



### **What if someone else in my organization wants to take this training?**

Due to the 300+ suppliers, and 150+ carriers in our system, it was decided to focus on getting each supplier and carrier at least one or two users proficient with the new system. Once a user has completed the training for their organization, others in the organization may complete the training as well. If another member of our organization is interested in the training, please send an email to [EEMTraining@virginiaabc.com](mailto:EEMTraining@virginiaabc.com) to sign up.

### **Do I have to complete this training?**

Each company will be required to have at least one user complete the training by **April 12th**. Completion of training will allow users access to the live production environment of EEM and gives users the ability to begin setting up appointments to the new distribution center. Failure to have at least one member of your organization complete the training will result in your organization unable to schedule appointments to the new Virginia ABC distribution center until the training has been completed.

### **I have completed the training, now what do I do?**

Congratulations and thank you for completing the EEM training! Once you have completed your training, you will receive a link to the live EEM environment where you will be able to begin scheduling appointments to the new ABC distribution center. Appointments will begin arriving at the new distribution center on April 19th. More information regarding the live environment will be sent after completion of the training!

### **What if I have further questions?**

Please send all additional questions to [EEMTraining@virginiaabc.com](mailto:EEMTraining@virginiaabc.com).