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 Adding an Account Editor section.

Dramshop Carriers and Local Authorities:
Iowa Department of Revenue issues all User IDs for Dramshop Carriers and Local Authorities. Please email licensing@iowaabd.com to request access for these account types.

Steps to Create an Account

1. In an internet browser, enter the following URL: iowaabd.my.site.com/s/login. You will be taken to the eLAPS website.
2. Click the **Register** button or **Register** hyperlink to initiate the registration process
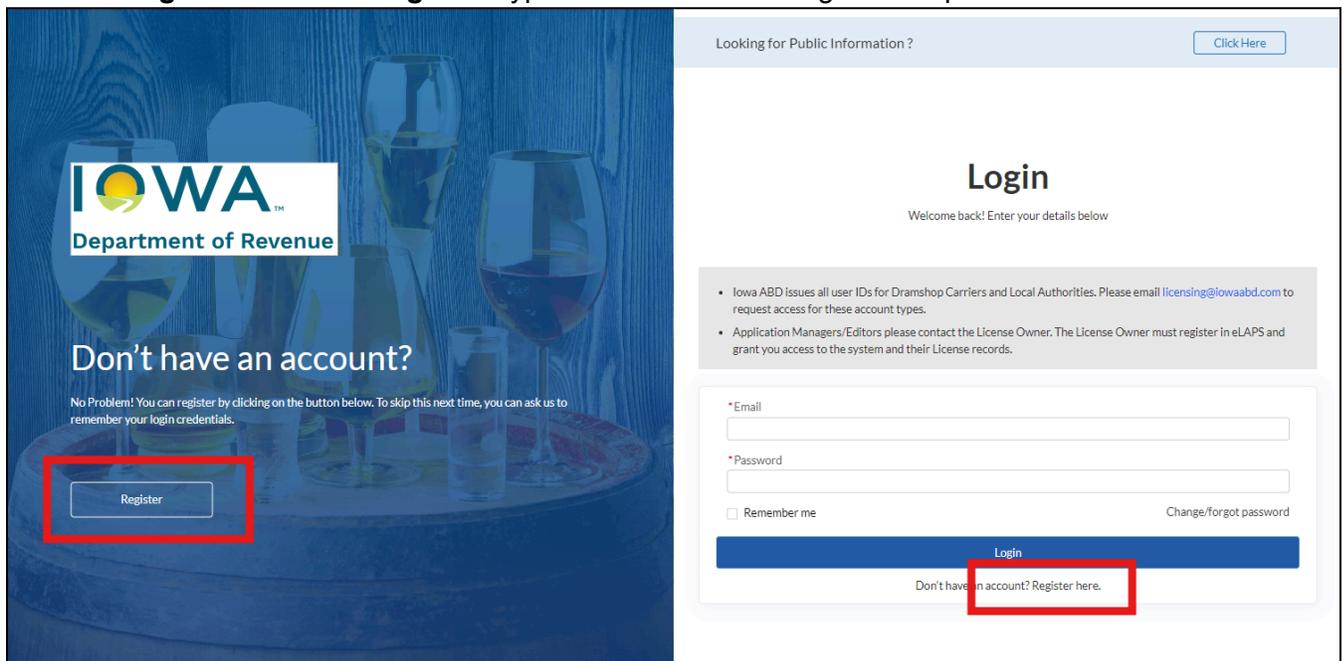
3. A registration form will open up. Complete all required information to register as an applicant in eLAPS. All required fields have a **red** **asterisk** and will error if not completed. This includes the following:
   a. **Business Information**
      i. **Company Name** is the name of the legal 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 [Business Entities Search](#) 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

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

User Account Information

*Email

*Password   *Confirm Password

Terms of Use Agreement and Privacy Policy

* ☐ I acknowledge that I have read and accept the Terms of Use Agreement and consent to the Privacy Policy.

Register

Already a Member? Sign in.

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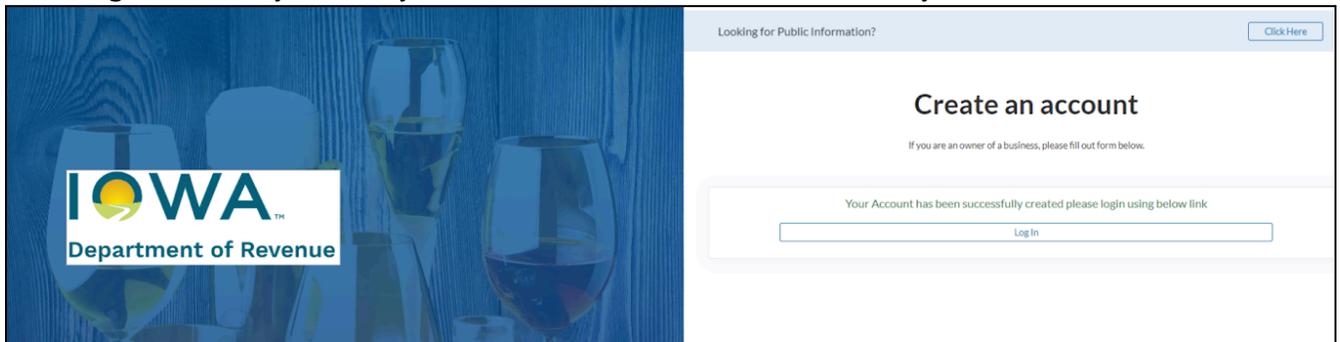
Log Into Your Account

1. Enter your login details and click **Login**
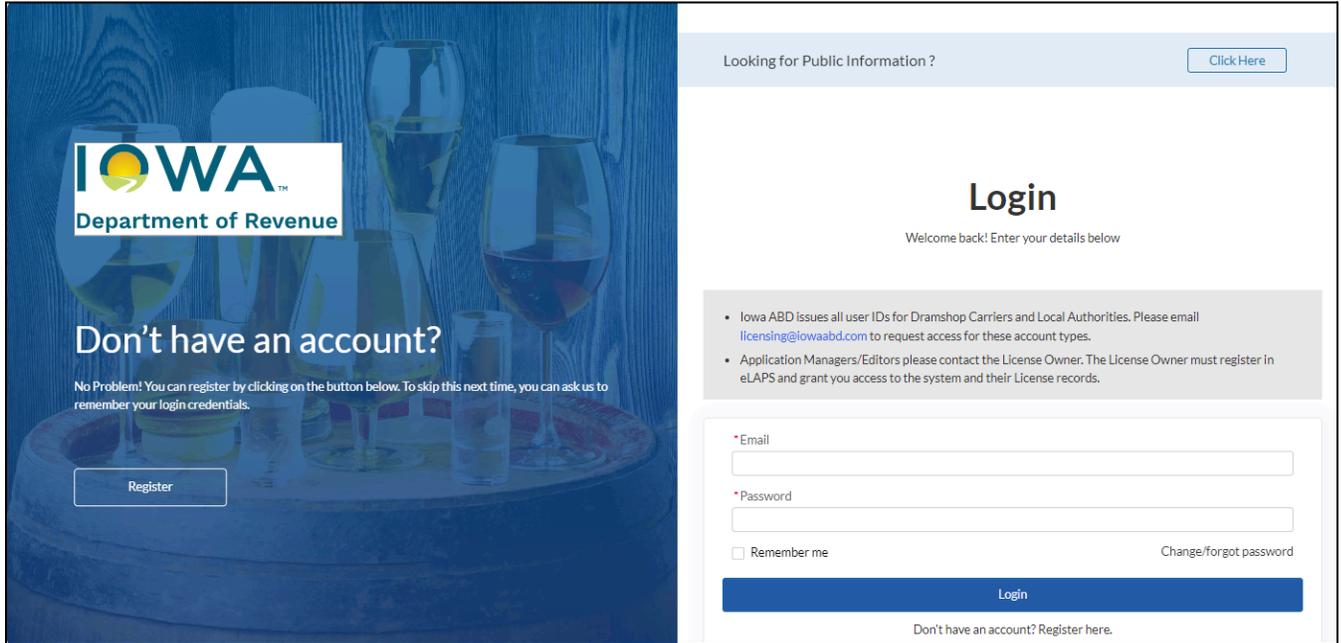
2. Once logged in, you will view your **Permits** homepage, beginning with **Dashboard**
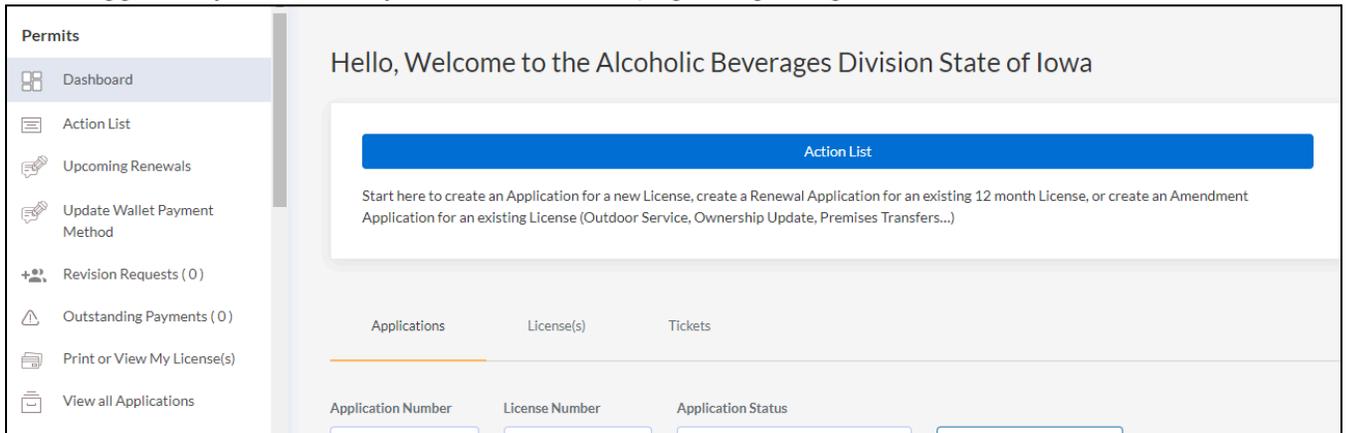
3. Your homepage includes a side panel with multiple actions; items will appear for any selected action

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
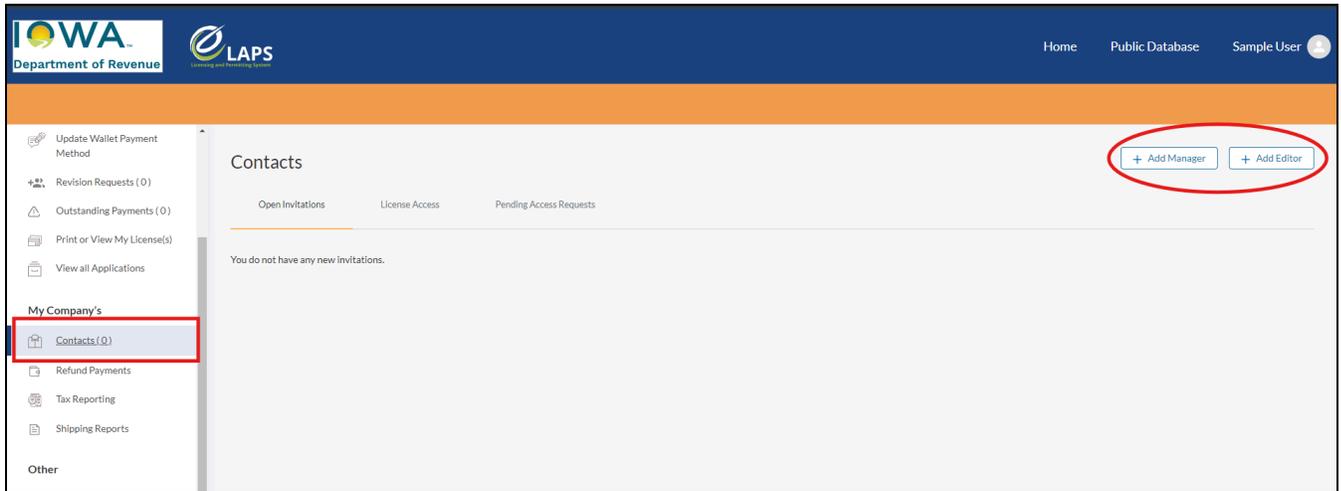
a. The **Application Manager** will be able to access and manage all applications and records related to the License(s) selected. The Application Manager can also request access to License(s).

