



# Regulatory Licensing and Permitting System (RLPS) Fulfillment House Quarterly Report

# RLPS Fulfillment House Quarterly Report: Content

- RLPS Citizen Access: <https://rlps.abc.tn.gov/citizenaccess/>
- Fulfillment House Quarterly Report Process
  - **Process I: Quarterly Report CSV Document Instructions** (Slides 3-21)
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    - Part 2: Add Shipment Details
      - Quick Guide
      - Detailed Instructions and Examples
    - Part 3: Helpful Tips
      - Multiple brands in a single shipment
      - Quarters WITHOUT shipments
      - Important Reminders
  - **Process II: Quarterly Report Submission Instructions** (Slides 22-41)

# RLPS Fulfillment House Quarterly Report

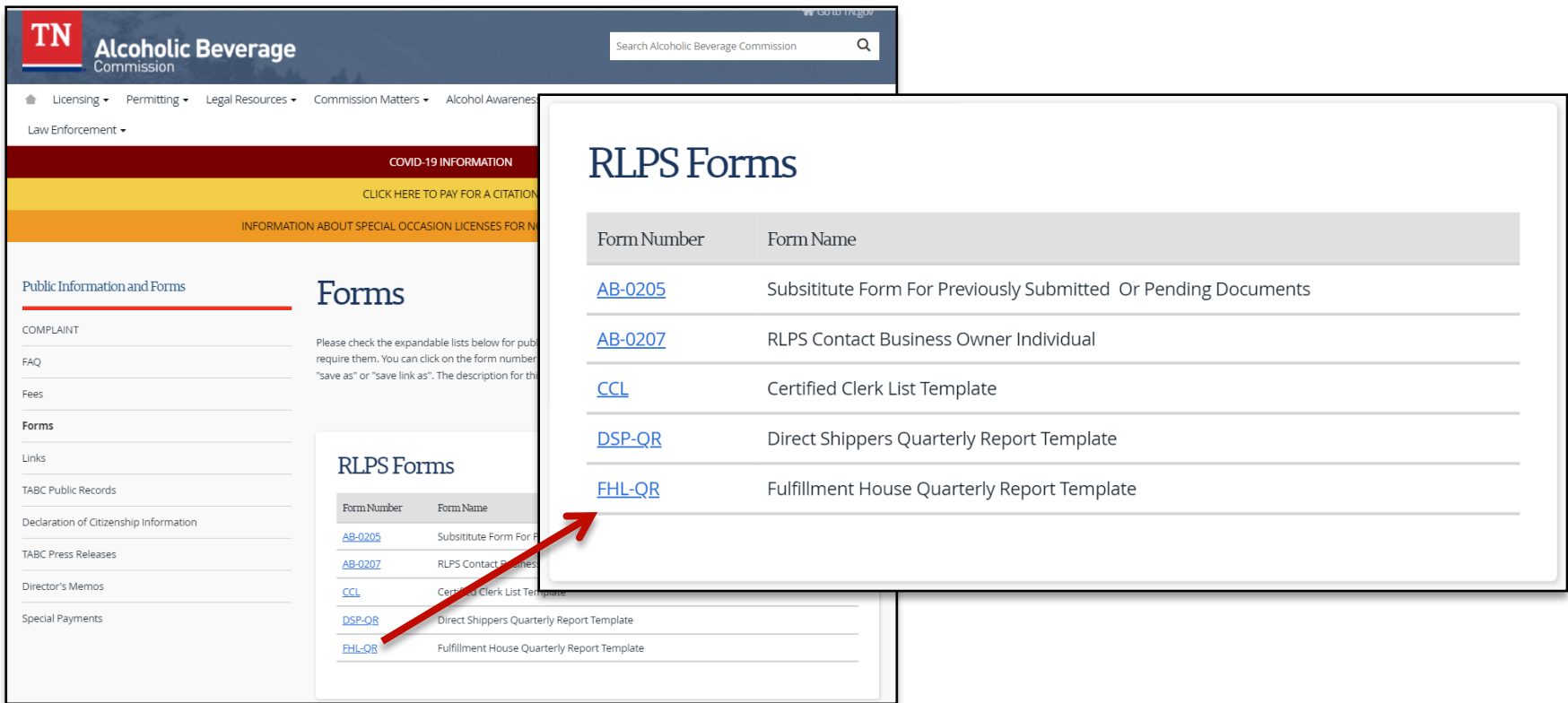
## Process I:

Quarterly Report CSV Document Instructions

[PART 1: Download your Template](#)

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **First**, visit the TABC website and **download the Fulfillment House Quarterly Report template**
  - <https://www.tn.gov/abc/public-information-and-forms/forms.html>

