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Existing User Account Setup

Welcome to Sip Virginia! The shared portal for sister companies, Virginia Winery Distribution Company and Virginia Beer Distribution Company. This single sign-on experience will allow you the flexibility to:

- Connect multiple businesses if you oversee more than one operation within the VWDC and VBDC database.
- Add new businesses as your portfolio grows.
- Pay for licenses and registrations online.
- Empower user management across all your businesses.
- Search for existing businesses and request access. (**note – this experience requires administrative approval*)

To Get Started: Find Your Account

Follow the steps below to access your account migrated from VWDC or VBDC.

- Use your unique email address previously associated to VWDC and/or VBDC to log on.
 - If you have multiple accounts in VBDC, you most likely have multiple email addresses to access each business. You should have worked with the VBDC Operations Manager to select 1 email as your preferred login. If you do not recall which email you selected, please reach out to the VBDC Operations Manager at vbdc@vdacs.virginia.gov
 - If you had a profile in VWDC and a profile in VBDC, and your email logins were different, you most likely worked with either the VWDC or VBDC Operations Manager to select your preferred email for Sip Virginia. If you do not recall which email you selected, please reach out to the VBDC Operations Manager at vbdc@vdacs.virginia.gov or the VWDC Operations Manager at vwdc@vdacs.virginia.gov.
- For account security, passwords **are not carried over** from your original VBDC or VWDC profiles.
- Enter your email address in the Username field on the Sip Virginia homepage.
- A password reset link will be emailed to the email address provided. Please check your spam if an email is not received within 15 minutes.
- Proceed to reset your password and login with your new verified credentials.
- You should see all accounts that you previously had access to in both VBDC and VWDC.

Begin Your Journey

Upon logging in with your verified credentials, you will be able to see all of the businesses that are registered across both VWDC and VBDC.

If you are registered as a retailer in either VWDC or VBDC, you can access your VWDC or VBDC account buying clicking the “Buy Wine” or “Buy Beer” button.

If you have a wholesaler account, meaning you are actively engaged with either VBDC or VWDC as a distributor, you can access your business by clicking the “Access” button.

Please note that Sip Virginia will not allow you to:

- View or purchase beer-related products when buying from wvdc.sipvirginia.org.
- View or purchase wine/cider/mead-related products when buying from vbdc.sipvirginia.org.
- Apply a global payment setting. Each registered business must set up its own e-payment method within its individual business profile. You can do this by clicking the qualifying action button(s) to enter your business profile (i.e – Buy Wine).

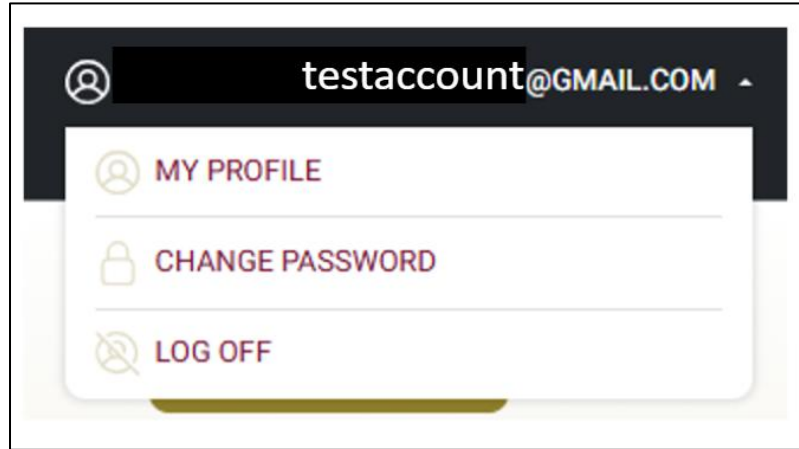
Portfolio Management:

After logging into Sip Virginia, your portfolio will support two primary purposes: Business Management and User Management. All of your associated businesses will be viewable upon logging into Sip Virginia. To perform any actions within each company, you will need to click the corresponding button (Ex: Buy Wine, Buy Beer, or Access). To add, edit or remove users, navigate to Manage Users.

