Kentucky Alcoholic Beverage Control Licensing Portal Applicant\Licensee User Guide (Request or Apply)





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### **Install Google Chrome**

To ensure optimum performance please download and install the Google Chrome Browser. The Google Chrome browser has been tested thoroughly and you may experience issues with other browsers such as Mozilla Firefox.

- 1. Navigate to <a href="https://www.google.com/chrome/">https://www.google.com/chrome/</a> and install the latest Chrome browser by selecting "Download Chrome".
- 2. Follow the on-screen prompts to install the Google Chrome browser.





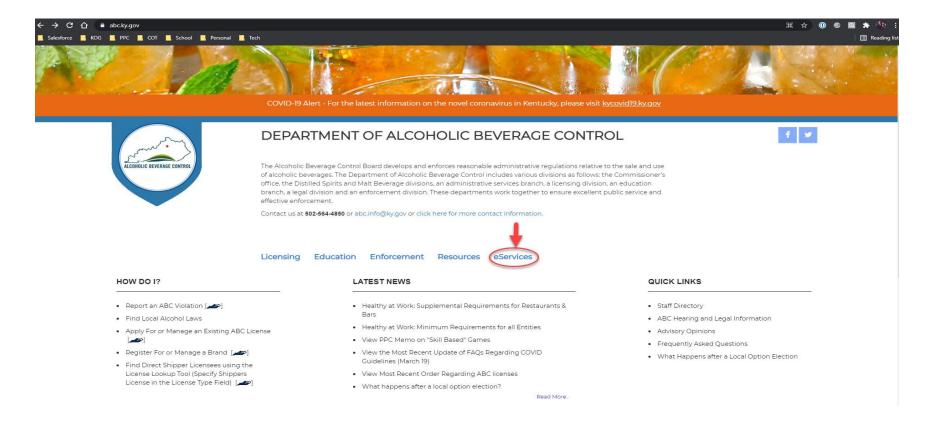
# **Existing Applicant\Licensee with KOG Login Account**

If you had an account in the previous Salesforce portal, then logging in should be familiar.

1. Navigate to **abc.ky.gov** and select **eServices**.







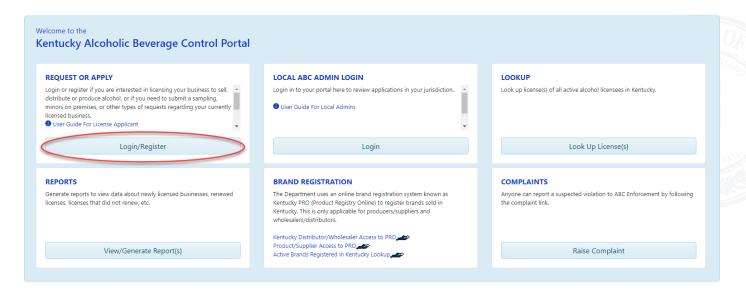
2. Click on the Login\Register button within the REQUEST OR APPLY tile.







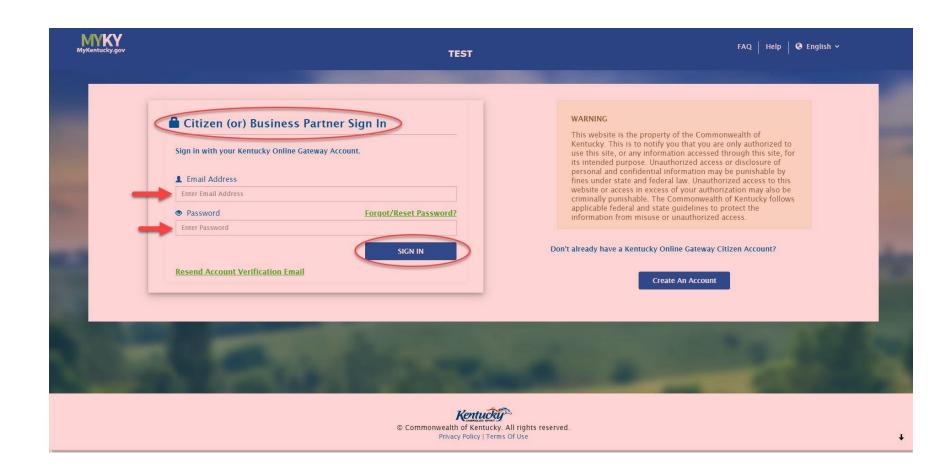




3. A screen will appear that looks like the below. Ensure that you are logging in as a **Citizen (or) Business Partner Sign In**. Enter your email address and password you set up with the Kentucky Online Gateway (KOG) and select **SIGN IN**.





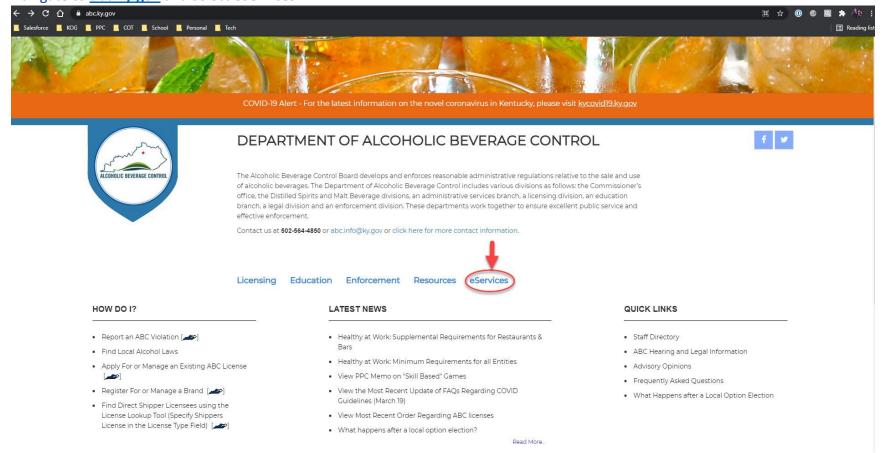






### New Applicant\Licensee without KOG Logon Account

1. Navigate to abc.ky.gov and select eServices

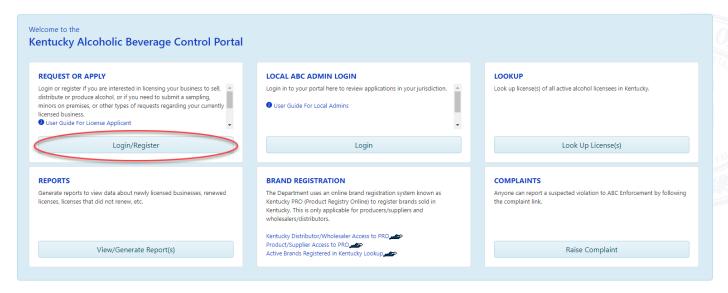






2. Click on the Login\Register button within the REQUEST OR APPLY tile.

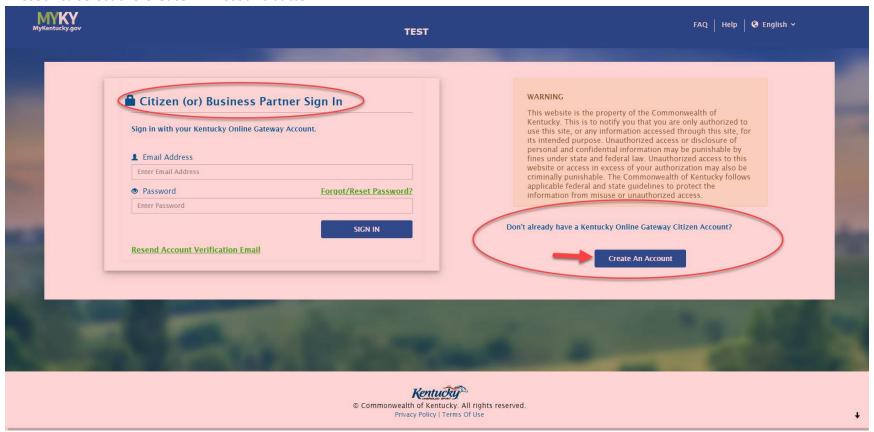








3. A screen will appear that looks like the below. Ensure that you are seeing the Citizen (or) Business Partner Sign In text on the left of your screen. On the right of your screen under Don't already have a Kentucky Online Gateway Citizen Account? select the Create An Account button.







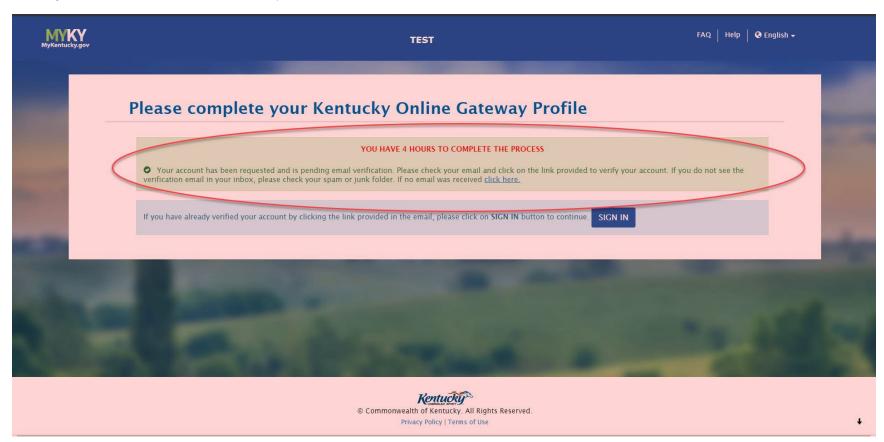
4. When prompted with the below screen enter all necessary information to create your Kentucky Online Gateway (KOG) account. Once all needed information is provided, select the **SIGN UP** button. Once successfully created, this login will provide you access to the Kentucky Alcoholic Beverage Control (ABC) Licensing Portal.







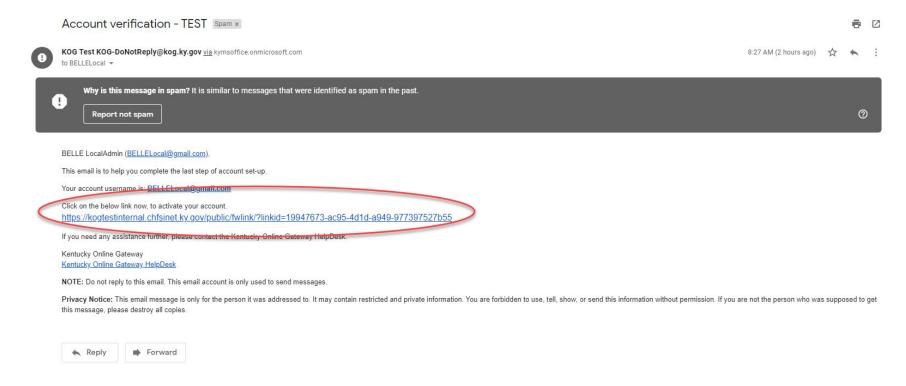
5. Next you will see the below screen stating that you have 4 hours to verify your account via email verification. (You can safely exit out of this browser window.)







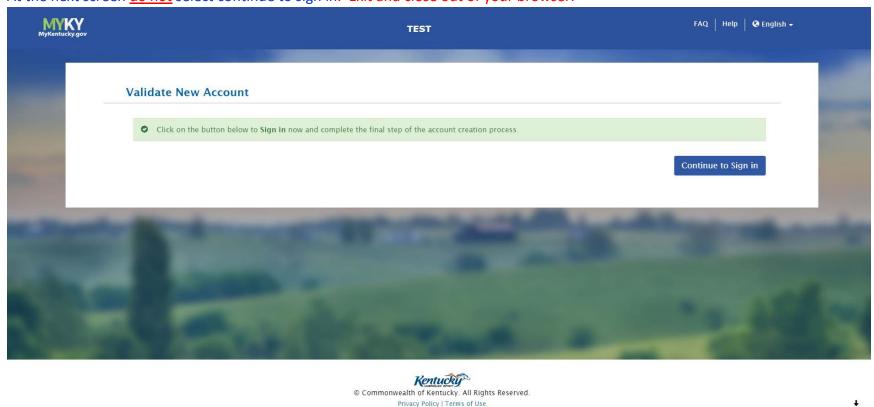
6. Once you receive the email, example provided below, click the link to activate your account. Please be sure to check your SPAM folder as this email may be tagged as SPAM.







7. At the next screen do not select continue to sign in. Exit and close out of your browser.



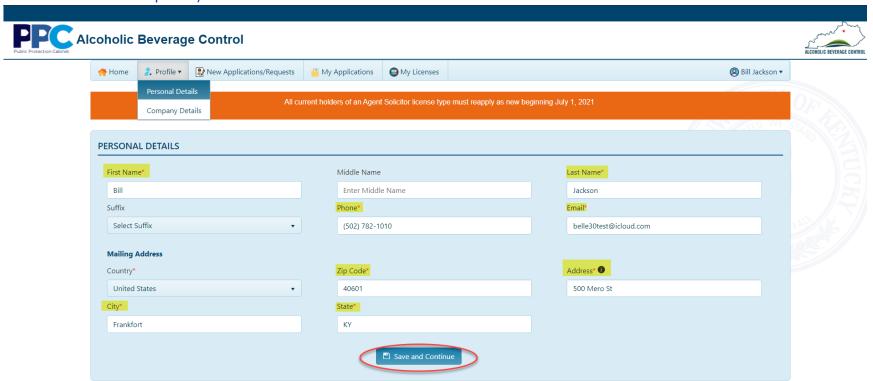
8. Lastly, continue logging in as an Existing Applicant\Licensee with KOG Login Account as outlined in pages 3-6 above.





#### **Profile – Personal Details**

1. Once logged in you will see the Profile tab and the below PERSONAL DETAILS screen that will need to be completed. (Fields marked with a \* are required.)

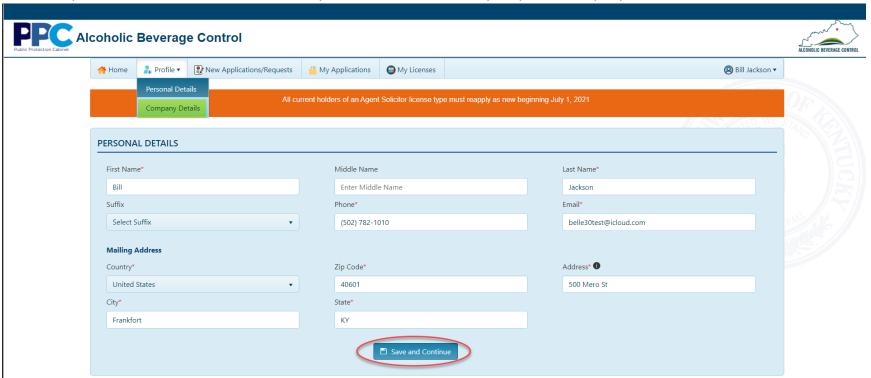






# **Profile – Company Details – Add Company**

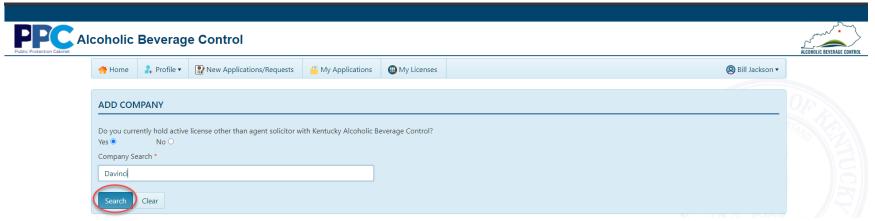
1. Under the profile tab under COMPANY DETAILS. you will now need to add your parent company.



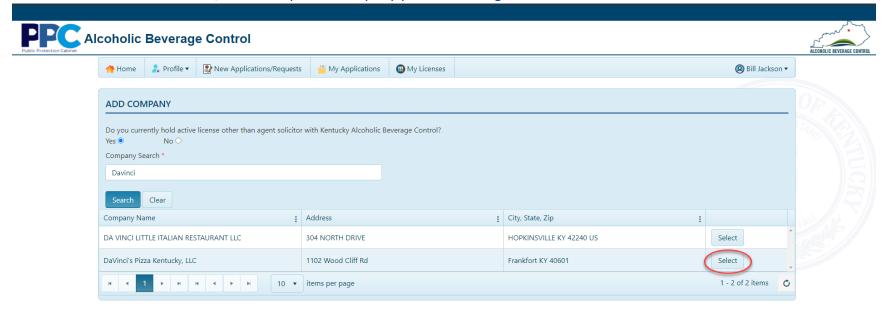




2. If you selected "Yes" you will be prompted to search for the parent Company. If you currently hold an active license other than agent solicitor with the Kentucky Department of Alcoholic Beverage Control, select "Yes" if not select "No".



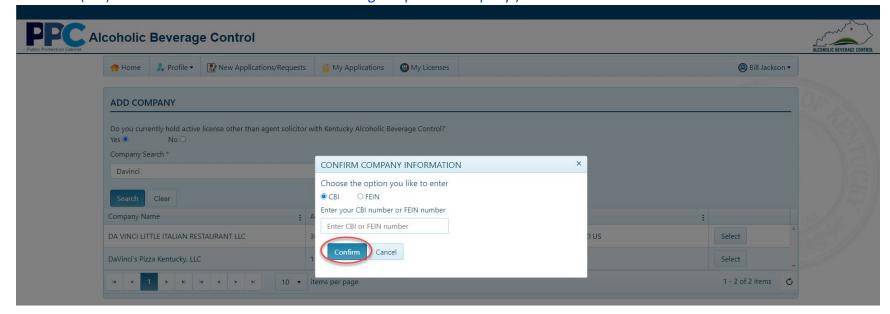
3. A list of results will be returned, select the parent company you are wishing to add.





