



Regulatory Licensing and Permitting System (RLPS)

Direct Shipper Quarterly Report

RLPS Direct Shipper Quarterly Report: Content

- RLPS Citizen Access:
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
- Direct Shipper Quarterly Report Process
 - **Process I: Quarterly Report CSV Document Instructions** (Slides 3-18)
 - Part 1: Download your Template
 - Part 2: Add Shipment Details
 - Part 3: Helpful Tips
 - Multiple brands in a single shipment
 - Quarters WITHOUT shipments
 - Important Reminders
 - **Process II: Quarterly Report Submission Instructions** (Slides 19-37)

RLPS Direct Shipper Quarterly Report

Process I:

Quarterly Report CSV Document Instructions

PART 1: Download your Template

RLPS Direct Shipper Quarterly Report: CSV Instructions

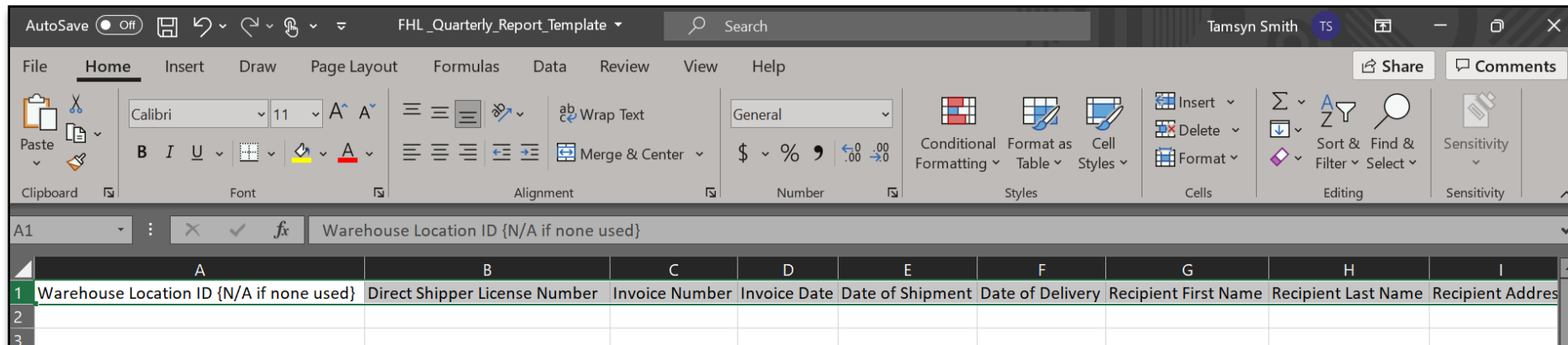
- **First**, visit the TABC website and **download the Direct Shipper Quarterly Report template**
 - <https://www.tn.gov/abc/public-information-and-forms/forms.html>

The screenshot shows the Tennessee Alcoholic Beverage Commission website. The 'Public Information and Forms' section is active, displaying a list of forms. A red arrow points from the 'RLPS Forms' table on the page to a larger, detailed view of the same table on the right.

Form Number	Form Name
AB-0205	Substitute Form For Previously Submitted Or Pending Documents
AB-0207	RLPS Contact Business Owner Individual
CCL	Certified Clerk List Template
DSP-QR	Direct Shippers Quarterly Report Template
FHL-QR	Fulfillment House Quarterly Report Template

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Open your Downloaded** template in a program that supports editing CSV file formats
 - For the purpose of this tutorial, we will be using Excel



***IMPORTANT* DO NOT modify the first row of this file in any way; doing so will cause technical errors during the report submission process.**

***IMPORTANT* DO NOT change file format; The document file type must remain a CSV file**

RLPS Direct Shipper Quarterly Report

Process I:

Quarterly Report CSV Document Instructions

PART 2: Add shipment details

RLPS Direct Shipper Quarterly Report: CSV Instructions

- The next 8 slides breaks down each field of your CSV template
 - You will know which fields are required
 - The format of each field
 - And be provided with examples of each field

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data**

- Warehouse Location ID {N/A if none used}

- This field is not applicable for your record type

- Format: N/A
 - **EXAMPLE:**

A
Warehouse Location ID {N/A if none used}
N/A
N/A

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- *Direct Shipper License Number*

