



# Online Services License Administrator Designee Instructions

**STATE OF CALIFORNIA**

**DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL**

## License Administrator Designee Instructions

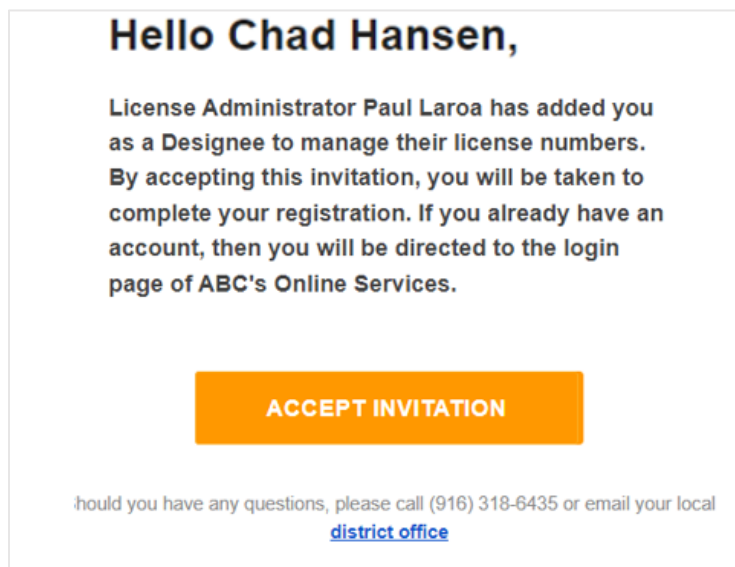
### Contents

Accept a License Administrator Designee Invitation .....	2
Manage Licenses on Behalf of a License Administrator .....	4
Manage an RBS Server Roster on Behalf of a License Administrator.....	5
Add a License Administrator Role to Your Account .....	8
Add an RBS Role to Your Account .....	10

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.

### 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 dashboard.

Success!


Your new username and password were set.

GO TO DASHBOARD

## License Administrator Designee Instructions

### 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.

 CALIFORNIA DEPARTMENT OF  
**Alcoholic Beverage Control**

Online  
Services

[MANAGE](#)[RENEW](#)[RBS](#)[DESIGNEE](#)

[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**.

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	⋮

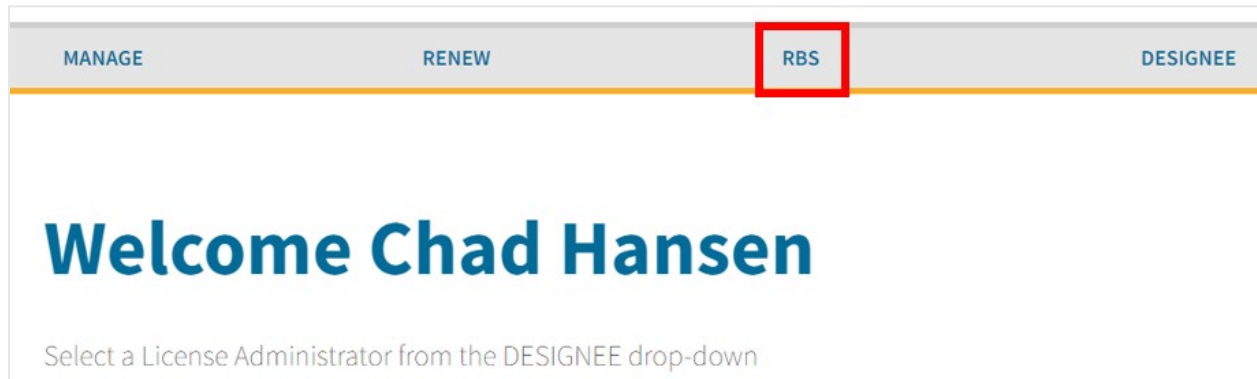
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Rows per page: 10 1-2 of 2 < > >>

