

AIMS Onboarding for Licensing Services, Attorneys, and Others Representing Licensed Businesses

The term “licensing service” is used below to describe anyone hired by a licensed business to manage their TABC licensing needs, including attorneys or other third parties.

Preferred Method: Onboard Via the Principal Party Account

1. The **principal party account** [claims the business](#) using all required personal and business information.
2. The **principal party account** then [adds a licensing service as an additional user \(must input an individual’s name and email address\)](#) to complete further actions.

TABC will only communicate with a principal party, a person listed as an additional user, or a person who has completed the “Authorization to Fill In Application or Information Form” as described below.

Alternative Method: Onboard Via the Licensing Service’s Account

Due to the large number of businesses onboarding into AIMS, it may take TABC up to 30 days to process the form required to complete this method.

1. A principal party (i.e., a licensed business’s officer, director, etc.) [creates an AIMS account](#).
2. The licensing service [creates an AIMS account](#).
3. The licensing service uses one of its AIMS accounts and the personal and business information for the business it represents to [complete the Claim Business process](#).
4. TABC will provide “Authorization To Fill in Application or Information Form L-AFAI” in AIMS through a Request for Information (RFI).
5. The licensing service should respond to the RFI with the completed form, and TABC will review the form.
6. Once the Claim Business request is approved, the licensing service must immediately [add the principal party account as an additional user](#).