



# Regulatory Licensing and Permitting System (RLPS)

## RLPS Issued Record Printing

# RLPS Issued Record Printing Presentation Content

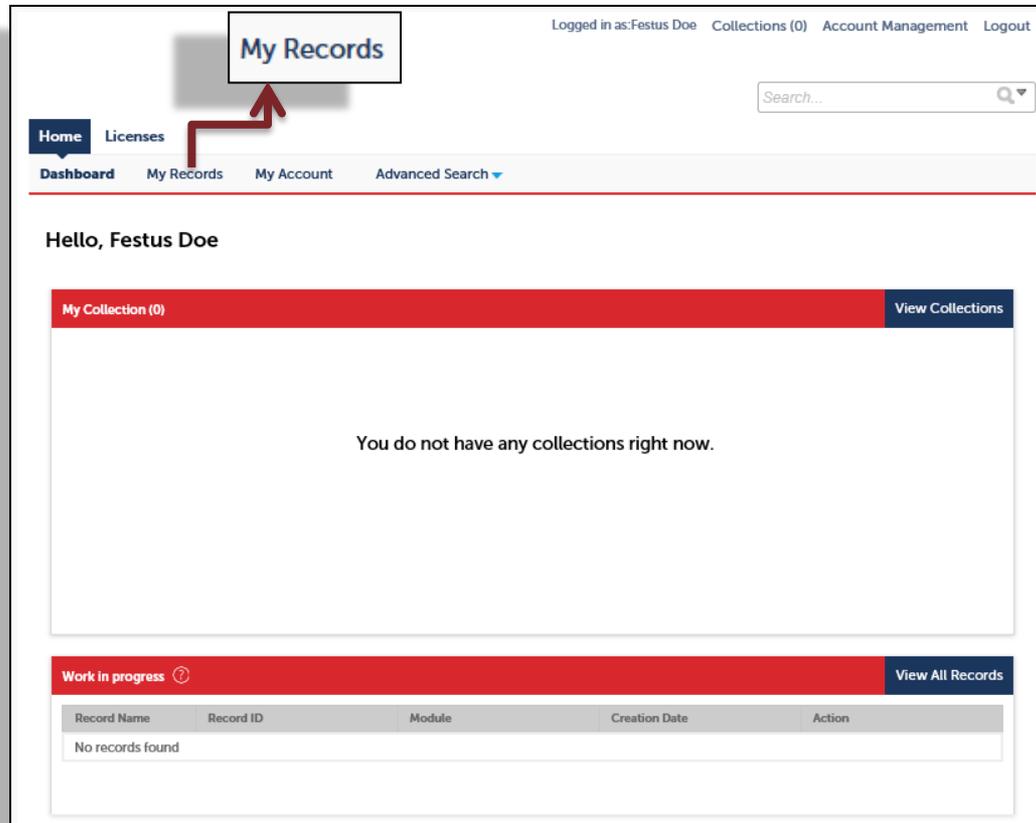
- Citizen Access Issued Record Printing
- Site address: <https://rlps.abc.tn.gov/citizenaccess/>
  - Record Printing

Assumes the following:

- ✓ User is logged into their RLPS account
- ✓ User has created an application
- ✓ User has payed all required fees
- ✓ User application record status is Issued
- ✓ User License, Permit or Certificate record status is Active

# RLPS Issued Record Printing

- Click the “My Records” tab.



The screenshot displays a web application interface for a user named Festus Doe. The user is logged in, and the interface shows a navigation menu with tabs for Home, Licenses, My Records, My Account, and Advanced Search. The 'My Records' tab is highlighted with a red arrow and a box. Below the navigation menu, the user is greeted with 'Hello, Festus Doe'. There are two main sections: 'My Collection (0)' and 'Work in progress'. The 'My Collection (0)' section has a 'View Collections' button and a message: 'You do not have any collections right now.' The 'Work in progress' section has a 'View All Records' button and a table with columns: Record Name, Record ID, Module, Creation Date, and Action. The table currently shows 'No records found'.

Logged in as: Festus Doe Collections (0) Account Management Logout

Search...

Home Licenses

Dashboard My Records My Account Advanced Search

Hello, Festus Doe

My Collection (0) View Collections

You do not have any collections right now.

