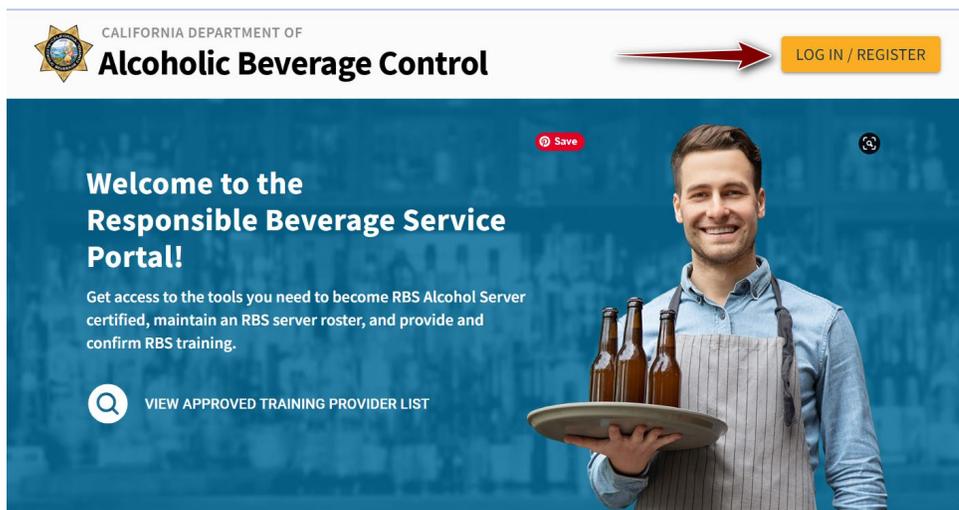


Please read the following instructions prior to completing your course.

Step 1 – Registration in the RBS portal

Go to the [RBS Portal](#) and click on the Register Button



Fill out the form with the required information.

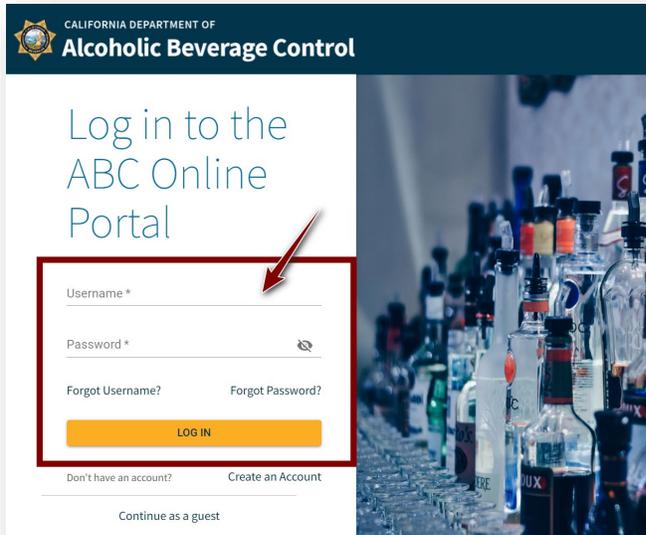
IMPORTANT: Ensure that the Last Name you enter when you register here exactly matches the Last Name you will use to register for your online course with Premier Food Safety. Otherwise, you will not be able to take the exam.

The image shows a registration form titled 'Create your account'. On the left, a progress indicator shows 'STEP 1 Account Information' as the current step and 'STEP 2 Confirm Account' as the next step. Below the progress indicator is a link: 'Already have an account? Log in'. The main form area is titled 'ACCOUNT INFORMATION' and contains several input fields: 'Username *', 'Email Address *', 'Confirm Email Address *', 'Password *' (with an eye icon to toggle visibility), and 'Confirm Password *' (with an eye icon). Below these is a note: 'Please enter your legal name as it appears on government-issued documents. (e.g. Driver's License, ID Card, Passport, etc.)'. This is followed by three fields: 'Legal First Name *', 'Legal Middle Name', and 'Legal Last Name *'. The 'Legal Last Name *' field is highlighted in yellow. A red arrow points from a callout box to this field. The callout box contains the text: 'This must exactly match the last name you use to register for the Premier Food Safety course'. At the bottom of the form is a 'CONTINUE' button and a note: '* Required Fields'.