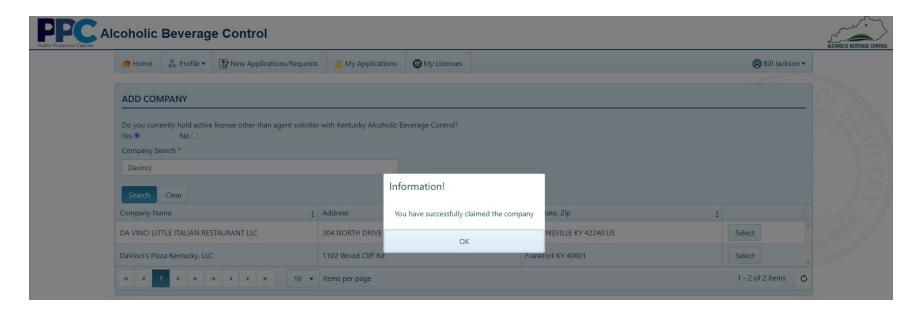


4. Next you will be prompted to provide your CBI number or FEIN number and select "Confirm". If the information entered is correct you will receive a notification message that your parent company has been added. (The Commonwealth Business Identifier (CBI) is the most accurate method of claiming the parent company.)





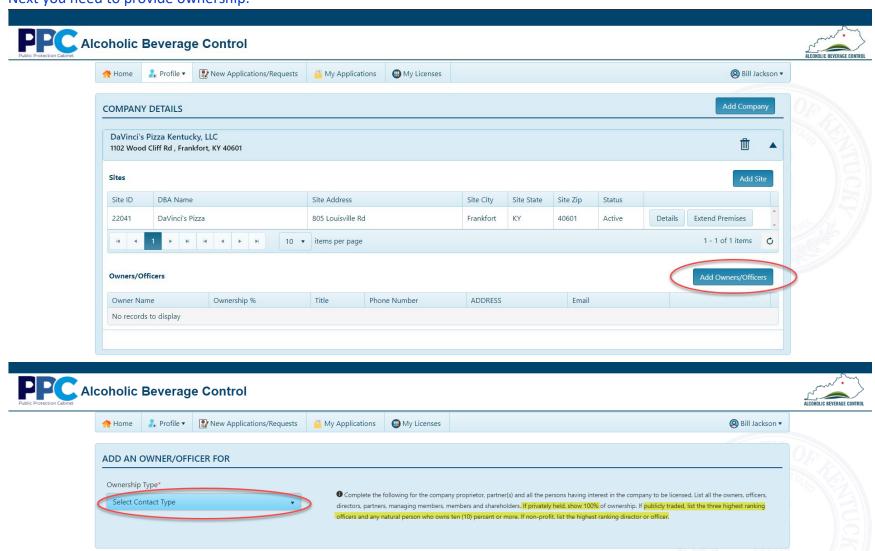








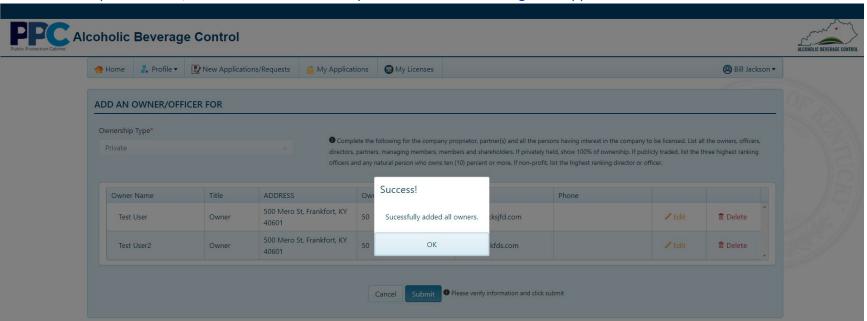
5. Next you need to provide ownership.







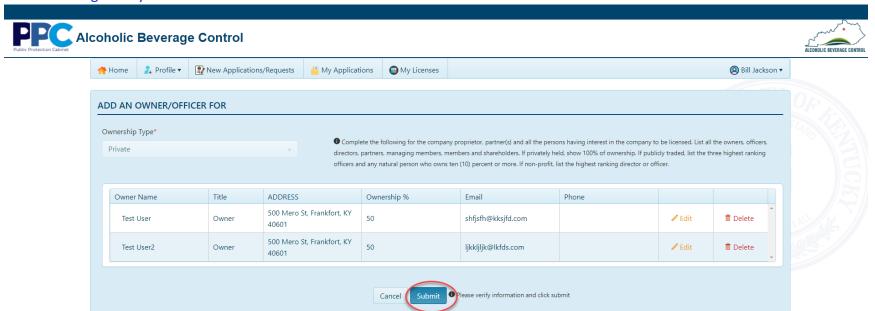
6. Once all the required owner/officer information is complete a "Success!" message will appear.







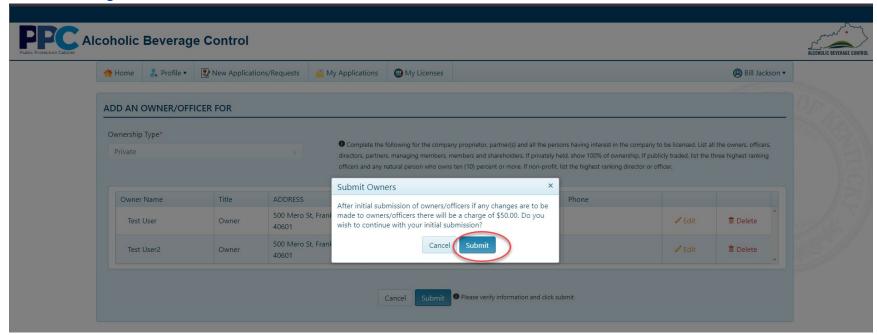
7. After selecting "OK" you will then click the "Submit" button.







8. Once you select submit a notification will appear stating that after initial submission if you wish to change there will be an additional charge.



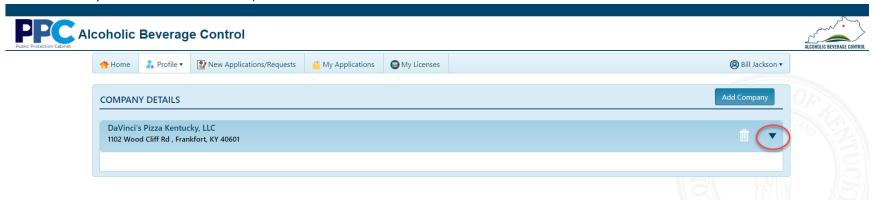




### **Profile – Company Details-Add Site**

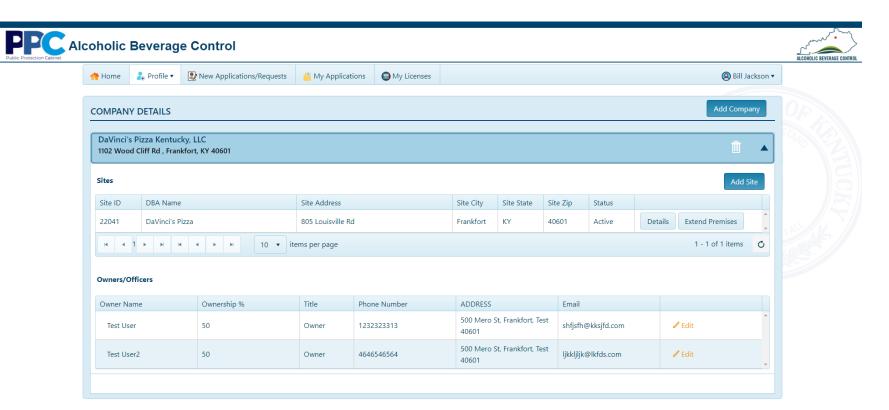
To add a site, you must be in the "Company Details" page and the parent company must have already been added.

1. Once in the Company Details page select the down arrow next to the company name to show more details. (If you already have sites they will show here as well.)





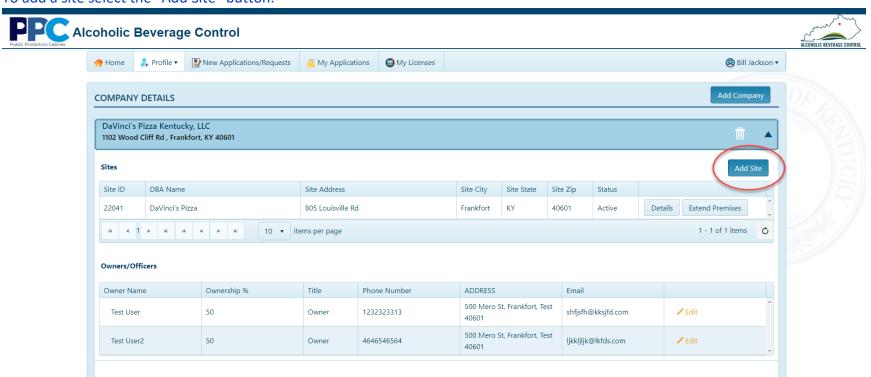








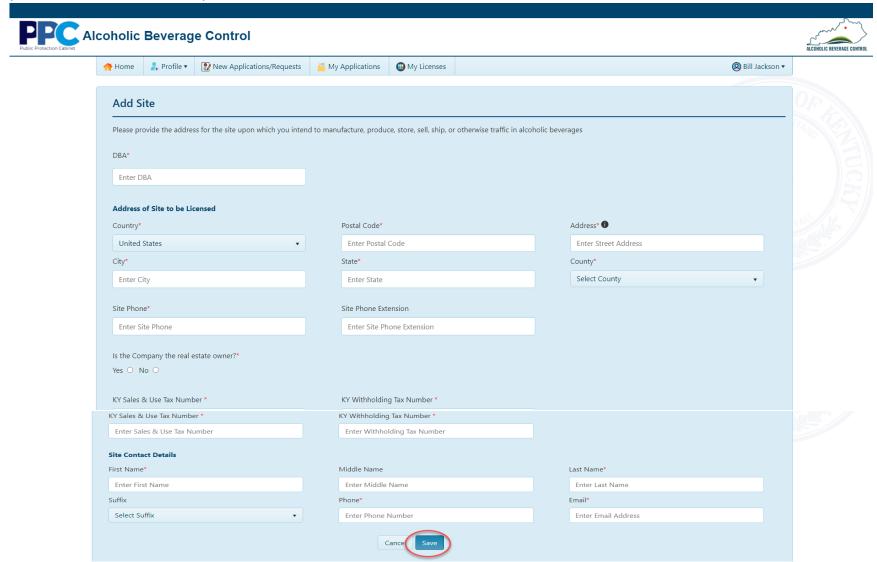
2. To add a site select the "Add Site" button.







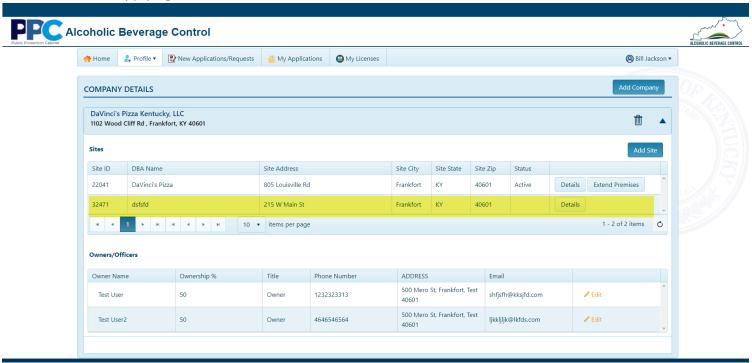
3. Next you will be asked to provide details for your new site. Note: You cannot have two sites at the same physical address. If you have suite addresses, they can be used.







4. Once your site is successfully added you will see it added under the parent company. Please make note of your site id as you will need it when applying.



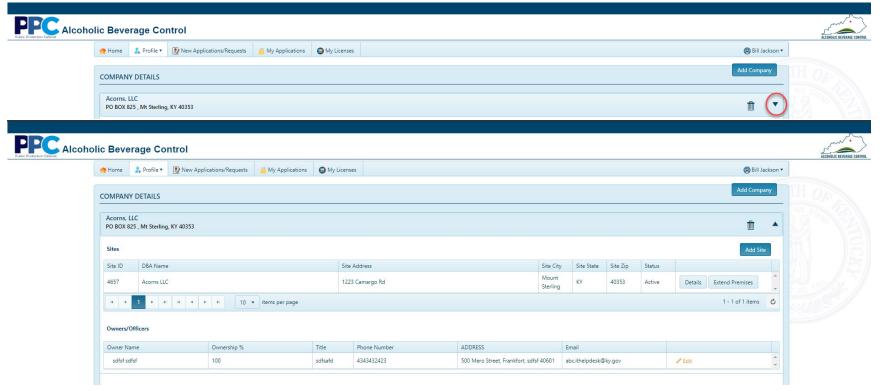




### **Profile – Company Details-Extend Premises**

If you wish to submit and extension of premises, you must be in the "Company Details" page and the parent company must have already been added.

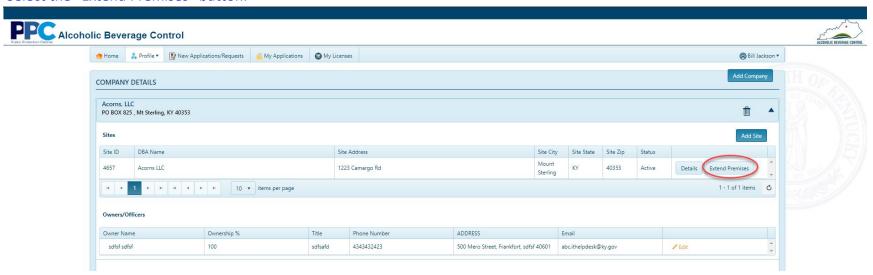
1. Once in the Company Details page select the down arrow next to the company name to show more details. (If you already have sites they will show here as well.)



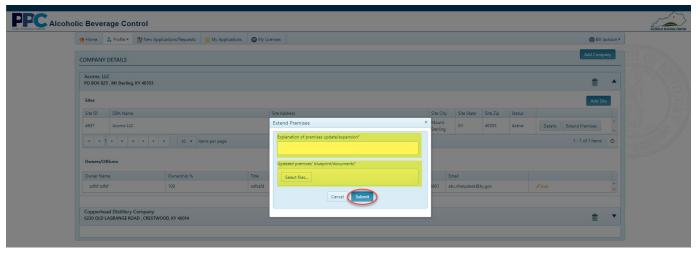




2. Select the "Extend Premises" button.



3. You will be prompted to provide and explanation and attach update premises/blueprint documents. Once provided select "Submit".

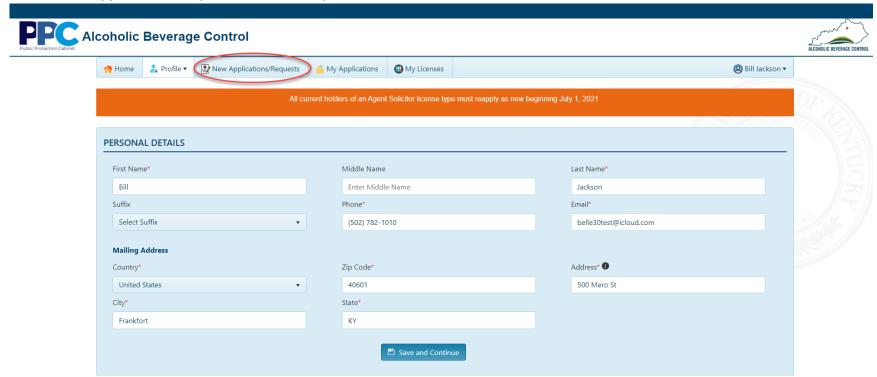






# **New Applications/Requests – New License Application**

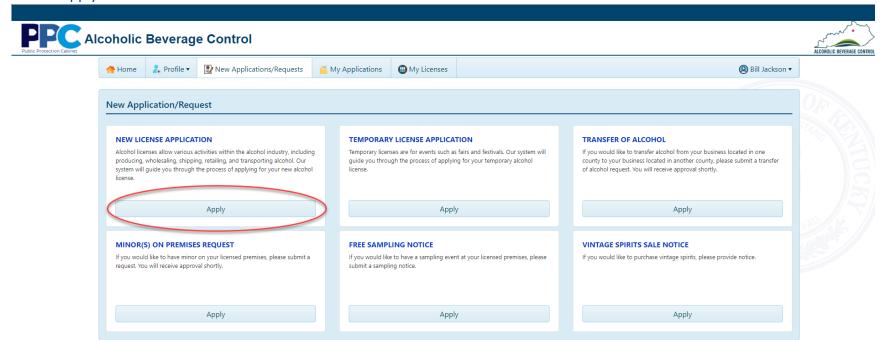
1. Select "New Applications/Requests" from the top menu bar.







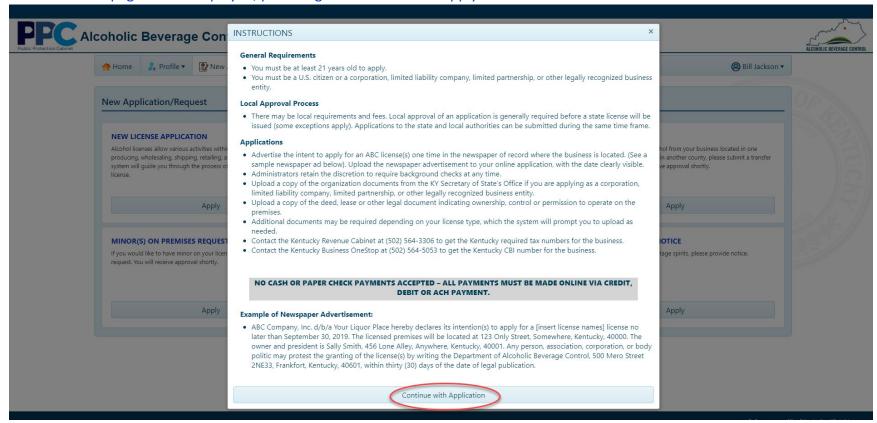
2. Select "Apply" in the NEW LICENSE APPLICATION tile.







3. An instructions page will be displayed, providing details on how to apply.







4. At the next screen you will need to select the company and enter the site you created in Company Details. Once all information is provided select "Next".

