



IDR eLAPS
Local Authority Quick Reference Guide

Table of Contents

Introduction	4
Logging In	4
Dashboard	5
Side Panel	5
Applications	6
Review and Approval Steps	6
Navigating to Applications from Side Panel	9
Revision Request	11
Reviewing Revision Requests from Side Panel	12
Incorrect Local Authority Selected	13
Licenses	14
Navigating to Licenses from Side Panel	15
Tickets	16
Managing Users	16
Generate a Report	17

Introduction

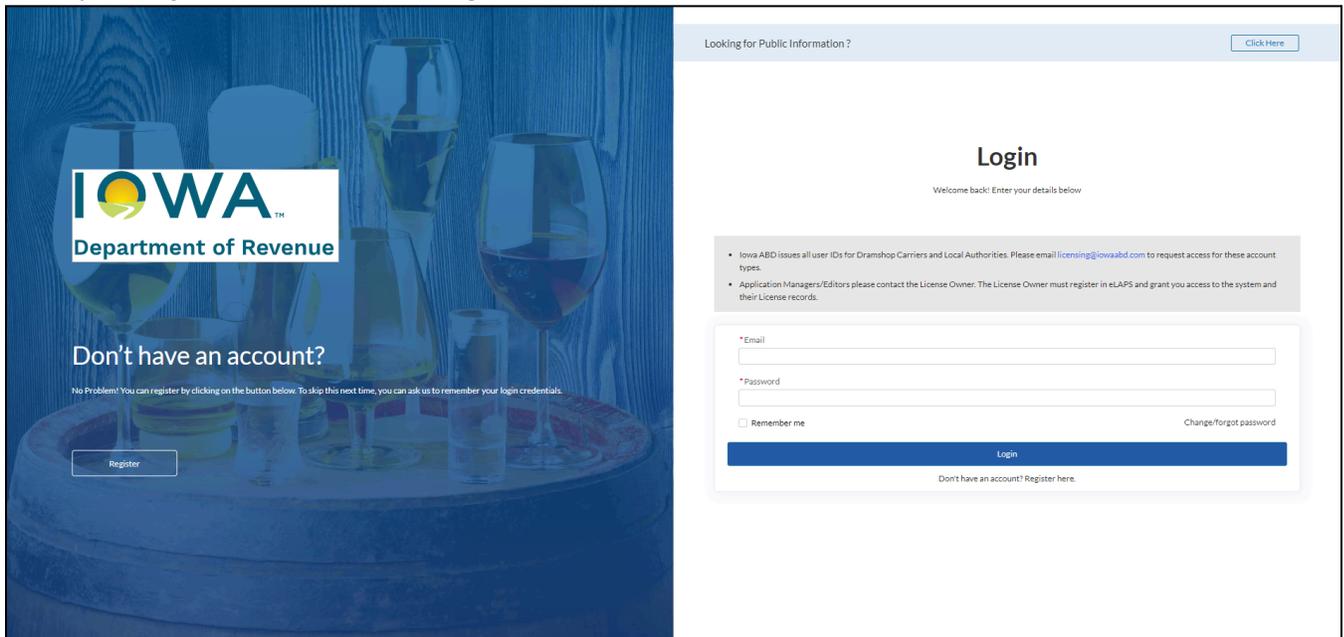
IDR's Electronic Licensing and Permitting System (eLAPS) will help stakeholders apply for and manage their alcohol licenses, permits, and certificates efficiently. Additionally, it will also let Local Authority users verify and endorse the applications for further processing to Iowa Department of Revenue (IDR) staff.

This Quick Reference Guide describes the actions and resources available to Local Authorities.

Logging In

Accounts for Local Authorities are set up by the Iowa Department of Revenue. The Iowa Department of Revenue issues all user IDs for Local Authorities. Please email licensing@iowaabd.com to request access for these account types.

1. Enter your login details and click **Login**

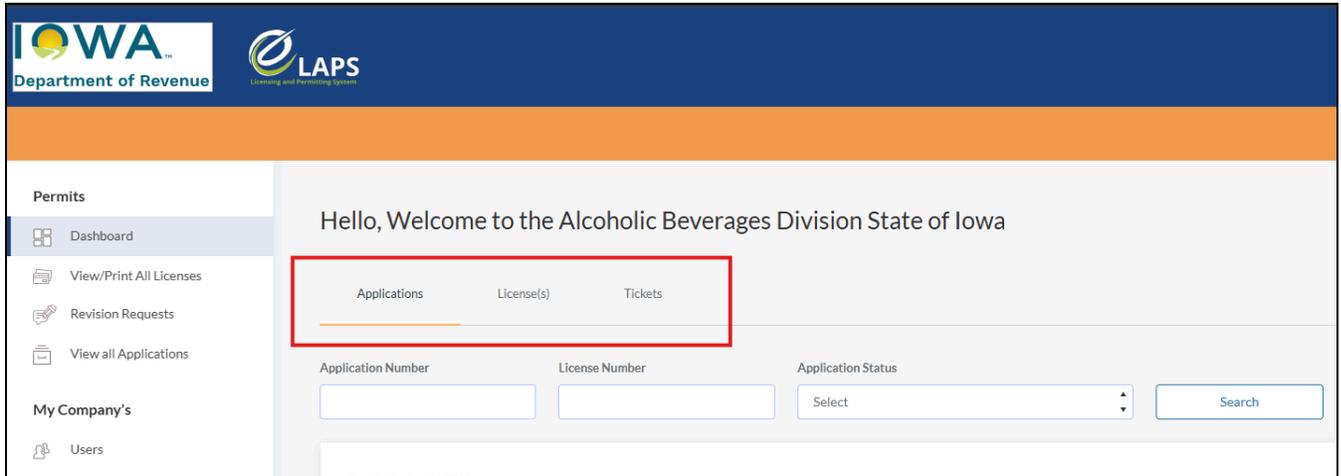


2. Fill in the details in the pop up that opens and click **Submit**.

Dashboard

Once you have received your user information, log in and you will land on the Dashboard page. The three main tabs on the Dashboard page are:

