



IDR eLAPS Applicant Quick Reference Guide



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## Introduction

IDR's new Electronic Licensing and Permitting System (eLAPS) will help people with all their licensing needs. This Quick Reference Guide (QRG) will help applicants understand eLAPS and how to use it. **Note: License Owners** are the only people who can register for an account.

## **Owner Self-Registration**

## ★ Hot Tip

Application Managers/Editors please contact the License Owner. The License Owner must register in eLAPS and grant you access to the system and their License records. Only the License Owner can create a new account. If you are **not** the owner of the license, you cannot register an account. For more information on adding an account manager or editor, check out the <u>Adding an Account Editor</u> section.

### **Dramshop Carriers and Local Authorities:**

lowa 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.

### Steps to Create an Account

- 1. In an internet browser, enter the following URL: <u>iowaabd.my.site.com/s/login</u>. You will be taken to the eLAPS website.
- 2. Click the **Register** button or **Register** hyperlink to initiate the registration process

	Looking for Public Information ? Click Here
Department of Revenue	<b>Login</b> Welcome back! Enter your details below
Don't have an account?	<ul> <li>Iowa ABD issues all user IDs for Dramshop Carriers and Local Authorities. Please email licensing@iowaabd.com to request access for these account types.</li> <li>Application Managers/Editors please contact the License Owner. The License Owner must register in eLAPS and grant you access to the system and their License records.</li> </ul>
No Problem! You can register by clicking on the button below. To skip this next time, you can ask us to remember your login credentials.	*Email Password
	Change/forgot password Login Don't have n account? Register here.

3. A registration form will open up. Complete all required information to register as an applicant in eLAPS. All required fields have a **red asterisk** and will error if not completed. This includes the following:

### a. Business Information

- i. **Company Name** is the name of the legal entity (the name of the individual, partnership, corporation or similar legal entity that is receiving the income from the sale of alcoholic beverages sold)
- ii. **Business Type** is a drop-down selection and includes the following options:



- 1. **Sole Proprietor** This is one person, not a legal entity holding the license. This business type has direct liability for the owner. Must be a US Citizen and hold residence in the State of Iowa
- 2. **General Partnership** This is 2 or more people that are splitting the ownership between them. This type will need a Trade Name Filing from the local county and all owners are directly liable. All of the owners must be a US Citizen and at least one must hold residence in the State of Iowa.
- 3. Corporate Statuses: Limited Partnership, Limited Liability Company, Non-Profit Entities, and Corporations - All must be registered with the Iowa Secretary of State's office. Must list all owners holding 10% or more interest in the company. If there are no "owners", list the officers and directors of the corporation regardless of ownership interest.
- 4. **Municipality** This is an incorporated city or county wanting to hold an event that the profits are going directly to the city or county applying for the license.
- iii. Corp ID/Business Number: This is the number that has been issued by the Iowa Secretary of State's office for any of our corporate applicants. If you are having issues finding your business number, please use the <u>Business Entities Search</u> function on the Iowa Secretary of State's website.
- b. **Business Address** This is the **physical address of your business**. This address should be the one listed with the Secretary of State.
- c. The Owners Personal Information
  - i. **Required Fields**: First Name, Last Name, SSN, Date of Birth, Phone number
  - ii. Optional: Select whether or not to receive SMS (text) notifications using the drop-down
  - iii. **Required**: Personal Address; enter the owner's personal address or location in the search field

Search by a location name or address to automatically populate the address fields         elow (optional)         *Street         *City       State         *Zip Code	Search by a location name or address to automatically populate the address fields         elow (optional)         * Street         * City       State         * Zip Code	Search by a location name or address to automatically populate the address fields         elow (optional)         *Street         *City       State         *Zip Code	ddress or location search	
Search by a location name or address to automatically populate the address fields elow (optional) *Street *City State *Zip Code	Search by a location name or address to automatically populate the address fields elow (optional) *Street *City State *Zip Code	Search by a location name or address to automatically populate the address fields elow (optional) *Street  *City State *Zip Code		۵
elow (optional) *Street *City State *Zip Code	elow (optional) *Street *City State *Zip Code	elow (optional) *Street  *City State  *Zip Code	Search by a location name or addre	ess to automatically populate the address fields
* Street * City State * Zip Code	* Street * City State * Zip Code	* Street  * City State  * Zip Code	elow (optional)	
*City State *Zip Code	*City State *Zip Code	*City State *Zip Code	*Street	
*City State *Zip Code	*City State *Zip Code	*City State *Zip Code		
*City State *Zip Code	*City State *Zip Code	*City State  *Zip Code		
*Zip Code	*Zip Code	*Zip Code	*City	State
*Zip Code	*Zip Code	*Zip Code		
*Zip Code	*Zip Code	*Zip Code		
			* Zip Code	

- 4. User Account Information: Choose a unique User ID and Password as your login credentials
- 5. Click the checkbox to acknowledge the **Terms of Use Agreement and Privacy Policy** box



* Password	* Confirm Password
Terms of Use Agreement a * I acknowledge that I have consent to the Privacy Policy.	nd Privacy Policy e read and accept the Terms of Use Agreement and
	Register

6. Click the **Register** button after filling out the above detail; a Confirmation Message will display7. Click **Log In** to enter your newly created account information to access your account

	Looking for Public Information?	Click Here
	Create an account	
	Your Account has been successfully created please login using below link	
Department of Revenue	Lugin	



## Log Into Your Account

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

	Looking for Public Information ?	Click Here
Department of Revenue	<b>Logir</b> Welcome back! Enter your	) details below
Don't have an account?	<ul> <li>Iowa ABD issues all user IDs for Dramshop Carriers and Lo licensing@iowaabd.com to request access for these accour</li> <li>Application Managers/Editors please contact the License C eLAPS and grant you access to the system and their License</li> </ul>	cal Authorities. Please email ht types. Jwner. The License Owner must register in e records.
remember your login credentials.	*Email	
Register	*Password	
	Remember me	Change/forgot password
	Login Don't have an account? Re	egister here.

2. Once logged in, you will view your **Permits** homepage, beginning with **Dashboard** 

Permits B Dashboard	Hello, Welcome to the Alcoholic Beverages Division State of Iowa
E Action List	Action list
Upcoming Renewals	ACIMILES
Ipdate Wallet Payment Method	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 (Outdoor Service, Ownership Update, Premises Transfers)
+ Revision Requests (0)	
Outstanding Payments (0)	Applications License(s) Tickets
Print or View My License(s)	
Uiew all Applications	Application Number License Number Application Status

3. Your homepage includes a side panel with multiple actions; items will appear for any selected action

## Adding an Account Editor or Manager in eLAPS

- 1. Log into your eLAPS account
- 2. Locate the Sidebar and scroll until you see My Company's header
- 3. Select Contacts (#)
- 4. Click the Add Manager or Add Editor button to create a new manager or editor



Department of Revenue	Ø <sub>LAPS</sub>	Home	Public Database	Sample User 🦲
Update Wallet Payment Method	Contacts		+ Add Manager	+ Add Editor
Outstanding Payments (0)	Open Invitations License Access Pending Access Requests			
Print or View My License(s)     View all Applications	You do not have any new invitations.			
My Company's           Contacts(0)				
Refund Payments     Tax Reporting				
Shipping Reports Other				

- a. The Application Manager will be able to access and manage all applications and records related to the License(s) selected. The Application Manager can also request access to License(s).
- b. The **Application Editor** will be able to access and manage all applications and records related to the License(s) selected.
- 5. Select **All My License(s)** or choose 1 or more individual licenses from the **License** text field for which you would like to provide access to your Manager or Editor

	×
Provide Access	
Please enter the License Number and Application Editor you wish to provide access for. The Application Editor indicated will need to log into eLAPS and accept your request prior to receiving access to these records. The Application Editor will be able to access and manage all applications and records related to the License(s) selected.	
All My License(s)	
*License	
Q. Begin typing to lookup records	
* Application Editor	
Q. Begin typing to lookup records	
Cancel	

6. Click inside the **Application Manager** or **Editor** text box and either select an existing manager or editor, or click Create New Application Manager/Application Editor Contact



Create	New Contact		
	* First Name	* Last Name	
	* Email	* Phone Number	
	*Birthdate		
		Cancel Create Contact	t

- a. If the Application Manager or Editor does not exist, you may create a new contact for the user to login into eLAPS
- b. Once you have created the new contact for the Application Manager or Editor, search for the newly created contact to grant access

Applicat receiving	ion Manager indicated will need to log into eLAPS and accept your request prior to g access to these records.
License	
Q Begin	typing to lookup records
VA00000	11 ×
Applicatio	on Manager
~ pegin	typing to lookup records
	ew Contact
■ N + C	ew Contact reate New Application Manager Contact

7. After you have entered the required information, click Invite



~

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Provide Access	
Please enter the License Number and Application Manager you wish to provide access for. The Application Manager indicated will need to log into eLAPS and accept your request prior to receiving access to these records. The Application Manager will be able to access and manage all applications and records related to the License(s) selected. The Application Manager can also request access to License(s).	2
All My License(s)	
License	
Q Begin typing to lookup records	
* Application Manager	
Cancel	e

## 8. Click on Confirm

Provide Access	
By inviting an Application Manager/Editor to manage your Licenses and/or Permits, you providing them permission to create, edit, and otherwise manage all records related to t Licenses/Permits selected in the previous step. You may revoke that access at any time b to the Contacts section of the eLAPS portal and clicking "Remove" next to the Applicatio Manager/Editor you have just invited. By clicking "Confirm" below, you are acknowledgi user will be able to take action on behalf of the Licenses or Permits indicated in this invit has your permission to do so.	are he ny returning ng that this ation and
Cancel	Confirm



### Accepting Access Requests from Application Managers

- 1. From your side panel, click the Contact tab and navigate to the Open Invitations
- 2. Pending requests from Application Managers will be available. You may either Accept or Reject the requests.

