

ABC Customer Portal

ABC Version 4.2



COMPUTRONIX®

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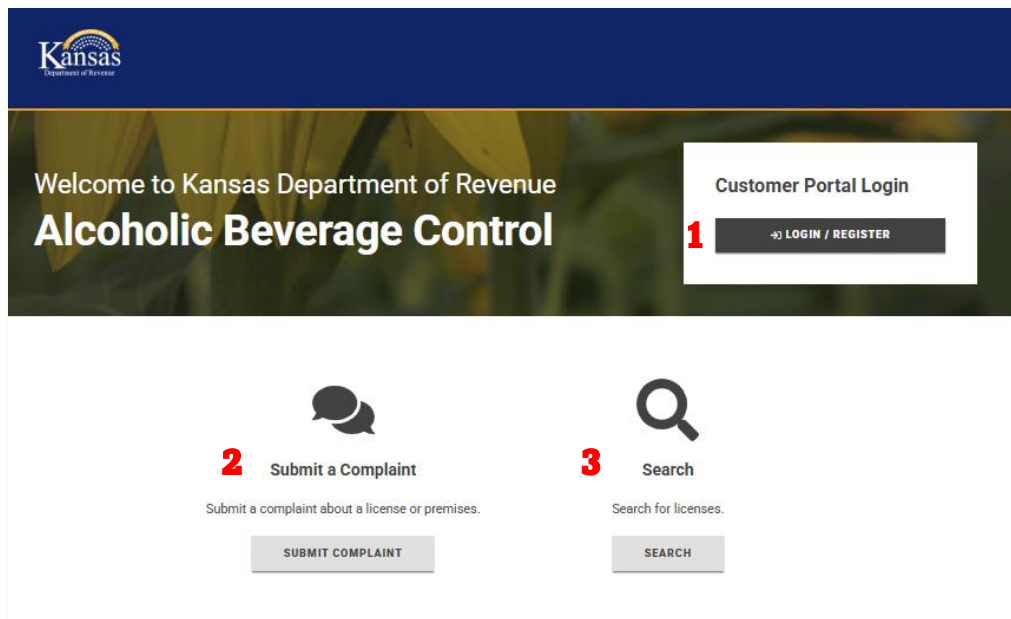
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Understanding the Customer Portal

The Customer Portal allows outside users to do the following:

- **Register** a user account
- **Submit** online complaints
- **Search** for licenses in the ABC system

The Customer Portal provides the customer with the ability to see a variety of activities, request information and communicate with staff regarding licensing, brand registration, and complaints.



When first accessing the Customer Portal, the user sees a number of options that are available to them.

Location	Description
1	Provides the ability to enter a valid email address and password for registered users of the system. Also allows users to create an account as a first-time user of the system.
2	Provides the means to allow an external, non-registered user the ability to submit an initial complaint to the jurisdiction.
3	Allows users to search public records and locate current liquor licenses and permit information.

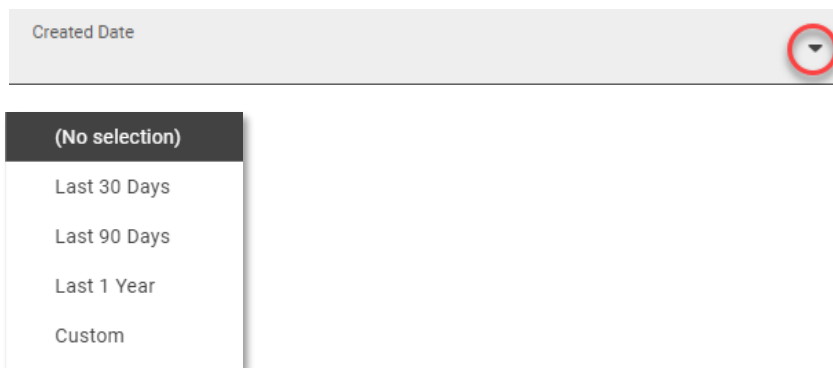
General Features

The Customer Portal has a number of features and icons that allow the user to easily navigate, see results, and access information that can be used throughout the application.

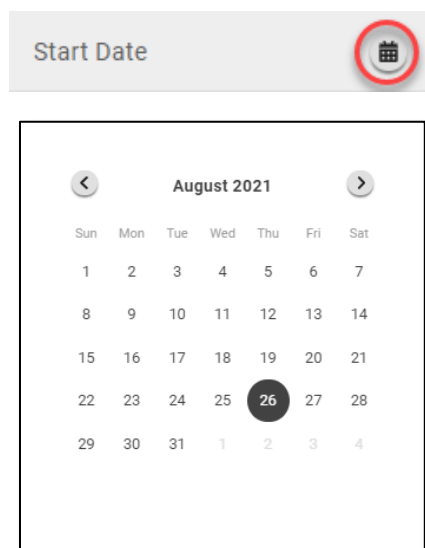
Widgets and Icons

A number of icons and widgets exist in the Customer Portal environment. A few examples and details have been included below.











1. Drop-down arrows allow the user to expand information or include additional criteria to find information. In the example below, when selecting the arrow icon, the user will be presented with a pop-up box that includes additional filtering and selection criteria



2. Date selection on specific fields, when triggered by the user can be displayed in the system by selecting the date icon, as shown. A full month calendar view will appear, allowing the user to select a date to filter results by in the system.



The table below illustrates an additional set of buttons, icons and widgets that may be helpful for the user when initiating action within the Customer Portal.

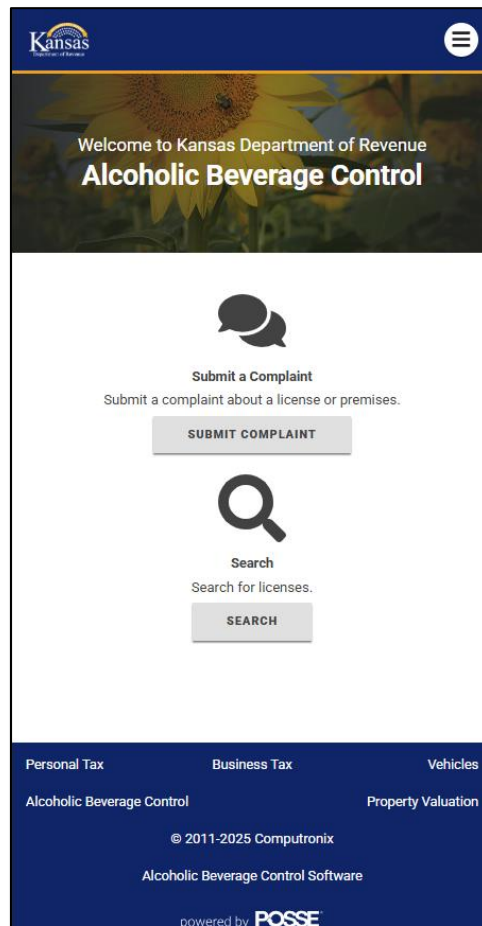
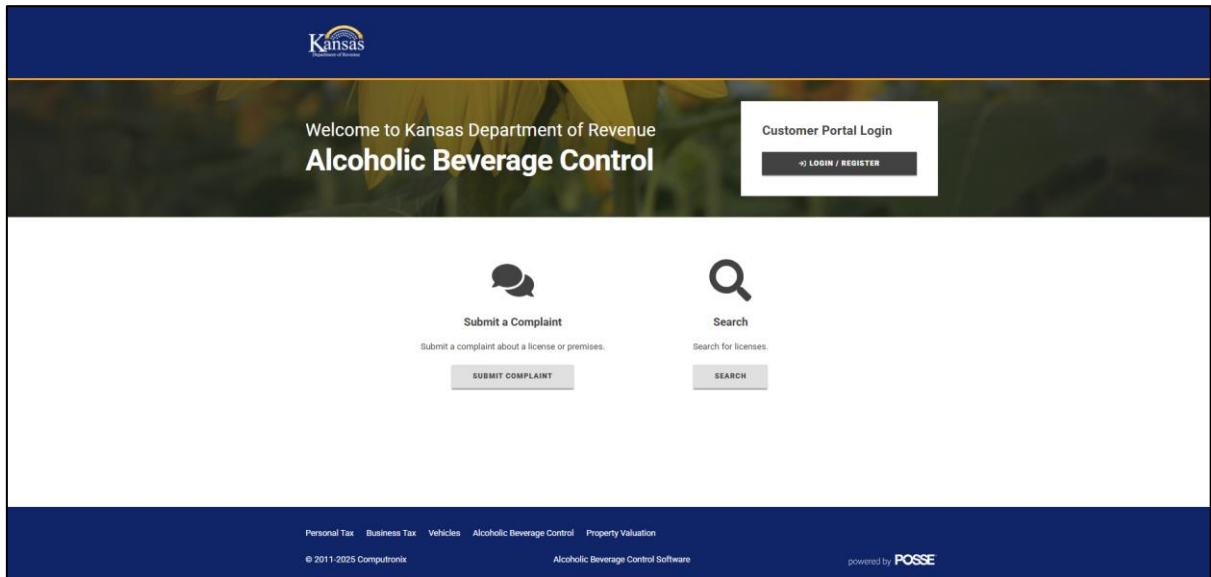
Icon	Function	Explanation
	Filter	Prompts a filter display box where the user can enter a word or words to filter a table of information.
	Search	Searches for information in the system. Corresponding matches will be displayed.
	Calendar	Opens the calendar display as identified above.
	Expand	Provides the ability to expand a text field or display window allowing more information to be seen.
	Trash	Deletes or removes an entry.
	Print	Prints a list or table display of results.
	Edit	Modifies or changes entered text within defined fields in the system.
	Information	When hovered over, provides additional information explaining, by example, why certain boxes may be "grayed out."
	Save	Saves entry of information added to fields in the system.
	Step	Visually displays the step or steps in an active process on which the user exists within the system wizard.

