



Record Your Training 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

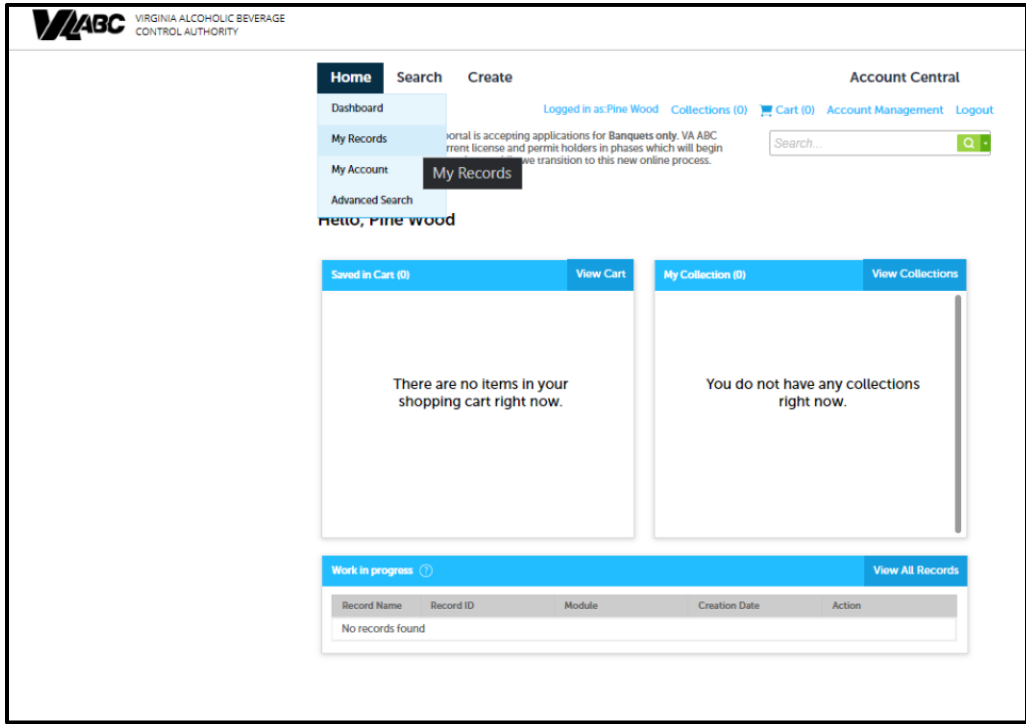
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices. The VAL login is hosted on the [Virginia ABC](#) website and can also be accessed by selecting VAL System from the Licensing drop-down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

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 for which you wish to record your training and click the corresponding [Amendment link](#) in the action column.
4. Select the [amendment type, training log](#), then continue application
5. Next [create a contact for training](#), select from an existing contact or click on add new
6. Click [continue application](#)
7. [Add information for the training classes](#) that have been completed, click add a new row
8. [Populate the attendee information](#), click submit.
9. [Click continue application](#) after all classes have been added
10. [Add an attachment](#) for certifications, training lists and other supporting training documents, click add
11. Select the file you would like to [upload](#), click add
12. Select the [file type, add a description](#), click continue application
13. Message that training documents were [successfully uploaded](#), click continue application
14. [Review your submittal](#), check the box that you agree to the certification, click continue application
15. Receive your [receipt](#)

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

1. Log into Account
2. Click on Home, My Records



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3. Find the amendment record, click on amendment

Home Search Create Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

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.

Search...