## License Administrator Designee Instructions

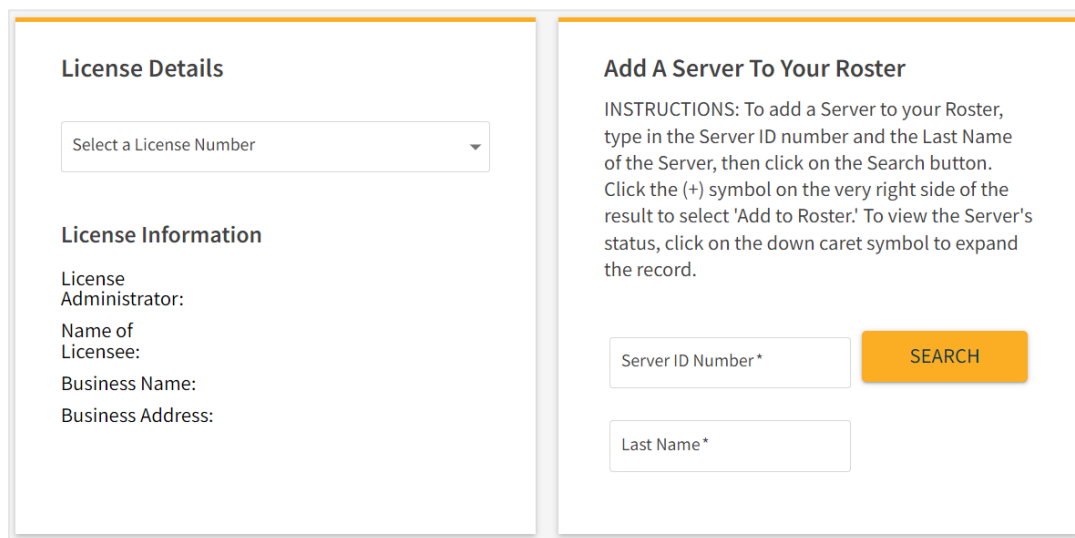
### Manage an RBS Server Roster on Behalf of a License Administrator

If the license type is subject to RBS requirements and the License Administrator has given you permission to manage the RBS server roster, you can click **RBS** to access the roster.



The screenshot shows the top navigation bar with four tabs: MANAGE, RENEW, RBS, and DESIGNEE. The RBS tab is highlighted with a red rectangular box. Below the navigation bar, a large blue heading reads "Welcome Chad Hansen". Underneath this heading, a smaller line of text says "Select a License Administrator from the DESIGNEE drop-down".

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



The screenshot displays two side-by-side panels. The left panel, titled "License Details", contains a dropdown menu labeled "Select a License Number" and a section titled "License Information" with labels for "License Administrator:", "Name of Licensee:", "Business Name:", and "Business Address:". The right panel, titled "Add A Server To Your Roster", includes instructions: "INSTRUCTIONS: To add a Server to your Roster, type in the Server ID number and the Last Name of the Server, then click on the Search button. Click the (+) symbol on the very right side of the result to select 'Add to Roster.' To view the Server's status, click on the down caret symbol to expand the record." Below the instructions are two input fields: "Server ID Number \*" and "Last Name \*", followed by an orange "SEARCH" button.

## License Administrator Designee Instructions

If none of the license numbers assigned to you are subject to RBS requirements, you will not have access to any rosters.

The screenshot shows a web interface with two main panels. The left panel, titled 'License Details', contains a red-bordered box with the text: 'The licenses associated with your account do not require an RBS server roster.' Below this, under 'License Information', are labels for 'License Administrator:', 'Name of Licensee:', 'Business Name:', and 'Business Address:', but no values are entered. The right panel, titled 'Add A Server To Your Roster', contains instructions on how to add a server and a search form with input fields for 'Server ID Number \*' and 'Last Name \*', and a 'SEARCH' button.

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. When you select a license number, you will see the License Administrator's name.

The screenshot shows the same web interface as before, but with more data. In the left panel, under 'License Details', there is a dropdown menu labeled 'Select a License Number' with the value '641300' selected. Below this, under 'License Information', the 'License Administrator:' field is highlighted with a red box and contains the name 'Paul Laroa'. The other fields are filled with: 'Name of Licensee: ABC BREWERY', 'Business Name: ABC BREWERY', and 'Business Address: 3927 LENNANE ST SACRAMENTO'. The right panel is identical to the previous one, showing the search instructions and form.

Any changes you make will update the License Administrator's RBS server roster. You are managing their RBS server roster, not editing your own copy of it.

## License Administrator Designee Instructions

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**. Click the **Plus** icon next to the search result to add the server to the RBS server roster.

### License Details

Select a License Number

641300

### License Information

License Administrator:	Paul Laroa
Name of Licensee:	ABC BREWERY
Business Name:	ABC BREWERY
Business Address:	3927 LENNANE ST SACRAMENTO

### Add A Server To Your Roster

INSTRUCTIONS: To add a Server to your Roster, type in the Server ID number and the Last Name of the Server, then click on the Search button. Click the (+) symbol on the very right side of the result to select 'Add to Roster.' To view the Server's status, click on the down caret symbol to expand the record.

