PLCB+ (RAMP Owner/Manager Functionality)

To begin, you must first verify that you have access to the premises you wish to manage. To access the establishment’s RAMP staff roster and to apply for RAMP certification of the premises, you must log into PLCB+ and click on RAMP. From the RAMP page, click on the Owner/Manager tab and you should see a list of all the premises that you own or manage. If you do not have the Owner/Manager tab or your premises is not listed, you must request the premises manager access code from RAMP at ra-lbramp@pa.gov or 866-275-8237. Please provide the name of the establishment, the manager’s name and the LID number when making the request.

Once the access code has been provided you must click on the My Profile tab and enter the access code at the bottom of the screen. Once this code has been linked with your account, you can manage the staff roster and apply for RAMP certification.

1. Log onto PLCB+ and navigate to the R.A.M.P. menu.

2. Select the Owner/Manager tab.

3. Once you click on the Owner/Manager tab you should see a listing of all the premises that you own or manage. NOTE: If this page is blank, you must request the access code from RAMP.

Managing Your Staff Roster

You must first update your staff roster before you can apply for RAMP certification. The roster must include all members of the licensee’s alcohol service staff (this includes anyone who sells or serves alcoholic beverages and/or check IDs). Staff who were trained and registered with your LID number should already appear. You must add and remove staff members as necessary.

1. Select the Manage Staff/Roster link for the premises you wish to manage.
2. **To update employees that appear on the roster**, click on the employees’ name. A detailed page of the employee’s information will appear. You will need to enter their Hire Date and New Employee Orientation completion date, if those fields are blank. Click Save.

3. **To remove employees that appear on the roster**, but are no longer employed at your licensed establishment or are no longer part of the alcohol service staff, enter the separation date and click the Remove button. This will remove the individual from your active staff roster.

*Bobbi's Hotel*

<table>
<thead>
<tr>
<th>Name</th>
<th>Hire Date</th>
<th>New Employee Orientation Date</th>
<th>Roster Activation Date</th>
<th>Owner/Manager Date Trained</th>
<th>Server/Seller Date Trained</th>
<th>Separation Date</th>
</tr>
</thead>
<tbody>
<tr>
<td>Betty White</td>
<td>Jan 3, 2017</td>
<td>Jan 6, 2017</td>
<td>Feb 7, 2017</td>
<td>mmm dd, yyyy</td>
<td>Feb 7, 2017</td>
<td>[mm/dd/yyyy]</td>
</tr>
<tr>
<td>Tom Cruise</td>
<td>Dec 20, 2016</td>
<td>Feb 7, 2017</td>
<td>Feb 7, 2017</td>
<td>mmm dd, yyyy</td>
<td>Feb 7, 2017</td>
<td>[mm/dd/yyyy]</td>
</tr>
</tbody>
</table>
3. **To add employees that do not appear on your roster**, click on **Add Staff Member**. Read the instructions provided on that screen to add a new staff member. **NOTE:** You will be required to enter their first name, last name, birth date, and the last 4 digits of their social security number. Everyone that works at your establishment serving alcohol or checking identification needs to be included on your staff roster.
Applying for RAMP Certification

1. From the Owner/Manager tab, select the Apply for Certification link.

2. You will be presented with a notice that you are about to start the certification application process. Select Next to continue.

3. On the following screen you must review your current active staff roster and make any necessary updates.
   - If you need to make any changes to the hire dates or New Employee Orientation dates you can do so by clicking on the employees’ name.
   - If you need to add or remove an individual from the roster you may do so by clicking on your premises name as shown below.

4. When all information has been updated select the Next button.

5. On the next page of the application you are presented with a series of questions that you are required to answer. If you answer ‘No’ to any question, you are not eligible for certification at this time. Please click the Save Draft button and correct the deficiency and proceed once you have met the requirements. If you answer ‘Yes’ to all questions, select the Next button to proceed (see step 7).
6. If you started an application but did not submit it, it will appear in the Owner/Manager tab under **My Draft Certification Applications** section. Click on the file# which is underlined to continue.

7. On the final page of the application you are required to agree to a disclosure before submission of the application. Select the certification checkbox and select the **Submit Application** button.

8. After successful submission of the RAMP certification application you will be presented with a confirmation page that summarizes the application details. Your application has now been sent to the PLCB to process.

9. From the Owner/Manager tab, you will see the details of the application under **My Certification Applications Under Review** until it is fully processed by the PLCB.

10. Once the application is approved, from the Owner/Manager tab, you can print your RAMP certificate found under **My Approved Certification Applications**.