▼ Licenses

Showing 1-10 of 10 | Download results | Add to collection | Add to cart

<input type="checkbox"/>	Action	Record Number	Record Type	Name	Date	Effective Status	Expiration Date	Relat Recd
<input type="checkbox"/>		013171486	Training Log	VA ABC Import Training Logs	10/28/2022			4
<input type="checkbox"/>		PIN-2022-00055	PIN Record		10/26/2022			0
<input type="checkbox"/>		PIN-2022-00056	PIN Record		10/26/2022			0
<input type="checkbox"/>	Pay Fees Due	013148201	Retail Restaurant or Caterer Renewal	Hanging Rock Golf Club	03/05/2022			0
<input type="checkbox"/>	Amendment	12593870	Business Entity	Jacks Place LLC	03/27/2017			6
<input type="checkbox"/>	Amendment	12570855	Business Entity	Hanging Rock Golf Club Inc	04/22/2014			8
<input type="checkbox"/>		13122054	Retail Restaurant or Caterer Application	Hanging Rock Golf Club	04/22/2014			3
<input type="checkbox"/>	Amendment	13310	Retail Restaurant or Caterer License	Pinewood	08/01/2001	Active	07/31/2023	3
<input type="checkbox"/>		13115403	Retail Restaurant or Caterer Application	Pinewood	06/12/2001			4
<input type="checkbox"/>	Amendment	54337	Retail Restaurant or Caterer License	Hanging Rock Golf Club	06/27/1991	Active	05/31/2022	2

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4. Select Amendment Type Training Log, click continue application

Home Search Create Account Central

Logged in as: Pine Wood Collections (0) Cart (0) Account Management Logout

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

Search...

Select an Amendment Type

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

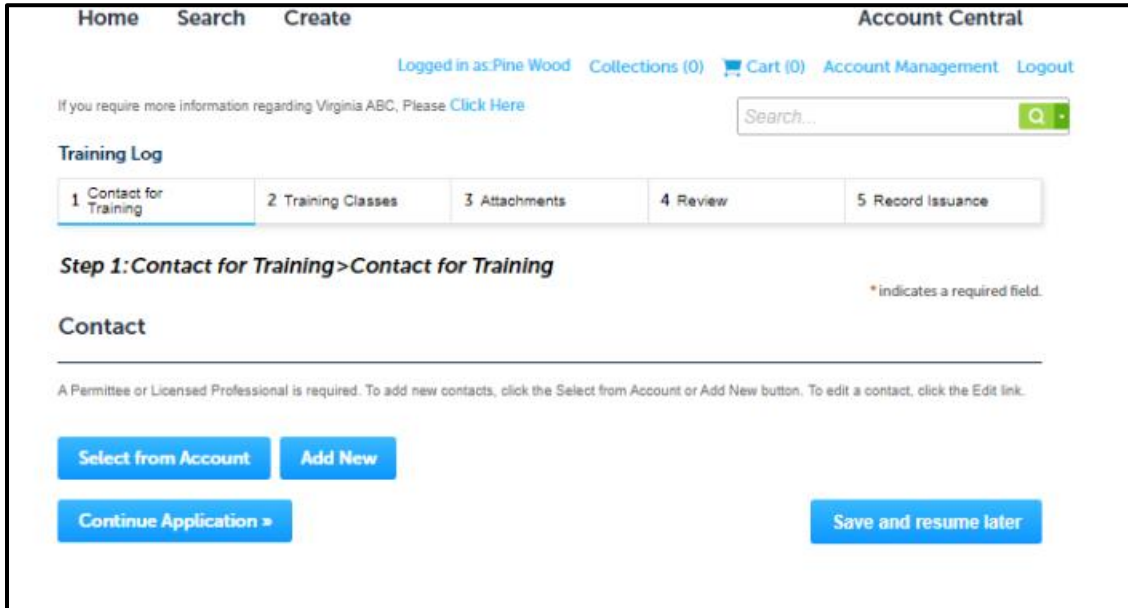
Search

- Change of Business Entity or Ownership Amendment
- Facility or Establishment Name change
- License Establishment Extension Amendment
- License Event Notification Amendment
- License or Privilege Surrender Amendment
- Lift of Surrender Amendment
- MBAR
- OLP Application
- Request Keg Book
- Retail License ABC Store Change Amendment
- Retail Restaurant or Caterer - Privilege / Classification Change
- Training Log

Continue Application »

