RBS TRAINING PROGRAM

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

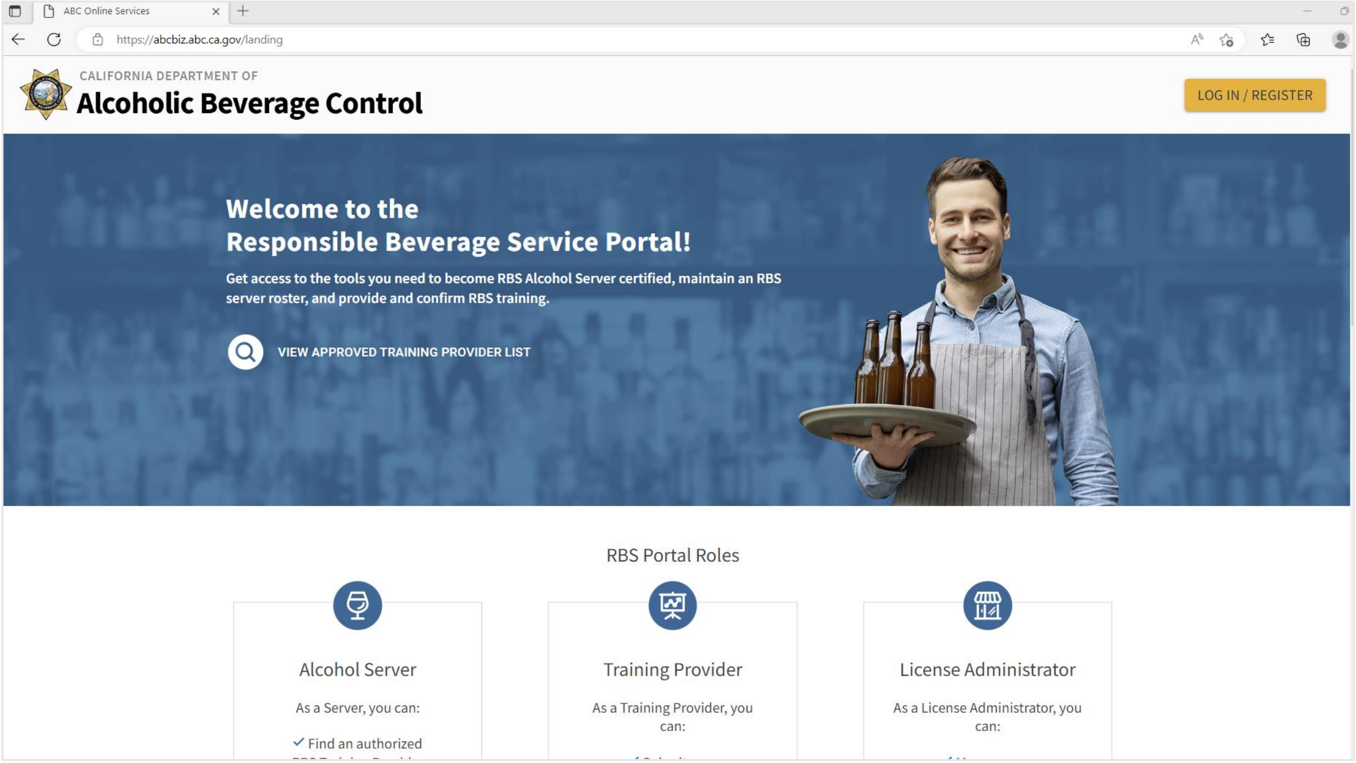
Responsible Beverage Service Server Application Instructions

STATE OF CALIFORNIA

DEPARTMENT OF ALCOHOLIC BEVERAGE CONTROL

Responsible Beverage Service Server Certification Instructions

To become RBS certified, alcohol servers must register in the RBS Portal, take training from an authorized RBS Training Provider, and pass the ABC Alcohol Server Certification Exam.


