



BASSET Requirements

BASSET cards are valid for 3 years in Illinois. If you are a server, seller, bartender or security personnel, you are required by law to be BASSET certified in order to work in any establishment that sells or serves alcohol.

DON'T FORGET TO CHECK YOUR BASSET CARD EXPIRATION DATE.

IF YOU RECEIVED YOUR BASSET CERTIFICATION IN 2023, YOUR CERTIFICATION WILL EXPIRE IN 2026.

Certifications issued

January 2023	EXPIRED
February 2023	
March 2023	
April 2023	
May 2023	
June 2023	
July 2023	
August 2023	
September 2023	
October 2023	
November 2023	
December 2023	



Top Titles

Page 2: ILCC Portal

Page 3: Register Account / Request Access

Page 4-7: Apply for License or Permit

Page 8-10: Create Training Course / Submit Roster

Page 11: Summary



FAQs

Q: When will the Illinois Liquor Control & Compliance Portal (ILCC Portal) be available for licensees?

A: Starting in February 2026.

Q: I want to receive updates from the ILCC. Where do I go?

A: You can subscribe to our mailing list [here](#).

Did You Know?

If a BASSET trainer is found training with an expired license, the BASSET trainer will be fined, and the students will have to retake the 4-hour training class to receive their certificate. If the BASSET trainer charged a fee for the training, students must work with the trainer to request a refund.



ILCC.BASSET@illinois.gov

BASSET BULLETIN

Dear Licensees,

Starting **February 11, 2026**, the ILCC is pausing all license renewals in MyTaxIllinois to prepare for the transition to the new **ILCC Portal**.

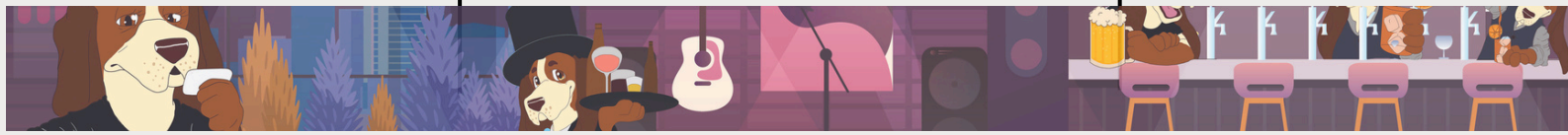
Licensees are encouraged to submit January and February renewals **before February 11, 2026**, to ensure a smooth renewal process. Waiting until your renewal deadline may result in processing delays as the transition occurs.

With the exception of tax reporting, **licensees will lose access to the Liquor Licensing application capabilities in MyTaxIllinois at 5pm CST on February 11, 2026.**

Recommended next steps for licensees:

1. Log into MyTaxIllinois
2. **Archive your LetterID** before February 10, 2026
3. Submit your renewal as early as possible, no later than February 11, 2026
4. Plan for the Ownership/Officer of the Business to claim their account in the new **ILCC Portal**
5. Visit the new [ILCC Portal FAQ](#)

Early action will help avoid disruption and ensure timely renewal. **Licensees will not be able to access the new ILCC Portal until after the transition period.** However, **licensees will be able to create an ILogin account and view the ILCC Portal “Coming Soon” Icon in the ILogin Dashboard.**



BASSET BULLETIN

Step 1: “Register Account / Request Access”

Licensing and Permit

Apply for, renew, and track your business licenses

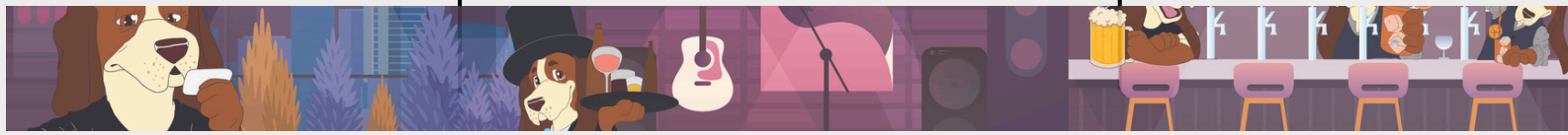
[Apply for License or Permit](#) [Register Account / Request Access](#) ← ← ←

Use this form to register your business with the ILCC and to request access to existing businesses. Businesses already registered with the ILCC are still required to request access to claim the existing business within the **ILCC Portal**.