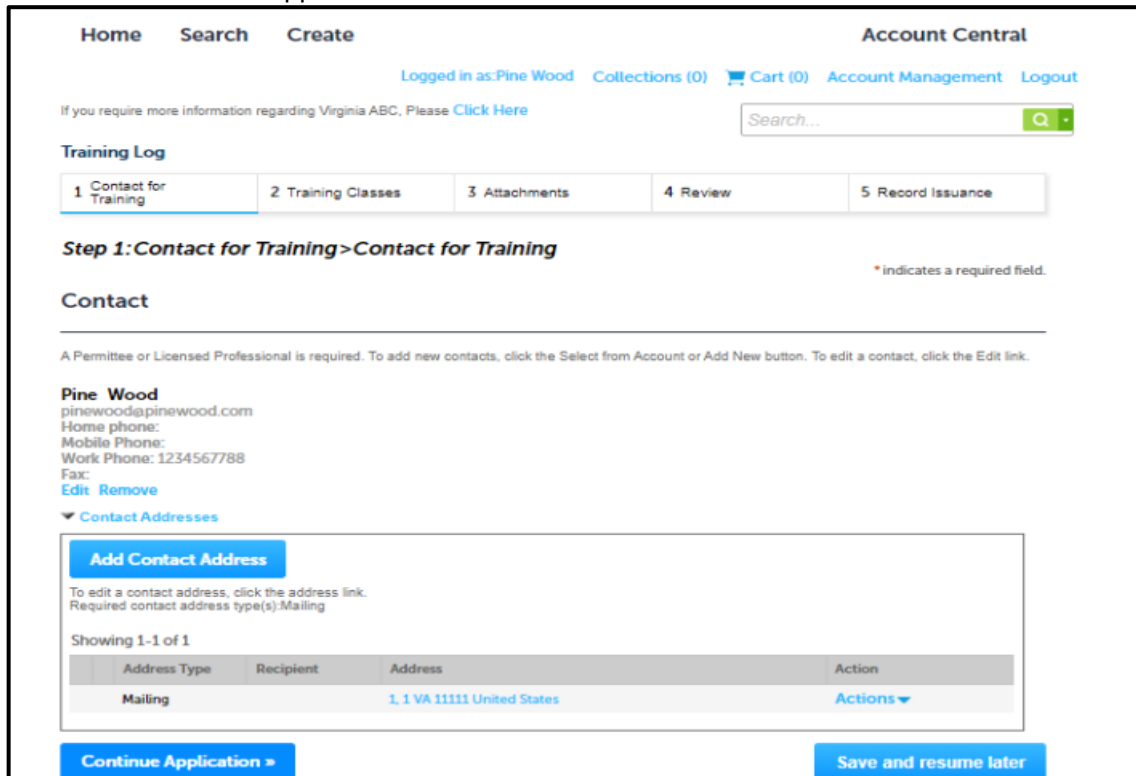
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- 5. Create a contact for training, click select from account to choose an existing contact or click add new, click continue application