ABC Online Services
https://abcbiz.abc.ca.gov/landing
CALIFORNIA DEPARTMENT OF
Alcoholic Beverage Control
LOG IN / REGISTER

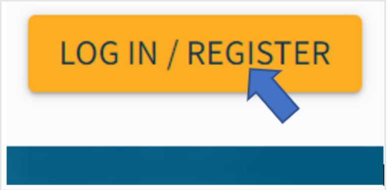
Welcome to the Responsible Beverage Service Portal!

Get access to the tools you need to become RBS Alcohol Server certified, maintain an RBS server roster, and provide and confirm RBS training.

VIEW APPROVED TRAINING PROVIDER LIST
RBS Portal Roles
Alcohol Server
As a Server, you can:
✓ Find an authorized
Training Provider
As a Training Provider, you can:
License Administrator
As a License Administrator, you can:

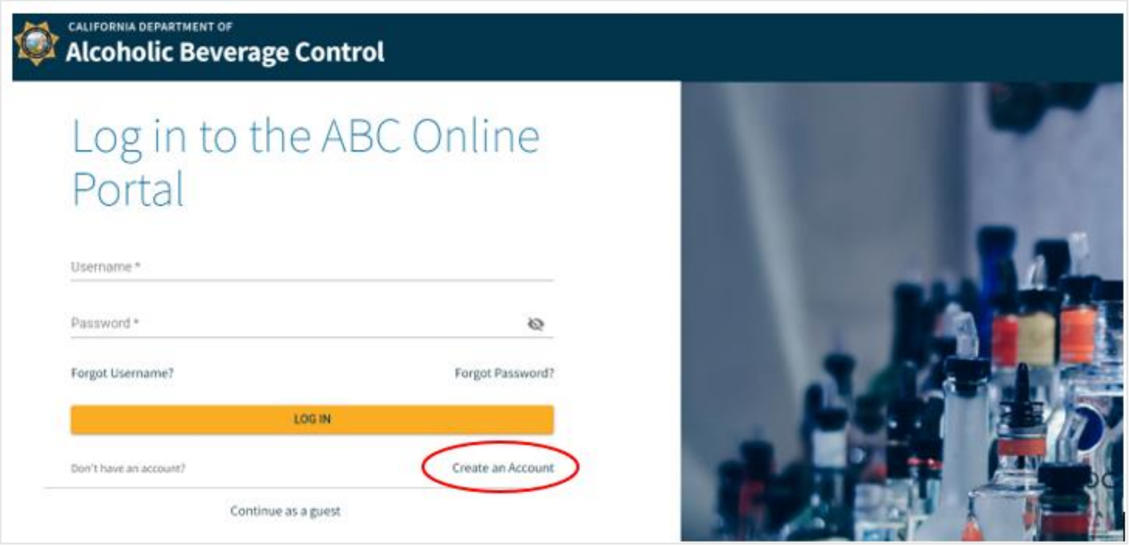
Step 1: Register as a Server

Go to the RBS Portal at https://abcbiz.abc.ca.gov and click **Log In/Register**.


LOG IN / REGISTER

Responsible Beverage Service Server Certification Instructions

Click **Create an Account** to create a new account. If you have an existing account, log in with your username and password.


CALIFORNIA DEPARTMENT OF
Alcoholic Beverage Control
Log in to the ABC Online Portal
Username *
Password *
Forgot Username?
Forgot Password?
LOG IN
Don't have an account?
Create an Account
Continue as a guest

Account Information:

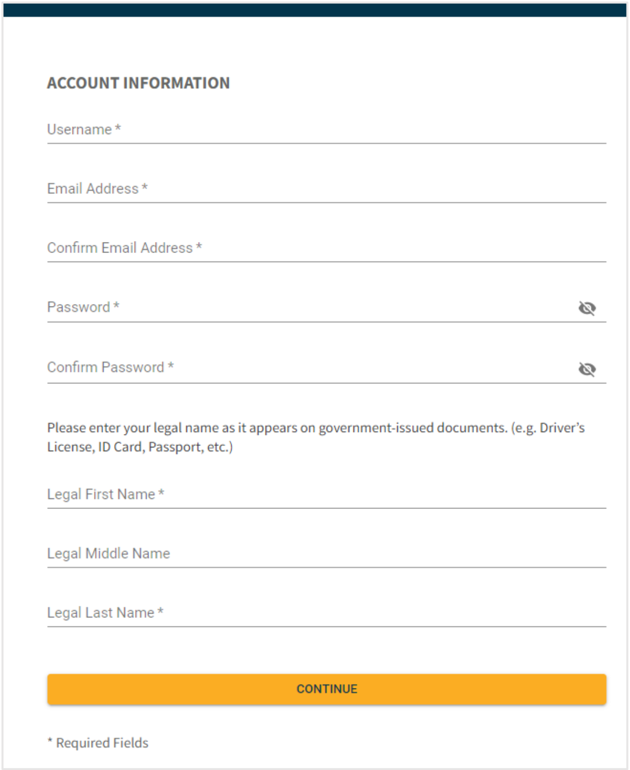
Create a **username**. Your username must be between 3 and 30 characters long. It can include a-z, 0-9, and underscore. It must not include special characters such as !, @, #, $, %, ^, &, *, ?, ~, |,(,), <,>,[,]

Enter your **email address**. Your email address must be valid and belong to you. It can only be used for one account and cannot be shared.

Create a **password**. Your password must be at least 15 characters. You must confirm your password.

Enter your **legal first and last name**. They must match the first and last name on your identification. Please ensure your name is spelled correctly.

You will not be able to edit your name once you click **Continue**.


ACCOUNT INFORMATION
Username *
Email Address *
Confirm Email Address *
Password *
Confirm Password *

Please enter your legal name as it appears on government-issued documents. (e.g. Driver's License, ID Card, Passport, etc.)

Legal First Name *
Legal Middle Name
Legal Last Name *
CONTINUE
* Required Fields

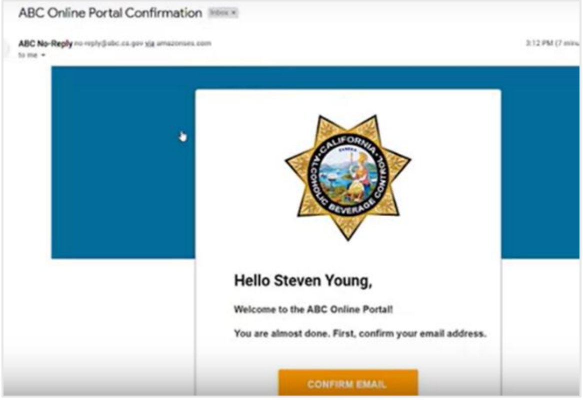
Responsible Beverage Service Server Certification Instructions

Confirm your email address:

Go to your email account

Find the ABC Online Portal Confirmation email from no-reply@abc.ca.gov.

Click the **Confirm Email** button to log in.



ABC Online Portal Confirmation

ABC No-Reply no-reply@abc.ca.gov via amazonses.com

to me

3:12 PM (7 minu

Hello Steven Young,

Welcome to the ABC Online Portal!

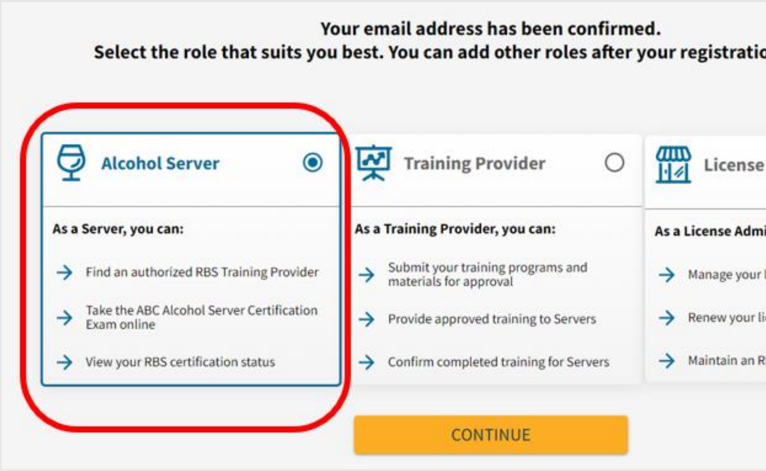
You are almost done. First, confirm your email address.

