

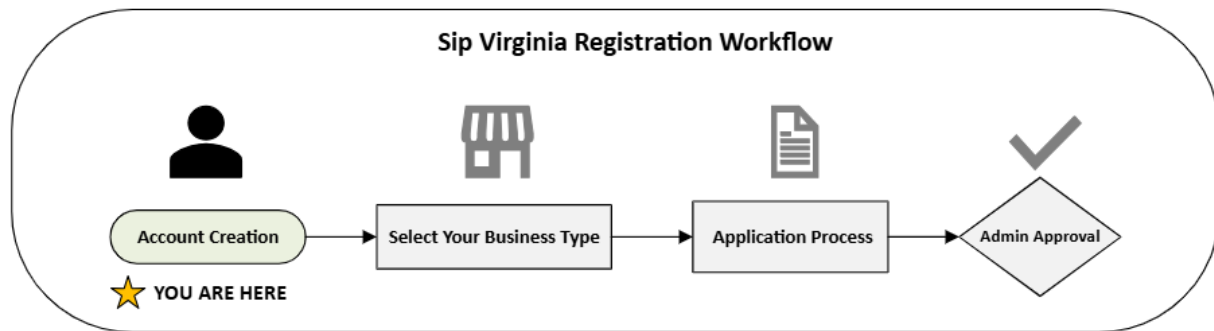
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Sip Virginia Account Creation and Registration User Guide

2.11.2026

New User Account Creation



Begin your Sip Virginia journey by clicking the “Register Here” button if this is your first time engaging with either Virginia Beer Distribution Company (VBDC) or Virginia Winery Distribution Company (VWDC).

The screenshot shows the Sip Virginia user interface. At the top, there are logos for Virginia Winery Distribution Company and Virginia Beer Distribution Company. Below the logos, the text "Already a Member? Login Now!" is displayed. Underneath, there are input fields for "USERNAME*" (with a placeholder "name@example.com") and "PASSWORD*", followed by a "LOGIN" button. At the bottom, the text "New Here? Register Now!" is shown, with a "REGISTER HERE" button circled in red.

If you already have an account with either VBDC or VWDC, refer to the Account Verification and Portfolio Management Guide.

Fill out all required fields to complete account creation and initiate the authentication email.

Create Your Account

FIRST NAME*	LAST NAME*
PHONE NUMBER*	CELL NUMBER
EMAIL ADDRESS*	
PASSWORD*	CONFIRM PASSWORD

Password is case-sensitive and must have at least:

- 14 character minimum
- 1 special character(!,!,@,%,"*~!?)
- 1 lowercase letter (a-z)
- 1 digit (0-9)
- 1 uppercase letter (A-Z)

BACK

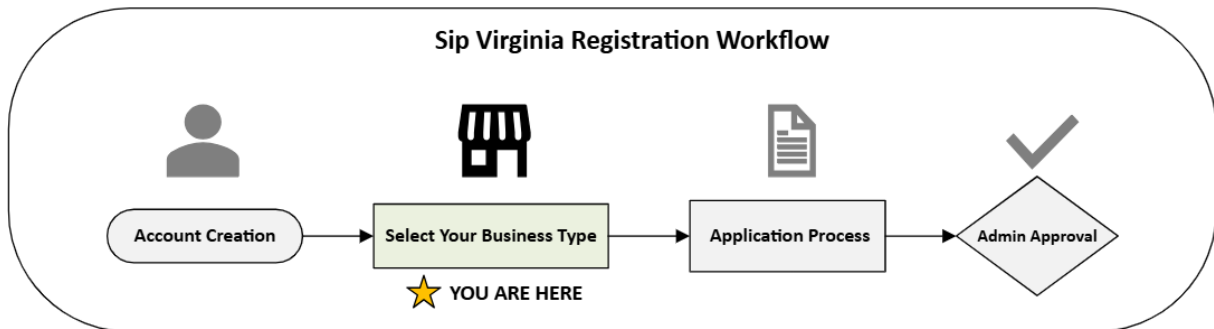
NEXT STEP

Confirm your identity by clicking the “Activate Your Account” link in the email sent to the address on file. Throughout this process, you will receive emails from **noreply@egov.com** with next-step instructions and notifications when action is required. Please check your spam folder regularly and monitor your email to help prevent delays

Proceed to log in using the email and password you recently created.

