



IDR eLAPS Local Authority Quick Reference Guide



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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 <u>licensing@iowaabd.com</u> to request access for these account types.

1. Enter your login details and click Login

 Perspectrement of Revenue Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding@www.add.com to request access for these and case. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding@www.add.com to request access for these and case. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding@www.add.com to request access for these and case. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding@www.add.com to request access for these access. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding@www.add.com to request access for these access. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding@www.add.com to request access for these access. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding@www.add.com to request access for these access. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding@www.add.com to request access for these access. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding On the access for these access. Inva ADD cases all user Do for Dramotop Carriers and Local Authorities. Please ential Reconding On the access for these access and the access and the access access and the access access and the access access and the access acces access access access access access acces access access acces		La Velcome Ead:	Ogin Enteryour details below
Pond't have an account? Not dent Vacuar register by clicking on the button below. To skip the next time, you can ak ut is remember your login credentials Register Charged/Forget passes	Department of Revenue	Iowa ABD issues all user IDs for Dramshop Carriers and Local Author types. Application Managers/Editors please contact the License Owner. The their License records.	tites. Please email licensing@inveated com to request access for these acceu- ticense Owner must register in eLAPS and grant you access to the system a
Register Change/Torpot passwo Register Change/Torpot passwo Don't have an account? Register here. Change/Torpot passwo	Don't have an account?	*Enail *Pasword	
Register Login Don't have an account? Register here.		Remember me	Change/forgot passwo
Don't have an account? Register here.	Register		Login
		Don't have an	account? Register here.

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



Department of Revenue	Ø _{LAPS}
Permits Dashboard Dashboard View/Print All Licenses Revision Requests	Hello, Welcome to the Alcoholic Beverages Division State of Iowa
View all Applications My Company's Users	Application Number License Number Application Status Select Select Search

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.

Permits			
B Dashboard	Hello, Welcor	ne to the Ald	conolic Be
View/Print All Licenses	Applications	License(s)	Tickets
Revision Requests			
Uiew all Applications	Application Number	Licen	se Number
My Company's			
යු Users			



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.

Department of Revenue	2 LAPS	Home Public Database	City Of Des Moines 🦲
Permits Dashboard Dashboard View/Print All Licenses Revision Requests View all Applications My Company's Users Users	Applications License(s) Tickets Application Number License Number Application Status Select Search		
Other	Family Dollar #25799 Premise Street : 1306 East 14th	Application Number : App-190771	Continue
Department of Revenue	Family Dollar #25799	lome Public Database	City Of Des Moines
B Dashboard	Premise Street : 1306 East 14th App Class B Retail Alcohol License	lication Number : App-190771	Continue
View/Print All Licenses Revision Requests View all Applications	Application Type Tentative Effective Date Tentative Expiration Date New 2023-12-03 2024-12-02	Application Status @ Submitted to Local Authority	:
My Company's ﷺ Users	El Toreado Mexican Bar and Grill- LC0050839 Premise Street : 4521 Fleur Drive App Class C Retail Alcohol License	lication Number : App 209890	Continue
Other			
Public Database	Application Type Tentative Effective Date Tentative Expiration Date Amendment 2024-02-22 2025-02-21	Application Status 😗 Submitted to Local Authority	View
My Profile			Print Application
(1) Locout			

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



Department of Revenue	LAPS		Home Pub
	(App-190771)		Exit Save and Exit Print Application
	C License or Permit Type Privileges / Sub-Permits	Extension *Daytime Phone for Local Authority	*Sketch on File Select •
	Premises	Proof of Control of Property (Deed / Final Sales Contract / Lease / Written Agreement) "*Purchase agreements not accepted Select v	Premise's Address Correct? Select
	Ownership Criminal History / Violations	*Premises Zoned Properly? Select	*Fire Inspection Completed?
	Document Upload	*Health Inspection Completed?	*Was a DCI background check run? Select
	Cocal Authority Review	Previous License Number for this Location	* Local Authority Email Address
	Attestation / Endorsement	Comments	Amount Owed to Local Authority 487.50
			Previous Next

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

Department of Revenue	Ø LAPS			Home	Public Database	City Of Des Moines 🦲
	(App-190771)		Exit Save and Exit	Print Long Form Applicatic	n	
	License or Permit Type Privileges / Sub-Permits	Review		NEED HELP?		
	Premises Ovmership	License or Permit Type License or Permit Type	Length of License Requested			
	 Criminal History / Violations Document Upload 	Class B Retail Alcohol License Tentative Effective Date 2023-12-03	12 Month Tentative Expiration Date 2024-12-02			
	Local Authority					
	Attestation / Endorsement	Privileges / Sub-Permits Information				
		Sub-Permits				
		Premises Information				



★ 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.

