



# Licensee Automatic Renewal Program QRG



# Table of Contents

1. [Enroll in the Automatic Renewal Program:](#)

→ [Begin Enrollment via New Application](#)

→ [Begin Enrollment via Renewal Application](#)

2. [Un-enroll from the Automatic Renewal Program](#)

3. [Report Criminal Violation](#)

4. [Update Wallet Payment Method](#)

5. [Update Default Payment Account](#)



# **Enroll in the Automatic Renewal Program**



# Methods to Enroll in the Automatic Renewal Program

## Information

### **New Application for a New License:**

- Upon applying for a new License, an Applicant/Licensee will be given the opportunity to enroll in the Automatic Renewal Program.
- To enroll in the Automatic Renewal Program while filing for a new License, please see [Slide 5](#).

### **Renewal Application for an Existing License:**

- When applying for a renewal of an existing License, a Licensee will be given the opportunity to enroll in the Automatic Renewal Program.
- To enroll in the Automatic Renewal Program while filing for the renewal of an existing License, please see [Slide 10](#).

**Important Notes:** *If you are unable to locate the Automatic Renewal step on your application, Please contact ABD.*



# **Begin Enrollment via New Application**



# Enroll in the Automatic Renewal Program - New License Application

The screenshot shows the eLAPS Portal interface. At the top, there is a navigation bar with the Alcoholic Beverages Division logo, the LAPS (Licensing and Permitting System) logo, and user information for Todd Kroll. A sidebar on the left lists various menu items under 'Permits' and 'My Company's'. The main content area displays a welcome message and an 'Action List' section with instructions on how to create new applications. Below this, there are tabs for 'Applications', 'License(s)', and 'Tickets'. A search form is present with fields for 'Application Number', 'License Number', and 'Application Status', along with a 'Search' button. A specific application entry is shown with details like 'Test Business - LE0003981' and a 'Continue' button.

## Instructions

Log into the **eLAPS** Portal.

## Key Points

No key points



# Enroll in the Automatic Renewal Program - New License Application

## Instructions

- To enroll a new application, navigate to the **Action List** tab.
- Click the **Apply for New Application** button from the New Application grid.

## Key Points

No key points



# Step: License or Permit Type

The screenshot shows the LAPS web application interface. At the top, there is a header with the Alcoholic Beverages Division logo and the LAPS logo. The user is logged in as Todd Kroll. The main content area is titled "New Application (App-170839)" and includes buttons for "Exit", "Save and Exit", and "Print Application". A vertical navigation menu on the left lists various steps: License or Permit Type (selected), Privileges / Sub-Permits, Premises, Ownership, Criminal History / Violations, Bond Verification, Document Upload, Review, Automatic Renewal, Attestation / Endorsement, and Payment. The main form area is titled "License/Permit Type" and contains three dropdown menus: "License or Permit Type" (set to "Class E Retail Alcohol License (LE)"), "Length of License Requested (Choose one of the following):" (set to "12 Months"), and "Tentative Effective Date" (set to "Dec 1, 2022"). At the bottom right of the form, there are two buttons: "Back to Home" and "Next", with the "Next" button highlighted by a red box.

## Instructions

- Select the appropriate **License Type** from the drop-down.
- Select 12 Months as the **Length of License Requested**.
- Select the **Tentative Effective Date** from the calendar.
- Click **Next**.

## Key Points

- License types eligible for the Automatic Renewal Program:
  - Class "E" Retail Alcohol License
  - Brewer's Certificate of Compliance
  - Vintner's Certificate of Compliance
  - Distiller's Certificate of Compliance
  - Wine Direct Shipper Permit





## Information

- Continue with the application until you reach the **Automatic Renewal** step.
- Navigate to step [Slide 15](#) (Automatic Renewal Step) and follow the steps to enroll in the Automatic Renewal Program.



# Begin Enrollment via Renewal Application



# Enroll in the Automatic Renewal Program - Existing License Application

The screenshot shows the eLAPS portal interface. The top navigation bar includes the Alcoholic Beverages Division logo, the LAPS logo, and user information for Todd Kroll. The left sidebar contains a 'Permits' section with 'Upcoming Renewals' highlighted in a red box. The main content area has tabs for 'Applications', 'License(s)', and 'Tickets'. Below the tabs is a search bar with fields for 'Application Number', 'License Number', and 'Application Status'. Two application cards are displayed, each with a 'Continue' button. The first card is for a 'Class E Retail Alcohol License' with application number App-170860. The second card is for a 'Charity Beer, Spirits, and Wine Special Event License' with application number App-170874. Both applications are in 'In Progress' status.

## Instructions

- Log into the **eLAPS** Portal.
- Navigate to the **Upcoming Renewals** tab.

## Key Points

No key points



# Create a Renewal Application via Upcoming Renewals

**Permits**

- Dashboard
- Action List
- Upcoming Renewals**
- Update Wallet Payment Method
- Revision Requests (0)
- Outstanding Payments (0)
- Print or View My License(s)
- View all Applications

**My Company's**

- Contacts (0)
- Refund Payments
- Tax Reporting
- Shipping Reports

**Other**

- Generate Report
- Public Database
- My Profile

## Renewals

Renewal Applications

Test 987 - CB0001555  
Premise Street : 1918 Southeast I  
Application Number : App-170791   
Brewer's Certificate of Compli

>	Application Type	Effective Date	Expiration Date	Application Status	License Length
	New	2022-01-21	2023-01-20	Active	12 Month

testing inactive sos - LE00039  
Premise Street : 1918 Southeast I  
Application Number : App-170770   
Class E Retail Alcohol License

>	Application Type	Effective Date	Expiration Date	Application Status	License Length
	New	2022-01-21	2023-01-20	Active	12 Month

## Instructions

- Go to the Application you wish to renew.
- Click **Renew** to continue.

## Key Points

Renewal applications become available 70 days prior to the expiration date of the license.