Business Registration – Winery and Brewery

Business Selection



To begin the self-registration process, click the business type card that best represents your business and proceed to the next step.

Select Your Business Type

Winery

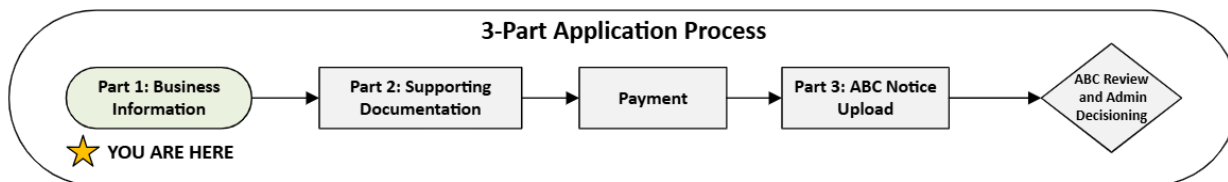
Retailer

Brewery

NEXT STEP

Part 1 of 3 – Business Information

After selecting your business type (Winery or Brewery), complete Part 1 of the three-part self-registration process.



Part 1 requires:

- Legal business information
- Business location
- Mailing address

Use the helpful links and tooltip text throughout the form for clarification on unfamiliar sections.

Winery Information	
ESTABLISHMENT NAME* ⓘ	COMPANY NAME* ⓘ
The name customers know you by	The name the IRS knows you by

This is the name on your SCC or IRS documentation

Still not sure? Reduce delays in processing your registration by using the [Virginia ABC Licensee Search Tool](#) and enter the information in the fields below exactly as it appears on the search tool.

The contact information displayed at the bottom of the page reflects your information as the applicant. As the individual initiating the application, you are automatically assigned as the Primary Contact and Account Owner.

You may update this designation after the entirety of your application has been approved and additional users are added to your business portfolio within Sip Virginia. Refer to the [Portfolio Management User Guide](#) for more details.

After completing each step, you will receive a confirmation email from noreply@egov.com with next-step instructions and distribution company contact information if assistance is needed.

Part 1 Administrative Review

Once submitted, Part 1 is sent to an Administrator for review. The Administrator may edit, return, or approve your application.

Example of a Returned Application

An Administrator may return a portion of your application for edits. If this occurs:

- You will receive an email notification.
- Your application status will display as “Returned” when you log back in.
- The reason for return will be provided in both the email and within your application.

Your Businesses						+ ADD BUSINESS
	Establishment Name	Establishment Address	Type	Status	Action	
▶	Westmoreland Wines and Co.	20221 West Moreland Lane Westmoreland 23441	Winery	Returned	VIEW REGISTRATION	

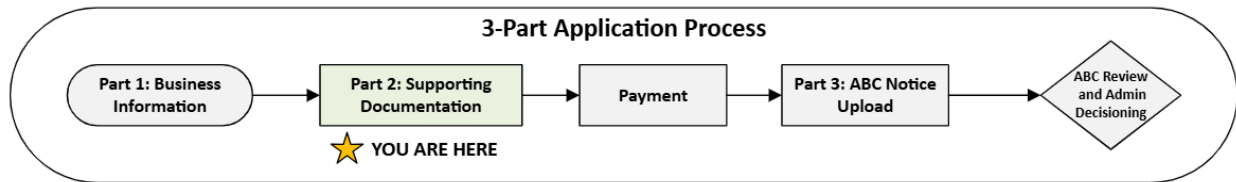
To view the specific return reason, click “View Registration.”

Application Status

This part of your application has been returned. Please make appropriate correction(s) and submit again!

Reason for Returning:
Please edit your address

Part 2 of 3 – Supporting Documents



Operating Agreement and Franchise Designation Form

- Download the documents using the download icon located to the right of each document name.
- Sign where required and upload all pages of each document to ensure timely review and prevent delays caused by incomplete submissions.
- To upload your completed documents, click the light gray box labeled “Upload Your Documents.” Multiple attachments may be uploaded if necessary.

