



# Regulatory Licensing and Permitting System (RLPS) Citizen Portal

# RLPS Citizen Portal: Presentation Content

- Citizen Access Document Upload
  - Site address: <https://rlps.abc.tn.gov/citizenaccess/>
  - Required Documents
    - During the Application Process



# RLPS Citizen Portal: Required Documents

- Every record type has its own required documents
  - Verify required documents here:
    - [Required Documents for the TABC RLPS](#)
- Be sure to have all required documents for your application prepared in electronic form before starting the application process.
- You will have to upload all required documents into the system during your application process.
  - The system will be verifying all required documents are loaded
  - Incorrect or missing documents may slow down the application process
- After submission, If there is an issue with a document or the ABC needs additional documentation:
  - You will be contacted by email letting you know
  - You will be directed to log into your RLPS account to review the application and be informed about the requirement
  - You will be able to upload an updated required document into the system



# RLPS Citizen Portal: Document Upload

During the Application process

At the document upload page of your application, click the “Add” button.

### Attachment

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

The maximum file size allowed is 25 MB.

**Required Documents:** Deed/Lease to Applicant Entity, Business Plan/Food Affidavit, Food Menu, Alcohol Dealer Registration Form 5630.5d, Certificate of Registration Sales and Use Tax, Price Schedule for Sale of Alcoholic Beverages, City/County Business License, Certificate of Occupancy (issued by local jurisdiction), Government-Issued Photo Identification.

Action	Name	Type	Size	Latest Update
No records found.				

[Select from Account](#) [Add](#)