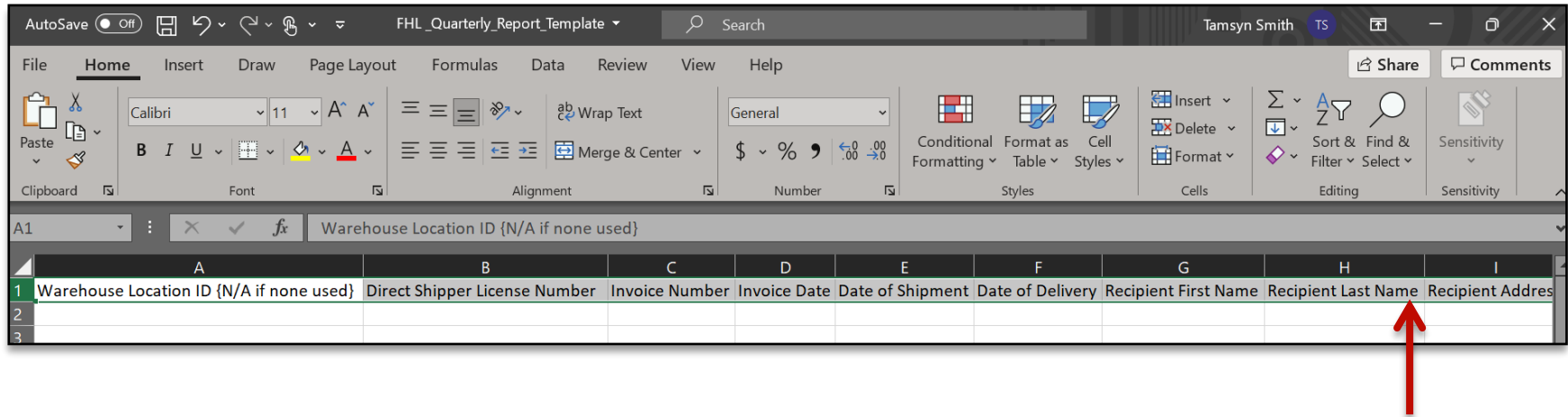


The screenshot shows the Tennessee Alcoholic Beverage Commission website. The main navigation bar includes 'Licensing', 'Permitting', 'Legal Resources', 'Commission Matters', and 'Alcohol Awareness'. A search bar is located in the top right. The page title is 'Forms' under the 'Public Information and Forms' section. A table titled 'RLPS Forms' is displayed, listing various forms with their numbers and names. A red arrow points to the 'FHL-QR' link in the table.

Form Number	Form Name
<a href="#">AB-0205</a>	Substitute Form For Previously Submitted Or Pending Documents
<a href="#">AB-0207</a>	RLPS Contact Business Owner Individual
<a href="#">CCL</a>	Certified Clerk List Template
<a href="#">DSP-QR</a>	Direct Shippers Quarterly Report Template
<a href="#">FHL-QR</a>	Fulfillment House Quarterly Report Template

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Open your Downloaded** template in a program that supports editing CSV file formats
  - For the purpose of this tutorial, we will be using Excel as the program to modify the template



**\*IMPORTANT\***

**DO NOT modify the first row of this file in any way;** doing so will cause technical errors during the report submission process.

**DO NOT change file format;** The document file type must remain a CSV file

# RLPS Fulfillment House Quarterly Report

## Process I:

Quarterly Report CSV Document Instructions

[PART 2: Add shipment details](#)

# RLPS Fulfillment House Quarterly Report: CSV Quick Guide

- Quick Guide:

Field Name	Format	Required
Warehouse Location ID {N/A if none used}	WHL-00000	Y
Fulfilment House License Number	FHL-XXX-0000000	Y
Direct Shipper License Number	RTL DSP-XXX-0000000	Y
Invoice Number	Alphanumeric (NO COMMAS)	Y
Invoice Date	MM/DD/YYYY	Y
Date of Shipment	MM/DD/YYYY	Y
Date of Delivery	MM/DD/YYYY or N/A	Provide if available
Recipient First Name	Text	Y
Recipient Last Name	Text	Y
Recipient Address	Alphanumeric (NO COMMAS)	Y
Recipient City	Text	Y
Recipient State	Two-digit State Code (ex: TN)	Y
Recipient Zip	5 Digit Number	Y
Tracking Number	Alphanumeric (NO COMMAS)	Y
Brand Name	Alphanumeric (NO COMMAS)	Y
Volume in Liters {Numerical} {Round Up}	Number (NO DECIMALS)	Y
Quantity - Bottle Count	Number (NO DECIMALS)	Y
Sale Price	N/A	N/A
Common Carrier Name	Text	Y
Common Carrier FEIN {N/A if none used}	N/A	N/A



# RLPS Fulfillment House Quarterly Report: CSV Instructions

- The next 8 slides breaks down each field of your CSV template
  - You will know which fields are required
  - The format of each field
  - And be provided with examples



# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data**

- Warehouse Location ID {N/A if none used}
  - This field is **REQUIRED** for your record type
  - Indicate the Warehouse address used for each shipment
  - Warehouse Location ID **MUST** match a Warehouse Location associated with your Fulfillment House license\*
    - Format: WHL-00000
      - » “N/A” option is **ONLY** applicable for Direct Shippers

	A
1	Warehouse Location ID {N/A if none used}
2	WHL-00142
3	WHL-00146
4	

**\*Note:** See next slide for instructions on how find your Warehouse Location list

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- Warehouse Location ID {N/A if none used} - *Continued*

- Your Warehouse Location List can be found by:
  1. Log In to your RLPS account, locate and open your Fulfillment House License Record
  2. Under Record Details section, click the arrow next to “More Details”
  3. Open the “Application Information Table” section to reveal your Warehouse Location table

The screenshot shows the RLPS Fulfillment House License Record interface. The main record details are for a Fulfillment House License (FHL-DAV-2203767) for TS RESTAURANT, with an active status and an expiration date of 02/17/2025. The business address is 500 James Robertson, Nashville, TN 37219. The 'Record Details' section includes a 'More Details' link with a right-pointing arrow. The 'More Details' section is expanded, showing the 'Application Information Table' with 'WAREHOUSE LOCATIONS' data. The table lists the following information:

Building Name:	213
Street Name:	132
City:	231
State:	Tennessee
Zip Code:	3412
Location ID:	WHL-00142

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***
  - *Fulfillment House License Number*
    - This field is **REQUIRED** for your record type
    - Indicate the Fulfillment House License RLPS ID associated with your report
    - This number must match your license number exactly
      - Format: FHL-XXX-0000000

B
Fulfillment House License Number
FHL-OTN-2212417

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- Direct Shipper License Number

- This field is **REQUIRED** for your record type
- This field is used to indicate the Direct Shipper License Number respective to each shipment
  - Format: RTLDSP-XXX-0000000

