

1. Liquor Agent registers with [Alberta Gaming, Liquor and Cannabis](#) (AGLC).
2. Upon AGLC approval, company information is pushed into the BCMB Registrations Portal (SIMS).
3. Liquor agents receive an email that outlines the steps for logging into SIMS for the first time.
4. Once logged in for the first time, the Liquor Agent refers to the [SIMS Portal User Guide for Liquor Agents](#) for instructions on:
 - Changing company information.
 - Adding or removing users.
 - Changing the primary contact.
 - Registering beverage containers.
 - Entering sales stop dates when a beverage container is no longer being sold/distributed in Alberta.
5. Once container registrations are approved, the BCMB Registrations Portal (SIMS) pushes the information back to AGLC.
6. Liquor Agent works with AGLC for product registration via AGLC's [Liquor Agent Portal](#) (LAP).
7. Liquor Agents are accountable for the containers they register. If there is a change to the container material, labeling, UPC, etc., the BCMB must be notified immediately, and a new container registration may be required.

Contact Information:

BCMB - registrations@bcmb.ab.ca

AGLC - product@aglc.ca