



ALCOHOLIC
BEVERAGES
DIVISION
State of Iowa



Iowa ABD eLAPS
Dramshop Carrier Quick Reference Guide (QRG)

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Introduction

ABD's new 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 Dramshop Carriers verify and endorse the applications for further processing to Local Authorities and the Iowa ABD Staff.

This Quick Reference Guide (QRG) describes the actions and resources available to Dramshop Carriers.

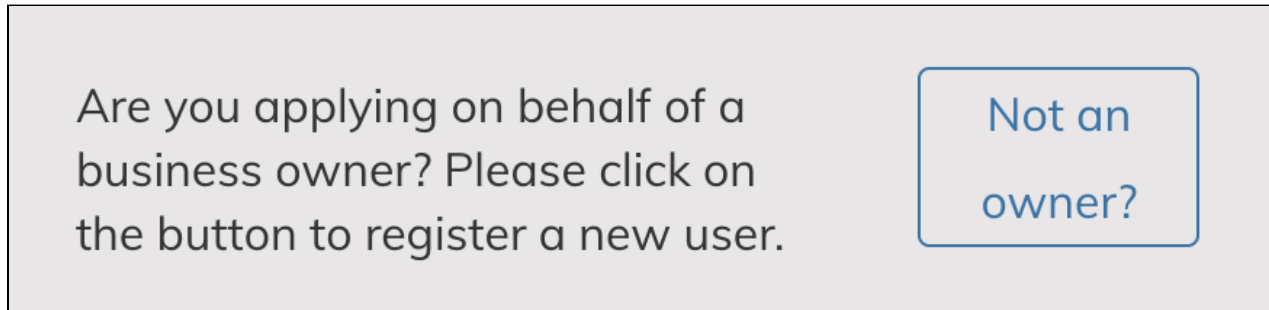
Logging In

Dramshop Carriers should have accounts automatically set up for them.

If they are not registered, they can click **Not an Owner** (on top of the Registration form) and fill out a ticket for their credentials or contact ABD directly. They cannot register as a user in the portal without contacting ABD or creating a ticket.

The screenshot shows the 'Create an account' page on the Iowa eLAPS portal. The page is split into two main sections. On the left, there is a blue-tinted image of a bar counter with glasses and bottles. Overlaid on this image is the 'ALCOHOLIC BEVERAGES DIVISION State of Iowa' logo and the text 'Already have an account?' with a 'Login' button. Below this, it says 'You can login by clicking on the button below. To skip this next time, you can ask us to remember your login credentials.' On the right, the main content area is white with a blue header. The header contains the text 'Looking for Public Information?' and a 'Click Here' button. The main heading is 'Create an account'. Below this, it says 'If you are an owner of a business, please fill out form below.' There is a section titled 'Are you applying on behalf of a business owner? Please click on the button to register a new user.' with a 'Not an owner?' button. The 'Business Information' section includes fields for '* Company Name', '* Business Type' (a dropdown menu with 'Select' as the current value), and '* Corporate ID'. The 'Business Address' section includes an 'Address or location search' field with a search icon, a note to 'Search by a location name or address to automatically populate the address fields below (optional)', and fields for 'Apartment/Building' and '* Street'.

'Not An Owner' option on top of the form (magnified below).