Complete the Server application:

Log in to the RBS Portal at https://abcbiz.abc.ca.gov with the username and password you created.

Select the **Server** role and click **Continue**.

Read the instructions and complete all required fields in each section.



Your email address has been confirmed.

Select the role that suits you best. You can add other roles after your registratio

● Alcohol Server

As a Server, you can:

→ Find an authorized RBS Training Provider

→ Take the ABC Alcohol Server Certification Exam online

→ View your RBS certification status

○ Training Provider

As a Training Provider, you can:

→ Submit your training programs and materials for approval

→ Provide approved training to Servers

→ Confirm completed training for Servers

License

As a License Admi

→ Manage your l

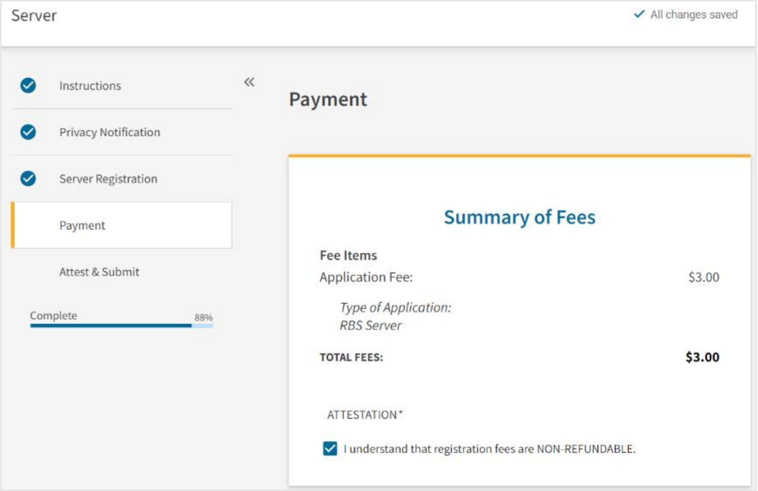
→ Renew your li

→ Maintain an R

Pay the registration fee:

The registration fee is $3 and is **non-refundable**.

Before making a payment, you must check the box acknowledging that the payment is non-refundable.