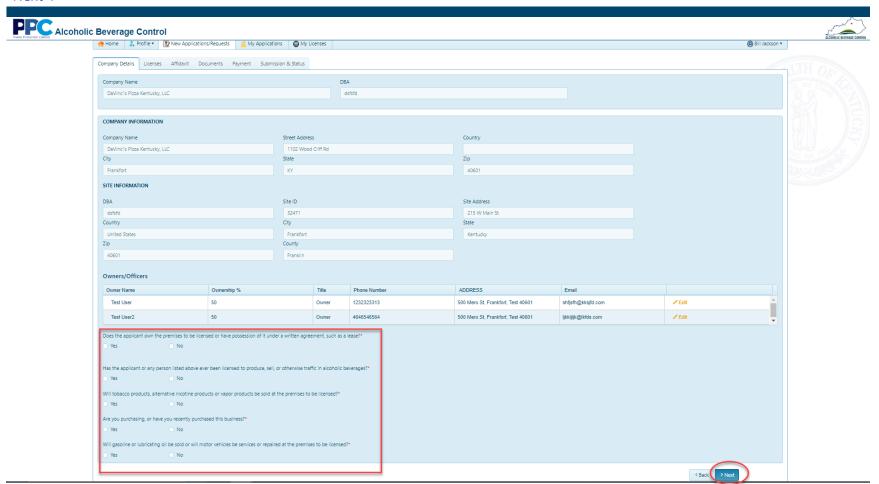
(If you forgot the site number you can select "Don't Remember Your Site? Click Here" link.)

Home  Please Select Your Company  Select Company  Don't SEE YOUR COMPANY?  DaVinci's Pizza Kentucky, LLC  DBA  Select a Site*  DBA  dsfsfd  Dont Remember Your Site? Click Here	Alcoholic Beverage Control		ALCOHOLIC BEYERAG
Select Company * DON'T SEE YOUR COMPANY?  DaVinci's Pizza Kentucky, LLC   ✓ Add Company  Select a Site*  DBA	↑ Home	≦ My Applications	⊗ Bill Jackson ▼
DaVinci's Pizza Kentucky, LLC  Add Company  DBA	Please Select Your Company		OP IS
32471 Dont Remember Your Site? Click Here	Select a Site*	DBA	
	32471	dsfsfd Dont Remember Your Site? Clic	<u>k Here</u>





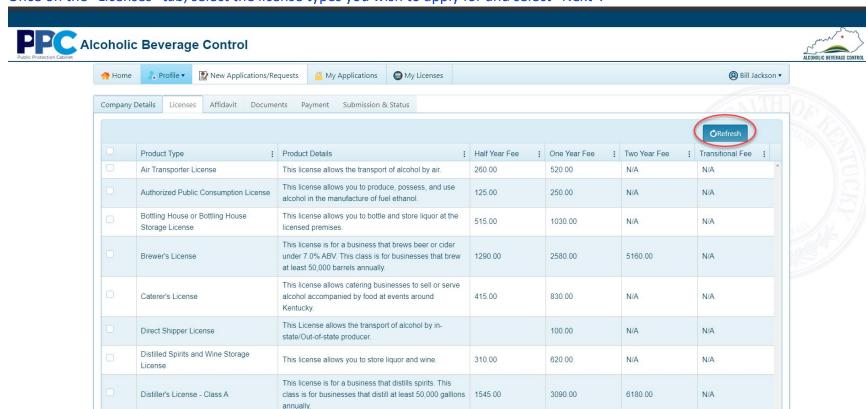
5. Once you select next you will need to answer additional questions as it relates to your application. Once completed select "Next".







6. Once on the "Licenses" tab, select the license types you wish to apply for and select "Next".







	Distiller's License - Class B	This license is for a business that distills spirits. This class is for businesses that distill less than 50,000 gaillons annually.	500.00	1000.00	2000.00	N/A
	Distributor's License	This license allows a business to purchase beer from breweries and sell it to retailers.	260.00	520.00	1040.00	N/A
C	Extended Hours Supplemental License	This is an add-on license that allows you to sell for extended hours in the evening.	1030.00	2060.00	N/A	N/A
C	Hotel In-Room License	This is an add-on license that allows you to sell from a mini bar in hotel rooms.	105.00	210.00	N/A	N/A
	Limited Golf Course License	This license allows you to sell beer, wine, and liquor by the drink to customers at your golf course.	360.00	720.00	N/A	N/A
	Limited Out-of-State Distilled Spirits and Wine Supplier's License	This license is for out-of-state wineries, distilleries, or wholesalers that want to ship less than 50,000 gallons of wine and/or liquor annually to Kentucky wholesalers.	130.00	260.00	520.00	N/A
	Limited Out-of-State Malt Beverage Supplier's License	This license is for out-of-state breweries or distributors that want to ship less than 25,000 barrels/775,000 gallons of beer (or cider less than 7% ABV) annually to Kentucky distributors.	130.00	260.00	520.00	N/A
	Malt Beverage Storage License	This license allows you to store beer if your business is storing additional product at a storage location.	130.00	260.00	N/A	N/A
	Microbrewery License	This license is for a business that brews beer or cider under 7.0% ABV. This class is for businesses that brew less than 50,000 barrels annually.	260.00	520.00	1040.00	N/A
	NQ Retail Malt Beverage Package License	This license allows you to sell beer by the bottle, crowler/growler, case, or package for customers to consume away from your establishment.	105.00	210.00	N/A	N/A





	NQ1 Retail Drink License	This license allows you to sell beer, wine, and liquor by the drink to customers aboard your airplane or railway, automobile racetrack, horsetrack, convention center or state park.	2060.00	4120.00	N/A	N/A
<b>2</b>	NQ2 Retail Drink License	This license allows you to sell beer, wine, and liquor by the drink to customers at your Airport, Motel/Hotel, Restaurant, Riverboat, Distillery, Small Farm Winery, or an Entertainment Destination Center.	415.00	830.00	N/A	N/A
0	NQ3 Retail Drink License	This license allows you to sell beer, wine, and liquor by the drink to customers at your Bed and Breakfast, Dining Car, or Private Social Club	155.00	310.00	N/A	N/A
	NQ4 Retail Malt Beverage Drink License	This license allows you to sell beer by the drink to customers at your establishment.	105.00	210.00	N/A	N/A
	Out-of-State Distilled Spirits and Wine Supplier's License	This license is for out-of-state wineries, distilleries, or wholesalers that want to ship more than 50,000 gallons of wine and/or liquor annually to Kentucky wholesalers.	775.00	1550.00	3100.00	N/A
	Out-of-State Malt Beverage Supplier's License	This license is for out-of-state breweries or distributors that want to ship more than 25,000 barrels/775,000 gallons of beer (or cider less than 7% ABV) annually to Kentucky distributors.	775.00	1550.00	3100.00	N/A
	Qualified Historic Site License	If your business is on the National Register of Historic Places or a National Historic Landmark, this license allows you to sell beer, wine, and liquor by the drink to your customers.	515.00	1030.00	N/A	N/A
	Quota Retail Drink License	This license allows you to sell wine and liquor by the drink at your establishment.	310.00	620.00	N/A	N/A





Quota Retail Package License	bottle, case, or package for customers to consume away from your establishment.	285.00	570.00	N/A	N/A
Rectifier's License - Class A	This license is for a business that takes alcohol and blends it into a new product to be sold to a wholesaler or distributor. This class is for businesses that rectify at least 50,000 galllons annually.	1290.00	2580.00	5160.00	N/A
Rectifier's License - Class B	This license is for a business that takes alcohol and blends it into a new product to be sold to a wholesaler or distributor. This class is for businesses that rectify less than 50,000 galllons annually.	412.00	825.00	1650.00	N/A
Sampling License	This is an add-on license that allows you to give and/or sell samples of wine and liquor to your customers.	55.00	110.00	N/A	N/A
Small Farm Winery License	This license is for a business that makes at least 250 gallons but no more than 100,000 gallons of wine (or cider above 7.0%) annually.	55.00	110.00	220.00	N/A
Small Farm Winery Off-Premises Retail License	This is an add-on license that allows a Small Farm Winery to open a store to sell its products at a location separate from their Small Farm Winery, like a shopping mall.	15.00	30.00	N/A	N/A
Small Farm Winery Wholesaler's License	This license allows a business to purchase wine from a small farm winery and sell it to retailers.	55.00	110.00	220.00	N/A
Special Agent's or Solicitor's License	This license allows an individual to sell alcohol on behalf of the distiller, rectifier, winery, or wholesaler employing them.	15.00	30.00	N/A	N/A
Special Nonbeverage Alcohol License	Authorizes the holder to purchase alcohol for nonbeverage purposes.	30.00	60.00	N/A	N/A





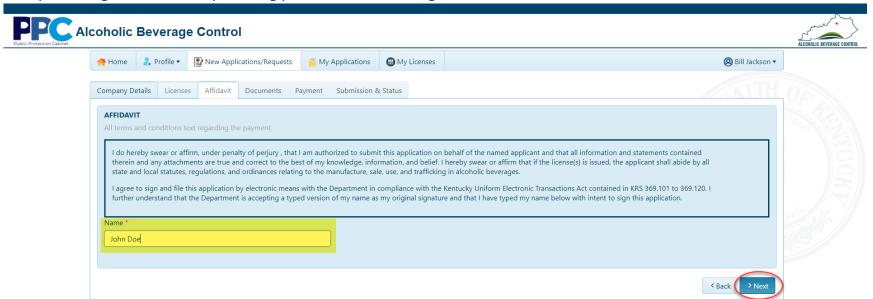


		nonbororago parposos.									
S	Special Sunday Retail Drink Lice	This is an add-on license that allows you to sell and liquor on Sundays.		260.00	520.00			N/A		N/A	
Т	Transporter's License	This license allows the transport of a car, etc.	alcohol by truck, r	ail, 105.00		210.00		N/A		N/A	
Wholesaler's License		This license allows a business to pu liquor from wineries and distilleries a retailers.		1030.00	2060.00		060.00 4120			N/A	FIAN
_ v	Winery License	This license is for a business that mabove 7.0%).	akes wine (or cide	515.00		1030.00		2060.00		N/A	<b>.</b>
Entertainn	ment Destination Center Licen	se <b>①</b> Note: you can only select one qualifier. If you se	lect wrong qualifie	in error; please cl	ck refresh at	the top of this	page				
Product Typ	pe :	Product Details	: Qua	ifier	: Half Yea	ar Fee	: One	Year Fee	: Tw	o Year Fee :	ED
Entertainment Destination Center o		This license is for government operated Enterton Destination Centers, which are major areas of or economic activity, like downtown areas or M Street. This license allows intermingling of alcoholders the businesses in the area with proper licensure.	tourism ain bhol	al Government 1288.0		00 251		2577.00		/A	1
Entertainment Destination Center Which like m. license		This license is for Entertainment Destination C which are major areas of tourism or economic like malls, downtowns, or food and drink distric license allows intermingling of alcohol between businesses in the area with proper licensure.	activity, ts. This All C	ithers	3865.00	3865.00		7730.00		/A	<b>~</b>
Limited Re	estaurant License <b>①</b> Note: You Ca	n Only Select One Qualifier For This Group.									
Product Typ	pe :	Product Details	: Qua	ifier	: Half Yea	ar Fee	: One	Year Fee	: Tw	o Year Fee :	
Supplemental Bar License		This is an add-on license that allows you to sel and spirits from an additional bar at your estab	Has	NQ2	115.00	830.	00	N/A		1	<u> </u>
	License •Note: You Can Only Selenat the top of this page	ect Add Ons Based on Your Retail Drink Selection.you	can only select one	qualifier. If you se	lect wrong Ad	ldon in error, p	olease				
Product Type : Product E		Product Details	: Qual	Qualifier		Half Year Fee :		One Year Fee :		o Year Fee :	
	icense	This is an add-on license that allows you to giv sell samples of wine and liquor to your custome	None	None		55.00		110.00		/A	^





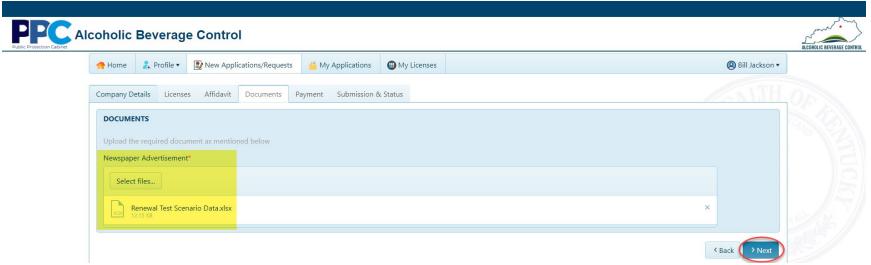
7. Next you will sign the affidavit by entering your name then clicking "Next".



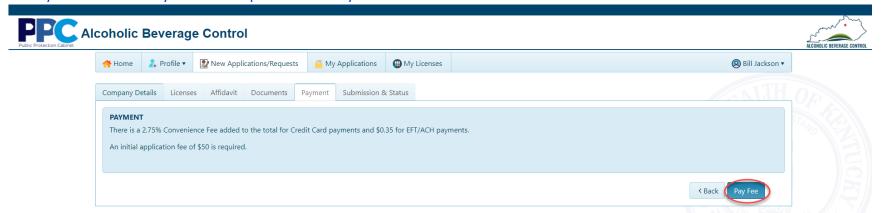




8. The next tab is the "Documents" tab where you will upload any documents required to process your application. In the example below an advertisement is needed. In order to attach click the "Select Files.." button and navigate to the file you wish to upload. Once done select "Next".



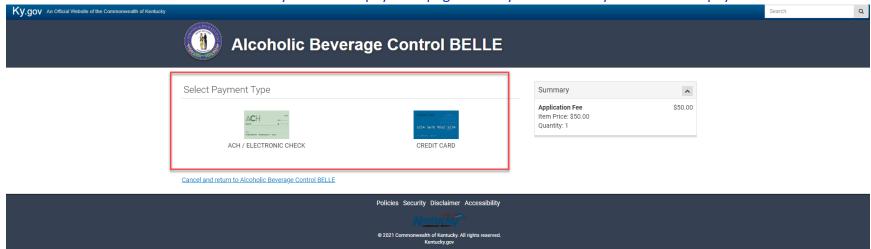
9. Once you select "Next" you will then proceed to "Pay Fee".



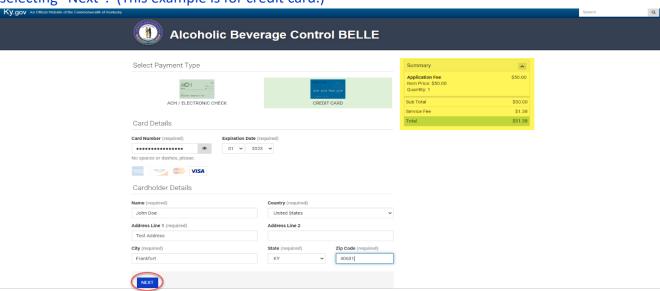




10. You then will be redirected to the Kentucky Interactive payment page where you will select your method of payment.



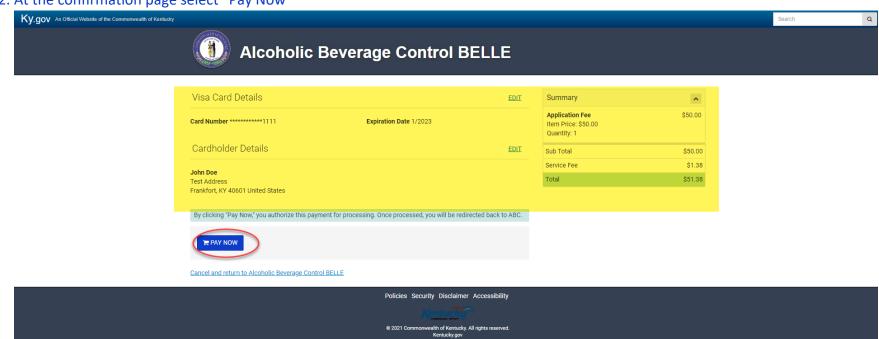
11. At the next screen you will provide the information for whichever payment method you selected previously and continue by selecting "Next". (This example is for credit card.)







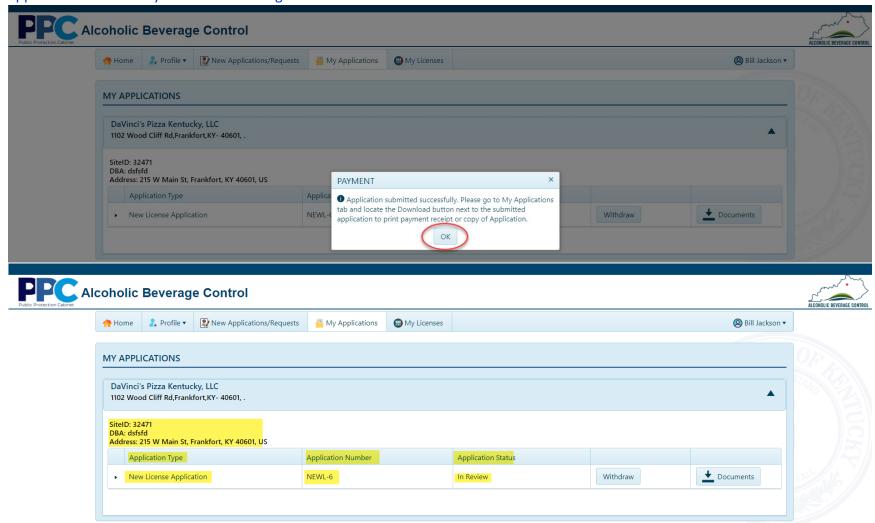
12. At the confirmation page select "Pay Now"







13. Upon successful payment you will be redirected back to the ABC portal where you will see a newly created application and an application successfully submitted message.