- (App-190771) License or Permit Type Review Privileges / Sub-Permits License Premises License or I 🗸 Ownership Class B R Criminal History / Violations Tentative E Document Upload 2023-12 Local Authority Review Privilege Attestation / Endorsement Privileges
- 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.

Department of Revenue			Home	Public Database	City Of Des Moines 🦲
(App-190771)		Exit	Save and	l Exit Print Applic	ation
 License or Permit Type Privileges / Sub-Permits Premises Ownership Criminal History / Violations Document Upload Local Authority Review Attestation / Endorsement 	Attestation / Endorsement	y has reviewed the accuracy of the application of the issuance of the license/permit. •Final Action Select • Approved Denied Timely Filed by Local Authority	A A A A A A A A A A A A A A A A A A A	NEED HEI ached documents, and any ott ttestation Date 2024-11-01 vious	LP ?

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



←Back to Dashboard		
	Thank you! This application has been submitted.	

★ 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

Department of Revenue	Ø _{LAPS}	Home	Public Database	City Of Des Moines
Permits	Hello, Welcome to the Alcoholic Beverages Division State of Iowa			
Dashboard View/Print All Licenses	Amberlane Henrydo). Telete			
Revision Requests	AppAduotio Licetory Traces			
My Company's	Application Number License Number Application Status License Number Select Search			
ුපී Users				
Other	Family Dollar #25799 Premise Street : 1306 East 14th Close D Patell Archivel League	Application Nur	nber : App-190771	Continue

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.



Department of Revenue	Home	Public Database	City Of Des Moines
←Back to Dashboard			
All Applications			
Application Number License Number Premise Street	Premise City		
Premise County Status Account Name	License Type		
Name of Business (DBA) Effective Date			
Search Result (6929)	Search		
DBA V STATUS V LICENSE # V EFFECTIVE DATE V EXPIRATION D V APPLICATION T V AMEN	IDMENT T Y APPLICATION # Y		
Des Moines Club Pending Dramshop LF0001439 2025-01-01 2025-12-31 Renewal Review	App-210247		
Hy-Vee Fast & Submitted to Local Fresh #3 Authority LG0001215 2025-01-01 2025-12-31	App-210237		
Submitted to Local LC0044979 2024-12-24 2025-12-23 Renewal	App-209911	0	

3. The application Search result will be displayed

at of Revenue					Home Pu	blic Database	City Of De
	All Applications						
	Application Number	License Number	Premise Street	Premise City			
	Premise County	Status	Account Name	License Type			
	Name of Business (DBA)	Effective Date					
	Search Result (2)				Search		
	DBA 🗸 STATUS	✓ LICENSE # ✓ EFFECTIVE DATE	V EXPIRATION D V APPLICATIO	N.T Y AMENDMENT T Y APPLICATION	ŧ ∨		
	La Tapatia Grocery Submitted to L	Dcal LG0001216 2024-12-22	2025-12-21 Renewal	App-209904	•		

★ 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.



All Application	าร							
Application Number		License Number		Premise Street		Premise City		
Premise County		Status Submitted to L Amendment A	ocal Authority ×	Account Name		License Type		
Name of Business (DBA	A)	Applicant Activ	on Required by L 🗙					
iny vec			t					
Search Result	(2)		±				s	earch
Search Result	(2) status v	LICENSE# V	EFFECTIVE DATE V	EXPIRATION D V	APPLICATION T V	Amendment T V	APPLICATION#	earch
Search Result	(2) STATUS V Submitted to Local	LICENSE# \V	EFFECTIVE DATE V	EXPIRATION D V	APPLICATION T V	Amendment T Y	APPLICATION#	iearci

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.