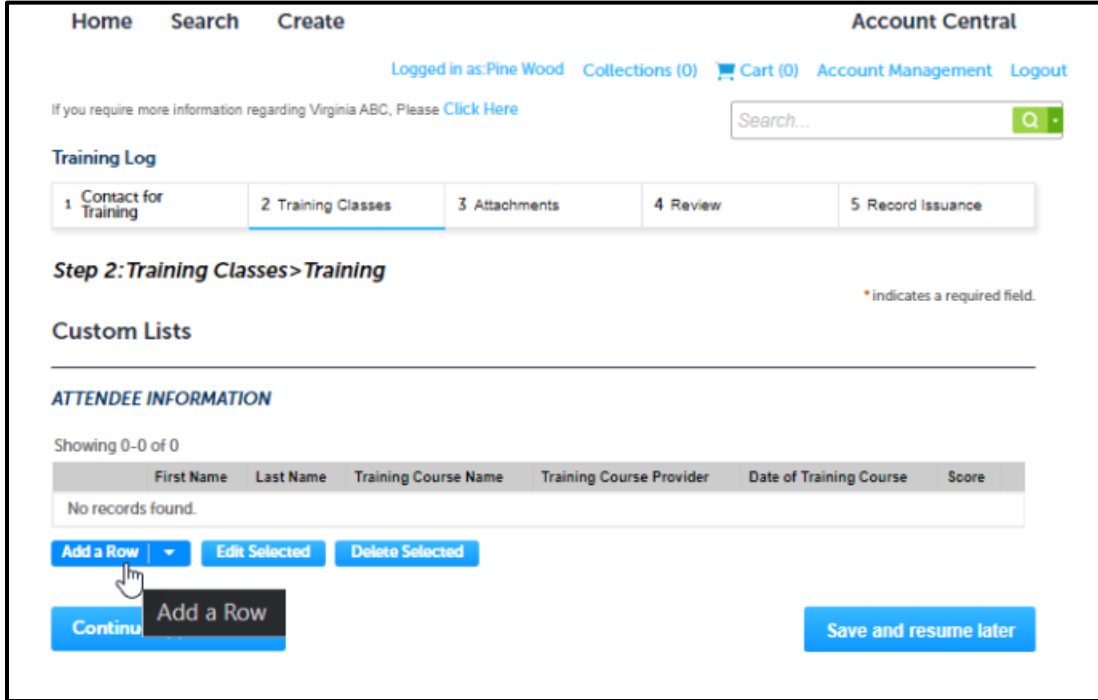
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- 6. Click continue application



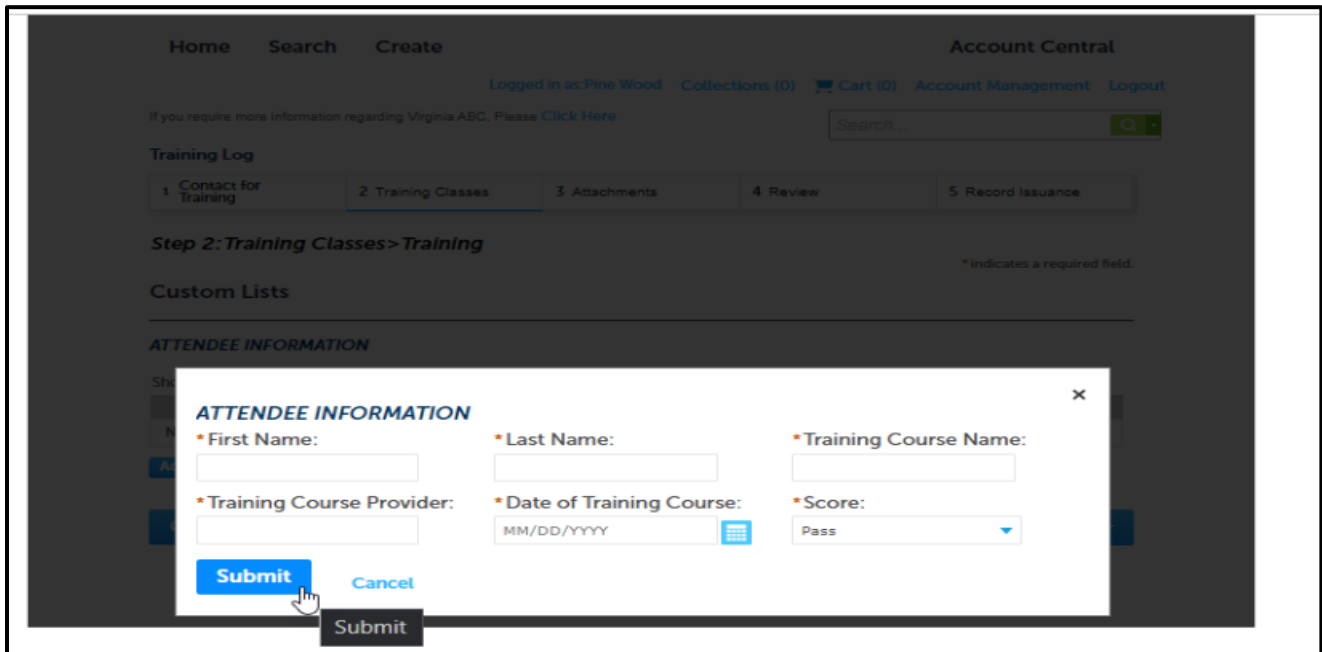
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7. To add class information, click on add a new row