Payment

Summary of Fees

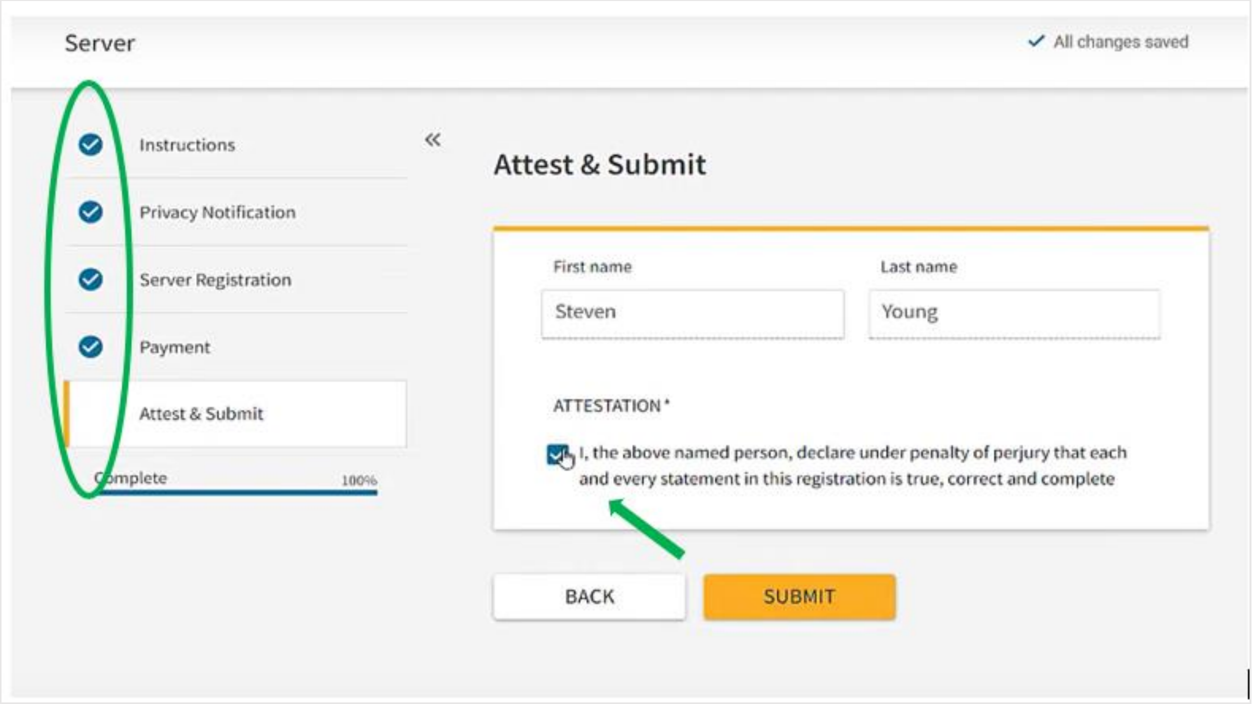
Fee Items	
Application Fee:	$3.00
Type of Application: *RBS Server*	
TOTAL FEES:	$3.00

ATTESTATION*

☑ I understand that registration fees are NON-REFUNDABLE.

Attest and submit:

Ensure that all of the steps are complete and check the box to confirm that the information is true, correct, and complete.


Server
✓ All changes saved
Instructions
Privacy Notification
Server Registration
Payment
Attest & Submit
Complete 100%
«
BACK
SUBMIT

Attest & Submit

First name: Steven
Last name: Young

ATTESTATION *

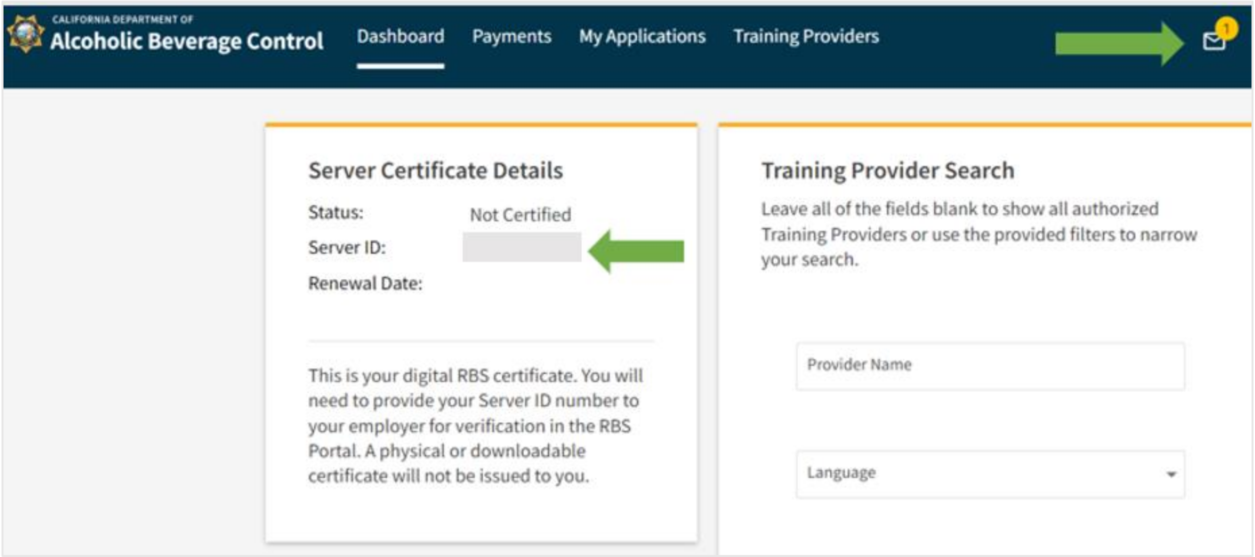
☑ I, the above named person, declare under penalty of perjury that each and every statement in this registration is true, correct and complete

