

The purpose of this documentation is to provide guidance on the use of the Alcohol License Portal (ALP) and process initial registrations (known as phase one).

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How To Log Into The Alcohol Licensing Portal:

1. Go to the ALP Portal and enter your username and password.

GEORGIA.GOV

Frequently Asked Questions Help

Centralized Alcohol Licensing Portal

ALP Web Online message

Username

Password

Log in

[Forgot username or password?](#)

2. Complete the Two Factor Authentication to securely access the system.

Centralized Alcohol Licensing Portal

Home

Verify Security Code

An email with your Centralized Alcohol Licensing Portal security code was sent to j*****@d**.g*.gov. If you don't see the message, check your junk folder for an email from NoReply@dor.ga.gov.

Security Code *

Required

Populate in development environments only.

☐ Trust this device

Required

Didn't receive your code? [Resend](#)

Cancel Confirm



3. If this is your first-time logging into the system, you are required to complete the two factor authentication and update your profile. Enter your profile information.

Centralized Alcohol Licensing Portal

Home

Protect your Centralized Alcohol Licensing Portal profile with two-step verification

Two-step verification is used to better protect your Centralized Alcohol Licensing Portal profile. Once we have it setup you'll be asked to provide a unique security code to verify your identity each time you log in.

Authentication App

Use an authentication app, such as Google Authenticator, to get security codes.

Set Up

Text Message

Receive security codes by text message.

Add Phone

Message and data rates may apply. To stop receiving SMS messages, remove your number above.

Email

Receive security codes by email.

Add Email

Cancel

Confirm

Web Profile

Profile information required

Username

Name

Email

jurisdiction@example.com

Secret Question

Required

Answer

Confirm Answer

Primary Phone Number

Country

USA

Type

Business Phone

Phone Number

Extension

Secondary Phone Number

Country

USA

Type

Documentation

Payment Information

License and Fee

Renewal Questions

Renewal Dates

Registration Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either [https://](#) or [https://](#).

Documentation Name	Documentation URL

Renewal Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee for renewals. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either [https://](#) or [https://](#).

Documentation Name	Documentation URL

Save

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Enter your jurisdiction's details, such as the required documentation necessary to issue a local retail license, detailed information related to submitting a payment to your jurisdiction, the retail license types issued by your jurisdiction with applicable fees, renewal questions if applicable, and renewal dates. Then select **SAVE**.

NOTE: If you do not complete the tabs within this step you may log into the system and refer to the manage my profile tab to update this information. Please see pages 16 through 23 of this document.

Documentation
Payment Information
License and Fee
Renewal Questions
Renewal Dates

Registration Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either [http://](#) or [https://](#).

	Documentation Name	Documentation URL

Renewal Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee for renewals. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either [http://](#) or [https://](#).

	Documentation Name	Documentation URL

Save

How To Retrieve A Username:

NOTE: Primary Usernames were created for all jurisdictions. Please contact the Department for additional details on the primary username or you may utilize the "Forgot Username" request.

1. If you have forgotten your username, please select **Forgot Username or Password**.

Centralized Alcohol Licensing Portal

ALP Web Online message

Username
Password
Log in
Forgot username or password?



2. Select **Forgot Your Username**.

Forgot Password

Reset Your Password

Username *

Required

Instructions to complete the password recovery process will be emailed to you.

Forgot your username?

Cancel

Submit

3. Enter your email address associated with the account and select submit.

Forgot Username

Recover Your Username

Enter your email address *

Required

The username associated to this email address will be emailed to you.

Cancel

Submit

4. You will receive a confirmation for your request and an email will be sent to you with details.

Confirmation

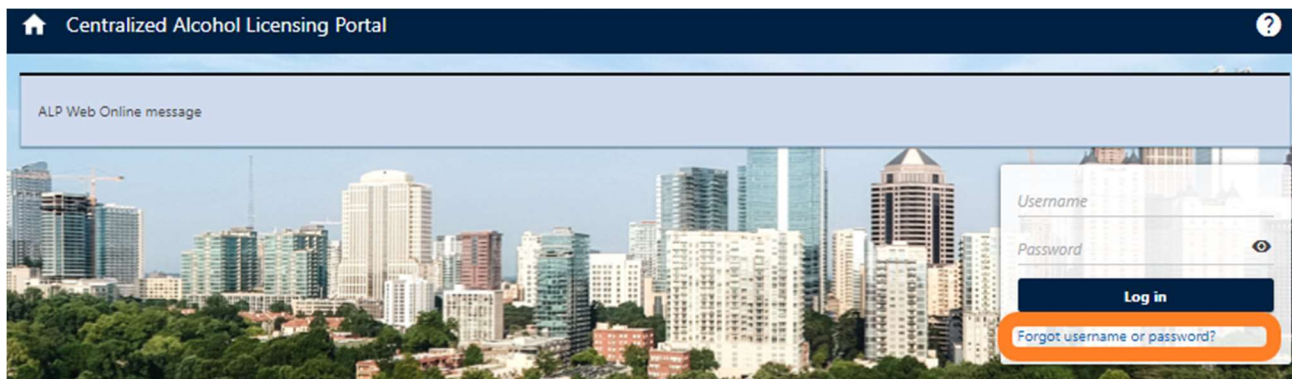
Your username has been emailed to: @dor.ga.gov.