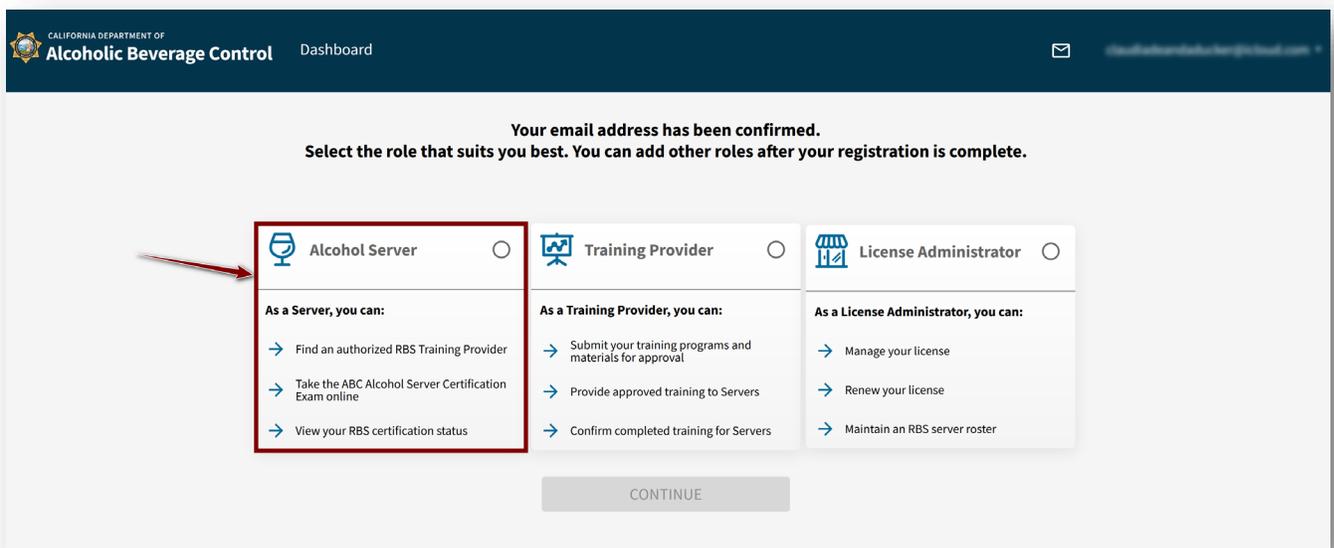
Go to your Email Account to find the Registration confirmation email. Then, click on the link to login into RBS Portal

