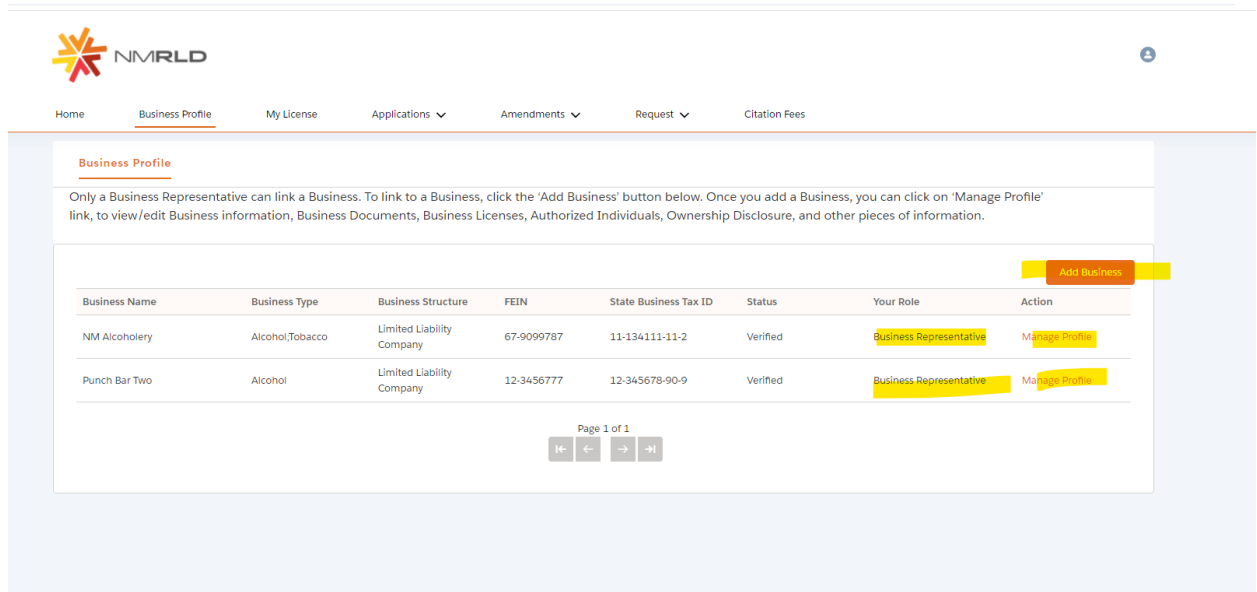


## Create or Link a Business Profile/Add or Remove Authorized Individuals

**Business Profile Screen:** Portal users can navigate to Business Profile screen to see all information for all businesses to which they are actively linked/authorized.

Table will appear on screen with following fields: Business Name, Business Type, Business Structure, FEIN, State Business Tax ID Number, Status, Your Role, Action.

