



**CREATE a VAL ACCOUNT
(Existing Licensee)
TUTORIAL**



**Virginia Alcoholic Beverage
Control Authority**

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 [Virginia ABC](#) 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.

If you are an existing licensee with ABC you will need to have first received your pin letter. The pin letter will provide you with instructions on logging in and connecting your licenses to your account. If you already have a licensee account with ABC's current system, use that information to login to VAL. If you don't have an account, here's how to create one.

1. Click on [VAL Login](#)
2. From the [Login Screen](#), click **Sign Up**.
3. Fill in the information to [create your account](#). Click **Submit**.
4. Review your Information to [Validate Account](#). Click **Register**.
5. You will be prompted to [Sign Into](#) your Account.
6. The first time you enter the system, it will prompt you to enter your [contact information](#) on the Contact Information page. Enter the **required fields**.
7. Click [Add Additional Contact Address](#). Enter the **required fields**. Click **Save and Close**. Review and Click **Save**.
8. This is the only time you will have to do this unless you need to add or change your information.
9. Select [Home>My Records](#), there will be [No records found](#). To Connect your Existing Records, you must have your pin letter available.
10. Select [Create, Create Application](#).
11. Read the [General Disclaimer](#), Check the box, and Click **Continue Application**.
12. Select the Drop Down for Licenses, select the radio button for the [Pin Record](#). Click **Continue Application**.
13. Click [Add a Row](#). Enter the [Pin Number](#) and **Record Number**. This **must be all uppercase**. Click **Submit**.
14. If you have mistyped one of the numbers or letters, the system will tell you that you have a mismatch, and you will have to re-enter them.
15. Continue adding rows until you've entered all your records numbers.
16. Click **Continue Application**. On the next page, Click **Continue Application** again.
17. Once you have [successfully submitted](#) your application, Select [Home>My Records](#). You will see the [records](#) you added.
18. You can add additional contact information and upload documents to your account for later use.

19. Select [Account Management](#), Click [Add a Contact](#). Enter the **required fields**.
20. Click [Add Additional Contact Address](#). Enter the **required fields**. Click **Save and Close**.
21. To [Add Attachments](#), Click **Add**.
22. Upload files on the [File Upload](#) page.
23. For each file, Select the [contact](#) you want to attach the file to.
24. Enter a [description](#) for each file. Click **Save**.
25. You will receive the [attachments successfully](#) uploaded message.

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

Sign Up

Sign In

Reminder to take the COVID-19 interest survey as soon as possible. [Link](#)

User ID [Forgot User ID?](#)

Password [Forgot password? Enter Verification Code](#)

Next

[Don't have an account? Sign Up](#)

[Back to Instructions](#)

Create Account

Create Account

Orange indicates a required field.

First Name

Last Name

User ID
User ID must be between 6 and 20 characters in length.

Phone Number
Please include area code.

Primary Email Address

Confirm Email Address

Create Password
Password must be at least 8 characters in length.

Confirm Password

Cancel **Submit**

[Back to Instructions](#)

Validate Account

Validate Account

Disclaimer: Unauthorized attempts to modify any information stored on this system, to defeat or circumvent security features or to utilize this system for other than its intended purposes are prohibited and may result in criminal prosecution.

First Name
Susie

Last Name
jones

Email
susie@gmail.com

User ID
Susie1

Phone Number
8048880999
Please include area code.

By clicking Register, you confirm that the information you entered is correct and you agree to the disclaimer above.

Back **Register**

[Back to Instructions](#)

Sign In

Sign In

✔ Your registration is complete. You can now log in using your User ID 'sornyjohnson'

Reminder to take the COVID-19 interest survey as soon as possible. [Link](#)

User ID [Forgot User ID?](#)

Password [Forgot password? Enter Verification Code](#)

Next

[Don't have an account? Sign Up](#)

[Back to Instructions](#)

Contact Information

Manage Your Account

View Contact Detail

Validate and update your contact information at this page.