B
Direct Shipper License Number
RTLDSP-OTN-1820373
RTLDSP-OTN-1907613

- Invoice Number

- This field is **REQUIRED** for your record type
- This field is used to indicate the Invoice Number respective to each shipment
  - Format: Alphanumeric (NO COMMAS)

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- Invoice Date

- This field is **REQUIRED** for your record type
  - Format: MM/DD/YYYY

D	E	F
Invoice Date	Date of Shipment	Date of Delivery
1/1/2022	1/2/2022	1/10/2022
1/2/2022	1/3/2022	1/11/2022

- Date of Shipment

- This field is **REQUIRED** for your record type
  - Format: MM/DD/YYYY

- Date of Delivery

- This field is optional for your record type
  - If applicable format: MM/DD/YYYY
  - If not applicable format: N/A

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- *Recipient First Name*

- This field is **REQUIRED** for your record type
  - Format: Text

- *Recipient Last Name*

- This field is **REQUIRED** for your record type
  - Format: Text

G	H
Recipient First Name	Recipient Last Name
John	Smith
Jane	Doe

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- *Recipient City*

- This field is **REQUIRED** for your record type
  - Format: Alphanumeric (NO COMMAS)

- *Recipient Address*

- This field is **REQUIRED** for your record type
  - Format: Alphanumeric (NO COMMAS)

- *Recipient State*

- This field is **REQUIRED** for your record type
  - Format: Two-digit State Code

- *Recipient Zip*

- This field is **REQUIRED** for your record type
  - Format: 5-digit zip code

I	J	K	L
Recipient Address	Recipient City	Recipient State	Recipient Zip
123 Baker Street	Nashville	TN	37188
456 Parkers Road	Phoenix	AZ	85501

# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data – *Continued***

- Tracking Number

- This field is **REQUIRED** for your record type
  - Format: Alphanumeric (NO COMMAS)

M
Tracking Number
9876543
8765432

- Brand Name

- This field is **REQUIRED** for your record type
  - Format: Alphanumeric (NO COMMAS)
  - \*IMPORTANT\*** See slide 16 for directions on how to report multiple brands in a single shipment.

N
Brand Name
Brand 1
Brand 2

- Volume in Liters {Numerical} {Round Up}

- This field is **REQUIRED** for your record type
  - Format: Numerical, NO decimals

O
Volume in Liters {Numerical} {Round Up}
5
9



# RLPS Fulfillment House Quarterly Report: CSV Instructions

- **Quarterly Report Data - *Continued***

- Quantity - Bottle Count

- This field is **REQUIRED** for your record type
  - Format: Number (No decimals)

- Sale Price

- This field is not applicable for your record type
  - Format: N/A

- Common Carrier name

- This field is **REQUIRED** for your record type
  - Format: Text

- Common Carrier FEIN {N/A if none used}

- This field is **Optional\*** for your record type

**\*Note:** Business requirements may change, please continue to stay up to date on TABC Rules and Regulations as the field requirement may change.

**EXAMPLES:**

P	Q	R	S
Quantity - Bottle Count	Sale Price	Common Carrier Name	Common Carrier FEIN {N/A if none used}
	2 N/A	UPS	N/A
	4 N/A	FedEx	123534



# RLPS Fulfillment House Quarterly Report

## Process I:

Quarterly Report CSV Document Instructions

[PART 3: Helpful Tips](#)



# RLPS Fulfillment House Quarterly Report: CSV Helpful Tips

- **Multiple brands in a single Shipment**

- If one shipment contains multiple brands, **a separate row of data is needed for each Brand.**

- The following fields are to be respective to each Brand listed in a row

- Bottle Count

- Volume in Liters

- Brand Name

- All other fields will be respective to the shipment.

- This includes invoice details, dates, recipient information, etc.

**EXAMPLE:**

	A	B	C	D
1	Warehouse L	Direct Shipper License Number	Invoice Number	Invoice Date
2	WHL-0000	RTL DSP-OTN-1900000	4567	1/1/20
3	WHL-0000	RTL DSP-OTN-1900000	4567	1/1/20

L	M	N	O	P	Q	
Recipient Zip	Tracking Number	Brand Name	Volume in Liters {Numerical} {Round Up}	Quantity - Bottle Count	Sale Price	Comments
37243	654B	EXAMPLE BRAND 1		5	6 N/A	UPS
37243	654B	EXAMPLE BRAND 2		2	2 N/A	UPS



# RLPS Fulfillment House Quarterly Report: CSV Helpful Tips

- **Quarters WITHOUT shipments**

- No CSV upload required

- Instructions:

- When asked if you've had any shipments this quarter:
  - » select "NO" response
- Bypass the Document upload section of the report
- Add an Authorized Individual Contact
- Review and Submit report

The image shows a screenshot of a web form titled "Quarterly Report Details". The form has a blue header and a light gray body. Under the heading "QUARTERLY REPORT INFORMATION", there are three fields: "Filing Period:", "License Type:", and "Have you made any shipments in this quarter?". A red arrow points from the "Have you made any shipments in this quarter?" field to a callout box. The callout box contains the text "\* Have you made any shipments in this quarter?:" and two radio buttons: "Yes" and "No". The "No" radio button is selected. Below the callout box is another callout box showing the "Yes" and "No" radio buttons in detail, with the "No" button selected.

