Dear Licensee:

This correspondence is to notify you that there has been a slight change to the online renewal system.

You must have a business address of the premises on file with the Board. In addition, you must add the following address types into the system:

- Home Office Physical Location
- Home Office Mailing Address
- Physical Location in Kentucky
- Kentucky Mailing Address

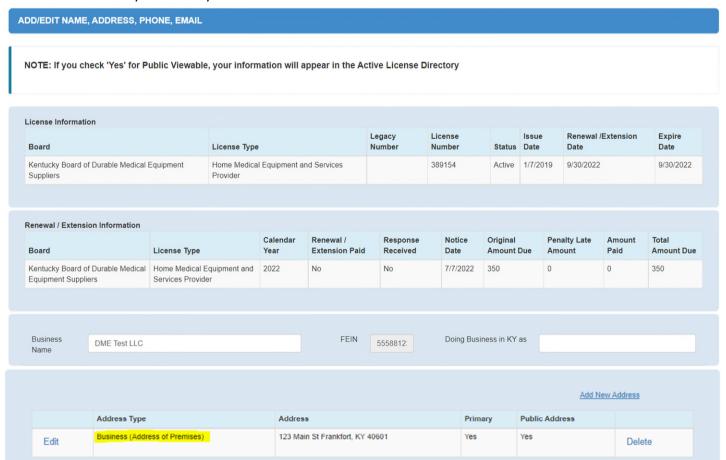
If you do not have one or more of these additional address types, you may select "**N/A**". If you have one or more of these additional address types, but they are the same as the business address of the premises, you may select "**Same as business address**".

Please see below for two step-by-step examples of how to navigate the addresses section of the online renewal system. Example 1 is for businesses headquartered in Kentucky. Example 2 is for businesses with a Kentucky location, but headquartered outside of Kentucky.

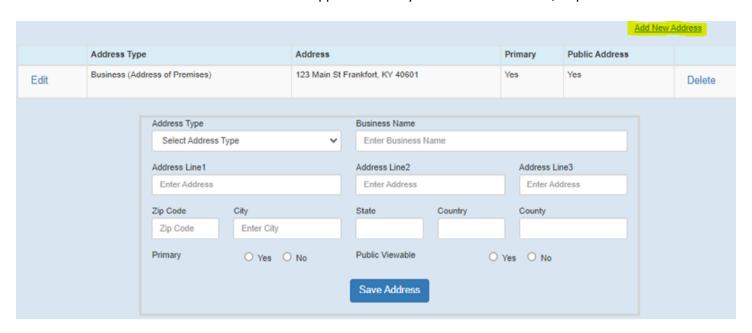
These addresses will only need to be added once. For your next renewal, you can edit the additional addresses if they have changed or proceed past this section if there have been no changes.

EXAMPLE 1: HEADQUARTERED IN KENTUCKY

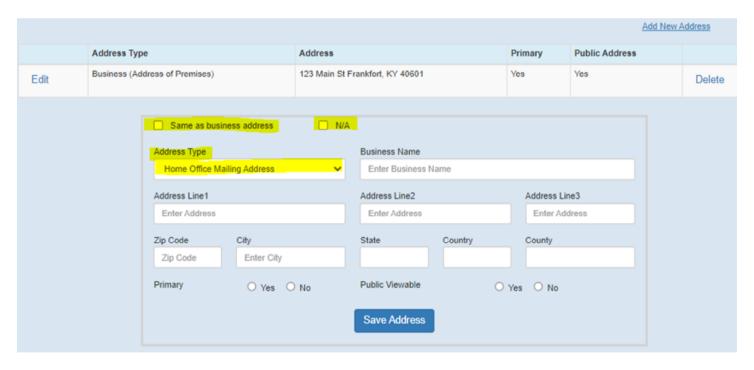
1. Proceed to the Add/Edit Name, Address, Phone, Email page of the renewal. Your Business (Address of Premises) address should already be in the system. Please note that this address cannot be removed or edited.