Please complete required information and add a contact mailing address. When completing future applications, you may select this contact as a contact for the application.

Contact Information

*Individual/Organization:

Organization Name: FEIN: Primary Phone:

DBA/Trade Name: Secondary Phone:

*First: *Last: SSN: Personal Phone:

*E-mail:

Driver's License Number: Driver's License State:

State ID Number: State:

Birth Date: Gender: Female Male

Contact Address

Add Additional Contact Address

To add a contact address, click the address link. Required contact address type(s) Mailing

Address Type	Recipient	Address	Status	Start
No records found.				

[Save](#) [Back to Account Management](#)

[Back to Instructions](#)

Add Additional Contact Address

Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link. Required contact address type(s) Mailing

Showing 0-0 of 0

Address Type	Recipient	Address	Status	Start
No records found.				

[Save](#) [Back to Account Management](#)

Contact Mailing Address Information

*Address Type:

*Street #: Direction: *Street Name: *Street Type: Suffix Direction:

Unit # (start): Unit # (end): Unit Type:

*City: *State: *ZIP Code:

Country/Region:

International Address

International Address 2:

International Address 3:

[Save and Close](#) [Save and Add Another](#) [Clear](#) Discard Changes

[Back to Instructions](#)

Home>My Records

[Back to Instructions](#)

No Records Found

[Back to Instructions](#)

Create>Create Application

[Back to Instructions](#)

General Disclaimer

[Back to Instructions](#)

Pin Record

Home Search Create Account Central

Logged in as: Sonny Johnson Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#) Search...

Select a Record Type

Choose one of the following available record types. For assistance or to apply for a record type not listed below please contact us.

Licenses (Privileges): Retail and Industry businesses
Permits: Special circumstances for Retail and Industry licenses
Events: Social occasions where alcohol may be sold or served – not for personal monetary gain (Wedding/Anniversary receptions use "Banquet"). For further definitions of event types, please go to <https://www.abc.virginia.gov/licenses/get-a-license/definitions>

Search

Licenses
 Apply for a Privilege
 PIN Record
Permits
Events

Continue Application >

[Back to Instructions](#)

Add a Row

Home Search Create Account Central

Logged in as: Sonny Johnson Collections (0) Cart (0) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#) Search...

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Record Matching * indicates a required field.

Record Matching

Record Matching Information

Showing 0 - 0 of 0

PIN	Record Number
No records found.	

Add a Row Edit Selected Delete Selected

Continue Application > Save and resume later

[Back to Instructions](#)

Pin Number

Record Matching Information

*PIN: *Record Number:

Submit Cancel

PIN Record

1 Step 1 2 Review 3 Record Issuance

Step 1: Step 1 > Record Matching * indicates a required field.

Record Matching

Record Matching Information

Showing 1 - 1 of 1

PIN	Record Number	Actions
<input type="checkbox"/>	REC21002YM 000532715	Actions

Add a Row Edit Selected Delete Selected

Continue Application > Save and resume later

[Back to Instructions](#)

Successfully Submitted Application

Home Search Create Account Central

Logged in as: Sonny Johnson Collections (0) Cart (0) Account Management Logout


If you require more information regarding Virginia ABC, Please [Click Here](#)

Search...

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

No Address

PIN-2022-00032 [Copy Record](#)

[Back to Instructions](#)

Home My Records

Home Search Create Account Central

Dashboard My Records My My Records Advanced Search

Logged in as: Sonny Johnson Collections (0) Cart (0) Account Management Logout


regarding Virginia ABC, Please [Click Here](#)

Search...

1 Select item to pay 2 Payment information 3 Receipt/Record issuance

Step 3: Receipt/Record issuance

Receipt

 Your application(s) has been successfully submitted. Please print your record(s) and retain a copy for your records.