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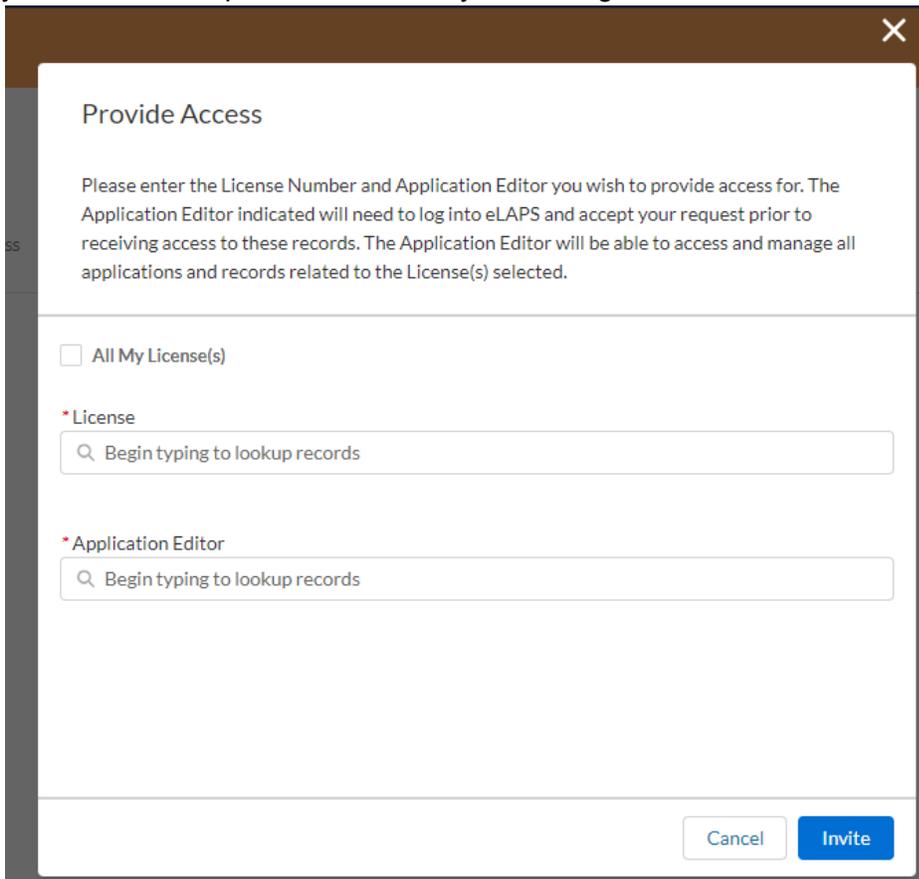
6. Click inside the **Application Manager** or **Editor** text box and either select an existing manager or editor, or click Create New Application Manager/Application Editor Contact

Create New Contact

* First Name

* Last Name

* Email

* Phone Number

* Birthdate

Cancel   Create Contact

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

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.

* License

🔍 Begin typing to lookup records

WA0000011 ✕

* Application Manager

🔍 Begin typing to lookup records

🔲 New Contact

➕ Create New Application Manager Contact

Cancel   Invite

7. After you have entered the required information, click **Invite**
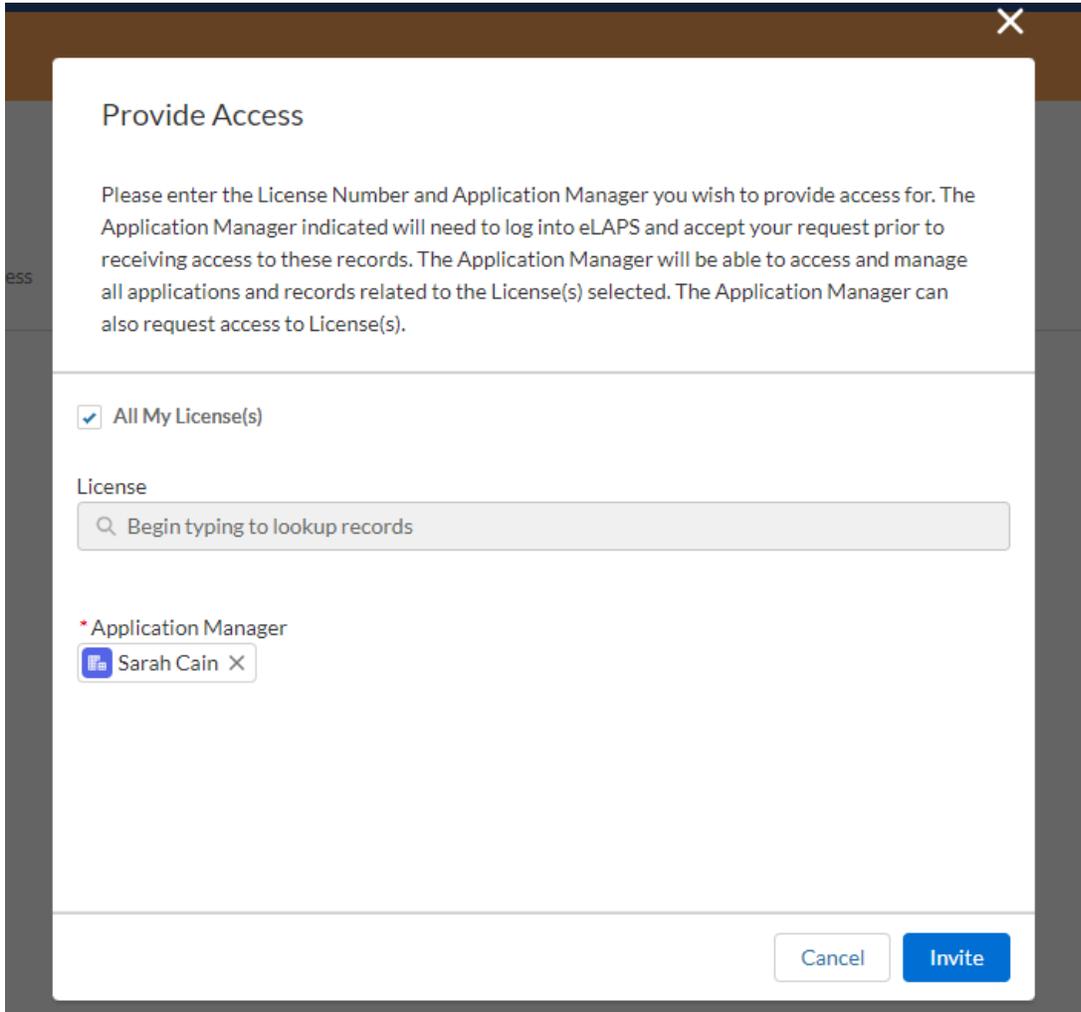
8. Click on **Confirm**
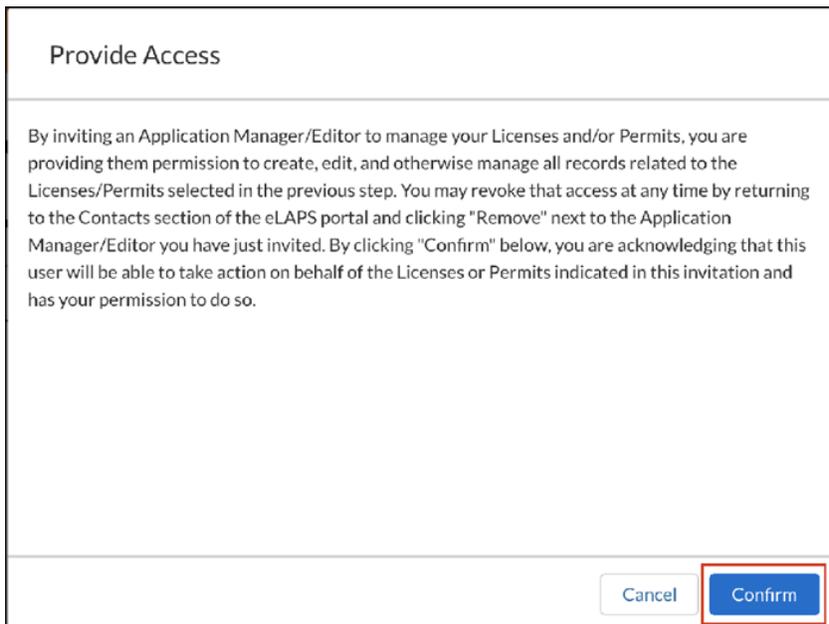
Accepting Access Requests from Application Managers

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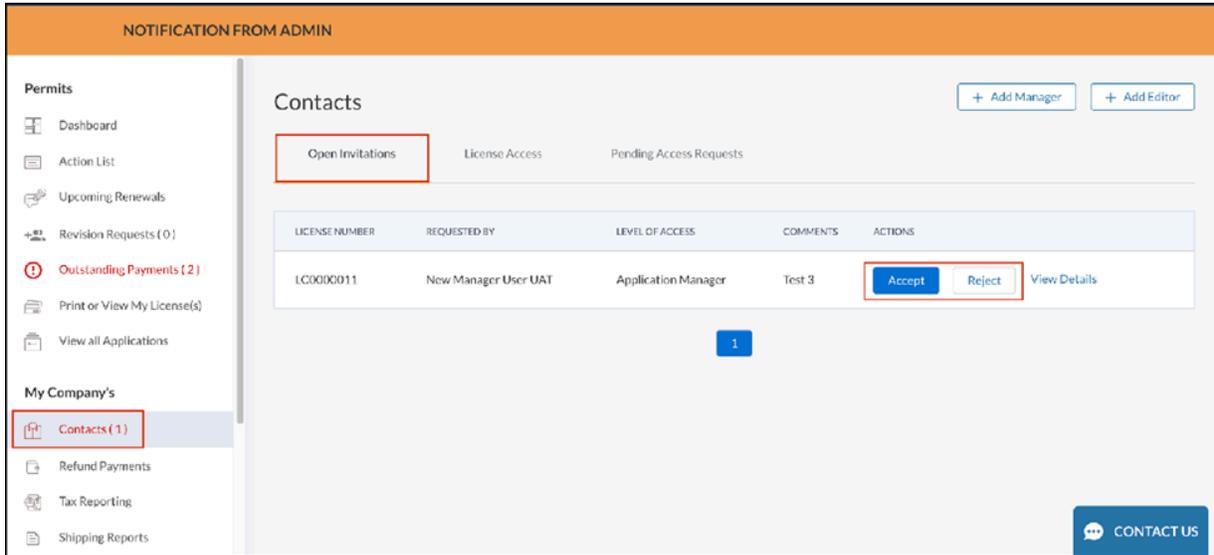
3. Access to the License and its records will be granted upon accepting a License request