Printable View

OK

How To Reset Your Password:

1. If you have forgotten your password, please select **Forgot Password**.



2. Enter your username and select submit.

Forgot Password

Reset Your Password

Username *

Required

Instructions to complete the password recovery process will be emailed to you.

[Forgot your username?](#)

Cancel
Submit

3. You will be sent a link to reset your password. Follow the instructions provided in the email to reset your password.

Confirmation

If the information you provided matches our records, we will send you a link to reset your password.

Please finish the password recovery steps by following the instructions provided in the email.

Printable View

OK



How To Change Your Password:

1. From the Home Screen, select the **Manage My Profile** link located in the top right corner.

The screenshot shows the 'Centralized Alcohol Licensing Portal' home screen. At the top, there is a dark blue header with a home icon, the portal name, and a user profile icon. Below the header, the user's email 'jurisdiction@example.com' is on the left, and a welcome message with the login date 'Thursday, Jan 19, 2023 10:21:20 AM' is on the right. A 'Manage My Profile' button is highlighted in the top right. The main content area features a search bar and several categorized links: Registrations (Pending, Recent, Case Search), Renewals (Pending, Recent, Renewal Search), Messages (View Messages), Common Tasks (Jurisdiction Transfer), and Submissions (Search Submissions).

2. Locate the “Security” box and Select **Change Password**.

Manage My Profile

ADEL

jurisdiction@example.com

[Profile](#) [Action Center](#) [More...](#)

The screenshot shows the 'Manage My Profile' page. It is divided into two main sections: 'Profile' and 'Security'. The 'Profile' section on the left includes fields for Username, Name, My Email (jurisdiction@example.com), and My Phone Number, each with a corresponding 'Update' or 'Edit' link. The 'Security' section on the right includes a 'Password' field with a 'Last changed January 19' note and a highlighted 'Change Password' button. Below this are sections for 'Secret Question' (No secret question, with an 'Update Your Secret Question' link) and 'Two-Step Verification Settings' (Codes are sent via email, with a 'Change Two-Step Settings' link).



3. Enter details and select **Ok**.

Set your password

Current Password *
Required

New Password *
Required

Confirm Password *
Required

Passwords cannot be reused

Minimum 8 characters

Passwords must contain both letters and numbers

Passwords must contain both uppercase and lowercase letters

Passwords must contain special characters

Cancel OK

4. Once complete, you will receive confirmation of the password update.

Your password has been updated. Please use this new password when you log in next.

OK



How To Add Secondary Logons:

NOTE: Only primary logons can add secondary logons.

1. From the Home Screen, select the [Manage My Profile](#) link located in the top right corner.

The screenshot shows the 'Centralized Alcohol Licensing Portal' home screen. At the top, there is a dark blue header with a home icon, the portal name, and a user profile icon. Below the header, the user's email 'jurisdiction@example.com' is on the left, and a welcome message with the login time 'Thursday, Jan 19, 2023 10:21:20 AM' and a 'Manage My Profile' button is on the right. A search bar with the placeholder 'What are you looking for?' is below the header. The main content area is divided into five sections: 'Registrations' (with links for Pending, Recent, and Case Search), 'Renewals' (with links for Pending, Recent, and Renewal Search), 'Messages' (with a View Messages link), 'Common Tasks' (with a Jurisdiction Transfer link), and 'Submissions' (with a Search Submissions link).

2. Locate the “More” tab and select the [Manage Secondary Logons](#) hyperlink under the “My Users” box.

The screenshot shows the 'Profile' and 'Security' settings page. The 'Profile' section on the left includes fields for Username, Name, Update Name, My Email (jurisdiction@example.com), Change Email, My Phone Number, Edit Phone Number, Additional Attributes, and Change Additional Attributes. The 'Security' section on the right includes Password (Last changed January 19, Change Password), Secret Question (No secret question, Update Your Secret Question), Two-Step Verification Settings (Codes are sent via email, Change Two-Step Settings), and a 'More...' button at the top right.



Profile Action Center ¹ More...

Q What are you looking for?

My Users

Manage users who work for me.

> Manage Secondary Logons

Submissions

Search for previous submissions.

> Search Submissions

Messages

View messages I've received from the agency.

> View Messages

Activity

View my activity on e-Services.

> View Activity

3. Select **Add**.

Secondary Logons

You can create and manage logons that only have access to act on your behalf to perform tasks.

