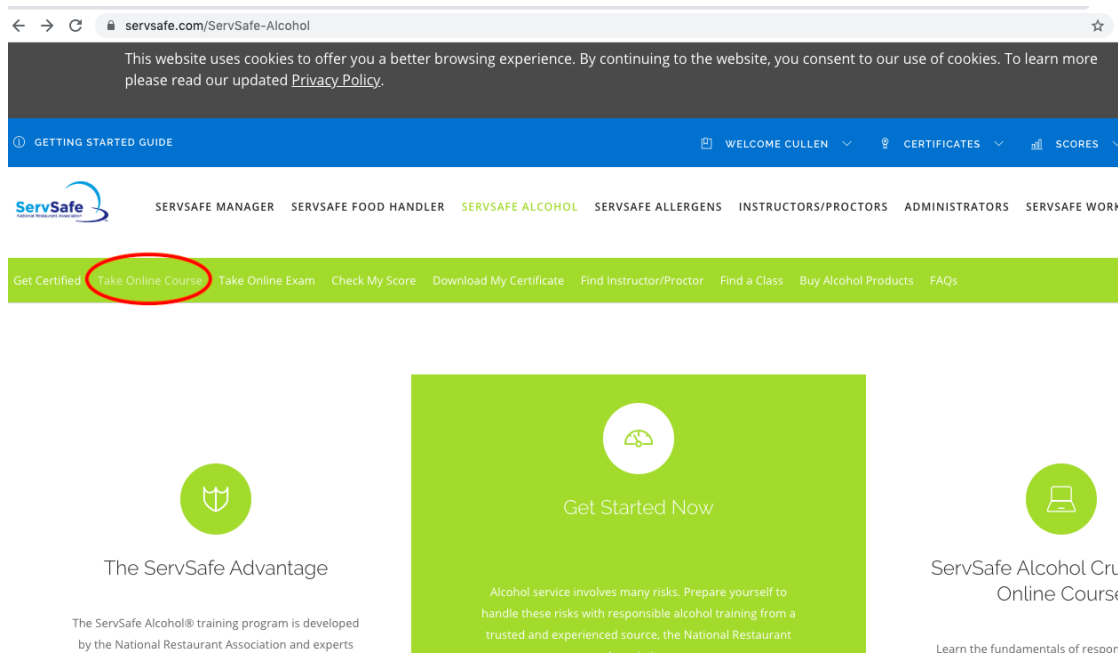




ABRA Instructions

ServSafe Alcohol Online Course

1. Login or create a new account with ServSafe.
www.servsafe.com
2. Go to ServSafe Alcohol in the menu bar and click the 'Take Online Course' tab in the green header.
www.servsafe.com/ServSafe-Alcohol



3. Enter your Course Key xxxx-xxxx-xxxx-xxxx and take the course.
☐ **Take the course**



HOME / MY ONLINE COURSES

Have questions on how to Start or Manage your Course(s)? Find the answers in our [Course Management Overview](#).

MY COURSES

COURSE MANAGEMENT

START YOUR COURSE

View online course hardware and software [requirements](#).

Click on launch button next to the name of the course. If you do not have a course, redeem your Course Key below.

Our records indicate that you do not have any courses assigned. You may need to [purchase a course](#). Or, if you have been provided with a course

Course / Course Key	Status	Expiration date
---------------------	--------	-----------------

REDEEM COURSE KEY

If you do not see your assigned course, enter your Course Key below.

ENTER YOUR COURSE KEY

< Enter Course Key >

REDEEM

Please note:

- Your course data is available to the person who purchased your course.


Course Key Tips:

- If possible, copy and paste the Course Key into 1

Servsafe Alcohol Online Exam

1. Once you've completed the course, you're ready to take the Online Exam.
www.servsafe.com/ss/exams/TakeOnlineExam.aspx
2. Select the Primary Servsafe Alcohol Online Exam in the dropdown.

← → ↻ servsafe.com/ss/exams/TakeOnlineExam.aspx

 [SERVSAFE MANAGER](#) [SERVSAFE FOOD HANDLER](#) [SERVSAFE ALCOHOL](#) [SERVSAFE ALLERGENS](#) [INSTRUCTOR](#)

TAKE ONLINE EXAM

HOME / TAKE ONLINE EXAM

SELECT ONLINE EXAM

COURSE To take an online exam, select the appropriate exam from the drop-down box.

PRIMARY SERVSAFE ALCOHOL ONLINE EXAM

To take an online exam, select the appropriate exam from the drop-down box.