- Applications
- License(s)
- Tickets

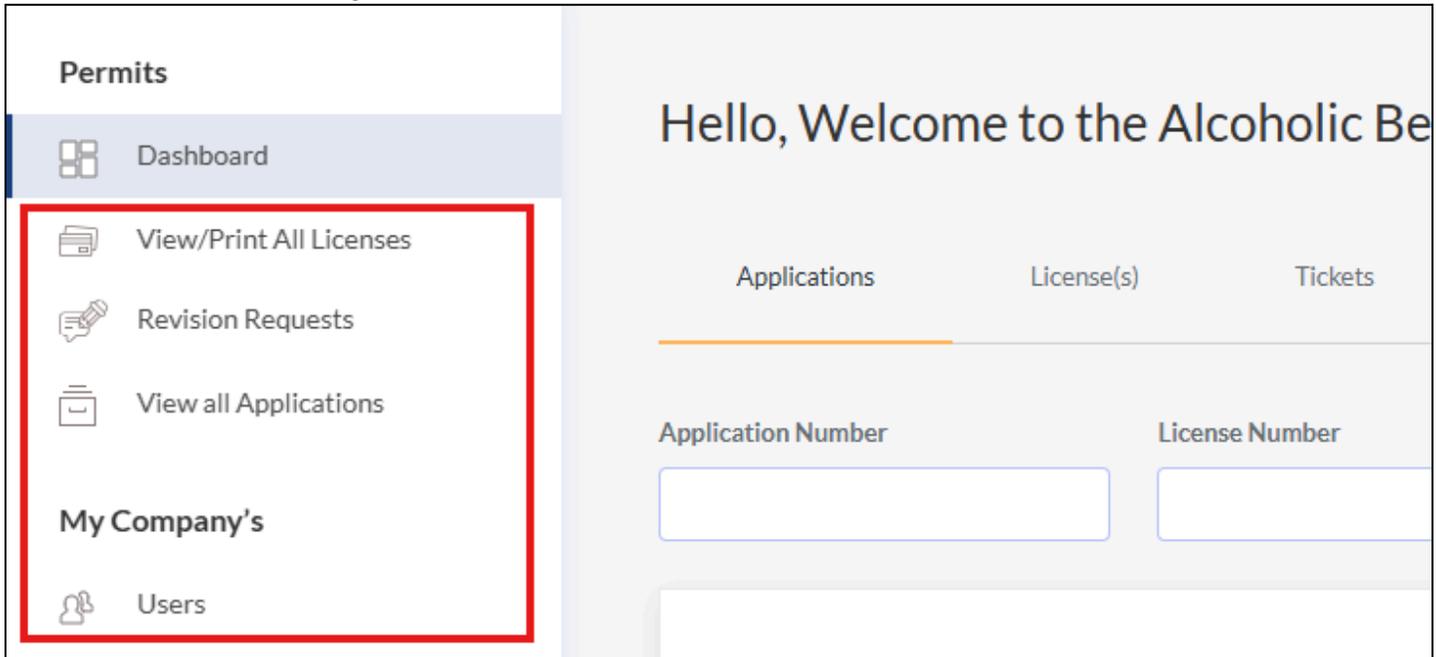


Side Panel

From the Side Panel, you will be able to:

- View/Print All Licenses
- View All Revision Requests
- View All Applications

You'll also be able to manage Users from the side panel.

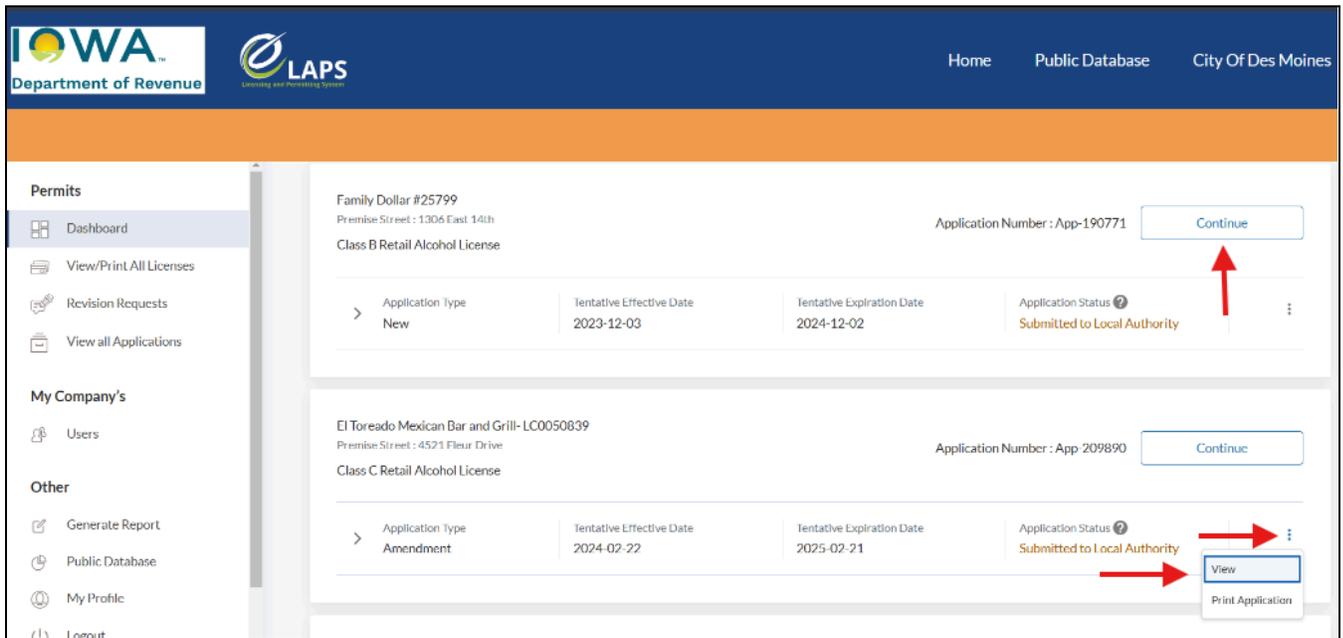
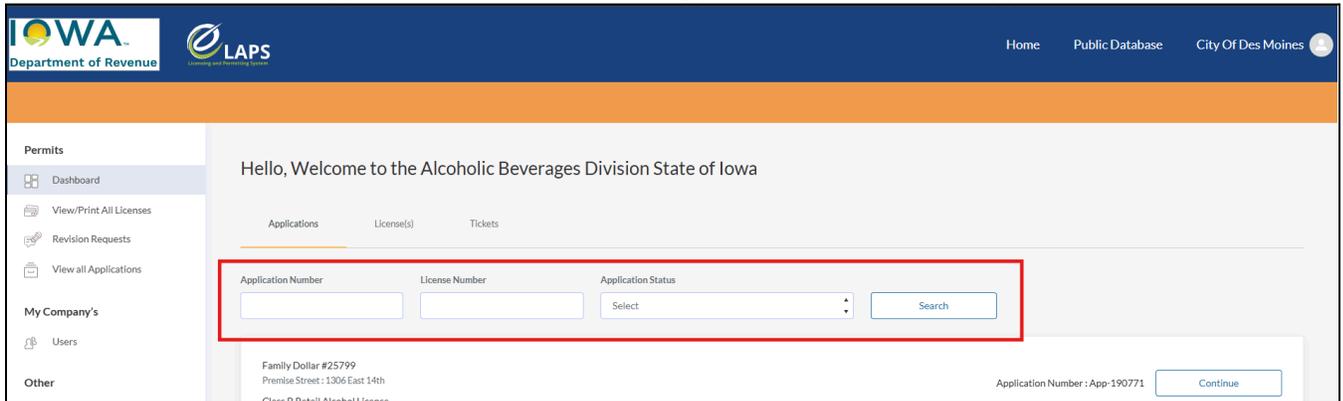


Applications

Review and Approval Steps

To review and approve applications, please follow these steps:

1. Locate the specific application, enter the relevant search criteria or scroll through the available applications. Click the **Continue** button to proceed or select the three dots next to the application and choose **View** to see the application details or **Print Application** to print the application.