- This field is used to indicate the Direct Shipper License Number respective to each shipment
 - This field is **REQUIRED** for your record type
 - Format: RTLDSP-XXX-0000000
 - **EXAMPLE:**

B
Direct Shipper License Number
RTLDSP-OTN-1820373
RTLDSP-OTN-1907613

- *Invoice Number*

- This field is used to indicate the Invoice Number respective to each shipment
 - This field is **REQUIRED** for your record type
 - Format: MM/DD/YYYY

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Invoice Date

- This field is **REQUIRED** for your record type
 - Format: MM/DD/YYYY

- Date of Shipment

- This field is **REQUIRED** for your record type
 - Format: MM/DD/YYYY

- Date of Delivery

- This field is optional for your record type
 - Format: MM/DD/YYYY

EXAMPLES:

D	E	F
Invoice Date	Date of Shipment	Date of Delivery
1/1/2022	1/2/2022	1/10/2022
1/2/2022	1/3/2022	1/11/2022

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Recipient First Name

- This field is REQUIRED for your record type

- Recipient Last Name

- This field is REQUIRED for your record type

- **EXAMPLE:**

G	H
Recipient First Name	Recipient Last Name
John	Smith
Jane	Doe

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Recipient City

- This field is REQUIRED for your record type

- Recipient Address

- This field is REQUIRED for your record type

- Recipient State

- This field is REQUIRED for your record type
 - Format: Two-digit State Code

- Recipient Zip

- This field is REQUIRED for your record type
 - Format: 5-digit zip code

EXAMPLES:

I	J	K	L
Recipient Address	Recipient City	Recipient State	Recipient Zip
123 Baker Street	Nashville	TN	37188
456 Parkers Road	Phoenix	AZ	85501

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Tracking Number

- This field is REQUIRED for your record type

- Brand Name

- This field is REQUIRED for your record type
 - ***IMPORTANT*** See slide 16 for directions on how to report multiple brands in a single shipment.

- Volume in Liters {Numerical} {Round Up}

- This field is REQUIRED for your record type
 - Format: Numerical, NO decimals

EXAMPLES:

M	N	O
Tracking Number	Brand Name	Volume in Liters {Numerical} {Round Up}
9876543	Brand 1	5

RLPS Direct Shipper Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Quantity - Bottle Count

- This field is REQUIRED for your record type

- Sale Price

- This field is REQUIRED for your record type
 - Format: 0.00

- Common Carrier name

- This field is REQUIRED for your record type

- Common Carrier FEIN {N/A if none used}

- This field is Optional* for your record type

***Note:** Business requirements may change, please continue to stay up to date on TABC Rules and Regulations as the field requirement may change.

EXAMPLES:

P	Q	R	S
Quantity - Bottle Count	Sale Price	Common Carrier Name	Common Carrier FEIN {N/A if none used}
2	49.95	UPS	N/A
4	99.9	FedEx	123534

RLPS Direct Shipper Quarterly Report

Process I:

Quarterly Report CSV Document Instructions

PART 3: Helpful Tips

RLPS Direct Shipper Quarterly Report: CSV Helpful Tips

- **Multiple brands in a single Shipment**

- If one shipment contains multiple brands, **a separate row of data is needed for each Brand.**
 - The following fields are to be respective to each Brand listed in a row
 - Bottle Count
 - Volume in Liters
 - Brand Name
 - All other fields will be respective to the shipment.
 - This includes invoice details, dates, recipient information, as well as total sale price.

Example:

	A	B	C	D
1	Warehouse L	Direct Shipper License Number	Invoice Number	Invoice Dat
2	N/A	RTLDSP-OTN-1900000	4567	1/1/202
3	N/A	RTLDSP-OTN-1900000	4567	1/1/202

	M	N	O	P	Q	
Zip	Tracking Number	Brand Name	Volume in Liters {Numerical} {Round Up}	Quantity - Bottle Count	Sale Price	Comm
243	654B	EXAMPLE BRAND 1	5	6	\$65.00	UPS
243	654B	EXAMPLE BRAND 2	2	2	\$65.00	UPS