# Step: License or Permit Type

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database Todd Kröll

New Application (App-170839) Exit Save and Exit Print Application

License or Permit Type

License or Permit Type: Class E Retail Alcohol License

Length of License Requested (Choose one of the following): 12 Month

\*Tentative Effective Date: Dec 1, 2022

Back to Home Next

License or Permit Type

Privileges / Sub-Permits

Premises

Ownership

Criminal History / Violations

Bond Verification

Document Upload

Review

Automatic Renewal

Attestation / Endorsement

Payment

## Instructions

- Review the License/Permit Type. Validate that this application is for a License/Permit Type eligible for the Automatic Renewal Program.
- Click **Next**.

## Key Points

No key points.



## Information

- Continue with the application until you reach the **Automatic Renewal** step.
- Navigate to step [Slide 15](#) (Automatic Renewal Step) and follow the steps to enroll in the Automatic Renewal Program.



# Step: Automatic Renewal - Indicate Intent to Enroll

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database Todd Kroll

New Application (App-170839) Exit Save and Exit Print Application

License or Permit Type ✓

Privileges / Sub-Permits ✓

Premises ✓

Ownership ✓

Criminal History / Violations ✓

Bond Verification ✓

Document Upload ✓

Review ✓

**Automatic Renewal**

Attestation / Endorsement ○

Payment ○

**Automatic Renewal** NEED HELP ?

\* Do you wish to enroll in the Automatic Renewal Program at this time?

Yes

Automatic Renewal of Class "E" Retail Alcohol Licenses, Distiller's/Brewer's/Vintner's Certificates of Compliance, and Wine Direct Shipper's Permits

Pursuant to Iowa Code sections 123.35(2), 123.35(3), and 123.35(4), the Iowa Alcoholic Beverages Division (ABD) offers an automatic renewal program (Program) where a class "E" retail alcohol license, distiller's/brewer's/vintner's certificate of compliance, or wine direct shipper's permit can be automatically renewed on an annual basis without the endorsement of a local authority or approval by the ABD Administrator upon collection of the annual renewal fee. The holder of a class "E" retail alcohol license, distiller's/brewer's/vintner's certificate of compliance, or wine direct shipper's permit (Applicant) choosing to participate in the Program shall abide by the following terms and conditions.

1. The Applicant will only be enrolled in the Program after giving consent to ABD, in writing via ABD's eLAPS system, to participate in the Program.
  - If the Applicant does not give consent to be enrolled in the Program, the Applicant will be responsible for manually renewing their license, certificate, or permit annually by submitting a renewal application electronically or in a manner prescribed by the ABD Administrator.
  - The Applicant may withdraw consent and unenroll from the Program up to 51 days prior to the expiration date of the Applicant's license, certificate, or permit. The Applicant must submit to ABD, in writing via the eLAPS system, their withdrawal of consent in order to be unenrolled from the Program.
2. By consenting to participate in the Program, the Applicant also gives consent to ABD to store the Applicant's designated payment method (bank account or credit card) and corresponding information, and to use the stored information to collect the applicable annual renewal fee amount due at the time of automatic renewal.
  - ABD will attempt to automatically collect payment of the applicable annual fee amount due via the Applicant's designated payment method (bank account or creditcard) 50 calendar days prior to the expiration date of the Applicant's current license, certificate, or permit.

## Instructions

Select **Yes** from the drop-down to enroll in the Automatic Renewal Program.

## Key Points

- By selecting "Yes" in response to this question, you are acknowledging that you have read, understood, and agreed to the terms and conditions set forth in the text displayed on this step of the Application.



# Step: Automatic Renewal- Register Method of Payment

The screenshot shows the LAPS (Licensing and Permitting System) interface. The top navigation bar includes the ALCOHOLIC BEVERAGES DIVISION logo, the LAPS logo, and links for Home, Public Database, and a user profile for Todd Kroll. A vertical sidebar on the left lists various steps in the process, with 'Automatic Renewal' selected and highlighted in blue. The main content area displays instructions for the automatic renewal process, including a list of conditions under which automatic renewal will not occur. At the bottom of the main content area, there is a 'Register' button highlighted with a red box, and 'Previous' and 'Next' buttons.

## Instructions

Scroll all the way to the bottom of the page, click the **Register** button to add the payment method.

## Key Points

No key points





# Step: Automatic Renewal- Register Method of Payment

The screenshot shows the 'Add Payment Method' form in the LAPS system. The form has two tabs: 'CREDIT CARD' (selected) and 'E-CHECK'. Under 'Cards Accepted', logos for VISA, MasterCard, DISCOVER, AMERICAN EXPRESS, and Discover are shown. The 'CREDIT CARD INFORMATION' section includes fields for 'Name on Card', 'Card Nickname', 'Card Number', and 'Expiration Date' (with a 'MM / YY' placeholder). The 'BILLING INFORMATION' section includes fields for 'Street 1' and 'Street 2'. A 'Cancel and Close' button is at the bottom right. The background shows the LAPS interface with a sidebar menu and a top navigation bar.

## Instructions

- Select the payment method.
- Fill in all the required Account information.

## Key Points

No key points



# Step: Automatic Renewal- Register Method of Payment

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS

Home Public Database Todd Kroll

Add Payment Method

MM / YY

BILLING INFORMATION

Street 1 Street 2

Postal Code

City State/Province

**SAVE PAYMENT METHOD**

Cancel and Close

## Instructions

- Fill in all the required Billing information.
- Click the **Save Payment Method**.

## Key Points

The registered payment method will be used for payment of the annual renewal fee during automatic renewal of the license next year.



# Step : Automatic Renewal - Select a Method of Payment

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database Todd Krill

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Bond Verification
- Document Upload
- Review
- Automatic Renewal**
- Attestation / Endorsement
- Payment

The Applicant's licensed premises no longer constitutes a safe and proper place or building, or does not conform with all applicable federal, state, and local laws, orders, ordinances, rules, resolutions, and health and fire regulations (class "E" retail alcohol licensees only).