**Step 1:** Clicks on “Add Business” button, and navigate to Add New Business screen.



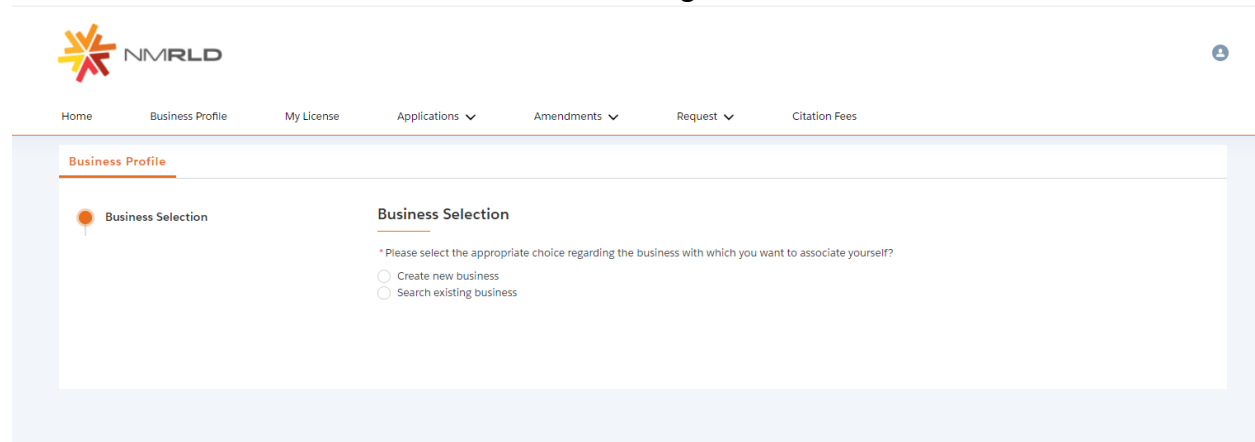
The screenshot shows the NMRLD Business Profile screen. At the top, there is a navigation bar with the following items: Home, Business Profile (underlined), My License, Applications (with a dropdown arrow), Amendments (with a dropdown arrow), Request (with a dropdown arrow), and Citation Fees. Below the navigation bar, there is a section titled "Business Profile" with a sub-header "Business Profile". Below this, there is a paragraph of text: "Only a Business Representative can link a Business. To link to a Business, click the 'Add Business' button below. Once you add a Business, you can click on 'Manage Profile' link, to view/edit Business information, Business Documents, Business Licenses, Authorized Individuals, Ownership Disclosure, and other pieces of information." Below this text is a table with the following columns: Business Name, Business Type, Business Structure, FEIN, State Business Tax ID, Status, Your Role, and Action. The table contains two rows of data. The first row is for "NM Alcoholery" with Business Type "Alcohol,Tobacco", Business Structure "Limited Liability Company", FEIN "67-9099787", State Business Tax ID "11-134111-11-2", Status "Verified", Your Role "Business Representative", and Action "Manage Profile". The second row is for "Punch Bar Two" with Business Type "Alcohol", Business Structure "Limited Liability Company", FEIN "12-3456777", State Business Tax ID "12-345678-90-9", Status "Verified", Your Role "Business Representative", and Action "Manage Profile". To the right of the table is an "Add Business" button. Below the table is a pagination control showing "Page 1 of 1" and navigation arrows.

Business Name	Business Type	Business Structure	FEIN	State Business Tax ID	Status	Your Role	Action
NM Alcoholery	Alcohol,Tobacco	Limited Liability Company	67-9099787	11-134111-11-2	Verified	Business Representative	Manage Profile
Punch Bar Two	Alcohol	Limited Liability Company	12-3456777	12-345678-90-9	Verified	Business Representative	Manage Profile

