



Online Services License Administrator Designee Instructions

STATE OF CALIFORNIA

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

License Administrator Designee Instructions

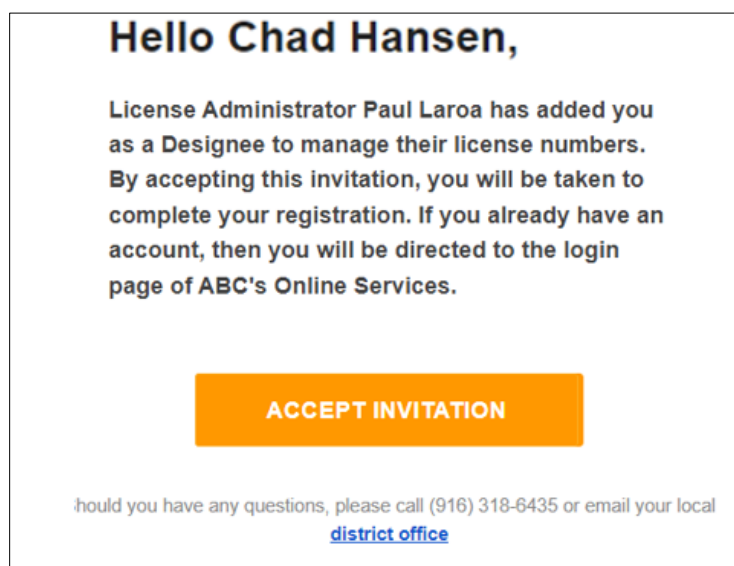
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A License Administrator Designee can manage licenses for a License Administrator, manage Responsible Beverage Service (RBS) server rosters for a License Administrator, or both. A License Administrator Designee must be invited by a License Administrator and given permission to manage licenses or RBS server rosters. A License Administrator Designee cannot assign themselves to a license or add or remove other License Administrator Designees.

Accept a License Administrator Designee Invitation

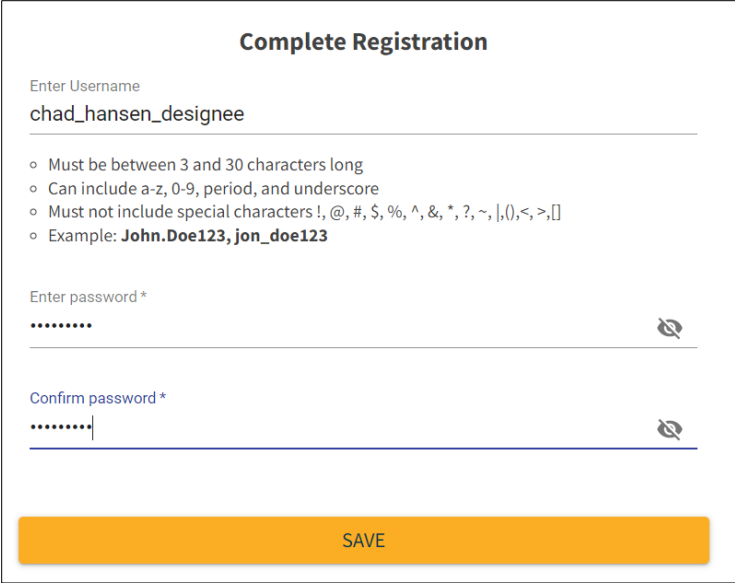
When you are invited by a License Administrator to be a Designee, you must accept the invitation and complete your registration before you can manage the license or the RBS server roster. You will receive an email from ABC inviting you to manage licenses.



License Administrator Designee Instructions

Click **Accept Invitation**. If you already have an ABC Online Services account, you will be directed to the login page.

If you do not already have an ABC Online Services account, you will be prompted to create one. To complete your registration for a new account, create a username and password. Passwords must be at least 15 characters.



The image shows a web form titled "Complete Registration". It contains three input fields: "Enter Username" with the value "chad_hansen_designee", "Enter password *" with masked characters, and "Confirm password *" also with masked characters. To the right of each password field is an eye icon for toggling visibility. Below the fields is a large orange "SAVE" button. Between the username and password fields, there is a list of password requirements and an example.

Complete Registration

Enter Username
chad_hansen_designee

- Must be between 3 and 30 characters long
- Can include a-z, 0-9, period, and underscore
- Must not include special characters !, @, #, \$, %, ^, &, *, ?, ~, |, (), <, >, []
- Example: **John.Doe123, jon_doe123**

Enter password *
.....

Confirm password *
.....

SAVE

After completing your registration, you can go to your License Administrator Designee homepage.

Manage Licenses on Behalf of a License Administrator

As a License Administrator Designee, you can manage licenses or RBS server rosters for any License Administrator who has given you permissions. You can only view licenses for one License Administrator at a time. To select a License Administrator, choose **Designee** and then select the name of the License Administrator. If you have been invited by more than one License Administrator, License Administrators will appear in the order they invited you.