# RLPS Fulfillment House Quarterly Report: CSV Helpful Tips

- **Important Reminders:**

- **Do NOT change the format of your downloaded template.** (Slide 5)
  - Column header names must not be modified
  - No rows are to be added above headers
  - The file type must always be saved as CSV (Comma Separated Value)
- **Do NOT use commas in any data field** (Slide 5)
- **Follow field format requirements to avoid errors.** (Slides 7-16)
- **Only one (1) brand name per row.** (Slide 19)
- **CSV Uploads are no longer needed if you've had NO shipments during that quarter.** (Slide 20)

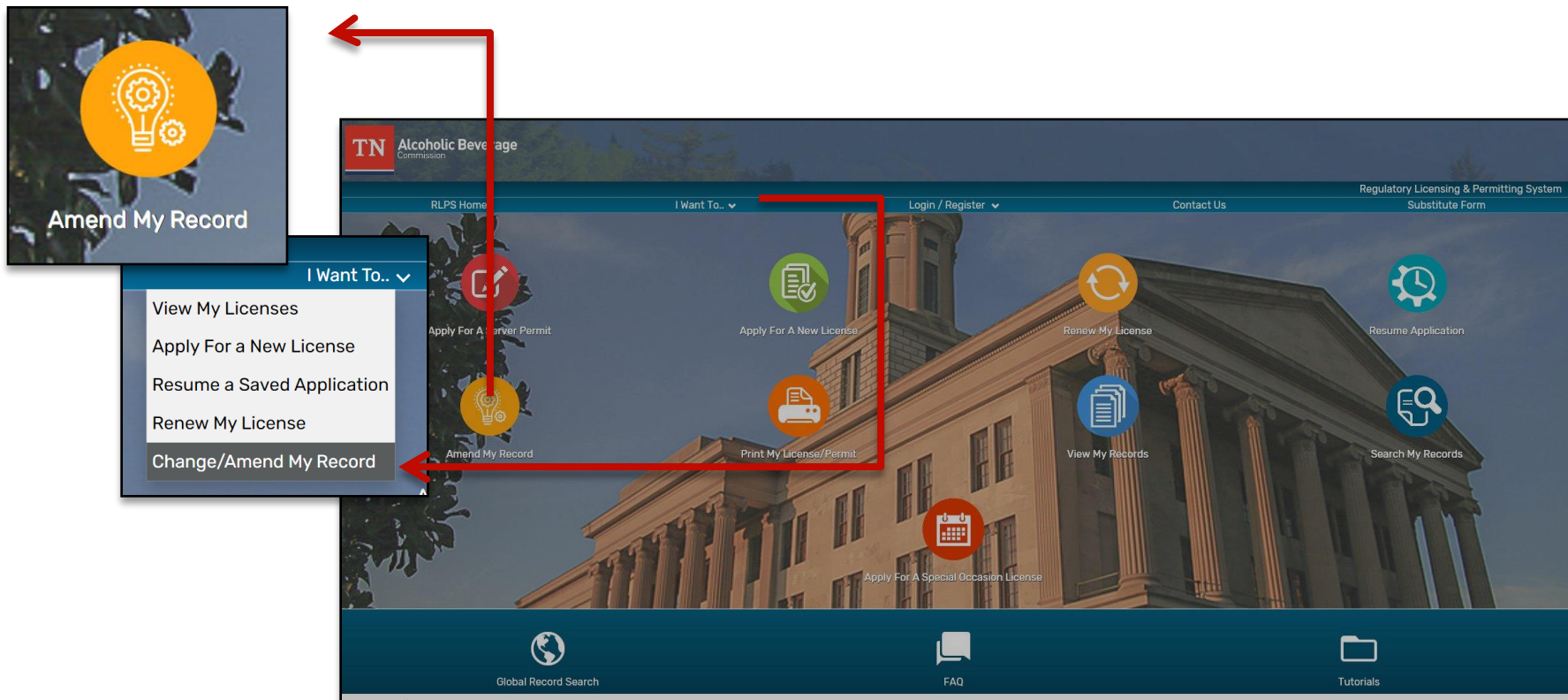
# RLPS Fulfillment House Quarterly Report

## Process II:

### Quarterly Report Submission Instructions

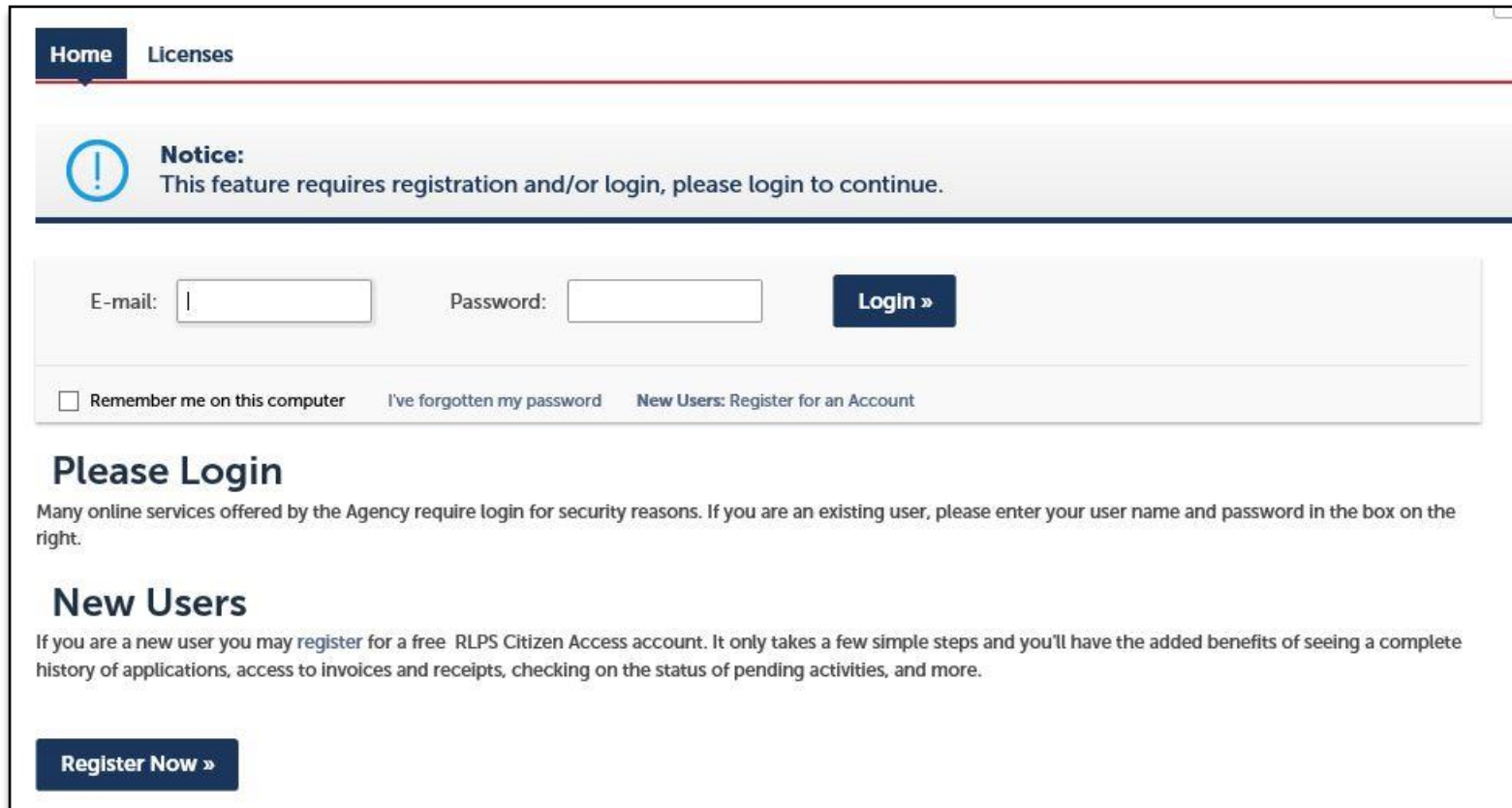
# RLPS Fulfillment House Quarterly Report: Submission