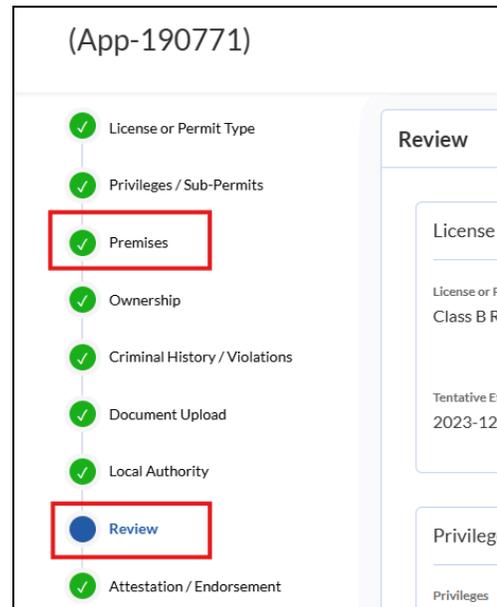


2. Review all the details provided by the Applicant. Ensure all information is complete and accurate before entering the Local Authority information.

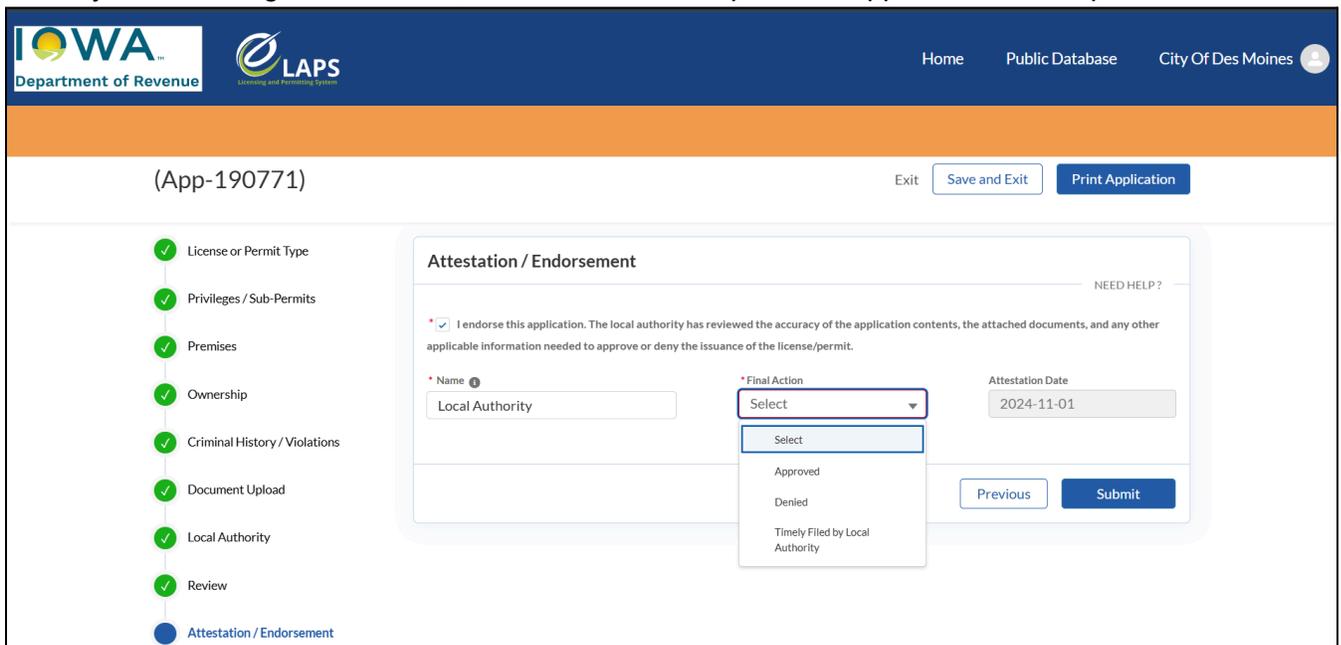
3. Review the License/Permit Type selected by the applicant. Click **Next** to proceed.

★ Hot Tip

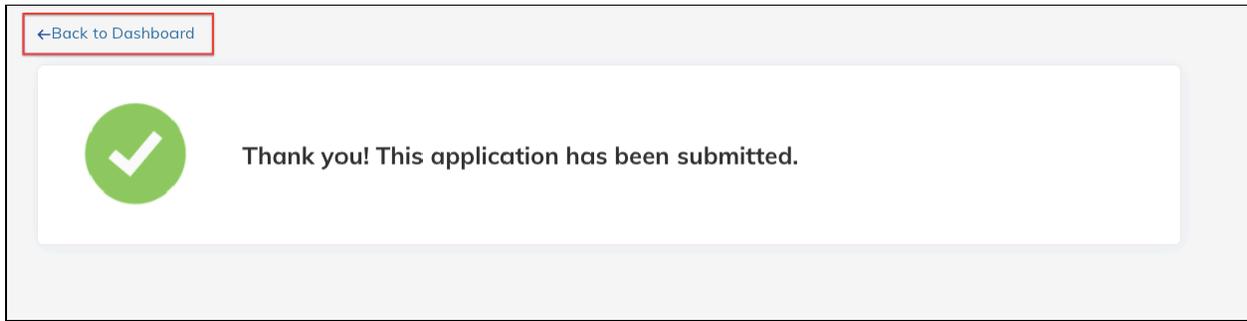
While reviewing an application, you can easily access different pages by clicking on the step for that page. For example, if you are in the Review page but want to go to the Premises page, click on the **Premises** Step.



- 4. The last step is to **Attest/Endorse** the details you have just verified and entered. Select the appropriate **Final Action** from the drop-down menu. You'll need to attest that the information you have entered is true to your knowledge. Once done, click **Submit** to complete the application review process.



- 5. You will be shown a Success message and a **Back to Dashboard** hyperlink (top left) just above the message



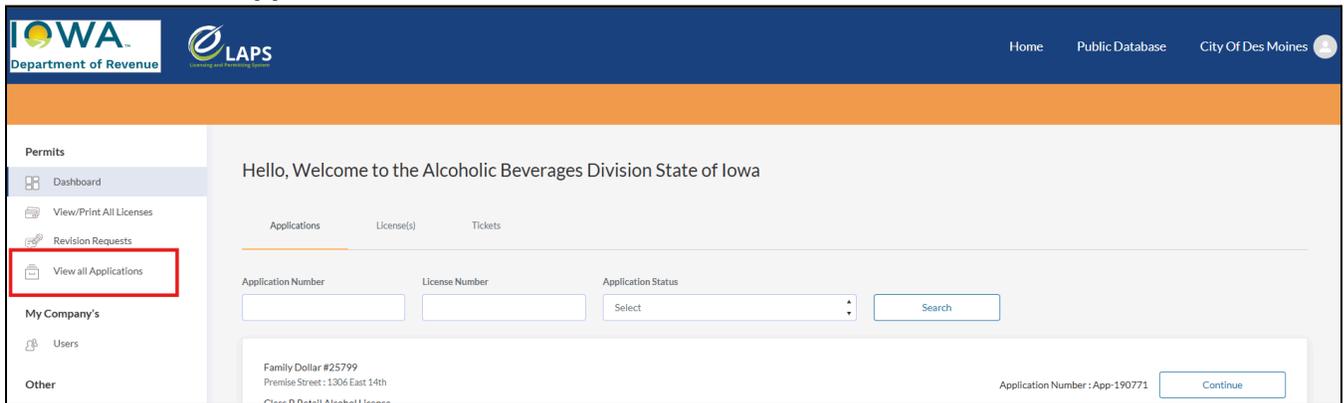
★ Hot Tip

When a new and/or renewal application has been approved, IDR will send a copy of the license, permit, or certificate to the licensee and local authority. Once approved, the license, permit, or certificate can be printed and/or downloaded by going to the side panel View/Print All Licenses and searching for the license, permit, or certificate number. Click on “Preview” to download a PDF file of the license, permit, or certificate on your computer. From there, you will be able to print, if needed.