The local authority having jurisdiction over the Applicant has notified ABD that automatic renewal should not occur and that further review of the Applicant by ABD and the local authority is warranted (class "E" retail alcohol licensees only).

6. If automatic renewal will not occur due to one of the conditions outlined in section 5, ABD will notify the Applicant in writing.

7. If automatic renewal does occur, the Applicant will receive a copy of their renewed license, certificate, or permit electronically via email.

Please indicate whether you wish to enroll in the Automatic Renewal Program at this time by answering the question below.

By choosing "Yes" you are indicating that you have read, understand, and agree to the terms and conditions of the automatic renewal program and give ABD consent to enroll your license, certificate, or permit in the program.

By choosing "No" you are indicating that you understand you will be responsible for renewing your license, certificate, or permit next year by manually submitting a renewal application and payment for the annual renewal fee.

Card Number	Expiry	Action	Action
XXXX-XXXX-XXXX-1111	08/2026	<a href="#">Update</a>	<a href="#">Delete</a>

[Add Payment Method](#)

[Previous](#) [Next](#)

## Instructions

Scroll all the way to the bottom of the page, verify the payment method details and then click **Next**.

## Key Points

No key points



# Step: Attestation / Endorsement

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database Todd Kroll

New Application (App-170839) Exit Save and Exit Print Application

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Bond Verification
- Document Upload
- Review
- Automatic Renewal
- Attestation / Endorsement**
- Payment

**Attestation / Endorsement** NEED HELP ?

**Terms and Conditions**

This application must be completed by a person listed in the Ownership Section. I hereby declare that all information contained in the Application is true and correct. I understand that misrepresentation of material facts in the Application is a crime and grounds for denial of the license or permit under Iowa law. I further understand that, as a condition of receiving a license, the licensed premises is subject to inspection during business hours by appropriate local, state, and federal officials.

**Agree with terms**

You are submitting your application which will initiate the application review process. You will receive notifications via Email and SMS (if opted in) as this application moves through the review process. You may check on its status and respond to any actions required by returning to eLAPS.

I hereby declare that the information provided on this Application to be true and accurate and agree to the terms and conditions outlined above.

\* Name  Attestation Date

Previous **Next**

## Instructions

- Read the Attestation/Endorsement section carefully, select the check box to provide your consent.
- Enter the full **Name** and then click **Next** to proceed to the Payment section.

## Key Points

The Name will need to be entered exactly how it was typed on the Ownership page.



# Step: Payment

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database Todd Kröll

New Application (App-170839) Exit Save and Exit Print Application

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Ownership
- Criminal History / Violations
- Bond Verification
- Document Upload
- Review
- Automatic Renewal
- Attestation / Endorsement
- Payment

Payment NEED HELP?

Payment Breakdown

Class E Retail Alcohol License	Regular Fees	\$2,500.00
	Subtotal	\$2,500.00
Grand Total		\$2,500.00

Pay Now

⚠ Upon successful completion of the payment, your application will be automatically submitted.

Previous Submit

## Instructions

- To submit the application make a necessary payment.
- To complete the payment click the **Pay Now** button.

## Key Points

- **Please Note:** The method of payment information provided on the Automatic Renewal step is saved for future automatic renewals, and is not used to process payment for the current application being submitted.
- Payment still needs to be processed via the payment gateway in order to pay and submit the application for review.



# Step: Payment (Contd...)

The screenshot shows the LAPS interface for a 'New Application (App-170839)'. The left sidebar lists steps: License or Permit Type, Privileges / Sub-Permits, Premises, Ownership, Criminal History / Violations, Bond Verification, Document Upload, Review, Automatic Renewal, Attestation / Endorsement, and Payment. The 'Payment' step is currently active. A modal window titled 'Information' is displayed, containing the following text: 'Alert! Please be aware that your Application is not automatically submitted after paying via the Payment Gateway. Once clicking the button below, you will be navigated away from eLAPS to a third party Payment Gateway to process your payment. Once that payment is successfully processed, please be sure to return to eLAPS and continue through this step to submission. Your Application will not be processed until it is officially submitted via eLAPS, so please be sure to receive that confirmation message on screen and in your email.' Below the text are two buttons: 'Credit Card Payment' and 'ACH Payment', both of which are highlighted with a red border. Other buttons visible include 'Exit', 'Save and Exit', 'Print Application', 'NEED HELP?', 'Previous', and 'Submit'. A warning message at the bottom of the modal states: 'Upon successful completion of the payment, your application will be automatically submitted.'

## Instructions

- Read the Information carefully and select the payment method. You will then be redirected to the payment gateway page.

## Key Points

No key points



# Payment Gateway Page

**State of Iowa, ABD License & Tax Fee(s)**

For eCheck/ACH payments, ensure your bank has released any debit blocks for Originating ID N426004579. In the event a payment is dishonored due to insufficient funds or any other return reason, a \$20 return fee will be assessed.

Acceptable Payment Type(s): **ACH (E-check), Discover, Master Card, Visa**

For this invoice, using Credit Card the fee is \$2.5

**\*Item Total: \$2,500.00** Expires: November 17, 2022 at 11:59:59 PM

Description	Unit Price	Qty	Price
App-170839	\$2,500.00	1	\$2,500.00

[Cancel](#) [Pay Now](#) [Add to Cart](#) [Ask Me](#)

## Instructions

Review the order and then click **Pay Now**.

## Key Points

No key points



# Payment Gateway Page (Contd...)

Powered by gov2go

TEST Environment Sign In

## Pay Now

1 Payment info 2 Summary & Checkout 3 Confirmation

Creating a Gov2Go account allows users to quickly access stored payment methods.  
[\(Sign in or Create Account\)](#)

**State of Iowa, ABD License & Tax Fee(s)**

For eCheck/ACH payments, ensure your bank has released any debit blocks for Originating ID N426004579. In the event a payment is dishonored due to insufficient funds or any other return reason, a \$20 return fee will be assessed.

