

RLPS Application Steps for TABC Permit

Please note the TABC application is not mobile, Safari or tablet friendly. PC only!

Application Steps:

1. Go to <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 login button).
3. If you already have an account, enter E-Mail and Password > 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 > click to continue application.
7. Click the arrow beside the 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.

Please take a photo of your ID and E-Mail it to yourself and download on desk top before starting application.

13. At the bottom of the form you should see your mailing address from the 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 your desktop > Then click continue once attachment has been added.
17. Click save.
18. Click continue application.
19. On this page review the information is correct. Once you have reviewed the text > click the check this box and click to continue application.
20. Pay fees > click continue application.
21. Enter Credit card and billing address information.
22. Click submit payment.
23. You should receive confirmation your application has been completed.

Go to TopShelfEDU.com/ServerPermit to take the online course

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.

Tutorials

[Click here for "How to create an account in RLPS video"](#)

[Click for the "How to apply for a server permit in RLPS video"](#)

Problems?

If you have problems you can call the TABC Nashville office at 615-532-2297 to be directed to the RLPS Help Desk.

The help desk is open Monday – Friday from 9 a.m. till 4 p.m. central time.



1545 Western Avenue, Suite 210, Knoxville, TN 37921 TopShelfEDU.com
866.681.7880 toll-free 865.521.8085 tel 865.521.8086 fax