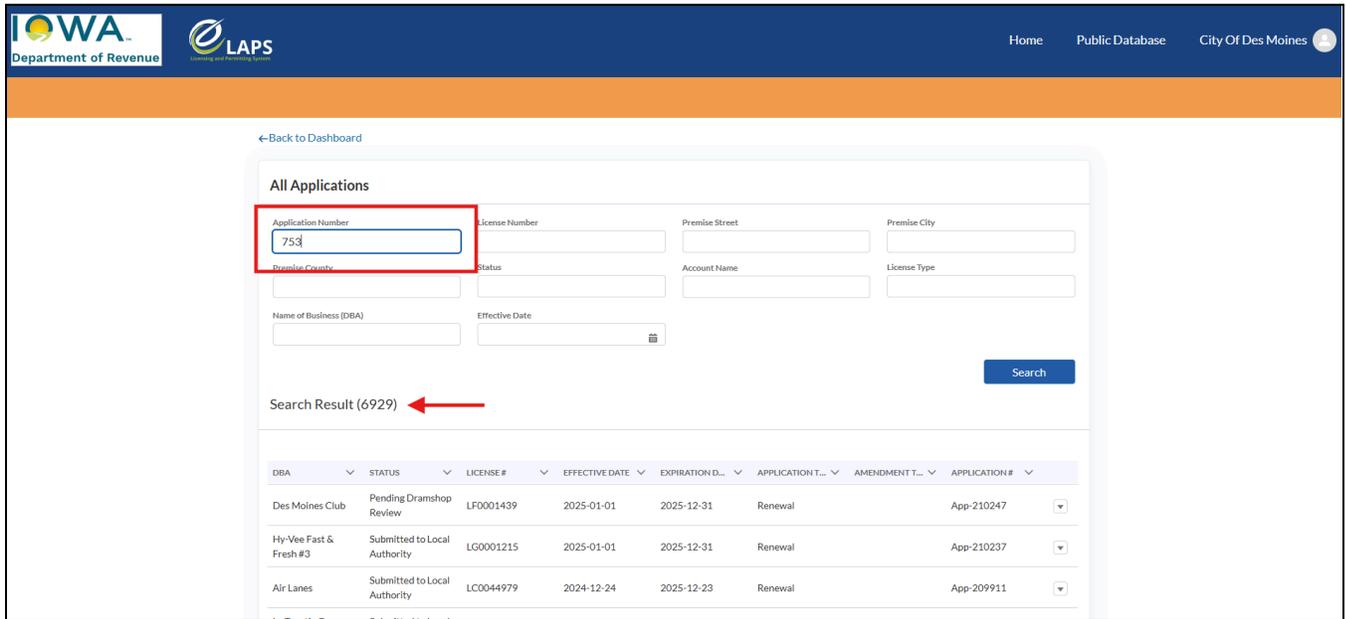
Navigating to Applications from Side Panel

To search for an application using the application number, please follow these steps:

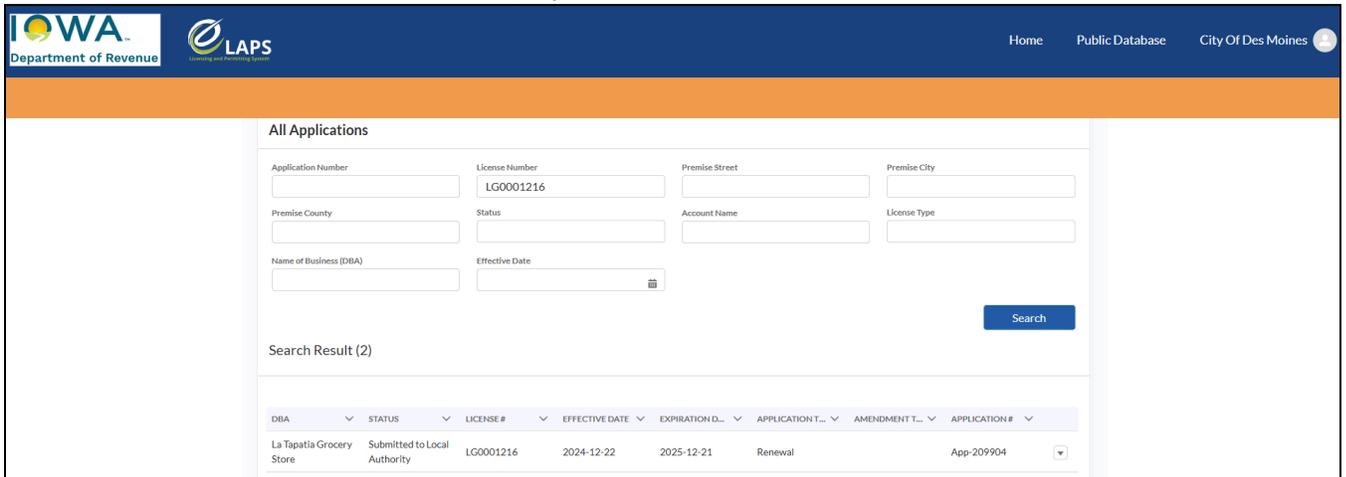
1. Click on **View All Applications** on the Side Panel



2. On the next page, a list of search results will appear. To refine your search, enter the **Application Number** and click the **Search** button to access the desired application.



3. The application Search result will be displayed



★ Hot Tip

To search for applications by status, click in the **Status** field and select the desired status. You can select multiple statuses to combine various application statuses, allowing for more refined search results.

Additionally, you can filter applications using search terms across multiple fields. For example, a search was conducted using the "Submitted to Local Authority" status and by entering the business name (DBA), Hy-Vee.

← Back to Dashboard

All Applications

Application Number:

License Number:

Premise Street:

Premise City:

Premise County:

Status:
 Submitted to Local Authority ✕
 Amendment Approved ✕
 Applicant Action Required by L... ✕

Account Name:

License Type:

Name of Business (DBA):

Effective Date:

Search Result (2)

DBA	STATUS	LICENSE #	EFFECTIVE DATE	EXPIRATION D...	APPLICATION T...	AMENDMENT T...	APPLICATION #
Hy-Vee Fast & Fresh #3	Submitted to Local Authority	LG0001215	2025-01-01	2025-12-31	Renewal		App-210237
Hy-Vee Food Store #2	Submitted to Local Authority	LE0000377	2024-12-18	2025-12-17	Renewal		App-209690

Revision Request

If you require additional information from the applicant or if you find that the information provided is inaccurate or incomplete, you have the option to initiate a revision request.

