



## STATE OF NEW JERSEY

OFFICE OF THE ATTORNEY GENERAL  
DEPARTMENT OF LAW AND PUBLIC SAFETY  
DIVISION OF ALCOHOLIC BEVERAGE CONTROL  
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MICHAEL I. HALFACRE  
*Director*

To: All Municipal Issuing Authorities

From: Michael I. Halfacre, Director, NJ Division of Alcoholic Beverage Control

Re: Introducing POSSE ABC's New Online Licensing System

On behalf of the New Jersey Division of Alcoholic Beverage Control, I would like to introduce you to our new electronic web based licensing system, POSSE ABC. This new online web portal is for Municipal Clerks/ABC Secretary's and Licensees to manage their licenses online. POSSE ABC, the new electronic online licensing system, will ultimately reduce work load, minimize effort and streamline the Renewal Process.

To bring the ABC Licensing into the 21<sup>st</sup> Century will present a significant change in the way Municipalities, Licensees and the State interact with each other. However, as with all new technology, we anticipate that the system may present a learning curve prior to recognizing the new system benefits. We must all work together to reap the advantages of the new system.

Licensees will be able to renew through POSSE ABC for the 2015-2016 license term; timing of the "roll-out" is critical. Phase 1 of the system roll-out will begin in the near future and will begin with all Municipal Clerks/ABC Secretary's registering on the system (online) as Municipal Users. (There can be more than one Municipal User per municipality). However, to streamline this effort, **IT IS IMPERATIVE THAT YOU** have your primary officiate email the NJ ABC at the following address **IMMEDIATELY: posseadmin@lps.state.nj.us. THIS** email address **WILL BE USED** for future correspondence and instruction on how to become a registered municipal user. **PLEASE PROVIDE THE PRIMARY CONTACT'S FIRST NAME, LAST NAME, PHONE NUMBER, E-MAIL ADDRESS, MUNICIPALITY & FOUR DIGIT MUNICIPAL NUMBER.**

All Licensees will receive an authorization code which is needed to register online through the web portal for their specific municipality to become a User. Clerks should encourage licensees to utilize the online portal for the 2015-2016 license renewal. Please be aware that the licensees who renew online will be directed to visit their municipality and pay the required municipal fee.

Please be advised that while the traditional paper process will continue to be accommodated for 2015-2016, licensees and Municipal Users will be encouraged to use POSSE ABC to complete their filing, as the system will eventually be the sole method of renewing/amending/issuing licenses.

Thank you for your anticipated cooperation as we begin this exciting new chapter in ABC licensing. Please continue to visit our website [www.nj.gov/oag/abc](http://www.nj.gov/oag/abc) for news, updates, and training materials regarding the implementation of the new online licensing system, POSSE ABC.