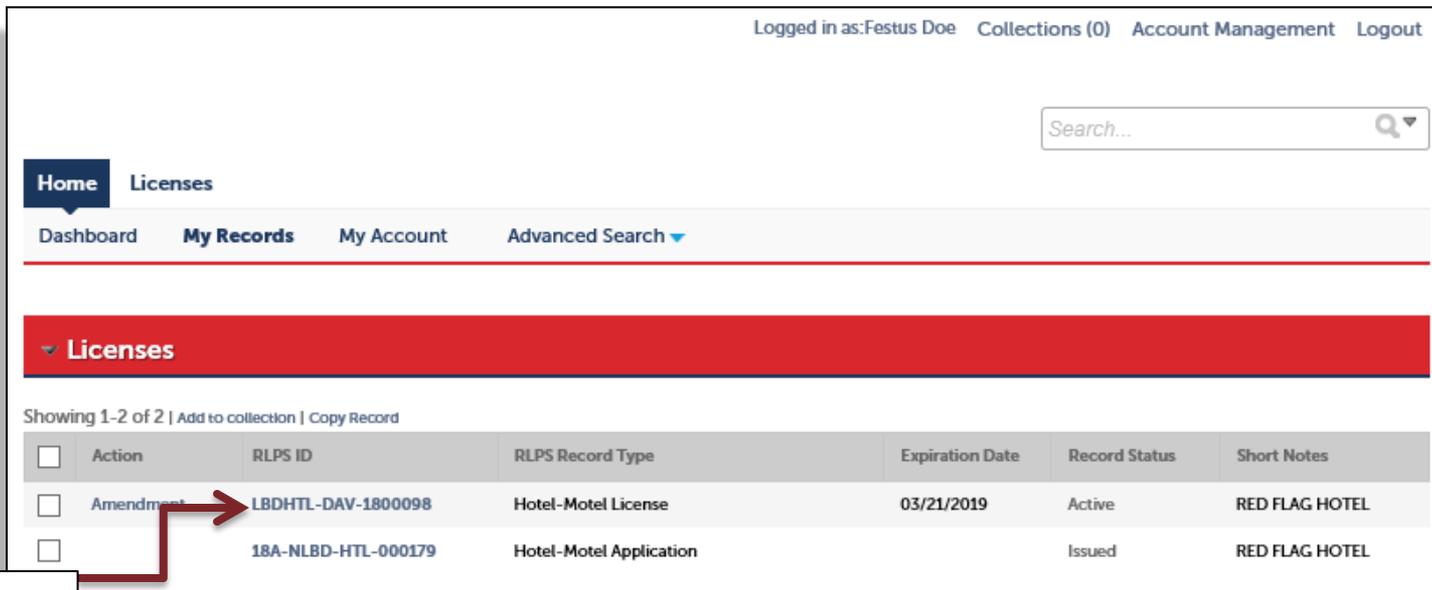
Work in progress View All Records

Record Name	Record ID	Module	Creation Date	Action
No records found				

# RLPS Issued Record Printing

- Click the RLPS ID of the record to print.

**Note:** Be sure to click the **Active** record, not the application.



Logged in as: Festus Doe Collections (0) Account Management Logout

Search...

Home Licenses

Dashboard My Records My Account Advanced Search

Licenses

Showing 1-2 of 2 | Add to collection | Copy Record

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	Short Notes
<input type="checkbox"/>	Amendment	LBDHTL-DAV-1800098	Hotel-Motel License	03/21/2019	Active	RED FLAG HOTEL
<input type="checkbox"/>		18A-NLBD-HTL-000179	Hotel-Motel Application		Issued	RED FLAG HOTEL

Click on the record RLPS ID.

# RLPS Issued Record Printing

- Click the blue “Print or View...” section shown below.

Logged in as: Festus Doe   Collections (0)   Reports (2) ▾   Account Management   Logout

Search...

Home   **Licenses**

Create an Application   Search Existing

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**Record LBDHTL-DAV-1800098:**   Add to collection

**Hotel-Motel License**

**Record Status: Active**  
**Expiration Date: 03/21/2019**

Record Info ▾

**Record Details**

**Print or View: License/Permit/Certificate**

Click the blue “Print or View: License/Permit/Certificate” button.



# RLPS Issued Record Printing

- A document will be displayed showing the RLPS ID of the record with the information that you provided during the application submission.

**Note:**

Your License, Permit or Certificate will display on a separate page.

Use the PDF print function to print the record as needed or save the image to your local machine.





**Thank You**