Your Businesses						+ ADD BUSINESS
	Establishment Name	Establishment Address	Type	Status	Action	
▶	Anotha' Coffee Cart	99874 Artsy Fartsy Rd Cumberland Gap 24001	Wine Retailer	Active	BUY BEER BUY WINE	
▶	Another Coffee Shop	10001 latte In Charles County 23441	Wine/Beer Retailer	Active	BUY BEER BUY WINE	
▶	Coffee Cart On-The-Go (Herndon)	5633 River View Dr. Herndon 22301	Wine/Beer Retailer	Deactivated	BUY BEER BUY WINE	
▶	Corner Coffee and Brew	6331 Blythe Way Fredericksburg 22401	Wine/Beer Retailer	Active	BUY BEER BUY WINE	
▶	Grapes of Wrath	9805 Book Alley Hanover 23441	Winery	Active	ACCESS	

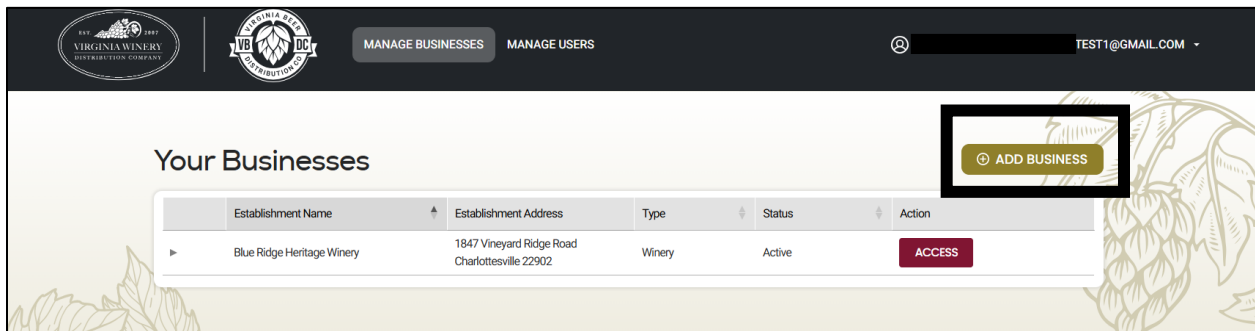
Profile Management:

1. To update your personal profile, such as your password, name and number, navigate to the person icon in the top right corner of the application and click on your email:



Add Business:


If your business operations expand, you can seamlessly add another account to your portfolio by clicking the “Add a Business” button. You can add another business through two methods: Submit a new application or request access to an already approved and active business in the Sip Virginia database.




Submit a new application:

If you are adding a business that will be engaging with Sip Virginia for the first time, you will need to repeat the registration process. Proceed to click the business type from the provided cards and fill out the corresponding application. To review the application process, see the Registration User Guide.


Select Your Business Type



Winery



Retailer



Brewery

NEXT STEP

Request Access to an Approved and Active Business

There are a few instances where a user might need to be added to a business as an authorized user, but due to abrupt changes in management, there is not a valid account manager to facilitate adding the new user to the business. You can use the Request Access feature by searching for an active business in the Sip Virginia database using the approved ABC license number if a retailer, or wholesale number if a distributor, and business establishment name (not the SCC registered company name).

Use the search feature found under **Add a Business**.

*Is your business already registered?
Search for existing businesses here and request access.*

SEARCH

You can apply a portion of the business name as long as spelling is correct.

*Is your business already registered?
Search for existing businesses here and request access.*

SEARCH

If the business is active, you will be able to see the business and request access.