NOTIFICATION FROM						
Permits	Contacts	License Access	Pending Access Requests		C	+ Add Manager + Add Editor
Action List     Upcoming Renewals						
+ Revision Requests (0)	LICENSE NUMBER	REQUESTED BY	LEVEL OF ACCESS	COMMENTS	ACTIONS	
Outstanding Payments (2)  Print or View My License(s)	LC0000011	New Manager User UAT	Application Manager	Test 3	Accept	Reject View Details
View all Applications			1			
My Company's						
Contacts (1)						
Refund Payments						
Tax Reporting						
Shipping Reports						💬 CONTACT US

3. Access to the License and its records will be granted upon accepting a License request

### **Removing License Access**

- 1. Click on the **Contacts** tab and navigate to the **License Access** tab
- 2. Locate the license you wish to revoke access for

NOTIFICATION F	ROM ADMIN							
Permits Dashboard ActionList	Contacts Open Invitations	License Access	Pending Acce	ss Requests			+ Add Manager	+ Add Editor
	LICENSENUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	OWNER NAME	ACTIONS	
Print or View My License(s)  View all Applications	LC000009	MORTGAGE, LLC	Sep 26, 2021	Sep 25, 2022	Active	Tejaswini	Revoke Access	View Details
My Company's	AC0000021	COOPERATIVE HOUSING	Dec 28, 2020	Dec 27, 2021	Active	Tejaswini	Revoke Access	View Details
Contacts(0)	LC0000011	dfsf	Oct 17, 2021	Oct 16, 2022	Active	Tejaswini	Revoke Access	View Details
<ul> <li>Tax Reporting</li> <li>Shipping Reports</li> </ul>				1				💬 CONTACT US

- 3. You may select one or more application managers or editors for whom you wish to revoke access
- 4. Click Confirm



Revoke	Access			
Click on _	button to select the owner for wh	hich you want to revoke acce	:55.	
ACTIONS	MANAGER/EDITOR NAME	LEVEL OF ACCESS	EMAIL	PHONE
-	David Manager	Application Manager	⊠ david.cruz+manager@mtxb2b.com	(000) 000-0000
-	Child Application Manager	Application Manager	₩ vikas.khandelwal+cuatam@mtxb2b.com	(707) 412-0901
				Cancel Confirm

### **Tracking Pending Invitation**

- 1. From the side panel, click the Contact tab and navigate to the Pending Access Requests tab
- 2. Pending invitations that have not been accepted by the Application Manager/Editor will be available for deletion
- 3. Click Delete Invitation and the invitation will be deleted

Permits	Contacts						H	+ Add Manager + Add Editor
Dashboard	Onen Institutions License Access Pending Access Penduets							
Action List	opermitia			<u>L'annioù-Maaz</u>	2115.995.252	_		
Upcoming Renewals								
+ ), Revision Requests ( 0 )	LICENSE NUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	REQUESTED TO	LEVEL OF ACCESS	ACTIONS
() Outstanding Payments (2)						testtt	Application	Delete Invitation
Print or View My License(s)	LE0000031	CHERRY	Sep 26, 2021	Sep 25, 2022	Active	twooocoo	Manager	View Details
- View all Applications								
My Company's	D50000011	MORTGAGE, LLC	Oct 10, 2021	Oct 9, 2022	Active	tesitt twooocoo	Application Manager	Delete Invitation View Details
Contacts (0)								
Refund Payments	LC0000009	MORTGAGE, LLC	Sep 26, 2021	Sep 25, 2022	Active	testtt twooocoo	Application Manager	View Details
Tax Reporting								
Shipping Reports	AC0000020	EEEEE	Oct 16, 2020	Oct 15, 2021	Cancelled	testtt twooocoo	Application Manager	Delete Invitation View Detai
evascript:void(0)								CONTACT US

- 4. Click View Details to see details
- 5. Click Close



Details of Access Request for LE0000031 Requested on: Oct 26, 2021	
License Information	
License Number: LE0000031	
License Effective Date: Sep 26, 2021	
License Expiration Date: Sep 25, 2022	
License Length: 12 Month	
License Permit Type: Class E Liquor License	
License Privileges: Sunday Sales, Outdoor Service, Living Quarters	
License Subpermits:	
Application Manager Information	
Name: testtt twoooooo	
Email: 🔤 tejaswini.vemula+testcreatem@mtxb2b.com	
Phone Number: (333) 333-3333	
Level of Access: Application Manager	
License Premise Address Information	
Premise Address: 11000 Airport Road, Dubuque, Iowa	
	Close

## **Application Manager Profile**

## **Requesting Access to Licenses**

- 1. Login to eLAPS
- 2. Navigate to the Access Management tab
- 3. Click Request Access



Notification from Admin		
Permits	Access Management	+ Request Access
Action List	Open Invitations License Access Track Access Requests	
Upcoming Renewals +#, Revision Requests (0)	You do not have any new invitations.	
Outstanding Payments (1)		
View all Applications		
My Company's		
Access Management     Refund Payments		
Tax Reporting     Tax Reporting     Scheroping Reports     organizer		

4. Search for a License number and provide any comments as per this request

	Request Access
cess	Please enter the License Number for the records you are requesting access for and select "Request Access". Your request will be submitted to the Owners indicated on that License. One of the Owners indicated on the License will need to log into eLAPS and accept your request prior to your receiving access to these records.
	*License WA0000011 × *Comments Requesting Access
	Cancel Request Access

## **Accept/Reject Invitations**

1. A notification email goes to Applications Managers/Editors. The email will have instructions on how to accept/reject an invitation.



	Sandbox: Iowa ABD I License Access Invitation 🔎 Interx				0						
9	IOWA ABD Licensing Support via z13cw8nm3clcgi2u.didro.r-2e1eeaq.cs32.bnc.sandbox.salestorce.com 2:03 PM (2 hours ago) 📩 🕤 🗄 to josh.pettyjohn+firsttest@mtxb2b.com, santhosh.kumar+cctestnew@mtxb2b.com 👻										
	Hi Justice Testing,										
	You have been invited to manage the following License(s):										
	• LE0000044										
	1. Please log in to eLAPS https://qa-iowaabd.cs32.force.com/s/										
	<ol> <li>Navigate to "Open invitations" tab in "Access Management"</li> <li>Pending invitation from License Owner will be available, you may either Accept or Reject this invitation.</li> </ol>										
	Over exceeded income it have exceeded all intervention minimum in the Second of										
	If you believe you have received this email in error or there is a mistake, please contact ABD at 515-281-7400.										
	Therefore										
	I NEIN YOU										
	← Reply										
	- next produces is also by your server. They are true										

**Note:** If there are any outstanding invitations for the user, the Access Management tab will be highlighted in red color. Number in the bracket indicated the number of notifications.