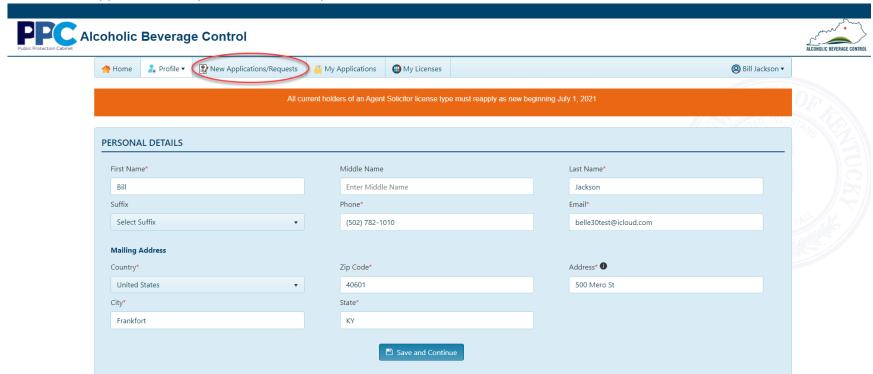






## **New Applications/Requests – Temporary License Application**

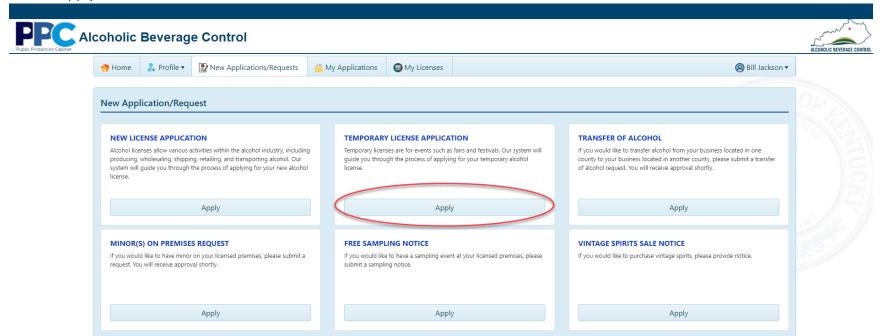
1. Select "New Applications/Requests" from the top menu bar.







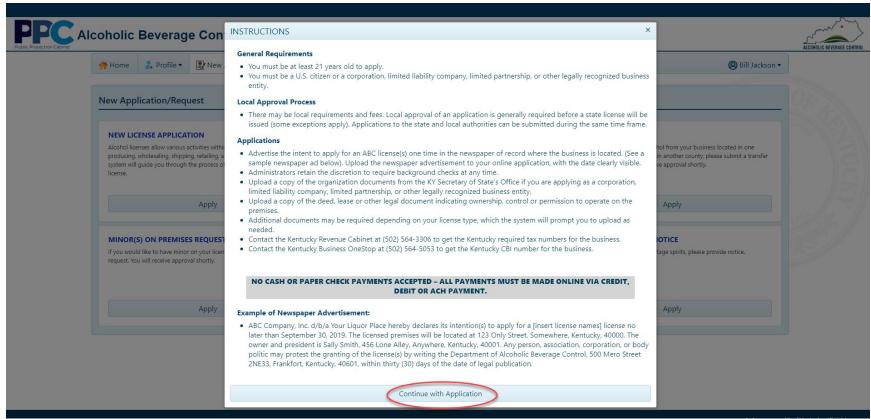
2. Select "Apply" in the TEMPORARY LICENSE APPLICATION tile.







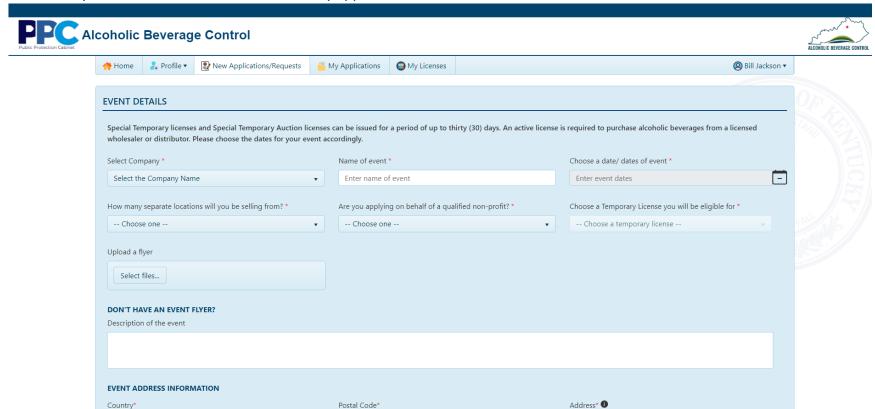
3. An instructions page will be displayed, providing details on how to apply.







4. Next enter your event details and other necessary application information then click "Submit".





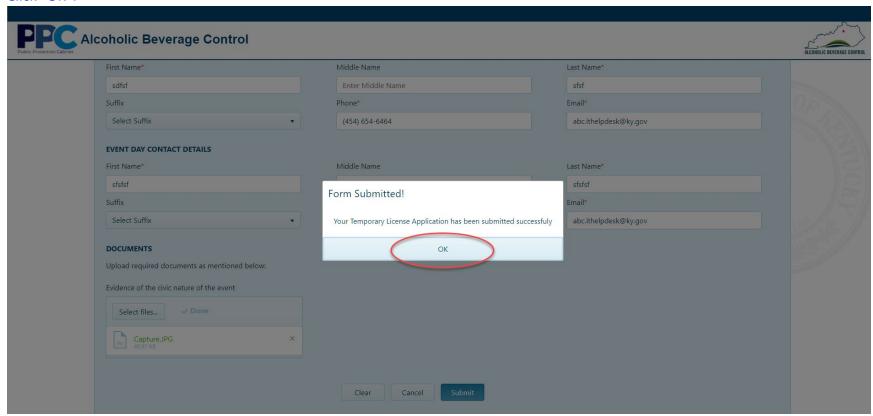


#### PPC Alcoholic Beverage Control United States Enter Postal Code Enter Street Address City\* County\* Enter City Enter State Select County Does the applicant own the premises where the qualifying event is to take place? \* O Yes O No Host details Host organization name \* Enter host organization name First Name\* Middle Name Last Name\* Enter First Name Enter Middle Name Enter Last Name Suffix Phone\* Email\* Select Suffix Enter Phone Number Enter Email Address **EVENT DAY CONTACT DETAILS** First Name\* Middle Name Last Name\* Enter First Name Enter Middle Name Enter Last Name Phone\* Email\* Select Suffix Enter Phone Number Enter Email Address Cancel





5. Once you select Submit your will see message stating your temporary license application has been successfully submitted. Click "OK".

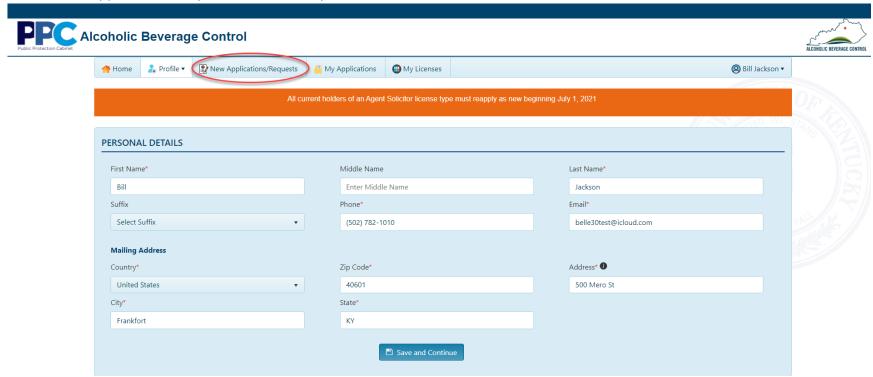






## **New Applications/Requests – Transfer of Alcohol Request**

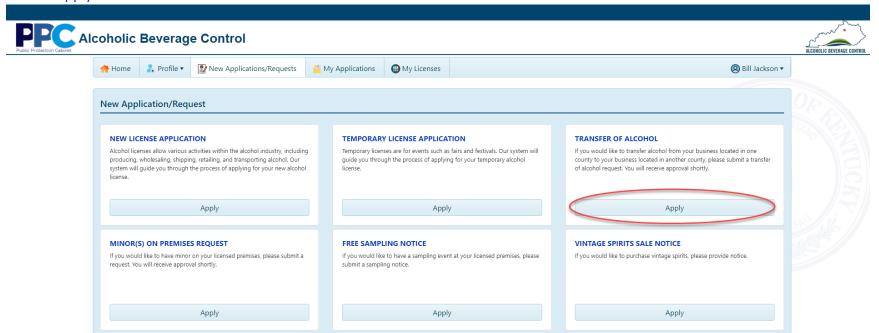
1. Select "New Applications/Requests" from the top menu bar.







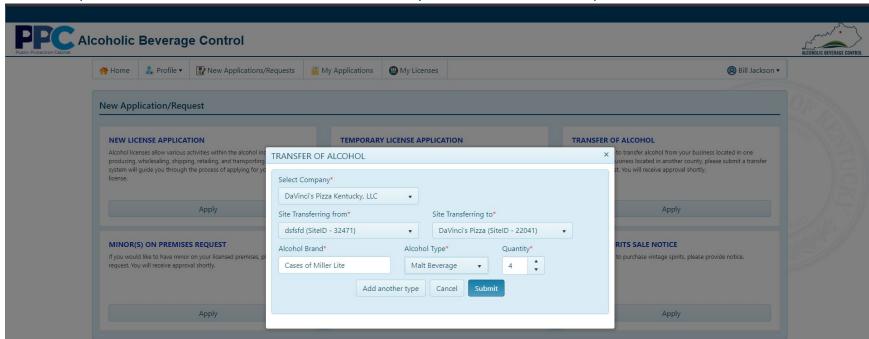
2. Select "Apply" in the TRANSFER OF ALCOHOL tile.







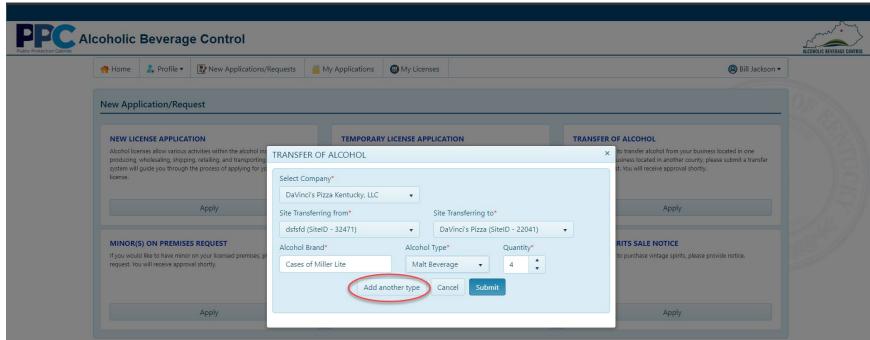
3. You will be presented with the below screen to enter details of you Transfer of Alcohol Request.







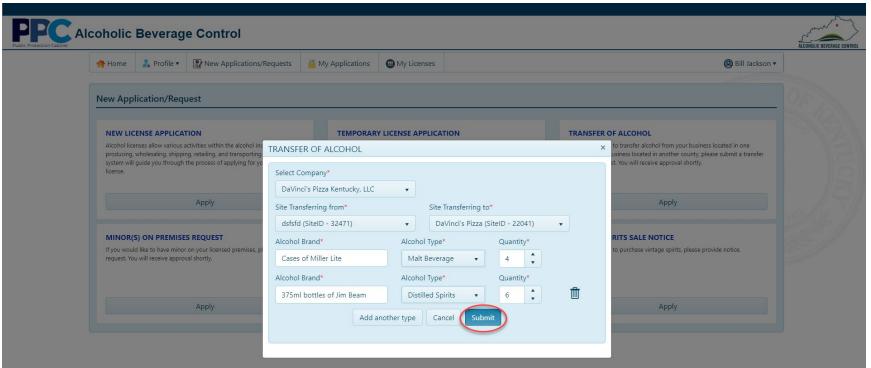
4. If you need to add more alcohol items select "Add another type".







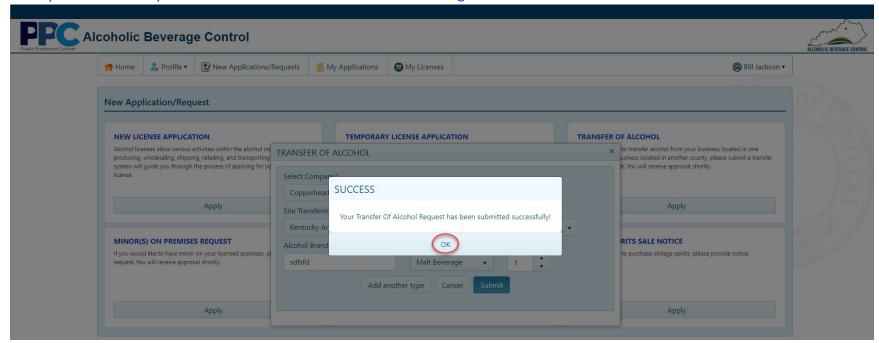
5. Once finished adding all items click "Submit".







6. Once you click submit you will receive a successful submission message.

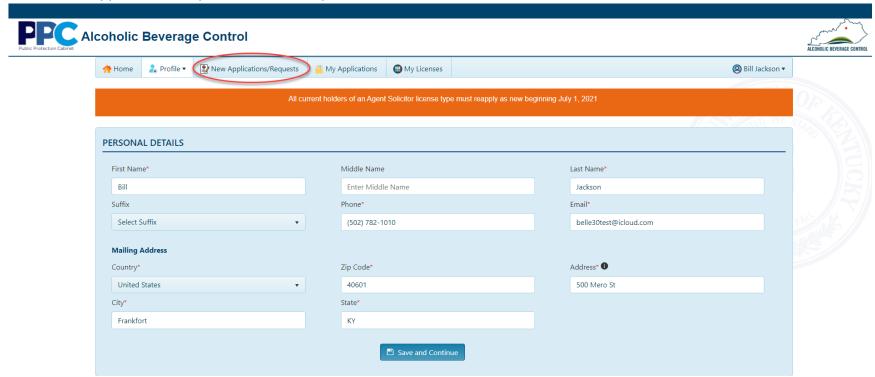






#### New Applications/Requests – Minor(s) On Premises Request

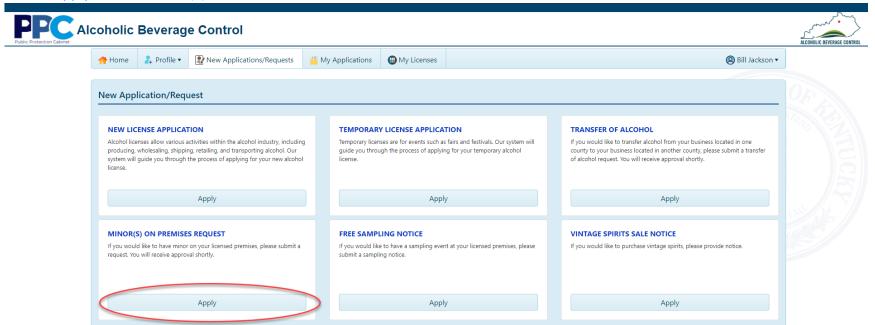
1. Select "New Applications/Requests" from the top menu bar.







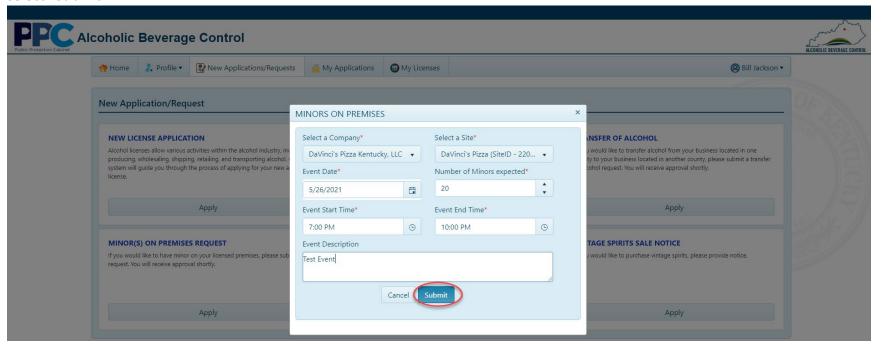
2. Select "Apply" in the MINOR(S) ON PREMISES REQUEST tile.







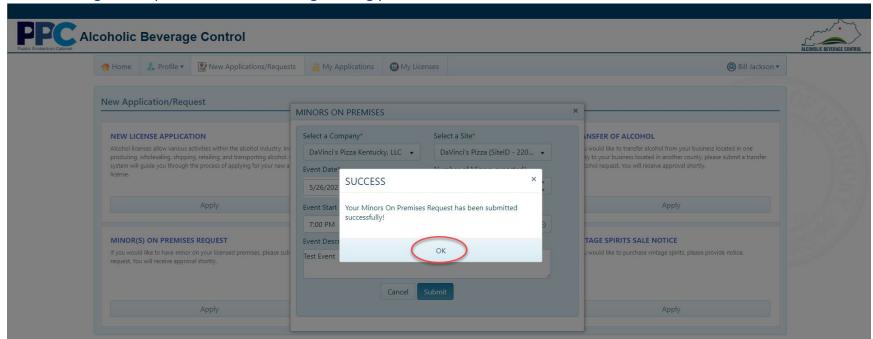
3. The next screen will allow you to specify more details as it relates to your request. Once all information has been entered, select "Submit".







