



Regulatory Licensing and Permitting System (RLPS) Training Roster Upload Guide

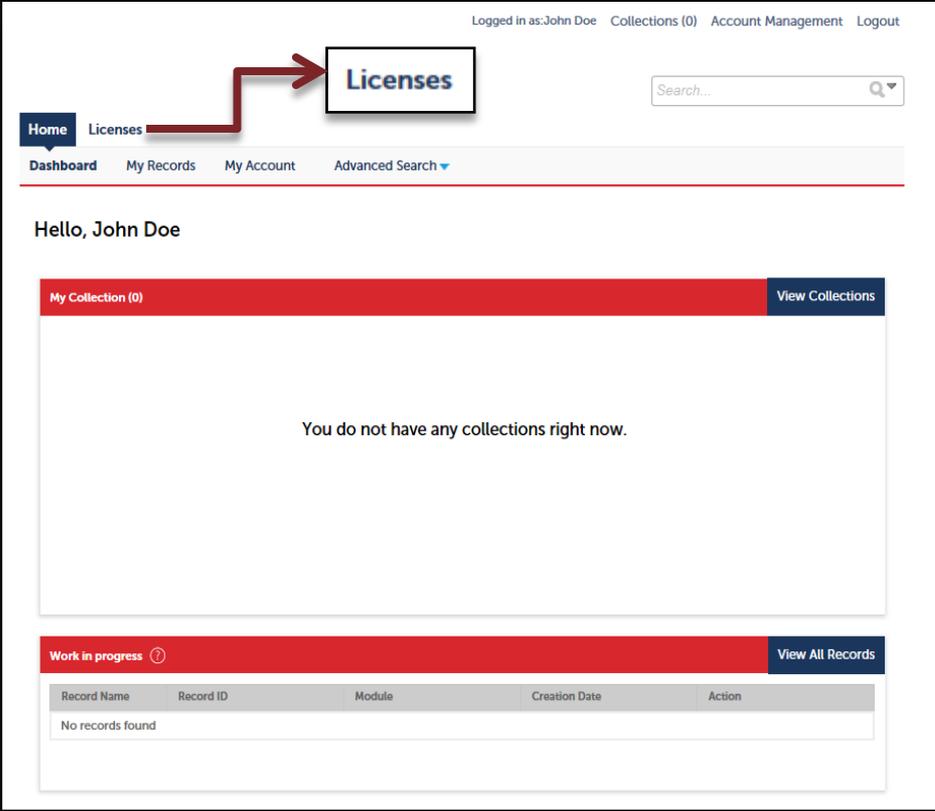
RLPS Training Roster Upload: Contents

- What's New?
 - TABC is implementing a new roster upload process that eliminates the ETF process trainers have been using
 - This process simplifies submission, reduces data errors and greatly reduces back office processing requirements
 - The process will require trainers to make payments to complete roster submissions
- Citizen Access Roster Upload Process
 - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
 - Training Roster Upload Instructions
 - Training Roster Upload Amendment Review