- 2. Navigate to the Access Management tab and look at Open Invitations
- 3. If any Pending invitations from License Owners are available, you may either **Accept** or **Reject** the invitations

NOTIFICATION F	ROM ADMIN				
Permits Dashboard Action List	Access Managen	nent License Access	Pending Access Requests		+ Request Access
Upcoming Renewals +**: Revision Requests(0) Outstanding Payments(1)	LICENSE NUMBER	REQUESTED BY Anshul Portal User	LEVEL OF ACCESS	ACTIONS Accupt Reject View Details	
Print or View My License(s)     View all Applications			1		
My Company's           Access Management (1)           Refund Payments           Tax Reporting           Shipping Reports					

4. Access to the License and its records will be available upon accepting a License invitation

### **Relinquishing License Access**

- 1. From the side panel, click the Access Management and navigate to the License Access tab
- 2. Locate the license you wish to relinquish access for

Back to Top



### 3. Click the **Relinquish Access** button

NOTIFICATION FR	OM ADMIN							
Permits Dashboard Action List	Access Manag	gement License Acce	<u>155 Pen</u>	ding Access Requests				+ Request Access
Upcoming Renewals  +2:, Revision Requests (0)  Outstanding Payments (1)  Print or View My Licensel(1)	LICENSE NUMBER	DBA PU	EFFECTIVE DATE Oct 18, 2021	EXPIRATION DATE Oct 17, 2022	STATUS Active	OWNER NAME Anshul Sharma	ACTIONS Relinquish Access	View Details
View all Applications	LC0000009	MORTGAGE, LLC	Sep 26, 2021	Sep 25, 2022	Active	Tejaswini	Relinquish Access	View Details
My Company's				1				
Access Management ( 0 )								
Refund Payments     Tax Reporting								

4. Upon action, a confirmation window will display

#### 5. Read the declaration text and click on **Confirm**

Relinquish Access Confirmation
By selecting "Confirm" below, you are relinquishing access to this License and its records originally granted by the Owner. Once you have pressed "Confirm", you will immediately lose access to all records related to this License or Permit in the system. If you wish to gain access again, or to a different set of Licenses and Permits, please use the "Request Access" button once again to send a new request to the Owner of the Licenses or Permits.
Cancel

### **Tracking Pending Requests**

- 1. From the side panel, click the Access Management tab and navigate to the Pending Access Requests tab
- 2. Pending requests that have not been accepted by the License Owners will be available for deletion
- 3. Click on **Delete Request**



NOTIFICATION F	ROM ADMIN						
Permits	Access Manag	ement					+ Request Access
E Dashboard	Open Institutions	License Access	Derrine Access	lomosts			,
E Action List	Opennivitations	License Access	renoing Access	<u>veguests</u>			
🥩 Upcoming Renewals							
+ as Revision Requests (0)	LICENSE NUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	ACTIONS	
() Outstanding Payments (1)	LC0000010	Daniel's Liquor Store	Oct 26, 2021	Oct 25, 2022	Active	Delete Request	View Details
Print or View My License(s)							
Uiew all Applications				1			
My Company's							
Access Management ( 0 )							
Refund Payments							
Tax Reporting							
Shipping Reports							💬 CONTACT US

4. Click View Details to find Requested date, License Information, and License Permise Address



Details of Access Request for LC0000011 Requested on: Oct 27, 2021	
License Information	
License Number: LC0000011	
License Effective Date: Oct 17, 2021	
License Expiration Date: Oct 16, 2022	
License Length: 12 Month	
License Permit Type: Class C Liquor License	
License Privileges: Catering	
License Subpermits:	
License Premise Address Information	
Premise Address: 11000 Airport Road, Dubuque, Iowa	
	Close

## **Application Editor Profile**

## **Accept/Reject Invitations**

1. A notification email goes to Application Managers/Editors. The email will have instructions on how to accept/reject an invitation.



	Sandbox: Iowa ABD I License Access Invitation 🔎 Interx				
Gree	IOWA ABD Licensing Support <u>via</u> z13cw8nm3cicgi2u.didro.r-2e1eeaq.cs32.bnc.sandbox.salestorce.com to josh.pettyjohn+firsttest@mtxb2b.com, santhosh.kumar+cctestnew@mtxb2b.com + Hi Justice Testing,	2:03 PM (2 hours ago)	☆	¢	:
	You have been invited to manage the following License(s): <ul> <li>LE0000044</li> </ul>				
•	Please log in to eLAPS https://ge-ioweabd.cs32.force.com/a/     Navigate to "Open Invitations" tab in "Access Management"     Pending invitation from License Owner will be available, you may either Accept or Reject this invitation.     Once accepted, you will have access to all information related to the license(s).     If you believe you have received this email in error or there is a mistake, please contact ABD at 515-261-7400.				
	Thank you				
	← Reply ← Reply all ← Forward				
	NEED STATE AND A S				

- 2. Click on Access Management tab and navigate to Open Invitations tab
- 3. Pending invitations from License Owners will be available. You may either Accept or Reject the invitations.

NOTIFICATION F	ROM ADMIN				
Permits Dashboard Action List	Access Managem	License Access			
Upcoming Renewals     +#. Revision Requests (0)	LICENSE NUMBER	REQUESTED BY	LEVEL OF ACCESS	ACTIONS	
<ul> <li>Outstanding Payments (0)</li> </ul>	LE0000031	Tejaswini Owner	Owner	Accept Reject ViewDetails	
Print or View My License(s)     View all Applications			1		
My Company's					
Access Management (1)	1				
Refund Payments					
<ul> <li>Tax Reporting</li> <li>Shipping Reports</li> </ul>				👳 сом	NTACT US

- 4. Access to the License and its records will be available upon accepting a License invitation
- 5. Click **View Details** to find Requested Date, License Information, and License Permit Address Information
- 6. Click Close



Details of request for LE0000031	
Requested on: Oct 27, 2021	
License Information	
Licence Number   50000024	
License Number: LE0000031	
License Effective Date: Sep 26, 2021	
License Expiration Date: Sep 25, 2022	
License Length: 12 Month	
License Permit Type: Class E Liquor License	
License Privileges: Sunday Sales, Outdoor Service, Living Quarters	
License Subpermits:	
Contact Information	
Name: Teiaswini	
Email: Tejaswini.vemula+144685+contact@mtxb2b.com	
Phone Number: (333) 333-3322	
Requestor Information	
Name: Teiaswini Owner	
Email: Teiaswini.vemula+uatowner@mtxb2b.com	
Phone Number: (555) 555-5555	
License Premise Address Information	
	lose

## **Relinquishing License Access**

- 1. From the side panel, click the Access Management tab and navigate to the License Access tab
- 2. Locate the license you wish to relinquish access for
- 3. Click on the Relinquish Access button



We change where white it is the constant of presented it is the	Notification from Admin								
Constraining Provents     Operstimiliation:     Constraining Provents(1)     Operstimiliation:     View all Agricultors     View and Agricult									
Process Produces P	Action List	Access Mana	gement						
Contracting Property 1     Open initializing     Open initial	ES" Upcoming Renewals	Access Mana	igement						
Oncoding Payment 13       Understanding Payment 14         Image: Protor Worked Vibrand Payment 1       Understanding Payment 1         Image: Protor Worked Vibrand Payment 1       Understanding Payment 1         Image: Payment 1       Image: Payment 1         Image: Pa	+ (0) Revision Requests (0)	Open Individual	License Are						
Protect Viousky (Leense) Viousky (Leens	() Outstanding Payments (1)	Openinwitations	Dicense Acc	C33					
Versus Applications          Were all Applications       UCLINE VARIAN       EAA       EPECTORELINE       Dependence in the constraints         My Company's       B0023234.6       TEST DECODEMO       Sep 23, 2022       Arrive       DECODEMO       Endoward Nacces       Vero Decals         My Company's       B0023234.6       TEST DECODEMO       Sep 23, 2022       Arrive       TEST DEMO       Endoward Nacces       Vero Decals         B0023234.6       TEST DECODEMO       Sep 23, 2022       Arrive       TEST DEMO       Endoward Nacces       Vero Decals         B0023234.6       TEST DECODEMO       Sep 23, 2022       Arrive       TEST DEMO       Vero Decals         B002324.6       TEST DECODEMO       Sep 23, 2022       Arrive       TEST DEMO       Vero Decals         B002004.7       TEST DEMO       Sep 23, 2021       Arrive       TEST DEMO       Vero Decals         B002004.7       TEST DEMO       Sep 23, 2021       Arrive       TEST DEMO       Vero Decals         B002004.7       TEST DEMO       Sep 23, 2021       Arrive       TEST DEMO       Vero Decals         B002004.7       TEST DEMO       Sep 23, 2022       Arrive       TEST DEMO       TEST DEMO       TEST DEMO         B002004.7       TEST DEMO       Sep 23, 2022 <td< td=""><td>Print or View My License(s)</td><td></td><td></td><td></td><td></td><td></td><td></td><td></td><td></td></td<>	Print or View My License(s)								
W company's       BE0223346       TSTDECDEMO       Sup 23.2021       Sup 23.2022       Avive       DECDEMO       BE022346       TSTDEMO 2       Sup 23.2021       Avive       DECDEMO       BE022346       TESTDEMO 2       Sup 23.2021       Avive       TESTDEMO 2       Sup 23.2021       Avive 22.2021<	Uiew all Applications	LICENSE NUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	CWNER NAME	ACTIONS	-
Image: Construction of the Licenses or Permits.	My Company's	BB0223346	TEST DEC DEMO	Sep 23, 2021	Sep 23, 2022	Active	DEC DEMO	Relinquish Access	View Details
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4.



## **New License Application Process**

**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**.

To apply for a new license:

1. Within the Sidebar, click Action List

Note: IDR recommends applying for a new license at least 45 days in advance

2. Locate the **New Application** panel and click **Apply for New Application** 

Hot Tip - Not sure which license is best for you?

Locate the **Help Me Choose My License Type** panel and click **Apply for New Application** within that panel. This provides guided assistance in choosing an alcohol license that fits your needs.