Find Your Server ID Number:

When you complete your Server registration, you will be taken to your Server Dashboard, which includes your Server ID number. You will need this number to register for training and to get access to the ABC Alcohol Server Certification Exam.

You can view your Server ID from your Server Dashboard; it will be in the first box with your **Server Certificate Details**.

You can also locate your Server ID number in your messages in the RBS Portal. To access the message, click on the envelope icon. The message title is **Server Registration Successful** and your Server ID is near the bottom of the message.


CALIFORNIA DEPARTMENT OF
Alcoholic Beverage Control
Dashboard
Payments
My Applications
Training Providers
1

Server Certificate Details

Status: Not Certified

Server ID:

Renewal Date:

This is your digital RBS certificate. You will need to provide your Server ID number to your employer for verification in the RBS Portal. A physical or downloadable certificate will not be issued to you.

Training Provider Search

Leave all of the fields blank to show all authorized Training Providers or use the provided filters to narrow your search.

Provider Name
Language

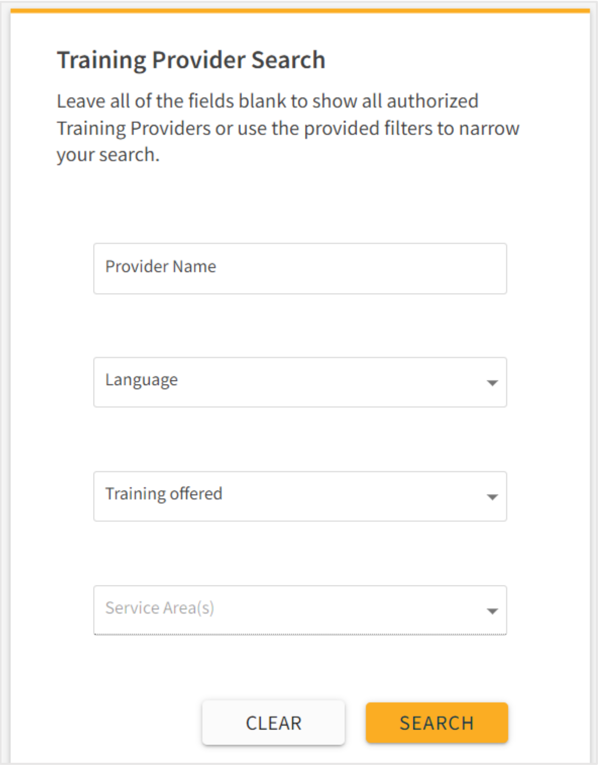
Step 2: Take Training From an Authorized Training Provider

Use the **Training Provider Search** on your **Server Dashboard** to find a Training Provider.

Leave all of the fields blank to show all authorized Training Providers or use the provided filters to narrow your search. Click **Search**.

You may need to scroll down to see the search results.

Choose a Training Provider and go to their website to register. You will need to provide your Server ID.