Secondary Logons

Logons

Username	Name	Email	Access Type
----------	------	-------	-------------

There are no logons.

Add

Filter

4. Enter the details to create a logon for additional staff and select **Next**. Confirm access setting and select **Submit**.

< Secondary Logons

Add Access

Access Settings

Create a Logon for Someone Else

Username *

Required

Name *

Required

Email *

Required

Confirm Email *

Required

Type of Access

Secondary

Secondary Logons

- Perform work on your behalf.
- May only have access to customers and accounts that you have access to.
- Will lose access to customers and accounts that you lose access to.
- Will have their logons cancelled when your logon is cancelled.
- Can have their access managed for all customers and accounts.

The Secondary has access to submit requests on the ALP Portal, but cannot update required documents or create additional web logons.

Cancel

Previous

Next

< Secondary Logons

[Add Access](#)
[Access Settings](#)

Security Groups
[Select All](#)
[Select None](#)

☒ Secondary
 Access to submit requests on the ALP Portal, but cannot update required documents or create additional web logons.

[Cancel](#)
[Previous](#)
[Submit](#)


- You will receive confirmation that the secondary user has been provided instructions for access.


 has been given Secondary access to log in. A confirmation email will be sent to@dor.ga.gov with further instructions.

[OK](#)

How To Deactivate Secondary Logons:


- From the Home Screen, select the [Manage My Profile](#) link located in the top right corner.

[Home](#) Centralized Alcohol Licensing Portal 


jurisdiction@example.com

 Welcome,
 You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)


[More...](#)


Registrations
 Registrations


- > Pending Registrations
- > Recent Registrations
- > Case Search


Renewals
 Renewals


- > Pending Renewals
- > Recent Renewals
- > Renewal Search


Messages
 View messages I've received from the agency.

- > View Messages


Common Tasks
 Common Tasks

- > Jurisdiction Transfer


Submissions
 Search for previous submissions.

- > Search Submissions



2. Select “More” tab and select the [Manage Secondary Logons](#) hyperlink under the “My Users” box.

Profile Action Center **More...**

Profile

Username

Name

[Update Name](#)

My Email
jurisdiction@example.com
[Change Email](#)

My Phone Number

[Edit Phone Number](#)

Additional Attributes
[Change Additional Attributes](#)

Security

Password
Last changed January 19
[Change Password](#)

Secret Question
No secret question
[Update Your Secret Question](#)

Two-Step Verification Settings
Codes are sent via email
[Change Two-Step Settings](#)

Profile Action Center **More...**

What are you looking for?

My Users

Manage users who work for me.

[Manage Secondary Logons](#)

Submissions

Search for previous submissions.

[Search Submissions](#)

Messages

View messages I've received from the agency.

[View Messages](#)

Activity

View my activity on e-Services.

[View Activity](#)

3. Select the appropriate logon hyperlink to deactivate.

Secondary Logons

You can create and manage logons that only have access to act on your behalf to perform tasks.

Secondary Logons

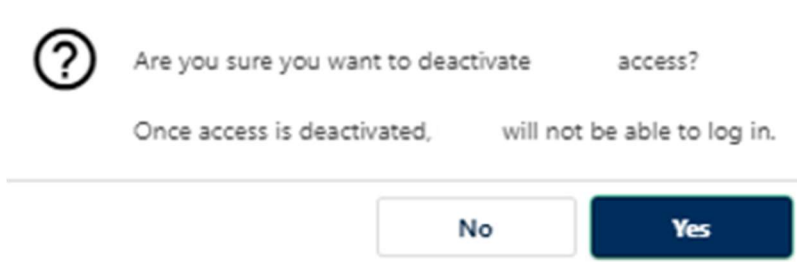
Logons				Add	Filter
Username	Name	Email	Access Type		
115		@dor.ga.gov	Secondary		



- On the right menu, select the [Deactivate Access](#) hyperlink.



- Confirm your request.



- You will receive confirmation that the access was deactivated.





How To Reactivate Secondary Logons:

1. From the Home Screen, select the **Manage My Profile** link located in the top right corner.

The screenshot shows the 'Centralized Alcohol Licensing Portal' home screen. At the top, there is a dark blue header with a home icon, the text 'Centralized Alcohol Licensing Portal', and a user profile icon. Below the header, the user's email 'jurisdiction@example.com' is on the left, and a welcome message 'Welcome, You last logged in on Thursday, Jan 19, 2023 10:21:20 AM' is on the right. A 'Manage My Profile' button is highlighted with an orange box. Below the header is a search bar with the placeholder text 'What are you looking for?'. The main content area is divided into five sections: 'Registrations' (with links for Pending Registrations, Recent Registrations, and Case Search), 'Renewals' (with links for Pending Renewals, Recent Renewals, and Renewal Search), 'Messages' (with a link for View Messages), 'Common Tasks' (with a link for Jurisdiction Transfer), and 'Submissions' (with a link for Search Submissions).

