



# ADDING A DOCUMENT TO A SUBMITTED APPLICATION TUTORIAL



Virginia Alcoholic Beverage  
Control Authority

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*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

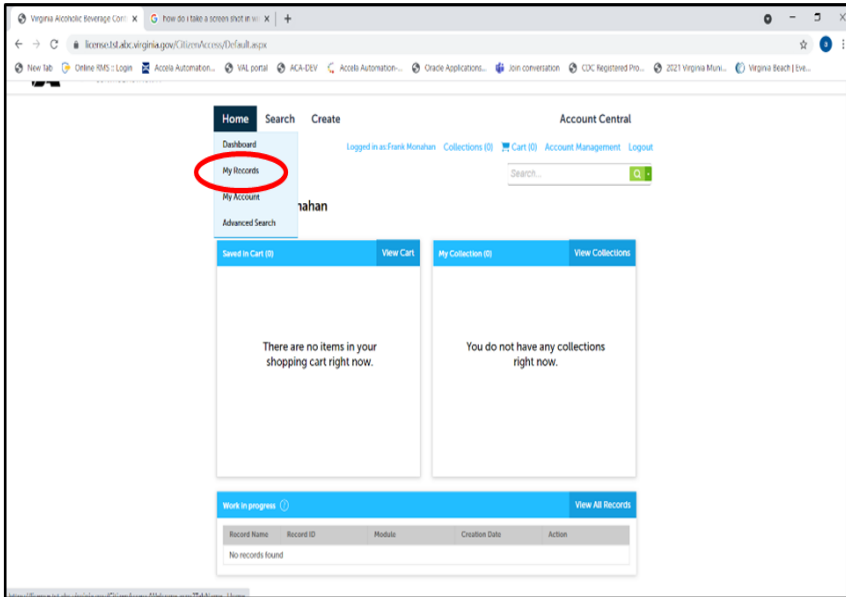
### Helpful TIPS:

- 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 [Virginia ABC](#) 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 [My Records](#)
  3. Click the [Record Number](#) corresponding to the submitted license – (Not the Amendment Link)
  4. Click [Record Info](#), Click Attachment
  5. Click [Add](#) to Upload Required Documents
  6. Upload the required Documents

## END OF WRITTEN INSTRUCTIONS

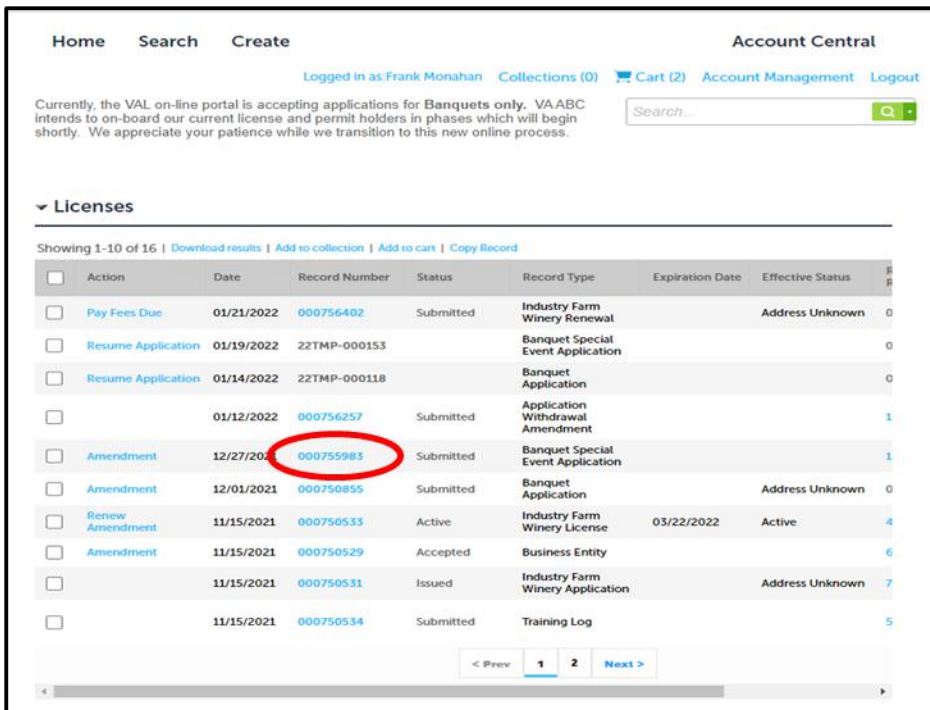
# SCREEN HELP

Hover over Home, and Click My Records



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Select the Record Number Link corresponding to the submitted license



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Select Record Info, Click Attachment

Home Search Create Account Central

Logged in as: Frank Monahan Collections (0) Cart (2) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#) Search...

**Record 000750855:**  
**Banquet Application**  
Record Status: Submitted [Add to cart](#)  
[Add to collection](#)

**Record Info** Payments Custom Component

Record Details

Processing Status

Related Records

**Attachments**

United States

**Record Details**

**Applicant:**  
Individual  
Joe blow  
Birth Date: 09/12/1966  
Primary Phone: 2122223344  
kgv@gmail.com  
Are you applying on behalf of a group or company?: No  
Have you ever held an ABC banquet license before?: No  
Have you been convicted of any alcohol related offenses including DUI: No  
Have you been convicted of any other criminal offense: No  
Mailing  
richmond, CT, 23113  
United States

**Project Description:**  
joe blow

Mailing  
richmond, CO, 23113

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Select Add to Upload Required Documents

Home Search Create Account Central

Logged in as: Frank Monahan Collections (0) Cart (2) Account Management Logout

If you require more information regarding Virginia ABC, Please [Click Here](#) Search...

**Record 000750855:**  
**Banquet Application**  
Record Status: Submitted [Add to cart](#)  
[Add to collection](#)

Record Info Payments Custom Component

**Attachments**

The maximum file size allowed is 16 MB.  
.exe;.bat;.cmd;.com;.cpl;.exe;.hta;.htm;.html;.ins;.isp;.jar;.jse;.lib;.lnk;.mde;.mht;.mhtml;.msc;.msp;.mst;.php;.plf;.scr;.sct;.shb;.sys;.vb;.vbe;.vbs;.vxd;.wsc;.wsf;.wsh are disallowed file types to upload.

**View People Attachments**

Name	Record ID	Record Type	Entity Type	Type	Size	Latest Update	Action
Application 000750855 Received-1638393544757.eml	000750855	Banquet Application	Record	Correspondence	1019 bytes	12/01/2021	Acti
active shooter-resolution.PNG	000750855	Banquet Application	Record	Facility Use Contract	132.23 KB	12/01/2021	Acti
ABCregions.jpg	000750855	Banquet Application	Record	Facility Use Contract	131.93 KB	12/01/2021	Acti

Select from Account **Add**

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