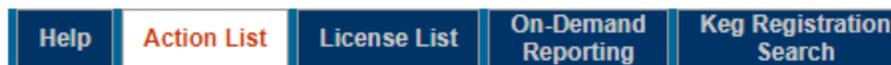


Step-by-Step Guide

Submitting an Application for New or Expanded Outdoor Service

1. Log in to [eLicensing](#) and under the “Action List” tab click on “Add an additional Privilege.”



Action List

Click on one of the following actions you wish to perform:

[Add an additional Privilege](#)

[Complete a New Application](#)

[Complete a Renewal Application](#)

[Complete a Refund Application](#)

[Complete an Ownership Update Application](#)

[Complete a Transfer Application](#)

[Complete a Premise Update Application](#)

[Complete Keg Registration Stickers/Booklet Order](#)

[Edit an Incomplete License](#)

[View Completed Applications](#)

[Complete a Tax Report](#)

2. Find the license period that applies to your outdoor service dates and click on “Add Privilege.”

Effective Date	Expiration Date	Application Type	Status	
04/01/2020	03/31/2021	Renewal	Active	Add Privilege
04/01/2019	03/31/2020	Renewal	Renewed	Add Privilege
04/01/2018	03/31/2019	Renewal	Renewed	Add Privilege

3. On the “Privileges” page, check the “Outdoor Service” box and click “Next.”

<input type="checkbox"/>	Brew Pub
<input type="checkbox"/>	Catering Privilege
<input type="checkbox"/>	Class B Native Wine Permit
<input type="checkbox"/>	Class B Wine Permit (Carryout Wine - Includes Native Wine)
<input type="checkbox"/>	Living Quarters
<input checked="" type="checkbox"/>	Outdoor Service
<input type="checkbox"/>	Sunday Sales

4. Fill in the “From” and “To” dates, put in a description of the boundaries, and then press “Next.”

Outdoor Service area dates (must fall within license period)

From: MM/DD/YYYY
To: MM/DD/YYYY

Submit to the Local Authority the Outdoor Service Area Dram Shop Endorsement. Endorsement dates must correspond with

Explain how the boundaries of the Outdoor Service Area are designated (fence, barricades, etc.)

5. Enter in the “Owner’s Signature” field the name of a person who appears on the “Ownership” page, today’s date, and then press “Finish”

Owner’s Signature: Date: MM/DD/YYYY

Tentative effective date: MM/DD/YYYY
 y 10th and July 10th for the previous six months of shipment. This report can be found on the "Action List" under "Complete a Tax Re

Please notify your Financial Institution to allow ACH debits by our agency’s ACH ID number, 142-6004553.
 Funds will be pulled from your account 2 days after ABD approves the license.

Finish

rmation screen after clicking on “Finish”, please see the notes at the top of the applicant signature screen to find out why the applica

6. Your outdoor service application can be tracked in eLicensing. Once submitted, the status will change from “Incomplete” to “Pending Dram Shop.” Your dram shop insurance carrier will need to endorse coverage in order for the application to move forward for local authority and ABD approval.

Effective Date	Expiration Date	Application Type	Status
05/15/2020	05/16/2020	Outdoor Service	Incomplete