Acceptable Payment Type(s): **ACH (E-check), Discover, Master Card, Visa**

For this invoice, using Credit Card the fee is \$2.5

**\*Item Total: \$2,500.00**  
Expires: November 17, 2022 at 11:59:59 PM

Description	Unit Price	Qty	Price
App-170839	\$2,500.00	1	\$2,500.00

Pay with a saved payment option

[Sign in/ Create an account](#)

Or pay one-time with

[ACH/E-Check](#) [Credit/Debit](#)

## Instructions

Select the payment method option to proceed further.

## Key Points

No key points





# Payment Gateway Page (Contd...)

**Pay Now**

1 Payment Info 2 Summary & Checkout 3 Confirmation

Creating a Gov2Go account allows users to quickly access stored payment methods.  
(Sign In or Create Account)

**State of Iowa, ABD License & Tax Fee(s)**

For eCheck/ACH payments, ensure your bank has released any debit blocks for Originating ID N426004579. In the event a payment is dishonored due to insufficient funds or any other return reason, a \$20 return fee will be assessed.

Acceptable Payment Type(s): ACH (E-check), Discover, Master Card, Visa

For this invoice, using Credit Card the fee is \$2.5

Description	Unit Price	Qty	Price
App-170839	\$2,500.00	1	\$2,500.00

\*Item Total: \$2,500.00  
Expires: November 17, 2022 at 11:59:59 PM

Cards Accepted: DISCOVER, MASTERCARD, VISA

**CREDIT CARD INFORMATION**

Name on Card: John Smith  
Card Number: 4111 1111 1111 1111  
Expiration Date: 04/25  
CVC/CVV Code: 333

**BILLING INFORMATION**

Street Address or PO Box: 988  
Apartment, Suite, Building: #453  
Country: United States of America  
City: Des Moines  
Postal Code: 50309  
State/Province: IA

**Next**

## Instructions

Fill in all the requested billing details and click **Next**.

## Key Points

No key points



# Payment Gateway Page (Contd...)

**Payment Gateway Page (Contd...)**

Powered by govzgo

TEST Environment

Sign In

1 Payment Info

2 Summary & Checkout

3 Confirmation

**Billing Information**

Name:  
John Smith

Address:  
988  
Des Moines, IA 50309  
USA

**State of Iowa, ABD License & Tax Fee(s)**

For eCheck/ACH payments, ensure your bank has released any debit blocks for Originating ID N426004579. In the event a payment is dishonored due to insufficient funds or any other return reason, a \$20 return fee will be assessed.

Acceptable Payment Type(s): **ACH (E-check), Discover, Master Card, Visa**

For this invoice, using Credit Card the fee is \$2.5

Credit Card ending in:  
VISA \*\*\*\* \* 1111

**Item Total: \$2,502.50** Expires: November 17, 2022 at 11:59:59 PM

Description	Unit Price	Qty	Price
App-170839	\$2,500.00	1	\$2,500.00
Service Fee	\$2.50	1	\$2.50

Enter an email to receive your receipt

Enter your Email Address

Re-enter your Email Address

Back

**Process Payment**

## Instructions

- Review the Payment Information and enter the correct email address to receive the payment receipt.
- Click **Process Payment** to complete the payment.

## Key Points

No key points



# Payment Gateway Page (Contd...)

**Pay Now**

Payment Info Summary & Checkout Confirmation

**Congratulations!**  
Your order was successful.

Please check your email for information and a receipt regarding your recent order.

<b>Item name:</b>	State of Iowa, ABD License & Tax Fee(s)
Transaction ID:	66267162
Transaction Date:	11/17/2022
Amount:	\$2,502.50

For concerns regarding your transaction, contact Customer Care at:

- Phone: 515-281-7400 or 1-866-469-2223
- Email: [Accounting@iowaabd.com](mailto:Accounting@iowaabd.com)
- Web: <https://abd.iowa.gov/>