RLPS Direct Shipper Quarterly Report: CSV Helpful Tips

- **Quarters WITHOUT shipments**
 - You still **MUST** submit one (1) row of data with your CSV
 - Instructions:
 - Warehouse Location ID:
 - N/A
 - Direct Shipper ID:
 - This field **MUST** contain your Direct Shipper ID
 - All other fields:
 - Enter the number zero (0) in each remaining field

Example:

	A	B	C	D	E	F	G	H	
1	Warehouse L	Direct Shipper License Number	Invoice Number	Invoice Date	Date of Shipment	Date of Delivery	Recipient First Name	Recipient Last Name	Reci
2	N/A	RTLDS-OTN-1900000	0	0	0	0	0	0	

RLPS Direct Shipper Quarterly Report: CSV Helpful Tips

- **Important Reminders:**

- **Do NOT change the format of your downloaded template.** (Slide 5)
 - Column header names must not be modified
 - No rows are to be added above headers
 - The file must always be saved as a CSV (Comma Separated Value)
- **Do NOT use commas in any data field** (Slide 5)
- **Follow field format requirements to avoid errors.** (Slides 7-14)
- **Only one (1) brand name per row.** (Slide 16)
- **Quarters WITHOUT shipments still need one (1) row of data to be submitted.** (Slide 17)

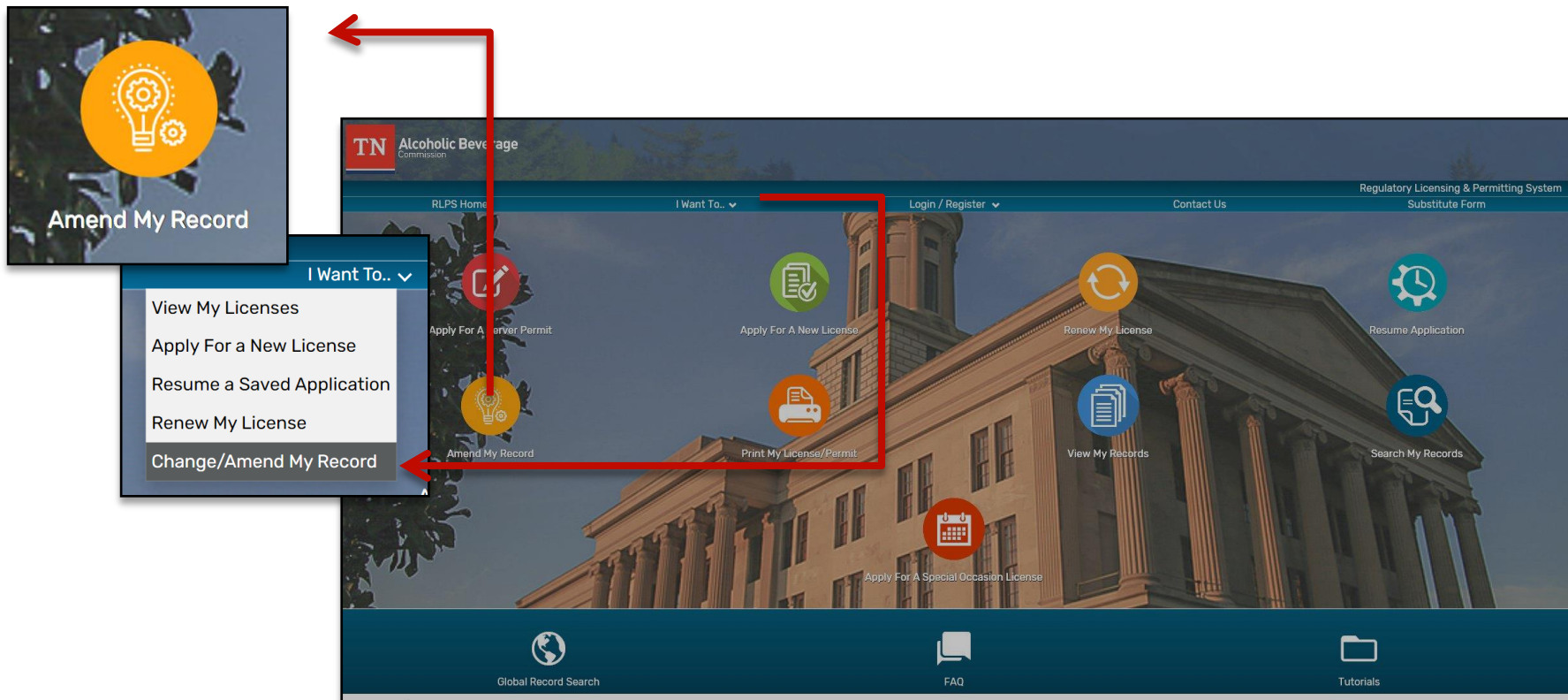
RLPS Direct Shipper Quarterly Report

Process II:

