


ABC Online Video Transcript:

Hello, my name is Amanda with the Kansas Department of Revenue's Alcoholic Beverage Control Division. I'd like to walk you through how to register for and sign in to our new Online Liquor Licensing System. This is where you can register for a new License, Renew your current license, and even pay administrative fines that may be due.

1. We have 2 ways of accessing the online portal
 - A. Navigate Directly - <https://ksabconline.org/Login.aspx>
 - B. Via KsRevenue - <http://www.ksrevenue.gov/index.html>
 - Divisions (yellow bar) Alcoholic Beverage Control
 - Click in the Blue box 'To access the new online liquor licensing system, click here'
2. NEW : If this is your first time here, Click here to Register (as a new user) page will open to Online Registration
 - A. Email - choose an email account that you have access to during registration. As You will need to click on a link sent that is sent to your email address in order to complete the registration process.
 - B. Password –
 - If you use the tab key to get into the password area, the ellipses will be highlighted and when you type your new password they will be erased
 - If you use the mouse to get into the password area, you need to backspace over the elipses or highlight and delete them, in order to enter the password of your choice
 - Password rules are as follows: *be at least 8 characters.*
 - *contain at least one (1) letter.*
 - *contain at least one (1) number.*
 - *contain at least one (1) capital letter.*
 - C. Do you have an online access code? The access code links this new profile you are creating with your current ABC account. If you don't have a previous license with ABC then you wouldn't need a code to continue.
 - If you need an online access code, please call 785-296-7015 or email abc.email@kdor.ks.gov to help you link the online profile you are creating with your existing Legal Entity. Please have your EIN or corporation number handy.
 - If you choose to create the online profile without the Online Access Code at registration you will not see the renewal options for your current license nor will you see any administrative fines due (if applicable) when working in the system.
 - D. Code under Security Question for Password reset –
 - Type the letters (case sensitive) the best you can make them out. You can also click the  button to hear the code that is displayed on the screen.
 - After hitting Finish Registration – if anything needs corrected, the Security Code will change to a new value which you must type in the Code box.

3. When you finish registration, check your email as you will need to find the email from donotreply@kdor.ks.gov, you may need to check your Junk, Spam, or Promotions email folders until you mark us as a trusted sender. If you still do not see the email you may need to check with your IT department to see if there are pre-filters in place that may not allow the message to come to your inbox.
 - A. Open the email
 - B. Click the link in the email
 - C. The user name (may / is) already filled in
 - D. The password area holds ellipses that must be eliminated before putting your password in.
 - you need to backspace over the ellipses or highlight and delete them, in order to enter the password of your choice
 - Re-enter your password to gain entrance to the system.
4. Main Menu
 - A. Overview – You may see up to 3 sections (Apply for a License, My Drafts, and My Approved Licenses)
 - B. ‘Apply for a License’ options are only to be used if you want to obtain a NEW Liquor License or Temporary Permit.
 - C. The ‘My Drafts’ section appears only after you have started a NEW or RENEWAL application. This is where you have started an application and not yet finished. You can come back and click on the blue box next to the file number in the draft section to continue where you left off.



Now let me log in as someone who has their online account linked to their existing legal entity.

- D. The ‘My Approved Licenses’ section appears only after you have your Legal Entity successfully linked to your account. If you created your online profile without the online access code information you will need to call 785-296-7015 to have the accounts linked. When your License is eligible for renewal (60 days prior to your expiration date) a green RENEW button will appear to the right hand side of your approved license information.



If you believe you should be able to renew, and do not see the RENEW button near your approved license, please call ABC for assistance at 785-296-7015.