**Continue**

Ask Me

## Instructions

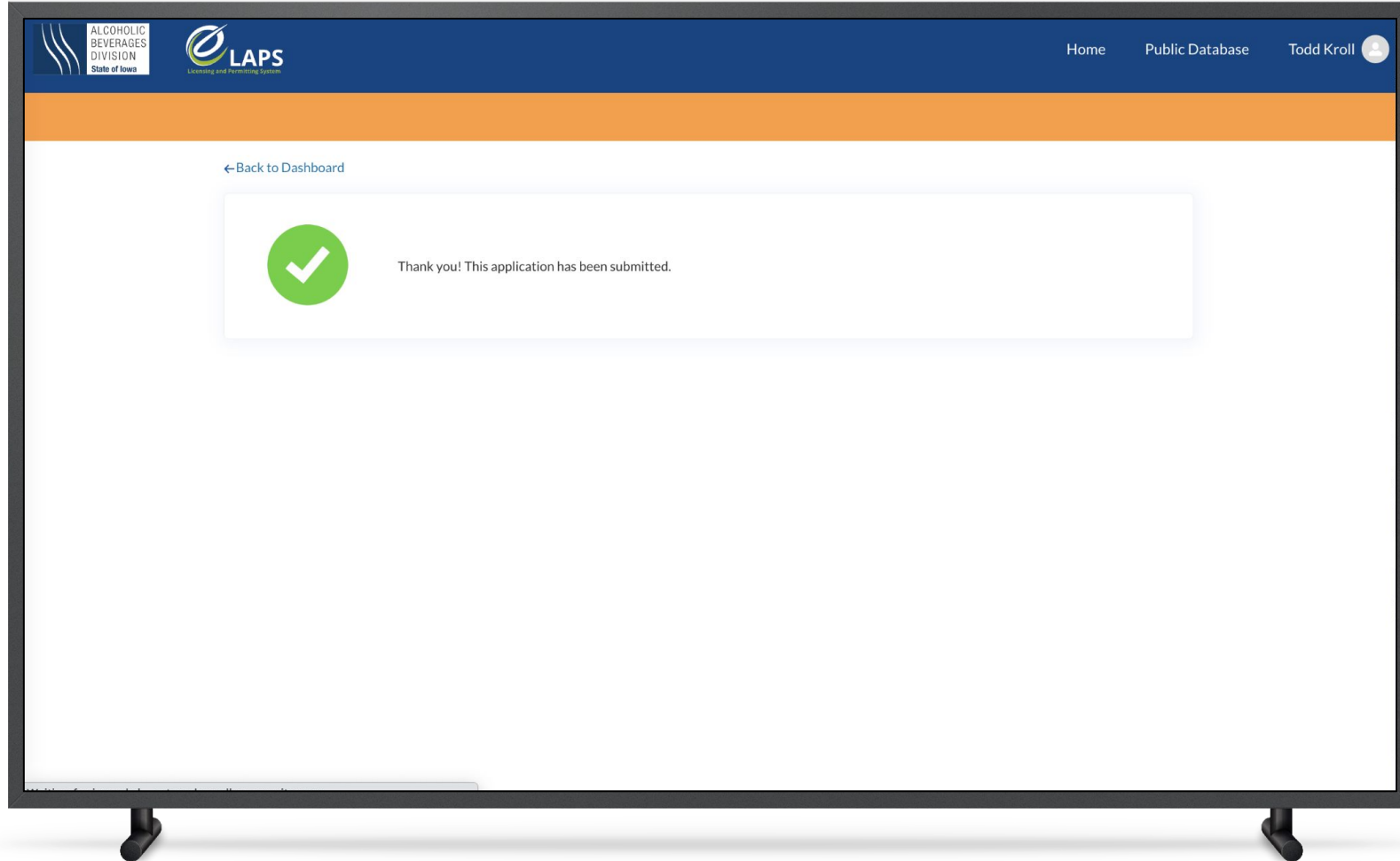
- Upon successful completion of payment, a congratulations message will be displayed.
- Click the Continue button. This will take you back to the application where it will be submitted upon return.

## Key Points

After you click the Continue button, no further action is required.



# Application Submission Message



## Instructions

Once the payment is completed, the application will be submitted automatically and a thank you message will be displayed.

## Key Points

No key points



# **Un-enroll from the Automatic Renewal Program**



# Un-enroll from the Automatic Renewal Program

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database Todd Kröll

Update, Premises Transfers...

Applications **License(s)** Tickets

License/Permit # License/Permit Type Search

License(s) Outdoor Service Letter(s) Temporary Transfer Letter(s)

LICENSE/PERMIT #	NAME OF BUSINESS DBA	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LE0003981	Test Business	Active	2022-12-31	2023-12-30	Enrolled	<a href="#">View/Print Application</a> <a href="#">Amend License</a> <a href="#">Download License</a> <a href="#">Report Criminal Violation</a> <a href="#">Un-enroll from Automatic Renewal</a> <a href="#">Update Default Payment Account</a>

## Instructions

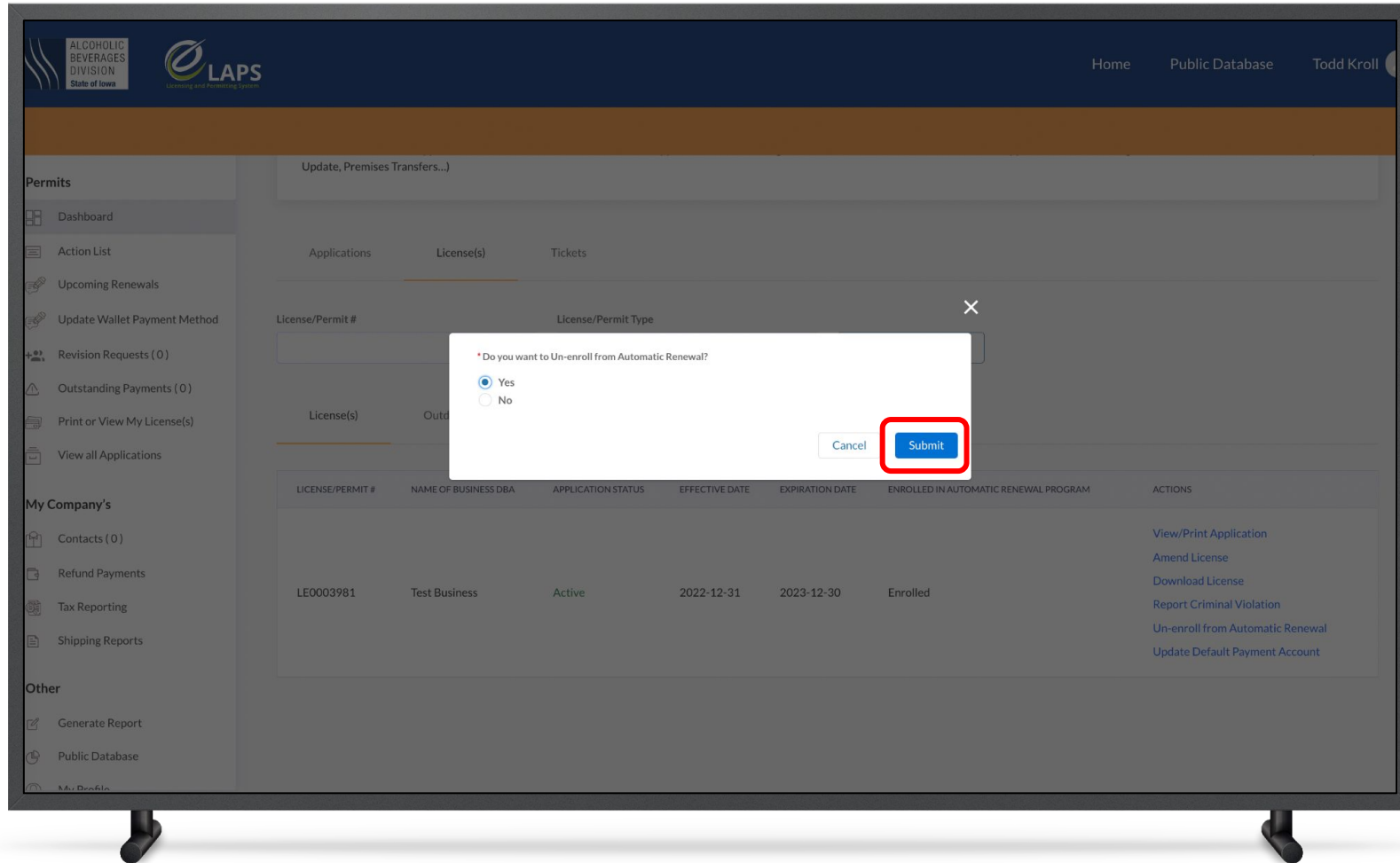
- Navigate to the **License(s)** tab.
- Go to the specific license record. To un-enroll, click the **Un-enroll from Automatic Renewal** Action button.

