

RBS TRAINING PROGRAM

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Responsible Beverage Service (RBS) Server Instructions



Department of Alcoholic Beverage Control



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Responsible Beverage Service Training Program Server Instructions

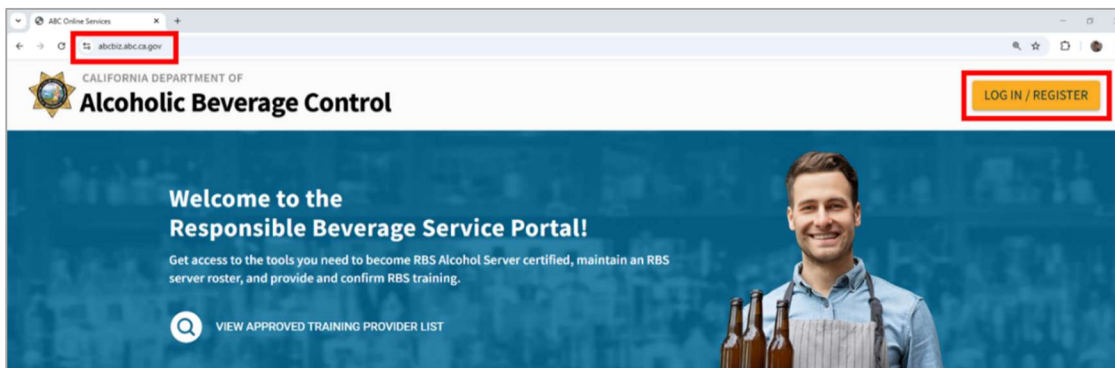


Get RBS Certified

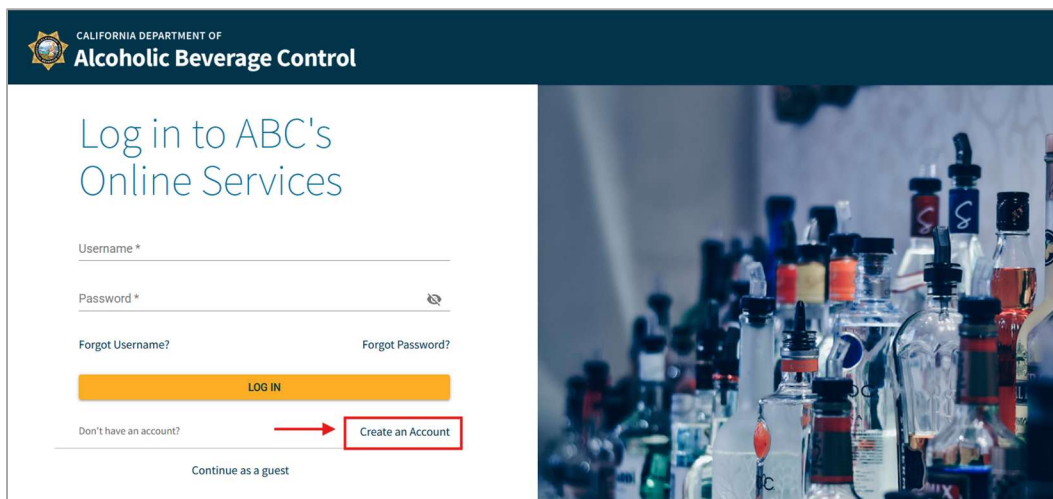
To become RBS certified, alcohol servers must register in the RBS Portal, take training from an approved RBS Training Provider, and pass the ABC Alcohol Server Certification Exam.

Step 1: Register as a Server

Go to the RBS Portal at <https://abcbiz.abc.ca.gov> and click Log In/Register.



Click Create an Account to create a new account. If you have an existing account, log in with your username and password.



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Account Information:

Create a username. Your username must be between 3 and 30 characters long. It can include a-z, 0-9, and underscore. It must not include special characters such as !, @, #, \$, %, ^, &, *, ?, ~, |,(,), <, >, [,]

Enter your email address. Your email address must be valid and belong to you. It can only be used for one account and cannot be shared.

Create a password. Your password must be at least 15 characters. You must confirm your password.

Enter your legal first and last name. They must match the first and last name on your identification. Please ensure your name is spelled correctly.