Licensees will be prompted to enter identifying information and to upload supporting documentation for their specific businesses.

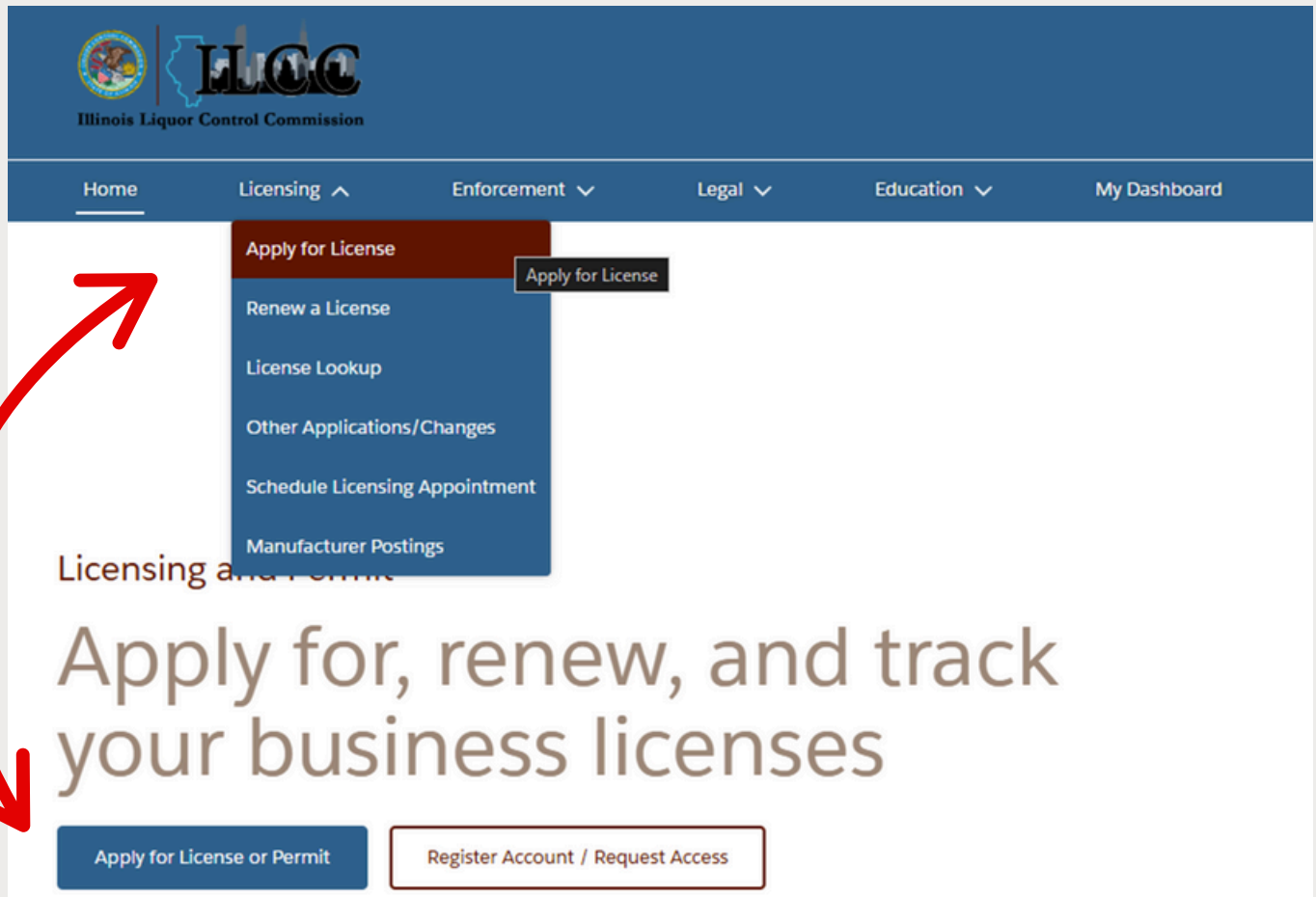
NOTE: The ILCC will review your submission request and send a **confirmation or denial notification**.