## Key Points

If you have a specific License Number to un-enroll, enter it and click the **Search** button.



# Un-enroll from the Automatic Renewal Program



## Instructions

- Select **Yes** to confirm to un-enroll from the Automatic Renewal Program.
- Click **Submit**.

## Key Points

By un-enrolling from the program, you will be required to log in to eLAPS and manually submit a renewal application and payment for the annual renewal fee when it's time to renew your license.



# Report Criminal Violation





# Report Criminal Violation

ALCOHOLIC BEVERAGES DIVISION State of Iowa LAPS Licensing and Permitting System

Home Public Database Todd Kröll

Update, Premises Transfers...)

Applications **License(s)** Tickets

License/Permit # License/Permit Type Search

License(s) Outdoor Service Letter(s) Temporary Transfer Letter(s)

LICENSE/PERMIT #	NAME OF BUSINESS DBA	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LE0003981	Test Business	Active	2022-12-31	2023-12-30	Enrolled	<a href="#">View/Print Application</a> <a href="#">Amend License</a> <a href="#">Download License</a> <a href="#">Report Criminal Violation</a> <a href="#">Un-enroll from Automatic Renewal</a> <a href="#">Update Default Payment Account</a>

## Instructions

- Navigate to the **License(s)** tab.
- Go to the specific license record. To report any criminal violation, click the **Report Criminal Violation** Action button.

## Key Points

If you have a specific License Number to report criminal violation, enter it and click the **Search** button.



# Report Criminal Violation

The screenshot shows the 'Criminal History' form on the LAPS website. The form has a title bar with 'Need Help?' and a search icon. Below the title bar, there are two checkboxes, both of which are checked. The first checkbox asks if the user needs to report a new felony violation for any owner indicated on this license. The second checkbox asks if the user needs to report any criminal violation (not including traffic violations, except those that are alcohol related) for an owner indicated on this license. Below the checkboxes, there is a text area labeled 'Test Violation details' with a red arrow pointing to it. At the bottom right of the form, there are two buttons: 'Exit' and 'Submit'. The 'Submit' button is highlighted with a red box.

## Instructions

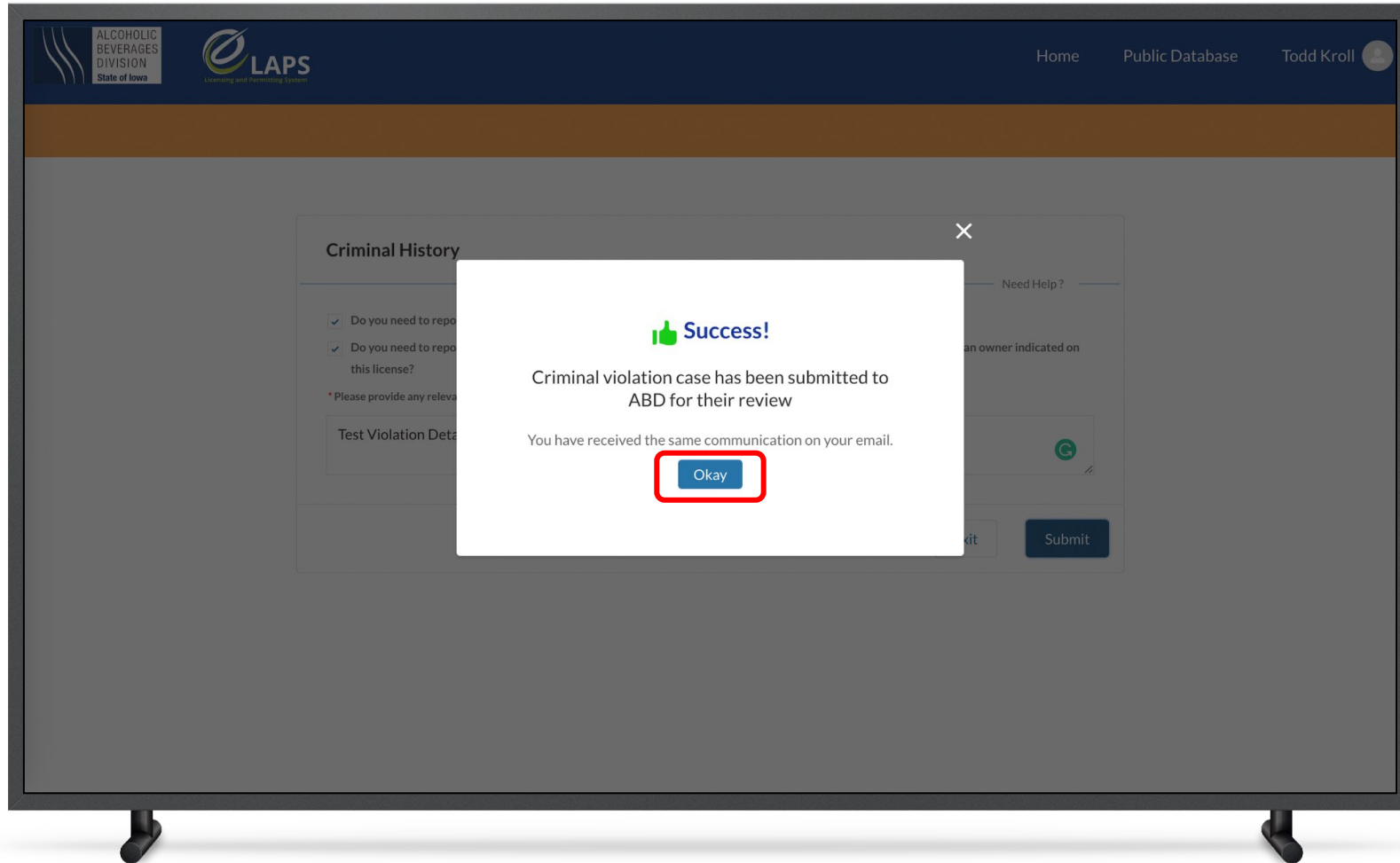
- Select the appropriate checkboxes and enter the relevant criminal violation details in the text box.
- Click **Submit**