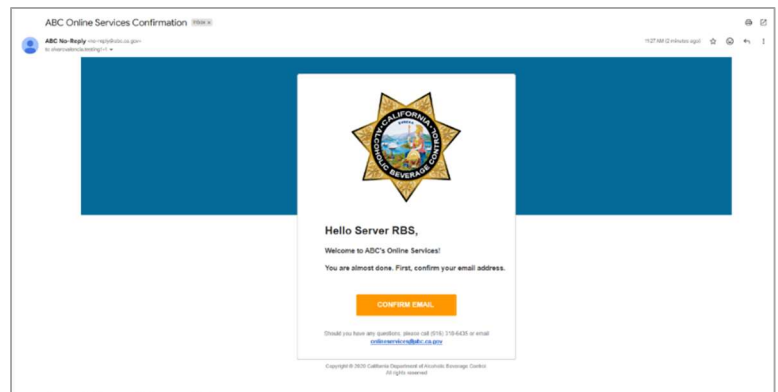
The screenshot shows a web form titled "ACCOUNT INFORMATION". It contains the following fields: Username *, Email Address *, Confirm Email Address *, Password *, Confirm Password *, Legal First Name *, Legal Middle Name, Legal Last Name *, and a "CONTINUE" button. A note below the name fields reads: "Please enter your legal name as it appears on government-issued documents. (e.g. Driver's License, ID Card, Passport, etc.)". A legend at the bottom indicates that asterisks denote required fields.

Confirm your email address:

—Go to your **email account**.

—Find the **ABC Online Services Confirmation** email from no-reply@abc.ca.gov.

—Click the **Confirm Email** button to log in.



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Complete the Server application:

Log in to the RBS Portal at <https://abcbiz.abc.ca.gov> with the username and password you created. **Select the Alcohol Server role** and click **Continue**. Read the instructions and complete all required fields in each section.

Pay the registration fee:

The registration fee is \$3 and is non-refundable.

Before making a payment, you must check the box acknowledging that the payment is non-refundable.

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Attest and submit:

Ensure that all the steps are complete and check the box to confirm that the information is true, correct, and complete.

A screenshot of a web application interface for server registration. On the left, a vertical list of steps is shown: 'Instructions', 'Privacy Notification', 'Server Registration', 'Payment', and 'Attest & Submit'. The 'Attest & Submit' step is highlighted with a red box and has a checkmark. Below the list is a progress bar labeled 'Complete' with a value of 86%. On the right, the 'Attest & Submit' section contains two input fields for 'First name' and 'Last name'. Below these is a red-bordered box containing an 'ATTESTATION *' section with a checked checkbox and the text: 'I, the above named person, declare under penalty of perjury that each and every statement in this registration is true, correct, and complete.' At the bottom right, there are two buttons: 'BACK' and 'SUBMIT', with the 'SUBMIT' button highlighted by a red box.

Find Your Server ID Number:

When you complete your Server registration, you will be taken to your Server Dashboard, which includes your Server ID number. You will need this number to register for training and to get access to the ABC Alcohol Server Certification Exam.

You can view your Server ID from your Server Dashboard; it will be in the first box with your Server Certificate Details.

You can also locate your Server ID number in your messages in the RBS Portal. To access the message, click on the envelope icon. The message title is Server Registration Successful, and your Server ID is near the bottom of the message.

A screenshot of the 'Server Dashboard' in the RBS Portal. The top left says 'Welcome, Server RBS!' and there is a 'SWITCH DASHBOARD' button. The main content area is divided into two columns. The left column is titled 'Server Certificate Details' and contains the following information: 'Status: Not Certified', 'Server ID: 312665341' (highlighted with a red box and a red arrow), and 'Renewal Date:'. Below this is a paragraph of text: 'This is your digital RBS certificate. ABC does not issue physical or downloadable RBS certificates. You can print this page for an unofficial copy of your status.' and another paragraph: 'Your employer must confirm your official status with your Server ID in the RBS Portal.' The right column is titled 'Training Provider Search' and contains a search form with fields for 'Provider Name', 'Language', 'Training offered', and 'Service Area(s)'. At the bottom of the left column, there is a section for 'Server Profile'.



Renew Your RBS Server Certification

You will be eligible to recertify 90 days prior to the expiration date. You must recertify before your certification expires for your RBS certification to remain valid. RBS server certifications are valid for three years.

You will be sent reminder emails 90, 60, 30, and 10 days before you expire. The emails will be sent to the email address associated with your account in the RBS Portal. You will receive a final notification when your certification has expired. If you have been added to an RBS server roster, the License Administrator will also be notified that your certification is expiring.