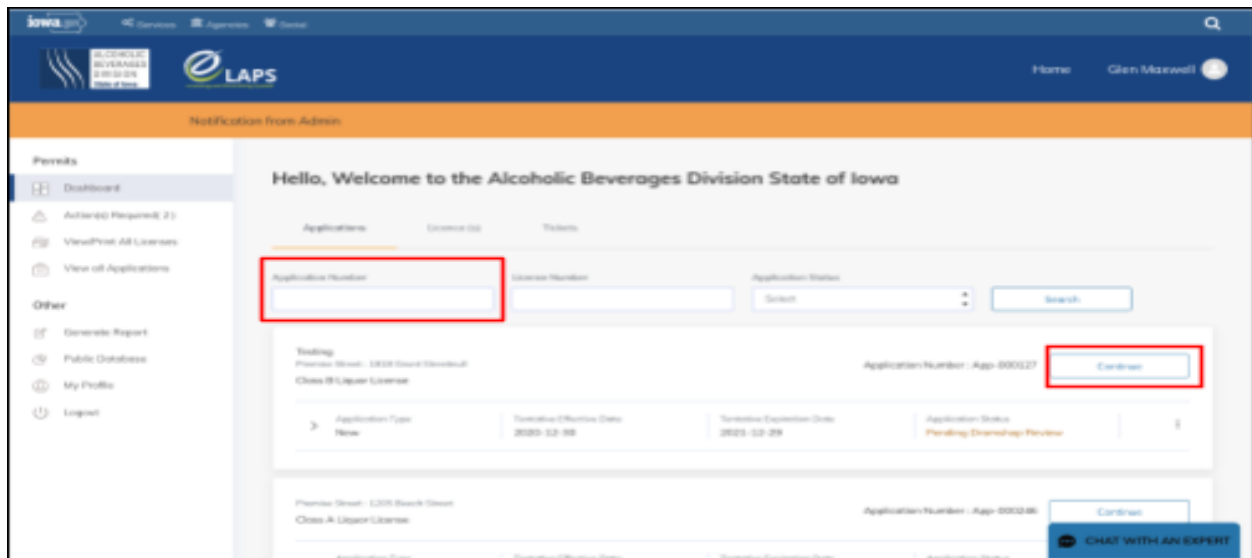


Dram Carriers need to submit a ticket to request an account, or email ABD at licensing@iowaabd.com.

Dramshop Policy Verification

As a Dramshop Carrier, you'll need to complete a few steps for Applications to be processed further. You can enter the Application or License Number that needs to be verified, and then click **Search** to bring up all of the results.

Click **Continue** on an application card to continue the review process.



Step 1: You'll need to review the Premises details first.

Verify Dramshop Policy (App-001124) Exit [Save and Exit](#)

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Dramshop Verification
- Review
- Attestation / Endorsement

Premises

[NEED HELP ?](#)

Indicate how the business will be operated

Municipality Business Number of Secretary of State
1

* Name of the Corporation/Sole Proprietor/Partnership * Name of Business (D/B/A)
Hi Hi

* Federal Employer ID # * Business Phone
11-1111111 (111) 111-1111

* Tentative Effective Date * Contact Name
Apr 1, 2021 Hello

* Phone * Email Address
(111) 111-1111 todd.kroll@iowa.gov

Cell/Home Phone Control of Premises
(111) 111-1111 Other

Step 2: After confirming the Premises details, scroll down and click **Next** to proceed.

Step 3: Fill in the Dramshop Policy details. Ensure the policy dates provided begin on or before the effective date of the Application and shall continue until the expiration date of the license or permit. Click **Next** to proceed.

Verify Dramshop Policy (App-001124) Exit [Save and Exit](#)

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Dramshop Verification
- Review
- Attestation / Endorsement

Dramshop Verification

[NEED HELP ?](#)

Dram Shop * Tentative Effective Date
Allied Insurance Group Apr 1, 2021

* Policy Number * Policy Effective Date
A123 Mar 28, 2021

* To or Through? * Policy Expiration Date
Through Aug 28, 2021

* Policy Information Verified * Does this policy contain an Annual Aggregate Limit provision?
Yes Yes

* Annual Aggregate Limit is: The dramshop policy must take effect on or before the day the
license or permit takes effect and shall continue until the
expiration date of the license or permit.
\$150,000 - \$200,000 * Check here to acknowledge the above

Unable to Verify Dramshop Policy

[Previous](#) [Next](#)

Step 4: Review the details you had access to in the previous steps. Make updates, if needed. Scroll down and click on **Next** to proceed.

Verify Dramshop Policy (App-001124) Exit [Save and Exit](#)

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Dramshop Verification
- Review**
- Attestation / Endorsement

Review

[NEED HELP ?](#)

License or Permit Type

License or Permit Type Class C Liquor License	Length of License Requested 6 Month
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Privileges / Sub-Permits Information

Privileges

Sub-Permits

Premises Information

Indicate how the business will be operated
Municipality

Business Number of Secretary of State
1

Step 5: The last step is to Attest/Endorse the details you have just verified and entered. You'll need to attest that the policy contains coverage to comply with all applicable alcohol provisions. Click on **Submit**.

Verify Dramshop Policy (App-001124) Exit [Save and Exit](#)

- License or Permit Type
- Privileges / Sub-Permits
- Premises
- Dramshop Verification
- Review
- Attestation / Endorsement**

Attestation / Endorsement

[NEED HELP ?](#)

