

How To Apply for a New (Original) License

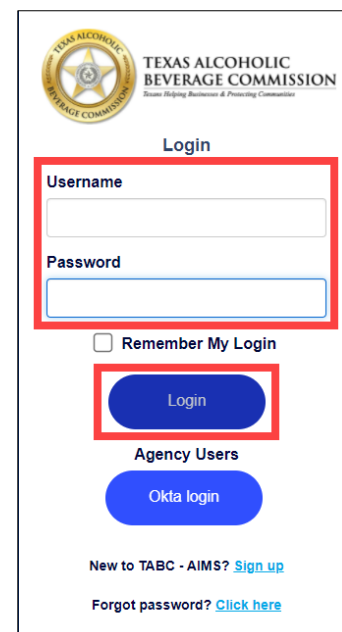
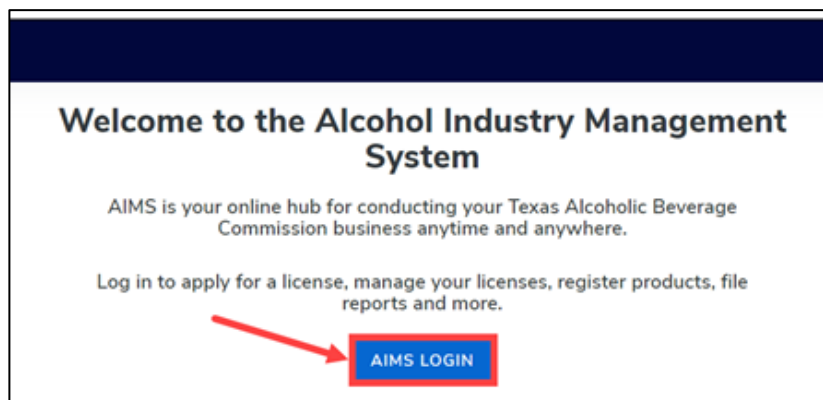
Use this guide if you:

- Don't have an active TABC license or permit.
See the [How To Create an Account in AIMS](#) guide before proceeding.
- Want to apply for a new license under an existing business entity.
See the [How To Create an Account in AIMS](#) and [How To Claim Your Business in AIMS](#) guides before proceeding.
- Want to apply for a new license under a new business entity but have existing entities.
See the [How To Create an Account in AIMS](#) and [How To Claim Your Business in AIMS](#) guides before proceeding.

Note: If you do not know the type of license or permit you need, visit the [TABC License and Permit Types page](#) before you start this process.

1. Log in to AIMS:

- Enter tabc.texas.gov/aims in Google Chrome or Microsoft Edge on any device.
- Click **Visit AIMS**.
- Click **AIMS LOGIN** once on the AIMS landing page.
- Enter **Username** and **Password**. Click the **Login** button.

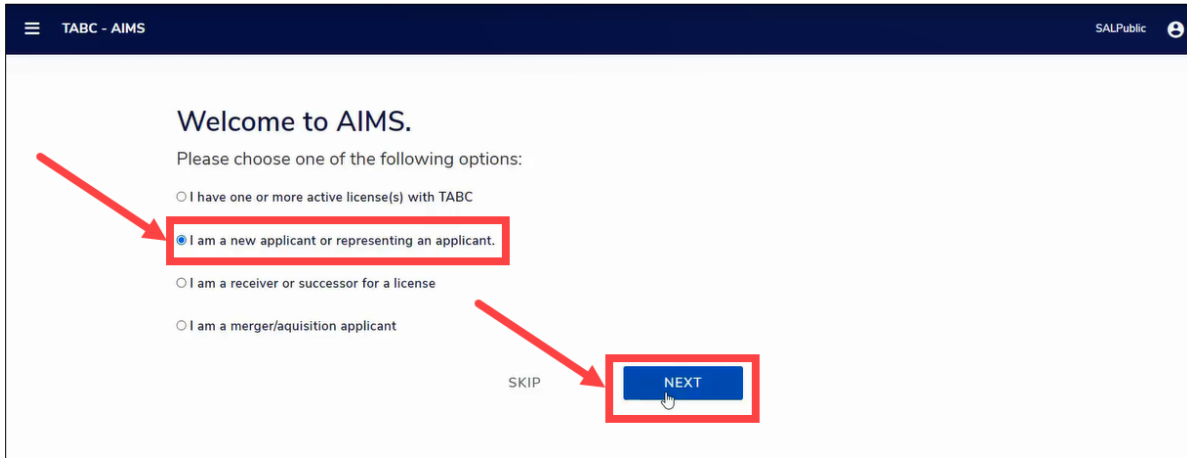




2. a) If you do not have an active license, select **“I am a new applicant or representing an applicant”**.