Property Drawing

Submit a map or blueprint of your property showing the building where the distributor space will be located. Clearly indicate the distributor space on the drawing.

Distributor Space Requirement

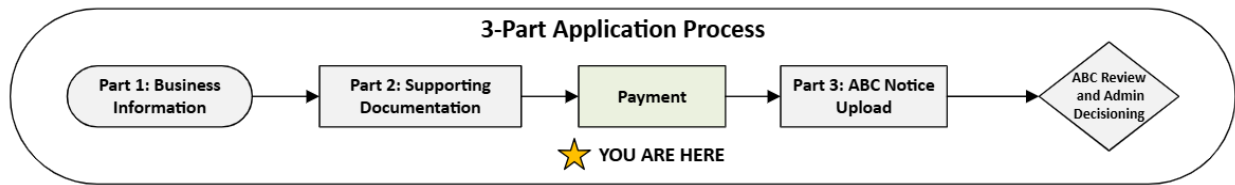
If your distributor space is currently located within your existing TTB space, you must submit a TTB amendment before submitting your supporting documents.

Preferred Publisher

Provide your preferred publisher. This requirement supports the two-week advertisement run time required under Virginia Code § 4.1-230.

After submitting Part 2, a company Administrator will review your documents and contact your preferred publisher.

Application Payment



Once a VBDC or VWDC Administrator has contacted your preferred publisher, they will invoice you via the application for the following:

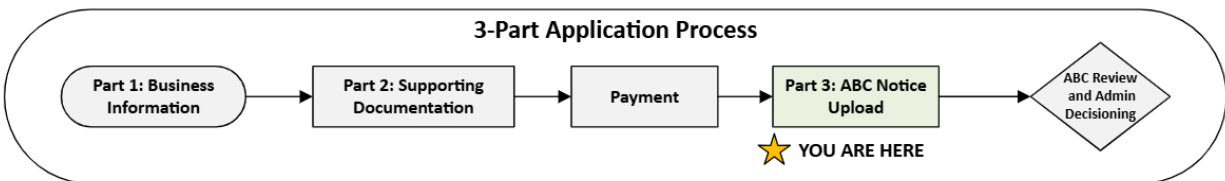
- Non-Refundable Application Fee: \$195.00
- Non-Refundable Wholesale License Fee:
 - \$240.00 (Wineries)
 - \$1,005.00 (Breweries)
- Posting and Publishing Fee: Cost varies by publisher

Complete the ACH eCheck payment screen. After payment, you will receive:

- An email receipt
- On-screen confirmation

Once payment is successfully processed, an Administrator will apply the two-week advertisement run dates to your application.

Part 3 of 3 – ABC Notice



After payment confirmation, the Administrator will confirm the two-week advertisement run time with your publisher.

You will receive a Part 3 instruction email containing the ABC Notice. This notice must be:

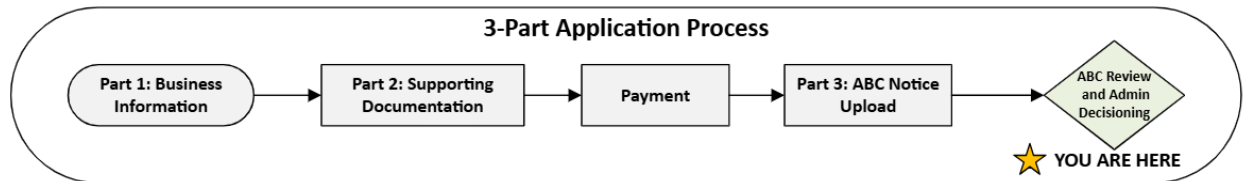
- Printed
- Posted on the front of your establishment
- Displayed for the required two-week period

You must upload two photos to satisfy Part 3 requirements:

- One photo clearly identifying your establishment (zoomed out).
- One photo clearly identifying the posted notice on the front door of your establishment (zoomed in).

Submit the required documentation for review.

