

RENEW RETAIL-INDUSTRY 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

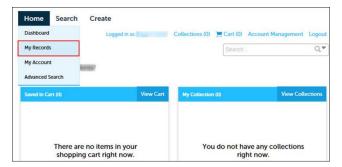
For optimal performance when using the VAL system, we recommend Google Chrome or Microsoft Edge. Please know that VAL is not compatible with Safari or mobile devices. The VAL login is hosted on the <u>Virginia ABC</u> website and can also be accessed by selecting VAL System from the Licensing drop-down 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 renewal record. Click Pay Fees Due.
- 4. Add <u>Comments</u> (optional). Click **Continue Application**.
- 5. Check <u>certification box</u>. Click **Continue Application**.
- 6. Review Pay Fees page then click Check Out.
- 7. Click **Checkout** on the **Cart** page.
- 8. Click **Proceed with Payment** on the <u>Payment</u> page.
- Enter <u>Payment</u> then click **Submit Payment.**
- 10. Receipt/Record issuance page loads.

END OF WRITTEN INSTRUCTIONS

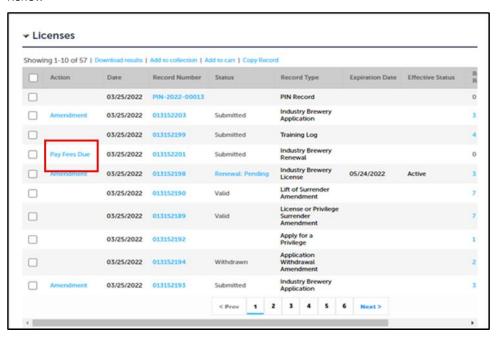
SCREEN HELP

My Records



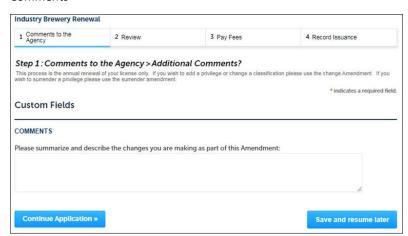
Back to Instructions

Renew



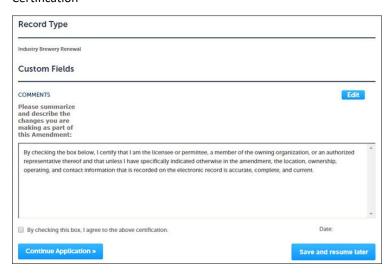
Back to Instructions

Comments



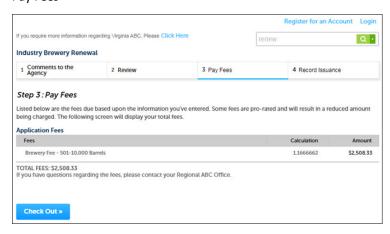
Back to Instructions

Certification



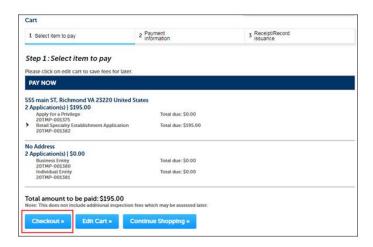
Back to Instructions

Pay Fees



Back to Instructions

Cart



Back to Instructions

Payment



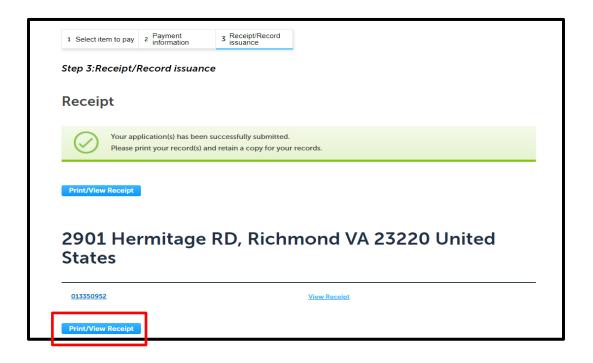
Back to Instructions

Submit Payment



Back to Instructions

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

Back to Instructions