Step 2 – Complete you Server Application

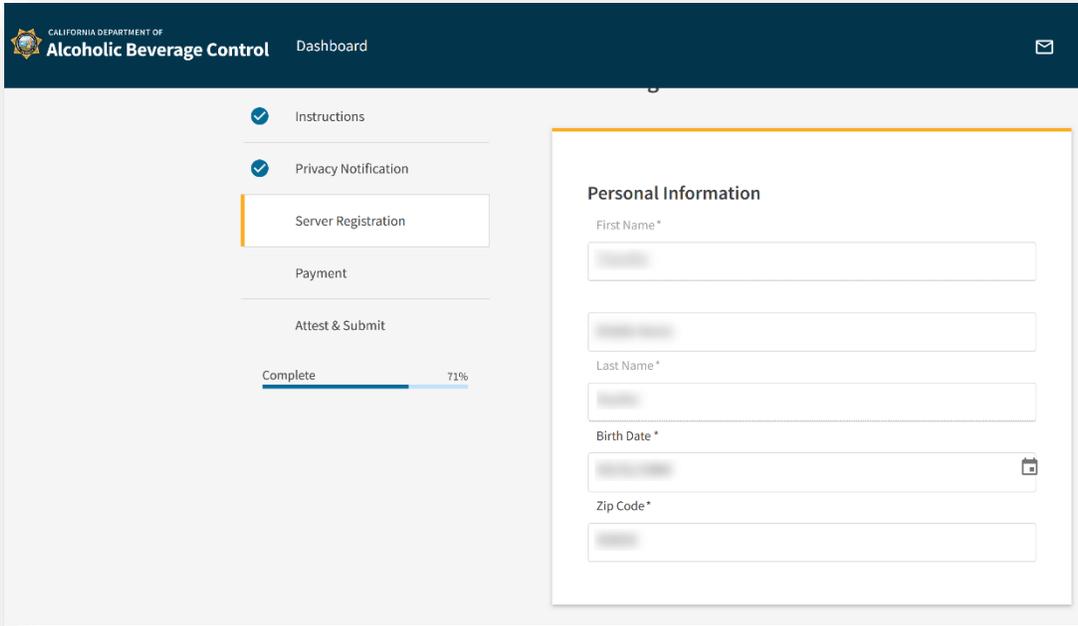
Go to the RBS Portal and log in using the email and password used to create your account



Once logged on, select **Server Application**



Complete the information required in the Server Application

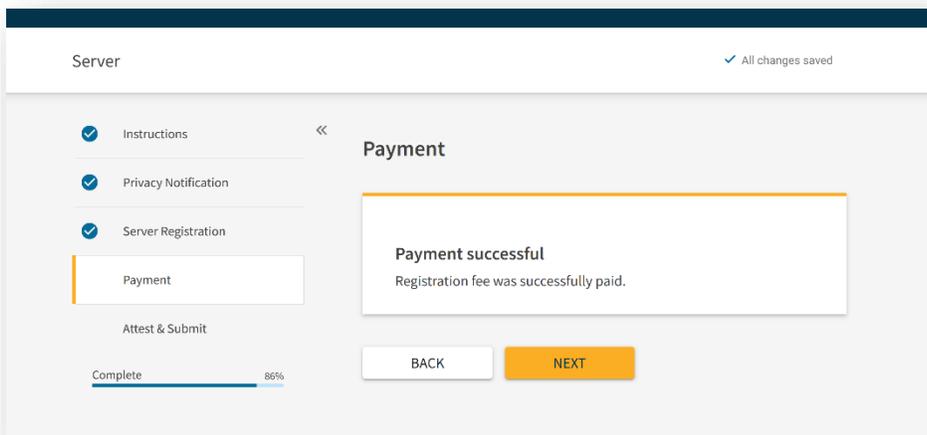


The screenshot shows the 'Personal Information' form within the 'Server Registration' step of the application. The left sidebar indicates that 'Instructions', 'Privacy Notification', and 'Server Registration' are completed, while 'Payment' and 'Attest & Submit' are pending. A progress bar shows 71% completion. The form fields include:

- First Name *
- Last Name *
- Birth Date * (with a calendar icon)
- Zip Code *

Pay the **\$3.00** registration fee required by the California Department of Alcoholic Beverage Control.

Note: This fee is non-refundable. Prior to making payment you will need to check the box acknowledging that the payment is non-refundable.

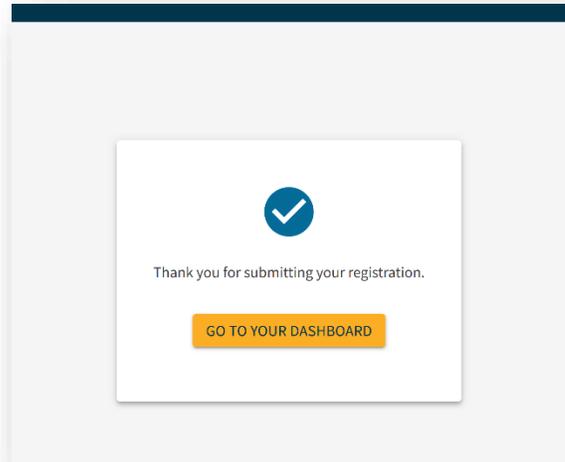


The screenshot shows the 'Payment' confirmation screen. The left sidebar indicates that 'Instructions', 'Privacy Notification', and 'Server Registration' are completed, and 'Payment' is also completed. A progress bar shows 86% completion. The main content area displays a confirmation message:

Payment successful
Registration fee was successfully paid.