**Step 2:** On this screen, user will see this prompt:

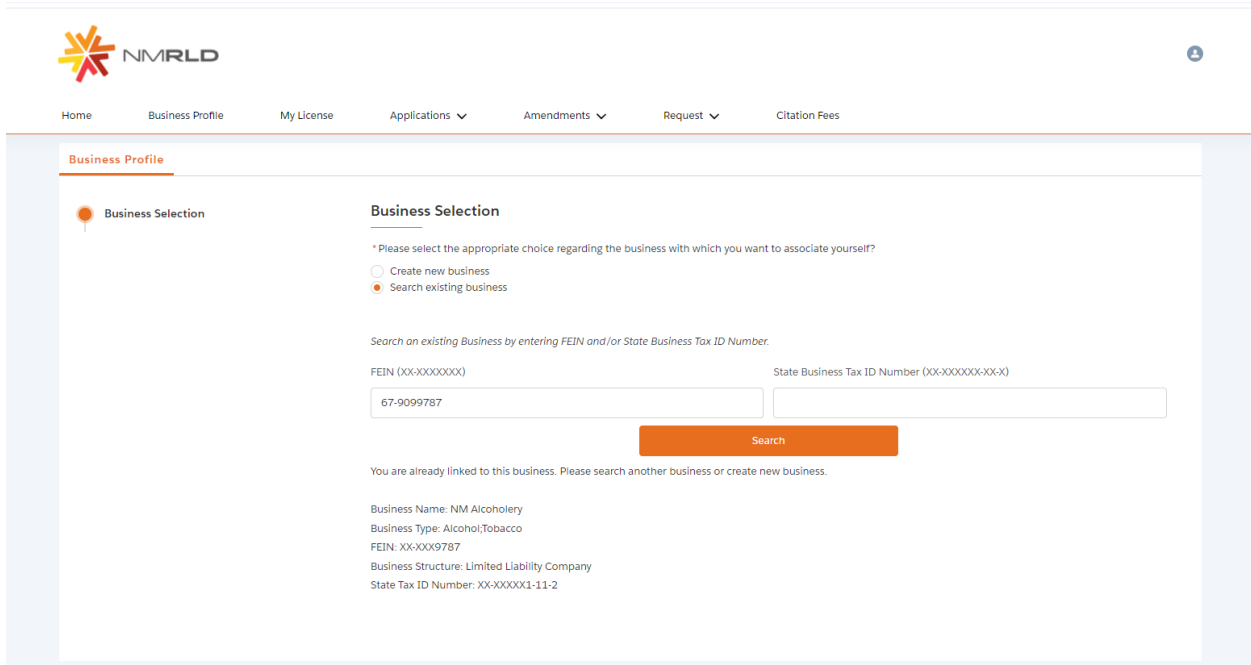
*Please select the appropriate choice regarding the business with which you want to associate yourself.*

Two choices: Create New Business or Search Existing Business.

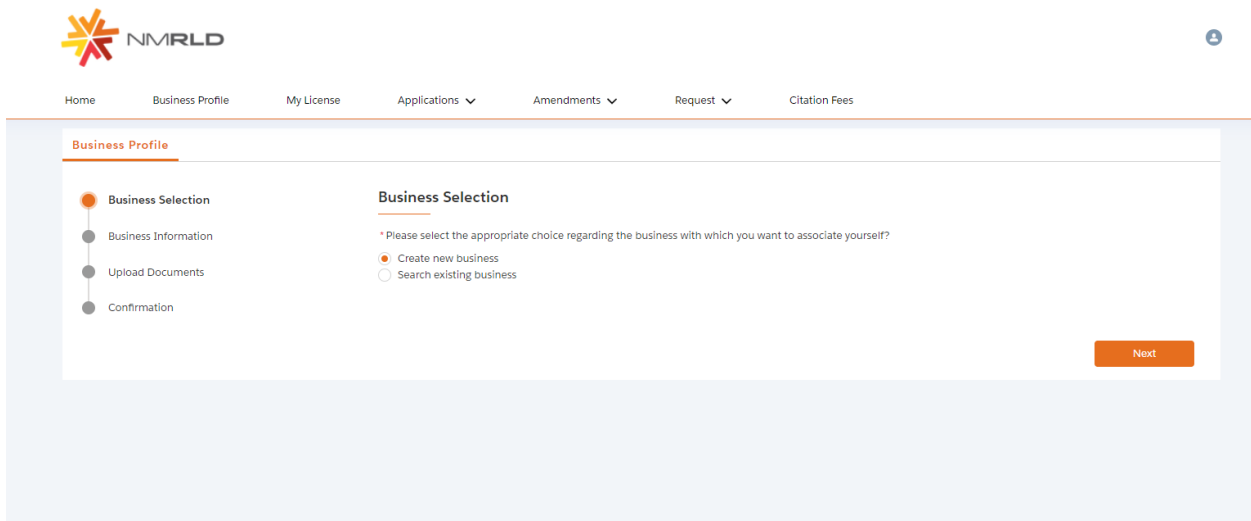


The screenshot shows the NMRLD Business Selection screen. At the top, there is a navigation bar with the following items: Home, Business Profile (underlined), My License, Applications (with a dropdown arrow), Amendments (with a dropdown arrow), Request (with a dropdown arrow), and Citation Fees. Below the navigation bar, there is a section titled "Business Profile" with a sub-header "Business Selection". Below this, there is a paragraph of text: "Please select the appropriate choice regarding the business with which you want to associate yourself?". Below this text are two radio button options: "Create new business" and "Search existing business".