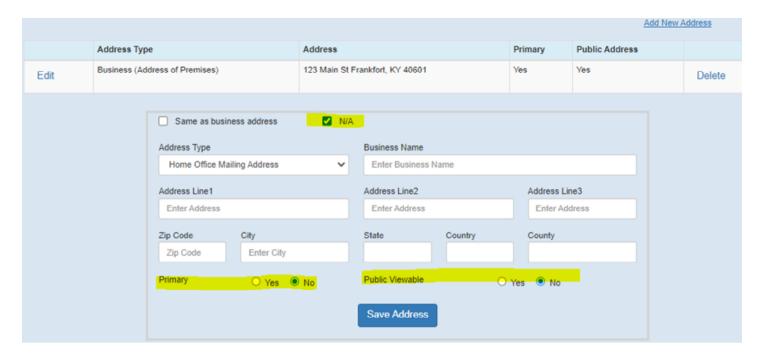
2. Click the Add New Address link. A new box will appear to allow you to add the four new, required addresses.



3. Select the address type you want to add from the Address Type dropdown box. As a reminder, you must add the Home Office Physical Location, Home Office Mailing Address, Physical Location in Kentucky, and Kentucky Mailing Address. Once you choose an address type, the "Same as business address" and "N/A" checkboxes will appear.



4. If the address type is the same as your business address of the premises or does not apply to your license, please check the corresponding box. If the address does apply to your license and it is different than the business address, you will enter the address information below. Once you have entered the address or selected the appropriate box, select the Yes or No button for the Primary and Public Viewable options. Then, click the Save Address button.



5. Your new address will now show in the system next to your business address. Select the Add New Address link again to repeat the process and add the remaining required addresses.

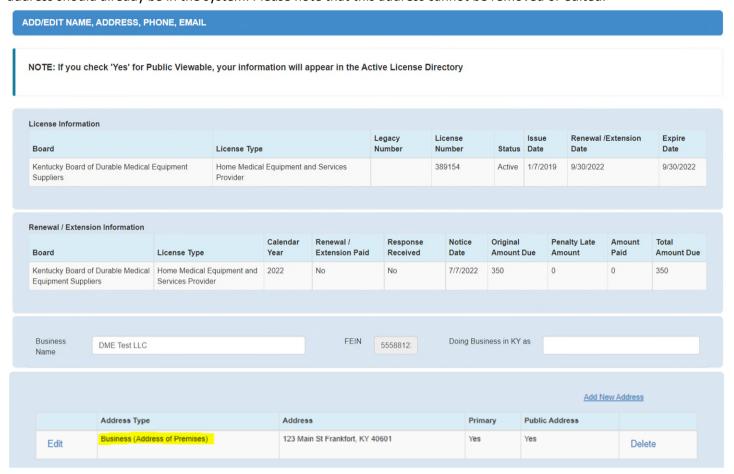


6. Once all five address types are added into the system, you can make any necessary edits to your phone and email address. Once those are complete, click the Continue button to go to the next page of the renewal.

