

ADDING A DOCUMENT TO A SUBMITTED APPLICATION TUTORIAL



Virginia Alcoholic Beverage Control Authority

www.abc.virginia.gov/licenses

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

There may come a time when an agent has reviewed a submitted application and discovers that a required document has not been uploaded or an uploaded document was not the correct record. In this case the applicant will be notified that a new document must be uploaded.

INSTRUCTIONS

Helpful TIPS:

- 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. Hover over Home and <u>My Records</u>
- 3. Click the <u>Record Number</u> corresponding to the submitted license (Not the Amendment Link)
- 4. Click <u>Record Info</u>, Click Attachment
- 5. Click Add to Upload Required Documents
- 6. Upload the required Documents

END OF WRITTEN INSTRUCTIONS

SCREEN HELP

Hover over Home, and Click My Records

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Select Record Info, Click Attachment

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