Note: A ServSafe Proctor must be present to administer the ServSafe Food Safety Manager Certification Exam and the ServSafe



4. Type in your Exam Access Code (xxxxxx-xxx-xxx-xxx) and take the test.
Good luck!

☐ **Pass exam**

The screenshot shows a web browser window with the URL `servsafe.com/SS/EXAMS/SSA/SSAEXAMLOGIN.ASPX`. The page title is "SSA EXAM LOGIN". Below the title, there are two buttons: "STUDENT" and "ADMIN". The main content area has a "GOOD LUCK!" message and a "Welcome Examinee" section. The "Welcome Examinee" section contains a statement about the examinee's responsibility and a "I ACCEPT" / "I DON'T ACCEPT" checkbox. Below this is the "Exam Access Code:" label followed by a text input field, which is highlighted with a red circle. A "CONTINUE" button is at the bottom right of the form.

5. When you pass the exam, you'll receive an email with your certificate.

☐ **Print your certificate**

Background Check

1. If you don't live in DC, get a background check for your state of residency
Send your receipt to your General Manager for reimbursement.

Maryland - American Identity Solutions (any 3 locations)

- 12501 Prosperity Dr #200, Silver Spring, MD 20904
- 7361 Calhoun Pl #485, Rockville, MD 20855
- 6701 Democracy Blvd Suite 110, Bethesda, MD 20817

Arlington, Virginia Location - Office of Records

Courthouse building
1425 N Courthouse Road
703.228.4292

You will need:

- ☐ **Certificate printed out**
- ☐ **Your ID**



- For DC store locations only, you will ALSO need a [background check from DC](#).

☐ **Make an appointment to get your Criminal History report [here](#).**

Henry J. Daly Building
MPDC Headquarters
300 Indiana Avenue, NW, Room 1075
Washington, DC 20001
(202) 727-4245
9am - 5pm

You will need for the day of your appointment

- ☐ **Certificate printed out**
- ☐ **7\$ cash or money order (no credit cards or debit cards)**
- ☐ **ID**

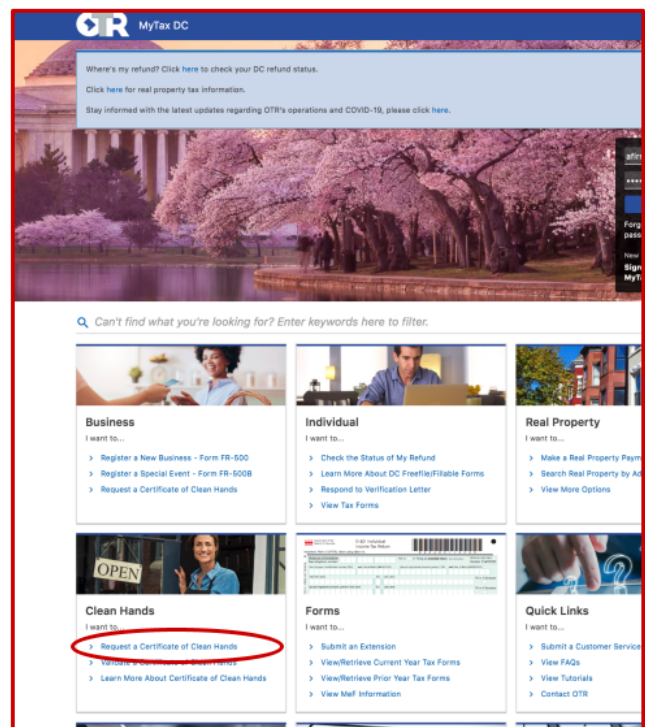
Acceptable forms of ID are **one** of the following:

- drivers license
- non driver ID
- birth certificate AND social security card

Clean Hands Certificate

- Request a certificate of Clean Hands [here](#).

☐ **Obtain Clean Hands Certificate**





ABC Managers License Application & Notary

1. Print and fill out [ABC Manager's License Application](#) and take it in to get notarized at the closest Bank, FedEx or UPS store.
 - ☐ **Complete application**
 - ☐ **Get application notarized**

Here are some notary locations close to the ABRA office:

Wells Fargo - 1934 14th St NW, Washington, DC 20009

Capital One - 1947 14th St NW, Washington, DC 20009

Submit

1. In an envelope, deliver all documents and payment to Self-Service Kiosk Dropbox or send all documents by email to abc@dc.gov with your name and phone number to request payment by phone.

Submit all documents:

- ☐ **Course certificate**
- ☐ **Background check (both if applicable)**
- ☐ **Copy of Photo ID**
- ☐ **Clean hands certificate and**
- ☐ **Notarized application**
- ☐ **\$390 Check or money order (if dropping off in person) made out to DC Treasurer**

ABRA Self Service Kiosk Location

2000 14th St NW

Washington, DC 20009

2. Once you receive your license, send a photo of it to your General Manager and keep this in your wallet so you have it during every shift.
 - ☐ **Take a photo of your license for your GM**