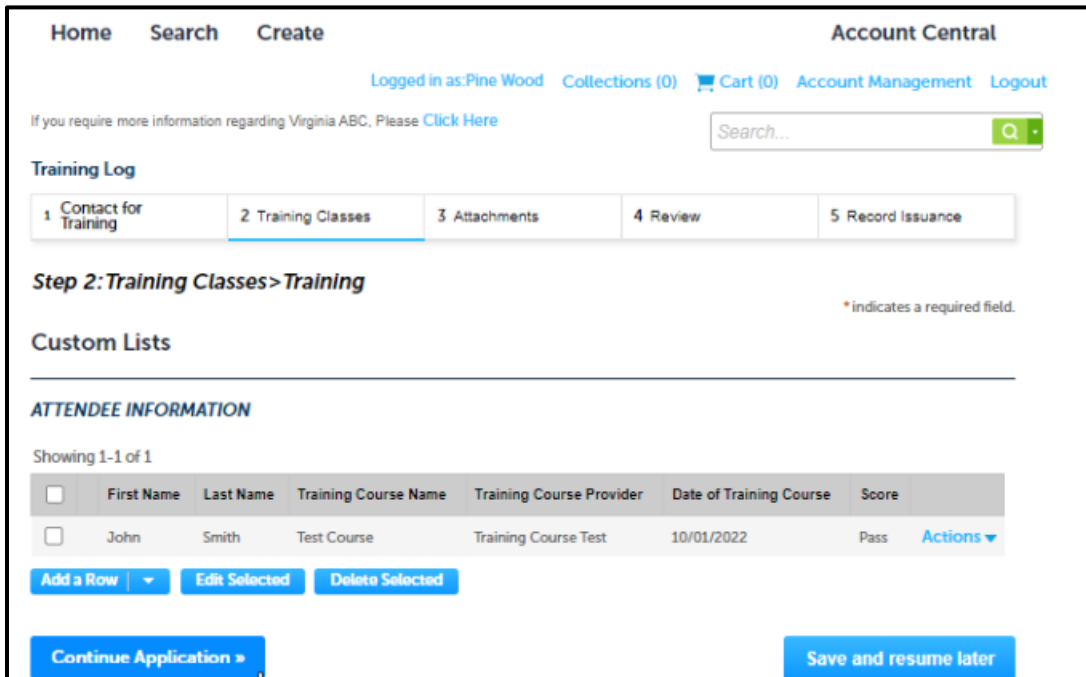
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8. Populate attendee information, click submit