4. After selecting submit you will receive a message stating your submission was successful and can select "OK".

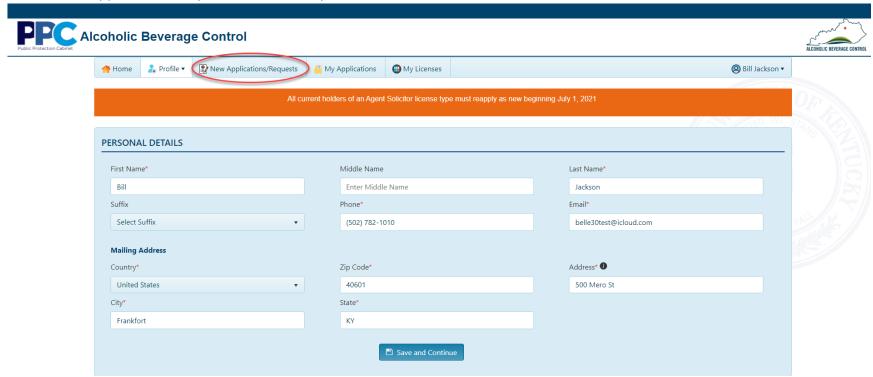






#### **New Applications/Requests – Free Sampling Notice**

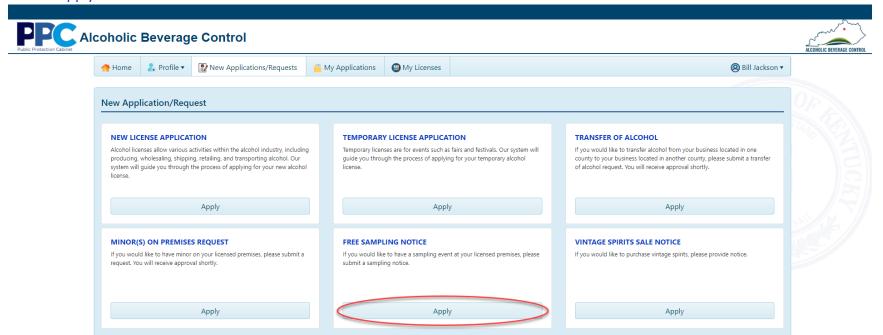
1. Select "New Applications/Requests" from the top menu bar.







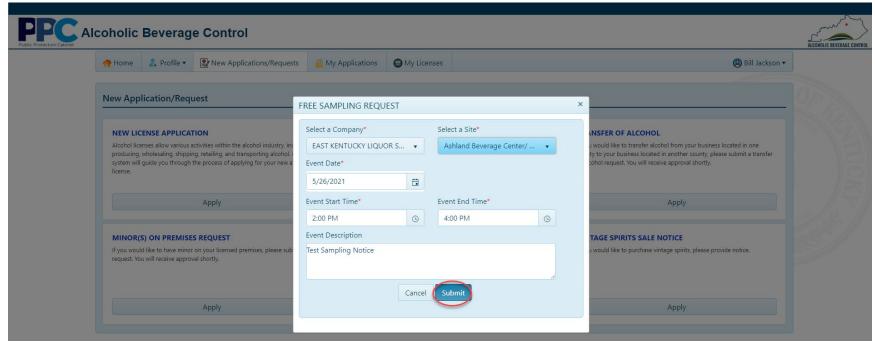
2. Select "Apply" in the FREE SAMPLING NOTICE tile.







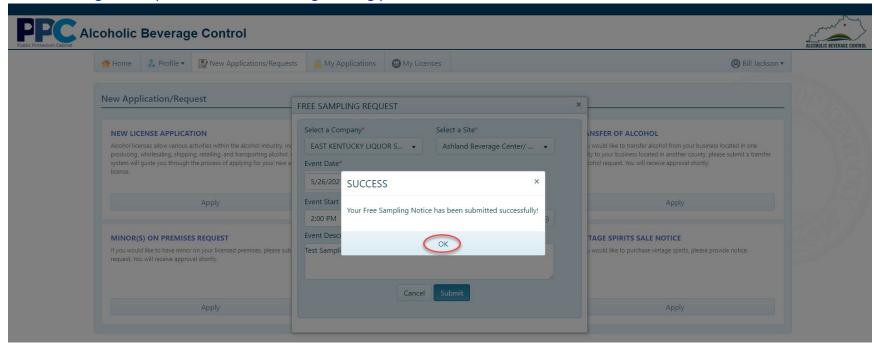
3. At the next screen enter further details as it relates to your Free Sampling Notice and click "Submit".







4. After selecting submit you will receive a message stating your submission was successful and can select "OK".

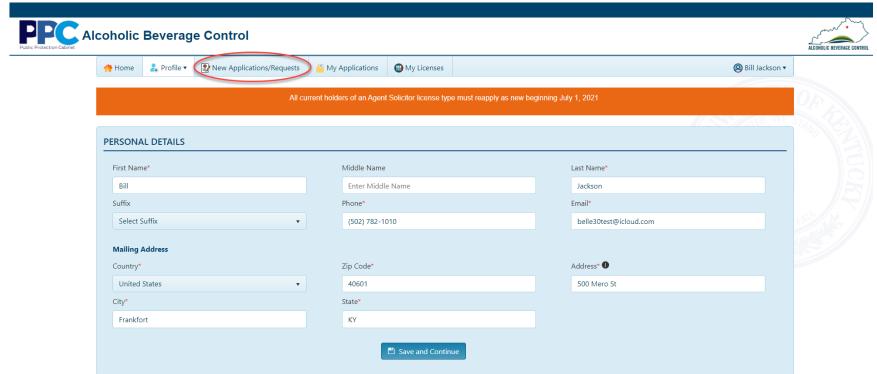






# **New Applications/Requests – Vintage Spirits Sale Notice**

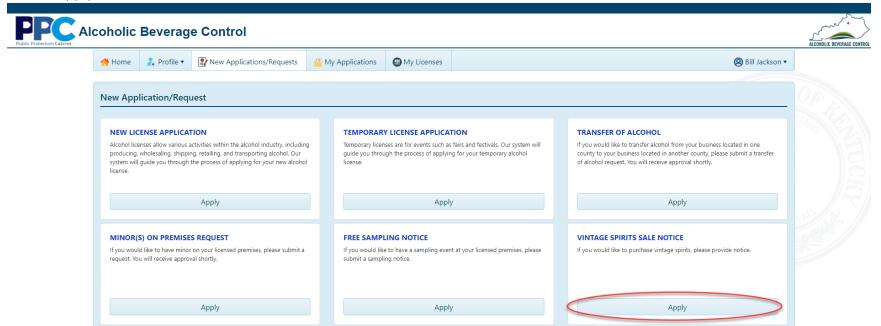
1. Select "New Applications/Requests" from the top menu bar.







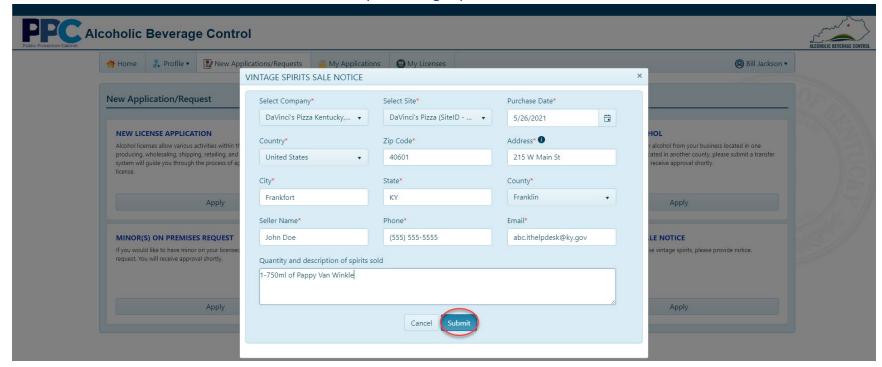
2. Select "Apply" in the VINTAGE SPIRITS SALE NOTICE tile.







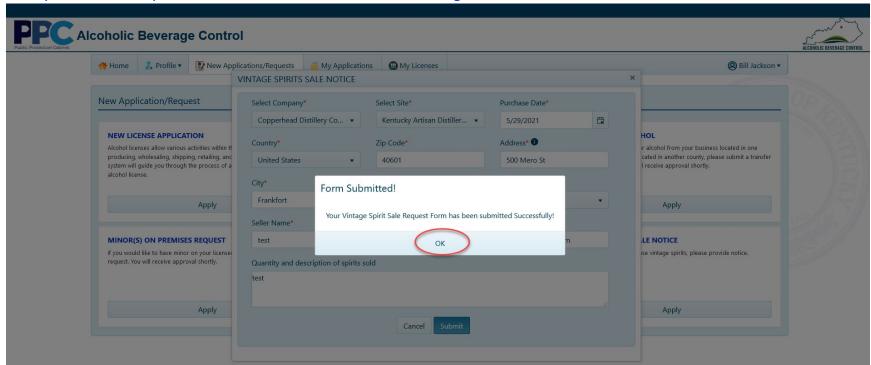
3. At the next screen enter further details as it relates to your Vintage Spirits Sale Notice and click "Submit".







4. Once you click submit you will receive a successful submission message.

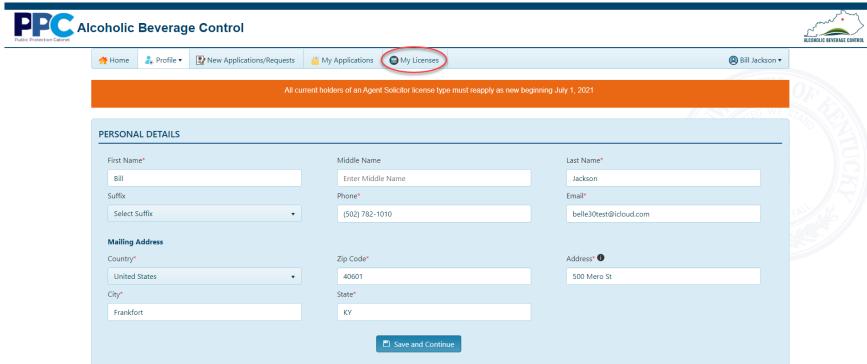






## **Apply for Additional License**

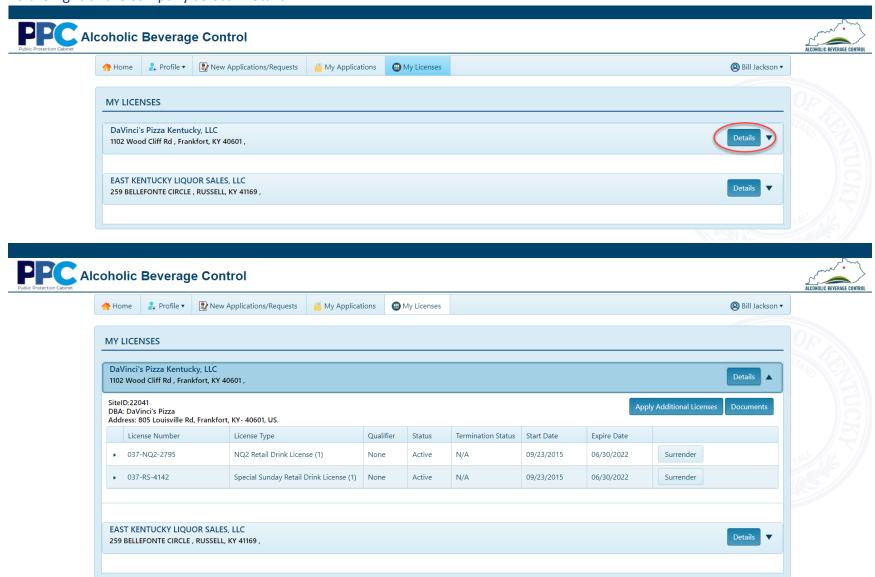
1. Select "My Licenses" from the top menu bar.







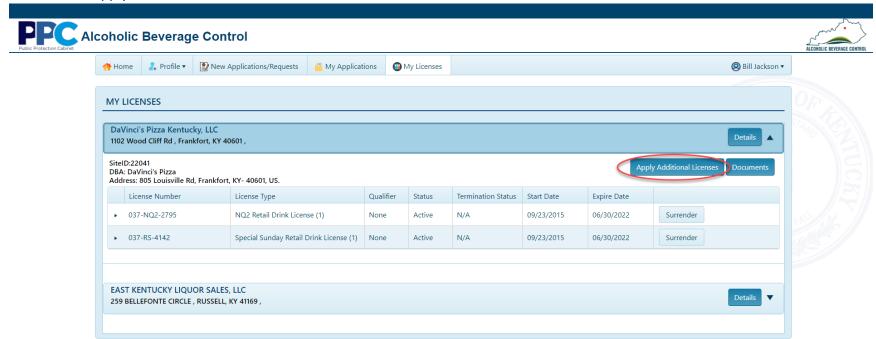
2. To the right of the company select "Details".







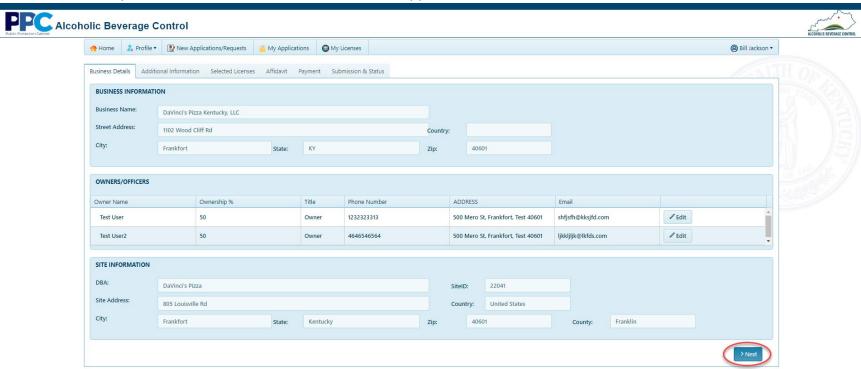
3. Next select "Apply Additional Licenses".







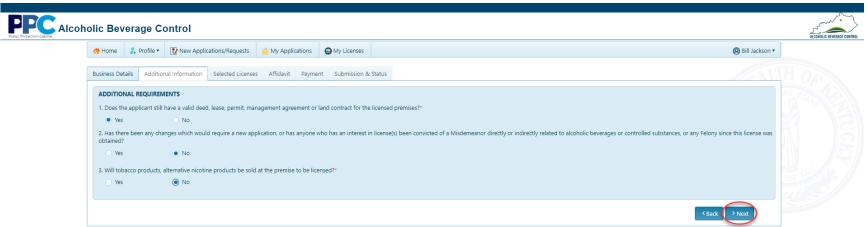
4. At the next screen you will need to enter and validate needed application details. Once this is done select "Next".



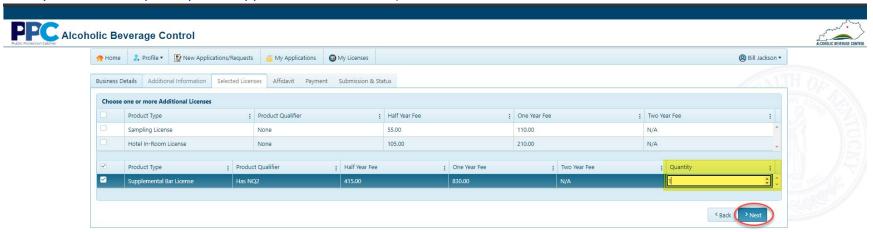




5. The next screen you will be asked to provide some additional information. When completed select "Next".



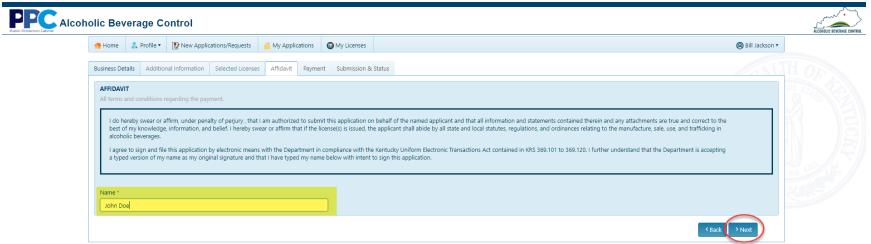
6. At the select licenses screen select the additional licenses for which you qualify and select "Next". (Note: Some licenses allow you to select a quantity. i.e. Supplemental Bar License)



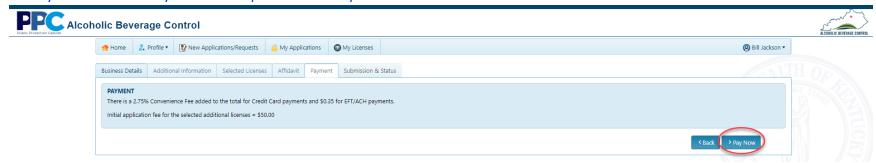




7. Next you will sign the affidavit by entering your name then clicking "Next".



8. Once you select "Next" you will then proceed to "Pay Now".



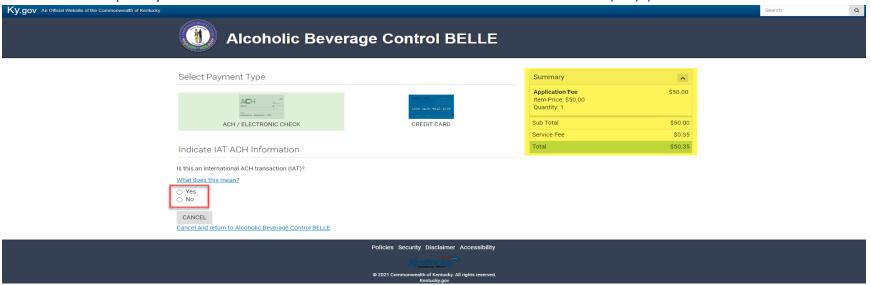




9. You then will be redirected to the Kentucky Interactive payment page where you will select your method of payment.



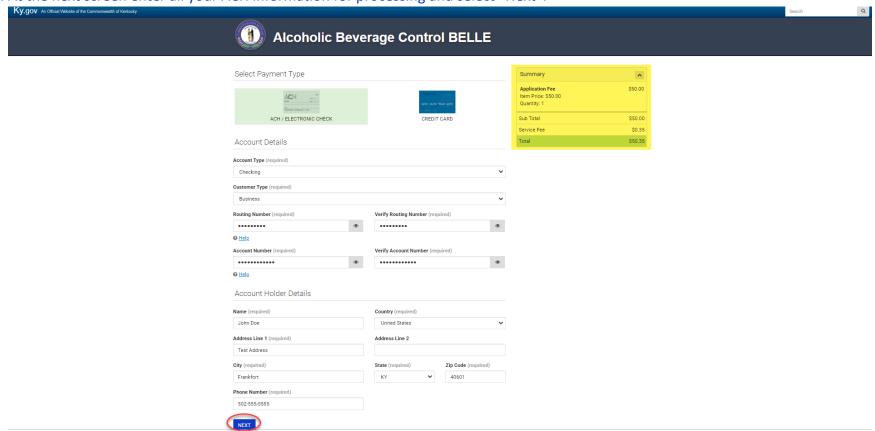
10. At the next screen you will provide the information for whichever payment method you selected previously.". (This example is for ACH and requires you to select "Yes" or "No" to Is this an international ACH transaction (IAT)?)







