

ABC Ownership Disclosure Technical Document

This document will walk users through submitting an Ownership Disclosure.

Step 1: Login to the External Site / Portal: <https://nmrldlpi.my.site.com/abc/s/>

Step 2: Click on “Business Profile” from the navigation bar as shown below.

The screenshot shows a user dashboard with a navigation bar at the top containing links: Home, Business Profile (highlighted), My License, Applications, Amendments, Request, and Citation Fees. Below the navigation bar, there are two main sections. The first section, 'My Licenses', has a title 'My Licenses' and a message 'No Licenses Available!' with a refresh icon. The second section, 'My Applications', has a title 'My Applications' and a message 'No applications Available!' with a refresh icon. A small informational text block is present above the 'My Applications' message, explaining that a 'PENDING' status indicates a pending application due to requested documents and provides instructions on how to manage the application.

Step 3: Search for the business for which you would like to submit an Ownership Disclosure towards and click “Manage Profile” on the far right of the business.

The screenshot shows the 'Business Profile' page. The navigation bar is the same as in the previous screenshot. Below the navigation bar, there is a section titled 'Business Profile' with a sub-header 'Business Profile'. A paragraph of text explains that only a Business Representative can link a Business and provides instructions on how to add and manage businesses. 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 one row for 'Kyra Alcoholery'. The 'Action' column for this row contains a 'Manage Profile' link. An 'Add Business' button is located in the top right corner of the table area. At the bottom of the page, there is a pagination control showing 'Page 1 of 1' and navigation buttons.

Business Name	Business Type	Business Structure	FEIN	State Business Tax ID	Status	Your Role	Action
Kyra Alcoholery	Alcohol/Tobacco	Corporation	99-9999990	99-999999-99-0	Verified	Business Representative	Manage Profile

Step 4: Click on “Ownership Disclosure.”

[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

Kyra Alcoholery

Enter Business Name as registered with the Secretary of State.

* Business Structure

Corporation

* FEIN (XX-XXXXXXX)

99-9999990

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

Step 5: Click on “Add Member” as shown below.

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

Steps after creating a Business:

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

Click on the chevrons > to view/collapse the details.

Full Ownership Disclosure Details

Provide the names and addresses of all entities and individuals who will have a 10% or greater ownership interest in, or control of, a license issued.

1. If the Business Profile is a **Limited Liability Company**, list the name and address of all members and managers. If a member is a legal entity (not an individual), complete the disclosure for that entity as well.
2. If the Business Profile is a **Corporation**, provide the names and addresses of all Officers and Directors as well as the names and addresses of all stockholders holding 10% or more in the Corporation. If a stockholder with 10% or more stock is a legal entity (not an individual), complete the disclosure for that entity as well.
3. If the Business Profile is a **Partnership** (either Limited or General), provide the names and addresses of all general or limited partners. If a partner is a legal entity (not an individual), complete the disclosure for that entity as well.
4. If the Business Profile is a **Trust**, list the names and addresses of all trustees and each beneficiary who receives substantial and regular distributions from the trust.
5. If the Business Profile is a **Governmental Entity**, provide the names and addresses of all Officials, Members, Commissioners, or Managers who will have decision-making authority of the liquor license, once issued.

> Instructions

No Data Available!

Add Member

Step 6: Select a “Member Type” to proceed.

Ownership Disclosure

* Member Type

Member Type

Individual

Corporation

Limited Liability Company

Partnership (General/Limited)

Trust

Based on the selection, different fields will appear as shown below.

Individual

Ownership Disclosure

* Member Type

Individual

* Designated Position

Designated Position

* First Name

Middle Name

* Last Name

* Ownership Percentage

Close

Submit

Corporation, Limited Liability Company, Partnership, Trust

Ownership Disclosure

* Member Type

Corporation

* Business Name

* FEIN (XX-XXXXXXX)

* Ownership Percentage

Close

Submit

We will proceed with Individual.

Step 7: You will be able to only select those individuals tied to your business as shown below.

Ownership Disclosure

* Member Type
Individual

* Designated Position
Officer

* Search an individual by name (first and last). You could only search individuals for which you have entered the Personal Data Affidavits (PDA's). To create PDA's, click on following [link](#).

Michael Scott
John Doe

* Officer Title * Ownership Percentage

Click “Submit” after filling all fields.

Step 8: Once you add all the members, they will appear on the Ownership Disclosure screen as shown below. Once you finish adding the required members, click “Submit Disclosure.”

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

Click on the chevrons > to view/collapse the details.

Full Ownership Disclosure Details

Provide the names and addresses of all entities and individuals who will have a 10% or greater ownership interest in, or control of, a license issued.
1. If the Business Profile is a **Limited Liability Company**, list the name and address of all members and managers. If a member is a legal entity (not an individual), complete the disclosure for that entity as well.
2. If the Business Profile is a **Corporation**, provide the names and addresses of all Officers and Directors as well as the names and addresses of all stockholders holding 10% or more in the Corporation. If a stockholder with 10% or more stock is a legal entity (not an individual), complete the disclosure for that entity as well.
3. If the Business Profile is a **Partnership** (either Limited or General), provide the names and addresses of all general or limited partners. If a partner is a legal entity (not an individual), complete the disclosure for that entity as well.
4. If the Business Profile is a **Trust**, list the names and addresses of all trustees and each beneficiary who receives substantial and regular distributions from the trust.
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> Instructions

Member Name	Member Type	Parent Business Name	Designated Position	Ownership %	Status	Action
Michael Scott	Individual	Kyra Alcoholery	Trustee	48	Active	X
John Doe	Individual	Kyra Alcoholery	Officer	52	Active	X

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Upon clicking “Submit Disclosure,” user will see below prompt.

Submit Ownership Disclosure

Are you sure you want to submit the disclosure? Once submitted, you will not be able to make modification to the disclosure.

No

Yes

Once you Submit Ownership Disclosure, user cannot make direct changes in the disclosure; an amendment must be filed to request to make the necessary changes.