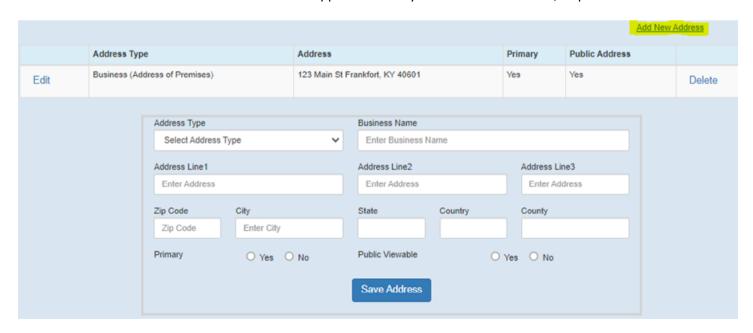


EXAMPLE 2: HEADQUARTERED IN ANOTHER STATE

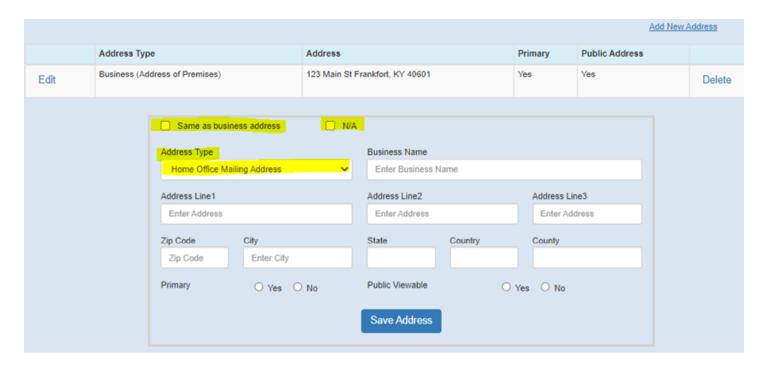
1. Proceed to the Add/Edit Name, Address, Phone, Email page of the renewal. Your Business (Address of Premises) address should already be in the system. Please note that this address cannot be removed or edited.



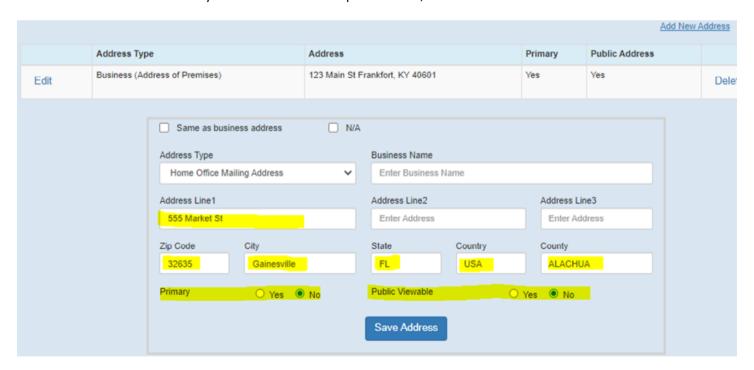
2. Click the Add New Address link. A new box will appear to allow you to add the four new, required addresses.



3. Select the address type you want to add from the Address Type dropdown box. As a reminder, you must add the Home Office Physical Location, Home Office Mailing Address, Physical Location in Kentucky, and Kentucky Mailing Address. Once you choose an address type, the "Same as business address" and "N/A" checkboxes will appear.



4. If the address type is the same as your business address of the premises or does not apply to your license, please check the corresponding box. If the address does apply to your license and it is different than the business address, you will enter the address information below. Once you have entered the address or selected the appropriate box, select the Yes or No button for the Primary and Public Viewable options. Then, click the Save Address button.



5. Your new address will now show in the system next to your business address. Select the Add New Address link again to repeat the process and add the remaining required addresses.

	Add New Address					
	Address Type	Address	Primary	Public Address		
Edit	Business (Address of Premises)	123 Main St Frankfort, KY 40601	Yes	Yes	Delete	
Edit	Home Office Mailing Address	555 Market St Gainesville, FL 32635	No	No	Delete	

6. Once all five address types are added into the system, you can make any necessary edits to your phone and email address. Once those are complete, click the Continue button to go to the next page of the renewal.

								A	dd New A	ddress	
	Address Type		Address				Primary	Public Address			
Edit	Business (Address of Premises)		123 Main St Frankfort, KY 40601		Yes	Yes		Delete			
Edit	Physical Location in Kentucky		N/A			No	No		Delete		
Edit	Kentucky Mailing Address		N/A			No	No		Delete		
Edit	Home Office Physical Location		555 Market St Gainesville, FL 32635			No	No		Delete		
Edit	Home Office Mailing Address		555 Market St Gainesville, FL 32635		No	No		Delete			
	Phone Type	Phone		Primary	,	Public \	Viewable		Add New	Phone	
Edit	Business 5555555		-			No			Delete		
									Add Nev	v Email	
	Email Type	Email			Primary	I	Public Viewable				
Edit	Business Email	test@dn	test@dmetest.com		Yes N		No.		Del	Delete	
Continue											