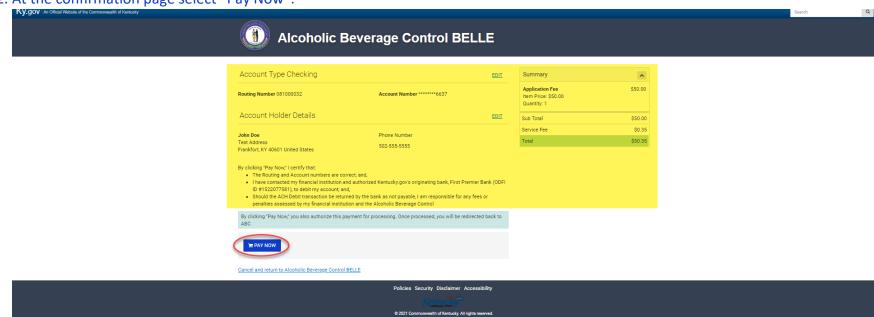
11. At the next screen enter all your ACH information for processing and select "Next".







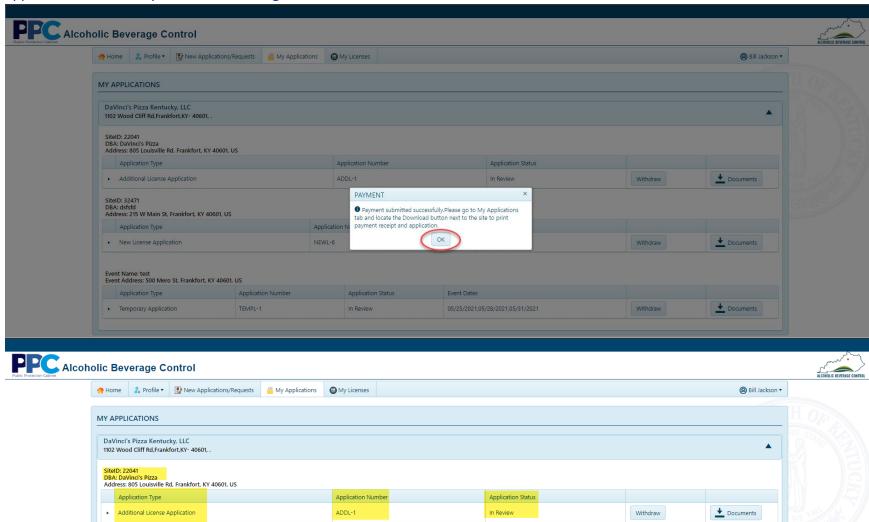
12. At the confirmation page select "Pay Now".







13. Upon successful payment you will be redirected back to the ABC portal where you will see a newly created application and an application successfully submitted message.

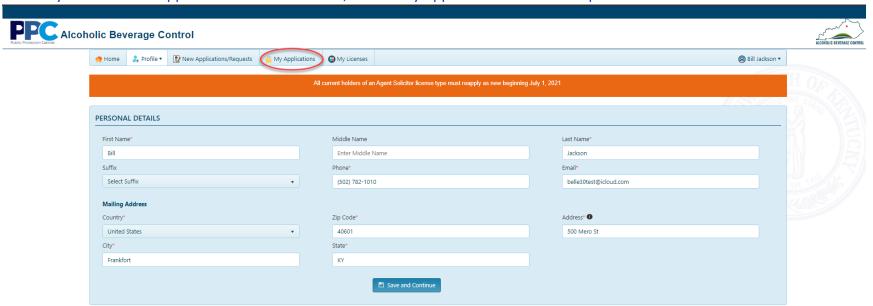






## **My Applications**

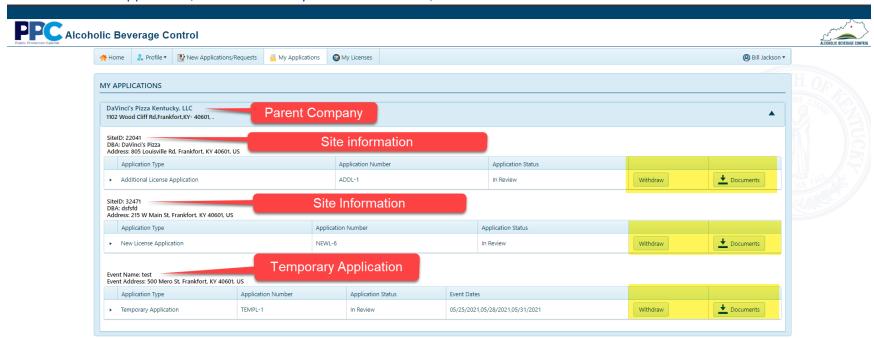
1. To view your submitted applications and their status, select "My Applications" from the top menu bar.







2. The My Applications screen provides you with all information related to any application type you have submitted. You can withdraw an application, see documents you have submitted, and download latest license certificate.

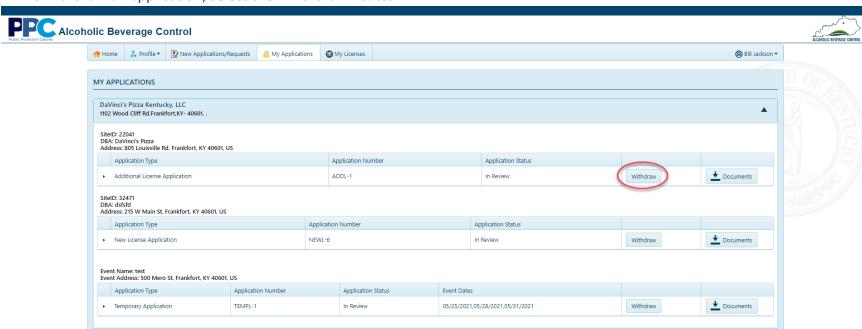






## **My Applications - Withdraw**

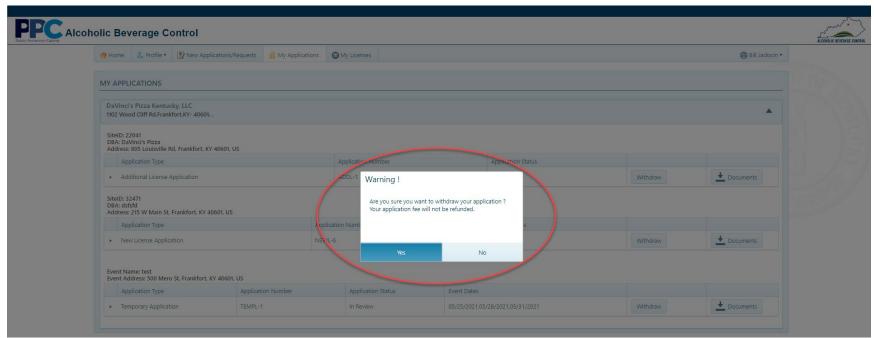
1. To withdraw an application, select the "Withdraw" button.







2. Next you will be prompted with a warning message. (Once you select "Yes" your application will be withdrawn and removed from view.

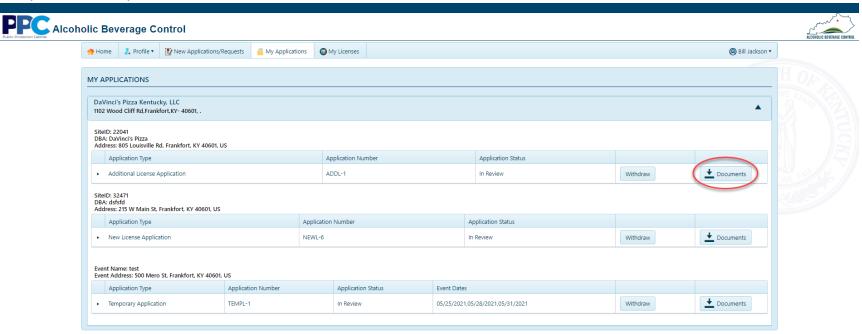






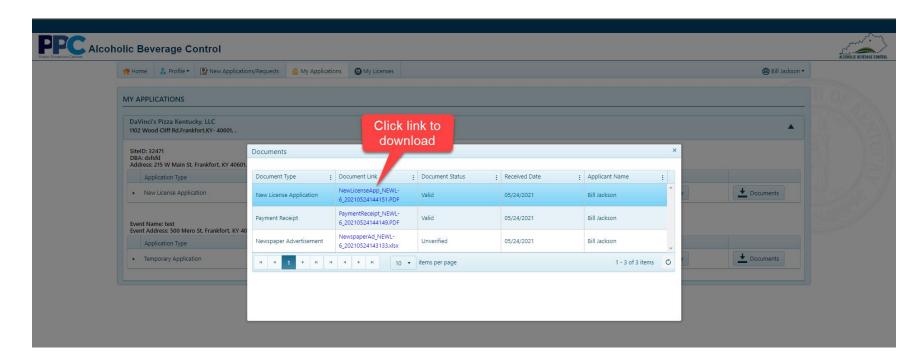
### **My Applications - Documents**

1. When you select the "Documents" button you will be able to see the files you have submitted to the department as well as the ability to download your license if one has been issued.







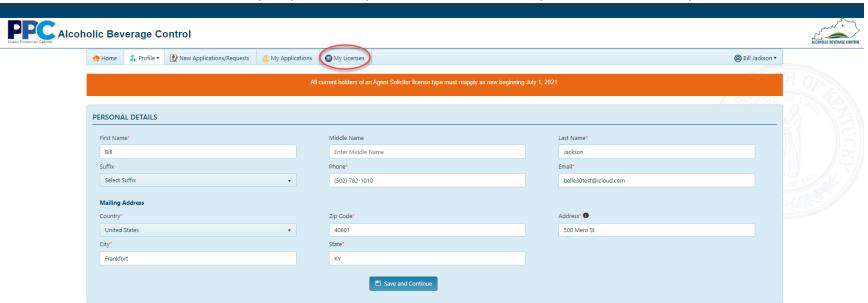






# **My Licenses**

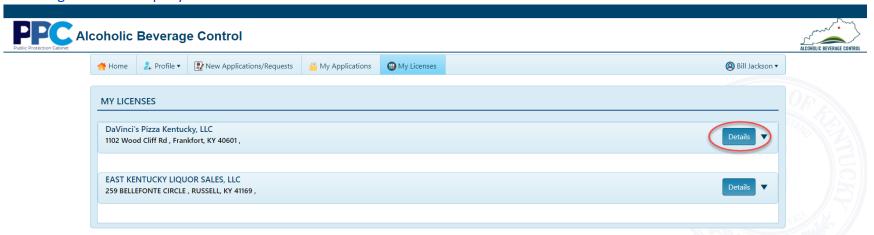
1. To view all the licenses associated with your parent companies and sites, select "My Licenses" from the top menu bar.







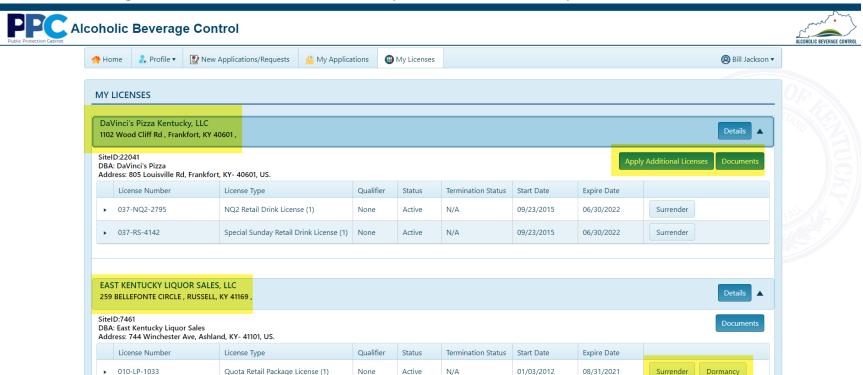
2. To the right of the company select "Details".







3. In the My Licenses tab you can apply for an additional license (<u>see Apply for Additional Licenses above</u>), download site documents including issued license, surrender a license, and place a license in Dormancy.

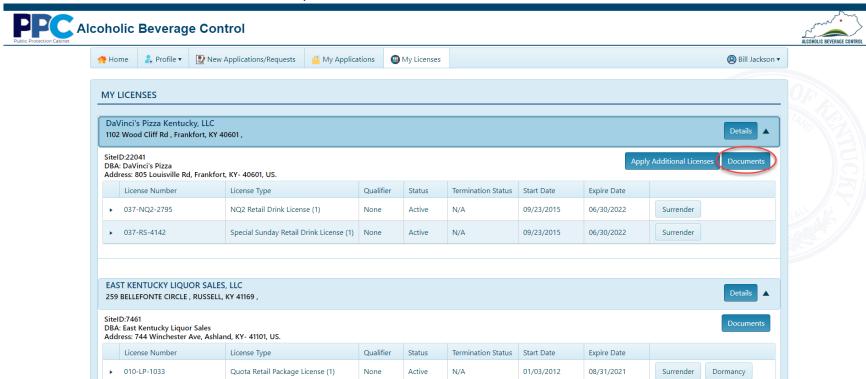






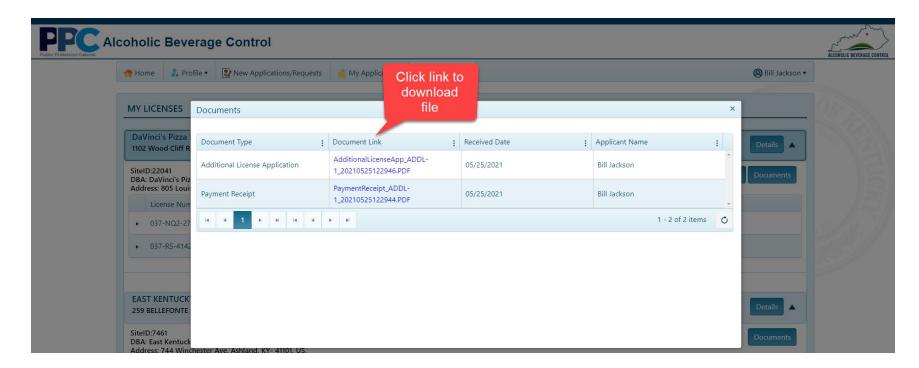
#### **My Licenses - Documents**

1. Select the "Documents" button to view any associated documents.







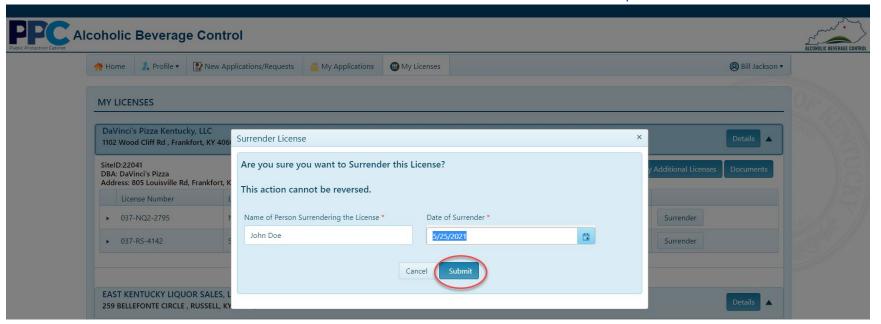






### **My Licenses - Surrender**

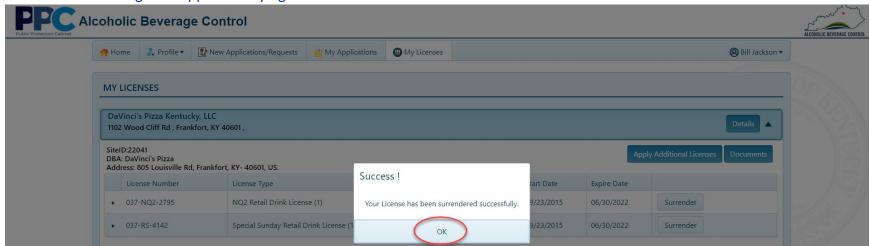
1. Select the "Surrender" button to surrender a license. Once a name and date of surrender is provided select "Submit".







2. A success message will appear verifying the license surrender.

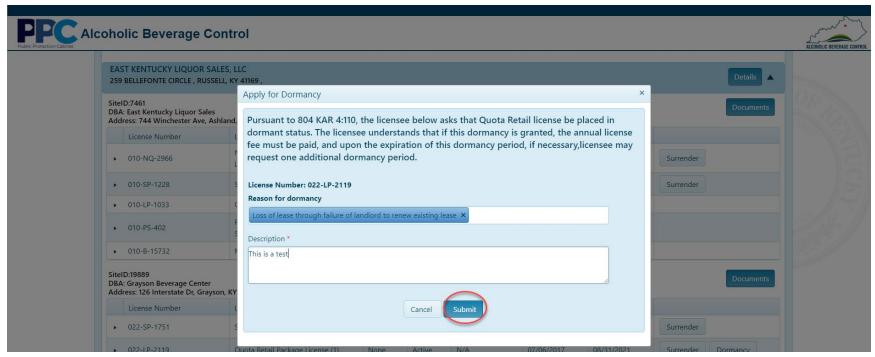






### **My Licenses - Dormancy**

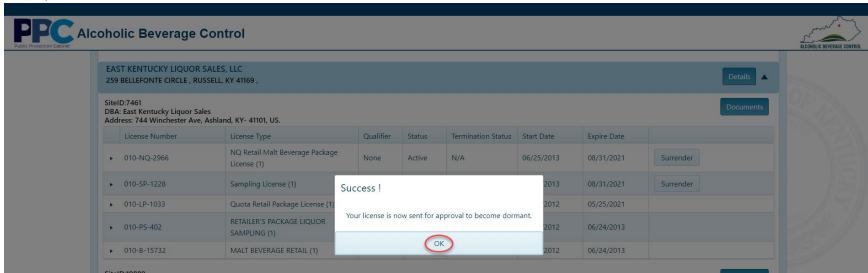
1. To place a license in dormancy, select the "Dormancy" button. Once a reason and description is provided, click "Submit".