Quarterly Report Submission Instructions

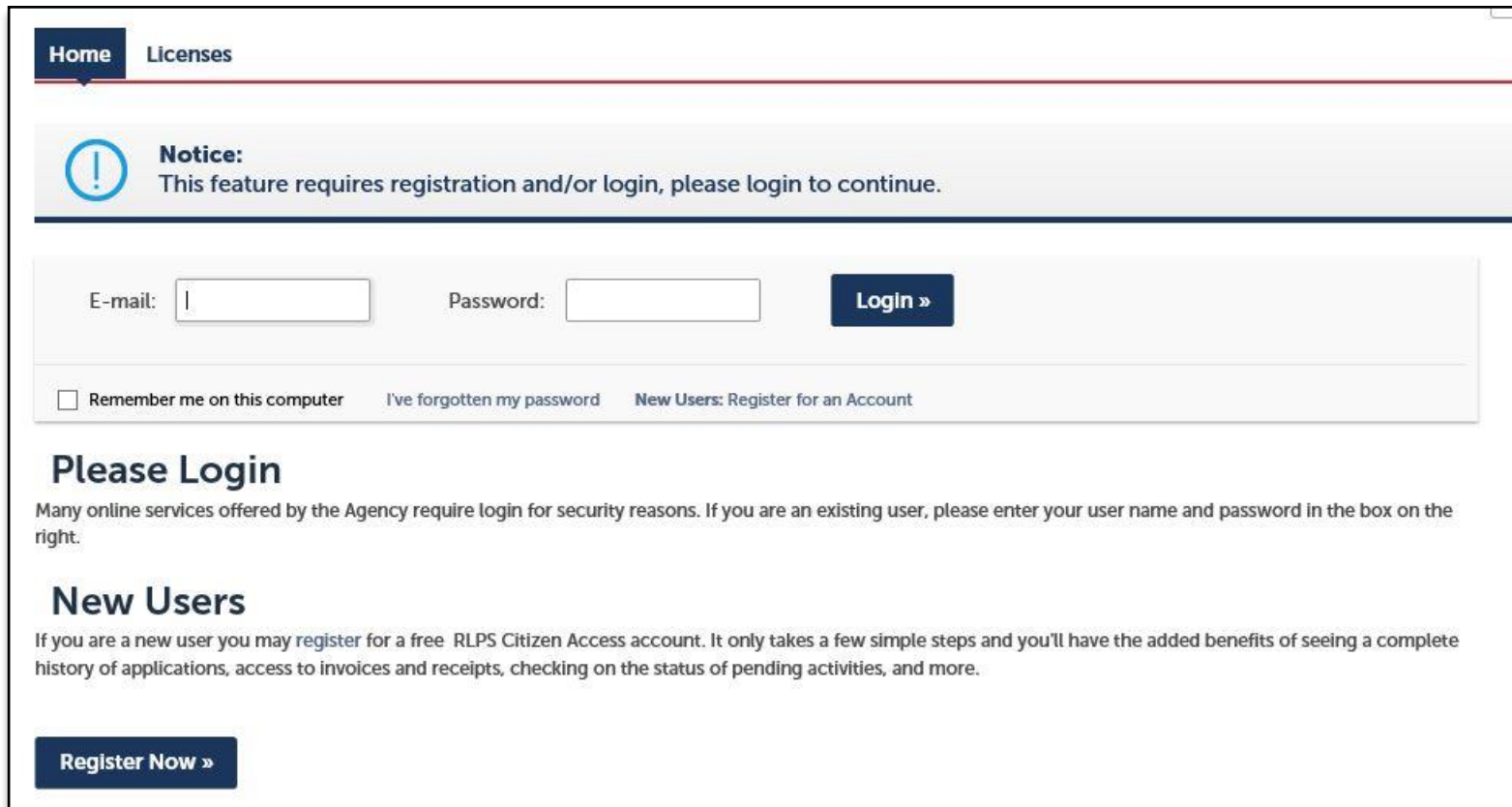
RLPS Direct Shipper Quarterly Report: Submission

- To begin, locate and **click on the Amend My Record button** on the home screen, **or use the “I Want To...” option** from the navigation bar.