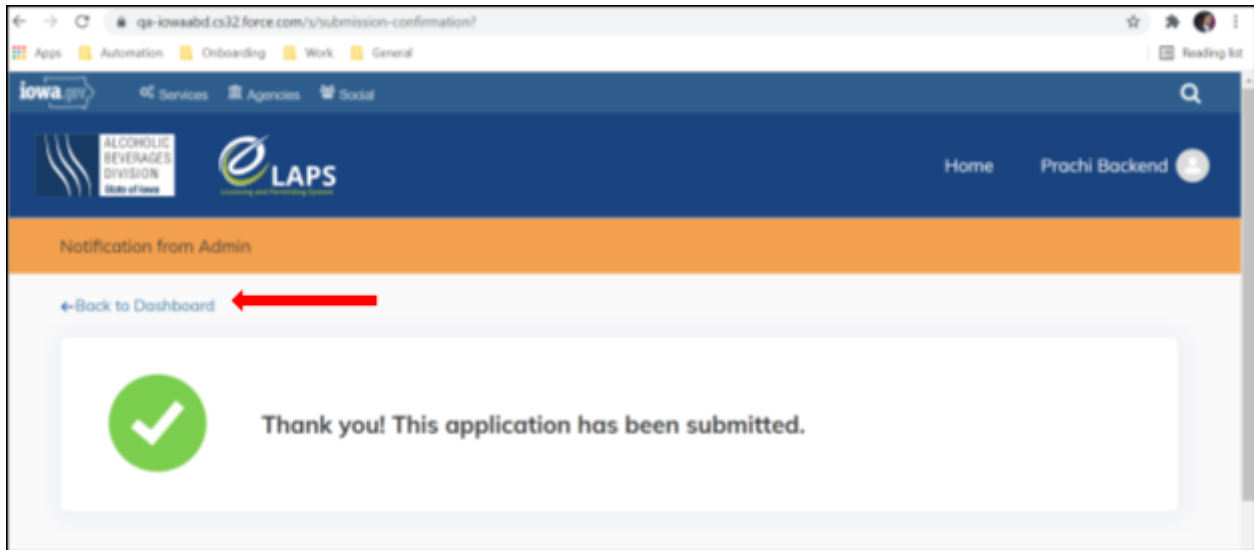
* The above-mentioned policy of insurance (policy) contains coverage to comply with the provisions of Iowa Code § 123.92, 185 Iowa Administrative Code § 5.8, and all other applicable laws and rules of the Iowa Insurance Division. The policy shall be effective the day the license or permit takes effect and shall continue until the expiration date of the license or permit, unless canceled. The insurance carrier may cancel the policy by giving a minimum of 30 days' prior written notice to the Iowa Alcoholic Beverages Division. The 30-day period shall begin on the date that the Iowa Alcoholic Beverages Division receives the notice of cancellation.

* Name

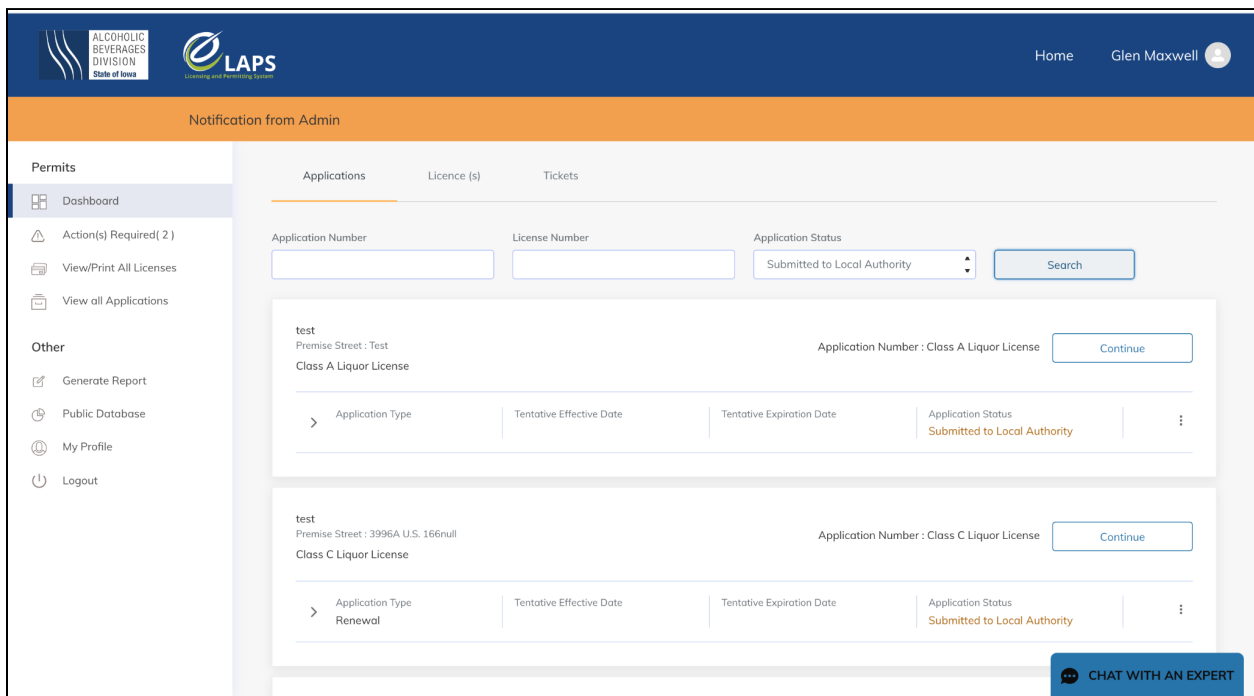
Attestation Date
2021-03-29

[Previous](#) [Submit](#)

A success message “Thank you! This application has been submitted.” with a ‘Back to Dashboard’ hyperlink will be displayed (as below).