2. A success message will appear verifying the license has been placed in dormancy and is awaiting approval by the department.

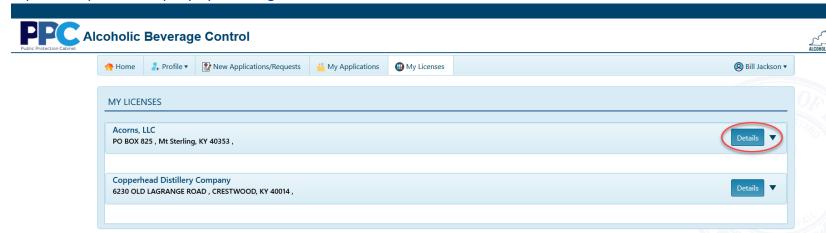




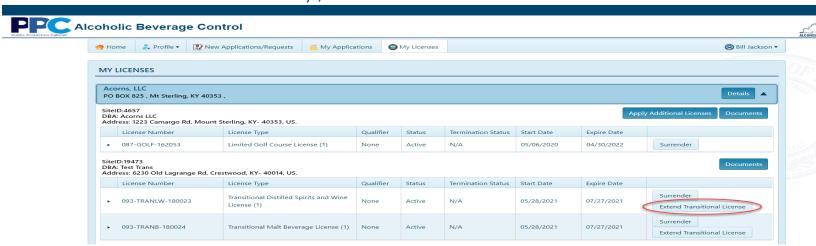


### **My Licenses – Extend Transitional License**

1. Expand the parent company by selecting "Details".



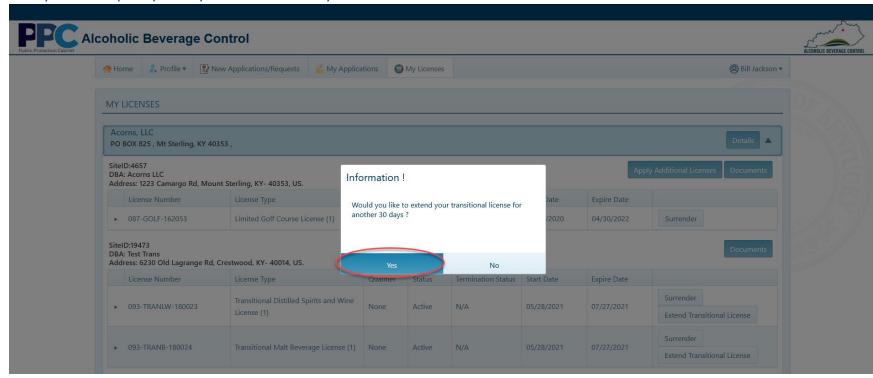
2. To extend a transitional license for 30 more days, select the "Extend Transitional License" button.







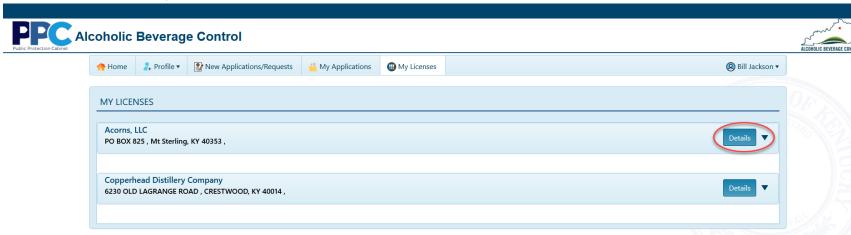
3. Next you will be prompted if you wish to extend your transitional license. Select "Yes".



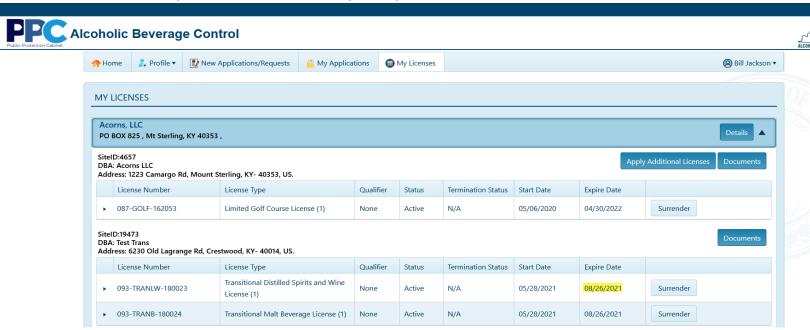




4. To confirm the extension, click "Details".



5. You will now notice the "Expire Date" has increased by 30 days.

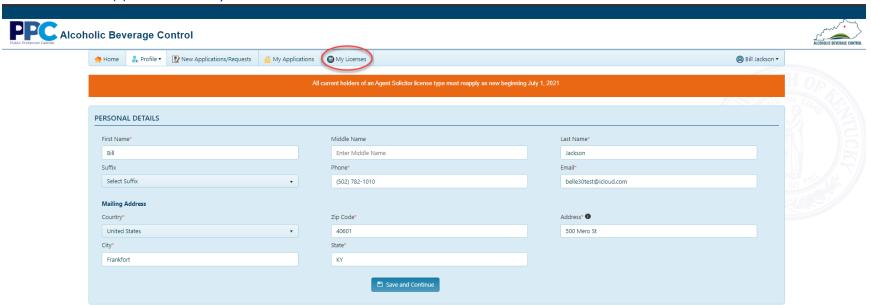






#### **Renewal – Non-Batched Sites**

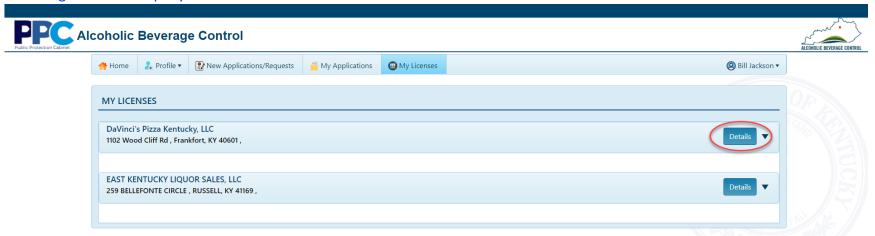
1. To renew license(s) select the "My Licenses" tab.



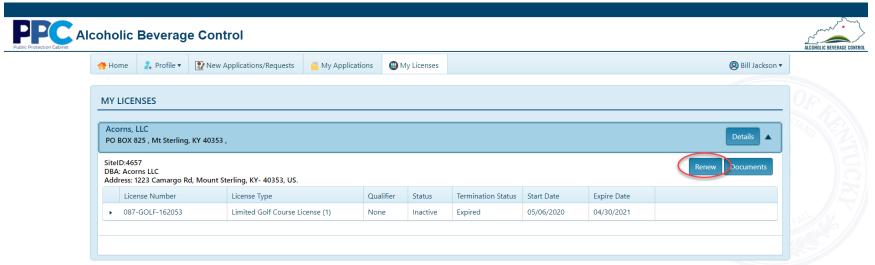




2. To the right of the company select "Details".



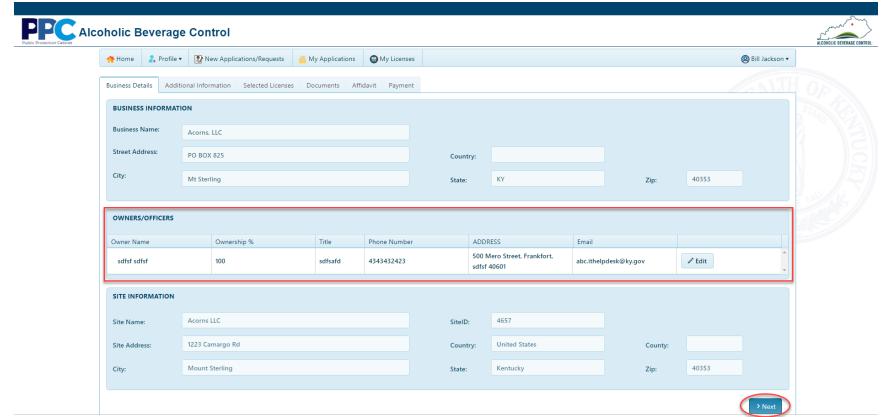
3. If the site has license(s) that are renewable click the "Renew" button.







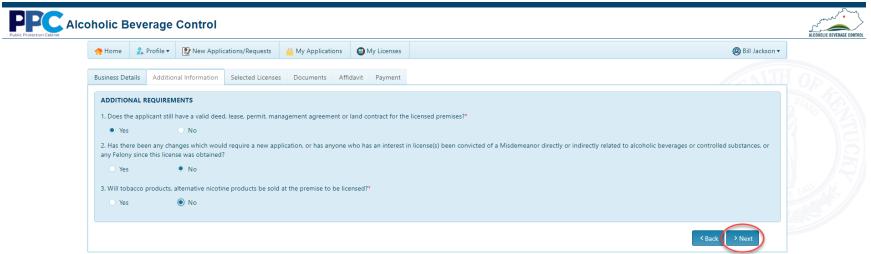
4. Once you click the renew button you will be able to edit owners/officers. If you have no changes, select "Next".



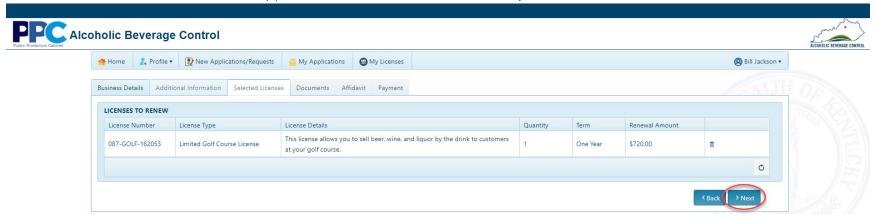




5. You will now need to answer some additional application questions and select "Next".



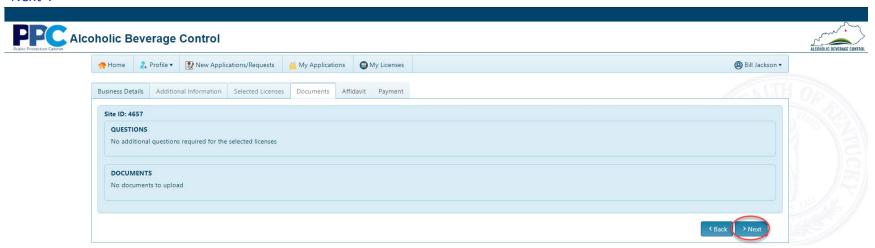
6. The next screen will show which license(s) which are available for renewal. To proceed click "Next".



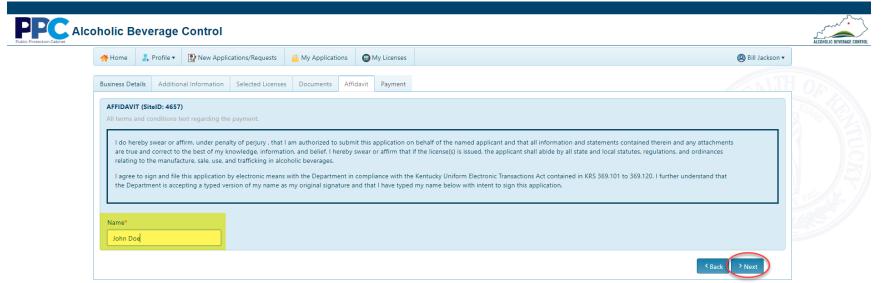




7. If supporting documents are needed you will be prompted to upload them under the "Documents" tab. Once done select "Next".



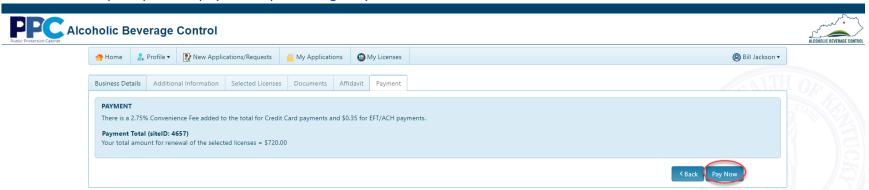
8. Next you will be asked to sign the renewal affidavit by typing your name and selecting "Next".



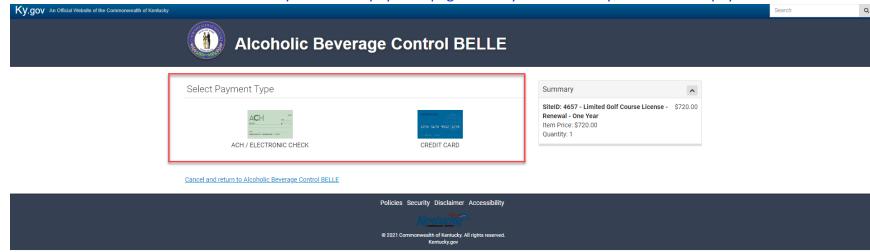




9. You will now be prompted for payment by selecting "Pay Now".



10. You then will be redirected to the Kentucky Interactive payment page where you will select your method of payment.







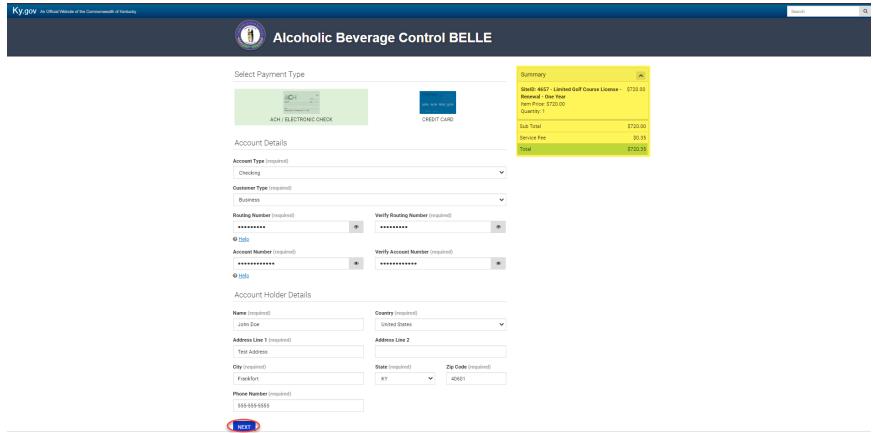
11. At the next screen you will provide the information for whichever payment method you selected previously.". (This example is for ACH and requires you to select "Yes" or "No" to Is this an international ACH transaction (IAT)?)







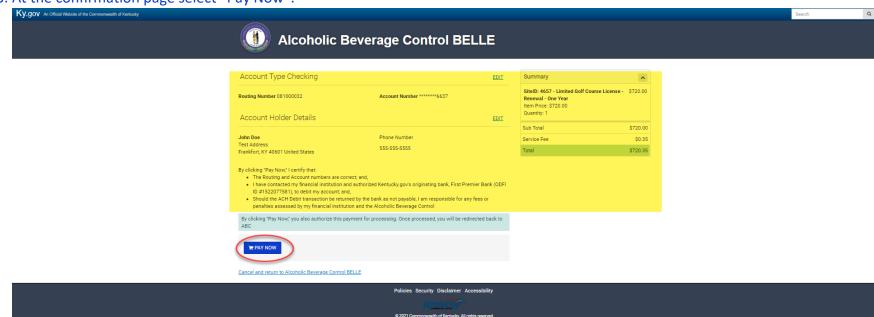
12. At the next screen enter all your ACH information for processing and select "Next".







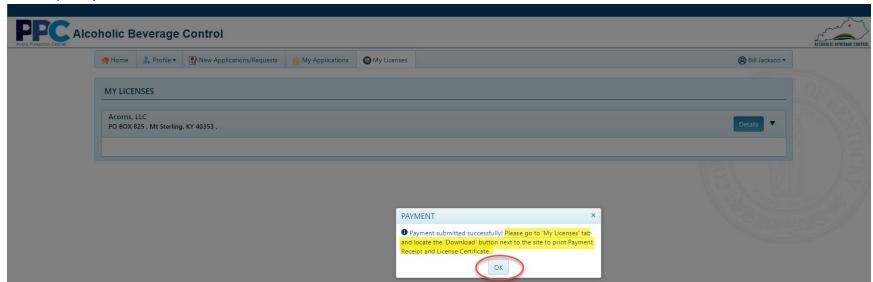
13. At the confirmation page select "Pay Now".







14. Upon successful payment you will be redirected back to the ABC portal where you will see a message with instructions on how to print your license.

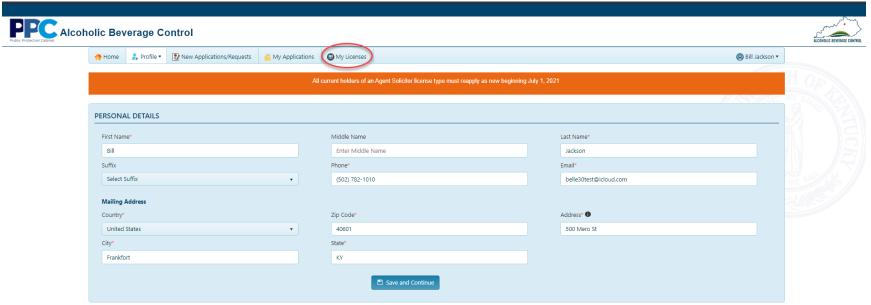






## **Renewal – Batched Sites**

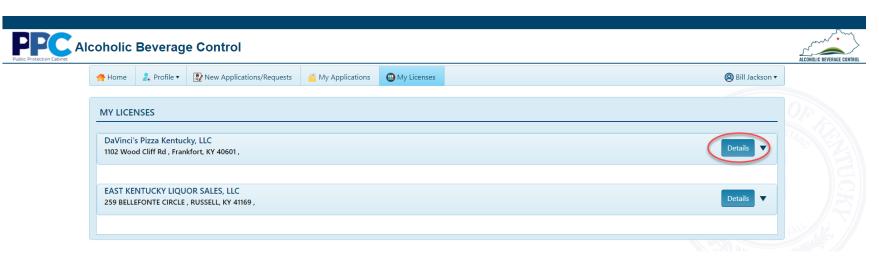
1. Any Company that has 3 or more sites are batched, meaning all licenses renew the end of August. To renew batched sites with licenses, the process is very similar to that of Non-Batched Sites. First select "My Licenses".