1. From the dashboard, click on the 3 dots (marked with arrow) on the desired application. Select **Create Revision Request** from the drop-down list.

IOWA Department of Revenue | LAPS | Home | Public Database | City Of Des Moines

Permits: Dashboard, View/Print All Licenses, Revision Requests, View all Applications

My Company's: Users

Other: Generate Report, Public Database

Application Number:

License Number:

Application Status:

Family Dollar #25799
 Premise Street: 1306 East 14th
 Class B Retail Alcohol License
 Application Number: App-190771

Application Type: New | Tentative Effective Date: 2023-12-03 | Tentative Expiration Date: 2024-12-02 | Application Status: Submitted to Local Authority

El Toreado Mexican Bar and Grill- LC0050839
 Premise Street: 4521 Fleur Drive
 Class C Retail Alcohol License
 Application Number: App-20989

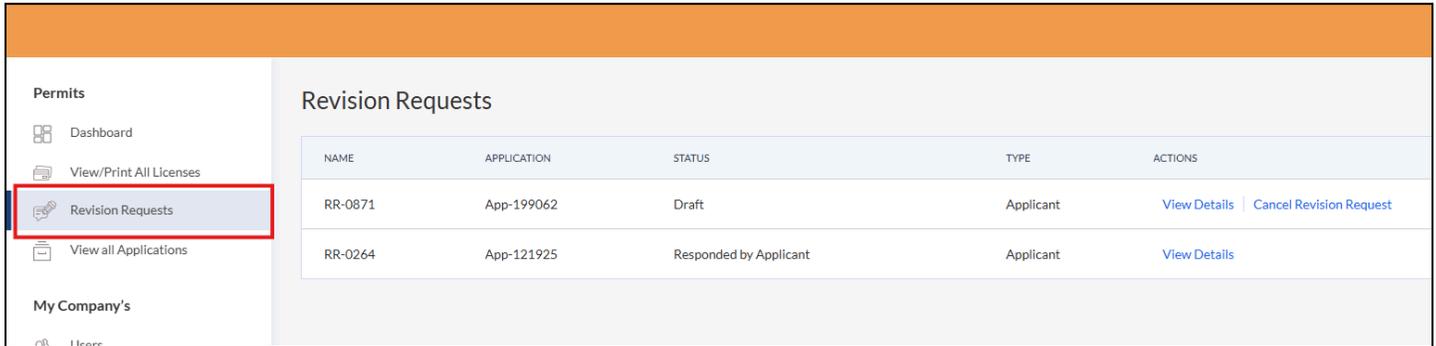
Application Status dropdown options: View, Create Revision Request, Incorrect Local Authority Selected, Print Application

2. Fill out the details in the pop up form to finish creating the Revision Request

3. Once the Revision Request has been sent, the status of the application will change to Applicant Action Required
4. When the applicant responds to the revision request and uploads the required documents, you will receive a notification that the request has been completed

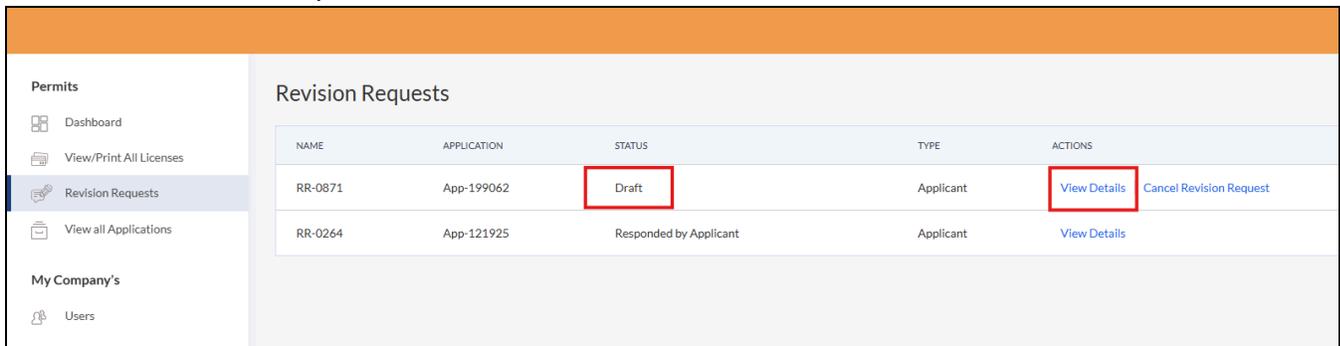
Reviewing Revision Requests from Side Panel

To view existing revision requests, click on **Revision Requests** in the Side Panel. This section contains all the requests that have been submitted for review.



Updates can be made to the Revision Request even if the application is in Draft status.

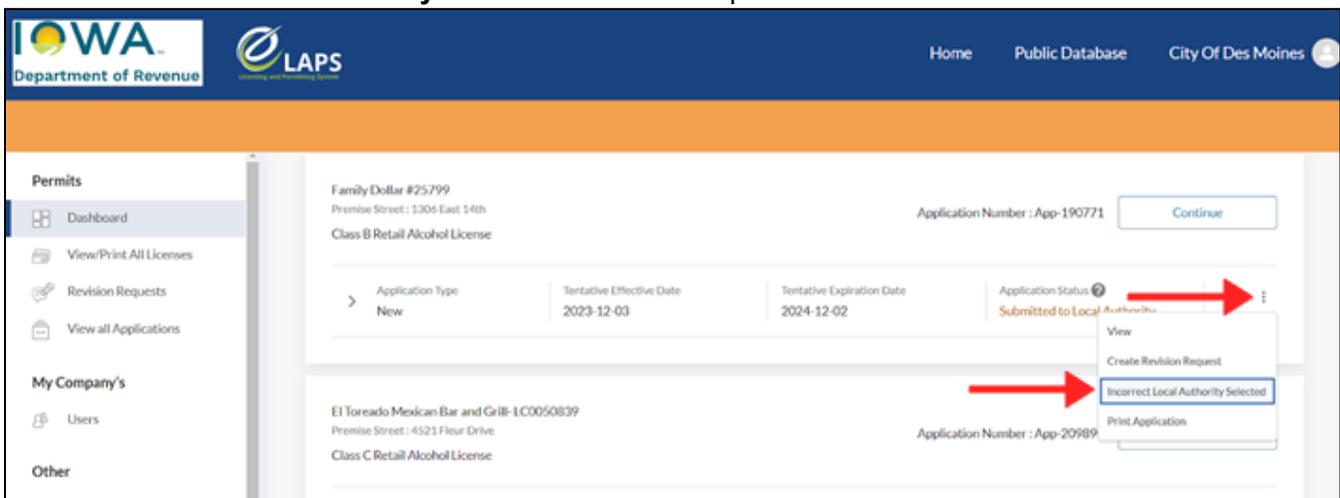
1. Click on the **Revision Request** tab
2. Select **View Details** to update the information