Department of Revenue	Ø LAPS		Home	e Public Database	City Of Des Moines
Permits	Application Number License Numl	ber Application Status	•		
B Dashboard		Select	• S	earch	
View/Print All Licenses					
Revision Requests	Family Dollar #25799 Premise Street : 1306 East 14th		Applicati	on Number : App-190771	Continue
Uiew all Applications	Class B Retail Alcohol License				
My Company's	> Application Type	Tentative Effective Date 2023-12-03	Tentative Expiration Date 2024-12-02	Application Status	
යුරි Users		LOLO IL UU	EVE I IE UE	View	
				Create	Revision Request
Other				Incom	act Local Authority Selected
Generate Report	El Toreado Mexican Bar and Grill- LC00. Premise Street : 4521 Fleur Drive	-50839	Applicati	Print A	pplication
Public Database	Class C Retail Alcohol License				

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



		×	Home
	Revision Requests		
	Application App-190771	Revision Request Type Applicant	
ome to the Alc			
	* Revision Request Details	Assigned to Sandra Mckeithan	
License(s)			
	•Status	* Due Date	
	Jelect	EEE	
Licens	Additional questions needing attention	Additional Documentation Needed	Search
25700			
306 East 14th			Application N
cohol License			
ion Turno			Application Status
ion type			Submitted to Loca
can Bar and Grill- LC00508			
521 Fleur Drive			Application N
icohol License		Cancel Create	
ion Type	Tentative Effective Date	Tentative Expiration Date	Application Status
ment	2024-02-22	2025-02-21	Submitted to Loca

- 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.



Permits	Revision Req	uests			
View/Print All Licenses	NAME	APPLICATION	STATUS	TYPE	ACTIONS
Revision Requests	RR-0871	App-199062	Draft	Applicant	View Details Cancel Revision Request
Uiew all Applications	RR-0264	App-121925	Responded by Applicant	Applicant	View Details
My Company's					

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

Permits	Revision Req	uests			
View/Print All Licenses	NAME	APPLICATION	STATUS	ТУРЕ	ACTIONS
Revision Requests	RR-0871	App-199062	Draft	Applicant	View Details Cancel Revision Request
	RR-0264	App-121925	Responded by Applicant	Applicant	View Details
My Company's					
Users					

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

Department of Revenue	Home Public Database City Of Da	es Moines 📀
Permits Dashboard SView/Print All Licenses Revision Requests View all Applications	Family Dollar #25799 Premise Street: 1306 East 14th Application Number : App-190771 Continue Class B Retail Alcohol License Application Type Tentative Expiration Date Application Status @ New 2023-12-03 Tentative Expiration Date Submitted to Local Austroling	
My Company's	El Toreado Mexican Bar and Grill-LC0050839 Premise Street: 4521 Flevr Drive Class C Retail Acchol License Create Revision Request Incorrect Local Authority Se Print Application Class C Retail Acchol License	elected

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



			×
	Incorrect Local Authority Ticke	t	
			<u>^</u>
	Incorrect Local Authority Ticket		
to the Alc	• Type Incorrect Local Authority Ti ▼	* Subject	
License(s)	* First Name	* Last Name	-
Licens	* Preferred Phone	Preferred Email	Search
	* Preferred Method Of Contact	Ticket	
4th	Select 🔹	Q Begin typing to lookup reco	
ense	 Enter Correct Account For Local Authority 		
	Q Begin typing to lookup reco		
	* Description		
nd Grill- LC00508 Drive		1	
ense		Submit	
	Tentative Effective Date	Tentative Expiration Date	
	2024-02-22	2025-02-21	

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.



Department of Revenue	ØLAPS	Home	Public Database City Of Des Moines 😑
	<u></u>		
Permits	Applications License(s) Tickets		
Dashboard		×	
View/Print All Licenses	License/Permit #	- Search	
Revision Requests	Select	• Startin	
Uiew all Applications	Class A Liquor Li License(s) Outdoor Service Let Class A Beer Per	iense (LA) nit (BA)	
My Company's	Class B Liquor Li Class B Beer Per	iense (LB) nit (BB)	
යුඩ Users	LICENSE/PERMIT# NAME OF BUSINESS DBA t t t Class B Native W Class C Liquor Li Class C Native D	inc Permit (WBN) ENROLLED ty stilled Spirits Liguor License (LCN)	IN AUTOMATIC RENEWAL PROGRAM ACTIONS
Other	Special Class C R	stail Native Wine License (WCN)	
Generate Report	Class D Liquor Li LC0051853 Your Private Bar Class E Liquor Li	cense (LD)	View/Print Application
Public Database	Charity Beer, Spi	its, and Wine Auction Permit (CP)	Download License
() My Profile	Charity Beer, Spi	its, and Wine Event Permit (CE)	
() Logout	BW0100082 Salisbury House & Class C Beer Per Gardens Class B Wine Per	quor License (BW) nit (BC) mit (WB)	View/Print Application Preview License