To renew your RBS Server certification, you must log into your existing account and complete the following steps:

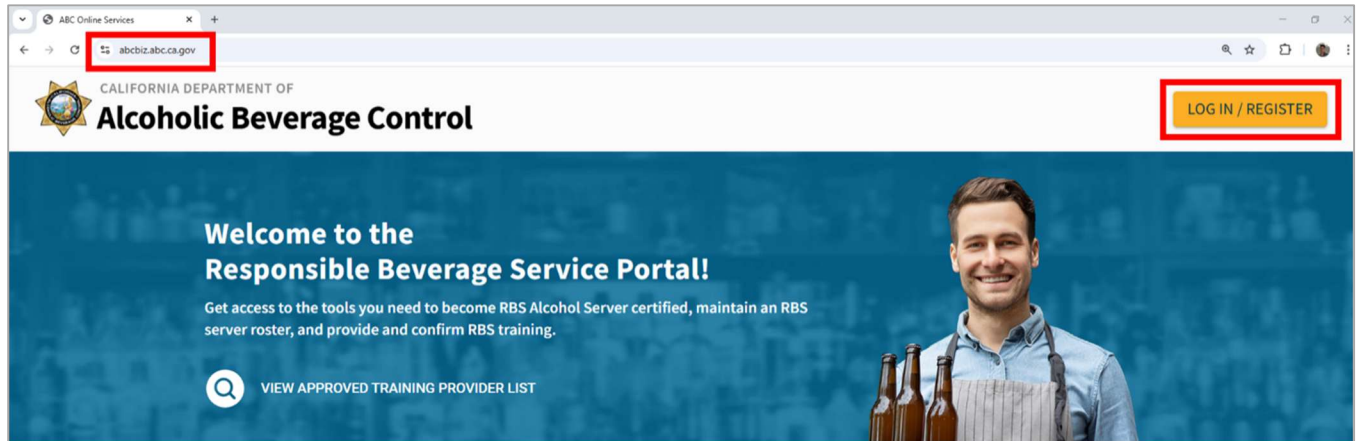
1. Pay the \$3 recertification fee,
2. Take training from an approved RBS Training Provider, and
3. Pass the ABC Alcohol Server Certification Exam in the RBS portal.

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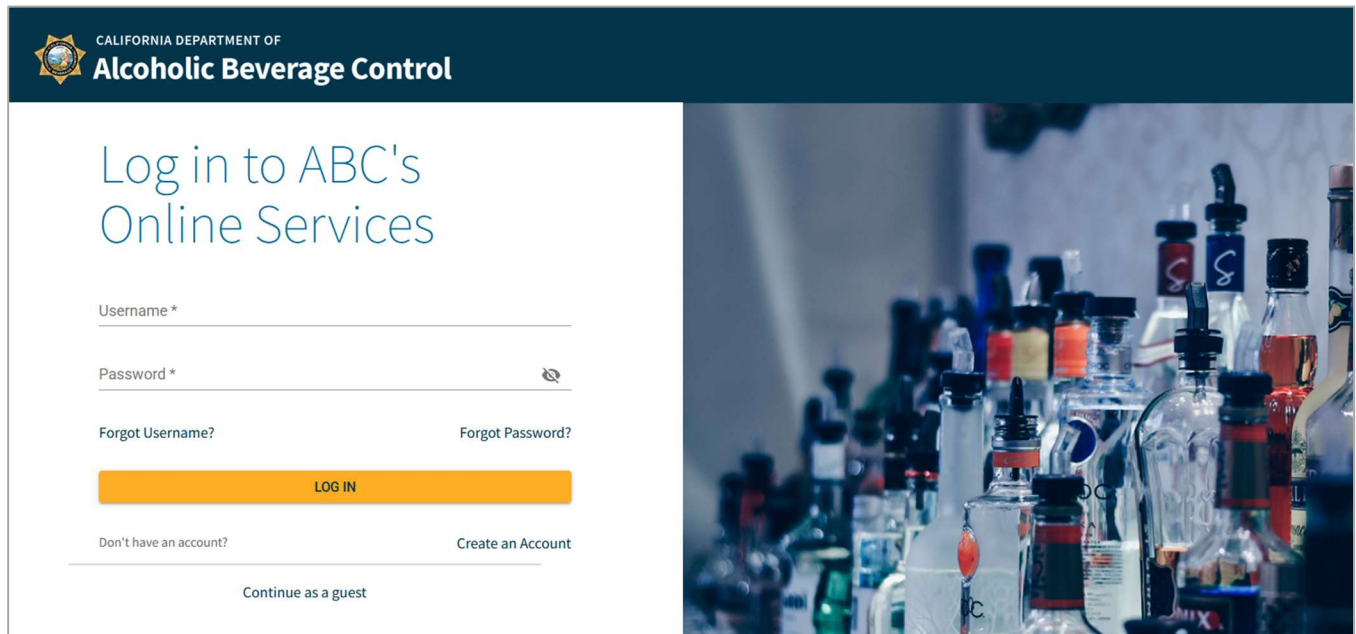


Step 1: Pay the Recertification Fee

Go to the RBS Portal at <https://abcbiz.abc.ca.gov> and click **Log In/Register**.