The page will also refresh and the user will be redirected to the Dashboard, if no action is taken on this page. Based on the license selection, Application status changes to either “Submitted to Local Authority” or “Submitted to ABD” and an email notification will be triggered to Local Authority and ABD respectively along with Applicant.



Dashboard

From the Dashboard, the Dramshop Carrier can perform more Actions depending on the Application Stage/Status.

Application Status

The Application Status will change to 'Submitted to Local Authority' after the Policy verification is complete.

Review Application

If ABD staff submits a Revision Request, then the 'View Revision' button will be visible on the Application. Below are the scenarios under which a Revision Request can be raised:

- If any changes need to be made in application
- If any new document or an updated document is required

Only ABD can raise a Revision Request to Applicant or Dramshop users. The Local Authority doesn't have that privilege.

The screenshot displays the Iowa eLAPS application dashboard. At the top, there is a navigation bar with the 'ALCOHOLIC BEVERAGES DIVISION State of Iowa' logo, the 'eLAPS' logo, and user information for 'Glen Maxwell'. Below the navigation bar is a 'Notification from Admin' banner. The main content area is divided into a left sidebar and a main panel. The sidebar contains a 'Permits' section with 'Dashboard' selected, and an 'Action Applications' section with 'Action/ Pending (2)' selected. Below this are 'View/Print All Licenses', 'View of Applications', and an 'Other' section with 'Generate Report', 'Public Database', 'My Profile', and 'Logout'. The main panel is titled 'Action Applications' and contains a 'Revision Requests' section. It lists two applications:

Application ID	Applicant Name	Address	Application Number	Action
skstwt6 - LA0000034	skstwt6	11400 East State Route 250	App-001342	View Revision
wepwng	wepwng	3700 Southeast Convenience Boulevard	App-001422	View Revision

Each application entry includes a 'View' icon, 'Application Type' (Renewal or New), 'Temporary Effective Date', 'Temporary Expiration Date', and 'Application Status' (Dramshop Action Required). A 'CHAT WITH AN EXPERT' button is located at the bottom right of the dashboard.

Click **View Revision** to complete the process on the next page.

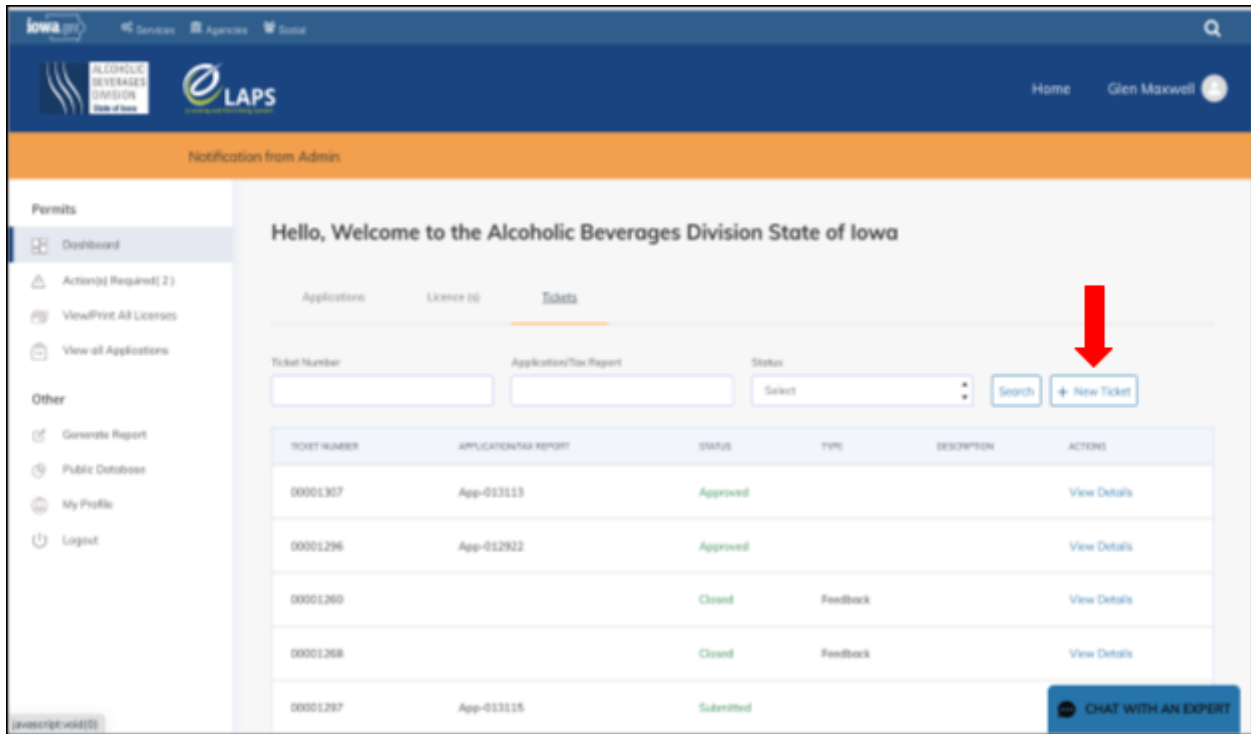
Tickets

A Ticket can be submitted by clicking the **Tickets** tab on the Dashboard.

