1. Login to VO using the User ID (email address) and password.
2. Click Log On.
3. The Main Menu screen is displayed. Several functions are shown along with the license/permit number(s) that are eligible to renew.

4. Click on the license/permit number you wish to renew.
5. Click **Renew “MB” Permit** link.
6. The *Introduction* screen is displayed. Read the introduction then click **NEXT**.
7. The Qualification(s) screen is displayed.
8. Answer the questions then click NEXT.

NOTE: If ‘Yes’ is answered to any of the questions, you cannot renew online. Please contact the TABC Licensing Division at 512-206-3360.

9. The Name and Organizational Details screen is displayed. Verify the information then click NEXT.
10. The *Address Detail Summary* screen is displayed. You may make changes to mail address by clicking the *Mailing Address* link. If changes need to be made to your location address you may not renew online. Please contact TABC at 512-206-3360.

11. Verify information for accuracy then click **NEXT**.
12. The *Sales Data – Information* screen is displayed.
13. Provide sales data for the last year of operation at the licensed premises.
14. Failure to provide current information may result in the refusal of your application.
15. Click **NEXT**.
16. The Surety Bond Requirement – Information screen is displayed.
17. If Exempt or Bond on File is displayed – No action needed.
18. If Bond or FB is displayed – Download and submit bond or FB form using above links.
19. Click NEXT.
20. The Application Summary screen is displayed.
21. Review the information for accuracy then click **SUBMIT**.
22. The Attestation screen is displayed.
23. Read the statement and answer the question. If you answer ‘no’, you will receive a message and cannot renew online. Please contact the TABC Licensing Division at 512-206-3360.
24. If you answer ‘yes’, click **NEXT**.
25. The Application Summary will be sent as an attachment to the email address you provided.
26. Example of the Application Summary.

<table>
<thead>
<tr>
<th>Application Summary</th>
</tr>
</thead>
<tbody>
<tr>
<td><strong>License/Permit:</strong> MB 785917</td>
</tr>
<tr>
<td><strong>Application:</strong> RENEW &quot;MB&quot; PERMIT</td>
</tr>
<tr>
<td><strong>Application Date:</strong> 02/10/2014 (MM/DD/YYYY)</td>
</tr>
<tr>
<td><strong>Organization Name:</strong> THE LION CAVERN</td>
</tr>
<tr>
<td><strong>Mailing Address:</strong></td>
</tr>
<tr>
<td><strong>Name:</strong> THE LION CAVERN</td>
</tr>
<tr>
<td><strong>Address:</strong> 10 MAIN ST</td>
</tr>
<tr>
<td><strong>AUSTIN, TX 78731</strong></td>
</tr>
<tr>
<td><strong>US</strong></td>
</tr>
<tr>
<td><strong>Phone Number:</strong> 512 666 5555</td>
</tr>
<tr>
<td><strong>Review Location Details:</strong></td>
</tr>
<tr>
<td><strong>Name:</strong> THE LION CAVERN</td>
</tr>
<tr>
<td><strong>Address:</strong> 10 MAIN ST</td>
</tr>
<tr>
<td><strong>AUSTIN, TX 78731</strong></td>
</tr>
<tr>
<td><strong>US</strong></td>
</tr>
<tr>
<td><strong>Phone Number:</strong> 512 666 5555</td>
</tr>
<tr>
<td><strong>Sales Data:</strong></td>
</tr>
<tr>
<td><strong>Alcoholic Beverage Sales $:</strong> 50000.00</td>
</tr>
<tr>
<td><strong>Food Sales $:</strong> 20000.00</td>
</tr>
<tr>
<td><strong>Other Sales $:</strong> 0.00</td>
</tr>
<tr>
<td><strong>Gross Sales $:</strong> 250000.00</td>
</tr>
<tr>
<td><strong>Sales Year (YYYY):</strong> 2013</td>
</tr>
<tr>
<td><strong>Surety Bond Requirement:</strong> NEED BOND OR FB</td>
</tr>
</tbody>
</table>

**License and Permit Fees**
- **Mixed Bev. 1st Renewal Fee:** $4500.00
- **Mixed Beverage Surcharge:** $602.00
- **Late Fee-Primary Permit:** $100.00
- **FB Certificate Fee (MB/RM):** $200.00
- **FB Surcharge:** $576.00
- **Late fees-FE:** $100.00
- **Late Hours (LB) Renewal Fee:** $300.00
- **Late Hours (LB) Surcharge:** $327.00
- **Late fees-LB:** $100.00
- **PF Permit Fee:** $40.00
- **PF Surcharge:** $151.00
- **Late fees-PF:** $100.00

**TABC Amount Due:** $7096.00
27. The *Fee and Summary Report* screen is displayed.
28. Click **PAY NOW** if this is the only license/permit to renew.
29. Click **PAY LATER** if you have another license/permit to renew. Clicking **PAY LATER** will return you to the Main Menu then follow steps 4-27.
30. Click **VIEW PDF SUMMARY REPORT** to view the Application Summary, this is the same summary you received via email.
31. The Online Application Payment screen is displayed.
32. Select payment method (Credit Card or ACH).
33. Click NEXT.
34. The Confirm Payment Details screen is displayed indicating the total amount due.
35. Click NEXT.
36. The Payment Process screen is displayed.
37. Complete the Customer Billing information and Bank or Credit Card information.
38. Click CONTINUE.
39. The Payment Verification screen is displayed.
40. Confirm the information then enter the Verification code.
41. Click MAKE PAYMENT.
42. The Online Application Payment Success screen is displayed. The total amount paid is shown.
43. The Payment Summary will be sent as an attachment to the email address you provided.
44. The Licensee/Permittee will need to retain the Online Payment Summary for their records.