Training Provider Search

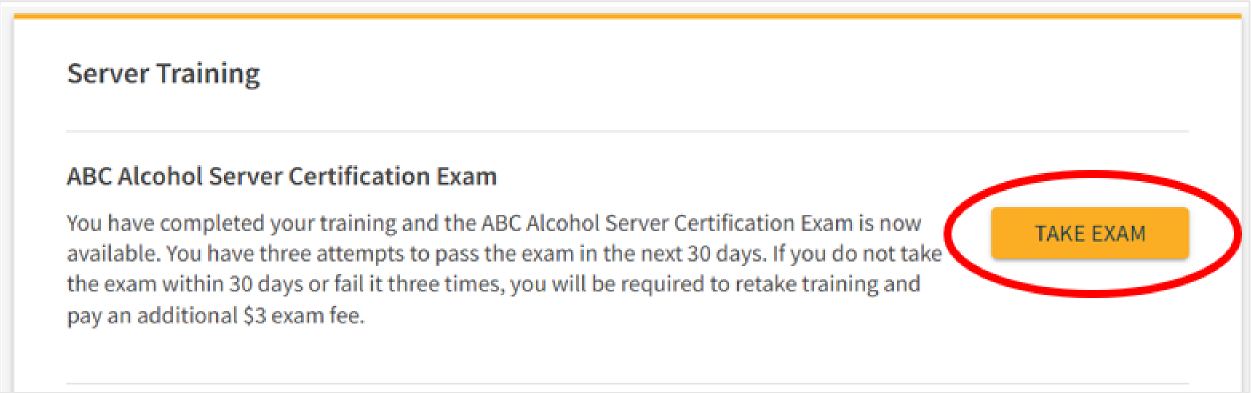
Leave all of the fields blank to show all authorized Training Providers or use the provided filters to narrow your search.

Provider Name
Language
Training offered
Service Area(s)
CLEAR
SEARCH

Step 3: Take the ABC Alcohol Server Certification Exam

Once you have completed training, the training provider has 24 hours to confirm you have completed your training course. When your training is confirmed, you will receive an email from ABC notifying you that the exam is available, and the "Take Exam" button will be active on your dashboard.

- Log in to the RBS Portal
- Go to Server Dashboard
- Click Take Exam Button



Server Training

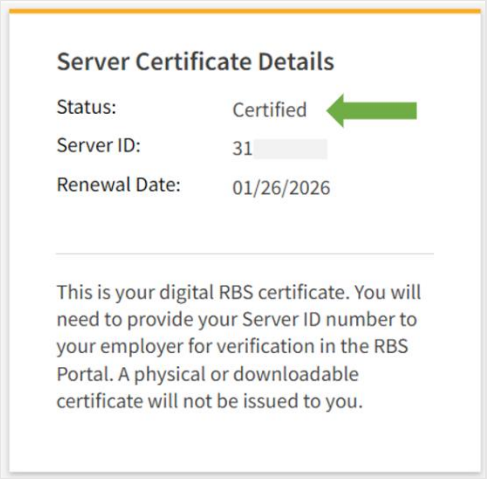
ABC Alcohol Server Certification Exam

You have completed your training and the ABC Alcohol Server Certification Exam is now available. You have three attempts to pass the exam in the next 30 days. If you do not take the exam within 30 days or fail it three times, you will be required to retake training and pay an additional $3 exam fee.

To change the exam language, select **Language** next to your name and choose from the available languages.

The exam is open-note, open-book. You must pass your exam with a score of 70% or better within 30 days of your training being confirmed by the training provider.

When you pass your exam, you can return to your **Server Dashboard** to see your status. Your status will show **Certified**. You will not receive a physical or downloadable certificate.