BASSET BULLETIN

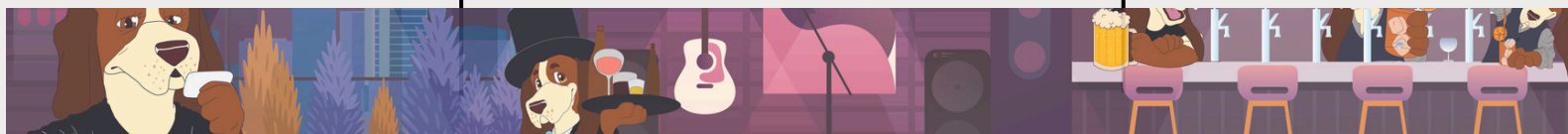
Step 2: “Apply for License or Permit”



Use this form to select your license application type. **NOTE:** This is **only for current BASSET licensees**. The ILCC is **NOT** accepting new BASSET applications at this time.

	BASSET Beverage Alcohol Sellers & Servers Education Training (BASSET)
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Next



BASSET BULLETIN

Step 2 continued: Completing your Application

NOTE: You must receive a confirmation notification from the ILCC for “Step 1” before you can apply for your license in “Step 2.”

You will see the below screen if your “Step 1: Register Account / Request Access” hasn’t been confirmed. **Please wait for a confirmation notification.**

Application Information

* Business Account

Error: Business Account is required.

Steps

- ☒ Application Information
- ☐ Licensee
- ☐ Address
- ☐ Owner(s)
- ☐ Eligibility
- ☐ Questionnaire
- ☐ Trainer Information
- ☐ Additional Attachments
- ☐ Summary
- ☐ E-Signature
- ☐ Submit Application
- ☐ Payment
- ☐ Confirmation

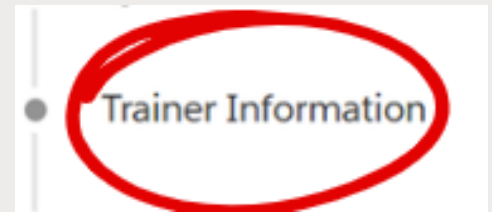
Once you are approved for “Step 1,” you will complete the steps listed on the right screen to submit your license application.

NOTE: The ILCC will review your application and send a **confirmation or denial notification.**

BASSET BULLETIN

Step 2 continued: “Trainer Information”

You must submit contact details for each trainer working under your license as an employee or contractor. Unidentified trainers will not be allowed to upload rosters, causing delays in students receiving their BASSET card.



Trainer Information

Trainer Information

FIRST NAME	LAST NAME
Bentley	BASSET

Save for later

New

Previous Next



Trainer Information

* First Name

* Last Name

Error: First Name is required.

* Phone Number

* Email Address

* Enter Address

* Street

* City

* County

* State

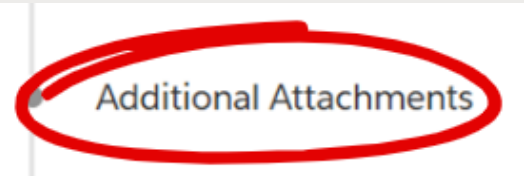
* Zip Code

BASSET BULLETIN

Step 2 continued: “Additional Attachments”

You must submit the following with your application:

1. BASSET presentation
2. Course completion certificate
3. Tests given before and after the BASSET course
4. Any additional materials used during the course



Additional Attachments

Attach Optional Attachments/Correspondences

 Upload Files Or drop files

* Attach a copy of training curriculum

 Upload Files Or drop files

* Attach a copy of the certificate of course completion

 Upload Files Or drop files

* Attach a copy of the pre- and post-tests given to course participants

 Upload Files Or drop files

* Attach a copy of any instructional materials used in the course

 Upload Files Or drop files

[Save for later](#)

BASSET BULLETIN

Step 3: “Create Training Courses”



Trainers must create training courses for their roster submissions.