2. Select “**More**” tab and select the **Manage Secondary Logons** hyperlink under the “**My Users**” box.

The screenshot shows the 'Profile' and 'Security' settings page. The 'Profile' section on the left includes fields for Username, Name, Update Name, My Email (jurisdiction@example.com), Change Email, My Phone Number, Edit Phone Number, Additional Attributes, and Change Additional Attributes. The 'Security' section on the right includes Password (Last changed January 19, Change Password), Secret Question (No secret question, Update Your Secret Question), and Two-Step Verification Settings (Codes are sent via email, Change Two-Step Settings). The 'More...' tab is highlighted with an orange box.



Profile Action Center ¹ More...

Q What are you looking for?

My Users

Manage users who work for me.

> Manage Secondary Logons

Submissions

Search for previous submissions.

> Search Submissions

Messages

View messages I've received from the agency.

> View Messages

Activity

View my activity on e-Services.

> View Activity

3. Select the appropriate logon hyperlink you wish to reactivate.

Secondary Logons

You can create and manage logons that only have access to act on your behalf to perform tasks.

Secondary Logons

Logons

Add

Filter

Username	Name	Email	Access Type
testlogon		@dor.ga.gov	Secondary

4. On the right side, select the **Reactivate Access** link.

< Secondary Logons

Secondary Logon

Secondary

testlogon

Deactivated 19-Jan-2023

Settings Activity


Security Groups

☒ Secondary

> Reactivate Access



5. Confirm your request.

 Are you sure you want to reactivate access?

No

Yes


How To Enter Additional Required Documentation In ALP:


1. From the Home Screen, select the [Manage My Profile](#) link located in the top right corner.

Centralized Alcohol Licensing Portal


Welcome,
jurisdiction@example.com
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

[More...](#)


 What are you looking for?

**Registrations**
Registrations


[Pending Registrations](#)
[Recent Registrations](#)
[Case Search](#)

**Renewals**
Renewals


[Pending Renewals](#)
[Recent Renewals](#)
[Renewal Search](#)

**Messages**
View messages I've received from the agency.

[View Messages](#)

**Common Tasks**
Common Tasks

[Jurisdiction Transfer](#)

**Submissions**
Search for previous submissions.

[Search Submissions](#)



2. Select **Change Additional Attributes**.

Manage My Profile

jurisdiction@example.com

Profile Action Center ¹ More...

<div><p> Profile</p><p>Username</p><p>Name</p><p>Update Name</p><p>My Email</p><p>jurisdiction@example.com</p><p>Change Email</p><p>My Phone Number</p><p>Edit Phone Number</p><p>Change Additional Attributes</p></div>	<div><p> Security</p><p>Password</p><p>Last changed January 19</p><p>Change Password</p><p>Secret Question</p><p>No secret question</p><p>Update Your Secret Question</p><p>Two-Step Verification Settings</p><p>Codes are sent via email</p><p>Change Two-Step Settings</p></div>
---	---

3. Select the **“Documentation”** tab.

Documentation	Payment Information	License and Fee	Renewal Questions	¹ Renewal Dates
----------------------	---------------------	-----------------	-------------------	----------------------------

Registration Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either [http://](#) or [https://](#).

	Documentation Name	Documentation URL
<input type="checkbox"/>		

Renewal Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee for renewals. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either [http://](#) or [https://](#).

	Documentation Name	Documentation URL
<input type="checkbox"/>		

Save



4. Enter the document name and URLs/links where the document can be located.

Documentation

Payment Information

License and Fee

Renewal Questions

Renewal Dates

Registration Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either <http://> or <https://>.

Documentation Name	Documentation URL

5. Select **Ok**.

Documentation

Payment Information


License and Fee

Renewal Questions

Renewal Dates

Registration Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either <http://> or <https://>.

Documentation Name	Documentation URL
 × Test	https://dor.georgia.gov/

Renewal Documents

Please provide a list of any additional documents required to be submitted by the applicant/licensee for renewals. Also provide the URL (link or hyperlink) to the documents. A valid URL must begin with either <http://> or <https://>.

Documentation Name	Documentation URL

Cancel

OK



How To Enter Payment Information In ALP:

1. From the Home Screen, select the [Manage My Profile](#) link located in the top right corner.

The screenshot shows the 'Centralized Alcohol Licensing Portal' home screen. At the top, there is a dark blue header with a home icon and the text 'Centralized Alcohol Licensing Portal'. On the right side of the header is a user profile icon. Below the header, the user's email 'jurisdiction@example.com' is displayed on the left, and a welcome message 'Welcome, You last logged in on Thursday, Jan 19, 2023 10:21:20 AM' is on the right. A 'Manage My Profile' button is highlighted with an orange border. Below this is a search bar with the placeholder text 'What are you looking for?'. The main content area is divided into five sections: 'Registrations' (with links for Pending Registrations, Recent Registrations, and Case Search), 'Renewals' (with links for Pending Renewals, Recent Renewals, and Renewal Search), 'Messages' (with a link for View Messages), 'Common Tasks' (with a link for Jurisdiction Transfer), and 'Submissions' (with a link for Search Submissions).