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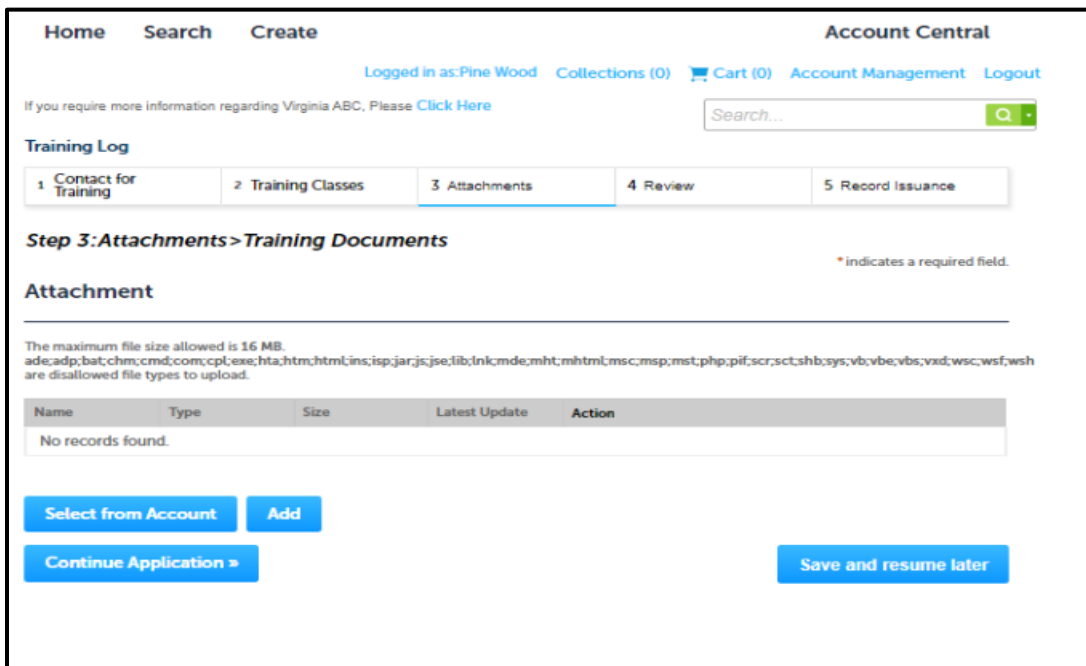
9. After all training classes have been added, click continue application



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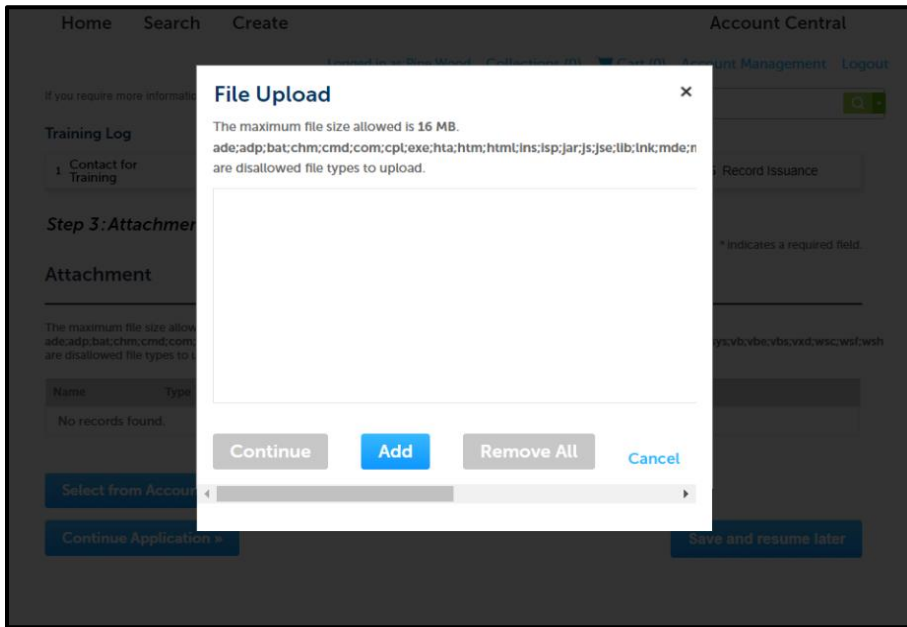
This step is not required. Certifications, attendee lists and other supporting documents can be uploaded into VAL for tracking purposes.