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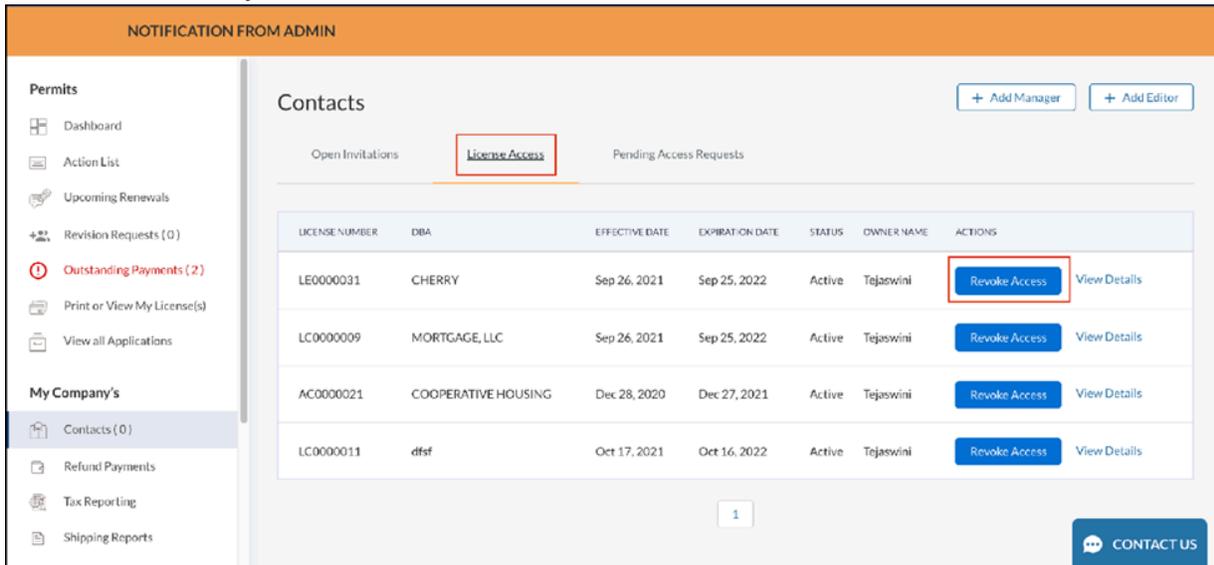
3. You may select one or more application managers or editors for whom you wish to revoke access
4. Click **Confirm**

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

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

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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**
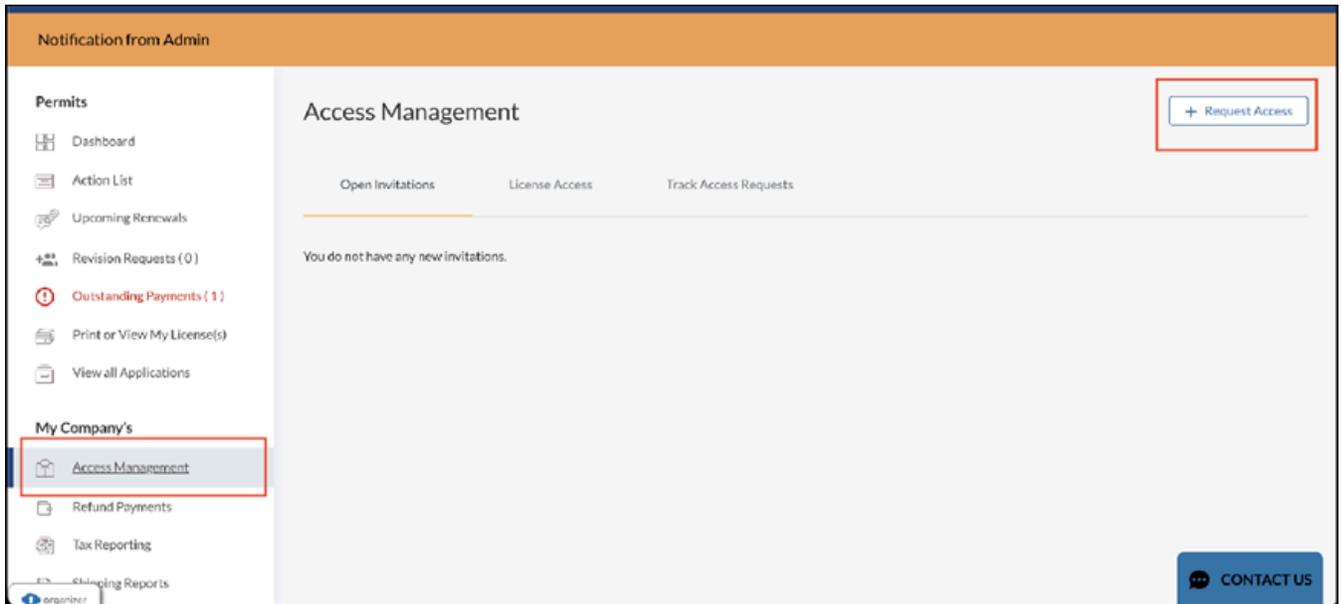
4. Search for a License number and provide any comments as per this request
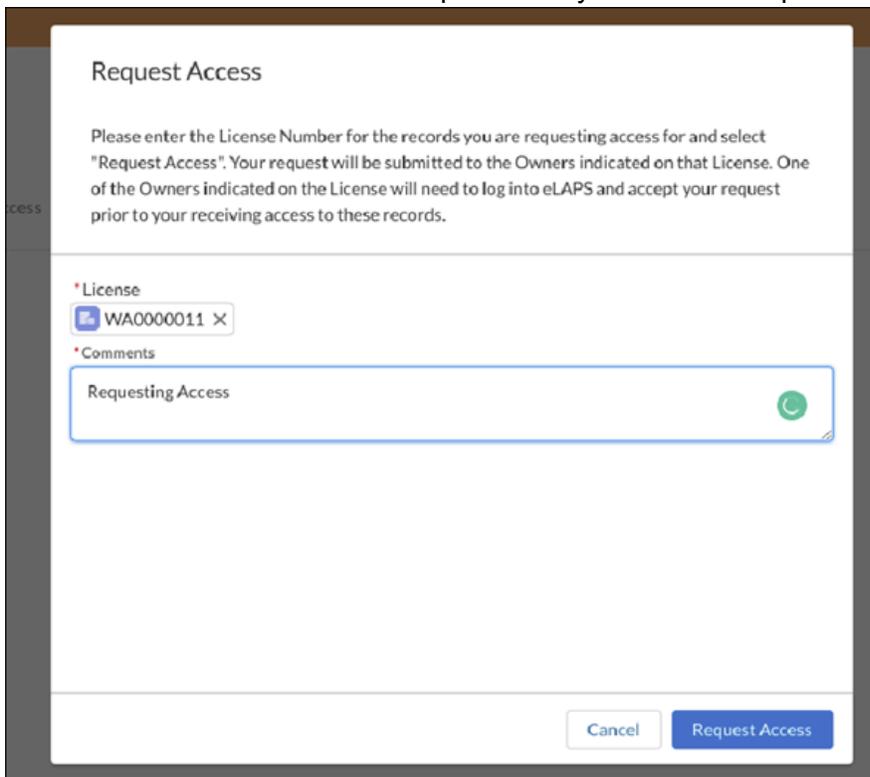
Accept/Reject Invitations

1. A notification email goes to Applications Managers/Editors. The email will have instructions on how to accept/reject an invitation.
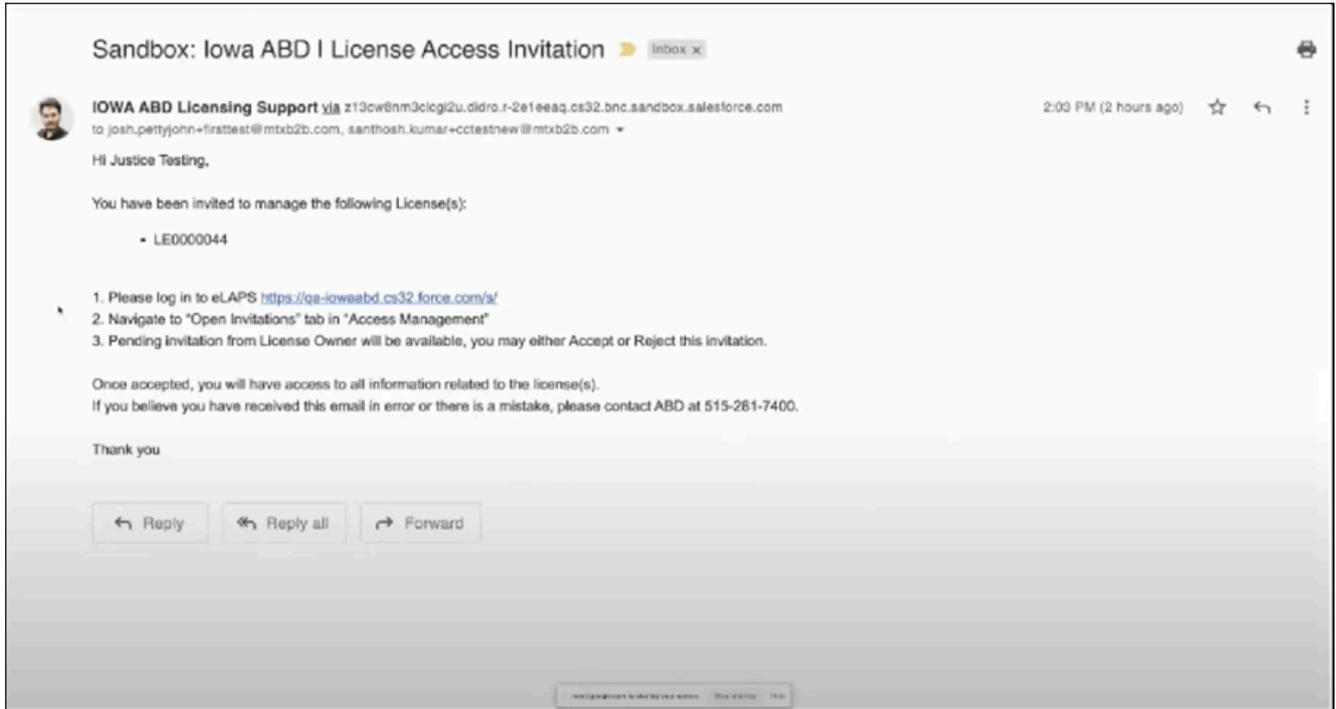
Note: If there are any outstanding invitations for the user, the Access Management tab will be highlighted in red color. Number in the bracket indicated the number of notifications.

