

## Tips & Tricks for Dramshop Insurance Carriers

Greetings, Iowa ABD eLAPS Dramshop Insurance Carriers!

Here are a few 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 more, 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 a Salesforce environment. eLAPS is designed to help local authorities and applicants apply for, manage, and track alcohol licenses, permits, and certificates online.

### WHAT REQUIREMENTS DO I NEED?

The Iowa ABD eLAPS is cloud-based in Salesforce so you do not need to download an app. All you need to access the system are:

- A reliable internet connection
- Google Chrome browser for the best experience

### HOW DO I GET STARTED?

Go to the eLAPS URL: <https://iowaabd.force.com/s/login/> (Bookmark it for easier access). Login with your credentials (User ID and Password). Dramshop accounts should be automatically set up. If you are not registered, you will not be able to login.



#### Hot Tip #1

All dramshop insurance carrier user IDs are issued by the Iowa ABD. If you need access to eLAPS, please email [licensing@iowaabd.com](mailto:licensing@iowaabd.com) for additional information on how to set up an account.

 **Hot Tip #2**

Under “Dramshop Verification”, the Policy Effective Date needs to begin on or before the Tentative Effective Date and Policy Expiration Date needs to go through the expiration date of the license or permit.

## 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  
Allied Insurance Group

\* Tentative Effective Date  
Apr 1, 2021

\* Policy Number  
A123

\* Policy Effective Date  
Mar 28, 2021

\* To or Through?  
Through

\* Policy Expiration Date  
Aug 28, 2021

\* Policy Information Verified  
Yes

\* Does this policy contain an Annual Aggregate Limit provision?  
Yes

\* Annual Aggregate Limit is:  
\$150,000 - \$200,000

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.

\*  Check here to acknowledge the above

Unable to Verify Dramshop Policy

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**Hot Tip #3**

On the dashboard, you can perform different actions depending on what status the Application is in.

	<a href="#">All Applications</a>	<a href="#">All License(s)</a>	<a href="#">All Tickets</a>	<a href="#">Revision Requests</a>	<a href="#">View All Application →</a>
SUBMIT	Application Number : App-001416 License/Permit Type : Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Spackler Inc. Application Type : New	<b>Application Status : Active</b> Tentative Expiration Date : 3/30/2022 Premise Street : 18820 Bellevue-Cascade Road License Number : LC0000009			<a href="#">View</a> <a href="#">Incorrect Local Authority Selected</a> <a href="#">Preview License</a>
SUBMIT	Application Number : App-001334 License/Permit Type : Special Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Spackler Inc. Application Type : Amendment	<b>Application Status : Submitted to Local Authority</b> Tentative Expiration Date : 3/30/2022 Premise Street : 18820 Bellevue-Cascade Road License Number : BW0000001			<a href="#">View</a> <a href="#">Create Revision Request</a> <a href="#">Incorrect Local Authority Selected</a> <a href="#">Preview License</a>
SUBMIT	<b>Dramshop Policy change initiated</b> Application Number : App-001124 License/Permit Type : Class C Liquor License Tentative Effective Date : 3/31/2021 Name of Business DBA : Hi Application Type : New	<b>Application Status : Pending Dramshop Review</b> Tentative Expiration Date : 9/30/2021 Premise Street : 1817 Southeast Hulsizer Drive License Number :			<a href="#">Verify Application</a> <a href="#">Preview License</a>

 **Hot Tip #4**

A 'Dramshop Action Required' application status indicates the Iowa ABD or Local Authority has submitted a request for revision. Click on "View Revision" to see what information is needed to complete the process.

 **Hot Tip #5**

For a midterm dramshop insurance carrier change, the licensee will log into eLAPS and initiate "Change Dramshop Insurance Carrier."

 **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!**