



## **IDR eLAPS**

Additional Locations for Iowa Native Wineries - Quick Reference Guide



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### Introduction

IDR's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Dramshop Carriers verify and endorse the applications for further processing to Local Authorities and the IDR Staff.

#### **Steps for Submitting Additional Locations**

- 1. Log into your eLAPS account.
- 2. Navigate to the Action List section.
- 3. Click on Edit/Update License under Make a Change to a License or Permit.

Permits	Action List		
B Dashboard			
Action List	NEW APPLICATION	HELP ME CHOSE MY LICENSE TYPE	UPCOMING RENEWAL
Upcoming Renewals	Create an Application for a New License or Permit.	Guided access to assist in selecting the correct License or Permit type.	Create a Renewal Application fo
+ Revision Requests (0)			
Outstanding Payments (0)	Apply for New Application	Apply for New Application	C
Print or View My License(s)			
View all Applications	MAKE A CHANGE TO A LICENSE/PERMIT	UPDATE DRAMSHOP CARRIER	CANCEL LICENSE
My Company's	Complete an Amendment application for Ownership updates, Outdoor Service, Add a Privilege or Sub-Permit, Temporary/Permanent Premises	Change Dram Insurance Midterm	Please use this action to initiate Cancellation Process.
Access Management (0)	Transfers, Premise Updates, and Additional Location.		
Refund Payments	Edit / Update License	Update Dram Carrier	
🛞 Tax Reporting			
Shipping Reports			
Other			



#### **Department of Revenue**

4. Look for the Clase "A" Wine Permit (Native) you want to submit the Additional Location for and click on the Amend button next to the application number.

Permits	Applications Eligible	For Amendment			
Dashboard	License/Permit #	License/Permit Type			
Action List		Select	Search		
Upcoming Renewals					
+ Revision Requests ( 0 )	IOWAWAN000000				
Outstanding Payments (0)	1918 SE Hulsizer Road Class A Wine Permit (Native)			App-000000	Amend
Print or View My License(s)					
- View all Applications	Application Status	Effective Date	Expiration Date	Business Type	License Length
	Active	2021-11-30	2022-11-29	Limited Partnership	12 Month
My Company's					
Access Management ( 0 )					

- 5. Select Additional Location under the New Amendment Request box and then click Next.
- 6. Click on the Add Location button.
- 7. Fill in the required fields and upload the file for Attach a letter of invitation to the event.
- 8. If you have multiple dates for this request, please indicate additional dates in the Comments box.
- 9. Click Add//Update Location button when you are finished.
- 10. Complete the Attestation/Endorsement and submit the application.