Responsive Design

Responsive web design ensures that web pages look good and function well on all sizes of devices (i.e. tablet, mobile phone, laptop, etc.). A responsive web design automatically adjusts for different screen sizes, without losing content, functionality, or information, but adjusting those sources based on the type of device used.

The responsive layout allows for text, image, and links to be laid out for the user and to be read easily based on the size of screen. The typical layout of the *Landing Home Page* for the Customer Portal as viewed on a monitor or laptop screen is shown below. The layout changes when viewing the same *Landing Home Page* on a tablet or phone as shown below.

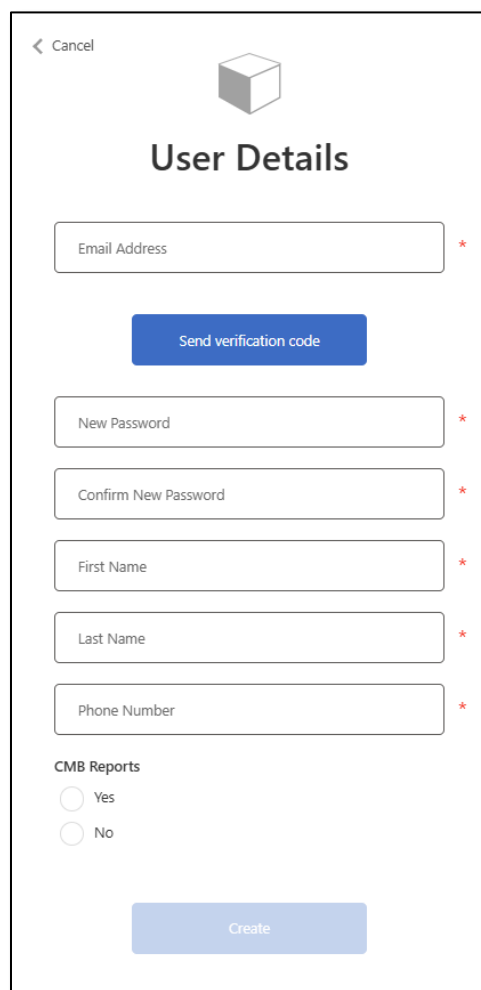
Screen Formats



Registering as a New User

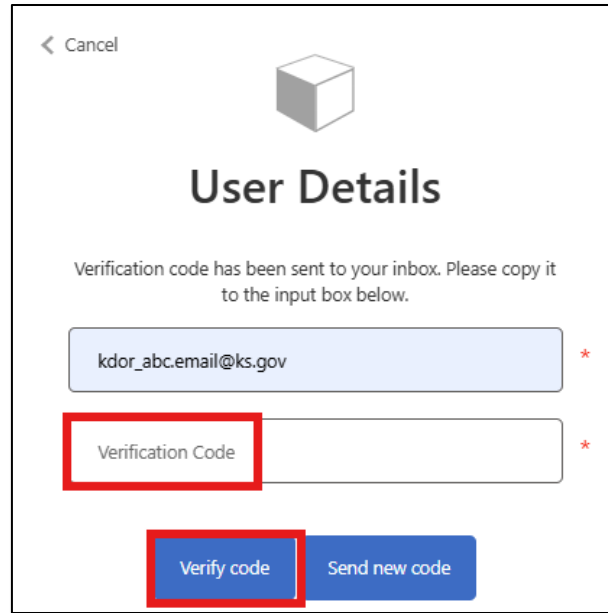
First time users to the new Customer Portal must register with the system to have access to specific features in the system. If you previously had an account registered with Kansas ABC, you must register with the same email address, and you will automatically be linked to your license(s).

1. Click **Login / Register** on the Home page.
2. Click **Sign up now**.
3. The system displays the configured information required for first time user registration.



The image shows a mobile application screen for user registration. At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon and the title "User Details". Below the title are several input fields, each with a red asterisk on the right indicating it is required. The fields are: "Email Address", "New Password", "Confirm New Password", "First Name", "Last Name", and "Phone Number". Between the "New Password" and "Confirm New Password" fields is a blue button labeled "Send verification code". Below the "Phone Number" field is a section titled "CMB Reports" with two radio button options: "Yes" and "No". At the bottom of the form is a light blue button labeled "Create".

4. Enter an email address and click **Send verification Code**.
5. Find the verification code at the email address specified, enter the verification code, and select **Verify Code**.

A screenshot of a mobile application screen titled "User Details". At the top left is a back arrow and the word "Cancel". In the center is a 3D cube icon. Below the icon is the title "User Details". A message states: "Verification code has been sent to your inbox. Please copy it to the input box below." There are two input fields: the first contains the email "kdor_abc.email@ks.gov" and has a red asterisk to its right; the second is labeled "Verification Code" and is highlighted with a red rectangular border, also having a red asterisk to its right. At the bottom are two blue buttons: "Verify code" (highlighted with a red rectangular border) and "Send new code".

6. Enter required details:
 - a. New Password
 - b. Confirm Password
 - c. Given Name
 - d. Surname
 - e. Phone Number
7. If you are a city or county clerk that reports CMB licenses, mark **'Yes'** for CMB Reports, otherwise mark **'No'**. Note this will only be used by clerks to report and pay for CMB stamps issued prior to October 1, 2025.
8. Click **Create**. Getting Started page displays.

ABC Customer Portal Login

All registered external users must login to the Customer Portal to access specific information and activities related to the Online ABC application.

This can include the ability to submit an online application, search for activities, make payments and update user profile information.

To login to the application, follow these steps:



The image shows a 'Sign in' form. At the top is a 3D cube icon. Below it is the heading 'Sign in'. Underneath is the instruction 'Sign in with your email address'. There are three numbered steps: 1. An email address field containing 'kdor_abc.email@ks.gov'. 2. A password field with masked characters '.....'. Below the password field is a link 'Forgot your password?'. 3. A blue 'Sign in' button. Below the button is the text 'Don't have an account?' followed by a link 'Sign up now'.

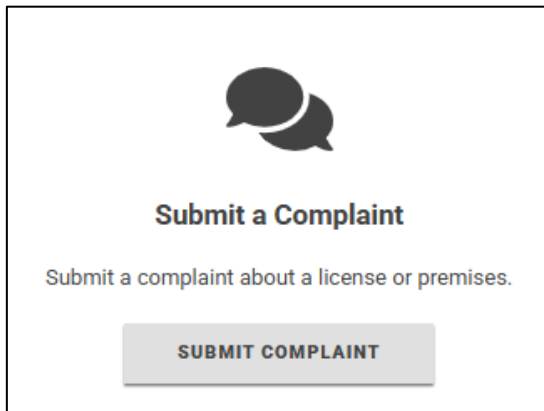
Location	Description
1	Enter the email identified during registration.
2	Enter the password identified during registration or select your chosen third-party authentication provider.
3	Click SIGN IN .

Incorrect entry of either the email address or password is noted by the system, and there is an ability to make another attempt.

If users forget their passwords, the **Forgot your Password?** link allows for resetting of passwords via an email sent to the email address associated with the account. Users must maintain access to the email address associated with their account at all times. If you no longer have access to the email address, a new account will be required.

