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.
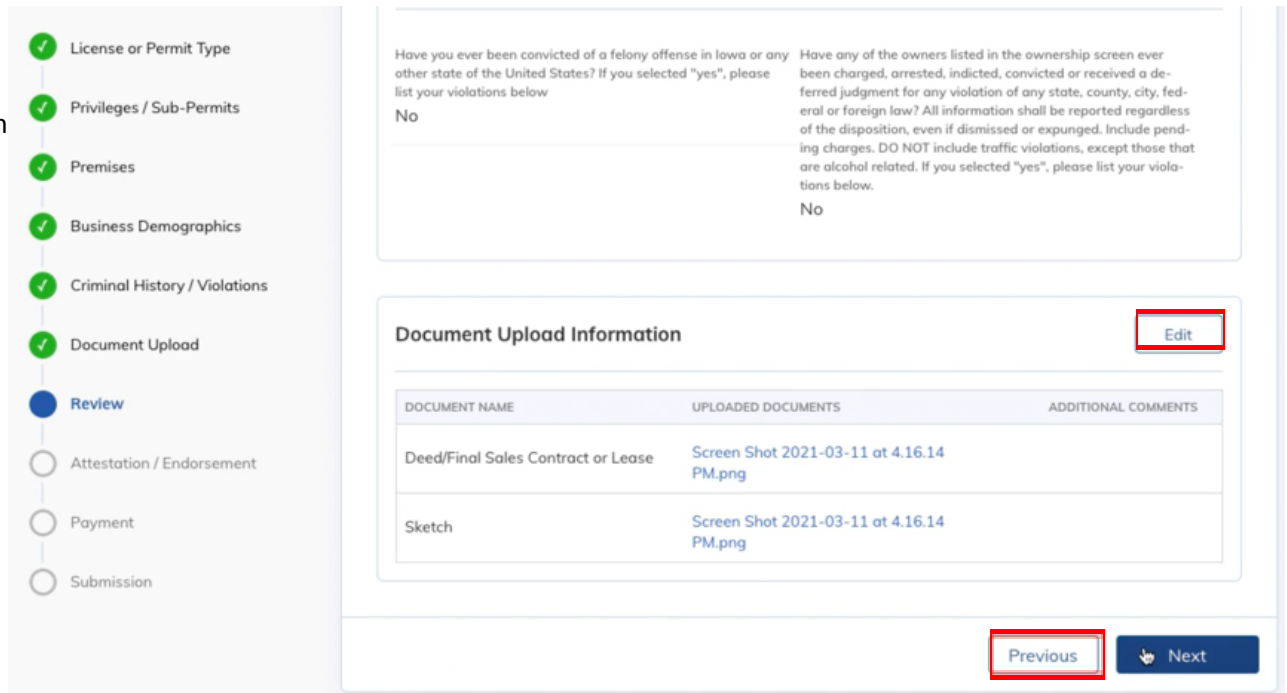
WHAT IS eLAPS?

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.

Hot Tip #1

The Review step is where you can review the application information.

Click "Edit" or "Previous" to go back and make changes.

Hot Tip #2

In the Criminal History, you do not need to include traffic violations, unless they are alcohol related.

All other criminal charges, regardless of the disposition, need to be reported - even if they were dismissed or expunged.

Criminal History

NEED HELP ?

* Have you ever been convicted of a felony offense in Iowa or any other state of the United States? If you selected "yes", please list your violations below

No ▼

* Have any of the owners listed in the ownership screen ever been charged, arrested, indicted, convicted or received a deferred judgment for any violation of any state, county, city, federal or foreign law? All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. DO NOT include traffic violations, except those that are alcohol related. If you selected "yes", please list your violations below.
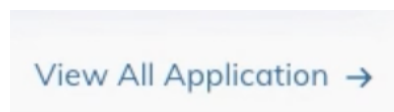
Select ▼

Previous   Next

Hot Tip #3

Chat with an Expert (lower right-hand corner) is available throughout the application process. Click to ask for help on any issues or questions you may have on your application.

CHAT WITH AN EXPERT

⭐ **Hot Tip #4**

To view all applications you have submitted, click on "View All Application."

View All Application →

To view a specific application, search by the Application Number or any of the fields on the All Applications page. You do not need to type 'app-'. Just enter the application number.

All Applications

Application Number	License Number	Premise Street	Premise City

Premise County	Status	Account Name	License Type

⭐ **Hot Tip #5**

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!