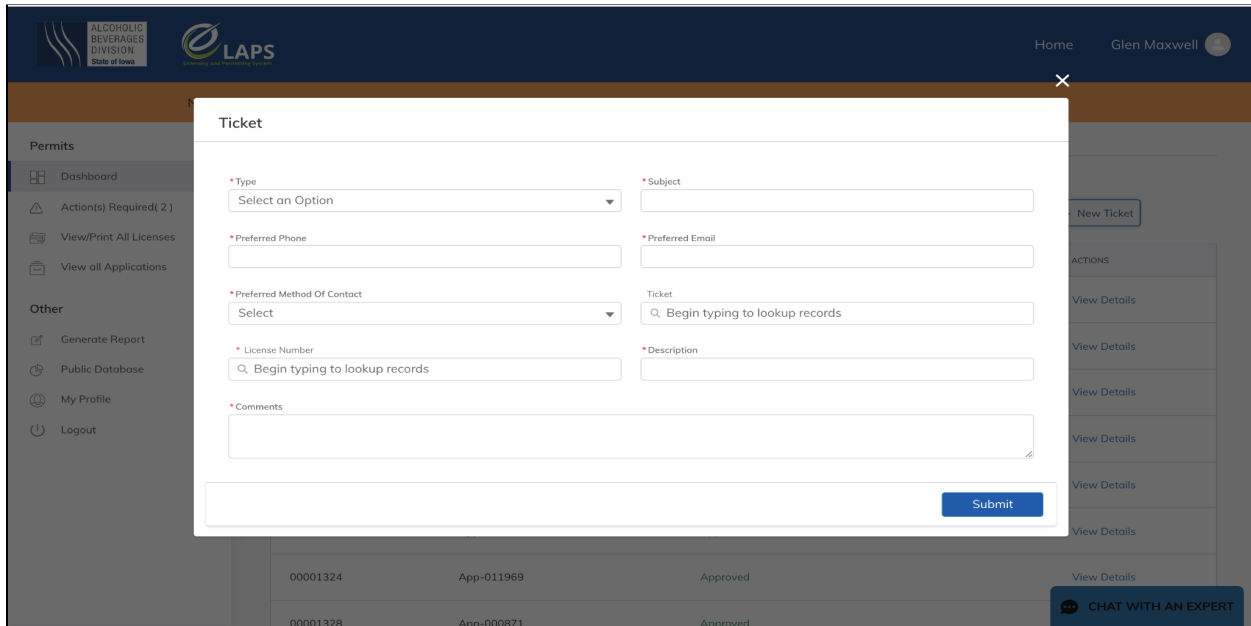
Dramshop Carriers, Local Authorities, and Applicants can submit a ticket. There are various reasons to submit a ticket. Below are some specific type of tickets:

- Tax Report Amendment Ticket: If the Applicant feels that an amendment is required for the generated tax report, they can submit a ticket.
- Keg Registration Booklet Request: Any Applicant that wants to purchase Keg Registration booklets for their active application can submit a ticket with the license/permit number and the number of booklet requests. Based on the number of booklet requests, a ticket also generates a payment record where users have the option to pay by ACH or credit card.
- Non-Owner Portal User Registration: User can initiate this ticket with user details to add or register a user on the portal.
- Renewal Application Withdrawal Ticket: Using this ticket, a user can raise a request for a withdrawal ticket for a renewal application.
- Dramshop Cancellation Request: User wants to cancel the dramshop cancellation.
- Feedback: Any kind of query, questions, and feedback.
- Incorrect Local Authority Ticket: A Local Authority can submit this ticket if they observe that the application has been mapped to an incorrect Local Authority.

Click + **New Ticket**.