Server ID Number \*

123456789

Last Name \*

hart

SEARCH

Name	Server ID
Hart, Kevin	123456... <div></div>

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

### Roster for ABC Brewery (#641300)

INSTRUCTIONS: To search for a specific Server in your Roster, type either their First Name, Last Name, or both names in the specified name fields, then click the SEARCH button. To clear the name fields, click on the CLEAR button. To remove a Server from the Roster, click on the trash can icon.

Filter By First Name

Filter By Last Name

CLEAR

SEARCH

Name	Server ID	Training Received	Status	Expiration Date
Hart, Kevin	123456789	05/13/2022	Certified	05/13/2025

Rows per page: 25 1-1 of 1

## License Administrator Designee Instructions

To remove a server from the RBS server roster, click the **Trash Can** icon at the end of the server's record on the roster. 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.

### Roster for ABC Brewery (#641300)


INSTRUCTIONS: To search for a specific Server in your Roster, type either their First Name, Last Name, or both names in the specified name fields, then click the SEARCH button. To clear the name fields, click on the CLEAR button. To remove a Server from the Roster, click on the trash can icon.

Filter By First Name

Filter By Last Name

CLEAR

SEARCH

Name ↑	Server ID	Training Received	Status	Expiration Date	
Hart, Kevin	123456789	05/13/2022	Certified	05/13/2025	

Rows per page: 

25

 1-1 of 1 < >

## 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.

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

MANAGE

RENEW

RBS

Licenses

# Welcome Chad Hansen

Select a License Administrator from the DESIGNEE drop-down



## License Administrator Designee Instructions

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 should be the licensee or a person designated by the licensee to perform functions on their behalf. As the License Administrator, you can add licenses to your account and renew from your list of license numbers. In addition, you can manage your Responsible Beverage Server roster, if applicable.

By proceeding to add a license number, you attest that you understand the License Administrator role. If you do not want to proceed, then select the BACK button to return to the Roles Selection screen.

#### Last step, add a license number

To establish your License Administrator account, please enter your active license number and validation code. Validation codes are being mailed according to the phased schedule in the [License Administrator Frequently Asked Questions](#). You will be able to add additional license numbers once your License Administrator account is created.

License Number \*

Validation Code \*

BACK

ADD LICENSE

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.

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 1-1 of 1

## License Administrator Designee Instructions

To add additional license numbers, click **Add** at the top of the licenses table, enter the license number and validation code, and click **Add License**.

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

Once you have the License Administrator role, it will be your default dashboard each time you log in. To view or manage licenses as a License Administrator Designee, click select **Designee** and choose the License Administrator's name.

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

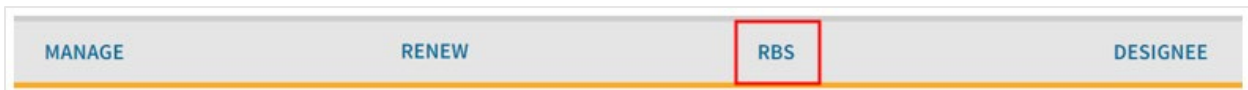
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## Add an RBS Role to Your Account

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

## License Administrator Designee Instructions

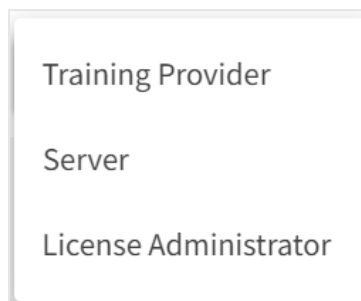
To add an RBS role, click **RBS** from the License Administrator Designee dashboard.



Click My Applications and then New Application.



Select the Training Provider or Server role. You can also add a License Administrator role using the same steps in the “Add a License Administrator Role to Your Account” section above.



Read the instructions and complete the application for your role.

Once you have a Server, Training Provider, or License Administrator role, you can choose **Switch Dashboard** to view dashboards for your other roles within RBS.



Click **Dashboard** from RBS to return to your License Administrator Designee dashboard.



## License Administrator Designee Instructions

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.

MANAGERENEWRBSDESIGNEE

Licenses

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

Licenses

ADDREMOVE

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

Total Pages: 1Go to Page: 1

Rows per page: 101-1 of 1