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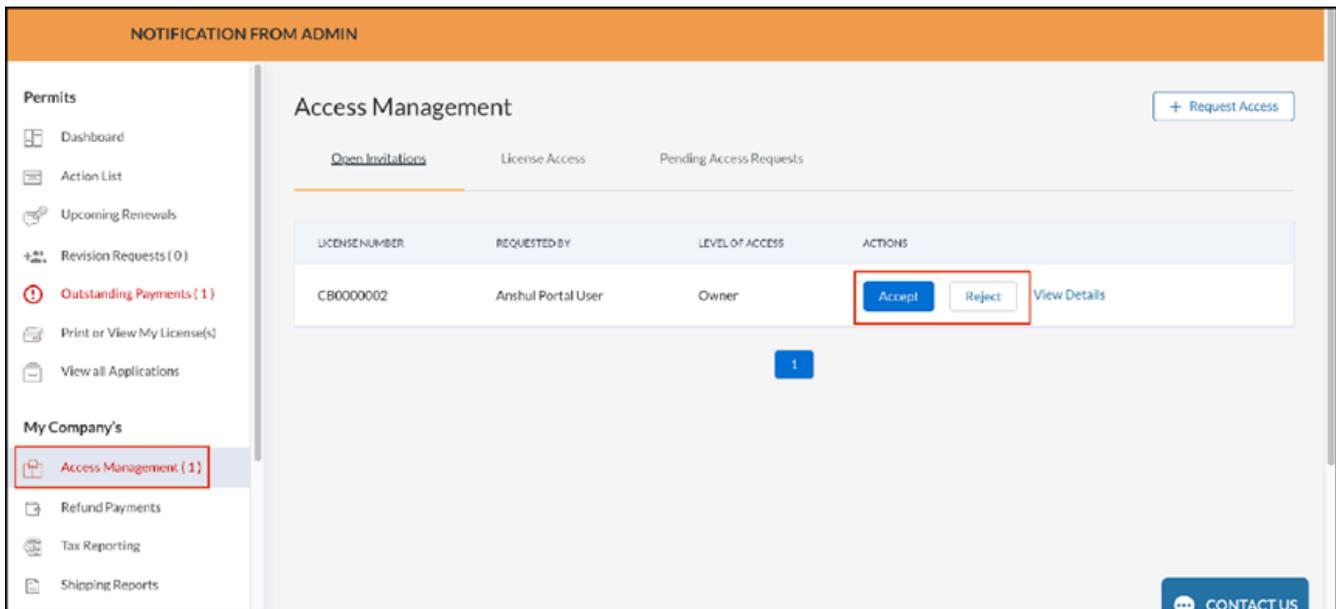
4. Access to the License and its records will be available upon accepting a License invitation

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

Department of Revenue

3. Click the **Relinquish Access** button

4. Upon action, a confirmation window will display
5. Read the declaration text and click on **Confirm**

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**

4. Click **View Details** to find Requested date, License Information, and License Permise Address
5. Click **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.
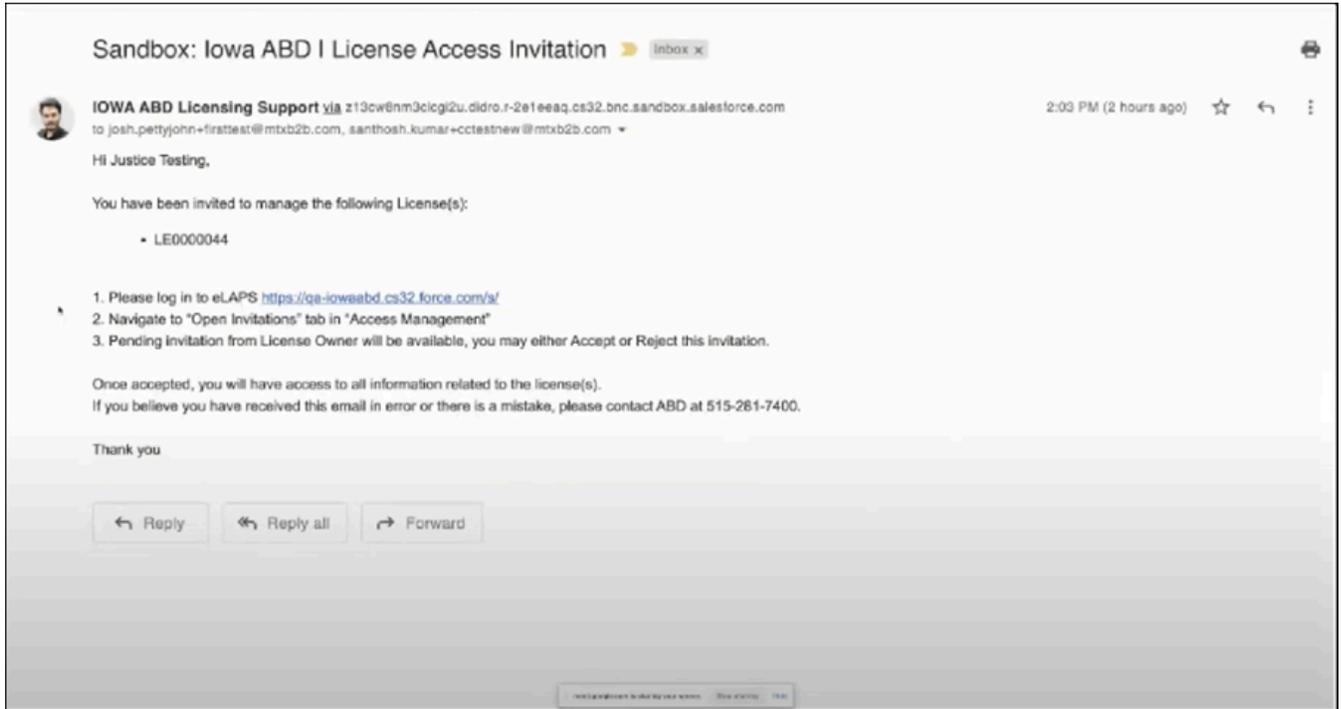
2. Click on **Access Management** tab and navigate to **Open Invitations** tab
3. Pending invitations from License Owners will be available. You may either **Accept** or **Reject** the invitations.
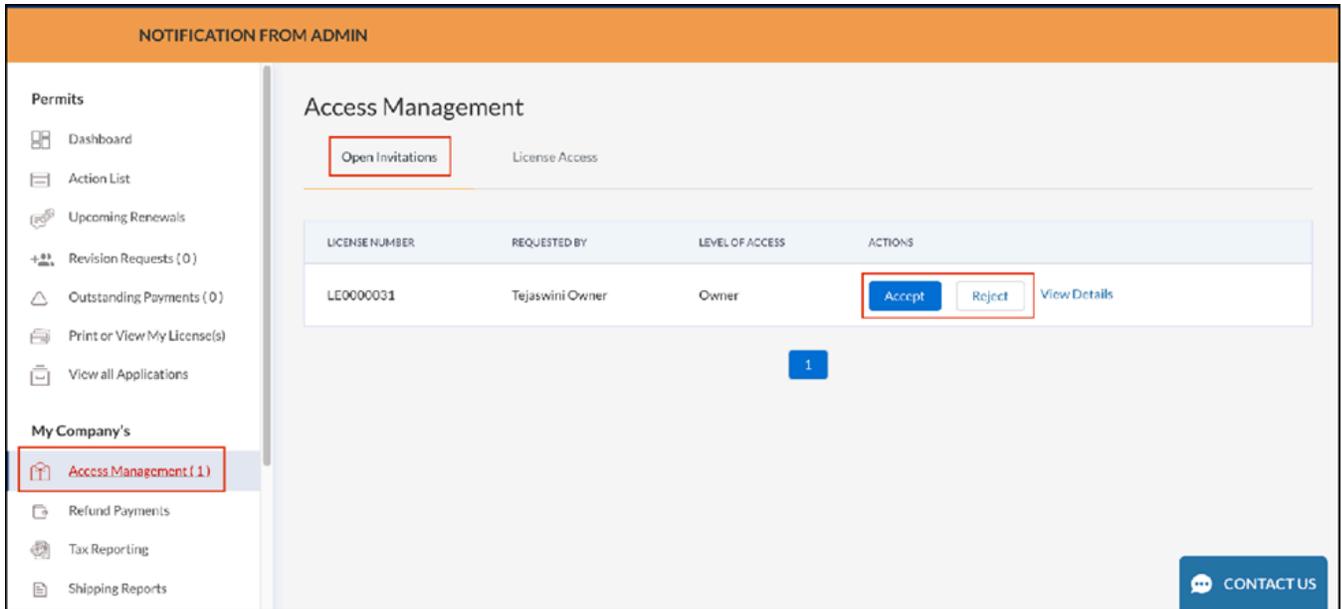
4. Access to the License and its records will be available upon accepting a License invitation
5. Click **View Details** to find Requested Date, License Information, and License Permit Address Information
6. Click **Close**

Details of request for LE0000031

Requested on: Oct 27, 2021

License Information

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: Tejaswini
Email: ✉ tejaswini.vemula+144685+contact@mtxb2b.com
Phone Number: (333) 333-3322

Requestor Information

Name: Tejaswini Owner
Email: ✉ tejaswini.vemula+uatowner@mtxb2b.com
Phone Number: (555) 555-5555

License Premise Address Information

Close

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

4. Upon action, a confirmation window will display to confirm the action

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   Confirm

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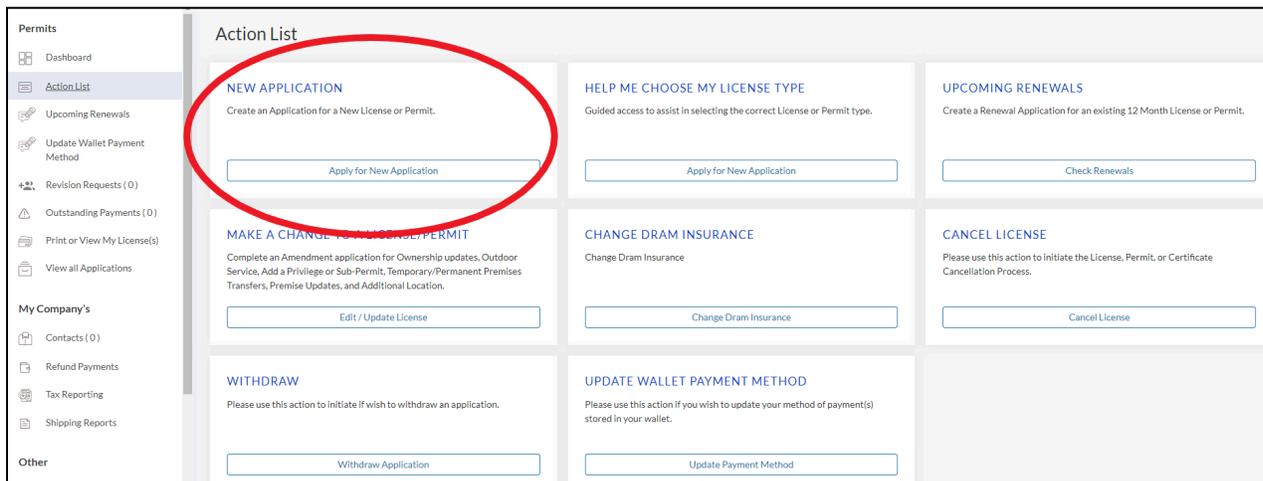
Note: To submit a license Renewal, view the "Upcoming Renewals" section.