**Step 3:** On this screen, selecting Search Existing Business will display two fields. FEIN and State Business Tax ID Number. User must enter at least one of them and click “search.”



**Step 4:** If user selects “Create new Business” option and clicks “Next” button, user will be able to see more screens: Business Information, Upload Documents, Confirmation.



On the Business Information screen, portal user will be able to see below fields based on rules mentioned in Excel below.

- Business Selection
- Business Information**
- Upload Documents
- Confirmation

### Business Information

\* What type of license(s) will this Business be applying for? (Select all applicable)

Alcohol  Tobacco  Alcohol Server Education (ASE) Provider

*If you are planning to own, represent or lease a liquor business, please select Alcohol.*

\* Business Name  \* Business Structure

\* FEIN (Please enter in XX-XXXXXXX format)

\* Will this Business be applying for a Non-Resident License?

Yes  No

*Any out of state manufacturers or wholesalers must possess 'Non-Resident' license to sell directly or indirectly, offer for sale or ship any alcoholic beverages to licensed New Mexico manufacturers and wholesalers.*

\* Will this Business only be applying for a Common Carrier License?

Yes  No

*Any out of state business must possess 'Common Carrier' license to transport alcoholic beverages into and for delivery within the State of New Mexico. If you are planning to apply for additional licenses along with Common Carrier license, please select No.*

\* Is the Business an out-of-state Winery which will be applying for a Direct Wine Shipment Permit?

Yes  No

*Any out of state business must possess 'Direct Wine Shipment' Permit to ship not more than two nine-liter cases of wine monthly to a NM Resident, for personal consumption and not for resale.*

\* NM State Business Tax ID Number (Please enter in XX-XXXXXX-XX-X format)

\* Date of Business Incorporation  \* State of Business Incorporation

#### Business Contact Information

\* Business Email  \* Business Phone Number (enter 10 digits)

Business Website  \* Mailing Address

\* Mailing City  \* Mailing State

\* Mailing Zip  \* Mailing Country

**Step 5:** After clicking “next,” portal user will be able to see Upload Document screen and will be able to upload files.

**Business Profile**

- Business Selection
- Business Information
- Upload Documents**
- Confirmation

### Upload Documents

Document Name	Document Description	Uploaded Files
* State Business Tax ID Certificate	A copy of the New Mexico State Business Tax Certificate (CDS Identification Number) in the name of Business (Sole Proprietorship, Corporation, LLC etc.) issued by the New Mexico Taxation and Revenue Department.	ABC Doc (4) (1)
* Certificate of Incorporation	A copy of the Certificate of Incorporation from the originating state.	
* Articles of Incorporation	A filed copy of the Articles of Incorporation and any amendments thereto.	
* Proof of FEIN	Document depicting the Business Name and FEIN.	
* Certificate of Good Standing	A copy of the Certificate of Good Standing. The Division will obtain this document from the Public Regulation Commission. The corporation must be in good standing.	
Business Ownership Chart	Chart specifying the ownership structure of the Business.	

Save for later

Previous Next

**Step 6:** If user left the screen, user can relaunch this by clicking “Complete Profile” button from the Business Profile table, and return to the screen where they left to complete the profile information.

**Business Profile**

Only a Business Representative can link a Business. To link to a Business, click the 'Add Business' button below. Once you add a Business, you can click on 'Manage Profile' link, to view/edit Business information, Business Documents, Business Licenses, Authorized Individuals, Ownership Disclosure, and other pieces of information.

Add Business

Business Name	Business Type	Business Structure	FEIN	State Business Tax ID	Status	Your Role	Action
Casterly Rock	Alcohol	Corporation	85-4989358	95-405540-99-9	Pending Document	Business Representative	Complete Profile
Punch Bar Two	Alcohol	Limited Liability Company	12-3456777	12-345678-90-9	Verified	Business Representative	Manage Profile

Page 1 of 1

**Step 7:** After uploading all the documents, portal user should be able to delete, view, and download the files, and then click on “next” button.

