



## About the App

**TABC: Compliance Reporting** is a mobile device application that allows license/permit holders to quickly conduct a required annual inspection of their business in place of a lengthy on-site inspection by TABC.

All license/permit holders must use the app to complete and submit an annual report.

The reporting period begins on Sept. 1 and ends on Dec. 1 each year. This gives businesses a 90-day period to complete and submit their annual report(s).

The app also provides users with push notifications on important TABC news and alerts.

Using the app is a time-saver for businesses and helps improve public safety across Texas by ensuring compliance with state law.



### Texas Alcoholic Beverage Commission

P.O. Box 13127  
Austin, TX 78711

**Information:**  
(512) 206-3333

**Complaints:**  
1-888-THE-TABC

**TDD/TTY:** 711

[www.tabc.texas.gov](http://www.tabc.texas.gov)  
[www.2young2drink.com](http://www.2young2drink.com)

# TABC Compliance Reporting

## Mobile Application

July 2019

"TABC created the Compliance Reporting application with the goal that businesses will spend less time meeting regulatory requirements, experience fewer disruptions to their daily operations, and simultaneously improve the safety of their communities by ensuring they are following the law."

A. Bentley Nettles  
TABC Executive Director



A PUBLICATION OF THE  
TEXAS ALCOHOLIC  
BEVERAGE COMMISSION



## Get Started: Register Online

- A business's primary point of contact must access the **online registration link** provided by TABC via email or letter (request a registration link at [www.tabc.texas.gov/crhelpform](http://www.tabc.texas.gov/crhelpform)).
- The primary point of contact must enter all information requested on the registration webpage and click "**Sign Up**." For help, open the "TABC: Compliance Reporting **Registration Guide**" on TABC's website.
- The registrant becomes the business's Compliance Reporting "Administrator." The Administrator has access to the business's "Administrative Portal" webpage.

This allows the business to create additional Admins to help manage responsibilities, add "Users" and assign them to complete reports for specific locations, and review the reporting status of each of the business's locations.



## Download the App



- Once a business registers an Administrator, or assigns a User to complete compliance reports for certain locations, they may download and access the mobile app.
- Open the Apple App Store or Google Play store, search for "**TABC: Compliance Reporting**" and download the app.



## Initial Login

- When opening the app for the first time, you must agree to the Terms of Use, allow notifications, and allow the app to access your device's location and camera. You will see a quick tutorial on how to login.
- Login by **entering the same email address** under which you are registered as an Administrator or User, then check your email for an **eight-digit registration code** that you must enter into the app.

## Features & Functions

- ★ **Featured News:** Displays TABC alerts and news for industry
- ★ **Locations Tab:** Displays all licenses/permits linked to your business. Gray locations indicate a complete report
- ★ **History Tab:** Displays all compliance reports previously submitted
- ★ **"Take Photo" button:** Appears when a photo is needed during a report
- ★ **"Pause" button:** Allows users to pause in-progress reports to complete later
- ★ **"?" (Help button):** Opens Help Page with additional information



## Completing a Compliance Report

- To begin a report, select the location you want to inspect.
- You will answer a series of questions specific to the license/permit type and submit pictures of your TABC license/permit, required signage, and other subjects.
- Once you have answered all of the questions, tap the "**Finish**" button, agree to the submission statement, and make sure to wait until the "**Submission Successful**" notification displays on the screen.



## Need Help?

Visit the TABC: Compliance Reporting **Administrative Guide** and the TABC: Compliance Reporting **Application Guide** on TABC's website:

[www.tabc.texas.gov/mobile/compliance\\_reporting.asp](http://www.tabc.texas.gov/mobile/compliance_reporting.asp)