RLPS Training Roster Upload: Instructions

- After logging in, Click the “Licenses” tab

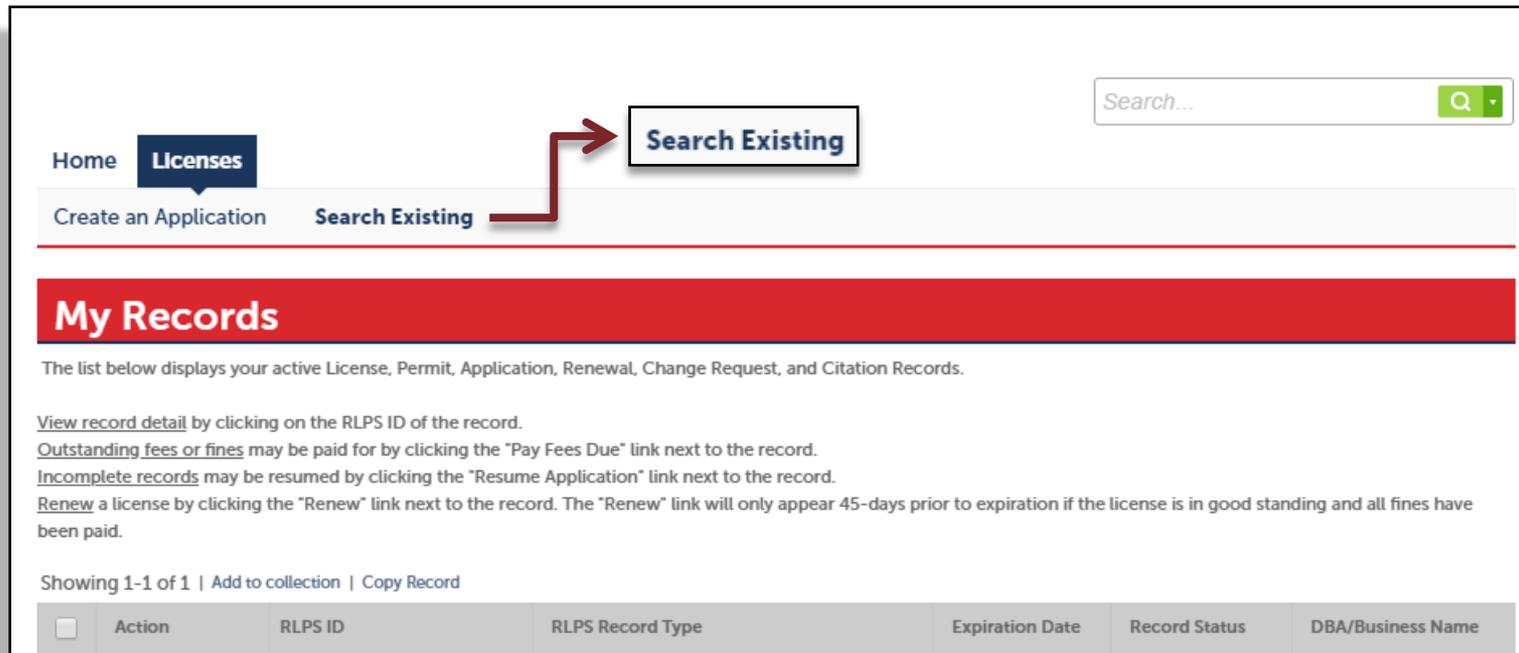


The screenshot displays the user interface of the RLPS Training Roster Upload system. At the top right, it shows the user is logged in as John Doe, with options for Collections (0), Account Management, and Logout. A search bar is located on the right side. The main navigation menu includes Home, Licenses, Dashboard, My Records, My Account, and Advanced Search. The Licenses tab is highlighted with a red box and a red arrow pointing to it. Below the navigation, the user is greeted with "Hello, John Doe". There are two main sections: "My Collection (0)" with a "View Collections" button, and "Work in progress" with a "View All Records" button. The "Work in progress" section contains a table with columns for Record Name, Record ID, Module, Creation Date, and Action, and a message stating "No records found".



RLPS Training Roster Upload: Instructions

- After clicking on Licenses, click on the “Search Existing” tab.



The screenshot shows the RLPS Training Roster Upload interface. At the top, there is a navigation bar with 'Home' and 'Licenses' tabs. The 'Licenses' tab is active, and a red arrow points to the 'Search Existing' link in the sub-navigation bar. A search box with a magnifying glass icon is located in the top right corner. Below the navigation bar, there is a red banner with the text 'My Records'. Underneath the banner, there is a paragraph of text: 'The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.' Below this text, there are three lines of instructions: 'View record detail by clicking on the RLPS ID of the record.', 'Outstanding fees or fines may be paid for by clicking the "Pay Fees Due" link next to the record.', and 'Incomplete records may be resumed by clicking the "Resume Application" link next to the record.' Below these instructions, there is a line of text: 'Renew a license by clicking the "Renew" link next to the record. The "Renew" link will only appear 45-days prior to expiration if the license is in good standing and all fines have been paid.' At the bottom, there is a pagination bar that says 'Showing 1-1 of 1 | Add to collection | Copy Record'. Below the pagination bar, there is a table with the following columns: Action, RLPS ID, RLPS Record Type, Expiration Date, Record Status, and DBA/Business Name.