10. Click Add



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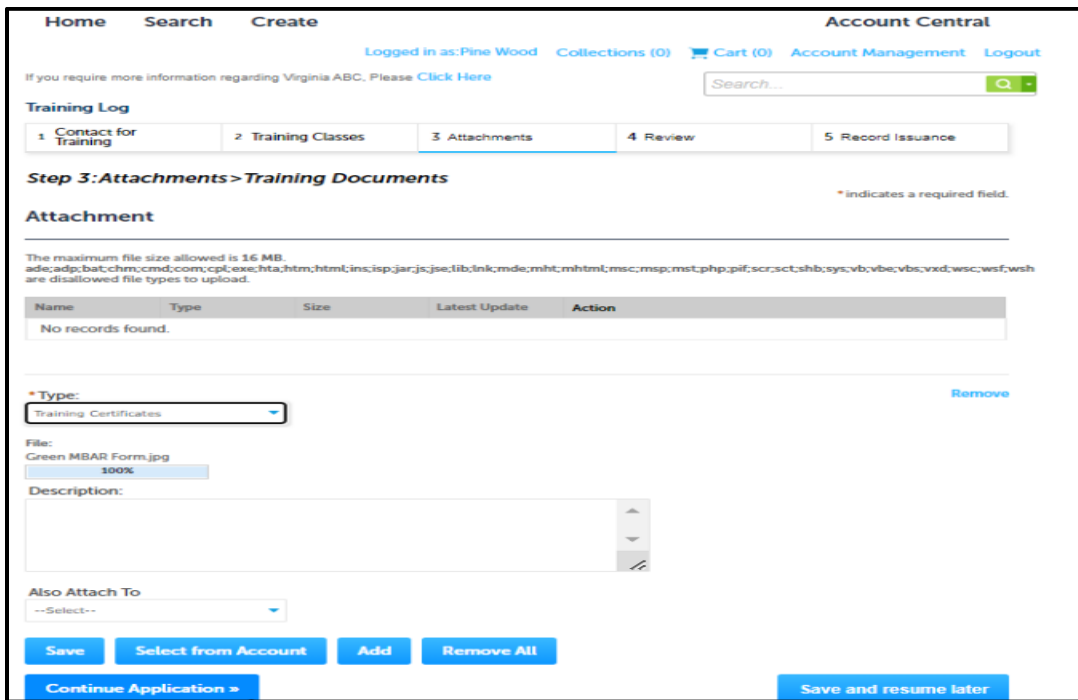
11. Select the file you would like to upload, click add



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12. Select the file type, add a description, click continue application

Follow this process until all documents have been uploaded, when finished



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13. Click continue application

Home Search Create
Account Central

Logged in as: Pine Wood
Collections (0)
Cart (0)
Account Management
Logout

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

Q

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

Training Log

1 Contact for Training
2 Training Classes
3 Attachments
4 Review
5 Record Issuance

Step 3: Attachments > Training Documents

* indicates a required field.

Attachment

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;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Green MBAR Form.jpg	Training Certificates	83.41 KB	10/28/2022	Actions ▼

Select from Account
Add

Continue Application >
Save and resume later

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14. Review your submittal, check that you agree to the certification, click on continue application

1 Contact for Training
2 Training Classes
3 Attachments
4 Review
5 Record Issuance

Step 4: Review

Continue Application »
Save and resume later

Click the "Edit" buttons to make changes to sections or "Continue Application" to move on. Please review all information below including the certification at the bottom of the page.

Record Type

Training Log

Contact Edit

Individual
Pine Wood
Birth Date:
***.**-9988

Primary Phone:1234567788
E-mail:pinewood@pinewood.com
Preferred Method of Contact:

Custom Lists

ATTENDEE INFORMATION Edit

First Name	Last Name	Training Course Name	Training Course Provider	Date of Training Course	Score
John	Smith	Test Course	Training Course Test	10/01/2022	Pass

Attachment Edit

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;msp;mst;php;pif;scr;sct;shb;sys;vb;vbe;vbs;vxd;wsc;wsf;wsh are disallowed file types to upload.

Name	Type	Size	Latest Update	Action
Green MBAR Form.jpg	Training Certificates	83.41 KB	10/28/2022	Actions ▼

I certify that I am the applicant and that all information provided on this Training Log is true and correct.

By checking this box, I agree to the above certification. Date: 10/28/2022

Continue Application »
Save and resume later

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15. Receive receipt

Home Search Create Account Central


Logged in as: Pine Wood 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

013171487

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