License Administrator Designee Instructions

CALIFORNIA DEPARTMENT OF
Alcoholic Beverage ControlOnline
Services

MANAGERRENEWRBSDESIGNEE

Main Dashboard
Paul Laroa
Becky Pipoly

Welcome Chad Hansen

Select a License Administrator from the DESIGNEE drop-down

Once you have selected the License Administrator's name, you can view their licenses and act on their behalf. You will see that the licenses are associated with the License Administrator's account. You will also see the permissions you have been assigned.

Licenses

The license numbers listed below are associated with **Paul Laroa's account**.

Licenses

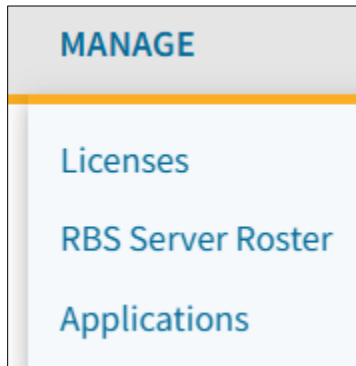
License Number ↑	Permissions ⓘ	Primary Owner	Business Address	Business City	Next Expiration Date	Actions
641300	RBS Server Roster	ABC BREWERY	3927 LENNANE ST	SACRAMENTO	11/30/2023	⋮
641339	RBS Server Roster	BAR AND GRILL	3927 LENNANE ST	SACRAMENTO	11/30/2023	⋮

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License Administrator Designee Instructions

Manage an RBS Server Roster on Behalf of a License Administrator

If the license type is subject to RBS requirements and the License Administrator has given you permission to manage the RBS server roster, select **Manage** and click **RBS Server Roster**.



To manage the roster on the License Administrator's behalf, you must select a license number.

License Details	Add An RBS Server To Your Roster
Select a License Number ▼ License Administrator: Name of Licensee: Business Name: Business Address:	Search for a certified alcohol server by Server ID and Last Name to add them to your roster. Server ID * Last Name * SEARCH

If you are a License Administrator Designee for more than one License Administrator, you will see all license numbers for which you have RBS Server Roster permissions. Select a license number to edit the roster.

To add a server to an RBS server roster, select a **License Number**. In the “Add a Server to Your Roster” section, enter the Server ID number and the server’s last name as it appears in the RBS Portal. Click **Search**. Select the **Actions** menu and click **Add** to add the server to the RBS server roster.

License Administrator Designee Instructions

License Details

Select a License Number
550666

License Administrator: Paul Laroa

Name of Licensee: ABC BREWERY

Business Name: ABC BREWERY

Business Address: 3927 LENNANE DRIVE
SACRAMENTO

☒ Opt in to be notified when alcohol servers on your roster require recertification

Add An RBS Server To Your Roster

Search for a certified alcohol server by Server ID and Last Name to add them to your roster.

Server ID *
312661223

Last Name *
McCormac

SEARCH

Name	Server ID	Training Received	Status	Expiration Date	Actions
McCormac, Wendy	312661223	04/15/2024	NOT_CERTIFIED	__/__/__	Add

The server's information will be added to the RBS server roster below.

Filter By First Name

Filter By Last Name

CLEAR

SEARCH

Name ↑	Server ID	Training Received	Status	Expiration Date	Actions
McCormac, Wendy	312661223	04/15/2024	NOT_CERTIFIED	__/__/__	

To remove a server from the RBS server roster, select the **Actions** menu and click **Remove**. You can search for a specific server on the roster by entering their first or last name in the search fields on the roster list.

Filter By First Name

Filter By Last Name
McCormac

CLEAR

SEARCH

Name ↑	Server ID	Training Received	Status	Expiration Date	Actions
McCormac, Wendy	312661223	04/15/2024	NOT_CERTIFIED	__/__/__	Remove

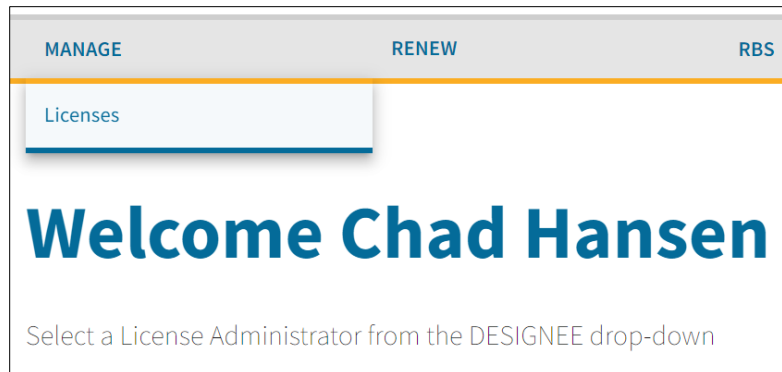
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Add a License Administrator Role to Your Account

A License Administrator Designee can be a License Administrator for different license numbers. The License Administrator is the person responsible for managing a license online. It should be the licensee, or someone designated to perform functions on the licensee's behalf.