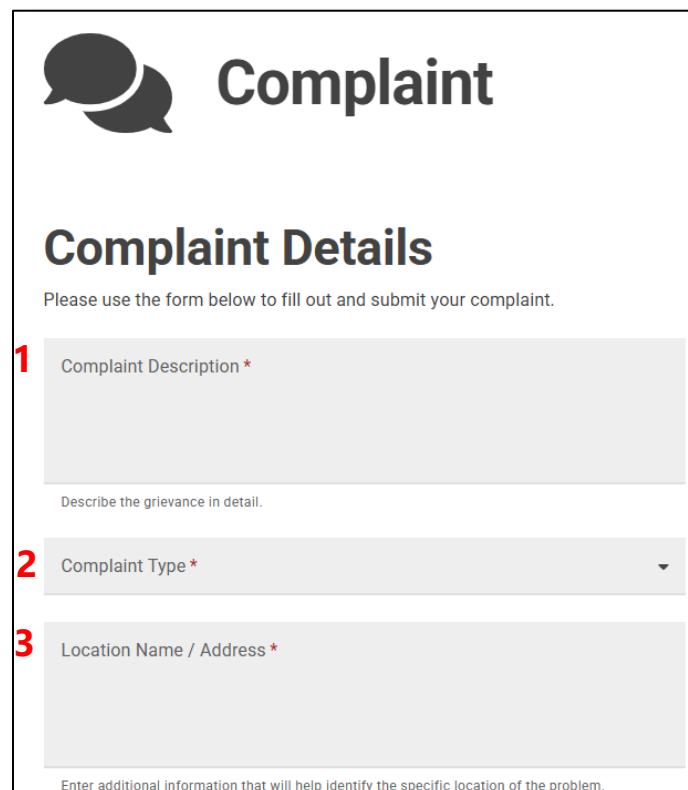
Submitting a Complaint

The system supports the ability for non-registered users to initiate a complaint related to a potential violation. From the Home Page for the Customer Portal there is a link to initiate a complaint. Click **Submit Complaint** to initiate an online complaint.



A rectangular button with a white background and a thin black border. At the top center is a dark gray icon of two overlapping speech bubbles. Below the icon, the text "Submit a Complaint" is centered in a bold, dark gray font. Underneath that, in a smaller, lighter gray font, is the text "Submit a complaint about a license or premises." At the bottom center is a dark gray rectangular button with the text "SUBMIT COMPLAINT" in white, uppercase letters.

Fill in the data requested by the system.



A form titled "Complaint" with a dark gray speech bubble icon to the left of the title. Below the title is the section "Complaint Details" followed by the instruction "Please use the form below to fill out and submit your complaint." The form contains three numbered fields: 1. "Complaint Description *" with a large text area and the instruction "Describe the grievance in detail." 2. "Complaint Type *" with a dropdown menu. 3. "Location Name / Address *" with a large text area and the instruction "Enter additional information that will help identify the specific location of the problem." The numbers 1, 2, and 3 are in red and positioned to the left of their respective fields.

Location	Description
1	Provide a detailed complaint description, including relevant information like the following: <ul style="list-style-type: none"> • Time of day • Individuals involved • Any observations noted (e.g. excessive noise, operation outside of allowed hours, etc.)
2	Select a complaint type from a drop-down list. Some specific complaint details are mandatory for follow-up action
3	Enter the building, address, and any other relevant location information.

Contact Information

Supporting Documentation

Upload any images or other files that can be used to support your complaint.

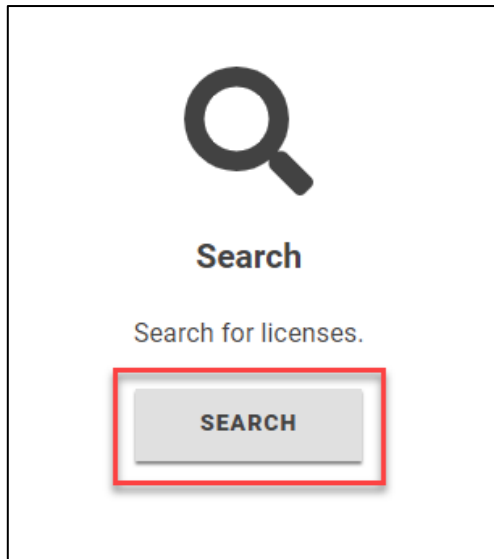
Drag & drop Files to upload

☐ I'm not a robot

Location	Description
4	Enter a contact name (at minimum) to support the online complaint. A phone number and/or email address allow for possible follow-up if required.
5	Upload any supporting documents or files such as photos.
6	Indicate that you are a valid user by clicking the "I'm not a robot" reCAPTCHA link.

Searching Online ABC

Non-registered users can search the Online ABC system for licenses. To perform a search:



1. Select **Search**.
2. At least one field value must be entered for a search to occur. The system will prompt the user to identify at least one criterion before proceeding.
3. Select **CLEAR** to remove entries.
4. Select **SEARCH** to see any matching results based on criteria that were entered.
5. Matches appear below in a table view. No matches still display a table view, but it has no values populated in it.

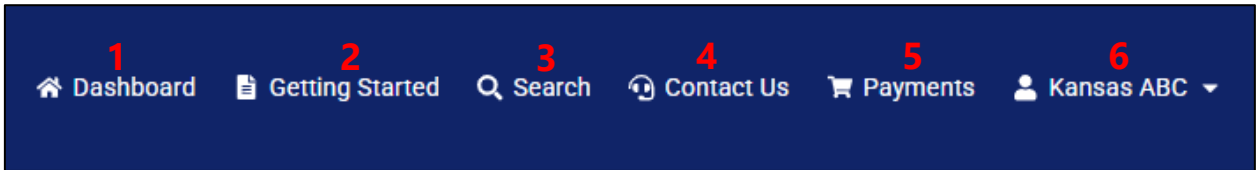
2		4				1	
License Type	Number	Status	Licensee	Premises Name	Premises Address	Effective	Expires
22% Manufactu...	3041	Active	TEST CORP 2	TEST PREMISES	923 LUNALILLO D...	May 23, 2023	Nov 22, 2023

3

Location	Description
1	Allows the user to filter the list of results returned based on specific word(s).
2	Displays all matching results and lists additional column details related to the specific search.
3	Provides a means by which the user can print the results listed in the table.
4	The Premises address will display, if it is too long click "..." to bring up the rest of the address.

Moving Around

When the user has logged into the system, it displays a number of links at the top of the menu that allow easy navigation and some additional features.



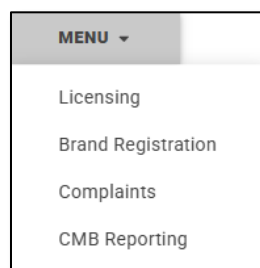
Location	Description
1	Brings the user back to the menu screen based on activity (i.e., Licensing, Brand Registration, Complaints, etc.).
2	Takes user back to the main start screen.
3	Triggers a pop-up display for searching license records.
4	Provides a link to contact information for questions related to using the Customer Portal site.
5	Allows user to pay balance owed on activities in a single location. When payments are due, it will display as Outstanding Fees rather than Payments.
6	Allows for updating, modifying or changing information based on user profile.

Getting Started

The **Getting Started** menu has a number of activities that the user can initiate in the system. Four (4) areas of focus exist in the Customer Portal:

- Licensing **L**
- Brand Registration **BR**
- Complaints **C**
- CMB Reporting **CMB** for city and county clerks

Within each module listed above, you can click the **drop-down arrow** adjacent to the activity name to display a list which allows the user to navigate to other available modules.



Getting Started



Licensing

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.

SELECT



Brand Registration

In Brand Registration, you can apply for new registrations, and for existing brands add new distributors, upload labels, submit corrections or additional information, initiate renewals, and search for and view your brands.

SELECT



Complaints

In Complaints, you can submit a new complaint and monitor complaints you have submitted.

SELECT



CMB Reporting


In CMB Reporting, you can submit a new CMB report and monitor existing CMB reports.

SELECT

Payments

Click **Outstanding Fees** to make one or multiple payments tied to outstanding fees owed. Outstanding Fees are displayed in a simple table format, which can be filtered or adjusted to identify specific activities or licensees. Links exist to allow the user to see additional details about the job. They appear under the File Number heading.

1. You can select **PAY ALL** if you wish to pay all the fees listed.
2. You can select **SELECT FEES** to choose the fees you wish to pay. When using this option,
 - a. Use the checkbox ☐ icon to select those fees that should be paid and click **'SELECT FOR PAYMENT'** to add the fees to the **Selected Fees for Payment** section. You can then select your **Payment Method** and click **PAY**.



Payments

Total Amount Due: \$25.00

Pay All Outstanding Fees and Penalties
Pay all outstanding fees and penalties that are due for all legal entities associated with your account.

Select Fees and Penalties to Pay
Pay for a portion of outstanding fees and penalties by selecting the legal entities or activities for which you want to pay.