**Business Profile**

- Business Selection
- Business Information
- Upload Documents**
- Confirmation

### Upload Documents

Document Name	Document Description	Uploaded Files
* State Business Tax ID Certificate	A copy of the New Mexico State Business Tax Certificate (CRS Identification Number) in the name of Business (Sole Proprietorship, Corporation, LLC etc.) Issued by the New Mexico Taxation and Revenue Department.	ABC Doc (4) (1)
* Certificate of Incorporation	A copy of the Certificate of Incorporation from the originating state.	ABC Doc (4)
* Articles of Incorporation	A filed copy of the Articles of Incorporation and any amendments thereto.	ABC Doc (4)
* Proof of FEIN	Document depicting the Business Name and FEIN.	ABC Doc (4) (1)
* Certificate of Good Standing	A copy of the Certificate of Good Standing. The Division will obtain this document from the Public Regulation Commission. The corporation must be in good standing.	ABC Doc (4)
Business Ownership Chart	Chart specifying the ownership structure of the Business.	

Save for later

Previous **Next**

**Step 8:** After clicking “next” button, user will be able to see Confirmation page.

**Business Profile**

- Business Selection
- Business Information
- Upload Documents
- Confirmation**

### Confirmation

Your business profile is completed. The Alcoholic Beverage Control Division will review your information.

Navigate back to the Business Profile page. Click on the 'Manage Profile' link, to view/edit Business information, Business Documents, Business Licenses, Authorized Individuals, Ownership Disclosure, and other pieces of information.

# Business Profile View

Portal user will be able to see Manage Profile button on Business Profile tab.

The screenshot shows the NMRLD portal interface. At the top left is the NMRLD logo. A navigation menu includes 'Home', 'Business Profile' (which is underlined), 'My License', 'Applications', 'Amendments', 'Request', and 'Citation Fees'. Below the navigation is a 'Business Profile' section with a heading and a paragraph: 'Only a Business Representative can link a Business. To link to a Business, click the 'Add Business' button below. Once you add a Business, you can click on 'Manage Profile' link, to view/edit Business information, Business Documents, Business Licenses, Authorized Individuals, Ownership Disclosure, and other pieces of information.' Below this is a table with columns: Business Name, Business Type, Business Structure, FEIN, State Business Tax ID, Status, Your Role, and Action. There are two rows of data. The first row is for 'Casterly Rock' and the second for 'Punch Bar Two'. The 'Action' column for the first row has a yellow 'Manage Profile' button. Above the table is an 'Add Business' button. Below the table is a 'Page 1 of 1' indicator and navigation arrows.

Business Name	Business Type	Business Structure	FEIN	State Business Tax ID	Status	Your Role	Action
Casterly Rock	Alcohol	Corporation	85-4989358	95-465540-99-9	Pending Verification	Business Representative	<a href="#">Manage Profile</a>
Punch Bar Two	Alcohol	Limited Liability Company	12-3456777	12-345678-90-9	Verified	Business Representative	<a href="#">Manage Profile</a>

**Step 1:** After clicking on Manage Profile button, user will be able to view Business Profile tab and can edit some of the fields.

**NMRLD**

Home Business Profile My License Applications Amendments Request Citation Fees

Steps after creating a Business:  
1. Enter Personal Data Affidavit for all individuals subject to background check requirements, pursuant to the Liquor Control Act.  
2. If applicable, enter in Ownership Disclosure.  
3. If applicable, enter in Authorized Individuals.  
4. If applicable, enter Other State Licenses.

Business Profile Business Documents Business Licenses Authorized Individuals Personal Data Affidavit Ownership Disclosure Other State Licenses

### Business Information

\*What type of license(s) will this Business be applying for? (Select all applicable)  
 Alcohol  Tobacco  Alcohol Server Education (ASE) Provider  
If you are planning to own, represent or lease a liquor business, please select Alcohol

\*Business Name  \*Business Structure   
Enter Business Name as registered with the Secretary of State.