Click the **Next** button.

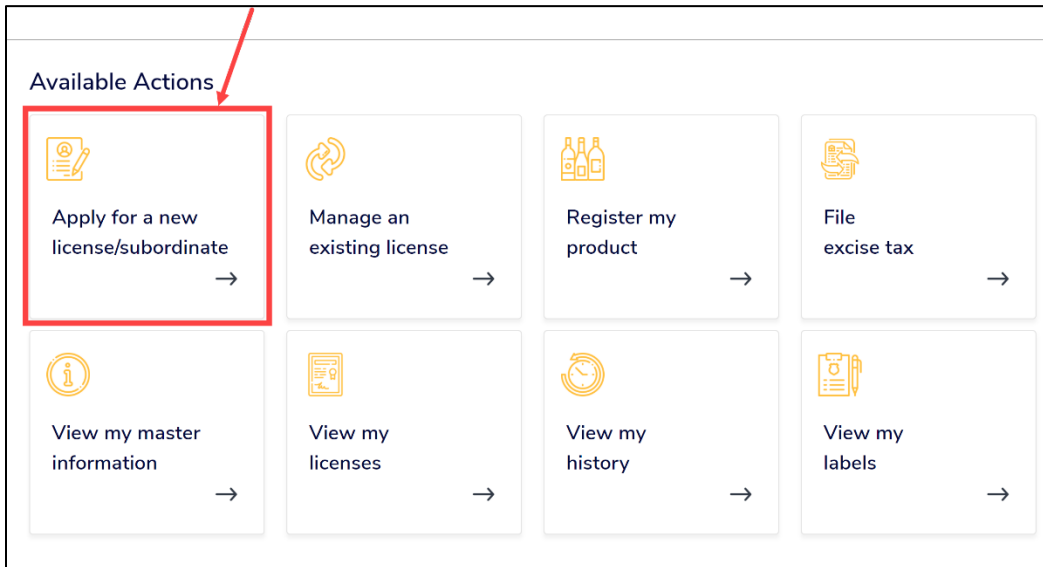
Proceed to Step 3.



- b) If you want to add a license or permit to an existing business entity. Select that business entity to view the dashboard of that business entity.

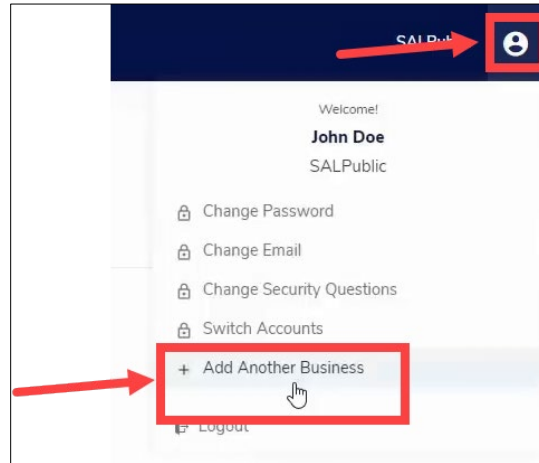
Click **Apply for a new license/subordinate** from the entity’s dashboard.

Proceed to Step 3.