Payment Method: *
Payments may be made by check or credit card

SELECT FEES

PAY ALL

Outstanding Fees

File Number	Pay For	Activity	Status	Description	Fee Date	Amount Due (\$)
265082	Kansas ABC	New Application	In Review	Temporary P...	Apr 29, 2025	25.00

Subtotal (\$): 25.00

Rows per page: 10 1-1 of 1

Total amount due: \$25.00

1 selected

2a **SELECT FOR PAYMENT**

<input checked="" type="checkbox"/>	File Number	Pay For	Activity	Date	Amount Due (\$)
<input checked="" type="checkbox"/>	265082	Kansas ABC	New Application	Apr 29, 2025	25.00

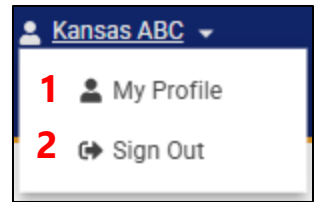
Outstanding Amount Due (\$): 25.00


Rows per page: 10 1-1 of 1

My Profile

When the identified name is selected, the system provides a drop-down display that includes multiple categories:

1. **My Profile** - Shows details related to the external registered customer.
2. **Sign Out** - Allows you to log out of the Customer Portal.

A screenshot of the "My Profile" page in the ABC Customer Portal. The page has a dark blue header with the Kansas Department of Revenue logo and navigation links: Dashboard, Getting Started, Search, Contact Us, Outstanding Fees, and Kansas ABC. The main content area is white. The "My Profile" title is in large, bold, dark blue text. Below the title, there are two tabs: "DETAILS" and "LICENSEE / AGENT". The "DETAILS" tab is selected and highlighted with a red box. The "LICENSEE / AGENT" tab is labeled with a red "1". The "Details" section contains three input fields: "First Name *" with the value "Kansas", "Last Name *" with the value "ABC", and "Phone Number *" with the value "(785) 296-7015". These fields are grouped by a red box labeled with a red "2". Below these fields is the "Email Address" field with the value "audra.shughart@ks.gov". At the bottom right of the form, there is a green "Save" button with a lock icon, labeled with a red "3".

1. The profile includes the **Details** tab and the **Licensee/Agent** tab.
2. Select the Details pane, which includes fields for *Username* (first and last) and *Phone Number*. These fields can be revised. Note: the Email Address cannot be changed.
3. Click the Save  icon to save any changes that have been made.

To see Licensee / Agent information tied to the user's profile, select the tab (1) as shown above.

My Profile

DETAILS
LICENSEE / AGENT

My Licensee / Agent Information

Below are the Licensees / Agents that have been verified by internal staff for your use on any future applications. Click the row to view more information.

Name	Legal Entity Type	
Kansas ABC LLC	Limited Liability Company	1

To associate Licensees / Agents to your profile, enter an Online Access Code below.


Online Access Code


→ ASSOCIATE
2

Please select an address.

Correspondence Address *
109 SW 9th Street, Topeka, KS 66612 Shawnee

3


4

- Displays the entity Name and Legal Entity Type associated with the account. Users can be associated with more than one Legal Entity and can use the filter function to find specific entities in the list.
 - Clicking on the Legal Entity's name provides a summary of the Legal Entity, address information, and ownership structure.
 - If the Online User is specified as the Manager, the Online User can manage Online Access Codes, and Manager access for users.
- The **Associate** button allows the user to link to another business, provided the user has the **Online Access Code** (provided by the online Manager of a Legal Entity or ABC Staff).
- Displays the **correspondence address(s)** associated with the licensee / agent.
- Allows any changes to be saved, by selecting the **Save**  icon.

Dashboard Features

The Customer Portal dashboard shows activities related to specific module(s) (i.e., Licenses, Brand Registration) and will display relevant functions.

The screenshot shows the 'Dashboard' interface with three tabs: 'ACTIONS REQUIRED', 'LICENSES', and 'REPORTS'. The 'ACTIONS REQUIRED' tab is active, displaying a section titled 'Actions Required' with the subtitle 'Licenses and license applications that require your attention.' Below this is a table with the following data:

Type	Number	License Type	Premises	Action Required	Activity Date
New Application	265082	Temporary Permit		Pay Fees	Apr 29, 2025

At the bottom right of the table, there is a filter dropdown set to 'All actions required' and a 'Rows per page: 10' indicator.

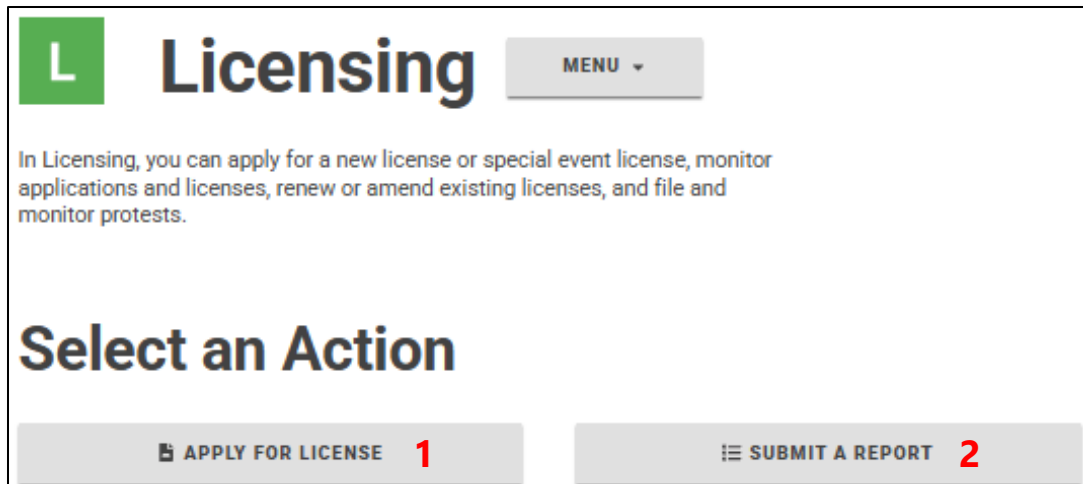
Tabs display based on which module the user is accessing in the Customer Portal. The **Actions Required** tab includes any action required to be completed by the user such as pay fees, renew licenses, submit regulatory report, submit new application draft that was saved etc.

Using the ABC Customer Portal

The Customer Portal allows external customers to access and submit online applications as well as associated activities such as brand registration, complaints, and regulatory reports. Select **Getting Started** at the top of the business menu.

Applying for a License

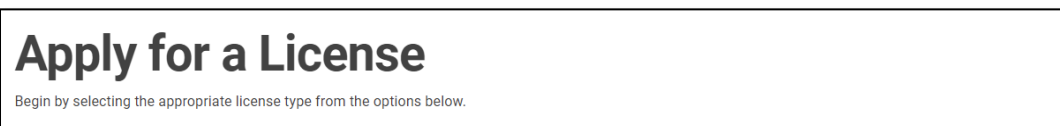
From the **Getting Started** menu, select the **Licensing** category. The system displays a new web page with a number of features available to the user.



Location	Description
1	Initiates a menu board display of all available licenses to apply for.
2	Provides the ability to submit an ad hoc report request based on an identified license and available report types.

To apply for a license:

1. From the Licensing Action area, click **Apply for License** (1).
2. All license types are displayed in groupings of **On-Premise Licenses**, **Off-Premise and Other Licenses** and **Permits**.



On-Premise Licenses

CATERER	CLASS A CLUB (FRATERNAL/VETERANS)	CLASS A CLUB - SOCIAL (500 MEMBERS O...
CLASS A CLUB - SOCIAL (OVER 500 MEMB...	CLASS B CLUB	DRINKING ESTABLISHMENT
DRINKING ESTABLISHMENT/CATERER	HOTEL DRINKING ESTABLISHMENT	HOTEL DRINKING ESTABLISHMENT AND C...
PUBLIC VENUE LICENSE		

Off-Premise and Other Licenses

DISTRIBUTOR - BEER	DISTRIBUTOR - SPIRITS	DISTRIBUTOR - WINE
FARM WINERY	FARM WINERY OUTLET	FULFILLMENT HOUSE
MANUFACTURER'S LICENSE	MICROBREWERY LICENSE	MICROBREWERY PACKAGING AND WAREH...
MICRODISTILLERY LICENSE	MICRODISTILLERY PACKAGING AND WARE...	NON-BEVERAGE USER LICENSE
PRODUCER	RETAILER'S LICENSE	SPECIAL ORDER SHIPPING LICENSE

Permits

COMMON CONSUMPTION AREA PERMIT	FARMERS' MARKET SALES PERMIT	NON-BEVERAGE PERMIT
PACKAGING AND WAREHOUSING FACILITY...	SUPPLIER PERMIT	TEMPORARY PERMIT

3. Select the license or permit you wish to apply for.
4. This will initiate a new online application submission in the system.