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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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**

New Application (App-191198)   Exit   Save and Exit   Print Application

- ✓ License or Permit Type
- ● Privileges / Sub-Permits
- ○ Premises
- ○ Ownership
- ○ Criminal History / Violations
- ○ Dramshop Verification
- ○ Document Upload
- ○ Review
- ○ Attestation / Endorsement
- ○ Payment

Privileges / Sub-Permits

NEED HELP?

License/Permit

Class C Retail Alcohol License   Selected

For taverns, bars, restaurants, etc. Allows commercial establishments to sell alcoholic liquor, wine, and beer 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 Brewpub. Also is the only retail option for BAN, WAN, and ND license types.

Sub-Permits

Special Class A Beer Permit   Select

This applies to **Brewpubs** only. **DO NOT** add this sub-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.
2. **A person intending to manufacture beer, high 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 no longer required to choose Sunday Sales as a separate privilege.

Outdoor Service   Select

Allows the selling/serving of alcoholic beverages permitted by the license/permit in a designated, adjacent outdoor area.

Living Quarters   Select

Separates private living quarters from the licensed premises; protects licensee/permittee from warrantless searches of living quarters.

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.

Previous   Next

⭐ **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.

iii.   Enter required information for City and County
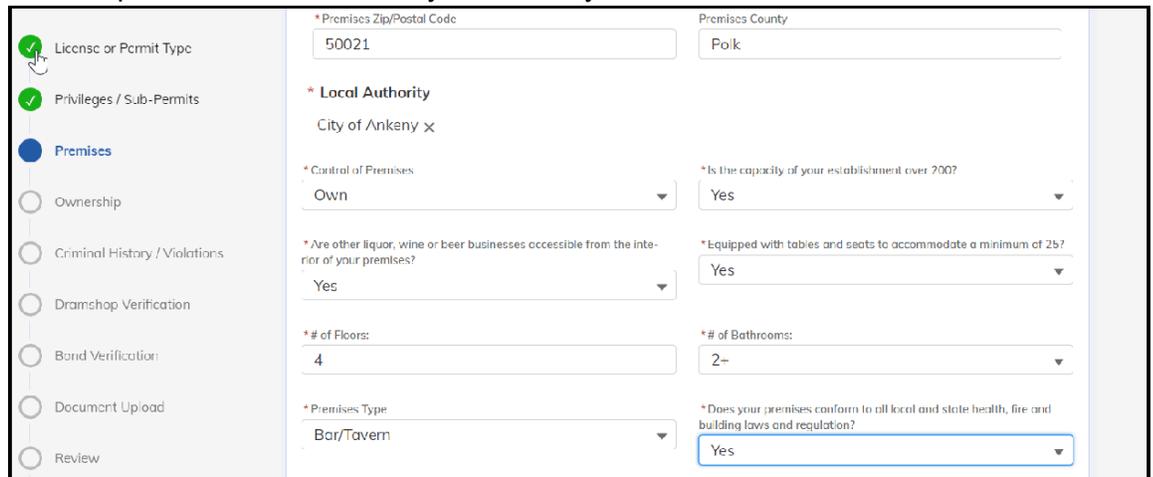
iv.   Click Search **Local Authority**. Local Authority will be populated based on your input.

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

Contact Information

*Contact Name
| Contact Name |

Extension
| |

*Business Phone
| (123) 123-1231 |

*Email Address
| contact.name@example.com |

Extension
| |

*Phone
| (123) 123-1233 |

☑ Same as Premises Address

Mailing Address:

Address or location

📍 3700 Southeast Convenience Boulevard,Ankeny,Iowa,Polk ✕

❓ Search by a location name or address to automatically populate the address fields below (optional)

Mailing Street
3700 Southeast Convenience Boulevard

Mailing Suite/Apt Number

Mailing City
Ankeny

Mailing State
Iowa

Mailing Zip/Postal Code
50021

Mailing County
Polk

Previous   Next

Terms of Use Agreement and Privacy Policy

  vi. Click **Next**

⭐ **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.

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6. Complete the **Ownership** section
  a. Business Demographics
    i. Click **Add Owner** to complete the ownership information

ii. Complete the required fields on the **Ownership** page

iii. Click **Add Owner/Company Information**

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.
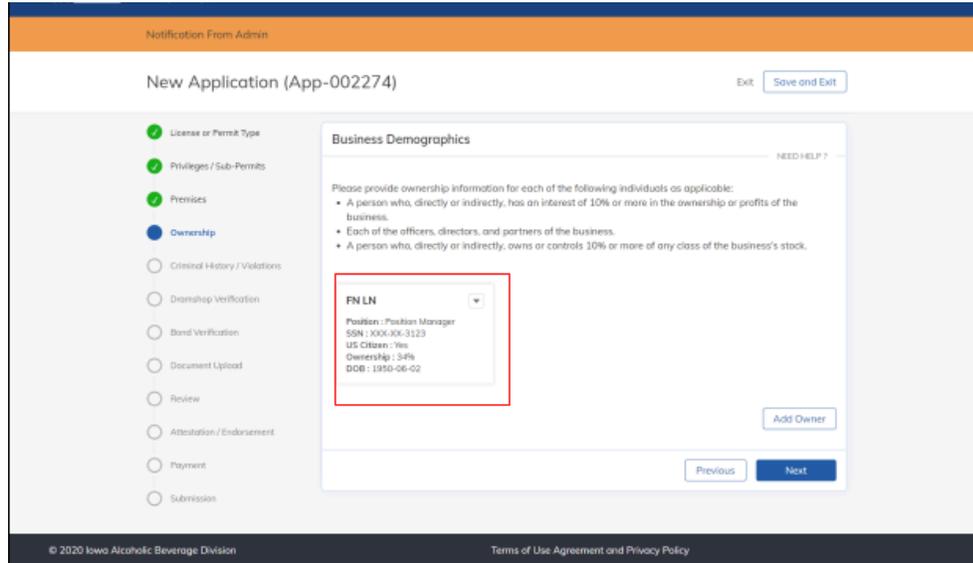
v. Once all owner(s) have been added, click **Next**
vi. **Note:** If you need to make changes to the Ownership information after the application has been submitted, you will need to submit an Amendment application for Ownership update.

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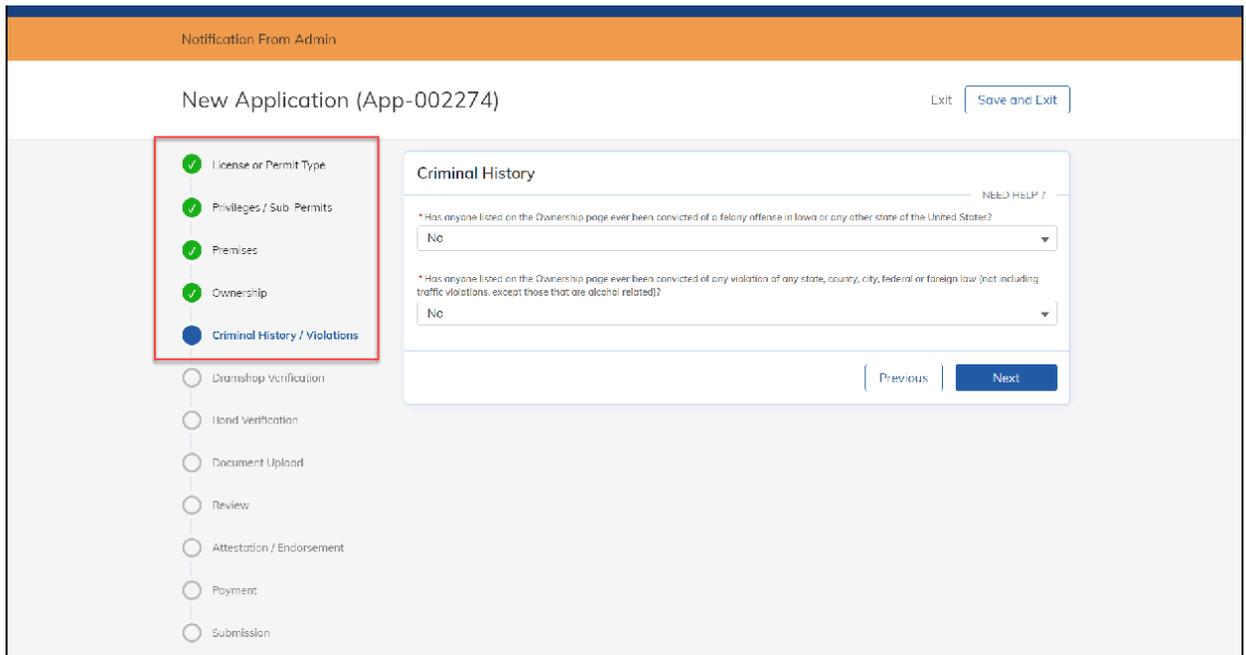
b. If you answer Yes to any of the Criminal History questions, additional information will populate and be required.
c. Click on **Add Violation** to add each violation applicable to each owner

Criminal History

NEED HELP?

*Has anyone listed on the Ownership page been charged or convicted of a felony offense in Iowa or any other state of the United States?

No ▼

*Has anyone listed on the Ownership page been convicted of any violation of any state, county, city, federal or foreign law (not including traffic violations, except those that are alcohol related)?

Yes ▼

FULL LEGAL N... ▼	DATE OF BIRTH ▼	DATE OF VIOL... ▼	DESCRIPTION ... ▼	CITY OF VIOLA... ▼	STATE OF VIOL... ▼

Add Violation

Previous   Next

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

Add Violation

*Full Legal Name

Select ▼

*Date of Birth

📅

*Date of Violation

📅

*Charge

*Description of Violation

*City of Violation

*State of Violation

Select ▼

*Citizenship lost

Select ▼

Cancel   Add Violation

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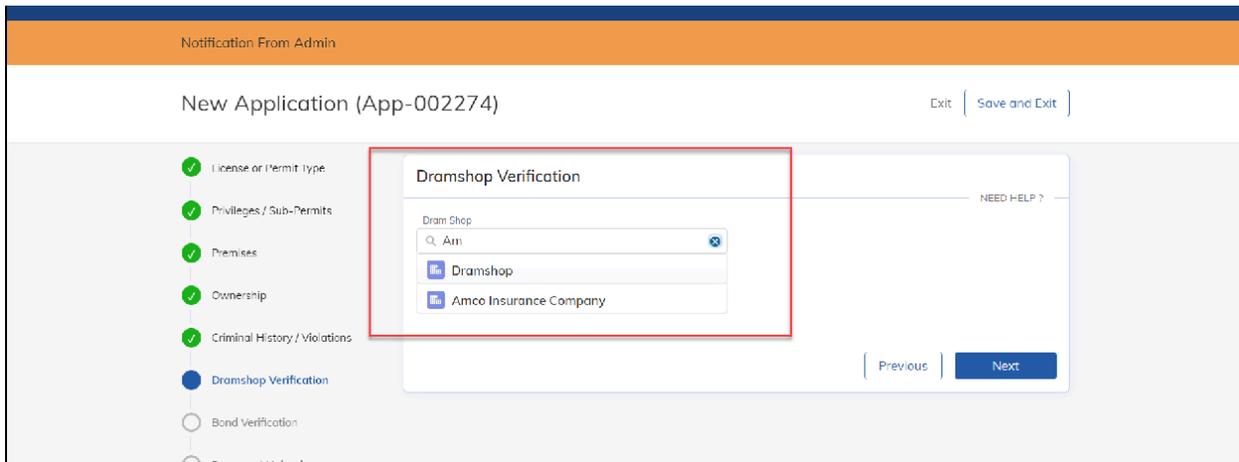
Note: You only need to provide the name of the Dramshop insurance company you are utilizing in the application. Once complete and submitted, eLAPS will automatically notify your dram carrier provider that they must take action for your application.