Log into your existing account using your username and password.



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To retrieve your username, please go to our login page and select “Forgot username?”. Enter your email address and submit. You will receive an email from ABC-No-Reply containing your username. Click on “back to Login” to return to the login page.

To reset your password, please select “Forgot Password?”. This should allow you to enter the email address you registered with. You will receive a link to reset your password. When setting your password, the password requirements for the RBS Portal is a minimum of 15 characters and cannot be a similar or previously used password. Be sure that you create a completely new password and do not use similar passwords like test123 followed by test123@! as your new password.

Your dashboard will display your Recertification Notice. Click **Pay Recertification** to pay your recertification fee. **The recertification fee is \$3 and is non-refundable.**

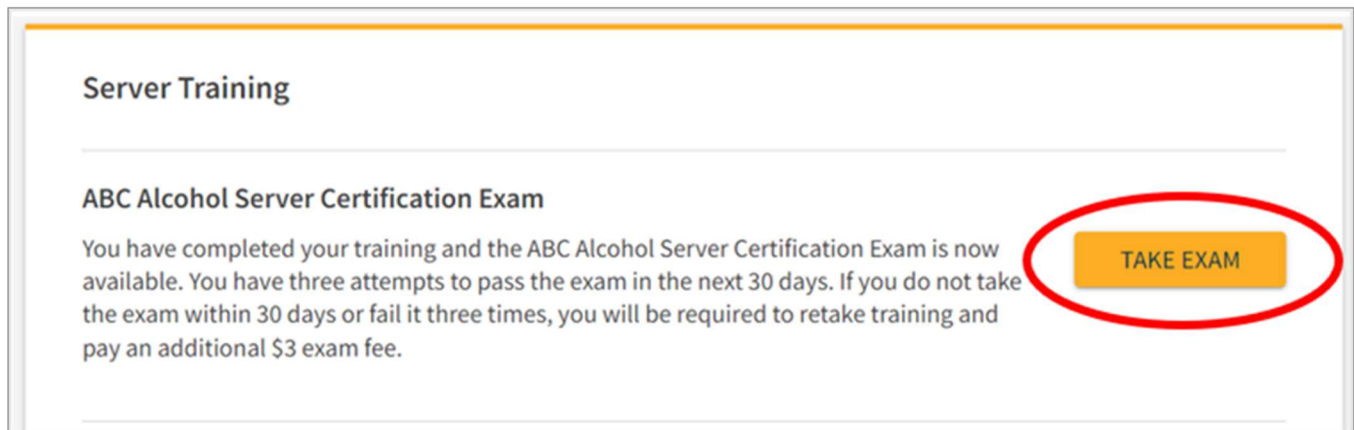
A screenshot of the RBS Portal dashboard. The top navigation bar includes the California Department of Alcoholic Beverage Control logo and links for Dashboard, Payments, My Applications, and Training Providers. A notification icon with a '3' is visible. The main content area features a green 'RECERTIFICATION NOTICE' card with a clock icon, stating 'Your RBS Server Certification will expire in 59 days.' and a 'PAY RECERTIFICATION' button highlighted with a red box and a red arrow. To the right is a 'Training Provider Search' section with input fields for Provider Name, Language, and Training offered.



Step 3: Take the ABC Alcohol Server Certification Exam

Once you have completed training, the training provider has 24 hours to confirm you have completed your training course. When your training is confirmed, you will receive an email from ABC notifying you that the exam is available, and the “Take Exam” button will be active on your dashboard.

- Log in to the RBS Portal
- Go to Server Dashboard
- Click Take Exam Button



To change the exam language, select Language next to your name and choose from the available languages.

The exam is open-note, open-book. You must pass your exam with a score of 70% or better within 30 days of your training being confirmed by the training provider.

When you pass your exam, you can return to your Server Dashboard to see your status. Your status will show Certified, and your renewal date will be updated. You will not receive a physical or downloadable certificate.