Incorrect Local Authority Selected

If an applicant has entered an incorrect Local Authority, it is necessary to create a ticket to resolve the issue. Follow the steps below to submit a ticket:

1. Click on the three dots next to the relevant application
2. Select **Incorrect Local Authority Selected** from the dropdown



3. Complete the details in the pop-up window that appears to finalize your request

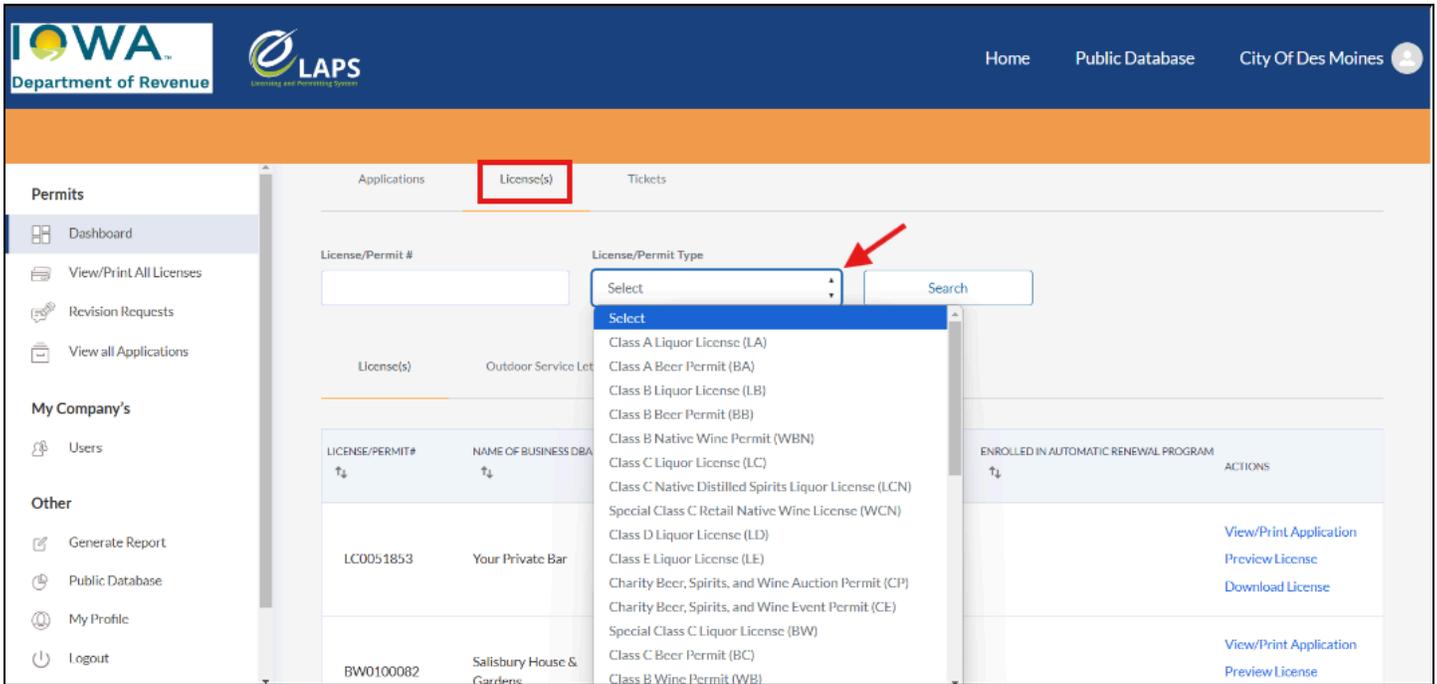
The screenshot shows a modal window titled "Incorrect Local Authority Ticket" with a close button (X) in the top right corner. The form contains the following fields:

- Title:** "Incorrect Local Authority Ticket" (pre-filled in a grey box)
- Type:** A dropdown menu with "Incorrect Local Authority Ti..." selected.
- Subject:** An empty text input field.
- First Name:** An empty text input field.
- Last Name:** An empty text input field.
- Preferred Phone:** An empty text input field.
- Preferred Email:** An empty text input field.
- Preferred Method Of Contact:** A dropdown menu with "Select" selected.
- Ticket:** A search input field with the placeholder text "Begin typing to lookup reco".
- Enter Correct Account For Local Authority:** A section with an information icon (i) and a search input field with the placeholder text "Begin typing to lookup reco".
- Description:** A large empty text area.

A blue "Submit" button is located at the bottom right of the form.

Licenses

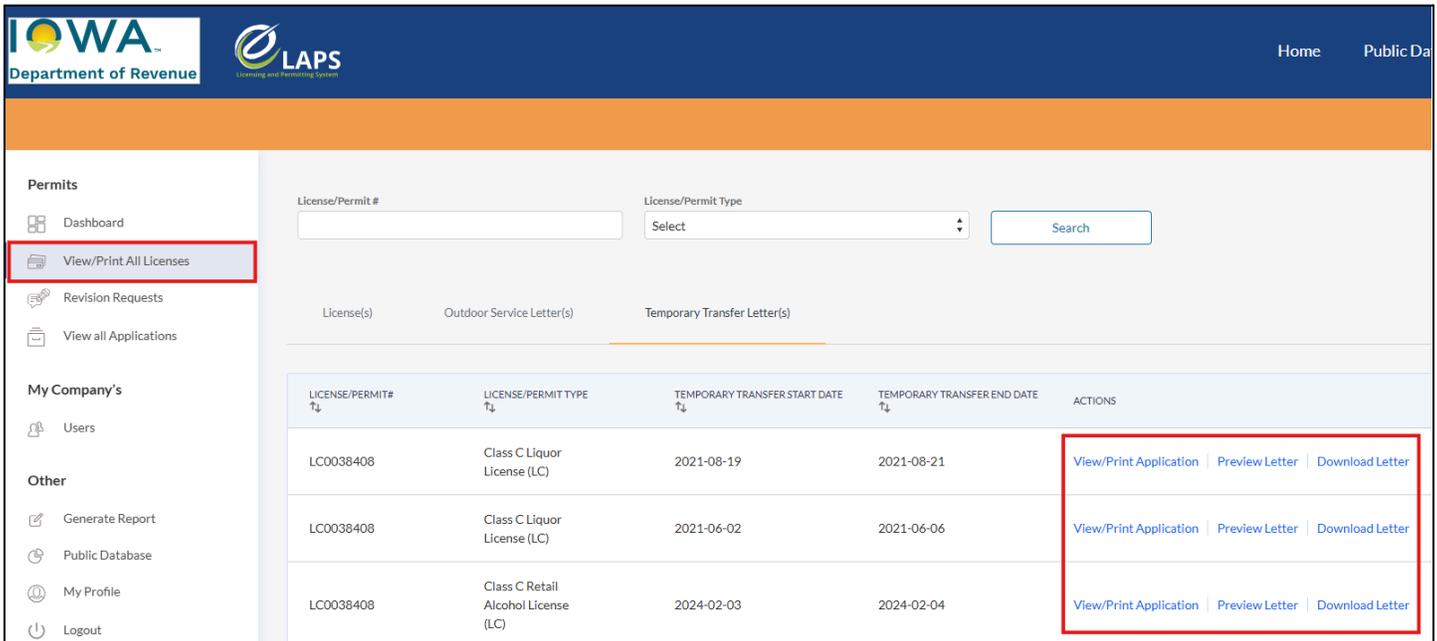
Click on the **License** tab on the Dashboard. In order to view a specific License Type, use the **License/Permit Type** or/and **License/Permit filter** from the drop down menu.