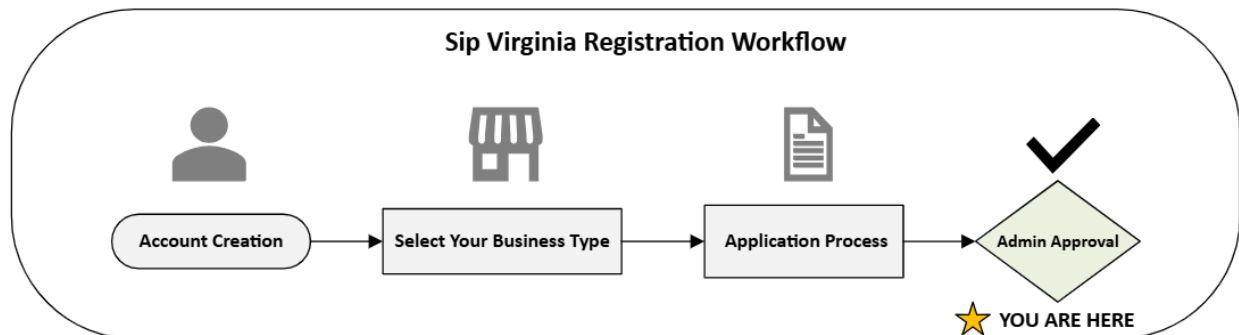
ABC Review



Please allow 45–60 days for ABC review and approval. Upon approval:

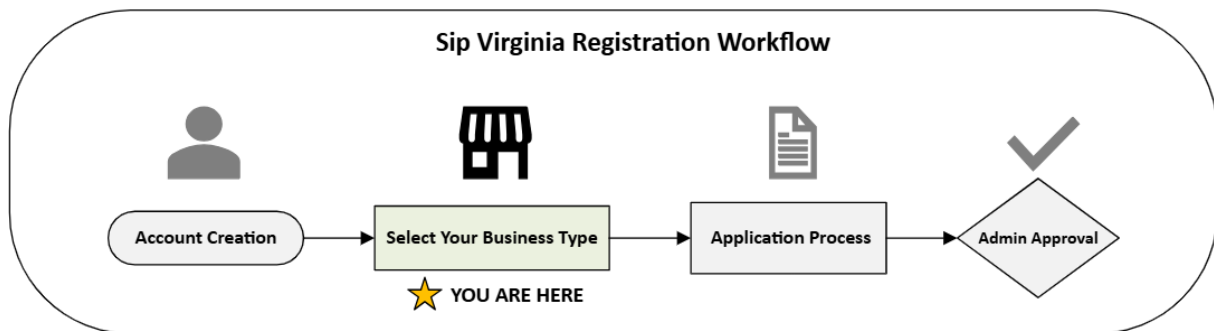
- The Operations Manager will receive your wholesale license.
- Sell-to counties will be applied based on the counties listed in your Franchise Designation Form.
- All verification documentation will be uploaded to your profile.

Approval and Next Steps



Once approved, you will receive a welcome email and packet with instructions for navigating Sip Virginia and managing your portfolio. Refer to the Portfolio Management User Guide for next steps.

Retailer Account Setup



To begin your retailer application, select the Retailer card.

Select Your Business Type

Winery

Retailer

Brewery

NEXT STEP

Sip Virginia allows you to engage with both Virginia Winery and Virginia Beer through a single application process.

Select your desired company by choosing the company card or radio button.

Note: If you initially select only one company and later decide to engage with the other, you will need to resubmit your application for review.

DO YOU WANT TO PURCHASE WINE, BEER, OR BOTH? SELECT ONE OR BOTH!