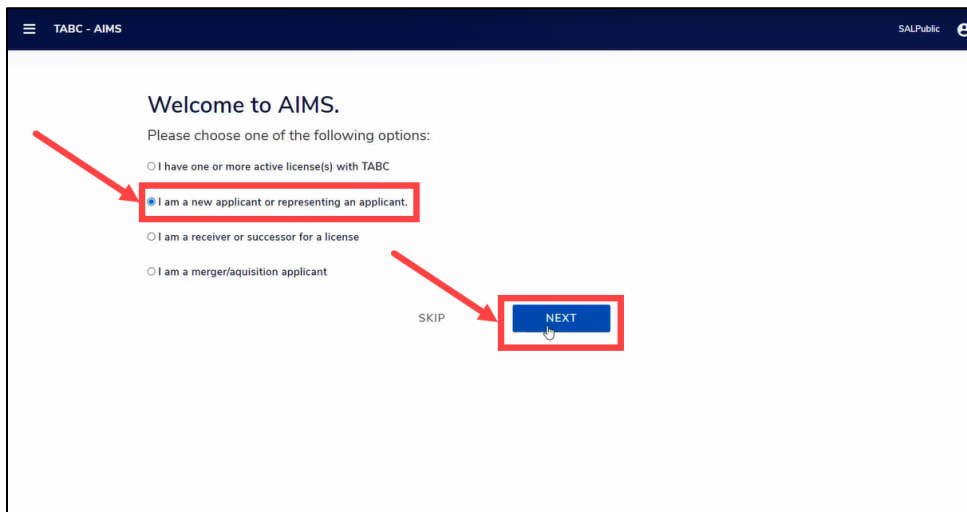
c) If you want to apply for a new license under a new business entity, click the **person icon** in the upper right corner and select **+Add Another Business**.



Select **I am a new applicant or representing an applicant**.

Click the **Next** button.

Proceed to Step 3.





3. Answer the questions as they appear. Select the license type from the **dropdown list**.

Click the **Next** button.

License Selection

* Required field

Are you the applicant or authorized user? *

Yes

Do you know the license type for which you are applying? *

Yes

Please select the license or permit type from this list *

--Select--


BACK NEXT

4. View the information under **Before You Begin** and **Initial Application Information**.


General Distributor's License (BB)

Each tile displayed on this screen represents the application sections you are required to complete. To start, select the **Before you Begin** tile and review the provided information designed to assist you with this overall process. Next, you must select the **Initial Application Information** tile and complete the required information within this section. After the status of this section is set to complete, the remaining tiles will be made available to you and may be answered in any order, and in one or more settings. Tiles will appear with a check mark when complete.

Application ID: **2196**



Before You Begin

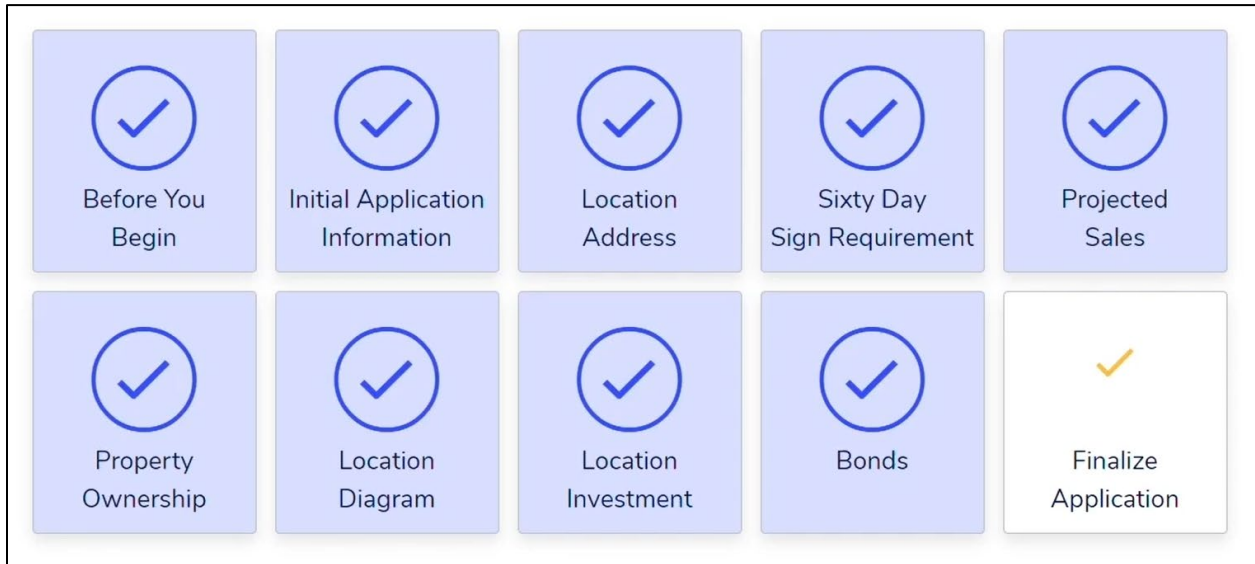


Initial Application Information



5. Complete the information under each button and follow the instructions in AIMS.

Note: You may pause and return to the application process at any point. Each button you complete is automatically saved and will be highlighted with a blue check after you complete it.



