



Department of Revenue



**IDR eLAPS**

**Additional Locations for Iowa Native Wineries - Quick Reference Guide**



## Table of Contents

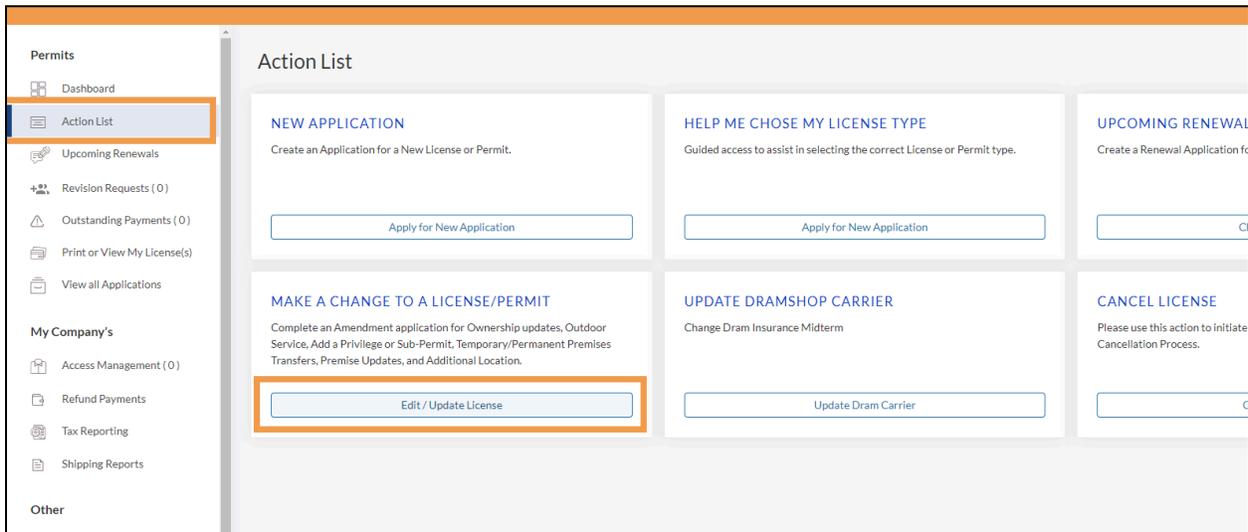
IDR eLAPS	1
Introduction	3
Steps for Submitting Additional Locations	3

### Introduction

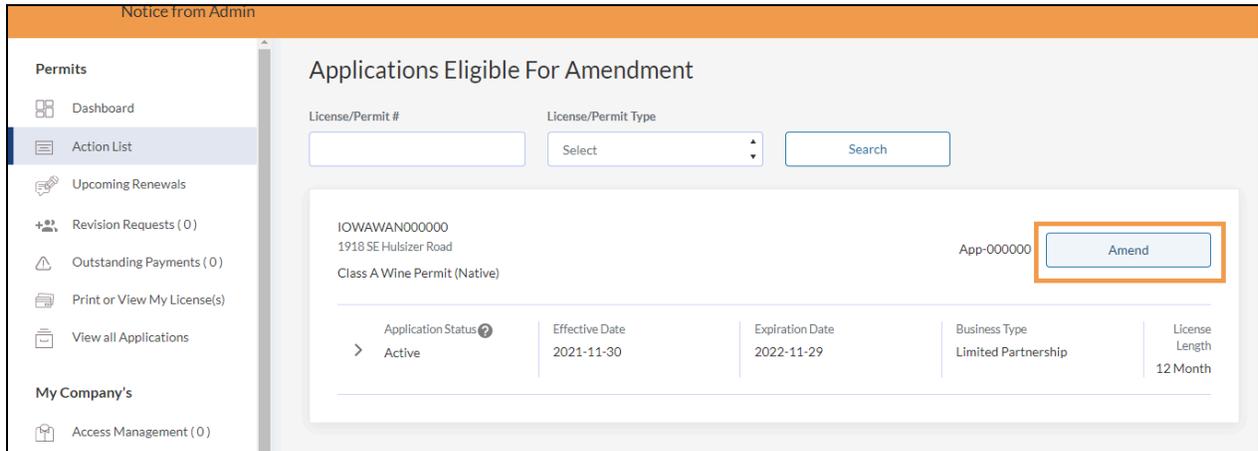
IDR's new Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Dramshop Carriers verify and endorse the applications for further processing to Local Authorities and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



- Look for the Class “A” Wine Permit (Native) you want to submit the Additional Location for and click on the **Amend** button next to the application number.



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