Navigating to Licenses from Side Panel

Licenses can also be viewed by clicking on **View/Print All Licenses** on the side panel. Each license has 3 actionable options:

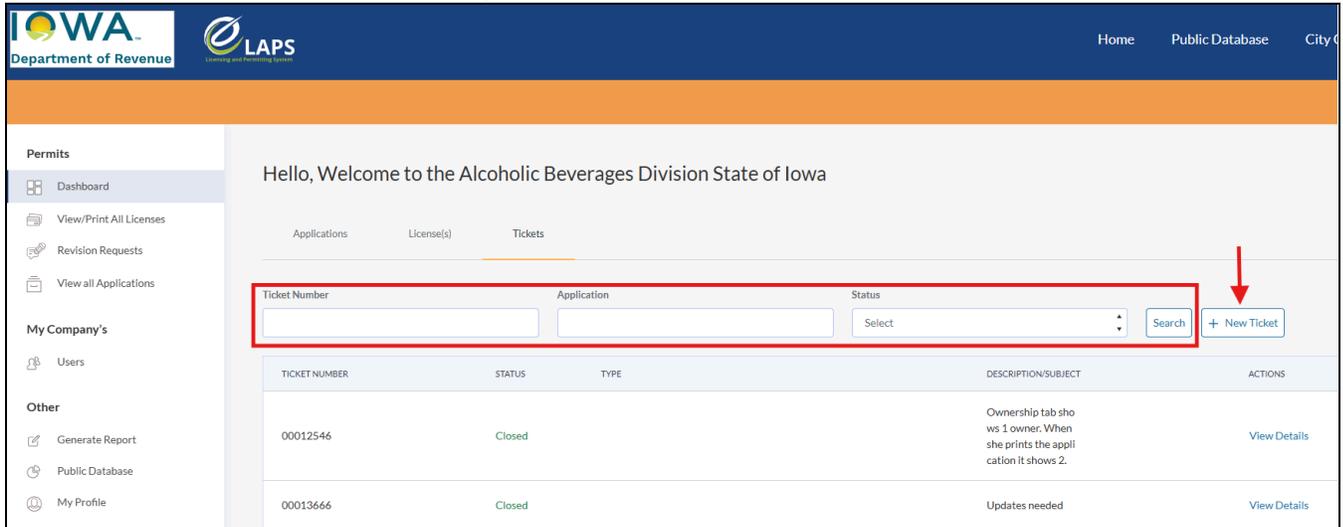
- View/Print All Applications - Navigates through the Application
- Preview License - The User doesn't have to download the License in order to view it
- Download License - The User can download the License on their local system



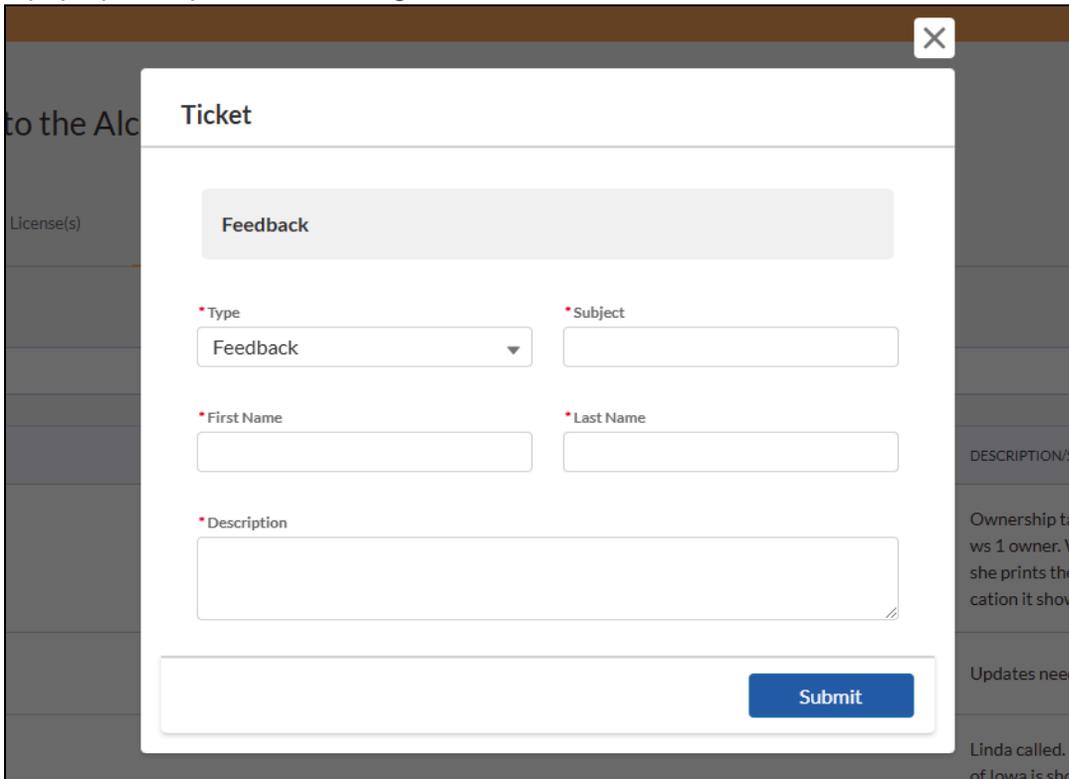
Tickets

To access the Tickets tab, go to the Dashboard.