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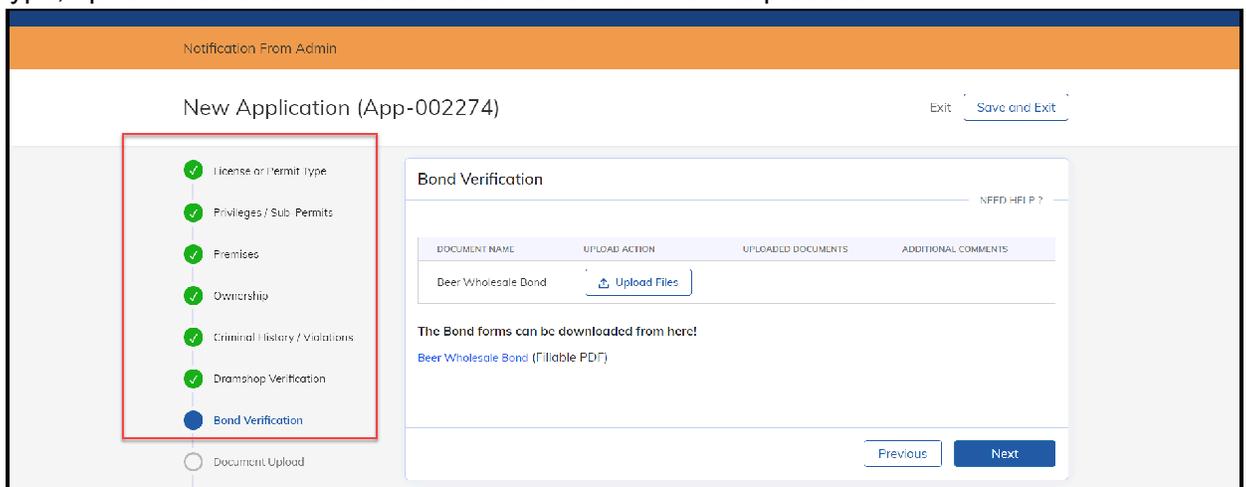
10. Complete the **Document Upload** section
    a. There are required documents needed in the application process. The required documents vary depending on the application type being applied for.

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

c.

> ★ **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

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New Application (App-002274)

Exit | Save and Exit | Print Application

Review

NEED HELP ?

License or Permit Type

License or Permit Type
Class B Beer Permit

Length of License Requested
12 Month

Tentative Effective Date
2021-07-04

Tentative Expiration Date
2022-07-03

Have you ever been convicted of a felony offense in Iowa or any other state of the United States? If you selected "yes", please list your violations below
No

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 law? All information shall be reported regardless of the disposition, even if dismissed or expunged. Include pending charges. DO NOT include traffic violations, except those that are alcohol related. If you selected "yes", please list your violations below.
No

Document Upload Information — Edit

DOCUMENT NAME	UPLOADED DOCUMENTS	ADDITIONAL COMMENTS
Deed/Final Sales Contract or Lease	Screen Shot 2021-03-11 at 4.16.14 PM.png	
Sketch	Screen Shot 2021-03-11 at 4.16.14 PM.png	

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**

⭐ **Hot Tip**

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

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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.

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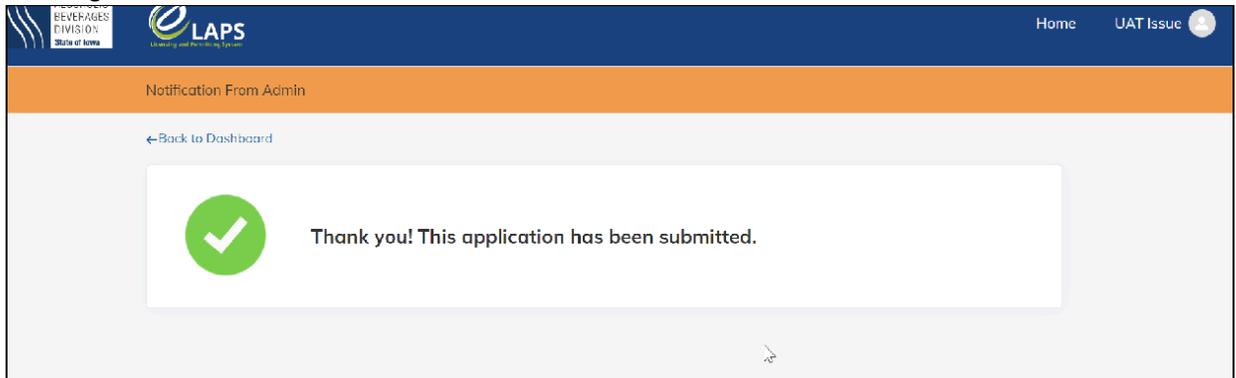
b. **Note:** You will see the **Exit and Save** and **Exit** option on the top right corner of each step. If you do not wish to continue, click **Exit** at any point. If you wish to continue at some other time, click **Save and Exit**.

Side Panel

You can navigate to the following screens from the Side Panel:
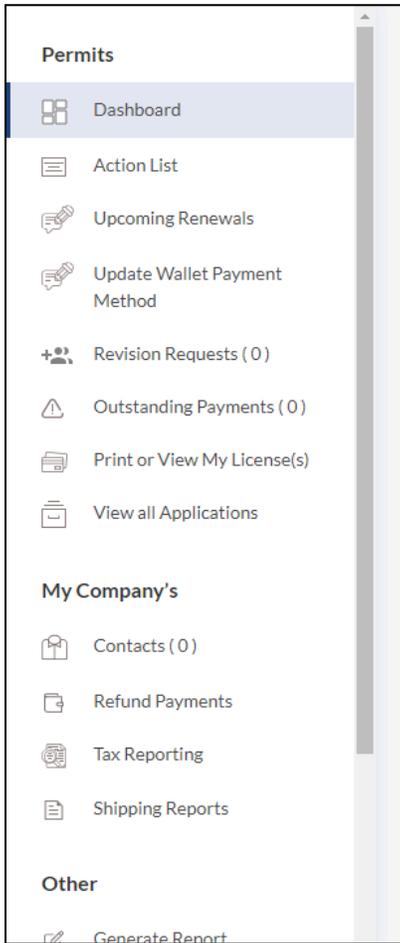
Let's look at **Permits & My Company's** functionalities in detail.

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.
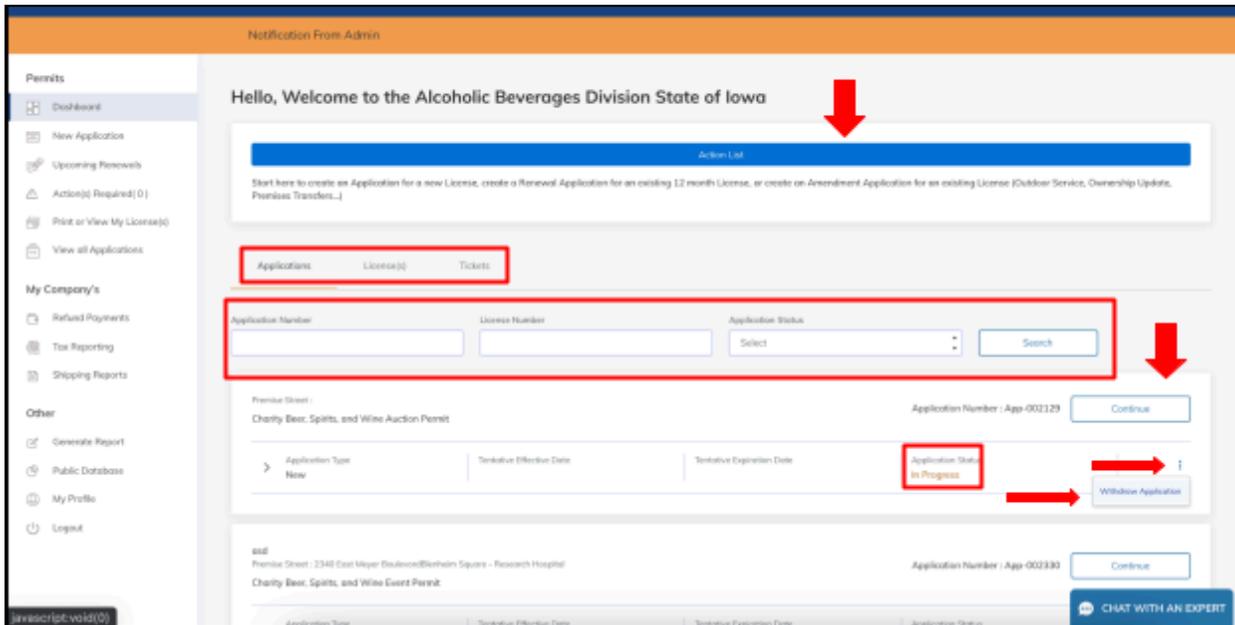
For each application, you are able to:
- Continue where you left off in the application process
- Check the application status
- Select the three asterisks to withdraw the application
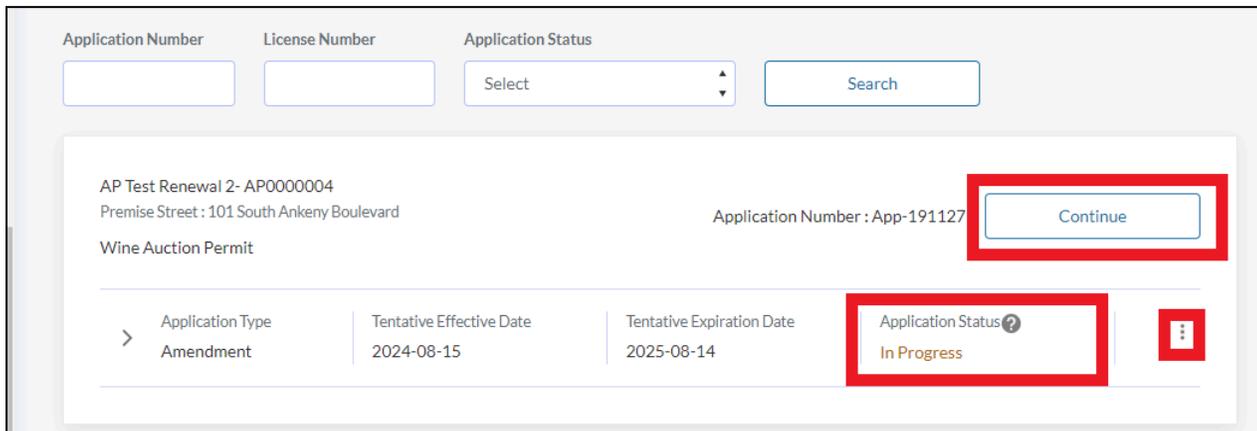
Licenses: Click on **License(s)** to View all Licenses. This can also be done from the Side Panel menu.

