



Tips & Tricks for Applicants

Greetings, Iowa ABD eLAPS Applicants!

We will share tips, tricks, and shortcuts so you can master the new Iowa ABD eLAPS that uses a Salesforce environment and replaces eLicensing. We know you are eager to learn, so let's begin.

WHAT IS eLAPS?

The Iowa ABD has partnered with MTX Group to develop the Electronic Licensing and Permitting System (eLAPS) in the Salesforce environment. eLAPS is designed to help local authorities and applicants in Iowa apply for, manage, and track alcohol licenses, permits, and certificates online.

WHAT REQUIREMENTS DO I NEED?

The Iowa ABD eLAPS is cloud-based in Salesforce so you do not need to download an app. All you need to access the system are:

- A reliable internet connection
- Google Chrome browser for the best experience

HOW DO I GET STARTED?

Go to the eLAPS URL:

<https://iowaabd.force.com/s/login/>

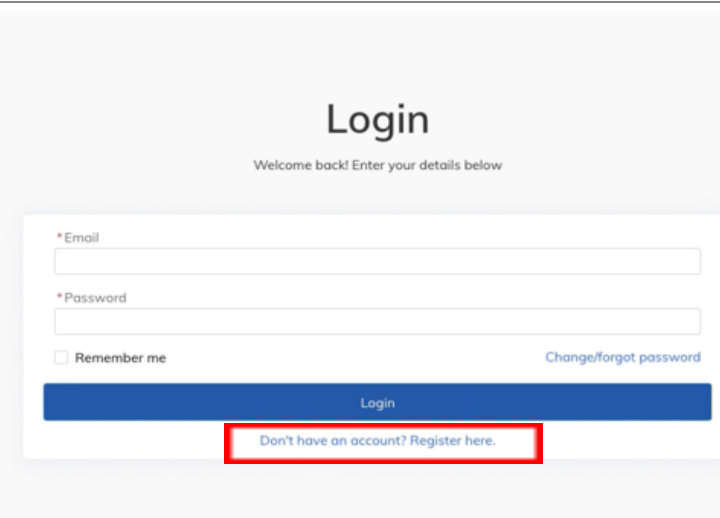
(bookmark it for future reference).

Login with your credentials (User ID and Password).

If you are not registered, you will not be able to login.

Register for an eLAPS account, using one of the following:

1. Click the Register button on the left-hand side, or
2. Click on “Don’t have an account? Register here”



Hot Tip #1

Not an owner? You can still create an account. Simply click on the “Not an Owner?” option, located at the top of the form, to register as a new user.

Are you applying on behalf of a business owner ? Please click on the button to register a new user.

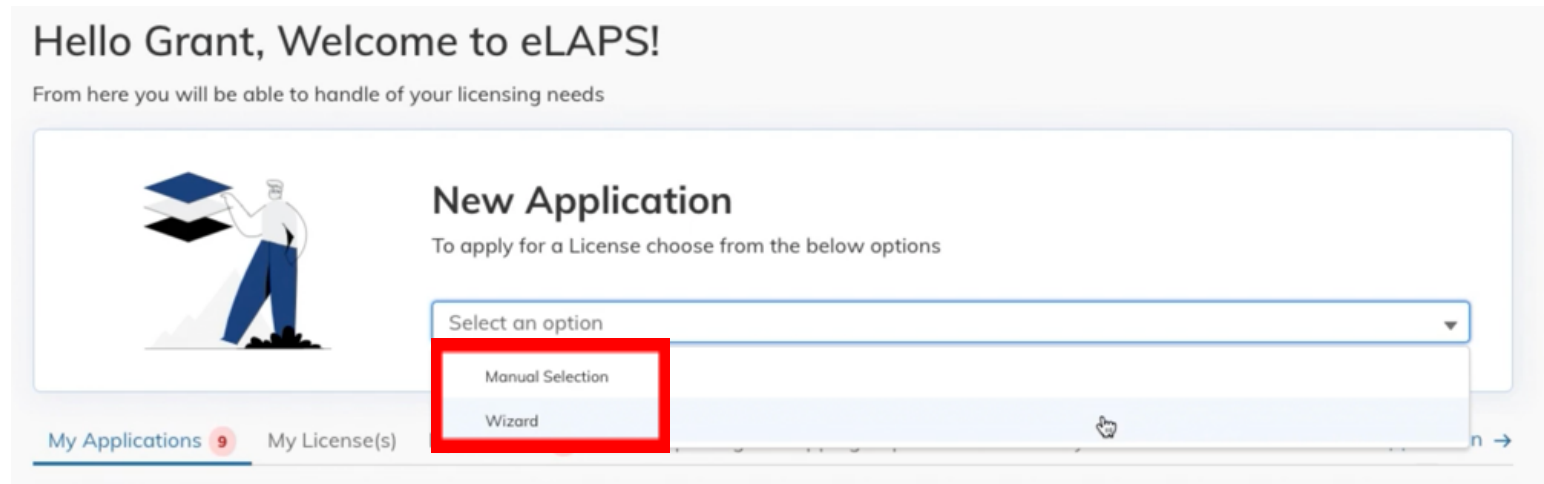
Not an owner?