Permits	Action List		
Dashboard			
Action List	NEW APPLICATION	HELP ME CHOOSE MY LICENSE TYPE	UPCOMING RENEWALS
Ipcoming Renewals	Create an Application for a New License or Permit.	Guided access to assist in selecting the correct License or Permit type.	Create a Renewal Application for an existing 12 Month License or Permit.
Update Wallet Payment Method			
+ Revision Requests ( 0 )	Apply for New Application	Apply for New Application	Check Renewals
Outstanding Payments (0)			
Print or View My License(s)	MAKE A CHANGE TO A LICENSE/PERMIT	CHANGE DRAM INSURANCE	CANCEL LICENSE
View all Applications	Complete an Amendment application for Ownership updates, Outdoor Service, Add a Privilege or Sub-Permit, Temporary/Permanent Premises Transfers, Premise Updates, and Additional Location.	Change Dram Insurance	Please use this action to initiate the License, Permit, or Certificate Cancellation Process.
My Company's	Edit / Update License	Change Dram Insurance	Cancel License
Contacts ( 0 )			
Refund Payments	WITHDRAW	UPDATE WALLET PAYMENT METHOD	
Tax Reporting	Please use this action to initiate if wish to withdraw an application.	Please use this action if you wish to update your method of payment(s)	
Shipping Reports		stored in your wallet.	
Other	Withdraw Application	Update Payment Method	

Note: To submit a license Renewal, view the "Upcoming Renewals" section.

- 3. Complete the License or Permit Type
  - a. Click the License or Permit Type drop-down and select your license or permit type
  - b. Click the Length of License Requested drop-down and select your license request length
     i. Populate a tentative effective date
  - c. Click Next



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lew Application		Exit Save and Exit Print A	Applicatio
License or Permit Type	License/Permit Type		
Privileges / Sub-Permits	*License or Permit Type	NE	ED HELP?
Premises	Class C Retail Alcohol License (LC)		•
Additional Locations	*Length of License Requested (Choose one of the following): 8 Months		•
Charity	*Tentative Effective Date		
Ownership			苗
Criminal History / Violations		Back to Home	lext
Distilled Spirits Companies			

- 4. Complete the Privileges section
  - a. Privileges and Sub-Permits populate based on your selected license and permit type. If outdoor service is an available privilege, a description of the intended outdoor service area is required.
  - b. Click the Select button with any extra privilege needed for this license
  - c. Click Next



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License or Permit Type	Privileges / Sub-Permits	
Privileges / Sub-Permits	License/Permit	NEED HELP
Premises	Class C Retail Alcohol License Selected	
Ownership	For taverns, bars, restaurants, etc. Allows commercial establishments to sell alcoholic liquor, wine, and beer	
Criminal History / Violations	for on-premises consumption. Allows carry-out sales of liquor, wine, beer, and mixed drinks or cocktails. Also allows for the special class "A" sub-permit for a	
Dramshop Verification	Brewpub. Also is the only retail option for BAN, WAN, and ND license types.	
Document Upload		
Review	Sub-Permits	
Attestation / Endorsement	Special Class A Beer Permit (Select)	
Payment	permit if you are not currently a brewpub or applying to become a brewpub.	
	1. Allows for the manufacture of beer, high alcoholic content beer, and canned cocktails.	
	alcoholic content beer, and/or canned cocktails, may add this sub-permit to a Special Class C Retail Alcohol License or a Class C Retail alcohol license.	
	Privileges	
	"Sunday sales are now an inherent privilege included in your license type with no additional fee. You are to choose Sunday Sales as a separate privilege.	no longer requir
	Outdoor Service (Select) Living Quarters	Select
	Allows the selling/serving of alcoholic beverages       Separates private living quarters from         permitted by the license/permit in a designated,       premises; protects license/permittee         adjacent outdoor area.       warrantless searches of living quarter	the licensed from s.
	Catering Select Allows catering of alcoholic liquor, wine, beer, and wine	
	coolers. Alcohol must be catered with food. Food and alcohol must be served without cost to the guests. No sales by the glass.	

## 🕇 Hot Tip

You must purchase the alcohol you use from the respective distributors. You can only purchase from a distributor once your license is active. IDR recommends that when choosing a start date for your license, you choose **a day or two ahead** of the actual event date/date you want to sell alcohol, to give yourself time to obtain the alcohol.



5. Complete the **Premises** section

#### a. Business Information

- i. Complete all required fields marked with a red asterisk
- ii. Double-check your Federal Employer ID # prior to submission

#### b. Address of Premises

- i. Enter address or location information and complete required fields
- ii. Under Local Authority, click the **Select local Authority** hyperlink. A new window will open.

Lotense or Permit hype       *Name of Legal Entity (The name of the individual, partnership, corporation or other similar legal entity that is receiving the income from the alcoholic beverges gold)       *Name of Business (D/B/A)         Premises       *Indicate how the business will be operated       Federal Employer ID #         Ownership       *Indicate how the business will be operated       Federal Employer ID #         Ownership       *Indicate how the business will be operated       Federal Employer ID #         Oriminal History/Violations       Tentative Expiration Date       Nov 14, 2024         Dramshop Verification       Premises Information         Address of Premises:       Nov 14, 2024       Premises of your event.         Attestation / Endorsement       You must use the Address or location field below to search for your operating location. If your event does not populate, please find the composition / Endorsement         Payment       Search by a location name or address to automatically populate the address of your event.         *Iddress or location search       Premises Street         Premises City       *Premises Street         *Premises Street       Premises Street         *Premises Street       Select         *Premises Street       Select         *Premises Street       Select         *Premises Street       Select         *Premises Street       Selec	Business Information	
Privileges /Sub-Permits       *Name of Legis Lative (1in same of the includual, pathersing, corporation or other sine, corporation or or the premises Suite of specific corporation or or the premises sine of specific corporation or other sine, corporation or or the premises where operations will be corporated or other sine, corporation or or the premises where operations will be conducted)		
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	* Control of Premises	Is the capacity of your establishment over 200?
		Business Information  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)  Indicate how the business will be operated Select  Tentative Expiration Date Nov 14, 2024  Premises Information  Address of Premises: You must use the Address or location field below to search for your ope applicable address and then modify your premises street field to better  Address or location name or address to automatically populate th Premises Street  Premises Street  Premises City  Local Authority (Select the Local Authority which has jur conducted)





#### iii. Enter required information for City and County

	* Premises Zip/Postal Code	Premises County
License or Permit Type	50021	Polk
Privileges / Sub-Permits	* Local Authority	
Premises	City of Ankeny 🗙	
	* Control of Premises	*Is the capacity of your establishment over 200?
Ownership	Own 👻	Yes 👻
	* And other linear using as been businesses generalize from the links	
Criminal History / Violations	rior of your premises?	<ul> <li>Equipped with tables and seats to accommodate a minimum of 25?</li> <li>Voc</li> </ul>
Criminal History / Violations	<ul> <li>Are over riguer, wine or beer businesses occessible from the inter- rior of your premises?</li> <li>Yes</li> </ul>	Yes
Criminal History / Violations Dramshop Verification	- Yee over relation, whe of beer businesses accessible from the inter- rior of your premises? Yes *# of Floors:	* Equipped with tables and seats to accommodate a minimum of 257 Yes •
Criminal History / Violations Dramshop Verification Bond Verification	Yes     *# of Floors:	* Equipped with tables and sects to accommodate a minimum of 257 Yes   *# of Bathrooms: 2+
Criminal History / Violations Dramchop Verification Band Verification Document Upload		* Equipped with tables and sects to accommodate a minimum of 257 Yes  ## of Bathrooms: 2+  *Dees your premises conform to all local and state health, fire and building laws and regulation?

iv. Click Search Local Authority. Local Authority will be populated based on your input.

	* Premises Zip/Postal Code	Premises County	
Criminal History / Violations	50921	Polk	
Dramshop Verification	* Local Authority		
Ī	City of Ankeny 🗙		
Bond Verification			

v. Complete the remaining required fields, including the contact information and mailing address



Contact Name	Extension *Business Phone	
Contact Name	- (123) 123-1231	
Emril Addrees	Extension * Dhone	
contact.name@example.com	- (123) 123-1233	
Same as Premises Address		
Iailing Address:		
Address or location		
3700 Southeast Convenience Bouleve	ard,Ankeny,Iowa,Polk	
Search by a location name or address t	to automatically populate the address fields below (optiona	I)
Mailing Street	Mailing Suite/Apt Number	
3700 Southeast Convenience Boulevard		
Mailing City	Mailing State	
Mailing City Ankeny	Mailing State Iowa	
Mailing City Ankeny Mailing Zip/Postal Code	Mailing State Iowa Mailing County	
Mailing City Ankeny Mailing Zip/Postal Code 50021	Mailing State Iowa Mailing County Polk	
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## ★ Hot Tip

The local authority is based on the physical location of the area/premise you wish to license. If the area/premise is in an unincorporated area, or in the country, then you would select "County of \_\_\_\_\_" for your local authority.