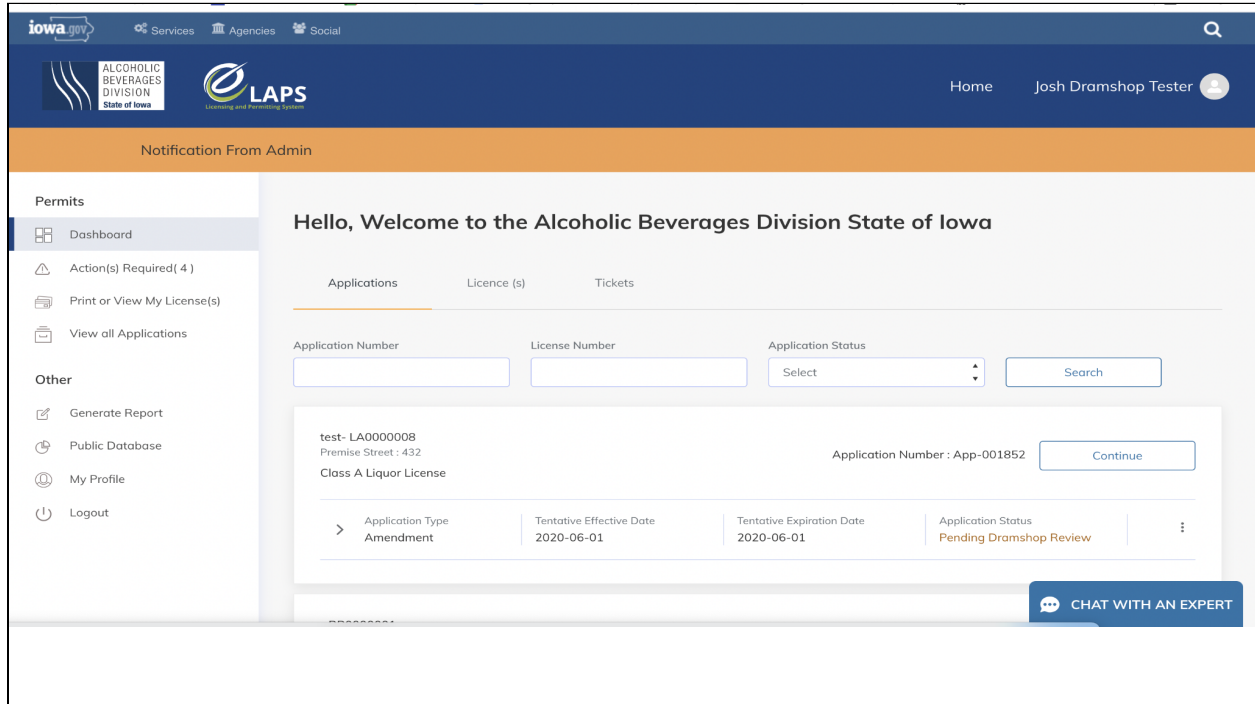


Fill in the details in the pop up form, then click **Submit**.

