (1) non-alphabetic character

Old Password:

New Password:

Confirm Password:

Save

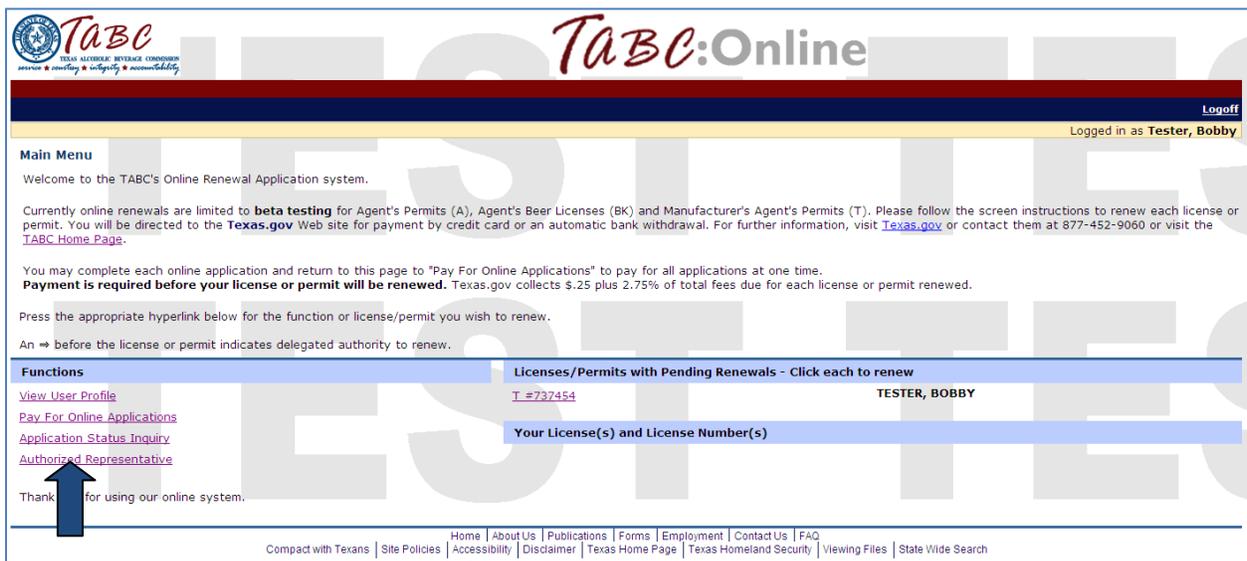
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13. *Update Default Registration* Information screen is displayed.
14. Enter: Old Password, Create New Password, Confirm New Password.
15. Click **SAVE**.

The registration for the Authorized Representative is complete. The licensee/permittee will need to login and authorize the individual as their representative.



16. Licensee/Permittee must login.



17. Main Menu screen is displayed.

18. Select **Authorized Representative** link.



19. *Authorized Representatives List* screen is displayed.

20. Click **ADD**.



21. *Authorized Representatives – Add* screen is displayed.

22. Enter the email address of the Authorized Representative.

23. Click **FIND**.



24. *Authorized Representatives – Add* screen is displayed.

25. Select which license/permit you want the Authorized Representative to renew by checking the box **or** select *All*.

26. Click **SAVE**.

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TABC:Online

Main Menu Logoff
Logged in as Tester, Bobby

Authorized Representatives List

Press "Add" to add a new Authorized Representative.
Click on the User Id to maintain (view/edit) that Authorized Representative.
Click on the "Delete" link to delete that Authorized Representative.
Press "Back" to return to the Main Menu.

User Id	Name
T.SHED@TABC.STATE.TX.US	Suzie Smith delete

[Add](#) [Back](#)

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27. *Authorized Representatives List* screen is displayed. This screen shows who has the authority to renew the license/permit on behalf of the license/permit holder.
28. This screen also allows the license/permit holder to add or delete an Authorized Representative.