### 6. Complete the **Ownership** section

vi.

- a. Business Demographics
  - i. Click Add Owner to complete the ownership information



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New Application (App	-191199) Exit Save and Exit Print Application
License or Permit Type	Ownership
Privileges / Sub-Permits	NEED HELP?
Premises     Ownership	<ul> <li>Please provide ownership information for each of the following individuals as applicable:</li> <li>A person who, directly or indirectly, has an interest of 10% or more in the ownership or profits of the business.</li> <li>Each of the officers, directors, and partners of the business.</li> <li>A person who, directly or indirectly, owns or controls 10% or more of any class of the business's stock.</li> </ul>
Criminal History / Violations	Add Owner/Company Information
Document Upload	Previous Next
Review	

- ii. Complete the required fields on the **Ownership** page
- iii. Click Add Owner/Company Information

Ownership	
	NEED HELP?
<ul> <li>Please provide ownership information for each of the following individuals as applid</li> <li>A person who, directly or indirectly, has an interest of 10% or more in the owner</li> <li>Each of the officers, directors, and partners of the business.</li> <li>A person who, directly or indirectly, owns or controls 10% or more of any class of</li> </ul>	cable: rship or profits of the business. of the business's stock.
	Add Owner/Company Information
	Previous Next
Update Owner	
* Select Ownership type	
Add Individual Owner	
Add Company	
Ca	ncel Next

**Note:** If entering a Company, there will also need to be at least one individual Owner added.

iv. Owner(s) will be added as shown below Corporate applicants must list all shareholders having 10% or more interest in the corporation and all officers and directors of the corporation regardless of ownership interest. Non-profit corporations or associations need to list officers. If you think that you have made a mistake on an owner after adding



them, you will need to delete the incorrect entry and add them again with the correct information.

Notification From Admin	
New Application (App	bit Save and Exit
Licesse or Permit Type     Phileges / Sub-Permits     Prinikeges / Sub-Permits     Premises     Constraint Hatary / Volations     Dranship Verification     Danship Verification	Business Demographics       NEED FELP 7         Please provide ownership information for each of the following individuals as applicable:       NEED FELP 7         • A person who, directly or indirectly, hos an interest of 10% or more in the ownership or profits of the business.       Such of the officers, directors, and partners of the business.         • A person who, directly or indirectly, owns or controls 10% or more of any class of the business's stock.       Image: Control of the officers of the business's stock.         FN LN       Parties: Phalies Marager 584 (2006-03123)
Document Upload  Review  Attestration / Endorsement.  Prayment Submission	US Citizen : Vie Owership: SH4 D08 : 1950-06-02 Add Owner Previous Next
© 2020 Iowa Alcoholic Beverage Division	Terms of Use Agreement and Privacy Policy

- v. Once all owner(s) have been added, click Next
- vi. **Note:** If you need to make changes to the Ownership information after the application has been submitted, you will need to submit an Amendment application for Ownership update.
- 7. Complete the Criminal History / Violations section
  - a. In this step, you'll need to answer Criminal History/Violation questions for each owner. IDR conducts a background review for each owner listed. IDR will contact you if additional information is needed.

Notification From Admin	
New Application (Ap	pp-002274) Exit Save and Exit
V License or Permit Type	Criminal History
Privileges / Sub-Permits	NEED HELP 7     "Has anyone listed on the Ownership page ever been convicted of a felony offense in lowa or any other state of the United States?
🕢 Premises	No
🗸 Ownership	*Has anyone listed on the Ownership page ever been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)?
Criminal History / Violations	NO
Dramshop Verification	Previous Next
Bond Verification	
Document Upload	
O Review	
Attestation / Endorsement	
O Poyment	
Submission	

- b. If you answer Yes to any of the Criminal History questions, additional information will populate and be required.
- c. Click on Add Violation to add each violation applicable to each owner



Criminal Histo	ry				
• Has anyone listed on th	he Ownership page I	been charged or convicted of a	felony offense in Iowa or a	any other state of the Unit	ted States?
No					
Has anyone listed on the point of the point	he Ownership page I hol related)?	been convicted of any violatio	n of any state, county, city,	federal or foreign law (no	t including traffic violations, ex-
Yes					
FULL LEGAL N 🗸	DATE OF BIRTH	✓ DATE OF VIOL ✓	DESCRIPTION V	CITY OF VIOLA 🗸	STATE OF VIOL 🗸
					Add Violation
				Previ	ous Next

## d. Enter all required information then click Add Violation

Full Legal Name		* Date of Birth
Select	•	
Date of Violation		* Charge
	Ħ	
Description of Violation		* City of Violation
	10	
State of Violation		* Citizenship lost
Select	•	Select

e. Click **Next** to proceed



## ★ Hot Tip

You do not need to include traffic violations, unless they are alcohol related. All other Criminal Charges, regardless of the disposition need to be reported – even if they were dismissed or expunged.

- 8. Complete the Dramshop Verification section.
  - a. Some license and permit types, including all on-premise license types, require Dramshop Verification. If required for your license or permit type, complete the information and click **Next** to proceed

Notification From Admin		
New Application (A	pp-002274)	Exit (Save and Exit)
C License or Permit Type	Dramshop Verification	
Privileges / Sub-Permits	Dram Shop	NEED HELP ?
V Premises	Q Am 🔞	
🕢 Ownership	Amco Insurance Company	
🗸 Criminal History / Violations		]
Dramshop Verification		Previous Next
Bond Verification		

**Note**: You only need to provide the name of the Dramshop insurance company you are utilizing in the application. Once complete and submitted, eLAPS will automatically notify your dram carrier provider that they must take action for your application.

- 9. Complete the **Bond Verification** section
  - a. Some license and permit types require Bond Verification. If required for your license or permit type, upload the Bond Verification document. Click **Next** to proceed.

Notification From Admin				
New Application (Ap	op-002274)			Exit Save and Exit
V License or Permit Type	Bond Verification			
Privileges / Sub-Permits				NFED HELP ?
Premises	DOCUMENT NAME	UPLOAD ACTION	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
🕜 Ownership	Beer Wholesale Bond	🛆 Upload Files		
Criminal History / Violations	The Bond forms can be de	ownloaded from here!		
Oramshop Verification	Beer Wholesale Bond (FilldD	ie PDF)		
Bond Verification				
Document Upload			-	Previous Next

- 10. Complete the **Document Upload** section
  - a. There are required documents needed in the application process. The required documents vary depending on the application type being applied for.

## eLAPS Quick Reference Guide



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Notification From Admin	
New Application (Ap	pp-002274) Exit (Save and Exit)
License or Permit Type	Document Upload
Privileges / Sub-Permits	NEED HELP 7
🕢 Premises	DOCUMENT NAME UPLOAD ACTION UPLOADED DOCUVENTS ADDITIONAL COMMENTS
🕖 Ownership	TTB Drewers Notice (or bosic permit, whichever is applicable)
🕢 Criminal History / Violations	Dead/Final Sales Contract  C. Upload Files or Lease
🕢 Dramshop Verification	Sketch 🔮 Upload Files
🕢 Bond Verification	Trade Name Filing 1 Upload Files
Document Uplood	
O Review	Previous
Attestation / Endorsement	

b. Next to each required document, there will be a brief explanation of the document

	Proof of Control of Property: Submit a signed copy of the Warranty Deed, Final Sales Contract, Lease, or Written agreement for the license period showing it is owned by or under the control of the prospective licensee.	t Upload Files	
с.	Planes and Trains: Do not need a proof of		

## ★ Hot Tip

New Applications require all documentation needed for the license/permit be uploaded prior to submitting the application.