RLPS Direct Shipper Quarterly Report: Submission

- Next, **log into your RLPS account**



The screenshot shows the RLPS Direct Shipper login interface. At the top, there are tabs for 'Home' and 'Licenses'. Below the tabs is a 'Notice' banner with an exclamation mark icon, stating: 'Notice: This feature requires registration and/or login, please login to continue.' Below the notice is a login form with fields for 'E-mail:' and 'Password:', followed by a 'Login »' button. Under the login fields, there is a checkbox for 'Remember me on this computer', a link for 'I've forgotten my password', and a link for 'New Users: Register for an Account'. Below the login form, there is a section titled 'Please Login' with a paragraph explaining that many online services require login for security reasons. Below this is a section titled 'New Users' with a paragraph explaining that new users can register for a free RLPS Citizen Access account. At the bottom of the page, there is a 'Register Now »' button.

Home Licenses

Notice:
This feature requires registration and/or login, please login to continue.

E-mail: Password: **Login »**

☐ Remember me on this computer [I've forgotten my password](#) [New Users: Register for an Account](#)

Please Login

Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.

New Users

If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.

Register Now »

RLPS Direct Shipper Quarterly Report: Submission

- Once logged in, you will be taken to a list of records in “Active” or “About to Expire” status.
- Click the “Amendment” Button**
***Note:** This button should always be available to your valid license records. If you do not see this button, please email TABC.HelpDesk@tn.gov for assistance.

The screenshot shows the 'Licensure' section of a web portal. At the top, there are links for 'Home' and 'Licensure'. Below these are buttons for 'Create an Application' and 'Search Existing'. A red banner labeled 'My Records' is present. Below the banner, a message states: 'The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.' A table follows, showing 1-9 of 9 records. The first record is highlighted, and a red arrow points to the 'Amendment' button in the 'Action' column. A callout box with the text 'Amendment' and a checkbox icon is also shown.

Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
<input type="checkbox"/> Amendment	RTLDS-DAV-2100017	Direct Shipper License	06/24/2022	Active	

RLPS Direct Shipper Quarterly Report: Submission

- *Select an Amendment Type*
 - Locate and select the Change Request Quarterly Report amendment type
 - **Click “Continue Application”**

The screenshot shows the 'Licenses' section of a web application. At the top, there are tabs for 'Home' and 'Licenses', with 'Licenses' being the active tab. Below the tabs, there are links for 'Create an Application' and 'Search Existing'. The main heading is 'Select an Amendment Type', followed by a subtext: 'Choose one of the following available amendment types. For assistance please visit our website by clicking here.'

A list of amendment types is provided:

- Change request for Certified Manager / Certified Clerk – Select this record to make adjustments to the license’s Certified Manager and Certified Clerk Lists. This is for Retail Food Store and Retail Package Store Licenses only.
- Change Request Information Owner – Select this record to change the Business’ DBA Name, correct the Business Name or Address, close the business, or update ownership information.
- Change Request Site Modification – Select this record to inform ABC of modifications to the current structure or layout where the business is located.
- Change Request Warehouse Location – Select this record to inform ABC of new warehouse locations associated with your Fulfillment House License.
- Quarterly Report – Select this record to submit your Quarterly Report. This is for Direct Shipper and Fulfillment House Licenses only.

Below the list, there is a search bar with a 'Search' button. A red arrow points from the 'Change Request Quarterly Report' option in the list to the search bar. Another red arrow points from the 'Continue Application »' button to the search bar. A third red arrow points from the 'Continue Application »' button to the 'Continue Application »' button at the bottom of the page.

At the bottom of the page, there is a 'Continue Application »' button. A red arrow points from this button to the 'Continue Application »' button at the bottom of the page.

A callout box highlights the 'Change Request Quarterly Report' option in the list.