- To begin, locate and **click on the Amend My Record button** on the home screen, **or use the “I Want To…” option** from the navigation bar.



# RLPS Fulfillment House Quarterly Report: Submission

- Next, **log into your RLPS account**

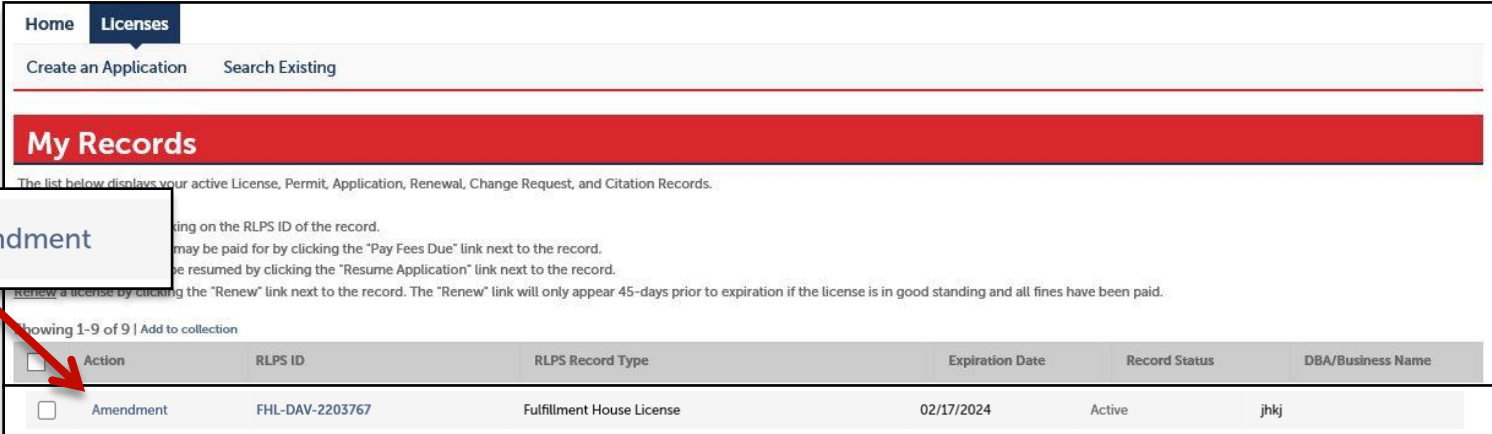


The screenshot shows a web interface for the 'Licenses' section. At the top, there are navigation tabs for 'Home' and 'Licenses'. Below this is a notice banner with a blue exclamation mark icon, stating: 'Notice: This feature requires registration and/or login, please login to continue.' Underneath the notice is a login form with two input fields: 'E-mail:' and 'Password:'. To the right of the password field is a dark blue button labeled 'Login »'. Below the input fields is a row of options: a checkbox labeled 'Remember me on this computer', a link 'I've forgotten my password', and a link 'New Users: Register for an Account'. Further down, there is a section titled 'Please Login' with the text: 'Many online services offered by the Agency require login for security reasons. If you are an existing user, please enter your user name and password in the box on the right.' Below this is another section titled 'New Users' with the text: 'If you are a new user you may register for a free RLPS Citizen Access account. It only takes a few simple steps and you'll have the added benefits of seeing a complete history of applications, access to invoices and receipts, checking on the status of pending activities, and more.' At the bottom of this section is a dark blue button labeled 'Register Now »'.



# RLPS Fulfillment House Quarterly Report: Submission

- Once logged in, you will be taken to a list of records in “Active” or “About to Expire” status.
- **Click the “Amendment” Button**
  - This button should always be available to your valid license records. If you do not see this button, please email [TABC.HelpDesk@tn.gov](mailto:TABC.HelpDesk@tn.gov) for assistance.