No Address

PIN-2022-00032 [Copy Record](#)

[Back to Instructions](#)

Records Added

Home Search Create Account Central

Logged in as: Sonny Johnson Collections (0) Cart (0) Account Management Logout

Currently, the VAL on-line portal is accepting applications for **Banquets only**. VAABC intends to on-board our current license and permit holders in phases which will begin shortly. We appreciate your patience while we transition to this new online process.

Search...

▼ Licenses

Showing 1-2 of 2 | [Download results](#) | [Add to collection](#) | [Add to cart](#) | [Copy Record](#)

<input type="checkbox"/>	Action	Date	Record Number	Status	Record Type	Expiration Date	Effective Status	Re Re
<input type="checkbox"/>		02/24/2022	PIN-2022-00032		PIN Record			0
<input type="checkbox"/>	Amendment	09/24/2021	000532715	Renewal: Pending	Solicitor Salesman Permit	02/28/2022	Active	3

[Back to Instructions](#)

Account Management

The screenshot shows the 'Account Central' dashboard. At the top, there are navigation links for 'Home', 'Search', and 'Create'. The user is logged in as 'Sonny Johnson' with 'Collections (0)', 'Cart (0)', and 'Account Management' (highlighted with a red box) options. A search bar is present. A message states: 'Currently, the VAL on-line portal is accepting applications for Banquets only. VA ABC intends to on-board our current license and permit holders in phases which will begin shortly. We appreciate your patience while we transition to this new online process.' Below this is a 'Licenses' section with a table of records.

Action	Date	Record Number	Status	Record Type	Expiration Date	Effective Status	Re
<input type="checkbox"/>	02/24/2022	PIN-2022-00032		PIN Record			0
<input type="checkbox"/> Amendment	09/24/2021	000532715	Renewal: Pending	Solicitor Salesman Permit	02/28/2022	Active	3

[Back to Instructions](#)

Add a Contact

The screenshot shows the 'Manage Your Account' page. It includes a 'Login Information' section with an 'Edit' button. Below is the 'Contact Information' section with an 'Add a Contact' button. A table displays the user's contact information:

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
Sonny		Johnson		***-**-7777		Individual	Approved

Below the contact table is an 'Attachments' section with a note: 'The maximum file size allowed is 16 MB. ade;adp;bat;chm;cmd;com;cp;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.' A table for attachments is shown with columns: Name, Entity Type, Type, Size, Latest Update, Description, Document Status, and Stat. It currently shows 'No records found.' and an 'Add' button is located at the bottom left.

[Back to Instructions](#)

Add Additional Contact Address

Contact Information

* Individual/Organization:

Organization Name: FEIN: * Primary Phone:

DBA/Trade Name: Secondary Phone:

First: Last: SSN: Personal Phone:

* E-mail: Driver's License Number: Driver's License State:

State ID Number: State:

Birth Date: Gender: Female Male

▼ Contact Addresses

Add Additional Contact Address

To edit a contact address, click the address link.

* Address Type:

* Street #: Direction: * Street Name: * Street Type: Suffix Direction:

Unit # (start): Unit # (end): Unit Type:

* City: * State: * ZIP Code:

Country/Region:

International Address:

International Address 2:

International Address 3:

Save and Close **Save and Add Another** **Clear** **Discard Changes**

[Back to Instructions](#)

Add Attachments

Manage Your Account

Your current account information is shown below. Click an Edit button to update information within a section.

Login Information **Edit**

Contact Information **Add a Contact**

Showing 1-2 of 2 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
			Sonny's Bar		**-***1890	Organization	Approved
Sonny		Johnson		***-**-7777		Individual	Approved

Attachments

The maximum file size allowed is 16 MB. [adef;adp;bat;bin;cmd;com;cgi;exe;hta;htm;html;ins;isp;jar;jse;lib;lnk;mdb;mht;htm;html;msc;msp;mst;php;pic;scr;shb;sys;vbs;vbe;vbs;vwd;wsc;wsf;wsh](#) are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Stat
No records found.							