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1*
 - **Help text** at the top of the amendment form provides information to assist you in knowing when reports are due.
 - Additionally, the date-range for each quarter is available for review.

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the month immediately following each quarter.

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Quarterly Report

QUARTERLY REPORT

* Filing Period:

* License Type:

Warehouse Location

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the month immediately following each quarter.

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select the Filing Period*** respective to the filing period that you are submitting.
 - * **Note:** this will NOT be the filling period you're actively in, but the recently completed quarter.

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Quarterly Report Details

QUARTERLY REPORT INFORMATION

* Filing Period: --Select--

* License Type: --Select--

Warehouse Location

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select “Direct Shipper”*** as your license type.
- *Note:** If you represent a Fulfillment House, please exit this tutorial and locate the Fulfillment House Quarterly Report tutorial [HERE](#).

The image shows a screenshot of the RLPS Direct Shipper Quarterly Report submission form. The form is titled 'Quarterly Report Details' and contains a section for 'QUARTERLY REPORT INFORMATION'. This section includes two dropdown menus: 'Filing Period' (set to '1st Quarter') and 'License Type' (set to '--Select--'). A red arrow points to the 'License Type' dropdown menu. The form also includes a 'Warehouse Location' section at the bottom.

Home Licenses
Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Co

Step 1: Quarterly Report > Quarterly Report

This form must be completed quarterly and received by:

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Quarterly Report Details

QUARTERLY REPORT INFORMATION

* Filing Period: 1st Quarter

* License Type: --Select--

--Select--
Direct Shipper
Fulfillment House

Warehouse Location

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **The Warehouse Location Table is not applicable** for your record type,
 - **Move forward to the Attachments portion of this page.**

Warehouse Location

WAREHOUSE LOCATIONS

Showing 0-0 of 0

Name of Building if Applicable	Street Name	City	State	Zip Code	Location ID
No records found.					

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Help text** on the “Attachments” section of your form includes a direct link to the Quarterly Report CSV Templates needed to complete your amendment if you have not already downloaded one.

Attachment

Upload your Quarterly Report CSV template here. When you click the Continue Application button this Quarterly Report CSV template will convert to a table on the next page.

Make sure the file type is comma separated vale (CSV) or it will not convert.
Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Type	Size	Latest Update
No records found.				

[Add](#)

[Save and resume later](#) [Continue Application »](#)

Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - Click the “Add” button and upload your Quarterly Report CSV Document*.

***Note:** Your document should only contain shipment details relevant to the filing period you’re submitting.

The screenshot displays the 'Attachment' section of the RLPS Direct Shipper Quarterly Report submission interface. The main panel includes instructions to upload a CSV template and a table with columns for Action, Name, Size, and Latest Update. A red arrow points to the 'Add' button. An inset window titled 'File Upload' shows a file named 'DS Quarterly Report Template-Example.csv' and buttons for 'Continue', 'Add', 'Remove All', and 'Cancel'.

Attachment

Upload your Quarterly Report CSV template here. When you click the Continue Application button this Quarterly Report CSV template will be attached to your application.

Make sure the file type is comma separated vale (CSV) or it will not convert.

Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Size	Latest Update
No records found.			

Add

Save and resume later

File Upload

The maximum file size allowed is 25 MB.

DS Quarterly Report Template-Example.csv

Continue **Add** **Remove All** **Cancel**

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - **Select the Quarterly Report as the document type** for your uploaded Quarterly Report CSV Document, **then click “Save” button***.

The screenshot shows a web form for submitting a Quarterly Report. A red arrow points from a callout box to the 'Type' dropdown menu, which is currently set to 'Quarterly Report'. Another red arrow points from a 'Save' button callout box to the 'Save' button at the bottom of the form. The form includes fields for 'File' (with a preview of 'Example.csv'), 'Description', and a 'spell check' option. At the bottom, there are three buttons: 'Save', 'Add', and 'Remove All'.

*Type:

--Select--

Quarterly Report

--Select--

Generic Additional Document

Quarterly Report

File:

DS Qu

Example.csv

Description:

Save

spell check

Save Add Remove All

***Note:** Only the Quarterly Report is required, however you may upload other documents as needed by selecting the Generic Additional Document type for all other files.