## Key Points

ABD will review your criminal violation and will reach out if any further information is needed. In the meantime, you are able to proceed with normal business operations.



# Report Criminal Violation: Success Message



## Instructions

- When the criminal violation case is successfully submitted to ABD for review, a success message displays on the screen.
- To return to the dashboard, click **Okay**.

## Key Points

No key points



# Review Criminal Violation Tickets

ALCOHOLIC BEVERAGES DIVISION State of Iowa

LAPS Licensing and Permitting System

Home Public Database Todd Kröll

Permits

- Dashboard
- Action List
- Upcoming Renewals
- Update Wallet Payment Method
- Revision Requests (0)
- Outstanding Payments (0)
- Print or View My License(s)
- View all Applications

My Company's

- Contacts (0)
- Refund Payments
- Tax Reporting
- Shipping Reports

Other

- Generate Report

Hello, Welcome to the Alcoholic Beverages Division State of Iowa

Action List

Start here to create an Application for a new License, create a Renewal Application for an existing 12 month License, or create an Amendment Application for an existing License (Outdoor Service, Ownership Update, Premises Transfers...)

Applications License(s) **Tickets**

Ticket Number Application/Tax Report Status

Select

TICKET NUMBER	APPLICATION/TAX REPORT	STATUS	TYPE	DESCRIPTION/SUBJECT	ACTIONS
00018409	App-170717	New	Criminal Violations	Test Violation Details	<b>View Details</b>
00018399	App-170677	New	Criminal Violations		View Details

## Instructions

- Navigate to the **Tickets** tab to view all the reported criminal violation records.
- Click the **View Details** action button to view the complete details.

## Key Points

No key points



# Review Criminal Violation Tickets

The screenshot displays the LAPS interface with a 'Ticket Detail' modal open. The modal contains the following information:

- Type:** Criminal Violations
- Subject:** LE0003981 Criminal Violation(s) Report
- Preferred Phone:** [Empty field]
- Preferred Email:** [Empty field]
- Preferred Method Of Contact:** [Empty field]
- Ticket Number:** 00018409
- Status:** New
- Description:** Test Violation Details

A red box highlights the 'Close' button at the bottom right of the modal.

## Instructions

Close the **Ticket Detail** pop-up by clicking the **Close** button.

## Key Points

No key points



# Update Wallet Payment Method



# Add a New Payment Account

**Permits**

- Dashboard
- Action List
- Upcoming Renewals
- Update Wallet Payment Method**
- Revision Requests (0)
- Outstanding Payments (0)
- Print or View My License(s)
- View all Applications

**My Company's**

- Contacts (0)
- Refund Payments
- Tax Reporting
- Shipping Reports

**Other**

- Generate Report
- Public Database
- My Profile
- Logout

### Method of Payment

[Add Payment Method](#)

**ACH: Automated clearing house**

Name on Account Josh Steven Pettyjohn	Routing Number 083000108	Account number XXXXXXXXXXXX4223
Bank Name Solution Acceptance	Address 13201 LOMAS BLVD NE 87112,Albuquerque, NM,USA	

[Update Method of Payment](#)

**Credit/debit card payment**

Name on card FRANK TESTER	Credit/debit card number XXXXXXXXXXXX1111	Expiration Month/Year 04/2025
Address 1918 SE Hulsizer Drive 50021,Ankeny, IA,USA		

[Update Method of Payment](#)

## Instructions

- Navigate to **Update Wallet Payment Method** tab.
- To add a new payment method, click the **Add Payment Method** button

## Key Points

No key points



# Add a New Payment Account

Method of Payment

Add Payment Method


CREDIT CARD E-CHECK

**E-CHECK INFORMATION**

Checking

Savings

This is a business account.

  
Routing Number Account Number

Name on Account  
John Smith

Account Number  
12367899000566

Cancel and Close

Update Method of Payment

## Instructions

- Select the payment method.
- Fill in all the required Account information.

## Key Points

No key points





# Add a New Payment Account

**Add Payment Method**

**BILLING INFORMATION**

Street 1: 988

Street 2: church Steet

Postal Code: 50309

City: Des Moines

State/Province: IA

**SAVE PAYMENT METHOD**

Cancel and Close

## Instructions

- Fill in all the required Billing information.
- Click the **Save Payment Method**.

## Key Points

To add this new payment method to your license(s) enrolled in the Automatic Renewal Program, see instructions beginning on [Slide 45](#).