1. To search for an existing ticket, input your search criteria and click on the **Search** button
2. If you wish to create a new ticket, simply click on the **+Ticket** button



3. A pop up will open after clicking **+Ticket**. Fill out the details and click **Submit**.

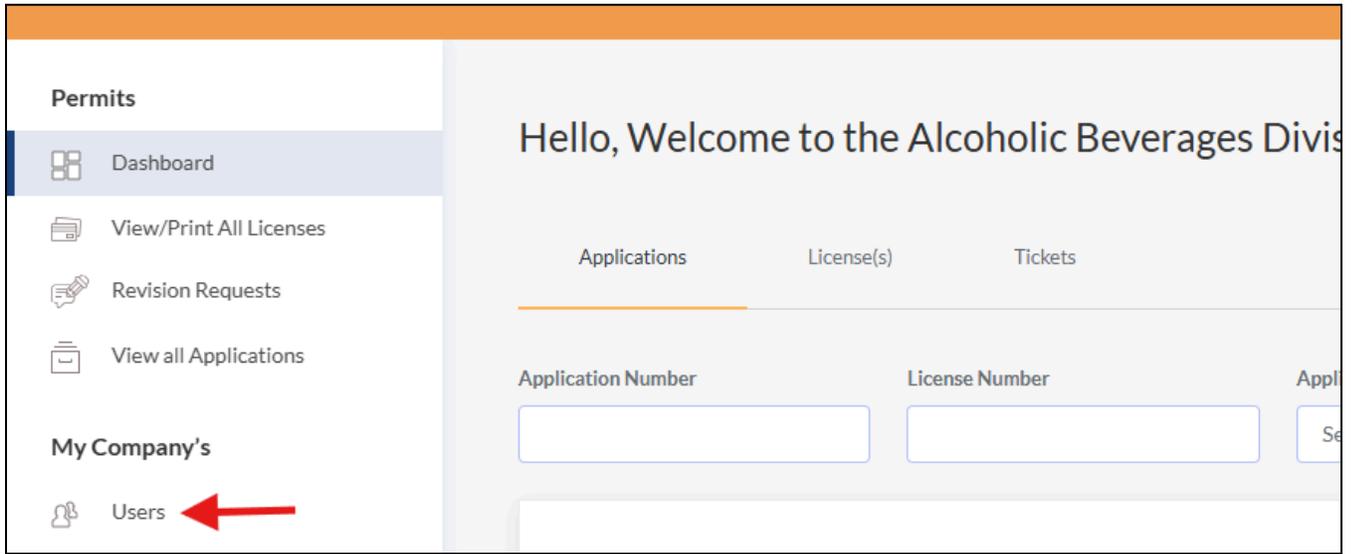


Managing Users

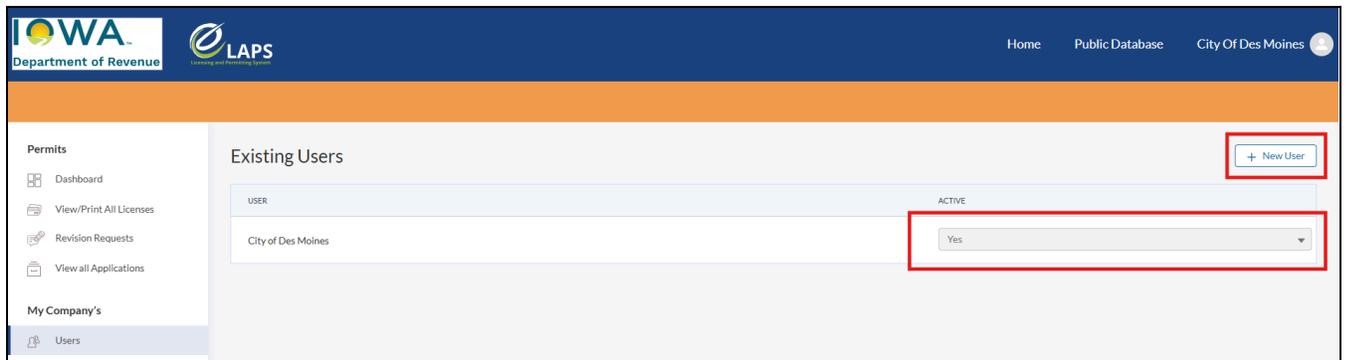
Local Authorities can manage/add users from the Side Panel.

1. Click **Users**

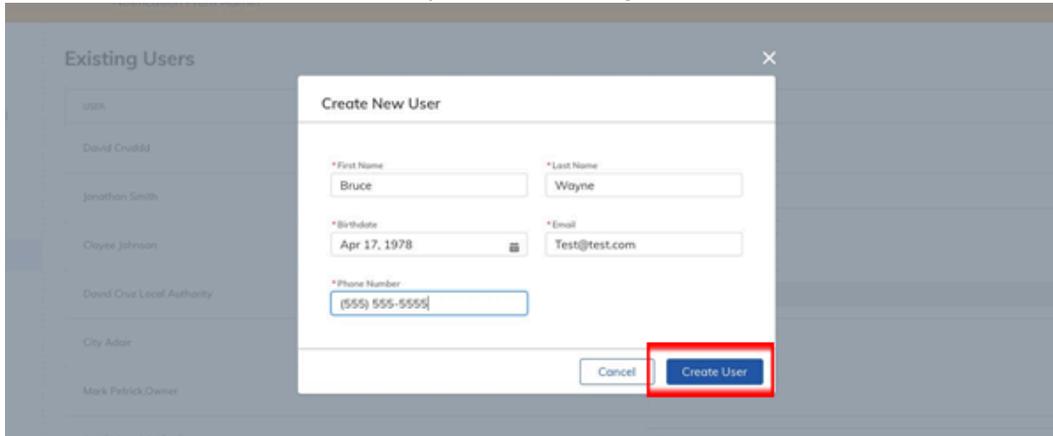
[Back to Top](#)



- 2. Update the Access of existing users by selecting **Yes/No** against the desired User
- 3. Click **+New User** to add a new user

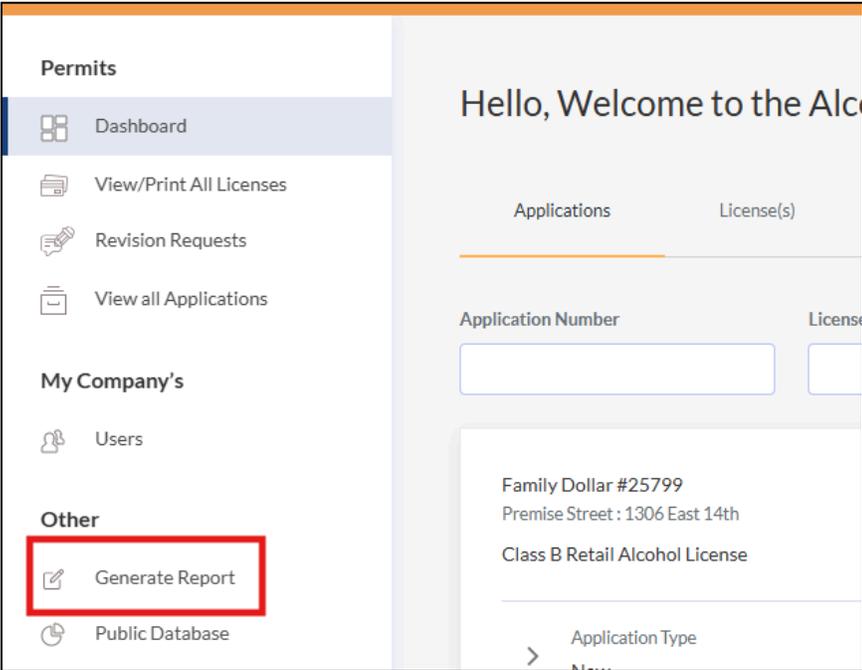


- 4. Fill in the details on the pop up if you are creating a new User, and click **Create User**



Generate a Report

Generate Report from Side Panel will take you to the On-Demand Report where you will be able to generate a report for your licenses.



This concludes the Local Authority Quick Reference Guide.