

# AMEND A LICENSE TUTORIAL



NOTE: Screen shots can be accessed by clicking the links in the instructions. Additional steps not listed below are required for certain banquet applications.

# **INSTRUCTIONS**

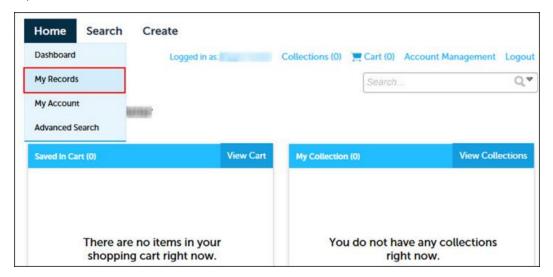
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices. The VAL login is hosted on the <u>Virginia ABC</u> website and can also be accessed by selecting VAL System from the Licensing drop-down and clicking on the orange bar labeled returning users and check status.

- 1. Click on VAL Login
- 2. Click Home>My Records in the top left navigation. A list of all records displays.
- 3. Find the license to be surrendered. Click to open the record.
- 4. Click Create Amendment button at bottom of page.
- 5. Select an Amendment Type for the Privilege Classification you want to change. Click Continue Application.
- 6. Complete required fields on the <a href="Change Description">Change Description</a> page. Click Continue Application.
- 7. Attach supporting documents if applicable. Click **Continue Application**.
- 8. Add comments (optional). Click **Continue Application**.
- 9. If a payment is not required, the Receipt/Record issuance page loads. If a payment is required, continue with steps 10 14.
- 10. Review Pay Fees page then click Check Out.
- 11. Click Checkout on the Cart page.
- 12. Click Proceed with Payment on the payment screen.
- 13. Enter Payment Information then click Submit Payment.
- 14. Receipt/Record issuance page loads.

# **END OF WRITTEN INSTRUCTIONS**

# **SCREEN HELP**

# My Records



# **Back to Instructions**

#### Open a Record

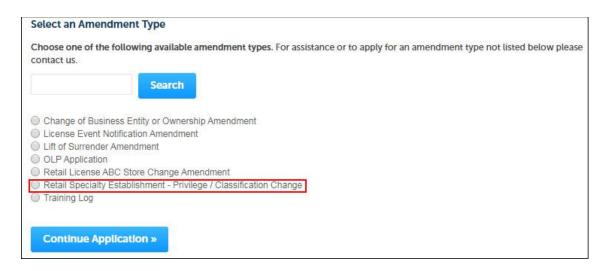


#### **Create Amendment**

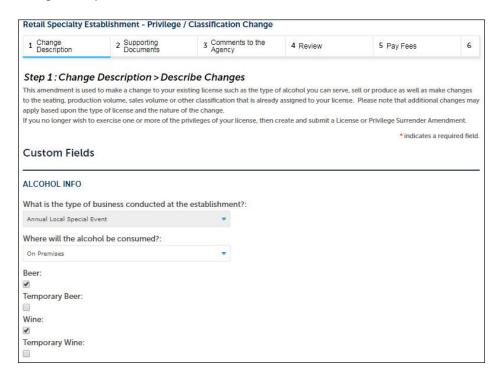


# **Back to Instructions**

#### Select Amendment

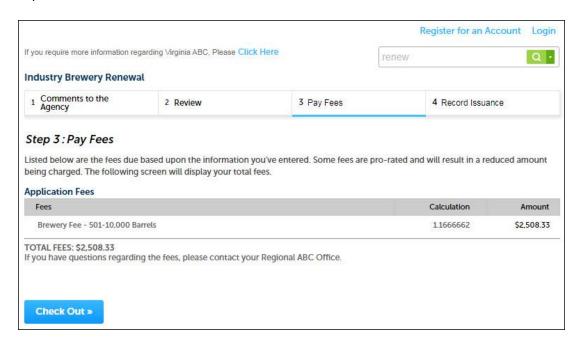


# **Change Description**



#### **Back to Instructions**

# Pay Fees



Proceed with Payment

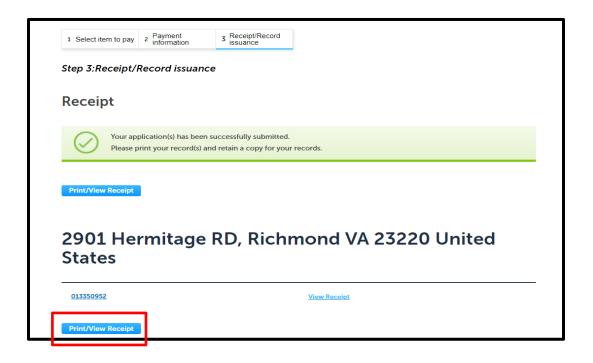


# **Back to Instructions**

# **Submit Payment**



View and Print Receipt



#### PAYMENT RECEIPT Receipt Number: 14254174 CASHIER: PUBLICUSER39596 DATE/TIME: 6/21/2023 12:00:00 AM NAME: Peter Smith ADDR: License # **Total Fee Unit Total** Type **Fee Description** Fee qty 013350952 Culinary Permit \$50.00 1.00 \$50.00 Culinary Application Application Fee \$50.00 1.00 \$50.00 Total \$50.00 1.00 \$50.00 Transaction # Payment Type **Check Number Payment Amount** 750337 Credit Card \$50.00 \$50.00