

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 links: Home, Business Profile (active), My License, Applications, Amendments, Request, and Citation Fees. Below the navigation bar, there is a section titled "Business Profile" with a sub-header "Business Profile". A message states: "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 message is a table with the following data:

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

Below the table, there is a "Page 1 of 1" indicator and navigation buttons. An "Add Business" button is located in the top right corner of the table area.

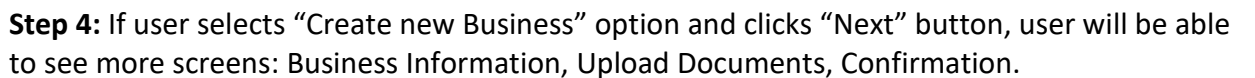
Step 2: On this screen, user will see this prompt:

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 links: Home, Business Profile (active), My License, Applications, Amendments, Request, and Citation Fees. Below the navigation bar, there is a section titled "Business Profile" with a sub-header "Business Selection". A message states: "Please select the appropriate choice regarding the business with which you want to associate yourself?". Below this message 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.”



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

Sip Punch

* Business Structure

Corporation

* FEIN (Please enter in XX-XXXXXX format)

12-3456789

* 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)

12-345678-90-1

* Date of Business Incorporation

02-01-2024

* State of Business Incorporation

Alabama

Business Contact Information

* Business Email

sippunch@yopmail.com

* Business Phone Number (enter 10 digits)

(748) 747-7374

Business Website

www.sp.com

* Mailing Address

2836 Reel Avenue

* Mailing City

Albuquerque

* Mailing State

New Mexico

* Mailing Zip

87107

* Mailing Country

United States

Previous

Next

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	85-4089358	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.

The screenshot shows the NMRLD Business Profile page. The left sidebar contains a progress indicator with four steps: Business Selection, Business Information, Upload Documents (highlighted), and Confirmation. The main content area is titled 'Upload Documents' and contains a table with columns: Document Name, Document Description, and Uploaded Files. The table lists six documents: State Business Tax ID Certificate, Certificate of Incorporation, Articles of Incorporation, Proof of FEIN, Certificate of Good Standing, and Business Ownership Chart. Each document has a corresponding description and a row of icons (upload, delete, view, download) in the 'Uploaded Files' column. At the bottom of the table, there is a 'Save for later' link and 'Previous' and 'Next' buttons.

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.	

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

The screenshot shows the NMRLD Business Profile page. The left sidebar contains a progress indicator with four steps: Business Selection, Business Information, Upload Documents, and Confirmation (highlighted). The main content area is titled 'Confirmation' and contains a message: '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.



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

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	95-465540-99-9	Pending Verification	Business Representative	Manage Profile
Punch Bar Two	Alcohol	Limited Liability Company	12-3456777	12-345678-90-9	Verified	Business Representative	Manage Profile

Page 1 of 1

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



HomeBusiness ProfileMy LicenseApplicationsAmendmentsRequestCitation 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 ProfileBusiness DocumentsBusiness LicensesAuthorized IndividualsPersonal Data AffidavitOwnership DisclosureOther 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
Corkery RockCooperator
Enter Business Name as registered with the Secretary of State.
*PEN (XX-XXXXXXX)
65-407567
*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-XX-XX)
10-407567-1010

Business Contact Information

*Business Email*Business Phone Number (XXXX-XXX-XXXX)
sax@email.com(878) 678-6756
Business Website*Mailing Address
Corkery Rock2550 Cerrillos Road Southwest
*Mailing City*Mailing State
AlbuquerqueNew Mexico
*Mailing Zip Code*Mailing Country
45757United States

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.



HomeBusiness ProfileMy LicenseApplications▼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 ProfileBusiness DocumentsBusiness LicensesAuthorized IndividualsPersonal Data AffidavitOwnership DisclosureOther 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...		 
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...show more		 

Page 1 of 1

Step 3: Portal user able to see Business Licenses.



HomeBusiness ProfileMy LicenseApplications ▾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 ProfileBusiness DocumentsBusiness LicensesAuthorized IndividualsPersonal Data AffidavitOwnership DisclosureOther 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, Sulte 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	

Page 1 of 1

⏪ ⏩ ⏴ ⏵

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 Abella	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 Abella	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.

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	Action
John Smith	2/2/1995	Add Convert to Business Agent
Kacy Abella	7/24/1999	
Sam Smiththree	1/1/2004	
Sheena Brown	2/2/1990	
Julian Abella	2/2/1996	
Manle Brown	1/31/2024	Remove Convert to Licensing Agent

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.

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