Using the License Wizard

The **License Wizard** allows the registered user to navigate through the steps related to the type of license selected for online submission.

New Application

File Number License Type Licensee

1 **Status: New**

Getting Started

Please provide information about the license you are applying for.

Caterer License: Biannual license fee is \$1,000 plus application fee of \$30 for a new license or \$10 for license renewal. New and renewal applications are both subject to a \$20 ABC Modernization fee. Allows the licensee to offer for sale, sell and serve alcoholic liquor and cereal malt beverage for consumption on unlicensed premises for limited durations at catered events, which may be open to the public.

Use Existing Licensee *

☐ Existing ☒ New

Use existing licensee information from a previous application or enter new information?

New Licensee Information



Please list the person or entity applying for this license.

Licensee Type *

Licensee Appointing Process Agent *

☐ Yes ☒ No

Required for Corporations, LLCs and applicants who are not Kansas residents.

2  

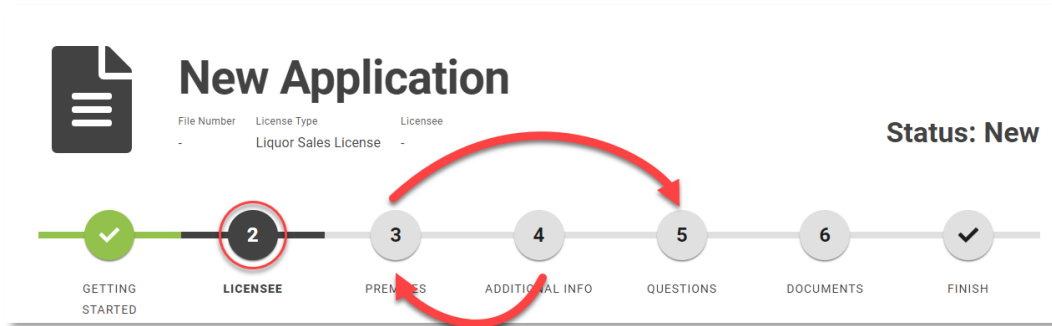
3 **NEXT** →

Location	Description
1	Indicates the status of the online application.
2	Allows the user to save or delete the application.
3	Advances the License Wizard to other steps involved for the specific License by clicking Next .

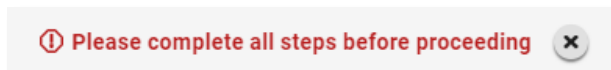
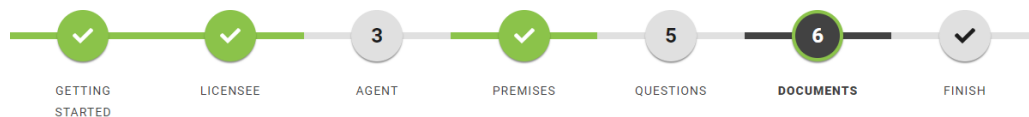
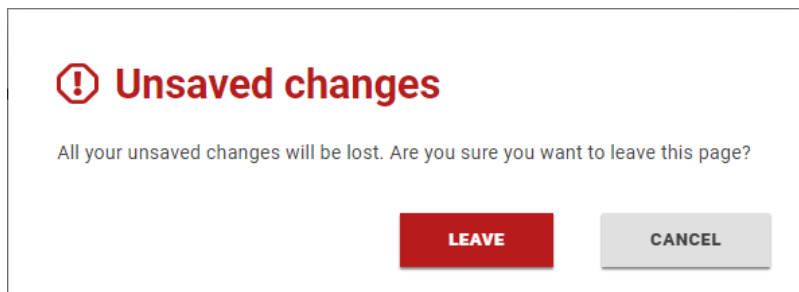
Working through an Online License Request

Based on the selected License Type, the user follows several steps to complete the online application and submit for consideration:

1. Start a **License** application and begin the navigation steps outlined on the **Licensing Wizard**.



2. The Wizard displays a **Steps Diagram** after the user has completed the "Getting Started" page. The user can navigate in sequential order or can skip steps to complete information and return to a previous step, without losing information. The decision of how to complete the application information relies on individual user preference. When all steps have been completed, the system displays a checkmark: ✓ as shown above.
3. The system identifies the next step as a black circle with a number: ② as shown above.
4. The system notifies the user of any unsaved changes if they leave the application without saving.
5. **Save** at any point in the submission process. The user can return later to continue adding information, prior to applying.
6. Click **Next** to proceed through each of the steps as outlined in the table above.
7. Missing "mandatory" information is noted as a grayed-out "Number" without a checkmark. Click the number item to go to the location of where information must be provided or corrected. The system also notes that all steps have not yet been completed.



8. On the **Finish** step, click **Save** to complete later or if you are ready to submit the application you can mark the checkbox for the declaration and choose your Payment Method.

Location	Description
1	Depending on the license type, you may have the option to pay the first half of your license fee now. The second half would be due in one year along with a 10% surcharge.
2	Read the Declaration and mark the checkbox.
3	There are three options for payment. 1) Add to Payments – allows you to add to your payments list. This option is helpful if submitting multiple applications and you wish to pay in one transaction. 2) Pay & Submit – this option will navigate you to the payment vendors website to enter payment details. Must select the Payment Method prior to clicking this. 3) Submit & Mail Payment – this option will allow you to submit the application online and mail your payment directly to ABC. You will receive an email to print off and mail with your payment. Note: applications will not be approved until payment is received.

USE SPLIT PAYMENT OPTION

1

Declaration

I hereby authorize disclosure and investigation of my financial records, including those held by third parties, to duly authorized agents of the Director of Alcoholic Beverage Control as necessary to determine qualification for licensure. I also authorize KDOR to send communications to the email address provided on this form. Furthermore, if a Corporation or LLC, I appoint the Process Agent with Power of Attorney, who is a United States citizen and a Kansas resident, upon whom process may be served in any action brought against it.

For online payments, you must pay using an electronic check or credit/debit card. Please note that the payment processing vendor charges a service charge for electronic payments, \$1.50 for an electronic check or 2.5 percent of the total for credit/debit card use. Some accounts require you to provide the originating account, the number you will need to provide is 1522077581.

☒ I declare under penalties of perjury the information contained in this application and all application materials represents a true, accurate, and complete disclosure of information.

