



Trainer Name: _____

Class Date: _____

RLPS Application Steps for TABC Permit

1. <https://rlps.abc.tn.gov/citizenaccess/>
2. If you do not have an account, you must register – Click on New Users: Register for an Account (located under the password box). Follow the instructions to create an account. You must log in after creating the account, the site does not log you in automatically (scroll to the bottom to find the log in button).
3. If you already have an account, enter E-Mail and Pass word, click Log in.
4. Click Licenses tab. (next to the Home tab).
5. You will be provided with an acknowledgement to review.
6. Once you have reviewed the text, click to check this box and click to continue application.
7. Click the arrow beside permit icon and select server permit application.
8. Click continue application.
9. Permits and Licenses – Click continue application.
10. Contact Information – Enter your contact information –Click add new.
11. All data fields with a * are required.
12. Under employment information answer the required questions and click submit when you are finished.
13. At the bottom of the form you should see your mailing address from previous screen. If not, click add a contact address then enter the information. If it is correct, click continue.
14. Click continue application.
15. Application Information page – after filling out information click continue application.
16. Documents – you need to upload a valid Id – to upload, click add button, hit add one more time and select your Id from the desktop. Then click continue once attachment has been added to the application.

17. Click save.
18. Click continue application.
19. On this page review the information is correct. Once you have reviewed the text click to check this box and click to continue application.
20. Pay fees – click continue application.
21. Enter Credit card number and billing address.
22. Click submit payment.
23. You will receive confirmation your application has been completed.
At any point in the application process, you can select the yellow Save and Resume Later button to save your progress, so you do not lose the information you have already entered.

How to Schedule Your TABC Class

1. You must have already registered an account and completed your application before you can schedule a class.
2. If you are not already logged in, log in to your account.
3. Click the home button.
4. Click the my records tab.
5. Click on RPLS on the application – this will show the status of your application.
6. Click the education tab, then click class details.
7. Click schedule an examination.
8. Select Alcohol Awareness training – then click continue.
9. You can search for a class by trainer, location or date.
10. Once you selected your class of choice click continue.
11. On this screen you will see the class you have registered for.
12. Click confirm.
13. You will now see this course listed in the scheduled section of this page.
14. Select Actions on the right side of the listing if you need to reschedule or cancel your attendance at this class.

How to create an account in RLPS video: https://youtu.be/rYJ2sz_pjfo

How to apply for a server permit in RLPS video: <https://youtu.be/dIikI04DCXs>

If you have problems you can call the TABC Nashville office at 615-741-1602 to be directed to the RLPS Help Desk.