



Iowa ABD eLAPS Additional Locations for Iowa Native Wineries - Quick Reference Guide ABD now has a new process of submitting Additional Locations within your eLAPS account.

Steps for submitting Additional Locations:

- 1. Log into your eLAPS account.
- 2. Navigate to the "Action List" section.
- 3. Click on "Edit/Update License" under Make a Change to a License or Permit.

Permits		Action List		
98 D	Dashboard			
= A	Action List	NEW APPLICATION	HELP ME CHOSE MY LICENSE TYPE	UPCOMING RENEWAL
_®® ∪	Jpcoming 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 fc
+ <u>#</u> , R	Revision Requests (0)			
0	Outstanding Payments (0)	Apply for New Application	Apply for New Application	CI
P P	Print or View My License(s)			
Ē V	/iew all Applications	MAKE A CHANGE TO A LICENSE/PERMIT	UPDATE DRAMSHOP CARRIER	CANCEL LICENSE
My Company's		Complete an Amendment application for Ownership updates, Outdoor Service, Add a Privilege or Sub-Permit, Temporary/Permanent Premises	Change Dram Insurance Midterm	Please use this action to initiate Cancellation Process.
A 🖞	Access Management (0)	Transfers, Premise Updates, and Additional Location.		
⊡ R	Refund Payments	Edit / Update License	Update Dram Carrier	C
ĝj ⊺.	fax Reporting		1	
🖹 SI	Shipping Reports			
Other				
🖉 G	Senerate Report			
۱ 🕑 Р	Public Database			

4. Look for the Class "A" Wine Permit (Native) you want to submit the Additional Location for and click on the "Amend" button next to the application number.

'ermits	Applications Eligible	For Amendment			
B Dashboard	License/Permit #	License/Permit Type			
Action List		Select	Search		
Ø Upcoming Renewals					
Revision Requests (0)	IOWAWAN000000				
, Outstanding Payments (0)	1918 SE Hulsizer Road Class A Wine Permit (Native)			App-000000	Amend
Print or View My License(s)	class / which child (date)				
View all Applications	Application Status 🕜	Effective Date	Expiration Date	Business Type	Licens
, 	> Active	2021-11-30	2022-11-29	Limited Partnership	12 Mont
y Company's					
Access Management (0)					

- 5. Select "Additional Location" under the New Amendment Request box and then click "Next".
- 6. Click on the "Add Location" button.
- 7. Fill in the required fields and upload the file for "Attach a letter of invitation to the event".
- 8. If you have multiple dates for this request, please indicate additional dates in the "Comments" box.
- 9. Click "Add/Update Location" button when you are finished.
- 10. Complete the Attestation / Endorsement and submit the application.