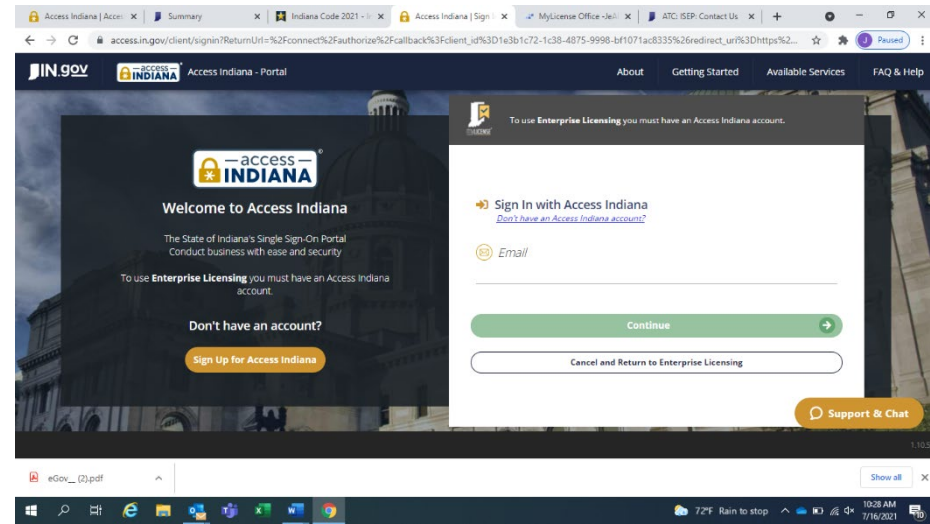


Step 1: Log in with Access Indiana

Visit <https://mylicense.in.gov/eGov/index.html>.

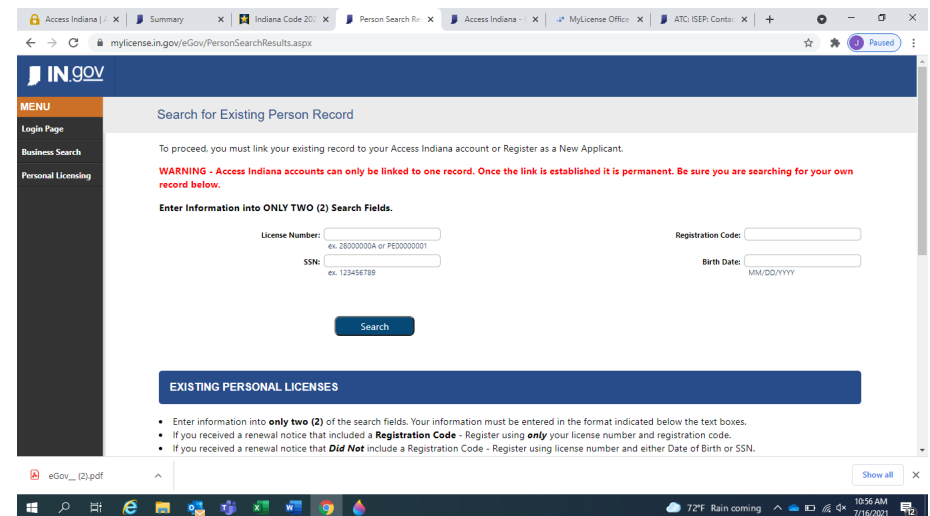
Sign in using an existing Access Indiana account or Click Sign up for Access Indiana to create an account.

If you need instructions for signing up for a new Access Indiana account, please visit <https://www.in.gov/access/getting-started.html>.



Step 2: Search for an existing record

Enter information in 2 of the 4 search fields and click search.



EXISTING PERSONAL LICENSES

- Enter information into **only two (2)** of the search fields. Your information must be entered in the format indicated below the text boxes.
- If you received a renewal notice that included a **Registration Code** - Register using **only** your license number and registration code.
- If you received a renewal notice that **Did Not** include a Registration Code - Register using license number and either Date of Birth or SSN.
- All characters must be entered in the License Number. This includes any letters at the start or at the end like 'A'.

If done correctly the Registration page will be populated with your name and address.

NEW APPLICANTS

- Enter your **Birth Date** and **SSN** in the fields above and click Search. If you already exist in the Indiana Licensing Database, your name and address will be populated on the Registration page and your new application will be linked to your existing record.

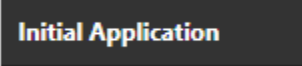

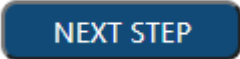


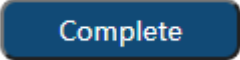
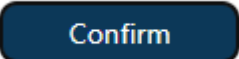
Step 3: Register

For a new applicant, enter the required information as instructed and click Register. *The registration will work best if you do not use autofill.*

For a person with an existing record, the record will populate. Click register. *If your address is incorrect, you can update the address after clicking register.*

The screenshot shows a web browser window displaying the registration form for the Indiana Licensing Database. The form is divided into two main sections: NAME and ADDRESS. The NAME section includes fields for Name Prefix (with examples 'Mr.', 'Mrs.', 'Dr.'), Birth Date (MM/DD/YYYY), *First Name, *Last Name, Middle Name, and Name Suffix (with examples 'Sr.', 'Jr.', 'III'). The ADDRESS section includes Country (United States), Phone, *Line 1 (with example '123 Fourth St.'), Line 2 (with example 'Apt. 100'), *City, *State (with dropdown menu), *Zip Code, and Email (with example 'username@domain.com'). The form also includes a Gender dropdown menu with the instruction 'Please select a Gender'. The browser's address bar shows the URL 'mylicense.in.gov/eGov/InitialRegistration.aspx'. The Windows taskbar at the bottom shows the time as 11:04 AM on 7/16/2021.

Step 4: Complete the application

<p>Navigate to the Initial Application button on the left panel.</p>	
<p>Under License Selection Type select the following:</p> <p>Profession: Alcoholic Beverage License Type: Trainer Certification Obtained by Method: Application</p> <p>Then Click Start Application.</p>	
<p>Fully read the instructions and then click Next Step.</p>	
<p>Review the Mailing Address Information. If you need to edit the mailing address, click Edit. If the mailing address is correct, click Complete.</p>	
<p>To add a new employer, click Add. After you add the requested employer information, click Complete.</p>	
<p>Review the supplemental information and click complete.</p>	
<p>Answer the questions using the drop-down answers to the right. After you answer the questions, click Confirm.</p>	

<p>You do not need to upload any document. Click Continue.</p>	<p>Continue</p>
<p>Review your application information. Then click Pay Fees.</p>	<p>Pay Fees</p>
<p>The fees for an initial trainer certification will show as \$0. Click Print Receipt and save for your records.</p>	<p>Print Receipt</p>