2

Payment Method: *

Payments may be made by check or credit card

3

ADD TO PAYMENTS

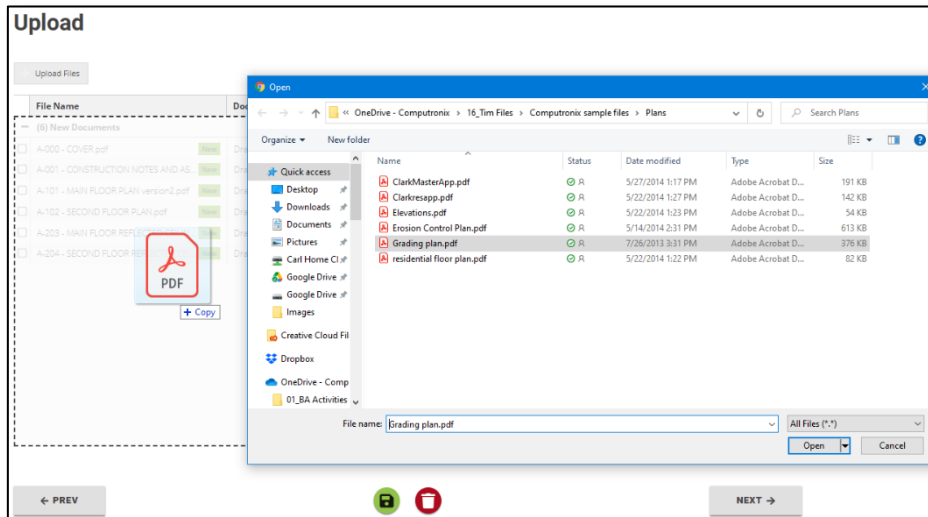
PAY & SUBMIT

SUBMIT & MAIL PAYMENT

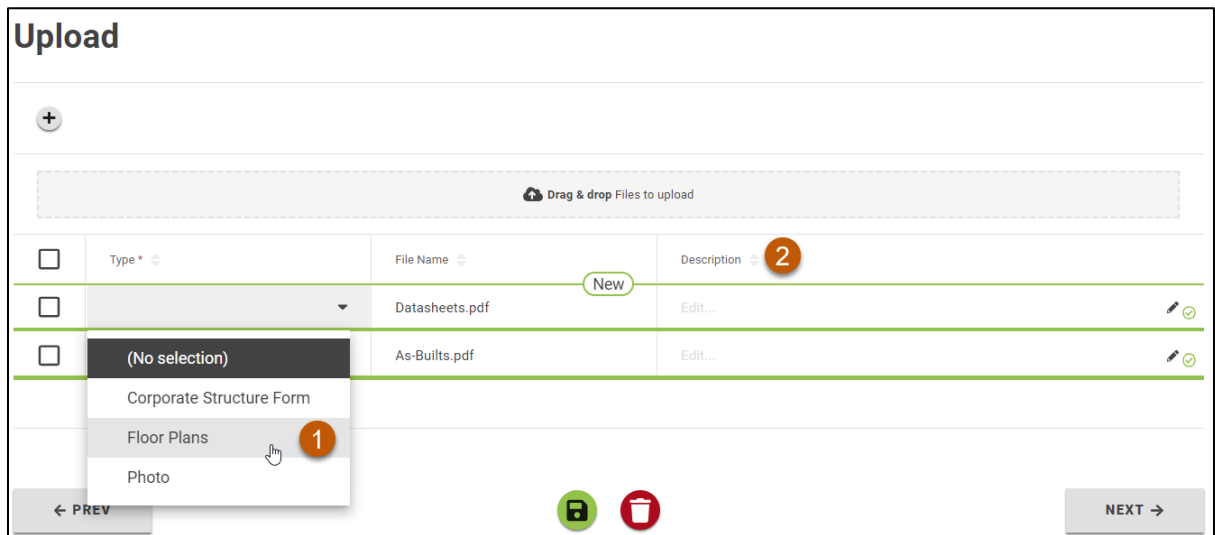
← PREV

Uploading Documents – General

1. Navigate to the **Documents** step. This step is divided into two sections:
 - Upper section - Outlines the requested attachment types, indicating which is required.
 - Lower section - For uploading the attachments.
2. Drag the documents to the upload section from the file location.



3. The system displays the File Name. Users must select a document type from the drop-down menu. All mandatory document types must be identified before the application can be submitted.



- a. The system prompts the user to identify the **Type** of document uploaded.
- b. The user can also enter a description of the document to help internal staff understand what has been submitted. The edit icon can be used to edit the description.

Application Details Page

The ability to see a high-level summary of the license application exists within the Customer Portal. This includes additional details and features, depending on the stage of review and activity associated with the application.

1. The user can see the status of the application.
2. Additional features (i.e., outstanding fees, providing additional information) can occur based on the status of the job.
3. The user can request to withdraw the application.

New Special Event License

File Number: 265082 | License Type: Temporary Permit | Event Type: On Premise

1 **Status: In Review**

Application Activities

Outstanding Fees
Pay fees that are due on the application. **PAY**

Edit Application
Edit an application that has been added to the payment list. **EDIT**

Provide Additional Information
Review additional information that is required for the application. **REVIEW** **2**

Summary

License #	License Type	Submitted Date	Completed Date
-	Temporary Permit	Apr 29, 2025	-

Licensee: Kansas ABC LLC | Licensee Type: Limited Liability Company

Event Details

Event Type	Location Name	Event Date(s)	Hours of Operation
On Premise	Mills Building	5/1/25	11:00AM - 12:00AM

Address: 109 SW 9th Street, Topeka, KS 66612 | Contact Information: Jane Doe, 785-296-7015

3 **WITHDRAW**

Providing Additional Information

Staff can request additional information or documents from an applicant in relation to an open application. When staff initiate a request for additional information, the applicant will see a notification in their Actions Required grid.

To provide additional information, follow these steps:

1. Select the applicable Application job, based on **Actions Required** previously described and utilize the File Number column to select the Application job.
2. The list of activities includes **Provide Additional Information**.

Provide Additional Information
Review additional information that is required for the application.

1

REVIEW

3. Click **Review** as shown above.

Please submit the additional information below.

Additional Information *

4. Enter any text to answer questions asked by ABC staff or upload any documents requested.

Attachment Types

Attachment Type	Description	Sample Form
Floor Plans	Please upload floor plans for the premises. They must be to scale and show dimension (length and width). The prop...	
Mandatory Document	This is a mandatory document type	

5. The system lists the possible Attachment Types that can be selected as options for the configured License Type.

Supporting Documentation
You may upload additional documents and other attachments here.

+

1


Drag & drop Files to upload

2

3

CANCEL

SUBMIT

6. Click the plus  icon to search for a file on the user's computer to add it (1) to the Application job.

7. Select the desired file(s) and click **OK**.
8. **Drag and drop** from the computer's file system is also supported (2).
9. Set the **Document Type**.

Supporting Documentation
You may upload additional documents and other attachments here.

+

-

Drag & drop Files to upload

<input type="checkbox"/>	Thumb...	Description	Type *
<input type="checkbox"/>		Edit...	Floor Plans

CANCEL

3
SUBMIT

10. When all information has been added, select **Submit** (3).

Using the Dashboard

The User Dashboard displays different application information depending on the activity that has been initiated. This information can be filtered.

Dashboard

ACTIONS REQUIRED

LICENSES

REPORTS

PROTESTS

Licenses

View your licenses here.

Issued Licenses

Filter by

Issued in the last 30 days

License Type	License #	Licensee	Premises	Effective	Expires	Status
0 results						

Rows per page: 10 0-0 of 0

Applications

Filter by

All applications

Type	File Number	License Type	Premises	Status	Activity Date
Renewal Application	11732	Liquor Sales Licen	The Alcohol Store	In Review	Jul 14, 2022
Amendment Application	11894	Liquor Sales Licen	The Alcohol Store	In Review	Jul 14, 2022
New Application	11456	Distributor	100 Street Hall	Approved	Jun 17, 2022
Amendment Application	10538	Liquor Sales Licen	The Alcohol Store	Approved	Jul 15, 2021
Amendment Application	10537	Liquor Sales Licen	The Alcohol Store	Approved	Jul 15, 2021

Rows per page: 10 1-5 of 5

1. Select the **Licenses** tab on the Dashboard.
2. License jobs appear based on **Type** and **File Number**, as shown above.
3. Click the **File Number** to see specific details around the identified License job.
4. The **Reports** tab displays all reports related to licensing activities, including gallonage tax reports and monthly Supplier reports.
5. Selecting the **Report Number** displays the details on the report and provides the ability to pay any outstanding fees due on the report, if one has been calculated.

Actions Required
Licenses and license applications that require your attention.

Filter selection by category

Filter by
All actions required

Type	Number	License Type	Premises	Action Required	Activity Date
Regulatory Report	12328	Liquor Sales License	The Alcohol Store	Submit Report	Jul 27, 2022
Regulatory Report	11923	Liquor Sales License	The Alcohol Store	Submit Report	Jul 15, 2022
Regulatory Report	11605	Liquor Sales License	The Alcohol Store	Submit Report	Jun 30, 2022
Regulatory Report	11504	Liquor Sales License	The Alcohol Store	Submit Report	Jun 20, 2022
Regulatory Report	11502	Liquor Sales License	The Alcohol Store	Submit Report	Jun 20, 2022
Regulatory Report	11501	Liquor Sales License	The Alcohol Store	Submit Report	Jun 20, 2022
Regulatory Report	11480	Liquor Sales License	The Alcohol Store	Submit Report	Jun 20, 2022
Regulatory Report	11482	Liquor Sales License	The Alcohol Store	Submit Report	Jun 20, 2022
Regulatory Report	11489	Liquor Sales License	The Alcohol Store	Submit Report	Jun 20, 2022
Regulatory Report	11503	Liquor Sales License	The Alcohol Store	Submit Report	Jun 20, 2022

Rows per page: 10 1-10 of 12

6. The registered user can also select **Actions Required** as an ability to see all licenses and license applications that require follow-up or attention from the external user. The table includes details related to the type of item needing attention and an ability to view the item by selecting the **Number** hyperlink to view specific information.

Viewing License Job Details

Selecting the **Licenses** tab provides a list of license applications associated to the registered user.

1. Below the **File Number** column, the system displays all available License jobs that can be selected to display more details.
2. Scroll down past Application Activities and select the **Details** tab.
3. This displays a **Summary** of the License job.