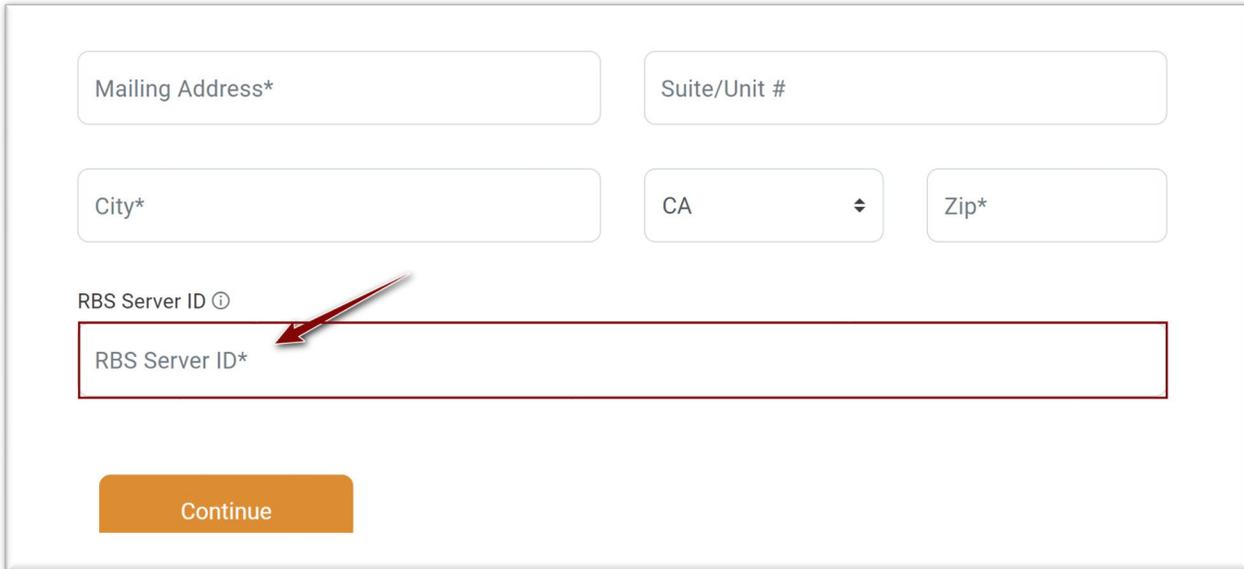
At the bottom, there are 'BACK' and 'NEXT' buttons.

Attest and Submit Server Application. You will see a confirmation screen with a button to take you back to your dashboard.



Step 2 – Register for the Online Training Course

1. Visit our [CA RBS Training registration page](#).
2. Complete the registration form to purchase a training license. In order to be able to register, you will be asked to provide the Server ID issued to you by the CA ABC.



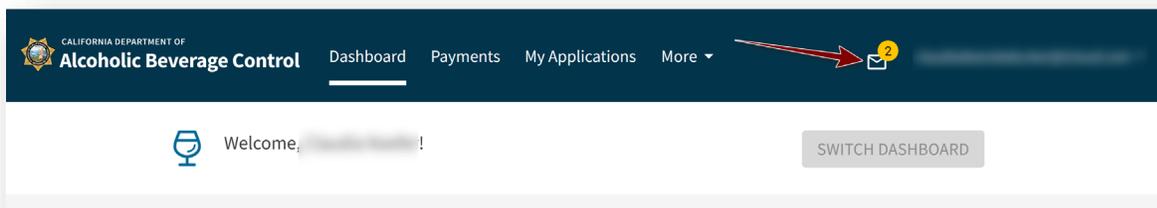
The registration form contains the following fields:

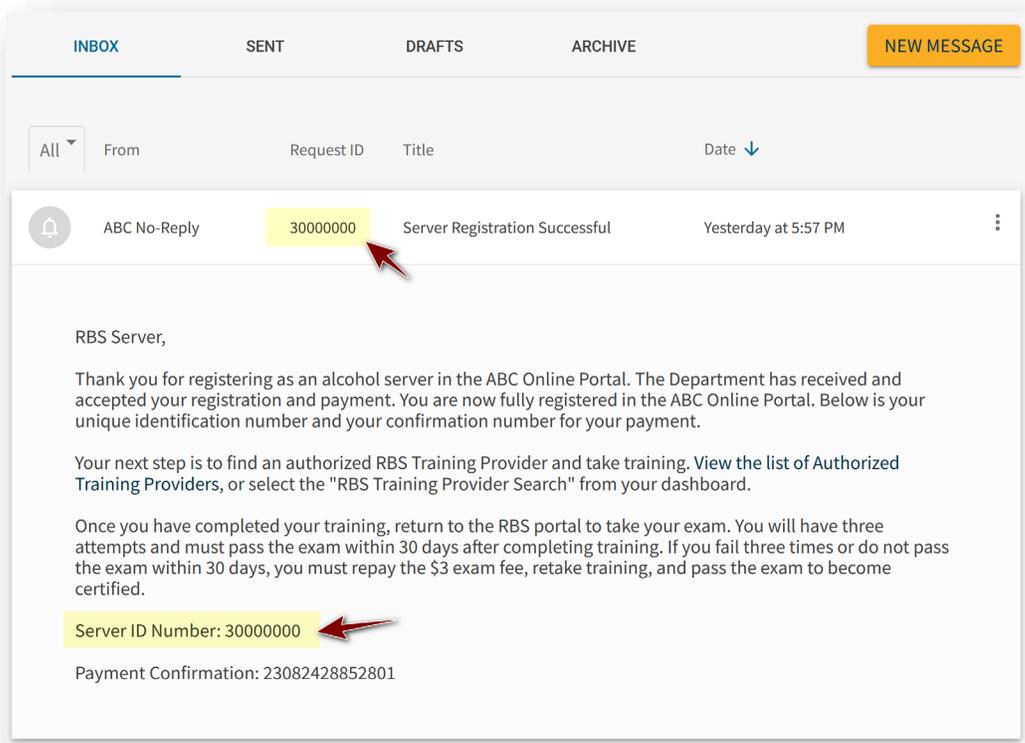
- Mailing Address*
- Suite/Unit #
- City*
- CA (dropdown menu)
- Zip*
- RBS Server ID ⓘ (with a red arrow pointing to the input field)
- RBS Server ID* (input field)
- Continue button