- 11. Complete the **Review** section
  - a. Review the information you have entered in the previous steps
  - b. If needed, click the **Edit** button by each section or the **Previous** button to go back to change/update any information



New Application (Ap	p-002274) Exit Save and Exit Print Application
License or Permit Type	Revi <u>p</u> w
Privileges / Sub-Permits	NEED HELP ?
Premises	License or Permit Type
🗸 Ownership	License or Permit Type Length of License Requested Class B Beer Permit 12 Month
Criminal History / Violations	
Oramshop Verification	Tentative Effective Date     Tentative Expiration Date       2021-07-04     2022-07-03
<ul> <li>License or Permit Type</li> <li>Privileges / Sub-Permits</li> <li>Premises</li> </ul>	Have you ever been convicted of a felony offense in lowa or any other state of the United States? If you selected "yes", please list your violations below.       Have any of the owners listed in the ownership screen ever been charged, arrested, indicted, convicted or received a deferred judgment for any violation of any state, county, city, federal or foreign low? All information shall be reported regardless of the disposition, even if dismissed or except those that are olcohol related. If you selected "yes", please list your violations
Business Demographics	No
Criminal History / Violations	
Ocument Upload	Document Upload Information
Review	DOCUMENT NAME UPLOADED DOCUMENTS ADDITIONAL COMMENTS
Attestation / Endorsement	Deed/Final Sales Contract or Lease Screen Shot 2021-03-11 at 4.16.14 PM.png
O Payment	Sketch Screen Shot 2021-03-11 at 4.16.14 PM.png
Submission	
	Previous 😓 Next

### 12. Complete the Attestation / Endorsement section

- a. Review the Terms and Conditions statement
- b. Click the checkbox to confirm your attestation to the statement
- c. Enter the owner's name as it was completed on the Ownership page in the **Name** field and enter the current date for the **Attestation Date**
- d. Click Next



Notification From Admin		
New Application (Ap	p-002274)	Exit Save and Exit
License or Permit Type     Priviloges / Sub-Permits	Attestation / Endorsement	NEED HELP 7
Promises	Terms and Conditions This application must be completed by a person information contained in the Application is true a	listed in the Ownership Section. I hereby declare that all and correct. I understand that misrepresentation of
Oxmership     Oxmership     Oriminal History / Violations	material facts in the Application is a arime and g law. I further understand that, as a condition of r inspection during business hours by appropriate	rounds for denial of the license or permit under lowa eceiving a license, the licensed premises is subject to local, state, and federal officials.
🕢 Dramshop Verification	$^{\mathbf{z}}[\underline{\mathbf{v}}]$ ) hereby declare that the information provided on this Ay tions outlined above.	oplication to be true and accurate and agree to the terms and condi-
Ø Bond Verification	*Nome FN LN	Attestation Date 2021-06-04
🕜 Document Upload		
Review     Attestation / Endorsement		Previous Next

## ★ Hot Tip

A Notary Form is no longer required. With the eLAPS, the Signature and attestation is now done electronically.

#### 13. Complete the Payment section

a. All payments are required to complete an application. Payments are done electronically and can be made in one of two ways, by credit card or through ACH.

**Note**: Licensing fees are processed through our payment gateway. Once your payment is complete, you must go back to your application in eLAPS.

×	
Information	
Alert! Please be aware that your Application is not automatically submitted after paying via the Payment Gateway. Once clicking the button below, you will be navigated away from eLAPS to a third party Payment Gateway to process your payment. Once that payment is successfully processed, please be sure to return to eLAPS and continue through this step to submission. Your Application will not be processed until it is officially submitted via eLAPS, so please be sure to receive that confirmation message on screen and in your email.	
Credit Card Payment ACH Payment	
Cancel	

- b. To complete your payment, click Submit
- c. You will see a Payment Successful message after your payment is complete.
- d. Click **Continue** to return to the application process.
  - i. Note: The application will automatically be submitted and you will be returned to eLAPS once you have clicked Continue





e. Click **Next** to proceed



### 12. Submission

a. Once the user clicks the **Continue** button in the Gov2Go portal, they will see a success message for submission

BEVERAGES DIVISION State of Iowa	<b><i>O</i></b> LAPS		Home	UAT Issue 🕙
	Notification From Admi	n		
	←Back to Dashbaard			
	Ø	Thank you! This application has been submitted.		
		à		

b. Note: You will see the Exit and Save and Exit option on the top right corner of each step. If you do not wish to continue, click Exit at any point. If you wish to continue at some other time, click Save and Exit.



## Side Panel

You can navigate to the following screens from the Side Panel:

		•
Perr	nits	
88	Dashboard	
Ξ	Action List	
(III)	Upcoming Renewals	
Ţ	Update Wallet Payment Method	
+=)	Revision Requests ( 0 )	
$\triangle$	Outstanding Payments ( 0 )	
	Print or View My License(s)	
	View all Applications	
My	Company's	
P	Contacts (0)	
	Refund Payments	
đ	Tax Reporting	
Ē	Shipping Reports	
Othe	er	
CC.	Generate Report	

Let's look at Permits & My Company's functionalities in detail.

### Dashboard

The Dashboard will give you an overview of your application(s). You can perform the following functions from this screen:

- Go to the Action List
- Search for an Application
- Continue your application from where you left off
- Click on the three (3) dots by an application to select 'Withdraw Application'
- Check an application status

Additionally, you can navigate to License. You will see a "Tickets" tab, however this feature is not currently used.

**Applications**: Your applications are listed below the "action list" icon on the dashboard page (shown below) You are able to search applications by using the search option, or by scrolling down the page.



	Notification From Admin
Permits	Hello, Welcome to the Alcoholic Beverages Division State of Iowa
New Application  Upcoming Reneweb  Action() Required(0)  Print or View My License(0)  View all Applications	Action Lot Bert here to create an Application for a new License, arcente a Renewal Application for an existing 12 month License, or create on Amendment Application for an existing Uceroe (Outdoor Service, Ownership Update, Prantises Transform) Applications License() Tackets
Ny Company's           Rafund Poyments           Tox Reporting           Sticoline Reports	Application Marelow Licenses Hawker Application Fischs.
Other C Generate Report Public Dotatione () My Profile	Previous Street) :         Application Number : App-003129         Continue           > Application Tope Now         Texture Exploration Date         Applications Exact In Progress         Application Application
() Logant	sel Application Number / App 002331 Continue Dealby Beer, Spirite, and Wine Gener Parmit:   Application Number / App 002331 Continue  Application Number / App 002331 Continue

For each application, you are able to:

- Continue where you left off in the application process
- Check the application status
- Select the three asterisks to withdraw the application

	umber License I	Number Application Select	Status	Search	
AP Test Premise S Wine Au	Renewal 2- AP000000 Street : 101 South Anken uction Permit	14 y Boulevard	Applica	tion Number : App-191127	Continue
>	Application Type Amendment	Tentative Effective Date 2024-08-15	Tentative Expiration [ 2025-08-14	Date Application Sta	tus?

Licenses: Click on License(s) to View all Licenses. This can also be done from the Side Panel menu.

On this screen you will be able to see all of the licenses you hold or have held. You are also able to do things such as:

- View/Print application
- View the license status
- Make an amendment
- Download a copy of the license
- If license is enrolled in the Automatic Renewal program, you will be able to Report Criminal Violation, Unenroll from Automatic Renewal and Update your Default Method of Payment



## **Department of Revenue**

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.icense/Permit #		License/Permit Type Select		) [	Search			
License(s)	Outdoor Service Letter(s)	Temporary Transfer Letter(s)						
LICENSE/PERMIT#	NAME OF BUSINESS DBA ↑↓	APPLICATION STATUS	EFFECTIVE DATE ↑↓		EXPIRATION DATE ↑↓	ENROLLED IN AUTOMATIC RENEWAL PROGRAM	ACTIONS	
AP000002	AP Test 1	Active	2024-07-01		2025-06-30		View/Print Application Amend License Download License	

### **Action List**

The action list can be accessed through the side panel, and is also available as an icon on the dashboard, or landing page.

Permits	Action List		
B Dashboard			
Action List	NEW APPLICATION	HELP ME CHOOSE MY LICENSE TYPE	UPCOMING RENEWALS
Upcoming Renewals	Create an Application for a New License or Permit.	Guided access to assist in selecting the correct License or Permit type.	Create a Renewal Application for an existing 12 Month License or Permit.
Update Wallet Payment Method	Apply for New Application	Apply for New Application	Check Renewals
Outstanding Payments (0)			
Print or View My License(s)	MAKE A CHANGE TO A LICENSE/PERMIT	CHANGE DRAM INSURANCE	CANCEL LICENSE
View all Applications	Complete an Amendment application for Ownership updates, Outdoor Service, Add a Privilege or Sub-Permit, Temporary/Permanent Premises Transfers, Premise Updates, and Additional Location.	Change Dram Insurance	Please use this action to initiate the License, Permit, or Certificate Cancellation Process.
My Company's	Edit / Update License	Change Dram Insurance	Cancel License
Contacts ( 0 )			
Refund Payments			
Tax Reporting	Please use this action to initiate if wish to withdraw an application.	Please use this action if you wish to update your method of payment(s)	
Shipping Reports		stored in your wallet.	
Other	Withdraw Application	Update Payment Method	
🖉 Generate Report			

The action list page has eight options to choose from:

- New Application This is where you go to apply for a license
- Make a change to a License/Permit You can make a change to a license or application by selecting • this option. Once selected, you will see all of your applications to find the one you would like to make a change to. Once found, select Amend. You will be taken through the steps to make the requested changes.



se/Permit #	Application #	License/Permit Type		
		Select	* Search	
Test - LE0004084 Premise Street : 1918 Southeast Hulsizer Drive Class E Retail Alcohol License			Application Number : App-182321	Amend
Application Status Active	Effective Date 2023-05-31	Expiration Date 2024-05-30	Business Type Limited Liability Company	License Length 12 Month
AP Test 1 - AP0000002 Premise Street : 1001 East 1st Street Wine Auction Permit			Application Number : App-191113	Amend
Application Status	Effective Date	Everythin Date	Duringer Tung	License Length

 Withdraw an application - You are allowed to withdraw an application at any point of the application process. Similar to making a change to a license/application, you are provided with a list of your applications. Once you find the application you want to withdraw, select Withdraw. Once you select the application you wish to withdraw, you will be taken through the steps to withdraw the application.