# Update Payment Account

Method of Payment

[Add Payment Method](#)

**ACH: Automated clearing house**

Name on Account Josh Steven Pettyjohn	Routing Number 083000108	Account number XXXXXXXXXXXX4223
Bank Name Solution Acceptance	Address 13201 LOMAS BLVD NE 87112,Albuquerque, NM,USA	

[Update Method of Payment](#)

**Credit/debit card payment**

Name on card	Credit/debit card number XXXXXXXXXXXX	Expiration Month/Year /
Address 988 church Street 50309,Des Moines, IA,USA		

[Update Method of Payment](#)

Update

## Instructions

- Select the payment account that needs to be updated.
- Click the **Update Method of Payment** button

## Key Points

No key points



# Update Payment Account

The screenshot shows a web application interface with a modal dialog box titled "Update Payment Method". The dialog box contains the following fields:

- Name: FRANK TESTER
- BILLING INFORMATION (indicated by a person icon)
- Street 1: 1918 SE Hulsizer Drive
- Street 2: (empty)
- Postal Code: 50021
- City: Ankeny
- State/Province: IA

A red rectangular box highlights the "UPDATE PAYMENT METHOD" button at the bottom of the dialog. A "Cancel and Close" button is also visible at the bottom right of the dialog. The background shows a blurred view of the "Method of Payment" page with various options like "ACH: Automatic", "Credit/debit", and "Wallet Payment Method".

## Instructions

- Update the necessary information.
- Click **Update Payment Method** to make the changes effective.

## Key Points

Updating the information for a saved payment method will also update it on any licenses enrolled in the Automatic Renewal Program that the payment method is saved to.



# Delete Payment Account

The screenshot shows a web application interface for managing payment methods. The sidebar on the left contains navigation links under three categories: 'Permits', 'My Company's', and 'Other'. The main content area is titled 'Method of Payment' and features an 'Add Payment Method' button at the top. Below this, there are two payment method entries. The first entry is 'ACH: Automated clearing house' with fields for Name on Account (Josh Steven Pettyjohn), Routing Number (083000108), Account number (XXXXXXXXXXXX4223), Bank Name (Solution Acceptance), and Address (13201 LOMAS BLVD NE, 87112, Albuquerque, NM, USA). It has an 'Update Method of Payment' button and a trash icon. The second entry is 'Credit/debit card payment' with fields for Name on card (FRANK TESTER), Credit/debit card number (XXXXXXXXXXXX1111), Expiration Month/Year (04/2025), and Address (1918 SE Hulsizer Drive, 50021, Ankeny, IA, USA). It also has an 'Update Method of Payment' button and a trash icon. The trash icon for the ACH method is highlighted with a red square.

## Instructions

- Select the payment account that should be deleted.
- Click the **Delete** icon to delete the payment account.

## Key Points

You are unable to delete a payment method that is saved as the default payment method for a license enrolled in the Automatic Renewal Program. You will need to add a new payment method, save it to the license(s) enrolled in the Automatic Renewal Program, and then delete the old payment method.



# Update Default Payment Account



# Update Default Payment Account

ALCOHOLIC BEVERAGES DIVISION State of Iowa LAPS Licensing and Permitting System

Home Public Database Todd Kroll

Permits

- Dashboard
- Action List
- Upcoming Renewals
- Update Wallet Payment Method
- Revision Requests (0)
- Outstanding Payments (0)
- Print or View My License(s)
- View all Applications

My Company's

- Contacts (0)
- Refund Payments
- Tax Reporting
- Shipping Reports

Other

- Generate Report
- Public Database

javascript:void(0)

ACTION LIST

Start here to create an Application for a new License, create a Renewal Application for an existing 12 month License, or create an Amendment Application for an existing License (Outdoor Service, Ownership Update, Premises Transfers...)

Applications **License(s)** Tickets

License/Permit #  License/Permit Type

License(s) Outdoor Service Letter(s) Temporary Transfer Letter(s)

LICENSE/PERMIT #	NAME OF BUSINESS DBA	APPLICATION STATUS	EFFECTIVE DATE	EXPIRATION DATE	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS
LE0003981	Test Business	Active	2022-12-31	2023-12-30	Enrolled	<a href="#">View/Print Application</a> <a href="#">Amend License</a> <a href="#">Download License</a> <a href="#">Report Criminal Violation</a> <a href="#">Un-enroll from Automatic Renewal</a> <a href="#">Update Default Payment Account</a>

## Instructions

- Navigate to the **License(s)** tab.
- Go to the specific license record. To update default payment account, click the **Update Default Payment Account** Action button.

## Key Points

If you have a specific License Number to update the payment account, enter it and click the **Search** button.



# Update Default Payment Account

ALCOHOLIC BEVERAGES DIVISION State of Iowa LAPS

Home Public Database Todd Kroll

Permits

Dashboard Applications License(s) Tickets

Action List

Upcoming Renewals

Update Wallet Payment Method

Revision Request

Outstanding Payment

Print or View My

View all Applications

My Company's

Contacts (0)

Refund Payments

Tax Reporting

Shipping Reports

Other

Generate Report

Public Database

My Profile

License/Permit # License/Permit Type

Select Search

Saved Wallet Card

ACCOUNT NUMBER	EXPIRATION DATE	SCHEDULED ACCOUNT	ACTION
XXXXXXXXXXXX4223	/	Yes	
XXXXXXXXXXXX1111	04/2025	No	<a href="#">Make this My Default Payment Account</a>

Update

Report Criminal Violation  
Un-enroll from Automatic Renewal  
Update Default Payment Account

## Instructions

- Select the payment account that you want to change as the default payment account from the Saved Wallet Card.
- Click the **Make this My Default Payment Account** action button.

## Key Points

The payment account will be successfully updated. This will be the payment account used to pay the annual renewal fee moving forward.





**This Concludes the Licensee QRG**

**THANK YOU**