2. Select [Change Additional Attributes](#).

Manage My Profile

The screenshot shows the 'Manage My Profile' page. At the top, the user's email 'jurisdiction@example.com' is displayed. Below this is a navigation bar with 'Profile', 'Action Center' (with a red notification badge), and 'More...'. The main content area is divided into two sections: 'Profile' and 'Security'. The 'Profile' section contains fields for Username, Name, Update Name, My Email (jurisdiction@example.com), Change Email, My Phone Number, Edit Phone Number, and a highlighted 'Change Additional Attributes' button. The 'Security' section contains fields for Password (Last changed January 19, Change Password), Secret Question (No secret question, Update Your Secret Question), Two-Step Verification Settings (Codes are sent via email, Change Two-Step Settings).



3. Select the “Payment Information” tab.

Change Additional Attributes



Documentation

Payment Information

License and Fee

Renewal Questions

Renewal Dates

Payment Method(s) Accepted:

☐ In Person

☐ Online Payment

Please provide an address and the best contact phone number for your jurisdiction. Also provide payment instructions and/or payment links for applicants/licensees to submit local licensing fees.

A valid URL must begin with either `http://` or `https://`.

Phone Number:

Cancel

OK

4. Select the payment options for your jurisdiction: In person, online, and/or mail-in and provide detailed payment information.

NOTE: If the payment method selected is **In Person or Mail-in**, you will be required to enter the address where the applicant can make an in-person or mail payment. If the payment method is **Online Payment**, please provide the appropriate URL/link to your payment processing site. Also include the URL/link to the payment instructions page, if applicable.

Documentation

Payment Information

License and Fee

Renewal Questions

Renewal Dates

Payment Method(s) Accepted:

☒ In Person

☒ Online Payment

Please provide an address and the best contact phone number for your jurisdiction. Also provide payment instructions and/or payment links for applicants/licensees to submit local licensing fees.

A valid URL must begin with either `http://` or `https://`.

Phone Number:

Address:

Payment Instructions URL:

Required for In Person Payment Method

Payment URL:

Cancel

OK



5. Select **Ok**.

Change Additional Attributes



Documentation

Payment Information

License and Fee

Renewal Questions

Renewal Dates

Payment Method(s) Accepted:

☐ In Person

☐ Online Payment

Please provide an address and the best contact phone number for your jurisdiction. Also provide payment instructions and/or payment links for applicants/licensees to submit local licensing fees.

A valid URL must begin with either <http://> or <https://>.

Phone Number:

Cancel

OK

How To Enter License Types and Fees In ALP:

1. From the Home Screen, select the **Manage My Profile** link located in the top right corner.

Centralized Alcohol Licensing Portal

Welcome,
jurisdiction@example.com
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

More...

What are you looking for?

Registrations

Registrations

[Pending Registrations](#)
[Recent Registrations](#)
[Case Search](#)

Renewals

Renewals

[Pending Renewals](#)
[Recent Renewals](#)
[Renewal Search](#)

Messages

View messages I've received from the agency.

[View Messages](#)

Common Tasks

Common Tasks

[Jurisdiction Transfer](#)

Submissions

Search for previous submissions.

[Search Submissions](#)

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2. Select **Change Additional Attributes**.

Manage My Profile

jurisdiction@example.com

[Profile](#) [Action Center](#) 1 [More...](#)



Profile

Username

Name

[Update Name](#)

My Email
jurisdiction@example.com

[Change Email](#)

My Phone Number

[Edit Phone Number](#)

[Additional Attributes](#)

[Change Additional Attributes](#)

Security

Password

Last changed January 19

[Change Password](#)

Secret Question

No secret question

[Update Your Secret Question](#)

Two-Step Verification Settings

Codes are sent via email

[Change Two-Step Settings](#)

3. Select the “**License and Fee**” tab.

[Documentation](#) [Payment Information](#) [License and Fee](#) [Renewal Questions](#) [Renewal Dates](#)

Initial Registration Fees

Please provide a list of the retail alcohol license types and fees issued by your jurisdiction. *

(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

	Required	License / Fee Type	No Fee Associated	Fee Amount	Comments
	<input type="checkbox"/>		<input type="checkbox"/>		

Renewal Fees

Please provide a list of the renewal retail alcohol license types and fees issued by your jurisdiction.

(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

	Required	License / Fee Type	No Fee Associated	Fee Amount	Comments
	<input type="checkbox"/>		<input type="checkbox"/>		

[Cancel](#) [OK](#)



4. Enter license types and the associated fees. Please provide detailed information regarding prorated fees, if applicable.

