



Overview

This document provides simple instructions for registering to use the *TABC: Compliance Reporting* application (“app”). The word “permit” is used throughout and refers to permits or licenses.

Requirements

- You must have a valid email address
- You must have access to an internet browser
 - Supported browsers are: Chrome 68+; Internet Explorer 11 +; Safari 11 +; and Firefox 62+

Instructions

1. TABC will provide permit holders a web link by email or letter. The permit holder’s *primary point of contact* must then register as the Administrator for the business.
 - If you do not receive the registration link, please submit a help request using the [Compliance Reporting Help Form](#).
2. Only the primary point of contact should perform registration since the initial user becomes the default Administrator.
 - After registration is complete, the Administrator may designate additional admins who will be able to complete compliance reports.
3. At the registration screen, you must enter all information requested. Then click “**Sign Up**.”
 - Carefully enter the permit number using all UPPERCASE letters, with no spaces or leading zeros. **For example, P0123456 must be entered as P123456.**

Registration
Create a New Account

← Back

Full Name *
John Smith

E-mail *
jsmith@example.com

Phone Number *
(123) 456-7890

Company Name *
Awesome Food LLC

Job Title *
Owner

License/Permit Number *
AB123456

Enter one of the license/permit numbers you are managing. For example: MB1234567. You will be assigned licenses/permits that are associated with this once you log in into the system.

← Back Sign Up

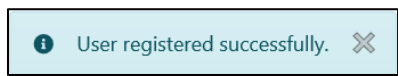


4. If you receive a **“License not found”** message, review the accuracy of the permit number you entered.

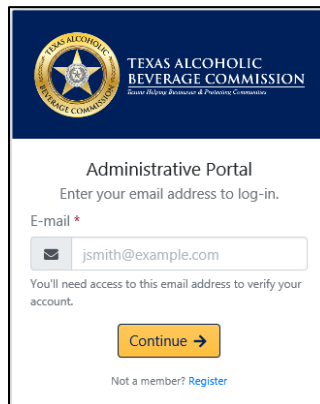


- Verify that the permit number was entered correctly and that there are no spaces or leading zeros. **For example, P0123456 should be entered as P123456.**
- Verify that the permit you seek has a report due; if not, it will not appear in the app.

5. Upon successful registration, you will receive a **“User registered successfully”** message.



- Once you register the permit, all permits associated with the business entity (Corporation, LLC, etc.) are viewable in both the Compliance Reporting mobile application and the Administrative Portal.
- After registration, you will be automatically redirected to the **“Administrative Portal”** login screen.
- If you wish to assign additional admins, designate specific permitted locations to users, or review the status of your compliance reports – the Administrative Portal is the place to begin.
- If you have other distinct business entities that hold permits, you must register at least one permit for each such business entity in order to access and view those locations.



- You will also receive an email advising you to download the *TABC: Compliance Reporting* app, available in the Google Play Store or Apple App Store, which you will use to view your permits and conduct your reports.

TABC: Compliance Reporting Support

If TABC’s online guides for the Compliance Reporting application do not address your issue, or if you need additional assistance, please submit a request using the [Compliance Reporting Help Form](#).