License Administrator Designee Instructions

To add the License Administrator role, select **Manage > Licenses** from your License Administrator Designee homepage.



You will be prompted to add your license number and validation code. If you do not have a validation code, please contact your local [district office](#).

License Administrator Role

The License Administrator must be the licensee or a person designated by the licensee to perform functions on their behalf.

As the License Administrator you can manage a license, manage an RBS server roster, submit your Winegrowers/Blenders Report, and invite designees to act on your behalf. By creating the License Administrator role, you attest that you read and understand **the requirements for a License Administrator**. If you do not want to proceed, select the BACK button to return to the previous page.

To establish your License Administrator account, please enter your active license number and validation code. You will be able to add additional license numbers once your License Administrator account is created.

After your license is added, you will see the list of license numbers you administer. You can see that these licenses are for your License Administrator account, not for someone else's.

Licenses

The license numbers listed below are associated with this License Administrator account

 License number 641426 has been added to your account.

Licenses

ADD

REMOVE

License Number ↑	Primary Owner	Business Address	Business City	Next Expiration Date	Actions
641426	ABC SUSHI	3927 LENNANE ST	SACRAMENTO	11/30/2023	

Total Pages: 1

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Add License

×

License Information

Please enter the active license number and validation code provided to you by ABC to add a license number to your License Administrator account.

License Number *

×

Validation Code *

×

*indicates a required field

CANCEL

ADD LICENSE

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License Administrator Designee Instructions

MANAGE

RENEW

RBS

DESIGNEE

Main Dashboard

Paul Laroa

Becky Pipoly

Licenses

The license numbers listed below are associated with this License Administrator account.

Licenses

ADD

REMOVE

License Number ↑	Primary Owner	Business Address	Business City	Next Expiration Date	Actions
641426	ABC SUSHI	3927 LENNANE ST	SACRAMENTO	11/30/2023	

Total Pages: 1

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Add an RBS Role to Your Account

A License Administrator Designee can add roles as an RBS Server or RBS Training Provider if necessary.

To add an RBS role, click **RBS** from the License Administrator Designee homepage.

MANAGE

RENEW

RBS

DESIGNEE

Select the role you are adding.

Welcome!

Get started with Responsible Beverage Service (RBS). Select the option that best describes what you would like to do. Your selection will determine your role in RBS.

☐ I want to get my Responsible Beverage Service (RBS) certification to serve alcoholic beverages or check IDs at my job.

☐ I want to apply to become an approved Responsible Beverage Service (RBS) Training Provider.

Click Continue.

License Administrator Designee Instructions

☒ I want to get my Responsible Beverage Service (RBS) certification to serve alcoholic beverages or check IDs at my job.

 **Alcohol Server**

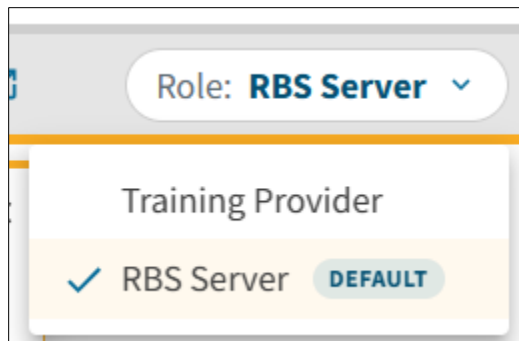
As a Server, you can:

- Find an approved RBS Training Provider
- Take the ABC Alcohol Server Certification Exam online
- View your RBS certification status

☐ I want to apply to become an approved Responsible Beverage Service (RBS) Training Provider.

CONTINUE

If you have multiple roles in RBS, you can use the Role menu to view your other roles.



Click **Licensing Services** to return to your License Administrator Designee homepage.



If you also have a License Administrator role, your own licenses will be your default view. You must select **Designee** and choose a License Administrator to manage their licenses.

License Administrator Designee Instructions

MANAGE

RENEW

RBS

DESIGNEE

Main Dashboard

Paul Laroa

Becky Pipoly

Licenses

The license numbers listed below are associated with this License Administrator account.

Licenses

ADD

REMOVE

License Number ↑	Primary Owner	Business Address	Business City	Next Expiration Date	Actions
641426	ABC SUSHI	3927 LENNANE ST	SACRAMENTO	11/30/2023	

Total Pages: 1

Go to Page: 1

Rows per page: 10

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