Applications Eligible For	Withdraw			
pplication #	Search			
Test - LE0004084 Premise Street : 1918 Southeast Hulsizer Driv Class E Retail Alcohol License	e		Application Number : App-188872	Withdraw
Application Status In Progress	Tentative Effective Date 2023-05-31	Tentative Expiration Date 2024-05-30	Business Type Limited Liability Company	License Lengt 12 Mont
Premise Street : Class C Retail Alcohol License			Application Number : App-190947	Withdraw
> Application Status	Tentative Effective Date 2023-11-30	Tentative Expiration Date 2024-11-29	Business Type	License Leng 12 Mont

★ Hot Tip

A refund is automatically generated back to the card used to pay the licensing fee (if applicable).

- Help Me Choose My License Type This feature runs you through a set of questions and assists with helping find the correct license for your business, event, etc.
- Change Dram Insurance To update your dram shop insurance carrier, select the application from your list of applications, and select Change Dram Insurance Carrier.

ample DBA remise Stree	t : 3700 Southeast C	Convenience Boulevard	Application Number : A	pp-191163 Change Dram Ins	urance Carrie
pecial Class	C Retail Alcohol I	license			
			The second second second		
Appl	ication Type	Tentative Effective Date	Ientative Expiration Date	Application Status 🕐	Licens
Appl	ication Type	Tentative Effective Date 2024-08-14	2025-08-13	Application Status (?) Pending Dramshop	Licens
Appl > New	ication Type v	Tentative Effective Date 2024-08-14	lentative Expiration Date 2025-08-13	Application Status ? Pending Dramshop Review	Licens Length 12



- Update Wallet Payment Method This option is only for licenses that qualify for automatic renewal.
- **Upcoming Renewals** This option shows all annual licenses and their upcoming renewal dates.

#### **Upcoming Renewals**

If an existing License is due for renewal, you will see it in the Upcoming Renewals section. Click **Renew** to initiate the process.

Applicants are only allowed to create one renewal application per license or permit number at a time. When you click the **Renew** button to begin, your information will be prefilled.

	Notification From Admin
Permits	Renewals
E Dashboard	
Hew Application	Renewal Applications
🧬 Uncomico Renewals	
Action(s) Required(0)	
Enter View My License(s)	A - BYR000009 Presize Tareet : 2010es Hurley Hughes Zvenue Application Number : App-021578 Renew
View of Applications	Special Class C Liquir License
My Company's	Application Type Diffective Date Depindent Date Application Status License Langth
Refund Payments	NEW 2010-06-03 2012-06-02 ACINI L2 NORTH
(2) Tax Reporting	
E Shipping Reports	

Confirm the information on each page and complete the required fields as necessary. Click **Next** to proceed, to complete the Payment section then click **Continue** in the Gov2Go portal to finish your renewal. After clicking **Continue**, you will see a success message confirming submission.

#### **Update Wallet Payment Information**

This feature is used only for accounts that are signed up for automatic renewal. To learn more about automatic renewals, check out our webpage <u>Automatic Renewals</u>.

#### **Revision Requests**

You will see Revision Requests or Actions(s) Required, if any, on this screen.

	Notification From Admin
Permits	Action Applications
New Application	Revision Requests
🔊 Upcoming Renewals	
<u>Action(s) Required(0)</u>	You don't have any applications which requires your attention
Print or View My License(s)	

### **Outstanding Payments**

You will see any outstanding payments listed here.

- 1. Navigate to Action(s) Required in the side panel
- 2. Click on **Outstanding Payments**



## eLAPS Quick Reference Guide

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Depa	rtment of Revenue	ØLAPS	Home	Public Database	Sample User 🦲
	Method				
+***	Revision Requests ( 0 )	Outstanding Payments			
$\triangle$	Outstanding Payments (0)				
	Print or View My License(s)	Outstanding Payments			
	View all Applications	You dep't have any outstanding payments			

#### 3. Search for your License Number

Application Number	BA0000007	Premise Street	Premise City
Premise County	Status	Account Name	License Type

4. Find the **Action Items** step with the status of 'Pending Dramship Review', 'Submitted to Local Authority' or 'Submitted to ABD'. Then click the disclosure triangle and select **Other Actions**.

Search Result (1)				
APPLICAT V LICENSE V	STATUS V DBA V	LICENSE T V	APPLICAT V AMENDM V PREMISE V	, Other Actions
App-001521 BA0000007	Active	Class A Beer Permit	New	Request Amendment

5. On the **Action Items** step of the Application, click the **Pay** button to be taken to the **Payment Gateway** to make your payment using the ACHDraft or Credit Card.

## **Print or View My Licenses**

On this screen, you can choose to View/Print Application, Amend License, and Download License.



Notifica	tion From Admin					
Permits B Doshboard	License(s)					
New Application	LICENSE/PEPERT #	LICENSE/PERMIT TYPE	LICENSE STATUS	EFFECTIVE DATE	EXPIRATION DATE	ACTIONS
Upcoming Renewals  Action(s) Required(0)  Print or View My License(s)	LCN000009	Class C Native Distilled Spirits Liquor License (LCN)	Active	2021-04-25	2022-04-24	ViewPrint Application   Amend License   Download License
View all Applications	81W0000009	Special Class C Liquor License (BWI)	Active	2020-06-03	2021-06-02	ViewPrint Application   Amend License   Download License
Refund Payments     Tax Reporting	DS0000006	Wine Direct Shipper Permit (DS)	Active	2021-04-26	2022-04-25	ViewPrint Application   Amend License   Download License

### **View All Applications**

Clicking on this functionality on the Side Panel will take you to the following screen. You can search for a specific license/application here and see the status of all your licenses/applications.

Department of Revenue	LPS giynan								Home	Public Database	Hannah Test 🌕
	←Back to Dashboard	1									
	All Application	15									
	Application Number		License Number		Premise Street		Premise City				
	Premise County		Status		Account Name		License Type				
	Name of Business (DBA	v	Effective Date	É	â						
	Search Result (	86)									
	DBA 🗸 🗸	STATUS 🗸	LICENSE # V	EFFECTIVE DATE 🗸	EXPIRATION D V	APPLICATION T V	AMENDMENT T V	APPLICATION# V			
	AP Test Renewal 2	In Progress	AP0000004	2024-08-15	2025-08-14	Amendment	Permanent Premise Transfer	App-191127	¥		
	AP Test Renewal 2	Submitted to ABD	AP0000004	2024-08-15	2025-08-14	Renewal		App-191126	V		
	Sample DBA	Pending Dramshop Review				New		App-191163	V		
	lajfdkladf	In Progress				New		App-191147	v		
	AP Test Renewal	Active	AP0000003	2024-08-01	2025-07-31	Renewal		App-191122	V		

To View a specific application, search by the Application Number or any of the fields on the All Application page. You do not need to type 'app-'. Just enter the application number.

All Applications				
Application Number	License Number	Premise Street	Premise City	
Premise County	Status	Account Name	License Type	
Name of Business (DBA)	Effective Date	ä		



### Contacts

The owner of the application/license can add others to manage or edit their application in the "Contacts" section on the side panel. Once selected, you are able to;

see any invitations you have received to be a manager or editor,

Contacts	+ Add Manager + Add Editor
Open Invitations License Access Pending Access Requests	
You do not have any new invitations.	

#### see who has access to your licenses,

Contacts						+ Add Manager + Add Editor	-
Open Invitations	License Access P	ending Access Requests					
LICENSE NUMBER	DBA	EFFECTIVE DATE	EXPIRATION DATE	STATUS	OWNER NAME	ACTIONS	
LE0004084	Test	May 31, 2023	May 30, 2024	Active	Lisa	Revoke Access View Details	
CV0001409	Romance Wines	Apr 17, 2023	Apr 16, 2024	Active	Brian Kinsella	Revoke Access View Details	
			1	]			

take away access to your licenses,

	ŕ					×
	Revoke A	Access				
Co	Click on -	button to select the owner for which you wa	ant to revoke access.			+ /
	ACTIONS	MANAGER/EDITOR NAME	LEVEL OF ACCESS	EMAIL	PHONE	
L	-	Test Barker	Application Manager	Sib@fake.com	(999) 999-9999	
		Lisa Barker	Application Manager	⊠ gib@fa.com	(515) 999-9999	View Det
						View Det
					Cancel Cor	firm:

view pending access requests you have made



Contacts					+ Add Manager	+ Add Editor
Open Invitations	License Access	Pending Access Requests				
No Access Requests were for	und which were neither A	pproved or Rejected.				