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
 - Click the **“Continue Application”** button after all documents have been saved
- *Note:** If an error occurs related to your uploaded Quarterly Report, please delete the document, update document with needed corrections, then upload the new corrected copy.

Attachment

Upload your Quarterly Report CSV template here

Make sure the file type is comma separated value (CSV).
Quarterly Report Templates available here:
Direct Shipper Quarterly Report
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Type
Actions ▼	FHL Quarterly Report Template-Example.csv	Quarterly Report

Add

Save and resume later

Continue Application »

RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 2*
 - All details from your uploaded CSV document will be converted into a table in your Amendment form.
 - **Review table rows for accuracy** then **click the “Continue Application” button.**

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1. Quarterly Report 2. Continue

Step 1: Quarterly Report > Quarterly Report In

Quarterly Report Details

QUARTERLY REPORT

Showing 1-2 of 2

	Warehouse Location ID (N/A if none used)	Direct Shipper License Number	Invoice Number	Invoice Date	Date of Shipment	Date of Delivery	Recipient First Name	Recipient Last Name	Recipient Address	Recipient City	Recipient State	Recipient Zip	Tracking Number	Brand Name	Volume in Liters (Numerical) (Round Up)	Quantity - Bottle Count	Sale Price	Common Carrier Name	Correlation Fee if n use
<input type="checkbox"/>	N/A	RTLDS-DAV-2100017	1234567	01/01/2022	1/2/2022	01/10/2022	John	Smith	123 Baker Street	Nashville	TN	37188	9876543	Brand 1	5	2	49.95	UPS	N/A
<input type="checkbox"/>	N/A	RTLDS-DAV-2100017	1234568	01/02/2022	1/3/2022	01/11/2022	Jane	Doe	456 Parkers Road	Phoenix	AZ	85501	8765432	Brand 2	10	4	99.9	FedEx	123

Add a Row Edit Selected Delete Selected

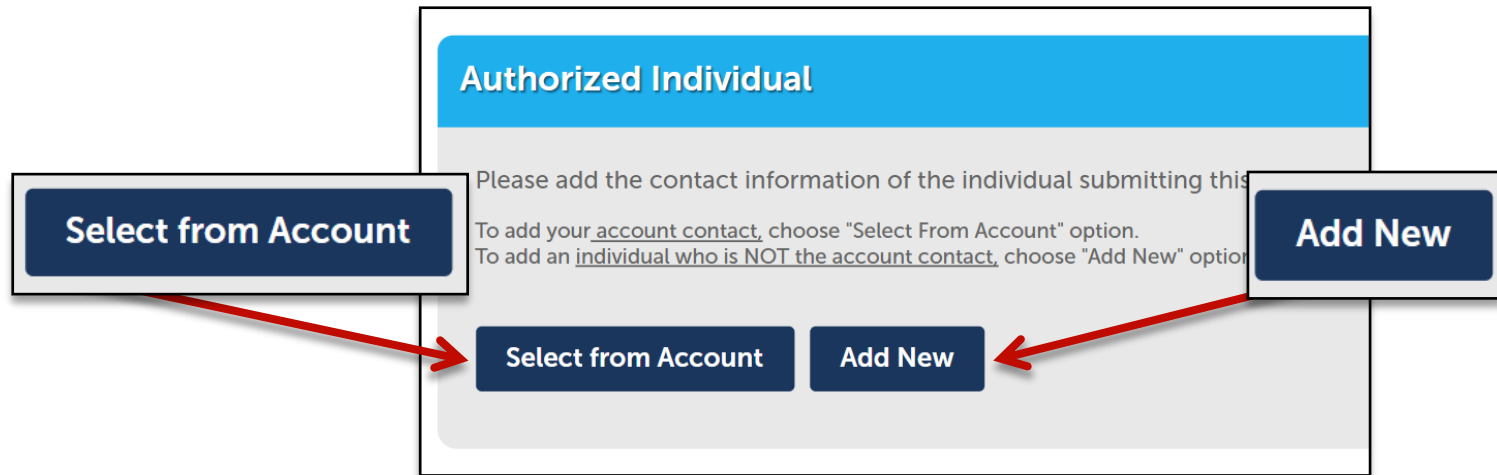
Save and resume later

Continue Application »

Continue Application »

RLPS Direct Shipper Quarterly Report: Submission

- *Step 2: Contacts*
 - **Add yourself as the Authorized Individual** submitting your Quarterly Report.
 - If you're submitting from YOUR account, choose the "Select from Account" contact option.
 - If you're Submitting from an account that you are managing on behalf of another user, choose the "Add New" contact option.