Note: The required column is only to be checked if the fee(s) is applicable to any license type. For example, if each license type must pay a required application processing fee, then you would list the name of the fee, fee amount, and check required. Every applicant will see that the fee is automatically charged at the end of the Georgia Tax Center registration. Do not check the box for specific license types (e.g. consumption beer/wine, retail beer/wine, and etc.). If done so this will disallow the applicant to choose which license they are requesting from your jurisdiction.

[Documentation](#) [Payment Information](#) [License and Fee](#) [Renewal Questions](#) [Renewal Dates](#)

Initial Registration Fees

Please provide a list of the retail alcohol license types and fees issued by your jurisdiction.
(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

	Required	License / Fee Type	No Fee Associate	Fee Amount	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consumption on Premise Beer and Wine	<input type="checkbox"/>	50.00	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

Renewal Fees

Please provide a list of the renewal retail alcohol license types and fees issued by your jurisdiction.
(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

	Required	License / Fee Type	No Fee Associate	Fee Amount	Comments
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

Cancel

OK

5. Select **Ok**.

[Documentation](#) [Payment Information](#) [License and Fee](#) [Renewal Questions](#) [Renewal Dates](#)

Initial Registration Fees

Please provide a list of the retail alcohol license types and fees issued by your jurisdiction.
(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

	Required	License / Fee Type	No Fee Associate	Fee Amount	Comments
<input checked="" type="checkbox"/>	<input type="checkbox"/>	Consumption on Premise Beer and Wine	<input type="checkbox"/>	50.00	
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

Renewal Fees

Please provide a list of the renewal retail alcohol license types and fees issued by your jurisdiction.
(Note: Do not list license types for Manufacturers, Wholesalers, Importers or Brokers.)

	Required	License / Fee Type	No Fee Associate	Fee Amount	Comments
<input type="checkbox"/>	<input type="checkbox"/>		<input type="checkbox"/>		

Cancel

OK



How To Conduct A Registration Case Search:

1. From the Home Screen Locate the “**Registrations**” box.

jurisdiction@example.com

Welcome,
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

[More...](#)

What are you looking for?

Registrations

Registrations

- > Pending Registrations
- > Recent Registrations
- > Case Search

Renewals

Renewals

- > Pending Renewals
- > Recent Renewals
- > Renewal Search

Messages

View messages I've received from the agency.

- > View Messages

Common Tasks

Common Tasks

- > Jurisdiction Transfer

Submissions

Search for previous submissions.

- > Search Submissions

2. Select the **Case Search** Hyperlink.

jurisdiction@example.com

Welcome,
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

[More...](#)

What are you looking for?

Registrations

Registrations

- > Pending Registrations
- > Recent Registrations
- > Case Search

Renewals

Renewals

- > Pending Renewals
- > Recent Renewals
- > Renewal Search

Messages

View messages I've received from the agency.

- > View Messages

Common Tasks

Common Tasks

- > Jurisdiction Transfer

Submissions

Search for previous submissions.

- > Search Submissions



3. Enter your desired criteria (at least one is required to generate the search). Once entered select **Generate**.

Note: This function is limited to a 6-month interval unless other search criteria is entered.

Case Search

Please complete one of the fields below to search for registration cases. If the date fields are not completed, the search will be limited to the last 6-month period. After search criteria has been inputted, select "Search" to populate results.

Case # Required	Confirmation # Required
Taxpayer ID Type Required	
Taxpayer Name Required	
Submitted From Required	Submitted Through Required
<input type="button" value="Search"/>	

How To Complete A Jurisdiction Transfer Request:

1. From the Home Screen Locate the “Common Tasks” box.

Centralized Alcohol Licensing Portal

Welcome,
jurisdiction@example.com
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

More...

What are you looking for?

Registrations

Registrations

[Pending Registrations](#)
[Recent Registrations](#)
[Case Search](#)

Renewals

Renewals

[Pending Renewals](#)
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Common Tasks

Common tasks

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[Search Submissions](#)



2. Select the **Jurisdiction Transfer** Hyperlink.

Centralized Alcohol Licensing Portal

jurisdiction@example.com

Welcome,
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[Manage My Profile](#)

[More...](#)

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Common Tasks

- > Jurisdiction Transfer

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Search for previous submissions.

- > Search Submissions

3. Enter the details to transfer a case.

[Jurisdiction Transfer](#)

If an applicant has erroneously selected your jurisdiction, you may transfer the application to the correct jurisdiction. To transfer one or more cases to a single jurisdiction, complete the required fields and select the case(s) to be transferred.

Transfer to:

Jurisdiction Type *

Required

Select case(s) to transfer: No cases selected.