Home Licenses Search Existing

Create an Application Search Existing

Search...

My Records

The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.

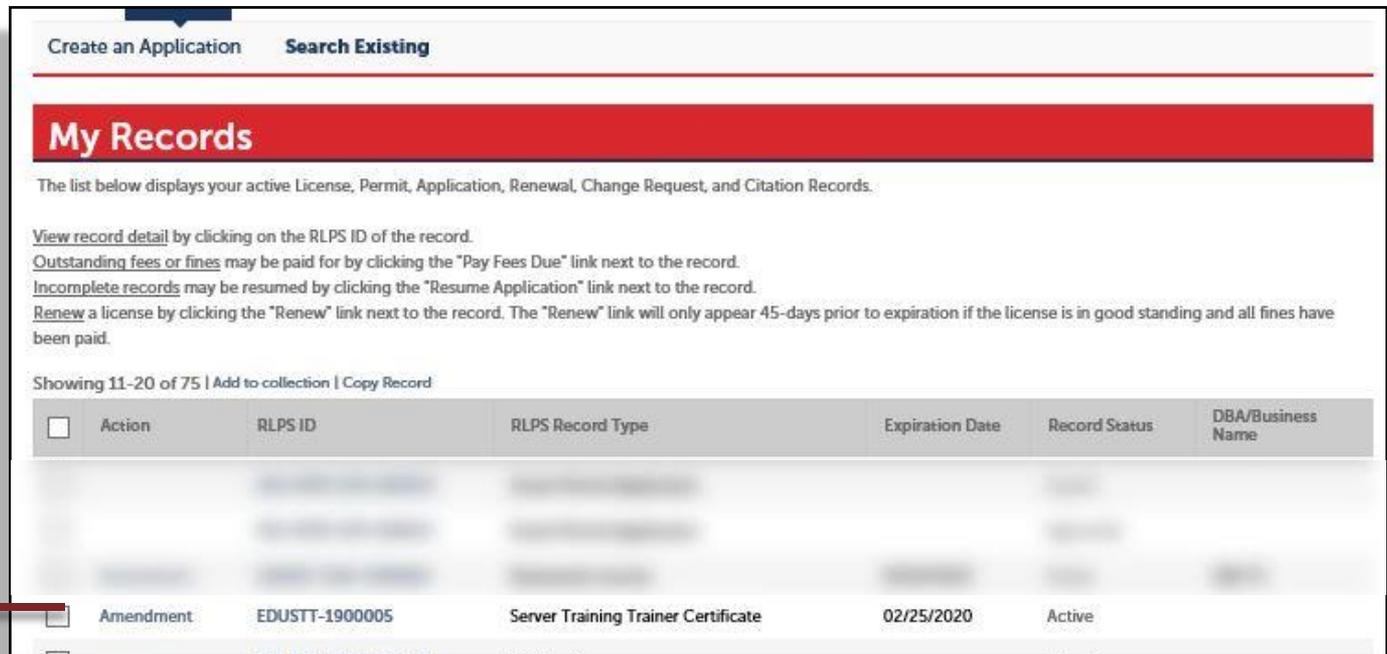
View record detail by clicking on the RLPS ID of the record.
Outstanding fees or fines may be paid for by clicking the "Pay Fees Due" link next to the record.
Incomplete records may be resumed by clicking the "Resume Application" link next to the record.
Renew a license by clicking the "Renew" link next to the record. The "Renew" link will only appear 45-days prior to expiration if the license is in good standing and all fines have been paid.

Showing 1-1 of 1 | Add to collection | Copy Record

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
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RLPS Training Roster Upload: Instructions

- Select “Amendment” from beneath the Action Column next to your Server Training Trainer Certificate number



Create an Application Search Existing

My Records

The list below displays your active License, Permit, Application, Renewal, Change Request, and Citation Records.