As part of the finalization process, download the Licensing Application Summary (includes Comptroller and Local Government Certification paperwork), which must be completed outside of AIMS.

Once you finalize them with the appropriate parties, upload the completed certifications into AIMS under the **Finalize Application** button.

Certificate of city secretary *

SELECT FILES...

Certificate of county clerk *

SELECT FILES...

Comptroller of public accounts certificate *

SELECT FILES...

Certificate of city secretary for late hours license/permit *

SELECT FILES...

Certificate of county clerk for late hours license/permit *

SELECT FILES...

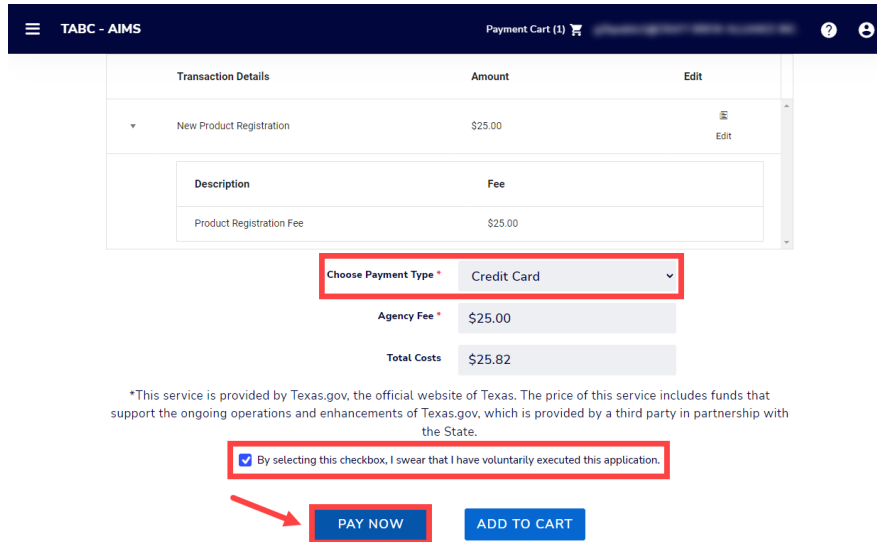
Publishers Affidavit *

SELECT FILES...

- When all tiles are complete, the **Payment Details** screen will appear. You have the option to pay now or add to the Payment Cart.

Note: Payment Cart is not available for excise tax, enforcement items, demand funds, or TexNet payments.

If no other transactions need to be processed, **Choose Payment Type** from the dropdown, affirm the statement by selecting the **checkbox** and click the **Pay Now** button.



Transaction Details	Amount	Edit
New Product Registration	\$25.00	Edit

Description	Fee
Product Registration Fee	\$25.00

Choose Payment Type * Credit Card

Agency Fee * \$25.00

Total Costs \$25.82

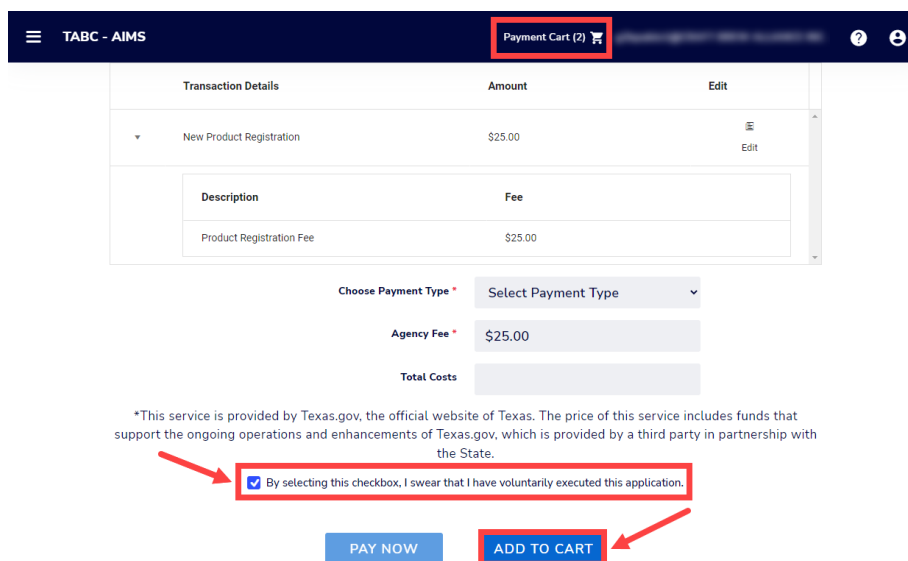
*This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

By selecting this checkbox, I swear that I have voluntarily executed this application.