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

Department of Revenue	LAPS				Home	Public Da
Permits	License/Permit #		License/Permit Type Select	÷	Search	
View/Print All Licenses Revision Requests View all Applications	License(s)	Outdoor Service Letter(s)	Temporary Transfer Letter(s)			
My Company's	LICENSE/PERMIT# ↑↓	LICENSE/PERMIT TYPE	TEMPORARY TRANSFER START DATE \uparrow_{\downarrow}	TEMPORARY TRANSFER END DATE	ACTIONS	
Other	LC0038408	Class C Liquor License (LC)	2021-08-19	2021-08-21	View/Print Application Preview Letter Down	load Letter
Generate Report Public Database	LC0038408	Class C Liquor License (LC)	2021-06-02	2021-06-06	View/Print Application Preview Letter Down	load Letter
My Profile Logout	LC0038408	Class C Retail Alcohol License (LC)	2024-02-03	2024-02-04	View/Print Application Preview Letter Down	load Letter



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

Department of Revenue	ØLAPS				Hom	e Public Database	e City (
Permits	Hello Welcome to	the Alcoholic Bey	verages Division St	ate of Iowa			
B Dashboard		the Alcoholie Dev	Crages Division St				
View/Print All Licenses	Applications Lic	ense(s) Tickets					
Revision Requests							
Uiew all Applications	Ticket Number	Apr	olication	Status		— ↓	
My Company's				Select	\$	Search + New Ticl	ket
<u></u> Users	TICKET NUMBER	STATUS	TYPE		DESCRIPTION/SUBJECT	ACT	IONS
Other					Ownership tab sho		
🗹 Generate Report	00012546	Closed			ws 1 owner. When she prints the appli	Vie	w Details
Public Database					cation it shows 2.		
My Profile	00013666	Closed			Updates needed	Vie	w Details

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

					×	
to the Alc	Ticket					
License(s)	Feedback					
	• Type Feedback	•	* Subject			
	* First Name		◆Last Name			DESCRIPTION/S
	Description					Ownership ta ws 1 owner. V she prints the cation it show
				Submit		Updates need
	L	_				Linda called.

Managing Users

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

1. Click Users



Permits	Lielle Malcome to the Alcoholic Reverages Divi
B Dashboard	Hello, welcome to the Alcoholic Beverages Divis
View/Print All Licenses	Applications License(s) Tickets
Revision Requests	
Uiew all Applications	Application Number License Number Appl
My Company's	Se
ුපී Users	

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

Department of Revenue	ØLAPS		He	ome Public Database	City Of Des Moines 🕘
Permits	Existing Users				+ New User
Dashboard View/Print All Licenses Revision Requests	USER City of Des Moines	Г	ACTIVE		
View all Applications View all Applications My Company's		L			

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

Existing Users		>
USER.	Create New User	
David Cruddd	* East Norme	+Last blame
Jonathan Smith	Bruce	Wayne
Clayse Johnson	*Birthdote Apr 17, 1978	*Email Test@test.com
David Cruz Local Authority	* Phone Number (555) 555-5555	
City Adoir		
- Mark Petrick.Dwner		Cancel 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.



Permits				
B Dashboard	Hello, Welcome to the Alc			
 View/Print All Licenses Revision Requests 	Applications License(s)			
Uiew all Applications	Application Number License			
My Company's				
<u>A</u> Users				
Other	Family Dollar #25799 Premise Street : 1306 East 14th			
🗹 Generate Report	Class B Retail Alcohol License			
🕒 Public Database	Application Type			

This concludes the Local Authority Quick Reference Guide.