

*Levy*

# SERVSAFE

**Responsible Alcohol  
Service VOLUNTEER / TEMP /  
SUBCONTRACTOR USER GUIDE**



## VOLUNTEER / TEMP / SUBCONTRACTOR SERVSAFE REQUIRED TRAINING

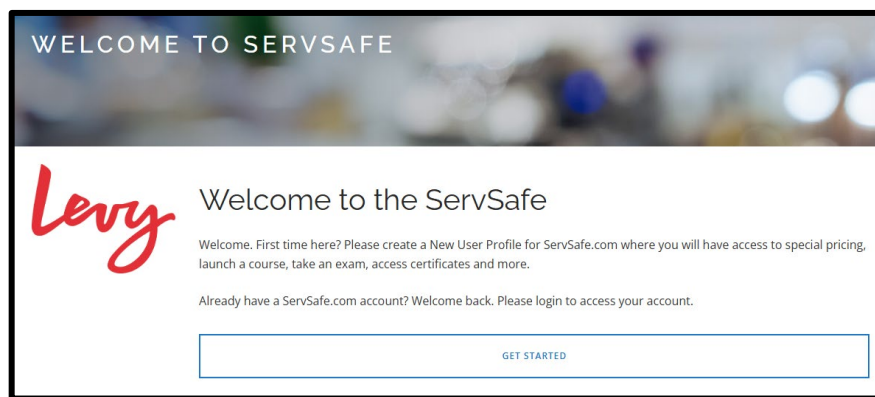
One may not sell or serve alcohol at any Levy locations unless they have completed the required training below. If you have any questions, please reach out to your Levy HR partner.

1. Watch a short Levy orientation video found at [Volunteer/Temp/Subcontractor Orientation and RAS Training](#)
2. It is legally required to complete ServSafe Alcohol Certification training. This state-recognized certificate is valid for three (3) years

*\*If you currently have a valid ServSafe Alcohol certification (or state-specific equivalent), you do not need to complete\**

To complete ServSafe Alcohol Certification, follow the steps below:

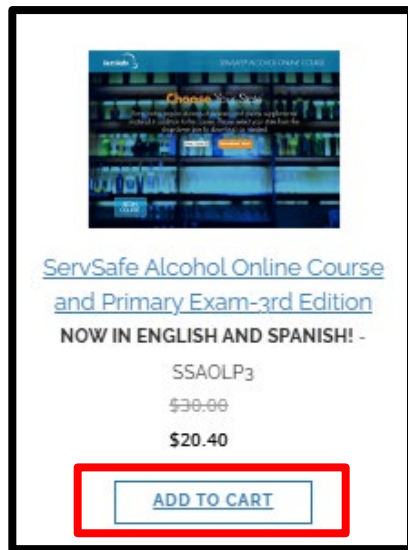
Visit the [Levy Discount Portal](#) and create a new account or login using your current login.



After logged in, click on 'ServSafe Alcohol' at the top. Then enter the state you're serving alcohol in and click 'Submit'.

A screenshot of the ServSafe website's training selection interface. At the top, there is a blue header with "① GETTING STARTED GUIDE" on the left and "LOGIN / CREATE ACCOUNT" on the right. Below the header is a navigation bar with several links: "SERVSAFE MANAGER", "SERVSAFE FOOD HANDLER", "SERVSAFE ALCOHOL", "SERVSAFE ACADEMIC", "SERVSAFE ALLERGENS", and "SERVSAFE WORK". The "SERVSAFE ALCOHOL" link is highlighted with a red rectangle. Below the navigation bar is a large blue box with a white circle containing a scale icon at the top. Inside the blue box, it says "Get Started Now". Below this, there is a paragraph: "Alcohol service involves many risks. Prepare yourself to handle these risks with responsible alcohol training from a trusted and experienced source, the National Restaurant Association." At the bottom of the blue box, there is a white input field with the placeholder text "ENTER STATE OR PROVINCE", which is highlighted with a red rectangle. Below the input field is a blue button labeled "SUBMIT", which is also highlighted with a red rectangle and a red arrow pointing to it.

Add the discounted ServSafe Alcohol Online Course and Primary Exam – 3rd Edition to your cart. Click '[View Your Cart](#)', then '[Checkout](#)'. Continue with the payment process to complete.

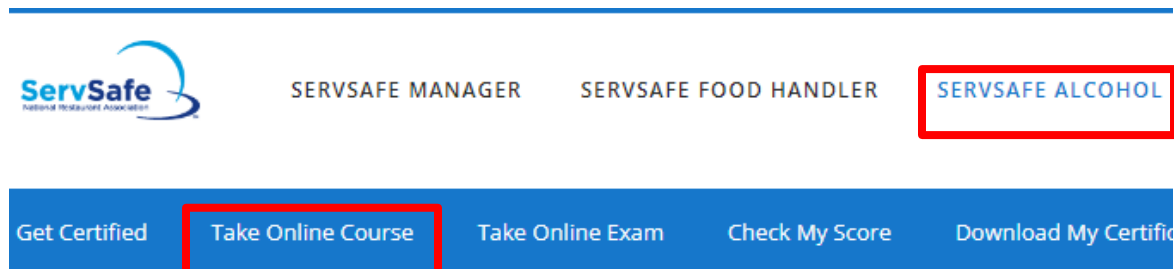


**NOTE:** the provided portal and discount is ONLY applicable to anyone working at a Levy location - activity is monitored. Any distribution of this portal outside of intended purposes may result in termination of the team member and associated group/company.

**To take your online course:**

Click on '[ServSafe Alcohol](#)' at the top of the screen, scroll down and select '[Take Online Course](#)'

Click '[Launch](#)' next to the ServSafe Alcohol Course.



Complete the online course. When finished click on '[Take Online Exam](#)'.

Select the state specific alcohol exam from the dropdown options. If your state does not appear, select '[Primary ServSafe Alcohol Exam](#)'.

Your exam access code will populate automatically, click '[Continue](#)' to start your exam.

You will be notified if you have passed or failed immediately after the exam. After 48 hours you will be able to print your certificate any time you need it by going to Certificates, then View/Print Certificates. Certificates are valid for three years.