View record detail by clicking on the RLPS ID of the record.
Outstanding fees or fines may be paid for by clicking the "Pay Fees Due" link next to the record.
Incomplete records may be resumed by clicking the "Resume Application" link next to the record.
Renew a license by clicking the "Renew" link next to the record. The "Renew" link will only appear 45-days prior to expiration if the license is in good standing and all fines have been paid.

Showing 11-20 of 75 | Add to collection | Copy Record

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
<input type="checkbox"/>	Amendment	EDUSTT-1900005	Server Training Trainer Certificate	02/25/2020	Active	



RLPS Training Roster Upload: Instructions

- Choose “Training Roster” as your Amendment type

Training Roster

- Select “Continue Application” Button.

Select an Amendment Type

Choose one of the following available amendment types. For assistance please visit our website by clicking [here](#).

- 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. This is NOT for relocation of the business.

- Caterer Event
- Change Request for Designated Manager / Certified Clerk
- Change Request Information Owner
- Change Request LBD Manager Info
- Change Request Site Modification
- Trainer Class Substitute
- Training Roster
- Training Schedule

RLPS Training Roster Upload: Instructions

Training Roster

1 **Contacts** 2 Additional Information 3 Documents 4 Review 5 Pay Fees 6

Step 1: Contacts > Trainer Info * indicates a required field.

Trainer Information

To add a new licensed professional, click the Select from Account or Add New button. To edit a licensed professional, click the Edit link. To find a licensed professional, click the Look Up button.

License Type:
License Number: EDUSTT-1900005
Edit Remove

Applicant-Individual

To add new contacts, click the Select from Account or Add New button. To edit a contact, click the Edit link.

✔ **Contact updated successfully.**

John Doe
JohnDoe@Johndoe.com
Primary Phone: 111-111-1111
Secondary Phone:
Edit Remove

▼ Contact Addresses

Add a Contact Address

To edit a contact address, click the address link.
Required contact address type(s): Mailing

Showing 1-1 of 1

Address Type	Address	Action
Mailing	500 James Robertson Pkwy	Actions ▼

Save and resume later **Continue Application »**

- Verify your contact information is correct and select the “Continue Application” button.

RLPS Training Roster Upload: Instructions

- Click the “Add a Row” drop-down arrow and choose to add up to 10** students at a time.

A screenshot of the 'Training Roster' application interface. At the top, there is a progress bar with six steps: 1. Contacts (green), 2. Additional Information (yellow, highlighted with a dashed border), 3. Documents, 4. Review, 5. Pay Fees, and 6. The current step is 'Step 2: Additional Information > Additional Information'. Below the progress bar, there is a blue header for 'Roster'. Underneath, it says 'STUDENT INFO' and 'Showing 0-0 of 0'. A table with the following columns is shown: Class Date, Class Location, Class Time, Student's (Application) RLPS ID, First Name, Last Name, and Score. The table is empty, with the text 'No records found.' below it. At the bottom of the table area, there are three buttons: 'Add a Row' (red with a dropdown arrow), 'Edit Selected' (blue), and 'Delete Selected' (blue). At the bottom of the entire interface, there are two buttons: 'Save and resume later' (yellow) and 'Continue Application >' (blue). A red arrow points from the 'Add a Row' button in the screenshot to the close-up image on the left.

**If less than 10 students are being entered, please select only the amount of rows necessary as system will require all fields to be filled.

**There is no limit to the total number of rows that can be added to the Training Roster amendment upload.



RLPS Training Roster Upload: Instructions

- Fill in all required fields
 - Class Date
 - Class Location
 - Class Time
 - ****Student's (Application) RLPS ID number**
 - Score
- Select "Submit" →

The screenshot displays a web form titled "STUDENT INFO" with a close button (X) in the top right corner. The form is divided into two sections, each containing fields for Class Date, Class Location, Class Time, Student's (Application) RLPS ID, First Name, Last Name, and Score. The first entry has a Class Date of 02/02/2019, Class Location of Applebee's, Madison TN, Class Time of 12:00pm to 5:00pm, RLPS ID of 18A-CPER-SER- (blurred), First Name of Judy, Last Name of (blurred), and a Score of 100. The second entry has a Class Date of 03/15/2019, Class Location of Logans Roadhouse, Madis, Class Time of 12:00pm to 5:00pm, RLPS ID of 18A-NPER-SER- (blurred), First Name of sean, Last Name of (blurred), and a Score of 40. At the bottom of the form are "Submit" and "Cancel" buttons. A red arrow points from the "Submit" button in the list to the "Submit" button in the form.