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

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.

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.

- **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.

⭐ **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**.

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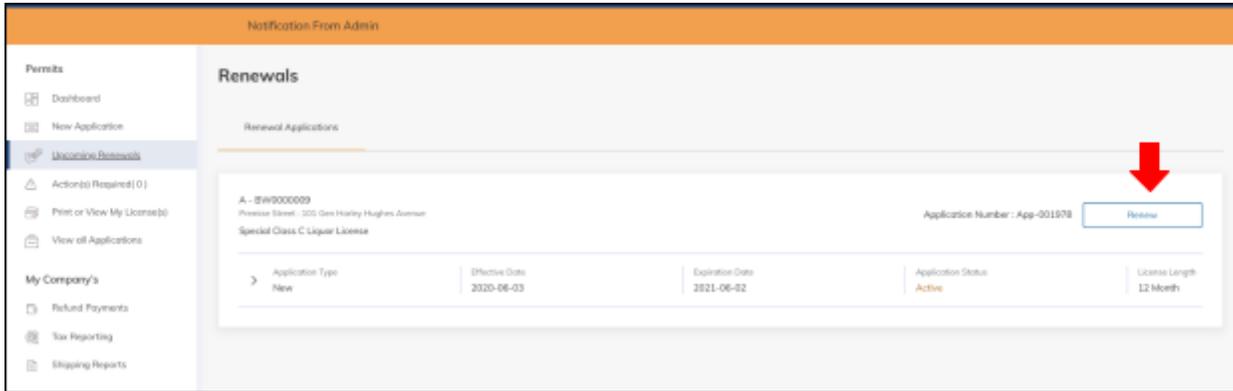
Confirm the information on each page and complete the required fields as necessary. Click **Next** to proceed, to complete the Payment section then click **Continue** in the Gov2Go portal to finish your renewal. After clicking **Continue**, you will see a success message confirming submission.

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 Automatic Renewals.

Revision Requests

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

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**

3. Search for your **License Number**
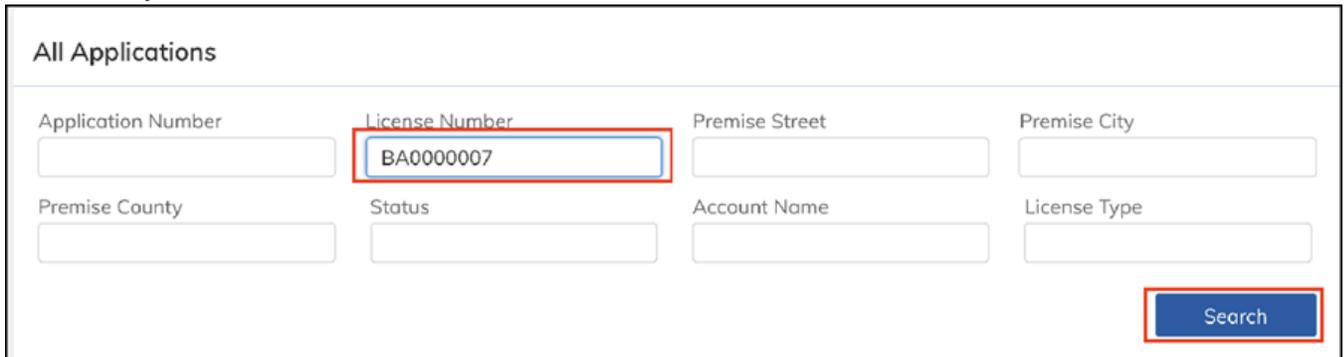
4. Find the **Action Items** step with the status of 'Pending Dramship Review', 'Submitted to Local Authority' or 'Submitted to ABD'. Then click the disclosure triangle and select **Other Actions**.
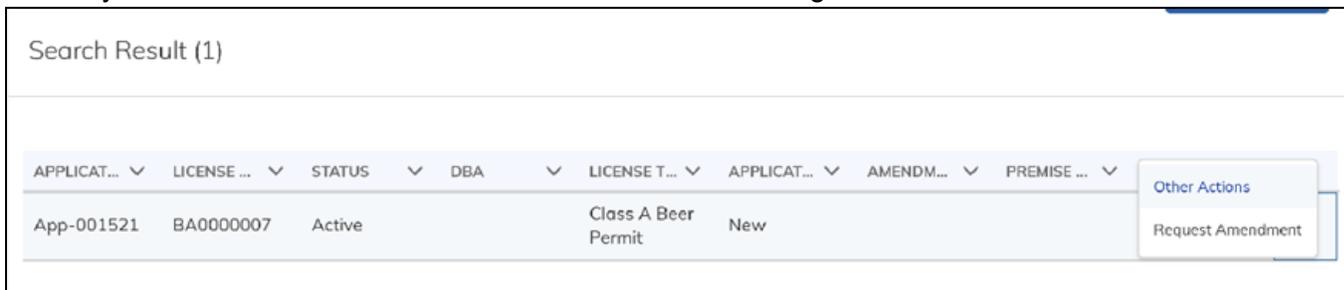
5. On the **Action Items** step of the Application, click the **Pay** button to be taken to the **Payment Gateway** to make your payment using the ACHDraft or Credit Card.

Print or View My Licenses

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

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.

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.

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,

see who has access to your licenses,
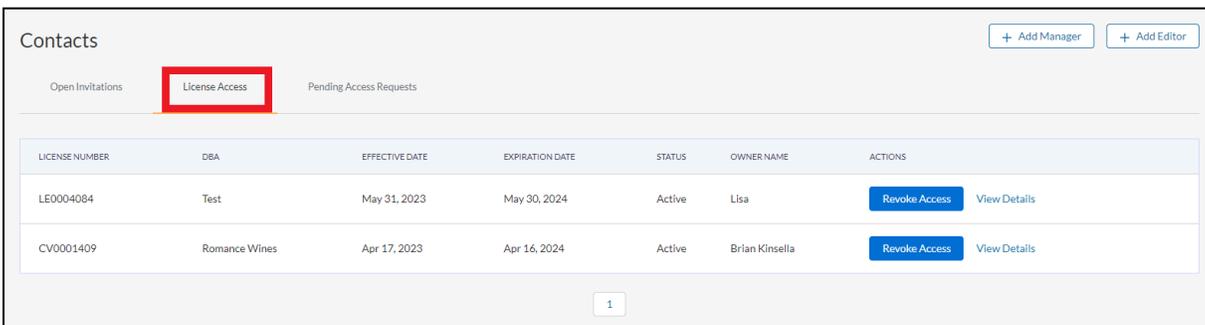
take away access to your licenses,
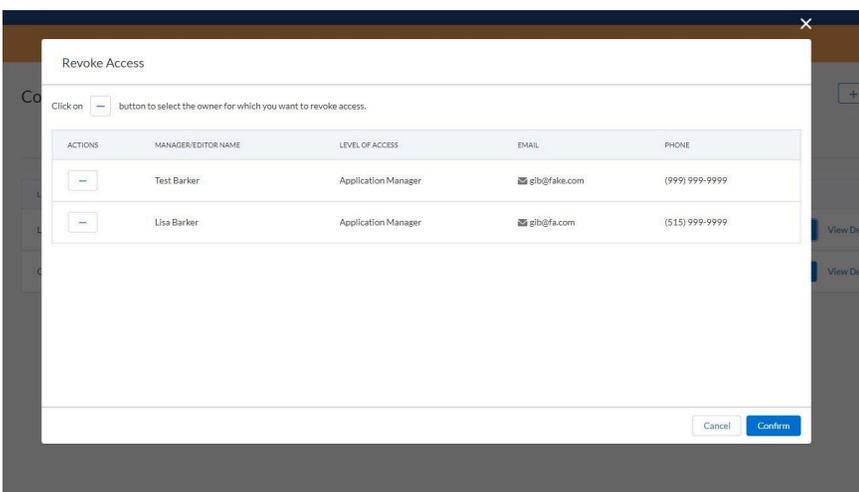
view pending access requests you have made
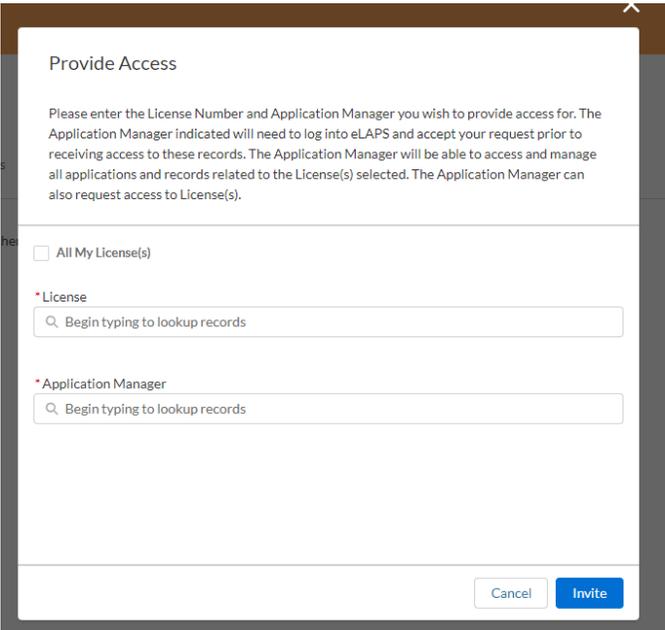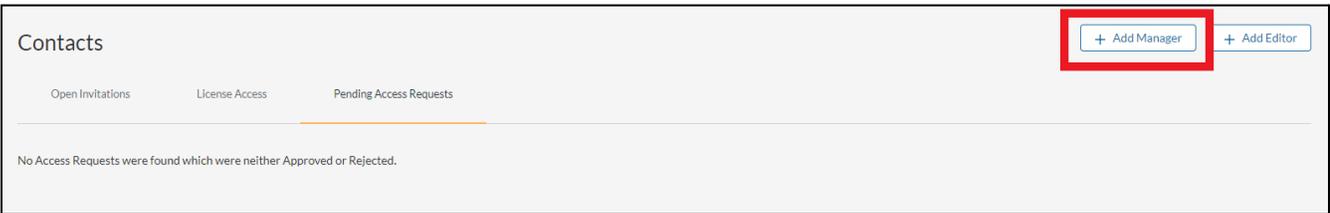
add a manager,
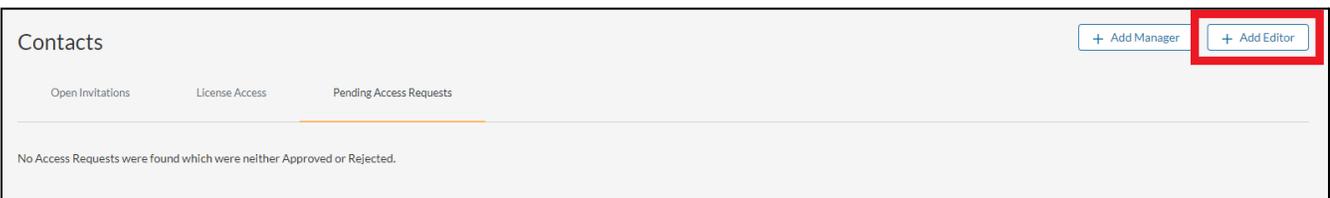
Provide Access

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

🔍 Begin typing to lookup records

* Application Manager

🔍 Begin typing to lookup records

Cancel   Invite

and add an editor.

