



## Tips & Tricks for Local Authority

Greetings, Iowa ABD eLAPS Local Authority!

Each week we will share tips, tricks, and shortcuts so you can master the new Iowa ABD eLAPS which 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 name of the Business appears under the DBA field.

For more information, go to the Application page. Click the disclosure triangle then click "View" from the dropdown.

Go to the Premises step (shown below) to view the Business Information.

APPLICATION ...	LICENSE NUMB...	STATUS	DBA	LICENSE TYPE	APPLICATION T...	AMENDMENT T...
App-000409	LE0000008	Submitted to ABD	Come on Down	Class E Liquor License	Renewal	▼
App-000482		Submitted to Local Authority	Ramona's	Class B Wine Permit	New	View Preview License

(App-000409)

Exit [Save and Exit](#)

- License or Permit Type
- Privileges / Sub-Permits
- Premises**
- Ownership

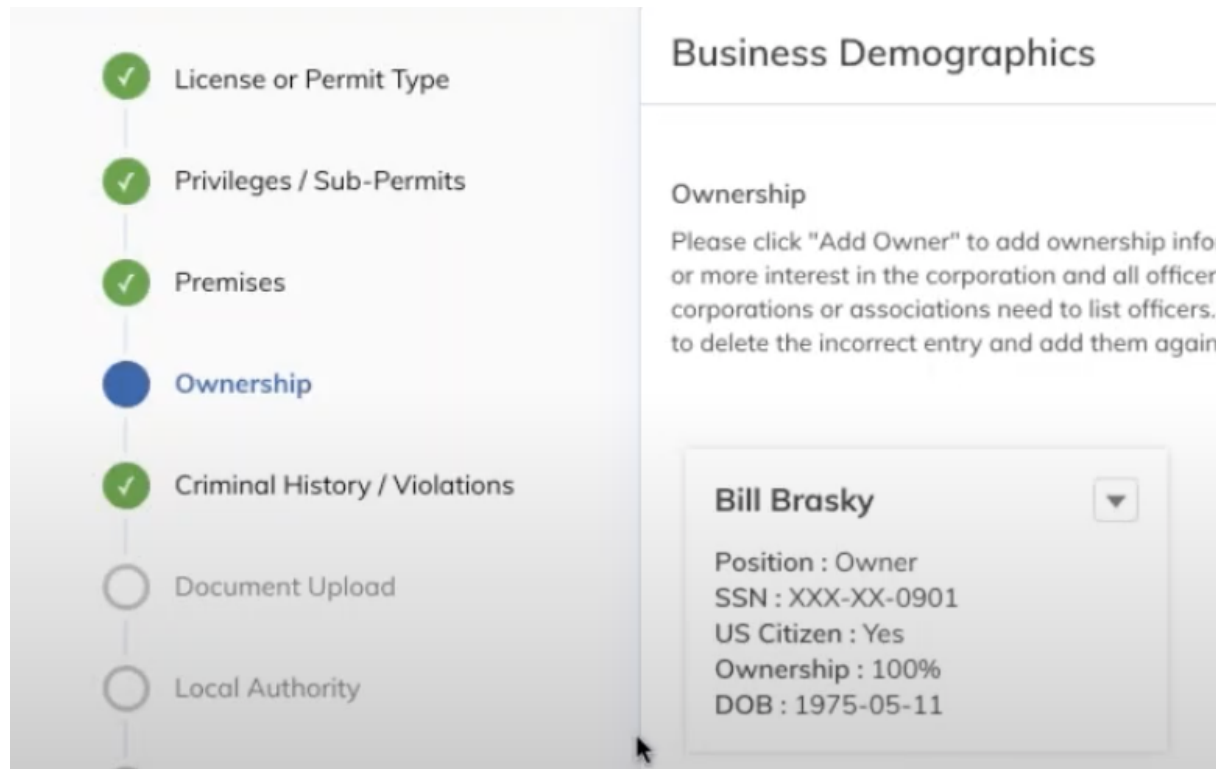
### Premises

NEED HELP ?

#### Business Information

<p><small>* Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverages sold)</small></p> <p>Come on Down Inc</p>	<p><small>* Name of Business (D/B/A)</small></p> <p>Come on Down</p>
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From the Premises step, you'll be able to go into the Ownership information. Under Premises, you can also find additional details (expiration dates, contact information, premises of the business, and mailing address).



The screenshot shows a vertical navigation menu on the left with the following items: License or Permit Type (checked), Privileges / Sub-Permits (checked), Premises (checked), Ownership (selected), Criminal History / Violations (checked), Document Upload, and Local Authority. The main content area is titled 'Business Demographics' and contains an 'Ownership' section. The 'Ownership' section includes a text instruction: 'Please click "Add Owner" to add ownership information or more interest in the corporation and all officers. Corporations or associations need to list officers. If you delete the incorrect entry and add them again.' Below this is a list of owners, with one entry for 'Bill Brasky' expanded to show details: Position : Owner, SSN : XXX-XX-0901, US Citizen : Yes, Ownership : 100%, and DOB : 1975-05-11.