The screenshot shows the 'My Records' section of the RLPS system. A callout box with a red arrow points to the 'Amendment' button in the table. The table has the following data:

<input type="checkbox"/>	Action	RLPS ID	RLPS Record Type	Expiration Date	Record Status	DBA/Business Name
<input type="checkbox"/>	Amendment	FHL-DAV-2203767	Fulfillment House License	02/17/2024	Active	jhkj

# RLPS Fulfillment House Quarterly Report: Submission

- *Select an Amendment Type*
  - Locate and select the Change Request Quarterly Report amendment type
  - **Click “Continue Application”**

Home Licenses

Create an Application Search Existing

Select an Amendment Type

Choose one of the following available amendment types. For assistance please visit our website by clicking here.

- Change request for Certified Manager / Certified Clerk – Select this record to make adjustments to the license’s Certified Manager and Certified Clerk Lists. This is for Retail Food Store and Retail Package Store Licenses only.
- Change Request Information Owner – Select this record to change the Business’ DBA Name, correct the Business Name or Address, close the business, or update ownership information.
- Change Request Site Modification – Select this record to inform ABC of modifications to the current structure or layout when the business is located in a building.
- Change Request Warehouse Location – Select this record to inform ABC of new warehouse locations associated with your Fulfillment House License.
- Quarterly Report – Select this record to submit your Quarterly Report. This is for Direct Shipper and Fulfillment House Licenses only.

Search

Change Request Information Owner  
 Change Request Quarterly Report  
 Change Request Warehouse Location

Continue Application »

Continue Application »

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1*
  - **Help text** at the top of the amendment form provides information to assist you in knowing when reports are due.
  - Additionally, the date-range for each quarter is available for review.

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

**Step 1: Quarterly Report > Quarterly Report Info**

This form must be completed quarterly and received by the Commission by the 15th day of the month immediately following each quarter.

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Quarterly Report

QUARTERLY REPORT

\* Filing Period:

\* License Type:

Warehouse Location

## Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the month immediately following each quarter.

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Select the Filing Period\*** respective to the filing period that you are submitting.
    - \* **Note:** this will NOT be the filling period you're actively in, but the recently completed quarter.

Home Licenses

Create an Application Search Existing

Change Request Quarterly Report

1 Quarterly Report 2 Contacts

Step 1: Quarterly Report > Quarterly Report Info

This form must be completed quarterly and received by the Commission by the 15th day of the

- 1st Quarter: January 1 - March 31
- 2nd Quarter: April 1 - June 30
- 3rd Quarter: July 1 - September 30
- 4th Quarter: October 1 - December 31

Quarterly Report Details

QUARTERLY REPORT INFORMATION

\* Filing Period: --Select--

\* License Type: --Select--

Warehouse Location

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*

- **Select “Fulfillment House”\*** as your license type.

**\*Note:** If you represent a Direct Shipper License, please exit this tutorial and locate the Direct Shipper Quarterly Report tutorial [HERE](#).

The image shows a screenshot of a web application interface for submitting a quarterly report. The main window is titled "Quarterly Report Details" and contains a section for "QUARTERLY REPORT INFORMATION".

Under "QUARTERLY REPORT INFORMATION", there are two fields:

- \* Filing Period:** A dropdown menu currently set to "1st Quarter".
- \* License Type:** A dropdown menu currently set to "--Select--". A red arrow points to this dropdown menu, and a small pop-up menu is visible below it, showing options: "--Select--", "Direct Shipper", and "Fulfillment House".

Below the main window, there is a smaller, partially visible version of the same form, also showing the "Filing Period" and "License Type" dropdowns. A red arrow points from the "License Type" dropdown in the smaller form to the "License Type" dropdown in the larger form.

At the bottom of the main window, there is a section for "Warehouse Location".



# RLPS Direct Shipper Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Indicate YES if you have had shipments this quarter**
  - **Indicate NO if you have had zero (0) shipments this quarter**

### Quarterly Report Details

QUARTERLY REPORT INFORMATION

\* Filing Period:

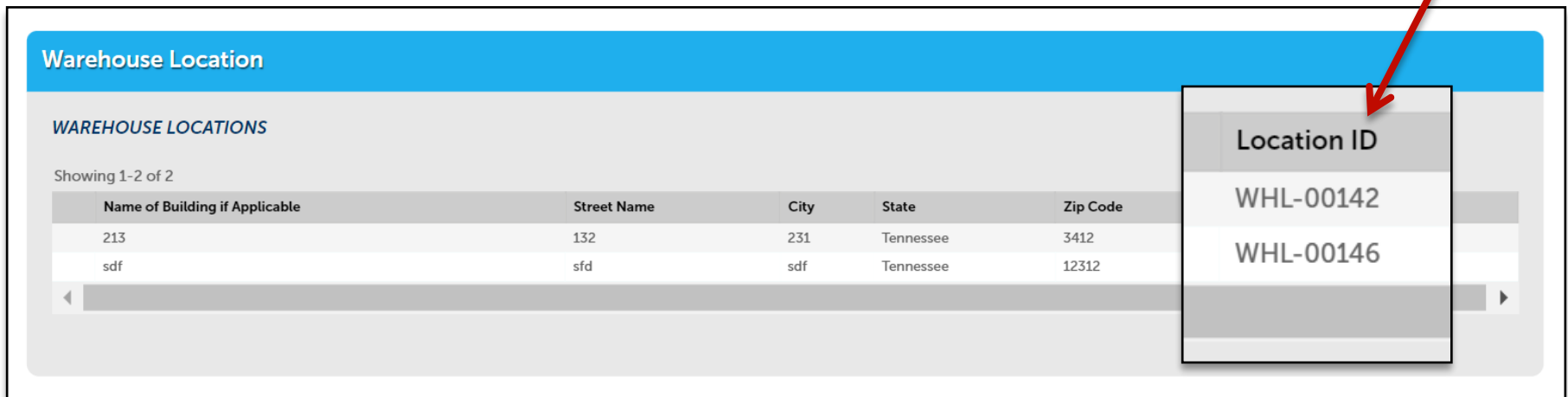
\* License Type:

\* Have you made any shipments in this quarter?:  Yes  No

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - Use the Warehouse Location Table to review your Warehouse Location ID's\*\*\*

**\*Note:** It is **extremely important** that you use the provided Warehouse Location IDs in your Quarterly Report CSV Document\* for each shipment made.