### add a manager,

Contacts	+ Add Manager + Add Editor
Open Invitations License Access Pending Access Requests	
No Access Requests were found which were neither Approved or Rejected.	
Provide Access	
Please enter the License Number and Application Manager you wish to provide access for. The Application Manager indicated will need to log into eLAPS and accept your request prior to receiving access to these records. The Application Manager will be able to access and manage all applications and records related to the License(s) selected. The Application Manager can also request access to License(s).	
All My License(s)	
*License	
Q. Begin typing to lookup records	
Application Manager     Age in two ing to look up records	
Cancel	

#### and add an editor.

Contacts		
Open Invitations	License Access	Pending Access Requests
No Access Requests were fou	nd which were neither App	proved or Rejected.



Provide Access
Please enter the License Number and Application Editor you wish to provide access for. The Application Editor indicated will need to log into eLAPS and accept your request prior to receiving access to these records. The Application Editor will be able to access and manage all applications and records related to the License(s) selected.
All My License(s)
* License
Q Begin typing to lookup records
*Application Editor
Q. Begin typing to lookup records
Cancel Invite

## **Refund Payments**

Your refund details (if any) will appear here. If you need to create a new Refund Request, click on the **+New Refund** button.

Notificat	tion From Admin					
Permits	Refund Payments				_	+ New Refund
Dashboard						
New Application	PRYMENT NUMBER	REPUND TYPE	AMOUNT	LICENSE NUMBER	STATUS	ACTIONS
19 Upcaming Renewals						
Action(s) Required(0)						
Print or View My License(s)						
View of Applications						
My Company's						
Refund Poyments						
Tax Reporting						
Shipping Reports						

Fill in the details on the pop-up and click **Save**.



Notificat	ion From Admin				
	Refund Pay	Create New Refund Req	uest	K	+ ACTIO
wals		*Refund Type Select an Option	*Amount		
License(s)		* License Number	*Comments		
:s			Cancel Save		
s					

#### Tax Reporting

Clicking on this functionality will display Pending and Submitted Tax Reports. All reports due or past due will be listed under "Pending" reports. Locate the report you would like to complete and click on **Edit** next to the report to complete and submit the report.

Notific	cation From Admin							
Permits	Tax Reportin	9						
E Deshboard								
New Application	Pending	Submitted						
Ipcoming Renewals								
Action(s) Required( 10 )	Select Search Field License Number	Search Reports Q, Search he	11					
Print or View My License(s)								
View all Applications	REPORT NUMBER	LICENSE NUMBER	LICENSE TYPE	REPORTING PERIOD	OVE DATE	STATUS	TOTAL FEE	ACTIONS
My Company's	TR-5235	D\$0000014	DS	January-June 2021	jui 10, 2021	New	\$0.00	Review Edit
Contacts	TR-5161	D50000014	DS	January-June 2021	jul 10, 2021	New	\$0.00	Review Edit
Tax Reporting	TR-5107	WA0000008	W04.	June 2021	jul 10, 2021	Draft	\$350.00	Review Edit
Shipping Reports	TR-5172	WAN000011	WAN	June 2021	jui 10, 2021	New	\$0.00	Review Edit

Fill in the required fields in gallons up to 2 decimals. If the previous month's report has been submitted, the starting inventory will auto populate. Once all fields are completed, click **Save** to view the total taxable gallons calculated.



Report Detail				
Report Number TR-5107	License Type WA	Due Date Jul 10, 2021	Reporting Period June 2021	Status New
Starting Inventory (in gallons 400.00	) 🚺		Fotal number of gallons purchased/produ 200.00	iced
Total number of gallons that 100.00	are returns from retailers	•	Fotal number of gallons that are tax exer 100.00	npt to Iowa Wholesalers
Total number of gallons that	are tax exempt to out-of-state wh	olesalers	Fotal number of other Tax-exempt gallor	is (breakage/destruction) 🕕
Ending Inventory (in gallons)				

Click **Pay**, and use the payment portal to submit your payment, if there is tax due.

view rax info	rmation				
Report Detail					
Report Number TR-5107	License Type WA	Due Date Jul 10, 2021	Reporting Period June 2021	Status Draft	
<ul> <li>Starting Inventory (in gallon: 400.00</li> </ul>	s) <b>()</b>		* Total number of gallons purchased/pr 200.00	oduced	
<ul> <li>Total number of gallons that 100.00</li> </ul>	are returns from retailers		* Total number of gallons that are tax e 100.00	xempt to Iowa Wholesalers	
* Total number of gallons that 100.00	are tax exempt to out-of-state wi	nolesalers	* Total number of other Tax-exempt ga	llons (breakage/destruction) 🕧	
* Ending Inventory (in gallons) 100.00					
Fee Breakup					
Total Taxable Gallons Fe	e (300 x 1.75)				\$525.00

You can also review or request an amendment for a submitted Tax Report by clicking on the **Review** or **Amend** button by the license. An option to print your tax report is also available when you click **Review**.

Back to Top



Tax Report	ting						
Pending	Submitted						
Select Search Field	searc ▼ Q,	h Reports Search here					
REPORT NUMBER	LICENSE NUMBER	LICENSE TYPE	REPORTING PERIOD	DUE DATE	STATUS	TOTAL FEE	ACTIONS
TR-5135	LC0000003	LC	June 2021	Jul 10, 2021	Submitted	\$38.00	Review Amend
TR-5181	WA000008	WA	June 2021	jui 10, 2021	Submitted	\$397.25	Review Amend
TR-3710	WA0000008	WA	May 2021	Jun 10, 2021	Submitted	\$3,850.00	Review Amend
TR-4209	BA0000001	BA	May 2021	Jun 10, 2021	Submitted	\$209.00	Review Amend

#### Shipping Reports

Clicking on this functionality will let you view shipping Reports. Much like Tax Reports, you can edit your shipping Reports Details.

Notifice	ation From Admin						
Permits	Shipping Rep	porting					
New Application	Pending	Submitted					
Action(i) Required(10)     Print or View My License(s)	Select Search Field License Number	Search Reports           V         Q, Search here					- E
View all Applications	REPORT NUMBER	LICENSE NUMBER	LICENSE TYPE	REPORTING PERIOD	DUE DATE	STRTUS	ACTIONS
My Company's	TR-5223	CB0000011	C8	june 2021	jul 10, 2021	New	Review Edit
[ Contacts	TR-5214	CV0000009	cv	june 2021	jul 10, 2021	New	Review Edit
Refund Poyments     Tax Reporting	TR-5140	CV0000009	cv	june 2021	jul 10, 2021	New	Review Edit
Excepting Reports	TR-5505	CB0000011	CB	Moy 2021	jun 10, 2021	New	Review Edit

All reports due or past due will show up under "Pending" reports. Find the report you want to complete and click **Edit**. Clicking on the **+Add Row** button will add rows to the Wholesaler box to bring up the list of active lowa wholesalers. Select each wholesaler(s) you shipped to and enter the total number of gallons you shipped to each wholesaler(s).

Once all entries have been made, click Save. Review your report and then click Submit or Print as needed.



Edit Chi	inning l	oformation				
Edit Sh	ipping I	nformation				
Report De	tail					
Report N TR-5223	umber	License Type CB	Due Date Jul 10, 2021	Reporting Period June 2021	Status New	
				I		+ Add Row
₫ Up	lood Files					
± Up	lood Files					
± Up	lood Files			TOTAL GALLONAGE SHIPPED		
± Up • ₩H4 ■ ( Q, B4	DLESALER	lookup records	-	TOTAL GALLONAGE SHIPPED		
т Up • WH • Q Ви • Q Ви	DLESALER rigin typing to l	lookup records		TOTAL GALLONAGE SHIPPED		

You can review submitted Shipping Records as well. To update a shipping report, click on **Edit** next to the submitted report that needs to be updated. As there is no tax due for shipping reports, an amendment is not needed to make updates.

Permits	Shipping Rep	oorting					
E New Application	Pending	Submitted					
🔊 Upcoming Renewals							
Action(s) Required(10)	Select Search Field	Search Reports					
Print or View My License(s)							
View of Applications	REPORT NUMBER	LICENSE NUMBER	LICENSE TYPE	REPORTING PERIOD	DUE DATE	STATUS	ACTIONS
My Company's	TR-1012	CV0000008	cv	February 2021	Mor 10, 2021	Submitted	Review Edit
Contacts	TR-0953	CV0000008	CV	February 2021	Mar 10, 2021	Submitted	Review Edit
Befund Payments							
Tax Reporting	TR-0894	CV0000008	CV	February 2021	Mar 10, 2021	Submitted	Review Edit
Shipping Reports	TR-0835	CV0000008	cv	February 2021	Mar 10, 2021	Submitted	Review Edit
Other							

This concludes the Applicant QRG.



## ★ Hot Tip

For access to additional learning resources such as user Guides, training videos, Quick Reference Guides and more, visit <u>revenue.iowa.gov/permits-licensing</u>.

Visit often to discover new information so you're more confident and effective in the system!