PAY NOW ADD TO CART

If you would like to complete more transactions and pay for multiple items at once, affirm the statement by selecting the **checkbox** and clicking the **Add to Cart** button. When transactions are complete, click the **Payment Cart** in the upper right.

Note: You can add up to 10 transactions to the Payment Cart.



Transaction Details	Amount	Edit
New Product Registration	\$25.00	Edit

Description	Fee
Product Registration Fee	\$25.00

Choose Payment Type * Select Payment Type

Agency Fee * \$25.00

Total Costs

*This service is provided by Texas.gov, the official website of Texas. The price of this service includes funds that support the ongoing operations and enhancements of Texas.gov, which is provided by a third party in partnership with the State.

By selecting this checkbox, I swear that I have voluntarily executed this application.

PAY NOW ADD TO CART



7. Complete your payment details with ACH or credit card.

The screenshot shows the 'Payment' step in a four-step process. The 'Payment Type' is set to 'Credit Card'. The 'Customer Information' section includes fields for Address (Wyatt Corp, Austin, TX 78731), Phone Number (5122222222), Country (United States), and Email Address. The 'Payment Information' section includes fields for Credit Card Number, Credit Card Type (with icons for Visa, Mastercard, American Express, Discover, and Delta), Expiration Month (11 - November), Expiration Year (2025), Security Code (123), and Name on Credit Card (Phyllis Egan). A 'Transaction Summary' on the right shows 'License Fee' and 'Texas.gov Price'. A 'Need Help?' section provides instructions for credit card payment. Navigation buttons for 'Next', 'Cancel', and 'Edit' are visible.

Once payment is submitted, the payment details screen will appear. Click the **Download Receipt** button to print or save your receipt. You'll also get an email confirming your payment and application submission.

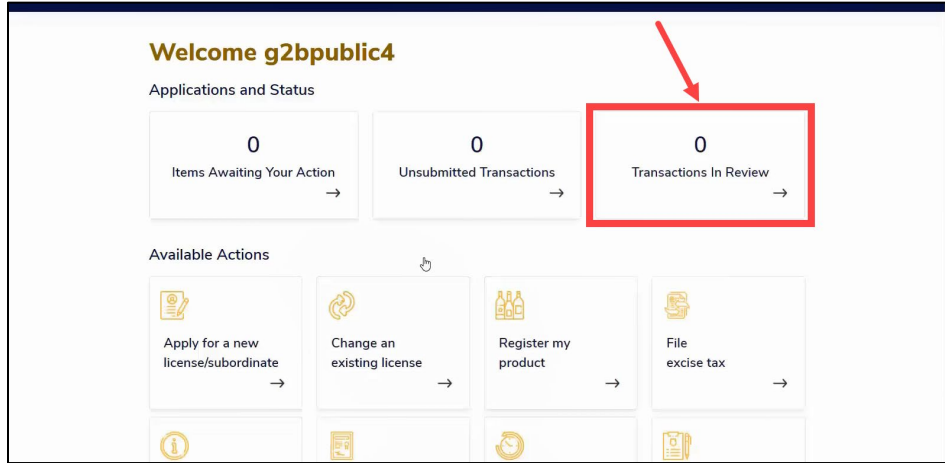
The screenshot shows the 'Payment Details' screen. It displays 'Application ID : 1489' and a message: 'Your payment has been successfully processed. NOTE: PLEASE DOWNLOAD THE RECEIPT FOR YOUR RECORDS.' Below this is a table with the following data:

Transaction Details	Amount
	\$41.00

At the bottom, there is a 'DOWNLOAD RECEIPT' button and pagination information: '5 items per page' and '1 - 1 of 1 items'.



Check the status of your application anytime by selecting the **Transactions in Review** button on your business entity's dashboard.



If TABC approves your application, click the **Manage an existing license** button to print and post your new license or permit in your business. For additional help printing your license, view the [How To Print Your License](#) guide.