Search For Existing Businesses

Search Result

Please select the business you would like to request access to:

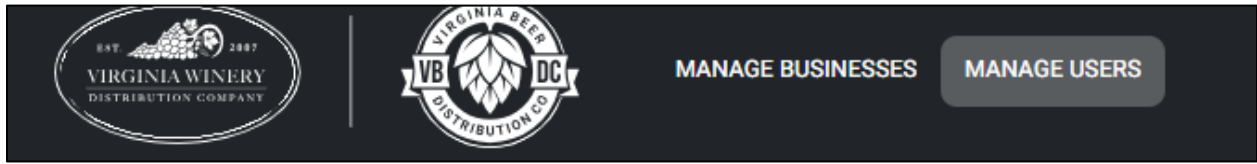
SELECT	ESTABLISHMENT NAME	ABC LICENSE NUMBER	BUSINESS TYPE
<input checked="" type="radio"/>	Appalachian Orchard Cidery	0387	Winery

CANCEL **SUBMIT REQUEST**

Once a request has been made, a Sip Virginia administrator will review your request. A phone call or an email with the administrator may be required to verify your identity and confirm the request for access.

User Management:

To review the users associated with your profile, navigate to Manage Users.



The user management table and filters will show all added users associated with all of your businesses. If you authorize a single user to support multiple businesses, you will see their name repeated in the user management table for every business they have access to:

▶	Connie Melbourne	Connie.Melbourne@yahoo.com	Retailer	Rivers Edge Coffee	Owner	VBDC	Active
▶	Connie Melbourne	Connie.Melbourne@yahoo.com	Brewery	Rivers Edge Brewery	Owner	VBDC	Active
▶	Connie Melbourne	Connie.Melbourne@yahoo.com	Winery	Rivers Edge Winery	Owner	VWDC	Active
▶	Connie Melbourne	Connie.Melbourne@yahoo.com	Winery	Rivers Edge Winery - Abingdon	Owner	VWDC	Active

Add a User

1. To add a new user, click the Add New User button:

The screenshot shows the 'Manage Users' interface. At the top right, there is a red-bordered button labeled 'ADD NEW USER'. Below this is a search section with three input fields: 'FULL NAME', 'LOGIN/EMAIL', and 'ESTABLISHMENT NAME', followed by a 'RESET' button. Below the search fields are two buttons: 'DOWNLOAD EXCEL' and 'DOWNLOAD CSV'. The main part of the interface is a table with the following columns: Full Name, Login/Email, Type, Establishment Name, Role, Licensure, and Status. The table contains two entries:

Full Name	Login/Email	Type	Establishment Name	Role	Licensure	Status
▶ Margaret Thornfield	email@email.com	Winery	Blue Ridge Heritage Winery	Owner	VWDC	Active
▶ Staci Saunders	email@email.com	Winery	Blue Ridge Heritage Winery	User	VWDC	Active

At the bottom left, there is a dropdown menu for 'entries per page' set to '10'. At the bottom right, it says 'Showing 1 to 2 of 2 entries'.

2. Complete the required fields and identify the user's role. There are two roles a new user can be assigned to:
 - Account Manager
 - Account Managers have full access to operate a business within Sip Virginia, but they are not listed as the Account Owner in VWDC and VBDC company management's contact list.
 - Account User
 - Account Users have limited access to business management. They can view orders, print invoices and reports, but they cannot advance orders or edit other users associated with a business.

New User Information

FIRST NAME* LAST NAME*

EMAIL ADDRESS*

PHONE NUMBER* CELL NUMBER

PLEASE SELECT ACCOUNT TYPE FOR NEW USER

Blue Ridge Heritage Winery (Winery)

ACCOUNT TYPE

Account Manager

- Account Managers mirror the capabilities of Account Owners, but are not listed as the business owner for administrative purposes

Account User

- Account Users can view order statuses, print invoices, print purchase orders, and run reports. They cannot adjust orders.

BACK SAVE

3. If the user added is new to Sip Virginia, they will receive an email from noreply@egov.com sent to the email applied to their profile to complete their account creation.

Assign a Primary Contact

A user can also be assigned as the Primary Contact. The user whose name is on the business registration with VWDC or VBDC by default is assigned the Primary Contact role. This flag is flexible across role types, and can be edited as users are added. To reassign a user as a Primary Contact, the user must first be created and verify their account with Sip Virginia. Then, the current Primary Contact can reassign a new user to be the Primary Contact.