****Enter student's RLPS ID number and hit the "Tab" button on your keyboard. The student's first and last name will auto populate.**

****If the RLPS ID is entered incorrectly, or the ID is already associated with an active server permit, the system will notify you with a red error message.**



RLPS Training Roster Upload: Instructions

- The student information you entered will now be displayed in the Additional Information (Roster) section of your amendment.
- Add more rows if needed, verify all information is correct, then select “Continue application” when you’re ready to submit your class roster.

Step 2: Additional Information > Additional Information * indicates a required field.

Roster

STUDENT INFO

Showing 1-2 of 2

<input type="checkbox"/>	Class Date	Class Location	Class Time	Student's (Application) RLPS ID	First Name	Last Name	Score	Actions
<input type="checkbox"/>	02/02/2019	APPLEBEE'S, MADISON TN	12:00PM TO 5:00OM	18A-NPER-SER-			100	Actions
<input type="checkbox"/>	/15/2019	LOGANS ROADHOUSE, MADISON TN	12:00PM TO 5:00PM	18A-MPER-SER-			40	Actions

Add a Row | **Edit Selected** | **Delete Selected**

Save and resume later | **Continue Application »**

RLPS Training Roster Upload: Instructions

- There are **NO** required documents needed
- Please select “Continue Application”

Step 3: Documents > Documents * indicates a required field.

Attachment

Upload all required documents and properly select a description of what each document is.

The maximum file size allowed is 25 MB.

Action	Name	Type	Size	Latest Update
No records found.				

[Add](#)[Continue Application »](#)

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

RLPS Training Roster Upload: Instructions

- Please review all entered information
- Verify you understand and agree to the statement at the bottom of the page by marking the checkbox below
- Select the “Continue Application” tab.

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.

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

Date: 03/06/2019

Save and resume later

Continue Application »



RLPS Training Roster Upload: Instructions

- Click the “Continue Application” tab in order to pay the Passed Student Fee for the training roster.

Training Roster

1 2 Additional Information 3 Documents 4 Review 5 Pay Fees 6 Record Issuance

Step 5: Pay Fees

Listed below are preliminary fees based upon the information you've entered. Some fees are based on the quantity of work items installed or repaired. Enter quantities where applicable. The following screen will display your total fees.

Amount Due

Fees	Qty.	Amount
Each Student Passed Fee	1	\$15.00

TOTAL FEES
Note: \$15.00

[Continue Application »](#)

****Fees are calculated based off students with passing scores****

RLPS Training Roster Upload: Instructions

- Under Payment, please select either “Pay with Credit Card” or “Pay with Bank Account”.
- After selecting the payment option, fill in all the required fields and select “Submit Payment”

Step 5: Pay Fees

Please fill in all required information. Do not include spaces or special characters when entering the card number.

Payment

The Agency accepts Credit Cards and PIN-less Debit Cards. Select the “Pay with Credit Card” option for both.

Amount to be charged: \$15.00

Pay with Credit Card
 Pay with Bank Account

Credit Card Information:

* Card Type: * Card Number: * Security Code:

* Name on Card: * Exp. Date: /

Credit Card Holder Information:

Auto-fill with

Country:

* Street Address:

* City: * State: * Zip:

* Phone:

E-mail:

Submit Payment »



RLPS Training Roster Upload: Instructions

- You have officially completed the Training Roster upload. If any additional information is required, the user will be notified. Please print and retain a copy of your receipt for your records.

Training Roster

1 2 Additional Information 3 Documents 4 Review 5 Pay Fees 6 Record Issuance

Step 6: 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 19S-EDU-ROS-000095.