\*FEN (XX-XXXXXXX)

\*Will this Business be applying for a Non Resident License?  
 Yes  No

Any out of state manufacturers or wholesalers must possess "Non Resident" license to sell directly or indirectly, offer for sale or ship any alcoholic beverages to licensed New Mexico manufacturers and wholesalers.  
\*Will this Business only be applying for a Common Carrier License?  
 Yes  No

Any out of state business must possess "Common Carrier" license to transport alcoholic beverages into and for delivery within the State of New Mexico. If you are planning to apply for additional licenses along with Common Carrier license, please select No.  
\*Is the Business an out of state Winery which will be applying for a Direct Wine Shipment Permit?  
 Yes  No

Any out of state business must possess "Direct Wine Shipment" Permit to ship not more than two nine liter cases of wine monthly to a NM Resident, for personal consumption and not for resale.  
\*NM State Business Tax ID Number (XX-XXXXXX-XXXX)

### Business Contact Information

\*Business Email  \*Business Phone Number (XXXX) XXX-XXXX

Business Website  \*Mailing Address

\*Mailing City  \*Mailing State

\*Mailing Zip Code  \*Mailing Country

**Save**

**Step 2:** Portal user can view/download existing documents, or upload documents. Portal user should be able to see Notes entered by internal staff.




**Steps after creating a Business:**

1. Enter Personal Data Affidavit for all Individuals subject to background check requirements, pursuant to the Liquor Control Act.
2. If applicable, enter in Ownership Disclosure.
3. If applicable, enter in Authorized Individuals.
4. If applicable, enter Other State Licenses.

Document Name	File Count ↓	Status ↓	Status Date ↓	Business Structure ↓	Document Description	Notes	Action
Proof of FEIN ⓘ	1			Corporation	Document depicting the Business Name and FEIN.		👁️ 📄
Certificate of Incorporation ⓘ	1			Corporation	A copy of the Certificate of Incorporation from the originating state.		👁️ 📄
Articles of Incorporation ⓘ	1			Corporation	A filed copy of the Articles of Incorporation and any amendments thereto.		👁️ 📄
Business Ownership Chart ⓘ				Corporation	Chart specifying the ownership structure of the Business.		👁️ 📄
Certificate of Good Standing ⓘ	1			Corporation	A copy of the Certificate of Good Standing. The Division will obtain this document from the Public R... <a href="#">show more</a>		👁️ 📄
State Business Tax ID Certificate ⓘ	1			Corporation	A copy of the New Mexico State Business Tax Certificate (CRS Identification Number) in the name of B... <a href="#">show more</a>		👁️ 📄



### Step 3: Portal user able to see Business Licenses.

3

[Home](#) [Business Profile](#) [My License](#) [Applications](#) [Amendments](#) [Request](#) [Citation Fees](#)

**Steps after creating a Business:**

1. Enter Personal Data Affidavit for all Individuals subject to background check requirements, pursuant to the Liquor Control Act.
2. If applicable, enter In Ownership Disclosure.
3. If applicable, enter In Authorized Individuals.
4. If applicable, enter Other State Licenses.

[Business Profile](#) [Business Documents](#) [Business Licenses](#) [Authorized Individuals](#) [Personal Data Affidavit](#) [Ownership Disclosure](#) [Other State Licenses](#)

License Number	License Type	Status	Expiration Date	DBA	Lessee	Location	County	Local Option District
NON-000001	Non-Resident	Expired - Non Renewable	6/30/2010	White Rock Pharmacy		.		
NON-000011	Non-Resident	Active	5/2/2030	Casterly Rock		2550 Cerrillos Road Southwest Albuquerque, NM 87121		
IWT-2024-0003	Interstate Wine Tasting/Competition Permit	Active	5/31/2024	Casterly Rock		2550 Cerrillos Road Southwest Albuquerque, NM 87121		
ABD-000015	Alcoholic Beverage Delivery Permit	Expired - Non Renewable	2/28/2024	Albuquerque Distilling		5001 Central Ave, Ne, Suite A-4 & A-5 Albuquerque, NM 87108	Bernalillo	Gallup
TPD-000074	Tobacco Distributor	Active	5/29/2025	Artesia Country Club		2701 W. Richey St. Artesia, NM 88210	Union	

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**Step 4:** Portal user able to add Authorized Individuals by using Add Individual button, and also can remove or add individual by using Add/Remove link in action, and also able to convert Licensing Agent to Business Agent and vice-versa.