- 1) To find specific users quickly, use the 'Search Users' function.

The image displays two screenshots of the 'Manage Users' interface. The top screenshot shows the search form with the 'Search Users' button highlighted in red. The bottom screenshot shows the search results for 'Margaret Thornfield'.

Manage Users

ADD NEW USER

Search Users

FULL NAME LOGIN/EMAIL ESTABLISHMENT NAME RESET

DOWNLOAD EXCEL DOWNLOAD CSV

	Full Name	Login/Email	Type	Establishment Name	Role	Licensure	Status
▶	Margaret Thornfield	email@email.com	Winery	Blue Ridge Heritage Winery	Owner	VWDC	Active
▶	Staci Saunders	email@email.com	Winery	Blue Ridge Heritage Winery	User	VWDC	Active

10 entries per page Showing 1 to 2 of 2 entries

« < 1 > »

Manage Users

ADD NEW USER

Search Users

FULL NAME LOGIN/EMAIL ESTABLISHMENT NAME RESET

Margaret Thornfield

DOWNLOAD EXCEL DOWNLOAD CSV

	Full Name	Login/Email	Type	Establishment Name	Role	Licensure	Status
▶	Margaret Thornfield	email@email.com	Winery	Blue Ridge Heritage Winery	Owner	VWDC	Active

10 entries per page Showing 1 to 1 of 1 entry

« < 1 > »

4. To view more information for a user and/or to edit a user, click on the arrow to the left of the name. You will see further detail and an Edit User' button.

Manage Users

[+ ADD NEW USER](#)

Search Users

FULL NAME LOGIN/EMAIL ESTABLISHMENT NAME

Margaret Thornfield [RESET](#)

[DOWNLOAD EXCEL](#) [DOWNLOAD CSV](#)

Full Name	Login/Email	Type	Establishment Name	Role	Licensure	Status
Margaret Thornfield	email@email.com	Winery	Blue Ridge Heritage Winery	Owner	VWDC	Active

10 entries per page Showing 1 to 1 of 1 entry

« < 1 > »

Manage Users

[+ ADD NEW USER](#)

Search Users

FULL NAME LOGIN/EMAIL ESTABLISHMENT NAME

Margaret Thornfield [RESET](#)

[DOWNLOAD EXCEL](#) [DOWNLOAD CSV](#)

Full Name	Login/Email	Type	Establishment Name	Role	Licensure	Status
Margaret Thornfield	email@email.com	Winery	Blue Ridge Heritage Winery	Owner	VWDC	Active

PHONE NUMBER: (434) 555 - 7821 CELL NUMBER: STATUS Active DATE JOINED 01/21/2026

[EDIT USER](#)

10 entries per page Showing 1 to 1 of 1 entry

« < 1 > »

- If 'Edit User' is selected, you will be able to edit Name, Phone Number, and Account Type. If an email needs to be changed, you will go back to the 'Add New User' Step, as email address is the Login ID.

User Information

LOGIN
email@email.com

FIRST NAME*
Margaret

LAST NAME*
Thornfield

PHONE NUMBER*
(434) 555-7821

CELL NUMBER

Blue Ridge Heritage Winery (Winery)

PRIMARY CONTACT

ACCOUNT TYPE

- Account Owner
- Account Manager
 - Account Managers mirror the capabilities of Account Owners, but are not listed as the business owner for administrative purposes
- Account User

BACK SAVE

- To download an Excel or CSV report for all your users, select 'Download Excel' or 'Download CSV'.

Manage Users ADD NEW USER

Search Users

FULL NAME LOGIN/EMAIL ESTABLISHMENT NAME RESET

Margaret Thornfield

DOWNLOAD EXCEL **DOWNLOAD CSV**

Full Name	Login/Email	Type	Establishment Name	Role	Licensure	Status
Margaret Thornfield	email@email.com	Winery	Blue Ridge Heritage Winery	Owner	VWDC	Active

10 entries per page Showing 1 to 1 of 1 entry

« < 1 > »