

DRAFT LETTER TO PROVIDE TO EMPLOYEES TAKING THE SERVSAFE ALCOHOL/NYS ATAP ONLINE COURSE w/ STEP BY STEP INSTRUCTIONS

EMPLOYEE NAME:

Here's your ServSafe Alcohol 3rd Edition course key: **INSERT COURSE KEY HERE**

We're asking that all training be completed by: **INSERT DATE HERE**

Following are the steps to launch the ServSafe Alcohol course:

1. Log into your ServSafe profile at www.servsafe.com . Don't have a profile? Please create one.
2. Click "ServSafe Alcohol"
3. Click "Take Online Course"
4. Copy/Paste course key and click "Redeem"
5. Choose your language
6. Choose NY and click "Download Now" to access the NY supplement for use on the state specific quiz.
7. Click "Begin Course"

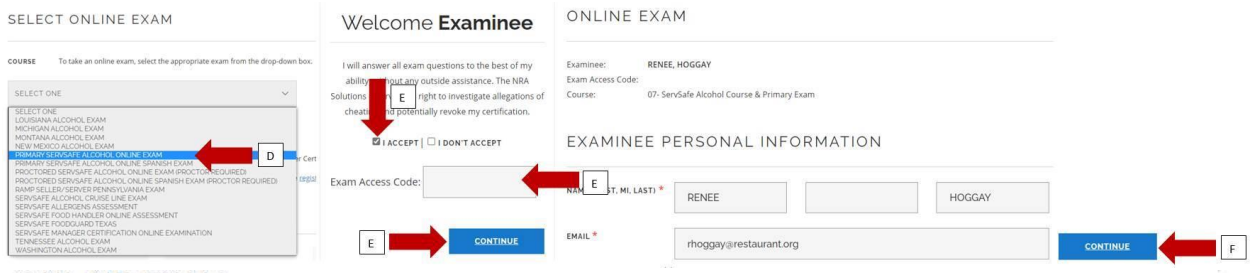


This is your ServSafe Alcohol 3rd Edition Primary Exam Access Code: **INSERT EXAM ACCESS CODE HERE**

Following are the steps to launch the exam:

- A. Log into your ServSafe profile at www.servsafe.com
- B. Click "ServSafe Alcohol"
- C. Click "Take Online Exam"
- D. Select "Primary ServSafe Alcohol Exam"
- E. Accept examinee rules of conduct terms, copy/paste exam key and click "Continue"
- F. Complete examinee personal info (company is optional) and click "Continue"
- G. From the drop-down box select NY to be directed to the New York state specific quiz "Continue"

- H. Complete/pass 15 question NY quiz and click “Finish” ***MUST TAKE NY QUIZ AND SSA EXAM ON THE SAME DAY FOR ATAP RECOGNITION.
- I. Click “here” to access ServSafe Alcohol Primary exam
- J. Click “Start Exam” to proceed to the test



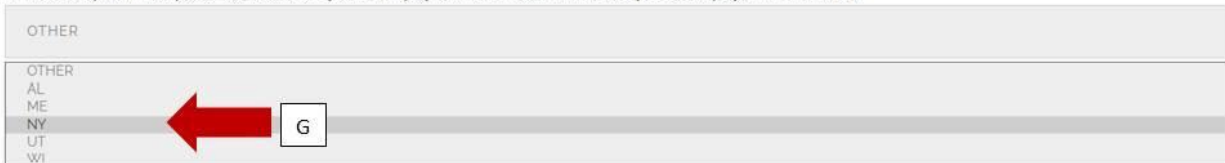
ONLINE EXAM

Examinee: **RENEE, HOGGAY**
 Exam Access Code:
 Course: **07- ServSafe Alcohol Course & Primary Exam**

From the drop down box, please select the state you are employed in -OR- "Other" if the state you are employed in is not listed.
 If the state in which you are employed is listed in the drop down box, you are required to complete a state-specific quiz in addition to the ServSafe Alcohol Examination. You must first pass the state quiz before you will be able to take the ServSafe Alcohol Examination.

Note: If you purchased the *ServSafe Alcohol Proctored Examination*, it must be monitored by an *Approved ServSafe Alcohol Instructor* or a *ServSafe Alcohol Online Proctor*. Only these authorized parties have the capability to obtain a Proctor Access Code, which is necessary to access the ServSafe Alcohol Proctored Examination. If you purchased the *ServSafe Alcohol Primary Examination* an official monitor will not be required.

From the dropdown box, please select the state you are employed in -OR- "Other" if the state you are employed in is not listed.



ONLINE EXAM

Examinee	RENEE, HOGGAY
Course	ServSafe Alcohol State Specific Quizzes
Exam Session Number	

Questions/Answers Review

You have reached the end of this examination. Please review your questions and answers for accuracy and completeness.

When you have finished answering the test, click "Finish".
You will then be presented with pass/retest result and important score and certificate information.



Congratulations! You have passed this quiz!

Passing the state-specific quiz confirms your knowledge of alcohol related laws and regulations for the state in which you are employed. You are now able to access the *ServSafe Alcohol Examination*.

Click [here](#) to take the *ServSafe Alcohol Examination* now or log out if you wish to take the examination at another time.



ONLINE EXAM

Examinee:	RENEE, HOGGAY
Exam Access Code:	
Course:	07- ServSafe Alcohol Course & Primary Exam
Exam Session Number:	

If you were provided a "Proctor Access Code" from your employer you must enter it in the box below and click the Start Exam link. If you were not given a "Proctor Access Code" just click the Start Exam link.

Proctor Access Code



Thank you.

INSERT MANAGER NAME HERE