### Business Demographics

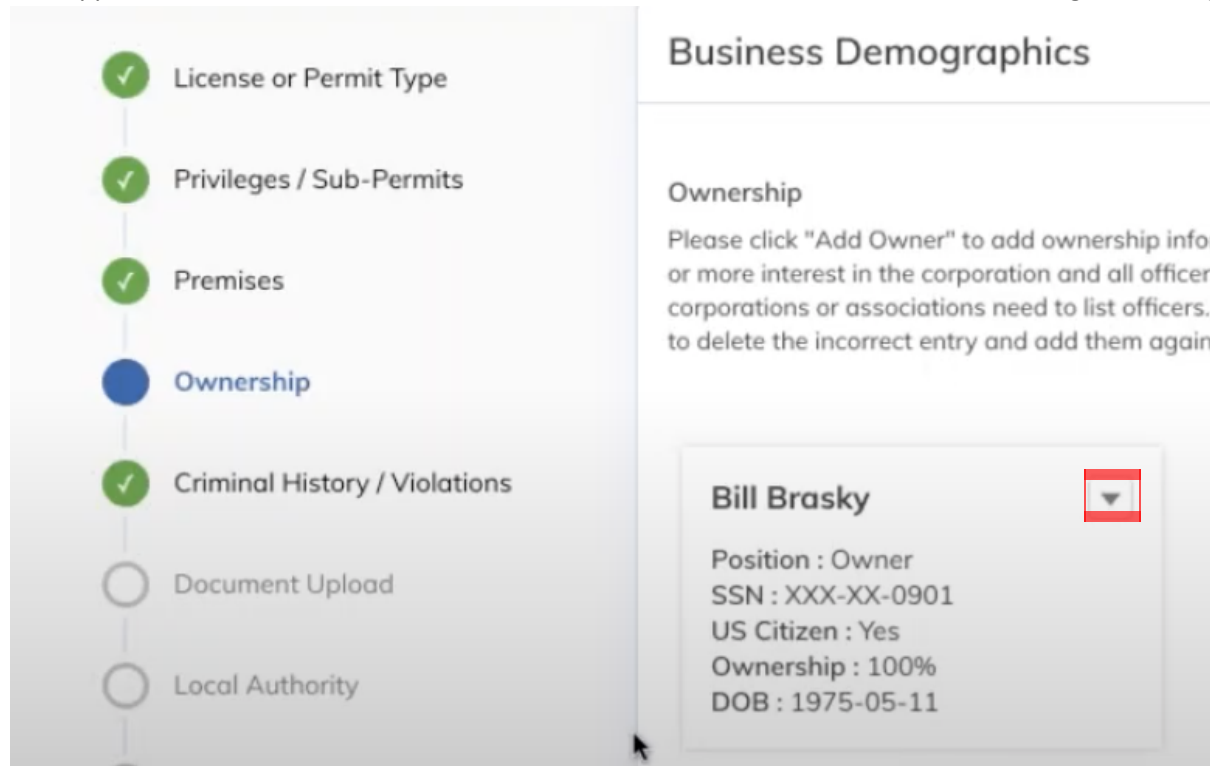
#### Ownership

Please click "Add Owner" to add ownership information or more interest in the corporation and all officers. Corporations or associations need to list officers. If you delete the incorrect entry and add them again.

<b>Bill Brasky</b>	▼
Position : Owner	
SSN : XXX-XX-0901	
US Citizen : Yes	
Ownership : 100%	
DOB : 1975-05-11	

 **Hot Tip #2**


If an applicant records a criminal violation, for more information, click the disclosure triangle to the right of the Owner name on the Ownership page.



**Business Demographics**

**Ownership**

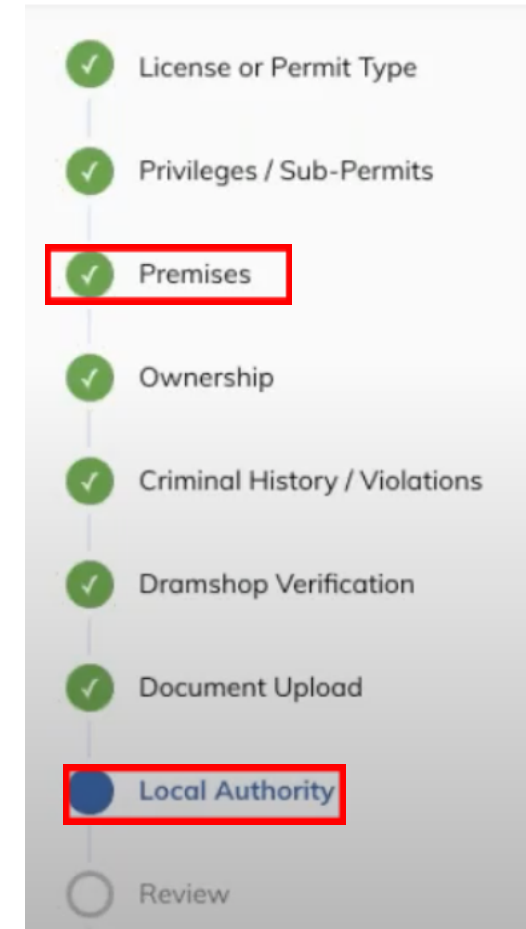
Please click "Add Owner" to add ownership inform or more interest in the corporation and all officers corporations or associations need to list officers. If to delete the incorrect entry and add them again v