**Steps after creating a Business:**

1. Enter Personal Data Affidavit for all Individuals subject to background check requirements, pursuant to the Liquor Control Act.
2. If applicable, enter In Ownership Disclosure.
3. If applicable, enter In Authorized Individuals.
4. If applicable, enter Other State Licenses.

Business Profile | Business Documents | Business Licenses | **Authorized Individuals** | Personal Data Affidavit | Ownership Disclosure | Other State Licenses

You may, but are not required to, add a maximum of 5 active users who are authorized to submit applications, amendments, or renewals on behalf of the business. To add an Individual, you will need to click on the "Add Individual" button. To remove an Individual, click the Remove link next to their record. If an Individual's role is changing, click on the Convert to (Licensing Agent/Business Agent) link next to their record.

Personnel Name	Date of Birth	Email	Role	Status	Action
John Smith	2/2/1995	johnsmith@yopmail.com	Licensing Agent	Inactive	Add   Convert to Business Agent
Kacy Abelta	7/24/1999	harshalsingla@gmail.com	Business Representative	Active	
Sam Smiththree	1/1/2004	samsmith3@yopmail.com	Business Representative	Active	
Sheena Brown	2/2/1990	sheena@yopmail.com	Resident Agent	Active	
Julian Abelta	2/2/1996	harshalsingla@gmail.com	Business Representative	Active	
Manle Brown	1/31/2024	brow@yopmail.com	Business Agent	Active	Remove   Convert to Licensing Agent

Page 1 of 1

Authorized individuals must first register themselves in the system in order to be added to your business profile. You may search for a user based on their birthdate and last name. Once individual is located within the search, click the "Add" button next to their information to add them to your business.

**Add New Individual**

\*Select the role of the individual you want to add.

- Business Representative: Is an officer, manager, or individual holding 10% or more ownership interest in the business.
- Business Agent: Is an employee of the business whose job it is to manage the business's licensing and compliance issues.
- Licensing Agent: Is an individual who has entered an agreement with the business to act on behalf of the business during intake application process.

Authorized individuals must first register themselves in the system in order for you to add them to your business profile. You may search for a user based on their birthdate and last name. Once individual is located within the search, click the Add button next to their information to add them to your business.

\*Enter Birthdate      \*Enter Full Last Name

**Step 5:** Portal user has the ability to list all active liquor licenses in which the business has direct or indirect interest in any state. If you need to view, edit, or delete any records, click the down arrow under action for that specific record.

Record successfully created.

Home Business Profile My License Applications Amendments Request Citation Fees

**Steps after creating a Business:**

1. Enter Personal Data Affidavit for all Individuals subject to background check requirements, pursuant to the Liquor Control Act.
2. If applicable, enter In Ownership Disclosure.
3. If applicable, enter In Authorized Individuals.
4. If applicable, enter Other State Licenses.

Business Profile Business Documents Business Licenses Authorized Individuals Personal Data Affidavit Ownership Disclosure **Other State Licenses**

List all active liquor licenses in which the business has direct or indirect interest in any state. If you need to view, edit, or delete any records, click the down arrow under action for that specific record.

License Number	Issuing State/Territory	Type of License	Action
1234	American Samoa	winegrower	▼

Add License

Click on Add License button to list all active liquor license in which the business has direct or indirect interest in any state.

State Licenses

\* License Number

\* Issuing State/Territory

Select Issuing State/Territory

\* License Type

Cancel Save