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

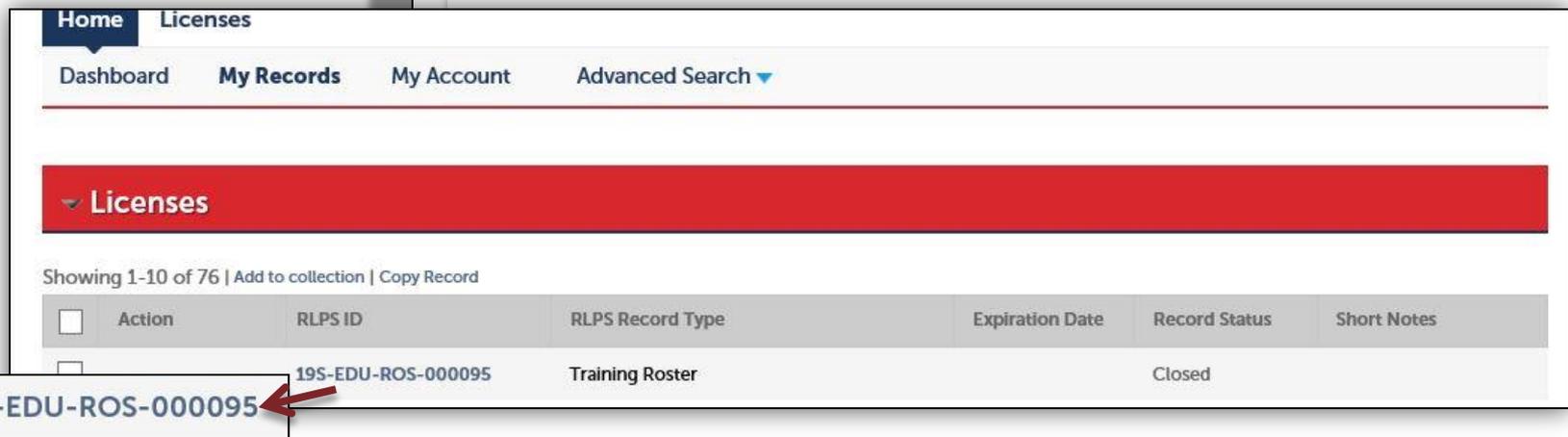
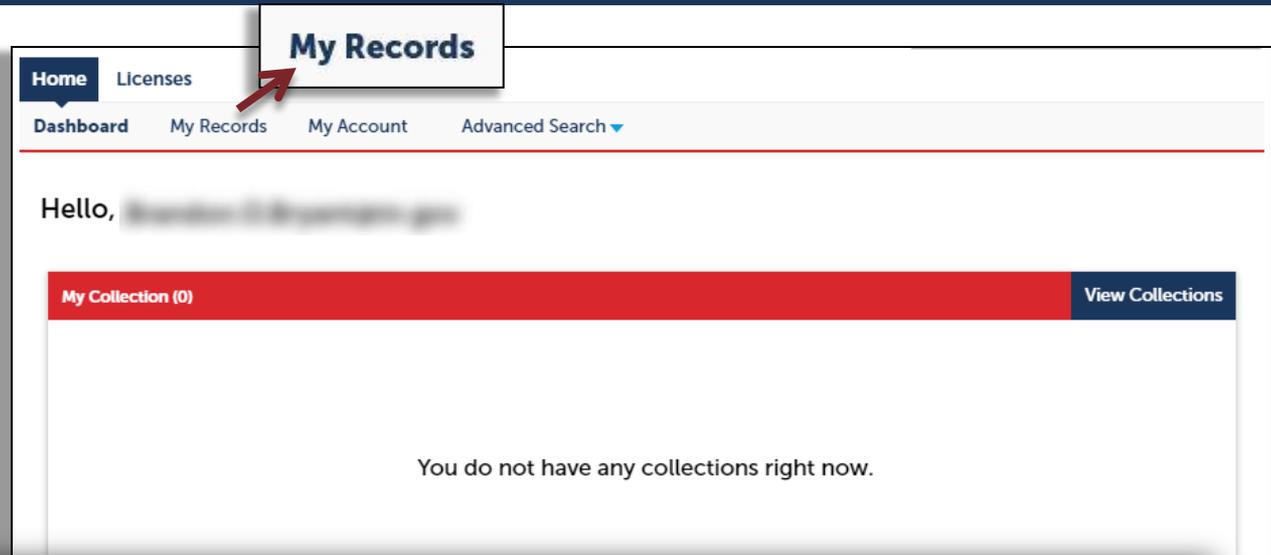
[Print/View Receipt](#)

