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.

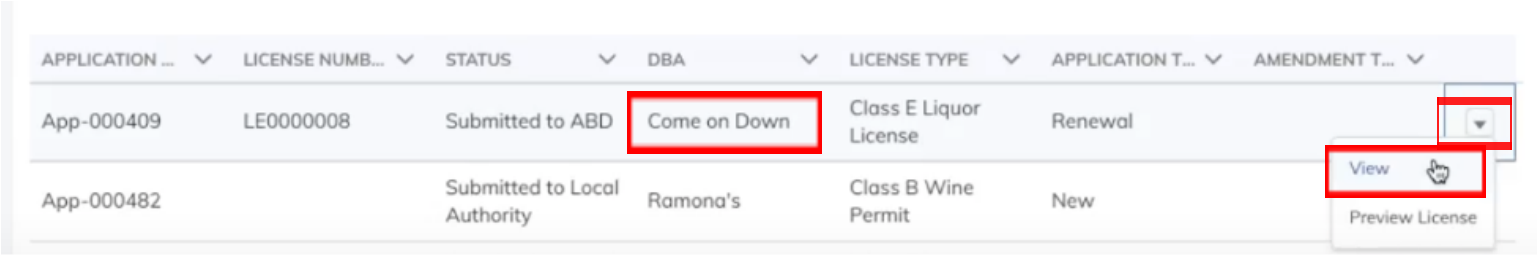
WHAT is eLAPS?

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.

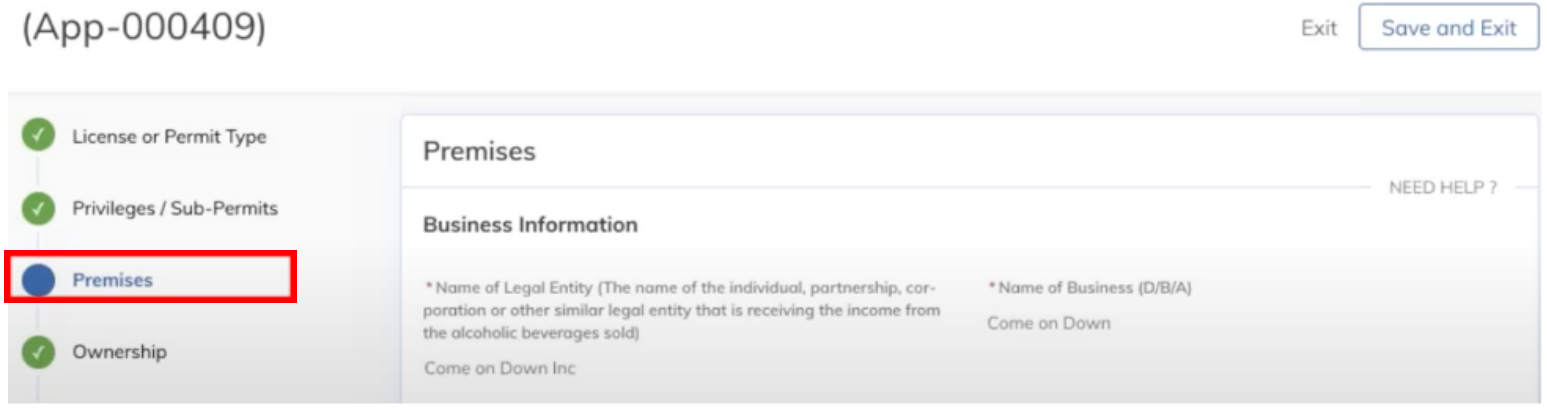
Hot Tip #1

The name of the Business appears under the DBA field.