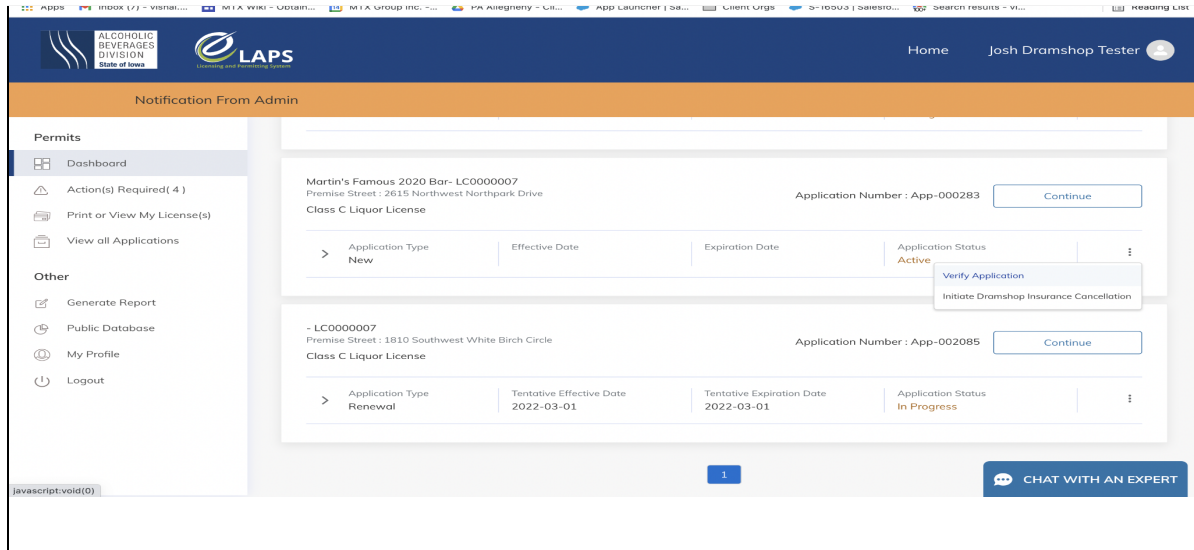


Cancellation

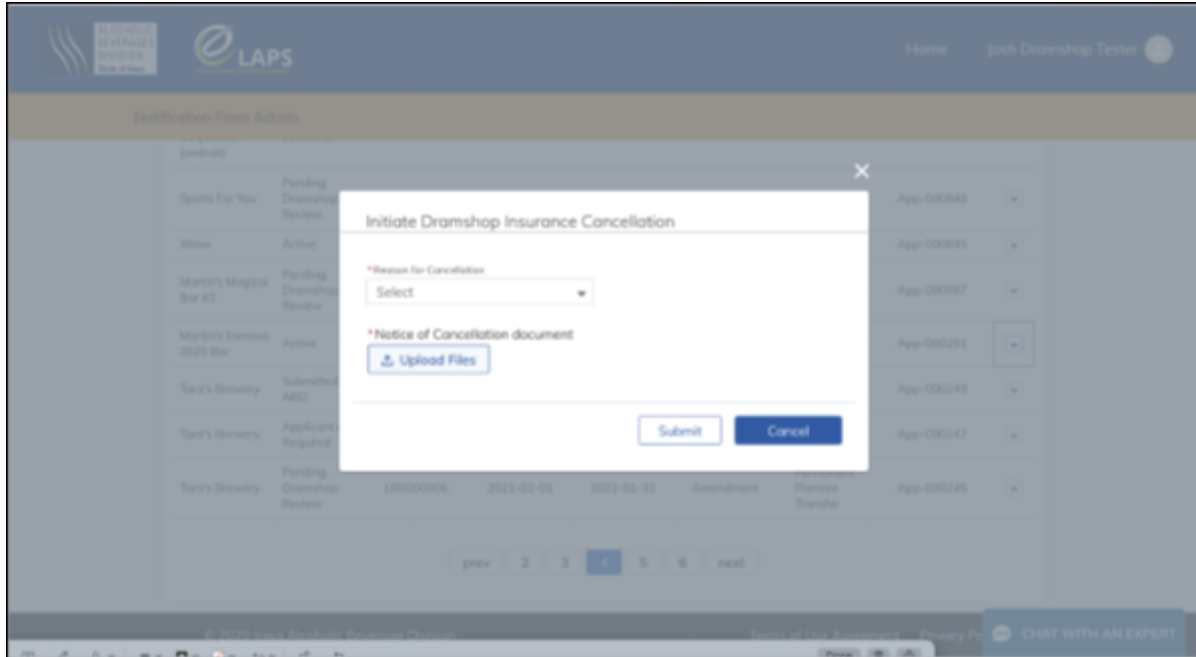
Enter the Application Number or License Number and the Application Status. Click **Search**.



Click the three dots on the right side of the page for the Application you wish to cancel. Click **Initiate Dramshop Insurance Cancellation**.

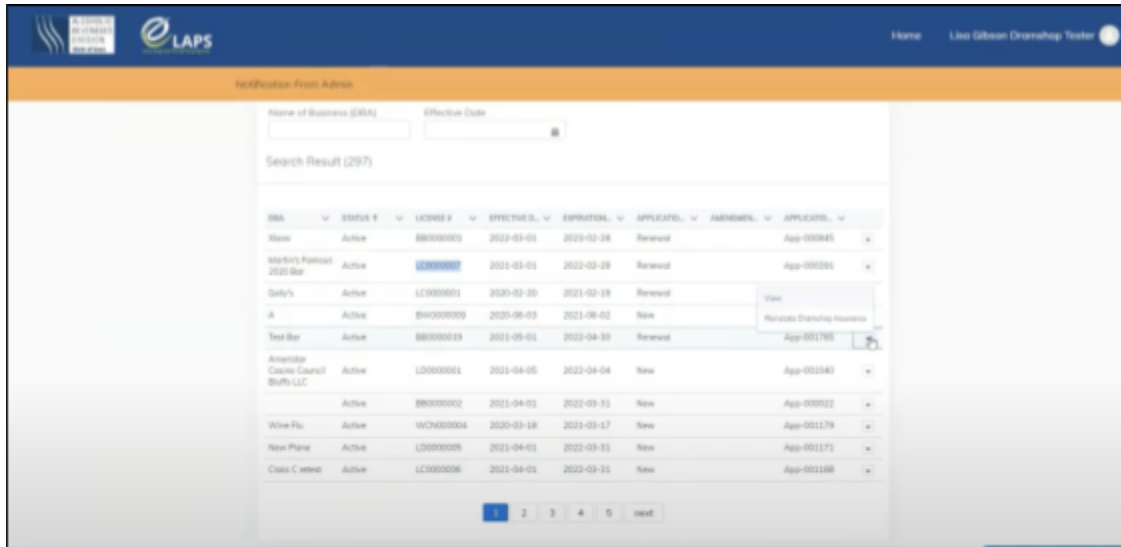


Select a reason and upload the Cancellation Document. Click **Submit**.

