

TABC ONLINE REGISTRATION

1. Select the **REGISTRATION** link.

TABC

TABC Online

Public Services Main Menu

Seller Training/TABC Certificate - Registration not Required.

- Use the **Certificate Inquiry** link below to check the status or print proof of TABC Certification.
- Expired TABC certifications **cannot** be renewed. Use the link to retake the certification course through an approved program. [Seller Training - Course Providers](#).

Registration Information: - *Link to register is located under General Services.*

- An officer of the licensed/permitted entity or individual owner **must** register to link to their license(s)/permit(s). [Registration Instructions](#).
 - Once registered an officer may designate an authorized representative to manage their account! [Designating an Authorized Representative](#).
- The **authorized representative must** create an account by completing the registration process before a licensed/permitted entity can designate them as their authorized representative.
 - Once registered and/or designated as an authorized representative you may **renew a license/permit** and/or **apply for label approval**.

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?](#)

Forgot User ID? [Click here.](#)

General Services

- [Registration](#)

2. The *User Registration* screen is displayed.
3. 'Do you have a Social Security Number?' If you have a Social Security Number on file with TABC, you **MUST** answer 'YES' to ensure you are linked to the correct licenses/permits.
NOTE: The information is only used for verification purposes.

TABC

TABC Online

User Registration

Officer **and** authorized representative **must** register. **Authorized** representatives **will not** be able to view the license/permit until designated by the officer. [Designating an Authorized Representative](#)

Enter Your Registration Information Carefully! If your information does not match our records you will not be able to view your license/permit.

If your last name is hyphenated, do not enter hyphen.

IMPORTANT: You will receive correspondence regarding your license/permit via the email address provided.

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.

• Do you have a Social Security Number?

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

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 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 you will need to re-register.
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

* Do you have a Social Security Number? Yes No

* 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)
 * Re-enter Email: _____

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): _____

7. The *Preview Registration* screen is displayed.
8. Verify the information to ensure accuracy. Your license/permit will be displayed under *Related licenses*.
9. If your license/permit number **IS** displayed and the information is accurate answer the *Identification* question and Click **SAVE**.
10. If your license/permit number is **NOT** displayed, Click **CANCEL**.

Preview Registration
 A person in our database exists with the criteria you entered.
 Determine whether you are this person by reviewing the information presented and 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.

Registration Information

First Name: LOUIS
 Second Name: _____
 Last Name: LION
 Date of Birth: 01/07/1950 (mm/dd/yyyy)
 Tax Number: 000000011
 Email: julie.ross@tabc.state.tx.us
 Secret Question: What street did you grow up on?
 Secret Answer: MAIN

Positions Held

Position: Organization

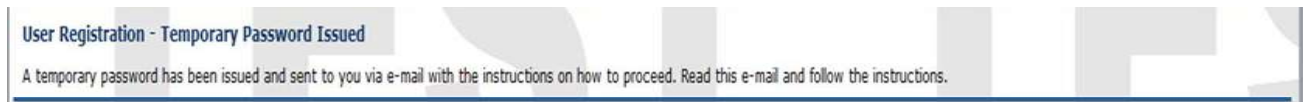
Related Licenses

License Type	License Number	Name
MB	785917	LION CAVERN

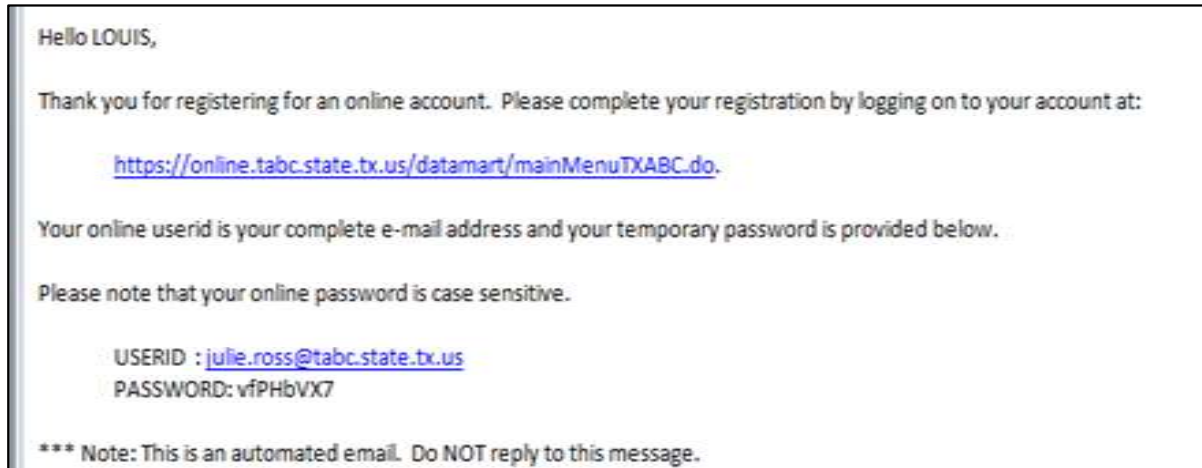
Identification
 Are you the individual identified above?
 Yes
 No