Filter

Transfer	Name	Confirmation #	ID	State / Local Status
<input type="checkbox"/>	TEST ALCOHOL			RETAIL SP / LP

Cancel

< Previous

Next >



4. Select the case you wish to transfer.

Jurisdiction Transfer

Case Selection

If an applicant has erroneously selected your jurisdiction, you may transfer the application to the correct jurisdiction. To transfer one or more cases to a single jurisdiction, complete the required fields and select the case(s) to be transferred.

Transfer to:

Jurisdiction Type *

Required ▼

Select case(s) to transfer:

No cases selected.

Filter

Transfer	Name	Confirmation #	ID	State / Local Status
<input type="checkbox"/>	TEST ALCOHOL			RETAIL SP / LP

Cancel

< Previous **Next** >

5. Select **Next**.

Case Selection

If an applicant has erroneously selected your jurisdiction, you may transfer the application to the correct jurisdiction. To transfer one or more cases to a single jurisdiction, complete the required fields and select the case(s) to be transferred.

Transfer to:

Jurisdiction Type ▼

COUNTY

County ▼

Select case(s) to transfer:

Filter

Transfer	Name	Confirmation #	ID	State / Local Status
<input checked="" type="checkbox"/>	TEST ALCOHOL			RETAIL SP / LP

Cancel

< Previous **Next** >



6. Review your request.

Jurisdiction Transfer

✓

➤

Case Selection

Review and Submit

Submitting this request will transfer the below case(s) from your jurisdiction to the selected jurisdiction. Please review the details before submitting. Once this request is complete, the case(s) will no longer be accessible for your viewing.

Transferring the following case(s):

Name	Confirmation #	ID	State / Local Status
TEST ALCOHOL			RETAIL SP / LP

To the following jurisdiction:

County:

Cancel

< Previous

Submit

7. Select **Submit**.

Jurisdiction Transfer

✓

➤

Case Selection

Review and Submit

Submitting this request will transfer the below case(s) from your jurisdiction to the selected jurisdiction. Please review the details before submitting. Once this request is complete, the case(s) will no longer be accessible for your viewing.

Transferring the following case(s):

Name	Confirmation #	ID	State / Local Status
TEST ALCOHOL			RETAIL SP / LP

To the following jurisdiction:

County:

Cancel

< Previous

Submit



How To View Initial Pending Applications:

1. On the home page, select the **Pending Registrations** hyperlink located within the “Registrations” box to display all registration cases for your review.

jurisdiction@example.com

Welcome,
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

[More...](#)

What are you looking for?

Registrations
Registrations

- > Pending Registrations**
- > Recent Registrations
- > Case Search

Renewals
Renewals

- > Pending Renewals
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Common Tasks

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NOTE: Selecting the Legal Business Name hyperlink provides additional customer information

Pending Registrations

Submitted	Name	Confirmation #	State Status		
20-Jan-2023	TEST ALCOHOL		PENDING	View Documents	Submit License

< ALP Pending Registrations

Registrant Information

Submitted: 20-Jan-2023

Case #

Confirmation #

ID Type: FEIN

ID

Address: 1800 CENTURY BLVD NE ATLANTA GA 30345-3204

Name: TEST ALCOHOL

Email: @dor.ga.gov

Phone Type: Business Phone

Phone Number



2. Select the **View Documents** hyperlink to view the DOR Alcohol Application PDF, Required Documentation, and State Background Information, if applicable.

Pending Registrations

Submitted	Name	Confirmation #	State Status		
20-Jan-2023	TEST ALCOHOL		PENDING	View Documents	Submit License

NOTE: You may open the PDFs by selecting the applicable link. The DOR Alcohol Application PDF will indicate what the applicant entered on the Georgia Tax Center application. It will provide the year in which they are requesting the license, the license type they requested from the state (which may differ from your license type names), which license type they are requesting from your jurisdiction, officer details, and much more.

< ALP Pending Registrations

Registration Attachments

When	File Name
20-Jan-2023	DOR Alcohol License Application.pdf
20-Jan-2023	ATT17.pdf

How To Approve An Initial Application:

1. Upon selecting the **Pending Registrations** hyperlink, locate the appropriate case to approve.

Pending Registrations

Submitted	Name	Confirmation #	State Status		
20-Jan-2023	TEST ALCOHOL		PENDING	View Documents	Submit License

2. Select the **Submit License** hyperlink.

Pending Registrations

Submitted	Name	Confirmation #	State Status		
20-Jan-2023	TEST ALCOHOL		PENDING	View Documents	Submit License



3. Answer **Yes** to the approval question.

Alcohol License Review

Approve/Deny

Would you like to approve this license?

4. Enter the license type, license number, attach a copy of the license, and then select **NEXT**.

Approve/Deny License Upload

1. Submit the license type and license number

You must include at least one license *

License Type	License Number

2. Attach the local alcohol license(s)

Allowed file types are .tiff, .tif, .png, .pdf, .doc, and .docx.

*

Attachments

Type	Name	Description	Size
There are no attachments.			