Warehouse Location

WAREHOUSE LOCATIONS

Showing 1-2 of 2

Name of Building if Applicable	Street Name	City	State	Zip Code
213	132	231	Tennessee	3412
sdf	sfd	sdf	Tennessee	12312

Location ID

WHL-00142

WHL-00146

**\*\*Note:** See Slides 3-13 for detailed instructions on how to fill out your Quarterly Report CSV Document.

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Help text** on the “Attachments” section of your form includes a direct link to the Quarterly Report CSV Templates needed to complete your amendment if you have not already downloaded one.

**Attachment**

Upload your Quarterly Report CSV template here. When you click the Continue Application button this Quarterly Report CSV template will convert to a table on the next page.

Make sure the file type is comma separated vale (CSV) or it will not convert.  
Quarterly Report Templates available here:  
Direct Shipper Quarterly Report  
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Type	Size	Latest Update
No records found.				

[Add](#)

[Save and resume later](#) [Continue Application »](#)

**Direct Shipper Quarterly Report**  
**Fulfillment House Quarterly Report**



# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - For quarters **WITH** Shipments:
    - Click the “Add” button and **upload your Quarterly Report CSV Document\***.
    - **\*Note:** Your document should only contain shipment details relevant to the filing period you’re submitting.
  - For quarters **WITHOUT** Shipments:
    - **Skip** and **continue to next step** (slide 37)

The image shows two overlapping screenshots from a web application. The background screenshot is titled 'Attachment' and contains instructions for uploading a CSV file. It features a table with columns for 'Action', 'Name', 'Size', and 'Latest Update', which is currently empty. A large blue 'Add' button is highlighted with a red arrow. At the bottom of the page are buttons for 'Save and resume later' and 'Continue Application >'. The foreground screenshot is a 'File Upload' modal window. It displays the text 'The maximum file size allowed is 25 MB.' and shows a file named 'DS Quarterly Report Template-Example.csv' in a list. Below the list are buttons for 'Continue', 'Add', 'Remove All', and 'Cancel'.

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - **Select the Quarterly Report as the document type** for your uploaded Quarterly Report CSV Document, **then click “Save” button\***.

The screenshot displays a web form for document submission. The 'Type' dropdown menu is open, showing 'Quarterly Report' as the selected option. A red arrow points from the 'Quarterly Report' option in the dropdown to the 'Type' field in the main form. Another red arrow points from the 'Save' button in the bottom left to the 'Save' button in the bottom right. The main form includes fields for 'File' (Example.csv) and 'Description'. The bottom right section contains a 'spell check' label and three buttons: 'Save', 'Add', and 'Remove All'.

**\*Note:** Only the Quarterly Report is required, however you may upload other documents as needed by selecting the Generic Additional Document type for all other files.

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 1 Continued*
  - Click the **“Continue Application”** button after all documents have been saved
    - \*Note:** If an error occurs related to your uploaded Quarterly Report, please delete the document, update your document with needed corrections, then upload the new copy.

Attachment

Upload your Quarterly Report CSV template here

Make sure the file type is comma separated value (CSV)

Quarterly Report Templates available here:  
Direct Shipper Quarterly Report  
Fulfillment House Quarterly Report

The maximum file size allowed is 25 MB.

Action	Name	Type
Actions ▾	FHL Quarterly Report Template-Example.csv	Quarterly Report

Add

Save and resume later

Continue Application »

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 1: Quarterly Report – Page 2*
  - All details from your uploaded CSV document will be converted into a table in your Amendment form.
  - **Review table rows for accuracy** then **click the “Continue Application” button.**

The screenshot displays the 'Quarterly Report Details' section of the application. It features a table with the following columns: Warehouse Location ID (N/A if none used), Direct Shipper License Number, Invoice Number, Invoice Date, Date of Shipment, Date of Delivery, Recipient First Name, Recipient Last Name, Recipient Address, Recipient City, Recipient State, Recipient Zip, Tracking Number, Brand Name, Volume in Liters (Numerical) (Round Up), Quantity - Bottle Count, Sale Price, Common Carrier Name, and a final column for 'C'.