How to Locate your RBS Server ID

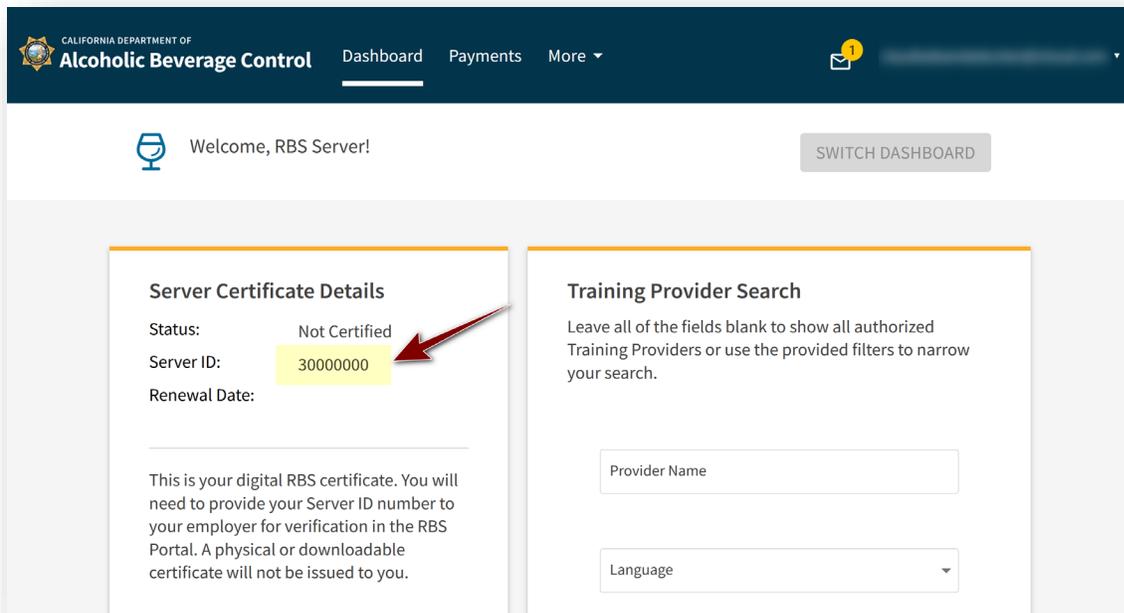
There are two ways to locate your RBS Server ID number:

1. The first is by way of the registration message that was sent via the RBS Portal. To access the message, click on the envelope icon on the top right corner of your screen.



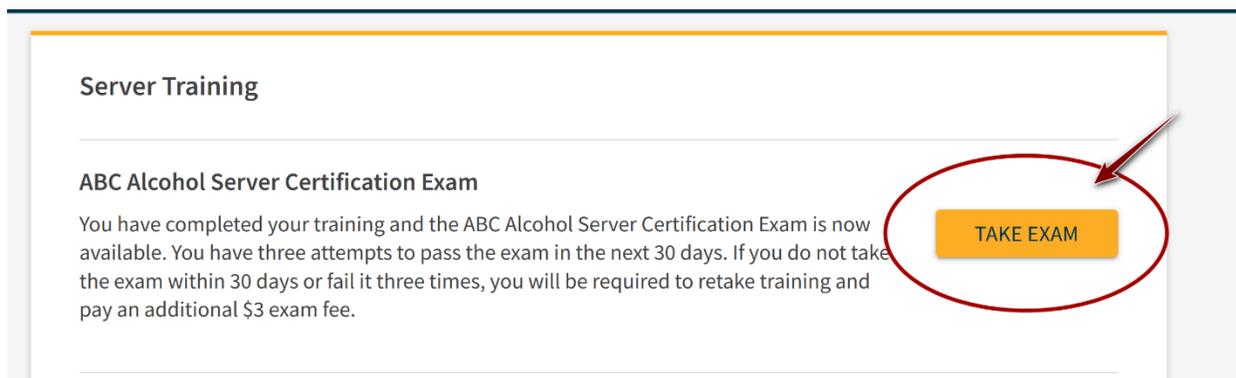


- The second way you can view your Server ID number is on your Server Dashboard; it will be in the first box with your Server Details.



Step 3 - Take Alcohol Server Certification Exam

- Once you have completed training, our system will automatically send completion verification to the RBS portal. You will shortly receive a notification email informing you that you have been granted access to the exam.
- When you are ready to take the exam, log in to RBS Portal and Go to the Server dashboard tab.
- Click on the Take Exam Button



- You will be taken to the Exam and prompted to select your language (English or Spanish)
- You will have 3 attempts to pass the exam with a minimum score of 70%.
- Exam is open-note, open-book. You may use the Course Study Materials provided with your course to assist you while taking the exam.

If you have any questions or require assistance, please call 800-676-3121 or email us at eLearningsupport@premierfoodsafety.com