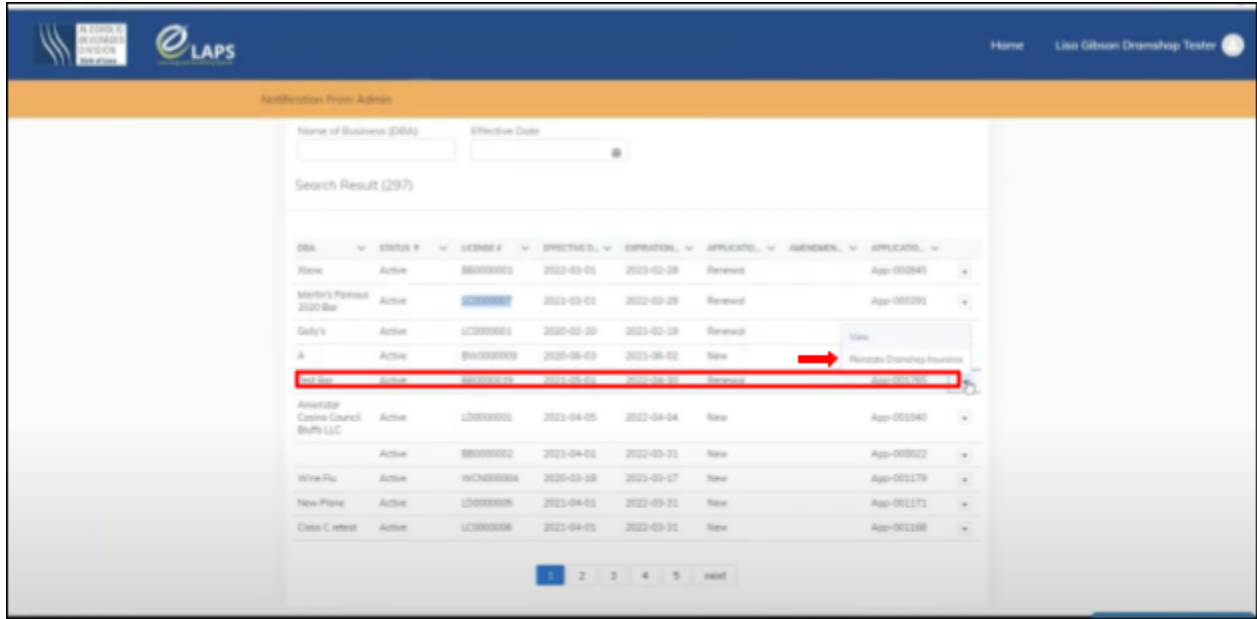


Reinstatement

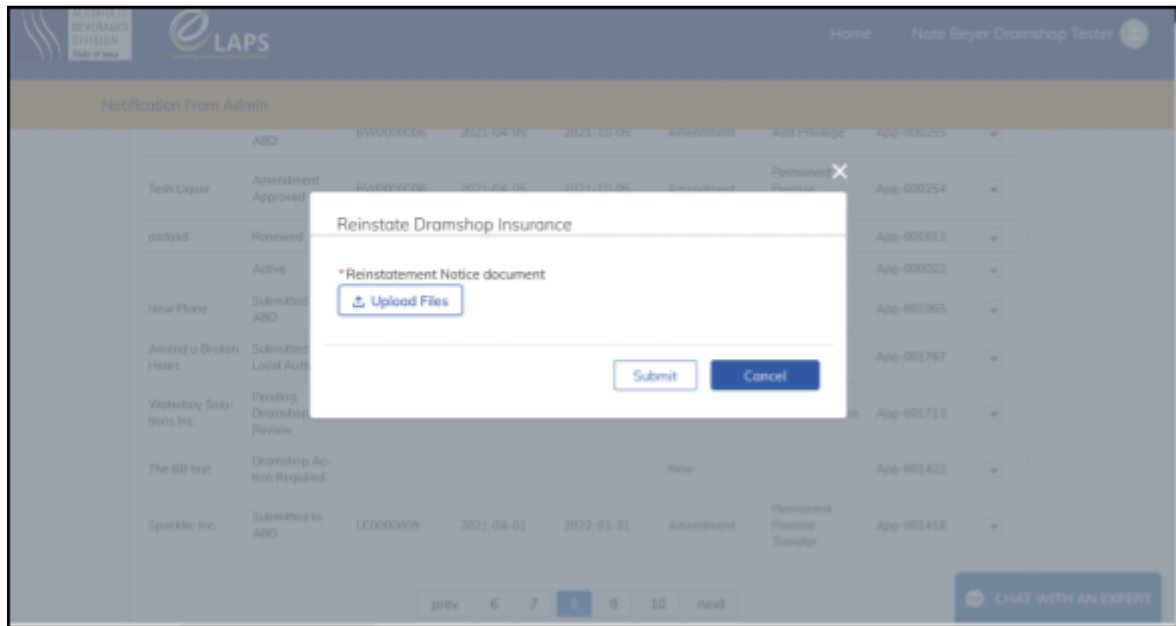
Find the application and click the drop down arrow next to the application.



Click Reinstate Dramshop Insurance



Upload the Reinstatement Notice document. Click **Submit**.



This concludes the Dramshop Carrier QRG.