DETAILS	QUESTIONS	DOCUMENTS	
<h2>Summary</h2>			
License # -	License Type Temporary Permit	Submitted Date Apr 29, 2025	Completed Date -
Licensee Kansas ABC LLC		Licensee Type Limited Liability Company	
<h2>Event Details</h2>			
Event Type On Premise	Location Name Mills Building	Event Date(s) 5/1/25	Hours of Operation 11:00AM - 12:00AM
Address 109 SW 9th Street, Topeka, KS 66612		Contact Information Jane Doe 785-296-7015	

Understanding Activities

On the Details page of the license, several additional features exist, depending on the type of license and how the functionality of the system has been set up by the System Administrator.

License Activities

Amend License
Submit an application to amend this license. **1** **AMEND**

Renew License
Submit an application to renew this license. **2** **RENEW** ?

Secondary Licenses
Submit an application to add or remove secondary license types for this license. **ADD / REMOVE** ?

Transfer License
Initiate the transfer of this license to a new owner. **TRANSFER** ?

1. Select **Amend** to make an amendment request to an active license.
2. Select **Renew** to renew an active license during the renewal period. Typically, a license may be renewed up to 60 days prior to expiration and up to 30 days after expiration.

Note: Kansas ABC does not use Secondary Licenses and state law does not allow licenses to be transferred. These options will always be grayed out.

Submit a Regulatory Report

This feature works for those external registered users who have been identified as having access to certain regulatory reporting features available through the Customer Portal. Kansas ABC uses Regulatory Reporting for the following:

- Distributor Gallonage Tax Return, Sales Report and Purchase Report
- Farm Winery Gallonage Tax Return and Report
- Manufacturer Gallonage Tax Return and Report
- Microbrewery Gallonage Tax Return and Report
- Microdistillery Gallonage Tax Return and Report
- Supplier Permit Monthly Report of Shipments to Kansas Distributors

If you are associated to one of the licenses or permit types listed above, you will have permission to access Regulatory Reporting. A Regulatory Report will be automatically created in the system on the last day of the month, which will be due on the 15th of the following month. To access and submit your monthly Regulatory Report, follow these steps:

1. On the Licensing Dashboard, under the Actions Required tab you will see any Regulatory Reports that have been automatically created by the system with the Action Required status of **Submit Report**.

Dashboard

ACTIONS REQUIRED LICENSES REPORTS

Actions Required

Licenses and license applications that require your attention.

Filter by Submit report

Type	Number	License Type	Premises	Action Required	Activity Date
Regulatory Report	264058	Supplier Permit	Shughart Wines	Submit Report	Mar 31, 2025

2. Click on the **Number** to open the Regulatory Report.
3. The Licenses, Report Type, Frequency and Period End Date will automatically be populated. Confirm you are filing for the correct Licensee and for the correct period then click **Next**.

Report #264058 - Supplier Monthly Report

License(s): 18716 Period End Date: Feb 28, 2025 Status: New

Getting Started

Select a license to report on

Legal Entity: Shughart Wine

Licenses *

+ -

☐ Display Format

☐ License 18716 (Active) - Supplier Permit Shughart Wines (Shughart Win)

Report Type*
Supplier Monthly Report

What type of report are you submitting?

Frequency
Monthly

Period End Date
Feb 28, 2025

← PREV NEXT →

4. For Gallonage Tax Returns you will be required to enter quantities on products imported, manufactured, sold out-of-state, etc., which can be entered and edited using the icon

Regulatory Report

License(s): 18852 Period End Date: Apr 30, 2025 Status: New

GETTING STARTED **REPORTING DATA** DOCUMENTS FINISH

Report
Enter the quantities below.
Provide all quantities for each row.

Completed	Product
✓	Beer
✓	Hard Cider
✓	Wort or Liquid Malt
✓	Malt Syrup or Malt

Product Grouping

Product: Beer Product Group: Domestic Beer (Gallons)

Enter the quantities below.

Type	Required	+/-	Quantity
	New		
Domestic Beer Brewed		+	20.000
Domestic Beer Sold Out of State or Foreign		-	1.000

To update the total amount for this product grouping in the matching report line, click OK.

OK CANCEL

Additional Information
Please provide any comments that will help describe the information submitted.

Comments

← PREV NEXT →

- Provide any additional information if necessary.
- Click **Next**.
- Upload** all required documents.
- Click **Next** and review the Report Summary.
- Certify the information by marking the **Declaration** checkbox.
- Pay any fees associated with the report by clicking **Pay & Submit** to pay online or clicking **Submit & Pay Later** to mail a payment directly to ABC.

Report #265116 - Microbrewery Monthly Gallonage Tax Return and Reports

Licensed(s)
18852

Period End Date
Apr 30, 2025

Status: New

GETTING STARTED

REPORTING DATA

DOCUMENTS

FINISH

Report Summary

Please review the information below prior to submitting this report.

Period End
Apr 30, 2025

Frequency
Ad Hoc

Report Type
Microbrewery Monthly Gallonage Tax Return and Reports

Fees

<input checked="" type="checkbox"/>	Description	Amount (\$)	Other Amount (\$)	Total (\$)	Balance (\$)
<input checked="" type="checkbox"/>	Gallonage Tax (\$0.18 per gallon)	3.42	0.00	3.42	3.42
				Subtotal (\$): 3.42	
				Total amount due (\$): 3.42	

Declaration

declare under penalties of perjury that to the best of my knowledge and belief this is a true, correct, and complete return and report.

☐ I certify my information is correct.

Payment Method:

← PREV

SUBMIT & PAY LATER

PAY & SUBMIT

11. If additional Regulatory Reports are needed, you can create an Ad Hoc Regulatory Report from the Licensing menu by clicking **SUBMIT A REPORT**. This may be needed if the report you submitted has already been completed by ABC staff and was missing information or had incorrect information. A second Regulatory Report can be submitted to add the missing or incorrect information. Note: this does not amend your original report submitted. You should contact your licensing representative prior to submitting any additional Regulatory Reports.

L

Licensing

MENU ▾

In Licensing, you can apply for a new license or special event license, monitor applications and licenses, renew or amend existing licenses, and file and monitor protests.

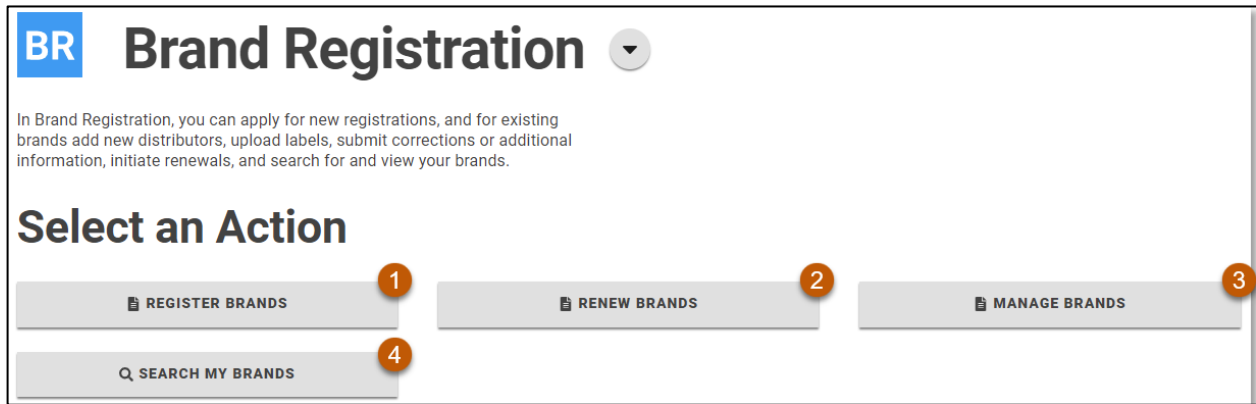
Select an Action

APPLY FOR LICENSE

SUBMIT A REPORT

Registering a Brand

Start by going to the **Getting Started** menu and selecting the **Brand Registration** category. The system displays a new page with a number of features available to the user.



Location	Description
1	Supports the ability to register brands through the Customer Portal.
2	Allows a registered user to renew brands in the system in June.
3	Provides the ability to manage brands associated with the external user.
4	Searches for brands specifically associated with the external user.

Select an Action

1. From the **Select an Action** area, click **Register Brands** (1).
2. This initiates the Customer Portal Brand Registration wizard that allows the external user to walk through the steps of an online submission.

Starting the Brand Registration Wizard

The **Brand Registration Wizard** allows the registered user to navigate several steps related to the type of registration selected for online submission.

Brand Registration

File Number: 265117 Registrant: -

1 Status: New

Getting Started

Please enter information about the registrant for the new brands.

