



IDR eLAPS Dramshop Carrier 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 Dramshop Carriers verify and endorse the applications for further processing to Local Authorities and the IDR staff.

## Logging In

Dramshop Carrier accounts are set up by the Iowa Department of Revenue. The Iowa Department of Revenue issues all user IDs for Dramshop Carriers and Local Authorities. Please email <u>licensing@iowaabd.com</u> to request access for these account types.

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

	Looking for Public Information ?
	<b>Login</b> Welcome back! Enter your details below
Department of Revenue	Iowa ABD issues all user IDs for Dramshop Carriers and Local Authorities. Please email licensing@iowaabd.com to request access for these account types.     Application Managera/Editors please contact the License Owner. The License Owner must register in eLAPS and grant you access to the system and their License records.
Don't have an account?	*Email
	Change/forgot password
Register	Login
	Lon trave an account? Negister nere.

### **Dramshop Policy Verification**

**Note:** Throughout the application process, you will see the **Exit** and **Save and Exit** options on the top right corner of each step. If you do not wish to continue, click on the **Exit** at any point. If you wish to continue at some other time, click **Save and Exit**.

Complete the following steps for Applications to be processed further.

- 1. Enter the Application or License Number that needs to be verified
- 2. Click Search to bring up all of the results
- 3. Click **Continue** on an application card to continue the review process



Department of Revenue	Ø <sub>LAPS</sub>	Home	Public Database	Sample User 🦲
Permits	Hello, Welcome to the Alcoholic Beverages Division State of Iowa			
Action List  Compared Wallet Payment Method	Action List Start here to create an Application for a new License, create a Renewal Application for an existing 12 month License, or create an Amendment Application for an existing License (Ou	tdoor Service, (	Ownership Update, Premises	Transfers)
+ ∴         Revision Requests (0)           △         Outstanding Payments (0)	Applications License(s) Tickets			
Print or View My License(s)     View all Applications	Application Number License Number Application Status			
My Company's				
Refund Payments     Tax Reporting     Shipping Reports				
Other				
Generate Report	·			

- 4. Review and confirm the **Premises** details
  - a. Scroll down and click Next

Verify Dramshop Policy (App-001124)					Save and Exit
License or Permit Type	Premises				
Privileges / Sub-Permits	Indicate how the business will be operated		Business Number of Secretary of State		NEED HELP (
Premises	Municipality		1		
O Dramshop Verification	*Name of the Corporation/Sole Proprietor/Partnership Hi		*Name of Business (D/B/A) Hi		
Review     Attestation / Endorsement	* Federal Employer ID # 11 1111111		*Business Phone (111) 111 1111		
	* Tentative Effective Date		* Contact Name		
	Apr 1, 2021	<u></u>	Hello		
	* Phone		*Email Address		
	(111) 111-1111		todd.kroll@iowa.gov		
	Cell/Home Phone		Control of Premises		
	(111) 111-1111		Other		

- 5. Fill in the Dramshop Policy details
  - a. 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
  - b. All required fields have a red asterisk and will error if not completed
  - c. Click Next



License or Permit Type	Dramshop Verification			
Privileges / Sub-Permits	Dram Shop		* Tentative Effective Date	NEED HELP ?
Promises	Allied Insurance Group		Apr 1. 2021	
rienises				
Dramshop Verification	A123		Mar 28, 2021	=
	hits		Mai 20, 2021	
Review	* To or Through?		* Policy Expiration Date	
Attestation / Endorsement	Through	•	Aug 28, 2021	苗
	* Policy Information Verified		*Does this policy contain an Annual Agarea	ate Limit provision?
	Yes	*	Yes	•
	the second descent disable		The dramshop policy must take effect on a	or before the day the
	\$150,000 - \$200,000	_ 1	license or permit takes effect and shall cor	ntinue until the
		•	expiration date of the license or permit.	ove

- 6. Review the details you had access to in the previous steps.
  - a. Update as needed
  - b. Scroll down and click on Next to proceed

/erify Dramshop Pc	olicy (App-001124)	Exit Save and Exit
License or Permit Type	Review	NEED HELP 2
Privileges / Sub-Permits		NEED HELP :
Premises	License or Permit Type	
Dramshop Verification	License or Permit Type Length of License Re Class C Liquor License 6 Month	quested
Review		
Attestation / Endorsement	Privileges / Sub-Permits Information	
	Privileges	
	Sub-Permits	
	Premises information	
	Indicate how the business will be operated Business Number of Municipality 1	f Secretary of State