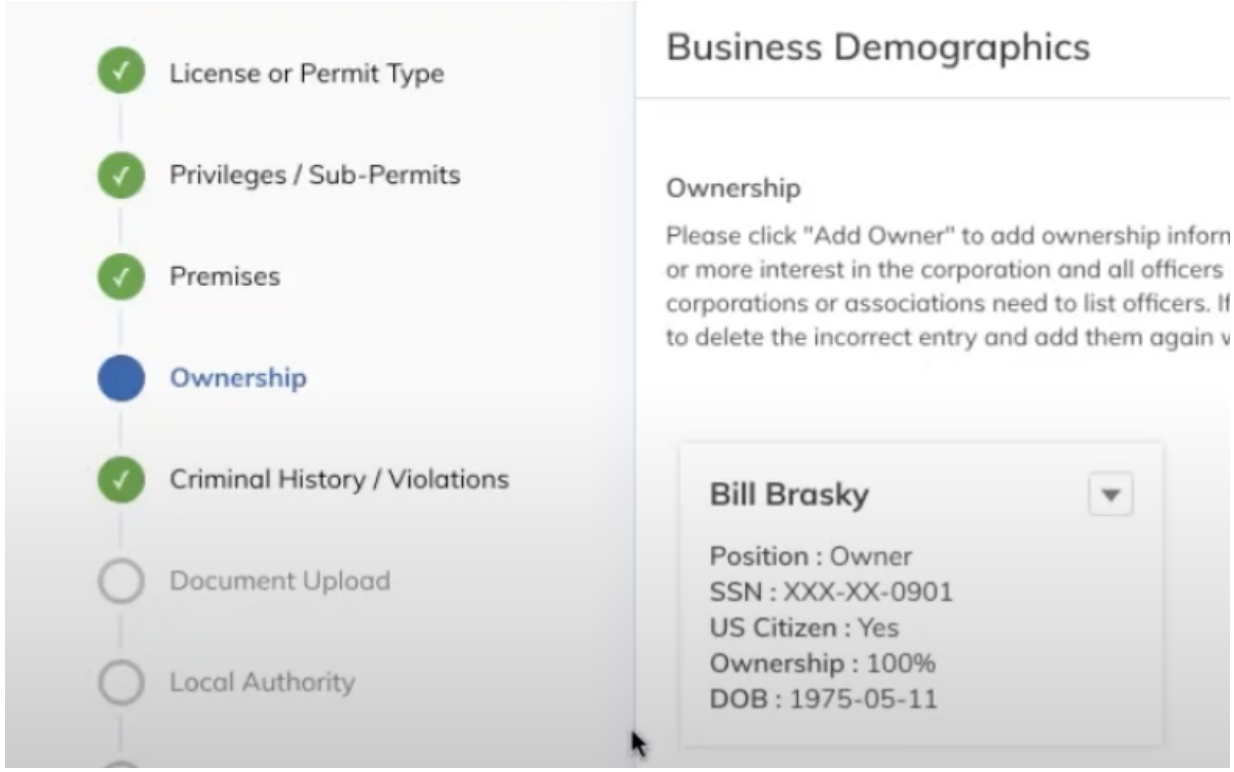
For more information, go to the Application page. Click the disclosure triangle then click "View" from the dropdown.