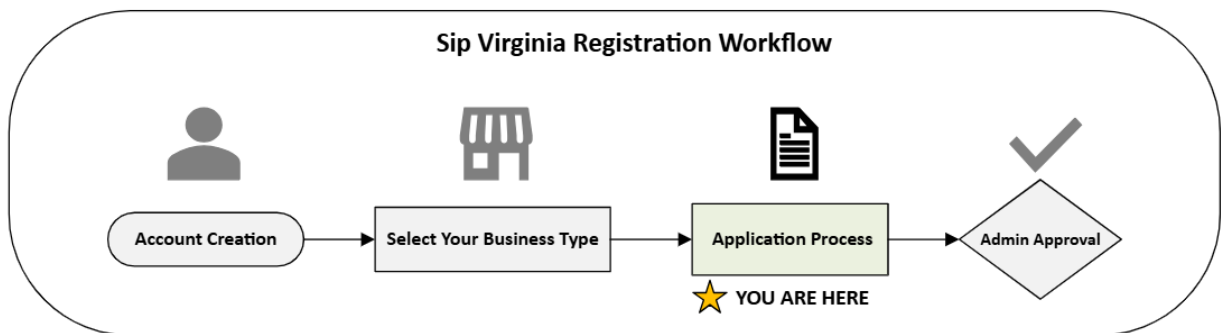
☐ Wine



☐ Both

☐ Beer

Begin Your Application



Complete the single-page application by entering:

- Legal business information
- Business address
- Mailing address

Use helpful links and tooltip text for clarification as needed.

Retailer Information

ESTABLISHMENT NAME* ⓘ

The name customers know you by

COMPANY NAME* ⓘ

The name the IRS knows you by

This is the name on your SCC or IRS documentation

Still not sure? Reduce delays in processing your registration by using the [Virginia ABC Licensee Search Tool](#) and enter the information in the fields below exactly as it appears on the search tool.

The contact information at the bottom of the page reflects your information as the applicant. You are automatically assigned as the Primary Contact and Account Owner.

This designation can be updated after approval and once additional users are added to your portfolio. Refer to the Portfolio Management User Guide for additional details.

After submission, you will receive confirmation emails from noreply@egov.com with next steps and contact information if assistance is required.

Temporary License

If you are applying to participate in an event and have obtained a temporary ABC license, you must provide the start and end dates for the event, and the end date must match your ABC expiration date.

The following establishment types trigger the temporary license workflow:

- Banquet
- Banquet Special Event
- Banquet Mixed Beverage Special Event
- Tasting
- Manufacturer Event

Once the ABC expiration date is reached:

- You will no longer be able to purchase products under that account.
- You will still have access to the business profile to pull reports for accounting and settlement purposes.

Administrative Review

Your application will be reviewed by an Administrator, who may edit, return, or approve it.

If returned:

- You will receive an email notification.
- The application will display as “Returned.”
- The reason for returning will appear in both the email and the application.

Your Businesses						+ ADD BUSINESS
	Establishment Name	Establishment Address	Type	Status	Action	
▶	Westmoreland Wines and Co.	20221 West Moreland Lane Westmoreland 23441	Winery	Returned	VIEW REGISTRATION	

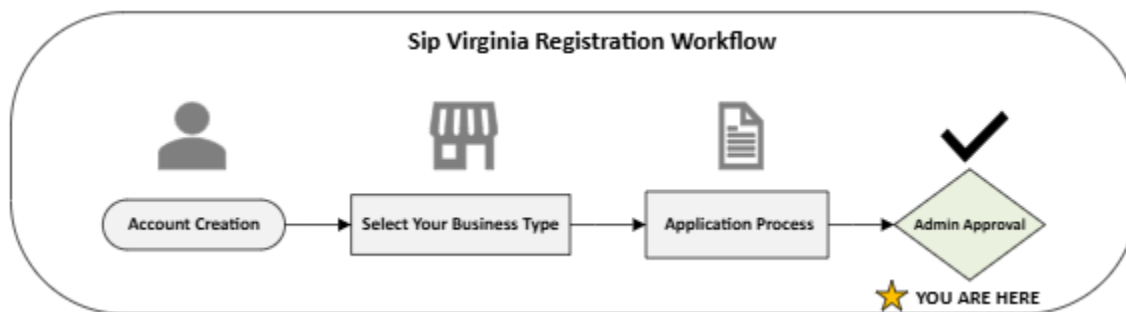
To view the specific return reason, click “View Registration.”

Application Status

This part of your application has been returned. Please make appropriate correction(s) and submit again!

Reason for Returning:
Please edit your address

Approval



Once approved, you may begin purchasing products by selecting:

- Buy Wine
- Buy Beer

▶	Comer Coffee and Brew	6331 Blythe Way Fredericksburg 22401	Wine/Beer Retailer	Active	BUY BEER	BUY WINE
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