Hot Tip #2

When filling out a new application, choose “Manual Selection” or “Wizard.”

Use the Wizard if you’re not sure which type of license, permit, or certificate you need.



Hello Grant, Welcome to eLAPS!

From here you will be able to handle of your licensing needs

New Application

To apply for a License choose from the below options

Select an option

- Manual Selection
- Wizard

My Applications 9 My License(s)

In the Wizard (License Permit Help), you'll answer a series of questions to determine which license, permit, or certificate is the most relevant for your needs.

Based on your answers, the most relevant option will be shown (right of Finish).

If you are satisfied with the option provided, click "Finish."

License Permit Help

Do you want to sell alcohol directly to the general public?

Yes
 No

Are you wanting to serve alcohol for on-premises or off-premises? Neither?

On-Premises
 Off-Premises
 Neither

What type of alcohol would you like to sell?

Wine
 Liquor
 Beer

[Finish](#) [Class C Beer Permit \(BC\)](#)

Please click on finish to navigate to Application form

On the License/Permit Type page, the License or Permit Type will auto-populate from the Wizard.

Select the Length of License Requested, then click "Next."

License/Permit Type

NEED HELP ?

* License or Permit Type
[Class C Beer Permit \(BC\)](#)

* Length of License Requested (Choose one of the following):
Select

Please fill out this field.

[Back to Home](#) [Next](#)

 **Hot Tip #3**

You can select Privileges/Sub-Permits on your license or permit.

Click “Selected” on the License/Permit type to display the Sub-Permits and Privileges (shown below). Make your selections and click on “Next.”

Privileges / Sub-Permits

[NEED HELP ?](#)

License/Permit

Class C Beer Permit

Selected

Allows for the sale of beer for off-premises consumption. No sales by the drink.

Sub-Permits

Class B Wine Permit

Select

Allows for the sale of wine for off-premises consumption. Sunday sales are included. No sales by the drink.

Class B Native Wine Permit

Select

Allows for the sale of Iowa native wine for off-premises consumption. Sunday sales are included. No sales by the drink.

Privileges

Outdoor Service

Select

Allows the selling/serving of alcoholic beverages permitted by the license/permit in a designated, adjacent outdoor area.

Sunday Sales

Select

Allows selling/serving of alcoholic beverages permitted by the license/permit on Sundays.

Living Quarters

Select

Separates private living quarters from the licensed premises; protects licensee/permittee from warrantless searches of living quarters.

Previous

Next

 **Hot Tip #4**

For access to additional learning resources such as User Guides, training videos, Quick Reference Guides and more, visit <https://abd.iowa.gov/licensing/elaps>.
Visit often to discover new information so you're more confident and effective in the system!

Look for more tips for the Iowa ABD eLAPS!