The naming convention for the training courses is as follows:

[5A#_Company Name_Date Range of Classes] ←

Create a New Training Course

for iletwoe uattwo

* License Number

* Course Name

Description

Next

The screenshot shows the 'Create a New Training Course' form. The 'License Number' field contains '5A-0001225'. The 'Course Name' field contains '5A-0001225_ILCC_1-26-2026 to 1-30-2026', with red arrows pointing to the underscore and the date range. The 'Description' field has a placeholder text: 'Enter a description to help you identify the course, i.e. (online/in-person, #of students trained, etc)'. A 'Next' button is at the bottom right.

Trainers may also enter a description/notes for each training course.

BASSET BULLETIN

Step 4: “Submit Roster”



Per the statute, **trainers must submit student rosters within 10 days of the actual class.**

Trainers may continue to submit rosters every **10th, 20th, and 30th** of the month to meet this requirement.

Trainers may also choose to submit rosters sooner, say, every day or every two days, for example. **As long as each roster is submitted within 10 days of the class.**

Download Roster File Template

Course Selection for upload

Courses

5A-0001225_ILCC_1-26-2026 to 1-30-2026

If you have not yet created this course, you can do so from the training account using the **New Training Course** button

Next

Download Roster File Template

Files submitted for upload:

[Roster Upload Test.csv]

Back Upload

The roster **must** be saved as a **.csv file**

The file type will show on your dropdown as:

Roster Upload Test

CSV (Comma delimited) (*.csv)

BASSET BULLETIN**Step 4 continued: “Submit Roster”**

NOTE: Trainers must use the provided roster template for all submissions.

Roster requirements will be provided on the **ILCC Portal**. Any deviation will result in upload failure.

Upon successful upload, **students will receive their BASSET cards via email.**

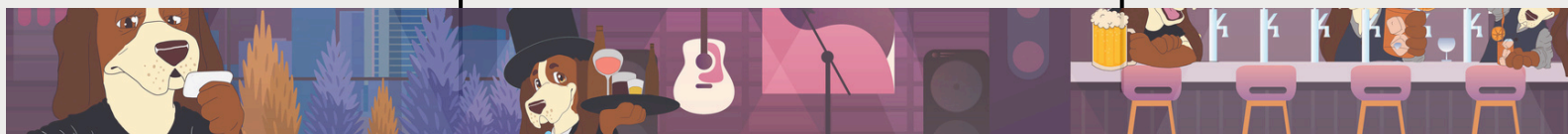


NOTE: Trainers are responsible for reviewing, uploading, and correcting their rosters. The ILCC will not complete this step for trainers.

Ample training materials for using the **ILCC Portal** will be provided.

Trainers that consistently fail to submit their rosters correctly and on-time will be placed on probationary status.





BASSET BULLETIN

Summary

The ILCC Portal is going live in February 2026. Review the ILCC Portal FAQs [here](#).

Starting **February 11, 2026**, the ILCC is **pausing all licensee activities** in MyTaxIllinois, **including access to BASSET cards online**.

Licensees are encouraged to submit January and February renewals **before February 11, 2026**, to ensure a smooth renewal process.

Licensees will **not** be able to access the new **ILCC Portal** until after the transition period.



5A BASSET licensees must register their accounts and request access ([page 3](#)), submit a complete license application ([page 4-7](#)), create training courses ([page 8](#)), and submit rosters ([page 9-10](#)).



Ample training materials for using the ILCC Portal will be provided.