**Bill Brasky** 

Position : Owner  
SSN : XXX-XX-0901  
US Citizen : Yes  
Ownership : 100%  
DOB : 1975-05-11

 **Hot Tip #3**

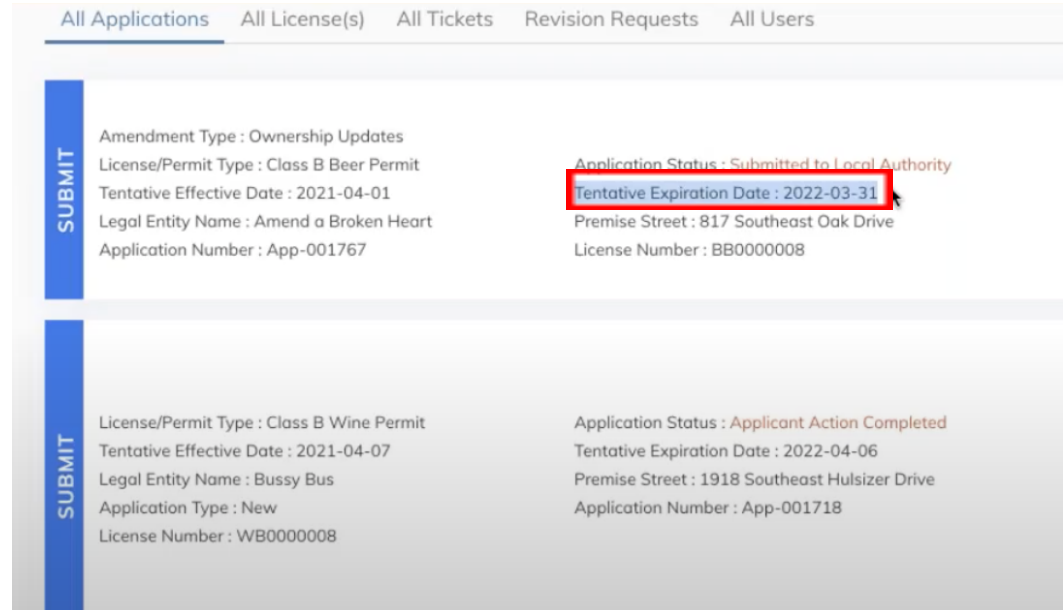
While reviewing an application, you can easily access different pages by clicking on the step for that page. For example, if you are in the Local Authority page but want to go to the Premises page, click on the “Premises” step.





**Hot Tip #4**


On the dashboard, Tentative Expiration Date can be found on the application card.



Navigation: All Applications | All License(s) | All Tickets | Revision Requests | All Users

SUBMIT	Amendment Type : Ownership Updates	Application Status : Submitted to Local Authority
	License/Permit Type : Class B Beer Permit	<b>Tentative Expiration Date : 2022-03-31</b>
	Tentative Effective Date : 2021-04-01	Premise Street : 817 Southeast Oak Drive
	Legal Entity Name : Amend a Broken Heart	License Number : BB0000008
	Application Number : App-001767	
SUBMIT	License/Permit Type : Class B Wine Permit	Application Status : Applicant Action Completed
	Tentative Effective Date : 2021-04-07	Tentative Expiration Date : 2022-04-06
	Legal Entity Name : Bussy Bus	Premise Street : 1918 Southeast Hulsizer Drive
	Application Type : New	Application Number : App-001718
	License Number : WB0000008	

On the Application page, Tentative Expiration Date can be found under the Premises step.



<ul style="list-style-type: none"> <li>License or Permit Type</li> <li>Privileges / Sub-Permits</li> <li><b>Premises</b></li> <li>Ownership</li> </ul>	<p>Indicate how the business will be operated</p> <p>Publicly Traded Corporation</p> <p>*Business Number of Secretary of State</p> <p>327072</p> <p><b>Premises Information</b></p>	<p>*Federal Employer ID #</p> <p>32-1321321</p> <p>Tentative Expiration Date</p> <p><b>Mar 31, 2022</b></p>
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**Hot Tip #5**

When a new and/or renewal application has been approved, ABD will send a copy of the license or permit to the licensee and local authority. Once approved, the license or permit can be printed and/or downloaded. Go to “Preview” to download a PDF file of the license or permit on your computer. From there, you will be able to print, if needed.



**Hot Tip #6**

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!**