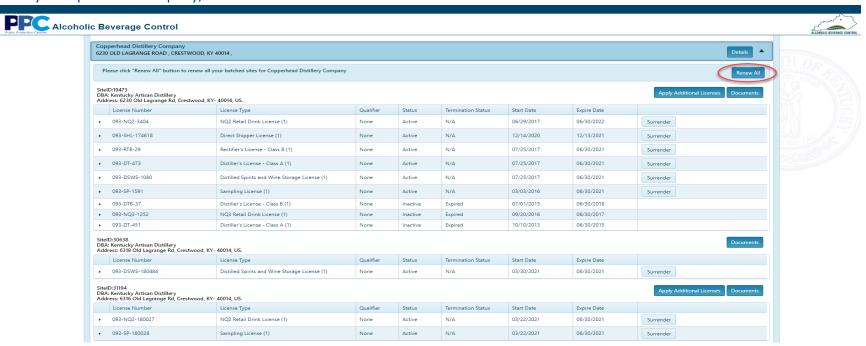
2. To the right of the company select "Details".







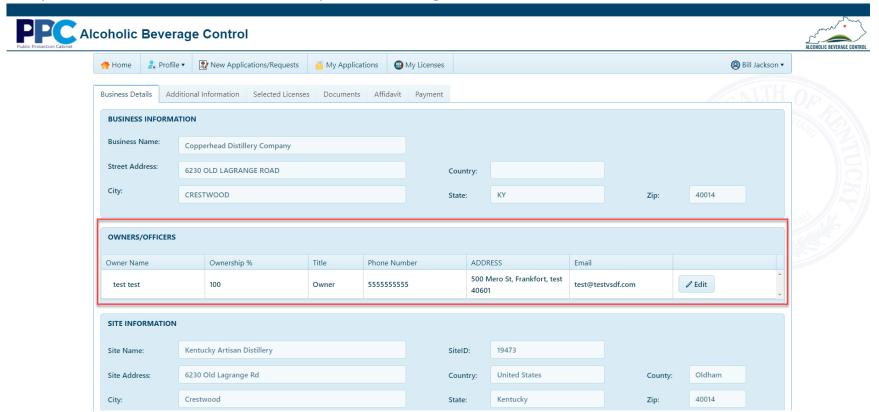
3. Once you expand the company, select the "Renew All" button.







4. Next you will be able to edit owners/officers. If you have no changes, select "Next".





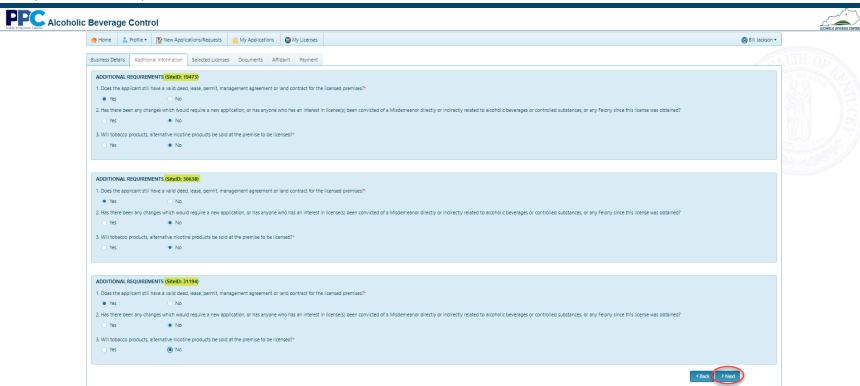


SITE INFORMATION	ON				
Site Name:	Kentucky Artisan Distillery	SiteID:	30638		
Site Address:	6318 Old Lagrange Rd	Country:	United States	County:	
City:	Crestwood	State:	Kentucky	Zip:	40014
SITE INFORMATION	DN				
Site Name:	Kentucky Artisan Distillery	SiteID:	31194		
Site Address:	6316 Old Lagrange Rd	Country:	United States	County:	
	Crestwood	State:	Kentucky	Zip:	40014
City:					





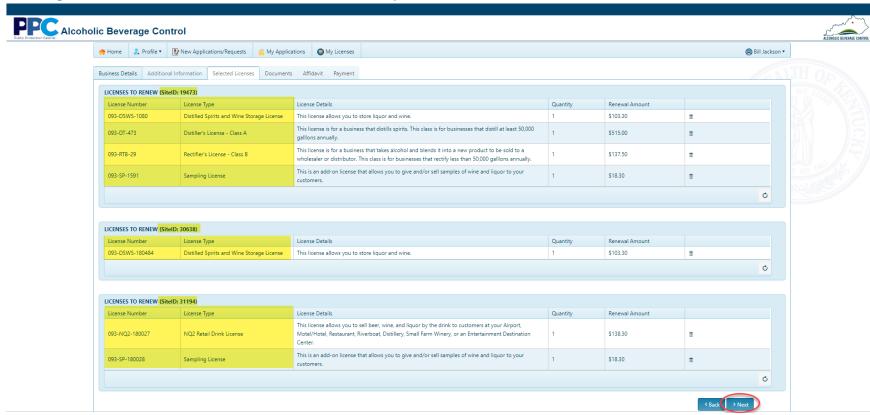
5. Next you will need to provide additional information for each site in the batch, then click "Next".







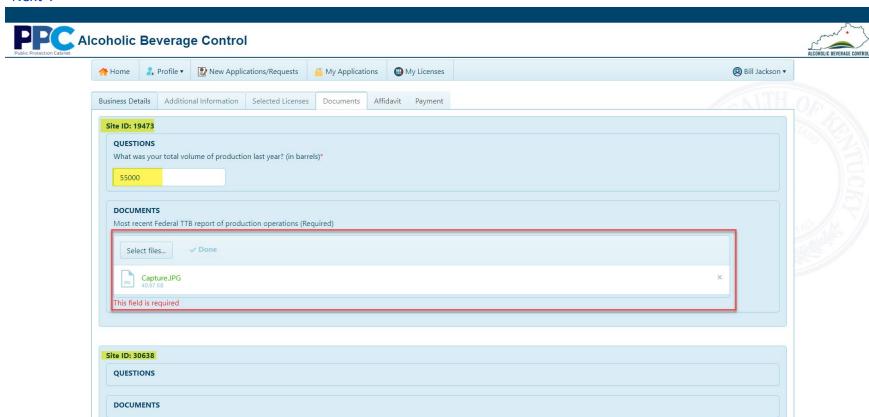
6. The licenses for each site that can be renewed will show under the Selected Licenses tab. You can remove licenses by selecting the trach can icon. Once reviewed click "Next" to proceed.







7. In the Documents tab will be prompted to upload any documents needed as part of the renewal process. Once done select "Next".





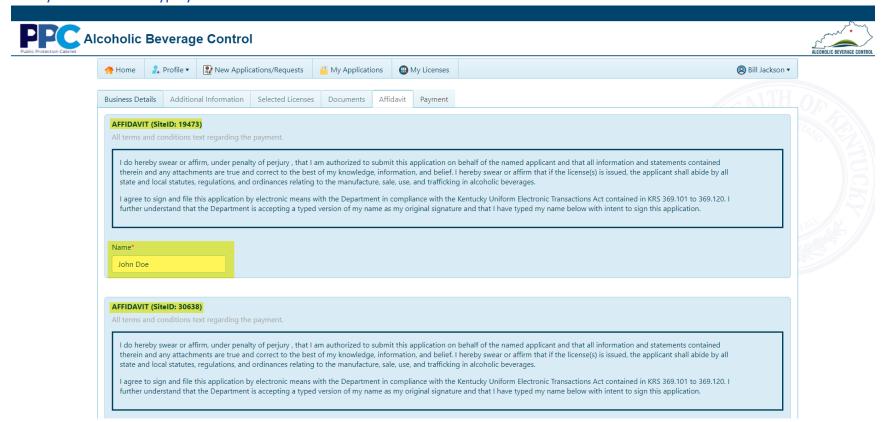


ID: 31194		
UESTIONS		
ease enter your gross annual receipts (%) from the sales of alcohol for past 1 year (from total of food and alcohol).*		
OCUMENTS		
ceipt for proof of percent food / alcohol sales		
Select files   Done		
Capture.JPG 40.97 KB	×	
is field is required		





8. Next you will need to type your name for each site affidavit and click "Next" to continue.





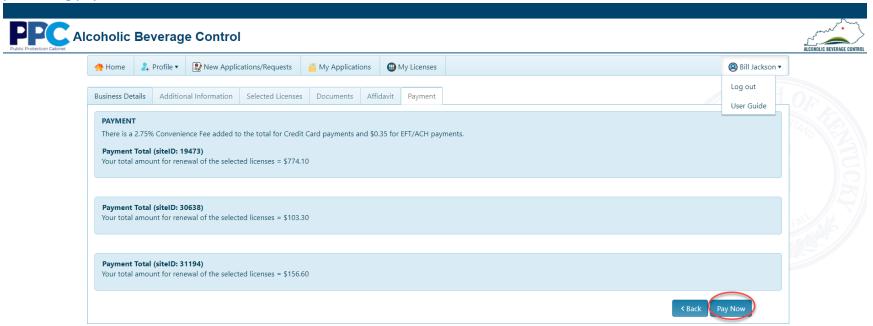


n Doe		
DAVIT (SiteID: 31194)		FALL
rms and conditions text regarding the paymer	t.	
rein and any attachments are true and correct	ury , that I am authorized to submit this application on behalf of the named applicant and that all information and statements contained to the best of my knowledge, information, and belief. I hereby swear or affirm that if the license(s) is issued, the applicant shall abide by all ces relating to the manufacture, sale, use, and trafficking in alcoholic beverages.	
	nic means with the Department in compliance with the Kentucky Uniform Electronic Transactions Act contained in KRS 369.101 to 369.120. I ing a typed version of my name as my original signature and that I have typed my name below with intent to sign this application.	
5*		
n Doe		





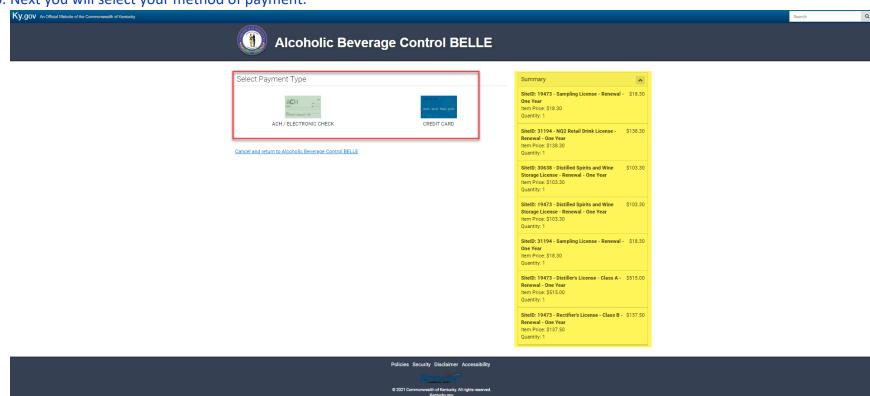
9. The payment tab will show a summary of charges by each site. Click "Pay Now" to be redirected to Kentucky Interactive for processing payment.







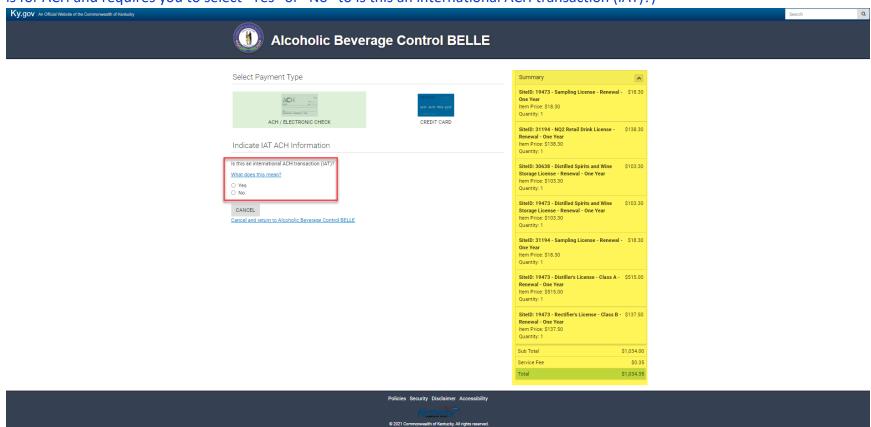
10. Next you will select your method of payment.







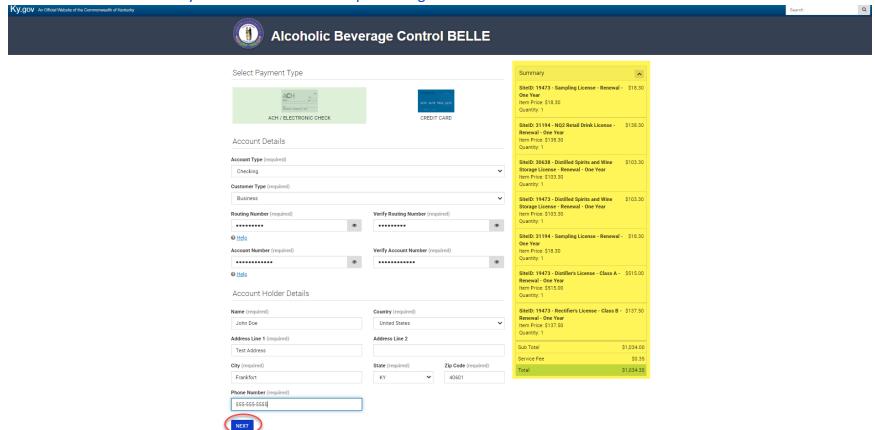
11. At the next screen you will provide the information for whichever payment method you selected previously.". (This example is for ACH and requires you to select "Yes" or "No" to Is this an international ACH transaction (IAT)?)







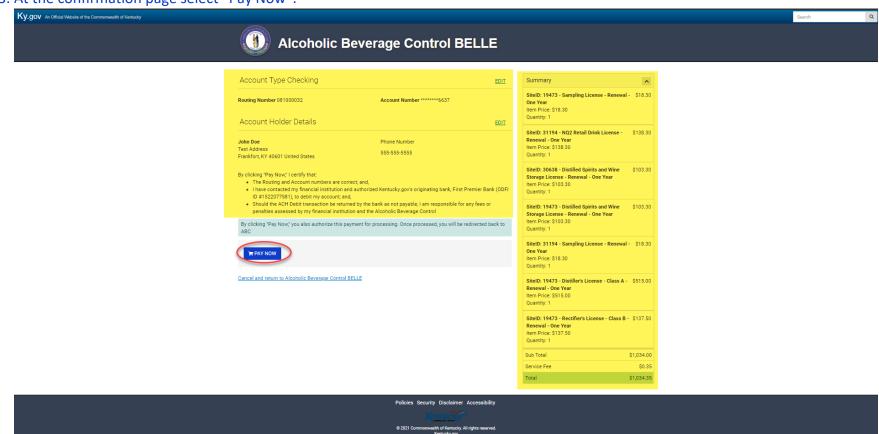
12. At the next screen enter all your ACH information for processing and select "Next".







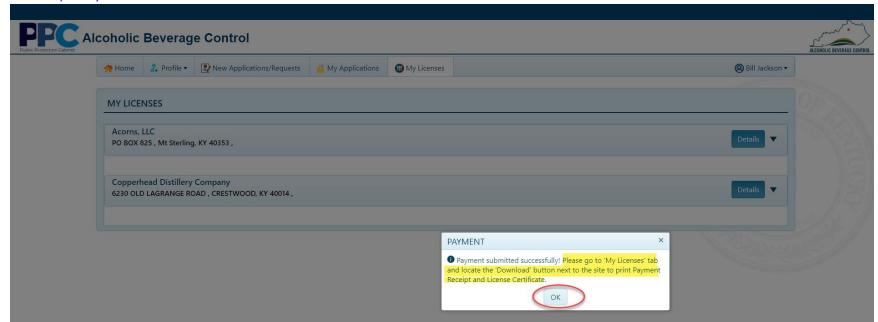
13. At the confirmation page select "Pay Now".







14. Upon successful payment you will be redirected back to the ABC portal where you will see a message with instructions on how to print your license.



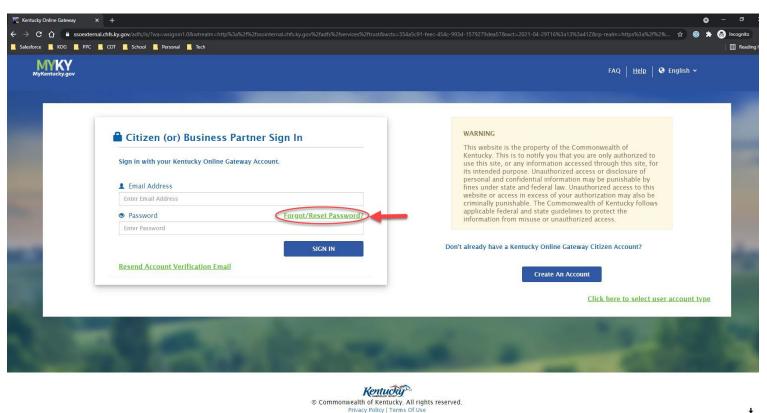




## **Help and Support**

The Kentucky Online Gateway (KOG) single sign-on manages all username and password issues. If you forget your password, you may reset it at sign-on, by email, or by phone.

• Sign-On





Email: <u>KOGhelpdesk@ky.gov</u> Phone: (502) 564-0104 Ext: 2

The Department of Alcoholic Beverage Control licensing staff are available to assist if you have any issues or questions applying or renewing licenses.

• Email: abc.info@ky.gov

• Phone: (502) 564-4850