Registrant

Search Licensees * **2**

Registrant is the Brand Owner or an Authorized Agent *

☐ Brand Owner ☐ Authorized Agent

3 [Save] [Delete]

4 [NEXT →]

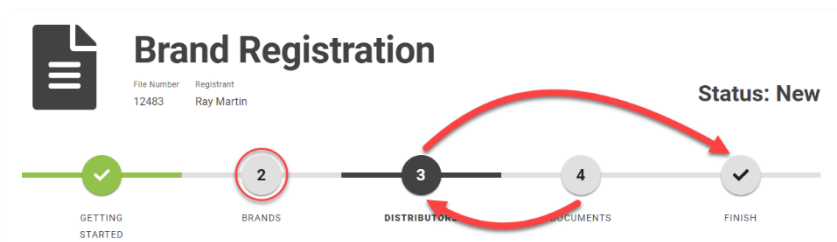
← PREV

Location	Description
1	Displays the current status of the online-initiated job.
2	Search for the Licensee you are submitting the job for.
3	Allows the user to save or delete the application.
4	Uses the Brand Registration wizard to advance through the steps.

Brand Registration Wizard Next Steps

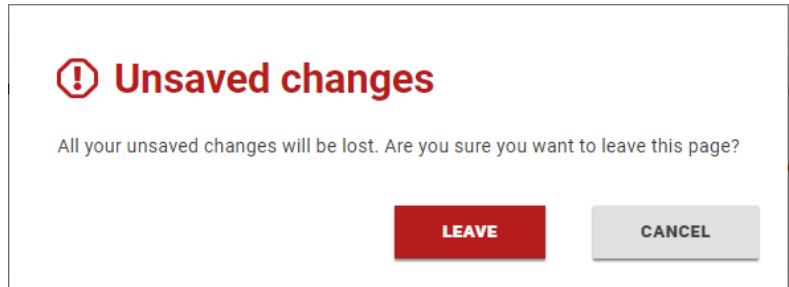
The user will follow several steps to complete and submit the online application:

1. Start by selecting Brand Registration and begin navigation steps outlined on the **Brand Registration Wizard**.



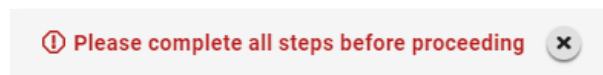
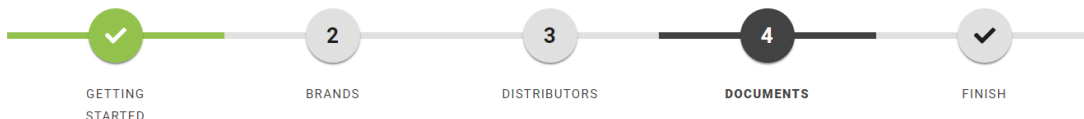
2. When the user has completed the "Getting Started" first page, the Wizard displays a **Steps Diagram**. The user can navigate in sequential order or can skip a step or more to complete information and return to a previous step without losing information. When all steps have been completed, the System displays a check mark: ✓ as shown above.
3. The system will identify the next step as black circle with number: **2** as shown above.

- The system will notify the user of any unsaved changes if they leave the application without saving.
- The table below identifies each applicable step tied to the types of brand activities available through online submission.



	Brand Registration	Brand Renewal	Brand Amendment
Getting Started	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Details		<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>
Brands	<input checked="" type="checkbox"/>		
Distributors	<input checked="" type="checkbox"/>		
Documents	<input checked="" type="checkbox"/>		<input checked="" type="checkbox"/>
Finish	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>	<input checked="" type="checkbox"/>

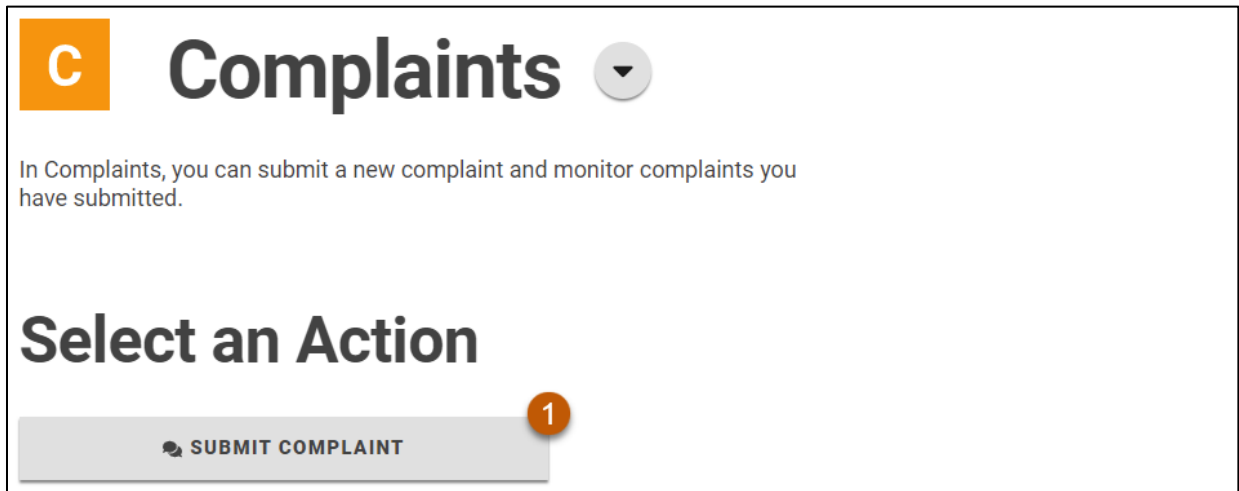
- The user can **Save** at any point in the submission process and return later to continue adding information prior to submitting a request.
- Click **Next** to proceed through each of the steps as outlined in the table above.
- Missing "mandatory" information is noted as a grayed-out *Number* without a check mark. Click the number item to go to the location of where information must be provided or corrected. The system also notes that all steps have not yet been completed.



- On the **Finish** web page, click **Submit Application** or **Save** to complete later.

Filing a Complaint

Start by selecting the **Complaint** category from the Getting Started menu. The system will display a new web page.



C Complaints

In Complaints, you can submit a new complaint and monitor complaints you have submitted.

Select an Action

SUBMIT COMPLAINT 1

Location	Description
1	Initiates a complaint related to a premises or address.

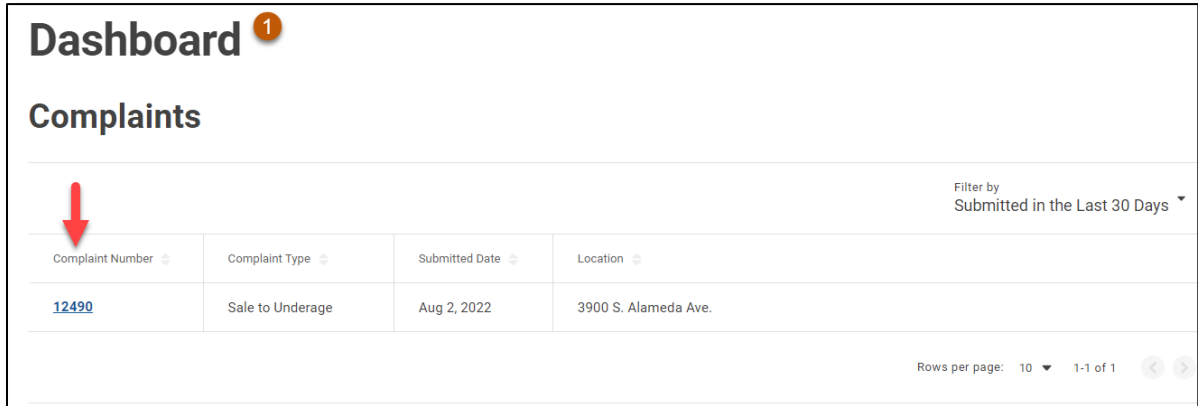
Select an Action

1. Click **Submit Complaint** (1)
2. This initiates a new online complaint submission in the system.
3. Enter the **Complaint Description**.
4. From the drop-down list, select the **Complaint Type**.
5. Identify the **Premises / Address** for the complaint.
6. Finally, upload any **supporting documentation** related to the complaint.
7. Click **Submit**.

Using the Complaint Wizard

The **Complaint** allows the registered user to track the online submission and see any subsequent details related to the matter.

1. On the Complaints menu page, the **Dashboard** includes a list of all complaints initiated by the registered user.



Dashboard ¹

Complaints

Filter by Submitted in the Last 30 Days ▼

Complaint Number ▼	Complaint Type ▼	Submitted Date ▼	Location ▼
12490	Sale to Underage	Aug 2, 2022	3900 S. Alameda Ave.

Rows per page: 10 ▼ 1-1 of 1 < >

2. Selecting the hyperlink under **Complaint Number** allows the user to see additional details.