RLPS Direct Shipper Quarterly Report: Submission

- *Step 2: Contacts - Continued*

- **Add your Contact Information and click the “Continue” Button.**

- Title
- First and Last name
- Primary Phone
- E-mail
- Mailing Address

The screenshot shows a web form titled "Contact Information" with a close button (X) in the top right corner. Below the title is the instruction "Please fill in all required information." The form contains several input fields: "Title" (with "Business Representative" entered), "First" (with "Joe" entered), "Last" (with "Johnson" entered), "Primary Phone" (with "6546546546" entered), and "E-mail" (with "tamsyn.smith@tn.gov" entered). Below these fields is a section titled "Contact Addresses" with a dropdown arrow. Inside this section is a button "Add a Contact Address" and a message "To edit a contact address, click the address link." Below that is a green checkmark and the text "Contact address updated successfully." followed by "Showing 1-1 of 1". A table with one row is displayed, showing "Mailing" as the address type and "456 Johnson Pwky" as the address. To the right of the table is an "Actions" dropdown menu. At the bottom of the form are two buttons: "Continue" and "Discard Changes". A red arrow points from the "Continue" button in the bottom right of the form to a larger "Continue" button in a separate box on the right side of the image.

Contact Information X

Please fill in all required information.

*Title:
Business Representative

*First: Joe *Last: Johnson

*Primary Phone:
6546546546

*E-mail:
tamsyn.smith@tn.gov

▼ Contact Addresses

Add a Contact Address

To edit a contact address, click the address link.

✓ Contact address updated successfully.

Showing 1-1 of 1

Address Type	Address	Actions
Mailing	456 Johnson Pwky	Actions ▼

Continue Discard Changes

Continue

RLPS Direct Shipper Quarterly Report: Submission

- *Step 2: Contacts - Continued*
 - Once your contact has been successfully added, **click the “Continue Application” button**

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 2: Contacts > Authorized Individual

* Indicates a required field.

Authorized Individual

Please add the contact information of the individual submitting this report.

To add your account contact, choose "Select From Account" option.
To add an individual who is NOT the account contact, choose "Add New" option.

✔ Contact added successfully.

Joe Johnson
tamryn.smith@tn.gov
Primary Phone: 6546546546
[Edit](#) [Remove](#)

▼ Contact Addresses

Add a Contact Address

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	456 Johnson Pkwy	Actions ▼

[Save and resume later](#) [Continue Application »](#)

RLPS Direct Shipper Quarterly Report: Submission

- Please review all the entered information and **select the check box** indicating your agreement to the certification at the bottom of the page.
- After selecting the checkbox, please **click “Continue Application” button.**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

 ☒ By checking this box, I agree to the above certification.

Date: 05/31/2019

Save and resume later

Continue Application »

RLPS Restaurant License Renewal Process

- You have officially completed your Quarterly Report Amendment*.
- If any additional information is required, the user will be notified by a member of TABC.

The screenshot displays the 'Licenses' section of the RLPS system. At the top, there are links for 'Home' and 'Licenses'. Below this, a navigation bar includes 'Create an Application' and 'Search Existing'. A progress bar shows four steps: '1 Quarterly Report', '2 Contacts', '3 Review', and '4 Record Issuance'. The current step, 'Step 4: Record Issuance', is highlighted. A green checkmark icon indicates successful submission, with the text: 'Your record has been successfully submitted. Please print your record and retain a copy.' Below this, a message states: 'Thank you for using RLPS Citizen Access. Your Record Number is 22M-QUAR-Q1-000001.' It further instructs the user: 'You will need this number to check the status of your record.' At the bottom, a button labeled 'View Record Details »' is provided.


Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 4: Record Issuance

 Your record has been successfully submitted.
Please print your record and retain a copy.

Thank you for using RLPS Citizen Access.
Your Record Number is 22M-QUAR-Q1-000001.

You will need this number to check the status of your record.

Your may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.

[View Record Details »](#)



Thank You