Save Edit Cancel

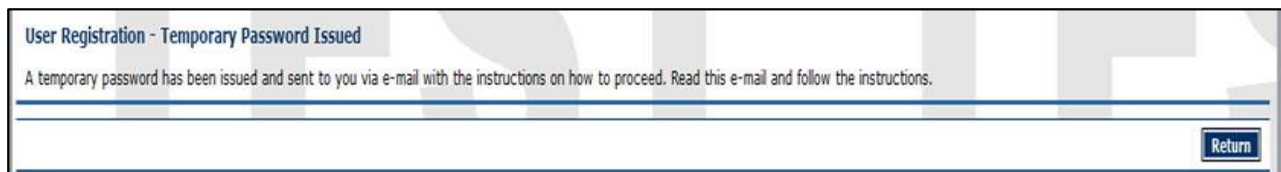
11. The User Registration – Temporary Password Issued screen is displayed.



12. A temporary password will be sent to the email address you provided.

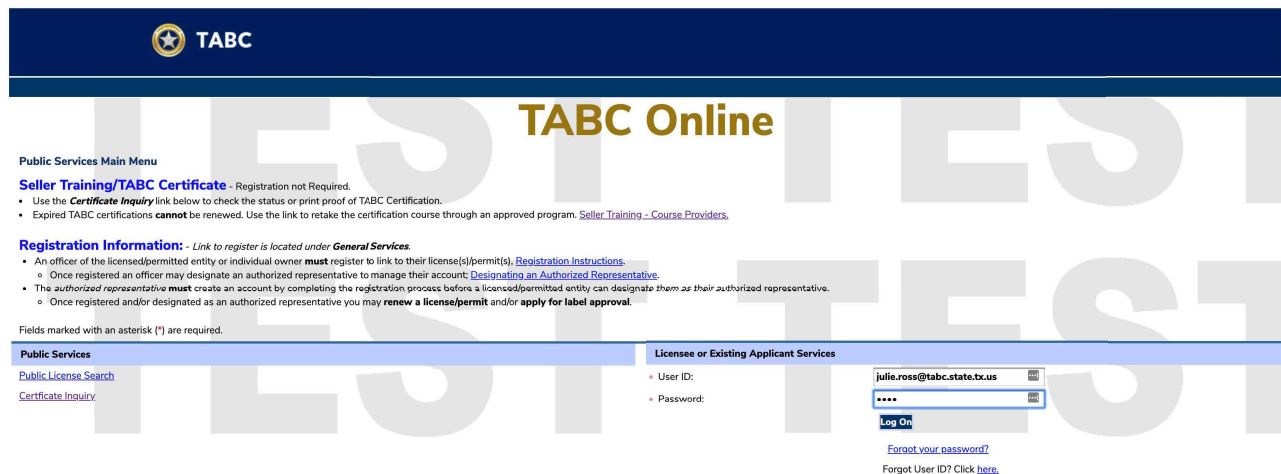


13. Click **RETURN** to go back to the *Public Services Main Menu*.



14. Enter the User ID (email address) and Temporary Password.

15. Click **Log On**.



16. The *Update Default Registration Information* screen is displayed.
17. Enter: Old Password, Create New Password, Confirm New Password.
18. Click **SAVE**.

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