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.

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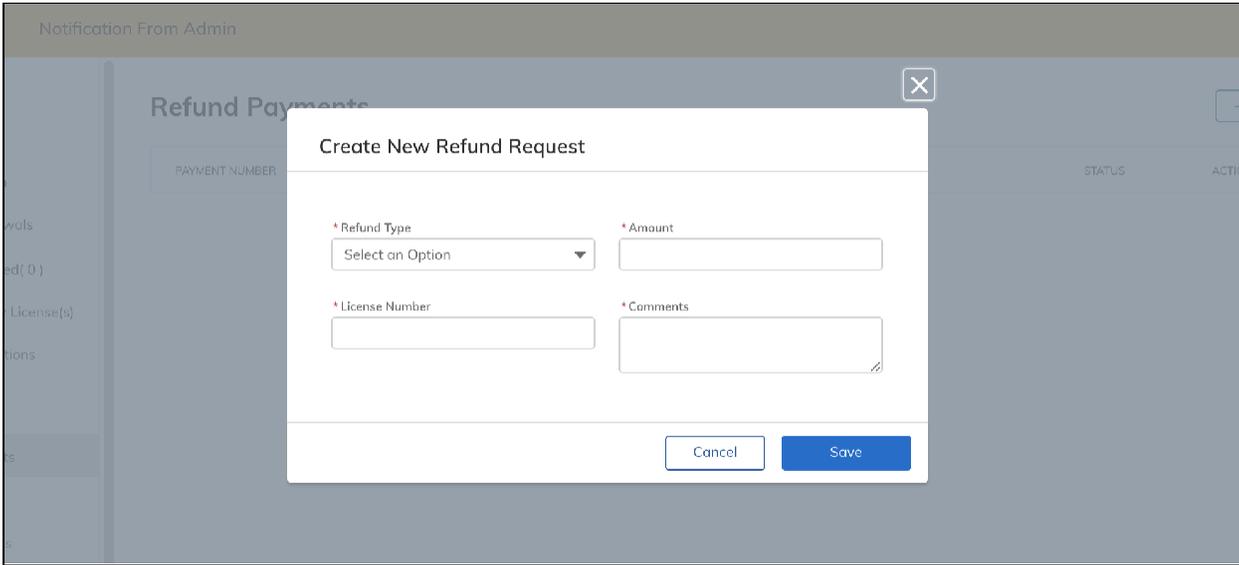
Tax Reporting

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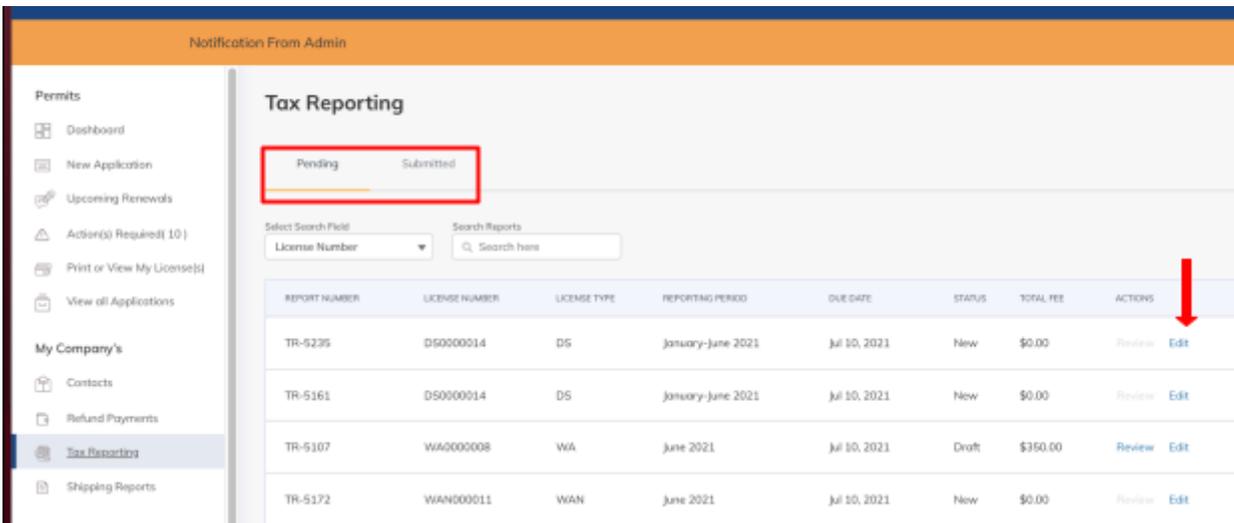
Fill in the required fields in gallons up to 2 decimals. If the previous month's report has been submitted, the starting inventory will auto populate. Once all fields are completed, click **Save** to view the total taxable gallons calculated.

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

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**.

Shipping Reports

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

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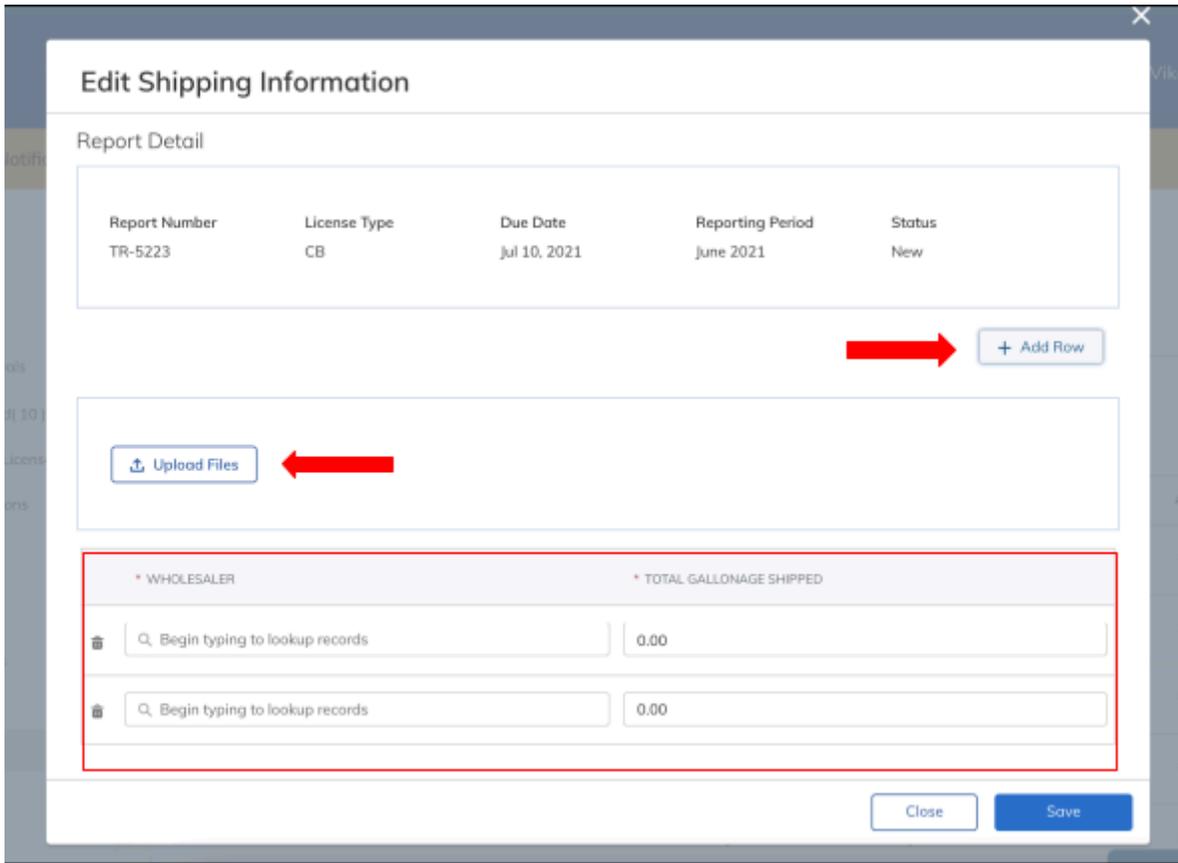
You can review submitted Shipping Records as well. To update a shipping report, click on **Edit** next to the submitted report that needs to be updated. As there is no tax due for shipping reports, an amendment is not needed to make updates.
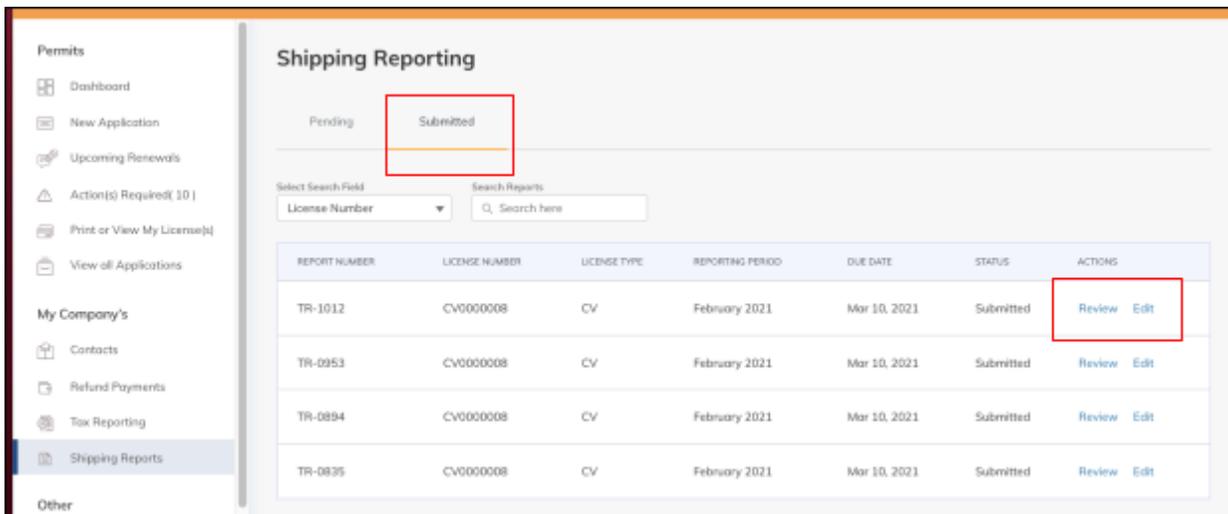
This concludes the Applicant QRG.

Department of Revenue

⭐ **Hot Tip**

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

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