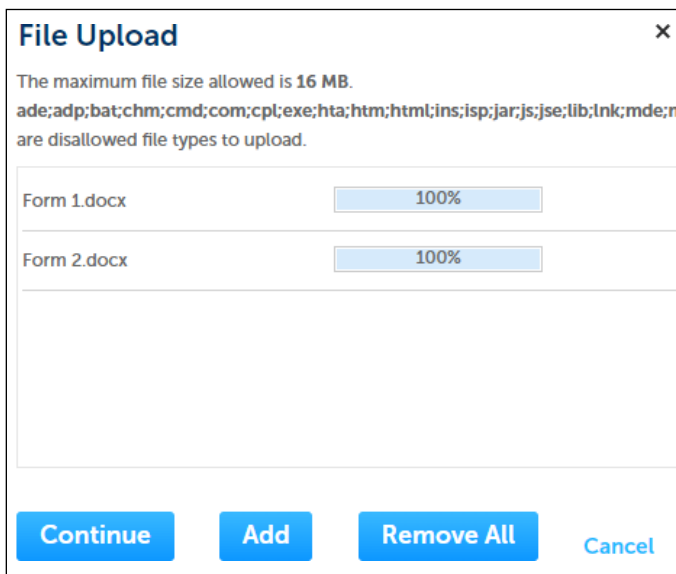
Add

Delegates **Add a Delegate**

People who can access my account
None

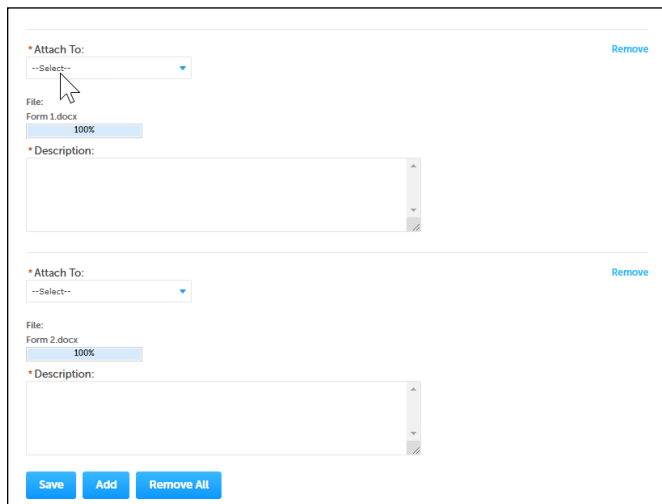
[Back to Instructions](#)

File Upload



[Back to Instructions](#)

Contact Attach To



[Back to Instructions](#)

Description

*Attach To: Remove

Sonny Johnson

File:

Form 1.docx 100K

*Description:

File 1

*Attach To: Remove

Sonny's Bar

File:

Form 2.docx 100K

*Description:

File 2

Save Add Remove All

[Back to Instructions](#)

Attachments Successfully Uploaded

The attachment(s) has/have been successfully uploaded.
It may take a few minutes before changes are reflected.

Manage Your Account
Your current account information is shown below. Click an Edit button to update information within a section.

Login Information Edit

Contact Information Add a Contact

Showing 1-2 of 2 | [Download results](#)

First Name	Middle Name	Last Name	Business Name	SSN	FEIN	Contact Type	Status
			Sonny's Bar		**--***1890	Organization	Approved
Sonny		Johnson		***--**-7777		Individual	Approved

Attachments

The maximum file size allowed is 16 MB.
ade;adp;bat;chm;cmd;com;cpl;exe;hta;htm;html;ins;isp;jar;js;jse;lib;lnk;mde;mht;mhtml;msc;mst;php;pif;scr;sect;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Entity Type	Type	Size	Latest Update	Description	Document Status	Status
Form 1.docx	Contact		11.69 KB	02/24/2022	File 1	Uploaded	02/24/

[Add](#)

[Back to Instructions](#)