



**Certified
Alcohol
Training**

Jerry R. Jolly & Associates

California Responsible Beverage Service Training Server Registration Instructions

STEP 1: SIGN UP FOR EXAM

Go to the ABC RBS Portal

Go to abcbiz.abc.ca.gov.

Scroll down and click “Register.”

Enter Account Information:

- Create username.
- Enter valid email address.
- Create and confirm password.
- Enter legal first, middle, and last names.
- Click “Continue.”

Go to Email account

Find registration email.

Click link to confirm email and log into ABC RBS Portal.

Go to the ABC RBS Portal

Select “Server” box and click “Continue.”

Complete information requested.

- Read Instructions, Privacy Notification, Server Registration, Payment information, Attest & Submit, and Next Steps. Click “Next.”
- Complete each of the sections mentioned (filling in personal and additional information). Click “Next” after each.
- Complete payment and purchase process, and pay \$3.00 registration fee.
- Attest and click “Submit.”
- Click link to “Go to Your Dashboard.”

Provide the following information to your employer and training provider in order to release your state exam once training has been completed. This information will appear in the Server Certificate Box on the left side of your ABC dashboard.

Server ID Number: _____

First Name: _____

Last Name: _____

The screenshot shows a web interface with two main sections. On the left, under 'Server Certificate Details', there is a table with the following information: Status: Not Certified, ID Number: 312, and Renewal Date: (blank). A red arrow points to the ID Number field. Above this section, a red text overlay reads 'This is your ABC server ID number!'. Below the table is a note: '*NOTE: This is your digital RBS certificate. You will need to provide your Server ID number to your employer for verifications in the RBS Portal. A physical or downloadable certificate will not be issued to you.' On the right, under 'Training Provider Search', there are several dropdown menus: Provider Name, Language, Training offered, and SERVICE ADDRESS. At the bottom right of this section are 'CLEAR' and 'SEARCH' buttons.

STEP 2: ATTEND TRAINING

Attend Scheduled Live Training

STEP 3: TAKE EXAM

Log into the ABC RBS Portal

Go to abcbiz.abc.ca.gov.

Go to the Server Dashboard.

Scroll down and click “Take Exam.”

Select choice of exam language (English or Spanish).

Take the exam

Exam is open-note, open-book

Server has three (3) opportunities to pass with a score of 70% or above.

Go to Server Dashboard

View digital record of server certification.