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

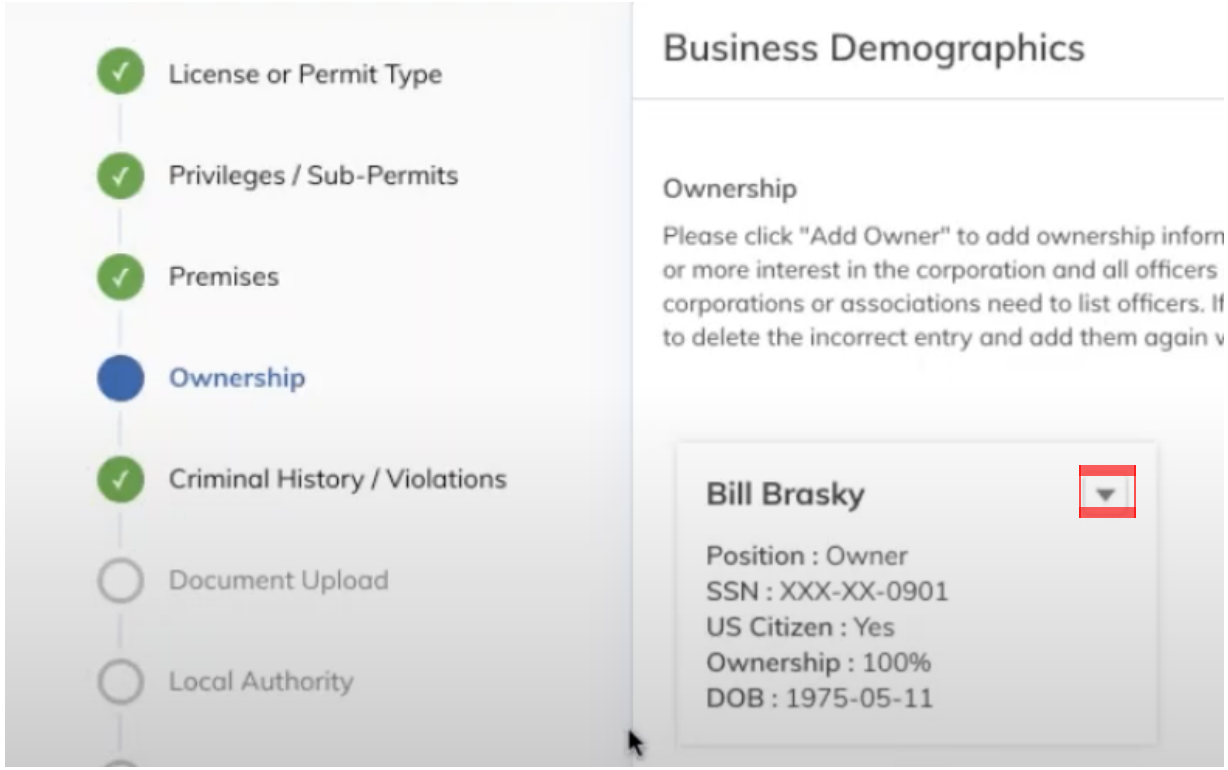


From the Premises step, you'll be able to go into the Ownership information. Under Premises, you can also find additional details (expiration dates, contact information, premises of the business, and mailing address).



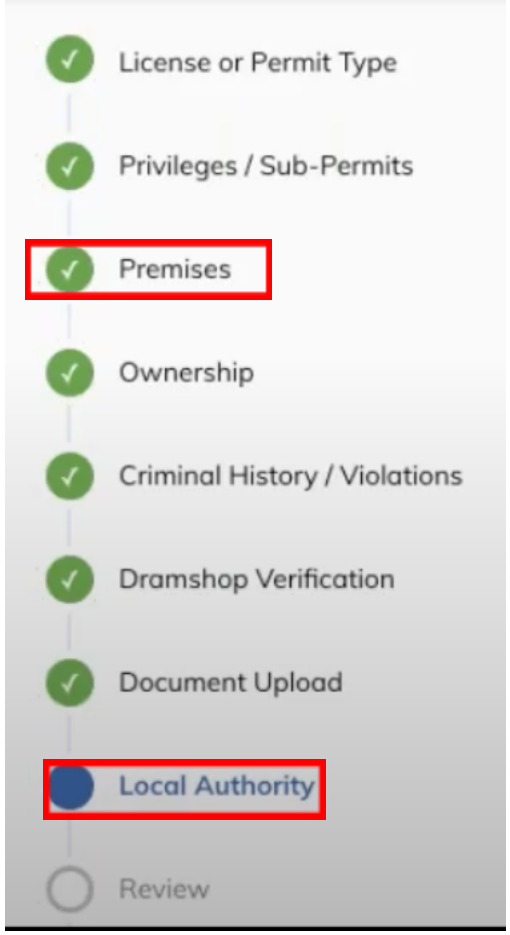
Hot Tip #2

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.



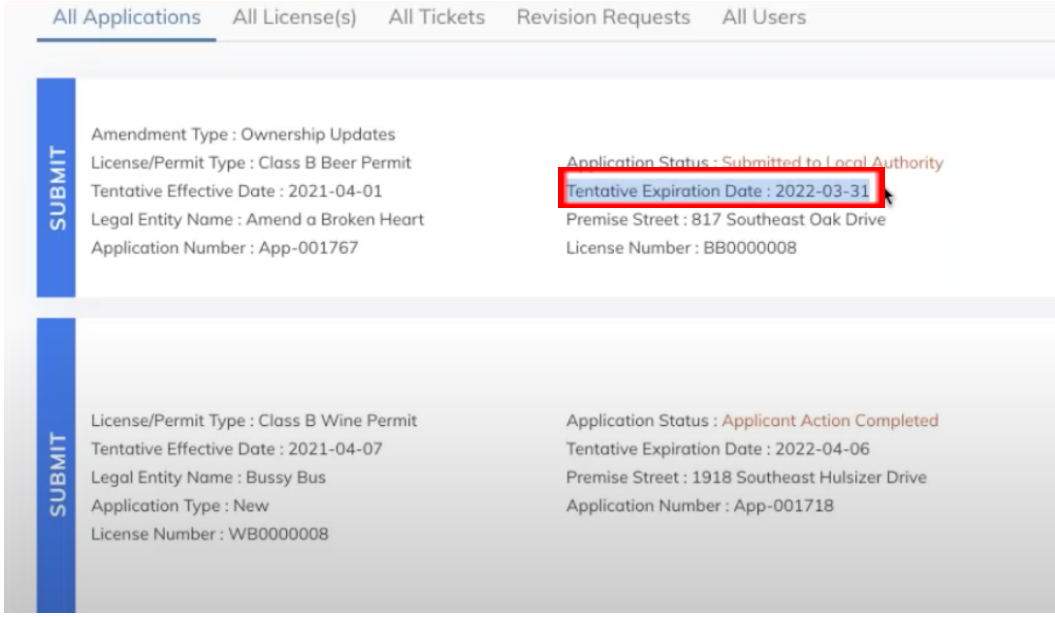
Hot Tip #3

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.



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

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!