5. Review your request and select **Submit**.

Alcohol License Review

Approve/Deny License Upload Attachment Summary

Please review your changes and attachments before submitting

Your Case ID is

You are approving this registration case.

Attachments

You have included 1 license and attached 1 document.



How To Deny An Initial Application:

1. Upon selecting the [Pending Registrations](#) hyperlink, locate the appropriate case to deny.

Pending Registrations

Submitted	Name	Confirmation #	State Status		
20-Jan-2023	TEST ALCOHOL		PENDING	View Documents	Submit License

2. Select the [Submit License](#) hyperlink.

Pending Registrations

Submitted	Name	Confirmation #	State Status		
20-Jan-2023	TEST ALCOHOL		PENDING	View Documents	Submit License

3. Select **No** and provide the reason(s) the license was denied, then select **NEXT**.

Alcohol License Review

➤

Approve/Deny

Would you like to approve this license?

No

Yes

Why is this license getting denied? *

Required

Cancel

< Previous

Next >

4. Review your request and select [Submit](#).

Alcohol License Review

✔

➤

Approve/Deny

License Denial

Case

will be denied for: Test denial

Cancel

< Previous

Submit



How To Modify A License:

NOTE: This request can be used to change the status of a license from approved to denied or denied to approved. You may also submit a license that has been updated or corrected (e.g., a suite number has been added to the address)

1. Locate and select the **Recent Registrations** hyperlink under the “**Registrations**” box.

jurisdiction@example.com

Welcome,
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

[More...](#)

What are you looking for?

Registrations
Registrations

- > Pending Registrations
- > **Recent Registrations**
- > Case Search

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Renewals

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Common Tasks

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- > Search Submissions

2. Locate the case to be modified and select the **Modify License** hyperlink. (Note: You may filter by name, but if the case is more than 30 days old, you will need to utilize the case search feature).

Recent Registrations					
Submitted	Name	Confirmation #	State / Local Status		
20-Jan-2023	TEST ALCOHOL		PENDING / DENIED	View Documents	Modify License



3. Make the appropriate changes and select **NEXT**.

Fig.1 Changing status of the license from denied to approved.

Modify Alcohol License

➤

Modify License: 1-157-332-992

Should this license be approved locally?

No

Yes

Would you like to submit additional documentation?

No

Yes

Reason for changing approval status:

Test Reason

*A new local license must be uploaded if approving a previously denied case.

Cancel

< Previous

Next >

Fig.2 Changing the status of the license from approved to denied. Reason for denial is required.

Modify Alcohol License

➤

Modify License:

Should this license be approved locally?

No

Yes

Would you like to submit additional documentation?

No

Yes

Reason for changing approval status:

Test denial

Cancel

< Previous

Next >



4. Review your request and select **Submit**.

Fig.1 Confirm approval of license. Note you will need to attach a copy of the local license before submission.

Modify Alcohol License

✓

✓

➤

Modify License: Submit Additional Documentation Confirm & Submit

Please review your changes and attachments before submitting

You are approving Case ID:

Reason for change: test alcohol

Attachments

You have included 1 license and attached 1 document.

Cancel

< Previous

Submit

Fig.2 Confirm denial of license

Modify Alcohol License

✓

➤

Modify License: Confirm & Submit

Please review your changes and attachments before submitting

You are denying Case ID:

Reason for change: Test denial

Cancel

< Previous

Submit



How To View Your Submissions:

On the home page, select the [Search Submissions](#) hyperlink located within the “Submissions” box.

jurisdiction@example.com

Welcome,
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

[More...](#)

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Submissions

Search for previous submissions.

[Search Submissions](#)

Pending Tab (A copy of the local license or a denial of the local license that **has** been submitted but pending processing in the system); and

Processed Tab (An approval or denial of a local license that has been submitted and processed).

Submissions

Submissions are things you have submitted online for processing. Common examples include returns and payments.

jurisdiction@example.com

Submissions older than 12 months can be found using the search.

[Pending](#) [Processed](#)

Submissions

Filter

Date	Title	Name	Account	Account ID	Period
20-Jan-2023	Modify Alcohol License				



How To View Correspondence:

On the home page, select [View Messages](#) located within the “Messages” box.

jurisdiction@example.com

Welcome,
You last logged in on Thursday, Jan 19, 2023 10:21:20 AM
[Manage My Profile](#)

[More...](#)

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> [View Messages](#)

Common Tasks

Common Tasks

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Submissions

Search for previous submissions.

- > [Search Submissions](#)

You may select the blue hyperlink to open the unread message.

Messages

Messages older than 12 months can be found using the search.

jurisdiction@example.com

[Inbox](#) [Outbox](#) [Archived](#) [Search](#)

Messages

[Archive All](#)

Date	Subject	Name	Account Type	Account ID	Period	
19-Jan-2023	e-Services Password Changed					Archive
19-Jan-2023	e-Services Password Changed					Archive