- 7. Complete the Attestation / Endorsement section
  - a. You will need to attest that the policy contains coverage to comply with all applicable alcohol provisions
  - b. Enter your **Name**
  - c. Click Submit



License or Permit Type	Attestation / Endorsement
Privileges / Sub-Permits	NEED MELP /
Premises	* The above-mentioned policy of insurance (policy) contains coverage to comply with the provisions of Iowa Code § 123.92, 188 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
Dramshop Verification	insurance carrier may cancel the policy by giving a minimum of 30 days' prior written notice to the Iowa Alcoholic Beverages Divi- sion. The 30-day period shall begin on the date that the Iowa Alcoholic Beverages Division receives the notice of cancellation.
Dramshop Verification Review	insurance carrier may cancel the policy by giving a minimum of 30 days' prior written notice to the Iowa Alcoholic Beverages Divi- sion. The 30-day period shall begin on the date that the Iowa Alcoholic Beverages Division receives the notice of cancellation. *Name Attestation Date
Dramshop Verification Review Attestation / Endorsement	insurance carrier may cancel the policy by giving a minimum of 30 days' prior written notice to the Iowa Alcoholic Beverages Divi- sion. 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

d. A success message with a **Back to Dashboard** hyperlink will be displayed.

Notification from Admir	N
←Back to Dashboard 🔸	
	Thank you! This application has been submitted.

e. This 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 IDR** and an email notification will be triggered to **Local Authority and IDR** respectively along with **Applicant**.

Notifico	ation from Admin
Permits	Applications Licence (s) Tickets
Dashboard     Action(s) Required(2)     View/Print All Licenses	Application Number Licenser Number Application Status           Licenser Number         Submitted to Local Authority         Search
View all Applications Other  Greenate Report	test Premis Sevet. Test Application Number : Class A Liquor License Consinue
Public Detabase  My Profile	Application Type     Tentetive Effective Date     Tentative Expiration Date     Application Stetus     Submitted to Local Authority
	test Promise Street : 3096A.U.S. 166null Closs C Liquor License Continue
	Application Type     Renewol     Tentetive Effective Date     Tentative Expiration Date     Application Status     Submitted to Local Authority



# Dashboard

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

License Number	Application Status Select		:	Search			
- LC0036432 N Box 366					Application Nun	nber : App-027402	Continue
Tentative Effective E 2018-09-15	ate	Tentative Expiration Date 2019-09-14			Application Status Pending Dramshop Review		Verify Application Print Application

#### **Application Status**

The Application Status will change to Submitted to Local Authority or Submitted to IDR depending on the jurisdiction of the local authority after the Policy verification is complete.

#### **Review Application**

If IDR 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 documents or an updated document is required

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

Notific	katian from Admin	
Permits	Action Applications	
E Dashteard	Revision Requests	
Action(s), Resulted(2)		
StewPrint All Licenses		
View of Applications	ekstralit - LA2000034 Provide Stratt State Navie 350 Application Number : App-001342 View Revolut	
Other	Dies A Lipver License	
🕑 Generate Report	Application Type Tentation Date Tentation Department Date Application Date	
(9) Public Database	HELEWAR STOCK OF AT STOCK OF AT PRILING VICTOR HIGH HIGH HIGH HIGH HIGH HIGH HIGH HIG	
(i) My Profile		
() Logout	weparepare Provide Street: 1700 Southeast Convenience Bauleward Application Number : App-001422 View Revision Class A Liquer License	-
	Application Type         Tentation Effective Date         Tentation Effective Date         Application Date         Application Status           New         2021-03-12         2022-03-11         Descender Application Required	

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



Verify Dramshop Pol	licy (App-000999)	Exit	Save and Exi
<ul> <li>Premises</li> <li>Dramshop Verification</li> </ul>	Revision Requests		NEED HELP 7
Review     Attestation / Endorsement	<ul> <li>RR-0044</li> <li>Revision Request Details : need document upload</li> <li>Questions Needing Attention : need additional upload</li> </ul>		
Action Items	Additional Documentation Needed : Due Date :2021-03-05 Status : Assigned to Applicant Upload Files	_	
		S	ubmit
			Previous

This concludes the Dramshop Carrier Quick Reference Guide.