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

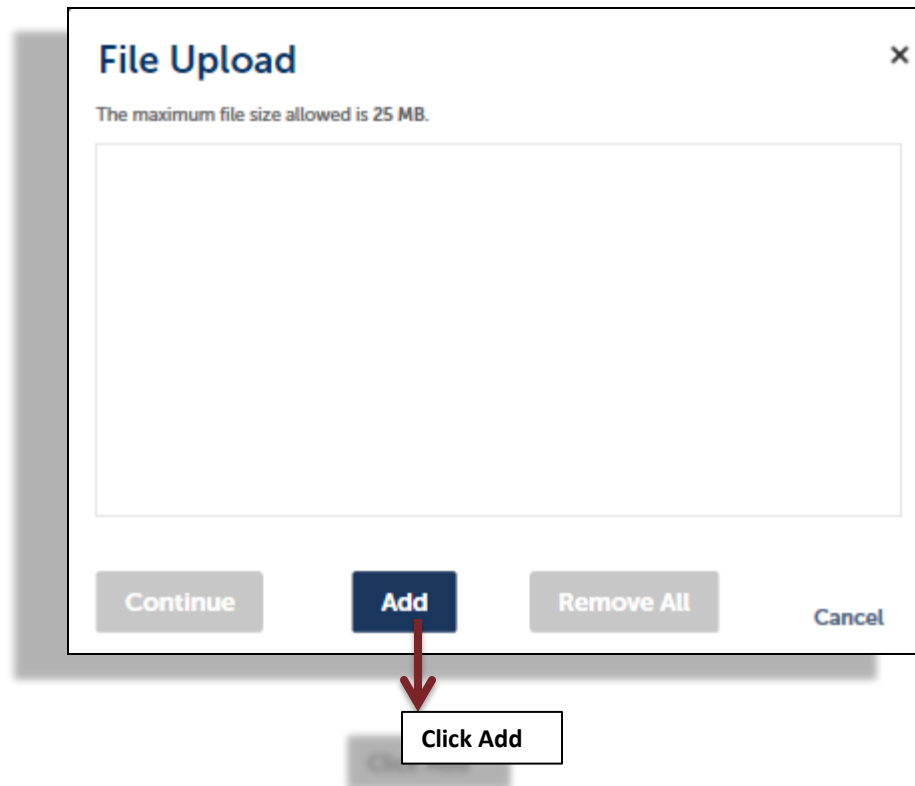
Click to save and exit application

Click to continue



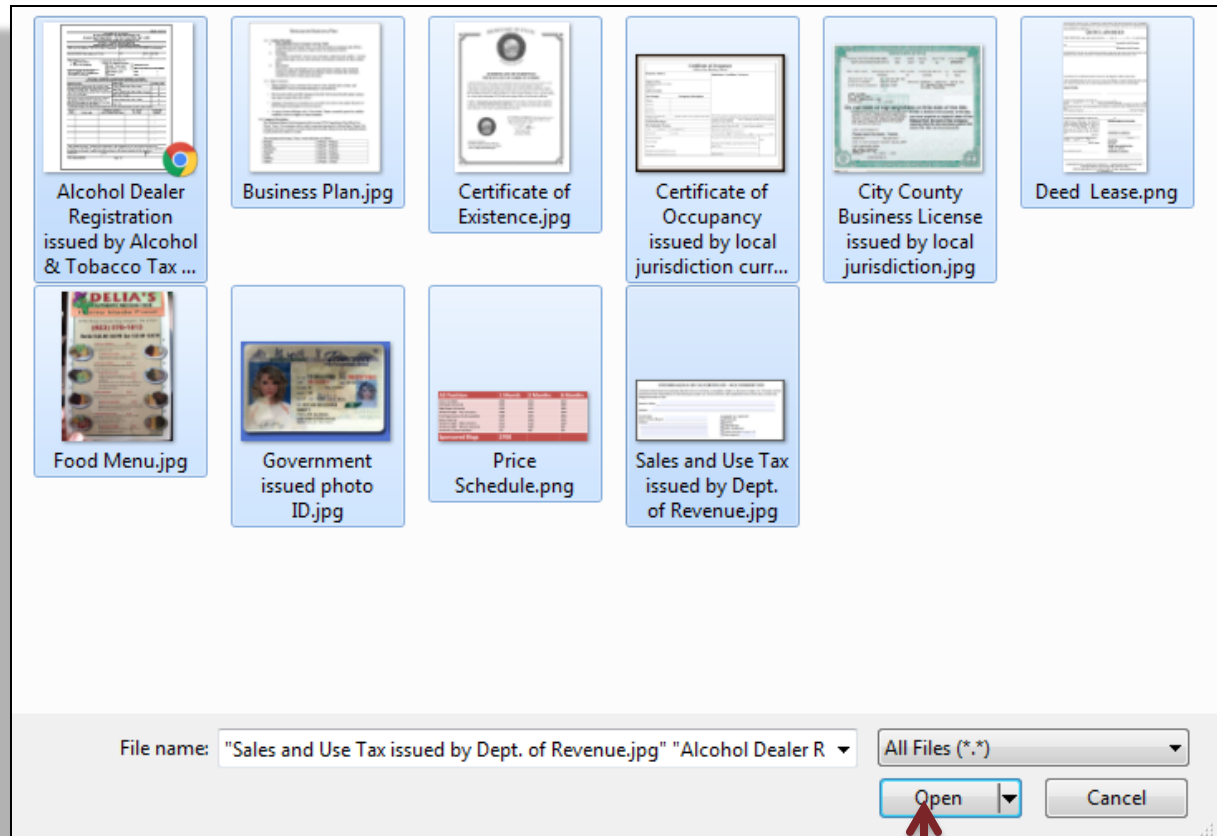
# RLPS Citizen Portal: Document Upload

- Click the add button on the File Upload page



# RLPS Citizen Portal: Document Upload

- Navigate to your file location and select the all the documents to be uploaded. (Hold CTRL to select multiple files at once) Then click Open.

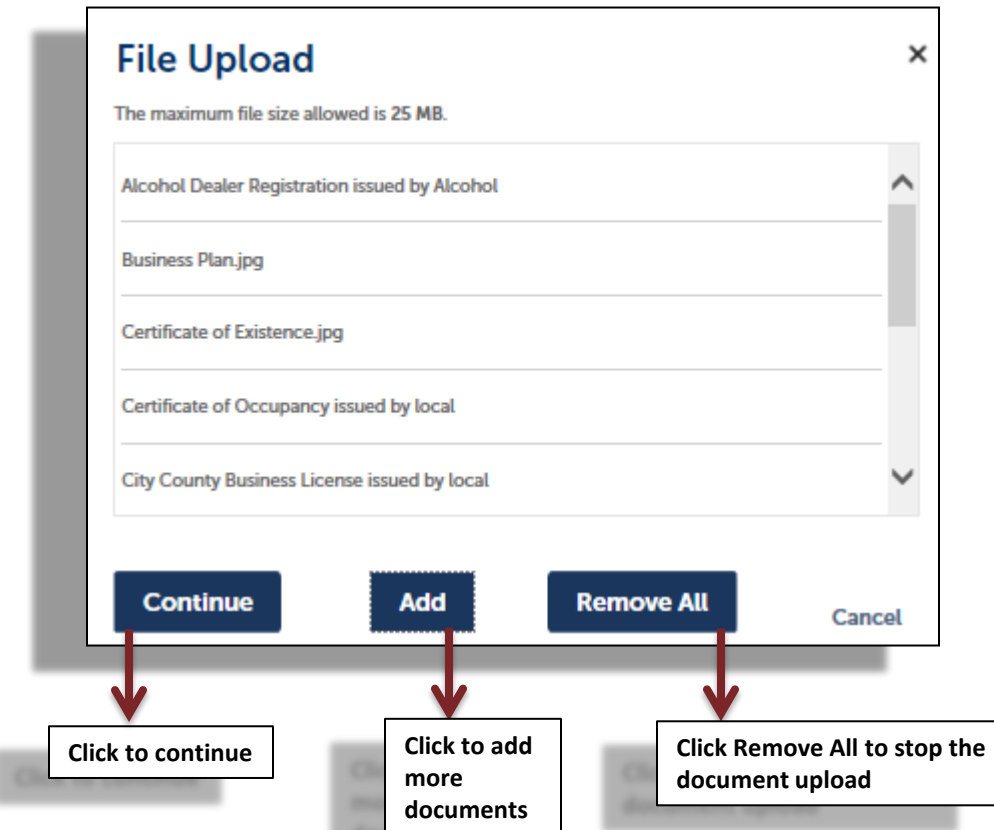


Click Open



# RLPS Citizen Portal: Document Upload

- Click the “Continue” button on the File Upload page when ready



# RLPS Citizen Portal: Document Upload

- For each uploaded file, click the “Type” dropdown box to select the appropriate required document that you are uploading.
- Click the “Save” button to save your uploaded documents then “Continue Application” to move forward.

\*Type: Remove

--Select--

File:  
Government issued photo ID.jpg

Description:

spell check

Save Select from Account Add Remove All

Save and resume later Continue Application >

Click to save and exit application

Click to continue







**Thank You**