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

[View Record Details »](#)

RLPS Training Roster Upload: Amendment Review

- To view your amendment after logging in
(1) Select the “My Records” tab, then (2) Click the record number



**** Record will display a “Closed” record status****

RLPS Training Roster Upload: Amendment Review

- By clicking the arrow next to “More Details” you can view the roster and student information for that particular upload.

- ▼ More Details
- ▣ Related Contacts
- ▣ Application Information
- ▣ Application Information Table

Record Details

Licensed Professional:
Provider EDUSTT-1900005

▼ **More Details**

- ▣ **Related Contacts**
- ▣ **Application Information**

ROSTER INFO

Training Program Type:	Server Training
How Many Passed:	1
How Many Failed:	1

- ▣ **Application Information Table**

STUDENT INFO

Class Date:	02/02/2019
Class Location:	APPLEBEE'S, MADISON TN
Class Time:	12:00PM TO 5:00OM
Student's (Application) RLPS ID:	18A-NPER-SER- [REDACTED]
First Name:	[REDACTED]
Last Name:	[REDACTED]
Score:	100

Class Date:	03/15/2019
Class Location:	LOGANS ROADHOUSE, MADISON TN
Class Time:	12:00PM TO 5:00PM
Student's (Application) RLPS ID:	18A-MPER-SER- [REDACTED]
First Name:	[REDACTED]
Last Name:	[REDACTED]
Score:	40



RLPS Training Roster Upload: Amendment Review

- You can also view a list of all roster uploads by (1) selecting the drop-down arrow next to "Related Records", then (2) clicking "Related Records" from the drop-down menu.

The screenshot shows the 'Record 19S-EDU-ROS-000095' page. At the top, there are links for 'Create an Application' and 'Search Existing'. Below this, the record title 'Training Roster' is displayed, along with an 'Add to collection' button. The record status is 'Closed'. There are three tabs: 'Record Info', 'Payments', and 'Education'. A dropdown menu is open under 'Record Info', showing options: 'Record Details', 'Processing Status', 'Related Records', and 'Attachments'. The 'Record Details' option is highlighted in red. Below the tabs, there is a section for 'Licensed Professional' with the provider ID 'EDUSTT-1900005' and a 'More Details' link.

The screenshot shows the 'Related Records' section. It features a 'View Entire Tree' button and a table with columns for 'RLPS ID', 'RLPS Record Type', and a date column. The table lists various records, including the parent record 'EDUSTT-1900005' and several child records with 'View' links.

RLPS ID	RLPS Record Type	
EDUSTT-1900005	Server Training Trainer Certificate	Created from Application # 19A-EDU-STT-000038 02/25/2019 View
19A-EDU-STT-000038	Server Training Trainer Application	02/25/2019 View
19S-EDU-ROS-000041	Training Roster	02/25/2019 View
19S-EDU-ROS-000048	Training Roster	02/25/2019 View
19S-EDU-ROS-000049	Training Roster	02/25/2019 View
19S-EDU-ROS-000050	Training Roster	02/25/2019 View
19S-EDU-ROS-000054	Training Roster	02/25/2019 View
19S-EDU-ROS-000066	Training Roster	02/25/2019 View
19S-EDU-ROS-000070	Training Roster	02/26/2019 View
19S-EDU-ROS-000072	Training Roster	02/26/2019 View
19S-EDU-ROS-000074	Training Roster	02/26/2019 View
19S-EDU-ROS-000075	Training Roster	02/26/2019 View
19S-EDU-ROS-000095	Training Roster	03/13/2019

To open a related record, select the "View" option to the left of the date column.



RLPS Training Roster Upload: Amendment Review

- If you have any questions, please contact our TABC help desk at 615-532-2297.





Thank You