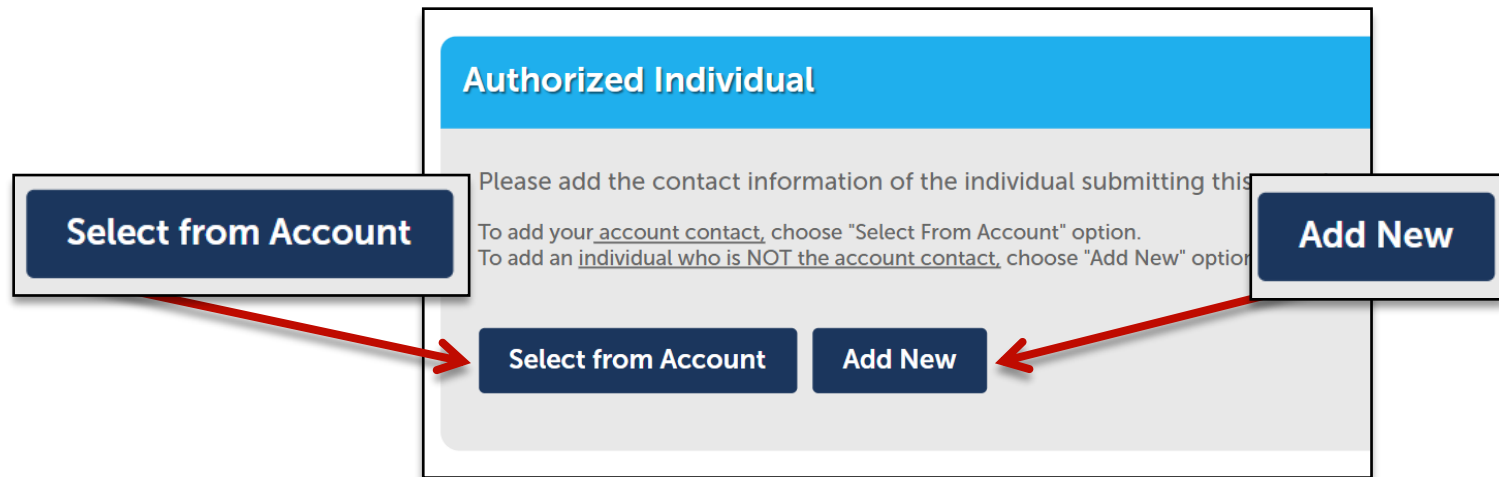
Warehouse Location ID (N/A if none used)	Direct Shipper License Number	Invoice Number	Invoice Date	Date of Shipment	Date of Delivery	Recipient First Name	Recipient Last Name	Recipient Address	Recipient City	Recipient State	Recipient Zip	Tracking Number	Brand Name	Volume in Liters (Numerical) (Round Up)	Quantity - Bottle Count	Sale Price	Common Carrier Name	C
WHL-00142	RTL DSP-OTN-1820373	1234567	01/01/2022	1/2/2022	01/10/2022	John	Smith	123 Baker Street	Nashville	TN	37188	9876543	Brand 1	5	2	N/A	UPS	3
WHL-00146	RTL DSP-OTN-1907613	1234568	01/02/2022	1/3/2022	01/11/2022	Jane	Doe	456 Parkers Road	Phoenix	AZ	85501	8765432	Brand 2	10	4	N/A	FedEx	1

At the bottom of the table, there is a 'Continue Application' button. A red arrow points from a larger 'Continue Application' button in a separate box to this button.



# RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts*
  - **Add yourself as the Authorized Individual** submitting your Quarterly Report.
    - If you're submitting from YOUR account, choose the "Select from Account" contact option.
    - If you're Submitting from an account that you are managing on behalf of another user, choose the "Add New" contact option.



# RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts - Continued*
  - **Add your Contact Information** and **click the “Continue” Button.**
    - Title
    - First and Last name
    - Primary Phone
    - E-mail
    - Mailing Address

**Contact Information** ×

Please fill in all required information.

\* Title:  
Business Representative

\* First: Joe      \* Last: Johnson

\* Primary Phone:  
6546546546

\* E-mail:  
tamsyn.smith@tn.gov

▼ Contact Addresses

**Add a Contact Address**

To edit a contact address, click the address link.

✔ **Contact address updated successfully.**

Showing 1-1 of 1

Address Type	Address	Actions
Mailing	456 Johnson Pwky	Actions ▼

**Continue**    Discard Changes

**Continue**

# RLPS Fulfillment House Quarterly Report: Submission

- *Step 2: Contacts - Continued*
  - Once your contact has been successfully added, **click the “Continue Application” button**

Change Request Quarterly Report

1 Quarterly Report 2 Contacts 3 Review 4 Record Issuance

Step 2: Contacts > Authorized Individual

\* Indicates a required field.

### Authorized Individual

Please add the contact information of the individual submitting this report.

To add your account contact, choose "Select From Account" option.  
To add an individual who is NOT the account contact, choose "Add New" option.

✔ Contact added successfully.

**Joe Johnson**  
tamsyn.smith@tn.gov  
Primary Phone: 6546546546  
Edit Remove

▼ Contact Addresses

**Add a Contact Address**

To edit a contact address, click the address link.

Showing 1-1 of 1

Address Type	Address	Action
Mailing	456 Johnson Pwky	Actions ▼

Save and resume later

Continue Application »

# RLPS Fulfillment House Quarterly Report: Submission

- Please review all the entered information and **select the check box** indicating your agreement to the certification at the bottom of the page.
- After selecting the checkbox, please **click “Continue Application” button.**

I certify that I have read and understand the instructions that accompany this application and that the statements made as part of this application are true, complete, and correct and that no material information has been omitted. By checking the box below, I understand and agree that I am electronically signing and filing this application.

By checking this box, I agree to the above certification.

Date: 05/31/2019

Save and resume later

Continue Application »



# RLPS Fulfillment House Quarterly Report: Submission

- You have officially completed your Quarterly Report Amendment\*.
- If any additional information is required, the user will be notified by a member of TABC.

The screenshot shows a web interface for the RLPS Fulfillment House. At the top, there are navigation links for 'Home' and 'Licenses'. Below this, there are two main options: 'Create an Application' and 'Search Existing'. A red horizontal line separates this header from the main content area. The main content area is titled 'Change Request Quarterly Report' and features a progress bar with four steps: '1 Quarterly Report', '2 Contacts', '3 Review', and '4 Record Issuance'. The '4 Record Issuance' step is highlighted with a blue underline. Below the progress bar, the text 'Step 4: Record Issuance' is displayed. A green banner with a checkmark icon contains the message: 'Your record has been successfully submitted. Please print your record and retain a copy.' Below this banner, the text reads: 'Thank you for using RLPS Citizen Access. Your Record Number is 22M-QUAR-Q1-000001. You will need this number to check the status of your record.' At the bottom, there is a blue button labeled 'View Record Details »' and a line of text stating: 'You may view your record detail, check status, and upload additional documentation by clicking the View Record Details button below.'



**Thank You**