Server Certificate Details

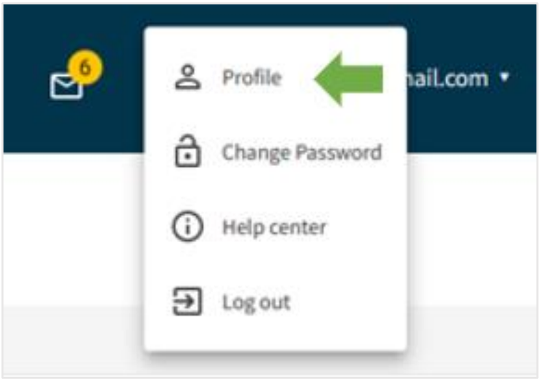
Status: Certified
Server ID: 31[redacted]
Renewal Date: 01/26/2026

This is your digital RBS certificate. You will need to provide your Server ID number to your employer for verification in the RBS Portal. A physical or downloadable certificate will not be issued to you.

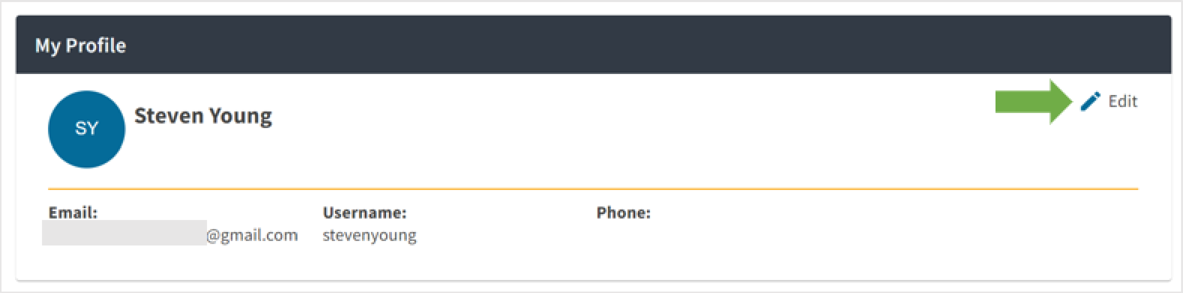
Updating Your Account Information

You currently cannot edit your name, birthdate, address, or other personal information. You must register for training with the same information you provided when you created your account.

You can update your email address or phone number. Log into the RBS Portal, select your email address, and click **Profile** to make edits. If you cannot access your RBS account, email rbssupport@abc.ca.gov.



Click **Edit** on the My Profile page to update your information.



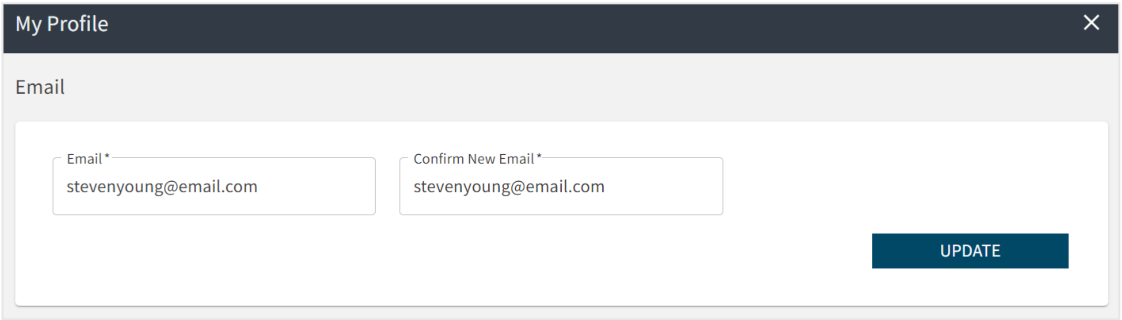
Steven Young

Email: [redacted]@gmail.com

Username: stevenyoung

Phone:

To change your email, replace your current email address with your new email address and type the new email address again to confirm. Click **Update** and then **Submit** to submit the change. Do not log out.



Email *: stevenyoung@email.com

Confirm New Email *: stevenyoung@email.com

You will receive an email to the new address to confirm the change. If you do not confirm the new address within 24 hours, it will not be updated. If you are taken to the Login page, you must log in using your username or old email address to confirm the email update.

Additional Resources:

Watch our RBS instructional videos or visit our Frequently Asked Questions for more information.